

Digital VetDock

SOFTWARE 2.1



OTOPet-USA™



OtoPet-USA is a division of DermaZoo™

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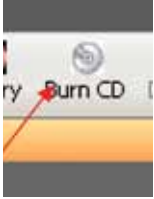
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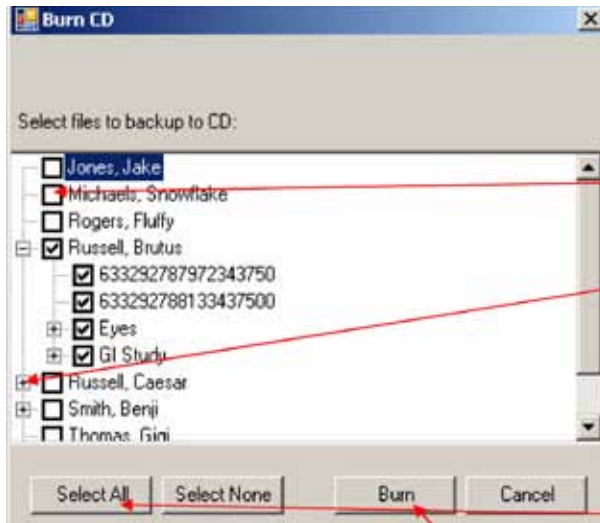
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General



CD Backup

Click on the Burn CD icon to create a back-up or a take home CD for your client. This feature works on Windows XP or Vista.



You have several options here.

You can either click inside the box to the left of the patient name to select that patient's entire folder

or you can expand the patient folder by clicking on the + sign next to the patient name. In this example, we have clicked inside the box to the left of Brutus Russell's name and have therefore selected all of the images and subfolders for that patient.

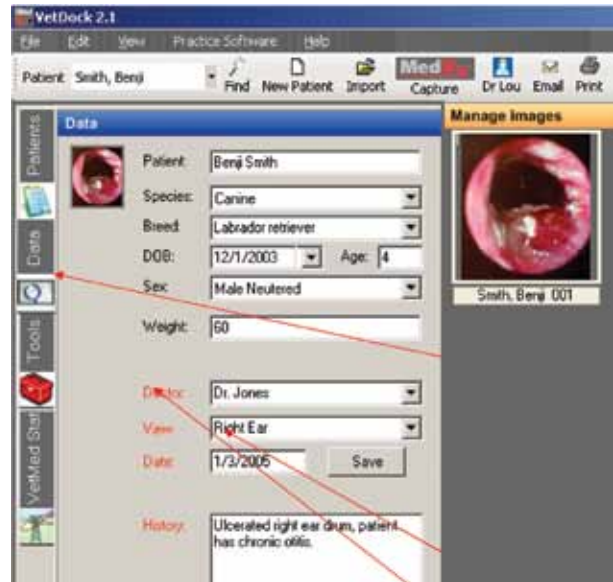
You could also click the Select All button, which would select all of your patient images and folders for a complete back-up.

Make sure that a writable CD is inserted into your CD-RW drive and then click the Burn button. Depending on how many files you have selected, the burn process may take a few minutes.



Data Tab

The Data section, which is accessed by clicking on the Data tab on the left margin below the Patients tab, includes the current patient data and the data for the image that you have selected.



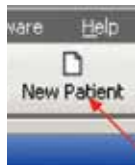
You can see that the first image in this patient's subfolder is currently selected and the Doctor, View, Capture Date and History all pertain to this image.

You can change/correct this data later on, but do not forget to **click the Save button after you have made any adjustments.**

Under View: Several Views are pre-loaded into the software, but you can also add your own by typing them into this field. They will be automatically saved.

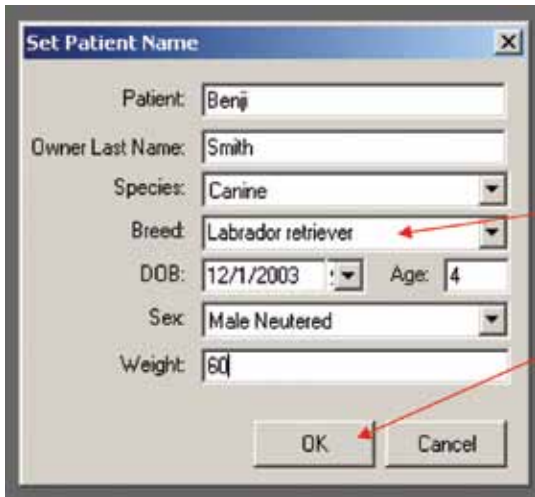
Please see the "Preferences Section" for more information on Adding/Deleting Doctors.

Data Tab Continued >



Data Tab cont.

To set up a new patient, left click on the **New Patient** icon.

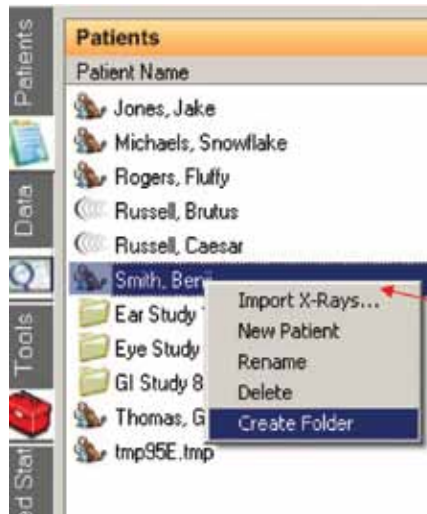


Fill out each field with the appropriate patient data. You can manually enter a birth date in the date of birth field or you can enter an age and the date of birth will be automatically calculated.

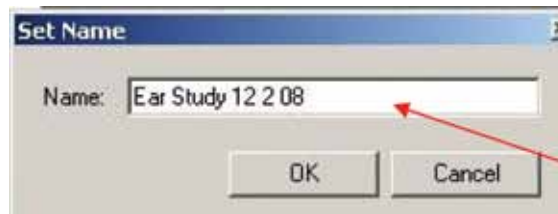
If the desired breed is not found, you may enter your breed name and it will be saved for later use.

Click **OK** when you are finished.

NOTE: AVImark users will see an extra button here titled AVImark import. This button can be used to auto import patient data after the patient's first and last name have been entered. Read more about this in the AVImark integration help file or on pg. 18.

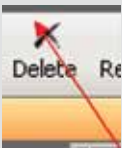


Right click on the patient's name and select **Create Folder** to create a study folder.



Once you have right clicked, a Set Name field will appear. Fill out the title of the study you are about to perform.

Once completed, a new subfolder has been created and you are ready to capture images directly into that folder.



Deleting An Image

You can either Right click on an image and select Delete or you can select an image and then click the Delete icon above. You will get a confirmation window. Click Yes on this window if you wish to delete the image or click No to cancel the deletion. Even if you accidentally click Yes, the deleted image goes to your computer's Recycle Bin and can be restored from that point.





Dr. Lou Gotthelf

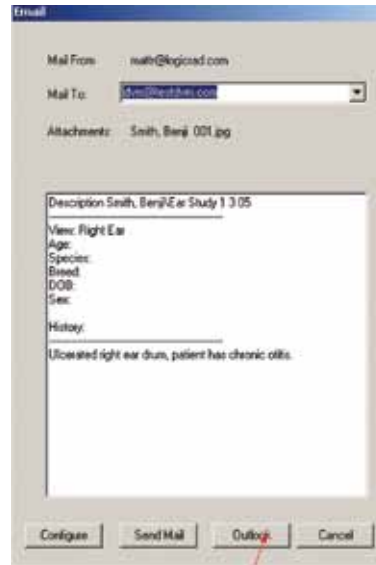
Dr. Gotthelf is an ear specialist and a consultant to OtoPet-USA and OtoPet-USA clients. The Dr. Lou button in the software works the same as the e-mail, but these images go directly to Dr. Lou for dermatology and ear consultations. For more information, please contact your OtoPet-USA sales representative at 301-365-0192.



Emailing Images

To email an image or images, select the images you wish to e-mail by clicking on them and then click the e-mail button as shown above. The images will automatically attach to the email and any data/history will appear in the body of the e-mail. You can edit this data or add your own text by typing into the e-mail.

If you use Outlook or Outlook Express, you can click the Outlook button to send the email through one of those programs.



NOTE: The e-mail functionality does not work with all email providers. If you are having trouble sending an email, open up your default email program and attach the images to an email by accessing the My OtoPet-USA folder from your computer's desktop.

Expanding Thumbnail

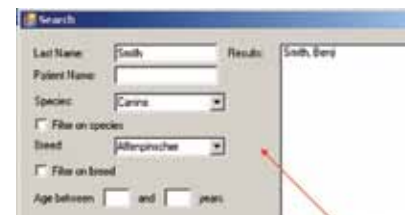
You can hover over an image for one second and the thumbnail will automatically expand giving you a larger image preview. This feature can be real useful if you have several images in a patient study that look the same or if you just want a quick preview.

Preference for this feature are available at Edit Preferences/Tools. Please see Preferences-Tools for more options.

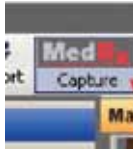


Find/Search

Finding or Searching for a patient or patients is easy. Simply fill out the fields you wish to be included in the search and the VetDock search function will automatically filter the results based on the amount of information you have provided. To filter by species or breed, select the Filter on Species option or Filter on Breed option.



Once you have found the patient, left click to highlight that patient and then click Open Selected.



OtoPet-USA Capture

To capture an image using your VetScope, first ensure that the VetScope is plugged in and turned On. Next, click the OtoPet-USA

Capture button as shown.



Maneuver your VetScope to the desired location before capturing a video or still image.

Once you have an image that you would like to capture:

- Use the left mouse button or foot pedal to capture a still image.
- Use the right mouse button to start and stop video capture.
- You may also choose to turn on the preference for keyboard capture in the “Still Images” tab of your “Video Preferences” window.

This preference will allow you to capture stills using the space bar and videos using the enter key.

Once a still image has been captured, the frame will freeze in place on your last capture.

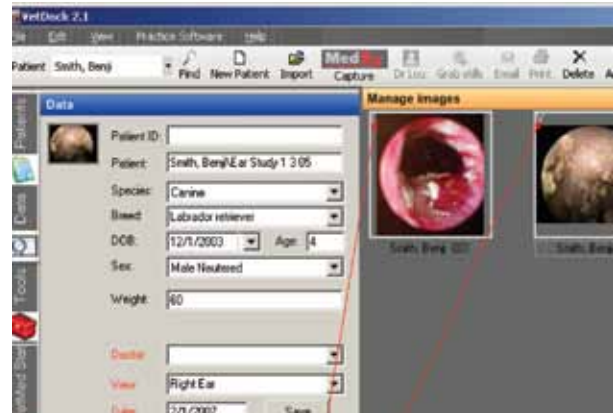
Left mouse click or depress the foot pedal again to resume image capture. Images are automatically being saved to the patient folder.

Right click on the patient’s name and select Create Folder to create a study folder.

Image Video Thumbnails

Image thumbnails appear under the Manage Images heading when a patient’s folder or subfolder is selected.

An image thumbnail will have an I in the upper left corner if it is an Image and a V if it is a Video.

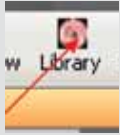


Import

You can import images from external sources, such as your digital camera or other imaging modalities.

Simply click the Import button and then browse to the desired file that you wish to import.



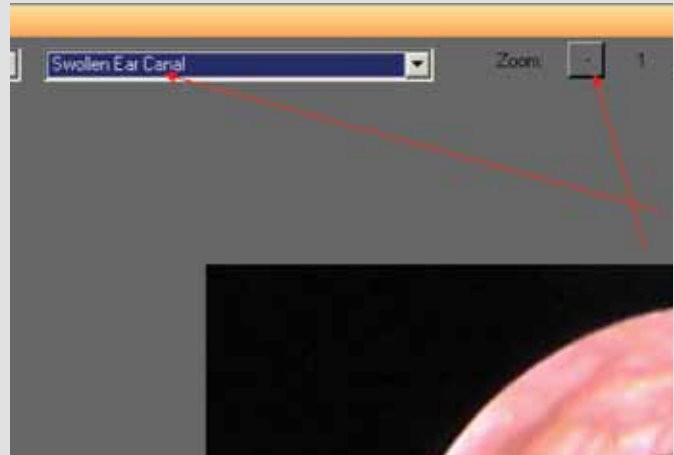


Library

Click the Library button to open the VetDock 2.1 image library.

Once you have selected the Library button, choose the library image you wish to open by accessing the menu above.

You can zoom in/out on library images by clicking the zoom buttons above.



Multi View

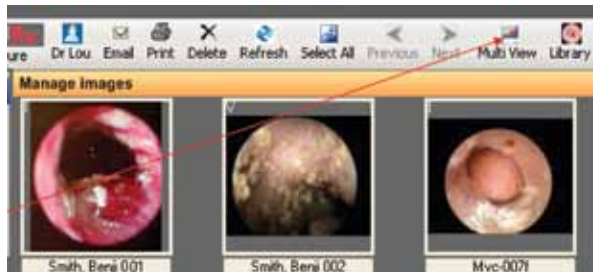
The software allows you to open and view multiple images at one time. Select the images you wish to open, you can choose two, three or four images, and then click the Multi View button.

Images are selected by left clicking and dragging over the images or by holding down on CTRL and then clicking on each image you wish to select.



The images you selected will now appear in a multi pane view.

You can click on the Print button in the upper right corner to print this view.



If you select less than four images and click Multi View, the software will give you the option of filling the other panes with library images. Simply select the Library image you want and then click OK.



Patient List

The Patient List View includes the entire listing of all patients stored in the software. The files are arranged in either alphabetical or numerical order depending on how you name your files.



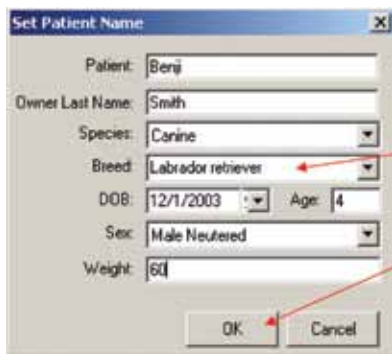
You will notice that Benji has three subfolders which contain the image files captured during three different studies.

The Image column denotes how many images in a patient's folder and/or subfolder.



New Patient

To set up a new patient, left click on the **New Patient icon above.**

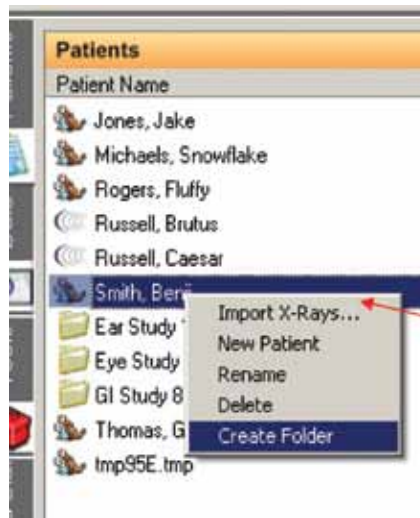


Fill out each field with the appropriate patient data. You can manually enter a birth date in the date of birth field or you can enter an age and the date of birth will be automatically calculated.

If the desired breed is not found, you may enter your breed name and it will be saved for later use.

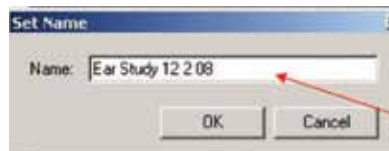
Click OK when you are finished.

NOTE: AVImark users will see an extra button here titled AVImark import. This button can be used to auto import patient data after the patient's first and last name have been entered.



Right click on the patient's name and **select Create Folder** to create a study folder.

Once you have right clicked, a Set Name field will appear. **Fill out the title** of the study you are about to perform. Once completed, a new subfolder has been created and you are ready to capture images directly into that folder.





Previous/Next Button

Use the Previous and Next Buttons to advance from one image to the next within a patient's folder or subfolder.



Refresh

If the software does not automatically update when you have imported new images or deleted existing images, click the Refresh button.



This feature works within the Tools view and can be used to do a client slideshow within a particular study

Print

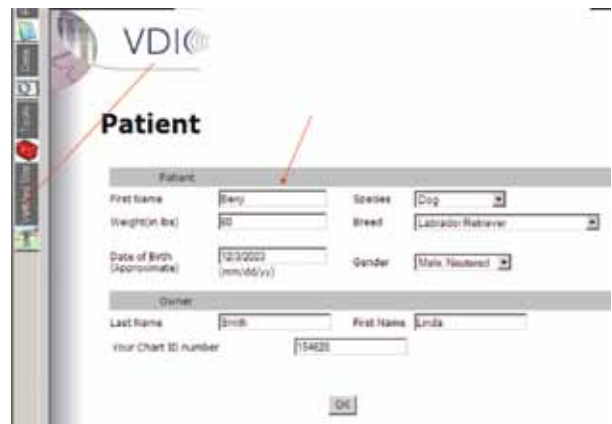
To set up your print settings, click File and then choose Select Printer or Page Settings if you wish to adjust the paper and page orientation settings.



Once you are ready to print, **double click on the image you wish to print to open it in the tools section** and then click either the Print button in the icon menu or select File/Print. Click OK to print the file.

VetMed Stat Telemedicine

If you would like to submit a telemedicine consult, please make sure you have set up an account with VDIC's VetMed Stat Tele medicine. This can be achieved through the Preferences section of the VetDock 2.1 software.



Click on the VetMed Stat tab and you may be asked to confirm patient details before moving into the study. Please make sure you have closely reviewed the patient information.

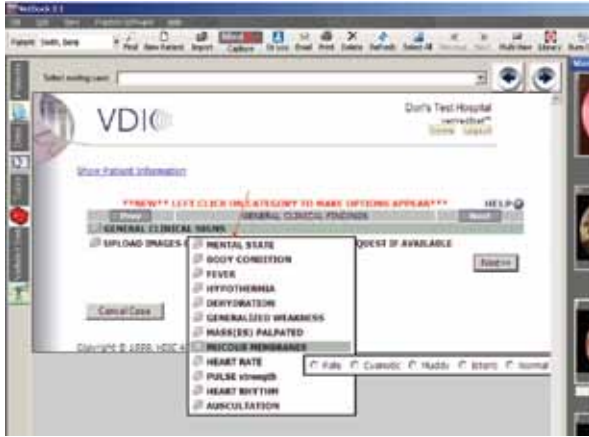


On this page, select the service you are requesting and the requesting veterinarian.

VetMed Stat Telemedicine Continued >

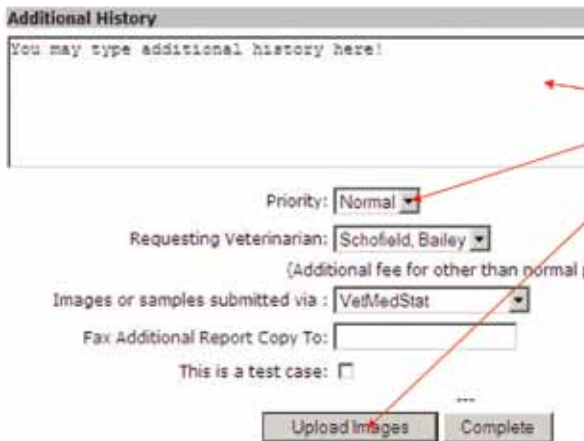
VetMed Stat Telemedicine Cont.

You will be asked a series of questions regarding



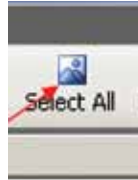
the patient's history on the next several pages.

This is the final page before uploading your study images. You can add any additional history, select the Priority level of the case and then click Upload images.

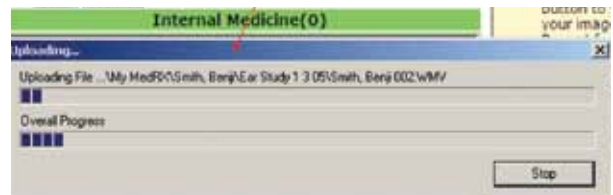


Once you have reached the upload image page, you can select the images to the right and then left click and drag them over to the Step One box below.

Once you have the images you want, click Upload, Step Two.



You can also click the Select All button in the VetDock software to select all the images in a patient's study to be dragged over.



The files will now begin uploading. Depending on how many files you selected, the upload may take several minutes.

Once your upload has completed, you will see thumbnail previews of the images submitted.

Click the Upload Completed button to complete the case submission.



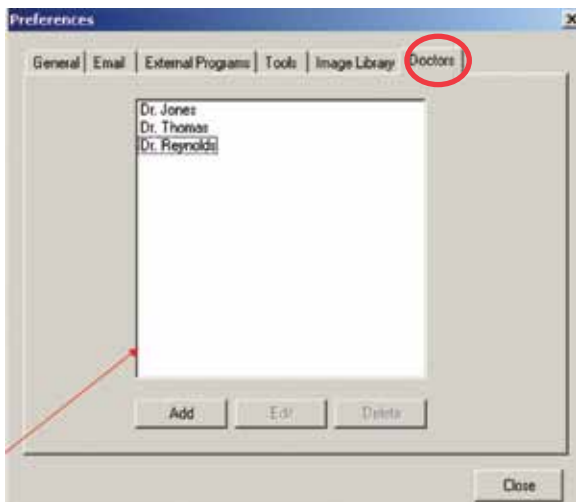
Preferences



Click Edit/Preference to access the Preferences menu.

Doctors

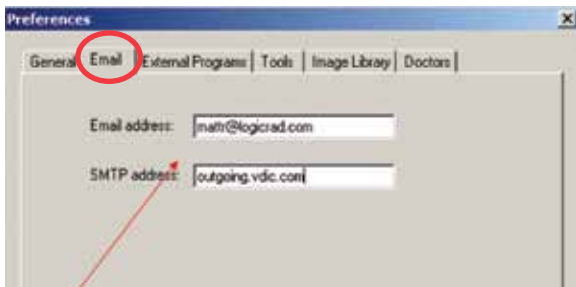
Use this Preferences feature to **Add, Edit or Delete Doctors**. Just click Add to enter a new doctor, click Edit to change a doctor's name or click Delete to remove a doctor entry.



Email

To configure your email settings, click the email tab and then enter your default email address in the first field.

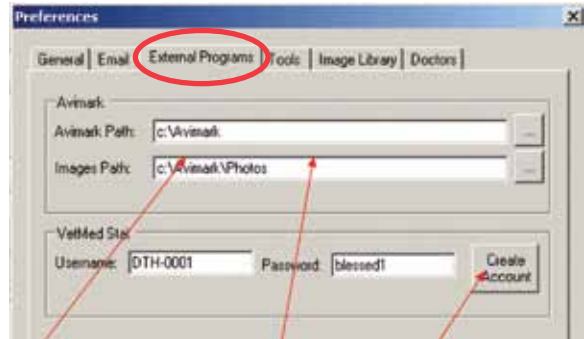
You will need to know your outgoing Mail Server or SMTP address as well. If you are unfamiliar with this, contact your internet service provider or IT technician.



External Programs

This area of the Preferences is where you set up your path to **AVImark** and your **VetMed Stat** telemedicine account.

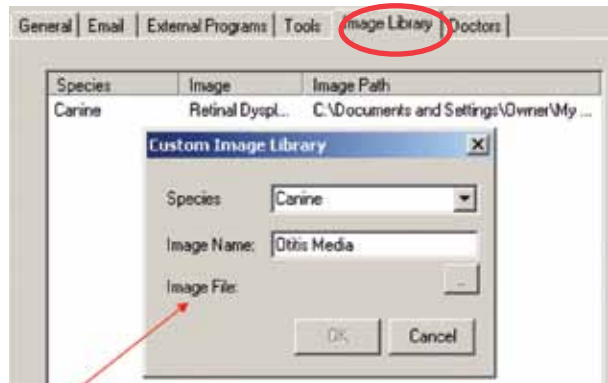
If you are an AVImark user, set the path to your AVImark program by using the browse buttons to the right of each field.



If you have a VetMed Stat account already, enter the details into the fields above. If you are a new user, click Create Account and follow the instructions given on VDIC's VetMed Stat Sign-Up page. Your computer will need an internet connection to complete this configuration.

Image Library

Use this section to add images of your own to the library. Simply click the Image Library tab, Click Add, set the field above to the appropriate Species, title the image you want to import and then click the Browse button to the right of the Image File area. You will then be able to browse your computer and find the image you wish to import.

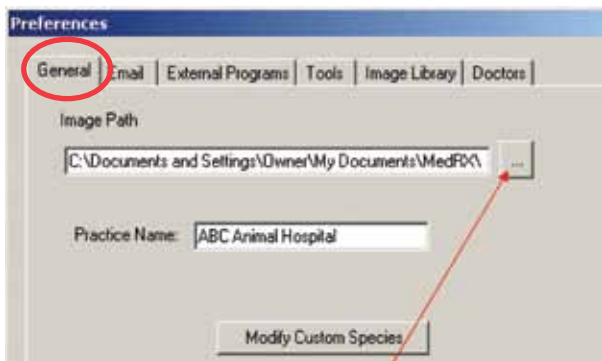


You can also use this feature to edit and delete Library images.

Image Path

Click Edit/Preference to access the Preferences menu. In the General Tab, you are able to select the image path, set your practice name (for use on labels) and Add/Modify Custom Species.

Click the small browse box to the right of the Image Path field to browse your computer or network.



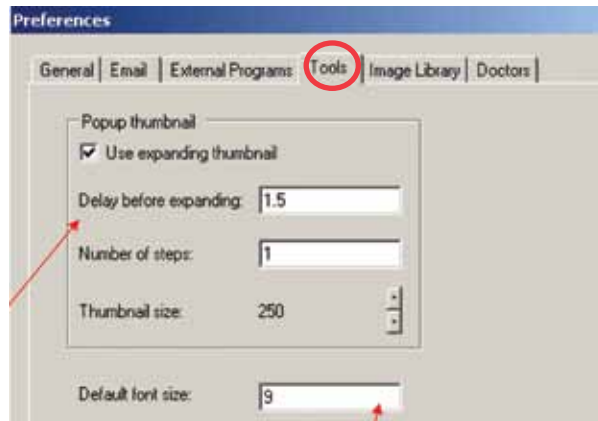
Once you have clicked to browse, you can navigate and set up an image folder for your OtoPet-USA/ VetDock images to be saved in. The default location is My Documents/My OtoPet-USA and there is a shortcut to this path on your desktop. If you wish to save your images on the server or other network location, simply set up a folder at that location and then point to it using this browsing interface.



Click OK once you have set your new folder location. Images saved to an old folder will need to be moved to the new location if you wish for them to appear in the software.

Tools

In this section of the Preferences, you can set whether or not you would like to use the expanding thumbnail



Use the Default Font size field above to set the text size for labels and notes.

Tools



Brightness/Contrast

To adjust the Brightness/Contrast of the whole image using the mouse, Click on the Bright/Contrast tool, then move the cursor over the image,

Left Click and Hold while moving the mouse left/right, up/down or diagonally



Moving the mouse:

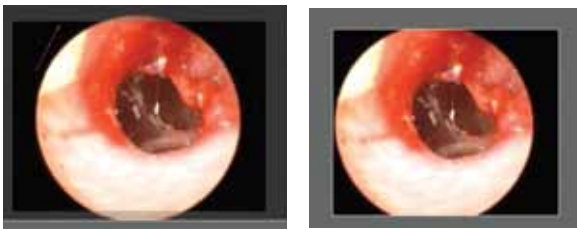
1. **Left/right** — adjusts **contrast**
2. **Up/down** — adjusts **brightness**
3. **Diagonally** — adjusts **both** simultaneously

Crop



To crop an image, Click on the Crop Button and then **Left Click and hold and move the Plus cursor on the image to define a box around the area to be cropped**. Release

the left button on the mouse.



Left Click on the Crop Button again to set the area. The unwanted areas of the image will be deleted.



You can click **Undo** below to revert back to the uncropped version of the image.



Digital Ink

Click the Digital Ink tool if you wish to **circle an area or point out a particular section** of the image.



Once you have selected the tool, left click and drag your mouse over the area of the image that you wish to circle, draw an arrow to or other marker.



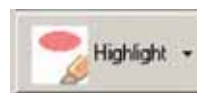
Grab/Zoom

Use this feature to zoom in and pan the image. Select Grab/Zoom and then **left click on top of the area of the image that you wish to zoom in on**. Repeat this step until you have reached the desired zoom level. Once you have completed the zoom, you can left click and hold down on your click to drag and pan the image.



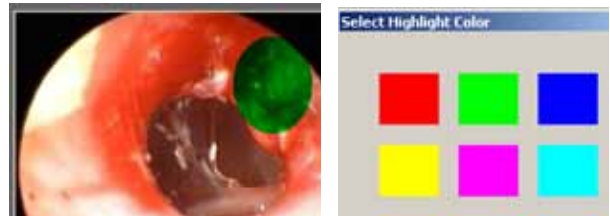
You can also use the window sliders to navigate around the image.

Click Deselect to reset the image.



Highlight

To Highlight a specific area of the image, Click the Highlight tool. Once chosen, move the cursor over the image and **Left Click, hold and drag the highlight** to cover a specific area. Release the Left button on the mouse and Click Deselect to set the highlight.



You can click the **C key** on your keyboard at any time when the highlight tool is selected to **select a color**.

Rotate/Flip

Orientation Tools: Use these buttons to rotate and/or flip the image to your desired orientation.



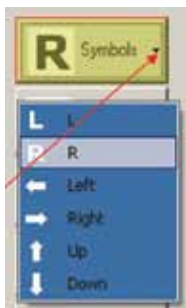
Selective Brightness

To adjust the Brightness for a specific area of the image using slider bars, move the cursor over the image and **Left Click, hold and drag the cursor to draw a line around the area of the image to adjust** or even the whole image if desired.



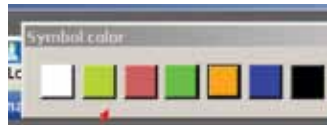
When the left mouse button is released a **Set Brightness pop-up box opens** in which the brightness and contrast may be adjusted using slider bars.

Once the desired brightness/contrast has been reached, click **Apply**.



Symbol

Click on the **drop down arrow** on the right side of the Symbols button to **select the Symbol** you wish to place on the image.



A color picker will appear on the top of your screen. **Select the color you would like for your symbol to be.**

You can then **single left click** on the area of the image to place your symbol.



If you left click, hold down and drag the symbol, you can move it around for more precise placement.

Once you have released your left click, the symbol will be placed. You can click Undo to step backwards at this point.



Text

Select the Text tool to freely type text, such as a note, onto the image.



Once you have selected the tool, **left click and drag a text box over the area of the image where you wish to type.**



Once you have finished typing, **click the Deselect button to set your text.**



Undo/Redo/Save As

Any adjustments to an image can be undone by clicking the **Undo button** before saving. If you accidentally click Undo, you can click **Redo** to go one step forward.

Reset clears all changes and tools applied to the image.

The **Save** button will save the image as the original.

Save As will save the image as a separate version. It is important to perform a Save As to protect your original file if you have made any changes to the diagnostic integrity of the image.

Video



Grab Stills

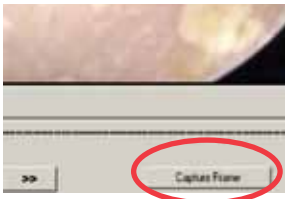
VetDock 2.1 allows you to grab still images from videos that you have captured.

To begin, single left click on a video to select it and then click the Grab Stills icon as seen above.



Once you have selected the video that you wish to grab still frames from, this window will appear.

Move the slider to the frame you wish to capture or click the play button to view the video.



Click Capture Frame whenever you want a still image. The image will be saved Automatically to the patient's folder.

Image & Video Capture

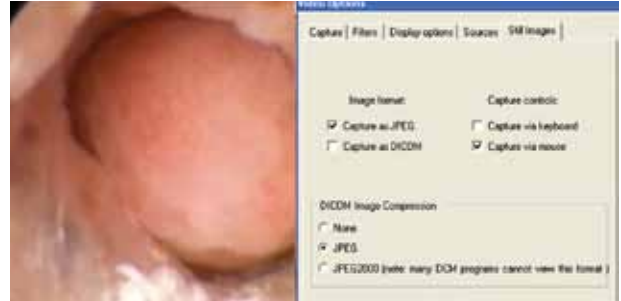
To capture an image using your VetScope, first ensure that the VetScope is plugged in and turned on.



Next **click the OtoPet-USA Capture button** as shown.

Maneuver your VetScope to the desired location before capturing a video or still image. Once you have an image that you would like to capture:

- Use the left mouse button or foot pedal to capture a still image.
- Use the right mouse button to start and stop video capture.



- You may also choose to turn on the preference for keyboard capture in the “Still Images” tab of your “Video Preferences” window.

This preference will allow you to capture stills using the space bar and videos using the enter key. Once a still image has been captured, the frame will freeze in place on your last capture.

Left mouse click or depress the foot pedal again to resume image capture. Images are automatically being saved to the patient folder.

Video Playback



Double click on a Video thumbnail to play that video back. You can use the buttons below

to Pause, Stop and adjust the volume if your video includes audio.

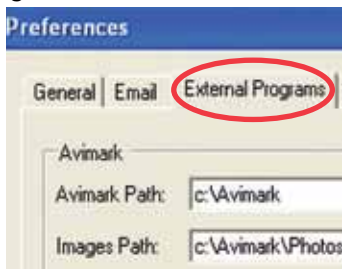


You can minimize the video playback window by clicking ESC or clicking the minimize button in the upper right corner of the video window.

Practice Management

AVImark®

To set up AVImark integration, select the External Programs tab. You will notice two fields, one is called



AVImark Path and the other is called Images Path. The top path needs to be pointed to the AVImark folder on your server and the second path needs to be pointed to the

AVImark Photos folder, which is also on your server in the same directory.



Once you click on the browse button to the right of either field, you can now browse your network to find the AVImark and Photos folder. Most practices will need to click on My Network Places, then Entire Network until they can see their Server. This is where the AVImark paths will be. The VetDock 2.1 installer will install other critical components necessary for the AVImark folder to work properly. Once you have completed these two fields, you are ready to begin sending images to AVImark.



Once you have set up your AVImark configuration, simply select the patient images you wish to send over and then select Practice Software/ AVImark. A window will appear confirming which patient the images will be sent to. Click Export to complete the image transfer.



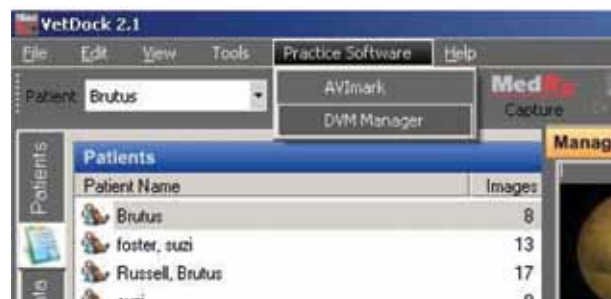
Once you have exported an image, open that patient's file in AVImark and you should notice a line item titled OtoPet-USA or OtoPet-USA Import.



Select that line item and then click on the Photograph link under attachments to open the image.

DVM™ Manager

To export images to DVM Manager



1. Start by opening the specific patient file in DVM Manager.
2. In VetDock software click on the correct patient file in the patient list.
3. Select one or more patient thumbnail images in the manage images section.
4. Select DVM Manager from the Practice Software menu
5. Click the export button in the Export Images to DVM Manager window.



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