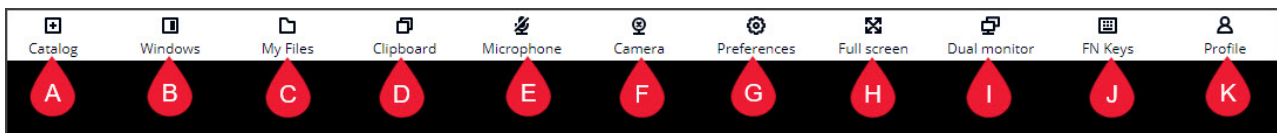# Zedmed Cloud menu

Last Modified on 26/02/2024 11:43 am AEDT

Zedmed Cloud runs in a portal with its own menu at the top of the screen. This menu provides ways to manage and interact with your Zedmed Cloud session.

## New Cloud Portal menu



Shortcuts to specific sections:

- (A) Catalog - Restart a session
- (B) Windows - Switch between Clinical and Office
- (C) My Files - upload to Zedmed
- (D) Clipboard - copy/paste to Zedmed Cloud
- (E & F) Microphone & Webcam menus
- (G) Preferences
- (H) Fullscreen
- (I) Display on multiple monitors
- (J) FN keys
- (K) Profile - log out
- (A) Start Zedmed again
- (B) Switch between Clinical and Office
- (C) My Files
- (D) Copy paste to Zedmed Cloud
- (E) Microphone and webcam options
- (F) Fullscreen
- (G) Display on multiple monitors
- Keyboard shortcuts
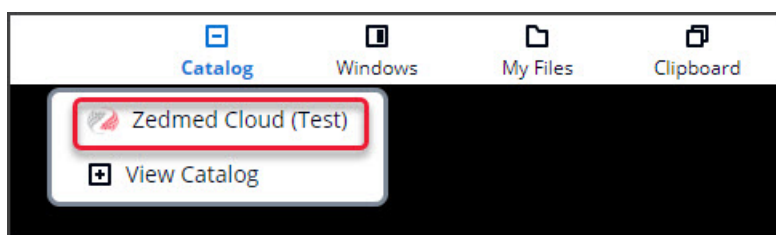- Logging out

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For the most up-to-date documentation version, visit https://help.zedmed.com.au/help

- (H) Fullscreen
- (I) Display on multiple monitors
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- (K) Profile - log out
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- (G) Display on multiple monitors
- Keyboard shortcuts
- Logging out
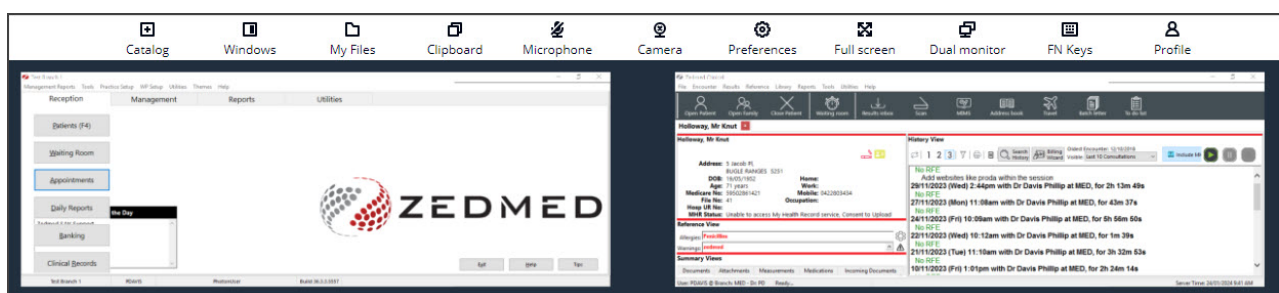
**(A) Catalog** - Restart a session

Use this menu if you need to start Zedmed again.

Select **Catalog** > **Zedmed Cloud** and log back into Zedmed.



**(B) Windows -** Switch between Clinical and Office

If you select **Windows** when Office and Clinical are open, they will display side by side so you can choose the one you want. The screenshot shows **Office** on the left and **Clinical** on the right.



**(C) My Files** - upload to Zedmed

My Files is used to upload scans and documents to Zedmed Cloud using 3 intermediary folders.

- The **Zedmed Scans Folder** is a cloud folder that is linked to Clinical's Scans folder, which is used for incoming documents in Zedmed.
- The **Temporary Files** folder is used to upload a file from your PC to the cloud so you can then add the file to a patient's record.
- The **Home Folder** contains files the user uploaded and these files move with the user when they log in at
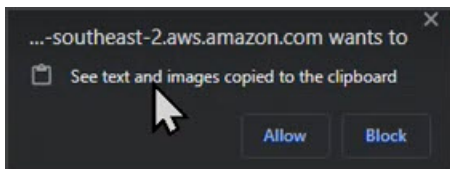
different locations.

To learn more, see our dedicated Zedmed Cloud File management guide.



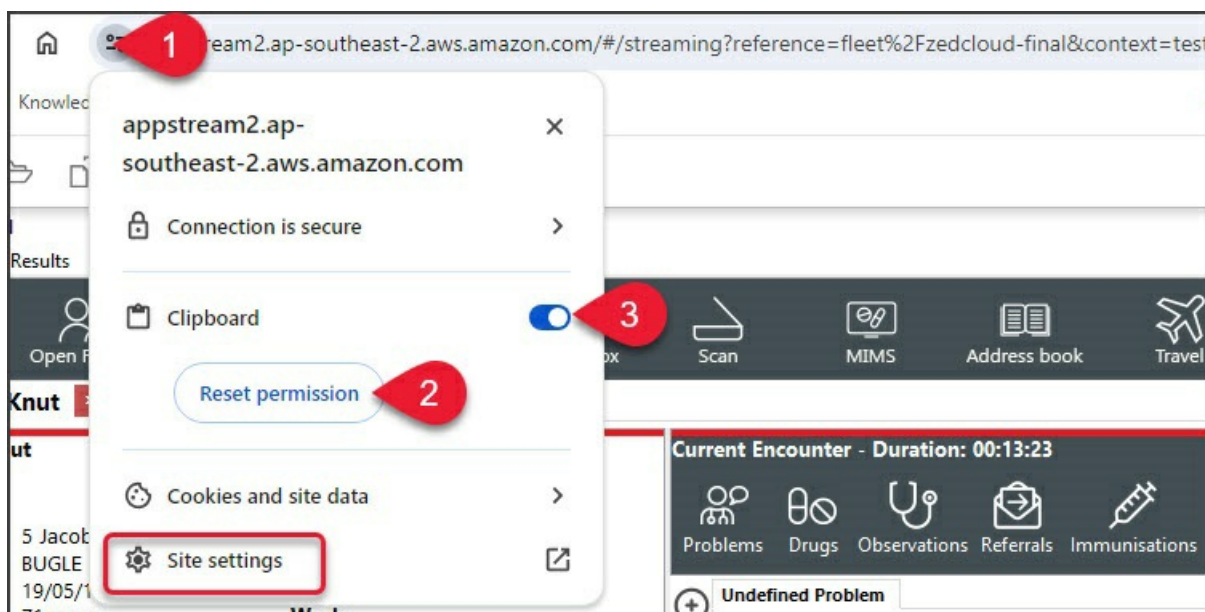**(D) Clipboard -** copy/paste to Zedmed Cloud

The cloud clipboard is used to copy-paste text in and out of Zedmed Cloud - if you selected **Block** - the first time you tried to copy/paste into Zedmed Cloud.



If you want to Allow direct copy-paste:

1. Click the padlock or connection icon at the start of the URL.
2. Select **Reset permission.**
3. Toggle on **Clipboard**.

Another method is to select **Site settings** > **Privacy and security** > scroll down to **Clipboard** and change to **Allow.**



**(E & F) Microphone & Webcam menus**

These functions are not used by Zedmed Cloud.

## (G) Preferences

We recommend using the default settings for performance and display. You can choose light or dark mode as a preference.

## (H) Fullscreen

Maximises the Zedmed Cloud window to full screen. You can hover your mouse at the top of the screen to view the menu bar. Press the **Esc** key on your keyboard to undo full-screen mode.
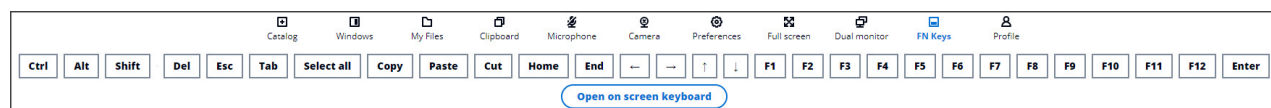
## (I) Display on multiple monitors

Allows you to move your Office or Clinical window to a second monitor, by adding a black backdrop to the second monitor that a window can be placed on.

Do displays on two monitors:

1. Have Zedmed open on the left monitor.
2. Select the 2nd Monitor icon.
3. A black screen will open.
4. Drag the black screen to the right monitor.
5. Move your Office or Clinical window to the right monitor - on top of the black backdrop.

## (J) FN keys

Opens a keyboard mapping that you can interact with using your mouse. The Zedmed Shortcut keys guide shows the shortcut keys available in Zedmed.
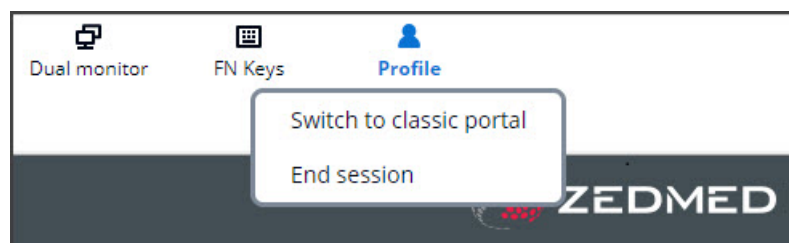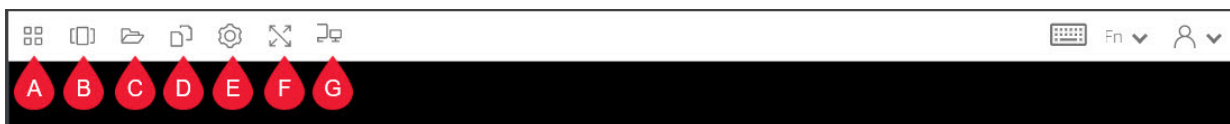


## (K) Profile - log out

To log out, select the Profile icon > **End session**.

To start a session again, select the Start Session icon as shown under item A in this guide.

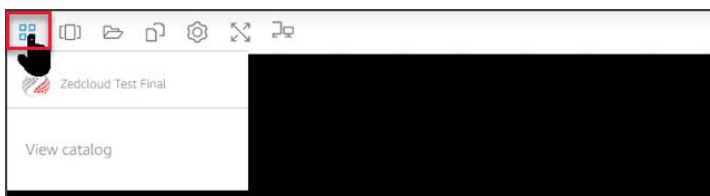The Profile menu is also used to swap back to the Classic Portal menu,
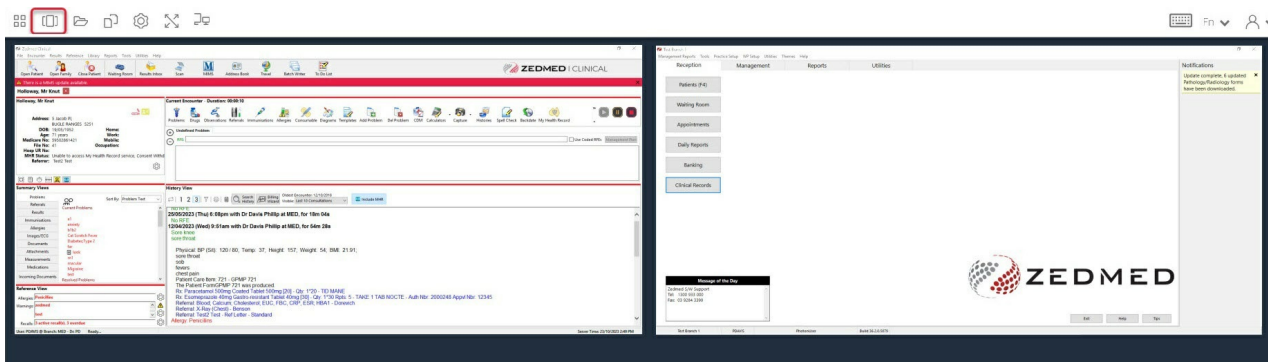


# Classic Cloud Portal menu

## (A) Start Zedmed again

Use this option if you need to start Zedmed again. Select the menu icon and the Zedmed login will display so you can log in and open Zedmed.



## (B) Switch between Clinical and Office

Displays the Zedmed Clinical and Office windows as tiles so you can select the one you want.
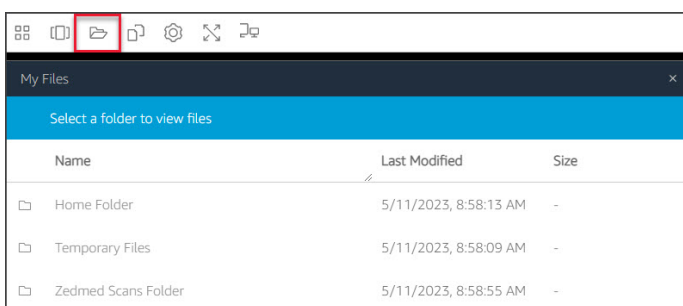


## (C) My Files

The My Files feature is used to manage files for the user and practice and uses 3 subfolders.
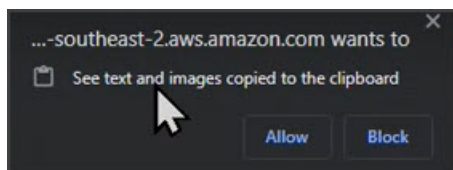
- The **Home Folder** contains files the user uploaded and these files move with the user when they log in at different locations.
- The **Temporary Files** folder is used to upload a file from your PC to the cloud so you can then add the file to a patient's record.
- The **Zedmed Scans Folder** is a cloud folder that is linked to Clinical's Scans folder, which is used for incoming documents in Zedmed.

To learn more, see our dedicated Zedmed Cloud File management guide.
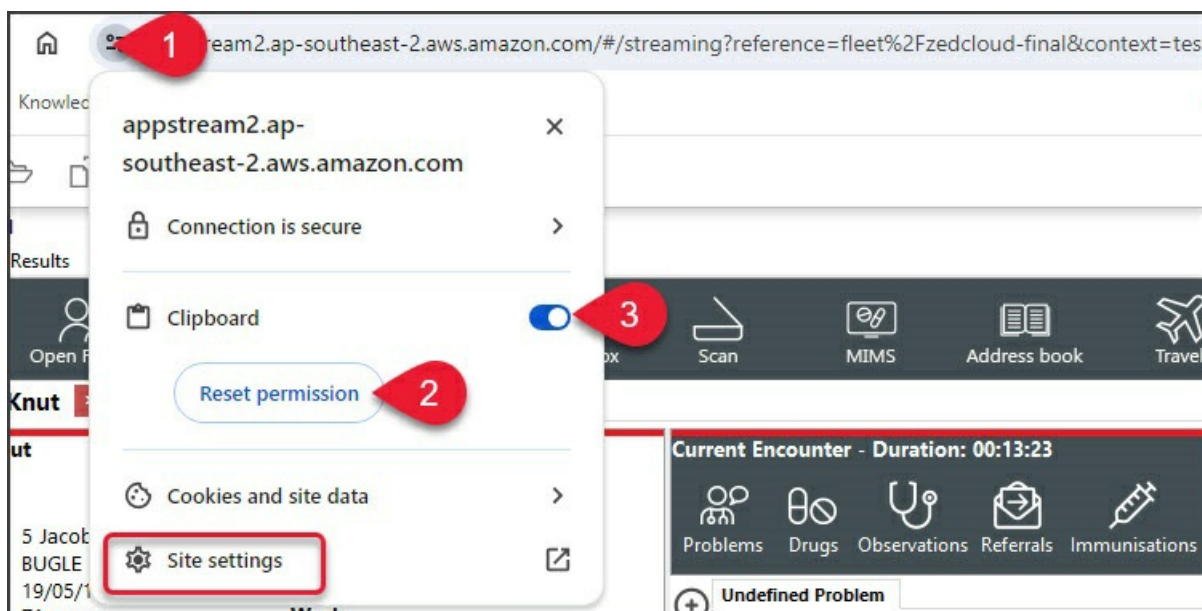
## (D) Copy paste to Zedmed Cloud

This option is used to copy-paste text in and out of Zedmed Cloud - if you selected **Block** - when prompted to confirm if you want to Allow copy-paste. If you want to Allow direct copy-paste, follow the steps below.



**Enable direct copy-paste in Chrome:**

1. Click the padlock or connection icon at the start of the URL.
2. Select **Reset permission.**
3. Toggle on **Clipboard**.

Another method is to select **Site settings** > **Privacy and security** > scroll down to **Clipboard** and change to **Allow.**



## (E) Microphone and webcam options

These functions are not used by Zedmed Cloud.

## (F) Fullscreen

Maximises the Zedmed Cloud window to full screen. You can hover your mouse at the top of the screen to view the menu bar. Press the **Esc** key on your keyboard to undo full-screen mode.

## (G) Display on multiple monitors

Allows you to move your Office or Clinical window to a second monitor, by adding a black backdrop to the second monitor that a window can be placed on.

Do displays on two monitors:

1. Have Zedmed open on the left monitor.
2. Select the 2nd Monitor icon.
3. A black screen will open.
4. Drag the black screen to the right monitor.
5. Move your Office or Clinical window to the right monitor - on top of the black backdrop.

## Keyboard shortcuts

Opens a keyboard mapping that you can interact with using your mouse. The Zedmed Shortcut keys guide shows the shortcut keys available in Zedmed.



## Logging out

To log out, select the User icon > **End session**.

To start a session again, select the Start Session icon as shown under item A in this guide.