



## IMPORTING DOCUMENT TEMPLATES INTO MEDICAL SPECTRUM

To add a new template into Medical Spectrum the following steps need to be followed.

You will need to be logged in as a doctor or have full administration rights.

1. Save the template document to your hard drive by right-clicking and choosing 'Save As' or 'Save Target As'. Save the template in the MSS\MSSDATA\TEMPLATE folder where the main Spectrum files are kept (on the server).
2. Start Medical Spectrum.
3. Login and go to the SYSTEM option.
4. Click System Setup.
5. Select Templates and then Documents Templates
  - a. Click New
  - b. Type a new Template Name
  - c. Put in a name for the template
  - d. Choose who is to have access to it (Doctors and Admin, Administration or Doctors only)
  - e. Type in the complete file name of the saved template (include the extension .DOT)
  - f. Click Save
  - g. Exit back to the main Spectrum screen
6. Click the Practitioner option.
7. Call up a patient and go into their Medical Records.
8. Click Documents and then select the required template.
9. Fill in or modify the document.