

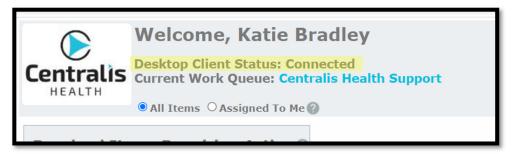
850-702-0365 Support@CentralisHealth.com 3411 Capital Medical Blvd. Tallahassee, FL 32308 CentralisHealth.com

## Downloading Using Centralis Desktop (single file)

 Confirm you download folder is setup by opening the Centralis Desktop, clicking File and then Local Settings. Confirm the Download Folder is setup to where you want your documents to save. Then click Save

Centralis Health Desktop - Connected as kt	radleyqa		- 0 ×		
File New Item	Send to EMR Folder		Settings Logout	:	
Attach File Remove File Save File Success!					
Local Settings Open Web Portal	Settings				×
Exit 50 MB	Download Folder:	C:\Users\katie\Desktop	HIE Imports	Browse	Clear
Preview Reset No File Selected	Signature:				
Clear			A	7	
	Cancel	Clear Signature			Save

2. Log into the secure web portal, and confirm Desktop Client Status on the Dashboard showed **Connected** 



3. Locate and open the work queue item you wish to download document from and click **Send to EMR Folder.** 

Work Queue Item						
New Pending Urgent Done	Search Patient Back					
Item Details Attachments Comments Audit						
Item #:     10730985     Item Date: 09/11/2021 06:22       Tracking:     SuccessRead Hover for Transmission Details       Status:     Received:NeedAttention Type:       SecureMessage       Tag:	2 AM [Add Assignee]  Bradley, Katie [Remove]					
Sending: HIE Networks Support / Bradley, Katie Receiving: Centralis Health Support My/Work Queues	Save Details					
Message:	Notify Sending					
Comments						
Katie Bradley 12/21/2021 4:32:00 PM test test test	Send to Desktop					
Katie Bradley 12/22/2021 9:49:00 AM	Send to EMR Folder					
Katie Bradley 2/3/2022 1:39:00 PM Item downloaded	Print All PDF Attachments					
	//					

- 4. Add a comment that you downloaded document, and if no other action is needed on work queue item, mark as **Done**
- 5. Your file will be in the Download Folder you set up in the Centralis Desktop applications

