

Healthy Hospitals New Mexico
SCAN Picture Upload Procedures

1. Follow these steps to upload any pictures you take while conducting your hospital scan. **Please do your best to avoid taking pictures that capture people's faces.** Thanks!
 - a. Accept the invitation from Dr. R Scott Olds to share the Dropbox folder titled HHI Pics
 - b. Use either your phone camera or iPad camera to take pictures of situations that are not clear to you while conducting the scan.
 - c. When finished with the scan, go to your pictures on your phone and name each as follows:
 - i. Your field coordinator rater id_hospital id_picture #
 - ii. Example - 115_38_1
 - d. Upload the files to Dropbox.
 - i. Complete 1a above
 - ii. Use the same device you used to store the pictures and then Go to www.dropbox.com or use the dropbox app if you have it, sign in and open the folder titled HHI Pics. IF you access dropbox from a device other than where you stored the pictures, you will need to transfer the pictures to the device you are using to access dropbox. Of course, if you stored the pics on the cloud it doesn't matter what device you are using!
 - iii. Upload the pictures to the HHI Pics folder. If using the web to access dropbox, then click on the document icon with a + in the lower right corner and follow the prompted steps. This icon is in the upper right corner of the page. If you are using the dropbox app, I assume you know the upload protocol.
 - e. Contact R. Scott Olds if you have questions: 330 842 0400