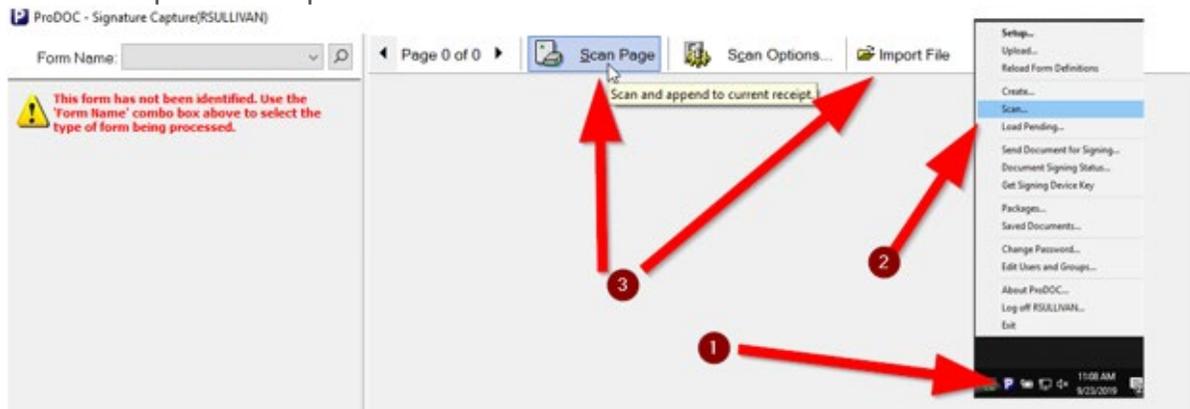


## Tech Tip #30: Did you know you can import files directly into ProDOC?

Import files directly into ProDOC 1-2-3 ways!

**\*\*These settings and features may not be available for all clients, if you do not see them please contact your solution provider\*\***

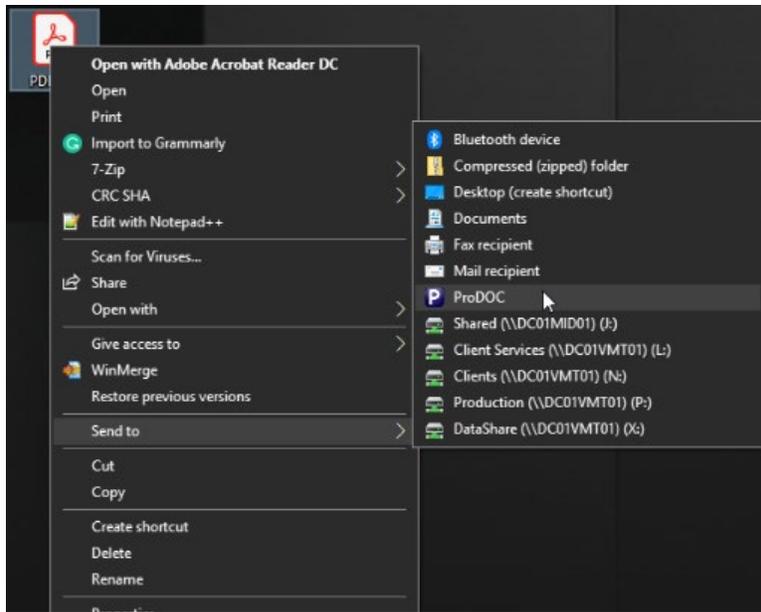
1. Open the Scan menu option from your ProDOC icon and select Scan, then select the "Import File" option from the scan screen



2. Drag & Drop the file onto your ProDOC desktop shortcut

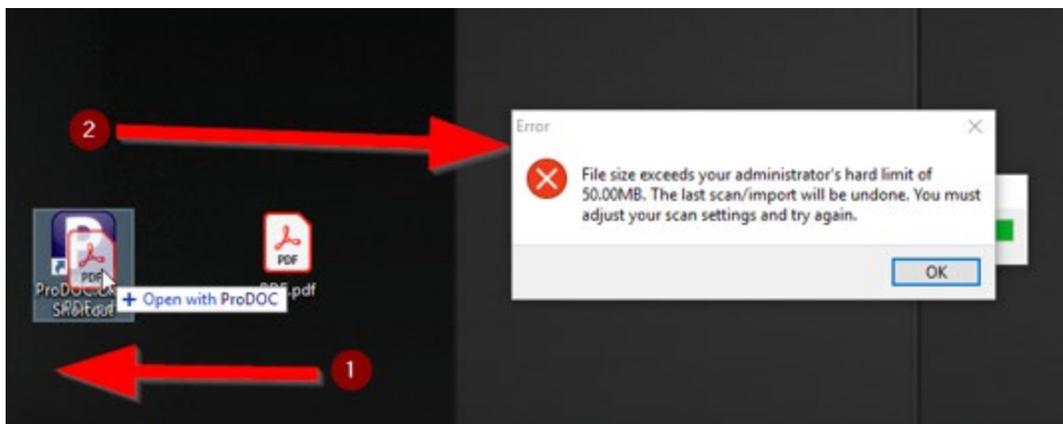


3. Right click on a file in your system, then select "Send to" then select ProDOC



### File Size Errors:

You may receive an error message if importing a file that is larger than the hard limit size. This is to prevent unnecessarily large files from being imported. Over time large files will quickly take up space on the server and require additional storage. This is important to be aware of and only change this when it is necessary to retain the original file, size and color. In other words, compressing these files is often the best option.

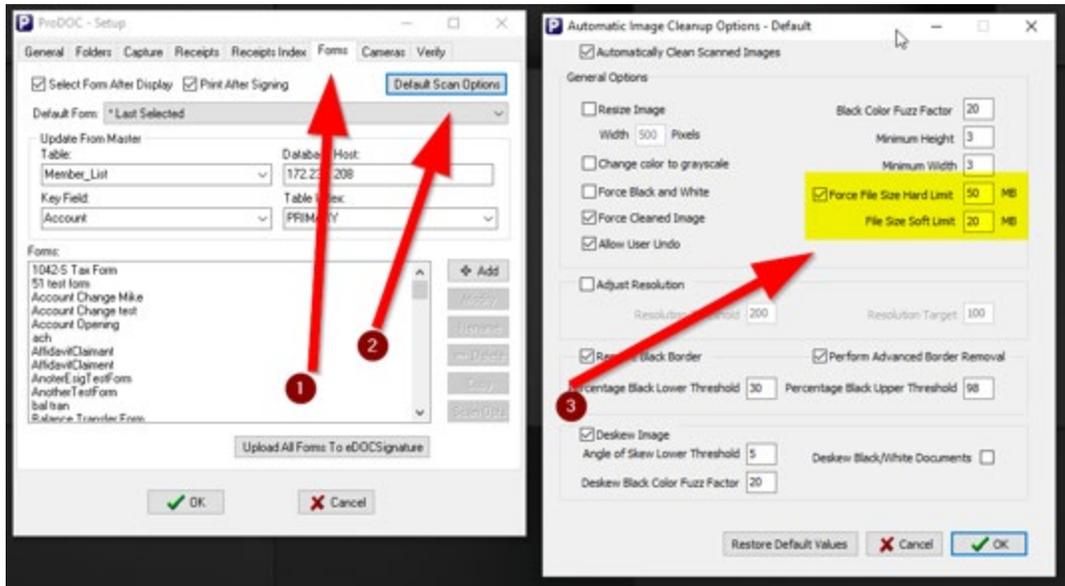


### Addressing this Error:

There are two ways to prevent this error and allow larger files to be imported. Please talk to your Administrator before making these changes. The first is allowing larger files for all forms and the second is form specific.

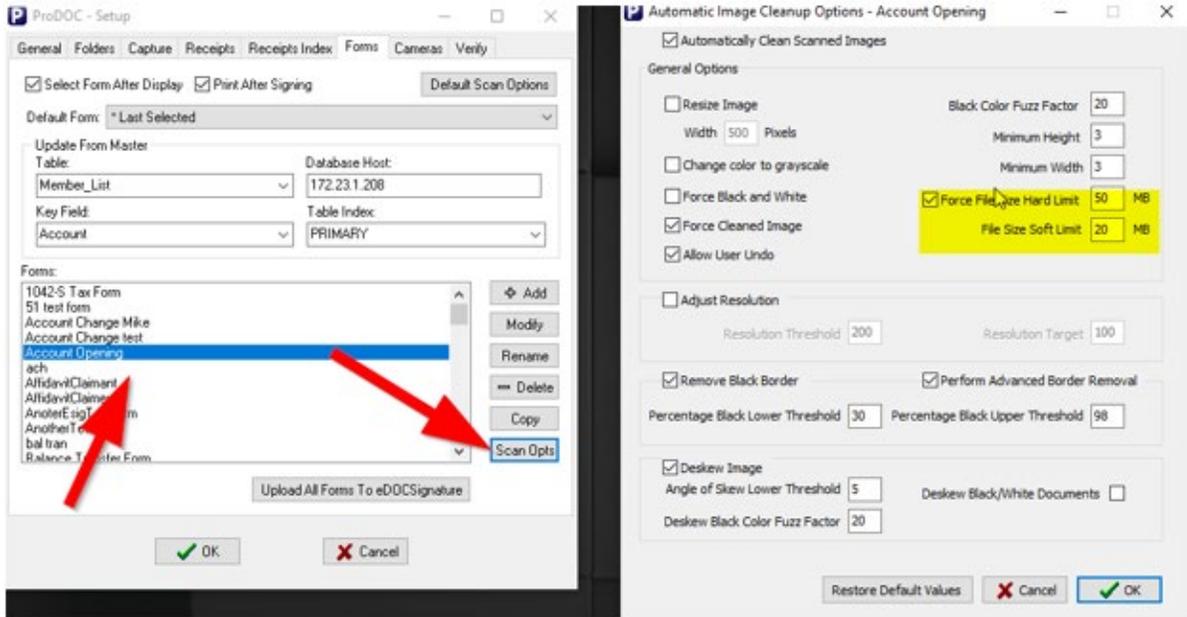
## 1. Update for All Forms

Logged in as an administrator, navigate to the ProDOC setup settings. From here open the Forms tab and select Default Scan Options. This allows you to adjust the scan and import settings for all forms.



## 2. Update for a Specific Form

Select the specific form you would like to adjust and choose the Scan Opt's button. This allows for a bit more control as you can continue to restrict most of the forms file size but allow larger imports for a specific form.



The fix for both options is to uncheck the highlighted section in the screenshots. However, eDOC would strongly suggest adjusting the hard limit to fit the size requirements for the forms you are importing. This is to prevent extremely large files which can take up a lot of room on the server.

\* It is always recommended to import documents in a black and white format opposed to color. Importing full sized images in color or gray scale takes up a tremendous amount of space on your server.