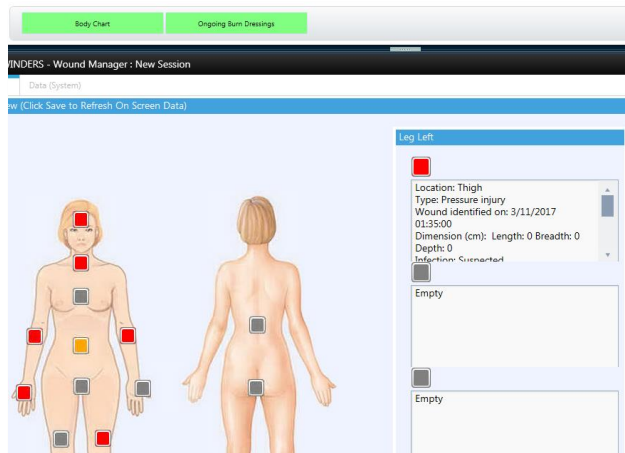
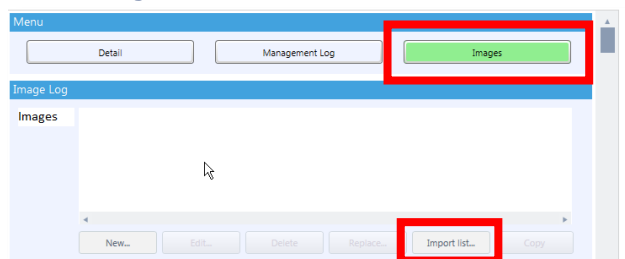


This Quick Reference Guide (QRG) provides you with information about uploading images of wounds and adding an annotation via Import List

Uploading an Image



Wounds Tab > Body Chart > select Wound site > Images



There are two ways in which an image can be uploaded into the Wounds tab image Log of the eRIC:

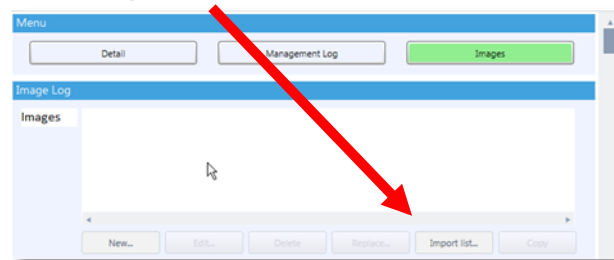
- This QRG outlines the steps using the 'New...' function.
- (To review instructions using New..., please see other QRG **Uploading and Annotating Wounds Using Microsoft Paint and New...**)

Using Import List... to import image

1. Import List.. will select JPEG files. These are the usual files taken with a digital camera.

1. Save Image from Camera or storage device the computer

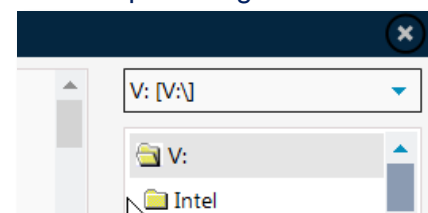
2. **Select Import List... Button**



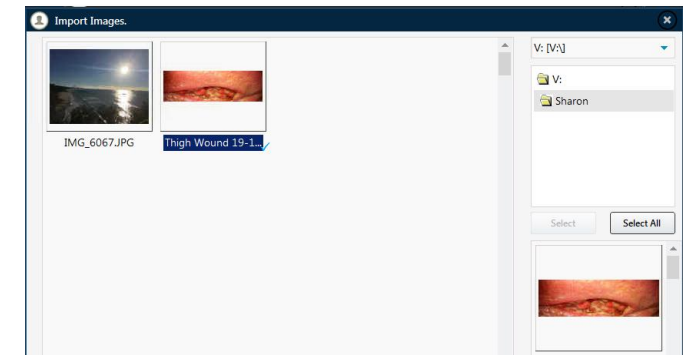
- This will open an Import Images window. The User will need to locate the File. On all computers it is in the V: drive.



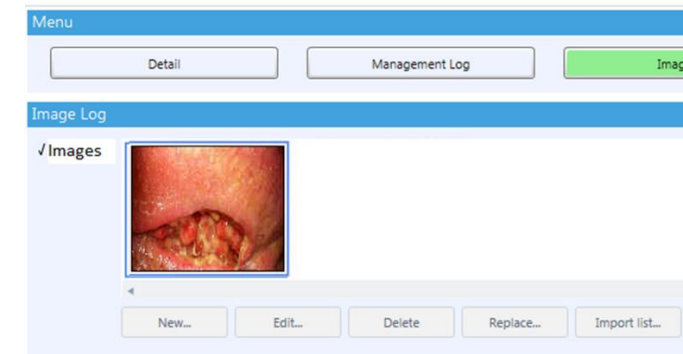
3. **Select V:** drive from drop down menu from the Import Images window.



4. Search and locate appropriate image from the V: drive.



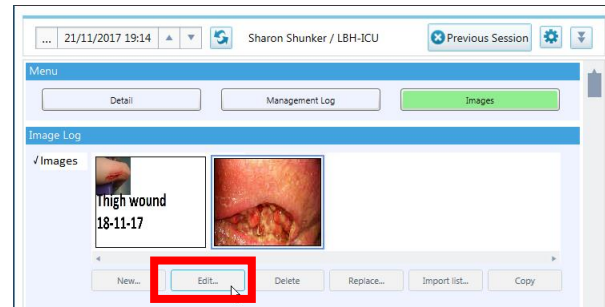
- (If the Image cannot be located, search **V:\Users** folder and navigate through the correct user)
5. **Select file & click 'OK'** to import into eRIC Image Log and therefore be imported into the patient file.



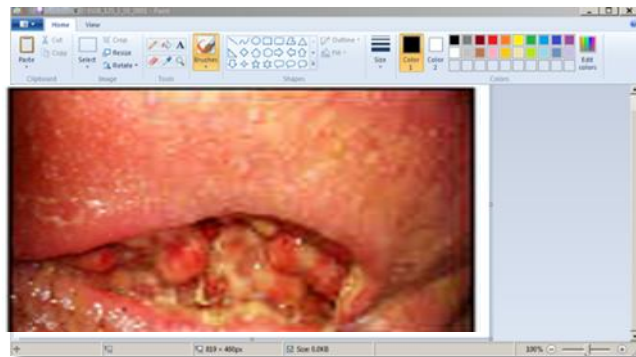
- An Annotation can be made onto the Image. Instructions on how to do this are on the next page of this QRG

Wound Image Uploading via Import List

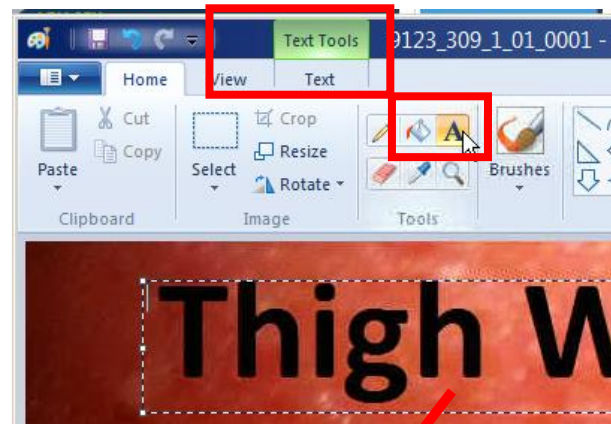
Adding Annotation to uploaded wound images.



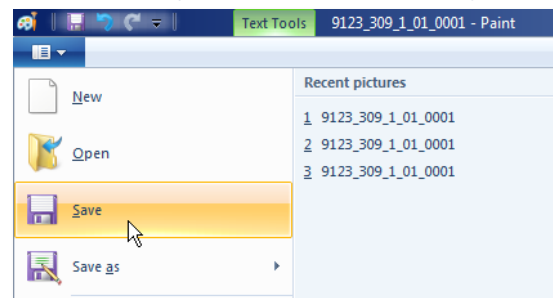
1. To annotate image – *click* on Image to be annotated to highlight the image (blue border highlight)
2. *select Edit*
 - Image will open in Microsoft Paint.



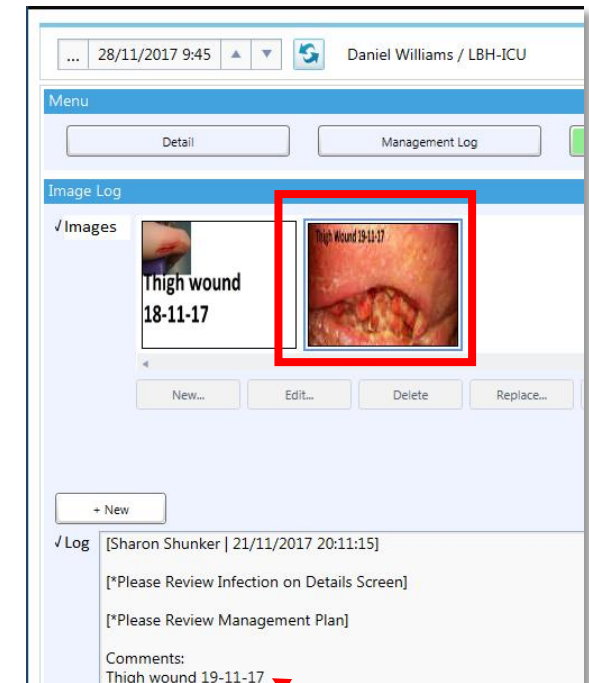
3. Use **Insert Text into Picture** function to annotate written information onto the image.



4. **Select Save** (Do not select **Save as**)



- Image will be re-uploaded in the patient record with the annotation.



5. The user can make a new Log entry to match the annotation also.