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## Getting Started With VERIS™ 6.0

Welcome to VERIS™ 6.0. This newly enhanced version simplifies program use for the technician while maintaining the versatility and flexibility of previous versions.

With this new version all electrophysiological tests have been integrated, with improved data handling and control. All patient (or subject) data is automatically placed in that patient's folder with privacy protection features.

Comparison of multiple re-tests is now easily accomplished. Recording and analysis protocols provided by EDI now have revision controls.

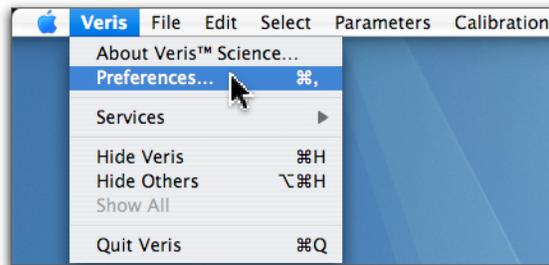
All VERIS™ systems include pre-programmed Recording and Analysis protocols. In VERIS™ Science you can also design your own Recording and Analysis protocols.

### Setting Your Preferences in VERIS™

- 1 Click on the **VERIS** icon, located in the "dock" at the bottom of your screen, to start the program.



- 2 From the **VERIS** pull-down menu, select "**Preferences.**"



- 3 VERIS will ask you for the administrator **Password**. Enter the Password.



- 4 The "Application Preferences" window will open.

**WARNING!** Choosing your preferences must be done with great care. Subject Titles in particular will be used for finding and sorting files by subject fields. If you change Titles we strongly encourage consistency. By default, the program creates a title for each recorded data file using the entire field (Last Name) and first letter of the field (First Name).

EDI suggest that for the present you proceed with the default settings but choose your own preferences in the very near future after you have acquired some experience with the software.



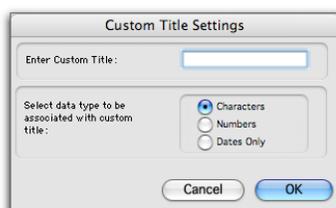
## Adding/Removing and Creating Subject Titles

Under Subject Titles are three columns containing titles for subject information. The **left column** contains the titles that you want VERIS to use in your application.

The **center column** contains additional VERIS titles you can add to your application.

The **right column** contains your own Custom titles.

- To **add** titles to the VERIS application select them from the center or right column and drag them into the left hand column.
- To **remove** titles, simply drag them back to their column of origin.
- To **create** a Custom title, click the "Add Title" button, enter a name and select the data type to be associated with this custom title.



## Defining "Required" Titles

Titles in the left column having a **check mark** are "**required**" information that **must** be filled for a patient/subject prior to continuing.

- To **define required titles** place a check mark by clicking to the left of any titles you may have placed in the left column.

## Assigning the Default Data Folder Location

By default, all data are saved in the "**Veris Data**" folder located within the Users / Documents folder. Data can be stored on any storage device or remote server.

- To **assign a different location** for your Data folder, click the "**Select new location**" button located at the top of the Preferences window.

## Defining "Subject" Preference

You can select what the subjects of your recordings will be called, i.e. **Patient** (as in a clinic environment) or **Subject** (as more appropriate in a research laboratory).

- To **define your preferred terminology** for subject, type in the text you wish to substitute under "Terminology defaults" at the bottom of the "Preferences" window.

## File Locking and Authorization for Data Security

You can **lock your data files** so they can be viewed within the VERIS application but cannot be changed in any way without supplying the Administrator password.

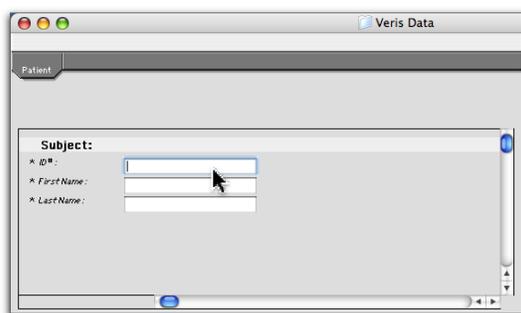
You can also **require password authorization** in order to modify the program preferences.

- To "**Keep files locked**" or "**Require Authorization**" check the appropriate box at the bottom of the "Preferences" window

## Operating VERIS™ 6.0

**Whether recording new data or analyzing existing data, you always start the same way. You enter a patient's ID number into the opening window.**

- 1 **Open** the VERIS program, enter a Patient **ID#** number into the first field of the Subject Page and press the "tab" or "return" key on your keyboard.

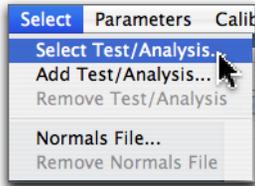


For a **New Patient**, you will receive a prompt to "**Fill in required fields.**" Fields with asterisks must be filled in. A button in the window will then appear and prompt you to "**Create new folder**" for this patient's data.

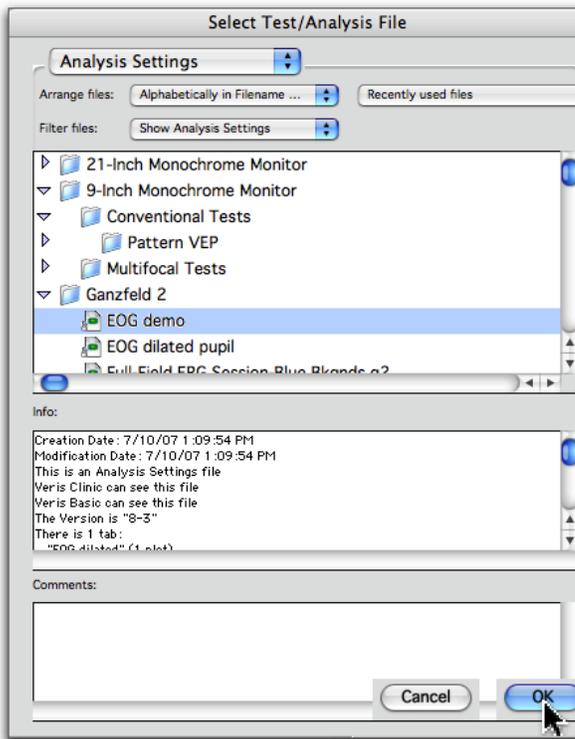
For an **Existing Patient** for which previous data exists, the patient's subject information appears. All recorded data files from this patient will be listed in the navigator on the right side of the window.

Then, select from the available Test/Analysis options the data you want to record or examine.

- 2 Click on "Select" on the VERIS menu bar and choose "Select Test/Analysis."



A file navigator opens allowing you to access all electrophysiological tests/analysis protocols available on your system.



## Starting a Recording

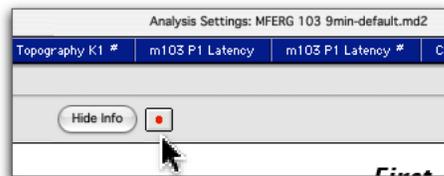
- 3 Click the **small triangle** next to the **folder** corresponding to the **display hardware you are using** to show the available protocols.
- 4 From these protocols **select the analysis file** for the specific **test** you want to run.

Upon opening the analysis file a series of colored tabs will appear to the right of the Patient (Subject) tab in the VERIS window. Each tab contains one or more plots. **These plots may reflect the same test or different tests.**

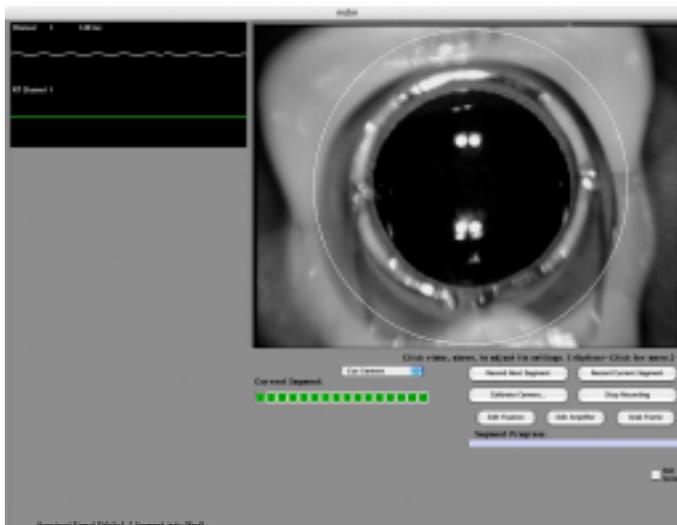
If there are no previous records from this patient all plots will be empty. If test data from the patient exist the plots for these tests are automatically filled showing you the most recent data.

If you have selected a Test/Analysis file containing one or multiple retests, all the plots for the retests are filled with the corresponding data in time-sequential order.

- 5 To record a test, simply **click anywhere within a plot area representing the test you want to perform.** A red (record) button above the plots becomes active.



- 6 Click the red button and wait while the recording environment is established and a data file is created. A small, spinning colored wheel will appear while this is being done. When ready, the recording window will appear.



- 7 Click on the “Record Next Segment” button. A "Segment Progress" bar below the buttons shows the progress in the recording of the segment.



- 8 Repeat step # 7 until all segments have been recorded. The Record Next Segment button now becomes Accept Recording.

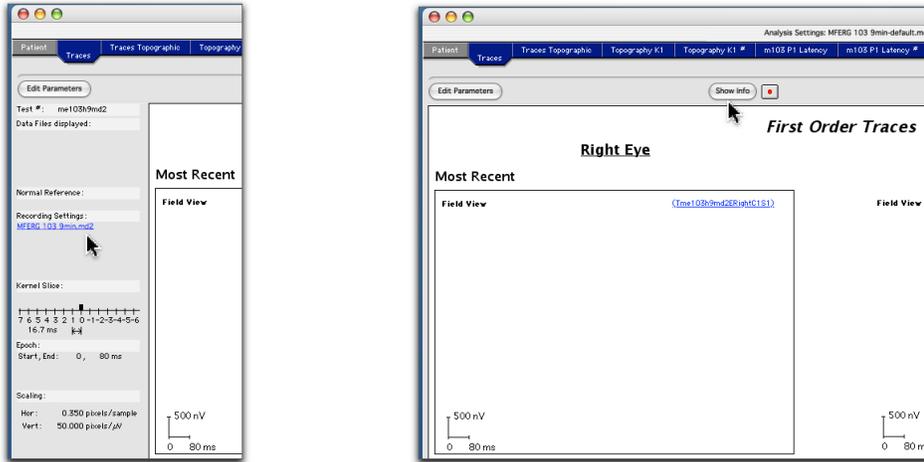


- 9 **When the recording is accepted**, the data automatically appear in the plot and all other plots that correspond to this test.

If previously recorded data for the test had been represented in the plot, they are now replaced by the results from the new test.

For tabs containing plots with **one or multiple retests**, you may enable the recording of the test by clicking on any one of the plots. When the new record is accepted, its data appear in the plot for the most recent record and all previous records are again shown in time-sequential order.

A test identification code (**Test Code**) uniquely identifies the recording settings for each of the available stimulators. When a plot is selected and you click on the Show Info button next to the Record button, the plotting parameters and the **Test Code** for the record in the plot appear in the left boarder of the window. Double clicking on the code brings up the settings of all the corresponding recording parameters.

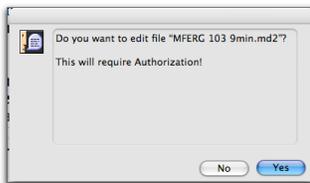


## Changing Recording Settings

In VERIS Science and Pro you can modify all recording parameters. The parameter controls are the same as those of the corresponding recording settings in VERIS 5.

### Revision Control

**Modifying settings requires administrator privileges and password. Modified settings cannot be saved under the same name as those Recording settings issued by EDI.** You must select a **new Name** and a **new Test Code** for the edited settings. This feature permits EDI to control protocols released by the company. You are responsible for the control of the settings you generate or modify.



### Data Filtering

Analog filtering during recording is controlled by the Recording Settings.

If VERIS detects that a remote controlled amplifier is connected, the amplification and filter settings are automatically loaded when entering recording. If a remote controlled amplifier is not found, VERIS reminds you when entering recording to manually check that the amplifier settings are correct.

## Analyzing Patient Data

To analyze existing data, as with recording new data, you start with the same two steps:

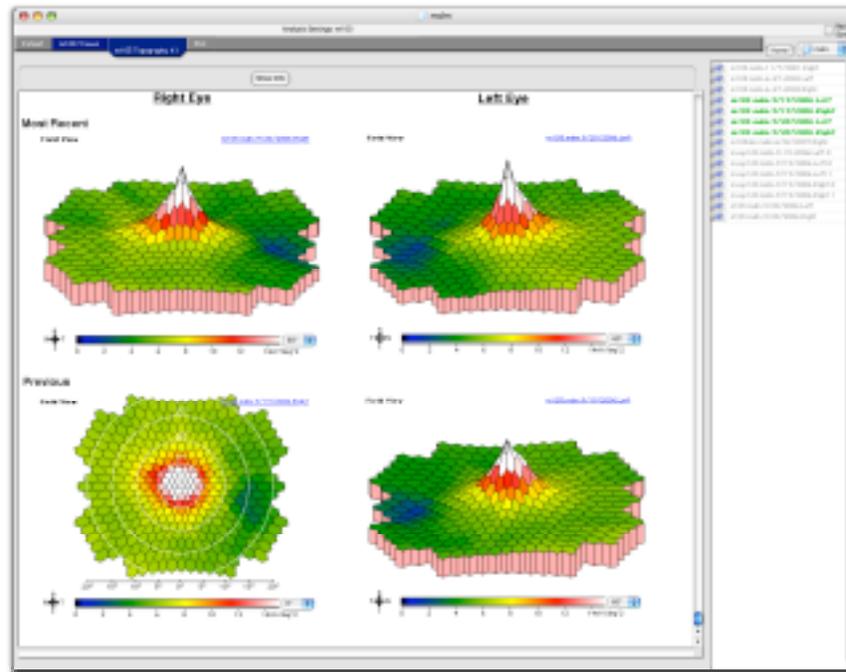
- 1 **Open** the VERIS program, enter a Patient **ID#** number into the first field of the Subject Page and press the "tab" or "return" key on your keyboard.
- 2 Click on "**Select**" on the VERIS menu bar and choose "**Select Test/Analysis.**"

You can choose from a variety of analysis protocols.

- Analysis showing a single test
- Analysis showing multiple replications of a single test
- Analysis showing multiple tests in the same window

Each Analysis Protocol consists of one or several tabs displaying the data in a variety of plots.

**Each plot in each tab is prepared for a specific test.** When a plot is empty, it is labeled with the test number, sequence number or channel number (in the case of multi-channel recording) for the data that fit into the plot.



When a tab is selected, all the plots in it are automatically filled with the most recent data of the corresponding test. In tabs containing plots for multiple replications of the same test, the data are automatically presented in time-sequential order according to the sequence numbers assigned to the plots. Plots for tests not previously recorded are empty and labeled with the test identification that fits into the plot.

All of the patient's data files are shown on the right side of the window and are **color coded**.

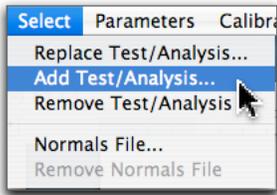
- All data files entered in the current tab are shown in **green**.
- Additional data that would fit the plots are shown in **black**.
- Data for which there are no plots in the current tab are listed in **grey**.

You may drag any one of the **black** colored data files into a plot for the corresponding test. Two processes happen automatically:

- The data of the plot into which the file is dropped are replaced by the data of the new file.
- The files in all the plots for the corresponding test are rearranged in time sequential order.

**A window with all its tabs constitutes a test/analysis protocol.** In this protocol you may assemble all the tests and corresponding plots normally performed and save the test sequence for future use.

If you have performed a test sequence on a subject and feel that another should be added, use the **Add Test/Analysis** command from the **Select** pull-down menu. The tabs of the additional test are then automatically appended to the string of tabs in the window.



Similarly, you can replace one protocol with another using the **Replace Test/Analysis** command, or delete a protocol's tabs with the **Remove Test/Analysis** command.

## Changing Analysis Settings

### Revision Control

**Adding new tabs and plots or modifying existing plots, requires administrator privileges and password. Modified settings cannot be saved under the same name as those Analysis settings issued by EDI.**

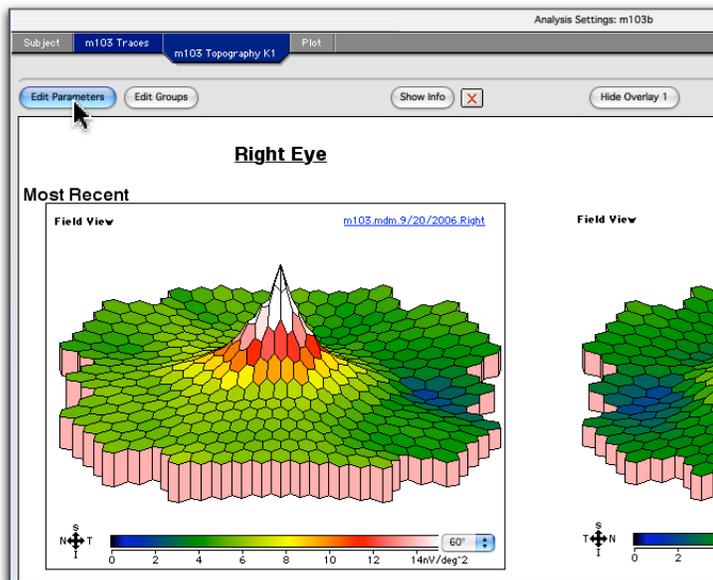
When saving modified analysis settings you must select a **new Name**. **EDI released settings cannot be overwritten.** This feature permits EDI to control protocols released by the company. You are responsible for the control of the settings you generate or modify.

### Changing A Plot's Parameters

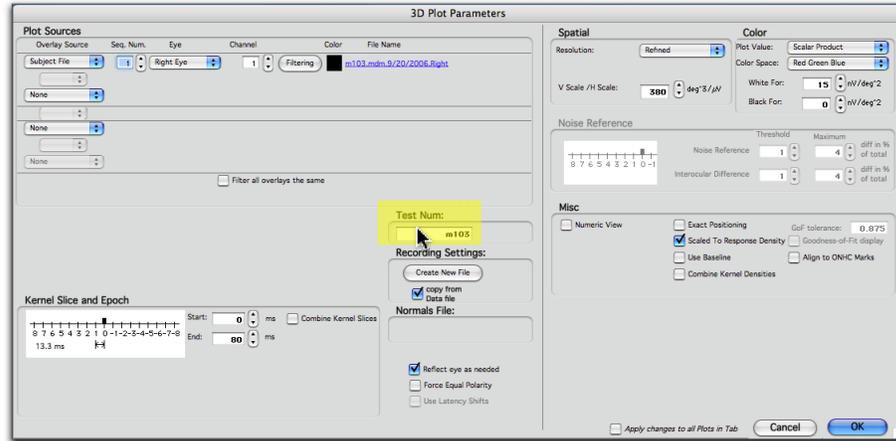
#### 1 Select a plot.

When a plot is selected, a series of buttons are activated on the top border of the window.

#### 2 Select the button labeled "Edit Parameters" to open the parameter settings associated with that plot.



#### 3 Change the parameter settings as needed and click **OK** to modify them.



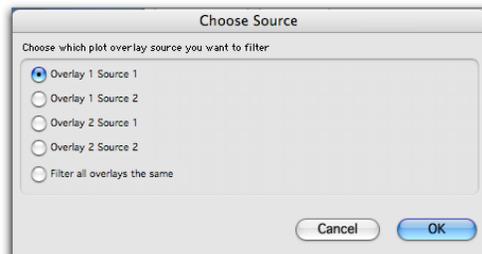
- 4 To use the modified plot with a new test, enter the Test Code in the labeled field.

## Changing A Plot's Filter Settings During Data Processing

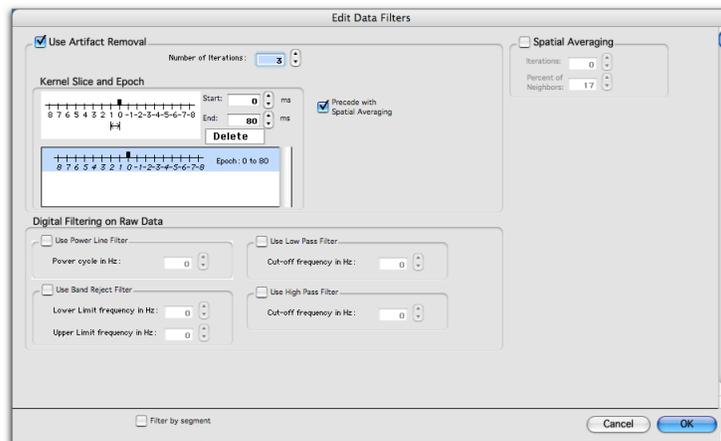
- 1 Select a plot.

The data in each plot can be filtered separately and in different ways. Additionally, each overlay source can be uniquely filtered.

- 2 Select the button labeled "Edit Filters..." to open the parameter settings associated with that plot.
- 3 Select the **Overlay Source(s)** you want to filter and click **OK**.



- 4 Edit the Filters as needed and click **OK** to modify them.



Note that you must first check the filters you wish to add, in order to modify their individual control values. These are the same filters available in VERIS 5.

Since in VERIS 6 filtering is applied per plot, it is possible to present the same data set filtered in different ways in separate plots in the same window or tab.

## Correction of Operator Errors

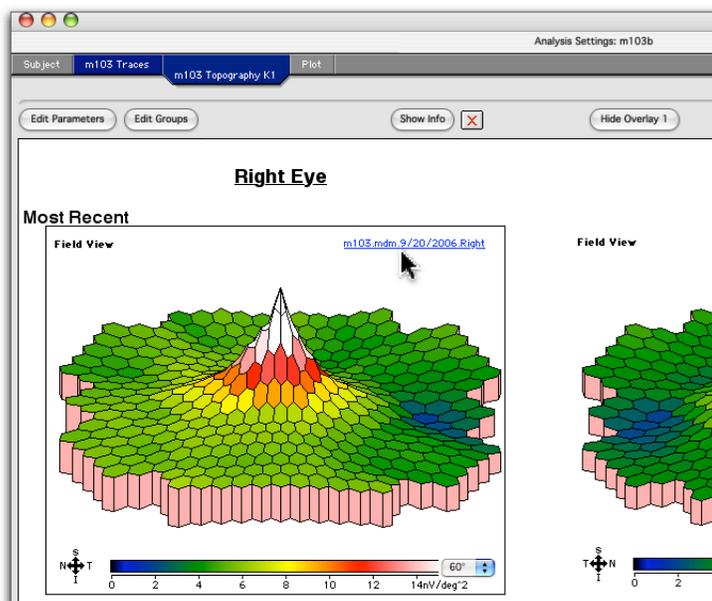
Correctable errors include:

Errors in entering patient information.

Error in noting correct eye recorded (e.g., electrode was on the left eye while the operator recorded a plot for the right eye.)

Electrode terminals were reversed during recording (resulting in "reversed" plot orientation.)

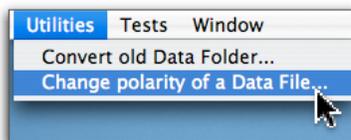
- 1 Select a plot containing the data for a file to be edited.
- 2 Double-click on the **blue colored** file name at the top of the plot.



If in your Preferences settings you checked Require Authorization, a dialog box appears with the message: "Do you want to edit the file "....." ? This will require authorization."

If you answer **Yes** and the Administrator Password is supplied, you will access for editing the patient information and the recording parameters stored in the record.

- 3 To correct electrode reversal, simply select the "Change polarity of a Data File" command from the **Utilities** pull-down menu .



- 4 Select the data file you wish to change and click OK.