

# Importing Templates into Genie

IMPORTANT: The template must be in .4w7 or .4wt, .doc or .rtf formats.

## Downloading templates from the CHN website

1. Go to <https://www.chnact.org.au/templates-clinical-software> then navigate to the relevant templates page.
2. Right click on the desired template and click on 'Save As'.

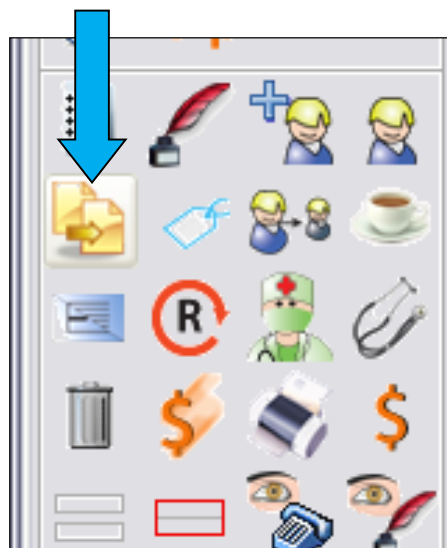
Tip: Save the template on your desktop or in a 'Templates' folder

## When completing the template please follow these simple instructions

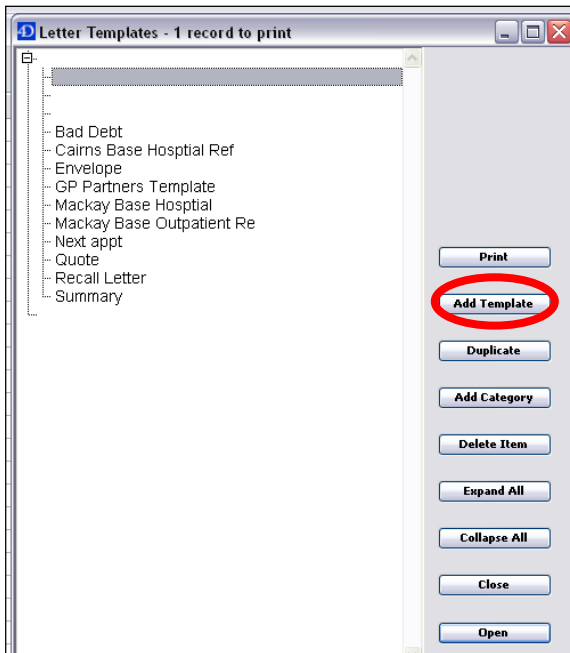
- For the text which is highlighted in blue the responses that are not applicable must be deleted
- For the text which is bold and red please type in your response
- For a list of the current Specialists at your local hospital please click on the **List of Specialists** hyperlink located in the **REFERRAL TO** section. Find the desired specialist and complete the form.

## Importing the template

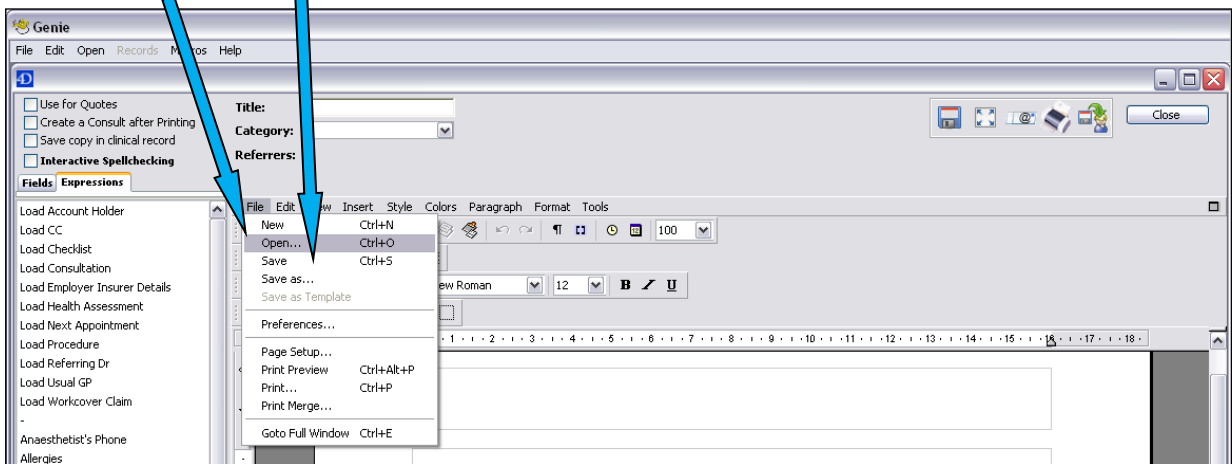
3. Open Genie
4. Click on the 'Create or print a merged letter template' icon



5. Click on the 'Add Template'



6. Click on **File** then **Open** and locate the template you wish to import



7. Now, name the template in the **Title** box and click **Save**.

