

Importing Templates into practiX

For more information about
GPQ's Importing Templates into
Best Practice contact:

Kat Murray
Level 5
410 Queen Street (Cnr Wharf St)
GPO Box 2546 Brisbane 4001
T 07 3105 8300
F 07 3105 8301
kmurray@gpql.com.au
www.gpql.com.au
ABN 56 123 426 111

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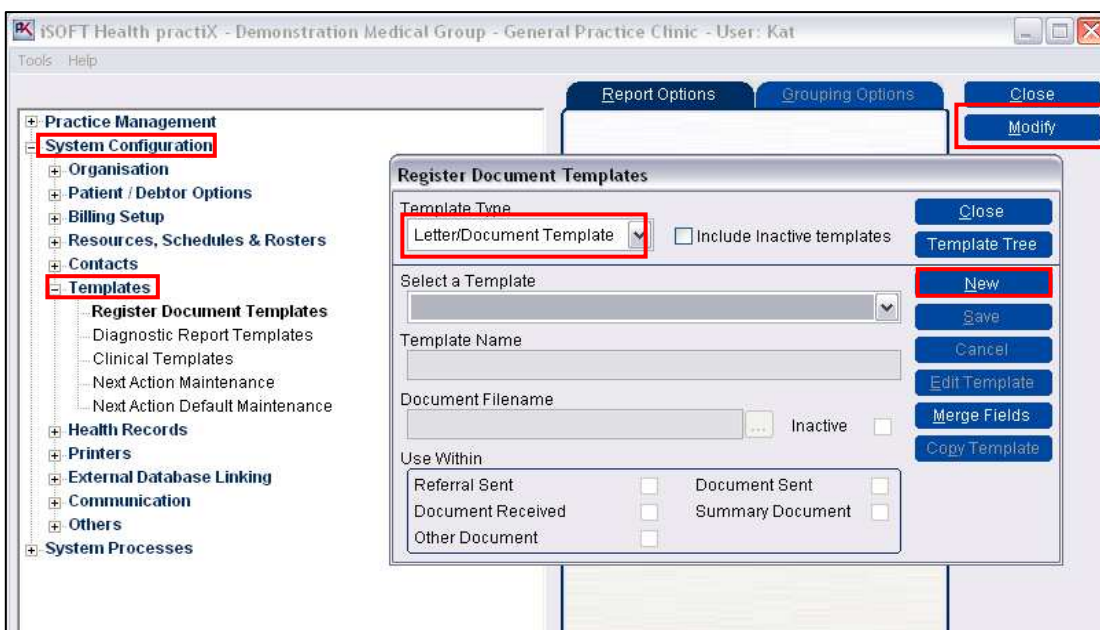
Step 1: Downloading templates from the GPQ website

1. Go to <http://www.gpql.com.au/eHealth/eReferrals/> and scroll down until you find the Templates table.
2. Right click on the desired template and click on 'Save As'.

Tip: Save the template on your desktop or in a 'Templates' folder

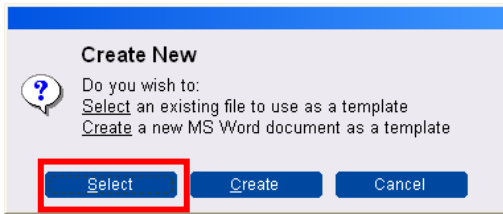
Step 2: Registering/Importing the template

3. Open practiX
4. Enter "Administration" module
5. Select System Configuration
6. Select Templates
7. Register Document Templates
8. Select Template Type "Letter/Document Template"
9. "New"



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health
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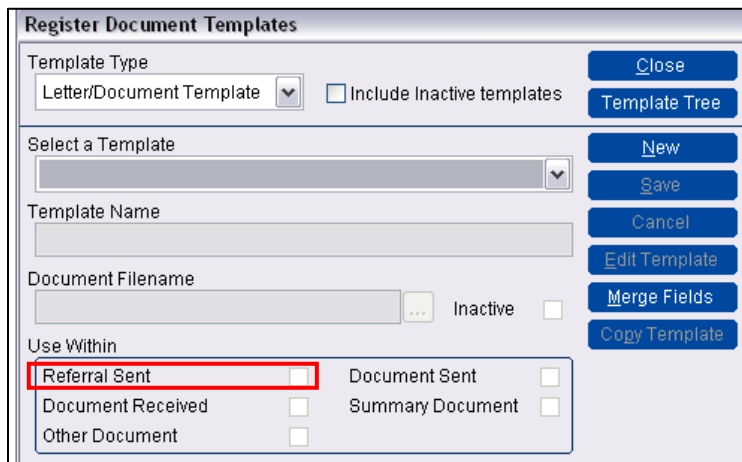
10. Create New – “Select an existing file to use as a template”



11. Locate the template you downloaded from the GPQ website. Click on Open

12. In the Use Within box select “Referral Sent”.

13. Save and close.



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