



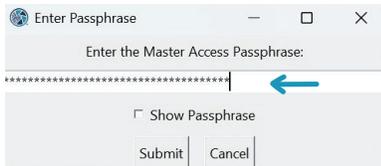
Store

Upload and Browse SDFI Cases

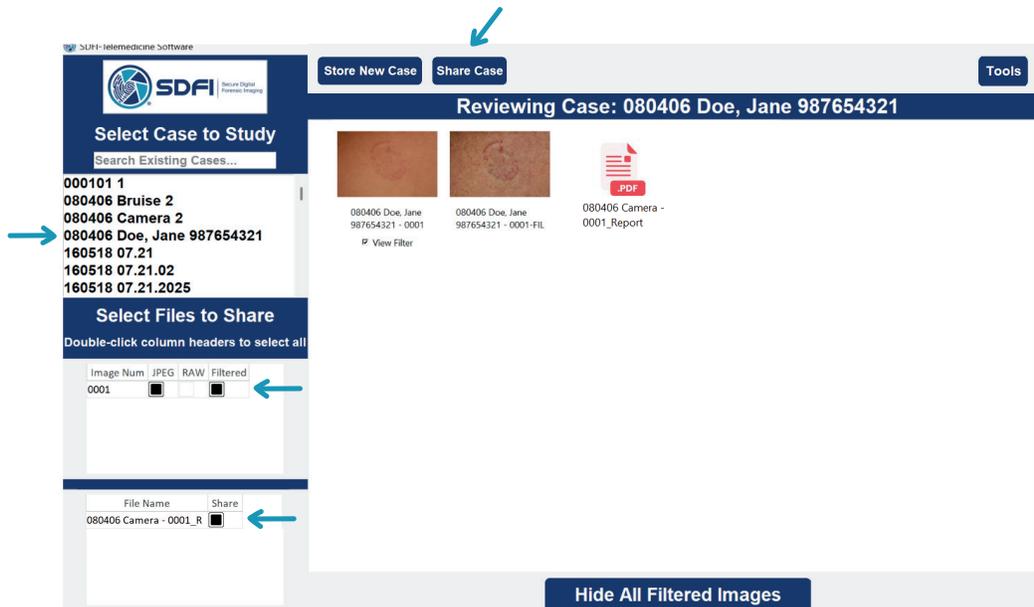
- Insert SD card into laptop or SD card reader.
- Double-click the **SDFI logo** on your desktop.



- Enter your **master access password**.



- In the **Image Management System**, you can **Store**, **Study**, and **Share** your images and files.





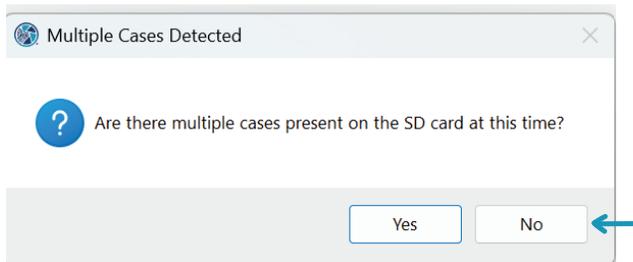
Store

Individual Case

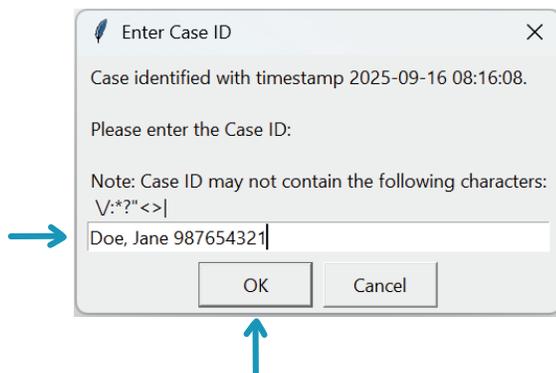
- Click **Store New Case** → then click **Yes**.
- When prompted with *“Is this the correct folder path?”*, (showing different timestamps or dates), click **Yes**.



- If prompted, choose whether multiple cases apply, select **No**.



- Enter the **Case ID** → Click **OK**

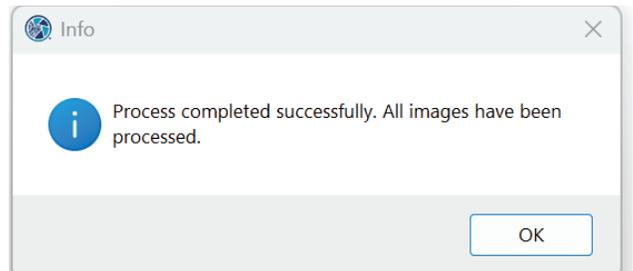
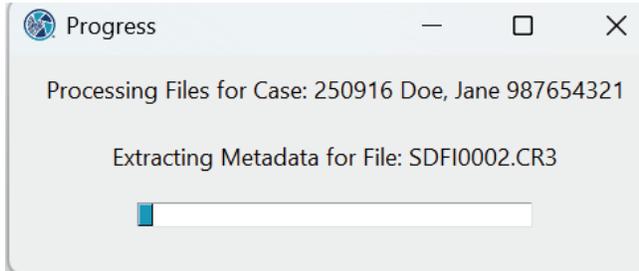




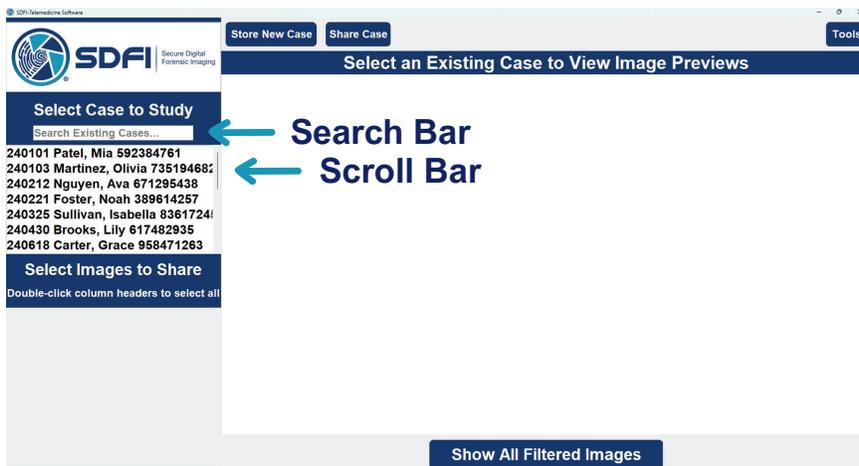
Store

Individual Case

- The case will upload. Images are automatically copied, renamed, encrypted, moved to a secure location, and deleted from the SD card.



- Use the **Scroll Bar** to browse cases manually.
- To search for a specific case, use the **Search Bar**.





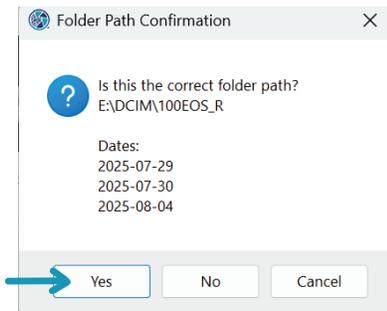
Store

Multiple Cases

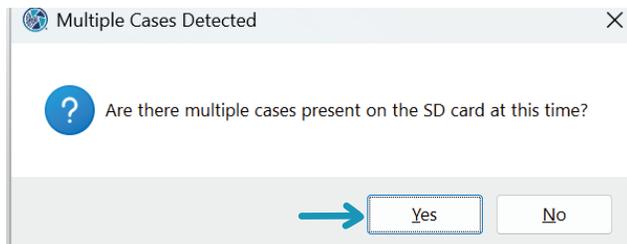
- Click **Store New Case** → then click **Yes**.



- When prompted with “*Is this the correct folder path?*”, (showing different timestamps or dates), click **Yes**.



- When prompted about multiple cases, click **Yes** if more than one case.



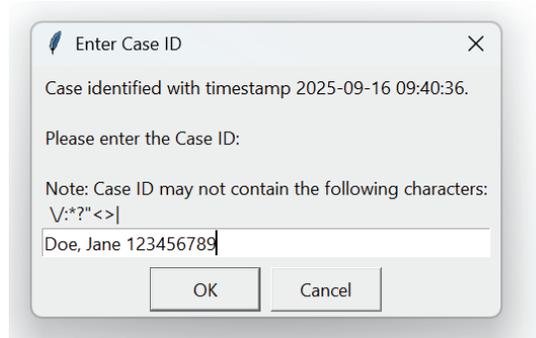


Store

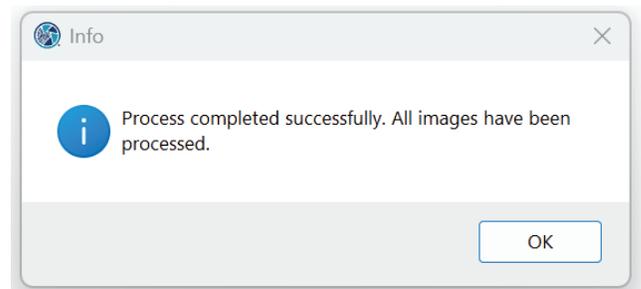
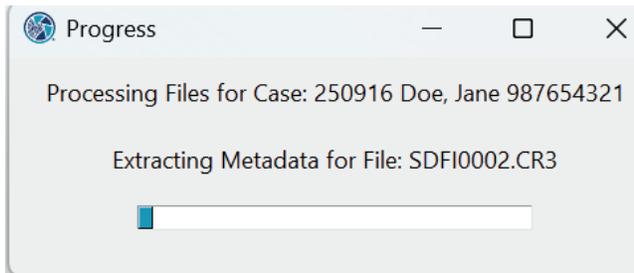
Multiple Cases

- Name each case and click **OK**.
- Assign Case Numbers:
 - Use the timestamp to identify the case.
 - Enter **1** for the first case, **2** for the second, etc.
 - Use the down arrow to fill the same number in all rows below.
 - Click **Submit**.

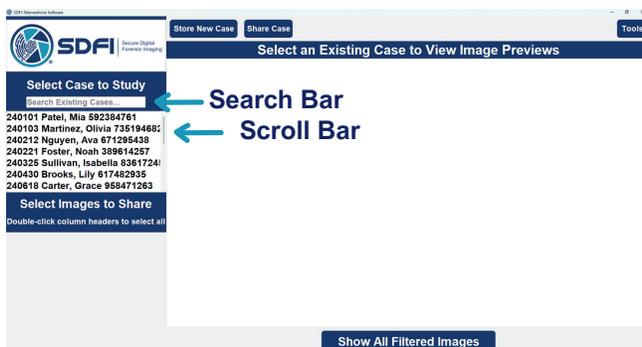
File Name	Timestamp	Case #	Auto-fill
SDFI0001.JPG	2025-09-16 09:40:36	1	↓
SDFI0001.CR3	2025-09-16 09:40:36	1	↓
SDFI0002.JPG	2025-09-16 09:40:42	1	↓
SDFI0002.CR3	2025-09-16 09:40:42	1	↓
SDFI0003.JPG	2025-09-16 09:40:50	1	↓
SDFI0003.CR3	2025-09-16 09:40:50	1	↓
SDFI0004.JPG	2025-09-16 09:40:54	1	↓
SDFI0004.CR3	2025-09-16 09:40:54	1	↓
SDFI0005.JPG	2025-09-16 09:40:58	1	↓
SDFI0005.CR3	2025-09-16 09:40:58	1	↓
SDFI0006.JPG	2025-09-16 12:55:10	2	↓
SDFI0006.CR3	2025-09-16 12:55:10	2	↓
SDFI0007.JPG	2025-09-16 12:55:12	2	↓
SDFI0007.CR3	2025-09-16 12:55:12	2	↓
SDFI0008.JPG	2025-09-16 12:55:16	2	↓
SDFI0008.CR3	2025-09-16 12:55:16	2	↓



- Each case will **upload** and the images will **automatically** be copied, renamed, encrypted, moved to a secure location, and then deleted from the SD card.



- Use the **scroll bar** to browse cases **manually**.
- To **search** for a specific case, use the **search bar**.





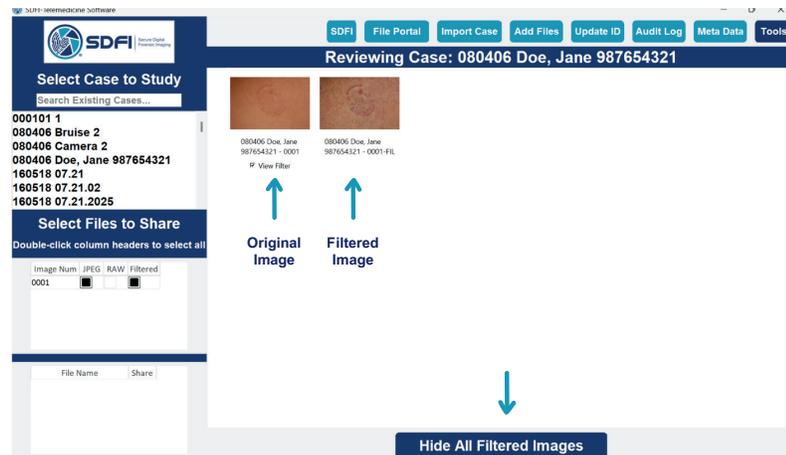
Study

Image Display Area

- Double-click an image to view full screen.



- Use the **Show/Hide Filtered Preview** to toggle filtered images on or off.



- You can view either the **Original Image** or a **Filtered Image** in the **Image Display Panel**.

Original Image



Filtered Image





Study

Image Display Panel

- Utilize **removable** mark-ups to annotate and highlight areas of interest.



Annotation Panel

- Select **palette color** for your draw.
- Type **notes** to save for later use and convenient review
- Create an **export** that displays each original and filtered image with and without annotations and any notes.



Study

Generated Report

- The **Generated Report** will appear in the display panel.

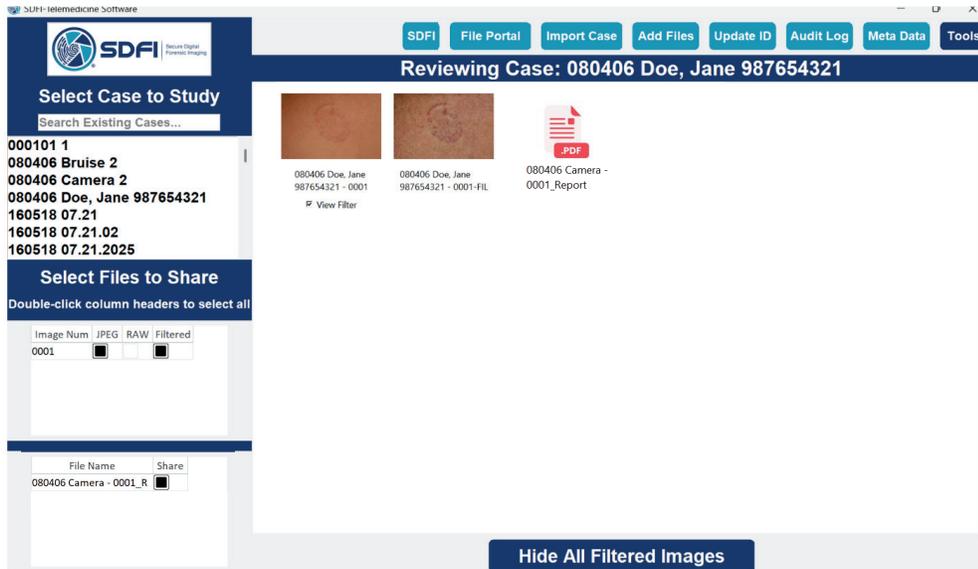


Image Functions

Each letter shown represents a hotkey shortcut and is explained from left to right in the diagram. These shortcuts can be used when you are not generating text notes.

Hotkey	Function
← / →	Viewing previous or next image
F	Filtering the image
K	Mark for Keep/Share
Z	Enabling the zoom feature
A	Showing/hiding draw annotations
R	Viewing the RAW file

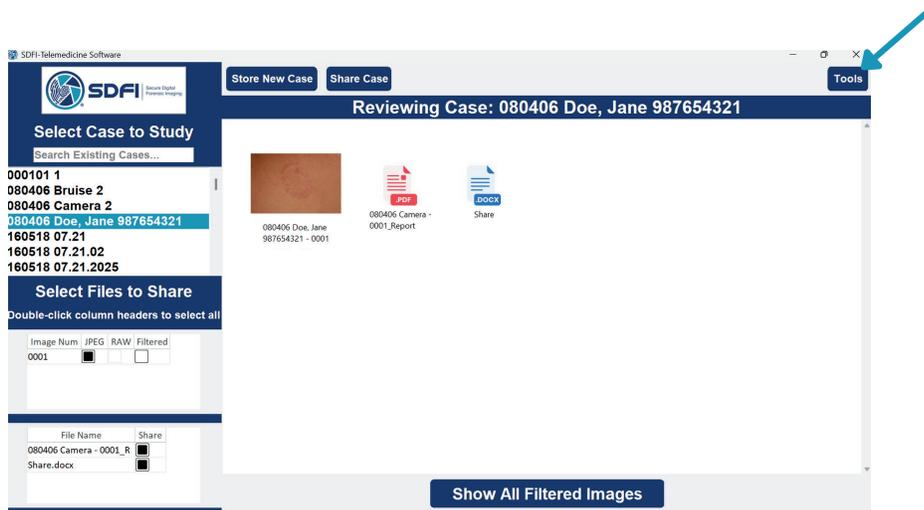




Study

Tools

- Visit the **SDFI website**
- Log into the **File Portal**
- Import files from **Secure Volumes**
- Add Files** (Drag and Drop)
- Update ID** (Rename File)
- View an **Audit Log** of user actions
- Access **Metadata**

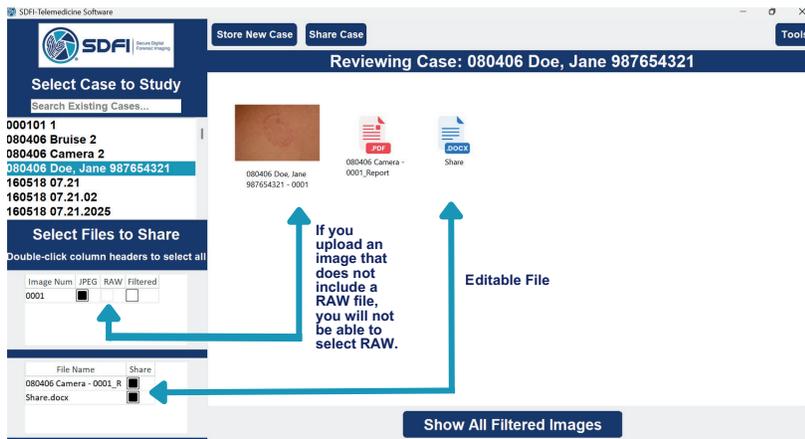




Share

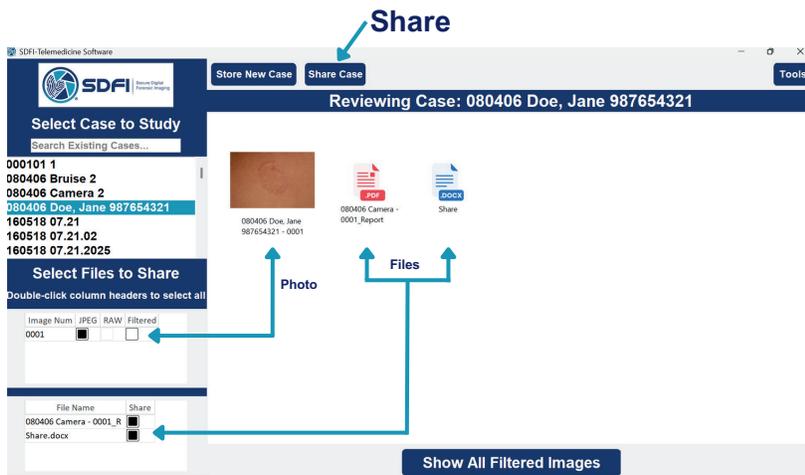
Add Files

- Drag and drop the file into the window.
- If the file is editable:
 - Open it and make your changes.
 - Close the file, click **Save**, then **OK**.
- ⚠ Note:** If a JPG does not include a **Raw** file, you will be unable to select **RAW**.
- ⚠ Note:** You cannot use the **Digital Contrast Filter (DCF)** if it has already been applied.



Prepare an SDFI Share File

- Select the images to include: **RAW**, **Filtered**, or **JPEG**.
- Click on “**Share Case**” to prepare a share file.
- Attach any additional files if needed.
- Create a **one-time-only passphrase**.
- A **ZIP file** will be created for sharing.





Share

Receiving an SDFI Share File:

- Locate the **ZIP file** and right-click on the file name.
- Select **“Extract All”** from the menu.
- Choose a location to extract and save the files.
- Double-click **“Share Decrypt.”**
- Enter the **one-time passphrase** that was created.

The files have now been decrypted—you can access and view the photos.

