

PRACTIX

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

practiX

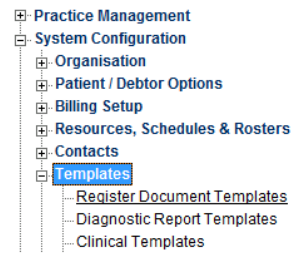
- Installation Instructions
- **Referral Form Template**
- Template User Guide

- 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

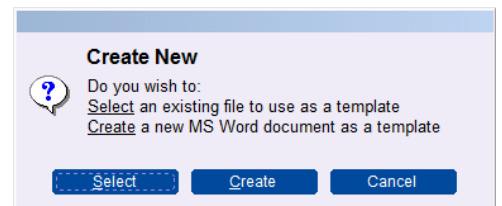
2. Open **Practix**
3. Click *Administration* from the main login screen
 - a. Select *System Configuration*; Select *Templates*; Select *Register Document Template*; Select *Modify* (shown right)
 - b. This will open the *Register Document Templates Screen*



4. Select the *Letter/Document template type* From the drop down menu

5. Click *New*

6. Click *Select* to choose the template downloaded. (shown right)



7. Select the **ResSleep_Referral(Practix)_v1-1** from the USB/Saved location

8. Enter the title of the Template (circled in red) **ResSleep Referral v1-1**

9. **Word** will open to show the template
 - a. Click save and close **Word**

10. Click the *referral sent* tick box (circled in orange)

11. Click *Save* (circled in green)

