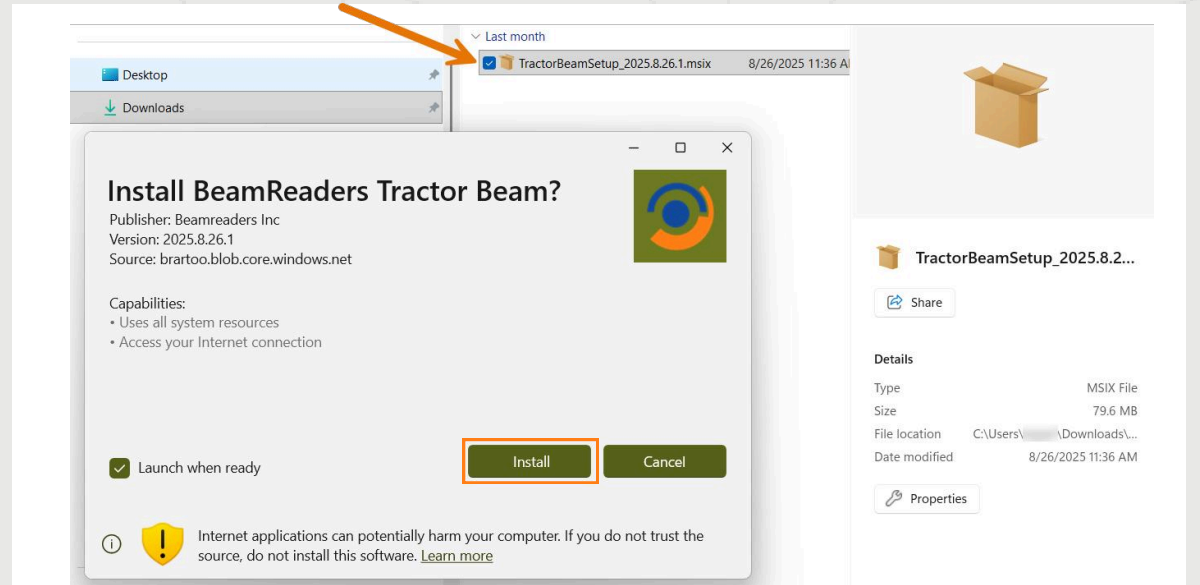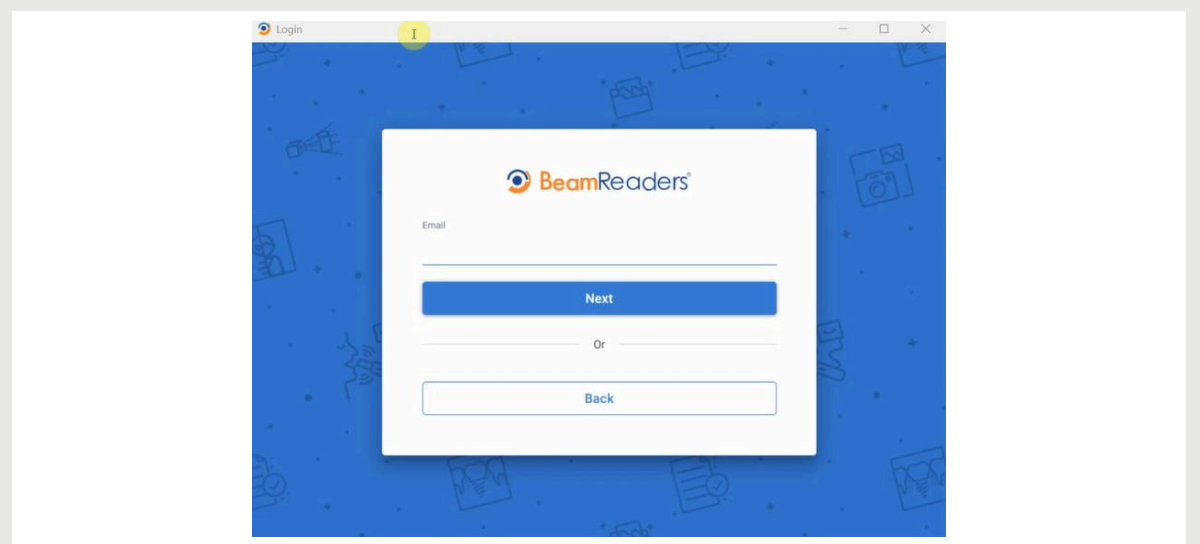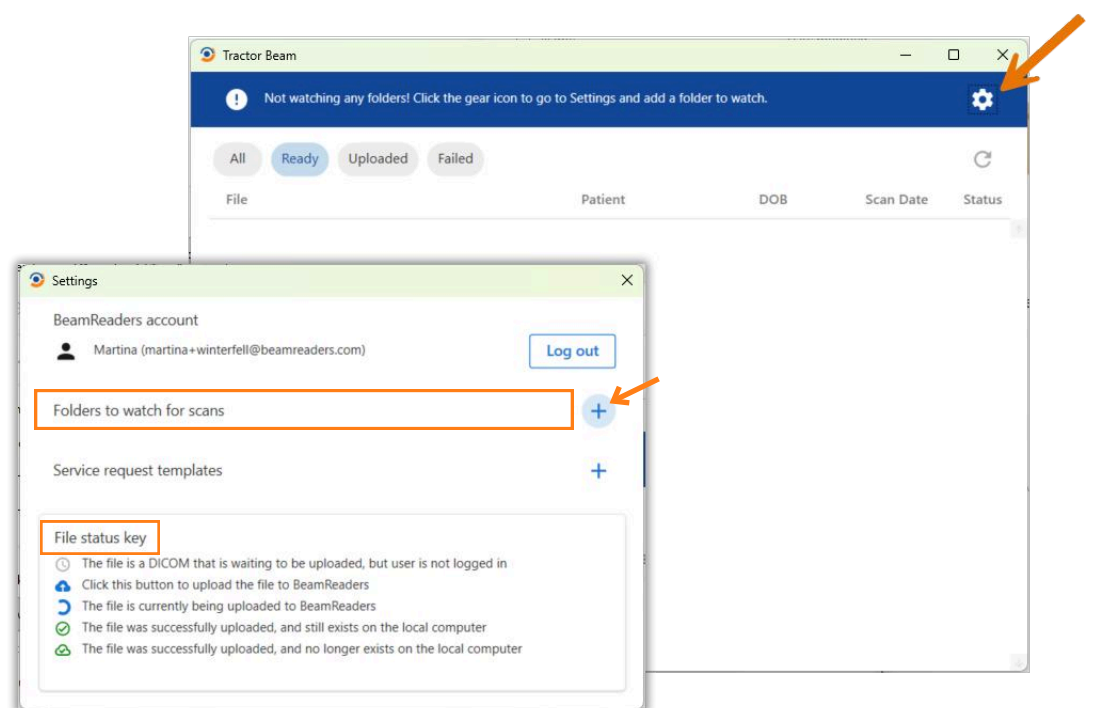# How to Get Started with BeamReaders Tractor Beam

1. Download the app. Double-click the file to launch the installer.
Click "Install" to install the app.

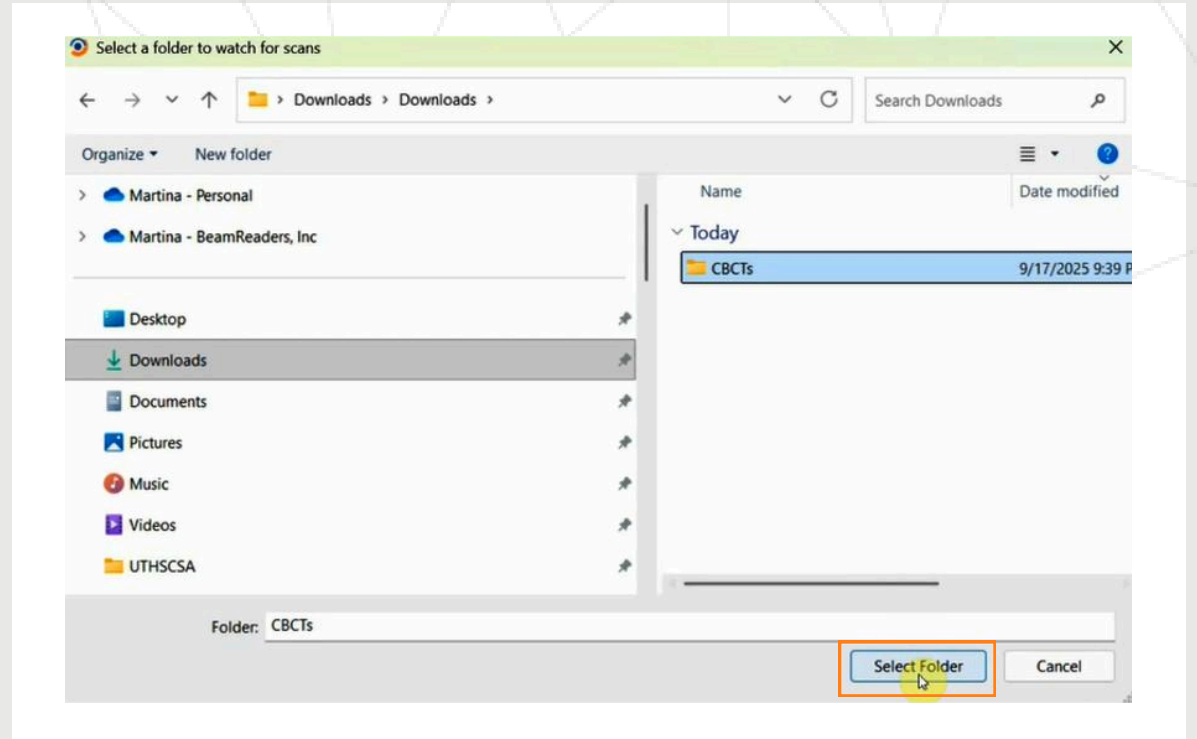2. Log in using the same credentials you use for the BeamReaders website.

3. Click the gear icon to open settings.

a. Click "+" to the right of "Folders to watch for scans."

- Notice the **File status key** is located here, under Settings, if you ever have a questions about your case status.
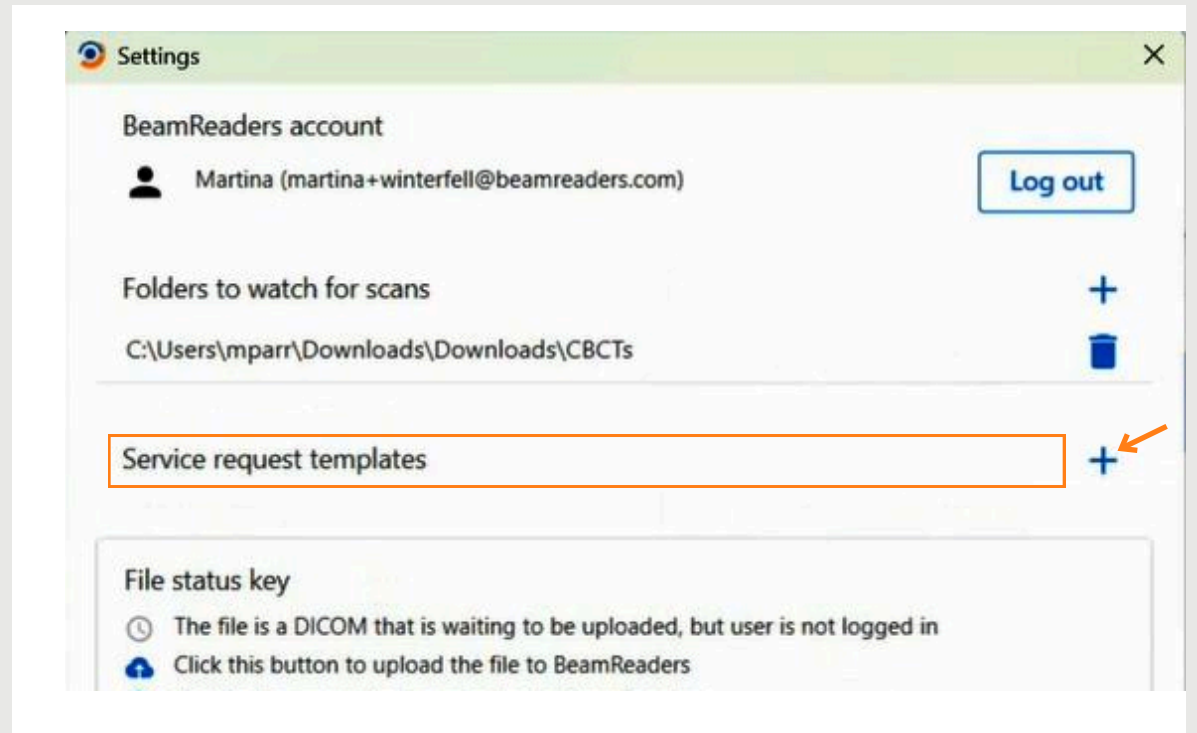
3. Settings (continued)

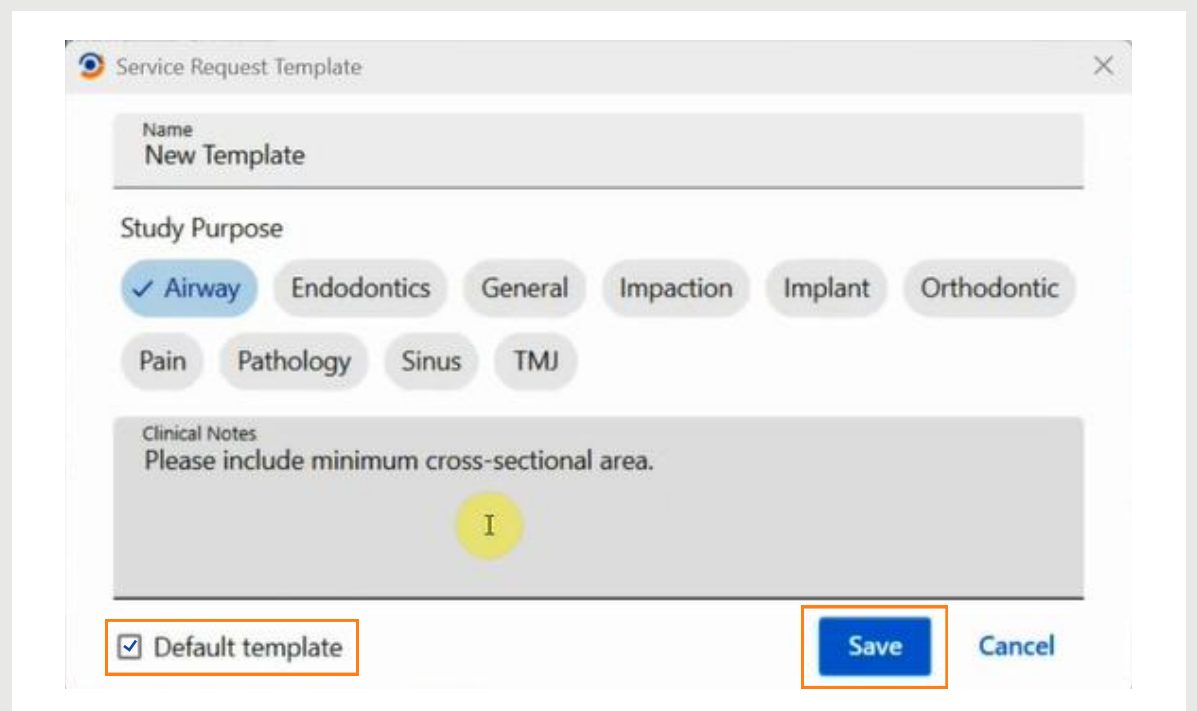b. Select the folders where your CBCT scans are located for Tractor Beam to "watch."

c. Create Templates (Optional). This step is recommended if you often submit similar requests to your radiologist.

- Click on the "+" to the right of "Service request templates" to add a new template.
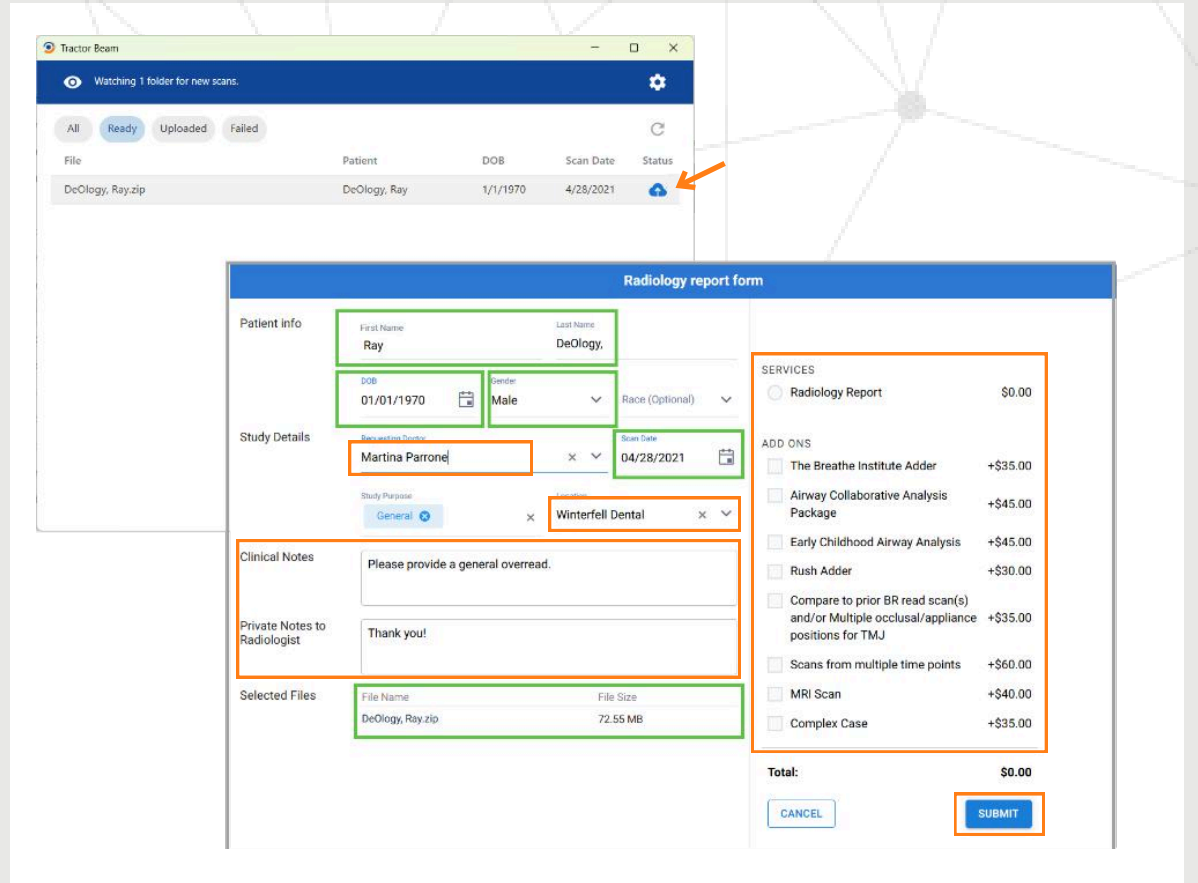

- Select the Study Purpose.
- Add your routine request under clinical notes.
- Select the "Default template" box.
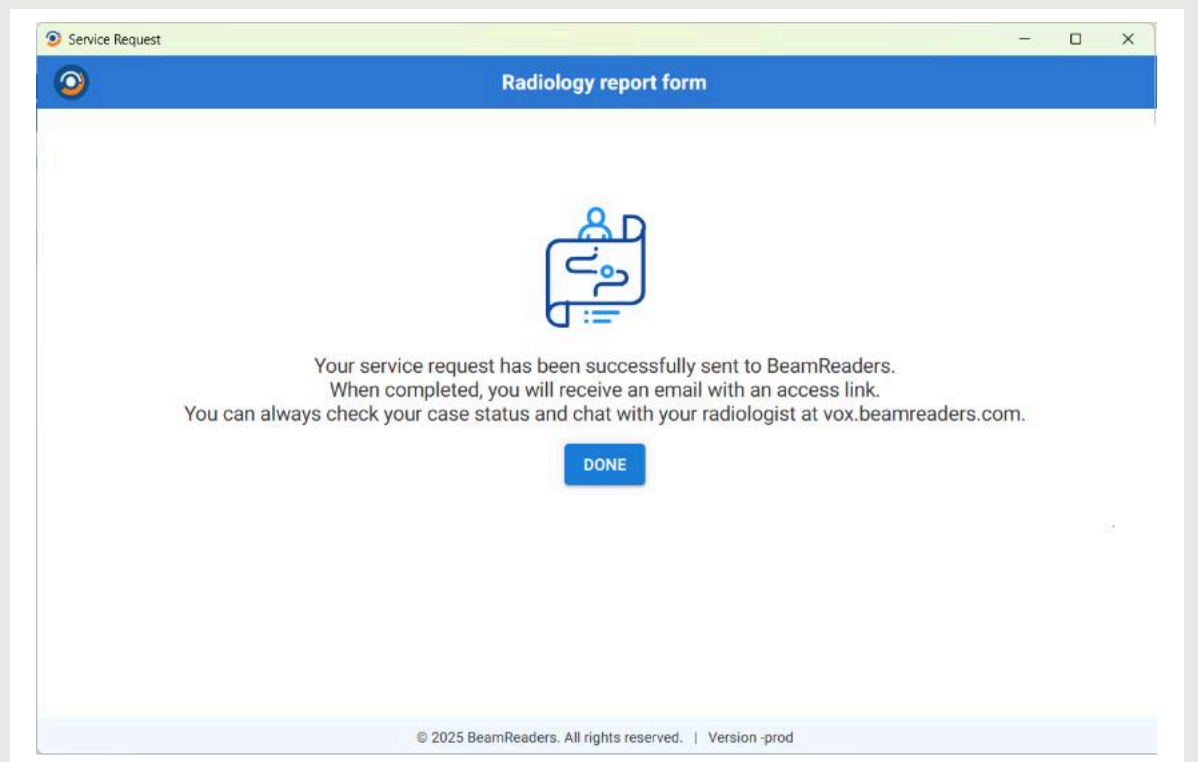- Click "Save" to use as needed.

4. Find your scans in the **"Ready"** or **"All"** tabs

a. Click ☁ to pop up the request form (the Patient Name, DOB, Gender, and scan date, templated notes, if applicable, are prepopulated, and the files are already attached!)

b. Just add notes, confirm the doctor/ location, select the services you need and click **"Submit"** to send the request.

You've successfully submitted your first case! A success screen will appear.

...and your scan folder will move to the "All" and "Upload" tabs with an icon indicating it was successfully submitted.