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# User Manual For IHT Systems Using MSA 147 Software

Date: January 2020

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# Initial Introduction

## General Introduction

Thanks for purchasing the IHT BioScan™ System and licensing the BioScan™ MSA software. This versatile testing instrument is used to record and report bioelectrical impedance measurements, also known as Galvanic Skin Response Testing (GSR).

The licensed software will record and maintain complete details of all tests performed, saved in each discrete client record and allow the practitioner to view the data in easy to use reporting formats. The practitioner can also customize the reports for specific clinic use. The software also allows the practitioner to insert notes in each client visit and other easy to use features to ensure that the data collected in the GSR testing is formatted for the best use by each practitioner.

In the USA, International Health Technologies (IHT) is registered with the FDA. The current BioScan™ Device and the older VantagePro Devices, as well as several other legacy Devices from BioMeridian such as the MSA Professional (MSA Pro) and Vantage are listed under the IHT 510K's registration with the US FDA.

## Warning Symbols

The following safety symbols may be found on the IHT Devices:



This symbol is the abbreviation of French phrase "Conformité Européene" which literally means "European Conformity".



This symbol is to alert the user that there are details on the subject within the user manual.



This symbol means that the Device is compliant with RoHS Directive 2011/65/EU.



This symbol signifies that this is the manufacturer of the Device.



This symbol is to alert the user that when disposing of the Device they must perform separate collection for waste of electrical and electronic equipment.



This symbol is to alert the user that when disposing of batteries to recycle them appropriately at a recycling center.



This symbol is intended to alert to the presence of important operating and maintenance (servicing) instructions in the documents accompanying this appliance.



This symbol is to alert that this Device contains no user serviceable parts. To help prevent risk of electric shock, user should not attempt any repair.

## **Indications for Use Statement**

The IHT System is intended only for use in Galvanic Skin Response measurement.

## **Use of the Device**

United States Federal Law provides that this Device must be used under the license of a healthcare practitioner.

## **Safety Precautions**

Read all instructions before using the any IHT Devices and save this User Manual for later use.

Do not use the Device on pregnant women or any person who has an electrical device implanted or on their body. Do not apply a stylus tip to any open skin, wound, cut, abrasion or contusion.

Failure to comply with these Safety Precautions could result in harm to the test subject.

## **Naming conventions used in this manual**

- **IHT System** is used when referring to the complete hardware and software package.
- **MSA Software** is used when referring to the MSA Software Application only and does not relate to hardware.
- **IHT Device or Device** is used when referring to any of our supported hardware Devices and does not relate to software. It generally refers to the Device and any attachments connected.
- **BioScan™ Device** or **VantagePro Device** are the names of the specific hardware Devices supported. The **MSA Professional (“MSA Pro”) Device** is an historic device that is not built by IHT but the IHT software can be operated on this device. IHT does not provide hardware support for the MSA Pro Device.
- **Epic™ Stylus** is an optional accessory stylus licensed BioMeridian Technology.
- **User** is the operator of the IHT Software and Device. This may be a practitioner or a technician depending on the scope of the practice. In this manual, practitioner, User, technician and tester are used interchangeably.

## **Computer skills are needed**

The IHT system includes software programs that are used in conjunction with the testing instrument. IHT does not assume the responsibility of teaching the user basic computer skills. The user must know the basics of a Microsoft Windows® based personal computer such as how to turn it on, how to open programs, etc., Windows® functions, how to use a mouse and keyboard, have a familiarity with how software programs operate in Windows®, and how to operate a printer (Windows® is a registered trademark of Microsoft Corporation). This User manual and training at IHT is based on the assumption that the user possesses these basic computer skills.

**For those not possessing these skills, it is strongly recommended that a computer literacy course be taken before coming to IHT training or attempting to operate the IHT System.** These courses are frequently available through colleges, community education programs, public libraries, the internet or private computer training companies.

## **Unpacking the Device**

A packing slip containing a checklist is included in the product box. It lists everything which is included in the box with the Device. Please review the checklist **upon receipt of the shipping box** to make sure that all parts have been received. If these items listed on the checklist have not been received, call IHT Customer Service immediately to report any shipping discrepancy. If no call is made to IHT within 5 business days of receipt of the shipping box, IHT will conclude all parts have been received by the Buyer.

## **Shipping the Device**

It is recommended that the box, packing material and all foam inserts be **kept and stored for future use**. In the unlikely event they are needed to return the Device to IHT, the Device should be returned in the original packing material and sealed with proper packing tape to ensure safe transit. If the original packing materials have been lost, please follow the Proper Packing Methods written in the Shipping Instructions provided with your RMA prior to shipment.

# Warnings

## 1. READ INSTRUCTIONS

All the safety and operating instructions should be read before the IHT System is operated.

## 2. RETAIN INSTRUCTIONS

The safety and operating instructions should be retained for future reference.

## 3. HEED WARNINGS

All warnings on the product and in the operating instructions should be followed.

Do not use the Device on pregnant women or any person who has an electrical device implanted or on their body. Do not apply a stylus tip to any open skin, wound, cut, abrasion or contusion.

Failure to comply with these Safety Precautions could result in harm to the test subject.

## 4. FOLLOW INSTRUCTIONS

All operating and use instructions should be followed.

## 5. DEVICE ATTACHMENTS

Do not use attachments not recommended by the manufacturer as they may cause hazards or injury.

## 6. WATER AND MOISTURE

Do not use the IHT Device, components or accessories near water, for example, near a bathtub, washbowl, standing water on countertop, kitchen sink, laundry tub or a swimming pool.

## 7. TESTING AREA

Do not place the IHT Device, components or accessories on an unstable cart, stand or table.

## 8. VENTILATION FOR THE EPIC™ STYLUS, A BIOMERIDIAN TECHNOLOGY

Slots and openings in the housing are provided for ventilation and cooling. These openings must not be blocked or covered in any way. If it becomes hot to the touch, turn the MSA Software OFF and the IHT Device OFF and wait for it to cool.

## 9. OBJECT AND LIQUID ENTRY

Never push objects of any kind through the various openings into the IHT Device or the vents in any of the accessories. Foreign objects could touch dangerous voltage points or short out parts that could result in fire or electric shock. Never spill or spray any type of liquid on the IHT Device or accessories. Never dip the stylus tips into a wetted sponge or into any source of moisture. Always sparingly moisten the AcuPoint with fingers.

## 10. SERVICING

Do not attempt to self-service this product as opening and removing covers will void all Manufacturers' Warrantees whether implied or written. For any repairs or service issues, call IHT Tech Support.

## 11. TAMPERING

There are no user serviceable parts inside the IHT Device, styluses or accessories. Opening any part of the IHT Device will immediately void any manufacturers' warrantee whether implied or written.

## 12. REPLACEMENT PARTS

When replacement parts are required, call IHT Customer Service. Unauthorized substitutions of parts may result in fire, electrical shock, or other hazards and may cause injury or death and will void any manufacturers' warrantee whether implied or written.



### 13. DAMAGE REQUIRING SERVICE

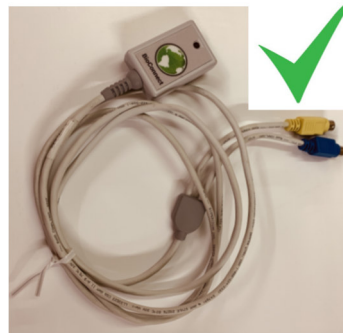
Call IHT Tech Support for assistance in determining what units may require service. The unit(s) requiring service will receive an RMA number (Return Merchandise Authorization number). This number should be written on the outside of the carton and any documentation or in the letter provided to IHT. The IHT Device or accessories should be packaged in the original shipping boxes and returned to IHT for servicing subject to warrantee, current customer service agreement(s), and current Customer Service policies. **If only sending a single component of the Device or accessory, pack it securely and completely in bubble wrap, place in a corrugated shipping box (not chipboard gift or food boxes) and fill remaining space with shipping peanuts.**

### 14. CARE OF ACCESSORY CORDS

The cords that connect the styluses, HandMass™ and accessories to the IHT Device are durable but are not indestructible. Care should be taken not to damage the cord in any way. The cord can be damaged by:

- Pulling or yanking on the cord;
- Rolling over the cord with a chair;
- Stepping on cord;
- Bending the cord sharply;
- Lifting the stylus by the cord;
- Unplugging the styluses, HandMass™ or accessories by pulling on cord;
- Wrapping the cord around the body of the accessory;
- Any similar harsh action.

Wrap cords like this:



Do not do this:



### 15. POWER CORD PROTECTION

The power supply cord should be routed so that it will not be walked on or pinched by items placed upon or against it. Also pay particular attention to the correct routing of cords at plugs, convenience receptacles, and the point where they exit from the power supply or unit.

### 16. OVERLOADING, VOLTAGE SPIKES, AND LIGHTNING

Do not overload wall outlets and extension cords, as this can result in a risk of fire or electric shock. Make sure the IHT Device is plugged in to a high-quality surge protector and/or un-interruptible power supply (UPS). These are available at quality computer stores. To protect the product from a lightning storm or when it is left unattended and unused for long periods of time, unplug the power supply. Many customers elect to use an electrostatic mat in the testing area if there is concern of static electricity in your testing area. The electrostatic mats can be purchased on Amazon and other outlets.

### 17. BATTERY

- **BioScan™** – the software will provide a warning dialogue box when the battery is running low. The remainder of the battery life will depend on the frequency of use of the Device, so plan on replacing the battery promptly. The BioScan™ device uses a Duracell 223 or similar 6-volt video battery.
- **MSA Professional** – exchange the battery with a fresh battery if the battery indicator on the device is at two bars or less. Always keep a spare battery charged available for immediate use. The MSA Pro uses a Duracell DR-10 which is 2200 milliamps or DR-11 which is 4300 milliamps.

### 18. USAGE WARNINGS

- IHT prohibits the use of this Device on anyone who has a pacemaker or other electrical Device on or implanted in the body. IHT prohibits the use of this Device on anyone who is pregnant.
- Do not apply a stylus tip to any open skin, wound, cut, abrasion, contusion, etc. under any circumstances. Failure to comply with this warning could be harmful to the test subject.

### 19. SUPPORTED MICROSOFT WINDOWS® OPERATING SYSTEM REQUIRED

During the period covered by the Support Agreement, IHT will attempt to satisfy the specific customer support request; however, this service is offered us on a best-effort basis only and IHT may not be able to resolve every support request. IHT supports the MSA software only so long as on the Microsoft Windows® operating systems for which the system is designed and the Microsoft Windows® operating system must be currently supported by the Microsoft Company. At the time this document was written Windows® 8.1 and 10 are supported.

## How to Get Help

### Hardware Instructions

Specific hardware instruction relating to the use of IHT supported Devices can be found in various **Quick Start Guides**. A **Quick Start Guide** was shipped with the hardware Device and can be downloaded from the customer only BioScan™ Gathering section of the [www.ihbio.com](http://www.ihbio.com) website. Proper customer access credentials are required to access the customer only section of BioScan™ Gathering.

### User Manual

**Read this User Manual completely before operating the Device.** When questions arise regarding usage, please refer to the specific section of this User Manual as noted in the Table of Contents.

### Customer Success Team

If your system was purchased directly from IHT, please call the following number during IHT USA Mountain Time business hours of Monday thru Friday 8 am until 5 pm:

**USA: Direct Dial 801-889-2318 or Toll-Free: 888-224-2337**

**Europe: +33 9 75 18 04 79**

For questions about training, accounting or sales select Option 1

For technical support questions select **Option 2**

If your system was purchased from a distributor, please contact the distributor from whom the IHT System was purchased.

**Holiday Schedule:** IHT posts on the home page of the website when the HQ offices will be closed, but in general IHT is closed on all US Federal Holidays. Please see our website for specific dates and times of closure for all holidays and the IHT Annual User Conference.

### Subscription Agreement

IHT requires that all customers are under an IHT Subscription Agreement which entitles the customer to the following benefits:

- Trained Tech Support representatives to answer questions and provide remote access support if required during normal business hours for IHT HQ. (The IHT headquarters are in the Mountain Time Zone in the USA.);
- Access to the customer only BioScan™ Gathering section of the [www.ihbio.com](http://www.ihbio.com) website. This is a private customer only section password entry only located on the main IHT website. Forums, training videos, webinars and marketing documents are available at this site as well as an opportunity to chat with other users of the technology;
- Q and A sessions for four hours a week with IHT professionals;
- Access to periodic IHT software and Virtual Library updates;
- Warranty of the BioScan™ Device (See your IHT Agreement for details on the coverage and limitations of the Warranty).

## Cleaning Details

Always maintain sanitary and quality conditions for all IHT Devices. This is important not only for good practice but to ensure easy and good testing results with your equipment.

### Disinfecting

As is always the case in clinical settings, it is the practitioner's responsibility to maintain safe, sanitary conditions—especially regarding equipment or other materials with which clients have direct contact. Each practitioner therefore bears sole responsibility for ensuring that any parts of the equipment (e.g., components such as cords, stylus, HandMass™, stylus tips, etc.) are appropriately cleaned and disinfected between all client examinations in compliance with standard operating procedures of all concerned licensing or regulatory bodies. General instructions from IHT are to disinfect between clients.

### Maintenance

The hand's natural oils and acids tend to naturally tarnish brass surfaces over time with a layer of corrosion. Tarnish, inside or out, on the brass HandMass™ and/or the brass stylus tips may interfere with the instrument's function. It is imperative that brass components are free of tarnish both inside and out (see example to the right). If the Sure Touch Tip® ("Tip") becomes severely tarnished and black as in the picture to the right, or if the tines on the top of the Tip are worn down from extended use or improper cleaning, it will be necessary to replace the Tip with a new Tip to ensure proper readings.

A good test to see if the tines are worn down is to take the Tip and press against skin and slightly twist the Tip. If you can feel the Tip "grab" the skin, then the tines are good. If when you twist the Tip it feels smooth with no "grip" then it is time to replace the Tip.

**DO NOT immerse the IHT Device or moisten any of its connectors or ports.** IHT assumes no liability for damage or loss resulting from misuse, mishandling, or improper cleaning of any component.

#### How Clean is Your Equipment?



Oxidation of your EPIC or manual stylus tip, brass HandMass and any connections will affect your readings.



### **Sure Touch Tip® (STT) Cleaning Procedure**

The Sure Touch Tip® (Tip) can be removed for cleaning by:

- **Epic™ Stylus, a BioMeridian Technology** – first removing the rubber-tipped hood by turning it counter-clockwise, then unscrewing the brass Tip from the stylus by turning counter-clockwise.
- **Standard or AcuPoint II Stylus** – pulling the brass Tip straight off the Stylus connection.

#### **Procedure for Cleaning the outside of the Tip:**

- Prepare a toothbrush by trimming the bristles to about 1/8 of an inch, allowing for a stiff cleaning action.
- Place about ¼ cup of baking soda in a small plastic or glass container with a cover.
- Have a Scotch™ Bright Pad or Fine Steel Wool and a Cotton Swabs available for use and do the following:
  - 1 Dip a moist toothbrush into the baking soda container;
  - 2 Hold the Tip firmly between the thumb and index finger and swiftly press the baking soda coated toothbrush bristles down into the head of the Tip while dragging the toothbrush bristles off to one side of the Tip;
  - 3 Repeat this step rapidly over and over while rotating the Tip;
  - 4 Use the toothbrush dipped in baking soda for cleaning the top, or “tines”, of the Tip;
  - 5 Use a Scotch™ Bright Pad or Fine Steel Wool to clean the sides and rest of the Tip’s surface;

#### **IMPORTANT Procedure for cleaning the inside of the Tip:**

- Be sure to clean the hole in the back of the Tip that inserts or threads into the specific stylus;
- **NOTE:** No baking soda or other cleaning solutions should be used inside the Tip;
- A cotton swab, with most of the cotton removed and moistened with water **ONLY**, can be used on the inside of the Tip and will remove most if not all the corrosion buildup in that area;
- Once the darkened areas have been made brilliant again, simply wipe the Tip with a damp cloth and dry before inserting back into the stylus.

This process is used for proper maintenance to avoid buildup of tarnish on the Tip; however, the Tip should also be disinfected between client tests.

#### **Warning**

Do not clean the tines of the Tip with the Scotch Bright Pad or Steel Wool as damage will occur.

Brass is a soft metal and cleaning with the Scotch™ Bright Pad or fine Steel Wool will wear down the tines very quickly and you will need to replace the Tip. These tines will wear down with normal testing use and the Tip will need to be replaced when that occurs as your testing will become harder as the tines wear down.

As stated above, an easy test to see if the tines are worn down is to take the Tip and press against skin and slightly twist the Tip. If you can feel the Tip “grab” the skin, then the tines are good. If when you twist the Tip it feels smooth with no “grip” then it is time to replace the Tip.

**Cleaning of hardware and Accessories**

Turn the MSA Software OFF and the IHT Device OFF, in that order, and unplug the components before cleaning. Never use any tools to remove or tighten any part before or after cleaning. Use only fingers to loosen or tighten the tips or hood.

**Please review the following list of recommendations for proper cleaning of each component. All items must be removed from their respective cord, handle, outlet, or connection port before cleaning. Never clean small parts over an open drain. This could result in permanent loss of these components.**

<b>CLEANING TOPIC</b>	<b>INSTRUCTIONS</b>
IHT Device	Clean the exterior of the IHT Device using a soft cloth dampened with isopropyl alcohol. Chemical cleaning products are not recommended.
Power Supply	Clean the exterior of the Power Supply and Cable using a soft cloth dampened with isopropyl alcohol. Chemical cleaning products are not recommended.
Battery	Do Not Clean. Recycle battery properly and replace. <i>(See the Quick Start section.)</i>
Standard Stylus	Clean the exterior and cable of the Standard Stylus using a soft cloth dampened with isopropyl alcohol. Chemical cleaning products are not recommended. Clean the tip as indicated above.
AcuPoint II Stylus	Clean the exterior and cable of the AcuPoint II using a soft cloth dampened with isopropyl alcohol. Chemical cleaning products are not recommended. Clean the tip as indicated above.
Epic™ Stylus, a BioMeridian Technology	Clean the exterior and cable of the Epic™ Stylus using a soft cloth dampened with isopropyl alcohol. Chemical cleaning products are not recommended. Clean the tip as indicated above.
Epic™ Stylus Hood	Clean the interior and exterior of the Epic™ Stylus Hood using a soft cloth dampened with isopropyl alcohol. Chemical cleaning products are not recommended.
Sure Touch Tip® (STT)	SureTouch Tips are removed differently. <i>See SureTouch Tip® (STT) Cleaning Procedure instructions above.</i> Clean the tip ONLY as indicated above.
HandMass™ Cable	Clean the HandMass™ Cable using a soft cloth dampened with isopropyl alcohol. Chemical cleaning products are not recommended. Clean the banana plug with alcohol and cotton swab.
Brass HandMass™	<b>Pull the Brass HandMass™ straight off</b> the HandMass™ Cable. Clean the entire interior and exterior of the Brass HandMass™ using a standard Scotch Bright type scouring pad. Do not to twist or strain the internal wires. <b>IMPORTANT:</b> Be sure to clean the small hole in the back of the HandMass™ brass with a small piece of scouring pad. Wipe clean with a soft cloth dampened with isopropyl alcohol.
Test Vial Accessory (if equipped)	Clean the exterior of the Test Vial Accessory using a standard Scotch Bright type scouring pad. <b>IMPORTANT:</b> Always unscrew the Test Vial Accessory from the Brass HandMass™ to clean the threads to prevent seizing. Wipe clean with a soft cloth dampened with isopropyl alcohol.
Focus Frequency Generator	Clean the exterior and cable of the Focus Frequency Generator using a soft cloth dampened with isopropyl alcohol. Chemical cleaning products are not recommended.
Test Plate	Clean the exterior and cable of the Test Plate using a soft cloth dampened with isopropyl alcohol. Chemical cleaning products are not recommended.



## **Software Use, Restrictions and Rights:**

Each Customer is required to sign an IHT Agreement wherein the specifics of the use of the IHT Software is detailed in the Section entitled “Additional Terms Concerning Software.” The IHT Software is licensed for use by the “Buyer” only and in the quantity of one License. This Software License may not be sold to another person or entity. If the Customer elects to sell the BioScan™ Device to another person or entity, the IHT Software License is NOT transferrable and a Transfer Fee and new IHT Software License will be required to be purchased by the new owner.

The IHT Software provided to the customer shall be subject to terms and conditions detailed in the IHT Agreement.

The IHT Agreement also states in part the following with respect to the Software:

### **Grant of Rights**

IHT grants User the non-exclusive right to use the MSA Software (the “Software”) for the sole purpose of operating products purchased by User from IHT. IHT reserves all rights in the Software not specifically granted in this User Manual. The Software is considered “in use” when any portion of the Software is currently operating or stored on a hard disk or other storage Device. The user is granted a license to make one copy of the Software for archival purposes.

### **Restrictions**

1. User may not sell, rent, lease or loan the MSA Software or the IHT Device without the written permission of IHT.
2. User may not decompile, disassemble, reverse engineer copy, create a derivative work from, or otherwise use the Software except as stated in this User Manual.
3. Regardless of the number of sets of media included with the Software, User is granted the right to use the Software only on one computer. User may create an extra copy of the Software to use as backup and archival purposes. However, only one copy of the software purchased can be activated at a time.
4. In some countries, the user must qualify in order to be licensed to use the Software.

### **US Government and Restricted Rights**

The software and any accompanying materials are provided with restricted rights. Use, duplication or disclosure by the government is subject to restrictions as set forth in subparagraph (C)(1)(ii) of the Rights of Technical Data and Computer Software clause in DFARS 252.227-7013, or subparagraphs(c) (1) and (2) of the Commercial Computer Software-Restricted Rights at 48 CFR 52.227-19, as applicable.

### **Software Conflicts**

IHT’s Software can be affected by numerous software programs and is designed to be the exclusive Software on the authorized computer used with the IHT systems. IHT does not permit the installing of ANY software that is not purchased directly from IHT or specifically authorized by IHT to be installed on the computer which will be interfacing with IHT equipment. If a Software error should occur, IHT cannot be held responsible for providing a solution to the error if other software programs (beyond an IHT supported Windows Operating System™) are installed on the computer. All Software Warranties will be voided if other software programs are installed. Buyer is also obligated to install the IHT authorized anti-virus software specified and authorized by IHT to be installed on the computer used to interface with the IHT Systems Device.

### **FCC Warning**

Devices and peripherals manufactured by / for IHT, generate, use and can radiate radio frequency energy, and if not installed and used in accordance with the instructions in this manual, may cause interference to radio communications. Such equipment has been tested and found to comply with the limits for a Class A computing Device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against radio interference when operated in a commercial environment. Operation of this equipment in a residential area may cause interference, in which case the user, at their own expense, and will be required to take whatever measures are necessary to correct the interference.

## **Privacy Policy**

IHT Devices and applications do not transmit any personal data of clients or clients, such as name, gender, date of birth, or other personal data when transmitting error messages.

## **Transmission of Anonymous Usage Data and Crash Reports**

In order to improve the technical stability of IHT Devices and applications and to control their use, IHT occasionally performs small data packet exchanges with IHT applications. This data exchange is for statistical purposes. It is not used for any advertising purposes. The transmission takes place anonymously and only with an existing internet connection.

## **Medical Disclaimer**

IHT Technology does not diagnose or treat any disease or medical condition. Its purpose is for the measurement of Galvanic Skin Response. Any other information gathered from the use of this technology implied or otherwise, is not the purpose of this technology and therefore not the responsibility of IHT or MedProducts.

## **Limited Manufacturer Warranty**

Please refer to your specific sales agreement for Limited Manufacturer Warranty details of the IHT System.

## **Contact Information for IHT HQ**

International Health Technologies can be reached in the following ways:

Address:

International Health Technologies  
2355 South 1070 West  
Suite D  
Salt Lake City, UT 84119  
USA

Telephone:

USA Phone Number: 801-889-2224  
Toll-Free: 888-224-2337  
Europe: +33 9 75 18 04 79

Email:

[ihsoftware@ihtbio.com](mailto:ihsoftware@ihtbio.com)

Website:

<https://www.ihtbio.com>

Office hours are: 8:00am - 5:00pm Mountain Time, Monday through Friday

IHT offices are closed on US Federal Holidays including: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

Please see our website home page for specific dates and times of closure for holidays and the IHT Annual User Conference.

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# Initial Software Use

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## Installing MSA Software

Before use, the **MSA Software** must be installed. IHT should have provided a program called **Install MSA v146** on either a CD, or a USB Flash Drive, or a link to an internet download. Run this program.

### Performs both Installs and Upgrades

The **MSA v147 Installer** is fairly intelligent and it will auto detect if this is a:

- A new **MSA v147** Install.
- An upgrade from older **MSA**, **MPAS**, and **MSAS** systems to **MSA v147**.


The upgrade processes will also perform some database conversion work to convert older databases to the latest database format.

It should take the Installer less than ten minutes to complete these operations.

### Interbase 2009 install

The **MSA v147 Installer** will also determine if the database engine **Interbase 2009** is required and then the Installer will install **Interbase 2009** too.

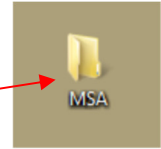
If an **Interbase 2009** install is required, then the Computer will request to reboot itself at the conclusion of the **Interbase 2009** install. **Interbase 2009** and **MSA Software** will not be functional until a computer reboot is completed.

<b>Warning</b>		The installation of <b>Interbase 2009</b> requires after installation that the computer be rebooted. If you fail to reboot the computer then <b>MSA</b> will not perform correctly because the database will not be working.
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## An initial use of MSA software is required to complete the Install

Some final install work can only be handled directly by the main **MSA** program on the first use of the software. Please use the main **MSA** program immediately after the install and the computer reboot completes. The main **MSA** Software will be in a link folder on the Windows Desktop.

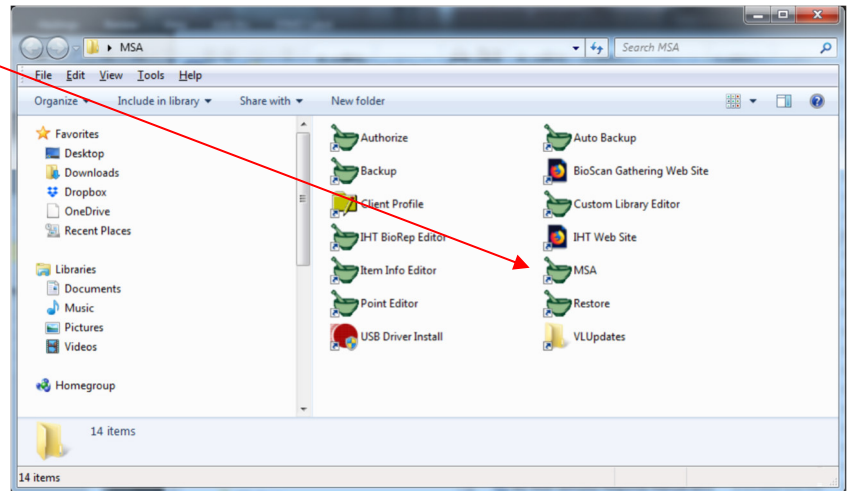


Click twice on the **MSA** Software folder icon to open the software link folder.

Then select and double click the **MSA** software to run the **MSA** software for the first time.

The **MSA** software will detect that this is a first run and that it needs to finalize the Install process and it will run a special application.

It should take the Finalize Installer less than five minutes to complete operations.



## New MSA Installations will require Authorization

If this was an upgrade, then the old authorization data will be carried in during the install process. But if this is a new installation then **MSA** will detect that it has not been authorized for use yet.

These are the steps to ensure authorization success:

1. Ensure you are connected to the internet;
2. Open the MSA Software and if it is not yet authorized, the program will detect that it has not yet been authorized for use and will display an error message. Press the **OK** button and **MSA** will try and run the **Authorize** program.
3. If the **Authorization** program does not start, go to the MSA Software folder and click on the "Authorize" Program to start.

### **Note**

You are required to internet authorize the software every month and the **MSA Software** will do that automatically for you. The process will operate silently over the internet and exchange the entered data with the MedProducts internet control computer. If you do not normally connect to the internet, then please connect to the internet and **then open the MSA software** to allow for the automatic re-authorization process. This only takes a few minutes depending upon the speed of your internet connection.

## Authorization for MSA use

The **Authorize** program starts with a **Terms and Conditions of Use** screen, which covers all the legal detail regarding the use of **MSA software**. Accept the **Terms and Conditions of Use** to advance to the next screen.

### **Note**

The **Authorize** program requires Internet access for its operations.

## Find the VERY IMPORTANT Details Letter

### Note

In the material that was delivered with the equipment there is a letter marked **VERY IMPORTANT**. That letter has **User Name, Password** and equipment **Serial Number**. **Do not lose the VERY IMPORTANT letter**. The data on the letter will be required within the **Authorization** program. The Buyer also receives an email from IHT with this very important information.

The next **Authorization** program screen has fields for **User Name, Password** and equipment **Serial Number**. These are the details found on the **VERY IMPORTANT** letter and in the email sent to the Buyer.

Once these details are input, then the **Authorize** button next to the **Cancel** button will be enabled. Press the **Authorize** button.

The **Authorize** program will now operate silently over the internet and exchange the entered data with the **MedProducts** internet control computer.

If there are issues, then the **Authorize** program will describe the issues and the process involved to rectify.

If all the detail data was entered correctly then a **Successful** dialog information message should appear and **MSA Software** can now be used.

Product Authorization for BioScan MSA - Gold Manticore b141

**Applications must be authorized before they can be used.**

**INSTRUCTIONS:**

- 1) This computer must be able to use internet so this program can make an internet connection to the IHT WebSite. Please enable your internet.
- 2) Please type your assigned User Name, Password and Serial Number into the fields below. (You received these details by email and also in the box with your system.)
- 3) Press the 'Authorize' button. Then this program will contact IHT directly and your system will be authorized.

Call us at 801-889-2224 if you would like help or if you have misplaced your details.

User Name

Password

Serial

Authorize

# Starting MSA Testing

## Using MSA Software

Before opening the software, the hardware must be turned on (*see instructions in the Quick Start Guide for powering the device on*). The hardware unit must be connected to a laptop or desktop computer and the computer must be powered on (refer to your computer manufacturer's operating manual).

### Opening the main MSA Software

1. At the Windows® Desktop (the main screen), double-click the **MSA** folder icon. If the icon is not available, then navigate to the program by clicking onto the **Start Button** → **All Programs** → **MSA** → **MSA**.
2. The splash screen appears followed by a Login window. Login is a useful step if there is more than one tester using the software. (If the login process has been deactivated, then step 3 will be eliminated.)
3. At the Login window, type the Practitioner's name. This name will ensure that each test and associated reports performed by this tester has that name referenced. Or use the primary practitioner's name in the **Practitioner** field. Then click **OK**.

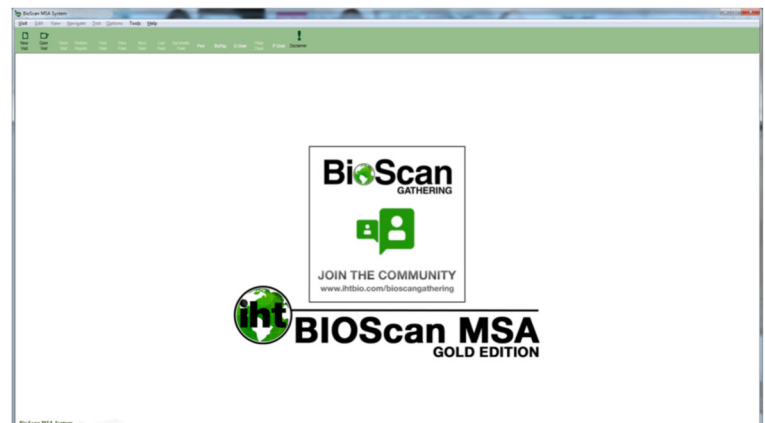


### Note

If there is only one tester using the software, you can deactivate or activate the need to Login whenever starting **MSA**, go to the Software segment of this manual under **Settings, Options Tab** and change the **Login** check box

4. After this, several “behind-the-scenes” database tables will load. It may take a few minutes to complete depending on the speed of the computer.

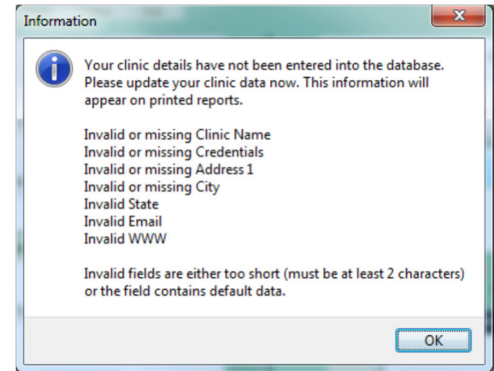
5. Then, the main **MSA** software screen will appear.
6. The **MSA** software is now ready to create a **New Visit Record**.



## On First Use You Must Fill in Your Clinic Details

On first use, you will likely get this message regarding your clinic details.

Pressing the OK button will take you to the [Clinic Details](#) screen. You must fill in your **Clinic Details** here. The **Clinic Details** is information that will populate headings in the various printed **reports**.

A screenshot of the 'Settings' window, specifically the 'Clinic Details' tab. The form has several fields with red stars indicating they are required. The fields are: 'Clinic Name' (with a red star and a message 'you must enter your clinic data here\*\*\*'), 'Credentials' (with a red star and 'Acupuncturist, Naturopath, Nutritionist'), 'Address 1' (with a red star and 'you must enter your clinic data here\*\*\*'), 'Address 2', 'City' (with a red star and '\*\*\*enter your clinic data here\*\*\*'), 'State/Province' (with a red star and '\*\*\*enter your clinic data here\*\*\*'), 'Zip/Postal Code', 'Country' (with 'USA' entered), 'Phone' (with 'your phone number' as a placeholder), 'Email' (with 'your email address' as a placeholder), 'WWW' (with 'your internet site' as a placeholder), and 'Operator' (with 'Bert' entered). At the bottom, there are buttons for 'Import Clinic Details from SRT', 'Build a Custom Header or Footer', 'Reset', 'Ok', and 'Cancel'. A red arrow points from the 'Operator' field to the 'Tip' box.

Complete all pertinent and required fields. These are marked with a red star (\*).

This field should reference the practitioner's name.

**Tip**

Phone, email and website fields should be complete. Clinic information that is readily available to clients on reports they take with them will likely result in future referrals from friends, family, colleagues and other health care providers. Put a picture of your clinic or something great here as well!

When completed press the **Ok** button. For the moment, ignore the other buttons and features on this screen. Further details on this screen are in the **MSA Controlling Settings** section below.

If you have missed a required field, then you will receive another warning and you will receive warning every time the **MSA software** is started.

# Creating a New Visit

Before performing an **MSA** test on an individual, a client record must be created in the database. This action is called the Client Profile. **MSA** has already entered an initial client name “test test”. This generic client can be used for practice as you get ready for the first training class. You should NEVER test anyone using the client name of “test test.” Even with family members, enter the proper name so that you can track the results of the testing with any specific person you test. If a client profile has been created for at least one person, then it can be used to proceed to an MSA visit screen.

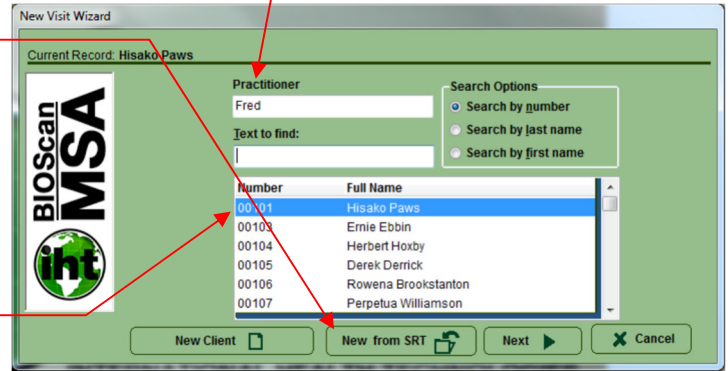
## Creating a New Visit Record for a New Client



1. Click the **New Visit** button icon in the top left of the main toolbar.
2. The New Visit Wizard screen will appear.
3. If the Practitioner name has changed for this visit, then change the Practitioner's name here.

**Note**  
 A Client Profile must be created before a visit and readings can be taken. It is recommended that a Client Profile be created for the purpose of taking practice readings. It is mandatory that all clients have their own unique Client Profile record.

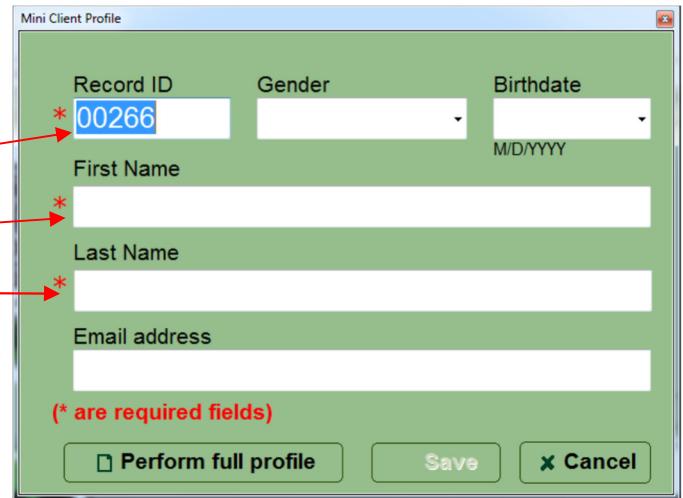
**Note**  
**BioScanSRT™** users may optionally use the **New from SRT** button to create a new client using the same client details in **BioScanSRT™** software on same computer. *This is only available to users who also use the **BioScanSRT™** product. See [Linking to SRT](#) below.*



4. To make a new client press the **New Client** button.
5. A basic *Client Profile creation screen* will appear.

There are three mandatory fields. A red star (\*) indicates these fields. All other fields are optional. Mandatory fields are:

- **Record ID**
- **First Name**
- **Last Name**



To enter data into a field, click the field and begin typing.

To navigate from field to field, one of the following options may be used:

- Press the **Tab** key on the keyboard to move forward one field at a time.
- Press **Shift/Tab** keys simultaneously to move backward one field at a time.

**Tip**  
 Some fields include a button with a down arrow. Click this button to view a list of options to be automatically entered in the field, or type information manually.

### Assigning a Record ID

Each client must have a unique identifier, such as:

- A number generated by MSA. MSA will generate a number if the **Auto number new clients** setting is on in the MSA Settings screen. See the **MSA Controlling Settings** section for details.
- A custom client numbering system used within the practice perhaps associated with your accounting system or filing system.

### Saving a Client Profile

When finished creating a New Client Record using the New Visit Wizard, the client record must be saved.

Save the new Client Record by pressing the **Save** button.

### Selecting the Client

Once the Client Details are saved, the Client's Current Record will be created, and the new Client Name will be populated into list of Clients.

The Client Name will be highlighted.

- The new Client Name will appear in the list and is selected.
- Click **Next** button to proceed to the next screen.

**Tip**

Each client number must be unique. It can contain alpha and numeric characters and can be up to 20 characters in length.

The simplest method is to allow the MSA software to automatically populate this as a unique number so there is no chance of client duplication or tester data entry error.

See the **MSA Controlling Settings** section for details.

The image shows two screenshots of the MSA software interface. The top screenshot is the 'Mini Client Profile' window, which has a green background. It contains several input fields: 'Record ID' (with a red asterisk and the value '00266'), 'Gender' (a dropdown menu), 'Birthdate' (a dropdown menu with 'MD/YYYY' format), 'First Name' (with a red asterisk and the value 'John'), 'Last Name' (with a red asterisk and the value 'Doe'), and 'Email address'. At the bottom, there are three buttons: 'Perform full profile', 'Save' (with a green checkmark), and 'Cancel'. A red arrow points from the 'Save' button in this screenshot to the 'Next' button in the bottom screenshot. The bottom screenshot is the 'New Visit Wizard' window, also with a green background. It shows 'Current Record: John Doe' at the top. On the left is the 'BIOScan MSA' logo. On the right, there are search options: 'Practitioner' (Fred), 'Text to find:' (04571), and three radio buttons for 'Search by number', 'Search by last name', and 'Search by first name'. Below this is a table with two columns: 'Number' and 'Full Name'. The table lists several names, with '04571 John Doe' highlighted in blue. At the bottom, there are four buttons: 'New Client', 'New from SRT', 'Next' (with a right arrow), and 'Cancel'. A red arrow points from the 'Next' button in this screenshot to the 'Next' button in the bottom screenshot.

**Note**

The alphabetical order used in last and first name search ordering is case sensitive so upper-case names will list before lower case names. **In general, avoid starting names with lower case letters.**



**Visit Details**

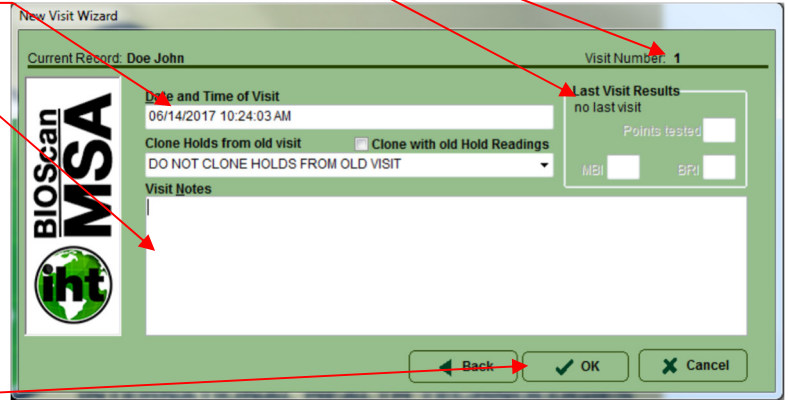
The last screen in the New Visit Wizard process provides some automatically populated information:

- Visit Number for this client.
- Data from Last Visit (if applicable).
- A date and time stamp.

Type any applicable notes about the client in the **Visit Notes** section. (This is an optional entry.) These notes will be tied to this visit only and may include symptoms reported by the client, how previous remedies are working, important changes in lifestyle or exercise, etc.

These notes can be revised at any time during the test (see **Testing Process – AcuPoint Descriptions and Notes - Adding Notes**).

After typing notes, click the **OK** button.



**Note** **Clone Holds from old visit** is an advanced feature useful in Virtual Library work. It is not covered here in this User Manual but is covered in advanced MSA training classes.

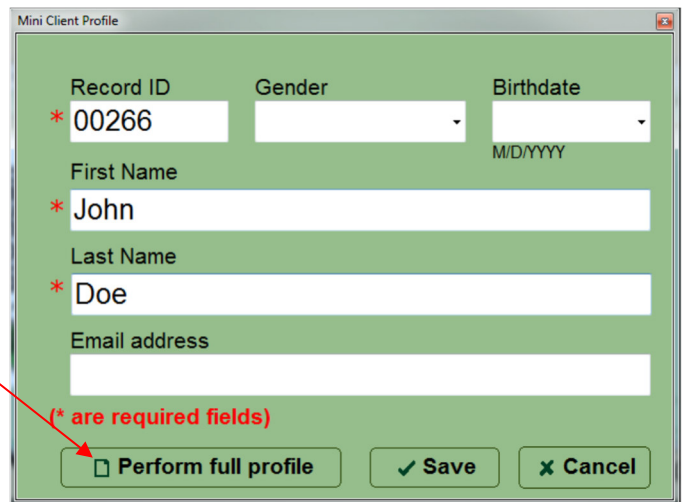
**Opening the Full Client Profile Program**

There is a separate **Client Profile** program available. This program offers the entry of much more client detail. There are two ways to enter the separate independent **Client Profile** program:

1. From the Windows desktop, **Start Button → All Programs → MSA → Client Profile**. This could be used to editing client information without performing any MSA testing. *This method is further explained in the **Additional MSA Programs** section of this manual.*
2. From the main **MSA** program, from within the **New Visit Wizard** there is a **Perform full profile** button.

This will jump into the separate **Client Profile** program. See the **Additional MSA Programs** section of this manual for a full explanation of the **Client Profile** program

**Note** The **MSA** and **Client Profile** programs share the same database. After entering an individual's name in the **Client Profile**, that name becomes available for use in the main **MSA** program.

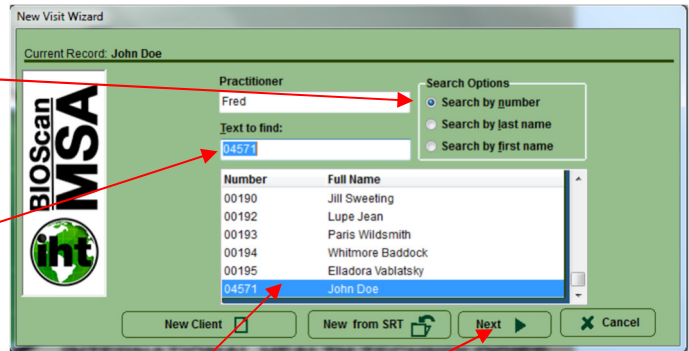


## Creating a New Visit Record for an Established Client

Each client test session requires a **New Visit Record** in **MSA**.

Whether entering a New Client for the first time, or re-testing a client that is already had a previous MSA session and thus has a Client Profile record, a New Visit must be started via the **New Visit** icon button on the main toolbar.

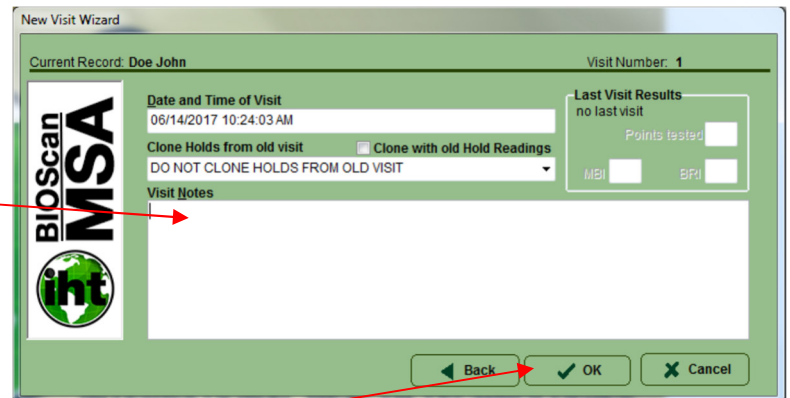
1. The New Visit Wizard window will appear.
2. To begin, search for a specific client, click the desired **Search Option**.
  - i. Search by last name
  - ii. Search by first name
  - iii. Search by client number
3. Fill in the **Text to Find** field with a first or last name or client number. To begin, type the text in this field. As typing the software searches for matches, the names that meet the criteria of the search will populate the grid. Type additional letters or numbers and the search will be refined. This list order is case sensitive.



4. A dark blue highlight in the Client data table will indicate the name that has been selected. Or directly click the desired name.
5. When the client is located, click the **Next** button or press the **Enter** key on the keyboard. A next **Visit Details** window will appear.
6. The client's name, visit number, tester (if provided upon log-in), and date and time stamp will be automatically populated into the Current Record.

**Tip** Type in the first few letters or numbers and then use the UP and DOWN arrows to scroll the list until the appropriate name is highlighted.

7. Optionally, type any applicable notes about the client in the **Visit Notes** section. These notes will be tied to this visit only and may include symptoms and details reported by the client in this session, how previous remedies are working, important changes in lifestyle or exercise, etc. These notes can be revised at any time during the test. See **Navigating the MSA Testing Screen - Adding Notes** below.



8. After typing notes, click the **OK** button.

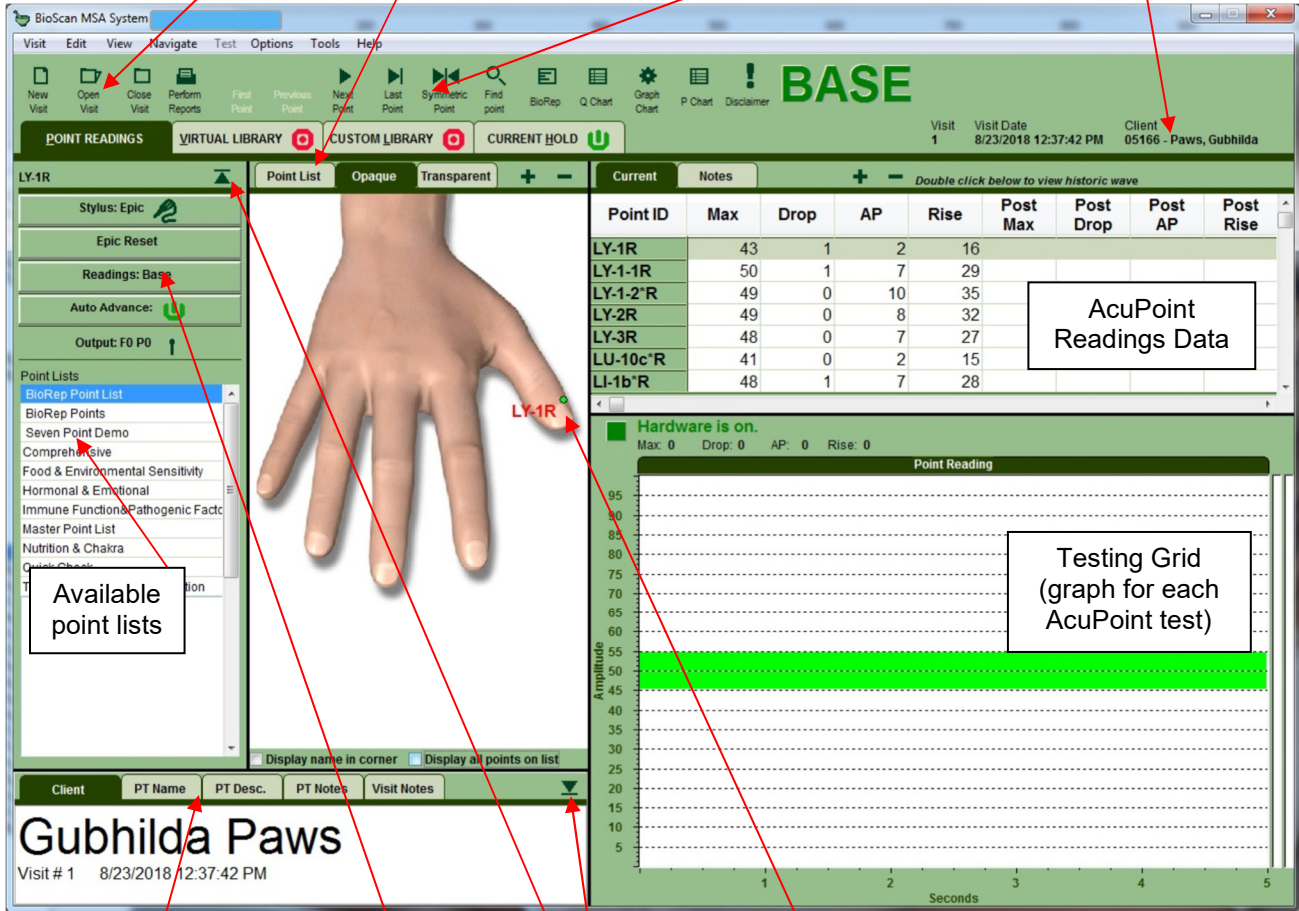
**MSA** is now ready to begin the testing process.



# Layout of the MSA Testing Screen

The MSA testing screen is easy to navigate and provides all testing information in a logical, one-glance view. As with any software, there are multiple ways to arrive at the same destination. We will generally review the most direct navigation that provides for the fewest keystrokes and most efficient testing routine.

- Main tool bar with New and Open Visit and other common buttons
- Tabs for Transparent, Opaque or Point List View
- One Click AcuPoint Navigation buttons
- Client Visit Information (name, visit #, date)



Available point lists

AcuPoint Readings Data

Testing Grid (graph for each AcuPoint test)

Tabs and content for Pt. Descriptions, Pt. Notes and Visit Notes

Test Settings Switchboard

Switchboard controls

AcuPoint locator with image colored dot and current Point ID

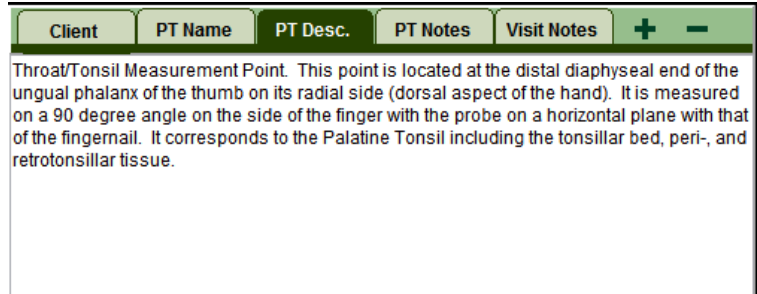
**Tip**

There are several boundary-resizing bars located between area zones on the screen. The cursor mouse will look like this when it is located at a boundary resizing bars. Mouse click, hold and drag left right or up down to resize the area larger or smaller. Each area has a maximum and minimum size allowed so resizing will not occur past the allowed size for the area.

**Viewing Descriptions and Notes**

AcuPoint Descriptions for each individual point are located beneath the graphical display of the hand/foot. Any of the tabs can be clicked so the information contained in them will be visible.

- Client Information
- PT Name (AcuPoint Name)
- PT Desc. (AcuPoint Description)
- PT Notes (AcuPoint Notes)
- Visit Notes



The AcuPoint Description is already populated with read only information. The remaining tabs provide the practitioner or technician the ability to record custom Point Notes or specific client Visit Notes.

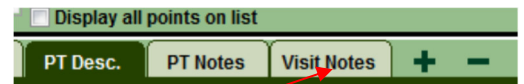
<b>PT Desc. Tab</b>	The first line of each point description indicates the AcuPoint Name that is currently displayed. The location of this point is also described.
<b>Visit Notes Tab</b>	This field allows practitioners to write clinical notes about the client's current visit. It may be utilized at any time during the testing process. It is a continuation of the Visit Notes that were started in the <u>New Visit Wizard</u> . If the practitioner initially made notations at the creation of a New Visit Record, then clicking onto this tab and placing the cursor in the field will allow further note changes or additions to be made. See <b>Creating a New Visit Record for a New Client</b> above.

**Enlarging some Descriptions and Notes and Point IDs**

To aid better viewing on the display screen of the computer or the monitor being used, many **MSA** screen elements have basic plus and minus **+ -** buttons that when clicked will make the area just a bit bigger or smaller. Press the buttons multiple times for making the area or element very big or very small.

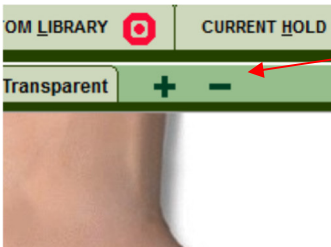
The **Point Description**, **Point Notes** and client **Visit Notes** tab text areas can be enlarged or made smaller.

The **Current**, **Notes** and **Historical AcuPoint Reading** grids can be enlarged or made smaller.

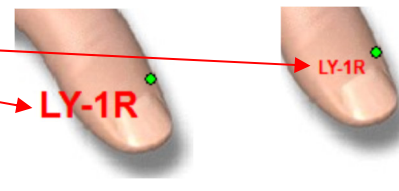


Measurement Point - Often used to test for foods. For allergies of the lower part of

Current	Notes	Historic		
Point ID	Max	Drop	AP	Rise
LY-1R	45	0	10	30
LY-1-1R	55	0	6	27
LY-1-2*R	62	0	3	64



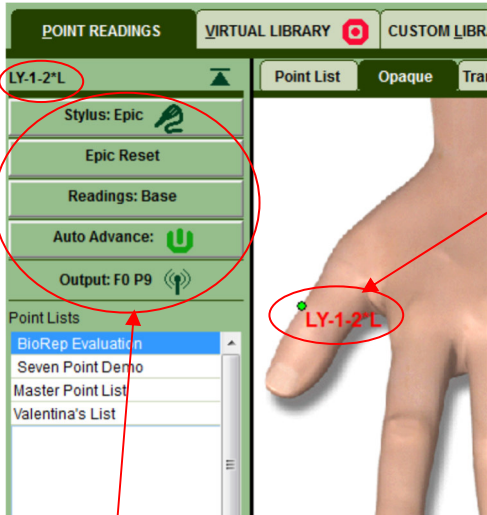
The **AcuPoint ID** text shown on the image can be enlarged or made smaller.



**Test Settings Switchboard**

The MSA Testing Screen provides a selection of commands to turn important features ON and OFF. This area is referred to this area as the **Test Settings Switchboard**. The commands are located directly under the **Point Readings Tab** and are switched by simply clicking onto the phrase button for each command.

Just above the Test Settings Switchboard is a display of the current AcuPoint to be tested.



Notice that the AcuPoint location is indicated by the solid lime green colored dot on the visual display of the points to be tested. The name of the AcuPoint is listed next to the colored dot and just below the Point Readings Tab. In this example, the AcuPoint name is LY1-2\*L and is noted on both locations.



The **Test Settings Switchboard** is here, and the buttons do the following functions:

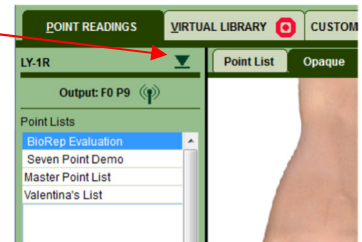
**Stylus: Epic™:** The stylus should be set to Epic™ when collecting AcuPoint Readings with an Epic™ stylus. Switch this to Manual to collect AcuPoint Readings with Manual stylus.

**Epic™ Reset:** The Epic™ Reset is used to clear the Epic™ Stylus and reset the Epic functions. This command should be used whenever the Epic™ Stylus does not appear to take readings. *For more details, see **Taking Conductance Readings - Epic™ Stylus Operation** below.*

**Auto Advance:** Auto Advance should be ON when taking Base AcuPoint Readings. Once a reading is considered valid by the software, the MSA will automatically advance to the next AcuPoint on the list. If Auto Advance is OFF, then point advancement and changing must be performed manually. *For more details, see **AcuPoint Concepts - AcuPoint Navigation – Auto Advance** below.*

**Switchboard on or off**

The Test Settings Switchboard display can be controlled with the  and  buttons to switch it on or off.

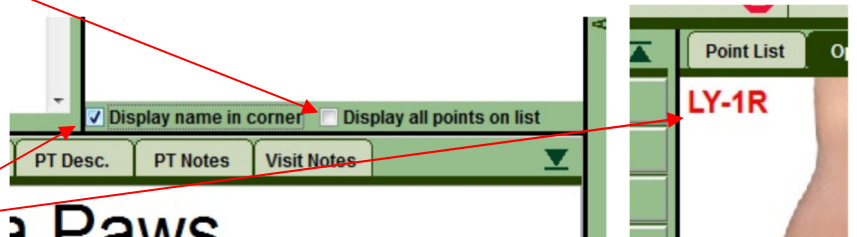


**Display all points on list**

A single point is normally is displayed. All points in the point list on the current image can be displayed if the **Display all points on list** check box is checked.

**Display name in corner**

The point ID name is normally is displayed near the active point. If this caused a display issue, then the point ID name can be displayed in the top left image corner if the **Display name in corner** check box is checked.



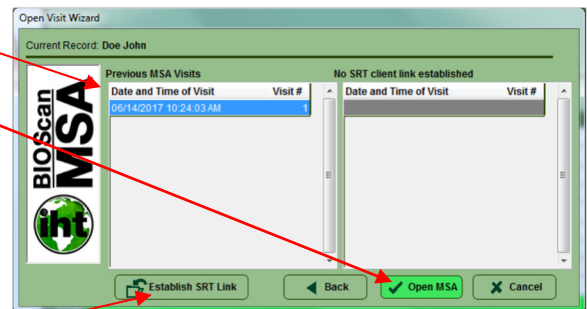
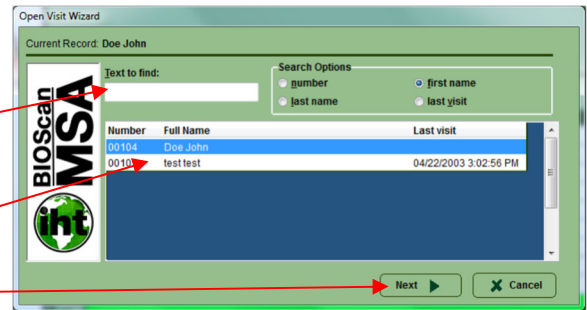
# Controlling Previous Visits

## Opening a Previous Visit

The practitioner or technician may review previous or historic testing data or notes at any time. Follow these steps to view this historic data:

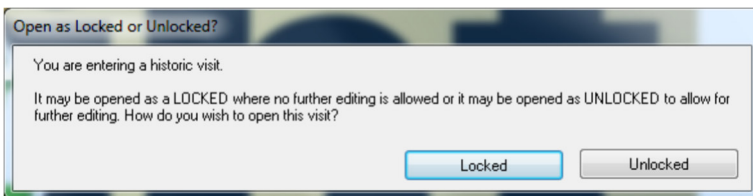


1. Click the **Open Visit** button icon on the top toolbar (or click **Visit** in the Menu bar, then **Open**).
2. The **Open Client Visit Wizard** window appears.
3. The **Text to find** and the **Search Options** operate like they do in the **New Visit Wizard**.
4. **Highlight** the client's name using the Type-Ahead Search and the up and down arrows or use the Text to find. Click the **Next** button.
5. The screen will now display the dates of the client's previous visits. **Highlight** the desired date.
6. Click the **Open MSA** button.



**Note** BioScanSRT™ users have additional options. They may open an old SRT client visit for reports with the **Open SRT** button if a date in the right SRT link column was selected. If no dates appear in the right column then a link may be established to an SRT client with the **Establish SRT Link** button. *This is only available to users who also use the BioScanSRT™ product. See [Linking to SRT](#) below.*

7. A warning dialog box will appear confirming that the desire is to enter a historic visit. The dialog is asking whether to lock the visit data from any further editing and additional point reading.



**Warning** A **Locked** historic data is read-only and for reference use only. Associated readings and details cannot be changed.

An **Unlocked** historic data allows new readings to be added to or re-taken and other detail changes to be made. Do this only if the client is available and it is the same day.

**Note** If a break is taken during the visit and the visit was closed, and the client is still available and needs more testing then reopen the visit as **Unlocked**.

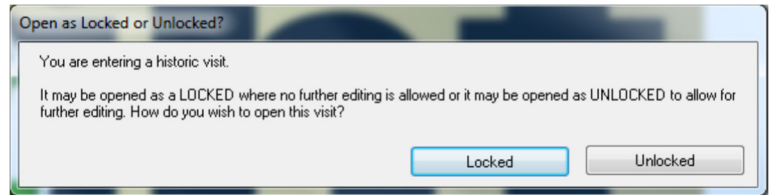
If the visit is opened sometime later for review and reports, then typically the visit would be reopened as **Locked**.

## Editing a Previous Visit

<b>Warning</b>	Unlocking historic Visit data allows the readings to be added to or re-taken and other detail changes to be made. <b>It is generally best to leave historic data as Locked</b> , but there may be reasons like an interrupted visit that require a historic visit to be unlocked for further readings and detail additions.
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On some occasions a Visit may need to be broken into two different time segments. Perhaps due to a break for lunch. The practitioner or technician may reopen a previous visit as Unlocked and continue to perform testing.

Follow the instructions for **Opening a Previous Visit** above. Then at the final step where the warning dialog box appears, click **Unlocked** to allow data to be modified.



Further testing can then occur as if the Visit were a **New visit**.

## Visit Information screen


Using the menu action *View / Visit Information* activates a **Visit Information** screen. This screen has basic detail and notes on the current visit and all historic visits.

## Deleting a Single Visit

A single previous or historic visit may be deleted. The Visit must be opened first. Follow these steps to delete a single visit.



1. Click the **Open Visit** button icon or click the desired **Client** and the desired **Visit** and click the **OK** button. The Delete action will be allowed whether the Visit is locked or not.
2. With the selected visit open, click **Visit** and select **Delete** from the Menu bar.
3. A confirmation dialog box will appear warning that deleting the visit cannot be undone. Click the **Yes** button to continue the process and the visit is permanently deleted.
4. It is important that if you have several technicians using your software, policies are made for the clinic regarding deleting of visits and Locking and Unlocking of Visit information so that there are consistent rules on these important issues covering the client data.

<b>Warning</b>	Deleting of a Visit cannot be undone. 
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## Controlling SRT Visits

This section is only applicable to users who also have **BioScanSRT™** installed. When both **BioScanMSA™** and **BioScanSRT™** are installed on the same computer then a variety of program interactions are allowed.

**Note**

If you do not use the **BioScanSRT™** software, then skip this remainder of this section as it only applies to users or both **BioScanMSA™** and **BioScanSRT™**.

Both **BioScanMSA™** and **BioScanSRT™** perform **Galvanic Skin Response Testing** in slightly different ways. **Each Application** has a separate program to initiate the software and separate databases of information, but if licensed for both Applications, the User can share client data between the two Applications.

### Using SRT software at the same time as MSA software

The **BioScanMSA™** and **BioScanSRT™ Applications** do not have actual knowledge or control of each other or their current functionality. However, the Applications know how to share their data and resources. **MSA** can read some elements of the **SRT** database. **MSA** can activate the **SRT** reporting feature.

The **BioScanMSA** and **BioScanSRT™ Applications** can be running on the same **BioScan™** device at the same time.

The rule is that whatever **BioScan™** application is visible (on top) is the one that is talking to the **BioScan™ device**. In addition, if neither **BioScanMSA™** nor **BioScanSRT™** is on top then neither is talking to the **BioScan™ device**. If a third application, like for example **Microsoft Word®**, is the top display then neither **BioScanMSA™** or **BioScanSRT™** are communicating to the **BioScan™ device**.

Once both **BioScanMSA™** and **BioScanSRT™** are started and running then the active application can be changed either by pressing the Windows bottom task bar and clicking the desired application icon or by using the keyboard action **<Alt>-<Tab>** to tab between applications.

**BioScanMSA** and **BioScanSRT™** use different accessory devices. When changing between **BioScanMSA** and **BioScanSRT™** these devices may need to be changed.



Please take extra care when changing an **MSA Stylus** for the **SRT Finger clip** as the pin connections that connect to the **BioScan™ device** may break if mistreated!

**Note**

If **BioScanSRT™ testing** is required, then do not use **MSA** to perform **SRT** testing. Please use **BioScanSRT™** to perform **BioScanSRT™ testing**.

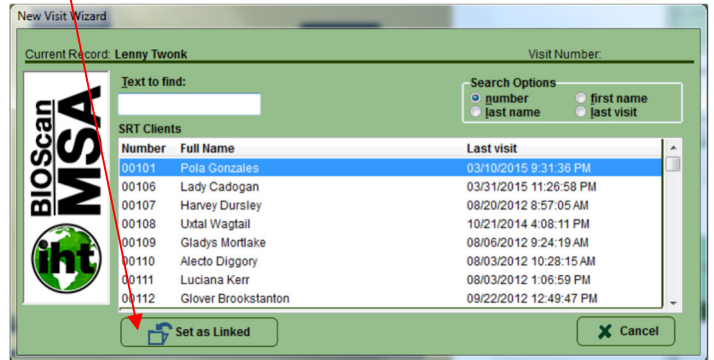
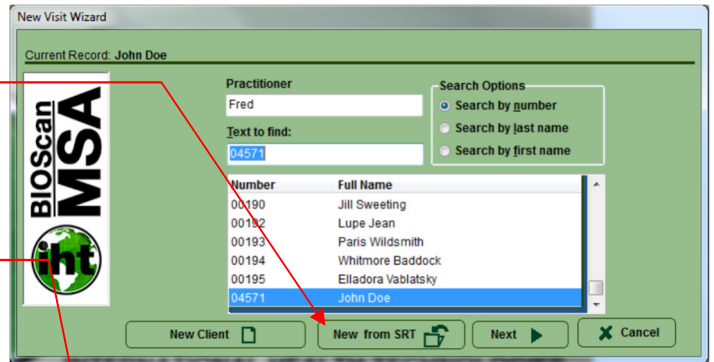
**Warning**

Changing **BioScan™** accessories must be done carefully! Accessory cables or device pins can be easily damaged if mistreated!

**Create a new MSA Client who is already an SRT Client**

If a client is in the **BioScanSRT™** database but not in the **BioScanMSA™** database, then the **MSA New Visit Wizard** has a button called **New from SRT**. Press this to carry the name information from an existing **BioScanSRT™** client to be a new **BioScanMSA™** client. The next screen shows a list of **BioScanSRT™** clients. The **Text to find** and the **Search Options** features operate like they did on other **New** and **Open Visit Wizards** screens. Select a client and press the **Set as Linked** button.

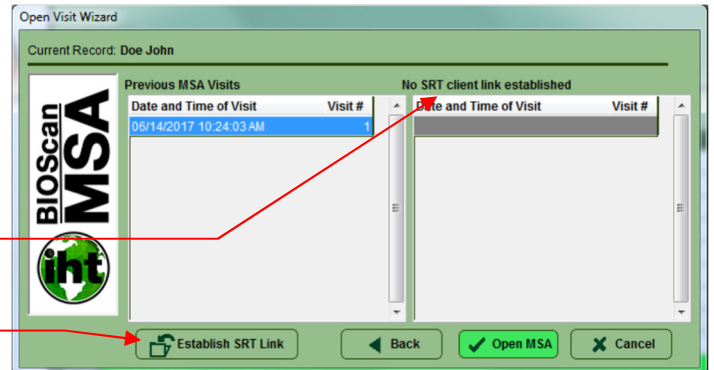
The selected **BioScanSRT™** client is copied into a **BioScanMSA™ Client Profile** screen with the same name and the two (the MSA client and the SRT client) will be linked. Complete the **Client Profile** screen to complete the new MSA client.



**Linking existing MSA and SRT Clients**

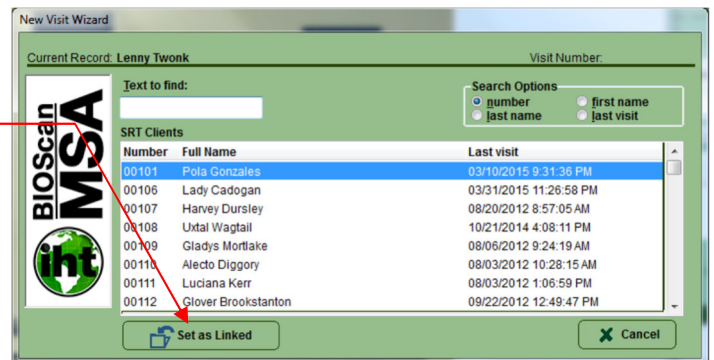
If a client is in both the **BioScanSRT™** database and the **BioScanMSA™** database but the two are not linked as the same person, then the following instructions will allow you to link them as the same person:

If the **Open Visit Wizard** shows no SRT Clients links on the right side of the select visit screen of the **Open Visit Wizard**, then linkage has not occurred to the **BioScanSRT™** client. Press the **Establish SRT link** to connect the **MSA** client to the same person in **SRT**.



The next screen shows a list of **BioScanMSA™** clients. The **Text to find** and the **Search Options** features operate like they did on other **New** and **Open Visit Wizards** screens. Select a client and press the **Set as Linked** button.

The selected **BioScanMSA™** client is connected to **BioScanSRT™** client and the two (the MSA client and the SRT client) will be linked.



## Opening an SRT Visit for reporting

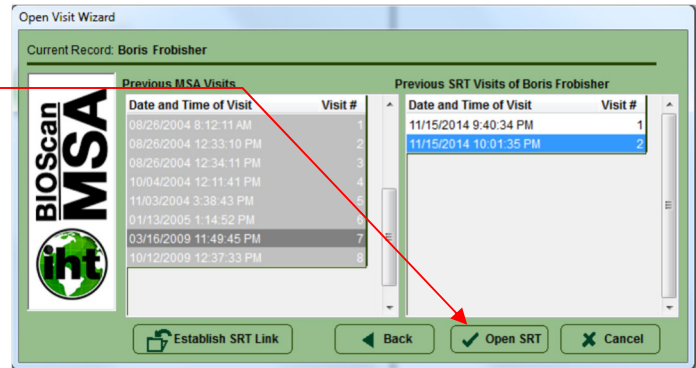
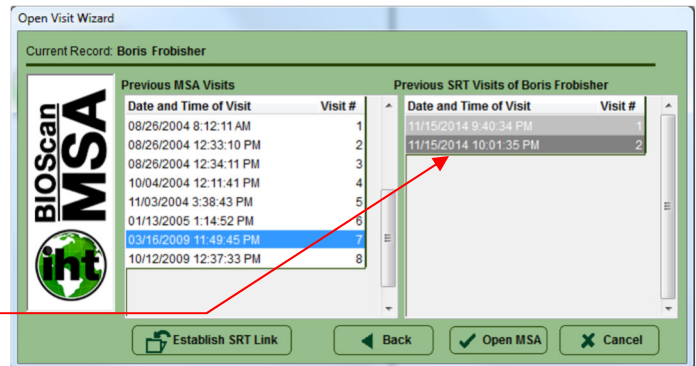
Once linking is established for a client, an **SRT Visit** may be opened for reporting purposes only. From the **Open Visit Wizard** screen select the client.

The visit screen will have visits available for both MSA and SRT. MSA visits are on the left and SRT Visits are on the right. On first display the MSA visits are ready in white and the SRT visits are not ready in gray.

Click a right side SRT Visit and the SRT visits are made ready in white and the MSA visits are now not ready in gray. The **Open MSA** button is replaced with an **Open SRT** button.

Press the **Open SRT** button and the desired SRT visit is opened in the **SRT Reports** module.

<b>Note</b>	To perform further <b>SRT</b> tests with an <b>SRT</b> visit use <b>BioScanSRT™</b> to open the visit and perform further <b>BioScanSRT™</b> testing.
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## Clearing a badly linked Client

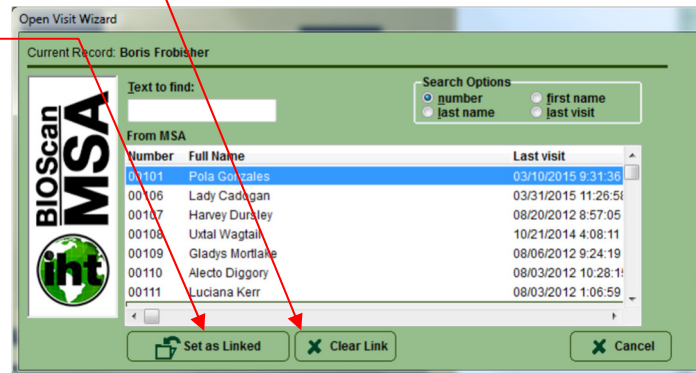
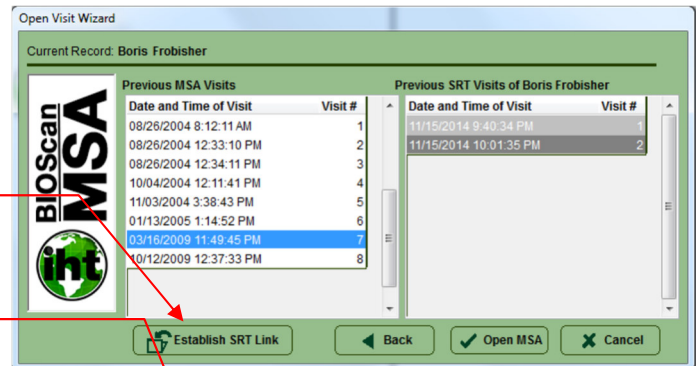
If a mistake was made in the client linkage process and the wrong **BioScanMSA™** and **BioScanSRT™** clients are linked as the same person then this mistake can be undone.

Perform an **Open Visit** and select the **MSA** client. Get to the visit screen and press the **Establish SRT link** button.

The next screen shows a list of **BioScanSRT™** clients. To undo linkage, press the **Clear Link** button.

Otherwise just click on the correct name and press the **Set as Linked** button to set up the correct linkage.

<b>Note</b>	All clients listed in this manual are fictitious clients. These are all randomly built names.
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# Taking Conductance Readings

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## Preparations before taking Conductance Readings

### Prepare the Testing Equipment

1. Make sure that the IHT BioScan™ device is ON, and that all of the cables and connectors are securely plugged in.
2. Make sure to test with a clean HandMass™ (brass electrode) and stylus tip. Darkening of the brass components is a sign of oxidation and will affect the accuracy of the readings (see **Initial User Introduction – Maintain Sanitary and Quality Conditions**).
3. Make sure that the Sure Touch Tip® (brass tip) is hand tightened. Loose tips may produce inaccurate AcuPoint tests, cause the Epic™ Stylus to reset often and may cause discomfort to clients.
4. MSA Professional (“MSA Pro”) device (only) – Make sure the battery charger is plugged in and a spare battery is properly connected and charging. The device may require a battery change in the middle of a testing session.
5. Make sure the MSA software is open and running and there is a New Client Visit.

**Review**

Once a New Visit Record is created, the Testing Screen will populate with client visit information. The MSA software is now ready to record conductance readings and populate the Current Readings Data Table. Conductance readings will be taken at appropriate AcuPoints, as directed by the MSA software Testing Screen.

### Prepare the Testing Area

1. Necessary testing supplies:
  - a. Nitrile, latex, or other powder free gloves (not included).
  - b. Sterile dish holding a disposable cosmetic or compressed sponge or gauze pad. To maintain sanitary conditions, replace the sponge or gauze after each client and clean/disinfect the dish.
  - c. Spray bottle for moistening the client’s hand during the testing process.
2. Client Education Materials – IHT has a number of options to inform clients about the testing process. These items are available on the IHT website in the marketing section of the online Shop <https://www.ihbio.com/product-category/marketing-supplies/>.
3. Testing Ergonomics – It is important to preserve good body posture and ergonomics throughout the testing process. It may be easier to have the client sit on an office chair that can be elevated higher than the testing chair, or a stool that is higher than the technician’s, so their fingers are directly in front, close to eye level. Make sure to be comfortable and have full control of the hand or foot of the client.

**Tip**

Most office supply providers have a wide selection of chairs. Drafting chairs with arm rests, a swivel base, a hydraulic pump and a footrest are the ideal client testing chair.

**Prepare the Client for Testing**

1. The client should wash their hands prior to the test to ensure that all residues from hand creams and foods are removed.
2. The client should remove his/her shoes and socks prior to the test so moisture on the feet dissipates prior to testing the AcuPoints.
3. Watches, cell phones, pagers and any other electronic devices should be removed from the body or clothing.
4. The practitioner will need to determine how strict they will be regarding jewelry. Most practitioners permit jewelry worn on a daily basis to also be worn by the client during testing (like wedding bands, diamond earrings, religious relics, etc.) but other jewelry should be removed. This commonly practiced protocol assumes that if a client wears certain jewelry every day, it is part of their “environment.”
  - a. Exception – finger and toe rings that rest on an AcuPoint location should be removed prior to the test, and preferably before the visit.
  - b. Considerations – gems, stones, crystals and other energy-balancing devices should be considered prior to testing.

Testing Location	HandMass™ Placement
Right hand	Left hand
Left hand	Right hand
Right foot	Right hand
Left foot	Left hand

<b>Note</b>	Notice the HandMass™ is held in the same hand as the foot being tested. When switching from testing the hands to the feet, leave the HandMass™ in the same hand, but check for proper moisture.
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5. The client must hold the brass HandMass™ during testing to complete the electrical circuit.
  - a. Moisten the client’s left hand (using a spray bottle). The hand should be slightly wet.
  - b. Place the HandMass™ in the left hand with the cords facing up.
  - c. The client should have at least 60% contact with the brass piece at all times.
  - d. The client does not need to squeeze the HandMass™.
  - e. Switch the HandMass™ according to the following chart for the remainder of the test.

<b>Tips</b>	Do not dip the stylus into water or a wet sponge.	Feet AcuPoints may require less water than hands as their exposure to the elements is often less.
	Use regular tap water (distilled and reverse osmosis water are stripped of trace minerals).	Some points may require more moisture than others due to surface skin conditions.

**Applying Correct Moisture**

Applying the correct amount of moisture is critical to obtaining accurate AcuPoint conductance readings. Too little moisture may cause minimal conductance or low readings. This is noted by a very low and slow tone from the MSA software as the reading is being taken. Conversely, too much moisture may cause excess conductance or high readings. This is noted by a very high, quick tone from the MSA software as the reading is being taken. The key is to identify the general moisture condition of the client and apply accordingly.

To moisten the AcuPoint, touch a finger in the stylus-holding hand to a wetted sponge. Once the finger is moistened, gently touch the AcuPoint location, feeling for the flare of the joint and visualizing the cuticle line and skin tone changes. Palpating with a moistened finger hydrates the outer epidermis layer on the AcuPoint location. There should not be standing water on the client’s skin; rather it should be tacky to the touch. Typically, this moistened area will dry within 10 seconds of application.

**48 Primary Points in Baseline Testing**

It is important to note that these graphical views of both the hands and the feet are approximate locations of each given AcuPoint location. There may be slight variations from client to client, based on bone structure, skin abnormalities, etc.

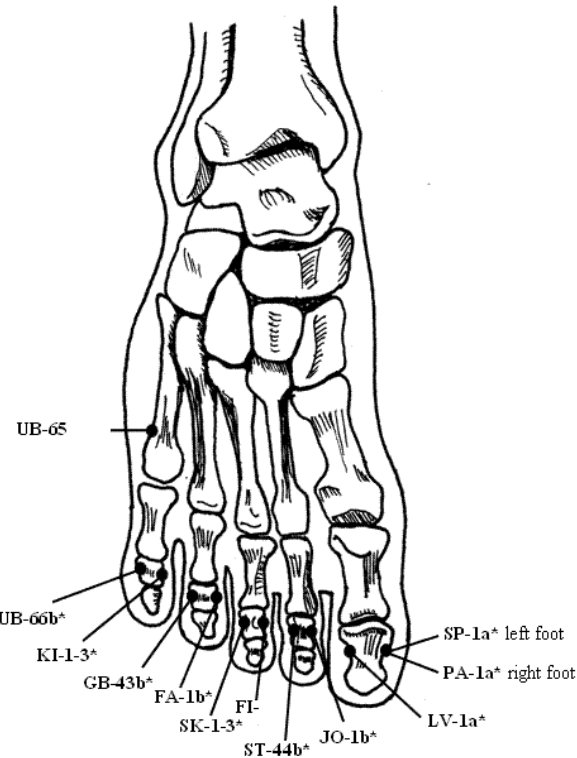
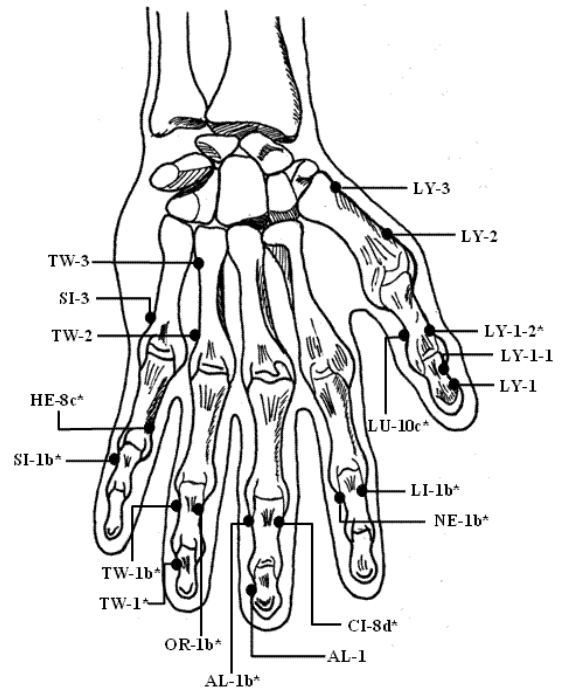
**Hands**

When testing the AcuPoints on the hands, we are palpating and retrieving bio-electrical impedance readings from 19 bi-lateral points.

Although each functional meridian contains a Voll Control Measurement Point (CMP), several meridians, including Lymph, Allergy and Triple Warmer provide one or more additional AcuPoint testing locations.

**Review**  
 Viewing the structural (transparent) view of the hands and feet on the MSA testing screen, will help one be familiar with each AcuPoint location in relation to the joints. The first 2 letters of each AcuPoint name indicate the meridian pathway. The location of each AcuPoint is provided in the PT Desc. tab just below the graphic of the hand or foot.

**Tip**  
 When testing the TW-2 and TW-3 points, it may be helpful for the client to make a slight fist. This will tighten the skin and expose the bone ridge.



**Feet**

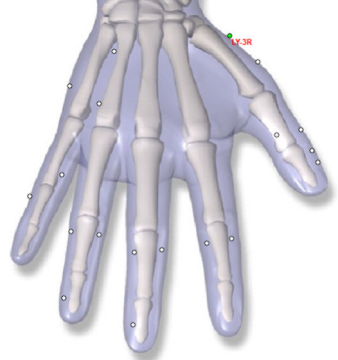
When testing AcuPoints on the feet, we are retrieving bio-electrical readings from 9 bilateral points and one shared meridian (Pancreas on the right and Spleen on the left).

**Note**  
 The Testing Process section of this User's Manual is provided to get the practitioner or technician started and to be used as a reference book but is in no way a substitute for hands-on supervision at the **MSA Level 1 Training** by an IHT Certified Trainer. Level 1 training is mandatory for all new Users of the IHT software.

## Locating AcuPoints on the body

Locating the proper location for each AcuPoint can be challenging, however, following these simple steps will provide sound guidance for the process. Please be aware that subtle differences in location may occur from one client to the next. These variations may be caused by bone structure, size of joints, observable scars or burns, and other differences in clients:

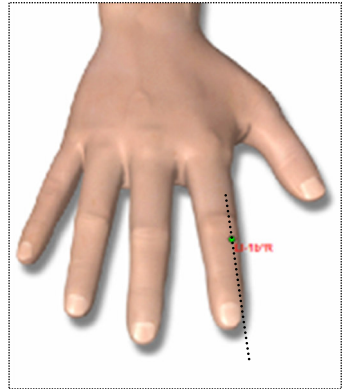
1. **Look at the Testing Screen** – the picture of the hand or foot will provide point-by-point guidance for each AcuPoint location. The general point location is indicated by a green dot. Get in the habit of checking the screen visual prior to each AcuPoint conductance reading. This will ensure correct testing on the point the software has assigned.



### Tip

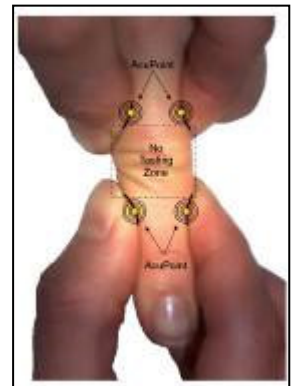
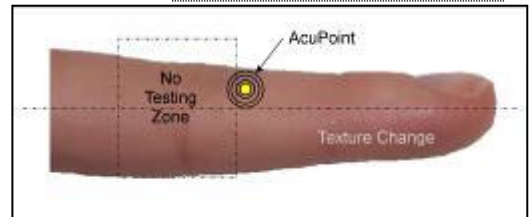
Use the Transparent view to see the AcuPoint location and boney structure. Also, de-select the “Display all points on list” checkbox. This will isolate the visual to only a single AcuPoint represented by a green dot.

2. **Draw an Imaginary Line from the Edge of the Cuticle** – look at the AcuPoint location on the hand or foot. Draw an imaginary line from the lateral or medial edge of the cuticle on the finger or toe down the lateral or medial margin (see example to right). The AcuPoint will be located on the bone and can typically be found along this line.



3. **Observe Skin Tone or Texture Changes** – turn the finger slightly to the side. Notice the skin tone or texture change along the side of the finger. The area below this “line” is a no test zone. The AcuPoint is most always above this line. No part of the stylus tip should be placed below this visual skin change.

4. **Palpate the Joint** - look at the joint with the finger pointed straight. Notice the wrinkled skin around the knuckle, just above or below the potential AcuPoint location. Many testers would observe this as the size of the joint. Now run the index finger and thumb along the side of the finger at the middle phalanx starting just above the joint and end at the proximal phalanx, just above the joint. Notice the length of the joint and where the bone tapers in either direction. The flat area just above and below the joint taper is called the **epiphysis**. Now, cross reference this flat area with the imaginary line from the edge of the cuticle. That is the general AcuPoint location (see example to right).



**Bracing the Hand or Foot**

The final critical parameter for accurate AcuPoint testing is to properly brace the hand or foot by providing firm opposing pressure.

1. Firmly hold the client’s finger or toe so there is no mobility (picture to the right is one example) or completely brace by placing the tensioned fingers directly behind the testing point. This will provide a solid backdrop above and below the joint so the bone cannot move.
2. With one of the bracing fingers, pull the skin taut near the testing point. This will prevent the brass tip from moving or slipping off the point during an AcuPoint test.
3. Maintain a consistent opposing pressure throughout the AcuPoint test. Don’t lessen the brace during the test as this may change the readings.
4. Provide opposing pressure and skin tension on every point tested.

<b>Review</b>	<p>If proper bracing and opposing pressure is being applied, then less forward pressure is required.</p> <p>This is the single biggest hurdle for beginner testers to overcome.</p>
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<b>Review</b>	<p><b>Let’s put it all together:</b></p> <p>Step One: Locate the AcuPoint.</p> <p>Step Two: Moisten the AcuPoint.</p> <p>Step Three: Brace the Hand or Foot (opposing pressure).</p> <p>Step Four: Place the Epic™ Stylus shroud on the AcuPoint location and hold in place.</p> <p>Step Five: Take the AcuPoint Reading (see text below)</p> <p>Step Six: Check the Work (<i>see the section below on <b>AcuPoint Concepts – Understanding AcuPoint Readings</b></i>)</p>
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# Epic™ Stylus Operation

## Epic™ Stylus - Introduction

The Epic™ Stylus is one of three styluses that a user can use to take point readings with the MSA software. The Epic™ Stylus is the only stylus controlled by the software and thus might be easier for a beginning tester to use. Each individual AcuPoint reading is monitored dozens of times per second – until the conditions are precise for each reading, ensuring accuracy on every measurement. The tester of the equipment is also visually and tactically isolated from factors that could introduce bias into the process. This technology allows practitioners or technicians to develop baseline skills with a few days of training and practice, drastically reducing the learning curve. Previous technology required months of learning and a mentoring relationship with a seasoned veteran was often necessary to become proficient.

There are still critical parameters that each tester must control, for example:

- 1) The location of the testing point;
- 2) The pressure applied at the testing point;
- 3) The angle of the stylus;
- 4) The moisture of the skin;
- 5) The bracing of the hand or foot.



## Caring for the Epic™

The above diagram provides a guide map for the Epic™ stylus. It is critical that this instrument be maintained for optimal performance and lifespan. Specific recommendations for general cleaning and sanitation are referenced in the User Introduction section, “Maintain Sanitary and Quality Conditions”.

Additionally, it is important to review a few other important safeguards as referenced in the User Introduction.

1. Ventilation for the Epic™ Stylus - Slots and openings in the Epic™ housing are provided for ventilation and cooling. These openings must not be blocked or covered in any way. If the Epic™ becomes hot to the touch, turn the MSA software off and wait for it to cool.
2. Care for Cords/Cables - The Epic™ Stylus and cords are durable but not indestructible. The Epic™ should be securely placed on the desk or testing table so that cords are not hanging on the floor or within a walking path.



## **Handling the Epic™**

The Epic™ Stylus should be held like an oversized pencil. Comfort will be quickly gained with the correct positioning and grip. These instructions should benefit both left and right-handed testers.

1. Hold the Epic™ Stylus by placing the thumb and index finger on either side of the Point Finder button on the finger grips. Naturally, the third finger should rest gently on the Finger Rest or “trigger” located directly below the Point Finder button.
2. The body of the Epic™, which contains the cooling mechanisms, should nestle in the bridge of soft tissue between the base of the thumb and index finger.
3. Fingers and fingernails should not touch any part of the metal on the hood. The black, plastic ridge just prior to the hood attachment should provide a barrier, and reminder, to keep fingers in the proper position.
4. When the Epic™ is turned ON, there should be a noise from the small fan unit.



## **Applying Correct Pressure with the Epic™**

The Epic™ Stylus was developed to control the amount of pressure as the stylus tip pushes gently into the skin surface.

Unscrew the Epic™ hood by placing the thumb and index finger on either side of the brass tip and then pull the tip in and out. Notice that it only moves a specific distance each and every time. That equal, controlled distance will be applied to each AcuPoint reading taken using the Epic™ Stylus. The Epic™ Stylus automates many of the variables previously controlled by the practitioner or technician and will provide consistency and accuracy in the testing processes.

But there are pressure parameters that the tester will be responsible for:

- **Forward Pressure** – this is the amount of pressure the tester applies to the Epic™ to hold the rubber shroud against the skin. Many beginners will “stab” or “inject” the point. This is not necessary. The rubber tip on the hood, called the “shroud” should be gently held against the skin, creating a complete seal.
- **Opposing Pressure** – (back pressure) refers to the firm bracing of the hand or foot opposite the AcuPoint being tested. If proper opposing pressure is being applied, then less forward pressure is required.

### **Note**

Beginner testers must pay close attention to the intensity of their initial pressure. This may cause AcuPoint readings to rise slightly.

Proper AcuPoint techniques are demonstrated during the **MSA Level 1 Training**. Our instructors will monitor AcuPoint testing for pressure, location, angle, moisture, bracing and overall accuracy.

**Proper Angle with the Epic™**

The Epic™ Stylus and Sure Touch Tip® are designed to be placed flat against the bone at the AcuPoint location. Most people visualize this stylus placement as being perpendicular to the AcuPoint. Do not force the tip into the joint edge or partially place the tip on the bone.

The Sure Touch Tip® has dozens of little tines that allow for better retrieval of bio-electrical data without intense pressure. Only one of those small tines needs to touch the AcuPoint to collect the conductance reading. This re-engineered design provides more flexibility to the tester in locating the point properly and better comfort for the client. The tip is made of solid brass, so irritation or sensitivity to metals is generally not a concern.

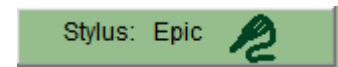


Sure Touch Tip®

<b>Tip</b>		<p>Once an AcuPoint test is complete, remove the Epic™ Stylus and look at the remaining pressure mark left from the shroud and brass tip. A flat seal and proper angle should produce 2 complete circles.</p> <p>If the placement or angle was not appropriate, then there will be partial circle marks. If this is the case, then it may be over or under-rotating the wrist which causes uneven pressure at the point.</p>
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**What to do if the Epic™ is not working properly.**

- Check if the **Stylus** is set to Epic™. Look for this detail on the Test Settings Switchboard.



- End Result – when Stylus is set to manual the Epic™ tip is not automated and will therefore take incorrect readings. These readings will often have low rises and max numbers.

- Check if the **Blue Epic™ 8 pin** connector is **disconnected**. Users may disconnect the blue connector to reduce noise coming from the Epic™ fan during consultation with the client but forget to reconnect it prior to the next test.
- End Result - when the Blue Epic™ plug is not connected, the Epic™ will not make any noise and the stylus tip will not automated. These readings will be incorrect, often demonstrating low rises and max numbers. Plug in the Blue Epic™ connector and retest all points.

<b>Epic™ not working check list</b>	Stylus set to Epic™?	Use Stylus button to switch to Epic™
	Is fan running?	Check to see if the blue Epic™ 8 pin connector is plugged in.
	Is stylus tip retracting?	Hand-tighten the Sure Touch Tip® completely.
	Epic™ twitching or in a strange retraction state?	Use the Epic™ Reset button to clear the stylus memory.

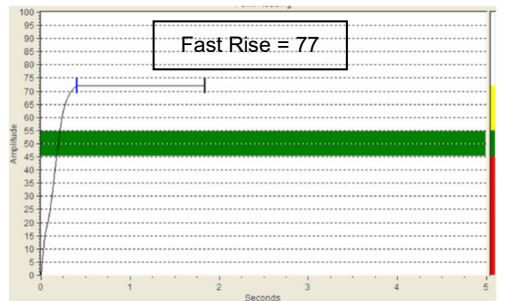
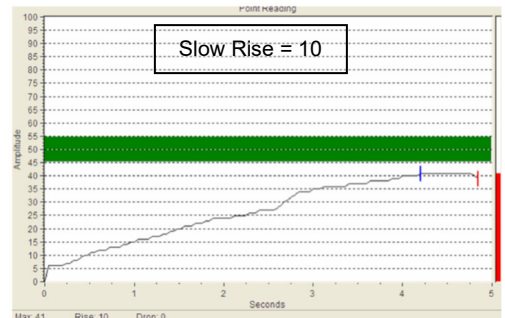
# Testing with the Epic™ Stylus

Now we further study the sights and sounds of the MSA software as it interacts with the stylus and obtains conductance readings. As the MSA software acquires Voll reading data from the device, the software displays that data as a rising graph curve. This curve is also called the Voll Wave.

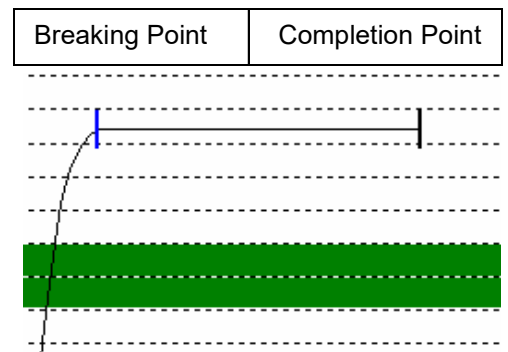
## Step by Step Generating a Voll Wave

1. Brace the hand or foot completely and place the Epic™ Stylus on the AcuPoint. Be sure the shroud creates a tight seal with the skin so the Epic™ can push the brass tip into the AcuPoint and obtain the reading. Do not let the Epic™ shroud push away from the skin, meet any resistance with like pressure to maintain the seal.
2. As the Epic™ Stylus engages there will be a rising sound. This sound represents the initial conductance as it achieves a breaking point. This is referred to as the Rise Rate. At this time, one may be inclined to turn one's head.

- a. **Look directly at the AcuPoint, NOT THE COMPUTER.** Many beginners turn to look at their computer monitor and cause fluctuations in their AcuPoint readings from re-focusing their attention. Look directly at the AcuPoint.
- b. A majority of the **rise rates** with the Epic™ Stylus are typically between 25 and 55. This is a general rule, but real clients can have readings in which the rise rates are very high or low.
- c. A **slow, low tone** as the initial conductance reading approaches the breaking point may indicate a low-rise rate (< 25). When hearing this, discontinue the AcuPoint test, check the critical parameters (point location, moisture level, Epic™ angle and pressure) and try again.
- d. A **fast, high tone** as the initial conductance reading approaches the breaking point may indicate a high rise rate (>55), an inflamed AcuPoint, skin moistened with too much water, a stabbing forward pressure, a brass tip gauging the joint or a stylus tip lifting from the AcuPoint could all cause this high max point reading. Wipe off any visible water and gently place the Epic™ shroud onto the AcuPoint once more. If the client has a high conductance AcuPoint reading, then there may be a significant rise rate, however: re-testing this point as described should significantly minimize any errors.



3. Once the conductance reading reaches the **breaking point**, there is a double beep sound. A blue vertical marker will automatically be placed on the AcuPoint Reading graph. This marker represents the beginning of the reading and the achievement of the maximum pressure. Hold the Epic™ Stylus steady for the remainder of the reading. The stylus will continue gathering the conductance reading for 3 seconds. Once the reading is achieved, a black, vertical marker will mark the **completion** of the reading.



<b>Note</b>	The length of time from the blue marker (breaking point) to the black marker (completion point) is factory-set to 3 seconds. This “sustained time-out” setting may be changed to a shorter time-out, reducing the testing time for each AcuPoint. It is important to understand the overall impact of changing settings (see the section below on <b>Controlling Settings - Tolerances Tab</b> ). It is recommended not change any settings without an understanding of what is being changed.
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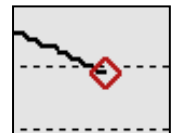
4. Once the completion point is reached, the Epic™ Stylus will retract.
5. Now look at the screen. Always check the Testing Screen graphical display to determine if the correct AcuPoint is anticipated.

<b>Note</b>	The green dot on the hand and foot picture merely shows which AcuPoint reading <i>will</i> be recorded. It is critical to confirm the testing points each and every time, otherwise, the AcuPoint reading will be stored under the wrong point names and the data will be invalid.
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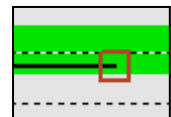
**Description of Voll Wave marker symbols**

The MSA software, in conjunction with the Epic™, Standard or AcuPoint II stylus, monitors a number of parameters during the conductance reading. If certain criteria are met, the software will stop monitoring the point reading and then display a symbol at the end of the black line as described below.

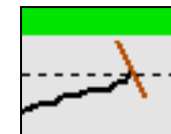
**Software Aborts Reading:** A red diamond symbol will be displayed if the MSA software discontinues the point reading. If using the Epic™ stylus, the tip will retract automatically.



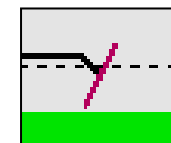
**Tester Aborts Reading:** An orange square symbol will be displayed if the practitioner quickly removes the tip from the client’s skin while in the middle of a point reading.



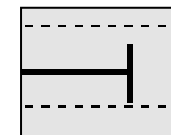
**Rising Too Quickly:** Software Aborts Reading: An orange backslash symbol will be displayed if the point reading is rising too quickly, indicating an inaccurate test.



**Dropping Too Quickly:** Software Aborts Reading: A red forward slash symbol will be displayed if the point reading is dropping too quickly, indicating the need to re-test.



**Successful Completion:** Software Accepts Reading: A black vertical line will be displayed if the point reading has been successfully completed.



<b>Note</b>	If the MSA software aborts a reading, as noted in the above examples, no AcuPoint data will be recorded. The MSA software will remain on that AcuPoint awaiting a re-test. There is no reason to navigate to the previous point or use the F11 function key. Navigating backwards, will record over the previous point reading and lose the data.
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## Testing with a Manual Stylus

A manual stylus can be used for point testing as an alternate to the Epic™ Stylus. The overall processes and techniques are essentially the same, however a manual stylus is not automated in any way and requires the tester to control additional pressure parameters to achieve accurate AcuPoint readings.

The Epic™ stylus is designed to check the skin's surface multiple times per second to arrive at the proper pressure the brass tip exerts onto the skin. This stylus pressure will be unique to each AcuPoint but will never exceed the limits of extension provided by the Epic™ Stylus. There will, however, there will be occasions when using the Epic™ may prove difficult. If a client has thick skin, extremely dry skin, surface scar tissue or very petite bones, and the tester has a difficult time achieving proper rise rates or experiences many low max values, then the manual stylus may be a better option.

There are two (2) manual styluses used.

1. **Standard Stylus** – This stylus comes standard with the BioScan™ and Vantage™ devices. It is a point tester with no automated features.
2. **AcuPoint II Stylus** – This stylus comes standard with the MSA Pro device or may be purchased as an upgrade to the BioScan™ and Vantage™ devices. It has some automated functionality, like a built in Point Finder button that is used to locate points and navigate the software.

Unlike the Epic™ stylus, the manual styluses have a built-in element of subjectivity if not used properly. It is highly suggested that a practitioner or technician attend the Basic AcuPoint and Nutritional Proficiency class before using the manual stylus with any regularity. It is **critical to gain testing experience** in the foundational techniques of locating points, applying appropriate moisture, bracing and supporting the point location and obtaining accurate technical readings (rise, drops, etc.) using the Epic™ Stylus so that a transition to the manual stylus is easier. Typically, new practitioners will set a goal of practicing the manual stylus techniques for 2-3 months while they use the Epic™ to build their skill and knowledge.

<b>Review</b>	<p>There are many similarities when using the manual styluses. The highlighted steps present a slightly different technique.</p> <p>Step 1: Locate the AcuPoint – same instructions.</p> <p>Step 2: Moisten the AcuPoint – same instructions.</p> <p>Step 3: Brace the Hand or Foot (opposing pressure) – same instructions.</p> <p>Step 4: Press the manual stylus into the AcuPoint, flat against the bone. Hold in place.</p> <p>Step 5: Take the AcuPoint Reading (see text below).</p> <p>Step 6: Check the Work (see <b>AcuPoint Concepts – Understanding AcuPoint Readings</b>).</p>
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Since there are so many similarities in the testing process between the Epic™ and manual styluses, this section will highlight the changes in technique.

<b>Review</b>	<p>Be sure to re-read the sections entitled Testing Process – Taking Conductance Readings and Understanding AcuPoint Readings for a complete review of general technique, parameters and assessing readings.</p>
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## Handling the Manual Stylus

The manual styluses are lighter and smaller in girth; so many people need to slightly re-adjust their positioning and stabilization. These instructions should benefit both left and right-handed testers.

1. Hold the manual stylus by placing the thumb and index finger on either side of the barrel. Hold the AcuPoint II (as shown to right) with the Point Finder button positioned as in the visual. Naturally, the third finger will find a resting spot on the side or bottom of the stylus. This additional placement will provide better control and stability.
2. The stem of the manual stylus should nestle in the bridge of soft tissue between the base of the thumb and index finger. There are slight variations in positioning the stem depending on overall grasp, but this is the most common.
3. Fingers and fingernails should stay behind the black, plastic ridge just prior to the brass tip. This barrier will keep fingers in the proper position, so they don't interfere with the test.
4. While holding the manual stylus, practice small and deliberate movements, in and out, with the thumb and index fingers. This motion re-creates the automated in and out movement of the Epic™ stylus.
5. The manual stylus is always turned on when plugged in and will not generate any noise, like the automated Epic™ Stylus.
6. The Standard and AcuPoint II Styluses must be manually removed from the point when the reading has been achieved. The tester will need to be more mindful of the double beep sound at the completion of the test.



## Applying Appropriate Pressure with a Manual Stylus

The manual stylus requires that the tester control all of the pressure that the automated Epic™ Stylus manages, in addition to removing the tip from the skin surface when the AcuPoint test is complete. The following types of pressure are the responsibility of the tester when using the manual stylus.

- Forward Pressure – this is the amount of pressure the tester applies to the AcuPoint. Many beginners will “stab” or “inject” the point. This is not necessary. Make sure the forward pressure is even and firm without sudden heavy-handedness.
- Rate of Pressure – the rate at which pressure is applied at the AcuPoint is controlled by the Epic™ Stylus but must be managed by the tester when using the manual stylus. If the rate of pressure is quick and forceful, this will directly affect the rise rate and increase max point values. This pressure component is critical to achieving accurate readings.
- Opposing Pressure – (back pressure) refers to the firm bracing of the hand or foot opposite the AcuPoint being tested. If proper opposing pressure is being applied, then less forward pressure is required.

### Note

The amount of **forward pressure** applied with the manual stylus and the **rate** at which this pressure is applied can alter the reading. For beginning testers, the Rise Rate is a way to gauge whether the rate of pressure is appropriate. Try to maintain an average rise rate of 25-55 on the AcuPoint readings (see ***AcuPoint Concepts - Understanding AcuPoint Readings – Rise Rates***). Experience with the manual stylus will lend way to proper technique in regard to pressure management.



## Proper Manual Stylus Angles

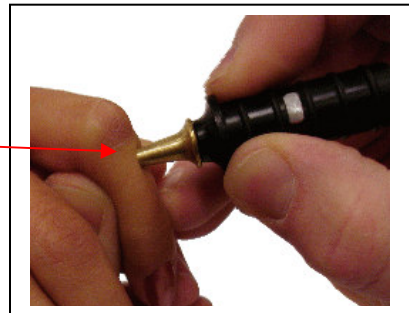
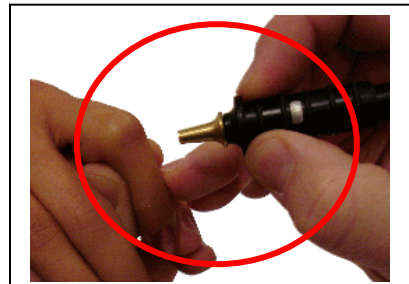
The manual stylus, in conjunction with the Sure Touch Tip®, is designed to be placed flat against the bone at the AcuPoint location. Unlike the Epic™ Stylus, there is no rubber shroud to stabilize the tip placement. That is why proper grasp and managed pressures are critical to the process. If the manual stylus is placed flat on the bone in the proximity of the AcuPoint, the tester will create the proper angle to achieve an accurate reading. Do not force the brass tip into the joint edge or partially place the tip on the bone.

### Tip

To best understand the proper stylus angle, rest one's hand on a table and position the manual stylus flat on the bone at the AcuPoint. When appropriately placed, the stylus stem will create a 45-degree angle from the point.

## Taking AcuPoint Readings with a Manual Stylus

1. One of the key techniques in taking adequate manual stylus readings is stabilizing the tester's stylus hand. The best way to achieve this is to create a "Kick Stand" effect, isolating movement and preventing a shaky hand. This is generally done by using one or more of the remaining 3 fingers to brace the testing hand against the client's hand or foot (*see pictures to right*).
  2. Make sure the only movements with the testing hand are the fingers holding the stylus. Imagine they are like a miniature hydraulic press that moves in and out at a consistent rate of pressure.
  3. Do not stab the AcuPoint suddenly with the stylus when taking the reading. Place the stylus tip against the skin, and gradually increase pressure at a consistent linear rate (hydraulic press effect).
  4. When contact is made with the skin's surface, the testing screen will display a line representing the reading on the computer screen. Gently and consistently increase the rate of pressure until the line reaches the break (blue, vertical marker). It should take approximately 1.5 to 2 seconds for reading to reach the break point. If it takes longer, check the parameters for a good rise and retest.
- Do not stop applying pressure until after the first beep or the blue marker.**
5. Once the break point (blue vertical marker) is reached, **maintain** the current pressure without any increase or decrease. Ideally, the testing screen will begin to draw a flat, even line from the blue marker.
  6. Keep the "kick stand" firmly planted during the entire testing process.
  7. Once the reading has achieved a stable and consistent conductance, the line will even out, and the tester will hear a double beep. A vertical, black marker will automatically be placed at the end of the horizontal, black line, indicating the completion of the reading. Typically, the final reading will take 3 seconds from the break to the completion point, unless there is movement or a change in pressure.



8. A final 2 beeps indicate the completion of the AcuPoint test. Manually release the stylus tip from the skin surface.
9. Evaluate the AcuPoint reading and retest if necessary.
10. Before moving to the next AcuPoint, make sure the Testing Screen graphical display matches the point desired to test. This simple step will eliminate many errors.

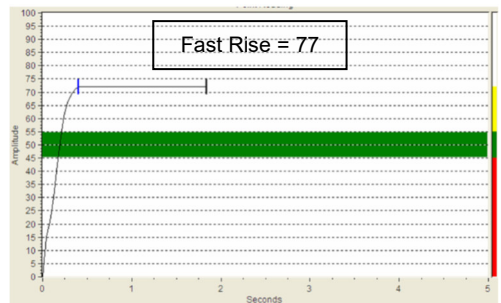
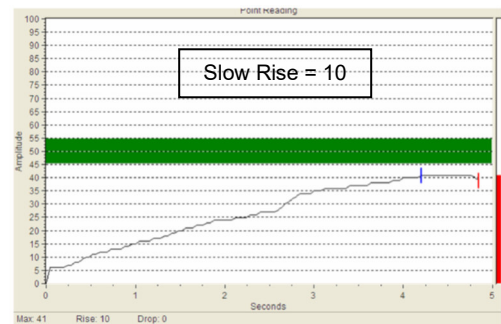
**Review**

The five concepts to remember in any manual point testing are: location, moisture, angle, forward pressure, and rate of pressure.

**Common testing concerns using the manual stylus**

Here is a list of common testing concerns using the manual stylus. The re-test parameters are the same as the Epic™ (location, moisture, pressure and angle); however, we have added the rate of pressure for manual stylus testing.

1. **Look directly at the AcuPoint**, NOT THE COMPUTER. Many beginners turn to look at the computer monitor and cause fluctuations in their AcuPoint readings from re-focusing their attention. Look directly at the AcuPoint. This becomes more important to stabilize the point and control the rate of pressure.
2. A majority of the **rise rates** with the manual should be between 25 and 55. This is a general rule, but real clients can have readings in which the rise rates are very high or low. This will be discussed in full detail at the Basic Proficiency Training Program and is described in Testing Processes – Understanding Conductance Readings – Rise Rates.
3. A **slow, low tone** as the initial conductance reading approaches the breaking point may indicate a low rise rate (< 25). On hearing this, discontinue the AcuPoint test, check the critical parameters (location, moisture, angle and forward pressure and rate of pressure) and try again. With the manual stylus, it is likely that the pressure applied is not initially hard enough.
4. A **fast, high tone** as the initial conductance reading approaches the breaking point may indicate a high rise rate (>55). An extremely inflamed AcuPoint, skin moistened with too much water, a stabbing forward pressure, a brass tip gauging the joint or a stylus tip lifting from the AcuPoint could all cause this high max point reading. Wipe off any visible water and gently place the manual stylus onto the AcuPoint once more. When using the manual stylus, a fast, high tone and accompanying high rise rate often indicates a forceful forward pressure and fast rate of pressure. Re-testing this point as described should significantly minimize any errors.



**Tip**

When practicing technique or new skills, always open a new record under “Test, Test” from the New Visit Wizard. This will enable taking point readings without affecting “real” clients’ data.

## Manual Stylus Self Checks

**Tip**

Built-in Training Wheels for the Manual Stylus - If the Epic™ Stylus is active (plugged in) and laying nearby during the collection of base point readings using the manual stylus, the Epic™ tip will react and retract when the AcuPoint test is complete. The tester will hear this action and manually release the stylus from the skin surface, completing the conductance reading. If the tester places the Epic™ on their lap, they will also feel the tip retract and disengage. Many practitioners and technicians find this to be a helpful step while learning the manual stylus.

There are two (2) methods to check the manual stylus technique and verify that it is adequate to provide consistent and accurate readings. These methods may be used independently or combined together for maximum feedback (use the Epic™ first). The following steps provide instruction for these methods:

### **Using the Epic™ Stylus to verify adequate pressure with a Manual Stylus**

1. Locate and prepare the AcuPoint by visualizing the meridian line, palpating the joint and bone structure and moistening the AcuPoint in preparation for stylus placement. This process is described in the Testing Process section.
2. Place the Epic™ Stylus on the AcuPoint and allow the Epic™ to rise, break and complete the conductance measurement. There will be two (2) quick beeps and the Epic™ Stylus will retract. *Note: The Epic™ readings should meet all good testing indicators as described earlier in this section.*
3. Make note of the rise rate and max point reading. This will serve as the “model” for subsequent tests using the manual stylus.
4. Now, retest the same AcuPoint using the manual stylus.
  - a. Locate and prepare the point in the same manner as the previous AcuPoint test with the Epic™.
  - b. Apply the proper rate of pressure to achieve a similar rise to the Epic™ Stylus.
  - c. Apply the proper forward pressure to achieve a similar max point value.
5. Allow the MSA software to auto advance even though the software navigates to another AcuPoint. This way the tester may repeat step 4 several times in a row to gain consistency and practice.
6. Observe the repeated AcuPoints. Are the rise rates similar (i.e. within +/- 8 points)? Are the Max points similar (i.e. within +/- 3 points)? If so, then the appropriate pressures were used for this AcuPoint.
7. Move on to a different AcuPoint and practice this method again.

### **Increasing Forward Pressure to verify technique**

1. If combining these two (2) self-check methods, please begin with step 1 above. Otherwise, begin this method with step 2 below.
2. Locate and prepare the AcuPoint as described above in step 1.
3. Press the manual stylus into the AcuPoint and capture the rise, break and final max point reading. *Note: The readings should meet all good testing indicators as described earlier in this section.*
4. Make note of the rise rate and max point reading.
5. Allow the MSA software to auto advance even though the software navigates to another AcuPoint. This way the tester may repeat the AcuPoint test and track the testing results on subsequent conductance readings.
6. On the second test, once the reading has reached the break point (blue, vertical marker) allow 1-2 seconds for the line to flatten and stabilize, then apply more significant pressure.
  - a. If the reading increases significantly (more than 4 points) or ends in a red slash, this is a good indication that the initial pressure was not adequate. Retest the point and verify that there is adequate forward pressure and a steady rate of pressure. Pay close attention to the consistency after the break (blue, vertical marker).
  - b. If the reading increases gradually (+1 to +4 points) after applying significant pressure, then this is a good indicator of using correct pressure for that AcuPoint.

# AcuPoint Concepts

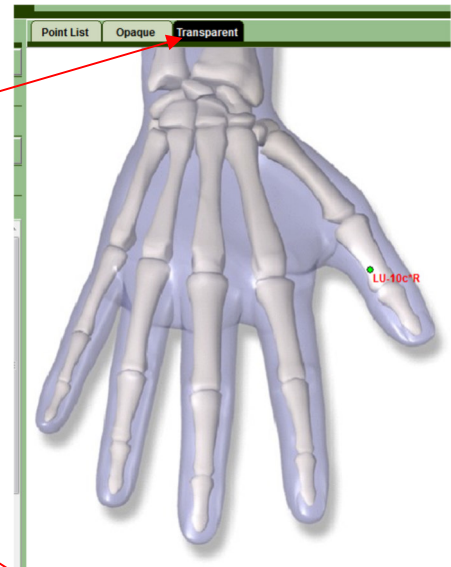
## Understanding AcuPoints

### AcuPoint Views

The AcuPoint view of the hand or foot can be displayed in either the Opaque or Transparent mode by clicking on the tabs above the illustration. Although clients may prefer the simplicity of the opaque “skin tone” picture, many practitioners/technicians prefer the transparent view so they can properly visualize the structure in relation to the specified AcuPoint location.

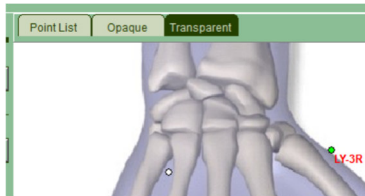
One way to move from one AcuPoint to another is by using the Point List view. This is a very efficient method for jumping to another AcuPoint without multiple clicks or keyboard strokes.

1. Click the **Point List** tab (next to Opaque Tab).
2. A list of all the points will appear. The AcuPoint that is currently selected will be highlighted.
3. **Click** the name of another AcuPoint to highlight it.
4. To jump quickly to an AcuPoint, type the first couple letters & numbers of its name.
5. Once the desired AcuPoint is highlighted, click either the **Opaque** or **Transparent** tab to view the point.



Point ID	Point Association
LY-1R	Palatine Tonsil Lymph Vessel 1
LY-1-1R	Auricular Lymph Drainage Lymph Ves
LY-1-2*R	Five Tonsils of the Lymphatic Pharyng
LY-2R	Lymph Drainage For the Upper and L
LY-3R	Lymph Drainage of the Nose and Par
LU-10c*R	Lower Respiratory Passages Control
LI-1b*R	Large Intestine Control Measuremen
NE-1b*R	Entire Peripheral and Central Nervou
CI-8d*R	Control Measurement Point - Voll Circ
AL-1R	Allergies of the lower part of the body
AL-1b*R	Allergy/Vascular Degeneration Vessel
OR-1b*R	Organic Degeneration in the Entire Br
TW-1R	Gonad and Adrenal Glands Voll Triple
TW-1b*R	Endocrine Glands Control Measurem
TW-2R	Thymus, Thyroid, Parathyroid glands

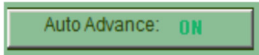




Tip



It is recommended that beginners use the Transparent view when performing initial tests. This will allow the practitioner or technician to see the structure in relation to the specified AcuPoint location. This is only a 2 dimensional, graphic view but many find this helpful as they learn the AcuPoints.

**AcuPoint Navigation**

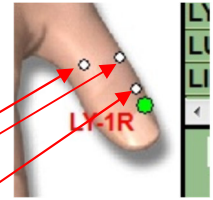
The following chart provides a quick tutorial on the navigation functions that may be performed by a keystroke (for example, the Previous Point function can be performed by pressing the F11 key on the keyboard), or by clicking on the appropriate icon on the toolbar at the top of the MSA Testing Screen.

Navigation Directive	Navigation Icon	Navigation Description	Epic™ & AcuPoint II Styluses	Function (F) Key
<b>Auto Advance</b>		Auto Advance should be <b>ON</b> when taking Base AcuPoint Readings. On achieving a reading considered valid, the MSA software will automatically advance to the next AcuPoint on the list.  If an invalid reading was taken, the computer will stay on the current AcuPoint, allowing a re-test of the same point until a valid point reading is achieved.	None	<b>F4</b>
<b>First Point</b>		First Point moves the green dot back to the very first point in the list. In the BioRep™ Point List, this is LY-1R, the Throat / Tonsil Measurement Point.	None	<b>Ctrl + F11</b>
<b>Previous Point</b>		Previous Point moves backwards one point in the list. Repeat clicking will move back additional points. This navigation is useful when re-testing a point for accuracy. It is quicker to use the F11 key than clicking the icon using the mouse.	<b>Double Click</b>	<b>F11</b>
<b>Next Point</b>		Next Point moves forward one point in the list. Repeat clicking will move forward additional points. It is quicker to use the F12 key than clicking the icon using the mouse.	<b>Single Click</b>	<b>F12</b>
<b>Last Point</b>		Last Point moves the green dot back to the very last point in the list. In the BioRep™ Point List, this is UB-65L, the Uterus / Prostate Summation Point.	None	<b>Ctrl + F12</b>



**AcuPoint Navigation via mouse click**

Occasionally one can see the AcuPoint dot on the display but because the name is not known, or other reasons, it is hard to get to via keyboard or button navigation. To do a direct jump to these points, use the mouse to click the point on the display.

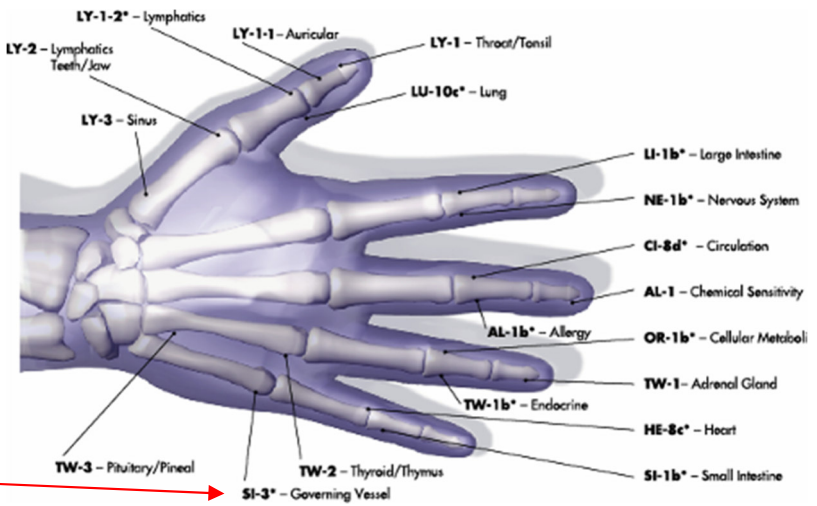


Click on the white dots to direct jump directly to these AcuPoints.

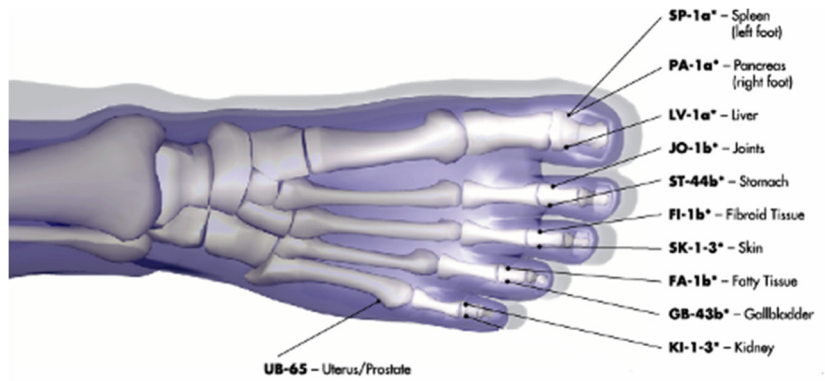
**Understanding AcuPoint Names**

The AcuPoints held in the MSA database are a combination of classical Chinese Meridian Points and Voll Points. The following description may be helpful.

Dr. Reinhold Voll mapped of over 850 points during the course of his clinical research and discovered that when testing specific meridian points located on the hands and the feet, he was able to obtain a general interpretation of the entire meridian system. These points were named Control Measurement Points (CMP) in the Voll Nomenclature and are indicated by an asterisk.



In order to retrieve critical bioelectrical impedance data quickly, the MSA software has mapped 20 bilateral Control Measurement Points. An asterisk (\*) in the point name indicates a Control Measurement Point (CMP). The remaining points in the display are specific AcuPoints based in Traditional Chinese Acupuncture.



## Types of AcuPoints

Although there is a correlation between Voll AcuPoints and classical Chinese meridians, these point locations are not the same. In general terms, Voll's AcuPoints can be grouped into two general categories:

1. **Control Measurement Points (CMP):** Specific AcuPoints discovered by Dr. Voll that indicate an average interpretation of a single meridian system pathway or associated functional organ system. These AcuPoints refer to the system as a whole.

Each meridian system has one CMP. An asterisk (\*) in the abbreviated name indicates the AcuPoint is a Control Measurement Point.

**Examples:** LU-10c\*R, ST-44b\*L

<b>Note</b>	To access more information on any given AcuPoint, press the <F2> key or via the menu <b>View / Point Information</b> while the appropriate point is displayed by a green dot on the screen. The Point Information screen will appear providing specific meridian information as well as Point Descriptions and Point Notes.
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2. **Branch Points:** These points have stronger ties to the classical Chinese Meridian Points and are often referred to as Measurement Points (MP), Summation Points (SP), Alarm Points, etc. They provide information about a specific function within a meridian or section of an associated organ system.

Each meridian has a different number of branch points. Some are very extensive. The following provides an example branch points for the Lymph meridian (see this section *Navigation Branching Mode* below for more details).

**Examples:**

- LY-1: Throat/Tonsil point
- LY-1-1: Auricular (Ear) Lymph Drainage point
- LY-2: Jaw Drainage point
- LY-3: Para Nasal Sinus point

3. **Voll AcuPoint Nomenclature**

- The first two characters are an abbreviation for the specific meridian.
- The 2 - 4 middle characters indicate the location of the point on the meridian.
- The R & L following the middle characters indicate Right or Left side of the body

Point ID	Meridian	Point Location/ Association	Side of Body
UB-65R	Urinary Bladder	Prostate/Uterus	Right
JO-1b*L	Joint	Control Point	Left
TW-1R	Triple Warmer	Adrenal Gland	Right
ST-44b*L	Stomach	Control Point	Left

## AcuPoint Descriptions and Notes

AcuPoint Descriptions for each individual point are located beneath the graphical display of the hand/foot. Any of the three tabs can be clicked so the information contained in them will be visible.

- ▶ Client Information
- ▶ PT Name (AcuPoint Name)
- ▶ PT Desc. (AcuPoint Description)
- ▶ PT Notes (AcuPoint Notes)
- ▶ Visit Notes

Client	PT Name	PT Desc.	PT Notes	Visit Notes	+	-
Throat/Tonsil Measurement Point. This point is located at the distal diaphyseal end of the ungual phalanx of the thumb on its radial side (dorsal aspect of the hand). It is measured on a 90 degree angle on the side of the finger with the probe on a horizontal plane with that of the fingernail. It corresponds to the Palatine Tonsil including the tonsillar bed, peri-, and retrotonsillar tissue.						

Client Information and AcuPoint Description are the only tabs pre-populated with information. The remaining tabs are provided for the practitioner or technician to record their own Point Notes or specific client Visit Notes.

# Understanding AcuPoint Readings

As each AcuPoint conductance reading is achieved, the MSA software records the data and populates the AcuPoint Data Table on the upper right-hand side of the Testing Screen.

Point ID	Max	Drop	AP	Rise
LY-1R	45	0	10	30
LY-1-1R	55	0	6	27
LY-1-2*R	62	0	3	64
LY-2R	54	0	9	31
LY-3R	61	0	6	28
LU-10c*R	45	0	7	21
LI-1b*R	38	0	4	18

The **Point ID** is named according to the Voll Nomenclature and indicates the point that was tested.

The row associated with this Point ID contains specific values associated with this AcuPoint reading. These base point readings are: **Max, Drop, AP, and Rise.**

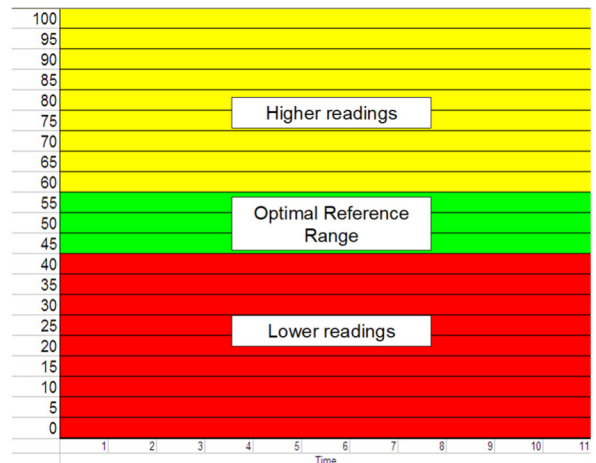
Value Type	Quick Summary (see details below)
<b>Max</b>	The highest conductance value reached during the reading.
<b>Drop</b>	Difference between the Maximum and minimum.
<b>AP</b>	Probability scoring that the reading was statistically accurate.
<b>Rise</b>	Calculates the increase in the conductance reading value over time.

## Max Readings

The Max readings are the client’s conductance readings at each associated AcuPoint location. The measurement scale ranges from 1-100, with 50 considered optimal electrical conductance.

The testing screen associates these Max point readings with different colors (see chart below).

It is important to **re-test any AcuPoint reading that has a Max value of less than 45**. Although a reading below 45 is a distinct possibility, be sure that all critical parameters (location, moisture, angle and pressure) are correct and not causing a false reading.



Range	Reading Type	Color	Description
45 – 55	Optimal	Green	Indicates an optimal impedance level
> 55	Inflamed	Yellow	A reading in this area indicates higher conductivity (less impedance) to the electrical current than optimal.
< 45	Weakened	Red	A reading in this area indicates lower conductivity (more impedance) to electric current than optimal.

## Drops

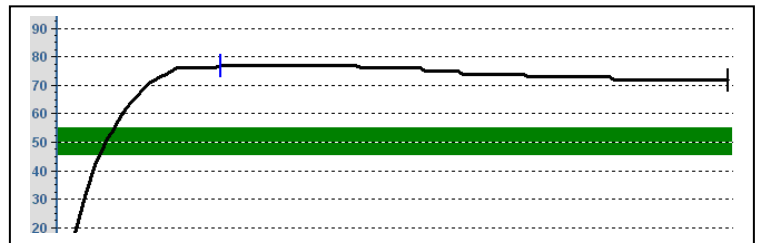
Drops occur when there is a decline in the Max point reading after the blue marker (breaking point). Often times, these drops can be caused by the tester. The most common technician errors are a change in stylus angle, application of too much water or a release of pressure. If re-testing the AcuPoint, be more conscientious about technique, to eliminate drops on the subsequent reading. If this occurs, then the initial drops were an operator error. With time, experience and focus, most testers will eliminate user induced drops.

If you are a beginning tester, it is important to **re-test any reading with a drop value of greater than or equal to 3** as it is likely this is due to moving the stylus during the testing process.

## True Indicator Drops

True indicator drops occur when—after an initial rise and leveling off—the reading begins to drop even though *the same pressure and angle is maintained* at the AcuPoint with the stylus tip.

Dr. Reinhold Voll considered a true indicator drop of more than 3 points to be the most serious type of reading. He also noted true indicator drops generally occurred between 1 and 3 seconds and would drop regardless of added pressure or moisture.



### **Note**

Even though the sustain timeout for an individual AcuPoint test is set at 1.5 seconds, the MSA software will extend the time of the reading until some sort of stability occurs. Beginners may experience AcuPoint tests that take 6 or 7 seconds to complete after the blue marker (breaking point).

## Accuracy & Probability (AP) Score

The Accuracy and Probability (AP) Score is a statistical formula that takes into consideration all major values that we track for each AcuPoint test and their relationship to each other. It was created to identify potentially invalid readings. The MSA software will analyze the reading characteristics during and immediately after the reading, then post the AP score into the AcuPoint Data Table.

The AP value range is between 0 and 10, with 0 being the worst possible value. The higher the score the more probable the reading is accurate. The computer's assessment of the validity of the test is strictly based on the reading characteristics and data values. It does not take into consideration the client's skin condition, vitality, hydration, etc. **Given these additional considerations, it is possible to achieve an accurate conductance reading and still receive an AP score of 0.**

There are several testing irregularities that will highly affect the AP score. These are the most common:

- A **high Rise Rate** that nearly matches the Max reading. This often indicates too much forward pressure, too much water on the skin surface or the stylus tip is gouging the joint. It may also be accurate if the client's AcuPoint is highly inflamed, the skin is inflamed or there is an open or healing wound.
- **Significant drops.** Remember that drops of 3 or more points are considered significant. Notice the associated values for the lowest AP scores in the previous example. All had drops of more than 3 points.
- Incremental **increase in the Max reading** between the blue and black markers. The system interprets this as a change in stylus angle, pressure or not being on the AcuPoint.

## International Health Technologies

Changing Health Care One Client at a Time

If you are a new tester, it is important to **re-test any AP Scores below 5**; however, if the re-test AP score and Max reading are similar, then this is likely a true reading, and the tester should move on to the next point.

<b>Tip</b>	The AP Score is a great training tool for practitioners and technicians alike. It provides a statistic that interprets a number of important variables, which to a beginner may seem overwhelming to assess. When overseeing a technician's testing results, be sure to print a Clinic Report with the point readings option selected. The AP score will appear in parenthesis next to each point listed (see BioRep™ Software – Reports).
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### Rise Rates

Rise rates may be the most important value that we assess and the most difficult. The amount of water on the point or forward pressure applied with the stylus may alter the reading.

**Typically, a good rise rate is between 25 and 55** but the range value for the rise rate is a guideline for the beginning tester and not an absolute for all readings. An experienced tester will have rise rates which will vary, and the reading can indicate a good test.

Out of range rise rate values may be a direct reflection of the client's AcuPoint conductance. There will be times in which the technique was felt as acceptable and the critical parameters were re-checked, but the rise rate is still very high or low. The following chart may be helpful in determining the rise rate accuracy:

Rise Rate	Range	Client Considerations	Critical Parameters
High Readings	> 55	Client may have inflamed skin or Client may have sweat or salinity on skin (especially feet). Client may have a highly conductive AcuPoint.	<u>Moisture</u> – applied too much water. Wipe away visible water on the skin and re-test. <u>Pressure</u> – too much forward pressure. Lighten touch, but be sure that the stylus has a flat seal against the skin. <u>Location</u> – is stylus angled and gauging the joint?
Low Readings	< 25	Client may have a skin type that does not hold moisture or Client may have a scar, burn, etc. on or near the AcuPoint. Client may have a low level of conductance at this AcuPoint.	<u>Moisture</u> – applied too little water. Re-moisten the skin and re-test. <u>Pressure</u> – too little pressure. Make sure the stylus is held firmly onto the skin and no part of the brass tip is visible. <u>Location</u> – is stylus on the AcuPoint? (see next section –Using the Point Finder)

New testers will learn to manage the moisture variable quickly; however, it may take a number of tests to develop the right amount of pressure with the stylus. Attending MSA Level 1 Classroom Training will provide hands-on instruction to ensure getting consistent rise rates and accurate, repeatable readings.

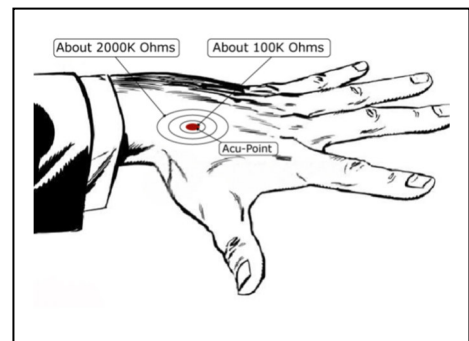
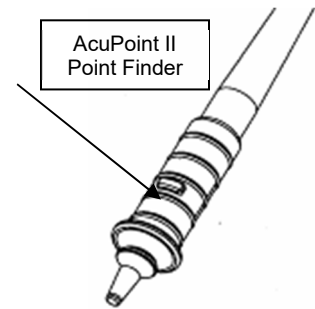
<b>Note</b>	The Epic™ Stylus will manage most of the pressure variables and usually delivers a rise rate between 25 and 55. After checking critical parameters, there may still be rise rates that fall out of the typical range. Do not attempt to change this scenario by adjusting the pressure. Poor pressure may cause a false rise and Max reading.
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## Using the Point Finder

The Point Finder is the last feature of the stylus we will discuss in this section. If taught too early, it becomes a crutch to the tester and will certainly add unnecessary time to the testing process. However, when used at the appropriate times, this feature, which is found on both the Epic™ and AcuPoint II Styluses, provides helpful insight into the best AcuPoint testing location.

The following steps will guide through using the Point Finder mechanism:

1. Find the approximate AcuPoint location as described in the section entitled Testing Process – Locating AcuPoint.
2. Moisten the AcuPoint, as needed.
3. Press AND hold the button on the top of the stylus to activate the point-finding mechanism (see diagrams to the right). If using the Epic™ stylus, this will cause the brass tip to engage and stick out beyond the end of the shroud.
4. Place the stylus tip into the skin at the approximate AcuPoint location.
5. Continue pressing the Point Finder button with the brass tip of the stylus pressed into the skin. Gently slide or lift the stylus fractionally across the skin surface to search for the point of highest conductance. There will be tones that resemble point reading sounds, but no data will appear on the computer screen.
6. Epic™ Stylus - Once the point is located, leave the Epic™ Stylus in place with the shroud against the skin. The tip will automatically disengage and break the skin, allowing the new reading to occur. Go to Step 8.
7. AcuPoint II Stylus - The AcuPoint II stylus requires a slightly different technique. With the stylus tip disengaged from the skin, release the Point Finder button on the stylus. This will switch the AcuPoint II stylus to the point-testing mode. Do not alter the angle or position of the stylus when breaking contact with the skin. Changes in angle will negate the results of the Point Finder. Also, do not re-moisten the AcuPoint. Simply raise the stylus tip a few millimeters off the skin, release the button and then reconnect with the point.
8. Take the conductance reading as described in the section entitled Testing Process – Taking Conductance Readings.



<b>Note</b>	An AcuPoint is 20x more conductive than surrounding skin.
-------------	---

<b>Note</b>	It is very important to break contact with the skin during this step; otherwise, the computer will record a false high reading. Electricity is sent into the tissue during the Point Finder mode. By breaking contact with the skin, it allows the electricity in the tissue to quickly dissipate, providing a fresh, more accurate reading. This is performed automatically with the Epic™ Stylus. Manually break contact with the skin when using the AcuPoint II stylus.
-------------	---



# Organizing and Reviewing AcuPoint Readings

## Sorting AcuPoint Values

After completing Base AcuPoint Readings, the readings may be sorted by any numeric value (Max, Drop, AP, or Rise). There are 2 primary benefits to sorting data.

- Check the validity of readings by sorting Rise, AP or Drops
- Check for the highest and lowest AcuPoint readings by sorting the Max

The process is simple. First, click onto the column heading of the data to sort. If the data is a numeric value, like Max, Drop, AP or Rise, the first click will sort all data into ascending order (low to high). A second click on the same column heading will reverse the order to descending (high to low).

Point ID	Max	Drop	AP	Rise
LY-1R	45	0	10	30
LY-1-1R	55	0	6	27
LY-1-2*R	62	0	3	64
LY-2R	54	0	9	31
LY-3R	61	0	6	28
LU-10c*R	45	0	7	21
LI-1b*R	38	0	4	18

<b>Tip</b>	<p>When the Point Finder mechanism is activated, the styluses will not collect data for conductance readings; rather they indicate levels of conductance by providing variations of tone.</p> <p>Do not touch this button while taking readings, as it will interfere with the test and cause the reading to be incomplete.</p>
<b>Note</b>	<p>The Point Finder tone may not achieve the same pitch on every point tested.</p> <p>Remember, the stylus is using electrical conductivity to find the point. The pitch of the tone indicates how conductive the tissue is and this will vary as the stylus is moved.</p>

After assessing this ordered data, to put the AcuPoint readings back in the original testing order, click Point ID column header once.

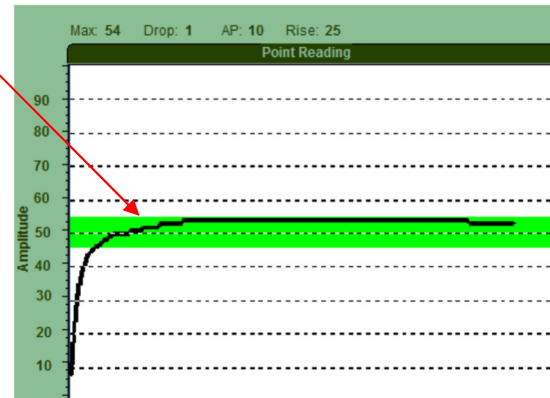
Drag the vertical scroll bar to view all of the data collected from the current visit.

## Historic Voll Wave Recall

The graphical Voll wave curve of any reading taken with the MSA software may be reviewed by double-clicking with the left mouse button any of the Point IDs to review their Voll Wave. This will recreate the historic Voll Wave curve into the Point Reading graph. However, the original Voll Wave marker symbols are not retrievable.

Point ID	Max	Drop	AP	Rise
LY-1R	45	0	10	30
LY-1-1R	55	0	6	27
LY-1-2*R	62	0	3	64
LY-2R	54	0	9	31
LY-3R	61	0	6	28
LU-10c*R	45	0	7	21
LI-1b*R	38	0	4	18

<b>Tip</b>	<p>Use this Historic Voll Wave Recall feature as a training review tool.</p> <p>Simply double-click any Point ID listed to review the wave and data information and visual accuracy of the graph.</p>
------------	---



## Reviewing Historic Visit Readings

Previous visit Point readings data and their associated graphical Voll wave curve are available via the Historic tab. Perform the following actions:

1. Click the **Historic** tab.
2. Select a comparison visit from the pull down list.
3. The grid is populated with the point readings contained in both the current and the historical visit.
4. Double click any of the Point IDs to review the historical Voll Wave.
5. Return to the current visit readings by clicking the **Current** tab.

Point ID					His
UB-65L	57	63	0	0	7
UB-66b*L	62	58	0	0	9
KI-1-3*L	61	67	0	3	7
GB-43b*L	57	39	0	0	8
FA-1b*L	52	49	0	0	4

**Note** This is a comparison of the current and a historic visit with only matching points displayed. If the current and historic visits have no matching points, then nothing will be displayed in the grid.

## AcuPoint List selection

The full **MSA** database maintains point locations for over 850 AcuPoints. Dealing with 850 AcuPoints in a single visit would be a ridiculous task, so sets of AcuPoints are ordering into **Point Lists**.

A **Point List** is a grouping of AcuPoints used in a testing protocol. The **MSA** database comes standard with 3 lists:

- **BioRep™ Point List.** This point list is used to create a BioRep™ chart and associated reports. We suggest this list be used for all base point testing.
- **Master Point List.** This list includes all 850 points stored in the **MSA** database. It is cross-referenced any time branching mode is activated.

At start up the BioRep™ Point List is automatically selected by the MSA software. Generally, this is the best point list to use as other elements of **MSA** software are tuned to use the Point Reading data obtained by this list.

Clicking on a different **Point List** from those available will change to using that **Point List**.

# AcuPoint Branching

There are 24 meridian systems available in the Master Point List. Each meridian has a varied and distinct number of associated AcuPoints. Activate the branching mode during the testing process to investigate other related AcuPoints along the same meridian and obtain additional point readings, if desired.

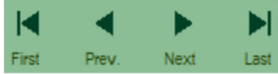
## Activating Branching Mode

To activate the branching mode, be in the Testing Screen and the active point (green dot) should be on an AcuPoint assigned to the meridian desired to navigate. Then:

1. Press the <Spacebar> key on the keyboard.
2. The Branching mode will be activated. The graphic display will automatically set to the first point in the meridian list order.
3. Use the F11 or F12 function keys to navigate backward and forward along the meridian list.
  - a. Review AcuPoint Descriptions and Notes regarding the branching points, or
  - b. Take conductance readings at additional AcuPoints.
4. When it is desired to return to the original point list, press the <Spacebar> key a second time. The MSA software will switch back to Point List mode and return to the AcuPoint from that was used to enter the meridian branching mode.

Review

The function keys, F11 (backwards) and F12 (forwards), as well as the



Previous, Next, First and Last navigation buttons, will provide direct navigation along the meridian lines.

## Navigating Branching Mode

Another way to move from one AcuPoint to another is by using the Point List tab. Located directly above the graphic of the hand or foot, the Point List is often overlooked. In branching mode, this list is alphabetized by Point ID name and provides a detailed phrase describing each point.

1. Select an AcuPoint on the desired meridian and hit the <Spacebar> key. This will activate the Branching mode.
2. Click the Point List tab. A list of all the points will appear. The AcuPoint that is currently selected will be highlighted.
3. Use the scroll bar to select another point.
4. Once the desired AcuPoint is highlighted, click the **Opaque** or **Transparent** tab to view the point location.

Point ID	Point Association
LY-1R	Palatine Tonsil Lymph Vessel 1
LY-1-1R	Auricular Lymph Drainage Lymph Vessel 1-1
LY-1-2*R	Five Tonsils of the Lymphatic Pharyngeal Ring Lymph V
LY-1aR	Tubal Tonsil (Lateral Lymphatic Duct) Lymph Vessel 1a
LY-2R	Lymph Drainage For the Upper and Lower Jaw Lymph V
LY-2aR	Lymph Drainage of the Eye Lymph Vessel 2a
LY-3R	Lymph Drainage of the Nose and Paranasal Sinuses L
LY-4R	Lymph Vessels of the Lungs Lymph Vessel 4
LY-4aR	Lymph Vessels of the Esophagus Lymph Vessel 4a
LY-4bR	Lymph Drainage of the Larynx and Hypopharynx Lymph
LY-5R	Lymph Vessels of the Heart Lymph Vessel 5
LY-6R	Lymph Drainage of the Chest and Upper Extremities Ly
LY-7R	Lymph Vessels and Chyle of the Intestines Lymph Vess
LY-7aR	Coeliac lymphatic trunk
LY-8R	Lymph Vessels of the large Intestine and Rectum Lymph

Tip

When testing the point list tab is also useful for quick navigation. Use as described above, or rather than scrolling the entire point list, type in the first 2 letters of the meridian to jump to that listing.

# Better AcuPoint testing skills

## Indications of when to Retest an AcuPoint

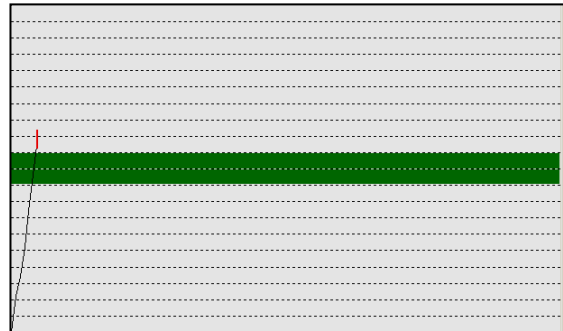
After gaining experience and knowledge in obtaining proper conductance readings, it is important to follow some simple guidelines for re-testing questionable AcuPoints.

### Always retest an AcuPoint when:

- Rise rate is less than 25;
  - Maximum point value is less than 45;
  - Indicator drops are greater than or equal to 3;
  - Accuracy and Probability (AP) Score is less than 5;
  - The AcuPoint graph is questionable (see examples below).
1. Reading ends in a red marker - when an AcuPoint reading ends with a red diamond, square or slashes, the MSA software has aborted the reading. The computer will not record a Max point value and will not advance to the next point (see **Taking Conductance Readings – Description of Marker Symbols**). The tester will need to re-test this AcuPoint.

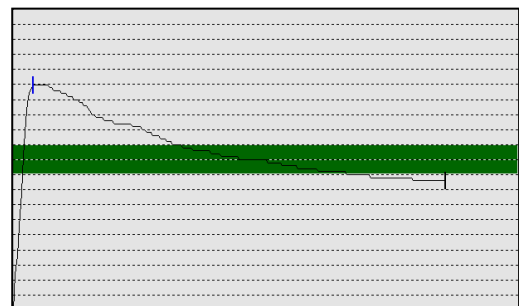
There are several ways to receive a red marker:

- Program senses either excessive movement or sudden changes in pressure with the stylus.
- Stylus is lifted from the skin surface before the software has accepted the complete reading.
- Point Finder button on top of the Epic™ or AcuPoint II Stylus is pressed during testing.



2. Fast rise followed by drops – when an AcuPoint reading begins with a fast rise followed by steady drops of 3 or more points, the tester will need to re-test this AcuPoint. There are a number of testing parameters that can cause this scenario:

- Too much moisture applied to the testing location.
- Improper bracing of the hand or foot during the testing process.
- Lack of focus by the tester allowing the tip to move or change pressure.
- Stylus is gouging the joint and is not flat on the bone causing a falsely inflated reading.



### Review

Moisture used on the point location to create sufficient conductance should never pool on the skin or be visibly wet. The tester should moisten their finger, palpate the AcuPoint location and moisten the point. The surface skin should feel tacky to the touch.

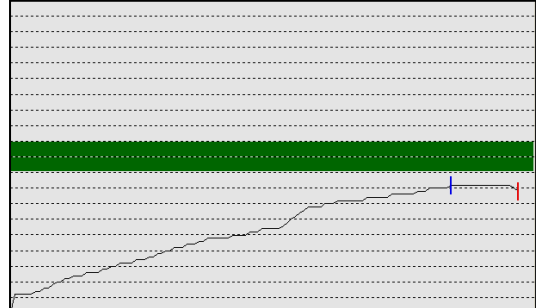
**Never dip the stylus tip into a wet sponge or spray the hand or foot.**

## International Health Technologies

Changing Health Care One Client at a Time

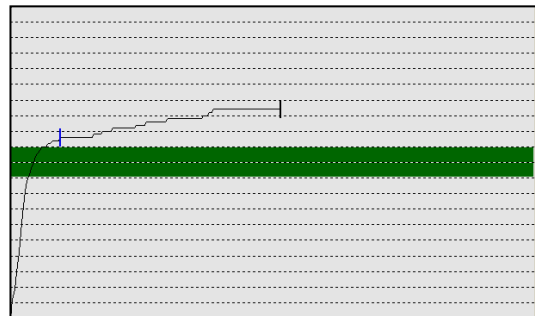
3. Slow rise rate (below 25) – when an AcuPoint reading has a low and slow tone and takes more than 2 seconds to achieve the break (blue vertical marker) then remove the stylus from the AcuPoint and re-start the test. A slow rise indicates difficulty in achieving the conductance reading. By removing the stylus before the final black marker, the reading will not be recorded. The following are potential testing errors that should be checked before retesting the AcuPoint.

- ▶ Stylus tip is not directly on the AcuPoint.
- ▶ Not enough moisture applied to the testing location.
- ▶ Epic™ shroud is not flat against the skin so the stylus tip is not pushing into the AcuPoint far enough.
- ▶ Improper hand or foot bracing or lack of opposing pressure.





4. Incremental increase in Max point value – if there is an incremental increase of 3 or more points between the blue and black markers, then a retest of the AcuPoint is desired. The following testing errors may contribute to this reading:

- ▶ Lack of appropriate pressure followed by an increase in pressure.
- ▶ Shifting stylus angle and tip placement during the testing process (common for loose skin).
- ▶ Stylus is not directly on the AcuPoint resulting in inconsistent conductance.
- ▶ Stylus tip is not flat against the bone.



### Review

In order to retest an AcuPoint, it may be required to advance the point list or navigate backwards. There are three (3) ways to manage this task.

- Use the   icons on the testing screen toolbar.
- Use the function keys of F11 (backwards) or F12 (forwards) on the keyboard.
- Press the Point Finder once to move forward or twice quickly to move backwards (similar to a mouse clicking speed).

**Always verify the point location with the software before testing an AcuPoint.**

*Over time, a feeling will develop for the rise rate and the corresponding sound generated from the MSA software. This knowledge allows instantly know if a proper reading is taking place. Otherwise lift off the point and then restart the reading immediately.*

### Tip

The **Point Finder** feature may be helpful in verifying the point location on retest points (see Testing Process – Using the Point Finder to review steps).

## **Tester Skill Indicators**

Each practitioner or tester possesses a unique natural ability and individual learning curve. How quickly a tester develops appropriate skills depends on computer literacy and software navigation, the number of “practice clients” tested, the ability to read and apply the information in his manual and how quickly the practitioner or technician attends the MSA Level 1 Training class. The following list provides indicators that global testing results that may be affected by improper technique.


- Many **individual Max point readings are below 50**. The tester may not be holding the Epic™ shroud firmly against the skin. If the shroud lifts from the skin and exposes the brass tip, then the Epic™ stylus will not be able to push into the skin surface properly to retrieve an accurate reading. This will likely result in lower rises and weaker Max point readings.
- Many **Max point readings are above 75**. The tester may be using too much forward pressure, driving the stylus tip deeper into the skin surface than necessary. Also, visible water applied to the point location will create too much conductivity. Both of these scenarios will result in many high rises and high Max point readings.
- Many **AcuPoint readings have drop values of 3 or greater**. The tester may not be proficient at visualizing and palpating the point locations properly, therefore they are not directly on the point. The stylus tip needs to be flat on the bone in the epiphysis, not on any part of the joint. Also, they may not be using sufficient moisture to capture adequate readings.
- Many **AcuPoint readings have incremental Max point value increases** between the blue and black markers. The tester is likely shifting the stylus angle while taking the reading, not locating the point properly, looking at the computer screen while testing or not tightening loose skin. All of these testing imperfections can result in changes in the Max point values after the break.
- Many **stylus tip impressions** (“evidence”) left on the skin are deep and red in color. The tester may be too aggressive in their forward pressure. The shroud of the Epic™ stylus is designed as a stabilizer and should be gently placed on the skin’s surface and held in place while the tip protrudes into the AcuPoint. Also, if there is not an adequate brace and opposing pressure at the testing location, the tester will be inclined to press harder to achieve a proper reading, slightly inflating Max point readings.



## **Potential Problems during the Testing Process**

The following is a list of the most common testing errors. Most of them occur during the learning process when the practitioner or technician is occupied with locating AcuPoints, proper technique, navigating the software or conducting conversation with the client.

### **The computer screen indicator does not match the point location testing.**

- Turning the **Auto Advance** command to the **OFF** position. Although physically moving from one point to the next, the computer is staying at the same AcuPoint and over-writing each of the test results.
  - End-Result – this test will have no meaningful data. Reset the Auto Advance to the ON position and begin the test again.
- **Manually navigating points** by using the function keys (F11 & F12) or the  without verifying the point location on the Testing Screen display before proceeding.
  - End-Result – conductance readings achieved and stored at inaccurate locations in the software will not provide meaningful data. If the computer screen does not match the testing location, immediately disengage the stylus and navigate the software to match the AcuPoint position. Repeat the reading and continue testing. If this issue occurred for several points, then re-start the test from the last point of certainty.
- **Pressing the <Spacebar> key** and entering the Branching mode (see **Software Navigation – Branching** for more details).
  - End-Result – branching mode initiates a specific AcuPoint list along a meridian that is distinct from the point list used in testing. To deactivate the branching mode, press the <Spacebar> key a second time to return to the original point list. Then continue taking readings.
- **Pressing the Point Finder button** on the Epic™ or AcuPoint II Stylus before or during a reading will result in several different issues.
  - Pressing and holding the Point Finder while taking a reading.
  - End Result – this will cause the Epic™ stylus to go into Point Finder mode and it will not achieve a final reading. Release the Point Finder button and retake the conductance reading.
  - Pressing the Point Finder button to advance to the next point or pressing it twice will return back to the previous point. This will place the software on a different AcuPoint than then testing.
  - End Result – conductance readings achieved and stored at inaccurate locations in the software will not provide meaningful data. If the computer screen does not match the testing location, immediately disengage the stylus and navigate the software to match the AcuPoint position. Repeat the reading and continue testing. If this issue occurred for several points, then re-start the test from the last point of certainty.

# MSA Reporting Features

## Reports - Overview

In addition to the selection of reports provided with the **BioRep™** software (see **BioRep™ Software – Reports**), the **MSA** Software Application provides a number of useful report tools to assist in assessment and in client evaluation. Once the user completes any number of conductance readings on a client, then the following selection of reports may be previewed, printed or saved as a PDF. There is no minimum number of AcuPoints required to obtain these reports.

- Point Readings – Compare Visits
- Point Readings – Base
- Visit Notes
  
- Point Readings – Post
- Q-Chart
- P-Chart
- Hold Reading
- Hold Item
- Hold Information

**Tip**

If your clinic details are not set or have changed then see the section above **Starting the MSA** for details on **Filling your client details**. Those details will be used in the reports.

These reports provide standard headings that include the user's name, clinic name, address and contact information. It is necessary to enter this information into Settings so this information will populate. These reports also include the client's name and visit number.

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Clinic	<b>Clinico</b>	Phone	<b>503-432-9876</b>
Address	123 West St	Credentials	Healthology
		Email Address	fred@clinico.com
City	Westville	Internet Address	
State or Province	WA		
Zip or Postal Code	98765		
Country	USA		


Confidential Information

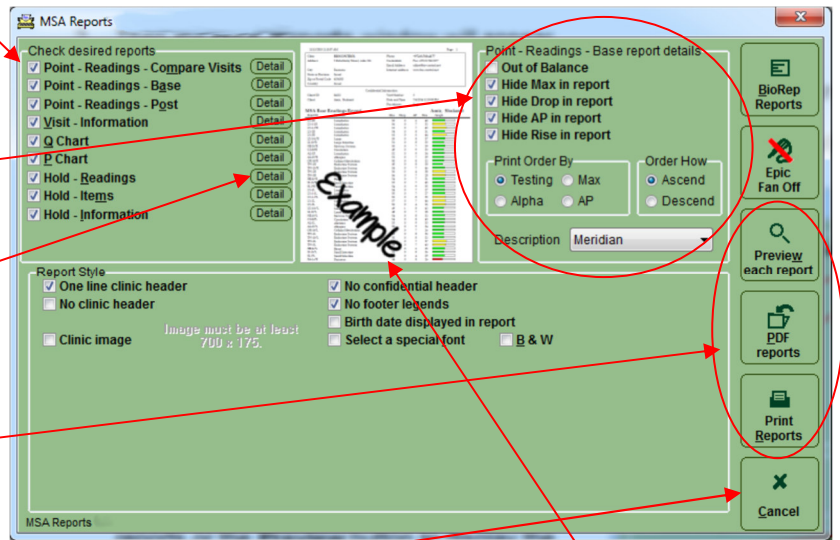
Client ID	00184	Visit Number	2
Patient	Spavin, Honoria	Date and Time	11/16/2012 9:08:43 AM
		Practitioner	

# Select Reports to Print

The MSA Software Application provides a number of useful report tools to assist in assessment and in client education.



1. In **MSA** Click the **Reports**  icon button on the Testing Screen toolbar or Click on **Visit** on the Menu bar then **Print**, or press **Ctrl + P** keys on the keyboard.
2. Then the **MSA Reports** window will appear.
3. This selection box lists all the reports that may be printed from the main **MSA** program.
4. Click the box preceding the name of a report to select. A checkmark will appear in the box confirming it has been selected. Click a second time to de-select a report.
5. More than one report may be selected by placing a checkbox next to multiple report names.
6. Once a report is selected, the details options for that reports will appear to the right.
7. Details options are specific to each type of report. These details are also available via the **Detail** buttons.
8. Click the **Print** button to print the selected reports or the **Preview** button to display the reports screen or the **PDF reports** button to make a PDF file of the reports. **PDF reporting** is explained in detail at the end of this section.
9. Click the **Cancel** button abandon generating reports.



**Tip** If unsure if a specific report(s) will provide the information needed, simply check the box next to the report name and **Preview** the details.

**Note** If selecting multiple reports to preview, they will each display on the screen one at a time.

**Note** The example is just an example of the report style and it is not the exact report.

## Epic™ Fan off while in reports

If using the **BioScan™** hardware and the fan of the Epic™ Stylus is a distraction is bothersome then press the **Epic™ Fan Off** button to deactivate the Epic™ cooling fan.

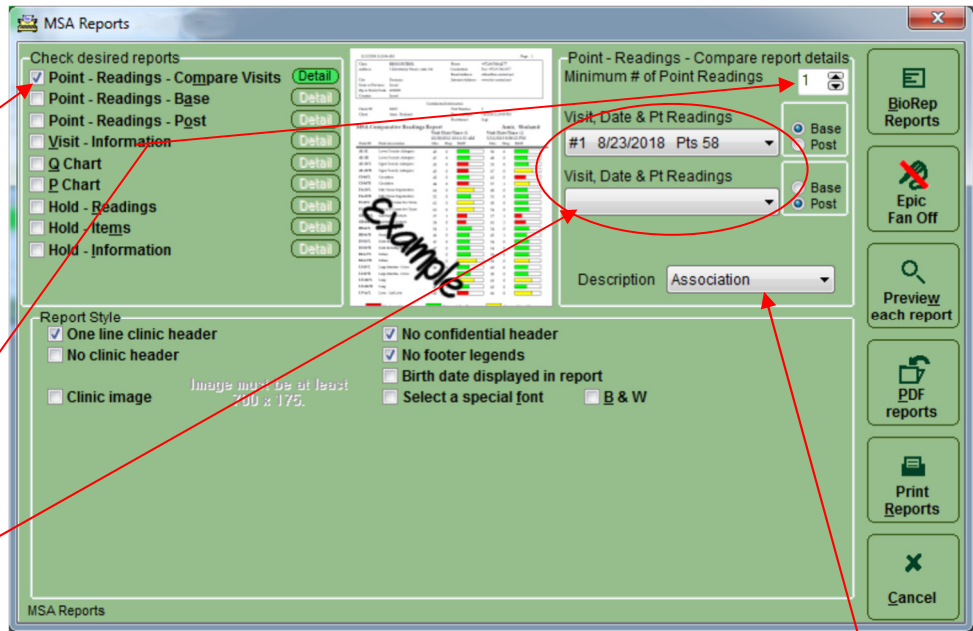
If using **MSA Pro** hardware and the fan of the Epic™ Stylus is a distraction or bothersome then the fan is switched on and off via closing the front panel of the **MSA Pro**.



## Point Readings – Compare Visits

The first report in the selection box provides a side-by-side comparison of two visits, or one visit to compare base vs. post readings.

1. Select **Point Readings – Compare Visits**.
2. Details options will appear on the right hand side of this dialogue box.
3. Set **Minimum # of Point Readings**. This drop down box will specify the number of readings each comparative visit must have. This is useful to eliminate short 7 Point visits.
4. Set **Visit, Date & Point (Pt) Readings**. These two fields provide identical options and the associated drop down boxes allowing the selection of two visits for comparison. Date selections do not require the same number of Point Readings. The selected visits do not need to be in chronological order. Even the same visit can be selected for the comparison of base vs. post readings.



5. There is a **Point Meridian Description** used in the report. **Association** is the default and the **Description** drop down field allows for **Meridian**.

6. The **Point Readings – Compare Visits** report will list all AcuPoints tested in alphabetical order, paired in bilateral matches (i.e.: AL-1L, AL-1R). It will also reference the visit date and time, max point readings, drops and provides a base color representation for each point.

**MSA Comparative Readings Report**

Point ID	Point Association	Visit Date/Time #1			Visit Date/Time #2		
		11/06/2012 3:38:03 PM			11/16/2012 9:08:43 AM		
		Max	Drop	BASE	Max	Drop	BASE
AL-1L	Lower Toxicity (Allergies)	58	0		40	0	
AL-1R	Lower Toxicity (Allergies)	56	0		48	1	
AL-1b*L	Upper Toxicity (Allergies)	58	0		50	0	
AL-1b*R	Upper Toxicity (Allergies)	48	0		76	0	
CI-8d*L	Circulation	45	0		63	0	
CI-8d*R	Circulation	61	0		52	1	

**Tip** Some users use the **Compare Visits** report option to quickly review and assess changes in specific AcuPoints readings over time. The differences from one visit to the next can be seen, as well as between the right and left bilateral AcuPoint readings. Once a client has achieved a new level of health and noticeable changes in conductance readings, this report is a powerful tool to drive maintenance programs and referrals.

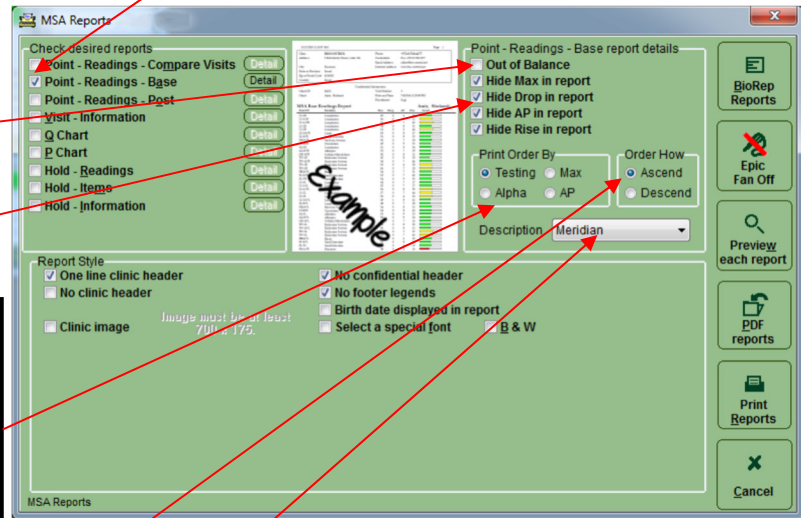
**Tip** A blank box indicates that **no post reading** was taken against that AcuPoint.

## Point Readings - Base

The **Point Readings – Base** report provides a detailed view of each AcuPoint tested during a single visit. The report lists the Point ID, associated meridian, max point value, drops, AP score and rise rate. Additionally, each listing provides a color representation for each AcuPoint.

1. Select **Point Readings – Base** by checking the box to the right of the report name.
2. Detail options will appear on the right hand side of this dialogue box.
3. Select the desired report options.

Options	Description
<b>Out of Balance</b>	Prints only the readings for AcuPoints that are out of normal reference range.
<b>Hide Max, Drop, AP or Rise</b>	Eliminates elements from appearing as columns in the report.
<b>Testing</b>	Lists AcuPoints in the order in which they were tested.
<b>Alpha</b>	Lists AcuPoints in alphabetical order.
<b>Max Value</b>	Lists AcuPoints according to the Maximum point value (conductance reading).
<b>AP</b>	Lists Acupoints according to the AP (Accuracy Proficiency).
<b>Ascending or Descending</b>	Lists items from lowest to highest, or highest to lowest based on criteria selected.
<b>Point Meridian Description</b>	Determines the Point Meridian Description used in the report. Meridian is the default and the Description drop down field allows for Association.



**Tip** If working with another tester, the AP score can be used to assess and verify that the technique being used by the tester in acquiring conductance readings meets minimum standards.

**Tip** Assessing Bilateral Readings - ordering the Base Point Readings report in alphabetical order makes it easy to notice significant differences in bilateral AcuPoint readings (+/- 15 pts from one side to the next).

### MSA Base Readings Report

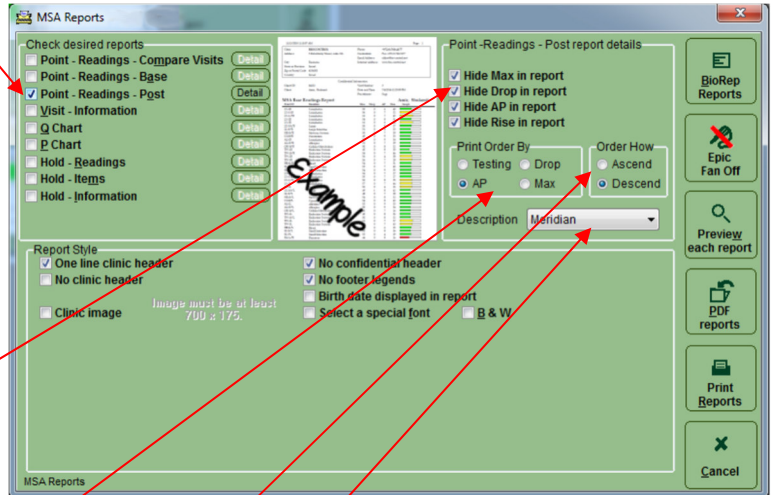
Point ID	Point Association	Max	Drop	Rise	Graph
AL-1L	Lower Toxicity (Allergies)	45	0	44	
AL-1R	Lower Toxicity (Allergies)	43	0	28	
AL-1b*L	Upper Toxicity (Allergies)	44	0	38	
AL-1b*R	Upper Toxicity (Allergies)	37	0	31	
CI-8d*L	Circulation	34	0	29	
CI-8d*R	Circulation	34	0	19	
FA-1b*L	Fatty Tissue Degeneration	38	0	30	
FA-1b*R	Fatty Tissue Degeneration	51	0	41	



## Point Readings – Post

The **Point Readings – Post** report is only viable if the user has taken additional readings in the Post Readings mode once base point conductance readings have been achieved (see **Testing Process – Test Settings Switchboard**).

1. Select **Point Readings – Post** by checking the box to the right of the report name.
2. Details options will appear on the right hand side of this dialogue box.
3. Select the desired report options (These are similar to the **Point Readings – Base** report options).



Options	Description
<b>Hide Max, Drop, AP or Rise</b>	Eliminates elements from appearing as columns in the report.
<b>Testing</b>	Lists AcuPoints in the order in which they were tested.
<b>Drop</b>	Lists AcuPoints in drop order.
<b>AP</b>	Lists AcuPoints in order by AP (Accuracy Proficiency) score.
<b>Max Value</b>	Lists AcuPoints according to the Maximum point value (conductance reading).
<b>Ascending or Descending</b>	Lists items from lowest to highest, or highest to lowest based on criteria selected.
<b>Point Meridian Description</b>	Determines the Point Meridian Description used in the report. Meridian is the default and the Description drop down field allows for Association.

Tip

If a the desire is a report that compares **Base** Point Readings to **Post** Readings on the same visit day, then use the **Point Readings – Compare Visits** report. Follow these directions:

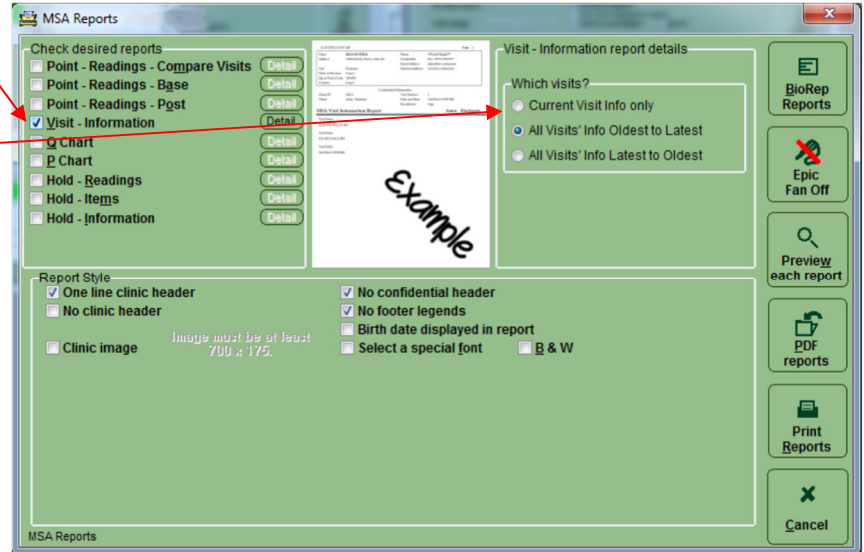
1. Select **Point Readings – Compare Visits** report.
2. Select the **same** visit date for both visits.
3. Click **Base** for the first visit and **Post** for the second visit.



## Visit - Information Report

The Visit Information report provides the user with the ability to preview and print any Visit Notes they have collected during the client's visit.

1. Select **Visit - Information** by checking the box to the right of the report name.
2. Details options will appear on the right hand side of this dialogue box.
3. There are three (3) views that may be selected for this report.
  - **Current Visit Information only** - prints any Visit Notes relating to the *current visit* only.
  - **All Visits' Information Oldest to Latest** – prints Visit Notes from *all visits* on the selected client in one report, in order from the oldest notes to the latest.
  - **All Visits' Information Latest to Oldest** – prints Visit Notes from *all visits* on the selected client in one report, in order from the latest notes to the oldest.



### Example of Oldest to Latest Report:

Visit Notes 1/8/2014 1:16:13 PM	Patient is complaining of knee and foot pain. Symptoms have kept him from exercising.
Visit Notes 3/8/2014 1:58:36 PM	Patient has experienced increased fatigue from 4-9 pm. Adrenal points are showing readings of 47 and 62. Provided herbal support but re-check on next visit.
Visit Notes 3/14/2014 11:08:28 AM	Performed test plate testing with XCompany test vials. Added Product X & Y. Significant changes noted on adrenal points.
Visit Notes 4/28/2014 11:06:04 AM	Patient will begin a Cleanse program (diet, supplements and lymphatic drainage remedy). Reviewed necessary lifestyle changes for this program.

## **BioRep™ Reports**

The **BioRep™ Reports** button icon provides an alternate access to BioRep™ Software. By running BioRep™ software in a read-only state only BioRep™ reporting is allowed. (See the **BioRep™ Software** section below for details.)



## Other Reports

The **Q Chart Report** creates a report that shows the **Q Chart** details for this visit. An example **Q Chart Report** is on the right. (See the **Miscellaneous MSA Features** section for details on the **Q Chart**.)

The **P Chart Report** creates a report that shows the **P Chart** details for this visit. Available display styles include *all organs closed* or *all organs open*. (See the **Other MSA Charts and Graphs** section for details on **P Chart**.)

MSA Q Chart Report			Bloxam, Bill			
Point ID	Max	Drop	Max	Drop	AP	Rise
1. LY-I-IR	■	■	34	7	10	25
2. GB-4R*R	■	■	52	11	2	61
3. AL-Ib*R	■	□	37	0	10	31
4. AL-IR	■	□	43	0	9	28
5. AL-Ib*PL	■	□	44	0	8	38
6. NE-Ib*R	■	□	39	0	4	18
7. NE-Ib*PL	■	□	41	0	2	15
8. TW-Ib*PL	■	□	34	0	9	25
9. TW-Ib*R	■	□	37	0	3	16
10. TW-3L	■	□	38	0	7	41

The other various **Label** and **Hold Reports** are used in Virtual Library testing in the MSA software.

## Customizing the Reports

### Report: Header with an image

In addition to entering the User Name, Clinic Name and Contact Information in the MSA software settings (see **Controlling Settings – Clinic Details Tab**), each user or clinic may personalize the MSA reports by adding clinic logo or letterhead to the report.

1. First, create an image file (either JPG, PNG, BMP or GIF) with the logo for use. This can be done by scanning a logo and saving it or by creating a logo in a graphics program and saving it.

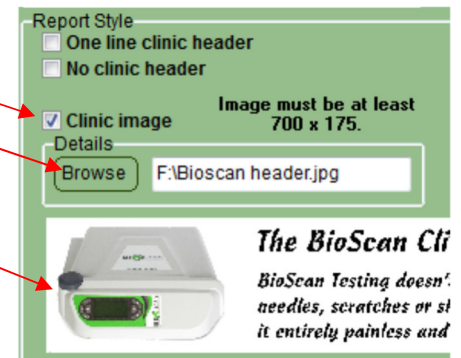
**Tip**

The **Settings screen Clinic tab page** has a **Build your own Header or Footer wizard** that is an easy to use system to build your own custom Header or Footer image. See the **MSA Controlling Settings section** for details on creating a custom header or footer.

**Note**

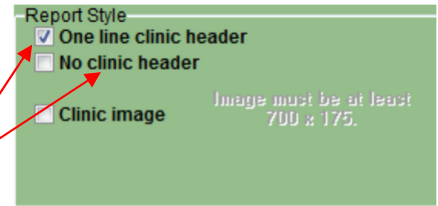
You can use a paint or photo program to make a custom header image. The size should be at least 700 pixels wide by 175 pixels high. If the file resolution is set at 300 dpi, this would be a finished size no larger than 2.33 inches wide by .58 inches high. Larger sizes with better resolution are allowed but please use a scaling of 4 to 1 (width to height). (The original header image below was 3500 by 875.)

2. In the **Report Style** section, check mark **Clinic image** and click the **Browse** button.
3. A Window file explorer dialog will appear to allow navigation to the proper location for the image file. Locate the file and click the **Open** button in the dialog box.
4. The **MSA Reports** window will reappear. The header has now been saved, and a preview of the logo appears in the bottom portion of the screen.
5. The logo is now ready for Print or Preview.



## Limited Header

The Clinic details are normally the clinic name, address, phone number, credentials, email and website details, and takes several lines at the top of each report page. The Clinic details can be limited down to just one line with the **One line clinic header** check box. The one line will be the clinic name and phone number.



02/22/2018 9:14:06 AM Page 1

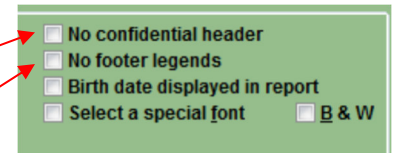
Clinic	<b>Clinico</b>	Phone	<b>503-432-9876</b>
Confidential Information			
Record ID	00190	Visit Number	2
Client	Sweeting, Jill	Date and Time	03/01/2013 11:20:26 AM
		Practitioner	Dr. Mary

The Clinic details can be fully eliminated with the **No clinic header** check box.

<b>Tip</b>	Using <b>No clinic header</b> is NOT recommended because your clients may want to contact your clinic or promote your clinic to family and friends. Reports are one way they do this. However, if reports are not made available to clients and you wish to save some report space then it is an available option.
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## Eliminate confidential header

The client's full confidential information other than the client name is eliminated from the reports if the **no confidential header** check box is checked.



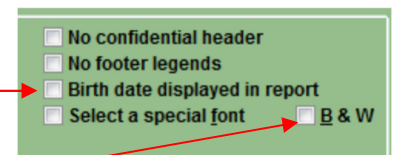
## Eliminate footer legends

Several reports use colored line bars with lines of different colors and bar lengths. Those reports are each followed with a colored footer legend indicating the meaning of each color. The **No footer legends** check box option will eliminate the colored footer legends.

<b>Tip</b>	Using <b>No footer legends</b> is NOT recommended because your clients may want to know what the colors mean. However, if reports are not made available to clients and you wish to save some report space then it is an available option.
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## Control Birth date display in reports

The client's birth date is an available field for display the reports but is only displayed if the **Birth date displayed in report** check box is checked.



## Black & White

Normally reports are printed in color. If you desire a black and white print to save on color ink or because you have a printer that cannot perform color printing, then check the **B&W** check box. When used, all color elements of the report will be set to a grey scale or will be differentiated by a unique series of diagonal lines.

<b>Note</b>	It is strongly recommends that each client receives a color printout of their report. It looks more professional and modern and will indirectly advertise and promote your clinic among your patent's family and friends.
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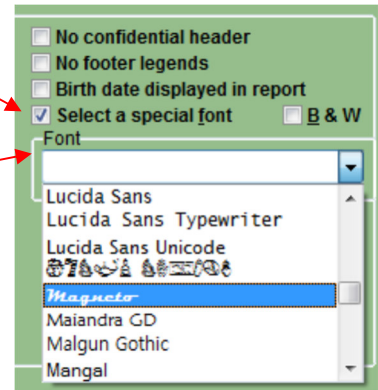
## Customizing the Report: Font

**Note** If a special font is not selected, the default font used will be *Palatino Linotype*.

Place a checkmark next to the option **Select a special font**.

Then click the **Font** selector drop-down arrow and select the desired font type from the list.

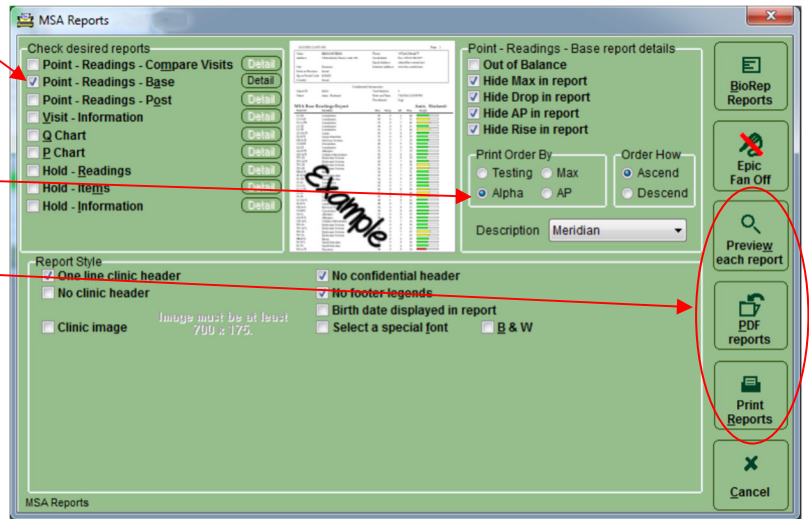
**Tip** There are many free fonts websites on the internet to add interesting new fonts to your Windows.



## Printing Reports for Branching AcuPoints

If the user takes additional conductance readings at branching points, a separate **Base Point Readings** report is used to obtain this information.

1. Select **Point Readings – Base** by checking the box to the right of the report name.
2. Select **Alpha** order to preview or print the AcuPoints in meridian order. This will allow for easy identification of the additional branching points.
3. **Print or PDF or Preview** the **Point Readings – Base** report.



03/09/2019 2:52:20 PM

Page 1



**The BioScan Clinic**  
*BioScan Testing doesn't involve needles, scratches or shocks, making it entirely painless and non-invasive.*

Confidential Information

Client ID 00155 Visit Number 1  
 Patient Bixam, Bill Date and Time 12/27/2012 11:11:49 AM  
 Practitioner

### MSA Base Readings Report

### Bixam, Bill

Point ID	Point Association	Max	Drop	Rise	Graph
AL-1L	Lower Toxicity (Merges)	45	0	44	
AL-1R	Lower Toxicity (Merges)	43	0	28	
AL-1b*L	Upper Toxicity (Merges)	44	0	38	
AL-1b*R	Upper Toxicity (Merges)	37	0	31	
CI-5d*L	Circulation	34	0	29	
CI-5d*R	Circulation	34	0	19	
FA-1b*L	Fatty Tissue Degeneration	35	0	30	
FA-1b*R	Fatty Tissue Degeneration	51	0	41	
FI-1b*L	Fibroid & Connective Tissue	42	0	30	
FI-1b*R	Fibroid & Connective Tissue	56	2	50	
GB-43b*L	Gall Bladder & Ducts	43	0	53	
GB-43b*R	Gall Bladder & Ducts	52	11	61	
HE-5c*L	Heart - valves	45	1	53	
HE-5c*R	Heart - muscle	35	0	25	
JO-1b*L	Joints including Spine	43	0	25	
JO-1b*R	Joints including the Spine	58	0	44	
KI-1-3*L	Kidney	41	0	28	
KI-1-3*R	Kidney	48	1	36	
LI-1b*L	Large Intestine - Colon	21	0	15	
LI-1b*R	Large Intestine - Colon	35	0	27	
LU-10c*L	Lung	44	0	32	
LU-10c*R	Lung	39	0	27	
LV-1a*L	Liver - Left Lobe	63	0	32	
LV-1a*R	Liver	62	0	56	
LV-1-1L	Lymph - Ear	44	1	47	
LV-1-1R	Lymph - Ear	34	7	25	
LV-1-2*L	Lymph - Entire Body	44	0	57	
LV-1-2*R	Lymph - Entire Body	42	0	49	
LV-1L	Lymph - Throat & Tonsil	46	0	33	
LV-1R	Lymph - Throat & Tonsil	47	0	46	
LV-2L	Lymph - Upper/Lower Jaw	40	0	46	
LV-2R	Lymph - Upper/Lower Jaw	49	0	38	
LV-3L	Lymph - Sinus/Nose	42	0	35	
LV-3R	Lymph - Sinus/Nose	46	0	27	
NE-1b*L	Nervous System	41	0	15	
NE-1b*R	Nervous System	39	0	16	
OB-1b*L	Cellular Metabolism Entire Body	37	0	37	

Weakened 0 to 44    Balanced 45 to 55    Stressed 56 to 100

IHT Technology does not identify, diagnose or treat any disease or medical condition.

## Making great looking reports

**Tip**















With the addition of your own **custom clinic image** and the use of a **special font**, you have the tools available to make excellent looking reports that are unique to your practice.

# Controlling the Preview Screen

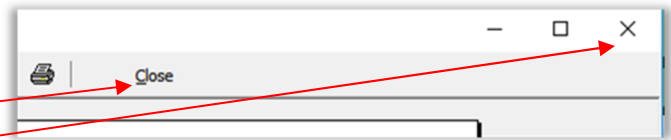
## Preview Screen Toolbar

The **Preview Screen** allows the user to view a report(s) on the computer screen before printing. The following control buttons are available on the navigation toolbar for the **Preview screen**:

	Zoom - Full page		Go to first page		Copy the page to clipboard (page is in an image format)
	Zoom -100%		Go back 1 page		Specify printer and number of copies
	Zoom - Page width		Go forward 1 page		Send report to printer
	Set the Zoom factor		Go to last page		Close preview and return to MSA screen

## Preview Screen Finder

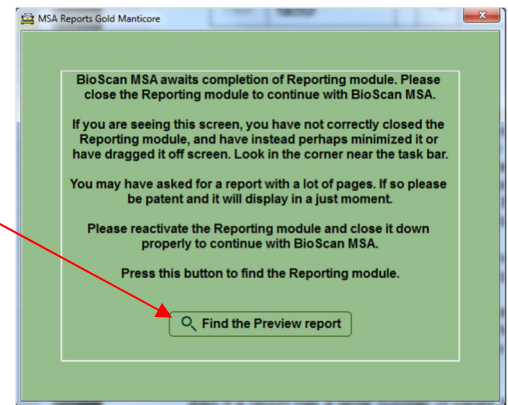
Each of the reports is a singular event. During a Preview action, each report is individually generated **and the next report is not started until the previous one has ended**. The Preview screen for each report must be closed either with its **Close** button or with the Windows title bar top right **X** button. The **MSA Report** software must await this close action.



When the **MSA Report** software starts a Preview action, it displays the following screen while it awaits the Preview to close.

If for some reason, the **Preview screen** is operational but was minimized or dragged about, and thus lost, then click the **Find the Preview** button that should unhide and make visible the Preview screen.

Also if a report has a large number of pages then this screen will show. If this is the case then just wait a few moment for the report to be generated.





## PDF Reporting

PDF Reporting allows electronic report generation for computer filing of reports. PDF files are Portable Document file format used to present and exchange documents reliably, independent of software, hardware, or operating system. The PDF software was originally invented by Adobe but is now an open standard maintained by the International Organization for Standardization (ISO). They can be easily viewed using free Acrobat Reader software.

It is expected that PDF viewing software be installed on your computer. This installation was not performed during the installation of the **MSA** software. You must independently download and install your own PDF viewing software. The recommended software is called **Acrobat Reader for desktop** and as of the publishing of this document; it is available free at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>



Once **Acrobat Reader for desktop** is installed press the  button to begin the generation of a PDF Report file. This activated a Windows File Save dialog where Windows requests a file name and location.

PDF Report files require a file name. The default file name is assumed to be:  
**MSA REPORTS client-last-name client# Vvisit#.PDF**  
but this can be manually changed in the Windows File Save dialog.

PDF Reports require a save location on your hard drive. The initial default location is assumed as your *"My Documents"* directory but this can be changed. It is highly recommended that you create a directory for client/client reports and save the PDF Reports in that location. The **MSA Report** software will remember where you save the PDF Report files and start at that location the next time PDF files are generated.

<b>Note</b>	Further details on how you should organize your PDF client file system are beyond the scope of this document.
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In the process of generating a PDF, you will be asked a few questions. If the PDF Report file already exists, you will be asked if you want to overwrite the file. If you do so, then the previous file is destroyed. You will also be asked if you want to view the file. If you do then the **Acrobat Reader** will start and it will display the file.

<b>Note</b>	Further details on the use of the <b>Acrobat Reader</b> are beyond the scope of this document.
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<b>Tip</b>	<p>If the <b>Adobe Acrobat Reader</b> does not start then it is recommended that the user install <b>Adobe Acrobat Reader</b>.</p> <p>Here is a link to get it: <a href="https://get.adobe.com/reader">https://get.adobe.com/reader</a></p>
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# Controlling MSA Settings

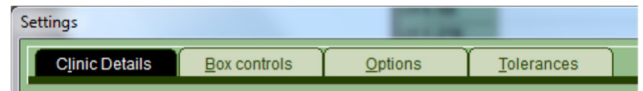
## MSA Software Settings - Overview

Although many of the **MSA software** settings are programmed with fixed settings, a number of parameters in the software may be customized to suit individual needs. The following are a few of the changes that can be managed:

- Add or change clinic information;
- Modify the length of time for point readings;
- Adjust the volume, contract and some automated log-in options;
- Set automated backup processes;
- Change the colors used to indicate various types of readings.

### Accessing and Controlling the Settings Screen

1. From the Menu bar, select **Tools** then **Settings**.
2. The **Settings** window will appear.
3. Each tab provides entry fields or drop down menus to customize the MSA software.



After concluding changes to the Settings Screen either:



- Click the **Reset** button to return all the settings in the MSA software to the initial default settings.
- Click the **OK** button to save the changes made.
- Click the **Cancel** to make no changes.

**Warning**  
 The **Reset** button will revert all settings changes made to the software back to the original default settings.

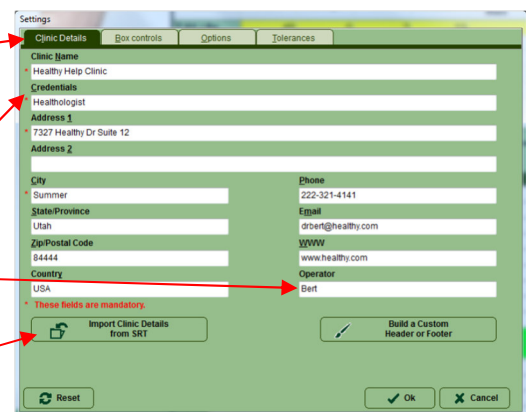
## Clinic Details Tab

The **Clinic Details** tab stores the information that populate in the **BioRep™** and **MSA reports**.

**Tip**  
 Phone, credentials, email and website fields should be completed if available. Pertinent information that is readily available to clients will likely result in referrals from friends, family, colleagues and other health care providers.

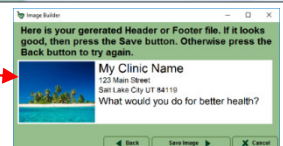
Complete all pertinent and required fields. These are marked with a red star (\*).

This field should reference the Practitioner's name. Users of the **BioScanSRT™** may import clinic details from **BioScanSRT™** with this button.



This is the screen question you will get if you import the Header from SRT:

The use of the **Build a Custom Header or Footer** button is described on the next pages.



## **Build your own Custom Header or Footer**

Once your clinic details are set, it is a good idea to generate a custom header or footer for use on reports. These will help give your practice a better corporate image when clients take reports home and show others what took place.

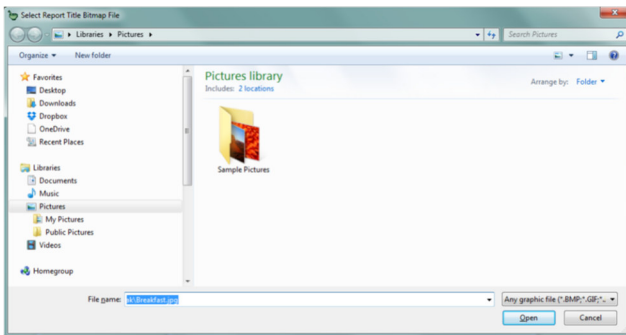
To build a custom header or footer, click the **Build a Custom Header or Footer** button on the **Clinic Details** tab. A Clinic Image Builder wizard will start, which steps you through a process to create a custom header or footer image with your choice of images and text for use at the top or bottom of all your printed reports.

To the right is the first introductory screen to the Clinic Image Builder wizard. Click the **Next Step** button to continue the clinic image builder process or the **Cancel** button to abandon the process.

The second screen of the Clinic Image Builder wizard sets up the basics that will be used in your custom header or footer.

First, pick out an image. A pretty Park City view is the default but you likely want something else. Press the down triangle of the **Image list** combo selector to select from a dozen public domain images that might look nice.

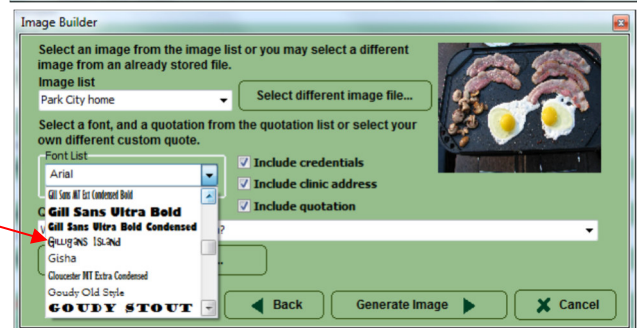
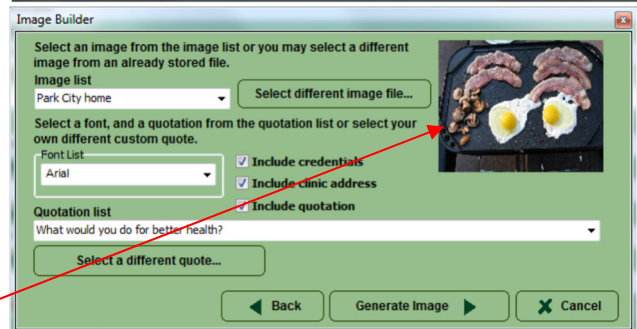
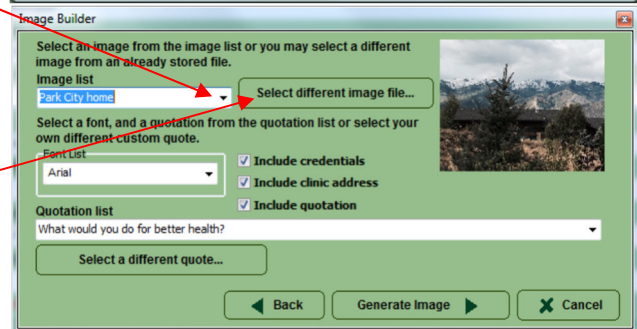
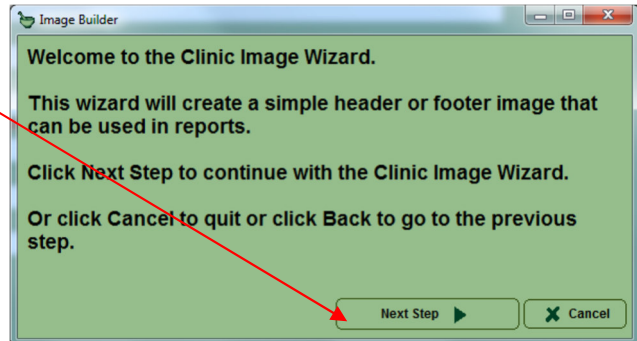
Maybe you already have a good image. Press the **Select different image** button and use the Windows file explorer selection process to find your desired image. It can be a JPG, BMP, PNG or GIF image, and it should be at least 800 pixels wide.



In this example, we have selected our favorite camp breakfast. You should select a picture you think best suits your clinic image.

Next, pick a desired font from the **Font List** combo selector. *Arial* is a good default choice but may not reflect the character of your particular Clinic or the font used in the logo for your Clinic. Pick the font you want used in your custom header or footer.

<b>Tip</b>	There are many free fonts websites on the internet to add interesting new fonts to your Windows.
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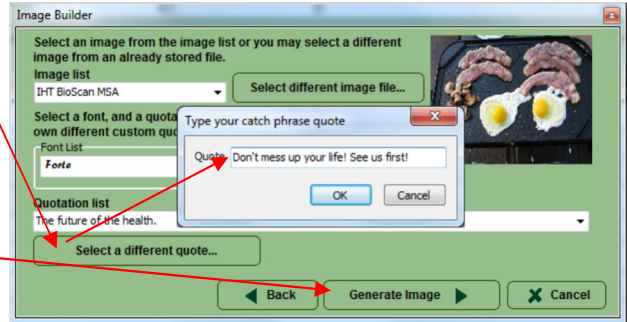
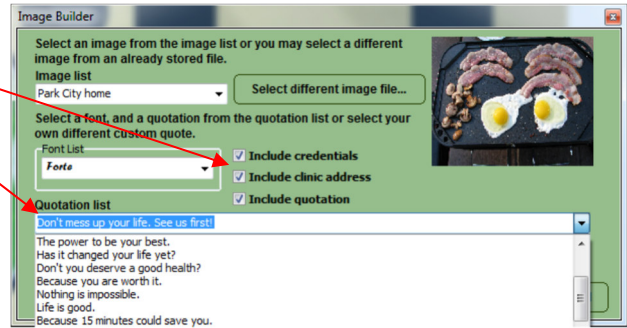
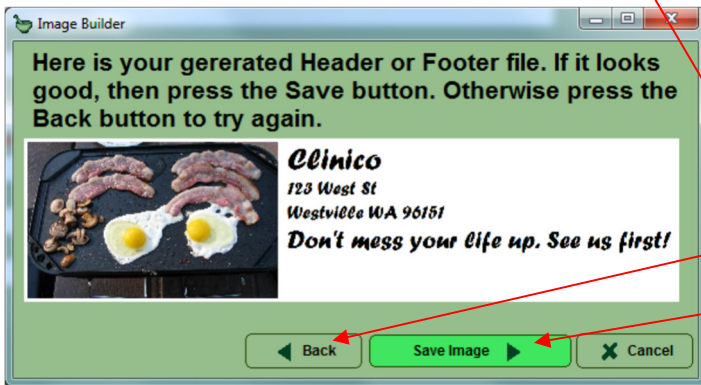


The use of your credentials, clinic address and a catch phrase quotation are optional and can be switched off by unchecking the **Include** check boxes for these elements.

We have included a few basic catch phrase quotations for your use if you need some ideas. Use the **Quotations list** combo selector and select one.

Or maybe you already have a good corporate catch phrase? Click the **Select a different quote** button and type in your own custom catch phrase quote.

Everything is ready so let us see the image. Press the **Generate image** button and see what it looks like.

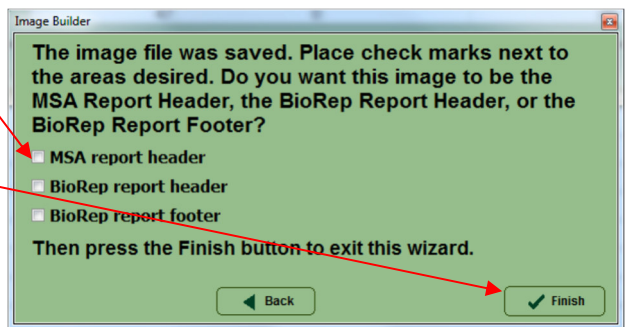
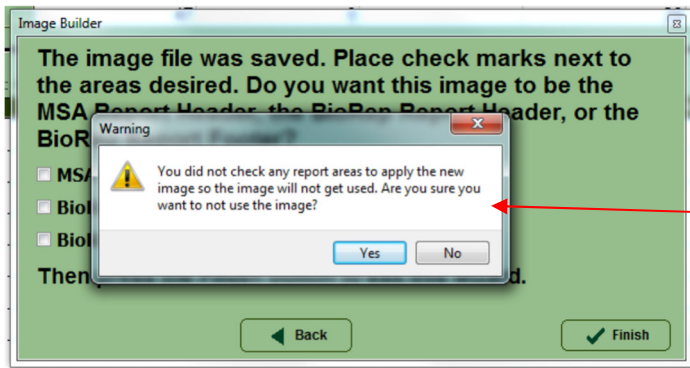


If you do not like it, then just press the **Back** button and change the undesired elements.

Or click the **Save Image** button to save the image to your hard drive with the Windows file explorer save system.

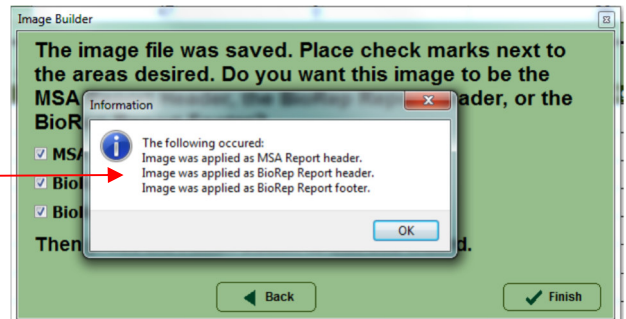
There is just one-step left. Where should the image be used? Check the desired locations and the image will be used there by the MSA and BioRep™ report systems.

Then press the **Finish** button and you are done.



Did you forget to choose a location where the image is to be used? If so, you get the nag warning on the left.

Otherwise, you get a nice confirmation note as to where the image will be used on the right.





# Options Tab

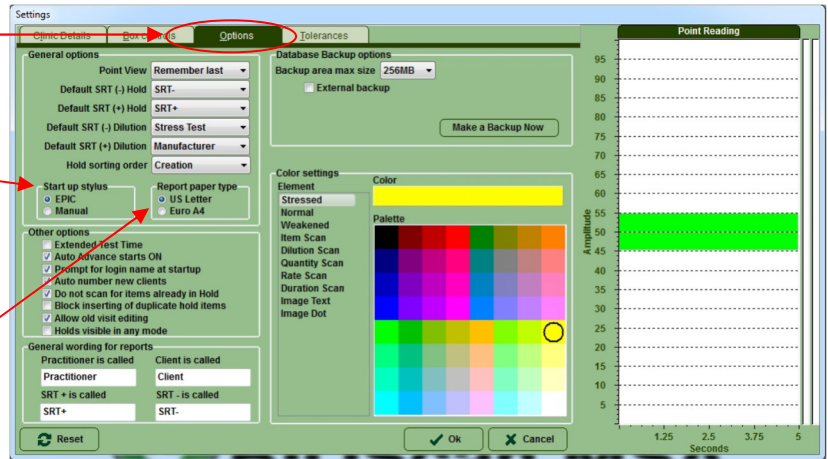
The **Options** tab provides a number of operational settings.

## Startup Stylus

The **Startup with** setting determines whether the software starts in **EPIC™** mode or **Manual Stylus** mode.

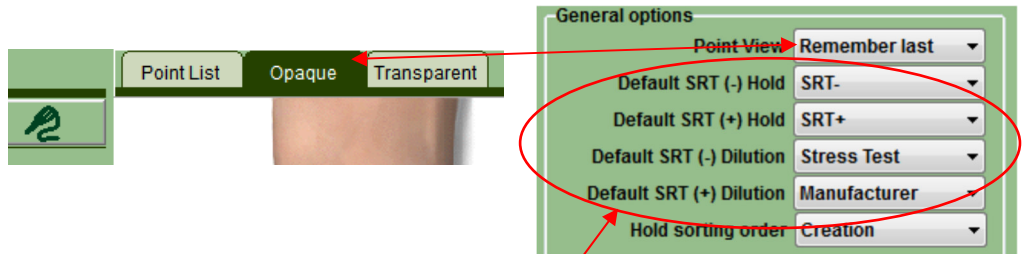
## Report Paper Type

The **Report Paper Type** controls the various reporting features to use either **US Letter** paper or **Euro A4** paper for reporting.



## Point View

The Point View drop down box allows the practitioner to select the default tab for the Testing Screen. These options are **Remember Last**, **Point List**, **Opaque**, or **Transparent**.



## Default SRT (-/+ ) Hold and Dilutions

The use of **Default SRT (-/+ ) Hold** and **Dilutions** is an advanced MSA feature.

## Extended Test Time

With the **Extended Test Time** feature activated, testing of any AcuPoint continues beyond the preset sustain timeout (normally 1.5 seconds). This includes readings that have ended in a black completion marker. When pressure is continued to the AcuPoint, the reading will continue until pressure is released.

## Auto Advance starts ON

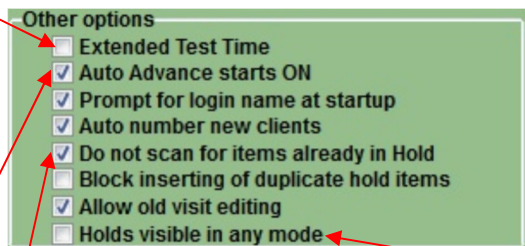
The **Auto Advance Starts ON** determines whether Auto Advance is enabled by default when starting a New Visit.

## Do not scan for items already in Hold

This determines whether items already inserted in Current Hold should be included in future *Virtual Library* scans. This is an advanced feature use taught in the MSA Level 2 Training.

## Holds visible in any mode

This determines whether a hold list selection grid is visible when in tabs other than the Current Hold tab. This is an advanced feature use taught in the MSA Level 2 Training.



**Prompt for login name at startup**

Login is a startup switch to enforce a **Login** process at start of the MSA program. When not checked, the **Practitioner** field found in the Clinic Details tab will be used on all reports. In a practice that involves **only one User**, the login process of entering the current User name, is superfluous.

**Tip**

If multiple testers will be using the MSA software, it is useful to check the **Login** box. This will ensure each practitioner or technician is mapped to the test's they perform during their shift. Be sure to exit and re-open the program to re-assign the work activity to another tester.

**Auto number new clients**

**Auto number new clients** activates Auto client numbering when creating new clients. See the **Starting MSA Testing** section for details on creating a new client.

**Block inserting of duplicate hold items**

The use of **Block inserting of duplicate hold items** is an **MSA advanced feature taught in the MSA Level 2 Training**.

**Other options**

- Extended Test Time
- Auto Advance starts ON
- Prompt for login name at startup
- Auto number new clients
- Do not scan for items already in Hold
- Block inserting of duplicate hold items
- Allow old visit editing
- Holds visible in any mode

**Allow old visit editing**

**Allowing old visit editing** means that old visits may be opened as unlocked and thus may be changed later. Some processes work with this concept.

**Changing term names**

Several terms can be reassigned in the **General wording for reports** for use in the MSA and side utilities.

**What is Practitioner**

The **Practitioner is called** field allows the term **Practitioner** to be referred to as an alternate throughout the software and in reports. This is useful if the scope of your credentials limits our use for the word **Practitioner** or is you just prefer to be referred to by a different term.

**General wording for reports**

Practitioner is called	Client is called
Operator	Customer
SRT + is called	SRT - is called
SRT+	SRT-

**What is Client called**

The **Client is called** field allows the term **Client** to be referred to as an alternate throughout the software and in reports. This is useful if the scope of your credentials limits our use for the word **Client** or you just prefer to use a different term.

**What is SRT+ called**

The **SRT+ is called** field allows the term **SRT+** to be referred to as an alternate throughout the software and in reports. This is useful if another term for this is used in your practice. This is an advanced feature use taught in the MSA Level 2 Training.

**General wording for reports**

Practitioner is called	Client is called
Operator	Customer
SRT + is called	SRT - is called
SRT+	SRT-


**What is SRT- called**

The **SRT- is called** field allows the term **SRT-** to be referred to as an alternate throughout the software and in reports. This is useful if another term for this is used in your practice. This is an advanced feature use taught in the MSA Level 2 Training.

## **Backup Options**

**Backup Options** provides a variety of back-up features regarding how frequently the database will automatically backup and whether extra backups are made. This backup process occurs when exiting the software and creates a database backup to an area of the hard drive. **NOTE:** Backups made by the MSA Software are put on the hard drive of the computer. IHT highly recommends that the User engage a third party off site backup service, like Carbonite™ for offsite safety of the data.

The **Backup area max size** determines the maximum amount of hard disk space that will be used for automatic database backups. When the maximum amount is reached the oldest backup will be deleted, creating new space. Each backup session uses approximately 20MB. If 256MB of backup area space is available then about 12 historic backups may be available for recovery.


The **Backup Now**  button will kick off the Backup process **now**.

### **Make an extra external backup**

IHT recommends that each clinic consider the prudence of creating an external backup in addition to the automatic hard drive backup created daily by MSA. A service like Carbonite™ can be used or a simple thumb drive of backup can be done manually. The frequency of creating the external backup depends on the size and volume of data generated daily.

To create an external backup, go to the “Backup Options” area of the settings screen and check the **External backup** box.

This action will provide an entry field for the backup location or the ability to browse and select the backup location. The most popular external devices are mapped network drives, USB drives, etc. This location may be typed or selected.

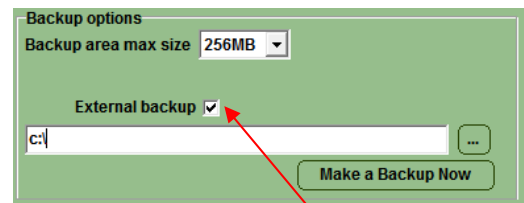
Click the ellipse  button to browse and select a location for the extra backup copy. Then the **Select a destination directory** screen appears. Browse the directory structure for a desired extra backup location and press the **OK** button. The next backup will save an additional backup to that location.

*Further details on creating data backups and then restoring them are in the **Additional MSA Programs** section below.*

### **Warning**

Occasionally, for a variety of reasons, a database will become corrupted and be basically unusable. Or a dramatic event like a fire or a theft will occur. In these events a database backup will save the day. Then only the data changes that occurred after the last backup will be lost.

**Frequent backups are desired.** Yet backups do take time to make (1 to 5 minutes depending on machine and hard drive speeds). So enforced threshold for backups is every few days.



### **Note**

An extra external backup to the C:\ drive is a poor idea because the C:\ drive is not external. Use another drive like a USB drive.

### **Tip**



It is an excellent idea to store a database backed up off site in a place away from the main computer, like a home safe or a bank’s safety deposit box. This way in the unlikely but possible event of catastrophe, such as an office fire, theft or serious hard drive crash, the **MSA** database can be rebuilt with recent visit data from the offsite backup file.

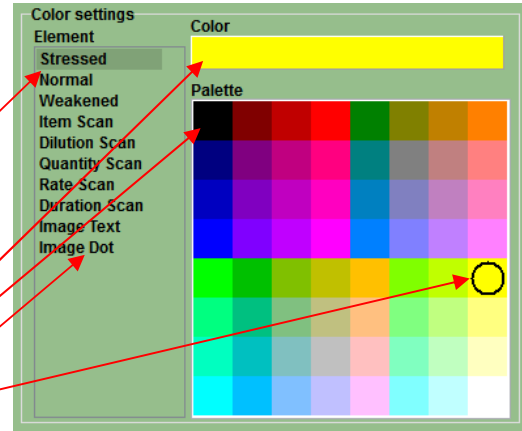


## Color Settings

The Color Settings allows changes to the color scheme for the various elements in the MSA program. The colors for stressed, normal, and weakened readings are set from the manufacturer so they coincide with the colors of the Nutritional chart.

To change the color of an element, do the following:

1. Click the name of the element to change.
2. The current color is displayed in the Color bar.
3. Select the desired color from the Palette.
4. The circle on the Palette indicates the current color.
5. Repeat steps 1-3 as necessary.



## Image Text and Dot Color

To change the color of the AcuPoint ID text or dot on the body image, click **Image Text** or **Image Dot** and then select the desired color from the Palette.



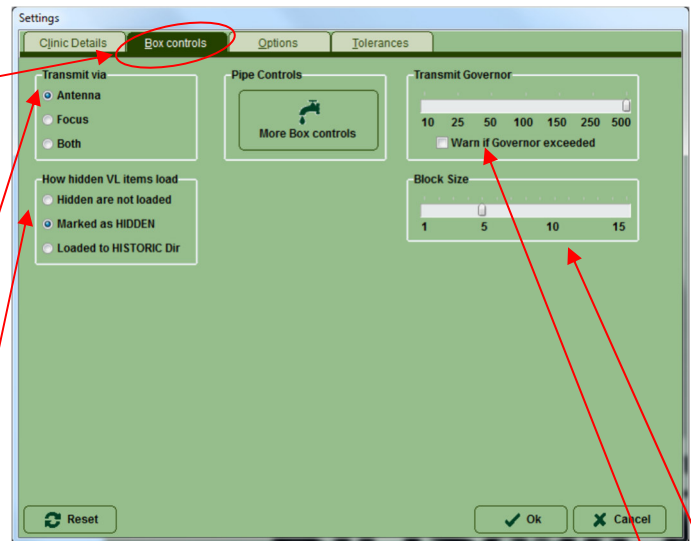
## **Box Controls Tab**

The **Box Controls** tab allows the management of settings relating to Device sound and communications. Most of these controls are specific to Virtual Library (“VL”) and the use of the VL is an advanced feature taught in the MSA Level 2 Training.

### Virtual Library Testing controls

Use of the Virtual Library is taught in the MSA Level 2 Training.

Virtual Library Testing relies on a transmission output device. This can be the internal hardware **Antenna**, the external **Focus** or **Both** and is controlled via the **Transmit via control**.



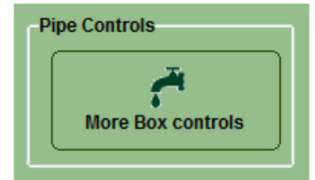
**How VL items load** determines if items which were removed by the manufacturer are still available for use or are they hidden from use. There are three ways they can be loaded into the software:

1. **Hidden are not loaded** - no Hidden or Discontinued items are loaded into the User’s VL;
2. **Marked as Hidden** – Items which were **Marked as HIDDEN** with an **H** for hidden (for example, misspellings of a product) and **D** for Discontinued for a product no longer manufactured for sale.
3. **Loaded to a HISTORIC Directory**- all Hidden and Discontinued items are put in this folder.

The block size used in block Virtual Library testing is controlled via the **Block Size Control** setting, which ranges from 1 to 15. The max number of VL items which can be transmitted at one time is limited by the Transmit Governor setting. Range is from 10-500 items. If you check this box, the Warn if Governor exceeded check box will display a red screen warning if max number of items is reached.

## Hardware Controls

The **BioScan Pipe Server™** has control of basic hardware functions. On the **Box Controls** tab press the **More Box controls** button and the **BioScan Pipe Server™** will show itself.



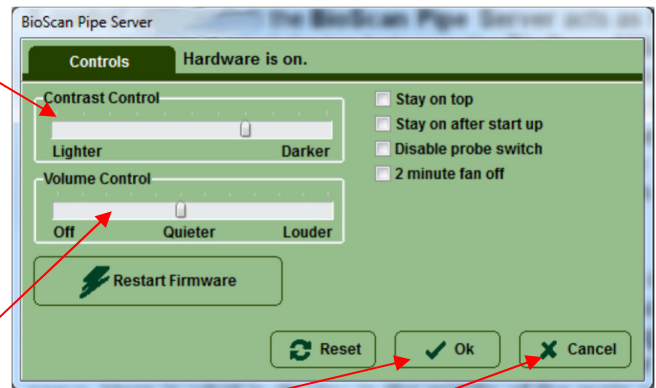
There are more details on the **BioScan Pipe Server™** below.

### Contrast Control

The **IHT Hardware Device** may have a panel display. (Some **BioScan™** devices do not have this display.) The **Contrast Control** setting will adjust the contrast of the LCD display on the front of the IHT Device if the device has one.

### Volume Control

There are a variety of sounds that accompany the **AcuPoint** readings. The **IHT device** generates a tone whistle associated with the conductance readings. The computer generates beeping sounds at the beginning and ending markers. The computer volume of the line graph tone and the “beeps” is managed separately. The **Volume Control** defines the volume for the **IHT device**.



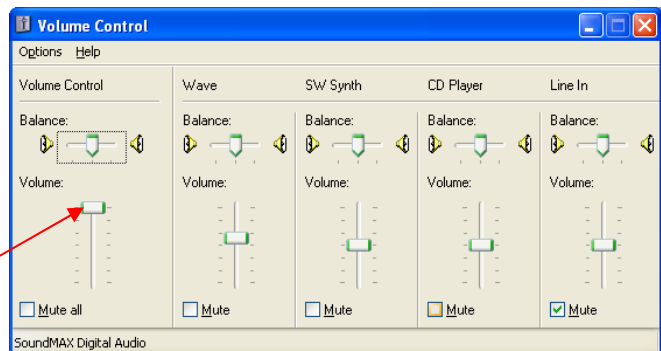
### When finished

When completed with changes, press **Ok** to save the changes or **Cancel** to ignore the changes. In a situation where you want to revert to the original default settings, press the **Reset** button.

### Adjust the computer external speaker volume

The external speaker volume is controlled by **Windows** and not by the **MSA** software. To adjust the Volume Control of those reading tones do the following:

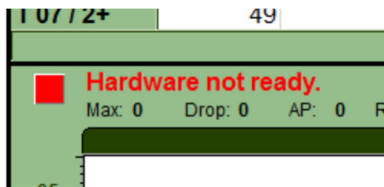
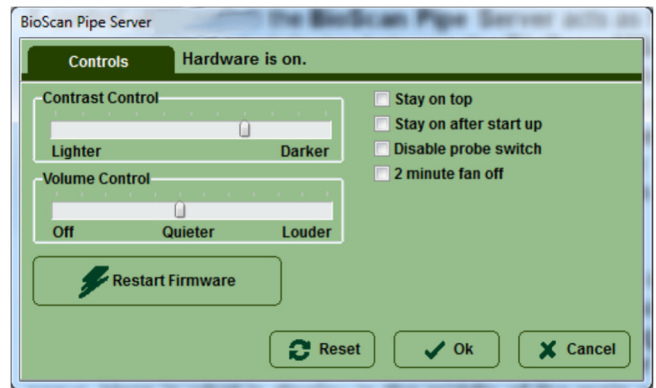
1. Click the **Start Button** → **All Programs** → **Accessories** → **Entertainment** → **Volume Control**.
2. Using the mouse to click and drag the slider up to increase the volume of the beeps or down to decrease the volume.



# BioScan Pipe Server™ Controls

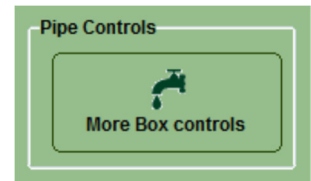
A control utility called the **BioScan Pipe Server™** acts as the communication control device between the **BioScanMSA™** or **BioScanSRT™** and the **IHT Hardware Device**. It looks like this and when it is visible. It is generally on the bottom right of the screen. However, if the hardware is running correctly then the **BioScan Pipe Server™** will go into hiding and just silently perform its function of communicating between **BioScanMSA™** or **BioScanSRT™** and the **IHT Hardware Device**.

When either **BioScanMSA™** or **BioScanSRT™** first starts up the **BioScan Pipe Server™** also starts and it attempts to activate the **IHT Hardware Device**. If there have been issues starting the hardware, then some tuning of the **BioScan Pipe Server™** must occur. Here is what is display in the middle of the main screen when there have been startup issues.



And until resolved, new reading cannot be made. To attempt to fix the issues start the **Settings** screen via the main menu **Tools / Settings**.

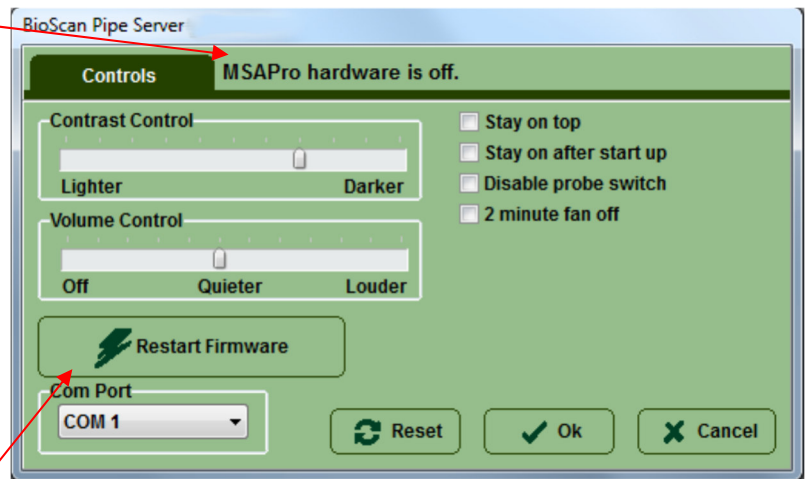
On the **Box Controls** tab press the **More Box controls** button and the **BioScan Pipe Server™** will show itself.



Here the **BioScan Pipe Server™** says **MSAPro hardware is off**. The **Pipe Server** could not find a USB device like a **BioScan**. It then tried to find a Serial device like an **MSA Pro** on the Com Port 1 and that failed too. It does not know if you are using a **BioScan** or an **MSA Pro**. So, it has given up and needs your help.

## Setting up a BioScan™

If the **IHT Hardware Device** is a **BioScan™** then check all of the connections. (1) The power cord should be plugged into power. (2) The ON/OFF switch at the back of the **BioScan™** should be ON. (3) The USB cable square end should be plugged into the back of the **BioScan™** and (4) the flat end plugged into a computer USB port.



In this example, the USB cable was unplugged, so I plugged the USB cable back in. Once the connections are fixed, press the **Restart Firmware** button and the **BioScan™** should start. Firmware loading takes 10 or 15 seconds so be client for a moment. Once everything is working okay, the **BioScan™** switches on and the **BioScan Pipe Server™** says **Hardware is on** and disappears.

The center of the main **BioScanMSA™** the screen reads like this:



**Note** The most common **BioScan Pipe Server™** communication issue is that the **BioScan™** hardware is 1) not plugged in or 2) is not switched on or 3) is not connected via a USB cable to the computer.

## Setting up an MSA Pro Device

If the **IHT Hardware Device** is an **MSA Pro** then check all of the connections. (1) The power cord should be plugged into power. (2) There should be a freshly charged battery in the **Pro**. (3) The serial cable should be plugged into the **Pro**. Most likely you have no serial port on your PC as this is not the 1990's but you should have a **Serial to USB adapter** and that is plugged into the Serial cable and a USB port on the PC. (4) The **Pro** front panel is open, which switches ON the **Pro**.

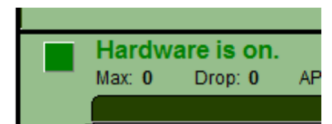
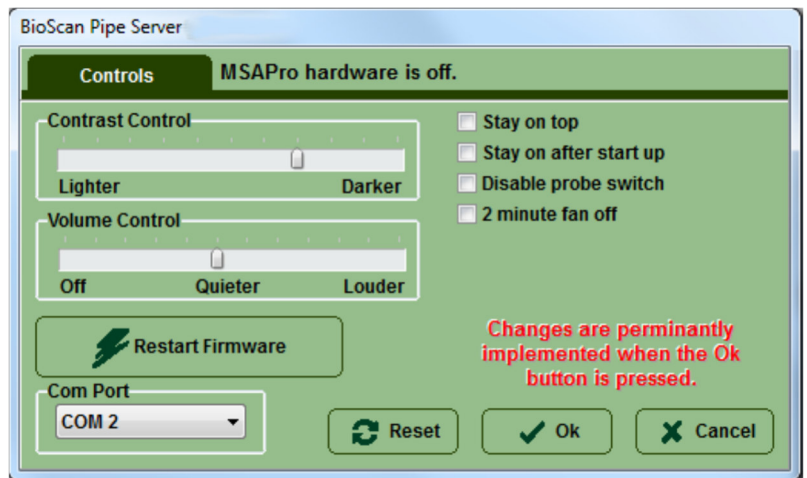
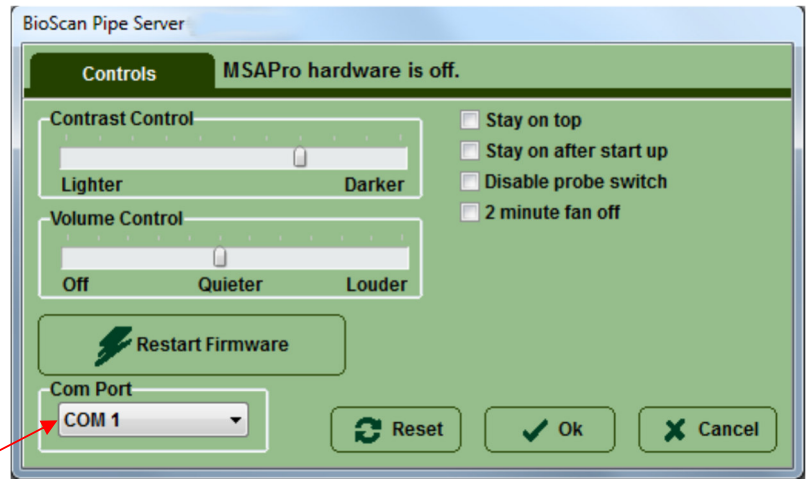
In this example, everything was connected correctly but the **Pipe Server** is using wrong Com Port. The message **Bad com port – COM 1** means that COM 1 does not exist on this machine. The **Serial to USB adapter** uses ComPort 2 so change to that one.

Hopefully everything is now working okay and the center of the main **BioScanMSA™** screens reads like this:

However, this is an **MSA Pro** which is very old technology, so there may still be issues. If the main **BioScanMSA™** screen still reads as **Hardware not ready**, then return to the **Pipe Server** via the main menu **Tools / Settings** and on the **Box Controls** tab and again press the **More Box controls** button.

In this example, the **BioScan Pipe Server™** now says **MSAPro hardware is off**. This is a sign that we have chosen a working Com Port, but there is still an issue with the **MSA Pro**. We should recheck the initial checklist. Everything seems fine but here is 5) for the checklist... the **Pro** has an auto-shutdown feature and if left on for too long without being used, it will just shutdown. So just, close and re-open the front panel.

Hopefully everything is now working okay and the center of the main **BioScanMSA™** screens reads like this:



## Stay on top

In the event that you are having hardware issues, you may desire that the **BioScan Pipe Server™** stop hiding itself. If the **Stay on top** check box is on then the **Pipe Server** will be brave and it will remain displayed at all time.

The **Stay on after startup** checkbox feature is used by IHT Technicians to debug communication issues. When checked, the **BioScan Pipe Server™** maybe started with no **MSA** or **SRT** application running. In general, leave this feature off.

## Disable probe switch

Occasionally a Stylus probe button will fail, and the Stylus probe button will send constant signals that it is being pushed when it is not being pushed. Such a stylus should be replaced. Contact IHT or distributor for machine repairs and accessory purchases. In the meantime, testing must continue. Check the **Disable probe switch** check box and all stylus button pushes will be ignored.

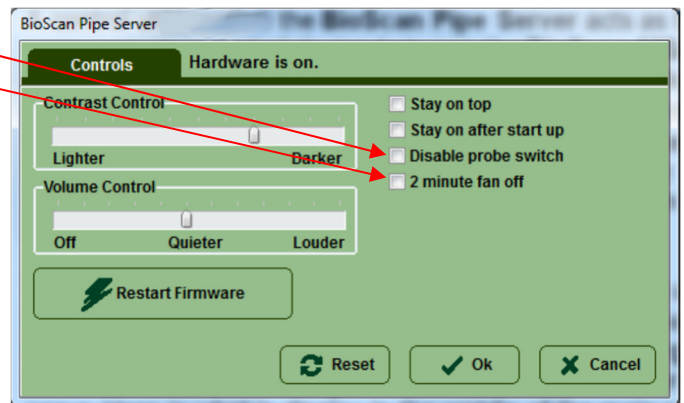
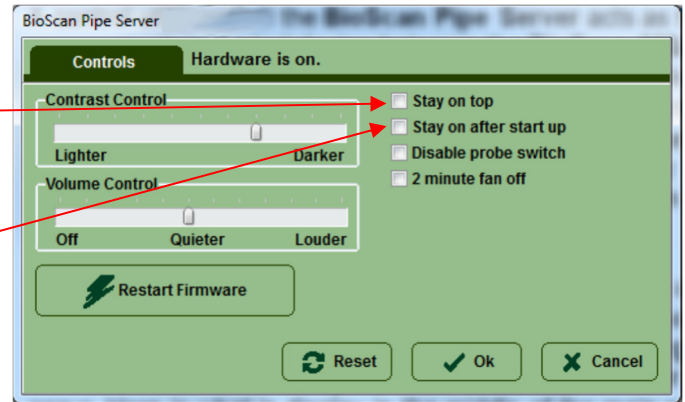
**Note**

Only use **Disable probe switch** if the stylus button is actually faulty.

## 2 Minute fan off

The Epic™ fan operation can be an irritating sound as it cools the Epic™ down. The **2 minute fan off** option will auto shut down the Epic™ fan two minutes after going into a non-Visit idle by which time the Epic™ should be cool. This process occurs via a firmware shut down. Then at a new or open visit, the firmware will reload and the Epic™ fan will restart.

This 2-minute feature only works with a **BioScan™** device. For the **MSA Pro** you must manually shut off the fan by just shutting the front panel and then reopen the panel when you desire to test again.





# Tolerances Tab

The **Tolerance** tab provides a range of different thresholds for **BioScanMSA™** test settings, including point readings and more advanced settings for Virtual Library Testing.

The **Tolerances** tab allows specific settings to be configured for Point Readings, SRT (+), or SRT (-). A checkmark next to the word **Active** indicates which set is currently in use.

Changes made to the tolerances in the active area may be tested and displayed in the Voll Wave graph at the right side of the screen prior to client testing.

The following chart provides the manufacturer default settings and explains how each of these parameters affects testing with the MSA software.

**Warning**

Only experienced practitioners should make adjustments to tolerance settings. The validity of testing results may be impacted by changes to these settings.

**It is strongly suggested not to change any Tolerance settings without full knowledge of its function and effect.**



Parameter	Default Setting	Description
<b>Stressed</b>	56	Readings equal to or above this level equate to stressed readings of some measure. Altering the number will widen or shrink the higher threshold of the “Balanced” zone.
<b>Weakened</b>	46	Readings equal to or below this level correlate to weak readings. Altering this value will widen or shrink the lower threshold of the “Balanced” zone.
<b>Rise Timeout</b>	0.5	The graph line of the point reading must level off with no increase for this length of time (in seconds) before the beginning reading marker is inserted.
<b>Rise Tolerance</b>	6	Once the beginning marker is inserted, a rise with an angle equal to or greater than this value (in degrees) will be considered an invalid reading.
<b>Sustain Timeout</b>	3	Once the beginning marker is inserted, the sustain timeout is the length of time (in seconds) before the end marker is inserted. If this value is set for less than 3 seconds, the MSA software may not capture all Indicator Drops.
<b>Fall Timeout</b>	1.5	Once a fall (Indicator Drop) is complete, the length of time (in seconds) that the line must level off before the “end” marker is inserted.
<b>Fall Tolerance</b>	2	If the angle of a fall is greater than this value (in degrees), the MSA software will continue to extend the “sustain timeout” up to 60 seconds or until the reading levels off.
<b>Drop Tolerance</b>	3	Any reading with an Indicator Drop equal to or less than this value will be considered insignificant or operator error and will not appear in the Nutritional or Q-chart.
<b>Start Threshold</b>	5	Reading must go above this value to appear on the screen.
<b>Stop Threshold</b>	5	If a reading falls below this value, it will no longer appear on the screen.



# BioRep™ Software

## BioRep™ - Introduction

The **BioRep™** software module in the MSA Software Application plots the AcuPoint readings taken by the Practitioner in a Chart format which can be easily customized by the Practitioner.

Start by using the **MSA** software with the **BioRep™** point list to obtain the AcuPoints conductance readings. When the required number of point readings have been completed, the Practitioner can then generate a **BioRep™** report in a number of formats and colors. The reporting options include a number of clinic and client reports all of which can be customized by the Practitioner.

Branching points are not used in the generation of a **BioRep™** Chart.

### Note

The information and instructions provided in the **BioRep™** section of this Practitioner's Manual assume the following steps have been previously performed:

- 1) The MSA software is running a client visit.
- 2) Point readings on the client have been performed using the complete **BioRep™ Point List**.

## Starting the BioRep™ Software

### Protocol Requirements

The **BioRep™** Reports require AcuPoint readings from **BioRep™** Point List. To satisfy this requirement, the Practitioner must use the **BioRep™** Point List and complete point readings for all listed AcuPoints.

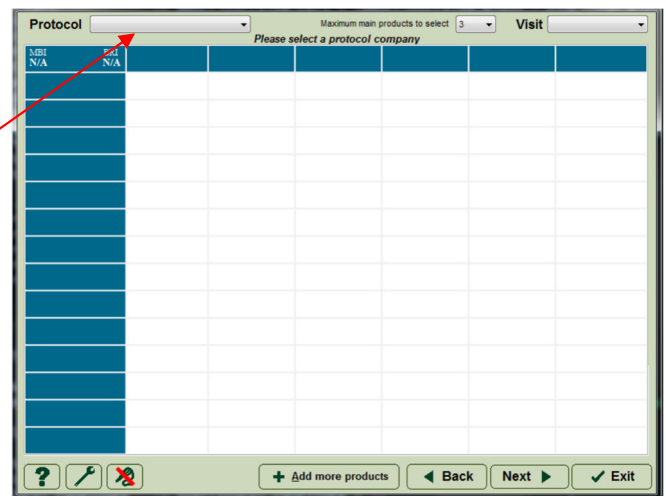
Once the testing is complete, click the **BioRep™** button icon in the top button bar.



### First run of BioRep™, select a Protocol

The first time **BioRep™** is run it requires that the Practitioner select a **BioRep™** protocol. Typically, the Practitioner selects the supplement protocol used in their clinic.

Select any company from the **Protocol** combo pull down selector. That protocol company will start and will be remembered as the last protocol company used so this screen will not occur the next time you run a **BioRep™**.

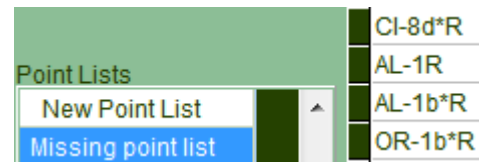
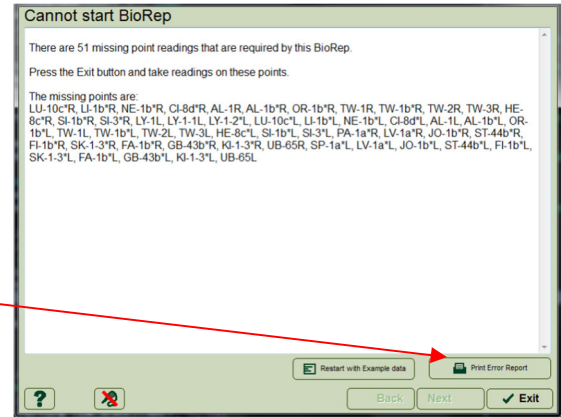


## Missing Points Page

There are sometimes when simple mistakes occur, especially during the first few weeks of learning. If points were missed during the BioRep™ testing process, the protocol will display a “Cannot start protocol process” screen.

This window will list all points that need to be completed before a **BioRep™** protocol can be run.

1. To print the missing point list, click the **Print Error Report** button.
2. To return to the Testing Screen, click **Exit**.
3. The *Missing Point List* will be highlighted.
  - a. This list is automatically placed in a logical testing order and includes the specific AcuPoints that are missing.
  - b. This list may be viewed in Opaque or Transparent or in Point List view.



4. Take proper conductance readings for all missing points. The **MSA** software will advance to the next missing point.
5. Once all readings are completed, click onto the **BioRep™** icon a second time. Obtaining the additional point readings from the Missing Point List should allow the **BioRep™** protocol to run.

<b>Review</b>	<p>It is imperative that the Practitioner verifies the AcuPoint location being tested with the green dot indicator on the computer screen each time a point reading is taken. It is the Practitioner’s responsibility as these readings will be the guide for the <b>BioRep™</b> software</p>
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## Running a BioRep™ Chart with Example data

If an example of a **BioRep™** Chart is desired for demonstration purposes, then start **BioRep™** with few or no AcuPoint readings to thus get the Missing Points Page.

Pressing the **Restart with example data** button will change the client visit data used in the **BioRep™** protocol to some generic example data. Use this to demonstrate the **BioRep™** protocol without actually using current client visit data or requiring and point testing on the current client.

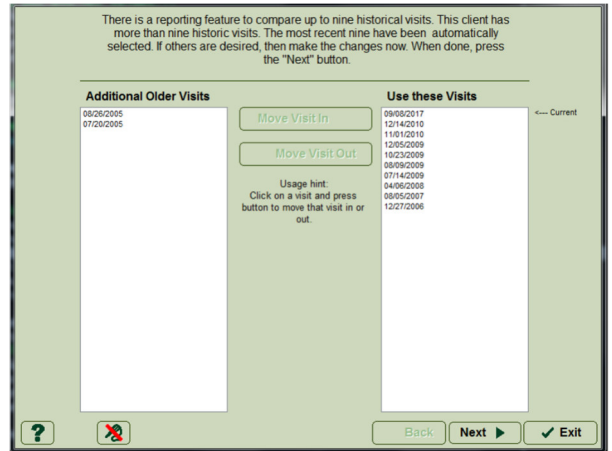


<b>Warning</b>	<p>Example data is the same every time for every client and has no relation or connection to the current client or visit. It is for use demonstration only.</p>
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## Controlling Historic Visits

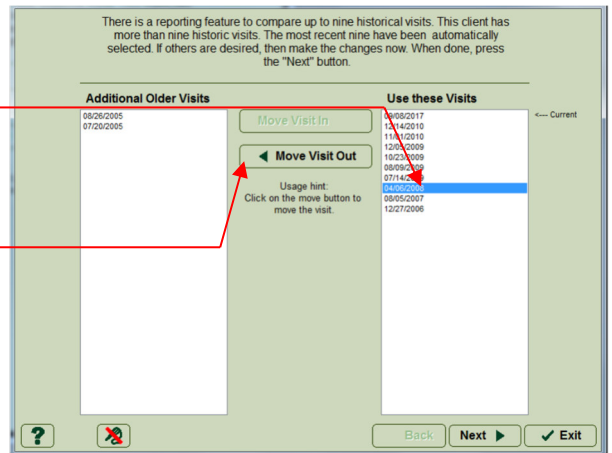
The Historic Visits selection screen will be activated only if there are more than nine historic visits containing sufficient point reading data. If so, a screen will appear allowing the practitioner to determine which nine historic visits will be available for current report printing. The criteria for determining which visits remain current are up to the practitioner.

Follow these instructions to move visits to and from the **Additional Older Visits** column and the **Use These Visits** column:



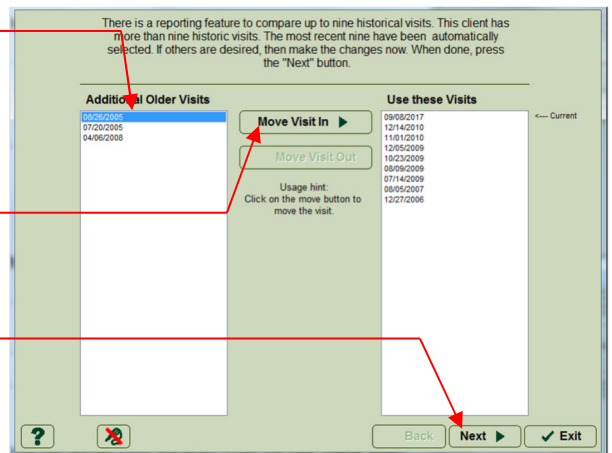
### First remove a few undesired visits by doing the following:

1. Select the desired visit from the Use These Visits box by clicking the date and time stamp.
2. The visit will become highlighted.
3. Click the **Move Visit Out** button. The Current Visit will now move to the bottom of the Additional Older Visits list.



### Then select some un-used visits by doing the following:

1. Select the desired visit from the Additional Older Visits box by clicking the date and time stamp.
2. The visit will become highlighted.
3. Click the **Move Visit In** button. The Older Visit will now move to the bottom of the Use These Visits list.



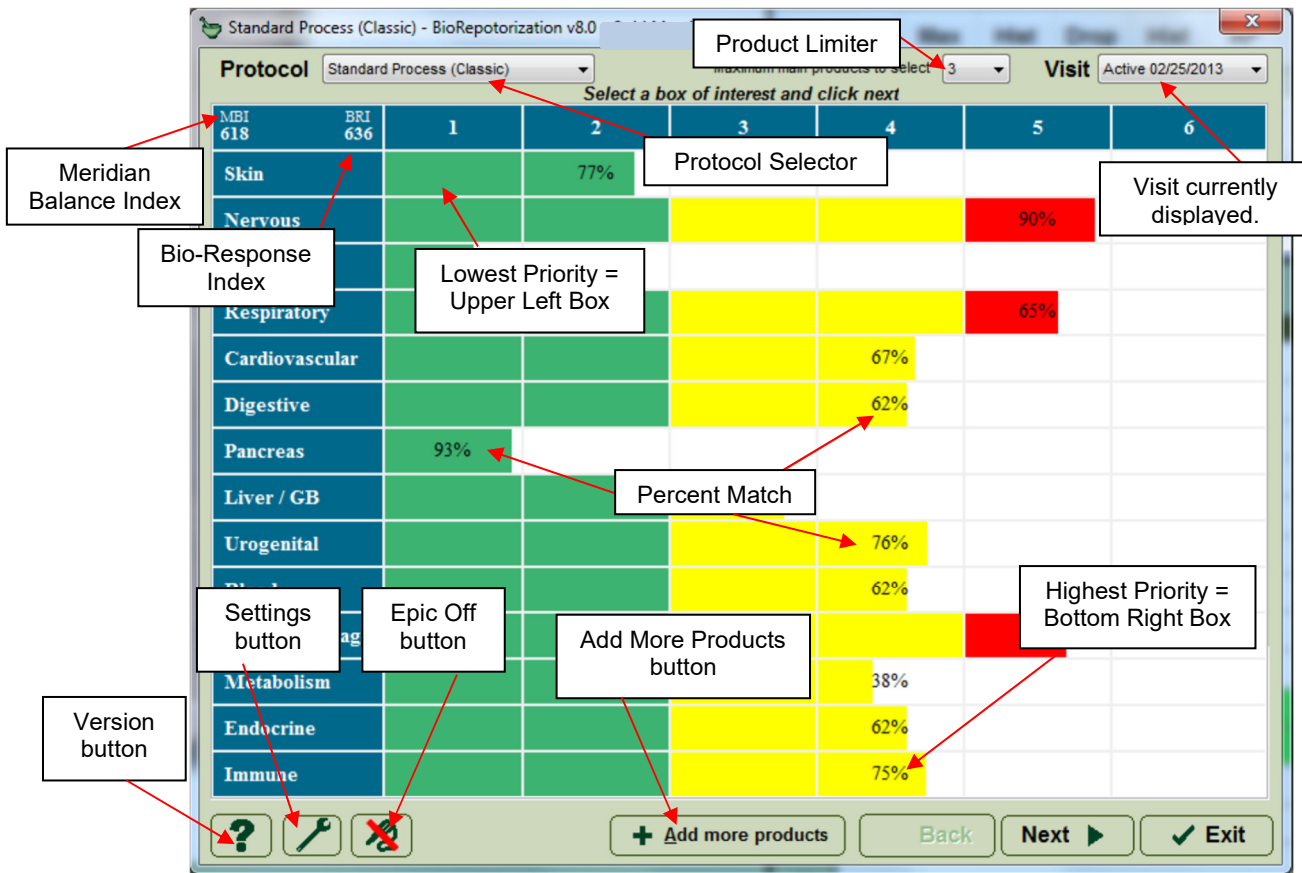
Once the desired visits are listed under the **Use These Visits** column, click the **Next** button to continue, and the **BioRep™** table will appear.

## Understanding the BioRep™ Table

The **BioRep™** Chart is designed on a grid system. The fourteen (14) organ systems that comprise the **BioRep™** Chart are listed in priority order on the left-hand side of the table or the “Y” axis of the Chart. The least important body system is listed first and the most important body system is last. There six (6) columns listed across the top of the Chart. Each of the six columns represents a different phase of impedance readings in the Voll scale, with phase one readings being closest to optimal conductance and phase six being furthest away.

**Note** **Important Reminder:** The products which are connected to each cell are established by IHT’s BioRep™ partners, and not by IHT. Products displayed always require that the trained healthcare practitioner be knowledgeable about the products before making any choice of which products, if any, are applicable to the client’s needs. The software does NOT select the products for the client. The practitioner must make all product selections.

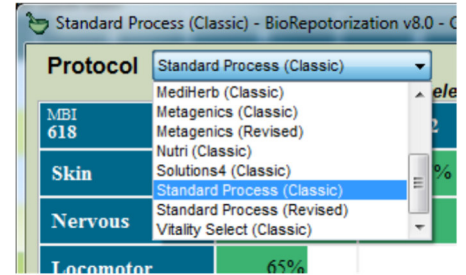
The following BioRep™ Chart examples and subsequent descriptions will provide a foundation to begin practice tests.



**Tip** The **BioRep™** Chart is a plot of the conductance readings taken by the Practitioner. The Chart is connected to a large electronic library of supplements to make it easy for the Practitioner to select products for the client and create a protocol for the client. Practitioners **must** have knowledge of the product line and its uses in order to select the correct product for the client. **The software does not select the product or protocol, the Practitioner is obligated to make these selections.**

## Protocol Companies

Each of the BioRep™'s Protocol Companies can be selected at any time via the **Protocol** combo pull down selector. Each has a **Classic** and maybe a **Revised** format. The **Classic** format is the original organ order used in the initial **BioRep™s**. The **Revised** format is an alternate organ order that is offered to the Practitioner. **BioRep™** will restart when a new company Protocol is selected.



## Meridian Balance Index (MBI)

The Meridian Balance Index (MBI) is a formulation which calculates an MBI based on the individual AcuPoint readings of the BioRep™ Points. The higher the MBI number, the closer to "optimal" overall meridian balance. The highest possible score is 1000.

## Bio-Response Index (BRI)

The Bio-Response Index (BRI) calculates the number of boxes that are flagged, or colored, on the BioRep™ Chart. Each box has a weighted value. The most upper-left box will represent the lowest weighting. The highest weighting will be represented by the lowest-right box. The BRI score will be lower if many boxes are flagged. BRI is cell based. The highest possible score is 1000.

<b>Tip</b>	Some practitioners will use both the MBI and BRI formulas as another indicator to track progress from one visit to another.

## Percent Match

Each of the 84 boxes that comprise the **BioRep™** Chart maintains a multitude of meridian combinations that can cause a box to be flagged, or colored. The percentage in each of these boxes corresponds to how closely the criteria for the conditions were met. If all of the mathematical criteria are completely met, a box will be completely colored with no percentage indicated. That means that 100% of the criteria in that box were met.

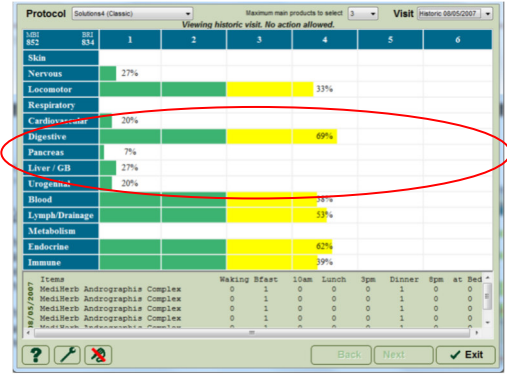
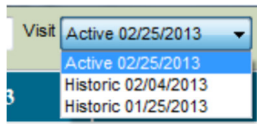
If the mathematical criteria in a box have been partially met, then the box will show partial color and will end in some percentage. Unless this partial match is in Phase 1, the box to the left should be matched at 100% and be fully colored. Boxes in Phase 1 with less than 30% criteria met will not populate product selections.

## Entry Point into Product Selections

The Practitioner double clicks or left clicks once on a box in the BioRep™ Chart. The box is selected, and a black border will display around the box. This will link the Practitioner to an array of products from that supplement company and the Practitioner can select the appropriate product for the client. The Practitioner can also link to other supplement company options to add to the protocol. After the Practitioner selects the proper products for the client, then other client and clinic reports can be easily generated.

## Compare Historic Visits

The **Visit** field has a drop-down box that allows quick selection and comparison of historic visit charts against the active BioRep™ chart. The historic visit charts each include a **mini fridge report**. However, work cannot proceed from a historic visit chart, as it is not editable. Return to the current visit chart to continue BioRep™ work.

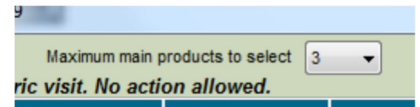


**Note** **IMPORTANT:** Historical Visits can only be reviewed. Their BioRep™ Chart is displayed but their products cannot be further changed.

**Tip** Click in the Visit field and then use the up and down arrows on the keyboard to quickly navigate from one BioRep™ Chart to the next.

## Product View Limiter

The **Product View Limiter** drop-down box on the top of the screen limits the number of Main Products that are shown in the right Product Selection screen.



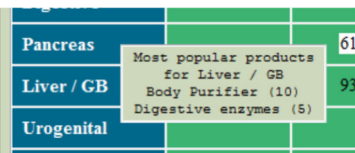
**Tip** Bear in mind the budget of the client when selecting products for the protocol. It can also be critical for compliance to limit the number of products offered in any protocol as well as the number of times supplements need to be taken per day particularly if the client is not used to taking supplements.

## Products Preview

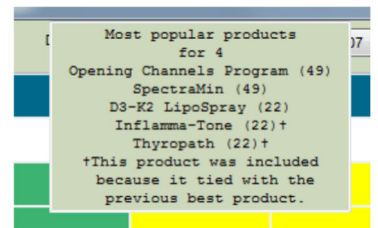
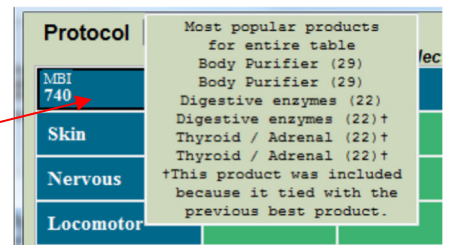
To use the Products Preview feature **right mouse click** anywhere on the BioRep™ table and view the products in the electronic library list behind the BioRep™ Chart. This list is only visible while right mouse clicking.

**Full table, most referred to list:** right click over the MBI/BRI Box in the top left-hand corner of the table to get a quick view of the products for the entire BioRep™ Chart. This would provide a general nutrition view.

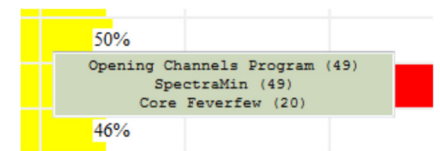
**Phase list:** right click over the column number in the top row to view the product options available.



**Organ System list:** right click over the name of the organ system for a list of general products for that organ function.



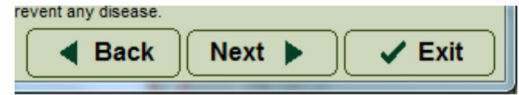
**Single cell list:** right click over any single cell for a list of general products for that cell.



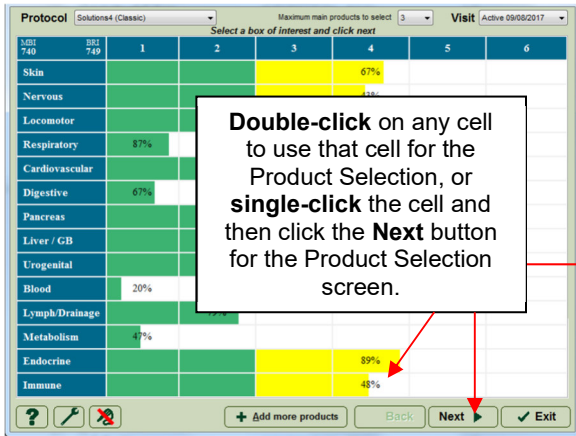


## Navigation Overview

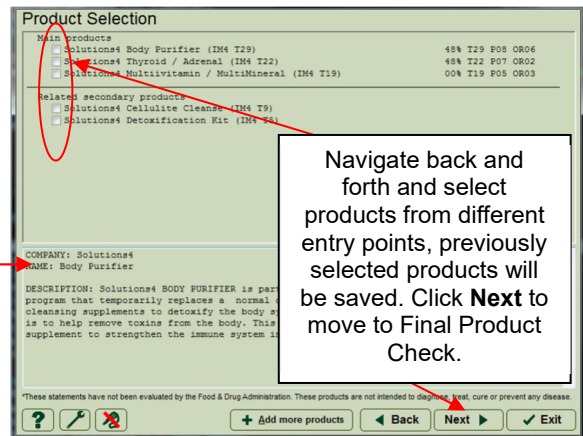
The standard navigation bar for all of the BioRep™ pages is located on the bottom of each screen. The **Back** and **Next** buttons provide back and forth navigation between the screens. The **Exit** button should only be used when leaving the **BioRep™** pages and returning to the **MSA Testing Screen**. Details of each screen will be described later in this section.



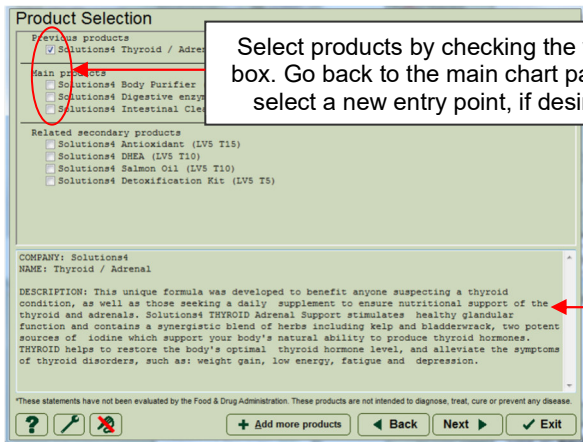
Main Chart Screen



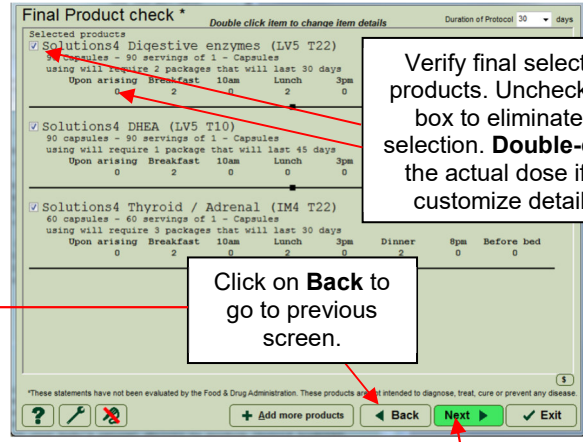
Product Selection Screen



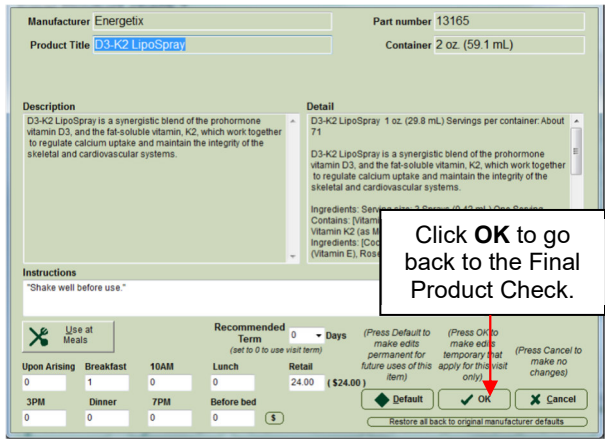
Previously Selected Products



Final Product Check

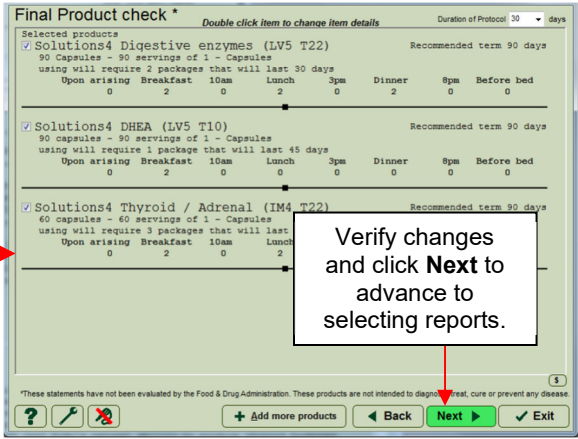


**Customize Product Details**



Click **OK** to go back to the Final Product Check.

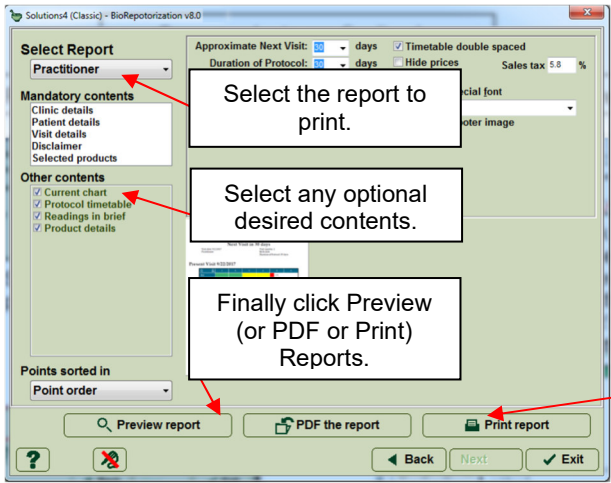
**Back to Final Product check**



Verify changes and click **Next** to advance to selecting reports.

*Once products are finalized...*

**Select Reports**

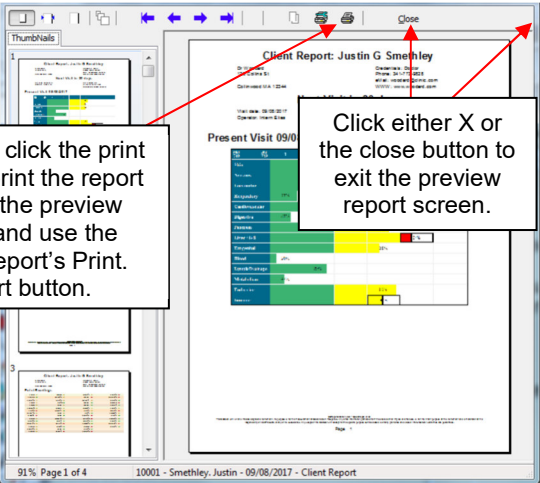


Select the report to print.

Select any optional desired contents.

Finally click Preview (or PDF or Print) Reports.

**Preview Report**



In Preview click the print button to print the report or close the preview screen and use the Select Report's Print. Report button.

Click either X or the close button to exit the preview report screen.

Note

In general, use Preview Reports button to preview the report before printing, to make sure the information is adequate before printing. The Preview Report Screen provides a printer button.

**Preview report**

## Product Selections

The selection of products must be performed by the practitioner. The **BioRep™** software was designed to provide high levels of detail and access to the electronic library so the practitioner may easily and quickly select products based on the level of knowledge and healthcare specialty of the practitioner.

### Product Selection Indicators

The Product Selection screen has a number of built-in indicators to assist the practitioner in quickly selecting the product protocol for the client. All of these indicators will be present when entering the Product Selection screen from an organ system box. If entering the Product Selection Screen from the MBI, BRI or Phase boxes, some of these indicators will be eliminated or contain zero values. This occurs because the entry box chosen was not specific enough to support all indicators.

The example shows the Immune organ system in 67% of Phase 4. When the practitioner double clicks the box containing the 67%, the displayed Product Selections will appear for this BioRep™ table.



The following table provides a general description of the Product Selection Indicators and indicates an example for the chart above.

Main products		
<input checked="" type="checkbox"/>	Energetix Opening Channels Program (IM4 T47)	00% T47 P11 OR04
<input type="checkbox"/>	Energetix SpectraMin (IM4 T47)	00% T47 P11 OR04
<input type="checkbox"/>	Energetix D3-K2 LipoSpray (IM4 T25)	00% T25 P06 OR04

Code	Product Selection Indicator	Definition
(XX# T##)	Where product came from and what it scored	The first two letters tell what organ the product came from followed by the phase number. The number after the T is the table score it received.
%	Percent Product Match Above example = 38%	The percentage of the meridian criteria a product meets in an organ-specific box (single organ system and furthest phase in the organ row).
T	Table Score Above example = T06	The total number of colored boxes on the entire BioRep™ table that a specific product has been indicated.
P	Phase Score Above example = P01	The total number of colored boxes in a specific phase (column) that a specific product has been indicated.
OR	Organ Score Above example = OR02	The total number of colored boxes in a specific organ system (row) that a product has been indicated.

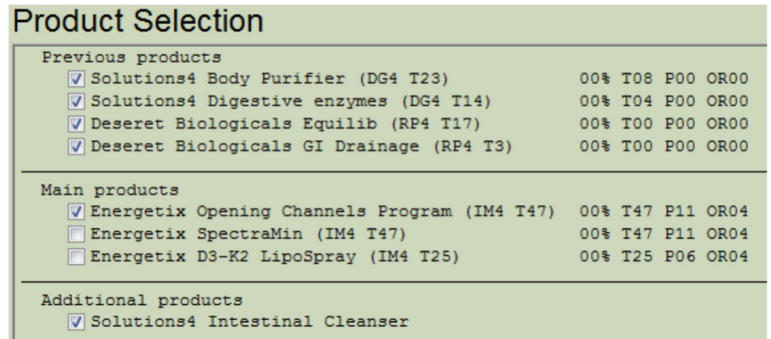
### Selecting a Product

Once the Product Selection Indicators are reviewed, the practitioner must select the product by clicking the check box next to the product name or click the name of the product. This action will place a check in the white box and display the manufacturer's product description in the window on the right. The product is now selected for final review.

**Previously Selected Products**

Navigate back and forth through the BioRep™ pages to select different items, chosen from a variety of entry points. For example, choose products from:

- Table Entry - enter through the MBI or BRI box
- Phase Entry – enter through the Phase number box
- Organ Entry – enter through the box containing the name of the organ
- Organ/phase Entry – enter through the furthest colored box in an organ system.

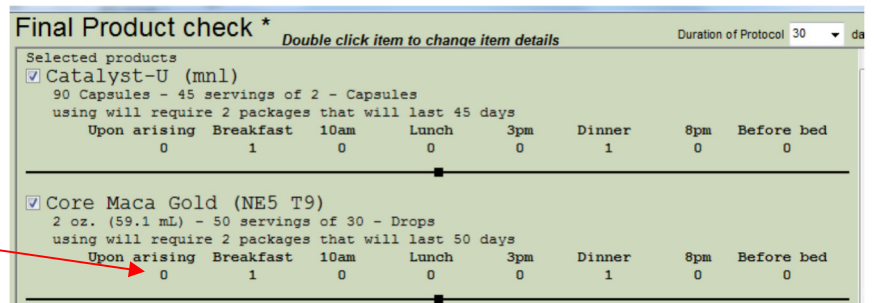


Each time the Product Selections page is re-entered, the previously selected products will be listed as at the top of the screen. This is a good reminder of the selection process and protocol concentration.

**Note** **De-Selecting a Product:**  
 De-select any item by “unchecking” the appropriate white check box. The product will still show in this list but will not show in the report information.

**Final Product Check**

The Final Product Check screen shows all of the selected products with the manufacturers’ dosing information listed. This information is provided from the company’s product catalog and is also listed on the bottle. The practitioner may choose to modify these doses as clinically necessary. Simply **double-click the dose to go to the Item Detail screen.**



**Item Detail**

The Item Detail screen provides standard product information like product name, bottle size and description, however, a variety of fields may be customized.

- General dosing or instructions
- Recommended program term
- Distribution of daily doses
- Retail and/or wholesale cost

When done, click the **OK button** to save changes for current visit or **Default** to save changes for all future visits.

Or click the **Cancel** button to void the changes.

Highlight and change daily dosing here.

**Item details**

Manufacturer: Energetix Part number: 13165  
 Product Title: D3-K2 LipoSpray Container: 2 oz (59.1 mL)

Description: D3-K2 LipoSpray is a synergistic blend of the prohormone vitamin D3, and the fat-soluble vitamin, K2, which work together to regulate calcium uptake and maintain the integrity of the skeletal and cardiovascular systems.

Instructions: \*Shake well before use

Use at Meals:  Use at Meals

Recommended Term: 0 Days (set to 0 to use visit term)

Retain: 24.00 (\$24.00)

Dosing: Upon Arising (0), Breakfast (1), 10AM (0), Lunch (0), 3PM (0), Dinner (0), 7PM (0), Before bed (0)

Buttons: Default, OK, Cancel

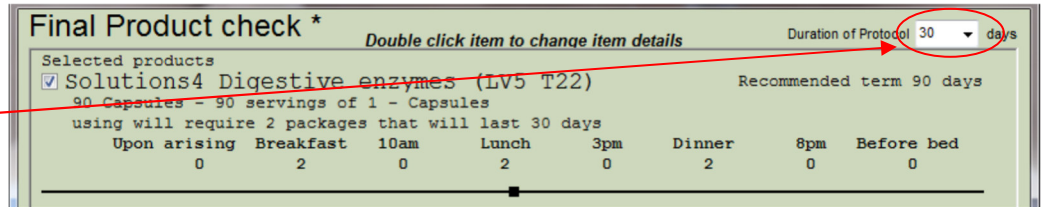
Annotations:

- Change the term of use here.
- Edit the retail price or click the "\$" to view and edit the programmed wholesale cost.
- Type any custom instructions here.
- OK button will apply changes to just this visit. Default button will save changes for use in future visits.
- Restore all data back to the original manufacturer defaults.




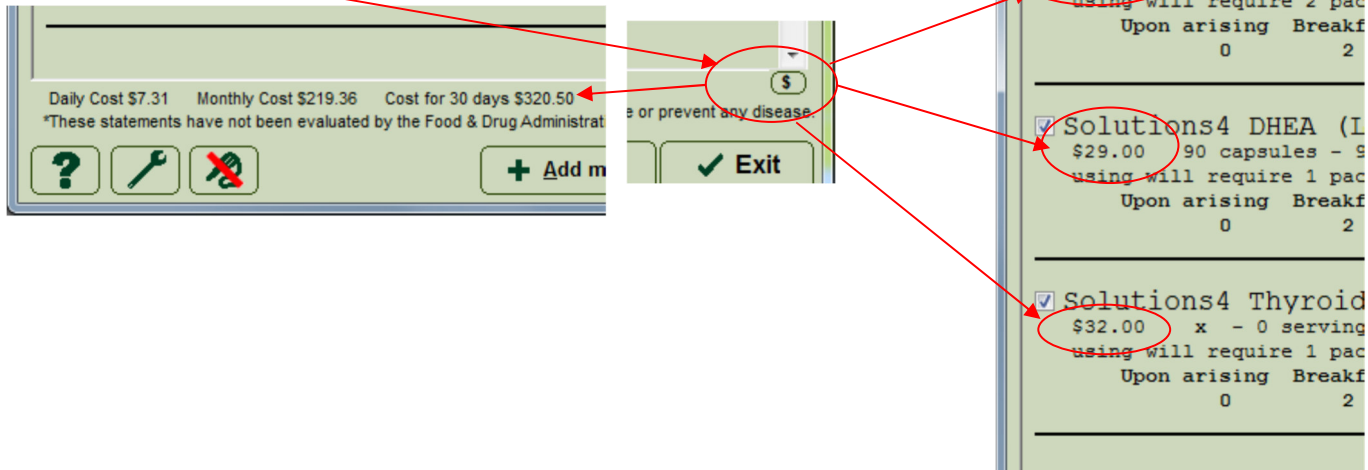
## Duration of Protocol

The software defaults to a 30-day protocol duration but the practitioner may want to adjust the duration of the client's program. A "Duration of Protocol" drop-down box is available in the Final Product Check and the Item Details screen.



## Display of costs

If the **Currency**  button is clicked, the Daily, Monthly, and Total costs of the specified program will automatically be calculated and displayed at the bottom of the screen. This detail may be hidden from the client's view by "unclicking" the **Currency** button.

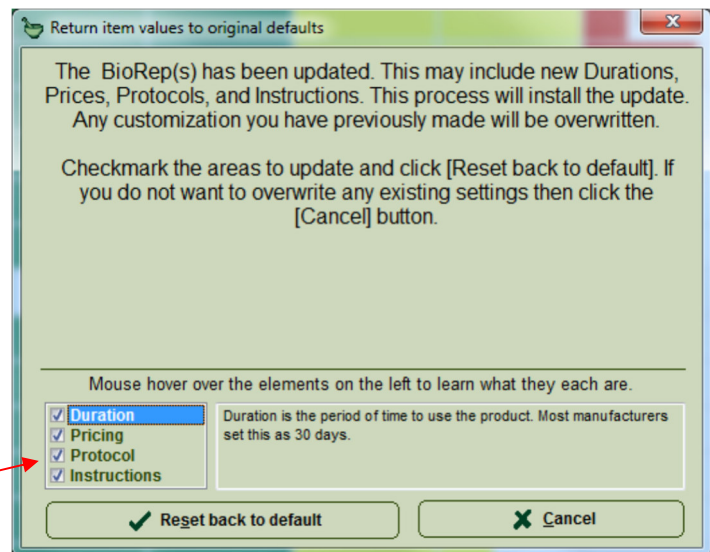


## Restore protocol data to manufacturer defaults

Occasionally a **BioRep™** partnering company will revise their protocol data with new products, descriptions, terms, dosages and formulae to be used within the **BioRep™**. Since some of this data is also editable by the practitioner, it may be desired to control what part of the updates to use from the manufacturer.

If a new **BioRep™** has been supplied with revised data, then press the **Restore all back to the original manufacturer defaults**  button located on the **Items detail** screen and the **optional settings** screen. The follow screen will appear.

Check the fields that are desired to be reverted to the manufacturer default values.



Then press either the **Reset back to default** to perform the reset or the **Cancel** button to void any changes.

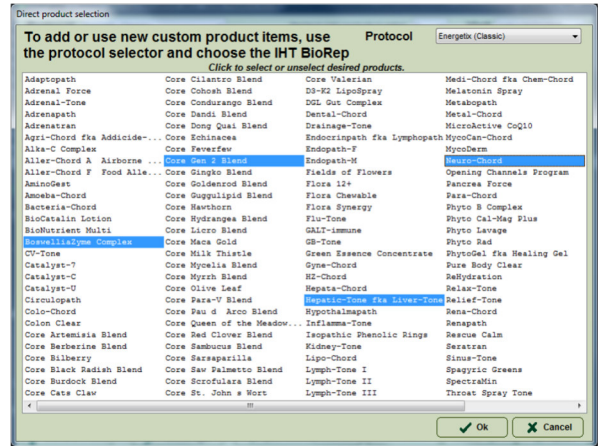
## Add additional products

Products not appearing in Product Selections may be manually added at any time by clicking the **Add More**

**Products**  button found on the bottom of the initial **BioRep™** screens.

Toggle the desired selected products on or off by clicking them with the mouse button.

When finished, close the **Add More Products** with the **OK** button or click the **Cancel** button to void the changes.



Tip

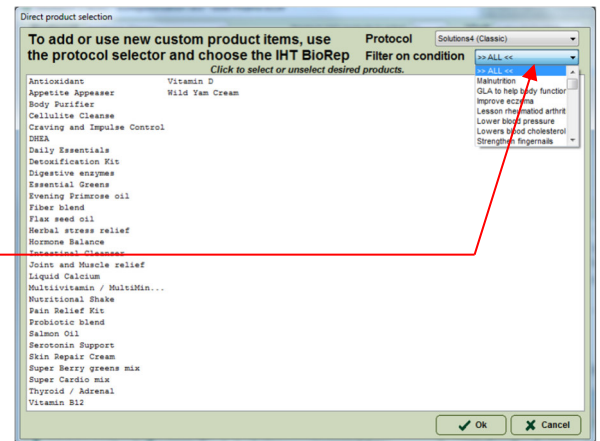
In some instances, the BioRep™ partnering company has products available that are not directly connected to any BioRep™ cell. These products can be found on the *Add More Products* screen. However, if the product was introduced after the BioRep™ product table creation date, it will be unavailable.

## Select Products by Condition


If the **BioRep™** partnering company has supplied **Condition** data for their products, then the product data can be filtered down to just products recommended for a particular listed condition.

Use the “*Filter on Condition*” combo drop down to select a condition or use “>> ALL <<” to see all the companies’ products.

This **Condition** data feature is only available on some **BioRep™** protocols. If condition data is not available, then the “*Filter on Condition*” combo drop down selector will not be shown.



## Company version details

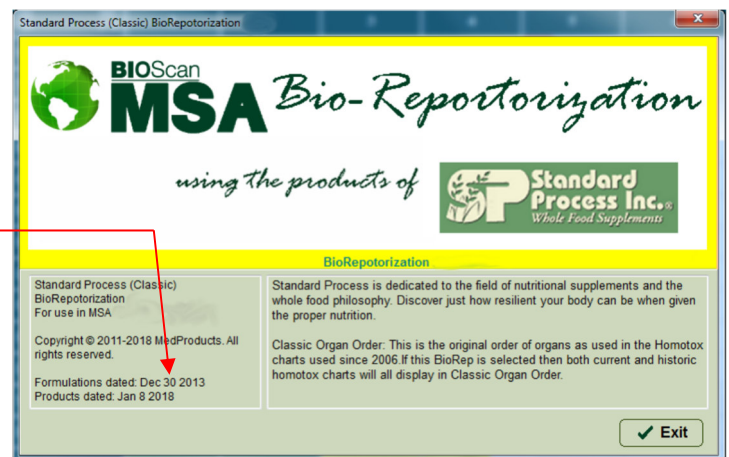
Press the version information  button to obtain details on the product company. The following small screen appears.

Important elements of this screen are the **Formulation** and **Product** dates. These are the dates when the **BioRep™** protocol was last reviewed by the partnering company.

The **Formulations** are the connection of cells to products.

**Products** are the list of products and their prices.

Press the  button to close this screen.





**Epic™™™ off button**


If using **Vantage** hardware and the whirring of the Epic™™™ Fan becomes tedious then press the **Epic™™™ off**



button to shut off the box firmware and thus stop the fan.

If using **MSA Pro** hardware and the fan of the Epic™™™ Stylus is a distraction or bothersome then the fan is switched on and off via closing the front panel of the **MSA Pro**.

**Other custom settings**

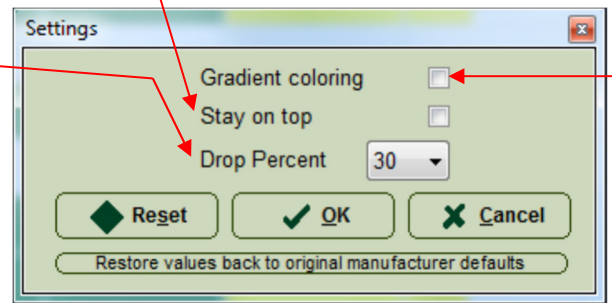
The **BioRep™** has some optional settings that are obtained by pressing the Settings  button. The following small screen appears.

**Stay on top**

When checked, the **Stay on top** feature will make sure that other application windows do not overlay over the **BioRep™** application. The default is off.

**Drop cell if percent too low**

The **BioRep™** table drops away cells that do not meet a minimum percentage standard, as a default 30%. This minimum percentage standard can be controlled via the **Drop Percent** drop-down box on the top of the screen. Raise this and some red and yellow cells may fall away as they had a low percentage that formerly was just above the threshold. Lower this and some red and yellow cells may appear as they had a low percentage that formerly did not meet the threshold.

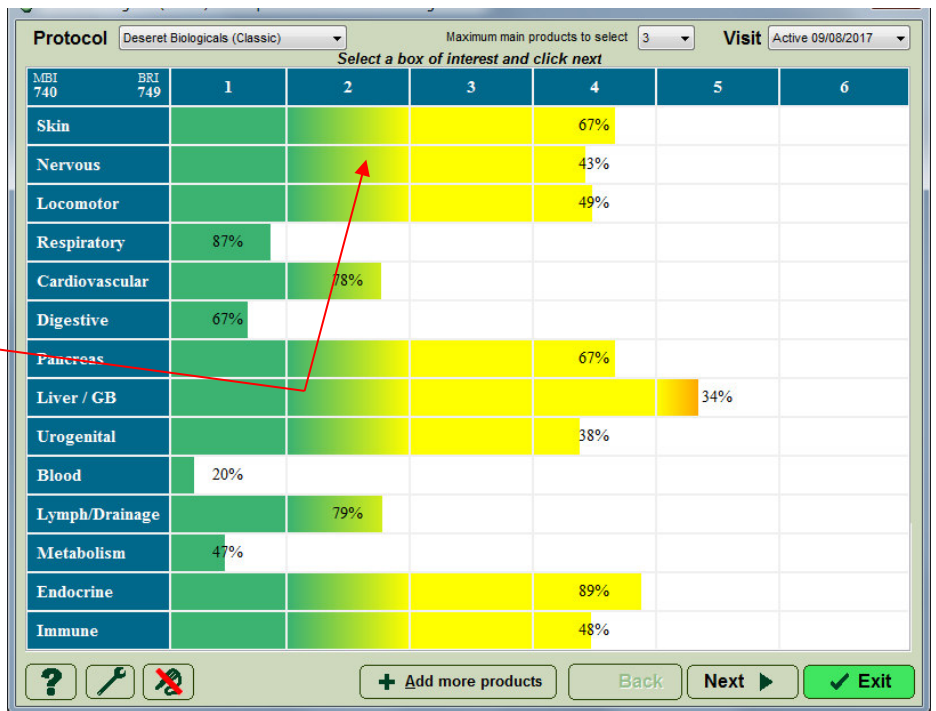


**Gradient coloring**

The Homotox grid has two modes of display. Either gradient colors or hard colors. Gradient is a color blending that looks softer. The default is "off" which gives hard boundaries on grid cells.

**Gradient coloring example**

Here is an example of the gradient view. It looks pretty with the soft color transitions between phases.



# Generating Reports

The fourth screen in BioRep™ is dedicated to the generation of reports.

## Select Report

There are several reports available for BioRep™ software. Each of the reports provides options to further customize its look and content. Use the preview screen to view and compare these reports to determine which will work best. Each report has contents that can be set and changed to customize the report as well as report options that apply to all reports.

## Practitioner Report

The Clinic Report is designed for the practitioner's use. It includes Clinic Details, Client Details, Visit Details, Disclaimer, and Selected Products. It has options to also include the Current BioRep™ Chart, Readings-in-Brief, and Product Details.

Readings-in-Brief can be sorted by Point Order, Alphabetic, Low to High, or High to Low.

If you have changed the term "Practitioner" via the MSA Settings screen, then Practitioner Report takes on this new custom name.

## Client Report

The Client Report is the best tool for compliance and generating "word-of-mouth" referrals. It should be printed in color and sent home with the client. The Client Report is designed for the client's use. It includes Clinic Details, Client Details, Visit Date/Number, and Disclaimer. It has options to also include Visit Details, Current BioRep™ Chart, Readings-in-Brief, Selected Products, and Product Details.

Readings-in-Brief can be sorted by Point Order, Alphabetic, Low to High, or High to Low.

If you have changed the term "Client" via the MSA Settings screen, then Client Report takes on this new custom name.

## Chart History

If a client has multiple tests in the MSA database, then the Chart History Report may be used to show chart progress. Clients enjoy seeing that they started with red or yellow boxes and that over time they have become green. This report allows the Practitioner to recall up to ten (10) charts, the current and nine historic. If there are more than 10 tests for this client, the practitioner or technician may want to fine-tune the selection when entering the BioRep™ software. (See **Controlling Historic Visits** above.)

The screenshot shows the 'Select Report' screen. At the top, there is a dropdown menu with 'Practitioner' selected. Below the dropdown, a list of report types is displayed: Practitioner, Client, Chart, Fridge, Invoice, and Custom. The 'Practitioner' option is highlighted in blue.

The screenshot shows the 'Select Report' screen for the 'Practitioner' report type. The dropdown menu is set to 'Practitioner'. Below it, there are two sections: 'Mandatory contents' and 'Other contents'. The 'Mandatory contents' section includes: Clinic details, Patient details, Visit details, Disclaimer, and Selected products. The 'Other contents' section includes: Current chart (checked), Protocol timetable (checked), Readings in brief (checked), and Product details (checked).

The screenshot shows the 'Select Report' screen for the 'Client' report type. The dropdown menu is set to 'Client'. Below it, there are two sections: 'Mandatory contents' and 'Other contents'. The 'Mandatory contents' section includes: Clinic details, Patient details, Visit date / number, and Disclaimer. The 'Other contents' section includes: Visit details (unchecked), Current chart (unchecked), Protocol timetable (checked), Readings in brief (checked), Selected products (checked), and Product details (unchecked).

The screenshot shows the 'Select Report' screen for the 'Chart' report type. The dropdown menu is set to 'Chart'. Below it, there are two sections: 'Mandatory contents' and 'Other contents'. The 'Mandatory contents' section includes: Clinic details, Chart history, and Disclaimer. The 'Other contents' section includes: Protocol history (checked).

## Fridge Report

The Fridge Report may be printed and posted onto any surface the client frequently visits (such as a refrigerator), to serve as a reminder of what products are required and when to use them. It includes Clinic Details, Client Details, Visit Date/Number, and Disclaimer. It has options to also include Product Details and Product Instructions. This report is extremely helpful for clients starting a new protocol or when assigning changes to an existing protocol.

## Invoice Report

The Invoice report is intended to show the total cost that will occur using the selected products for the selected protocol time frame. But this requires accurate or current prices to be in the MSA database. If stored prices are out of date, then use the hide check on the first report detail screen to blank out all the prices. This report also includes the numbers of bottles needed for the duration of the program, total items, and sales tax, if applicable.

## Custom Report

The Custom Report has few mandatory elements and a large variety of optional report components available to be included on the report. It is a “Build your own” report.

## Example Report

Each report and many report content features will show an example report image in the middle of the screen display. The example is just an example of the style and it is not the exact report.



**Select Report**

Fridge

**Mandatory contents**

- Clinic details
- Patient details
- Visit details
- Protocol timetable
- Disclaimer

**Other contents**

- Product details
- Product instructions

**Select Report**

Invoice

**Mandatory contents**

- Clinic details
- Patient details
- Visit details
- Product invoice
- Disclaimer

**Other contents**

- 

**Select Report**

Custom

**Mandatory contents**

- Clinic details
- Patient details
- Visit date / number
- Disclaimer

**Other contents**

- Visit details
- Current chart
- Protocol timetable
- Protocol history
- Readings in brief
- Readings Meridian
- Readings Association
- Product invoice
- Selected products
- Product details
- Chart history

# Report Contents

## Mandatory contents

Every report will have mandatory contents which will vary depending on the report.

<b>Tip</b>	Your Clinic detail is editable within the MSA <b>Settings</b> screen on the <b>Clinic Details</b> tab.
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## Visit Details

Checking the **Visit Details** check box adds some basic fields Practitioner, Birth date and Duration or Protocol to the report

<b>Tip</b>	The control of display of the client's birth date is controlled from the main MSA Report settings check box " <i>Birth date displayed in report</i> ".
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## Current Chart

Checking the **Current Chart** check box adds the current **BioRep™** chart to the report.

## Protocol timetable

Checking the **Protocol timetable** check box adds the product usage timetable to the report. This used to be called a **Fridge Report** in previous **BioRep™** versions.

Here is how the example changes when the **Protocol timetable** check box is checked:

### Current Protocol

Item names	Upon arising	Break-fast	10am	Lunch	3pm	Before Dinner	8pm	Before bed
Deseret Biologicals Nanobacterium Series Therapy	1							
Deseret Biologicals Lymph / Spleen Combination	1			1		1		
Deseret Biologicals Mineral Balancing & Energy	1			1		1		
Deseret Biologicals NAET Gallbladder / Liver	1			1		1		
Deseret Biologicals NAET Governing Vessel / Conception Vessel	1			1		1		

## Protocol history

Checking the **Protocol history** check box adds the historic product usage timetable to the report.

Here is how the example changes when the **Protocol history** check box is checked:

### Historic Protocols

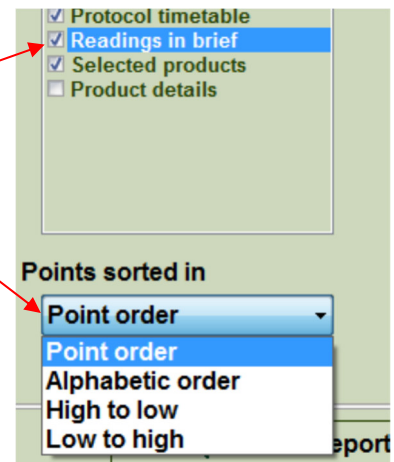
Item names	Upon arising	Break-fast	10am	Lunch	3pm	Before Dinner	8pm	Before bed
As of 01/28/2013								
Deseret Biologicals NAET Governing Vessel / Conception Vessel				1		1		
Deseret Biologicals NAET Heart / Small Intestine		1						
Deseret Biologicals NAET Lung / Large Intestine		1		1		1		
Deseret Biologicals NAET Pericardium / Triple Warmer		1		1		1		

## Product invoice

Checking the **Product invoice** check box adds a product invoice to the report. The content of the invoice is dependent on the check status of the **Hide pricing details** check box.

## Readings in brief

Checking the **Readings in Brief** check box adds a readings list to the report. There are four order variations depending on the **Points Sorted in** drop down order selected. **Point order** is the order that the point readings were taken. **Alphabetic order** is the point readings in alphabetic point name order. **High to low** is in numerical Point Reading order with high readings first and low readings last. **Low to High** is in numerical Point Reading order with low readings first and high readings last.



## Readings Meridian

Checking the **Readings Meridian** check box adds a full reading display with the name of the Meridian in the table to the report. Again, there are four variations depending on the **Points Sorted in** drop down order. Here is one example from the data made in Point Order:

### Point Readings

Point ID	Meridian	Max	Drop	Rise	Graph
LY-1R	Lymphatics	45	0	30	
LY-1-1R	Lymphatics	55	0	27	
LY-1-2*R	Lymphatics	62	0	64	
LY-2R	Lymphatics	54	0	31	
LY-3R	Lymphatics	61	0	28	
LU-10e*R	Lungs	45	0	21	
LI-1b*R	Large Intestine	38	0	18	
NE-1b*R	Nervous System	55	0	41	

## Readings Association

Checking the **Readings Association** check box adds a full reading display similar to **Readings Meridian** check box but instead with the point association description in the table to the report. There are four variations depending on the **Points Sorted in** drop down order. Here is one example from the data made in Alphabetic Order.

### Point Readings

Point ID	Association	Max	Drop	Rise	Graph
AL-1L	Lower Toxicity (Allergies)	41	0	31	
AL-1R	Lower Toxicity (Allergies)	57	0	33	
AL-1b*L	Upper Toxicity (Allergies)	43	0	36	
AL-1b*R	Upper Toxicity (Allergies)	49	0	47	
CI-8d*L	Circulation	52	0	30	
CI-8d*R	Circulation	50	0	43	
FA-1b*L	Fatty Tissue Degeneration	50	0	43	
FA-1b*R	Fatty Tissue Degeneration	50	0	39	

## Selected Products

Checking the **Selected products** check box adds a brief list of products with their instructions to the report. The price is included if the **Hide pricing details** check box is not checked. Here is an example with the **Selected products** check box checked:

### Selected Products

Deseret Biologicals Nanobacterium Series Therapy (unk) : series - 1 as needed Vials  
 "Please see container instructions"

Deseret Biologicals Lymph / Spleen Combination (unk) : 1oz - 10 drops Homeopathic  
 "1 to 10 drops under the tongue 3 times daily or as directed by a health care practitioner."

Deseret Biologicals Mineral Balancing & Energy (unk) : 1oz - 10 drops Homeopathic  
 "3 to 10 drops under the tongue 3 times daily or as directed by your health professional."

Deseret Biologicals NAET Gallbladder / Liver (tab T4) : 1oz - 10 drops Homeopathic  
 "3 to 10 drops under the tongue 3 times daily or as directed by your health professional."

## Product details

Checking the **Products details** check box adds a full descriptive list of products to the report. The price is again included if the **Hide pricing details** check box is not checked.

## Product instructions

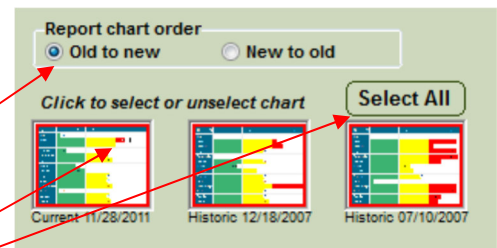
Checking the **Products instructions** check box adds instructions such as number of servings to take and when to take them. A couple of examples include "40C – Three capsules per Meal, or as directed" and "90T – Three tablets per meal, or as directed".

## Chart History

Checking the **Chart History** check box adds Historic **BioRep™** charts to the report. When checked a list of loaded available historic charts will be displayed. (See **Controlling Historic Visits** above.)

The display order in the report of the Historic charts can be old to new or new to old as set by the **Report chart order** radio button.

Only selected (red bordered) charts will be placed in the report. Select or unselect desired charts by clicking them with the mouse. Or select all the charts with the **Select All** button.





# Report Options

Some report features have options that can be set and changed to customize the report. There are some options that apply to all reports.

## Approximate Next Visit

This number in days is used as a reminder to the patent in reports.

## Duration of Protocol

This number in days is used in calculations that determine the quantity of product required.

## Timetable double spaced

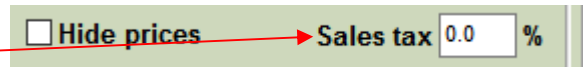
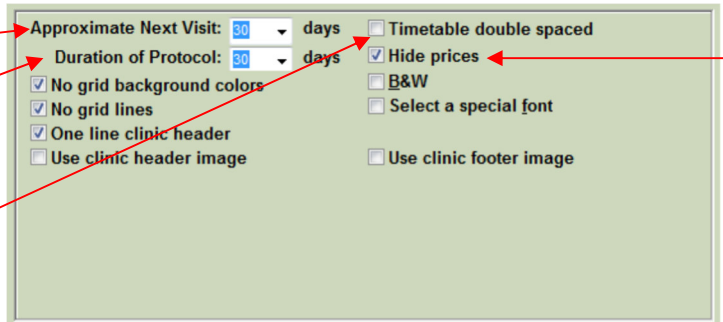
This expands the height of the fridge report timetables with a blank line between each product to better allowing handwritten notes to be later written into the printed report.

## Hide pricing details

If this is checked then prices will not be displayed on any reports.

## Sales tax

If **Hide pricing details** is not in effect, then sales tax can be calculated in report invoicing. Enter the **Sales tax** rate as a percent into this field.



## No grid background colors

If this is checked, the background colors behind the protocol timetable will be plain white.

## No grid lines

If this is checked, there will not be any divider lines on the protocol timetable.

### Current Protocol

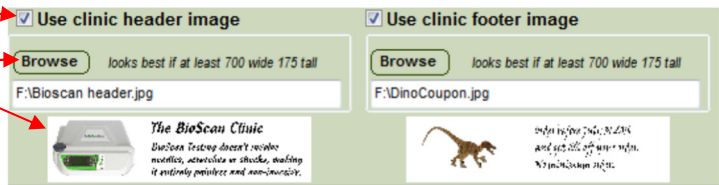
Item names	Upon arising	Break-fast	10am	Lunch	3pm	Before Dinner	8pm	Before bed
Deseret Biologicals Nanobacterium Series Therapy	1							
Deseret Biologicals Lymph / Spleen Combination			1			1		
Deseret Biologicals Mineral Balancing & Energy	1			1		1		
Deseret Biologicals NAET Gallbladder / Liver		1		1		1		
Deseret Biologicals NAET Governing Vessel / Conception Vessel		1		1		1		

## Use clinic header image

If checked, then the selected image is used in all BioRep™ report headers. If used, then click the **Browse** button to select a custom clinic image.

## Use clinic footer image

If checked, then the selected image is used in all BioRep™ report footers. If used, then click the **Browse** button to select a custom clinic footer image.



**Tip**

The **Settings screen Clinic tab page** has a [Build your own Header or Footer wizard](#) that is an easy to use system to build your own custom Header or Footer image. See the MSA **Controlling Settings section** for details on creating a custom header or footer.

**Note**

You can use a paint or photo program to make a custom header bitmap. The size of a header and footer bitmaps should be at least 700 pixels wide by 175 pixels high. If the file resolution is set at 300 dpi, this would be a finished size no larger than 2.33 inches wide by .58 inches high. However, larger sizes are allowed. But please use a scaling of 4 to 1 (width to height).



**One line clinic header**

The Clinic details are normally the clinic name, address, phone number, credentials, email and website details, and takes several lines at the top of the report pages. The Clinic details can be limited down to just one line with the **One line clinic header** check box. The one line will be the clinic name and phone number.

**Black and White printing**

Normally reports are printed in color. If you require a black and white print to save on color ink or because you have a printer that cannot perform color printing, then check the **B&W** check box. When used, all color elements of the report will be set to a grey scale.

**Present Visit 03/01/2013**

Item	1	2	3	4	5	6
Skin					31%	
Nervous					30%	
Locomotor				67%		
Respiratory				38%		
Cardiovascular	20%					
Digestive				92%		
Pancreas						
Liver / GB				81%		
Urogenital				35%		
Blood	13%					
Lymph/Drainage				50%		
Metabolism				62%		
Endocrine				38%		
Immune				69%		

**Point Readings**

Point ID	Meridian	Max	Drop	Rise	Graph
AL-1L	Lymphatics	41	0	31	
AL-1R	Allergies	57	0	33	
AL-1b*L	Allergies	43	0	36	
AL-1b*R	Allergies	49	0	47	
CI-8d*L	Circulation	52	0	30	
CI-8d*R	Circulation	50	0	43	

**Note** It is strongly recommending that each client receives a color printout of their report. It looks more professional and modern and will indirectly advertise and promote your clinic among your patient's family and friends.

**Select a special font**

The normal default font can be overridden by check marking the option **Select a special font**. Then click the **Font** selector drop-down arrow and select the desired font type from the list.



**The BioScan Clinic**  
*BioScan Testing doesn't involve needles, scratches or shocks, making it entirely painless and non-invasive.*

Client Report: Jill W Sweeting

Phone: 503-432-9876  
 Credentials: Healthology  
 eMail: Fed@clinic.com  
 WWW:

Next Visit in 30 days

Visit date: 03/01/2013      Visit number: 2


There are many free fonts websites on the internet to add interesting new fonts to your windows.

**Current Protocol**

Item names	Upon waking	Break-fast	10am	Lunch	3pm	Before Dinner	8pm	Before bed
Deseret Biologicals Nanobacterium Series Therapy		1		1		1		
Deseret Biologicals Mineral Balancing & Energy		1		1		1		
Deseret Biologicals NHEG Galloadder / Liver		1		1		1		
Deseret Biologicals NHEG Governing Vessel / Conception Vessel		1		1		1		

The BioScan clinic is a medical diagnostic technology that provides a holistic and non-invasive approach to health care. BioScan Testing is a non-invasive diagnostic tool that provides a comprehensive picture of the body's internal health. It is not the only method of diagnosis available. BioScan Testing is a complementary tool to other diagnostic methods. BioScan Testing is not a substitute for medical advice. BioScan Testing is a service provided by International Health Technologies, Inc. © 2012-2020 MedProducts, LLC. All Rights Reserved. Page 100

*Order before July 31 2016 and get 10% off your order. No minimum order.*



**Tip** **Making great looking reports**

With the addition of your own **custom clinic image** and the use of a **special font**, you have the tools available to make excellent looking reports that are unique to your practice.

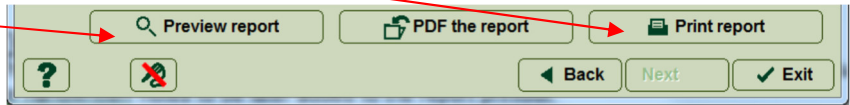
# Performing Reports


## Print the report

Click the **Print report** button to send the reports directly to the printer without being displayed on the screen.

## Preview report

Click the **Preview report** button to preview display the report on the screen before sending it to the printer. Use it to view and compare these report features to determine which will work best.















After previewing a report press the <ESC> key on the keyboard or use the **Close**  icon button on the preview toolbar to close the **Print Preview** screen. Printing can also be performed directly from the **Print Preview** screen.

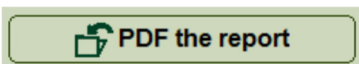
<b>Tip</b>	If the Preview screen ever gets “lost” then click the <b>Find the Preview</b> button, which should unhide and make visible the lost Preview screen. (See <b>MSA Reporting Features - Preview Screen Finder</b> section above.)
------------	--

## Previewing screen controls

Here are the control and features buttons on the Report Preview screen.

	Zoom - Full page		Go to first page		Copy the page to clipboard (page is in an image format)
	Zoom -100%		Go back 1 page		Specify printer and number of copies
	Zoom - Page width		Go forward 1 page		Send report to printer
	Set the Zoom factor		Go to last page		Close preview and return to MSA screen

## PDF the report



Use the **PDF the report** button to generate **PDF files** readable with PDF viewer software.

It is expected that PDF viewing software be installed on your computer. This installation was not performed during the installation of the **MSA** software. You must independently download and install your own PDF viewing software. The recommended software is called **Acrobat Reader for desktop** and as of the publishing of this document; it is available free at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

PDF Report files require a file name. The default file name is assumed to be: **MSA BioRep™-name report-name client-last-name client# Vvisit#.PDF** but this can be manually changed in the Windows File Save dialog.

PDF Reports share the same save location on your hard drive as used in MSA Reports. The initial default location is assumed to be your “My Documents” directory.

In the process of PDF generation, you will be asked a few questions. If the PDF Report file already exists, you will be asked if you want to overwrite the file. If you do so, then the previous file is destroyed. You will also be asked if you want to view the file. If you do, then the **Acrobat Reader** will start, and it will display the file.

# BioRep™ Visit Details Saved

## Product data saved

When a report is previewed or printed, the product data is automatically saved for the current visit to the MSA database. This saved data becomes available as historic data for future visits. But if data was already saved for this visit then a dialog box will appear on the screen requesting if the data is to be overwritten with current data.

And if no report is previewed or printed then a dialog box will appear on the screen requesting if the data is to be saved for the current visit to the MSA database.

## Clear Client's BioRep™ history

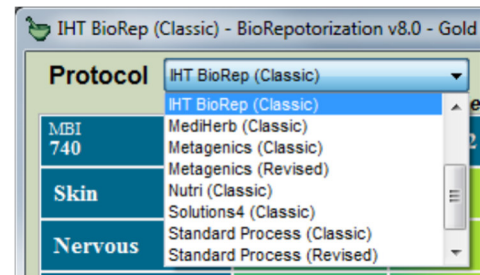
The client's complete BioRep™ history can be cleared from within the **MSA software** via the menu **Tools / Clear Client's BioRep™ history**. A confirmation dialog is displayed.

# Customizable BioRep™ with your own products


## The IHT BioRep™

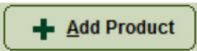
There is a blank BioRep™ with no products in the protocol set called "IHT BioRep™ (Classic)". To work with this, you should which to the "IHT BioRep™ (Classic)" protocol from the **Protocol** combo pull down selector.

The **IHT BioRep™** is a customizable **BioRep™** that you build yourself with your own list of custom products. These products can be linked to cells in the table and then they will respond to the cell click operation and be listed in the Product Selection screen.

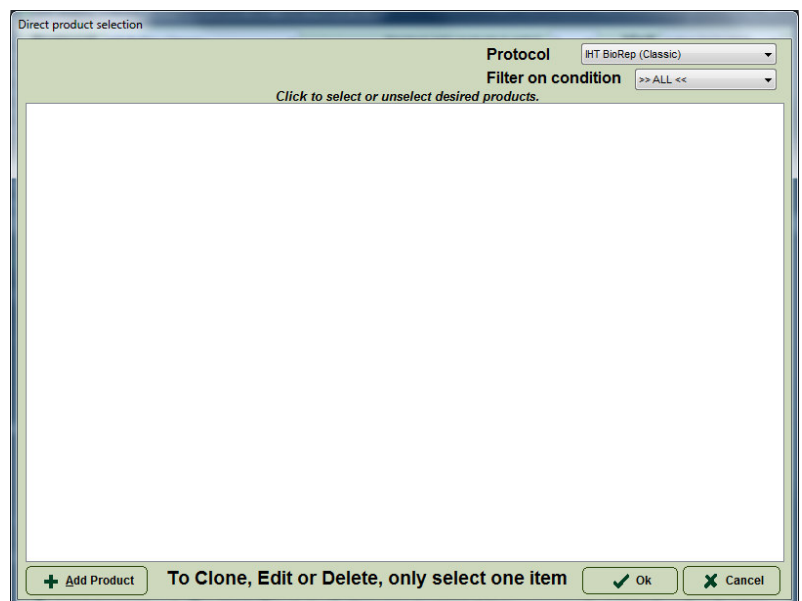


## Adding custom products

Press the  button to add products to the **IHT BioRep™**. If this is your first time into the **IHT BioRep™** product screen, then it will be blank but with some new buttons and features that are only obtainable in the **IHT BioRep™**.

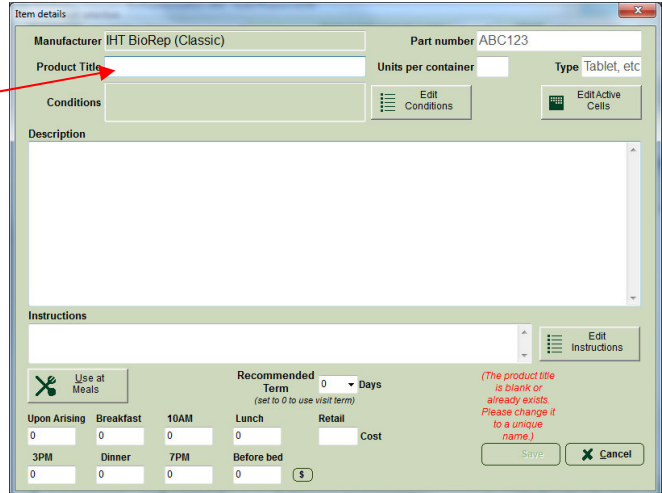
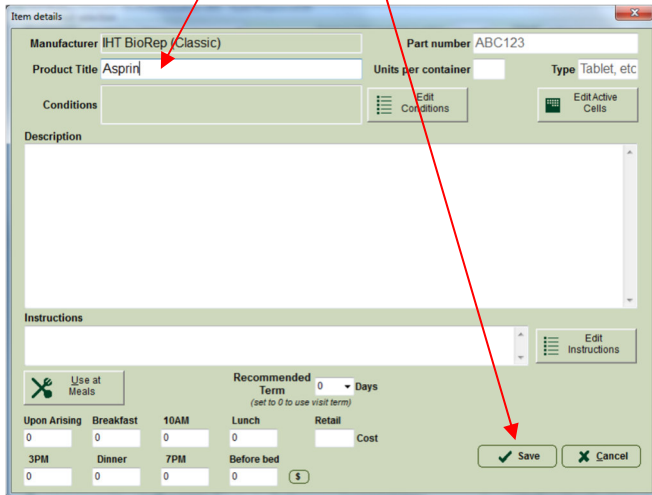
Now press the  button to add your first product.

<b>Note</b>	All of the features described in this section on <b>Customizable BioRep™</b> are only applicable to the <b>IHT BioRep™</b> . Other corporate BioRep™s cannot be edited with these features.
-------------	---



## Basic item detail editing

To add a product fill in the fields on the Item Detail screen. All fields except the Manufacturer (the **BioRep™** Protocol name) are editable. In a basic world the only required field is the **Product Title**. Type a **Product Title** and press the **Save** button to add your first custom product.

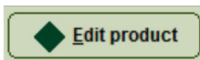


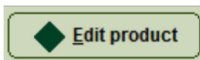
You now have a Protocol with a single basic item. You could select the item and add it to the client's list of selected products for reporting as was performed in the corporate **BioRep™**.

However, we can do better than this. Let's edit the edit and add some detail.

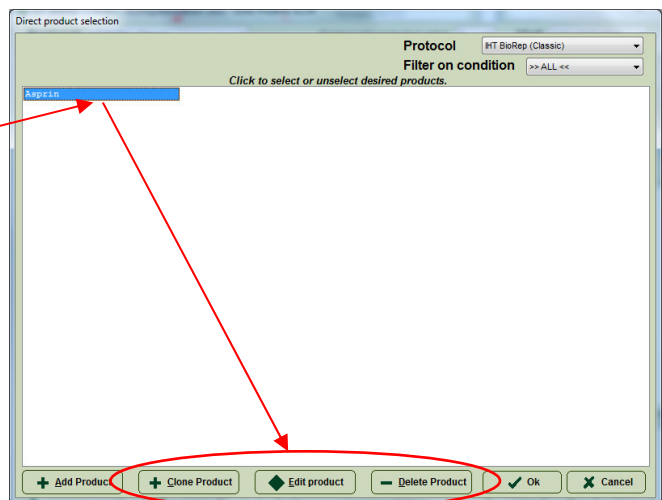
## Editing a Product

To edit an existing custom product, click the product to be edited so it alone is highlighted. Three new buttons will open up for use.



Press the  button to edit an existing product.

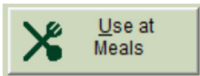
The Item Detail screen will open up with the fields filled for editing. Let's see what each feature does.



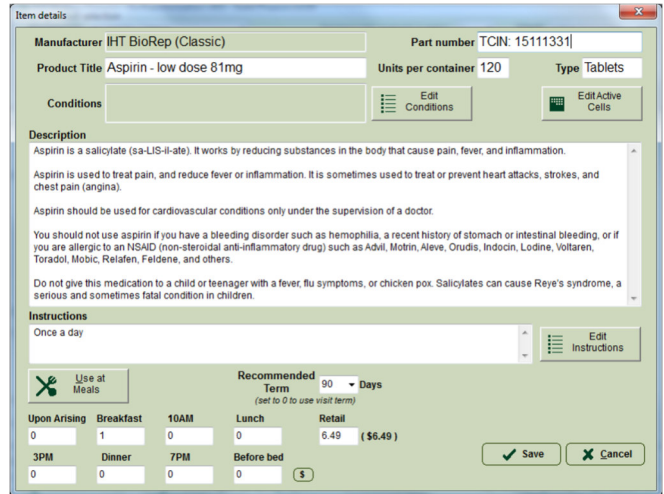
The fields **Product Title**, **Part Number**, **Type** and **Description** are free form editable. The **Units per container** and the **timetable** fields are all restricted to numerical characters. The **Recommended term** is a combo pull down with specified values.

Here we have filled a variety of the fields with more specific details.

**Use at meals**



There is a **Use at Meals** button since many products are to be taken at meals. This sets the Breakfast, Lunch and Dinner timetable at a 1 count and the rest at a 0 count.



**Editing Conditions**

Using conditions are a useful way to filter products based on a list of health issues.

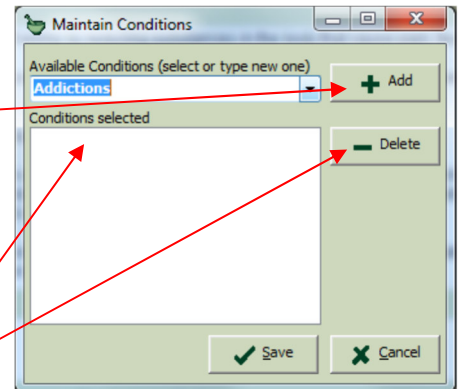


Click the **Edit Conditions** button to start editing conditions. The **Maintain Conditions** screen appears.

A long list of conditions is contained in the **Available Conditions** combo pull down selector. To add a condition, select it and then press the **Add** button. The selected condition will be added to the **Conditions selected** list.

If the desired condition is not in the list, then just type the name into the combo selector and press the **Add** button to add it to the **Conditions selected** list.

If a condition was accidentally added and needs to be removed from the **Conditions selected** list, click on it and press the **Delete** button.



When completed, press the **Save** button to save the conditions selected. Alternatively, if this was all a big mistake, press the **Cancel** key to leave without making changes to the conditions.

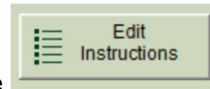
**Note**

For reference, here are the available conditions contained in the combo:

- Addictions, Adrenal fatigue, AIDS, Allergies, Angina, Anxiety, Arrhythmias, Arterial plaque, Arthritis, Asthma, Auto-intoxication, Backaches, Blood supply, Cancer, Chronic fatigue, Cold sores, Cold sweat, Colitis, Constipation, Dental cavities, Diarrhea, Eating disorders, Eczema, Fibromyalgia, Free radical damage, Gastritis, Graves' disease, Headaches, Heart disease, Heart palpitations, Heartburn, Hormone imbalance, Hyperactivity, Indigestion, Inflammation, Infection, Irritable Bowel Syndrome (IBS), Low sperm count, Lupus, Menstrual issues, Mental anguish, Muscle tension, Muscular Dystrophy, Overeating, Ovulation issues, Pallor, Restlessness, Rheumatoid arthritis, Stomach cramps, Temperature changes, Trembling, and Ulcers.

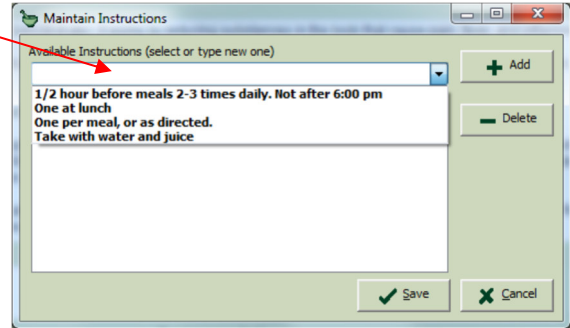


## Editing Instructions



Instructions are an open editable field, but they may also be edited with the **Edit Instructions** button in a similar fashion to conditions. The Maintain Instructions screen appears.

Like with conditions, there is a list of available instructions. But unlike conditions, these instructions are not hardcoded but instead have been borrowed from previous products from any protocol that was used in this BioRep™ session. So, the exact wording from another product's instruction is available for selection.

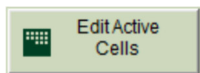


If the desired instruction is not in the list, then just type the instruction into the combo selector and press the **Add** button to add it to the **Instructions selected** list.

If an instruction was accidentally added and needs to be removed from the **Instructions selected** list, click on it and press the **Delete** button.

When completed, press the **Save** button to save the instructions selected. Alternatively, if this was all a big mistake, press the **Cancel** key to leave without making changes to the instructions.

## Editing the Active Cell map



The **Edit Active Cells** button is used to maintain when cells will lead to the use of this product. It will bring up the **Maintain Cell use** screen.

Press any blank cell in the grid to **Active** the cell.

Press any **Active** cell in the grid to blank the cell.

If an entire **Organ** row name is to be **Active**, press the organ name to swap blank to activate on all phases in the organ.

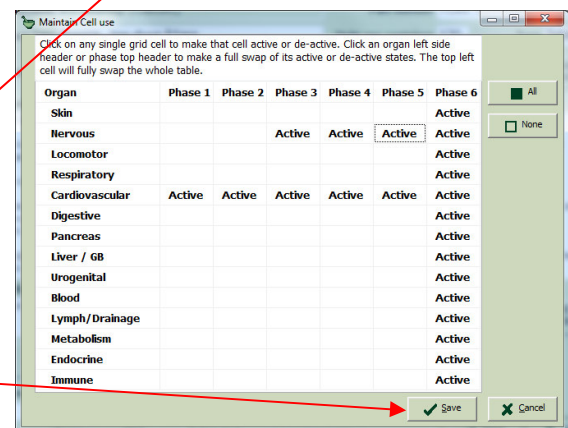
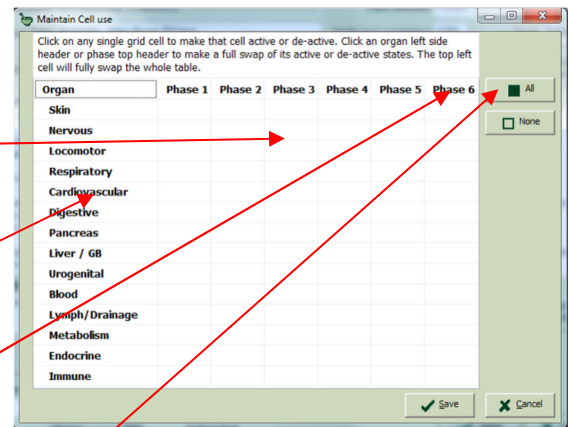
If an entire **Phase** column name is to be **Active**, press the phase name to swap blank to activate on all organs in the phase.

Press the **Organ** word on the top right to swap blank to activate on the entire table.

The **All** button will set all cells to **Active**. The **None** button will set all cells to blank.

Here we have an example cell map where we want the product used for any **Cardiovascular** issue in any Phase. We want it used for anything that is in Phase 6. In addition, we want it used in Nervous at phase 3, 4, 5 and 5.

When completed, press the **Save** button to save the cell map. Alternatively, if this was all a big mistake, press the **Cancel** key to leave without making changes to the cell map.



Once all editing is completed and the items details are set as you desire, press the **Save** button to save the product. Alternatively, if this was all a big mistake, press the **Cancel** key to leave without making changes to the product.

**Item details**

Manufacturer: IHT BioRep (Classic) Part number: TCIN: 15111331

Product Title: Aspirin - low dose 81mg Units per container: 120 Type: Tablets

Conditions: "Arthritis", "Backaches", "Headaches", "Inflammation" Edit Conditions Edit Active Cells

**Description**

Aspirin is a salicylate (sa-LIS-il-ate). It works by reducing substances in the body that cause pain, fever, and inflammation.

Aspirin is used to treat pain, and reduce fever or inflammation. It is sometimes used to treat or prevent heart attacks, strokes, and chest pain (angina).

Aspirin should be used for cardiovascular conditions only under the supervision of a doctor.

You should not use aspirin if you have a bleeding disorder such as hemophilia, a recent history of stomach or intestinal bleeding, or if you are allergic to an NSAID (non-steroidal anti-inflammatory drug) such as Advil, Motrin, Aleve, Orudis, Indocin, Lodine, Voltaren, Toradol, Mobic, Relafen, Feldene, and others.

Do not give this medication to a child or teenager with a fever, flu symptoms, or chicken pox. Salicylates can cause Reye's syndrome, a serious and sometimes fatal condition in children.

**Instructions**


"Once a day", "Or as required" Edit Instructions

Use at Meals Recommended Term: 90 Days (set to 0 to use visit term)

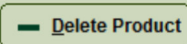
Upon Arising	Breakfast	10AM	Lunch	Retail
0	1	0	0	6.49 (\$6.49)
3PM	Dinner	7PM	Before bed	
0	0	0	0	

Save Cancel

## Cloning a Product

From the main Direct Product Selection screen, a product can be cloned with the  button. A cloned product is like creating a new product but all the fields are borrowed from an existing product. Click select one product in the list and press the **Clone Product** button to clone the product. The Item Detail screen will open up with the fields pre filled from the cloned item ready for editing. Just make sure to change the item name before saving.

## Deleting a Product

The  button on the main Direct Product Selection screen will delete the currently selected product. A dialog appears to confirm that you had meant really to delete the product. Press **Yes** to delete and **No** to abort the delete.

**Confirm**

Are you sure that you want to remove "Aspirin - low dose 81mg" from the Protocol?

Yes No

## IHT BioRep™ Database Saved

At the conclusion of every product action like **Add**, **Edit**, **Clone** and **Delete**, the IHT BioRep™ database is saved. The IHT BioRep™ database is stored at C:\MedProducts\MSA System\MSA\GenericNutritionalData.BIP.

In the catastrophic event of some bad editing then there is a previous version backup that was made at the being of the previous editing session named as c:\MedProducts\MSA System\MSA\GenericNutritionalData.BAK. To reinstate the backup old version, with Windows File Explorer delete the GenericNutritionalData.BIP file and rename the GenericNutritionalData.BAK file as GenericNutritionalData.BIP.

# Other MSA Charts and Graphs

## The Q Chart

The **Q Chart** provides a listing of the 10 least best AcuPoints collected during the base point readings process. This relies on Dr. Voll's theories that certain types of conductance readings are more concerning than others. This priority, as listed below, is the first premise of the Q Chart information:

1. Indicator drops of greater than 3 points will populate the chart first. This will be indicated by a black box in the color representation.
2. Weak readings (<47) will populate the chart second. This will be indicated by a red box in the color representation.
3. Inflamed readings (>55) will populate the chart third. This will be indicated by a yellow box in the color representation.
4. Normal range readings (47-55) will not populate the chart. This will be indicated by a blank box.

In addition, this priority lends a greater weighting to AcuPoints that belong to the following meridians:

- Allergy System (AL)
- Nervous System (NE)
- Triple Warmer (Endocrine) System (TW)

**Note** Q Chart is mainly used as one of the ways to select proper AcuPoints for testing while using the **Virtual Library** software or the **Test Plate** accessory.

### Starting the Q Chart



Click the **Q Chart** button on the top bar of **MSA** to access the Q Chart. A **Q Chart** pop up box will display a quick view of the top 10 points. Click and drag the box to move it anywhere on the screen.

Each Q Chart **Point ID** can be jumped to directly by clicking on the **Point ID**. The MSA software will jump to that AcuPoint.

Point ID	Max	Drop	Max	Drop	AP	Rise
1 SL-1b*L	■	■	43	8	0	20
2 UB-68b*R	■	■	37	9	0	24
3 KI-1-3*L	■	■	75	8	0	35
4 SI-44b*L	■	■	57	19	0	41
5 JO-1b*L	■	■	58	7	0	37
6 FL-1b*L	■	■	52	8	0	26
7 SK-1-3*L	■	■	54	4	0	28
8 AL-1R	□	□	34	0	0	12
9 NE-1b*R	□	□	33	0	0	12
10 NE-1b*L	□	□	39	3	0	25

### Closing the Q Chart

To close down the **Q Chart** screen either:

1. Press the window **X** button on the top right on the **Q Chart** form or



2. Press the **Q Chart** button again.

### Q Chart in a Report



The details of the Q Chart are available in a report format. Use the **Reports** button on the Testing Screen toolbar and check select the **Q Chart Report**. (See **MSA Reporting Features - Other Reports**.)

# The P Chart

The Practitioners Chart, referred to as **P Chart**, charts AcuPoint measurements by their corresponding organ system within the body in an organized graph format. Any number of AcuPoints can be measured and a P Chart can be generated.

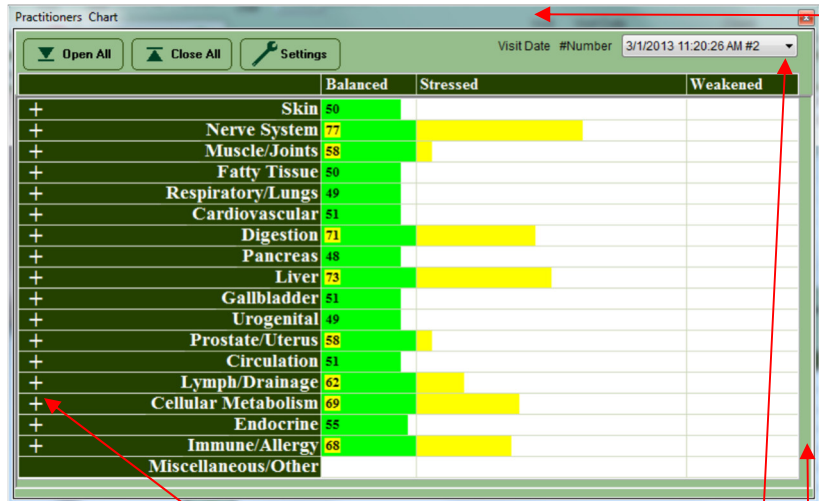
Each AcuPoint becomes part of an overall organ system bar. Therefore, each Organ system contains organ related AcuPoints and is represented as an average of the AcuPoints readings based on a special scale.

<b>Note</b>	Prior software versions used 45 to 65 as the Balanced reading values.
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1. When set as default, readings between 45 and 55 will populate the chart as readings in the Balanced zone. These will be indicated by a lime green box in the color representation.
2. When set as default, readings 56 and above will populate the chart in the Weakened zone. These will be indicated by a yellow box in the color representation.
3. When set as default, readings 44 and below will populate the chart in the Stressed zone. These will be indicated by a red box in the color representation.

## Starting a P Chart

1. Perform a full set of AcuPoint readings on a client.
2. In the menu bar, select **View → P Chart** or click the **P Chart** button on the top bar of **MSA** to access the **P Chart**.
3. A **P Chart** pop up box will display, similar to this example on the right.



## P Chart Controls

Any closed Organ system can be drilled into and opened up via the **+** button on the Organ system row.

Any open Organ system can be closed with the **-** button on the Organ system row.

Any historic Visit associated with this Client can be reviewed via the Visit Date # Number selection box.

The full **P Chart** might not all be visible. This is a scrollable screen that can be scrolled via the scroll bar on the right side.

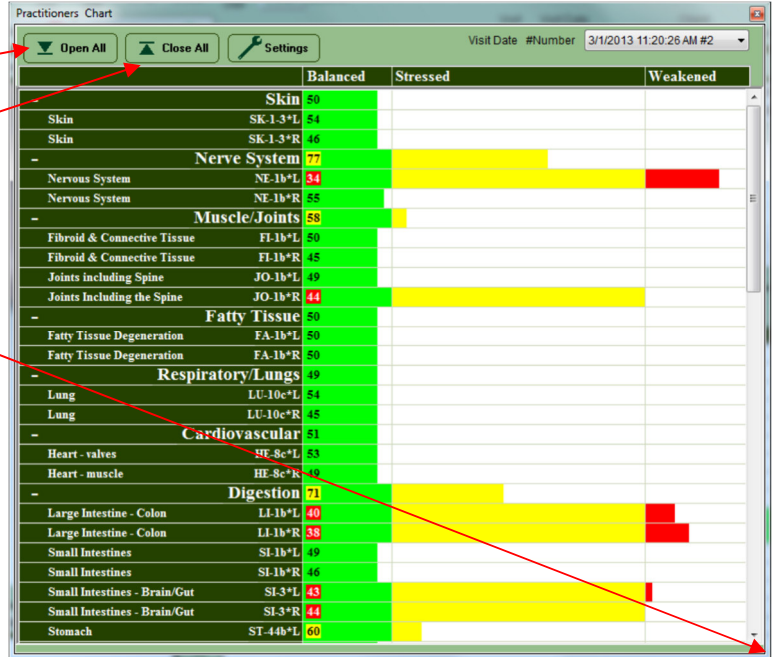
The **P Chart** is a movable screen. This means that it can be drug about the full screen via dragging the title bar. The drag operation is to click on the title bar, hold down the mouse button and drag the mouse, thus positioning the screen into the desired location. The **P Chart** is also a resizable screen. This means that the corners of the chart can be dragged to resize.

## P Chart fully open or fully closed

Pressing the **Open All** button will open up every Organ System displaying all AcuPoint Readings associated with the Organ system. Such is displayed on the right.

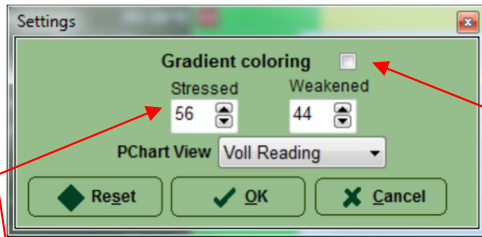
Pressing the **Close All** button will close down every Organ System section, thus hiding the AcuPoint Readings associated with the Organ system.

This display on the right was also drug open larger via a corner drag operation. To do this click the mouse down at the corner, hold it down and drag. When sized right, release the mouse.



## P Chart Settings

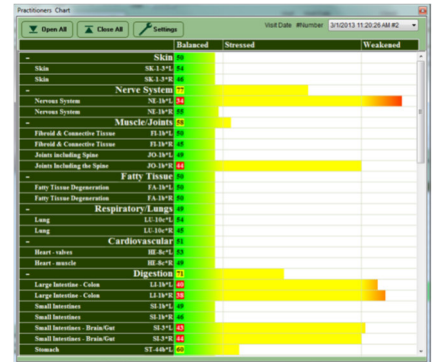
Pressing the **Settings** button will open the P Chart settings screen.



## P Chart with gradient coloring

The P Chart can be color painted in a gradient fashion by checking the **Gradient coloring** check box.

Gradient is a color blending that looks softer. The default setting in the software is to "off" which gives hard boundaries on grid cells.



Some practitioners feel that each P Chart cell has a hard cell boundary and this soft color transition is undesirable, so they set gradient coloring "off."

## Stressed and Weakened values

Some practitioners might want to narrow the "balanced" boundaries in the P Chart. That is done by adjusting the Stressed and Weakened boundaries here.

## P Chart View

**P Chart View** controls the display information on the P Chart feature as either **Voll Reading**, **% In Bal**, or **% Out Bal**.

## P Chart in a Report

The details of the P Chart are available in a report format.



Use the **Reports** button on the Testing Screen toolbar and check select the **P Chart Report**. (See **MSA Reporting Features - Other Reports**.)

**Note** The P Chart feature is an AcuPoint informational facility. It is up to the licensed Practitioner to make any health-related interpretations as to the data details that are displayed on the P Chart.



# Graph Chart - Polar

The **MSA** program provides a basic Polar Chart to display AcuPoint test results in a radial fashion.

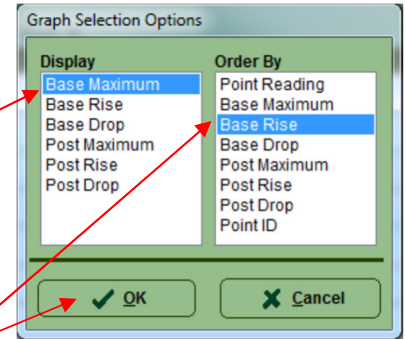
## Starting a Polar Chart

1. Perform a full set of AcuPoint readings on a client.
2. From the menu bar, select **View → Graph Chart** or click the **Graph Chart**



button on the top tool bar.

3. The **Graph Selection Options** screen will appear.
  - a. In the **Display** field, select the parameter to graph. *Base Maximum is the most common.* To select more than one parameter, hold down the **Ctrl** key while clicking on additional parameters.
  - b. The select the **Order By** field to specify a sorting criterion.

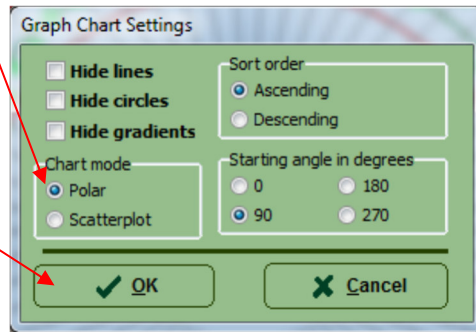


4. Finally click the **OK** button and a **Chart** is displayed.
5. There are two different graph charts.

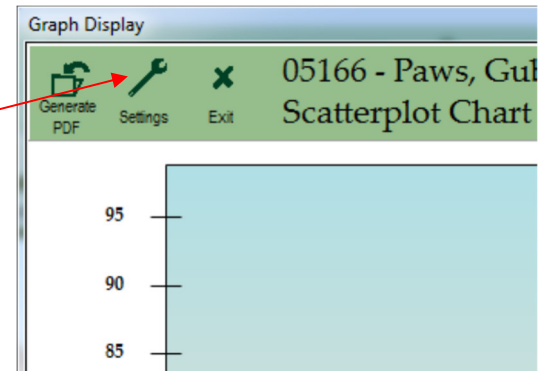
6. If a Polar chart is not displaying then press the **Settings** button.



7. Select **Polar** on the Graph Chart Settings screen.



8. Press the **OK** button.



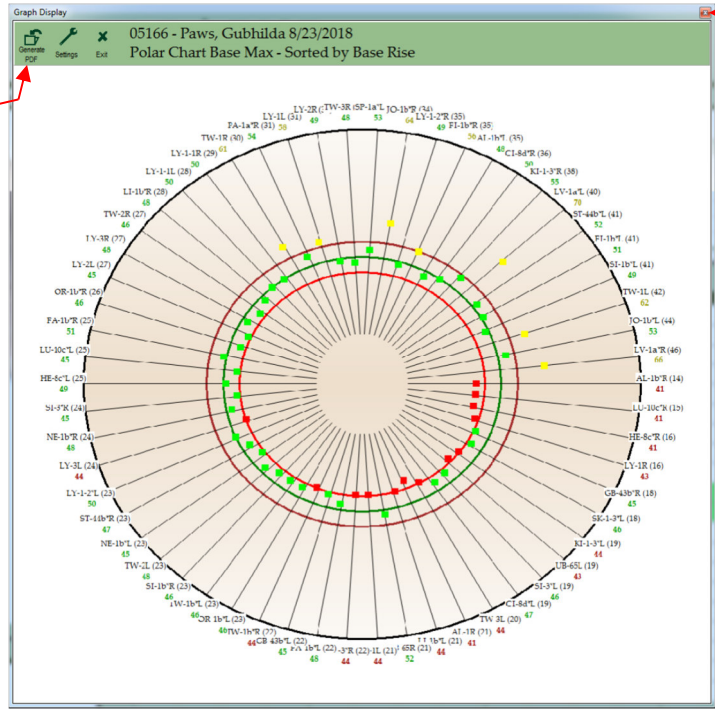
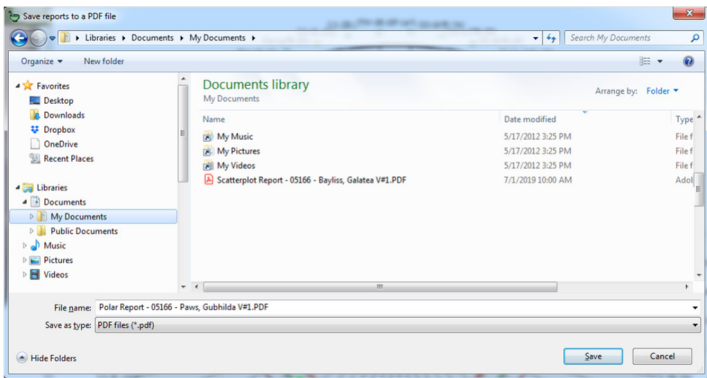
## Controlling the Polar Chart

The **Polar Display** screen also contains a small toolbar of control features.

1. The **Polar chart** screen is modal which means other **MSA** features are unobtainable until the **Polar chart** screen is closed.
2. The current **Polar chart** graph can be presented as



a PDF report with the **Generate PDF** button. The user is expected to save, use, email and print the PDF report for any record keeping purposes. A file name and location is requested.



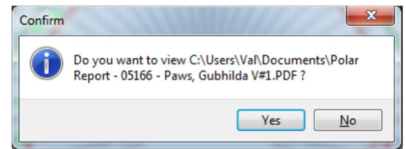
PDF Reports require a save location on your hard drive. The initial default location is assumed as your “My Documents” directory but this can be changed. It is highly recommended that you create a directory for client reports and save the PDF Reports in that location. The software will remember where you save the PDF Report files and start at that location the next time PDF files are generated.

**Note** Further details on how you should organize your PDF patient file system are beyond the scope of this document.

In the process of PDF generation, you will be asked a few questions. If the PDF Report file already exists, you will be asked if you want to overwrite the file. If you do so, then the previous file is destroyed. You will also be asked if you want to view the file. If you do then the **Acrobat Reader** will start and it will display the file.

**Note** Further details on the use of the **Acrobat Reader** are beyond the scope of this document.

3. This **Polar chart** display can be moved via click dragging the top title bar. It can be opened larger or smaller via a corner drag operation. To do either of these actions, click the mouse down at the corner or top, hold it down and drag. When positioned correctly, release the mouse.



4. To close down the **Polar chart** screen press the top right corner red button.

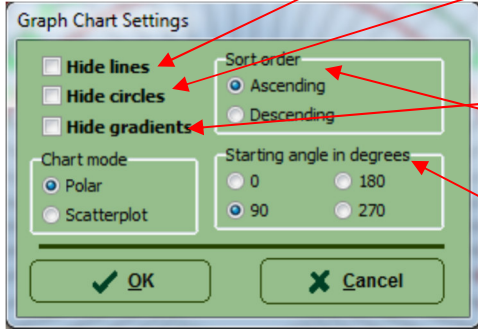
**Tip** If the **Adobe Acrobat Reader** does not start then it is recommended that the user install **Adobe Acrobat Reader**. Here is a link to get it: <https://get.adobe.com/reader>

## Fine tuning the Polar Chart

The **Graph Settings** screen is obtained by pressing the **Settings** button on the **Polar Display** toolbar.



On the **Graph Settings** screen, the radial lines and concentric circles are configured as being hidden or displayed with the **Hide lines** and **Hide circles** checkboxes.



Gradient coloring makes graphics images look better. However, the feature takes more printer ink. It can be switched off via the **Hide Gradients** checkbox.

The point **Sort order** can be set as ascending or descending which will reverse the order of the points.

The **Starting angle in degrees** position can be defined. 0 degrees is the 12 o'clock position. 90 degrees is the 3 o'clock position. 180 degrees is 6 o'clock. 270 degrees is the 9 o'clock position.


Accept and redraw the **Polar chart** screen with the **OK** button, or otherwise press the **Cancel** button.

<b>Note</b>	The Polar Chart feature is an AcuPoint informational facility. It is up to the licensed Practitioner to make any health related interpretations as to the data details that are displayed on the Polar Chart.
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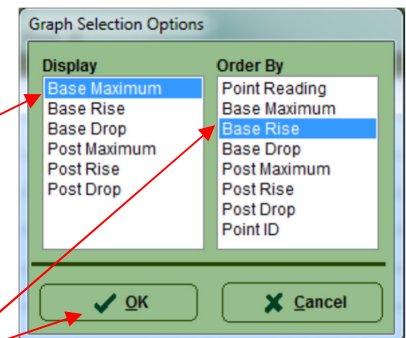
## **Graph Chart - Scatterplot**

The **MSA** program provides a basic Scatterplot Chart to display AcuPoint test results in a square fashion

### Starting a Scatterplot Chart

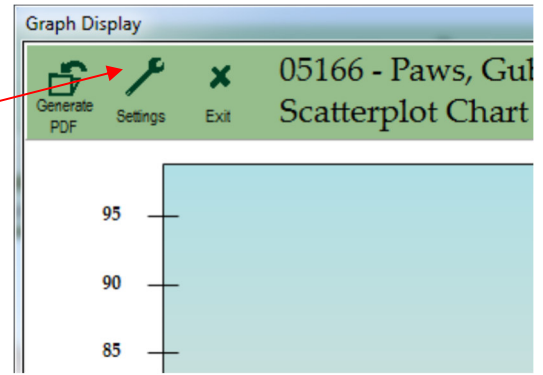
1. Perform a full set of AcuPoint readings on a client.
2. From the menu bar, select **View → Graph Chart** or click the **Graph Chart** button  on the top tool bar.

3. The **Graph Selection Options** screen will appear.
  - a. In the **Display** field, select the parameter to graph. *Base Maximum* is the most common. To select more than one parameter, hold down the **Ctrl** key while clicking on additional parameters.
  - b. The select the **Order By** field to specify a sorting criterion.
4. Finally click the **OK** button and a **Chart** is displayed.

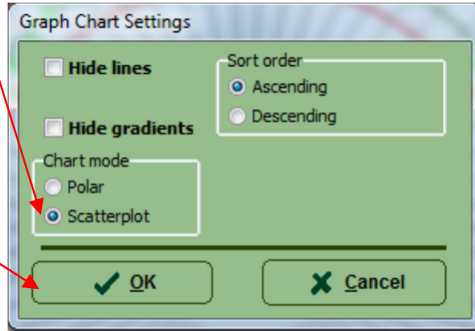


5. There are two different graph charts.

6. If a **Scatterplot** chart is not displaying then press the button.



7. Select **Scatterplot** on the Graph Chart Settings screen.



8. Press the **OK** button.

### Controlling the Scatterplot Chart

The **Scatterplot Display** screen also contains a small toolbar of control features.

1. The **Scatterplot Chart** screen is modal which means other **MSA** features are unobtainable until the **Polar chart** screen is closed.

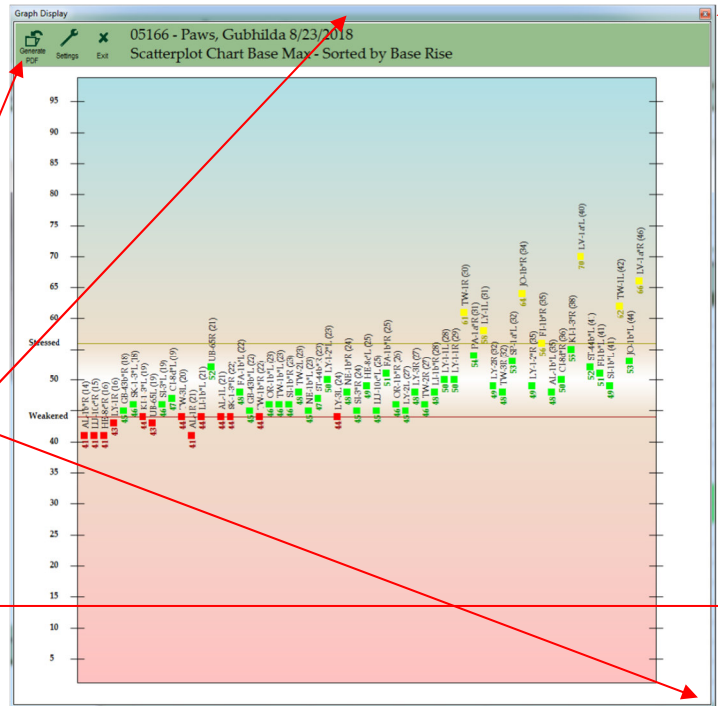
2. The current **Scatterplot Chart** graph can be



presented as a PDF report with the button. See the similar section in **Scatterplot Chart** above for details on PDFs.

3. This **Scatterplot Chart** display can be moved via click dragging the top title bar. It can be opened larger or smaller via a corner drag operation. To do either of these actions, click the mouse down at the corner or top, hold it down and drag. When positioned correctly, release the mouse.

4. To close down the **Scatterplot Chart** screen press the top right corner red button.

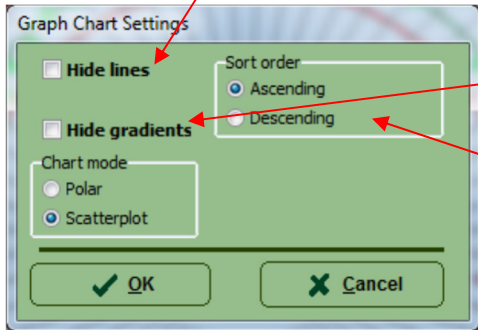


## **Fine tuning the Scatterplot Chart**

The **Graph Settings** screen is obtained by pressing the **Settings** button on the **Scatterplot Display** toolbar.



On the **Graph Settings** screen, the radial lines and concentric circles are configured as being hidden or displayed with the **Hide lines** checkbox.



Gradient coloring makes graphics images look better. However, the feature takes more printer ink. It can be switched off via the **Hide Gradients** checkbox.

The point **Sort order** can be set as ascending or descending which will reverse the order of the points.

Accept and redraw the **Scatterplot chart** screen with the **OK** button, or otherwise press the **Cancel** button.

<b>Note</b>	The Scatterplot Chart feature is an AcuPoint informational facility. It is up to the licensed Practitioner to make any health-related interpretations as to the data details that are displayed on the Polar Chart.
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# Additional MSA Programs

## Additional MSA Software Programs - Introduction

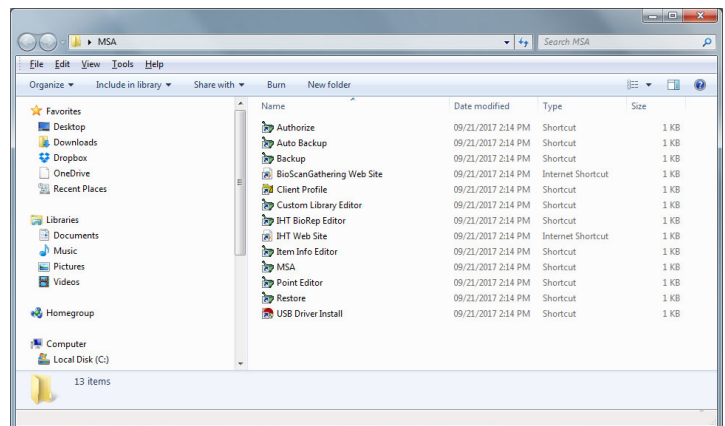
The IHT system runs several programs that provide useful features in the exchange of data to the **MSA** program. The background programs or databases that feed information to the MSA software are:

- **Authorize** has already been described above in the section called **Installing and Authorizing MSA Software**.
- **Database Backup, Restore, and Auto Backup** - these crucial programs provide backup and restoration of the **MSA** database.
- **Client Profile** - this program houses the complete client database and provides fields for specific contact information, demographics and clinical notes. The New Client Wizard is easily accessible from the MSA software and provides a quick and easy way to enter new client information. Edits to existing client records, however, must be made in the Client Profile program
- **Point Editor** – this program allows the practitioner or technician to create testing Point Lists for specific purposes. There are fields available to add personal notes about AcuPoints, print complete AcuPoint descriptions and modify any existing point lists.
- **Item Info Editor** – this program provides editing capabilities to the database that maintains all pricing and dosing information for nutritional products in the electronic library. The program allows the User to set defaults for wholesale and retail prices, special product instructions and standard term of use and daily dosing for nutritional products.
- **Custom Library Editor** – this program is used exclusively with the **Virtual Library** software module and provides a platform to create smaller, customized product and substance file folders for Virtual Library Testing.

During installation, a folder was placed on your computer desktop called **MSA** with all of the installation software. Double click on the **MSA** folder and a list of applications is displayed. Then double click on the application desired.

Also, any of these programs may be accessed directly by navigating the following path:

**Start Button → All Programs → MSA → then select the desired program**



## Database Back-Up and Restore

All of the client data, client visits including point readings, the virtual library and many other useful data lists are stored in a single relational computer database file. Regular external backup of the database is **strongly** recommended in order to minimize the risk of lost data. ***If the hard drive on your computer crashes and the data has not been backed up, all client records may be permanently lost!***

### Automatic Back-Up of MSA System Data

**MSA** software provides an automatic backup system. The **Auto Backup** process may start when closing the **MSA** program. Note that the backup performed by the MSA software is stored on the hard drive of your computer.

The process can be deferred by a few days by clicking on the **Cancel** button within a 30 second time limit. But after 30 seconds the backup will initiate itself automatically.

The process begins by checking to see if the disc drive has sufficient space to perform a Backup and Restore. Then the system creates a database backup file and places the restored data into a new database. Finally, the new database is checked for errors.

Depending on the size of the database, this process can take a few minutes to complete. ***Please allow Auto Backup adequate time and do not interrupt it or perform a Windows Reboot while Auto Backup is operating.***

If no errors are found then the old database is replaced with the clean database, the backup file is compressed, and the data is stored in a special location.

### Default backup file directory location

The MSA Backup files generated by **Auto Backup** are GBZ files and they are automatically stored in **C:\MedProducts Backup** directory on your computer.

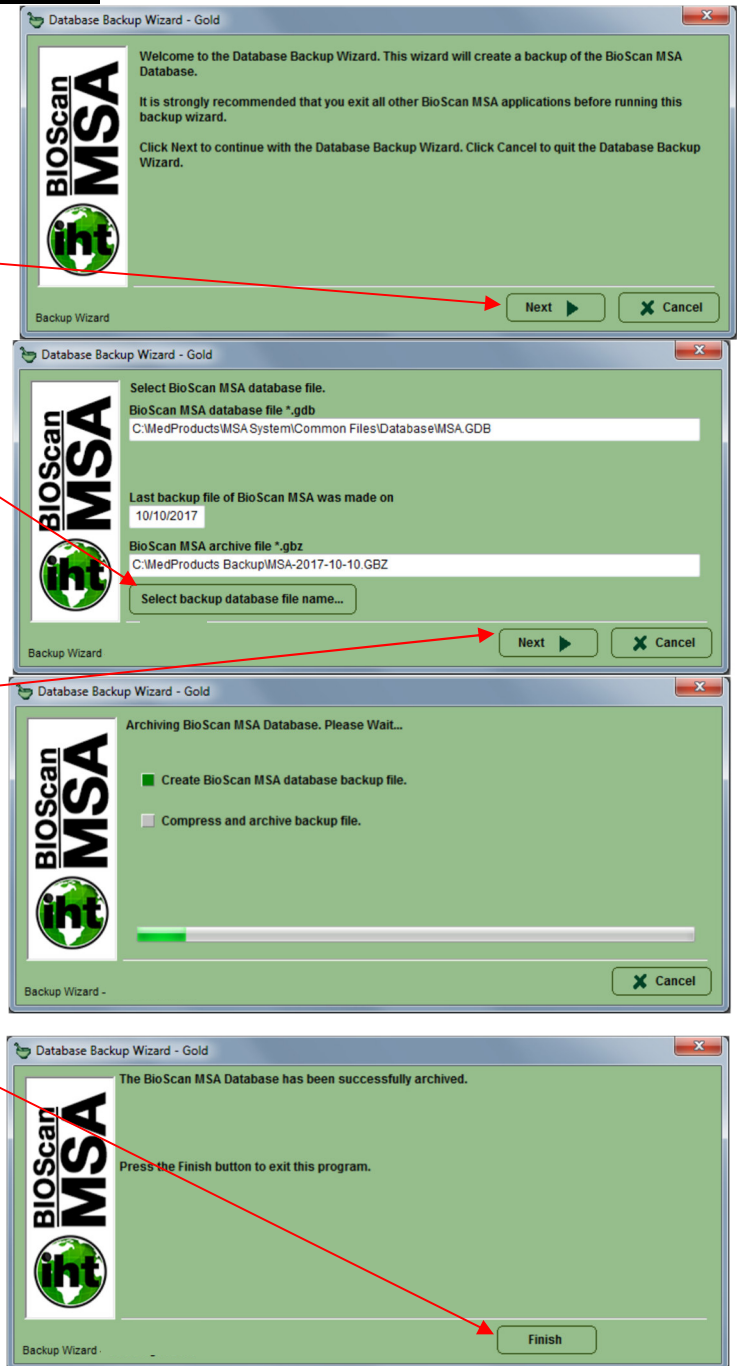


<b>Warning</b>		Interrupting the <b>Auto Backup</b> process in the middle of a crucial step can leave your database in a corrupted state.
	<b>Do not interrupt Auto Backup.</b>	

## **Manually generate a backup of the MSA database**

To manually back up data from the **MSA** system, use a USB Flash drive or other large-scale removable media device to store the backup files.

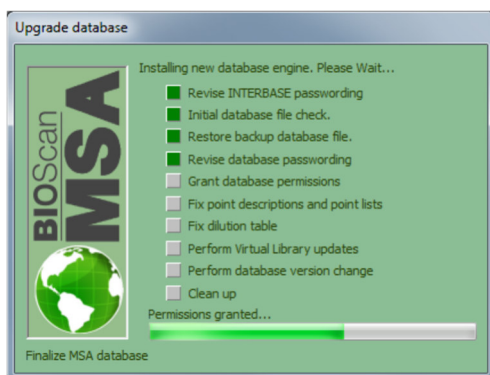
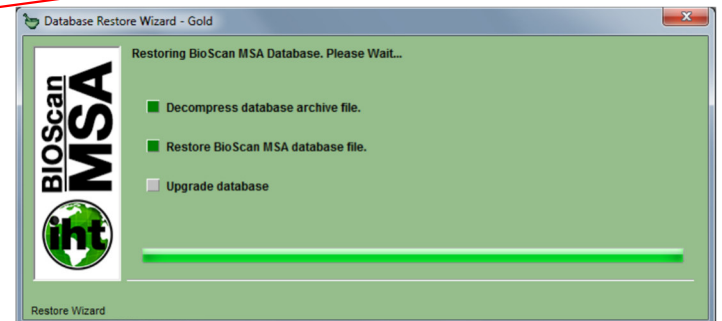
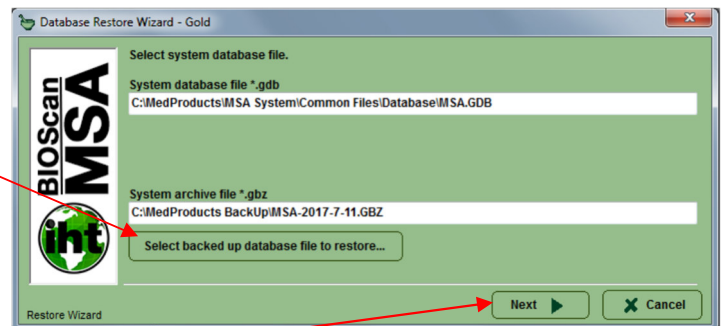
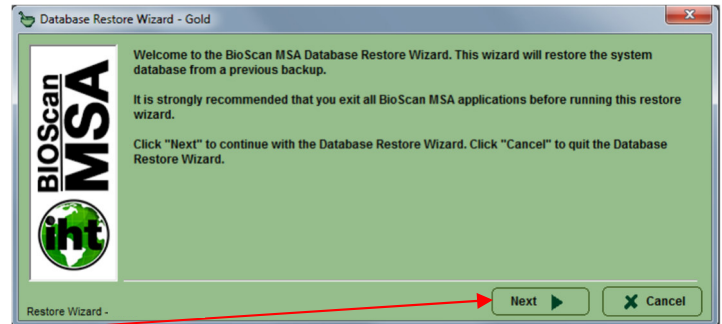
1. Start the **MSA Database Backup Wizard** called **Backup**.
2. After reading the welcome screen, click the **Next** button.
3. The system generates a new **System archive file name** on the local drive system. To select a custom location like the USB Flash drive, use the **Select backup database file name** button.
  - a. The Database Archive File window will appear.
  - b. Select the USB Flash drive location where the backup should be saved.
  - c. After selecting the appropriate drive, click the **Save** button.
4. When the **System archive file name** is as desired, click the **Next** button.
5. The program will now start the backup and compression of the database information. This may take several minutes
6. When the full process is complete, the final screen will appear. Click the **Finish** button to close the **Backup** program



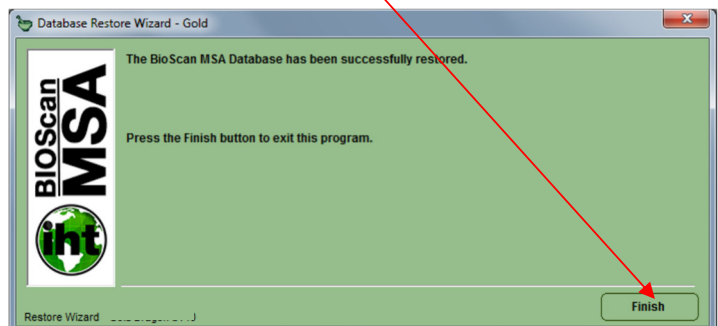
## Restoring Data to the MSA System

If the client database on the MSA system is lost or becomes corrupted, then this can be fixed with a restore of the database from the most recent back-up file.

1. If the back-up data is on a USB Flash drive, then insert the USB Flash Drive into an available port on the computer.
2. Start the **MSA Database Restore Wizard** called **Restore**
3. The **Database Restore Wizard** window will appear
4. After reading the welcome screen, click the **Next** button.
5. The **Database Restore Wizard** needs a **System archive file name**. If the one listed is wrong, then click the button **Select backed up database file to restore** button.
  - a. If selecting a different archive file, the **Database Archive File** window will appear.
  - b. Find and select the required back up file. Such a file has a **GBZ** extension.
  - c. Then push the **Open** button.
6. When **System archive file name** is correct, click **Next**.
7. There will be a dialog verifying the desired action. Once started, the **MSA** database will be decompressed and restored to the hard drive. This restore process may take several minutes
8. In the event that the restored backup was from a previous database version then an **Upgrade database program**, shown below, will start automatically.



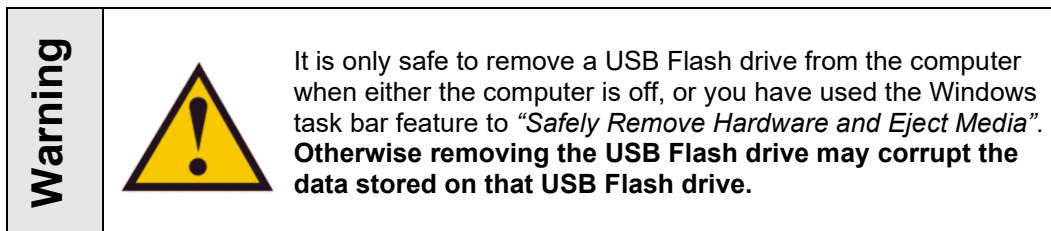
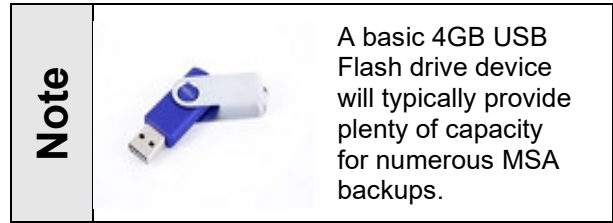
9. When completed, click the **Finish** button and the **Restore** program will close.



## Manually copy a backup to a USB Flash drive

It is recommended that an additional copy of the backup file be stored on a USB Flash drive. One method is to directly copy a previous backup by using the Windows File Explorer. To do this:

1. Insert the flash drive into an open USB port on the computer system.
2. Run the Windows File Explorer. Press the **<Win> key - E** as a quick way to start it.
3. Locate the most recent GBZ backup in the **C:\MedProducts Backup** directory.
4. To copy that file to the USB Flash drive, **Right mouse click** on the file. **(Not left!)**
5. Move the mouse pointer down to the word **COPY** and press the left mouse button.
6. Open the USB Flash drive. Windows may name the USB Flash drive something like **F:** or **N:** depending on how many storage drives are on the system.
7. Left click on the Edit menu and select Paste.
8. It should only take a few seconds for the Windows File Explorer to copy the file to the USB Flash drive. Close the Windows File Explorer when done.
9. Only remove the USB Flash drive when either the computer is off, or you have used the Windows task bar feature to **"Safely Remove Hardware and Eject Media"**.





# Client Profile Program

Before testing a client with the **MSA** system, a New Client record must be created.

The **Client Profile** program houses the complete client database and provides fields for specific contact information, demographics and clinical notes. The **MSA** software **New Visit Wizard** provides a mini version of the **Client Profile** program and also direct access to the main **Client Profile** program. But all edits to existing client records, such as name and address changes, must be managed through the main **Client Profile** program.

## Opening the Client Profile Program

There are several ways to enter the **Client Profile** program:

1. From within the **MSA** program use an automatic, built-in shortcut icon button called **Perform full profile** in the **New Visit Wizard** to enter client information. See the **Starting MSA Testing** section of this manual.
2. Or open the desktop folder called **MSA** and double click the **Client Profile application**.
3. Or from the Windows **Start Button** → **All Programs** → **MSA** → **Client Profile**.

The **Client Profile** will start, and the main Client Profile screen will appear. This system will allow for full entry and editing privileges and the data entered will be shared with the **MSA** software.

## Entering new client data

To entering new client data with **Client Profile**, do the following:

1. Click **New Client** button in the toolbar or alternately, use the menu bar and click **Client** and then click **New**.
2. A blank **Client Profile** window will appear with Client Number pre filled and other fields ready for data entry.

## Contact Details

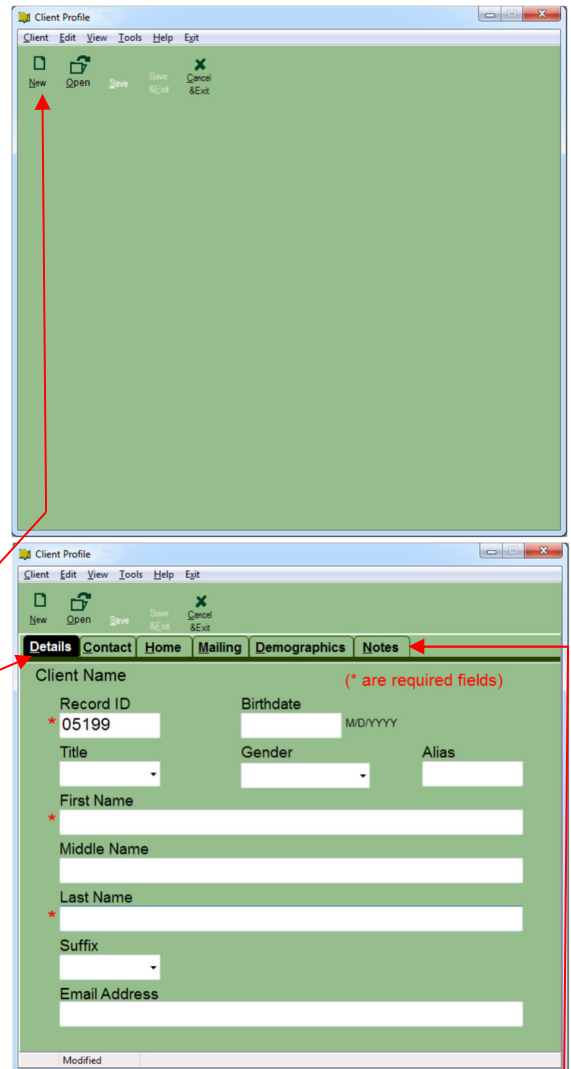
First tab in **Client Profile** is **Details** and it holds the essential required fields to create a New Client Record. These are Record ID, First Name, and Last Name and these are indicated with a red asterisk. All other Contact Details, like title, phone and email contacts, addresses, etc., are optional entries. If entered, then appropriate data will be used in various reporting processes.

## Other profile tabs

The second tab is **Contact** and includes fields for phone numbers. **Home** includes fields for the home address. **Mailing** includes fields for the mailing address. **Demographics** include fields for marital status, education, race and ethnic group. The fields on these tabs are optional.

## Client Notes

The last tab is **Client Notes** and it allows a free form area to write notes about the client's clinical information as presented at the first visit. The Client Profile can be used for each subsequent visit and to add new data and current notes to have a running record of all notes in one place. There is no space limit for this field, so as much information as necessary may be entered.



## **Mandatory Fields**

There are three mandatory fields in the Client Program. These three fields are indicated by a red star (\*). All other fields are optional.

The mandatory fields are:

- **Record ID** (automatically populates)
- **Last Name**
- **First Name**

Some fields include a button with a down arrow (called a drop down or combo box). Click this down arrow button to view a list of options to be automatically entered in the field or simply type the desired information manually.

To enter data into a field, click the field and begin typing. To navigate from field to field, one of the following options may be used:

- Press the **Tab** key on the keyboard to move forward one field at a time.
- Press **Shift/Tab** keys simultaneously to move backward one field at a time.

## **Manually assigning a Record ID**

Each Record ID must be unique, can contain alpha and numeric characters and can be up to 20 characters in length.

Each client must have a unique Record ID in the system, such as:

- A number generated by the MSA system.
- The personal client detail number like a social security or telephone number.
- The client record ID numbering system used within the practice.

***The simplest system is to allow MSA to automatically populate this field with a unique number so there is no chance of client duplication or tester data entry error.***


## **Duplicate the Client's Home or Mailing address**


If the client's mailing address is the same as the home address, then the address information can be duplicated from one section to another via the menu bar. To do this, perform these actions:

1. Use the menu bar click **Tools / Duplicate Address / Home → Mailing** or the reverse **Mailing → Home**.
2. The address information in one Section will be copied to the other.

## **Saving and Closing a Client Profile**

When finished creating a Client Profile, there are several methods to save and exit.

**To save and exit the Client Profile in one step** click the **Save & Exit**  button. Or use the menu bar clicking **Client** then click **Save and exit**.

**To save and close a record but leave Client Profile open** click the **Save**  button. Or use the menu bar clicking **Client** then click **Save**.

**To close Client Profile directly** use the menu bar and click **Client** then click **Close**. Or, click the **Close** window **X** button in the upper right corner of the **Client Profile** screen.

Attempting to exit **Client Profile** without saving the current record causes a dialog box to appear requesting the User to save the data. There may also be requests for mandatory information data with instructions to add the necessary information.

## **Leaving the Client Profile Program running**

The **Client Profile** program may be left open so that it is available for continual use throughout the day. To do this, perform these actions:

1. Click the **Minimize** Windows button - in the upper right hand-corner of the **Client Profile** screen to minimize the **Client Profile** window.
2. The **Client Profile** program will disappear from view, but it will remain running and available.
3. A **Client Profile** button will be in the task bar at the bottom of the computer screen. Click on this button to immediately bring the **Client Profile** program into view again.
4. An alternate method to reactivate the **Client Profile** program is to press the **<Alt>-<Tab>** key sequence several times and release until the **Client Profile** program activates. The **<Alt>-<Tab>** key sequence cycles all open programs.

## Editing an existing Client Profile

It may be regularly necessary to edit a client's profile due to actions like name or address changes. To do this, perform these actions:

1. If it is not already open, open the **Client Profile** program.



2. Click the **Open** button icon or use the menu and click **Client** and select **Open**.

3. The **Open Client Profile Wizard** appears.
  - a. In the **Search Options** area of the **Open Client Profile Wizard**, select the type of search desired.
    - **Search by Client Number or Search by Last Name or Search by First Name**
  - b. In the Text to find field, make any entry to narrow down the selection.
    - Use the first letter of the name or a partial spelling of a name or the first digit(s) of a number for the search criteria.
  - c. Alternately, use the scroll bar on the right side of the client list to locate and select a client's name.
  - d. After locating the correct client name, select it and click **OK**.

4. The Client's profile will appear

5. Use the **Tab** key to move from field to field or use the mouse pointer to select the desired field.

6. Enter, edit or delete the data.



7. After editing the client information, save the changes by clicking the **Save** button. Or use the menu bar and click **Client** then click **Save**.

## Deleting a Client and all related visit information

All previous or historic testing data and notes from a client can be deleted. Follow these steps to delete a client from within **Client Profile**:

1. Make sure that the main **MSA** application does not have this client as open in a visit.



2. Start the **Client Profile** program. Click the **Open** button, or click **Client** in the Menu bar, and select **Open**.

3. Select the client to delete from the **Open Client Profile Wizard** and click the **OK** button.

4. With the selected client open, use the menu bar and click **Client** and **Delete**.

5. A confirmation dialog box will appear warning that deleted records cannot be undone. Click **Yes** to continue the process. The Client and all related visits will be permanently deleted.

6. **This delete process cannot be undone.**

### Warning

#### **DO NOT USE AN EXISTING PROFILE FOR A NEW CLIENT.**

Do not overwrite the information on an existing Client Profile to create a New Client Profile.

***The new Contact Details will record over the information from the previous client and all previous MSA tests will remain associated with the original Client Number.***

### Warning



The action of deleting a Client cannot be undone.

### Tip

Clients that are deceased or that become inactive or practice records are not desired in the scroll down list,

However, it is not necessary to delete these records.

Simply edit the client name by placing a "z" in front of the last and first names and these records will drop to the bottom of the alphabetized selection lists.

# Customizing the fields within the Client Profile Program

## Selecting States

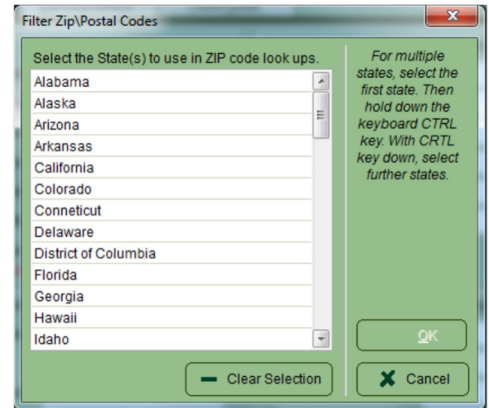
The City and Zip/Postal code fields can be filtered to a selected set of states to limit **Client Profile** to only look up the zip codes and cities within the selected states.

<b>Note</b>	To activate the features described, the <b>Client Profile</b> program must be open, providing access to the correct Menu bar.
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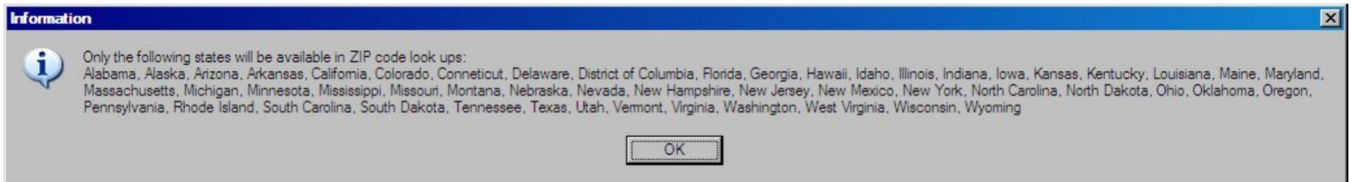
## Set up filtering of Zip codes and Cities by State

To set up filtering, perform these actions:

- On the menu bar, click **Tools** and then click **Filter Zip/Postal Codes**. The **Filter Zip/Postal Codes** screen will appear. →
- Scroll to find the desired state and click the state name. The State selection will become highlighted.
  - To select more than one state, press the **<Ctrl>** key and repeat step 3 for each state desired.
  - To deactivate a state, hold down the **<Ctrl>** key while clicking the state to remove. The highlighted state will be removed.
  - The **Clear Selection** button will clear all highlighted states.
- The **<Ctrl>-A** key action (both keys **<Ctrl>** and **A** at same time) will select all states.



- On completion, click the **OK** button. The selected states are now used in filtering. An information dialog displays what states were selected.

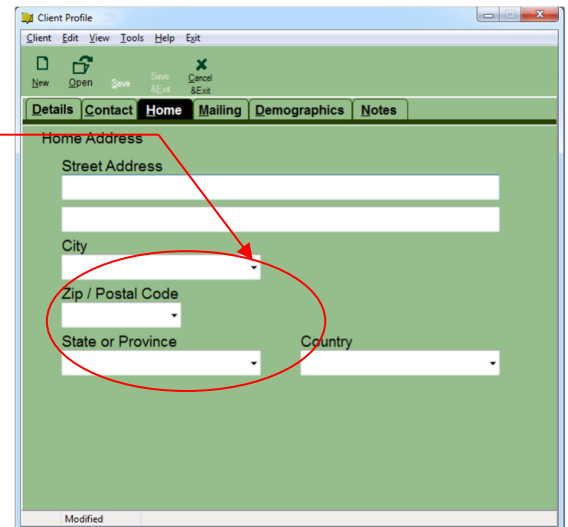


- Or press **Cancel** button to abandon the change selections.

## Using the selected Zip codes and Cities

Having completed the above selection process, the City and Zip/Postal code field pull down lists used on the Contact Details screen are now filtered to just those selected state(s).

In the odd event that a Zip, City, or State is not listed then these fields can be overtyped directly with the new Zip, City, or State names.





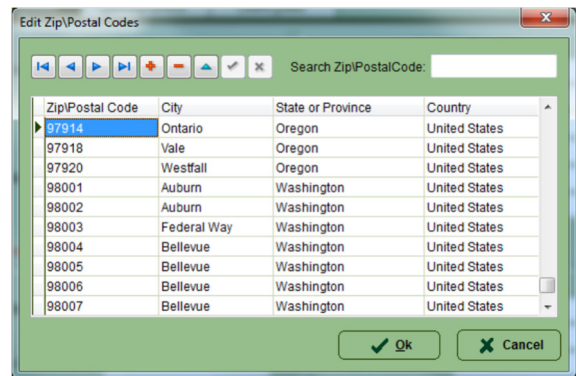
## Changing or adding Zip codes

Some rare situations, the City, Zip/Postal database table needs minor adjustments.

*For example, if Washington is a selected state, then the zip code 98003 was classically assigned to the city of **Auburn WA**, but today that zip code area 98003 is assigned to a city called **Federal Way WA**. So, if the zip code 98003 is regularly used then the City, Zip/Postal database table needs a small adjustment to the zip code assigned city.*

To adjust the City, Zip/Postal database table do the following:

1. Use the **Client Profile** program menu bar and Click **Tools** then select **Edit Tables** and then **Zip/Postal Code**.
2. The **Edit Zip/Postal Codes** screen will appear. →
3. Type a ZIP code in the **Search Zip/Postal Code** field. If the system includes this zip code, it will be highlighted.
4. Edit the code, typing in new information in the **City, State or Province**, and/or **Country** fields.
5. To add a new zip code, click the **Add +** button. A blank line will appear in the chart. Type the additional **Zip Code, City, State**, etc.



## Deleting a Zip code

To make deletions to the City, Zip/Postal database table do the following:

1. Use the same **Tools / Edit Tables / Zip/Postal Code** screen as above.
2. Select highlight the Zip Code field to be deleted.
3. Click the **Delete -** button. The highlighted Zip Code will be permanently be deleted from the master list.
4. When done, click the **OK** button to save the changes and exit the window. Changes will be saved.

## Customizing the Titles and Suffixes

The client Titles used in the **MSA** system can be modified.

Use the **Client Profile** program menu bar and click **Tools / Edit Tables / Titles**. Refer to the instructions given for modifying **Zip Codes** on the previous page as this system uses the same techniques.

The client Suffixes used in the **MSA** system can also be modified. Use the menu bar clicking **Tools / Edit Tables / Suffix**. Again, this system uses the same techniques as above.

### **Note**

The Titles and Suffixes default data used in **MSA** have been pre-populated with logical data.

It is highly unlikely that this data will need to be changed.

# Point Editor

The **Point Editor** software is part of the **MSA** suite of programs, which allows the ability to create or edit testing point lists for specific purposes. The **MSA** database maintains point locations for over 850 AcuPoints, grouped into meridians. All standard Point Lists that appear on the Testing Screen were developed using the **Point Editor** software, including the • **BioRep™ Point List**.

<b>Review</b>	<p>A <b>Point List</b> is a grouping of AcuPoints used in a testing protocol. The <b>MSA</b> database comes standard with 3 lists:</p> <ul style="list-style-type: none"><li>• <b>BioRep™ Point List</b> – this 58-point list is used to create a <b>BioRep™ chart</b> and associated reports. We suggest this list be used for all base point testing.</li><li>• <b>Master Point List</b> – this list includes all 850 points stored in the <b>MSA</b> software database. It is cross-referenced any time branching mode is activated. See <b>AcuPoint Concepts</b> section under the topic <b>AcuPoint Branching</b>.</li><li>• <b>Seven Point Demo Point List</b> - this list provides a 7-point quick screening to expose clients to this new technology during implementation or in a demonstration environment.</li></ul>
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## Creating Custom Point Lists

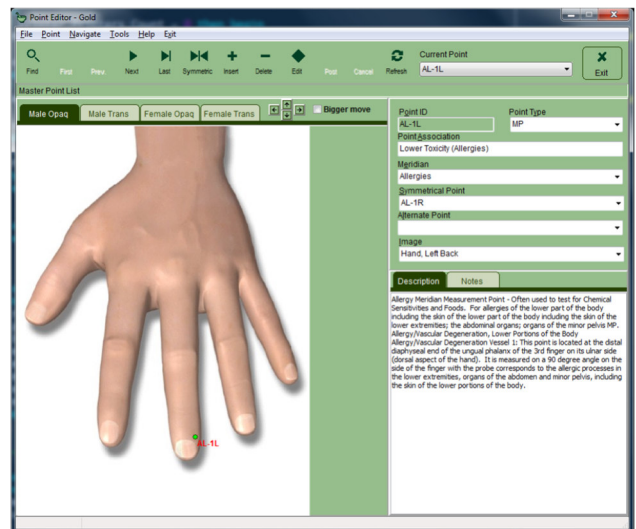
A custom point list can be built to narrow down the number of AcuPoints tested and make the testing process more efficient and timelier. Some practitioners create custom point lists that include specific AcuPoints for specific investigation of various conditions, for example, digestive issues. Any of the AcuPoints available in the **MSA** database can be used to create a shorter AcuPoint screening list that would allow direct investigation of specific areas or for specific specialties.

## Opening the Point Editor

Since the **Point Editor** program manages point information and feeds this data to the **MSA** software, close down main **MSA** so changes created will be properly loaded and be accessible.

<b>Warning</b>	<p>The main <b>MSA</b> program should be closed when editing or creating lists in the <b>Point Editor</b> software.</p>
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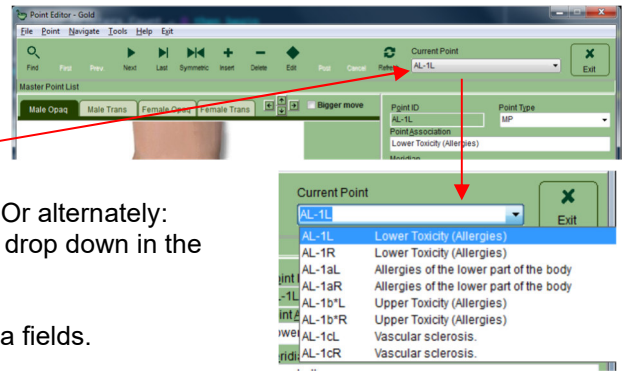
1. If it is open, close the **MSA** program.
2. Either from Windows click **Start Button → All Programs → MSA → Point Editor** or from the desktop folder called **MSA** and double click the **Client Profile** application.
3. The main **Point Editor** screen will appear.



## Navigating with the Lookup Box

The **Lookup Box** provides a drop-down menu of all of the points available in the Master Point List. To use this, perform these actions:

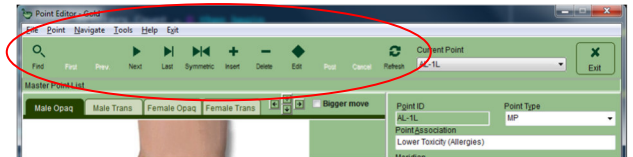
1. Click the **Lookup Box** to view the alphabetical list of programmed AcuPoints.
  - a. Scroll through the list and locate the desired AcuPoint. Or alternately:
    - b. Type the first letter of the AcuPoint meridian to drop down in the alphabetical list.
2. Locate the desired AcuPoint and click
3. All of the point specific data will populate the graph and data fields.















<b>Tip</b>	For a complete drill-down to the proper meridian, quickly type the first 2 letters of the AcuPoint name; for example, LU for the lung meridian points.
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## Navigating with the Toolbar

The navigation tool bar provides various buttons for navigation and editing control:



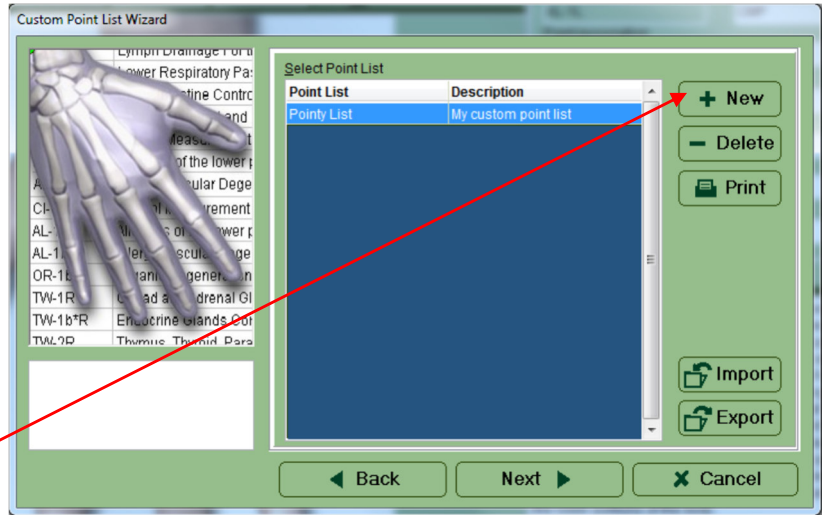
Feature	Button	Description
Find point		Search the Master Point List using keywords. A drop-down box is available to further limit the search to a specific category.
First Point		Displays the beginning—or very first point—on the list.
Previous Point		Moves back one point on the list.
Next Point		Moves forward one point on the list.
Last Point		Moves to the end—or very last point—on the list.
Symmetrical Point		Switches the screen to the corresponding AcuPoint on the opposite hand or foot.

Feature	Button	Description
Insert Point		Adds a new AcuPoint to the Master Point List.
Delete Point		Removes an AcuPoint from the Master Point List.
Edit Point		Modifies information on an existing AcuPoint.
Post Point		Saves added or modified AcuPoint information.
Cancel changes		Cancel the changes without saving.
Refresh data		Cancel any changes made without saving and data reverts back to the original data as held in the database.

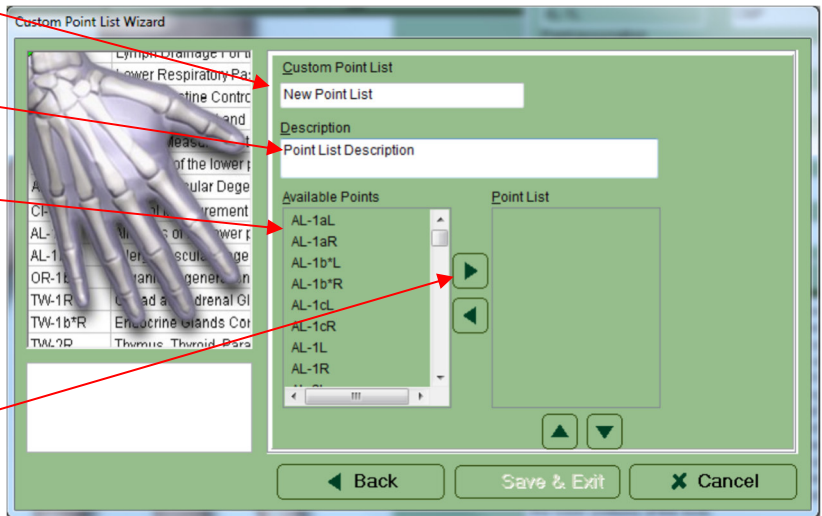
## Creating a new Custom Point List

New Custom Point lists are easy to create. With a bit of creativity and a few quick clicks, testing can proceed with a custom-built protocol. To do this, perform these actions:

1. From the Menu bar, select **Tools** → **Custom Point List**.
2. The **Custom Point List Wizard** window appears.
3. Click the **New** button.
4. The Custom Point List Wizard window will appear.



5. Type in the name of the new custom list in the **Custom Point List** field.
6. Type a brief explanation of this custom list in the **Description** field.
7. Locate the Point ID for the AcuPoint to add to the custom point list.
  - a. All of the AcuPoints in the Master Point list can be found in the Available Points list.
  - b. Use the scroll bar to locate the point and click onto the Point ID.




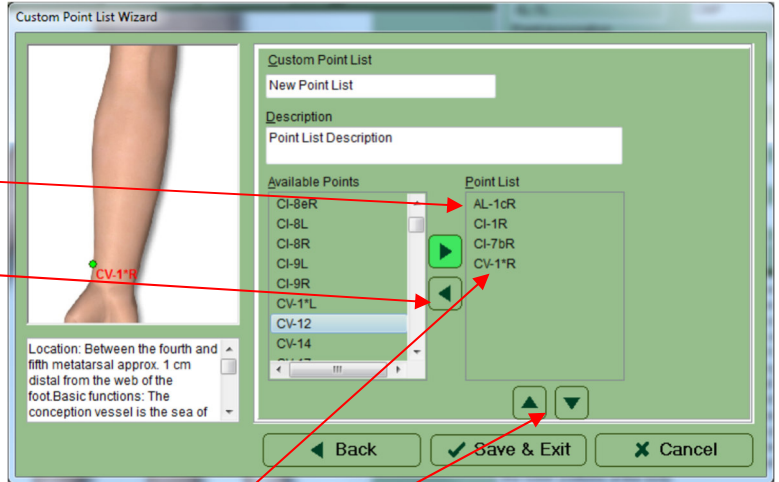
8. Click the **Right Arrow** button. The selected AcuPoint will move to the custom **Point List** column.

<b>Tip</b>	<p><b>Shortcut for locating a Point ID:</b> Click any Point ID in the Available Points column to activate the list, and then type the first letter two (2) letters of the meridian to isolate to it. The system will jump to the first AcuPoint on the list that begins with that letter. Now, use the scroll bar to further isolate to the exact point.</p>
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## Remove a point from a Point List



To remove a point from a point list, perform these actions:

1. Highlight the name of a point in the **Point List** column.
2. Click the **Left Arrow**  button.
3. The AcuPoint will be removed from the custom **Point List** and reappear in the **Available Points** column.



## Reorder items in a Point List

To reorder items in a point list, perform these actions:

1. Select highlight the name of a point in the **Point List** column.
2. Use the **Up Arrow** and **Down Arrow**   buttons located below the **Point List** column to move the highlighted AcuPoint into the proper testing position.

## Saving a Point List

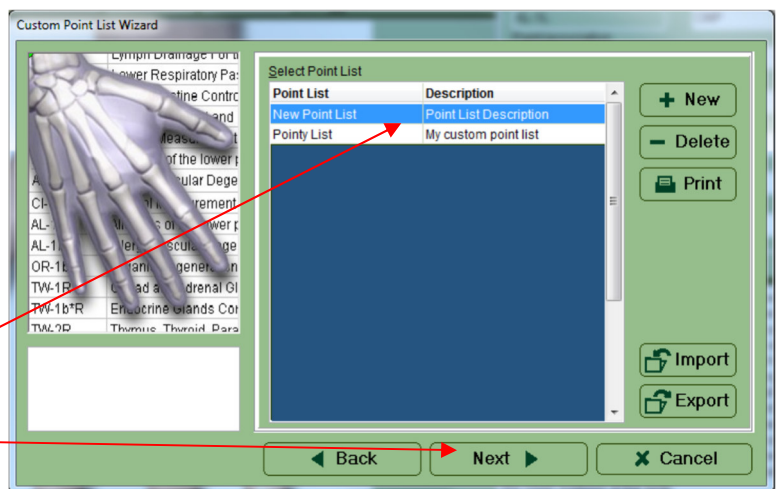
To save a point list, perform these actions:

1. To close and save the new Custom Point List, click the **Save & Exit**  icon button.
2. Or to abandon the work performed, click the **Cancel**  icon button.

## Further Editing to a Custom Point List

Existing Custom Point Lists may be further edited by adding or deleting AcuPoints or simply changing the order of the points to make the testing process more effective. To do this, perform these actions:

1. From the Menu bar, select **Tools** and **Custom Point List**. The **Custom Point List Wizard** will appear.
2. Highlight the name of the point list to modify and
  - a. Double-click the point list to modify or
  - b. Click **Next**.
3. Further edit actions can be:
  - Adding a new AcuPoint to the point list;
  - Deleting an AcuPoint from point list;
  - Rearranging the order of the points on the list.





## **Deleting a Custom Point List**

To delete a point list, perform these actions:


1. On the **Point Editor** the menu bar, click **Tools → Custom Point Lists**. The **Custom Point List Wizard** will appear.
2. Highlight the name of the point list to delete.

3. Press the **Delete**  button icon.

4. A confirmation dialog will appear.

5. Click the **Yes** button and the specified custom point list window will be deleted. Or press the **No** button to cancel the delete operation.

6. This process cannot be undone.

<b>Warning</b>		The action of deleting a Custom Point List <b>cannot</b> be undone.
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## **Export a Custom Point List**

A Custom Point List may be exported for later import to a different user's **MSA** system. To export a Custom Point List file, perform these actions:

1. On the **Point Editor** the menu bar, click **Tools → Custom Point Lists**. The **Custom Point List Wizard** will appear.
2. Highlight the name of the Custom Point List to export.

3. Press the **Export**  button icon.

4. A **Save As** dialog will appear. Select a directory and a file name for the export file. Custom Point List files have a CPL file extension. Save to a file transfer device like a USB Flash drive.

5. Press the **Save** button. The Custom Point List will be saved to the file.

## **Import a Custom Point List**

A Custom Point List may be imported in from a different **MSA** system. The Custom Point List file must have been previously exported with the technique above. To import a Custom Point List file, perform these actions:

1. On the **Point Editor** the menu bar, click **Tools → Custom Point Lists**. The **Custom Point List Wizard** will appear.

2. Press the **Import**  button icon.

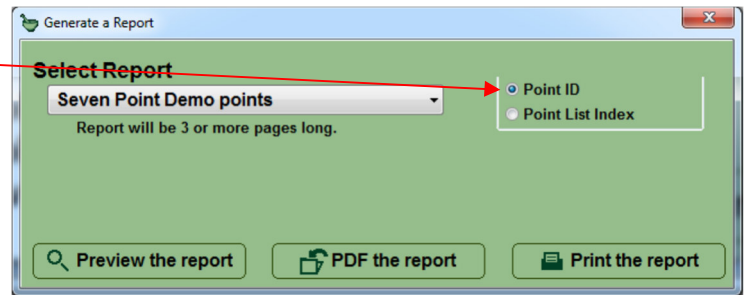
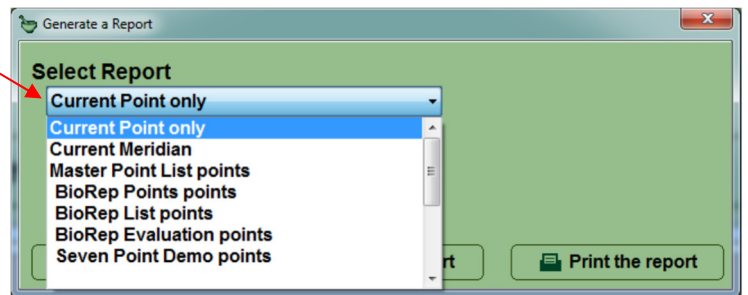
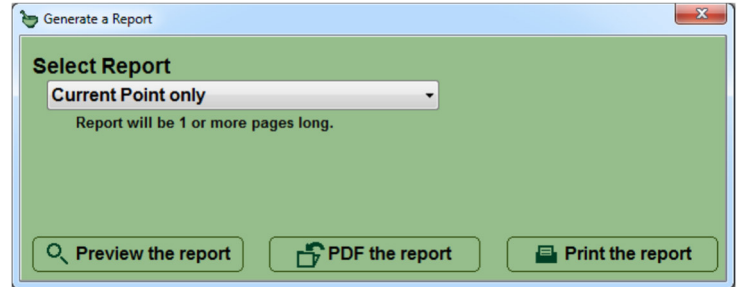
3. An **Open** dialog will appear. Select the directory and the file name for the import file. Custom Point List files have a CPL file extension. Use a file transfer device like a USB Flash drive to transport the Custom Point List file.

4. Press the **Open** button. The Custom Point List file will be imported into the **MSA** system.

## Point List Reports

Point Lists may be turned into a report that lists each point with details and the body image and point location. To make a report do the following:

1. Use the **Point Editor** the menu bar, click **Tools** → **Reports**. The **Generate a Report** screen will appear.
2. Select what to report on. The current point is the default but the current meridian or any of the point lists that are either system lists or user-made custom lists can be reported on.
3. If the report has more than one point, then a sorting order is required. Select either **Point ID**, which uses the alphabetic order of the Point IDs. Or use **Point List Index**, which is the testing



### Point list Seven Point Demo points

Point ID  
AL-1R  
Point Type  
MP  
Meridian  
Lymphatics

**Point Association**  
Lower Toxicity (Allergies)

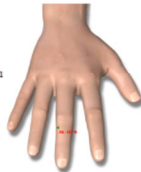
**Description**  
Allergy Meridian Measurement Point - Often used to test for Chemical Sensitivities and Foods. For allergies of the lower part of the body including the skin of the lower extremities; the abdominal organs; organs of the minor pelvis Allergy/Vascular Degeneration, Lower Portions of the Body Allergy/Vascular Degeneration Vessel 1: This point is located at the distal diaphyseal end of the ungual phalanx of the 3rd finger on its ulnar side (dorsal aspect of the hand). It is measured on a 90 degree angle on the side of the finger; with the probe corresponds to the allergic processes in the lower extremities, organs of the abdomen and minor pelvis, including the skin of the lower portions of the body.



Point ID  
AL-1b\*R  
Point Type  
CMP  
Meridian  
Allergies

**Point Association**  
Upper Toxicity (Allergies)

**Description**  
Allergy Control Measurement Point. This point is also called the Vascular Degeneration Point and is located at the proximal diaphyseal end of the middle phalanx of the 3rd finger on its ulnar side (dorsal aspect of the hand). It is measured on a 45 degree angle with the probe pointing proximally.



Point ID  
LI-1b\*R  
Point Type  
CMP  
Meridian  
Large Intestine

**Point Association**  
Large Intestine - Colon

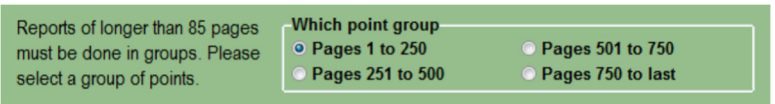
**Description**  
Large Intestine Control Measurement Point. This point is located at the proximal diaphyseal end of the middle phalanx of the 2nd finger on its radial side (dorsal aspect of the hand). It is measured on a 45 degree angle with the probe pointing proximally.



Page 1

order of the point list.

4. Reports longer than 85 pages will take a lot of time to generate and request which page section to report.



5. Press either **Preview the report** or **PDF the report** or **Print the report**.

**Note** Further details on how you should organize your PDF client file system are beyond the scope of this document.

**Note** Further details on the use of the **Acrobat Reader** are beyond the scope of this document.

# Advanced Point Editor features

The **MSA** software contains more than 850 points already and offers both Voll and traditional Chinese selections.

Occasionally an experienced practitioner may have the need to modify or add to the points that the system uses.

These advanced features and instructions are given for informational reasons to those who may need them.

## Adding a Point to the Master Point List

Occasionally an additional point is desired. To add new points, do the following:



1. Click the **Insert** button icon or use the menu and select **Point** then **Insert**.

2. A blank point entry screen will appear. Enter the appropriate information in each blank field as described on the right.

\* **Mandatory fields** – Items in **BOLD** must be properly completed, or an error message will appear prompting to enter the necessary fields before proceeding to the next step.

Field Name	Description for Entry
* <b>Point ID</b>	Provide and abbreviated point name. The first two (2) characters represent the meridian, the middle characters indicate the point location on the meridian and the R or L indicate right or left side of the body (LU-10R).
* <b>Point Type</b>	We recommend using CMP for Voll Control Measurement Points. Otherwise, all other entries should be coded as Measurement Point (MP). Other specific abbreviations are included in the drop-down box.
* <b>Point Association</b>	Enter organs, systems or functional processes that assume a relationship or association to this AcuPoint.
Meridian	Indicate the meridian, or functional system, in which an AcuPoint resides.
Symmetrical Point	Enter the identical point on the opposite side of the body, if it is a bilateral testing point.
Alternate Point	List an alternative point for testing if new AcuPoint is unavailable.
Image	Select the area of the body for the new AcuPoint or select Blank for no graphical display ( <i>see additional instructions below</i> ).
Description	List the exact point name ( <i>i.e.: Allergies of the lower part of the body</i> ) followed by a complete description of how to locate the point, etc.
Notes	Enter any customized notes, protocols, questions, etc., to be saved with this AcuPoint listing.



<b>Note</b>		The activity of adding additional points to the existing Master Point List attracts a very limited audience.
		<b>Most users will never need to perform this action.</b>


<b>Warning</b>	<p><b>It is unlikely that these Advanced Point Editor features will ever be needed.</b> It is generally recommended that the AcuPoints details not be changed.</p>
	<p><b>Only an experienced practitioner with knowledge of AcuPoints and meridians should perform these actions.</b></p>

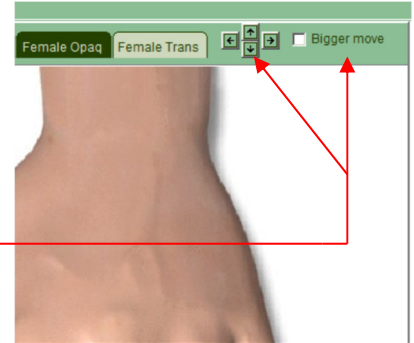
<b>Tip</b>	<p>If the <b>Adobe Acrobat Reader</b> does not start, then it is recommended that the user install <b>Adobe Acrobat Reader</b>.</p>
	<p>Here is a link to get it: <a href="https://get.adobe.com/reader">https://get.adobe.com/reader</a></p>

**Placing or moving the AcuPoint on the Image**

To placing or moving the AcuPoint on the image, perform these actions:

1. Once an image or graphical location on the body is selected, a matching image will appear.
2. The new AcuPoint will be shown next to a green flashing dot (usually in the most upper left-hand corner of the image).
3. To place the AcuPoint location dot on the illustration in the appropriate location, hold the **Ctrl** key and point the mouse to the new location of the point on the image, then mouse click.
4. To fine-tune the AcuPoint location, click the directional arrow buttons and make small changes. If the **Bigger move** check box is checked then movement will be greater.
5. Save the new AcuPoint location by clicking the **Post**  button icon.
6. To cancel without saving, click the **Cancel**  button icon.


<b>Note</b>		The activity of moving an AcuPoint should not be required.
		<b>Most users will never need to perform this action.</b>




<b>Note</b>	Changes made to a point location in the Opaque or Transparent view will automatically be reflected in the opposite view.
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**Deleting a Point from the Master Point List**

To delete a point from the Master Point List, perform these actions:

1. **Select** the AcuPoint to delete.
2. Click the **Delete**  button icon.
4. A Confirmation dialog will appear asking, “Are sure you want to delete the point?”
5. **Click on Yes to delete the AcuPoint permanently.**

<b>Warning</b>		<b>The action of deleting an AcuPoint cannot be undone.</b>
		It is suggested that this action not be performed without solid reasoning. It is best to leave all Master Point List AcuPoints in their original format.

<b>Note</b>	If an AcuPoint is in use by a visit reading or by a hold or is contained in any custom Point List, then it will give an error message when attempting a deletion. It cannot be deleted until all legacy conditions are cleared first.
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## Accessing the Body Images

**Warning**

It is highly recommended **NOT** to change the default images. These image manipulation features are available only for those with a strong need to edit or change the default images provided.

These instructions are given for informational reasons to those who may need them. **For most purposes changes to the default images is both not required and not desired.**

**Warning**

It is highly desirable to have the database backed up before doing any image changes in case it is needed to return to a pre-edit state. (See **Manually Backing Up MSA System Data** above.)

**Note**

Changing the default images should only be attempted by Users who are both: very comfortable with the **Point Editor** and very comfortable with imaging or photo editing software.

The **Point Editor** application provides a means to implement different images other than the cartoon style images provided with the software. This is available from the **Point Editor** menu as **Tools** then **Images**.

The Edit Images screen appears.

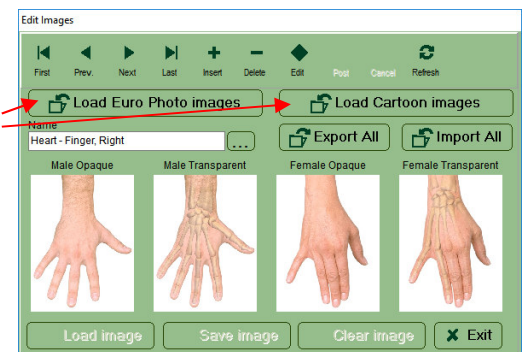
### Changing to Euro or Cartoon Images

To change the type of images displayed in the software, click either the **Load Euro Photo images** or the **Load Cartoon images** buttons at the top of the Edit Images window.

**Warning**



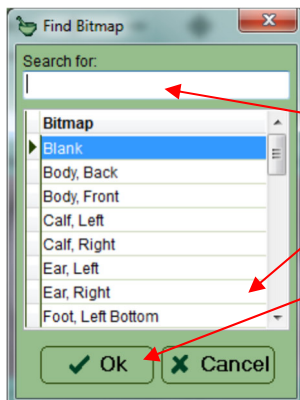
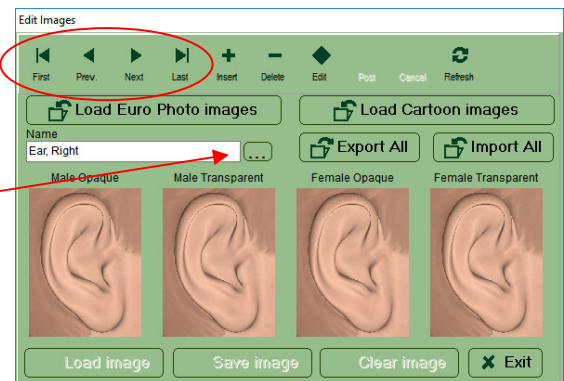
*The Euro Photo Images contains photographic elements that are not suitable for some audiences. Viewer discretion is advised.*




### Selecting a specific Image

To select one single image set, first find the image desired for editing. Do the following:

1. Either use the image navigator toolbar to select an image set of four images or



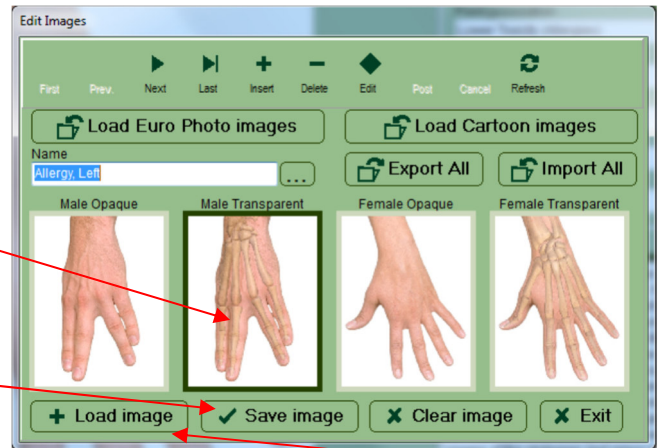
2. Use the image set browser  button to select an image set of four images.
  - a. Either use the **Search for** field to type and find the image set or
  - b. Scroll search and click select the image set.
  - c. Then click the **Ok** button.






## Changing or Editing Images



To edit an image, do the following:

1. With the desired image set found, the **Edit Images** screen will display the images like this.
2. Click on the image to be changed. It will get a dark outline when clicked.
3. If the present image is close to being correct but just needs some minor image editing, then use the **Save image** button to save the image to a file for editing.
  - a. The **Save Picture As** dialog will appear.
  - b. Name the desired image and press **Save**.



4. Use photo or image editing software to edit the image (this software is **not** provided by IHT). It is best to maintain the image width and height of 450 by 500 pixels as used by most images in the **MSA** system. Although the BMP format can be used, the JPG format (at a 95% quality) is preferable for compression reasons.
5. After editing and saving, use the **Load image** button to bring in the edited image into the MSA database.
  - a. The **Load Picture** dialog will appear.
  - b. Find and select the desired image and press **Open**.
6. On a mistake was made press the **Cancel**  button to abort the process or press the **Refresh**  button to restart the process.
7. On completing the process for this record, press the **Post**  button to save the record to the database.
8. Upon completion of editing a record, any AcuPoints that used that image set may need locational adjustment. See the **Placing or Moving the AcuPoint on the Image** section above.

## Export and Import of all Images

To edit all image sets in one shot, use the **Export All** and **Import All**   buttons as follows:

1. The **Export All** button will mass save the images for editing with photo editing software.
2. Retain all image file naming conventions while performing the image editing.
3. The **Import All** button will mass retrieve all the images after editing.
4. And again, all points may need locational adjustment. See the **Placing or Moving the AcuPoint on the Image** section above

# Item Info Editor

The **Item Info Editor** allows editing of the source database for the **BioRep™** product details. There are secured and customizable fields in this database. The user has the ability to edit fields pertaining to wholesale and retail price, standard terms and instructions for a product, daily dosing, and associated items.

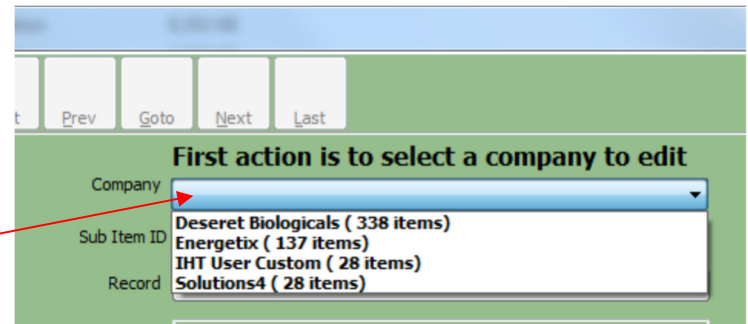
<b>Warning</b>	<p>The changes made using the Item Info Editor take precedent over the data self-contained within the BioRep™ module.</p> <p>To restore the data to its original form from the software download, see <b>Restore protocol data to manufacturer defaults</b> in the section called <b>BioRep™ Software</b> to clear the <b>Item Info Editor</b> changes.</p>
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<b>Note</b>	<p>Before starting this process please have a current company product information or pricing sheet available.</p>
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<b>Note</b>	<p>The <b>MSA</b> software must be closed when making edits to the <b>Item Info Editor</b>.</p> <p>This will allow changes to be saved before <b>MSA</b> software accesses the data.</p>
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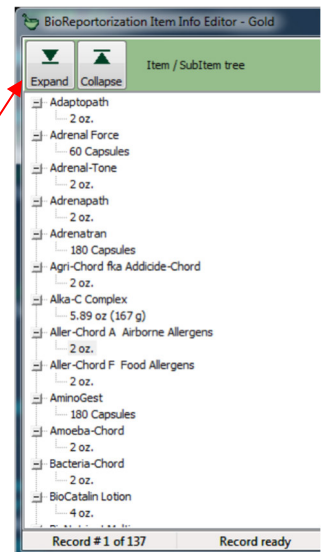
## Selecting a company for product editing

1. To run the **Item Info Editor** click **Start Button → All Programs → MSA → Item Info Editor** or from the desktop folder called **MSA** and double click the **Item Info Editor** application.
2. Click the Company drop down to select a **BioRep™** supplement company.



<b>Note</b>	<p>The company selected will be used for the remainder of the edit session. To change the company, the <b>Item Info Editor</b> must be closed and then restarted.</p>
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3. The companies Item/Sub-item tree will populate the left side Item/Sub-Item Tree.

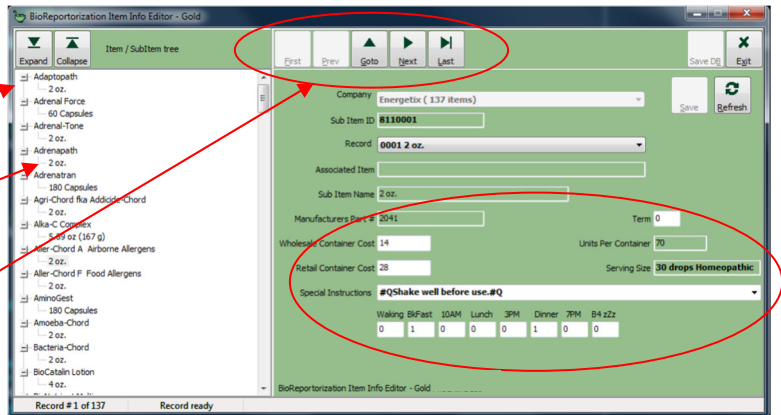


4. The **Expand** and **Collapse** button icons will expand and collapse the Item/Sub-Item Tree.

<b>Note</b>	<p>The <b>Items</b> are the main item name. They cannot be edited. IE. <span style="color: blue;">Evening Primrose oil</span></p> <p>The <b>Sub items</b> are the container details and these details can be edited. IE. <span style="color: blue;">200 softgels</span></p>
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## Selecting a product



1. Click and select a product from the Item/Sub-Item Tree.
  - a. Open a category by clicking the + sign next to a product name (called an Item).
  - b. Highlight the appropriate bottle size, weight, count, flavor, or color, (called a Sub item).
2. The Item/Sub-Item Tree can also be navigated via the tool bar navigation buttons.




## Editing a product

1. Once the desired product sub item is selected, click onto the white fields to edit and make changes.


**Note** Only the white fields for cost, term, instructions and timetable can be edited.

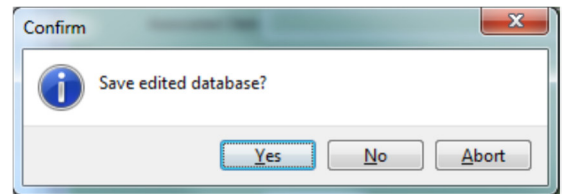
2. Press the **Save**  button icon to record the changes for this item.
3. Press the **Refresh**  button icon to undo the latest item changes.
4. Repeat steps 1 to 3 for each item that needs changing.

## Saving the database and exiting

1. Click the **Save DB**  button icon to save changes to the entire database. The revisions will now be saved to the main database.

**Note** If there were major mistakes made while editing the items and the final changes are not desired, then do not press the **Save DB** button. Instead simply **Exit** the Item Info Editor without doing the **Save DB** and the database will be unaffected by any of the current changes.

2. Press the **Exit**  button icon to exit the **Item Info Editor** program. If there are unsaved changes then the following confirm dialog appears. **Yes**, will save and exit. **No** will exit without saving and **Abort** will neither save or exit.



3. If multiple **BioRep™** partner company data sets need to be edited, then the **Item Info Editor** program must be closed and reopened between each partner company data set edit. Data from multiple **BioRep™** partner company data sets cannot all be edited in one program run.

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# Implementation Success

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## Steps to Develop Accurate and Effective Techniques

The following pages will outline key action areas to successfully position this new service in your clinic or office. These techniques have been reported to be the most simple, effective and practical methods by our most successful practitioners.

### Attend Basic Proficiency Training

The #1 success builder is attendance in the MSA Level 1 Training program. It is critical that every practitioner or technician receive valuable lecture and group demonstration on the research, software navigation, BioRep™ reporting, selection criteria, care and maintenance, advanced features overview and most important, hands-on testing supervision.

While IHT requires that the new User attend MSA Level 1 Training within 90 days of purchase of the BioScan™ System, it is highly recommended that new Users attend the MSA Level 1 Training within 2-8 weeks of their receipt of their IHT system.

Technical and practitioner phone support assumes that all practitioners attend the MSA Level 1 Training.

If skill building is a concern, then it is worthwhile to repeat the MSA Level 1 Training one time within the first year of owning the BioScan™ System.

We realize that immediate travel may not be possible in every situation; however, practitioners that attend training within a few weeks of purchasing the IHT system have increased comfort, skills and implementation abilities.

### Market in the Office Waiting Room

There are several highly effective, yet relatively inexpensive marketing tools for the client waiting room as well as testing area.

- Display the **MSA Brochures** prominently at the front desk or business office area. These brochures should be stamped or labeled on the back panel with name and contact information.
- Hang a **Point Hand and Foot Poster** in the waiting room in a glass frame. Use dry erase markers to circle specific points listed on the poster and write thought-provoking questions or statements. Erase and re-write statements often to maintain interest and keep clients looking for the next fact. For example, circle the lower extremity allergy point, large and small intestine and liver and write, "Are you feeling a little sluggish after the Holidays? Schedule a testing scan today. We can help!"
- Order a custom color **Stand-up Banner** and place near the door, sign-in area, exam room or scheduling desk. Be sure staff members responsible for check out are well-versed in the testing process and ready to make appointments.
- Create and display a **3-ring Testimonial Binder** containing written testimonials and sample 'Before & After' reports. Be sure to eliminate or black out any specific client information. MSA software provides a BioRep™ chart comparison, or demonstration BioRep™ charts can be easily copied and pasted into Microsoft Word to then add notes or comments.

### **Thoughtfully layout the Client Testing Area**

- Display the **Point hand and foot poster** in the testing area. This is used as a teaching aide and reference during the testing process.
- Display the **Functional Health Poster** in the testing area to help explain the premise of the individual readings and how optimal health is achieved.
- Create a **'Wall of Fame'** display for the before and after scans of at least 4-6 clients. Place all of the 'Before' scans in one column and the 'After's' in another column. A black or white foam core board from a local office supply store would be excellent to display these examples. To really personalize this display, provide a quick one-line history for each scan client, like "43 yr. old female, fibromyalgia, migraines". Be sure that all names are removed to protect privacy.

### **Reports for your Clients**

- **Use Custom Headers or Footers in reports:** Many clients tell their family and friends about their experiences with the BioScan™ technology. They desire to show the printed results. So, your corporate image at the head of reports is also a good marketing tool. Generate and use a custom header or footer by using the [Build your own Header or Footer wizard](#) on the **Settings screen Clinic tab page**. See the **MSA Controlling Settings** section for details on creating a custom header or footer.
- Always print a **BioRep™ Chart** for the client in color and with all of the selections listed. This is the best form of advertising. Most clients are so excited they are likely to share this with at least one friend or family member.
- Consider attaching a **"Certificate of Health"** coupon to be passed along to a friend that may benefit from this service. Typically, this certificate would provide for a monetary discount for complimentary initial appointment.
- Offer to print an additional **Clinic Report or BioRep™ Chart** for the client to share with their primary care provider at their next visit.

### **Communicate the new service with Existing Clients**

A primary marketing effort should be targeted at the current, established client base. It is much easier to offer new services to clients who already know and trust you, than to reach new people who are unaware of the office. All of the following options should feature the *New IHT BioScan™ System*.

- **Send a Personalized Letter:** Send a personalized letter to every client in the data base to let them know about this unique testing service and how it might substantially improve their health. Make it short, but interesting. Include bullet point lists of what they might expect. The new **Client Brochure** is also a nice addition to this mailer and provides testing details in a colorful, graphical display.
- **Send an Email Announcement:** Email announcements are a very fast, low-cost way to reach the active client base with important information. A structured e-mailing, for example, once per month, would set a standard for the clients. It might contain changes in operating hours, new staff members, additional services or products, seasonal offerings, important health-related facts, etc. To add a colorful flare, attach a picture of you or a technician scanning a client or a sample BioRep™ chart.
- **Produce a Newsletter (or e-newsletter):** Monthly or quarterly newsletters are a great way to disseminate important information and remind clients of the scope of services. Newsletters typically range from 1-4 pages and can be in print or electronic format. More complex layouts, like the 4-page option, can be easily printed at most office supply outlets like OfficeMax or Staples, in color or black and white. For



electronic versions, Microsoft Word documents can be easily converted to a .pdf file for easy email viewing. Search the internet for “online newsletters” to locate more professional and structured options. When choosing this option, be consistent. Write and mail (or email) newsletters on time in planned frequencies.

- **Update your own Website:** Make sure your professional website has been updated to include information about these new services. You will provide a double reference for clients by suggesting they check out the new area of your website in your print and email materials.
- **Offer a “Certificate of Health” or “Health Pass” as an incentive:** Many practitioners feel comfortable offering a limited time incentive to clients to experience this new service. This is often very effective at stimulating initial interest and may be combined with any print or electronic communication listed above. Be sure to mark an expiration date on the certificate to elicit a sense of urgency and to encourage timely booking of the appointment.
- **Follow-through – critical:** Everyone is busy, and we all have good intentions to make that call or read that letter. Have the receptionist or a telephone service call all targeted clients to verify they received the information and see if they’d like to schedule an appointment. If using the Certificate mentioned above, remind the clients this is a limited time offer. Follow-up calls can greatly increase the success or closing ratio of the initial introduction.

### **Demonstrate the IHT BioScan™ System**

The BioScan™ System is easily transported in a large computer roller bag and this feature will come in handy when exhibiting services in the community. This is a way to further brand an image and unique service offerings. These appearances may sometimes result in unsolicited attention from the newspaper or radio as a public interest or public relations story.

The following groups may have venues to demonstrate the strengths of the IHT BioScan™ System:

- |  |   |
|--|---|
| a. Community or recreational centers                               | h. Corporate engagements to support employee health                                 |
| b. Senior centers or senior housing developments                   | i. Retreat centers ( <i>i.e.: women’s, yoga, healthy living, meditation, etc.</i> ) |
| c. Social or fraternal clubs ( <i>i.e.: Lions, Women’s Clubs</i> ) | j. Highly attended adult athletic events or big races                               |
| d. Business or networking groups                                   | k. Referring practitioner’s office  |
| e. Church groups   | l. In the office, scheduled health care talks                                       |
| f. Local health fairs or alternative medicine expos                | m. In the office, Quick Demo for all clients  |
| g. High traffic mall or health food store locations                |   |

A group demonstration is best performed with a single volunteer from the audience. If possible, try to obtain an overhead projector and display the test process and BioRep™ images onto a screen or wall. This always creates a lot of excitement and an interesting group dynamic. Explain the step-by-step testing process and BioRep™ chart so every observer can hear and understand. Be sure to have the volunteer sign a release for testing and to have you show the data to others. Sample release documents can be found on the BioScan™ Gathering customer only section of the IHT website.

At the conclusion of the demo, take the opportunity to field questions. Be sure to repeat questions before answering so everyone might benefit from the information. It is important to close every demonstration with a request for action. Offer additional literature and discount offers, but most of all be ready to schedule appointments on the spot for those who express interest.

## 7-Point Quick Demo

Without question, the 7-Point Quick Demonstration, performed on every established or new client, is the fastest and most powerful technique to stimulate large numbers of assessments. These assessments further accelerate the clinic's nutritional sales while populating the schedule with follow-up appointments.

The following process is quite simple.


- a) **Introduce the Quick Test:** As clients enter the office, the assistant explains the need to obtain some bio-electrical impedance measurements using the new medical device prior to their appointment. These 7 measurements are taken on the right hand and will give a quick snapshot into 6 primary systems in the body. The assistant further explains there is no extra charge for this Quick Test and that it is safe, painless and non-intrusive. In small offices, this Quick Test is performed solely by the practitioner.
- b) **Conduct the Quick Test:** Click onto the new Demo List under Point Lists then begin AcuPoint testing. While conducting the 7-point Quick Demo, explain the basic assessment procedure, as well as the specific body systems being evaluated. He/she also directs the client's attention to the **58-AcuPoint Hand and Foot Poster**, as well as sample 'Before and After' charts of several clients whose bio-electrical impedance readings and overall scores have greatly improved as a result of a complete assessment and subsequent nutritional program. At that time, many clients often inquire about scheduling the full assessment so they too might see the same results.
- c) **Print the Quick Test Results:** Print the Quick Test report by clicking the Reports Icon on the top toolbar next to the navigation buttons. Then, the Select Desired Reports box will be displayed. Check "Point-Readings-Base" and click the point order preference, Testing Alpha or Max order. Also indicate ascending or descending order. Preview the report with the client or just go directly to print.
- d) **Review the Quick Test Results:** The client is then directed to the practitioner who reviews the test results, comments on the preliminary findings and often times, suggests that the client schedule a full body scan. He/she elaborates on the numerous benefits of a full scan and customized nutrition protocols, as well as the positive results experienced by numerous other clients.

## Conducting the 7 Point Demo Test

By selecting the **Seven Point Demo Point List** from the range of Point Lists available, the **MSA** software will isolate the required points to the Demonstration 7 AcuPoint List.

Then perform classic AcuPoint testing on the shortened list. Although many established clients already possess contact information, it's a worthwhile exercise to print each established or potential client the Base Point Reading report for the 7-Point Quick Demo. Additionally, each person should be exposed to an example of a full **BioRep™** report or receive a brochure, which explains the testing process.

## Printing the Demo Report

1. Click the **Reports**  button on the toolbar. The **Reports** window will appear.
2. Click the box preceding the report name **Point – Readings – Base**. A **checkmark** will appear in the box.
3. Click the **Preview** button to display the report(s) on the computer screen or **Print** to provide the client with a 1-page listing of the 7-Point Quick Test with contact information listed in the header.

