

Cloud file uploads

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Zedmed Cloud's My Files feature allows you to upload files from your local PC to Zedmed and to save and manage those files.

The steps are the same for both the Classic and New Cloud UI, but the icons may be different.

There are 3 folders available:

- Home Folder contains files the user uploaded and these files move with the user when they log in at different locations.
- **Temporary Files** upload files from your PC and access them in the cloud. Shows files uploaded in your current cloud session.
- Zedmed Scans Folder a folder that is linked to Clinical's Scans folder, which is used for incoming documents in Zedmed.

Upload a local file and attach it to a patient

This scenario explains how to upload a file from your local PC to the cloud and then attach it to a patient file in Zedmed.

To upload a patient file:

1. Select the My Files icon on the Zedmed Cloud menu.



The My Files screen will open and show 3 folders.

2. Select the Temporary Files folder.

My Files			×
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C Zedmed Scans Folder	26/02/2024, 9:32 am	-	
C Temporary Files	26/02/2024, 10:11 am	2	
🗅 Home Folder	26/02/2024, 9:31 am		

3. Select Upload Files.

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/ > Temporary Files			
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4. On your local PC, browse to the file you want to upload.

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RS					
specialist	~ <				
3 items					

5. Select and upload the file

The file will appear in the **Temporary File**s cloud folder.

- 6. Open the patient's record in Zedmed Clinical.
- 7. Select the Attachments tab under Summary Views.
- 8. Select the paperclip icon.

A Temporary Files folder will open.

9. Select and **Open** the file.

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Summary Views		🛯 Attach File					×
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The file is now in the patient's Attachment tab.

Upload a locally scanned image to the Scan folder

This scenario explains how to upload an image from a scanner attached to your PC. Network scanned images will automatically save to the Scan folder.

To upload a locally scanned image:

1. Select the My Files icon on the Zedmed Cloud menu.

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Catalog	Windows	My Files	Clipboard

The My Files screen will open and show 3 folders.

2. Select the **Zedmed Scans Folder**.

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C			
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Name	▼ Last modified	⊽ Size	∇
Zedmed Scans Folder	18/09/2024, 11:49 am	-	
Temporary Files	18/09/2024, 11:48 am	-	
🗅 Home Folder	18/09/2024, 11:48 am	-	

The Zedmed Scans folder will open.

- 3. Select Upload File.
- 4. Browse to the scanned file on your local PC.
- 5. Select and upload the file

The file will appear in the **Zedmed Scans Folder**.

My	Files						×
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Act	ions v Create folder Uplo	ad file(s)					
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	script for report.csv		16/09/2024, 1:22 pm		6.8 kB		

Files in the Zedmed Scans Folder will appear in Clinical's Scan folder.

From here you can manage and assign scans.

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Delete a file

You can delete files as shown in the **Step 4** screenshot above.

- 1. Open the folder containing the file.
- 2. Tick the box next to the file you want to delete.
- 3. Select Actions > Delete.

My Files				×
/ > Zedmed Scans Folder				
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SIRA Workcover NSW (1).csv.pa	rt	31/01/2024, 11:45 am	120 B	
script for report.csv		16/09/2024, 1:22 pm	6.8 kB	