

Quick Reference Guide Version 8.0

Icons

Login



Open a Patient Folder



Groups by Session Groups by Doc Type Back to Sessions



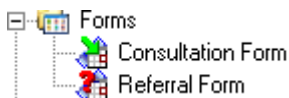
Add a New Patient



Import Images from External Source (Digital Cameras, WFT – Eye-Fi Source, Files from Disk) Post-process Images (Stamp and Convert Image and Automatically Save)



Add Referral Form



Open an Image



Menu Instructions

1. Enter your User Name and Password
2. Click OK

1. Open the Folder menu, click Locate Folder
2. Click the List button
3. Select the desired patient from the list
4. Click Open Folder

1. Click Group by Session or Group by Doc Type
2. Double-click on the desired Group to open
3. To return back to Group view, click Back to Sessions
4. To end Group session, click Group view again

1. Open the Folder menu
2. Click New Folder
3. Enter the patient ID, first name, last name, and any other necessary information
4. Click OK

1. Open the Document menu
2. Click New Document
3. Click Image Import Utility in the Tools section
4. Click Open
5. Verify Folders being monitored
6. Click Minimize
7. Start taking pictures
8. When done, remove the memory card from the camera and plug it into the computer. Then drag and drop or import the files into a Folder that is being monitored. The documents will be processed and saved into the current Patient Folder.

Note: If using a digital camera equipped with a Wireless File Transmitter / Eye-Fi adapter, the images / video clips created by the digital camera will be automatically transferred to the computer and saved into the current Patient Folder.

1. Open the Document menu
2. Click New Document
3. Click Referral Form in the Form section
4. Fill in the necessary information.
5. Click OK when done

1. Select desired image(s) to open
2. Open Document menu
3. Click Open
4. To open multiple images, select images
5. Click Open All

Annotate an Image**In Image Viewer**

1. Select the image to be annotated
2. Open Document Menu, Click Open
3. Open the Tools menu
4. Select the desired annotation tool
5. Annotate the image
6. Click File Menu, Click Close
5. To remove an annotation, select the Pick tool, then highlight the annotation to be removed, and press the delete key

Send Using Email

1. Select the document(s) to be emailed
2. Open the Communications menu
3. Click Send Using Email
4. Select options and click OK
5. Address email and fill in any additional information
6. Click Send

Send Using FTP

1. Select the image(s) to be sent
2. Open the Communication menu
3. Click Send Using FTP
4. Select options and click OK
5. Address email and select options
6. Click Send
7. Click red Close button to exit

Export Images

1. Select image(s) to be exported (will be .jpg file)
2. Open Document Menu
3. Click Export Utility
4. Read Warning, and click OK
5. Choose options
6. Choose save location (browse) and Click Export

Export Folder

1. Select image(s) to be exported as .SOD file
2. Open Folder Menu
3. Click Export Folder
4. Choose options, click OK
5. Choose temporary location and name file, click Save

Import Image or Folder from Email

1. If the email attachment is a Second Opinion file (SOD, SOG), double-click or open the attachment. It will automatically be imported into Document Manager
2. If necessary, save attachment to a temporary location, then
3. Open the Folder menu and click Import
4. Choose the attachment file, click Open

Print Images – Image Print Manager

1. Select the image(s) to be printed
2. Open the Document menu
3. Click Image Print Manager
4. Choose printing options
5. Click OK

Print Reports – Report Manager

1. Select the image(s) to be included with the report
2. Open the Document menu
3. Click Report Manager
4. Choose the Report you want to print and click OK
5. Make any adjustments to the report then click Print
6. Click Exit when done