

Importing Templates into Zedmed

All templates for import need to be in the form of an .rtf (Rich Text File) it is of the utmost importance that you do not open the template before you import into your software as opening the template will break the automated links created within the document.

*you will need administrator access to import templates to Zedmed Clinical.

To import templates into your clinical software application requires you to complete the following steps.

- Right-mouse click on the **'File for Import'** and select **'Save As'** save the document in a location that is familiar to you and you can easily find/access again e.g. on your desktop.
**if you download an rtf. Template from a website you will need to make sure you do not click open but instead click on "Save" save the document in a location that is familiar to you and you can easily find/access again.*
- Open your Zedmed clinical software, in the main screen select **'clinical records', 'tools', 'clinical WP Setup', WP templates'**.
- Select **'file', 'Import Template'**.
- Left click on the **'browse'**, left click on the drop down arrow at **'look in'** and select **'desktop'**.
- Double click on the template that you saved on the desktop earlier.
- In the description field name the template appropriately.
- To make template available to all users right click on the template and select **'Toggle as patient report button menu item' AND 'Toggle available to all users'**.

You have now successfully imported the template into your clinical software system.

If you require assistance with digital health please contact the Adelaide PHN Digital Health Team on 8219 5900 or digitalhealthinfo@adelaidephn.com.au