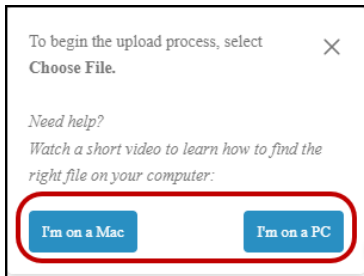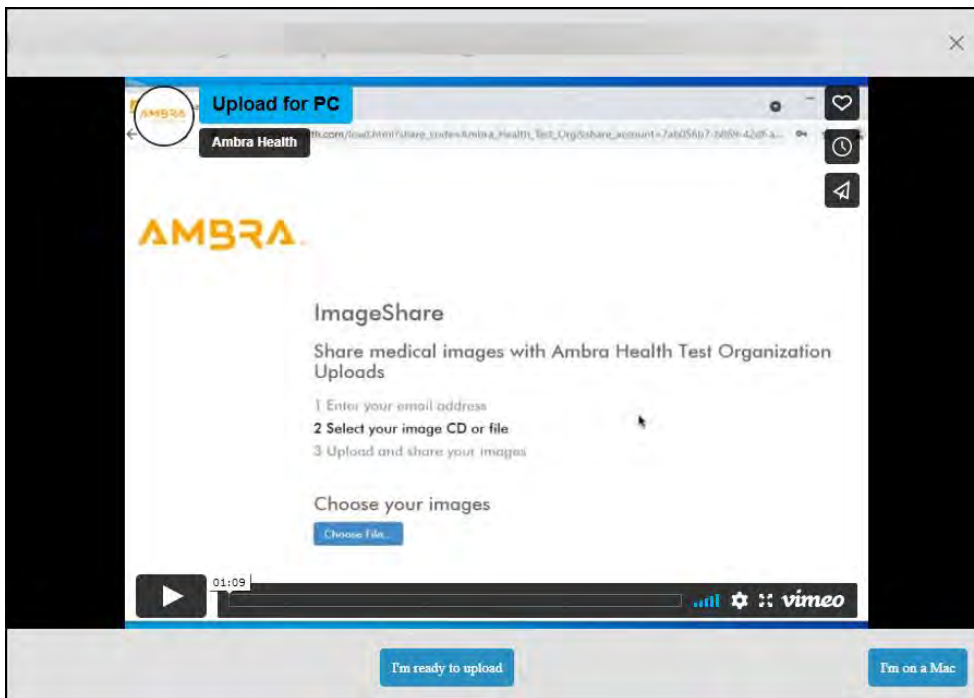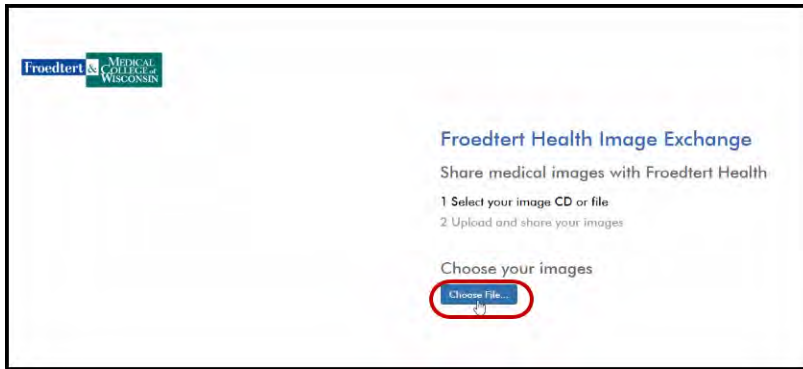# Uploading to Ambra Using the Froedtert.com Link

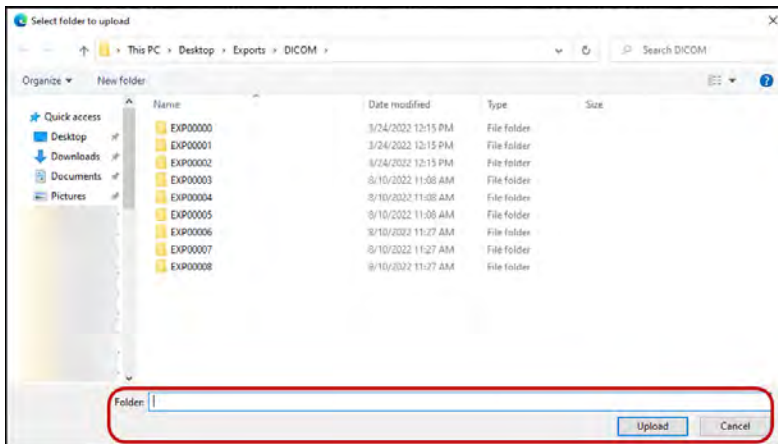1. Select what type of computer system that you are using.

2. A video screen will popup walking you through how to upload the study. You are welcome to close the screen without viewing it without repercussions to the process.
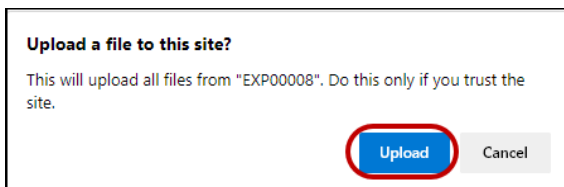
3. Click **Choose File…**

4. A Select Folder to Upload window will appear to choose what and where the images are coming from that need to be imported.

5. Click on the exam to send, or for multiple studies, click CTRL + Left Mouse Click the desired exams.

6. Once the study(s) have been selected, click Upload.

7. An Upload a File to this Site window will appear. Click Upload.

8. The Froedtert Health Image Exchange window will reappear with the intended studies.

9. Double-check the exams on this screen and unselect exams selected in error.

10. Enter in Your Organizations name in the Outside Site Name box.

11. Check the, **I understand...** box.

12. Click Upload Selected Studies.

13. A blue status bar will appear indicating the status of your upload (not pictured).

14. You have completed the upload/ share process.

15. A confirmation window will appear.

     a. You can close this window to complete the process.

     b. You can Upload Another Study from this window.

     c. You can add a report or PDF to the Choose File section.

16. Once complete with the process, contact the Froedtert Health Representative that requested the studies by phone or e-mail to alert them that you have completed the process.