# Quick Guide – Manual Importing of Data to Forum

Log into Forum viewer, ensure user account an 'Editor' or higher. Patient's name / record must already exist in Forum. If name does not exist, use **'Work List'** screen to select/choose **"New Patient"** and create required demographics or use EMR to create / release an order.

Look up patient name & **"Right-click"** on it from Patient Directory screen, then choose **"Import"** from the dialog box.
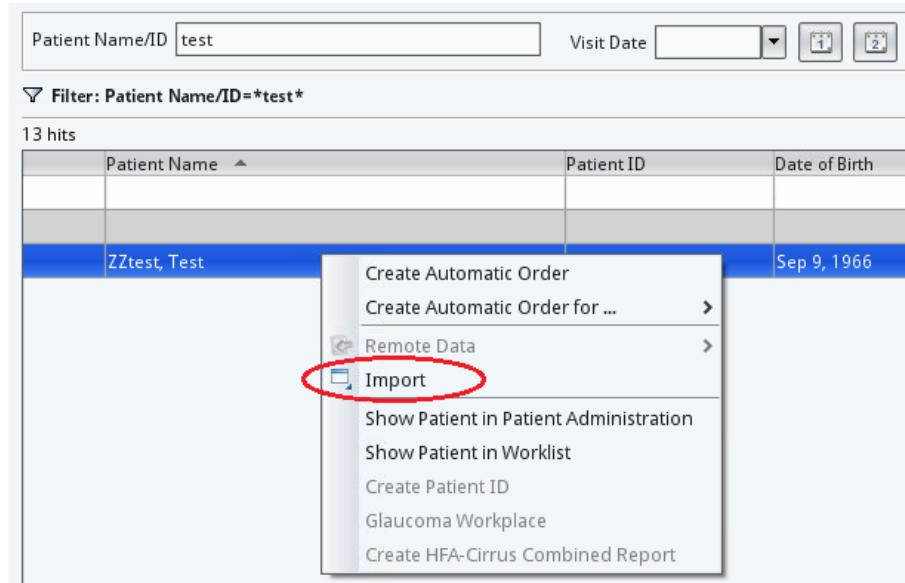
Click **"Browse"** and select the drop-down list under **'Look in…'** . Navigate to the folder where the images or PDF files are located to import……then select / open the folder. Once it's selected & displayed in the **'Look in…'** drop down list choose **"Open".**
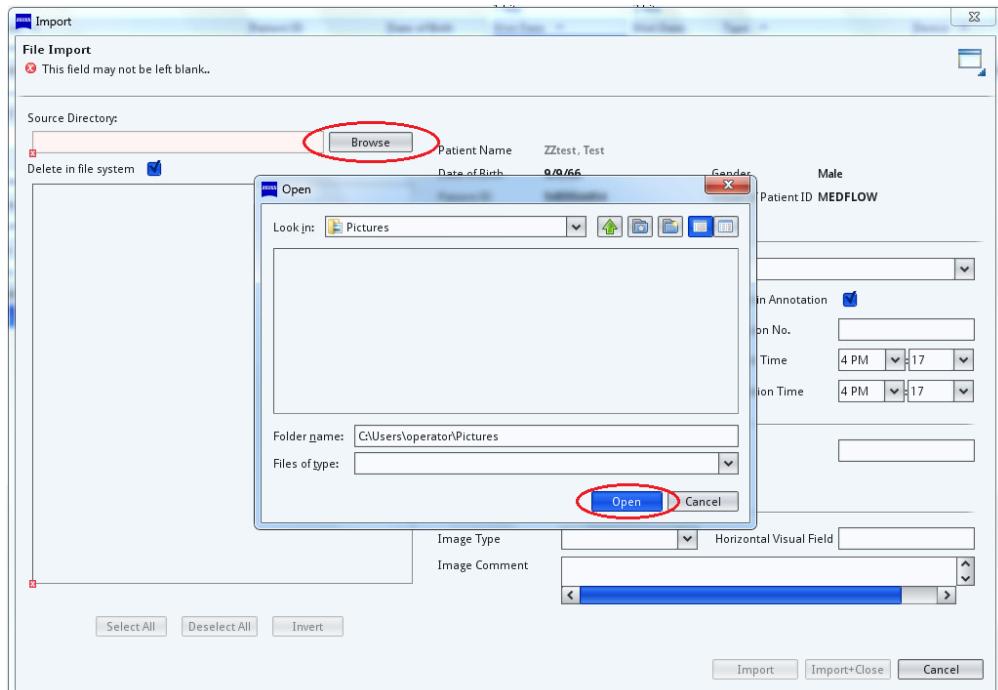
Note, the files won't appear in the dialog box until after you have chosen the location and selected 'Open'.

After a moment the Window box on the left will then display the images / PDF documents that are in that folder. Click **'Deselect All'** first then choose / select the desired files.

Select a modality type from the drop-down list. XC for external photos / slit lamp's, OPT for OCT's, OPV for Visual Fields, OPM for Topo's etc.. If unsure choose OT for "Other".
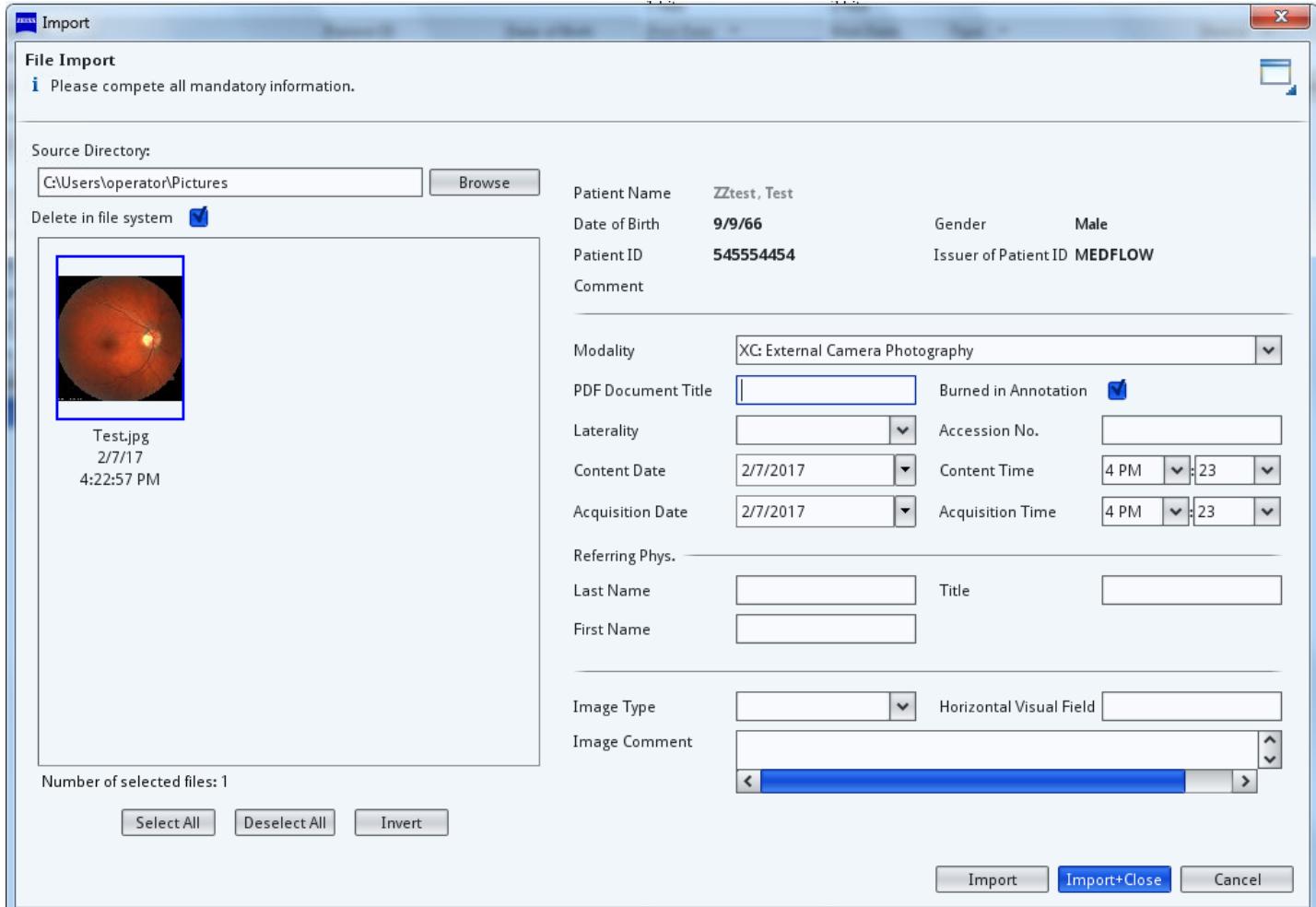
Enter the date images / reports were acquired in the 'Acquisition Date'. Now click ' Import' to import the selected images and continue processing more or 'Import and Close' to import the files & exit back to Patient Directory.

You can import older files from older dates….simply change the date to the date image / PDF's were done. It is recommended to select the 'Laterality' option and label / tag the files OD, OS or OU.

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