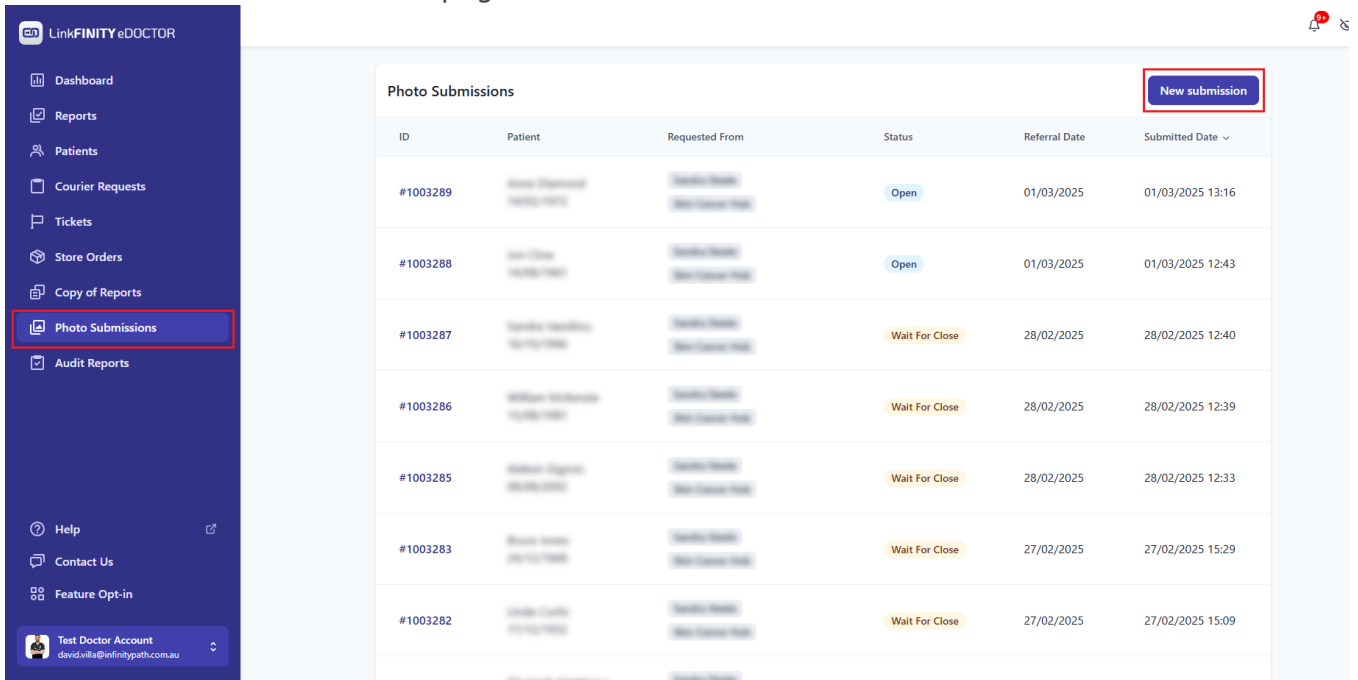


# Upload Clinical Photos

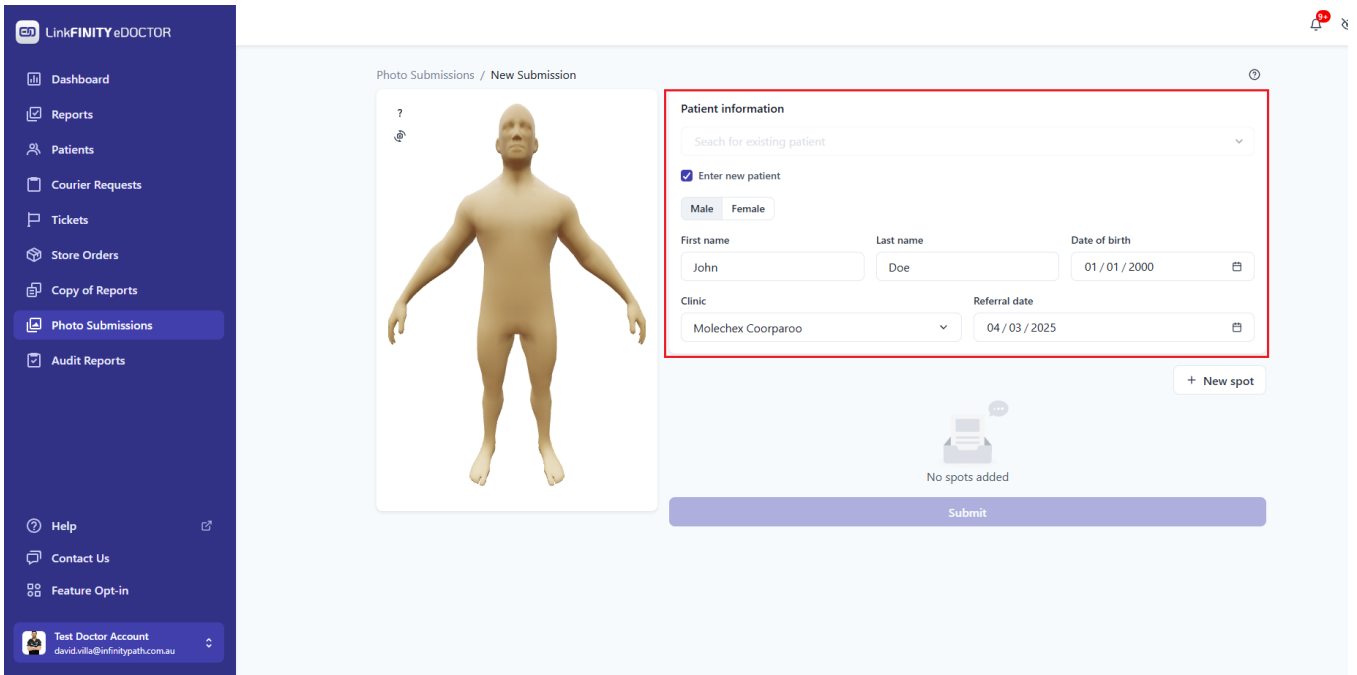
1. **Go to Photo Submissions:** In the left sidebar menu, click on "Photo Submissions".
2. **Start a New Submission:** Click the "New submission" button, found in the upper-right area of the Photo Submissions page.



The screenshot displays the LinkFinity eDOCTOR interface. On the left, a dark blue sidebar menu contains various navigation options, with 'Photo Submissions' highlighted by a red rectangular box. The main content area is titled 'Photo Submissions' and features a 'New submission' button in the top right corner, also highlighted with a red box. Below the title is a table listing several photo submissions. The table has the following columns: ID, Patient, Requested From, Status, Referral Date, and Submitted Date. The data rows show various submission IDs (e.g., #1003289, #1003288) and their corresponding status (Open or Wait For Close), referral dates, and submission times.

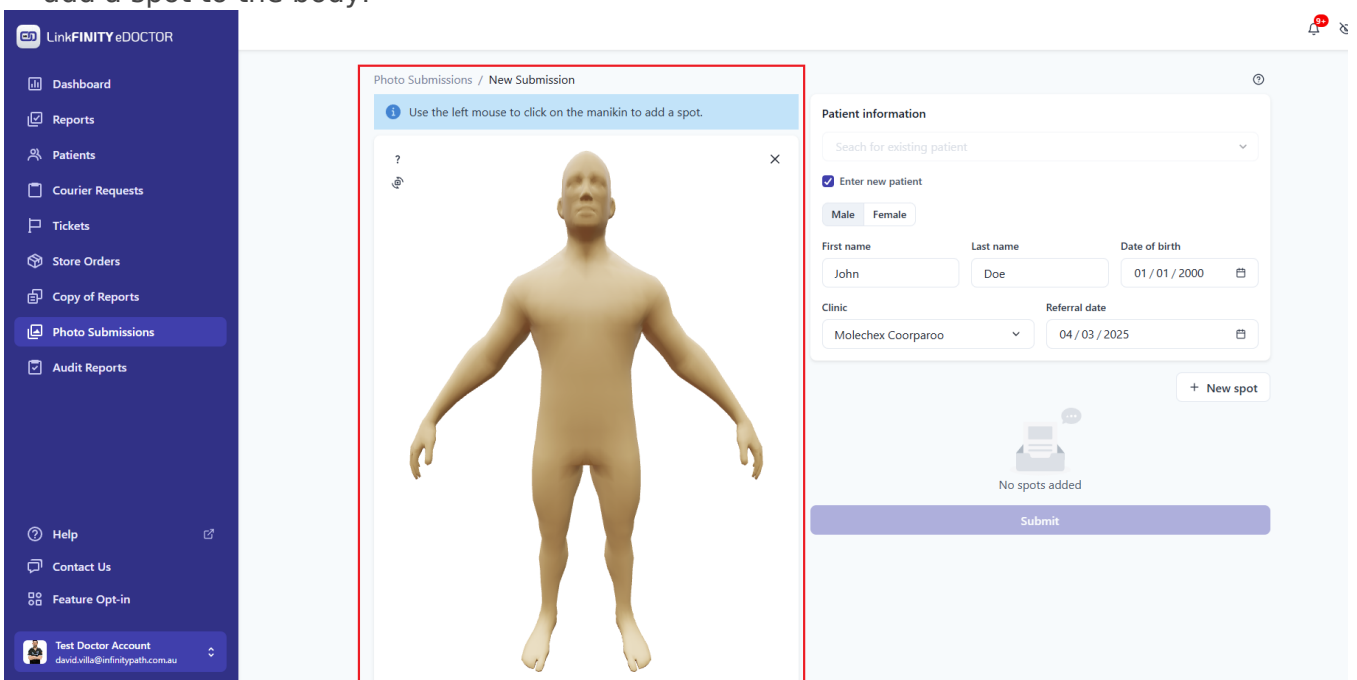
ID	Patient	Requested From	Status	Referral Date	Submitted Date
#1003289	[Redacted]	[Redacted]	Open	01/03/2025	01/03/2025 13:16
#1003288	[Redacted]	[Redacted]	Open	01/03/2025	01/03/2025 12:43
#1003287	[Redacted]	[Redacted]	Wait For Close	28/02/2025	28/02/2025 12:40
#1003286	[Redacted]	[Redacted]	Wait For Close	28/02/2025	28/02/2025 12:39
#1003285	[Redacted]	[Redacted]	Wait For Close	28/02/2025	28/02/2025 12:33
#1003283	[Redacted]	[Redacted]	Wait For Close	27/02/2025	27/02/2025 15:29
#1003282	[Redacted]	[Redacted]	Wait For Close	27/02/2025	27/02/2025 15:09

3. **Enter Patient Information:**
  - **Search for Existing Patient:** Use the "Search for existing patient" dropdown to find the patient.
  - **OR Enter New Patient:** If the patient is new, choose the "Enter new patient" radio button (Male/Female).
  - Fill in the "First name", "Last name", and "Date of birth" fields.
  - Select the "Clinic" from the dropdown menu.
  - Enter the "Referral date".



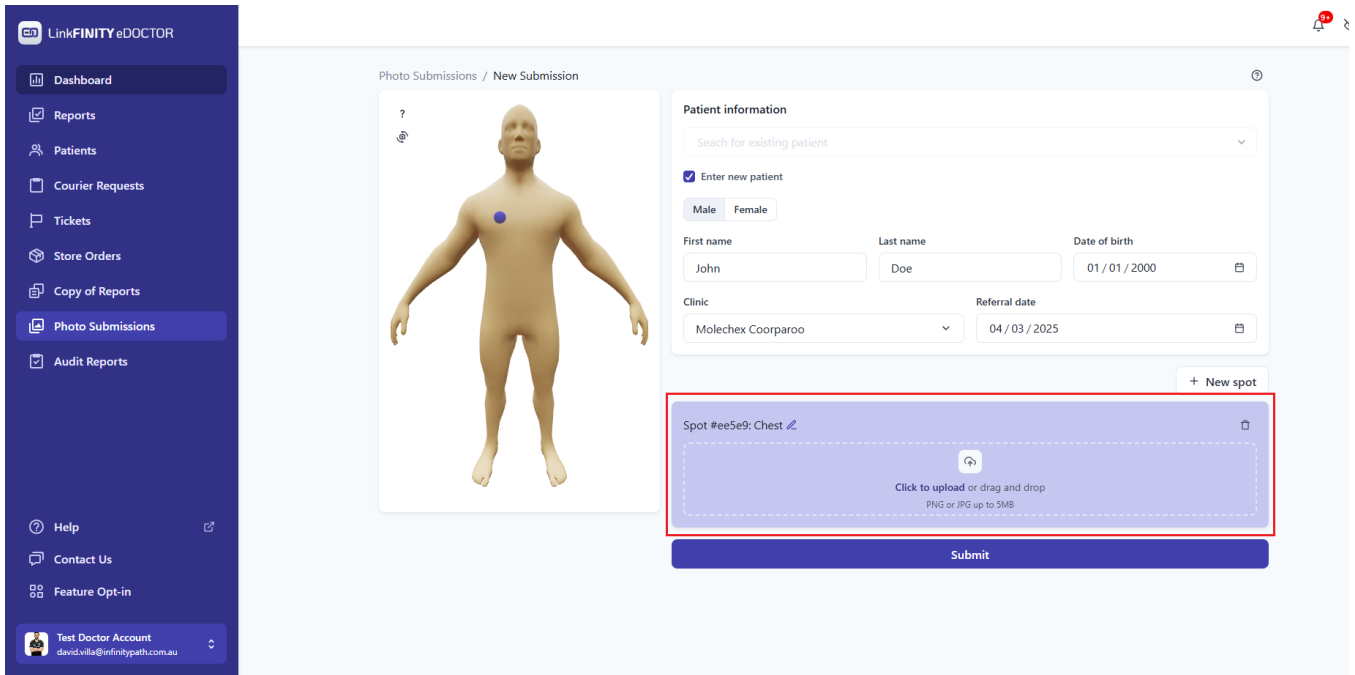
#### 4. Add Spots:

- Click the "+ New spot" button to start adding a new spot.
- **Add spots:** Use the left mouse button to click on the manikin (3D human model) to add a spot to the body.



#### 5. Upload Photos for Each Spot:

- For each spot added: click on spot location, and then click "Click to upload" within the spot area to browse your files and select the corresponding photo.
- Alternatively, drag and drop the photo directly into the spot area.



6. **Submit the Submission:** Once you've added all spots and uploaded the relevant photos, click the "Submit" button.

Revision #3

Created 2023-05-30 09:24:25 UTC by Admin

Updated 2025-03-04 15:29:38 UTC by Admin