



Installing the eReferral template in Best Practice Software

1. Download the “Best Practice eReferral Template” from www.peninsulasleepclinic.com.au/about.html
 - Be sure to “**Save**” the file to a location you will be able to find later (e.g. the Desktop)
 - **Do not open** the file after it has downloaded as it may corrupt the template - in this case, simply delete the file and re-download as above.
2. Open Best Practice and from the menu bar, navigate to **Utilities > Word Processor**
3. From the menu bar, navigate to **Templates > Import Template** and select the file downloaded in Step 1 from the saved location (e.g. the Desktop). It should be named “Peninsula Sleep Clinic eReferral.rtf” or similar.
4. From the menu bar, navigate to **File > Save** or click the Save icon. From the popup box, check the “**Available to all users**” checkbox and click Save.
5. Close the Word Processor
6. You can now add the eReferral Template as a Template Favourite for quick access.
 - a. From the menu bar, navigate to **Utilities > Word Processor**
 - b. In the left column under the Template Favourites box, click **Add**
 - c. Select the **Peninsula Sleep Clinic eReferral** template from the list and click Add
 - d. The template will now be available from the Template Favourite box
 - e. You will need to repeat Step 6 for each user