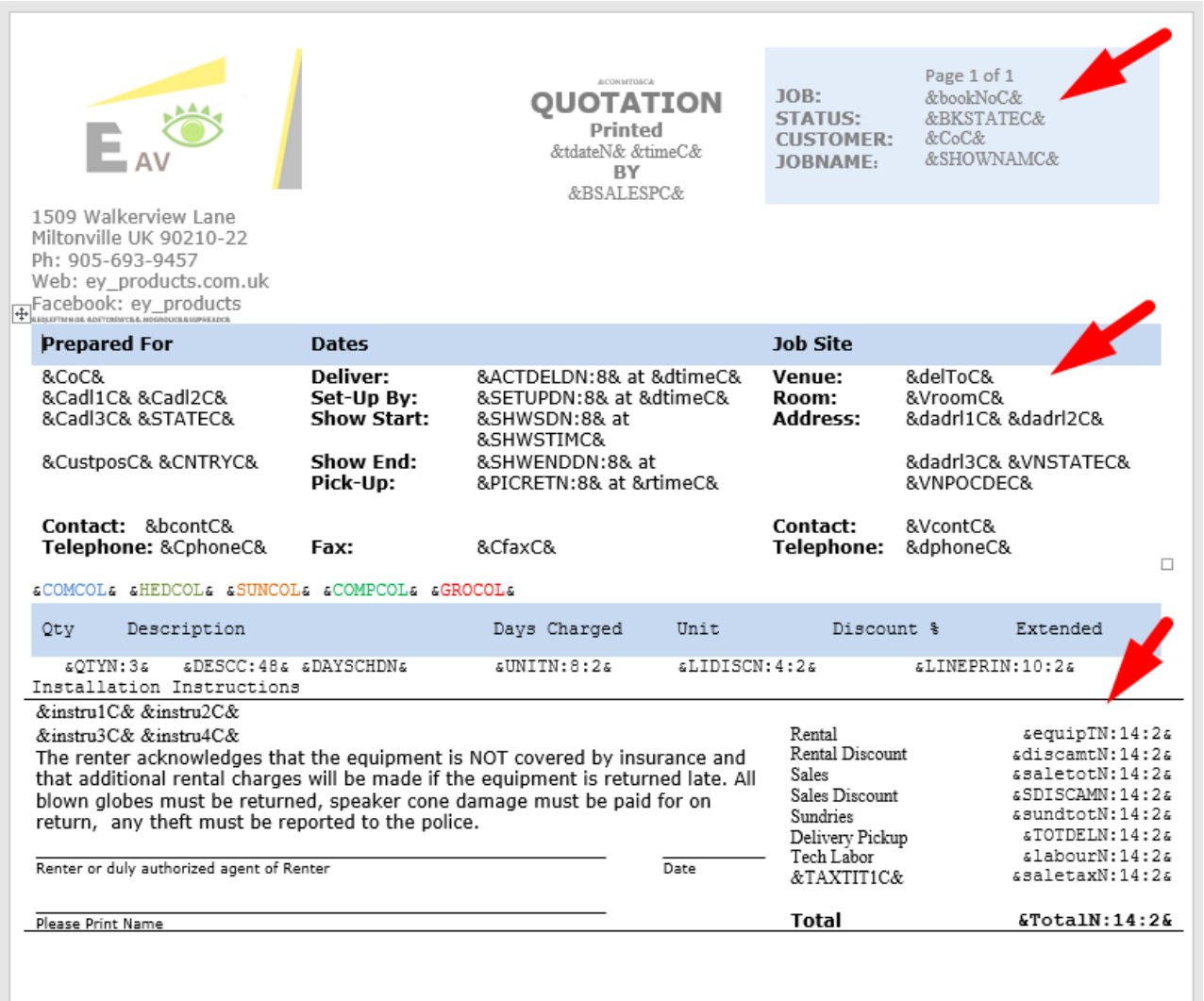
Creating an RTF Template

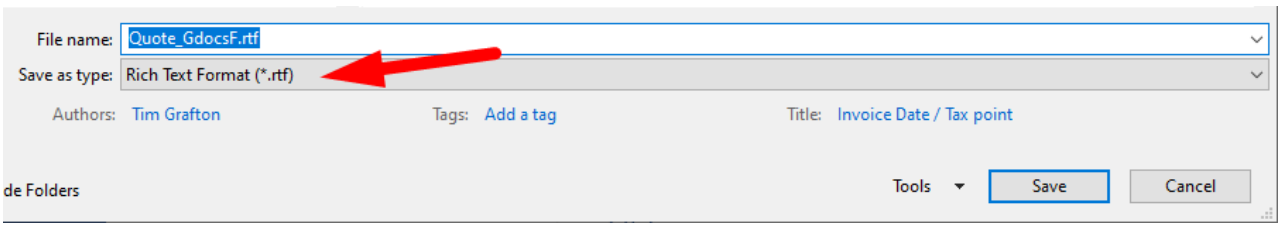
Last Modified on 31/08/2026 1:04 pm EDT

Open Microsoft Word and design your template as desired OR copy an existing template (see load document below for where to find existing templates)

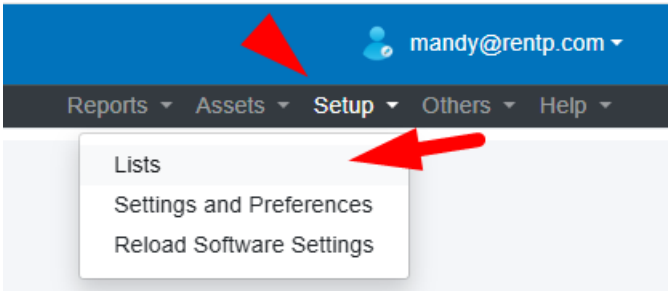
For any area where you would like information from the booking to print, use the corresponding insert field from the RenalPoint Add-ins Tab, colour insert fields and regular insert fields

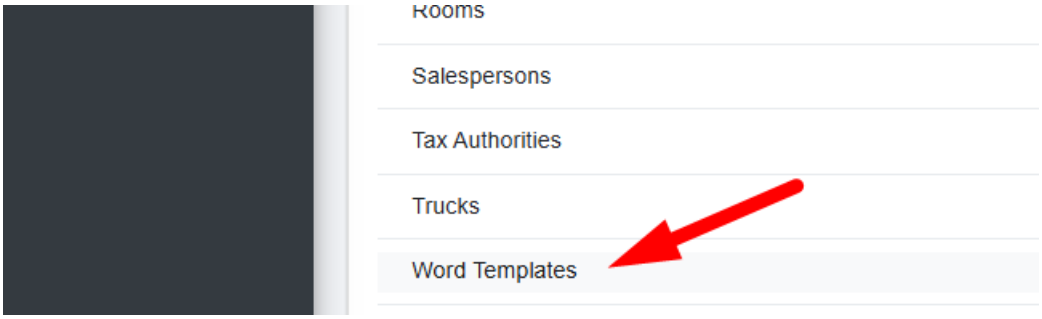


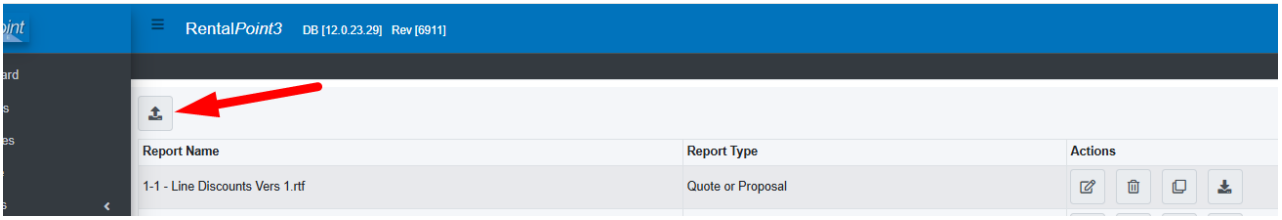
Save your document as an RTF type

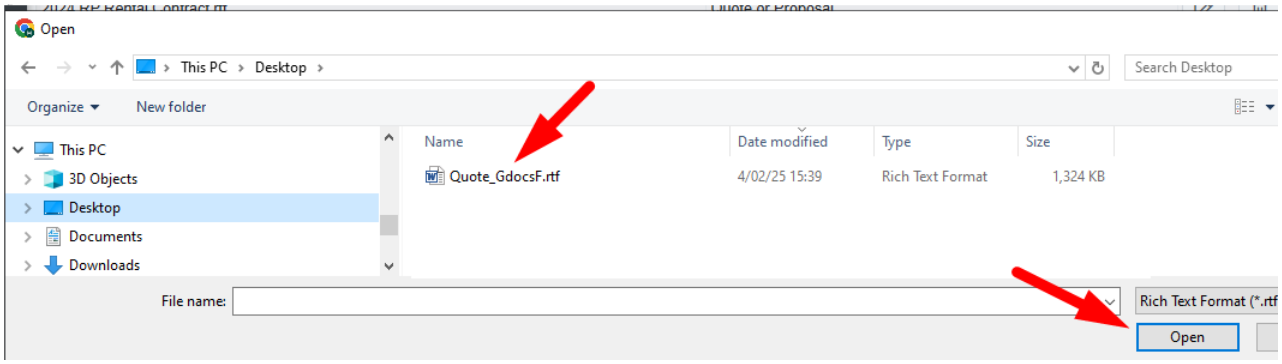


Load your document for use in the software

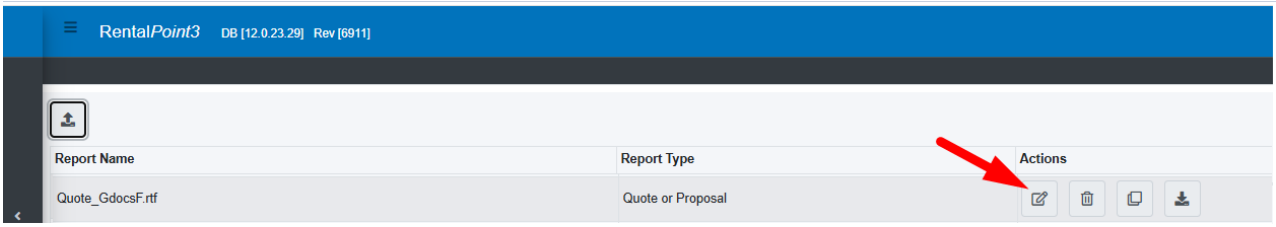








Edit the settings to set whether the template should be available from the Print->Quote or Print->Invoice option




Report Type
Quotation / Proposal
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