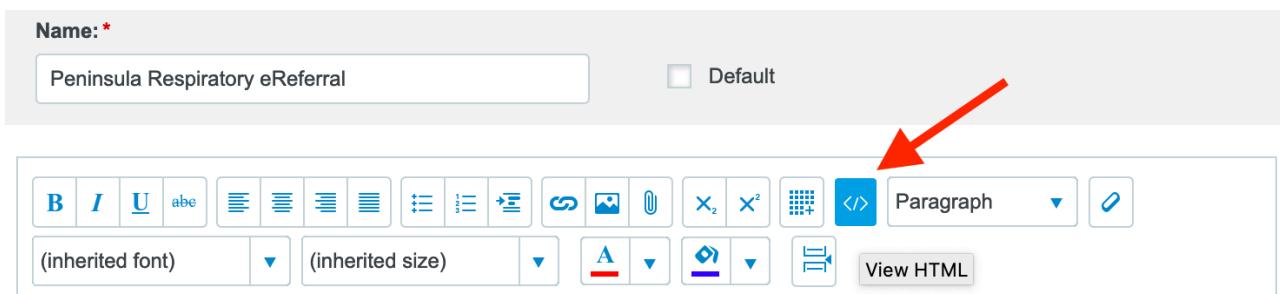## Installing the eReferral template in Clinic to Cloud

1. Download the "Clinic to Cloud eReferral Template" from www.peninsularespiratory.com/pftReferral.html

   • Be sure to "**Save**" the file to a location you will be able to find later (e.g. the Desktop)

   • Open the file and copy all of the text to the clipboard with "**Control+C**" on windows or "**Command+C**" on a Mac.

2. Open Clinic to Cloud and navigate to **Settings (gear icon) > Templates**.

3. Click the "Add Template" button, select "Referral" under the 'Type' option, and enter "**Peninsula Respiratory Referral**" as the name.

4. Click the "View HTML" icon (see screenshot), paste the previously copied text and click "Update".

5. Scroll to the bottom of the page and click the "Create" button.