

# Surgeon's Quickstart Guide

## Getting started is easy:

1. Sign up
2. Confirm your email address
3. Sign in to CosMentor
4. Review your sample cases
5. Create your own new case
6. Add, Organize and Annotate Images
7. Add notes
8. Select a Mentor
9. Submit the case to your Mentor

## Step 1: Sign up to Create an Account

Go to [www.cosmentor.com](http://www.cosmentor.com), click on any of the sign up buttons, fill in the details show below and click the sign up button.

### Create Account

Name:	<input type="text" value="Enter first name"/>	<input type="text" value="Enter last name"/>
Email address:	<input type="text" value="Enter email address"/>	<input type="text" value="Re-enter email address"/>
Password:	<input type="text" value="Enter password"/>	<input type="text" value="Re-enter password"/>
<input type="checkbox"/> I agree to the <a href="#">Terms</a>		
<input type="button" value="Sign Up"/>		

## Step 2: Confirm your email address

Check your email; look for an invitation from CosMentor, click on the link to confirm that you want to join CosMentor.

## Step 3: Sign in to CosMentor.com

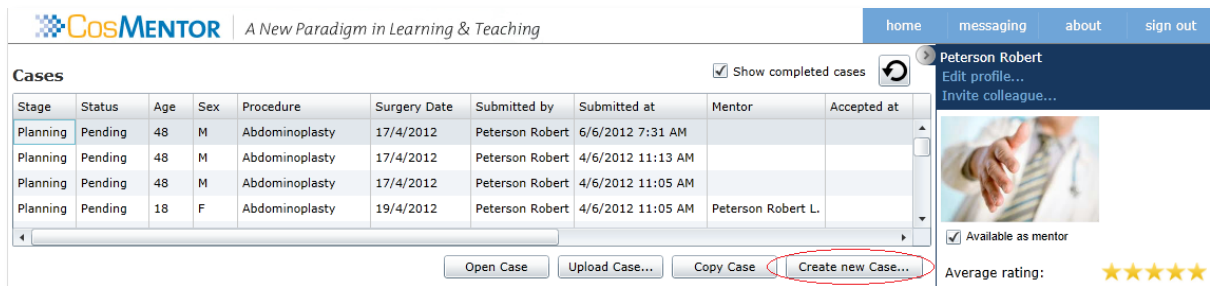
Click the link in the top right corner that says 'Sign In' and use your email address and password to sign in.

## Step 4: Review the Sample Cases

To get you started, we automatically created some sample cases that show you what you can do with CosMentor.

## Step 5: Create your own new case

You will have already seen that a case consists of images, accompanying notes and case data that is used to find the case later. Click the 'Create new Case' button on the Home Screen as shown below:

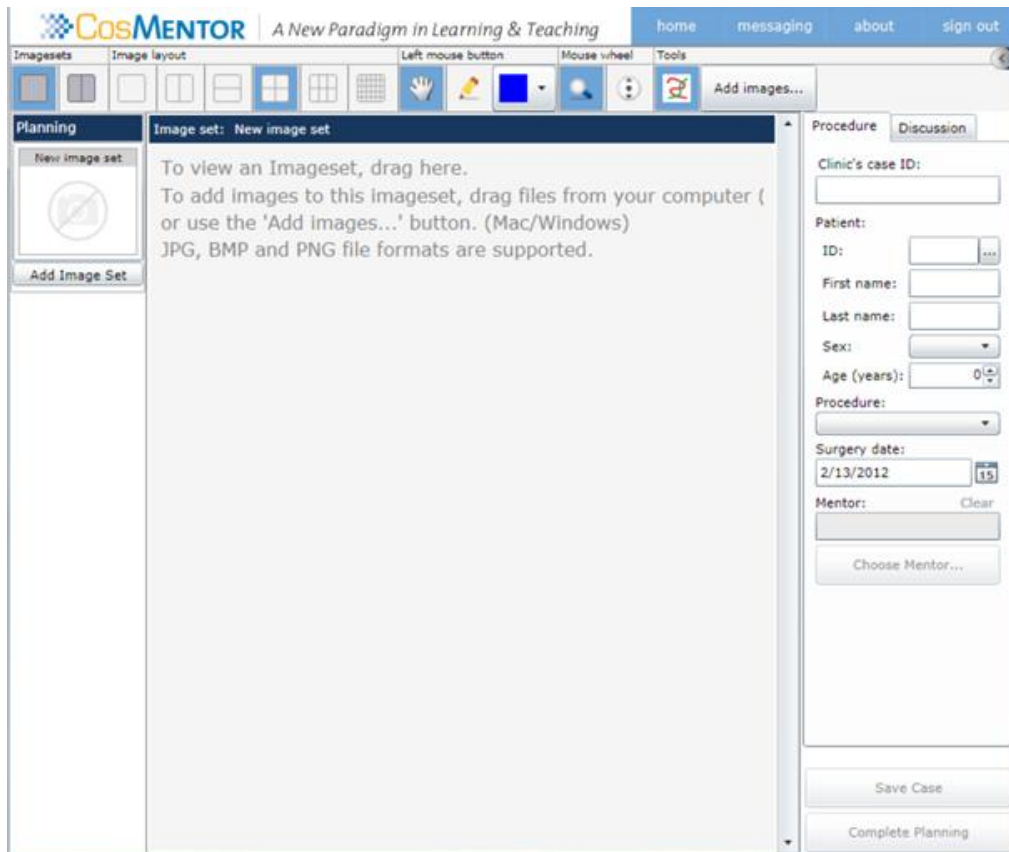


The screenshot shows the CosMentor web application interface. At the top left is the CosMentor logo with the tagline "A New Paradigm in Learning & Teaching". On the top right, there are navigation links: "home", "messaging", "about", and "sign out". Below the navigation is a "Cases" section with a table of cases and a sidebar for the user "Peterson Robert".

Stage	Status	Age	Sex	Procedure	Surgery Date	Submitted by	Submitted at	Mentor	Accepted at
Planning	Pending	48	M	Abdominoplasty	17/4/2012	Peterson Robert	6/6/2012 7:31 AM		
Planning	Pending	48	M	Abdominoplasty	17/4/2012	Peterson Robert	4/6/2012 11:13 AM		
Planning	Pending	48	M	Abdominoplasty	17/4/2012	Peterson Robert	4/6/2012 11:05 AM		
Planning	Pending	18	F	Abdominoplasty	19/4/2012	Peterson Robert	4/6/2012 11:05 AM	Peterson Robert L.	

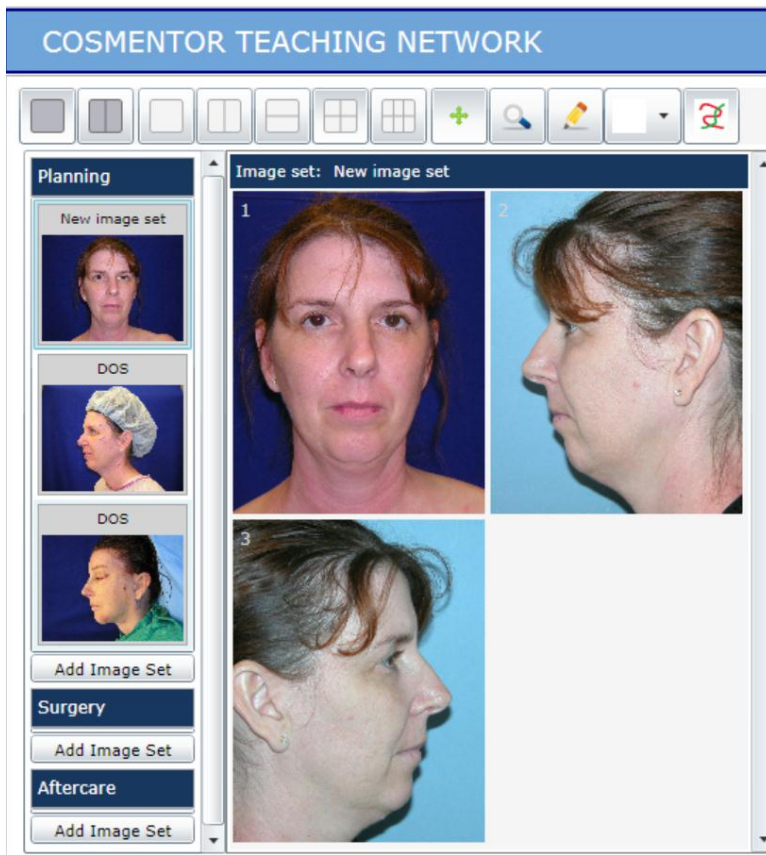
Below the table are buttons: "Open Case", "Upload Case...", "Copy Case", and "Create new Case...". The "Create new Case..." button is circled in red. To the right of the table is a sidebar for "Peterson Robert" with options: "Edit profile...", "Invite colleague...", "Available as mentor" (checked), and "Average rating: ★★★★★".

The Case viewer screen appears:



## Step 6: Add, Organize and Annotate Images in your new case

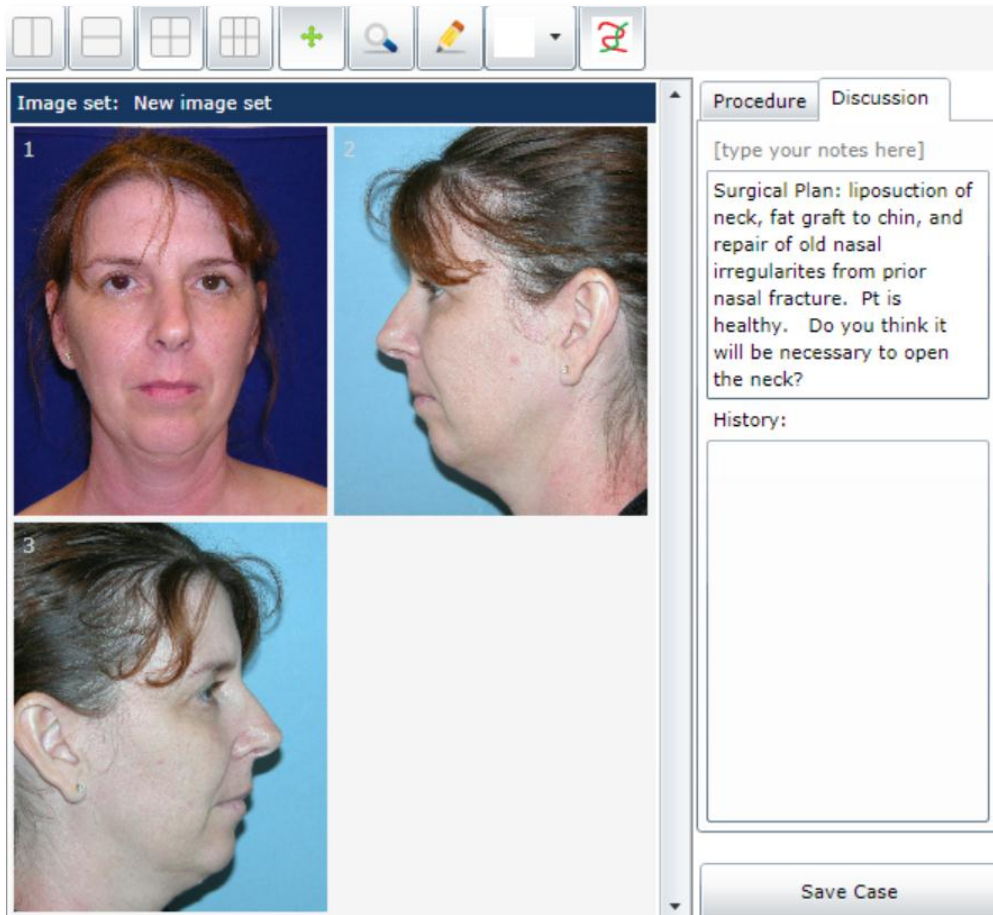
- a. Create and name imagesets as desired (e.g. preop, postop day 1, etc.)
- b. Drag an imageset into the image viewer to make it active
- c. Add images to the active imageset



- d. Click on the pencil icon to annotate images.
- e. Click the color square to select a different annotation color.

### Step 7: Add Notes to your new case

- Click the Discussion tab, enter text information about the case in the Notes section
- Prior notes appear in notes history with most recent ones on top.



## Step 8: Select a Mentor

- Select the planned procedure.
- Click the ellipsis (...) to open a list of Mentors and choose one that has designated themselves as proficient to teach that procedure.

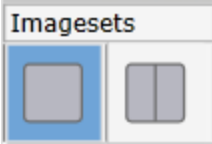









## Step 9: Submit the case to your Mentor

- When the case preparation is complete, click on the 'Submit to Mentor' button.
- Your case will then immediately show up on the Mentor's Tasks list.
- Communicate with your mentor about this case using the Notes discussion and by annotating the images.

**My Tasks**  Show completed tasks

Task Type	Task Status	Task Date	Patient ID	Name	Sex	Age	Procedure	Surgery Date	Submitted by	Completed Date
Approve surgery plan	Pending	12/9/2011 7:38 PM			Female	52 years	Male Chest Surgery	12/8/2011		
Approve surgery plan	Pending	12/12/2011 6:37 PM	12	Doe Jane	Female	40 years	Face Lift	11/7/2011		

## Image Management Tools: Quick Guide

	<p>The Imageset buttons control how many imagesets you can view at one time. Either view one imageset at a time or two side-by-side.</p>
	<p>The Image Layout buttons control how many images you view on the screen and the orientation of those images. The rightmost button allows you to view thumbnails of the images.</p>
	<p>The Pointer tool allows you to move an annotation around on the image.</p>
	<p>The Move tool allows you to move within a zoomed image.</p>
	<p>The Annotate tool allows you to draw on the images to describe procedures or add surgical notes.</p>
	<p>The Annotation color tool allows you to change the color of your annotations.</p>
	<p>The Magnify tool allows you to zoom in or out of an image using the mouse wheel.</p>
	<p>The Scroll tool allows you to scroll through the images in an imageset using the mouse wheel. Useful for scrolling through imagesets with large numbers of images.</p>
	<p>The Show/Hide Annotations tool allows you to “turn off” annotations without deleting them or return to the normal annotated view.</p>
	<p>The Add Images button allows you to upload images into a new imageset.</p>

### Handy Hints and Tips:

- To undo an annotation, simply right click on the image and select ‘Undo Annotation’
- To expand a thumbnail to a full sized image, double click on the thumbnail. To return the image to thumbnail size, double click again
- Be sure to save your work frequently using the ‘Save & Close button’.