MEDIVIEWER – EXPORT A COLLECTION

Sometimes it is necessary to export pages from the system and this is done after selecting them into a collection. This may be for the following reasons:

- Medico-Legal department may need to share records with lawyers
- Information Governance department may need to share records to meet the patient's request

Please note: This functionality is not available to Affinity users.

This guide assumes you have already produced your collection, ready for export. If you need to know how to put one together, please see the **Create a Collection** guide.
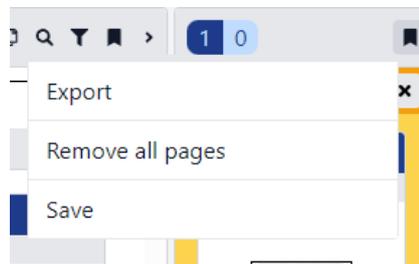
It's not necessary to save a Collection if it is only created for Export.

Information Governance: xxx

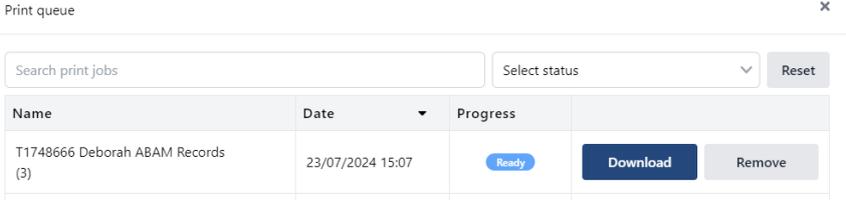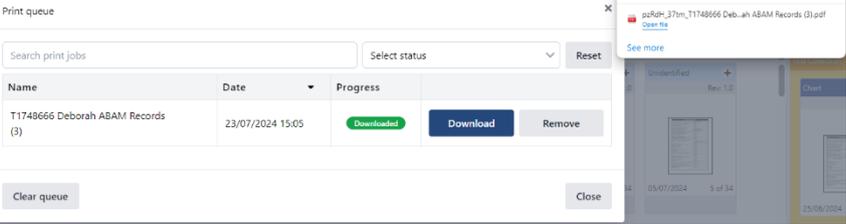|	
Whilst in the patient's Health Record, after creating a Collection, click the **Ribbon** icon in the Collection View, top-right	The **Collection** menu displays:
Click the **Export** option	The **Export Collection** pop-up window displays: The number of pages to be exported displays and then a number of options you can select on before you complete the export process: - Page Front - ?? - Page Back - ?? - Apply Rotations - ??

	• Show Watermark – Watermarks show the date/time, page x of x and user who has produced the export, on every page • Show Redactions **Please note:** Adding a Watermark to documentation ensures that staff know that this is a document that is already in the patient's Health Record and therefore should NOT be re-ingested, by scanning or direct upload.
If you want the PDF protected by a password, type in the password to be used twice	Please note that this is an optional feature and if used and the password is forgotten or not supplied, the user will not be able to open the PDF.
Click the **Export** button	The PDF is added to the Print Queue in the system.
Click the **Printer** indicator in the Banner 	The Print Queue pop-up window displays:
Click the **Download** button against the PDF row that you need to receive	The Downloads window of the web browser should now display: You may need to rename the PDF file created before sharing it on.

Note: Whilst the Print Queue window enables you to download Exported Collections, it is worth removing those in the print queue individually, as you go, or to clear all the current items in the queue. If this is not carried out regularly, errors can occur within the system.