

**BEST PRACTICE**

1. Go to the **ResSleep** website ([www.ressleep.com.au](http://www.ressleep.com.au))
  - a. Select *Referrals*
  - b. Under *Best Practice Software* Click *Referral form (QLD) Template*

**Best Practice Software**

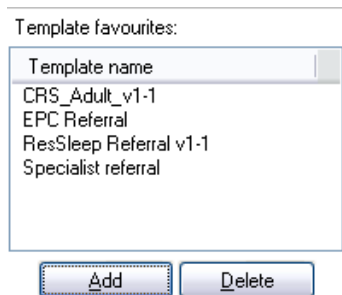
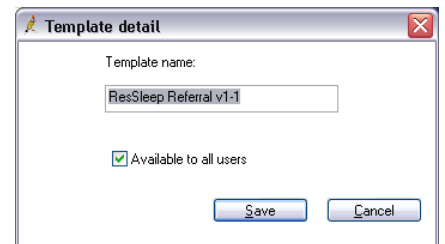


- c. Select *Save As*
  - i. Save to the desktop
- d. Select *Open folder* from the yellow prompt at the bottom of the screen



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

2. Open **Best Practice**
3. Open the *Word Processor*
4. Select *Templates*; Select *Import*; Select *ResSleep\_Referral(BPS)\_QLD\_v1-1.rtf* from save location (the desktop)
5. Check Page settings
  - a. A4 Size
  - b. All Margins are 10mm
6. Select *Save Icon*
  - a. Enter the *Template Name ResSleep Referral QLD v1-1*
  - b. Select the *Available to all users* tickbox
  - c. Click *Save*
7. Setup *Favourites List* (to be completed for each User)
  - a. Click the *Add Button* below the *favourites* (bottom left-hand of screen)
  - b. Select the **ResSleep Referral v1-1** from the custom list; Select *Add*
  - c. The **ResSleep Referral v1-1** has been added to this users favourites
8. Repeat step 7 for each user



(NB: you will need to login as each user to setup the Favourites list ONLY)