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 1 Overview 2 Checking the Inbox

3 Marking as Read

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.

para	Organize	rve	W	Open	261
This PC > Local D	isk (C:) > MO > Results	> Inbox	~ Ö	Search Inbox	
 Name 	^	Date modified	Туре	Size	
Archive		25-Jun-19 3:57 PI	M File folder		
DATIENT	Test.pdf	26-Jun-19 10:37 /	AM PDF File	339 KB	

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.

Report for Thursday, 06 June 2019		
Start Date: 06/06/2019 End Date: 06/06/2019	🛗 🌊 Refresh 🗸 🗹 Options 🗸	
Leivered (1) Leivered (2) L3 Processing	C Errors 🛕 Undelivered	
Date ~ Imported	 Patient 	~ То
Ms Jane Doe 2		
06/06/2019 13:16		Ms Jane DOE (JD4558000E9)
06/06/2019 13:24		Ms Jane DOE (JD4558000E9)