

## How to retrieve reports from EMGStat File Manager

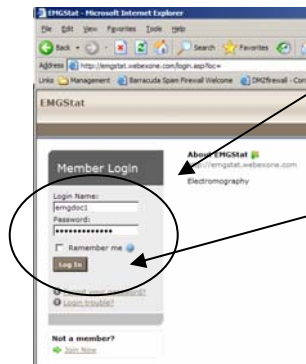
Welcome!

EMGStat provides a quick and easy way for members to retrieve data online while remaining secure and private. Each member has his/her own locked virtual filing cabinet that can only be unlocked by a unique user id and password combination. Once accessed, reports can be downloaded and printed if necessary.

Please see below for detailed instruction to make navigation even easier.

### Logging into your virtual filing cabinet

1. Navigate to the [Member Login](#) screen (click on blue text to the left or navigate to the *Login for Doctors* menu at <http://www.emgstat.com>).



2. When the login screen appears (seen left), type in your login name and password (given by EMGStat administrator, Dr. Matthew Schaeffer).

3. Click 'Log In' button.

4. A screen may load that looks like the one you see below. If it does appear (which should only be the first time you log into your virtual filing cabinet), please click the *Go to my WebOffice* button.

**\*NOTE:** If this is not the screen you see, go to the next step in directions.



## How to retrieve reports from EMGStat File Manager

### Navigation of your filing cabinet and its content

1. Please see the screen below to familiarize yourself with the main entrance to your virtual filing cabinet (your personal main page may vary depending on how you personalize it in the future).

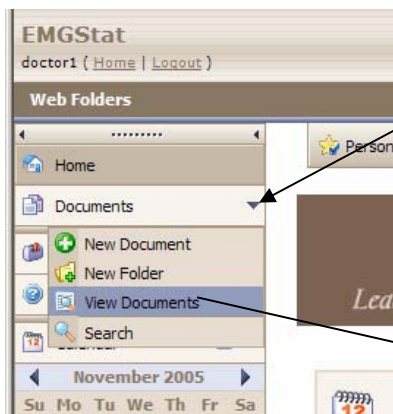
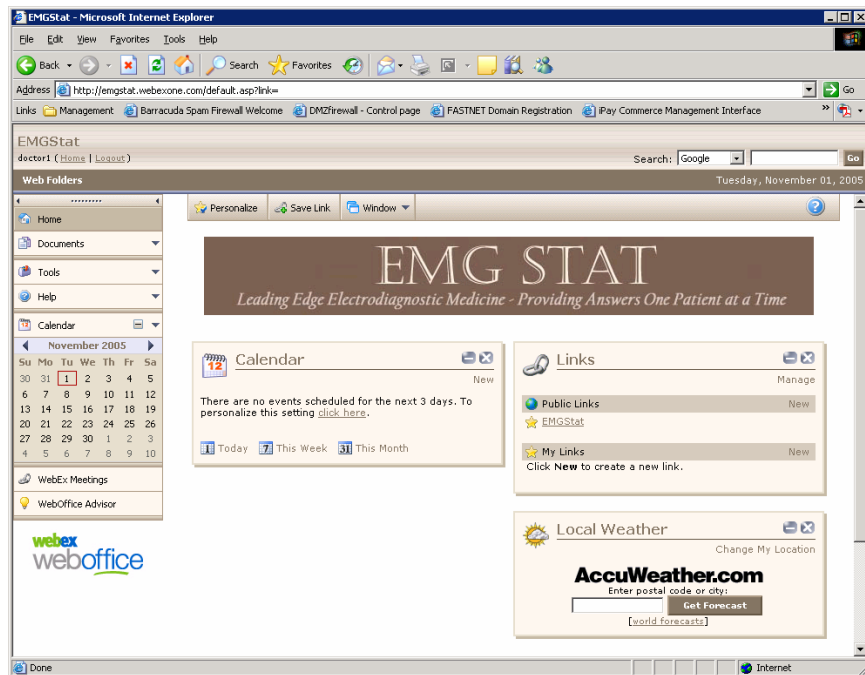
### IMPORTANT SECTIONS

**A. Home** – Initial splash page

**B. Documents** – Filing cabinet; Place to go to access, download and print reports.

**C. Tools** – Member options; Users can change personal settings such as password.

**D. Calendar** – Schedule of events; An interactive calendar that allows the user to set reminders.

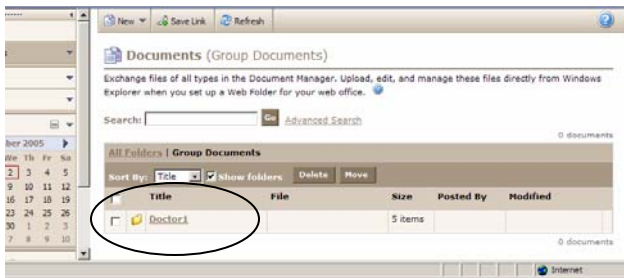


2. From the left panel menu, please click on the drop down arrow in the *Documents* bar.

3. When the new window appears, select View Documents and allow the main window to refresh (thus loading your virtual filing cabinet, *see below*).

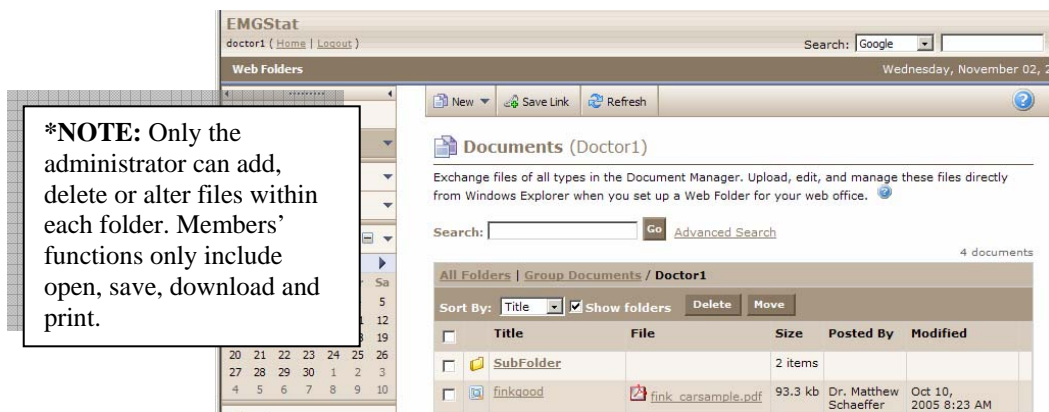


## How to retrieve reports from EMGStat File Manager



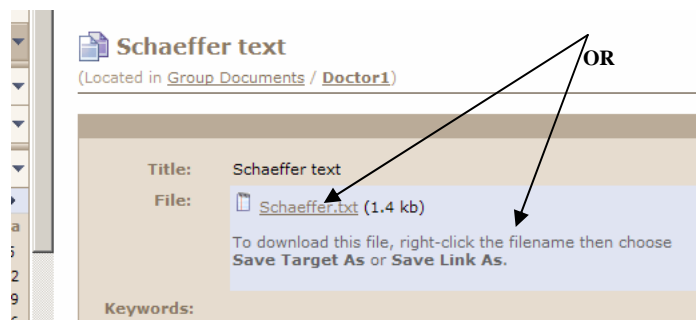
4. A main folder resides in the filing cabinet where all reports are kept. Click on the Title of the folder (IE: Doctor1, see left).

5. The virtual filing cabinet will open; listing all contents that reside within your folder. Each folder can contain images, graphics and text. Please note that the main folder can contain subfolders as well.



6. Choose one of the following methods to open your report:

- A. **Single-click on the Title of the document** (first labeled column). This will bring up a box to allow the file to be opened directly in the navigation window of the browser (by single-clicking on the actual filename). This box also allows the file to be downloaded (by following the directions written in the window itself).

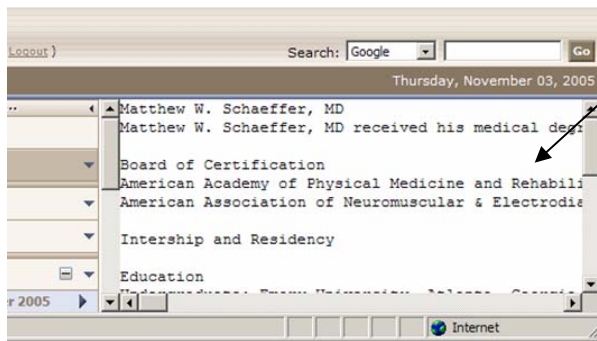


## How to retrieve reports from EMGStat File Manager

6. A. continued:

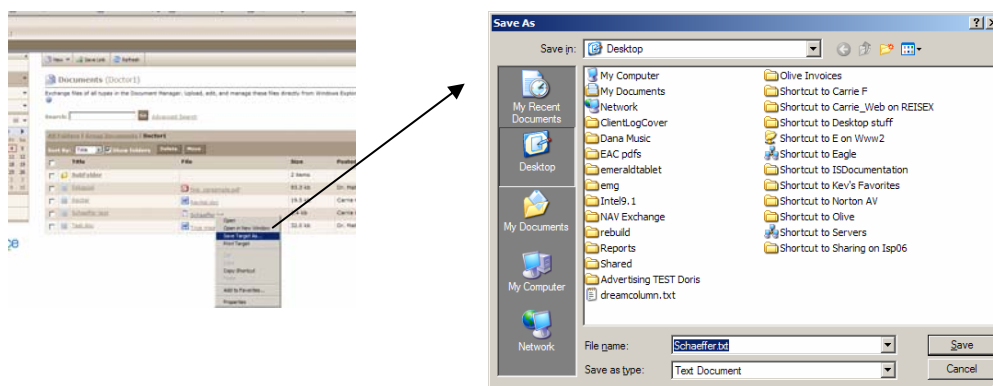
**NOTES:** If you choose to single-click on the filename to bring up the content in the navigation window or download the file onto a local machine (and read it from there); simply use the *backspace* on your keyboard to get back to the file listing. Another option – follow steps 2 & 3 as described on page 1 of this document.

B. **Single-click on the File name** (second labeled column). This will automatically open the document in the navigation window (seen below).



\* Follow the **NOTES** section above to go back to the previous window.

C. **Right-click on the File name** (second labeled column). This will open a drop-down window (seen below, left). Click on *Save Target As*. A new window will appear where you can choose where to locally save the document. Simply choose a location where you want the file to reside and once selected, click the *Save* button.

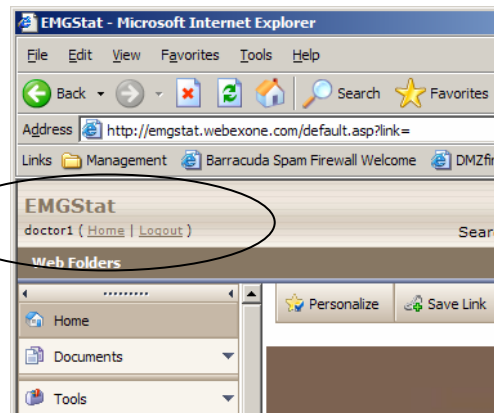


Navigate to the location where the file is saved and open from there, or select *Open* directly from the download screen when the prompt appears. **NOTE:** When the document is opened (by any method listed above) it can be printed for filing purposes.

## How to retrieve reports from EMGStat File Manager

### Closing the file manager

1. **Logout** – At the top left-hand portion of the screen the user has the option to navigate to the *Home* screen or *Logout*. Click on *Logout*. This will bring you back to the Member Login screen. Your virtual filing cabinet is now locked.



2. **Close Browser** – The browser can simply be closed because the virtual filing cabinet will automatically lock upon the end of the session. Cookies do not keep it open, nor does the system acknowledge an unlocked status once a browser is closed.

### ITEMS OF INTEREST:

The documentation above covers the ability to unlock and retrieve reports located in your personal virtual filing cabinet. However, there are other features that are available to you.

1. **Home Page** (customizable by user): Currently contains windows to open a calendar (set appointments), check the local weather (by typing in zip code), and links (navigates back to emgstat.com, others can be added).
2. **Tools**: Gives ability to each user to customize their own filing cabinet look and feel.
3. **Calendar**: Allows user to set appointments, reminders, etc. This function is to be similar to Microsoft functions.

These functions are not completely documented at this time, but feel free to navigate around and adjust each portion to your satisfaction.

If you have any questions or concerns, please contact [emgstat@comcast.net](mailto:emgstat@comcast.net) and we will return a message to you as soon as we can.

Thank You.  
*EMGStat Staff*