

Instructions for template use

To use this new template in SystemOne you can do one or more of the following:

1. Add the new template to the clinical tree. Ask your system administrator to do this by following these steps

Setup > Users & Policy > Organisation Preferences.

Open the clinical policy folder on the left and select tree configuration. Amend the required tree and add the template to the desired position on the tree.

2. Add the new template to the toolbar. Ask your system administrator to do this by following these steps

Setup > Users & Policy > Organisation Preferences.

Select toolbar on the left, select amend and then add the new template to the desired position on the toolbar.

3. Add the template to the Launcher (F12). Press F12 and then search for the new template. This can also be dragged to the left to save as a favourite.