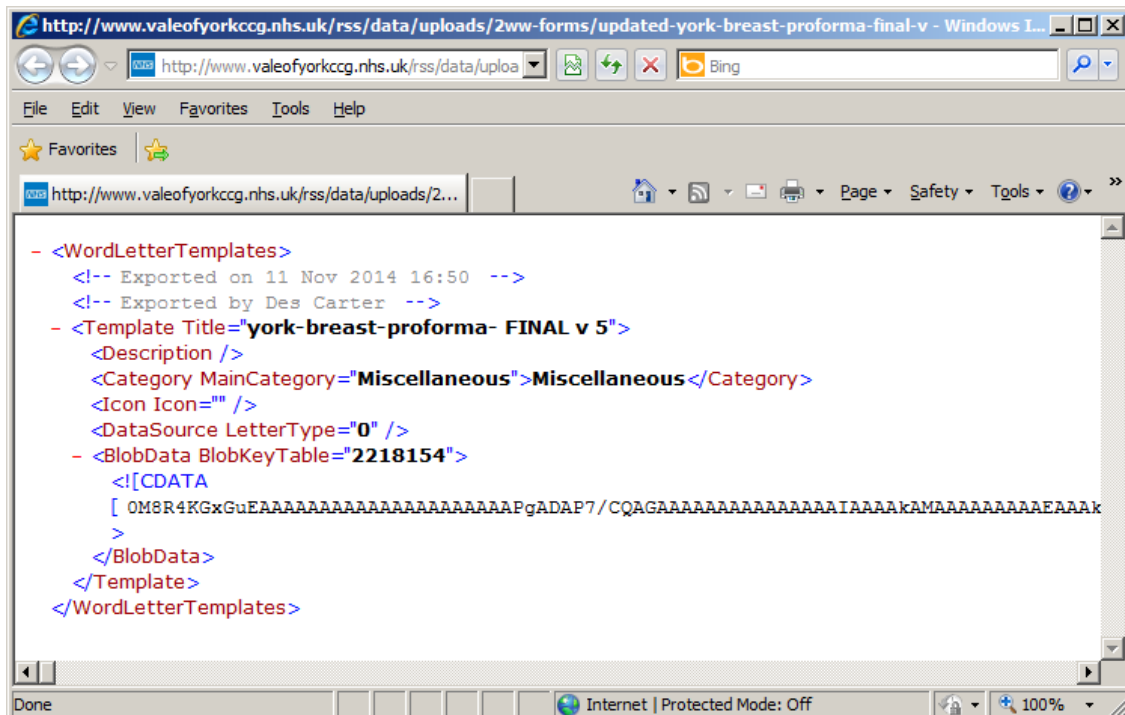


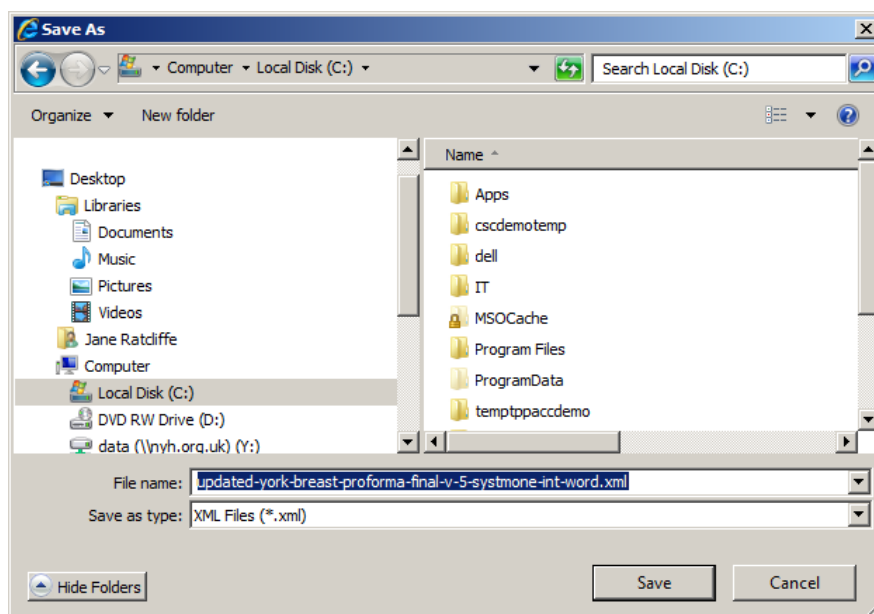
## DOWNLOADING SYSTMONE RSS REFERRAL LETTERS (FOR IMPORTING INTO SYSTMONE – INTEGRATED WORD VERSION)

### SystemOne - Integrated Word Version – Template Download Instructions

1. On the Vale of York website, click on the link to take you to the relevant letter template - the webpage which opens will resemble this:



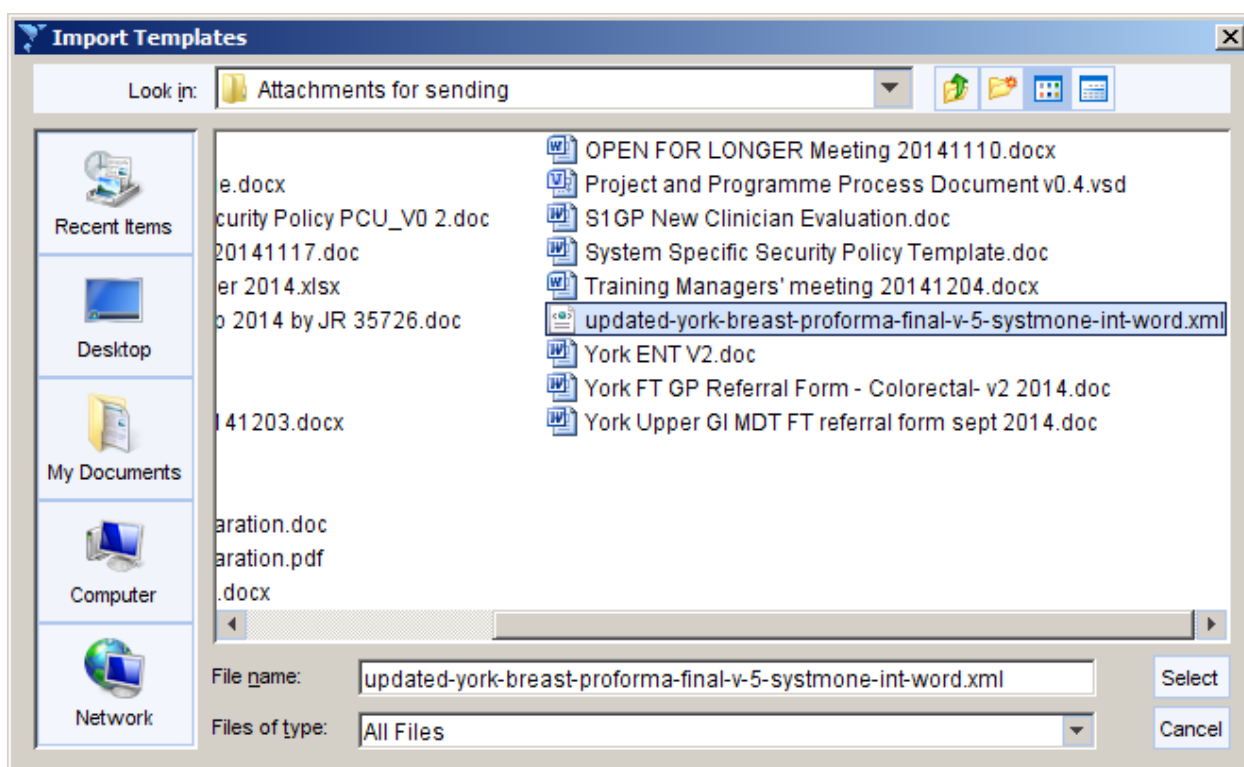
2. Click on the **File** menu (top left corner) and select **Save As...** - the following window will appear:



3. Select a suitable location to place the template (ready for importing) - you will see the file name is correct, click on **Save**

## SystemOne – Integrated Word Version - Importing a Template Instructions

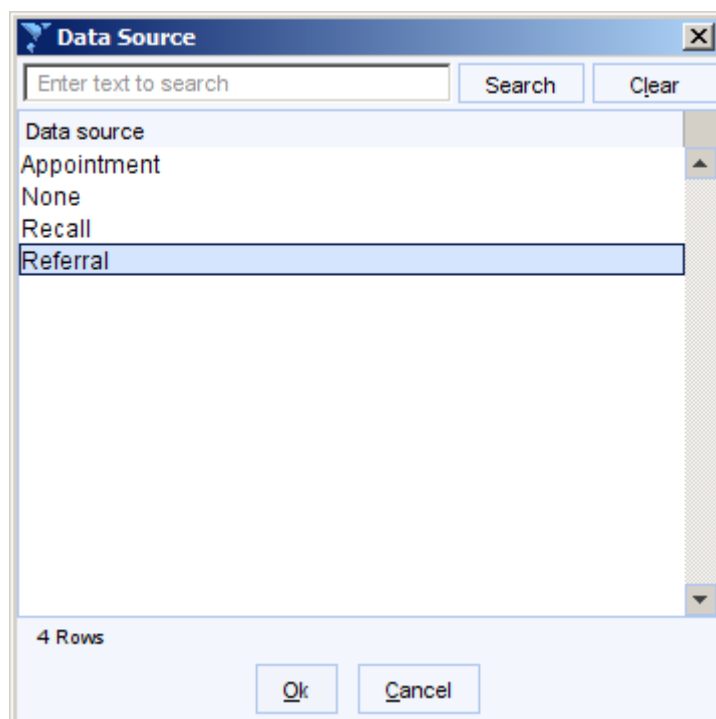
1. Navigate to the Word letter template section of SystemOne via
  - a. Setup
  - b. Referrals & Letters
  - c. \*New\* Word Letter Templates
2. Click on the **Import Templates** button
3. Locate and **Select** the relevant template on the 'Import Templates' window:



The template will be uploaded into SystemOne

**You should then change the data source for the template in the following way:**

1. Right-click on the template and select **Amend Document**
2. On the SystemOne Mail Merge tab select **Select Data Source** – the following window appears:



3. On the Data Source window, select **Referral** and click **Ok**
4. Save the template and then close Word