

Configure Import Directories

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

This can be used if you are using the Clintel Uploader to perform Bulk Document Importation via Secure Messaging (such as Argus). To add a new Import Directory to a Document Type:

1. Click **Administration**.
2. Select **Correspondence** from the menu.
3. Select **Documents**.
4. For the Document Type you wish to configure - Select the **Show** button.
5. In the section Import Directories, select the **New** button.
6. Fill in the fields as per the table below.
7. Select the **Create Document type Import dir** button.

Field	Description	Example
Default Import Status		reported
Location*	When a document of this type is found by the Clintel Uploader, which Location should it be stored under?	Clintel Clinic
Provider	When a document of this type is found by the Clintel Uploader, which Provider should it be stored under?	Referral Letter
Check this location? (check box)	True (selected)- Include as a selection in the Clintel Uploader. False (unselected) - Do not include as a selection in the Clinteluploader	True

**denotes mandatory field*

Please note: This needs to be set up for each Provider against each Document Type.