
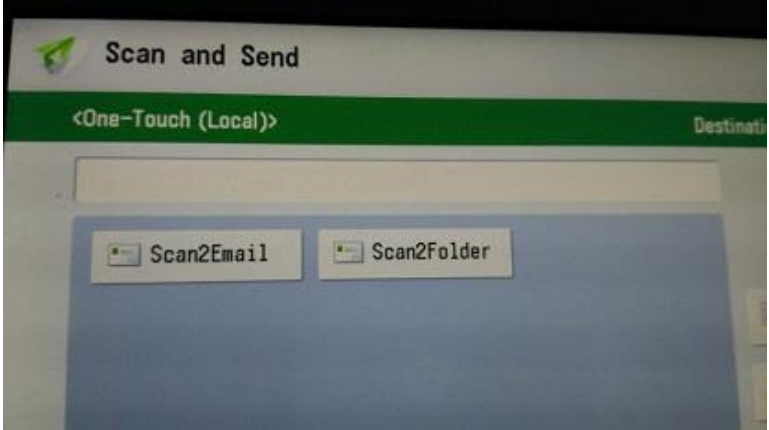

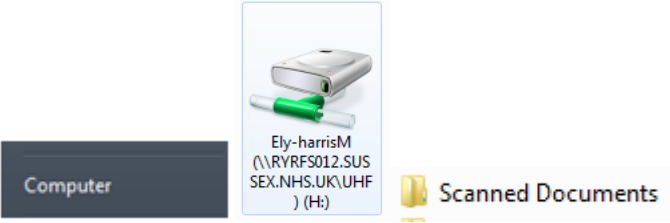
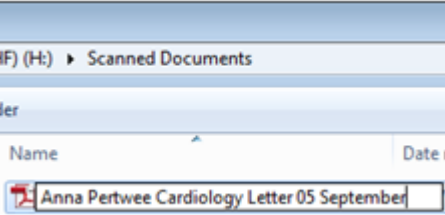

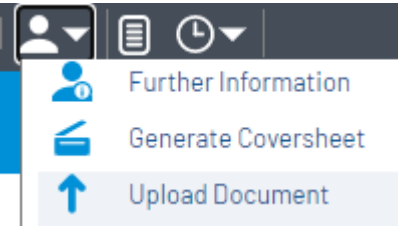
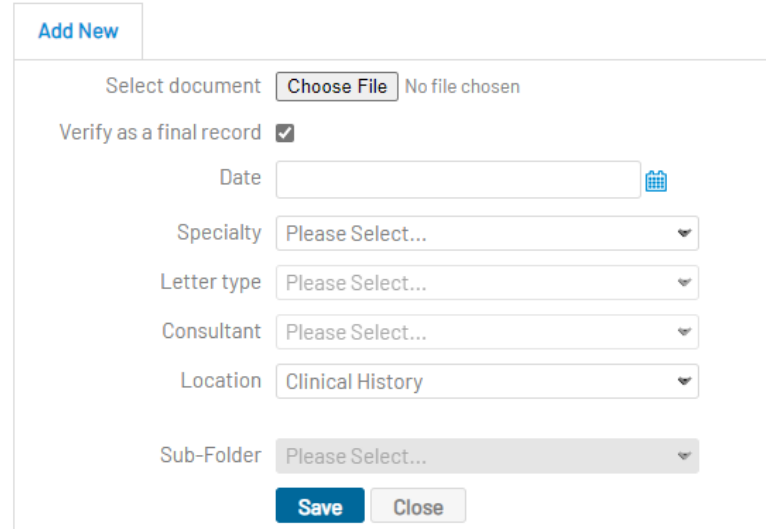
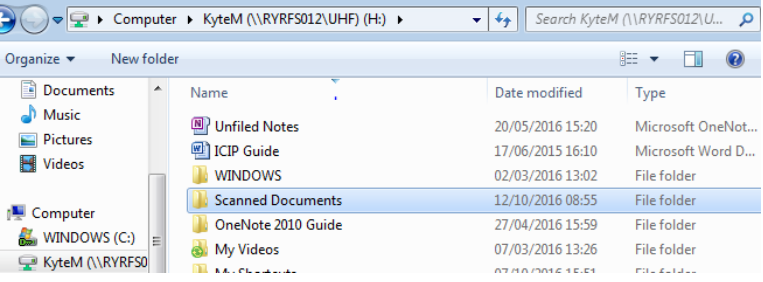
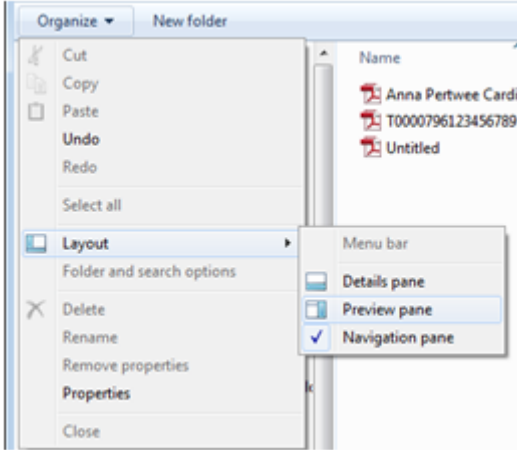

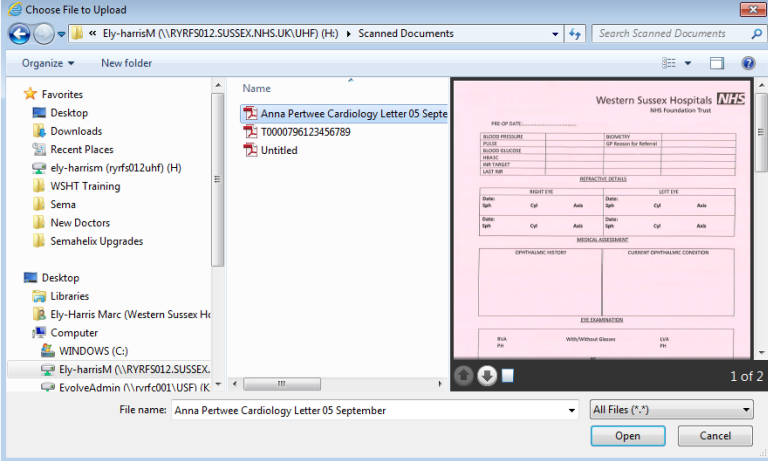
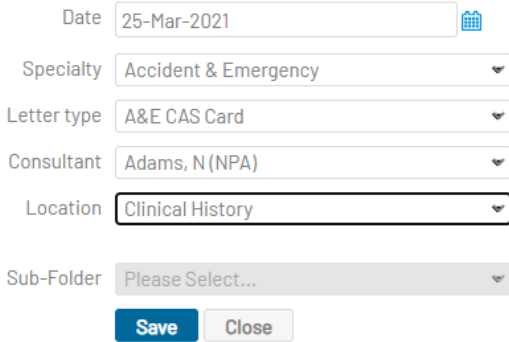

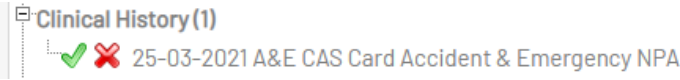
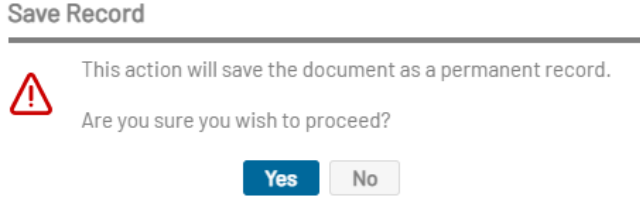
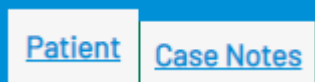


Scanning and Uploading onto Evolve	
Scanning:	
<p>Open the printer functions with your smart card as normal. Place document in printer and select Scan and Send</p>	
<p>Select Scan2folder and then start the scanning process. This will save to your personal 'H' Drive on your PC</p>	
<p>Select Computer from the start icon;  double click on your 'H' Drive; double click on the Scanned Documents folder</p>	
<p>Find the document you have scanned, right mouse click on the file and select Rename – give the file a meaningful name so that it's easy to find when you upload. Press Enter on the keyboard to confirm new file name</p>	

Scanning and Uploading onto Evolve	
To Upload the file to an Evolve Patient Record:	
<p>Open Evolve and locate the patient record. Select the Patient Menu  icon and select Upload Document</p>	
<p>Select the Choose File button next to Select document</p>	<p>Upload Document</p> 
<p>Select the H' Drive on the left hand side, under Computer and double click on the Scanned Documents folder</p>	
<p>It is very important to Preview the document before we add it to ensure we have the correct document. If preview isn't showing, click on Organize, Layout and click on Preview Pane</p>	

Scanning and Uploading onto Evolve	
<p>Click on the file to preview it – you may need to make the box slightly bigger depending on what your default settings are</p>	
<p>If the document has more than one page, you can view further pages by clicking on the arrow down button below the preview </p>	
<p>Click on the Open button to select this document to upload</p>	
<p>DO NOT TICK the Verify as a final record tick box – once you have entered all the upload details and saved, you will need to check it in Drafts before verifying</p>	<p>Verify as a final record <input type="checkbox"/></p>
<p>Ensure you select the correct Date, Speciality, Letter Type, Consultant (this will only show the consultants for the speciality you have selected. Only Consultants show in these lists) and Location. Please ensure to double check you have selected all these fields correctly before clicking on the Save button</p>	

Scanning and Uploading onto Evolve	
<p>You will automatically be taken into the Drafts folder and the draft document will display OR click on the Drafts tab if you're not automatically taken to the draft. Click on the + sign next to tab e.g. Clinical History and the draft will appear</p>	
<p>Next to the document name, you will have a Green tick to verify the document or a Red Cross to delete the document</p>	
<p>Check the document and details are correct and then either tick to send the document into Live or cross to delete the document</p>	
<p>Say Yes to proceed</p>	
<p>To view the uploaded document, click on the Patient / Case Notes tab refresh the record</p>	
<p>Expand a tab by clicking on the + sign for example Clinical History and this will show the documents that have been added to that tab</p>	