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** folder - used to upload a file from your PC to the cloud so you can then add the file to a patient's record.
- **Zedmed Scans Folder** - a folder that is linked to Clinical's Scans folder, which is used for incoming documents in Zedmed.

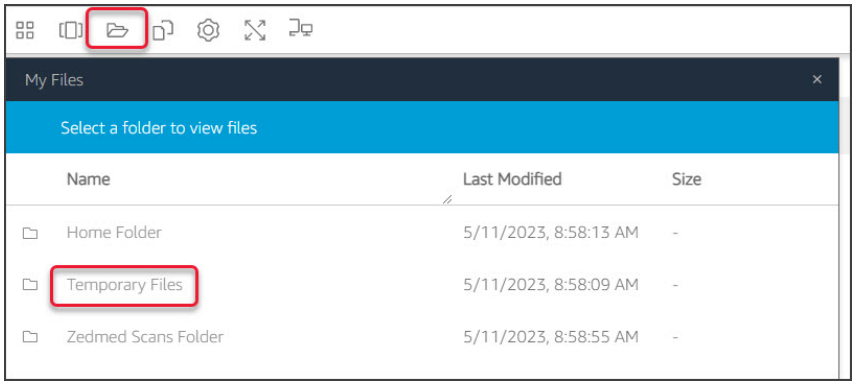
Upload a local file and attach it to a patient

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.

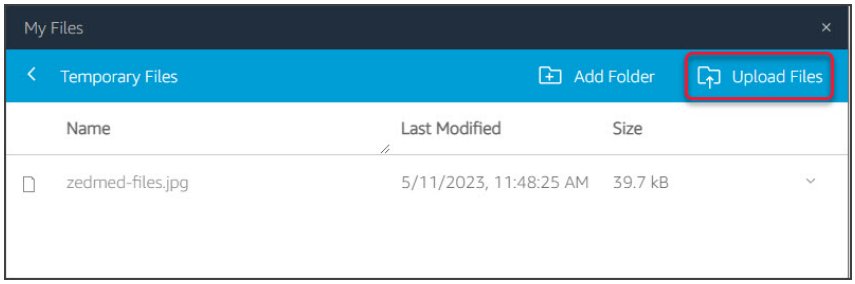
To upload a patient file:

1. Select **My Files** from the Zedmed Cloud menu.

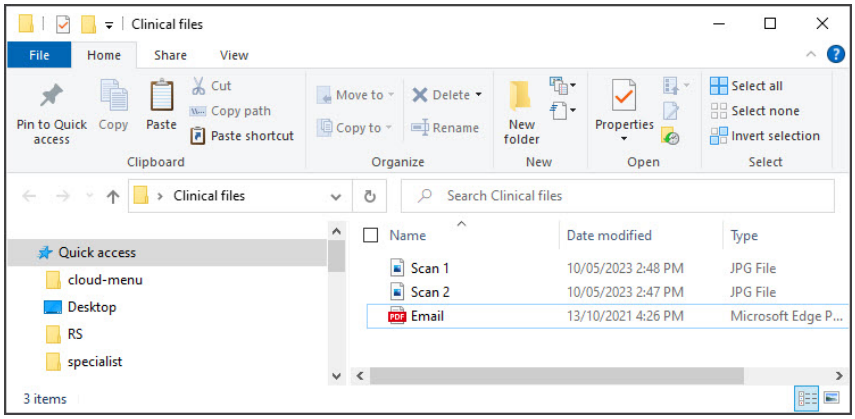
   The My Files window will open.
2. Select **Temporary Files.**



3. Select **Upload Files**.



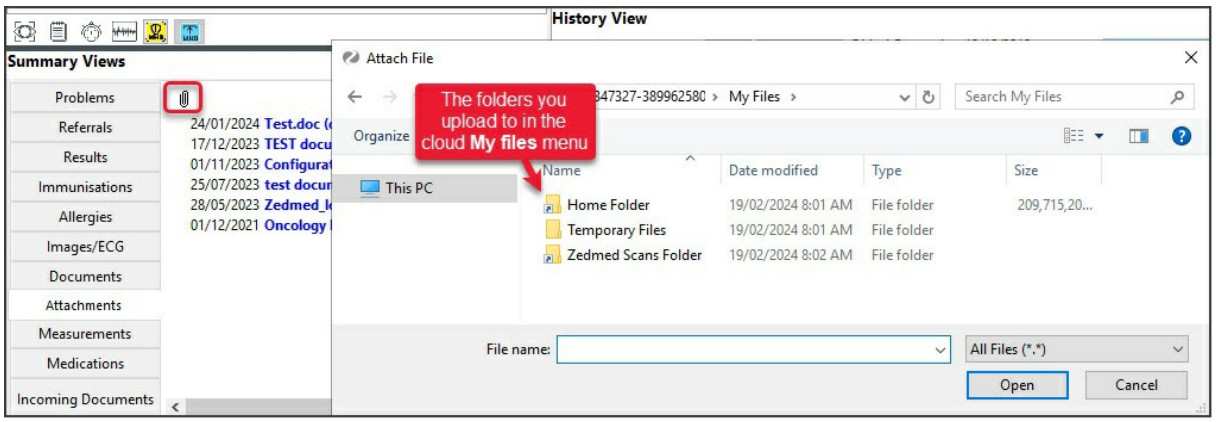
4. On your local PC, browse to the file you want to upload.



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.
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.



   The file is now in the patient's Attachment tab.

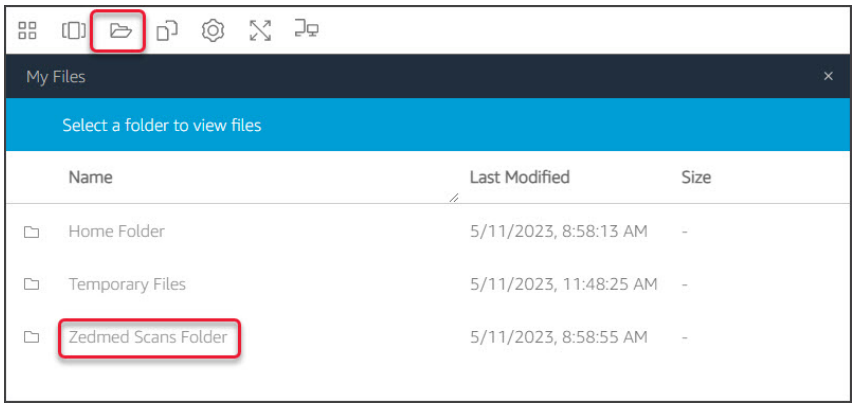
Upload a locally scanned image to the Scan folder

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:

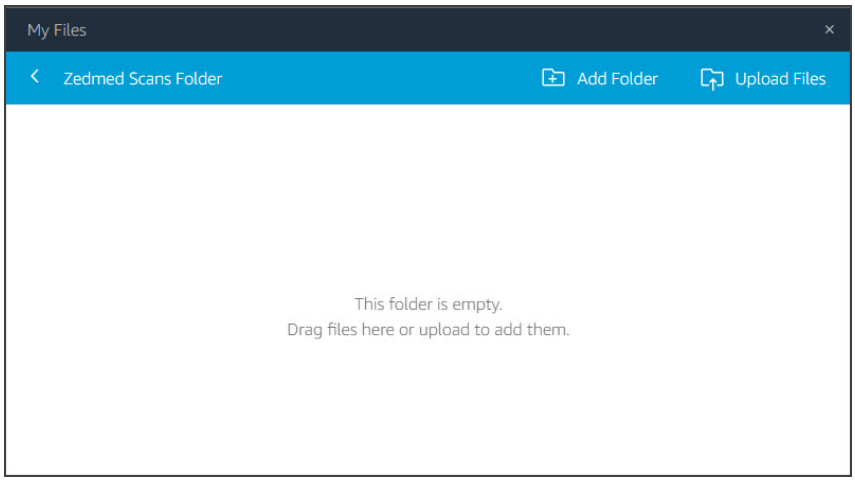
1. Scan the file to a location on our PC.
2. Select **My Files** from the Zedmed Cloud menu.

   The My Files window will open.
3. Select the **Zedmed Scans Folder**.



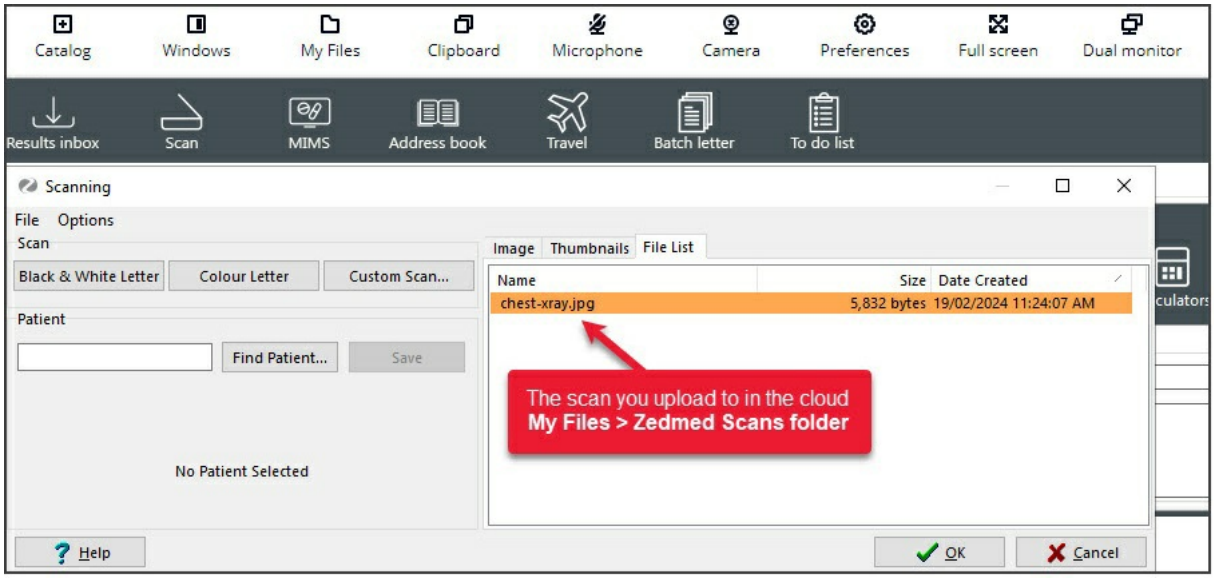
4. Select **Upload File**.
5. Browse to the scanned file on your local PC.
6. Select and upload the file

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



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

From here you can manage and assign scans.


Catalog
Windows
My Files
Clipboard
Microphone
Camera
Preferences
Full screen
Dual monitor
Results inbox
Scan
MIMS
Address book
Travel
Batch letter
To do list
Scanning
File
Options
Scan
Black & White Letter
Colour Letter
Custom Scan...
Patient
Find Patient...
Save
No Patient Selected
Image
Thumbnails
File List
Name
Size
Date Created
chest-xray.jpg
5,832 bytes
19/02/2024 11:24:07 AM
The scan you upload to in the cloud
My Files > Zedmed Scans folder
Help
OK
Cancel