

## **Cloud** scanning

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Zedmed Cloud is a secure environment that is accessed via the internet so the scanning steps are different.

## Scanning - local USB scanner

- 1. Scan the document using a local scanner and save it to a local folder.
- 2. From the cloud menu, select My Files > Zedmed Scans.
- 3. Select **Upload file/s** then locate and select the scan.

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Use the Clinical Scan menu > File List to upload the scan to Zedmed and assign a patient and category.
 Any scans uploaded will appear in the File List.

See screenshot below.

## Scanning - network (multifunction) scanner

1. Scan the document using a network scanner and it will be saved to a designated practice computer.

Every minute, Cloud Middleware will copy the scan to Zedmed Cloud (can take two minutes to appear).

2. Use the Clinical **Scan** menu to assign a patient and category.

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