Importing Templates into Zed Med

IMPORTANT: Do not open the template in Microsoft Word or any program other than ZedMed. If the template is opened in another program it will corrupt the links and it will have to be downloaded again. If you are downloading a file from a website, right click and the file and choose 'save target as' the file must be saved in rich text format, eg. 'rtf'.

Importing the template

1. Open ZedMed
2. Click on clinical records on the main screen
3. Select Tools > Clinical WP setup > WP Templates
4. In the template selection screen, click file / import
5. Click the Browse Button, navigate to the template location and select the desired template.
6. Enter the template name into the description field and click OK.
7. Your Template should now be available to you
8. Make the template available for all users by going into the Template editor (Tools/Clinical WP Setup/WP Templates)
9. Right click on the template and select "Toggle available to all user"

Put the template into the Patient Reports Drop down list

10. Go into the Template editor (Tools/Clinical WP Setup/WP Templates)
11. Right click on the template and select "Toggle as Patient Report button menu item"
12. You can also add it to the Quick Documents section by
13. Right clicking and selecting
14. "Toggle as Quick Documents button menu item"

The template is now stored within the ZedMed software and ready for use.