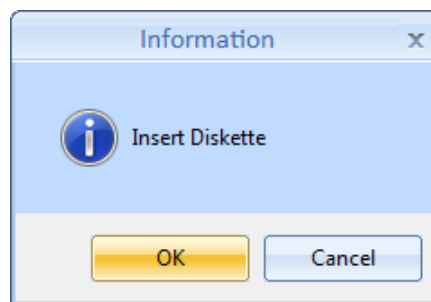


Importing an Outbox Document

Outbox Documents setup within other Medtech Evolution databases can be added to your system by importing them. However, it is advisable to check that there is not a conflict between codes of existing documents before importing.

Navigation Type	
Ribbon	Select File ► Options ► In/Outbox ► Outbox Document ► Actions ► Import Disk
Keyboard Shortcut	Not Applicable
Double-Click	Not Applicable
Context Menu (Right-Click)	Not Applicable

1. Select **Actions Menu** ► **Import Disc**. An **Information** window will be displayed.



2. Insert the disc the Outbox Document is to be imported from.
3. Click **OK** or press **Enter**. The **Open** window will be displayed.
4. Highlight the document to be imported.
5. Click **Open**. An **Information** window will be displayed saying that the document has been retrieved from disk.
6. Click **OK** or press **Enter**.