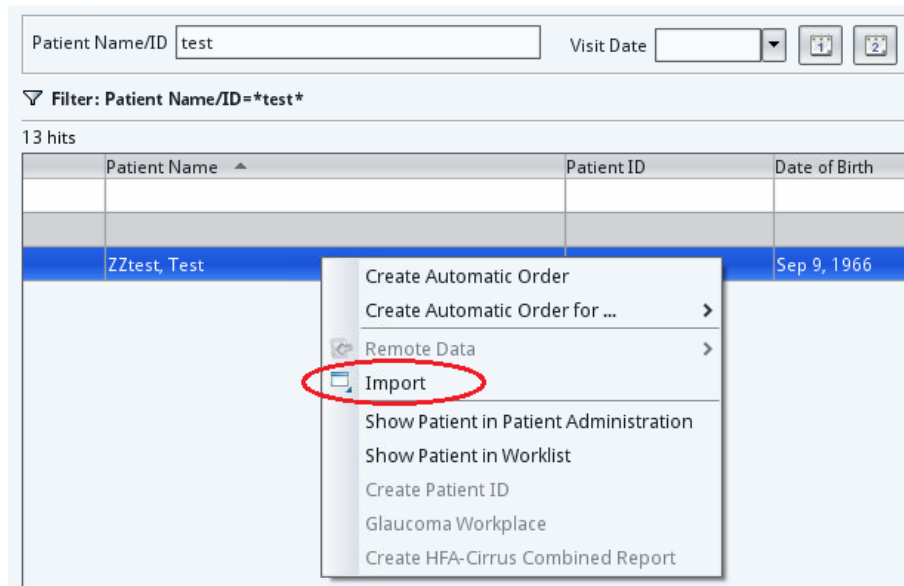


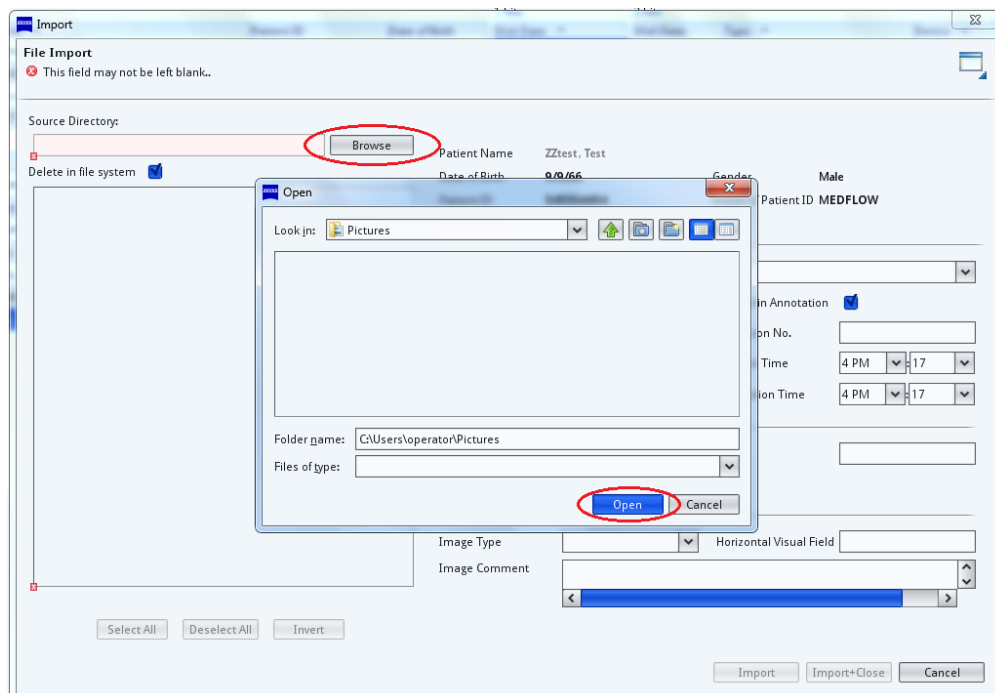
# Quick Guide – Manual Importing of Data to Forum

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".

Import

**File Import**  
Please complete all mandatory information.

Source Directory: C:\Users\operator\Pictures

Delete in file system ☒

Test.jpg  
2/7/17  
4:22:57 PM

Number of selected files: 1

Patient Name **ZZtest, Test**  
Date of Birth **9/9/66** Gender **Male**  
Patient ID **545554454** Issuer of Patient ID **MEDFLOW**  
Comment

Modality XC: External Camera Photography

PDF Document Title  Burned in Annotation ☒

Laterality  Accession No.

Content Date 2/7/2017 Content Time 4 PM : 23

Acquisition Date 2/7/2017 Acquisition Time 4 PM : 23

Referring Phys.  
Last Name  Title   
First Name

Image Type  Horizontal Visual Field

Image Comment

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.