Image Categories - Adding & Deleting

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Overview

How to add and delete an image category.

When acquiring images into a patient's record, you must categorize them by subject type.
Images can be placed in multiple categories, giving the clinician very powerful control over all of the images in the database.
TDO allows you to create an unlimited number of image categories to keep track of your images.
TDO is packaged with a default number of image categories, which can be added to, subtracted from, or customized to your specifications.
Certain categories are important for reports to automatically populate the appropriate images. Therefore, some image categories cannot be modified or altered as certain reports in TDO require them.

These required or fixed categories are:
Collage, Correspondence, FMX, General, Interim Pic, Paint Picture, Patient Picture, Post-op1, Post-op2, Pre-op1, Pre-op2, Pre-other Office
Recall 1, Recall 2, Web Share, Working.

TDO has the ability to search the database for all such categorized images and display them at your command.
Example: If you wanted to track all teeth that have midroot lateral canals, you would create an image category with that name and place every case that demonstrated that anatomy into that category.

Detailed Instructions

Adding an Image Category

To create your own image categories or to delete or modify existing ones go to:

Setup menu on the top menu bar **> Program Setup> Image Categories**.

The order box allows you to specify the order in which the categories will appear on the list in the Acquire Module. You may re-order the list to your choosing.
As mentioned before, you cannot delete any of the fixed images. However, you can change their order. Make sure to click the 'Reorder' button after making changes to save your new order.

The A-Z buttons at the top will sort your list alphabetically. It is only temporary while you are on this page.
If you wish this order to be the 'Image Order' that you see on the acquire page, you must use the 'Reorder' button.

When inputting an image into a patient's record, the best pre-op image should be saved as Pre-op1. The Pre-op1 image will be the one that automatically shows as the pre-op image on patient reports. The best post-op image should be saved as 'Post-op1' and a second-angle post-op image as 'Post-op2'.
(The Post-op2 image is not required.)

Deleting an Image Category

Go to **Program Setup** and select **Image Categories.**
You may delete any image category by selecting the gray box to the left of the name and pressing the delete key on your keyboard.
The program will ask you to confirm that you really want to delete the image category. Selecting "yes" will delete the category.
If you cannot delete the category, please see the list above to ensure that it is not one of the fixed categories required to generate reports within TDO

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