

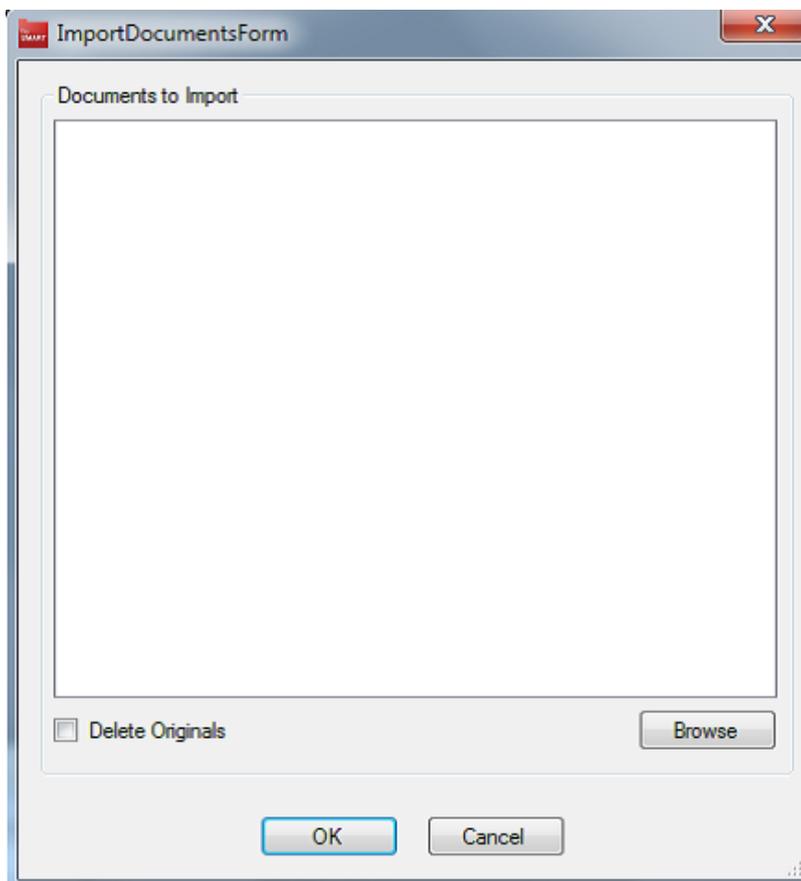
Importing into fileSMART Archive

Photos, in .jpg format, PDFs and Word documents can be imported into your Pending Queue from your own computer or across the network by using the import function. These file types retain their file format.

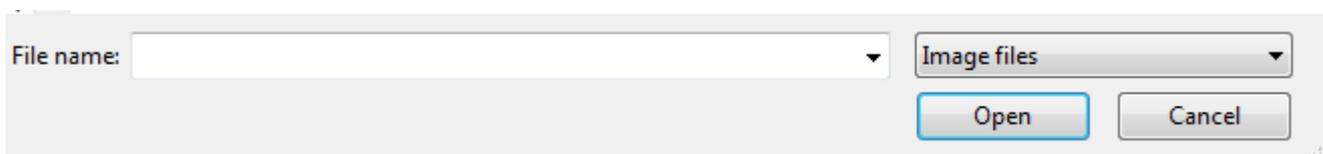
1. Click the Import Documents button from the Control Panel.



2. Click the Browse button and navigate to the required folder.



3. Use the drop-down to change the file type (for example, jpeg file .jpg).



4. Select the required files and click Open (use the shift or control key to select multiple files if required).
5. Click OK.

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