Docman Import Guide (Docman 10)

Contents

iGPR

Import Required Notification

If you receive the following notification message when going into the attachments section of a report then you will be required to run through an import process. The reason you are receiving this message is due to the patient's record containing documents that were filed in Docman using the file format of .xxx

Attachments in this Report　✖

iGPR has identified some attachments in this patient's record that were unable to be retrieved from the clinical system.

Please check all attachments in the attachment section and use the 'Add More Attachments' function to include any missing files if needed.

iGPR selected 10 attachments for this report. 1 of these attachments could not be imported.

Ok

Stage 1 – Docman10 Export Process

The first stage is to export the relevant documents from Docman.

- In Docman find the patient that you need to extract the document for either using the quick search or the Docman toolbar, once the patient has loaded left click on the three dots as indicated below.
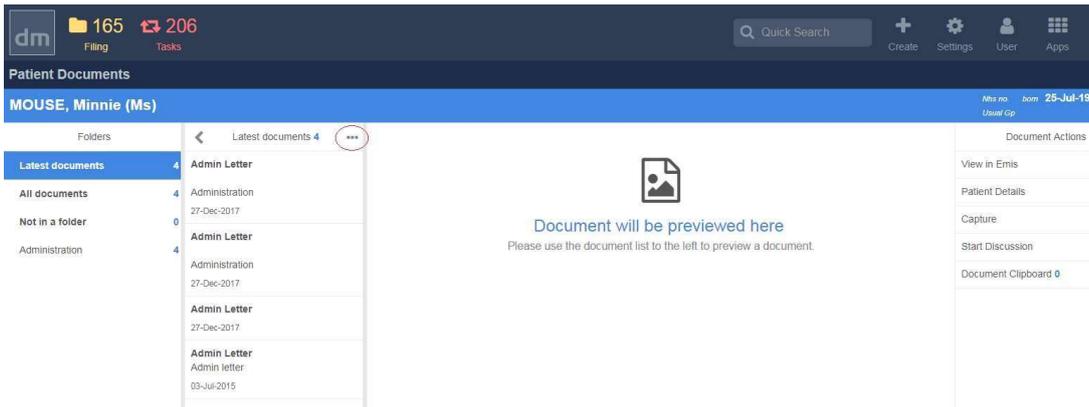

- Once you have clicked the three dots, click on the "Select Mode" function.
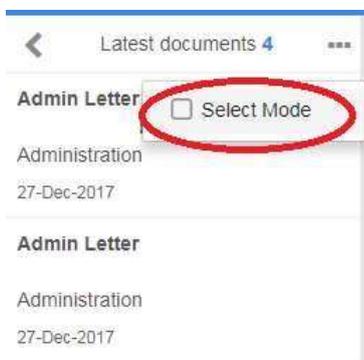

- Once you have activated the select mode, you can either tick the documents that are required for the report or you can click on "Select All" to automatically select all documents.

- Once the required documents have been selected, click on the "Download button" located on the right of the screen. Once selected you will be presented with a screen message informing you the documents will be un-encrypted, click on 'Download' to proceed.
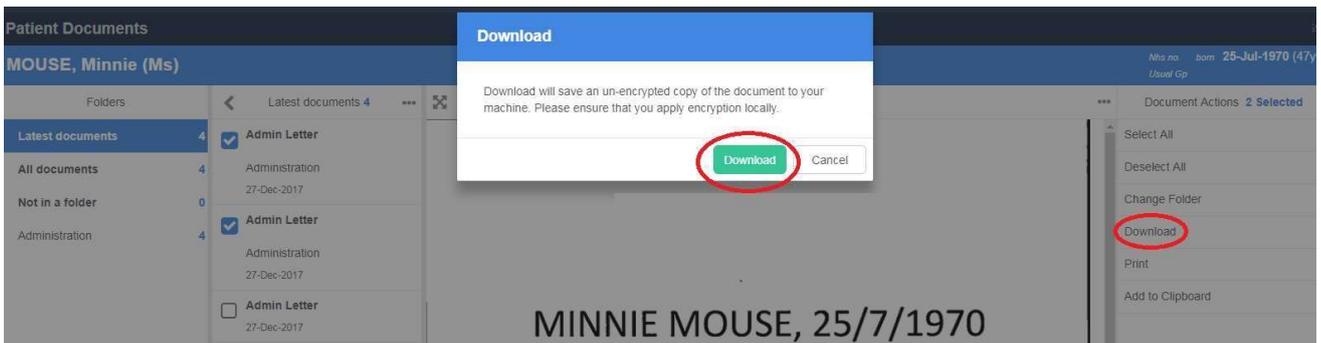

- The required Documents will now be downloaded to your default download folder within windows as a zip folder and will need to be extracted. You need to extract these files using Windows Explorer, listed below are the most common ways to access Windows Explorer.
  - o Click on the Windows start button and select the 'Computer' icon o Select the 'Computer' icon from the desktop
  - o Hold down the Microsoft key (the windows logo) and press E
- Once you have opened up Windows Explorer double click on the 'Downloads' folder.
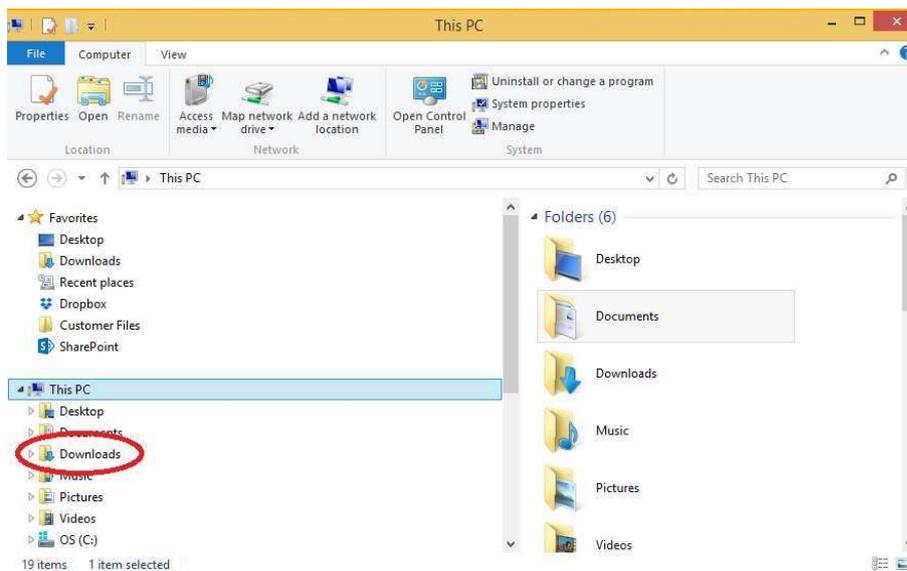
- Once in the Downloads folder, locate the Docman zip file that was downloaded, this file will be called "Docman_(Date and time of download), i.e. Docman_2712017112513, right click on this zip file and select "Extract All".

- You will now be prompted to enter the location of the extract, you can either keep the default location which will be your local Download folder or you can click on "Browse" to choose a different location if required, once the desired location is set click on "Extract".
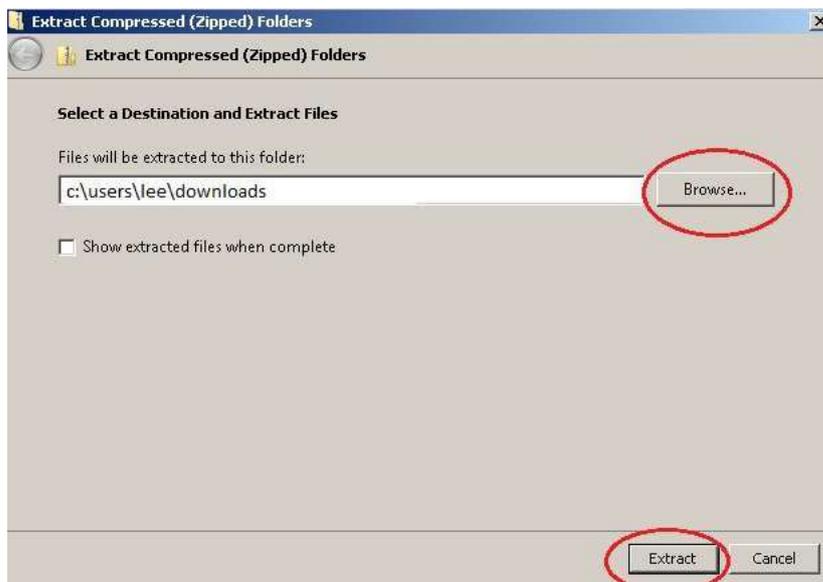

- Once you have clicked on "Extract" a folder is created that is the same name as the Docman zip file i.e. Docman_27122017112513 and this folder will contain the extracted documents.

Stage 2 - Import Docman documents into iGPR

- Open the selected report from the iGPR inbox and click on the "Attachments Tab".

- Once in the attachments screen click on the "Add More Attachments" button.
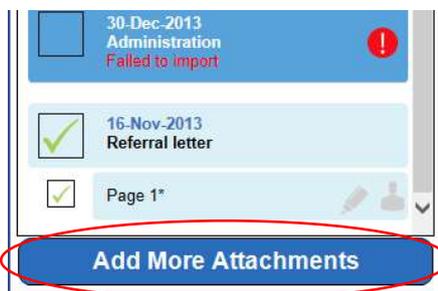
- Select the "Import Attachments from Folder" button.

- Click on the "Add" button to which will then load up the Windows Explorer screen.

- Once in the Windows Explorer screen you need to navigate to your "Download" folder or if you chose a different location to extract the files navigate to that folder. Once in the desired folder you will see the "Docman_(Date and Time)" folder that was created automatically when extracting the files, double click on this folder and you will see the same folder again, double click again on the folder and you will see all of the files that were extracted. Click on the first file and this will turn blue, hold down the CTRL key and press A and this will select all of the files that are stored in this folder and then click on "Open".
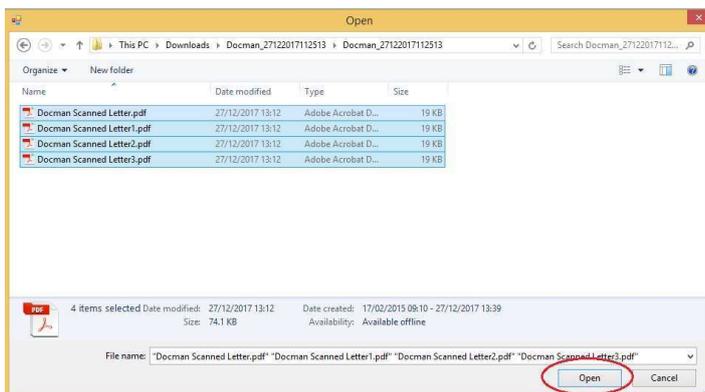
- Once you have clicked on "Open" you will then be returned to the "Add Attachments" screen, click on "Confirm" to add the attachments to the iGPR report.

- The attachments now form part of the iGPR report that will be sent to the requesting third party.

  IMPORTANT: We do recommend that once you have finished importing the attachments that you delete the Docman folder from your Downloads folder.