

QuickReport Help Manual

Version 2.6.20

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Welcome To QuickReport

QuickReport is a Microsoft Word™ based report generator. QuickReport supports many standard Word features such as spell & grammar checking, insertion of tables and graphics, headers & footers, it also has the unique ability to import patient information and test results from the Sierra Wave program.

QuickReport can be launched from within the Sierra Wave program (using the Print or Report keys) or it can be launched "stand-alone" by double clicking on its icon on the Window's desktop.



QuickReport Icon



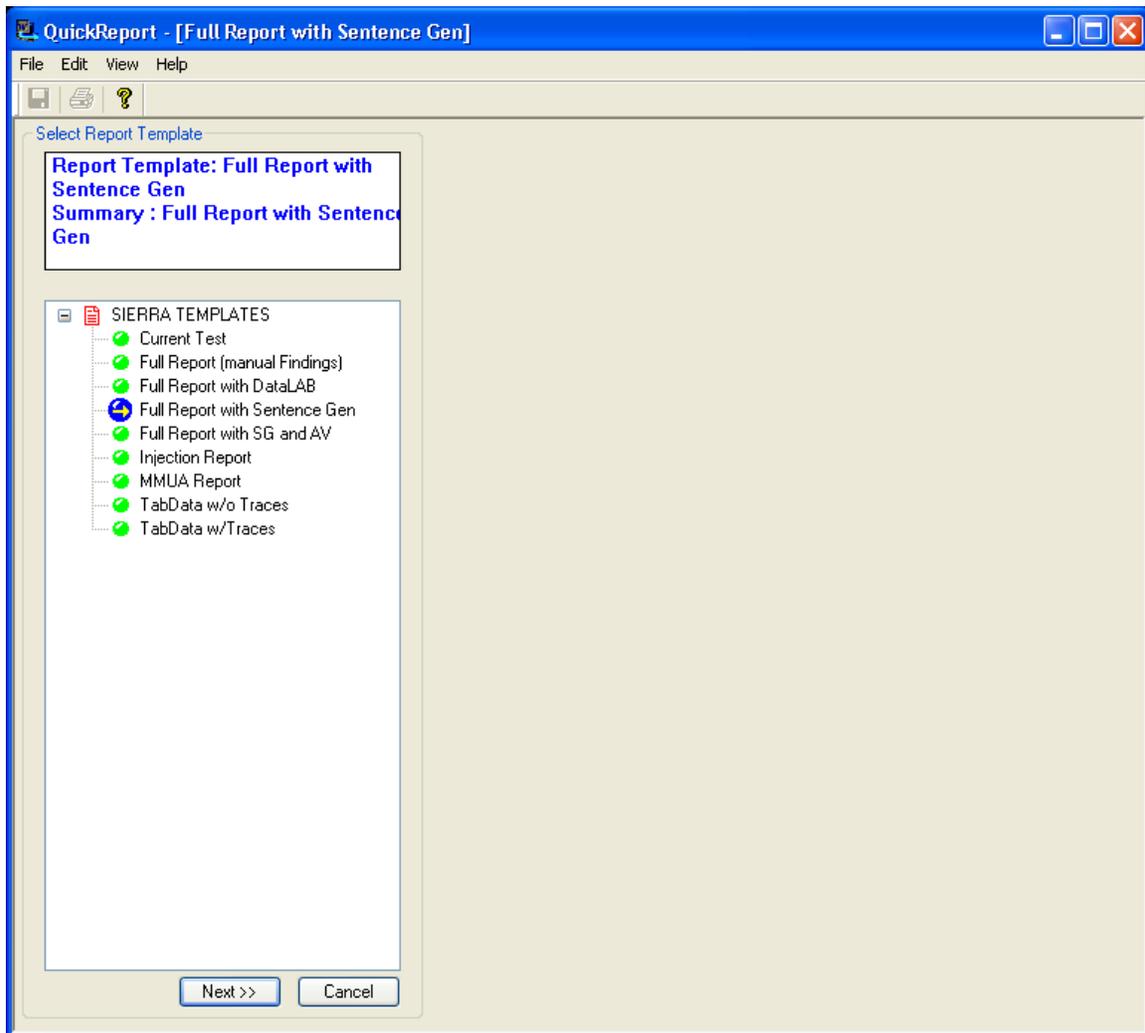
If launched "stand-alone" the program will not be able to import patient information or test results from the Sierra Wave program, but it can be used to generate other types of correspondence, as well as to edit/create report templates.

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Getting Started

Main Window

The QuickReport application consists of **three main Views**.



View #1 - Select Report

The QuickReport program will open to this view if you select "Launch QuickReport & Select Template" from the Sierra Wave program's file menu. This view is also displayed if you start QuickReport outside of the Sierra Wave program.

The area on the left-hand side of the Select Report view lists all the available report templates. Click on a template to select it, when selected a blue ball

with a yellow arrow will replace the green ball in front of the template's name. Also, some summary information is displayed in the box above.

Report templates on the Sierra Wave are global, that is the same report templates are available to all users of the computer. As such, the "author" name will always appear as "SierraUser".



If there are no report templates listed in the "Select Report Template" area, **right-click** the mouse in this area and select **Add Report Template** from the pop-up menu.

View #2 - Fill In Report

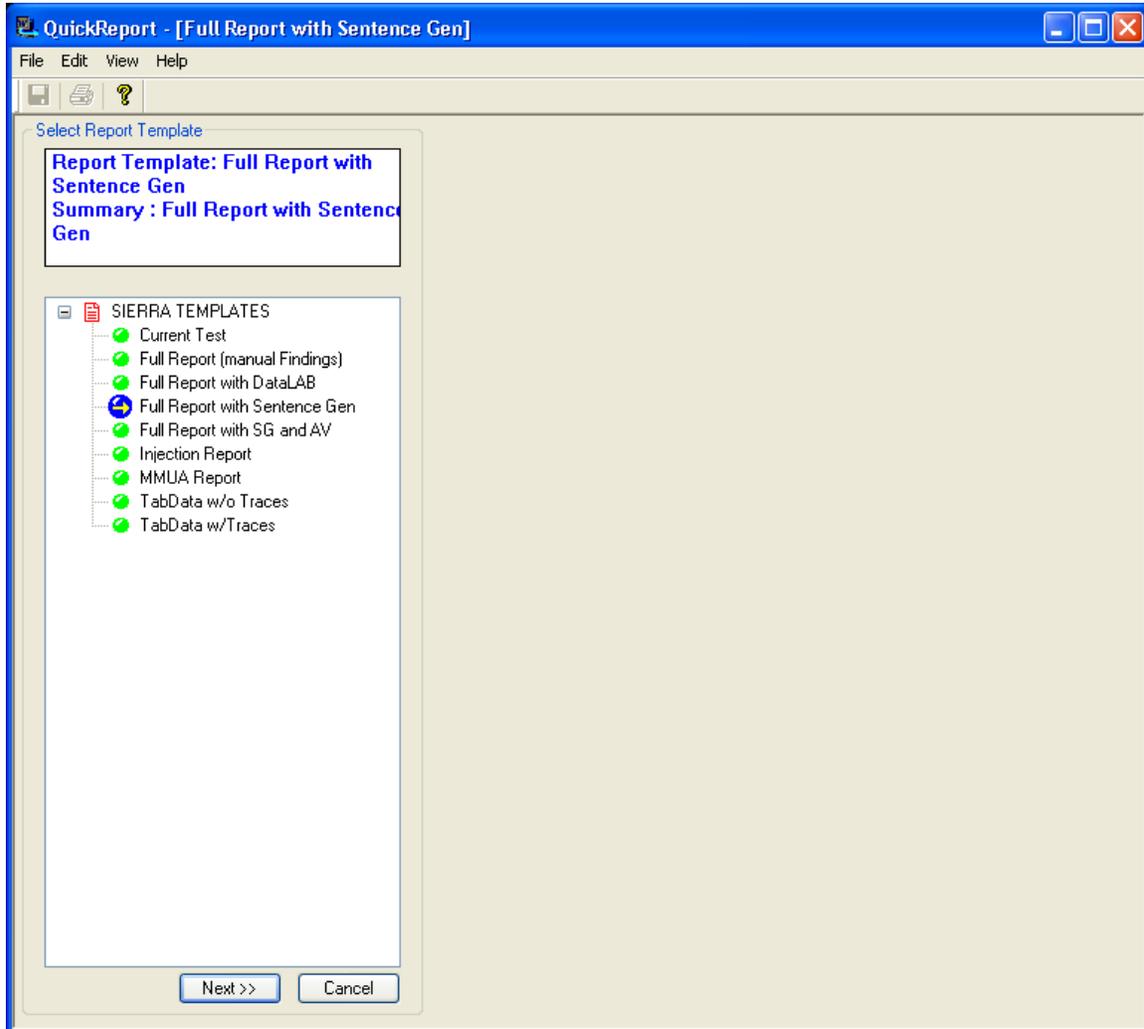
The QuickReport program will go to this view if you select a report template that requires user input. For example, the **pre June 2005** "Full Report" and "Full Report with Sentence Gen" templates will proceed to this view so that the user can make selections for Chief Complaints, Findings, and Impressions. On a Sierra Wave purchased **after June 2005**, only the "Full Report" template will proceed to this view so that selections for Findings can be made.

View #3 - Document

This view shows the generated report in Word format. The QuickReport program will go directly to this view if you select a report template that does not require any user input, the "Current Test", "TabData w/ Traces", and "TabData w/o Traces" templates are examples. The program will also switch to this view when all selections have been completed on the Fill In Report view.

Select Report View

This view allows you to choose any report template on the system.



To Select a Report Template:

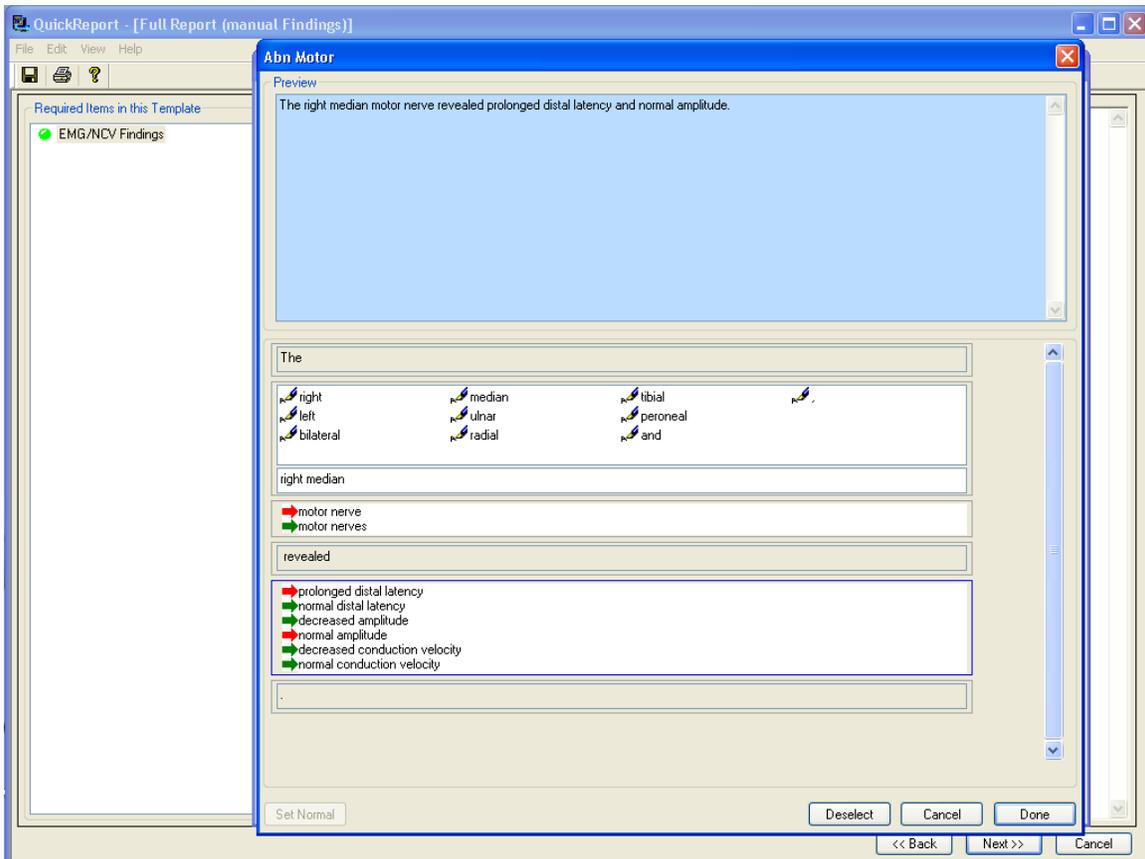
- **Single click** on the **report template** to select it, then click the **Next** button.
- **Double click** on the **report template**.

Fill In Report View

The QuickReport program will go to this view if you select a report template that requires user input. For example, the "Full Report (manual Findings)" template will go directly to this view so that the user can make selections for **Findings**.

Selections are made by simply clicking on the on the green arrow →, when the selection is made the arrow is shown in red. As selections are made the resulting sentence is shown at the bottom of the window.

The example shown below illustrates this for Abnormal Motor Nerve Findings.



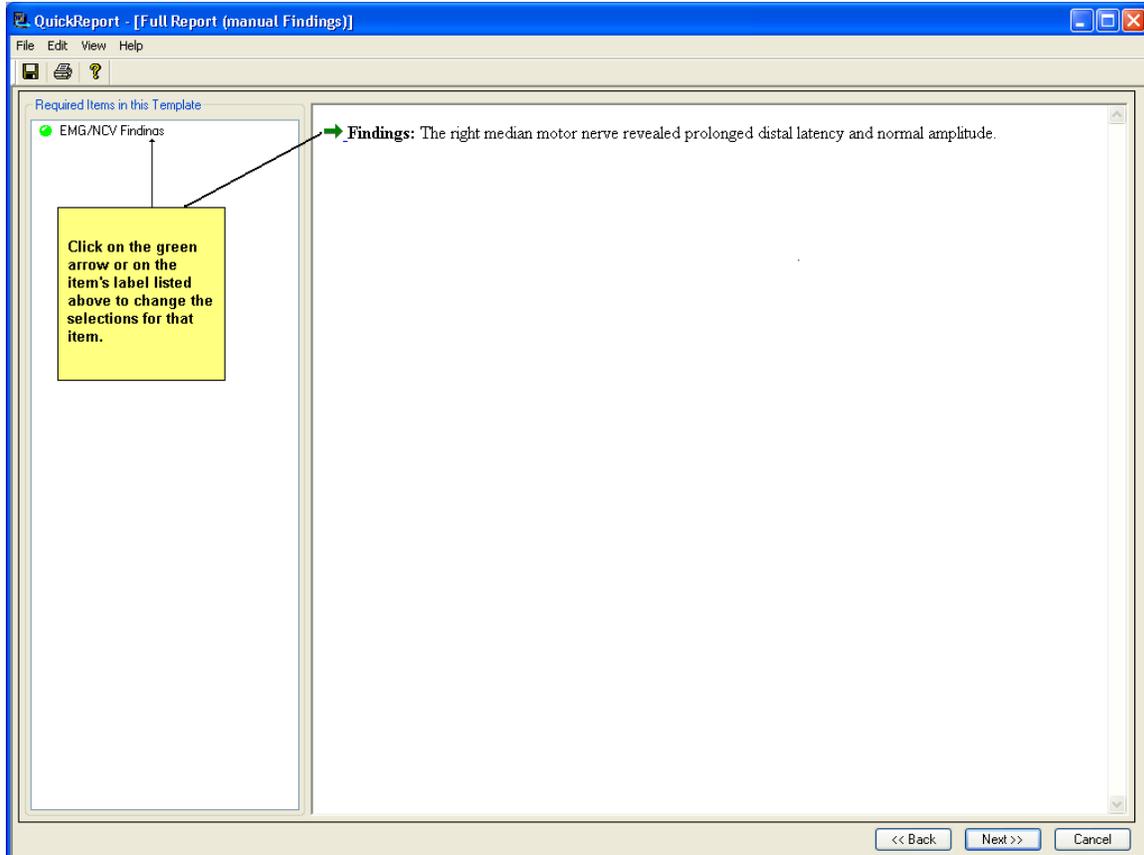
Findings Item - click on green arrows to make selections.

Click the **Done** and/or **OK** button when all selections have been made for an item.

After the last item is completed the program automatically proceeds to the **Document** view.

Making Changes to Previous Selections

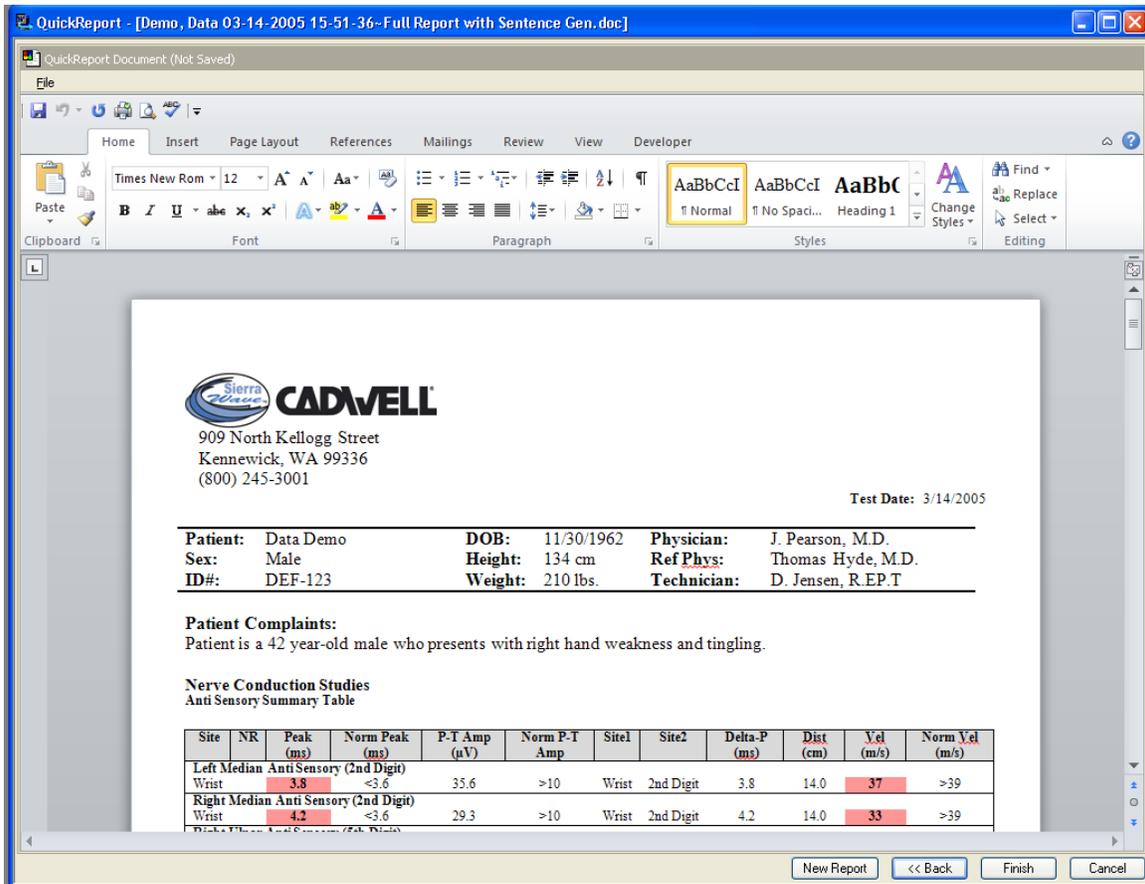
You can go back to the Fill In Report view from the Document view. This allows you to make changes to any of the selections that were made the first time through the template. From the Document view, simply click on the **Back button** at the bottom right of the screen. To make changes to any of the selections, click on the green arrow → or click on the item's label in the box shown on the left hand side of the screen. After making your changes, click the **Next button** to generate a new report with your changes.



Fill In Report view - after returning from Document view.

Document View

The Document view shows the generated report in Microsoft Word™ format. The QuickReport program will automatically go to this view if you select a report template that does not require any user input, the "Current Test", "TabData w/Traces", and "TabData w/o Traces" are examples of this kind of template. The program will also switch to this view when all selections have been completed on the Fill In Report view.



Document view.

The finished report document contains all the information specified in the report template. Usually, the document will start with a Header that contains the address for the clinic or hospital. Next, the patient information is typically displayed followed by the test results and traces.

Anything within the document can be edited. Simply click the mouse where you want to make a change, the blinking cursor will appear. Use the backspace key to delete the text then re-type the text the way you want it. To add to the report, click on a blank line, then type the text you want.

If you want to delete an entire row from a table, like the EMG Muscle Score table, click the mouse anywhere in the row you want to delete. The blinking cursor will appear. Now, select “Delete-Row” from the Table menu at the top of the screen. If you make a mistake, select “Undo” from the Edit menu.

To insert a page-break, click the mouse above the line where you want the new page-break to start. Then, select Page Break from the Insert menu.

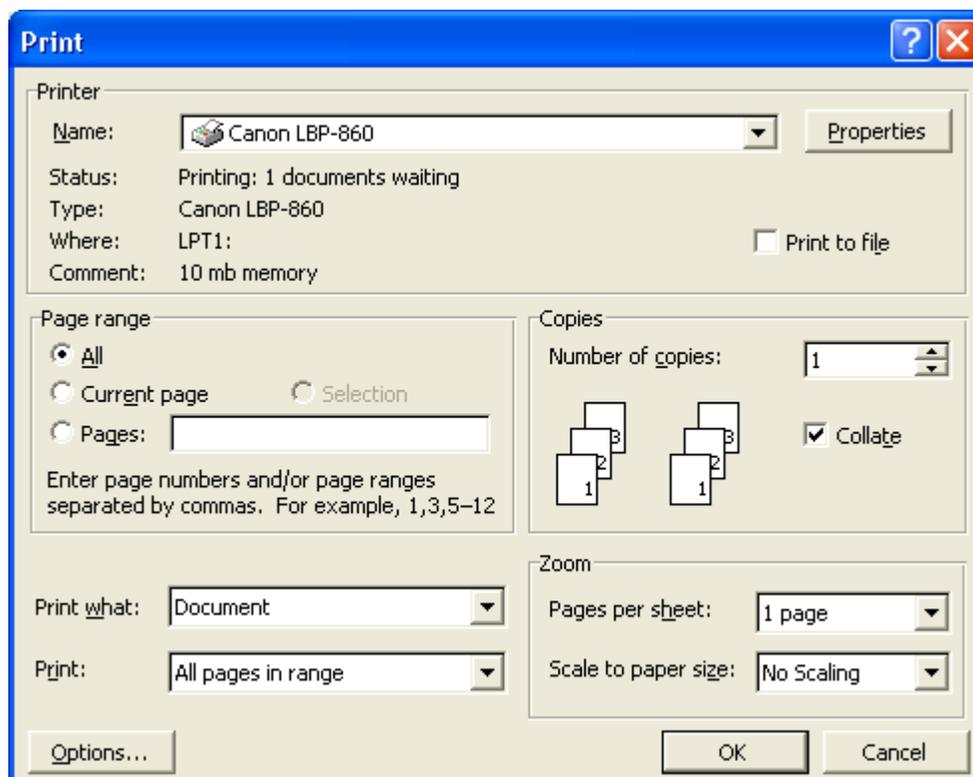
Use the formatting toolbar to make changes to the text size, add bolding, or italics, or change the font style.

Printing the Report

To Print the Report

From the Document view, perform one of the following.

- Click on the **Printer icon**  at the top of the screen. The report will be sent to your default printer.
- Select **Print** from the **File** menu. A standard Window's Print dialog will be displayed.



If necessary, select the Printer, choose the number of copies, then click the OK button.

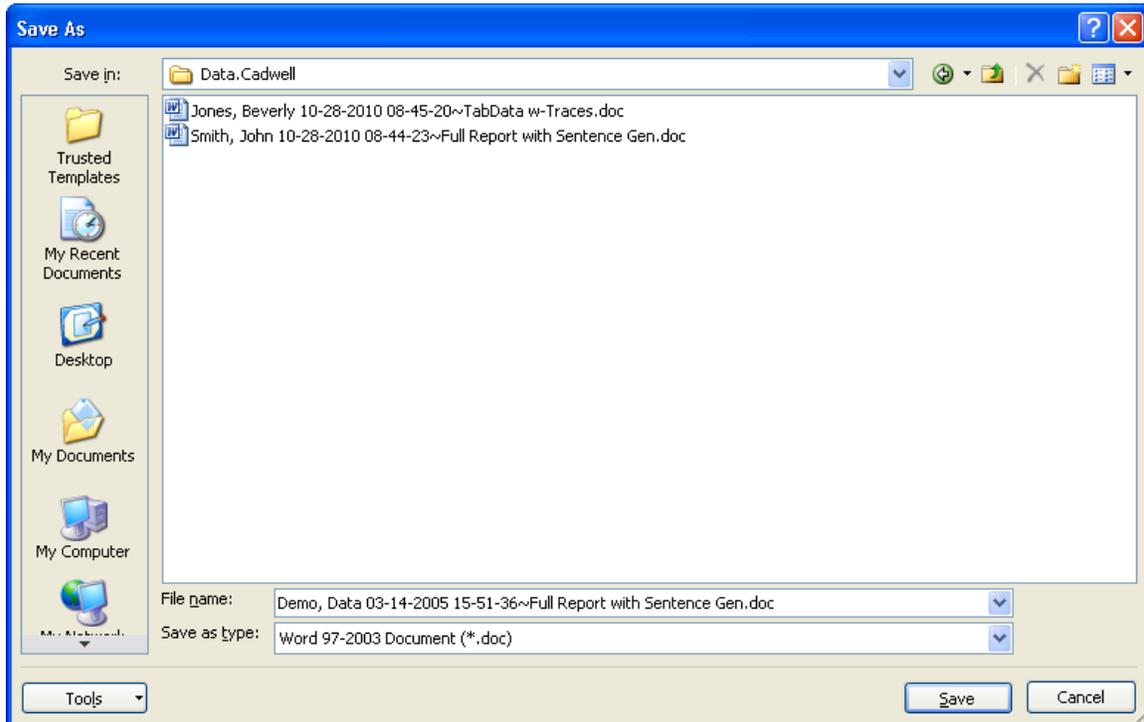
Saving the Report

To Save the Report

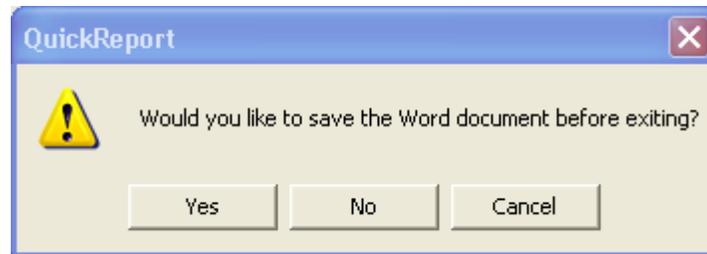
From the Document view, perform one of the following.

- Click on the **diskette icon**  .
- Select **Save** from the **File** menu.
- Click on the **Finish button** in the bottom right of the screen.

Clicking on either the **diskette icon** or selecting **Save** from the **File** menu will display a standard Windows Save-As dialog. The "Save In" location defaults to the current user's Data folder. Click the **Save** button to save the report to this location.



Clicking on the **Finish button** will display the following message.



Clicking **Yes** will automatically save the report document to the current user's Data folder.

 Reports are saved in Word format with the **DOC** file extension. The filename of the report document is automatically created based on the patient's "lastname" and "firstname", and the "date" and "time" of the exam. The name of the report template is also included in the filename, after the ~ symbol. By default, reports are saved to the data folder specified in the Sierra Wave's System Setup window.

Closing QuickReport

To Close QuickReport

From the Document view, perform one of the following.

- Click the **Finish button** at the bottom right of the screen.
- Click the **Red X**  in the top right-hand corner.

 If the report has not been saved the program will ask you if you would like to save the report before exiting.

Editing Report Templates

Launch QuickReport

Before you can edit report templates the QuickReport program must be started.

To Start QuickReport from within the Sierra Wave program:

From the **File** menu, select **Launch QuickReport & Select Template**. This selection is only available if a patient data file is open.

To Start QuickReport stand-alone:

Double click on the **QuickReport icon** on the Windows desktop. When QuickReport is started as a stand-alone program you can easily edit templates but be aware that generated reports will not contain any Sierra Wave tables, waves, or patient information.



QuickReport Icon.

What is a Report Template?

A report template is a file that contains specific commands, called **Items**, that tell the QuickReport program what data to obtain from Sierra Wave and include in the final report document. Items can also contain pre-formatted “text”, like labels such as “Patient:” or “DOB:”, or a signature line, or even entire paragraphs for things like Findings or Conclusions.

The order of the items in the report template is important because the printed information will also appear in this order on the created document. So, if the first part of the report template contains a patient information item and then is followed by the item for Tabdata, this is the order it will appear on the report document as well.

Items are also used to change the format of the report. If an item containing the command for a font size of 9 pt. is placed before the item for Tabdata, the Tabdata tables in the created document will be seen as 9 pt.

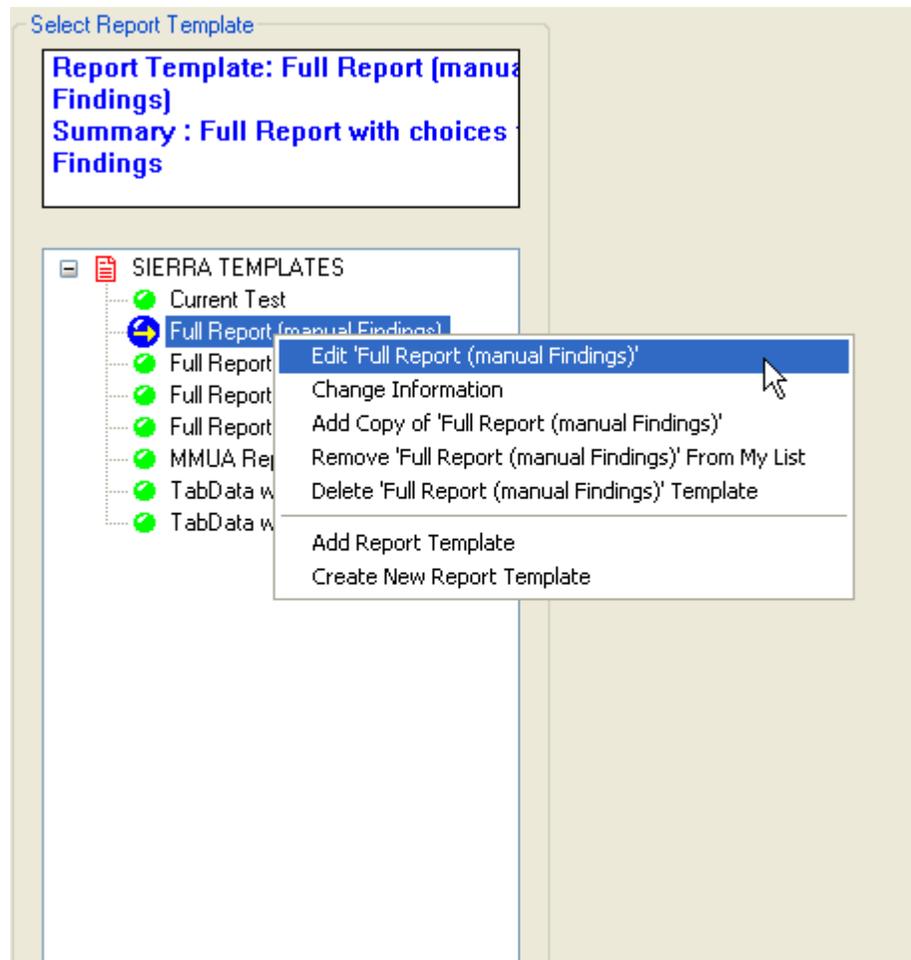
To change the order of items in a report template, insert new items, or edit existing items, you must enter the **Template Edit mode**.

Edit Mode

To enter Template Edit mode:

From the Select Report view:

- **Right click** on the **template's name**, select **Edit "Template Name"**

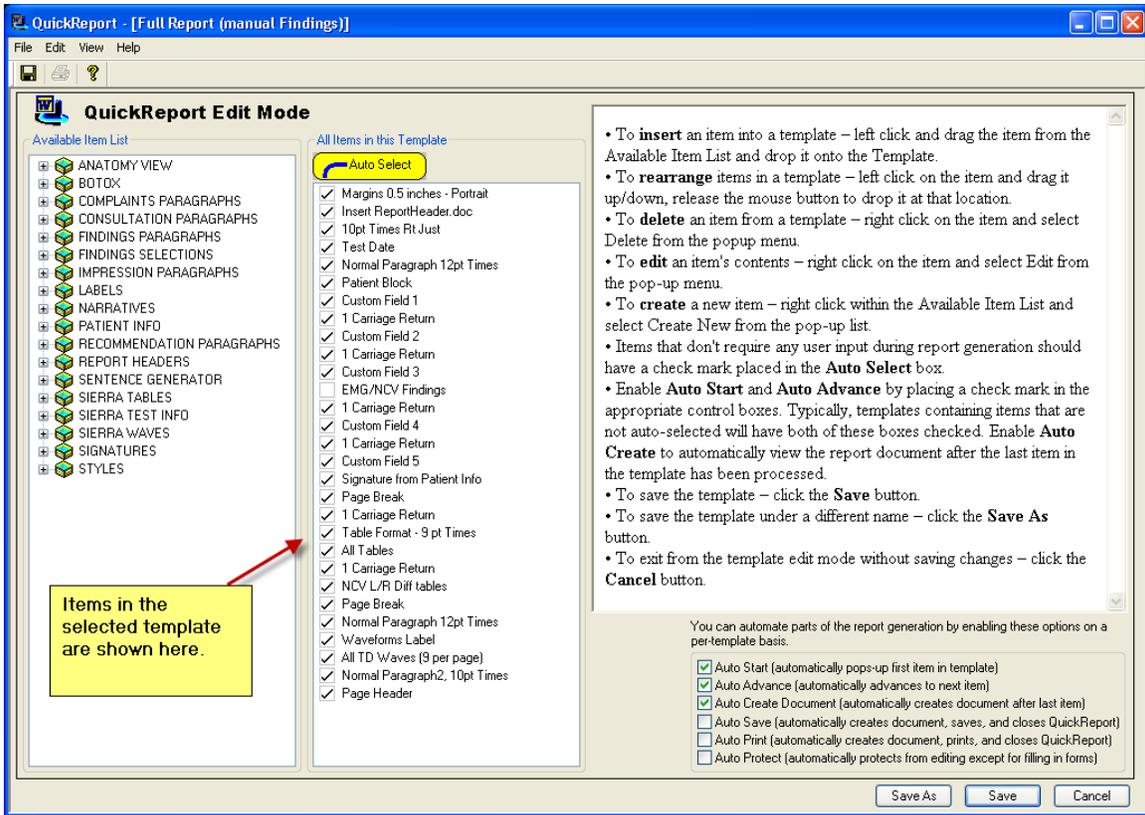


Result of right-clicking on the Full Report (manual Findings) template.

From the Fill In Report view:

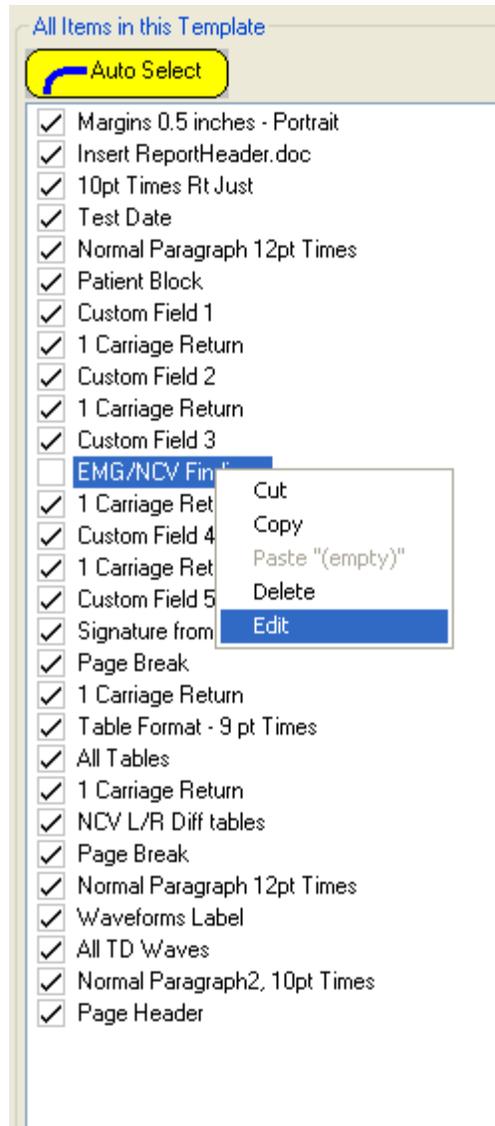
- From the **View** menu, select **Edit Template**.

After Template Edit mode is enabled you will see the **Item Labels**, for all the items contained in the report template, listed down the center of the screen.



Template Edit mode with items listed in the center section.

Right-clicking on an **Item Label** will display the following menu. These functions will be covered in the help topics that follow.



Result of right-clicking on an Item Label.

Items - The building blocks of templates.

As mentioned earlier, **Items** are the basic building blocks of report templates. Items are used to insert Sierra Wave test data, patient information, formatting and style information, pre-programmed paragraphs, pictures, and page headers and footers, into the template.

There are **seven Item Types**, each type can insert specific information into the template.

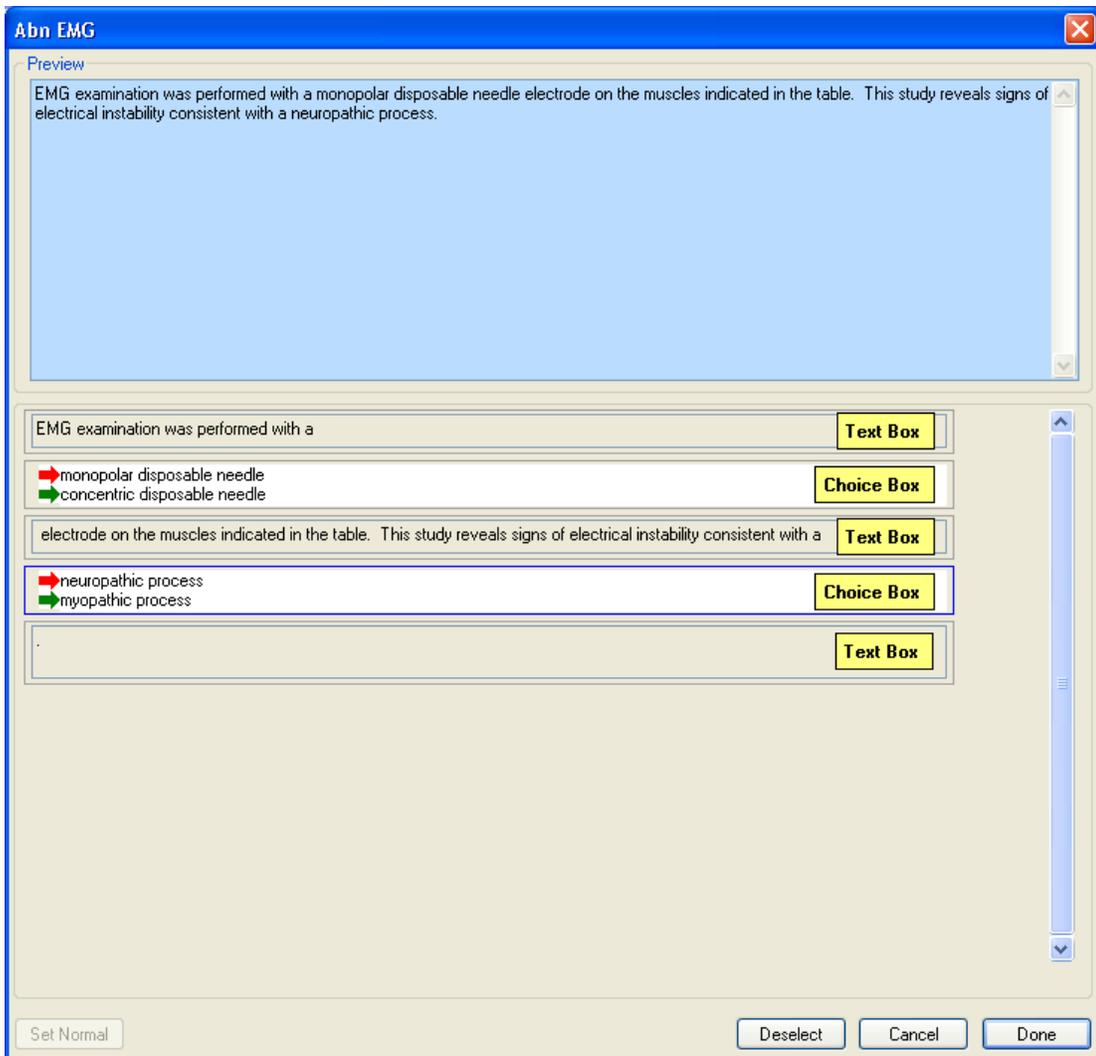
Description of Item Types:

#1 - The Paragraph Item.

This item type is used to create sentences or paragraphs of information. This is done by selecting complete paragraphs or by completing pre-programmed sentences by choosing from lists of words or phrases. As such, the Paragraph Item has functions for entering text and composing choice lists.

Paragraph items can also contain special commands, called "Tokens", to insert patient information, test information, or formatting tags (see below).

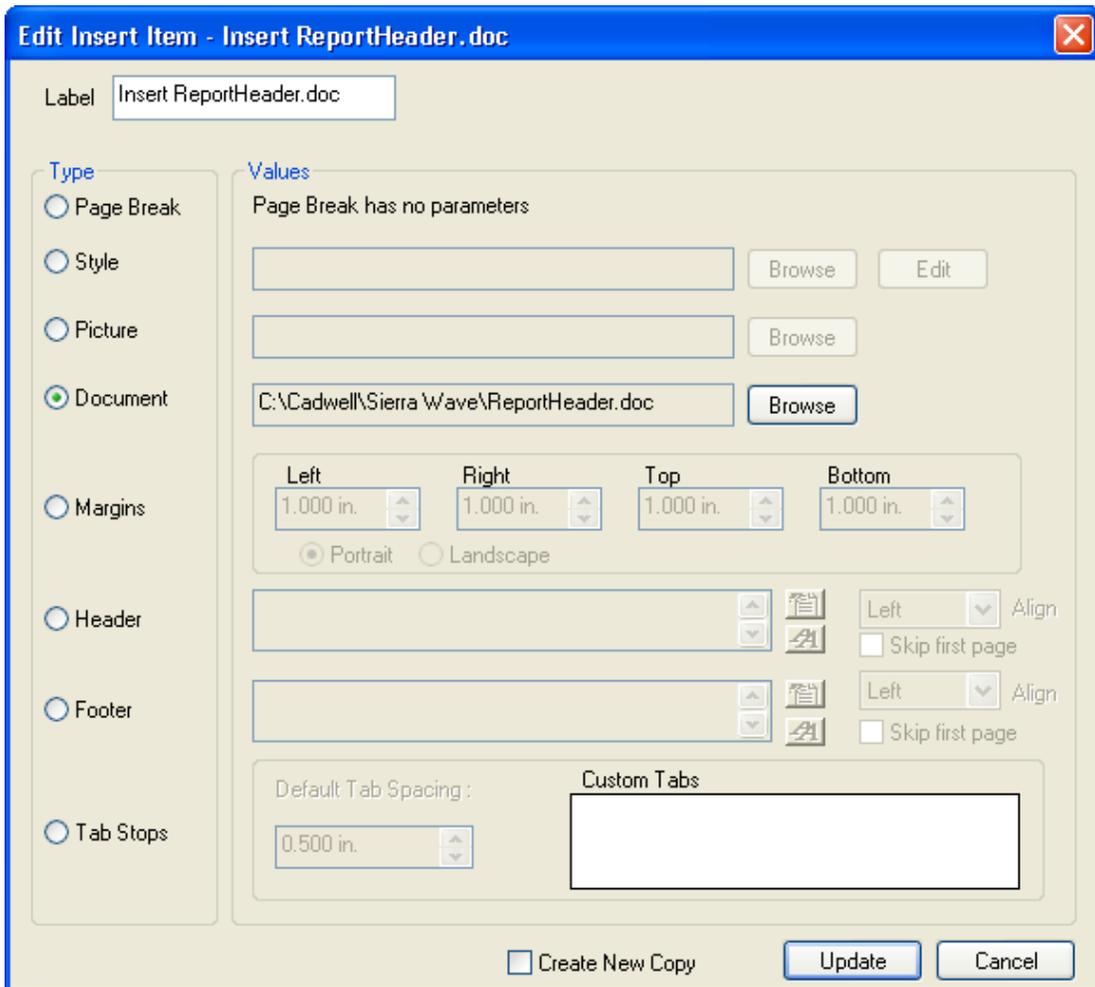
The Preview area (shaded light blue) at the top of the window shows the results of the current selections.



Example Paragraph Item with alternating text & choice boxes.

#2 - The Insert Item.

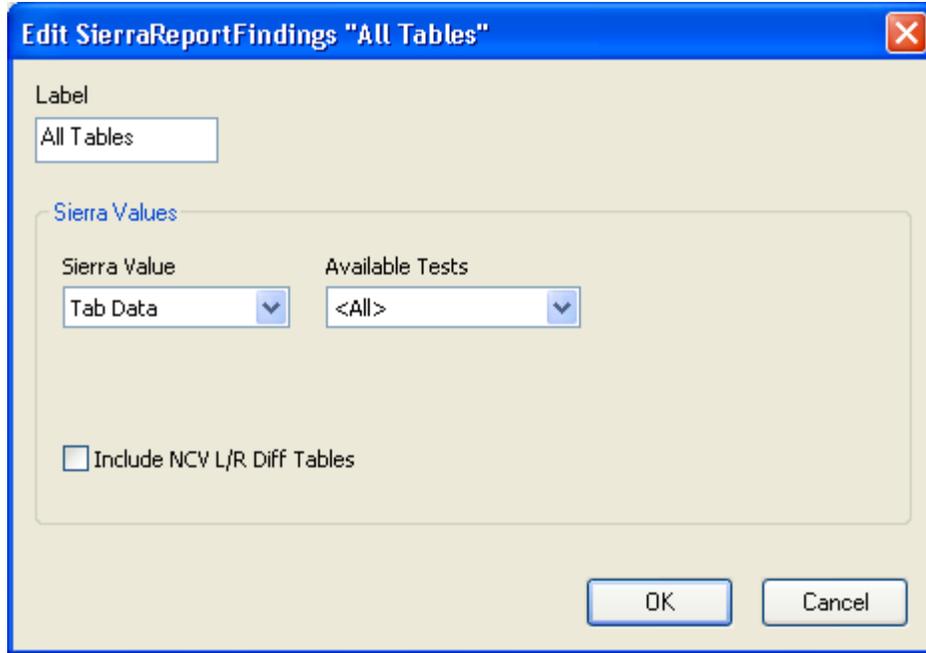
This item type is used to format the report. The Insert item can add page breaks, headers, footers, insert other documents and pictures, adjust margins and tab stops, and insert style changes (i.e., font size and type). Header and Footer items can also contain special commands, called "Tokens", to insert patient information, test information, or formatting tags.



Example of an Insert Item. This one inserts the contents of another document, called "ReportHeader", into the template.

#3 - The Sierra Item.

This item type is used to place Sierra Wave data into the template. This includes results tables, traces, and NCV/EMG Sentence Generator sentences.

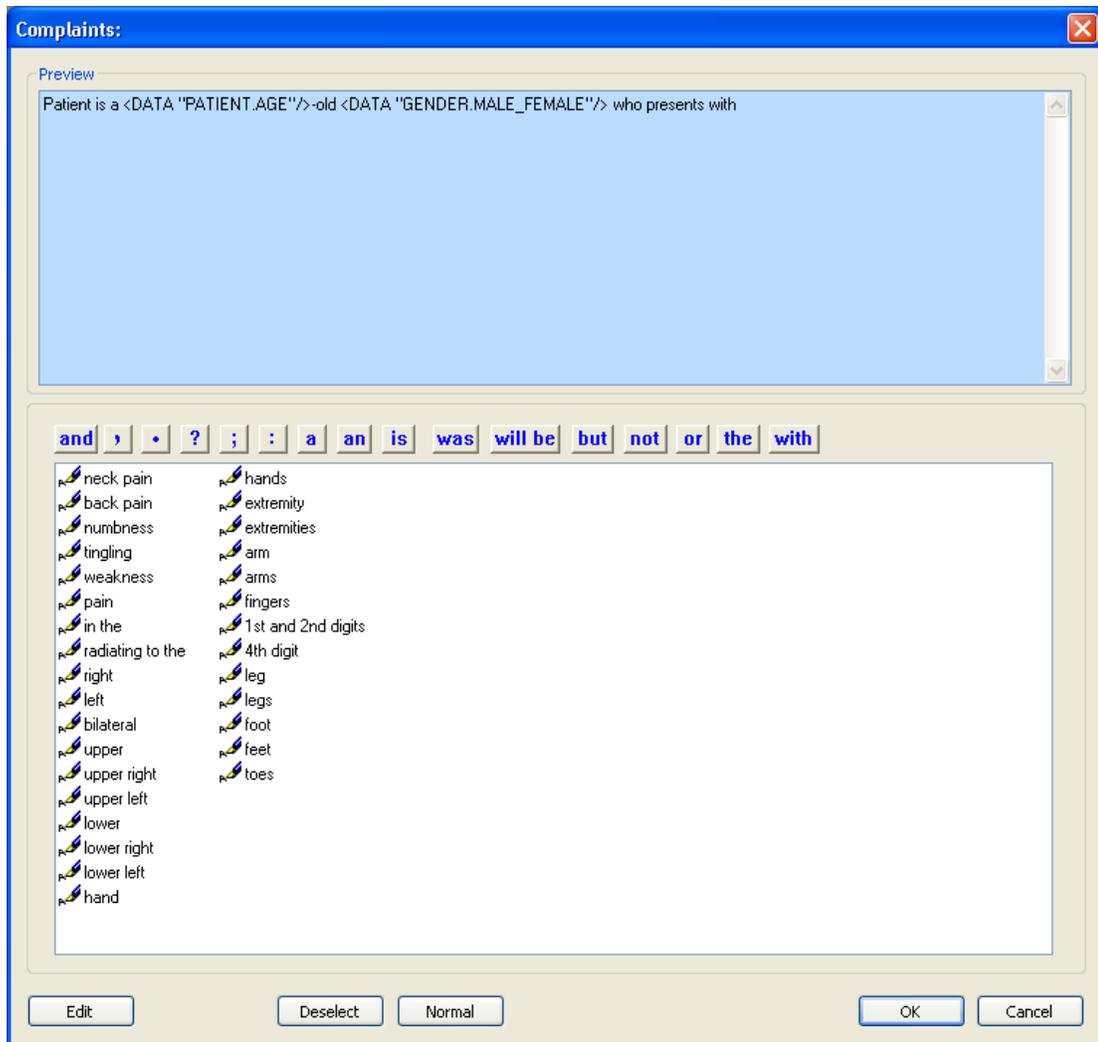


Example of a Sierra Item, this one inserts the all the TabData tables.

#4 - The Select Item.

This item type is used to complete sentences by choosing words or phrases from a pre-defined list. It is somewhat similar to the Paragraph item with the exception that you can't place pre-defined text between your choice lists like you can in a Paragraph item. A Select item also comes with pre-defined buttons for selecting words such as "and", "or", "with", "was", "the", "not", and more. Select items can also contain special commands, called "Tokens", to insert patient information, test information, or formatting tags.

The Preview area (shaded light blue) at the top of the window shows the results of the current selections.

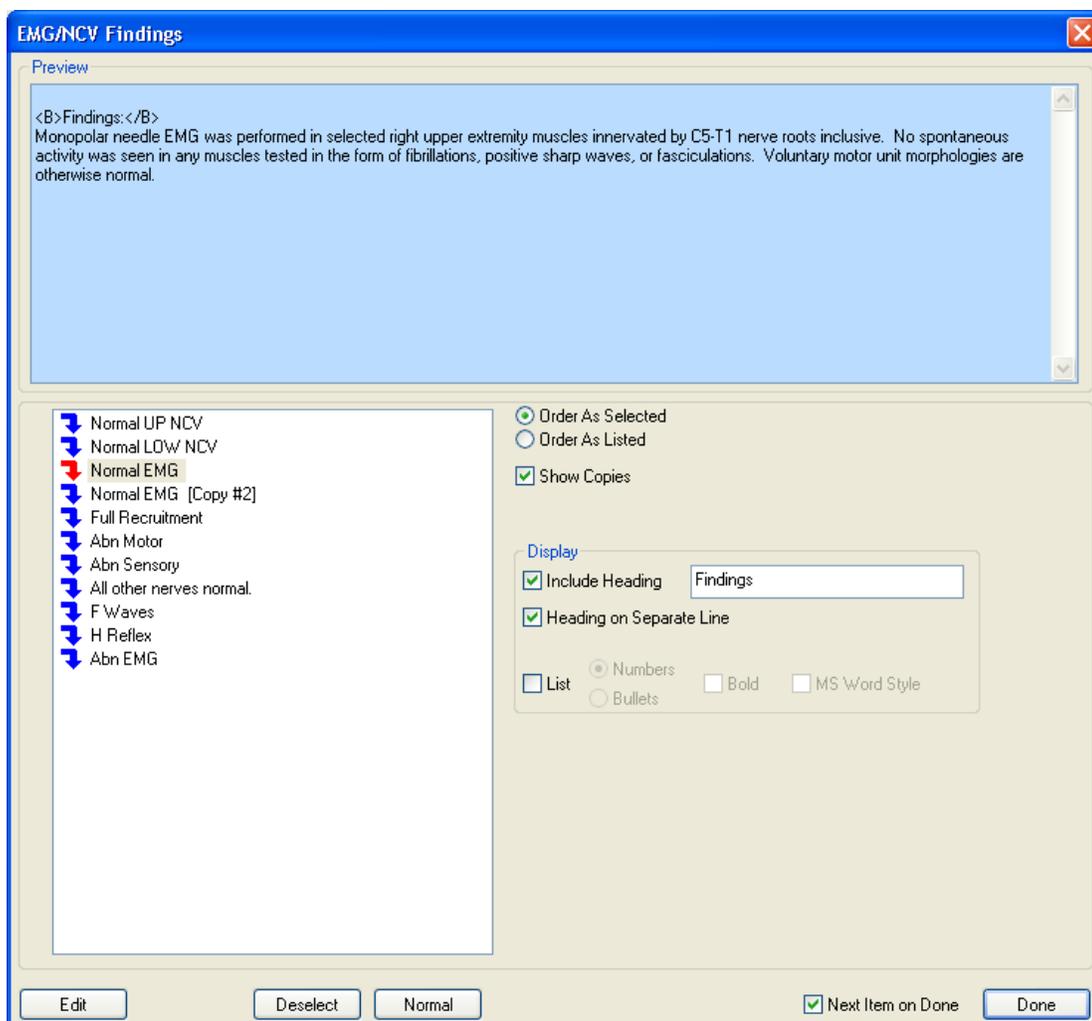


Example of a Select Item called Chief Complaints.

#5 - The Narrative Item.

This is probably the most powerful item type and is used to group other Paragraph, Select, or Multi items into a single selection menu. For example, you could group all the Paragraph items that are used for completing the Findings section of the report into a single menu. This will allow you to choose the appropriate items from a large list during report generation.

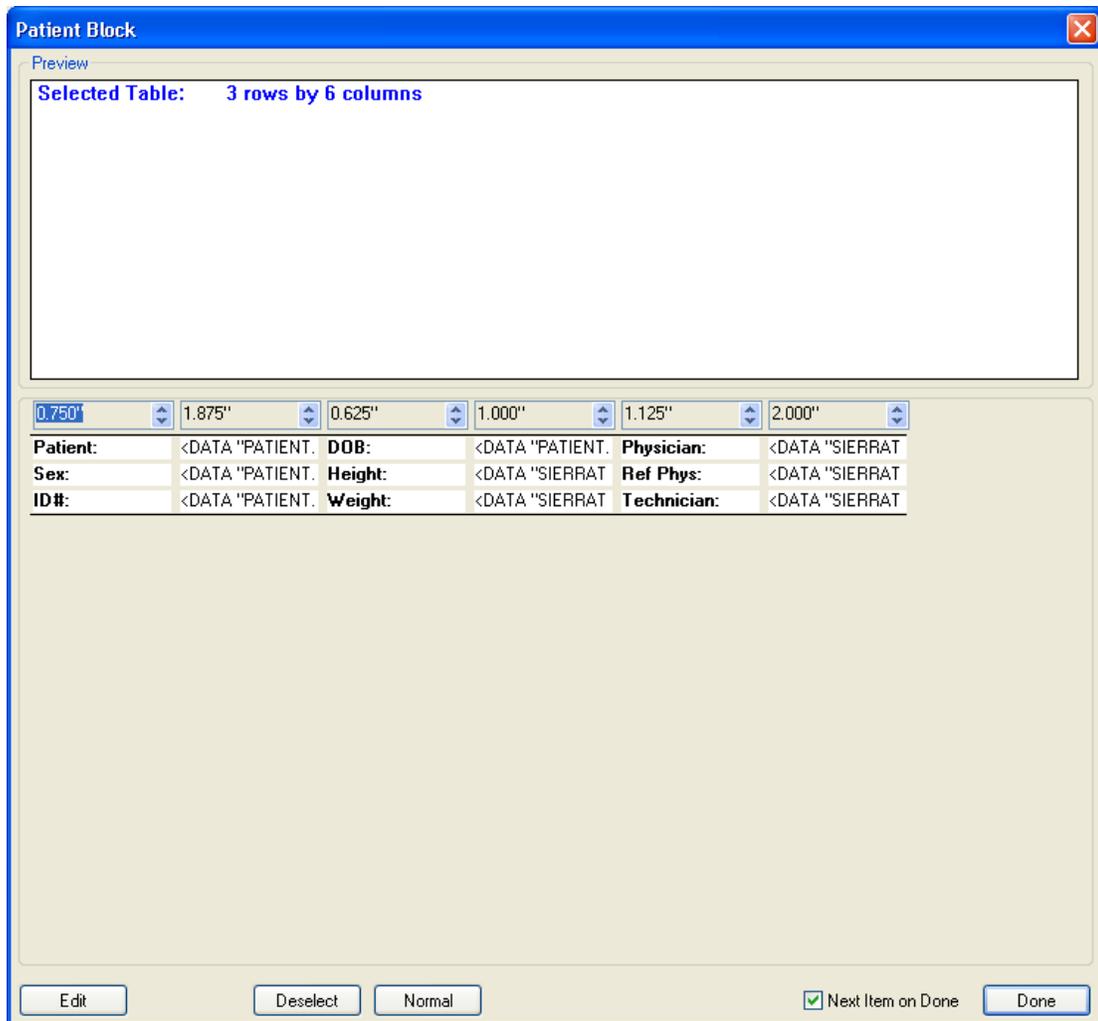
The Preview area (shaded light blue) at the top of the window shows the results of the current selections.



Narrative Item. This example groups all the individual Paragraph items that involve EMG/NCV Findings into one complete menu. In the above example the Normal EMG item has already been selected, this is indicated by the "red" arrow and by the text shown at the top of the window.

#6 - The Table Item.

This item type is used to build a table of patient & test information. The number of rows and columns can be specified and the individual cells within the table can contain simple text or "Tokens".



Example Table Item. This item is called "Patient Block" and is used to insert patient demographics, in table form, into the template.

#7 - The Multi Item.

The Multi Item is not used in Sierra Wave report generation and therefore will not be discussed in this Help file.

Patient and Test Information Tokens and Formatting Tags:

As mentioned above, the Paragraph, Select, Table, and Insert items can contain special commands called "Tokens" and Formatting Tags. These special commands can only be placed into the item in the Edit Item mode, see Editing Items.

Tokens are entered by clicking on the token button . This will display a menu that allows the selection of a specific **Patient Information**, **Test Information**, or **Current Date/Time** command. When a token is inserted into an item it has a characteristic appearance, it begins with a less than symbol (<) and ends with a forward slash and a greater than symbol (/>). In the above Select Item example the token for patient age is shown as follows.

<DATA "PATIENT.AGE"/>

When the report template is processed this command will be replaced by the patient's age.

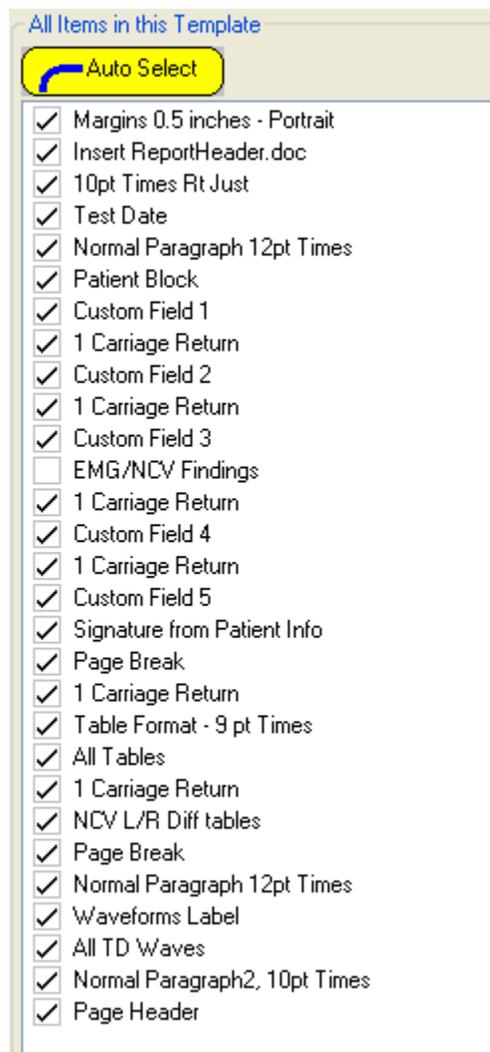
Formatting Tags are entered by clicking on the formatting button . This will display a menu that allows the selection of commands for Bold, Underline, Italics, and more. In the above Narrative Item example the word "Findings" is bracketed by a **Bold** command (****) command and a **Bold Off** command (****).

Auto Selected Items

When an item requires no user interaction during report generation it should have a check mark in its associated **Auto Select** box. These are usually items that insert tables, waves, formatting, page breaks, and carriage returns (i.e., blank lines). QuickReport will automatically process and insert all "auto-selected" items into the report document.

When an Item does require user interaction (e.g., selections need to be made by the user to complete a findings sentence), the item should not have a check mark next to Auto-Select. QuickReport will pop-up all non-Auto Selected items in sequence during report generation so that the user can make the appropriate selections.

The following example shows the items in the factory default **Full Report (manual Findings) template**, all items are Auto-Selected except for **EMG/NCV Findings**. This item requires the user to make selections during report generation so it must be left un-checked.



Inserting Items into a Template

To Insert an Item into a Template:

- Locate the item you want by expanding the appropriate **Item Category** in the **Available Item List**. This is done by clicking on the plus sign (+) in front of the category. Clicking on the minus sign (-) will contract the category.
- Using the left mouse button, **Drag** the report item and **Drop** it onto the template's item list in the center section of the screen. A red line appears to indicate where the item will be placed when the mouse button is released.

QuickReport Edit Mode

Available Item List

- ANATOMY VIEW
- COMPLAINTS PARAGRAPHS
- CONSULTATION PARAGRAPHS
- FINDINGS PARAGRAPHS
- FINDINGS SELECTIONS
- IMPRESSION PARAGRAPHS
- LABELS
- NARRATIVES
 - EMG/NCV Findings (narrative)
 - Impression: (narrative)
 - Medications: (narrative)
 - Patient History / Exam: (narrative)
 - Recommendations (narrative)
- PATIENT INFO
- RECOMMENDATION PARAGRAPHS
- REPORT HEADERS
- SENTENCE GENERATOR
- SIERRA TABLES
- SIERRA TEST INFO
- SIERRA WAVES
- SIGNATURES
- STYLES

All Items in this Template

Auto Select

- Margins 0.5 inches - Portrait
- Insert ReportHeader.doc
- 10pt Times Rt Just
- Test Date
- Normal Paragraph 12pt Times
- Patient Block
- Custom Field 1
- 1 Carriage Return
- Custom Field 2
- 1 Carriage Return
- Custom Field 3
- EMG/NCV Findings
- 1 Carriage Return
- Custom Field 4
- 1 Carriage Return
- Custom Field 5
- Signature from Patient Info
- Page Break
- 1 Carriage Return
- Table Format - 9 pt Times
- All Tables
- 1 Carriage Return
- NCV L/R Diff tables
- Page Break
- Normal Paragraph 12pt Times
- Waveforms Label
- All TD Waves
- Normal Paragraph2, 10pt Times
- Page Header

Deleting Items from a Template

To Delete an Item from a Template:

- **Right-click** the mouse over the template item you want to delete.
- Select **Delete** from the pop-up menu.
- The item will be removed from the template.

Cut, Copy, & Paste Items

To Cut or Copy an Item within a template:

- **Right click** the mouse **over the item** that you want to cut or copy.
- Select **Cut** or **Copy** from the pop-up menu. The item will be placed in the Window's clipboard.

To Paste an Item into a template:

- **Right click** the mouse **over an existing item** in the template. (The pasted item will be inserted **below** the item that you right click on.)
- Select **Paste "Item Label"** from the pop-up menu.
- The Item on the Window's clipboard will be pasted into the template.

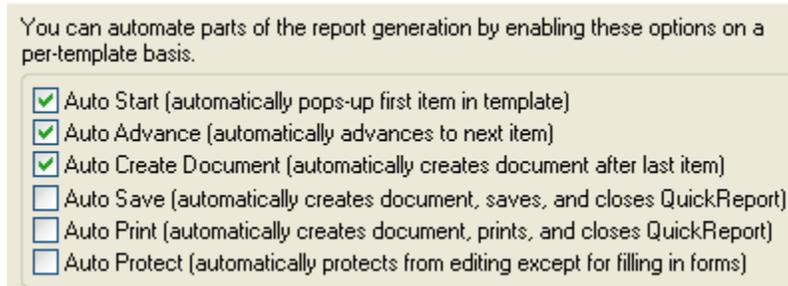
Drag & Drop Items

You can change the order of items in the template using the **Drag & Drop** method.

Simply **left mouse click** on the template item you want to move. Keep the left mouse button pressed down and drag the item up or down within the item list. A red line will appear indicating where the item will be positioned when the mouse button is released.

Control Check Boxes

In Template Edit mode there are four **Control Boxes** shown in a separate window.



Control Check boxes.

Auto Start

This box should normally be checked if there are non-Auto Selected items in the template. This will cause QuickReport to automatically pop-up the first non-Auto Selected item in the template after the template is selected for report generation.

Auto Advance

This box should be checked if there are more than one non-Auto Selected items in the template. This will cause QuickReport to automatically advance to the next non-Auto Selected item in the template after the first one is completed.

Auto Create Document

This box is normally checked for all templates. This will cause QuickReport to automatically go to the Document view upon completion of all the items in the template. This box should even be checked when the template contains all Auto-Selected items.

Auto Save

If this box is checked the report will be generated and automatically saved to the default Data folder. There will be no opportunity to view the report in the Document view. This box can only be used with templates that contain all Auto-Selected items. This box is not checked for any of the factory default templates.

Auto Print

If this box is checked the report will be generated and automatically sent to the default printer. There will be no opportunity to view the report in the Document view or to save the report. This box can only be used with templates that contain all Auto-Selected items. This box is not checked for any of the factory default templates.

Auto Protect

If this box is checked the generated report will automatically be displayed in "protected" mode. This allows templates that contain Word forms (e.g., check boxes, lists) to be completed but not altered.

Saving Changes

To Save changes made to a template:

Perform one of the following.

- Click on the **diskette icon**  .
- Select **Save** from the **File** menu.
- Click the **Save button** in the Edit Template window

To Save the changes as a new template:

- Click the **Save As button** in the Edit Template window. The **Edit Report Template Information** window will be displayed.

The screenshot shows a dialog box titled "Edit Report Template Information". It contains the following fields and controls:

- Name:** A text input field with a yellow callout bubble containing the word "Required".
- Category:** A dropdown menu currently displaying "SIERRA TEMPLATES".
- Description:** A large, empty text area.
- Template ID:** A text input field.
- Owner ID:** A text input field containing the text "SierraUser".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.
- Icon:** A small icon of a computer monitor with a blue arrow pointing to it, located to the right of the Owner ID field.

Edit Report Information window.

- Enter a **Name** and **Description** for the new template, then click **OK**.
- The new template will automatically be added to the list of templates in the **Select Report** view.

Item Types

Item Index

Paragraph Item

Insert Item

- Page Break
- Style
- Picture
- Document
- Margins
- Header & Footer
- Tab Stops

Sierra Item (Waves & TabData)

Select Item

Narrative Item

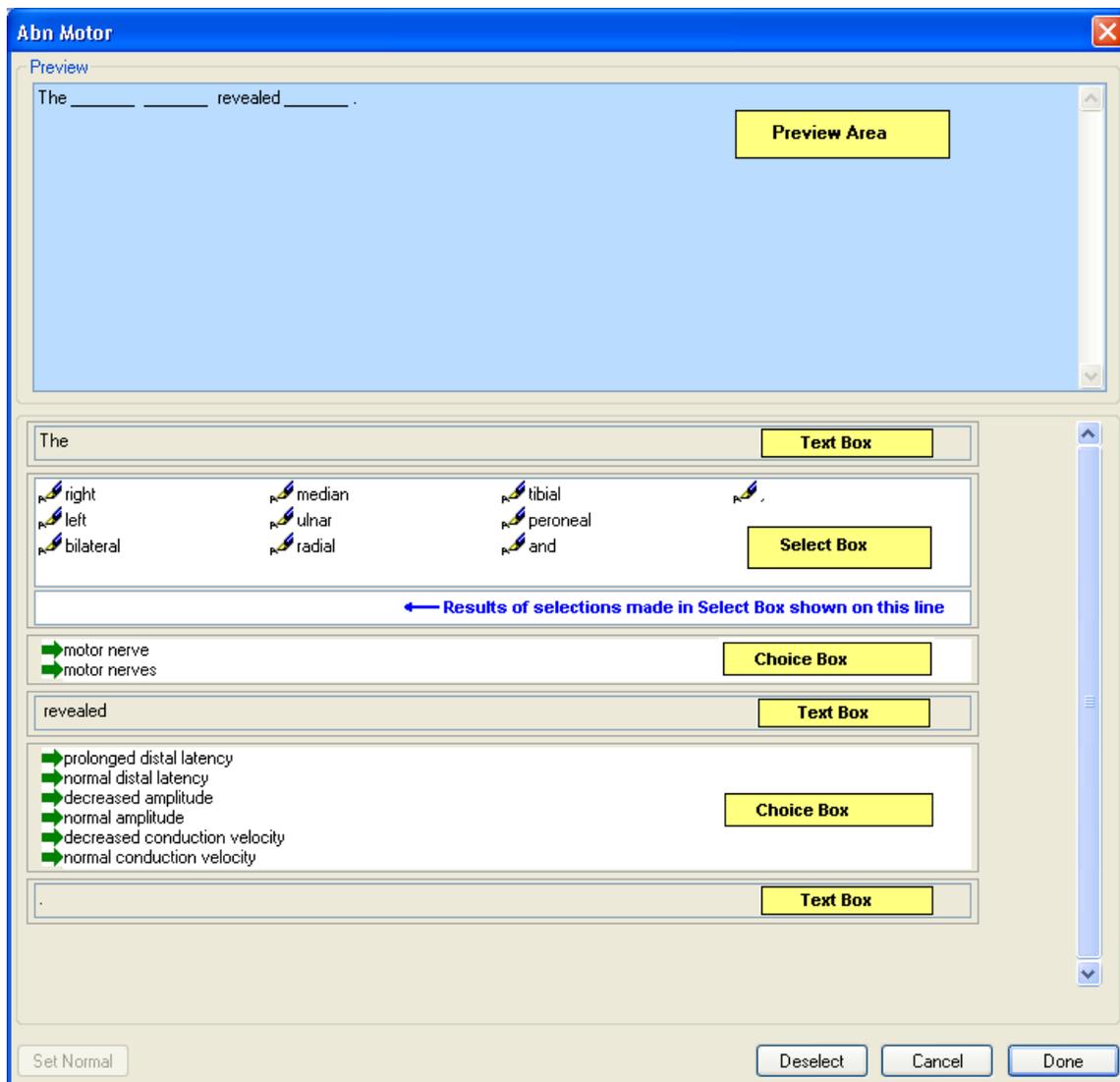
Table Item

Multi Item

Paragraph Item

The **Paragraph Item** is used to create and insert sentences or paragraphs of information into the report. This is achieved by selecting complete paragraphs or by completing pre-programmed sentences by choosing from lists of words or phrases. As such, the Paragraph Item has functions for entering text and composing choice lists. Paragraph items can also contain special commands, called **Tokens**, to insert patient information, test information, or formatting tags.

Shown below is an example paragraph item called "**Abn Motor**". It is composed of **Select**, **Text**, and **Choice** boxes and is used to compose a findings sentence for motor nerve conduction results.



Abn. Motor paragraph item.

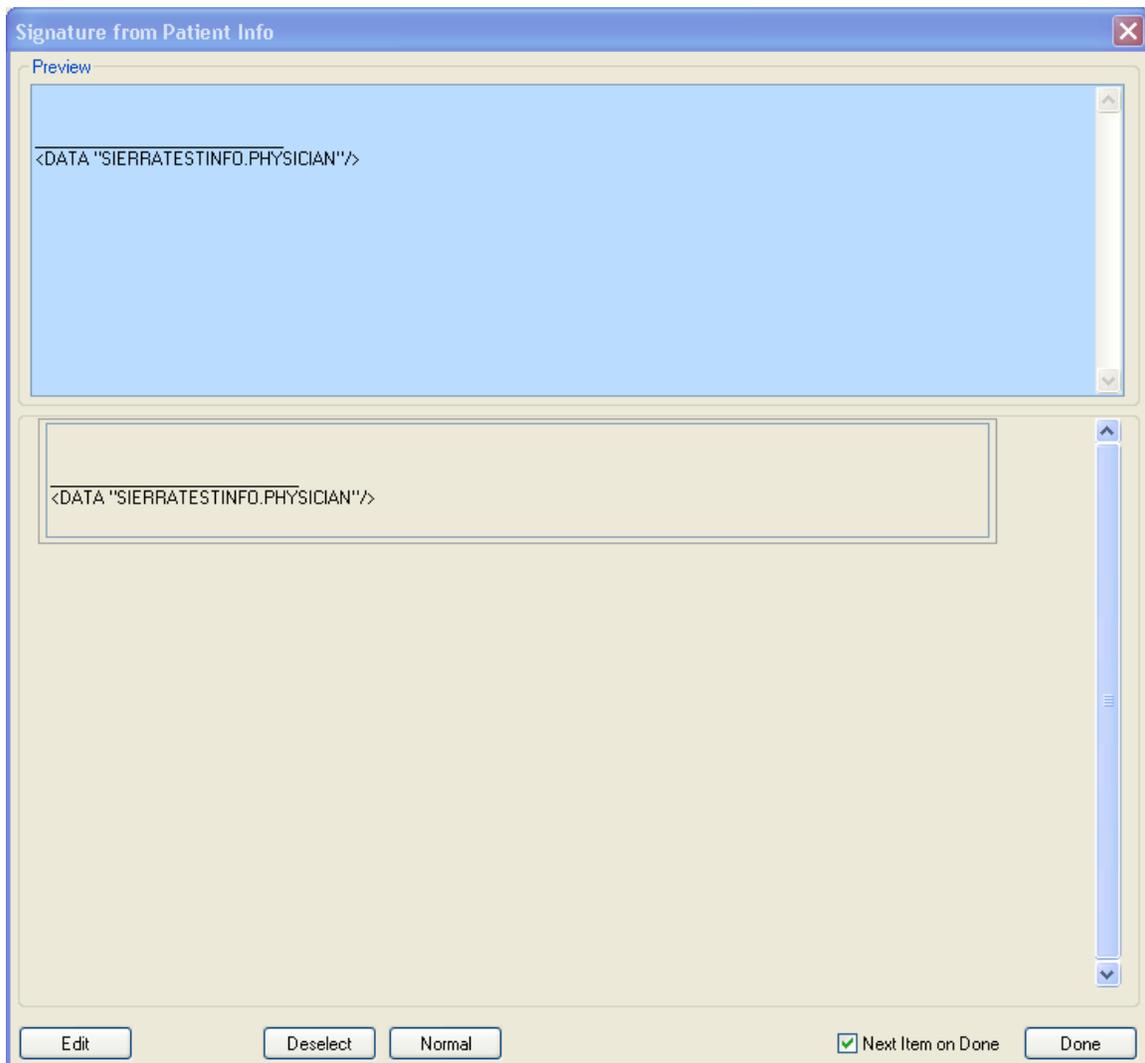
Select Box - click on a word to select it, more than one selection can be made. The results of the selections are shown in the box below.

Choice Box - click on the green arrow (→) to make a selection, the arrow changes color to red to indicate this choice has been selected. Choice boxes can be setup to allow more than one selection to be made. However, unlike Select boxes, Choice boxes automatically insert the word "and" between two selections, and also insert a comma "," if there are more than two selections made.

Preview Area - this area (shaded light blue) shows the sentence that results from the selections that were made.

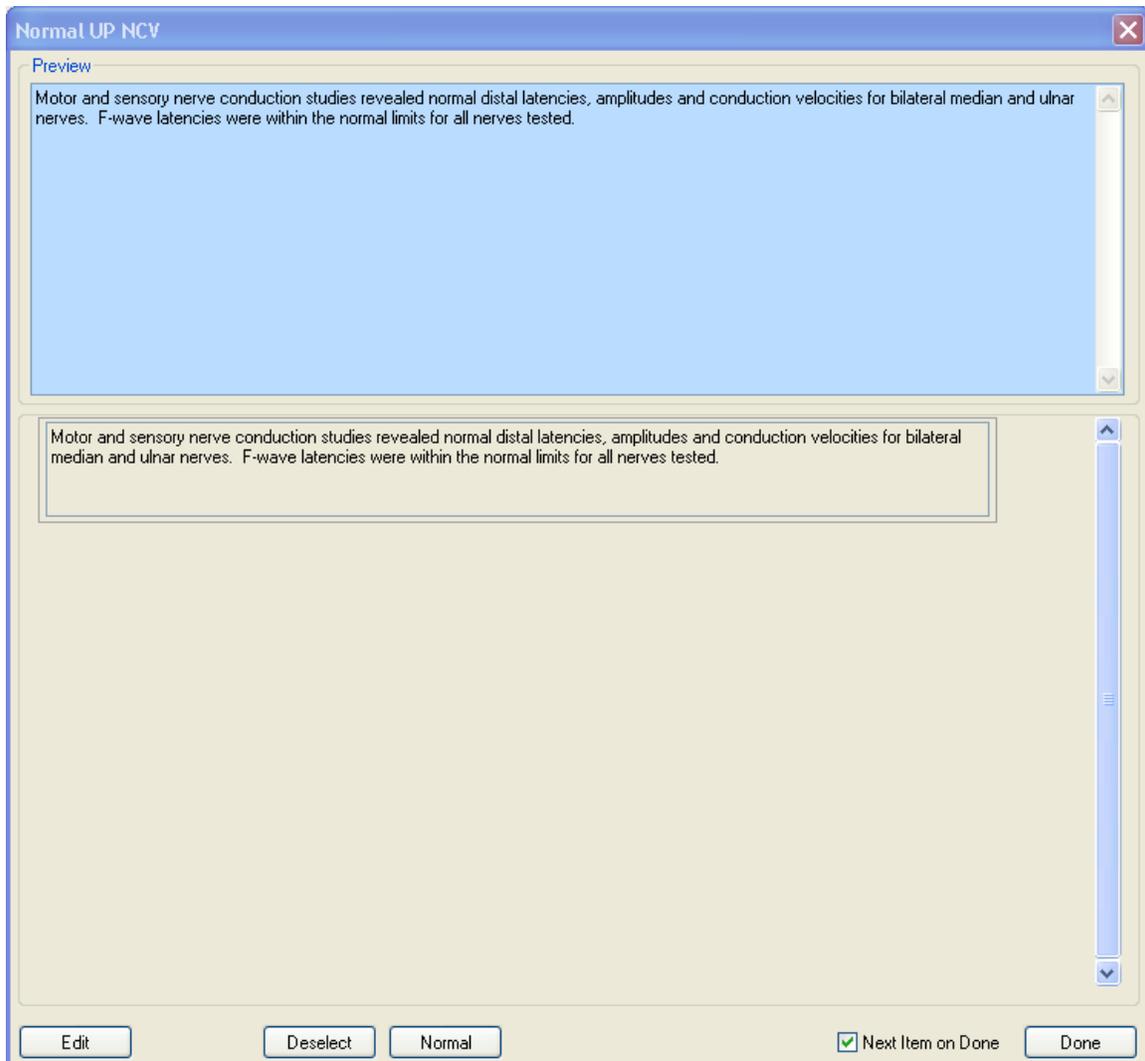
Blank underlined sections indicate where selections or choices will need to be made in order to complete the sentence.

Shown below is an example of a simple paragraph item called "**Signature from Patient Info**". It consists of a single Text box that inserts a couple of blank lines and provides a signature line for the physician. It also includes a special command, called a Token, that inserts the physician's name (as entered into the Sierra Wave's patient information window) beneath the signature line. This type of paragraph item would normally be marked as an Auto Selected item in the template.



Signature from Patient Info paragraph item.

Shown below is another example of a simple paragraph item called "**Normal UP NCV**". It consists of a single text box with sentences describing normal nerve conductions and F waves for the upper extremities.



Normal UP NCV paragraph item.

Paragraph Item Buttons

The buttons that will be available at the bottom of the Paragraph Item will vary depending on whether the item is used as a stand-alone item in the template or whether it is nested within a Narrative Item.

When the Paragraph Item is used stand-alone (outside of a Narrative Item):



Clicking the Edit button will open an edit mode where permanent changes can be made to the item.



Clicking the Deselect button will 'undo' all selections that have been made within the item so you can make new selections.



Clicking the Normal button will automatically select the choices that have been programmed as the normal selections for the item.



When this box is checked the program will automatically advance to the next item in the template after the Done button is clicked. If the box is not checked the program will go back to the Fill In Report view.



When the Done button is clicked the item will be closed and any selections will be processed.

When the Paragraph Item is used within a Narrative Item:



When the Done button is clicked the item will be closed and selections processed.



Clicking the Cancel button will close the item and any selections will be ignored.



Clicking the Deselect button will 'undo' all selections that have been made within the item so you can make new selections.

Adding additional Text or Choices to a Paragraph Item during report generation.

During report generation Paragraph items can be edited on-the-fly. The method used to make the edits will depend on how the item is used within the template.

When the Paragraph Item is used stand-alone (outside of a Narrative Item):

First click the **Edit** button to enter edit mode, this is the same mode that is seen when creating a new Paragraph item. To add additional text to any **Text box**, simply type in the appropriate box. Additional choice selections can be added to a **Choice box** by first clicking the mouse after the last choice listed within a box and then pressing the Enter key, a blank choice line will appear. Now simply type the word or words for the new choice.

To add additional selections to a **Select box**, right click the mouse within the select box and choose **Insert Word** from the pop-up menu. Type the new word in the box provided, then press the Enter key.

Insert Token button  - click here to add a Patient or Test Information token to the associated box. See the Tokens topic for more information.

Insert Formatting button  - click here to add a formatting tag to the associated box. See the Formatting Tags topic for more information.

Click the **Update** button to save your changes.

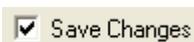


When the Paragraph Item is used within a Narrative Item:

Additional choice selections can be added to a **Choice box** by first clicking the mouse after the last choice listed within a box and then pressing the Enter key, a blank choice line will appear. Now simply type the word or words for the new choice.

To add selections to a **Select box**, right click the mouse within the select box and choose **Insert Word** from the pop-up menu. Type the new word in the box provided, then press the Enter key.

To save the choice or select box additions permanently, place a check mark in the **Save Changes** box at the bottom of the item's window.



Text boxes cannot be edited during report generation, you must use the Edit button on the main Narrative window and then select the Paragraph item you wish to edit.

Insert Item

The **Insert Item** is used to format the report. The Insert item can add page breaks, headers, footers, insert other documents and pictures, adjust margins and tab stops, and insert style changes (i.e., font size and font type). Header and Footer items can also contain special commands, called "Tokens", to insert patient information, test information, or formatting tags.

Insert Items are usually **always** marked as **Auto Selected** items within the report template. As such, they do not require any user interaction during report generation.

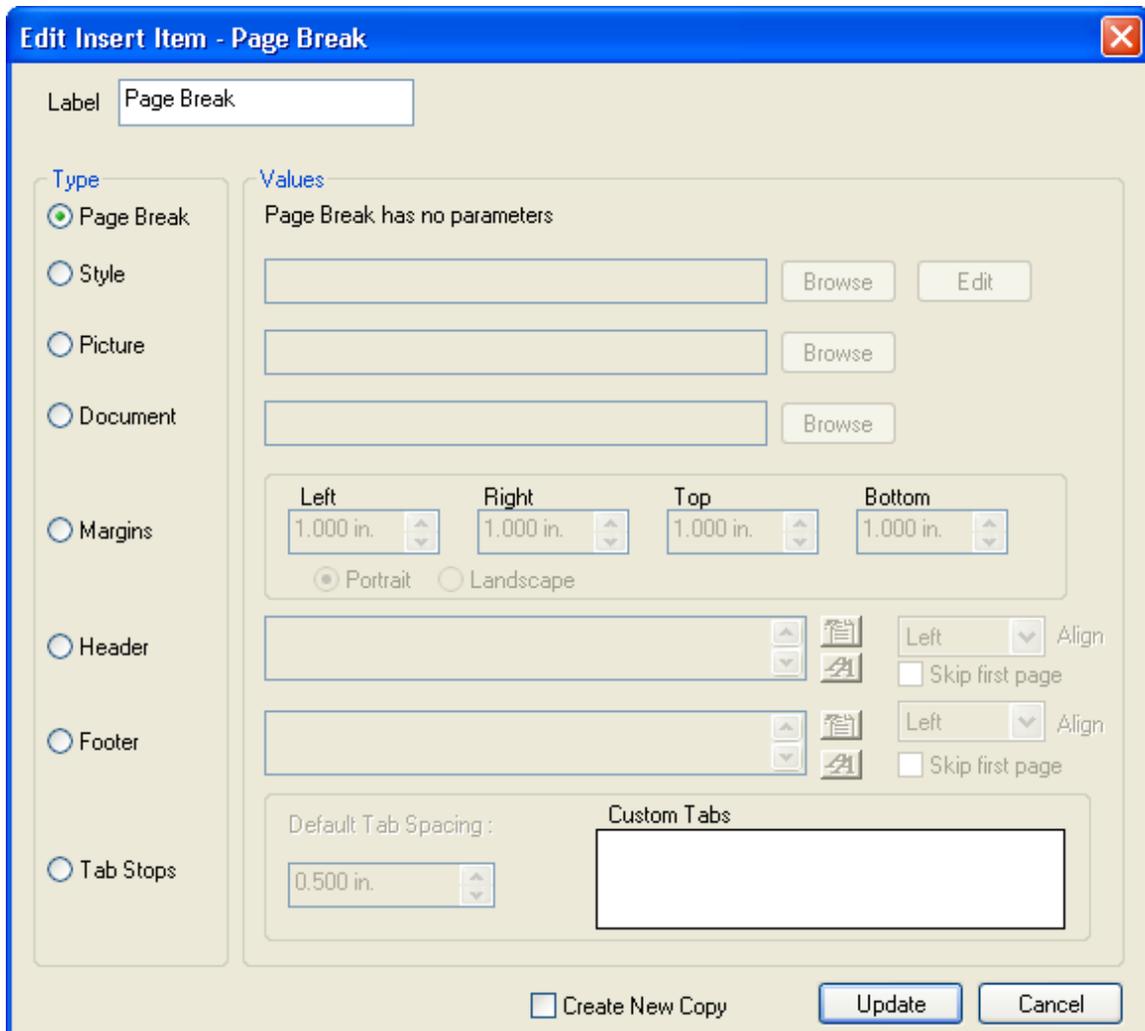
Insert Item Types

Insert - Page Break

The **Insert - Page Break** item is used to create a 'manual' page break within the report document. Page breaks allow you to separate individual parts of your report document (e.g., you could have the first page include patient information, findings, and impression, then have the second page start with the results table).

This type of item is typically marked as **Auto Selected** in the report template. As such, no user interaction is required during report generation.

Shown below is an example of an **Insert - Page Break** item in the Create/Edit mode. Note that Page Break is selected in the Type area.



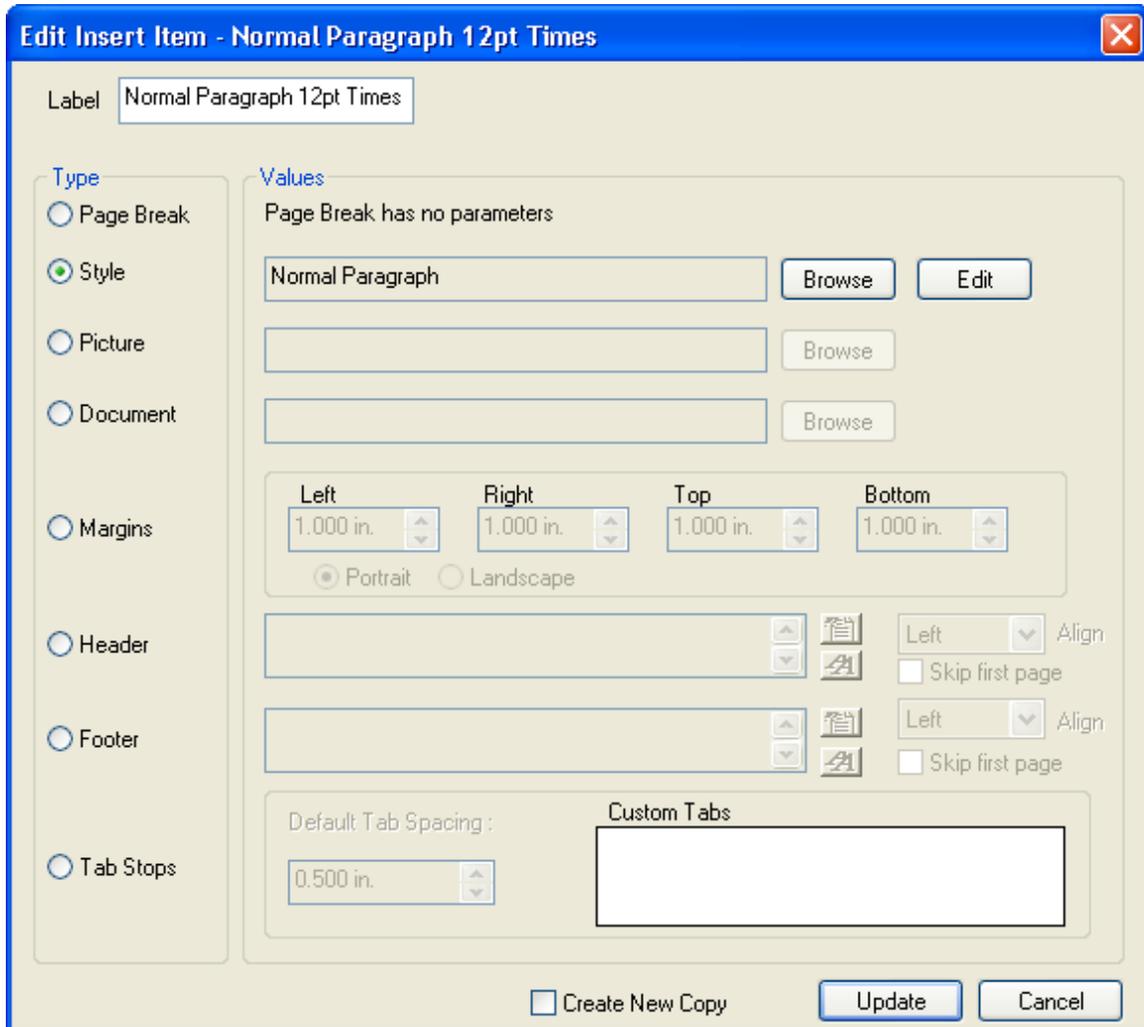
Insert - Page Break example.

Insert - Style

The **Insert - Style** item is used to set the format of the report. Multiple style items can be included in a report template allowing various sections of the report to have different font sizes, font styles, or margins.

This type of item is typically marked as **Auto Selected** in the report template. As such, no user interaction is required during report generation.

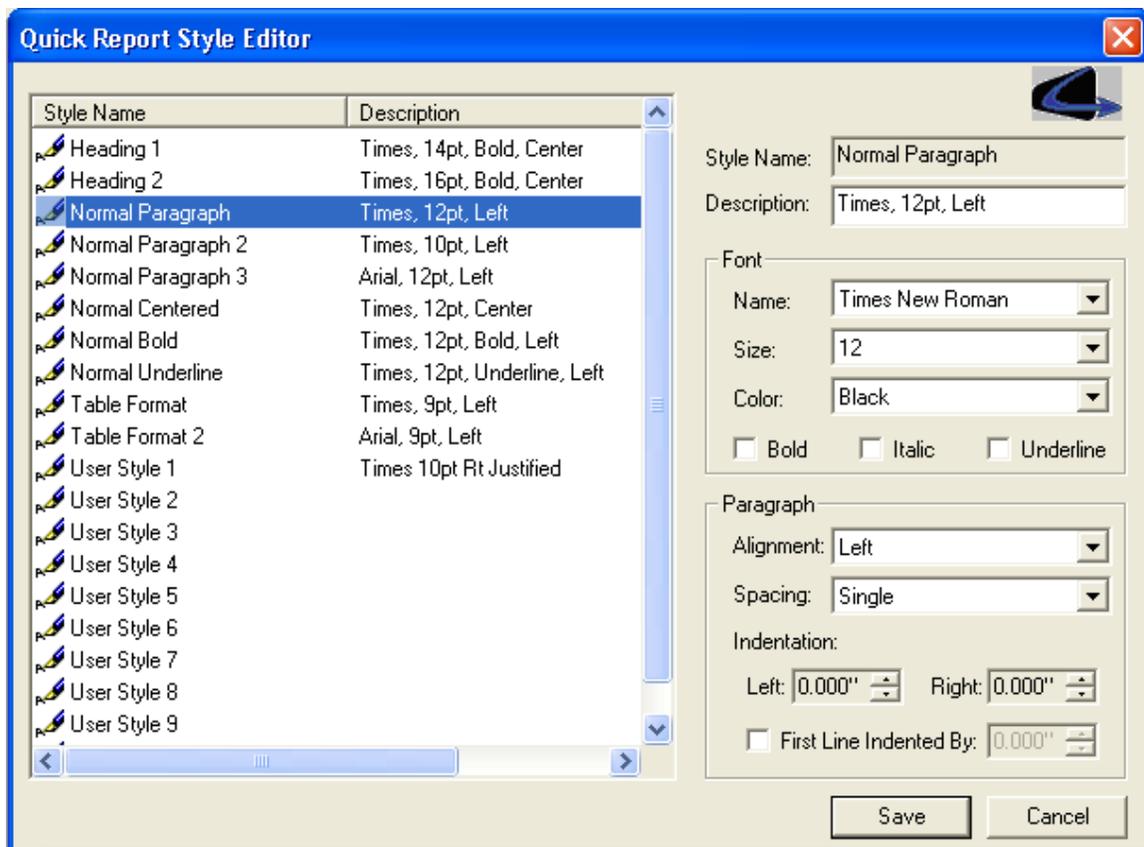
Shown below is an example of an **Insert - Style** item in the Create/Edit mode. Note that Style is selected in the Type area. In this case, the style is called Normal Paragraph and sets the font to Times New Roman, 12pt, Left Justified.



Insert Style item example.

Clicking on either the **Browse** or **Edit** buttons will display the **Quick Report Style Editor** window. This window allows you to select from one of the pre-programmed styles (first 10 styles listed) or a user defined style (User Style 1-10). The pre-programmed styles cannot be altered.

By selecting a **User Style** you can then select the Font Name, Font Size, Font Color, Bold, Italic, Underline, Alignment (Justification), Line Spacing, and Indentation.



Edit Style window.

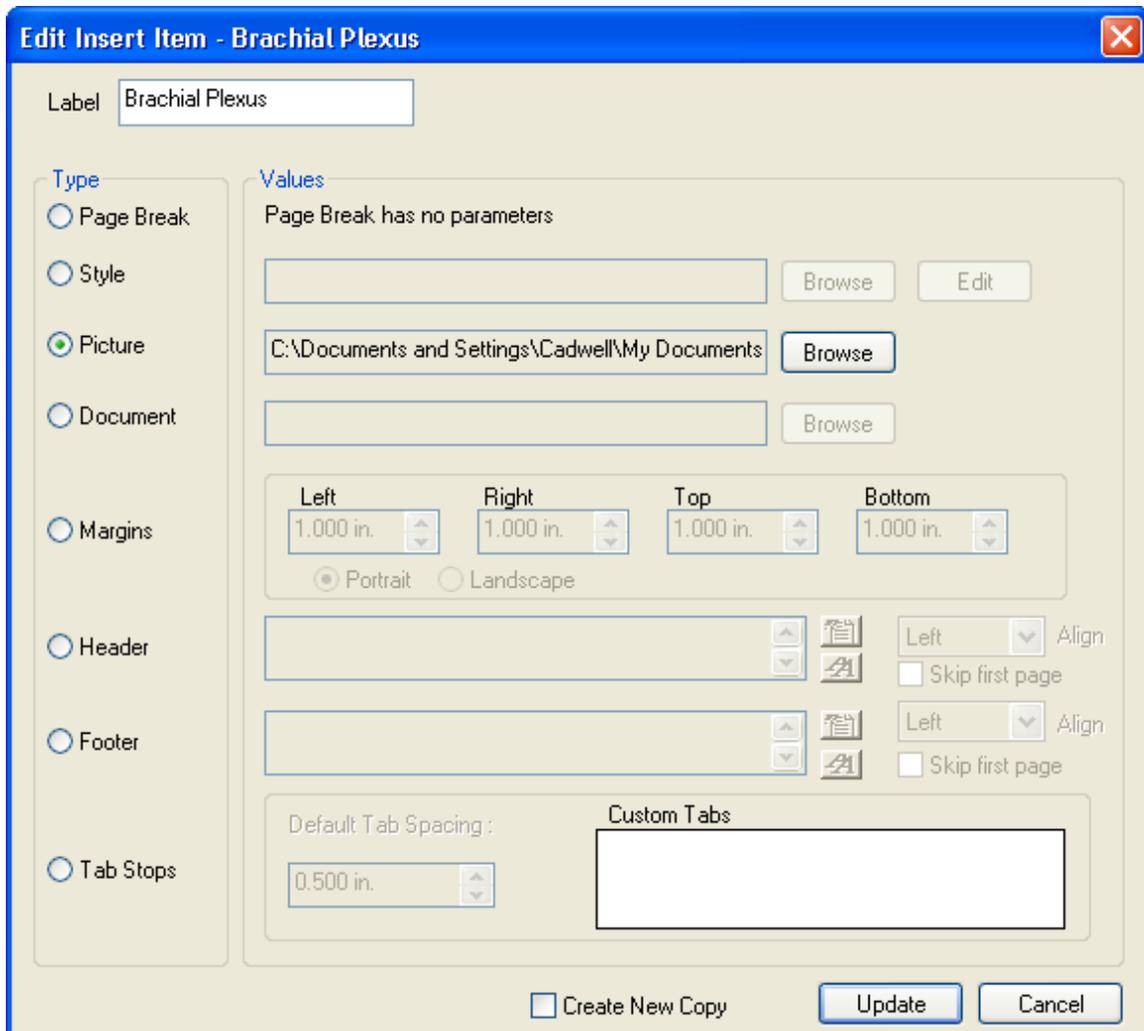
Insert - Picture

The **Insert - Picture** item is used to place external graphics files into the report document. For example, you could insert a clinic logo, an anatomy picture, or a picture of the patient.

The picture formats support are **BMP**, **JPG**, and **GIF**.

Insert - Picture items should be marked as **Auto Selected** in the report template if the picture needs to be inserted all the time without user interaction.

The example shown below is for an item called **Brachial Plexus**, it can be used to insert a picture of the brachial plexus anatomy into the report.



Insert - Picture example.

Clicking the **Browse** button displays a standard **File-Open** dialog allowing you to locate and select any picture file on the computer.

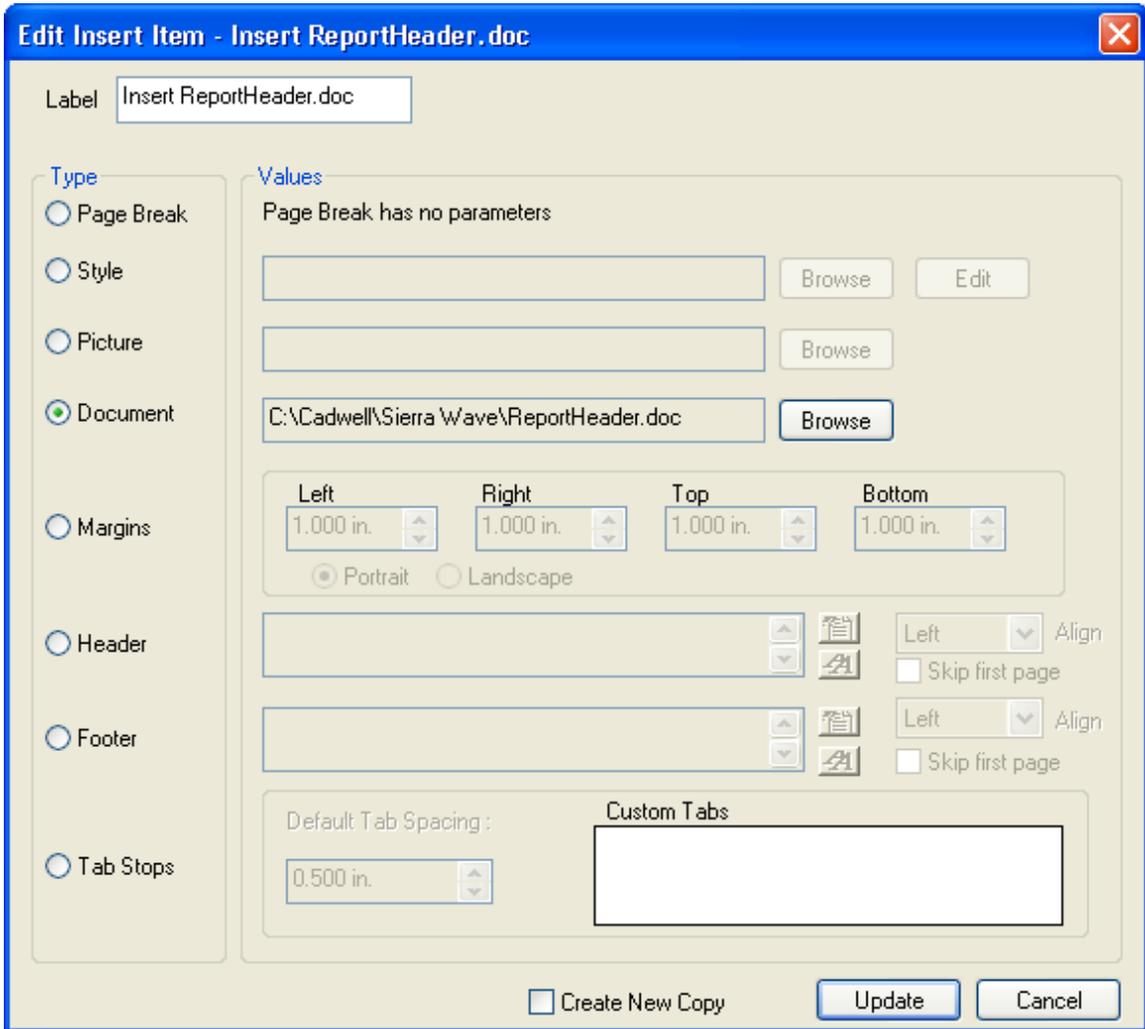
Insert - Document

The **Insert - Document** item is used to insert the contents of another document into the report. The factory default templates all use an Insert - Document item to insert the Report Header at the top of the first page in the report.

The document formats that are supported are txt, rtf, doc, docx, dot, dotm, and xml.

Insert - Document items should be marked as **Auto Selected** in the report template if the document needs to be inserted all the time without user interaction.

The example shown below is for an item called **Insert ReportHeader.doc**, it is used to insert the report header specified in the Sierra Wave's System Setup menu into the report.



Insert - Document example.

Clicking the **Browse** button displays a standard **File-Open** dialog allowing you to locate and select any document file on the computer.

Insert - Margins

The **Insert - Margins** item can be used to specify the margins for the entire report document and also to specify the margins for different sections within the report document.

This type of item is typically marked as **Auto Selected** in the report template. As such, no user interaction is required during report generation.

The example shown below is for an item called **Margins 0.5 inches - Portrait**, it is used in all the default factory report templates to set the margins at 0.5 inches for Left, Right, Top and Bottom, and also to set the page layout to Portrait mode.

The screenshot shows a dialog box titled "Edit Insert Item - Margins 0.5 inches - Portrait". The "Label" field contains "Margins 0.5 inches - Portrait". Under the "Type" section, "Margins" is selected with a radio button. The "Values" section shows "Page Break has no parameters" and three empty text boxes with "Browse" buttons. Below these are four spinners for "Left", "Right", "Top", and "Bottom" margins, all set to "0.500 in.". The "Portrait" radio button is selected. There are also "Header" and "Footer" sections with text boxes, alignment dropdowns, and "Skip first page" checkboxes. At the bottom, there is a "Default Tab Spacing" spinner set to "0.500 in." and a "Custom Tabs" text area. The "Create New Copy" checkbox is unchecked. The "Update" and "Cancel" buttons are visible at the bottom right.

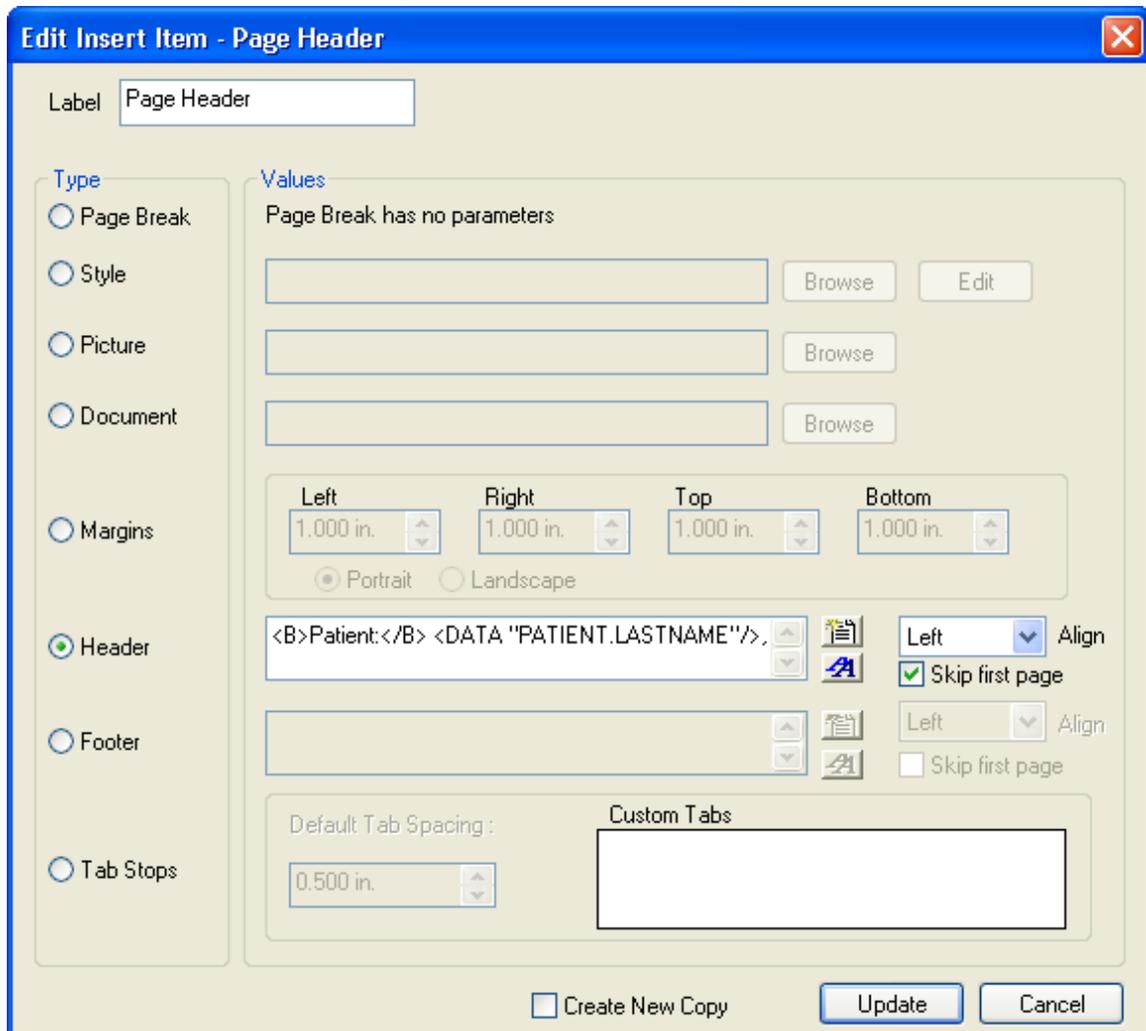
Insert - Margins example.

Insert - Header & Footer

The **Insert - Header** and **Insert - Footer** items are used to insert a block of text at the top or bottom of every page in the report. Typically this includes the patient's name, test date, and page number.

This type of item is typically marked as **Auto Selected** in the report template. As such, no user interaction is required during report generation.

The example shown below is for an item called **Page Header**, it is used to insert the patient's name, test date, and page number at the top of every page in the report. Note that the first page of the report can be skipped (Skip first page check box).



Insert - Header example.

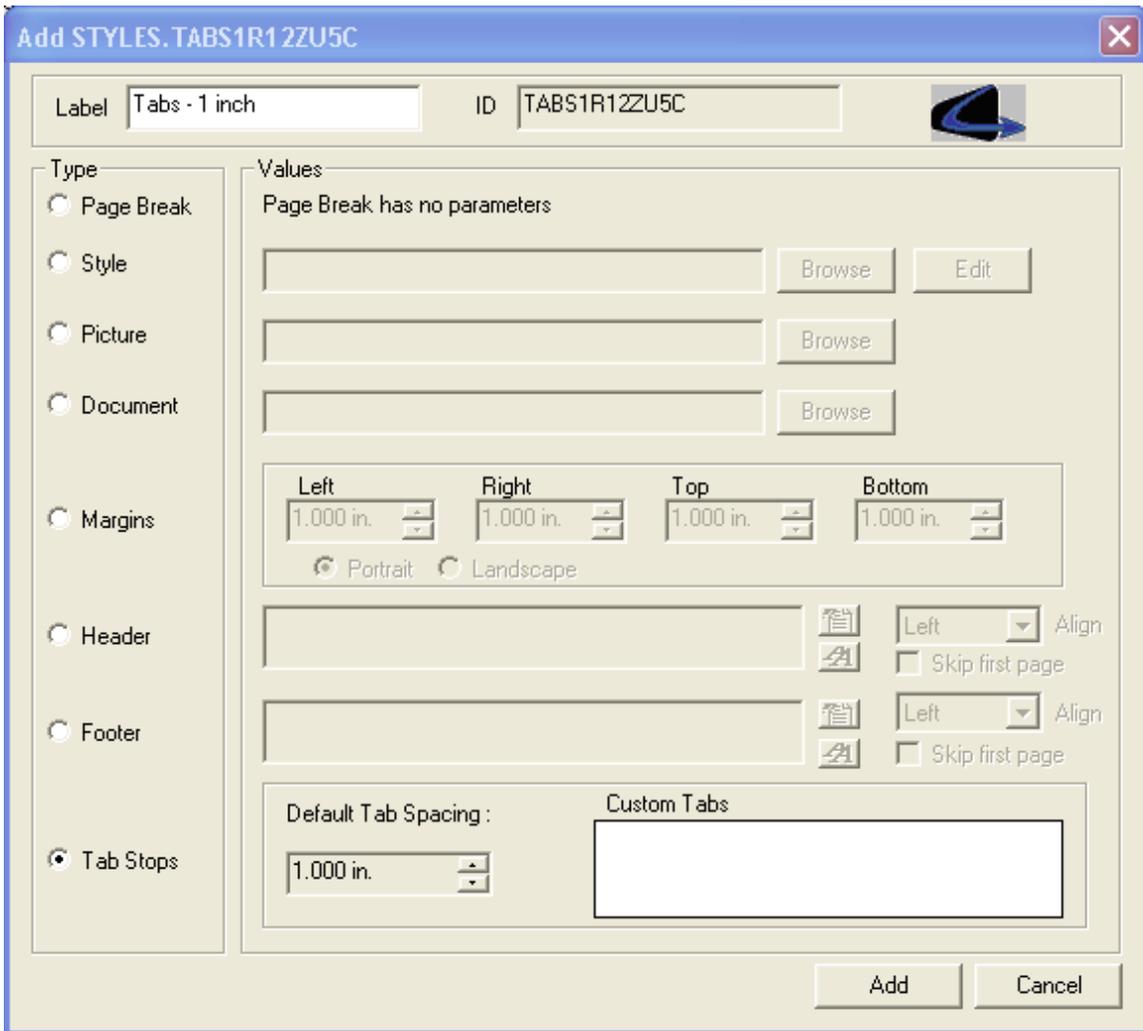
Headers and Footers are created by entering **Text**, **Tokens**  and **Formatting Tags**  into the designated box.

Insert - Tab Stops

The **Insert - Tab Stops** item can be used to override the default 0.5 inch tab stops in the report document.

This type of item is typically marked as **Auto Selected** in the report template. As such, no user interaction is required during report generation.

The example shown below is for an item called **Tabs - 1 inch**, it is used to set the tab stops to 1 inch.



The screenshot shows a dialog box titled "Add STYLES.TABS1R1 2ZU5C". The "Label" field contains "Tabs - 1 inch" and the "ID" field contains "TABS1R12ZU5C". The "Type" section has "Tab Stops" selected. The "Values" section shows "Page Break has no parameters" and three empty text boxes with "Browse" buttons. The "Margins" section shows "Left", "Right", "Top", and "Bottom" all set to "1.000 in." with "Portrait" selected. The "Header" and "Footer" sections show empty text boxes with "Left" alignment and "Skip first page" unchecked. The "Default Tab Spacing" is set to "1.000 in." and the "Custom Tabs" list is empty. "Add" and "Cancel" buttons are at the bottom right.

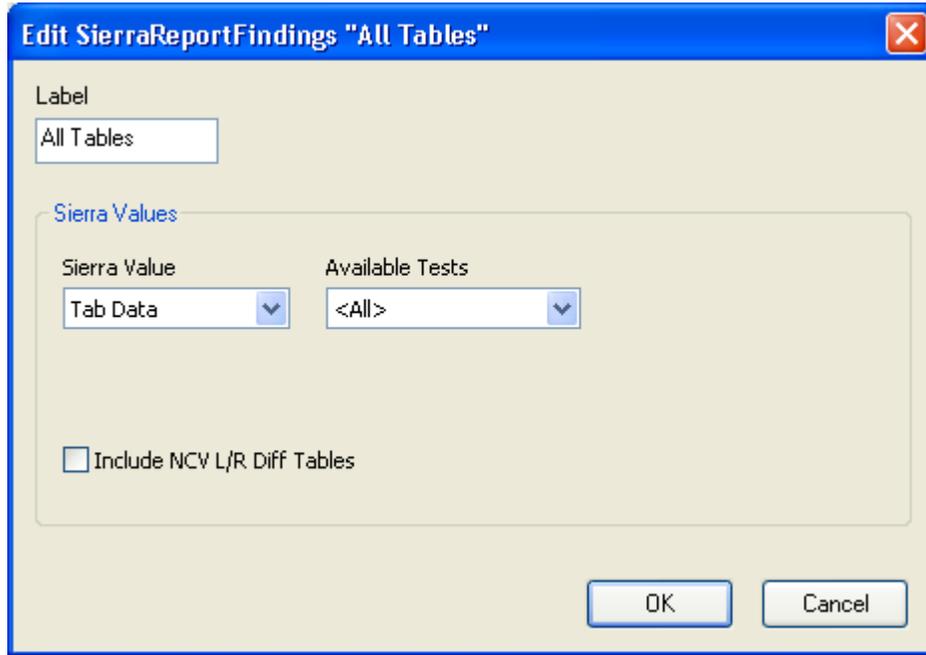
Insert - Tab Stops example.

Sierra Item (Traces & TabData)

The **Sierra Item** is used to place Sierra Wave test data into the report. This includes traces, results tables, stimulus tables, and NCV/EMG Sentence Generator options.

This type of item is typically marked as **Auto Selected** in the report template. As such, no user interaction is required during report generation. However, the **exception** to this rule would be when using the **Sentence Generator** options, these should never be Auto Selected.

The example shown below is for an item called **All Tables**, it is used to insert the results tables for all tests performed during the exam into the report.



Example of a Sierra Item, this one inserts the all the TabData tables.

When a Sierra Item is created the **Sierra Value** and **Available Tests** fields must be indicated.

Sierra Value	Available Tests	Function
Markers*	Not applicable.	Inserts a table showing the values for the Time and Amplitude markers in the current test only.

Results*	Not applicable.	Inserts a table of auto-cursor values for the current test only.
Stim History*	Not applicable.	Inserts a table showing the stimulus parameters, display gain, hicut, locut, and sweep speed for each trial/trace in the current test only.
Stim History (All EP Tests)	Not Applicable.	Inserts a stimulus history table for every EP test protocol in the data file.
AEP Amp History	Not Applicable.	Inserts a table showing the amplifier settings for the AEP test protocol.
TabData	All, AEP, Blink, EMG, F-Wave, H-Reflex, NCV, RNS, SEP Lower, SEP Upper, SFEMG, SSFEMG, VEP, P300, MUNE-Incr, MUNE-MPS, RR Interval, Real-time SFEMG, Macro EMG, and EMG Guidance.	Inserts summary tables for all the tests performed on the patient (All) or for a selected test.
TabData Waves	All, AEP, Blink, EMG, F-Wave, H-Reflex, NCV, RNS, SEP Lower, SEP Upper, SFEMG, SSFEMG, VEP, P300, MUNE-Incr, MUNE-MPS, RR Interval, Real-time SFEMG, Macro EMG, and EMG Guidance.	Inserts trace graphics for all the tests performed on the patient (All) or for a selected test.
Waves*	Not applicable.	Inserts the trace graphics for the current test only.
NCV Sentence	Not applicable.	Inserts the results of the NCV sentence generator from the TabData window.
EMG Sentence	Not applicable.	Inserts the results of the EMG sentence generator from the TabData window.
NCV and EMG Sentence	Not applicable.	Inserts the results of both the NCV/F/H and EMG sentence generator from the TabData window.

NCV/F/H Sentences	Not applicable	Inserts the results of the NCV, F, and H sentence generator from the TabData window.
F Wave Sentence	Not applicable	Inserts the results of the F Wave sentence generator from the TabData window.
H-Reflex Sentence	Not applicable	Inserts the results of the H-Reflex sentence generator from the TabData window.
EP Sentence	Not applicable.	Inserts the results of the EP sentence generator (All EP Tests) from the TabData window.
EP Sentence for Current Test	Not applicable.	Inserts the results of the EP sentence generator (currently selected EP test only) from the TabData window.
TabData L/R Diff	NCV	Inserts summary tables for the NCV Left vs. Right side difference measurements.
DataLAB Table	Not applicable.	Inserts a summary table showing all DataLAB results for the patient.
AnatomyVIEW Muscles	Not applicable.	Inserts the AnatomyView Muscle Data graphic for the patient.
AnatomyVIEW Nerves	Not applicable.	Inserts the AnatomyView Nerve Data graphic for the patient.
MMUA Table	Not applicable.	Inserts the MMUA results table for the patient.
MMUA Waves	Not applicable.	Inserts a summary of the MMUA traces for the patient.
Real Time SFEMG Summary	Not applicable.	Inserts a table containing only the summary information from the Real Time SFEMG test protocol.

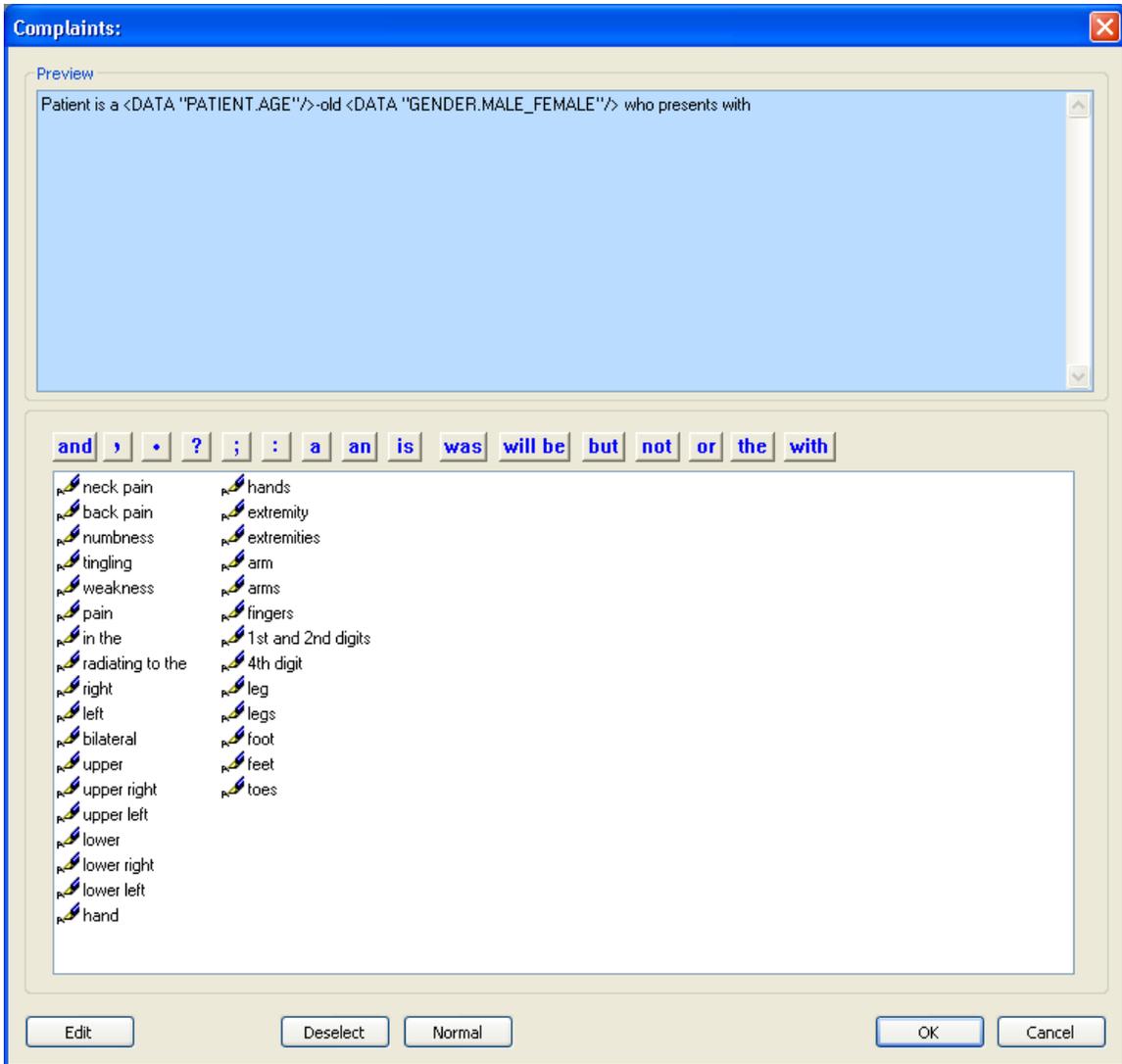
* These items are only used in the default factory report template, "Current Test".

Select Item

The **Select Item** is used to complete sentences by choosing words or phrases from a pre-defined list. It is somewhat similar to the Paragraph item with the exception that you can't place pre-defined text boxes between your choice lists like you can in a Paragraph item. A Select item also comes with pre-defined buttons for selecting words such as "and", "or", "with", "was", "the", "not", and others. Select items can contain special commands, called **Tokens**, to insert patient information, test information, or formatting tags.

Shown below is an item called **Complaints**. It is used to complete one or more sentences regarding the patient's complaints.

Click on a word, phrase, or button to complete the initial sentence shown in the Preview area at the top of the window.



Example of a Select Item called Chief Complaints.

Select Item Buttons

The buttons that will be available at the bottom of the Select Item will vary depending on whether the item is used as a stand-alone item in the template or whether it is nested within a Narrative Item.

When the Select Item is used stand-alone (outside of a Narrative Item):



Clicking the Edit button will open an edit mode where permanent changes can be made to the item.



Clicking the Deselect button will 'undo' all selections that have been made within the item so you can make new selections.



Clicking the Normal button will automatically select the choices that have been programmed as the normal selections for the item.



When this box is checked the program will automatically advance to the next item in the template after the Done button is clicked. If the box is not checked the program will go back to the Fill In Report view.



When the Done button is clicked the item will be closed and any selections will be processed.

When the Select Item is used within a Narrative Item:



When the Done button is clicked the item will be closed and selections processed.



Clicking the Cancel button will close the item and any selections will be ignored.



Clicking the Deselect button will 'undo' all selections that have been made within the item and will then close the item.



Clicking the Reset button will return the item back to its default state so that all new selections can be made.



Clicking this button will clear all previous selections and the initial sentence.

Adding additional choices to a Select Item during report generation.

During report generation Select Items can be edited on-the-fly. The method used to make the edits will depend on how the item is used within the template.

When the Select Item is used stand-alone (outside of a Narrative Item):

First click the **Edit** button to enter edit mode, this is the same mode that is seen when creating a new Select item. Type the new word or phrase into the box provided and then click the **Add** button. You can

use the Delete button to remove selections and the up/down arrows to change the order of the selections.



Alphabetize button  - click here to automatically alphabetize all the words in the list.

Insert Token button  - click here to add a Patient or Test Information token to the associated box. See the Tokens topic for more information.

Insert Formatting button  - click here to add a formatting tag to the associated box. See the Formatting Tags topic for more information.

Click the **Update** button to save your changes.



When the Select Item is used within a Narrative Item:

Type the new word or phrase into the box provided at the bottom of the window, then click the **Add** button.



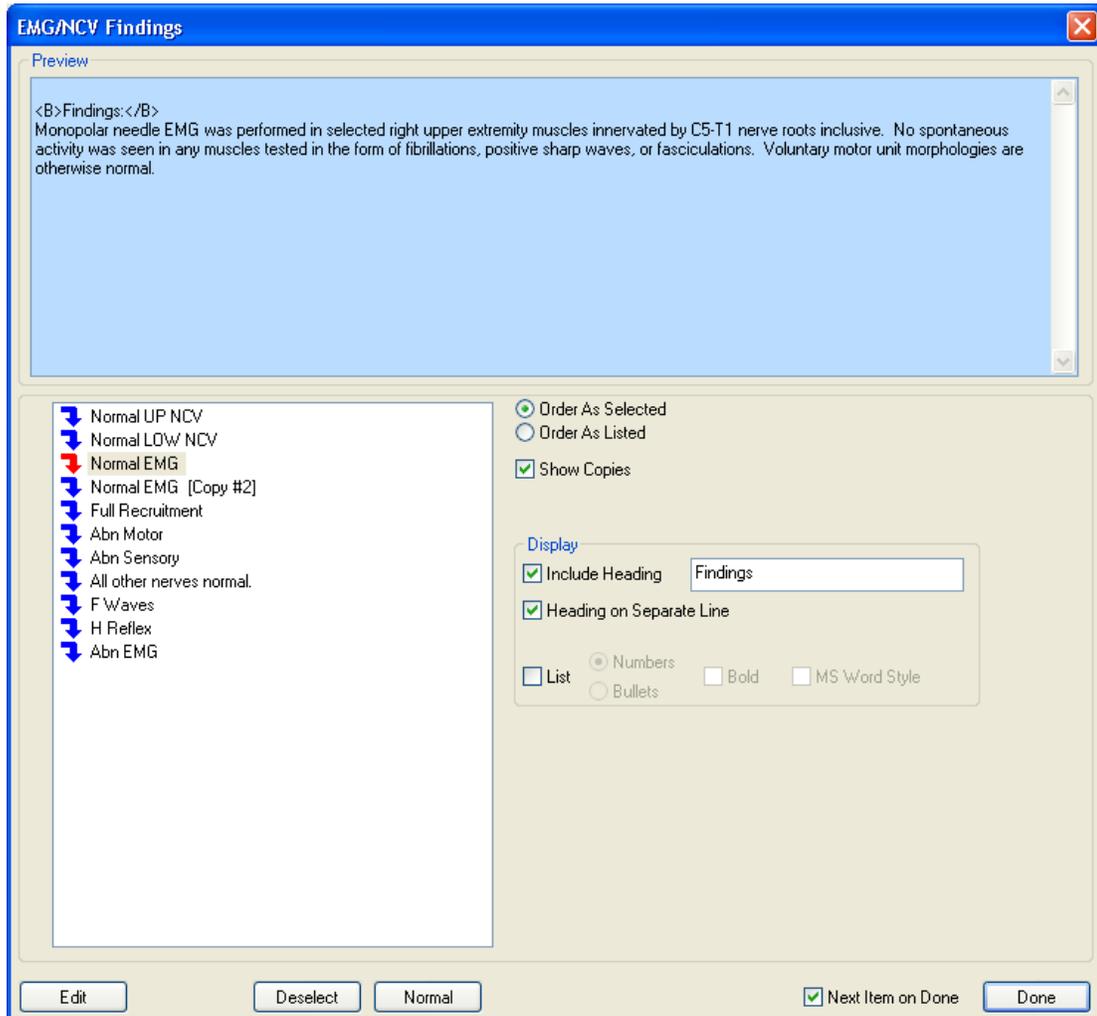
Click the **Done** button to save your changes.



Narrative Item

The **Narrative Item** is the most powerful item type and is used to group other **Paragraph**, **Select**, **Insert**, or **Multi** items into a single selection menu. For example, you could group all the Paragraph items that are used for completing the Findings section of the report into a single selection window. This will allow you to choose the appropriate items from a large list during report generation.

Shown below is an example Narrative item called **EMG/NCV Findings**. This item groups all the individual paragraph items, that involve EMG/NCV Findings, into one complete menu. The Normal EMG item has already been selected, this is indicated by the "red" arrow and by the text shown in the Preview area at the top of the window.



Narrative Item - example.

Selecting Items:

Click on an item to select it. As each item is selected its individual content window (Paragraph, Select, or Multi) will be displayed. This allows the contents of the item to be confirmed and any selections within the item to be made. After clicking the **Done** button the item's contents will be displayed in the preview area at the top of the Narrative.

Item Copies:

The program can automatically place a copy of selected items into the Narrative list (Normal EMG [Copy #2] shown in the above example).

This allows the item to be used again so that different selections can be made.

Preview Box:

You can click the mouse within the Preview text box (shaded light blue) and simply type to add additional text or press the Enter key to create blank lines.

Check Boxes:

The screenshot shows a 'Display' dialog box with the following options:

- Include Heading (with a text box containing 'Findings')
- Heading on Separate Line
- List
- Numbers
- Bullets
- Bold
- MS Word Style
- Show Copies

Include Heading - when this box is checked the text entered in the box to the right will be inserted into the report as a heading (the text is automatically bolded and a colon (:) is added).

Heading on Separate Line - when this box is checked the results of the Narrative will be placed on the line below the heading rather than starting on the same line as the heading.

List

- **Numbers** - when this option is enabled each selected item in the Narrative will be numbered in the report. This is shown in the example below.

```
<B>FINDINGS</B>:
1. Motor and sensory nerve conduction studies revealed normal distal latencies, amplitudes and conduction velocities for bilateral median and ulnar nerves. F-wave latencies were within the normal limits for all nerves tested.

2. Monopolar needle EMG was performed in selected bilateral upper extremity muscles innervated by C5-T1 nerve roots inclusive. No spontaneous activity was seen in any muscles tested in the form of fibrillations, positive sharp waves, or fasciculations. Voluntary motor unit morphologies are otherwise normal.
```

Numbered items.

Bold - when checked, the numbers will be displayed in bold text.

MS Word Style - when checked, the format & style that is used for the numbers will be taken from Word's Normal template.

- **Bullets** - when this option is enabled each selected item in the Narrative will be bulleted in the report.

Bold - when checked, the bullets will be displayed in bold text.

MS Word Style - when checked, the format & style that is used for the bullets will be taken from Word's Normal template.

Show Copies - when checked, a copy of selected items is shown in the Narrative list (Normal EMG [Copy #2] shown in the above example). This allows the item to be used again so that different selections can be made. When unchecked, copies of selected items are not shown in the Narrative list.

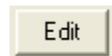
Ordering Options:

- Order As Selected
- Order As Listed

Order As Selected - when this option is selected the items will appear in the report in the order they were selected within the Narrative.

Order As Listed - when this option is selected the items will always appear in the report in the same order listed in the Narrative, not in the order they were selected.

Narrative window buttons:



Clicking the Edit button will open the Narrative edit mode window. The edit window can be used to make permanent changes to each item assigned to the Narrative and to add or delete items.



Clicking the Deselect button will 'undo' all selections that have been made within the Narrative so you can make new selections.



Clicking the Normal button will automatically select those items that have been programmed as the normal

default selections for the Narrative.



When this box is checked the program will automatically advance to the next item in the template after the Done button is clicked. If the box is not checked the program will go back to the Fill In Report view.



When the Done button is clicked the Narrative will be closed and any selections will be processed.

Table Item

The **Table Item** is used to build a table of patient & test information. The number of rows and columns can be specified and the individual cells within the table can contain simple text or "Tokens".

Table Items are usually **always** marked as **Auto Selected** items within the report template. As such, they do not require any user interaction during report generation.

The example shown below is an item called **Patient Block**. It is used to insert patient demographics, in table form, into the report. This item is used in all the factory default templates.

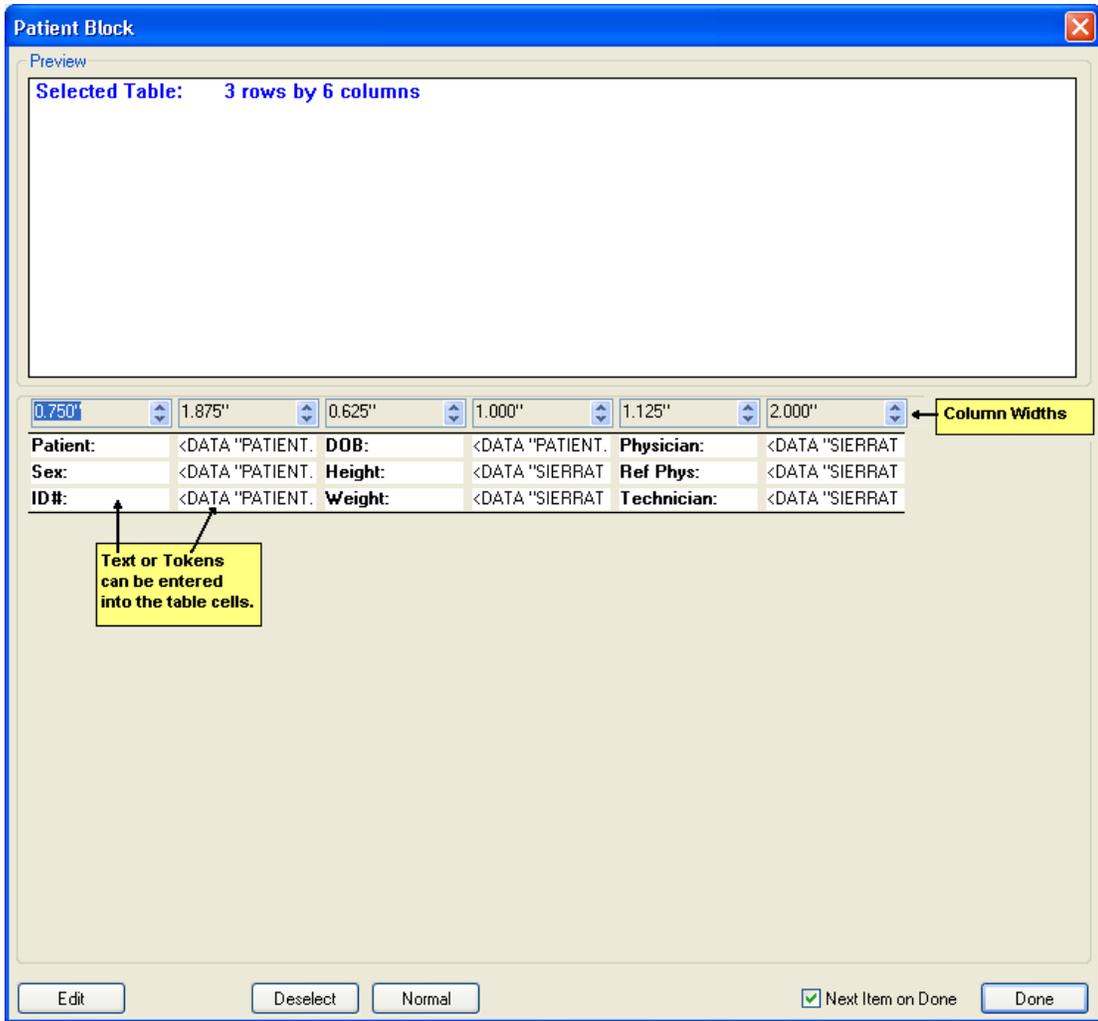


Table Item example.

Shown below is the result of the **Patient Block** item as seen in the report document.

Patient:	Demo Data	DOB:	11/30/1952	Physician:	Mike Smith, M.D.
Sex:	Male	Height:	6 ft.	Ref Phys:	Jack Owens, M.D.
ID#:	ABC-123	Weight:	180 lbs.	Technician:	D. Jensen

Multi Item

The **Multi Item** is not used in Sierra Wave report generation and therefore will not be discussed in this Help file.

Report Item Editor

Opening the Report Item Editor

The **Report Item Editor** allows you to Create, Edit, and Delete items without having to first open a report template in Edit mode.

To Open the Report Item Editor

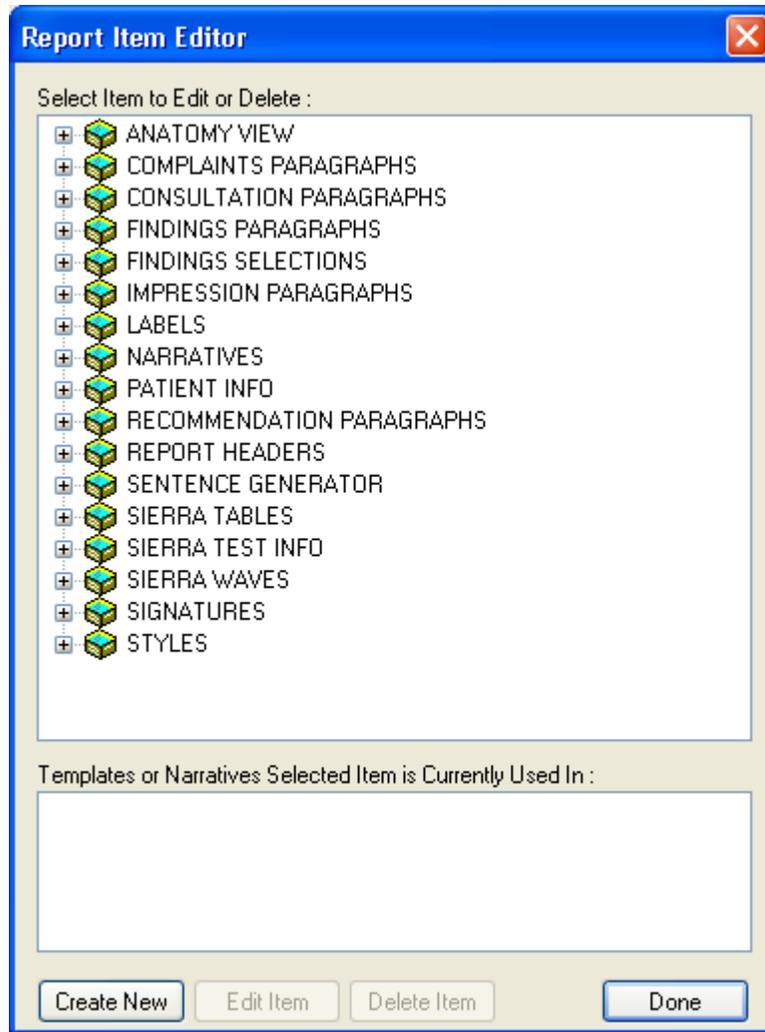
From Within the Sierra Wave program:

- Select **Launch QuickReport and Select Template** from the **File** menu.

From the Windows Desktop:

- Double click the **QuickReport icon**.

After the QuickReport window is displayed, select **Edit Items** from the **File** menu. The **Report Item Editor** will be displayed.



Report Item Editor window.

Item categories are indicated by this icon . Click the plus sign (+) in front of a category name to view the individual items that are stored within that category.

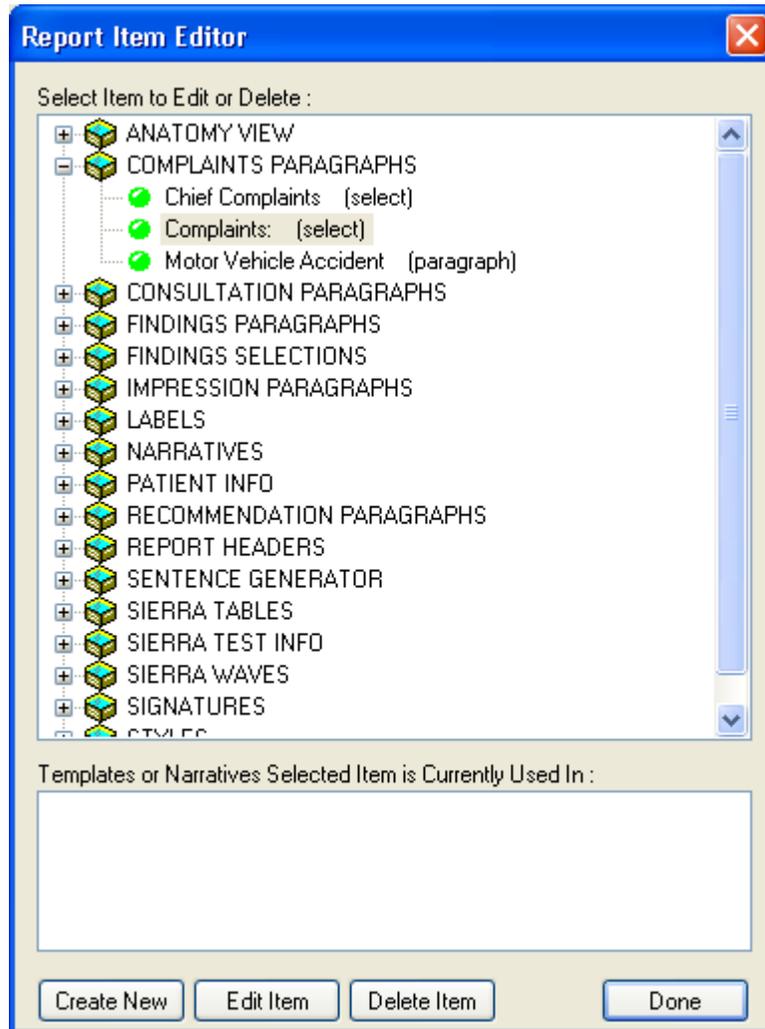


For a description of all the factory default report items, click here.

To select an item, single click on the item's name to highlight it. The bottom section of the window will display a list of all the Templates and/or Narrative Items that the selected item is used in.

In the example shown below the **Complaints Paragraphs** category has been expanded and the **Complaints** item has been selected. Observe that the item type is shown in brackets after the item's name, in this case Complaints is a **(select)** item type.

The bottom part of this window indicates that the Complaints item is not used in any report templates.



Complaints Paragraphs category expanded.

Report Item Editor Buttons



Click this button to create a new item. See the topic, "Creating New Items" for more detailed information.



Click this button to open an edit mode window for the currently selected item. See the topic, "Editing Items" for more detailed information.



Click this button to delete the item from the system. **Note that this will remove the item from all Templates and Narrative Items that it is used in.**



Click this button to close the Report Item Editor.

Factory Default Items

Listed in the tables below are the **factory default report items**, their corresponding item type, function, and the report template or narrative item they are used in. Systems purchased prior to May 2008 may have a slightly different list.



Not all items listed are used in a report template or narrative item, this is indicated by the dashed lines (----) in the "Used In" field. These items are available to insert into new or existing templates.

- ANATOMY VIEW
 - Anatomy Graphic (Muscles) (sierra)
 - Anatomy Graphic (Nerves) (sierra)
 - Anatomy View Key (ALL) (insert)
 - Anatomy View Key (Muscles) (insert)
 - Anatomy View Key (Nerves) (insert)
 - Anatomy View Label (paragraph)

Item Name	Item Type	Function	Used In
Anatomy Graphic (Muscles)	Sierra	Used to insert the AnatomyVIEW Muscle Data graphic into the report.	Full Report with SG and AV.
Anatomy Graphic (Nerves)	Sierra	Used to insert the AnatomyVIEW Nerve Data graphic into the report.	Full Report with SG and AV.
Anatomy View Key (ALL)	Insert	Used to insert the normal/abnormal keys into the report.	Full Report with SG and AV.
Anatomy View Key (Muscles)	Insert	Used to insert only the normal/abnormal key for muscle data into the report.	----
Anatomy View Key (Nerves)	Insert	Used to insert only the normal/abnormal key for nerve data into the report.	----
Anatomy View Label	Paragraph	Can be used to insert the text "Anatomy View" into the report.	Full Report with SG and AV.

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- COMPLAINTS PARAGRAPHS
 - Chief Complaints (select)
 - Complaints: (select)
 - Motor Vehicle Accident (paragraph)

Item Name	Item Type	Function	Used In
Chief Complaints	Select	Used to create a sentence describing the patient's complaints.	----
Complaints:	Select	Used to create a sentence describing the patient's complaints.	Assigned to Custom Field #1 in patient information window.
Motor Vehicle Accident	Paragraph	Can be used to create a sentence describing when MVA occurred and what are presenting complaints.	----

- CONSULTATION PARAGRAPHS
 - Allergic to (paragraph)
 - Functional history (paragraph)
 - Manual muscle testing (paragraph)
 - Muscle stretch reflexes (paragraph)
 - No allergies (paragraph)
 - No Medications (paragraph)
 - No significant Past Medical History (paragraph)
 - No Surgical History (paragraph)
 - Past Medical History significant for (paragraph)
 - Positive Surgical History (paragraph)
 - Provocative testing (paragraph)
 - Sensation (paragraph)
 - Taking Medication (paragraph)

Item Name	Item Type	Function	Used In
Allergic to	Paragraph	Used to document patient allergies.	Patient History / Exam Narrative
Functional history	Paragraph	Used to document patient's occupation and dependence.	Patient History / Exam Narrative
Manual muscle testing	Paragraph	Used to document muscle strength	Patient History / Exam Narrative
Muscle stretch reflexes	Paragraph	Used to document muscle reflexes.	Patient History / Exam Narrative
No allergies	Paragraph	Used to document no patient allergies.	Patient History / Exam Narrative
No Medications	Paragraph	Used to document that no medications are currently being taken.	Medications: Narrative

No Significant Past Medical History	Paragraph	Used to document no significant past medical history.	Patient History / Exam Narrative
No Surgical History	Paragraph	Used to document no past surgical history.	Patient History / Exam Narrative
Past Medical History significant for	Paragraph	Used to document significant past medical history.	Patient History / Exam Narrative
Positive Surgical History	Paragraph	Used to document patient's past surgical history.	Patient History / Exam Narrative
Provocative testing	Paragraph	Used to document results of provocative testing, like Tinel's sign.	Patient History / Exam Narrative
Sensation	Paragraph	Used to document sensation testing.	Patient History / Exam Narrative
Taking Medication	Paragraph	Used to document patient's current medications.	Medications: Narrative

-  FINDINGS PARAGRAPHS
-  Abn EMG (paragraph)
 -  Abn Motor (paragraph)
 -  Abn Sensory (paragraph)
 -  All other nerves normal. (paragraph)
 -  F Waves (paragraph)
 -  Full Recruitment (paragraph)
 -  H Reflex (paragraph)
 -  Normal EMG (paragraph)
 -  Normal LOW NCV (paragraph)
 -  Normal UP NCV (paragraph)

Item Name	Item Type	Function	Used In
Abn EMG	Paragraph	Used to describe abnormal EMG findings as neuropathic or myopathic.	EMG/NCV Findings Narrative
Abn Motor	Paragraph	Used to create sentences describing motor nerve conduction results.	EMG/NCV Findings Narrative
Abn Sensory	Paragraph	Used to create sentences describing sensory nerve conduction results.	EMG/NCV Findings Narrative
All other nerves normal.	Paragraph	Used to enter the sentence, "All other nerves tested were within normal limits".	EMG/NCV Findings Narrative

F Waves	Paragraph	Used to create a sentence describing F Wave test results.	EMG/NCV Findings Narrative
H Reflex	Paragraph	Used to create a sentence describing H Reflex test results.	EMG/NCV Findings Narrative
Normal EMG	Paragraph	Used to create a sentence describing EMG results as normal in the selected upper/lower extremities.	EMG/NCV Findings Narrative
Normal LOW NCV	Paragraph	Used to create a sentence describing NCV results as normal in the lower extremities.	EMG/NCV Findings Narrative
Normal UP NCV	Paragraph	Used to create a sentence describing NCV results as normal in the upper extremities.	EMG/NCV Findings Narrative

-  **FINDINGS SELECTIONS**
- Abn Motor Selections (select)
 - Abn Sensory Selections (select)
 - F Wave Selections (select)

Item Name	Item Type	Function	Used In
Abn Motor Selections	Select	Same function as the Abn Motor paragraph item but implemented using a select item type.	----
Abn Sensory Selections	Select	Same function as the Abn Sensory paragraph item but implemented using a select item type.	----
F Wave Selections	Select	Same function as the F Wave paragraph item but implemented using a select item type.	----

-  **IMPRESSION PARAGRAPHS**
- Carpal Tunnel (paragraph)
 - No Evidence of other... (select)
 - Normal Study (paragraph)
 - Peripheral Neuropathy (paragraph)
 - Radiculopathy (paragraph)

Item Name	Item Type	Function	Used In
Carpal Tunnel	Paragraph	Used to create an impression sentence indicating Carpal Tunnel.	Impression: Narrative
No Evidence of other...	Select	Used to document that no other abnormalities were found.	Impression: Narrative

Normal Study	Paragraph	Used to create an impression sentence indicating a Normal Study.	Impression: Narrative
Peripheral Neuropathy	Paragraph	Used to create an impression sentence indicating Peripheral Neuropathy.	Impression: Narrative
Radiculopathy	Paragraph	Used to create an impression sentence indicating Radiculopathy.	Impression: Narrative

-  LABELS
-  EMG & NCV Findings Label (paragraph)
 -  EMG Findings Label (paragraph)
 -  EP Findings Label (paragraph)
 -  F Wave Findings Label (paragraph)
 -  H Reflex Findings Label (paragraph)
 -  NCV Findings Label (paragraph)
 -  NCV Waveforms Label (paragraph)
 -  Waveforms Label (paragraph)

Item Name	Item Type	Function	Used In
EMG & NCV Findings Label	Paragraph	Used to insert the text "EMG & NCV Findings:" into the report.	Full Report with DataLAB, Full Report with Sentence Gen, Full Report with SG and AV.
EMG Findings Label	Paragraph	Can be used to insert the text "EMG Findings:" into the report.	-----
EP Findings Label	Paragraph	Can be used to insert the text "EP Findings:" into the report.	-----
F Wave Findings Label	Paragraph	Can be used to insert the text "F Wave Findings" into the report.	-----
H Reflex Findings Label	Paragraph	Can be used to insert the text "H Reflex Findings" into the report.	-----
NCV Findings Label	Paragraph	Can be used to insert the text "NCV Findings:" into the report.	-----
NCV Waveforms Label	Paragraph	Can be used to insert the text "NCV Waveforms:" into the report.	-----

Waveforms Label	Paragraph	Used to insert the text "Waveforms:" into the report	Full Report (manual Findings), Full Report with Sentence Gen, Full Report with DataLAB, Full Report with SG and AV, MMUA Report, TabData w/Traces.
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-  **NARRATIVES**
-  **EMG/NCV Findings** (narrative)
 -  **Impression:** (narrative)
 -  **Medications:** (narrative)
 -  **Patient History / Exam:** (narrative)
 -  **Recommendations** (narrative)

Item Name	Item Type	Function	Used In
EMG/NCV Findings	Narrative	Used to create the EMG and NCV Findings section of the report.	Full Report (manual Findings) template
Impression:	Narrative	Used to create the Impression section of the report.	Assigned to Custom Field #4 in patient information window.
Medications:	Narrative	Used to create the Medications section of the report.	Assigned to Custom Field #2 in the patient information window.
Patient History /Exam:	Narrative	Used to create the Patient History / Exam section of the report.	Assigned to Custom Field #3 in the patient information window.
Recommendations	Narrative	Used to create the Recommendations section of the report.	Assigned to Custom Field #5 in the patient information window.

-  PATIENT INFO
 -  Age (paragraph)
 -  Birthdate (paragraph)
 -  Custom Field 1 (paragraph)
 -  Custom Field 10 (paragraph)
 -  Custom Field 2 (paragraph)
 -  Custom Field 3 (paragraph)
 -  Custom Field 4 (paragraph)
 -  Custom Field 5 (paragraph)
 -  Custom Field 6 (paragraph)
 -  Custom Field 7 (paragraph)
 -  Custom Field 8 (paragraph)
 -  Custom Field 9 (paragraph)
 -  First name (paragraph)
 -  Full name (paragraph)
 -  Last name (paragraph)
 -  Middle name (paragraph)
 -  Patient Block (table)
 -  Patient Block 2 (table)
 -  Patient ID (paragraph)
 -  Sex (paragraph)

Item Name	Item Type	Function	Used In
Age	Paragraph	Can be used to enter the patient's age.	----
Birthdate	Paragraph	Can be used to enter the patient's birthdate.	----
Custom Field 1	Paragraph	Used to insert the contents of Custom Field #1 found in the Patient Information window into the report. By default this is the Chief Complaints.	All default templates
Custom Field 10	Paragraph	Can be used to insert the contents of Custom Field #10 from the Patient Information window.	----
Custom Field 2	Paragraph	Used to insert the contents of Custom Field #2 from the Patient Information window. By default this is the Medications.	All default templates
Custom Field 3	Paragraph	Used to insert the contents of Custom Field #3 from the Patient Information window. By default this is the Patient History / Exam	All default templates
Custom Field 4	Paragraph	Used to insert the contents of Custom Field #4 from the Patient Information window. By default this is the Impressions.	All default templates
Custom Field 5	Paragraph	Can be used to insert the contents of Custom Field #5 from the Patient Information window.	----
Custom Field 6	Paragraph	Can be used to insert the contents of Custom Field #6 from the Patient Information window.	----

Custom Field 7	Paragraph	Can be used to insert the contents of Custom Field #7 from the Patient Information window into the report.	----
Custom Field 8	Paragraph	Can be used to insert the contents of Custom Field #8 from the Patient Information window into the report.	----
Custom Field 9	Paragraph	Can be used to insert the contents of Custom Field #9 from the Patient Information window into the report.	----
First Name	Paragraph	Can be used to enter the patient's first name.	----
Full Name	Paragraph	Can be used to enter the patient's full name.	----
Last Name	Paragraph	Can be used to enter the patient's last name.	----
Middle Name	Paragraph	Can be used to enter the patient's middle name.	----
Patient Block	Table	Used to insert a table containing the patient's name, height, weight, sex, id, and date of birth. Also the physician, ref. physician, and technician names.	All default templates
Patient Block 2	Table	Can be used to insert a table like Patient Block above but without height, weight, or technician name.	----
Patient ID	Paragraph	Can be used to enter the patient's ID#.	----
Sex	Paragraph	Can be used to enter the patient's sex.	----

-  **RECOMMENDATION PARAGRAPHS**
-  Continue current management (paragraph)
 -  Continue use of splint (paragraph)
 -  Follow-up with Ref. Physician (paragraph)
 -  Recommendations (paragraph)
 -  Repeat studies (paragraph)
 -  Suggest MRI and surgical eval (paragraph)
 -  Suggest surgical evaluation (paragraph)

Item Name	Item Type	Function	Used In
Continue current management	Paragraph	Used to recommend that patient continues current treatment.	Recommendation: Narrative
Continue use of splint	Paragraph	Used to recommend continued use of splint.	Recommendation: Narrative
Follow-up with Ref. Physician	Paragraph	Used to recommend that patient follow-up with referring physician.	Recommendation: Narrative
Recommendations	Paragraph	Used to create a sentence for recommendations.	----
Repeat Studies	Paragraph	Used to recommend that studies be repeated on the patient.	Recommendation: Narrative

Suggest MRI and Surgical eval	Paragraph	Used to recommend that patient receive MRI and surgical evaluation.	Recommendation: Narrative
Suggest surgical evaluation	Paragraph	Used to recommend that patient receive a surgical evaluation.	Recommendation: Narrative

 REPORT HEADERS

-  Insert ReportHeader.doc (insert)

Item Name	Item Type	Function	Used In
Insert ReportHeader.doc	Insert - Document	Used to insert the contents of a file called "Report Header.doc" into the report at the top of the first page. This file is located in the C:\Cadwell\Sierra Wave folder.	All default templates

 SENTENCE GENERATOR

-  EMG Sentence (paragraph)
-  EMG Sentence Gen (sierra)
-  EMG/NCV Sentence (paragraph)
-  EMG/NCV Sentence Gen (sierra)
-  EP Sentence Gen (ALL) (sierra)
-  EP Sentence Gen (Current Test) (sierra)
-  F Wave Sentence Gen (sierra)
-  H Reflex Sentence Gen (sierra)
-  NCV Sentence Gen (sierra)
-  NCV/F/H Sentence (paragraph)
-  NCV/F/H Sentence Gen (sierra)

Item Name	Item Type	Function	Used In
EMG Sentence	Paragraph	Can be used to insert the EMG Sentence Generator results into a narrative item.	-----
EMG Sentence Gen	Sierra	Used to insert both the EMG Sentence Generator results into the report.	Full Report with DataLAB, Full Report with Sentence Gen, and Full Report with SG and AV.
EMG/NCV Sentence	Paragraph	Can be used to insert the EMG and NCV Sentence Generator results into a narrative item.	-----
EMG/NCV Sentence Gen	Sierra	Used to insert both the EMG and NCV Sentence Generator results into the report.	-----

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EP Sentence Gen (ALL)	Sierra	Can be used to insert the EP Sentence Generator results (All EP tests) into the report.	-----
EP Sentence Gen (Current Test)	Sierra	Can be used to insert the EP Sentence Generator results (only for the currently selected EP test) into the report.	-----
F Wave Sentence Gen	Sierra	Can be used to insert the F Wave Sentence Generator results into the report.	-----
H Reflex Sentence Gen	Sierra	Can be used to insert the H Reflex Sentence Generator results into the report.	-----
NCV Sentence Gen	Sierra	Can be used to insert the NCV/F/H Sentence Generator results into a report.	-----
NCV/F/H Sentence	Paragraph	Can be used to insert the EMG and NCV/F/H Sentence Generator results into a narrative item.	-----
NCV/F/H Sentence Gen	Sierra	Used to insert the EMG and NCV/F/H Sentence Generator results into the report.	Full Report with DataLAB, Full Report with Sentence Gen, and Full Report with SG and AV.

-  **SIERRA TABLES**
-  AEP Amp History [sierra]
 -  AEP tables [sierra]
 -  All Tables [sierra]
 -  Blink tables [sierra]
 -  DataLAB tables [sierra]
 -  EMG tables [sierra]
 -  F Wave tables [sierra]
 -  H Reflex tables [sierra]
 -  Macro EMG tables [sierra]
 -  Markers [sierra]
 -  MMUA Tables [sierra]
 -  NCV L/R Diff tables [sierra]
 -  NCV tables [sierra]
 -  P300 tables [sierra]
 -  Real Time SFEMG summary only [sierra]
 -  Real Time SFEMG tables [sierra]
 -  Results [sierra]
 -  RNS tables [sierra]
 -  SEP Lower tables [sierra]
 -  SEP Upper tables [sierra]
 -  SFEMG tables [sierra]
 -  SSFEMG tables [sierra]
 -  Stim History (All Tests) [sierra]
 -  Stim History (Current Test) [sierra]
 -  VEP tables [sierra]

Item Name	Item Type	Function	Used In
AEP Amp History	Sierra	Can be used to insert only the amplifier settings for the AEP test protocol.	-----
AEP Tables	Sierra	Can be used to insert only the AEP section of the TabData tables.	-----
All Tables	Sierra	Used to insert all the TabData tables for the patient.	TabData w/Traces, TabData w/o Traces, Full Report (manual Findings), Full Report with Sentence Gen, Full Report with SG and AV, Full Report with DataLAB.
Blink Tables	Sierra	Can be used to insert only the Blink section of the TabData tables.	-----
DataLAB Tables	Sierra	Can be used to insert the summary table of all DataLAB results.	Full Report with DataLAB
EMG Tables	Sierra	Can be used to insert only the EMG section of the TabData tables.	-----
F Wave Tables	Sierra	Can be used to insert only the F Wave section of the TabData tables.	-----
H Reflex Tables	Sierra	Can be used to insert only the H Reflex section of the TabData tables.	-----
Macro EMG Tables	Sierra	Can be used to insert only the Macro EMG section of the TabData tables.	-----
Markers	Sierra	Used to insert the Time & Amplitude marker information for the current test.	Current Test
MMUA Tables	Sierra	Can be used to insert the MMUA summary table.	MMUA Report
NCV L/R Diff Tables	Sierra	Used to insert the NCV Left vs. Right difference tables.	TabData w/Traces, TabData w/o Traces, Full Report, Full Report with Sentence Gen.
NCV Tables	Sierra	Can be used to insert only the NCV section of the TabData tables.	-----
P300 Tables	Sierra	Can be used to insert only the P300 section of the TabData tables.	-----

Real Time SFEMG Summary Only	Sierra	Can be used to insert only the summary statistics from the Real Time SFEMG test protocol.	-----
Real Time SFEMG Tables	Sierra	Can be used to insert only the Real Time SFEMG section of the TabData tables.	-----
Results	Sierra	Used to insert the auto-cursor table for the current test.	Current Test
RNS Tables	Sierra	Can be used to insert only the RNS section of the TabData tables.	-----
SEP Lower Tables	Sierra	Can be used to insert only the SEP Lower section of the TabData tables. This includes all types of SEP Lower test results.	-----
SEP Upper Tables	Sierra	Can be used to insert only the SEP Upper section of the TabData tables. This includes all types of SEP Upper test results.	-----
SFEMG Tables	Sierra	Can be used to insert only the SFEMG section of the TabData tables.	-----
SSFEMG Tables	Sierra	Can be used to insert only the Stimulated - SFEMG section of the TabData tables.	-----
Stim History (All Tables)	Sierra	Can be used to insert stimulus history tables for all EP test protocols in the data file.	
Stim History (Current Test)	Sierra	Used to insert a table of stimulus parameters, gain, and filter settings for the current test.	Current Test
VEP Tables	Sierra	Can be used to insert only the VEP section of the TabData tables.	-----

-  SIERRA TEST INFO
-  Physician (paragraph)
 -  Ref Physician (paragraph)
 -  Technician (paragraph)
 -  Test Date (paragraph)

Item Name	Item Type	Function	Used In
Physician	Paragraph	Can be used to insert the physician's name as entered into the Patient Information window.	-----
Ref Physician	Paragraph	Can be used to insert the referring physician's name as entered into the Patient Information window.	-----

Technician	Paragraph	Can be used to insert the technician's name as entered into the Patient Information window.	-----
Test Date	Paragraph	Used to insert the test date into the report.	All default templates

-  SIERRA WAVES
-  AEP only (sierra)
 -  All TD Waves (12 per page) (sierra)
 -  All TD Waves (16 per page) (sierra)
 -  All TD Waves (25 per page) (sierra)
 -  All TD Waves (4 per page) (sierra)
 -  All TD Waves (6 per page) (sierra)
 -  All TD Waves (9 per page) (sierra)
 -  Blink only (sierra)
 -  EMG only (sierra)
 -  Fwave only (sierra)
 -  H reflex only (sierra)
 -  Macro EMG only (sierra)
 -  MMUA only (sierra)
 -  NCV only (sierra)
 -  P300 only (sierra)
 -  RNS only (sierra)
 -  SEP Lower only (sierra)
 -  SEP Upper only (sierra)
 -  SFEMG only (sierra)
 -  SSFEMG only (sierra)
 -  VEP only (sierra)
 -  Waves for Current Test (Lg) (sierra)
 -  Waves for Current Test (Med) (sierra)
 -  Waves for Current Test (Sml) (sierra)
 -  Waves for Current Test (xSml) (sierra)

Item Name	Item Type	Function	Used In
AEP Only	Sierra	Can be used to insert only the AEP traces into the report.	-----
All TD Waves (12, 16, 25, 4, 6, 9 per page)	Sierra	Used to insert all the waves available into the report. Number in brackets indicates how many waveform blocks per page. 9 per page is the default.	TabData w/Traces, Full Report, Full Report with Sentence Gen.
Blink Only	Sierra	Can be used to insert only the Blink traces into the report.	-----
EMG Only	Sierra	Can be used to insert only the EMG snapshot traces into the report.	-----
Fwave Only	Sierra	Can be used to insert only the F Wave traces into the report.	-----

H Reflex Only	Sierra	Can be used to insert only the H Reflex traces into the report.	-----
Macro EMG Only	Sierra	Can be used to insert only the Macro EMG traces into the report.	-----
MMUA Only	Sierra	Can be used to insert only the MMUA summary traces into the report.	MMUA Report
NCV Only	Sierra	Can be used to insert only the NCV traces into the report.	-----
P300 Only		Can be used to insert only the P300 traces into the report.	----
RNS Only	Sierra	Can be used to insert only the RNS traces into the report.	-----
SEP Lower Only	Sierra	Can be used to insert only the SEP Lower traces into the report. This includes all types of SEP Lower traces.	-----
SEP Upper Only	Sierra	Can be used to insert only the SEP Upper traces into the report. This includes all types of SEP Upper traces.	-----
SFEMG Only	Sierra	Can be used to insert only the SFEMG traces into the report.	-----
SSFEMG Only	Sierra	Can be used to insert only the Stimulated SFEMG traces into the report.	-----
VEP Only	Sierra	Can be used to insert only the VEP traces into the report.	-----
Waves for Current Test (Lg, Med, Sml, xSml)	Sierra	Can be used to insert the traces for the currently selected EP test. Default size is Medium.	Current Test

-  **SIGNATURES**
-  Signature (paragraph)
 -  Signature By Choice Selection (paragraph)
 -  Signature from Patient Info (paragraph)

Item Name	Item Type	Function	Used In
Signature	Paragraph	Can be used to insert a signature line and single physician name. Must enter physician's name into the item before using..	-----
Signature By Choice	Paragraph	Can be used to insert a signature line and also select from a list of physician names. Must edit the physician names prior to using.	-----

Signature from Patient Info	Paragraph	Used to insert a signature line and the physician's name, as entered into the Patient Information window.	Full Report (manual Findings), Full Report with Sentence Gen, Full Report with DataLAB, Full Report with SG and AV.
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-  STYLES
-  1 Carriage Return (paragraph)
 -  10pt Times Rt Just (insert)
 -  2 Carriage Returns (paragraph)
 -  3 Carriage Returns (paragraph)
 -  Heading Style 1 (insert)
 -  Margins 0.5 inches - Landscape (insert)
 -  Margins 0.5 inches - Portrait (insert)
 -  Normal 12pt Centered (insert)
 -  Normal Paragraph 12pt Times (insert)
 -  Normal Paragraph2, 10pt Times (insert)
 -  Page Break (insert)
 -  Page Footer (insert)
 -  Page Header (insert)
 -  Table Format - 9 pt Times (insert)
 -  Table Format2 - 9 pt Arial (insert)
 -  Todays Date (paragraph)

Item Name	Item Type	Function	Used In
1 Carriage Return	Paragraph	Used to insert one carriage return between items in a template.	All default templates
10pt Times Rt Just	Insert - Style	Used to insert a formatting style of 10 pt, Times New Roman, Right Justified text.	All default templates
2 Carriage Returns	Paragraph	Used to insert two carriage return between items in a template.	MMUA Report, TabData w/Traces.
3 Carriage Returns	Paragraph	Used to insert three carriage return between items in a template.	-----
Heading Style 1	Insert-Style	Can be used to insert the formatting style called "Heading Style 1" into the template. (14pt, Times New Roman, Bold, Center Justified)	-----
Margins 0.5 inches - Landscape	Insert-Margins	Can be used to set all the page margins to 0.5 inches and the page layout to landscape format.	-----
Margins 0.5 inches - Portrait	Insert-Margins	Used to set all the page margins to 0.5 inches and the page layout to portrait.	All default templates

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Normal 12pt Centered	Insert-Style	Used to insert the formatting style called "Normal 12pt Centered" into the template. (12pt, Times New Roman, Center Justified)	Current Test
Normal Paragraph 12pt Times	Insert-Style	Used to insert the formatting style called "Normal Paragraph 12pt Times" into the template. (12pt, Times New Roman, Left Justified)	All default templates
Normal Paragraph2 10pt Times	Insert-Style	Used to insert the formatting style called "Normal Paragraph2 10pt Times" into the template. (10pt, Times New Roman, Left Justified)	All default templates
Page Break	Insert-Page Break	Used to insert a manual page break between items in a template.	Full Report (manual Findings, Full Report with Sentence Gen, Full Report with DataLAB, Full Report with SG and AV.
Page Footer	Insert-Page Footer	Can be used to insert a page footer at the bottom of all pages of the report (except the first page).	-----
Page Header	Insert-Page Header	Used to insert a page header at the top of all pages of the report (except the first page).	All default templates
Table Format - 9pt Times	Insert-Style	Used to insert the formatting style called "Table Format 9pt Times" into the template. (9pt, Times New Roman, Left Justified)	All default templates
Table Format2 - 9pt Arial	Insert-Style	Can be used to insert the formatting style called "Table Format2 9pt Arial" into the template. (9pt Arial, Left Justified)	-----
Todays Date	Paragraph	Can be used to insert the current date into the report.	-----

Editing Items

Open the Report Item Editor

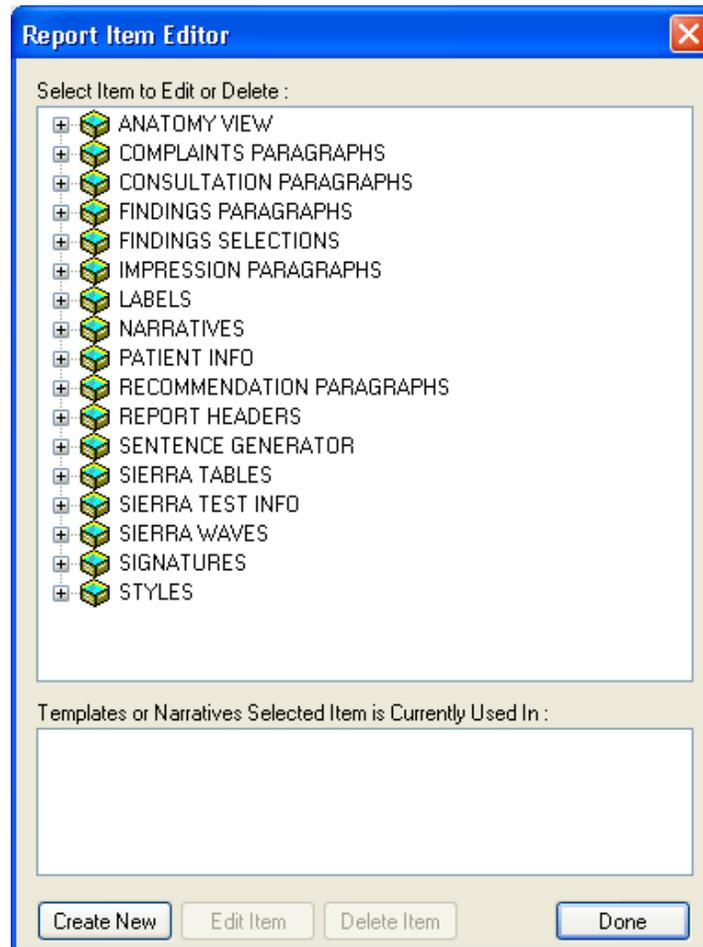
From Within the Sierra Wave program:

- Select **Launch QuickReport and Select Template** from the **File** menu.

From the Windows Desktop:

- Double click the **QuickReport icon**.

After the QuickReport window is displayed, select **Edit Items** from the **File** menu. The **Report Item Editor** will be displayed.



Report Item Editor window.

Item categories are indicated by this icon . Click the plus sign (+) in front of a category name to view the individual items that are stored within that category.

Select an item by clicking on the item's name. Click the **Edit Item** button to open an edit mode window.

After all edits have been made, click the **Update** button to save your changes. All places where this item is used (in Templates and/or Narrative Items) will be automatically updated with the changes.

Close the Report Item Editor by clicking the **Done** button.



Create New Copy check box: Use this box to create a copy of an existing item. The program will automatically change the Label and ID# for the item. After checking this box, click the **Add** button.

Deleting Items

Open the Report Item Editor

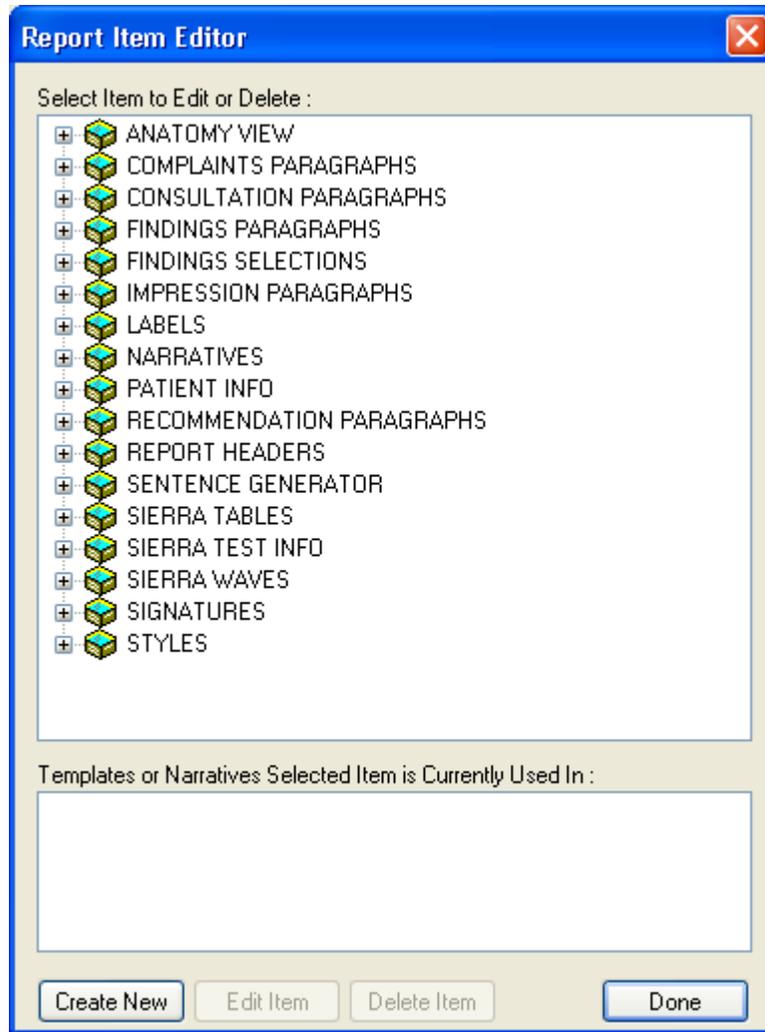
From Within the Sierra Wave program:

- Select **Launch QuickReport and Select Template** from the **File** menu.

From the Windows Desktop:

- Double click the **QuickReport icon**.

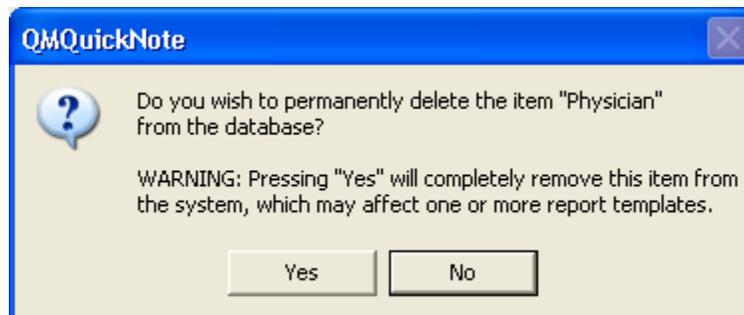
After the QuickReport window is displayed, select **Edit Items** from the **File** menu. The **Report Item Editor** will be displayed.



Report Item Editor window.

Item categories are indicated by this icon . Click the plus sign (+) in front of a category name to view the individual items that are stored within that category.

Select an item by clicking on the item's name. Click the **Delete Item** button. Answer **YES** to the following message.

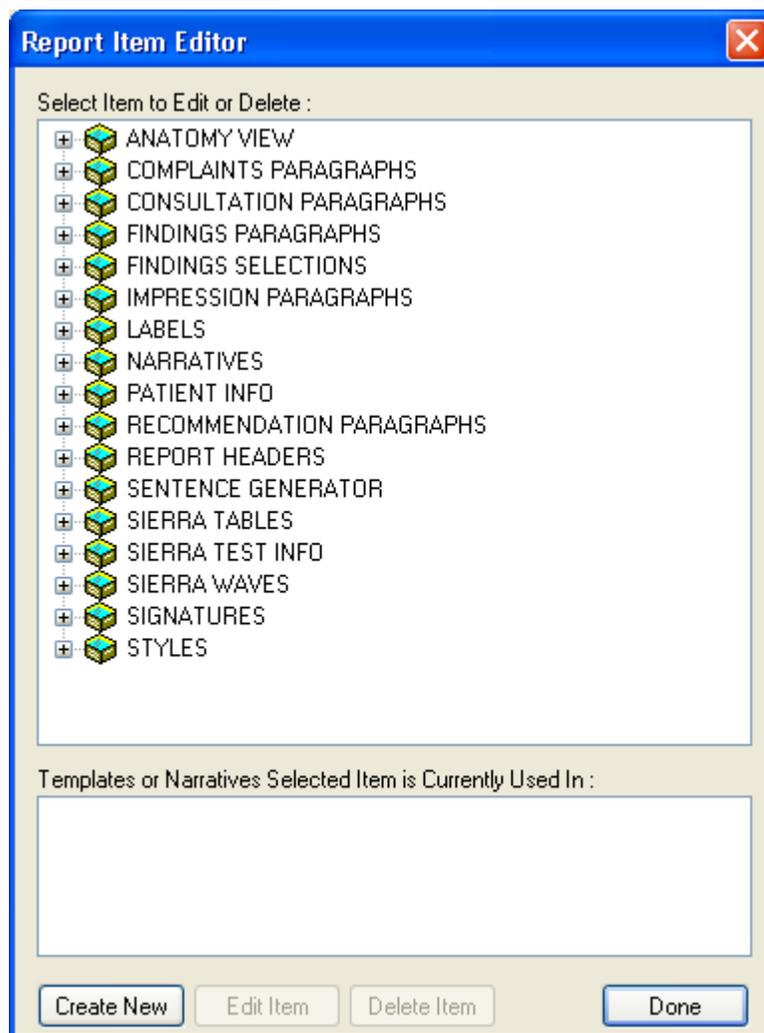


The item will be deleted from all the Templates and/or Narrative Items it was used in. Close the Report Item Editor by clicking the **Done** button.

Creating a New Paragraph Item

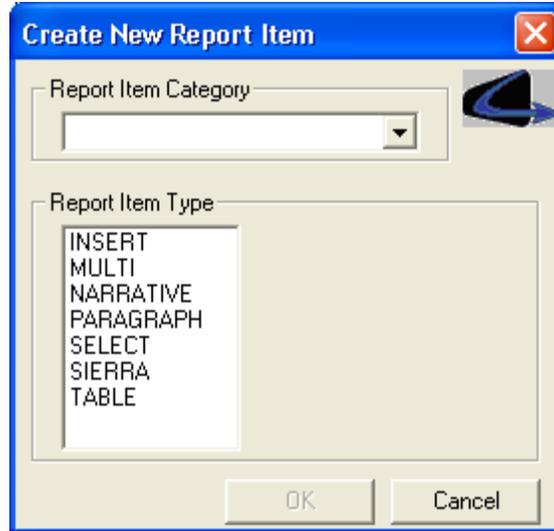
To Create a New Paragraph Item

1. From the **Select Report View**, select **Edit Items** from the **File** menu. The **Report Item Editor** will be displayed.

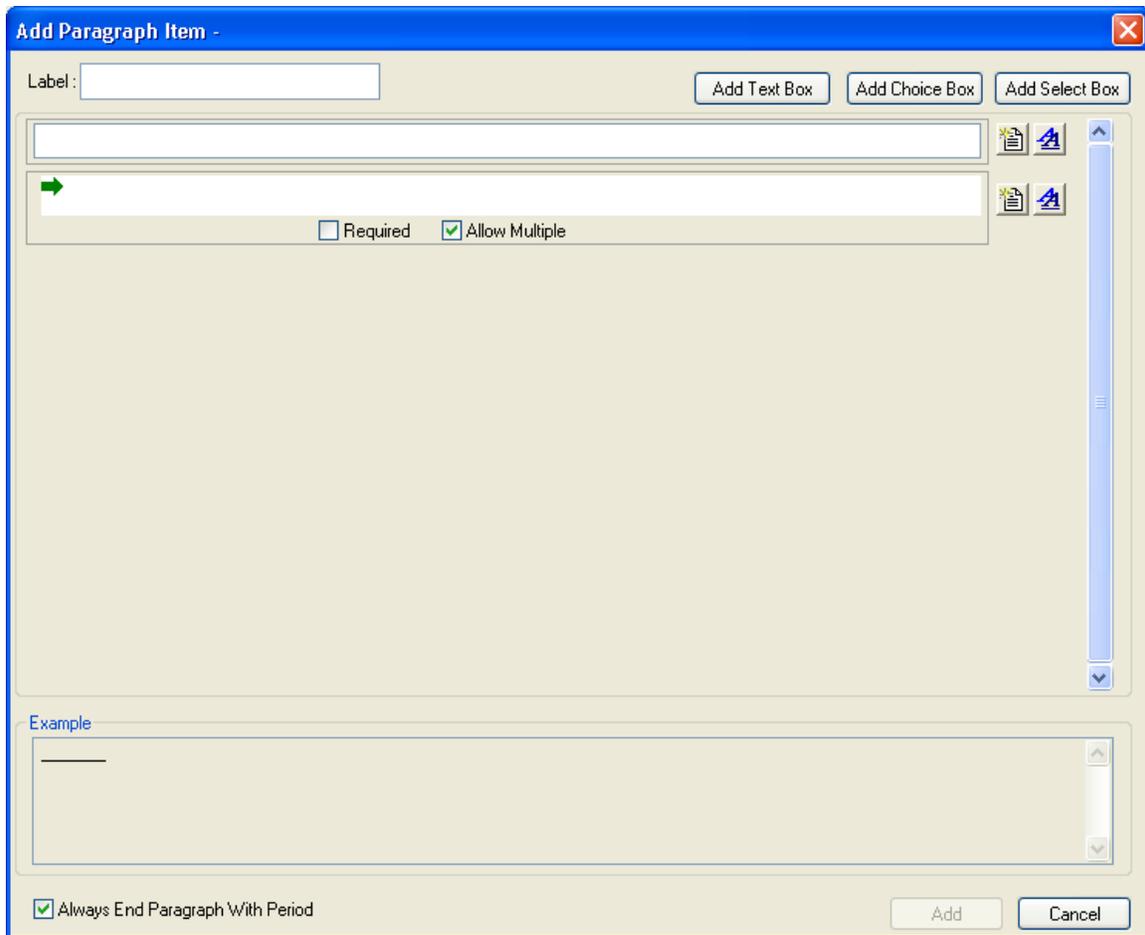


Report Item Editor window.

2. Click the **Create New** button. The **Create New Report Item** window will be displayed.



3. Select the **Paragraph Item Type**, a graphic appears to the right illustrating the type of item that is selected. Now select a **Report Item Category** from the drop down list. You can use an existing category or you can create a new category by typing the category name into the selection box.
4. Click **OK**
5. A blank **Paragraph item** window is displayed. This window defaults with one **text** and one **choice** box already inserted.



Blank Paragraph item window.

6. Enter a **Label** for the new paragraph item, this is the label that will appear in the Report Item Editor.
7. **Working with Text, Choice, and Select boxes.**

Text Boxes:

Click the mouse within the text box and then enter text by typing. In the example below, the text "NCV studies revealed" has been entered.



If a choice box will follow the text box, a blank space is not required after the last word in the text box.

Choice Boxes:

Click the mouse after the green arrow in the choice box. Type the first choice then press the **Enter** key. A new arrow will appear. Continue in this fashion until all choices have been entered. The following example has choices for normal vs. abnormal latency, amplitude and velocity.

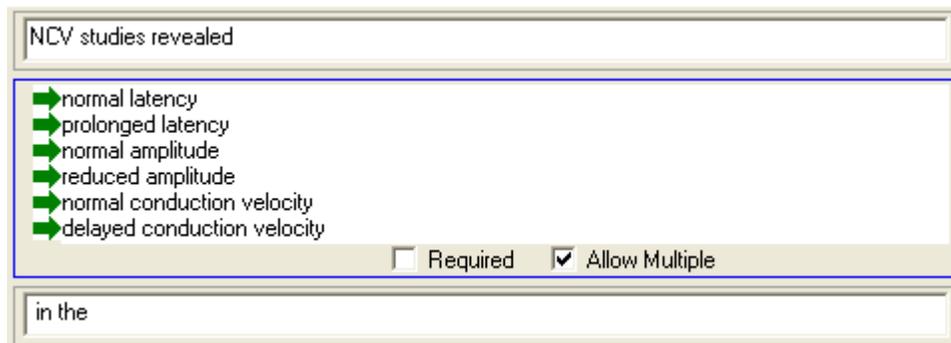


Allow Multiple check box - when this box is checked the user will be able to select more than one choice within the box during report generation. The program will automatically place the word "and" between two choices as well as a comma "," when more than two choices are made.

Required check box (optional) - when this box is checked a yellow notification message will be displayed during report generation. This tells the user that something within this choice box must be selected in order to make the item complete.

Inserting additional Text and Choice Boxes:

First, click on one of the existing boxes to select it. A small blue line will be drawn around the box to illustrate that it is selected. Now, click on the **Add Text Box** or **Add Choice Box** buttons. The additional box is inserted below the selected box. In the example below the choice box has been selected and a new text box has been added below it. The text, "in the", has been typed into the second text box.





When a text box is used after a choice box, be sure to start the text with a blank space.

Inserting a Select Box:

First, click on one of the existing boxes to select it. A small blue line will be drawn around the box to illustrate that it is selected. Now, click on the **Add Select Box** button. The new Select box is inserted below the box that was outlined in blue. Type your first selection into the blank box and then press **Enter**. Another blank box is displayed, continue in this manner until you have input all your selections.

left	ulnar	and
right	radial	
bilateral	tibial	
median	peroneal	



Unlike a choice box, the select box requires that you enter words like "and", "are", "is", and comma's into your selection list.

The following example shows a select box that allows various combinations of **side** and **nerve** to be selected. A final choice box has also been added to allow a single choice to finish the sentence.

NCV studies revealed

- normal latency
- prolonged latency
- normal amplitude
- reduced amplitude
- normal conduction velocity
- delayed conduction velocity

Required Allow Multiple

in the

left	ulnar	and
right	radial	.
bilateral	tibial	
median	peroneal	

- motor nerve.
- motor nerves.

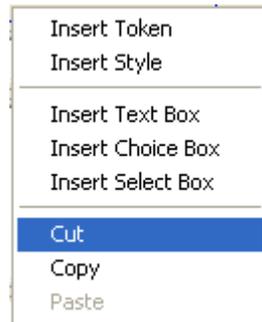
Required Allow Multiple

One possible sentence that could be formed using this paragraph item would be, "NCV studies revealed normal latency, normal amplitude, and normal conduction velocity in the left and right median motor nerves".

Changing the order of boxes and Removing boxes:

To change the order of the boxes, **left click** on the edge of a box and move the mouse up or down within the item. Release the mouse where you would like the box to be placed.

To remove a box, **right click** on the edge of a box and select "Cut" from the pop-up menu.



8. Add **Tokens** and **Formatting Tags** (Optional)

Add special commands called **Tokens**, to insert Patient or Test Information. Use **Formatting Tags** to bold, underline, or italicize words within the item.

In the example shown below the patient's name has been added to the initial text box using Tokens (note the **<DATA "PATIENT.FIRSTNAME"/>** and **<DATA PATIENT.LASTNAME"/>** tokens).

```
NCV studies performed on <DATA "PATIENT.FIRSTNAME"/> <DATA
"PATIENT.LASTNAME"/> revealed
```

In the following example, bolding has been initiated before the patient's name and turned off after the patient's name using Formatting Tags (note the **** and the **** tags).

```
NCV studies performed on <B><DATA "PATIENT.FIRSTNAME"/> <DATA
"PATIENT.LASTNAME"/></B> revealed
```

For more information on using Tokens and Formatting Tags, see the following topics.

Using Tokens (Patient & Test Information)

Using Formatting Tags.

9. Click the **Add** button in the lower right hand corner.

The new Paragraph item will be saved.

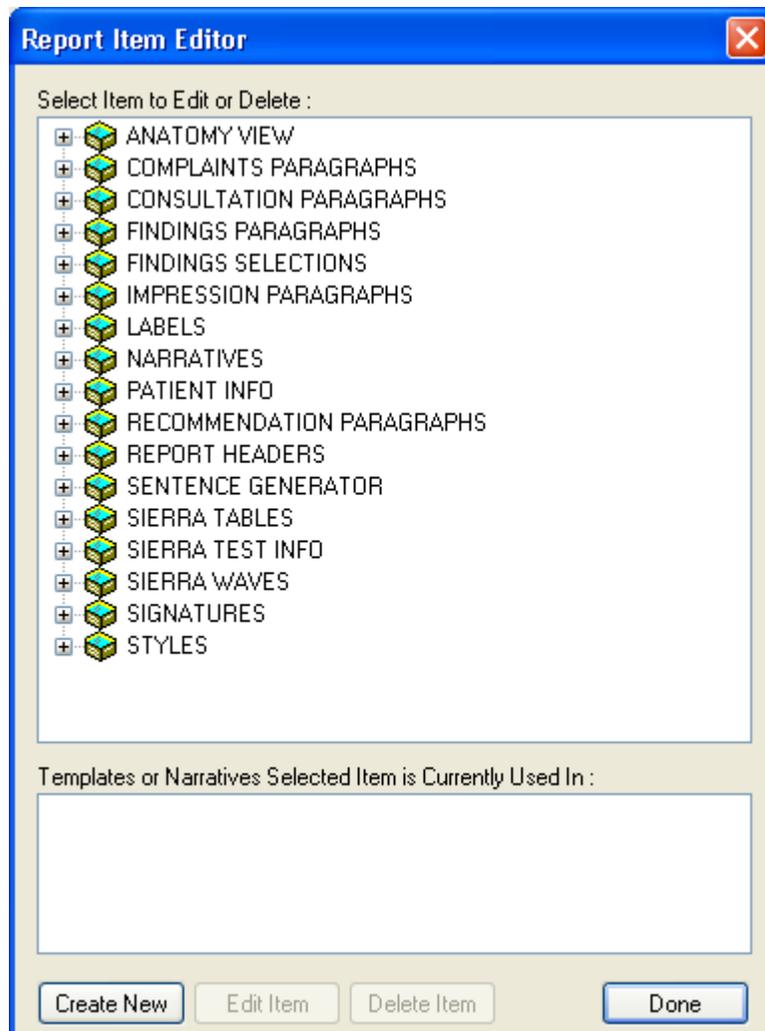
To insert the newly created Paragraph item into a template, see the following topic.

Inserting Items into a Template.

Creating a New Insert Item

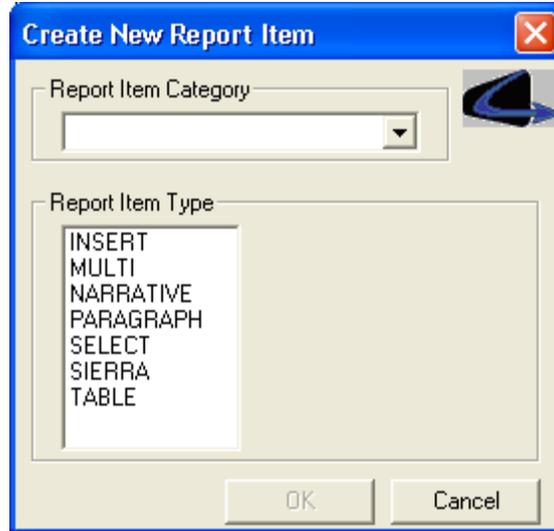
To Create a New Insert Item

1. From the **Select Report View**, select **Edit Items** from the **File** menu. The **Report Item Editor** will be displayed.



Report Item Editor window.

2. Click the **Create New** button. The **Create New Report Item** window will be displayed.



3. Select the **Insert Item Type**, a graphic appears to the right illustrating the type of item that is selected. Now select a **Report Item Category** from the drop down list. You can use an existing category or you can create a new category by typing the category name into the selection box.
4. Click **OK**
5. A blank **Insert item** window is displayed. This window defaults with the **Page Break** type selected.

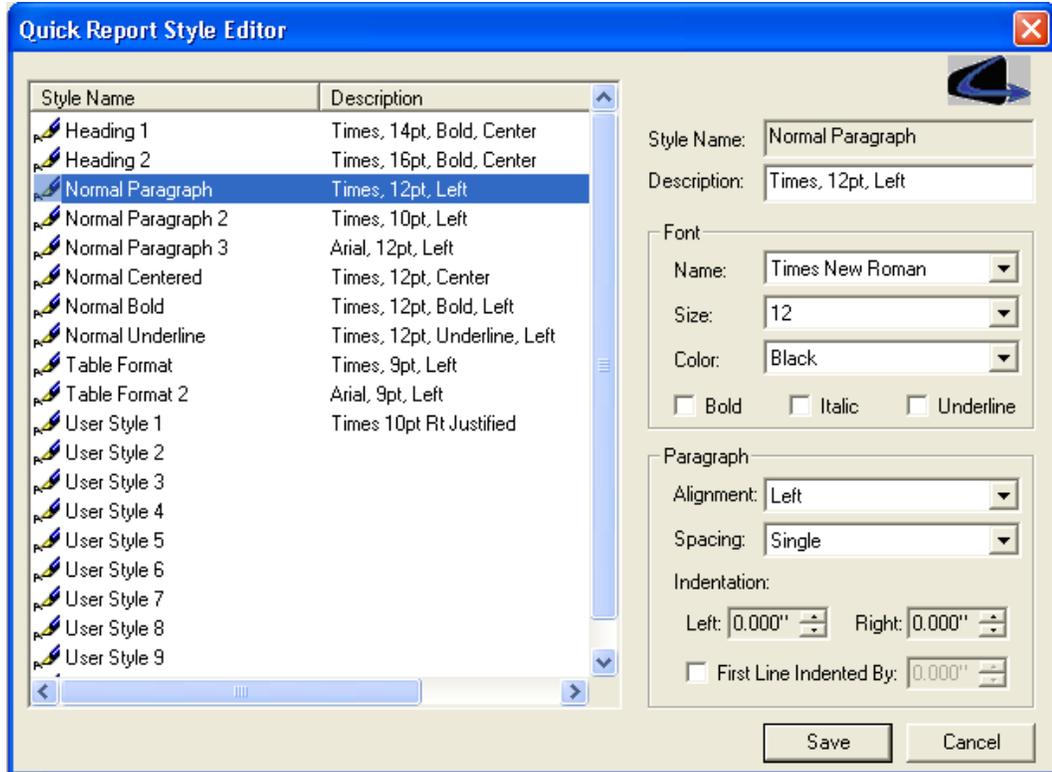
6. Enter a **Label** for the new insert item, this is the label that will appear in the Report Item Editor.
7. Select the **Type** of item to be inserted. Choices are Page Break, Style, Picture, Document, Margins, Header, Footer, and Tab Stops.

Page Break:

To create an item that allows you to insert a manual page break between other items in the report, select the Page Break type.

Style:

To create an item that allows you to change the formatting style within the report, select the Style type. Click the **Browse** or **Edit** button to view the **Quick Report Style Editor**.



Quick Report Style Editor

Clicking the **Browse** button allows you to choose any of the 20 listed styles. Clicking the **Edit** allows you to change the settings for the **User Styles 1-10**.

The following settings can be changed for User Styles 1-10:
 Style name, Description, Font (size, name, color, bold, italics, underline), Paragraph alignment and spacing, and the Paragraph indentation.



You should **click the Edit button first**, make sure the style you need is available, if not, make the necessary changes and click the **Save** button. **Then click the Browse** button to assign the style.

Picture:

To create an item that inserts a picture into the report, select the Picture type. Click the **Browse** button to display a standard Window's Open dialog and browse to any location on the computer to choose a **BMP**, **JPG**, or **GIF** picture file.

Document:

To create an item that inserts the contents of another document into the report, select the Document type. Click the **Browse** button to display a standard Window's Open dialog and browse to any location on the computer to choose a **DOC, DOCX, DOT, DOTM, RTF, XML** or **TXT** document file.



The report header is inserted at the top of the report using an Insert - Document item.

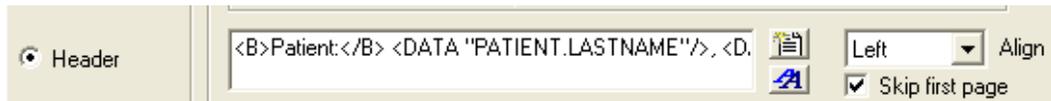
Margins:

To create an item that allows you to change the margins and page layout of the report, select the Margins type. Use the up/down arrow buttons to change the Left, Right, Top & Bottom margins and select either Portrait or Landscape for the page layout.

Header or Footer:

To create an item that inserts information at the top or bottom of all pages in the report, select the Header or Footer type respectively. Use the large text box to input the information you want included in the header or footer.

You can simply type text into this box, you can use Tokens , and you can use Formatting Tags . Select the alignment for the information and indicate if the first page of the report should be excluded (i.e., skipped).

**Tab Stops:**

To create an item that allows the tab stops settings in the report to be changed (the default is 0.5 inches), select the Tab Stop type. Use the up/down arrow buttons to change the setting.

8. Click the **Add** button in the lower right hand corner.

The new Insert item will be saved.

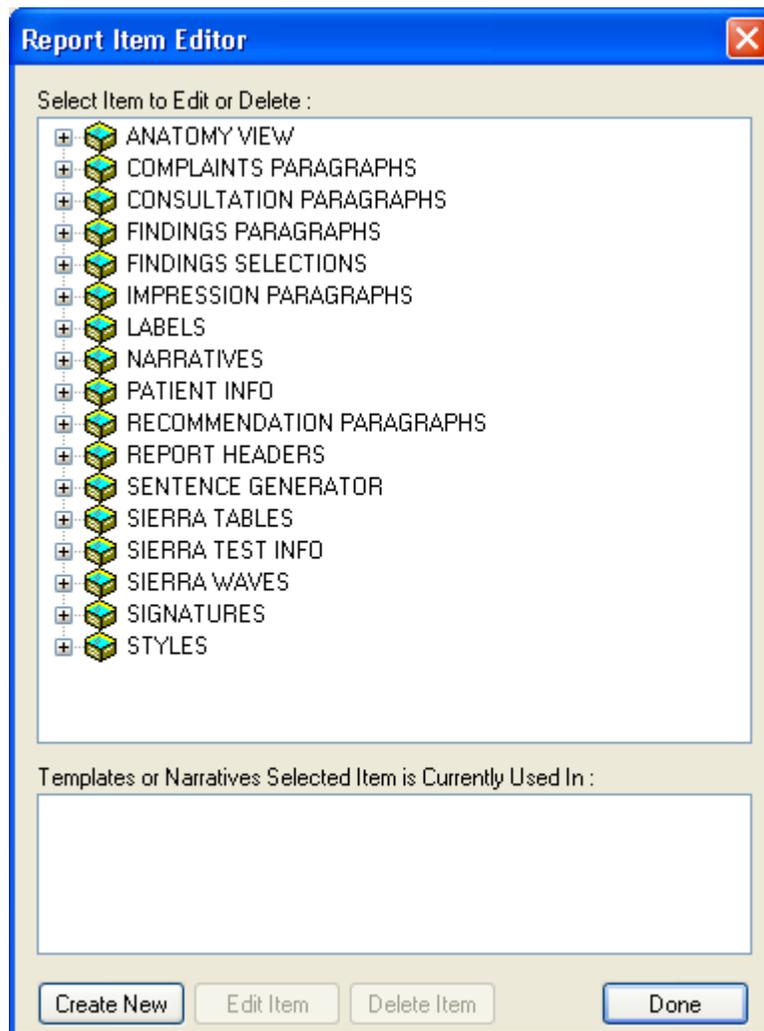
To insert the newly created Insert item into a template, see the following topic.

Inserting Items into a Template.

Creating a New Sierra Item

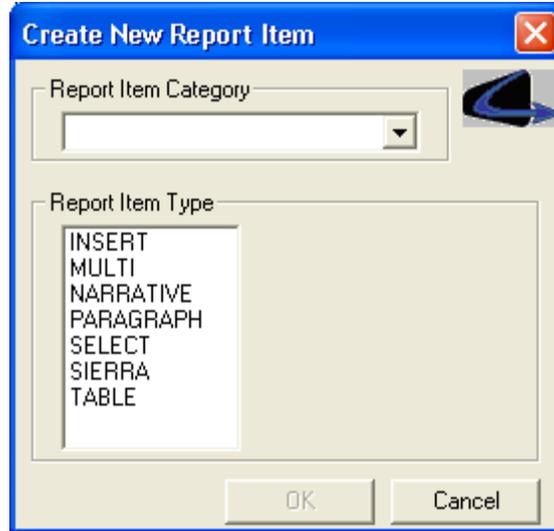
To Create a New Sierra Item.

1. From the **Select Report View**, select **Edit Items** from the **File** menu. The **Report Item Editor** will be displayed.

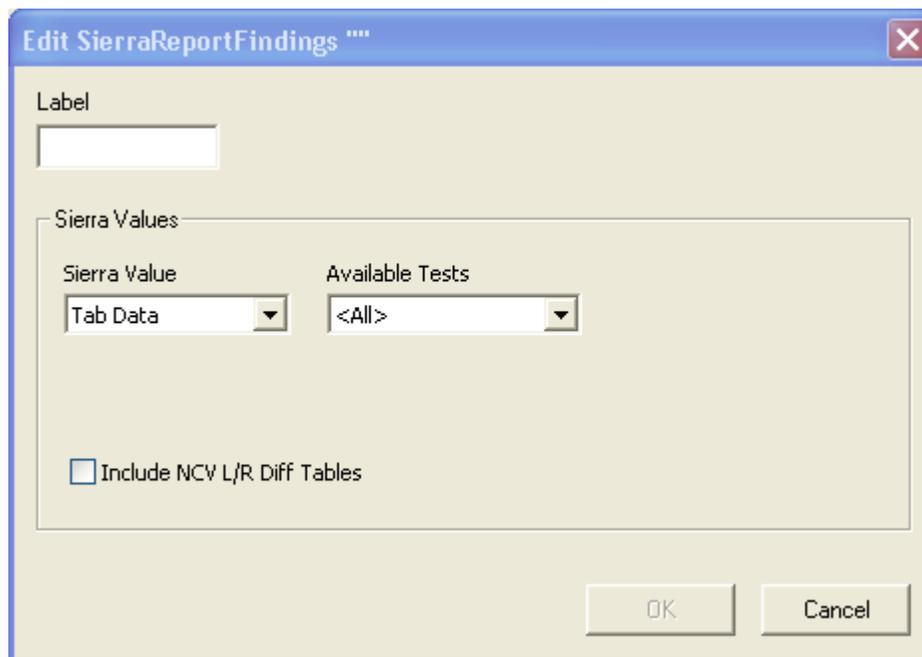


Report Item Editor window.

2. Click the **Create New** button. The **Create New Report Item** window will be displayed.



3. Select the **Sierra Item Type**, a graphic appears to the right illustrating the type of item that is selected. Now select a **Report Item Category** from the drop down list. You can use an existing category or you can create a new category by typing the category name into the selection box.
4. Click **OK**
5. A **Sierra item** window is displayed. The value defaults to TabData, available tests to All.



6. Enter a **Label** for the new sierra item, this is the label that will appear in the Report Item Editor.

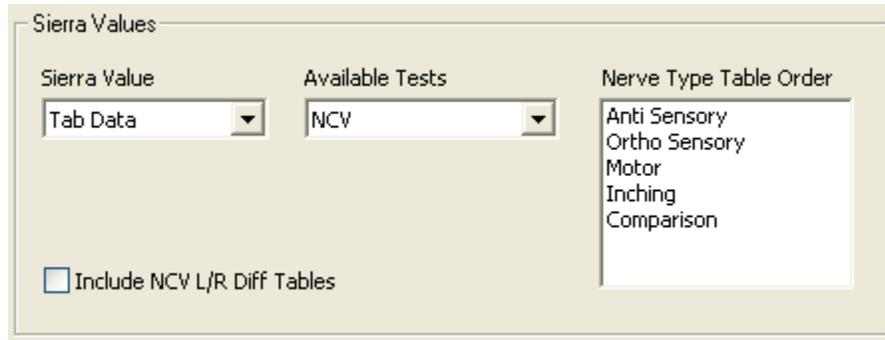
7. Select the **Sierra Value** and **Available Tests (if applicable)**. Use the following table as a guide.

Sierra Value	Available Tests	Function
Markers*	Not applicable.	Inserts a table showing the values for the Time and Amplitude markers in the current test only.
Results*	Not applicable.	Inserts a table of auto-cursor values for the current test only.
Stim History*	Not applicable.	Inserts a table showing the stimulus parameters, display gain, hicut, locut, and sweep speed for each trial/trace in the current test only.
Stim History (All EP Tests)	Not Applicable.	Inserts a stimulus history table for every EP test protocol in the data file.
AEP Amp History	Not Applicable.	Inserts a table showing the amplifier settings for the AEP test protocol.
TabData	All, AEP, Blink, EMG, F-Wave, H-Reflex, NCV, RNS, SEP Lower, SEP Upper, SFEMG, SSFEMG, VEP, P300, MUNE-Incr, MUNE-MPS, RR Interval, Real-time SFEMG, Macro EMG, and EMG Guidance.	Inserts summary tables for all the tests performed on the patient (All) or for a selected test.
TabData Waves	All, AEP, Blink, EMG, F-Wave, H-Reflex, NCV, RNS, SEP Lower, SEP Upper, SFEMG, SSFEMG, VEP, P300, MUNE-Incr, MUNE-MPS, RR Interval, Real-time SFEMG, Macro EMG, and EMG Guidance.	Inserts trace graphics for all the tests performed on the patient (All) or for a selected test.
Waves*	Not applicable.	Inserts the trace graphics for the current test only.

NCV Sentence	Not applicable.	Inserts the results of the NCV sentence generator from the TabData window.
EMG Sentence	Not applicable.	Inserts the results of the EMG sentence generator from the TabData window.
NCV and EMG Sentence	Not applicable.	Inserts the results of both the NCV/F/H and EMG sentence generator from the TabData window.
NCV/F/H Sentences	Not applicable	Inserts the results of the NCV, F, and H sentence generator from the TabData window.
F Wave Sentence	Not applicable	Inserts the results of the F Wave sentence generator from the TabData window.
H-Reflex Sentence	Not applicable	Inserts the results of the H-Reflex sentence generator from the TabData window.
EP Sentence	Not applicable.	Inserts the results of the EP sentence generator (All EP Tests) from the TabData window.
EP Sentence for Current Test	Not applicable.	Inserts the results of the EP sentence generator (currently selected EP test only) from the TabData window.
TabData L/R Diff	NCV	Inserts summary tables for the NCV Left vs. Right side difference measurements.
DataLAB Table	Not applicable.	Inserts a summary table showing all DataLAB results for the patient.
AnatomyVIEW Muscles	Not applicable.	Inserts the AnatomyView Muscle Data graphic for the patient.
AnatomyVIEW Nerves	Not applicable.	Inserts the AnatomyView Nerve Data graphic for the patient.
MMUA Table	Not applicable.	Inserts the MMUA results table for the patient.
MMUA Waves	Not applicable.	Inserts a summary of the MMUA traces for the patient.
Real Time SFEMG Summary	Not applicable.	Inserts a table containing only the summary information from the Real Time SFEMG test protocol.

* **These items are only used in the default factory report template, "Current Test".**

If the **TabData-NCV**, **TabData Waves-NCV**, or **TabData L/R Diff** values are chosen you can further specify the report order for the NCV tables or waves using the nerve type list. Simply click and drag the nerve types to reorder the list. In the example that follows, the NCV tables will be ordered Anti Sensory first, Ortho Sensory second, Motor third, Inching fourth, and Comparison last.



Sierra Item - TabData NCV tables.

8. Click **OK**.

The new Sierra item will be saved.

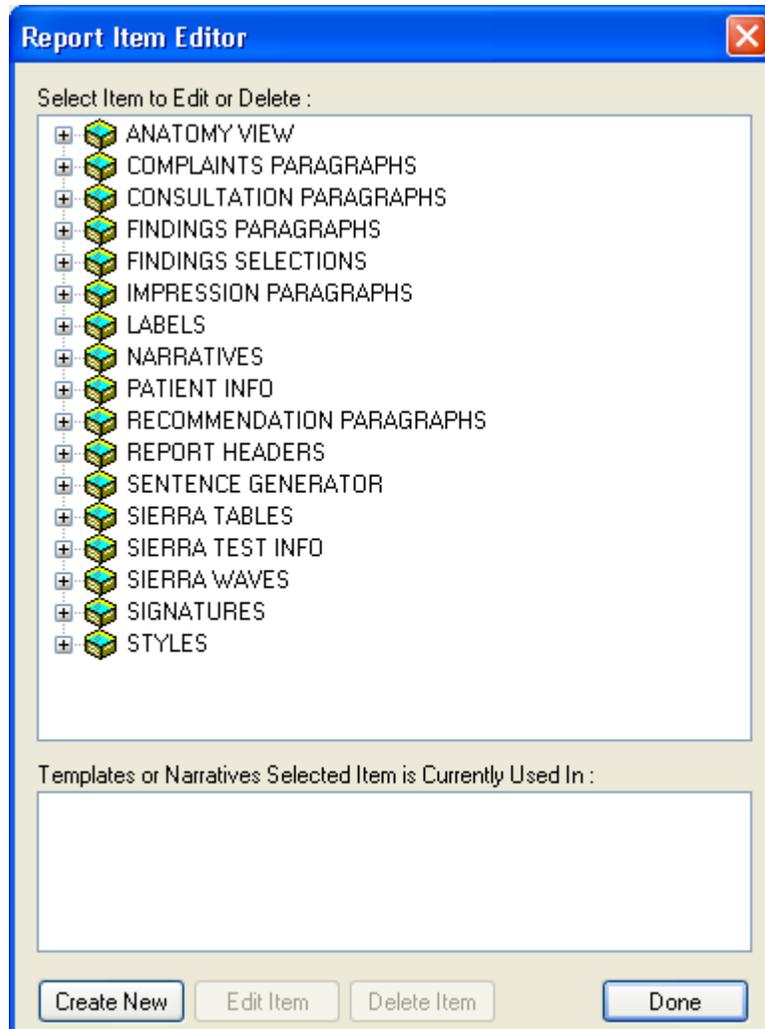
To insert the newly created Sierra item into a template, see the following topic.

Inserting Items into a Template.

Creating a New Select Item

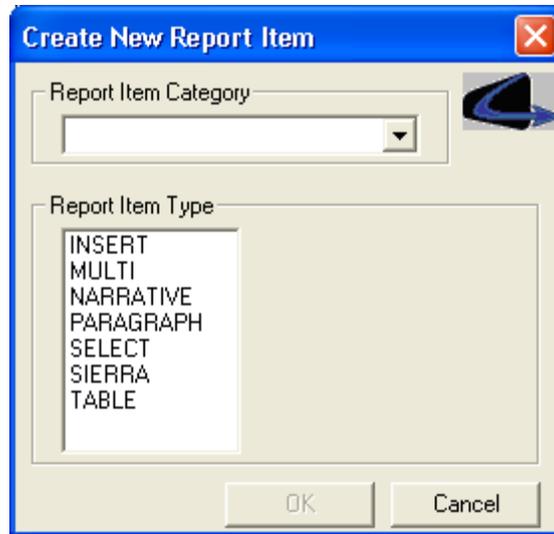
To Create a New Select Item.

1. From the **Select Report View**, select **Edit Items** from the **File** menu. The **Report Item Editor** will be displayed.



Report Item Editor window.

2. Click the **Create New** button. The **Create New Report Item** window will be displayed.



3. Select the **Select Item Type**, a graphic appears to the right illustrating the type of item that is selected. Now select a **Report Item Category** from the drop down list. You can use an existing category or you can create a new category by typing the category name into the selection box.
4. Click **OK**
5. A blank **Select item** window is displayed.

6. Enter a **Label** for the new select item, this is the label that will appear in the Report Item Editor.
7. Click inside the **Initial Sentence** box and type the beginning of the sentence. Use the **Token**  button to insert Patient or Test Information. Use the **Formatting Tag**  button to apply bold, italic, or underline formatting to parts of the sentence.

Use the **Alphabetize button**  to automatically sort the list alphabetically.

In the following example the sentence box begins with a heading called "Chief Complaints:" which is bracketed by the formatting tags for Bold (****) and Bold Off (****). The sentence begins on the next line down with, "Patient is a

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", and then the Token for the patient's age is inserted. The sentence continues with, "-old ", then the Token for the patient's gender is inserted. The sentence ends with, "who presents with".

Label
Chief Complaints

Initial Sentence
CHIEF COMPLAINTS:
Patient is a <DATA "PATIENT.AGE"/>-old <DATA "GENDER.MALE_FEMALE"/> who presents with

Clear

8. Use the **New Word** box to type in words or short phrases and then click the **Add** button (within the **Word List** section) to add them to the selection list. Use the **arrow buttons** to change the order of the selections. Use the **Delete** button to remove a selection from the list.

Here is an example of a completed selection list.

Edit Select Item - Complaints

Label
Complaints

Initial Sentence
Patient is a <DATA "PATIENT.AGE"/>-old <DATA "GENDER.MALE_FEMALE"/> who presents with

Word List

New Word: Add Delete Alphabetize

neck pain	hands
back pain	extremity
numbness	extremities
tingling	arm
weakness	arms
pain	fingers
in the	1st and 2nd digits
radiating to the	4th digit
right	leg
left	legs
bilateral	foot
upper	feet
upper right	toes
upper left	
lower	
lower right	
lower left	
hand	

Normal Sentence (optional)

Clear

Create New Copy Update Cancel

9. Enter a **Normal Sentence** (optional). In this example you could input "The patient presents with no complaints". During report generation you can simply insert the normal sentence by clicking on the **Normal** button for this item.
10. Click the **Add** button in the lower right hand corner.

The new Select item will be saved.

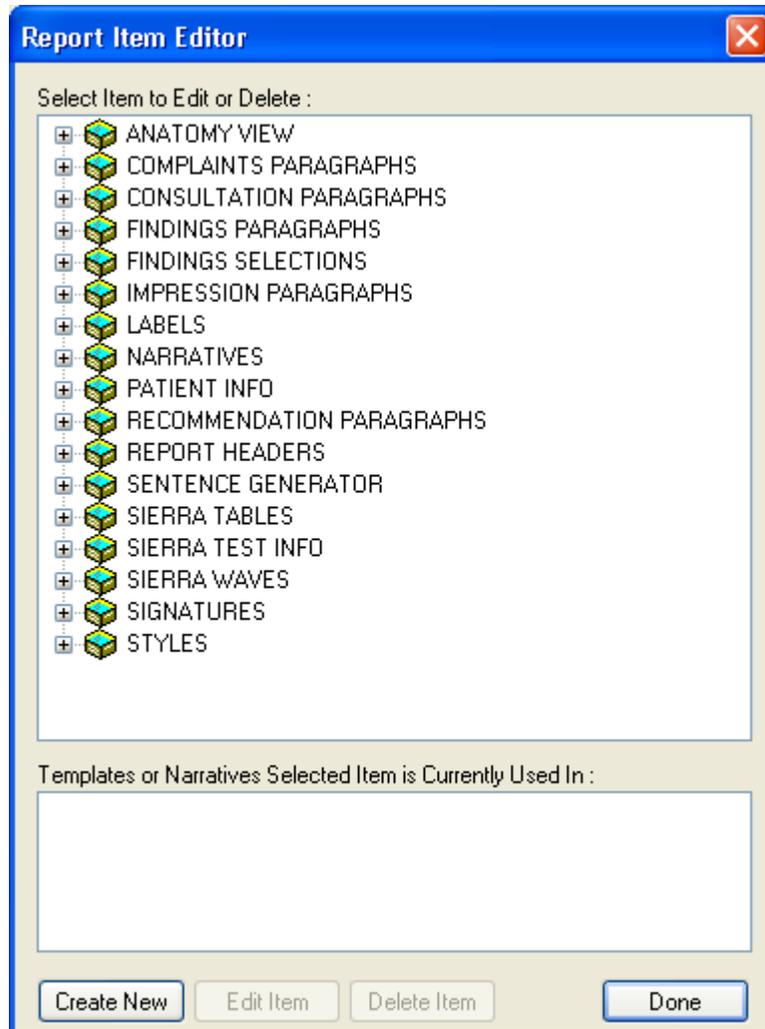
To insert the newly created Select item into a template, see the following topic.

Inserting Items into a Template.

Creating a New Narrative Item

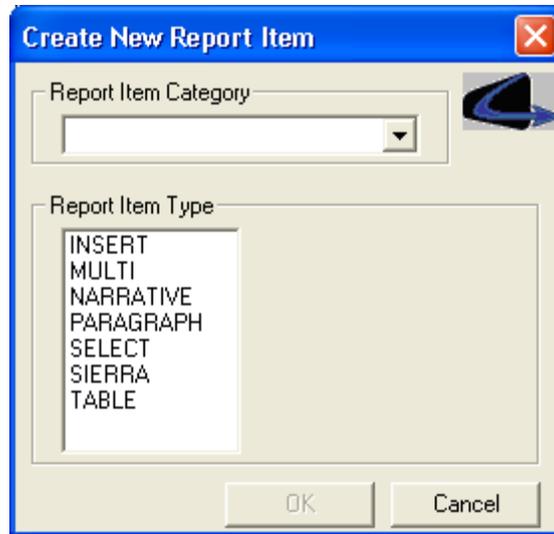
To Create a New Narrative Item.

1. From the **Select Report View**, select **Edit Items** from the **File** menu. The **Report Item Editor** will be displayed.

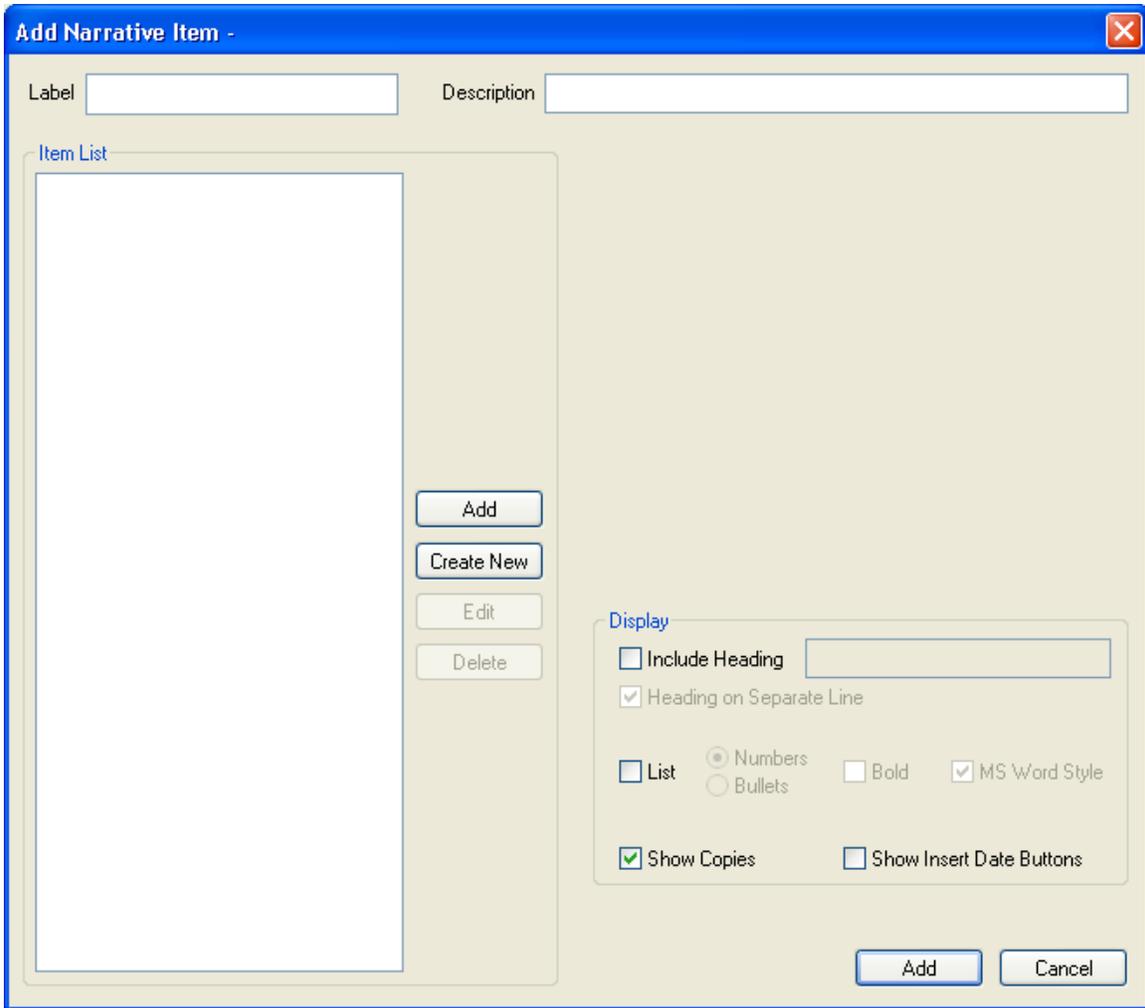


Report Item Editor window.

2. Click the **Create New** button. The **Create New Report Item** window will be displayed.

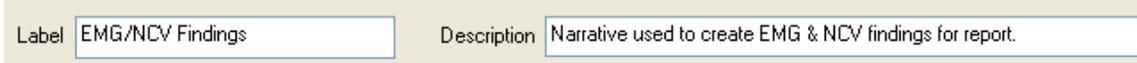


3. Select the **Narrative Item Type**, a graphic appears to the right illustrating the type of item that is selected. Now select a **Report Item Category** from the drop down list. You can use an existing category or you can create a new category by typing the category name into the selection box.
4. Click **OK**
5. A blank **Narrative item** window is displayed.



Blank Narrative Item

6. Enter a **Label** for the new narrative item, this is the label that will appear in the Report Item Editor. Enter an optional **Description** for the item. As an example, suppose you will be creating a Narrative that will be a collection of all the individual Paragraph items that could be used for EMG and NCV findings. The label for the narrative could be "EMG & NCV Findings" and the description could be "Narrative used to create EMG & NCV findings for report".

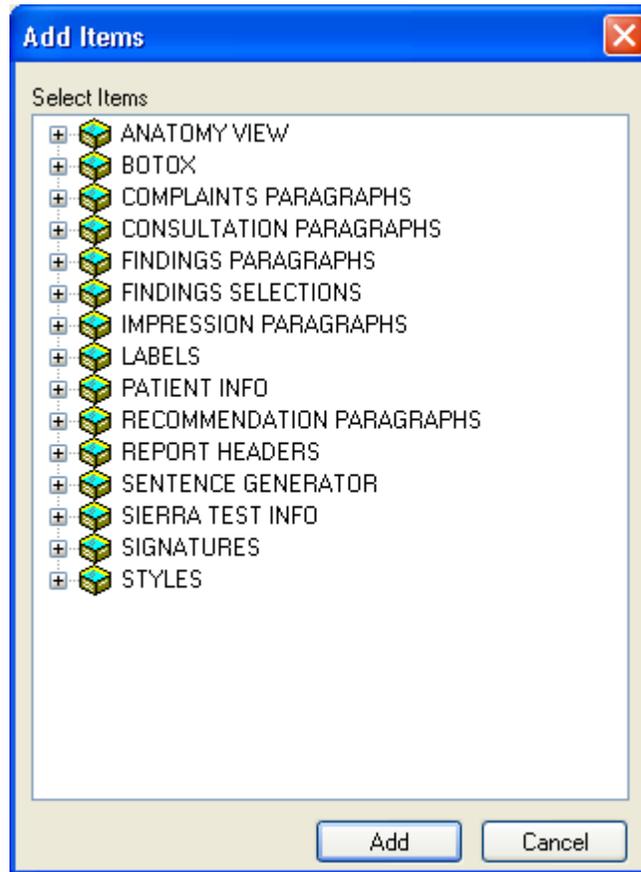


Narrative Label and Description

7. **Add** items to the **Item List**.

Click on the **Add** button within the **Item List** section. The **Add Items** window will be displayed. Narratives can only contain **Paragraph**, **Select**, **Insert**, and

Multi item types, therefore the Add Items window will be filtered and will only list these types of items.



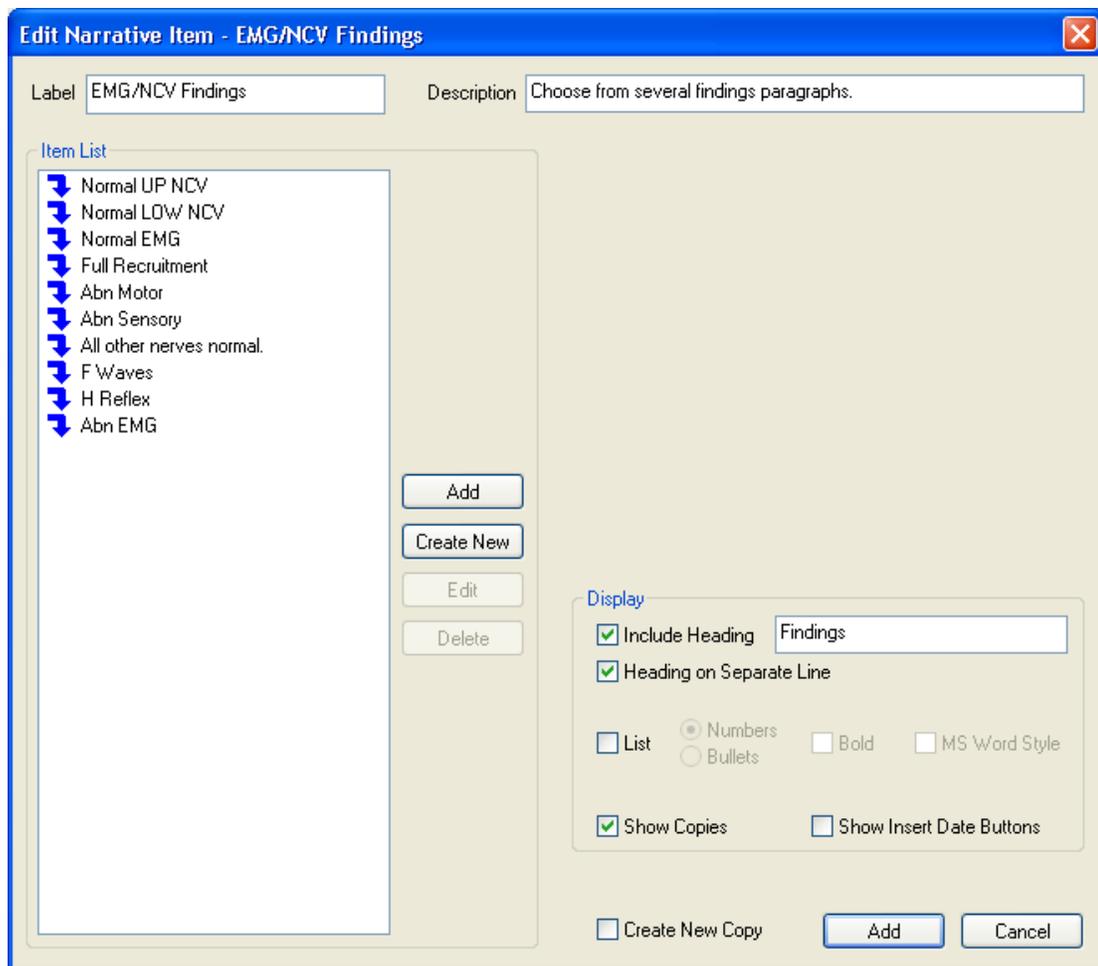
Filtered Item list

Locate the item you want by expanding the appropriate **Item Category**. This is done by clicking on the plus sign (+) in front of the category. Clicking on the minus sign (-) will contract the category.

Click the box in front of the **Item's Label** to place a **check mark** in it. The name in brackets indicates the item's type.

Click the **Add** button. The selected item will be inserted into the Narrative.

In the example shown below, all of the **Findings Paragraphs items** have been added to the Narrative.



Narrative with items added.

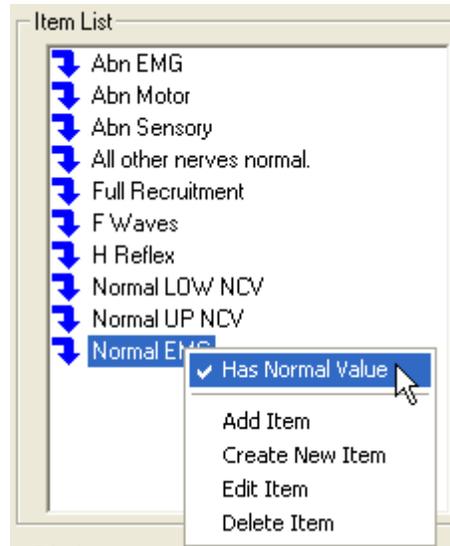
Create New button - clicking this button will allow you to create a new Paragraph, Select, or Multi item.

Edit button - clicking this button will allow you to edit the currently highlighted item in the narrative list.

Delete button - clicking this button will remove the currently highlighted item from the narrative list.

8. Indicate which items are **Normal defaults**. (optional)

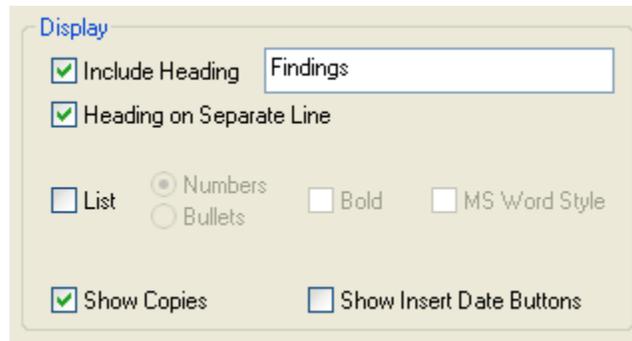
Right click on each item, a pop-up menu is displayed with the same button functions mentioned in Step #7 as well as a feature called "**Has Normal Value**".



Right click menu

If an item has a **check mark** in front of "**Has Normal Value**", the item can be selected automatically during report generation by simply clicking on the **Normal button** for this Narrative item. So, if you typically always choose the same items for a normal finding, this will save you time during report generation.

9. Set the **Display** settings.



Include Heading - when this box is checked a heading can be entered into the text box just to the right. QuickReport will automatically bold this heading in the report.

Heading on Separate Line - when this box is checked the results of the Narrative will be placed on the line below the heading rather than starting on the same line as the heading.

List

- **Numbers** - when this option is enabled each selected item in the Narrative will be numbered in the report. This is shown in the example below.

FINDINGS:

1. Motor and sensory nerve conduction studies revealed normal distal latencies, amplitudes and conduction velocities for bilateral median and ulnar nerves. F-wave latencies were within the normal limits for all nerves tested.

2. Monopolar needle EMG was performed in selected bilateral upper extremity muscles innervated by C5-T1 nerve roots inclusive. No spontaneous activity was seen in any muscles tested in the form of fibrillations, positive sharp waves, or fasciculations. Voluntary motor unit morphologies are otherwise normal.

Numbered items.

Bold - when checked, the numbers will be displayed in bold text.

MS Word Style - when checked, the format & style that is used for the numbers will be taken from Word's Normal template.

- **Bullets** - when this option is enabled each selected item in the Narrative will be bulleted in the report.

Bold - when checked, the bullets will be displayed in bold text.

MS Word Style - when checked, the format & style that is used for the bullets will be taken from Word's Normal template.

Show Copies - when checked, a copy of selected items is shown in the Narrative list. This allows the item to be used again so that different selections can be made. When unchecked, copies of selected items are not shown in the Narrative list.

Show Insert Date Buttons - when checked, special buttons used to insert the Date or Duration Range are shown within the Narrative item during report generation. The default for this setting is unchecked.

10. Click the **Add** button in the lower right hand corner.

The new Narrative item will be saved.

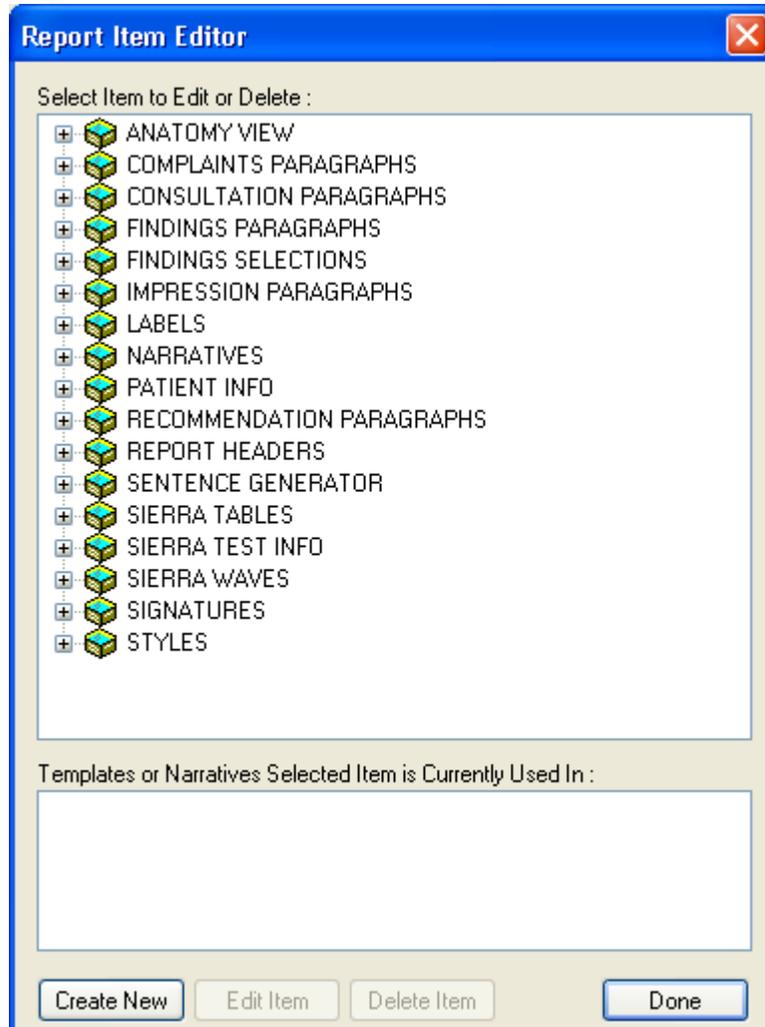
To insert the newly created Narrative item into a template, see the following topic.

Inserting Items into a Template.

Creating a New Table Item

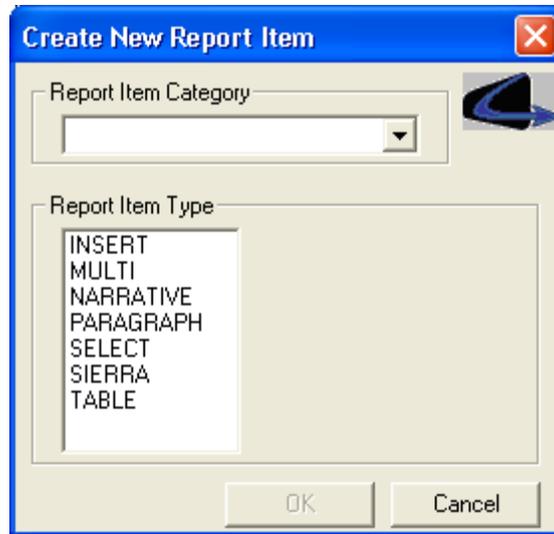
To Create a New Table Item.

1. From the **Select Report View**, select **Edit Items** from the **File** menu. The **Report Item Editor** will be displayed.

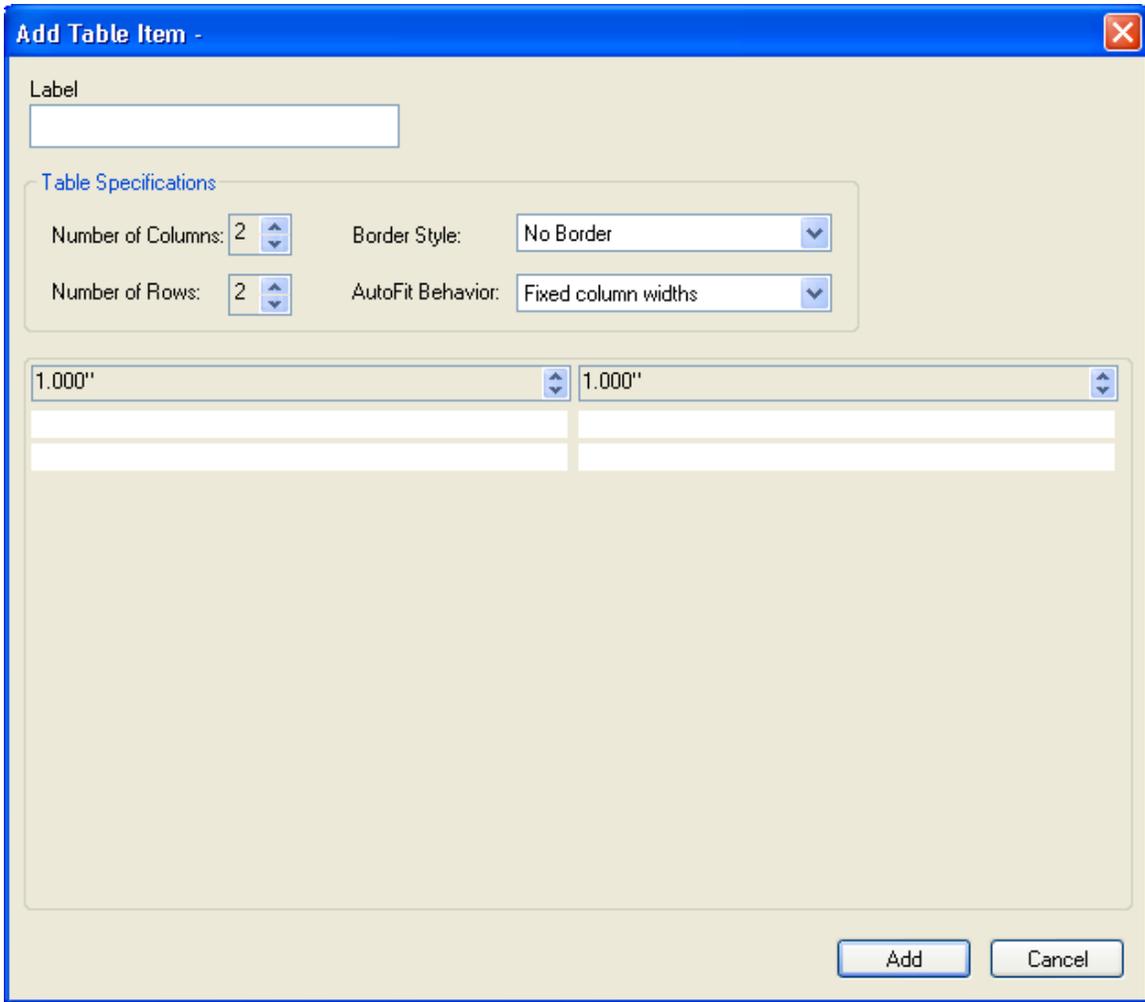


Report Item Editor window.

2. Click the **Create New** button. The **Create New Report Item** window will be displayed.

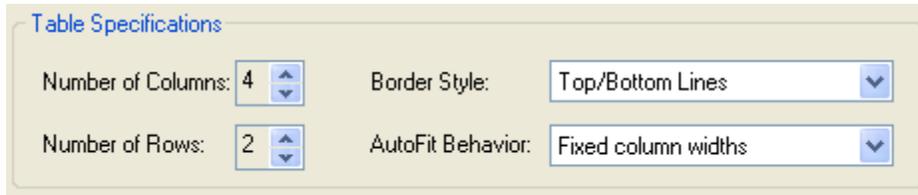


3. Select the **Table Item Type**, a graphic appears to the right illustrating the type of item that is selected. Now select a **Report Item Category** from the drop down list. You can use an existing category or you can create a new category by typing the category name into the selection box.
4. Click **OK**
5. A blank **Table item** window is displayed.



Blank Table item

6. Enter a **Label** for the new table item, this is the label that will appear in the Report Item Editor.
7. Set the **Table Specifications**.



Number of Columns - select the number of columns for the table.

Number of Rows - select the number of rows for the table.

Border Style - choose the border style for the table, choices are No Border, Boxed, Boxed Grid, Open Grid, Top/Bottom lines, and Bottom Line Only.

Auto Fit Behavior - choose how the table will fit across the page, choices are Fixed Column Widths, Auto Fit to Contents, and Auto Fit to Window. When the option Fixed Column Widths is selected you will be able to specify the width of each column in inches.

A table will be created based on the chosen specifications. If you change any of the specifications you will need to click the Create Table button again.

The example below shows a 4 column, 2 row table with a border style of Top/Bottom Lines and Fixed Column widths. To adjust the column widths, simply click the up/down arrows above each column.

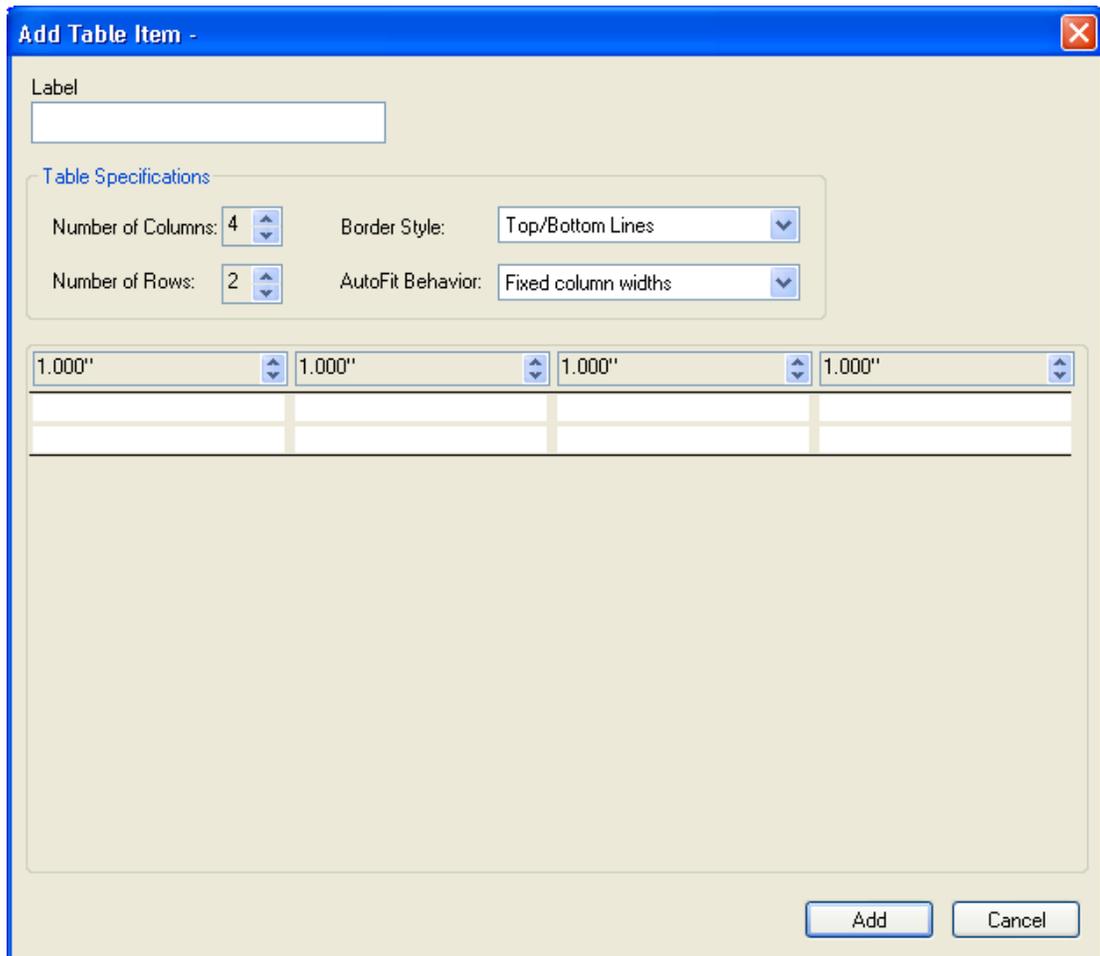


Table item - empty.

8. **Fill the cells** within the Table.

To enter text into a cell:

Click within the cell and type the desired text. You can format the text by first highlighting the text, then right click and select Bold, Italics, or Underline from the pop-up menu.

To enter a Token into a cell:

Right click within the cell and select **Add Token**. Select a Patient or Test Information token and click **OK**.

The following example has bolded text within the cells of Columns 1 & 3 and patient data tokens are inserted within the cells of Columns 2 & 4. Don't worry if the token doesn't fit within the cell, it will be handled appropriately during report generation.

1.500"	2.000"	1.500"	2.000"
Name:	<DATA "PATIENT.FU	D.O.B.	<DATA "PATIENT.BIF
ID#:	<DATA "PATIENT.PA	Gender:	<DATA "PATIENT.SE

10. Click the **Add** button in the lower right hand corner.

The new Table item will be saved.

To insert the newly created Table item into a template, see the following topic.

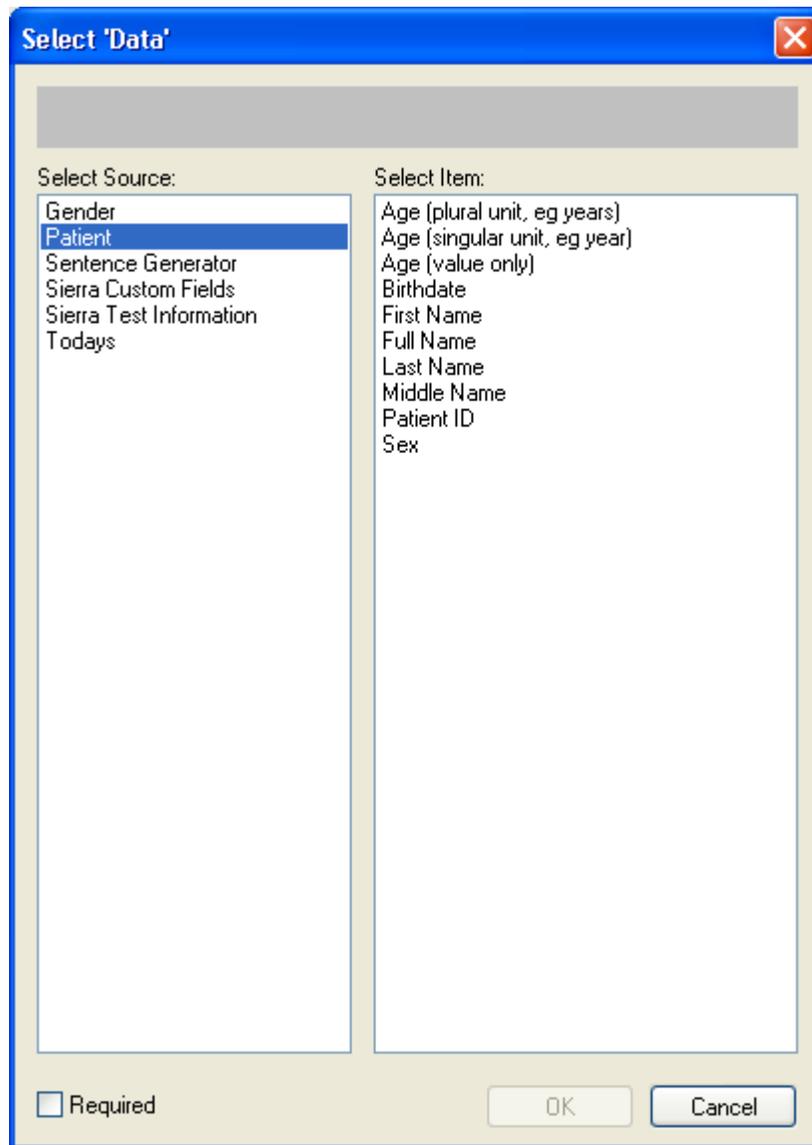
Inserting Items into a Template.

Tokens

The **Paragraph**, **Select**, **Table**, and **Insert** item types can contain special commands called "Tokens". Tokens are used to insert Patient and Test Information data into the item.

Tokens are entered by clicking on the token button . This will display a **Select Data** window that allows the selection of a **Source category** and then a specific **Token** (called an item in the menu).

Shown below is an example of the Select Data window. The Patient category is selected in the left hand column and the available tokens for this category are listed in the right hand column.



Select Data (Token) window.

When a token is inserted into an item it has a characteristic appearance, it begins with a less than symbol (<) and ends with a forward slash and a greater than symbol (>). If the token for Patient-Age is selected it will appear in the item as follows.

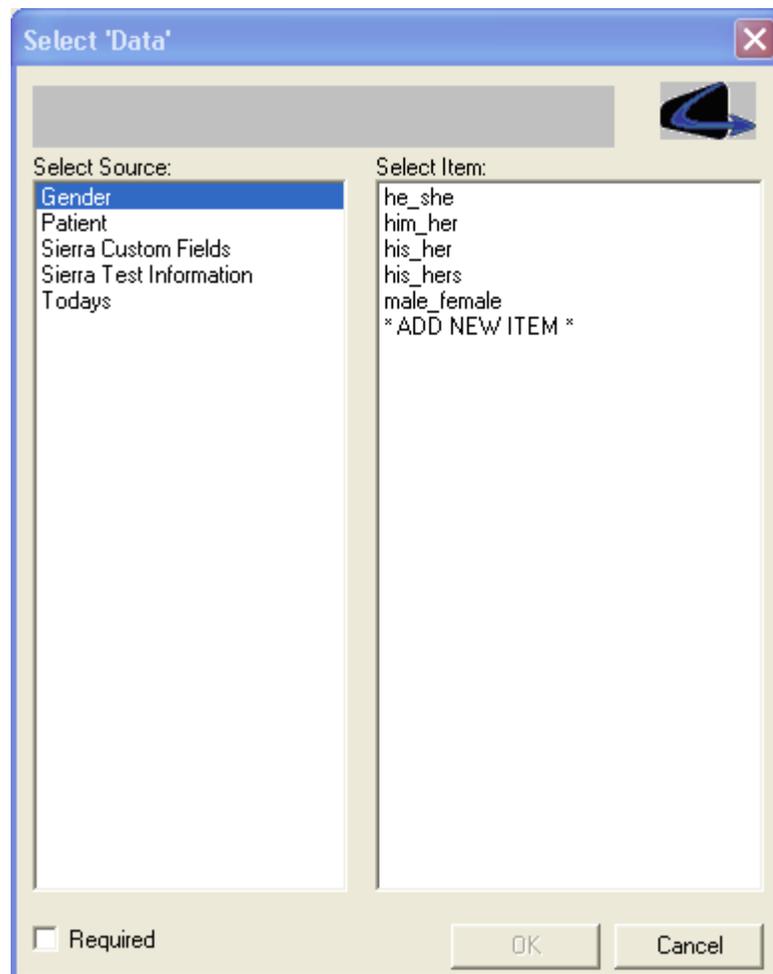
<DATA "PATIENT.AGE"/>

Available Tokens and their Function

Gender Tokens:

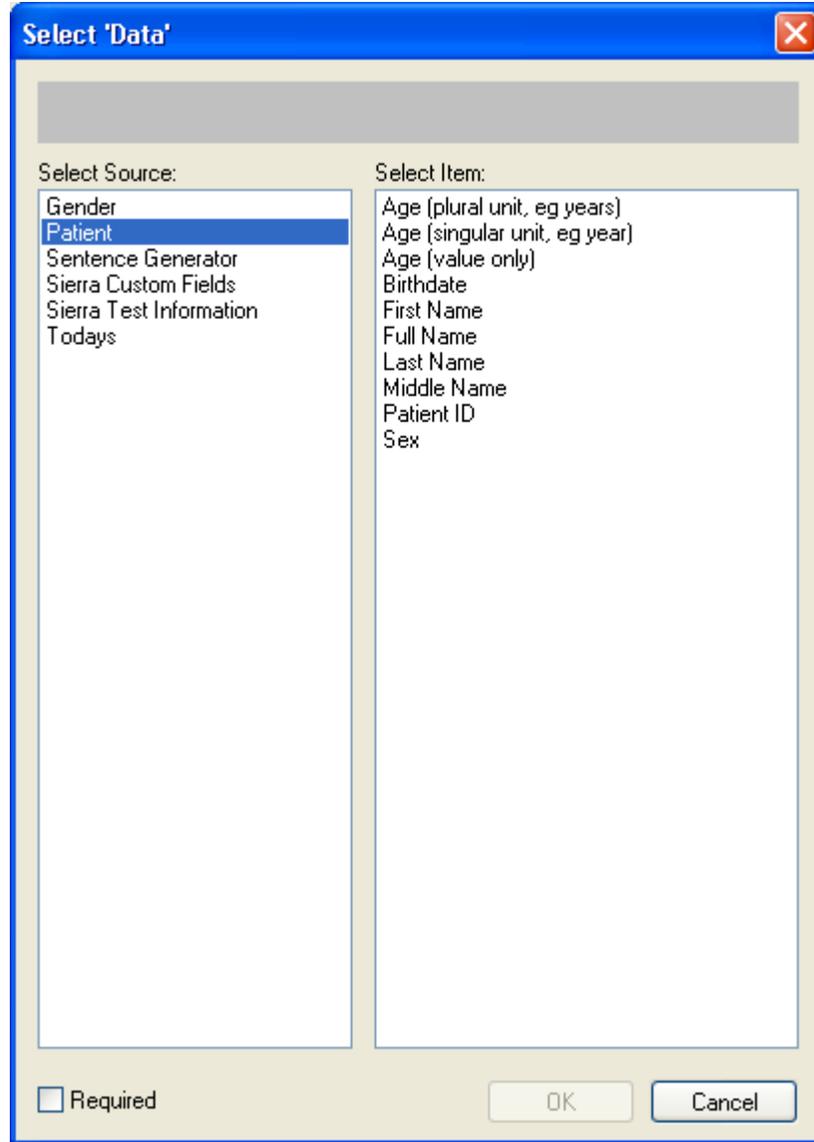
These tokens insert one of the words in the selected combination, the word that is inserted is determined by the gender selected in the Sierra Wave's Patient Information window.

Token	Function
he_she	Inserts the word "he" or "she" into the sentence.
him_her	Inserts either the word "him" or "her" into the sentence.
his_her	Inserts either the word "his" or "her" into the sentence.
his_hers	Inserts either the word "his" or "hers" into the sentence.
male_female	Inserts either the word "male" or "female" into the sentence.
ADD NEW ITEM	Click here to create additional Gender combinations.



Patient Tokens:

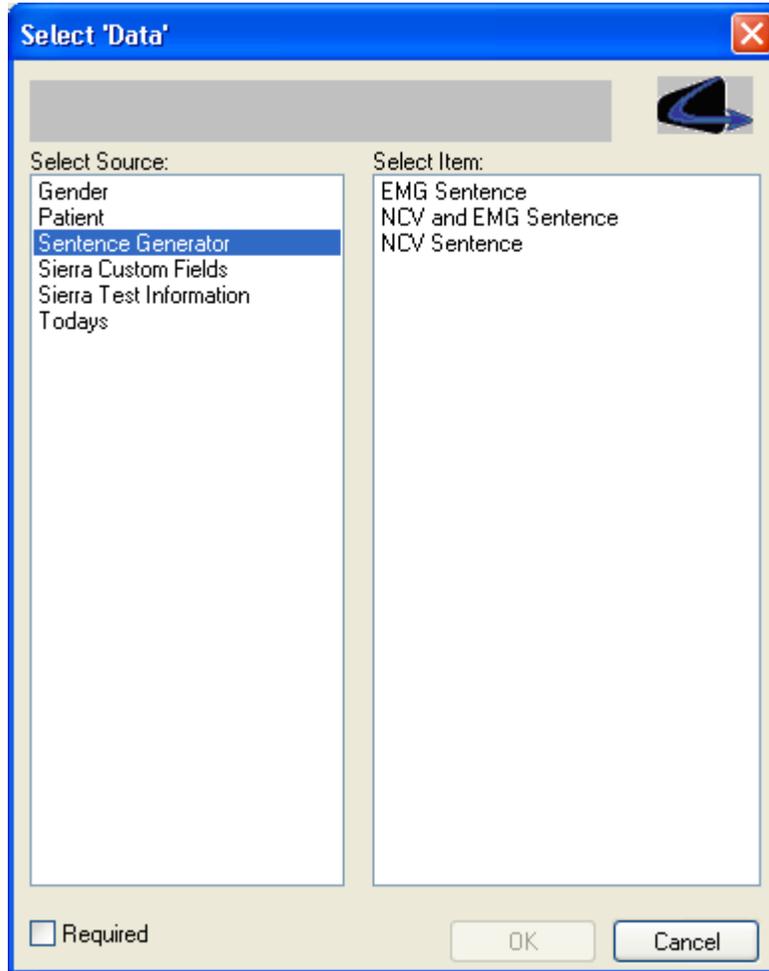
Token	Function
Age (plural unit, e.g. years)	Inserts the patient's age followed by the word 'years', this is computed from the birthdate.
Age (singular unit, e.g. year)	Inserts the patient's age followed by the word 'year', this is computed from the birthdate.
Age (value only)	Inserts the patient's age followed by no other text, this is computed from the birthdate.
Birthdate	Inserts the patient's birthdate.
First Name	Inserts the patient's first name.
Full Name	Inserts the patient's full name (i.e., first name & last name).
Last Name	Inserts the patients last name.
Middle Name	Inserts the patient's middle name or initial.
Patient ID	Inserts the patient's ID number.
Sex	Inserts the patient's sex (i.e., Male or Female).



Sentence Generator Tokens:

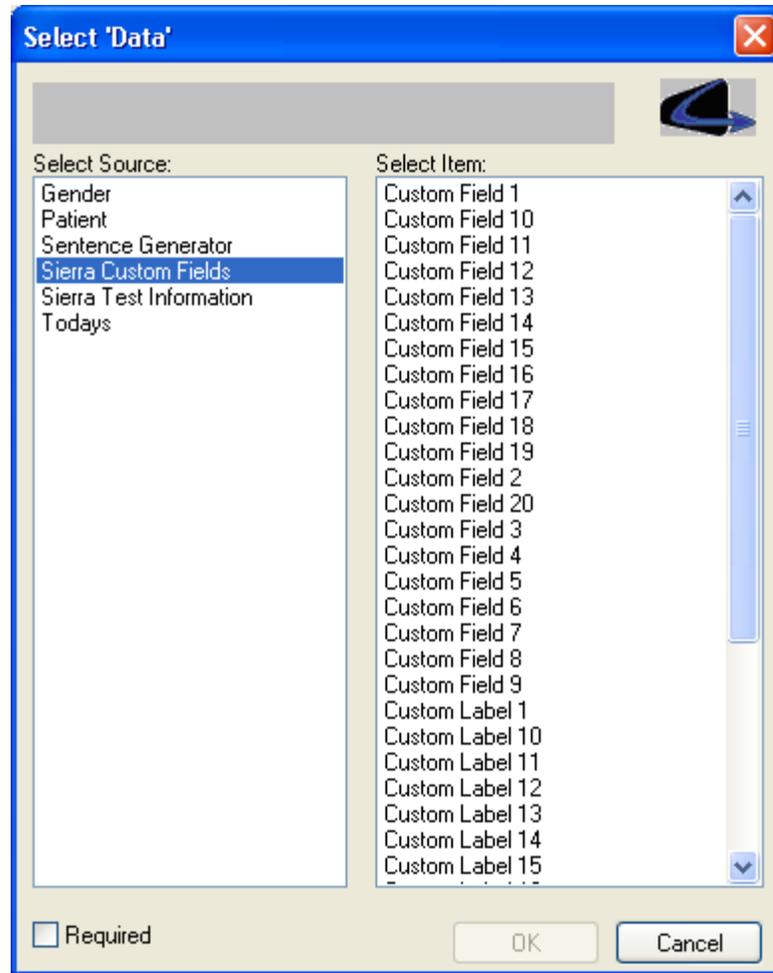
Token	Function
EMG Sentence	Special token that can be used within a Paragraph Item's text box and which inserts the EMG findings sentences from the TabData window.
NCV and EMG Sentence	Special token that can be used within a Paragraph Item's text box and which inserts the NCV/F/H & EMG findings sentences from the TabData window.

NCV Sentence	Special token that can be used within a Paragraph Item's text box and which inserts the NCV findings sentences from the TabData window.
---------------------	---



Sierra Custom Field Tokens:

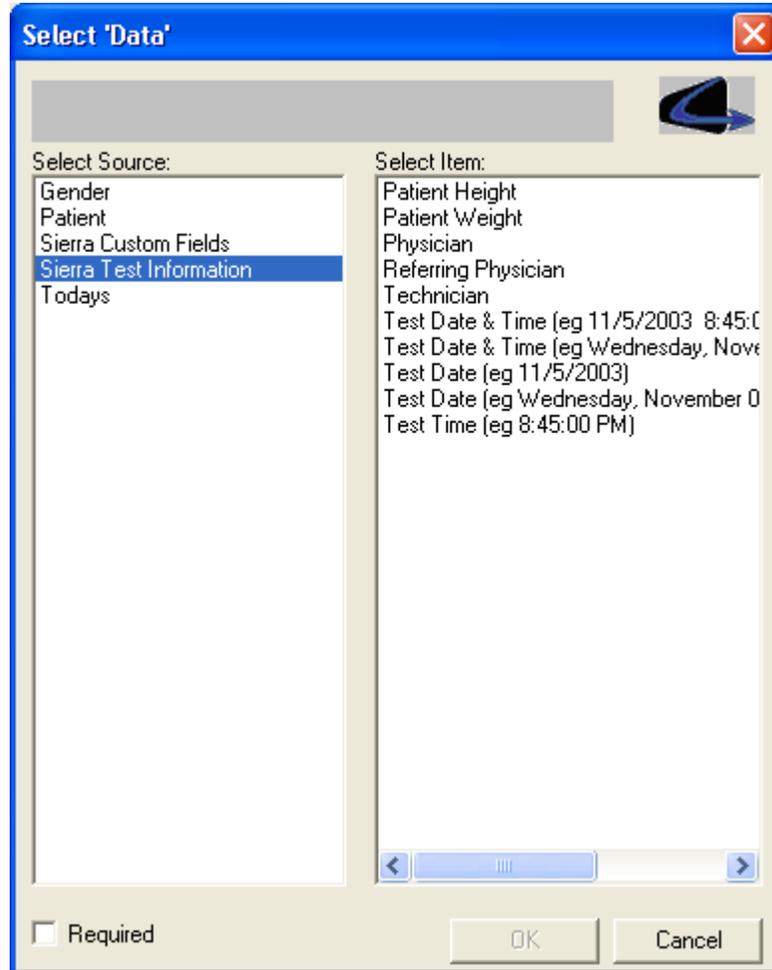
Token	Function
Custom Field 1 - 20	Inserts the contents of the custom patient information fields (#'s 1-20) from the Sierra Wave's Patient Information window.
Custom Field Label 1 - 20	Inserts the custom field labels (#'s 1-20).



Sierra Test Information Tokens:

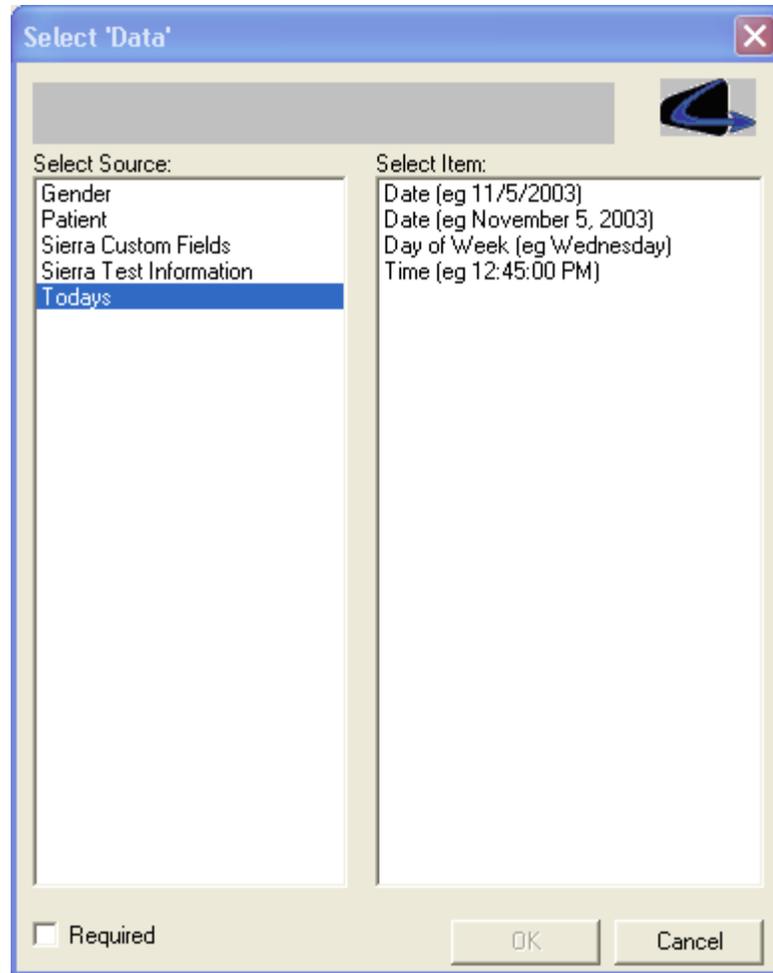
Token	Function
Patient Height	Inserts the patient's height as entered in the Sierra Wave's Patient Information window.
Patient Weight	Inserts the patient's weight as entered in the Sierra Wave's Patient Information window.
Physician	Inserts the Physician's name as entered in the Sierra Wave's Patient Information window.
Referring Physician	Inserts the Referring Physician's name as entered in the Sierra Wave's Patient Information window.
Technician	Inserts the Technician's name as entered in the Sierra Wave's Patient Information window.
Test Date & Time #1	Inserts the Test Date and Test Time in the format, 11/5/2003 8:45:00 AM.
Test Date & Time #2	Inserts the Test Date and Test Time in the format, Wednesday, November 5, 2003 8:45:00 AM.

Test Date #1	Inserts the Test Date in the format, 11/5/2003.
Test Date #2	Inserts the Test Date in the format, Wednesday, November 5, 2003.
Test Time	Inserts the Test Time in the format, 8:45:00 AM



Today's Tokens:

Token	Function
Date #1	Inserts the Current Date in the format, 11/5/2003.
Date #2	Inserts the Current Date in the format, November 5, 2003.
Day of Week	Inserts the Current Day of the Week.
Time	Inserts the Current Time in the format, 8:45:00 AM



Formatting Tags

The **Paragraph**, **Select**, **Table**, and **Insert** item types can contain special commands called "Formatting Tags".

Formatting Tags are entered by clicking on the formatting button . This will display the **Add Tag** window which allows the selection of commands for Bold, Underline, Italics, and more.



Add Formatting Tag window.

Tag	Function
	Turns On Bold text.
	Turns Off Bold text.
<I>	Turns On Italics text.
</I>	Turns Off Italics text.
<U>	Turns On Underlined text.
</U>	Turns Off Underlined text.
<LEFT>	Left justifies text after this command.
<CENTER>	Center justifies text after this command.
<RIGHT>	Right justifies text after this command.
 	Inserts one carriage return (i.e., same as pressing Enter key)
<TAB>	Inserts one Tab Stop.
{ }	Enclose words that you would like randomly selected with brackets.

In the example shown below the words "Chief Complaints" are bracketed by a **Bold** command () command and a **Bold Off** command ().

```
<B>CHIEF COMPLAINTS:</B>  
Patient is a <DATA "PATIENT.AGE"/>-old <DATA "GENDER.MALE_FEMALE"/> who  
presents with
```

In this example the one of the bracketed phrases, "presents with" or "complains of", will be randomly selected as part of the sentence.

```
<B>CHIEF COMPLAINTS:</B>  
Patient is a <DATA "PATIENT.AGE"/>-old <DATA "GENDER.MALE_FEMALE"/> who  
{presents with}{complains of}
```


Creating a New Report Template

Steps To Follow (Creating a new template)

Before you can create new report templates the QuickReport program must be started.

To Start QuickReport from within the Sierra Wave program:

From the **File** menu, select **Launch QuickReport & Select Template**. This selection is only available if a patient data file is open.

To Start QuickReport stand-alone:

Double click on the **QuickReport icon** on the desktop. When QuickReport is started as a stand-alone program you can easily edit templates but be aware that generated reports will not contain any Sierra Wave tables, waves, or patient information.



QuickReport Icon.

To Create a New Report Template, follow these steps:

1. From the Select Report view, perform one of the following.

- Select **Create New Template** from the **File** menu.
- **or, Right click** within the template list and select **Create New Report Template** from the pop-up menu.

The **Edit Report Template Information** window will be displayed.

Edit Report Template Information

Report Template Information

Name **Required** Category

Description

Template ID Owner ID SierraUser

OK Cancel

2. Enter Template Information.

- Type in a **Name** for the template.
- Type in a **Description** for the template (optional)
- Select a template **Category**, typically this will be Sierra Templates.
- The **Template ID** will be created automatically.
- The **Owner ID** will be entered automatically.
- Click **OK**.
- The new template will be listed in the Select Report view.

Edit Report Template Information

Report Template Information

Name My New Template Category SIERRA TEMPLATES

Description Tables, Wave, and Impressions

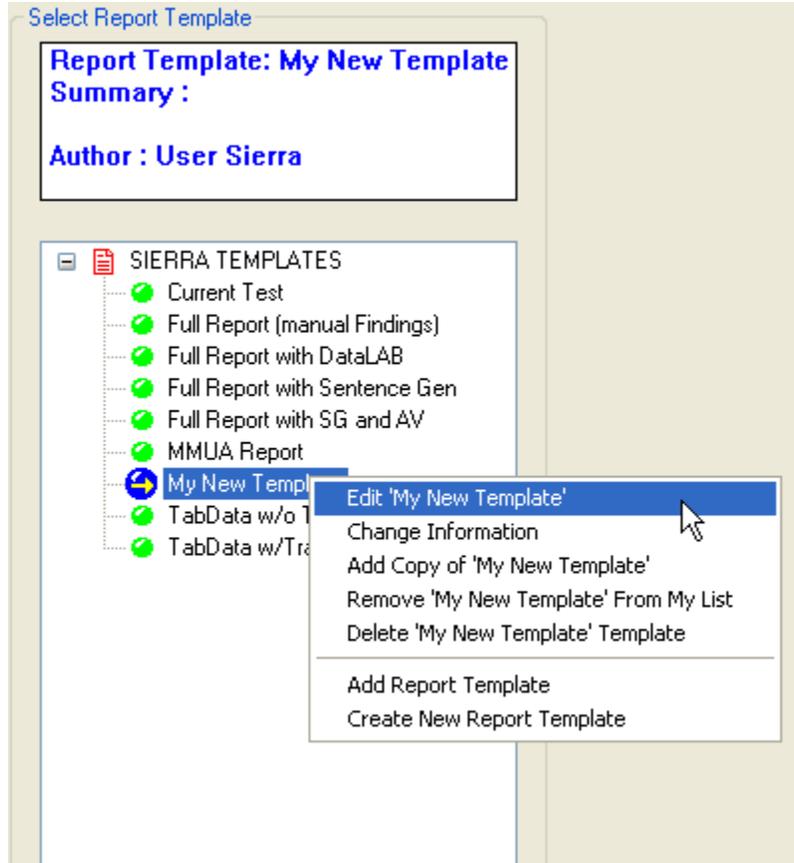
Template ID MYNEWTY01XDS5CKM Owner ID SierraUser

OK Cancel

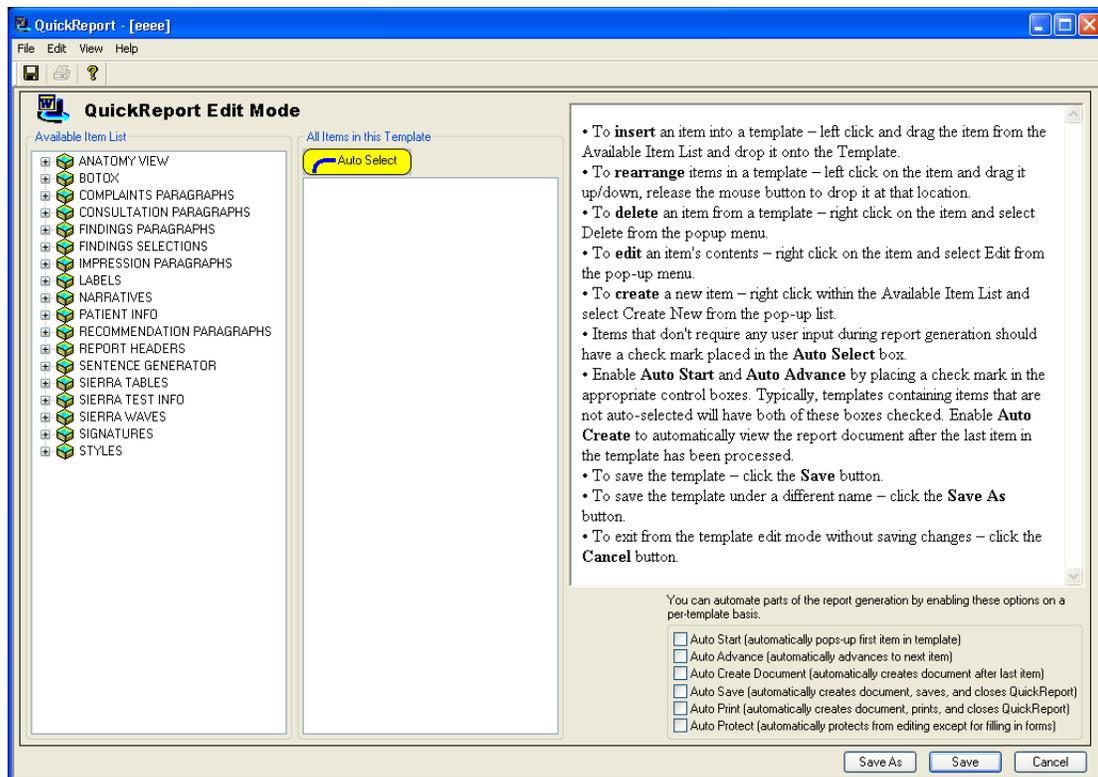
3. Edit the Contents of the New Template.

- **Right click** on the new template name and select **Edit "template name"**.

Creating a New Report Template



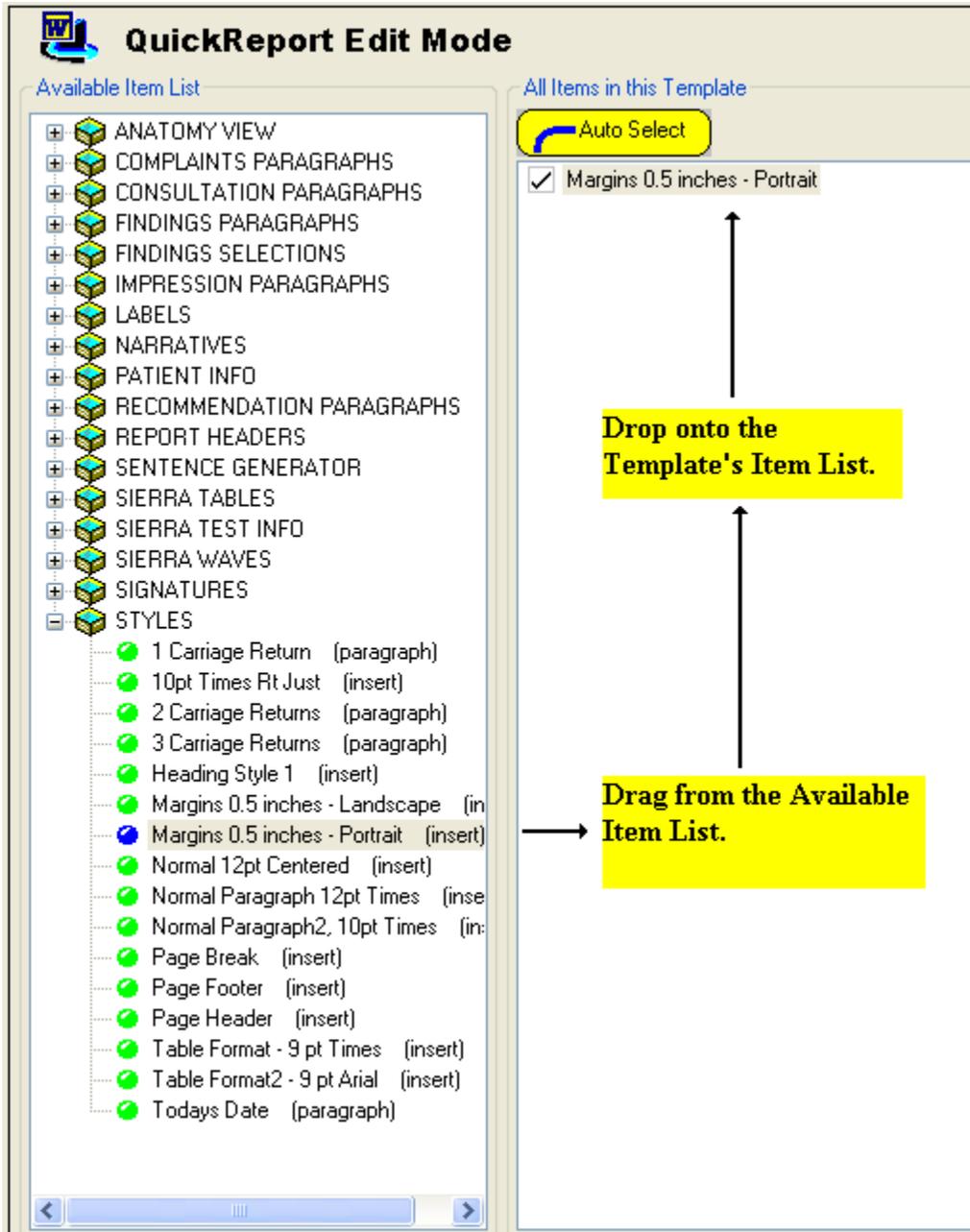
- The **Edit Template** view will be displayed. The available items are listed down the left hand side of the window and an empty item list is displayed down the center of the window.



Empty Template

4. Insert the first Item.

- Locate the item you want by expanding the appropriate item category in the **Available Item List**. This is done by clicking on the plus sign (+) in front of the category. Clicking on the minus sign (-) will contract the category.
- Using the **left mouse** button, **Drag** the report item and **Drop** it onto the Template's Item List in the center section of the screen. Typically the first item will be an **Insert Margins** item.



New template with Insert Margins item added.

- Decide if the item should be **Auto-Selected**. All items that do not require user interaction during report generation should be marked as Auto-Selected items.

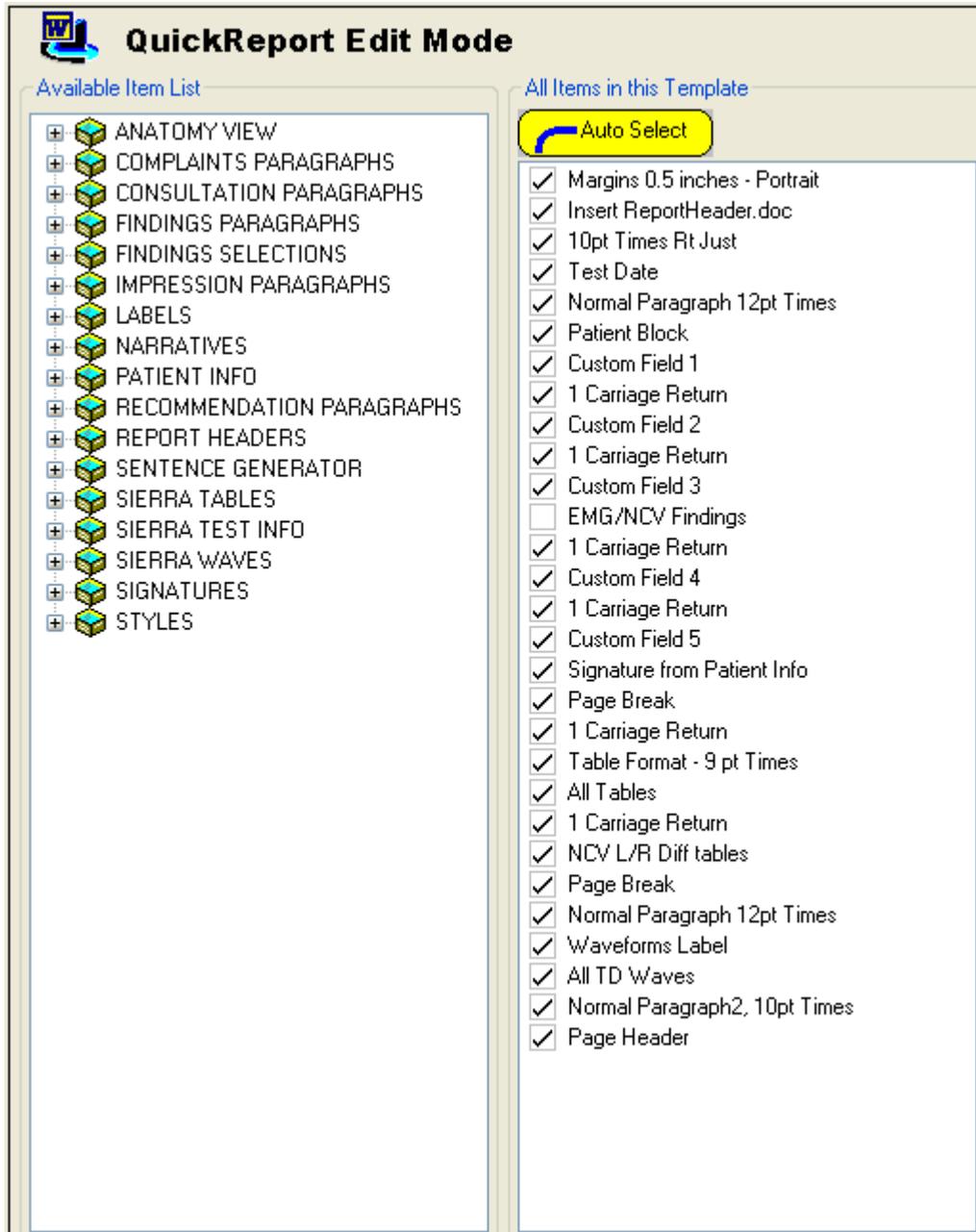
5. Insert the next Item.

- Drag the next item from the Available Item List and drop it onto the Template's Item List. The second item will be inserted below the first item.

6. Continue to insert items until the template is complete.

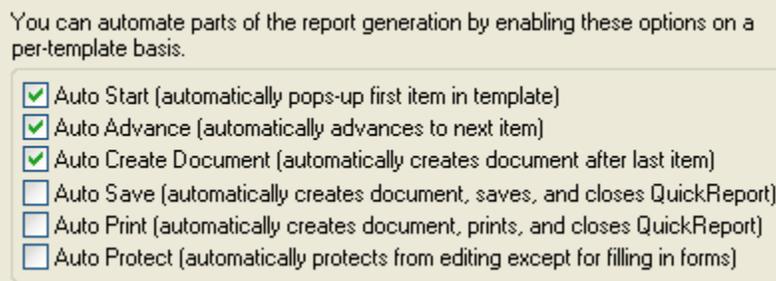
- The order of the items can be changed using either the Drag & Drop or Cut & Paste methods.

The example shown below is the completed template called **Full Report**. It contains three non-Auto Selected items.



Completed template.

7. Set Template Control Check boxes.



Control Check boxes shown at the bottom right of screen in Edit mode.

Auto Start

This box should normally be checked if there are any non-Auto Selected items in the template. This will cause QuickReport to automatically pop-up the first non-Auto Selected item in the template after the template is selected for report generation.

Auto Advance

This box should be checked if there are more than one non-Auto Selected items in the template. This will cause QuickReport to automatically advance to the next non-Auto Selected item in the template after the first one is completed.

Auto Create Document

This box is normally checked for all templates. This will cause QuickReport to automatically go to the Document view upon completion of all the items in the template. This box should even be checked when the template contains all Auto-Selected items.

Auto Save

If this box is checked the report will be generated and automatically saved to the default Data folder. There will be no opportunity to view the report in the Document view. This box can only be used with templates that contain all Auto-Selected items. This box is not checked for any of the factory default templates.

Auto Print

If this box is checked the report will be generated and automatically sent to the default printer. There will be no opportunity to view the report in the Document view or to save the report. This box can only be used with templates that contain all Auto-Selected items. This box is not checked for any of the factory default templates.

Auto Protect

If this box is checked the generated report will automatically be displayed in "protected" mode. This allows templates that contain Word forms (e.g., check boxes, lists) to be completed but not altered.

8. Save the template.

- Click the **diskette icon** , select **Save** from the **File** menu, or click the **Save button**.

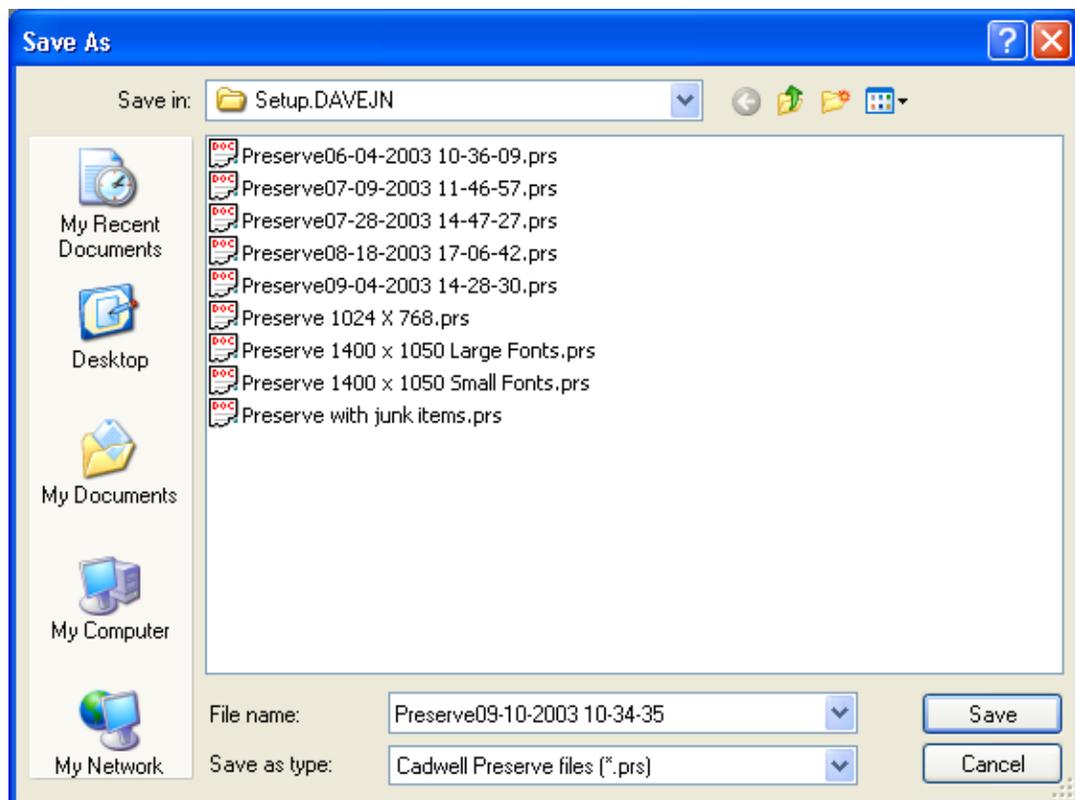
Utilities

Preserving Report Templates

A preserve file can be created from within the Sierra Wave Program that contains the current user's test protocol settings and all the report templates.

To make a Preserve File:

1. Start the Sierra Wave program.
2. From the **File** menu, select **Preserve**.
3. A standard **Save As** window will be displayed with the location of the "Save In" field defaulting to the current user's Setup folder (e.g., *Setup.username*). The filename for the preserve file is automatically created but can be changed to something more descriptive, like the user's name.



Save As window for Preserve Settings.

4. To create the preserve file in this location, click the **Save** button. If you want to create the file in a different location, use the drop-down arrow of the "Save In" field to change the location prior to clicking the Save button.



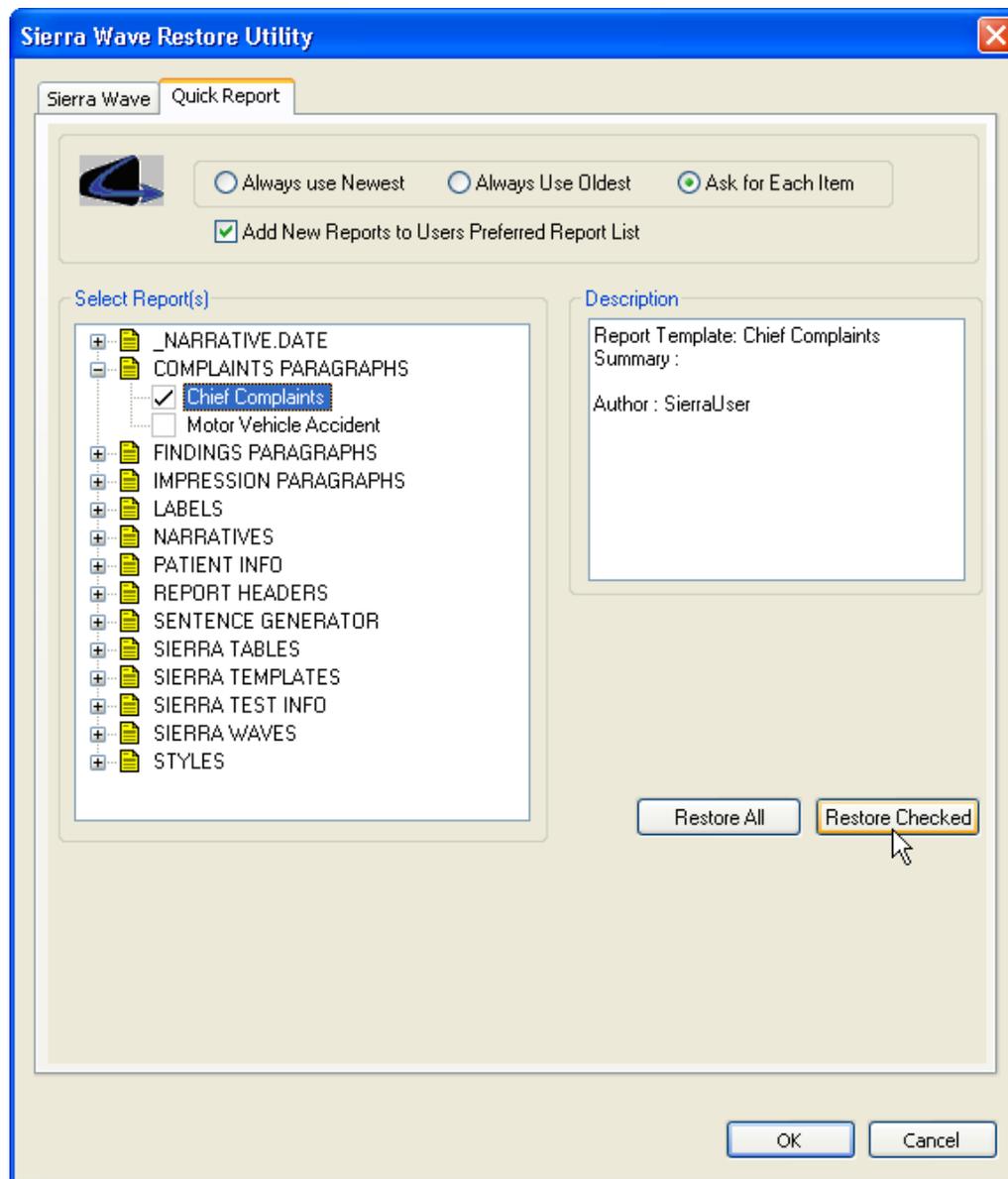
Preserve files have the file extension, **prs**.

Restoring Report Templates

Report Templates are restored from a preserve file using a utility within the Sierra Wave Program.

To Restore Selected Report Templates:

1. Start the Sierra Wave program.
2. From the **File** menu, select **Restore**, then click on **Selected**.
3. A standard **Open** window will be displayed with the location of the "Look In" field defaulting to the current user's Setup folder (e.g., *Setup.username*). All preserve files in this location will be listed.
4. **Select** the preserve file and click the **Open** button. The **Sierra Wave Restore Utility** window will be displayed. This window will default to the Sierra Wave view.
5. Click on the **QuickReport** tab. The **Select Report(s)** section will display the report templates and report items that are available in the preserve file. You can expand a category by clicking on the (+) sign in front of the category name, this will show you the individual report templates or report items contained within the category.



Restore Selected QuickReport Templates and/or Items.

6. To restore **All Templates and Items**.
 - Click on the **Restore All** button.
7. To restore **Selected Templates and Items**.
 - Expand the appropriate categories by clicking on the **(+)** sign in front of the category name.
 - **Click on the box** in front of the template or item name to select it, a **check mark** will appear to indicate it has been selected.
 - Click on the **Restore Checked** button.
8. Click the **OK** button to close the Restore window.

Assigning Report Items to Sierra Wave Custom Fields

The Sierra Wave's Patient Information window can be customized by adding up to 20 user-defined fields. These fields are displayed at the bottom of the patient information window and can be of varying lengths.

To setup the custom patient information fields, start the Sierra Wave program, then select **System Setup** from the **Edit** menu.

The **Custom Patient Info** section lists the custom fields that are currently defined for the system.

Up to 20 fields can be created and there are 5 types (length) to choose from. The information entered in these fields can be transferred to your report.



Name	Type	Report Item
Patient Complaints:	Report Item	Complaints:
Medications:	Report Item	Medications:
Patient History / Exam:	Report Item	Patient History / Exam:
Impression:	Report Item	Impression:
-		

Name:

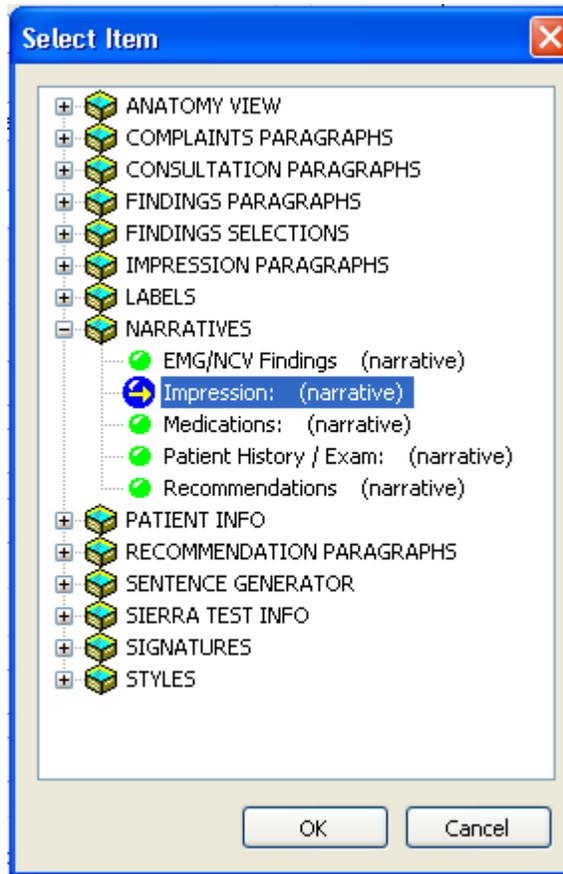
Enter the name of the Custom Field. To change an existing field name, click on it with the mouse. To enter a new field, click on the blank blue line at the bottom of the list.

Type:

Click here to specify the length of each Custom Field. Choices are **Short** (15 characters max), **Medium** (40 characters max), **Long** (110 characters max), **Paragraph** (unlimited characters), and **Report Item**. A selection of Short, Medium, Long, or Paragraph for a custom field will setup a simple text box in the patient information window.

If **Report Item** is selected an additional column will be displayed. This additional column, titled Report Item, allows you to assign a QuickReport Item to this custom field. Simply click within the Report Item column and the **Select Item** window will be displayed. This window displays all the

available Narrative, Paragraph, and Select items that are stored within QuickReport's database. Only one report item can be assigned to each custom field.



Select Item window.

Using a Report Item with a Custom Field

When a report item has been assigned to a custom field, the label of that report item and a small document icon will be displayed above and to the left of the custom field in the patient information window. The user still has the option of simply typing into the custom field, or they can click on the report item's name and process that item. This gives the user the ability to 'pre-process' the report item before starting the report generator.

Assigning Report Items to Sierra Wave Custom Fields

Patient Information

Patient Information

Last Name: Smith, First Name: Jane, M.I.: , Birth Date: 3/23/1968, Height: , Patient ID: ABC123, Gender: Female, Weight:

Exam Information

Test Date: 5/ 5/2005, Test Time: 2:34:15 PM, Physician: J. Pearson, M.D., Referring Physician: , Technician:

Custom Information

Patient Complaints: [Complaints:](#)

Medications: [Medications:](#)

Patient History / Exam: [Patient History / Exam:](#)

Impression: [Impression:](#)

Report Header

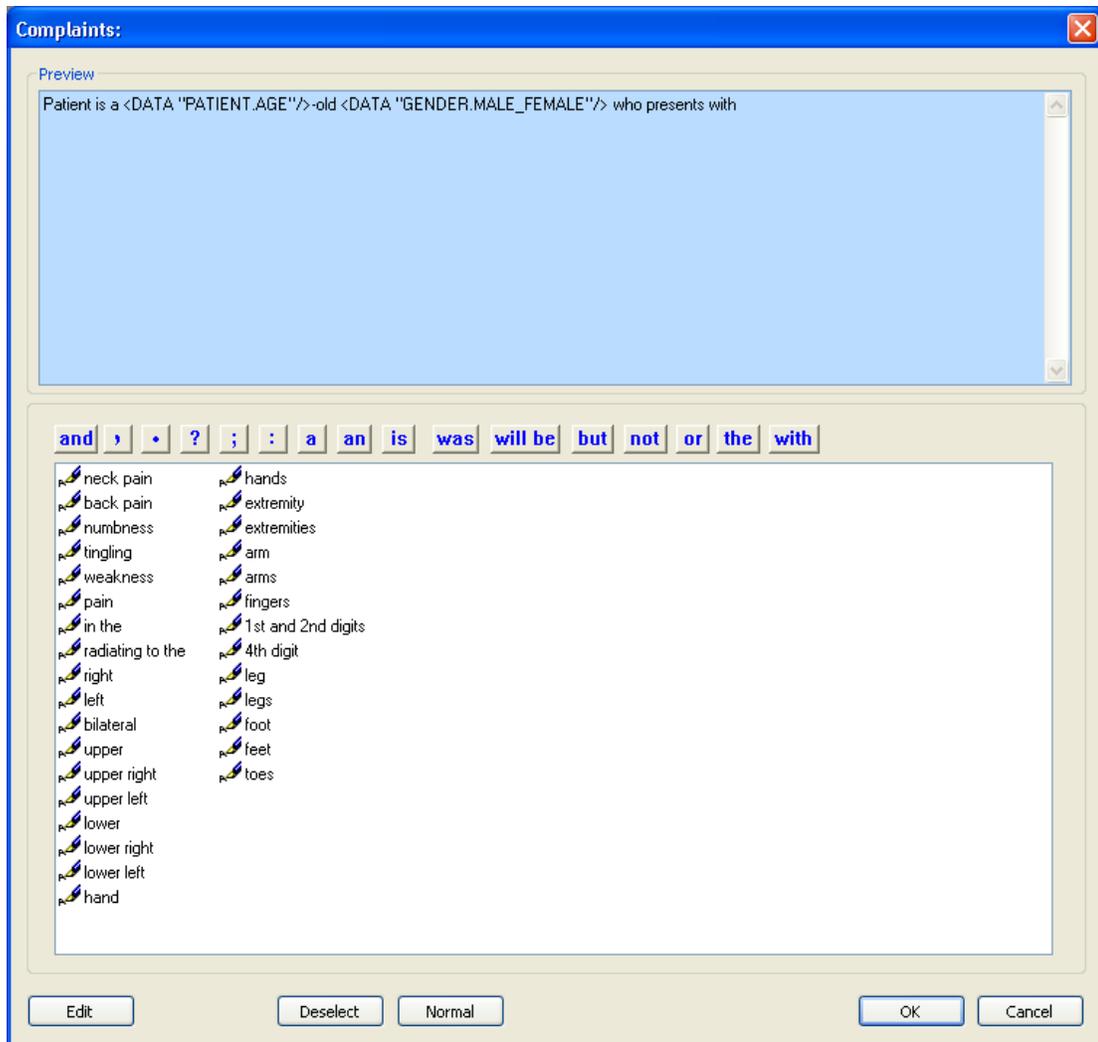
EMG Clinics.doc [Browse](#)

F1 - Load Patient Info, F2 - Close & Save, F3 - Start Exam, F4 - Cancel

Click here to run the "Complaints" Item.

Patient Information window.

Clicking on the Complaints item [Complaints:](#) , in the above example, will pop-up the typical QuickReport window for that item which is shown below.



Chief Complaints report item.

You can complete the report item in the normal fashion and when the OK button is clicked the output of the report item (i.e., the data in the blue preview box) is inserted into the custom field in the patient information window.

Assigning Report Items to Sierra Wave Custom Fields

Patient Information

Patient Information

Last Name: Smith, First Name: Jane, M.I.: , Birth Date: 3/23/1968, Height: , Patient ID: ABC123, Gender: Female, Weight:

Exam Information

Test Date: 5/ 5/2005, Test Time: 2:35:56 PM, Physician: J. Pearson, M.D., Referring Physician: , Technician:

Custom Information

Patient Complaints: [Complaints:](#)
Patient is a 37 year-old female who presents with numbness, tingling, and pain in the right hand.

Medications: [Medications:](#)
Patient is currently taking tylenol and celebrex.

Patient History / Exam: [Patient History / Exam:](#)
Patient has no allergy to medications. Patient is independent in activities of daily living and ambulation. Patient's occupation is an office worker. Provocative testing revealed positive Tinnel's test on the right and normal findings on the left. Sensation testing revealed intact proprioception in all peripheral nerve and dermatomal distributions. Past surgical history is noncontributory. Past medical history is significant for arthritis and gall bladder disease.

Impression: [Impression:](#)

Report Header
EMG Clinics.doc [Browse](#)

F1 - Load Patient Info F2 - Close & Save F3 - Start Exam F4 - Cancel

Patient Information window with the Patient Complaints, Medications, and Patient History/Exam custom fields completed.



If you click on a report item a second time, it will simply add the results to the end of the text already inside the field.

Report Header

The **Report Header** is the information that appears at the **top of the first page** of the report document. This is inserted by using an **Insert - Document** item in the report template.

The **Sierra Wave** program provides a convenient way to edit the contents of the Report Header.

1. Start the **Sierra Wave** program.
2. Select **System Setup** from the **Edit** menu. The report header setting is located in the preferences area.



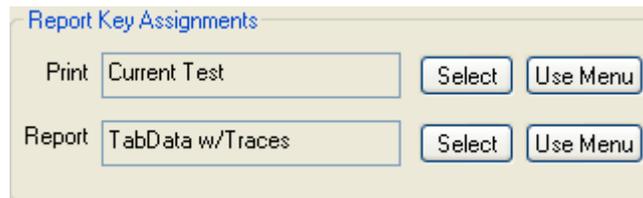
3. Click the **Edit** button to open the currently selected Report Header using Microsoft Word. After making changes be sure to select **File - Save** before closing Word.
Use the **Browse** button to locate a different report header or click the drop-down arrow to select from a list of the most recently used report headers.
4. Click **OK** to close the System Setup window.

Report Keys (Print & Report)

The Sierra Wave base unit has two dedicated keys that can be programmed to start QuickReport and load a specific report template. These two keys are named **Print** and **Report**.

To change the report templates assigned to these keys start the Sierra Wave program and select **System Setup** from the **Edit** menu.

In the **Report Key Assignment** section click the **Select** button, then click the plus sign (+) next to report category; highlight the report template name and click **OK**. You can also assign "Use Menu" to a key, this causes QuickReport to launch and stop at the Select Report view so that you can select any template on the system.



The screenshot shows a dialog box titled "Report Key Assignments" with a light beige background. It contains two rows of controls. The first row is for the "Print" key, with a text box containing "Current Test" and two buttons labeled "Select" and "Use Menu". The second row is for the "Report" key, with a text box containing "TabData w/Traces" and two buttons labeled "Select" and "Use Menu".

Key	Report Template	Select	Use Menu
Print	Current Test	Select	Use Menu
Report	TabData w/Traces	Select	Use Menu

QuickReport Formatting Guidelines

Rule #1 - There are no automatic line breaks after Items within a Narrative. You must put carriage returns into the individual items.

Rule #2 - If a Narrative item has a heading entered for it, there will be an automatic line break before and after the heading. If numbering is enabled, there will be an automatic link break after each item.

Rule #3 - In a Paragraph item, a space is not needed at the end of a line of text that comes before a choice box.

Rule #4 - In a Paragraph item, a space is required at the beginning of a line of text that follows a choice box.

Rule #5 - In the Fill In Report view, black colored lines indicate items that have already been processed and will be included in the report. Green colored items indicate items that have not been processed. The exceptions to this rule are Paragraph items that contain only carriage returns and Sierra items, both of these are always displayed in green color.

Rule #6 - A manual Page Break item needs to have a blank line after it.

Rule #7 - A manual Page Break doesn't work when placed immediately before a Sierra - Table item, you need to put a Carriage Return item in between these two items.

Rule #8 - If a template contains a Sierra - TD Waves item followed by a Sierra - TD Tables item, place a table format item (i.e. Times 9pt) before the Sierra - TD Waves item in the template.

Rule #9 - A Table item automatically inserts a blank line before and after the table.

Rule #10 - An Insert item automatically inserts a blank line before and after each picture, but no blank lines for documents or other inserted items.

How to put blank lines between items in the template.

- insert Carriage Return items in the template.
- place carriage returns within an item (i.e., press the Enter key within a text box).
- place the BR formatting tag within an item.

QuickReport Installation Folders

The QuickReport installation creates the following folders.

C:\Cadwell\QuickReport - this folder contains the main QuickReport application and its associated files.

C:\QMWorkStation\SierraWave0D4E4EA\Data3 - this folder contains the report template and item database. The database is named "wsQuickReport.qxp".

C:\QuickMedApp\Images - this folder contains some image files used by the program and the QuickReport Help file.

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