

Quick Reference Guide

Icons

Login



Open a Patient Folder



Groups by Session Groups by Doc Type Back to Sessions



Add a New Patient



Capture Multimedia Content (DirectShow, WDM, WIA, TWAIN, Audio)



Video Capture Shortcut



Multimedia Manager (Video, Scan, Audio)

Post-process Images and Video Clips

(Create ROIs - Regions of Interest; Stills and Segments, Enhance Images)

Open an Image



Menu Instructions

1. Enter your Login 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. Select Multimedia Manager (Video, Scan, Audio), Click OK
4. Choose what capture device you want to use (See Below)
5. Use the corresponding Capture button
6. To Save an Image, select the desired item(s)
7. Click Accept or Accept All
8. Fill in necessary information and click OK
9. Click Close when done



Supported Capture Devices



Load Documents for Post-process

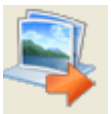
1. Select desired image(s) to open
2. Open Document menu
3. Click Open
4. To open multiple images, select images
5. Click Open All

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
7. To remove an annotation, select the Pick tool, then highlight the annotation to be removed, and press the delete key

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 the 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
Received from FTP Send Email**

1. If you receive an FTP Send email, Click the Download SOD link to retrieve the file. If necessary, right-click the link and save the SOD file to a temporary location.
2. Double click the downloaded file to import the SOD file. This will automatically import the content into Document Manager
3. Or, Open the Folder menu and click Import
4. Choose the downloaded SOD 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