NAVIS-EX - Customise Reports / Templates

1. Ensure you are on the Px database screen.

2. Go to top LHS and select '*SETUP*'.

3. A dropdown box will show some options - select '*TEMPLATE SETTING'.*

4. Down the left side of the screen there are the report templates.

5. Along the top tool bar select either '*NEW (H)*' or '*NEW (V)*', or select a report template and click '*COPY*' to use this as a starting point for your own report.

6. Name this document eg: '*Blank Document'*

7. The named document will now appear at the bottom of the long list of templates down the left side

8. The named document should now be highlighted green and the page on the main screen should appear empty (or with the scan data if you have chosen copy)

9. Down the right side of the screen there is a list of scan types, fundus photos etc you can add to the report. (*IMAGE LIST*). Expand the fields to find the entry to desire.

10. Double click on the required image description and pull and drag from the list onto the blank document. The chosen scans or images will now appear on the screen. By holding and dragging you can arrange or re-arrange the information when it is on the document.

11. Continue adding and arranging the data until your report template is complete. Then click '*SAVE*'.

12. Your report on the LHS can be grabbed and dragged into a new position in the list, ie. If you drag it to the top of the list, it will be the first choice in the report list.

13. Once complete, click '*BACK'* to return to the database screen.