

# BOSSnet – Multimedia Uploader

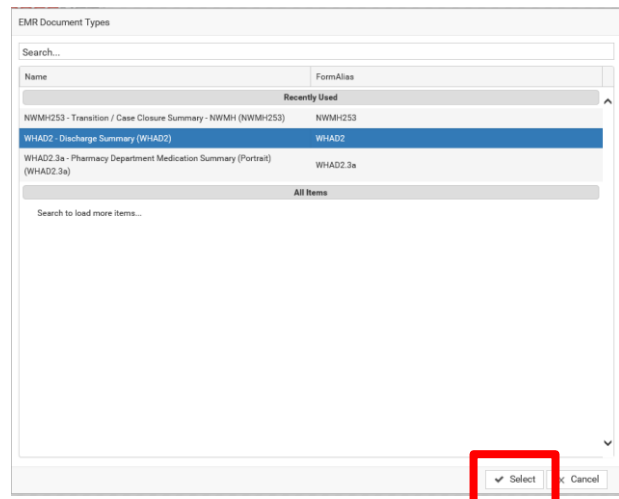
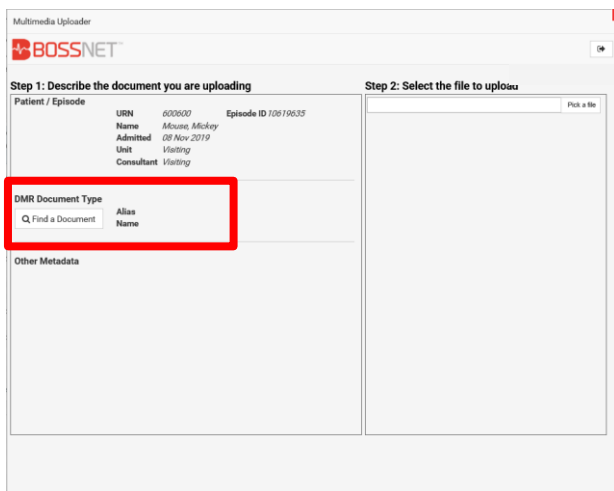
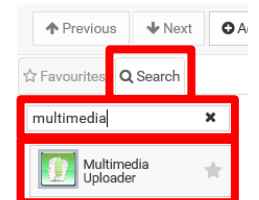


## This Quick Reference Guide will explain how to:

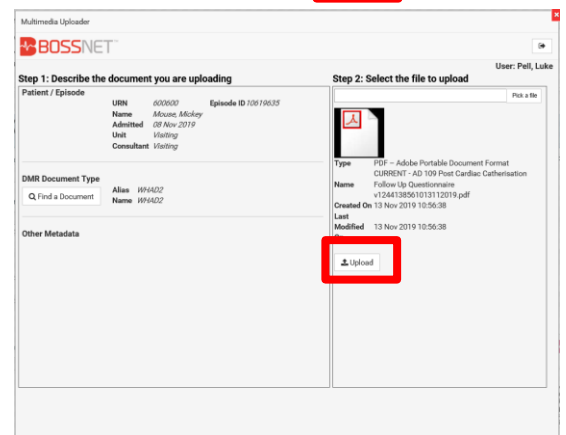
- Directly upload multimedia files including photos and pathology results into BOSSnet

### Search for a patient

1. Search for a patient that you wish to upload multimedia for
2. Single Click anywhere on the patient to open the Precis
3. Select Search in the top left, and search Multimedia Uploader
4. Select the Document Type of the upload
5. Search for or choose from recently used upload document types
6. With the document type highlighted, click Select



7. Pick a file to upload from your workstation
8. Once you have selected the Document Type and chosen the file to upload, the details will all be populated  
Press Upload to progress
9. A confirmation window will load. Select Continue
10. The file will be uploaded to BOSSnet. Select preview to view the completed document, or continue to upload another document



### Important – Upload to an episode of care

- If the document you wish to upload requires to be attached to a specific episode, please search for patients using Advanced Search and select the correct episode

