

Untitled

Scanning Documents

1. Go to patients record.
2. Scan in appropriate document and remember what you have called it.
3. Close or minimise the window.
4. On the bottom right hand corner there is a letter icon (in between photo and x-rays) click on this
5. Go to 'New Record' to create a record for the document you have just scanned.
6. This will open the folder where you have just scanned in the file
7. Highlight the file you have just saved and press F2 (rename)
8. Right click and copy the Filename to the clipboard (or pressCTRL-C)
9. Close the Window to return to the Filemaker screen
10. Paste the filename into the Filename Field at the right hand side of the record (CTRL-V)
11. Enter details of the file you have just scanned
12. Click on the OPEN button top view the file