Northern Light Health℠

When an image is uploaded in error and needs to be moved, the correct workflow needs to be followed to ensure that the image isn't in the incorrect chart or location. The workflow described demonstrates how to export images and import them back into MultiMedia Manager.

Exporting Images

STEP 1:   Navigate to PowerChart.

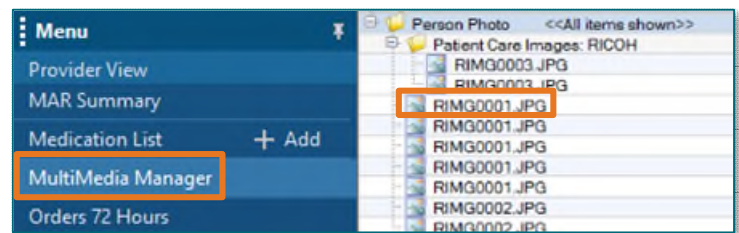**STEP 2:**   Search for patient.

STEP 3:   Click to select patient from top portion of search window.

STEP 4:   Click to select the correct encounter from the bottom portion of search window and click **OK**.

STEP 5:   Select the appropriate relationship to enter the chart and click **OK**.

STEP 6:   Navigate to the **MultiMedia Manager** in the Menu.

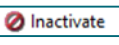**STEP 7:**   Locate and select the image to be moved.

NOTE: **If you need to move multiple images you can select several at a time by selecting the first image and hold the Shift key and click the last image to select all or hold the Ctrl key and individually choose the images desired.**

STEP 8:   Select **Export** 🔶 Export in the top left.

STEP 9:   In the following screen navigate to **Network**, **Client**, **C$**, **Users**, select your **username**, select **OneDrive – Northern Light Health,** then **Documents**.

   ▪ Name the file(s) and **Save**.
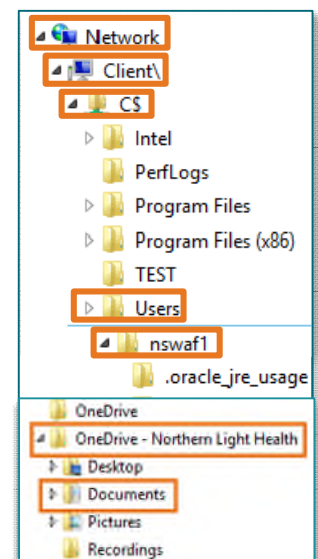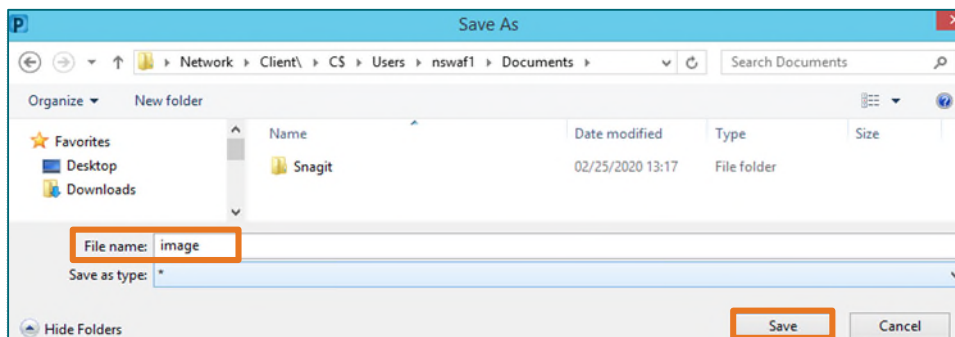
STEP 10:   Select **Inactivate** ⊘ Inactivate in the top left to remove the selected image(s) you have exported.

Importing Images

STEP 1:   Navigate to **MultiMedia Manager** in the Menu.

STEP 2:   Select **Add**.

STEP 3:   Select **Browse**.

STEP 4:   Navigate to **Network**, **Client**, **C$**, **Users**, select your **username**, select **OneDrive-Northern Light Health**, then **Documents**.

STEP 5:   Select the image(s) you want to upload. More than one can be selected at a time.
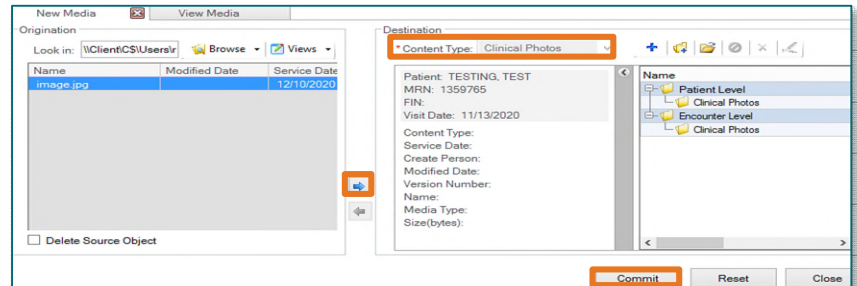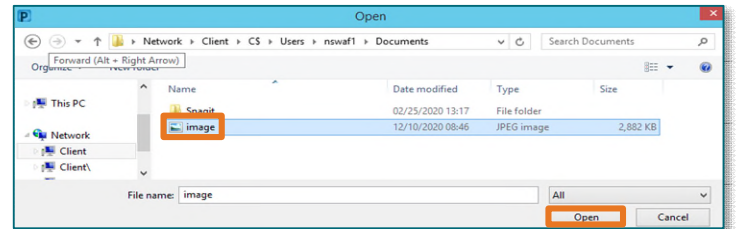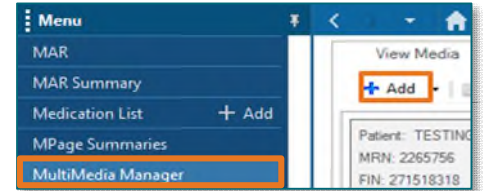
STEP 6:   Select **Open**.

STEP 7:   Choose the **Content Type** from the drop down on the right.

STEP 8:   Shift the images from the left (**origination**) to the right (**destination**) using the arrow in the center.

STEP 9:   Select **Commit**.

STEP 10:   Delete the image(s) from your documents.

NOTE: **You can also move an image from one chart to another by following the instructions above. Be sure to search for the correct patient and encounter prior to importing the image.**