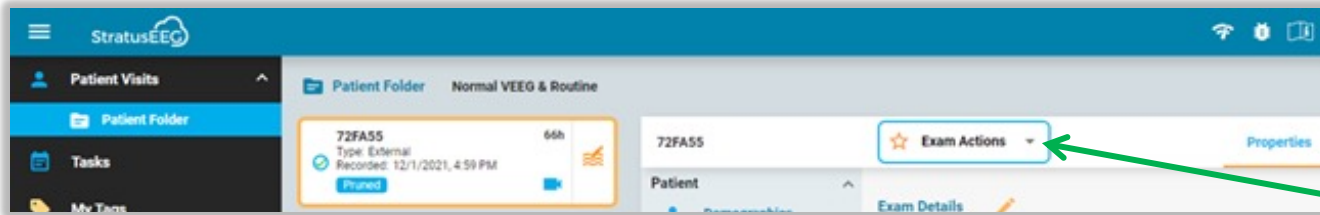


PATIENT FOLDER:

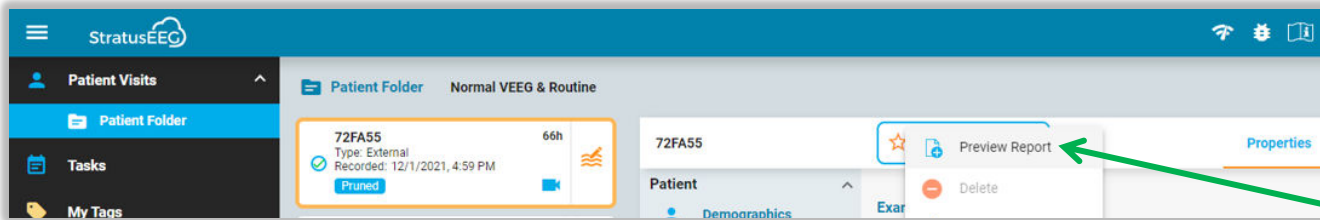
How to Preview a Report

A.



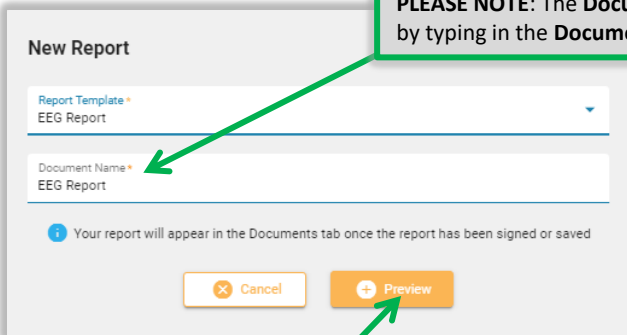
Click the **Exam Actions** dropdown menu **arrow**.

B.



Click **Preview Report**.

C.



PLEASE NOTE: The **Document Name** can be changed by typing in the **Document Name** free-text field.

Report Template
EEG Report





Document Name
EEG Report

Your report will appear in the Documents tab once the report has been signed or saved

Cancel Preview

Click the **Preview** button.

A separate **Preview Document** internet browsing tab will open.

- Click  **Refresh** to update the document preview if any changes have been made to the information in the **Patient Folder, Properties** tab
- Click  **Download** to download a PDF and Microsoft Word copy of the current previewed report
- If satisfied with the previewed document, click  **Sign** to finalize and **Publish** the document
- Click  **Save** to save the document to the **Patient Folder, Documents** tab

PLEASE NOTE: Signing the document will **Publish** the document. A **Published** document cannot be edited. A **Published** document can be deleted by sending a request to support@lifelinesneuro.com.