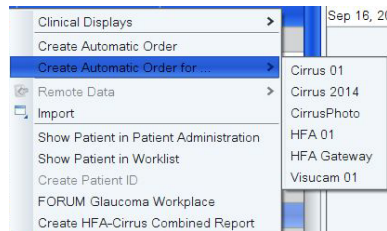**Sending data between FORUM and the HFA3**

How to create an order from FORUM to the HFA3

1. Go to FORUM > select/create your patient in the patient directory
2. Highlight your patient > right click > You can select 'Create Automatic Order for' and select the instrument you want to create the order for.
   OR
   Select 'Create Automatic Order' to create orders for all instruments

3. This will send the patients data to the HFA3

Retrieving Patient Details on the HFA3 from the Worklist

1. Select the 'Patient' tab if not already selected
2. Press 'Refresh' icon
3. Highlight the correct patient, patient detail should appear on the right of the screen
4. Continue with the exam as per normal
5. Once the exam is complete it will automatically send the data to FORUM
   OR:
   If data is not sending go to:
   Settings → Network → Scroll to Manual Data Export → Press the 'Export' button
6. A loading bar will pop up sending the exams to FORUM

Retrieving Patient Details on the HFA from the FORUM database:

1. Use the search function in the top left hand corner, search and highlight the patient, details appear on the right

How to retrieve data in FORUM

1. Find your patient under 'Patient Directory' to view the new data for that patient.

Troubleshooting:

Occasionally the HFA will fail to send data back to FORUM, this may in effect "clog" the line and you may be unable to send future tests back to FORUM, to fix this you can use the 'Export' button located in Settings→Network→Scroll to Manual Data Export→ Export button