

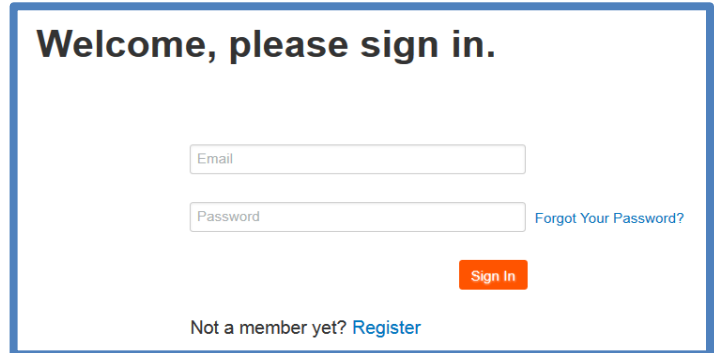
## Nuance® PowerShare™ Network

### Configuring the Easy Uploader

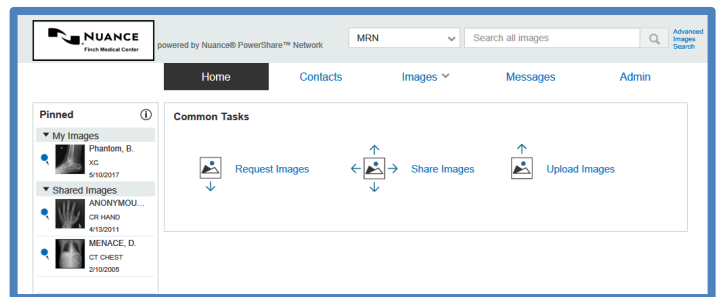
Login to your PowerShare account from the URL listed below with the account credentials that have been assigned to you.

*Note: Store the login page as a ‘Favorite’ to simplify future access or utilize your facility created desktop shortcut.*

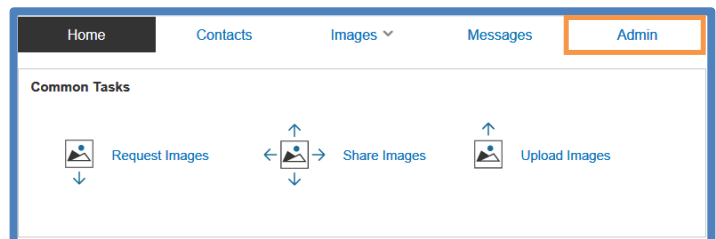
**URL:** [www1.nuancepowershare.com](http://www1.nuancepowershare.com)



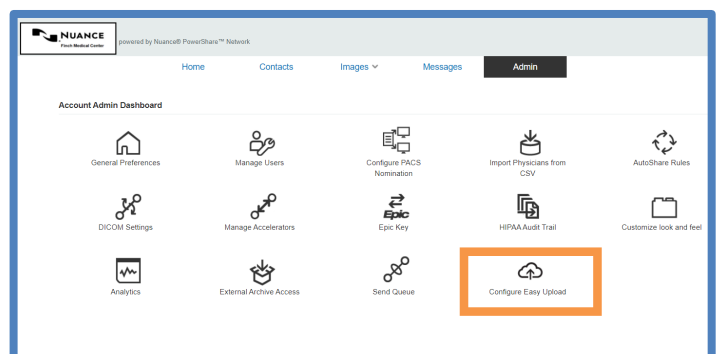
After logging in you will arrive at the Home screen.



From the Home tab, Select **Admin**.



The Admin tab will open. Next, click “Configure Easy Upload”



First you need to establish the URL that users will visit to perform the uploads. Standard URL starts with:

<https://widgets.nuancepowershare.com/easyupload/>

To the right, you can activate the page.

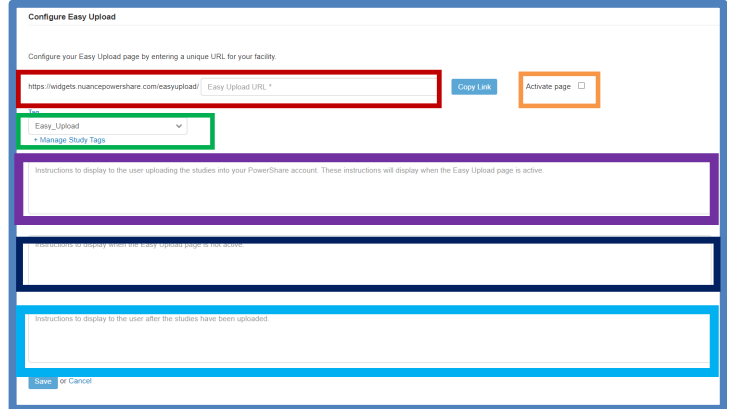
You can also add a Tag which will automatically be applied to all studies that come in using the Easy Uploader. Ex: Easy\_Upload.

The first instruction field allows you to populate instructions to display to the user uploading the studies. These instructions will display when the Easy Upload page is active.

The next instructions field allows you to populate instructions to display when the Easy Upload page is NOT active.

The final instructions field allows you to populate instructions to display to the user after the studies have been uploaded.

When complete, click Save.



Once the page is active, click the copy link button shown in the previous screen to easily copy the entire URL. Paste the URL in a new page and search.

Moving forward, this URL can be shared or hosted on your facilities website for people to access and upload studies.

