



DRAFT

D-Scope Via v6.X.X.X #XXX

Basic Functions Guide

MDDev – D-Scope Systems

Contents

Login	2
Patient Tab.....	3
Capture Tab	6
Capture Tab Full Screen.....	8
Capture Tab – Legacy View.....	10
Capture Full Screen – Legacy View	12
View Tab	14
Advanced Player	21
Import Tab	24
Electronic Media Reporting	25

Login

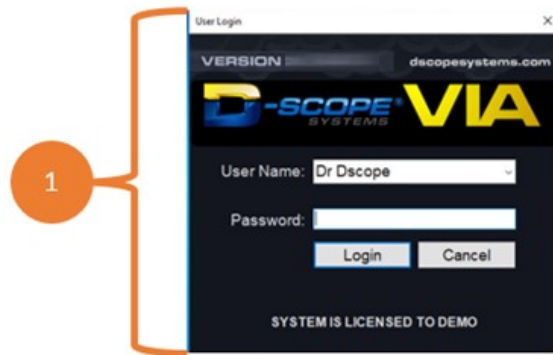


Figure 1: D-Scope Login Window

This is the User Login window for the D-Scope Via system. To log in, the user must enter a valid user name and password and then click Login. To leave the application, the user must click cancel or click the (x) button in the upper-right corner of the User Login window. If this is the first time a user's credentials are being used, they may be prompted to create a new password for that specific user name.

Patient Tab

This is the default tab after application login, where a user may create, edit, delete, or merge patients, or alter user/patient permissions. It is pictured here in the act of creating a new patient entry.

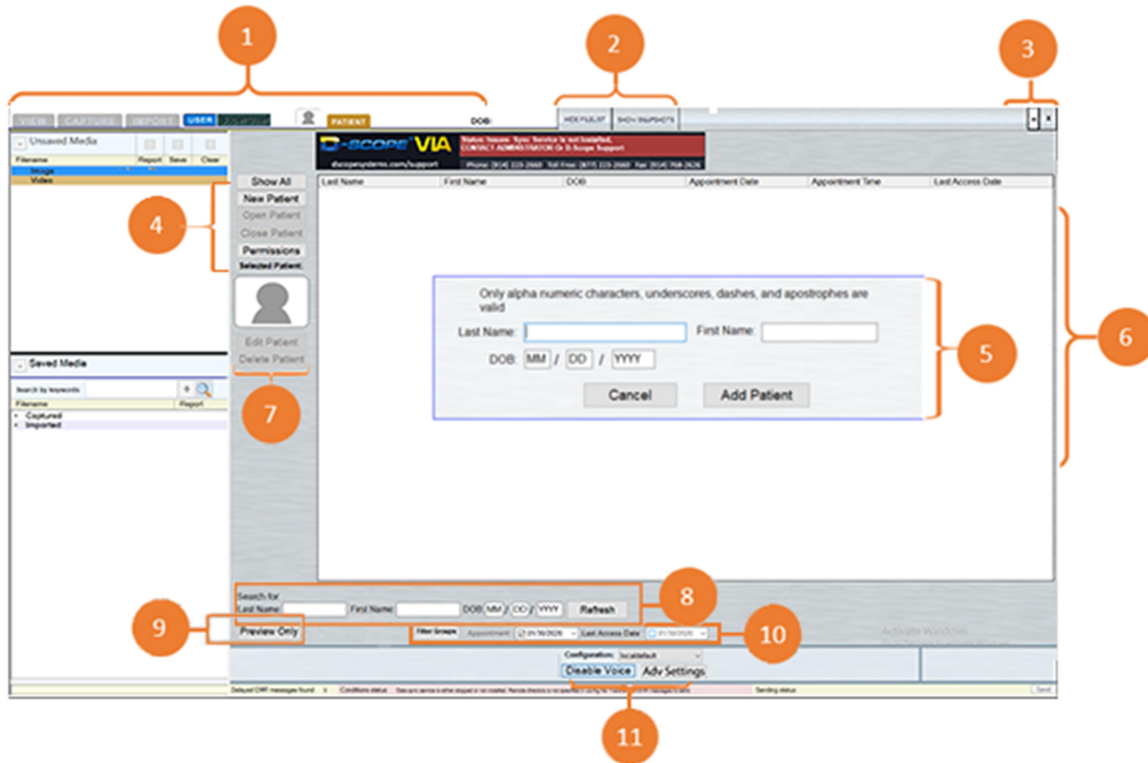


Figure 2: D-Scope Patients Tab

1. [Tabs/Patient Info](#)

- View: Click to open the **View Tab** to review, save, edit, export, or delete media, or create reports.
- Capture: Click to open the **Capture Tab** to record video and audio, and take still image snapshots.
- Import: Click to open the **Import Tab** to import images, videos, radiology files, and reports.
- User: Click to open the **Login Screen** to switch between user accounts.

2. Hide Buttons

(Note: These buttons only apply to the View and Import Tabs)

- Hide Filelist/Show Filelist: Clicking this button will cause the left panel to disappear; clicking it again will bring the panel back. This panel contains the sections labeled “Save Media” and “Unsaved Media.”
 - Hide Snapshots/Show Snapshot: Clicking this button expands the grey area below the Enable Voice and Advanced Settings buttons to reveal snapshots recently taken for the patient.
3. [Exiting the D-Scope Application](#)
 - Click the (-) button to minimize the **D-Scope Application**.
 - Click the (x) button to exit the **D-Scope Application**. You will be prompted to save any unsaved media and backup your database before exiting completely.
 4. [Patient Functions](#)
 - Show All/Hide All: Click to show or hide all available patients in the **Patient List Window**.
 - New Patient: Click to create a new patient on the current user’s account. Last name, first name, and date of birth are required.
 - Open Patient: Click to open the patient that is currently highlighted in the **Patient List Window**.
 - Close Patient: Click to exit the file of a patient that is currently open.
 - Permissions: Click to configure other User’s access to the Current User’s patient information.
 5. [New Patient Creation Window](#)
 - Click (New Patient) in the **Patient Functions** to access this window.
 - Enter the new patient’s first name, last name, and date of birth (including any leading zeroes), and click (Add Patient) in the **New Patient Creation Window** to add that patient to the **Patient List Window**.
 6. [Patient List Window](#)
 - This window displays all the patients available to the current user.
 - Click (Show All/Hide All) in the **Patient Functions** to show or hide the available patients.
 7. [Patient Editing Tools](#)
 - Click (Edit Patient) to alter or update the highlighted patient’s first name, last name, or date of birth.
 - Click (Delete Patient) to delete the highlighted patient and all the media in their profile.
 - Click the avatar above the Edit Patient button to open the **Patient Snapshot Window**. From here, if you have a camera set up, you can take a snapshot which will serve as the highlighted patient’s D-Scope profile picture.
 8. [Patient List Filtering](#)
 - These boxes may be used to filter patients in the **Patient List Window**. You can filter by first name, last name, date of birth, or any combination of the three.

After entering your filter values, click the (Refresh) button to apply them to the **Patient List**.

9. [Preview Only Mode](#)

- Click (Preview Only) to enable **Preview Only Mode**. In this mode, if a camera is set up, you will be able to see the live video feed in D-Scope and utilize the camera on a large screen without opening a patient or entering the **Capture Tab**. You will not be able to record or take snapshots from **Preview Only Mode**.

(NOTE: A Move Media button is available to users with Admin privileges to move media between patients, located next to the Preview button.)

10. Patient List Filtering, Continued

- These boxes may be used to filter patients in the **Patient List Window**. You can filter by appointment date or the last date a patient's profile was accessed.
- Clicking (Filter Groups) will open the Filter-by-Doctor window. If your user account has permission to view the patients of other doctors, you can use this window to filter patients by their associated doctor.

11. [Configuration Options](#)

- Configuration Pull Down list: If you have multiple configurations saved in Advanced Settings, you may toggle between those configurations using the "Configuration" dropdown menu.
- Advanced Settings: [\(See "Advanced Settings" for details on setting, adjusting, and adding multiple configurations.\)](#)
- Click (Disable/Enable Voice) to disable or enable the voice command function, if voice commands have been enabled in **Advanced Settings**.

Capture Tab

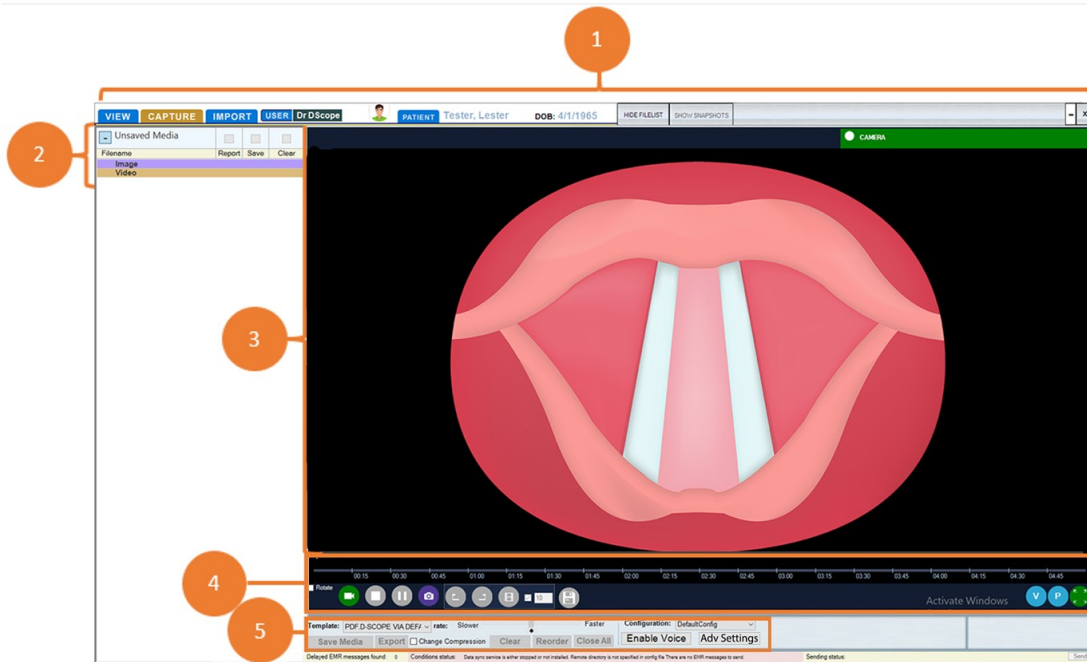


Figure 3: D-Scope Capture Tab

1. Title Bar

- Clicking “View,” “Import,” or “Patient” will bring the user to those respective tabs.
- Clicking “Show/Hide Filelist” or “Show/Hide Snapshots” will show and hide the filelist and snapshots respectively.
- The (x) button lets the user exit the application.
- The (-) button lets the user minimize the application.

2. [Unsaved Media Tab](#)

- Captured Videos and Images will populate this list immediately after being created. You can review, save, delete, and edit unsaved media in the **View Tab** as well as create reports with that media.

3. [Capture Window](#)

- This window will display the live video feed of the currently set-up capture device, as well as the feed during capture and snapshot-taking.

4. [Capture Functions](#)

- Rotate: Checking the Rotate box will invert the image from the capture device 180 degrees.

- **Start Recording:** This function allows the user to record the feed shown in the capture window. This button changes from green to gray while a video is being captured.
- **Stop Recording:** When the Start Recording button is engaged, this button turns from gray to red. Click this button to stop recording.
- **Pause Recording:** This function allows users to pause the recording of a video. When a video is being recorded, this button turns from gray to yellow. Once a video being recorded has been paused, the Pause button is replaced with a Play button to resume recording.
- **Snapshot:** This button is used to take snapshots of the capture window and works when a video is recording, paused, or stopped.
- **Mark In:** During recording this button turns from gray to blue and may be clicked to create a Start insertion point to begin a sub clip. Clicking this button a second time will insert a corresponding End point to end the first sub clip and also insert a new Start point to begin a new sub clip. The exact location of these Start and End points may be adjusted in the Advanced Player (see below.)
- **Mark Out:** When the Mark In button is used to create the start of a sub clip, this button turns from gray to blue and may be clicked to insert a corresponding End point.
- **Sub Clip:** Clicking this button during recording makes a thumbnail visible as a snapshot and creates a sub clip of a predetermined length that will be available when the video is viewed. Clicking the check box next to the Sub Clip button will allow the user to change the length the sub clip from the default 2 minutes to 1, 3, 4 minutes, etc.
- **Save Media:** This button is used to save all media in the Unsaved Media tab. When there is no media in the Unsaved Media tab, this function is grayed out.
- **Print:** This function is used in conjunction with the “Save Report” checkbox. When the checkbox is selected and the Print button is pressed, a report will be created.

5. Enable Voice and Adv Settings Buttons

- The Enable Voice button allows the user to engage voice controls that may be utilized within the D-Scope application. When selected, the Enable Voice button is replaced with a Disable Voice button.
- The Advanced Settings button creates a pop-up window where the user may login with their credentials to alter the current user’s settings.

Capture Tab Full Screen

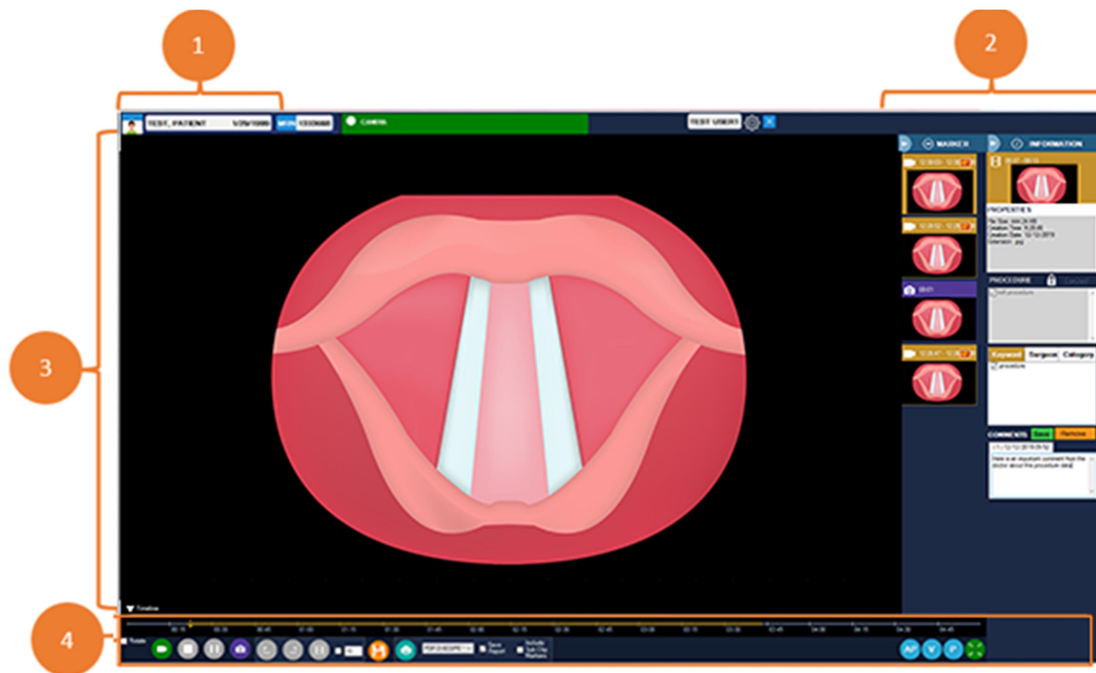


Figure 4: D-Scope Full Capture Tab

1. Patient Information
 - This section displays the patient's name and date of birth.
2. Thumbnail View & Recording Status Info Bar
 - The component on the left shows if the application is recording, paused, or in standby.
 - The thumbnails panel shows snapshots along with the thumbnails for sub clips. Sub clips have a purple label and snapshots have a yellow label.
 - For information about the Info Bar, see **ADVANCED PLAYER**, Page 21.
3. Capture Window
 - This window will display the live video feed of the currently set-up capture device, as well as the feed during capture and snapshot-taking.
4. Capture Functions
 - **Start Recording:** This function allows the user to record the feed shown in the capture window. This button is replaced with a red stop button while a video is being captured.
 - **Pause Recording:** This function allows users to pause the recording of a video. When no video is being recorded, this function is grayed out. Once a video being recorded has been paused, the pause button is replaced with a play button to resume recording.

- Snapshot: This button is used to take snapshots of the capture window.
- Mark In: This function inserts a Sub Clip starting point on the timeline.
- Mark Out: This function inserts a corresponding end point for the previous starting point.
- Sub Clip: Creating a Sub Clip with this button makes a thumbnail visible as a snapshot and a sub clip will be available when the video is viewed. The check box to the right of the Sub Clip button allows the user to set the predetermined length of the sub clip.
- Save Media: This button is used to save any media in the Unsaved Media tab. When there is no media in the Unsaved Media tab, this function is grayed out.
- Print: This function is used in conjunction with the “Save Report” checkbox. When the checkbox is selected and the print button is pressed, a report will be created.



Figure 5: D-Scope Full Capture Tab's Marker Side Bar

5. Marker Sidebar

- Before beginning a recording, you may select a procedure type from the info bar on the right.
- After selecting a procedure, you will see the keywords for that procedure populate in the window below.
- During recording, when creating video markers, you may select the video markers from the marker bar on the right and assign keywords to them by checking the respective boxes in the info bar.
- Keywords may be assigned to video markers while recording is in progress or after recording has finished (prior to saving the video.)
- The Marker sidebar can be minimized to expand the capture screen.
- Clicking on an image or video will expand the Information Sidebar (See: Advanced Player, page 21.)

Capture Tab – Legacy View

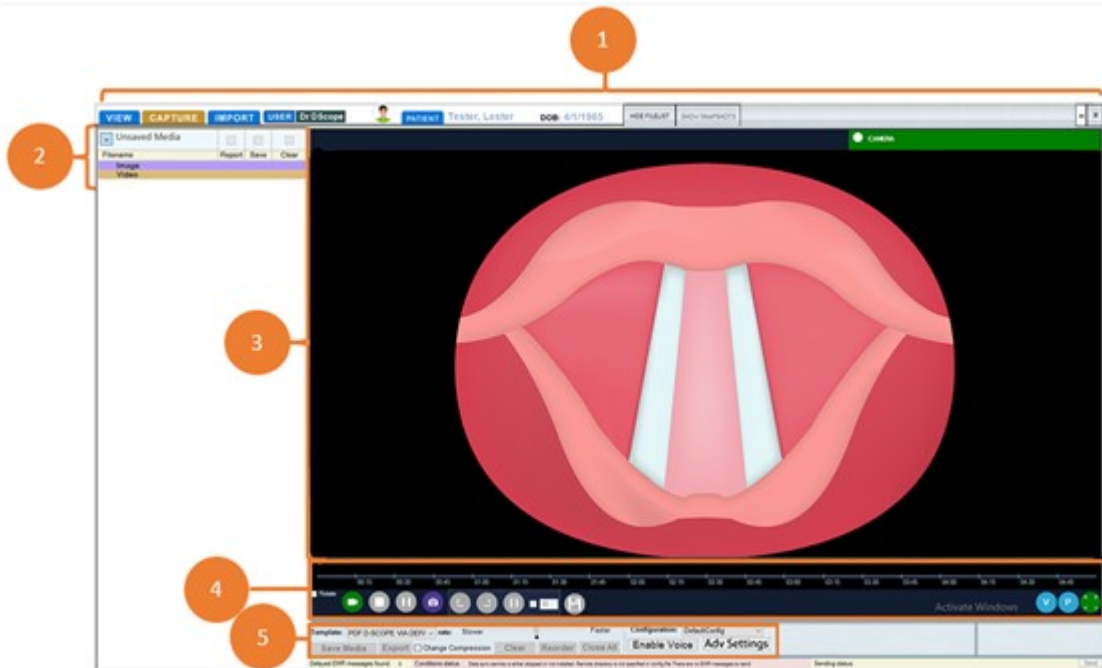


Figure 6: D-Scope Full Capture Tab - Legacy

1. Title Bar

- Clicking “View,” “Import,” and “Patient” will bring the user to those respective tabs.
- Clicking “Show/Hide Filelist” or “Show/Hide Snapshots” will show and hide the filelist and snapshots respectively.
- The (x) button lets the user exit the application.
- The (-) button lets the user minimize the application.

2. [Unsaved Media Tab](#)

- Captured Videos and Images will populate this list immediately after being created. You can review, save, delete, and edit unsaved media in the **View Tab** as well as create reports with that media.

3. [Capture Window](#)

- This window will display the live video feed of the currently set-up capture device, as well as the feed during capture and snapshot-taking.

4. [Capture Functions](#)

- Start Recording: This function allows the user to record the feed shown in the capture window. This button is replaced with a red stop button while a video is being captured.

- **Pause Recording:** This function allows users to pause the recording of a video. When no video is being recorded, this function is grayed out. Once a video being recorded has been paused, the pause button is replaced with a play button to resume recording.
 - **Snapshot:** This button is used to take snapshots of the capture window.
 - **Sub Clip:** Creating a sub clip with this button makes a thumbnail visible as a snapshot and a sub clip will be available when the video is viewed.
 - **Save Media:** This button is used to save any media in the unsaved media tab. When there is no media in the unsaved media tab, this function is grayed out.
 - **Print:** This function is used in conjunction with the “Save Report” checkbox. When the checkbox is selected and the print button is pressed, a report will be created.
5. **Disable Voice and Advanced Settings Buttons**
- The Disable Voice button allows the user to control if voice controls can be acted upon with the D-Scope application.
 - The Advanced Settings button creates a pop-up window where the user would then login with his or her credentials to alter the user’s settings.

Capture Full Screen – Legacy View

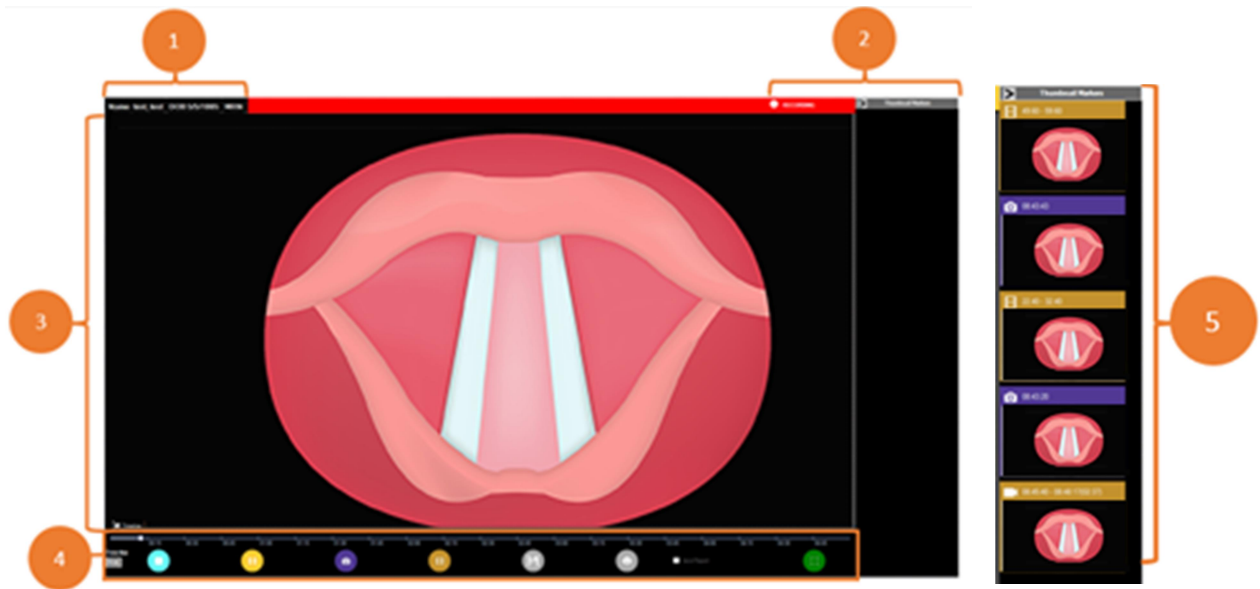


Figure 7: D-Scope Full Capture Tab – Legacy View

1. Patient Information
 - This section displays the patient's name and date of birth.
2. Thumbnail View & Recording Status
 - The component on the left shows if the application is recording, paused, or in standby.
 - The thumbnails panel shows snapshots along with the thumbnails for sub clips. Sub clips are labeled as purple and snapshots are yellow.
3. Capture Window
 - This window will display the live video feed of the currently set-up capture device, as well as the feed during capture and snapshot-taking.
4. Capture Functions
 - Start Recording: This function allows the user to record the feed shown in the capture window. This button is replaced with a red stop button while a video is being captured.
 - Pause Recording: This function allows users to pause the recording of a video. When no video is being recorded, this function is grayed out. Once a video being recorded has been paused, the pause button is replaced with a play button to resume recording.
 - Snapshot: This button is used to take snapshots of the capture window.
 - Sub Clip: Creating a sub clip with this button makes a thumbnail visible as a snapshot and a sub clip will be available when the video is viewed.

- **Save Media:** This button is used to save any media in the unsaved media tab. When there is no media in the unsaved media tab, this function is grayed out.

Print: This function is used in conjunction with the “Save Report” checkbox. When the checkbox is selected and the print button is pressed, a report will be created.

View Tab

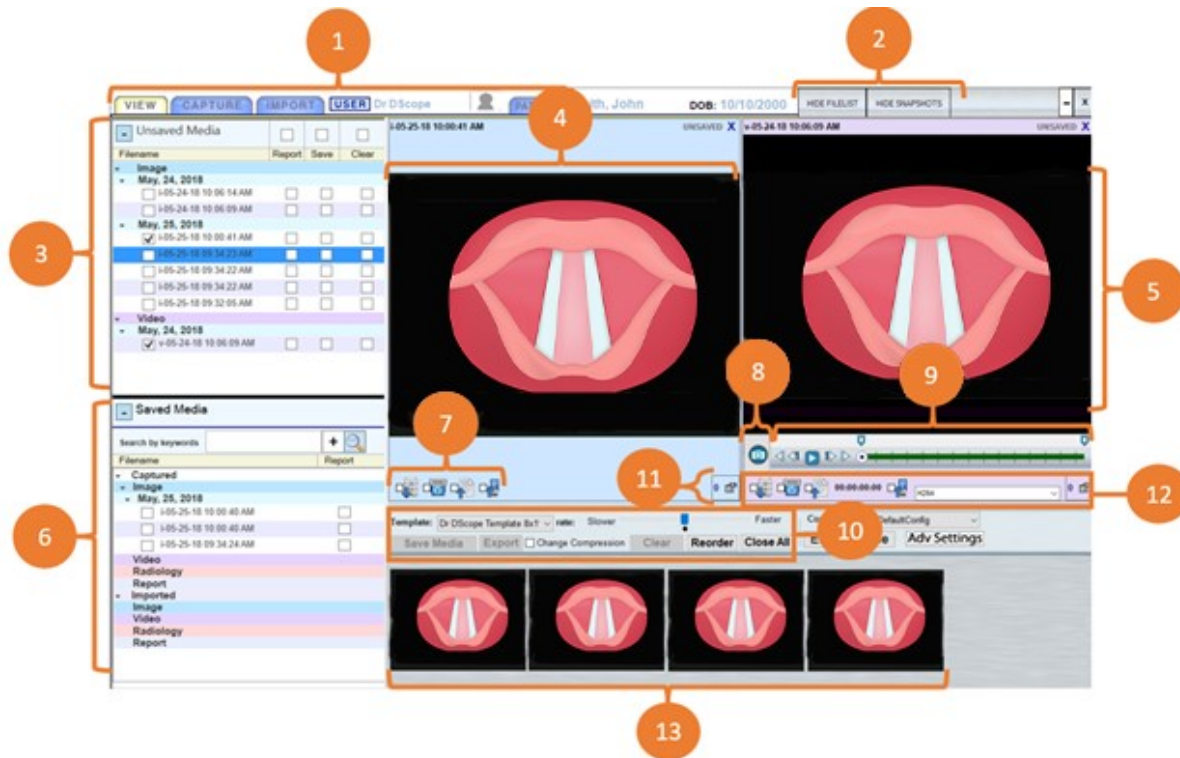


Figure 8: D-Scope View Tab

1. [Tabs](#)

- Use these tabs to navigate from the **View Tab** to other locations in the **D-Scope Application**.
- If unsaved media exists in the **View Tab** and you either attempt to exit D-Scope, switch user, or open a different patient, you will be prompted to either leave media where it is, delete the unsaved media, or return to the **View Tab** to take additional actions. If you choose to leave the media, it will remain in the **Unsaved Media List**. If you choose to delete it, it will be permanently gone.

2. [Hide/Show Filelist, Hide/Show Snapshots](#)

- Click these buttons to hide or show the **Unsaved/Saved Media List** on the left of the screen and the snapshots in the **Snapshot Tray** along the bottom of the screen. This function may be used to expand the **View Window** for larger images and videos while reviewing.

3. [Unsaved Media List](#)

- Captured Videos and Images will populate this list immediately after being created.

- You can review, save, delete, or edit unsaved media, as well as create reports with that media, if you check the appropriate boxes next to the desired files and click (Save) in the **View Tab Controls**.
 - If unsaved media exists in the **View Tab** and you either attempt to exit D-Scope or open a different patient, you will be prompted with the options of leaving the media where it is, deleting the unsaved media, or returning to the **View Tab** to take additional actions. If you choose to leave the media, it will remain in the **Unsaved Media List**. If you choose to delete it, it will be permanently gone. Choosing to save media will move it to the **Saved Media List**.
4. [Image Viewer](#)
- This window is currently displaying an image selected from the **Unsaved Media List**. You can see which file is being viewed by looking for the checked item in the **Unsaved Media List**.
 - Selecting additional image files from either the **Unsaved** or **Saved Media Lists** will cause them to appear in the **View Window** as well, up to a maximum of 12 media files simultaneously.
 - Once a file is being viewed in the **View Window**, it can be saved, deleted, exported, or included in a report by checking the appropriate icons in the **Image Item Options** and then clicking (Save) in the **View Tab Controls**.
 - To remove an image from the **Viewing Window**, either click the (x) in the top right corner of the **Image Viewer** or uncheck the desired item from the **Unsaved/Saved Media Lists**.
5. [Video Viewer](#)
- The window is currently displaying a video selected from the **Saved Media List**. You can see which file is being viewed by looking for the checked item in the **Saved Media List**.
 - Selecting additional video files from either the **Unsaved** or **Saved Media Lists** will cause them to appear in the **View Window** as well, up to a maximum of 12 media files displayed simultaneously.
 - Once a file is being viewed in the **View Window**, it can be saved, deleted, exported, or included in a report by checking the appropriate icons in the **Image Item Options** and then clicking (Save) in the **View Tab Controls**.
 - To remove a video from the **Viewing Window**, either click the (x) button in the top right corner of the **Video Viewer** or uncheck the desired item from the **Unsaved/Saved Media Lists**.
6. [Saved Media List](#)
- Captured Videos and Images will populate this list after being saved. Click the **Magnifying Glass Icon** next to the **Keyword Search Bar** to reveal all available saved media.

- You can review and edit saved media as well create reports with that media if you check the appropriate boxes next to the desired files and click (Save) in the **View Tab Controls**.
- Once saved, media in this list cannot be deleted within the **D-Scope Application**.

7. [Image Item Options](#)

- From left to right, these icons represent Save Media, Delete Media, Create Report, and Export. Checking any of the boxes next to these icons will enact the respective actions after clicking (Save) in the **View Tab Controls**.
- **Save Media** will move the selected item from the **Unsaved Media List** to the **Saved Media List** and prevent it from being deleted.
- **Delete Media** will permanently delete the item from the **Unsaved Media List** and the **D-Scope Application** altogether.
- **Create Report** will open Microsoft Word and create a report with all media items that have the “Create Report” box currently checked. The report will be created in the report format currently selected in the “Template Dropdown Menu” in **View Tab Controls**.
- **Export** will create a copy of the selected media in a destination of your choice and a format of your choice as selected by the dropdown menu to the immediate right of the **Export Icon**.

8. [Snapshot Button](#)

- Whether playback is in progress or not, clicking the **Snapshot Button** will take a snapshot of the current frame displayed in the **Video Viewer**. Captured snapshots will appear in the **Unsaved Media List** and the **Snapshot Tray**.

9. [Video Playback Controls](#)

- From left to right, the icons next to the playback bar represent **Go-to-Beginning**, **Rewind-by-Frame**, **Play/Pause**, **Forward-by-Frame**, and **Go-to-End**
- **Go-to-Beginning** will bring the playback cursor to the beginning of the selected video.
- **Rewind-by-Frame** will move the playback cursor backward frame-by-frame for every time it is clicked.
- **Play/Pause** will play or pause the selected video.
- **Forward-by-Frame** will move the playback cursor forward frame-by-frame for every time it is clicked.
- **Go-to-End** will move the cursor to the end of the selected video.
- The **Playback Bar**, via the **Playback Cursor**, displays the position at which you are currently viewing the video in relation to its entire duration.

Clicking, holding, and dragging the **Playback Cursor** will allow you to navigate through the selected video to the desired point.

10. [View Tab Controls](#)

- The Template dropdown menu decides the format of the reports created in Microsoft Word when you check “Create Report” in the **Image/Video Item Options** and then click (Save) in the **View Tab Controls**.
- The **Save** button is used to finalize the saving and reporting of selected media
- The **Export** button is used to finalize the exporting of selected media. If you would like to change the compression type of the media you are exporting, select the desired format from the dropdown menu next to the **Export Icon** in the **Video Item Options** and ensure that the “Change Compression Box” is checked in **View Tab Controls**.
- The **Clear** button will delete any media which has the “Clear Box” checked next to their file name or **Delete Media Icon** checked in the **Item Options**.
- The **Reorder** button will allow you to rearrange the order of the media currently displayed in the **View Window**. To do so, click the **Reorder** button and the “Reorder Media Window” will appear. Select the desired media in this window and click either (Move Up) or (Move Down) to change its position in the **View Window**. Click **Close** to close the “Reorder Media Window.”
- The **Close All** button will exit any media which is currently being viewed in the **View Window**.

11. [Info Button](#)

- Clicking the **Info Button** displays advanced image/video information and allows you to add comments or keywords to an image/video.

12. [View Item Options](#)

- For information on the **Video Item Options Icons**, see their descriptions in: **View Tab - Image item Options**.
- Clicking the **Info Button** displays advanced video information and allows you to add comments or keywords to a video which may be used for filtering and documenting.

13. [Snapshot Tray](#)

- Recently taken snapshots from either the **Capture Tab** or the **View Tab** will display in this tray as previews. Click the desired snapshots in either the **Snapshot Tray** or the **Unsaved Media List** to access them.

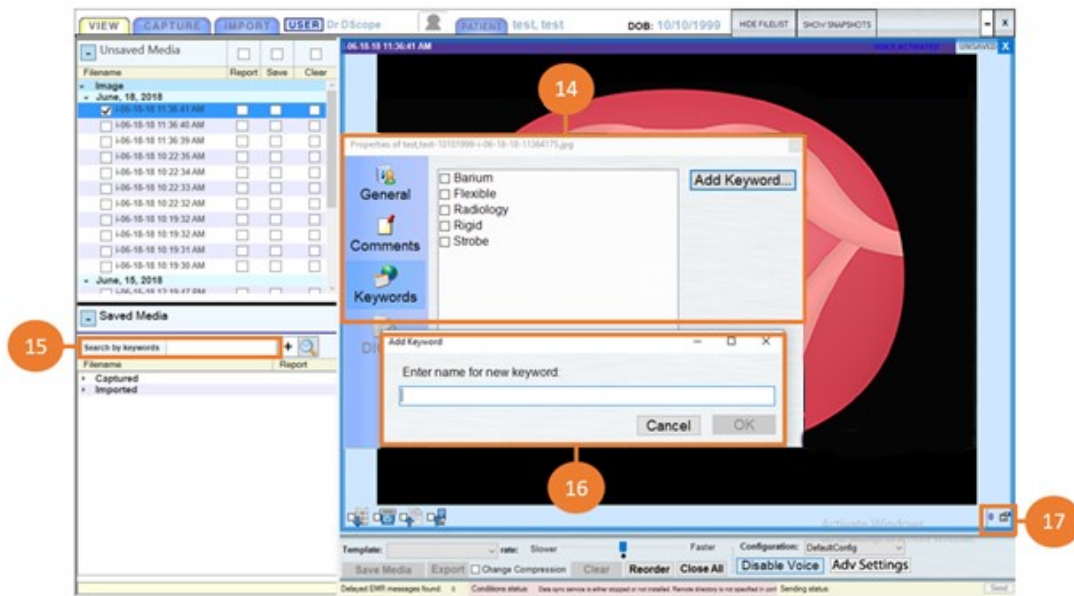


Figure 9: D-Scope View Tab Functions

14. [Info Window](#)

- Clicking the **Info Button** opens this window. The info window displays advanced image/video information and allows you to add comments and keywords to an image/video.
- General: Click to open the “General” tab. From here, you can see advanced information about the selected media such as file size, creation time/date, and file extension.
- Comments: Click to open the “Comments” tab. From here, you can add notes to the selected media for documentation.
- Keywords: Click to open the “Keywords” tab. From here, you can create a keyword to be used in keyword filtering, or check the box next to any of the existing keywords to link the currently selected media to that keyword
- DICOM: Click to show all information provided by the radiology machine that created the selected radiology item.
- Study Report: If a report is linked to the selected media, clicking this button will open that report. Click the “Attach Report” button next to the desired radiology file in the **Saved Media List** to attach a report.

15. [Keyword Search Bar](#)

- If you know the keyword you would like to search with, you can type it into the **Keyword Search Bar** and press either the **Magnifying Glass Icon** or (Enter) on your keyboard to display only media with that keyword in the **Saved Media List**.

16. [Add Keyword Window](#)

- Clicking the **Info Button**, selecting the “Keyword Tab,” and clicking (Add Keyword) will open this window. Enter the keyword you want to create and click (OK) to add it to the list of existing keywords.

17. [Info Button](#)

- Clicking the **Info Button** displays advanced image/video information and allows you to add comments or keywords to an image/video

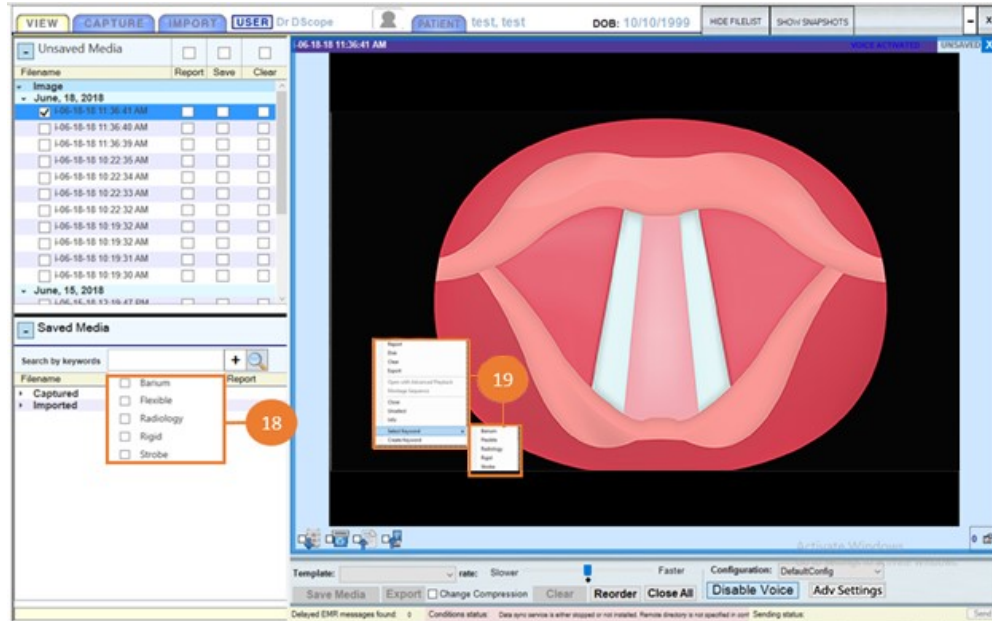


Figure 10: D-Scope View Tab Functions Continued

18. [Keyword Dropdown Menu](#)

- Click the (+) button to open the “Keyword Dropdown Menu.” Here, you can select already-existing keywords which will appear in the **Keyword Search Bar**. Press (Enter) on your keyboard to filter with the selected keyword. If you would like to filter with multiple keywords, you can click (+) again and select additional keywords. The (-) button will clear the most recently added keyword from the **Keyword Search Bar**.

19. [Right-Click Quick Options Menu](#)

- Right-clicking the display on the **Image Viewer** or **Video Viewer** will open the **Quick Options Menu**. From here, you can quickly access many of the functions associated with media. For example, clicking (Report) will check the “Report Checkbox” and create a report with the selected media when you click (Save) in the **View Tab Controls**.

[Radiology Files](#)

- **Radiology Files** have distinguishing features from the other media items available in D-Scope. They provide additional data about their creation and structure, reports may be attached to them, and both their brightness and contrast may be adjusted from the **Viewing Window** of the **Radiology Viewer**.
- Opening the **Info Window** from a **Radiology Viewer** will make the DICOM and Study Report tabs of the **Info Window** accessible. The DICOM tab will show all available information about the file as provided by the radiology machine that created it, and the Study Report tab will display a report if one has been attached.
- Clicking on the display in a **Radiology Viewer**, holding the mouse button down, and dragging the cursor up or down along the **Radiology Viewer** will adjust the brightness of the display in the viewer.
- Clicking on the display in a **Radiology Viewer**, holding the mouse button down, and dragging the cursor left and right along the **Radiology Viewer** will adjust the contrast of the display in the viewer.

[Montage Sequence](#)

- Right click the display of a **Video Viewer** to open the **Quick Options Menu**. Click **Montage Sequence** to open the **Montage Sequence Window**.
- The **Montage Sequence** feature can be used to create a 10-image set of snapshots over a 1.8 second sequence immediately following the current location of the Playback Cursor. Use the cropping window to change the focus of the sequence and click “finish” to create the montage. The **Montage Sequence** will be saved as a single image and can be found in the **Saved Media List**.

Advanced Player

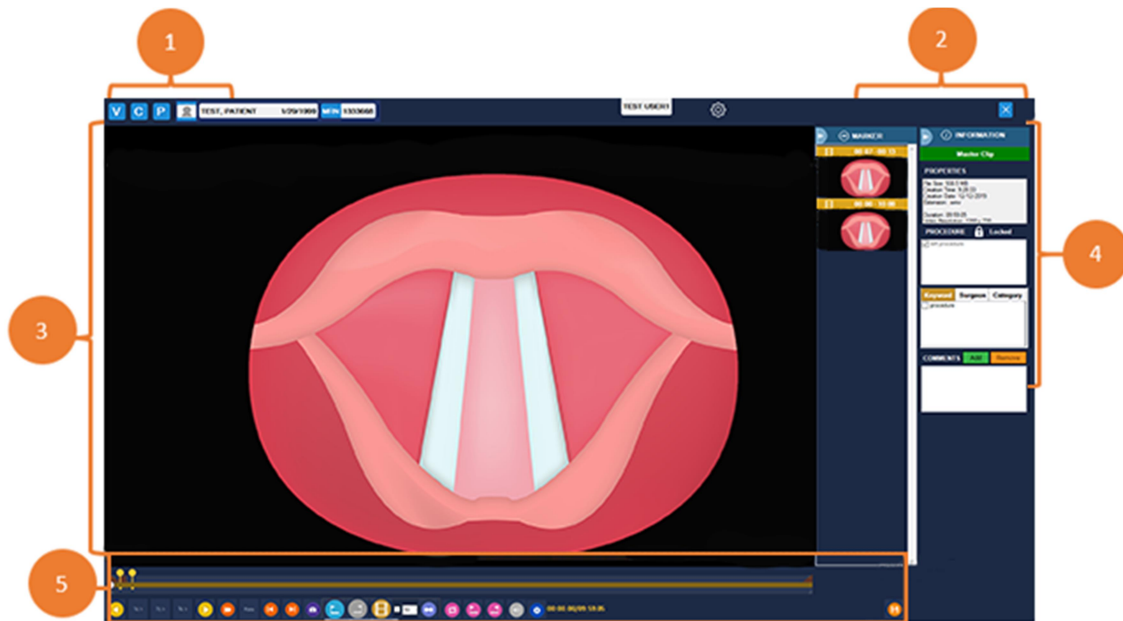


Figure 11: D-Scope Advanced Player

1. [Sidebar Controls](#)

- Info: Click the **Info** button to open the **Information Sidebar**. From here, you can see the advanced properties of the selected media and add/apply/edit keywords and comments.
- Snapshots: Click the **Snapshots** button to open the **Snapshot Sidebar**. From here you can view any snapshots taken from the selected media. You can click the previews in the sidebar to open them in the **Viewing Window** and quickly browse through them.

2. [Exiting the Advanced Player](#)

- Click the **Close** button or double click the **viewing window** to exit the **Advanced Player** and return to the **View Tab**.

3. [Viewing Window](#)

- This is the **Viewing Window** for the **Advanced Player**. The selected media, as well as any related snapshots will be viewed in this window.

4. [Snapshot Sidebar and Info Panel](#)

- Click the **Snapshots** button to open the **Snapshot Sidebar**. From here, you can view any snapshots taken from the selected media. You can click the previews in the sidebar to open them in the **Viewing Window** and quickly browse through them.
- The Info Panel contains Meta Data for the selected media in the Snapshot Bar

- Procedure Type: Configurable selectable procedures.
 - Keywords – Searchable terms providing at-a-glance information about media to help categorize recordings.
 - Surgeons – The doctor who performed the procedure.
 - Categories – Customizable fields for additional metadata.
 - Comments
5. [Advanced Player Controls](#)
- Reverse Play/Pause: Click the (<Play) button to make the **Playback Cursor** move in reverse.
 - Play/Pause: Click the (Play>) button to make the **Playback Cursor** move forward
 - Reverse-by-Frame: Click the (<Step) button to move the **Playback Cursor** backward frame-by-frame for every time it is clicked.
 - Forward-by-Frame: Click the (Step>) button to move the **Playback Cursor** forward frame-by-frame for every time it is clicked.
 - Playback Rate: Click the (Rate) button to open the rate adjustment window. Move the rate slider forward or backward to adjust how fast or slow the selected media plays. There is also a button to change the rate specifically to 25%, 50%, and 75% of normal speed.
 - Toggle Loop Function: Click the (Loop) button to toggle whether you want the **Playback Cursor** to loop within the boundaries of the **Loop Clips**.
 - Begin Loop: Click the (Loop In) button to move the “Begin Loop” clip to the current location of the **Playback Cursor**.
 - End Loop: Click the (Loop Out) button to move the “End Loop” clip to the current location of the **Playback Cursor**.
 - Set Marker/Open Marker Sidebar: Click the (+mark) button to take a snapshot and set a marker at the current location of the **Playback Cursor** as well as open the **Marker Sidebar**.
 - Adjust Volume: Click the (Volume) button to adjust the volume of the audio in the selected media.
 - Timestamp Display: The timestamp display shows the exact time of the current location of the **Playback Cursor** in the selected media. If you would like to update the location of a marker/snapshot, this display provides an accurate resource for the timestamp information required to do so.



Figures 12: D-Scope Advanced Player Info Side Bar

6. [Information Sidebar](#)

- Click the **Info button** in the **Sidebar Controls** to open the **Information Sidebar**. From here, you can see the advanced properties of the selected media and add/apply/edit keywords and comments.

Import Tab

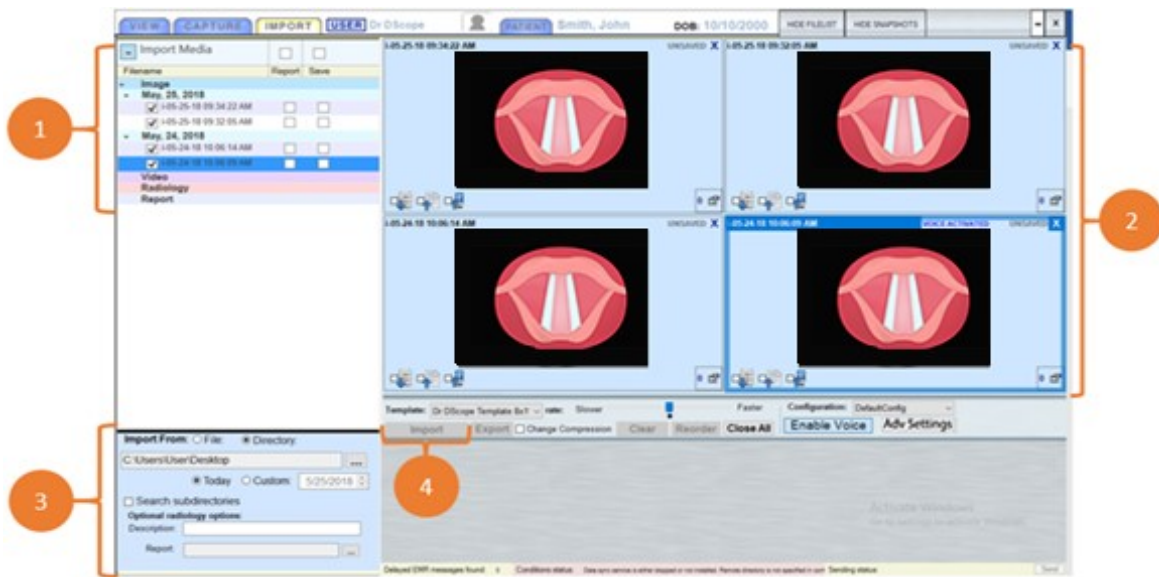


Figure 13: D-Scope Import Tab

1. [Import Media List](#)
 - After selecting a folder in the **Import Options**, any media available for import from within that folder will populate this list.
 - Clicking any of the files in the list will open them in the **Import Media Preview Window**.
2. [Import Media Preview Window](#)
 - This window will display previews of any media you have selected from the **Import Media List**. For a description of the icons and their functions in the **Image and Video Viewers**, see: **View Tab – Image Item Options/Video Item Options**.
3. [Import Options](#)
 - Import From: select either “File” or “Directory” to designate the type of source you will be importing into D-Scope.
 - Click the (...) button to select the file or directory to import.
 - Select “Today” or “Custom” to determine the creation date that the imported media will display.
 - Optional Radiology Options: if you are importing a **Radiology File** you may use this section to add a description or attach a report.
4. [Import/Save](#)
 - After checking the “Save Box” next to the desired files, clicking the **Import** button will import the media into D-Scope and save it. The media will appear in the **View Tab’s Saved Media List** under “Imported.”

Electronic Media Reporting

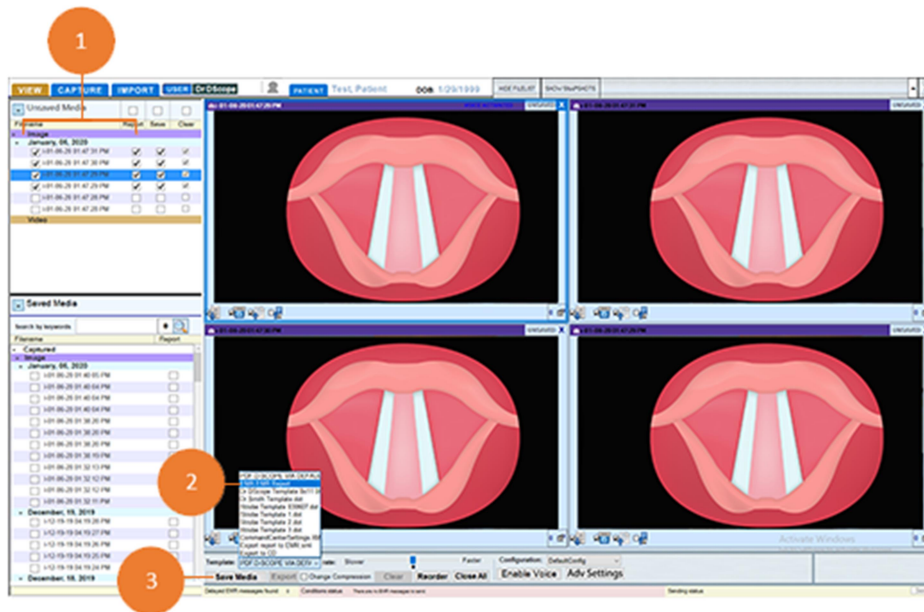


Figure 14: D-Scope EMR Reporting

1. Select the images to include in the report from the Unsaved Media list.
NOTE: All images must be for the same patient and same appointment date. The resulting EMR Report will be permanently linked to the specific appointment when the images were recorded.
2. Select EMR:EMR Report from the Template Menu.
3. Click the Save Media button to save the selected media and generate a PDF of the EMR Report.

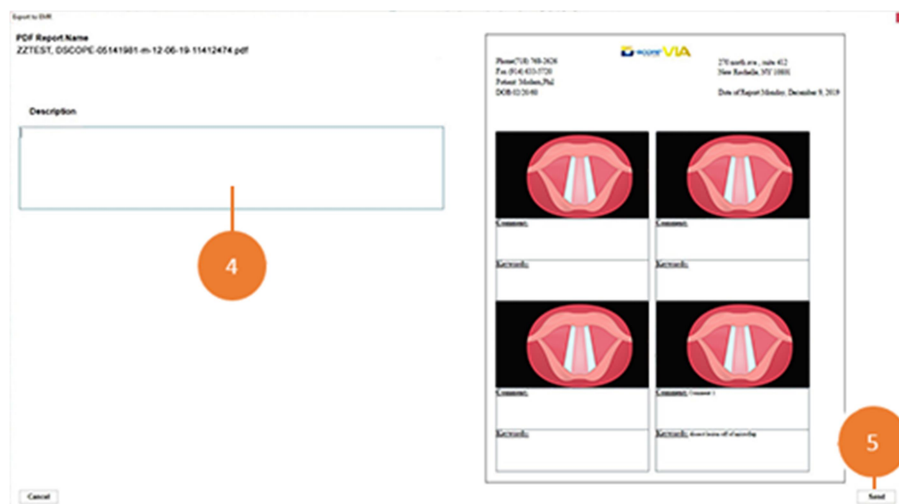


Figure 15: D-Scope EMR PDF Report

4. This PDF Report offers the option of a typed Description and will also include the selected images, and any keywords or comments that were added to the images before saving.

NOTE: Once the PDF Report is received by the EMR system, the Description will serve as the Report's unique document file name.

5. After clicking Send, a confirmation will be generated, stating that the PDF Report has been received by the EMR System, followed a request for confirmation that the user would like to clear the Saved Media from the local workstation. Click (Yes) to continue.