

## HearID Quick Start — User Notes for HearID 5.0

These Quick Start Notes cover the most common procedures. They complement, but do not take the place of the manuals. We recommend reading the manuals fully before testing patients.

### Where do I find the manuals?

- Choose a manual from the **Help** menu in HearID. The manuals are in electronic pdf format (use a pdf reader like the free Adobe Reader™ to view them).
- There is an Install Manual, a General User's Manual, and a separate manual for each measurement module: MEPA, DP, and TE.
- The manuals are located in the Documents folder in the HearID program folder.

### Setting up a Patient Database

- Log into the **HearID Default database** as a **User** with **Administrator** privileges.
- From the **Database** menu, choose **New** for the **Create New Database** window.
- **Navigate** to the folder in which the database and associated data files are to be stored.
- Type the new database name in the **File** field. Add a descriptive **Identifier** and **Description**.
- Choose **Save** to create the database.
- When prompted, set up an **Administrative User** for the new database.
- From the **Database** menu, choose **Open** to access the newly created database.

### Editing and Entering New User Names & Password

- From the **Database** menu, choose **User Administration**.
- Choose **New User** or **Edit User** and fill out the user name, e-signature, password, and select either Administrator or Normal User privileges.
- To **switch users**, from the **Database** menu, choose **Change User**. When prompted, enter your username and password.

### Entering Patient's Name & Details

- From the **Patient** menu, choose **New**. Alternatively, press CTRL-N.
- The **New Patient** window appears. Fill in the patient's details.

### Making a Measurement

- Create a new patient record or select a patient record (upper pane of main window).
- Choose the current **Probe Serial #** and measurement **Category** (optional).
- **Calibrate the probe** (if doing MEPA and the calibration has expired).
- **Prepare the patient** for testing.
- Choose the relevant measurement tab or menu item.  
(see the specific Measurement Module Manuals or Quick Start Notes for the desired measurement).
- Once a measurement is made, an entry appears in the **Test History** pane (lower half of window).
- Double-click on the record to review the measurement.
- Double-click on the comments field to add or review Comments.

### Exporting to Hi\*Track or Oz (TEOAE & DPOAE only)

- From the **Tools** menu, choose **Defaults** for the Define Defaults window. Choose the **Export** tab.
- Tick Hi\*Track and/or Oz and enter the **Export Path** (folder and filename).
- Patient information and Pass/Refer status is written to the file each time a TEOAE or DPOAE measurement is made. This file may be imported into Hi\*Track or Oz.