# FORUM Overview

Logging into FORUM

1. Load the FORUM Viewer App by the icon on the Virtual Desktop
2. Enter your Username and Password (Default is User=user, Pwd=user1234
3. Default Opening Window is the Patient Directory for Todays Patients, either untick the "Blue Highlighted 1" or use the Yellow Clear Arrow in the Top Right
4. Search for your Patient by Name or ID and Double click on the Patient **NOT** the exam to open the Document Display
5. Default Window opens with the Review Type on the Left, Exam Dates on the Right and Thumbnails in the Middle

   NB: if you cannot see OCT Icon check that the "Show Icons" is checked under the "System Menu"
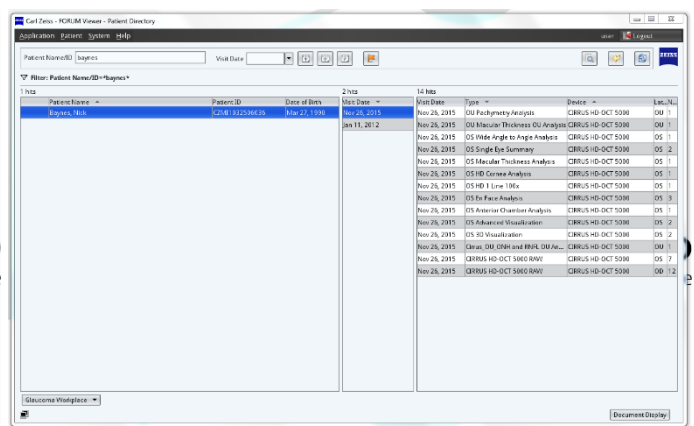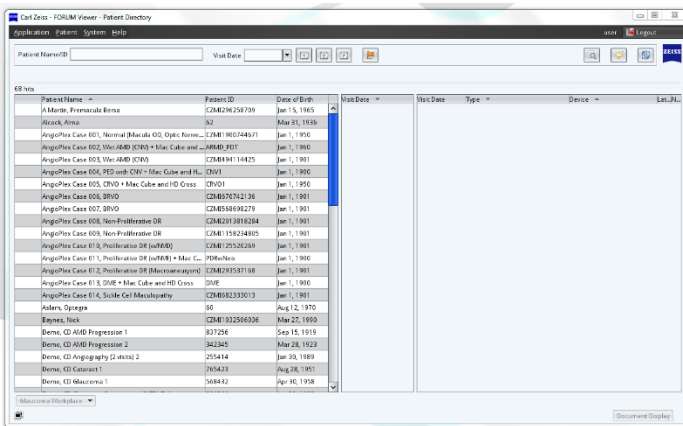
Finding Reports

1. By Default the Document Display opens up with the latest exam
2. Find the exam date you require and the report type from the Thumbnail window and either double click to get to a full screen view and get back by pressing close or to see multiple reports right click on the report you want and select Document Display, this hides all menus, by pressing the small single arrow at the bottom it will show a smaller thumbnail view were you can drop and drop reports,
3. Change the view by selecting Report Output Type at the top drop down.
4. You can do this for either a OCT, HFA or a Combined Report, all Thumbnails have a heading of what type of exam report they are
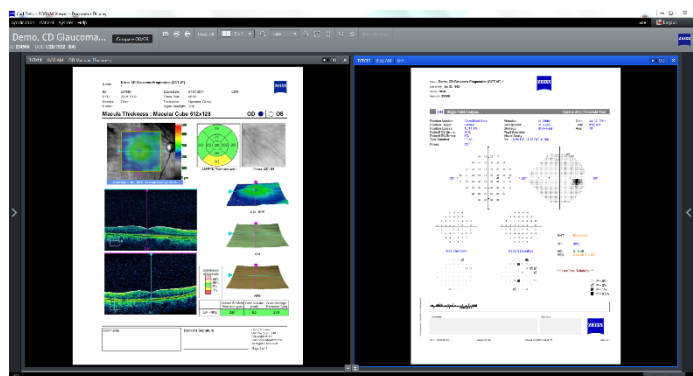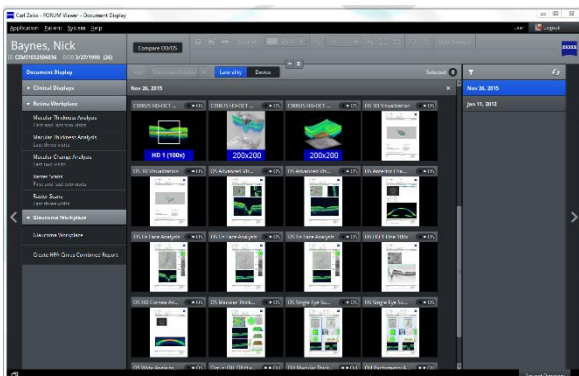
Find Patients from within the Document Display

1. Click once in the Top Left on the Patients name, from here you can search for your Patient in All Patients or select from Todays Patients, Selecting the correct patient loads there exams into the Document Display
NB: Clicking the Patient Directory, bottom right, will take you back to the original screen within any screen
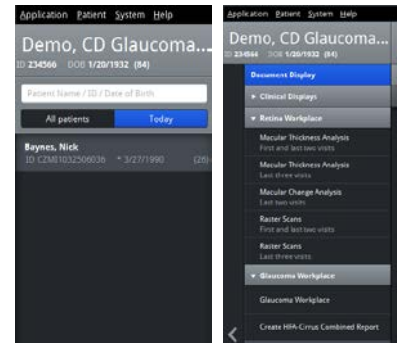
Opening Glaucoma Workplace and Creating a Combined Report

1. When in the Document Display select the Glaucoma Workplace option from the Exam Type Menu on the Left or from within Patient Directory right click on a Patient and select Glaucoma Workplace
2. To Get Back either select Patient Directory of Document Display in the Bottom Right to get back to the relevant screen

1. To create combined report either right click on a patient in the Patient Directory and select "Create HFA-Cirrus Combined Report" or select it from the Document Display
2. When in the window Select the HFA reports you need, click next, then select a Macular Cube , then click create report, you can also select an Optic Disc and a Fundus image by pressing next after the Macular Cube instead of Create Report
NB: A Combined Report will be automatically created when an OCT and 10-2 HFA exam have been taken on the same day on the same Patient
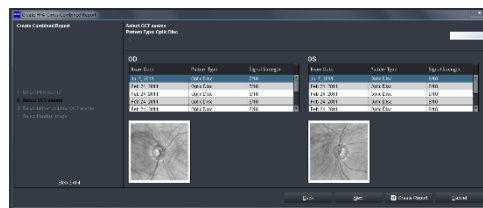
How to Merge Patients and Move Incorrect Exams

1. First go to "Patient" and then "Patient Administration" you will be presented with 2 sides to the screen for the two Patients you want to Merge or Move Exams
2. To Merge Patients select the Patients you want to merge on either side,
3. Pressing the right push arrow Merges the data using the right hand side as the Master and the left push arrow as the Left Master
4. You will be prompted with a Confirmation, check and press Yes/No
NB: This cannot be undone be sure the data is correct!

1. To Move an incorrect exam, find the Patient > Exam Date > Exam you want to move on wither the Right or Left hand side
2. Select the Destination Patient on the other side
3. Click the right push arrow to move it to the right and left to the left
4. You will be prompted with a confirmation