

# HOW TO START USING PHOTOS WITH AVIMARK

# GETTING READY FOR PHOTOS

This documentation covers how to get set up for viewing photos in Avimark. If you are already viewing photos in Avimark and would like to know the various ways of attaching photos, skip to [“Attach Photos Through The Avimark Image Editor” on page 3.](#)

Photos will be stored in a folder named **Photos** on the Server. The location of the Photos folder will depend on the way the Avimark folder is shared. If the **drive** Avimark is on is shared, the Photos folder will be placed on the root of the drive. If the Avimark **folder** is shared, the Photos folder will be placed in the root of the Avimark folder.

## Location of Photos Folder

Avimark will need to know where the Photos folder is located.

1. In Avimark, go to **Work with | Hospital Setup | Advanced** tab | **Advanced Options**.
2. In the search field provided, type in **photo**.
3. In the screen below the search field, click on **photograph**.
4. In the default value field, **type in a path to the photos folder**.
  - o If the **drive** Avimark is on is **shared**, your path will read as **\PHOTOS**.
  - o If the Avimark **folder is shared** your path will read as **PHOTOS**.

## Organizing the Photos Folder

For searching purposes, it is important that the Photos folder be organized.

If you already have photos existing in the photos folder and need to have them organized, there is a utility available named **Photoorg** to achieve this. Call our Technical Support staff for assistance in this area.

Avimark can be set to save a photo in a sub-directory of the Photos folder. Avimark will automatically create this sub-directory and name the folders for you either **By Client** or **By Client, then Patient**.

To have Avimark start organizing photos, make a change in Hospital Setup.

1. Go to **Work with | Hospital Setup | Advanced** tab | **Advanced Options**.
2. In the search field provided, type in **photo**.
3. In the screen below the search field, click on **Sub-directories**.
4. In the default value field, choose **By Client** or **By Client, then Patient**.

## General information

Photo images will need to be saved as **.jpeg**, **.bmp**, or **.tiff** images.

If you would like patient photos to print on the clients invoice, you must select “picture quality” for your invoice printing.

1. Go to **Utilities | Printer Setup**.
2. Select “**picture quality**” for the invoice printer.

# Attach Photos Through The Avimark Image Editor

This documentation covers the three most direct ways of saving photos through the Avimark image editor. The information is provided to help assist clinics with a more streamlined opportunity of attaching photos. However, it will be the clinic's responsibility to have a working knowledge of their camera and camera software when applicable.

Photos can be saved from the server OR a workstation. *Your camera software may need to be installed on any computer you plan on saving photos from.*



While it is possible to attach photos to several areas of Avimark, the information provided will only discuss the scenario of attaching photos to the patient area.

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## Attaching Photos #1

1. Connect the camera up to the computer.
2. Close out of any camera software that opens, and open Avimark.
3. Go to the patient area of Avimark. **Right-click | Photo | My Photo**. This will open the Avimark Image Editor.
4. Click on the manila folder icon. A window titled "Open" will surface.
5. Click on the drop-down menu titled "Look in". This will display the local drives of the computer.
6. Your camera will be listed as a local drive under this menu. Access the camera by clicking on it. If the camera is not listed or it cannot be accessed, skip to **Attaching Photos #2**.
7. Highlight the photo you want on your camera drive and click **Open**.



To view the photos better, click on the button, and choose **Thumbnails**.

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If the photos are not displaying, try changing the type of files you are viewing to .bmp or .tiff.

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8. If the photo is successfully "opened" in the Avimark Image Editor, it can then be saved by going to **File | Save As | Save**.



Before clicking **Save** you may want to change the name of the photo.

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*Since every camera software is different, Avimark Support will not have ANY of the steps needed to accomplish the above procedure.*

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## **Attaching Photos #2**

1. Connect the camera up to the computer.
2. Close out of any camera software that may open, and open Avimark.
3. Go to the Patient area of Avimark. **Right-click | Photo | My Photo.** This will open the Avimark Image Editor.
4. Click on the menu option **File | Get Image.** This will produce a sources window that may list your camera as a source. If you do not see the camera listed, try the menu option **File | Scan Image.**
5. Select the camera as a source. From your camera software it may be possible to “open” or “capture” the photo into the Image Editor.
6. If the photo is successfully “opened” in the Avimark Image Editor, it can then be saved by going to **File | Save As | Save.**



Before clicking save you may want to change the name of the photo.



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## **Attaching Photos #3**

1. Go to the **Server** computer.
2. Through your camera or camera software, save or “dump” your photos into the Photos folder or a shared location.
3. Open Avimark on any computer.
4. Go to the Patient area of Avimark. **Right-click | Photo | My Photo.** This will open the Avimark Image Editor.
5. Click on the manila folder icon. A window titled “Open” will surface.
6. Click on the drop-down menu titled **Look in** and browse to the patient’s photo.
7. Highlight the photo and click on “**Open**”.
8. If the photo is successfully “opened” in the Avimark Image Editor it can then be saved by going to **File | Save As | Save.**



Before clicking **Save** you may want to change the name of the photo.



*Since every camera software is different, Avimark Support will not have ANY of the steps needed to accomplish the above procedure.*

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