

## How to attach photos in SystmOne

Improvements to smart phone cameras mean that it is possible to get pretty good pictures on your phone. If you don't have a good camera try this.

*There are information governance risks associated with taking and storing photos you should consider. Before continuing, please read the Dermatology guidance document available by [clicking here](#).*

If you have not done so set up your nhs.net account on your phone. You should only need your username and password to do this. You may also have to set a security code on your phone if you have not already done so. On the NHSnet web pages there is help with doing this. From the web mail log in (www.nhs.net), choose the tools icon in top panel, then guidance (bottom left side menu), training (left side menu), then mobile devices, applications and email programmes (middle option left side menu). The IT helpdesk can help you with this if needs be.

When emailing, for information governance reasons you should only do this from an nhs.net account to an nhs.net account, ie to yourself.

You should ensure that your photos are not automatically backed up to the cloud as you will then be storing photos that you do not have permission to store, and if your itunes photos synchronise with other users you will be breaching confidentiality by inadvertently sharing the photos. Delete the photo from your phone after you have emailed it to yourself.

Send the original actual size of the photo because this will ensure the maximum detail can be saved and if needed sent to the dermatologists.

When you receive photos in Outlook on your PC you should copy the photo to a folder on a secure local network drive before importing them into SystmOne. Do not save files to the C drive of your local machine as this machine is not likely to be backed up and if stolen could represent a greater information governance risk than other networked drives.

Once the photo is attached to SystmOne it can be deleted from your network drive This is important as they are relatively large files and you should not need to keep them anyway once in SystmOne.

To upload a photo into SystmOne right click on Record Attachments in the Clinical tab as shown below.

Select the drive that you are importing from. Once you've done this once it usually remembers where that is and goes straight to that folder.

(Note you can do this directly from a camera card connected to the PC and the flash card in the camera will be visible as a drive once connected).

SystemOne GP: Dr Shaun O'Connell (Clinical Practitioner Access Role) at South Milford Surgery - Patient Record

Patient: Appointments Reporting Audit Setup Links Dispensing Clinical Tools Workflow User System Help

Save Search Task Record Details Today Next Acute Note Discard Repeat Appts Tasks IM Home Notify

Next Event Event Details Pathology Drawing Auto-Consultation Settings

Clinical Administrative

History: anxiety re mole

Examination:

Diagnosis:

Intervention: No interventions recorded

Plan:

New Section Merge Delete

Date	File Name	File Type	Size	Comments	Entered By
04 Nov 2010	Letterhead May 09 for circulation 2.doc	Word Document	365.5 KB		Mrs Stephanie A Drury
09 Nov 2010	Image100512-142433.tif	tif	233.7 KB		Ms Jennifer L Hitchcock
09 Nov 2010	Image090508-133430.tif	tif	154.8 KB	test attach	Ms Jennifer L Hitchcock
06 Jun 2011	C:\Documents and Settings\Temp\SPCSEExam66201113...	Acrobat Document	84.3 KB	Spirometry PC Software Report: 06/06/2011 13:37:45	Sister Rosie Murray
22 Jun 2011	C:\Documents and Settings\Temp\SPCSEExam22620111...	Acrobat Document	40.2 KB	Spirometry PC Software Report: 22/06/2011 17:19:18	Ms Jennifer L Hitchcock
22 Jun 2011	C:\Documents and Settings\Temp\SPCSEExam22620111...	Acrobat Document	84.1 KB	Spirometry PC Software Report: 22/06/2011 17:21:45	Ms Jennifer L Hitchcock
06 Sep 2011	C:\Documents and Settings\Temp\SPCSEExam22620111...	Acrobat Document	354.6 KB	Spirometry PC Software Report: 06/09/2011 17:15:05	Sister Rosie Murray
06 Oct 2011	test_Les1_19201212_20111006091...	Acrobat Document	31.7 KB	ecg	Mrs Angela Leach
	hnie Mouse.pdf	Acrobat Document	141.5 KB	24 Hr BP readings	Ms Jennifer L Hitchcock
	C:\Documents and Settings\Temp\SPCSEExam75201385...	Acrobat Document	83.4 KB	Spirometry PC Software Report: 07/05/2013 08:53:44	Sister Rosie Murray

10 Record Attachments

Start SystemOne GP: Dr Sha... C:\Apps\TPP\Temp... Document1 - Microsof...

Click on the folder icon to find your photos stored in your network drive

New Attachment

Other Details... Exact date & time Fri 16 May 2014 12:00

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

File C:\

File type

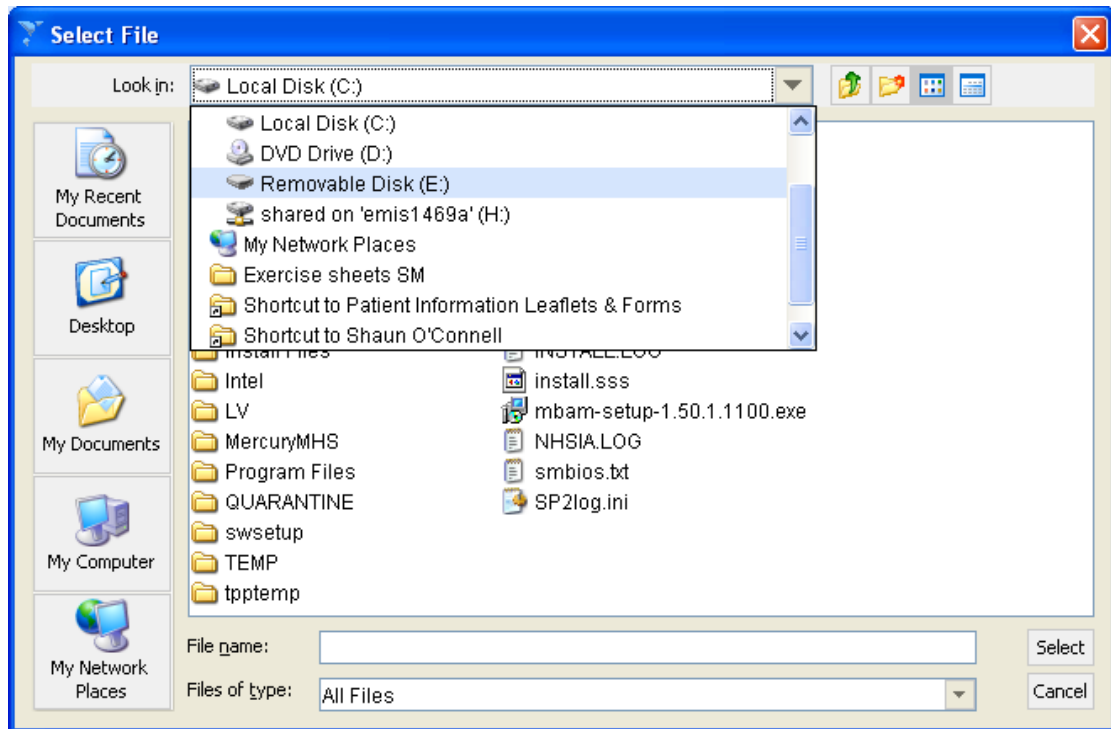
File size

Comments

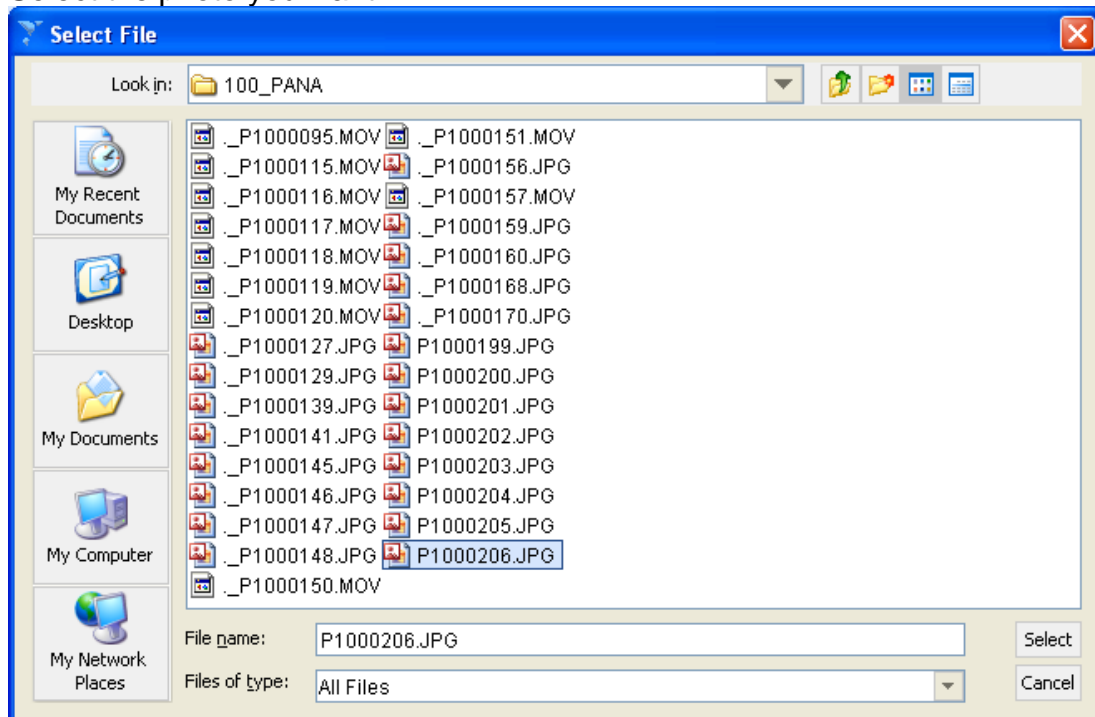
Preset

Ok Ok & Another Cancel

Select your camera drive if that is connected to your PC or your folder in the shared drive if not.



Select the photo you want



Click ok and it will upload

Hide Warning'. The main area contains a 'File' field with a file icon and the path 'E:\DCIM\100\_PANA\IP1000206.JPG', a 'File type' field with 'JPEG Image', and a 'File size' field with '3.1 MB'. There is a large empty 'Comments' text area and a 'Preset' button. At the bottom are 'Ok', 'Ok & Another', and 'Cancel' buttons."/>

**New Attachment**

Other Details... Exact date & time Fri 16 May 2014 12:00

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

File: E:\DCIM\100\_PANA\IP1000206.JPG

File type: JPEG Image

File size: 3.1 MB

Comments

Preset

Ok Ok & Another Cancel

Large files take a little while to upload but you can carry on working while they do

**Information**

Due to the size of this file, it will be sent to the server when the patient record is saved.

To see the progress of the upload double-click on the scanner icon which will be shown in the system tray (next to the SystemOne clock).

Ok

It usually only takes a few minutes so don't shut down until it's done.

**Information**

The attachment will be sent to the server from this PC since you are not connected to a gateway.

To ensure that the entire file is sent to the server, do not shutdown SystemOne until the scanner icon shown in the system tray

Show Message Next Time?

Ok

To open the file afterwards look in the record attachments list, right click your photo and select View in windows. You can do this within the consultation link too.

**SystemOne GP: Dr Shaun O'Connell (Clinical Practitioner Access Role) at South Milford Surgery - Patient Record**

**Patient Information:** Mrs Minnie Mouse-TestPatient 01 Jan 1996 (18 y) F  
 5, Bowling Old Lane, Bradford, BD5 7JR  
 Home (preferred): 01274 999999 Mobile: 07837 307166  
 Test Patient, South Milford Surgery, South Milford Surgery

**Attachments Table:**

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06 Sep 2011	C:\Documents and Settings\lemis2000\Local Settings\Temp\SPCSExam69201117...	Acrobat Document	354.6 KB	Spirometry PC Software Report: 06/09/2011 17:15:05	Sister Rosie Murray
06 Oct 2011	test_test1_19201212_20111006091...	Acrobat Document	31.7 KB	ecg	Mrs Angela Leach
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16 May 2014	P1000206.JPG	JPEG Image			Dr Shaun O'Connell

**Context Menu for P1000206.JPG:**

- Attach File
- View in SystemOne
- View in Windows
- Save File(s)
- Amend Notes
  - View Amendment
- Show Journal Entry...
- Problems
- Mark in Error