

# Quick Ceph

Integration Instructions for ViewPoint



The ViewPoint/Quick Ceph integration allows you to use the frontal smiling image from Quick Ceph® in ViewPoint, On-Deck, and Treatment Chart, and use all images in ViewPoint letters. You can also export patient information from ViewPoint to create records in Quick Ceph. The integration includes nearly 30 sample letters, ready to use with image variables included. This feature requires the ViewPoint Image Integration.

## Setup

Quick Ceph is an Apple® Macintosh® application, which introduces mixed environment issues not present with Windows based applications. In addition to exporting image files, you may be required to manually move them via diskette from the Macintosh computer to a specific location on a ViewPoint computer if both computers are not on the same network.

First, create an "images" folder accessible to both programs. This is the location to which you will export images from Quick Ceph and where ViewPoint will access them.

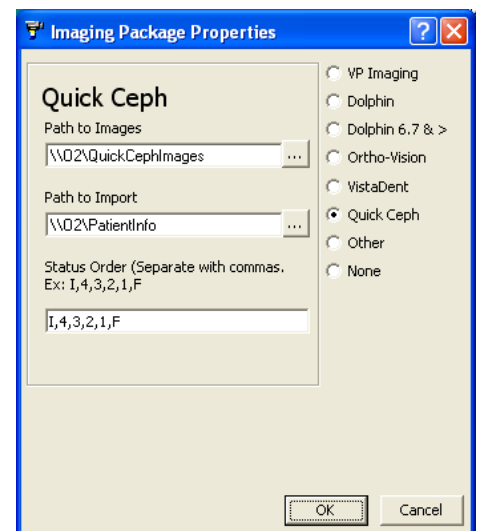
Second, create a "patient information" folder accessible to both programs. This is the location to which you will export patient biographical information from ViewPoint and from which the information can be imported into Quick Ceph.

## ViewPoint

Before you begin, be sure that each station at which you plan to use Quick Ceph images has ViewPoint properly installed and can access the folders used for sharing images and patient information.

These steps must be followed on each station where you would like to use the integration.

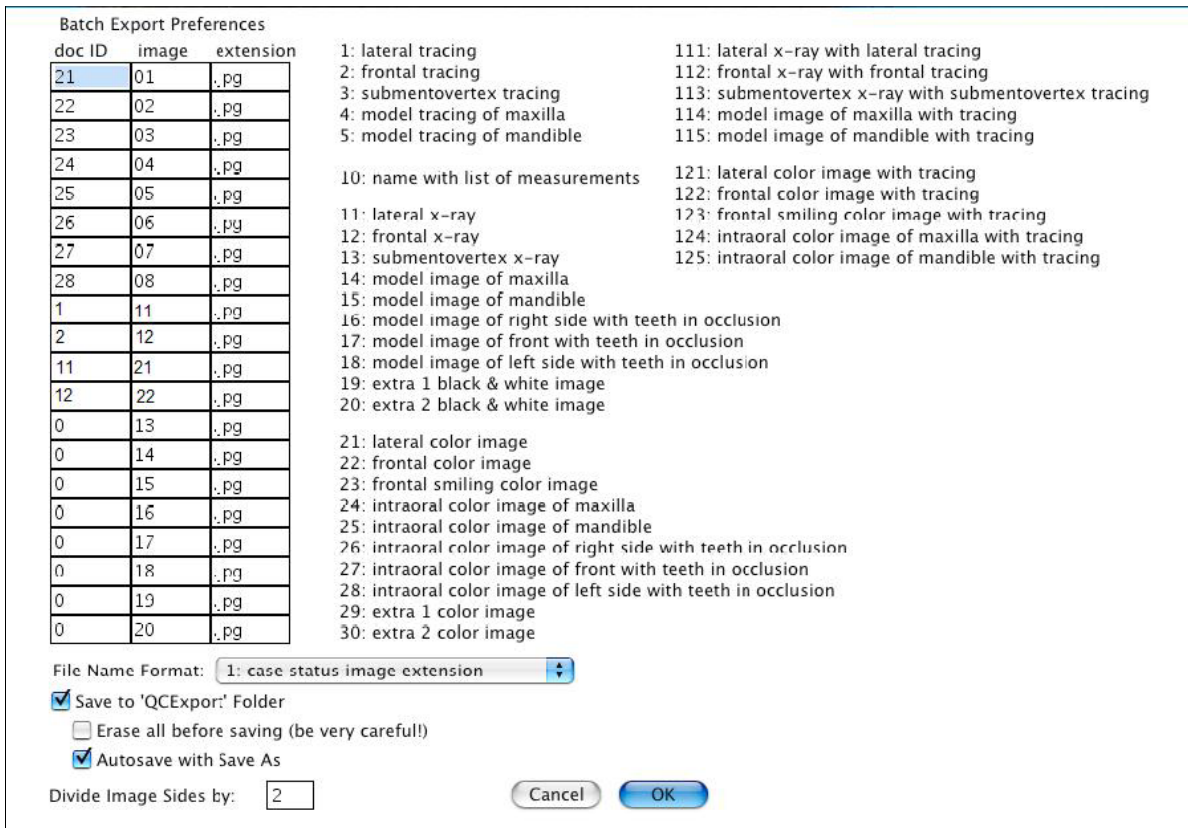
- 1 From the ViewPoint Main Menu, click **Tools & Utilities** and then **Image Integration**.  
*Note: If the choices are not available (appear in gray text), contact your Ortho2 Regional Manager.*
- 2 Select **Quick Ceph**.
- 3 Fill in the **Path to Images** with the directory where the Quick Ceph images are stored for ViewPoint access. Use ... to navigate to it.
- 4 Fill in the **Path to Import** with the directory to which ViewPoint will save patient information for Quick Ceph to import. Use ... to navigate to it.
- 5 In the **Status Order** field enter the first distinguishing character of each status (timepoint) in treatment order separated by commas.
- 6 Click **OK**.



# Quick Ceph

Before you begin, be sure that Quick Ceph is properly installed and that this computer can access the folders used for sharing images and patient information.

Quick Ceph exports images in JPEG format, which is what ViewPoint uses. Up to 20 images can be exported at the same time with the Batch Export command. Refer to the Quick Ceph Integration Instructions found on the Related Software & Help Documents page of the Quick Ceph website to learn how to access and configure the Batch Export Preferences Dialog Box.



In the "image" column list all the images you wish to export. Use Quick Ceph's numbering system (shown in the Batch Export Preferences Dialog Box.)

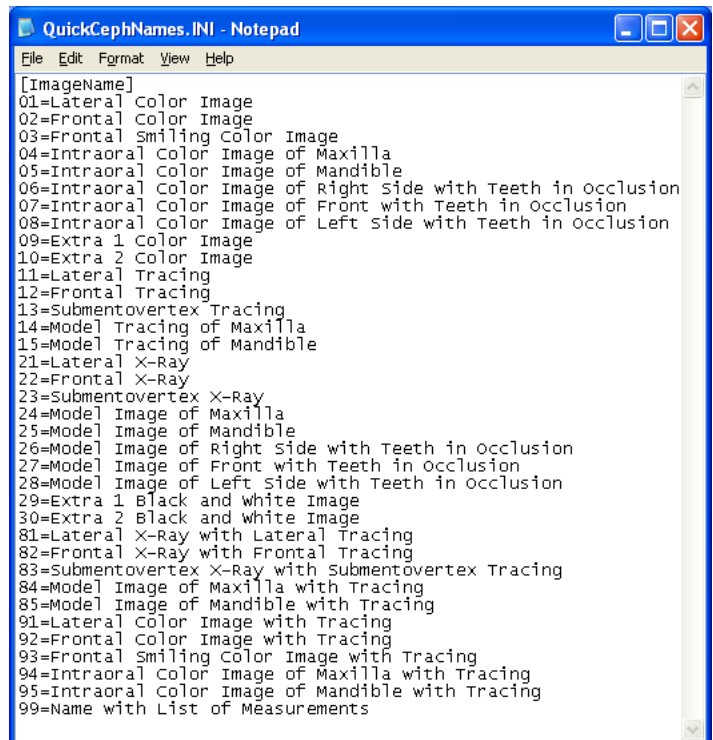
In the "doc ID" column enter the corresponding number from ViewPoint's QuickCephNames.ini.

## About Filenames

All Image files to be integrated must be saved with the ViewPoint primary ID as the first part of the filename. For example, a patient with ID "JO18" would need her images saved as JO18x##.jpg. The status character would replace the x, and the image type would replace the ##.

Some filename examples:

- JO18I01.jpg Carla Joiner's initial frontal smile color image
- JA1F02.jpg Heather Jacobson's final frontal color image



# Using the Integration

## Creating a New Quick Ceph Record

From a ViewPoint patient folder, double-click the “No Picture Available” box. It will ask you if you want to create a new record for this patient. Answer yes. This will create a file with the patient’s information in the Path to Import location. On your Macintosh computer, open this folder and double-click the file or drag it into Quick Ceph. It will initiate a new record creation inside Quick Ceph.

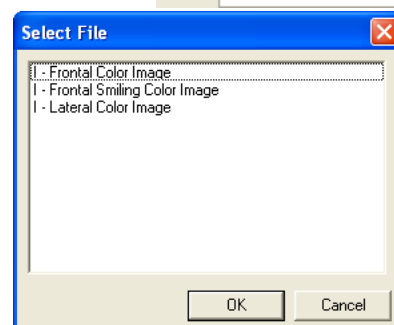
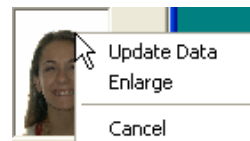
## Viewing Patient Images

The Frontal Smiling Color Image from Quick Ceph will be the image that is shown in the patient folder, and in On-Deck and Treatment Chart, if applicable.

To view a larger version of the image, right-click the image in the Patient Folder and select **Enlarge**. The larger image will appear in a separate window.

The Update Data command is not supported in the Quick Ceph Integration.

Double-click the image box in the Patient Folder to view a list of all images available for this patient. Select one and click **OK** to open it with the default viewer on your computer for JPEG files.




## Images in Merge Letters

The ViewPoint/Quick Ceph integration includes a library of letters with image variables already included in them. Those letters are included on the Quick Ceph letters CD and the ViewPoint CD, and instructions for installing them can be found here.

Images may also be added to your existing documents and any future documents you create.

## Adding the Image Variables to a Merge Letter

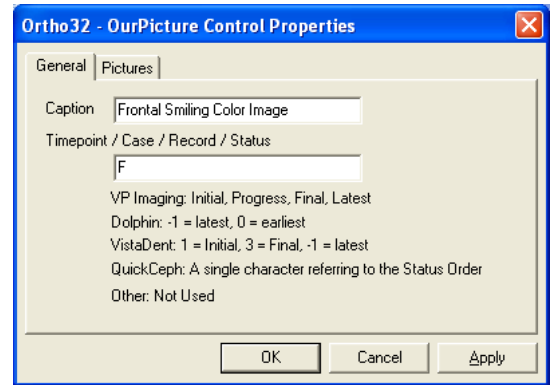
- 1 From the ViewPoint Main Menu, click **Tools & Utilities** and then **Letter Library**.
- 2 Select the name of the letter and click **Open for Edit** .
- 3 Click the **Ortho2** menu, point to **Imaging**, and select the image name you wish to insert. The image variable appears as a grey rectangle.
- 4 Click elsewhere, and then click the variable to select it. Click and drag it to the desired location.
- 5 To resize the image, first click the image you want to resize. Then, while pressing SHIFT, click and hold a sizing handle and drag your cursor.



## Setting the Variable Status

- 1 Open a letter with an image variable, or add an image variable to a letter as described above.
- 2 Right-click the image variable, point to **Ortho32 - OurPicture Control Object**, and select **Properties**.

- 3 **Caption** is the name of the image that this variable will pull. *If* you wish to change it here, you must spell it correctly, but it is not case sensitive.
- 4 Indicate the desired **Status**. Enter the character that corresponds to the status.
- 5 Click **OK**.

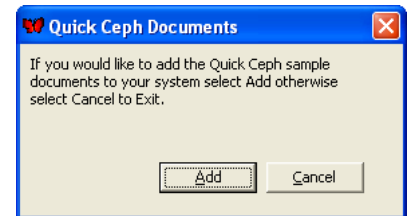


## Installing the ViewPoint/Quick Ceph Letter Library

Installing the letters is easy, but be sure to follow the instructions below to ensure a flawless installation the first time around.

*Note:* Letters should be installed once only. Please call Ortho II at 800 346-4504 if you have any questions about this installation.

- 1 Close all applications, including ViewPoint.
- 2 Insert the Quick Ceph Letters CD into the server's CD-ROM drive.  
OR  
Insert the ViewPoint installation CD into the server's CD-ROM drive and choose **Explore this CD-ROM**. Then open the folder named **AdditionalLetters**. Then open the folder named **Quick Ceph**.
- 3 Double-click the butterfly icon named **ReadCD.exe**.
- 4 A message will appear asking you to confirm you wish to add the letters. Click **Add**.
- 5 The next window will display the document path, generally \\O2\mergedocs\. It will ask, "Do you wish to change the path?" Click **No** if path is correct. Click **Yes** if you wish to change it and provide correct path. Typically it will be correct.
- 6 The program will begin copying and importing the letters. Please be patient; this step takes a few minutes.
- 7 When it is finished a message will appear to let you know all documents have been copied. Click **Cancel**.
- 8 Close the CD window and then remove the CD from the CD-ROM drive.



Examples of all the letters in the ViewPoint/Quick Ceph Letter Library appear in the ViewPoint/Quick Ceph Letter Library document.

## Contact

### Quick Ceph

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### ViewPoint

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