


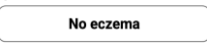



## Online Photo Upload Manual

Thank you for participating in the photo-upload testing and feedback part of the EczemaNet study. It is very important for us to know how we can improve how you upload photos.

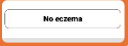
This manual will walk you through the various steps of uploading photos on the EczemaNet web portal, how to navigate the web portal, and the next steps after you are done.


### Step1: Select all body parts that have eczema

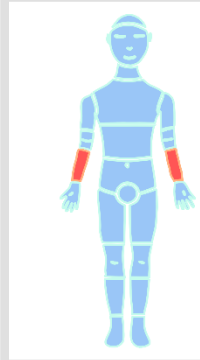
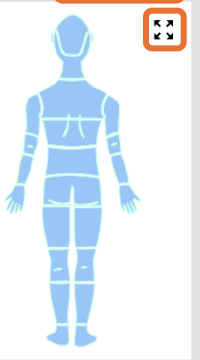
- (1) On the first page, you will see two manikins with body parts that are selectable. One manikin is for the front, and another one is for the back (depending on your screen size, they might be stacked on top of each other). You can also enlarge the manikins by clicking on the full screen button, , at the top right.
- (2) Please select all the body parts that are affected by eczema, on the manikin. Selected body parts will change colour to red as shown on the right figure. If you have no eczema to record, you can indicate this by using the “No eczema” button  above the manikins.
- (3) Once you select the body parts, you can proceed to photo submission by pressing the blue “Next” button  at the bottom right corner.

**Step 1: Select all body parts that have eczema** ⓘ


You can refer to the [photo taking guide](#) for more information.

If there are no body parts with eczema, please click this button: 



If you encounter difficulties, email us at [jena.strawford@nhs.net](mailto:jena.strawford@nhs.net) or [w.tang23@imperial.ac.uk](mailto:w.tang23@imperial.ac.uk).



### Step 2: Photos upload

- (1) After proceeding to the second page, you will see a list of all the body parts you selected, with thumbnails indicating which body part you can upload a photo for.

If you selected the “No eczema” button on the first page, you will see a screen saying “There are no photos to be uploaded”.

**Step 2: Photos Upload** ⓘ



You can refer to the [photo taking guide](#) for more information.



Please ensure you click **Submit** after adding all your photos. After that, you will be prompted to complete a final set of questions.

There are no photos to be upload.

*If this was a mistake press the back button and select the parts of body.*

*Otherwise press Submit to finish the questionnaire.*

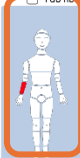
**Step 2: Photos Upload** ⓘ


You can refer to the [photo taking guide](#) for more information.

Please ensure you click **Submit** after adding all your photos. After that, you will be prompted to complete a final set of questions.

**right forearm front**

You can upload between 1 to 10 photos.

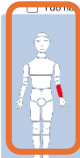
 You don't want to upload any photos for this region.




Supported formats: JPEG, PNG



**left forearm front**

You can upload between 1 to 10 photos.

 You don't want to upload any photos for this region.



Supported formats: JPEG, PNG

- (2) To upload a photo, you can just drag and drop it or choose to “Browse” [Browse](#) on a desktop computer.

If you are on a device with a camera (e.g., a phone or a tablet), the option to take a photo with the device camera will be available.

If you choose not to provide a photo of a body part, tick the check box

☐ I do not want to upload any photos for this region. above the body part.

- (3) When a photo is uploaded for a body part, a thumbnail and an indication of successful upload will appear on the right-hand side of the [blue](#) square.

- (4) If you want to change the body parts for photo uploading, you can always return to the first page with the manikin by pressing the “Back” button,

[Back](#).

Do NOT press the back button of the browser,

[←](#) [→](#). This may disrupt the photo uploading process.

- (5) When all selected body parts are addressed by either uploading a photo or selecting the check box, the “Submit” button [Submit](#) will turn solid [blue](#), and you can complete your submission.

### Step 3: Survey

After photo submission, you will arrive at the final screen. Press the “Next” button [Next](#), and it will lead you to a survey on your experience using the web portal.

Thank you for testing our photo upload web portal. We will see you in the clinic as planned for a normal study assessment, and you will have an opportunity to give more feedback when you speak to the research team.

If you encounter difficulties, email us at [jena.strawford@nhs.net](mailto:jena.strawford@nhs.net) (study problems) or [w.tang23@imperial.ac.uk](mailto:w.tang23@imperial.ac.uk) (technical problems).