



Zmachine[®] Synergy

Report Template Instructions
Version 1.0

About this Guide

You are advised to read and understand this entire guide before using the Zmachine Synergy.

The information in this guide has been carefully checked and is believed to be accurate. However, in the interest of continued product development, General Sleep Corporation reserves the right to make changes and improvements to this guide and to the product(s) that it describes, at any time, and without notice or obligation. If you do not understand the instructions contained in this guide, or require assistance in setting up, using, or maintaining this equipment, please contact your healthcare provider or General Sleep Corporation.

Caution:

Federal Law (USA) restricts this device to sale by, or on the order of, a physician or other qualified healthcare practitioner licensed by the law of the state in which he or she practices to use or order the use of this device.

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Introduction

These instructions are intended to provide you with some basic information on customizing report templates.

Instructions & Tips

1. Download the report template from the Support section of the Zmachine Synergy web page.
2. Copy the file to a known directory (either local or shared/network drive). You will need to know this location later when pointing the Client software to the folder containing the template file.
3. The report template is written in Microsoft Word (.docx) format. It must remain in this format in order to function at report generation time. The file can be copied and renamed as needed.
4. Customize the report template in Microsoft Word to fit the needs of your organization. You can, for example, replace the General Sleep name with your own company name, re-organize the tables, delete any unneeded statistics, add your logo, add your own text, etc.

Important Note: Do not change the Field Codes themselves (i.e. the text contained in [[]]). Field Codes can be moved and deleted, but will not be recognized during report generation if changed in any way.

5. After generating a report using the Client software, be sure to rename the output file to preserve your customized templates. The output file can be renamed and saved in a convenient location. The output file could also be added as an external document and preserved with the record (using the Upload New File button on the Study Details page). See the document Synergy Client Upload & Scoring.pdf for more information on report generation.