

**PRACTIX**

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

**practiX**



- 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)\_SA\_v1-2** from the USB/Saved location
8. Enter the title of the Template (circled in red) **ResSleep Referral SA v1-2**
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)

