**Setting up a synonym for a quick launch of the Covid Template from Consultation Mode.**

To set up a synonym go to F6 Consultation/ configuration. This will launch the configuration box. The first tab is **Synonyms**.

Type the name of your synonym, (something you wouldn’t type any other time e.g. covt or cov1) and tick **Practice wide synonyms** box. Then make sure the **Code button** is selected and click on the grey box with **3 dots** to the right hand side.



Type in code **9OFZ** and select 9OFZ Adult Imm admin and say **OK**.

Then **Add**, then **OK**.

Then go to **Template Designer** from the main Modules screen

**Type** COVID in the browser bar above the list of templates, click on the binoculars or press your return key and find the COVID vaccinations template.

**Select** the template, **right click** and select **Template Code Linker**.



Click on **Add Link** and type **9OFZ** in the read code browser, select 9OFZ Adult Immunisation administration and say **OK**.

Once this has been done tick **Always run** and say **OK**



To check than your synonym is working, go to F6 - consultation mode. In a consultation, double click on your comment line. Type your synonym and this should launch the template.