



SalveoRx[®]
ACADEMY

Lesson 10.0: QUICK TIP - How to Upload your Patient Data

Version 1.00

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Lesson 10.0 – QUICK TIP > How to Upload your Patient Data

Getting started with SalveoRx requires you to have a properly installed SalveoRx system. If you have a MS-EXCEL file containing your patient records, you only need to format it using the SalveoRx patient template and upload it. This will ease the tedious task of entering a patient record one at a time.

Use the steps below to learn how.

Accessing Upload Patient Data

Access this feature from the Tools group of SalveoRx.

1. Click the “Tools” button found on the left panel.
2. Under the expanded Tools group, click the “Upload Patient Data” button.
3. View the Upload Patient Data feature on the right panel.

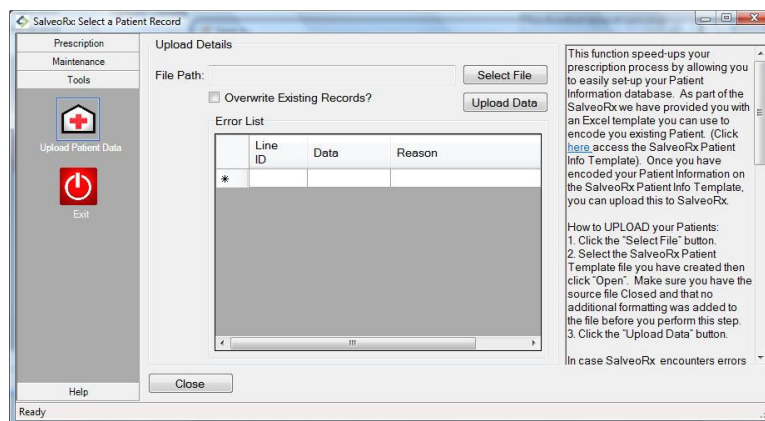


Figure 1.0: Upload Patient Data – How to Access

Uploading your Patient data

You can only upload patient data that are formatted from the Upload Patient Template.

1. Click the “Select File” button.
2. Select the MS-EXCEL file containing the patient data.
3. Click the “Upload Data” button.
4. SalveoRx will upload all valid patient data and store it to your patient records.
5. SalveoRx will also display all error patient data in the table.
6. View your My Patient feature (see My Patient).

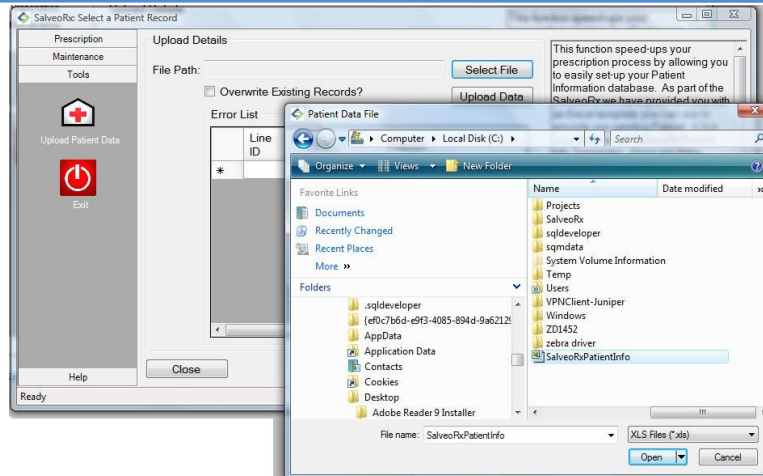



Figure 2.0: Upload Patient Data

 If you check the “Overwrite Existing Records?” check box and activate the Upload Data, SalveoRx will update the patient records currently stored in your system.