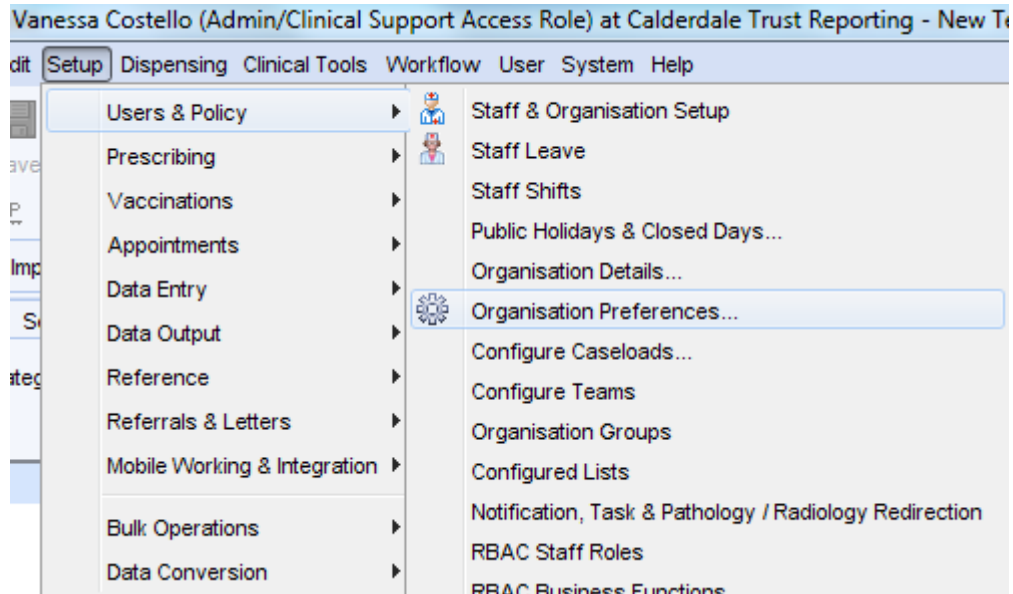
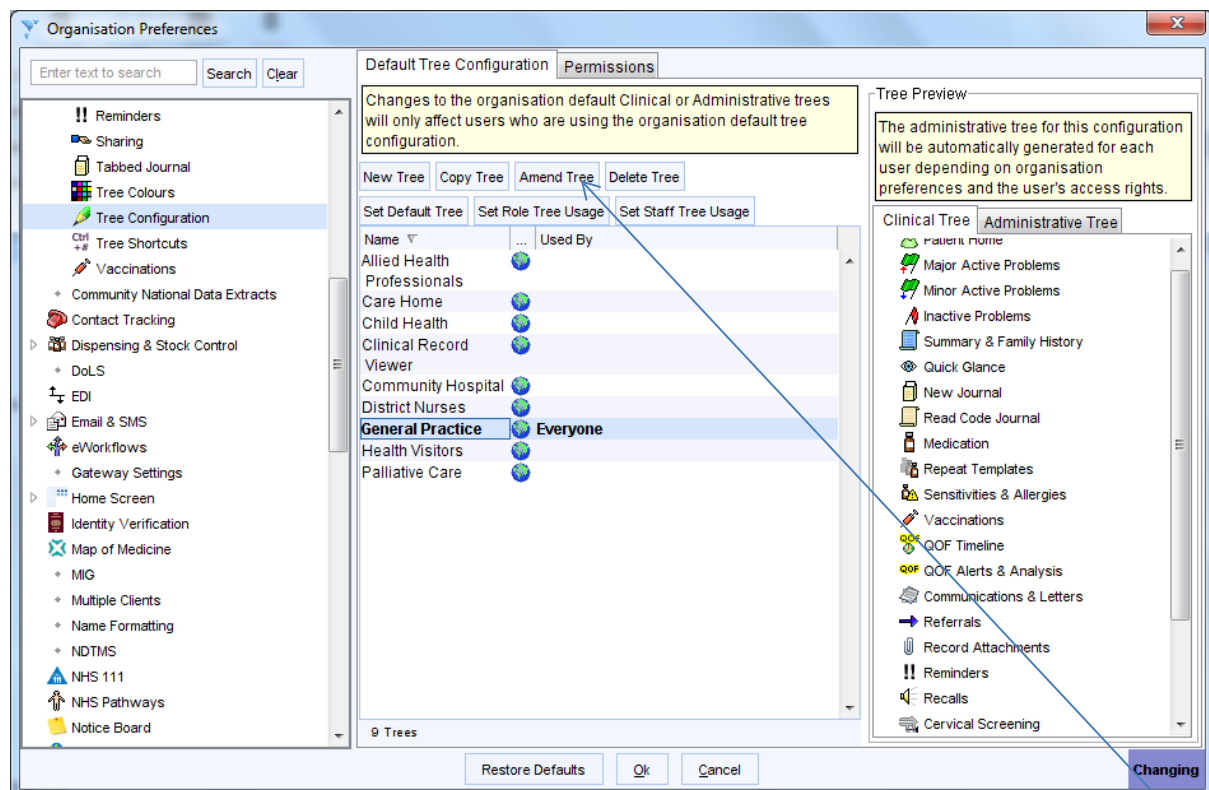


Adding a template to the clinical tree

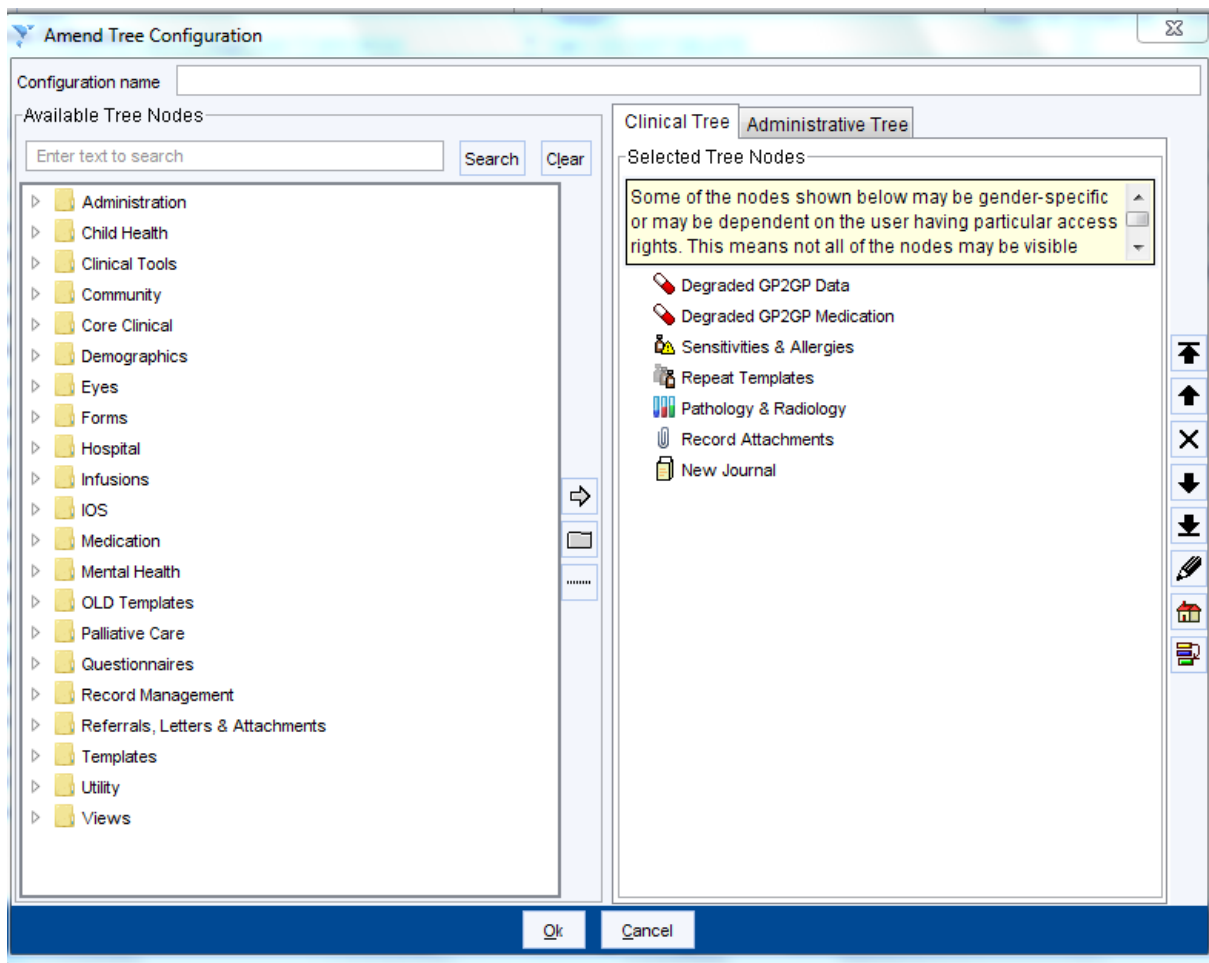
From Setup / Users & Policy / Organisation preferences




Open the Clinical Policy folder in the left hand section and then highlight tree configuration.



Highlight your practice clinical tree – it should show in bold and then click on Amend tree



In the search box type the name of the template you are looking for

If you double click on this entry it should move the template across to the right hand screen which is your clinical tree. Using the  arrows you can move the template up or down until it shows where you are happy with it.

OK the screen to save the changes – you might have to log out of SystemOne and back in for the change to show on your clinical tree.