This guide provides step by step instructions to support **importing the Oxford AHSN Adult Asthma Structured Medication Review (SMR) Template** into **SystmOne**.

Step 1: Select **Setup**, **Data Entry** and then **New Template Maintenance**
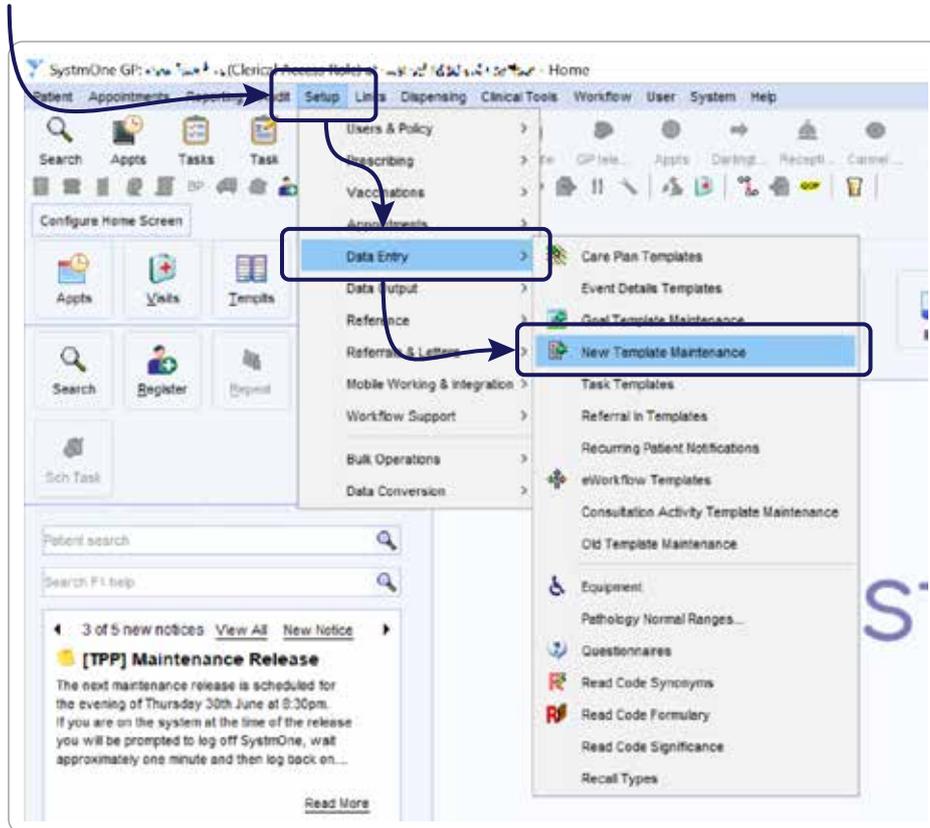
Step 2: Select a **destination folder**, where the **template is to be saved** on **SystmOne**, and then click **Import Templates**
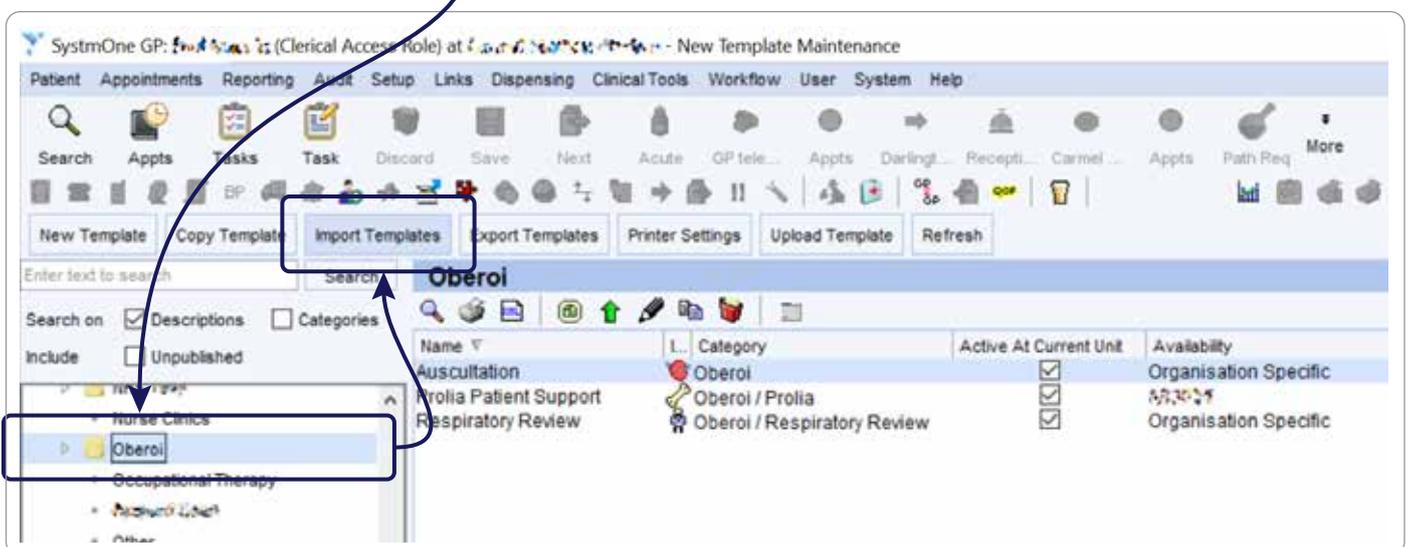
Step 3: **Navigate** to where you **saved the template** on **your computer**, **select** the **relevant template** and click **Select**
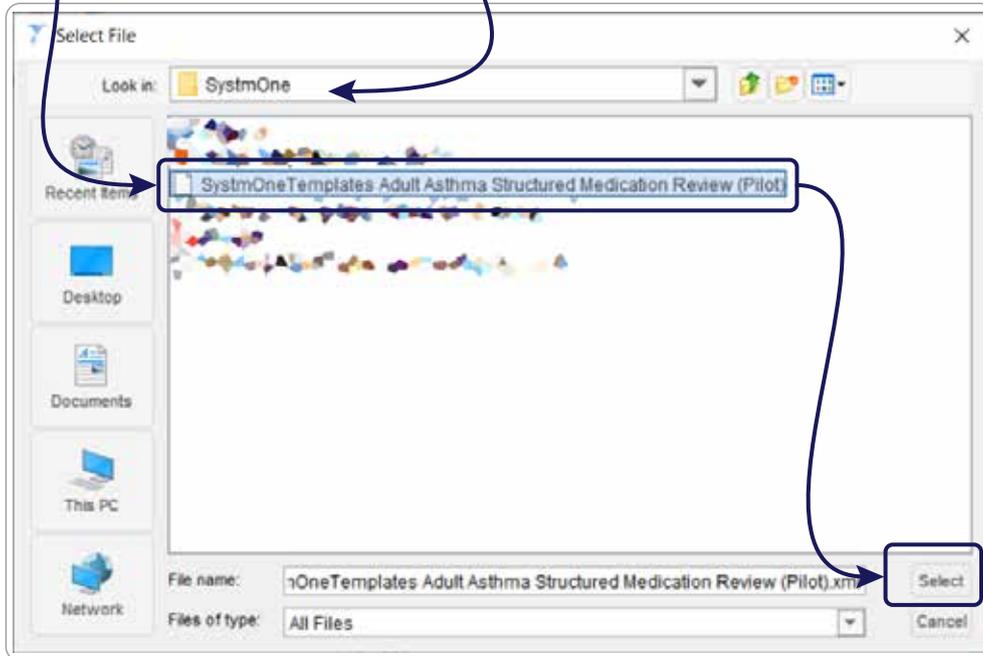
Step 4: The **template** is has now been **saved** and will appear in the "**Unpublished Templates**" folder.
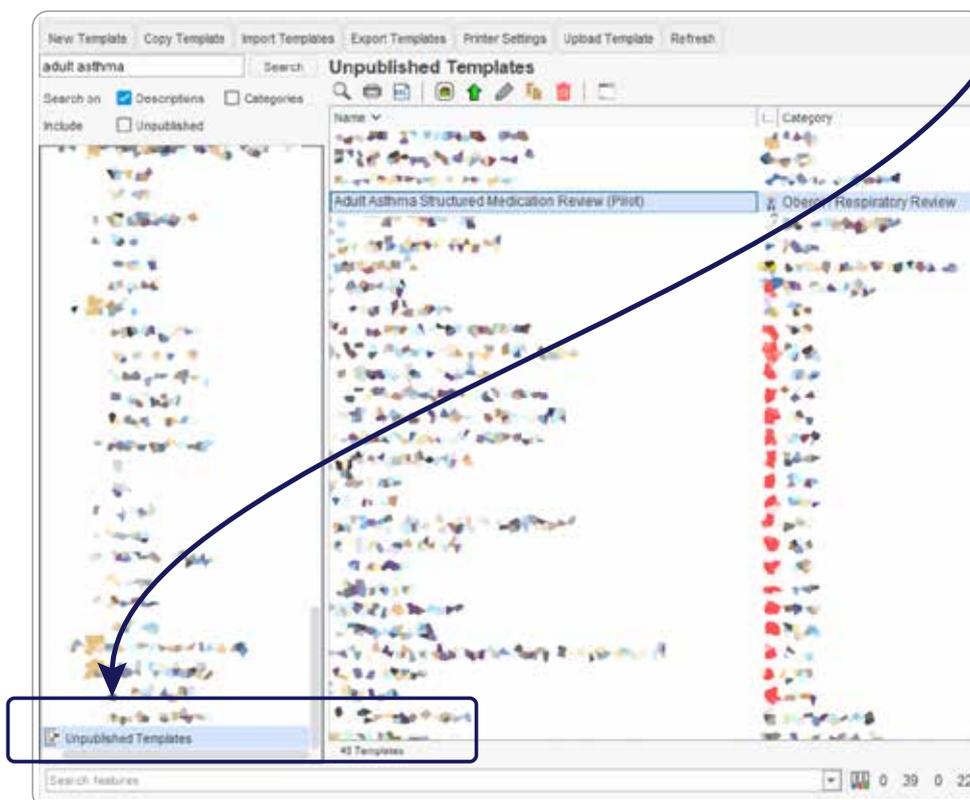
Step 5: **Highlight the template** within the folder, **right click** and choose "**Publish Template**"
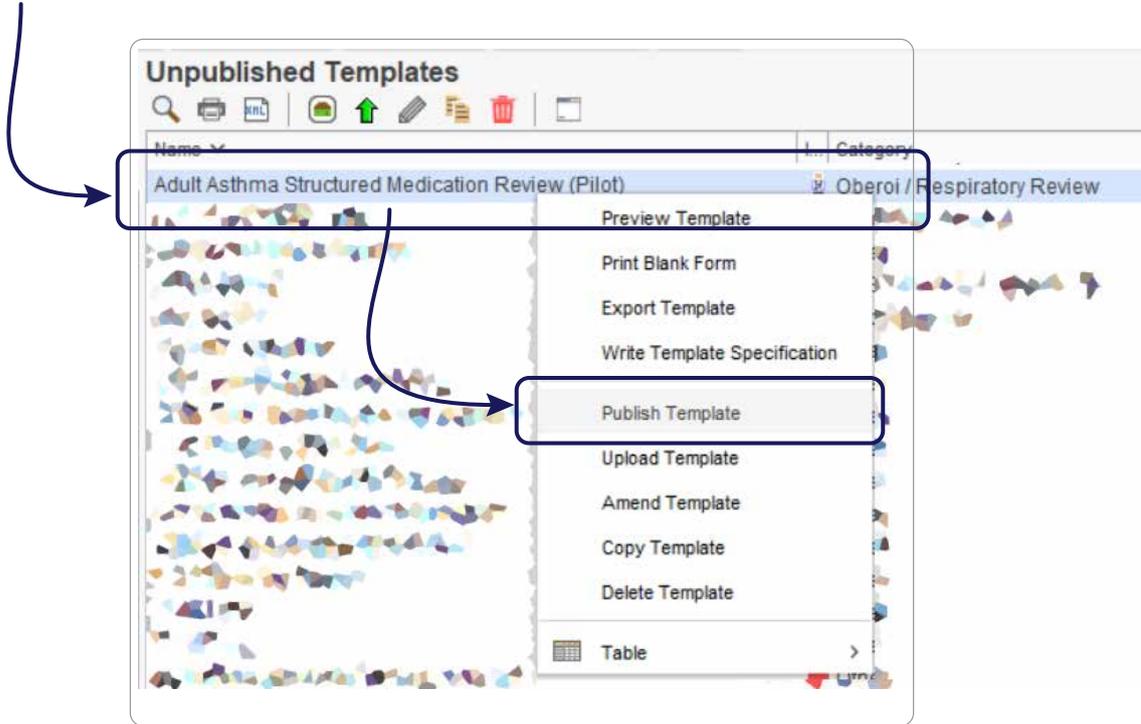
Step 6: Choose "**Publish locally**" and click **OK**. The **template** is **now available to use**.