Operator’s Manual
For IHT Systems Using
SRT 116 Software

Date: August 2023

Disclaimer and Limitation of Liability

International Health Technologies Inc. makes no representations, guarantees or warranties with respect to the contents or use of this manual and/or IHT Devices, and specifically disclaims any express or implied warranties or guarantees regarding benefits. International Health Technologies reserves the right to make changes to any and all parts of this manual and/or systems without notice. International Health Technologies Devices do <u>not</u> diagnose or treat. They are to be used solely as galvanic skin response (GSR) devices.

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Initial User Introduction

General Introduction

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

The software included allows the maintenance of a complete record of all tests performed.

In the USA, International Health Technologies is registered with the FDA. The VantagePro and Bioscan devices, as well as several other legacy devices such as the MSA Professional and Vantage are listed under a 510K. In Europe, these devices comply with all current EU and CE regulations. For compliance information in other countries, please contact a local distributor or the International Health Technologies USA Compliance Department.

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.

Prescription Use Only
Federal law restricts this device to sale by or on the order of a licensed healthcare practitioner only.

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

Naming conventions used in this manual
- IHT System: used when referring to the complete hardware and software package.
- SRT Software: used when referring to the software only and does not relate to hardware. It is general to our complete suite of PC applications.
- IHT Device: used when referring to any of our supported hardware devices and does not relate to software. It is general to the device and any attachments connected.
- BioScan Device or VantagePro Device: the names of the specific hardware devices supported.
- MSA Professional Device: a historic device that is not built by International Health Technologies but is supported as a courtesy for owners of this legacy device.
- BioConnect and Ring Electrodes: the hardware devices that are connected to the BioScan Device or VantagePro Device: used to obtain Galvanic Skin Response measurements.
- User: the operator of the IHT Software and Device. This may be a practitioner or a technician depending on the scope of the practice.

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 should 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 assumes 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, private computer training companies, etc.

Unpacking the Device
A packing slip containing a checklist is included in the product box. It lists everything that should be included with the device. Please review the checklist 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.

Shipping the Device
It is recommended that the box, packing material and all foam inserts be 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 consult a professional packaging company for assistance prior to shipment.

Warnings

1. READ INSTRUCTIONS
All the safety and operating instructions should be read before the product 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.

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, swimming pool, or such like.

7. TESTING AREA
Do not place the IHT Device, components or accessories on an unstable cart, stand, table or such like.

8. OBJECT AND LIQUID ENTRY
Never push objects of any kind through the various openings into the IHT Device, the components or any accessories through their vents or other openings. The 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, components or accessories. Never dip the stylus tips into a wetted sponge or into any source of moisture. Always softly moisten the AcuPoint with fingers.

9. 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.

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

11. REPLACEMENT PARTS
When replacement parts are required, call IHT Customer Service. Unauthorized substations 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.

12. DAMAGE REQUIRING SERVICE
Call IHT Customer Service for assistance in determining what units may require service. The unit(s) requiring service will receive an RMA number (Return 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, components 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 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.**

13. CARE OF ACCESSORY CORDS

Wrap cords like this: **Do not like this:**

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.
- Or any similar harsh action.

14. 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 attention to the correct routing of cords at plugs, convenience receptacles, and the point where they exit from the power supply or unit.

15. 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.

16. BATTERY

- 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.
- VantagePro™: 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.

17. 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.

18. 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, 10 and 11 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 BioScanGathering section of the ihtbio.com website with proper customer access credentials.

User Manual

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

Customer Care for North America

IHT requires that all customers are under an IHT Subscription Agreement which entitles the customer to the following benefits: 1) Trained technical 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.); 2) access to the customer only BioScanGathering section of the ihtbio.com website. This is a private 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; 3) Q and A sessions for four hours a week with IHT professionals; 4) access to periodic software and Virtual Library updates; 5) Warranty of the BioScan Device (See your Agreement for details on the coverage and limitations of the Warranty).

Contact IHT Technical Support with any questions about Customer Care:

> Call USA: (801) 889-2224 or toll-free: 888-224-2337
> **Web Site** http://www.ihtbio.com

Our offices will be closed on the following U.S. holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

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

Customer Service for International Customers

IHT sells its products outside U.S. and Canada through distributors. These distributors are responsible for providing training, technical support, and service to their customers.

If the BioScan device needs repair or technical support is needed, please first contact the distributor from whom the IHT System was purchased.

To receive support directly from IHT, purchase an annual support agreement from IHT. Otherwise pay for each service individually with a credit card.

Contact IHT Technical Support with any questions about Customer Care:

Dial the USA country code then 801-889-2224 or Europe: +33 9 75 18 04 79 during USA Mountain Time (MT) business hours.

Cleaning details

Always maintain sanitary and quality conditions for all IHT devices.

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 contact. Each practitioner/ practice therefore bears sole responsibility for ensuring that any such 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 would be to disinfect between patients.

Cleaning of hardware

Turn the SRT Software OFF and the IHT Device OFF and unplug the components before cleaning. Do not use liquid or aerosol cleaners. Never use any tools to remove or tighten the hood or tip before or after cleaning. Use only fingers to loosen or tighten the tip 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.

CLEANING TOPIC	MSA PROFESSIONAL or VANTAGE™, COMPONENTS & ACCESSORIES
General Cleaning of Exterior Case	Clean the exterior of the IHT Device using a damp, but not dripping wet cloth. Chemical cleaning products are not recommended.
Power Supply	Clean the exterior of the Power Supply using a damp, but not dripping wet cloth.
Battery	Do Not Clean. Recycle battery properly and replace. *(See the Quick Start section.)*
BioConnect and cables	Clean the exterior of the unit and cables using a damp, but not dripping wet cloth.
Ring Electrodes	Dispose of after use. Do not reuse.
Test Vial Accessory (if equipped)	Clean the exterior of the Test Vial Accessory using a standard scouring pad. Good results have been noted with the green, Scotch Brite™ or 3M™ brand. Unscrew the Test Vial Accessory from the Brass Handmass and proceed. Wipe clean with a damp, but not dripping cloth.

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 SRT 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 SRT 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.

General

If any provision of this Agreement is found to be unlawful, void, or unenforceable then that provision shall be severed from this agreement and will not affect the validity and enforceability of any of the remaining provisions. The laws of the State of Utah shall govern this Agreement.

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.

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 patients or clients, such as name, gender, date of birth, or other personal data. IHT devices and applications do not transmit any measurement or reading data.

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.

Manufacturer Contact

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:
ihtsoftwaresupport@ihtbio.com

Website:
https://www.ihtbio.com

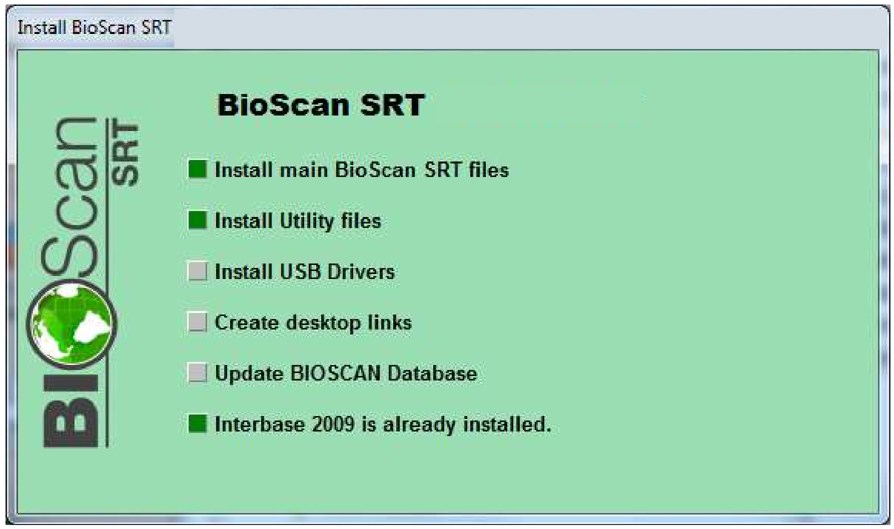
Office hours are: 8:00am - 5:00pm Mountain, Monday-Friday

IHT offices are closed on the following U.S. holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

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

Installing and Authorizing

Installing SRT Software



Before use, the **SRT Software** must be installed. International Health Technologies should have provided a program called **Install SRT** 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 **SRT Installer** is intelligent and it will auto detect if this is a:

- A new **SRT** Install.
- An upgrade from **NANO** to **SRT.**
- An upgrade from **BIOSCAN** to **SRT.**

The upgrade processes will also perform some database conversion work to convert older **NANO** and **BIOSCAN** databases to **SRT** database format.

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

Interbase 2009 install

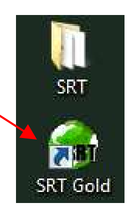
The **SRT Installer** will also determine if the database engine **Interbase 2009** is required and then the Installer will install **Interbase 2009** too.

If an **Interbase 2009** install is required, then the computer will reboot itself at the conclusion of the **Interbase 2009** install.

An initial use of SRT software is required to complete the Install

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

Perform a double mouse click on the **SRT** Software icon to run the **SRT** software for the first time.



The **SRT** software will detect 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 SRT Installs will require Authorization

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

On the next run the **SRT Software** will detect that it has not been authorized for use yet and will display an error message. Just press the **OK** button and **SRT** will try and run the **Authorize** program.

Authorization for SRT use

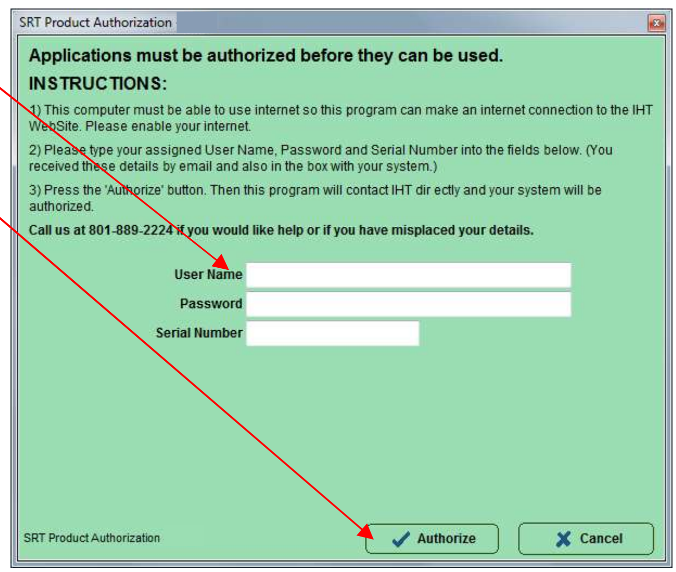
The **Authorize** program starts with a **Terms and conditions of Use** screen, which covers all the legal detail regarding the use of **SRT software.** Accept the **Terms and conditions of Use to advance** to the next screen.

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 next screen has fields for **User Name, Password** and equipment **Serial Number.** These are the details found on the **VERY IMPORTANT** letter.



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 **IHT** internet control computer.

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

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

Re-Authorization later on

If there are authorization issues later with your **SRT** software, then the **Authorize** program is available on the Windows Desktop by performing a double mouse click on the **SRT** Software folder icon and then double clicking the **Authorize** icon.

As an alternate method, start the **Authorize** application by clicking onto the **Windows Start Button → All Programs → BIOSCAN → Authorize.**

SRT Silver vs SRT Gold features

SRT software has several levels of features, **SRT Silver, SRT Gold, SRT Platinum** and **SRT Fit**. The **SRT software** obtains your software level designation during the Authorization process.

Note	Users should start with **SRT Silver**. Once mastered then they can move up to **SRT Gold**.

The simpler **SRT Silver** has all the basic features needed to get started with **Galvanic Skin Response Testing**. The intention with **SRT Silver** is to allow a new user to get started quickly without being overwhelmed with too many complicated features.

SRT Gold has the general screen look and feel of **SRT Silver** but it adds many advanced features. However, **SRT Gold** is a poor choose for a new user to jump into without having first mastered the use of **SRT Silver**.

SRT Silver and **SRT Gold** have generally the same screens, but **SRT Gold** screens have more buttons, options and menus making **SRT Gold** more complicated to master.

This manual will instruct on a mix of **SRT Gold** and **SRT Silver** screens but is intended to instruct just **SRT Silver** features. If a feature is discussed that is only in **SRT Gold,** then that will be mentioned with a bold heading **SRT Gold only feature**.

SRT Platinum and **SRT Fit** have features that are not listed in this manual.

Starting SRT Testing

Using SRT Software

Establish an SRT Protocol

Before using SRT software, the user must establish or obtain an **SRT Protocol**. An **SRT Protocol** is the routine used on each client regarding 1) what item libraries are tested during a scan test at each visit, 2) which dilutions are used and when at each visit, 3) what side processes are used during the SRT processing action. ***This manual does not cover establishing an SRT Protocol.*** *Please see* ***Dr Jack Epter's Guide to Protocol Testing*** *for a sample Protocol.*

Note	*All screen data used and displayed in this manual is fictitious. The people listed are not real people. Readings displayed in this manual are not from any actual visit. This is all from a fictitious sample clinic.*

Opening the main SRT Software

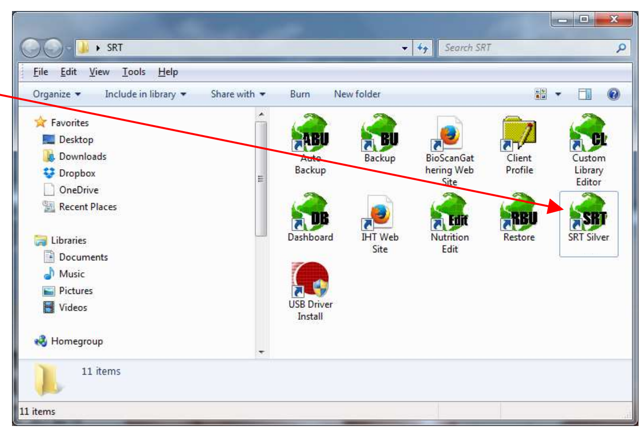
Before opening the software, the IHT device hardware must be turned on *(see instructions in separate the* ***Quick Start Guide*** *for powering the device on)*. The IHT device unit must be connected to a laptop or desktop computer and the computer must be powered on (refer to the computer manufacturer's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

1. At the Windows Desktop (the main Windows screen), perform a double mouse click on the **SRT** Software folder icon. This opens the software link folder.

2. Then select and double click the **SRT** to run the SRT software.

3. As an alternate method, start the main **SRT** application by clicking onto the **Windows Start Button → All Programs → BIOSCAN → SRT.**

4. The splash screen appears and several "behind-the-scenes" databases will load. It may take a few minutes to complete depending on the speed of the computer.

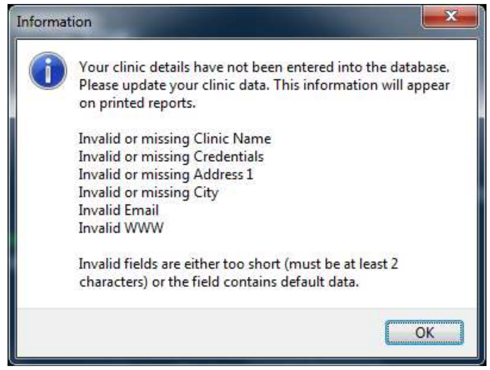


5. Then the main **SRT** software screen will appear.

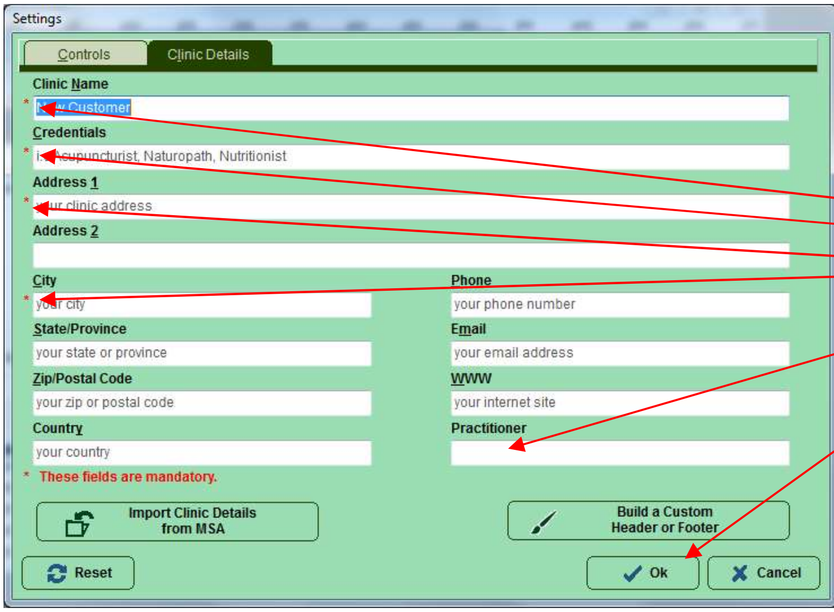
6. The **SRT** software is now ready to create a **New Visit Record**.

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**.



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

This field should reference the practitioner's name.

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* ***SRT Controlling Settings*** *section below.*

If you have missed an important field, then you will receive another warning and you will receive warning every time the **SRT software** is started.

Tip

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

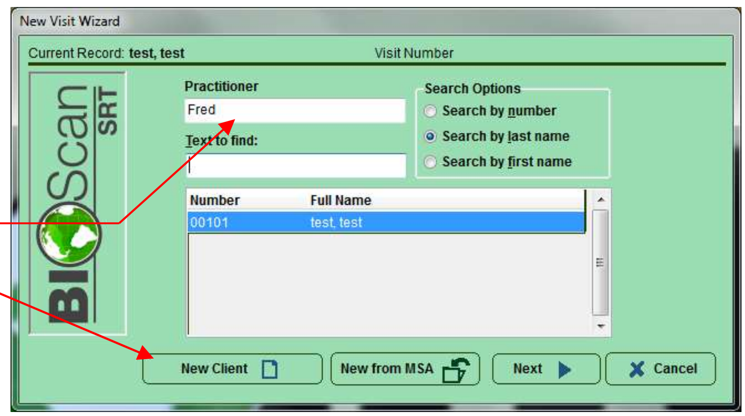
Creating a New Visit

Before performing an SRT test on an individual, a client record must be created in the database. This is called the Client Profile. SRT has already entered an initial client name “test test”. This can be used to practice or experiment. If a client profile has been created for at least one person, then it can be used to proceed to an SRT visit screen.

Creating a New Visit Record for a New Client

Note	A Client Profile must be created before a visit and readings can be taken. It is recommended that a testing Client Profile be created for the purpose of taking practice readings. But when practice is concluded, it is required that all clients have their own unique Client Profile record.

1. Click the **New**  button icon in the top main toolbar.



2. The New Visit Wizard screen will appear.
3. If the tester name has changed for this visit, then change the tester’s name here.
4. Click the **NewClient** button.
5. Optionally use the **New from MSA** to create a new client using the same data as is in **MSA** software on same computer.
6. A basic Client Profile creation screen will appear. →

There are three mandatory fields. These are indicated by a red star (*). 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:

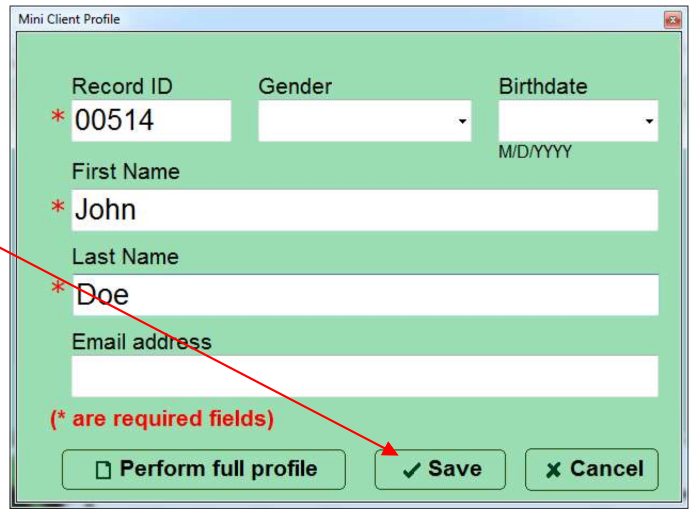
- A number generated by SRT. SRT will generate a number if the **Auto number new clients** setting is on in the SRT Settings screen. See the **Controlling Settings** section for details.
- A personal client detail number like a social security or telephone number.
- A custom client numbering system used within the practice.

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 SRT software to auto-populate. This creates a unique number so there is no chance of client duplication or data entry error. See the **Controlling Settings** section for details.

Saving a Client Profile

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

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

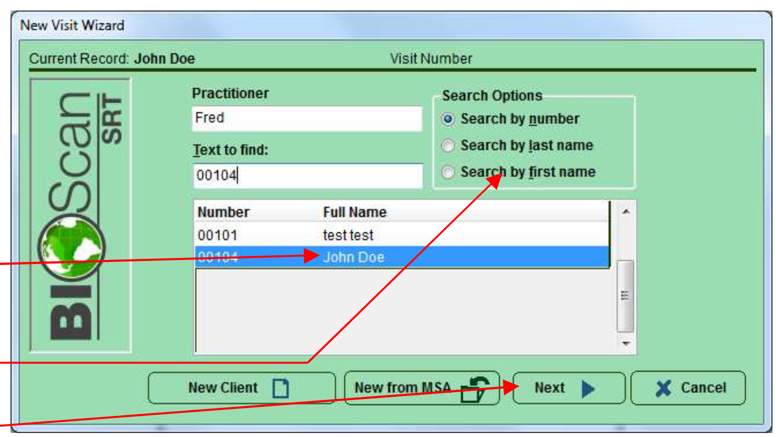


Selecting the Client

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.

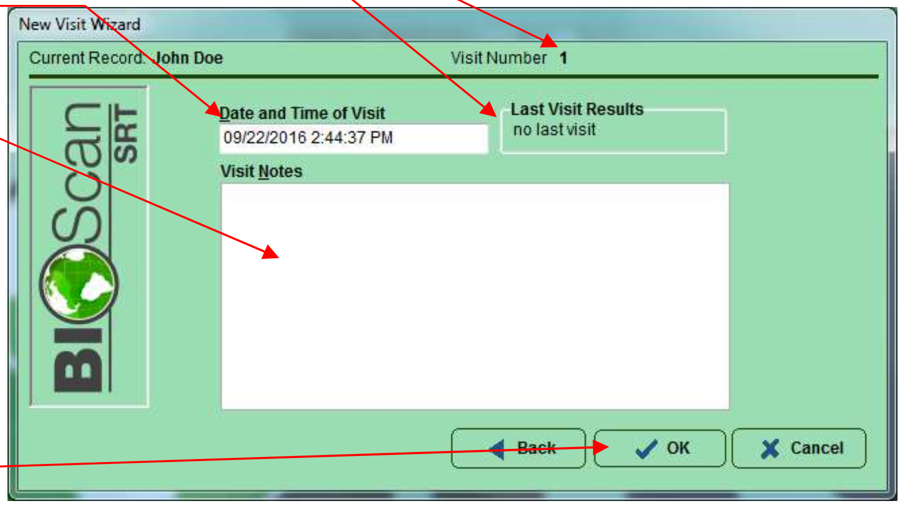
- The new Client Name will appear in alphabetical order by the last name. The alpha listing is case sensitive so upper-case names will list before lower case names.
- Or change to another search option look up order.
- Click **Next** button to proceed to the next screen.



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.

Opening the Full Client Profile Program

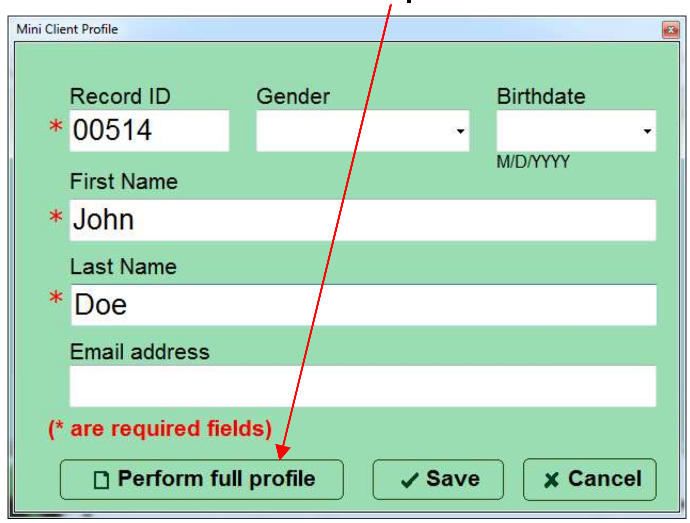
There is a more complete and separate **Client Profile** program available. This program offers the entry of much more client detail. There are two ways to enter the separate independent **Client Profile** program:

> **Note**
>
> The **SRT** 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 **SRT** program.

1. From the Windows desktop, **Start Button → All Programs → BIOSCAN → Client Profile.** This method is further explained in the **Additional SRT Programs** section of this manual. This could be used to editing client information without performing any SRT testing.

2. From the main **SRT** program, from within the **New Visit Wizard** there is a **Perform full profile** button.

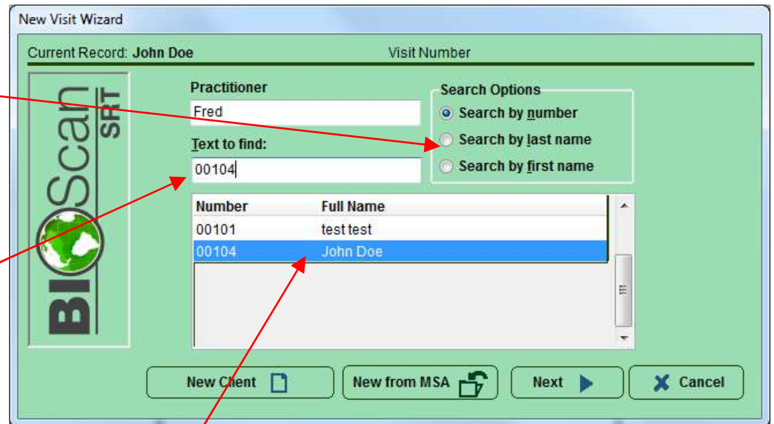
   This will jump into the separate **Client Profile** program. *(See the **Additional SRT Programs** section of this manual for a full explanation of the **Client Profile** program.)*



Creating a New Visit Record for an Established Client

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

Whether entering a New Client for the first time, or re-testing a client that is already had a previous SRT 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**.
- Search by last name
- Search by first name
- Search by client number

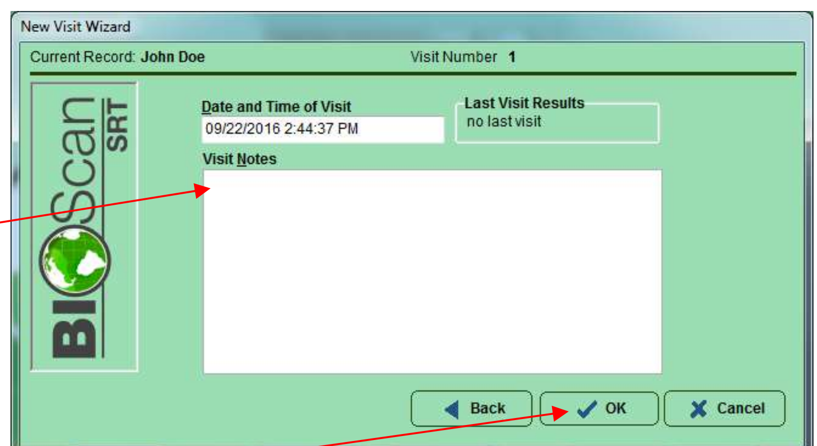
3. Fill in the **Text to Find** field with a first or last name. To begin, type the name in this field. As typing the software searches for matches, the names that meet the criteria of the search will populate the grid. Type additional letters or numbers and the search will be refined. This list order 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. Client numbers may also be used in the **Text to Find** field. The process for searching is the same as above.

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.

6. When the client name is located, click the **Next** button, or press the **Enter** key on the keyboard. A next **Visit Details** window will appear.



7. 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.

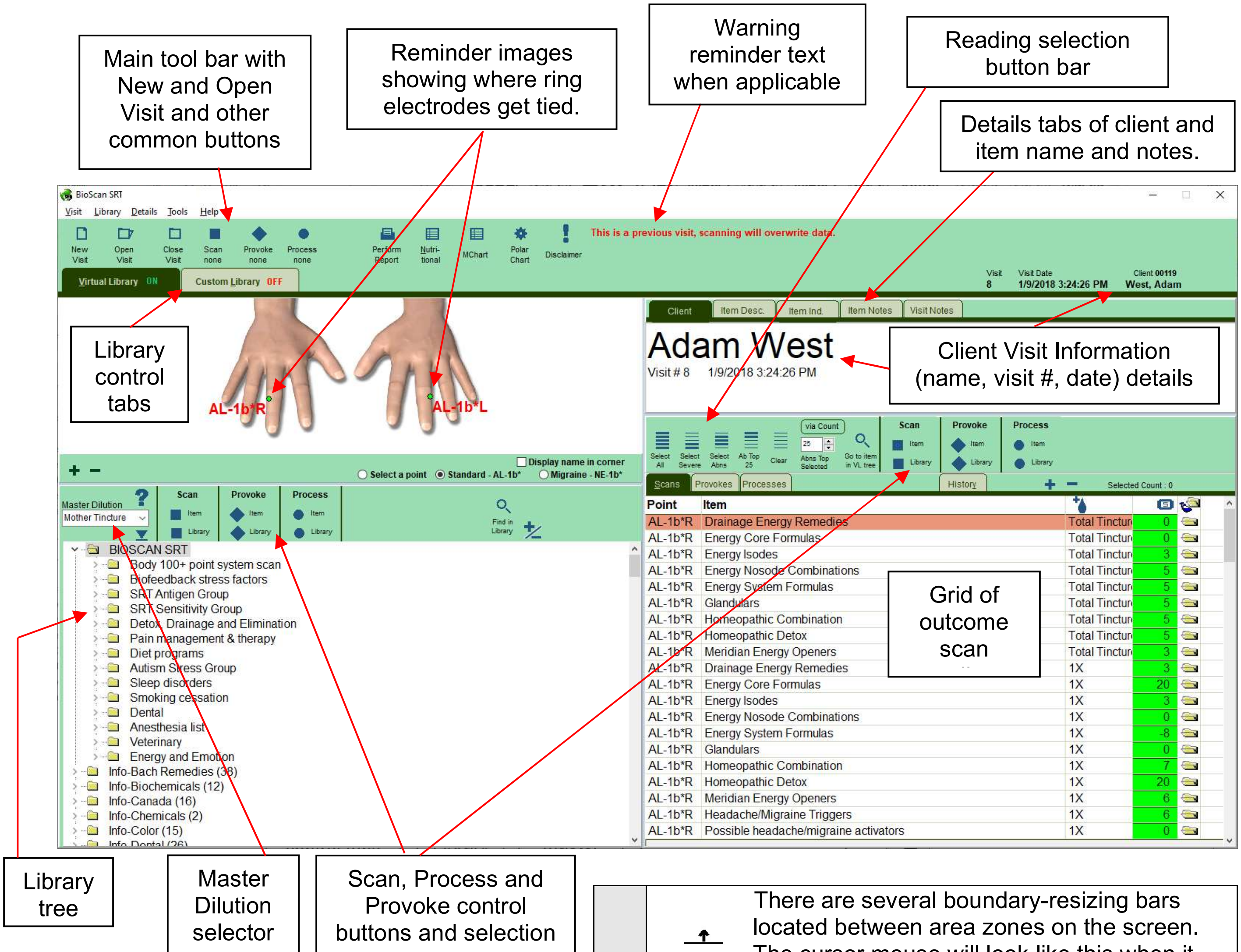
8. Optionally, type any applicable notes about the client in the **Visit Notes** section. These notes will be tied to this visit only and may include symptoms reported by the client, how previous remedies are working, important changes in lifestyle or exercise, etc. These notes can be revised at any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

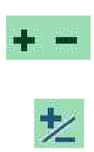
9. After typing notes, click the **OK** button.

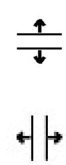
SRT is now ready to begin the testing process.

Layout of the SRT Testing Screen

The SRT testing screen is easy to naviagate 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.



Tip	 Some areas of the screen allow the font size of the text in that zone to be increased or decreased via these buttons.

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.

Scan, Process and Provoke

The main active features of **SRT** software are to do scanning, processing and provoking. These are actions and nor described here and are described in detail later in the ***Scan, Process and Provoke** section* below.

Note	*Adam West is a fictitious client. This is not actual visit data.*

Client and Item details

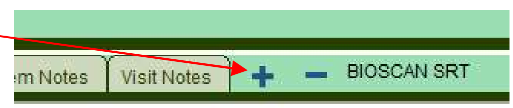
The top right of the main SRT screen is dedicated to information on the current library item or to the client. There is a bar with 5 tabs to see and edit:

- **Client**: shows client name and visit details. This is a fixed read-only field.
- **Item Desc.** shows library item Description. This is a fixed read-only field.
- **Item Ind.** shows library item indications. This is a fixed read-only field.
- **Item Notes** shows library item notes. This is editable and the changes are remembered the next time it is viewed.
- **Visit Notes** shows the clients visit notes for this visit. This is editable and the changes are remembered the next time it is viewed.

Note	The Visit Notes tab is a field that 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 Visit Notes that was available when starting the New Visit Record. 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 **Testing Process – Creating a New Visit Record for a New Client**)*.

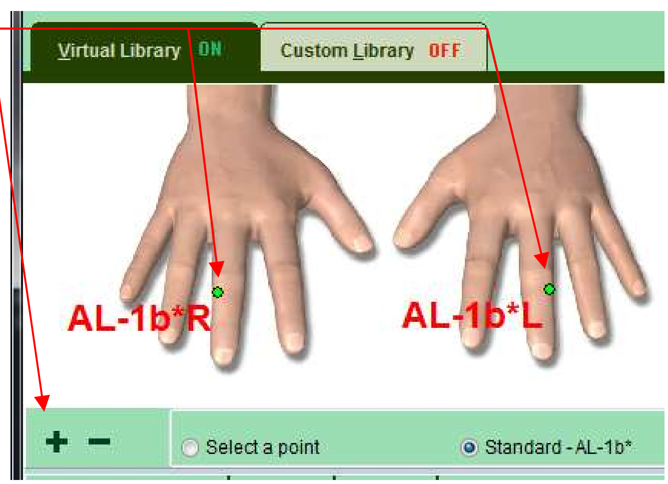
Enlarging text in some areas

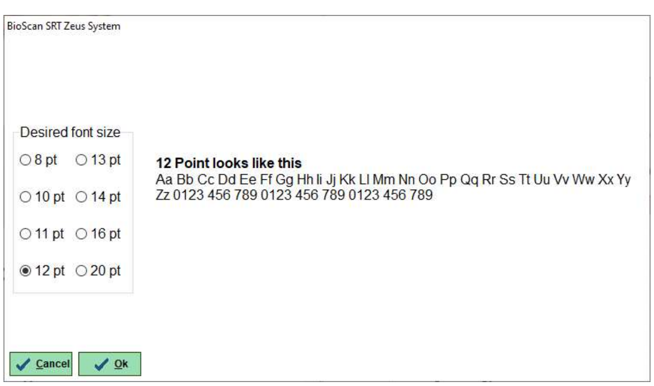
To aid in visuality many **SRT** screen elements have basic plus and minus **+ −** buttons that when clicked will make the area just a bit bigger or smaller. Press the buttons multiple times for making the area or element very big or very small.



The **AcuPoint ID text** shown on the image can be enlarged or made smaller with similar basic plus and minus **+ −** buttons.

The **Library text** font size can be changed via the button which brings up a dialog system to select a new font size.



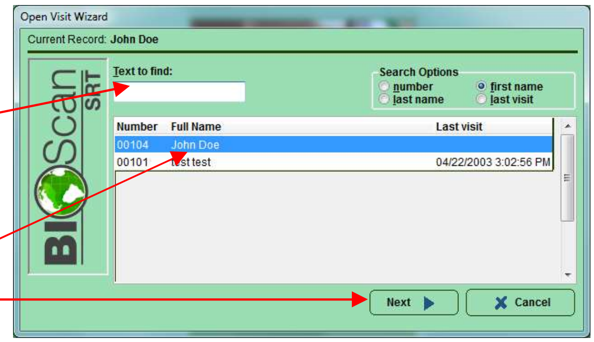


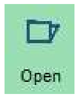
Warning	Changing the Library text font size may take a minute or so to perform.

Controlling Previous Visits

Opening a Previous Visit

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



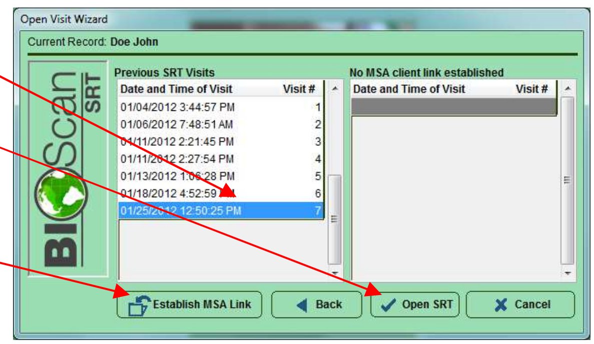
1. Click the **Open Visit** 

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 SRT** button or **Open SRT** if a date in the right column was selected. If no dates appear in the right column then click **Establish SRT Link** to create a link with a BioScan SRT client.

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

Warning	Locked historic data is read-only and for reference use only. Associated readings and details cannot be changed. Unlocked historic data allows new readings to be added to or re-taken and other detail changes to be made.

Editing a Previous Visit

Warning	Unlocking historic Visit data allows the readings to be added to or re-taken and other detail changes to be made. **It is generally best to leave historic data locked,** but there may be reasons like an interrupted visit that require a historic visit to be unlocked for further readings and detail additions.

On some occasions a Visit may need to be broken into two time segments. Perhaps due to a short time break like a bathroom or lunch break. The practitioner or technician may reopen a previous visit 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 **No** to allow data to be modified.

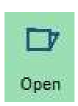
Further testing can then occur as if the Visit were a New visit.

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. So, either lock or unlock is allowed.

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.

Warning	Deleting a Visit cannot be undone.

Controlling MSA Visits

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

Note	If you do not use **BioScan MSA** software then skip this remainder of this section as it only applies to users or both **BioScan MSA** and **BioScan SRT.**

While both **BioScan MSA** and **BioScan SRT** perform variations of **Galvanic Skin Response Testing**, **BioScan SRT** is completely reliant on using different variation of **Stimulus Response Testing.** They are each separate self-contained applications and each has their own independent database system. However, practitioners may find need to use both applications simultaneously and have need to share client data between the two applications.

The restriction historically was in communicating to the **Bioscan VantagePro**, **Vantage** and the legacy **MSA Professional devices**.

Using SRT software at the same time as MSA software

BioScan MSA and **BioScan SRT** do not have actual knowledge or control of each other or their current functionality. However, they simply know how to share their data and resources. **SRT** can read some elements of the **MSA** database. **SRT** can activate the **MSA** reporting feature. And **BioScan MSA** and **BioScan SRT** will politely share the **Bioscan device**.

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

As of **BioScan MSA Phoenix v139** and **BioScan SRT v106**, both applications can share the use of the **Bioscan device**. The rule is that whatever application is visible (on top) is the one that is talking to the **Bioscan device**. If neither **BioScan MSA** or **BioScan SRT** are on top then neither is talking to the **Bioscan device**. So, if a third application, like for example **Microsoft Word**®, is the top display then neither **BioScan MSA** nor **BioScan SRT** are communicating to the **Bioscan device**.

Once both **BioScan MSA** and **BioScan SRT** 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.

BioScan MSA and **BioScan SRT** use different accessory devices. When changing between **BioScan MSA** and **BioScan SRT** 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.

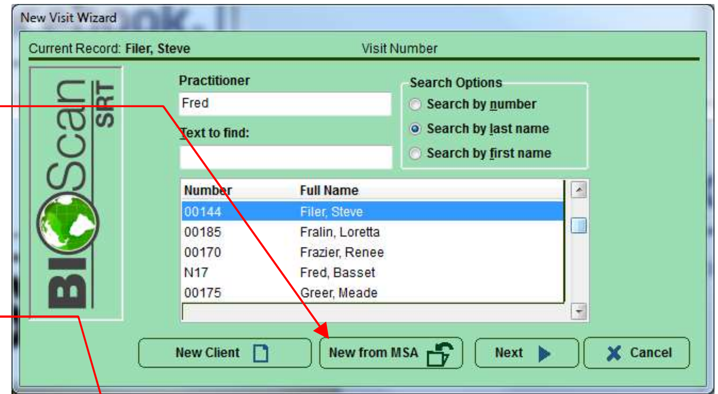
Warning	Changing devices accessories must be done carefully. Accessory cables or device pins can be easily damaged if mistreated.

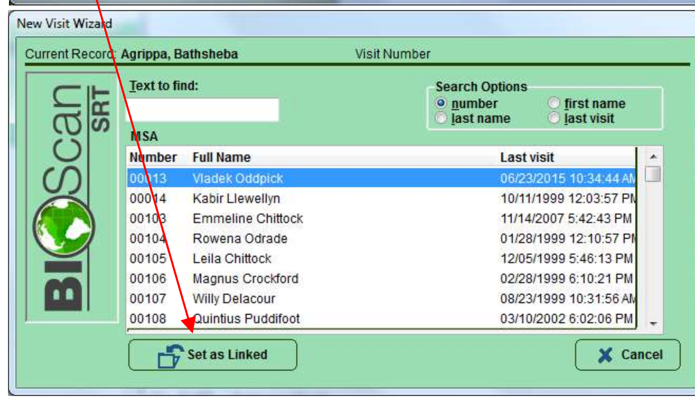
Create a new SRT Cleint who is already a MSA Client

If a client is in the **BioScan MSA** database but not in the **BioScan SRT** database, then the SRT New Visit Wizard has a button called **New from MSA.** Press this to carry the name information from an existing **BioScan MSA** client to be a new **BioScan SRT** client.

The next screen shows a list of **BioScan MSA** 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 **BioScan MSA** client is copied into a **BioScan SRT** 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 SRT client.





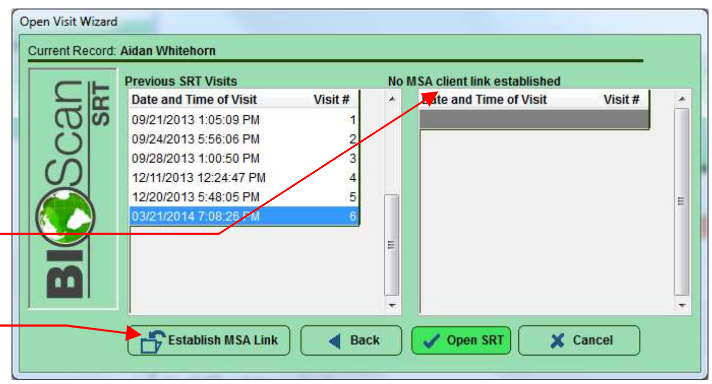
Linking existing MSA and SRT Clients

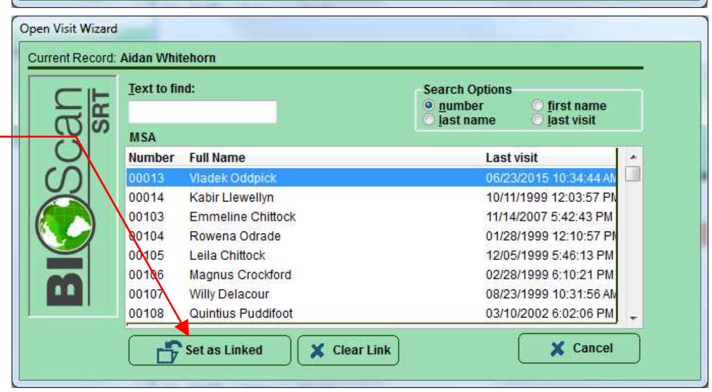
If a client is in both the **BioScan SRT** database and the **BioScan MSA** database but the two are not linked as the same person, then there is a way to link them as the same person.

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

The next screen shows a list of **BioScan SRT** 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 **BioScan SRT** client is connected to **BioScan MSA** client and the two (the MSA client and the SRT client) will be linked.

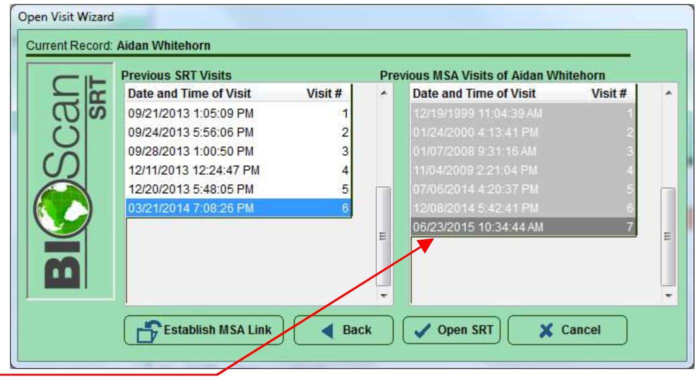




Opening an MSA Visit for reporting

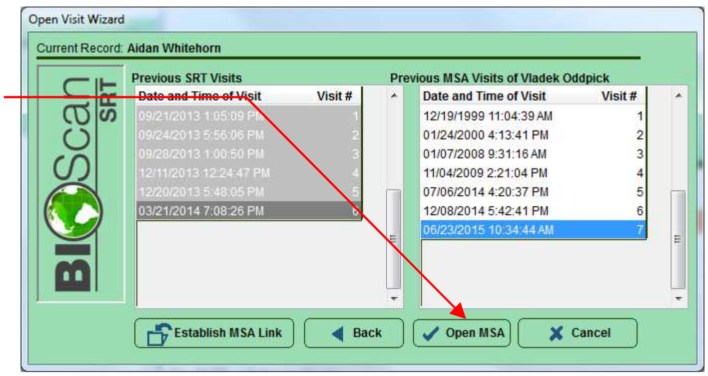
Once linking is established for a client, an **MSA** Visit may be opened for reporting purposes only. From the Open Visit Wizard screen select the client.

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



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

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

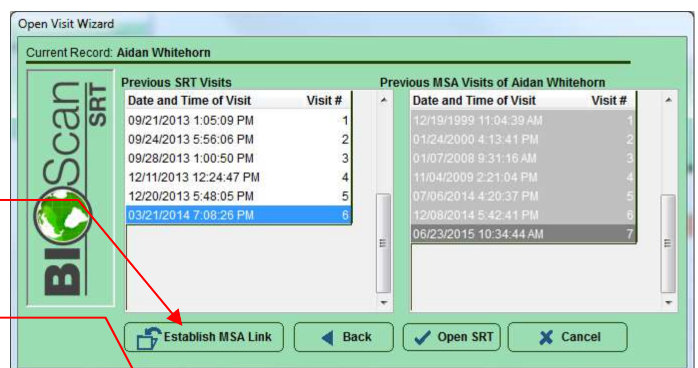


Note	If you desire to perform further **MSA** tests with an **MSA** visit, then please use **BioScan MSA** to open the visit and perform further **BioScan MSA** testing.

Clearing a badly linked Client

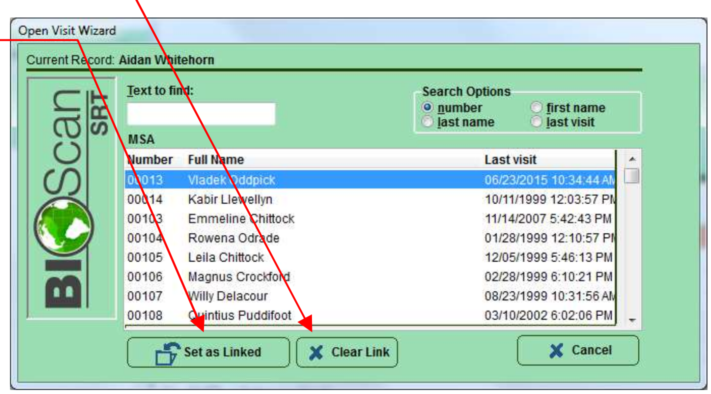
If a mistake was made in the client linkage process and the wrong **BioScan MSA** and **BioScan SRT** clients are linked as the same person, then this mistake can be undone.

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



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

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



Note	*All clients listed in this manual are fictitious clients. These are all randomly built names.*

SRT Library Features

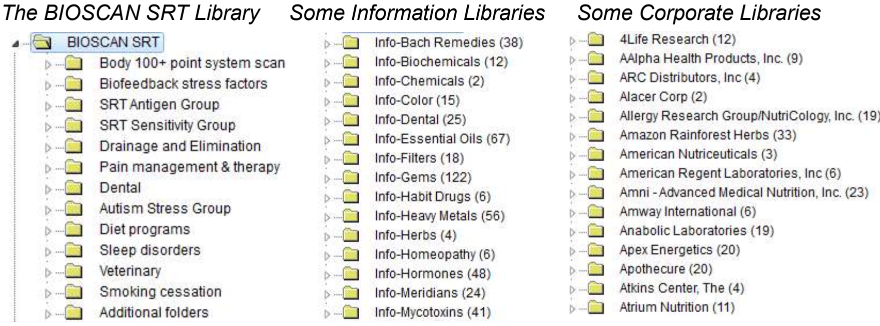
Using the Virtual Library

Virtual Library introduction

The Virtual Library is a software knowledgebase containing representative frequency codes for a large assortment of products and items that might be used to affect a client's meridians.

The main **SRT BioScan** Virtual Library consists of nearly 12,000 individual items designed around running the BioScan protocol. In the initial visit, the **Body 100+ point system scan** is used.

The BIOSCAN SRT Library *Some Information Libraries* *Some Corporate Libraries*



The **SRT Corporate and Informational** Virtual Libraries consist of over 40,000 individual frequencies, logically arranged by company, and digitally stored in the SRT software's database. There are over 140 different product companies and information category groups.

In the Virtual Library, the **SRT BioScan** library is listed first. The information category groups follow next in alphabetical order. Finally, the product companies are listed in alphabetical order.

The SRT software uses the Virtual Library signal technology with the IHT device to obtain a client's bio-electrical response to stimulus. The SRT software then stores the results in a database for use in a variety of reports.

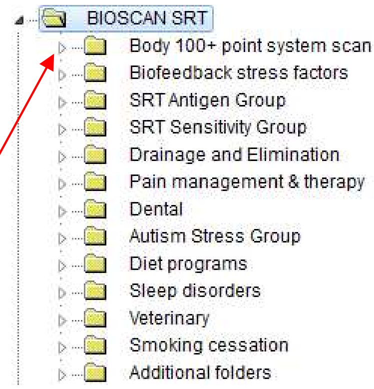
The IHT device transmits the digital frequencies stored in the Virtual Library when performing scanning, processing, and provoking. The digital frequencies extend 3-5 feet from the antenna housed in the system. Each frequency is a unique signature.

The choice is available to be using the Virtual Library system or the Custom Library system (described in this section below). The top tab system indicates which system is active. If the Virtual Library system is off, then press the **Virtual Library** tab button to make the Virtual Library system active.

Navigating the Virtual Library tree

Note	The one tree element in boxed highlighted is the current selected tree item. It is used in any consequent selection actions.

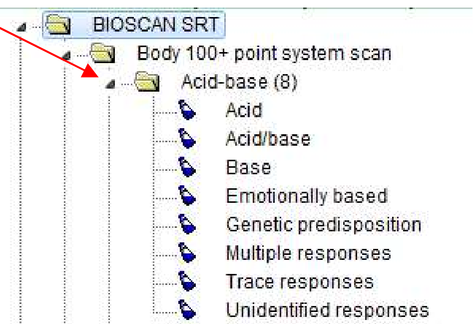
Items appear in the Virtual Library in a "tree view" or "cascading outline." This format will be familiar to those who have used the Windows Explorer program. In this tree, the folders are branches of the tree and the bottles are the leaves at the end of each branch. Folder libraries are displayed as either open or closed. When closed the items and libraries contained are not visible.



To open a closed folder either mouse click the ▷ symbol next to the folder name or double click the folder name.

In a similar fashion to close an open folder either mouse click the ◢ symbol next to the folder name or double click the folder name.

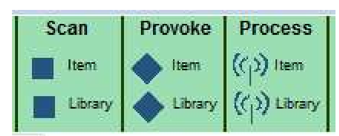
Here is the **Acid-base** directory opened.



If the tree is the active screen element, then the keyboard can also navigate the tree:

- **Right Arrow → key** opens a folder.
- **Left Arrow ← key** closes a folder.
- **Up Arrow ↑ key** moves up the tree.
- **Down ↓ Arrow key** moves down the tree.

Selecting items from the Virtual Library



At any time, only one Virtual Library element is active. This limits actions done to the one selected element. Because of this limitation, there are a variety of selection buttons available to obtain from either an item or a library of items.

If a **Scan library** button press is performed on a single item, then that item is added to the **Scan Items** screen. If a **Scan library** button press is performed on a library, then each item in the library is added to the **Scan Items** screen. However, this is only one layer deep. Therefore, a library that holds libraries will load the library names and not the item contents of each of the sub-libraries.

The **Scan Item** button treats libraries as items. So, when a library is used with the **Scan Item** button, only the single library name is selected.

If a **Process item** button press is performed on a library, then that library name alone is added to the **Process Items** screen, and not the items contained within the library.

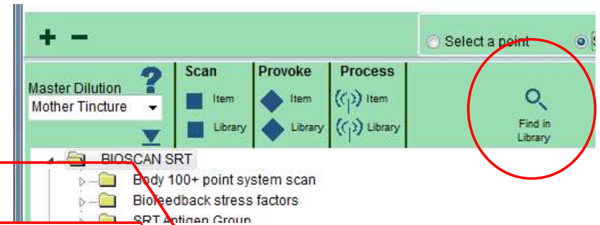
The **Process Library** button treats a library as the contents of the library. When used on a library the **Process Library** button selects all items contained in the library.

The **Provoke Item** button treats libraries as items. So, when a library is used with the **Provoke Item** button, only the single library name is selected.

The **Provoke Library** button treats a library as the contents of the library. When used on a library the **Provoke Library** button selects all items contained in the library.

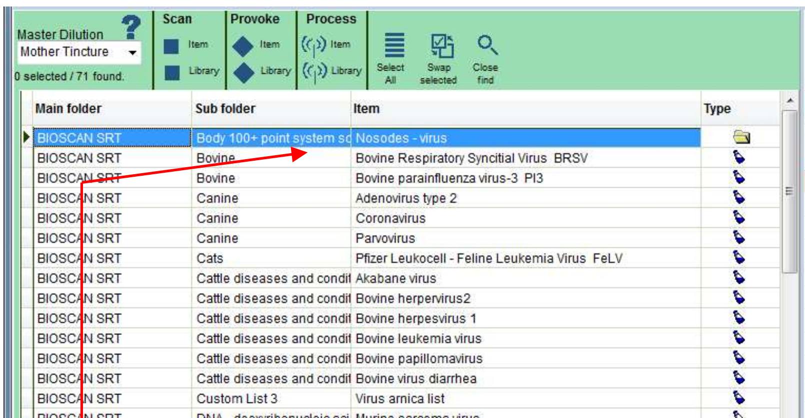
These actions are described in detail in the ***Scan, Process and Provoke*** *section* below.

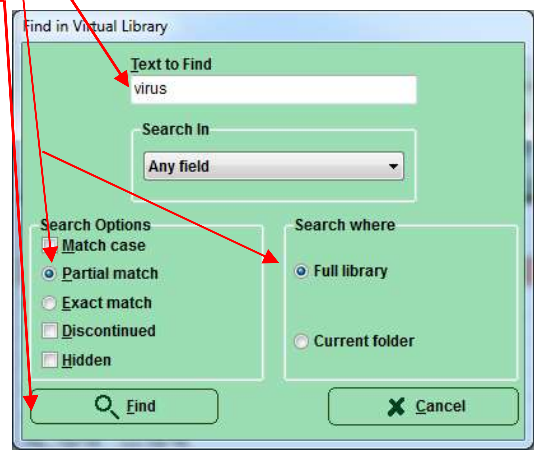
Finding Virtual Library items



A Virtual Library of over 50,000 individual items can make it difficult to find things. The Virtual Library can be searched via the **Find in Library** button.

It brings up the **Find Item** screen. Type some of the item name into the **Text to Find** field. Leave the **Search Option** as **Partial Match**. Leave the **Search where** set as **Full Library**. Press the **Find** button to start a find.





A grid of items that had the text in the item name will now be displayed. The find grid has similar functionality to other elements of SRT software.

The grid can be sorted by any of the four columns by clicking on the column header title name on which to sort by. For example, the items could be sorted by folder name order by clicking the **Folder** title header.

The grid of items can be mouse clicked to select items.

- **Single item click:** this will select the one item for scan and unselect all other items,
- **Single item click, then hold down the keyboard Shift key, and click another item:** this will select a range of items from the first clicked to the last clicked. Other items not in the range are unselected.
- **Single item click, then hold down the keyboard Ctrl key, and click another items:** while the Ctrl key is held down each item clicked is selected. If an already selected item is clicked again, it is unselected.

There are buttons that can be used:

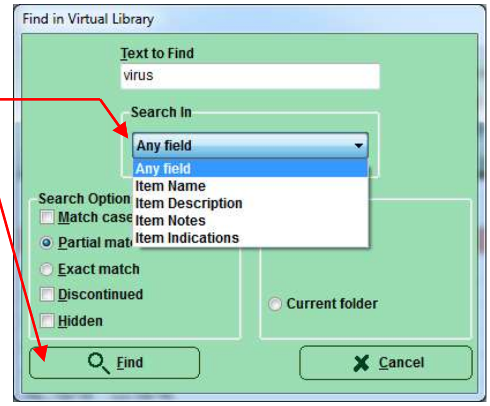
- **Select All:** All items in the grid are selected for a scan, process or provoke.
- **Swap Selected:** the selected items are now unselected and the unselected ones are now selected.
- **Scan Library**: will place selected found libraries and items into the Scan Items form. The contents of the libraries will be used.
- **Process Item:** will place selected found libraries and items into the Process Items form. The libraries by name will be used.
- **Close Find**: will close the find grid and return to the Virtual Library display.

Performing a double mouse clicking on a found item jump return to the Virtual Library display but at the position of found item that was clicked on.

Otherwise, press the **Find in Library** button again or press the keyboard **Esc** key to return to the Virtual Library display.

Advance Finding of Virtual Library items

Some Virtual Library items have a description, indications, and notes. Virtual Library items Notes are made by you the user. These elements can also be searched through for possible matches.

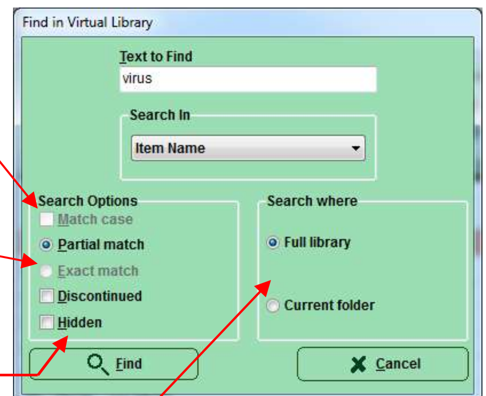


Again, press the **Find in Library** button. It brings up the **Find Item** screen. Notice the **Search In** field. Change the **Search In** field to the area desired to be searched through like **Item Description**.

Type some of the item name into the **Text to Find as Item Name** field. Press the **Find** button to start a find.

A grid of items that had the text in the item description will now be displayed.

Note	Many Virtual Library items do not have a **Description** as this depends on the corporate controller to supply such information and in a similar fashion, most do not have **Indications**. Virtual Library items only have **Notes** when you have entered those **Notes**.



A Virtual Library search action can be further limited down.

Only a matching case will be found if the **Search Option** named **Match case** is marked. This might be useful if the instance desired is ALL CAPITAL or a Proper Noun.

Only the exact text will be found if the **Search Option** named **Exact Match** is marked. This might be useful if the name is known exactly and is a short word that will get many hits otherwise.

Normally Discontinued and Hidden items are not returned in a find even if they matched the criteria. Check the **Discontinued** and **Hidden** check boxes and they search will allow such to be found.

The search can be limited down to just the contents of the current folder. In **Search where** select the **Current folder** radio setting to perform a search limited to the currently selected folder.

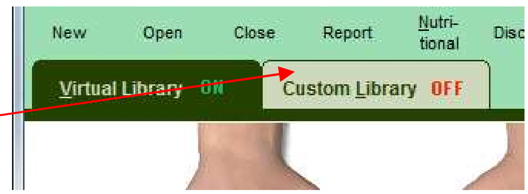
Using the Custom Library

Custom Library introduction

A Custom Library is a group of items obtained initially from the Virtual Library. They are placed into a new folder system for easier user access. Anything that is already in the Virtual Library can be placed into a Custom Library.

Custom Library use is a switchable setting that by default is off to lower feature confusion issues. See the ***Controlling SRT Settings*** *section on* ***Other switchable control options*** for details on switching the Custom Library feature on.

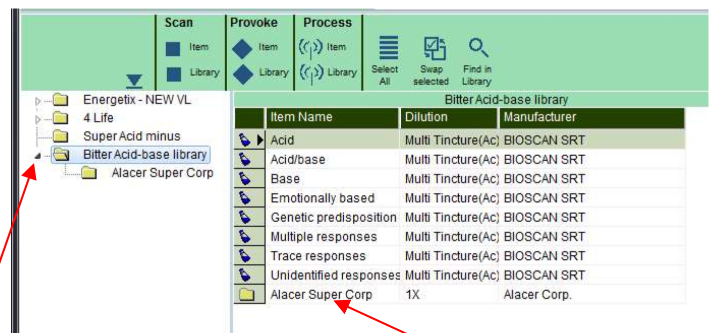
When the **SRT** software is first installed, it will contain an empty or blank Custom Library system. The Custom Library must be built by the user. Please see the ***Additional SRT Programs*** *section on Using the Custom Library Editor for details on creating a Custom Library.*



The choice is available to be using the Virtual Library system (described in this section above) or the Custom Library system. The top tab system indicates which system is active. If the Custom Library system is off, then press the **Custom Library** tab button to make the Custom Library system active.

Navigating the Custom Library tree

Here is a populated Custom Library as displayed in the main SRT program. It is split into a left side of tree folders and a right side of items contained in the current folder.



Only one Custom Library tree branch is boxed highlighted. This is the current selected tree folder. The items displayed in the right item grid are from the highlighted selected tree folder.

To open a closed folder either mouse click the ▹ symbol next to the folder name or double click the folder name.

In a similar fashion to close an open folder either mouse click the ◢ symbol next to the folder name or double click the folder name.

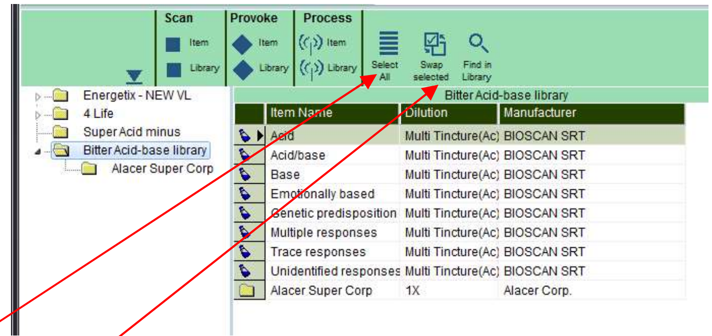
If the tree side of the Custom Library is the active screen element, then the keyboard can navigate the tree:

- **Right Arrow → key** opens a folder. If the folder is open, then another **Right Arrow → key** will jump to the items side.
- **Left Arrow ← key** closes a folder.
- **Up Arrow ↑ key** moves up the tree.
- **Down ↓ Arrow key** moves down the tree.

If the item side of the Custom Library is the active screen element, then the keyboard can also navigate that:

- **Right Arrow → key** opens a folder.
- **Left Arrow ← key** will jump to the folder side.
- **Up Arrow ↑ key** moves up the tree.
- **Down ↓ Arrow key** moves down the tree.

Selecting Custom Library items



The Custom Library Items grid shows the type, item name, dilution, and manufacturer of each element.

There are two item types, a bottle is an item and a folder is a library.

Scanning, Processing, and Provoking require the selection of items on the grid. These buttons can be used to select scan items.

- **Select All:** All items in the grid are selected for an action.

- **Swap Selected:** The selected items are now unselected, and the unselected ones are now selected.

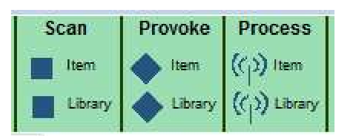
The grid of items can also be mouse clicked to select items.

- **Single item click:** this will select the one item for scan and unselect all other items,

- **Single item click, then hold down the keyboard Shift key, and click another item:** this will select a range of items from the first clicked to the last clicked. Other items not in the range are unselected.

- **Single item click, then hold down the keyboard Ctrl key, and click another items:** while the Ctrl key is held down each item clicked is selected. If an already selected item is clicked again, it is unselected.

With items selected, use the various buttons to send those items to the desire action.



If a **Scan library** button press is performed on a single item, then that item is added to the **Scan Items** screen. If a **Scan library** button press is performed on a library, then each item in the library is added to the **Scan Items** screen. However, this is only one layer deep. Therefore, a library that holds libraries will load the library names and not the item contents of each of the sub-libraries.

The **Scan Item** button treats libraries as items. So, when a library is used with the **Scan Item** button, only the single library name is selected.

If a **Process item** button press is performed on a library, then that library name alone is added to the **Process Items** screen, and not the items contained within the library.

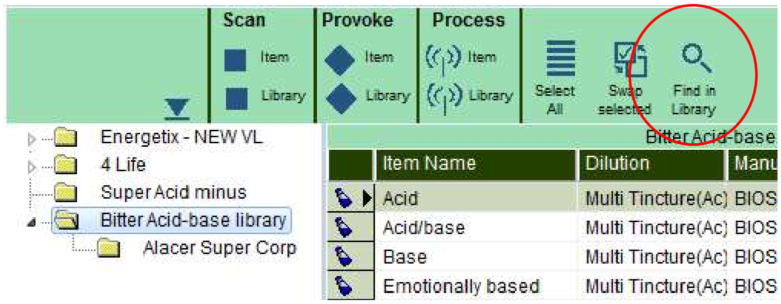
The **Process Library** button treats a library as the contents of the library. When used on a library the **Process Library** button selects all items contained in the library.

The **Provoke Item** button treats libraries as items. So, when a library is used with the **Provoke Item** button, only the single library name is selected.

The **Provoke Library** button treats a library as the contents of the library. When used on a library the **Provoke Library** button selects all items contained in the library.

These actions are described in detail in the ***Scan, Process and Provoke*** *section* below.

Finding Custom Library items



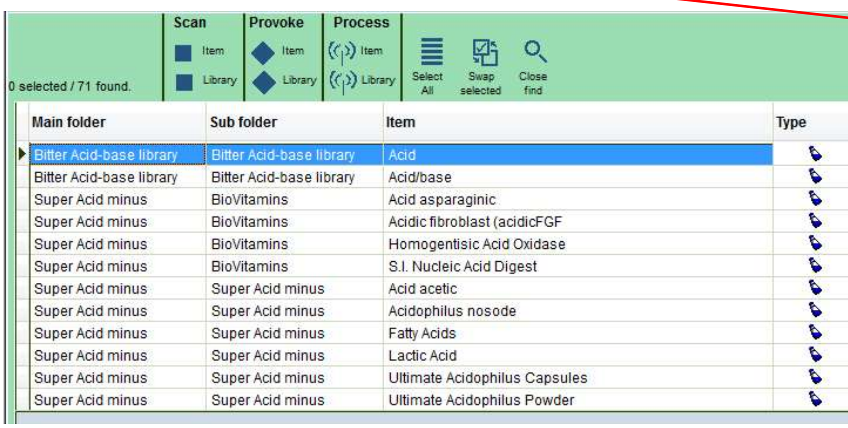
The **Custom Library** can be searched like the search of the **Virtual Library** via the **Find in Library** button.

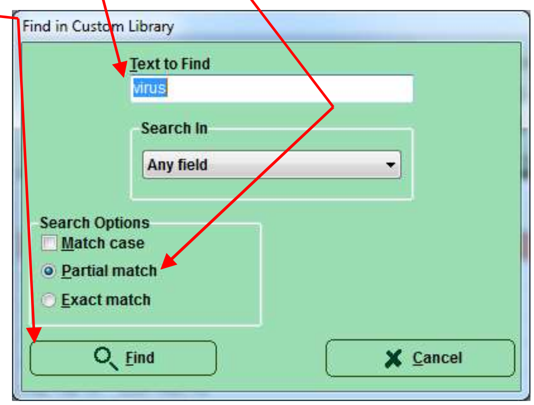
It brings up the **Find Item** screen.

The Custom Library Find Item screen is similar to the Virtual Library find item screen, but it has fewer features.

Type some of the item name into the **Text to Find** field. Leave the **Search Option** as **Partial Match**.

Press the **Find** button to start a find.





A grid of items that had the text in the item name will now be displayed.

The grid has features like the grid in a Virtual Library Find.

Scan, Process and Provoke

Preparations before taking Outcome score Readings

Prepare the Testing Equipment

1. Make sure that the IHT device is ON, and that all the cables and connectors are securely plugged in.

2. Make sure to test with a clean new set of Ring Electrodes.

3. Make sure the **SRT** software is open and running and there is a New Patient Visit.

Review	Once a New Visit Record is created, the **Main SRT Testing Screen** will populate with client visit information. The SRT software is now ready to record outcome score readings and populate the Current Readings Data Table. Outcome score readings will be taken at appropriate AcuPoints, as directed by the **Main SRT 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 patient and clean/disinfect the dish.
   c. Spray bottle for moistening the client's hand during the testing process.

2. Patient Education Materials – International Health Technologies has several options to inform patients about the testing process. These items are displayed in our "Basic Proficiency Training program" and on our website, www.IHTBio.com.

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 chair, 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 patient 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.

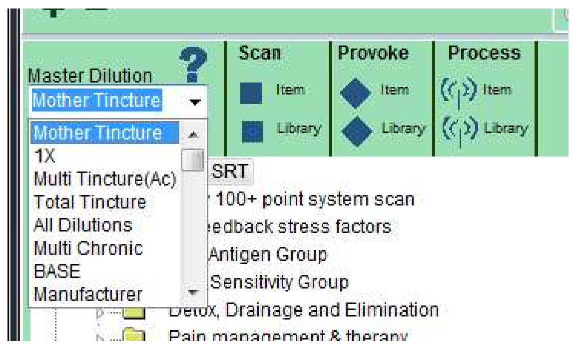
2. Watches, cell phones, pagers and any other electronic devices should be removed from the body or clothing.

3. The practitioner will need to determine how strict they will be regarding jewelry. Most practitioners permit jewelry worn daily 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 patient 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.

Select a Master Dilution for Testing

The first step in testing is to set a Master Dilution for testing from the Master Dilution pull down control. A protocol timetable will determine which dilution tincture to best use.

As a software default there are 7 dilutions are available. However, there are many hundreds of Dilutions available in the SRT database. Allowing for extra Dilutions is a switchable setting that by default is off. *See the **Controlling SRT Settings** section: Other switchable control options* for details on switching the Allow extra Dilutions feature on.

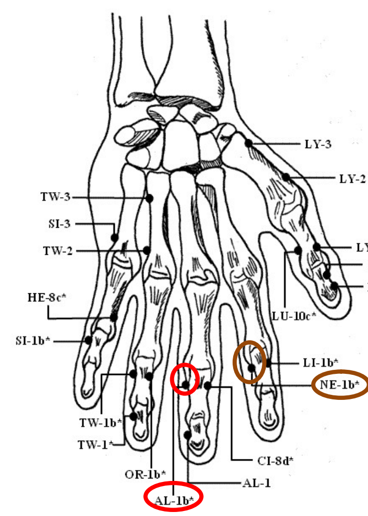


Select a Primary Point for Testing

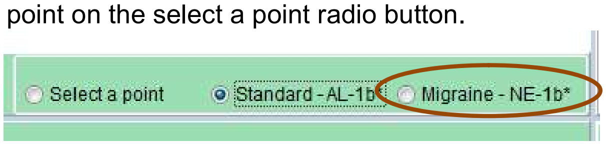
It is important to note that the graphical views shown in this manual and by the SRT software of the hands are approximate locations of each given AcuPoint location. There may be slight variations from patient to patient, based on bone structure, skin abnormalities, etc.

Testing involves palpating and retrieving bio-electrical impedance readings from a single bi-lateral set of points.

The primary and recommended AcuPoint used for SRT testing is the AL-1b* point. Although any of the other Voll Control Measurement Points (CMP) located on the hands may be selected if the user has reason to do such.

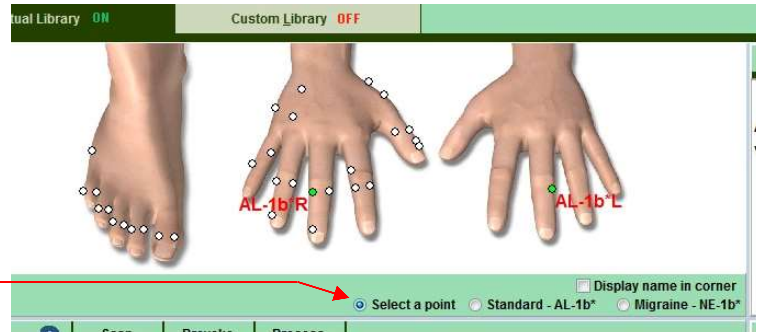


GOLD level SRT software also has easy access to the **Migraine NE-1b*** point on the select a point radio button.



Selecting an alternate Point set

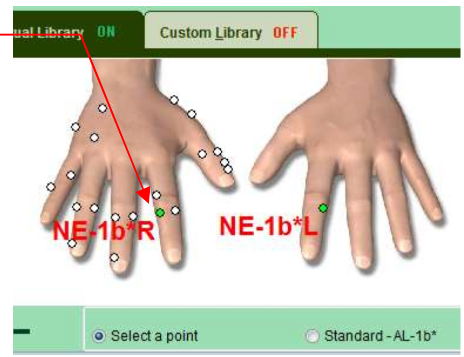
The area with the hand images has a feature that allows the user to set their own custom testing CMP set on either the hand or feet. To do this, do the following.



Tip

The AL-1b* is the best CMP for outcome score testing. The NE-1b*R CMP is sometimes used in work with Migraines. Unless you have sound medical reason, do not use other CMP points.

1. Click the **Select a Point** radio button.
2. The full set of allowed hand (and feet) points is displayed on the images.
3. Click on the desired point.
4. Attach the Ring Electrodes to the selected CMPs on the client for outcome score testing.



Scan Testing to generate Outcome Score readings

Scan introduction

The initial function of the SRT software is to perform Scan tests on library items.

Scan Testing first obtains a base point reading. Then the client is exposed to a modality treatment, product, or a virtual substance via a radio frequency. A Galvanic Skin Response measurement determines whether that “stimulus” creates a negative, positive, or neutral response when compared to the client’s base reading. The signal transmission is made via the IHT Device.

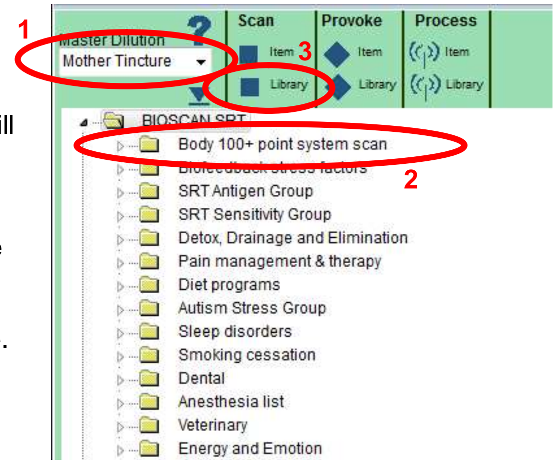
Note

Scans will start with *selecting of items from item trees*. If this is a new concept, then please see the ***SRT Library Features*** *section below* for details on using the Virtual and Custom Library trees.

Scan testing generates **Outcome Score readings**. For each tested item, an Outcome score reading is computed. Outcome score readings are on a scale from -300 to + 300, where a zero reading is the same as a base reading. A reading between -20 and 20 is referred to as being Balanced. A reading between 21 and 90 is referred to as being Acute. A reading greater than 90 is Severely Acute. A reading between -21 and -90 is Chronic. A reading greater than -90 is Severely Chronic.

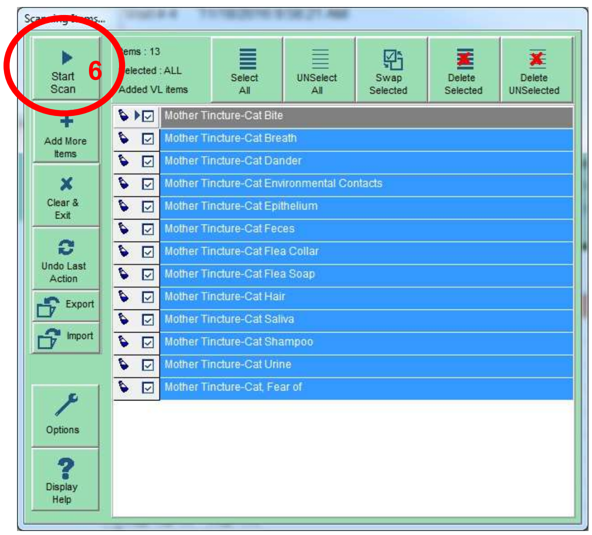
Performing initial Scan testing

Items for scan testing are selected from the supplied libraries or later from previous test cycles. The initial protocol used involves using the library named **BIOSCAN SRT \ Body 100+ point system scan**. However, the user may scan from any library.



To perform a scan of the **BIOSCAN SRT \ Body 100+ point system scan** library do the following:

1. Select a desired **Master Dilution tincture**. A protocol timetable will determine which dilution tincture to best use.
2. From the library tree area mouse click on the **Body 100+ point system scan** library.
3. Then click the **Scan Library** button. The 97 items contained in the library will be loaded into the **Scan items** form.
4. The **Scan items** form appears showing the 97 items contained in the **Body 100** library each at the current **Master Dilution tincture**.

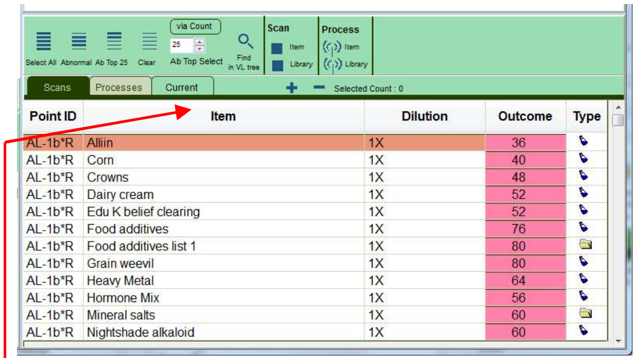


5. The **Scan items** form has many features which will be described later, but the general use wrap the ***Ring Electrode strips*** to the AL-1B* points on the client's middle finger on both hands and then…
6. Press the **Start Scan** button to start Scan testing.
7. Scan testing will start by performing **Base line readings** tests.
8. Scan testing will then continue with readings tests through each of the 97 items in order.
9. This scan testing process will take a few minutes depending on the number of items being scanned.

10. When done with the scan tests, a dialog will display that requests if a repeat of the same scan test is desired. Generally, a repeat is not needed. But if it is, then press the **Retry** button to stay in the Scan items form to allow a retest.
11. Press **OK** on the dialog to finish the scan tests.

All **Outcome score readings** that the scan tests performed (except for the **Base line reading**) are saved and are displayed on the lower right are of the **Main SRT screen** in a scan grid.

Manipulating the Scan grid



The scan grid may now be reviewed, sorted, and selected from for various follow-up actions.

The Scan grid shows the Point ID tested on, the item name, the dilution tested at, the actual Outcome score obtained and the type of item.

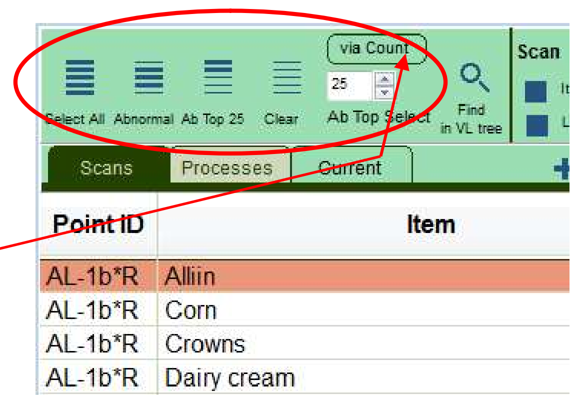
The Outcome score is background colored such that Balanced is green, Acute is pink, Severely Acute is brownish red, Chronic is pale blue and Severely Chronic is black.

There are two item types, a bottle is an item and a folder is a library.

The Scan grid can be sorted by any of the five columns by clicking on the column header title name on which to sort by. So, the scan grid items could be sorted in item name order by clicking the **Item** title header or they could be sorted in **Outcome** order by **Outcome** header.

Making selections for further work

Items already scanned can be rescanned. In the area of the outcome score readings there are buttons to select and scan items.



To do follow up scanning select items on the grid first select items to be scanned. These buttons can be used to select scan items.

- **Select All:** All items in the grid are selected for scan.
- **Abnormal:** Items that have an outcome score of greater than 20 or less than -20 are selected.
- **Ab Top ##:** The more abnormal ## items are selected.
- **Ab top select** sets the value number for the **Ab Top ##** button.
- Change selection mode to **Ab Range** select by pushing the **via Count** button.
- **Clear:** All items in the grid are unselected.

The grid of items can also be mouse clicked to select items.

- **Single item click** will select the one item for scan and unselect all other items,
- **Single item click, then hold down the keyboard Shift key, and click another item:** this will select a range of items from the first clicked to the last clicked. Other items not in the range are unselected.
- **Single item click, then hold down the keyboard Ctrl key, and click another items:** while the Ctrl key is held down each item clicked is selected. If an already selected item is clicked again, it is unselected.

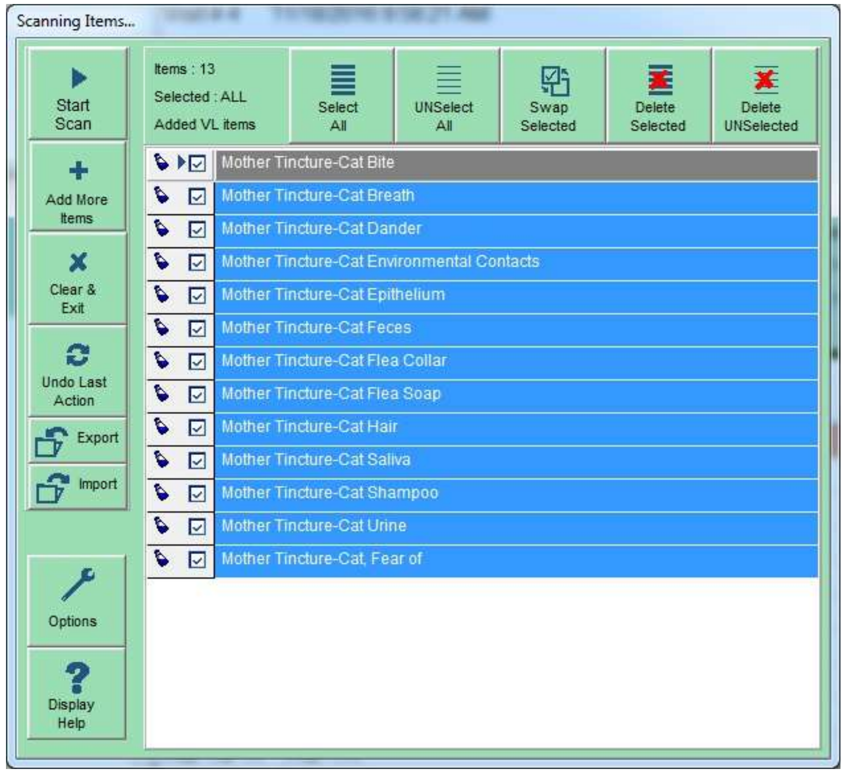
Once items are selected, press the **Scan Library** button above the grid to send them to the **Scan Items screen**.

Other Scan Item screen features

The SRT Scan tests are open ending in their possible use. Any library can be scanned. Any subset of items data can be scanned. The **Scan Items** screen can be filled with item data from numerous libraries. To do this here are the functions of the various buttons on the **Scan Items** screen.

Main left side control buttons are:

- **Start Scan:** When the desired items are selected in the scan grid, this starts scanning.
- **Pause:** This button is only available during a functioning scan. When scanning is in progress, this is the only button enabled. It will pause the scan action when the current item has finished being scanned.
- **Add More Items:** This will return to the **Main SRT screen** so another library can be added into this scan. To do this click the desired library and press the **Scan Library** button again.
- **Clear & Exit:** This will return to the **Main SRT screen**, but the current grid of items will be cleared.
- **Undo Last Action:** Most grid actions can be undone a step with this button. Multiple back steps are allowed.
- **Export:** Save the current grid items to a file.
- **Import:** Retrieve a list of grid items from a previously saved file.



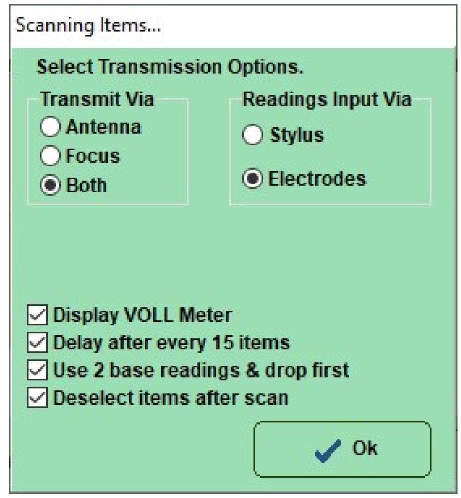
The desire is to select items to scan. The grid of items can be mouse clicked to select items.

- **Single item click:** this will select the one item for scan and unselect all other items,
- **Single item click, then hold down the keyboard Shift key, and click another item:** this will select a range of items from the first clicked to the last clicked. Other items not in the range are unselected.
- **Single item click, then hold down the keyboard Ctrl key, and click another items:** while the Ctrl key is held down each item clicked is selected. If an already selected item is clicked again, it is unselected.

Top right control buttons are used to further manipulate the selected items.

- **Select All:** All items in the grid are selected for scan.
- **UNSelect All:** All items in the grid are unselected. With no items for scan, take note that the **Start Scan** button is disabled.
- **Swap Selected:** The selected items are now unselected, and the unselected ones are now selected.
- **Delete Selected:** The selected items are deleted.
- **Delete UNSelected:** The unselected items are deleted.
- **Display Help:** This displays a mini **Scan Help screen**.
- **Options:** this brings up scan options that can be changed.

Scanning Options



The **Transmit via** allows the section of the device to perform signal output as either Antenna, Focus or both.

The **Readings Input Via** should generally always be set as Electrodes. However, some users of MSA software may wish to use a Stylus.

The **Display VOLL meter** checkbox controls the display of a VOLL meter during a Scan action. This can be an assistance to some when taking readings. It is on as a default, but it can be switched off here if it is a visual distraction.

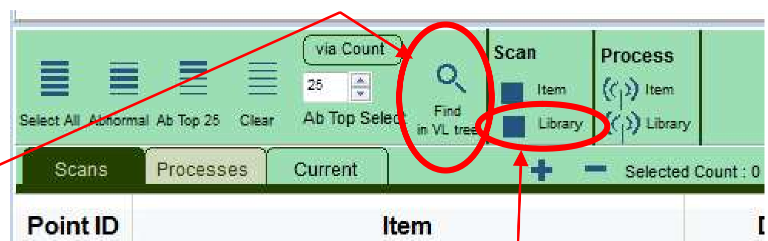
The **Delay after every 15 items** checkbox adds a delay periodically during scanning. The Scan action can be tiring on the body's meridians and after many readings and the meridians will give weaker readings. This switch is off by default but when on will allow the meridian a short scan break at every 15 readings. If desired, switch this check box off to save testing time.

The **Use 2 base readings & drop first** checkbox controls how the Scan action starts. The initial reading can deliver an odd reading. This oddity is ignored with this switch, which as a default is on. However, if the first Scan action generally appears okay, then switch this check box off to save testing time.

The **Deselect items after scan** checkbox will automatically deselect items from the scan list after they have been scanned.

Click **OK** when done to return to the scan screen.

More Scanning details



If further detail is desired on a previously scanned item, then it can be found back in the library from which it originated. Select the scan item and then press the **Find in VL tree** button. The VL tree will open to the desired item.

If a **Scan library** button press is performed on a single item, then that item is added to the **Scan items screen**.

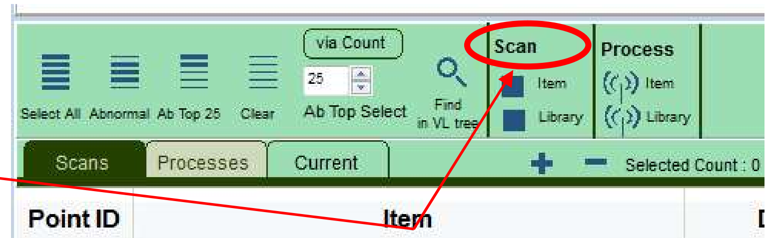
If a **Scan library** button press is performed on a library of items, then each item in the library is added to the **Scan Items screen**. However, this is only one layer deep. Therefore, a library that holds libraries will load the library names and not the item contents of each of the sub-libraries.

Because of the **Add More** ability, the **Scan Items screen** can contain a mix of items that were taken from left library side and from the right outcome score readings grid.

There are many subtle scanning options that are controlled on the SRT settings screen. *See the **Controlling SRT Settings** section* for details changing the options to ***TRANSMIT VIA, READINGS INPUT VIA, SCAN DELAY INTERVAL, DEFAULT DILUTION, DISPLAY VOLL METER DURING SCAN, USE TWO BASE READINGS – DROP FIRST, SCAN DELAY AFTER EVERY 15 ITEMS*** and ***ALLOW EXTRA DILUTIONS.***

Reenter Scan Items screen without adding items

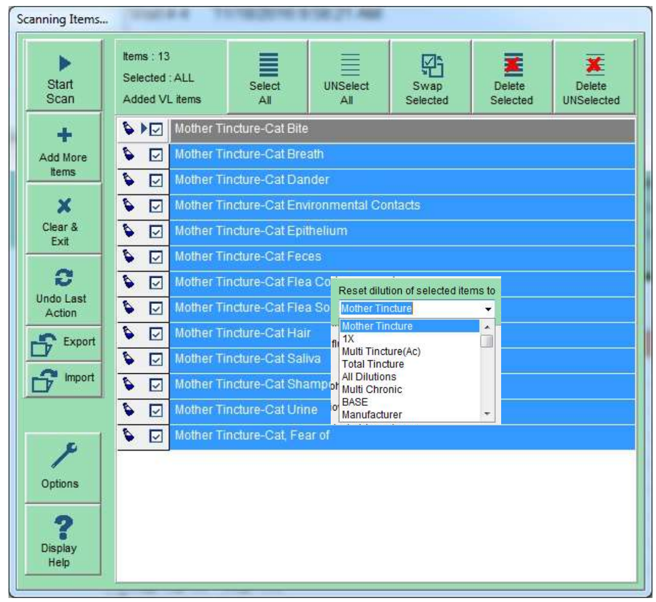
On occasions there is a need to drop out of the **Scan Items screen** and then later reenter without adding any more items. This action can be performed with the basic **Scan** button which is the label at the top of the column.



Correcting Scanning Dilution tincture

If **Dilution tincture** values on the **Scan Items screen** are incorrect, then they can be reset to new values while on the **Scan Items screen**. To do this:

1. Do the select actions required to select the items that need a change of **Dilution tincture**.
2. On the grid of items, do a right mouse click and then press **Reset dilution of selected items**.
3. A mini pulldown **Dilution tincture** selector appears.
4. Press the pull-down triangle and select the desired **Dilution tincture.**



Processing

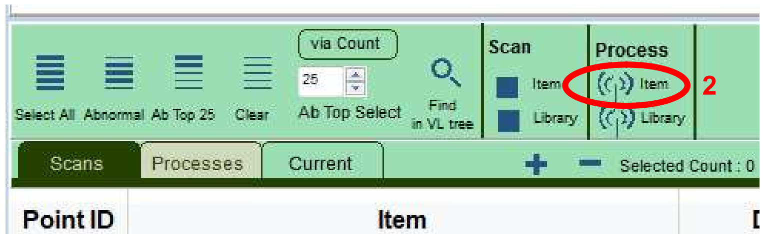
Process introduction

The second function of the SRT software is to process items that were previously scanned.

Processing exposes the client to a modality treatment, product, or a virtual substance via a radio frequency. The signal transmission is made via the IHT Device. But processing is different from a scan, in that no Outcome score reading is taken. Instead, the user performs an external processing function as provided by a protocol. The actual processing function performed is not defined by this manual.

So, processing functions like scanning but readings are not taken. Processing is the opportunity to perform any processing guidelines as provided by the protocol.

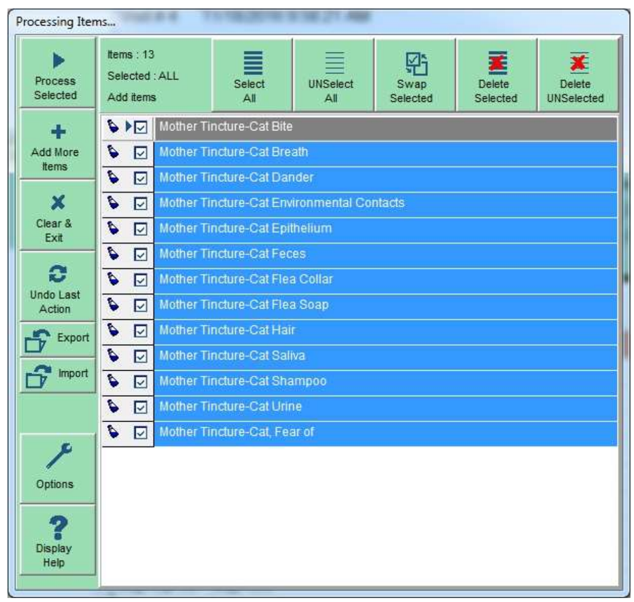
Performing initial Processing

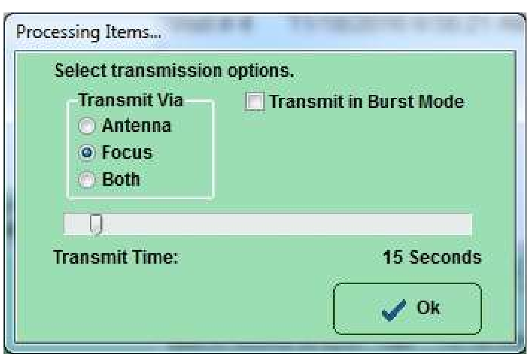


Please see the descriptions for the various control buttons for Scanning above for their similar Process button functionality.

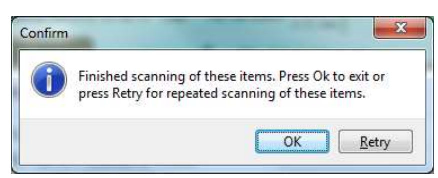
To process previously scanned items, do the following.

1. Select items for processing from the outcome score readings grid. Use the selection techniques described above for Follow up Scanning. Generally, select the most abnormal items.
2. Click the **Process item** button.
3. The **Process Items Screen** appears showing the selected items for processing.
4. The **Process Items Screen** has similar layout and selection functions to the **Scan items Screen**.
5. Use the **Options** button to set the **Transmit via** device and the length of **Transmit time** for processing. Press **OK** when done.

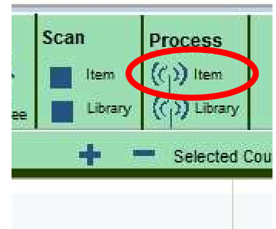




6. Press the **Process Selected** button to start item processing.
7. While processing, follow any processing guidelines provided by the protocol.
8. When done with the processing, a dialog will display that allows for a repeat of the same processing items. Generally, a repeat is not needed. But if it is, then press the **retry** button to stay in the **Process Items screen** to allow for further processing.
9. Press **OK** on the dialog to finish processing.



More Processing details



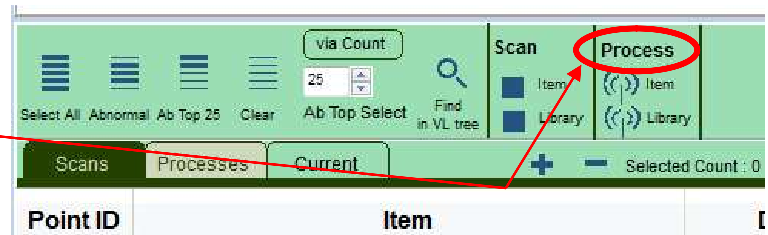
If a **Process item** button press is performed on a library, then that library name alone is added to the **Process Items screen**, and not the items contained within the library.

Processing is allowed either from the right outcome score side or the left library side. The left library side has its own **Process item** button. Thus, items can be processed without first doing scan testing on the library items.

Because of the **Add More** ability, the **Process Items screen** can contain a mix of items that were taken from left library side and from the right outcome score readings grid.

Reenter Process Items screen without adding items

On occasions there is a need to drop out of the **Process Items screen** and then later reenter without adding any more items. This action can be performed with the basic **Process** button which is the label at the top of the column.



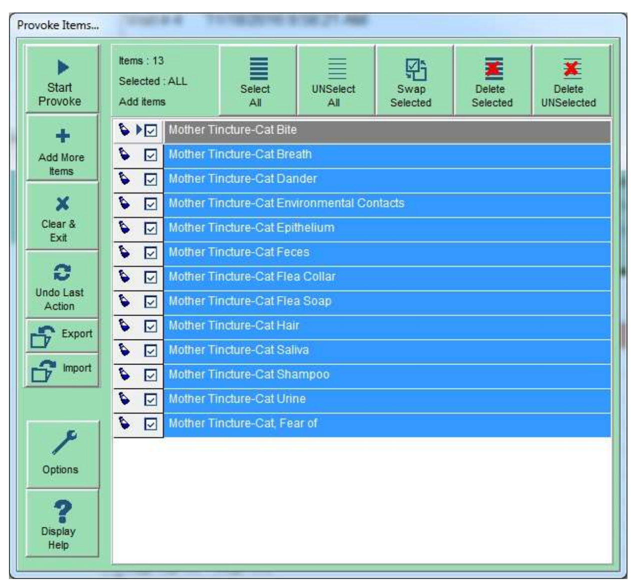
Provoke - GOLD

Provoke introduction

Provoke is a **GOLD level** SRT software function. Also Provoke is a switchable setting that by default is off to lower feature confusion issues. See ***Controlling SRT Settings*** *section: Other switchable control options – GOLD* for details on switching the Provoke feature on.

Provoke is similar in some ways to the Scanning functions but the items selected are transmitted as a group instead of individually. The signal transmission is made via the IHT Device. There is only one outcome score is obtained for the group of items. A maximum of 50 items can be provoked at one time.

A provoke takes a base line reading. Then the group of selected items are transmitted for 5 seconds and then a provoke reading is taken. Provoke use and interpretation requires guidelines provided by a protocol.



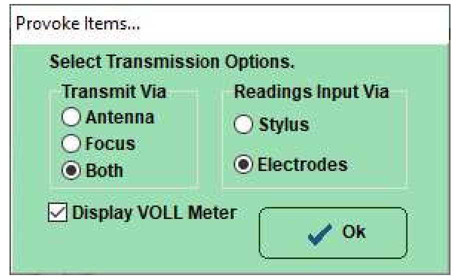
Performing a Provoke

Please see the descriptions for the various control buttons for Scanning above for their similar Provoke button functionality.

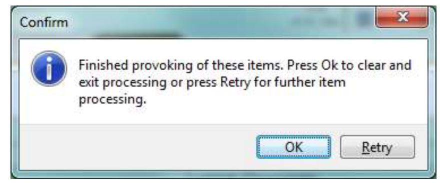
To provoke do the following actions.

1. Select some items for provoking from either a library or from previous scan readings or from previous provoke readings. Use the selection techniques described above for scanning and processing.
2. Click the **Provoke item** or **Provoke Library** buttons.
3. The **Provoke items** form appears showing the selected items for provoking.

4. The **Provoke items screen** has similar layout and selection functions to the **Scan items screen** and **Process Items screen**.
5. Use the **Transmission Options** button to set options to change how transmissions occur.
    a. **Transmit via** of Antenna, Focus or both.
    b. The **Readings Input Via** should generally always be set as Electrodes. However, some users of MSA software may wish to use a Stylus.
    c. The **Display VOLL meter** checkbox controls the display of a VOLL meter during a Scan action. This can be an assistance to some when taking readings. It is on as a default, but it can be switched off here if it is a visual distraction.
    d. Click **OK** when done.



6. Press the **Start Provoke** button to start item provoking.
7. While provoking, follow any guidelines provided by the protocol.
8. When done with the provoking, a dialog will display that allows for a repeat of the same provoking items. Generally, a repeat is not needed. But if it is, then press the **Retry** button to stay in the **Provoke Items screen** to allow for further provoking.
9. Press **OK** on the dialog to finish provoking.



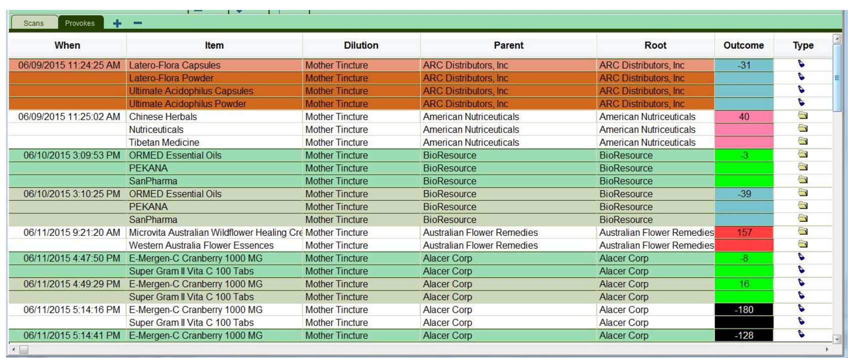
Once performed the full Provoke group action is saved to the Provoke grid with other provoke actions.

Manipulating the Provoke grid

The Provoke grid is displayed in the same area that displays the scanned outcome score readings. Use the **Scan** and **Provoke** tabs to swap between viewing the Scans or the Provokes.

The Provoke grid may now be reviewed, sorted and selected from for various follow-up actions.

The Provoke grid shows the date and time of the Provoke, the items provoked with, the dilution used, the parent and root library details of the item, the Provoked Outcome score obtained and the type of item.



When	Item	Dilution	Parent	Root	Outcome	Type
06/09/2015 11:24:25 AM	Latero-Flora Capsules	Mother Tincture	ARC Distributors, Inc	ARC Distributors, Inc	-31	
	Latero-Flora Powder	Mother Tincture	ARC Distributors, Inc	ARC Distributors, Inc		
	Ultimate Acidophilus Capsules	Mother Tincture	ARC Distributors, Inc	ARC Distributors, Inc		
	Ultimate Acidophilus Powder	Mother Tincture	ARC Distributors, Inc	ARC Distributors, Inc		
06/09/2015 11:25:02 AM	Chinese Herbals	Mother Tincture	American Nutriceuticals	American Nutriceuticals	40	
	Nutriceuticals	Mother Tincture	American Nutriceuticals	American Nutriceuticals		
	Tibetan Medicine	Mother Tincture	American Nutriceuticals	American Nutriceuticals		
06/10/2015 3:09:53 PM	ORMED Essential Oils	Mother Tincture	BioResource	BioResource	-3	
	PEKANA	Mother Tincture	BioResource	BioResource		
	SanPharma	Mother Tincture	BioResource	BioResource		
06/10/2015 3:10:25 PM	ORMED Essential Oils	Mother Tincture	BioResource	BioResource	-39	
	PEKANA	Mother Tincture	BioResource	BioResource		
	SanPharma	Mother Tincture	BioResource	BioResource		
06/11/2015 9:21:20 AM	Microvita Australian Wildflower Healing Cre	Mother Tincture	Australian Flower Remedies	Australian Flower Remedies	157	
	Western Australia Flower Essences	Mother Tincture	Australian Flower Remedies	Australian Flower Remedies		
06/11/2015 4:47:50 PM	E-Mergen-C Cranberry 1000 MG	Mother Tincture	Alacer Corp	Alacer Corp	-8	
	Super Gram II Vita C 100 Tabs	Mother Tincture	Alacer Corp	Alacer Corp		
06/11/2015 4:49:29 PM	E-Mergen-C Cranberry 1000 MG	Mother Tincture	Alacer Corp	Alacer Corp	16	
	Super Gram II Vita C 100 Tabs	Mother Tincture	Alacer Corp	Alacer Corp		
06/11/2015 5:14:16 PM	E-Mergen-C Cranberry 1000 MG	Mother Tincture	Alacer Corp	Alacer Corp	-180	
	Super Gram II Vita C 100 Tabs	Mother Tincture	Alacer Corp	Alacer Corp		
06/11/2015 5:14:41 PM	E-Mergen-C Cranberry 1000 MG	Mother Tincture	Alacer Corp	Alacer Corp	-128	

The Outcome score is background colored like the Scan grid. Balanced is green, Acute is pink, Severely Acute is brownish red, Chronic is pale blue and Severely Chronic is black.

There are two item types, a bottle is an item and a folder is a library.

The Provoke grid is also background colored by provoke groups, so each provoke groups is linked together with a background white, green, or olive. The current selected provoke group is background orange.

The Provoke grid can only be sorted by the 2 columns **When** and **Outcome.** Sort the Provoke grid by clicking on the column header title name on which to sort by. So, the Provoke grid items could be sorted in time order by clicking the **When** header or it could be sorted in **Outcome** order by **Outcome** header.

The provoked items cannot be selected individually. Instead, they are selected as a whole group when selected for later actions.

The actions available on scan items can be performed on provoked items.

Controlling SRT Settings

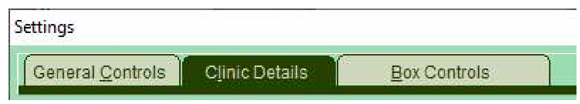
SRT Software Settings - Overview

Although many of the SRT software settings are programmed with fixed settings, several 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 SRT software.



After concluding changes to the Settings Screen either:

- Click the **Cancel** to make no changes.
- Click the **OK** button to save the changes made.
- Click the **Reset** button to return all the settings in the SRT software to the initial default settings. *(The clinic details below are not affected by the **Reset** button.)*

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

Clinic Details Tab

Setting up Clinic details

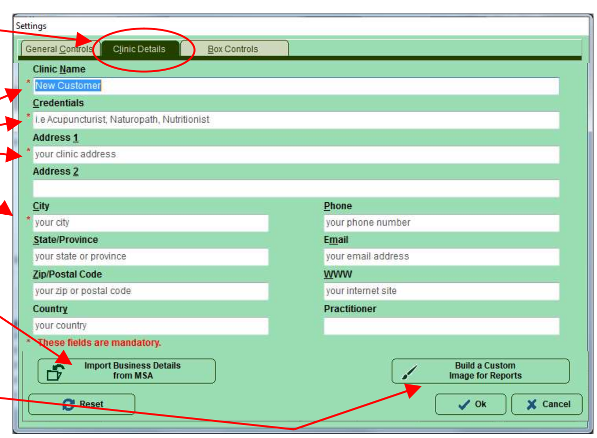
The **Clinic Details** tab stores the information that populate in the **BioRep** and **SRT reports**.

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

This field should reference the practitioner's name.

Users of **BioScan MSA** may **Import Business Details from MSA** with this button.

The use of the **Build a Custom Image for Reports** button is described on the next pages.

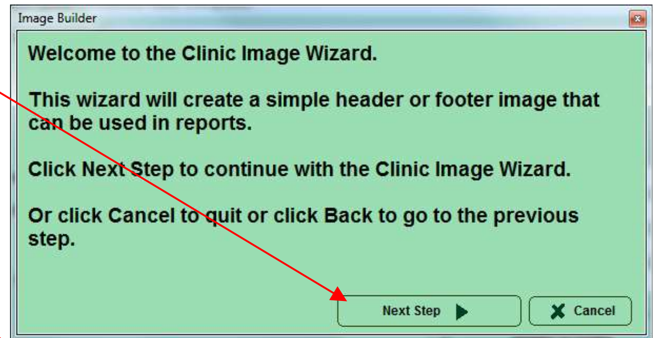


Building your own Custom Header or Footer

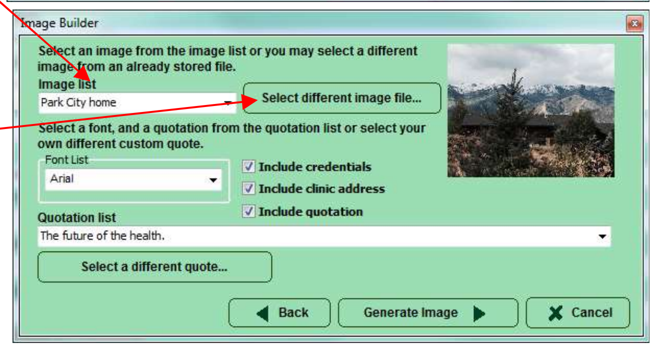
Once your clinic details are set, it is a good idea to generate a custom header or footer for use on reports. These will help give your practice a better corporate image when patients take reports home and show others what took place.

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.

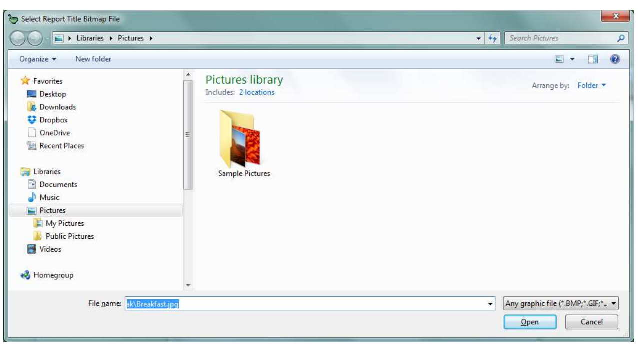


The second screen of the Clinic Image Builder wizard sets up the basics that will be used in your custom header or footer.

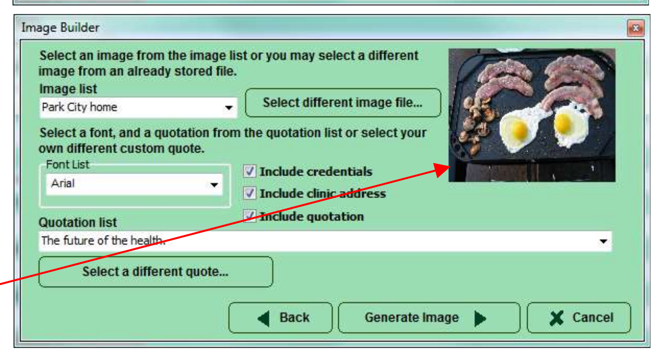


First, pick out an image. A fire pit image is the default, but you likely want something else. Press the down triangle of the **Image list** combo selector to select from a few public domain images that might look nice.

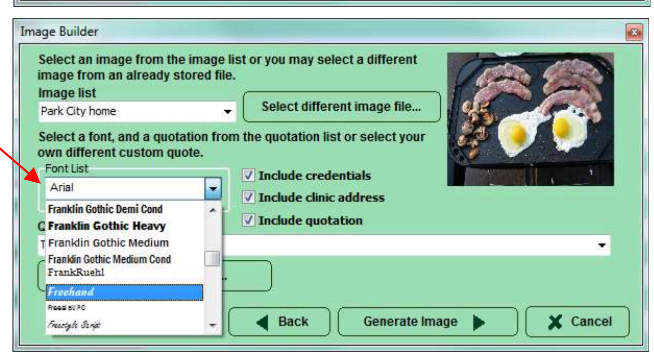
Maybe you already have a good image. Press the **Select different image** button and use the Windows file explorer selection process to find your desired image. It can be a JPG, BMP, PNG, or GIF image, and it should be at least 800 pixels wide.



We have selected our favorite camp breakfast. We best start a **Nutritional** program after our camping trip.



Next, pick a desired font from the **Font List** combo selector. *Arial* is a good default choice, but it is so boring. So, pick the font you want used in your custom header or footer.

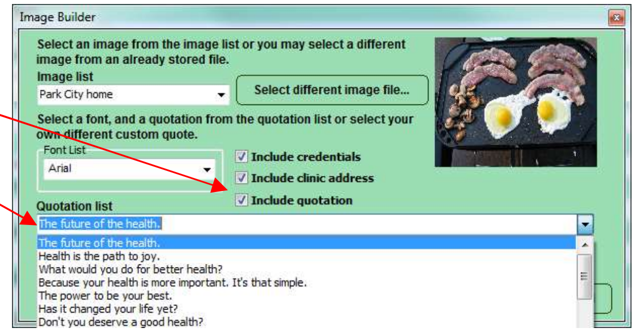


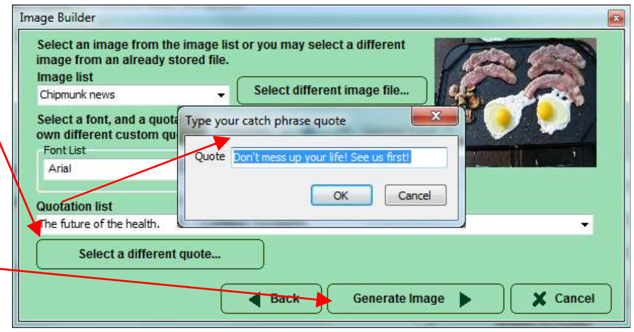
Tip	There are many free fonts websites on the internet to add interesting new fonts to your Windows.

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.

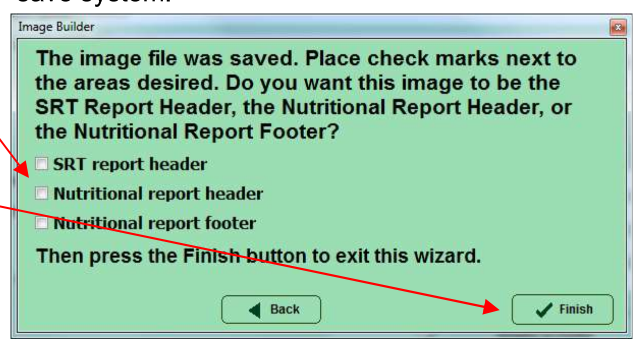




Everything is ready so let us see the image. Press the **Generate image** button and see what it looks like.

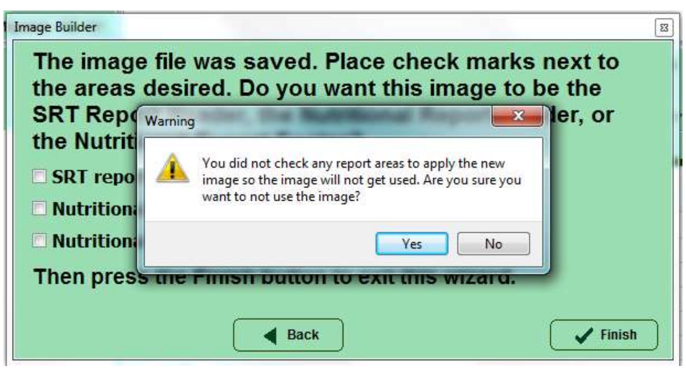
If you do not like it, then just press the **Back** button and change the undesired elements.

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

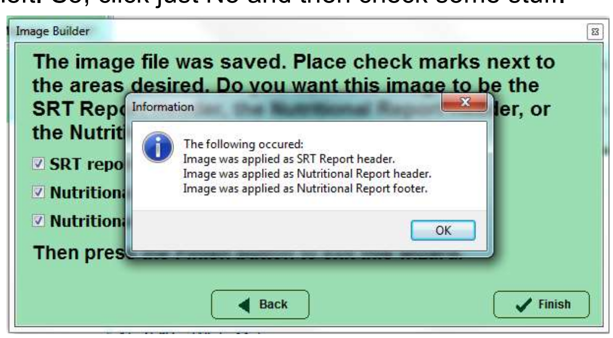


There is just one-step left. Where should the image be used? Check the desired locations and the image will be used there by the SRT and BioRep report systems.

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. So, click just No and then check some stuff.

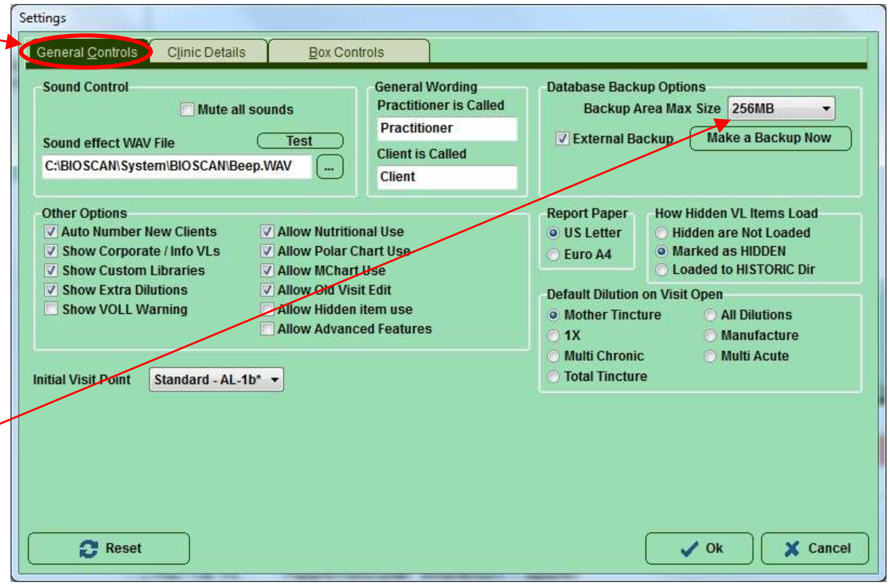


With some stuff checked, you get a nice confirmation note as to where the image will be used on the right when you press **Finish**.

Note	*Clinico is a fictitious clinic.*

Backing up the database

The **General Controls** tab provides several backup operations and settings.



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.

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. So, if 256MB of backup area space is available then about 12 historic backups may be available for recovery.

The **Backup Now** 

button will start the Backup process **now.**

Make an extra external backup

If an additional backup copy is desired to a specific location, then check the **External backup** box.

This action will prompt the SRT software to 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.

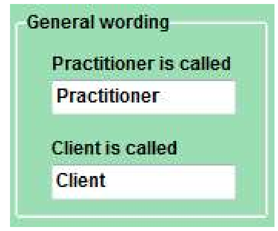
Warning	Occasionally, for a variety of reasons, a database will become corrupted and be unusable. Alternatively, a dramatic event like a fire or a theft will occur. In these events, a database backup will save the day. Then only the data changes that occurred after the last backup will be lost. **Frequent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

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 safety deposit box. This way is a catastrophic event, like an office fire or a theft takes place, the **SRT** database can be rebuilt with recent patent data from the off-site backup file.

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

General settings controls

General wording



Legally or as a desire on the user, there may be a restriction on the wording used for the general terms **Practitioner** and **Client**. These words can be changed to other wording via the **Controls** tab **General Wording** section. The wording **Practitioner** and **Client** are the defaults.

Default Dilution

SRT software starts up with a set Dilution/Tincture value as set by the **Default Dilution** section. **Mother Tincture** is the default for this setting. Revise this setting according to the Protocol you are using.

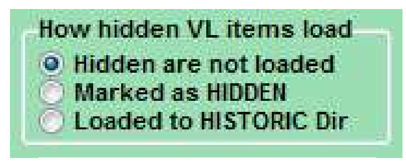
Report Paper Type

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

Initial Visit Point

The **Initial Visit Point** control determines the Acupoint at visit startup used in performing scanning and provoking.

How hidden VL items load - GOLD

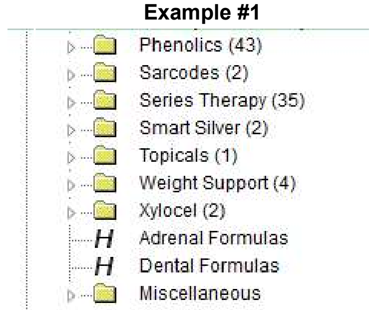


Many Virtual library folders have been edited numerous times by the company involved with the Virtual library. Old Virtual library items may be later marked for removal by the manufacturer. The **How hidden VL items load** controls the various ways that hidden and discontinued corporate virtual library items load and display.

When set as **Hidden are not loaded** then manufacturer hidden items will not load into your Virtual Library tree. This is the default. If this is not desired, then use one of the other two options.

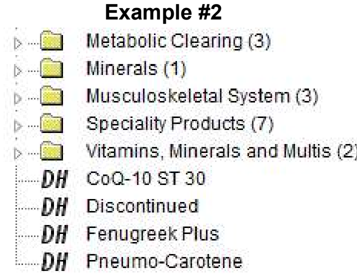
When set as **Marked as HIDDEN**, an ***H*** symbol is used to show hidden item within the Virtual Library tree.

Example #1



In the first example on the right, the manufacturer hid their **Adrenal Formulas** and **Dental Formulas** for an unknown reason. They are displayed with an ***H*** symbol to indicate this.

Example #2

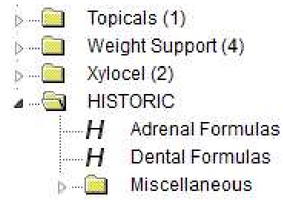


In the second example on the right, the manufacturer has both hidden and discontinued their **CoQ-10 ST 30**, **Fenugreek Plus**, and **Pneumo-Carotene** items again for an unknown reason. Further, they renamed an item calling it **Discontinued** and again they both hid and discontinued it (and it is unknown what this item was originally called). Hidden and discontinued items are displayed with a ***DH*** symbol to indicate this.

When set as **Loaded to a HISTORIC Directory**, items that are hidden item are loaded into a sub library within each library called **HISTORIC**. So, all a company's hidden items are placed together into one sub library.

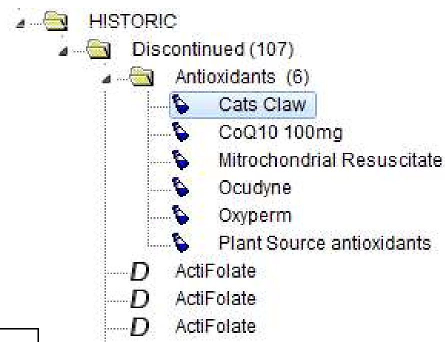
The third example on the right, is a repeat of the first example but now where hidden items are **Loaded to a HISTORIC Directory**. The hidden items **Adrenal Formulas** and **Dental Formulas** are loaded into a **HISTORIC** sub folder. There is also a **Miscellaneous** folder in their **HISTORIC** folder as they have also hidden this **Miscellaneous** folder.

Example #3



In the fourth example on the right, the manufacturer created a **Discontinued** folder. They moved a variety of items and folders into it like **Antioxidants**, **Cats Claw** and **CoQ-10 ST 30.** They have several **ActiFolates** that they discontinued and moved to the **Discontinued** folder. They are displayed with a ***D*** symbol to indicate this. Then they hid this **Discontinued** folder. With the **Loaded to a HISTORIC Directory** setting, the **Discontinued** folder is now in the company's **HISTORIC** sub folder. Seems they really did not want you to see this stuff again.

Example #4



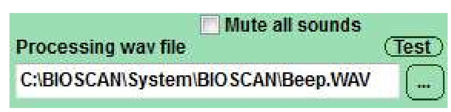
Note	When the **How hidden VL items load** setting control is changed, the SRT program must be closed and restarted to see the resulting change.

Tip	Loading hidden items is like looking at a company's dirty laundry. There might be item names that are misspelled. Items may be out of place. Items may be repeated. The company wanted to clean things up. So, when using hidden item display, keep this in mind.

Controlling PC sounds

Control the Processing sound

During the performing of Processing, the computer through speakers generates a regular beep sound. The beep sound used comes from a computer file called a "wave file". The default wave file Beep.WAV is provided at SRT installation but any small wave file may be used.



If a different Processing sound is desired, then press the ellipse ... button to use Windows Explorer to select a different wave file. An alternate Chime.WAV is provided at installation.

Use the Test button to test this file. After pressing the **Test** button this dialog appears to help you trouble shoot a problem if you did not hear the sound file play.

If the beep sounds are a major distraction, then check the **Mute all sounds** check box. Mute all sounds

Adjusting the computer external speaker volume

The volume of the Processing beep sound is controlled by **Windows** and not by the **SRT** software**.** To adjust the Volume Control of those reading tones, use the Windows control panel or settings screen to show a volume slider bar. In Windows 10 and 11 this is on the bottom right corner area of the taskbar as a speaker icon. Click the icon and use the mouse to click, hold down and drag the slider up to increase the volume of the beeps or down to decrease the volume.

Switchable control options

There are eleven on off check box switch options on the **Controls** tab available to customize display and control of the SRT software. More features here are at default off to lower feature confusion issues. In order they are:

Auto number new clients

This activates Auto client numbering when creating new clients. *See the* ***Starting SRT Testing*** *section for details on creating a new client.* When initially learning to use SRT Software, it is best to have auto number as checked.

Show Corporate / Info VLs

The database supplied by IHT has a vast number of corporate and informational items available. These items could be useful in scanning and testing, or they could be a distraction. This switch is off as a default so only the BIOSCAN SRT library is loaded and displayed. However, when this is on, the full IHT virtual library is loaded at software start up. Changing this setting will affect how the software will start but does not affect this session.

Show Custom Libraries

Custom libraries can be built and used within **SRT** software. A side program called the Custom Library Editor maintains them. However, they can be a visual distraction if not used or not desired. This switch is off as a default, so the custom library features are not displayed. But when this is on, the custom library features will display. *Further details on creating and using custom libraries are in the* ***SRT Library Features*** *section below.*

Allow extra Dilutions

If activated, the full dilution/tincture library is loaded at software start up. The database supplied by IHT has a vast number of dilution/tinctures available. These could be useful in scanning and testing, or they could be a distraction. This switch is off as a default so only the most useful dilution/tinctures (“Mother Tincture”, “1X”, “Multi Acute, “Multi Tincture”, “Total Tincture”, “All Dilutions”, “Multi Chronic” and “Manufacturer”) are loaded and displayed. Changing this setting will affect how the software will start but does not affect this session. When initially learning to use SRT Software, it is best to leave extra dilutions as unchecked.

Allow Nutritional use

Nutritionals are an **SRT** side program. However, they can be a visual distraction if not used or not desired. This switch is off as a default, so the Nutritional features are not displayed. But when this is on, the Nutritional features will display. *See the* ***SRT Nutritional Software*** *manual for details.* When initially learning to use SRT Software, it is best to leave Nutritional use as unchecked.

Other switchable control options - GOLD

GOLD level SRT software has four additional on off check box switch options available on the **Controls** tab. These features are off by default to lower feature confusion issues.

Allow Polar Chart use

This activates the Polar Chart feature as available on the main button bar. *See the **Other SRT Features** section for details.* When initially learning to use SRT Software, it is best to leave Polar Chart use as unchecked.

Allow MChart use

This activates the MChart feature as available on the main button bar. *See the **Other SRT Features** section for details.* When initially learning to use SRT Software, it is best to leave MChart use as unchecked.

Allow old visit edit

This allows the user to edit old visits when opening them. Normally such old visits are locked and are not editable. When this option is checked, an old visit can be opened as unlocked and editable. When initially learning to use SRT Software, it is best to leave old visit edit as unchecked.

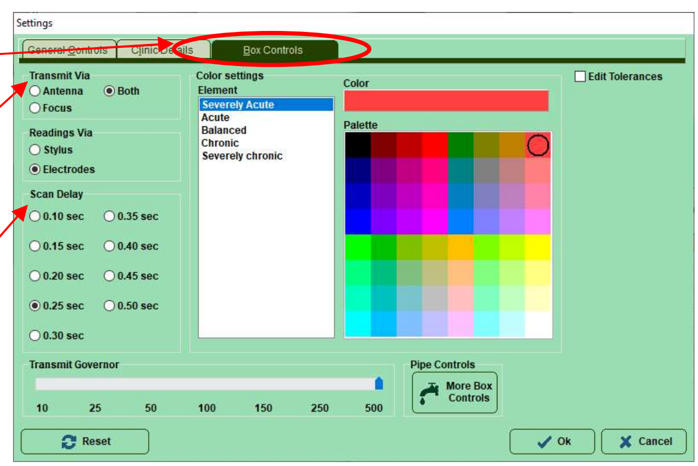
Allow Hidden item use

This allows the user to make use of items in scanning, processing, provoking and holding that are marked in the library as hidden. Normally the system excludes the use of such items since the manufacturer hay have asked for their removal. When initially learning to use SRT Software, it is best to leave Hidden item use as unchecked.

Allow Advanced Features

This allows the user to make use Advanced Features like Hunt, and Hold. *See the **Other SRT Features** section for details.* When initially learning to use SRT Software, it is best to leave Advanced Features as unchecked.

Hardware Controls



The **Box Controls** tab provides basic settings that are related to the BioScan Device.

Transmit via

SRT features rely on a transmission output device. This can be the internal hardware **Antenna**, the external **Focus** or **Both.** It is controlled via the **Transmit via control.**

Scan Delay Interval

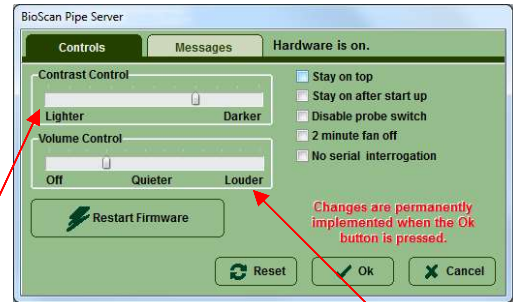
SRT software does scan actions with a small delay between readings. The shorter the delay the faster the scanning of points will precede. However, accuracy may be lost for speed. The **Scan Delay Interval** section sets this control speed. A **quarter second** is the default.

Transmit Governor

The BioScan Device has a memory limitation of 500 library items that can be transmitted at one time. And the more items transmitted, the slower operations become. The Transmit Governor will restrict the number of library items that can be transmitted at one time. 50 is the best number for operation efficiency and is initial governor setting. However, some special operations may require more items and a higher governor value and thus require changes to the Transmit Governor.

BioScan Pipe Server Controls

Some settings are controlled by the **BioScan Pipe Server,** which is the direct interface with the BioScan Device. The **More Box Controls** button gives access to more settings.



A control utility called the **BioScan Pipe Server** acts as the communication control device between the **BioScan MSA** or **BioScan SRT** 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 **BioScan MSA** or **BioScan SRT** and the **IHT Hardware Device**.

Contrast Control

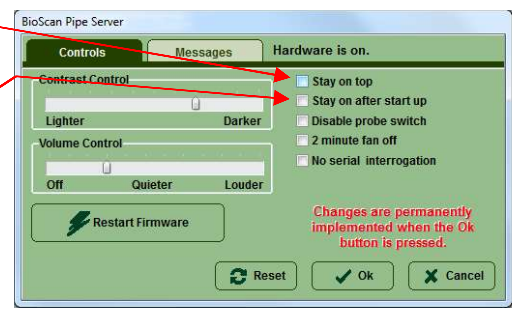
The **IHT Hardware Device** may have a panel display. *(Some BioScan/Vantage devices do not have this display.)* The **Contrast Control** setting will adjust the contrast of the LCD display on the front of the IHT Device if the device has one.

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.**

Stay on top

If 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 times.



Stay on after start up

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.

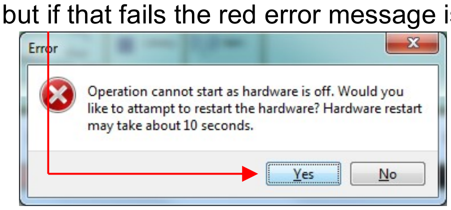
When finished

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

Using BioScan PipeServer to tune the Hardware Device

When either **BioScan MSA** or **BioScan SRT** 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. Answer "Yes" to the query, but if that fails the red error message is shown.

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



Configuring for Vantage or MSA Professional

Here the **BioScan Pipe Server** says **Bad com port – COM 1**. The **Pipe Server** could not find a USB device like a **Vantage**. It then tried to find a Serial device like an **MSA Professional** on the Com Port 1 and that failed too. It does not know if you are using a **Vantage** or an **MSA Professional.** So, it has given up and needs your help.

Setting up a Vantage

If the **IHT Hardware Device** is a **Vantage,** then check all the connections. (1) The power cord should be plugged into power. (2) The ON/OFF switch at the back of the **Vantage** should be ON. (3) The USB cable square end should be plugged into the back of the Vantage 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 **Vantage** should start. Firmware loading takes 10 or 15 seconds so be patient for a moment. Once everything is working okay, the **Vantage** switches on and the **BioScan Pipe Server** says **Hardware is on** and disappears.

And in the center of the main **BioScan SRT** the screen reads like this:

Note	The most common **BioScan Pipe Server** communication issue is that either 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 a MSA Professional

If the **IHT Hardware Device** is an **MSA Professional,** 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 Com Port 2 so change to that one.

Hopefully, everything is now working okay and the center of the main **BioScan SRT** screens reads like this:

However, this is an **MSA Professional.** Noah used one of these to test the animals as they came off the ark, so there may still be issues. If the main **BioScan SRT** 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 Professional**. 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 **BioScan SRT** screens reads like this:

SRT Charting Features - GOLD

The features in this section are all **SRT Gold only features**. If you are an **SRT Silver** user, then you may skip this section.

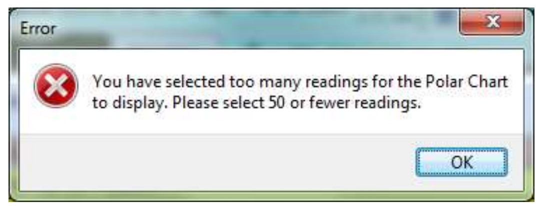
Polar Chart

Polar Chart introduction

The **SRT** program provides a basic Polar Chart to display. A Polar Chart is a radial graphical map of Scan test results. The map is divided into 5 circular-colored zones that are the equivalent of the colors used in the Outcome scores.

Polar Chart is a **GOLD level** feature. Then the ability to perform a Polar Chart is a switchable setting that by default is off to lower feature confusion issues. See the ***Controlling SRT Settings*** *section: Other switchable control options – GOLD* for details on switching the Polar Chart feature on.

Due to reading visibility limitations, a Polar Chart is a maximum of 50 readings. A basic error message will display if a Polar Chart of more than 50 is attempted.



The **Polar chart** screen is modal which means other **SRT** features are unobtainable until the **Polar chart** screen is closed.

Note	The Polar Chart feature is only an Outcome Reading scores 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.

Starting a Polar Chart

To use the polar chart, perform these steps:

1. Complete at least one set of Scan Readings on a client. See the ***Scan, Process and Provoke*** *section for the procedure to do this.*

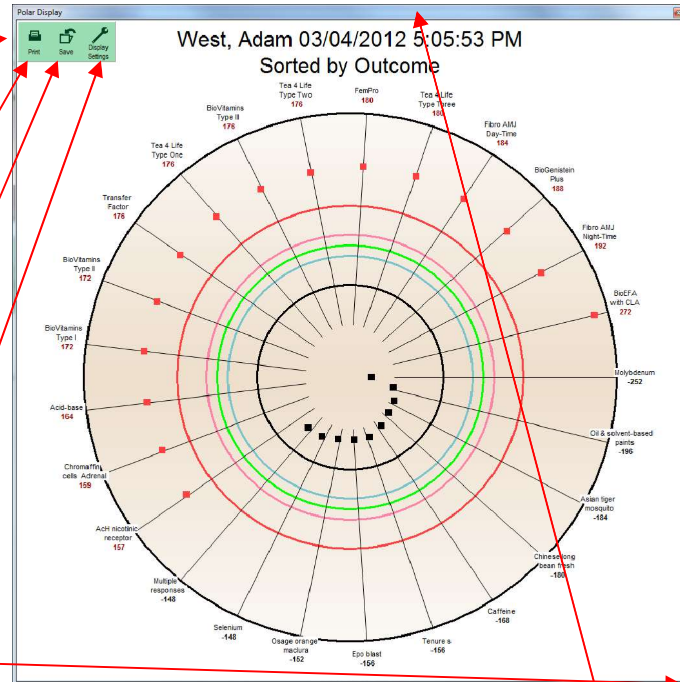
2. From the Scan Readings grid of Outcome Reading scores select up to 50 scores using the selection techniques described in the ***Scan, Process and Provoke*** *section regarding Making selections for further work.* Selecting the worst abnormal readings is the best action.

3. Press the **Polar Chart** button  on the top tool bar or from the menu system select **View → Polar Chart**.

4. The **Point Graph Options** screen will appear before the Polar Chart is built. Specify the desired sorting criteria in the **Order By** field. *Outcome is the most useful.*

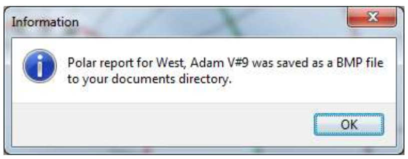
5. Finally click the **OK** button and the **Polar Chart** is built.

Polar Chart Controls



The **Polar Display** screen contains a small toolbar of control features.

Ultimately, the current **Polar chart** graph can be printed with the **Print** button. The Windows current default printer is used, and all AcuPoints readings in current **Polar chart** will print.



A saved copy can be made with the **Save** button. A BMP image is saved to your document directory.

The **Graph Settings** screen is obtained by pressing the **Settings** button.

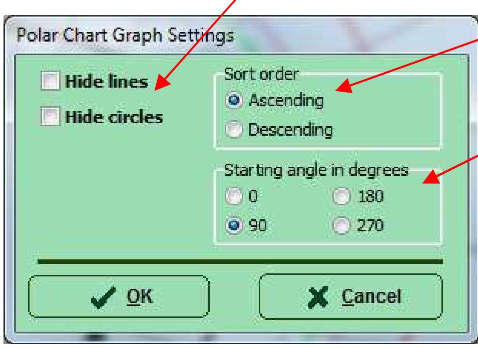
This **Polar chart** display can be drug open larger or smaller via a corner drag operation. To do this click the mouse down at the corner, hold it down and drag. When the Polar Chart is at the desired size, release the mouse.

This **Polar chart** display can be moved to other areas of the screen. To do this click the mouse down at form title bar, hold it down and drag. When the Polar Chart is at the desired location, release the mouse.

To close down the **Polar chart** screen, press the top right corner red  button.

Polar Chart Settings

On the **Graph Settings** screen, the radial lines and concentric circles are configured as being either hidden or displayed with the checkboxes. In addition, the sort order and starting angle can be selected.



The M-Chart

M-Chart introduction

The Meridian Chart, referred to as M-Chart, charts AcuPoint measurements by their corresponding organ system within the body in an organized graph format. It is similar in graphic format to the Nutritional feature, but it lacks any product connectivity. The M-Chart originated as an **MSA** feature called P-Chart and has been made to work in **SRT** software.

However, **SRT** software does not directly read the variety of AcuPoints required to build a true **MSA**-style P-Chart. **SRT** software takes Galvanic Skin Response measurements solely from one AcuPoint. Therefore, to compensate, Outcome Reading scores are obtained by performing Scan actions of the **Info Meridians library folder** in the Virtual Library, which contains all the AcuPoints by name. These *Virtual AcuPoints* then become part of an overall organ system bar. Each Organ system contains AcuPoints and is represented as an average of the AcuPoints readings based on a special M-Chart scale or as the Scan Outcome score.

M-Chart is a **GOLD level** feature. The M-Chart is a switchable setting that by default is off to lower feature confusion issues. See the ***Controlling SRT Settings*** *section: Other switchable control options – GOLD* for details on switching the M-Chart feature on.

The **Info Meridians** Outcome Reading scores are converted to the special M-Chart scale and then used to perform an M-Chart.

1. Outcome readings between -20 and 20 will populate the chart as readings in the Balanced zone. These will be indicated by a lime green box in the color representation. Any reading in this zone is displayed fully lime green.
2. Outcome readings 21 to 88 will populate the chart in the Acute zone. These will be indicated by a pink box in the color representation. Readings in this zone are displayed proportionally in size.
3. Outcome readings 89 and greater will populate the chart in the Severly Acute zone. These will be indicated by a red box in the color representation. Readings in this zone are displayed proportionally in size.
4. Outcome readings -21 to -88 will populate the chart in the Chronic zone. These will be indicated by a blue box in the color representation. Readings in this zone are displayed proportionally in size.
5. Outcome readings -89 and smaller will populate the chart in the Severly Chronic zone. These will be indicated by a black box in the color representation. Readings in this zone are displayed proportionally in size.

Note	The MSA style P-Chart, will be very different in values from an SRT style M-Chart. They have no data comparative relationship.

Note	The **M-Chart** feature is an Outcome Reading scores 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 **M-Chart**.

Starting a M-Chart

To use the M-Chart perform these steps:

1. Complete a full set of Scan Readings of all the items in the **Info Meridians library folder** on a client. See the ***Scan, Process and Provoke*** *section for the procedure to do this.*

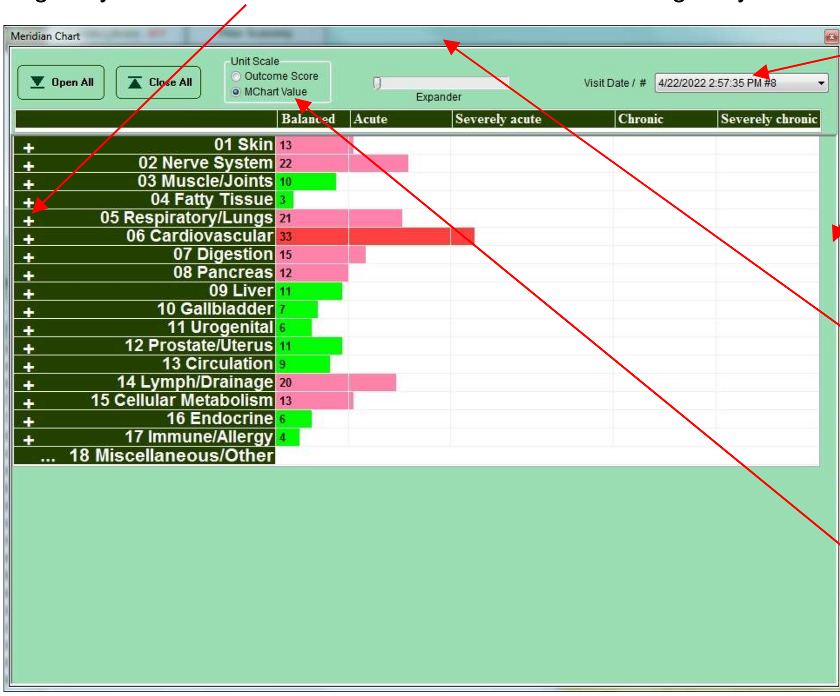
2. Press the **M-Chart** 

button on the top tool bar or from the menu system select **View → M-Chart.**

3. An **M-Chart** screen will display.

M-Chart Controls

Any closed Organ system can be drilled into and opened 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.

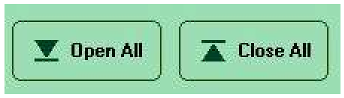
The full **M-Chart** is generally not visible. This is a scrollable screen that can be scrolled via the scroll bar on the right side.

The **M-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 **M-Chart** displays in either of two number system scales as either the Scan Outcome Score or the M-Chart Value. The **Unit Scale** is selected here.

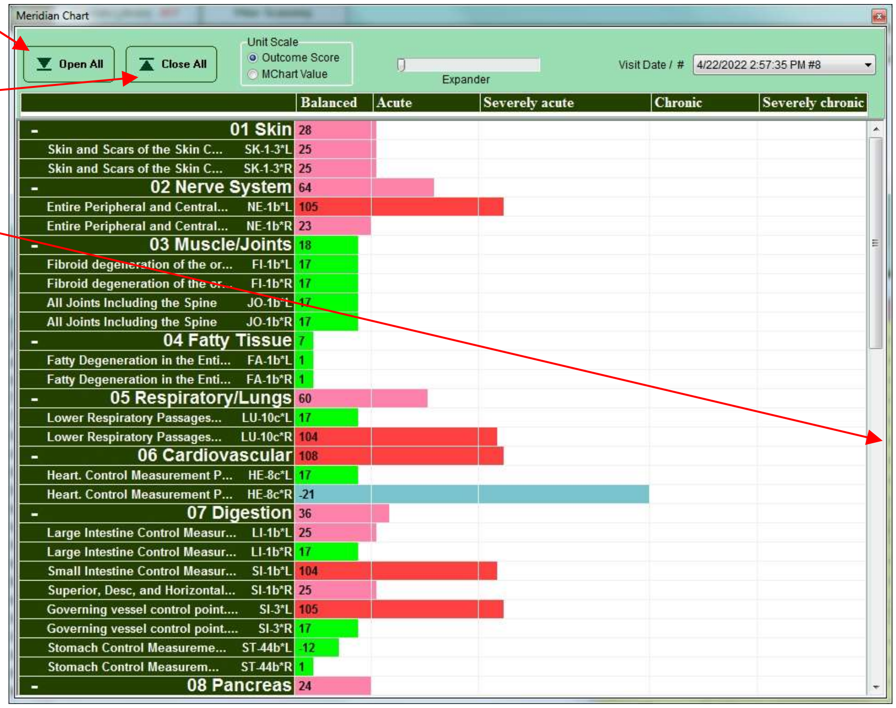
The example above is using the M-Chart Value for the number system. The example on the next page is the same data but displayed using the Scan Outcome Score.

M-Chart fully Open or Closed

There are two control buttons 

to fully open or to fully close the **M-Chart.**

Pressing the **Open All** button will open every Organ System displaying all AcuPoint Readings associated with the Organ system. Such is displayed on the right.



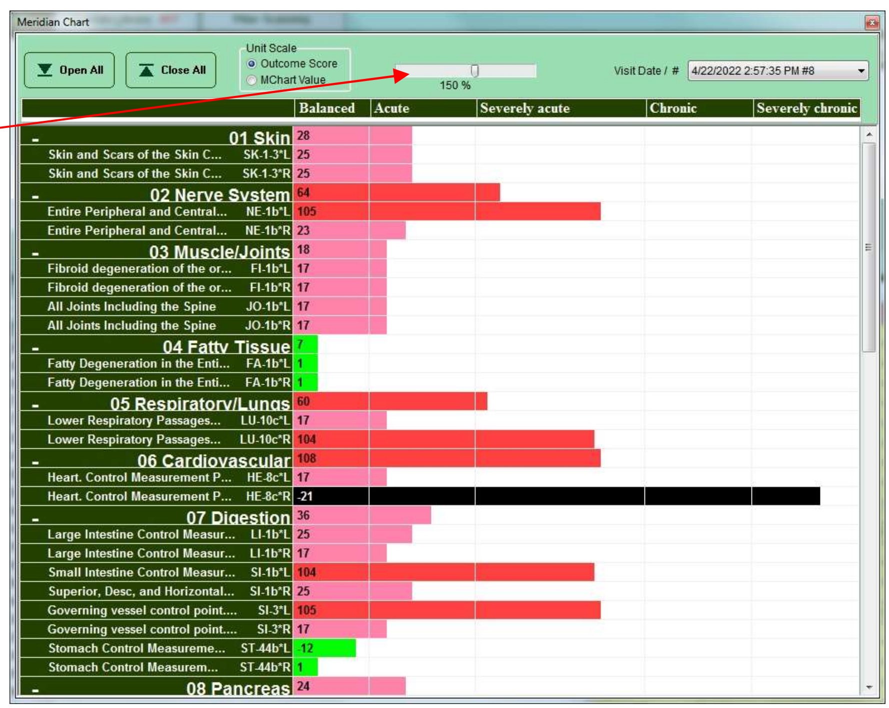
Pressing the **Close All** button will close every Organ System section, thus hiding the AcuPoint Readings associated with the Organ system.

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.

M-Chart Expanded

The **M-Chart** display can be bar expanded to emphasize the bars with the **Expander** track bar.

The same data was used in both displays on this page (the numbers are the same) but the second display is at 150% expansion (the bars are expanded and re-colored).



Note	It is up to the licensed Practitioner to make interpretations regarding the use of Expansion of the data displayed on the **M-Chart**.

SRT Reporting Features

Reports - Overview

The SRT system provides a number of useful report tools to assist in assessment and in-patient education. Once the user completes some scanning, processing, or provoking on a client/patient, then the following selection of reports may be previewed and/or printed. There is no minimum number of readings required to obtain these reports.

- Visit Information
- Scan Readings
- Scan Item Information
- Process
- Provoke (Gold only)
- MChart (Gold only)

These reports provide standard headings that include the practitioner'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.

Here is an example report header using another fictitious clinic:

06/16/2017 9:57:15 AM Page 1

Clinic	Healthy Help Clinic	Credentials	Healthologist
		Phone	222-321-4141
Address	7327 Healthy Dr Suite 12	Email Address	drbert@healthy.com
		Internet Address	www.healthy.com
City	Summer		
State or Province	Utah		
Zip or Postal Code	84444		
Country	USA		

Confidential Information

Record ID	04412	Visit Number	1
Client	Reed, Martin	Date and Time	06/16/2017 9:17:55 AM
		Practitioner	Dr. Fenrir

Select Reports to Print

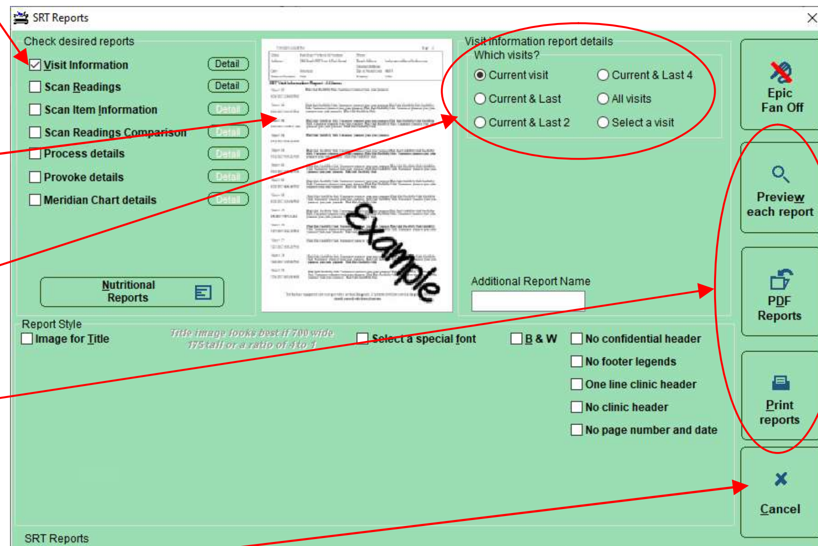
The SRT system provides a number of useful report tools to assist in assessment and in patient education.

1. In **SRT** Click the **Reports**  icon button on the Testing Screen toolbar or Click on **Visit** on the Menu bar then **Reports,** or press **Ctrl + R** keys on the keyboard.

2. Then the **SRT Reports** window will appear.

3. This screen lists all the reports that may be printed from the main **SRT** 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, an example of the report and 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. Or 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.

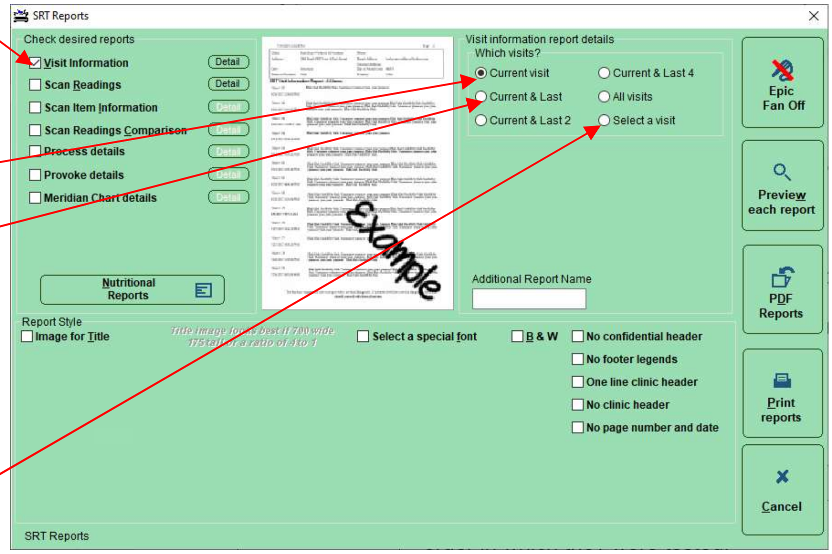
Note	If selecting multiple reports to preview, they will each display on the screen one at a time.

Visit Information Report

The **Visit Information** report in the selection box provides a detail of visits. The report lists the Visit Time date, number and notes. To use the **Visit Information** report, do the following.

1. Select **Visit Information.**
2. Details options will appear on the right side of this dialogue box.
3. There are several views that may be selected for this report.

- **Current Visit only -** prints any Visit Notes relating to the *current visit* only.
- **Current & Last** – prints the Visit Notes from the *current visit* and the most recent visit before that
- **Current & Last 2 and Current & Last 4** – prints the Visit Notes and a few of the most recent visits before that.
- **All visits** – prints the Visit Notes from all of *visits* for this client.
- **Select a visit** – prints the Visit Notes from a selected *visit*.



Here is an example **Visit Information** report using our friends at the fictitious clinic:

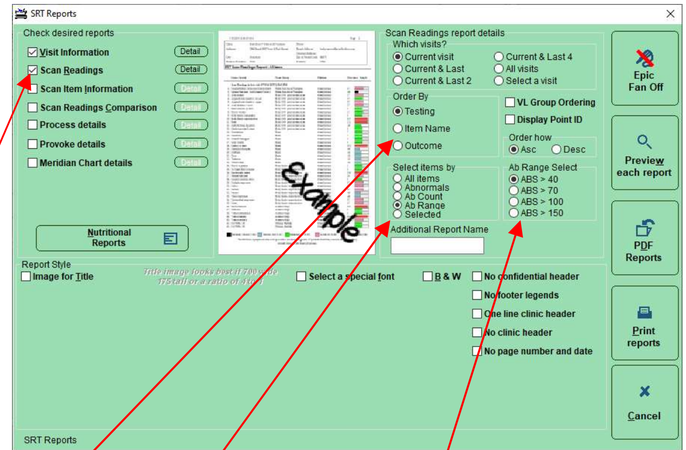
SRT Visit Information Report

Visit Notes 03/04/2012 5:05:53 PM	6 scanned through phenolics group. start scan with salicylate. treated thru eggs . start with alginic.
Visit Notes 02/19/2012 5:09:43 PM	5
Visit Notes 01/15/2012 5:10:43 PM	4
Visit Notes 01/15/2012 5:04:39 PM	4

Tip

This doctor should have really entered more Visit Notes at the time of each client visit. Always enter some Visit Notes during the visit.

Scan Readings Report

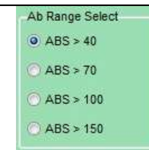


The **Scan Readings** report provides a detailed view of each Scan reading performed during a single visit. The report lists Item tested, group, dilution, Outcome score and colored Outcome graph. To use the **Scan Readings** report, do the following.

1. Select **Scan Readings** by checking the box to the right of the report name.
2. Detail options will appear on the right side of this dialogue box.
3. **Category Grouping** when checked will lump all same library items together in the report.
4. Select the desired report options.

Options	Description
Testing	Lists the outcome score readings in the order in which they were tested.
Item Name	Lists readings in the item name alphabetical order.
Outcome	Lists readings according to the outcome score readings value numerical order.
All	All outcome score readings will be printed.
Abnormals	Only abnormal (>=20 or <= -20) outcome score readings will be printed.
Ab Count	Only the worst counted ## abnormal will be printed.
Ab Range	Only the abnormal out of the selected range will be printed.
Selected	Only the most recently selected items will be printed.

The **AB Range Select** option chooses the range for selecting the abnormals for display in the report. Those abnormals outside of the range will be excluded.



The **Ab Count Select** option selects a limited number of items to display. So only the worst few abnormals in the report.

Tip

Scans in a single visit can involve hundreds of items. This could mean that the **Scan Readings** report is many pages. Preview or PDF this report first before printing it.

Here are two examples of a **Scan Readings** report from our friends at the fictitious clinic:

With **VL Group Ordering** checked OFF

SRT Scan Readings Report

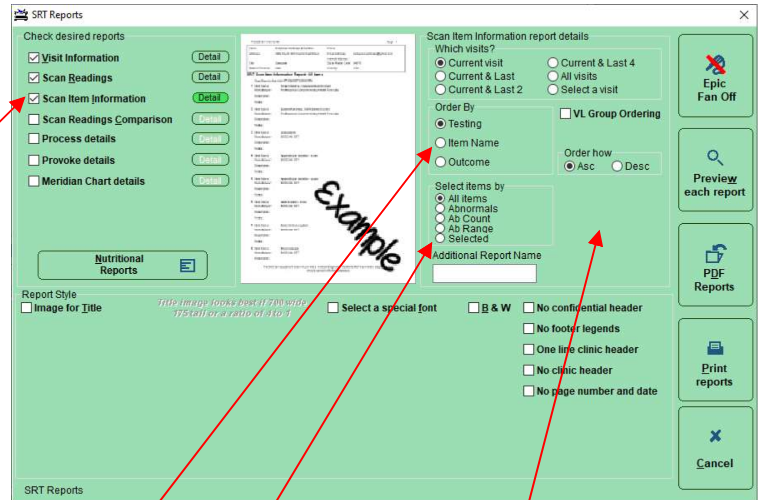
	Items Tested	From Group	Dilution	Outcome	Graph
1.	Alliin	Allium foods	1X	36	
2.	Corn	Plants & pollens, Great Lakes	1X	40	
3.	Crowns	Custom List 2	1X	48	
4.	Dairy cream	Beverages	1X	52	
5.	Edu K belief clearing	Psychotherapeutic modalities	1X	52	
6.	Food additives	Biofeedback stress factors	1X	76	
7.	Food additives list 1	SRT Sensitivity Group	1X	80	
8.	Grain weevil	Insect & arachnid allergens	1X	80	
9.	Heavy Metal	Brain Related Toxins	1X	64	
10.	Hormone Mix	Energy System Forumulas	1X	56	
11.	Mineral salts	Biofeedback stress factors	1X	60	
12.	Nightshade alkaloid	Nightshades	1X	60	
13.	Nutriveda	Diet aids products & plans	1X	68	
14.	Phenolics	Biofeedback stress factors	1X	76	
15.	Salicylamide	Salicylate phenolics	1X	72	
16.	Salsolinol	Phenolics group	1X	76	
17.	Sheeps sorrel	Herbs, culinary	1X	80	
18.	Spice diet	Diet plan types by name	1X	76	
19.	Sugars	Cigarette ingredients 3	1X	96	
20.	Vegetable gum mix	Food additives list 1	1X	96	
21.	Vitamins complete	Biofeedback stress factors	1X	96	
22.	Yearning	N Euro pain relief - emotional	1X	96	
23.	Ajax cleanser with bleach	Household cleaners	1X	24	
24.	Alli	Natural diet sup (popular)	1X	8	
25.	Allicin	Allium foods	1X	12	
26.	Allyl Ionone	Cigarette Ingredients 1	1X	16	

With **VL Group Ordering** checked ON

SRT Scan Readings Report

	Group\Sub-Group Items Tested	From Group	Dilution	Outcome	Graph
	Apex Energetics\Biological Terrain Tests\Integrated Bioenergetic Score\Energetic Degeneration/Weakness				
1.	-06 Calc.Phos., Mag. phos., Acidum	Energetic Degeneration/Weakness	Multi Acute	44	
	Newton Homeopathy				
2.	Homeopathic Liquid & Pellet	Newton Homeopathy	Mother Tincture	-24	
3.	Newton for Pets, Homeopathic	Newton Homeopathy	Mother Tincture	4	
4.	Ointments	Newton Homeopathy	Mother Tincture	0	
5.	Tonic, Mouthrinse & Liquid Herbal	Newton Homeopathy	Mother Tincture	12	
	Alacer Corp				
6.	E-Mergen-C Cranberry 1000 MG	Alacer Corp	Mother Tincture	16	
7.	Super Gram II Vita C 100 Tabs	Alacer Corp	Mother Tincture	12	
	4Life Research				
8.	BioEFA with CLA	4Life Research	Multi Acute	272	
9.	BioGenistein Plus	4Life Research	Multi Acute	188	
10.	BioVitamins Type I	4Life Research	Multi Acute	172	
11.	BioVitamins Type II	4Life Research	Multi Acute	172	
12.	BioVitamins Type III	4Life Research	Multi Acute	176	
13.	FemPro	4Life Research	Multi Acute	180	
14.	Fibro AMJ Day-Time	4Life Research	Multi Acute	184	
15.	Fibro AMJ Night-Time	4Life Research	Multi Acute	192	
16.	Tea 4 Life Type One	4Life Research	Multi Acute	176	
17.	Tea 4 Life Type Three	4Life Research	Multi Acute	180	
18.	Tea 4 Life Type Two	4Life Research	Multi Acute	176	
19.	Transfer Factor	4Life Research	Multi Acute	176	

Scan Item Information Report

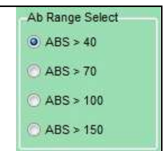


The **Scan Item Information** report provides a detailed view of information on each Scan reading item that were involved in outcome score testing. The report lists Item name, Manufacturer, Description and Notes. To use the **Scan Item Information** report, do the following.

1. Select **Scan Item Information** by checking the box to the right of the report name.
2. Details options will appear on the right side of this dialogue box.
3. **Category Grouping** when checked will lump all same library items together in the report.
4. Select the desired report options (These are like the **Scan Readings** report options).

Options	Description
Testing	Lists the outcome score readings in the order in which they were tested.
Item Name	Lists readings in the item name alphabetical order.
Outcome	Lists readings according to the outcome score readings value numerical order.
All	All outcome score readings will be printed.
Abnormals	Only abnormal (>=20 or <= -20) outcome score readings will be printed.
Ab Count	Only the worst counted ## abnormal will be printed.
Ab Range	Only the abnormal out of the selected range will be printed.
Selected	Only the most recently selected items will be printed.

The **AB Range Select** option chooses the range for selecting the abnormals for display in the report. Those abnormals outside of the range will be excluded.



The **Ab Count Select** option selects a limited number of items to display. So only the worst few abnormals in the report.

Tip	Scans in a single visit can involve hundreds of items. This could mean that the **Scan Item Information report** is too many pages. Preview or PDF this report first before printing it.

Here is an example section from a **Scan Item Information** report from our friends at the fictitious clinic:

SRT Scan Item Information Report

11 Item Name: BioVitamins Type II

· Manufacturer: 4 Life Research

Description: A unique, customized multi-vitamin and mineral supplement that contains highly BioActivie and BioAvailable ingredients, to ensure your body gets the nutrients it needs. Contains - Beta Carotene, Vitamin C, Vitamin E, Iodine, Chromium, Vitamin D, Vitamin K, Thiamin, Riboflavin, Niacin, Vitamin B6, Folic Acid, Vitamin b12, Biotin, Pantothenic Acid, Calcium, Iron, Magnesium, Molybdenum, Potassium, Choline, Inositol, Boron, and Vanadium.

Designed to meet your individual needs by: Balancing your metabolism, Booting immune function, Supporting body systems, Enhancing well-being.

These statements have not been evaluated by the Food and Drug Administration. This product is not intended to diagnose, cure or prevent any disease.

Notes:

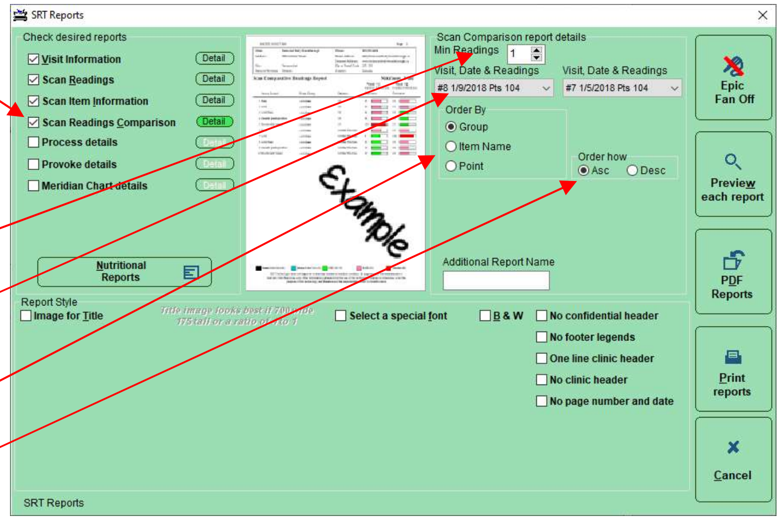
Scan Readings Comparison Report

The **Scan Readings Comparison report** provides a detailed view comparing the Scan readings of two visits involved in outcome score testing. The report lists the scanned items, Group, Library and Dilution used and the readings obtained in two visits.

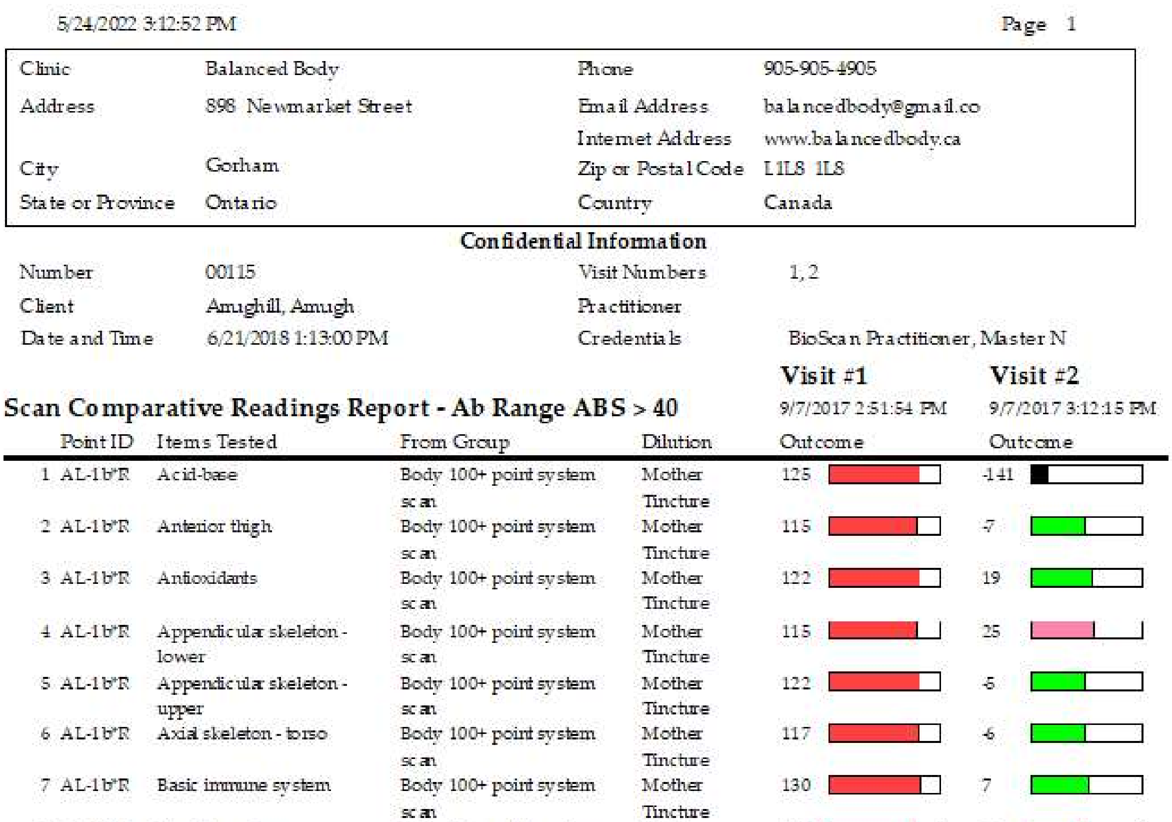
Select **Scan Readings Comparison report** by checking the box to the right of the report name.

1. Details options will appear on the right side of this dialogue box.
2. There are several views that may be selected for this report.

- **Min Readings** will wash out visits that have scan readings below a threshold value.
- **Visit Date & Readings** shows the date of the visit and how many scan readings were taken. Select two visits for comparison here.
- **Order By** defines the item order used in the report as Group, Item Name or Point.
- **Order How** defines the sorting as ascending or descending.



Here is an example **Scan Readings Comparison** report from our friends at the fictitious Clinic:



5/24/2022 3:12:52 PM — Page 1

Clinic	Balanced Body	Phone	905-905-4905
Address	898 Newmarket Street	Email Address	balancedbody@gmail.co
		Internet Address	www.balancedbody.ca
City	Gorham	Zip or Postal Code	L1L8 1L8
State or Province	Ontario	Country	Canada

Confidential Information

Number	00115	Visit Numbers	1, 2
Client	Amughill, Amugh	Practitioner	
Date and Time	6/21/2018 1:13:00 PM	Credentials	BioScan Practitioner, Master N

Scan Comparative Readings Report - Ab Range ABS > 40

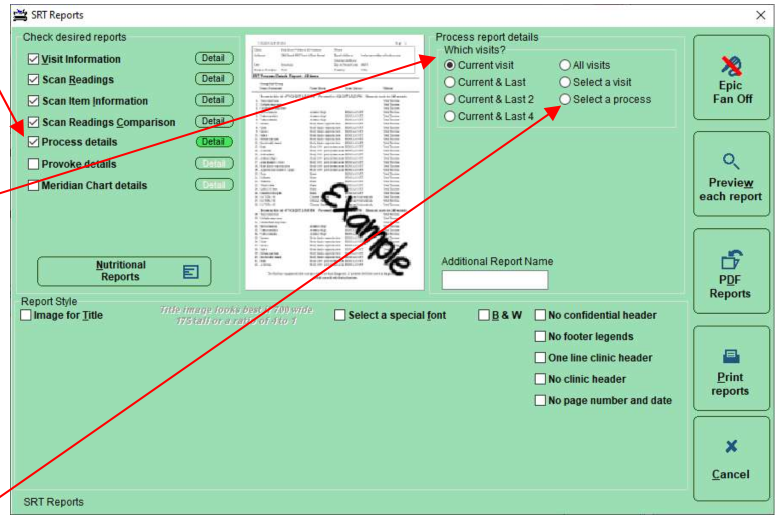
	Point ID	Items Tested	From Group	Dilution	Visit #1 9/7/2017 2:51:54 PM Outcome	Visit #2 9/7/2017 3:12:15 PM Outcome
1	AL-1b*R	Acid-base	Body 100+ point system scan	Mother Tincture	125	-141
2	AL-1b*R	Anterior thigh	Body 100+ point system scan	Mother Tincture	115	-7
3	AL-1b*R	Antioxidants	Body 100+ point system scan	Mother Tincture	122	19
4	AL-1b*R	Appendicular skeleton - lower	Body 100+ point system scan	Mother Tincture	115	25
5	AL-1b*R	Appendicular skeleton - upper	Body 100+ point system scan	Mother Tincture	122	-5
6	AL-1b*R	Axial skeleton - torso	Body 100+ point system scan	Mother Tincture	117	-6
7	AL-1b*R	Basic immune system	Body 100+ point system scan	Mother Tincture	130	7

Process Report

The **Process details** report provides a detailed view of information on each Scan reading item that were involved in outcome score testing. The report lists how the processing was performed, the Items processed, Group, Library and Dilution used.

1. Select **Process details** by checking the box to the right of the report name.
2. Details options will appear on the right side of this dialogue box.
3. There are several views that may be selected for this report.

- **Current Visit Information only -** prints any processes relating to the *current visit* only.
- **Current & Last** – prints the processes from the *current visit* and the most recent visit before that
- **Current & Last 2 and Current & Last 4** – prints the processes and a few of the most recent visits before that.
- **All visits** – prints processes from all of *visits* for this client.
- **Select a visit** – prints processes from a selected *visit*.
- **Select a process** – prints a single selected process from a selected *visit*.



Here is an example **Process details** report from our friends at the fictitious Clinic:

SRT Process Details Report

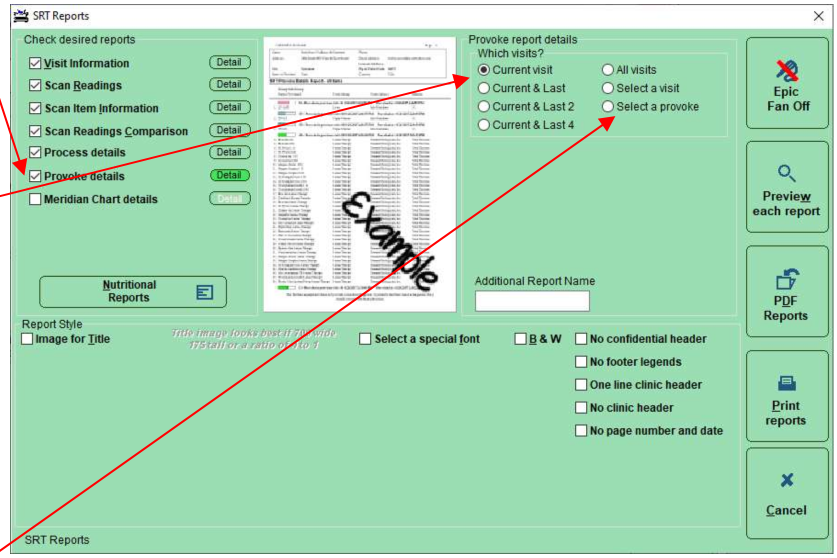
	Group\Sub-Group Items Processed	From Group	From Library	Dilution
	Process in this visit : 07/01/2015 3:22:10 PM	**Burst mode for 30 seconds.**		
1.	BioEFA with CLA	4Life Research	4Life Research	Mother Tincture
2.	BioGenistein Plus	4Life Research	4Life Research	Mother Tincture
3.	BioVitamins Type I	4Life Research	4Life Research	Mother Tincture
4.	BioVitamins Type II	4Life Research	4Life Research	Mother Tincture
5.	BioVitamins Type III	4Life Research	4Life Research	Mother Tincture
6.	FemPro	4Life Research	4Life Research	Mother Tincture
7.	Fibro AMJ Day-Time	4Life Research	4Life Research	Mother Tincture
8.	Fibro AMJ Night-Time	4Life Research	4Life Research	Mother Tincture
9.	Tea 4 Life Type One	4Life Research	4Life Research	Mother Tincture
10.	Tea 4 Life Type Three	4Life Research	4Life Research	Mother Tincture
11.	Tea 4 Life Type Two	4Life Research	4Life Research	Mother Tincture
12.	Transfer Factor	4Life Research	4Life Research	Mother Tincture
	Process in this visit : 07/01/2015 3:30:24 PM	**Burst mode for 30 seconds.**		
13.	BioEFA with CLA	4Life Research	4Life Research	Mother Tincture
14.	BioGenistein Plus	4Life Research	4Life Research	Mother Tincture
15.	BioVitamins Type I	4Life Research	4Life Research	Mother Tincture

Provoke Report - GOLD

Only **GOLD level** SRT software has this report. The **Provoke details** report provides a detailed view of information on each Scan reading item that was involved in outcome score testing. The report lists details of what items were used in Provoke actions.

1. Select **Provoke details** by checking the box to the right of the report name.
2. Details options will appear on the right side of this dialogue box.
3. There are several views that may be selected for this report.

- **Current Visit Information only -** prints any provokes relating to the *current visit* only.
- **Current & Last** – prints the provokes from the *current visit* and the most recent visit before that
- **Current & Last 2 and Current & Last 4** – prints the provokes and a few of the most recent visits before that.
- **All visits** – prints the provokes from all of *visits* for this client.
- **Select a visit** – prints the provokes from a selected *visit*.
- **Select a process** – prints a single selected provoke from a selected *visit*.



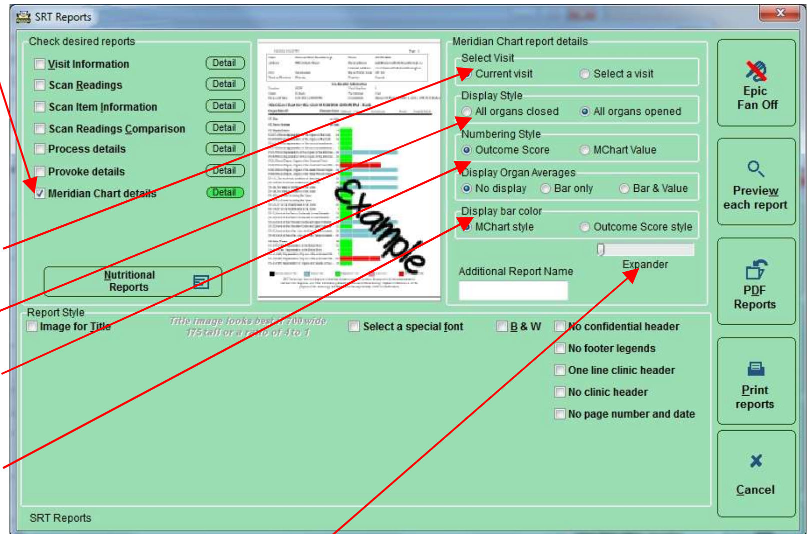
Here is an example **Provoke details** report from our friends at the fictitious clinic:

SRT Provoke Details Report

	Group\Sub-Group Items Provoked	From Group	From Library	Dilution
	-30 - Provoke in this visit : 09/26/2016 10:24:13 AM			
1.	Acid	Acid-base	BIOSCAN SRT	Mother Tincture
2.	Base	Acid-base	BIOSCAN SRT	Mother Tincture
3.	Acid/base	Acid-base	BIOSCAN SRT	Mother Tincture
4.	Trace responses	Acid-base	BIOSCAN SRT	Mother Tincture
5.	Emotionally based	Acid-base	BIOSCAN SRT	Mother Tincture
6.	Multiple responses	Acid-base	BIOSCAN SRT	Mother Tincture
7.	Unidentified responses	Acid-base	BIOSCAN SRT	Mother Tincture
8.	Genetic predisposition	Acid-base	BIOSCAN SRT	Mother Tincture
	115 - Provoke in this visit : 09/26/2016 10:06:34 AM			
9.	Body 100+ point system scan	BIOSCAN SRT	BIOSCAN SRT	Mother Tincture
	-32 - Provoke in this visit : 08/26/2016 2:40:29 PM			
10.	Staph aur.	Dental - gums	BIOSCAN SRT	Mother Tincture
11.	Multiple responses	Dental - gums	BIOSCAN SRT	Mother Tincture

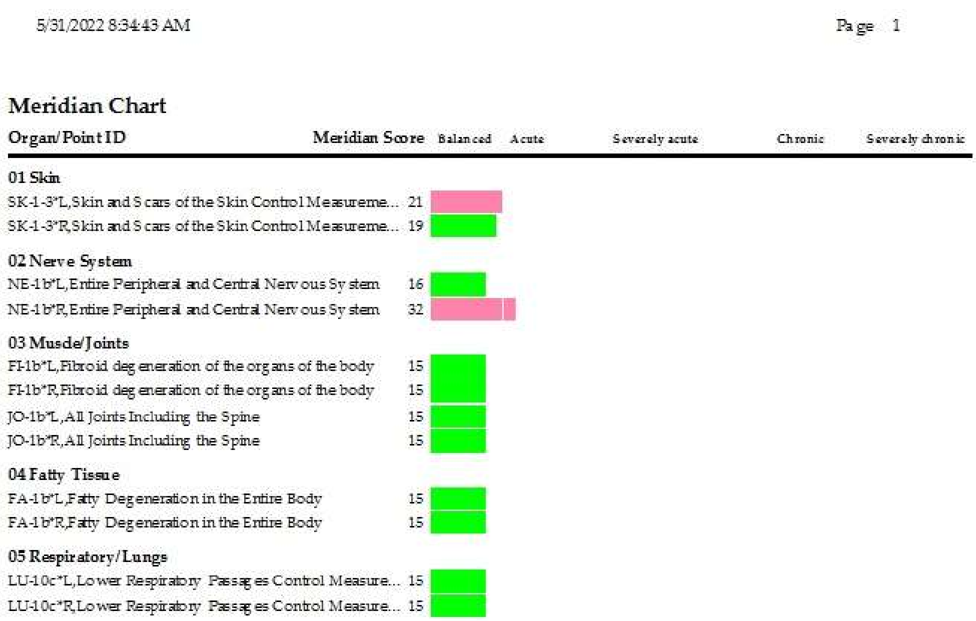
Meridian Chart Report - GOLD

Only **GOLD level** SRT software has this report. The **Meridian Chart details** report provides a M-Chart view of information on each **Info Meridians library** reading item that was involved in outcome score testing.



1. Select **Meridian Chart details** by checking the box to the right of the report name.
2. Details options will appear on the right side of this dialogue box.
3. There are three views that may be selected for this report.
   - **Select visits** determines which visit is reported on.
   - **Display style** determines if the organ displays are open or closed.
   - **Number Style** determines if Scan Outcome scores or M-Chart values are used in the report.
   - **Display Organ Averages** determines if Organs will be shown with just a bar or with a bar and the average value of the area.
4. The Expander track bar will add increased significance to each value.

Here is an example **M-Chart** report using our friends at the fictitious clinic:



Nutritional Reports

The Nutritional Reports button 

provides an alternate access to Nutritional software. By running the Nutritional software in a read-only state, only Nutritional reporting is allowed. *See the **SRT Nutritional manual** for details.*

Customizing the Reports

Report: Header with an image

SRT Reports can be personalized by adding clinic logo or letterhead to the report.

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.)

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.

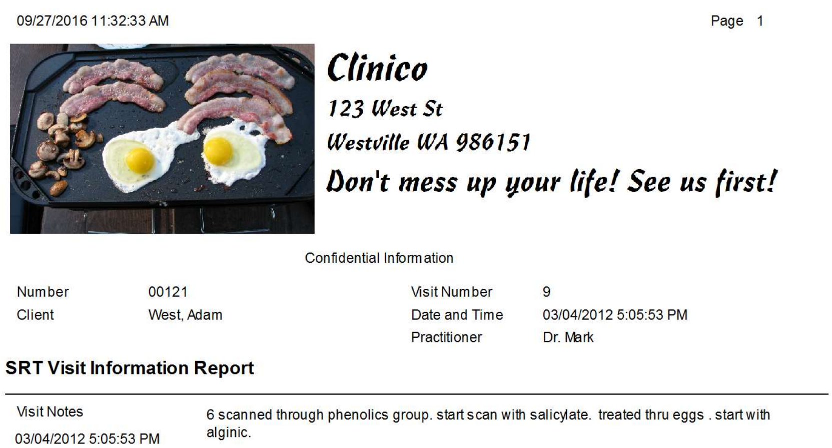
2. In the **Report Style** section, check mark **Image for Title** and click the **Browse** button.

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 **SRT 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.

Here is an example **Visit Information** report using our custom header of the fictitious clinic:


09/27/2016 11:32:33 AM Page 1

Clinico
123 West St
Westville WA 986151
Don't mess up your life! See us first!

Confidential Information

Number	00121	Visit Number	9
Client	West, Adam	Date and Time	03/04/2012 5:05:53 PM
		Practitioner	Dr. Mark

SRT Visit Information Report

Visit Notes 03/04/2012 5:05:53 PM	6 scanned through phenolics group. start scan with salicylate. treated thru eggs . start with alginic.

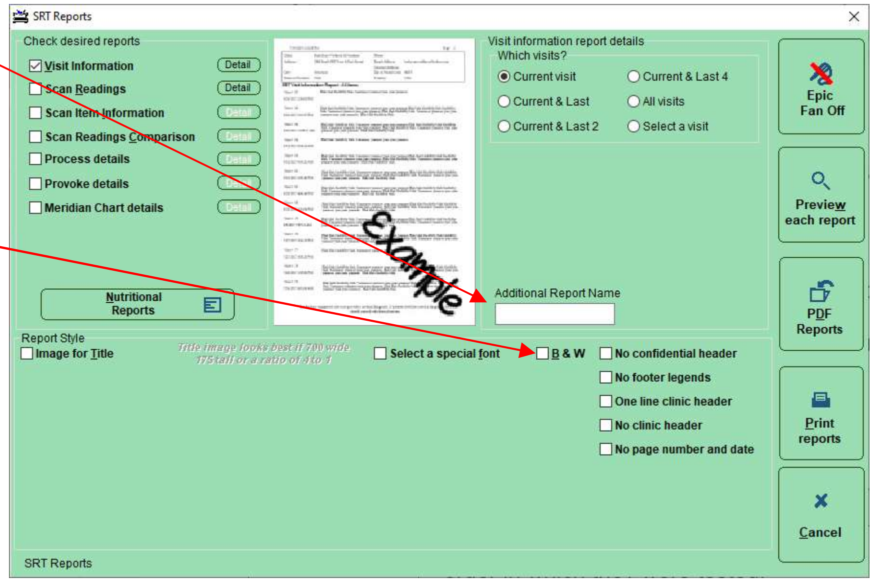
Tip	The **Settings screen Clinic tab page** has a Build your own Header or Footer wizard that is an easy-to-use system to build your own custom Header image. *See the* SRT ***Controlling Settings section*** *for details on creating a custom header or footer.*

Additional Reports Name

An **Additional Report Name** can be added to the end of the title name line of the report. Place any such desired additional wording here.

Black & White Reports

It is strongly recommended that each client receive a color printout of their report. However, in situations where a color printer is not available, place a checkmark next to the **B&W** option in the SRT Reports screen. Readings will be differentiated by a unique series of diagonal lines.



Note	If a Header image is used, it remains in color even when the **B&W** option is checked.

Here is an example of the **black and white** option used in a **Scan Readings** report:

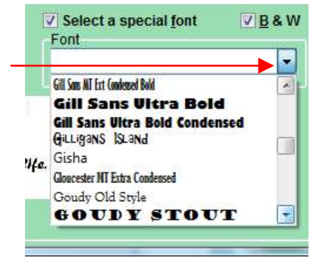
SRT Scan Readings Report

	Group\Sub-Group Items Tested	From Group	Dilution	Outcome	Graph
	Apex Energetics\Biological Terrain Tests\Integrated Bioenergetic Score\Energetic Degeneration/Weakness				
1.	-06 Calc.Phos., Mag. phos., Acidum	Energetic Degeneration/Weakness	Multi Acute	44	
	Newton Homeopathy				
2.	Homeopathic Liquid & Pellet	Newton Homeopathy	Mother Tincture	-24	
3.	Newton for Pets, Homeopathic	Newton Homeopathy	Mother Tincture	4	
4.	Ointments	Newton Homeopathy	Mother Tincture	0	
5.	Tonic, Mouthrinse & Liquid Herbal	Newton Homeopathy	Mother Tincture	12	
	Alacer Corp				
6.	E-Mergen-C Cranberry 1000 MG	Alacer Corp	Mother Tincture	16	
7.	Super Gram II Vita C 100 Tabs	Alacer Corp	Mother Tincture	12	
	ARC Distributors, Inc				
8.	Latero-Flora Capsules	ARC Distributors, Inc	Mother Tincture	272	
9.	Latero-Flora Powder	ARC Distributors, Inc	Mother Tincture	188	
10.	Ultimate Acidophilus Capsules	ARC Distributors, Inc	Mother Tincture	172	
11.	Ultimate Acidophilus Powder	ARC Distributors, Inc	Mother Tincture	172	

Severely chronic (<-91) Chronic (-91 to -21) Balanced (-20 to 20) Acute (21 to 90) Severely acute (>91)

The BioScan equipment does not provide a medical diagnosis. If patients feel they need a diagnosis, they should consult with their physician.

Customizing the Report Font



The report can be made to look special with a custom font. *Arial* is a good default choice, but it is so boring. To use a font other than *Arial, check Select a special font and* pick a desired font from the **Font List** combo selector. The font will be used in the reports.

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

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

Note	Due to the nature of Item Descriptions, a special font cannot be used in the **Scan Item Information** report. It will remain in *Arial*.

Here is an example of a special font used in a **Provoke Details** report:

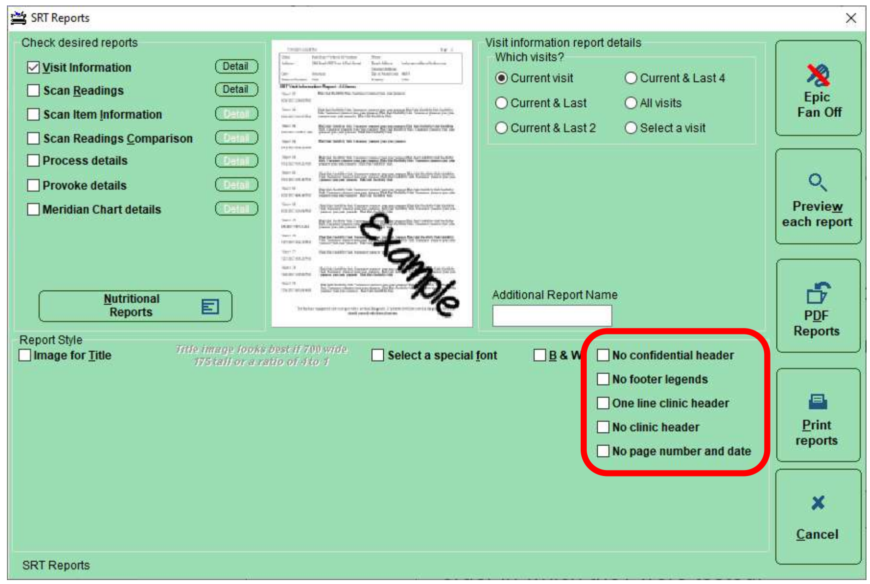
SRT Provoke Details Report

Group \Sub-Group

	Items Provoked	From Group	From Library	Dilution
	-30 - Provoke in this visit : 09/26/2016 10:24:13 AM			
1.	Acid	Acid-base	BIOSCAN SRT	Mother Tincture
2.	Base	Acid-base	BIOSCAN SRT	Mother Tincture
3.	Acid/base	Acid-base	BIOSCAN SRT	Mother Tincture
4.	Trace responses	Acid-base	BIOSCAN SRT	Mother Tincture
5.	Emotionally based	Acid-base	BIOSCAN SRT	Mother Tincture
6.	Multiple responses	Acid-base	BIOSCAN SRT	Mother Tincture
7.	Unidentified responses	Acid-base	BIOSCAN SRT	Mother Tincture
8.	Genetic predisposition	Acid-base	BIOSCAN SRT	Mother Tincture
	115 - Provoke in this visit : 09/26/2016 10:06:34 AM			
9.	Body 100+ point system scan	BIOSCAN SRT	BIOSCAN SRT	Mother Tincture
	-32 - Provoke in this visit : 08/26/2016 2:40:29 PM			
10.	Staph aur.	Dental - gums	BIOSCAN SRT	Mother Tincture
11.	Multiple responses	Dental - gums	BIOSCAN SRT	Mother Tincture

Limited header and footer details

It is strongly recommended that each client receive a full report of the procedures performed with clinic and client details. However, in situations where some details are desired hidden, or situations where maximum reports lines are desired then various elements of the headers and footers can be limited or excluded from the reports.



- **No confidential header** – This removes the confidential information area with client name, number, visit date form the report. This frees up about four report lines per page.
- **No footer legends** – This removes the legend footer from the bottom or reports. It does not remove the IHT disclaimer which is mandatory. This frees up about two report lines per page.
- **One line clinic header** – This limits the clinic detail to just the clinic name and removes the clinic address, phone and other clinic details from the top pf each report page. This frees up about four report lines per page.
- **No clinic header** – This removes all clinic details from the top pf each report page. This frees up about six report lines per page.
- **No page number and date** – This removes the top line from each page.

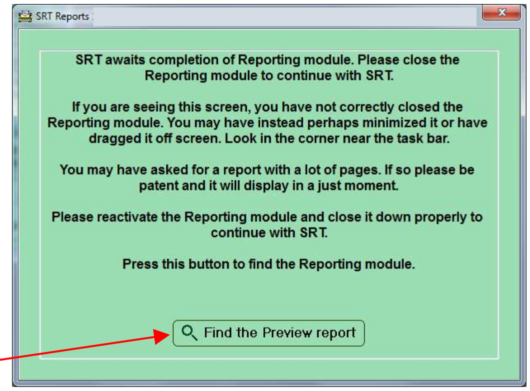
Controlling the Preview Screen

Preview Screen Toolbar

The **Preview Screen** allows the practitioner or technician 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	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 **SRT** software must await this close action before continuing.

When the **SRT** software starts a Preview action, it displays the following screen while it awaits Preview 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, which should unhide and make visible the current Preview screen.

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. PDF were invented by Adobe but are 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 to be your *"My Documents"* directory but this can be changed. It is highly recommended that you create a directory for client/Patient 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.

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.

Additional SRT Programs

Additional SRT Software Programs - Introduction

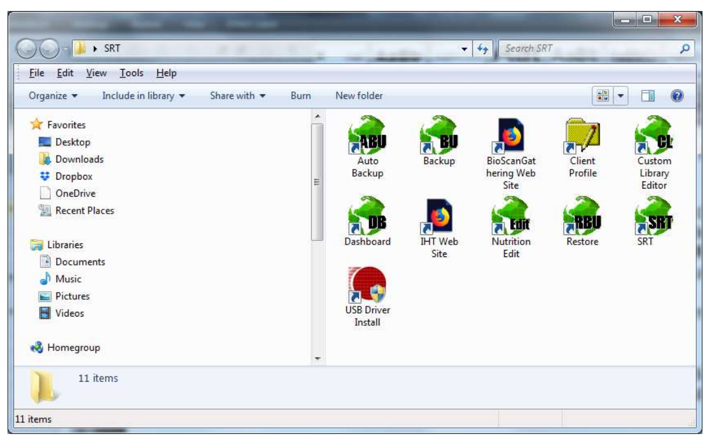
The **SRT** system has many additional programs that provide useful features in the exchange of data with the main **SRT** program. The background programs feed information to the **SRT** software via the SRT database. They are:

- **Authorize –** This application has already been described in a section above called ***Installing and Authorizing SRT Software***.
- **Database Backup, Restore,** and **Auto Backup** - These programs provide backup and restoration of the **SRT** database.
- **Client Profile** - This program provides a more complete client database system than the ***New Client Wizard*** accessible within the **SRT** software. **Client Profile** provides fields for specific contact information, demographics, and clinical notes. While the ***New Client Wizard*** provides a quick and easy way to enter new client information, later edits to existing client records, must be made in the **Client Profile** program
- **Custom Library Editor** – this program provides a platform to create smaller, customized product and substance file folders.
- **Nutrition Editor** – this program provides editing capabilities to the database that maintains dosing information for Nutritional products, by setting product instructions, standard term of use and daily dosing*. It is described in a separate **SRT Nutritional manual**.*

During installation, a folder was placed on the desktop called **SRT** with all the installation software. Double click on the **SRT** folder and a list of applications is displayed. Double click on the application desired.

In addition, any of these programs may be accessed directly by navigating the following path:

Start Button → All Programs → BIOSCAN → *then select the desired program*



Database Back-Up and Restore Utilities

All of the clients', their visits, with readings, point details, the virtual library and many other useful data lists are stored in a single relational computer database file. Regular backup of the database is **strongly** recommended so to minimize the risk of lost data***. If the hard drive on that computer crashes and the data has not been backed up, all client records may be permanently lost!***

Automatic Back-Up of SRT System Data

SRT software provides an automatic backup system. The **Auto Backup** process starts when closing the **SRT** program.

The process can be deferred by a day by clicking on the **Cancel** button within a 30 second time limit. After 30 seconds a backup will initiate itself automatically.

The process begins by checking to see if the disc drive has enough space to perform a Backup and Restore. Then the system creates a database backup file and places the restored data into a new database. 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 it adequate time and do not interrupt it or perform a Windows reboot of your computer while **Auto Backup** is operating.

If no errors are found, the old database is replaced, the backup file is compressed, and the data is stored in a special location.

Warning	Interupting the **Auto Backup** process in the middle of a crucial step can leave your database in a corrupted state. Do not interupt **Auto Backup.**

Default backup file directory location

The SRT Backup files generated by **Auto Backup** are compressed database files called GBZ files and they are automatically stored in **C:\BioScan Backup** directory.

Manually generate a back up of the SRT database

To manually back up data from the **SRT** system, use a USB Flash drive or other large-scale removable media device to store the backup files. Old style floppy disks do not have enough space for this type of storage.

1. Start the **SRT Database Backup Wizard** called **Backup**.

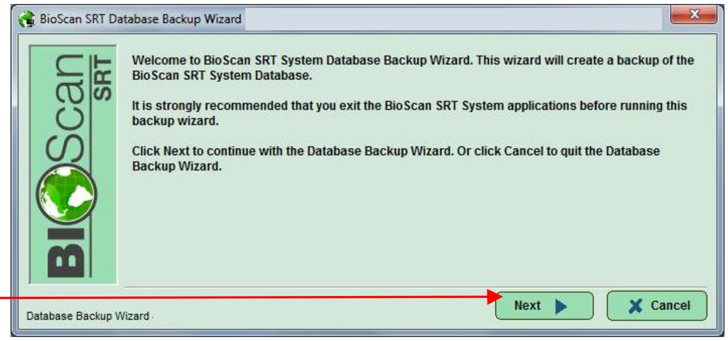
2. After reading the welcome screen, click the **Next** button.

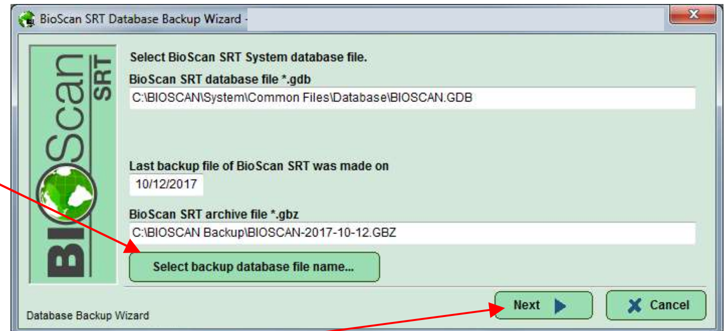
3. The system generates a new **System archive file name** on the local drive system. To select a custom location like the USB Flash drive, use the **Select backup database file name** button.
   a. The Database Archive File window will appear.
   b. Select the USB Flash drive location where the backup should be saved.
   c. After selecting the appropriate drive, click the **Save** button.

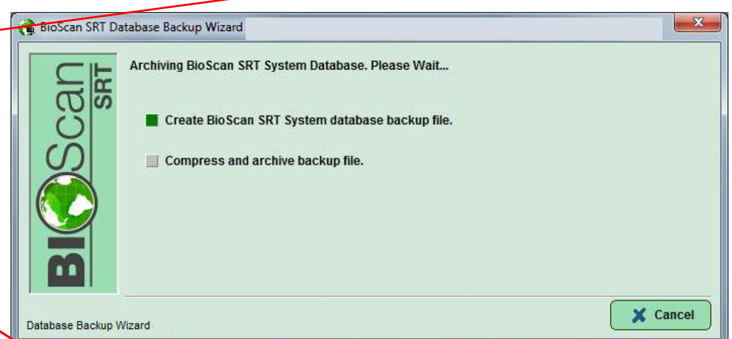
4. When the **System archive file name** is as desired, click the **Next** button.

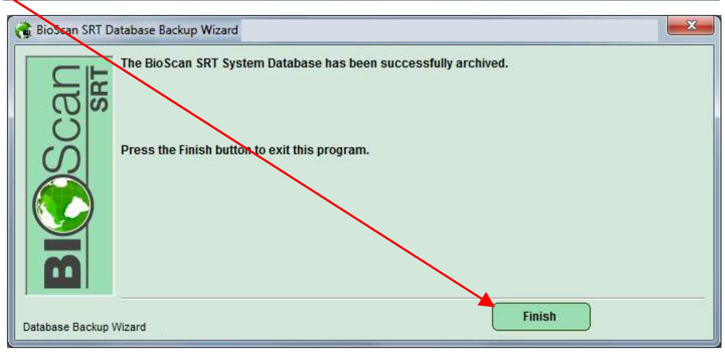
5. The program will now start the backup and compression of the database information. This may take several minutes

6. When the full process is complete, the final screen will appear. Click the **Finish** button to close the **Backup** program









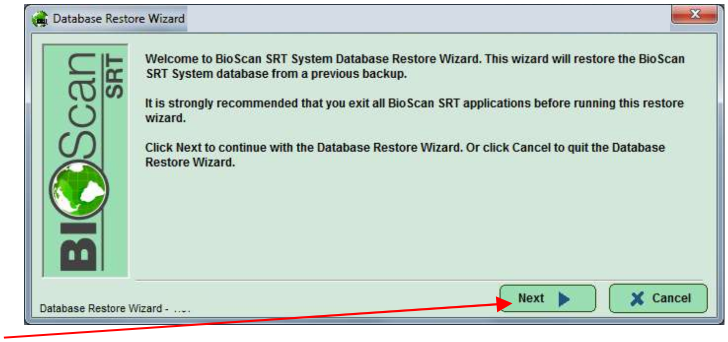
Restoring Data to the SRT System

If the client database on the SRT system is lost or becomes corrupted, then restore 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.

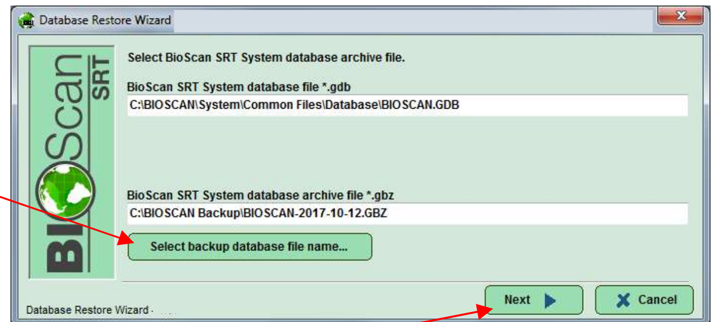
2. Start the **SRT Database Restore Wizard** called **Restore**

3. The **Database Restore Wizard** window will appear



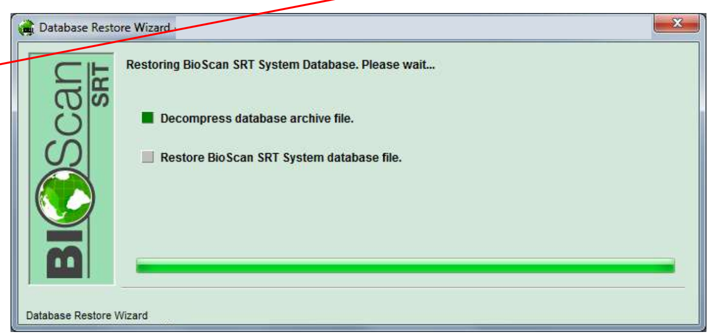
4. After reading the welcome screen, click the **Next** button.

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 <u>Database Archive File</u> 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.



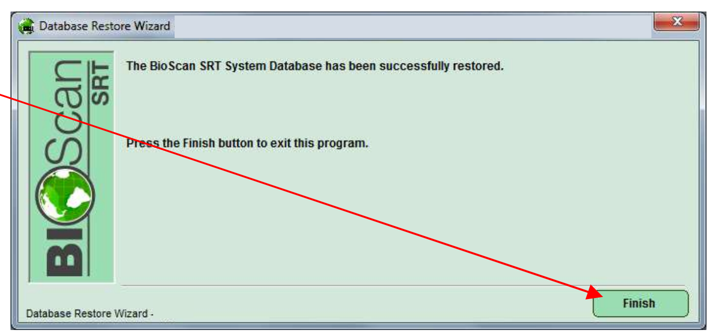
6. When **System archive file name** is correct, click **Next**.

7. There will be a dialog verifying the desired action. Once started, the **SRT** database will be decompressed and restored to the hard drive. The restore process may take several minutes.



8. If the restored backup was a previous database version, then an **Upgrade database program** 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:

Note	
	A basic 32GB USB Flash drive device will provide plenty of capacity for numerous SRT backups.

1. Insert the flash drive into an open USB port on the computer system.

2. Run the Windows File Explorer. Press the **<⊞> key - E** as a quick way to start it.

3. Locate the most recent GBZ backup in the **C:\Bioscan 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 **H:** 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"*.

Warning
It is only safe to remove a USB Flash drive from the computer when either the computer is off, or you have used the Windows task bar feature to *"Safely Remove Hardware and Eject Media"*. **Otherwise removing the USB Flash drive may corrupt the data stored on that USB Flash drive.**

Client Profile Program

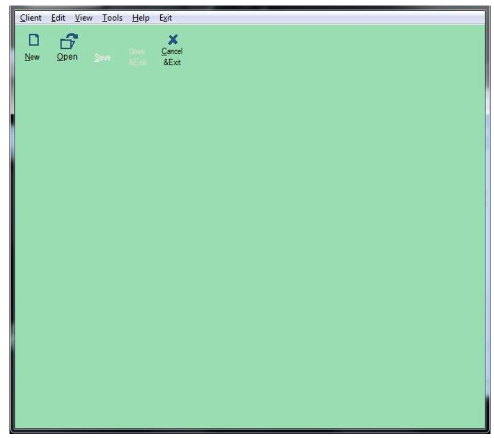
Before testing a client with the **SRT** system, a New Client record must be created.

The **Client Profile** program houses the complete client database and provides fields for specific contact information, demographics and clinical notes. The **SRT** software New Visit Wizard operates provides a mini version of the **Client Profile** program and direct access to the main **Client Profile** program. 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 **SRT** 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 SRT Testing** section of this manual.*
2. Or open the desktop folder called **SRT** and double click the **Client Profile application.**
3. Or from the Windows **Start Button → All Programs → SRT → Client Profile.**

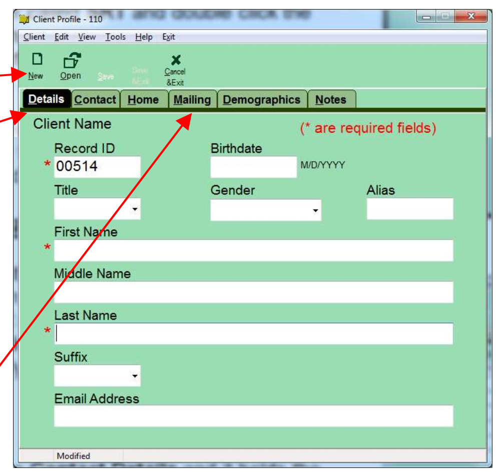


The **Client Profile** will start, and the main Client Profile screen will appear. This system will allow for full entry and editing privileges and the data entered will be shared with the main **SRT** software.

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 the **Details** and it holds the essential required fields to create a New Client Record. These are Client Number, First Name and Last Name are indicated with an asterisk. All other Contact Details, like Birthdate, gender and Email Address, Alias, etc., are optional entries. If entered then appropriate data will be used in various reporting processes.

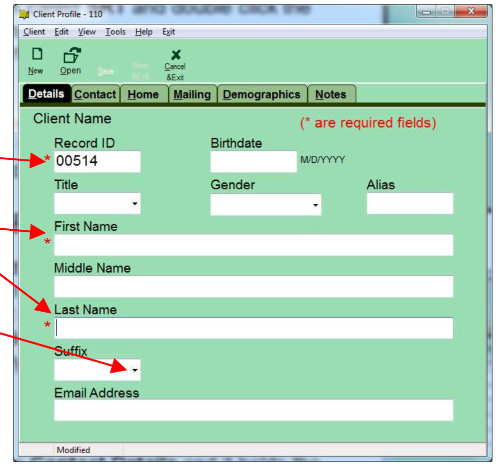
Contact, Home, Mailing, and Demographics

The next tabs for **Contact, Home, Mailing, and Demographics** includes category fields for contact details, addresses, marital status, race, gender, education. These fields are optional entries and only the address and phone fields are used in reporting.

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:

- **Client Number** (automatically populates)
- **First Name**
- **Last 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.

Assigning a Client Number

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

Each client must have a unique number in the system, such as:

- A number generated by the SRT system.
- The personal client detail number like a social security or telephone number.
- The client numbering system used within the practice.

The simplest system is to allow SRT to automatically populate this field with a unique number so there is no chance of client duplication or tester data entry error.

Warning	**DO NOT CHANGE EXISTING CLIENT NUMBERS** Changing an existing Client Number in the Client Profile may break critical links between the Client Number and associated archived tests. It is possible that archived tests may be permanently dis-associated.

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.

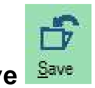
There are also buttons **Get Home Address** on the Mailing Address screen and **Get Mailing Address** on the Home Address screen that perform these same actions.

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 regarding 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, 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:

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 SRT tests will remain associated with the original Client Number.

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 selected the desired field.
6. Enter, edit or delete the data.
7. After editing the client information, save the changes by clicking the **Save** 

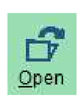
button. Or use the menu bar and click **Client** then click **Save**.

Deleting a Client and all related visit information

Warning

The action of deleting a Client cannot be undone.

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 **SRT** 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.

Tip

Clients that are deceased or that become inactive or practice records are not desired in the scroll down list,

But it is not necessary to delete these records.

Simply edit the client's 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

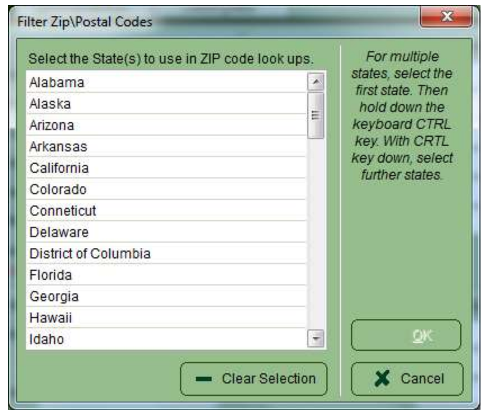
The City and Zip/Postal code fields can be filtered to a selected set of states to limit **Client Profile** to only look up the zip codes and cities within the selected states.

> **Note**
> To activate the features described, the **Client Profile** program must be open, providing access to the correct Menu bar.

Set up filtering of Zip codes and Cities by State

To set up filtering, perform these actions:

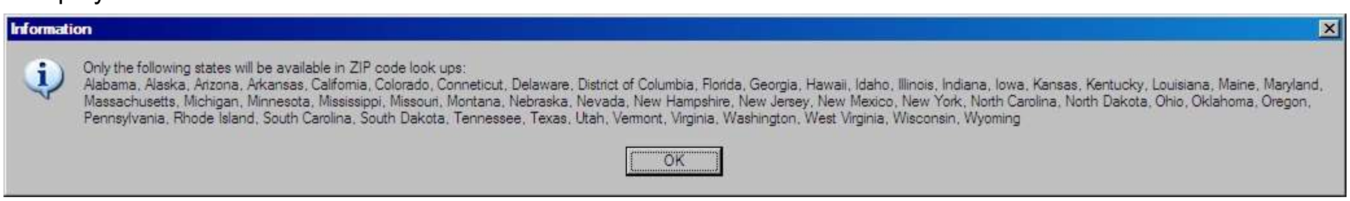
1. On the menu bar, click **Tools** and then click **Filter Zip/Postal Codes**. The **Filter Zip/Postal Codes** screen will appear. →



2. Scroll to find the desired state and click the state name. The State selection will become highlighted.
   a. To select more than one state, press the **<Ctrl>** key and repeat step 3 for each state desired.
   b. To deactivate a state, hold down the **<Ctrl>** key while clicking the state to remove. The highlighted state will be removed.
   c. The **Clear Selection** button will clear all highlighted states.

3. The **<Ctrl>-A** key action (both keys **<Ctrl>** and **A** at same time) will select all states.

4. On completion, click the **OK** button. The selected states are now used in filtering. An information dialog displays what states were selected.

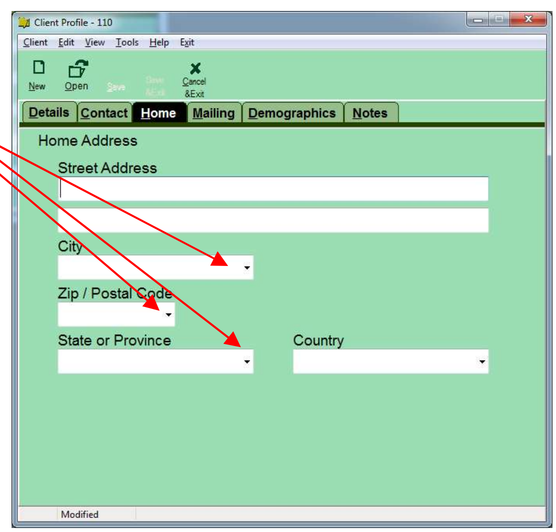


5. Or press **Cancel** button to abandon the change selections.

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 singular 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.



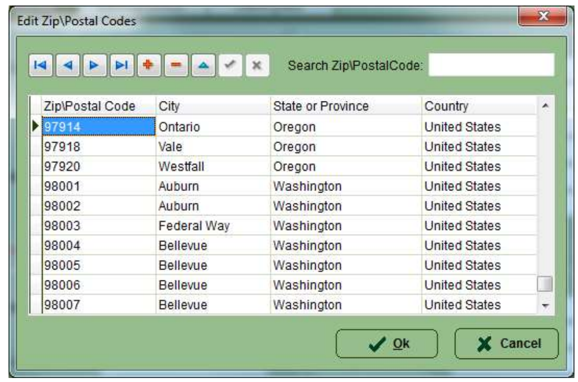
Changing or adding Zip codes

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 T**ools** 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.



Zip\Postal Code	City	State or Province	Country
97914	Ontario	Oregon	United States
97918	Vale	Oregon	United States
97920	Westfall	Oregon	United States
98001	Auburn	Washington	United States
98002	Auburn	Washington	United States
98003	Federal Way	Washington	United States
98004	Bellevue	Washington	United States
98005	Bellevue	Washington	United States
98006	Bellevue	Washington	United States
98007	Bellevue	Washington	United States

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 Sufixes

The client Titles used in the **SRT** 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 **SRT** 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 **SRT** have been pre-populated with logical data.

It is highly unlikely that this data will need to be changed.

Using the Custom Library Editor

Custom Library introduction

A Custom Library is a group of items obtained initially from the Virtual Library. They are placed into a new folder system for easier user access. Anything that is already in the Virtual Library can be placed into a Custom Library. When the SRT software is first installed it will contain an empty or blank Custom Library system. The Custom Library must be built by the user and has the capability of holding as many Custom Library folders as desired.

A Custom Library is a time saving tool. If there are products or Information Items in the Virtual Library that are used on a regular basis, then instead of regularly searching for the same items in the Virtual Library each time they are needed, just place them to a Custom Library. This makes testing more efficient.

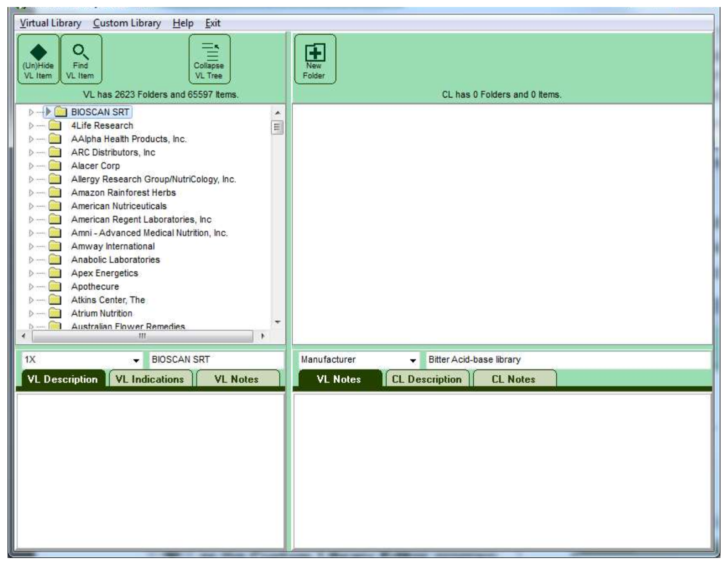
Create a Custom Library to:

- Organize products from several different Virtual Libraries into one Custom Library folder;
- Organize the most common environmental allergens in your geographic location;
- Organize categories of homeopathic remedies that are used for a specific condition.

Opening the Custom Library Program

There are several ways to enter the **Custom Library** program:

1. Open the desktop folder called **SRT** and double click the **Client Profile application.**
2. Or from the Windows **Start Button → All Programs → SRT → Client Profile.**

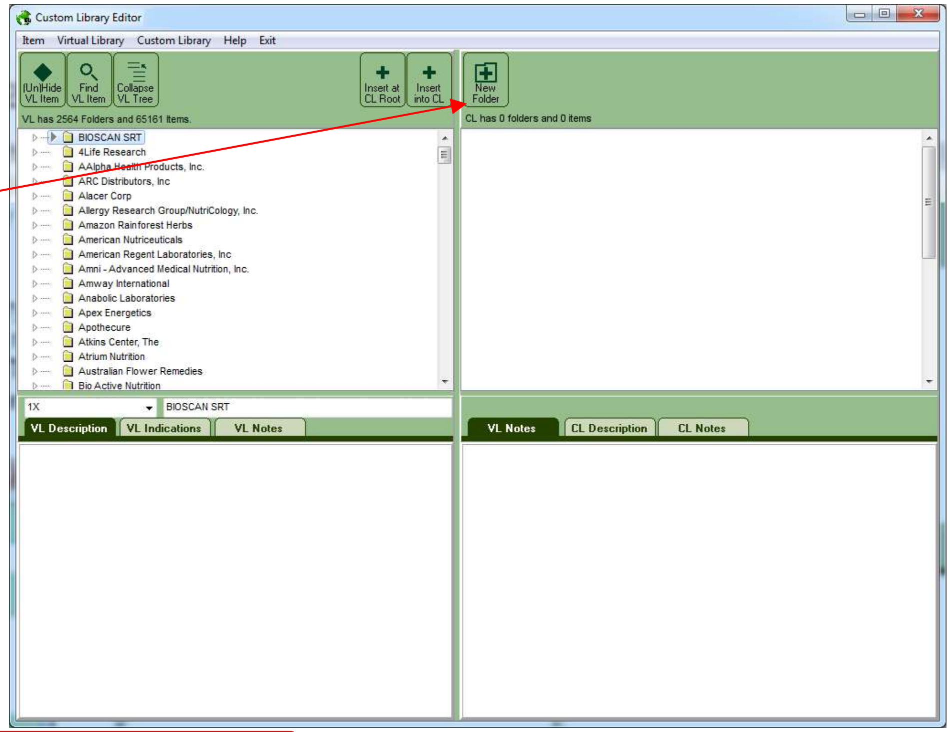


Note	If the **SRT** program is open at the time as the **Custom Library Editor** program, then the **SRT** program must be closed and then reopened for the **Custom Library** changes to take effect.

Note	**Custom Library items** have no direct frequency codes as used by IHT device for signal transmission. **Custom Library items** get their frequency codes from the Virtual Library item with which they are associated. Thus, some created folders may end up having no frequency codes because they have no associated Virtual Library item.

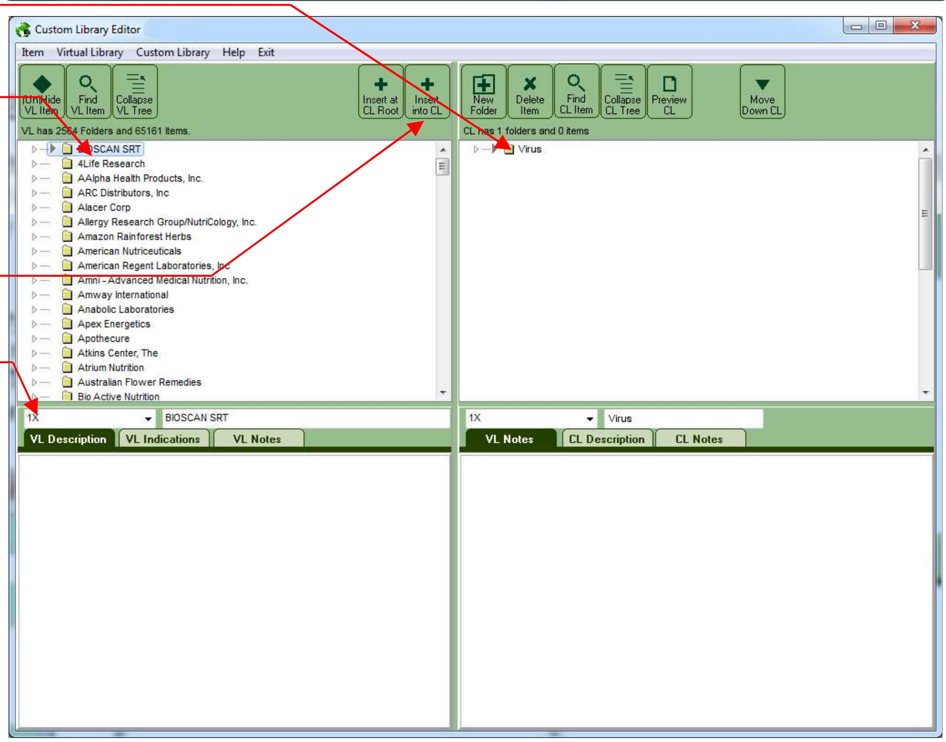
Custom Library Editor screen layout

The **Custom Library Editor** software has a Virtual Library tree (not editable) on the left and a Custom Library tree (editable) on the right.



To start to build a Custom Library, first press the **New Folder** button to make an initial Custom Library folder. Then type a name for the folder and press the **OK** button.

The new Custom Library folder is created and is ready for further use.



Now Virtual Library items can be selected from the Virtual Library tree on the left half by opening the VL tree, and selecting a desired item.

Next inserted the item into the Custom Library folder on the right half with the **Insert into CL** button.

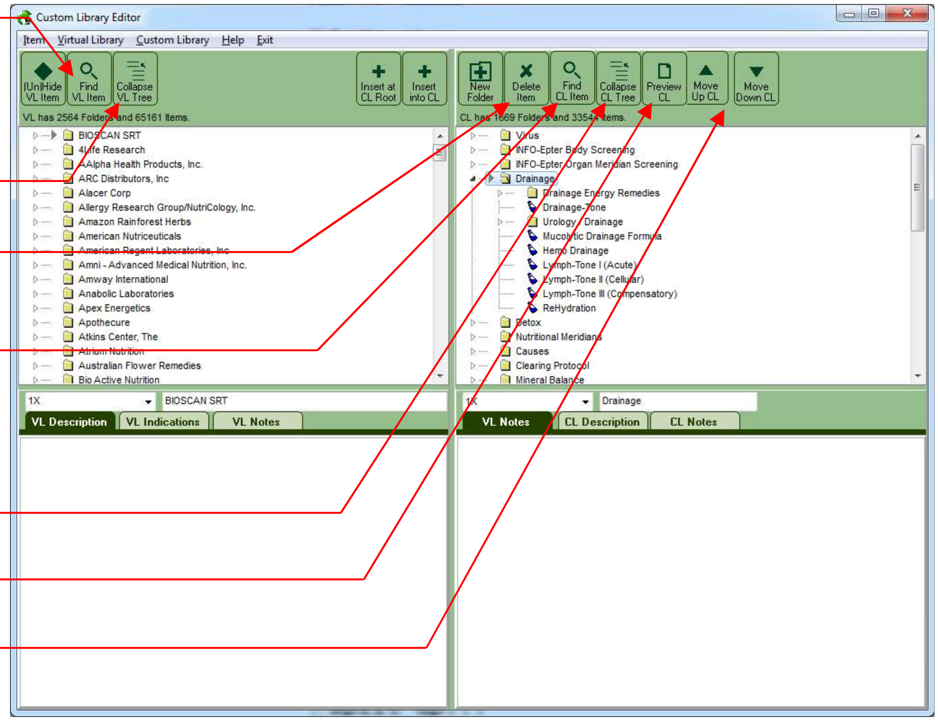
Each CL item inserted has the current default Dilution associated with it. Set the default insert Dilution on the left VL side before inserting items.

Repeat this process until a desired Custom Library is built.

Other Custom Library Editor features

The **Custom Library Editor** has many tool buttons:

- **Find VL item**: This operates in a find action. After a find there are **Find VL Next** and **Find VL Prev** buttons shown.
- **Collapse VL tree**: This will collapse an opened VL tree down to a tree with all branches closed.
- **Delete Item**: Deletes the selected CL item.
- **Find CL item**: This operates in a find action. After a find there are **Find CL Next** and **Find CL Prev** buttons shown.
- **Collapse CL tree**: This will collapse a opened up CL tree down to a tree with all branches closed.
- **Preview CL**: Generate a basic Custom Library report.
- **Move Up CL** and **Move Down CL**: moved the item up or down the tree.



Editing Library Details

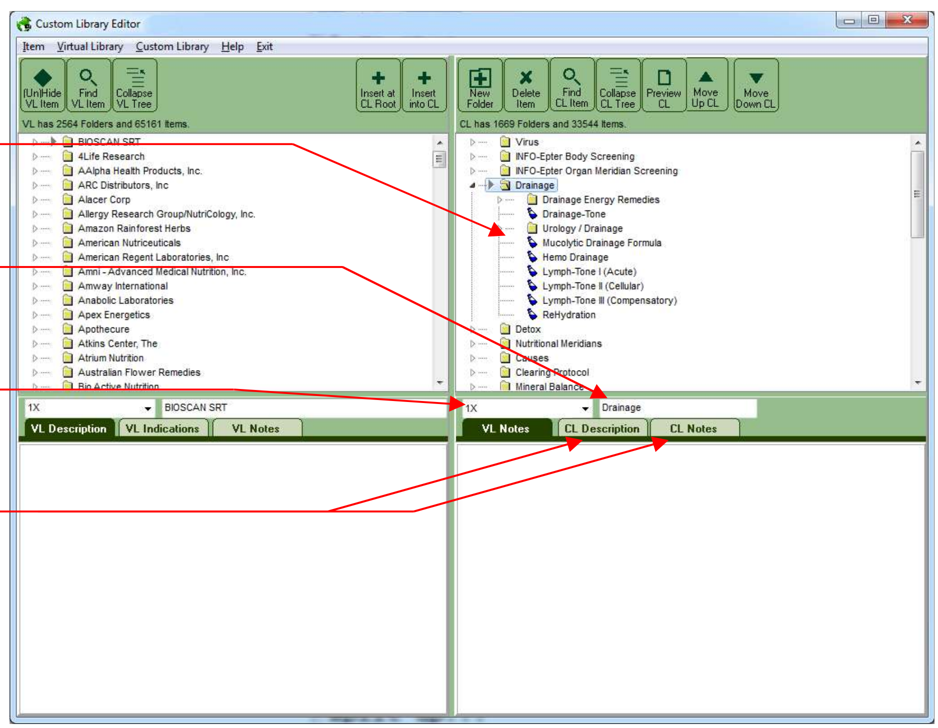
A CL item may also be moved via a drag and drop operation. The new location could be in the current folder or another CL folder. Mouse click, hold and drag the item. Release the mouse button to drop the item in the desired place.

A CL item may have its name edited either by within the tree, or from the name bar.

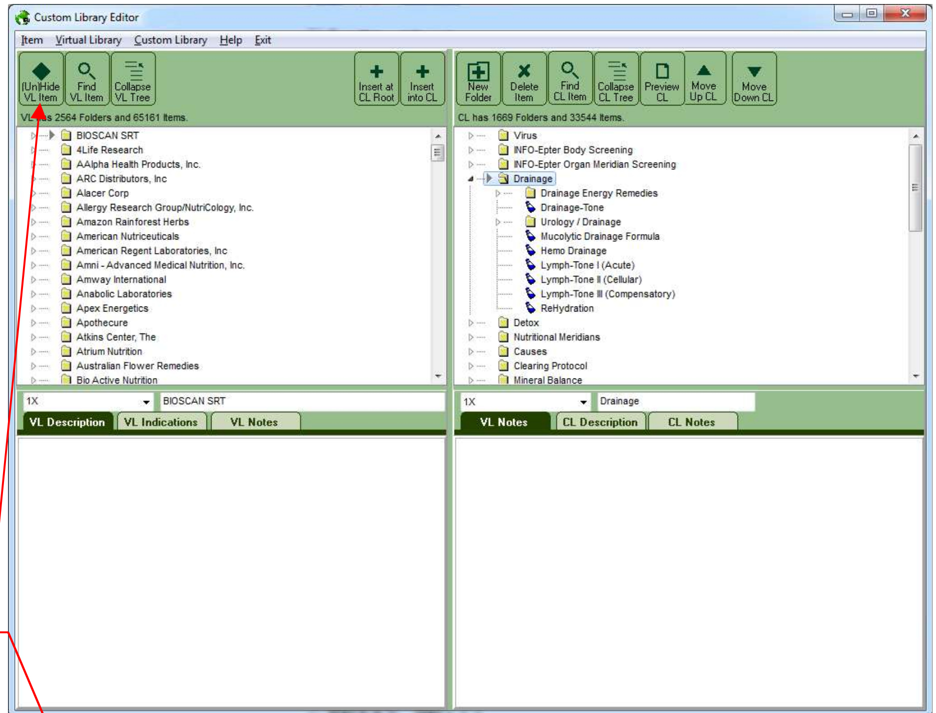
A CL item may have its dilution changed from the dilution bar.

The CL item may be given a custom **description** and **notes** here. Select the desired tab.

The VL item may be given custom **notes** here. But VL **description** and **indications** cannot be edited. Select the desired tab.



Hiding and Un-Hiding Items in Virtual Library



Although the **Custom Library Editor** cannot edit Virtual Library items, it can control the visibility of items that appear in the Virtual Library within the **SRT** program.

Only the items that are not hidden will appear in the Virtual Library.

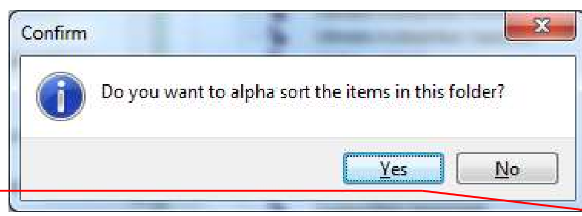
This is helpful for practitioners who do not use certain lines of products or who wish to limit the library.

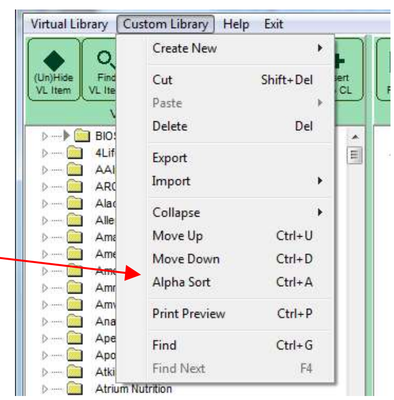
To hide or unhide a product library:

1. Select the item or folder to hide.
2. Click the **Hide/Unhide VL Item** button in the toolbar.
3. The folders and items that are hidden will have an *H* symbol displayed next to the name. They will be hidden in the **SRT** Software.

Sorting Custom Libraries

It may be desirable to sort alphabetically a Custom Library after it is built. Select the desired folder of the Custom Library tree and use the menu system ***Custom Library / Alpha Sort.***





A dialog query displays that asks to confirm the action.

Exporting and Importing Custom Library files

It may be desirable to copy a Custom Library to another SRT installation. The **Custom Library Editor** can transport a Custom Library to another machine via an export and later import of a **.CLB** file. The **.CLB** file contains names, descriptions, and dilutions.

To create a **.CLB** export file, select the desired folder of the Custom Library tree and use the menu system ***Custom Library / Export***.

A previously created **.CLB** file can be imported in with the menu ***Custom Library / Import*** to insert into currently selected folder of the Custom Library tree.

Exporting and Importing Scan, Process and Provoke lists

It may be desirable to copy a list in the **SRT** application Scan, Process and Provoke to a Custom Library. To do this:

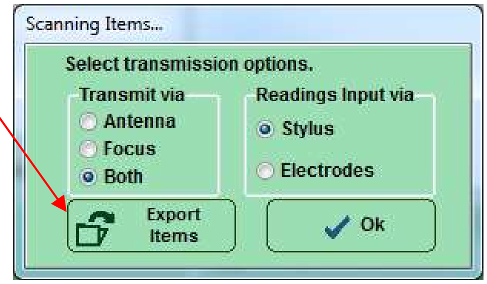
1 Close **CL Edit** and run the main **SRT** application.

2 Create the desired Scan, Process and Provoke list in the **SRT** application.

3 Then press the 

Option button.

4 From the Option screen, press the **Export Items** button.



5 This creates a simple **.CL** export file. Save the file in a location.

6 Close the main **SRT** application and start the **CL Edit** application.

7 The previously created **.CL** file can be imported in as a custom library with the menu ***Custom Library / Import*** to insert into currently selected folder of the Custom Library tree.

