

Importing Documents

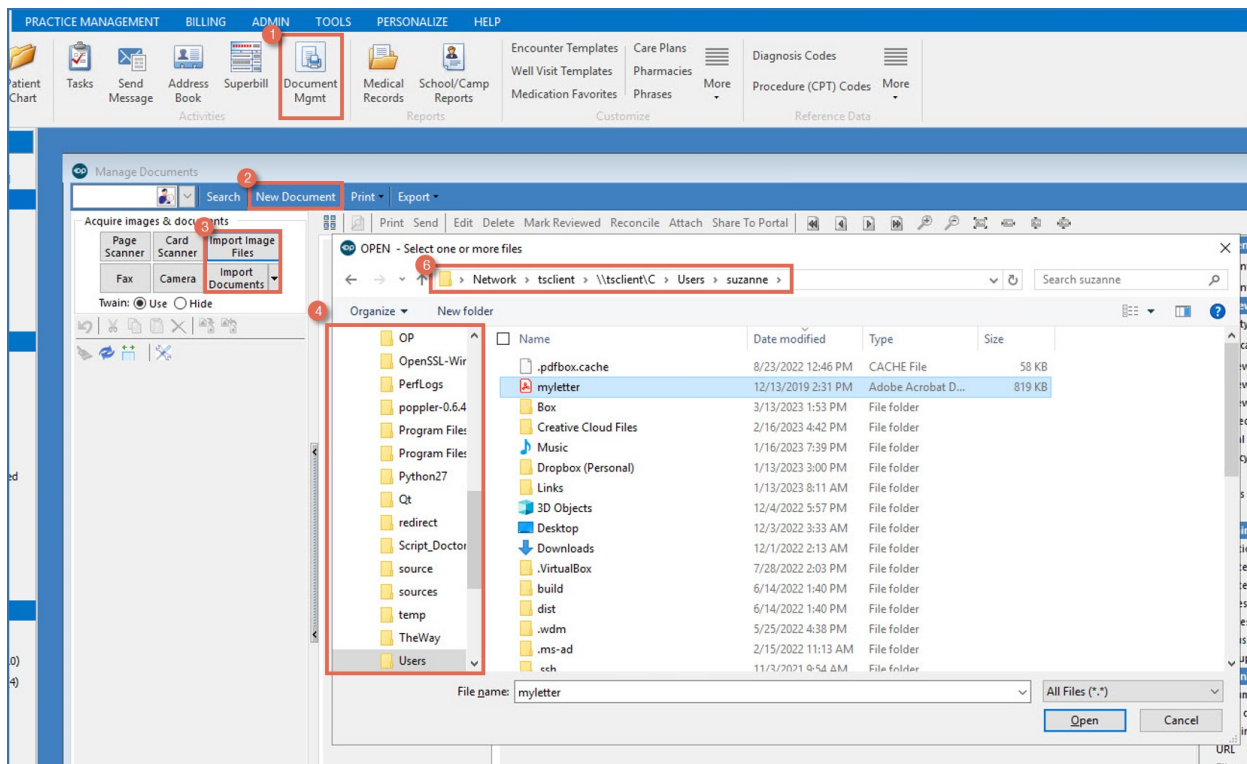
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Note: This documentation applies to the OP Cloud environment.

To import a document into the OP Cloud:

1. Click the **Document Mgmt** button on the main OP toolbar to access the Document Management window.
2. Click the **New Document** button.
3. Select the **Import Documents** button (or the **Import Image Files** button, depending on what you want to import). The File Explorer window appears.
4. Navigate to the Network location in the File Explorer window.
5. Select **tsclient**.
6. Locate Local Drive folders (C:\, D:\, etc.). The path to your desktop is **Network > tsclient > C:\ > Users > local username > Desktop**.

- The "local username" will be the Windows username that is currently logged in.



Tip: We recommend that your IT Professional setup a Shared Network folder or drive to make the importing path more accessible. This is applicable when users are able to scan directly to the shared folder.