**How to import/receive new referral templates for Systmone (S1) from DRSS**

**Import with pre-filled merge fields:**

Download the proforma from the Formulary Website / DRSS Bulletin.

Save the file to your desktop / shared drive area.

In SystmOne go to Setup > Referrals & Letters > New Word Letter Templates

Click import templates



Navigate to the file you have downloaded and saved.

Click Open.

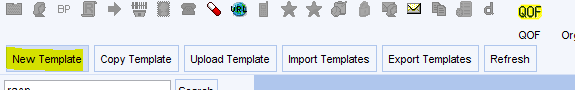
**Import without the merge fields:**

Download the file from the Formulary Website / DRSS Bulletin.

Save the file to your desktop / shared drive area.

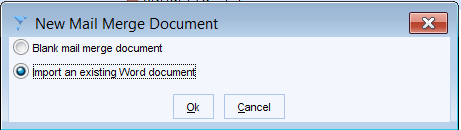
In SystmOne go to Setup > Referrals & Letters > New Word Letter Templates

Click New Template



Click Import an existing Word document

Click OK



Navigate to the file you have downloaded / saved

Click open

Add in the merge fields as you normally would.