

# Templates - Importing and Exporting



## To Import a Template into Zedmed Clinical

- Go into 'Tools', 'Clinical WP Setup', 'WP templates'
- Click on 'File' and select 'Import Template'
- Find the file where you saved it and highlight it
- Click 'Open'
- Enter the template name into the Description field
- Click 'OK'

Once the template has been imported, you may wish to apply the following-

### **1| Make the Template Available to all Users**

- Go into 'Tools', 'Clinical WP Setup', 'WP Templates'
- Right click on the template and select 'Toggle available to all user'

### **2| Put the Template into the Patient Reports Drop down list**

- Go into 'Tools', 'Clinical WP Setup', 'WP Templates'
- Right click on the template and select 'Toggle as Patient Report button menu item'

## To Export a Template

- In the 'Tools', 'Clinical WP Setup', 'WP Templates' highlight the template to be exported
- Click on 'File' (top LH corner)
- Select 'Export Template'
- Click on 'Browse' and choose where you want to save the file
- Type the file name into the file name field and click 'Save'
- Click 'OK'

For further assistance on this subject, please contact us on –

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