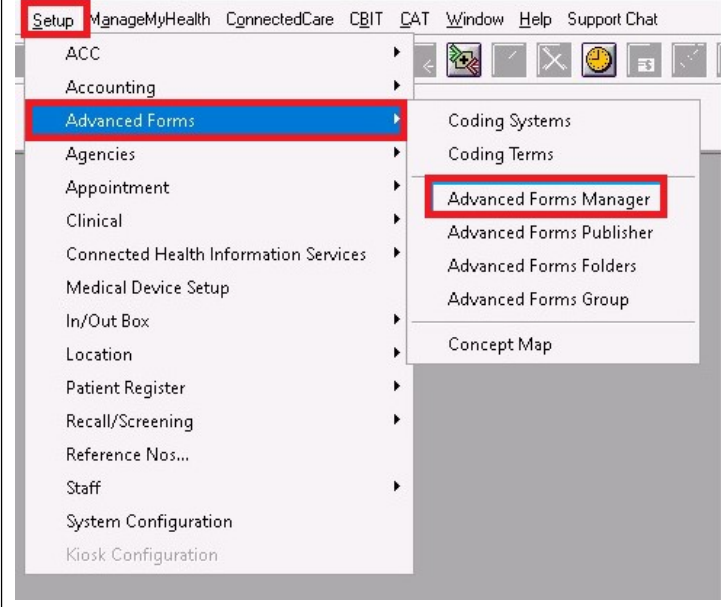
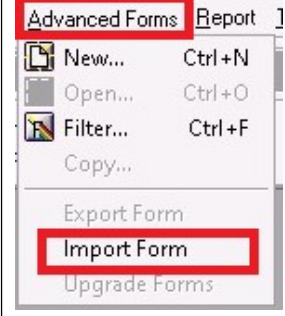
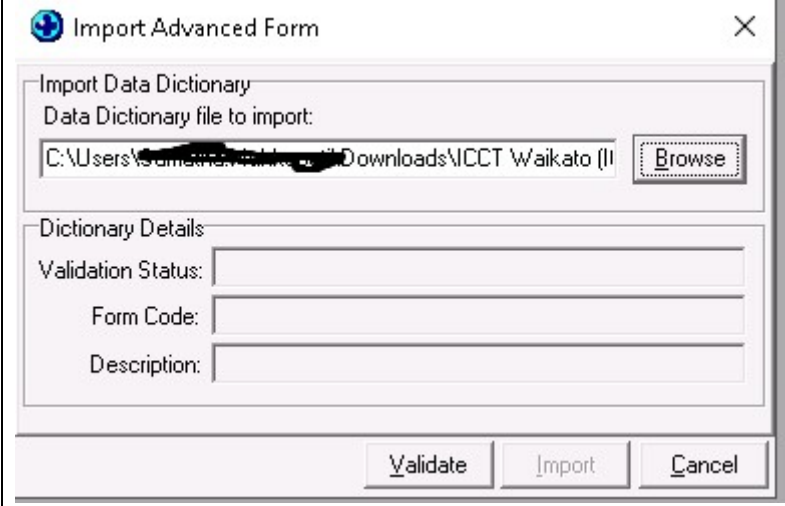
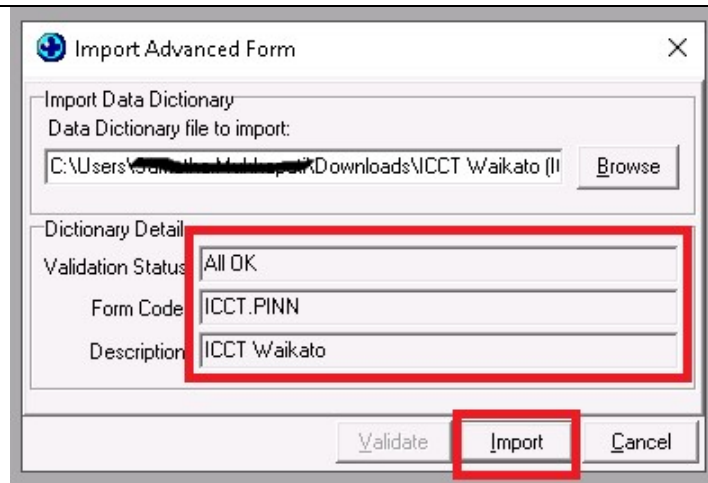


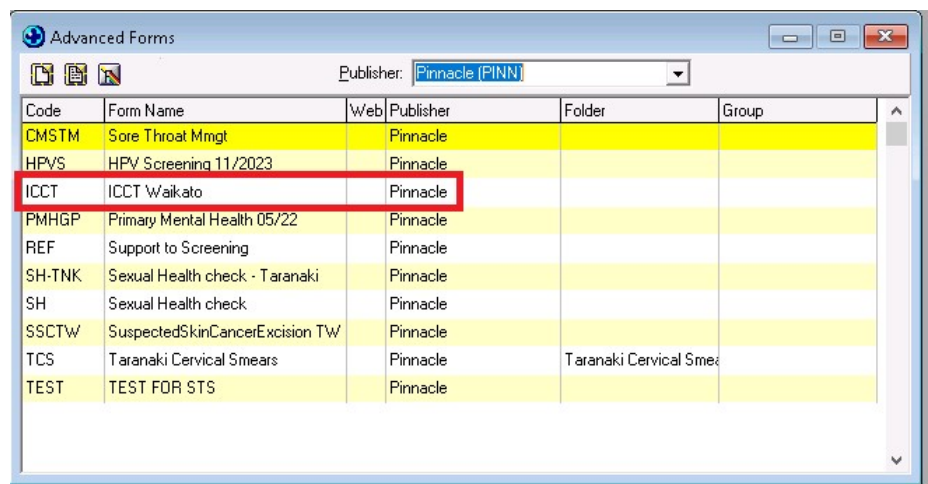
# ONE POINT LESSON

## Advanced Forms – Installing an Advanced Form SSCETW

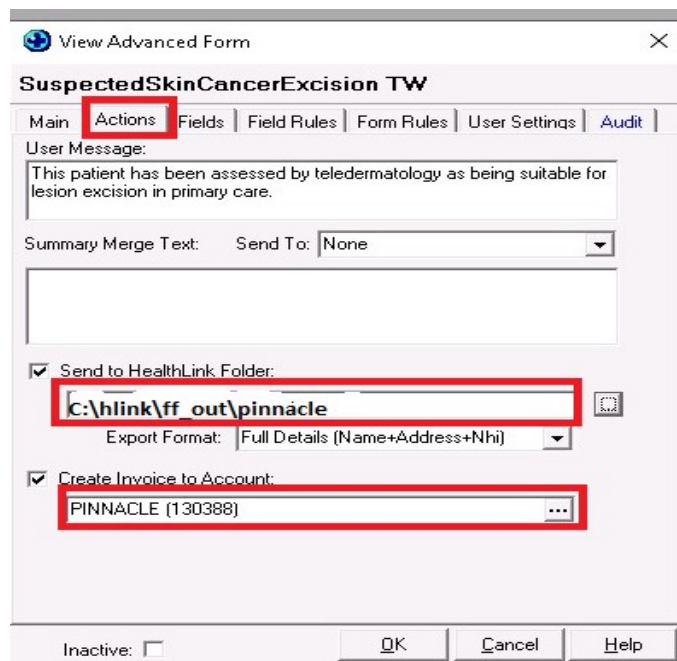
<p><b>1.</b> The Advanced Form will be sent to the practice via email. Save the file to a folder or desktop. Open Medtech and click: &gt; Setup &gt; Advanced Forms &gt; Advanced Forms Manager</p>	
<p><b>2.</b> The Advanced Form window will open. Click: &gt; Advanced Forms &gt; Import Form</p>	
<p><b>3.</b> Click 'Browse' to locate the Advanced Form you have saved on your computer. Click: &gt; OK &gt; Validate &gt; Import</p>	



4. Change Publisher to Pinnacle (PINN) *if you cannot see the advanced form change Publisher to ALL.* Select and double click on the advanced form required in the list.



5. Click the 'Actions' tab. Tick the box next to 'Send the HealthLink Folder.' Copy folder destination from another advanced form in PINN eg *Suspected skin cancer Excision TW advanced form* If there is funding attached to the advanced form, tick the box next to 'Create Invoice to Account'. Select the appropriate account. You will already have an account set up. Click OK



A service code does not need setting up as there will already be one in your PMS.

