

Attaching files/documents (e.g. lab results, pdfs, images).

The system supports saving files in the following formats: PDF, PNG, JPG.

Instructions :

1. Find and select a patient. Click [here](#) to find out how to do this.
2. Once focused on a particular patient, click the More toolbar button. This moves the toolbar to expose a different set of toolbar buttons.
3. Click the Attachment toolbar button to open the Attachments page.
4. Click on the file selector input (first input) in the Attachments page. This will open a file explorer window where you can choose one or more files. After making your selection, click 'Done' to close the file explorer and return to the Attachments page.
5. Next, on the Attachments page, use the date-time input to set the posting time for the attachments.
6. Click the Next toolbar button to save the attachment(s).

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