

GENIE

1. Go to the **ResSleep** website (www.ressleep.com.au)
 - a. Select *Referrals*
 - b. Under *Genie Solutions* Click *Referral Form Template*

Genie Solutions

- Installation Instructions
- **Referral Form Template**
- Template User Guide

- c. Select *Save As*
 - i. Save to the desktop
2. Select *Open folder* from the yellow prompt at the bottom of the screen



3. Open **Genie**
4. With a **test patient** selected
5. Click the *create referral or reply letter template* icon
6. Click *cancel* when asked to search for an address book entry

7. Click *Blank Letter*

8. Select **New template** from the *template* dropdown menu (circled in red)

9. Enter the *name* of the Template: **ResSleep Referral v1-1**

10. Click *File*; Select *Open*; Select the **ResSleep Referral v1-1** for the USB/Saved location (circled in orange)

- a. You may need to change the margins of the page to *10mm* under *file> page Setup*

11. Click *Save* (circled in green)

12. Click *Cancel* on the new template screen (circled in orange above)