



# Drag & Drop – Document Management

2.7 New Feature Documentation

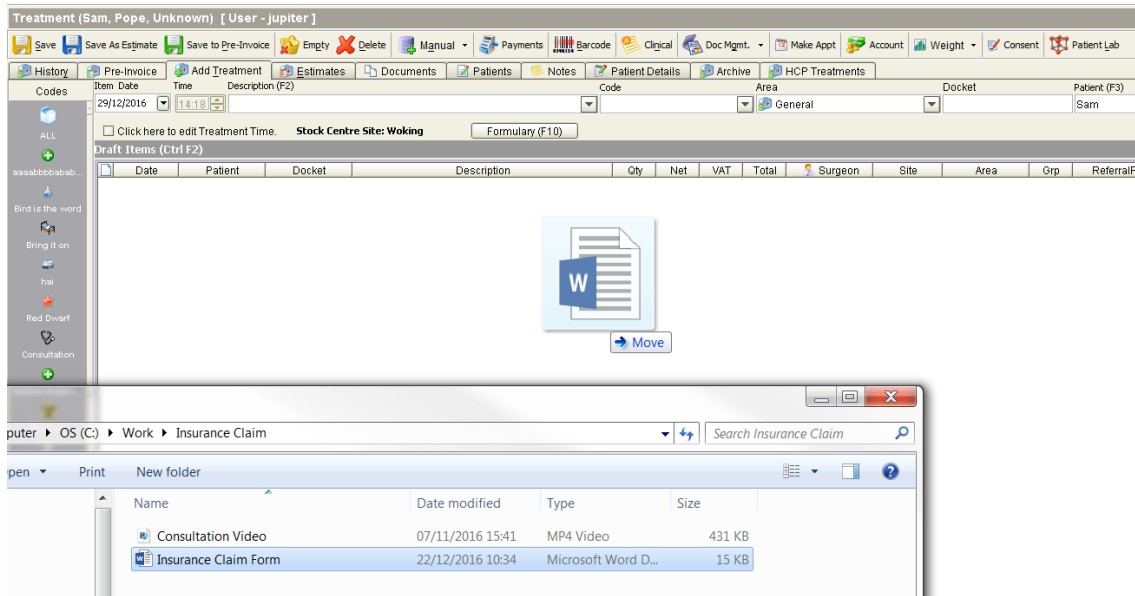
## What is it?

Drag & Drop enables users to drag Multiple files from their local PC into Voyager.

## How does it work?

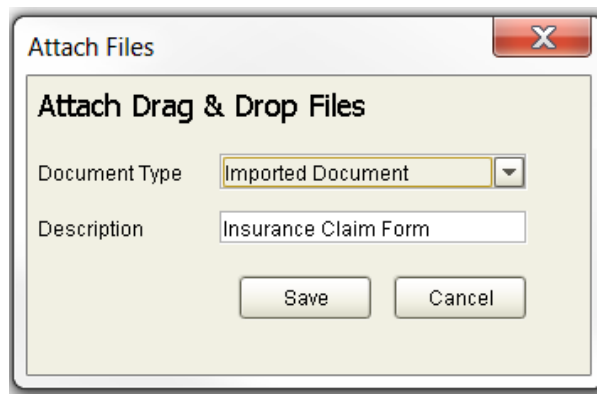
### Attaching a Single Document

Select a Patient and go to the Add Treatment Screen. Click & Drag a Document into Voyager.

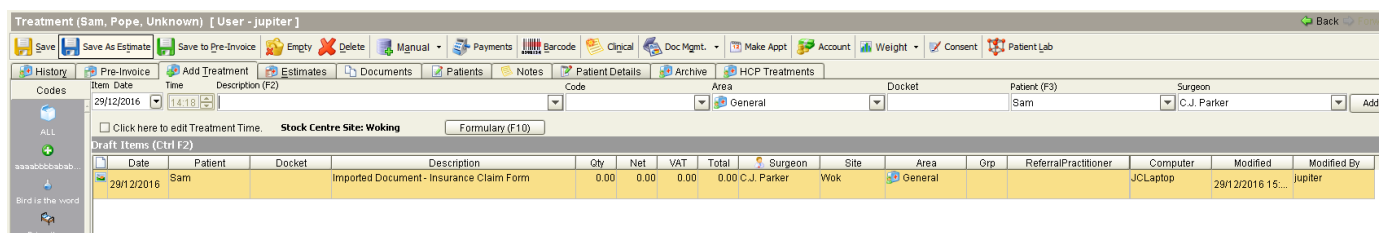


The window shown below will appear; Select a Document Type from the drop-down list and give a description of the document. (These are maintained through Utilities > Libraries > Documents > Document Types).

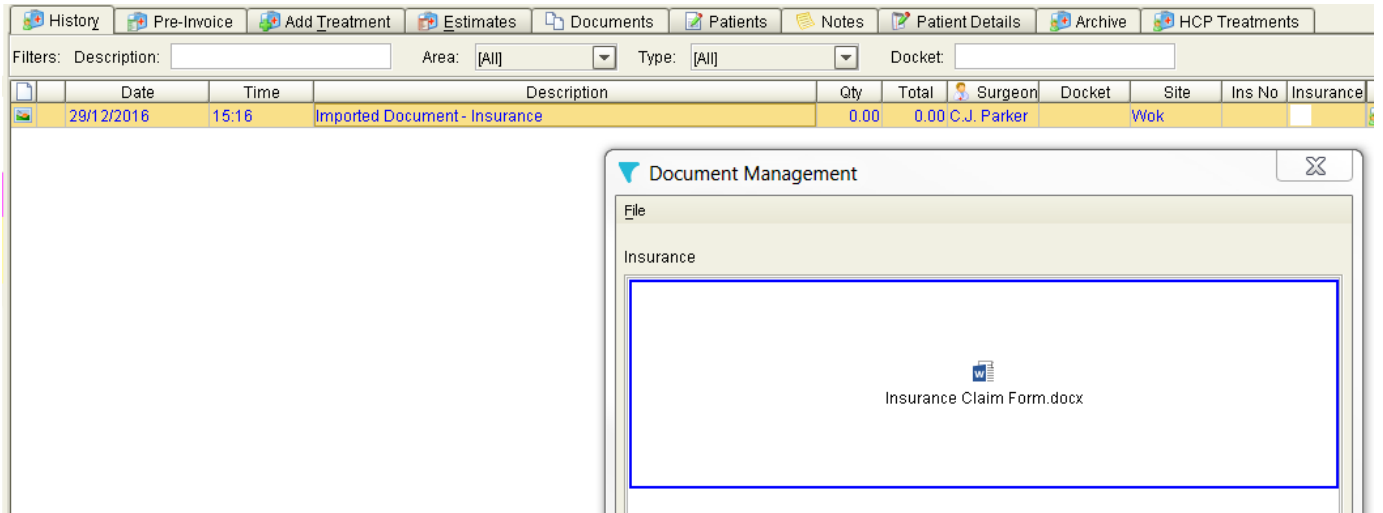
You can set a default document type for attached images via the 'Default Treatment Area' default in Utilities > System > Defaults > Miscellaneous 1 tab.



The document will then be added to the treatment draft.

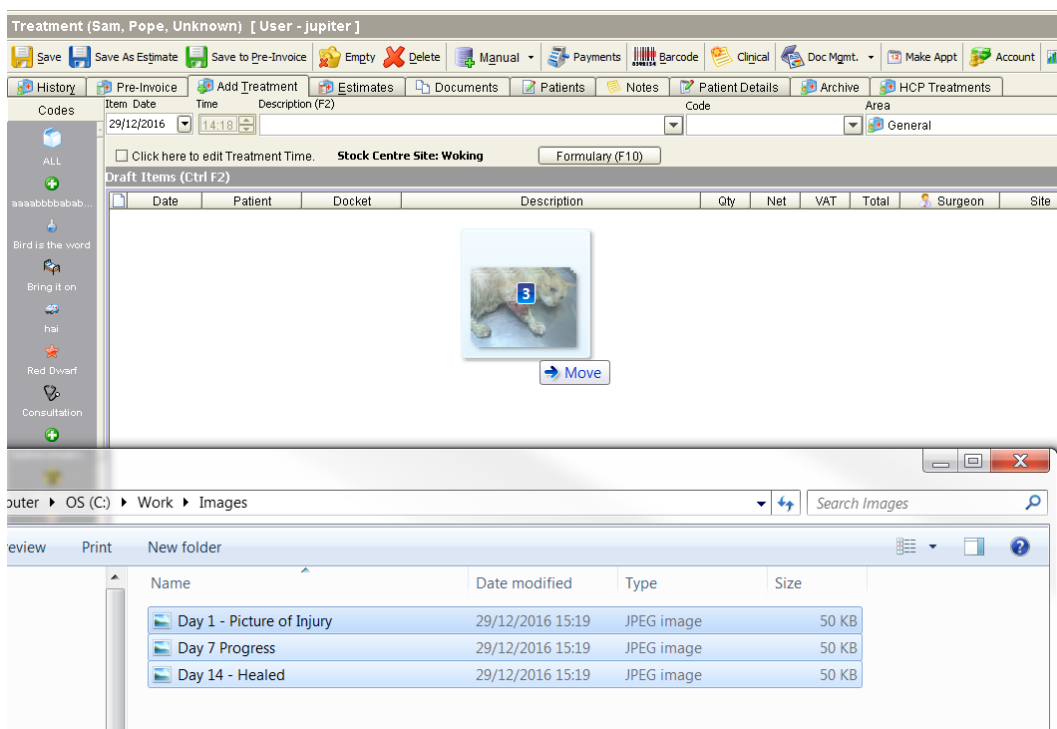


Once Saved, double click the item in Treatment History to view attached documents.

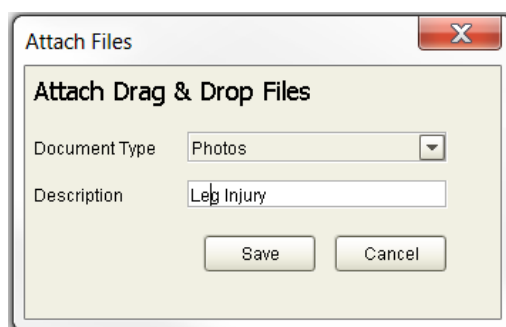


## Attaching Multiple Documents

Voyager will also allow you to attach multiple documents. To do this, highlight multiple documents you would like to attach and drag them into Voyager.



As before, select document type and provide a description.



Selecting Save will add to your treatment draft, allowing you to Save to Treatment History.

To access the attached documents, double click the entry in Treatment history. This will display your attached files:

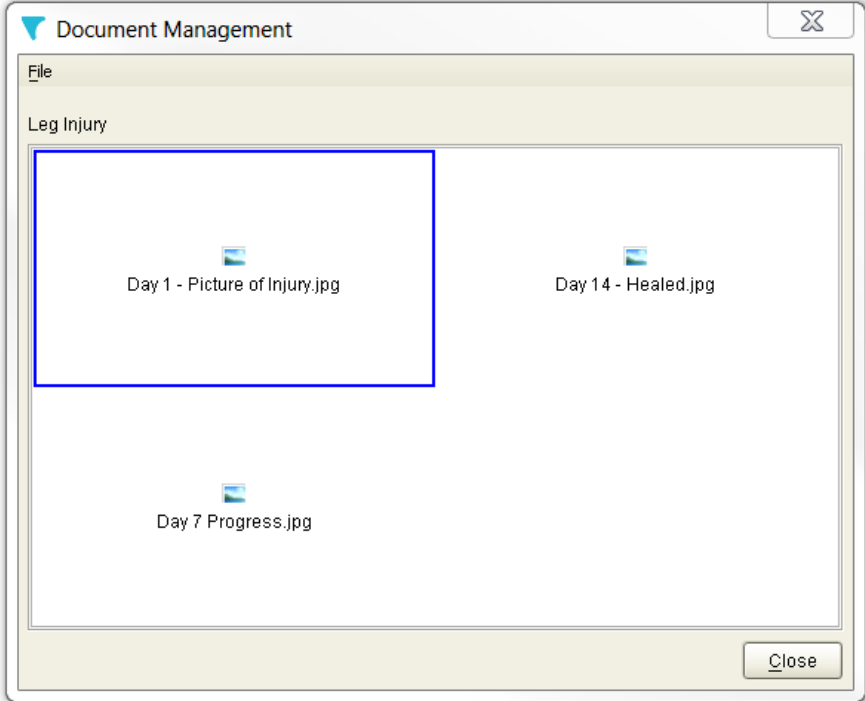
Date	Patient	Docket	Description	Qty	Net	VAT	Total	Surgeon	Wok
29/12/2016	Sam		Photos - Leg Injury	0.00	0.00	0.00	0.00	C.J. Parker	Wok

Document Management

File

Leg Injury



Day 1 - Picture of Injury.jpg

Day 7 Progress.jpg

Day 14 - Healed.jpg

Close

I don't want to use this feature.

If you don't want to use this feature, you can continue to attach documents using the existing Document Management functionality.