Upload an Image

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Upload an Image

1. Search for a patient.

2. Click **Show**.

3. In the Main Menu, click **Image Gallery**.

4. Click **Upload**.

5. In the **Image Category** field, select from a list of categories.

   a. Note: This is used to categorise images to facilitate searching and is managed by the System Administrator.

6. In the **Comment** field, enter any relevant text about the image.

7. In the **Image** field, click **Add files** to select and upload an image.

   a. An upload progress bar will convey the progress of the upload.

   b. Note: File size must be less than 5MB and in JPG, PNG or GIF format.

8. When done, the image will appear in the image gallery. Images are displayed in reverse chronological order with the most recent upload being listed first.