Importing Templates:

Practix

Step 1: Moving the Template to your Computer

- Right mouse click on the template you wish to import from the Montserrat website;
- Click on **'save target as'**
- Left click on the 'save in' drop down arrow and select **'desktop'**
- Left click on the **'save'** button
- A 'download complete' screen will appear
- Left click on the **'close'** button

Note: Do not open this document before completing importing process as it will corrupt the medical software coding.

Step 2: Saving the Template to Practix

- Click 'Administration'
- Double Click on 'System Configuration'
- Double Click on 'Templates'
- Double Click on 'Register Document Templates'
- Within the Template Type Box, now Select Letter/Document
- Click on the New Button
- Click Select
- Locate the file you imported at Step 1 to your desktop
- Double Click on the Template
- Name the Template (we recommend Montserrat Endoscopy Referral)
- Within the 'Use Within' box check the 'Referral Sent' box
- Click Save
- Click Close

To complete the process, return to the original file created during Step 1, and delete this file from your desktop.