

# Referral Client PDF Sending

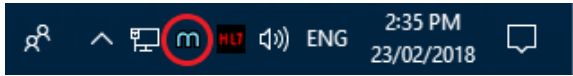
## Overview

This guide is to provide an overview of the PDF Sending function within the Trinity - Referral Client.

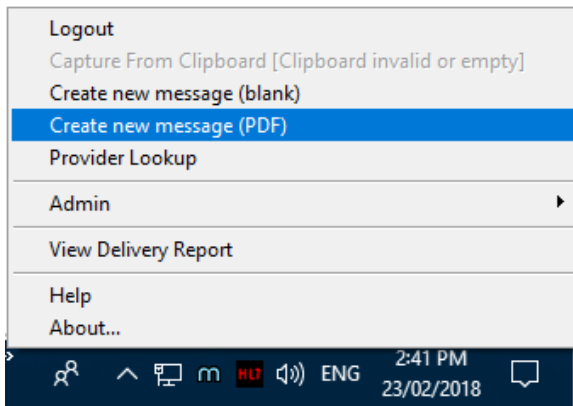
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## Sending PDF Results

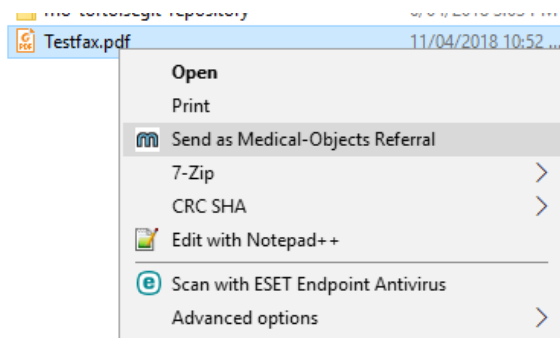
1. Locate the Trinity - Referral Client in the system tray.



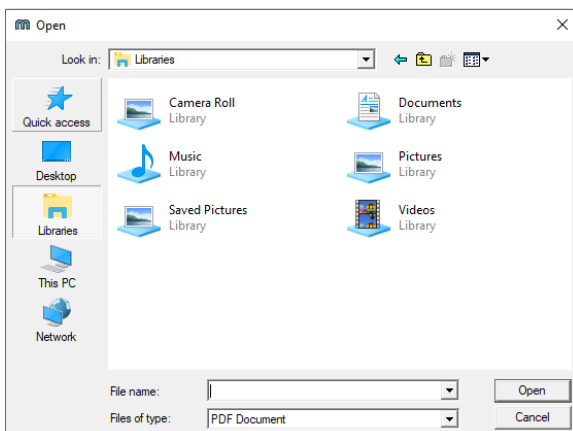
2. Right click on the Trinity icon and select Create new message (PDF).



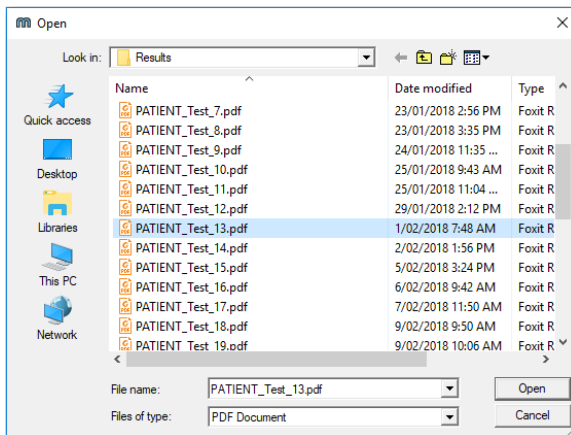
Alternatively you can use the Windows context menu to send a GP Referral in PDF form.



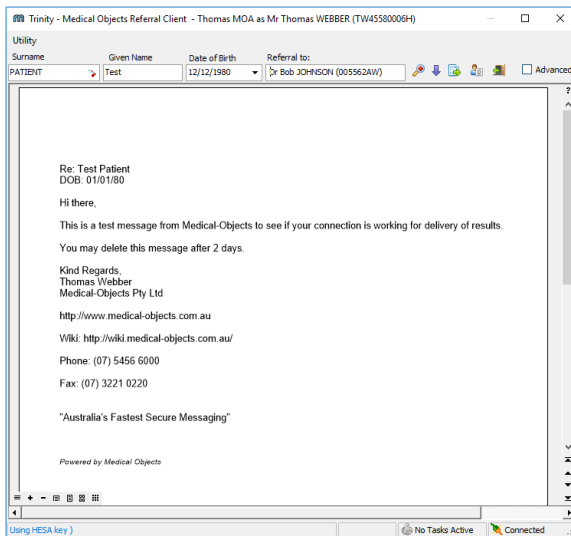
3. The following window will appear.



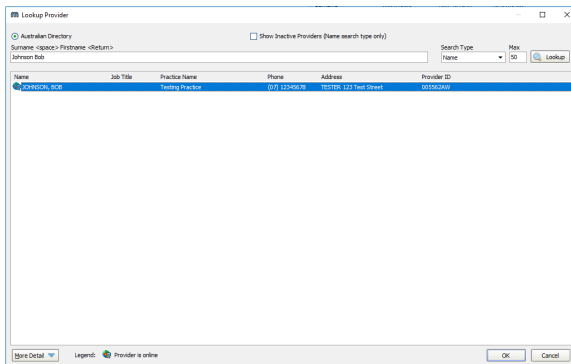
4. Browse to the location of your PDF Result.



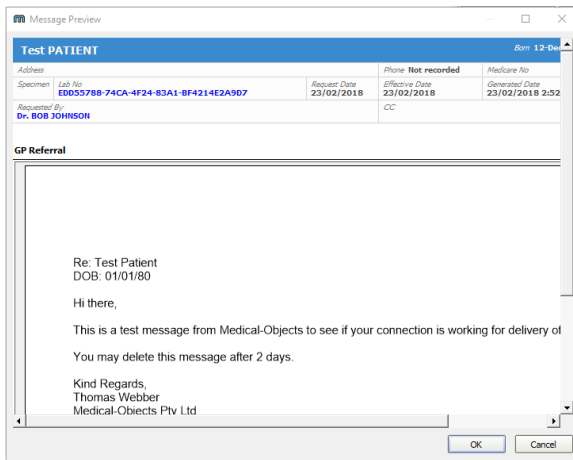
- Enter Patient details and search the doctor you would like to send the referral to.



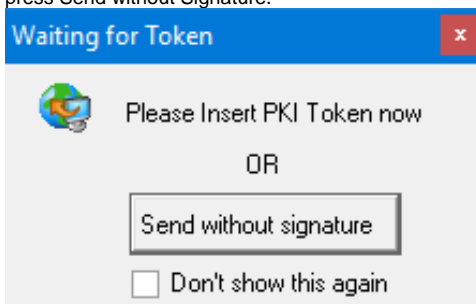
- Select the receiving doctor from the pop up menu.



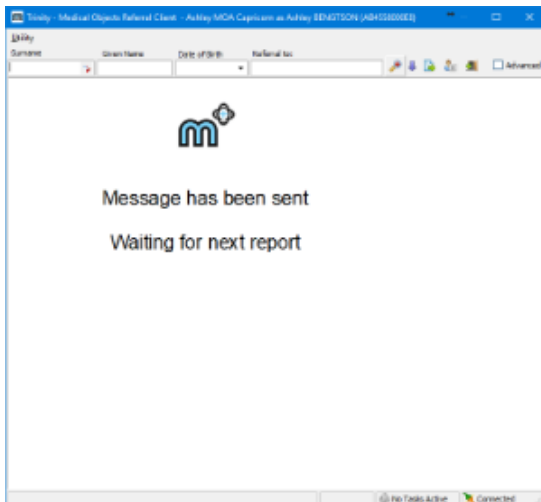
- Review your message within the preview window pop up.



- Once finished click OK to proceed. Insert your PKI token if sending to Queensland Health or press Send without Signature.



- Once Send without Signature pressed, you will see if your message has sent successfully.



Your message has been sent. Check document delivery from the Delivery Report.