

Cloud file downloads

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Zedmed Cloud allows you to save or export a file to the temporary folder in Zedmed Cloud's My Files and then download that file to your local computer.

Step 1 - Save the file to Temporary Files

To save the file:

1. Locate the file you want to download.
For example, run the report or locate the document in Summary Views.
2. Export or save the file.

Examples:

- **Export** a report.
- **Right-click** > **Export** a document in Summary Views.
- **File** > **Save as** a file opened in Libra Office.

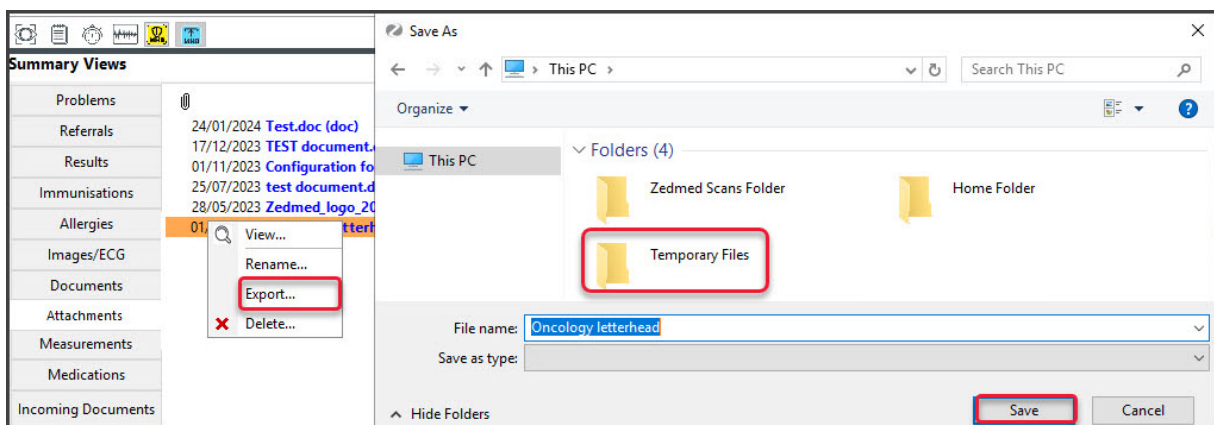
The **Save as** Windows screen will open.

3. Open the **Temporary Files** folder.

If you had previously opened **Zedmed Scans Folder** or **Home Folder**, you will need to browse to this folder.

4. Select **Save**.

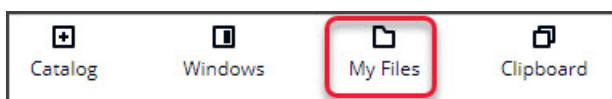
The file will be saved to **Temporary Files**.



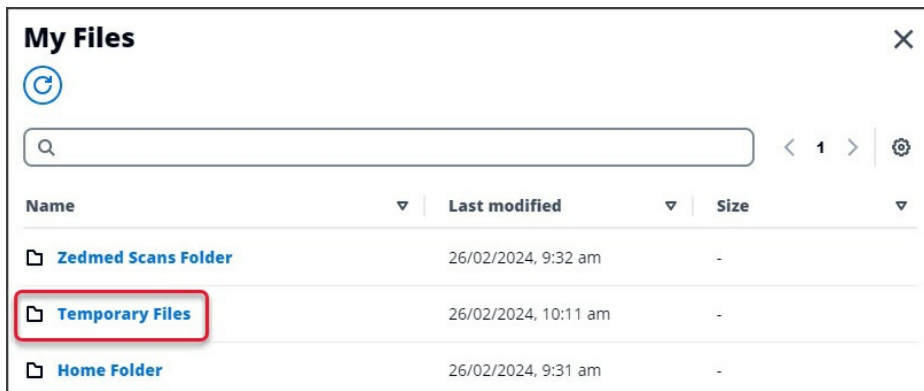
Step 2 - Download the file to the local computer

To download the file:

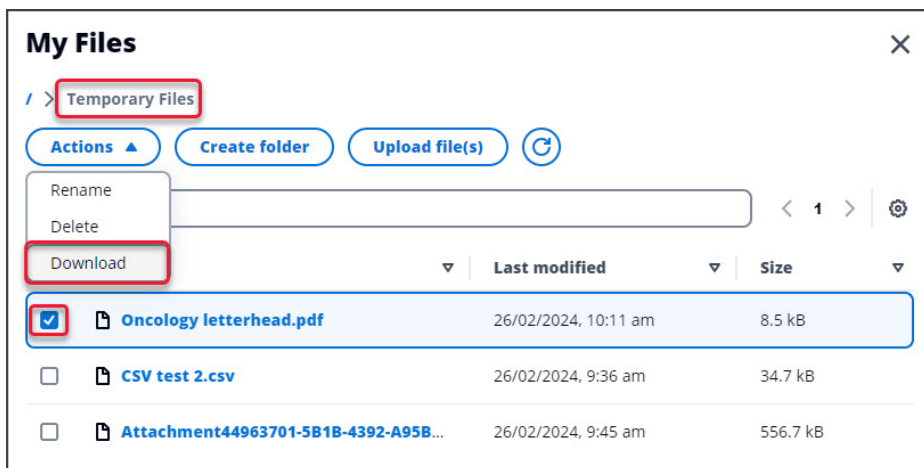
1. Select the **My Files** icon on the Zedmed Cloud menu.



- The **My Files** screen will open and show 3 folders.
2. Select the **Temporary Files** folder.



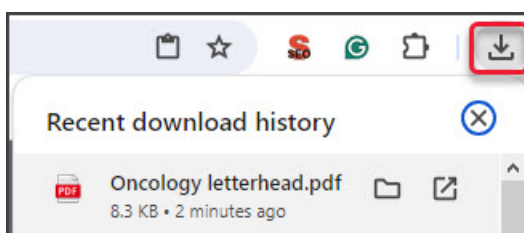
3. Tick the box next to the file you want to download.
4. Select **Actions** > **Download**.



5. The file will download to your local computer.

How the file downloads and where it is saved to will depend on your web browser.

In Chrome, the file can be opened via the Downloads icon.



Deleting files

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**.

