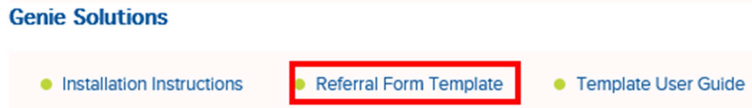



GENIE

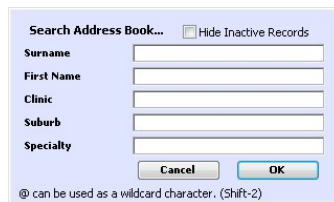
1. Go to the **ResSleep** website (www.ressleep.com.au)
 - a. Select *Referrals*
 - b. Under *Genie Solutions Software* Click *Referral form (SA) Template*



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



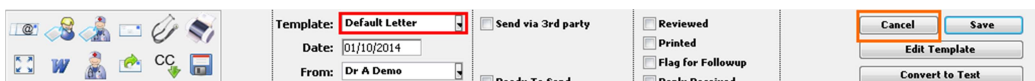
3. Open **Genie**
4. With a **test patient** selected
5. Click the *create referral or reply letter template* icon 
6. Click *cancel* when asked to search for an address book entry



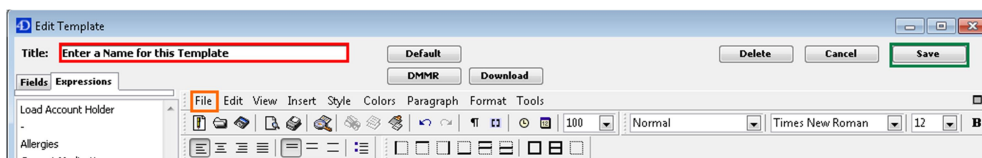
7. Click *Blank Letter*



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



9. Enter the *name* of the Template: **ResSleep Referral SA v1-2**



10. Click *File*; Select *Open*; Select the **ResSleep Referral SA v1-2** 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)