



Air Liquide
HEALTHCARE

BEST PRACTICE

Installing the eReferral template

1. **Download** the “Best Practice” Sleep Referral File

- **Save** the file to your Computer (e.g. on the Desktop)

Do not open the file after it has downloaded as it may corrupt the template. If this happens, simply delete the file and re-download.

2. **Open** Best Practice and from the menu bar, click **Utilities > Word Processor**

3. From the menu bar, click **Templates > Import Template** and select the file downloaded in Step 1 from the saved location (e.g. Desktop) and click **Open**.

4. From the menu bar, click **File > Save**. From the popup box, check the **Available to all users** checkbox. Name the file “**Sleep Referral Air Liquide Healthcare.rtf**” or similar 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, click **Utilities > Word Processor**

b. In the left column under the Template Favourites box, click **Add**

c. Select the **Sleep Referral Air Liquide Healthcare 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