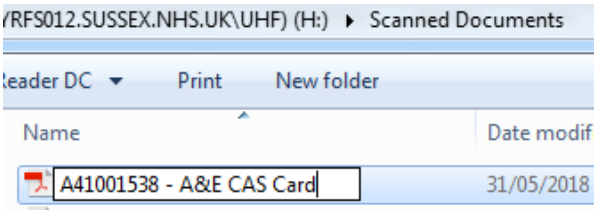
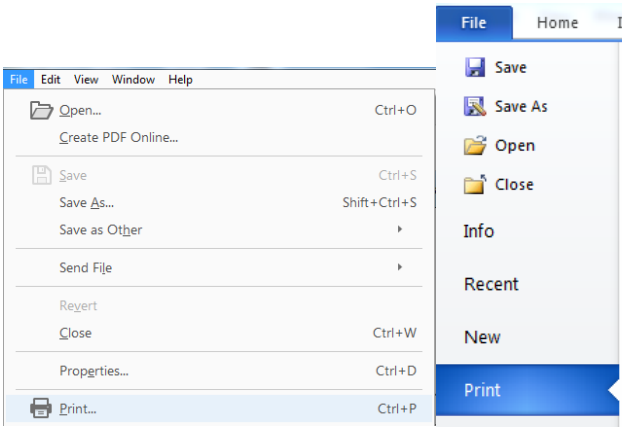
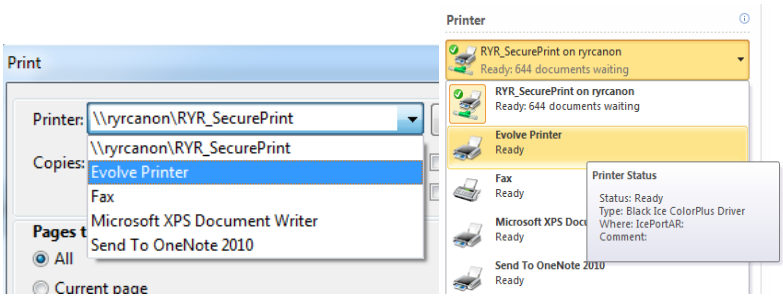
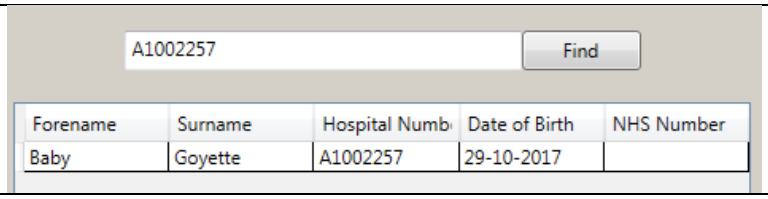
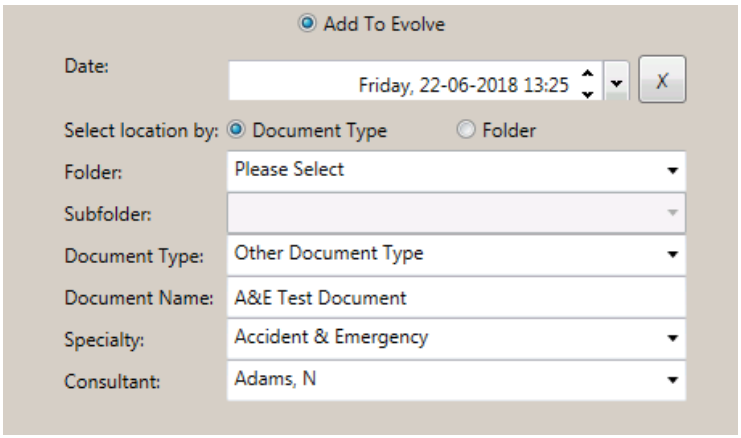
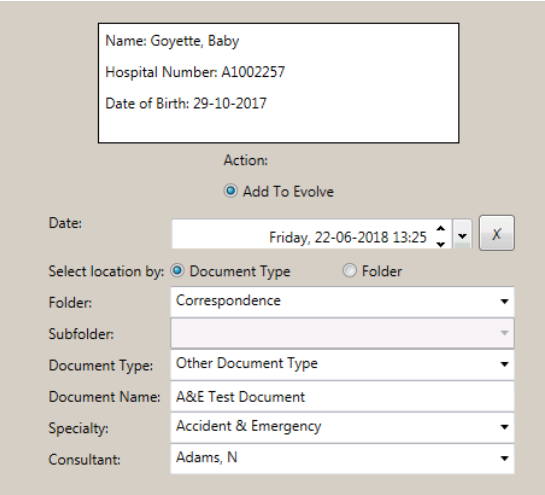
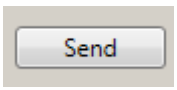
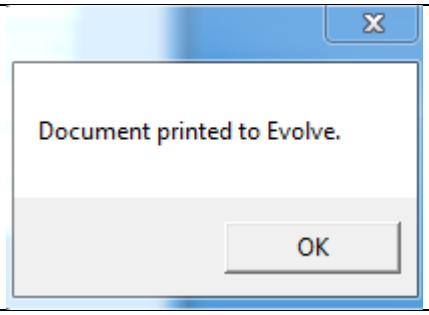
Print to Evolve	
Find the document you have scanned, **right mouse click** on the file and select **Rename** – give the file a meaningful name (e.g. Hospital number + document name) so that it's easy to find when you upload. Press **Enter** on the keyboard to confirm new file name	
Double click on the document to open it	
Once you have opened the **PDF** or **Word** document, select **File** and **Print** (or **Ctrl & P** on the keyboard)	
From the **Printer** drop down box, change the printer to **Evolve Printer**	
Click on the **Print** button	

Print to Evolve	
The **Evolve** search box will open, enter the patient's **Hospital Number** into the box and click on **Find** (you can also search by **Forename & Surname**, **Surname, Date of Birth** in the format **XX-XX-XXXX** & **NHS Number**)	
Double click on the patient in the results window	
Double check the patient details at the top of the box before continuing	
You can change the Date & Time as required, e.g. to the date of the document	
Select location by will default to **Document Type**	
Select the **Document Type** i.e. Other Document Type	

Please Note – If you choose the **Document Type** of **Other Document Type** then you can free type the document name in the **Document Name** box below



<table>
<tr><th colspan="2">Print to Evolve</th></tr>
<tr><td>Select the correct Folder i.e. this is where the document will be stored in Evolve</td><td></td></tr>
<tr><td>Select the Specialty i.e. Accident & Emergency, to reflect the document being uploaded</td><td></td></tr>
<tr><td>Select the Consultant</td><td></td></tr>
<tr><td colspan="2">Please Note – Once you have selected these options, next time it will remember the previous chosen options by default
 
</td></tr>
<tr><td>Click on Send to send the document to Evolve</td><td> 
</td></tr>
<tr><td>Click on OK to the dialog box confirming that the document has been printed to Evolve</td><td> 
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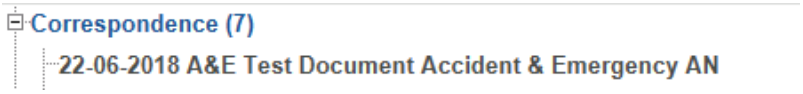
Print to Evolve	
The document will now be found in Evolve under the folder you selected i.e. Correspondence with the Date, Document Name, Speciality & Consultant Initials