

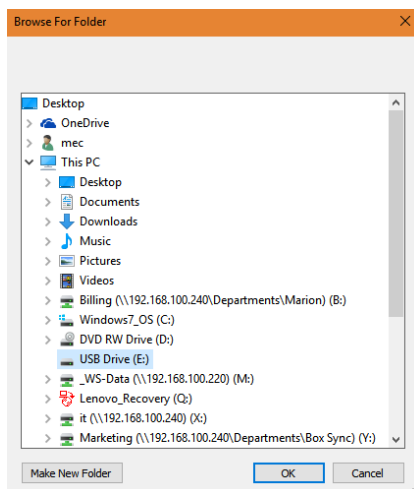
Instructions for Exporting Images from SymWeb to a Flash Drive

After taking photos/scans of the patient open SymWeb either by using the shortcut on the desktop or by clicking the link on the mecemployee.com homepage. Exporting will not work if you launch SymWeb using the button on the testing tab within Compulink.

1. Search for your patient by name or MRN(account) number. You can filter the patient pool by selecting one of the filters on the left side of the screen. “Today Only” and “All” are the best filters to use. If your patient isn’t showing up, make sure the correct filter is selected.
2. Once the patient appears in the right window click on the name once to select. The dates of service will appear below.
3. Double click on the date of service you want. A new window will appear with the images.
4. On the left menu click the down arrow on the “export” button and then click “export visit”.



5. An export window will appear. The default selections for this window shouldn’t be changed. They should be “Export for... Browse for folder” & “File Format... Lossless Compression PNG”
Click OK
6. A browse for file folder window will appear. Click computer, then select the flash drive. Note: drive letters may vary per PC. For example: D: E: F: Click ok and a progress window will appear.



7. When finished, a window will appear saying the export was successful. Click ok and you’re done.

To verify the images are on the flash drive

Windows 7:

1. Click the windows logo on the bottom left corner of the screen (AKA the start button)
2. Click "Computer"
3. Double click the flash drive. Note: Drive letters may vary.
4. Images should be there

Windows 10:

1. Right click the windows logo on the bottom left corner of the screen (AKA the start button)
2. Click "file explorer"
3. In the left pane click "this PC"
4. In the right pane double click the flash drive. Note: Drive letters may vary.
5. Images should be there

If you have any issues during this process, please call the IT Department.