

BEST PRACTICE

1. Go to the **ResSleep** website (www.ressleep.com.au)
 - a. Select *Referrals*
 - b. Under *Best Practice Software* click *Referral form Template*

Best Practice Software

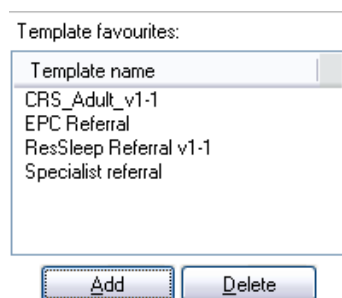
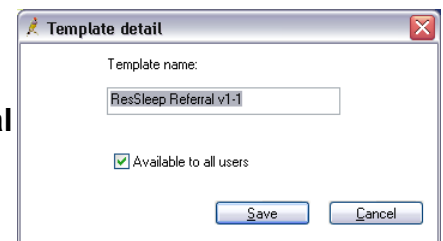
- Installation Instructions
- **Referral Form Template**
- Template User Guide

- 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 **Best Practice**
3. Open the '*Word processor*' under the '*Utilities*' tab
4. Select *Templates*; Select *Import*; Select *ResSleep_Referral(BPS)_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*
 - 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)