# medtech
## EMPOWERING HEALTH

# TRAINING GUIDE
# Medtech Evolution
## Setup – Import documents

# medtech
## EMPOWERING HEALTH

**Module Reference | Setup – Import documents**

# TABLE OF CONTENTS

# IMPORT 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 no conflict between the codes of existing documents before importing.

1. Select **Setup > In/Outbox > Outbox Document**. The **Document Designer** window will be displayed.

2. Select **Document > Import Disk**. An **Information** window will be displayed.
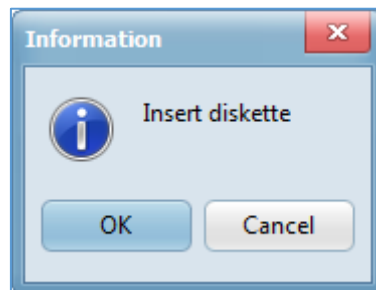


3. Insert the disk of the Outbox Document that is to be imported.

4. Click **OK** or press **Enter**. The **Open** window will be displayed.
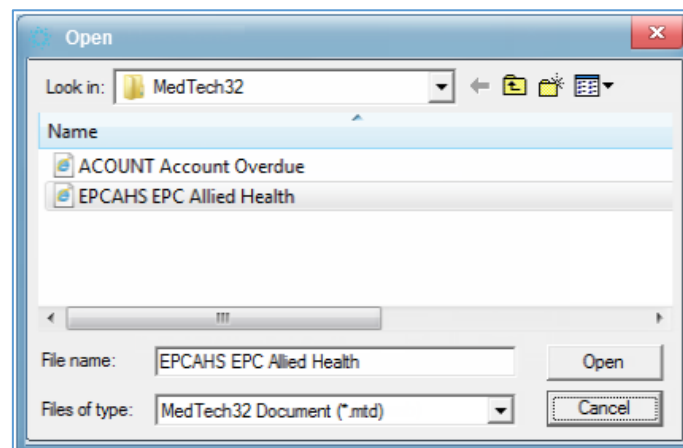


5. Highlight the document to be imported.

6. Click **Open**. An **Information** window will be displayed.
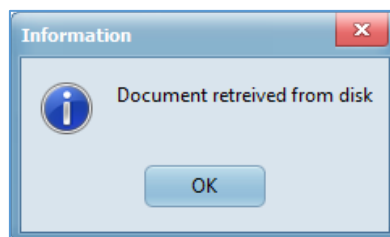


7. Click **OK** or press **Enter** to import the selected document into **Document Designer** window.