

SDFI[®] -TeleMedicine

Secure Digital Forensic Imaging – Secure Beyond Reasonable Doubt[®]

Extreme “*Imaging and Forensic Networking*”

SDFI[®] SOFTSECRETS[®] DATA EXTRACTION GUIDE

An “Intelligent User Guide”[©]

**Use This Guide to Extract Data
from SDFI[®] eForms**

**** * * This Book Is Not For Independent Sale * * ****

Updated August 1st, 2010

**SDFI[®] -TeleMedicine LLC
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Secure Digital Forensic Imaging – Secure Beyond Reasonable Doubt[®]

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Secure Digital Forensic Imaging – Secure Beyond Reasonable Doubt[®]

About SDFI[®]-TeleMedicine

Along with SDFI[®]-TeleMedicine's on-going research as the nation's leader in Secure Digital Forensic Imaging solutions, we are serving SART, SANE and SAFE forensic medical communities, medical examiners and law enforcement. We provide complete secure digital forensic imaging solutions and on-site training. SDFI[®]-TeleMedicine has been involved with digital imaging technologies both in Canada and the United States. We have worked in a multitude of industries directly related to the introduction, use and management of digital images; industries such as corporate retail, print production, fulfillment, professional photography, car insurance claims, advanced dental imaging and secure forensic medical imaging. SDFI[®]-TeleMedicine has worked on both large and small-scale projects for county, state and public corporations along with smaller privately owned organizations. SDFI[®]-TeleMedicine has developed intricate electronic imaging solutions and sizeable electronic image repositories.

These imaging solutions utilize digital camera systems, image scanners, software databases, encryption tools and imaging software programs. Many are still in use years after their initial deployment.

SDFI[®]-TeleMedicine has presented to, and won the approval of many senior corporate executives regarding the introduction of new technologies. However, with the introduction of new technologies, there is always a learning curve.

We describe this learning curve as a poorly documented "state of frustration". This is the time when professionals scramble for information, instruction, knowledge and guidance.

When new technology is introduced, everyone involved expects timely results. There is an immediate need to get "it" working, be proficient at "it", and to complete the task at hand quickly and effectively. Thus, SDFI[®]-TeleMedicine has developed simplified products along with extensively illustrated Intelligent User Guides[®], Seminars and Hands-on Training Courses for all system users.

These products and the educational events offered reduce the extensive amount of time and effort associated with the introduction of new forensic based digital imaging technologies. They will allow you to "**SHOOT, STORE and SEND**" secure, court ready digital pictures.

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Extracting SDFI[®] eForm Data

The extraction of SDFI[®] eForm data **REQUIRES** P.C. based software programs to be fully paid for, installed and licensed by you or your organization.

SDFI[®]-TeleMedicine **DOES NOT** and will **NOT** provide software, software installation information or support related to the collection or extraction of form data. All related technical and educational support must come from your own organization or an authorized organization of your choice.

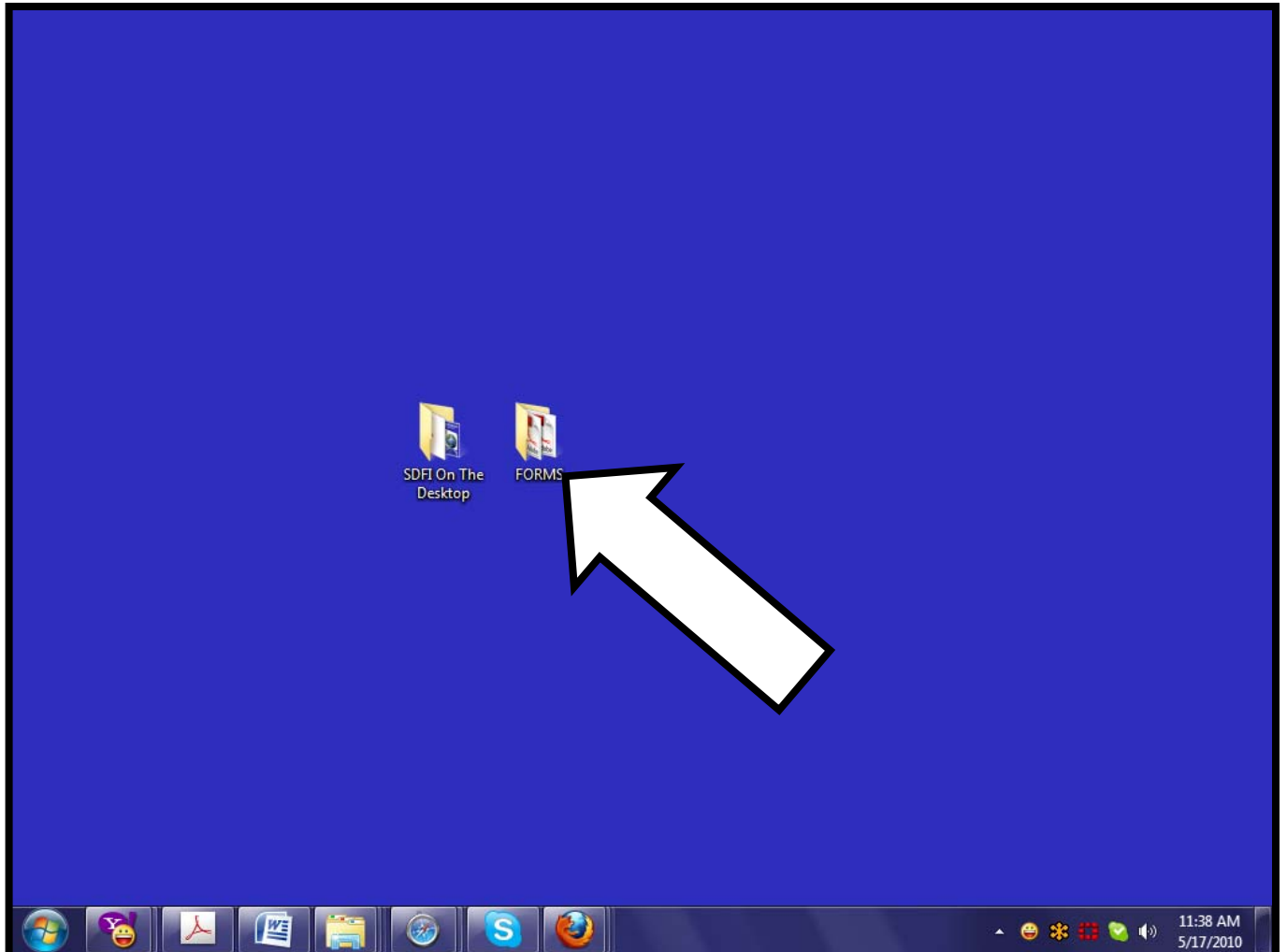
You will need the following P.C. based software tools:

Adobe Acrobat Professional
Microsoft Excel 2007 or 2010

NOTE:

You need to be an advanced Microsoft Excel 2007 user and be authorized by or organization to handle confidential patient record data (ALWAYS ENCRYPT YOUR DATA!)

SDFI[®] eForms and related educational materials are “**NOT**” part of the SDFI[®]-TeleMedicine System.



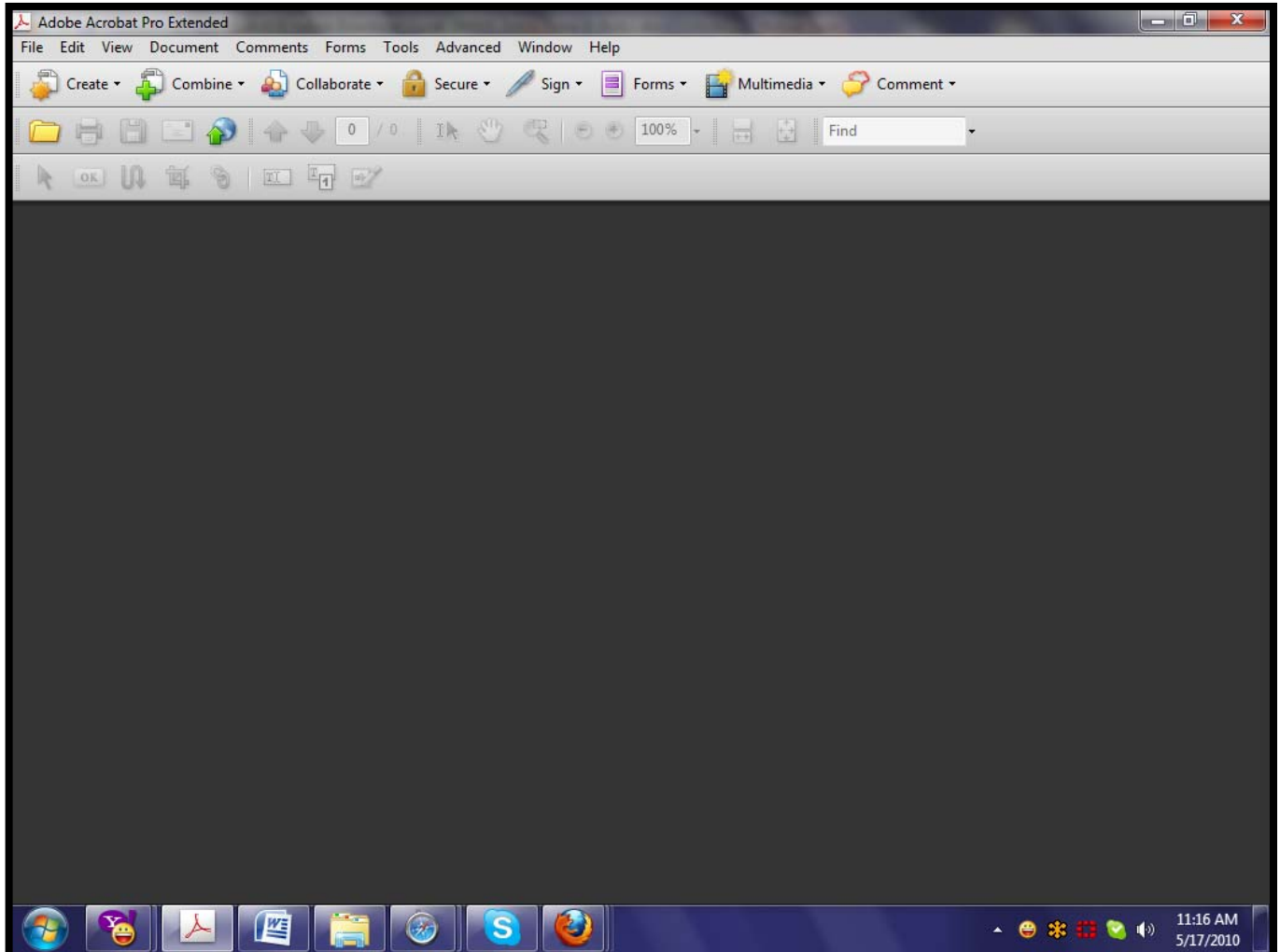
Create a folder on the desktop named “**FORMS**”. Copy only, **DO NOT MOVE** SDFI eForms into the new folder.

STOP RIGHT NOW IF YOU DO NOT KNOW THE DIFFERENCE BETWEEN COPYING AND MOVING!

NOTE: If there is not enough space on your computer, please consult with your I.T. department to determine a location with appropriate disk storage space.

TURN THE PAGE NOW!

Extracting SDFI® eForm Data



Open **Adobe Acrobat Professional**.

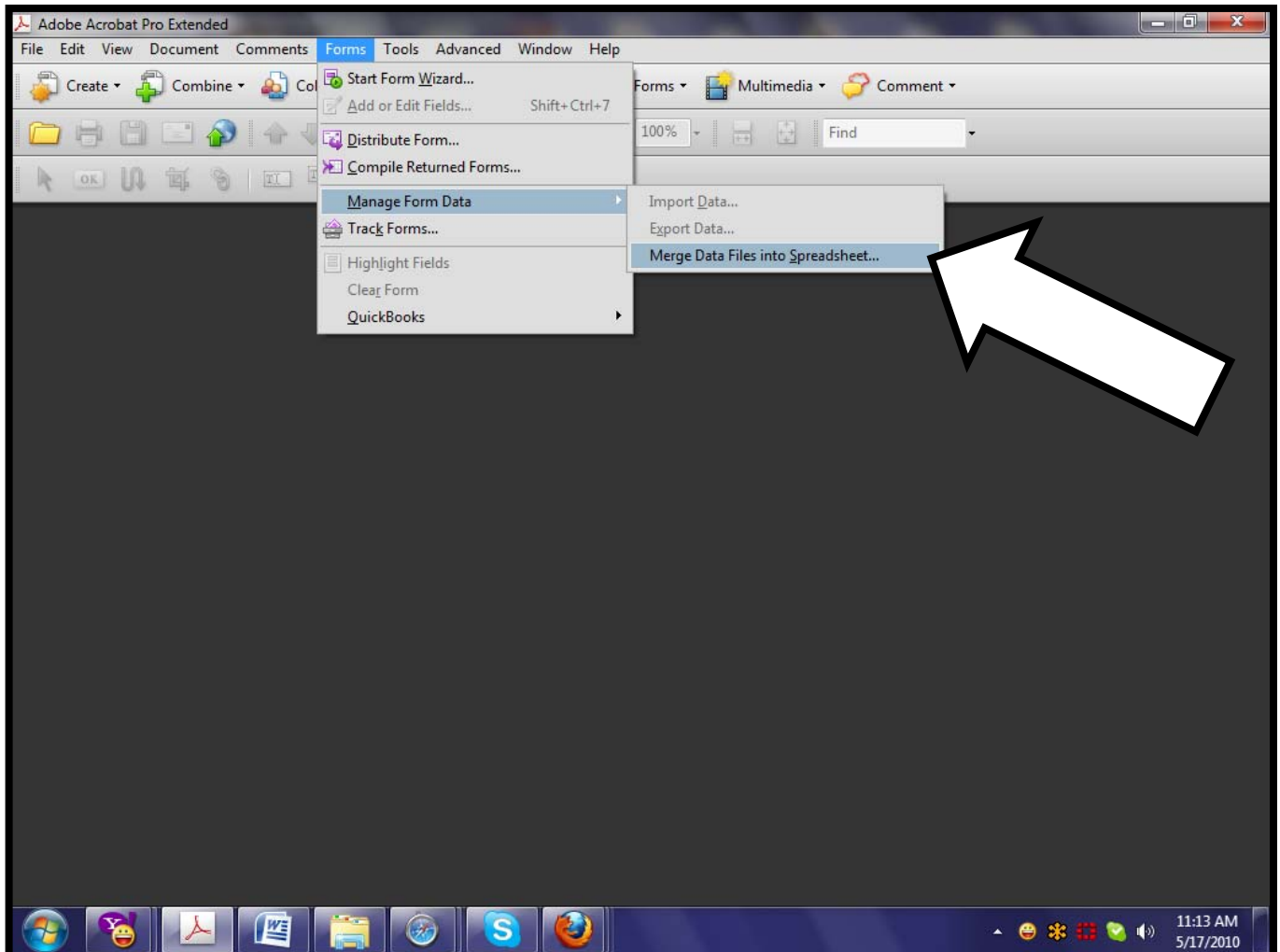
TURN THE PAGE NOW!

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LEFT mouse click on:

“Forms”

then LEFT mouse click on:

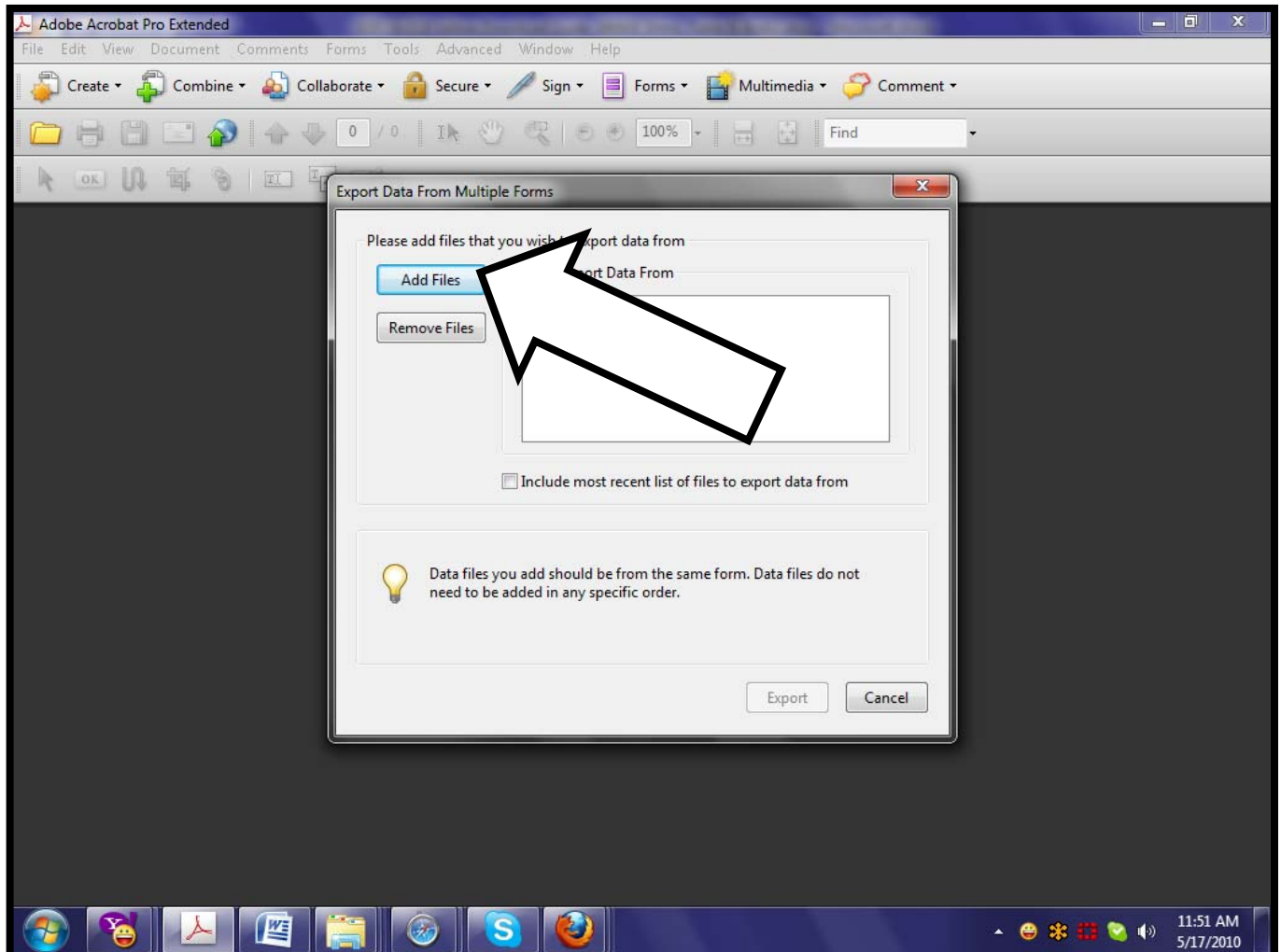
“Manage Form Data”

then finally, LEFT mouse click on:

“Merge Data Files into Spreadsheet”.

TURN THE PAGE NOW!

Extracting SDFI® eForm Data



LEFT mouse click on:
“Add Files”.

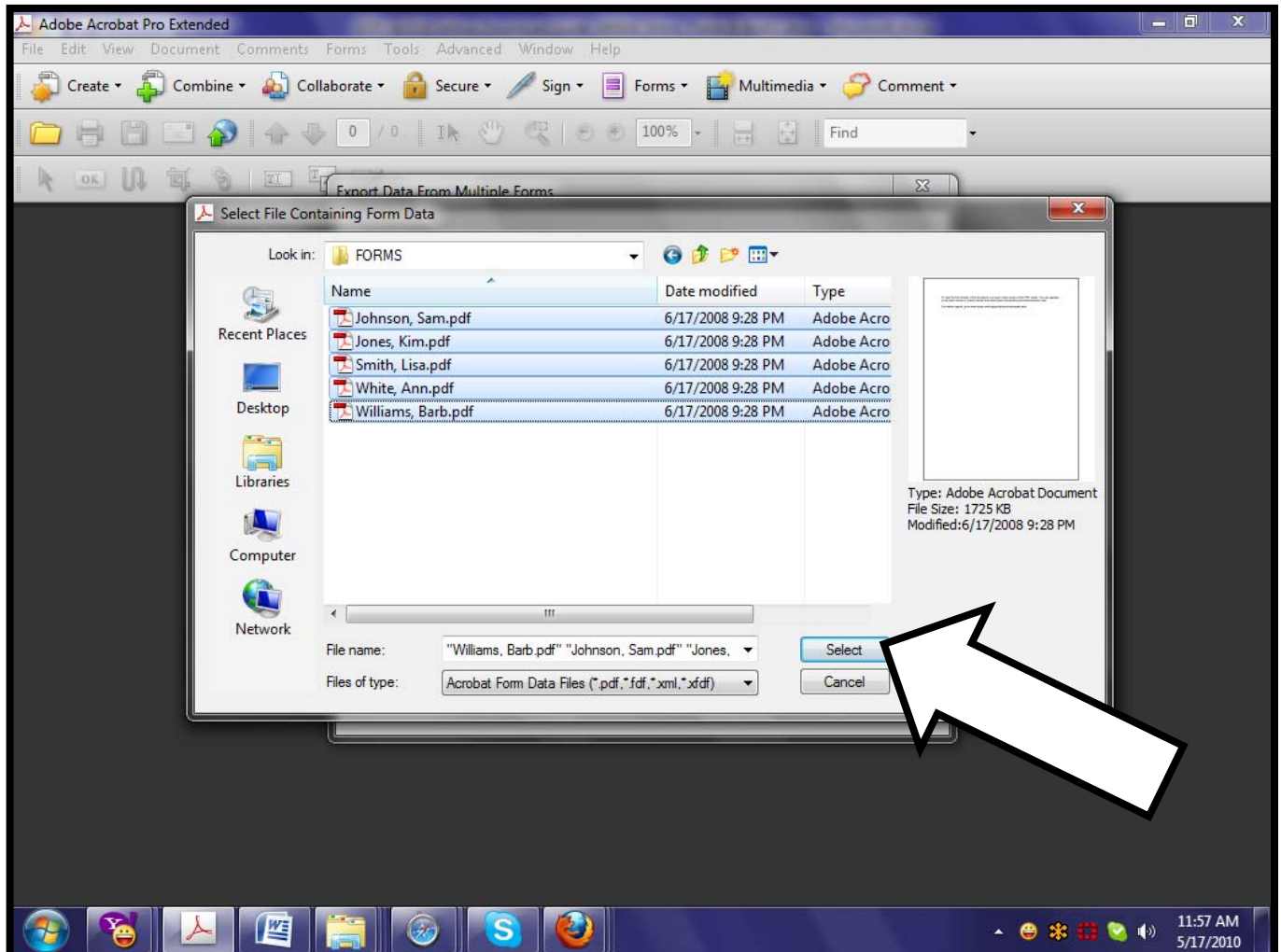
TURN THE PAGE NOW!

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Go to your new **FORMS** folder location.

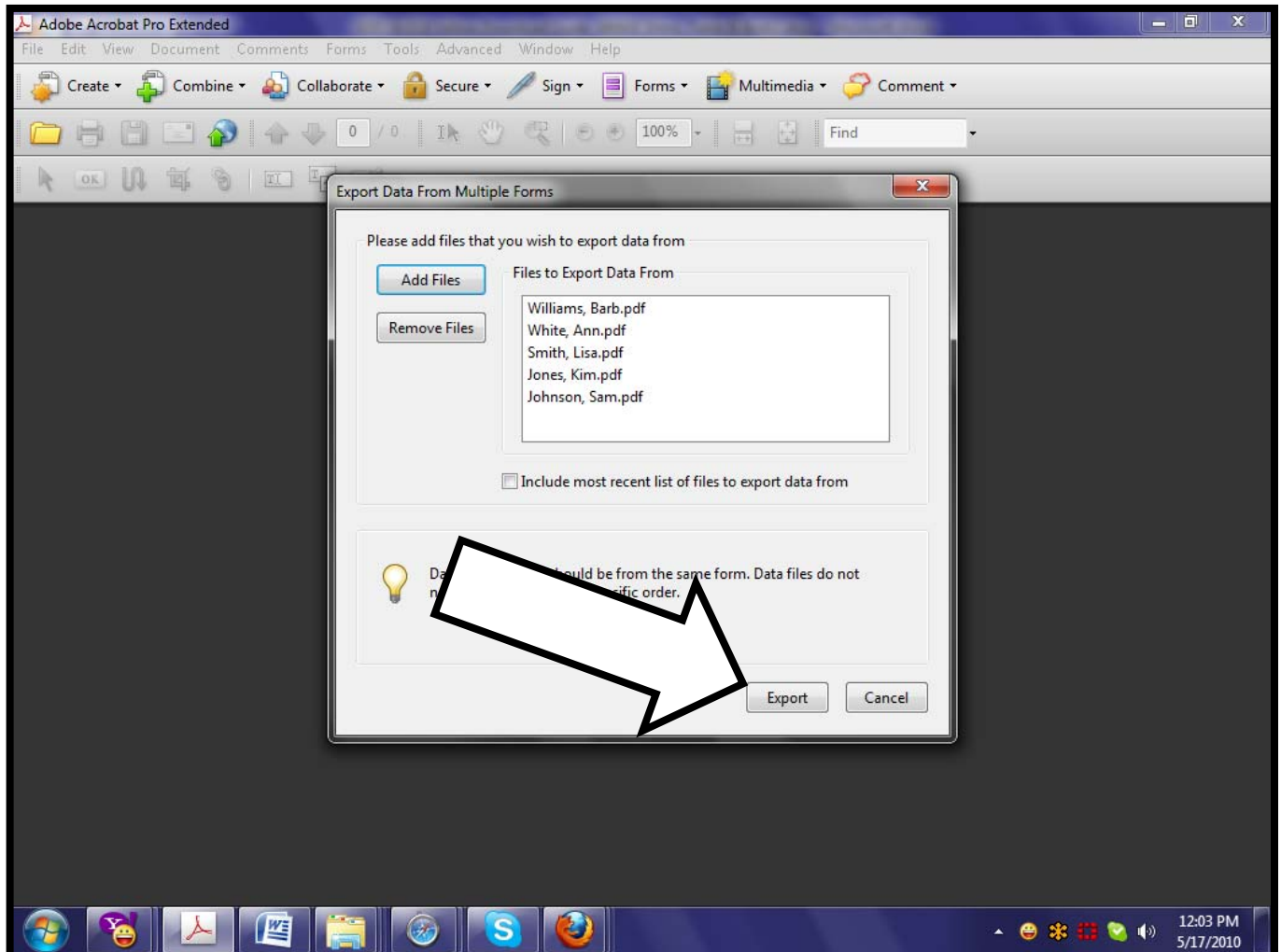
SINGLE LEFT mouse click on the **FIRST** form name
then hold down the **“SHIFT”** key, DO NOT LET GO!

While holding down the **“SHIFT”** key, **SINGLE** LEFT
mouse click on the **LAST** form name.

All forms will be highlighted. **LEFT** mouse click **“Select”**.

TURN THE PAGE NOW!

Extracting SDFI® eForm Data



LEFT mouse click on **“Export”**.

TURN THE PAGE NOW!

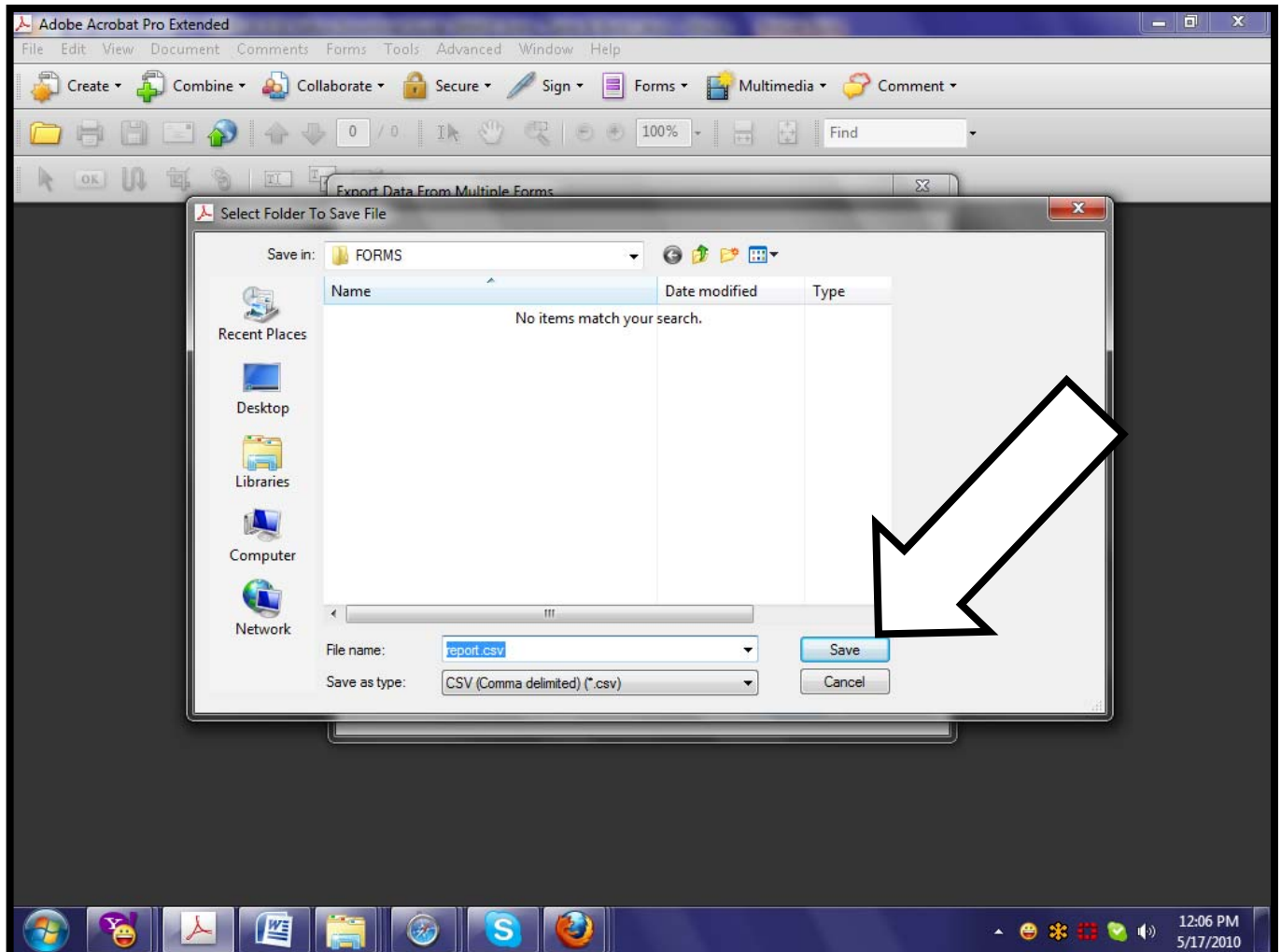
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Extracting SDFI® eForm Data



LEFT mouse click on “**Save**”.

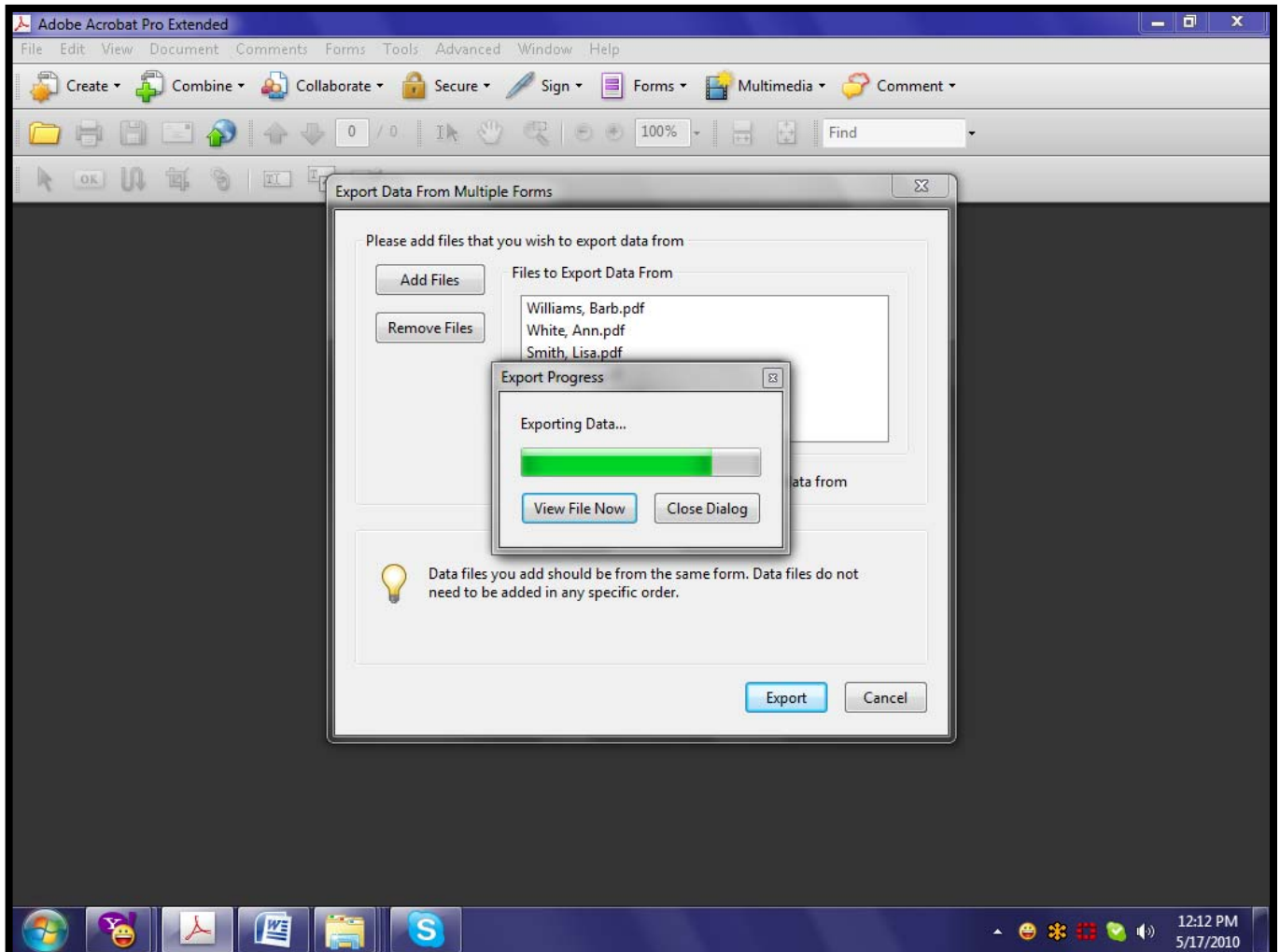
TURN THE PAGE NOW!

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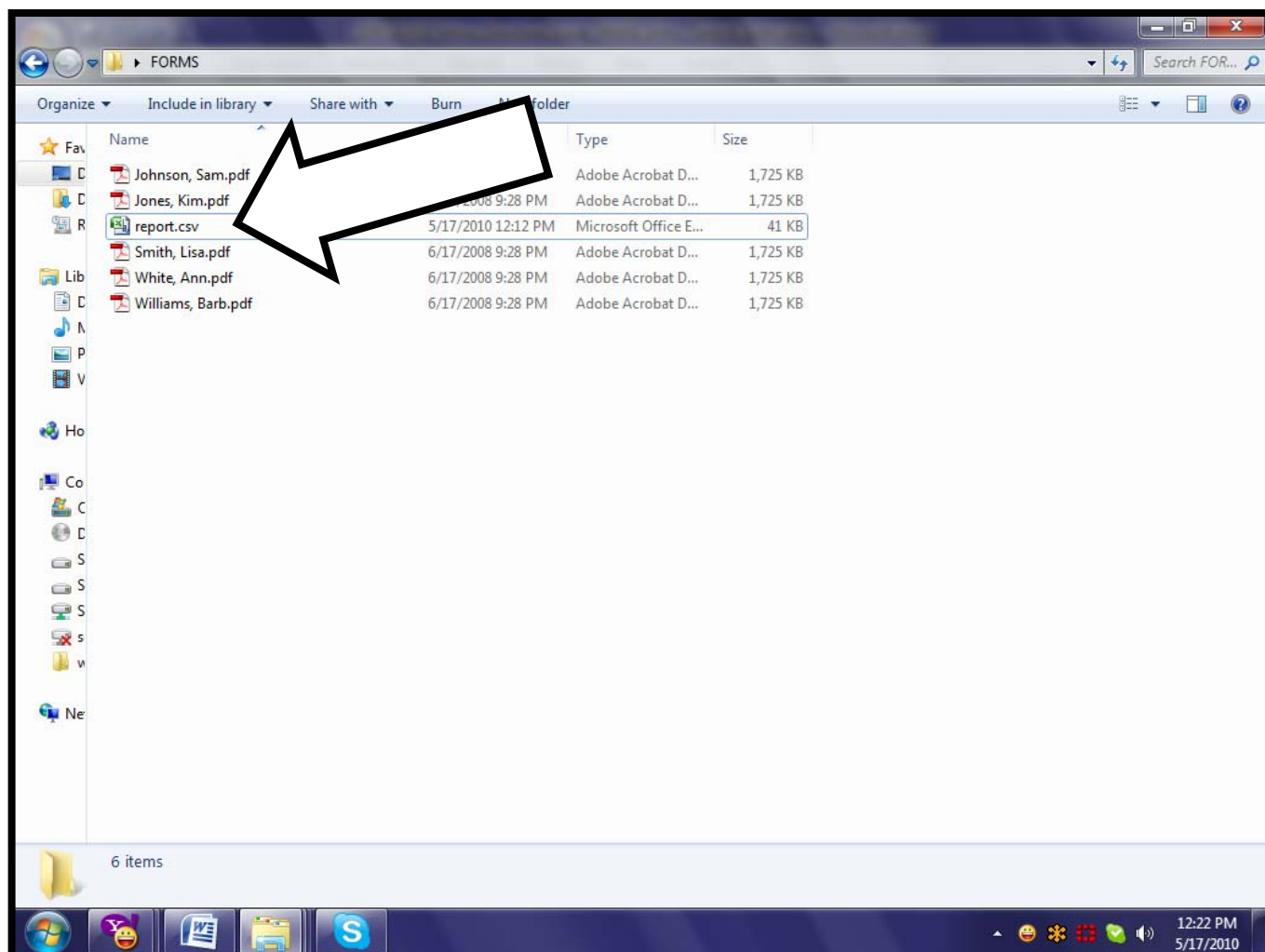


WAIT until the green bar fills up and “Exporting Data...” changes to “Done”.

NOTE: The time this takes depends on the number of forms and the speed of your computer.

Once finished, LEFT mouse click **“Close Dialog”**.

TURN THE PAGE NOW!



The file **“report.csv”** is now in your FORMS folder.

This file contains all exported data and can be managed with Microsoft Excel 2007.

SDFI-TeleMedicine will not teach or support Excel 2007. Please consult a local or online course for Excel training.

TURN THE PAGE NOW!

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Congratulations!

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