

AccessPoint Cloud

by Freeland Systems

Viewer and Reporting User Guide

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AccessPoint Cloud

Intended Use

- AccessPoint Cloud is a cloud-based PACS for securely storing, managing, viewing, and reporting on medical images. Hosted on AWS and FDA-compliant, AccessPoint Cloud provides healthcare professionals with remote access to DICOM studies.
- Designed for radiologists and medical imaging professionals, it supports multi- modality imaging, integrates with reporting platforms, and streamlines workflows. Users can securely upload, view, and share images from a browser with internet access.

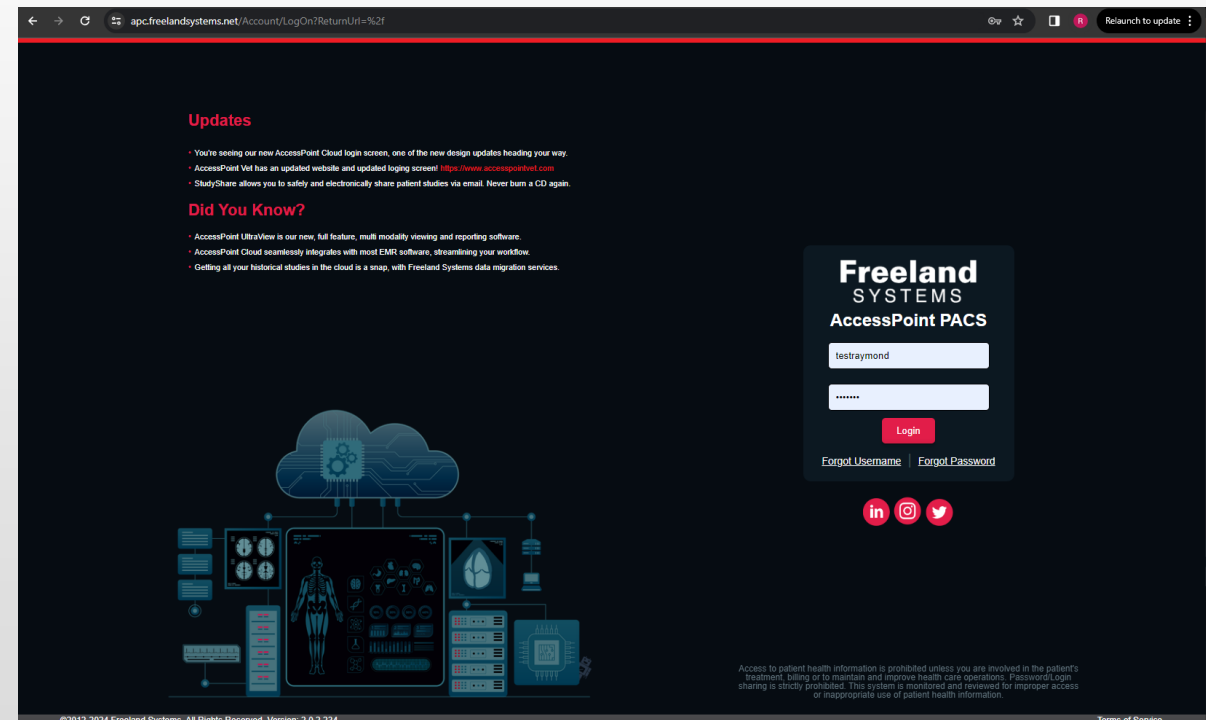
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Welcome to AccessPoint Cloud

Welcome to AccessPoint Cloud

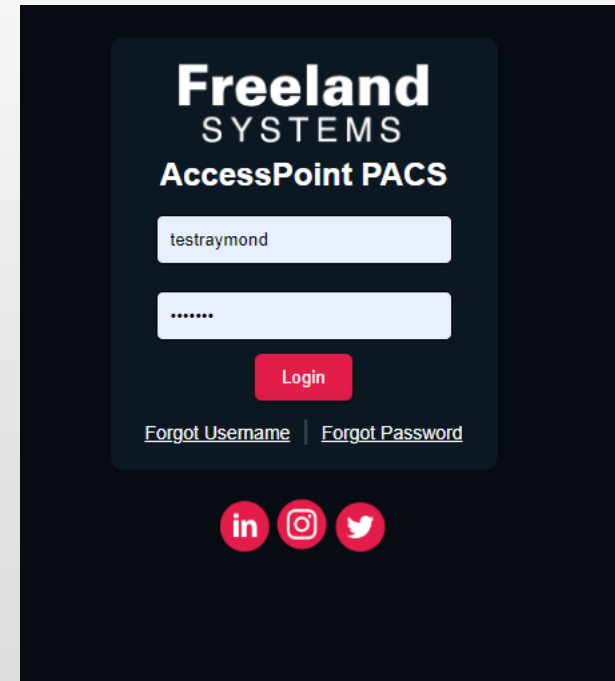
1. Open **Google Chrome**.
2. Click on the address bar.
3. Type <https://apc.freelandsystems.net>
4. Press **Enter**.



Logging In

How to log into your AccessPoint Cloud account:

1. Enter your AccessPoint Cloud username and password.
2. Click **Login**.
3. If you are having trouble logging in, please select **Forgot Password** or **Forgot username**.
4. Still need help? Contact Freeland Systems for support at 1-888-615-1888 opt 2 or support@freelandsystems.com.

A screenshot of the Freeland Systems AccessPoint PACS login interface. The interface is dark-themed with white text. At the top, it says "Freeland SYSTEMS" in a large font, followed by "AccessPoint PACS" in a smaller font. Below this, there are two input fields: the first contains the username "testraymond" and the second contains a masked password ".....". A red "Login" button is positioned below the password field. At the bottom of the login area, there are two links: "Forgot Username" and "Forgot Password". Below the login area, there are three social media icons: LinkedIn, Instagram, and Twitter.

Quick Start Guide

Quick Start:

1. Click on the patient
 - Select **Open Study**
2. The viewer will open
 - Click **Report**
 - Chose the report type
 - Hit **Create**
3. In the Report
 - Edit and move through the Demographics, Measurements, and Observations.
 - To complete the report, click **Review** and **Finalize**.

⚠ **Only the "Review and Finalize" option will sign the report. Using "Save" will not prepare or finalize it.**

Please see the full user guide for more details.

Our support team is here for you:
1- 888-615-1888 opt 2 or support@freelandsystems.com.

1.

Status	Database	Date	Read	Stat	Patient	Patient ID
Available	RoweMemorial	07/10/2024	Unread	☐	NELSON, Doggo	1133410
Available	Rowe	06/27/2024	Read	☐	TRANSCRANIAL, TEST	TC123456
Available	Rowe	4/2/2024	Unread	☐	MAMOT, CHASE L	431240
Available	Rowe	12/2/2024	Read	☐	AVF, TEST	20240305-1304
Available	Rowe	08/08/2023	Read	☐	Test-MCKAY, Test	44969
Available	Rowe	09/01/2023	Unread	☐	28VX, EASY	EASY 28VX
Available	Rowe	10/10/2023	Unread	☐	TEST, GYN	2262220
Available	Rowe	10/20/2023	Unread	☐	TEST, JOHN	231
Available	Rowe	10/20/2023	Unread	☐	TEST, OB	

2.

Report Un-Read Non-Stat

Choose New Report Type:

- Abdominal
- Abdominal Aorta
- Arterial Lower
- Arterial Upper
- Bilateral Venous Reflux
- Bladder
- Cardiac Cath
- Cardiac MRI
- Carotid
- Carotid (Complete)
- Echo (Complete)
- Echo (Test)
- Echo Basic
- Echo Basic (1pg)
- Echo With Calcs
- General Ultrasound
- GSV Reflux
- Nuclear Imaging with Pharm Stress and Gated SPECT
- OB_Single Fetus
- Pediatric Echo

☐ Use Prior Observations

Create

3.

Conclusions

• Left ventricle is normal in size, wall thickness, systolic function with no regional segmental wall motion abnormalities seen. Diastolic function is normal for the age of the patient. Left ventricular chamber size is normal.

Electronically Signed:

Rebecca Raymond
Tue Mar 22 2022 1:38:18 PM

Finalize Finalize & Fax Finalize & Email Edit Finalize Action: Signed

AccessPoint Cloud Top Toolbar

Top Toolbar: Header

The top toolbar includes a variety of features to help you navigate and complete tasks. Depending on your role, you may see additional tools or options that are specific to your permissions.

- Log off
- Dicom Import
- Search
- Forms Admin
- My Account
- What's New
- Download
- Help



The screenshot shows the top toolbar header of the Freeland Systems application. A yellow arrow points to the 'Search' link in the navigation bar. Below the navigation bar, there are three sections: 'User' with a 'Reading User Last Name' input field, 'Report' with a 'Location' input field, and 'Other' with a 'Read Status' dropdown menu set to 'All'. A 'Search' button is located to the right of these sections. The navigation bar contains the following links: Welcome [Dr. Rebecca Test], Log Off, Dicom Import, Users, Search (highlighted), Data Miner, Forms Admin, My Account, What's New, Download, APGO, and Help.

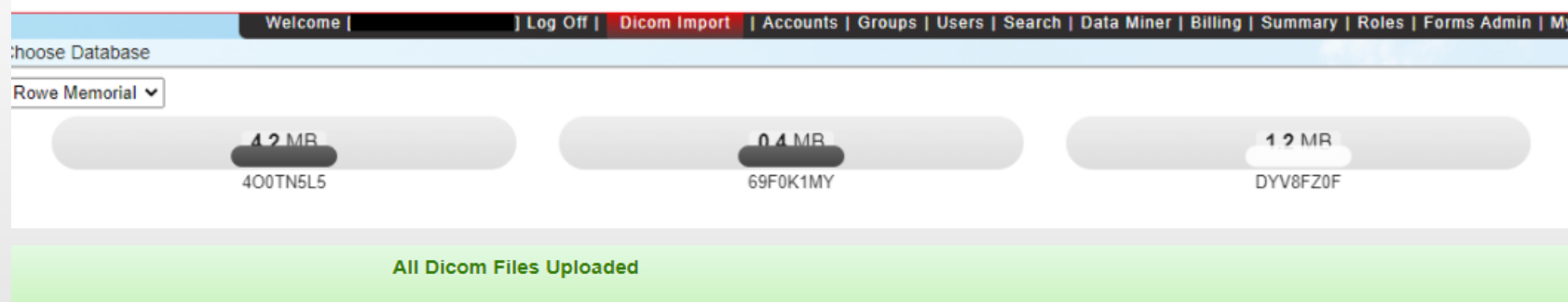
Client Admins Only:

- Users
- Data Miner

Top Toolbar: Dicom Import

To upload studies from a CD/DVD, or USB, or Dicom files, use **Dicom Import*** feature in AccessPoint Cloud.

*Images can be sent directly from the US machine, which is set up during the installation process.



1. Click **Dicom Import** on the top Toolbar
2. 📁 Drag and drop your DICOM files or click to upload them.
3. Select the DICOM files you want to upload
 - Click **Ctrl A** (or **Cmd+A** on Mac) to select an entire folder.
 - Or use **Shift** and select a range of files.
4. **Drop and Drag** the Dicom files onto the dashed region in AccessPoint Cloud.
5. Wait for the green **“All DICOM Files Uploaded”** confirmation message.
6. Click the **Search** tab to locate and view the uploaded study.

💡 **Tip: Only DICOM (.dcm) files are supported.**

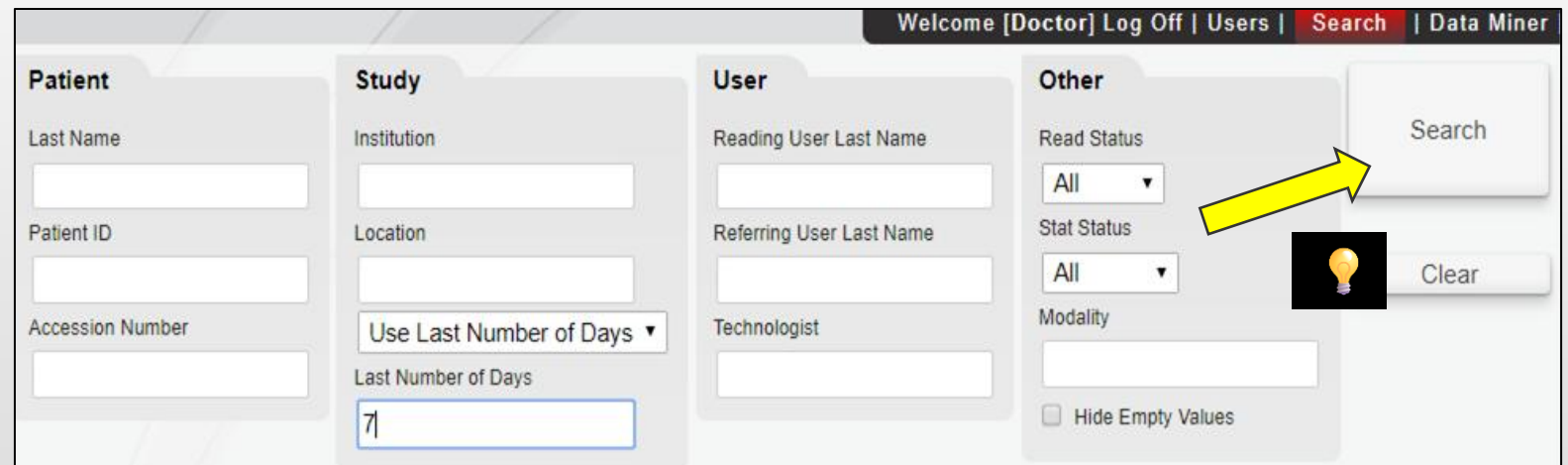
Top Toolbar: Search

Click the **Search** Tab at the top right for the Patient List.

There are multiple ways to search for studies with the following search criteria:

- Patient Last Name
- Patient ID
- Reading Doctors Last Name
- Last number of days
- Date range
- Reading status
- Stat Status

Enter the search criteria and select the **Search** button.



The screenshot shows the top toolbar of the Freeland Systems interface. The 'Search' tab is highlighted in red. Below the toolbar, there are four main search criteria sections: Patient, Study, User, and Other. The Patient section includes fields for Last Name, Patient ID, and Accession Number. The Study section includes fields for Institution, Location, and a dropdown for 'Use Last Number of Days' with a value of 7. The User section includes fields for Reading User Last Name, Referring User Last Name, and Technologist. The Other section includes dropdowns for Read Status and Stat Status, a text field for Modality, and a checkbox for 'Hide Empty Values'. A yellow arrow points to the 'Search' button, which is located next to a 'Clear' button with a lightbulb icon.

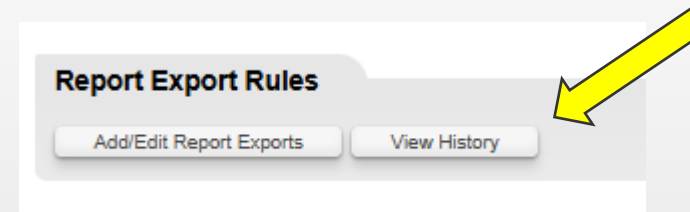
 **Tip:** Click **Clear** button if you aren't getting a patient list.

Toolbar: Forms Admin – View Fax History

Use the **Forms Admin** tab to change phrase for multiple templates and view fax history.

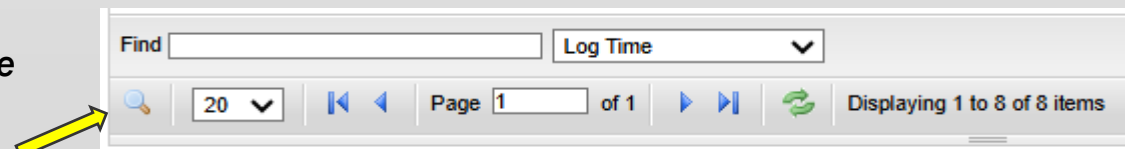
- **View Fax History**

1. Open the **Forms Admin** tab.
2. Under the **Report Export Rules** section click the **View History** button.



Fax History				
Fax History				
Log Time	User	Report Finalize GUID	Description	Status
4/11/2025 6:23:58 PM	rraymond	2c9f08dc-b993-4244-a7f7-f083bc49b338	Fax sent with subject 'AVF, TEST' to fax number 720-907-0371	Sent
10/4/2024 3:36:41 PM	jrobe	02529501-28f4-4875-834c-88616a20107b	Fax sent with subject 'AVF, TEST' to fax number [(720) 907-0371]	Sent
7/31/2024 11:50:37 AM	rraymond	445c98f9-1032-4180-874c-1e223a1a3a45	Fax sent with subject 'AVF, TEST' to fax number [(720) 907-0371]	Sent

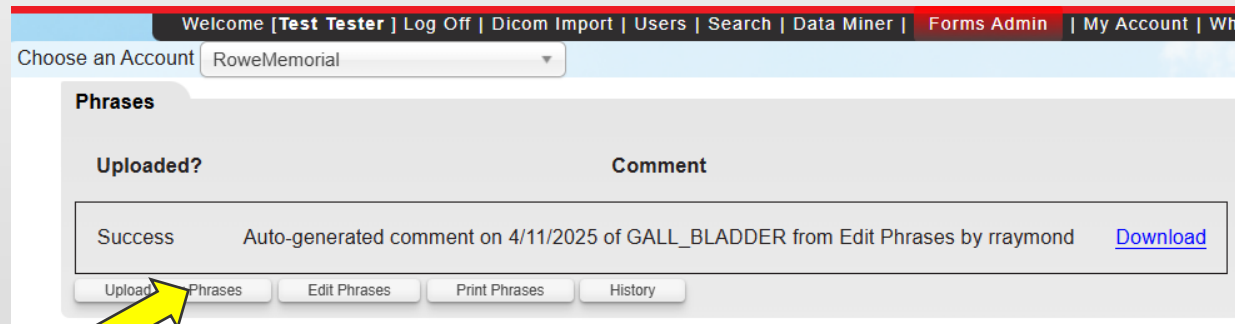
 **Tip:** Use the Magnifying Glass at the bottom of the Fax History list to search by the user or fax number.



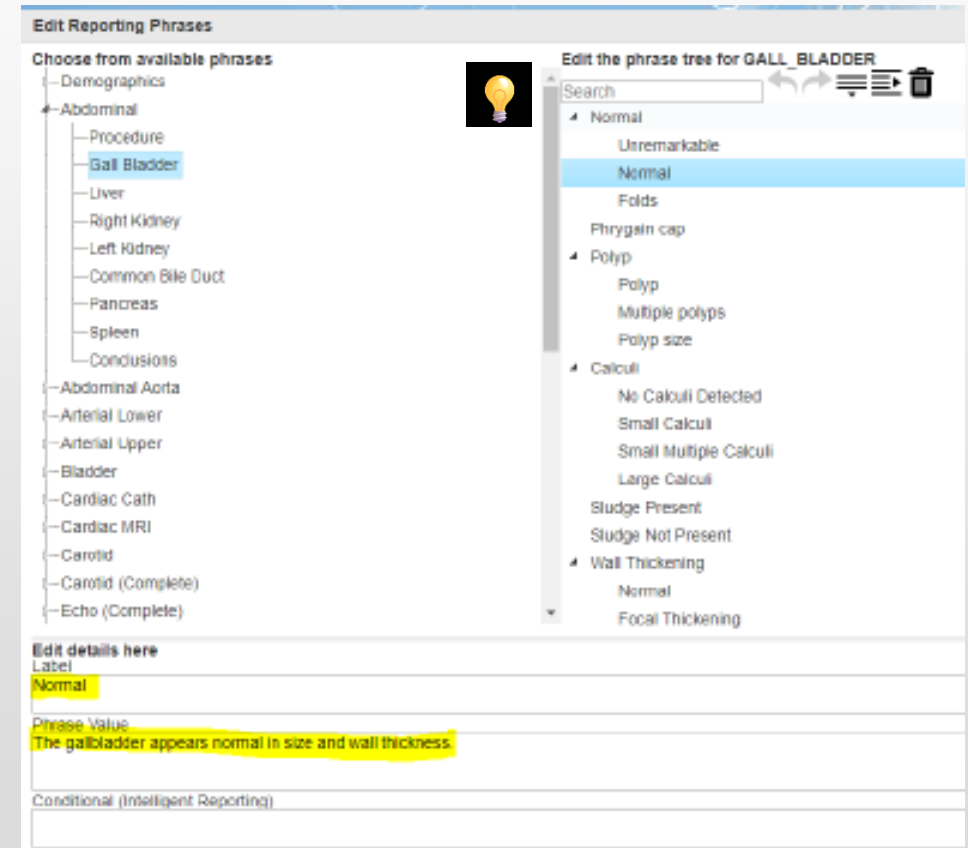
Top Toolbar: Forms Admin – Selecting Phrases to Edit

Phrase Editing

1. Open the **Forms Admin** tab.
2. Under the **Phrases** section click the **Edit Phrases** button.
3. Available templates will appear on the **left side of the screen**.
4. Choose the **template and section** you want to edit from the menu.



 **Tip:** Use the search bar at the top to find a specific phrase.



Top Toolbar: Forms Admin – Edit Phrases

Editing a Phrase

1. Click on the statement you wish to edit from the list on the right.
2. Locate the **Label** and **Phrase Value** at the bottom of the page.
 - Label – the phrase in the list.
 - Phrase Value – the phrase that will appear in the findings on the report.
3. Click into the field you wish to make your changes in.
4. Hit **Save** in the lower right corner.

The screenshot shows a form titled "Edit details here" with the following fields and controls:

- Label:** A text field containing the word "Normal".
- Phrase Value:** A text field containing the sentence "Right ventricular cavity size is normal."
- Is Normal?** A checkbox that is currently checked.
- Insert Additional Statement:** A button located below the "Is Normal?" checkbox.
- Save:** A button located in the bottom right corner of the form.

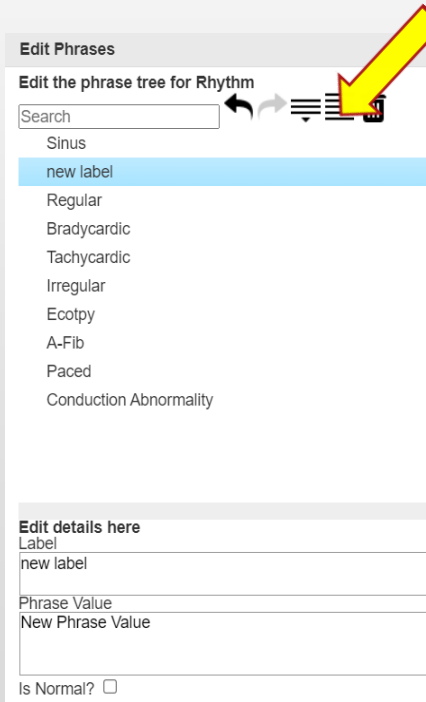
 **Tip: Use the help buttons:**



- **Search** [search box] start typing to quickly find a specific phrase.
- **Click the Undo button** [undo-icon] when you want to reverse your last action-like removing a phrase or editing a label.
- **Use the Redo (Forward) button** [redo-icon] if you change your mind and want to reapply the action you just undid. These tools help you quickly fix mistakes or revisit previous edits without staring over.
- **Delete** [trash can icon] delete the sibling or child in the list.

Top Toolbar: Forms Admin – Creating a new phrase Sibling/Child Phrases

Sibling: Use the Sibling button to add a phrase at the same level as the selected item (same column).



The screenshot shows the 'Edit Phrases' window. At the top, it says 'Edit the phrase tree for Rhythm'. Below this is a search bar and a list of phrases: Sinus, new label (highlighted), Regular, Bradycardic, Tachycardic, Irregular, Ecotpy, A-Fib, Paced, and Conduction Abnormality. To the right of the list is a toolbar with several icons. A yellow arrow points to the 'Sibling' icon, which is represented by two horizontal lines with a plus sign. Below the list is a section titled 'Edit details here' with fields for 'Label' (containing 'new label'), 'Phrase Value', and 'New Phrase Value'. At the bottom, there is a checkbox labeled 'Is Normal?'.

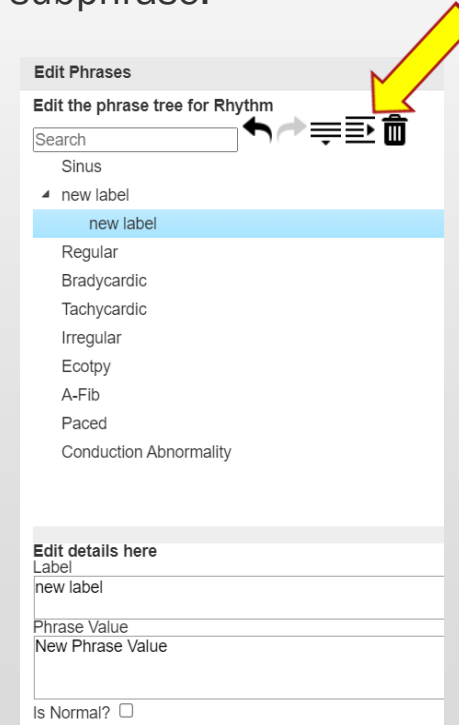
To add a Sibling:

1. Click on the phrase where you want the new statement to appear directly below.
2. Press the **Create Sibling** Button.
3. Locate the **Label** and **Phrase Value** at the bottom of the page.
4. Click into the field you wish to make your changes in.
5. Hit **Save** in the lower right corner.



Click and drag the statement to rearrange its placement.

Child: Use the Child button to nest the new phrase beneath the selected item as a subphrase.



The screenshot shows the 'Edit Phrases' window. At the top, it says 'Edit the phrase tree for Rhythm'. Below this is a search bar and a list of phrases: Sinus, new label (highlighted), Regular, Bradycardic, Tachycardic, Irregular, Ecotpy, A-Fib, Paced, and Conduction Abnormality. To the right of the list is a toolbar with several icons. A yellow arrow points to the 'Child' icon, which is represented by a plus sign inside a square. Below the list is a section titled 'Edit details here' with fields for 'Label' (containing 'new label'), 'Phrase Value', and 'New Phrase Value'. At the bottom, there is a checkbox labeled 'Is Normal?'.

To add a Child:

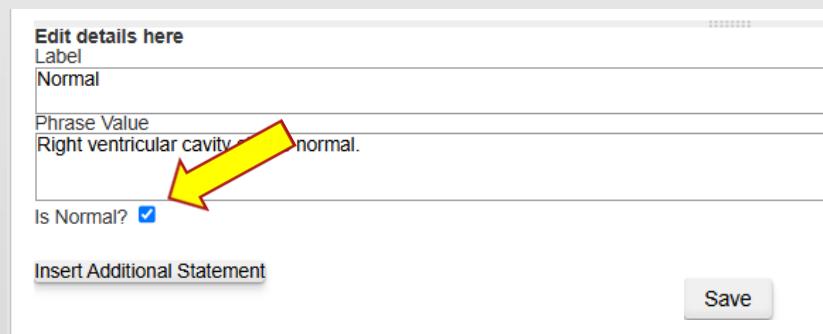
1. Click on the phrase where you want the new statement to appear directly below.
2. Press the **Create Child** Button.
3. Locate the **Label** and **Phrase Value** at the bottom of the page.
4. Click into the field you wish to make your changes in.
5. Hit **Save** in the lower right corner.

Save

Top Toolbar: Forms Admin – Auto-fill Phrases into Report Conclusions

To Auto-Populate a Statement into the Conclusions:

1. Select the statement from the phrase tree.
2. Click the **Insert Additional Statement** button.
3. Enter the phrase you'd like to appear in the conclusion in the **Summary** field below.
4. Click **Save** on the bottom right corner.



Edit details here

Label
Normal

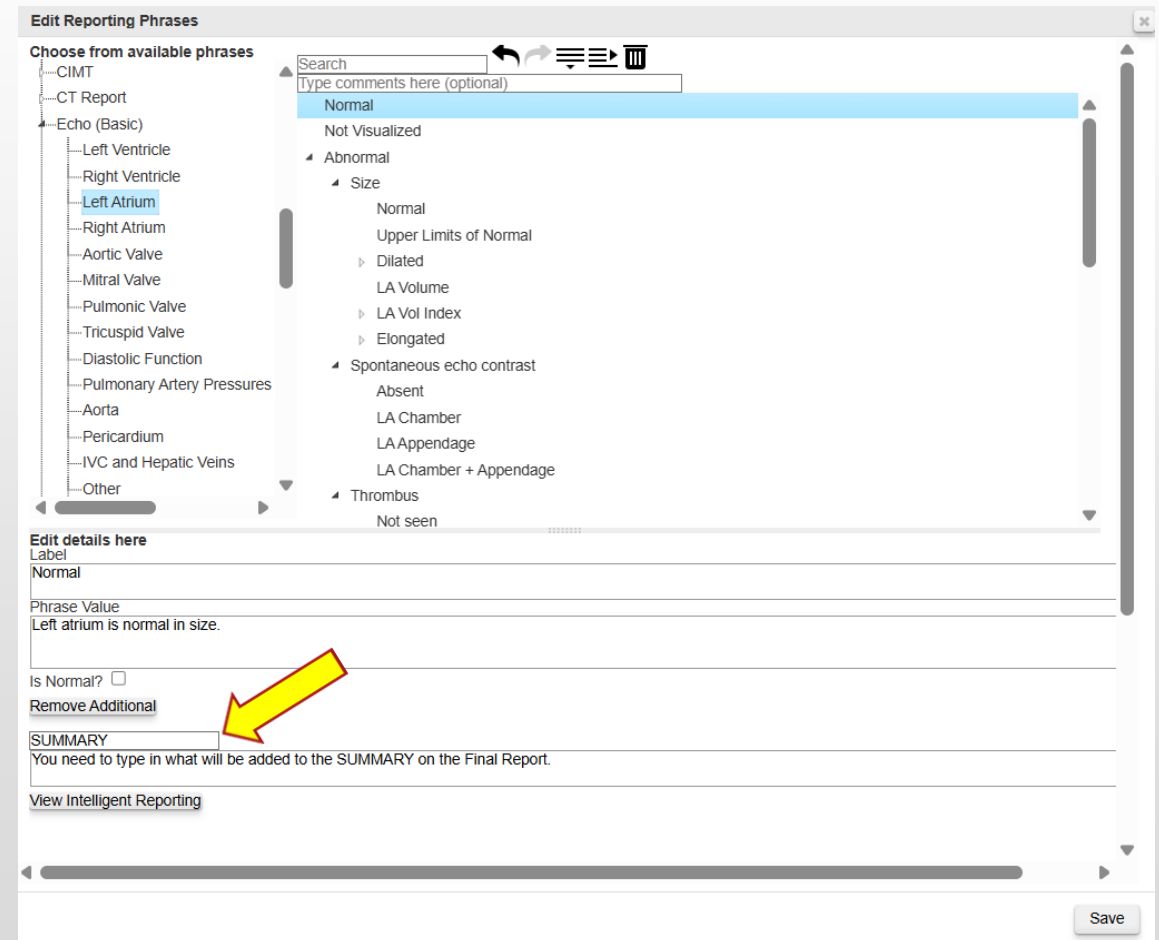
Phrase Value
Right ventricular cavity is normal.

Is Normal? ☒

Insert Additional Statement

Save

This allows your custom phrase to automatically appear in the conclusion section of the report.



Edit Reporting Phrases

Choose from available phrases

Search
Type comments here (optional)

Normal

Not Visualized

Abnormal

Size

Normal

Upper Limits of Normal

Dilated

LA Volume

LA Vol Index

Elongated

Spontaneous echo contrast

Absent

LA Chamber

LA Appendage

LA Chamber + Appendage

Thrombus

Not seen

Edit details here

Label
Normal

Phrase Value
Left atrium is normal in size.

Is Normal? ☐

Remove Additional

SUMMARY
You need to type in what will be added to the SUMMARY on the Final Report.

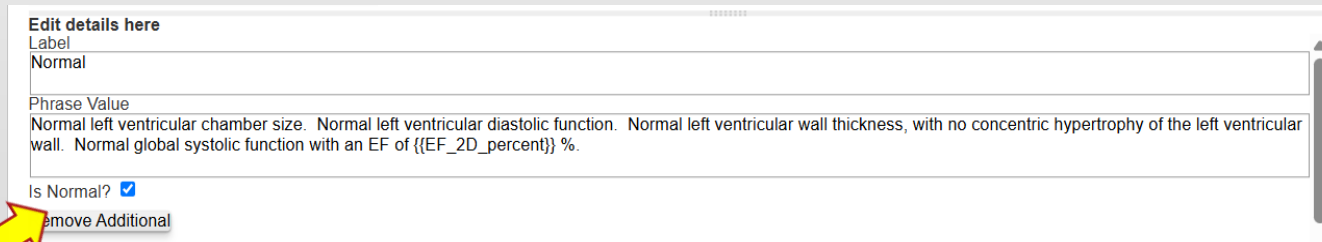
View Intelligent Reporting

Save

Top Toolbar: Forms Admin – Setting Normal Statements

To select which statements will populate when the **Normal** button from the report **Observation** page is selected:

1. Select the statement you would like to have populate click on the label in the menu.
2. Click the check box next to **Is Normal?**
3. To deselect a statement, go back and deselect the box to stop the statement from auto populating.
4. Don't forget to hit **SAVE** at the bottom right of the screen. Once you save you changes updates will be available to everyone immediately. 



 Make all your phrase changes within one section before moving on.

- Example: Complete all updates in the Right Atrium section and click **Save** before switching to Left Ventricle.

Top Toolbar: My Account

Personalize your settings in the **My Account** tab. Here you can:

- Change your password
- Update your email address
- Set up to receive emails or text messages when a report is ready to be signed.
- Automatically load Patient Search
- Automatically progress images in study
- Scroll to New Image with mouse wheel
- Automatically summarize observations
- Reload report when switching tabs
- Set Idle Timeout

Make any necessary changes and then click **Save** on the middle-left side of the screen.

Save

User Information

Test Tester

rebecca.raymond@freelandsystems.com

Change Password

Active

True

Login ID

Testraymond

User Name

Test Tester

Email

rebecca.raymond@freelandsystems.com

Display Name

Test Tester

Signature .jpg

upload signature

Notification

Type Destination Frequency

None

Once

Filters (only show studies based on the following criteria)

save clear settings default settings

☒ Automatically load Patient Search

☐ Automatically progress images in study

☒ Scroll To New Image with Mouse Wheel

☐ Automatically summarize observations

☐ Reload report when switching tabs

Idle Timeout Setting

☒ 15 minutes (recommended) ☐ 20 minutes ☐ 30 minutes

Finalize Actions

Path Current Finalize Action

RoweMemorial Prepared set finalize action

Rowe Memorial User Accounts

Top Toolbar: What's New

Occasionally, there will be updates to AccessPoint Cloud.

Information will be listed in the **What's New** tab. Click **Got it!** and the notice will remove.

The screenshot shows the top toolbar of the AccessPoint Cloud interface. The toolbar includes links for Welcome, Rebecca Raymond, Log Off, Dicom Import, Accounts, Groups, Users, Search, Data Miner, Summary, Roles, Forms Admin, My Account, Log, What's New (highlighted in red), and DB Create. Below the toolbar, the 'What's New' section is displayed. It features a tab labeled 'What's New' and a notification titled 'Dark Mode is Here!' in red text. The notification includes a placeholder for a logo, a date 'Fri Aug 30 2024', and a message about enabling Dark Mode. A yellow arrow points to the 'Got It!' button, which is highlighted in a light blue box. Below the 'Got It!' button is an 'Edit' link. The notification also includes a link to 'Upload new logo in Forms Admin tab'.

Welcome [Rebecca Raymond] | Log Off | Dicom Import | Accounts | Groups | Users | Search | Data Miner | Summary | Roles | Forms Admin | My Account | Log | **What's New** | DB Create |

DB Delete | Download | Corridor4DM | APGO | Help

What's New

Dark Mode is Here!

[Default Logo]
Upload new logo in Forms Admin tab

Fri Aug 30 2024

We're excited to announce that Dark Mode is now available on AccessPoint Cloud. To enable Dark Mode, simply go to "My Account" in the top right corner of the screen, then select "Enable Dark Mode."

Enjoy a more comfortable viewing experience!

Got It!

[Edit](#)

Top Toolbar: Download Study and Report

How to Download a Study and Report

1. Click “Download”

- Located on the **black toolbar** at the top of the screen.

2. Select the Study

- Check the box next to the study you want to download from the **patient list**.

3. Choose Download Format

- Select either:
 - **ISO with Viewer** – includes images with a built-in DICOM viewer
 - **ZIP File Only** – images and reports in a compressed file

4. Confirm and Download

- Click **Download** to begin saving the selected study.

The screenshot shows the Freeland Systems web application interface. At the top, there is a navigation bar with links like 'Download', 'Help', 'Log Off', etc. Below this, there is a section titled 'STUDIES WILL BE DOWNLOADED FROM THIS DATABASE' with a dropdown menu for 'RoweMemorial' and an email address 'rebecca.raymond@freelandsystems.com'. To the right of this section are several input fields for 'Patient' (Name, Patient ID, Accession Number), 'Study' (Institution, Location, Last Number of Days), 'User' (Reading User Last Name, Referring User Last Name, Technologist), and 'Other' (Read Status, Stat Status, Modality). A yellow arrow points to the 'Download' button in the 'STUDIES TO BE DOWNLOADED' section. Below this, there is a table titled 'STUDIES TO BE DOWNLOADED' with columns for 'Selected', 'Study Date', 'Modality', 'Patient Name', 'Patient ID', 'Accession #', 'Sex', 'Report Stat', 'Report Title', 'Reading Pt', 'Study Desc', 'Study Instit', 'Study Loca', 'Technologi', 'Referring P', 'Date Of Bir', 'Number Of', and 'Database F'. The table contains several rows of study data, with the first row selected. At the bottom of the table, there is a 'Download' button.

Selected	Study Date	Modality	Patient Name	Patient ID	Accession #	Sex	Report Stat	Report Title	Reading Pt	Study Desc	Study Instit	Study Loca	Technologi	Referring P	Date Of Bir	Number Of	Database F
☐	01/22/2024		test test	test			Signed	Echo (Com								0	10.2.2.173
☒	11/30/2023		Test Fax	testfax111			Signed	Echo (Com								0	10.2.2.173
☒	05/26/2023	OTXA	test2	1.2.840.114217.5		O				Test Test	Vascular H	American F		Test Test M		4	10.2.2.173
☐	05/23/2023	PR,SR,US	GYN TEST	2262220	RIS555555	F				US PELVIC			TEST	PHILLIP VI	01/01/2000	111	10.2.2.173
☐	12/07/2022	SR,US	OBYN TEST	313131		F					Freeland Tr				01/01/2000	26	10.2.2.173
☐	06/30/2022	SR,US	TEST OB1	112222		F					FREELAND			Test Test M	01/01/2000	15	10.2.2.173
☐	09/02/2021	US	TEST TEST EHC	1234567899	RIS444444	F	Prepared	Echo (Com		ECHO COM				ROBERT F	01/01/2001	60	10.2.2.173
☐	10/27/2009	SR,US	E9 testing #3	2710093		O				Un-Assigne	BT10 QUAI		ADM			25	10.2.2.173

Top Toolbar:

Download – Buring to a CD/DVD or USB

Accessing a Shared Study via Email

1. Check Your Inbox

- Open the email from **AccessPoint Cloud Notification**.
- If you don't see it, check your **Spam** or **Junk** folder.

2. Download the Study

- Click the **Download** link in the email.
- Locate the file in your browser's **download bar** or in your **Downloads folder**.

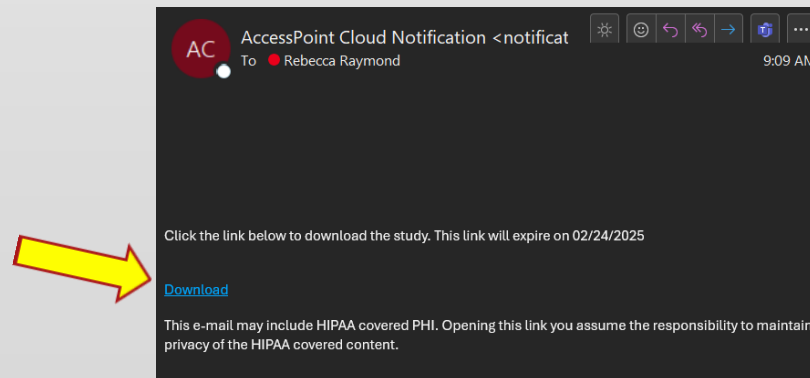
3. Open and View

- Click the downloaded file to open and view the study.

💡 *Tip: Copy Download Hyperlink*

The security feature may block the download from opening from an email. If the folder isn't downloading, please try the following steps:

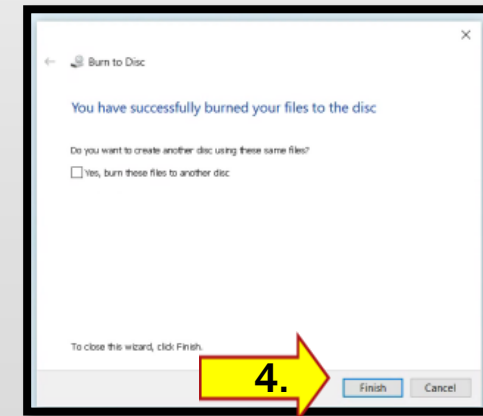
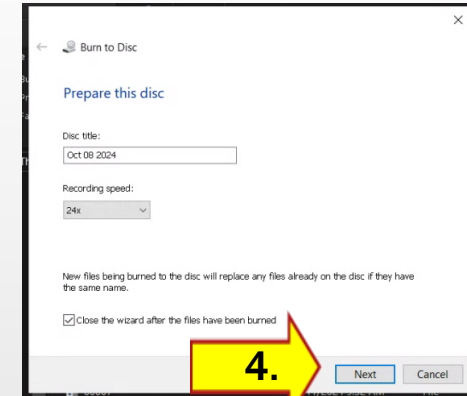
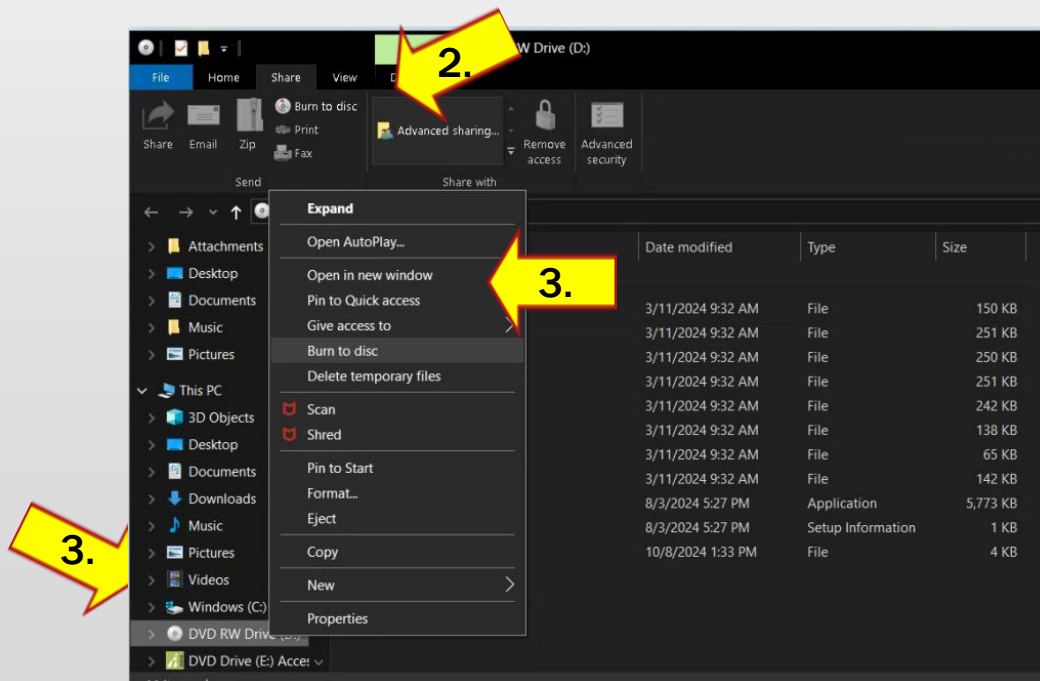
1. Right click on the word **Download** and copy hyperlink.
2. Open a new browser and paste and run.



Top Toolbar: Download – Burning the CD

How to Download a Study and Report

1.  Highlight all the files in the download folder. (keyboard shortcut: Control A).
2. Click **Share**. Then select **Burn to disc**.
3. Right click on the CD/DVD icon and select **Burn to disc**. 
4. Follow the CD Prompts “**Next**” and “**Finish**”.



 Please note this may differ based on your computer or laptop.

Top Toolbar: Help

Click on the **Help** button to submit a support request and click **Submit**.

Our support team will quickly reach out to help.

Welcome [Becky Raymond] | Log Off | Dicom Import | Users | Search | Data Miner | Forms Admin | My Account | What's New | Download | | APGO | **Help**

Please contact our Technical Support team for quick answers to your questions or solutions for your Freeland Systems related problems. Freeland's Technical Support professionals are highly trained and possess expert product and application knowledge.

Our escalation program co-ordinates activities between the Technical Support, Installation department, Training department, and the IT department and the engineering staff to ensure consistent, efficient customer and product support.

Technical Support support is available via the telephone or via e-mail. Call us at (888)615-1888 x 2, or email us using the form below.

HOURS OF SUPPORT

Monday through Friday — 8:00 A.M. to 8:00 P.M. EST
Week-end and Holiday Emergency On-Call — 10:00 A.M. to 5:00 P.M. EST

ON-LINE-SUPPORT

Please complete the form below:

Tell us how to get in touch with you:

Help

Your Name

Your Email

Phone

Account Name

Question

Submit

AccessPoint Cloud Patient List Screen

Patient Search Screen

Locate your studies by searching:

- **Name**
- **Patient ID**
- **Accession Number**
- **Institution**
- **Study Description**
- **Last number of days or Date Range**
- **Reading Physician Last Name**
- **Referring Physician Last Name**
- **Technologist**
- **Location**
- **Report Type dropdown**
- **Report Status dropdown**
- **Read Status dropdown**
- **Stat Status dropdown**
- **Modality**

Enter the search criteria and select the **Search** button for the patient list.

The screenshot displays the Patient Search Screen interface. At the top, there is a navigation bar with links: Welcome [Test Tester] | Log Off | Dicom Import | Users | Search | Data Miner | Forms Admin | My Account | What's New | Download | Help. Below the navigation bar, there are several search filter sections: Patient (Name, Patient ID, Accession Number), Study (Institution, Study Description, Use Last Number of Days, Last Number of Days), User (Reading User Last Name, Referring User Last Name, Technologist), Report (Location, Report Type, Report Status), and Other (Read Status, Stat Status, Modality). A Search button is located to the right of these filters. Below the filters, there is a table listing search results. The table has columns: Status, Date, Read, Stat, Num, Num, Modality, Patient ID, Patient, Accession, Sex, Report Status, Report, Reading, Description, Institution, Location, Technologist, Referring, and DOB. The table contains 20 rows of data. At the bottom of the table, there is a pagination bar showing 'Page 1 of 2' and 'Displaying 1 to 50 of 64 items'.

Status	Date	Read	Stat	Num	Num	Modality	Patient ID	Patient	Accession	Sex	Report Status	Report	Reading	Description	Institution	Location	Technologist	Referring	DOB	
Available	10/09/2023	Read		89	165	SR,US	44969	Test Test-MCKAY		M	Signed	Echo (Complete)	Keller, Test	Vascular HQ	American Heart C		LS	test L Rowe	08/19/1932	
Available	05/26/2023	Unread		4	5	OT,XA	1.2.840.114217.5.189243325	test2		O	Prepared	Echo (Complete)	Test, Test					TEST	PHILLIP VINCENT P	01/01/2000
Available	05/23/2023	Unread		111	27	PR,SR,U	2282220	GYN TEST	RIS555555	F				US PELVIC COMPLE	Freeland Test				01/01/2000	
Available	12/07/2022	Unread		26	37	SR,US	313131	OBGYN TEST		F					FREELAND			Test Test MD	01/01/2000	
Available	06/30/2022	Read		15	19	SR,US	112222	TEST OB1		F				ECHO COMPLETE				ROBERT F. BURKE	01/01/2001	
Available	09/02/2021	Unread		60	5	US	1234567899	TEST TEST ECHO	RIS444444	F	Prepared	Echo (Complete)			Waipahu Waikole		ADM	Test Test MD	03/09/2018	
Available	08/21/2021	Read		36	51	SR,US	176967	Jaxx Paparello		M	Signed	Echo (Complete)	Test, Test			Freeland Test Fa		David C Freeland		
Available	05/15/2020	Unread		8	0	NM	432535	TODD FINK		M	Prepared	Echo (Complete)	Test, Test	WBR_R-3card REST				Test Test MD	04/10/1953	
Available	05/15/2020	Unread		9	5	NM	546627	JANICE LAPPIN RUSSI		F			Test, Test	WBR_R-3card REST						
Available	10/14/2019	Unread		7	0	CT	PLC29541	ROGER HO	PLC101419006	M				PLC CAS SPIRAL FB	Princeton Longev	CT	= DC		07/14/1980	
Available	06/17/2019	Read		2	0	CR	85736578362334	Smith Sample>	XR190328574	F			Un-Assigned	XR Spine Lumbar AP	Methodist Medica			NONE NONE	01/01/0001	
Available	03/13/2019	Unread		14	15	SR,US	526496752315	Joanne Holla		F			Test, Test	AORTA	Lucid Diagnostic		CC	Test Test MD	01/01/0001	
Available	03/12/2019	Unread		30	59	SR,US	58974621354	Happy Gilmore		M			Flintstone, Fre	CAROTID	Lucid Diagnostic		CC	Test Keller	01/01/0001	
Available	03/12/2019	Unread		31	42	SR,US	78985642154	Sue Flanagan		F			Un-Assigned	BL L/E ARTERIAL	Lucid Diagnostic		EA		01/01/0001	
Available	03/12/2019	Read		59	65	SR,US	78985642154	Sue Flanagan		F			Test, Test	ECHO	Lucid Diagnostic		EA	Test Test MD	01/01/0001	
Available	03/12/2019	Unread		31	58	SR,US	78985642154	Sue Flanagan		F			Un-Assigned	CAROTID	Lucid Diagnostic		EA		01/01/0001	
Available	03/12/2019	Unread		8	0	US	48975623541	Mary Needy		F			Un-Assigned	UL L/E VENOUS	Lucid Diagnostic		CC		01/01/0001	
Available	03/12/2019	Read		32	45	SR,US	589764521	Caroline Smith		F			Un-Assigned	ECHO	Lucid Diagnostic		CC	John C Freeland	01/01/0001	
Available	03/12/2019	Read		29	57	SR,US	125894685347	Felix Fixit		M			Un-Assigned	CAROTID	Lucid Diagnostic		CC	David C Freeland	01/01/0001	
Available	03/12/2019	Read		59	61	SR,US	8965321452144	Perfect Hundo		M			Test, Test	ECHO	Lucid Diagnostic		EA	Test Test MD	01/01/0001	

Tip: Type in a partial name or id if you are having trouble locating a study.

Patient Search Screen: Date Range or Last number of days

The screenshot shows the Patient Search Screen with the following fields and options:

- Patient:** Name, Patient ID, Accession Number
- Study:** Institution, Study Description, Last Number of Days (dropdown), Study Date Range (dropdown), Last Number of Days (dropdown)
- User:** Reading User Last Name, Referring User Last Name, Technologist
- Report:** Location, Report Type, Report Status
- Other:** Read Status, Stat Status, Modality

Buttons: Search, Clear, Report Only Study

Search by Date Range

- Enter a **start** and **end date** to display studies performed within that specific time frame.

The screenshot shows the Study filter section with the following fields and options:

- Study:** Institution, Location, Use Study Date Range (dropdown), Study Date (start, end)

Tip: For faster search results, a range of 5-7 days is recommended.

Search by Last Number of Days

- Select the **Use Last Number of Days** dropdown to quickly find studies performed in the most recent days.
- This filter displays only the studies completed within the number of days you specify (e.g., the past 5 days).

The screenshot shows the Study filter section with the following fields and options:

- Study:** Institution, Location, Use Last Number of Days (dropdown), Last Number of Days (input field)

Patient Search Screen: Read Status and Stat Status

Customizing Your Report List

You can filter your patient report list using the **Read Status** and **Stat Status** dropdowns. These filters help you focus on the reports most relevant to your workflow.

Read Status Options

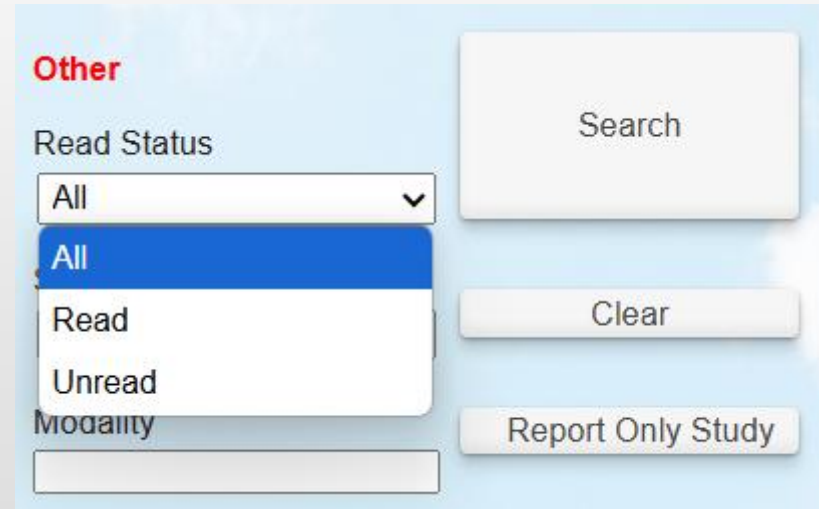
- **Read** - View only reports that have been read.
- **Unread** - View only reports that have not been read.

 **Tip:** Most physicians prefer to view **Unread** reports. This ensures the patient list only includes studies that still require review. Once a study is read, it is automatically removed from the **Unread** list.

Stat Status Options:

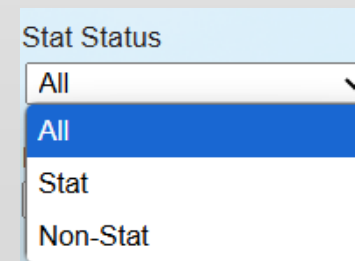
- **Stat** - view only reports marked as Stat.
- **Non-Stat** - view only reports not marked as Stat.

By default, both **Read Status** and **Stat Status** are set to **All**.



The screenshot shows the 'Other' section of the Patient Search Screen. It features a 'Read Status' dropdown menu with options 'All', 'Read', and 'Unread'. The 'All' option is currently selected. Below it is a 'Modality' dropdown menu. To the right of these dropdowns are three buttons: 'Search', 'Clear', and 'Report Only Study'.

-  **Tip: Search and Clear**
- **Search:** After entering your search criteria, click the **Search** button to refresh your Directory with the latest results.
 - **Clear:** Click the **Clear** button to reset the search fields to their default values.



The screenshot shows the 'Stat Status' dropdown menu with options 'All', 'Stat', and 'Non-Stat'. The 'All' option is currently selected.

Patient Search Screen: Status Column

Understanding the Status Column

On the **left side of your screen**, you'll find the **Status column**, which shows the **availability** of each study using color-coded indicators:

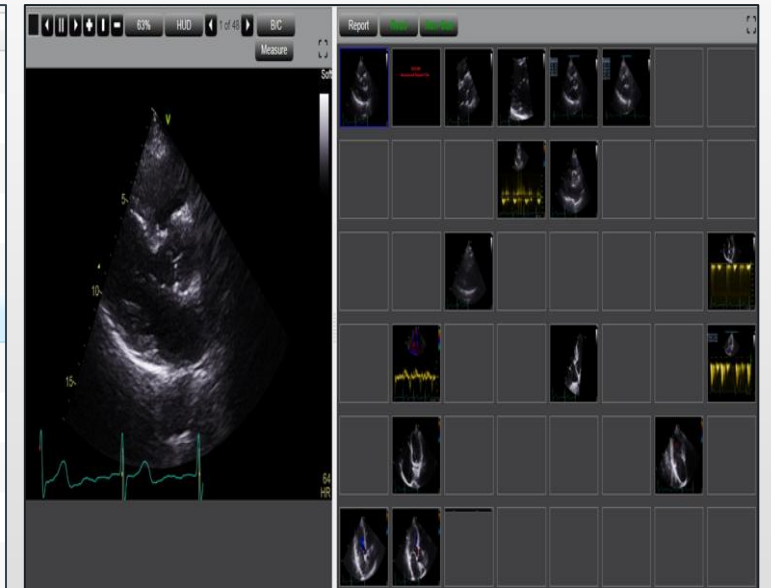
-  **Green – Available**
The study is ready to open and read/view.
-  **Yellow – In Progress**
The study is still transferring to the database and is not yet ready for viewing.
-  **Red – Pending**
The study is not ready to open at this time.

If a study is marked Yellow or Red, try the following actions:

- **Re-send:**
Use this option to **re-upload** the study if the original transfer was interrupted or incomplete.
- **Retrieve:**
This will reprocess or reload the images, making the study available for viewing again.

Status	Date	Modality	Read	Stat
Available	03/12/2019	SR; US	Unread	☐
Available	03/12/2019	US; SR	Unread	☐
Available	03/12/2019	US; SR	Unread	☐
Available	03/12/2019	US; SR	Unread	☐
InProgress	03/12/2019	US; SR	Unread	☐
Pending	01/17/2019		Read	☐
Available	12/27/2		Unread	☐
Available	08/12/2		Unread	☐
Available	01/15/2		Unread	☐
Available	01/14/2018	US; SR	Unread	☐
Available	01/11/2018	US; SR	Unread	☐

--close--
Retrieve
Edit Patient



 *AccessPoint Cloud will automatically offer the Re-send or Retrieve option as needed, based on the status of the study.*

Patient Search Screen: Column Preferences

Customize the Patient Directory

The patient directory can be tailored to fit your workflow:

- **Sort columns**
Hover over a column name and click to sort alphabetically or chronologically.
- **Rearrange columns**
Click and hold a column header, then drag it to your preferred location.
- **Choose which columns to display**
Hover over the Patient Study column header, click the black arrow, and select the columns you want to show or hide.

The screenshot displays the Patient Search Screen interface. At the top, there is a navigation bar with links: Welcome [Mike Kingcaid] Log Off | Accounts | Groups | Users | Search | Data Mining. Below the navigation bar, there are four tabs: Patient, Study, User, and Other. The Patient tab is active, showing search criteria: Last Name, Patient ID, and Accession Number. The Study tab shows Institution, Location, Use Last Number of Days (dropdown), and Last Number of Days (20000). The User tab shows Reading User Last Name, Referring User Last Name, and Technologist. The Other tab shows Read Status (All), Stat Status (All), Modality, and a checkbox for Hide Empty Values.

Below the search criteria, there is a table with columns: Status, Date, Modality, Stat, Read, Patient, Patient ID, Accession, and Sex. A red arrow points to the Patient column header, which has a black arrow icon next to it. The table contains several rows of patient data, with the first row highlighted in green.

Status	Date	Modality	Stat	Read	Patient	Patient ID	Accession	Sex
Available	03/13/2019	US; SR	☐	Unread	John Hopkins	56654		M
Available	03/13/2019	US; SR	☐	Unread	Joanne Holla	752315		F
Available	03/13/2019	US; SR	☐	Unread	Joanne Holla	752315		F
Available	03/12/2019	US; SR	☐	Unread	Caroline Smith	521		F
Available	03/12/2019	US	☐	Unread	Mary Needy	23541		F
Available	03/12/2019	US; SR	☐	Unread	Perfect Hundo	1452144		M
Available	03/12/2019	US; SR	☐	Unread	Harry Henderson	435241		M
Available	03/12/2019	US; SR	☐	Unread	Happy Gilmore	21354		M
Available	03/12/2019	US; SR	☐	Unread	Sue Flanagan	42154		F
Available	03/12/2019	US; SR	☐	Unread	Felix Fixit0	685347		M

On the right side of the table, there is a list of columns that can be selected or deselected for display. The columns are: Status, Database, Date, Modality, Stat, Read, Patient, DOB, Patient ID, Accession, Sex, Report Status, Report, and Reading. Each column has a checkbox next to it, and the Patient column is currently selected.

Patient Search Screen: Bottom Toolbar

Use the Bottom Toolbar

The bottom toolbar helps you manage how studies are displayed on the screen:

- **Select Page Size**
Choose how many studies display per page.
- **Navigate Pages**
Move forward or backward through the list of studies.
- **Refresh list**
Click to update and reload the current patient list.
- **View Study Count**
See the total studies within the selected date range.

Available	RoweMemorial	01/14/2018	Read	☐	AMIDALA, PADME
Available	RoweMemorial	01/11/2018	Unread	☐	SKYWALKER, LUKE
Ultraview	RoweMemorial	03/16/2017	Unread	☐	Gilmore, Happy

50

⏮ ⏪

Page 1 of 2

⏩ ⏭

🔄

Displaying 1 to 50 of 72 items



AccessPoint Cloud Study Dropdown Menu

Study Dropdown Menu

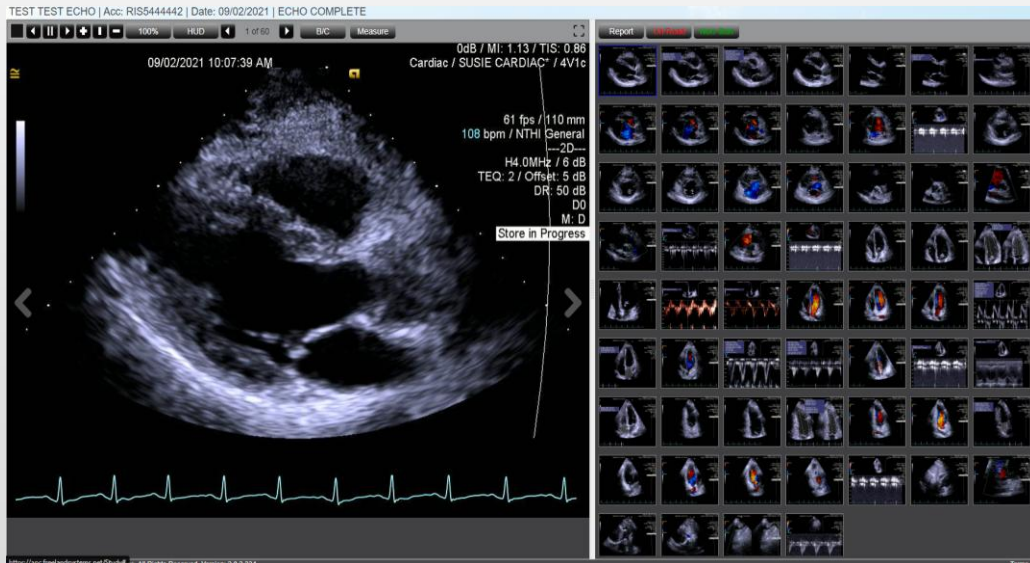
Left-click on a patient to open the **Study Selection Menu**. Available options include:

- **Open Study** – Opens the study images.
- **Open Report** - Opens both the report and images.
- **Peek PDF** - View, fax or print the PDF version of the report without making any changes.
- **Re-send/Retrieve** – Re-upload the study if the original transfer was incomplete or interrupted. [See page 26](#).
- **Edit Patient** – Modify patient information as it appears in the patient list.
- **Study Share** - Send a HIPAA-compliant email containing the study and report to the patient or referring physician.
- **Merge with Pre-Imaging Report** – Combine the pre-image report with the study after the ultrasound images have been transferred.
- **Delete** – Technologists can delete their own report. Admin users have permissions to delete studies or reports.

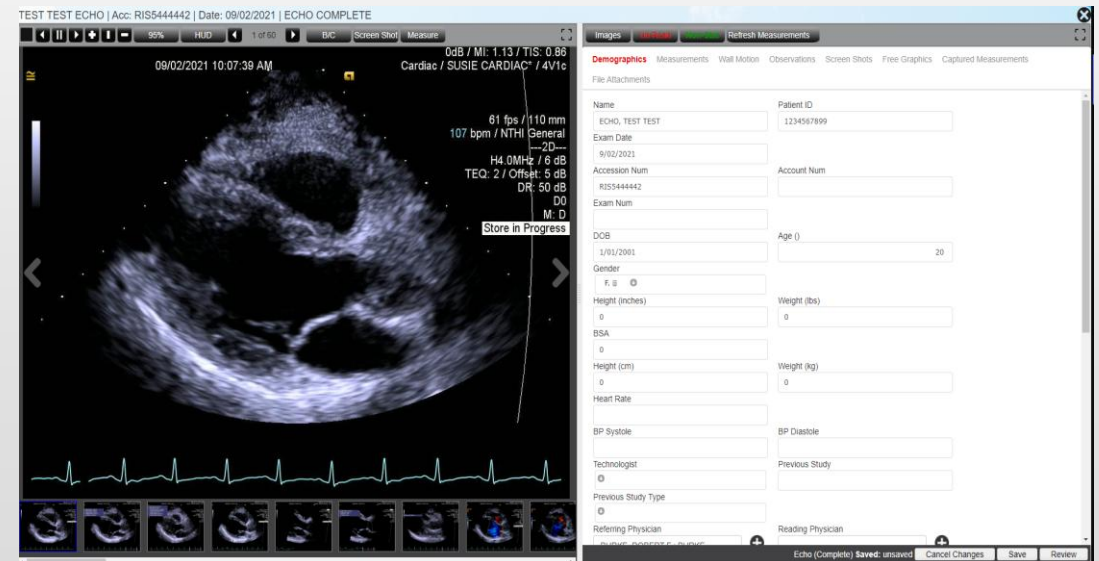
Status	Database	Date	Read	Stat	Patient	Patient ID
Available	RoweMemorial	07/10/2024	Unread	☐	NELSON, Doggo	1133410
Available	Rowe	06/27/2024	Read	☐	TRANSCRANIAL, TEST	TC123456
Available	Rowe	04/2024	Unread	☐	MAMOT, CHASE L	431240
Available	Rowe	03/23/2024	Read	☐	AVF, TEST	20240305-1304
Available	Rowe	01/09/2023	Read	☐	Test-MCKAY, Test	44969
Available	Rowe	05/01/2023	Unread	☐	28VX, EASY	EASY 28VX
Available	Rowe	03/23/2023	Unread	☐	TEST, GYN	2262220
Available	Rowe	06/2023	Unread	☐	TEST, JOHN	231
Available	Rowe	07/2022	Unread	☐	TEST, OBGYN	313131

Study Dropdown Menu: Open Study and Open Report

Open Study: Image thumbnails will appear on the opposite side of the viewer for easy navigation.



Open Report: Image thumbnails will display at the bottom of the viewer, and the report will open on the right side.



Study Dropdown Menu: Peek PDF

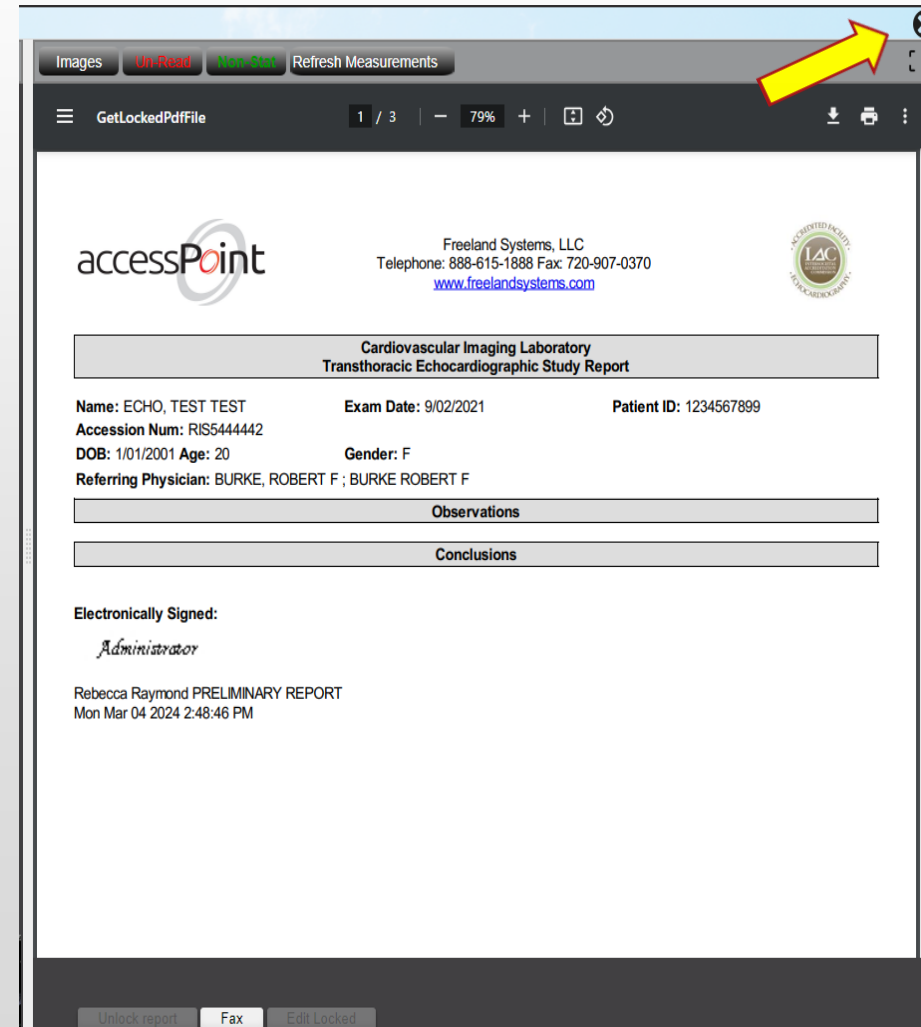
Peek PDF

The **Peek PDF** feature allows users to view finalized or prepared reports without making any changes to the study.

While in **Peek PDF** mode, users can:

- **Print.**
- **Download-** Opens both the report and images.
- **Fax the report directly from AccessPoint Cloud**

To exit the PDF view, simply click the X in the top right corner.



Study Dropdown Menu:

Merge with Pre-Image Report – Creating the Report

How to Merge with Pre-Image Report

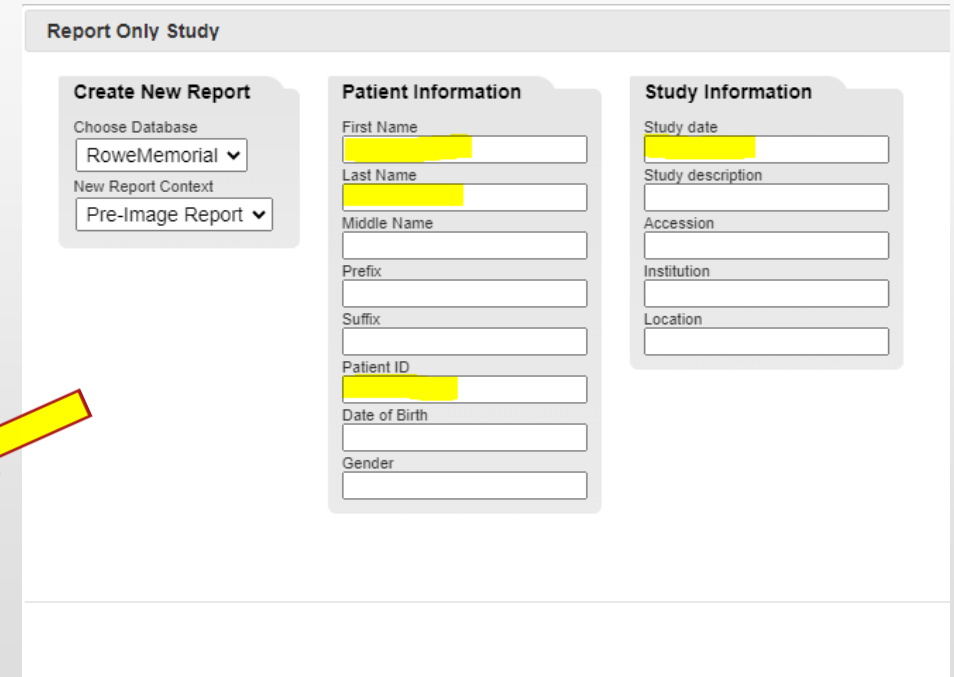
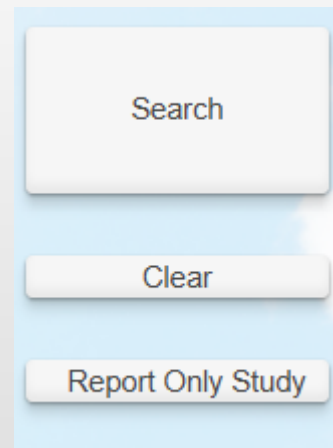
After the images transferred from US machine.

Step 1: Access the Report-Study

- Go to the Patient List screen.
- Click on the **Report Only Study** (as shown in the below).

Step 2: Create a Pre-Image Report

- In the new window, under New Report Context, select Pre-Imaging Report.
- Fill in the required fields:
 - First Name
 - Last Name
 - Patient ID
 - Study Date
- Click **OK** to create the report.



 **Tips:** Only the highlighted fields are required — you may leave others blank if not applicable.

Study Dropdown Menu:

Merge with Pre-Image Report – Creating the Report cont.

Step 3: Select the Report Type

- From the **Choose New Report Type** dropdown, select the appropriate report. (e.g., Carotid, Echo, etc.). Click **Create** to begin the report.

Step 4: Complete the Report

- Fill in all necessary patient and study fields on the report screen.
- Click **Review** (bottom right) to generate the final report.
- Once reviewed, click **Finalize** (middle left of the screen) to complete the report.

Choose New Report Type:

- Arterial Lower
- Arterial Upper
- Carotid**
- Carotid (Complete)
- Echo (Complete)
- Stress Echo
- Venous Lower
- Venous Upper

No Prior reports found

☐ Use Prior Observations

Create

Images On-Read New-Start Refresh Measurements

Demographics Measurements Wall Motion Observations Screen Shots Free Graphics Captured Measurements File Attachments

Name: test2, TEST Patient ID: 1.2.840.114217.5.1892433251.260130 Exam Date: 5/26/2023

Accession Num: Account Num: Exam Num:

DOB: Age (years): -1 Gender: +

Height (inches): 0 Weight (lbs): 0 BSA: 0

Height (cm): 0 Weight (kg): 0 Heart Rate:

BP Systole: BP Diastole:

Technologist: Previous Study: Previous Study Type: +

Referring Physician: + Reading Physician: + Study Location: +

Primary Physician: + Ordering Physician: + Copy To: +

Indications: + Risk Factors: + Medications: +

Procedure: + Study Quality: +

ICD-10 Codes: + CPT Codes: +

Tech Notes (private notes not on report): Auto-Filled Fax Number (referring physician fax):

Report Output Destinations

Echo (Complete) Saved: unsaved Cancel Changes Save **Review**

Finalize **Finalize & Fax** **Edit** Finalize Action: **Prepared** ▼

Study Dropdown Menu: Merge Pre-Imaging Report with Images

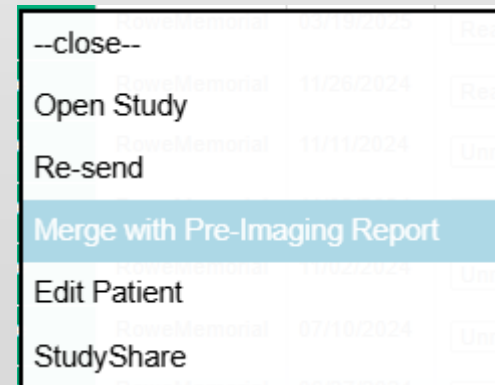
The **Status Column** in the patient list will show:

- “**Report**” – when a report exists but no images have been transferred.
- “**Available**” – when images are successfully transferred.

Status	Date	Read	Stat	Patient	Patient ID	Accession	Sex	Report Status	Report
Available	05/26/2023	Unread ▼	☐	test2	1.2.840.114217.5.1892433251.260130		O		
Report	05/26/2023	Unread ▼	☐	TEST test2	1.2.840.114217.5.1892433251.260130			Prepared	Echo (Complete)

Step-by-Step: Merge Report with Images

1. Right-click on the **Available** study in the patient list.
2. Select "Merge with Pre-Imaging Report" from the dropdown.



Study Dropdown Menu: Merge Pre-Imaging Report with Images cont.

Merge Report with Images cont.

3. Locate and Select the Report.

- A new window will open titled "Merge Study with Prior Report".
- Scroll or use the search toolbar to locate the matching report.
- Click the report you wish to merge.

4. Complete the Merge

- Click the **Merge** button (bottom right).
- A confirmation message: "Study Merged Successfully" will appear at the top of the screen.
- The **Status Column** will now display "Available", indicating the report is successfully attached to the images.

Merge Study with Prior Report

Selected Study

Patient Name: test2

Patient ID: 1.2.840.114217.5.1892433251.260130

Study Date: 5/26/2023

Study Description: Vascular HQ

Number of Measurements in Study: 5

Select report to merge with study above

Patient Name	Patient ID	Study Date	Description
test, test	test	2/29/2024	
test, test	test	1/22/2024	
Fax, Test	testfax111	11/30/2023	
test2, TEST	1.2.840.114217.5.1892433251.260130	5/26/2023	

20 Page 1 of 1 Displaying 1 to 4 of 4 items

Merge Cancel

Status	Date	Read	Stat	Patient	Patient ID	Accession	Sex	Report Status	Report
Available	05/26/2023	Unread	☐	test2	1.2.840.114217.5.1892433251.260130		O	Prepared	Echo (Complete)

Tip: Ensure that the **Patient ID** and **Study Date** match between the report and the image study for a successful merge.

Study Dropdown Menu: Edit Patient

Editing Patient Information

Step-by-Step Instructions:

1. Update Fields
 - Modify any of the fields under **Patient Demographics** or **Study** as needed (e.g., Name, DOB, Patient ID, etc.).
2. Merge Multiple Records *(if applicable)*
 - If there are multiple studies with the same Patient ID that need updating, check the box:
“Merge all Patient ID records.”
3. Save Changes
 - Once updates are complete, click “Save” (bottom right).

Edit Patient Information

Patient Demographics	Study	Complete Study List
Patient First Name TEST	Study Description ECHO COMPLETE	Study Date 9/2/2021
Patient Last Name ECHO	Accession Number RIS5444442	Description ECHO COMPLETE
Patient Middle Name TEST	Location	Reading
Patient Name Prefix	Institution	Report Name Echo (Complete)
Patient Name Suffix	Technologist	Report Status Prepared
Date Of Birth 1/1/2001		individual edit
Patient Sex F		
Patient ID 1234567899		
Merge all Patient ID records? ☐		

 **Tip:** Use this feature to correct mismatched or duplicate patient records efficiently. Always double-check the **Patient ID** and **Study Details** before saving.

Study Dropdown Menu: Sending Study Share

Easily Share Studies — No CDs Needed!

Instantly, securely, and effortlessly share studies with patients or referring physicians via **StudyShare**.

✓ How to Share a Study

1. Enter the Email Address

- Add one email at a time in the appropriate field (Referring Physician or Patient Email).
- Click "StudyShare".

2. Confirmation

- A **green confirmation bar** will appear at the top of the screen indicating the study has been successfully shared.

3. Recipient Notification

- The recipient will receive an **AccessPoint Cloud Notification Email**.
- They can click the **“Study”** link in the email to access the study via a secure login page.

The screenshot displays the StudyShare web interface. At the top, a window titled "StudyShare" contains a section "Study Share to these people". This section has two input fields: "Referring Physician Email" (containing "doctor@md.com") and "Patient Email" (empty). Below these fields, a message states: "An email will be sent to these people allowing them access to this study." At the bottom of this window are two buttons: "StudyShare" and "Cancel".

Below the window, a green confirmation bar reads "Study Shared...". Underneath this bar is a search and filter interface with several input fields and dropdown menus:

- Last Name
- Institution
- Reading User Last Name
- Read Status (dropdown menu)
- Patient ID
- Location
- Referring User Last Name
- Stat Status (dropdown menu)
- Accession Number
- Use Last Number of Days (dropdown menu)
- Technologist
- Modality
- Last Number of Days (input field with "10000")
- Hide Empty Values (checkbox)
- Search button
- Clear button
- Report Only Study button

Study Dropdown Menu: Study Share – Physician's log in

Access Study one of three ways:

Microsoft or Google

- You may also choose to log in with an existing **Microsoft** or **Google** account for quicker access. Click your preference and follow the prompts.

Register as a New User

- On your first visit, click “**Register as a New User**” to create your account.

accessPoint Study Share

Log in

Use a local account to log in. Use another service to log in.

Email

Password

☐ Remember me?

[Log in](#)

[Forgot your password?](#)

[Register as a new user](#)

Access to patient health information is prohibited unless you are involved in the patient's treatment, billing or to maintain and improve health care operations. Password/Login sharing is strictly prohibited. This system is monitored and reviewed for improper access or inappropriate use of patient health information.

 **Future Logins.** Use our original login method to access your images.

Study Dropdown Menu: Study Share – Physician's View

Viewing Report and Images:

After logging in securely, the report and images will load automatically.



How to view studies previously shared:

1. Click **Studies**.
2. Click **View** to open the selected study and report.

Study Share Studies About		
	Date	Patient
View	21 Aug 2021	Echo, Canine
View	12 Mar 2019	Gilmore, Happy
View	12 Mar 2019	Flanagan, Sue
View	12 Mar 2019	Gilmore, Happy

Study Dropdown Menu: Study Share – Patient's View

Accessing the Report and Images

1. Click the provided link.
A login screen will appear in a new window.
2. Enter your login credentials in the required fields, then click **Submit**.
3. Complete the log in page [see page 40](#)
4. Once securely logged in, the report and associated images will open automatically.
5. To download the study and report, click the **Download** icon located on the right side of the screen.

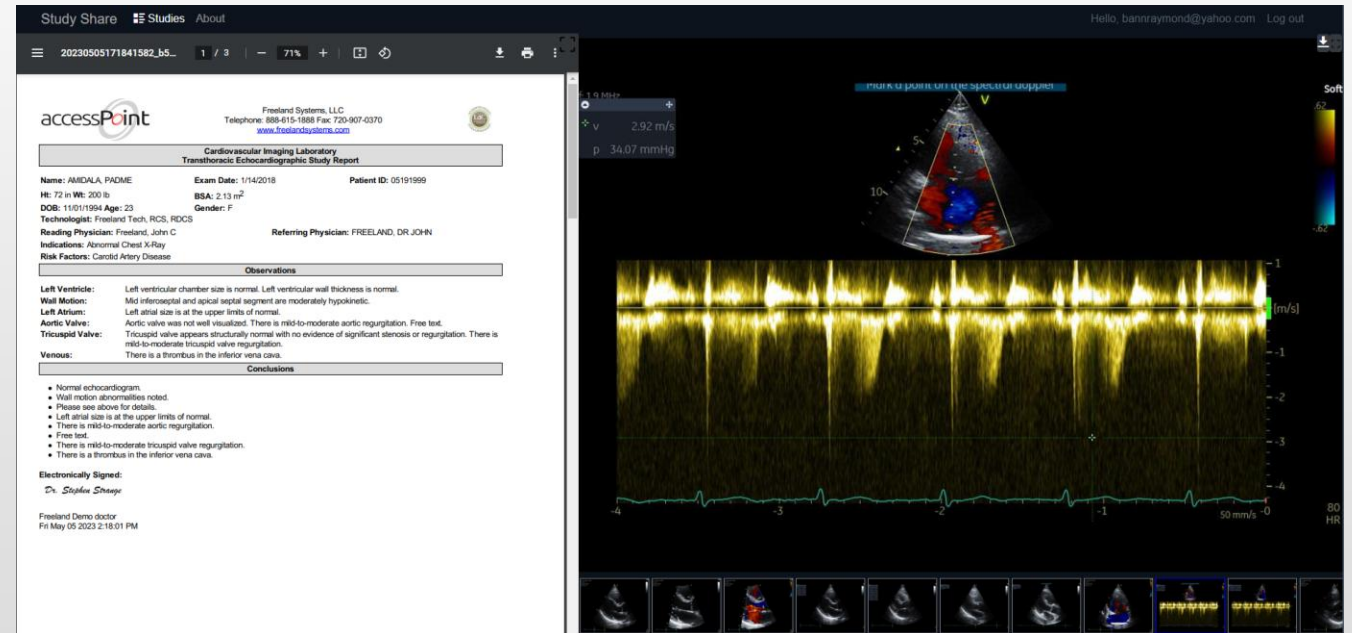
Welcome to Patient Share

Please follow these three simple steps to gain access to your images and reports. Submit your name, date of birth and accept the terms and conditions.

First Name

Last Name

Date of Birth mm/dd/yyyy



Study Dropdown Menu: Delete Study and Report

Deleting Reports and Images

- **Delete My Report**
Technologists can delete reports they have created.
- **Delete**
Client Admin users have permissions to delete both images and reports.

 Both actions will prompt a confirmation pop-up before deletion is completed.

Status	Date	Read	Stat	Patient	Patient ID	Accession	Sex	Report Status	Report
Available	05/26/2023	Unread	☐	test2	1.2.840.114217.5.1892		O	Prepared	Echo (Complete)
Available	06/30/2022	Read	☐	TEST OB1	112222				
Available	05/23/2023	Unread	☐	GYN TEST	2262220	R			
Available	12/07/2022	Unread	☐	OBGYN TEST	313131				
Available	10/09/2023	Read	☐	Test Test-MCKAY	44969				Complete)
Report	01/22/2024	Read	☐	test test	test			Signed	Complete)
Pending	02/29/2024	Unread	☐	test test	test				

--close--

Open Study

Open Report

Peek PDF

Re-send

Merge with Pre-Imaging Report

Edit Patient

StudyShare

Delete My Report

Delete Study





 Which parts of the study do you want to delete?

Images and Reports

Report Only

Images Only

Cancel

AccessPoint Cloud Image Viewing Toolbar

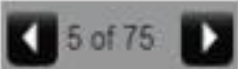
Image Viewing Toolbar: Navigating Clips and Images



Navigating the Clips:

- Click the **Left Arrow**  to step the video frame back and **Right Arrow**  to step the video frame forward.
- Use the **Pause** button to pause the video. Click it again to resume play. 
- Adjust the speed of the clips
 - Click the **Plus** button to speed up. 
 - Use the **Vertical** button to resume to the original speed. 
 - Click the **Minus** button to decrease the speed of the video clip. 

Navigating the Images:

- Click through images using the **Left and Right Arrows** 
- Use the **left and right arrows** on the large image (left side of the screen). 
- Select any thumbnail image on the right to view it in full size.
- Scroll your mouse wheel to move through the images.

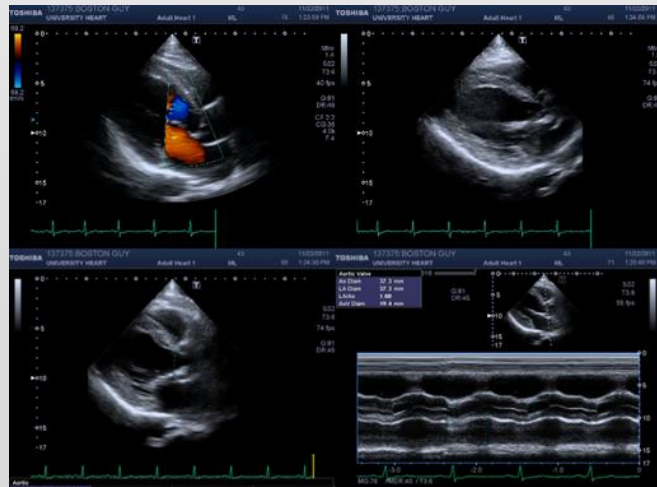
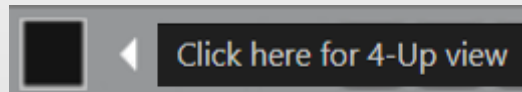
💡 *Tip: Just hover over an icon to see what it does!*

Image Viewing Toolbar: Image Display – 4 up view and HUD Display



Display the 4-up view:

- Click the **Display** button to view the 4-up image display.
- Click it again to return to the single large image.



HUD (Heads up Display):



- Click the **HUD** to display what frame is currently being viewed. This information appears in the top left corner of the image for quick reference.
- Click it again to go back to the original image.



Image Viewing Toolbar:

Image Display – Zoom and Brightness/Contrast



Zoom & Image Adjustments

- Click the **Zoom** tab to enlarge or reduce the image size. Use your **mouse wheel** to zoom in or out.
- You can also adjust the zoom by **clicking and dragging the center slider** left or right.
- To fine-tune image visibility, select the **B/C** tab to adjust **brightness and contrast**. Click **RESET** to return to the original view.

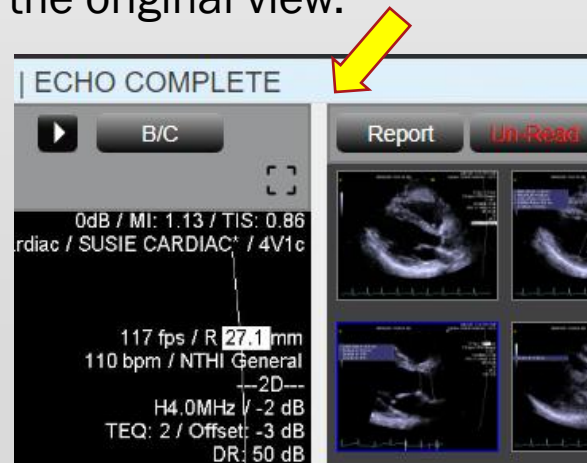


Image Viewing Toolbar: Image Display – Full Screen Viewing

Viewing Images in Full Screen

- To enter full-screen mode, **click the dotted black box** on the right side of the viewing toolbar. 
- Thumbnails will be hidden, but you can still **navigate using the toolbar** or the **Page Up / Page Down** keys.
- To exit full-screen mode, simply **click the dotted black box** again.

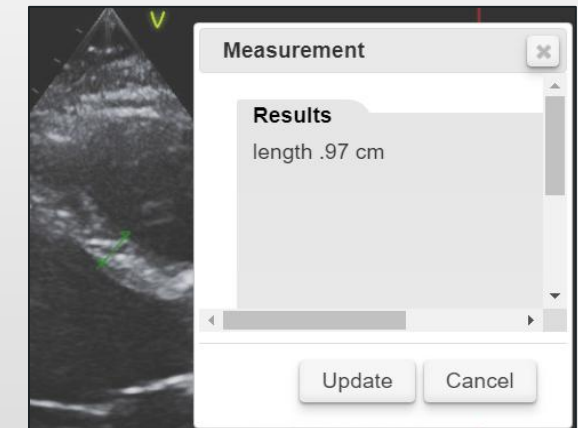


Image Viewing Toolbar: Offline Measurements



Taking Measurements

- Click the **Measurements** tab to open the measurements menu.
- Choose the **type of measurement** you'd like to perform (e.g., 2D measurements require a 2D image).
- To take a measurement, **click on the image to start**, then **click again to end** the measurement.
- A **results window** will automatically appear for applicable measurement types.



 **Note:** To save a measurement to the report, it must be taken *directly from the report page*. See [page 56](#) for instructions.

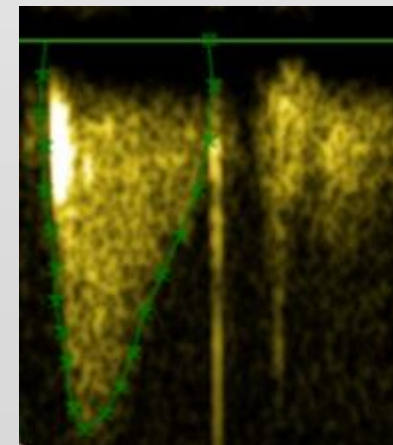
Image Viewing Toolbar: Offline Measurements cont.

Measuring Volume Images

- To take a volume measurement, **click multiple points** along the area you want to measure.
- **Complete the shape** by connecting the last point to the starting point, then click the **Done** button (located in the viewing toolbar above the image).
- Your measurement will automatically appear on the screen.

Measuring Doppler Images

- Measuring Doppler images requires an **extra step**: setting the **baseline to zero** for accurate results.
- Click on the image to begin. A **line will appear**—this represents the baseline.
- **Align the line** with the baseline visible on the Doppler image.
- Next, **click around the envelope** you want to trace, continuing back to the baseline.
- Once complete, click the **Done** button to view your measurement results window.

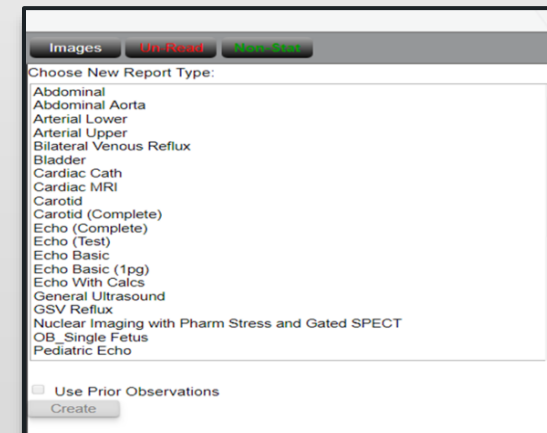
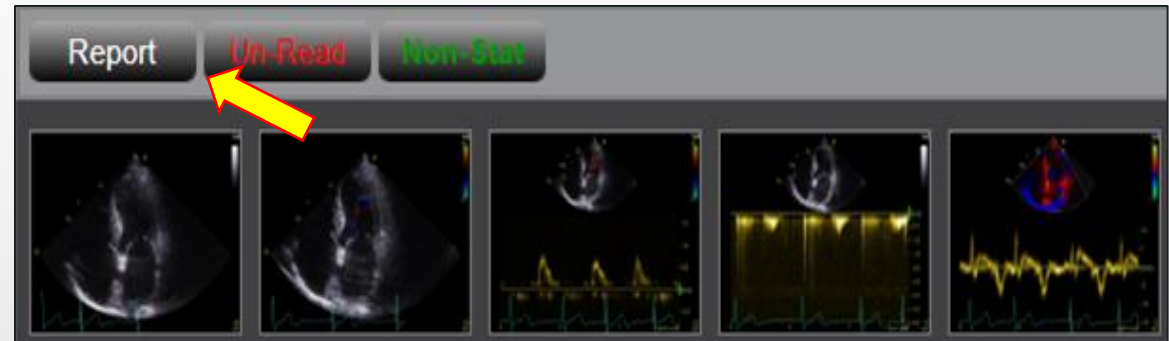


AccessPoint Cloud Reporting

Reporting: Selecting the Report

Starting a New Report

1. Click the **Report** button located at the top-right corner of the screen to begin.
2. Select the desired **report template** from the available options.
3. If a previous report exists, its **type and date** will appear above the "**Use Prior Observations**" checkbox.
4. You may choose to **pre-populate observation statements** from the previous report:
 - To do so, check the "**Use Prior Observations**" checkbox.
 - Then, click the "**Create**" button to continue.
5. If no previous report is found, the option will be grayed out.
 - In that case, simply click the "**Create**" button to start a new report from scratch.



Reporting: Navigating the Report Template

Navigating the Report Template

- Click **“Images”** to view the images independently of the report.
- The **“Unread”/“Read”** button is there to quickly notify you if the report has been read or unread.
- Click **“Non-Stat”** to change the report status to **STAT**.
- Use **Refresh Measurements** if the measurements are not populating in the report.

Completing the Report

- The template will open by default to the **Demographics** tab.
- Click on any tab name to move between sections and complete the report:
 - **Demographics**
 - **Measurements**
 - **Wall Motion**
 - **Observations**
 - **Screen Shots**
 - **Free Graphics**
 - **Captured Measurements**
 - **File Attachments**

Finalizing the Report

- From any tab, click **“Review”** to finalize and complete the report.

The screenshot displays the Freeland Systems report template interface. At the top, there are tabs for 'Images', 'Un-Read', 'Non-Stat', and 'Refresh Measurements'. Below these, a horizontal menu contains various report sections: 'Demographics', 'Measurements', 'Wall Motion', 'Observations', 'Screen Shots', 'Free Graphics', 'Captured Measurements', and 'File Attachments'. The 'Demographics' tab is currently selected. The form fields are organized into two columns. The left column includes fields for Name (ECHO, TEST TEST), Exam Date (9/02/2021), Accession Num (RIS5444442), Exam Num, DOB (1/01/2001), Gender (F), Height (inches) (63), BSA (1.73), Height (cm) (160), Heart Rate, BP Systole, Technologist, Previous Study Type, and Referring Physician (Freeland, David C). The right column includes fields for Patient ID (1234567899), Account Num, Age (20), Weight (lbs) (153), Weight (kg) (69.4), BP Diastole, and Reading Physician. At the bottom, a status bar indicates 'Echo (Complete) Saved: Wed Mar 06 2024 4:31:03 PM' and provides buttons for 'Cancel Changes', 'Save', and 'Review'.



Clicking "Save" will not finalize the report. Be sure to click **Review** then **Finalize** when the report is complete.

Reporting: Demographics

Demographics Tab Overview

- The **Demographics** tab is the first tab in the menu above the report screen.
- **Patient data** automatically imports from the ultrasound machine.

⚠ *Only information entered on the machine will transfer—any missing data must be entered manually.*

- Click into any field to **free-text**.
- Fields with **gray dropdown arrows** contain **standard phrases**.
 - Additional phrases can be added or customized using the **Phrase Editor** tool.
 - Refer to [pages 11 to 15](#) for *Phrase Editor* guidance.
- Some fields, like **Medications** and **Indications**, allow you to select **multiple options**.
- Enter the patient's **height and weight** — the **Body Surface Area (BSA)** will be automatically calculated.

The screenshot shows the 'Demographics' tab in a reporting application. The top navigation bar includes 'Images', 'Un-Read', 'Non-Stat', and 'Refresh Measurements'. Below this, a secondary bar shows 'Demographics' as the active tab, followed by 'Measurements', 'Wall Motion', 'Observations', 'Screen Shots', 'Free Graphics', 'Captured Measurements', and 'File Attachments'. The form fields are organized into two columns. The left column includes Name (ECHO, TEST TEST), Exam Date (9/02/2021), Accession Num (RIS5444442), Exam Num, DOB (1/01/2001), Gender (F), Height (inches) (63), BSA (1.73), Height (cm) (160), Heart Rate, BP Systole, Technologist, Previous Study Type, and Referring Physician (Freeland, David C). The right column includes Patient ID (1234567899), Account Num, Age (20), Weight (lbs) (153), Weight (kg) (69.4), BP Diastole, Previous Study, and Reading Physician. A red arrow points to the BSA field. At the bottom, a status bar indicates 'Echo (Complete) Saved: Wed Mar 06 2024 4:31:03 PM' and includes buttons for 'Cancel Changes', 'Save', and 'Review'.

Reporting: Demographics – Referring and Reading Physicians

Adding a Physician

1. Click the “+” button next to the **Reading** or **Referring Physician** field.
2. A new window will open to allow entry of physician details.
3. Click “**Add New**” to begin entering the physician’s information.
4. Once completed, click “**OK**” in the bottom-right corner to save and close the window.

Reading Physician

Test, Test MD	✓	+
Flintstone, Fred		
Freeland, John C		
Keller, Test		
Test, Test MD		

Add Reading Physician

Add New Physician

First Name

Last Name

Middle Name

Prefix

Suffix

Email Address

Fax Number

Telephone Number

Physician Code

Physician Type
Reading Physician

Add New

Physician Name	Email Address	Fax Number	Telephone Number	Code	Physician Type	Dicom Alias	Edit Physician	Delete Physician
Test, Test MD	cathleen.keller@freelandsy.		(88) 861-5188		Reading		Edit	Delete
Raymond, Rebecca MD	rebecca.raymond@freelans		(520) 555-1212		Reading	Raymond^Rebecca^MD^	Edit	Delete
Keller, Test	cathleen.keller@freelandsy.		(8) 861-5188		Reading	Keller^Test^	Edit	Delete
Keller, Cathleen	cathleen.keller@freelandsy.		(720) 300-2736		Reading	Keller^Cathleen^	Edit	Delete
Freeland, John C	freeland@ix.netcom.com		(317) 522-7222		All	Freeland^John^C^	Edit	Delete
Flintstone, Fred	fred@yahoo.com		(123) 456-7890		Reading	Flintstone^Fred^	Edit	Delete

Physician Type

Reading Physician

Both Reading and Referring

Reading Physician

Referring Physician

Displaying 1 to 6 of 6 items

Reporting: Measurements

Measurements Tab

- Click the **Measurements** tab to view data collected taken from the ultrasound machine during the study.
- You can enter values two additional ways:
 - Free-text** directly into the box next to the corresponding measurement name.
 - Or click the **measurement name itself** (not the text field) to perform an **offline measurement**.
 - Take the measurement on the image by clicking the mouse to start the measurement and click again to end.
 - Your measurement result window will automatically populate for specific measurements.
 - Refer to [page 50](#) for detailed offline measurement instructions.
- Once an offline measurement is taken, the field will update with an **asterisk (*)** to indicate it was done offline.
- For quick reference, the measurements outside the *normal range* will be Red in color.

Images Un-Read Non-Stat Refresh Measurements					
Demographics	Measurements	Wall Motion	Observations	Screen Shots	Captured Measurements
LVIDs		cm 2.0 - 4.0 cm	LVIDs	3.4	cm 2.0 - 4.0 cm
LVPWd		cm 0.6 - 1.1 cm	LVPWd	0.8	cm 0.6 - 1.1 cm
LVPWs		cm 0.9 - 1.8 cm	LVPWs	5.0	cm 0.9 - 1.8 cm
AoRoot Diam	3.4	cm 2.0 - 4.0 cm	AoRoot Diam	2.07*	4.0 cm
Ao Ascend Diam		cm <3.4 cm	Ao Ascend Diam		cm <3.4 cm
Ao Cusp Sep		cm 1.5 - 2.6 cm	Ao Cusp Sep		cm 1.5 - 2.6 cm
LA Diameter		cm 2.0 - 4.0 cm	LA Diameter	3.3	cm 2.0 - 4.0 cm
% FS		% 30 - 45%	RA Diameter		cm
% EF M-Mode		%	LA Area ESV A4C		cm²

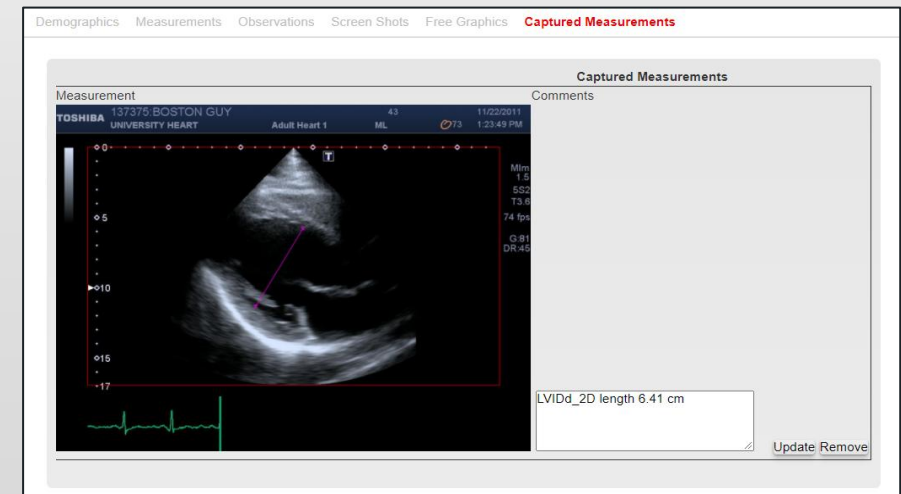
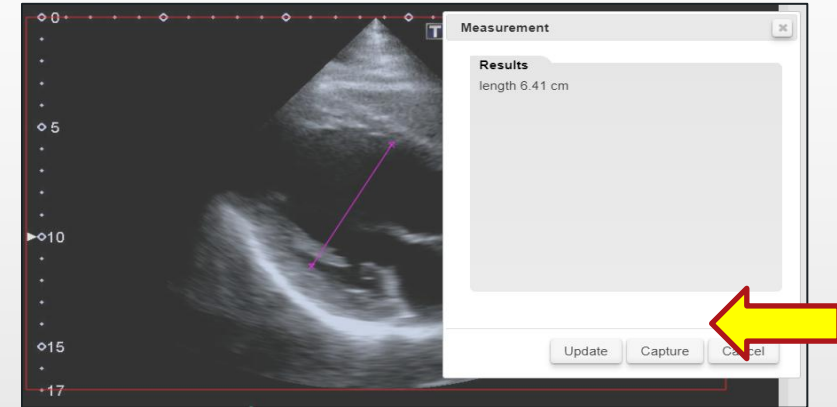
 **Tip:** Use the **Refresh Measurements** button if the report was opened **before** all measurements transferred from the ultrasound machine.

Reporting:

Adding Offline Measurements to the Report

Capturing & Updating Offline Measurements

- Click **"Update"** in the measurement box to:
 - Add the new measurement to the report field.
 - An **asterisk (*)** will indicate it was entered offline.
- Click **"Capture"** to:
 - Save the new measurement in the report.
 - Automatically capture a **screenshot** of the offline measurement.
 - The image will appear under the **"Captured Measurements"** tab.
 - ⚠ This image will be included in the final report unless manually deleted.
- A **comment box** will appear next to the image:
 - The measurement will display here by default.
 - You can also **free-text notes** in this box.
 - Click **"Update"** to save your notes.



Reporting: Wall Motion

Wall Motion Scoring Instructions

- 1. Navigate to the "Wall Motion" Tab**
Begin by clicking the **"Wall Motion"** tab in the report menu.
- 2. Select Motion Type**
Use the **"Motion"** dropdown to choose the type of wall motion.
- 3. Set Severity Level**
Choose the appropriate severity from the **"Severity"** dropdown menu.
- 4. Score Individual Segments**
Click directly on a wall segment to apply your selected motion and severity score.
- 5. Apply Scores Globally (Optional)**
Click **"Set All"** if you want to apply the same score to all wall segments at once.
- 6. Include Summary Observations on Final Report**
Check the box **Include On Final Report**

Images Un-Read Non-Set Refresh Measurements

Demographics Measurements **Wall Motion** Screen Shots Captured Measurements Free Graphics

File Attachments

Wall Motion

Motion: Normal Severity: Score: 1.00

Wall motion observations:

Summary observation to be added:
No resting wall motion abnormalities noted.

Include On Final Report

Set All
Reset All Normal

 **Note:** Make your findings for the Wall Motion field in this tab.

Reporting: Observations



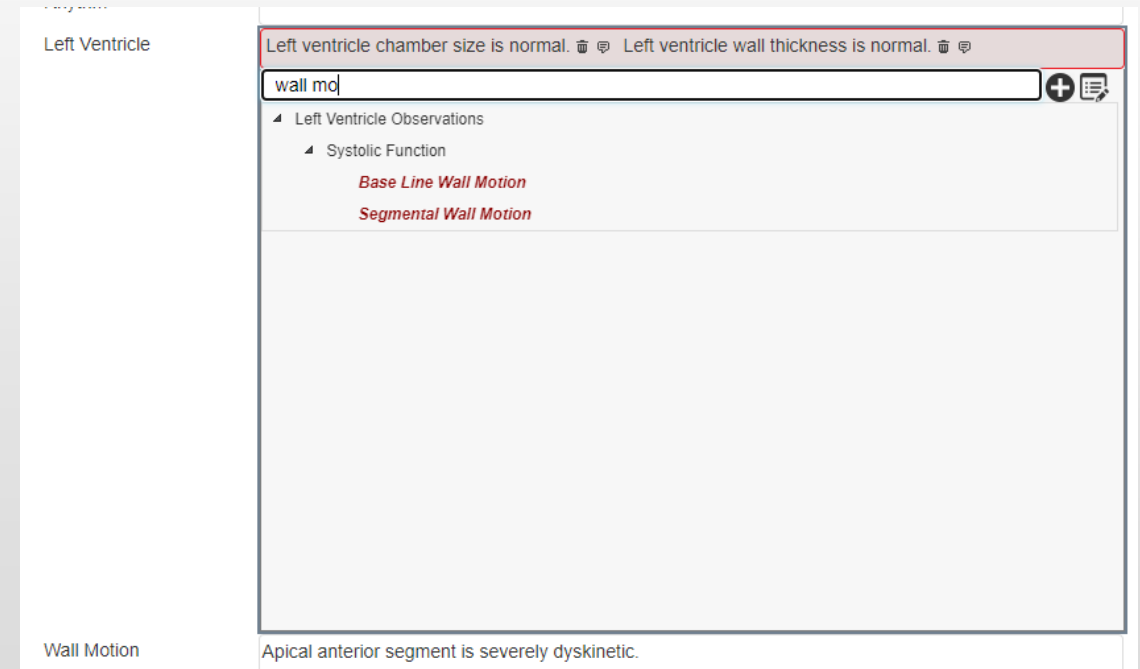
Demographics Measurements Wall Motion **Observations** *Sc...* Free Graphics

Left Ventricle Intelligent Normal Clear

Adding Findings to the Report

1. **Open the Observations Tab** - Click the “Observations” tab in the report menu.
2. **Select a Report Section**
Click in the field next to the section you want to report on. This will open a dropdown menu with standard phrases.
3. **Choose a Standard Phrase**
 - From the dropdown, click on a phrase label to add it to the report finds.

💡 **Tip:** Start typing, and smart suggestions will appear as you go.
4. **Enter Custom Text**
Click in the white field to type a custom statement specific to this report.
Then hit **Enter** or click the **+** icon to add it.



Left Ventricle

Left ventricle chamber size is normal. 🗑️ ⓘ Left ventricle wall thickness is normal. 🗑️ ⓘ

wall mq + 📄

- Left Ventricle Observations
 - Systolic Function
 - Base Line Wall Motion
 - Segmental Wall Motion

Wall Motion

Apical anterior segment is severely dyskinetic.

💡 **Tip:** Select the **Normal** button and the normal phrases will populate on each field.

Reporting: Observations cont.

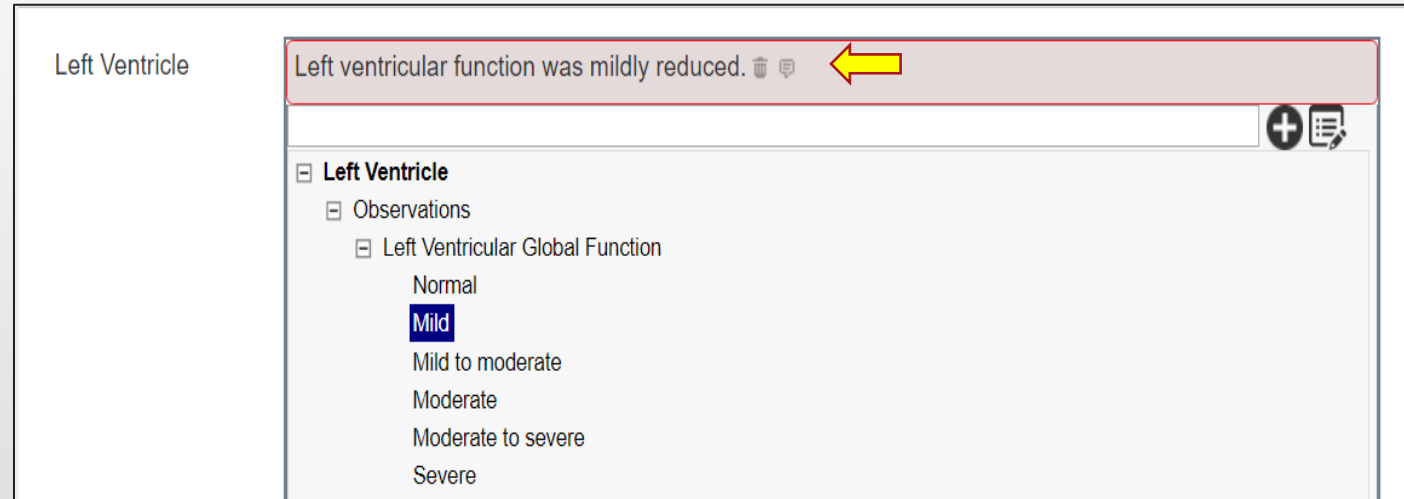
1. Review Your Selection

Once added, the selected statement will appear in the findings for your review.

2. Edit or Delete if Needed

- To **delete** a statement, click the **trash can icon** next to it.
- To **include the statement in the summary**, click the **comment icon** next to the trash can.
- Click the **Clear** button to delete phrases from every field.

 **Tip:** To Add or customize phrases click the “Pencil” and for more details see [pages 11 -15.](#)



Left Ventricle

Left ventricular function was mildly reduced.   

 **Left Ventricle**

 Observations

 Left Ventricular Global Function

Normal

Mild

Mild to moderate

Moderate

Moderate to severe

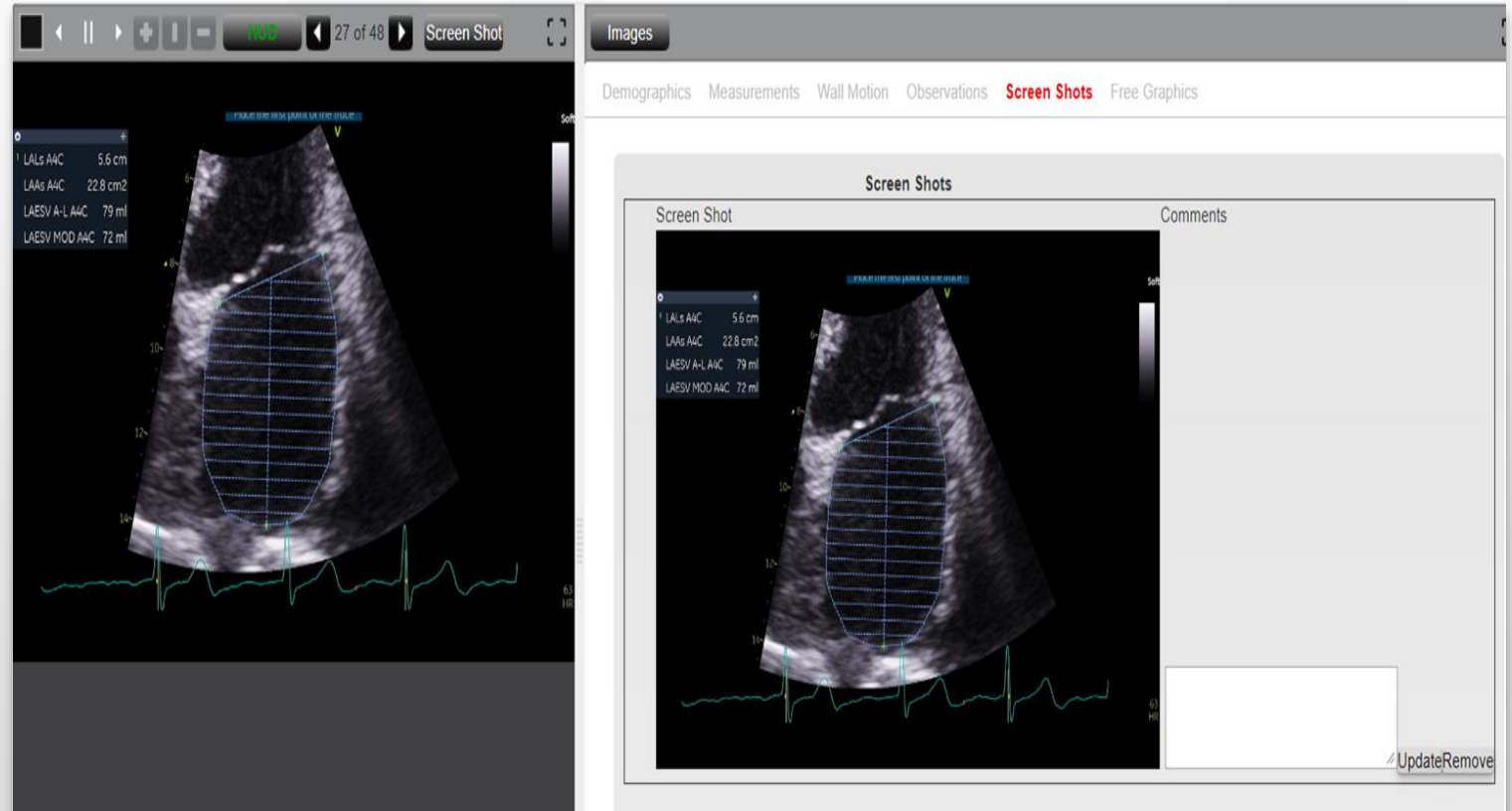
Severe

 **Note:** the Wall Motion field phrases will be added on the Wall Motion Tab. See [page 58](#) for more details. Or use the Left Ventricle field for additional wall motion findings.

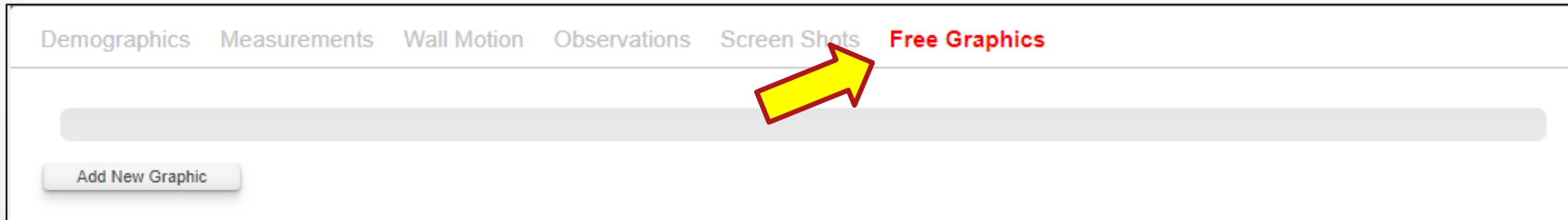
Reporting: Screen Shots

Adding Screenshots to the Final Report
To include screenshots in the final PDF report during image review:

1. Click the **“Screen Shot”** button located above the image you wish to capture.
 - This action will add the screenshot to both the **“Screen Shots”** tab and the final report.
2. In the **comment box** for each screenshot, enter any relevant notes or observations.
3. Click **“Update”** to save your comments.



Reporting: Free Graphics



Adding Graphics to Your Report

To include graphics or additional documents in your report:

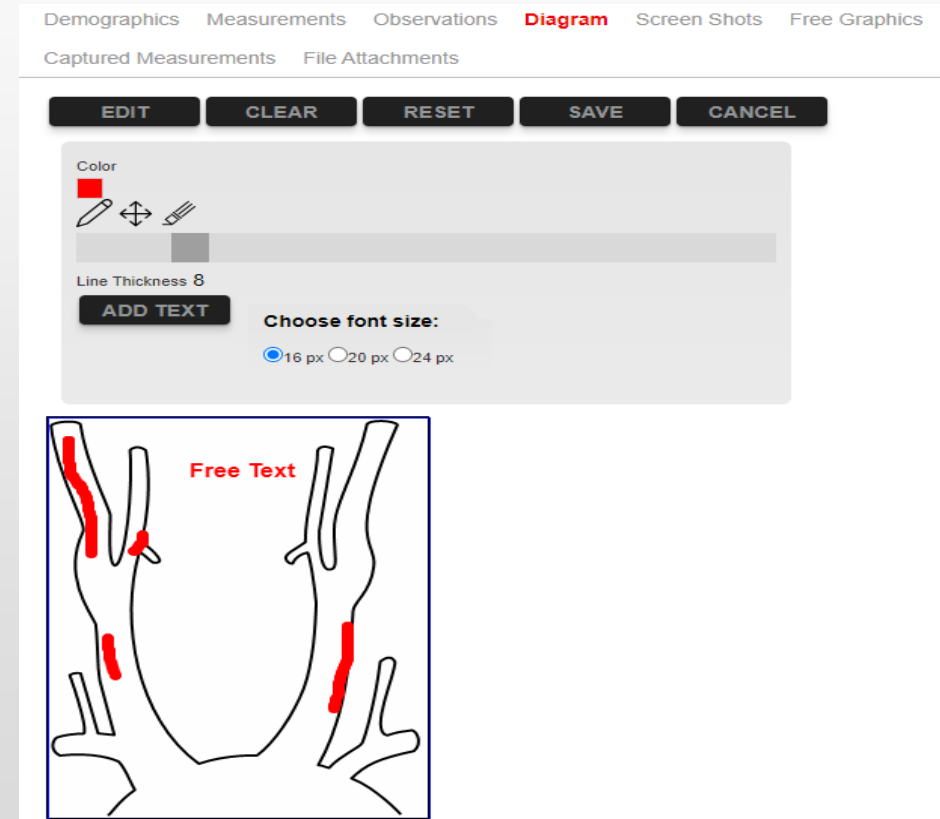
1. Click on the **“Free Graphics”** tab.
2. Select **“Add New Graphic”**, then choose the file you wish to upload (e.g., .jpg, .bmp).
3. The selected graphic will be added to your report.

Reporting: Diagram

Using the Diagram Page – Tabs & Edit Mode

Edit Mode:

1. Enter Edit Mode
 - Click the **Edit** button to begin modifying the diagram.
2. Customize Drawing Tools
 - Click the **color box** to select a line color.
 - Adjust **line thickness** for drawing or erasing.
 - Use the **pencil icon** to freehand draw on the diagram.
 - Use the **four-arrow icon** to draw straight lines.
3. Add Comments
 - Click “**Add Text**”, enter your comment, then click **OK**.
 - Click on the diagram where you'd like the text to appear.
4. Edit Controls
 - **Clear**: Undo all changes made during the current session.
 - **Reset**: Restore the diagram to its original default state.
 - **Cancel**: Exit edit mode without saving any changes.
 - **Save**: Apply and save all changes to include them in the final report.



Reporting: File Attachments

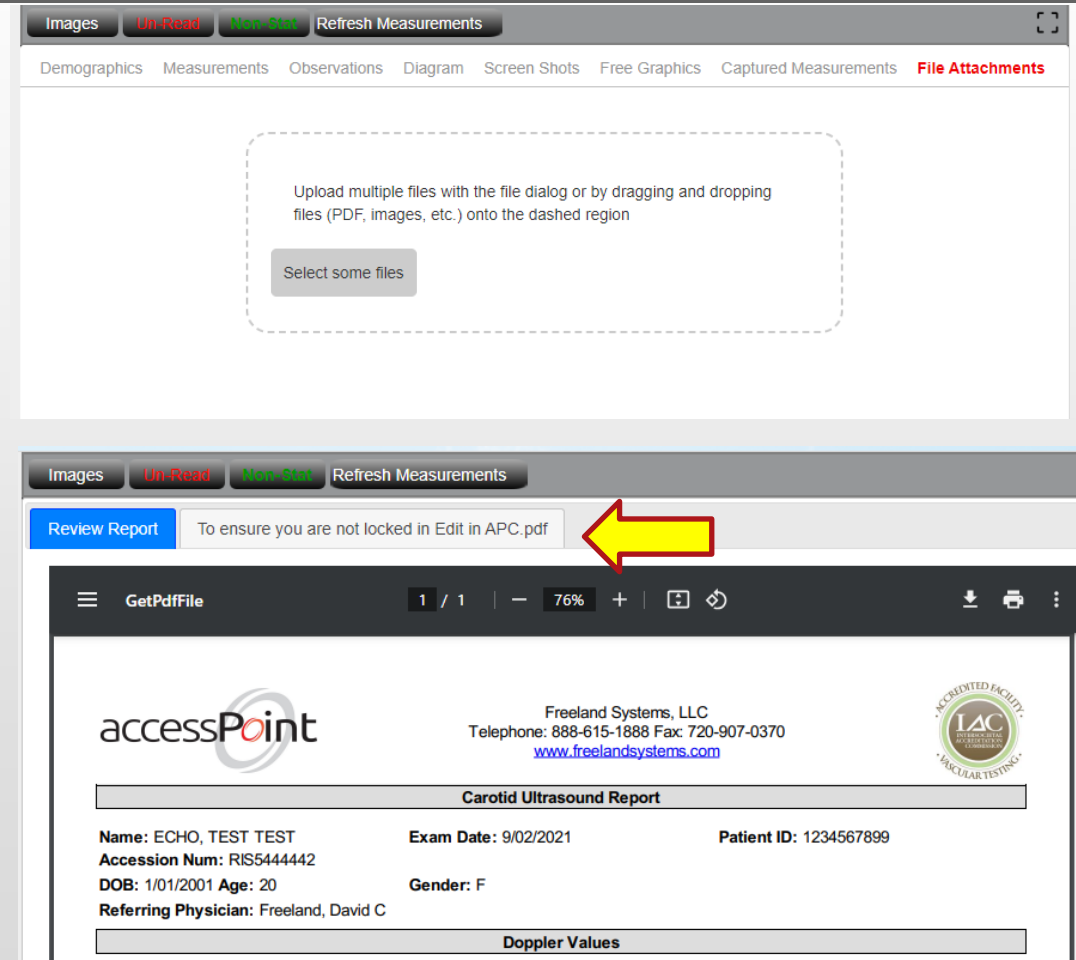
Adding File Attachments

1.  Click **“Select Some Files”** to open the file dialog and choose multiple files or simply **drag and drop** the files into the upload area.
2. Once your files are uploaded, click **“Review”** in the bottom-right corner to proceed.

The final report will include an additional tab where all attached files can be viewed.



Tip: Use this feature to attach EKG files to the final report.



Reporting: Review Final Report

Saving and Finalizing the Report

1. Once the report is complete, click **“Save”**.
 - The **date and time** of the last save will be displayed for reference.
2. Click **“Review”** to begin the final review process.
 - This action opens a **PDF preview** of the completed report.

⚠ **Warning:**

*Clicking “Save” will **not** finalize the report as **Prepared** or **Signed**. Additional steps are required to complete and finalize the report.*

Images Un-Road New-Stat

Demographics Measurements Wall Motion **Observations** Screen Shots Free Graphics

Intelligent Normal Clear

Left Ventricle	Left ventricle is normal in size, wall thickness, systolic function with no regional segmental wall motion abnormalities seen. Diastolic function is normal for the age of the patient. 📄 📄
Wall Motion	
Ejection Fraction	Left ventricular ejection fraction is between 60-70%. 📄 📄
LV Other	No wall motion abnormalities noted. 📄 📄
Right Ventricle	Right ventricular chamber size and global systolic function is normal. 📄 📄
Left Atrium	Left atrium is normal in size. 📄 📄
Right Atrium	Right atrial chamber is normal size. 📄 📄
Mitral Valve	Valve appears structurally normal. 📄 📄 No evidence of stenosis. 📄 📄 No significant regurgitation visualized. 📄 📄
Aortic Valve	Valve appears structurally normal. 📄 📄 No evidence of stenosis. 📄 📄 No significant regurgitation visualized. 📄 📄
Pulmonic Valve	Valve appears structurally normal. 📄 📄 No evidence of stenosis. 📄 📄 No significant regurgitation visualized. 📄 📄
Tricuspid Valve	Tricuspid valve appears normal with no evidence of significant stenosis or regurgitation. 📄 📄
Pressures	Pulmonary artery systolic pressures are normal. 📄 📄
Venous	The inferior vena cava is normal in size with greater than 50% collapse with inspiration. 📄 📄
Pericardium	Pericardium appears normal. 📄 📄 There is no pericardial effusion visualized. 📄 📄
Aorta	The visualized portions of the aortic root, ascending aorta and descending aorta are normal in size. 📄 📄
Other	There is no pleural effusion present. There is no evidence of atrial/ventricular septal defects or patent foramen ovale. 📄 📄
Conclusions	Normal Study. 📄 📄

Echo (Complete) Saved: 5/21/2019 11:53:56 A Save Review

Reporting: Review Finalize Actions

Finalizing the Report

Choose from one of the three finalization options:

1. **Finalize**
 - When the report is complete, click “**Finalize**”.
 - The report will close, and you'll be returned to the **Patient List** screen.
2. **Finalize & Fax**
 - Enter the **fax number** to send the report directly.
3. **Finalize & Email** (*Veterinary Accounts Only*)
 - This option is available only for veterinary clients, as the email method is **not HIPAA-compliant**.

Report Status Updates

- After finalizing, the report's status will update to **Prepared** or **Signed** in the **Report Status** column on the Patient List screen.
- Finalize permissions will already be assigned and are determined by **user role**:
 - **Sonographers** → Report marked as **Prepared**
 - **Reading Physicians** → Report marked as **Signed**

accessPoint

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www.freelandsystems.com

Cardiovascular Imaging Laboratory
Transthoracic Echocardiographic Study Report

Name: Henderson, Harry Exam Date: 3/12/2019 Patient ID: 259876435241
DOB: 1/01/0001 Age: 18 Gender: M
Reading Physician: Freeland, John C

Observations

Rhythm: Normal sinus rhythm present.
Left Ventricle: Left ventricle is normal in size, wall thickness, systolic function with no regional segmental wall motion abnormalities seen. Diastolic function is normal for the age of the patient. Left ventricular chamber size is normal.
Ejection Fraction: Left ventricular ejection fraction is between 60-70%.
LV Other: No wall motion abnormalities noted.
Right Ventricle: Right ventricular chamber size and global systolic function is normal.
Left Atrium: Left atrium is normal in size.
Right Atrium: Right atrium is normal size.
Mitral Valve: Mitral valve appears structurally normal. No evidence of stenosis. No significant regurgitation visualized.
Aortic Valve: Aortic valve appears structurally normal. No evidence of stenosis. No significant regurgitation visualized.
Pulmonic Valve: Pulmonic valve appears structurally normal. No evidence of stenosis. No significant regurgitation visualized.
Tricuspid Valve: Tricuspid valve appears normal with no evidence of significant stenosis or regurgitation.
Pressures: Pulmonary artery systolic pressures are normal.
Venous: The inferior vena cava is normal in size with greater than 50% collapse with inspiration.
Pericardium: Pericardium appears normal. There is no pericardial effusion visualized.
Aorta: The visualized portions of the aortic root, ascending aorta and descending aorta are normal in size.
Other: There is no pleural effusion present. There is no evidence of atrial/ventricular septal defects or patent foramen ovale.

Conclusions

- Left ventricle is normal in size, wall thickness, systolic function with no regional segmental wall motion abnormalities seen. Diastolic function is normal for the age of the patient. Left ventricular chamber size is normal.

Electronically Signed:

Rebecca Raymond
Tue Mar 22 2022 1:38:18 PM

Finalize Finalize & Fax Finalize & Email Edit Finalize Action: Signed

Tip: Need to make changes? Click **Edit** to return to the template and update the report.

Reporting: Downloading or Printing the Final Report

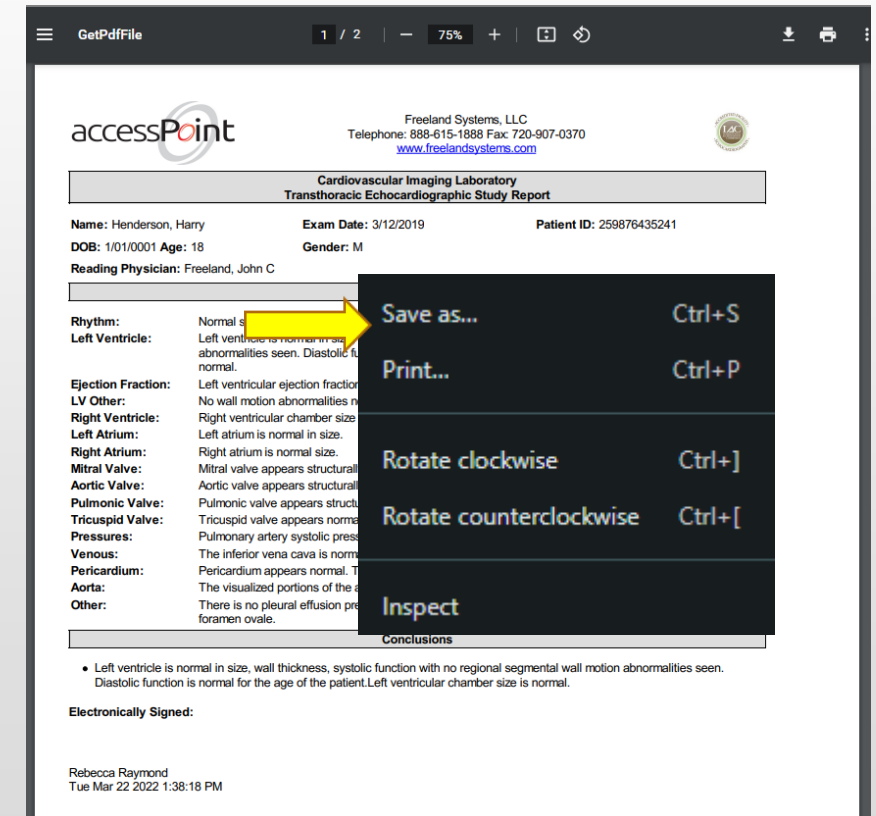
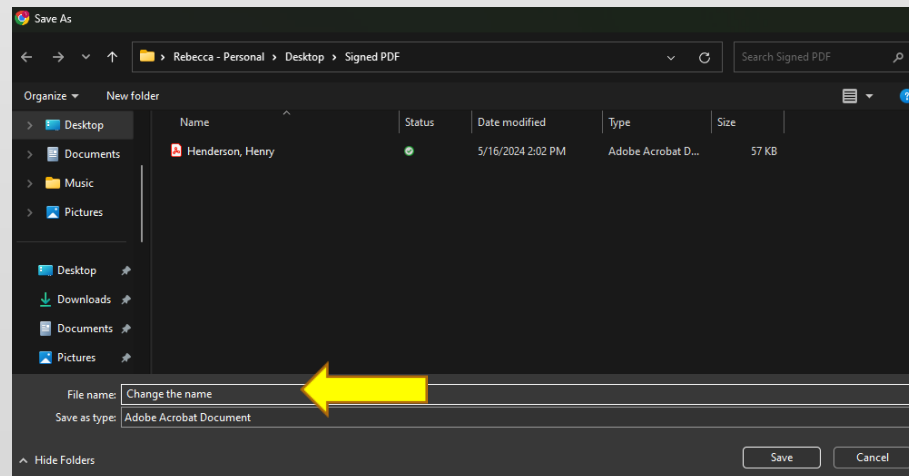
Downloading or Printing the Report

To download or print the report:

1. Click the **web icons** located in the top-right corner of the screen.
 - Use the **Print** icon to print the report.
 - Use the **Download** icon to save a PDF copy.

To Save the Report as a PDF:

1. Right-click on the report and select **“Save As”**.
2. Choose the desired **folder location** on your computer.
3. Rename the file using the **study name** or **patient ID** for easy reference.
4. Click **Save**.



Reporting: Final Report

Understanding Report Layouts

Page 1:

- Contents:
 - Patient Demographics
 - Observations
 - Clinical Conclusions
 - Signature with Date and Time Stamp

Page 2:

- Contents:
 - Measurements
 - Wall Motion Graphics

Subsequent Pages:

- Contents:
 - Full-resolution images
 - Screenshots
 - Additional graphics



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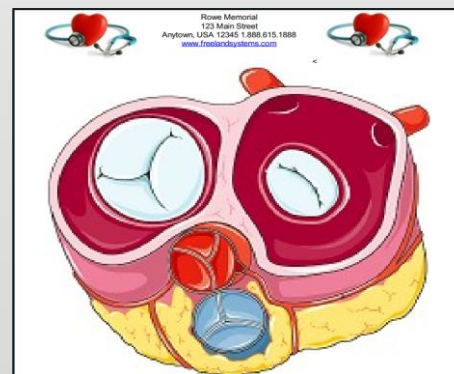
Cardiovascular Imaging Laboratory
Transesophageal Echocardiographic Study Report

Name: Henderson, Harry Exam Date: 3/12/2019 Patient ID: 258676435241
DOB: 1010001 Age: 18 Gender: M
Reading Physician: Freeland, John C

Observations	
Left Ventricle:	Left ventricle is normal in size, wall thickness, systolic function with no regional segmental wall motion abnormalities seen. Diastolic function is normal for the age of the patient.
Wall Motion:	The systolic function is hyperdynamic with an estimated EF of greater than 70%.
Ejection Fraction:	No wall motion abnormalities noted.
LV Other:	Right ventricular chamber size and global systolic function is normal.
Right Ventricle:	Left atrium is normal in size.
Left Atrium:	Right atrial chamber is normal size.
Right Atrium:	Mitral valve appears structurally normal. No evidence of stenosis. No significant regurgitation visualized.
Mitral Valve:	Valve appears structurally normal. No evidence of stenosis. No significant regurgitation visualized.
Aortic Valve:	Valve appears structurally normal. No evidence of stenosis. No significant regurgitation visualized.
Pulmonic Valve:	Tricuspid valve appears normal with no evidence of significant stenosis or regurgitation.
Tricuspid Valve:	Pulmonary artery systolic pressures are normal.
Pressures:	The inferior vena cava is normal in size with greater than 50% collapse with inspiration.
Venous:	Pericardium appears normal. There is no pericardial effusion visualized.
Pericardium:	The visualized portions of the aortic root, ascending aorta and descending aorta are normal in size.
Aorta:	There is no pleural effusion present. There is no evidence of atrial/ventricular septal defects or patent foramen ovale.
Other:	

Conclusions	
Conclusions:	• Left ventricle is within normal limits. • The systolic function is hyperdynamic with an estimated EF of greater than 70%.

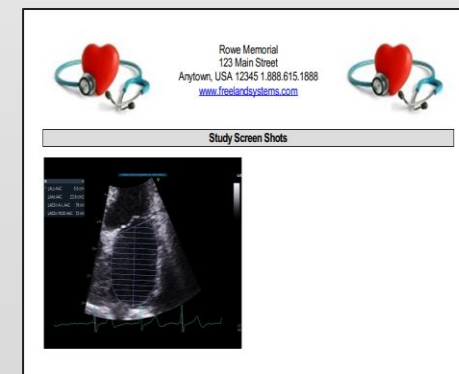
Electronically Signed:




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2D Dimensions	Adult Values	Normal Range	Doppler Measurements	Adult Values	Normal Range
IVSd	1.2 cm	0.6 - 1.1 cm			
LVIDd	3.8 cm	3.5 - 5.6 cm			
LVIDs	2.7 cm	2.0 - 4.0 cm	Tricuspid		
LVPWd	1.3 cm	0.6 - 1.1 cm	TR Peak Velocity	2.7 m/s	0.3 - 0.7 m/s
AoRoot Diam	3.7 cm	2.0 - 4.0 cm	Peak PG	30 mmHg	
LA Diameter	4.0 cm	2.0 - 4.0 cm			
LA Area ESV A4C	22.8 cm ²				
LA Area ESV A2C	26.0 cm ²				
%FS	29 %	27 - 45 %	Aortic Valve		
%EF 2D	57 %	50 - 85 %	Peak Velocity	1.2 m/s	0.9 - 1.7 m/s
			Peak PG	6 mmHg	<10 mmHg

Resting Wall Motion Rest Score: 1.00

Tip: These visuals are provided *after* the core data pages.

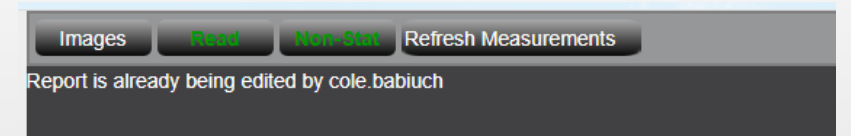
Reporting:

Ensure the report is not locked in Edit

Automatic Report Locking

- When a user opens a report template, it is automatically **locked for editing**.
- This prevents multiple users from editing the same report at the same time.
- A message stating “Report being edited by [User]” will appear on:
 - The **Patient List** screen
 - The **Report Selection** page

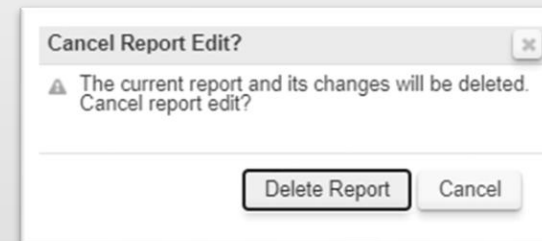
Pending	03/10/2021		Unread	☐	Report being edited by mdodge	23
Pending	03/09/2021		Unread	☐		
Available	03/09/2021	US; SR	Unread	☐		92



Closing the Report: Two Options

1. Cancel Report

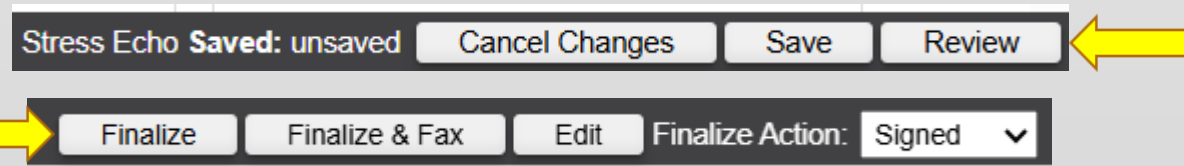
- Click **Cancel Changes**
- Then select **Delete Report**



⚠ *This will discard all changes made during the current editing session*

2. Review and Finalize

- Click **Review**
- Then select **Finalize**



✓ *This will save all changes and lock the report as complete.*

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- Call 1-888-615-1888 opt. 2
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