

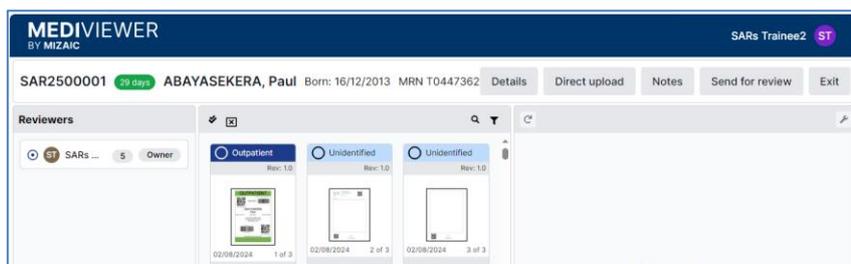
MEDIVIEWER – IMPORT IMAGES AND FILES INTO SUBJECT ACCESS REQUESTS

Please follow your department’s policy for storing images and files, with regards to their location and accessibility, including naming conventions. Only images and files that are not stored on MediViewer should be imported into the Request e.g. other systems’ outputs.

It is only possible to import images and files into the Request before it is sent for Review. Should you need to import when in Review, click on the **Change Selection** button within the SAR.

From within the SARs module, click on the relevant request

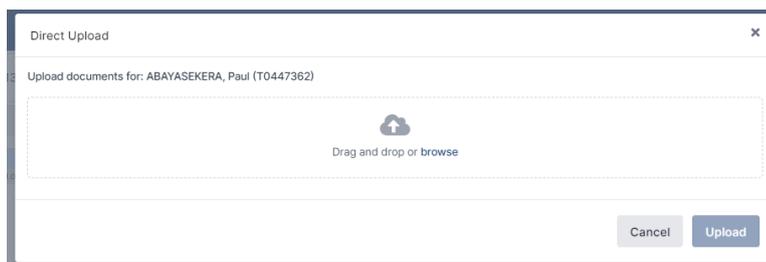
The **Subject Access Request** screen displays:



Click the **Direct Upload** button

Direct upload

The **Direct Upload** window displays:



Follow the next steps using one of the two methods below.

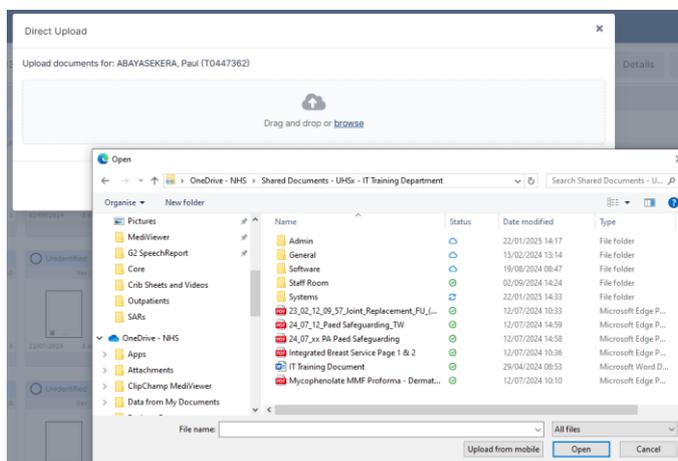
Warning: It is not possible to remove uploaded Pages; only leave them unticked so they’re not part of the final Report. Upload with care.

Browse Method

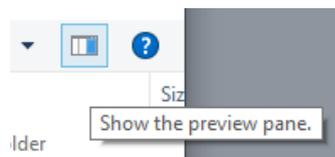
When preparing to upload an image or file into MediViewer, make sure it is named meaningfully.

Click on the **browse** link to open a **File Explorer** window to navigate to the file

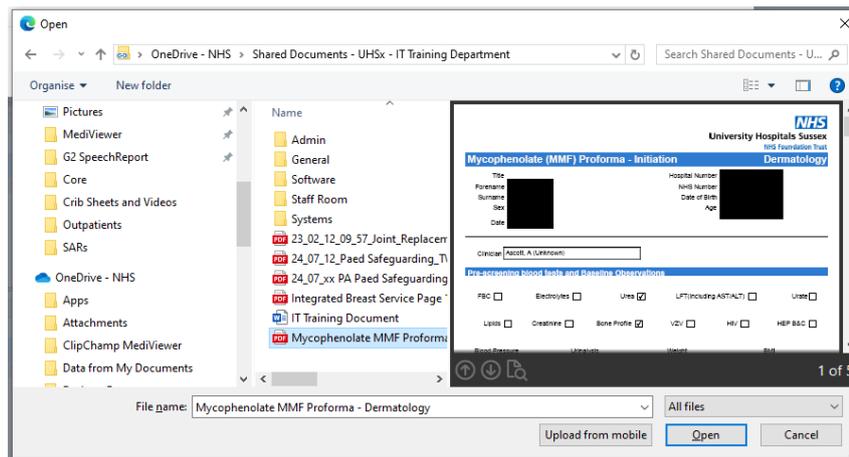
The **File Explorer** window displays:



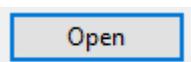
If the Preview Pane is not currently visible, we advise to switch it on



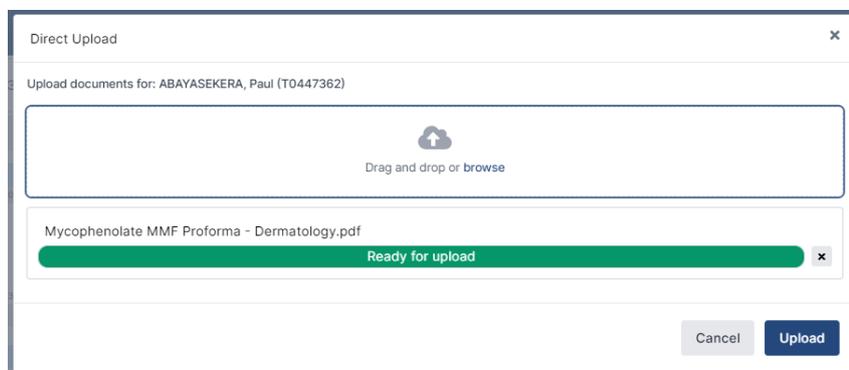
This ensures you select the correct image or file:



Click the **Open** button



The image or file has been added to the **Direct Upload** window:

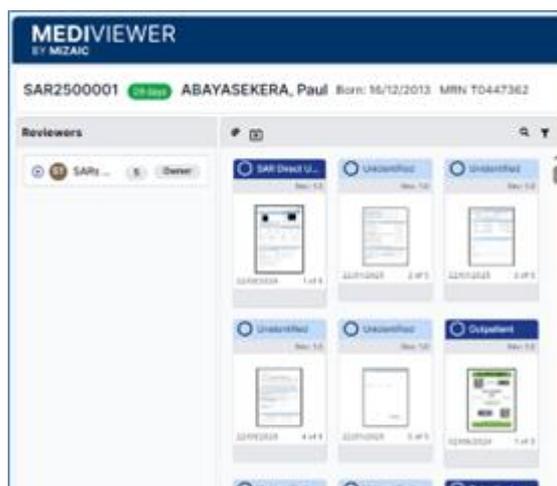


Please note you can add more than one image or file to this window, before proceeding.

Once you have added all the required items, click the **Upload** button



The Pages display in the top-left hand corner of the selection window, but only after you refresh the screen:



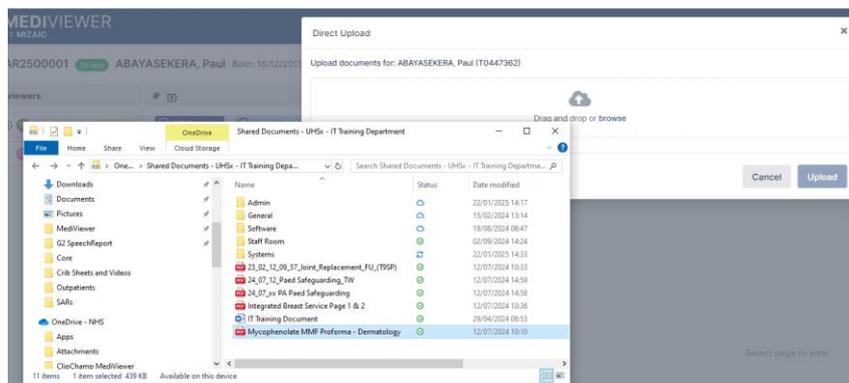
It is given a Bundle Name of **SAR Direct Upload**. It is not possible to reposition these Pages.

Drag and Drop Method

When preparing to upload an image or file into MediViewer, make sure it is named meaningfully.

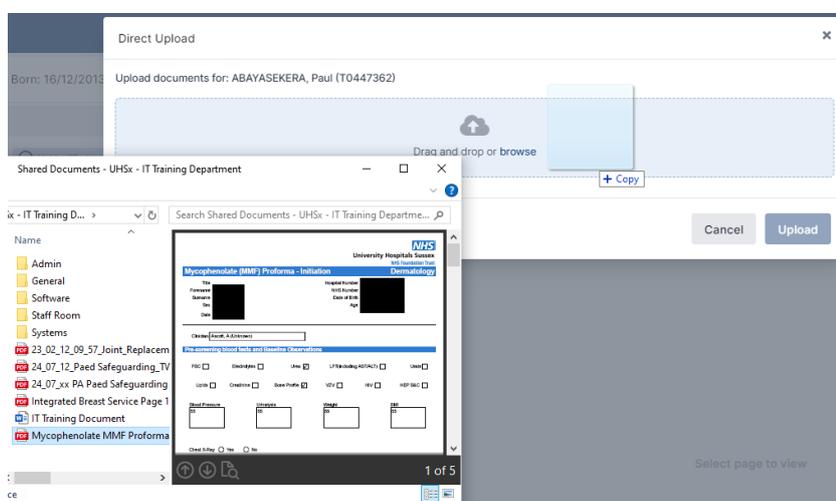
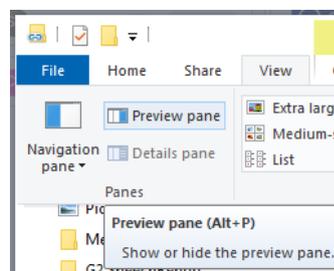
Within the **File Explorer** window, navigate to the file

Highlight the item you want to drag-and-drop:

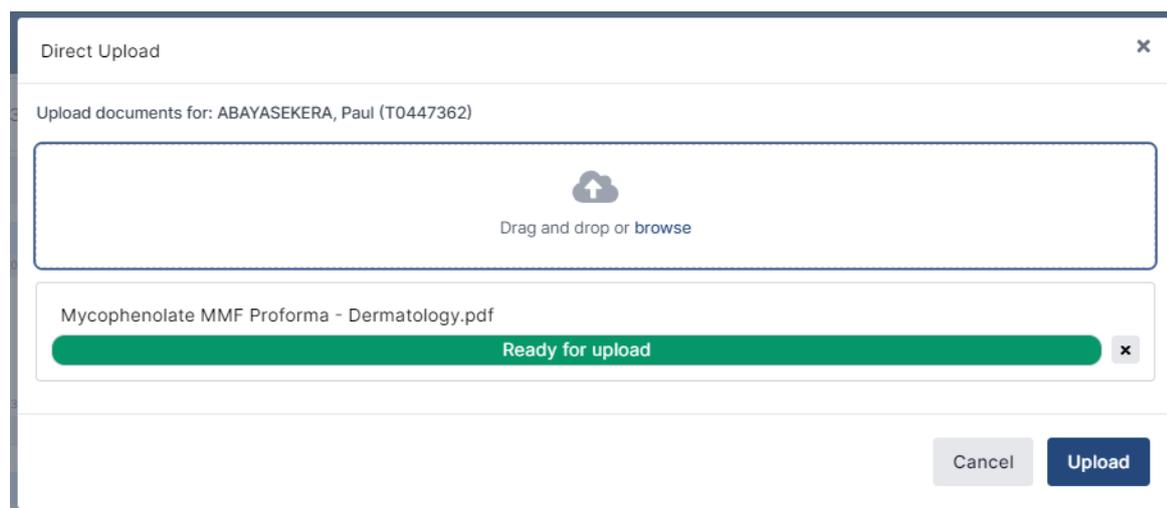


If the Preview Pane is not currently visible, we advise to switch it on

This ensures you drag-and-drop the correct image or file:



The image or file has been added to the **Direct Upload** window:



Please note you can add more than one image or file to this window, before proceeding.

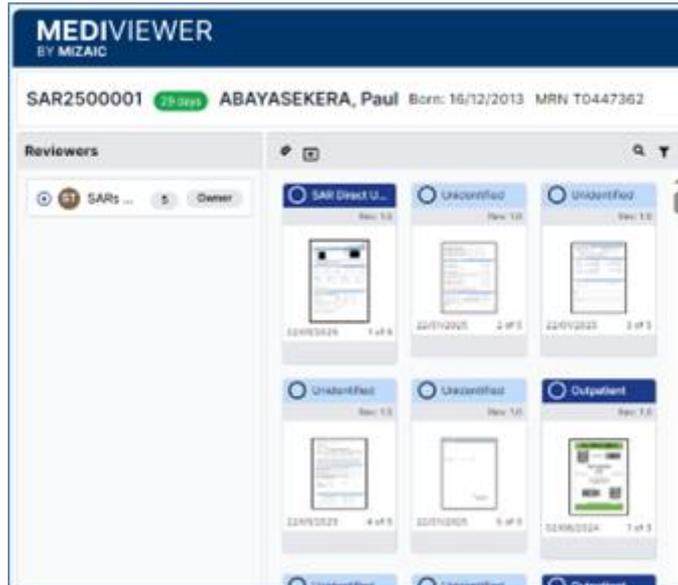
Once you have added all

The Pages display in the top-left hand corner of the selection window,

the required items, click the **Upload** button



but only after you refresh the screen:



It is given a Bundle Name of **SAR Direct Upload**. It is not possible to re-position these Pages.