

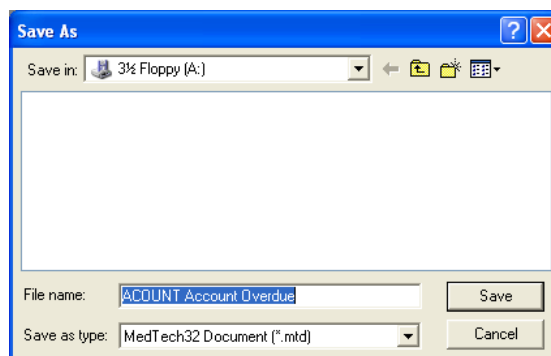
Export Outbox Document

Outbox Documents can be exported from MedTech32 which will enable others to use the same document. The other site should check that there is not a conflict with the codes of their existing documents.

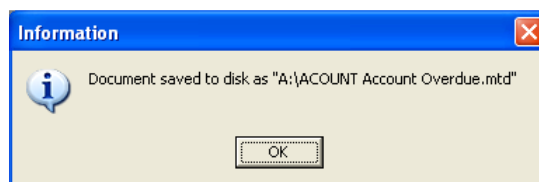
1. Select **Setup ► In / Outbox ► Outbox Document**. The **Document Designer** window will be displayed.
2. Highlight the Outbox Document to be exported.
3. Select **Document ► Export Disc**. An **Information** window will be displayed.



4. Insert the disc the document is to be exported to.
5. Click **OK** or press **Enter**. The **Save As** window will be displayed.



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



7. Click **OK** or press **Enter**.

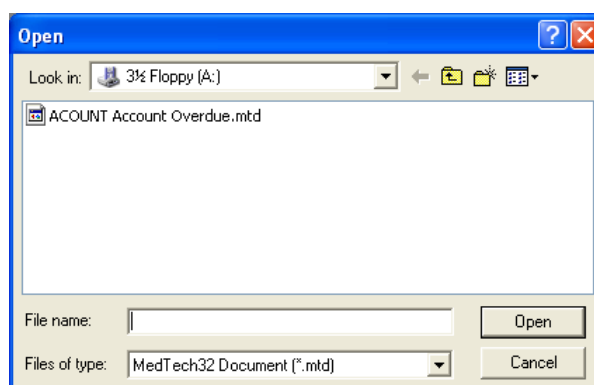
Import Outbox Document

Outbox Documents setup within other MedTech32 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.

1. Select **Setup ► In / Outbox ► Outbox Document**. The **Document Designer** window will be displayed.
2. Select **Document ► Import Disc**. An **Information** window will be displayed.



3. Insert the disc the Outbox Document is to be imported from.
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**.