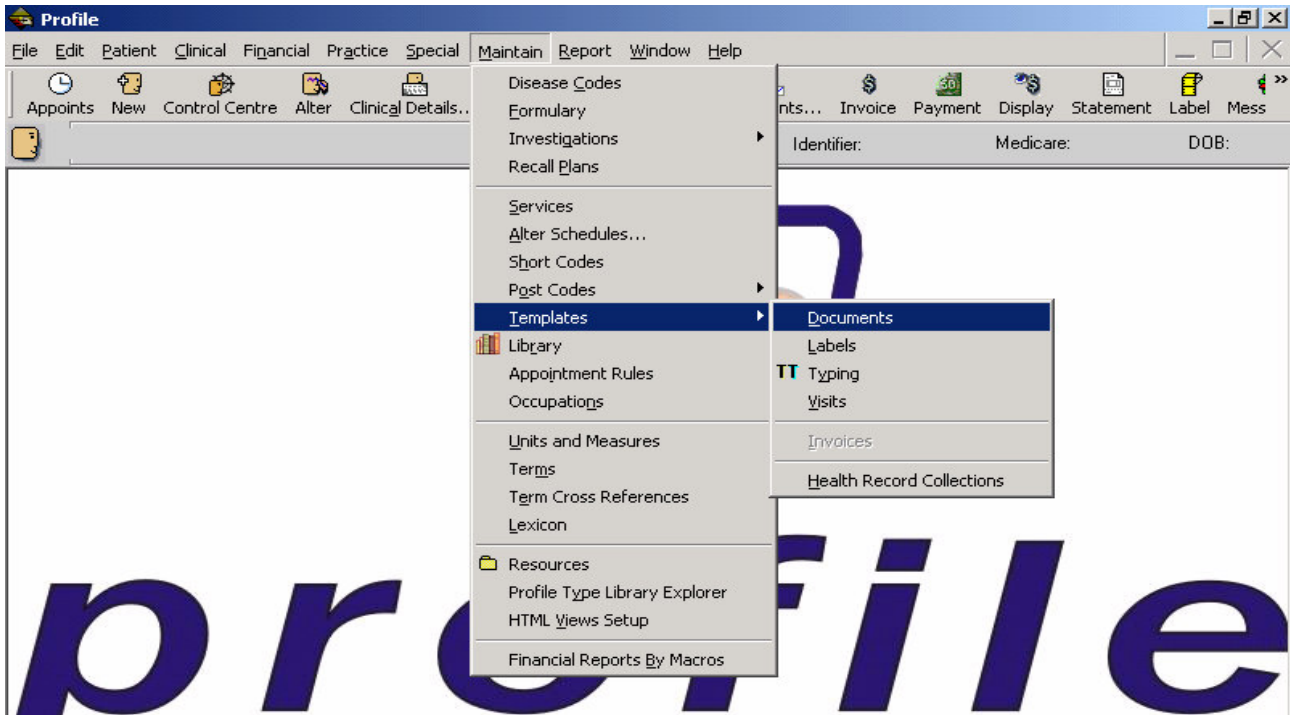
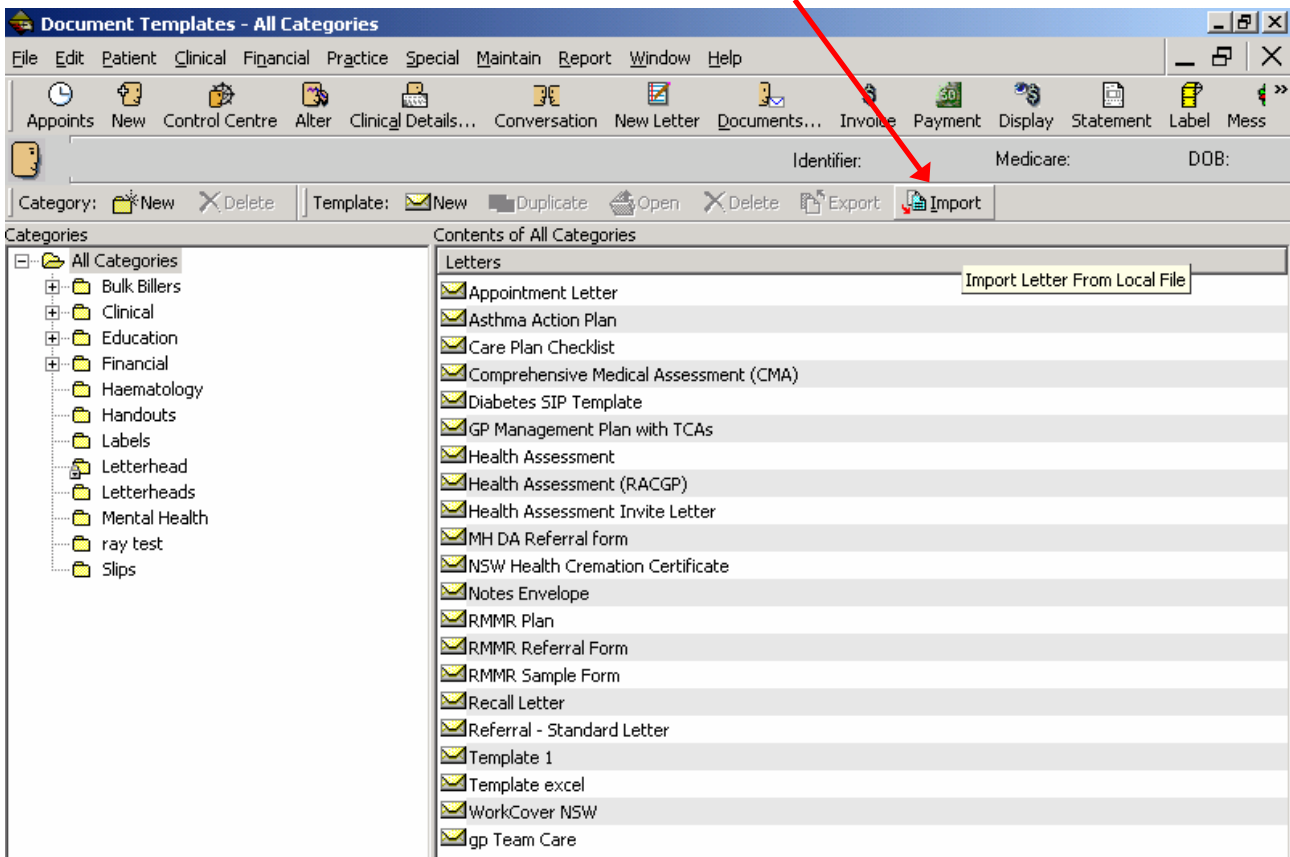


How to Import Templates into Profile

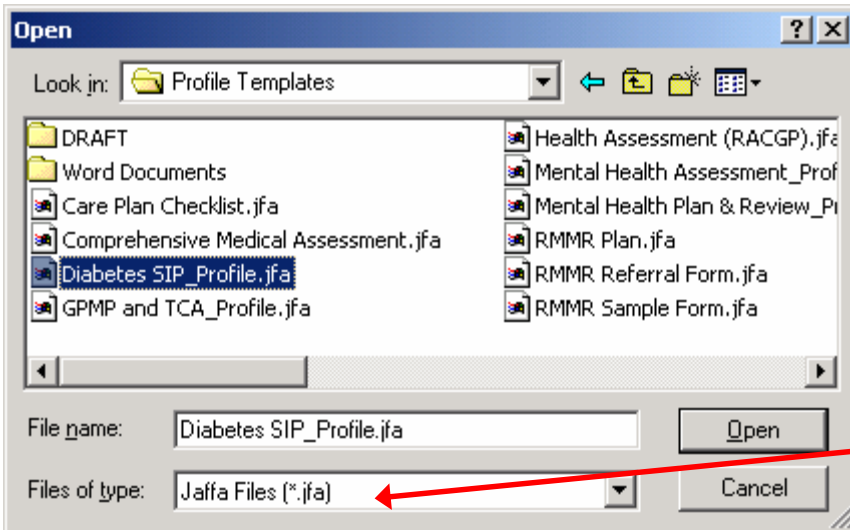
➤ From the main menu click on 'Maintain' → 'Templates' → 'Documents'



➤ In the 'Document Templates' section click on 'Import'

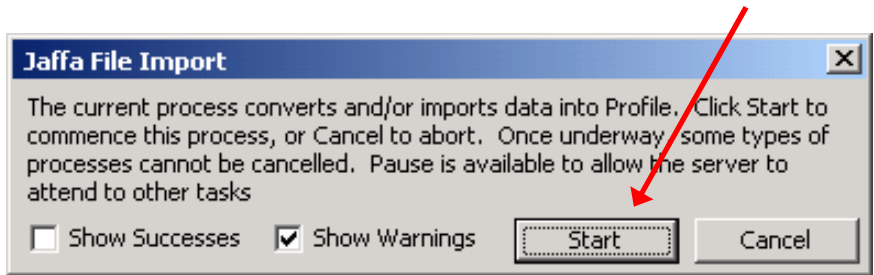


- Locate the file you want to import from your computer and click 'Open':

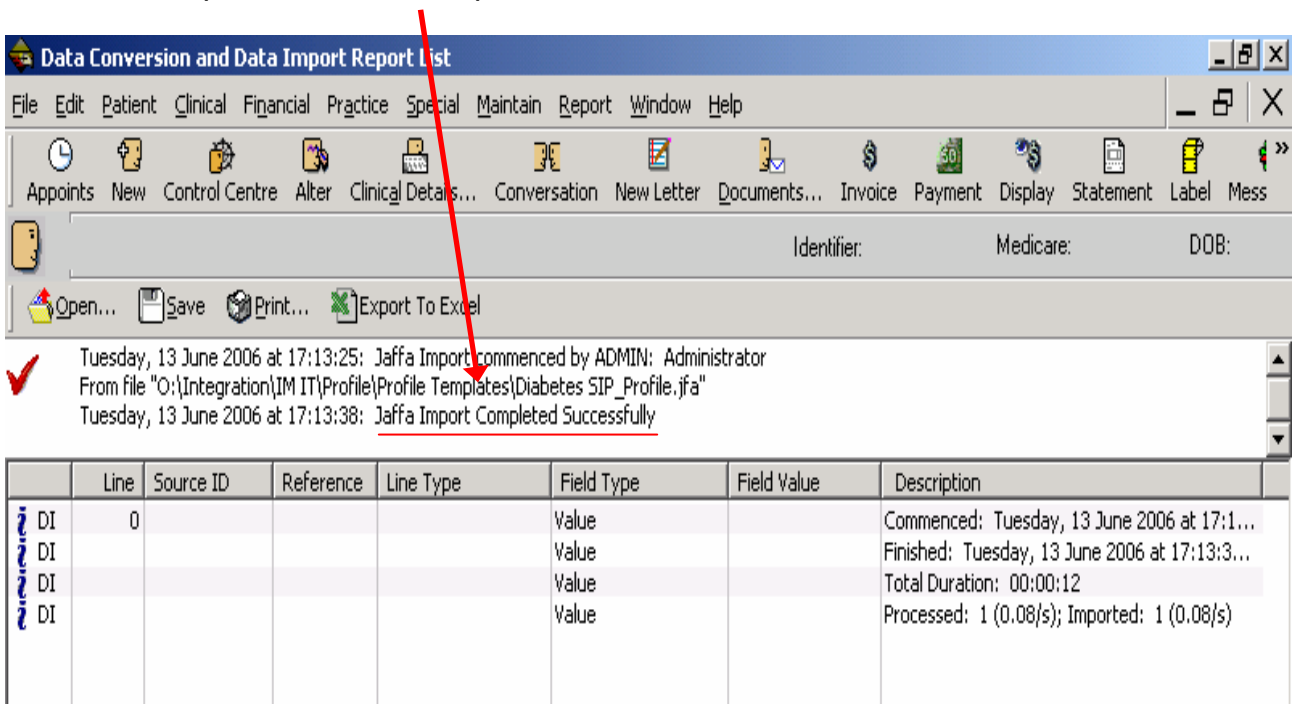


IMPORTANT NOTE:
If you are importing a template that has already been created for Profile – then it will be a Jaffa file – so make sure you have selected 'Jaffa Files' in the field 'Files of type'.

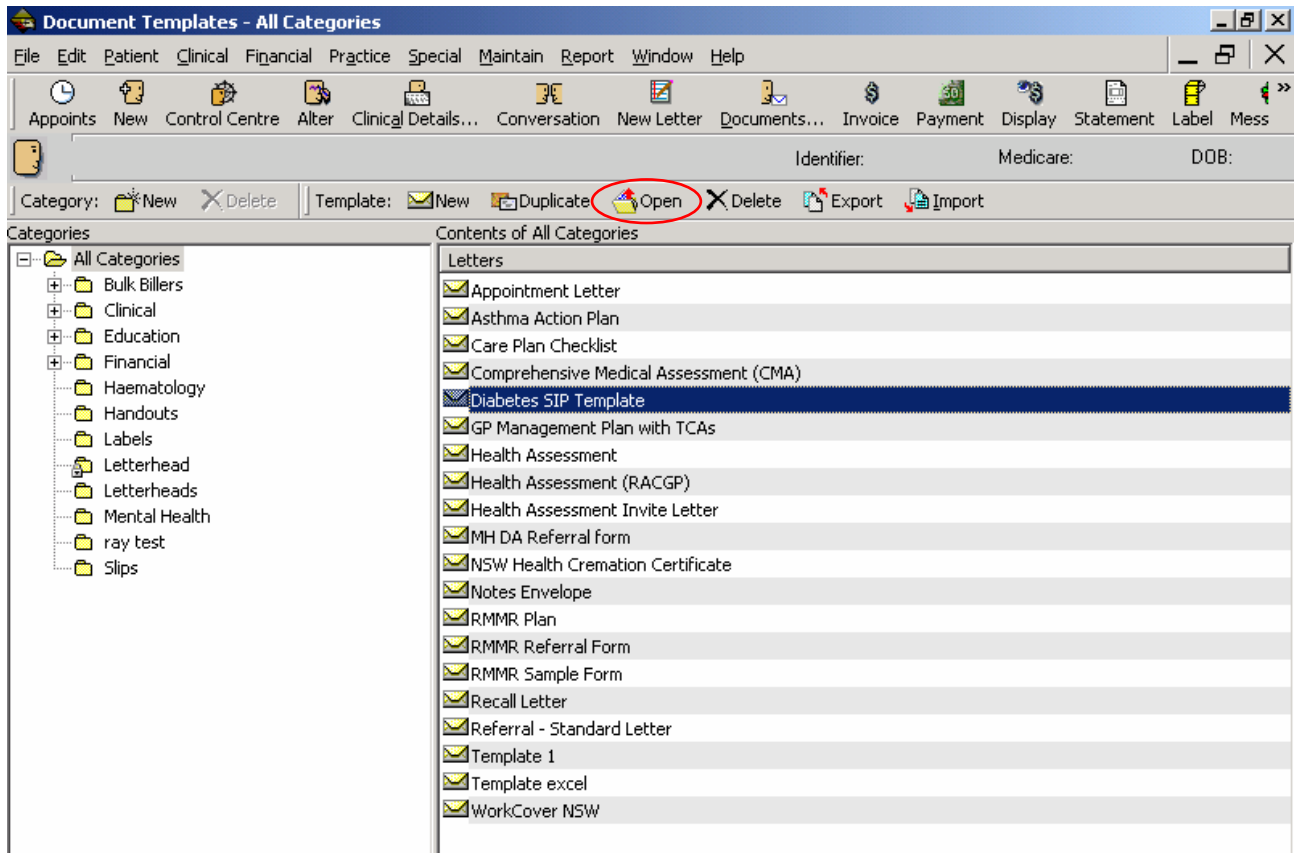
- You will then be asked to start the import process – click 'start':



- The process to import a file takes a few moments – when complete the following screen will appear with details about the import process and whether the import was 'Completed Successfully'.

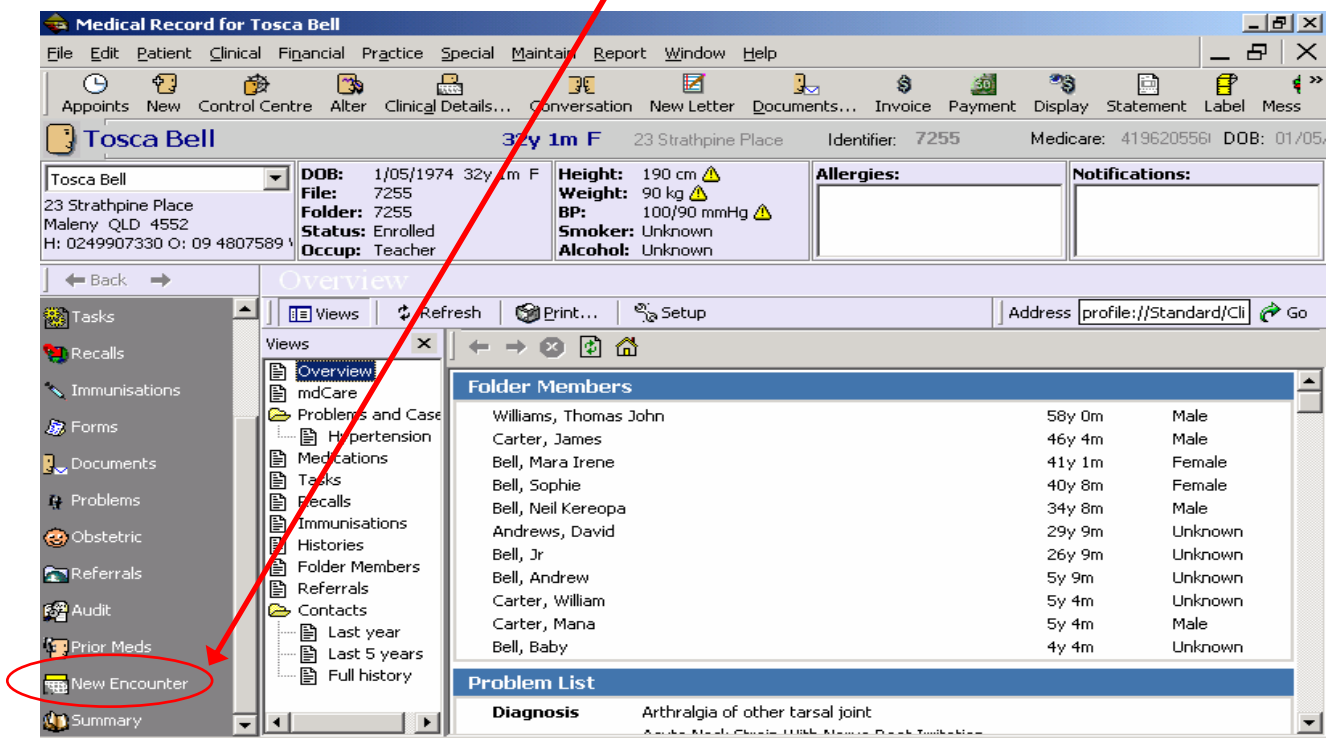


- Your template will now appear in the list of templates/letters available in Profile – you can double click on your template or highlight and press 'Open' to have a look at what it will look like or to make any modifications to your template.

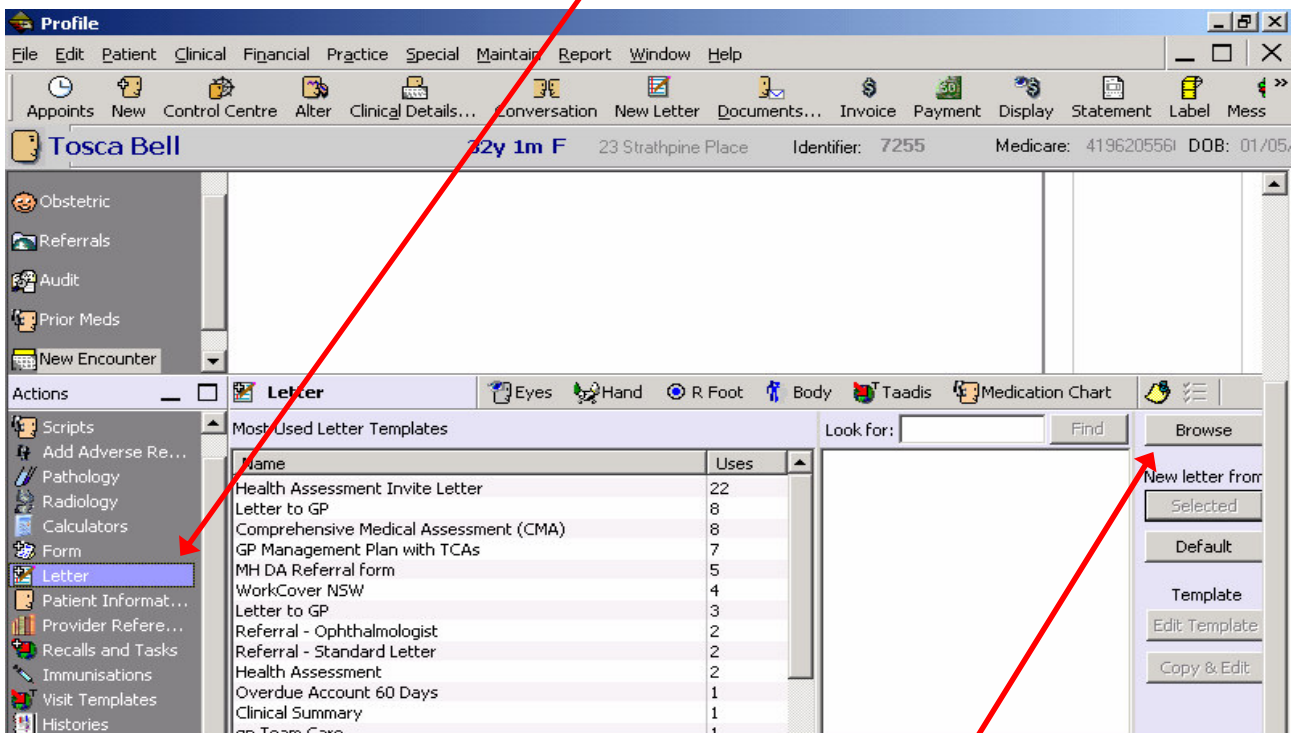


To Open Templates/Letters in a Patient's File

- In the patient's file click on 'New Encounter'

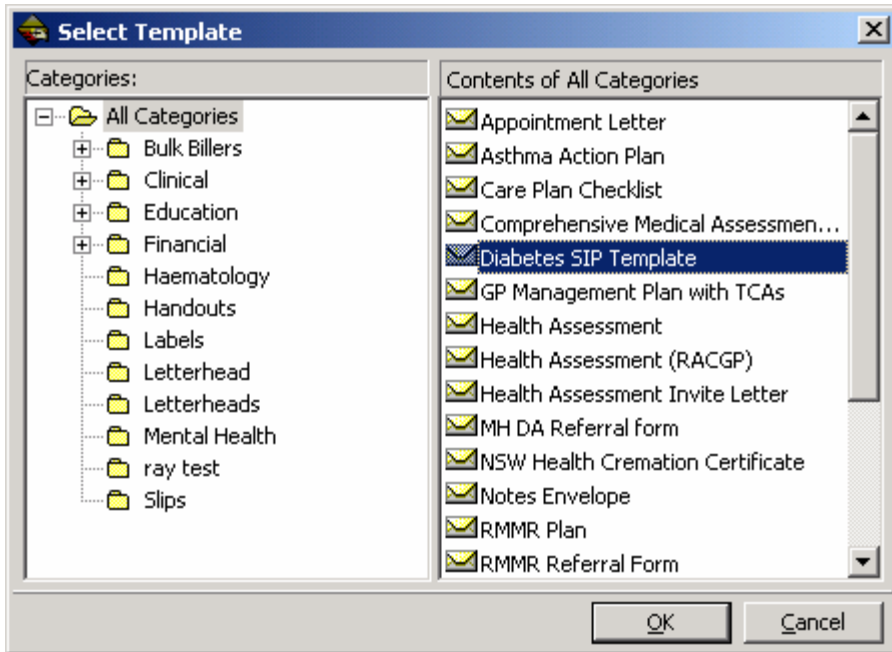


- Then in the Actions box click on 'Letters'



- You then need to find your template by clicking on 'Browse'

- Find the template you want to open → highlight and click 'OK'



- Your template should now open and automatically insert any data into the automatic data fields.

