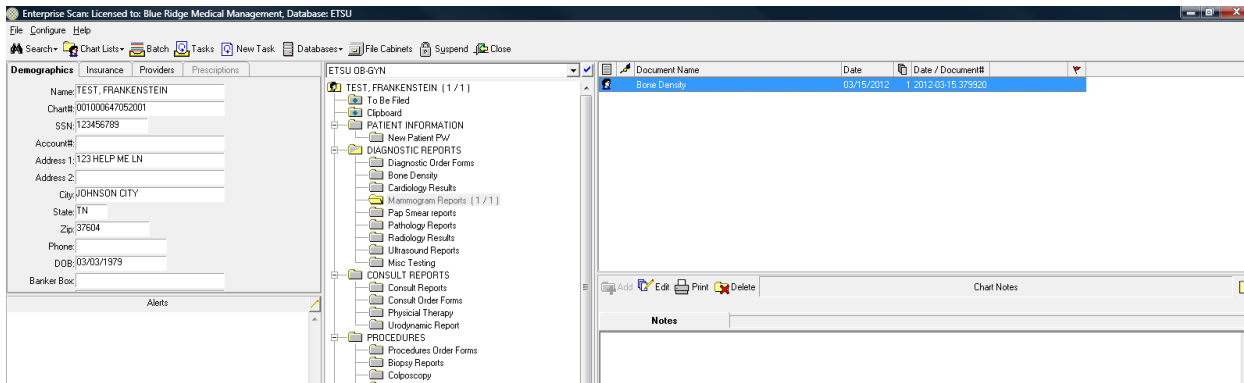
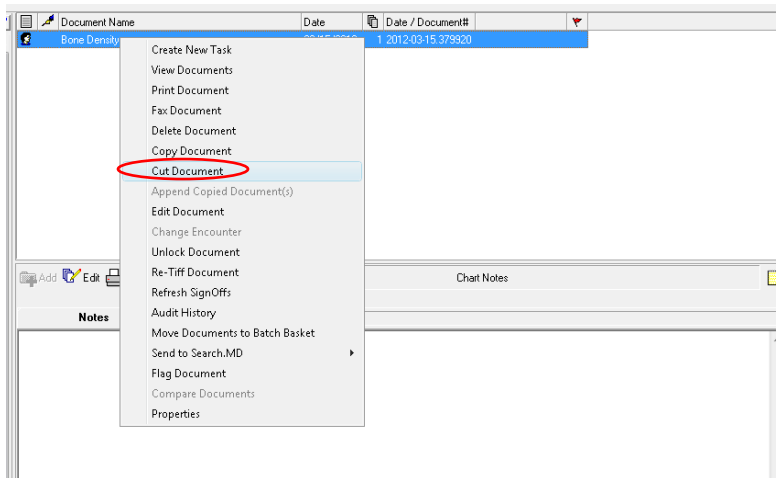


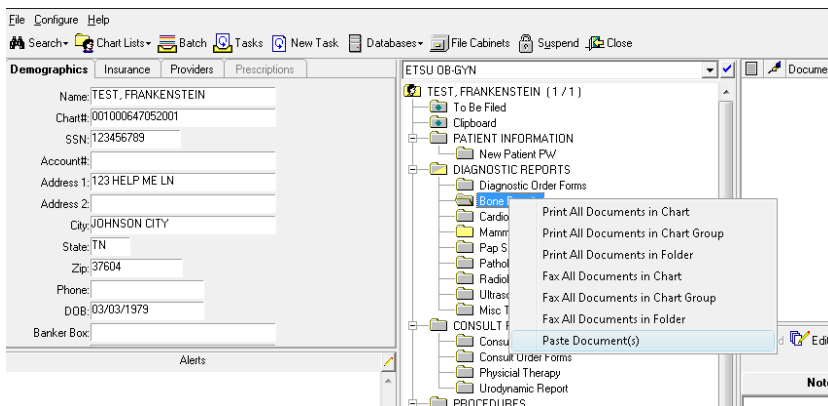
SCAN—Moving Scanned Documents



Locate the file to be moved. Right-click, and select **Cut Document**.



Navigate to the correct folder. Right-click, and select **Paste Documents**.



The cut and paste can even be taken from one patient to another in the event the document was scanned into the incorrect patient.