

User Manual

Responsible team behind document: Customer Service

Important users of this document (Recipient): Users of this web application

Short content summary: In this document, a user manual for the users on the receiving end can be found.

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1. Purpose

This document will serve as a guide for the user to navigate on the receiving end of the web application.

2. Sending cases

Images and patient information are sent through the web application from doctors who wish to have a case assessed by doctors with expertise in burn injuries. For sending a case through the web application, the sender can simply follow the instructions on the web application.

3. How to access files in FileCloud

1. Log in to FileCloud. To receive the user credentials for logging in, ask the chief of your department.
2. Click on "My Files"
3. Filter by clicking on the "Sort Folder Contents"-button and choose which parameter you wish to filter by.
4. Choose a file you wish to open. Each file in the folder corresponds to one case.

4. How to open a case in FileCloud

1. Choose a file (case) to open and click on it.
2. Here you can choose whether you would like to see the images in FileCloud or download the pictures to your device and open them in an application on the device.
 - a. Open pictures in FileCloud by clicking on them and then clicking on the button "Open" to see the picture.
 - b. To download the pictures:
 - i. Click on the "Download"-button.
 - ii. Open the downloaded files on your device.
3. To open filled forms and other files, you need to download them to your own device. Follow the instructions for downloading pictures for the download process.