

General Scanning in HEALTHone™

To scan within HEALTHone™ we use a program called Irfanview. This is available on the HEALTHone™ installation CD.

To Install Irfanview:

Insert HEALTHone™ installation CD. It will open an installation screen automatically. Click on Cancel.

Open My Computer. Right click on the CDROM drive and left click on explore.

Open the directory called Irfanview. Double-click on iview392.exe to install.

After Installation of Irfanview you should double Click on the file called Irfan_ini.exe, also found in the Irfanview directory on the CD.

After installing Irfanview, you must link Irfanview to your scanner driver. To do this, open Irfanview, click on file - "select twain source" and choose from the proposed list. (If there is nothing to select, you scanner driver is not installed and you should contact the providers of the scanner).


Then go in to HEALTHone™ .

1. Go to Tools –options – scanning.
2. External scanning software should point to "c:\Program Files\IrfanView\i_view32.exe"
3. Item used to store scanned images = “archived document” or “report” or whatever you wish.

Now HEALTHone™ is set up to scan pictures.

To scan a single page

1. In HEALTHone™ the button for “insert multimedia object” (camera), has a down arrow next to it containing four options. Choose the option -

Picture from scanner. 

3. Irfanview will open automatically. Click on File - Batch scanning.
3. Don't change any options in here. Just click OK.
4. Your picture should now scan. When it is completed it will show in Irfanview.
5. Close Irfanview. The picture will have saved into HEALTHone™ .
6. To add a comment, go to Insert item, choose comment and type in your comment.
7. Save and validate the transaction.

To scan multiple pages

- A. Repeat steps 1 – 4 as above.
- B. Instead of closing Irfanview, click on File - Batch scanning again.
- C. Click OK.
- D. Repeat for each page you want to scan
- E. When completed close Irfanview.
- F. The pages will have saved into HEALTHone™ as one file.
- G. To add a comment, go to Insert item, choose comment and type in your comment.
- H. Save and validate the transaction.

There is a separate section on scanning in this manual which goes into more detail on scanning.

Own Notes