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Procedure: Accessing Old Archived Echocardiograms From the G Drive

- 1. Open CypressViewer
- 2. Highlight Archive Path on the left of the window
- 3. Click on Setup tab
- 4. Click Add button so to add the old archived file
- 5. Click Browse
- 6. Select My Book (G:) and open Echo_Studies folder
- 7. Open the desired year
- 8. Select Archive and click OK
- 9. Make sure there is a checkmark next to the desired path
- 10. Exit out of CypressViewer and re-open
- 11. If all of the dates are still not showing under Patient tab, click on the Name sub-tab to refresh the list, or to view the dates in a different order
- 12. When you are done viewing the old archived echocardiograms, please un-check the path you created