

How to Check the PDF Inbox

Overview

This guide provides instruction on how to check your PDF inbox. The correspondence you receive via Medical-Objects will automatically come through to you as PDF files to a designated inbox folder on your computer. This will usually have a shortcut set up to it named **"MO Results"** or **"Medical-Objects Results"**.

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Checking the Inbox

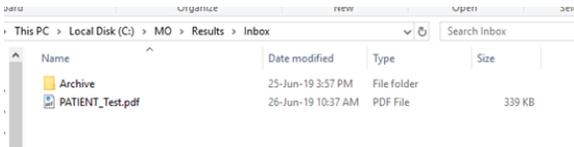
1. Locate the **MO Results** folder.



Note:

If you do not have a shortcut already set up, the default file path for the inbox is **C:\MO\Results\Inbox**. Please contact the [Medical-Objects Helpdesk](#) for assistance if you are unable to locate your inbox.

2. New reports will be in this folder labelled with the patient's name.



Marking as Read

Once you have finished viewing a report, you can click and drag it into the **"Archive"** or **"Viewed"** folder inside the inbox. This will send a **"File Consumed"** acknowledgement back to let the sender know you have received the report.

