

Quick Guide – How to use FORUM

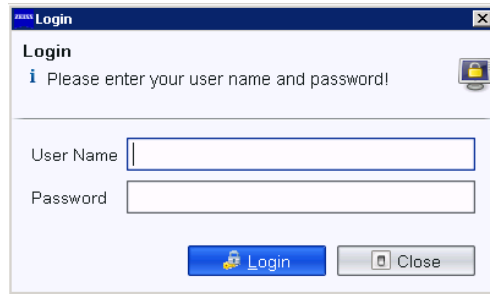


How to login in

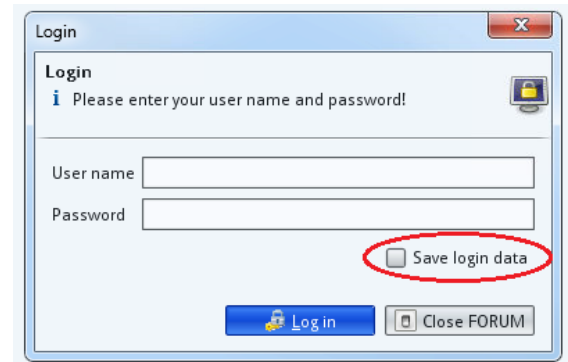
Double Click on FORUM VIEWER icon....enter credentials



Version(s) 2.6 thru 4.04



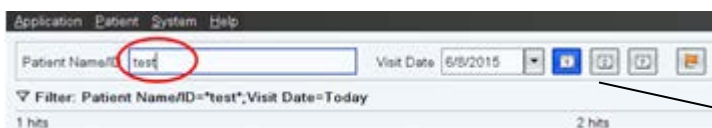
Version 4.1 & later



Can now save credentials for faster login..!

How to look up/view patients data

Select from list or type in name/ID or MRN (medical record number) in **“Patient Name/ID field”** or use the 1, 2 or 7 Day quick filter(s).....



Carl Zeiss - FORUM 4.0 - Patient Directory

Application Patient System Help czmadmin Logout

Patient Name/ID: Visit Date:

54 hits				2 hits		5 hits				
Patient Name	Patient ID	Issuer of Patient ID	Date of Birth	Visit Date	Visit Date	Type	Device	Laterality	Number of D...	
Case Cph 031, GPA, AS, MCA	1806779973	QRRUS_PHOTO_600...	Sep 16, 1944	Mar 7, 2016	Mar 7, 2016	POSTERIOR B SCAN	QRRUS photo 600	OS	8	
Case Cph 032, GPA	9571510013463	QRRUS_PHOTO_600...	Feb 13, 1957	Feb 22, 2016	Mar 7, 2016	POSTERIOR B SCAN	QRRUS photo 600	OD	6	
Case Cph 034, FA	1920266294	QRRUS_PHOTO_600...	Apr 12, 1964		Mar 7, 2016	Cirrus_OU_ONH and RNFL OU	QRRUS photo 600	OU	1	
Case Cph 035, FA	1100253272	QRRUS_PHOTO_600...	Mar 20, 1950		Mar 7, 2016	QRRUS photo 600 RAW	QRRUS photo 600	OS	4	
Case Cph 031, GPA, AS, MCA	1587263220	QRRUS_PHOTO_600...	Jan 9, 1951		Mar 7, 2016	QRRUS photo 600 RAW	QRRUS photo 600	OD	3	
Case Cph 032, GPA	1814203765	QRRUS_PHOTO_600...	Aug 21, 1973							
Case Cph 034, FA	1144142869	QRRUS_PHOTO_600...	Apr 20, 1939							
Case Cph 035, FA	769100445	QRRUS_PHOTO_600...	Feb 11, 1961							
Case Cph 036, CME, FA	3112345678	QRRUS_PHOTO_800...	Aug 1, 1953							
Case Cph 032, GPA	3212345678	QRRUS_PHOTO_800...	Dec 23, 1970							
Case Cph 034, FA	3412345678	QRRUS_PHOTO_800...	Oct 12, 1948							
Case Cph 035, FA	3512345678	QRRUS_PHOTO_800...	Nov 14, 1938							
Case Cph 031, GPA, AS, MCA	3612345678	QRRUS_PHOTO_800...	Jul 5, 1971							
Case Cph 032, GPA	159385234	QRRUS_PHOTO_600...	Jun 11, 1997							
Case Cph 034, FA	2069157754	QRRUS_PHOTO_600...	Dec 18, 1959							
Case Cph 035, FA	956787036	QRRUS_PHOTO_600...	Jun 12, 2008							
Case Cph 031, GPA, AS, MCA	1908600093	QRRUS_PHOTO_600...	Dec 31, 1956							
Case Cph 032, GPA	1312929275	QRRUS_PHOTO_600...	Sep 16, 1943							
Case Cph 034, FA	31571917370	QRRUS_PHOTO_600...	Dec 11, 1993							
Case Cph 035, FA	1972576208	QRRUS_PHOTO_600...	Aug 30, 1962							
Case Cph 031, GPA, AS, MCA	361718446	QRRUS_PHOTO_600...	May 30, 1967							
Case Cph 032, GPA	716224612	QRRUS_PHOTO_600...	Dec 20, 1990							
Case Cph 034, FA	1887280884	QRRUS_PHOTO_600...	Apr 25, 1959							
Case Cph 035, FA	1170430229	QRRUS_PHOTO_600...	Apr 17, 1963							
Case Cph 036, CME, FA	260478558	QRRUS_PHOTO_600...	Aug 19, 1969							
Case Cph 035, FA	1904055869	QRRUS_PHOTO_600...	Apr 11, 1982							
Case Cph 031, GPA, AS, MCA	1557265172	QRRUS_PHOTO_600...	Sep 6, 1979							
Case Cph 032, GPA	1672758099	QRRUS_PHOTO_600...	Apr 23, 1963							

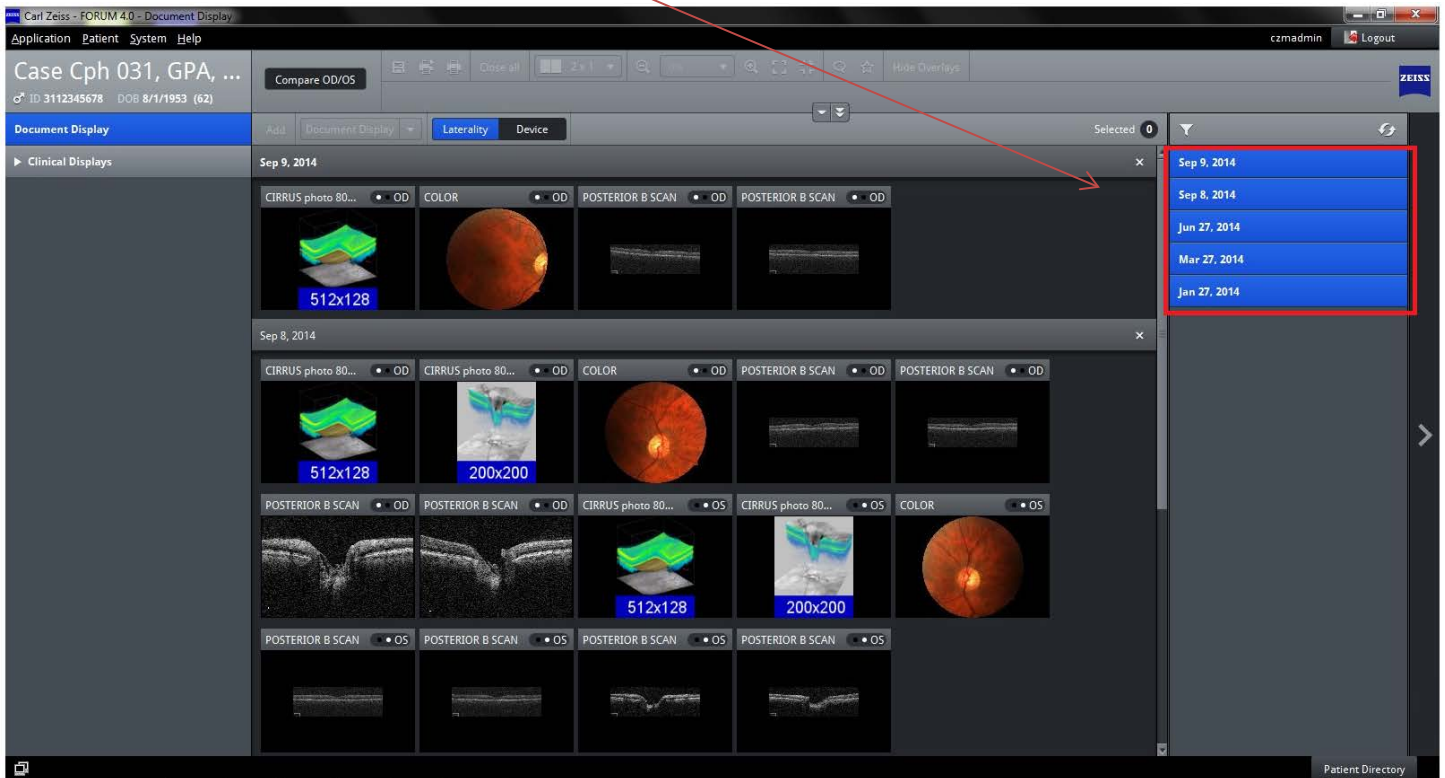
Document Display

Select desired thumbnail image(s)....double-clicking on one or choosing "Document Display" button to view data in viewing module.

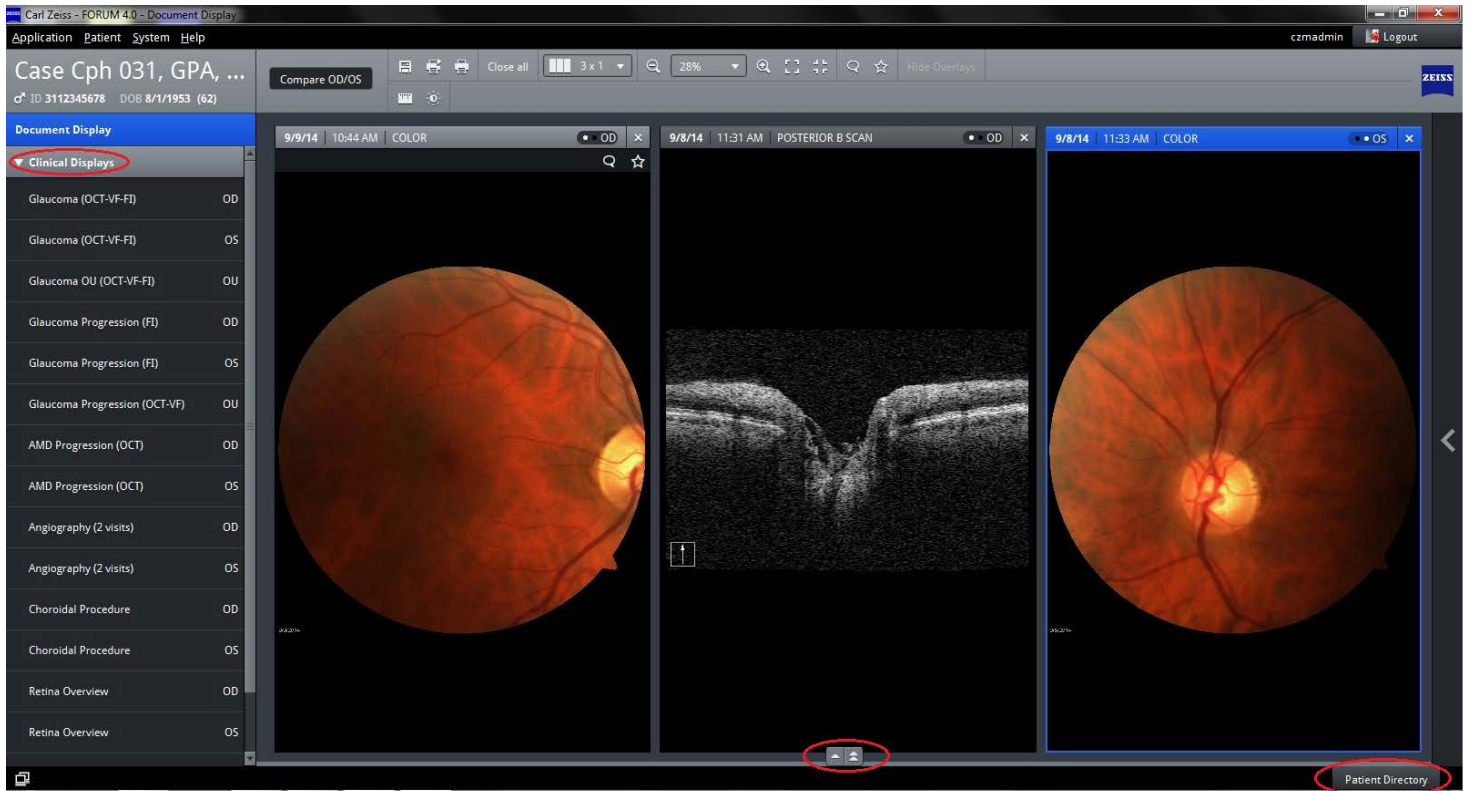
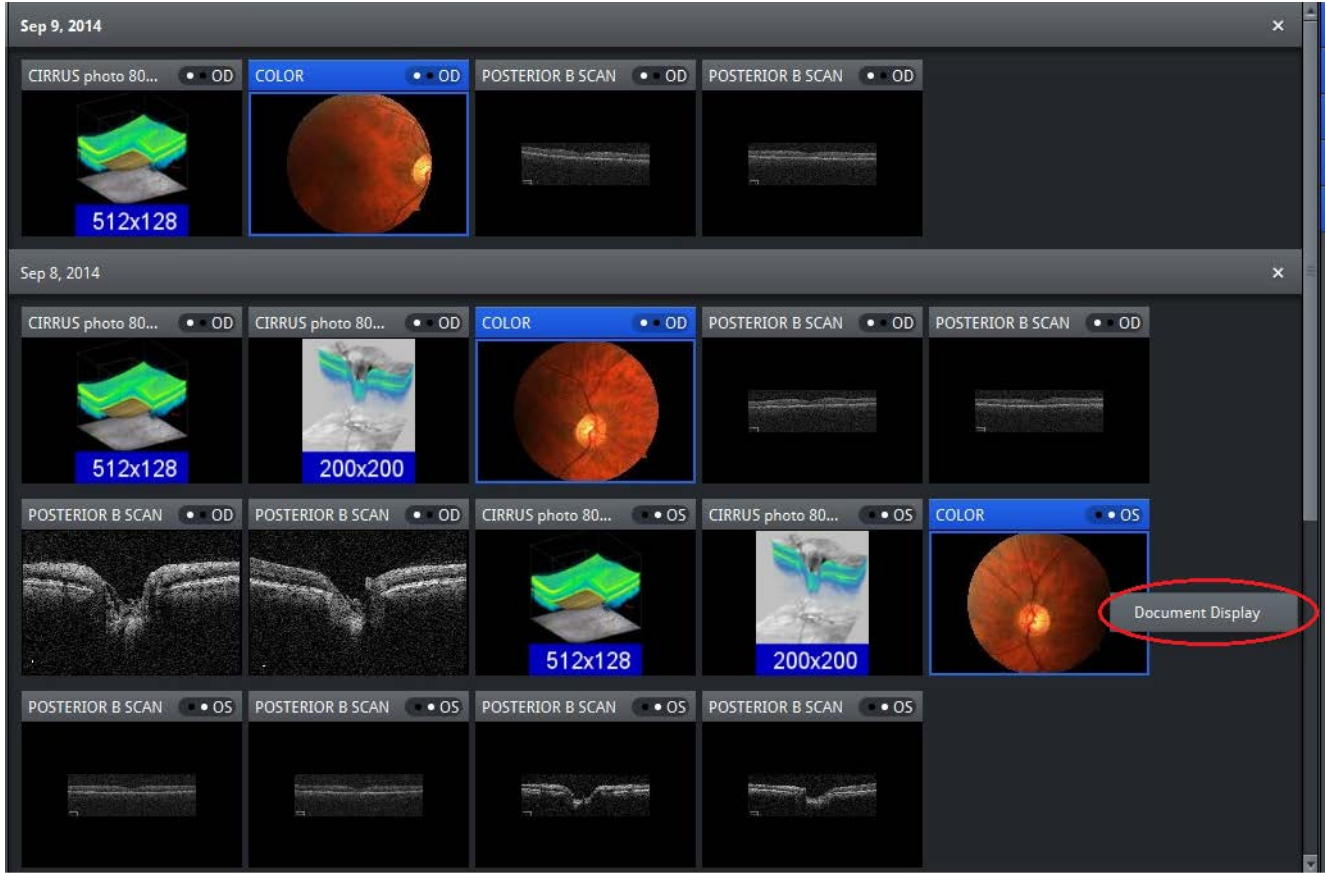
Case Cph 032, GPA	1312929275	QRRUS_PHOTO_600...	Sep 16, 1943	
Case Cph 034, FA	31571917370	QRRUS_PHOTO_600...	Dec 11, 1993	
Case Cph 035, FA	1972576208	QRRUS_PHOTO_600...	Aug 30, 1962	
Case Cph 031, GPA, AS, MCA	361718446	QRRUS_PHOTO_600...	May 30, 1967	
Case Cph 032, GPA	716224612	QRRUS_PHOTO_600...	Dec 20, 1990	
Case Cph 034, FA	1887280884	QRRUS_PHOTO_600...	Apr 25, 1959	
Case Cph 035, FA	1170430229	QRRUS_PHOTO_600...	Apr 17, 1963	
Case Cph 036, CME, FA	260478558	QRRUS_PHOTO_600...	Aug 19, 1969	
Case Cph 035, FA	1904055869	QRRUS_PHOTO_600...	Apr 11, 1982	
Case Cph 031, GPA, AS, MCA	1557265172	QRRUS_PHOTO_600...	Sep 6, 1979	
Case Cph 032, GPA	1672758099	QRRUS_PHOTO_600...	Apr 23, 1963	

Document Display

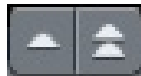
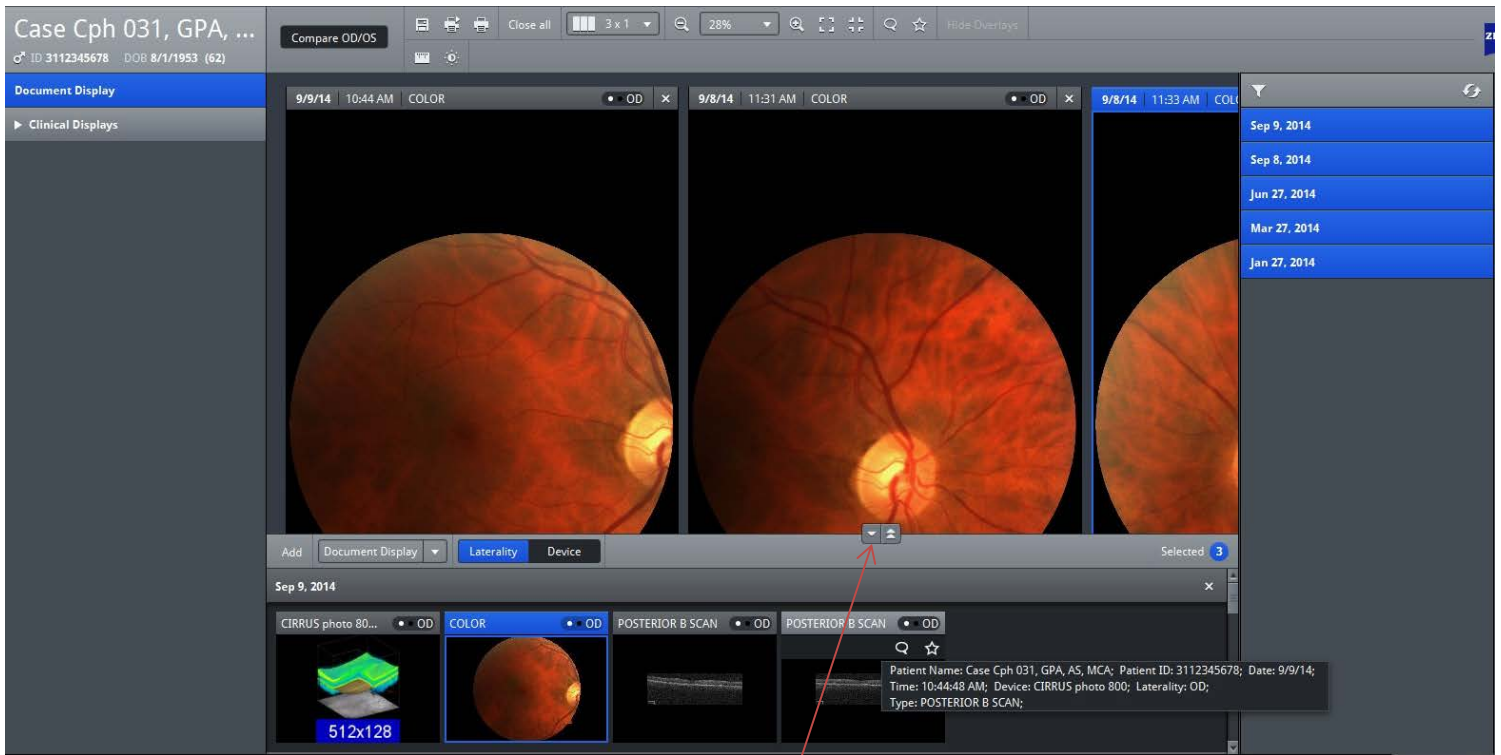
Press & hold CTRL key while left-clicking to multi-select different visit dates or press & hold Shift key while selecting the last visit to highlight/select all visit dates simultaneously.



To view image(s) “**double-click**” left mouse to open image or report. To multi-view/display images & reports. Hold “**CTRL**” while ‘**left-clicking**’ each thumbnail then ‘**right-click**’ on last selected thumbnail choosing “**Document Display**”



Double-click on any image/report to view the object in a larger one-up display. Use the **'arrow'** tool to toggle/flip between split screen view of both thumbnails & select images for viewing or the double-arrow to toggle/flip between full screen view of thumbnails or selected images

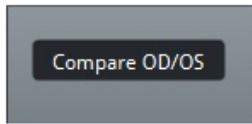


Splits display to show both thumbnails & image/object window(s)



Toggles between full view of all thumbnails & full view of open image/object window(s)

Tool Bar – Icon Explanation



Compare OD/OS - Allows simultaneous right left eye comparison of images



Floppy icon - Save As - Allows for saving of image/report external to Forum.

Printer icon(s) - Prints images/reports to network or locally installed printer or print screen shots



Close all - Closes all open image/report windows...returns you to Thumbnail view

Grid display - Allows for user specific setting of object window panes to show/display images & reports



Magnifying glass - (-) one zooms out, (+) zooms in. Drop down allow for user-specific magnification

Square Box - Resets – resizes image/report to fill the object window completely

Plus shape box - Defaults object box and image/report in it to 100% view



Cloud/bubble/balloon - Opens and or allows for editing/writing comments. Comments are internal to Forum...!

Star - Marks image/report/scan as favorite. Use favorite filter icon on 'Patient Directory' to view

New ... for version 4.1 and later software.....

Scrolling Arrows



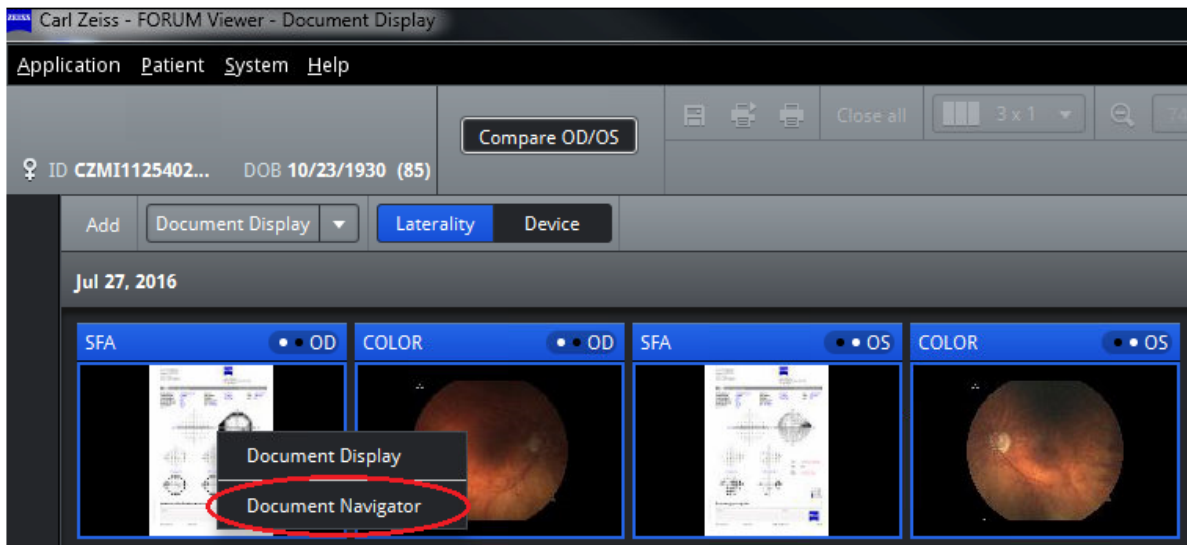
***** Only available when double-clicking on a single image and or PDF report *****

Arrows allow scrolling thru images & reports as well as quick-jumping from beginning to end...!

If multiple visit dates are selected.....scrolls thru each, one by one for only those dates or Quick-jumps from first to last for only those dates & vice versus...!

If all visit dates are selected....scrolls thru each one by one or quick- jumps from beginning to end & vice versus...!

Document Navigator

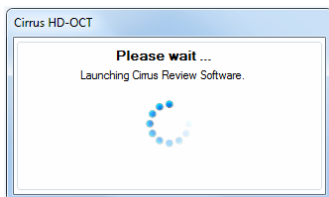


Right-click on thumbnail(s) to launch.

Allows for scrolling thru or quick-jumping from beginning to end...! Must select multiple visits dates and corresponding thumbnails to function....!

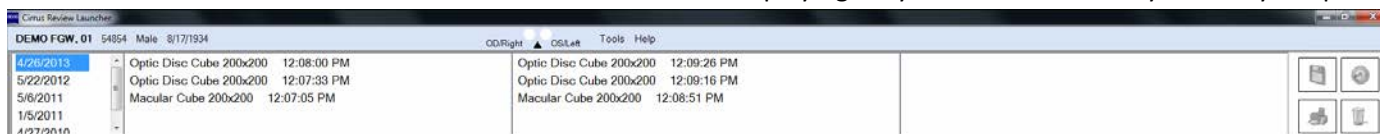
How to launch Cirrus Review (quick launching Cirrus Review)

While in Viewing Module.....'right-click' on any of the OCT report or RAW data thumbnails & choose "Start Review Software"

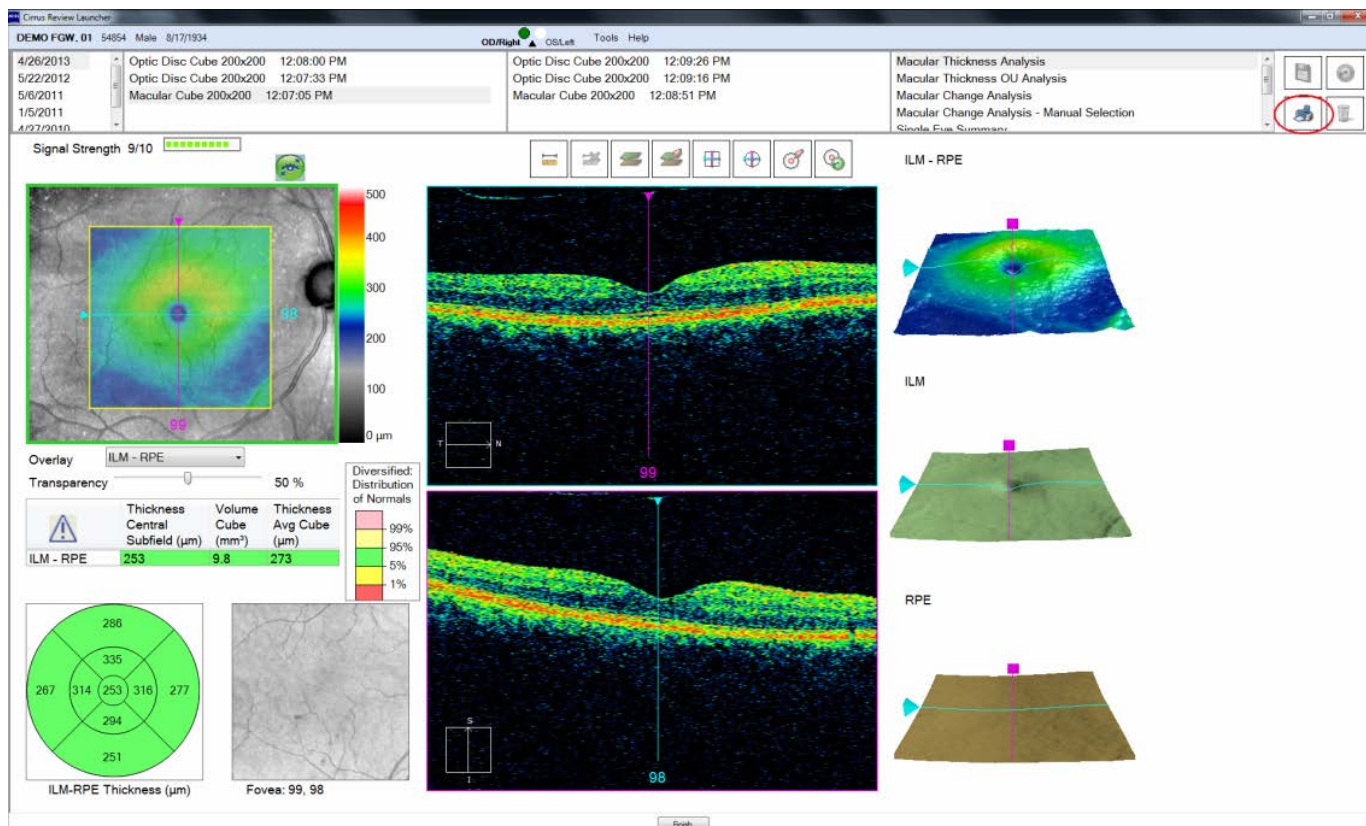


Cirrus Review initializes/launches.....

then displaying for you all visits dates & your analysis options

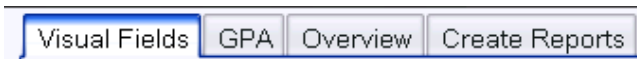
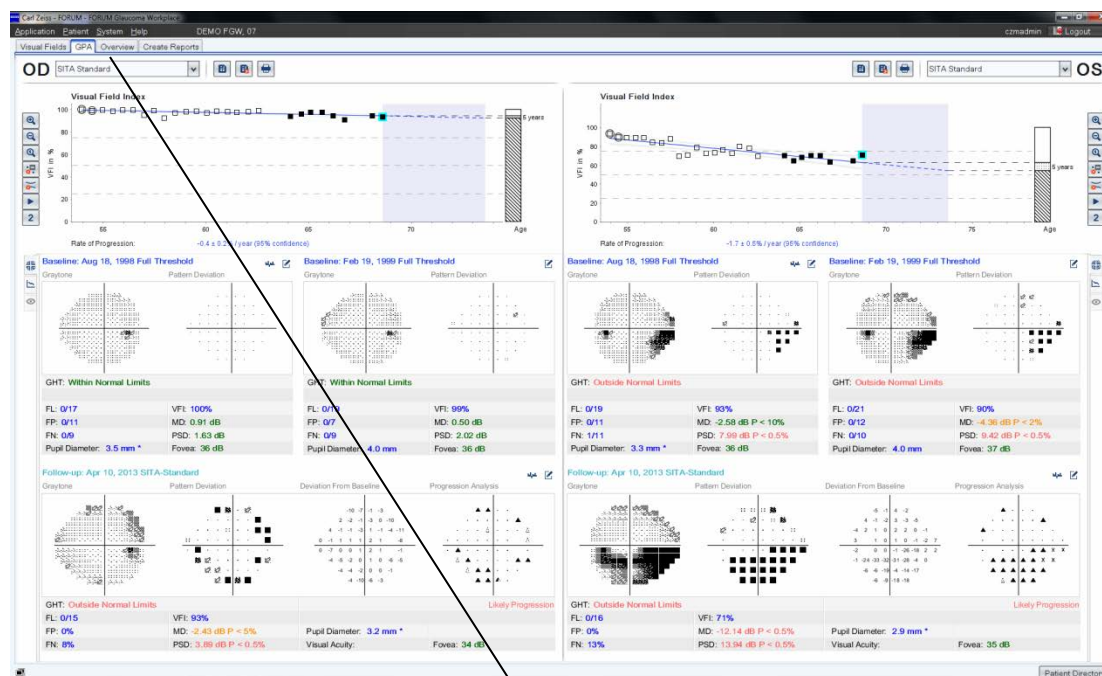
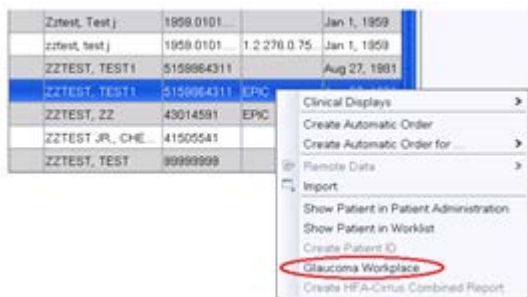


To send/re-send a new report to Forum...click the "Printer" icon & choose "Export to Dicom"



How to open / use Glaucoma Workplace

There are multiple ways to open / launch Glaucoma Workplace. One is from Patient Directory screen . ‘Right-click’ on patient & choose ‘FORUM Glaucoma Workplace’ In Viewing Module...right-click thumbnail & select Glaucoma Workplace or lastly....under the ‘Clinic Displays’ drop down.



Visual Field - Displays all visits w/ a standard report

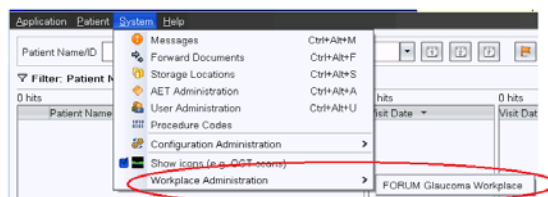
GPA – Displays progression, VFI, Mean Deviation, IOP plotting & modifying / adding baselines to show predicted change

Overview – Shows all visits in a condensed view...similar to the “Overview” report generated by the HFA instrument

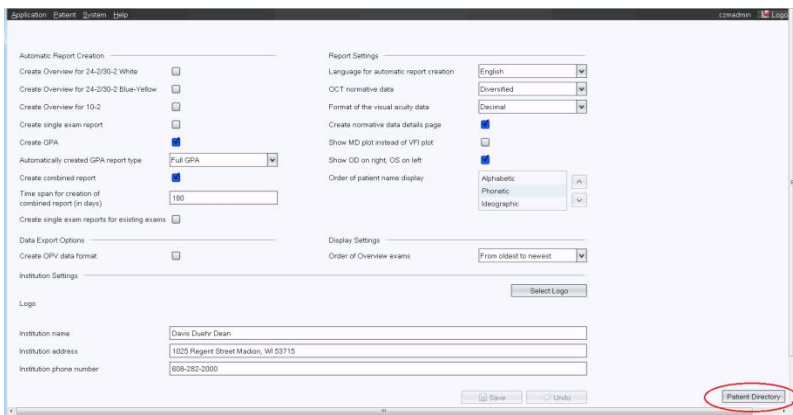
Create Reports – Create / recreate reports such as SFA, Three in One, Kinetic, Numeric etc.....

How to Setup / Configure Glaucoma Workplace Preferences

Click “System” choose “Workplace Administration then FORUM Glaucoma Workplace”



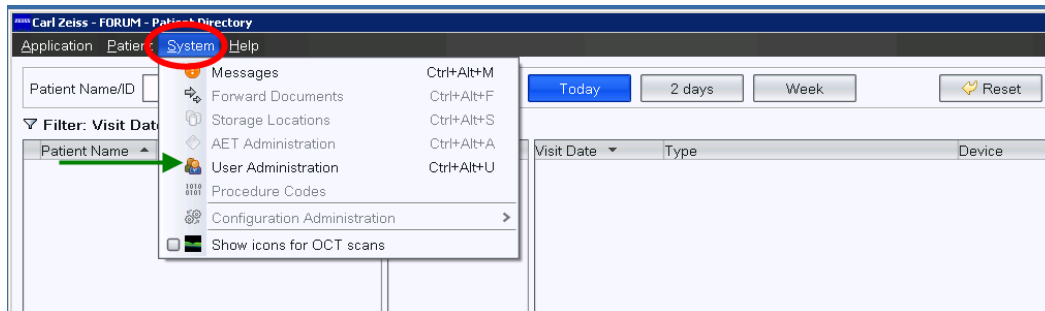
You can set report options including create/recreate reports from existing RAW data, input address for reports, and set Glaucoma



To exit out choose “Patient Directory”

How to change password or unlock accounts

Log into FORUM with Admin account. Select “System”, then “User Administration” from the dropdown list



Locate/select the desired username account.....confirm it’s highlighted on the left side of the screen

Select ‘New Password’ option then enter new password. It must be entered twice for verification. Select ‘OK’ & confirm change.

***** PASSWORD must be 8 characters in length *****

To unlock account(s) Locate account whose status reads “Locked”. Highlight account then choose the “Unlock” button from the choice of buttons on bottom-left of screen. The status will change from “Locked to Logged Off”. If account fails to unlock...follow above steps to reset password. Note....you can reuse the same password again...!

The screenshot displays the Retina Workplace software interface for a patient named Jane.Doe. The interface is divided into several sections:

- 1**: A sidebar on the left containing a list of predefined clinical views such as 'Glaukom (OCT-IP-FD)', 'Makula Dicke-Analyse', and 'Zentraler Tinnfeld (Lund)'.
- 2**: A toolbar at the top of the main workspace containing various icons for navigation and analysis.
- 3**: The main workspace showing a grid of images, including OCT or registered Fundus Images.
- 4**: A B-scan image showing a cross-section of the retina.
- 5**: A line chart at the bottom of the main workspace showing data over time.
- 6**: A TripleView component showing the chart, the B-scan, and the OCT image.
- 7**: A zoomed-in view of the TripleView component showing overlays.
- 8**: A zoomed-in view of the TripleView component showing a table of data.

Parameter	Control
Central Subfield Thickness (µm)	200
Cube Volume (mm³)	0.4
Average Cube Thickness (µm)	0.4
Volume under ETDRS (mm³)	0.4
Average Thickness under ETDRS (µm)	200

- 1 List of predefined clinical views
- 2 Toolbar
- 3 OCT or registered Fundus Image
- 4 B-scan
- 5 Chart
- 6 TripleView component showing the chart
- 7 the overlays
- 8 the table

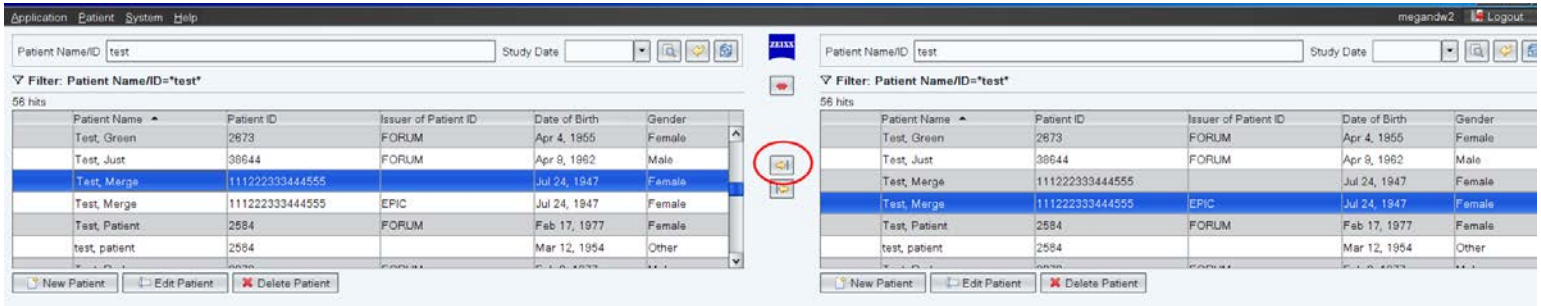
How to Merge/Edit Patients

Option/method 1

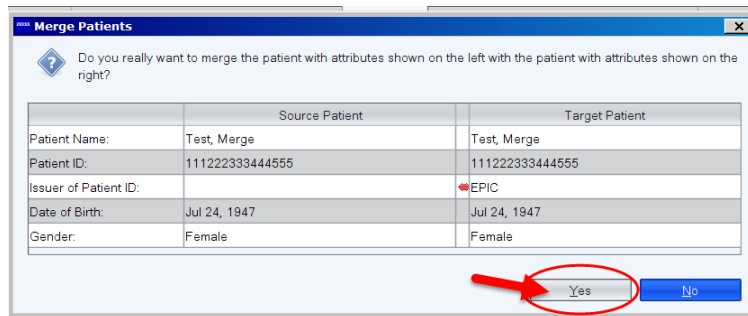
Go to the 'Patient' tab and select 'Patient Administration'

Enter Patient Name in the Patient/ID field on both sides. Merge the incorrect into the correct patient. In this example the incorrect is on the left and the correct is on the right, therefore you select the merge arrow towards the right.

***** DOUBLE CHECK AND MAKE SURE YOU ARE 100% CONFIDENT THESE ARE THE SAME PATIENTS BEFORE MERGING! *****

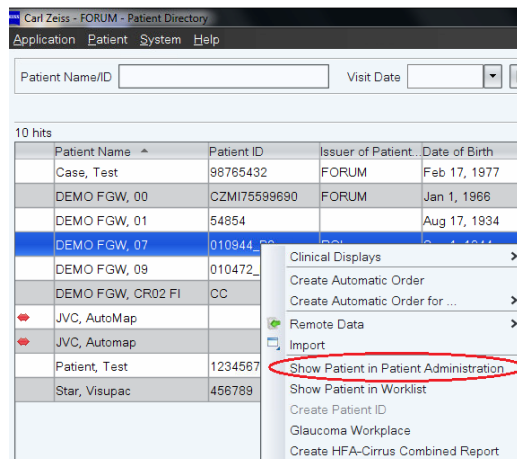


Confirm the merge



Option/method 2

From "Patient Directory" screen **right-click** on correct patient name, choose "**Show Patient in Patient Administration**" from menu. Patient Administration screen is automatically launched & populates the correct record on left-hand side. Enter "incorrect patient name/ID" in "Patient Name/ID field" on the right. Use yellow arrow to move right-side record (incorrect) to left side (correct) record. Verify and confirm change(s)....repeat as needed refreshing prior to anything new



How to create Work Order(s) – in Forum only...!

Option/method 1

From **“Patient Directory”** screen....verify no duplicate records exist, if so merge records first before proceeding...! **Right-click** on patient name Choose **“Create Automatic Order”** or **“Create Automatic Order for....”**

Patient Name	Patient ID	Issuer of Patient...	Date of Birth
Case, Test	98765432	FORUM	Feb 17, 1977
DEMO FGW, 00	CZMI75599690	FORUM	Jan 1, 1966
DEMO FGW, 01	54854		Aug 17, 1934
DEMO FGW, 07	010944		
DEMO FGW, 09	010472		
DEMO FGW, CR02 FI	CC		
JVC, AutoMap			
JVC, Automap			
Patient, Test	1234567		
Star, Visupac	456789		

- Create Automatic Order - Creates an order for all instruments
- Create Automatic Order For... - Creates an order for a specific device

Option/method 2

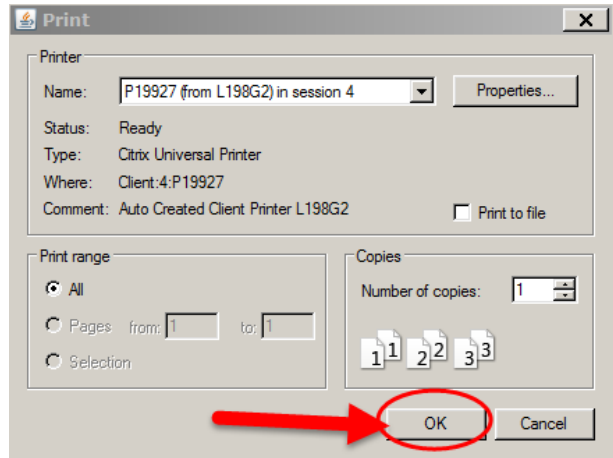
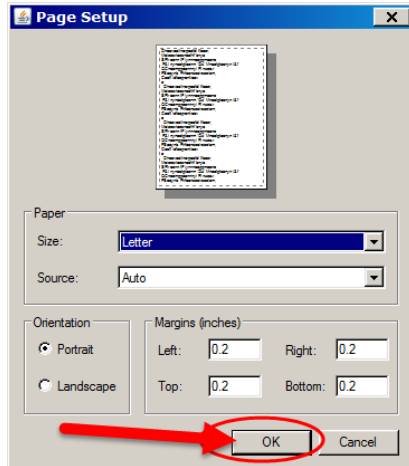
From **“Work list”** screen Right-click patient name, choose either **“Create Automatic Order”** or **“Create Automatic Order For...”** as shown above.

Note:

Some EMR systems are configured to both send patient demographics and create the work order...! Consult your Forum trainer or Forum Project Manager to determine how your system is configured...!

How to Print From Forum

Select printer icon from Toolbar. Printer icon with small arrow is for individual image/document printing. Other printer icon does a screen shot.....printing out any and all open displayed image window(s).



Note....for 4.1 version

Print functions do not work in Document Navigator...! Must exit Navigator and re-display images – report to print...!

Disclaimer warning..... Please note this guide is not officially sanctioned by Carl Zeiss Meditec but serves as a reference to aid the operator(s)