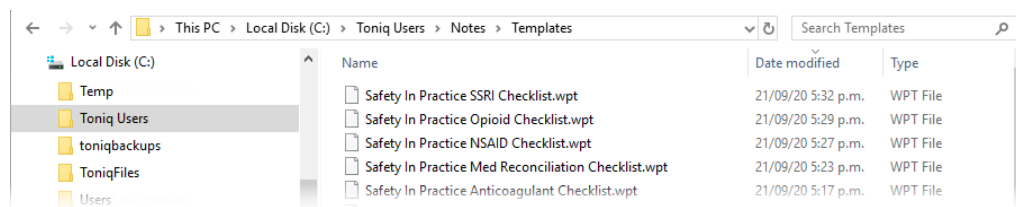


How to Load Tonic Templates

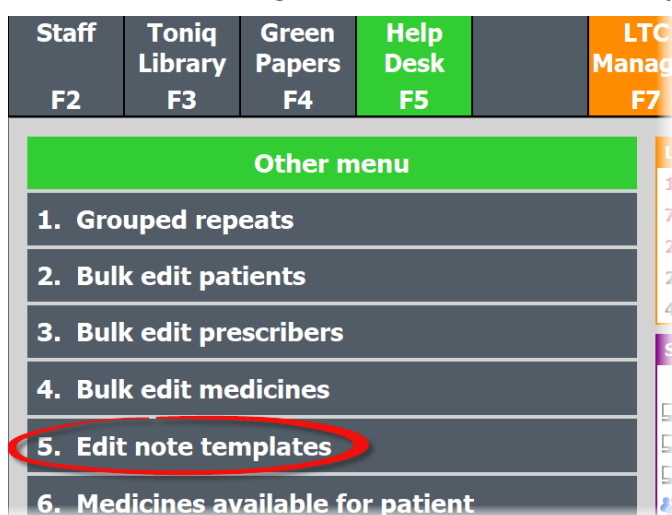
Loading .WPT Tonic Template Files

1. Save the Template to C:\Tonic Users\Notes\Templates:

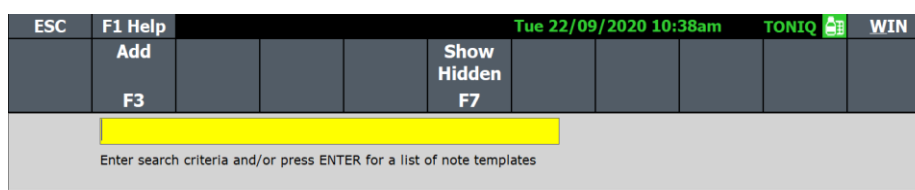


2. Load the Saved Template into Tonic

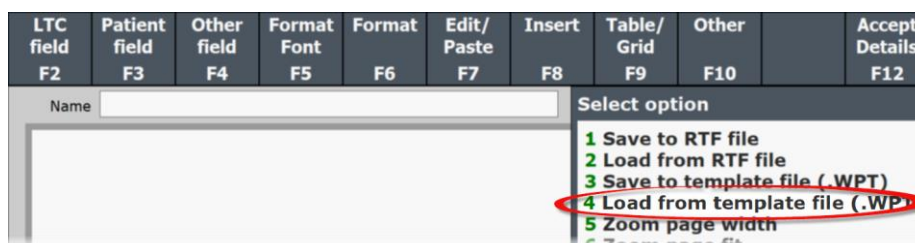
a. From the main menu, go to **9. Other > 5. Edit note templates:**



b. Press **F3 Add:**



c. Then press **F10 Other** and select **4 Load from template file (.wpt):**



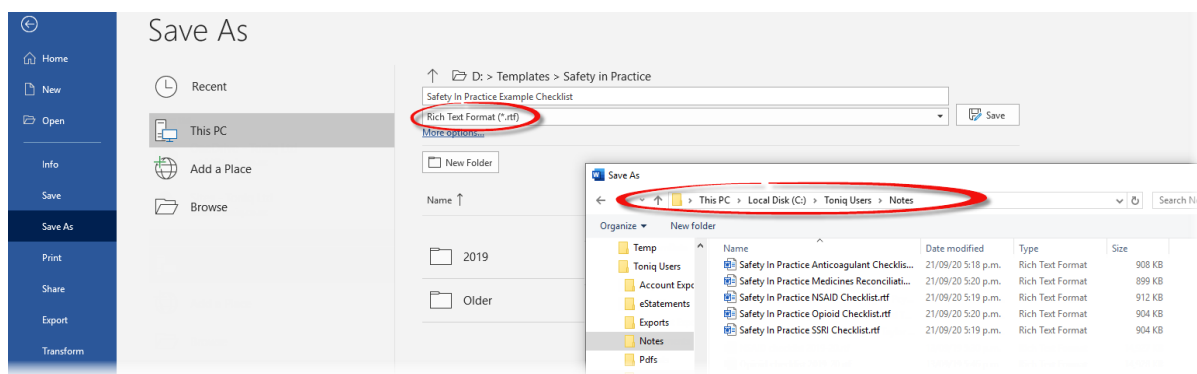
Highlight the required template, e.g. *Safety In Practice SSRI Checklist.wpt*.

Note: use <Backspace> to get to exit out of folders and get to a higher level of file location if you saved the template to a different place.

d. Press **F12 Accept Details** to save the template.

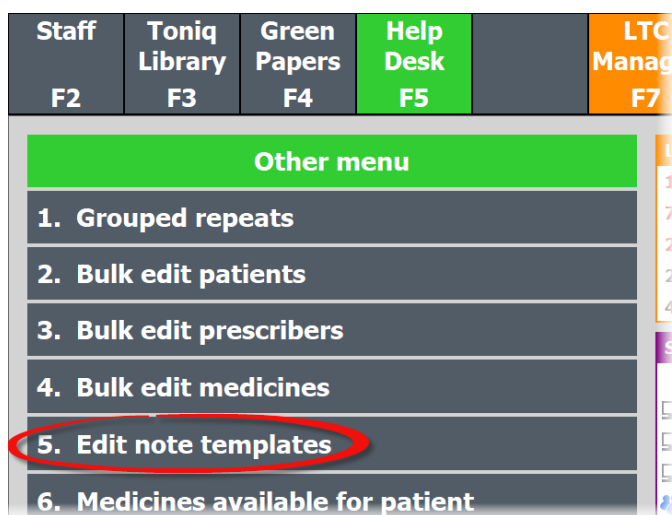
Loading Word Documents as Toniaq Templates

1. Save the Word document as an .RTF (Rich Text Format) to C:\Toniq Users\Notes:

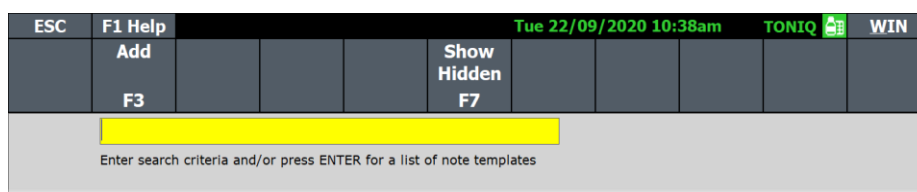


2. Load the Saved Template into Toniaq

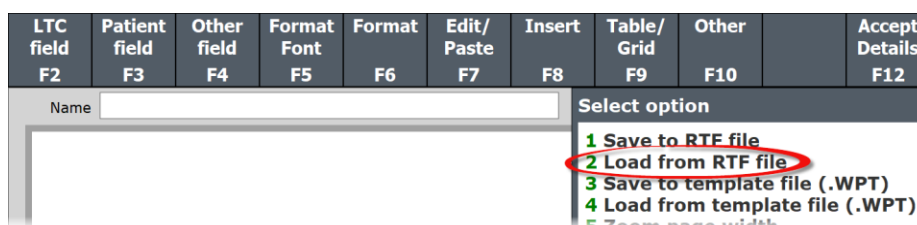
a. From the main menu, go to **9. Other** > **5. Edit note templates**:



b. Press **F3 Add**:



c. Then press **F10 Other** and select **2 Load from RTF file**:



Then choose the required template.

Note: use <Backspace> to get to exit out of folders and get to a higher level of file location if you saved the template to a different place.

- d. Once loaded, use the options in **F3 Patient field**, **F4 Other field**, and **F8 Insert** to add parameters – patient details (first and last names, NHI, DOB, address, phone number etc.), note date, and interactive tick boxes respectively:

LTC field F2	Patient field F3	Other field F4	Format Font F5	Format F6	Edit/Paste F7	Insert F8	Table/ Grid F9
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Name

- e. Press **F12 Accept Details** to save the template.

Using Tonic Templates

- To use the template, select a patient, open their diary (**F10 Other > Open patient diary**), then press **F7 Use Tmplate**:

View/ Edit F2	Add Qk Note F3	Add Int'vent F4	Add Note F5	Add Incid'nt F6	Use Tmplate F7	Add Task F8	Repeat Remind F9	Other F10	Accept Details F12
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Patient diary: Active items for patient Miss Test Patient

Active items log

Date	Description	Importance	Status	Staff

- Begin typing part of the template's name to find it:

Patient diary: Active items for patient Miss Test Patient

Name

1 Example Checklist

- Tonic will automatically fill in the patient details, note date, and you can also use the tick boxes:

Note

Description

Importance

Status

Patient

Staff

Landscape