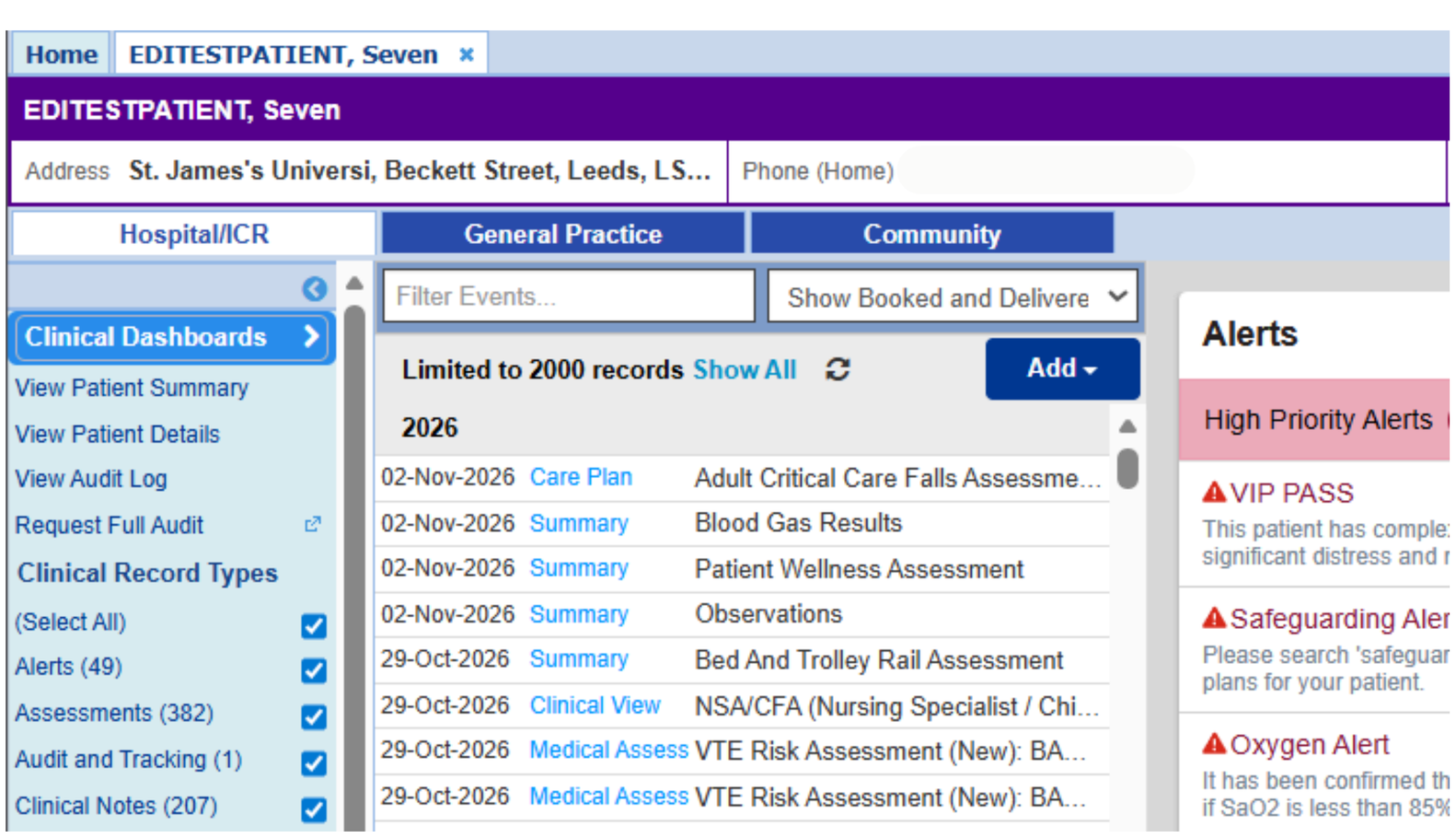
Mid Yorkshire Teaching
NHS Trust

Add an Attachment on PPM+

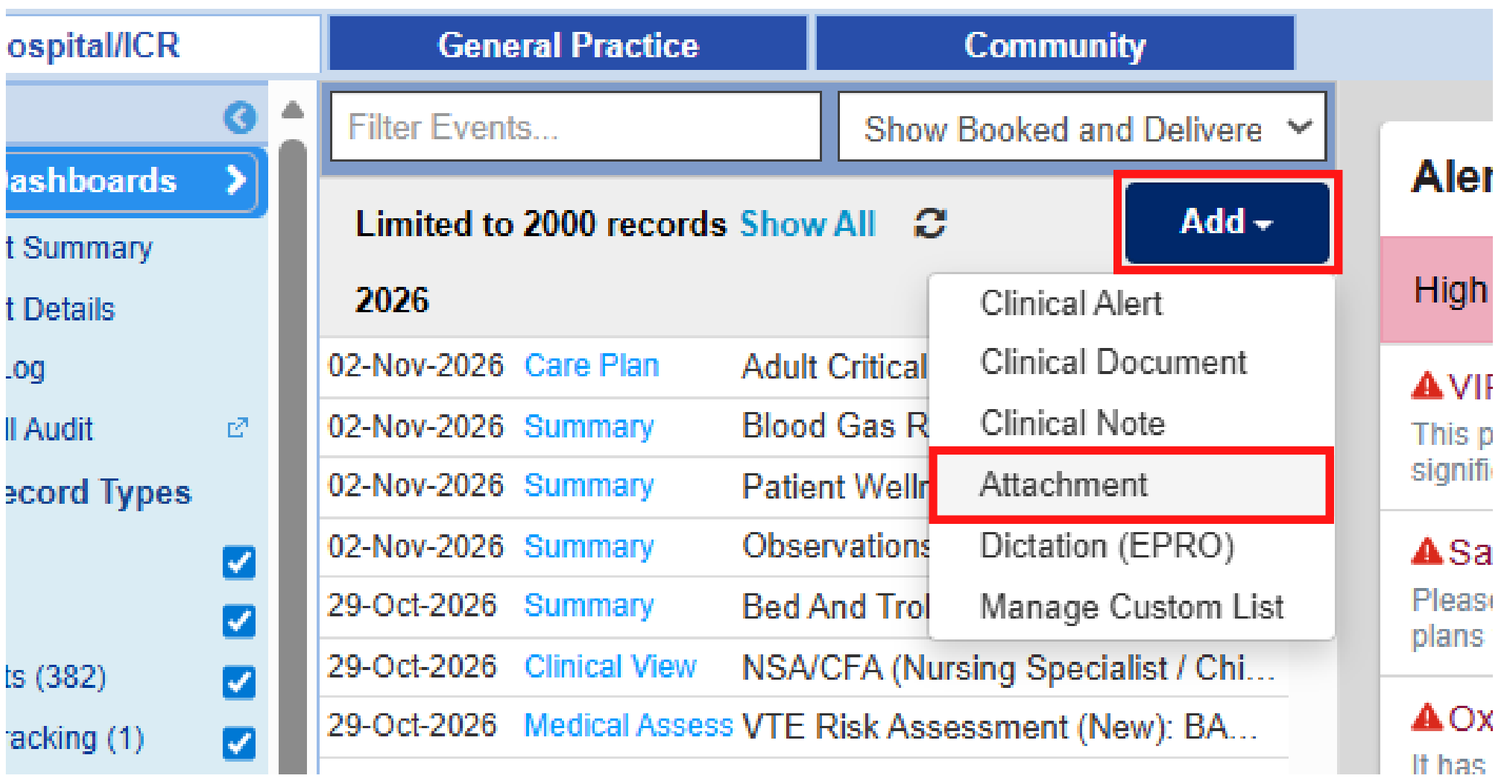
USER GUIDE

Add an Attachment on PPM+

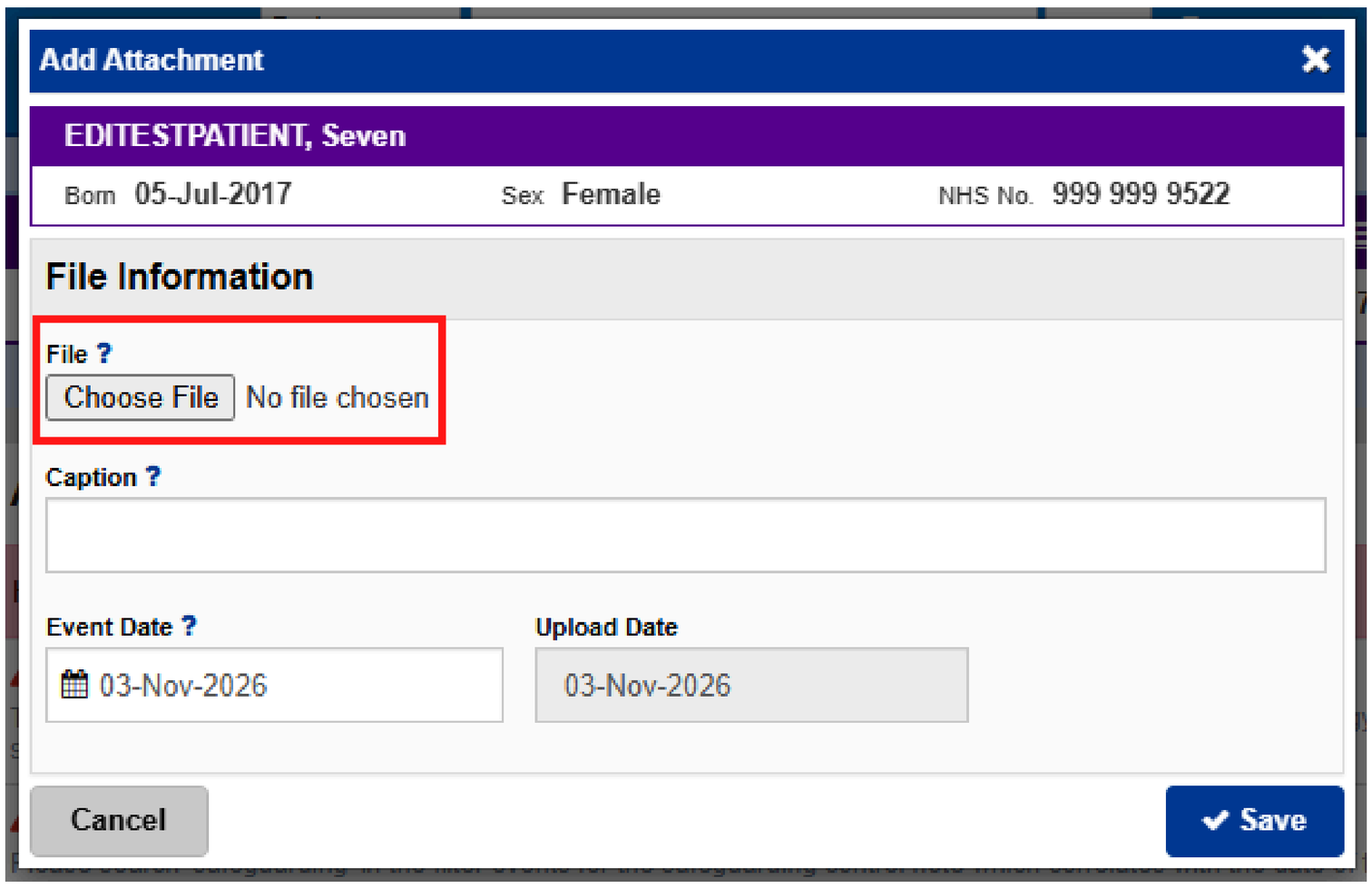
1 Navigate to your patient's **single patient view** to add a file(s) saved on your computer to a patients record as an **attachment** on PPM+.



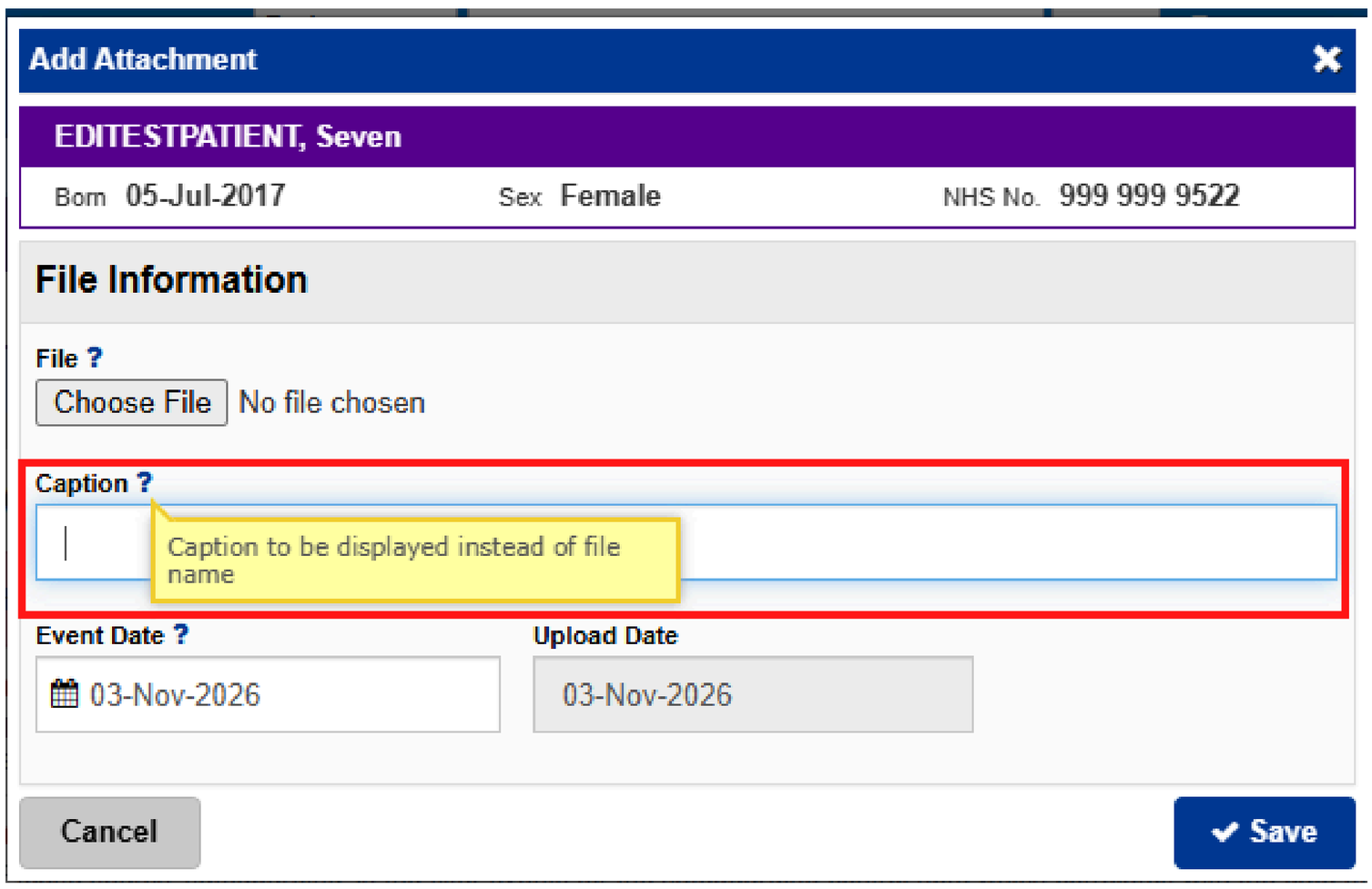
2 Select **Add** and then select **Attachment** from the drop down.



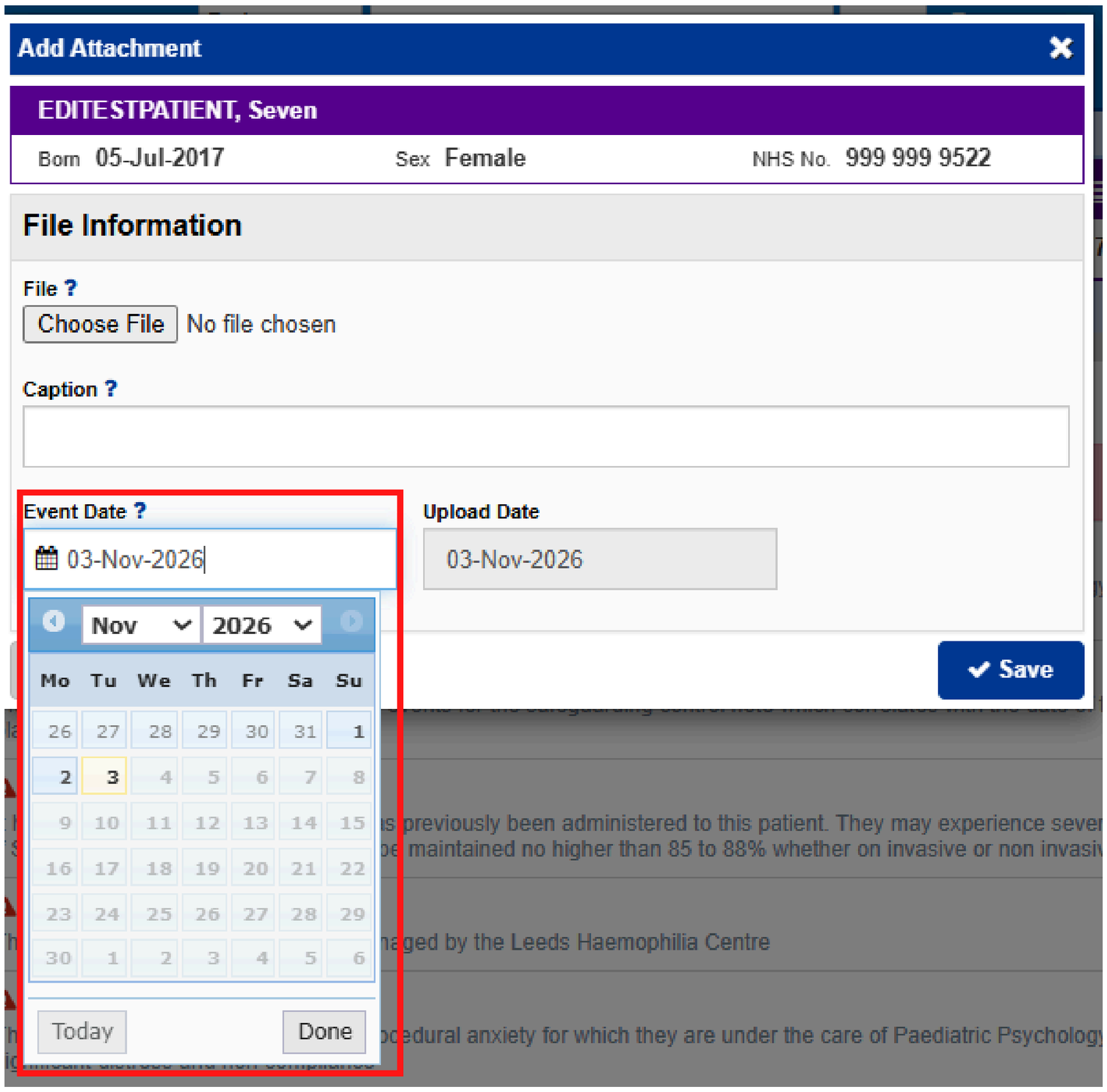
3 Select **Choose FIle** to search for the file on your computer.



4 The **Caption function** allows you to create a title for the file to be displayed instead of the file name.



5 Select the correct **Event Date** for the file.



6 When you have finished uploading files, click on **Save** to finalise the upload.