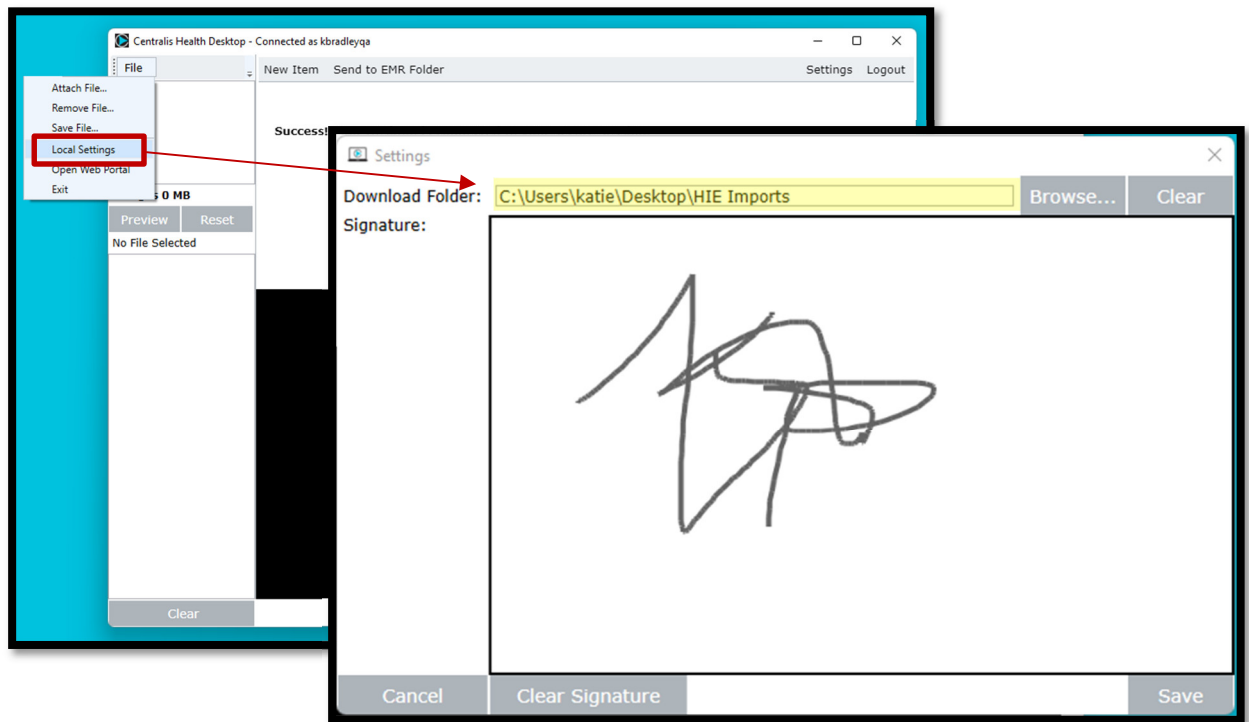
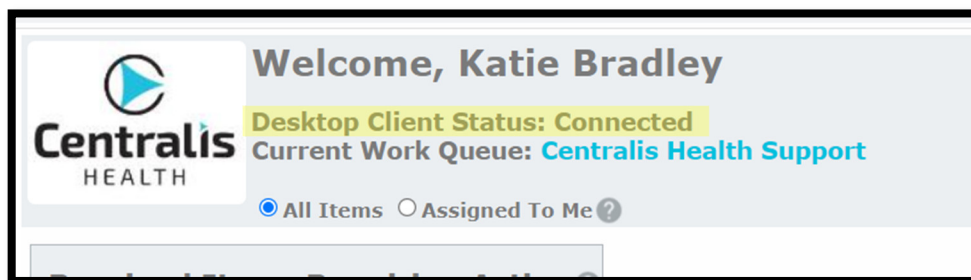


### Downloading Using Centralis Desktop (Multiple Files)

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 the items from the Received Work Queue list you wish to download and click **Download All Items**

**Work Queue - Received**

Type: [ALL] Tracking: [ALL] Return top: ☐ 50 ☒ 100 ☐ 250  
Status: New Assigned User: [ALL] ☐ Oldest First ☒ Newest First  
Patient Name: bradley Patient DOB:  ☐ Only Referrals  
NOTE: Enter name as "smith" or "smith, john" or "smith, j" or "john"  
Tag:   
Refresh Clear **Download All Items** ☒ Auto display files in Item Details ☒ Thumbnail Hover (3 matching items)

#	Patient	Created Date	Tracking	Status	Sending
11986262	bradley, katie 12/06/1982	01/31/2022 12:38 PM	Success Read	New	HIE Networks
10730985	bradley, katie 12/06/1982	09/11/2021 06:22 AM	Success Read	New	HIE Networks
10373666	bradley, katie 12/06/1982	07/29/2021 07:34 PM	Success Read	New	DEMO/TESTING C

-All items displayed on the screen will download and automatically change to a Done status

\*If you do not have the **Download All Items** button, contact your account designee to discuss your user permissions

4. Your files will be in the Download Folder you set up in the Centralis Desktop applications

