How to add an image to a note Workflow

Before moving forward, please verify that IT has setup a workstation that allows the user to capture images and upload to Citrix.

1. While you are in the note editing, in the left pane, click on the section under which you would like for your image to appear in the note.
2. Next, right click on that section, and you will see options for the section. Depending on where you want the image to appear in the section, select “Add Image Top” or “Add Image Bottom”.
3. Once you select “Add Image”, the image selector screen will appear. Click on the “Import Image” button.
4. Another window will pop up that will allow you to import the image you would like to add. From here, search for the specific folder and select the image that you would like to add to your note. Click open. *IT should have setup a specific folder that would allow you to import pics into*

5. An Image details window will pop-up. Fill this out as needed, and click OK.
6. Click OK on the Image Selector screen, and you will be back on the note editing screen. Now, you should notice that the image name has been added to the specific section you selected.
7. **Click save** at the bottom right of the note editing screen to ensure all changes made to the note will be updated in the note. To get an idea on how the image will look in the note, click the view button in the bottom left of the note editing screen. You will see the image under the section you selected.

   **Immunizations**
   Influenza --- Series1: 30-Jun-2014

   **Physical Exam**
   This guy looks very healthy, we will see him next year.

8. You have now added an image to the note. Please contact the helpdesk at 423-282-6122 if you have any more questions on adding an image to the note. Thank you.