



Instruction Manual



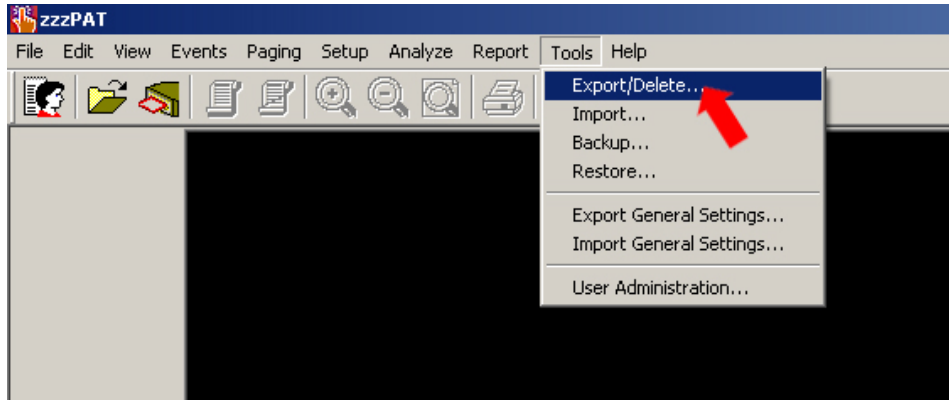
University Services



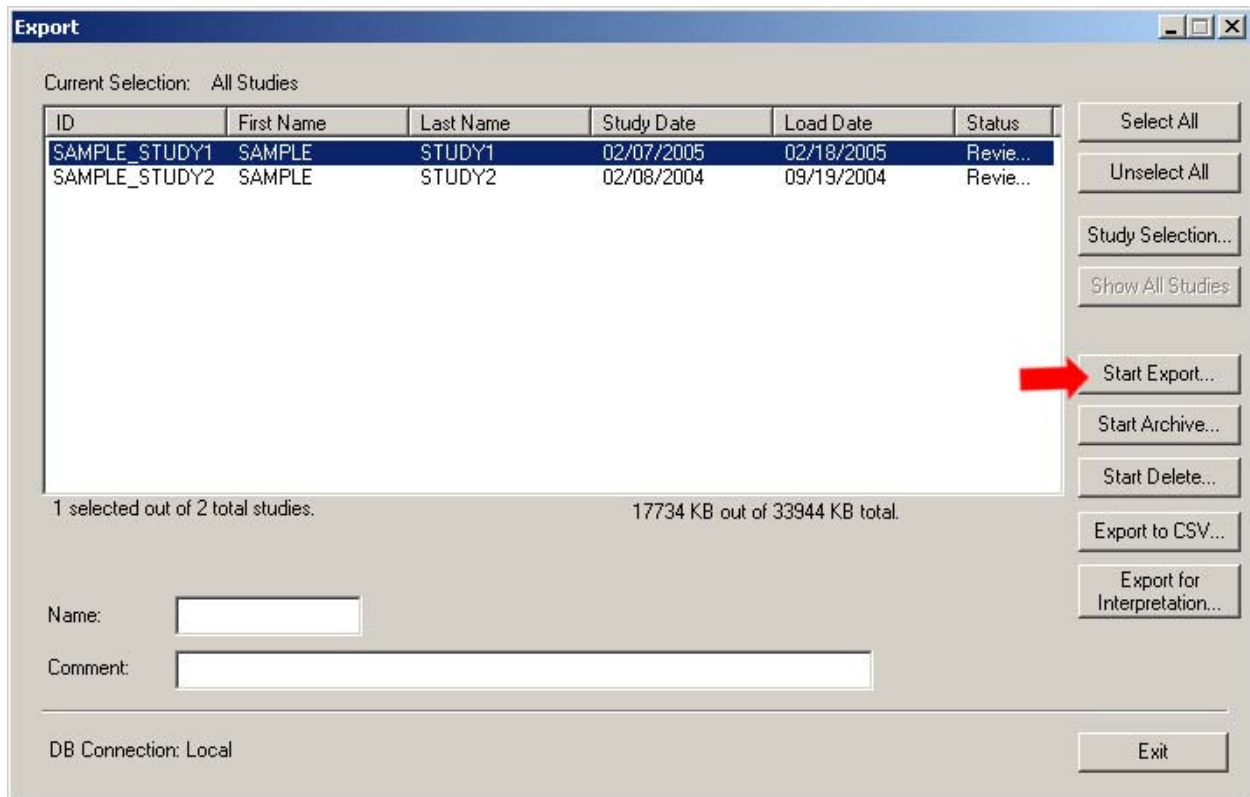
How to upload a sleep study...

Before we begin, you should have the University Services SecuReport program installed. It is recommended that you print a copy of these instructions to follow along.

Step 1) Open up zzzPAT and login. In the menu bar under “Tools” select “Export/Delete.”

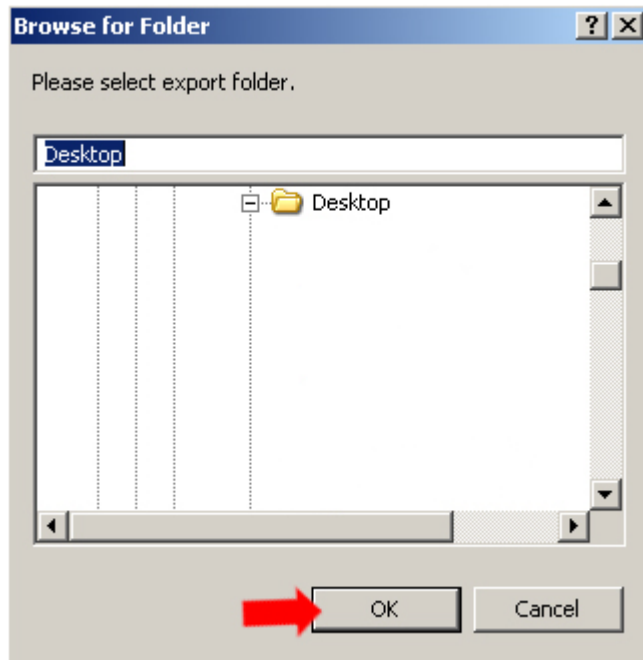


Step 2) Select the study you wish to upload and click “Start Export...”

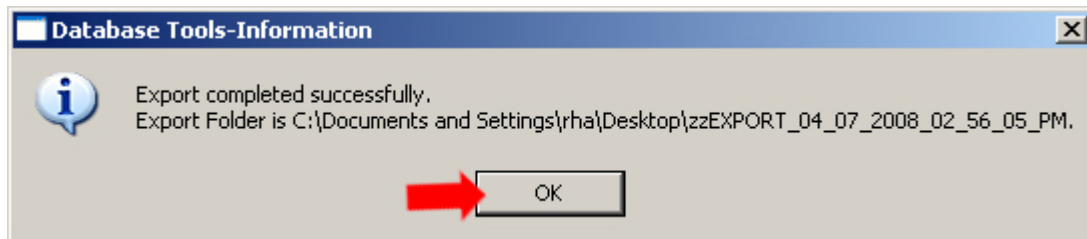




Step 3) Choose a location to save your study then click the “OK” button. This location is where your sleep study will be kept on your computer, and where you can reference the study later. In the example below, the study will be exported to the Desktop.

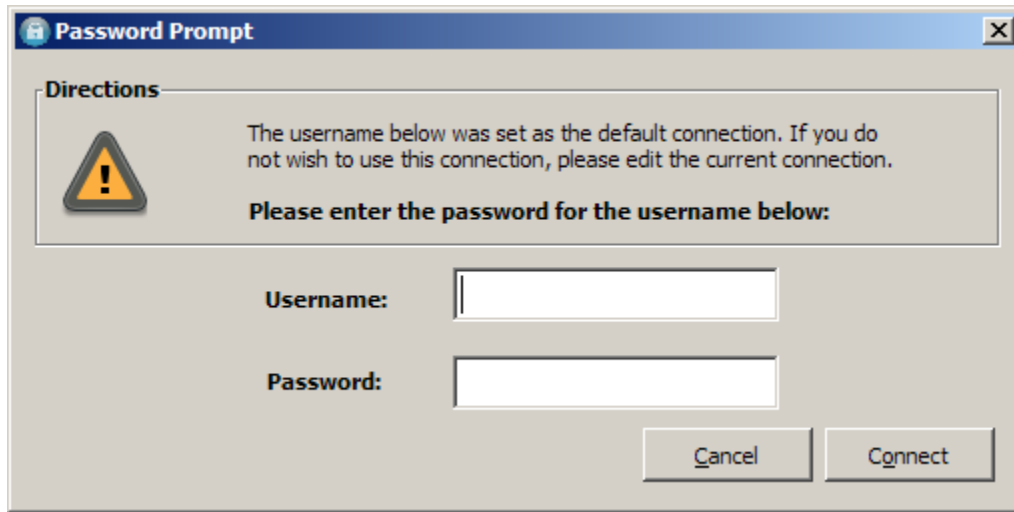


Step 4) A prompt will appear stating the successful completion of your exported study. Note the name of the study, and its location. In this example it is: **zzEXPORT_04_07_2008_02_56_05_PM**. Click the “OK” button to continue.



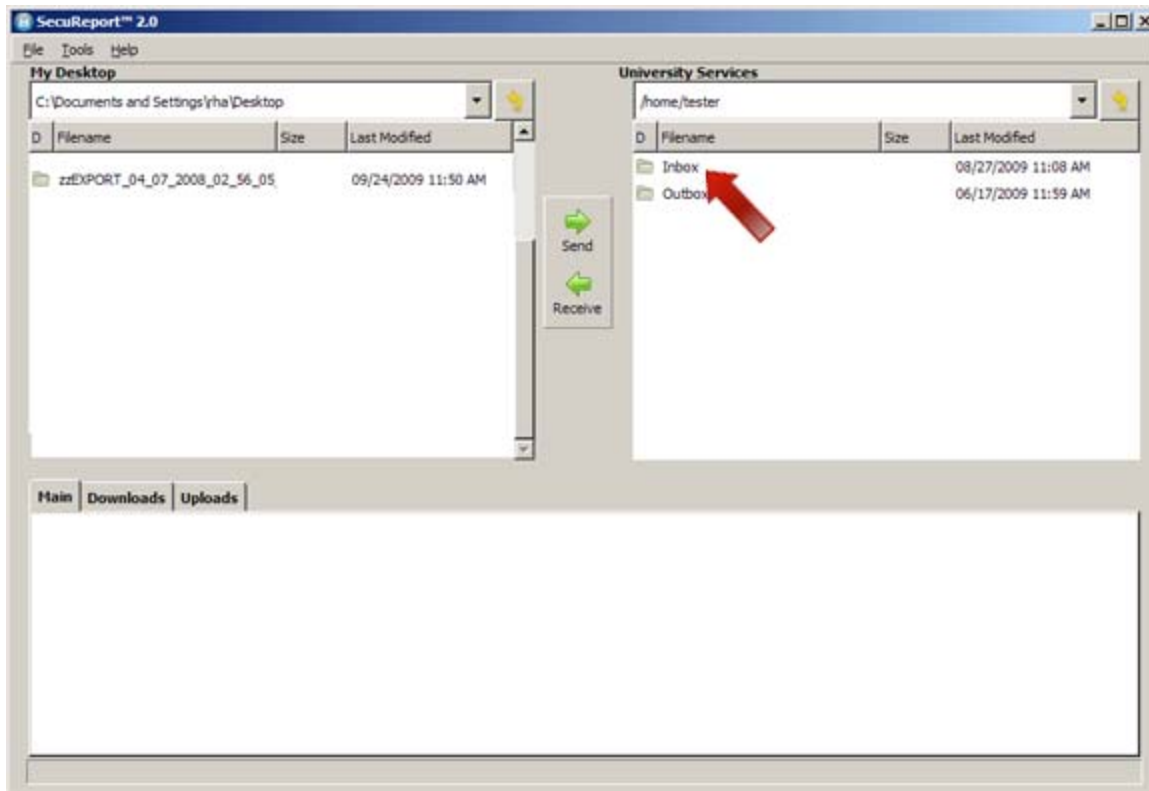


Step 5) Exit or minimize the zzzPAT program. Open the US SecuReport program. Enter your username and password in their respective fields.





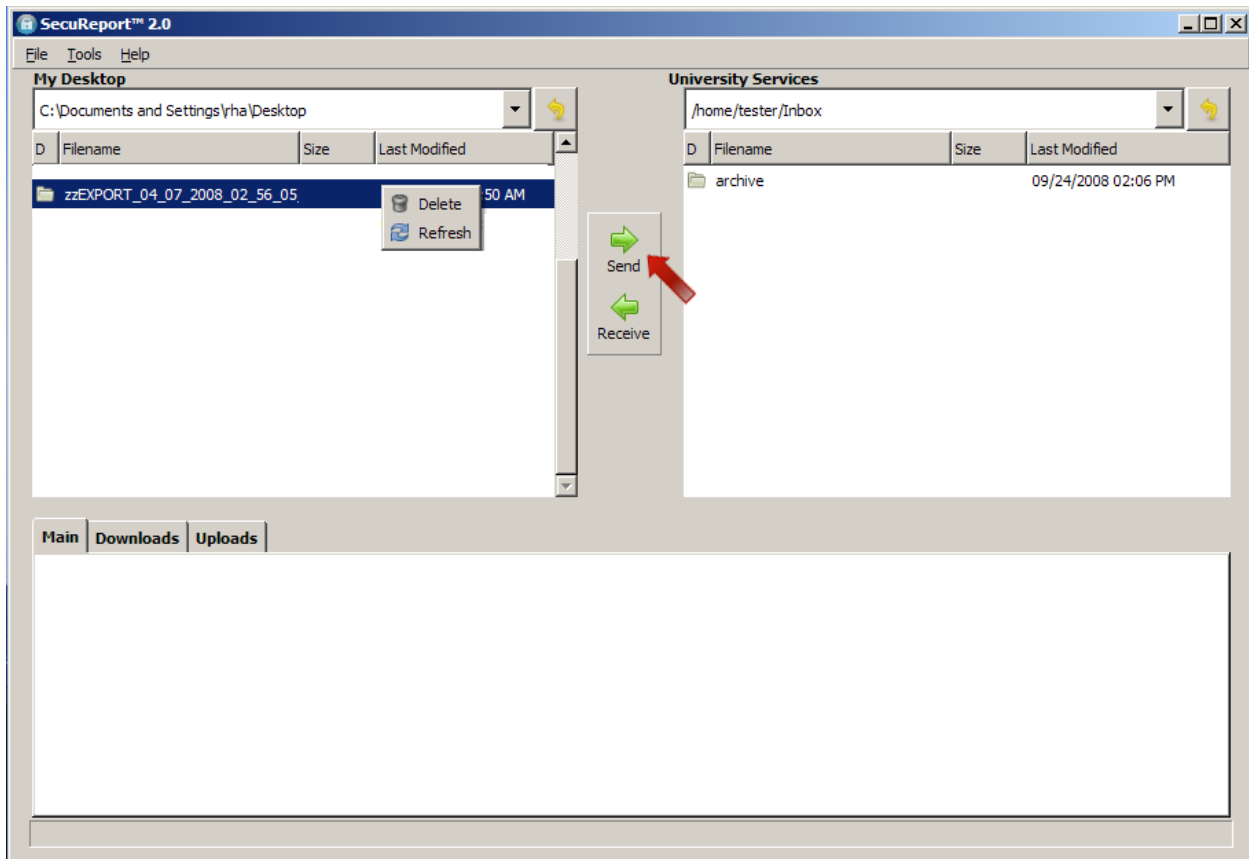
Step 6) Upon connection, the screen below will be displayed. An “Inbox” and “Outbox” will be displayed. **The Inbox is where you upload your sleep studies, and the Outbox is where you retrieve your study results.** In this example, a sleep study will be uploaded, so double-click on the Inbox folder.





Step 7) Under the “My Desktop” section, locate the study that you previously exported from zzzPAT. In the previous steps we saved the exported study to the Desktop, and the study name was “zzEXPORT_04_07_2008_02_56_05_PM.” If you exported your sleep study to a different location you can use the drop down box to navigate to that location. Once you locate the sleep study, highlight the study, and click the “Send” icon to initiate the upload.

If you do not see your study listed, right-click and click “Refresh” to view an updated version of the current directory.

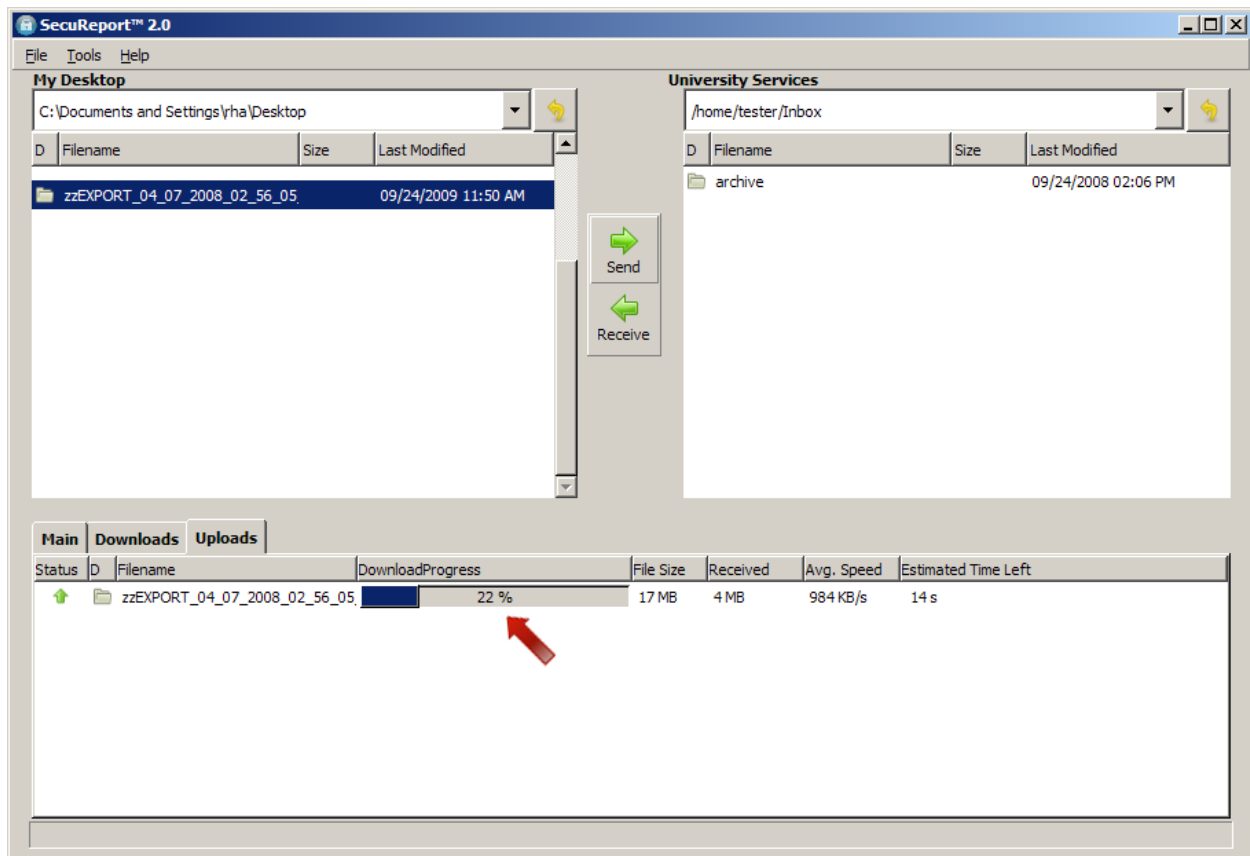




Step 8) Details of your upload can be monitored at the bottom of the screen. Upload times will vary depending on your internet connection speed. **Once the upload has completed you will receive a confirmation e-mail.**

If you do not receive a confirmation e-mail this indicates that an error occurred with your upload. Please contact support if you do not receive a confirmation e-mail.

Once the study results are available, an e-mail will be sent stating your results are available for download.





How to download a sleep study report...

Step 1) Open the US SecuReport program. Enter your username and password in their respective fields.

Password Prompt

Directions

The username below was set as the default connection. If you do not wish to use this connection, please edit the current connection.

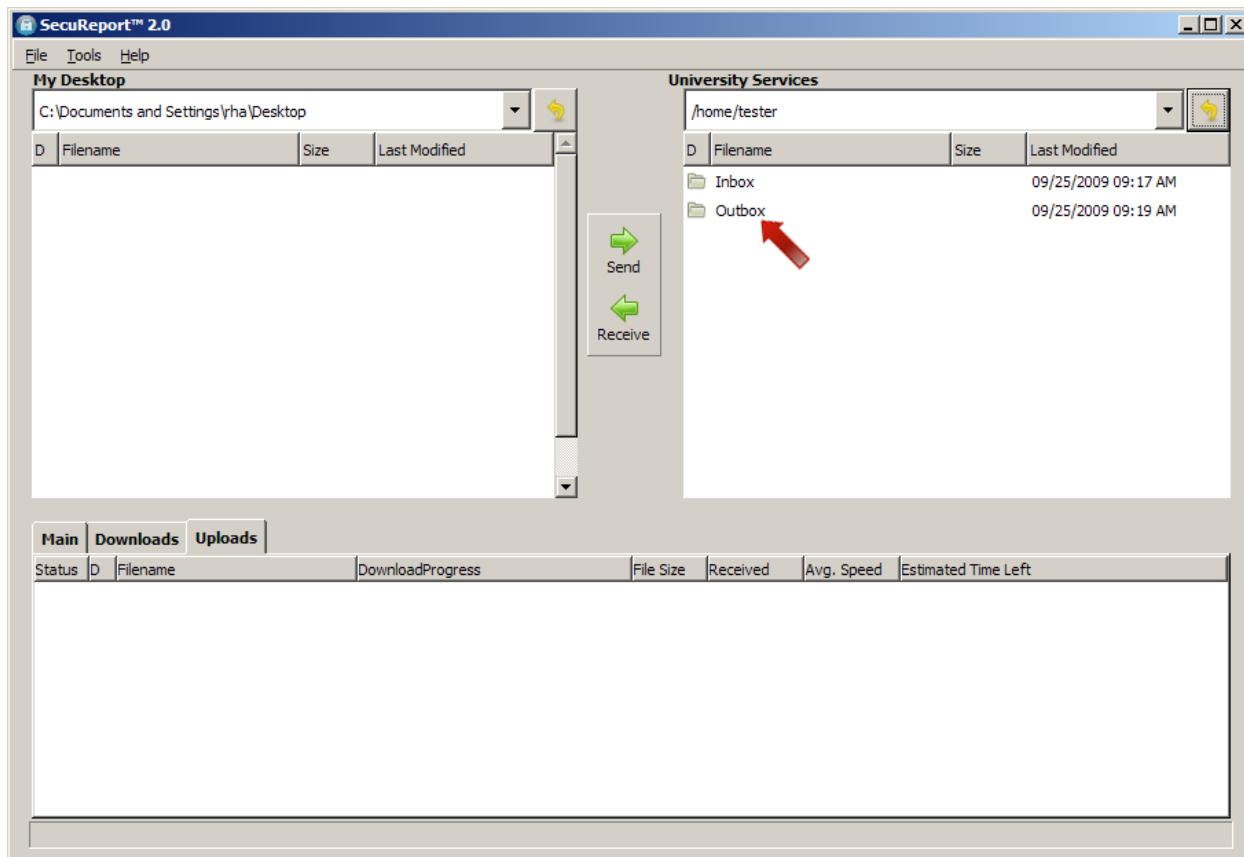
Please enter the password for the username below:

Username:

Password:



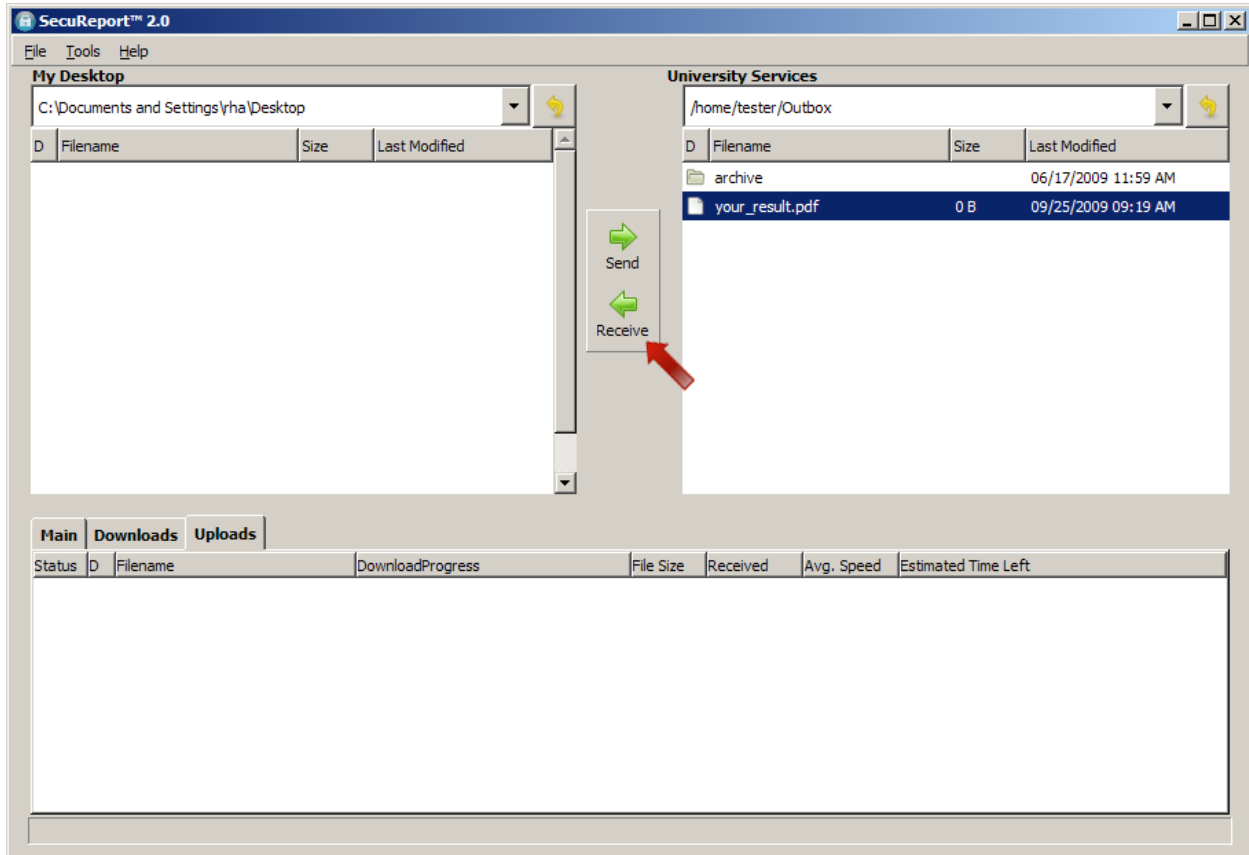
Step 2) Once you have successfully connected, an Inbox and Outbox will appear. **The Inbox is where you upload your sleep studies and the Outbox is where you retrieve your study results.** In this example we want to download a study result, so double-click on the Outbox folder.





Step 4) In the Outbox folder you will find your sleep study results. The results are in pdf format. You can download a free pdf viewer at this location: <http://get.adobe.com/reader/>

Select the study you wish to download, and click the arrow “Receive” icon. This will initiate the download process, and will download to the current directory under the “Local Files” section. In the example below, the study will download to the Desktop. You may choose a different location to download your result by using the drop down box under the “My Desktop” section.





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Step 5) View your results by navigating to the location where you downloaded your sleep study. In our example, the results should be found on the Desktop.

Thank you for using the University Services SecuReport program.