

MEDICAL DIRECTOR

1. Go to the **ResSleep** website (www.ressleep.com.au)
 - a. Select *Referrals*
 - b. Under *Medical Director* Software Click *Referral form (QLD) 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 *Word Processor*
4. Select *New*; Select *New Template*; Select *File*; Select *Import*; Select *ResSleep_Referral(MD3)_QLD_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 QLD v1-1**
 - b. Select the User Access *all users* button
 - c. Click *Save*

