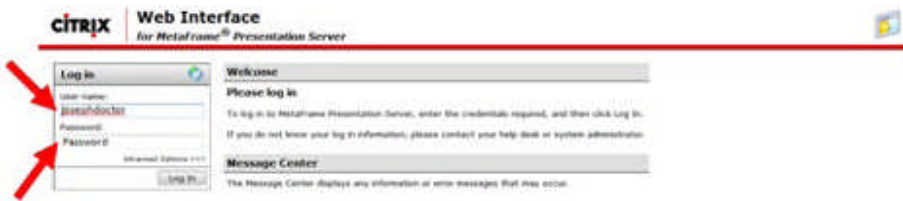


ACCESSING A STUDY IN XLTEK'S NEUROWORKS

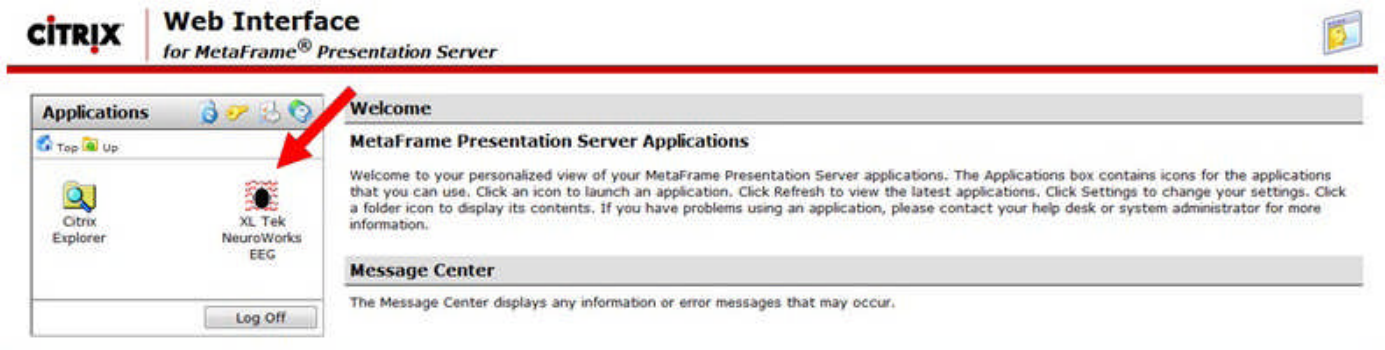
1. At the Log in page enter your User name and Password:

- Your User name is your first and last name typed together all in lower case. Example: **josephdoctor**
- Your Password has been set up initially as: **Password1**
(the P is a capital and subsequent letters are lower case)
 - o Upon logging in for the first time you will be asked to establish a new password.
Please follow these guidelines
 1. **The first letter is capital and subsequent letters are lower case**
 2. **It must contain at least one (1) number**
 3. **It must be at least eight (8) characters in length (including the number)**



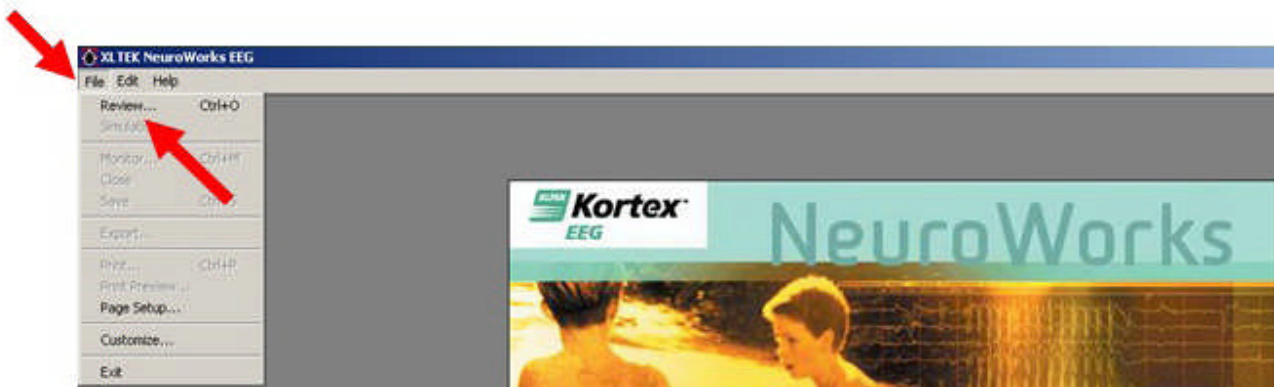
2. Pulling up a study to interpret:

- Choose the icon on the right (the red brain waves and black head) titled: “XL Tek Neuroworks EEG”
- Left click one (1) time on the icon to open



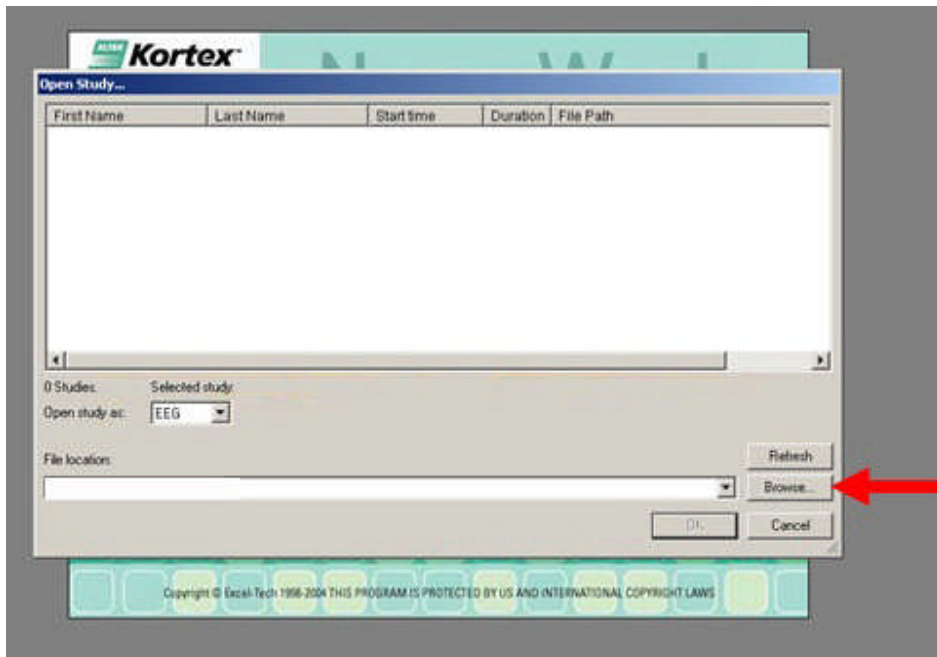
2a. Pulling up a study to interpret:

- In the upper left hand corner of the screen left click on “File”
- Then left click on “Review” from the drop down screen



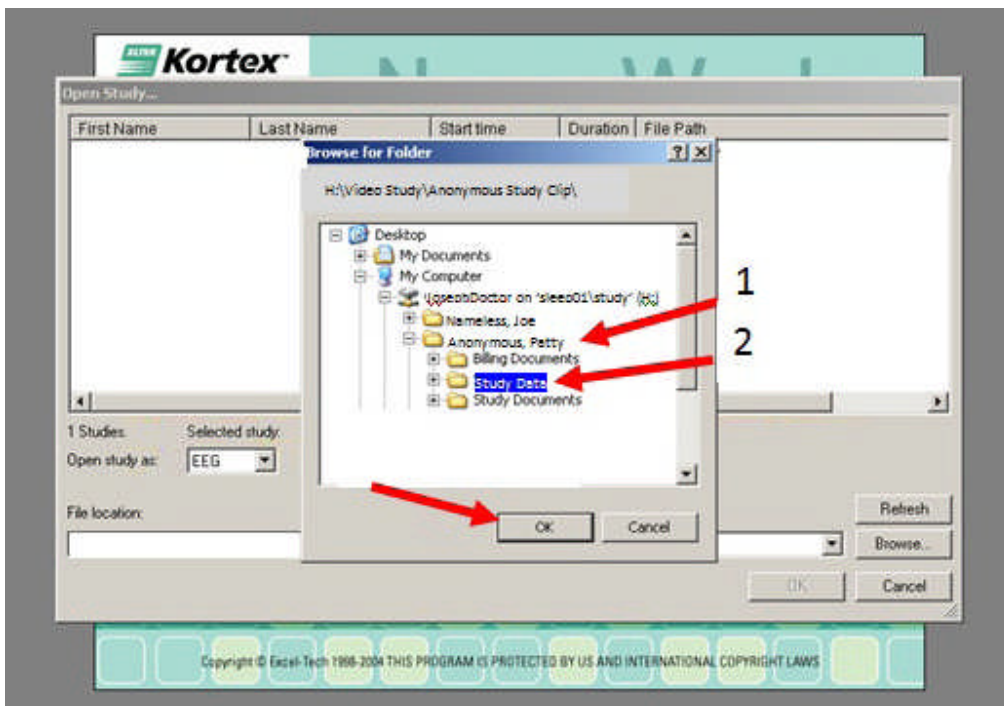
2.b. Pulling up a study to interpret:

- Left click on “Browse” from the three buttons on the lower right hand side.



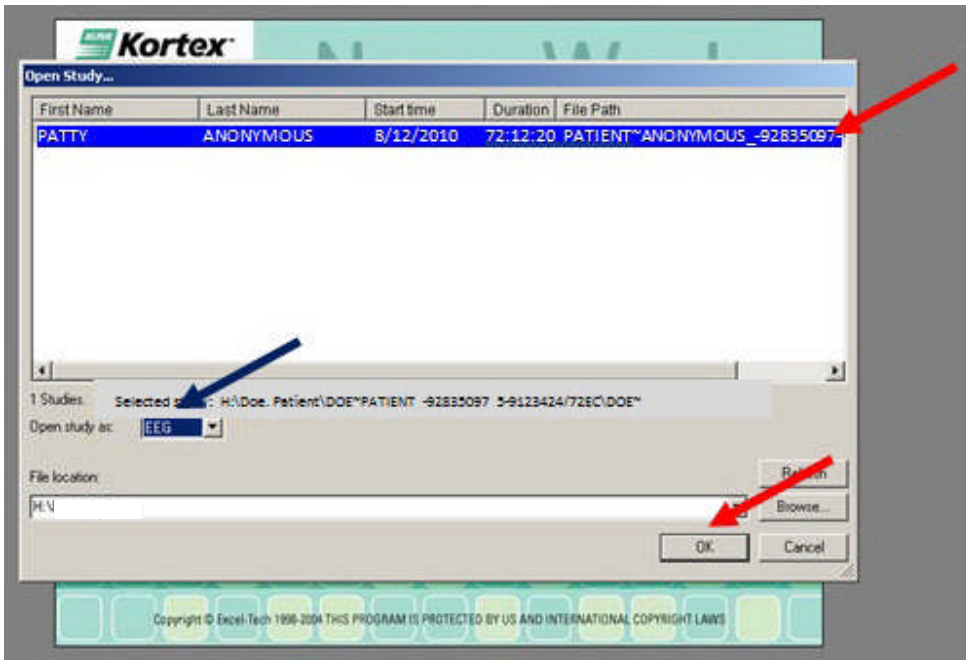
2c. Pulling up a study to interpret:

1. Left click one time (1) on the patient whose study you would like to open. The folders under this patient will open.
2. Left click one (1) time on “Study Data”.
 - Then choose “OK”



2.d. Pulling up a study to interpret:

- The patient in which you chose will appear in the “Open Study...” box
- You must then left click one (1) time on the patient’s name in the box, it will highlight blue.
Then press “OK” in the lower right hand corner
 - o NOTE: Make sure that the “Open study” box in the lower left hand corner has EEG in it.
If it reads “Sleep” please change it to “EEG”



3. The study will now load and you are ready to interpret:

Note:

- If the system sits idle for a prolonged period of time you will receive a prompt that you will be logged out if you do not click on any button within Citrix.
- If you cannot remember or lose your password please call your AER representative. It will take one full business day to reset the password.

