



Installing the eReferral template in Medical Director Software

1. Download the “Medical Director 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 Medical Director and from the menu bar, navigate to **Tools > Letter Writer**
3. Select “**Blank Template**” from the dialogue box and click “OK”
4. From the menu bar, navigate to **File > Import** 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. Click “Open”.
5. From the menu bar, navigate to **File > Save as Template** or click the Save icon. From the popup box, click the “**All Users**” button, enter the template name as “Peninsula Sleep Clinic Referral” and click Save.
6. Close the Word Processor
7. You can now use the eReferral Template when using Letter Writer by clicking **File > New**, and selecting it from the templates list.