

## MEDVIEWER - DOWNLOAD A SUBJECT ACCESS REQUEST REPORT

You can download a generated Report, from the SARs module, when the Request has a Status of either **Ready for Download** or **Completed**.

<p><b>A ZERO EIGHT TESTING, Epma West (Mx) (Unknown)</b>  <b>Born</b> 03/Feb/1995 (29y)  <b>NHS No</b> UNKNOWN (00)  <b>MRN</b> T5010609</p>	<p><b>Ready for Download</b></p>
<p><b>MC, Testmv (Mr) (Male)</b>  <b>Born</b> 12/Dec/1987 (37y)  <b>NHS No</b> UNKNOWN (00)  <b>MRN</b> T5010800</p>	<p><b>Completed</b></p>

The only difference is: **Ready for Download** SARs have not yet been completed i.e. the **Complete Request** button has not been clicked. **Complete Request** stops the clock ticking.

From within the SARs module, click on the relevant request

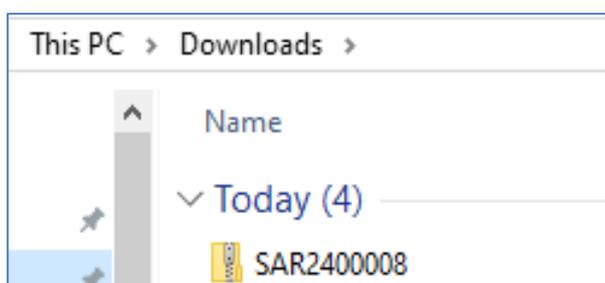
The **Subject Access Request** screen displays:

You can still use the **Update Details** and **Comments** buttons against this record, and **Exit** for when you want to return to the SARs List.

If you don't want to password-protect the ZIP file, click **Download ZIP**



The file is downloaded to the PC's **Downloads** folder:

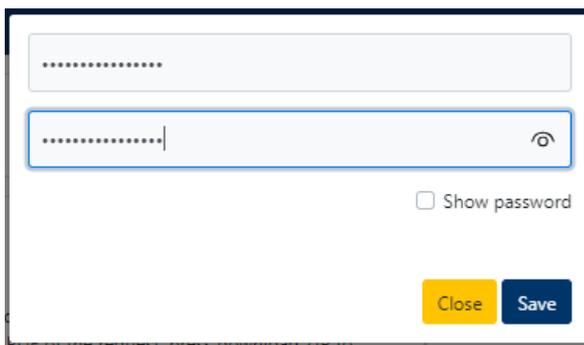


This stores the report itself in a PDF and a Manifest File, which stores the: Request ID, Patient Details, Owner and Request Details

If you want to password-protect the ZIP file, click **Download & Password ZIP**



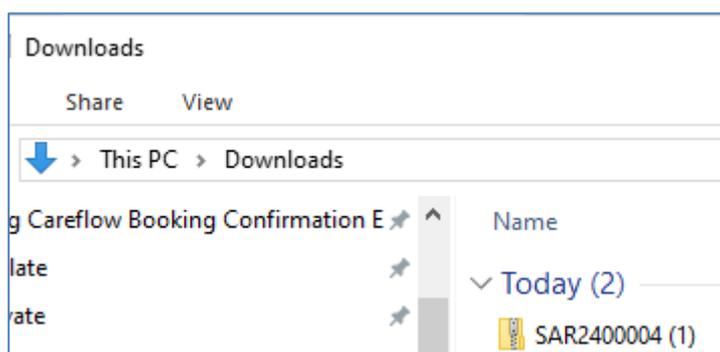
A Password confirmation window displays:



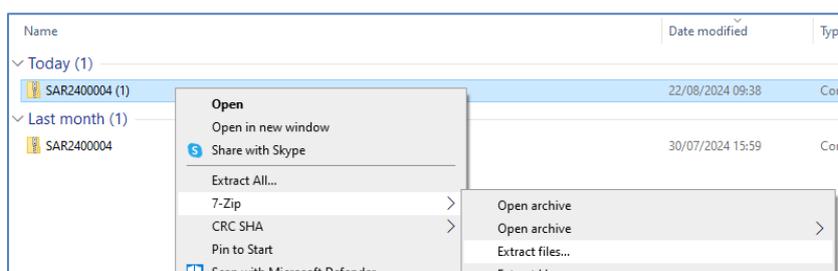
Type in the Password, you will supply to the external party receiving this Report, twice

Click **Save**

The file is downloaded to the PC's **Downloads** folder:

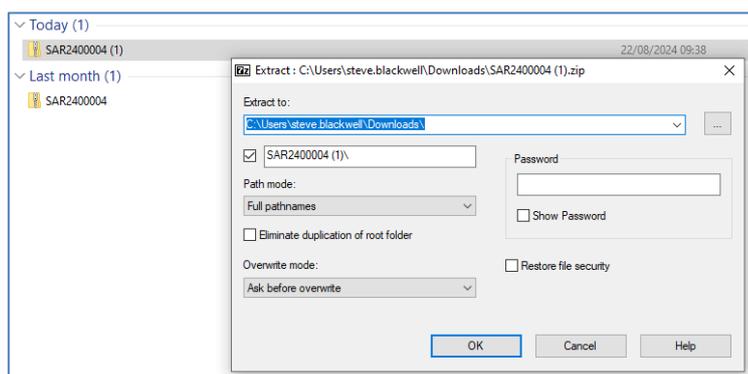


For the file to be opened, **7-Zip** needs to be installed on the person's PC - whether they are Trust staff or an external party.



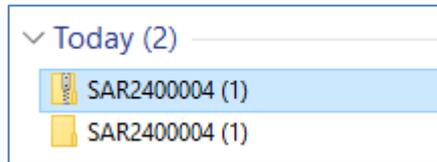
Right-click on the Zip File > select **7-Zip > Extract Files**

The **Extract** window displays:



Type the Password into the appropriate field then click the **OK** button

The folder, within the protected ZIP file, now displays:



Ensure this unprotected files is not left in this state and is not in a location that unauthorised persons can access.