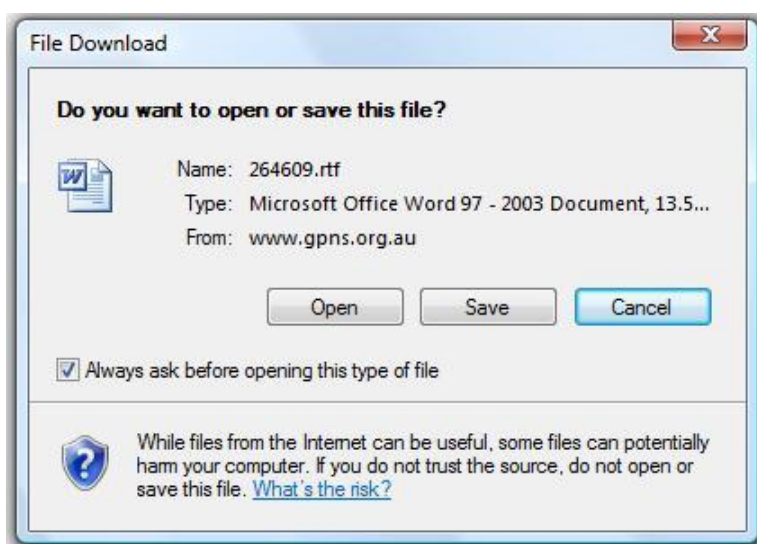


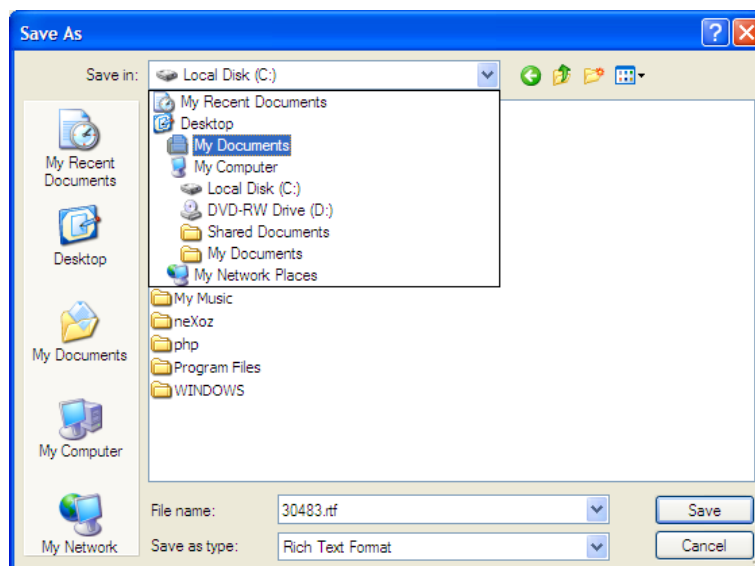
Importing Best Practice Templates

Downloading the Template Using Internet Explorer

Open the templates web page on the gpns web site (<http://www.gpns.org.au/site/index.cfm?display=3059>) and click on the template you require. A “File Download” window will open, click on the “Save” button. If the template opens in a new window instead of the “File Download” window appearing, you need to close the new browser window, and then right mouse click on the template and click (left mouse click) on “Save Target As”.

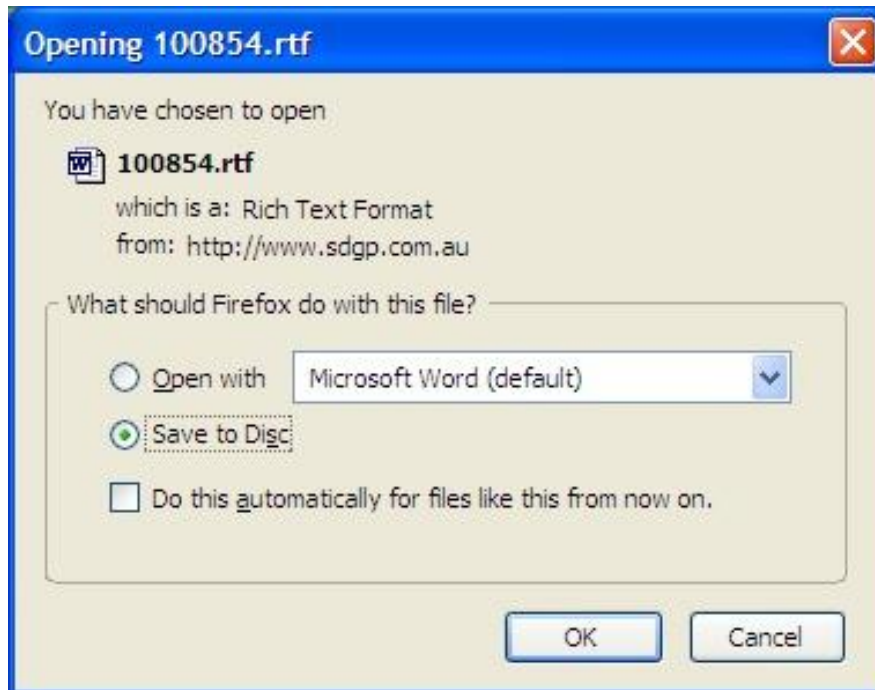


Click on the drop down box “Save in:” and select “My Documents” or another location, such as “Desktop”. Then in the “File name:” field type the name of the template (e.g. “GPMP & TCA Diabetes”) and click “Save” button. You will need the location and file name for importing the template into Best Practice.



Downloading the Template Using Firefox

Open the templates web page on the **gpns** website (<http://www.gpns.org.au/site/index.cfm?display=3059>) and click on the template you require. A window will open to indicate you are opening a document, on that window click on the “Save to Disc” option, and click the OK button.

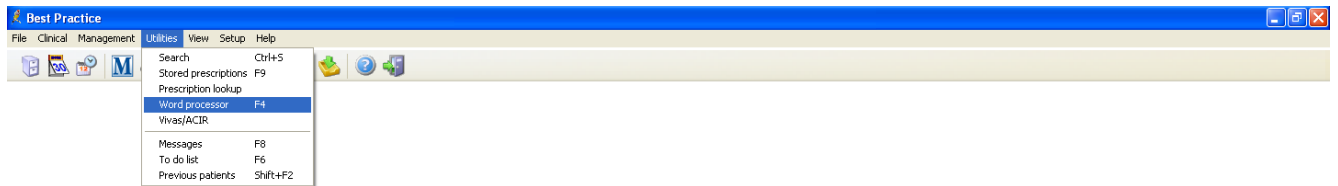


When the template has finished downloading, the Downloads window will indicate in the bottom left corner where the template was saved. You will need this location and the name of the saved file for importing the template into Best Practice.

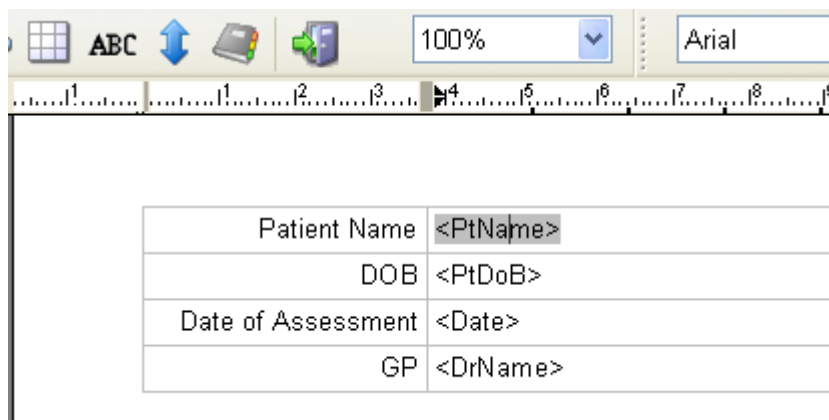


Importing the Template into Best Practice

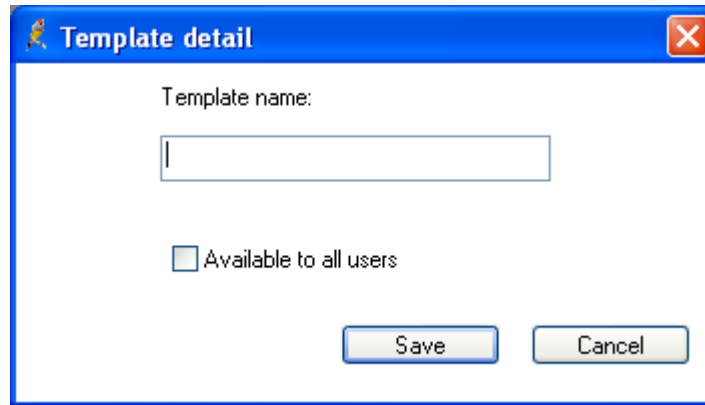
Open and login to Best Practice, close the “Open patient” window (if already logged into Best Practice, close all other windows). Click on “Utilities” in the menu, and then on “Word processor”.



Click on “Templates” in the menu, and then on “Import template”. Click on the drop down box “Look in:” and select navigate to the location where the template was saved from the web site, and double click on the file name. The template should be displayed. To check the template is working properly, click on one of the data fields (identified by the < > brackets) and it should become highlighted in grey.



To save the template, click on “File” in the menu and then on “Save”. In the “Template name:” field, enter the name you want the template saved as, and if the template is for all users, make sure the “Available to all users” field is ticked. Then click the “Save” button.



Click on "File" in the menu and then on "Close".

The new template should now be available.