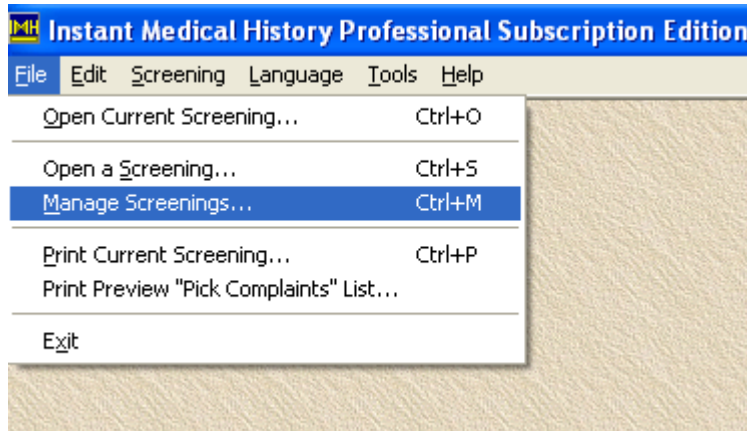


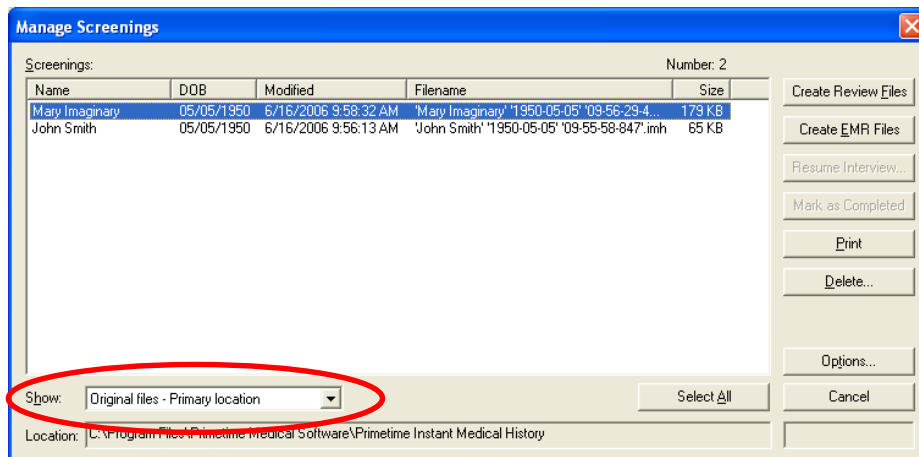
Managing Screenings

The Manage Screenings tool gives many options for managing your patient questionnaires. It is a useful way to clean up your directories, keep your available files to a manageable number, and convert files from one format to another. Please select Manage Screenings.



You will see the patients who have completed IMH, when they completed IMH, and the file name. This allows you to do many important functions:

- Create Review Files in a text format,
- Create EMR files to convert the file to an EMR format
- Resume Interview to restart a paused interview
- Mark as Completed to finish a paused interview
- Print a patient questionnaire
- Delete the file



An additional tip – you may Select All as a fast way to clean up your files.

It is important to note that you must select your Original Files, Reviewed Files, and EMR Files separately as they are stored in different directories.