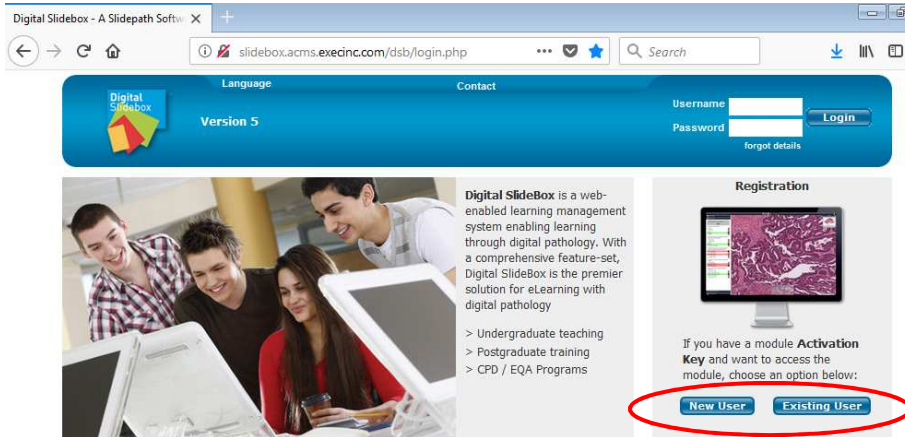


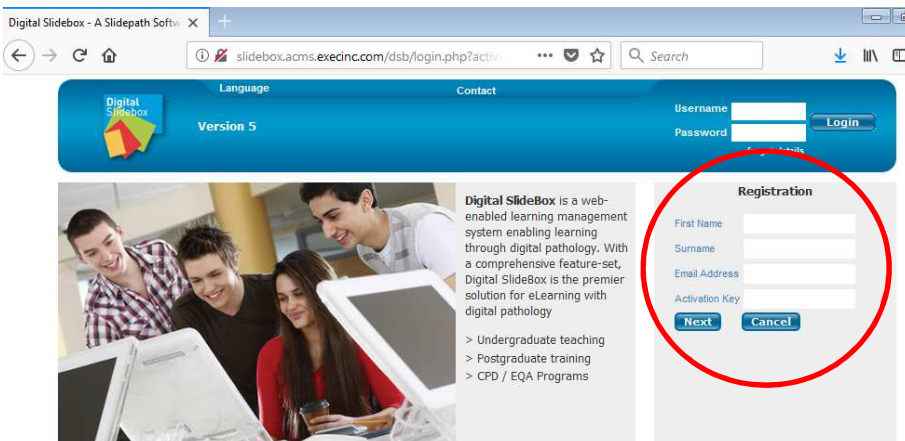


## Digital SlideBox User Account Creation and Completing a Questionnaire

1. Visit <http://slidebox.acms.execinc.com/dsb> (ACMS Digital SlideBox website)



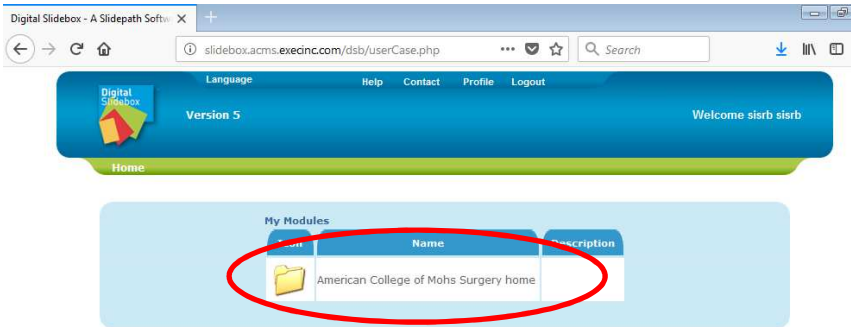
2. If you have used SlideBox previously, you may log in using your existing login credentials ('Existing User' button) and the activation key, **DQC19**. Otherwise, click on the 'New User' registration button.



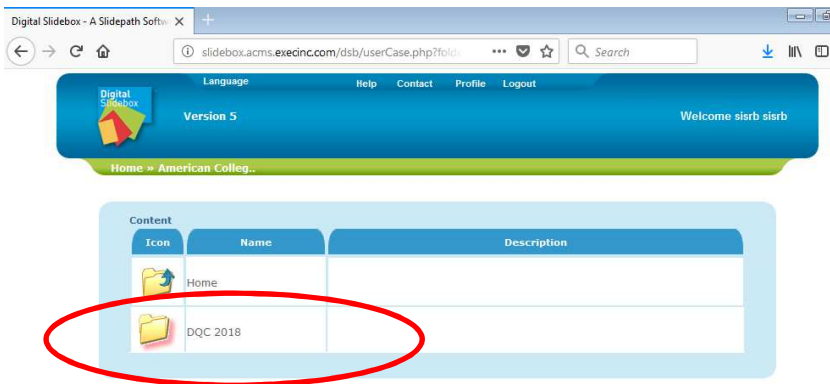
3. For new users: Enter your first name, last name, email address, and the activation key, **DQC19**; you will be prompted to create a password. After your password is created, you will be asked to log in using your new credentials.



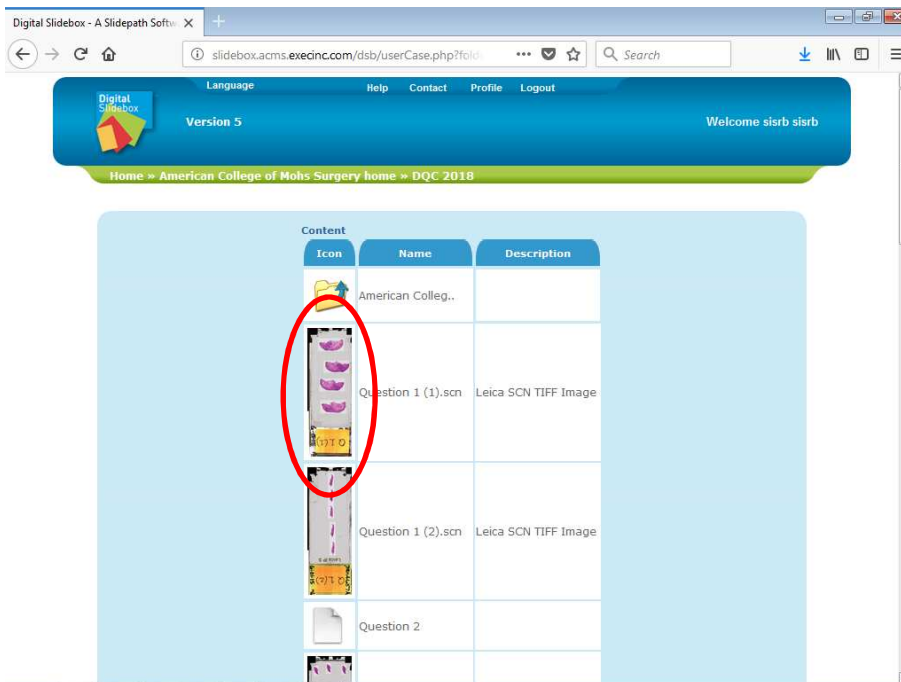
## Digital SlideBox User Account Creation and Completing a Questionnaire



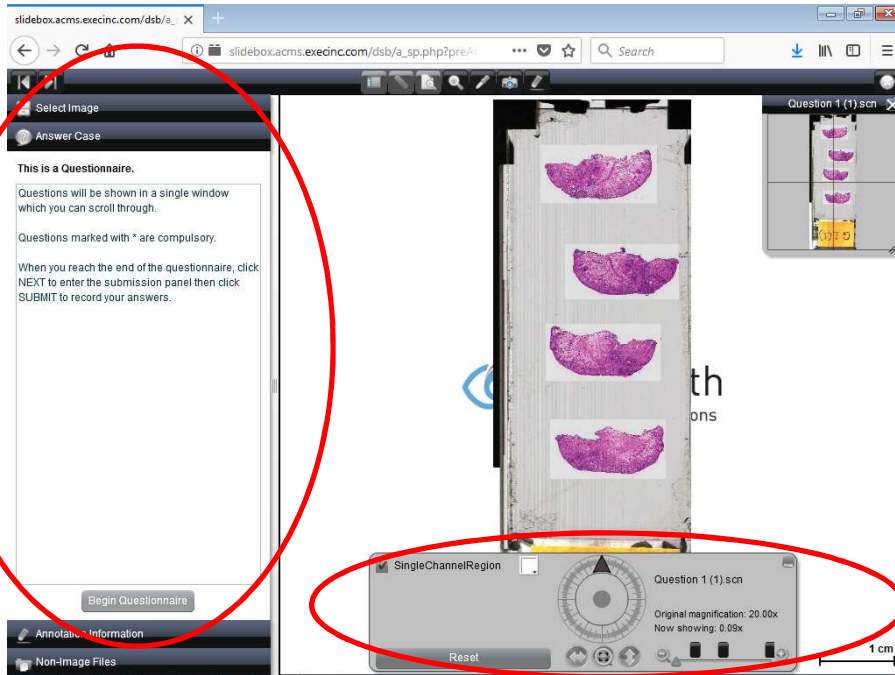
4. Once logged in, select the 'American College of Mohs Surgery home', and then 'DQC 2019' folder.



5. Click the thumbnail of the first slide to access the questionnaire.



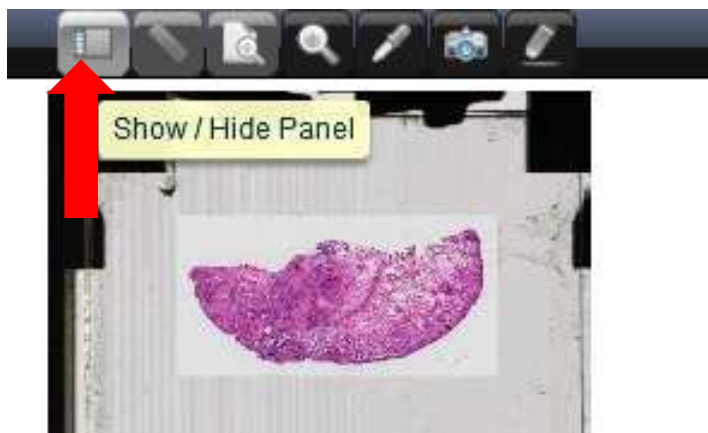
## Digital SlideBox User Account Creation and Completing a Questionnaire



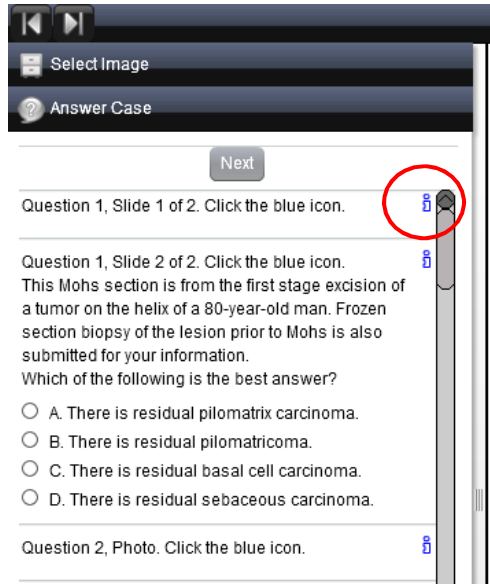
6. The questionnaire will appear in a menu bar on the left of the screen, with the first slide image on the right.

**(If the questionnaire does not automatically appear click on the 'Show/Hide Panel' button at the top.)**

You may use the digital image viewer to change magnification and navigate the area of the slide using the control panel on the bottom. Instructions for using the Digital Image Viewer are included at the end of this document. If you click on one of the other menu options, simply click the 'Answer Case' tab to return.



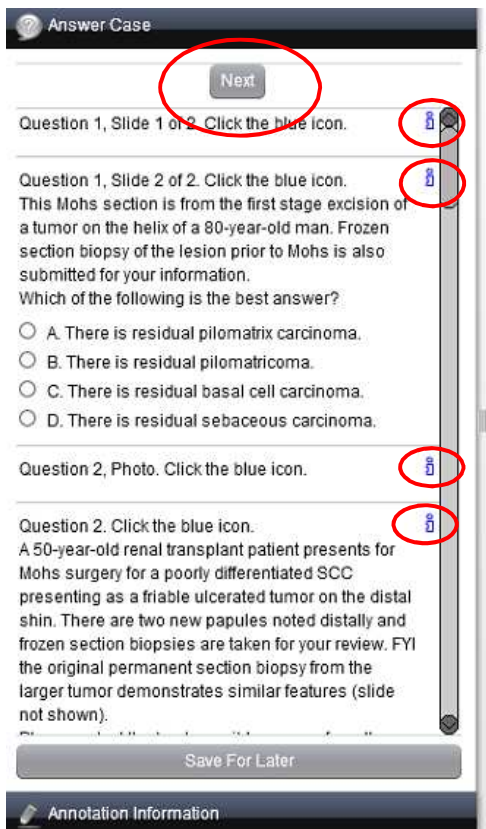
## Digital SlideBox User Account Creation and Completing a Questionnaire



7. To begin the DQC exam or questionnaire, click 'Begin Questionnaire' at the bottom of the panel. Instructions and a description will appear at the top, with the questions underneath.

**You may need to expand the questionnaire window to display the blue 'i' icons.**

**IMPORTANT:** As you begin each question, you will need to click on the small blue letter 'i' icon in order to bring up the slide view for that question.



8. The scroll bar on the right side of the panel will allow you to scroll down to complete your answers. Please make sure you are clicking on the blue 'i' icon at the heading of each question. Please note that a question may have 2 slides or a photo associated with it.

There is the option to save your entered answers and returning to complete at a later point in time. The button can be found at the bottom of the Answer Case panel.

**To submit your answers, click 'Next' at the top of the panel.**



## Digital SlideBox User Account Creation and Completing a Questionnaire

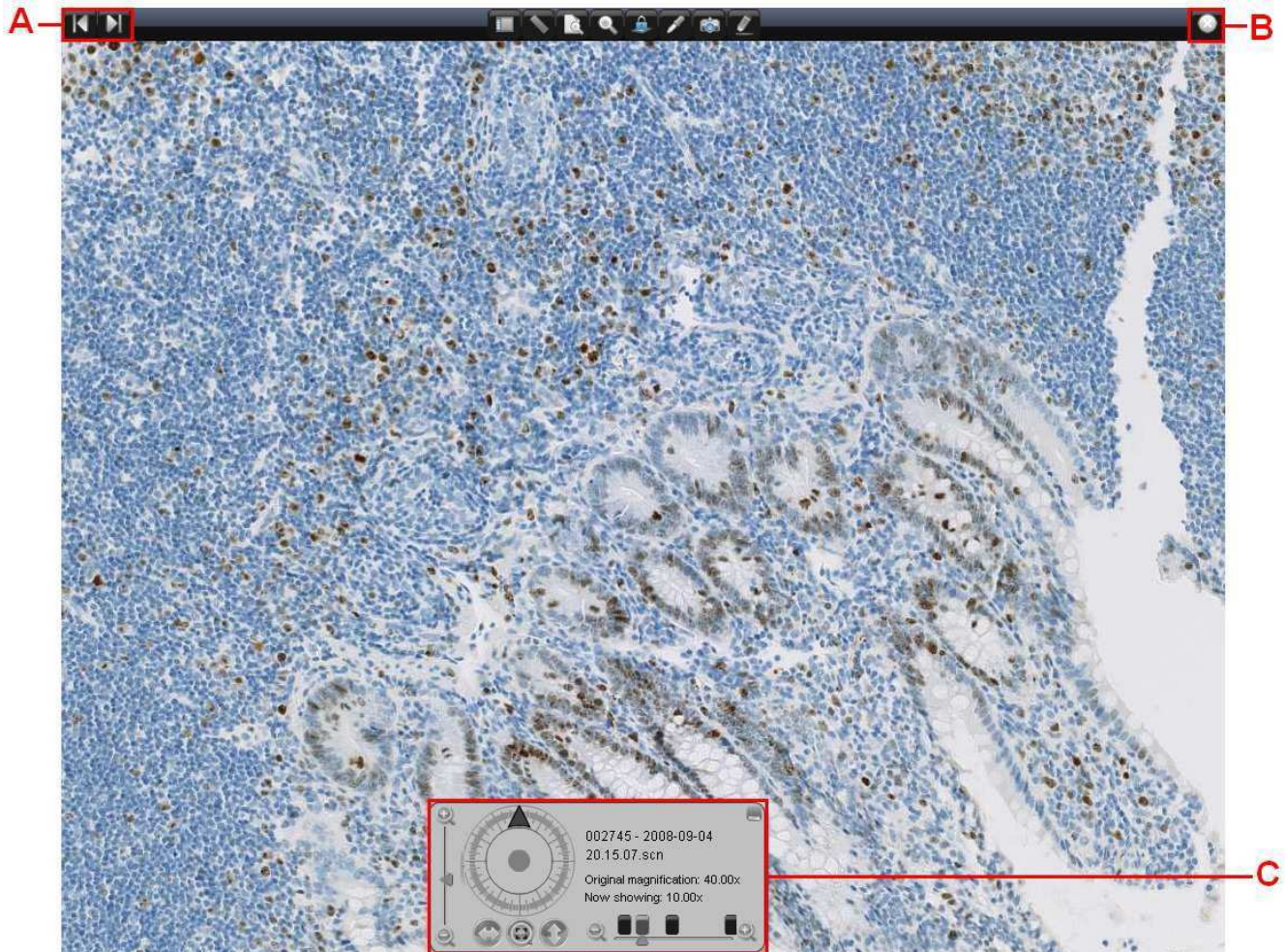


9. You will be asked if you want to submit your answers or save them to complete and submit later. By clicking 'Submit,' you will be asked to confirm your submission.

## Digital SlideBox User Account Creation and Completing a Questionnaire

### The Digital Image Viewer

The image viewer allows users to view, navigate and zoom digital images, and contains a variety of tools and options. Access the viewer by clicking on a digital image thumbnail.



A. Navigate to the next / previous image in this folder

B. Close the viewer

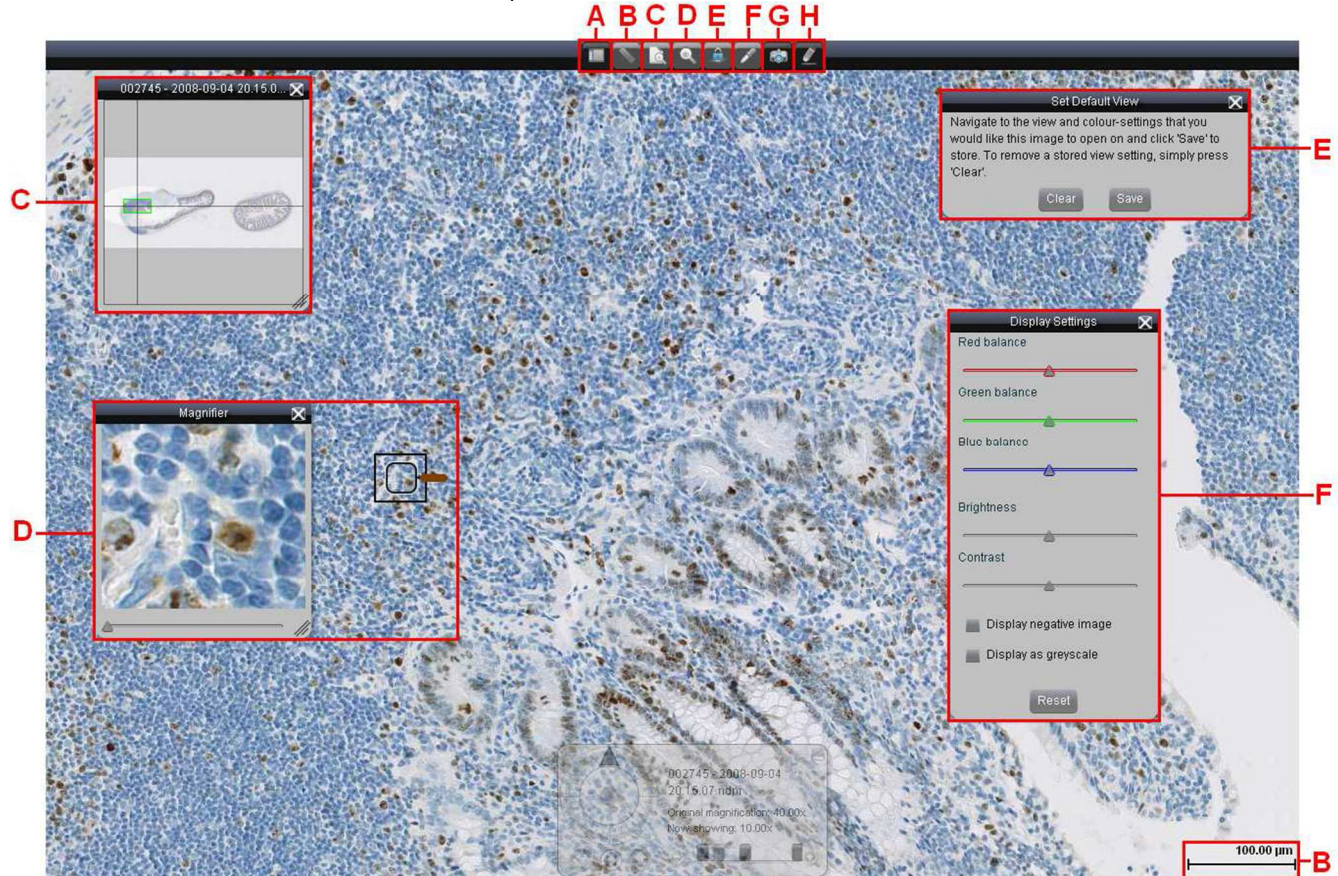
C. Navigate around this image

- Navigate around the image using the joystick
- Use mouse to click and drag image
- Use keyboard arrows (up, down, left, right) to navigate
- Flip image vertically / horizontally, or change orientation by dragging the arrow around the wheel
- Zoom in and out using magnification tool
- Zoom up and down through focal planes (only available for multifocal images)
- Use the mouse wheel to zoom in and out
- Return to overview and original orientation with centering tool
- Right click on screen for preset magnification options

## Digital SlideBox User Account Creation and Completing a Questionnaire

### Viewer Tools

A number of tools can be accessed from the top bar of the viewer.



- A. Show / hide information panel
- B. Scale bar
  - Displays in um / mm, or in pixels if no base magnification is set
- C. Image overview
  - Shows an overview of the image, with crosshairs indicating orientation and field of view
  - Users can navigate around the image by selecting a point on the overview
  - The image overview has the capacity to record a viewer's analysis of a image by way of heat mapping, with corresponding colors used for various magnifications
- D. Magnifier tool
  - View an area of the image at up to 2x the base scan magnification
  - Note: This tool uses a digital zoom, and may display at lower resolution than the base scan
- E. Set image default view
  - Lock display settings and field of view, so that this will be the default view for all users opening this image.
- F. Display settings
  - Change color balance, brightness and contrast, or display image in negative or grayscale.
  - Changes will persist for this session only, unless locked using the Default View.
- G. Take a snapshot. This will generate a new window with three options:
  - Jpeg image
  - Static link: a URL that will allow users to access the current field of view without logging into DSB
- H. Annotation tool