

# Configuring import paths and the scheduler

MMEEx HL7 documents can be directly imported into MedTech32.

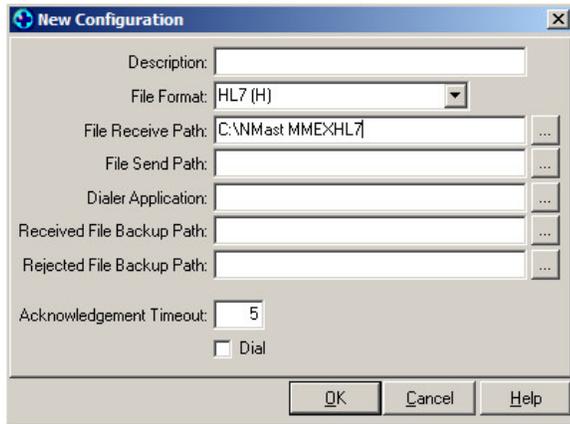
The MMEEx Client will automatically download message attachments to configurable directories on your server where they can be easily imported into MedTech32.

The following simple steps will configure MedTech32 for importation of MMEEx's HL7 Documents.

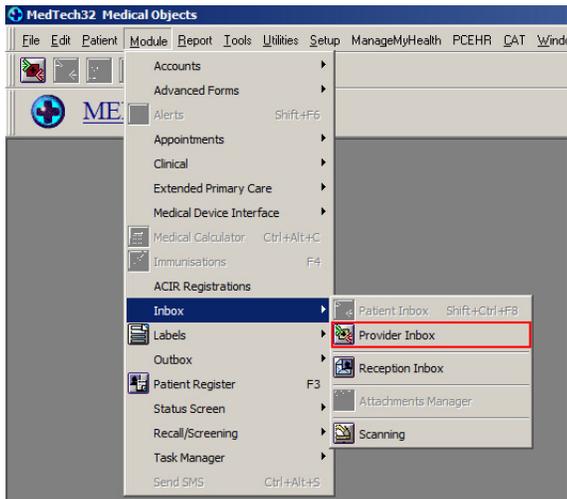
Log into MedTech32. From the Main Menu Toolbar, select the **Tools** Menu and then click on the **Message Transfer** option, and finally select the **Message Transfer Utility** option.



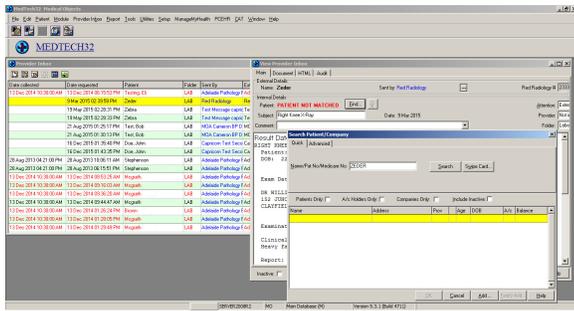
The Message Transfer Utility Screen will then ask you what type of message you wish to import. Select the HL7 option and then in the file path, using the browse facility, direct MedTech32 to the location of your MMEEx HL7 files. If you have forgotten where you have stored your HL7 messages, you can find their location by checking the MMEEx Client.



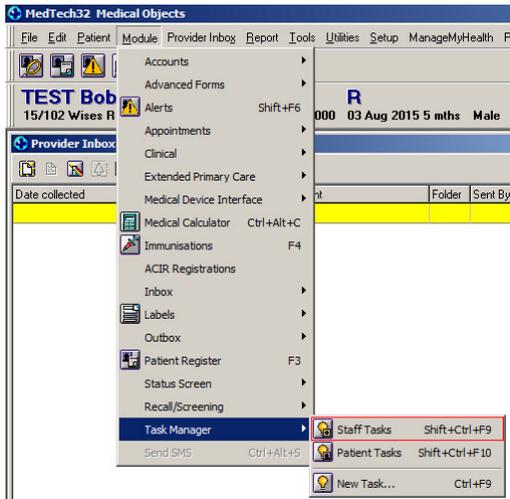
You can access HL7 messages in MedTech32 via the Module Menu in the top tool bar, and selecting the **Inbox** option, followed by the **Provider Inbox** option. This action will open up the **provider inbox**, and will also activate the **Provider Inbox Menu** in the top toolbar (which is generally not visible).



To associate an MMEEx HL7 message with a patient's record in MedTech32, **double click** on the imported message to open it. The **View Provider Inbox** box will then appear on the screen. The name of the patient referred to in the MMEEx message will be visible, and you can use the **Find** button to match the letter to your patient's record.



Tasks can be assigned to the imported documents in MedTech32. To add a task, go to the **Module** Menu, **select the Task Manager** Option, and then select the **Staff Tasks** list.



The Tasks Box will then appear. To create a new task, click on the **New Task** icon on the left hand corner of the Tasks Box. The **New Task** Box will then appear and can be filled in accordingly. If the Practice Manager wishes to keep track of the tasks created, they can **CC** themselves in to all tasks.

