

# What will change? (AppStream)

Last Modified on 03/03/2025 3:56 pm AEDT

This guide details all the processes and tasks that change for customers who move to Zedmed Cloud using the **Appstream client**. New cloud users are provided with this guide to help them become familiar with the changes.

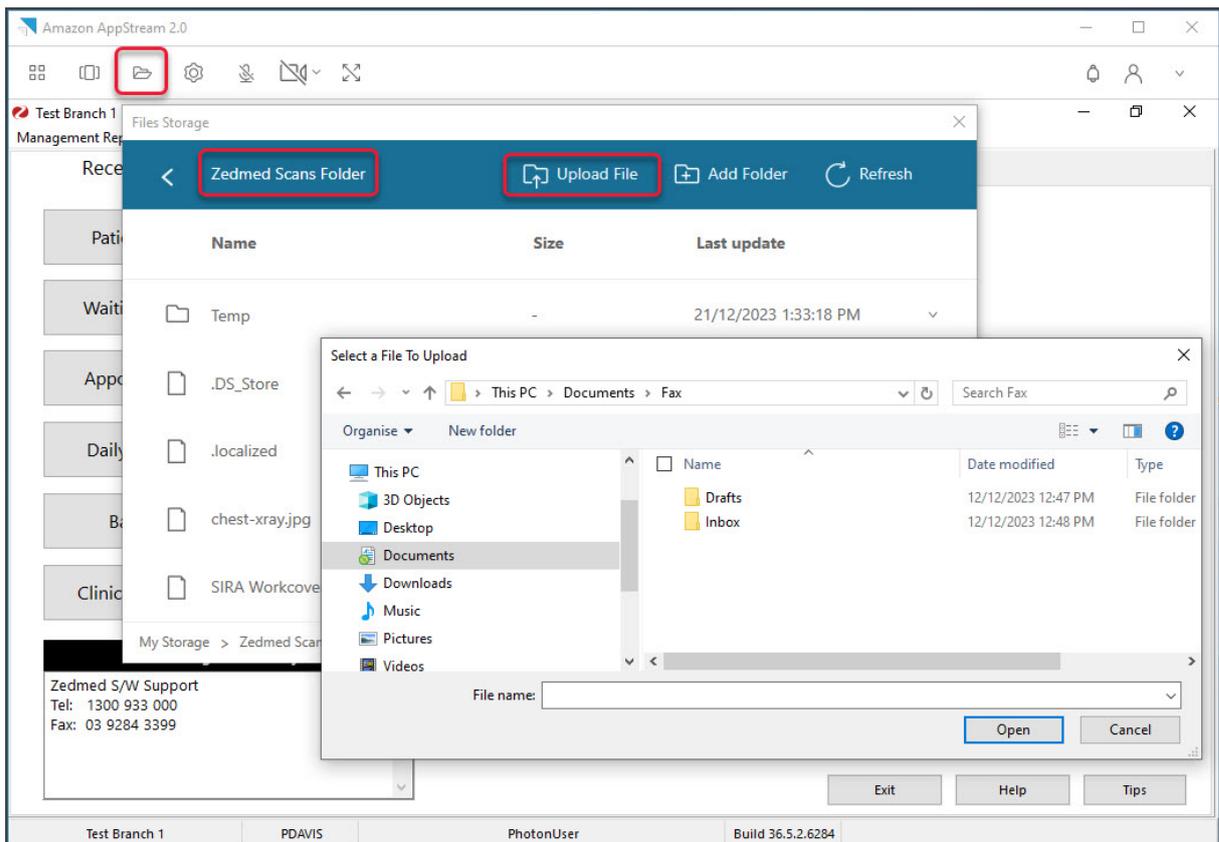
## Add local scan to a patient record

### Zedmed on-premise

1. Scan the document using a local scanner and save it to a local folder.
2. Use the Clinical **Scan** menu to upload the scan to Zedmed and assign a patient and category.

### Zedmed Cloud

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



4. 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.

[Learn more](#)

See the screenshot below.

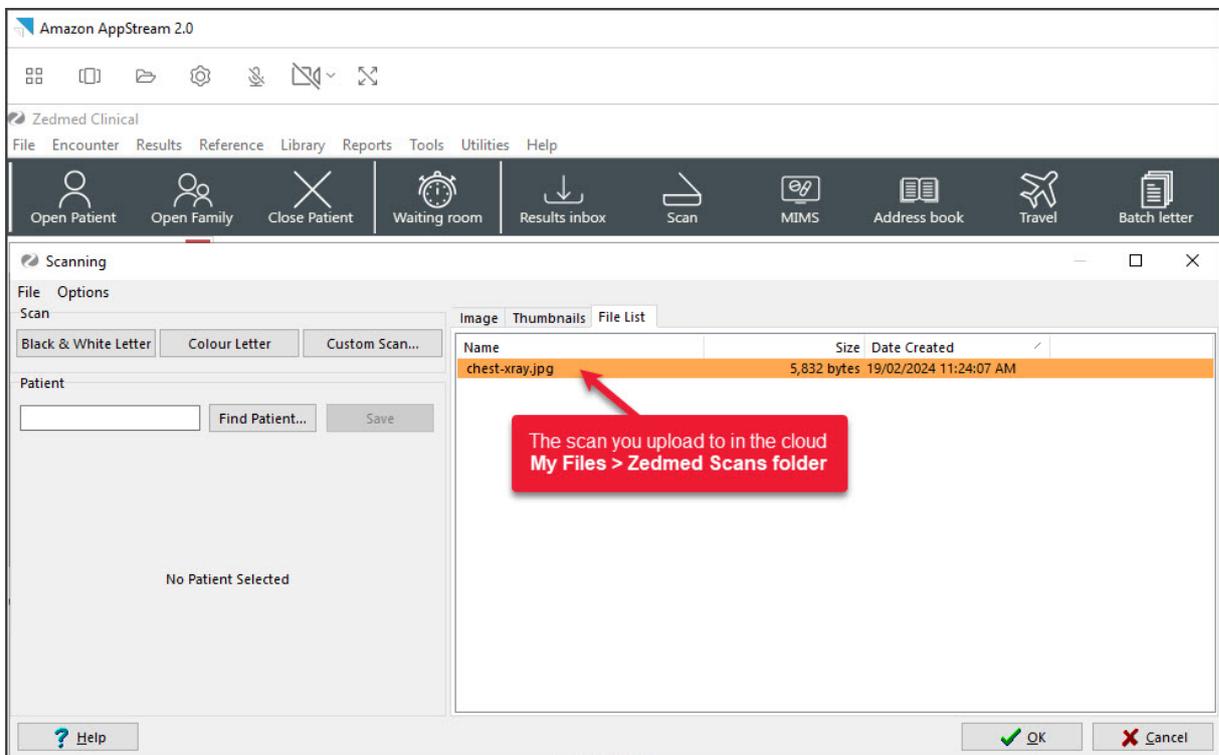
## Add network scan to a patient record

### Zedmed on-premise

1. Scan the document using a network scanner and it will be saved to a folder on your Zedmed server.  
Depending on your setup, the scan will appear in Clinial's **Scan** menu, or, the **Scan** menu is used to upload a scan.
2. Use the Clinical **Scan** menu to assign a patient and category.

### Zedmed Cloud

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.



## Add a file to a patient record

### Zedmed on-premise

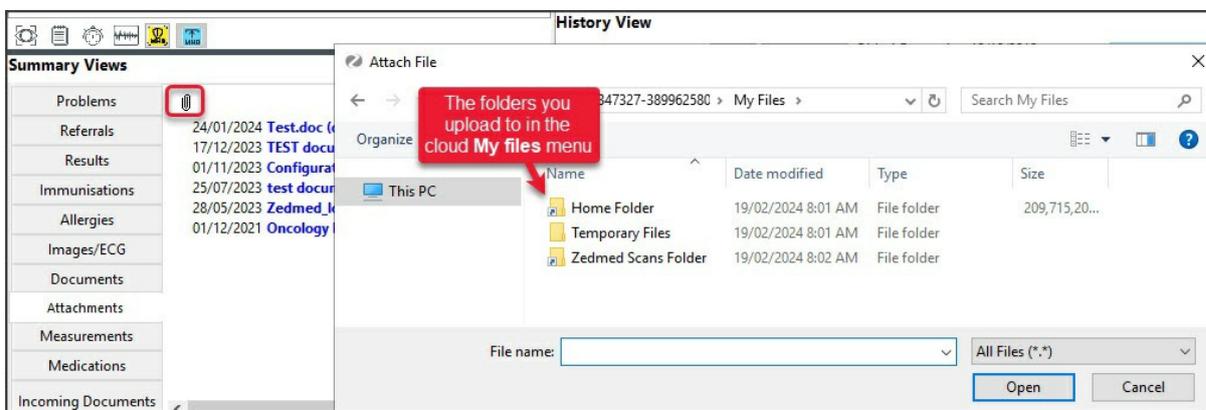
1. Go to **Summary Views** in the patient's record and select the applicable tab: **Images, Attachments or Documents**.
2. Use the paper clip icon to browse to and attach the file.

### Zedmed Cloud

1. **New step:** From the cloud menu, select **My Files > Temporary Files**. Select **Upload file/s** then locate and select the file.

2. Go to **Summary Views** in the patient's record and select the applicable tab: **Images, Attachments** or **Documents**.
3. Use the paper clip icon to browse and attach the file.

[Learn more](#)



## Print a letter or document

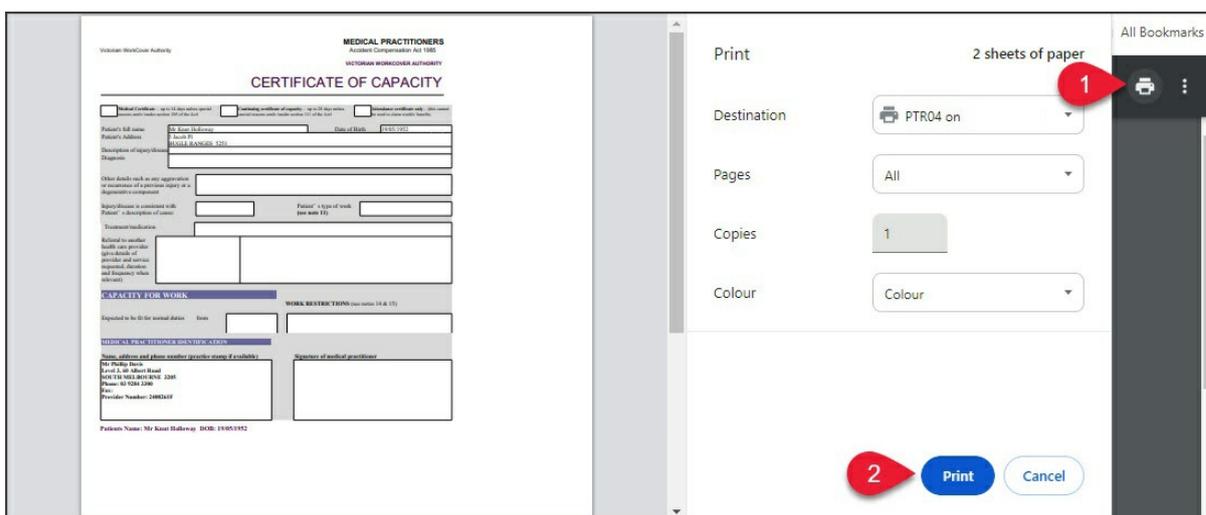
### Zedmed on-premise

1. Select print and the document will print out on the default printer.

### Zedmed Cloud

1. Select print and the document will open as a PDF in a new Browser tab.
2. **New step:** Select the tab with the PDF.
3. **New step:** Select the PDF's print icon and select **Print**.

[Learn more](#)



## Write a letter to a patient or practitioner

Office staff are required to use the Clinical letter writer in Zedmed Cloud. The Office **Letter** menu in the patient's profile is not present as it requires Microsoft Word. Clinical letters use RTF format templates and any custom templates are migrated to RTF when a practice adopts Zedmed cloud.

## Zedmed on-premise

1. Select the **Letter** menu in the Patient's record, select **New**, choose the template and write the letter.

## Zedmed Cloud - letter to a patient

1. Open the patient in Clinical.
2. Select **Quick Documents** and choose the template from the list.
3. Write the letter.
4. Print or Distribute the letter.

[Learn more.](#)

**Holloway, Mr Knut**

Holloway, Mr Knut

Address: 5 Jacob Pl  
BUGLE RANGES 5251

DOB: 19/05/1952      Home:      Work:      Mobile: 0422803434

Age: 71 years      Occupation:

Medicare No: 59502861421

File No: 41

Hosp UR No:      MHR Status:      Referrer:

Letter Writer

File Edit View Insert Format Voice Tools Table

Quick Documents: select the required template from the list and the Letter will open

MEDICAL PRACTITIONERS  
Accident Compensation Act 1985

VICTORIAN WORKCOVER AUTHORITY

**CERTIFICATE OF CAPACITY**

Medical Certificate – up to 14 days unless special reasons apply (under-section 105 of the Act)      Continuing certificate of capacity – up to 28 days unless special reasons apply (under section 111 of the Act)      Attendance certificate only – (this cannot be used to claim weekly benefits)

Patient's full name: Mr Knut Holloway      Date of Birth: 19/05/1952

Patient's Address: 5 Jacob Pl  
BUGLE RANGES 5251

Description of injury/disease

## Zedmed Cloud - letter to a practitioner

1. Open Clinical.
2. Select **Batch Letter** from the main menu.
3. Select **New Batch**.
4. Select the patient, recipient and template.
5. Select **Write letter** and distribute when completed.

[Learn more.](#)

