

4D PhotoStation Manager™ Trial Version Quick Start

Thank you for your interest in evaluating the 4D PhotoStation Manager, a solution that will help you establish or improve your photo documentation processes and workflows. You can select which Edition of the PhotoStation Manager you try. Choose from one of the following Edition choices.

Edition	Use
• Healthcare Edition	• General healthcare, dermatology, plastic surgery, dental, and others
• Wound Care Edition	• Wound care, burn care.
• Medi-Spa	• Cosmetic and medi-spa.
• Commercial	• Construction, law enforcement, real estate, home improvement, and others.

Your Trial will include all the features supported for that Edition, including Measurements, Annotations, and Reporting. Included with the Trial are photo documentation samples you can use to explore how our various features and capabilities work.

1. DOWNLOADING THE PHOTOSTATION MANAGER

Depending on which internet browser you are using, you will receive different prompts when you select the download Demo / Trial Version of the software

1.1. Download Instructions

If you are familiar with the process of downloading and installing software over the internet, you can proceed directly by clicking here.

[Begin PhotoStation Manager Download Now](#)

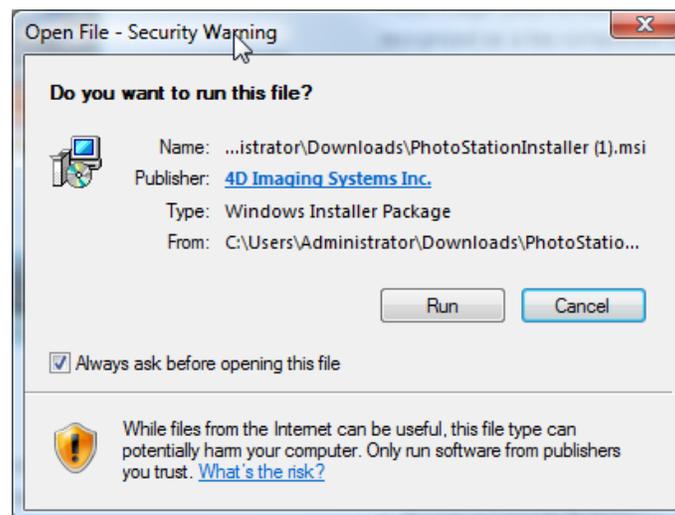
Click the Download button to save the software application file to your computer, and/or click the Run button to begin the installation process.

1.2. Download Process Details

Depending on the browser you are using, when you click on the [Begin PhotoStation Manager Download Now](#) the file download will be started automatically, or you will be prompted on whether or not to download the file.

If you are asked whether or not to download the file, click the Save button and choose a folder on your computer that you want to save the software application file in. Click on the downloaded file to begin the installation.

When you click to Run the installation of the PhotoStation Manager, you will be shown the following screen.



The PhotoStation Manager application is signed / authenticated by a third party and does not contain any viruses or malicious code. This Security Warning screen is a standard precaution offered by most browsers to warn individuals to be careful about what they are downloading.

You can rest assured that installing the Trial Version of the PhotoStation Manager is safe for your computer.

2. Special Note to Internet Explorer Version 9 Users

Microsoft Internet Explorer will require you to confirm your download and install by displaying several screens.

After you click on the [Begin PhotoStation Manager Download Now](#) link, at the bottom of your IE 9 browser, click on the Actions button.

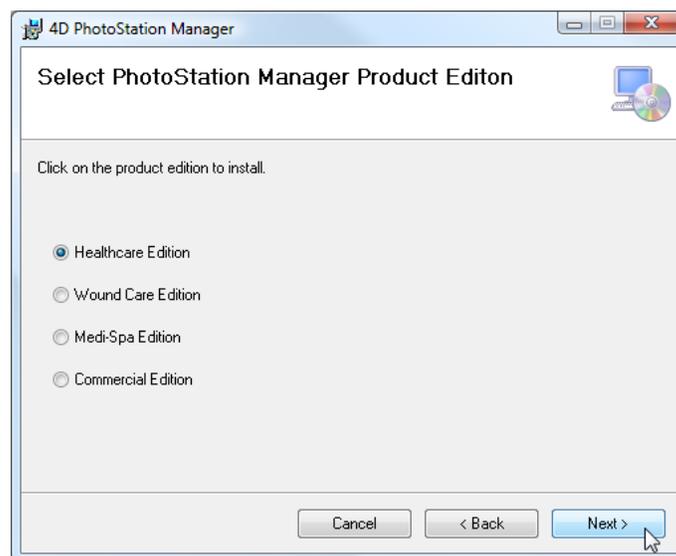
Next, the IE 9 browser SmartScreen Filter will require you to click on the More Options drop down. Click More Options to continue with the download and installation.

Finally, you will see a screen that displays the Run Anyway option. Click Run Anyway to begin the download and installation process.

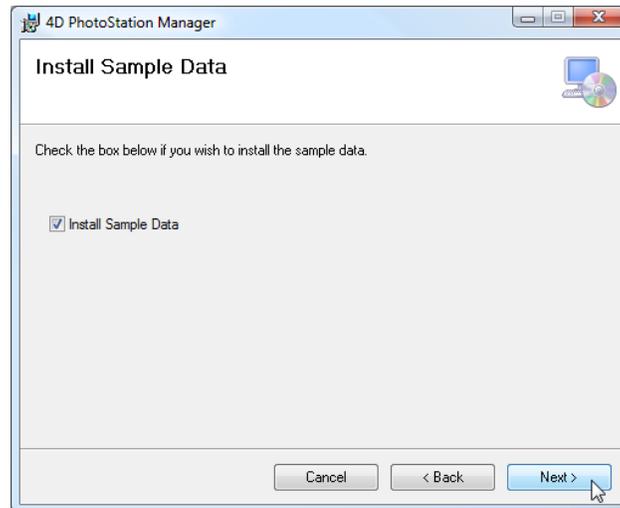
3. INSTALLING THE 4D PHOTOSTATION MANAGER

After you have downloaded the PhotoStation Manager msi (installer) file, start the installation by double clicking on the msi icon. Follow the prompts in the installation wizard.

Please select the desired Trial Edition on the following screen.

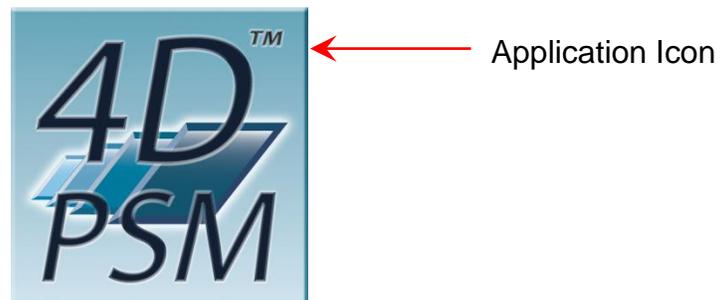


Make sure you select “Install Sample Data” as shown on the following installation screen.



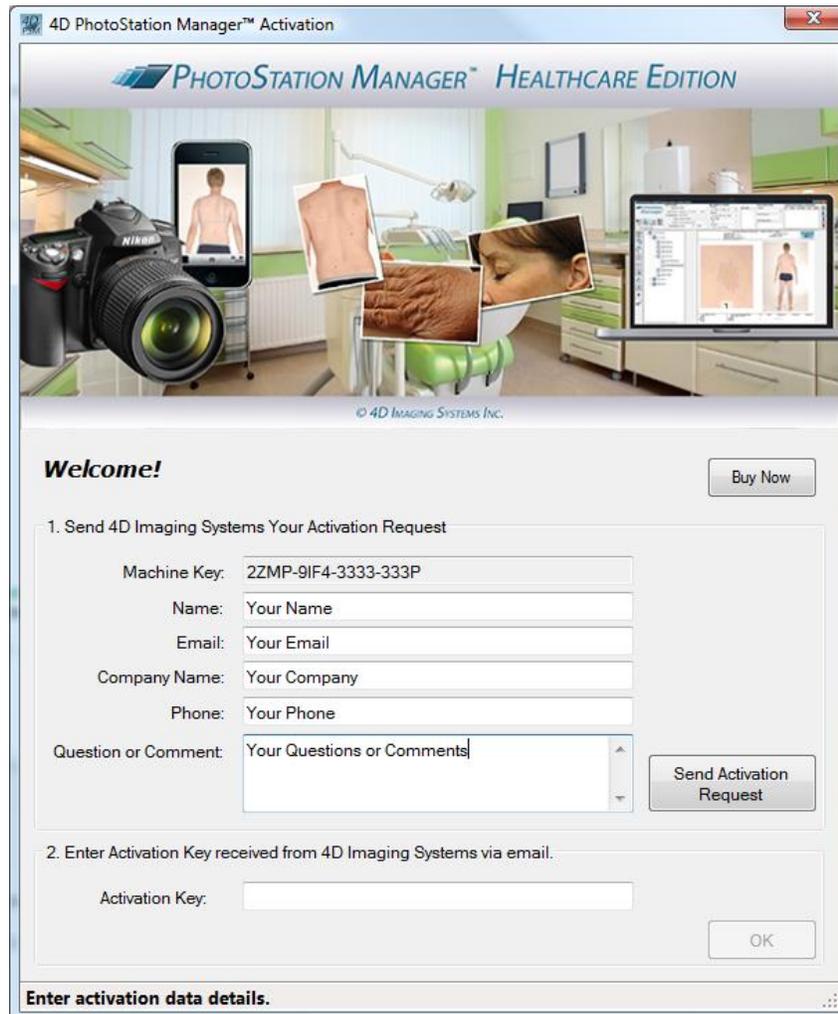
4. ACTIVATING THE 4D PHOTOSTATION MANAGER APPLICATION

After installation, there will be a 4D PhotoStation Manager application icon on your desktop.



Double click on the application icon. The following Activation Panel will appear. Depending on which Edition you selected, the name of the product and the graphic will vary. Please fill out the information fields with your contact details, including your name, company, valid email, phone, and any questions or comments you may have.

All the fields must be filled in before the Send Activation button is enabled.



4D PhotoStation Manager™ Activation

PHOTO STATION MANAGER™ HEALTHCARE EDITION

© 4D IMAGING SYSTEMS INC.

Welcome!

1. Send 4D Imaging Systems Your Activation Request

Machine Key: 2ZMP-9IF4-3333-333P

Name:

Email:

Company Name:

Phone:

Question or Comment:

2. Enter Activation Key received from 4D Imaging Systems via email.

Activation Key:

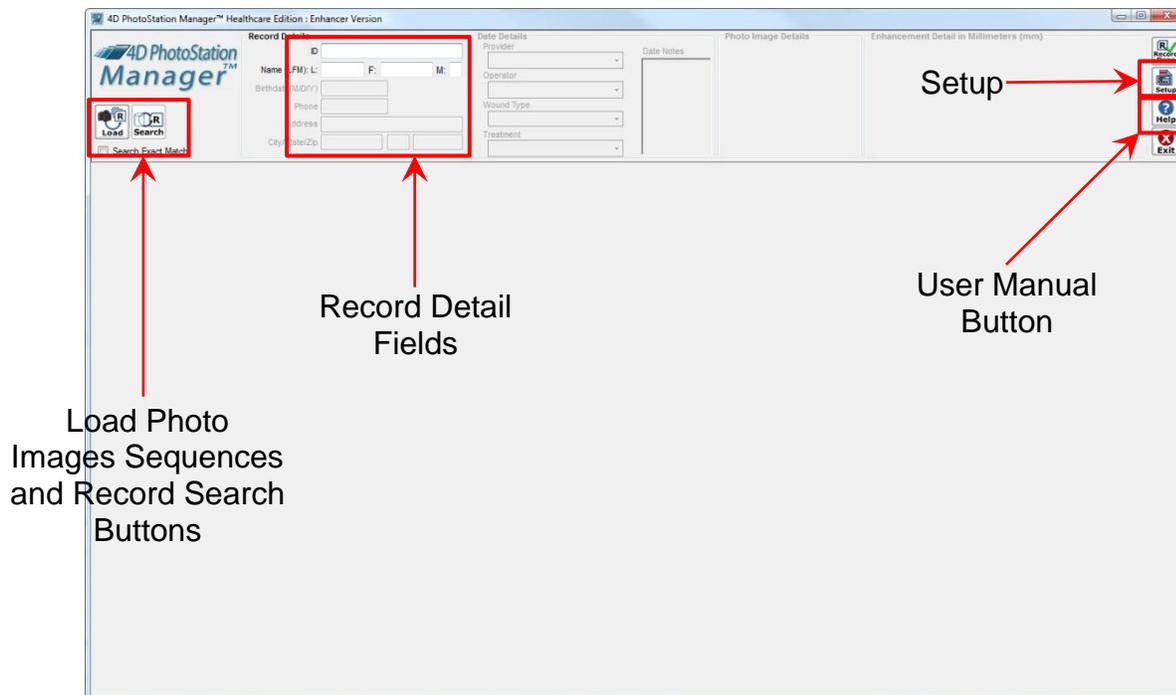
Enter activation data details.

If you have been provided with an Activation Key, copy and paste the code into the Activation Key field at the bottom of the form. The OK button will be enabled. Click the OK button.

Otherwise, please fill in your name and email address and company name. Click the Send Activation Request button. When 4D Imaging Systems receives the email, a reply email will be sent that includes the activation key code. Paste the code into the Activation Key field and the OK button will be enabled. Click the OK button.

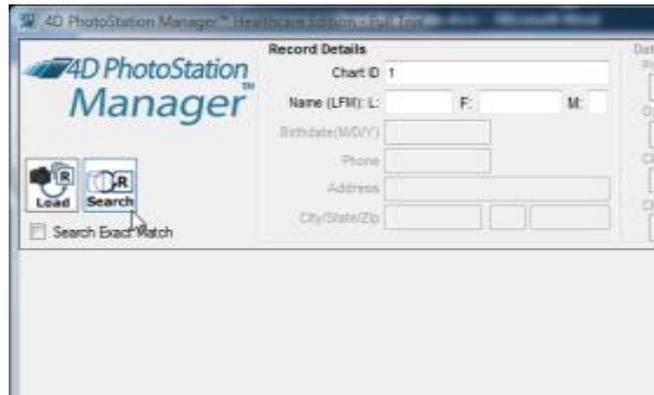
5. RUNNING THE 4D PHOTOSTATION MANAGER APPLICATION

After the software is activated, when you double click on the application icon, the main PhotoStation Manager Application panel is displayed.

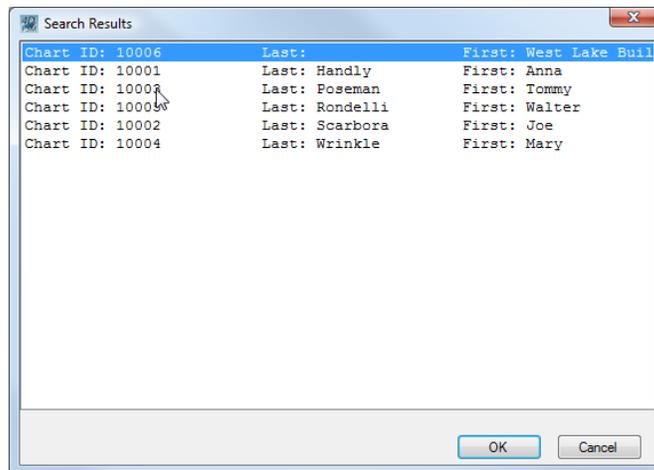


Your evaluation copy of the PhotoStation Manager includes 6 Record IDs preloaded. You may also add new Records into the system by entering an ID, a first name and last name. The complete process is detailed in the User Manual, which can be displayed by clicking on the Help button.

To load one of the Records, enter the digit “1” into the ID field and click on the search button.



A list of the 6 pre-loaded Record folders is displayed. Since all the Record IDs include the digit “1”, the PhotoStation Manager automatically shows the matching IDs and allows you to select which one to load.



All sample data set Records, except 10003, include Date Entries and Photo Images. The Record ID 10003 includes a defined Record but no images. This ID can be used for testing the Photo Image import feature using the sample photos you may have on your computer. Record 10006 is an example for commercial applications. All other Records are for Healthcare, Wound Care, and Medi-Spa.

Select ID 10002, Joe Scarbora. The following is displayed. Again, additional details on all the features of the system are included in the user manual. Key aspects to note include the following. Each Record encounter for Joe Scarbora is listed in the Visit History. By clicking on a date, the Photo Images captured for that date are displayed.

Shown below is a visit date of February 2, 2011 with two Photo Images captured. Details for each photo documentation date and for each individual Photo Image are displayed at the top details panels. Clicking on a different visit date or image in that visit date updates the visit details. Clicking on a Photo Image updates the Photo Image details.

Record and Date Details

Photo Image / Enhancements Details

Record Details

Record ID: 10002

Name (LFM): L: Scarbora F: Joe M: L

Birthdate(M/D/Y): 10/10/1965

Phone: (423) 580-4512

Address: 1201 49th Street

City/State/Zip: Chattanooga TN 37407

Date Details for 2/2/2011

Provider: Dr. John A Wright, MD

Operator: Ms. Lisa Rich, PA-C, MPAS

Wound Type: Arterial Contusion

Treatment:

Photo Image Details

Location:

Hand - Right

Depth Measured: 2mm

Photo Image Notes: Wound scabbing minimal @ 4 weeks

Enhancement Details in Centimeters (cm)

ID	Name	P...	A...	D...	Vo...	Circ...	Maj...	Minor Ax
1	Total Potential ...	1.50	N...	N...	N/A	N/A	N/A	N/A
2	Enter Name	97	N...	N...	N/A	N/A	N/A	N/A

Visit History

- Joe Scarbora
 - 2011-02-02
 - image-0000.jpg
 - image-0001.jpg
 - 2011-02-01
 - 2011-01-28
 - 2011-01-24

Enhancement On/Off Button

Enhancements Toolbar

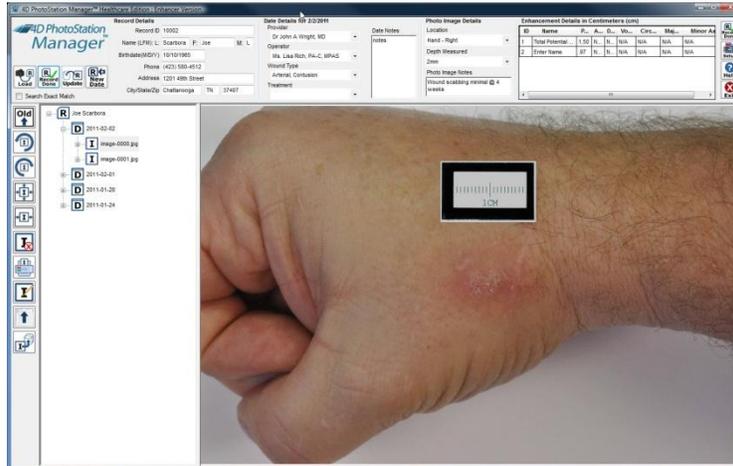
Detected Ruler

2.00 x 1.00 cm

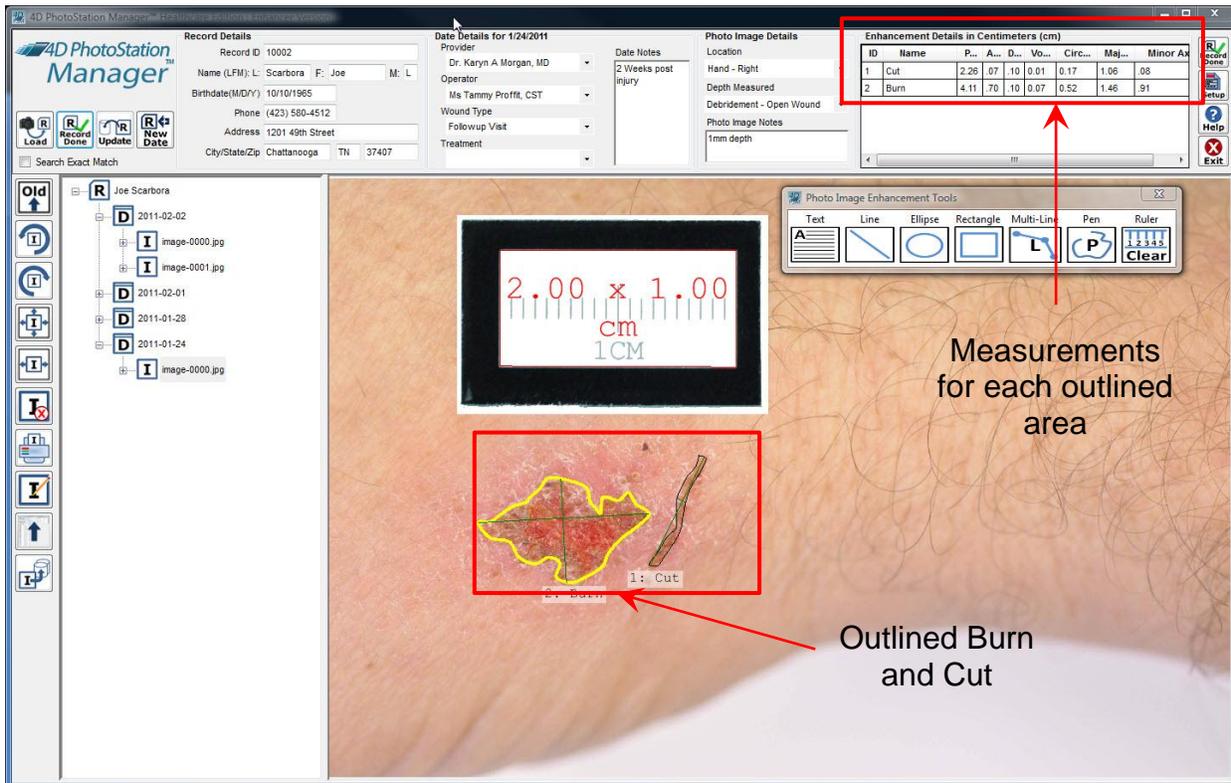
1: Total Potential Scar Length

All the person names and keyword information stored with a Date Entry or with a Photo Image can be customized in the setup. The setup button was highlighted in the previous figure.

Each photo can contain one or more enhancements. An enhancement is either a notation or a feature that has been selected for measurement. The Photo Image displayed above has a detected ruler enhancement. Clicking the Enhancement On/Off button will turn off the displayed enhancements, revealing the 2 centimeter by 1 centimeter market used.



Additional Photo Images in the collection include selected areas and measurements. By clicking on the January 1, 2011 visit, and then the image-000 image, you will see a wound area that has been outlined for wound size calculation.



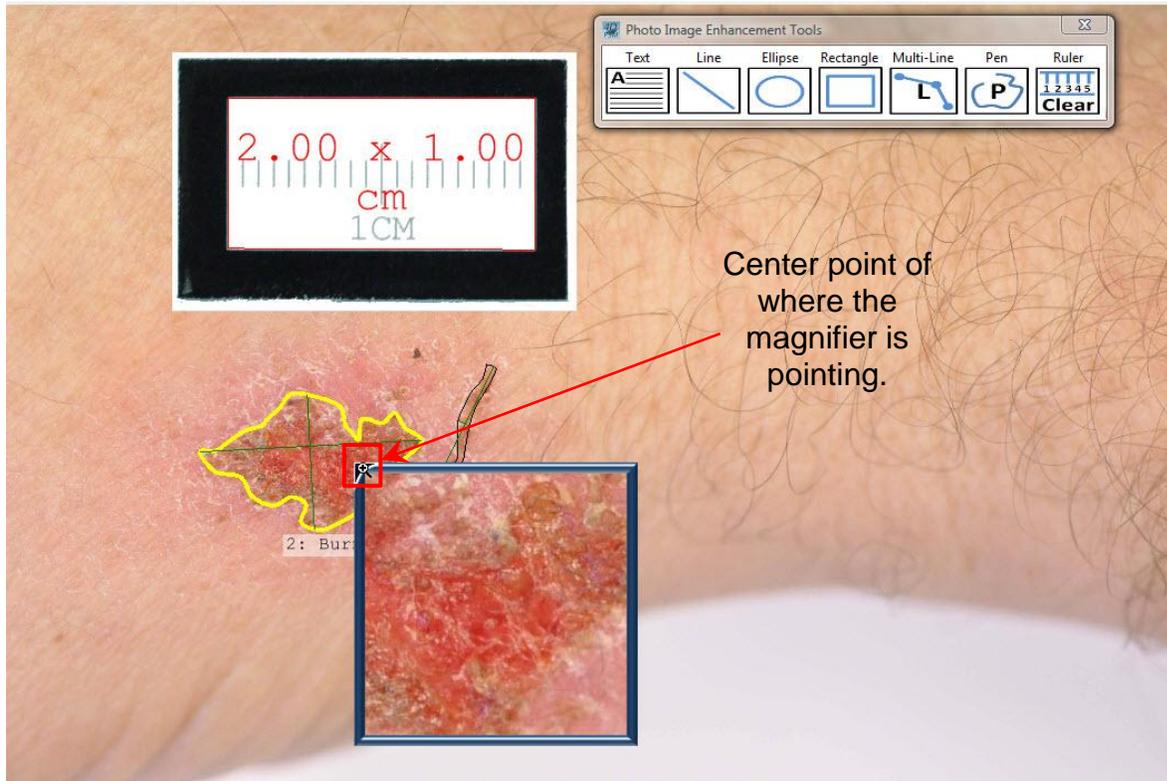
Selecting the line, ellipse, rectangle, multi-line, or pen tool and then drawing on the picture will result in a new measurement being added to the measurements area. Text notes can be placed on the Photo Image as well.

Clicking the right mouse button on the Photo Image displays the following menu.



The right mouse button menu allows you to select Photo Images for inclusion in a before and after report, or for Electronic Record System (ERS) upload. Output reports can also be created. Output reports can include any enhancement notations or measurements you've included in the selected Photo Image. Enhancement graphics can be edited using the menu.

A magnifier can be activated from the right mouse button menu, or by simply typing the "M" key. The magnifier provides a zoomed in view of the location where the mouse is clicked.



To exit the current Record, click on the Record Done button on the upper right hand side of the application.

You can also zoom in and out of the selected Photo Image by pressing the Control-Key and using the mouse wheel or the "+" and "-" keys on the keyboard.