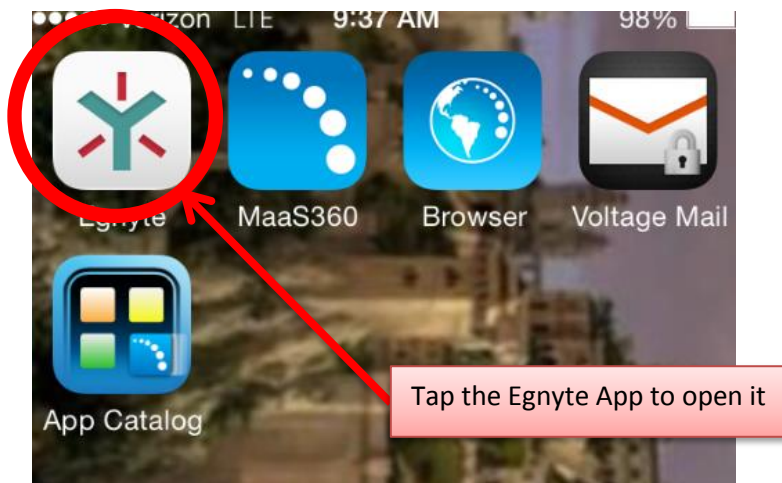
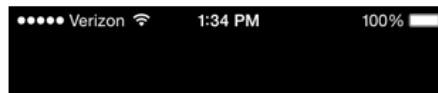


1. Open Egnyte



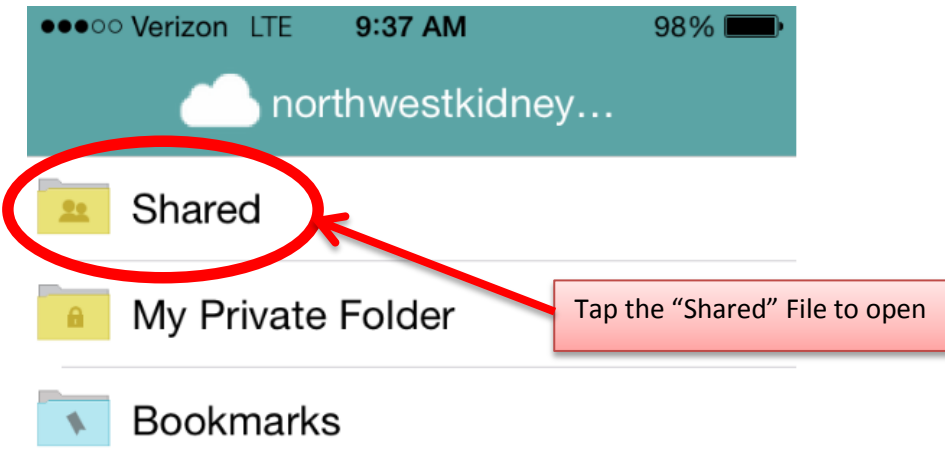
2. Will only need to do this once on initial log in

Log in to Egnyte with email password – fill in all of this information

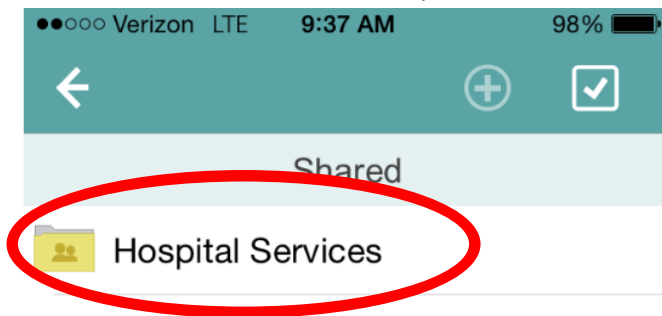


northwestkidneycenters.egntye.com

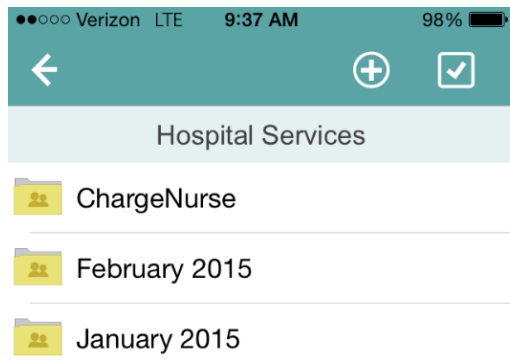
3. Egnyte will open
 - a. select Shared



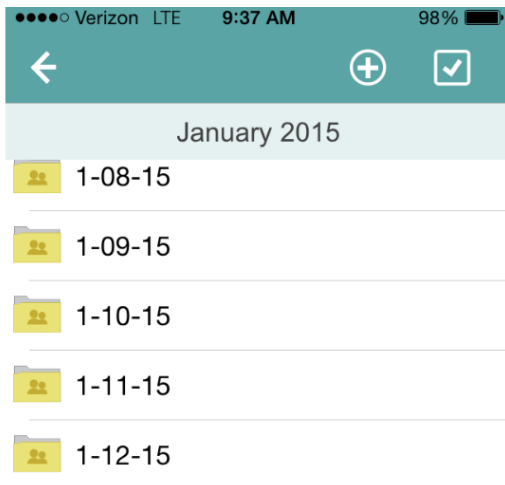
4. From the Shared folder, select Hospital Services





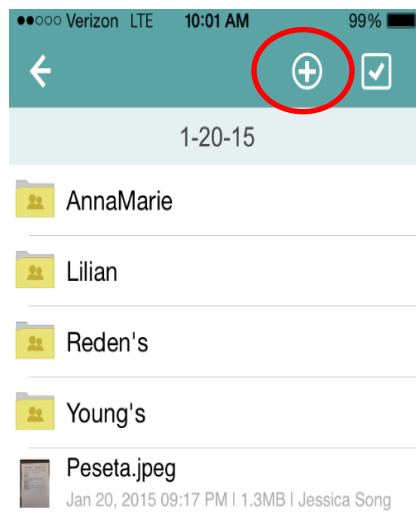
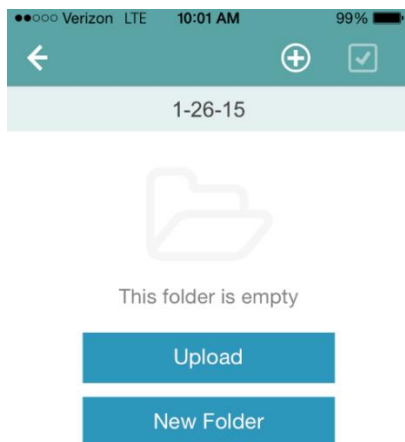
5. Tap on the File Folder you want to submit your image to



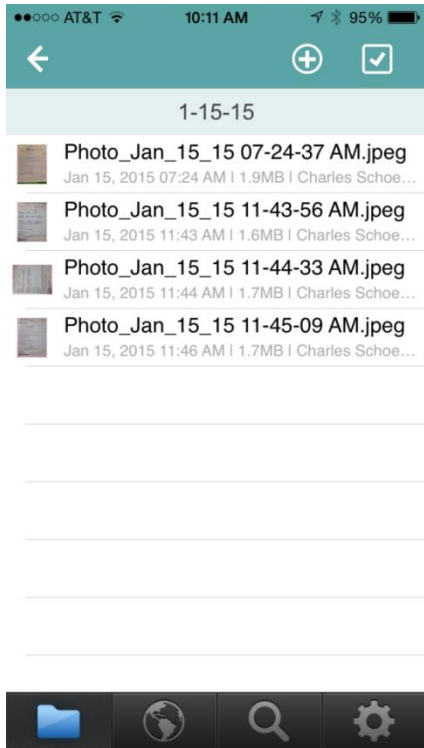
6. Select the appropriate folder date
 - a. touch the folder to open it



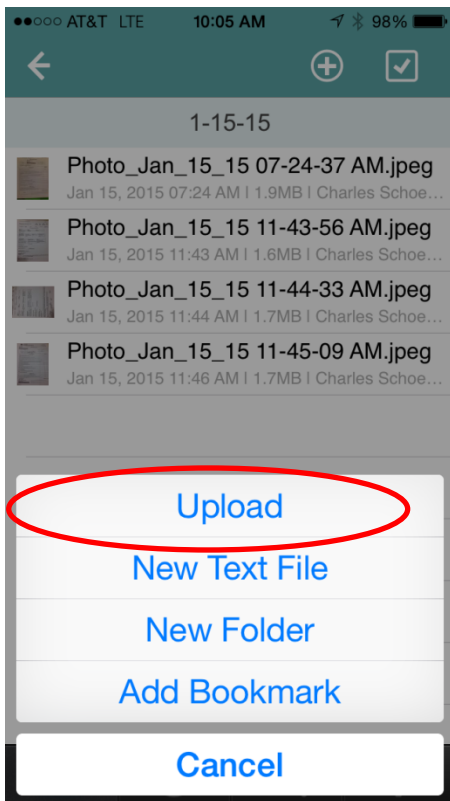
7. You will either get a Folder is Empty screen or a screen with Folders already loaded
 - a. For Empty—select Upload or New Folder or Upload your image by tapping 
 - b. With Folders already—select the Folder or Upload your image by tapping 



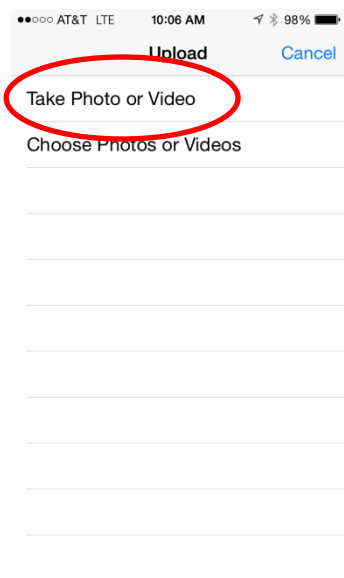
8. In the open folder select the



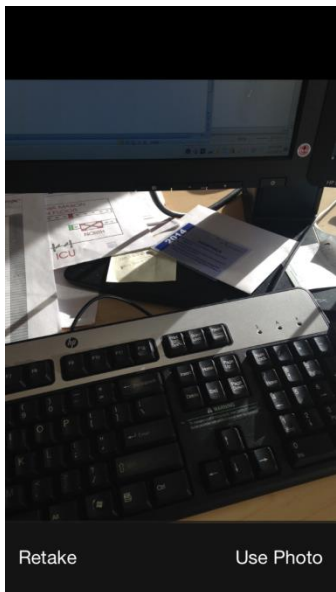
9. Then select Upload




10. Select “Take Photo or Video”



11. “Take Photo or Video” takes you to the camera of your phone – take the picture. At the bottom of the photo select either “Use photo” or “Retake”.




12. Once you select "Use photo" you will see this screen

 **File Upload**

Filename:

Comment:




/Shared/Hospital Services/January 2015/1-21-15/

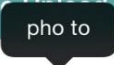
Change File

Upload

13. You have the option to change file and retake if you select Change File


a. You can also change the File Name

 **File Upload**



Filename:

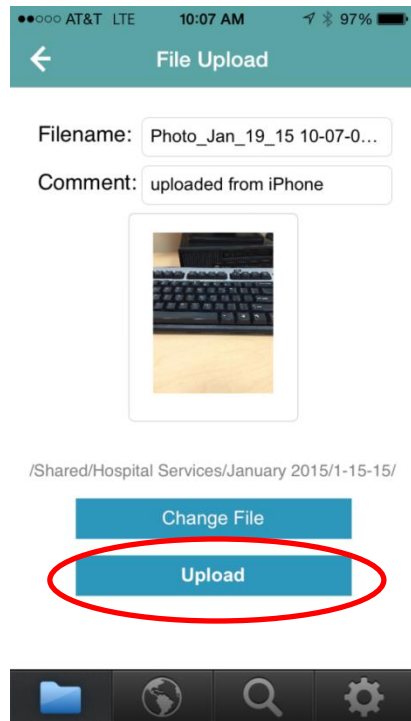
Comment:



Q W E R T Y U I O P

A S D F G H J K L

- b. Select “Upload” – your file will then show in the previously selected folder



14. Return to the folder to confirm the file loaded

