

Documentation - Uploading image to Multimedia Manager and Media Gallery




Digital Health
CONNECTING BEST CARE

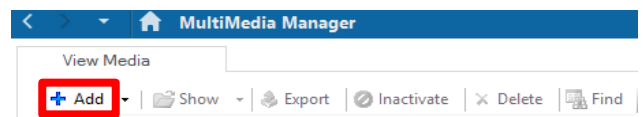
Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

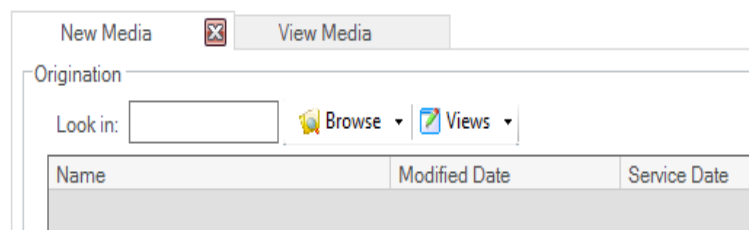
Upload images in MultiMedia Manager and Media Gallery and tagging it to be used in Documentation

1. In Table of Contents (TOC) select **Multimedia Manager**

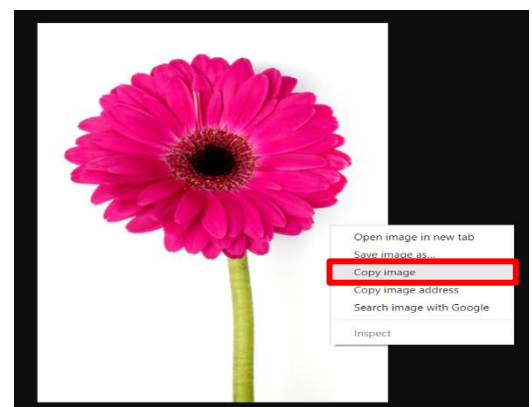
2. Select 



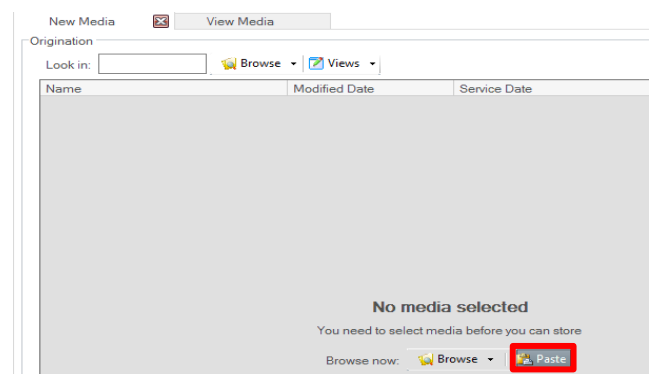
3. The **Origination** window opens



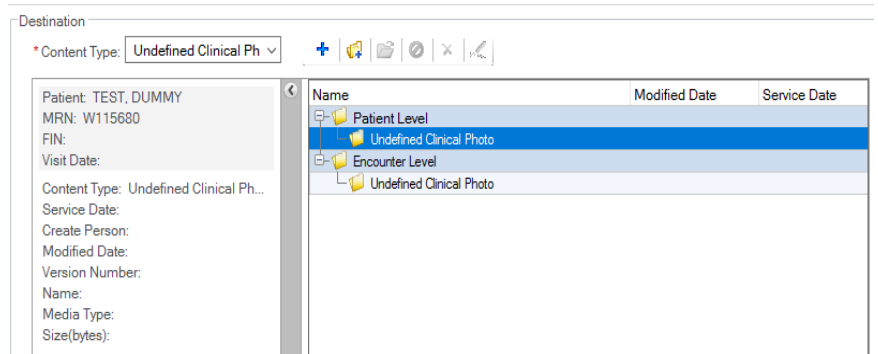
4. Open the image you want to upload. Right click on the image and select **Copy image**



5. Click **Paste** to upload the image on EMR

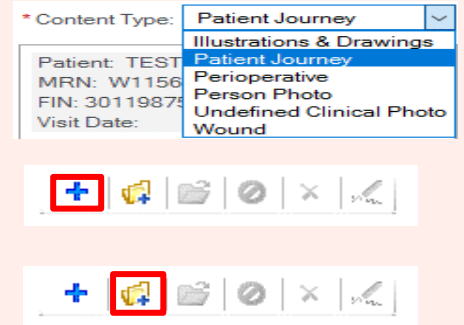


- Highlight the folder you want the image to be placed in the **Destination** window

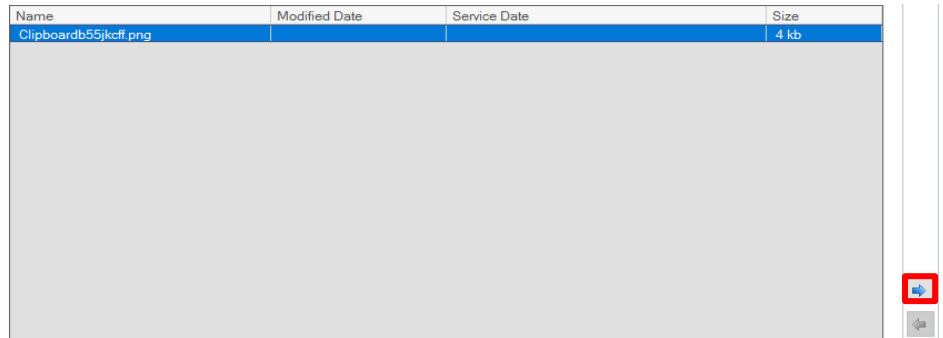


Handy Hint

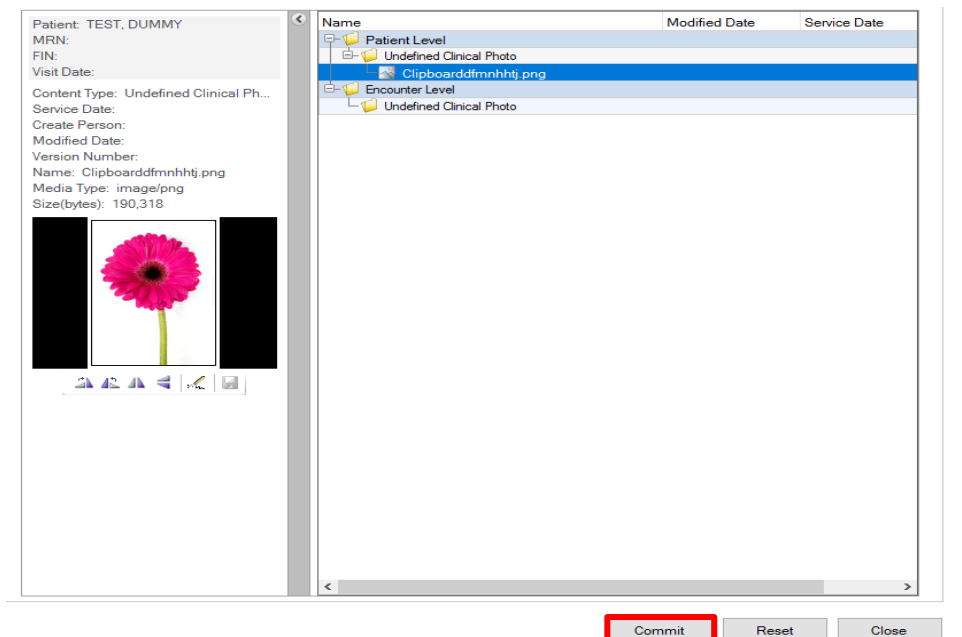
- Subfolder can be selected from the Content Type dropdown
- To add another subfolder from the Content Type dropdown options, click the blue cross icon
- To add a new subfolder not included in the Content Type dropdown options click the folder with blue cross icon



- Highlight the uploaded image and move it across to the destination window by selecting the right arrow



- The image will now be saved to folder selected. Click on the **Commit** button below the window.





9. The photo will now be uploaded to mPage's **Media Gallery**. Select the photo and click on **Tag**



10. Navigate to the **Documentation** page to Add a new note. The tagged image will be on the left side. Drag and drop the image to your notes.

