

## Entering Exam Protocols on the Scanner Console

For a new PI:

- 1) Open Exam Explorer and select User.
- 2) Right mouse click User and select New from context menu.
- 3) Add New Region dialog box pops up.
- 4) Enter PI as the First Initial and full last name in all caps.

To Enter a New Study:

- 1) Open Exam Explorer.
- 2) Open User node.
- 3) Select PI name.
- 4) Right mouse click user and select New from context menu.
- 5) Add New Exam dialog box pops up.
- 6) Enter the archive study name in the following format: "[studyname]\_[00000]"  
Where 'studyname' is an abbreviated study name with no spaces and no underscores. Case and spelling do not matter. Then enter an underscore. Then the IRB/HRRC number without the hyphen.  
For example, "MemoryLoss\_01234".

Within a study the next node is the Program. This node can be titled anything you prefer but we recommend that you enter the version of the study program in this field.

