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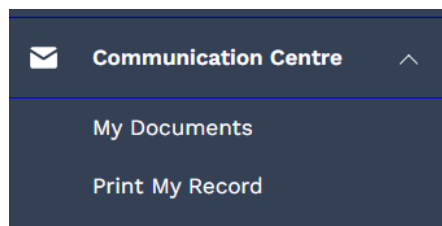
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4 Communication Centre

On the left-hand side of your MyHealthPEI dashboard, you will see an option for **Communication Centre**. Beside the **Communication Centre**, you will see an arrow pointing down. Please click on this arrow to see what options are available to you for review.

Once expanded, you will see options to access the below:

- **My Documents**
- **Print My Record**



4.1 My Documents

My Documents allows you to upload your personal health documents (for example, out of province results you receive on paper or via email), helping to keep it safe and all in one place for easy access.

My Documents

Need Help?

Sign Out

PEISTG Test2

PT

Home

Health Records

Healthy Living

Communication Centre

My Documents

Print My Record

My Health Library

My Settings

You can upload your Health Files to keep digital copies safe.

This can make it easier to share your health information with your Healthcare Team!

Add Document

Date Range

All

Uploaded Date	Name	Size	File Type	Source	Action	Comments
06-Nov-2024 03:30 PM	XLS It 5MB.xlsx	105 KB	Microsoft Office - OOXML - Spreadsheet	PEISTG Test2 via MyHealthPEI	View or Download	Add or View Comments
06-Nov-2024 10:21 AM	My Health PEI Footer Proposal - Oct 23.pdf	1289 KB	Adobe Portable Document Format	PEISTG Test2 via MyHealthPEI	View or Download	Add or View Comments
21-Oct-2024 12:31 PM	Test Document 1.txt	20 Bytes	Text File	PEISTG Test2 via MyHealthPEI	View or Download	Add or View Comments

1 - 3 of 3

Page 1 of 1

On this page, you will see a dropdown list titled **Date Range**. Clicking on this dropdown list will allow you to decide what timeframe you would like to view for your uploaded documents.

Date Range

All

All

Last 7 Days

Last 14 Days

Last 30 Days

Last 90 Days

Last 6 Months

Last 12 Months

Custom

PM

Test Document 1.txt

The main section of this page features the list of documents that you have uploaded into **My Documents**.

Uploaded Date	Name	Size	File Type	Source	Action	Comments
06-Nov-2024 03:30 PM	XLS lt 5MB.xlsx	105 KB	Microsoft Office - OOXML - Spreadsheet	PEISTG Test2 via MyHealthPEI	View or Download	Add or View Comments
06-Nov-2024 10:21 AM	My Health PEI Footer Proposal - Oct 23.pdf	1289 KB	Adobe Portable Document Format	PEISTG Test2 via MyHealthPEI	View or Download	Add or View Comments
21-Oct-2024 12:31 PM	Test Document 1.txt	20 Bytes	Text File	PEISTG Test2 via MyHealthPEI	View or Download	Add or View Comments

1 - 3 of 3 | Page 1 of 1

If you have more than one page of records, you will see a count of pages at the bottom of the list of uploaded documents, which you can move through the various pages of documents using the **Previous** and **Next** buttons.

1 - 10 of 264

Page

1

of 27

← Previous

Next →

By clicking on the bolded text headers at the top of the list of documents, you can sort your records by the selected field.

Uploaded Date	Name	Size	File Type	Source	Action	Comments
---------------	------	------	-----------	--------	--------	----------

4.1.1 Uploading a File into My Documents

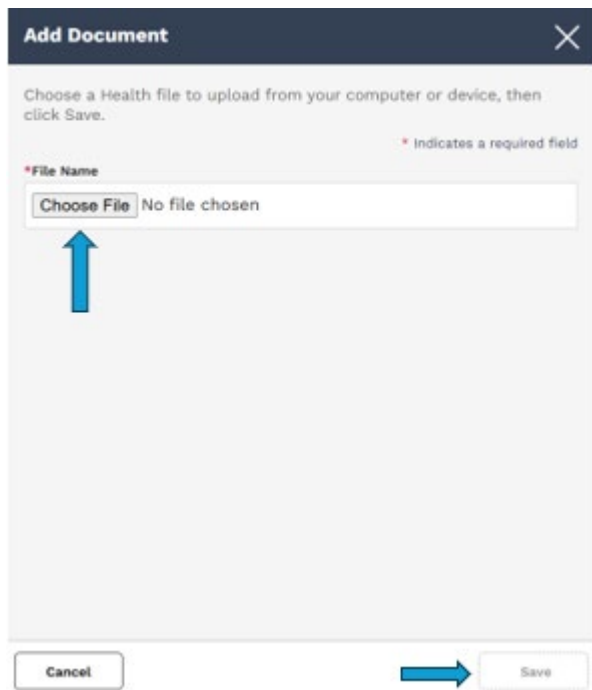
A couple of guidelines to know about before you begin the steps to upload a file:

- Files uploaded can be no larger than **5MB**.
- Many document types are accepted. Please find that detailed list below:
 - .avi, .bmp, .ccd, .ccr, .cda, .doc, .docm, .docx, .gif, .jpg, .jpeg, .mp3, .one, .pdf, .png, .ppsm, .ppsx, .ppt, .pptm, .pptx, .pub, .rpsmsg, .rtf, .tif, .tiff, .txt, .vsd, .wav, .wma, .wmv, .xls, .xlsx, .xml

Once you have checked that your file follows the above guidelines, click on the **Add Document** button on the top right-hand corner of the **My Documents** screen.

Add Document

In the **Add Documents** window that pops up, locate and select the file you would like to upload by clicking on the **Choose File** button. Once you locate this file, click **Open** to have your document upload, and then click **Save** on the bottom right-hand corner of the Add Document window.



Your document will now be viewable on the main page of the **My Documents** screen.

4.1.2 Viewing, Downloading, and Deleting Documents

Once you upload your document and it is viewable on the main **My Documents** screen, you can decide to either view the document within MyHealthPEI or download it to your computer or mobile device.

To view your record with the MyHealthPEI service, simply locate the name of the file you want to view on the **My Documents** screen and click anywhere on that line. A new window named **View Document** will open on the right-hand side of your screen:

View Document

Use the delete button below to remove this information.

Uploaded Date

06-Nov-2024 03:30 PM

Name

XLS lt 5MB.xlsx

Size

105 KB

File Type

Microsoft Office - OOXML - Spreadsheet

Source

PEISTG Test2 via MyHealthPEI

Action

View or Download

Delete

If you want to download a copy of the document, click on the **View or Download** button and you will see a popup on the top right-hand corner of your internet browser with the file name. Click on the popup that appears and your file will open. You can choose to save it on to your desktop or device.

Uploaded Date	Name	Size	File Type	Source	Action	Comments
06-Nov-2024 03:30 PM	XLS lt 5MB.xlsx	105 KB	Microsoft Office - OOXML - Spreadsheet	PEISTG Test2 via MyHealthPEI	View or Download	Add or View Comments >

To delete a document you have uploaded, you will see a **Delete** button on the bottom left-hand corner of the **View Document** button.

View Document

Use the delete button below to remove this information.

Uploaded Date

06-Nov-2024 03:30 PM

Name

XLS lt 5MB.xlsx

Size

105 KB

File Type

Microsoft Office - OOXML - Spreadsheet

Source

PEISTG Test2 via MyHealthPEI

Action

View or Download

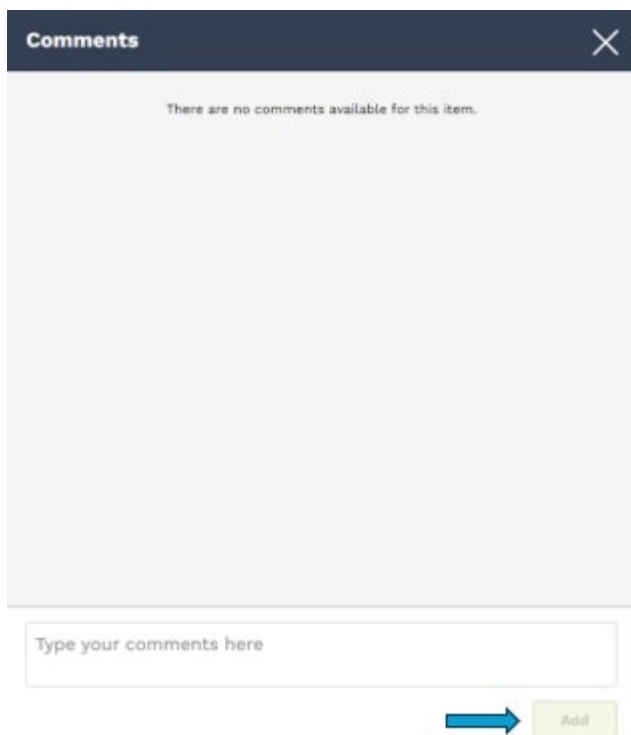
Delete

4.1.3 Adding, Viewing, and Deleting Comments

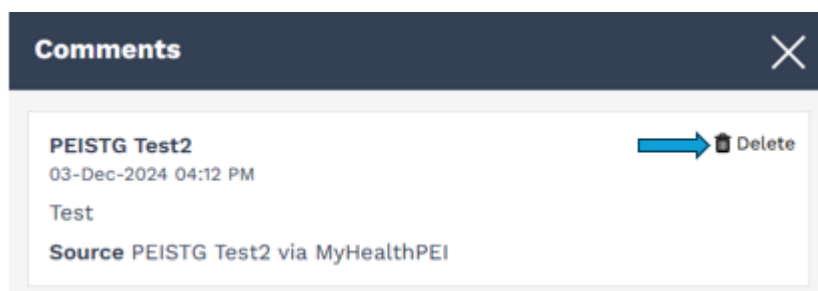
You can decide to add or view comments on the documents that you upload into **My Documents**. It is important to note that the comments you add are *only visible by yourself* unless you choose to share your record. To add or view a comment, locate the name of the file you want to view on the **My Documents** screen and click on the **Add or View Comments** button.

Uploaded Date ▾	Name ▾	Size ▾	File Type ▾	Source ▾	Action	Comments
06-Nov-2024 03:30 PM	XLS lt 5MB.xlsx	105 KB	Microsoft Office - OOXML - Spreadsheet	PEISTG Test2 via MyHealthPEI	View or Download	Add or View Comments >

A new window named **Comments** will open on the right-hand side of your screen. Here, you will see an area where you can view or type in your comments. If it is a new comment, once you are done typing, click on **Add**.



To delete a comment, click the **Add or View Comment** button associated with the record. Click the **garbage icon (Delete)**. When prompted, click **Delete** again to confirm.



4.2 Print My Record

The **Print My Record** screen allows you to view and print a PDF report of the information in MyHealthPEI.

When you open this screen, there will be two options available to you. The first is a **Date Range** dropdown and the second is a dropdown called **Type of Data**.

[Home](#)
[Health Records](#)
[Healthy Living](#)
[Communication Centre](#)
[My Documents](#)
[Print My Record](#)
[My Health Library](#)
[My Settings](#)

Print a copy of your **MyHealthPEI** record by selecting a date range and choosing what information you want to include.

Print it for yourself or choose to send it to others.

Date Range

Last 30 Days

Type of Data

All

Export

To download and print a report, please follow the below steps:

1. Customize the **Date Range** you would like to include:

Print a copy of your **MyHealthPEI** record by selecting a date range and choosing what information you want to include.

Print it for yourself or choose to send it to others.

Date Range

Last 30 Days

Type of Data

All

Last 7 Days

Last 14 Days

Last 30 Days

Last 90 Days

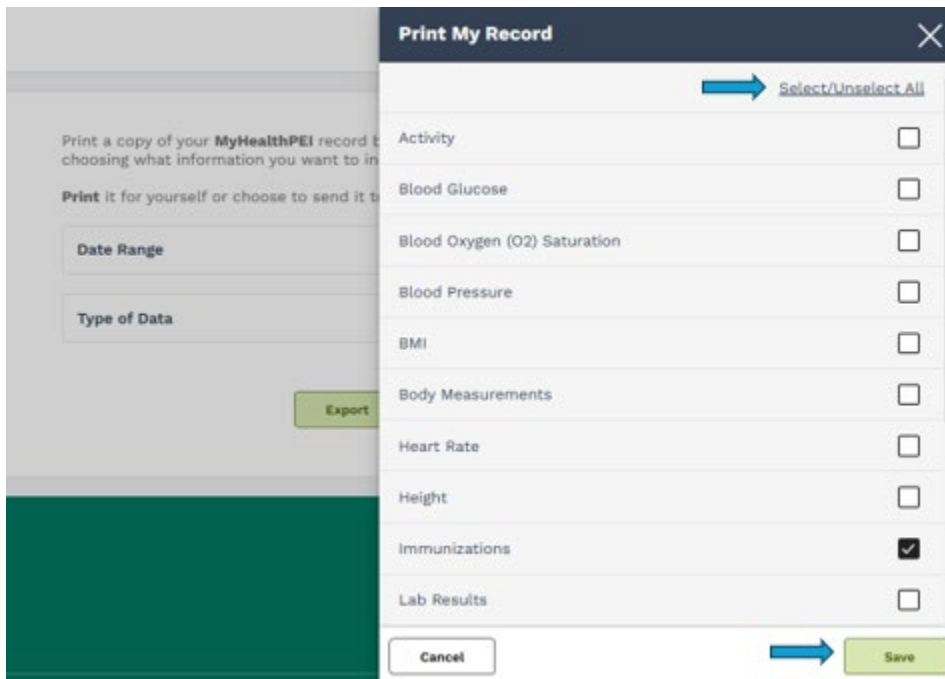
Last 6 Months

Last 12 Months

Custom

Export

2. Customize the **Type of Data** you would like to include and click on **Save**. There is a **Select/Unselect All** button on the top right-hand corner of the **Print My Record** window that opens, showing the list of available data. This button allows you to mass select or de-select the data.



3. Click **Export** to download the report with the selected data. This will save the document as a PDF.

Print a copy of your **MyHealthPEI** record by selecting a date range and choosing what information you want to include.

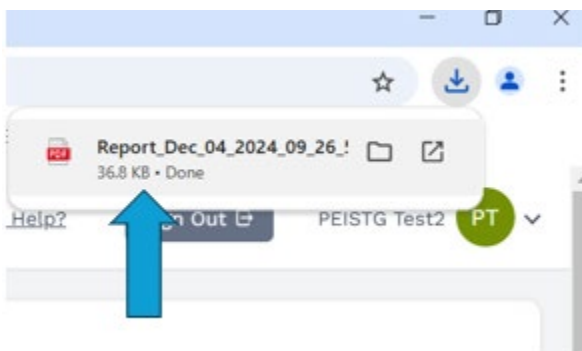
Print it for yourself or choose to send it to others.

Date Range Last 30 Days ▾

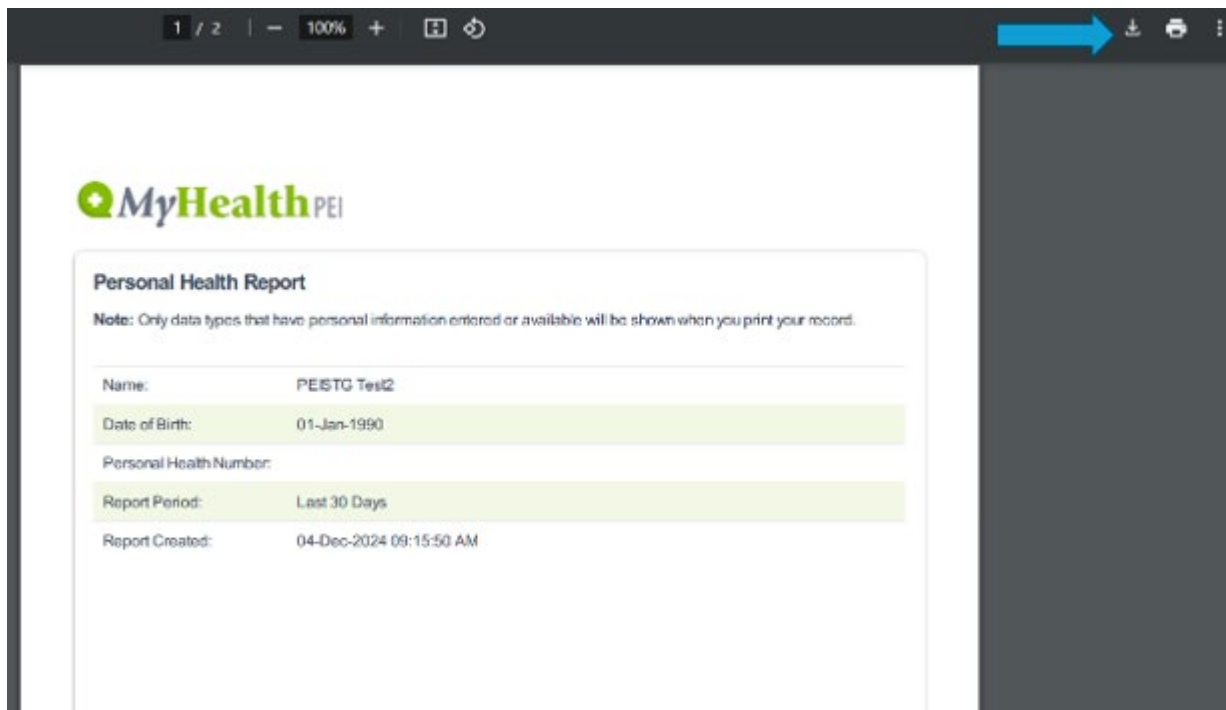
Type of Data Blood Glucose >



4. Open the PDF, which will download to your internet browser, appearing on the top right-hand corner of the browser as a PDF file.



5. You can save the document to your desktop or mobile device. Once you open the downloaded document, you can click on the **Download** button, represented by a downward-pointing arrow on the top right-hand corner of your screen:



- Alternatively, you can print the document to your printer by selecting the printer icon on the top right-hand corner of your screen.

