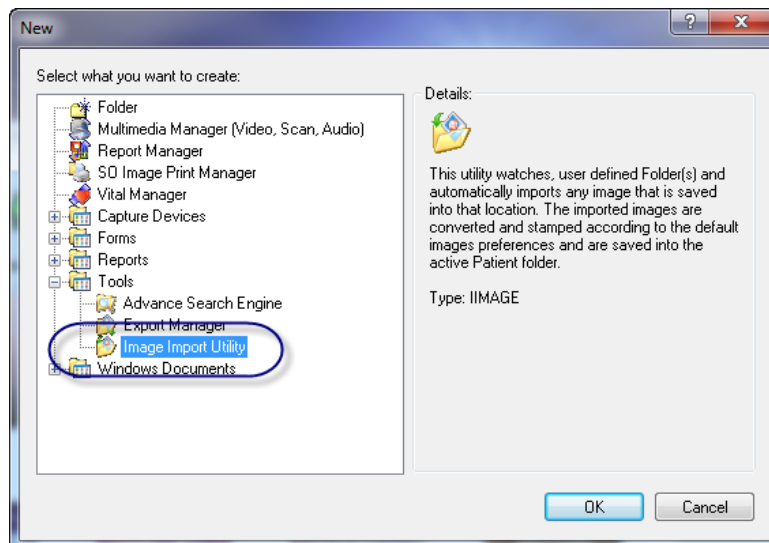


## Image Import Manager

The **Second Opinion**™ Image Import Manager is a simple to use tool to manage the process of importing images that were created outside of **Second Opinion**™ Professional such as images from an SD memory card or from a folder on your computer. Digital cameras equipped with a Wireless File Transfer adapter such as an Eye-Fi card are also supported. The Import Manager Utility imports much more than images. It will import just about any document / file type such as PDF files, Word documents, as well as video clips and RAW files.

The process to import documents into the current Patient Folder is straightforward. You run the utility and then either “Drag and Drop” or “Paste Images” into a Folder that is being monitored by the utility. Once the documents are saved into the monitored Folder, the Image Import Manager program automatically retrieves these files and imports them into the current Patient Folder. Once saved, the files are removed from the monitored Folder. Images are processed (converted and stamped), then saved using the image handling settings located in the menu choice System - Preferences – Image.

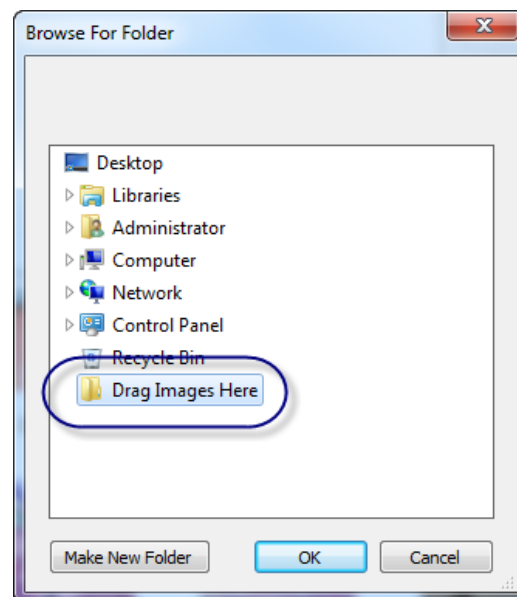
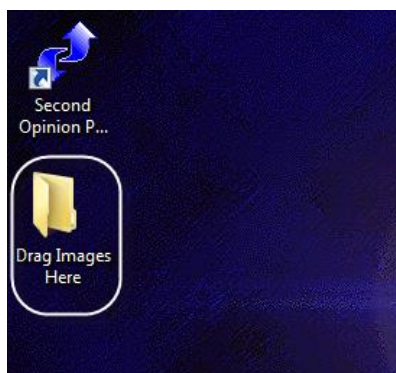
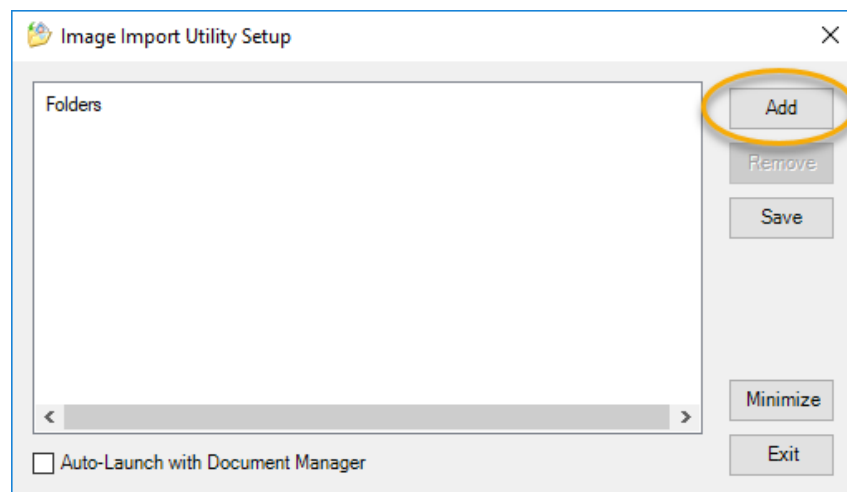
To start the application, **Click** on the **Image Import Utility** tool bar button or **Click** the **New Document** button, expand the **Tools** section and **Click** on **So Image Export**.

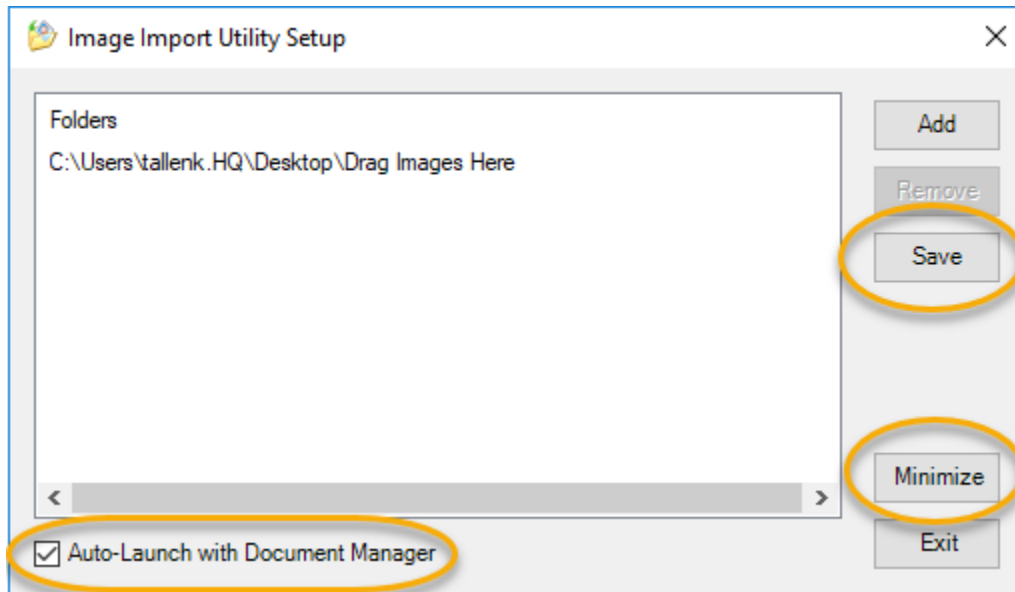


## Initial Setup – Select the Folders to Monitor

Before you can use the Image Import Manager, you must first add the Folder(s) you want the utility to monitor. In this example, I created a Folder on the Desktop called “Drag Images Here”.

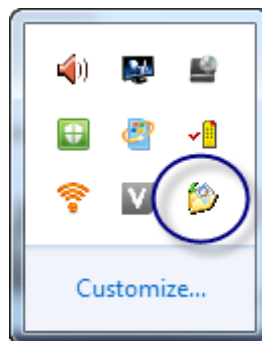
Click the **Add** button and browse to the desired Folder. Once complete, Click the **Add** button again to define additional locations if desired.





After defining all of the location(s) to be monitored, **Click** the **Save** button. **Clicking** the **Minimize** button will minimize the application. The application will remain active monitoring the defined locations. **Clicking** the **Auto-Launch with Document Manager** will launch and minimize the import utility each time the Document Manager is started.

You can tell the Image Import Manager is running by looking for its ICON in the Notification Area of the Status Bar.



**Note:** The Image Import Manager will remain active monitoring Folders until either the utility is closed or the **Second Opinion**<sup>™</sup> Professional program is closed. To manually re-start the utility simply run it and click the minimize button.

If there are any questions with any of the information contained in this document please contact technical support.



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