## **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	The Subject Access Request screen displays:			
module, click on the				
relevant request	BY MIZAIC SARs Trainee2 ST			
	SAR2500001 (Stany) ABAYASEKERA, Paul Born: 16/12/2013 MRN T0447362 Details Direct upload Notes Send for review Exit			
	Reviewers V C Q T C Vindentified			
	Nec.10         Nec.10           Image: Display to a single state sta			
Click the <b>Direct Upload</b> button	The <b>Direct Upload</b> window displays:			
	Direct Upload X			
Direct unload	12 Upload documents for: ABAYASEKERA, Paul (T0447362)			
	•			
	Drag and drop or browse			
	Cancel Upload			
	Follow the next steps using one of the two methods below.			
	<b>Warning:</b> 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 a	n image or file into MediViewer, make sure it is named meaningfully.			
Click on the <b>browse</b> link to	k to The File Explorer window displays:			
open a <b>File Explorer</b>				
file	Upload documents for ABAYASEKERA, Paul (T0447362) Details Dir			
	<u>a</u>			
	Drag and drop or broase			
	E Pictures     Pictures			
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	Data from My Documents     <			
	Upload from mobile Open Cancel			

If the Preview Pane is not	This ensures you select the correct image or file:			
currently visible, we advise				
to switch it on				
	←       →       ↑       ▲       An end of the second			
Siz Show the preview pane.	Organice       New folder         Image: Pictures       Image: Pictures         MediViewer       Image: Pictures         G2 SpeechReport       Image: Pictures         Core       Crib Sheets and Videos         Outpatients       Saff Boom         S SARs       Image: Pictures         OneDrive - NHS       Saff Boom         Apps       Image: Pictures         Attachments       Image: Pictures         Cipic/hamp MediViewer       Image: Pictures         Data from My Documents       Image: Pictures         File game       Mycophenolate MMF Proforma - Dermatology         Vipicad from mobile       Open         Cancel       Image: Pictures			
Click the <b>Open</b> button	The image or file has been added to the <b>Direct Upload</b> window:			
Chek the Open button	The image of file has been added to the <b>Direct Upload</b> window:			
Open	Direct Upload ×			
	Upload documents for: ABAYASEKERA, Paul (T0447362)			
	Drag and drop or browse			
	Mycophenolate MMF Proforma - Dermatology.pdf Ready for upload ×			
	Cancel Upload			
	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 <b>Upload</b> button	but only after you refresh the screen:			
•	MEDIVIEWER			
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	ALCONDUM 4 444 ALCONDUM 5.475 ALCONDUM 5.475			
	It is given a Bundle Name of <b>SAR Direct Upload</b> . It is not possible to reposition these Pages.			
Drag and Drop Method				



the required items, click the <b>Upload</b> button	but only after you refresh the screen:				
Upload	SAR2500001 (28000) ABAYASEKERA, Paul Born: 16/12/2013 MRN T0447362				
	Reviewers	* .	۹ ۲		
	It is given a Bundle N	Image: Section of SAR Direct Uplot	<b>Add.</b> It is not possible to re-		
	position these Pages				