

MEDICAL DIRECTOR

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

Medical Director

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

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



NB: Do not select *OPEN* this will corrupt the merge fields
for this template

2. Open **Medical Director**
3. Open the '*Letter writer*' under the '*tools*' tab
4. Select *New*; Select *New Template*; Select *File*; Select *Import*; Select *ResSleep_Referral(MD3)_v1-1.rtf* from the USB inserted/save location
5. Check Page settings
 - a. *A4 Size*
 - b. All Margins are *10mm*
6. Select *File*; Select *Save as template*
 - a. Enter the *Template Name ResSleep Referral v1-1*
 - b. Select the User Access *all users* button
 - c. Click *Save*

