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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