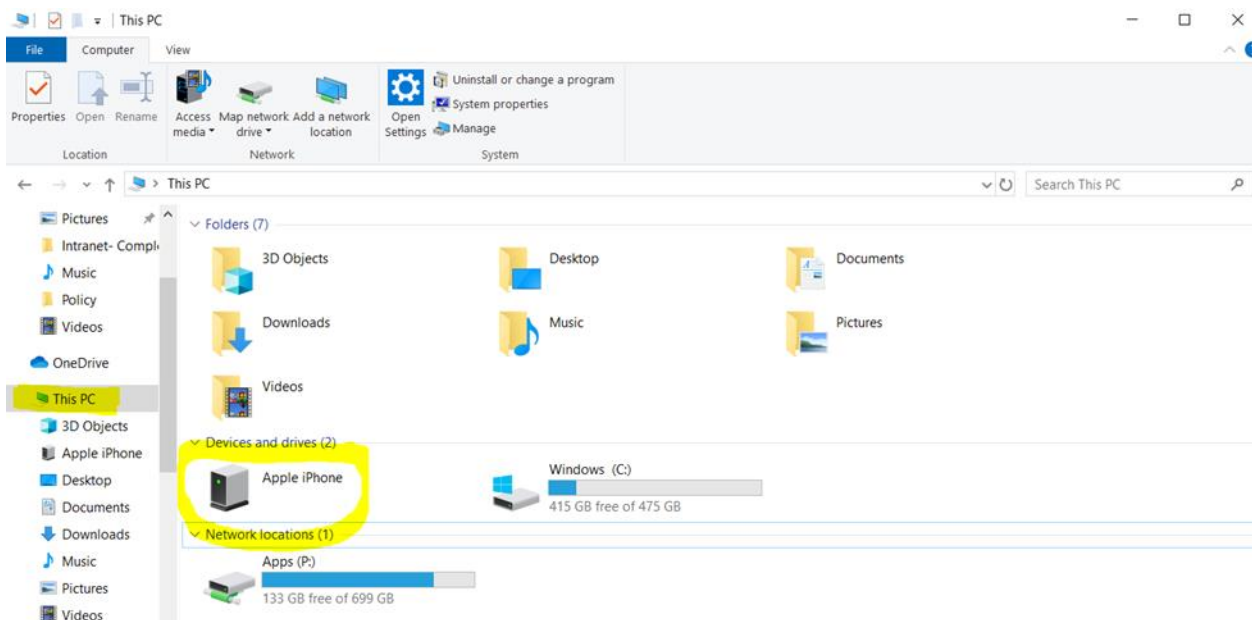# How Covid Team Exports Pictures from Phones and Imports Pictures into the Employee file in eCW

Procedure for Exporting Pictures from Phones to Computer.

1. **Plug phone into Computer with cord.**

2. **Click on Folder bottom of Computer.**

3. **Choose This PC – The phone under Devices and Drives**

4. **Choose Internal Storage.**

5. **DCIM Folder.**

6. **Choose the folder with the pictures (there should only be one folder since the pictures are deleted out each day.**

7. **7. Hit Control A to choose all pictures see below.**

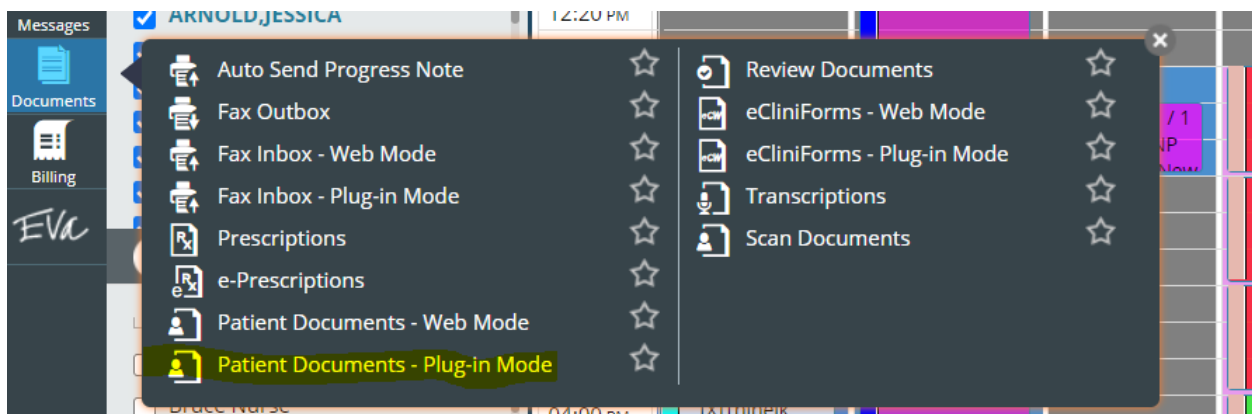**How Covid Team Exports Pictures from Phones and Imports Pictures into the Employee file in eCW**
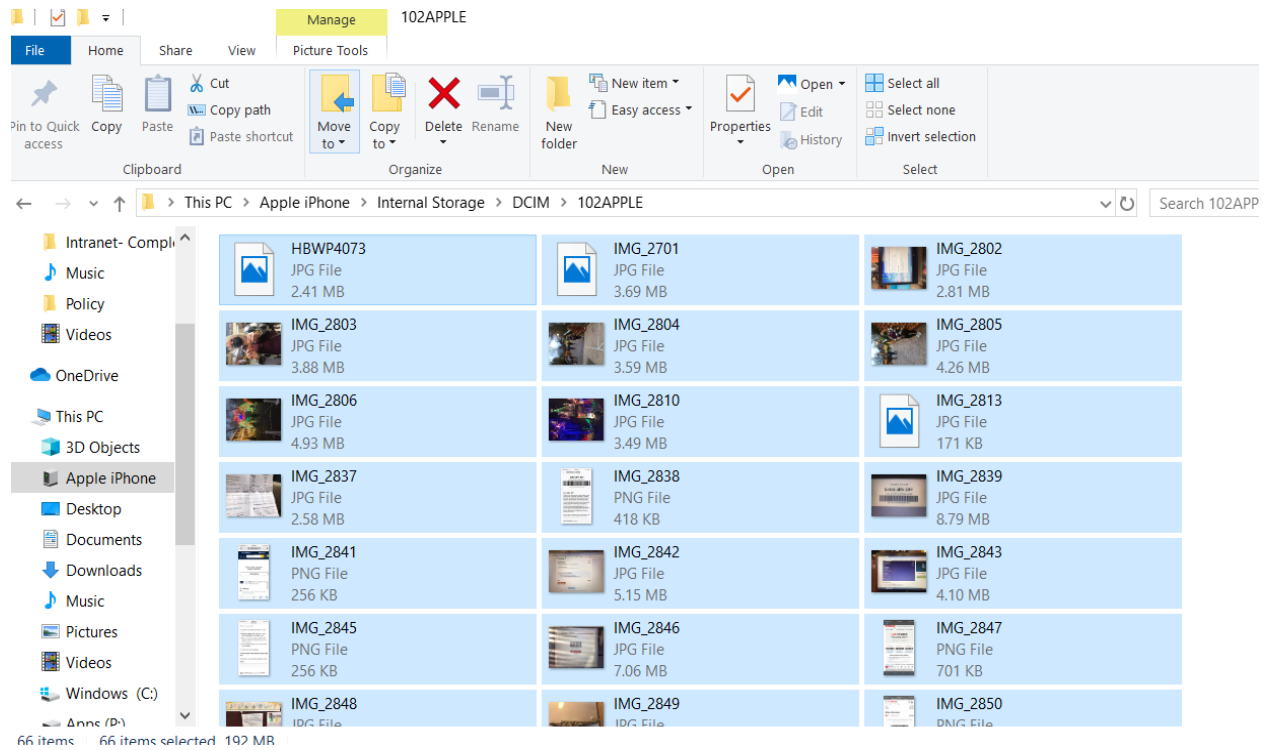
8. **Right click on one of the blue boxes around any picture and hit Copy.**

9. **Go to This PC - P Folder – Staff - Covid 19 Plan and Process – Pictures**

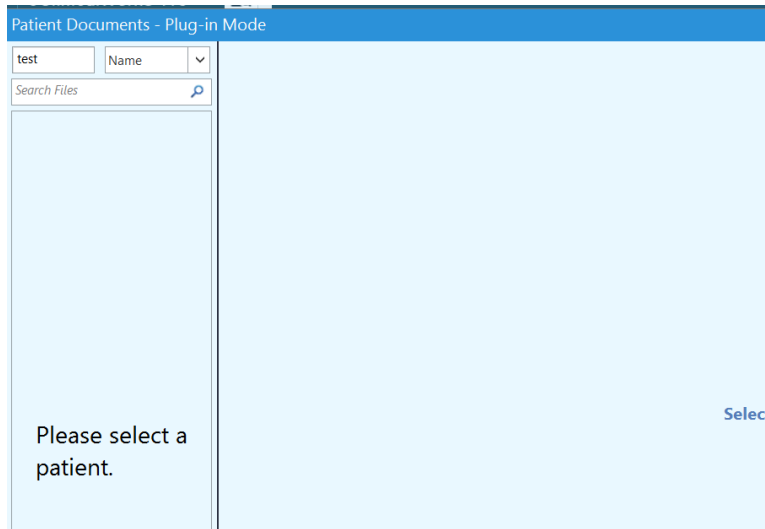10. **Once the Pictures folder is open right click and hit paste see below.**
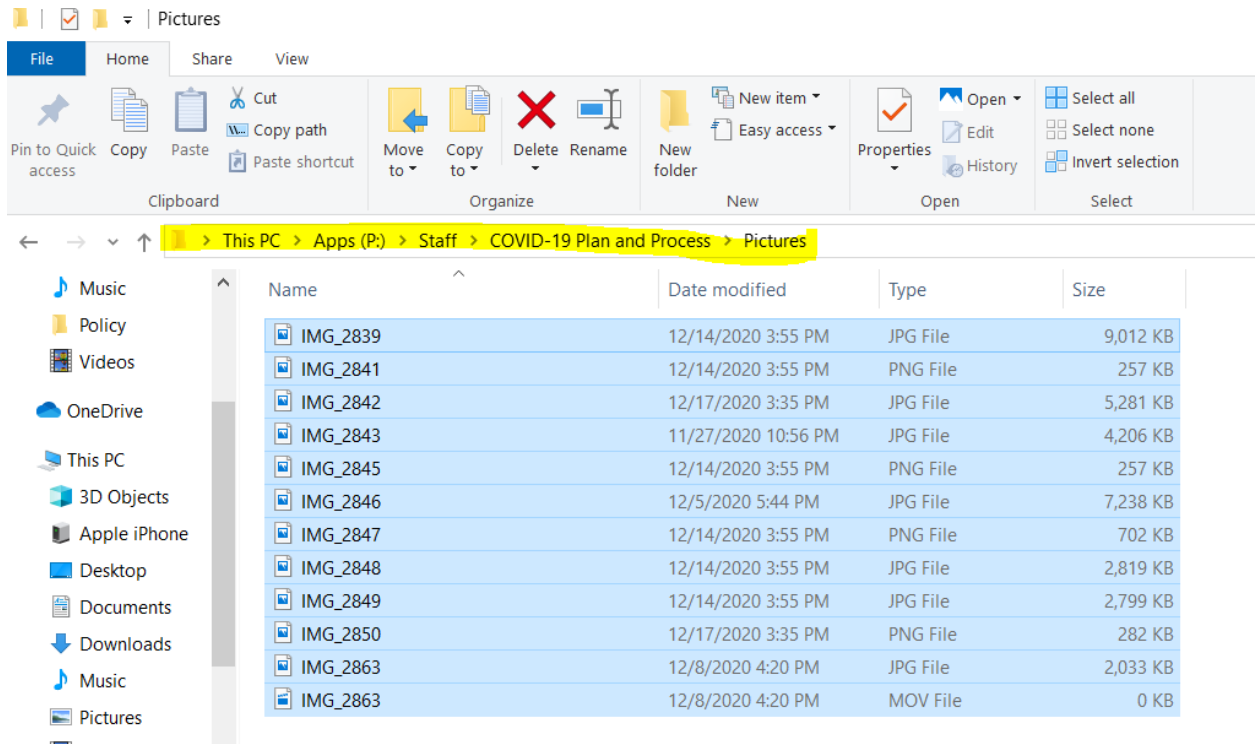
Procedure for Importing pictures into Employee files in eCW

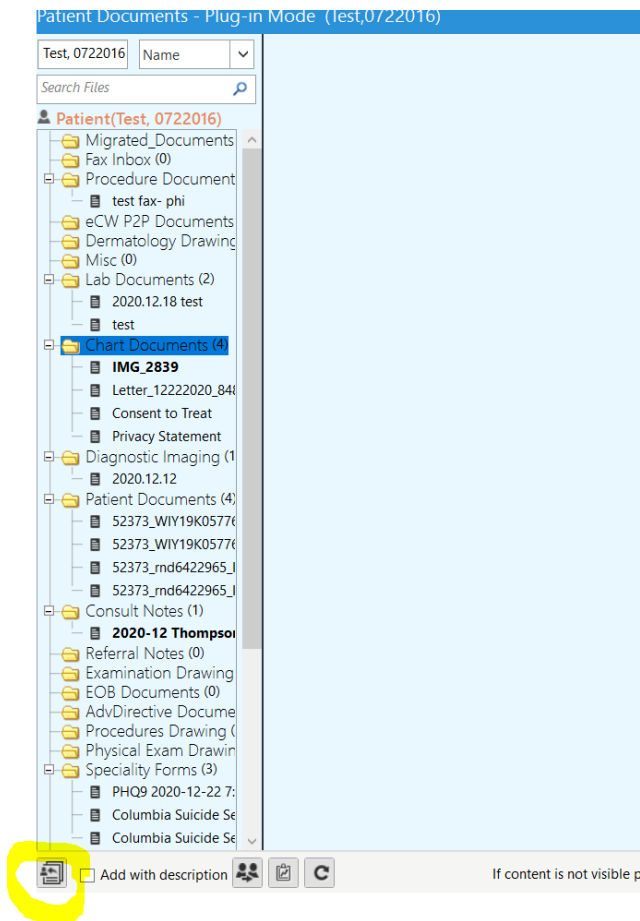1. **Open eCW – Go to Documents then to Patient Documents – Plug in Mode.**

2. Put in Patient Name.
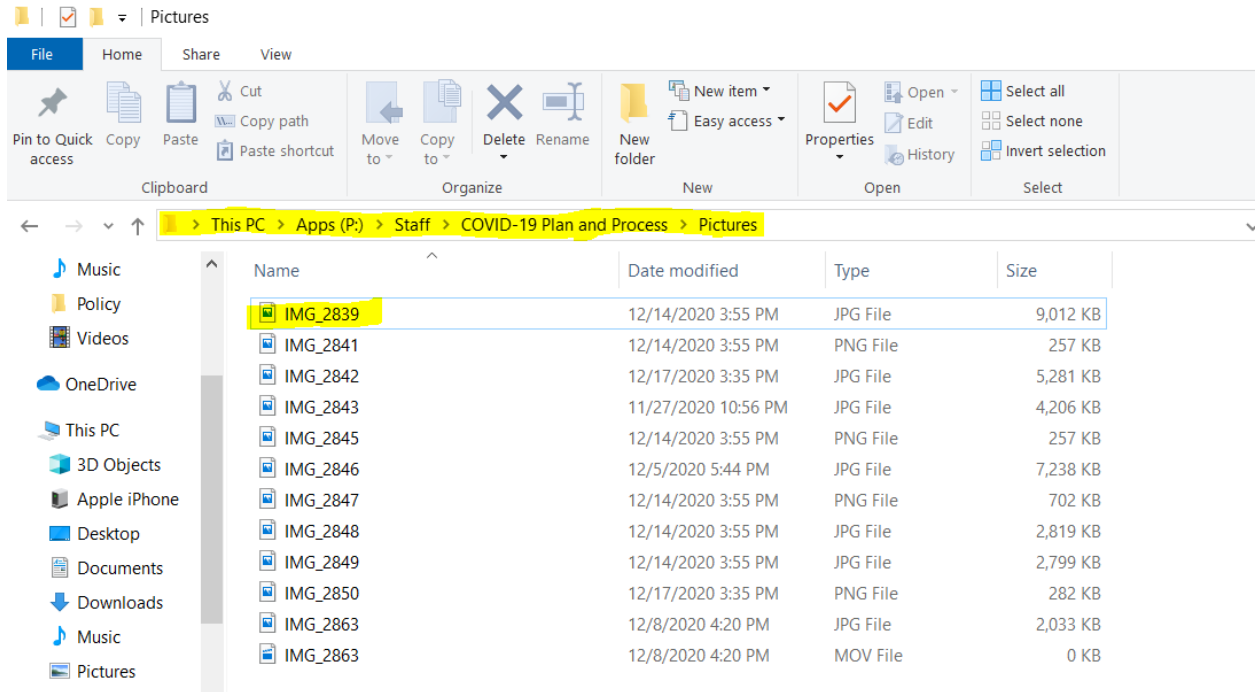

3. Select Chart Documents by clicking it once. Then choose add Local file (yellow circled picture below).

4. **Then from your computer go to This PC- PDrive-Staff-Covid 19 Plan and Process-Pictures. Choose picture for the Patient chosen above and it will start the import process automatically.**

5. **Once all pictures are uploaded to Patient files then hit Control A on any of the pictures and delete all files.**