Importing Documents

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> ⊠ **ALERT**: Importing and exporting documents is currently unavailable for Cloud practices, and the OP Team is working hard to return the functionality as soon as possible. *The steps in this article are temporarily unavailable.*
>
> In the meantime, **please use the following workaround to scan your documents into OP.**
> 1. Print the files needed from your computer.
> 2. Follow the steps in this article to scan your documents into OP.
>
> **Note:** Your workstation must have Remote Scan installed on any machine which has a scanner attached to it in order to scan directly into OP.

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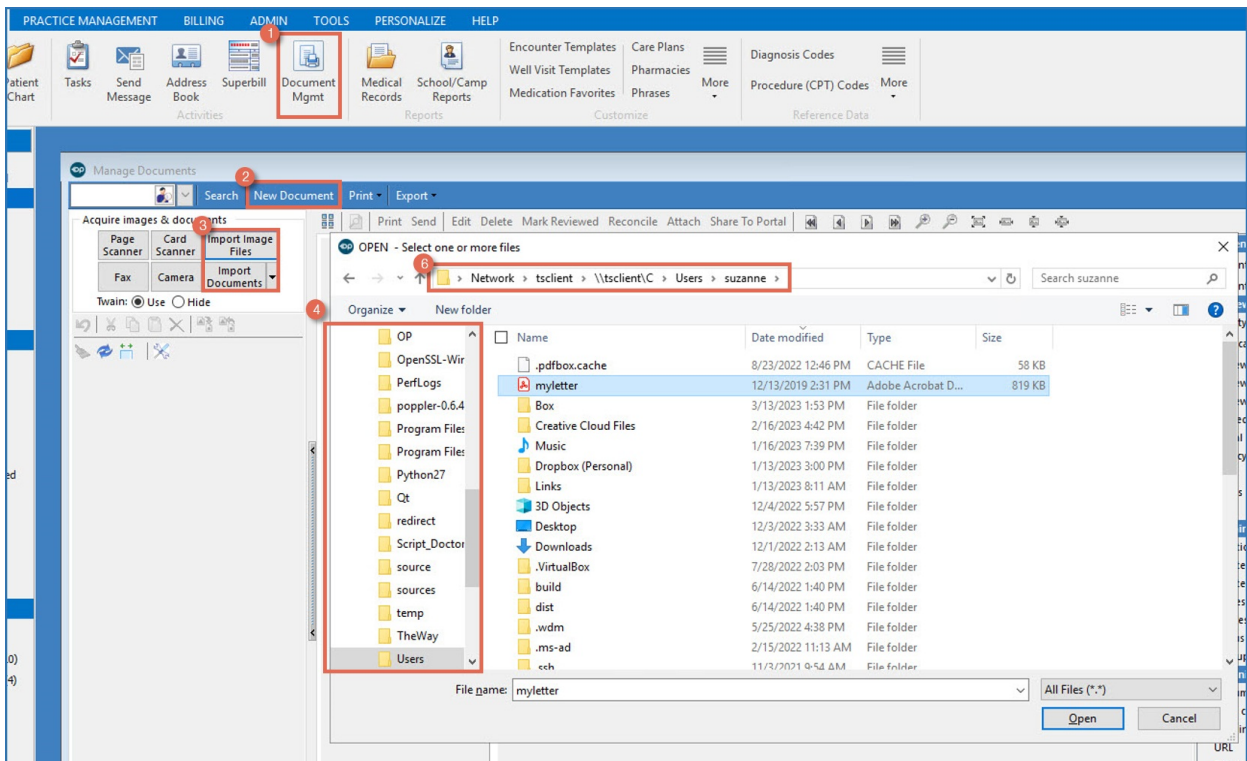
Tip: We recommend that your IT Professional setup a Shared Network folder or drive to make the importing path more accessible. This is applicable when users are able to scan directly to the shared folder.