

## Cloud file downloads

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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. 01/11/2023 Configuration fo	This DC	✓ Folders (4)				
Immunisations	25/07/2023 test document.d 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.

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Catalog	Windows	My Files	Clipboard

The My Files screen will open and show 3 folders.

2. Select the Temporary Files folder.

My Files				×
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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