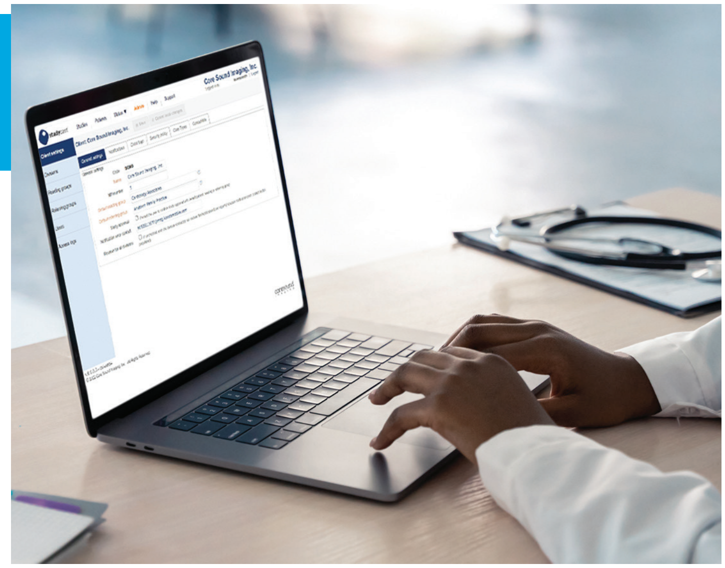
Quick Start Guide
Admin

studycast®

Log In

Go to http://www.corestudycast.com/.
Click Client Login in the top right.



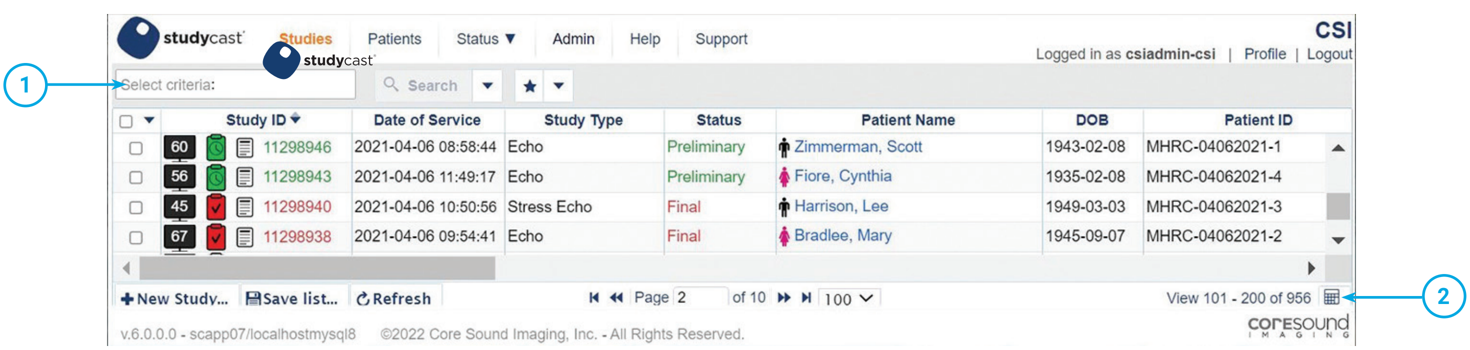
Manage Your Client Account

The first time you log in, you will need to confirm the client information.

1. From the Studies page, click Admin in the menu at the top of the screen.
2. Below the client information, click the **Edit** button.
3. Confirm the contact information, time zone, and the CoreShare™ email address.

Manage the List of Studies

The Studies page lists all studies that have been or are currently being uploaded to the Studycast system which you are authorized to view. To sort the list, click any column header.



1 Filter the List

It can be helpful to filter the list of studies to display only those of interest to you. To create a reusable filter,

1. Select your search criteria and click the **Search** button.
2. Click the **favorites (star)** button. The **Manage filter favorites** window opens.
3. Enter a name for your search and click **Save.**
4. Click the **OK** button.

To apply a filter you've already saved, click the down arrow next to the **Favorites** button. Select the filter you want to apply.

2 Configure the Grid

The Studies page can be configured to display only the columns you want in whatever order you choose. Your configurations are specific to your username and do not affect other users. To configure the grid,

1. Click the **Grid setup** button in the lower right corner.
2. In the **Select columns** window that appears, add, remove, and reorder columns.
3. Click **OK** to apply your changes.

Troubleshooting Tip

If a user cannot see a study on the Studies page,

1. Make sure no filters are applied. To remove a filter, click the **X** next to it in the search bar, or click the down arrow to the right of the **Search** button and select **Reset.**
2. Check the study's status. Depending on a user's permissions, it might not be possible to see a study in its current status.
3. If your client account has multiple divisions, check to see if the user has access to the division to which the study is assigned.

Manage Users

To manage users and groups, click Admin at the top of the Studies page.

Add a user

1. In the Admin menu at the left, select **Users.**
2. Click the **add user** button below the list of users.
3. Complete each tab.
4. Click either **Save** or **Save & Close.**

Reset a user's password

1. In the Admin menu at the left, select **Users.**
2. Find the user and click **Edit** in that row.
3. In the **Main** tab, check the **change password** box.
4. In the **Enter new password** field, enter a temporary password for the user.
5. In the **Enter your password** field, enter the password for your admin username.
6. Click the **Send password reset note** button.
7. Click either **Save** or **Save & Close.**

Change a user's permissions

1. In the Admin menu at the left, select **Users.**
2. Find the user you want to modify and click **Edit** in that row.
3. Select the **Permissions** tab.
4. Add/remove permissions.
5. Click either **Save** or **Save & Close.**

Add a reading physician's signature

1. In the Admin menu on the left, select **Users.**
2. Find the doctor in the list of users and click **Edit** in that row.
3. Select the **Signature** tab.
4. Locate the file and upload it. (**Acceptable file formats**: .jpg/.jpeg, .gif, .png)
5. Click either **Save** or **Save & Close.**

For instructions on how to create and manage reading and referring groups, and for more information about the admin functions, click Help on any page, view the Tutorial Videos, or contact Support.

Phone 866.209.3393 x3

Email support@corestudycast.com

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