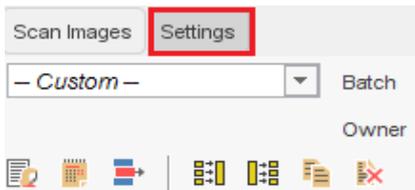


Partners in improving local health

NECS Clinical Systems Specialist Team Forwarding Recipients within Scanning

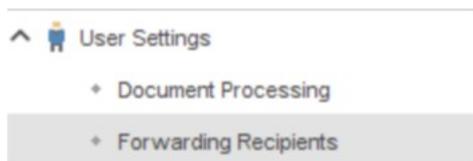
Creating Favourite Forwarding Recipients

1. When in the acquired documents screen, click the **Settings** button

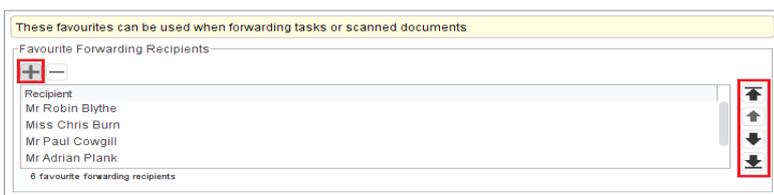


This will allow you to create a short list of the users in your organisation to whom you most frequently forward tasks or scanned documents.

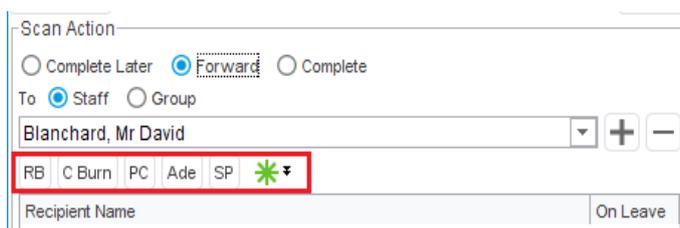
2. Within the User Settings, **Click Forwarding Recipients**



3. Click  and select the staff member(s) you require (to select more than one, drag the mouse over the entries you want to select or hold down **Ctrl** and click the mouse), then **click Ok**.

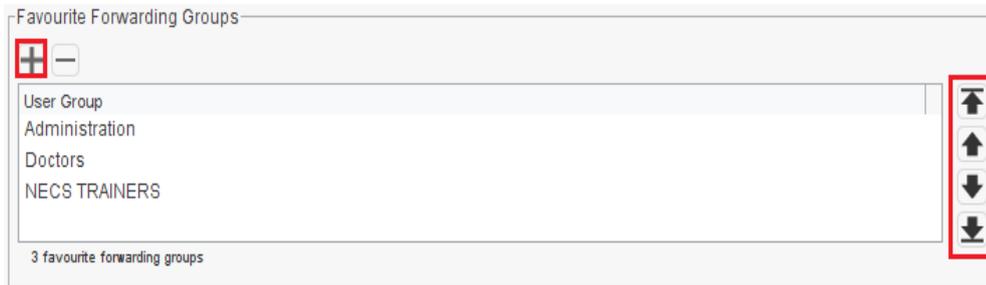


4. You can then use the arrow toolbar buttons to arrange the users in the order you want them to be presented.
5. When processing scanned documents, the **users listed will appear in the 'Scan Action' section of the Scanned Document Update window** in the form of a button bearing the user's initials.



Creating Favourite Forwarding Groups

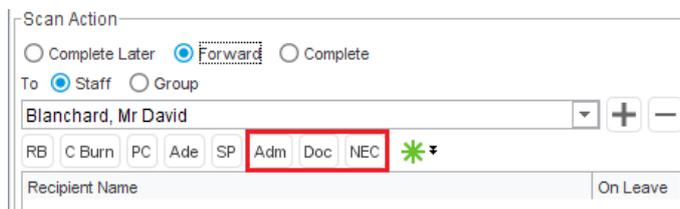
These allow you to specify the user groups to whom you most frequently forward tasks or scanned documents.



1. Click **+** and select the group(s) you require (to select more than one, drag the mouse over the entries you want to select or hold down **Ctrl** and click the mouse), then **click Ok (bottom of the box)**.

You can then use the arrow toolbar buttons to arrange the groups in the order you want them to be presented.

2. When processing scanned documents, the **groups listed will appear in the 'Scan Action' section of the Scanned Document Update window** in the form of a button bearing the first three characters of the group's name.



Note: If there are more than five of each type (forwarding recipients or groups) a drop-down list is displayed so that you can select from the remaining recipients.

