

## Cloud file downloads

Last Modified on 18/09/2024 1:29 pm AEST

Zedmed Cloud allows you to save or export a file to the temporary folder in Zedmed Cloud's My Files and then download that file to your local computer.

## Step 1 - Save the file to Temporary Files

To save the file:

1. Locate the file you want to download.

For example, run the report or locate the document in Summary Views.

2. Export or save the file.

Examples:

- Export a report.
- Right-click > Export a document in Summary Views.
- File > Save as a file opened in Libra Office.

The Save as Windows screen will open.

3. Open the Temporary Files folder.

If you had previously opened Zedmed Scans Folder or Home Folder, you will need to browse to this folder.

4. Select Save.

The file will be saved to **Temporary Files**.

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|--------------------|--|----------------|---------------------|----|----------------|--------|---|
| Summary Views      |  | ← → ~ ↑ 💻      | > This PC >         | 5~ | Search This PC |        | P |
| Problems           | Ű  | Organize 🔻     |                     |    |                | -      | 0 |
| Referrals          | 24/01/2024 Test.doc (doc)                                |                |                     |    |                |        | • |
| Results            | 17/12/2023 TEST document.<br>01/11/2023 Configuration fo | This DC        | ✓ Folders (4)       |    |                |        |   |
| Immunisations      | 25/07/2023 test document.d<br>28/05/2023 Zedmed_logo_20  |                | Zedmed Scans Folder |    | Home Folder    |        |   |
| Allergies          | 01, Q View tter  |                |                     | -  |                |        |   |
| Images/ECG         | Rename   |                | Temporary Files     |    |                |        |   |
| Documents          | Export   |                |                     |    |                |        |   |
| Attachments        | × Delete   | File name:     | Oncology letterhead |    |                |        | ~ |
| Measurements       |  | Save as type:  |                     |    |                |        | ~ |
| Medications        |  | save as type.  |                     |    |                |        |   |
| Incoming Documents |  | ▲ Hide Folders |                     |    | Save           | Cancel | 1 |

## Step 2 - Download the file to the local computer

To download the file:

1. Select the My Files icon on the Zedmed Cloud menu.

| ÷       |         |          | ð         |
|---------|---------|----------|-----------|
| Catalog | Windows | My Files | Clipboard |

The My Files screen will open and show 3 folders.

2. Select the Temporary Files folder.

| My Files              |                      |        |       | × |
|-----------------------|----------------------|--------|-------|---|
| $\odot$               |                      |        |       |   |
| Q                     |                      |        | < 1 > | 0 |
| Name                  | ▼ Last modified      | ⊽ Size |       | ▽ |
| C Zedmed Scans Folder | 26/02/2024, 9:32 am  | -      |       |   |
| Temporary Files       | 26/02/2024, 10:11 am | -      |       |   |
| Home Folder           | 26/02/2024, 9:31 am  | -      |       |   |

- 3. Tick the box next to the file you want to download.
- 4. Select Actions > Download.

| My Files           |                                     | ×             |
|--------------------|-------------------------------------|---------------|
| / >Temporary Files | lder Upload file(s) C               |               |
| Delete             |                                     | < 1 > @       |
| Download           | ▼ Last modified                     | ⊽ Size ⊽      |
| Oncology letterhea | ad.pdf 26/02/2024, 10:              | 11 am 8.5 kB  |
| CSV test 2.csv     | 26/02/2024, 9:3                     | 6 am 34.7 kB  |
| Attachment449637   | 701-5B1B-4392-A95B 26/02/2024, 9:4: | 5 am 556.7 kB |

5. The file will download to your local computer.

How the file downloads and where it is saved to will depend on your web browser.

In Chrome, the file can be opened via the Downloads icon.



## **Deleting files**

You can delete files as shown in the **Step 4** screenshot above.

- 1. Open the folder containing the file.
- 2. Tick the box next to the file you want to delete.
- 3. Select Actions > Delete.

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