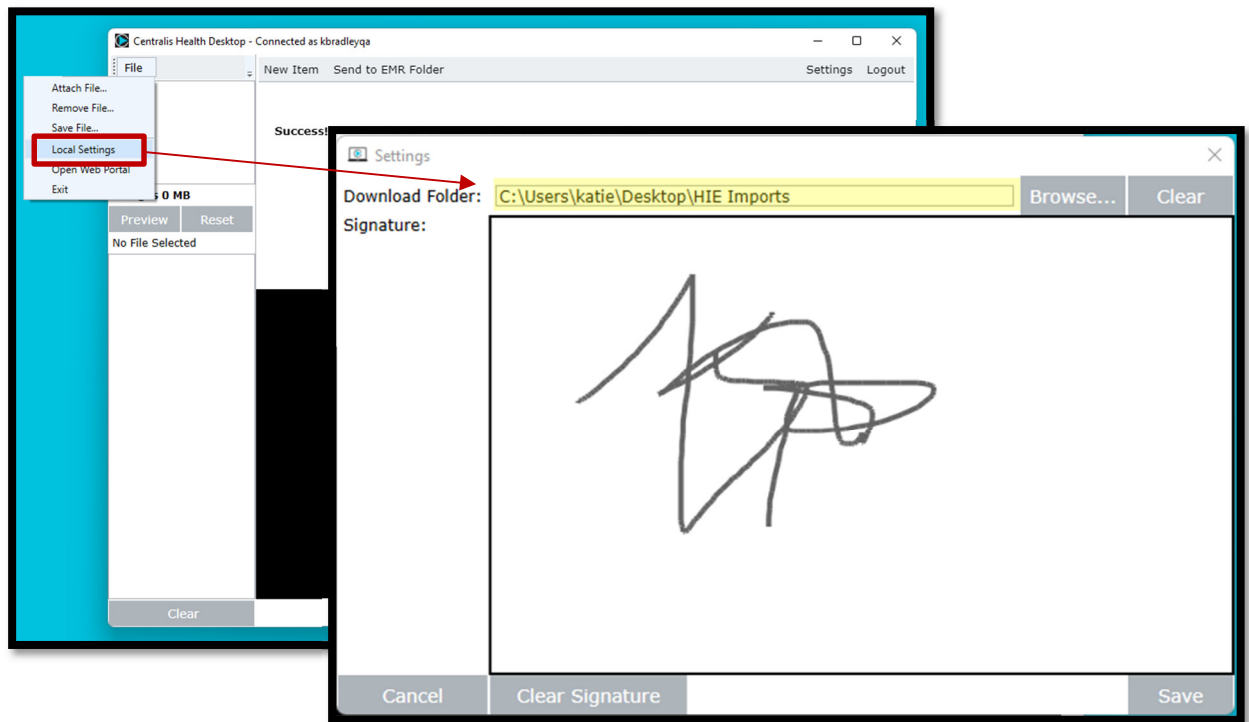
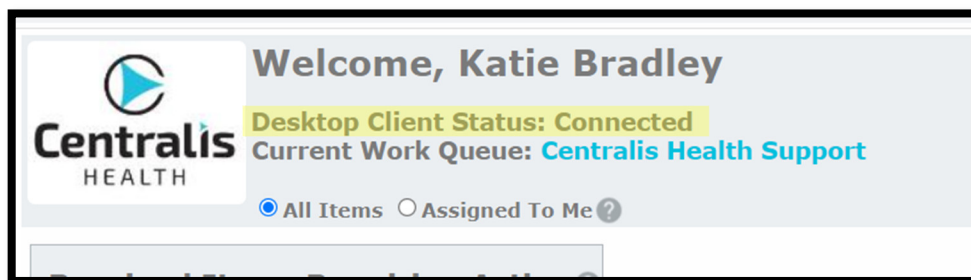


Downloading Using Centralis Desktop (single file)

1. 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**



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 AM
Tracking: **SuccessRead** Hover for Transmission Details...
Status: **Received:NeedAttention** Type: **SecureMessage**
Tag:
Sending: HIE Networks Support / Bradley, Katie
Receiving: Centralis Health Support
Message:
My Work Queues ☐
Save Details
Notify Sending
Add Assignee
Bradley, Katie Remove

Comments

Katie Bradley 12/21/2021 4:32:00 PM
test test test
Katie Bradley 12/22/2021 9:49:00 AM
left msg for patient
Katie Bradley 2/3/2022 1:39:00 PM
item downloaded

Send to Desktop
Send to EMR Folder
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

