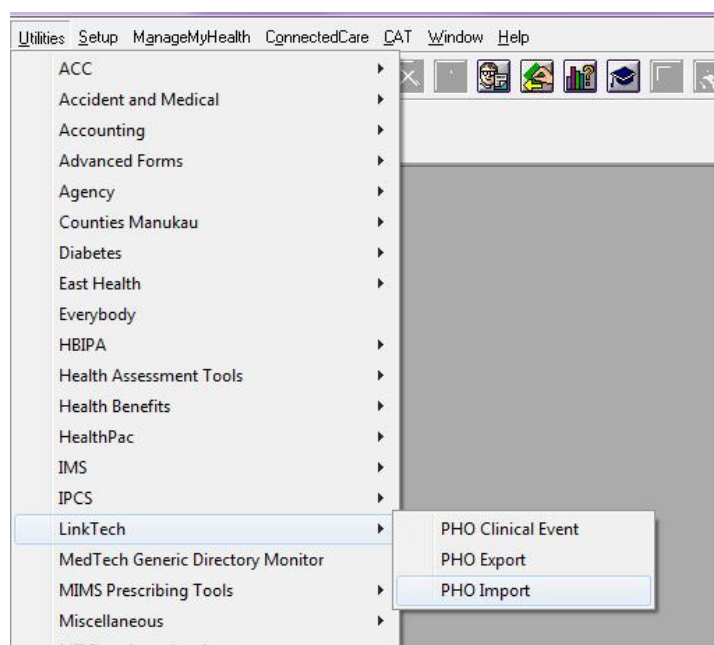
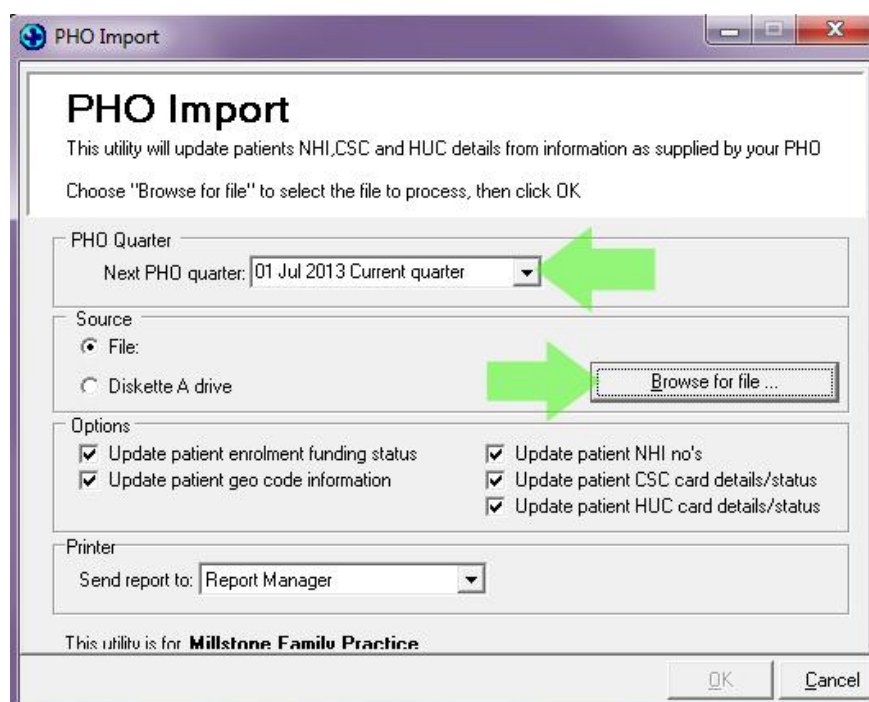


Register Import

This Import needs to be ran before the start of each new quarter (usually towards the end of the current quarter). In medtech on the Healthlink machine navigate to the PHO Import.



Choose the following options:



Please check the import is for the correct quarter.

You need to browse for the import file which is an .asr file. It should be the most recently dated file. It is good practice to navigate to the H:\FF_IN\BROADCAST folder and remove the old .asr files first to prevent the wrong .asr file being imported. If your register is large it may be in a zipped format and will need to be unzipped prior to attempting the import.

Once the import has completed you can close any boxes that are still open. An import report summary will be generated and should be able to be accessed through report manager.