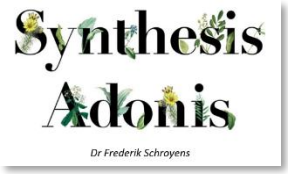
RadarOpus

Manual and Tutorial videos

RadarOpus

Version 4.



Also check out www.radaropus.com
for more tutorial videos and interviews.

In this manual click on these links in the blue boxes
to view the Tutorial Videos:

View video: Video size & streaming quality

RadarOpus

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Demo – Tryout

The Demo – Tryout version can be downloaded from www.radaropus.com

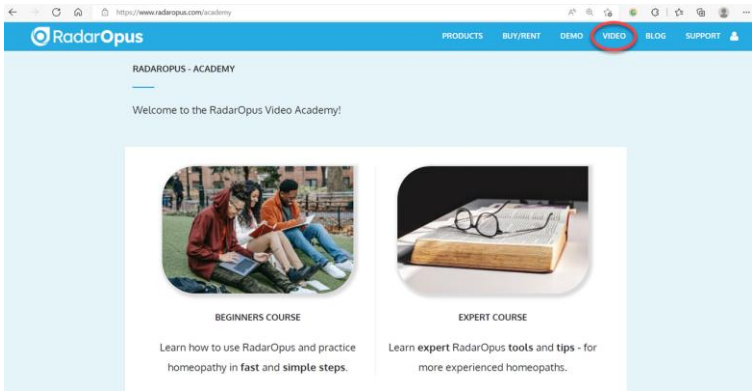
The Demo version has some **limitations** compared to the full version, regarding:

- Maximum 30 single cases can be saved in the 'Default' catalogue,
- Maximum 10 patients can be saved, each with max 10 consultations and 10 repertorizations,
- Clificol. Save file to RCPC. Backup and Restore. Live Update. Content updater. Account management, etc.

If you have any question regarding the installation, program use, or available packages, please contact your local representative what is exacly available in your country and language, or contact the general support via www.radaropus.com. For contact addresses see www.radaropus.com - **support** then **contact a dealer** or **support staff**

Learning to use RadarOpus

- Make sure you view the ***Intro Tutorial Videos*** (see the next chapter).
- There are also a ***Beginners and Advanced Course*** available at www.radaropus.com - **Video**.



Personal Settings

You can ask your local representative to assist you with setting up RadarOpus to your preferences. For example:

- Adapted the font size and icons to your screen resolution.
- The correct language(s) in Synthesis.
- Create a startup mix: that is a set of titles you want to be opened always when starting RadarOpus. If no statup mix is created, RadarOpus will start with all titles that were open when exiting the program.
- You can read more in the chapter about ***Personal settings.***

User account

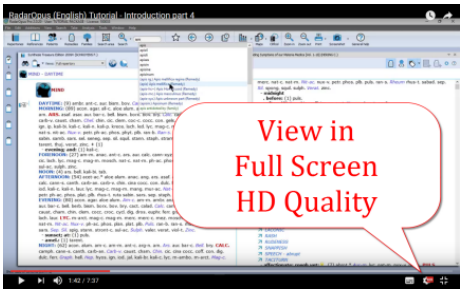
- You may postpone to create an account with a password during 30 days.
- Only with a rented or purchased version there is an option to switch off the startup with a password.
- You can read more in the chapter ***User account.***

Instructievideo’s Nederlands

Introductievideo’s

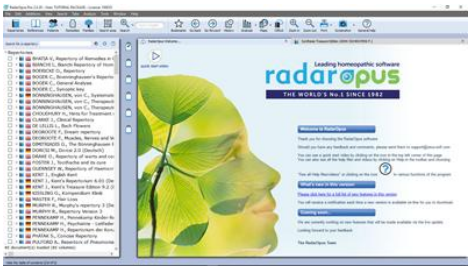
Met de eerste video’s zal het mogelijk zijn snel een casus uit te werken en op te slaan.

Selecteer in YouTube:
- Volledig scherm en
- HD 720 kwaliteit



Introductie deel 1: Start video

- Account aanmaken
- Inhoudsopgave repertoria, referenties, patiëntenbestand
- Juiste instellingen, alle talen aanzetten.
- Vensters, tabbladen met documenten.
- Hotkeys (sneltoetsen)

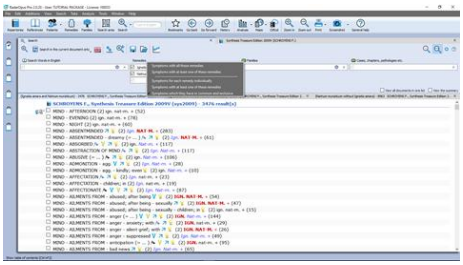


Introductie deel 2: Start video

- Rubrieken zoeken in het repertorium
- Zoeken nieuwe rubriek (F2)
- Zoeken vanaf de plek waar je staat (F3):
  Klik in het symptoompad of backspace
- Rubriek opnemen in een klembord:
  met slepen, de opneemknop, met toetsenbord +1, +2.

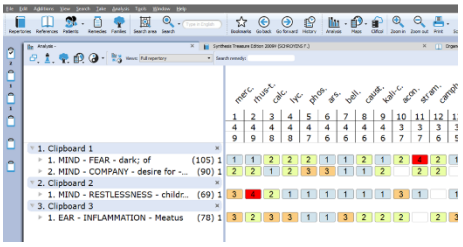
Introductie deel 3: Start video

- Zoeken op trefwoorden:
  Eenvoudig zoek-venster (F4 of ?)
  Uitgebreid zoek-venster (F5)
- Zoek in huidige document
- Zoek in alle documenten

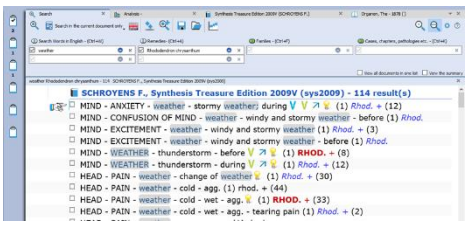


Introductie deel 4: Start video

- Rubrieken opnemen
  Met slepen, met opneem knop, met toetsenbord.
- Werken met meer klemborden
- Analyse (repertorisatie)
- De analyse opslaan

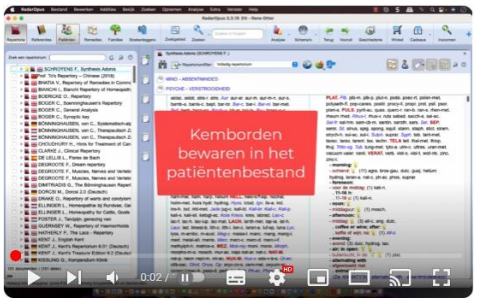


Introductie deel 5: Start video



- Eén remedie zoeken
- Eén remedie & één woord zoeken
- Eenvoudig zoeken (? of F4)
- Uitgebreid zoeken (F5)
- Het hele repertorium of een zoekgebied
- In een referentie (MM) zoeken

Introductie deel 6: Start video



- De klemborden opslaan in het patiëntenbestand
- - opslaan bij een nieuwe patiënt
- - opslaan aan een bestaande patiënt
- De basisfuncties van het patiëntenbestand

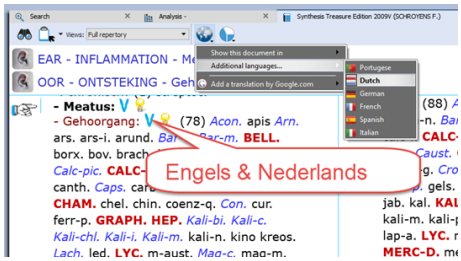
Meer video's Nederlands gesproken

Een Backup maken: start video

- In een handeling een backup maken van alle patiëntenbestanden, los opgeslagen analyses, en eigen repertoriumaddities.

Tweetalige Synthesis: Engels & Nederlands

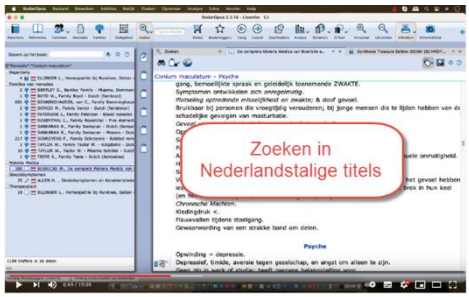
start video



- Engels & Nederlands bladeren
- Trefwoord zoeken: Engels of Nederlands

Zoeken in Nederlandse referenties

Start video



- Allen Sleutelsymptomen
- Boericke/Phatak
- en andere Nederlandstalige titels

Remedie zoeken met (? of F4) of (F5)

Hoewel het al wat uitgelegd is in video "Introductie deel 5" hier nog meer uitleg:

Met eenvoudig zoeken (? of F4)

- Start deel 1: inleiding
- Start deel 2: zoeken rubrieksgrootte of gradaties
- Start deel 3: in een deel van het repertorium

- Start deel 4: remedie en een woord

Met uitgebreid zoeken (F5)

- Start deel 1: inleiding
- Start deel 2: zoeken rubrieksgrootte of gradaties
- Start deel 3: in een deel van het repertorium
- Start deel 4: remedie en een woord

Remedies vergelijken met (F5)

Zoek en vergelijk twee of meer remedies door het repertorium.

- Start deel 1: inleiding
- Start deel 2: in een deel van het repertorium
- Start deel 3: kort herhaald

Enkele recente toevoegingen

- Vervangende video: zoeken in de Nederlandse Synthesis
- Nog een nieuwe video over uitleg: zoeken in een tweede taal (Eng-Nederlands als tweede)

Hoe zoeken in een tweede taal (Engels gesproken)

- Hoe te zoeken in de tweede taal van het repertorium zie video

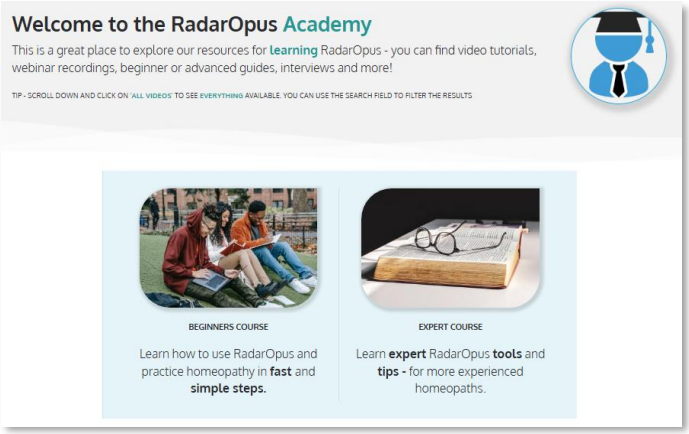
Meer in het Nederlands gesproken op verzoek.
Bekijk alle overige instructievideo's in de Engelse handleiding.

Intro Tutorial Videos (English)

Tutorial videos – Beginner & Expert

There are also a ***Beginner*** *and* ***Advanced Courses*** available at www.radaropus.com then see the menu ***Video***.

- *Link to the* ***Beginners course*** *on https://www.radaropus.com/academy*
- *Links to the* ***Expert course*** *on https://www.radaropus.com/academy*



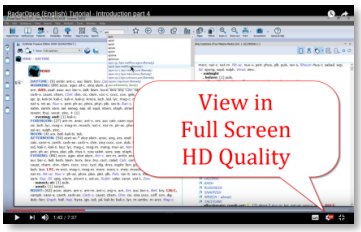
Below you will find a few tutorial videos created by one of our representatives with links to YouTube videos.

Tutorial videos – A Quick Tour

The following tutorial videos give an overview of the basic functions, so you will be able to work out your first case quickly. For more advanced functions see the rest of the manual.

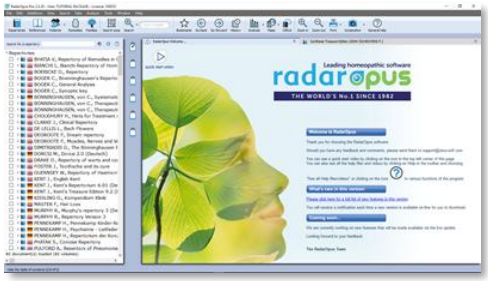
Select in YouTube:
Full Screen
and HD 720 or 1080 quality

Ask your local representative for links to videos in other languags.



Introduction part 1

Video: Introduction part 1



- Table of contents of: Repertory, References, Patients, Remedies, Families.
- Different windows (Tabs),
- Hotkeys: Alt 1, Alt 2, Alt 3.
- Check the Default settings for your country (ask for the best settings for your country)
- Two methods to save the symptom clipboard (the Analysis)

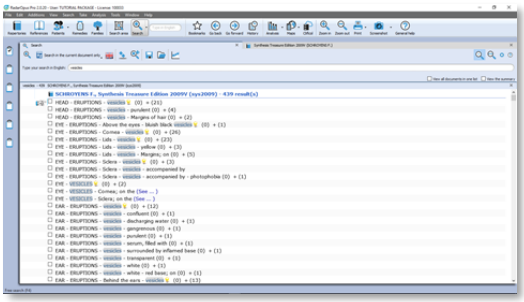
Introduction part 2

Video: Introduction part 2

- Find a symptom when you know where it is.
  - with the mouse, with the keyboard
  - take a symptom with drag and drop
- Find a symptom, starting from the current location
  - click on the symptom path
  - use the backspace key

Introduction part 3

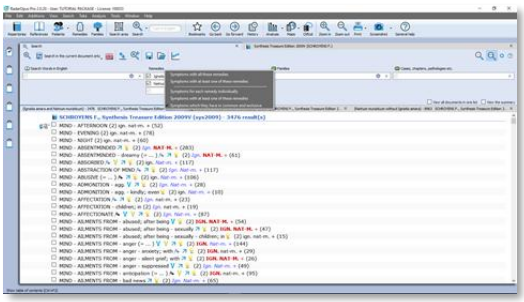
Video: Introduction part 3



- Simple search on words
- Take a symptom into a clipboard
- Advanced search: word search
- Using more symptom clipboards
- Search in all documents
- Analysis methods
- Save the analysis to a folder.
- Recall the analysis

Introduction part 4

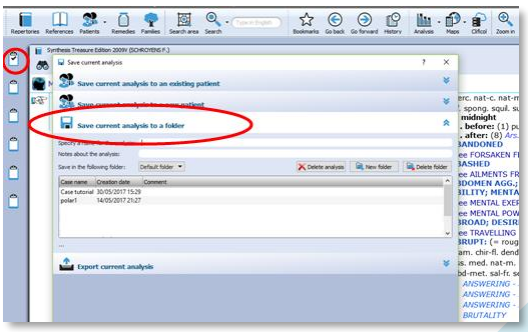
Video: Introduction part 4



- Remedy search through Synthesis
- Remedy comparison through Synthesis

Save clipboards separately

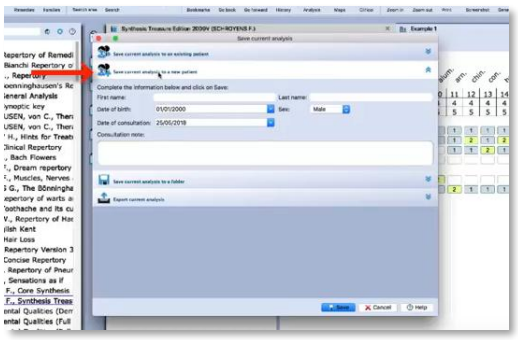
Video: Save separately



- Save clipboards in a quick way, outside of the patient file, but still securely inside RadarOpus. It is called “save to a folder”. *Have your patient information stored in a secure way.*
- Export and send to a colleague (not secure)

Save clipboards to the patient file (manually)

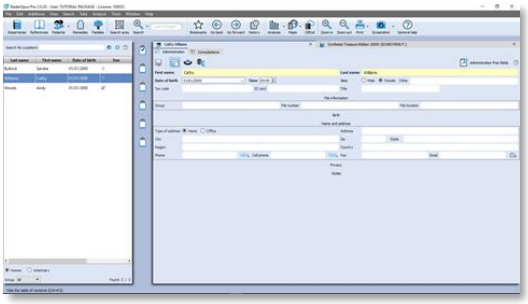
Video: Save to patient file manually



- Save clipboards manually to the patient file.
  Have your patient information stored in a secure way.

The patient file basics

Video: Patient file basics

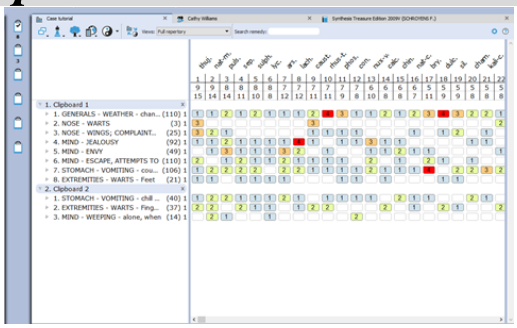


- The basics how to work with the patient file, and how the symptom clipboards are saved automatically.
  Have your patient information stored in a secure way!

Symptom Clipboards

Symptom clipboards - part 1

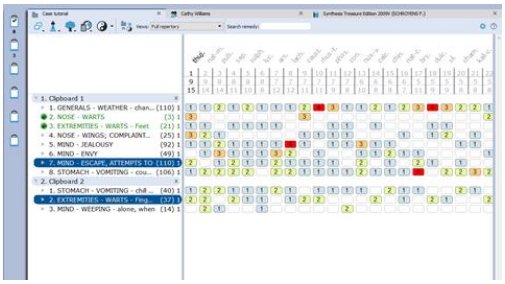
Video: Clipboards part 1



- Move symptoms between clipboards
- Use several clipboards
- Move a symptom within a clipboard
- Sort symptoms

Symptom clipboards - part 2

Video: Clipboards part 2

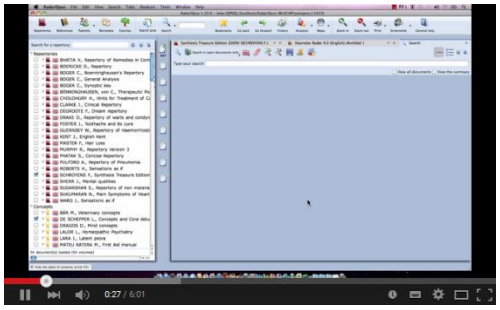


- Analysis methods
- Symptom intensity
- Combine / group symptoms
- Word search using AND, OR
- Elimination
- Excluding
- Show excluded remedies

Remedy / Word Search

Using the Search area

Video: Search area



- Search only through one or more sections of the repertory

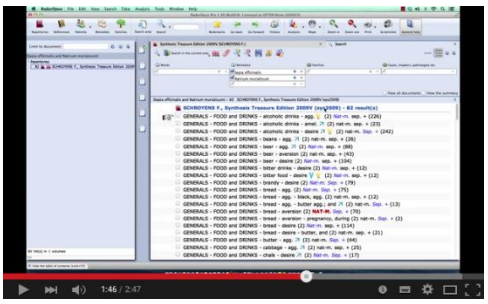
Select the default search location

Video: Default search location

- How to set the default book(s) in which a search is done.
- Example: Word search, Remedy search

Remedy comparison & search area

Video: Remedy comparison



- How to compare remedies only through a specific search area

A demonstration of several functions

Demonstration "topic warts"

Video: Dr Subrata Banerjea "warts"

- Search for documents on a topic
- Word search
- Open a new search tab
- Take the search result into a clipboard
- Graph of the search result

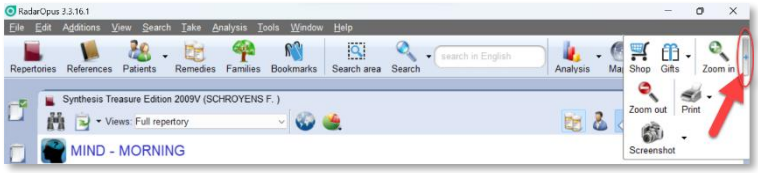
Tip & Personal settings v 4.1

After installation or at a later moment you can check if the following settings are set to your preference.

The screen resolution of your computer

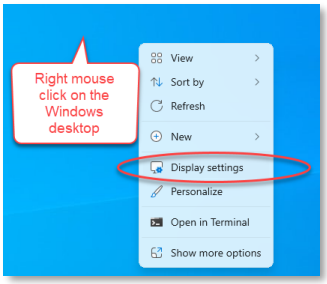
RadarOpus v 4.1.12 or higher is adapted to a wide variety of screen resolutions. If after installation you feel that the icons and menu text is not optimally displayed, then follow the instruction below.

- Are letters of the text in Synthesis not sharp?
- Are many icons of the toolbar not fitting on the screen?

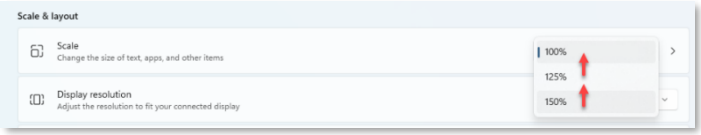


On Windows:
- Right mouse click on the desktop and select '**Display settings**'.

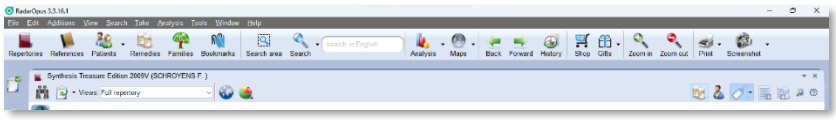
- Then select the option '**Scale**', and select one step lower, e.g.:
  - Reduce from 150% to 125%
  - Or reduce from 125% to 100%



Restart RadarOpus and more icons will fit on the toolbar.



It might not be possible to fit all icons on the toolbar, but that is not a problem.
Just select the font size you like best.



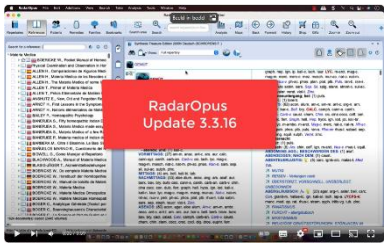
On MAC:
- Go to the Apple icon - select Preferences.
- Then select the Screen (Monitor) and try to increase the screen resolution.

If you need help, please contact your local representative or contact Tech Support.

How to adapt a few main program settings

View this video with a few tips how to select personal setting. The video is about v 3.3 but is still valid.

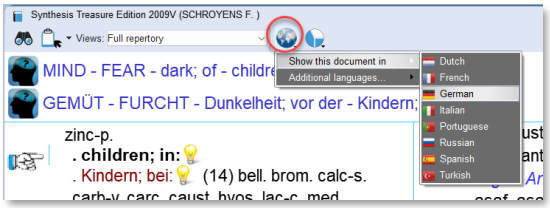
Video: Program setting 3.3



How to change the Repertory language

You can change the language of the repertory Synthesis 2009 and the Synthesis Adonis repertory via the **World icon**. (* A second language is an option)

- Select the first language via: **Show this document in**:
- You can also select a second language via: **Additional language**:

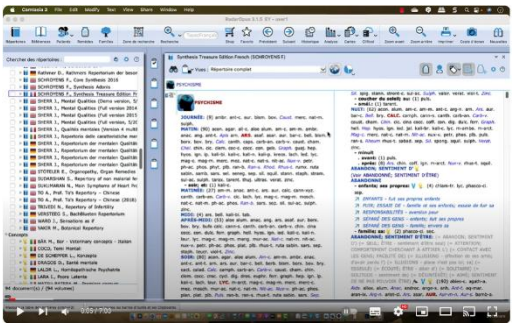


How to work with two languages in Synthesis

This is not really a setting, but still good to learn now already how it works.

This video shows you how you can search for keywords in a second language.

Video: Search in two languages

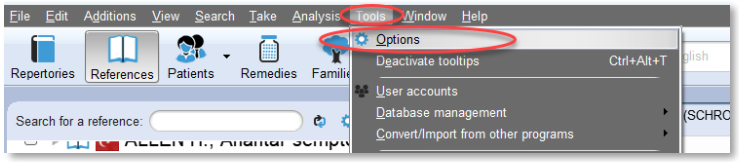


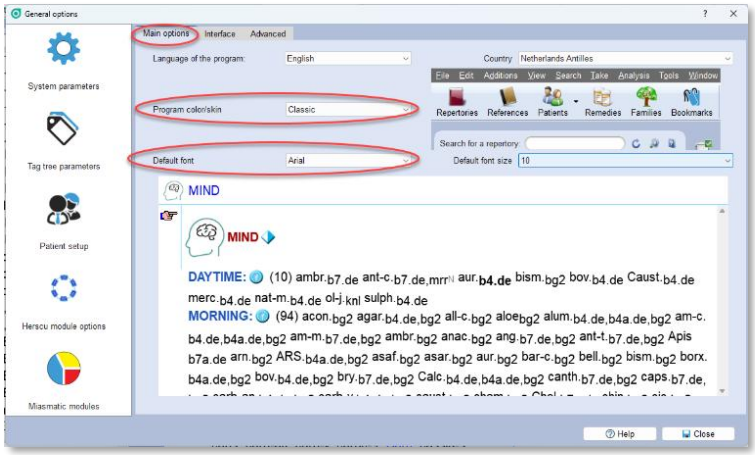
How to change the color and font type of RadarOpus

You can select the color (skin) and font size as follows:

On Windows:
- **Tools** - **Options**.

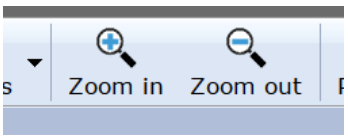
On MAC:
- Select the **RadarOpus menu - Preferences**.





- Select from several Colors (**Skins**).
- Select a different **Font Type**.

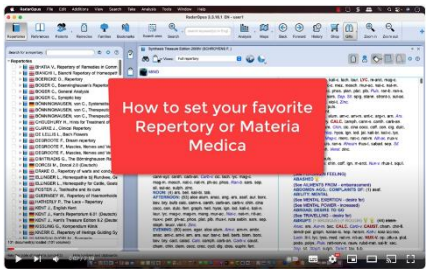
Note: you can also adapt the font size from the main toolbar with the **Zoom in** / **Zoom out** icons.



How to set a favorite Repertory or Reference

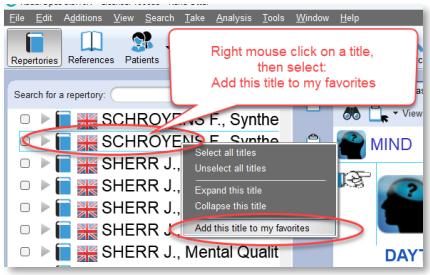
It is possible to move one or more of the titles in the list of repertories and in the list of references to the top of the list. This video shows how to do this.

Video: Set your favorite documents



This option can be useful if you have many books in your package.

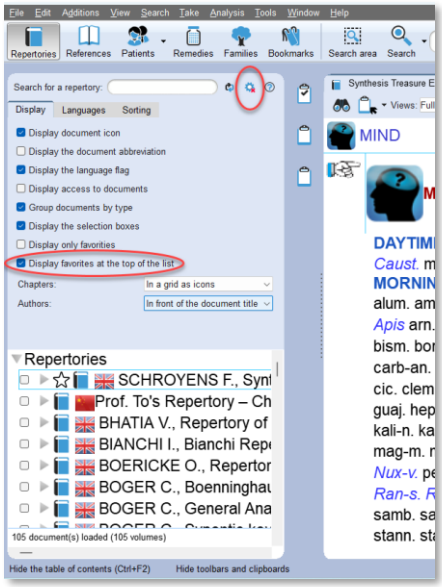
Select one or more titles – then **Right** mouse click on the title, and select: **Add this title to my favorites**.



If you like your favorite titles to be shown at the top of the list, then open the **Local Options**, then select the **Tab Display**.
Select: **Display favorites at the top of the list**.

Then the selected title(s) will move to the top of the list.
Note that will be for each category separately (Repertories, Families, Concepts)

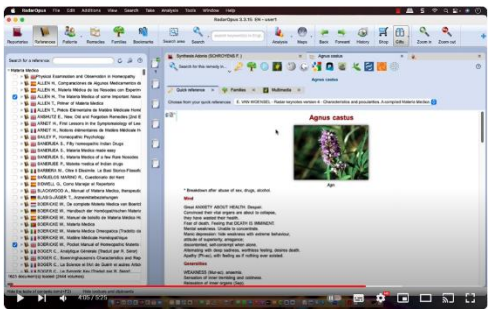
You can do the same in the list of **References**.



How to set your Quick References

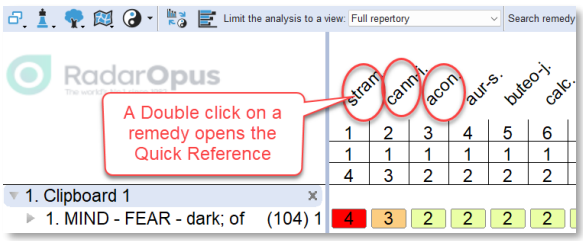
This video explains how to set your **Quick Reference(s)**.

Video: Select your quick references

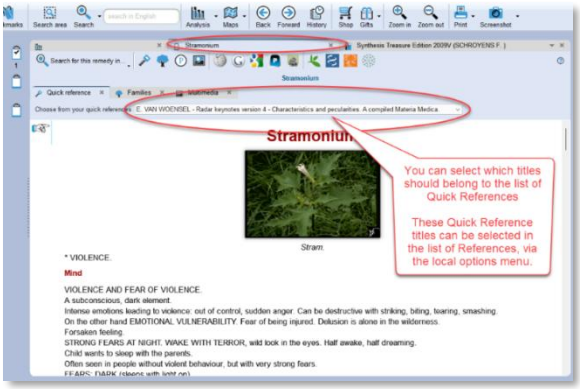


A quick reference opens when you double click on a remedy abbreviation in a repertory or in the analysis.

After selecting your quick references,
double click on a remedy abbreviation the analysis or in the repertory, and it will open your Quick Reference.



Click to view one of your quick references.



Also, the order in which the quick references open can be set local options of the list of references:

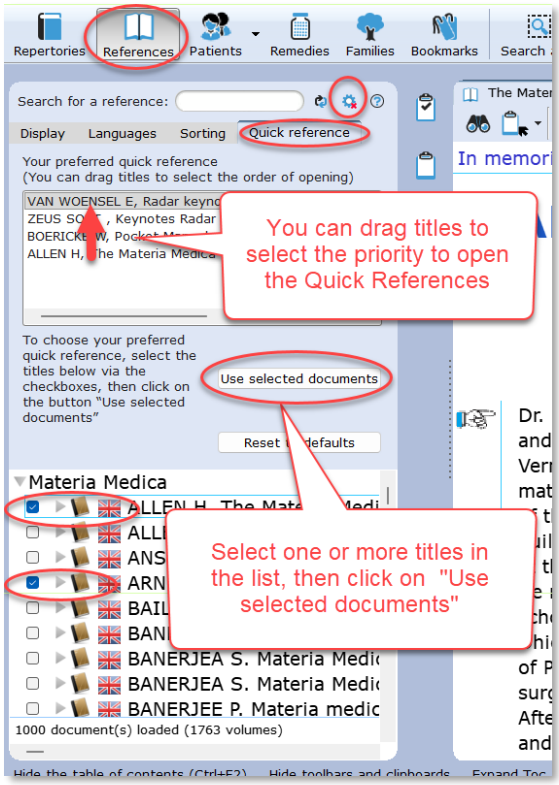
Open the **List of References**,
then open the **Local Options**,
select the **Tab** - **Quick Reference**.

- Select one or more titles from the list, for example: Boericke MM, Van Woensel Keynotes etc.

- Then click on: **Use selected titles**.

- You can drag and drop the selected titles to set the priority of opening when you double click on a remedy.

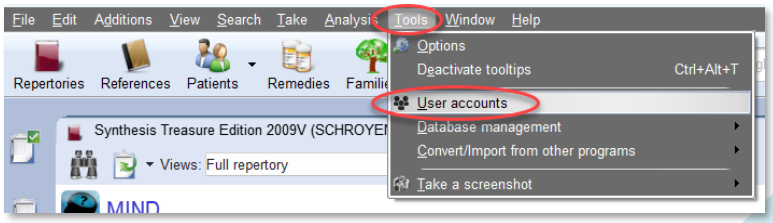
(Note: the name **Zeus-soft Keynotes** has been replaced by the author's name **Van Woensel E**. The content is identical.)



Switch off password protection.

If you store patient information in RadarOpus, it is mandatory that you keep the security on.
Only if you do not store patient information you may switch off the password protection (RadarOpus also encrypts the patient database).

Go via **Tools**, to **User accounts**.



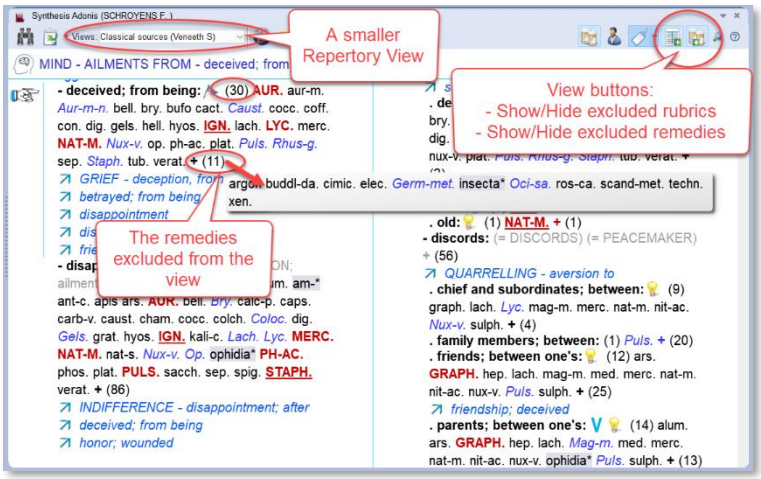
Then select: **Disable password protection**.

Working with a smaller Repertory View

If you select a smaller Repertory View, there are two related **View-buttons**.
(This is an Optional feature)

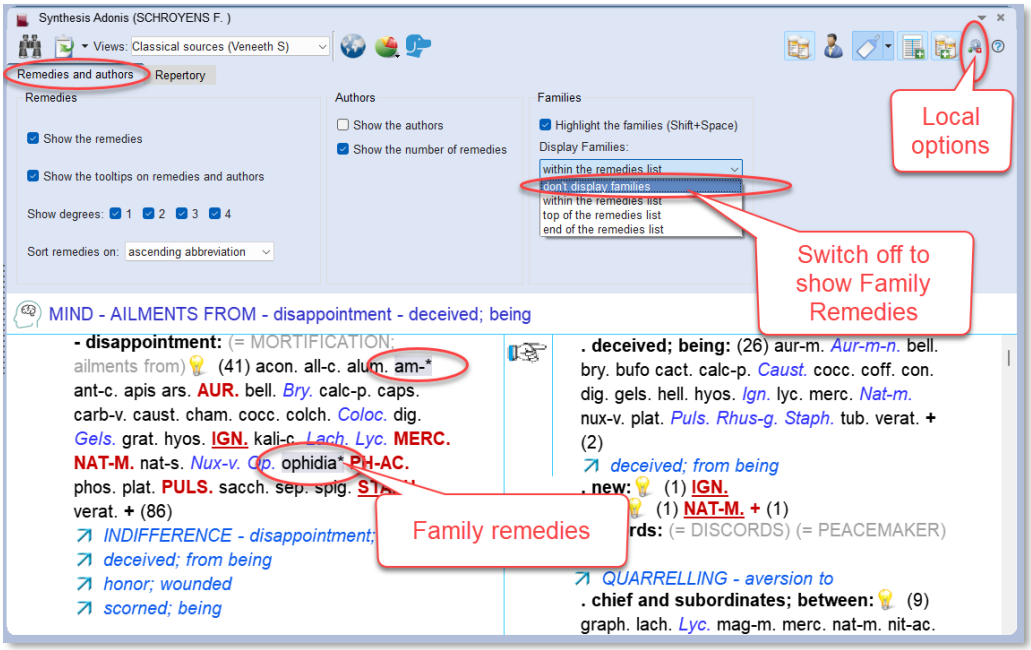
- Show/Hide the <u>rubrics</u> which do not have any remedies in that View.
- Show/Hide the <u>remedies</u> which are excluded in that View.

We recommend to have both Views buttons ON



Switch off Family Remedies in Synthesis Adonis

In Synthesis Adonis includes "**Family Remedies**" in many rubrics. These indicate that such Family has an association with that rubric. If you do not want to see these Family Remedies:
Open the **local options**, Select the **Tap -** Remedies and authors,
then select in the field Display Families: **Do not display families**.

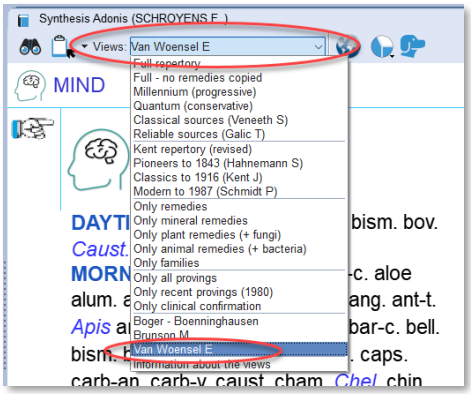


New Repertory Views in Synthesis Adonis and Synthesis 2009

The recent updates contain also **Synthesis database updates.**
Both for the Synthesis 2009 and the Synthesis Adonis.

In the Synthesis 2009 and Adonis the **Vithoulkas View** has been removed because it was not fully adapted anymore to the latest editions of Synthesis. It was replaced by the Erik van Woensel View:

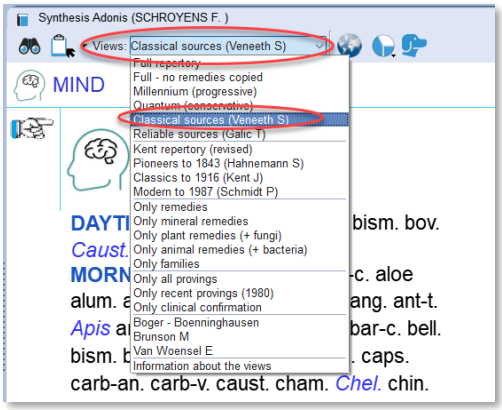
Erik van Woensel *has checked all sources of additions in Synthesis, and selected about 700 authors and document sources which he finds reliable enough to consider when analysis cases. The "**Van Woensel E.**" View is available both in the **Synthesis 2009** and in the latest **Synthesis Adonis**.*
If you are interested to study with Erik you can check out his website www.erikvanwoensel.com



Dr Veneeth Sidhathan Repertory View

This is a personal selection from Dr Veneeth. This view is only available in **Synthesis Adonis**.

Veneeth selected from about 5000 sources, those classical homeopathic sources and some of the more modern sources, which he finds most reliable to solve almost all of the cases in his busy practice in Kerala, India. Only in a small number of cases does he consider remedy additions from a less strict View.

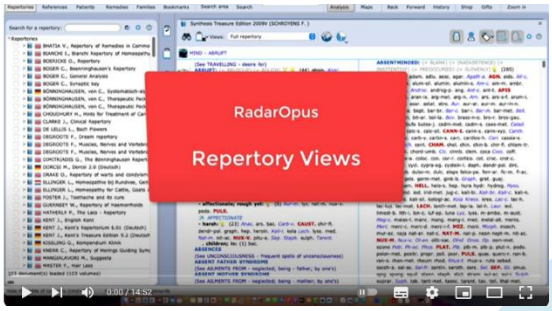


If you are interested in Dr Veneeth's teachings, you can have a look at his great online courses, which is available on:
www.homeopathic-courses.com

Introduction to Repertory Views

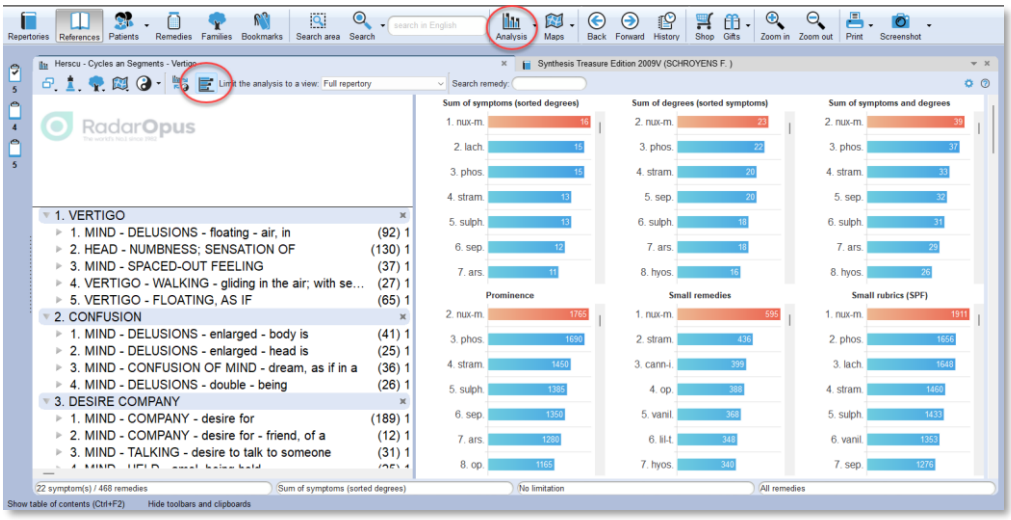
This video explains how to use the 'Repertory Views'.
See also the chapter about the Repertory Views which gives more details about the different Views, both in Synthesis 2009 and Synthesis Adonis.

Video: [Repertory Views – and introduction]



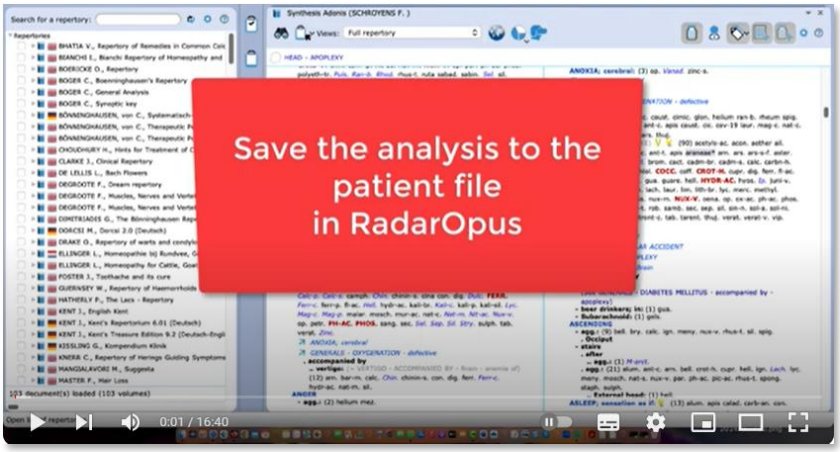
Compare Analysis methods (Create and Analyze bundle)

(Optional feature) With this function it is possible to compare several analysis strategies side by side.
If you click on one of the remedies, you will see the location of that remedy in the other strategies.



How to save the analysis to the Patient file.

This video explains how to save the analysis (the Clipboards) to the patient file.



View the video (English)

Synthesis Adonis

If you do not have the Synthesis Adonis yet please contact your representative of go to the Zeus-soft webshop directly to purchase the update from the Synthesis 2009 to the Adonis edition. More information here.

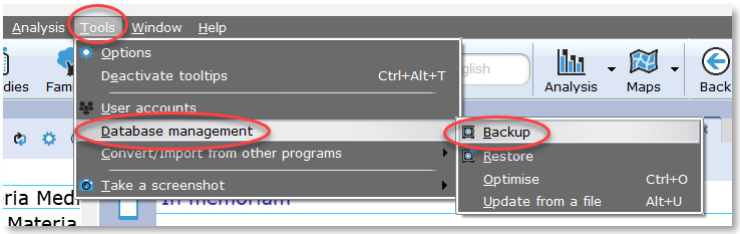
Synthesis comparison				
Synthesis version	**Synthesis Adonis (2022)**	**Synthesis Treasure edition Vet (2009)**	**Essential Synthesis (printed)**	**Core Synthesis (2016)**
Number of remedies described	3.233	2.375	1.990	149
Author references	1.599	905	583	636
Veterinary information	✔	✔	Printed separately	✖
b-bg only rubrics	✔	✔	✖	✔
Remedies copied to superrubrics	✔	✔	✔	✖
Kent's Treasure	✔	✔	✔	✔
Global size comparison	125 %	100 %	75 %	50 %

Backup Analyses and the Patient file

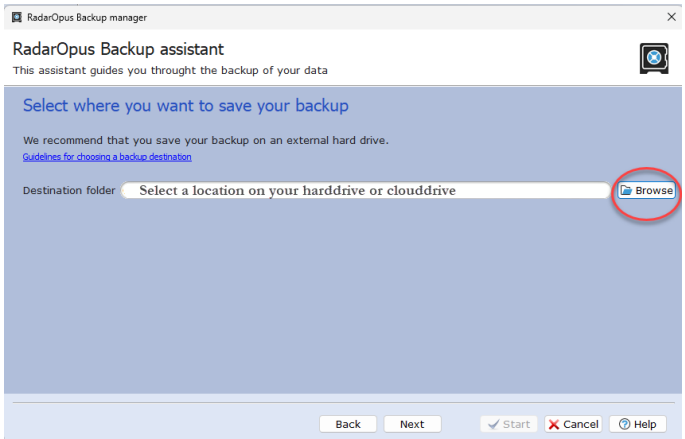
It is important to make frequent backups of the stored information in RadarOpus, The most important personal information is:

- The Patient file (including the analysis)
- Individually stores analysis
- Personal repertory additions

Each time you exist RadarOpus you will be asked to make a Backup, but you can also select it from the menu bar: **Tools**, **Database management**, **Backup.**



Then in one of the next steps select a location you can easily find back on the hard drive or on a cloud drive or external disk.



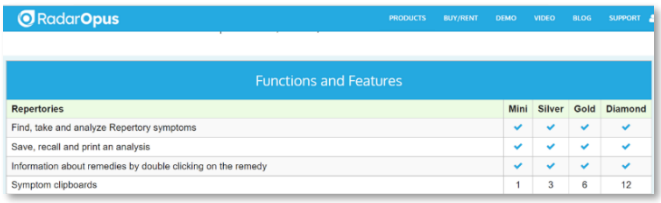
For more details see the manual below.

Introduction

RadarOpus "Engines" & "Packages"

There are 4 basic **Engines (functionality)** of RadarOpus available: MINI, SILVER, GOLD, DIAMOND.
Each Engine has certain functions included.
For detailed overview of the functions available in each engine, please see www.radaropus.com then see *Products - Engine types*

Packages: a packages consist of an **Engine** + certain **Content** (documents).
In this manual most screenshots are taken with the Diamond engine.



Repertories	Mini	Silver	Gold	Diamond
Find, take and analyze Repertory symptoms	✔	✔	✔	✔
Save, recall and print an analysis	✔	✔	✔	✔
Information about remedies by double clicking on the remedy	✔	✔	✔	✔
Symptom clipboards	1	3	6	12

RadarOpus has **Repertories**, **References** (Materia Medica & other books), a **Patient file** and **Modules**, all in one database (Library).

Introduction Part 1

Introduction tutorial videos

Make sure you view the above-mentioned ***Intro Tutorial Videos***, so you can quickly work out your first case.

How to start RadarOpus

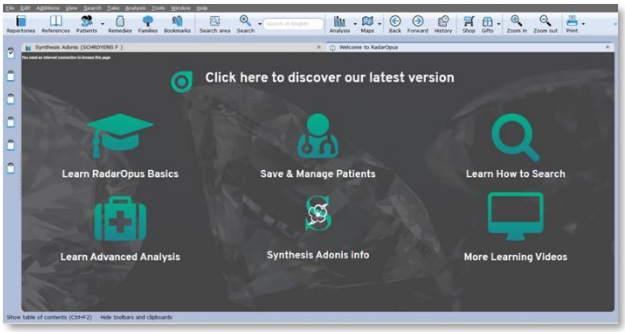
- (On Mac): you can start RadarOpus from the folder **Applications** then a folder **RadarOpus**, then the **program icon RadarOpus**.

- (On Windows): you use the shortcut on your Desktop, or from the **Start** menu, go to **All programs**, then go to the folder **RadarOpus**, and click on the **RadarOpus icon**.

Welcome Window

When RadarOpus starts the first time the **Welcome window** will open. You can close the Welcome Window and select not to see it again.

You can always open it again via the menu bar **Help – Welcome page**.

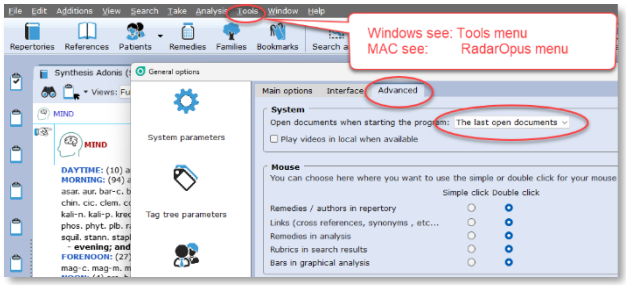


Startup documents

When you start RadarOpus it will open with the "last documents you had open" when closing RadarOpus.
It is also possible to set a startup mix (a fixed set of titles). Or you can select that no documents should open automatically.

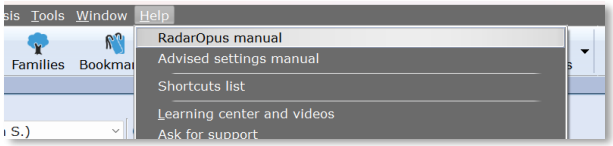
How to select a startup mix can be found in the chapter ***Creating a Startup Document mix***

Attention: (On Mac) general options are located in the **RadarOpus menu**, (on **Windows**) via Tools - Options.

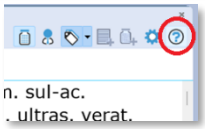


Manual

You can also open this user manual from within RadarOpus via the menubar **Help** – RadarOpus manual.



And you can also check out the local **Help** icons.

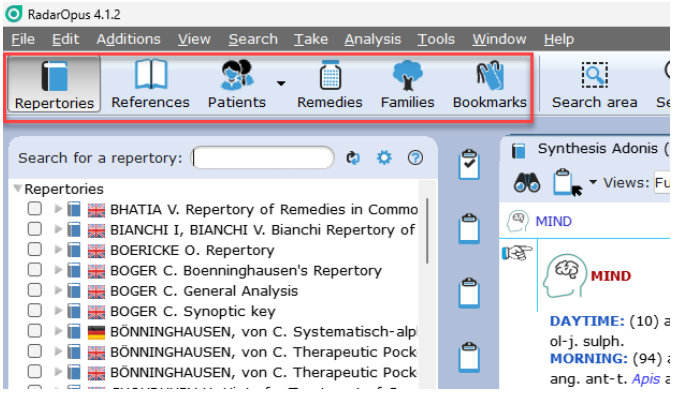


Where to start?

The Table Of Contents (TOC)

A click on the first 7 icons in the toolbar opens the following lists (Table Of Contents):

- **Repertories** (Repertories, Concepts, Families)
- **References** (MM's, Keynotes, Journals, Therapeutics, provings etc.).
- **Patients**: a list of all patients in the patient file.
- **Remedies**: a list of all remedies.
- **Families**: a list of all available family groupings.
- **Bookmarks**: a list of bookmarks you created.



Start with a **click on Repertories**, and then click on the **Synthesis Treasure edition 2009**, or the Synthesis Adonis, (or another repertory like Murphy if that will be your main repertory).

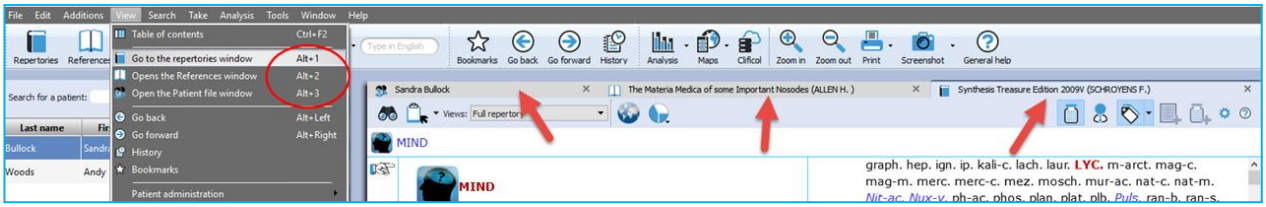
Tip: You can also use hot keys to open these five Table Of Contents:

- (On Windows): **Ctrl+1** (Repertories), **Ctrl+2** (References), **Ctrl+3** (Patients), **Ctrl+4** (Remedies), **Ctrl+5** (Families), **Ctrl+6** (Bookmarks), Ctrl+7 (list of author references).

- (On Mac): **Cmd+1** (Repertories), **Cmd+2** (Patients), **Cmd+3** (Remedies), **Cmd+4** (Remedies), **Ctrl+5** (Families), **Cmd+6** (Bookmarks), Cmd+7 (list of author references).

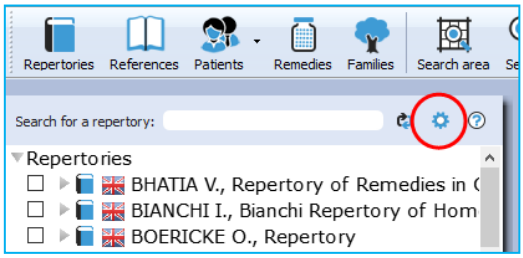
Tip: Switch between open windows with hot keys

Only <u>after</u> you have already opened a "**Repertory** window" + a "**Reference** window" + a "**Patient** window", you can use the following hotkeys to switch between these three open windows: **Alt+1, Alt+2, Alt+3**
(these hotkeys only work after you have opened a Tab for a Repertory, a Reference, a Patient)



Local options

Many windows have a **local options** button, which allows you to select some settings to adapt to your preference.



But in the beginning it is best not to make changes, and ask your local representative for advice, or check the chapter: ***Advised settings***

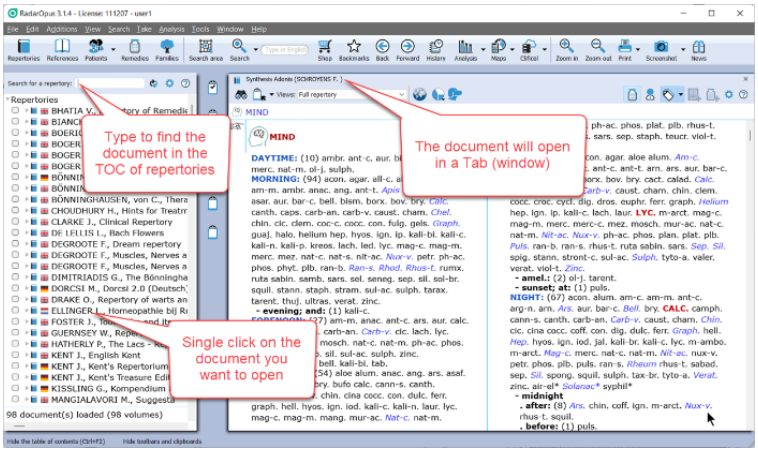
Tip: Advised default settings
You can ask your local representative if there is a list with **advised default settings** which will work best for your country and language.

Open a Repertory

From list of Repertories, you can open one of the repertories with a **single click** on it.

A Window will open for that repertory at the right in a Tab.

If you click on a second repertory it will open on top of the first one.
All repertories open in the same Tab.

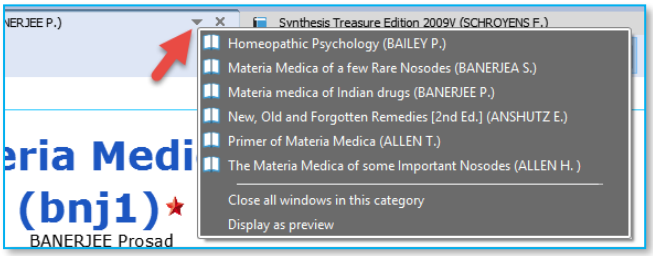


All Repertories in one Tab, all References in another Tab

All titles in the list of **Repertories** will open in the same Tab, all on top of each other.

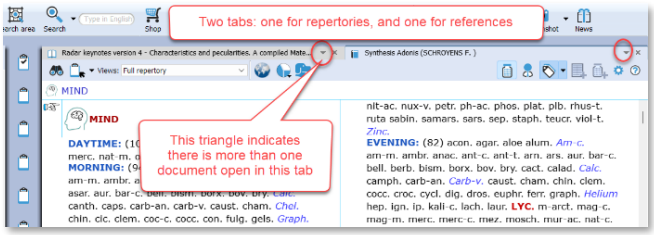
All titles in the list of **References** will open in a different Tab, all on top of each other.

A small triangle indicates there are more documents open in that Tab.
Click on the triangle to open a title that is at the background.



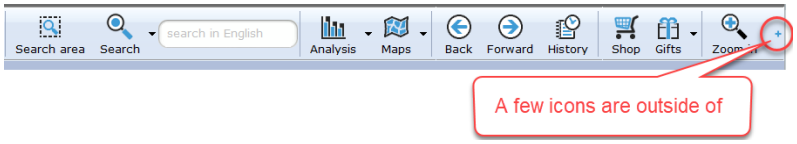
In this example there are two **tabs**, one for the **repertories** and one for **references**.

The **triangle** in the right upper corner indicates that there is more than one document available in that tab.



Other toolbar icons

There are several other toolbar icons. Some are self-explanatory, and some will be discussed later in this manual.



A **+** at the end of the toolbar indicates there are one or more icons.

Tip: Often you can change the screen resolution settings of your computer, so that more icons will fit on the toolbar. See the chapter ***Advised settings.***

Table of contents (TOC) of all Remedies

A click on a remedy in the list (The Table of Contents) of remedies opens the Remedy Information Window and opens a **favorite** materia media, your quick referenc(es).
View the video how to set your favorite MM titels.

Video: TOC of Remedies

Video: Set your favorite MM in the TOC

- You can also conduct a search of that remedy in all books in your RadarOpus.
- You can see to which family it belongs, and view all other members of that family.

*For more information see in the chapter: **Remedy Information Window*** and also the chapter ***Quick Reference***.

Table of contents (TOC) of the Families

This list shows all family levels. It is a long list (without any hierarchy).

There are two functions:

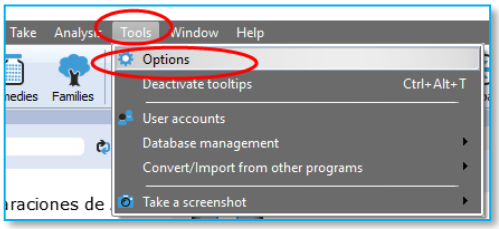
- (Left) **Click** on a family to opens the "**Families-repertory**" to that family level.
- With a **Right** mouse click to **limit** or **highlight** the analysis to this family-level.

Video: TOC of Families

*For more information about using Families and the use of this TOC: see the chapter about **Families**.*

General program options: Change 'Menu language' etc.

The general program options can be changed:



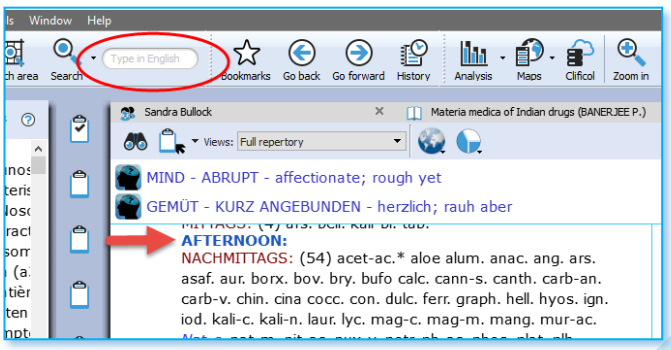
- [On **Windows**]: **Tools**, then **Options**.
- [On **Mac**]: via the **RadarOpus menu**, then **Preferences**.
  *(In some menu bar languages (on MAC) this menu can also be located in the menu **Tools** then **Options**)*

You can set here for example:

- The program menu **language**
- User **account**: Set a Login and Password ON/OFF
- Database management: Make a RadarOpus **backup** of stored Patient information and saved clipboards
- Your name and address on the invoice and prescription: this can set via Patient file submenu
- Convert / Import information from an older RadarClassic (v8 - 10.5)

The language of the Search box

This Quick search box allows you to do a simple **Word search**.

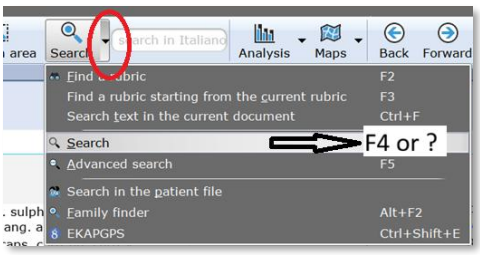


You can only search in the <u>language of the current document</u>.

If you have a **bi-lingual** Synthesis (English first + German second) you can only search in the first language shown in that document.

If you open for example a German materia medica document, then you will need to type in German.

The Word Search window



A better way is to use on the keyboard the F4 or the "?" key to open the simple search window.

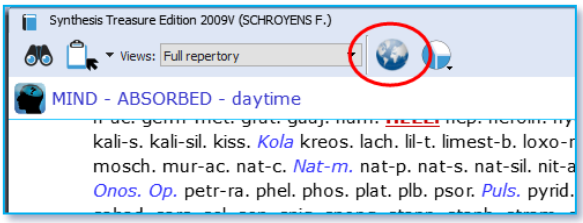
You can also open the **Simple search** window if you press on the keyboard the question mark "**?**" or the **F4** key.
Or you can open the Advanced search with **F5** key.

Tip: The Simple search windows ("?" or "F4") and the ("F5") offer better control of how to enter your search.

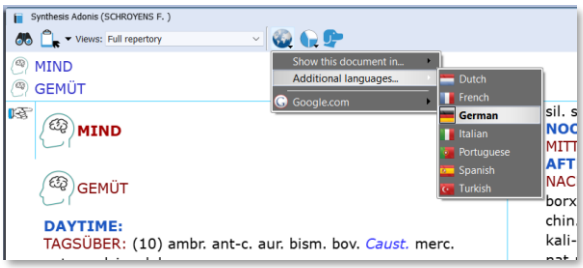
If you know the location of the symptom you want to look up, then you can use the **Find** option, to browse to that symptom. *For more information see below chapter **Find**.*

How to show a second language in Synthesis

If you have an additional language in your package, you can display it via the **World icon**, then select **Additional languages**.



*See the chapters about **Synthesis** and **Search** for more information on how to search in both languages.*



[For Mac users] Tips & a few hotkeys (print, copy & paste)

1. **Switch the Function keys (F1, F2, etc.) on your keyboard**

Most often by default, the function keys on a keyboard are assigned to the special functions.

If you would like to use the F1, F2, F3 keys directly without needing to hold down the **Fn** key then you can change this. From your **Apple icon**, select **Preferences**, then search for this option in the **Keyboard** section.

2. **Right mouse click (Secondary click) or Two finger tap (Trackpad)**

Go to your **Apple icon**, then **Preferences** to check the settings for the **Trackpad**. Make sure it is set to what you prefer best. Keep in mind that **Ctrl+Click** on Mac is also a **right mouse click**.

3. **If you have trouble when typing, that the cursor always jumps to a different position**

If you are having trouble when you are typing text that the cursor jumps to a different location, then this is caused because you touch the trackpad with the ball of your hand. The solution is to deactivate the option: "**Tap to click**". Go to the Apple icon, Preferences, then Trackpad.

4. **Making Screenshots on Mac**

On Mac there are also general hotkeys to make screenshots of only a particular section of the screen or the whole screen.

Video: Copy-paste (MAC users)

Hotkey on Mac	Function
Shift+Cmd+3	Takes a screen shot of the entire screen
Shift+Cmd+4	Allows to select a specific area of the screen
Shift+Cmd+4 (spacebar)	First press Shift+4, then press spacebar: this will allow you to select one of the windows, if different programs are open.
"Camera button"	From the camera icon in RadarOpus you can make a full screen copy or a copy of the current window.

Copy and paste symptoms from the Repertory, the Clipboard or from a Reference window.
It is possible to copy and paste a symptom (with or without the remedies) anywhere in the Repertory. You can also do this in a symptom Clipboard or in any Reference document.

Hotkey on Mac	Function
Cmd+C	If you do not have any symptom selected in a clipboard: • This copies the Analysis, then go to your text editor and press Cmd+V and this will paste the analysis in a RTF format.
Cmd+C	When you have selected one or more symptoms: • In the repertory: copies the symptom text + the remedies. • In the clipboards also.
Cmd+C	In a clipboard, if you do not have any symptom selected: • This copies the Analysis
Shift+Cmd+C	• In the repertory: copies the symptom text only • In the clipboards/analysis: idem
Cmd+A	• In the clipboards/analysis: first select all symptoms in a clipboard with Cmd+A. Then you can use Shift+Cmd+C to copy the symptom text only, or Cmd+C to copy the symptoms with the remedies.
Cmd+V	• This pastes the copied info to e.g. a Word document.

[For Windows users] Tips & a few hotkeys (print, copy & paste)

Video: Copy-paste (Windows users)

Hotkey on Windows	Function
Shift+WindowsFlag+S	• Allows to select a specific area of the screen.
PrintScr	• This keyboard key makes a screen shot of the entire screen (although nothing appears to happen). Then switch to Word and press Ctrl+V to paste it. You can also past it into **Paint** and then again select only a particular section.
"Camera button"	• From the camera icon in RadarOpus you can make a full screen copy or a copy of the current window.

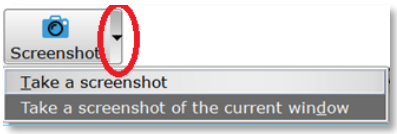
Copy and paste symptoms from the Repertory, the Clipboard or a Reference window.
It is possible to copy and paste a symptom (with or without the remedies) anywhere in the Repertory. You can also do this when you are in a symptom Clipboard or in any Reference document.

Hotkey on Windows	Function
Ctrl+C	If you do not have any symptom selected in a clipboard: • This copies the Analysis, then go to your text editor and press Cmd+V and this will paste the analysis in a RTF format.
Ctrl+C	• In the repertory: copies the symptom text + the remedies.

	• In the clipboards also
Shift+Ctrl+C	• In the repertory: copies the symptom text only • In the clipboards/analysis: idem
Ctrl+A	• In the clipboards/ analysis: first select all symptoms in a clipboard with Ctrl+A. Then you can use Shift+Ctrl+C to copy the symptom text only, or Ctrl+C to copy the symptoms with the remedies.
Ctrl+V	• This Pastes the copied info to e.g. a Word document.

For both for Mac and Windows users

With the Screenshot icon you can select a certain copy of the screen, or copy a entire window.

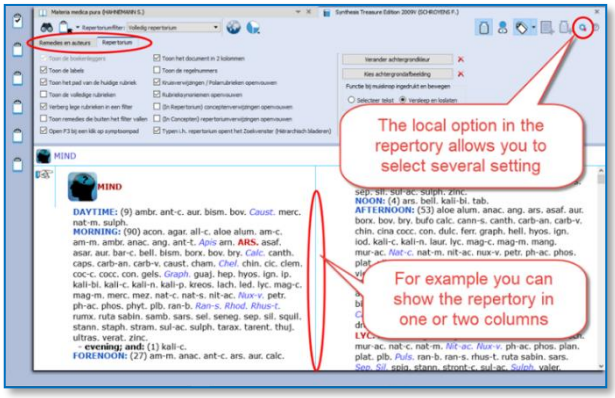


Introduction Part 2: The Repertory Window:

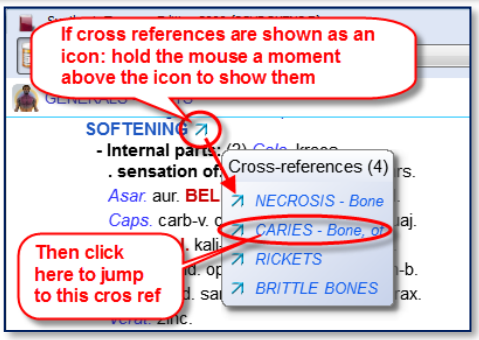
Local Options

Have a look at the **Local Options** of the repertory window. You can set the following:

- One or two **columns** display
- Expand/collapse **cross-references** (If you show two languages in Synthesis they will be collapsed).
- Expand/collapse **concepts** (advised collapsed)
- Show the symptom **tags** (advised on)
- Show **tooltips on remedies and authors**
- In Synthesis Adonis you can hide **Family remedies**.



Cross-references can be shown as arrow icons only (collapsed). To see the cross-references, you need to hover your mouse a moment above the icon to open a (tooltip) window with the list of cross-references.
The pop up window will only remain open if you move the mouse over that window.



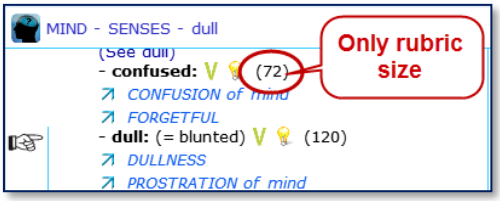
Click on one of the cross-references to jump to that rubric.

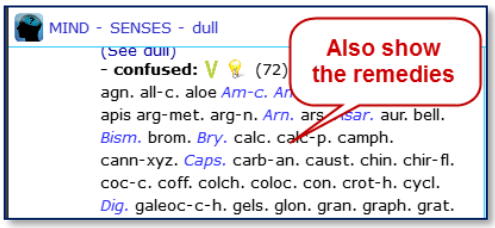
Attention **cross-references** will collapse if you show two languages.

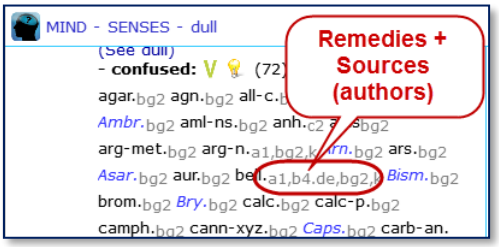
Spacebar Toggle

The **Spacebar** has a special function in a repertory window. Press on it slowly three times and it will switch between <u>three</u> different displays:

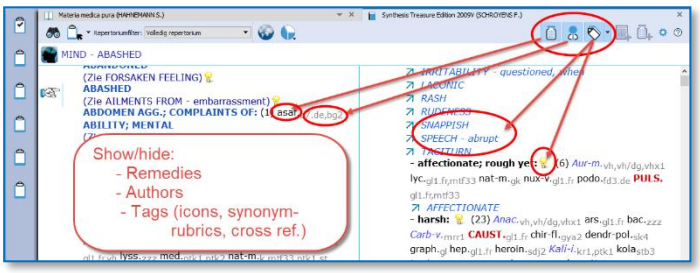
- Only the **number of remedies**
- Show also the **remedy abbreviations**
- Show also **authors** (source references)







Show: remedies, author (source) references or "tags"



How to use the three buttons at the right upper corner of the repertory: turn on/off the **remedies,** the **source references** (authors), and also the **tags** (labels)

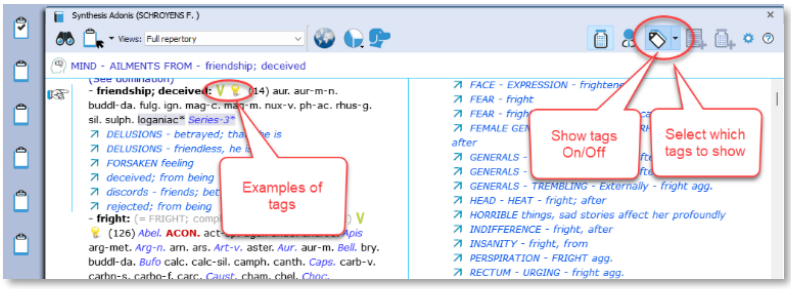
To switch between Show remedies, Show authors, Show only the rubric size can also be done by pressing on the spacebar.

Attention:
The **Tags** button (Address label icon) will hide/show the **Referring rubrics** (synonym rubrics), **Cross references**, and **Concepts** icons. It is best to keep this **Show tags** on.

About Tags (labels)

Any symptom in the repertory or in the materia medica can have one or more **Tags** connected to it.
Tags are:

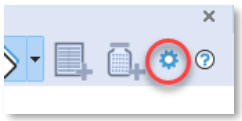
- Veterinary labels
- Cross-References
- Synonym rubric links
- Concepts link
- Miasma labels
- Bookmarks



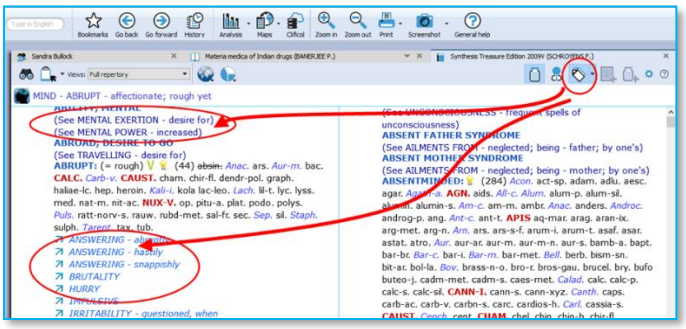
For the average user it is best to keep the default settings.

With the main **Tags button**, you can select to show the tags **on/ off**.
With the **sub-button** you can select from a list **which type of tags should be shown**. Advice: do not make here any changes when you just started to learn how to use RadarOpus.

Local options
- you can select to show all cross references (expanded) or only icon (collapsed)
- the same for the concepts, you can show them expanded or collapsed to an icon.

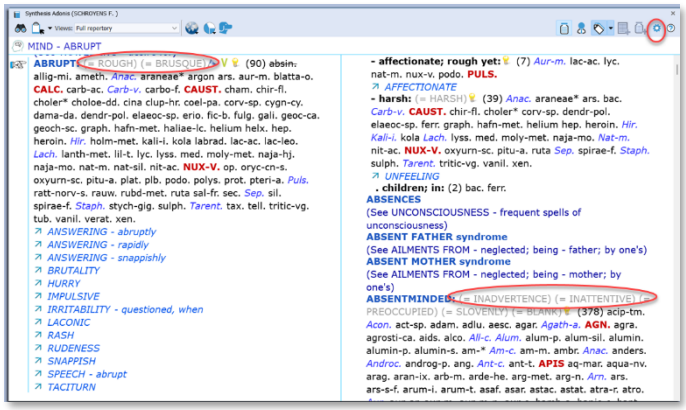


Referring rubrics (Synonyms)
The empty referring rubrics (synonyms) point to the mother rubrics that have remedies in them.



Attention:
The "**Show/Hide Tags**" button will also hide the referring rubrics, cross references and all other information which are considered a "Tag".
More explanation about tags can be found elsewhere.

Show Rubric Synonyms with the main rubric
It is possible to show the Synonyms next to the main rubric "in light gray".



You can switch this option On/Off via the local option button in the Synthesis. The option is called "**Expand the rubric Synonyms**".

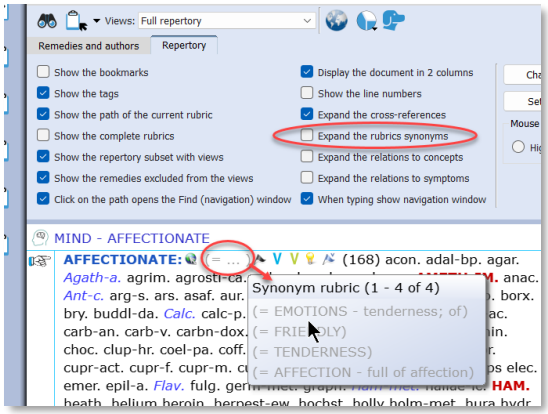
The "gray synonyms" show which empty synonym rubrics refers to this "mother" symptom.

Open the local options of the repertory if you want to hidden them.

If "*Expand the rubric synonyms*" is switched Off, you can hold the mouse above **(= …)** to show the synonyms.

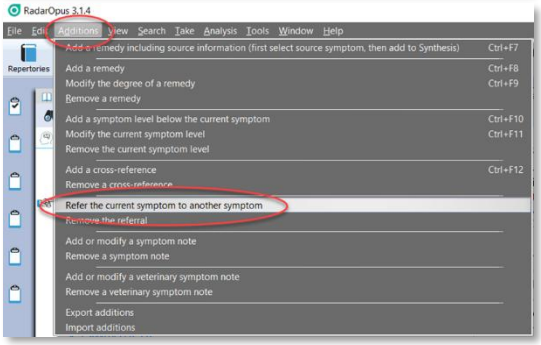
These Synonyms are empty referring rubrics which direct to this "mother" symptom.

(



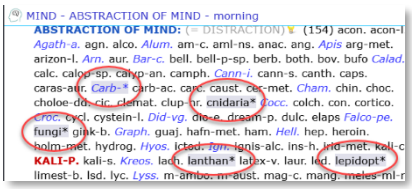
The Synonym rubrics do not have any remedies. They only redirect to the "mother" symptom.

You can add yourself such referring Synonym rubrics via the menu bar **Additions** (Diamond engine).

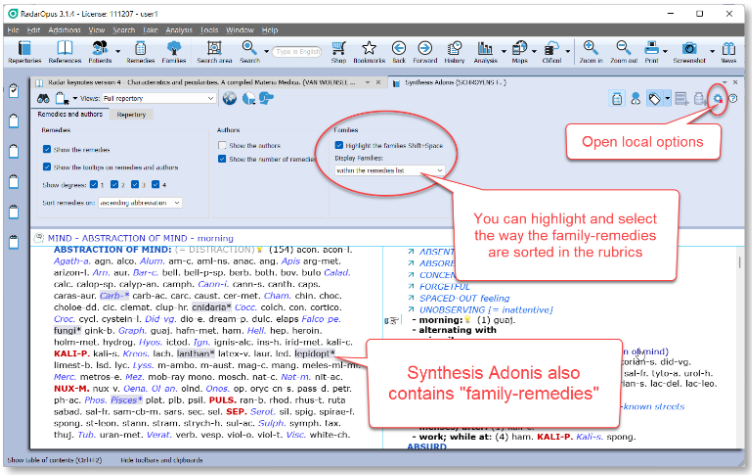


Family-remedies in Synthesis Adonis

Synthesis Adonis contains also "**Family-remedies**". They are abbreviations of family names.



You can chose to show them:
- highlighted
- at the top
- at the end
- do not show them at all

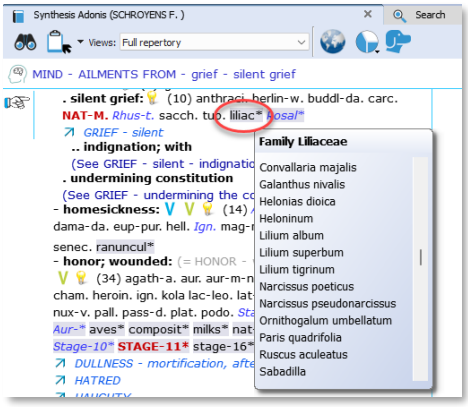


If you show the family-remedies ON, and select a smaller Repertory View, most of them will disappear.
Only a few will remain which are associated with an author who is working mostly according to a pure classical approach.

To see all remedies belonging to a family

Hold the mouse over a Family-remedy to see all members of that family.

Tip: If you move the mouse over the popup window it will remain open.



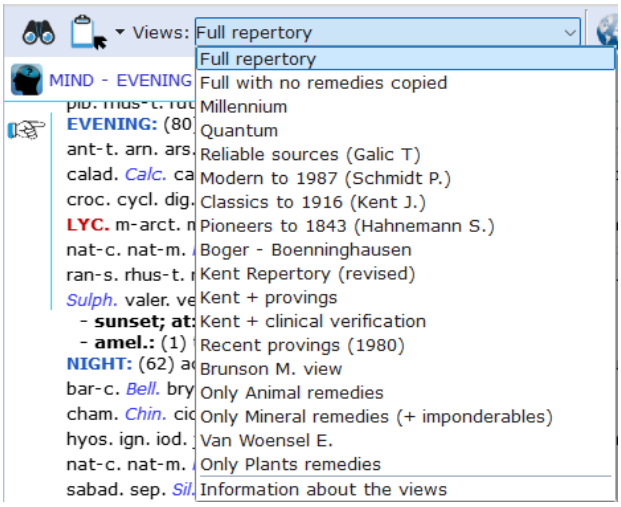
Repertory Views Synthesis 2009

With Repertory Views you can select which sources you want to see in the repertory (sources are authors or documents)

Video: Repertory Views intro (11:57)

The main repertory views (Synthesis 2009)

The main views, which are listed from more sources to fewer sources, are (from above downwards):



- **Full Synthesis:** including remedies copied from sub-rubrics to the main rubric, if appropriate. This contains **all sources**, including non-classical proven sources like Jan Scholten.
- **Full Synthesis-no remedies copied:** not with remedies copied from sub-rubrics to the main rubric.
- **Millennium** (progressive): contain many of the **new remedies** and sources not following the more strict classical proving rules. It is also considered a **progressive** view.
- **Quantum** (conservative): contains only the more **traditional** remedies and sources. It does contain contemporary sources like 'Desk Top Guide' by Roger Morrison.
  The Quantum view corresponds closely to the paper edition "**The Essential Synthesis**"
  (The Quantum view contains a few more sources than is in the paper book).

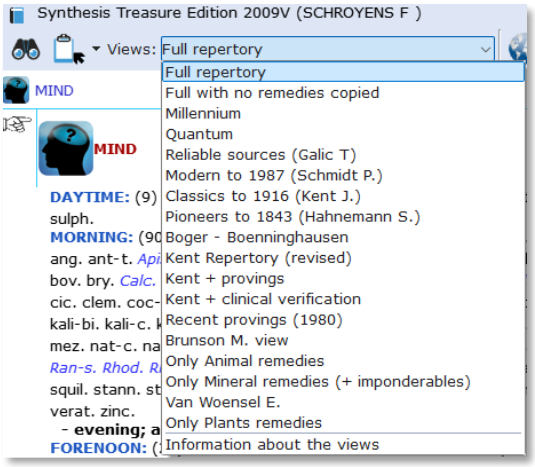
- **Reliable sources (T. Galic)**: This is a bit more strict selection of sources compared to the Quantum view, selected by the well-known German classical homeopath Tjado Galic.

Older historical views

- **Kent Repertory (revised):** this view is the starting point of all the above views and contains the original Kent Repertory, but slightly modified and corrected. For example the "Food and Drink symptoms" (Desires and Aversions) are all located in the chapter Generalities. And it includes some additions from Kent-sources.
- **Pioneers till 1843 (Hahnemann):** this view contains all sources until the death of Hahnemann
- **Classics till 1916 (Kent):** this view contains all sources until the death of Kent
- **Modern till 1987 (Schmidt):** this view contains all sources up to Pierre Schmidt

Some other views:

- **Boger and Boenninghausen** sources: Only contains all sources related to Boenninghausen. It does not contain any other sources like those from Kent-repertory.
- **Brunson M.**: This is a special selection from the Belgium homeopath Brunson. It is based on his personal selection from the total author/source list.
- **Kent + Provings**: It consists of all J.T. Kent sources + only all proving sources.
- **Kent + Clinical verification**: this includes all J.T Kent sources + only sources considered clinical, like Hering's Guiding symptoms, and clinical confirmation from any other contemporary homeopath.
- **Recent provings (1980)**: This contains only all recent provings, after 1980. It does not contain Kent repertory.



Family views

- Only **minerals (+ imponderables)**: contains only mineral remedies and also imponderables.
- Only **plant** remedies: this contains only remedies from plant sources + fungi.
- Only **animal** remedies: this contains only remedies from animal sources + nosodes.

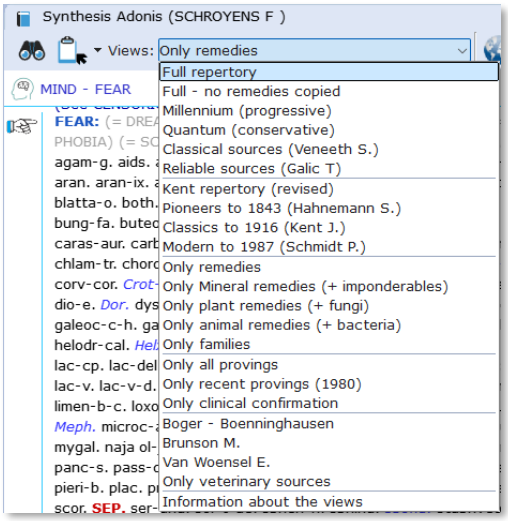
Erik Van Woensel view*

- This view contains the personal selection of all the classical sources and contemporarily sources which Erik van Woensel finds reliable. It consists mostly of classical sources, both from the older authors and from more contemporary sources. Students from Erik are recommended to select this view.
  This view is very close to the Quantum view and the **Veneeth S.** view (present in Synthesis Adonis only).

(* The Van Woensel View will only be present if you have updated the Synthesis database to version 4.1. Ask your local representative or the Zeus-soft tech support to help you if you need to update.)

Repertory Views Synthesis Adonis

The main repertory views of Synthesis Adonis



The main views are similar to the Synthesis 2009, there is only one additional view from Veneeth Sidharthan.

- **Full Synthesis:** including remedies copied from sub-rubrics to the main rubric, if appropriate. This contains **all sources**, including non-classical proven sources like Jan Scholten.
- **Full Synthesis-no remedies copied:** not with remedies copied from sub-rubrics to the main rubric.
- **Millennium** (progressive): contain many of the new remedies and sources not following the more strict classical proving rules. It is also considered a **progressive** view.
- **Quantum** (conservative)**:** contains only the more traditional remedies and sources. It does contain contemporary sources like 'Desk Top Guide' by Roger Morrison.
  The Quantum view corresponds closely to the paper edition "**The Essential Synthesis**"
  (The Quantum view contains a few more sources than is in the paper book).
- **Classical sources (Veneeth S.)***: this contain the personal selection of all the classical sources and contemporarily sources which Dr Veneeth Sidharthan finds reliable. With this view he said you can manage almost all cases.
  (* This view will only be present you have updated the Synthesis database. Ask your local representative or the Zeus-soft tech support if you do not see it in the list).
- **Reliable sources (T. Galic)**: This is the personal selection of courses by the well-known German classical homeopath Tjado Galic. Students from Tjado Galic are recommended to select this view.

Older historical views

These historical views contain J.T. Kent sources + additions to a certain date. They are similar to the Synthesis 2009.

- **Kent Repertory (revised):** this view is the starting point of all the above views and contains the original Kent Repertory, but slightly modified and corrected. For example the "Food and Drink symptoms" (Desires and Aversions) are all located in the chapter Generalities. And it includes some additions from Kent-sources.
- **Pioneers till 1843 (Hahnemann):** this view contains all sources until the death of Hahnemann
- **Classics till 1916 (Kent):** this view contains all sources until the death of Kent
- **Modern till 1987 (Schmidt):** this view contains all sources up to Pierre Schmidt

Other views

- **Only remedies**: this removes all "family-remedies" from the Full Synthesis view.
- **Only Mineral remedies** (+ imponderables)
- **Only Plant remedies** (+ fungy)
- **Only Animal remedies** (+ bacteria): This view also includes the virus-infection nosodes.
- Only **families**: this removes all "remedies" but shows only the so called "family-remedies". "Family-remedies" are abbreviations of the families which are added to rubrics in Synthesis Adonis.
- **Only all provings**: This does not include Kent sources, only the additions from provings. Sources like (a1) the Allen Encyclopedia and (h1) Hahnemann M.M. Pura are also considered proving information.
- **Only recent provings (1980)**: This contains only all recent provings, after 1980. It does not contain Kent repertory.
- **Only clinical confirmation**: this includes all J.T Kent sources + only sources considered clinical, like Hering's Guiding symptoms, and clinical confirmation from any other contemporary homeopath.

- **Boger-Boenninghausen**: Only contains all sources related to Boenninghausen. It does not contain any other sources like those from Kent-repertory
- **Brunson M.**: This is a special selection from the Belgium homeopath Brunson. It is based on his personal selection from the total author/source list.
- **Erik Van Woensel view:** This view contains the personal selection of all the classical sources and contemporarily sources which Erik van Woensel finds reliable. It consists mostly of classical sources, both from the older authors and from more contemporary sources. Students from Erik are recommended to select this view.
  This view is very close to the Quantum view and the **Veneeth S.** view (present in Synthesis Adonis only).

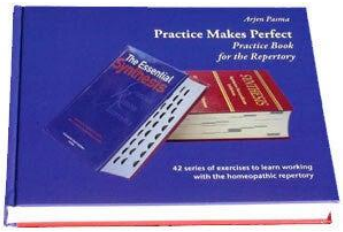
- **Only veterinary sources**: This only contains veterinary sources, nothing from Kent or other sources.

More information about the "Kent - revised" view

- The Synthesis was originally based on Kent's repertory.
- It includes hundreds of corrections made to the original Kent.
- It also includes Kent's "Treasure", his hand-written additions to his personally used copy of his Repertory (references k1a1, k1b1, k1b2) and additions made to Kent's personal copy of Hering's Guiding symptoms (k9).
- Some sections in the original Kent have been moved in Synthesis, for example the "food desires and aversions" are moved from Stomach to Generals.
- And it further includes some restructuring and corrections, like some sections have received their own chapter, such as "Dreams". And for example, several different ways to describe the same modality (like ascending steps, going up steps, going up stairs) have been streamlined.

Learn the Synthesis repertory

To learn more about the repertory structure of Kent and Synthesis, and gain an in depth knowledge of the repertory the book by Arjen Pasma is very useful: Practice Makes Perfect, 42 series of exercises to learn working with the homeopathic repertory.



Essential Synthesis - packages

- **Essential Synthesis** (Quantum view): there is a special RadarOpus package called the "Essential Synthesis". It corresponds to the blue colored paper Essential Synthesis. In RadarOpus the "Quantum view" view corresponds 99% to the paper book. In the computer the Quantum view has a few sources more. For example rubrics which only contain Boenninghausen's additions were not added to the paper book but are present in the digital Quantum version.

The two View-option buttons

There are two Views-option buttons.

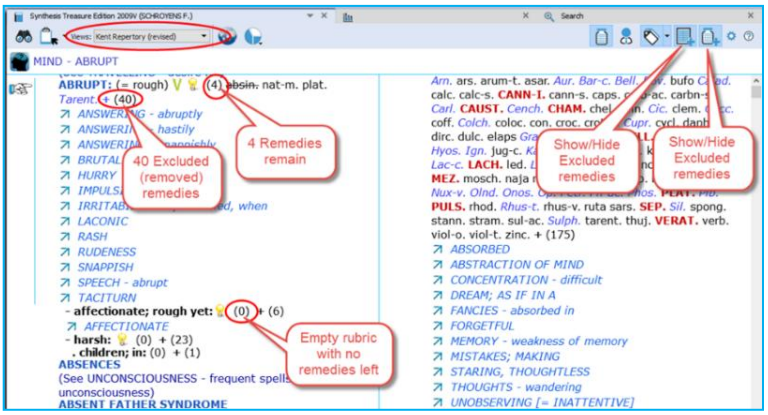
Video: Views buttons (6:46)

- One shows/hides the number of **remedies** which are excluded from a view.
- The second button can show/ hide **rubrics** which do not have any remedies in that view.

Show/ hide remedies excluded from a View

Applying a Repertory-View is like applying a filter. Some **remedies** will fall outside of that view.

There are **rubrics** which can have all remedies removed in a certain Repertory View.



View buttons

- One of these View-buttons let you show/hide the number of **removed remedies**.

- The other View-button lets you show/hide the **removed symptoms** which do not have any remedies remaining in a View.
  It is advised to keep this button On: So to show all rubrics, even if they do not have any remaining remedies in a View.

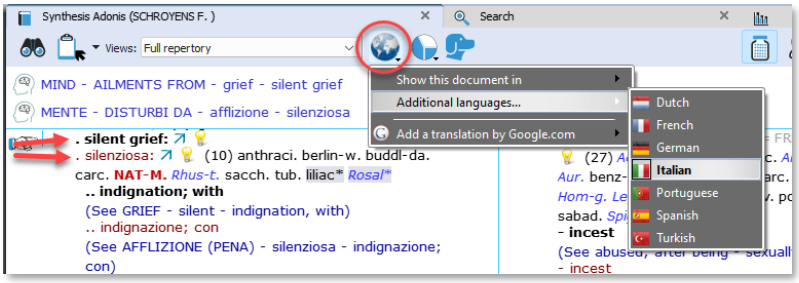
When you hold your mouse over the number of excluded remedies, you will see which remedies are excluded.

Repertory translations (Two languages)

To show a second language use the World-icon.

It is possible to search on words in both languages, also the second language.

Please the chapter ***Search & Languages*** for more details.



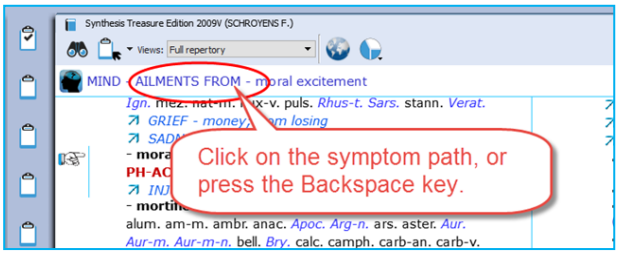
The Symptom Path

At the top of th repertory you can see the **Symptom path** of the current symptom (rubric), the one which the hand indicator is pointing to.

Video: Symptom Path

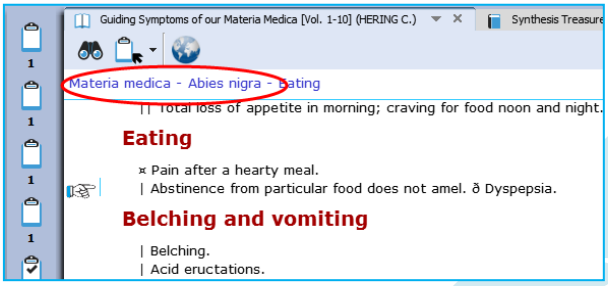
A click on the Symptom Path opens the 'Find from current location' (F3)

Note: It is possible to change the functionality when you click on the symptom path: so that a click on the symptom path only navigates one or more levels upwards and will not open the Find window. (See the local options window of the repertory). But this is not advised for beginners.



The symptom path in a Reference document

In a reference document, you can also click on the symptom path.



Creating a Startup Document mix

It is possible to define one or more document selections (document mix) and you can select one of them to be the **Startup document mix**.

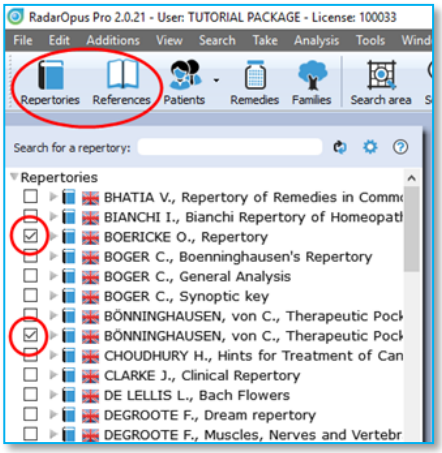
Video: Startup Document mix

RadarOpus will then always open these documents for you when you start RadarOpus.

New video: Create a Startup mix (2019)

(It will not work if in the general setting you have selected that "No documents should startup")

In your startup documents, you can include not only a **repertory** and some **materia medica** books, but also a concept-document or other type of documents.

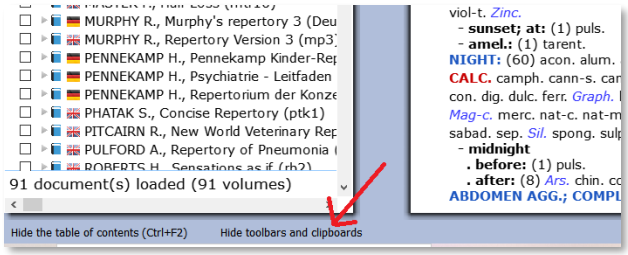


- First step: use the selection boxes to select documents. This can be from Repertories and from the list of References.
- Second step: go to the menu **File**, then **Save selection as a document mix**.
- Third step: go to **File**, then **Select a default document mix**.

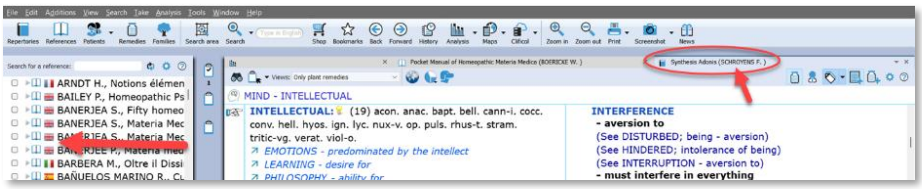
Tip: via the local options you can show or hide the selection boxes.
Tip: also view the chapter on how to select your favorite MM.

Hide toolbars & clipboards

In the left lower corner, there are the options to *Hide toolbars and clipboard* option.
Especially for teachers when using a beamer, this option can be useful.



The function Hide the table of contents can also be achieved by a **double click** on the **Tab**.



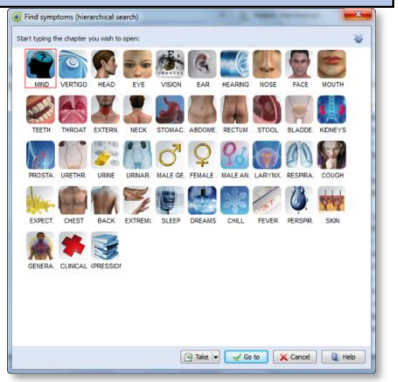
Find

Find symptoms in the Repertory: Hierarchical browsing (F2)

Make sure you view the *Introduction videos*, which also cover these topics:

- Find a new symptom
- Find from the current position

Video: Find with F2 and F3



When you know where a rubric is located in the repertory you should use this method.

With Find, you first select the **Chapter**, then the **Next level** (main rubric), then the **Next level** (sub-rubric).

You can start to 'Find' in several ways:

- **Just start to type** the first characters of the chapter on the keyboard.
- Via the keyboard function key: **F2**
- With the **Local Find** button in the toolbar of the document window
- From the **Main toolbar**, open the **Search sub-button**, then select **Find a rubric**

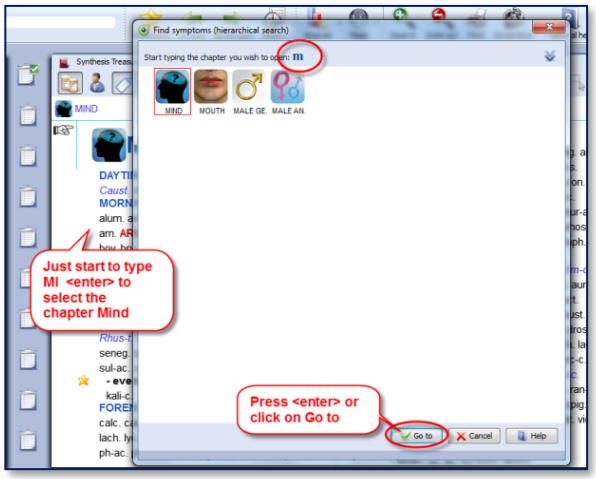
Find: Just start to type on the keyboard

You can just start to type any character of a chapter on the keyboard, and the **CHAPTER icons window** will open.

In the repertory window Synthesis:
Start typing **MI** <enter>
then a chapter-selection window opens,
select the chapter **MIND**

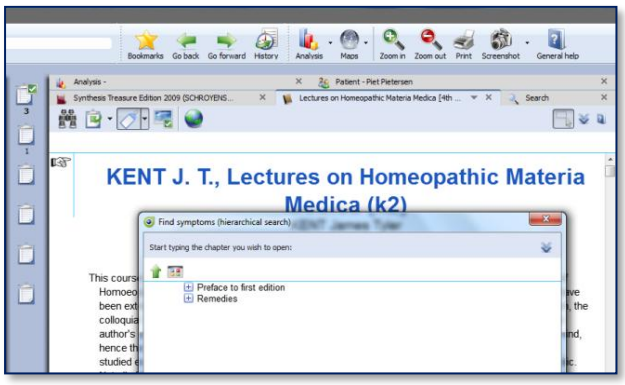
Then continue to type the rubric, for example FEAR <enter>.

Then type for example DARK <enter>
Pess <enter> again to go to the repertory.



Find: Use the F2 function key

You can also use the **F2** key to open the chapters window.



Find in a materia medica

The Hierarchical Find (F2) works in a similar way when you are in **a Reference** document. For example, in **Kent Lectures on Homeopathic Materia Medica**, it opens the Table of Content of this book and shows the available chapters: 'Preface' and 'Remedies'. The structure may vary per document.

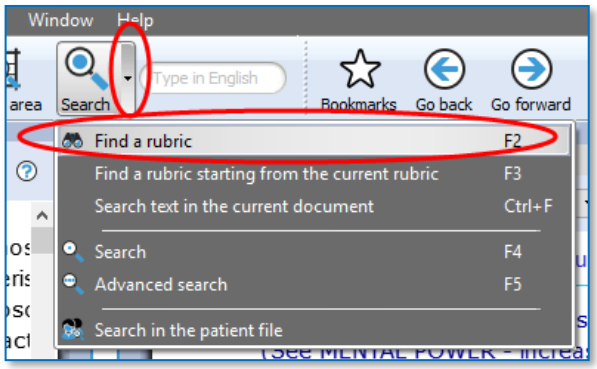
The **F3** key will open the Find window **from the current location** the hand indicator is pointing to.

Find: use the local Find button in the toolbar of the document window

In each document window in the left upper corner there is a '**Local Find button**'.
It will open the Chapters window.
In a repertory it will show the icons of all chapters.
In a materia medica it will show the chapters of that document.

Find: from the main toolbar Search button

From the **Search sub-button,** you can also select the hierarchical find (F2) function.
It will also open the "Navigation window" (chapters).



The quickest way is to just start typing on the keyboard …

With the hierarchical search you need to know the exact structure of that document, e.g. in a repertory you need to know exactly where you can find the rubric you are looking for.

If you do not know where the rubric is located exactly, you should use the **Word-search** option.

- Open the Word search from the main toolbar: select sub-menu from the Search icon.
- Or you can press the (**?**) [question mark key] on the keyboard,
- Or the (F4) or (F5) key.

There is a Simple search (F4), and Advanced search (F5).

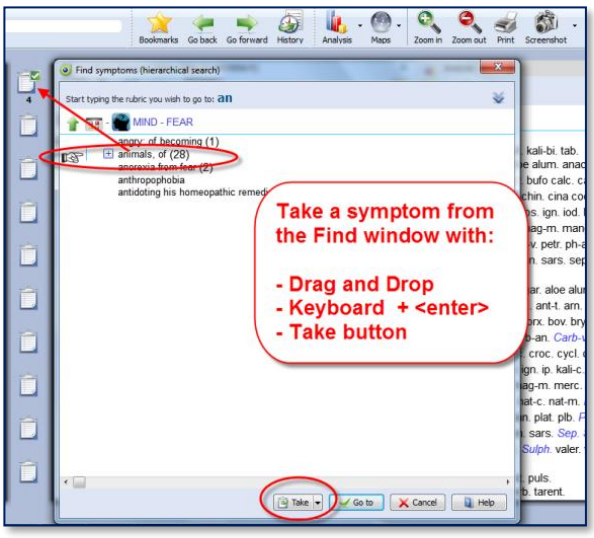
Tip: Take a symptom from the Find window

It is possible to take a symptom into a clipboard while staying in the Find window.

You can use one of the following methods:

- **Drag and drop**.
- The **Keyboard: +** <enter>
- The local **Take button**
- Press the **F6** key (take with options)
- Press the **=** key (take immediately)

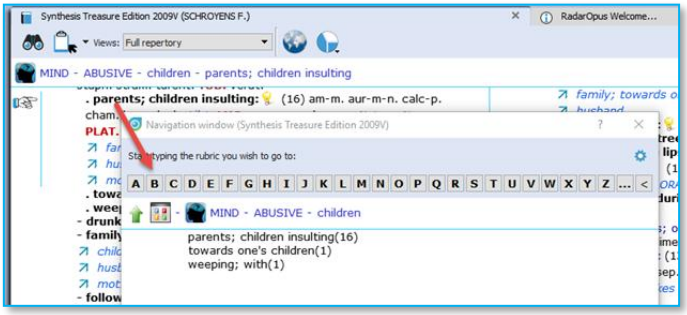
Or you can first continue to the repertory window and then take the symptom from there.



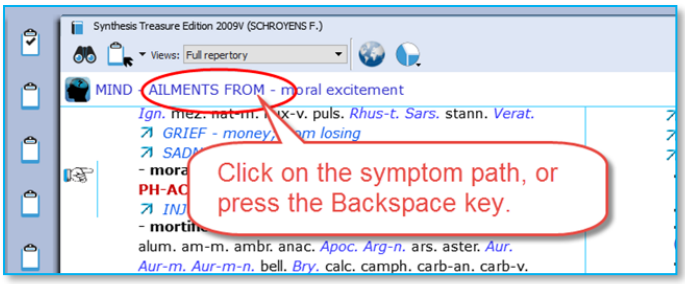
Finding symptoms from the current symptom (F3)

It is also possible to start your search from the location you are currently at.
For example, if you are in the repertory at: **General - Food and drinks - Milk, agg.**

Then pressing the function key **F3** will open the **Find window** with the current symptom already selected.



Or **click on the symptom path** to open the Find window. It will open at the symptom level you clicked on.



Then you can navigate one or more levels upwards by:

- **Clicking on the level** you want to go to.
- On the keyboard press **backspace** one or more times.
- On the keyboard press the **Arrow left** key one or more times.

To change the way a click on the symptom path functions, read more in the chapter: The Symptom Path

Find from current: Fast Find tutorial - using Backspace

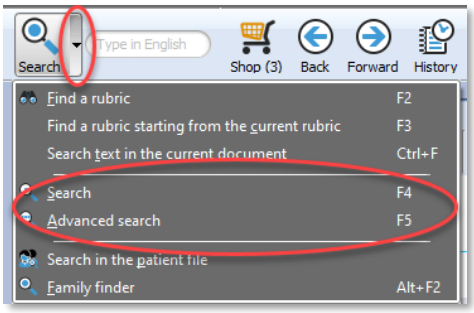
See this 'fast find' tutorial video with an overview how you can use the **Backspace key** on the keyboard to open the Find window and very quickly find several symptoms

Video: Fast Find and Take (2:07 min)

Video: Using the backspace (4:48 min)

Difficulty finding a symptom?

If you do not know exactly where the symptom is located in the Repertory, then you can "**Search on Words**" using the **Simple** or **Advanced** search.



Remember these hot keys:

- **?** or **F4** Opens to the **Simple** search window (press the question mark on the keyboard, of the F4 key)
- **F5** Opens to the **Advanced** search window

More will be explained elsewhere. First, we will continue to explain the Take function.

Take

Taking symptoms into a clipboard

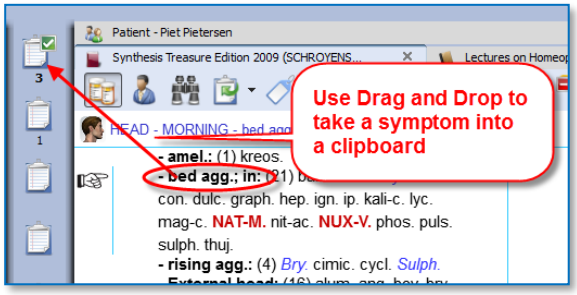
After you have look up a symptom with the **Find** (F2) or **Find from current** (F3) function:

When you have reached the symptom (rubric) you want to use, you can take it into a symptom clipboard in several ways:

Video: Taking symptoms

- By using **drag and drop**
- With the **keyboard,** press: **+** <enter> (Or: **+1** <enter>, **+2** <enter>, **+3** <enter> etc.)
- With the **keyboard,** press the: **=** key, or press the **F6** key.
- With the **Local Take button**
- From the menu bar **Take**

Take with Drag and Drop



You can simply drag a symptom to one of the symptom clipboards to take it.

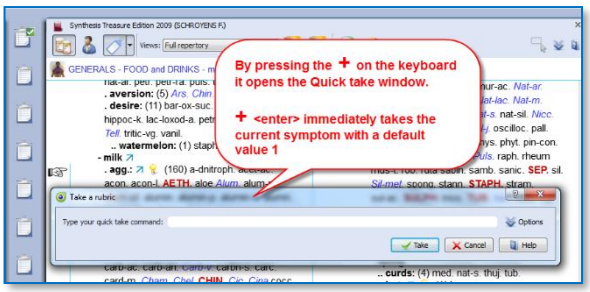
Note: By using drag and drop the **symptom strength** (intensity) of a symptom will be 1.

Tip: Working with more clipboards
Normally you can take all symptoms of your case into one clipboard (the first clipboard).
You can also use several clipboards, for example if you want to divide them into categories:
For example you can use **clipboard No 1** for the **acute symptoms** (e.g. acute bladder infection), while **clipboard No 2** you can use to add all the **chronic symptoms**.

With other methods like the **Boenninghausen** method or with the **Ewald Stöteler - Disease Classification of Hahnemann**, several clipboards are used (e.g. 8 clipboards according to the flower leaves).

Note: The set of clipboards is for only one patient at the same time
When you save your clipboards, **all clipboards are automatically saved as one set**. Even if you use only one or only two clipboards, the whole set of clipboards will be saved.
In RadarOpus a set of clipboards is referred to as an **'Analysis'**.
- You should use a set of symptoms for only one patient.
- Before you start with a new patient, save them. Then select clear all clipboards
(Right mouse click on one of the clipboards)

Take with the keyboard using the **+** key

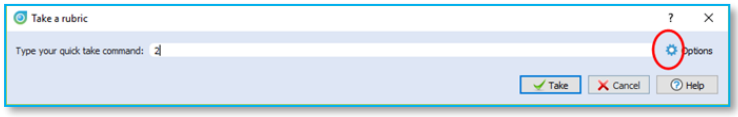


On the keyboard you can press the **+** key to open the **Quick Take** window.

If you do not type any specific option and just press **+ <enter>** that symptom will be taken with the default **intensity 1,** and it will be placed **into clipboard no 1.**
A quick way to apply **extra symptom strength** (intensity) to the symptoms you take can be done by typing:
+2 <enter> or **+3** <enter>.

Extra Take Options

See the local **Option icon** in the Quick Take window in the right upper corner - when you open it there will be extra options available:
If you press the **F6** function key, it will also open the "Take with options" window

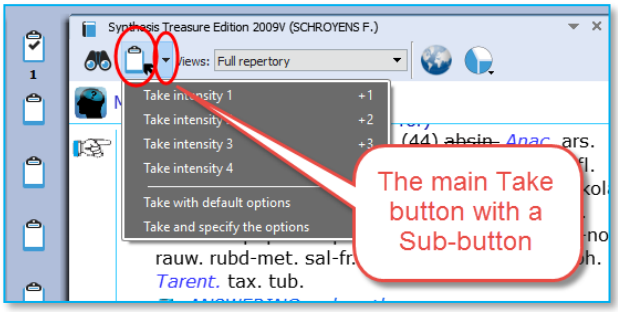


Take with the Local Take button

A **Local Take button** is available at the top of each repertory window (this is also available in a Reference documents).

The **Main Take button** takes the current symptom with **intensity 1.**
By default, it will be placed in **clipboard No 1**.

The **Sub-button menu** of the Take icon offers more options: for example 'take with an extra intensity'.

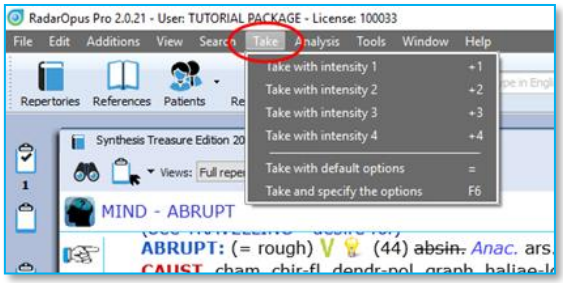


Tip: Take from a materia medica document

You can also Take a symptom from anywhere in a materia medica document into a clipboard. In a materia medica document a symptom is of course connected to only one remedy. If you take several symptoms from a materia medica it might be useful to combine them. *Read more under 'Combine symptoms'.*

Tip: Take any Reference text as links into a clipboard

You can take text from any reference document, even if no remedy is connected to that text. Such "sentences" are then best added in a separate clipboard. Such a clipboard can be used as 'links' to the locations in these documents where you found this interesting text. A double click on such a 'symptom' will jump to the original location in the materia medica.



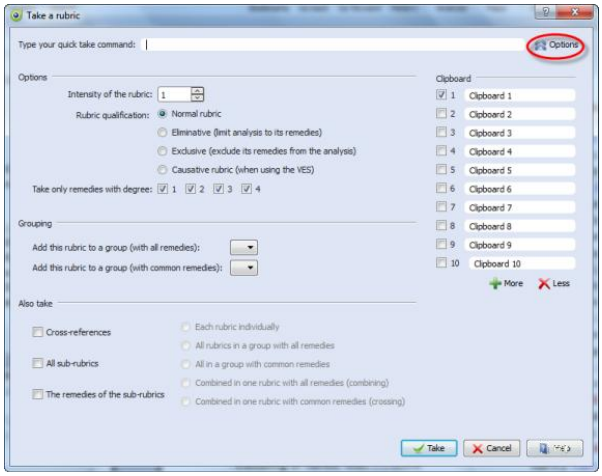
Take via the Menu bar

In the main menubar you can also find a Take menu. Here you can select to take with intensities 1 to 4.
You can also open the **Take with options** menu (**F6**).

Take with extra options (F6)

When you use the **F6** key it will show the **Quick Take** window with the extra options available:

- Take with an **Intensity**
- Take as an **Eliminative** symptom
- Take as an **Excluding** symptom
- Take only remedies with certain **Degrees**
- **Group** symptoms together
- Take also **Cross-references**, **Sub-rubrics**
- Select into **which clipboard** it must be added



Tip: For some of the take options special quick keyboard combinations are available. See below.

More 'Hotkeys' to Take a symptom

Below are a few other keyboard commands. You can learn about more keyboard commands in the Help on line. You can take symptoms with the keyboard also as eliminative or causative (for VES).

Video: Take symptoms into other clipboards with hotkeys

If you are using not only the first clipboard, but also want to take symptoms on other clipboards, you can take symptoms also with the keyboard.
You can also take symptoms with an extra intensity and add it to a clipboard 1 – 12 with the keyboard.

Here are a few examples: *For more keyboard commands, see the Help On Line.*

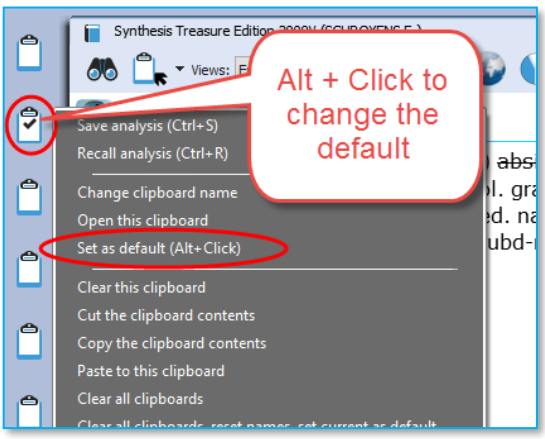
Keys	Function
Intensity 1	
+1 or +1>1	Takes the symptom with **intensity** 1, into clipboard 1 This can be done with "+ <enter>", or +1 <enter>, both give the same result. Or you can also press the = key, or the F6 key.
+1>2	Takes the symptom with intensity 1, **into clipboard 2**
+1>3	Takes the symptom with intensity 1, into clipboard 3
+1>4	Takes the symptom with intensity 1, into clipboard 4
+0	It is possible to take a symptom but with intensity 0. It will not have any influence on the score.
Intensity 2	
+2 +2>1	Takes the symptom with intensity 2, into clipboard 1. Both give the same result.
+2>2	Takes the symptom with intensity 2, into clipboard 2
+2>3	Takes the symptom with intensity 2, into clipboard 3
+2>4	Takes the symptom with intensity 2, into clipboard 4
Eliminative	
+! or +1!	Takes the symptom with intensity 1 as eliminative symptom (you do not need to type the **1**. So, you can also type **+!**)
+2!	Takes the symptom with intensity 2 as eliminative symptom
Group	
+a or +1a	Takes the symptom and will place it in a **group** "a" together with all other symptoms taken with the same character "a". (you do not need to type the **1**. So, you can also type **+a**)
+1b	Take the symptom into a group "b" For a third, and forth group you can use "c", "d" etc.
With sub rubrics	
+1/s +/s	Takes the symptom and also all its **sub-rubrics** (they are added to the clipboard as a group with letter "s") (you do not need to type the **1**. So, you can also type **+/s**)
With cross ref	
+1/x +/x	Takes the symptom including the **cross-reference** rubrics (as separate symptoms) (you do not need to type the **1**. So, you can also type **+/x**)

Change the 'Default' clipboard

If you take symptoms with the keyboard **+ <enter>** or with the **=** key, the symptoms will be placed in the default clipboard which is clipboard number 1.

Use **Alt+Click** on a different clipboard to make that clipboard the default.
Or **right mouse click** on a clipboard, then **Set as default**.

From that moment on the symptoms will be placed in this new default clipboard if you use **+ <enter>** or the **=** key.



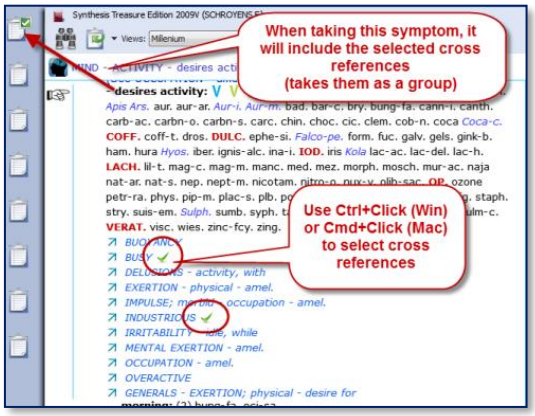
Take a symptom with one or more Cross-Reference(s)

It is possible to take a symptom and automatically also include one or more of the mentioned cross-reference rubrics.

Video: Take with cross references

First use **Ctrl+Click** (Windows) or **Cmd+Click** (Mac) to select one or more cross references.

If you then take the rubric, it will automatically also take the selected cross-references.
All symptoms will be taken as a **group**.



Take from the search result

See also the next chapter about searching, the Simple search (? or F4) or the Advanced search (F5).
It is possible to select one or more symptoms from the search result list and take them into a symptom clipboard.

- You can use drag and drop, use the keyboard hotkeys, or from the main toolbar the menu **Take**, or **Right mouse** click on a symptom.

Many tutorial videos and interviews: www.radaropus.com

Search, create and take custom rubrics

Luke Norland shows in this video how you can take and combine rubrics from the repertory into the analysis.

Video: Take and combine rubrics

Combine and use families

Luke Norland shows in this video how to combine and use families in the analysis.

Video: Combine and using families

*There are more tutorial video on **www.radaropus.com***

Be sure to checkout the Video database at www.radaropus.com. Select **Video**.
It has many a beginner course, an advance course, and many more tutorials and interviews.
Go to the video website.

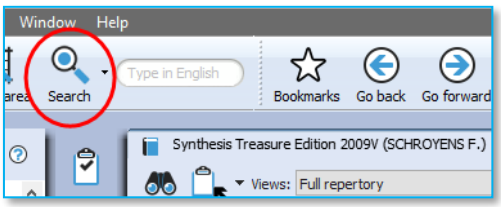
Search

The Simple search window: (?) or (F4)

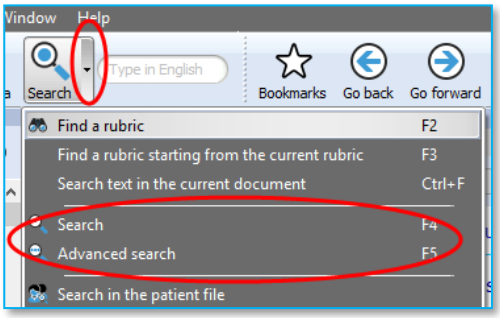
When in the repertory you can press on the keyboard the **?** key, or the function key **F4** to open the **Simple search** window.

Video: [Simple search part 1]

Settings:
The main button **Search**, can open the Simple search, or the Advanced search, depending on what is selected in the local options in the Search window.



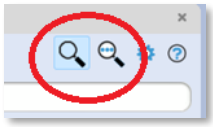
Via the Search sub-button you can select the simple Search or the Advanced search,



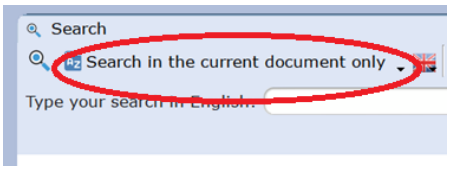
You can open the Search window in several ways:

- With a click on the main **Search button.**
- With the **Sub-button menu**, then select Search (F4) or Advanced search (F5).
- Directly with the **Keyboard F4** or **F5** function key.

Switch between: Simple or Advanced Search



- You can also switch between the **Simple search** and the **Advanced search** with these two buttons in the search window.



- Then check the correct **search location** (which documents you want to search in).
  The three most used search locations are:
  - *The current document only*,
  - *All documents*,
  - *the Search Area*.

Tip: View this tutorial how to set the Default Search Location

Video: [Default search location]

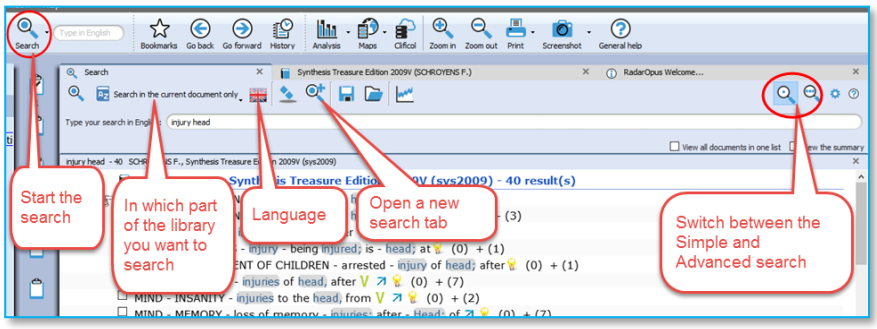
This tutorial shows you how to set the default search location to "**search in the current document only**" (which is most often the repertory).

- *Make sure you select the default the search location to what you prefer.*
  The two most often used possibilities are:
  - **Search in the current document only** *[This is the best option for most users]*
  - **Search in all documents** *[This option is only advised if you are an experienced user]*

  If you set the default search location to Search in the current document only, then you will always first search in the repertory, if you open the search from the repertory window

The language flag indicates **in which language documents** you want to search e.g. only in English documents, or in French or in the German ones.

Most icons will be clear, but below are a few things explained:



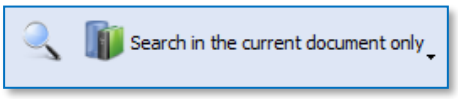
Language flag: This selects the language you want to search in. It will only search in documents of that language. Note that if you have a bi-lingual Synthesis, you will search in the First language.
Search location: You can select in which area of your library you want to search. The most often used are: Search in the current document only. Search in all documents. Search in the search area.
Open a new search tab: After you have done a search, it is possible to keep that search result and open a new search tab (window) and do a new search.

Search example: 'Ball Head' (with the Simple search window)

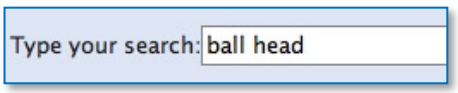
Let's say you want to find all symptoms in the repertory with the words '**ball**' and '**head**'. You should do the following steps:

- Open the **Simple search** window by using: **?** or **F4,** Or click on the **Search button** in the main toolbar.

- For the search location button select for example: **Search in the current document**

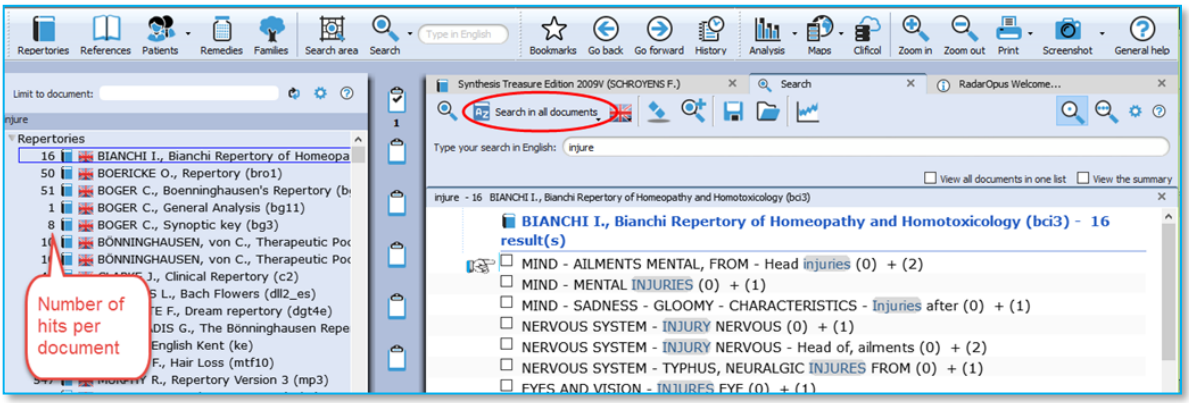


- Then just start to type on the keyboard **BALL <enter>**, then type **HEAD <enter>.**

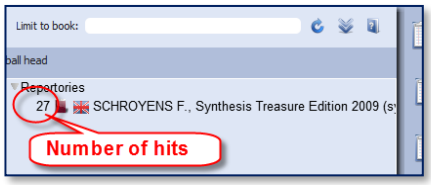


- If you press **<enter>** again, you will start the search (or click on the **Search** button).

If you search through more than one document a list of titles opens with the number of hits



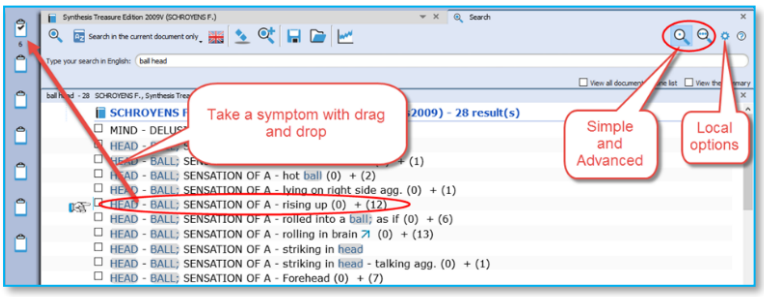
If you search in one document only, the window with the list of document titles does not open automatically. This only opens if you search in several documents



Take a symptom from the search result

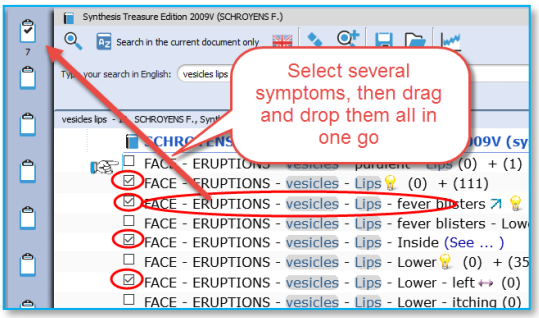
Video: Simple search part 2 "Take"

From the search result list, you can take symptoms into a clipboard in several ways:



- You can take symptoms with **Drag and Drop**
- With the " = " key or the **F6** function key
- From the main menu bar **Take**
- Or with the all the other take-**hotkeys** (see chapter Take, or the list with all hotkeys).
- Or **Right** mouse click on a symptom.

Take multiple symptoms



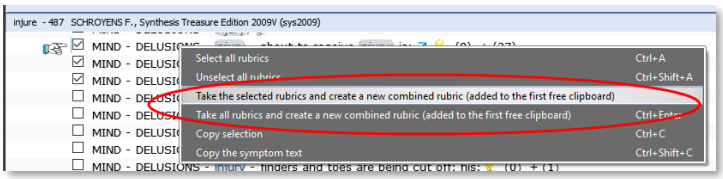
Step 1: You can take more than one symptom at the same time by first **selecting them with the checkboxes**.

Step 2: If you then use **Drag and Drop** on one of the selected symptoms, you will take all selected symptoms.
Or you can also use the above mentioned other take options.

Take rubrics and create a new combined rubric

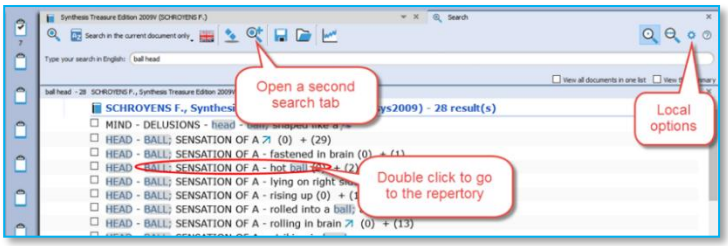
It is possible to **Right mouse click** on a symptom in the search result and select:

- Take the selected rubrics and create a new combined rubric.
- Take all rubrics and create a new combined rubric



Go to a document (the repertory)

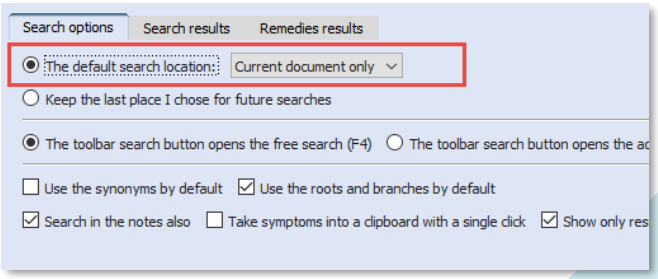
With a **Double click** on one of the symptoms in the search result list you will go to that symptom in the repertory.
(if you double click on a text coming from a Reference document, it will open that reference.)



Tip: Local Options

The Local Options window offers several possible settings to adapt the layout of the search result to your preferences. In the beginning it is best to keep the default option.

The advised setting for novice users is to set the default search location to always **search in the current document**. This means the last document you came from when opening the search window, usually this will mean the repertory.



The Simple search window (F4): Overview Tutorial

Watch this tutorial video with a quick overview over the following searches:

Video: Simple search overview (part 1)

- One or two words search (In current document)
- Open the existing search result again (Click on the Search tab again)
- Remedy search, Word + Remedy search
- Remedy search in a certain degree or rubric size (Right mouse click on a remedy name)
- Family search, Family search with maximum rubric size

The Simple search window: AND, OR, NOT (Operators)

This tutorial video shows how to use the Operators: AND, OR, NOT.

Video: Simple search using Operators

Key	Function
&	= AND
|	= OR
!	= NOT

By using these operators you can make combinations of: **Words** / **Remedies** / **Families** with AND, OR, NOT between them.

But you do not need to type the AND (&) function.
Two words automatically will be with AND: For example typing "**head injury**" is the same as typing "**head & injury**"

Some examples of combinations:

Word 1 **AND** Word 2 **AND** Remedy 1
Word 1 **AND** Word 2 **NOT** Remedy 1
Word 1 **AND** Word 2 **OR** Word 3
Word 1 **AND** Word 2 **NOT** Remedy 1

For example: **dream cats ! dogs**
This will find all "dream of cats" and there may not be the word "dogs" present.

The Simple search window: Using more Search Tabs

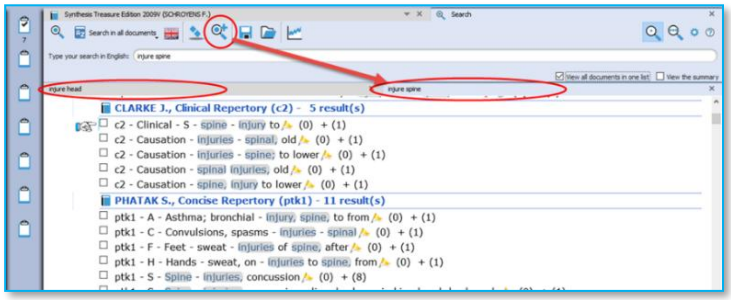
If you did a search and want to do a **second search**, it is possible to keep the previous search result, so you can compare them.

Video: Simple Search: using Search Tabs

The tutorial video will show you how to work with multiple search tabs and also some of the other functions of the simple search function.

Opening a second or third search tab allows you to compare search results:

- With (slightly) different search words or
- In a different set of documents.



This enables you to compare a search done in the repertory Synthesis to the same search done in all the Reference documents or in your Whole Homeopathic Library.

Search in a (temporary) document selection (mix)

Video: Search in a specific document selection

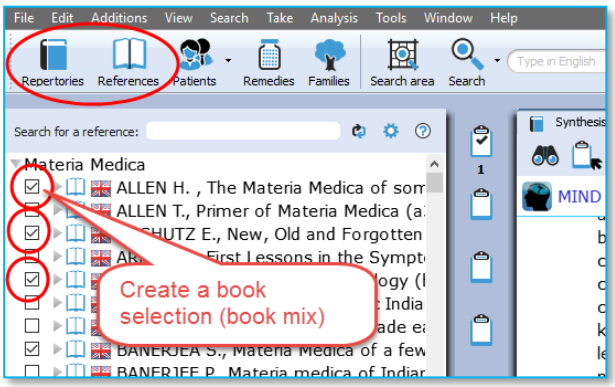
You can search not only in one of the standard search locations like "Current document", "Open documents", "All documents" etc., you can also indicate exactly which combination of documents to search in. In RadarOpus this is called a **Document mix**.

- Step 1: Select the documents you want to search in the Table of Contents of Repertories or References.
- Step 2: From the Search location drop down menu in the Search window (F4) use the item called **The current document mix**. "The current document mix" is a temporarily selection of documents. You can select several repertories and/or references with the checkboxes in front of them.

  Tip: Create a Document selections (mix)
  If you want to use a certain document selection more often, then you should save it under a "Document mix" name.

  This can be done via **File**, **Save selection as a document mix**

  Then you can use this document mix again easily when you search.



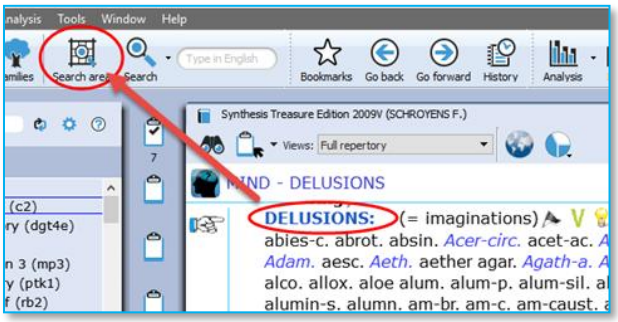
Search in a "Search Area" (a part of the repertory)

Video: Search in a Search Area

Often you like to search only in a certain limited area in the repertory. For example you want to find all symptoms of a remedy in a specific chapter or main rubric.

- Step 1: You can drag and drop only one specific area, or several areas, from the repertory to the Search Area button in the main toolbar.
- Step 2: In the search window (F4) select the option to search in a specific search area.

You can use this "Search area" both in the Simple search (F4) and the Advanced search (F5)



Fast Search tutorial

Video: Fast Search

See this very short tutorial video with a summary how to use the "?" key on the keyboard, to do a Word, Remedy or Families search.

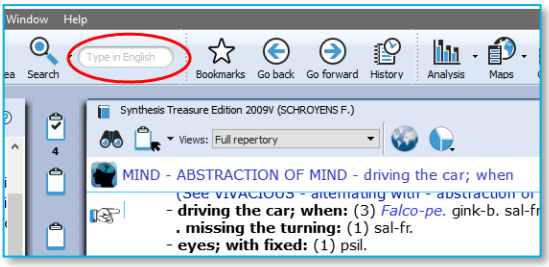
Quick Search box

Search for a word

Video: Quick Search Box

You can also use the Quick search box to search on words.
(Using the Quick search box is only advised for experienced users, because you have less control over the search location and other search options or the language in which you can search. Better is to open the Simple (F4) or Advanced (F5) search window)

The Quick search box will search in the default location which is set in the search options: e.g. The current document or all documents.



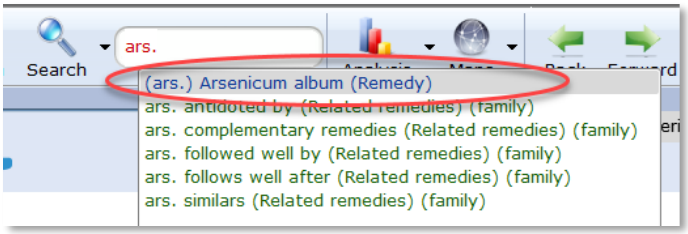
***Note:** For most users it will be better to use the **Simple** (? or F4) or **Advanced search** window (F5). This offers you more control and search options.*

Advice: For novice users it is best to set the default search location to: **Search in the current document only**. You will search in the language of the current document. If it is a bi-lingual document, it will search in the First language. If you have only a small number of repertories and references, then ***Search in all documents*** would also work well for you.
See also the chapter *Advised settings*

Search for a remedy from the search box

It is also possible to use the Quick search box to search for a remedy.

Select from the dropdown list the remedy name which mentioned (Remedy) behind it.



But it is better to use the Simple search (? or F4) or the Advanced search window (F5), because it offers you better search control and more options.

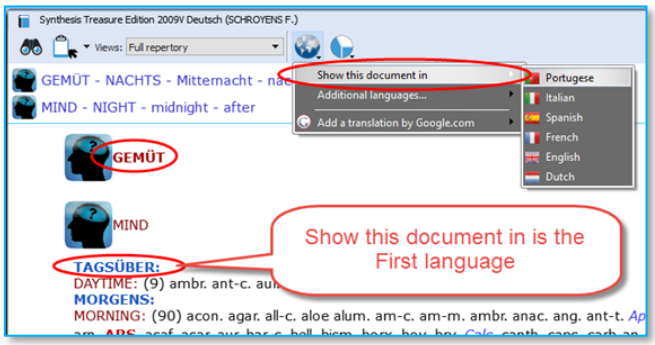
Search & Languages

Synthesis languages

(This is an optional feature)

Show Synthesis in: "a language" (= First language)

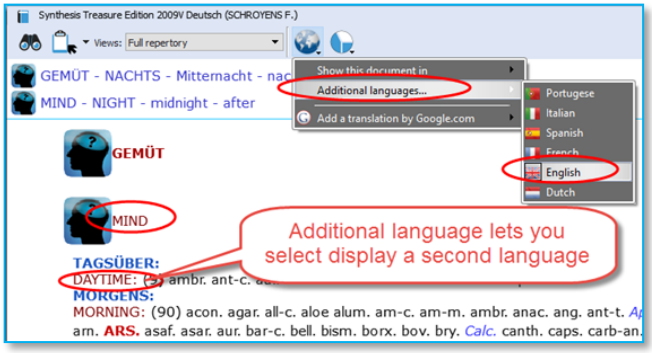
Click on the World icon: Show this document in, to select the language the repertory is shown in.



Show a Second language*

Via the World icon, Additional language you can show a second language.

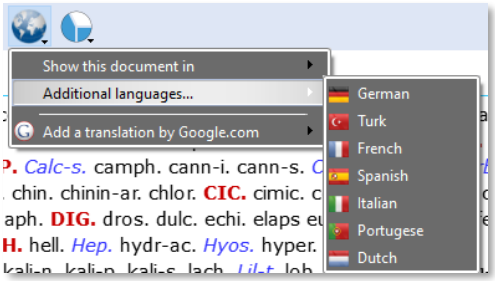
(*) It depends on your package which additional languages you have available. Ask your representative if you want to add another language.



Switch the first and second language

If you have 2 languages shown, you can switch the first and second language as follows: via the option Show this language in select the language which you would like to be shown as first language and they will switch.

See the paragraph about *Search in a language*, how you can search on one of the languages shown.

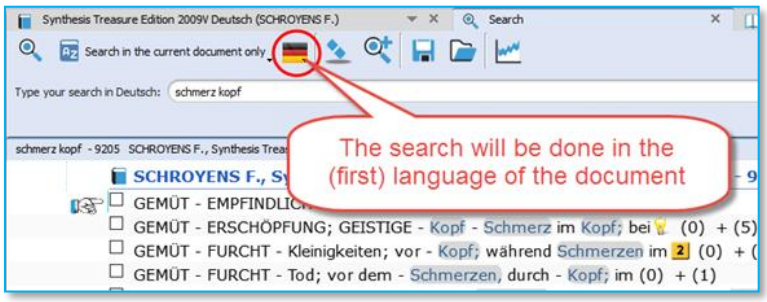


In RadarOpus 3.1 currently the following languages are available in the repertory: English, Dutch, French, German, Italian, Portuguese, Spanish, Turkish, Russian, Japanese, Chinese.

Search in a language

Search in the current document

When you open the simple search (? or F4) or advanced search (F5), the language flag will show the language of the current document.



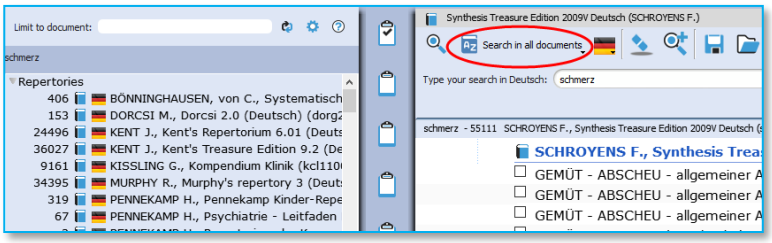
Attention: If you select "Search in the current document" you can only search in the first language of that document.

If the Search tab is already open, and you press ? or F4, or the F5, the language flag might not be correctly adapted to the first language. It will keep the previously used search language.

Search in 'All documents' in a 'Second language'

Video: Search in a second language

A **Search in all documents** will search in all documents of that language and in all double language documents which have a translation available of the selected language.

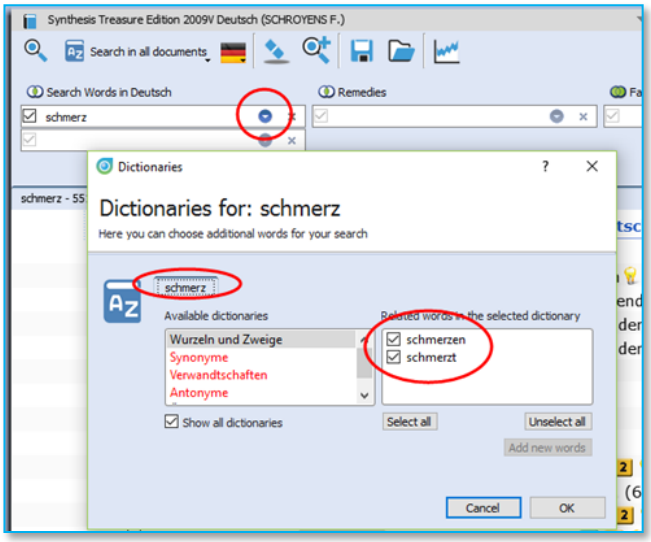


Materia medica & languages

Searching in all **References** will take the language into consideration in a similar way as with **Repertories**. Most documents are only in one language, but there are also reference documents which are in two languages.
You can also use the **World icon** to switch the language in that reference document if it is a double language repertory).

Root & Branches

In the **Advanced search** (F5) click on the **blue icon** to see all **Branch** words which will be included in the search.



Tip:
You can also use the asterix (*) <u>behind</u> or in <u>front</u> of a word, or both in <u>front and behind</u>. This can be most useful in all languages where often words are written connected:

Attention:
When you use a * it will not use of the "Root + Branches" list anymore.

An <u>English</u> example of Root + Branch words is: **hear, hearing, heard, hears, hearers**.

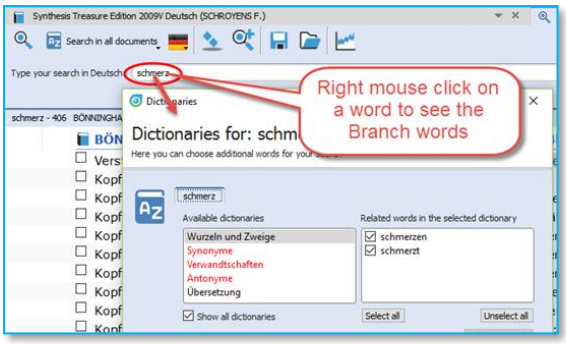
A <u>French</u> example of Root + Branch words is: **mal, mauvais, mauvaise, mauvaiser, mauvaises, mauvaive, maux**.

You can apply an asterix (*) both before or/and after a word.

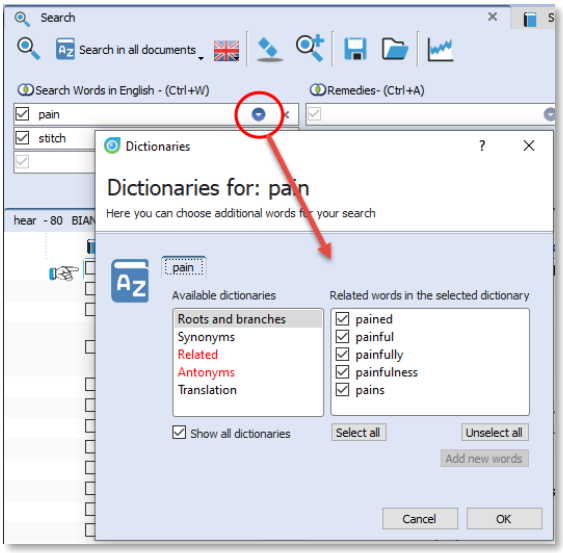
For example in Dutch the asterix (*) in front of the word: <u>***kramp**</u> Will find for example these words:
- <u>maag**kramp**</u>
- <u>buik**kramp**</u>

You can also use both an asterix (*) in <u>before</u> and <u>after</u> a word: <u>***kramp***</u> will find all words <u>beginning</u> or <u>ending</u> with your search word, it will also find:
- <u>**kramp**end</u>
- <u>maag**kramp**achtig</u>

In the **Simple search (F4), Right-mouse** click on a word to see all Branch words.

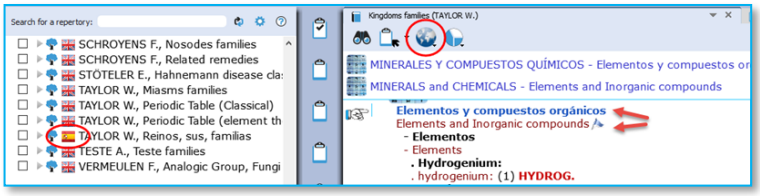


In the Advanced search (F5), click on the small **triangle** next to the word to see the branch words.



Concepts & Families languages

Many **Concepts** and **Families** are also available in several languages*.
You can also use the World icon to select the desired first language, and optionally show a second language.



Note that the **language flag** in the Table of content shows the first language shown in the document. Some Concepts can we switched to a different language (depending on your package).

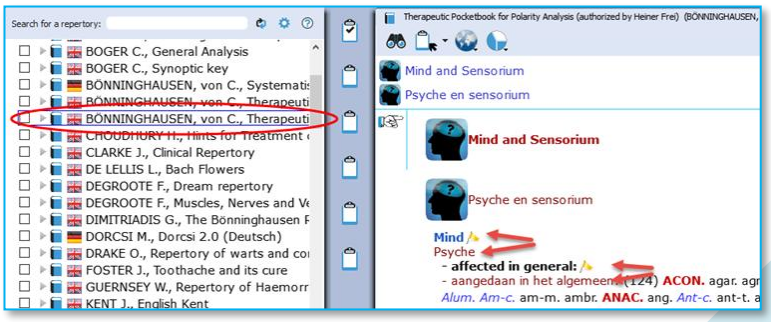
(*) Ask you representative which documents are available in your language.

Boenninghausen Pocketbook & other repertories

There are other repertories which also have translations available*.

For example the **Boenninghausen** Pocketbook repertory, Kent repertory, Foster repertory, etc.

(*) Ask you representative which repertories are available in your language. In version 2.0 the Pocket book repertory was available in: Dutch, English, French, German, Italian, Portuguese, Spanish.



Remedy Info & Remedy Search

Quick Remedy info: Open a MM or Remedy Search

This Quick Tour video gives an overview of several ways how to conduct a **Remedy search,** and how you can **open a MM to read about a remedy**.

Video: Quick Overview of Remedy searches and how to Open Remedy MM:
Overview Part 1 Overview Part2

Overview Part 1 shows:

- **Double click** on a remedy abbreviation: Opens the remedy information window.
- **Drag and Drop** a remedy to the TOC

Overview Part 2 shows:

- (A summary of all shown in Part 1)

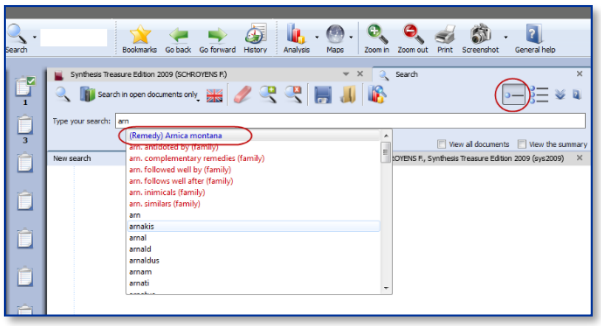
Example Remedy-search with the 'Simple search' window (?) or (F4)

You can press on the keyboard the **?** or the **F4** key to open the simple search window.

Video: Remedy Search part 2 "Simple search"

Then start to type the remedy name and from the auto complete box select the item indicated with **(Remedy).**

Press **<enter>** to start the search.



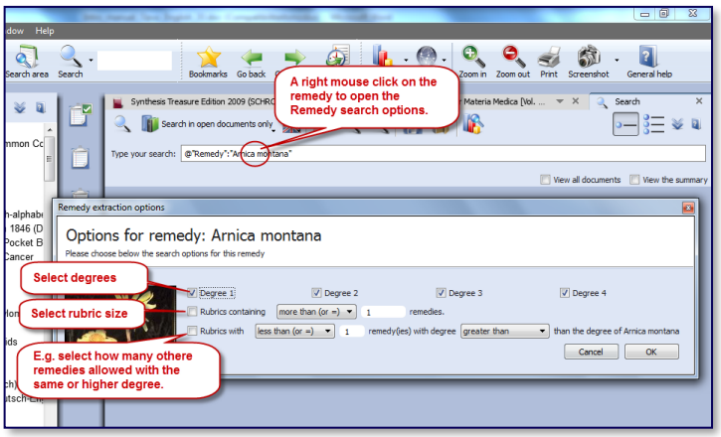
Remedy search: Limit to the "Degree" or "Rubric size"

It is also possible to limit your remedy search to a certain **degree** in the Repertory, or to a certain maximum **rubric size**.

Video: Remedy search Degree & Rubric size

Step 1: First type the remedy you want to search for.
Select from the auto-complete list the item with the indication (Remedy).

Step 2: Right mouse click on the remedy name and the **Remedy search options** window will open.



From this window you can select the following:

- The **Degrees** of the remedy in the repertory, e.g. you can search for only degrees 3 and 4.
- The Minimum **Rubric size** (other options possible).
- The **Maximum number of other remedies** allowed with the same degree (other options possible).

Remedy Search via "Drag and Drop"

Elsewhere it has already been explained how to search for a remedy from the **Quick search box** or the **Simple search window** (?) or the **Advanced search**(F4).
You can also set your preferred Quick Reference titles (a double click on a remedy abbreviation)
Below are a few other ways to do a remedy search:

Drag and Drop Remedy search in the Repertory

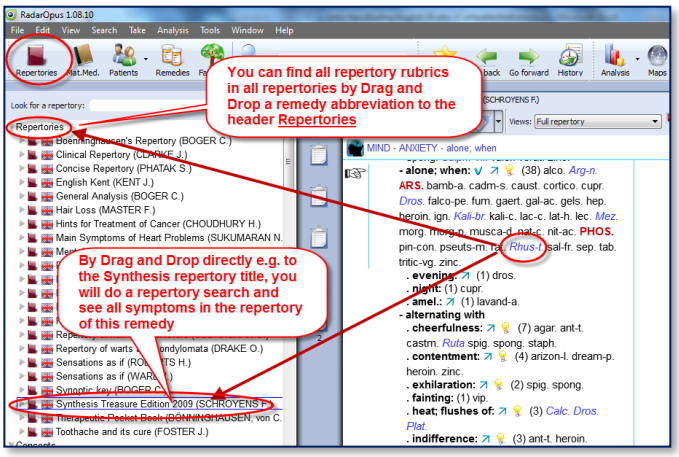
Video: Remedy Search via "Drag and Drop"

In a similar way you can do a quick **repertory search** for a remedy. Just Drag and Drop a remedy abbreviation to the TOC of repertories.

You can drag it to the **header 'Repertories'** or to **one specific title.**
It will show you: …

- All symptoms in **all repertories**, or
- All symptoms in **the Synthesis repertory** only

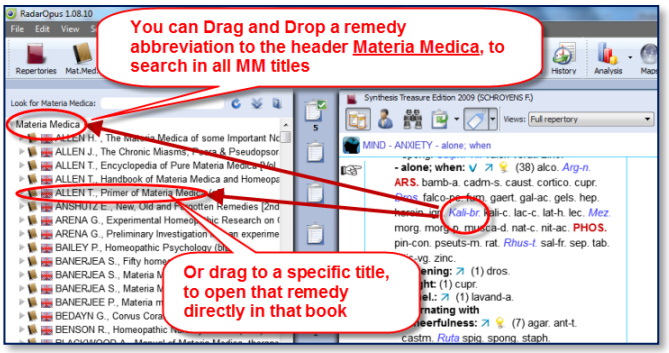
More information about a Remedy search in the repertory will be given elsewhere.



Drag and Drop Remedy search in a Materia Medica

A unique feature in RadarOpus is that you can consult the materia medica inside the same program.
If you switch to the TOC of materia medica, you can then use **Drag and Drop** to quickly search for a remedy in for example: …

- All materia medica books, or
- Only one specific book



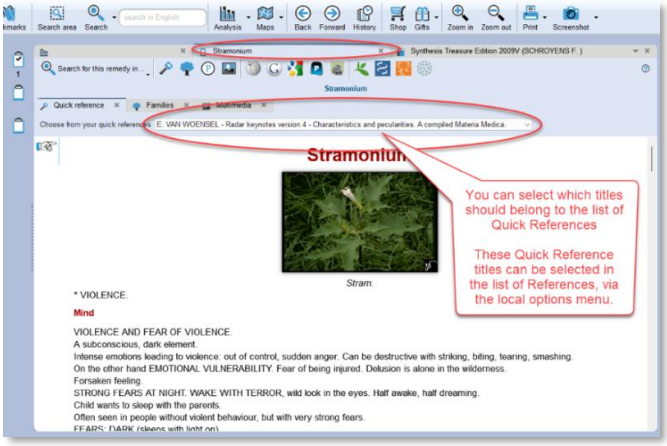
You can drag a remedy abbreviation from the repertory window to the left to the TOC list and drop it **on a specific MM title** or drop it **on the header 'Materia Medica'**.
More information about a remedy search in the materia medica will be given elsewhere.

Select your "Quick Reference" document

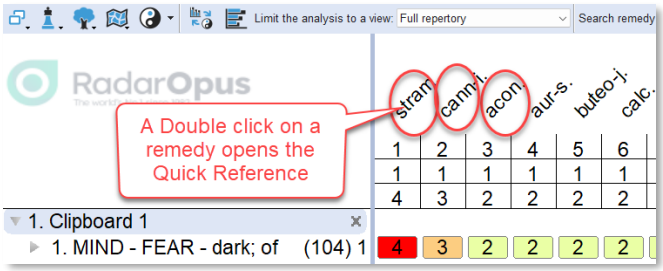
When you **double click** on a remedy abbreviation it will open a or more materia medica documents which you have selected to be your "**Quick Reference**".

Video: Select your Quick Reference

This video explains how to set your Quick References and how to quickly differentiate the top scoring remedies in the analysis.



If you **double click on a remedy** in the analysis or in the repertory it opens a Quick Reference materia medica.



The titles which should be in the list of your Quick References can be selected via the **local options** icon of the list of References.

Steps:

- Open the **List of References**.

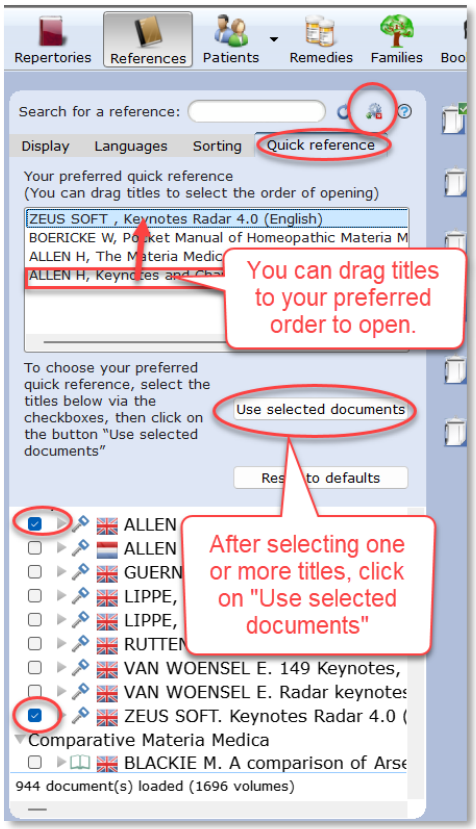
- Open the **Local Options**.

- Select the Tab - **Quick Reference**.

- Select one or more titles in the list, for example: Boericke MM, Van Woensel Keynotes etc.

- Then click on: **Use selected titles**.

- You can drag and drop the selected titles to set the priority of opening when you double click on a remedy.



Advanced Search
Search for: Words, Remedies, Families, Cases

Advanced Search (F5): Words, Remedies, Families

Introduction

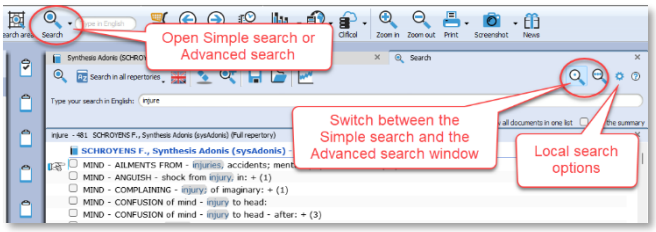
With the **advanced search window** (F5) you can do the same searches as you can do with the **simple search window** (F4 or '?') but in a different, more guided way.

Video: Advanced search introduction

- It allows more easy use of "**Proximity**". Proximity is the "distance between your search words".
- You also can do easily a **Remedy Comparison.** (this is explained in a separate chapter below).

Select your default startup: Simple (? or F4) or Advanced search (F5)

With search icon in the main toolbar can open the Simple search, or the Advanced search window. Via the local options button in the search window you can set some preferences/



Tutorial video

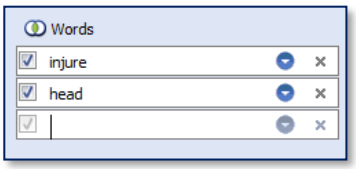
See the tutorial video for an introduction on how to use the advanced search window. You can do several types of searches, search for:

- Words
- Remedies
- Families

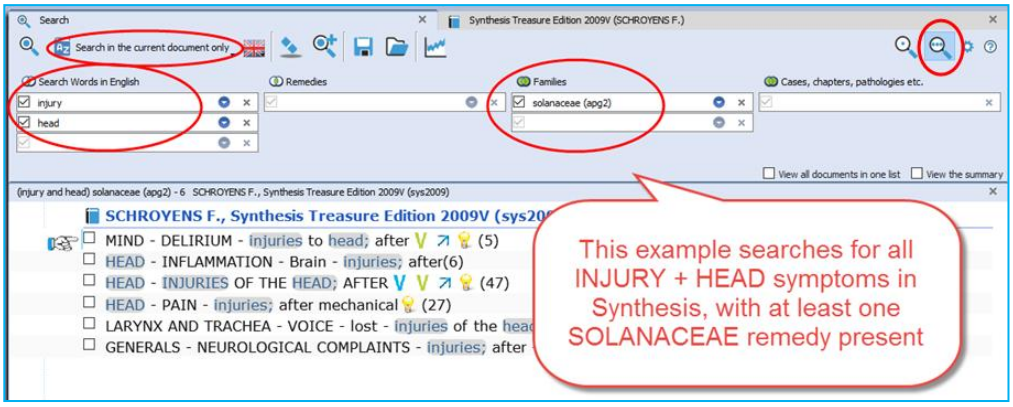
(or a combination of them)

Attention

In the advanced search window enter only one word per field, so if you need to search for two or more words, you need to enter from top downwards **only one word per box**.

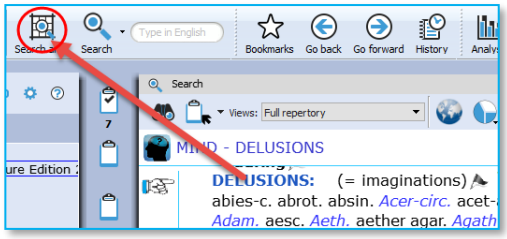


In the example below a search is done for all symptoms with "**injure**" and "**head**" if at least one of the "**solanaceae**" remedies is present. *Please see also the Chapter Families & Maps.*

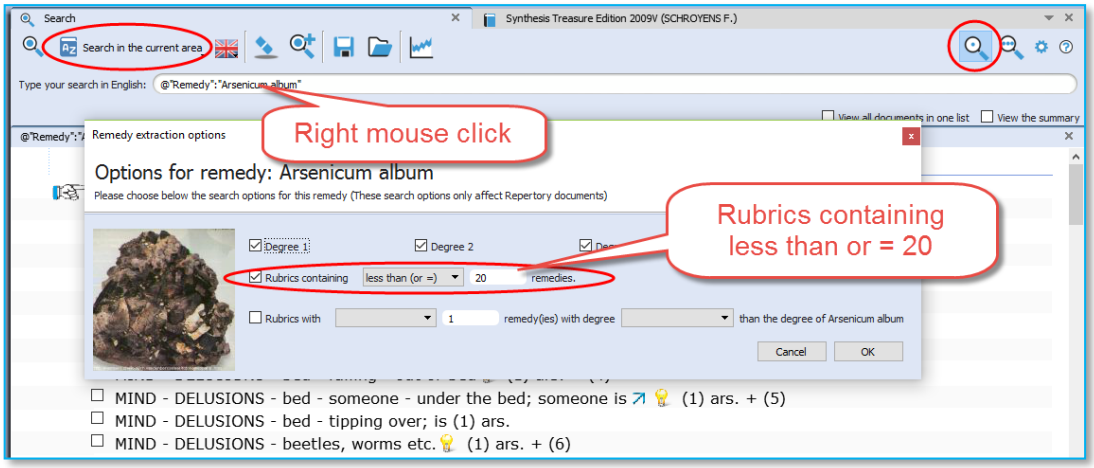


An example of a: Remedy search in a Search area

Simple search:
This example shows how to do a search for:
All Delusions rubrics for Arsenicum album, where the Rubric size is not more than 20.

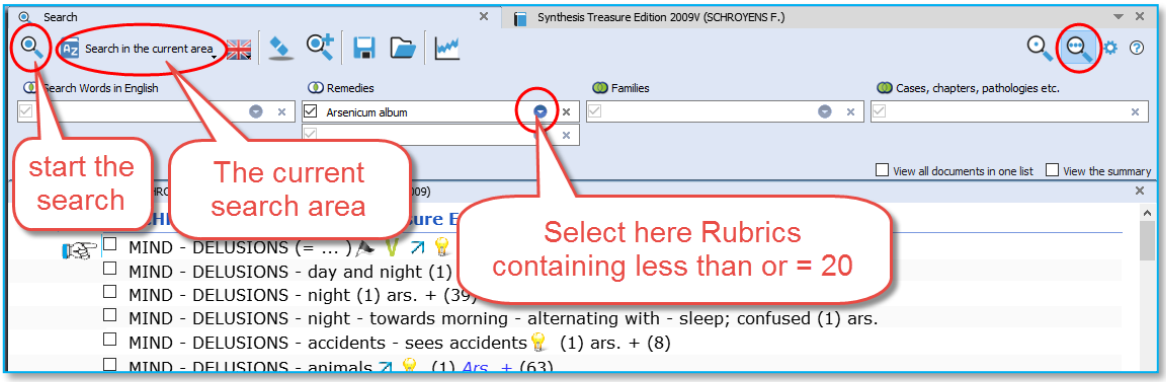


- In Synthesis drag the rubric MIND – DELUSIONS to the Search area clipboard.
- Open the **simple search** (? or F4), and select remedy Arsenicum album.
- **Right mouse click** and select the option: Rubrics containing "less than or = 20".
- Select for location of the search: "**Search in the current search area**".
- Start the search: Click in the left upper corner, or press <enter> again.



Advanced search: The same search done with the Advanced search:

- In Synthesis drag the rubric MIND – DELUSIONS to the Search area clipboard.
- Open the **advanced search** (F5), and select remedy Arsenicum album, press enter to open a next search field.
- Click on the small **blue circle** and select the option: **Rubrics containing "less than or = 20"**
- Select for location of the search: "**Search in the current search area**".
- Start the search.



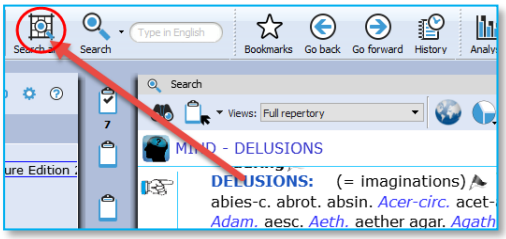
Search in a: Search Area (a part of the repertory)

This topic "search area" has been mentioned already above. But because it can be used in combination with the advanced search (word search, or remedy search) it is repeated here again.

Video: Search in a Search Area (remedies and Words)

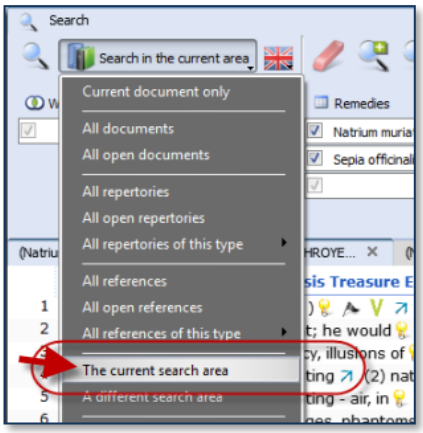
Video: Search area (short video)

Often you like to search only in a certain limited area in the repertory. For example, if you want to find all symptoms of a remedy in a specific chapter or main rubric.



- Step 1: You can drag and drop specific areas from the repertory to the Search Area button in the main toolbar.
- Step 2: In the search window (F4) select the options to search in a specific search area.

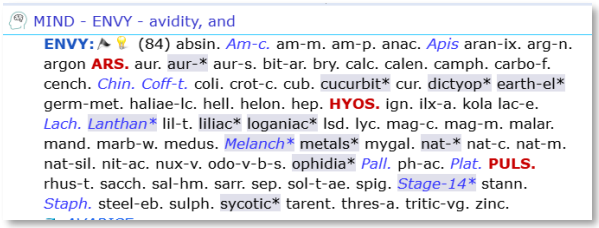
You can use this "Search area" both in the Simple search (F4) and the Advanced search (F5)



After you have dragged one or more repertory sections (main rubrics or chapters) to the search area button, you can perform your search through "the current search area".

Search for "Family-remedies"

Only in Synthesis Adonis 2022 there are also **Family-remedies** in the rubrics. In the screenshot shown highlighted.

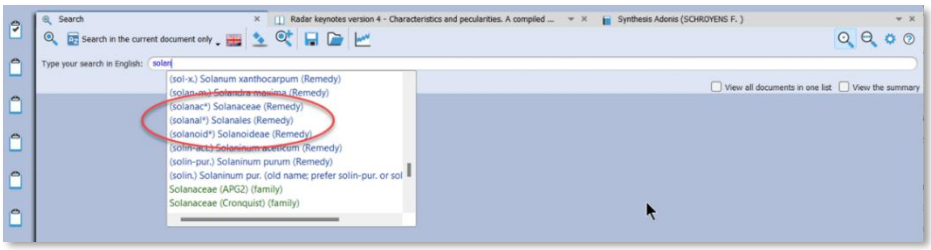


Tip:
Via the local options you can select how to display these Family-remedies, or to fully hide them.

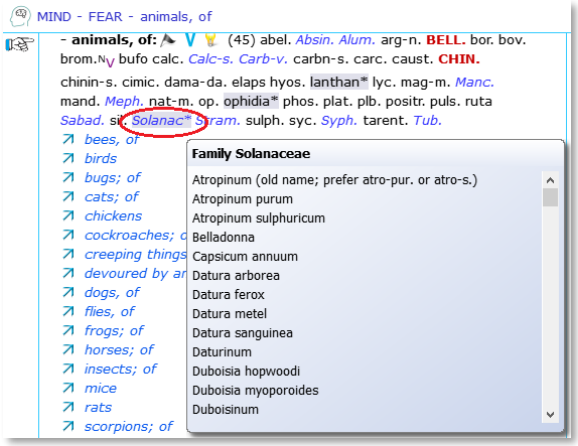
Also in the search windows (F4 or F5) these family-remedies can be selected from the dropdown list.

They are indicated with a *.
For example:

- solanac*
- solanal*
- solenoid*



Hold your mouse over a “family-remedy” and a window will popup showing all other remedies belonging to that family.

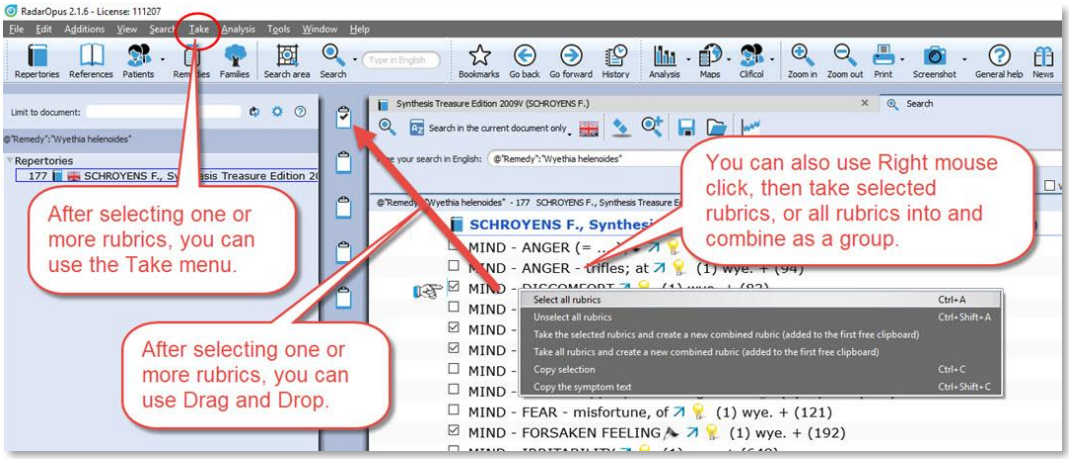


Take from the Search result window

You can also take symptoms from the search result in several ways:

- From the Menu bar **Take**
- With **Drag and Drop**
- With a **Right mouse** click there are two special take options available:

  Take the **selected rubrics** and create a new Combined rubric
  Take **all rubrics** and create a new combined rubric

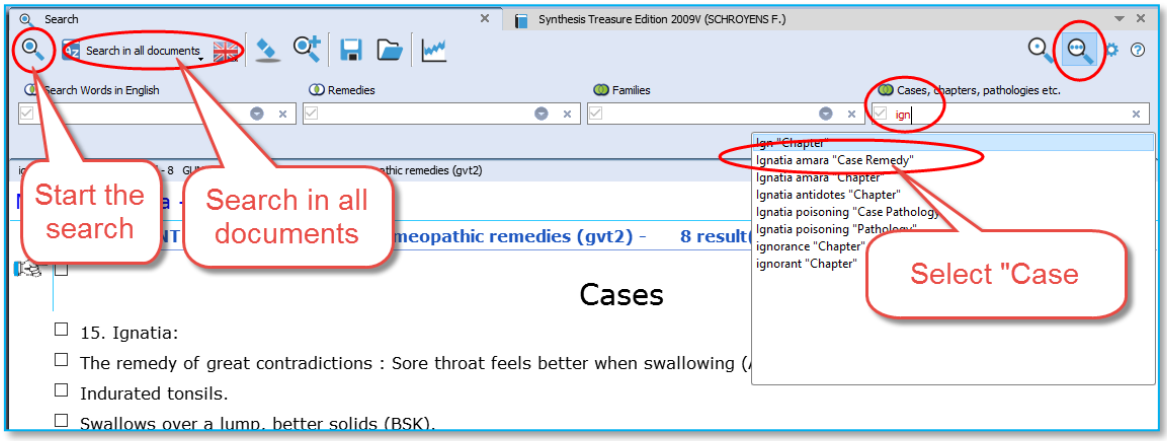


Advanced Search (F5): Case remedy

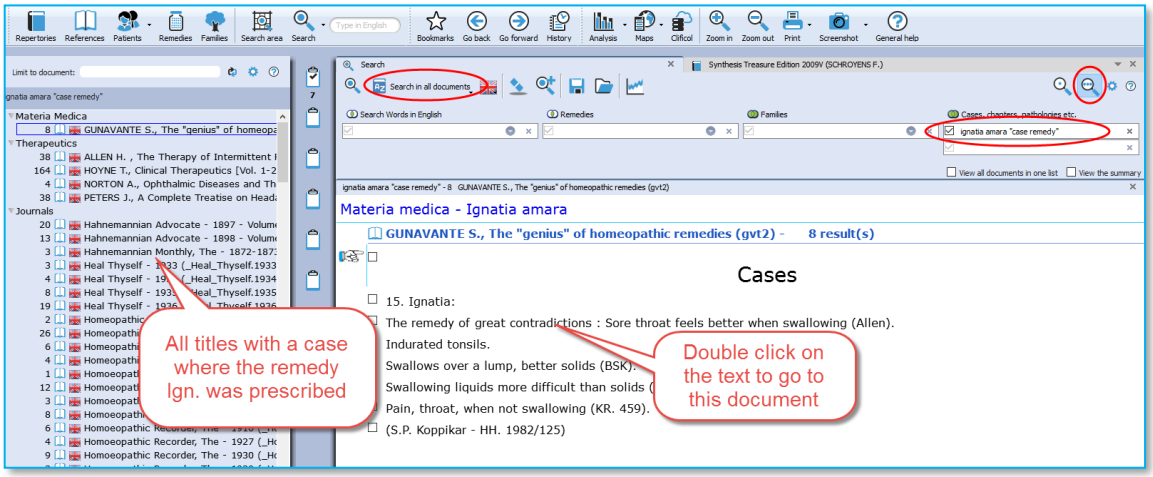
Video: [Search for a Case Remedy]

It is also possible to search in the Opus Library all **cases for a certain remedy.** So all cases where a certain remedy was prescribed. For example all cases where Ignatia was prescribed.

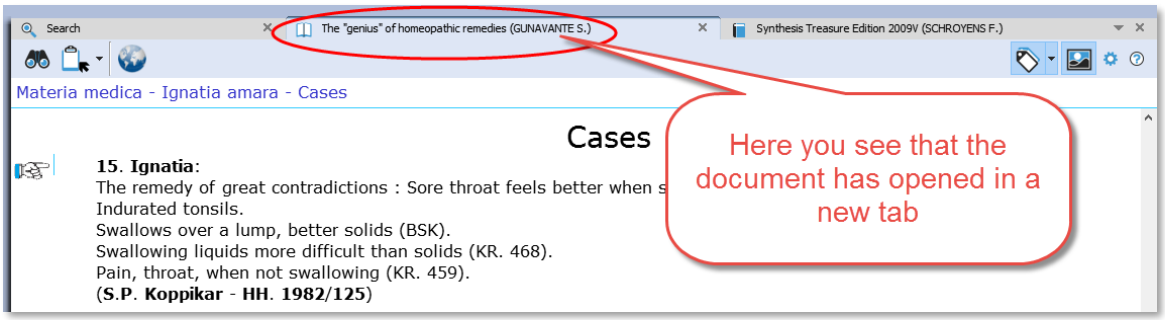
- Open the **Advanced search**, and type the first characters of the name of the remedy: **Igna…**
- Select: **Ignatia amara “Case Remedy”**
- Then press two times **Enter** to start the search, or click on the **Start search** icon.



- In the search result window, at the left you will see a list of all document in which a case is present where the remedy Ignatia amara was prescribed. At the right a part of the text in that document.
- If you want to really open that document, and see **the full text** of this case, **double click somewhere in the text o**f that case.



- If you look at the title mentioned in the Tab, you will see that you are now in that document.

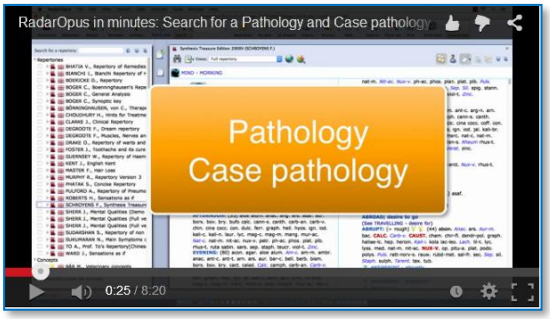


Advanced Search (F5): Pathology, Case pathology

This tutorial video shows how you can search for chapters and paragraphs about a certain **Pathology**.

It is also possible to search for **Cases** of certain pathology.

Video: Pathology, Case pathology



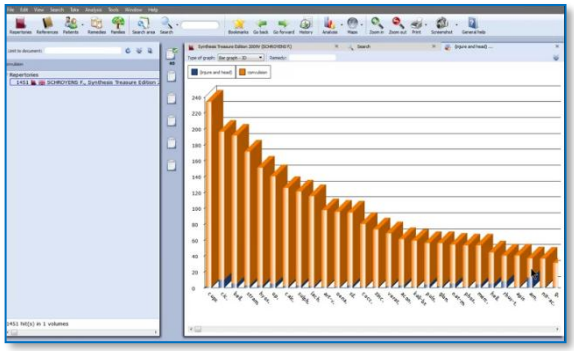
Search result graphically: Open more search tabs

Here is a tutorial video showing in the advanced search window, with two separate word searches, and then showing which remedies have both combinations, shown graphically.

Example used in the tutorial:

- Search 1: Word search "**Injure head**" (Tab 1)
- Search 2: Word search "**convulsions**" (Tab 2)
- Show a graph: Which remedies have both searches

Video: Search result graphically



Remedy Comparison

Advanced Search (F5): Remedy Comparison

To compare two or more remedies in the repertory you need to switch from the Simple Search window (F4) to the Advanced search window. Or you can open the Advanced search window directly from the main toolbar or with the F5 function key.

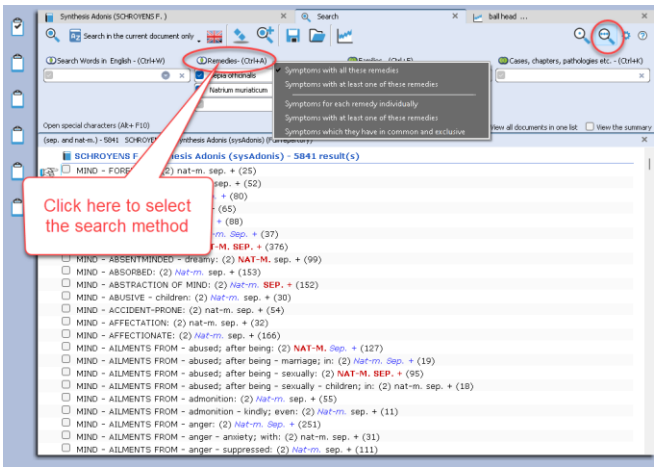
This instruction video shows you how to do a single remedy search and how to compare 2 or more remedies.

Video: Remedy Comparison

This tutorial video is a short version explaining the Remedy Comparison, and it combines it with using "Search Area", and adding a "New Search Tab"

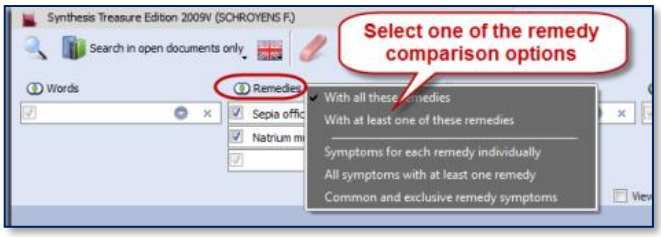
Steps to perform a remedy comparison:

- Press F5 to open the Advanced Search window.
- From the auto-complete list select a remedy in a field. Then press <enter> once to open another field below it.
- Select a second remedy in Field 2, and again press <enter> once to open another field.
- Start the search by pressing <enter> again, or click on the Start search button in the left upper corner.



Search method

Via the button **Remedies** at the top, you can select one or three search methods.
See the video for more information.



A short summary video

This tutorial video is a short version explaining the Remedy Comparison, and it combines it with using "Search Area", and adding a "New Search Tab"

Video: Remedy Comparison (Short version)

Search area

You can also perform a search through certain sections of the repertory only.
First drag one or more 'Chapters' or 'Main rubrics' to the search area button in the main toolbar.
Then when you open the Advanced search window, you can select to do the search in the 'Search area'.

Adding a second search tab

After you have done a search it is possible to keep this search result, and open a second search tab to do a new search. In this way you can easily compare results.

Overview video

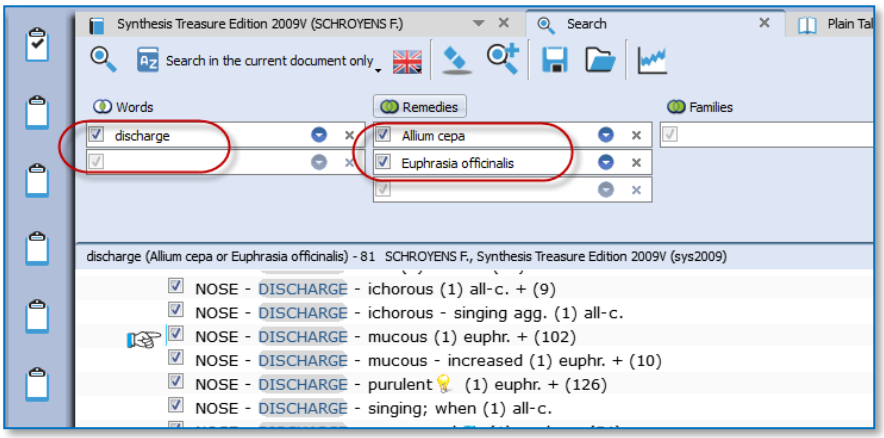
This video shows some practical possibilities of the Remedy Comparison function using the topic "Warts" from a seminar of Dr Subrata Banerjea.

Video: Example search Dr Subrata Banerjea

Advanced Search (F5): Combine Words & Remedies

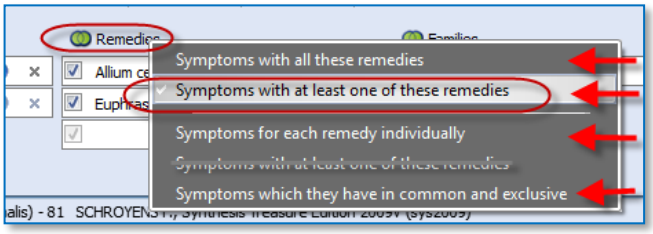
Often you need to differentiate two or more remedies specifically in regard to a certain symptom.
In the screenshot below you see a search with a combination of the word **Discharge** and two remedies **All-c** and **Euphr**.

- The document-location to search is set to: **Search in the current document only.** This will search in the repertory only (if you open the search while you are in the repertory).

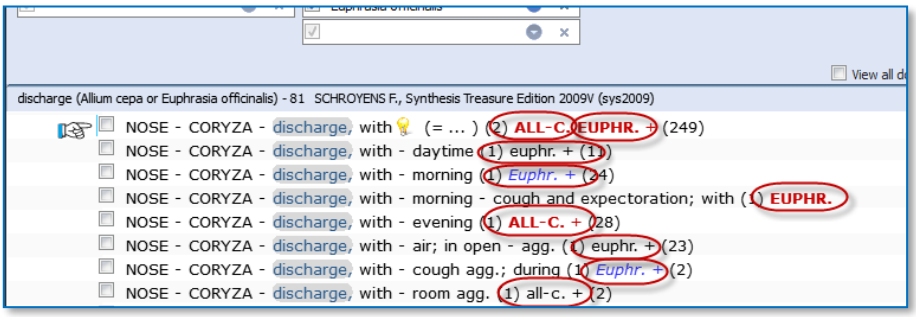


- Click on the **Remedy search - options** button, which is located above the search fields, to select how the remedies should be compared.

  * one search-option is double and hidden in the screenshot. This option will be removed from the list in a next update.



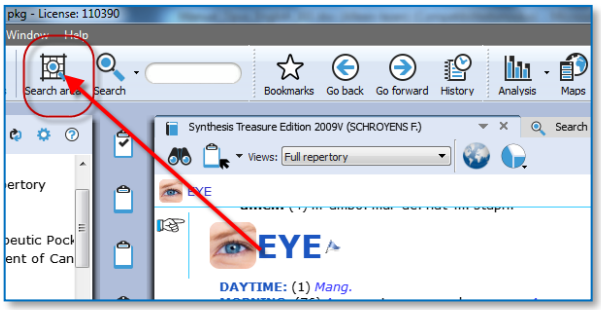
If you select "**Symptoms with at least one of these remedies**" you can see in the result list if only one or both remedies are present, and in which degree.



Using Search Area

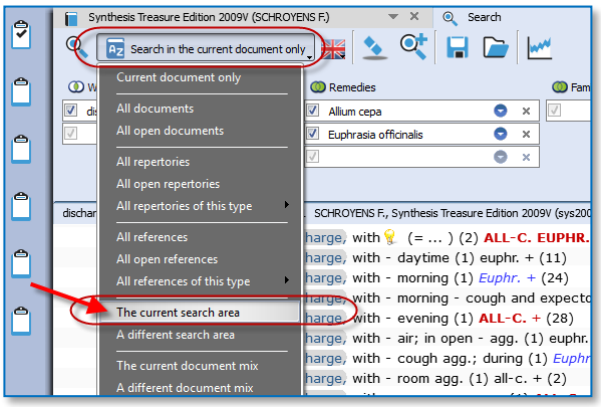
- To do the same search only in a specific **Search Area**, e.g. the Chapter **Nose** and **Eyes**., you need to do the following steps:

  Step 1: Drag from the repertory the two chapters Nose and Eyes to the **Search Area icon.**



  Step 2: Open the search window, and then select as search location: **The current search area**.

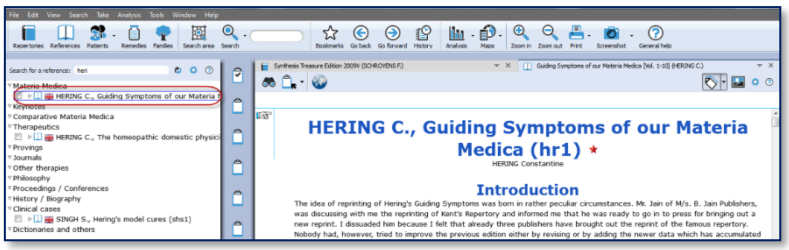
  Your search will then be limited to only those sections (chapters) which you have dragged into this search area clipboard.



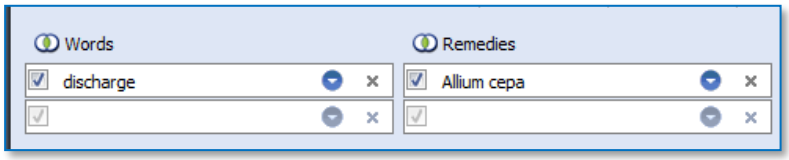
Combine Words & a Remedy: search only in a certain MM

RadarOpus also allows you to do a search though only one Reference document (e.g. in one Materia Medica document), just like you would search only in the Repertory.

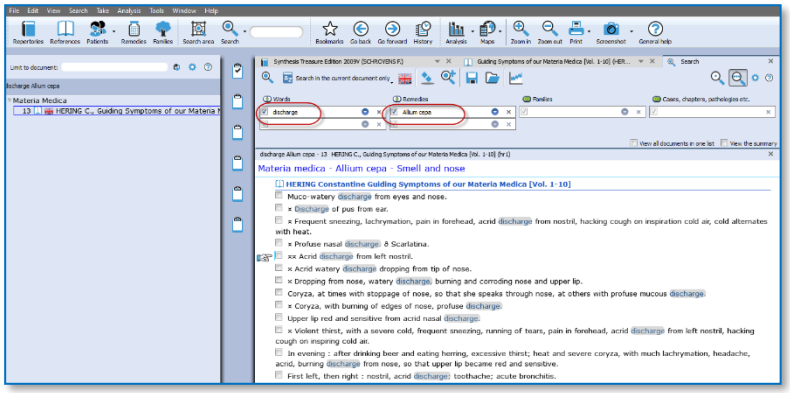
Step 1: Click to open for example the: Hering C., Guiding Symptoms



Step 2: Open the simple (F4) or advanced search (F5).
Type the word **Discharge**, and the remedy **All-c.**



This will bring up all discharge symptoms in the Hering only for this remedy All-c.



Tip: If you want to keep this search result, but want to do the same for another remedy, then click on the button to open **a new search tab**.

Clipboards & Analysis

The Symptom Clipboards (F7) - The Analysis window (F8)

How to take symptoms in a clipboard, please see the chapter **Take** for more information.

Two new tutorial videos

View these two new tutorial videos explaining several functions of the symptom clipboards.

Video: Using clipboards 1

Video: Using clipboards 2

Overview videos about Take and Clipboards (New recordings)

These few tutorial videos give in a quick way an overview of:

- Take symptoms into a clipboard
- Take into different clipboards
- Using different clipboards

Video: Take & clipboards overview - part 1

Video: Take & clipboards overview - part 2

Video: Take & Clipboards overview - part 3

Using Symptom Clipboards (Video Part 1)

In this instruction video, some basic functions are discussed:

- Part 1
- Part 2

Video: Symptom clipboards part 1

Video: Symptom clipboards part 2

Using Symptom Clipboards (For who likes to see again a different video)

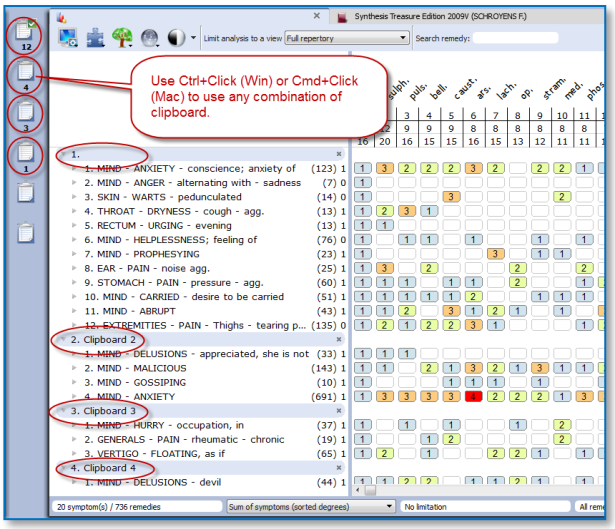
If you like to see again a different tutorial how to use symptom clipboards

Video: Symptom clipboards (extra)

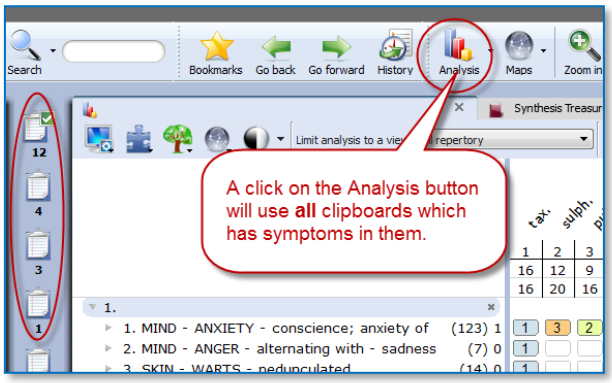
Using One or More clipboards

If you click on a clipboard it will only analyze using the symptoms in that particular clipboard.
If several clipboards have been used to take symptoms on, then you can use **Ctrl+Click** (Win) or **Cmd+Click** (Mac) on the other clipboard icons to select more than one clipboard.

You can select any combination of clipboard to use in your analysis.



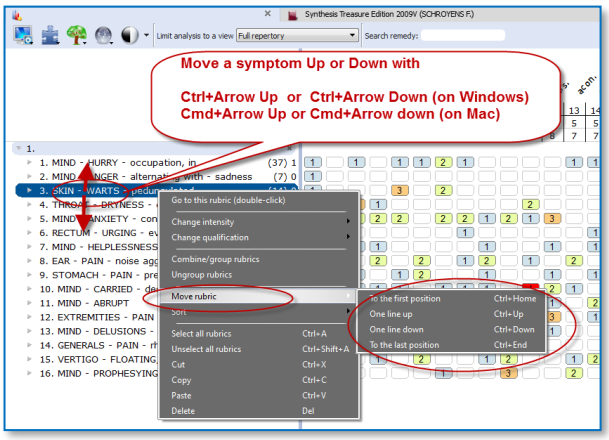
By clicking on the **Analysis icon** in the main toolbar, **all clipboards** that contain symptoms will be used.



If you want to use again only 1 clipboard, then single click at the left on one of the clipboard icons.

- **Move symptoms within the same clipboard**

First you click on a symptom in the clipboard to select it, and then you can move it in several ways:

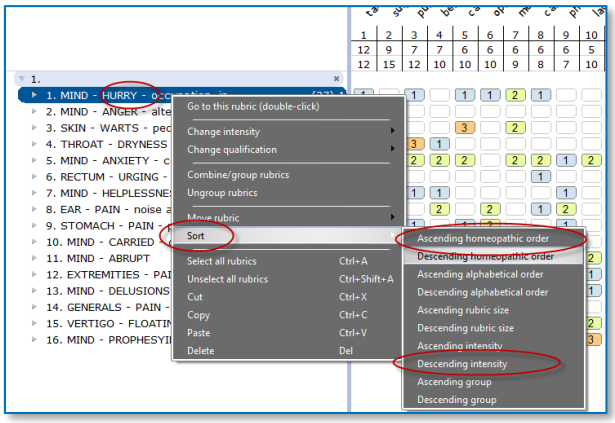


- With a **Right mouse** click and from the context menus use the Move options Up / Down.
- (On Windows) use **Ctrl+Arrow up**, or **Ctrl+Arrow down** to move the symptom one line up or down.
- (On Mac) use **Cmd+Arrow up**, or **Cmd+Arrow down** to move the symptom one line up or down.

- **Sorting symptoms**

You can automatically sort the symptoms which are in a clipboard via a **Right mouse** click on one of the symptoms, then select **Sort**.

Most often is used: "**Ascending homeopathic order**" (From Mind to Generals), and also "**Descending intensity**" (From intensity 4 to 1)



- **Change intensity of symptoms**

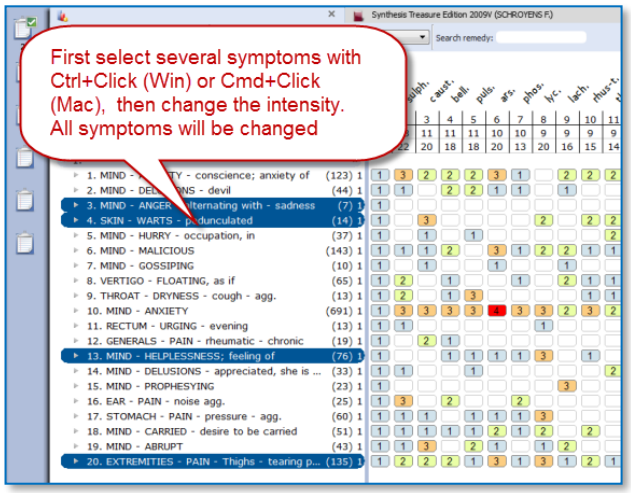
It is possible to change the intensity of symptoms after they have been taken into a clipboard already.

- You can do that via the **Right mouse** menu, then from the menu select **Change intensity**.
- Or with the **keyboard**: You first select a symptom with a single click (it becomes highlighted). Then on the keyboard press one of the number keys: the 1, 2, 3, or 4 key.

You can do this for an individual symptom or several symptoms at the same time.

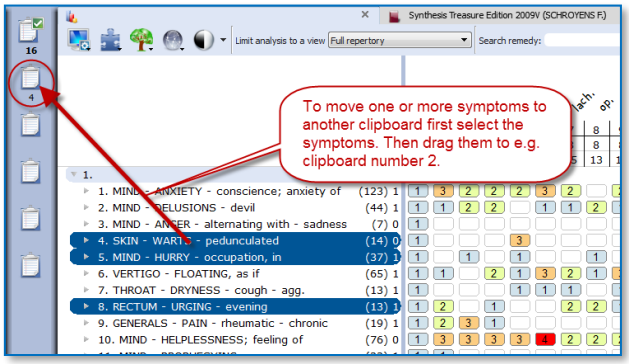
- **Select several symptoms and apply a change to them in one action.**

If you first select more than one symptom by using the **Ctrl+Click** (Win) or **Cmd+Click** (Mac), then you can apply a change to all selected symptoms in one action.



- In the screen several symptoms have been selected with **Ctrl+Click** (Win) or **Cmd+Click** (Mac)
- Then press on the **keyboard** one of the keys **1, 2, 3** or **4** to change the intensity for all selected rubrics.

  Tip: By selecting the **intensity 0**, you can remove that symptom from the analysis score.



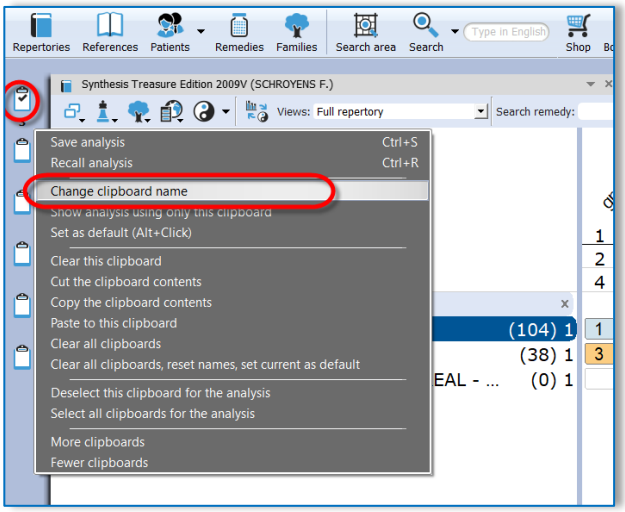
- **Moving symptoms from one clipboard to another clipboard**

  You can move one or more symptom from one clipboard to another clipboard.

  First click on the symptom(s) to select them, then you can drag them to another clipboard on the left.

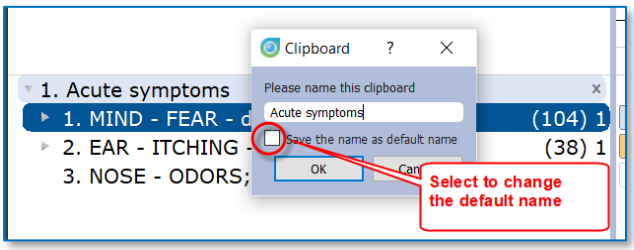
Changing clipboard names

It is possible to give a clipboard a different name.
This can be done only for the analysis you are currently working on, or you can change the default clipboard name.



- Right mouse click on the clipboard icon you want to change the name of.
- Then select *Change clipboard name*.

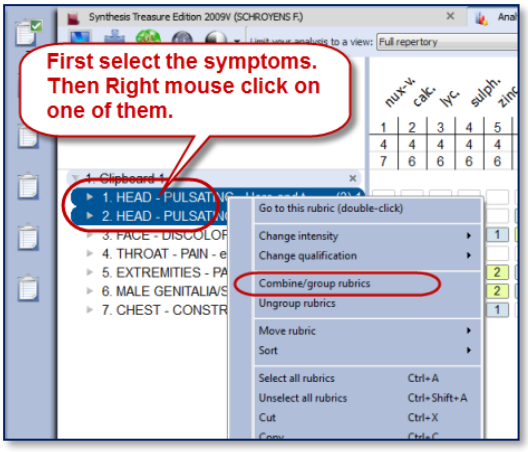
To use the name as the new default name select the checkbox *Save the name as default name.*



Using Symptom Clipboards – more functions

Combine (group) symptoms

You can use **combine symptoms** if you have several smaller repertory rubrics all expressing the same problem. You can avoid overemphasizing these separate rubrics by grouping them into one group.



- First **select** the symptoms you want to combine or group with *Ctrl+Click* (Win) or *Cmd+Click* (Mac)

- Then **Right** mouse click on one of the selected symptoms and select *Combine/group rubrics*.

- **Making a group**
  This method is used most often.
  When you **create a group**, the original symptoms remain in the clipboard, but they are calculated as one symptom (rubric). You do this by giving them all the same letter, for example: "a".

- **Combine into one new symptom**
  If you really combine several symptoms into one new symptom, then only one new rubric will be created. This new symptom will then contain all remedies of the original symptoms.
  If a Remedy has a different degree in the original grouped or combined rubrics, then the highest degree will be used for remedies which occur in more than one symptom.

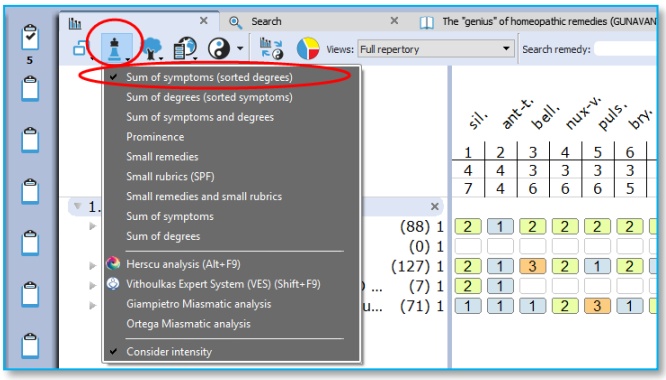
Use an Eliminative or Exclusive symptom

- To make a symptom **Eliminative** means that only remedies which are in that symptom will remain in the analysis.
- To make a symptom **Exclusive** is the opposite. Then all remedies which are in that symptom are removed from the analysis.
  Right mouse click on the symptom, then from the menu select *Change Qualification*.

The Analysis method

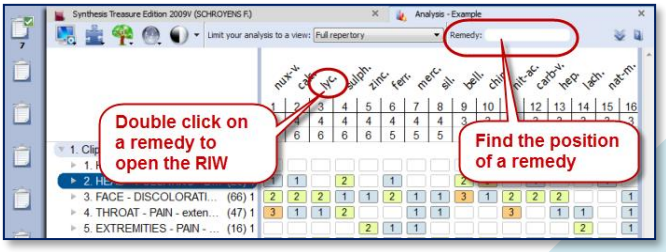
There are several methods of analyzing. Most often when you analyze by hand you use the method **"Sum of symptoms (sort degrees)"**.

With this method you first count in how many symptoms a remedy is present. If remedies have the same number of symptoms, then the program looks how high the total number of degrees is.
If remedies, then still have the same score they are placed alphabetically.



Remedy Information Window

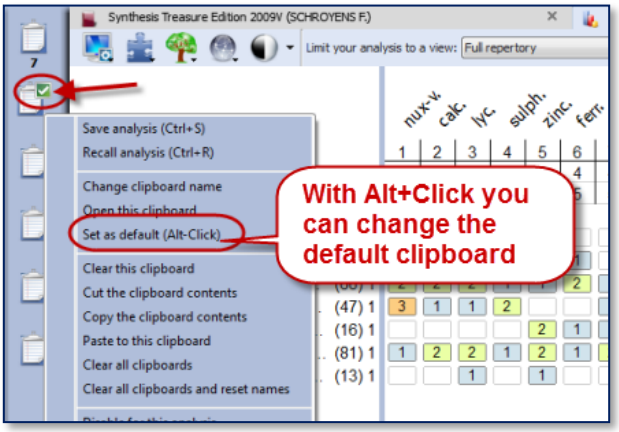
Double click on a remedy to open the remedy information window of that remedy.
You can read more in the chapter about the Remedy Information Window (RIW) and selecting your "Quick References".



Find the position of a remedy

You can use the Remedy box to find the position of a remedy in the analysis. The auto complete box will only contain remedies present in the analysis.
Mind that you have selected the correct Repertory View selected which you want to use.

Default clipboard

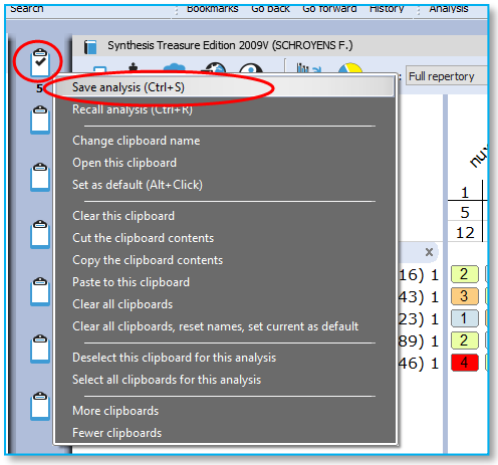


When you take symptoms via drag and drop you can decide into which clipboard they go. The only disadvantage is that the intensity will always be 1.

But when you take symptoms into a clipboard via the take button or with the keyboard commands **+ <enter>** (or with the **=** key) they go into clipboard number 1 by default.

Sometimes you may want symptoms to go into another clipboard.
If you change the Default clipboard with **Alt+Click** (or via the right mouse click menu) then the symptoms will go into that clipboard.

Right mouse click on a clipboard for more options



If you click with the **Right mouse** button on a clipboard icon there are more options available, for example:

- Save analysis
- Recall analysis
- Clear this clipboard
- Clear all clipboards.
  Etc.

Save and recall the clipboards (Analyses)

There are **three ways** to save the Analysis (the set of clipboards)

⇨ **You can save them connected to a patient file (to a consultation date of that patient).**
Please view the tutorial video.
If you use the patient file, then you do not need to save the analysis yourself. It will be saved automatically to the consultation which is open.

⇨ **You can also save the clipboards as a separate file** (not connected to the patient file). This is called: "Save analysis to a folder".
This sounds a little confusing because it is still saved within the RadarOpus database, it just means it is not connected to the patient file.
Please view the tutorial video.

⇨ **Or you can also "export" the analysis as a separate XML file.**
From RadarOpus version 2.2 onwards also these files are encrypted, but not password protected!
You can send such an XML-file to a colleague who can open this file in his RadarOpus (Right mouse click on a symptom clipboard, then select Recall analysis, then Import an analysis.

Read more on how to save and recall the clipboards in the next chapter.

Save and recall the analysis to a folder

You can **Save and Recall an Analysis** (the symptom clipboards) in two ways:
(A) **Separately**: outside the patient file
(B) Or to a patient in the **Patient file**

(A) Save separately (outside of the patient file)

There are two main approaches: you can save the analysis **together with a patient** when you work with the patient file or you can save an analysis **separately** (this is called: **Save to a Folder**).

Video: Save the analyses to a folder

You can **save** an analysis (the whole set of clipboards) separately with:
A **Right mouse** click on one of the clipboards

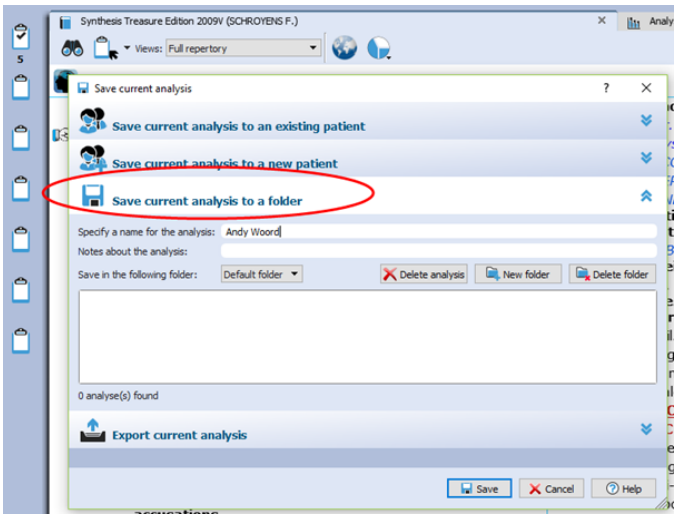
- Via the **sub-button** of the Analysis button
- With the keyboard [Windows] **Ctrl+S** or [Mac] **Cmd+S**.

In the Save analysis window select the option to **Save the Current analysis to a folder** (this is not connected to a patient file).

Note: This is similar to the function in Radar 10.5 which was called "Save the case".

Give the analysis a **Name**, then click on the button **Save**
You can also enter a short **Description** if you like.

By default all are stored in the **Default folder**.
*To **Recall** an analysis can be done in a similar way to the Recall analysis window. Right mouse click on one of the clipboards, then Recall analysis.*



(B) Save the analysis to a Patient (in the Patient File)

The second method to save the analysis is by using the patient file.
If you use the patient file, then the symptom clipboards are saved automatically when you save the patient

For more information see the chapter about the "The Patient File"

But here are already two tutorial videos to view:

Video: Save analysis to the patient file, manually

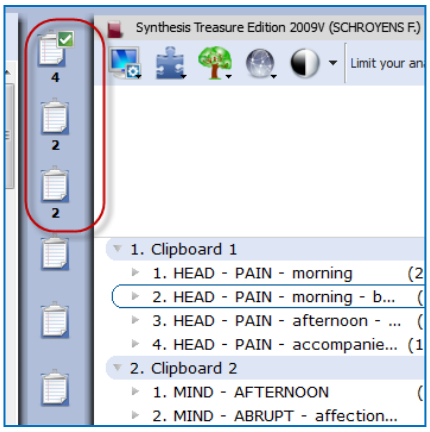
Video: Save to a patient (manually)

Video: How to use the patient file (Basics), save clipboards automatically

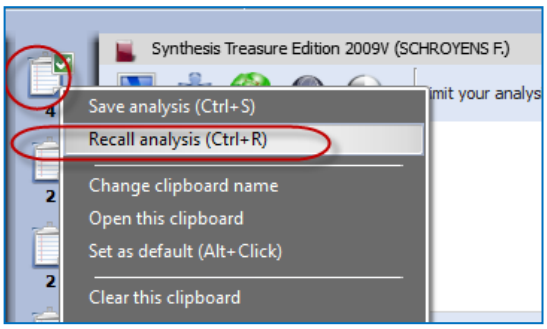
Video: Using the patient file (basics)

Recall clipboards and Merge with existing symptoms in the clipboards

It is possible to merge an already saved set of clipboards, with the current clipboards.



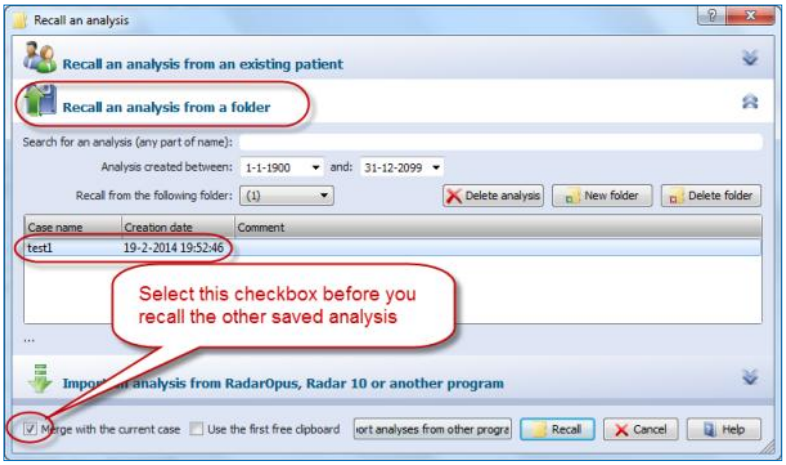
Step 1: You have taken some symptoms into one or more clipboards



Step 2: Right Mouse click on one of the clipboards, then select Recall analysis.

Step 3: Before you recall an existing analysis, turn on this checkbox:

[ ] Merge with the current case



Then the symptoms of this previously saves analysis will merge with the symptoms currently present in the clipboards

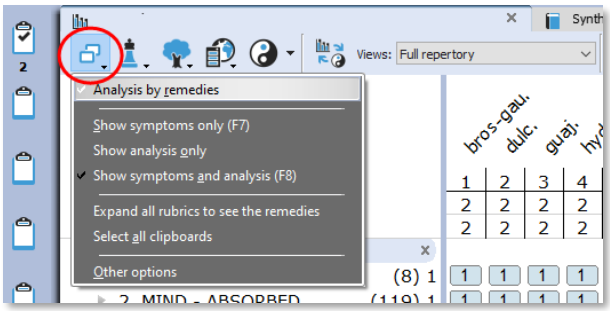
The Analysis (F8)

A click on a clipboard or pressing F8 shows the symptoms plus the remedies score (the analysis).

Display options

In the left upper corner, you can select the display icon to switch between:

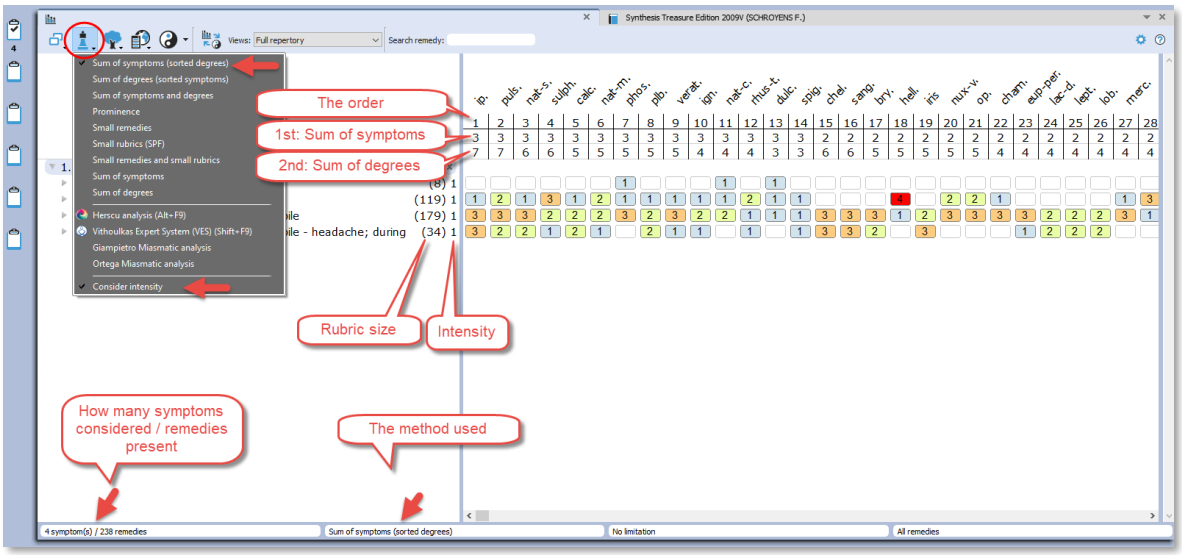
- Show only the symptoms (F7)
- Show symptoms and the analysis (F8)
- Show only the analysis
- The "Other options" menu opens the Local settings.



Analysis method / Intensity

With the Chess icon you can select the analysis method.
The most common used method is: **Sum of Symptoms (Sort degrees):**
- This means that the score of the remedies is first calculated using the remedies which have the most symptoms.
- If some remedies have the same score, the number of degrees is taken into consideration next.
- If then some remedies still have the same score they are placed alphabetical.

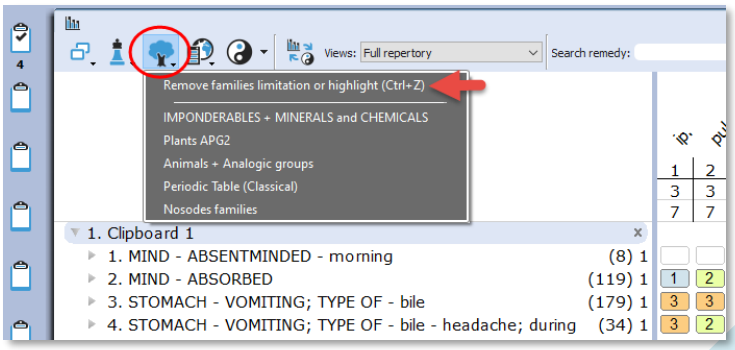
From the same menu you can select to switch considering the symptom **intensity** On/Off.



Family button

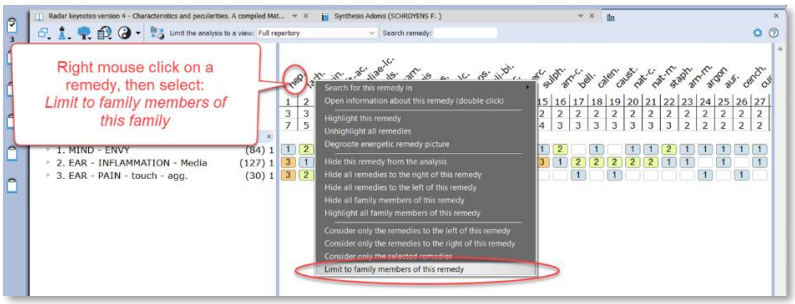
This button has currently still a limited number of features.

Tip:
You have more functionality to limit to a certain family by using the "Table of Content of Families".
See elsewhere in this manual for more explanation.



Family information and 'Limit to' or 'Highlight'

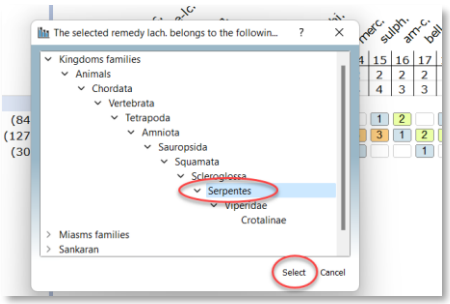
If you want to limit the analysis to the family members of a certain remedy, then **Right mouse click** on a remedy. See the available options, e.g. Highlight all family members of this remedy.



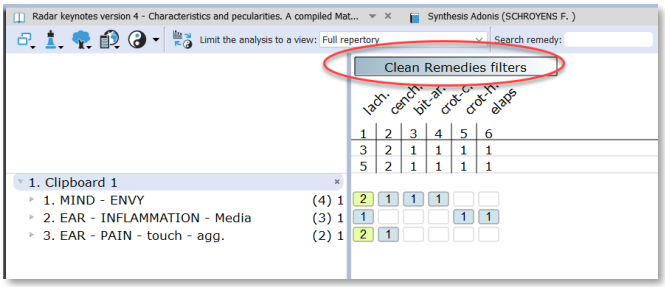
For example select **Limit to family members of this remedy.**

You can move in the family tree to the family level you want. In this example is selected the Serpentes (Snakes).

With the button Select, the analysis will be limited to member of that family level.



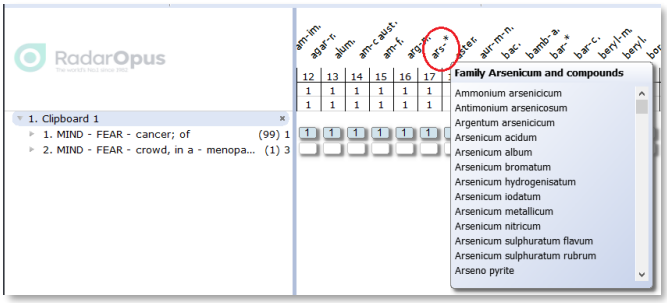
To remove the family limitation again, use the button **Clean remedies filter**.
(See more further below)



Family-remedies

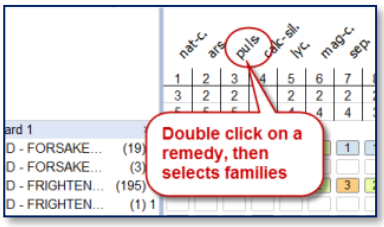
- You can hold your mouse over a family-remedy to see all remedies of that family.

- You can also **Right-mouse** click on a family-remedy, and then select to Limit or Highlight on that family.

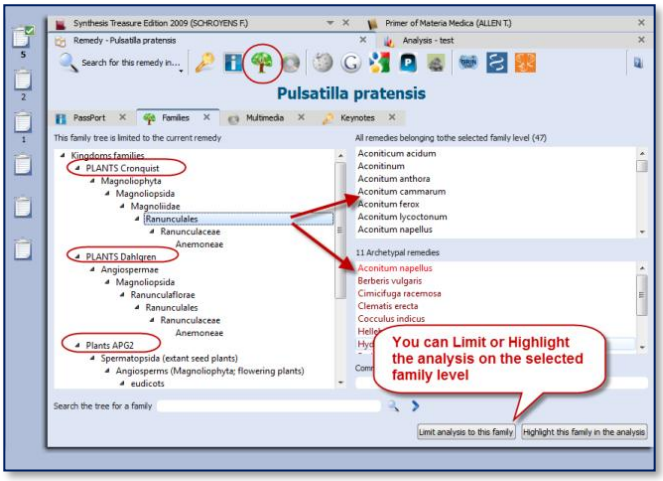


You can also use a Double click on a remedy

- **Double click** on a remedy to open the remedy information window.



- **Then** in the Remedy Information Window select the Tab **Families**.

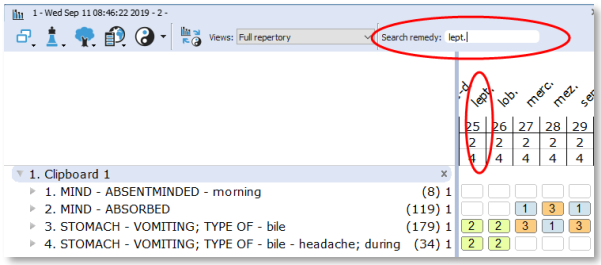


If the remedy is a Plant, you can see where that remedy is located in the three main classification systems.
The **Cronquist** is most often used for the classical approach to plant families.
The **APG2** classification system is the more modern based on DNA.

In the lower right corner of this window there are two buttons, one to **limit** the analysis, the other to **highlight** that family in the analysis.

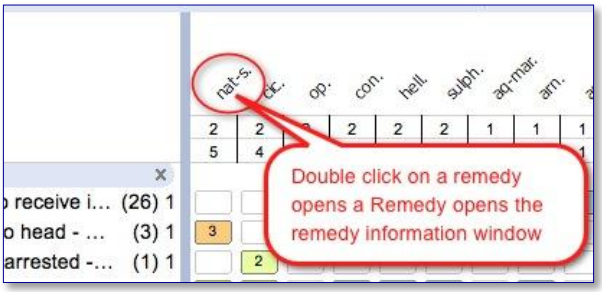
Find the position of a remedy

With the remedy search box you can find the position of a remedy in the analysis.
Only remedies that are present in the analysis are shown in the selection box.



Quickly conduct a Remedy search from the Analysis window

Step 1: **Double click** on a remedy and it opens the "Remedy Information window" (RIW). Here you can find all sorts of information about this remedy.



Step 2: From this RIW you can start a Search on this Remedy in the repertory or in the other search locations via the option **"Search for this remedy in..."**

For more information see also the chapter Remedy Information Window or the chapter on Remedy search.

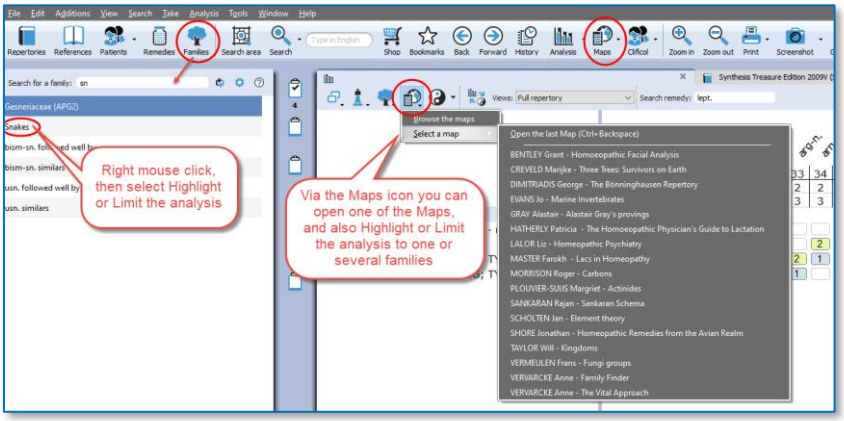
Select a family via the "Maps" or the "Table of Contents of families"

With the **Maps** icon you can open one of the maps, and from there use the Highlight or Limit function to apply it to the analysis.

- You can use either the Maps icon in the analysis window,

- or the Maps icon in the main toolbar.

- or you can click in the main toolbar on the List of Families (also called the table of contents of families = TOC).



In the TOC of families, search for the family you want, and then **Right mouse** click on it, and select Highlight or Limit the analysis to this family.

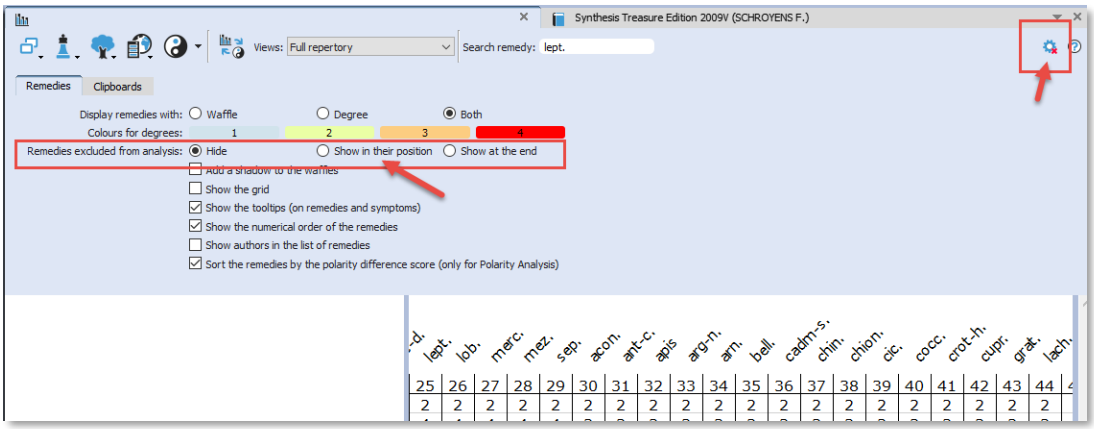
Repertory View

In the analysis window you can also select one of the Repertory Views. It will also apply this View to the repertory window.
Read more about using Repertory Views in the chapter on "Repertory Views".

Local Options

Have a look at the Local Options window, to see all possible settings for the analysis window.

An interesting option is to have remedies which are excluded from the analysis still shown in gray color.
See the topic: Show remedies excluded from the analysis (eliminative, families).



Using: Highlight or Limit to a family, or Hide a family

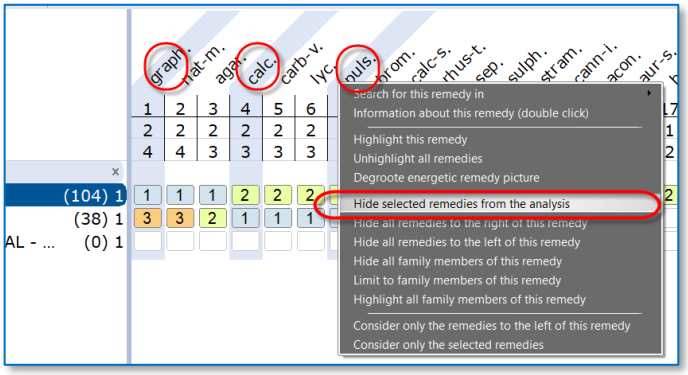
Hide one or more remedies

It is possible to select and hide one or several remedies from the analysis.

This could be useful for example when teaching, and each time you decided a remedy does not match the case, you can hide it.

First click on a remedy to select it.
You can also select several remedies with Ctrl+Click (Windows) or Cmd+Click (Mac).

Then select from the menu ***Hide selected remedies from the analysis***.



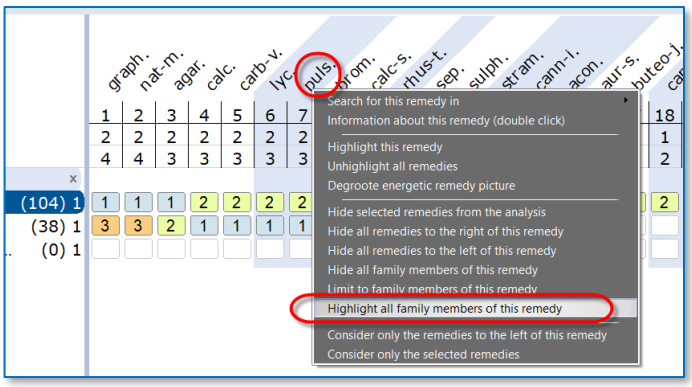
Hide all remedies to the left, Hide all remedies to the right

Note also the other possibilities, for example *Hide all remedies to the right of this remedy*

Limit or Highlight a family

If you Right click on a remedy, you can also select one of the options:

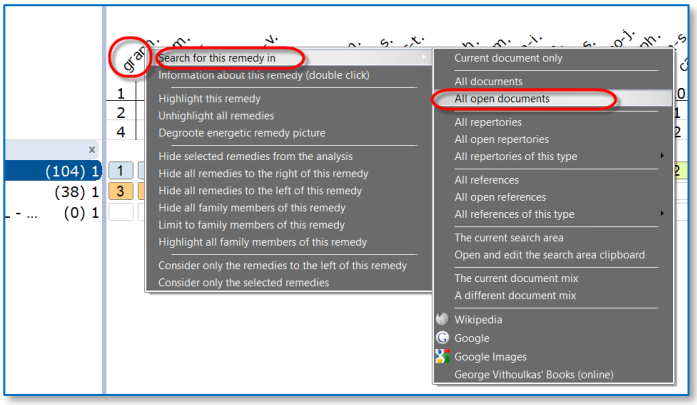
- *Highlight all family members of this remedy*
or
- *Limit to family members of this remedy*



Tip: Quickly find all reference titles (MM's) where a certain remedy is discussed.

When you are differentiating some of the top scoring remedies, this is a great way to go to the materia medica to read about that remedy.

If you define a **Startup book selection** of those books you consult the most, then you can select here: *Search for this remedy in "Open documents".*



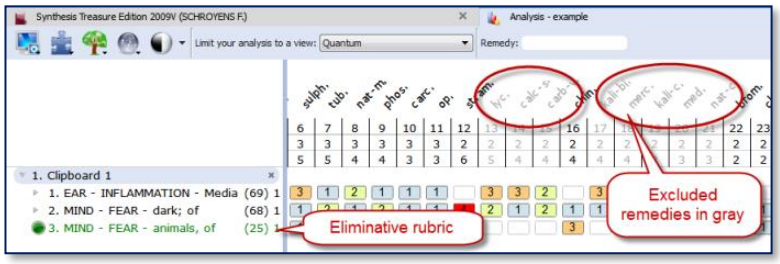
See "Creating a Startup Document mix" how you can define a Startup book selection.

Show remedies excluded from the analysis (eliminative, families)

If you apply a limitation to the analysis, for example if you make a rubric eliminative or limit to a family, the remedies which are then excluded are then removed (hidden) from the analysis.

Video: Show excluded remedies from the analysis

There is also a great feature to have the remedies which are excluded from the analysis still visible in gray.



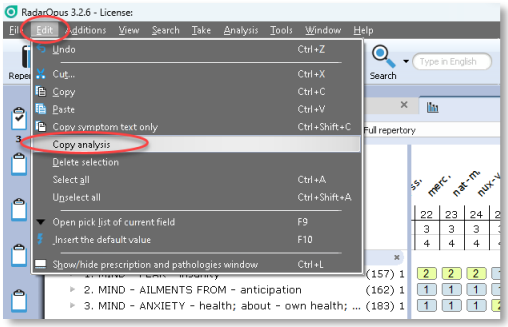
This feature to show excluded remedies in gray can be set via the local options button.
Select: **Show in their position**

Remedies excluded from analysis: Hide | Show in their position | Show at the end

Copy and paste the analysis (the symptom clipboards)

A text copy of the analysis

- From the menu bar Edit, select Copy analysis



- The open your Email or Text editor and press (Windows) **Ctrl+V**, or (Mac) **Cmd+V** and the analysis will be pasted.

1	1234	1	THROAT - CONSTRICTION - Esophagus	32
2	1234	1	HEAD - HAIR - falling - grief; from	9
3	1234	1	CHEST - CONSTRICTION - Heart - grief; from	1
4	1234	1	STOMACH - PAIN - grief; from	8

ign.	coloc.	staph.	ant-c.	ars.	asaf.	bell.	caj.	lyss.	ph-ac.
1	2	3	4	5	6	7	8	9	10
4	2	2	1	1	1	1	1	1	1
5	2	2	2	2	2	2	2	2	2
1				2	2	2	2	2	
1	1	1							2
2									
1	1	1	2						

Screenshot

You can also use the Screenshot icon in the toolbar to make a screenshot of the local window. But this will result in a graphical image. Keep in mind that on Windows and Mac there is also general hot keys available to copy the screen. *Read more in the section about hot keys.*

Synthesis repertory

RadarOpus has many repertories available, and in many different languages, but Synthesis is the repertory which is being used worldwide the most. It is available in several languages.

Video: Frederik Schroyens shows Synthesis Adonis

- **Synthesis 2009 - Full edition** (Similar to the paper edition of the full synthesis)
- **Synthesis - Essential** edition (similar to the blue paper book Essential Synthesis)
- **Synthesis - Adonis** (the most recent edition)

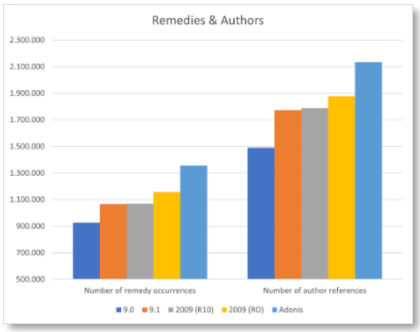
The Essential Synthesis

This version of the repertory is ideally suitable for students who focus on the classical homeopathic approach. This repertory has the benefit of being an improved and updated repertory, but does not overwhelm the homeopath with many new remedies or progressive sources.
The "Essential Synthesis" in RadarOpus is based on the Quantum (conservative view) of the full Synthesis. It has a few sources more compared to the paper edition of the Essential Synthesis.

The Synthesis 9.1 - 2009 – Adonis

- The book edition **9.1** is worldwide the most used paper edition repertory. It was followed by an electronic update, the **2007** edition, and then the **2009** edition.

- And in May 2022 the first Synthesis Adonis edition was released in RadarOpus. Synthesis Adonis makes a huge jump in the amount of added information. Synthesis Adonis is constantly being updated.

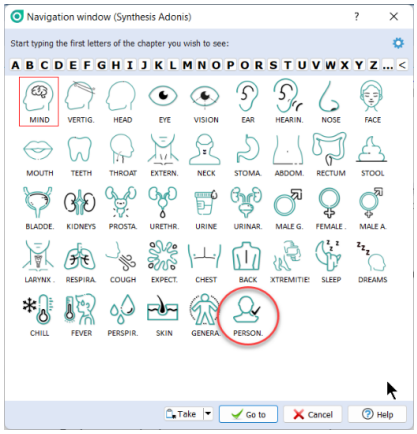


For detailed information please see the website [www.radaropus.com - Synthesis version history]

A summary of a few Synthesis Adonis details:

Remedies

- Number of remedy occurrences: **1.069.724**
- Number of remedies described: **2.375**
- Remedy occurrences in degree 1: **819.148**
- Remedy occurrences in degree 2: **201.443**
- Remedy occurrences in degree 3: **48.659**
- Remedy occurrences in degree 4: **474**
- Average number of remedies per symptom: **7,66**
- Annotated remedy corrections (xxx): **707**
- Number of remedies in catalogue: **4.497**
- Number of remedies including synonyms in catalogue: **6.397**



Authors

- Number of author references: **1.787.994**
- Number of author references used: **905**
- Average number of authors per remedy: **1,66**
- Number of author references in catalogue: **3.827**

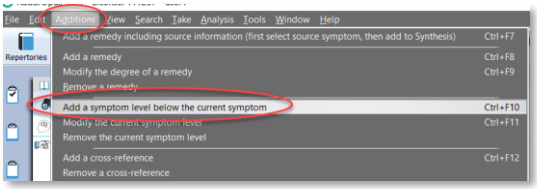
Synthesis Adonis comes with a chapter called **Personal chapter**, in which you can add new symptoms which you cannot fit into one of the existing chapters.

Repertory additions

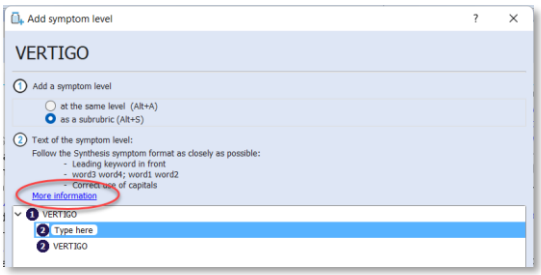
With the **Gold** and **Diamond** engines you can make personal additions to the repertory.
For more information see the chapter Repertory Additions.

The structure of the repertory

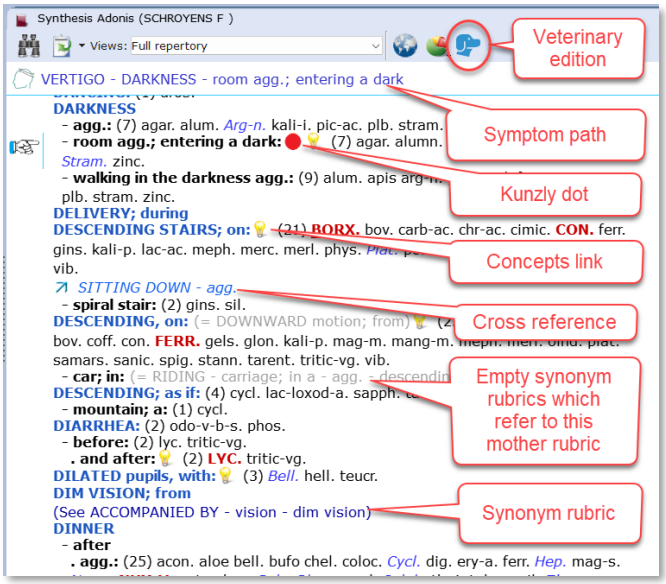
When you start adding new rubrics to the repertory, it would be a good idea that you familiarize yourself with the **structure** of the repertory, and the **format** in which symptoms are written.



You can find more information via the menu bar ***Additions – Add a symptom level below the current one,*** then select the link ***More information***



The repertory window



- In Synthesis you find **4 degrees** of intensity of the remedies:
  - plain
  - *Italic*
  - **BOLD**
  - **BOLD + UNDERLINED**

- At the top you find the **Symptom path** which shows the symptom with is currently selected with the hand indicator.

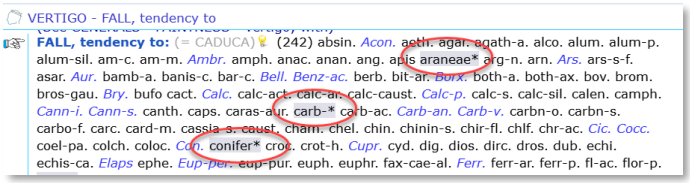
- There are **Red Dots from Kunzly** next to **rubrics**. These indicate symptoms which are especially useful to differentiate remedies on. There are also Kunzly Red Dots next to **remedies**, these are only visible if you show the authors. See for example the rubric VERTIG – Descending stairs.

- The **Dog icon** indicates this is a Veterinary edition of Synthesis.

- **Synonym rubrics** do not have any remedies, but point to (refer to) the mother rubric which does have remedies. With the mother rubrics you can see in gray which synonyms to that rubric. You can hide these gray synonyms via the local options icon.

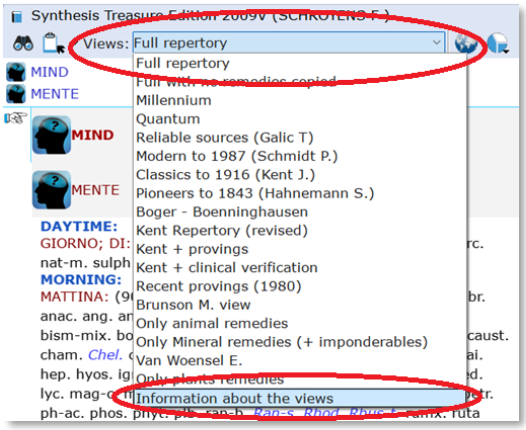
- Rubrics can have **Cross references** which point to similar or related rubrics.

- Synthesis Adonis also contains "**family-remedies**".
  Via the local options you can select to "highlight" them, show them "alphabetically", "at the end", or "at the top" of the rubric, or to "hide" them.
  In a smaller Repertory View most family-remedies will not show anymore, e.g. in the Quantum View.



Repertory Views

In Synthesis Adonis there are new and updated Repertory Views.
The Repertory Views button allows you to select which type of sources you want to see in the repertory.
More details can be found from the Views menu.

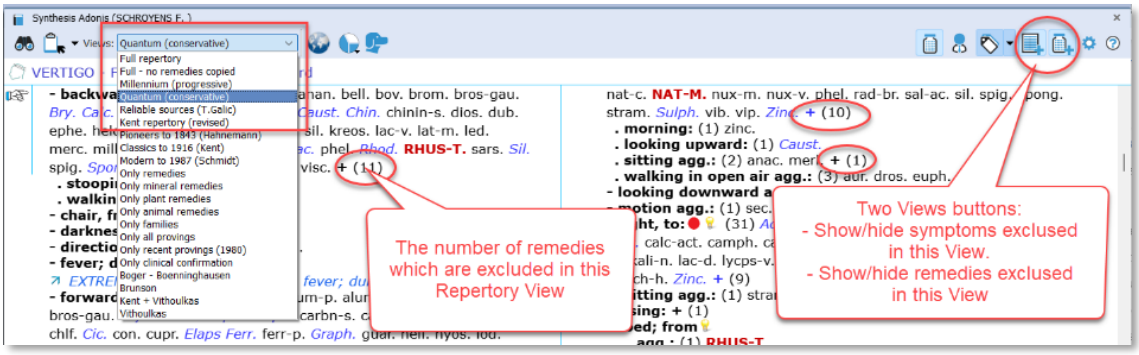


"Two Views buttons"

The two Views buttons at the right upper side of the repertory window allows you to:

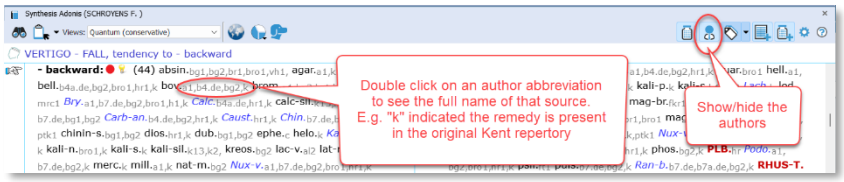
- Show or hide the **rubrics** which fall out of the selected view (if no remedy remains in that view).
- Show or hide the **remedies** which are excluded from the selected view.

Tip: For most users it is best to have both views buttons On.



Author references

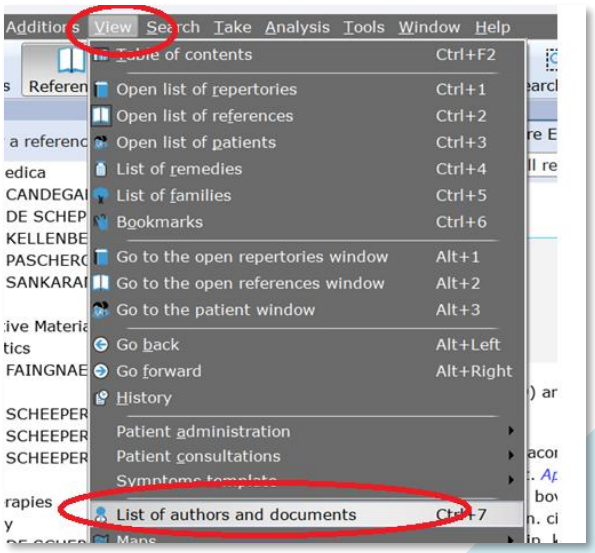
To see the origin of the remedies, use the button **Show/hide authors**.



A Double click on an author abbreviation shows the full name of the author or exact document.

Attention: You can also press the spacebar on the keyboard to show the authors. (Press the spacebar three times: Show remedies – Show authors – Show only symptom text)

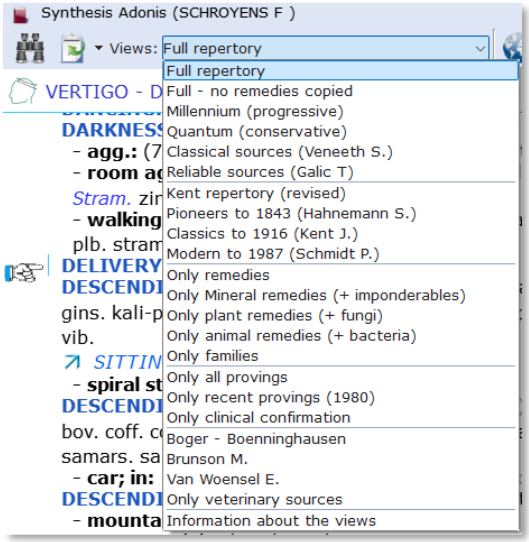
A list of all author references can be found from the View menu – List of authos and documents



Main Repertory Views

There are main repertory views which stepwise show more or less sources (example from Synthesis Adonis)

- Kent repertory (revised)
- Pioneers to 1843
- Classics to 1916
- Modern to 1987
- Reliable sources
- Classical sources
- Quantum sources
- Millennium
- Full remedies not copied from subrubrics
- Full repertory



Specific Repertory Views

These other views show a specific selection e.g.:
- Show only remedies of **Plant** origin (including fungi), or **Animal** origin (including nosodes and bacteria), or **Mineral** origin (including imponderables).
- Only remedies shows the full Synthesis without family-remedies.

- **Eric van Woensel** view: This is special view replacing the outdated Vithoulkas view. Erik was managing the Vithoulkas online academy for many years, and he had updated the view to match the modern author and remedy abbreviations. Erik made a selection of those sources he finds reliable.

- **Veneeth Sidharthan** view: This is a personal selection of sources Dr Veneeth finds reliable, and according to him you can work out 99% of your cases with this view. His view is a little bit more liberal compared to the Van Woensel view.

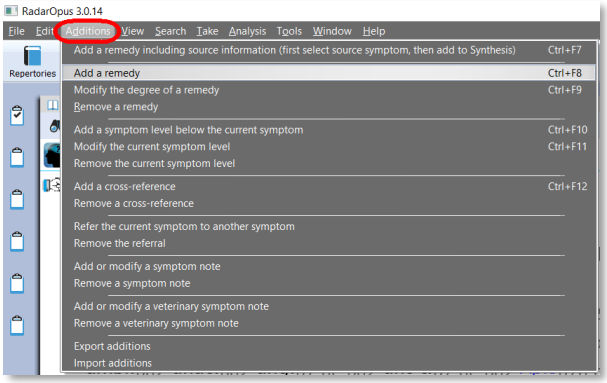
Repertory Additions

You can make the following additions

From the menu Additions you can select the following type of additions:

Video: [Making repertory additions]

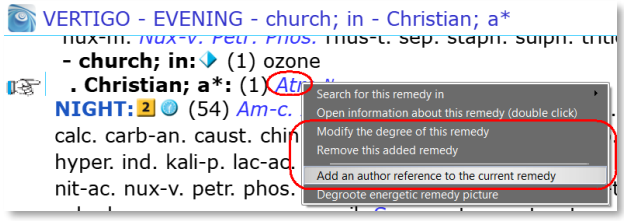
- Add a remedy including an original "source link" (a materia medica text)
  Or you can Add a "source link" to an already existing remedy.
- Add a remedy (without a source link)
- Add a cross-reference
- Add a referring symptom (a synonym)
- Add a general symptom note
- Add a veterinary symptom note
- Export or Import repertory additions



Right mouse click on a remedy

With a right mouse click on a remedy you have the following options;

- Add an additional author reference to a remedy
- Change the degree of a remedy addition
- Delete a remedy addition

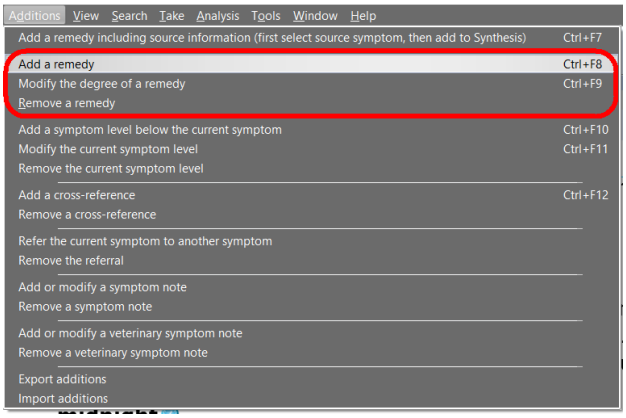


Add a remedy (or family)

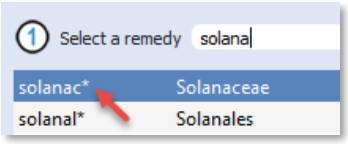
From the menu bar **Additions** select **Add a remedy**, you then can select:

- Add a remedy (or *family**)

(mention the degree, if it is a human or veterinary addition, and the source: only an author name, or the author + exact publication)

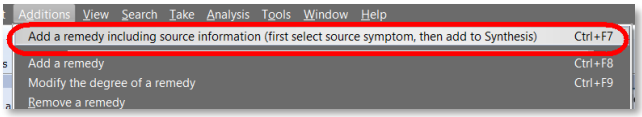


To select a "*family*" select the correct family which is indicated with an asterisk (*).



Add a remedy + the materia medica source link

You use this option if you read a reference document (a materia medica*) and you like to add that remedy including the link to that text to a rubric in Synthesis.

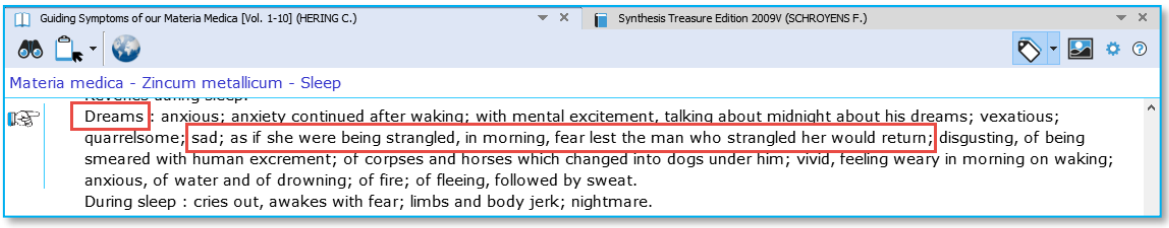


(* It must be a MM-text which is located in a chapter which describes a remedy, like is done in all MM documents)

From the menu bar **Additions** there is an option **Add a remedy including the source information**.

Example:
You read in the Hering Guiding Symptoms the following symptom in the remedy Zincum:
Dreams - as if she were strangled, in morning, fear lest the man who strangled her would return

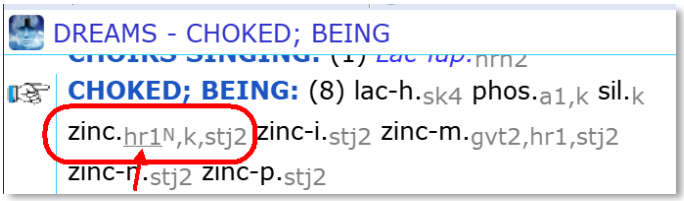
Step 1
- You should be in a materia medica text, and the 'hand' is pointing to this symptom text.
- Then select from the menu **Additions**, the option **Add a remedy including the source.**
(on Windows Ctrl+F7), (on Mac Cmd+F7), (Or Right-mouse click on the text)



Step 2
- Switch to Synthesis, and place the hand in front of the correct rubric, and use again **Additions**, **Add a remedy including the source** (on Windows Ctrl+F7), (on Mac Cmd+F7), (or Right-mouse click)

If the remedy was not yet in that rubric it will be added, if the remedy is already present, only an additional author reference will be added, which will be underlined.

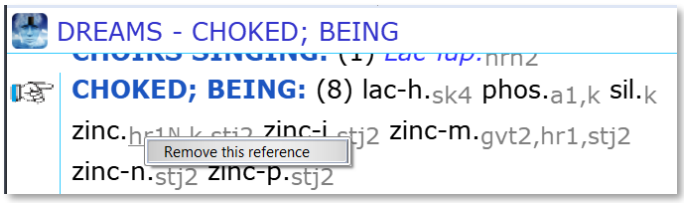
In the example the author-reference **hr1** has an underlining, which indicates there is a link available to a materia medica.
The superscript **N** indicates it is a new (personal) addition.



To see the source (materia media) link, double click on the underlined author abbreviation.

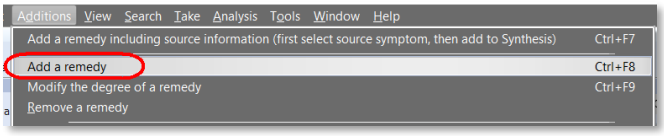
Remove a source link

If ever you need to remove a source link, **Right**-mouse click on the author, and select Remove this reference.



Add a remedy

Select **Additions**, then **Add a remedy**.



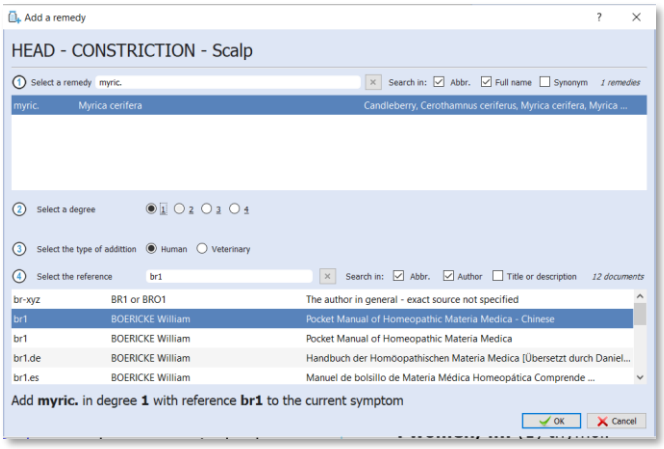
Then you need to select:

(1) The Remedy.

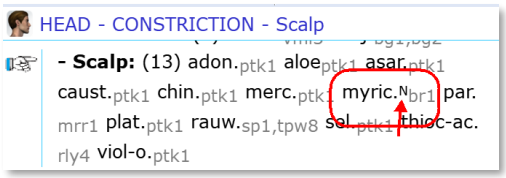
(2) The degree.

(3) If it is a Human or Veterinary addition.
If it is a Veterinary addition you need to select the type of animal also.

(4) The author or exact reference
It is best to select an exact reference, not only the author in general.
When ready click OK.



In this example we added the remedy **Myrica cerifica**, in a **degree 1**, as a **human** addition, from the **Boericke materia medica**.
The personal addition will be indicated with a superscript **N**.

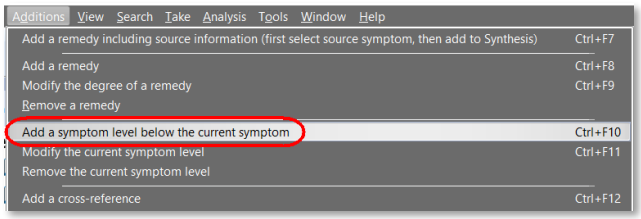


Remove or edit a remedy addition

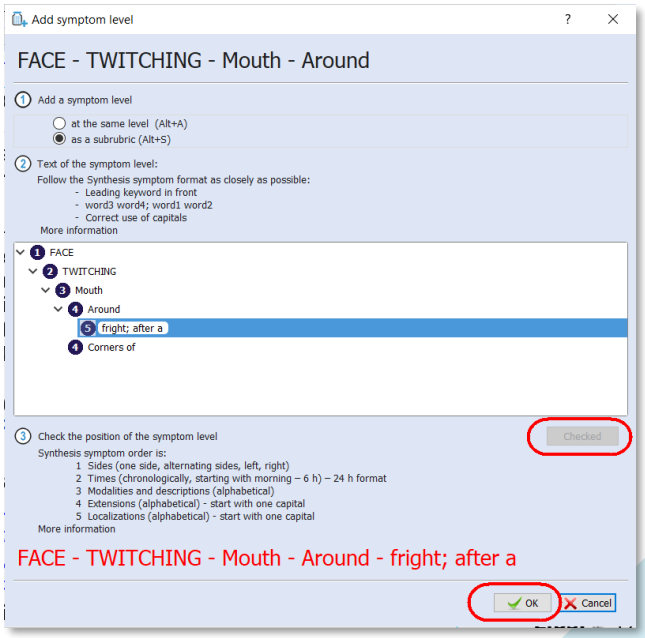
It will be clear how to use these functions and needs no further explanation.

Add a new symptom

If you want to add a new symptom (a main rubric, or a subrubric at any level) you need to use:"**Add a symptom level below the current symptom**".



Go in the repertory to the exact position where you want to add below: (1) a new symptom **at the same level**, (2) or as a **subrubric**.



After typing the new symptom text, make sure you check if you follow the rules of the Synthesis symptom-format, and if you are sure the symptom is at the correct position.

- Then click the button **Checked**.

- Then click on the button **OK**.

In this example we added a subrubric “fright; after a” below “Around”.

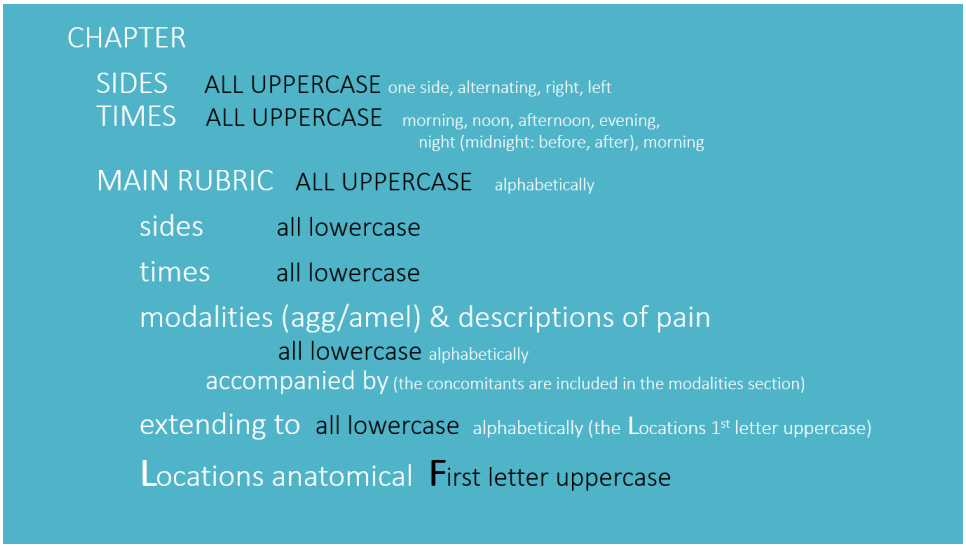
The full symptom path then reads:
FACE – TWITCHINGS – Mouth – Around – frights; after a

Symptom format:
- Main rubrics are all <u>UPPERCASE</u>
- Subrubrics are all <u>lowercase:</u> with the exception of anatomical locations, which should begin with one capital letter.

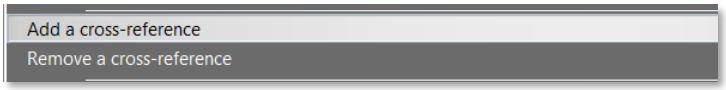
After the symptom has been added in Synthesis, you can start adding remedies.

Repertory structure and symptom format

Be sure you read the information about the **Structure** and **Symptom format** used in the repertory Synthesis. You can find details via link ***More information***.

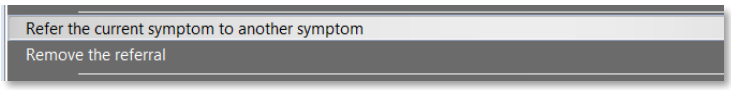


Add or remove a cross-reference



You can add to a rubric which has remedies, one or more cross-references.

Add a referring rubric (a synonym)



You can use “Add a referring symptom” if you want to insert a **Synonym** (a rubric which will not contain remedies) which will point to a similar rubric which does have remedies.

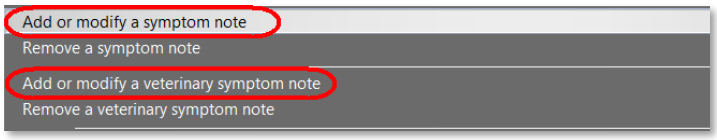
In the below example you see that these “symptoms” are **Synonyms**, which are called **Referring symptoms** in RadarOpus.

A Synonym rubric (or referring rubric) does not have any remedies.
Such a (child) Synonym rubric will refer to the Main rubric which does contain remedies.

In this example: **ABANDONED** does not contain any remedies, but it refers you to the symptom FORSAKEN FEELING which does have remedies.

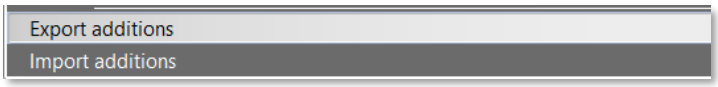
General symptom notes and Veterinary symptom notes

You can add a general (Human)-note to a symptom, or add a Veterinary-note.



Export and Import additions

It is possible to export all, or only a certain set of additions. For example additions made of a certain remedy only.



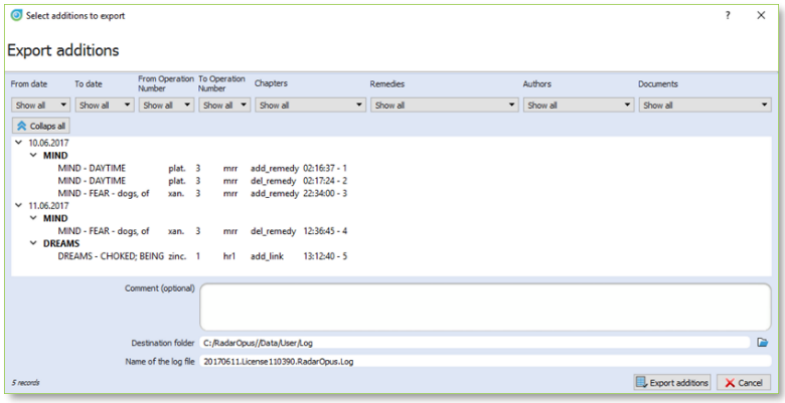
Attention for old version 3.1.5:
In version 3.1.5 Your additions are NOT included in the general RadarOpus backup.
You need to use the menu Additions – Export additions on a regular basis if you are making additions, to safeguard them.

In version 3.2.2 or higher, your repertory additions are included in the general RadarOpus backup.

If you want to get more insight into your additions, or want to share your additions with someone else, you can use this option **Additions** - **Export additions**.

In the next window you can see an overview of your additions.

It is possible to make a selection and show only certain additions:
- for a certain remedy
- for a certain author reference
- etc.



Before you export the additions, select a **location** (destination folder) to save the **Log-file**.
Then click on the button **Export additions**.

Note: Making a backup of your additions

Just to be sure you do not lose precious work when you make repertory additions, we repeat the warning: You should make regularly a backup using the RadarOpus backup function, and save it on an easy to find location.

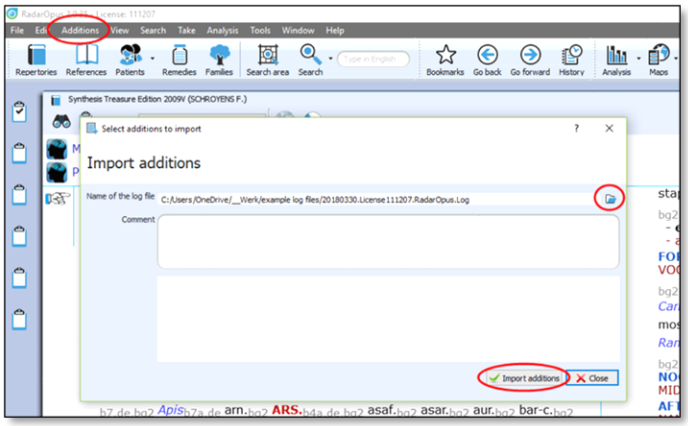
Import additions

You can import repertory additions from another RadarOpus user, or additions sent to you by the Synthesis team.

Video: Import additions

- **Automatically**: Additions can be received automatically, via the "Content updater" (Live updates). Please read more in the chapter Content updater.

- **Manually**: Maybe someone sends you a **Log file** with his additions.
  Place the log file in a location which you can easily find. (e.g. RadarOpus\Data\Users\Log)



- Select from the menu bar **Additions, Import additions**.
- Select the location where you placed the Log file.
- Start the import with **Import additions**

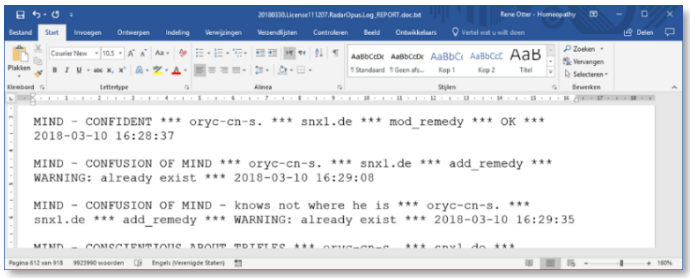
The importation process may take a while depending on how many additions the log file contains.

- When ready a message will show: *Import completed*.
- Then you may Close the window

After importation of a **Log file**, you can find two additional files which have been placed in the same location of the Log file:

- ***date.licensenumber_REPORT.log*** file
  This file can be opened with a text editor, and contains an overview of the importation result.

- ***date.licensenumber__ERROR.log*** file
  Only useful for technical support staff only. You may delete it.



Personal Chapter

In Synthesis Adonis a personal chapter is provided where you can add additions on the fly. You can make here additions which do not fit in one of the existing chapters and/or you do not need to be so careful to follow the existing repertory structure and format.

References – Materia Medica

Materia Medica / Journals / Therapeutics

RadarOpus offers a large number of "References". References in RadarOpus are all documents which are mainly text based (so contrary to repertories). There are…

- **Libraries** which contain a collection of titles
- **Individual titles**
- *(titles are available in many languages)*

For an overview of all available reference titles please visit www.radaropus.com or ask your local representative.

Just to mention a few titles:

- **Farokh Master**: Clinical observations of children remedies. Lac remedies.
- **Andre Saine**: Materia Medica Pura Project.
- **Frans Vermeulen:** Synoptic Reference, Synoptic Reference, Vista Vintage, etc.
- **Anne Vervarcke** : Rare Remedies for Difficult Cases
- *and many more titles*

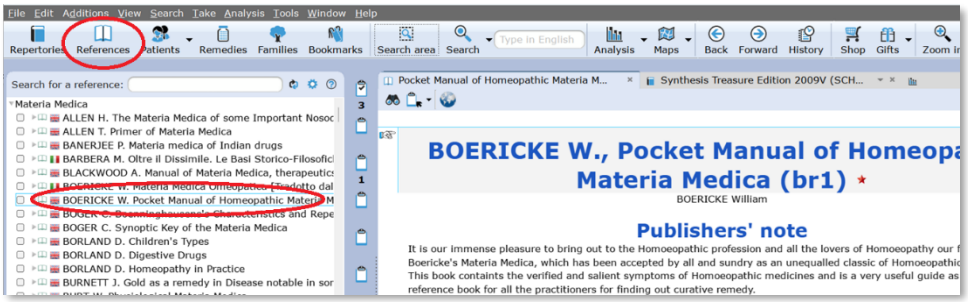
References: Browse in a Materia Medica

Open a Materia Medica book to look up a Remedy

Video: [Browse in Reference documents]

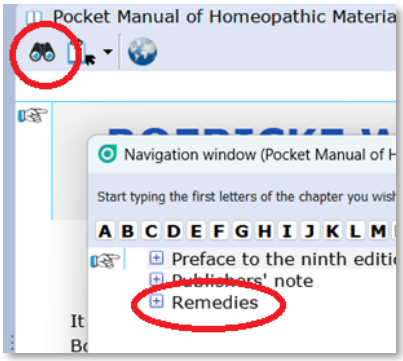
In the list of References click on the book you want to open.

On the right the book will open in a separate Tab.



Click on the binoculars to open the Find window, to browse through the chapters of the book.

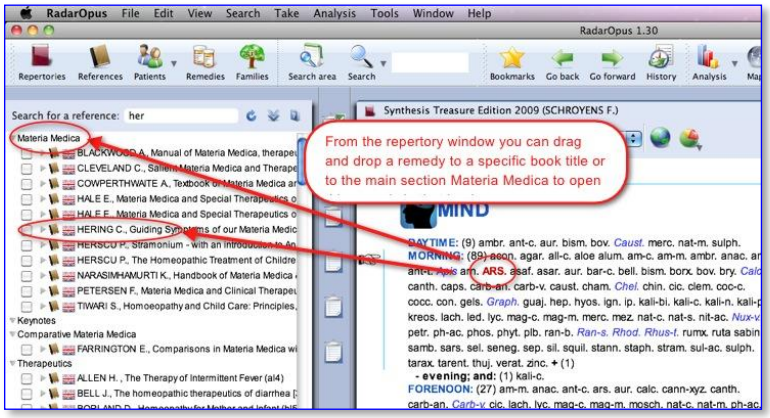
A list with the chapters open.
Depending on the structure of the document one can see all sublevels immediately (for example all remedies), or maybe you need to select first a materia medica section.



Drag and drop a remedy to the list of References

You can **drag and drop** a remedy abbreviation from the repertory to the TOC of References:

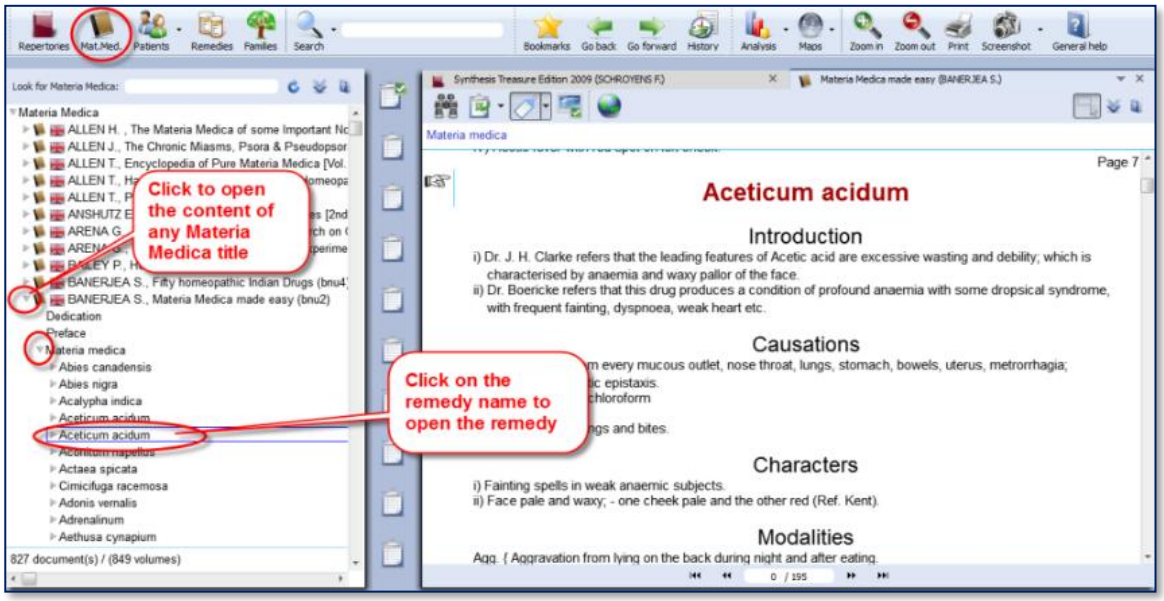
- Drag and drop **to a specific book title**.
- Or you can drag and drop **to one of the sections**, for example 'Materia Medica' to search in all MM books*.



Another trick, click on the triangle in the TOC

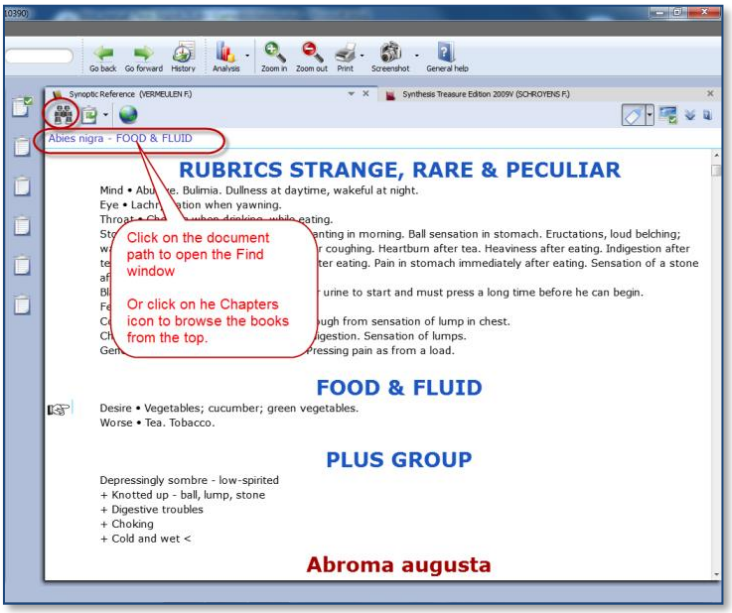
With a click on the **triangle** in front of a book title, the table of contents of that title will open.

- A click on the next triangle opens the following level.
  - Click on a remedy name opens the remedy on the right in a separate Tab.



The Symptom Path in a MM

A click on the symptom path opens the Find (browse) window,



Taking symptoms from Reference (MM) books

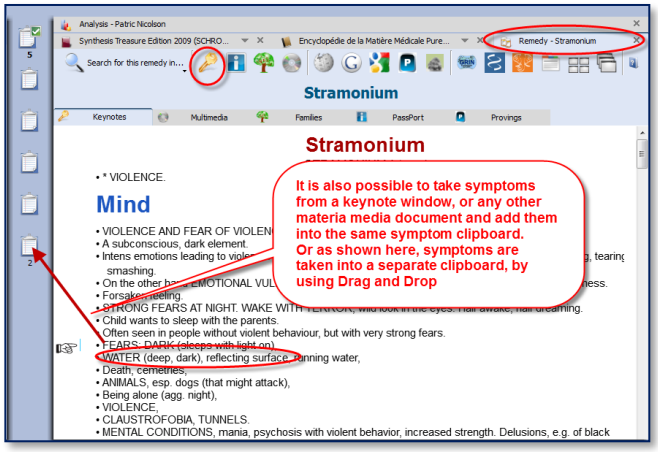
You can even Take symptoms from any materia medica document and add them to the same, or a different symptom clipboard.

Such a symptom will only have one remedy connected to it.

Take with drag and drop

- First select a part of the text,
- then you can drag the text to a clipboard

Tip: You can drag a symptom to a separate clipboard, and us is at a kind of Bookmark.



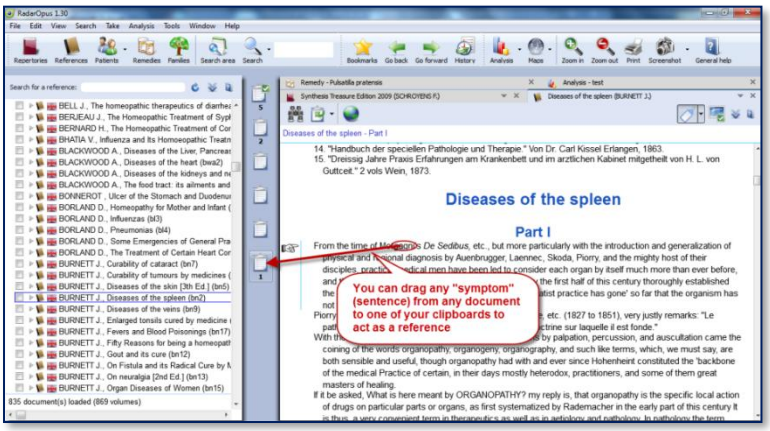
Taking "Symptoms" from any part of your library as a Reference

When you study a case and browse through documents, for example a Therapeutic document you might come across something which is interesting to remember for later.

In RadarOpus you can **drag and drop** such "symptoms" (sentences) to one of your clipboards as a reminder.

It will later act as a **Link** (a kind of bookmark) to that location.

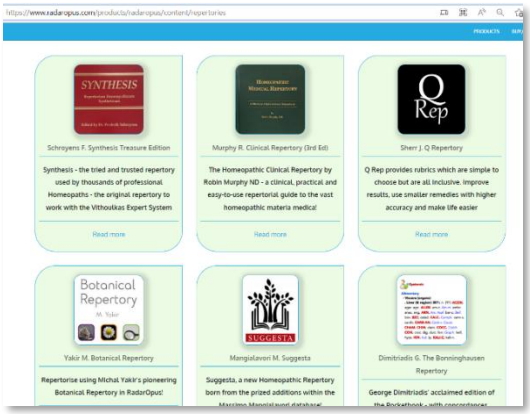
Tip: For example you could use the last clipboard as a '**reference clipboard**' to add such "links"



Other Repertories

Besides the Synthesis repertory 2009 and Adonis, RadarOpus offers many other repertories. For a full list and all details checkout the website and ask your local representative. For example:

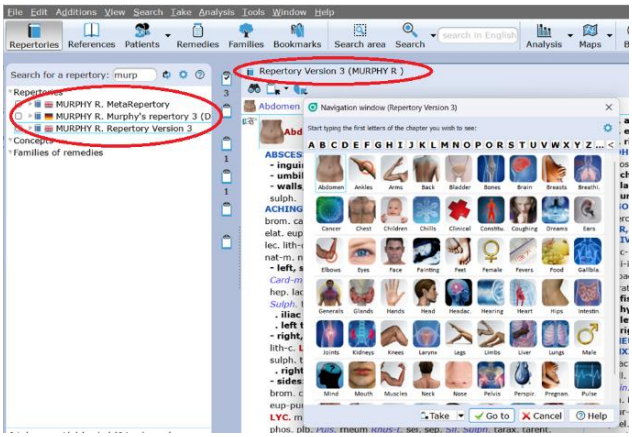
- **Q Rep -** Jeremy Sherr:
- **Suggesta -** Massimo Mangialavori
- **Botanic repertory -** Mikal Yakir
- **Murphy edition 3 and Meta repertory**
- **The Boenninghausen repertory -** Greorge Dimitriadis:
- **Dream repertory -** Filip Degroote
- **The New World Veterinary Repertory -** Pitcairn & Jensen
- **Hom. for Cattle, cheeps, goats –** Liesbeth Ellinger
- **Knerr repertory of the Guiding Symptoms**, *and many classical repertories*



For more details please see the website [www.radaropus.com - Products – RadarOpus - Content - Repertories]

Murphy repertories: Edition 3 and Meta edition

If you have purchased one of Murphy's repertories you can open them from the list of repertories.



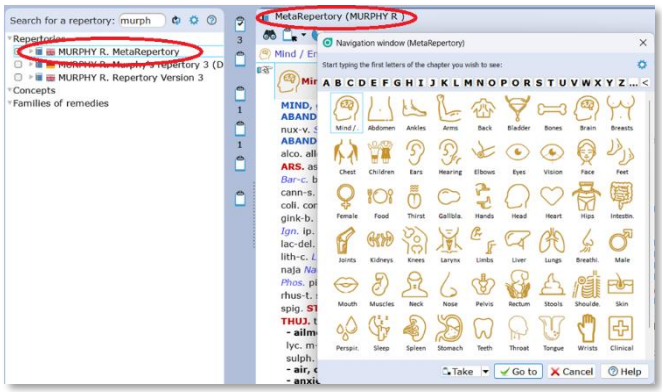
Murphy edition 3

[Read more about Murphy edition 3 on this website]

[A direct link to a tutorial video by Luke Norland].

Murphy's - MetaRepertory edition

More information will follow about this new edition of Murphy.



Thematic Repertory – Luke Norland

The thematic repertory does the hard work of grouping similar mind rubrics for you!

Video: Intro how to use the Thematic repertory

The Thematic Repertory has 92 Themes and over 850 individual rubrics.
This supplement to Synthesis will help you find & analyze classical & modern remedies & families with speed & simplicity!

- Developed by carefully combining cross-referenced Mind rubrics in Synthesis that express a similar meaning.
- Featuring additions of new remedies from contemporary Hahnemannian provings as well as remedy families.
- New remedies have been added by researching each theme throughout the provings available in RadarOpus.

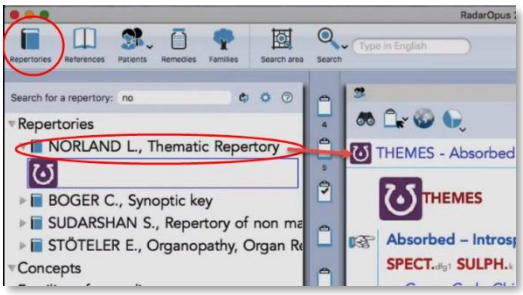
- Have you ever been unsure which specific rubric to use?
  For example when anticipation is a problem for the patient, do you choose ailments from anticipation, anxiety from anticipation, anxiety - if a time is set or something else?
  Now you can simply take the Theme - Anticipation.

The unique features of the Thematic Repertory:

- Each theme lists the individual rubrics used to compile the super-rubric for transparency. You can choose to repertorize with these smaller rubrics too.

- Some new remedies included are:
  New School of Homeopathy Provings - Clupea harengus (Atlantic herring), Latex vulcani (Vulcanized rubber), Passer domesticus (House sparrow), Meles (European badger), Carbo fullerenum (Carbon 60), Fulgurite (Lightning-struck sand), Cladonia rangiferina (Reindeer moss), Monotropa uniflora (Indian pipe), Slate of north wales.
  Other new remedies include - Lamprohyza splendidula (Firefly), Culex pervigilans (Mosquito), Banisteria caapi (Ayahuasca), Tyto alba (Barn owl feather), Calopteryx splendens (Damselfly), & more.
- Some families included are:
  Trees, Birds, Spiders, Milks, Periodic Table Series & Stages, Miasms, Sea animals, Butterflies, Insects, Fungi, Various Plant families, Noble gases, Mineral salts, Mappa Mundi elements & temperaments & more.
- Families are added according to the following criteria:
  When 3 or more remedies from a family are found within a rubric.
  According to the author's knowledge of family themes based on a variety of teachers (mentioned below) & confirmed in cases.
- You can:
  Limit your analysis to show only families instead of remedies.
  Do a search extraction to see the themes of families & remedies.
  Check the original author code from Synthesis.

From the List of repertories, a single click on the title opens the thematic repertory in the repertory tab.



With the Binocular icon you can open de Find window to browse through the "themes"(rubrics) which are in the thematic repertory

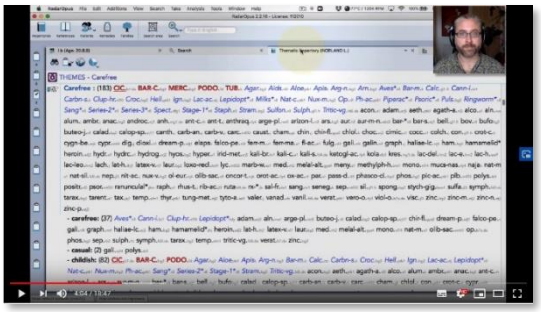
The rubrics contain "**remedy**" abbreviations but also "**families**". The families are indicated with a *

Remedy or family search

It is possible to do a "remedy search" of a "family-search" through the thematic repertory to find all the rubrics it is listed in.

Take theme-rubrics into your symptom clipboard

You can also add a rubric from the thematic repertory to your symptom clipboard to add it to the analysis.



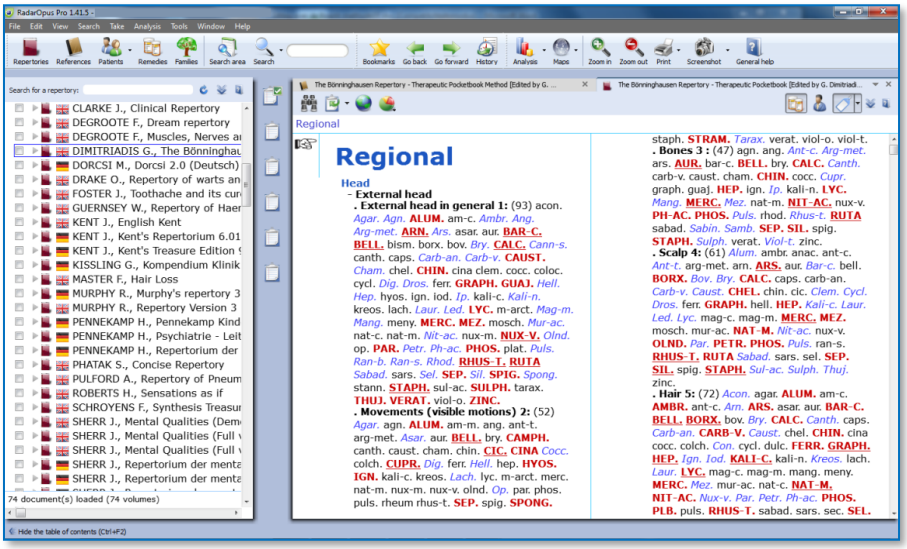
To view how you can use the thematic repertory make sure you view the introduction video.

The Boenninghausen Repertory - Dimitriadis

This is the most accurate English re-translation of Bönninghausen's Therapeutisches Taschenbuch (2nd edition), carefully corrected with reference to his original manuscript. By George Dimitriadis

For the first time available to the Homeopathic community as electronic version in RadarOpus. Now you can use this unique edition of the Pocket Book repertory to work out your most complex cases.

Note that in this repertory the polar rubrics are not indicated with links, and polar analysis is not available, as Dimitriadis does not use them, contrary to the Pocket book repertory from Heiner Frei.



Besides the Boenninghausen Repertory itself, you can also find a Reference document with an extensive description of the development of this unique edition, with all footnotes and all rubric explanations[1].
It also includes a practical chapter with case examples how to use this repertory and the Boenninghausen method.

> The amount of time, thoroughness and desire for accuracy which went into the creation of this new version of the Boenninghausen Repertory (Pocket Book) is really amazing. Your cases analyzed according to the Boenninghausen method using this repertory will bring you the highest result possible for your patients.

If you want to use this repertory it is also advised to read the following articles by George Dimitriadis:

- The Boenninghausen Repertory. The reasons behind the new English translation and re-formation of Boenninghausen's Therapeutic Tashenbuch.
- The First Repertory. Boenninghausen's model for our profession.
- An introduction to The Boenninghausen Repertory. Therapeutic Pocket Book method.
- A guide to Homeopathic Diagnosis using the Boenninghausen Repertory, 2nd ed.

[1] The rubric explanations (the meaning of the rubrics) will be added in the next RadarOpus version 1.42

Summary of features:

The most accurate and compact repertory fully representing the 125 medicines contained within.

- Every entry checked against Bönninghausen's own TT manuscript and corrections made only after careful reference to source provings.
- Accurate rendering and re-translation of all rubrics from the original German.
- Contains only material from Bönninghausen's original TT thereby maintaining the integrity of the method as was originally intended.
- Removal of all duplicate and synonymous rubrics.

The only repertory with clarification of rubrics meanings.

- Each rubric referenced to its original German TT counterpart
- Expanded section of explanatory endnotes (first introduced in TBR1) clarifying the precise meaning of the rubric
- Many more rubrics now referenced to the source provings with full rendering of the entire symptom as found in the materia medica

The only repertory with consistent and meaningful grading system.

- Thorough rechecking of grades from the original TT manuscript
- Accurate representation of the original TT allows the consideration of Bönninghausen's own clinical experience in the analysis

The advantages using RadarOpus with the Bönninghausen Repertory

You can use all the advantages of RadarOpus with this repertory: A quick **Find** and powerful **Word search** function. The use of several symptom clipboards. You can store you Boenninghausen analysis efficiently in the same patient file together with all other details of the case.
The Advanced patient file search also allows you to trace back quickly things like: “show all cases where you have used a certain symptom, mentioned a certain pathology or gave a certain remedy”.
If you also have the book edition, you can also use ‘the rubric ID numbers’ in the electronic version to quickly select the rubrics to repertories on.

Content Updater

Freenotes and Library (repertory and references) updates

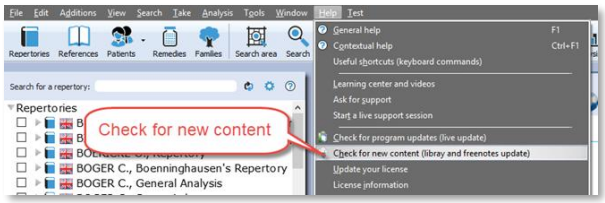
There is an automatic check to see if there is new content available.
These can be:

- Free RadarOpus documents.
- Payable RadarOpus documents or additions.
- Freenotes.
- Synthesis additions updates (Log files).

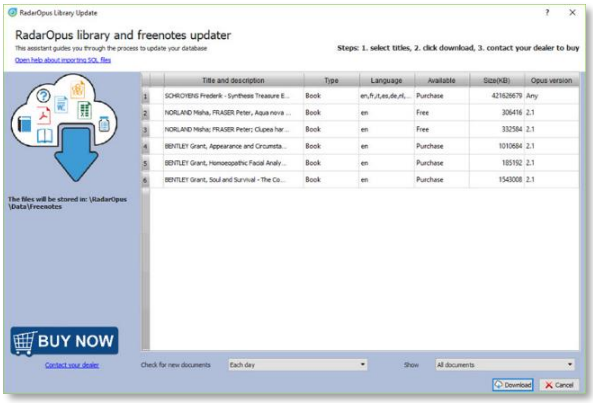
Video: Content updater

You can set how often RadarOpus should check if there are content updates available.

You can also check for new documents manually via the menu bar **Help**, then **Check for new content.**



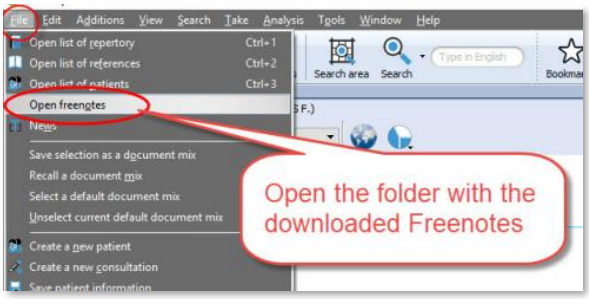
The updater windows gives an overview of all available new files, and if they are Free or Payable documents, and in which language.



Freenote files

When you download Freenote files, you can access them via the menu **File**, **Open freenotes**

These files are stored in the folder:
\RadarOpus\Data\Freenotes



Share freenotes

If you like to share interesting information with other RadarOpus user, please send them to: synthesis@zeus-soft.com.
The information you like to share can be Repertory additions, Proving documents, Text documents, Links to interesting videos, etc.

Attention: Make sure to only send information of which you are the copyright owner.

Download & import repertory additions

When you select to download repertory additions, they will be installed in two steps:
First they are downloaded, then they are inserted into the Synthesis repertory.

If you download Payable documents, you need to contact your local distributor to receive access to them.

Families & Maps

Know which Family, and Highlight or Limit to a family

This tutorial video gives an overview of the family's functions:

- Double click on a remedy: see family info
- The TOC of families (List of all families)
- The families repertory
- Highlight and Limit the analysis to a family

Video: Tips and Tricks families - Part 1

Video: Tips and Tricks families - Part 2

A Family search in the repertory

Families is everything that has to do with "groups of remedies" or "relationships of remedies".
These groups (families) can be based on many different criteria.
Family-information can be consulted via the:

- Maps
- Remedy Information Window (RIW) (a double click on a remedy abbreviation)
- Table of Contents of Families
- The Family Finder (Anne Vervarcke)

See this introduction video about Families:

Video: Family Classification - introduction

It is possible to search for a "family of remedies" in the repertory. You can search for all symptoms (rubrics) in the repertory which contain a family member of a certain remedy.

You can do such a family search from: the Quick Search box (Ctrl+F5), or from the **Simple search** window (?) or (F4), or from the **Advanced** (guided) search window (F5).

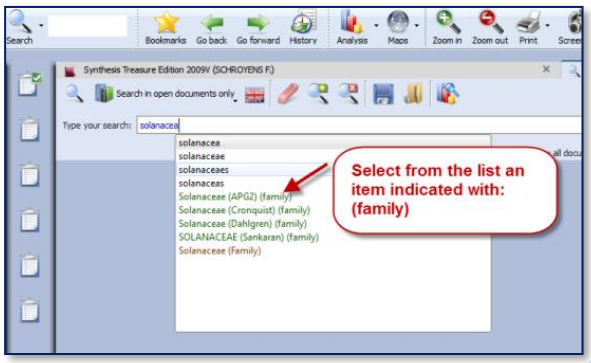
- ? Opens the **Simple** search window
- F4 Opens the **Simple** search window
- F5 Opens the **Advanced** (guided) search window

Search for a "Family" in the repertory

The video shows you how to search for a family in the repertory. You can search for all symptoms (rubrics) which have at least one remedy belonging to a certain family.
You can do such a search both from the **Simple** search window and from the **Advanced** (guided) search window.

Video: Families search part 1

- Start from the Synthesis repertory window.
- Press **F4** to open the simple search window.
- Start to type the name of the family and select from the auto-complete list an item indicated with **(family)**
- Start the search by pressing <enter> or by a click on the search button.

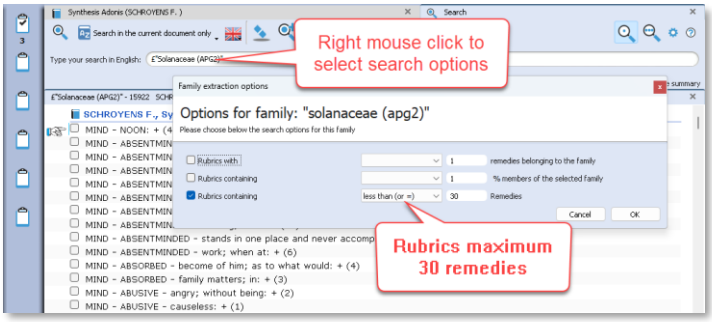


Note that you select the correct location (document) to search in: **Search in the current document** will search in the Synthesis only.

Family search options (maximum rubric size etc.)

You can also specify the following additional search criteria:...

- The minimum **number** of remedies of a family
- A minimum **percentage** of remedies from a family
- A maximum **rubric size**
  Other options and combinations are also possible.



- **Right mouse** click on the family name in the simple search box and it opens a window with additional search options.

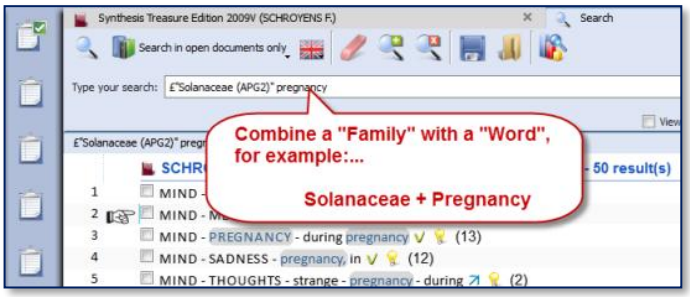
Search for a "Family" and a "Word"

Video: Families search part 2

You can combine a family search in combination with a **word** search. You can also combine it with a "search area" in case you want to search only in a particular section of the repertory.

In this example a family "Solanaceae" is combined with the word "pregnancy".

It will find all symptoms in the repertory of Pregnancy if at least one of the Solanaceae remedies is present in that symptom (rubric).

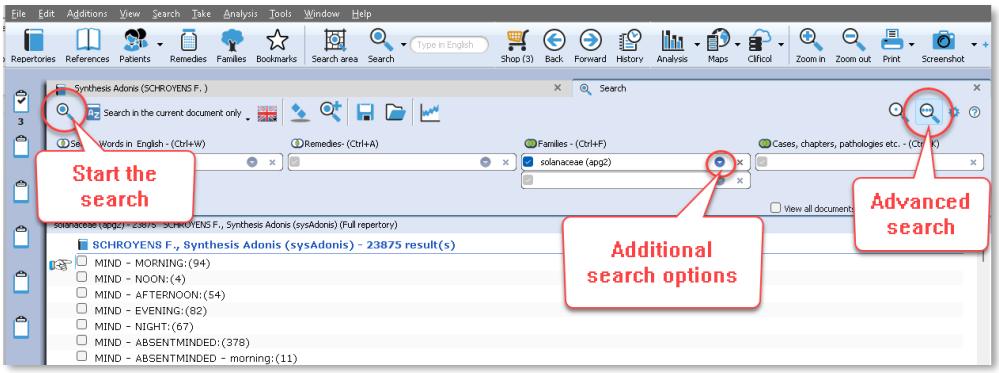


- You can also select Search options with a Right mouse click on the family name in the search box. For example, limit the search to rubrics not larger than 50 remedies.
- Or you can limit the search to a specific search area. You can drag and drop a chapter or a main rubric to the search area box. Then select "Search in the current search area"

Advanced Search

The advanced search window can also be used to search for a family in the repertory.

- Use the fields for Families.
- Open the Options to enter additional search options (Minimum rubric size, Minimum number of remedies from a family, etc.)



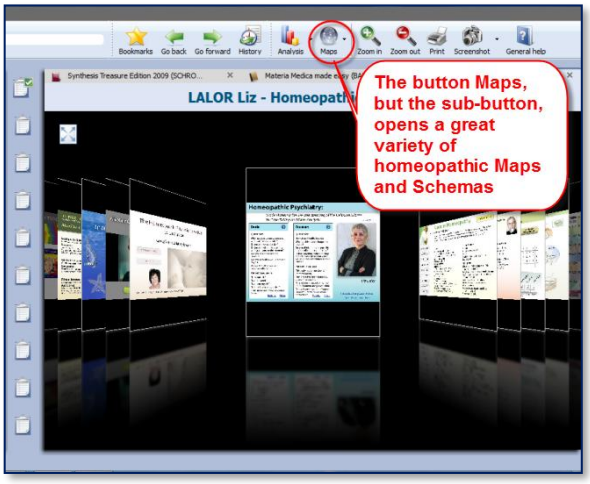
See also the chapter Advanced search for more explanation and a tutorial video.

Maps

The button **Maps** offers a great variety of homeopathic maps or schemas of different teachers and approaches.

Maps can give access to specific information and allows you to **limit or highlight a certain remedy- group** (a family) in your analysis window.

For example the Maps of **Liz Lalor** help to analyze your case by offering information about Delusion rubrics and helping to find the correct rubrics for your case.



Will Taylor: Highlight or Limit to a Family

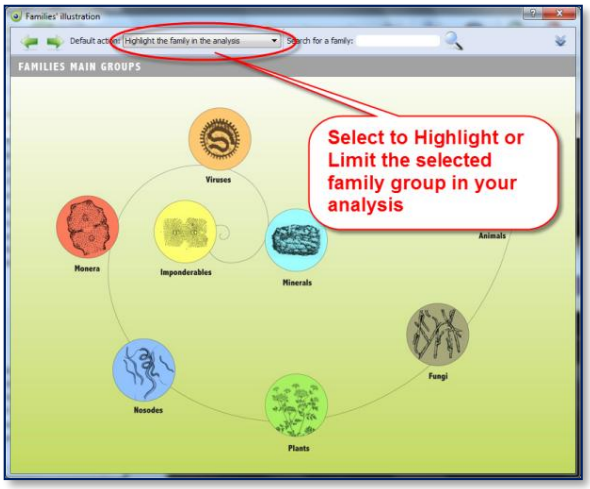
Maps and families are very related topics. Most of the Maps have to do with 'Groups' of remedies.

Video: Use Maps (Kingdoms Will Taylor)

For example the Map of the **Families Main Groups** offers a graphical way to select the family group you like to **Highlight** or **Limit** your analysis to.

Navigate to the family group you need.

- **Right mouse** click on it and select **Highlight** or **Limit** the analysis
- When you have reached a last level, it will automatically execute the option you have selected at the top.



Learn more about using Maps in the Help on Line or see the chapter Families.

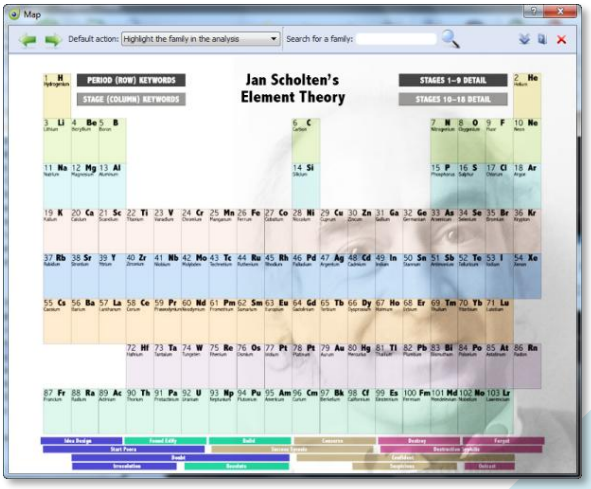
Jan Scholten: Highlight or Limit to a Stage or Series

The video shows you how you can use the Maps to select one or more family-levels in the Periodic table to limit or highlight the analysis to.

Video: Use Maps (Jan Scholten)

In the periodic table you can select a 'family/group' to highlight or limit your analysis to.

You can also select several items via the Right mouse click or with the keyboard Ctrl+Click (Windows) or Cmd+Click (MAC).



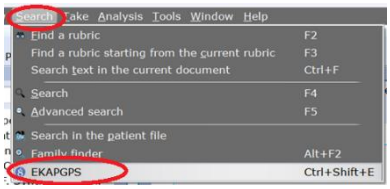
Modules

There are several optional modules available on RadarOpus. For an up-to-date list see the website or ask your local representative. To mention a few:…

- EKAP GPS – Viktoria & Roberto Petrucci
- Family Finder – Anne vervarcke
- Cycles and segments - Paul Herscu
- Master score - Farokh Master
- Facial analysis - Grant Bentley
- Check for up to date information about the latest Modules on www.radaropus.com

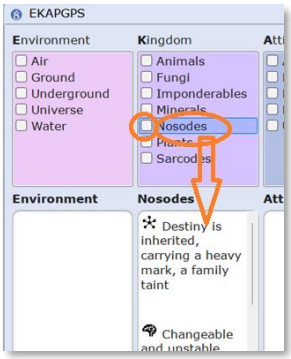
EKAP GPS - Viktoria Nemeth & Roberto Petrucci

Video: EKAP GPS tutorial



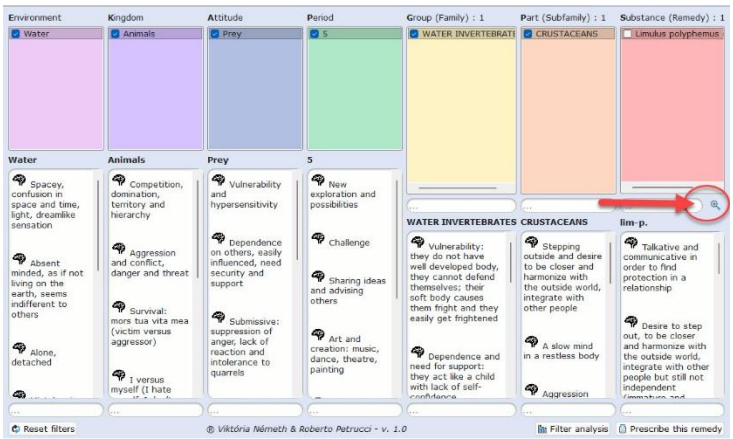
You can start the module from the main toolbar **Search** – **EKAPGPS.**
View the tutorial video for more details:

- Time: 00:00 An introduction to method and development of the module
- Time: 30:05 The module content and how to work with it.



A click only on the Word shows below keywords of that level.
A click on the checkbox limits to that level.

Type a remedy in the search box below the Substance window, then click on the magnifying glass to start a search in all your RadarOpus books.

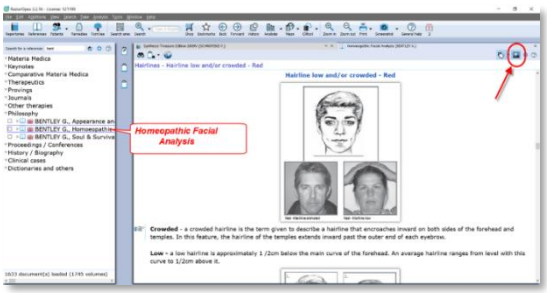


Facial analysis - Grant Bentley

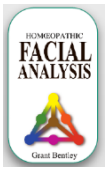
Introduction to Homeopathic Facial Analysis (HFA)

In this interview Grant and Louise Bentley give an introduction to the HFA (Homeopathic Facial Analysis).
In RadarOpus you can find the following titles.

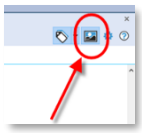
Video: Bentley Facial Analysis



Facial Analysis



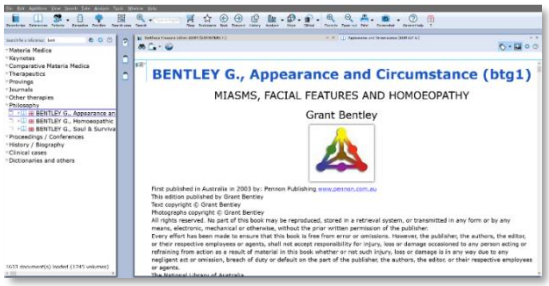
In the late 1990?s, Grant began a research project on facial structure and miasms. This project became a new homeopathic methodology known as Homeopathic Facial Analysis (HFA). Since its development, HFA has been taught to both undergraduate and postgraduate students all around the world. To date, practitioners in more than 25 countries use HFA.



From the table of content of References, select the title "Homeopathic Facial Analysis". Make sure to click in the right upper corner the button the **Show Images** to be able to see all the images in the document.

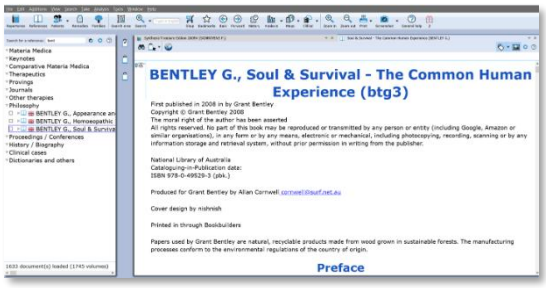
Appearance and Circumstance

Appearance and Circumstance (2003) details the nature of miasms (inherited stress and health responses) and how facial analysis can be used to determine a patient's stress response using classical homeopathy.



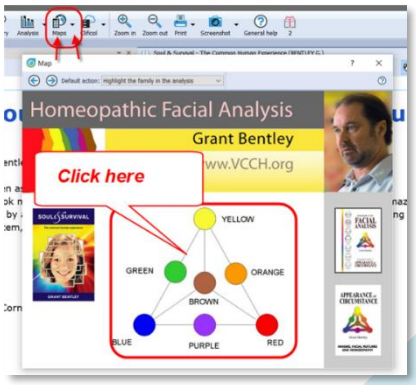
Soul & Survival

Soul & Survival (2008) explains how these inherited stress responses (the survival instinct or miasm) influence our instinctive memories and define our behaviors when we are stressed. Grant discusses the importance of competition and co-operation in regard to personal survival. He outlines the universal forces that influence each of us and how these forces can be read from our facial features.

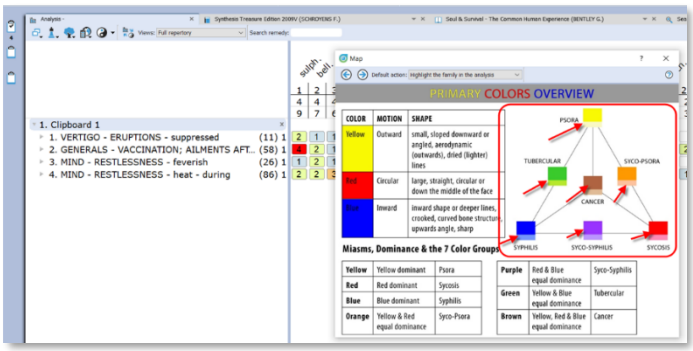


Maps & Limit/Highlight the analysis

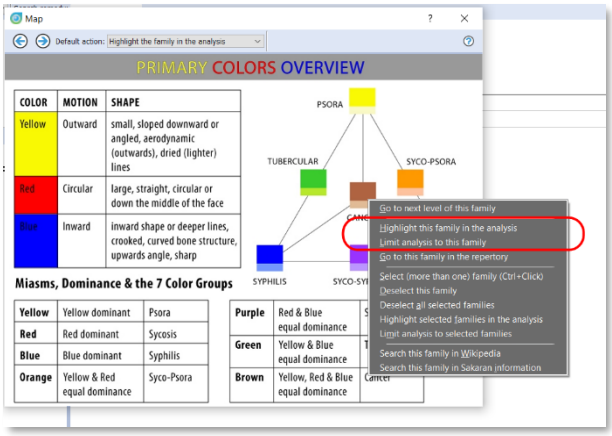
Open the *Facial Analysis Map* via the Maps icon in the main toolbar. Click on the trangle with colors to open the next map with the *Primary Colors Overview*.



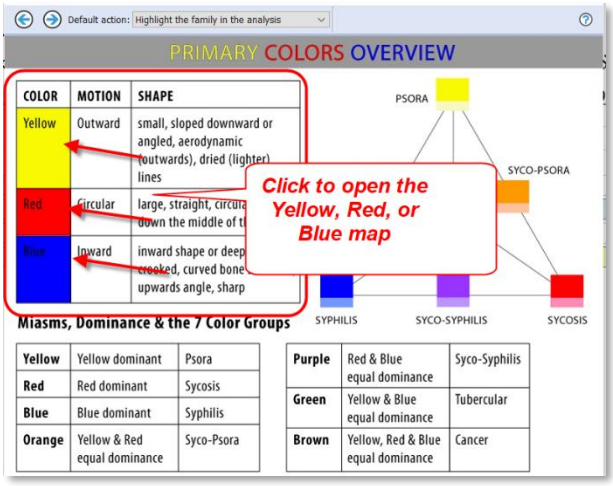
In this next map called *"Primary Colors Overview"* the pyramid part allows you to click on the individual Miasms (colors).



Right mouse click on one of the Miasm colors in the Triangle, then select *Highlight this family in the analysis* or *Limit this family in the analysis*.

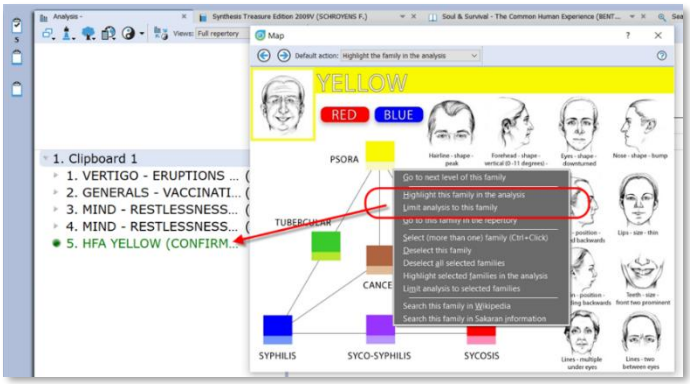


You can also click on the table, on the **Yellow**, **Red** or **Blue** boxes to open these specific maps.



From the specific Miasma (color) map you can Right mouse click on one of the miasms.

Then select *Limit this family to the analysis* or *Highlight this family in the analysis*.



Family Finder - Anne Vervarcke

How to use the Family finder

RadarOpus v2.2 comes with an updated Family Finder database also. It offers thematic information about 142 families and 484 remedies.

Video: Rene interview with Anne Vervarcke (part 1-9)

Video: Anne Vervarcke explains the FFinder

Video: Luke Norland explaining the FF (part1)

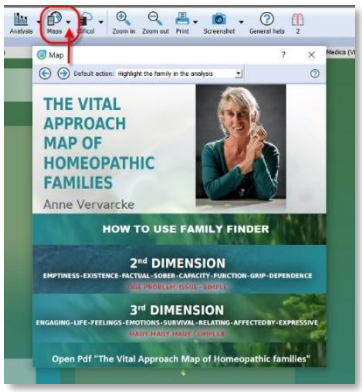
Video: Luke Norland explaining the FF (part2)

Video: Luke interview with Anne Vervarcke

Map - 2D and 3D Dimension

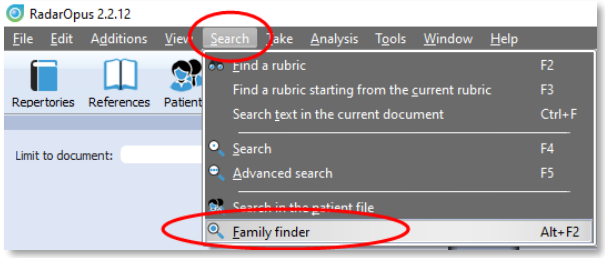
Via the toolbar you can open the MAP of Anne Vervarcke about the Family Finder. It will explain about the 2nd and 3rd dimension.

A click on either the 2nd or 3rd dimension will open the Family Finder window.



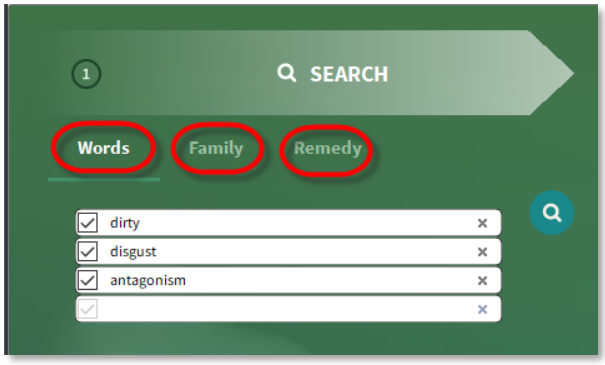
You can also start the Family finder via the menu **Search**, click on the **Family finder** to start it.

The Family Finder module helps you to quickly understand and differentiate families and remedies which run through the case.



The family finder lets you search on:

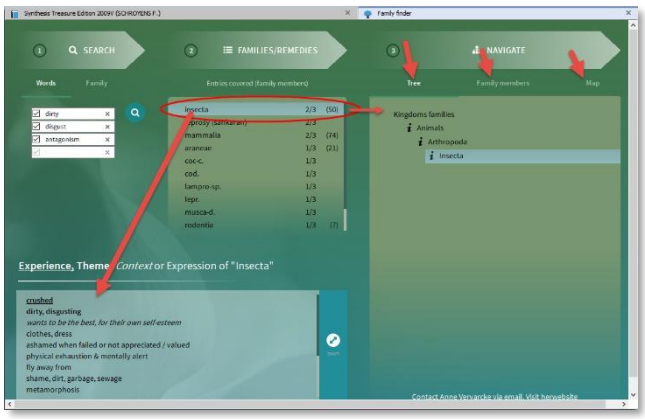
- words,
- a family,
- a remedy.



(1) Search for Words

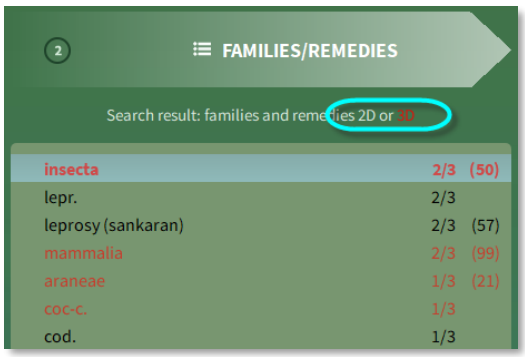
You should select keywords which define important elements of the patient. These words can be: ***themes***, ***style or way of presentation***, ***symptoms*** or ***other observations***.

Example: Enter the following three search words: In field one "**dirty**", in field two "**disgust**", in field three "**antagonism**". Then press again enter to start the search or click on the search icon.



Search result: families and remedies

You then see at the right of the search words the **search result**.
The search result consists of both individual **remedies** and **families** that correlate with your (carefully chosen) keywords or expressions that describe the fundamental themes of the case.

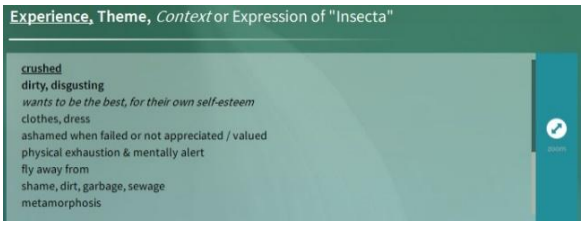


- The score e.g. **2/3** indicated that 2 out of 3 search words have been found for that remedy or family.
- The numbers behind the <u>families</u>, e.g. **(74)**, indicated how many remedies are in this family.
- The result is indicated in black (2D), and red (3D)

The description box: Experience, Theme, Context or Expression

The description box offers for each remedy or family the themes and core issues.

The font type shows what kind of information it is:
- <u>**Experience**</u>: is shown in bold and underlined
- **Theme**: is shown in bold
- *Context*: is shown in italic
- Expression: is shown in plain text



About typing search words

Note that there is a difference between typing two words in one field
For example: Both in field 1: "**love work**"

Or if you type one word in each field:
Field 1: **"love"**
Field 2: **"work"**

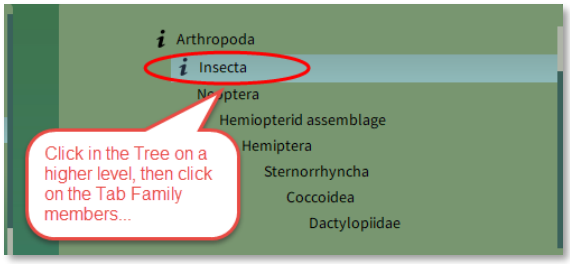
Both words in one field finds only sentences with both words in the same sentence (symptom).
The words in separate fields will search for all sentences (families or remedies) which have both these words anywhere in the description!

The Navigation section: Tree, Family members, Map

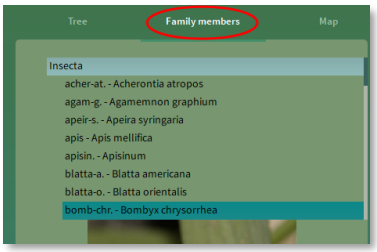
The Tree

When you click in the search result on one of the found remedies or families, to the right in the **Tab** - **TREE** it will show its position in the family hierarchy.

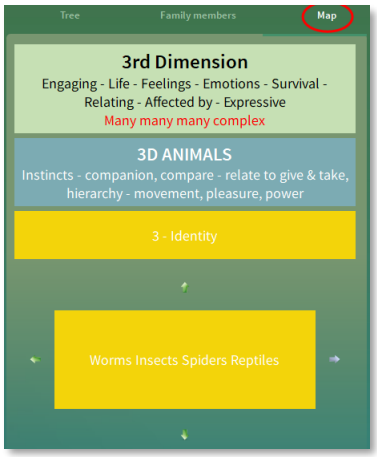
If you click in the Tree on a higher location in the hierarchy, e.g. **insecta**
....



... and then click on the **Tab** - **FAMILY MEMBERS**, you will see a list of all other remedies of that family-level.



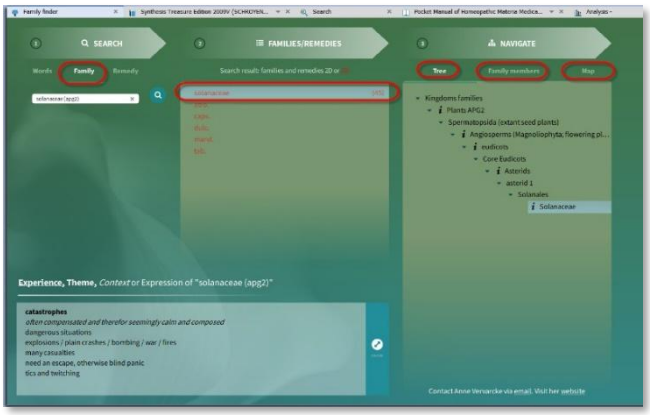
The **Tab** – **MAP** shows the position of that family or remedy in the Families MAP.



Search for a Family

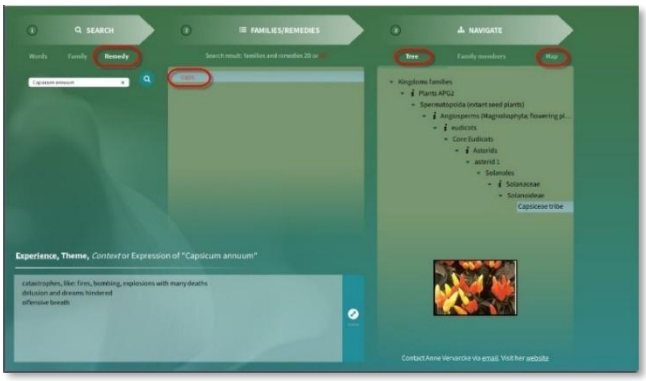
In RadarOpus v. 2.2.16 a new option is added to search also on a **Family**.
The new version contains information about 142 families (and 484 remedies).

- Select the option to search on *Family*
- in this example a search is done for: *Solanaceae*
- in the next box you see that the family Solanaceae contains 45 remedies
- in the right box there are three options: *Tree, Family members, Map*
(the Tree shows the taxonomical tree).
- in the description box you can read the keywords for this family.



Search for a remedy

You can also search for a remedy:
- type the remedy you want to search for
- in the next box will appear the remedy
- 2D remedies are shown in Black, and 3D remedies in Red.
- in the right box you can see the location in the family *Tree* and you can click on *Map*
- in the description box you can read the keywords for this remedy.



The new v. 2.2.16 contains information about 484 remedies.

Right mouse click menu - Search

With a Right mouse click in a remedy you can conduct Remedy search through your RadarOpus documents.

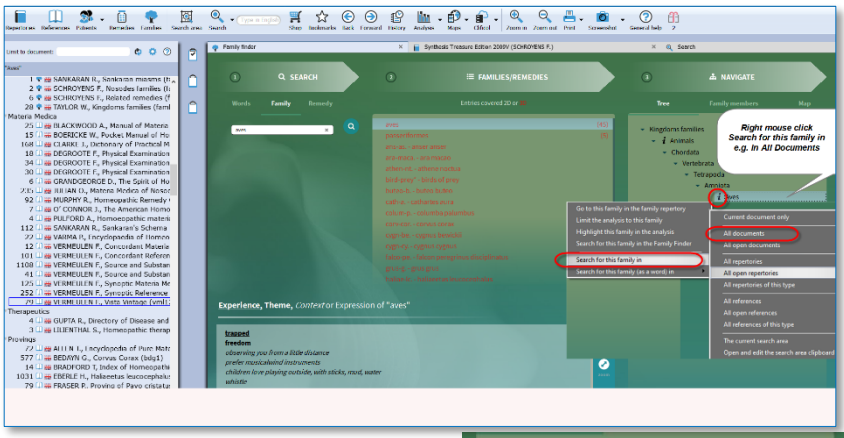
Save and recall a query

You can save the Query (the set of search words) with the hot key Ctrl+S (Windows) or Cmd+S (Mac)
To recall a saved query press Ctrl+R (Windows) or Cmd+R (Mac)
The queries are saved in the folder: RadarOpus\Data\User\SearchQueries

Search for a family in the RadarOpus Library

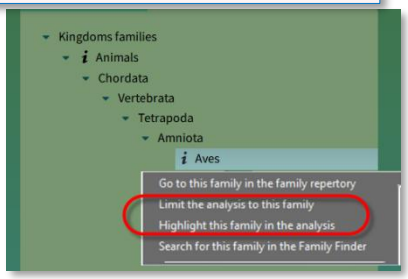
In the taxonomical Tree, some Families have a i icon in front of it. These family levels can be searched in your RadarOpus Library as follows:

- Right mouse click on the Family name
- Search for this remedy in:
- And select for example: All documents



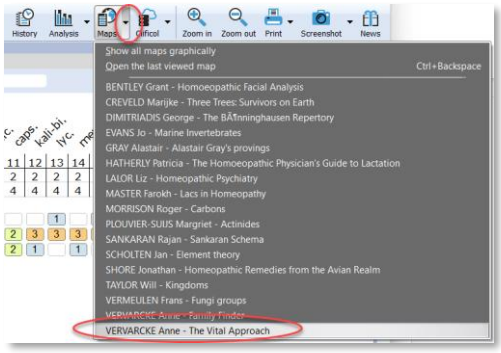
Highlight or Limit the analysis to a family

From the Family Finder it is also possible to Limit or Highlight the normal analysis to one of the families.
- Right mouse click on a Family
- Then select Limit or Highlight the analysis to this family

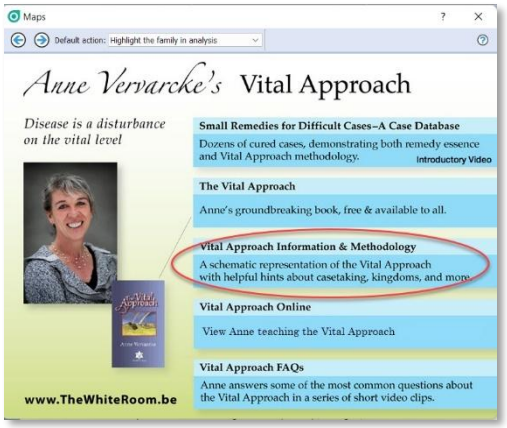


The Vital Approach Maps

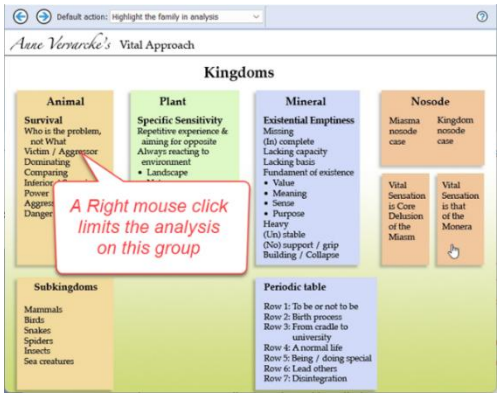
From the Maps drop down menu, select VERVARCKE – The Vital Approach



You can check out all the links.



We like mention here the link to the “Schematic representation of the Vital Approach”.



Dr Farokh Master - Master Score

This is a great tool developped by Farokh Master when analysis cases, called the "**Master-Score**".

Video: [Farokh Master - Master Score]

Video: [Luke Norland explaining the Master Score]

In the video Farokh Master explains more about the Master Score.

There is also a tutorial from Luke Norland explaining how to use the Master Schote.

- You need to take at least 5 symptoms.

- You can apply intensity from 1 to maximum 4.
  (Use the intensities 3 and 4 only sparingly.)

Case analysis, Concepts, Core Delusions - Luc De Schepper

From the list of References click on DE SCHEPPER – Concepts and Core Delusions to open it.
The document explains Dr Luc's case analysis method, and it has an overview of his Concepts and Core Delusions.
Dr Luc has been teaching worldwide for many years and trained many homeopaths via his own school in the USA: The Renaissance Institute of Classical Homeopathy on Cambridge, MA, Las Vegas.

You can study with Dr Luc's online courses at https://www.homeopathic-courses.com/

Disease Classification of Hahnemann – Ewald Stöteler

This chapter discusses ho to use your RadarOpus with the Disease Classification of Hahnemann. Ideally you need to have a RadarOpus package with 8 symptom clipboards.

Ideally you need to have a RadarOpus package with 8 symptom clipboards, but with 6 symptom clipboards (Gold engine) it will also work for most cases.

In the video the following topics are discussed:

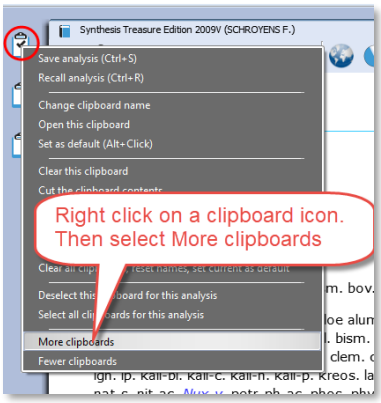
Video: Using more clipboards – Disease Classification

- Add more clipboards
- Change clipboard names (permanent)
- Take with drag and drop
- Take with the Take icon (default clipboard – alt click)
- Take with the Take icon sub-button
- Take with the keyboard + (intensity)
- Take with the keyboard + (intensity) into clipboard 2, 3, 4,…
- Take eliminative (!)
- Analyze with one, a few or all clipboards

8 Symptom clipboards

If your program does not show all the symptom clipboards, then **Right** mouse click on one of the symptom clipboard icons and select **More clipboards,** until you have 8 clipboards visible.

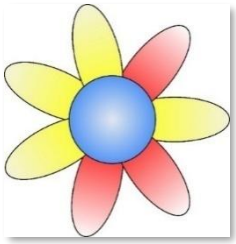
RadarOpus Silver can show up to 3 clipboards, Gold can show up to 6, and Diamond up to 12 clipboards. A Disease Classification module will come with 8 clipboards,



Clipboard names

You can give the symptom clipboards permanently a different name.

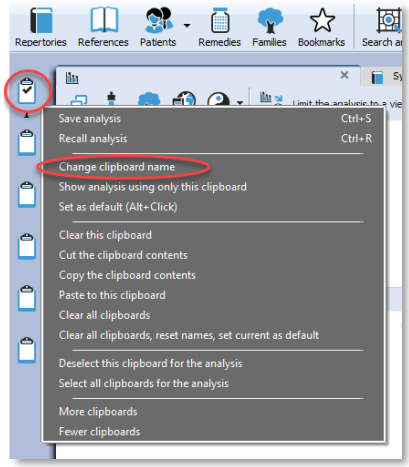
The 8 groups are:



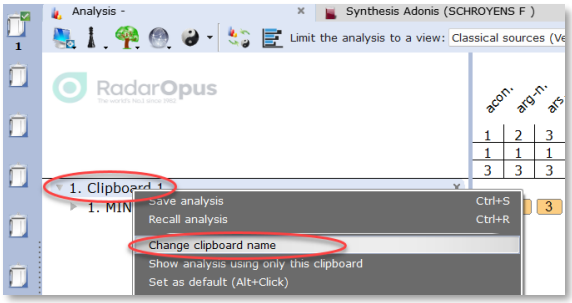
- Constitutional
- Incidents
- Acute miasmatic diseases
- Epidemic diseases
- Iatrogenic diseases
- Inherited diseases
- Degenerative diseases
- STD

You can change the names in two ways:

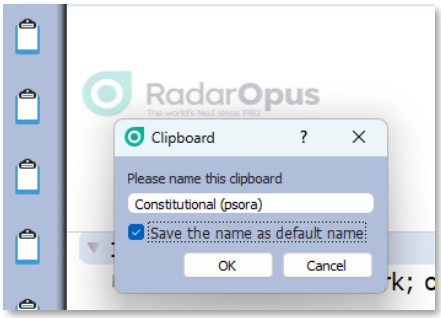
- **Right** mouse click on a clipboard, then select **Change clipboard name.**



- Or Right mouse click on “Clipboard 1” in the analysis window.



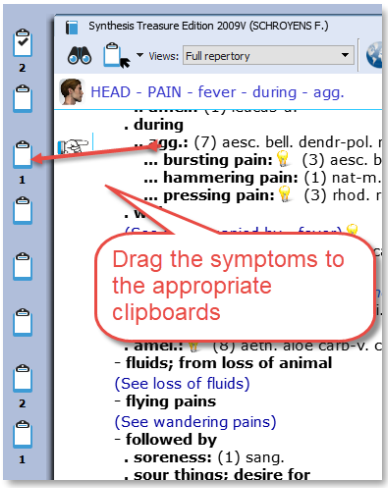
- Then enter the new clipboard name and select: **Save the name as default name**



How to take symptoms

The main video discussed all topics already, but this video discusses how to take symptoms again in more detail.

Tutorial video part 2



With the Disease Classification you will want to divide the symptom over different clipboards.

- Take with the mouse:
  You can take the symptoms into the correct clipboard with drag and drop.

- Take with the keyboard:
  You can also use the following keyboard commands to take symptoms directly into the correct clipboard:

  To take into the default clipboard 1, with intensity 1, you can press on the keyboard: + <enter>

  If you want to take the symptom into 3, then press the + key, followed by >3 then 'enter':
  + > 3 <enter>

  This will place the symptom into clipboard 3, with the default intensity 1.

Change the "active" default clipboard

The default clipboard is indicated with a checkmark.
By default the first clipboard is the active clipboard.

To change the default clipboard use Alt + Click on a clipboard, then the checkmark will appear on that clipboard.

In this example the checkmark was moved to the second clipboard.

From now onwards, if you then use +<enter> on the keyboard, the symptom will be placed into the second clipboard.

Take with a higher intensity into a different clipboard:

If you take symptoms into clipboards, by default they have an intensity of 1.
It is also possible to give symptoms more emphasis by giving a higher intensity, e.g. 2, 3 or 4.

The following example takes the symptom with an intensity 2 (into the default clipboard):

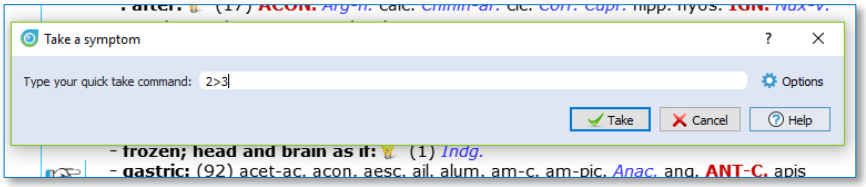
+2 <enter>

To take the symptom with intensity 2, into clipboard 3, use the following command:

+2>3 <enter>

To take a symptom also with an additional intensity, for example 2, and place it into clipboard 3 you need to type the following keys: +2>3 <enter>

The **+** opens the take menu, the **2** indicates the intensity, the **>3** sends it to clipboard 3.

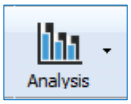


Analysing using several clipboards

The **Analysis button** in the main toolbar will open the analysis and use all clipboards.

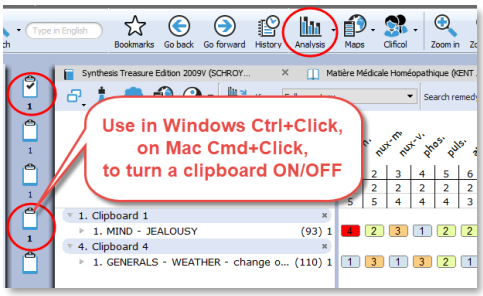
[Tutorial video part 3]

If you want to analyze symptoms of only 1 clipboard, then click on the clipboard you want to use.



If you want to analyze using symptoms from 2 or more clipboards then you can use **Ctrl+Click** (Windows), or **Cmd+Click** (Mac) on any of the clipboards.

In this way you can analyze any combination of clipboards.

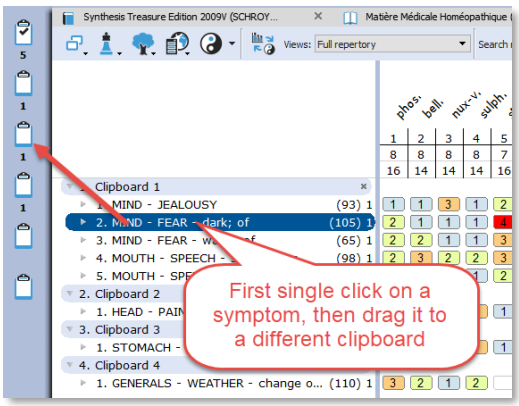


Moving symptoms between clipboards

After taking symptoms in different clipboards, it is still possible to move them to a different one.

[Tutorial video part 4]

First single click on a symptom to highlight it, then drag it to a different clipboard icon.



Highlight or Limit a certain group of remedies in the analysis

With the below steps you can highlight families in the analysis.

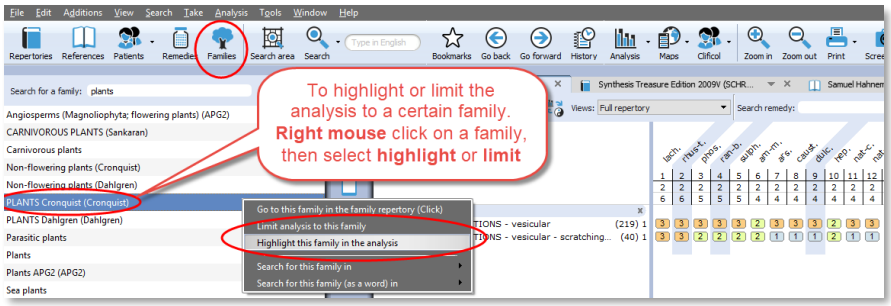
Tutorial video part 5

While in the analysis window, open the List of Families (the Table of contents).

- Select the family you want, for example **PLANTS (Cronquist)**.

- Then **Right mouse** click on it.

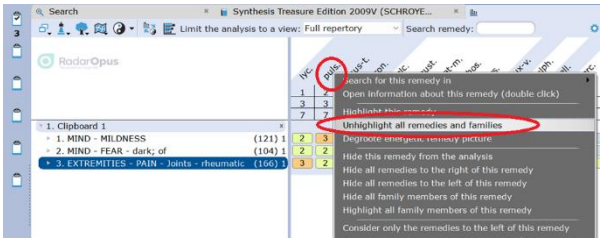
- From the menu select **highlight** or **limit** this family in the analysis.



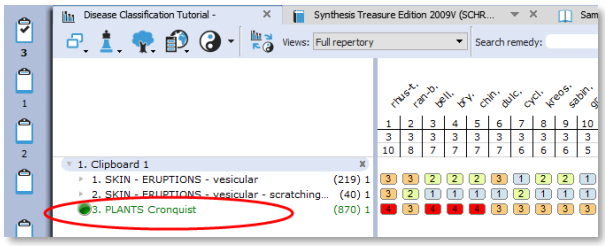
- You can select more than one family to highlight in the analysis by selecting a second family and again Right mouse click, highlight this family.

To Remove a "Highlight" or "Limitation to a family"

- **Remove** highlight:
  Right mouse click on a remedy in the analysis, and select **Unhighlight**.



- If you have Limited the analysis to a family: you can remove the eliminative rubric from the clipboard.
  Click on it, then press **DEL** key on the keyboard (Windows),
  Or press **Fn+Backspace** (MAC).
  Or you can also use **Right mouse** click, then select **Delete**.



Saving clipboards in a simple way, or save to the patient file

In RadarOpus are two ways to save the clipboards (the analysis).

- (1st) Only save the clipboards, using a simple name outside of the patient file (still inside RadarOpus). This is called Save to a folder.

Tutorial video part 6

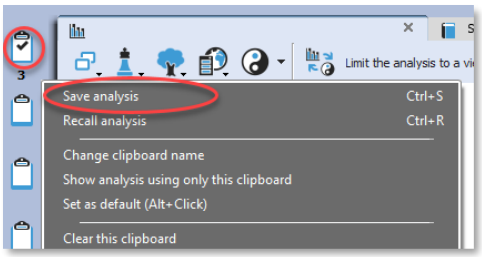
- (2nd) Or you can use the Patient file to save the clipboards to a patient.

Tutorial video part 7

- (3rd) there is a third way, but then you save it as an external file. Such a file you can send to a colleague who could import that file again into his own RadarOpus software.

Ad 1. Save clipboard (not in the patient file)

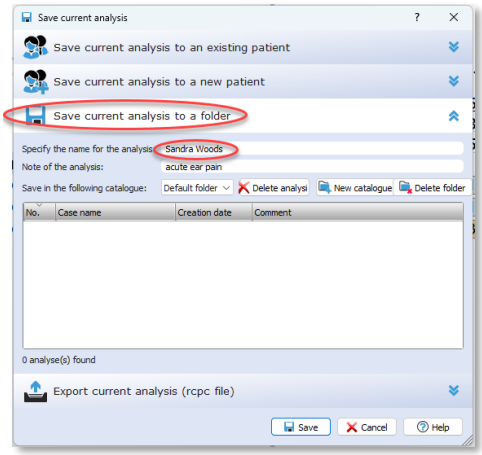
Right mouse click on one of the clipboards, and select **Save analysis**



Then select **Save current analysis to a folder**

And then give it a name.

There is also a field to add a short description if you want.

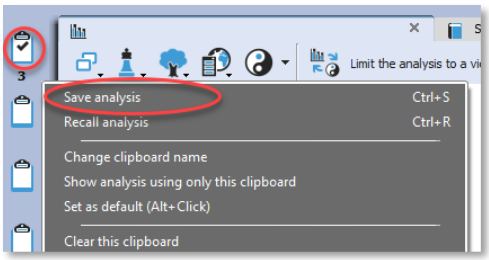


Ad 2. Save to a (new or existing) patient

You can also use the patient file to save the analyses to.

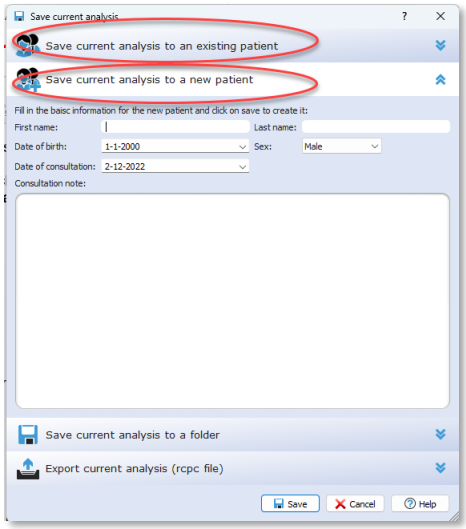
This can be done in two ways.

Or you can **Right** mouse click on one of the clipboards, and select **Save analysis**.



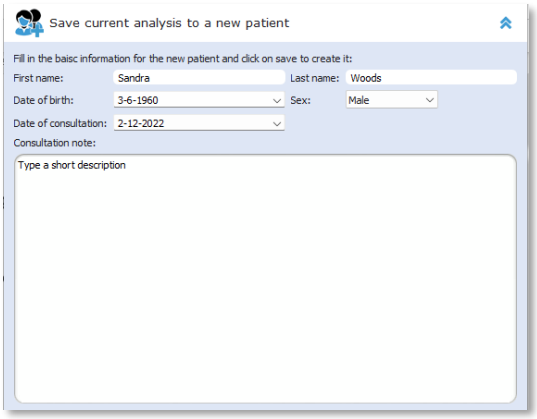
Then select:

- Save analysis to an **existing patient**
Or:
- Save analysis to a **new patient**



Save analysis to a new patient.

- You can enter the first & last name.
- Date of birth.
- And a short description if you want (this will be added to the consult text editor).

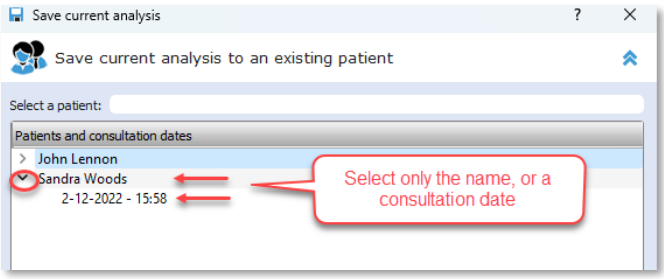


Save analysis to an existing patient.

[Tutorial video part 8]

If you select Save to an existing patient, the list of patients opens.

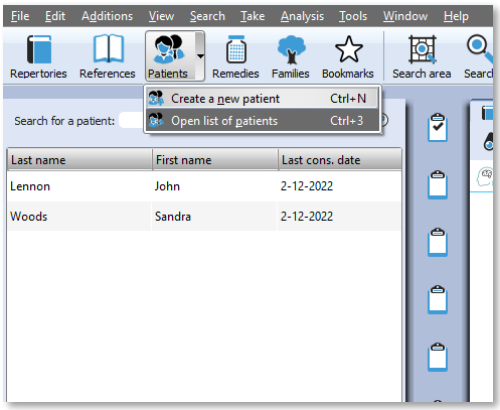
If you click on only the **patient's name:** you will receive a question if you want to create a new consultation date.



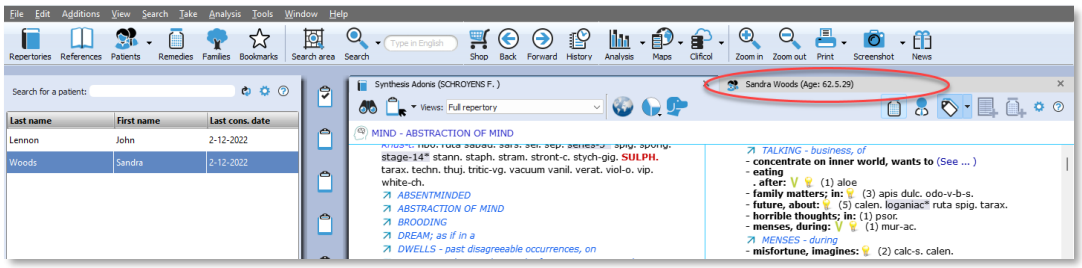
Or you can open the drop down menu, and select one of the existing consultation dated. Then the analysis will be saved to that date.
Tip: In this way you can save more than one analysis to a consultation date.

Using the toolbar and table of contents (TOC) of patients

If you use the patient file, then the best practice is when the patient enters your consultation room, to first **create** a new patient or **recall** that patient if it already exists.

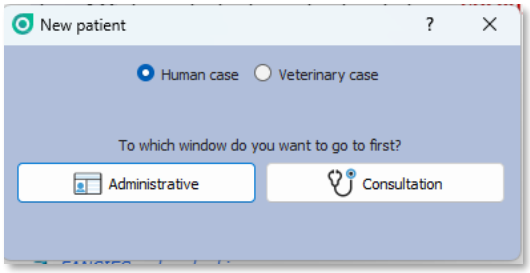


If you had selected an existing patient, the Tab of the patient file opens, and then you can start taking symptoms into the clipboards.



If you selected to create a new patient:

You will be asked to select **Administration** or to go directly to the **Consultation**.



After the new patient has been created, you can start taking symptoms into the clipboards.

When you are ready **Save** the Patient, and the clipboards (the analysis) will be saved automatically to the current Consultation date of that Patient.

Using the patient file with the disease classification

If you use the patient file to record the symptoms of the patient in the text editor, there are a few functions specifically useful for the disease classification.

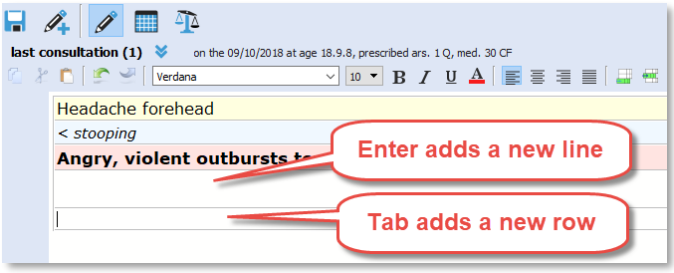
Text editor tips

To help organise the consultation text into separate "topics" (symptom and related text) you can use the following two keys on the keyboard:

Adding new lines or new fields:

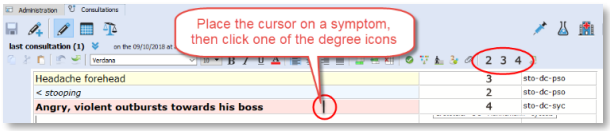
- If you press the **<enter>** key you will create a **new line** within the same field.

- If you press the **<tab>** key you will create a **new field**.



Intensity

By default a symptom has the lowest intensity 1. You can add a higher intensity with the buttons 2, 3, 4.

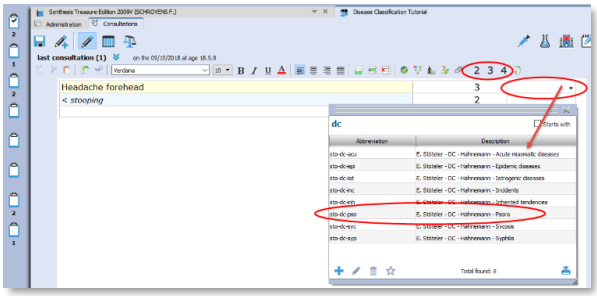


Disease Classification labels

For each symptom you can indicate to which Disease Classification group it belongs.

To open the picklist you can use the following two methods:

- Press on the keyboard the **F9** key.
- Or click in the last field on the **arrow down**.



- Then just start to type a few letters, e.g. **DC** and select one of the Disease Classification labels.

sto-dc-acu	E. Stöteler - DC - Hahnemann - Acute miasmatic diseases
sto-dc-epi	E. Stöteler - DC - Hahnemann - Epidemic diseases
sto-dc-iat	E. Stöteler - DC - Hahnemann - Iatrogenic diseases
sto-dc-inc	E. Stöteler - DC - Hahnemann - Incidents
sto-dc-inh	E. Stöteler - DC - Hahnemann - Inherited tendencies
sto-dc-pso	E. Stöteler - DC - Hahnemann - Psora
sto-dc-syc	E. Stöteler - DC - Hahnemann - Sycosis
sto-dc-syp	E. Stöteler - DC - Hahnemann - Syphilis

In RadarOpus a "**Label**" is also called a **"Tag"**.

Attention: A small change will be made to the names of the tags in the next version of RadarOpus. For example Sycosis and Syphilis will be combined to the group STD.

Show all symptoms belonging to a certain Disease Classification group

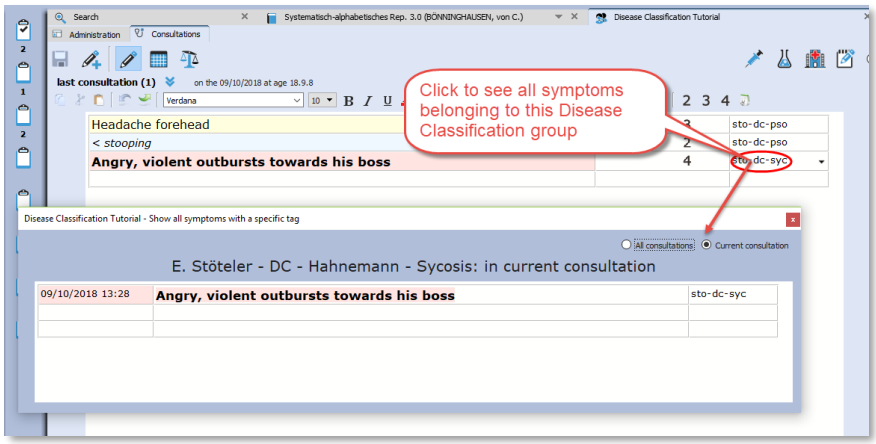
It is possible to see all symptoms belonging to one of the disease classification groups.

- First enter the symptoms and add the disease classification labels.

- Then click in the last column on one of the added labels (tags), it will show only all symptoms that belong to that category.

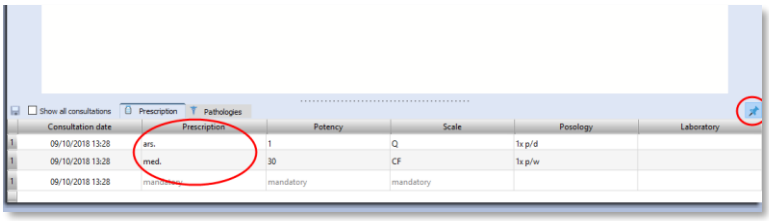
You can select to see all tagged symptoms for the <u>current</u> consultation only or for <u>all consultations</u>.

A single click on a tag shows all symptoms of this category:



Prescription

You can record the prescribed remedies in the field at the bottom of the screen.



Contextual menu of the text editor

The text editor has powerful functions to study the case.
Right mouse click on a symptom (sentence) to open a contextual menu.

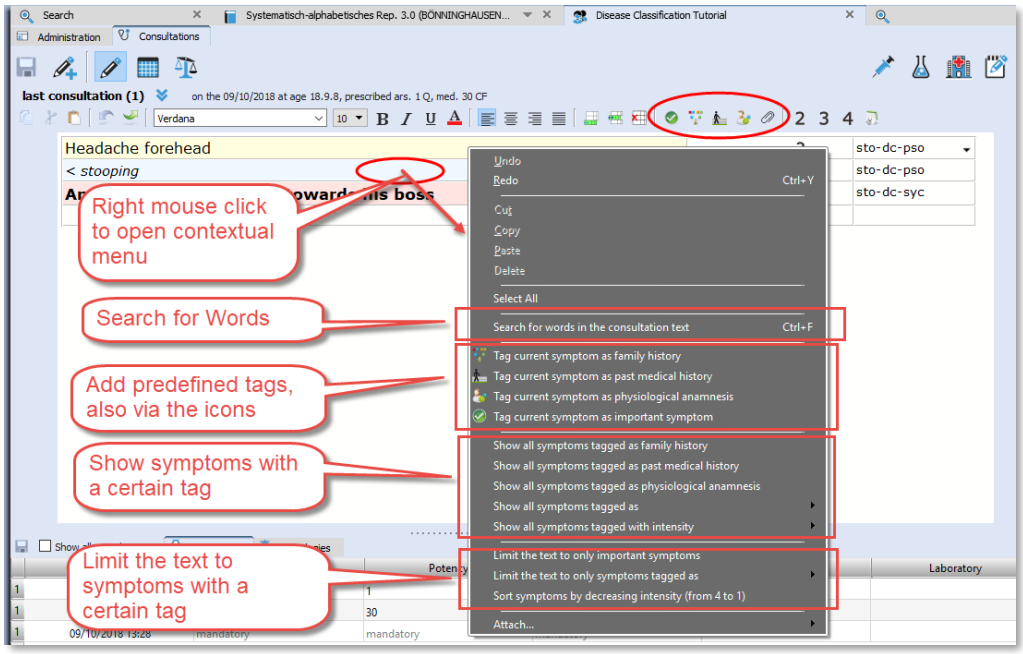
<u>Word search</u>
From here you can select to **search for words** occurring only in the **current** consultation or **all consultations** of this patient.

Tip: If you want to search through <u>all your patients</u> on a word, use the powerful function available from the menu bar **Search**, then select **Search in the patient file**.

Sow tagged symptoms

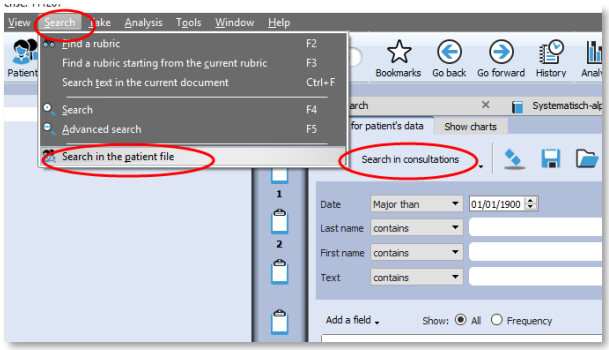
You can also **limit** the text to show only symptoms with a certain tag (category).
Or you can **show** all symptoms with a certain tag in the current consultation or all consultations.

Have a look at all the available options in the contextual menu.

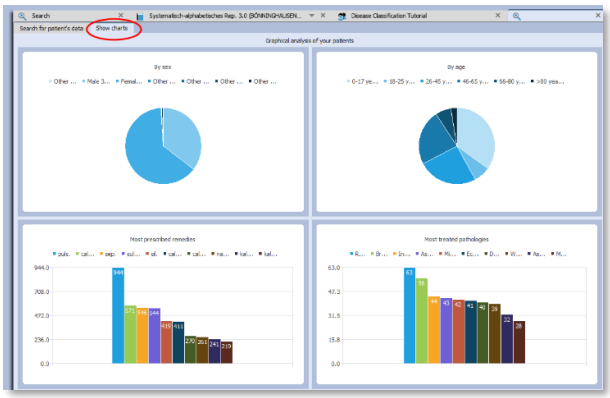


Extended search

If you want to do a search through all patients, use the menu bar **Search**, **Search in the patient file**

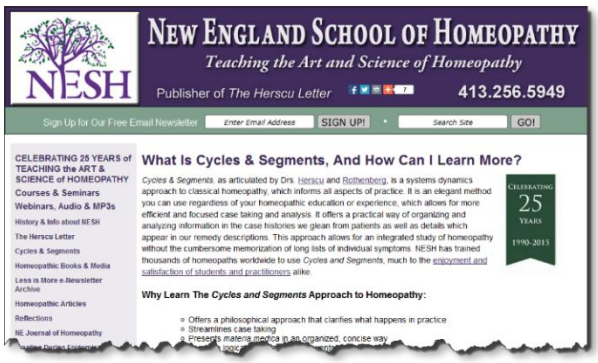


Here you can also see a statistical overview of your patient database.



For more information about Hahnemann's Disease Classification, you can visit:
(English) www.ewaldstoteler.com
(Dutch) www.klassiekehomeopathie.nl

Paul Herscu - Cycles and Segments



Read more about Cycles and Segments at the NESH website.

There are many useful resources available at this page, here are a few:

- Read a good basic over-view of the *Cycles & Segments* approach
- A Case of Severe Vertigo: A Cycles and Segments Approach
- Oppositional Defiant Disorder: A Case of Platinum metallicum

Cases from the *New England Journal of Homeopathy*:

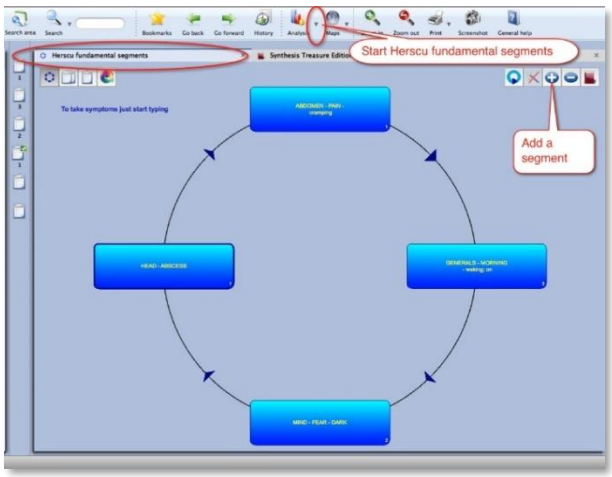
- A Case of Childhood Depression by Robert Kaladish, MD
- Difficult Cases – Frustrating Ordeals or Learning Experiences? by Frank Gruber MD
  Seizures and Romance Novels by Frank Gruber
- Difficulties In Repertorizing: Why We Need A New Perspective - by Paul Herscu

Herscu module: Cycles and Segments

The Philosophy of Paul Herscu his method is a radical new way to think about your patients and the materia medica.

Paul Herscu offers us a different way to look at Homeopathy.

These insights do not contradict other methods, but the Cycles and Segments approach just simplifies and clarifies your case taking and case analysis.
The result will be that you can significantly increase your accurateness in prescribing.



Here are some of the radical ideas:

- You need to understand the patient. It is not enough to simply write down a list of all symptoms of your patient, and then repertorize. You need to understand what symptoms he has and what relationships exist between the symptoms. It is important to understand your case as a whole. This is needed to get order in your case.

- To analyze your case, and to select what symptoms to use various different methods and theories exist. How useful some are (e.g. Hahnemann's guidelines, Kent's instructions, André Saine's method or

Vithoulkas way to evaluate symptoms), still it is a difficult process, and often leads to great discussion and confusion which symptoms to use, especially with inexperienced homeopaths.
The method of Paul in fact combines all methods: the essence, the keynotes, the physical generals, the mental and the pathology.

- According to Paul Herscu, if you study your patients, it is ALWAYS possible to see a logic, a relationship behind the "individual symptoms". Several symptoms can be joined together because they express the same idea, the same quality (a segment).

- The next step is that between these groups of symptoms a relationship can be detected. One symptom (or group of symptoms) will lead to another symptom(s) and this leads again to another symptom(s), until you will meet up with the first symptom (and have created a cycle of events).

- If you find a strong symptom in a case (and if it is really a characteristic issue of this patient) certainly you will be able to find one or more other symptoms that express the same idea (the same quality) somewhere else in the body. It is a certainty that every classical homeopath sees in his patients.
  If you find for example a certain strong emotional symptom,… it is for sure that you will find on the physical level elsewhere in the body one or more symptoms expressing the same quality. Also the other way around. If you find a strong physical symptom, for sure you will find it in the mental sphere also.
  For example Thuja: Split hair, split nails, split urine,…. You will find mentally: delusions being double, the split personality etc.
  This theme of "duality" in Thuja is just <u>ONE</u> of the segments you can find in Thuja. In Thuja you first will find a "weakness"… a weakness that easily allows invasion. Easily invasion of foreign influences e.g. vaccination, germs, remarks of others etc.,.. this enters the body, and from this is created the sense of duality. So we have here already <u>TWO</u> of the segments of the remedy Thuja.

- You will be able to organize ALL the symptoms of your case into maximum 4, 5 or 6 groups of related symptoms. (related rubrics do not have to be in the same part of the body. It can be: mental, emotional, general or local symptoms, that express the same idea). You will not be able to find more than 6 "ideas" or groups of related symptoms in a case. Any symptom you will find, you will be able to fit into one of these existing ideas. So maximum 4-6 ideas will cover every symptom of your case.
- You then need to find out the relationship, the sequence between these groups, these ideas.

- If you start the case from the main complaint of the patients (to start from any symptom is possible, because it is a circle), you will most often be able to find more symptoms that express the same idea, that have the same quality to it. E.g. If you have an emptiness in the stomach, and if it is a major symptom, you MUST have it elsewhere also (one or more symptoms that have the same idea, the same quality).
  This is in fact the experience of all great classical homeopaths, Hahnemann, Hering, Allen, Kent. They saw it, and expressed is often partially. E.g. if you see the essences of Vithoulkas, he often uses one or more of these basic "ideas" of a remedy.

- Here we come to the point of the Materia Medica.
  If you take ANY remedy, you will be able to notice that any strong symptom you find in one part of the person, you will also find it elsewhere. So if you have a certain strong mental symptom, for sure you will find elsewhere symptoms that will express the same idea. So take any remedy from Allen's materia medica and read through the mind section,…. Then check the rest of the body (usually you can take any part) and you will see the same issues.

- The method to organize your case into "groups" of symptoms, and to arrange them logically into a "cycle of events", and then analyzing them with his module, will offer you a list of remedies that are present in ALL ideas/segments (or in as much segments as possible).

- It helps you to understand your case more easily.
- It will quickly reduce the huge number of remedies to a smaller group of possible options.
- In his method polychrests and smaller remedies have an equal chance to show up.
- You are now able to select several rubrics from the repertory that cover partially the symptom of the patient into one segment. In this way you are sure you will enter ALL remedies that might be listed in one of the smaller/incomplete rubrics.

E.g.: A patient comes in that is very abrupt,… you might not be able to decide if it is "Answers abruptly, answers hastily, answers rash:. By taking them all, you will be sure you have also included the remedy for this person. So with this method you are able to select several similar rubrics, that have a kind of relationship and all partially cover the symptom of your patient).
E.g.: So in a certain case, this patient laughed a lot, and on inappropriate times. So you are now able to select the rubrics that partially cover this case, without overemphasizing them (as you might risk in a normal analysis). E.g. in this case we could use, laughing causeless (which he did), laughing between convulsions (which he did), laughing immoderately (which he did) and laughing over serious matters (which he also did).

Some hints, remarks

- You can start by asking the main complaint of the patient, or just begin with the symptoms he comes with. Then you can ask for all symptoms of this patient that has the same quality, the same idea to it. E.g. if he has profuse discharge from his nose,… are there any other symptoms of "discharge" elsewhere?
  So you can work by "filling in" all symptoms of the first segment. But if you prefer you can go with the flow of the case and create a next segment and enter here his next symptom.
  At first you need not to worry if you have the right logic between the segments. You can just create new segments, for symptoms that have a different "quality/idea". In a later stage the program offers you the possibility to rearrange the segments in the correct order.

- You also do not need to worry too much in the beginning that you might enter symptoms in the wrong segment. The program offers you the possibility to quickly drag and drop symptoms between the segments, if you think they belong elsewhere.

- Of course, it is best for the understanding of the case, of your patient, if you are able to organize the segments in a logical sequence of events. One symptom (or group of symptoms) that leads to next segment. But as long as you are able to organize all symptoms in certain clearly related groups/segments, you will be sure you have covered your case, even if they are not in the right order.

- Also, you need not worry too much where you must start the cycle. So, with which segment should you start?? Because it is a cycle, it is not a problem. And as said previously, you will be able to reorganize the sequence of segments later if you think you have it wrong.

- If you have enough rubrics that covers a certain segment, you can stop adding new symptoms-rubrics,... if you know that they will only cover the same remedies that you are sure that are already covered with the rubrics you have. But if you still have small, unusual rubrics that cover the same idea, be sure to include them.

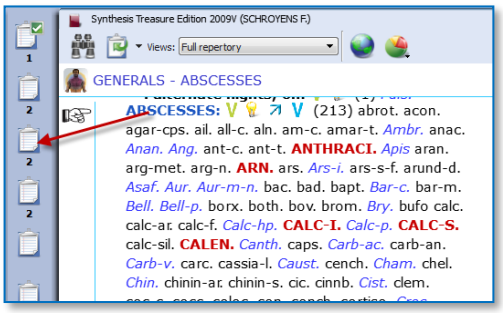
Start and taking symptoms

View the video to get started quickly:

Video: Herscu module

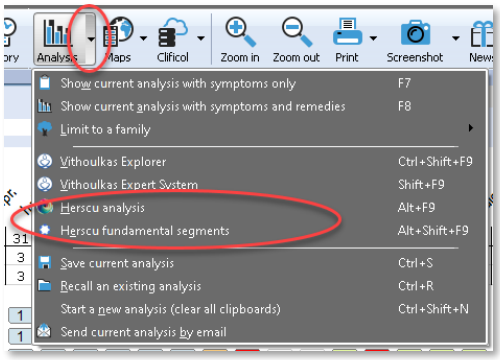
Taking symptoms in a Free way

You could use the Herscu approach in a free way where you **take** symptoms into different clipboards like you would do normally. Hereby you group the symptoms belonging to a certain 'idea' together in the same clipboard.



You can also **move symptoms** between clipboards via drag and drop, until you are satisfied with the result

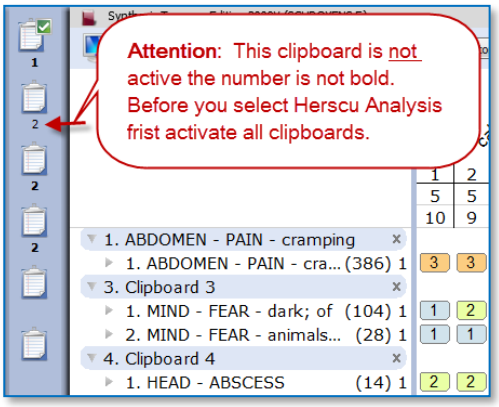
Then you can go directly to the **Herscu analysis** (Alt+F9), or open the **Fundament Segments** window first.



Attention: Pay attention to the fact that All symptom clipboards should be active and used before doing the Herscu Analysis.

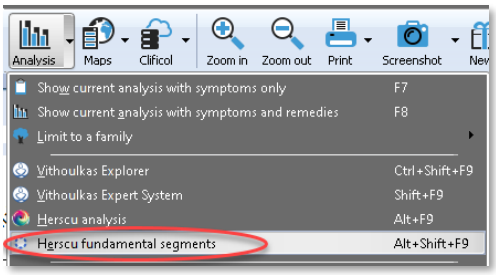
You can activate all clipboards with Ctrl+Click on the clipboards, but you can also click once on the normal analysis button.

If you then start the Herscu Analysis all clipboards will be included in the analysis (calculation)



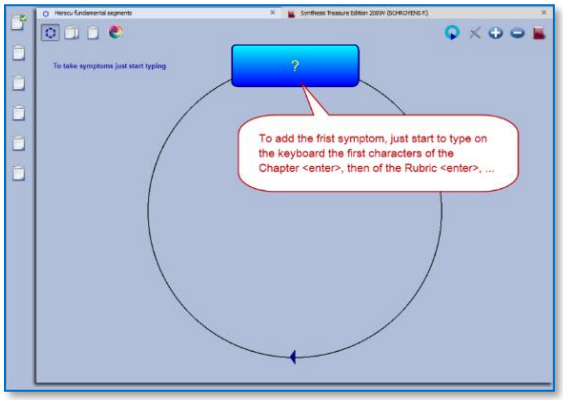
Taking symptoms from the Fundamental Segments Circle

You can also start with empty clipboards and open the Fundamental Segments window.



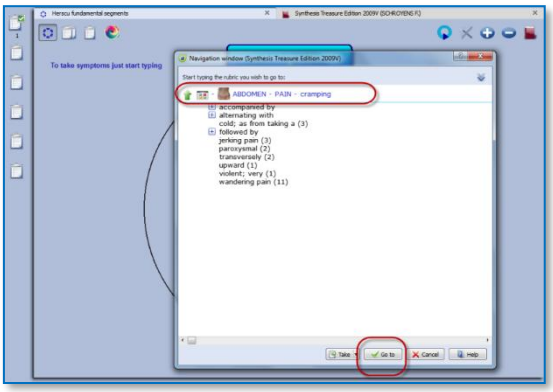
The Fundamental Segments window will open with the first segment.

To add the first symptom in this segment, just start to type on the keyboard the first characters of the **chapter** <enter>, then select the **rubric** <enter>, then the characters for a possible **sub-rubric** <enter>

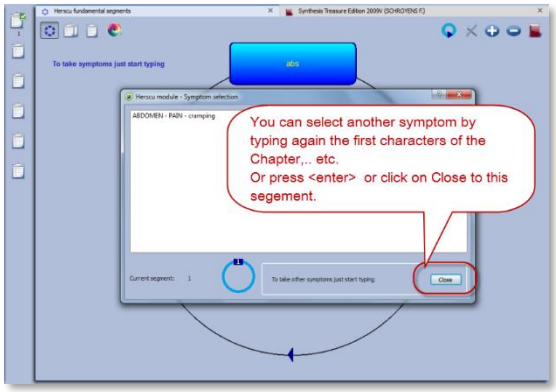


Take this symptom with a last time pressing <enter>.

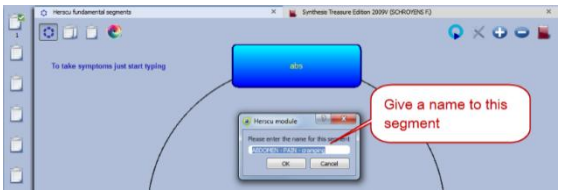
In the Herscu module when pressing <enter> you select the button Go To. This button Go to will immediately take the symptom into the active segment.



You can then take another symptom in this segment by typing from this window again the first characters of the chapter <enter>, then from the rubric etc.,...
Or you can press <enter> again, or click on the **Close** button to close this segment.



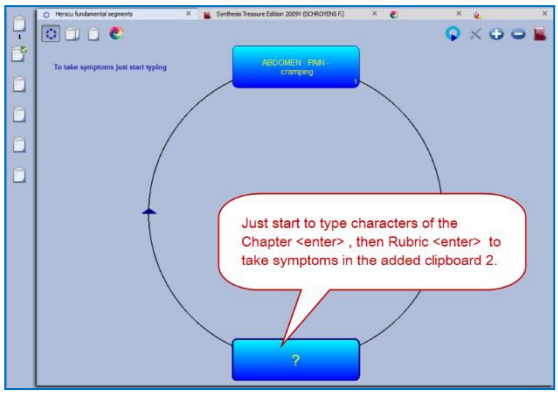
Then you will be asked to **give a name** to this segment.
By default the text of the first symptom in this clipboard will be used.



Add a new segment

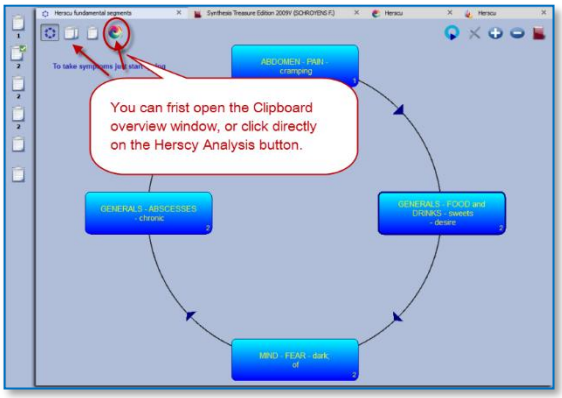
To add a new segment, click on the **+** icon.

You can then start to add symptoms into the newly added clipboard like you did before with the first clipboard.



In this way you keep on adding symptoms to each clipboard and adding new segments until you feel the case is fully described.

Then you can first open the **Clipboard overview** window, or click on the **Herscu Analysis** button.



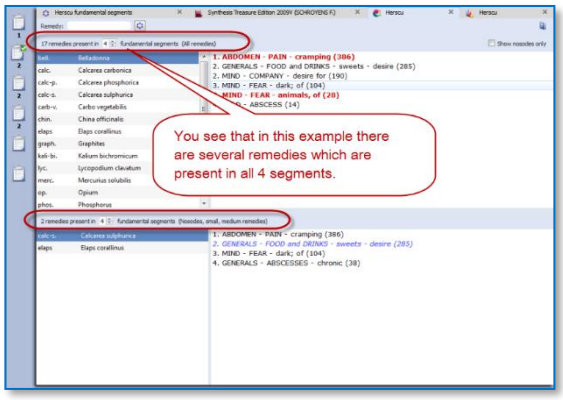
Interactive mode

It is possible to select an interactive mode which will work slightly different.
To activate it, go via the RadarOpus Options (settings), then General options, then select Herscu. Here you can activate this mode. The result will be that a few messages will be shown while working with the module.

Herscu Analysis window

The Herscu Analysis

Because it is important to find the remedy which best covers all aspects of your patient, the Herscu Analysis shows which remedies are present in all segments.

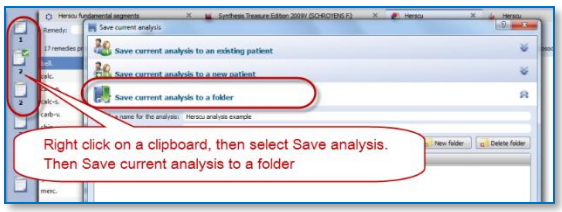


If there is no remedy present in all segments, then those remedies are shown which are present in the highest number of segments.

There is a separate list at the bottom showing the nosodes, small and medium remedies.

Save the clipboards (analysis)

You can right mouse click on one of the symptom clipboards at the left, then select save Analysis, and save the analysis to a folder



If you want to save the Analysis to a patient in the patient these clipboards will be saved automatically, when saving the patient file.

Boenninghausen Method

There are many things which could be said about the contribution and teachings of Clemens von Boenninghausen to the homeopathic world, but this is beyond the scope of this manual unfortunately.
RadarOpus offers all of Boenninghausen's repertories (his German and English books). And three different editions of the Pocketbook repertory. The most extensively researched and annotated edition is the English re-translation by George Dimitriadis called: The Boenninghausen repertory.

Below you will find the following topics:

- A general introduction to the Boenninghausen
- The Boenninghausen Pocketbook repertory (corrected by Peter Vint) & Polar symptom analysis
- The Boenninghausen Pocketbook repertory authorized by Heiner Frei & Frei-Polar Analysis ®
- The Boenninghausen Repertory by George Dimitriadis

Introduction to Boenninghausen

Value of symptoms

In "The Lesser writings" of Boenninghausen you find an interesting article "A contribution to the judgement concerning the characteristic value of symptoms" which discusses in detail which symptoms are most useful to base your prescription on. This is just one of the writings you should really study.

Complete symptom

Boenninghausen discussed in detail "How to describe a symptom fully", also called a complete symptom. Later this was condensed and became known as the four aspects of Hering:

- Modalities
- Concomitant (some teachers consider adding this a 'full case')
- Sensation
- Location

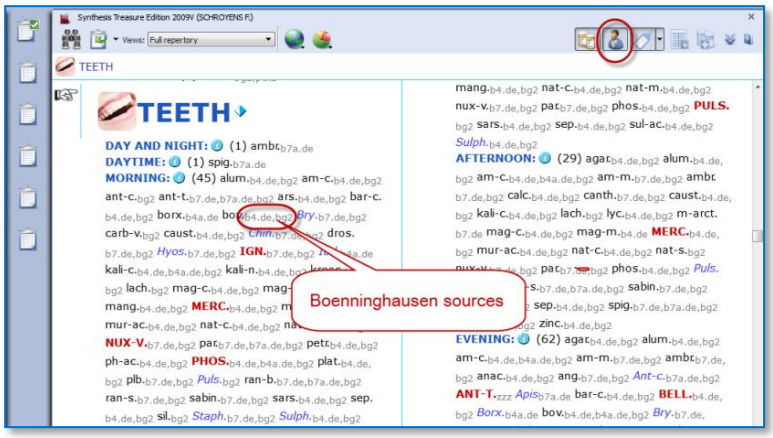
The construction of the Pocketbook
The Boenninghausen "Pocket Book" repertory was constructed very different compared to his previous repertory called the "Systematisch-Alphabetisches Repertorium".

The Pocketbook repertory contains mostly generalized rubrics. This in contrast to his previous 'Anatomical based' repertory, which contained mainly precise chapters and rubrics (like Kent did later in his repertory). The difference is not so much as often thought. The Pocketbook does have localized rubrics, and Kent repertory also has generalized rubrics. But Kent and later Synthesis are just much more expanded books.

The idea behind the pocketbook repertory is that symptom descriptions in a certain area, would apply to other areas of the same remedy as well. Therefore, when looking up symptoms from your patient, you should look them up in the generalized rubrics first.

Boenninghausen included in Synthesis

The unique feature of the Synthesis repertory is, that in Synthesis 2009 already almost all of Boenninghausen's repertories have been included. This has been done in such a way that one can easily see the origin. If a rubric was very generalized, it was added as a separate rubric. Only if the information was very exact, it was added to an existing rubric if it existed, or a new rubric was added.

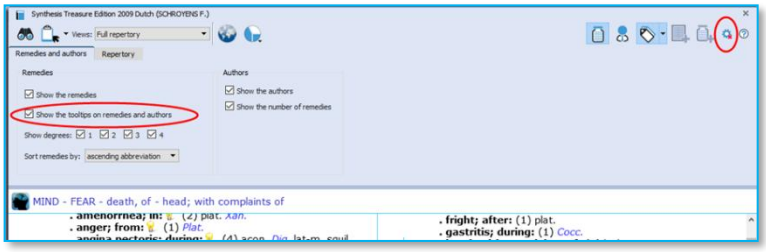


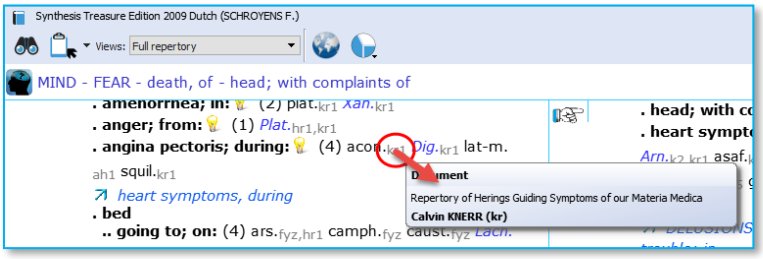
Example of a few generalized Boenninghausen rubrics:

The chapter **Teeth**, starts with a few rubrics from Boenninghausen

After you turn On "display of the **author references**", then **double click** on an author reference, to see the exact source.

Tip: Via the local option menu you can select **Show the tooltips on remedies and authors**. This will allow you to see quickly the full description of the author abbreviations.





Boenninghausen Analysis Schema

In short here is a scheme on how to analyze a case if you want to do a Boenninghausen analysis (based on information from Luc De Schepper):

You should go over the case, and fill out the schema below with as many symptoms as you can find, then you look them up in the repertory, and take them into a clipboard.

VB Method: Schema (*From: Luc De Schepper)*

Chief Complaint (I)

Modalities (I): Main Modality 1
Main Modality 2
Main Modality 3

Concomitant Symptoms (I)
Modality 1 of the Concomitant Symptom
Modality 2 of the Concomitant Symptom
Modality 3 of the Concomitant Symptom

CC (I): **Sensations**

CC (I): Generals (dreams)

CC (I): **Location**

CC (I): **Pathology**

CC (I): **Mental** Emotional Changes

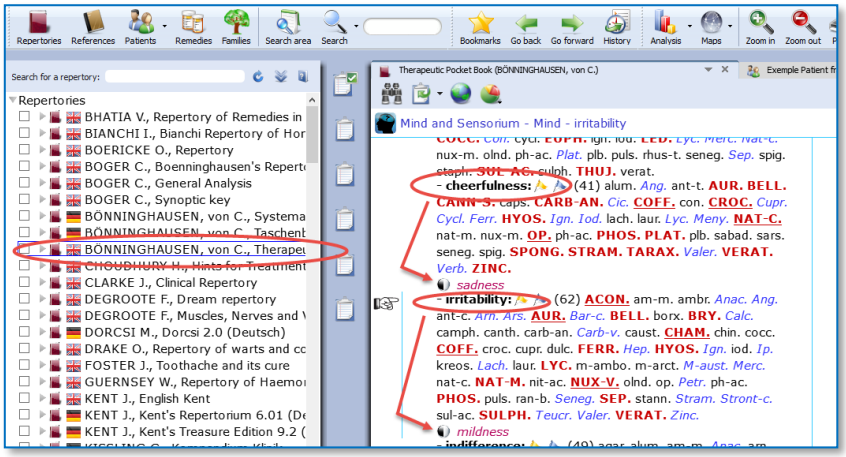
There are possibly more Chief Complaints, which you can also work out, called: "CC - II" en "CC - III".

Boenninghausen Pocketbook repertory (Allen edition)

RadarOpus comes with an up to date and reliable re-translated and corrected version of the Allen's **Therapeutic Pocket Book**, edited by **Peter Vint** and other well knows German homeopaths.

Video: [Boenninghausen polar analysis]

- The Pocketbook repertory is available in Dutch, English, French, German, Italian, Portuguese, Spanish.
- There is also a **Polar symptom analysis** available (optional). This function adds the **opposite Polar** rubrics automatically with one click, and calculates the **Polarity difference**.



In the Therapeutic Pocket Book from Boenninghausen many rubrics have "**opposite polar rubrics**' connected to them (Yin/Yang icon).

Polar symptoms are those symptoms which have an opposite symptom.

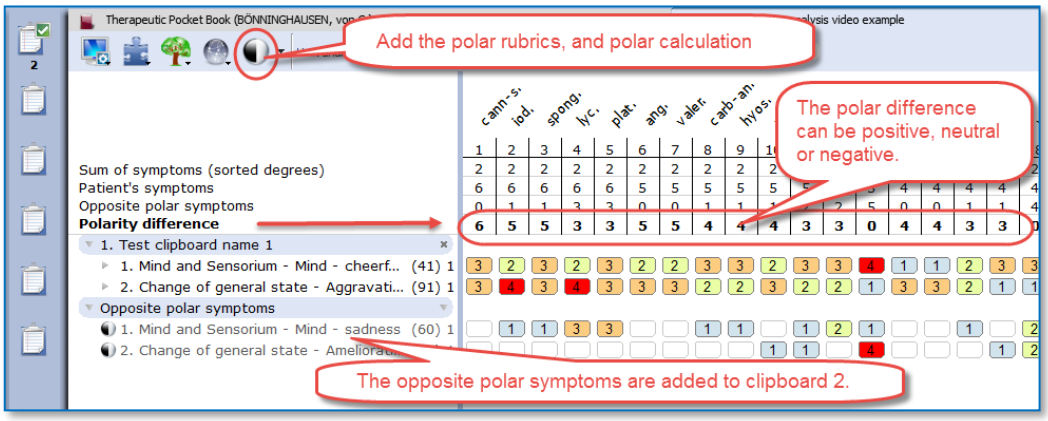
Polar difference calculation

In the analysis window you can add the **opposite polar rubrics** and calculate the **polarity difference** with a click on the Polarities button.

The following lines are present in the analysis window:

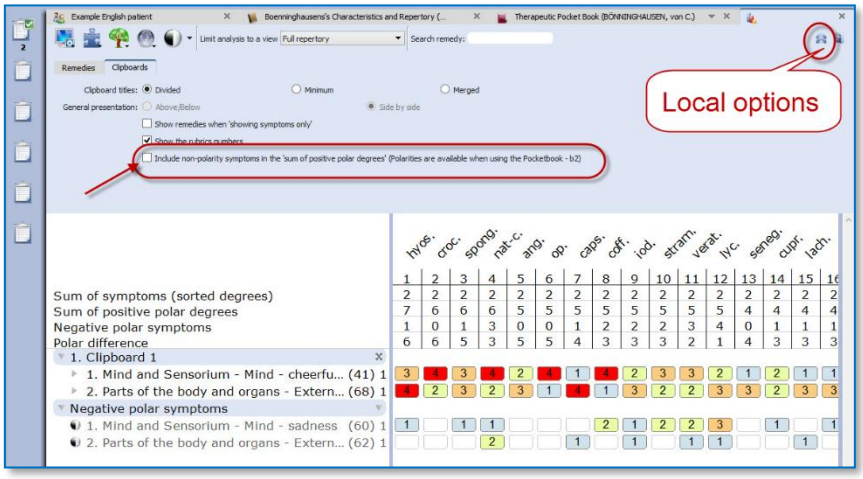
- ⇨ Sum of symptoms (the remedies are sorted secondary on the sum of degrees)
- ⇨ The polar symptoms (the sum of degrees of the patient symptoms which have an opposite polar symptom)
- ⇨ Opposite polar symptoms (this is the sum of degrees of these opposite polar symptoms)
- ⇨ Polar difference

The **Polarity difference** is calculated as follows:
- From the "sum of degrees of the patient symptoms which have an opposite polar symptom" are deducted the "sum of degrees of the opposite polar symptoms".
- The higher the Polar difference the better this is for the remedy. The lower the value (or even a negative value) means there are contra indications for that remedy.



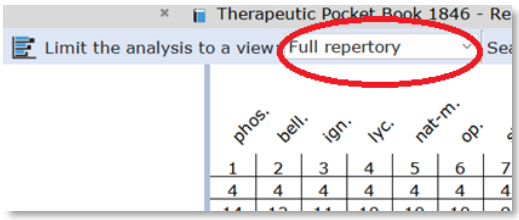
Only rubrics with polar rubrics are calculated: On/Off
Attention: By default, only the degrees of the rubrics that have opposite (negative) polar symptoms are used in the calculation of the polar difference.
This means, that if you also have a few rubrics in the clipboard which do not have an opposite polar rubric connected to it, the degrees of the remedies mentioned in this rubric are **not** added to the number "Sum of positive polar degrees".

Local options:
To switch between using the non-polar symptoms in the calculation or not, can be done via the local options in the analysis window: ***"Include non-polar symptoms in the calculation of the polar difference"***



Attention: If your RadarOpus license also includes a Synthesis repertory, you should keep the **Repertory view in in the analysis** set to use the **Full Repertory view**.

For a Boenninghausen repertorisation you should not combine with rubrics from other repertories.



A click on the special button, switches between the "**Normal analysis** calculation" (Sum of symptoms, with secondary the sum of the degrees) and the "**Polar analysis.**

- With the **normal analysis**, the remedies are sorted according to the score in the line: **Sum of symptoms**.
- With the **polar analysis**, the remedies are sorted according to the score in the line: **Polar difference**

Heiner Fei: Pocketbook & Polarity analysis

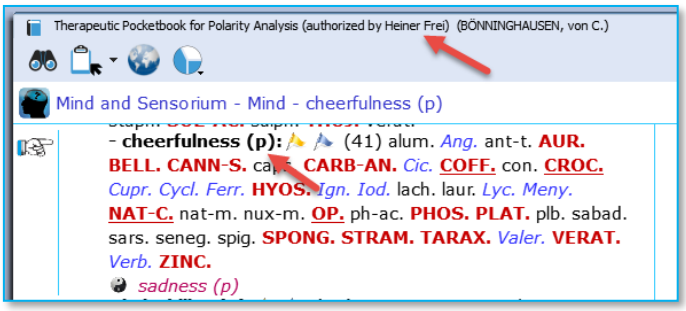
This analysis method "Frei **Polarity Analysis"**, has been created in collaboration with Heiner Frei from Switzerland. It is different from the "Polar symptom analysis" done with the Allen's version of the Pocketbook. The Frei Polarity Analysis comes with a special edition of the Boenninghausen Pocketbook repertory (b2f). This version, based on the 1846 edition, contains many changes to the symptoms, remedies, degrees and polarities as by Heiner Frei.

Video: [Heiner Frei Polarity analysis]

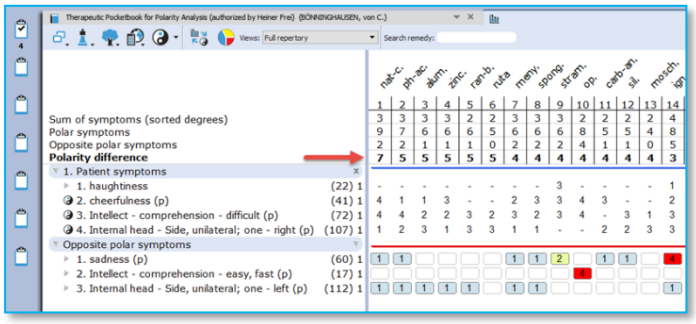
A summary of the unique features of the Heiner Frei Polar Analysis:

- The Pocketbook repertory (**bf2**) has unique corrections and additions from Heiner Frei.

- The specific Heiner Frei **Polar symptoms** are indicated with a **(p)**.

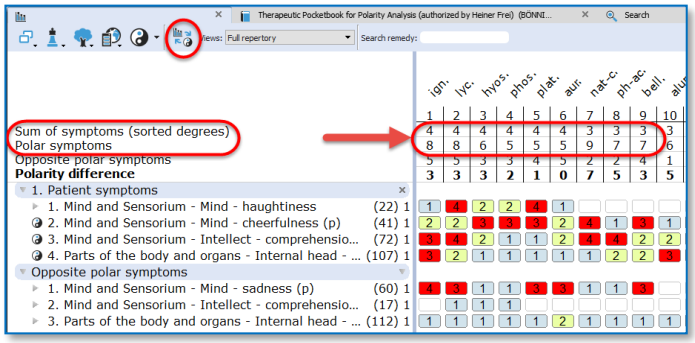


- When opening a clipboard (or a click on the **Analysis** button, or F8) the opposite polar symptoms are added automatically to the second clipboard (only if one or more symptom are taken which have an opposite Polar symptom).
  There is a different graphical display of the analysis (blue and red line), and the **contra indications** are more clearly shown in red color.



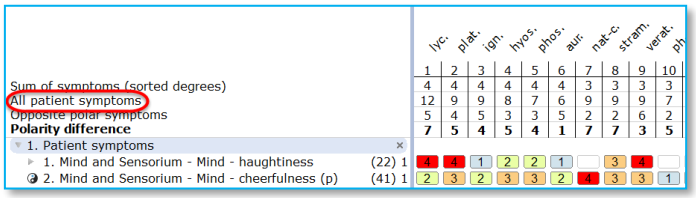
- By default the analysis is sorted on the **Polarity difference** score.

A click on the special button, switches between the "**Normal analysis**" calculation (Sum of symptoms, with secondary the sum of the degrees) and the "**Polar analysis.**



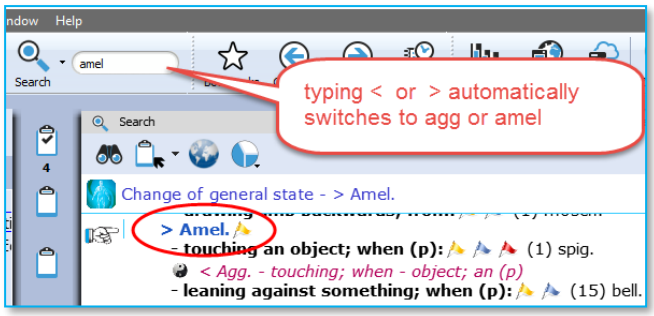
- With the normal analysis, the remedies are sorted according to the score in the line: Sum of symptoms.
- With the polar analysis, the remedies are sorted according to the score in the line: Polar difference

Only Polar symptoms are calculated
By default only the degrees of the rubrics which have opposite polar symptoms are calculated.
This can be set via the local options button.
If all symptoms are used in the calculation the message changes to: **All patient symptoms.** Also the full symptom texts are shown, including the chapter names.
(see below more)



- When taking symptoms in the clipboard, the **first symptom levels** (the Chapter names, and sometimes the main rubrics) are **not** shown in the clipboard, to improve readability. This is being done according differently in several parts of the repertory, to the instruction of Heiner Frei.
  This option to hide/show the full symptom path can be set via the local options button in the Analysis window.

- When doing a word search, typing **<** or **>** automatically changes to **agg** or **amel**.



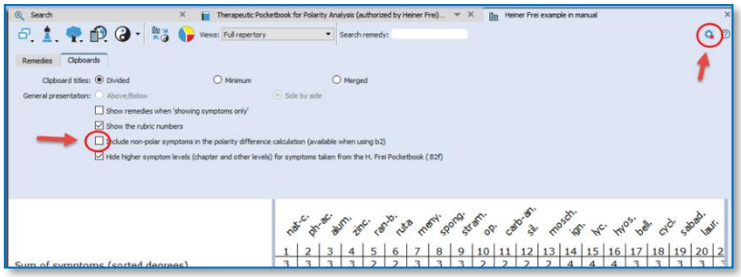
- Using **Word search** in the Pocketbook works often much faster compared to using the **Find** (navigation window).
  You can use the Quick search box, the Simple search (? or F4), or the Advanced search (F5).

  The **search box** or F4 window will always search in the **Current document only**

- Quick Take:
  From the list of the search result an option is available to **Take symptoms into a clipboard with only one click**. (This can be set in the local options menu of the search window).

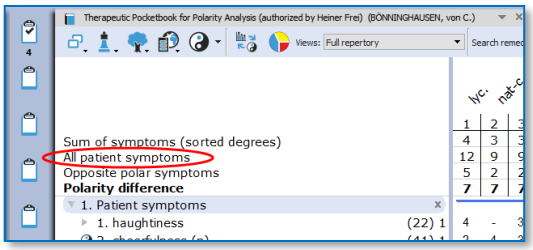
- By default, the symptoms that do not have an opposite polar symptom, are not used in the polar analysis score. Only the sum of degrees of the polar symptoms, minus the sum of degrees of the opposite is used in the **Polarity difference calculation**

The option to include non-polar symptoms in the polar difference calculation can be changed in the local options of the Analysis window.



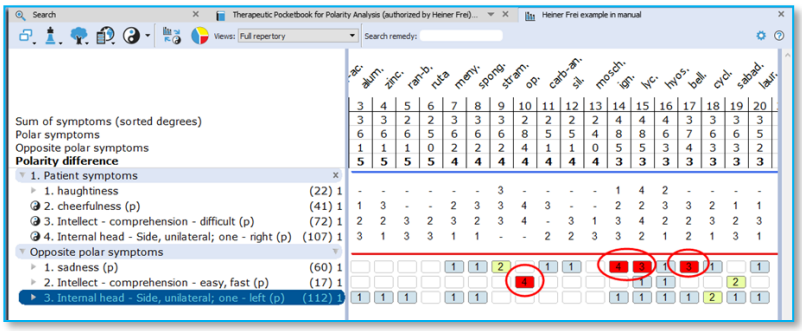
Last updated 7 Febr 2025. Copyright Zeus-soft.

If you select to include also the non-polar symptoms for the Polar difference calculation it is indicated by a different message: **All patient symptoms**



Normally the message is **Polar symptoms**, if only the polar symptoms are used for the calculation.

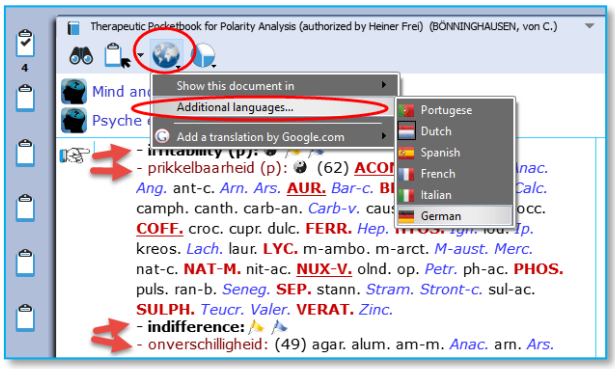
- The analysis window shows in the opposite polar symptoms clipboard more clearly the 3rd and 4th degree contraindications in red color.



- The Pocketbook is optionally available in several languages. You can purchase a second language, then it is possible to show two languages via the **World icon**, then select: **Additional language**

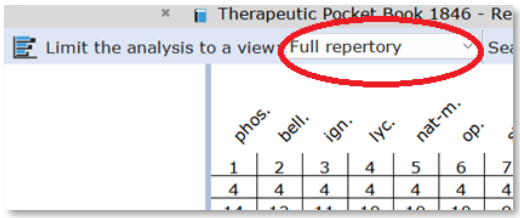
You can also switch the **First language**.

Attention: a Word search can only be done on the First language.



In RadarOpus 2.0 the following Pocketbook languages are available: Dutch, English, French, German, Italian, Portuguese and Spanish.

Attention: If your RadarOpus license also includes a Synthesis repertory, you should keep the **Repertory view in in the analysis** set to use the **Full Repertory view**.



For a Boenninghausen repertorisation you should not combine with rubrics from other repertories.

Energetic module - Filip Degroote

Energetic Remedy Pictures - Repertories, References,

Available titles: Repertories & References

In RadarOpus you can find the following very interesting publications by Dr. Filip Degroote:

- Dream Repertory (Repertory)
- Dreams – A Homeopathic perspective (Reference document)
- Notes on Miasma, Hereditary and Nosodes (Reference document)
- Remedy Interactions and Kingdoms (Repertory – in the list of Families)
- Physical Examination and Observation in Homeopathy (Reference document)
- The Physical and Energetic Examination of the Homeopathic Patient (Reference document)
- Muscles, Nerves and Vertebrae (Repertory) + Energetic Remedy Pictures (a module-bundle)

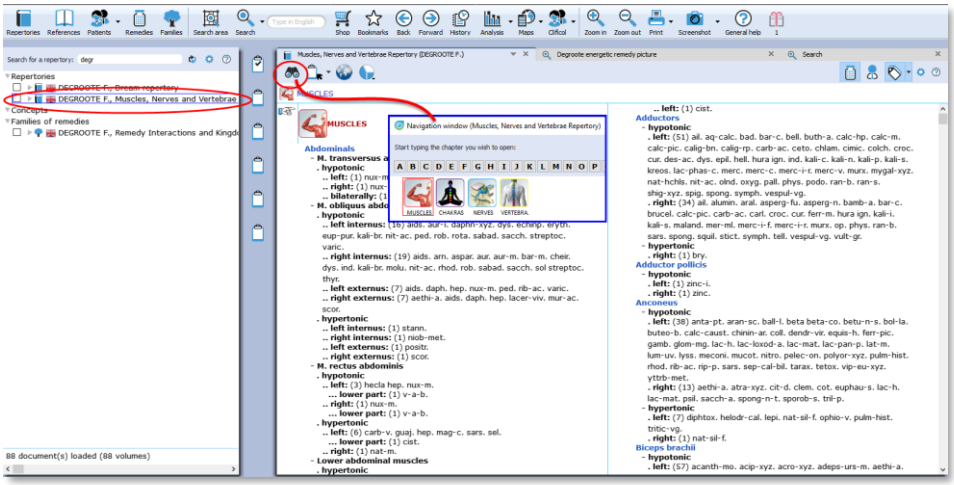
The Energetic Module (Repertory & Remedy pictures)

- This module consists of the following two titles: (1) The repertory "**Muscles, Nerves and Vertebrae**" (2) the module "**Energetic Remedy Pictures**", which contains about 1365 remedy pictures.

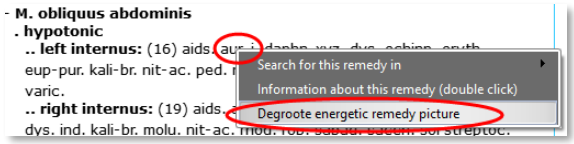
- There is also a "Energetic Package" which consists of four titles. See video.

Video: Degroote Energetic package

Open the Repertory "Muscles, Nerves and Vertebrae" and **Right mouse** click on a remedy and select: "**Degroote energetic remedy picture**".



In this repertory, but also in any other repertory, you can **Right mouse** click on a remedy abbreviation, and select: **Degroote energetic remedy picture**.



The module presents a list of all rubric it is present in the repertory **Muscles, Nerves and Vertebrae**, and it shows an energetic muscle picture with the hypotonic and hypertonic muscles.
The module contains remedy (muscle) pictures of almost 1650 remedies. It is a truly amazing reference work.

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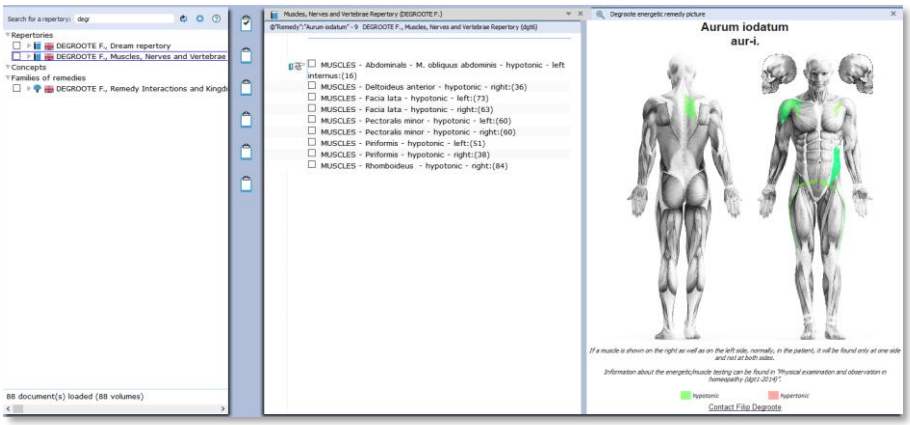


If you want to study more from Dr Filip Degroote the following two titles offer a deep understanding of the philosophy behind this approach.

Physical Examination and Observation in Homeopathy – 2014

This is the electronic version of “his green book”. This is the complete reworked and extended version of the first edition. The number of remedies described has doubled to 300.
It contains extensive remedy descriptions: physiognomy and examination, appearance and behavior, clinical observations, and energetic points (Weihe points/Acupuncture points). (Book abbreviation ID: dtg1)

The Physical and Energetic Examination of the Homeopathic Patient – 2014

This is the course book about the method used for participants who follow the course, which takes a minimum of 5 days.
Both titles are a great way to gain in-depth knowledge about Degroote’s energetic homeopathic method.
And there are (Book abbreviation ID: dtg8)

All titles and bundles of Filip Degroote

Please check with your local RadarOpus representative for more information about all titles of Degroote and which bundles are available in your country and language. The following is an overview of all individual titles available in RadarOpus.

Title	Document code
Physical Examination and Observation in Homeopathy (1st ed.)	dtg1
Physical Examination and Observation in Homeopathy (2014, updated edition)	dtg1-2014
Notes on Miasmas	dgt2
Dream Repertory	dgt4
Dream Materia Medica	dgt5
Muscles Nerves and Vertebrae repertory	dgt6
(Update to) Muscles nerves and vertebrae repertory	dgt6 (update discount)
Remedy interactions and kingdoms	dgt7
Energetic examination - a course about the method	dgt8

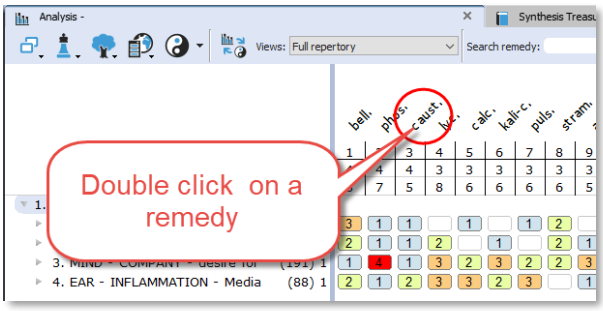
Tools

The Remedy Information Window
Language & Translation
Backup & Restore

The Remedy Information Window

The Remedy Information window (RIW) is a quick and great source of information about a remedy.
Anywhere in RadarOpus you can **double click on a remedy** abbreviation to open the Remedy Information Window (RIW):...

Video: [Family information - intro RIW]

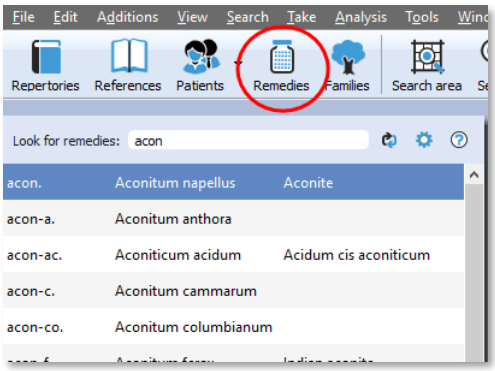


- For example in the **Analysis window** you can click on any of the remedies to see information about that remedy.
- You can also double click on a remedy abbreviation anywhere in the repertory window.

- Or you can use the **Table Of Contents of the Remedies** to open the RIW of any remedy which you might not see listed in the repertory or the analysis window at that moment.

  Single click on a remedy to open the Remedy Information Window of that remedy.

  Read more how you can set your favorite MM *in the chapter about the **Remedy Information Window***

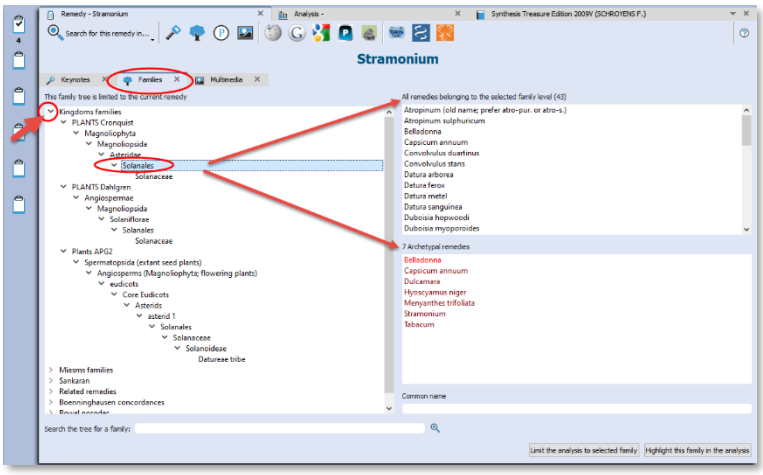


Family Tree

Quickly see all family members of a remedy
The **Tree icon** opens the corresponding **Families Tab**.
You can navigate to the family level you want, to see the other remedies that belong to that family.

The Cronquist system shows at the right one box with all remedies of that family-level. And below it another box which mentioned the most typical remedies of that Family-level.

If the remedy is a plant there are three systems: **Cronquist**, **Dahlgren** and **APG2**. APG2 is based on DNA research.



Note the two buttons **Limit the analysis to this family** and **Highlight the analysis to this family**, which will use the family level you have selected to Limit or Highlight it in the analysis.

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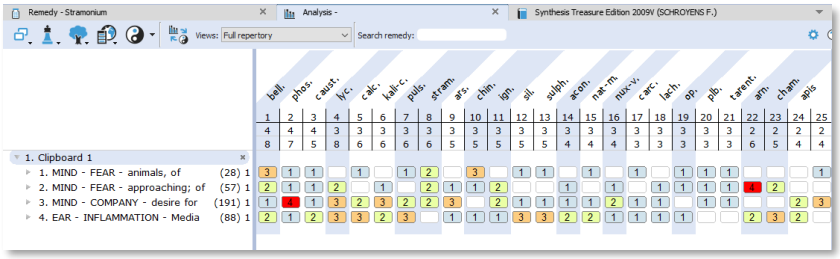
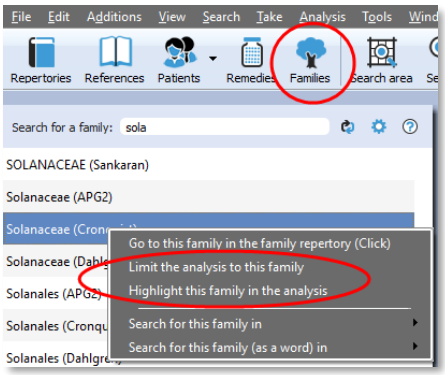
In the below screenshot as an example the main level PLANTS was used to highlight all the plant remedies

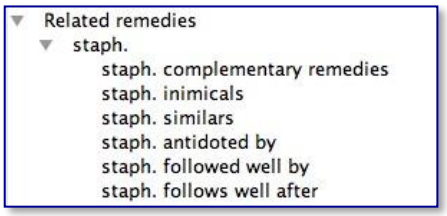


Tip: You can also use the **Table of contents of families** to Limit or Highlight any family level.

- Find a family in the list, for example Solanaceae
- **Right mouse** click on the family
- Select to **Limit** or **Highlight** that family in the analysis



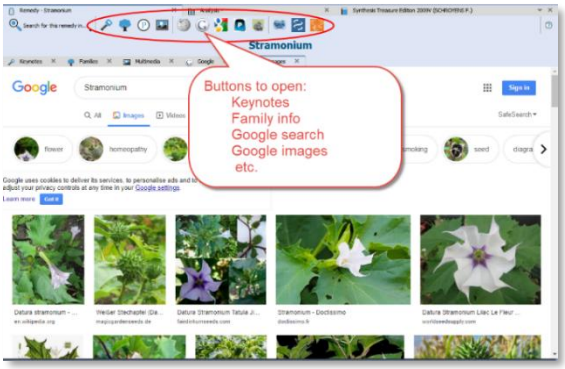
In the Remedy Information Window, note also the interesting group of the '**Related Remedies**"



Other info in the remedy information window

In this RIW you can find information about:

- Keynote MM
- Passport info
- Families info
- Multimedia



And if you are connected to the internet:

- Wikipedia info
- Google search info
- Google images
- Proving website(s) info,
  Etc.

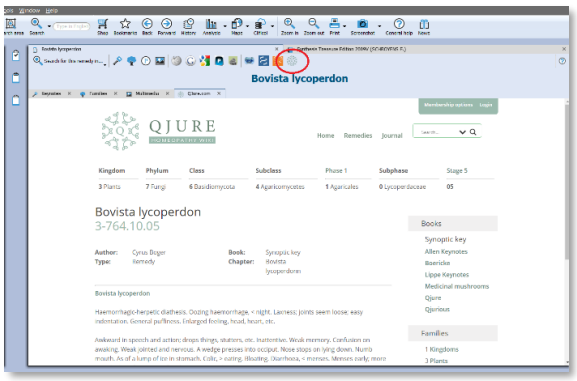
Tip: For New remedies, be sure to look at the **Provings.com** website.

Jan Scholten QJURE information

In RadarOpus v. 2.2.16 a one click access to Jan Scholten's QJURE website has been added.

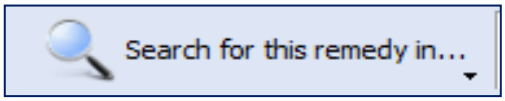
- Double click on any remedy abbreviation.
- Then click on the QJURE icon.

QJURE contains also taxonomical information.

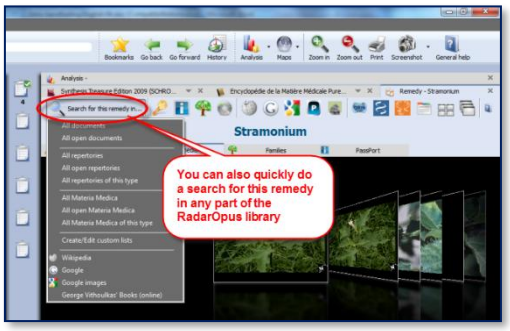


A Quick Remedy Search from the RIW

From the RIW you can also quickly search for more information about that remedy in any other part or in the whole RadarOpus Library with the **Search for this remedy in** button.



You can search for this remedy in:
- the whole repertory,
- all repertories,
- all reference documents
etc.



Tip: To do a remedy search in a more controlled way use the Simple search (F4) or the Advanced search (F5) functions
For information about a remedy search see elsewhere.

Translate with Deepl.com

You can select any part of a materia medica or repertory and translate it with Deepl.com.

Video: Translate materia medica with Deepl

View the video for an explanation how it works.
After installation you can use the (Windows) Ctrl+CC or Cmd+CC key combination to translate any selected materia medica part.

You can download the free desktop version from the website: www.deepl.com

Backup and Restore: Using the RadarOpus backup"

It is important that you make regular backups of your patient information and the Analyses and of the repertory additions you make.

Video: Backup and Restore

RadarOpus 3.2 and higher includes **all information** you can store in RadarOpus in the backup. (Patient file, Individually saved Analysis [clipboards], Repertory additions, Bookmarks, Search queries)

Attention: If you make many repertory additions in Synthesis 2009 or Adonis, you can also create an additional backup by only exporting a Log file, that only contain the additions.
From the menu bar select **Additions – Export additions.**

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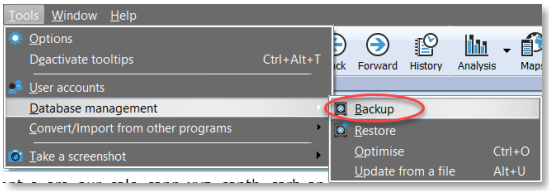
Backup of the Patients and Analysis

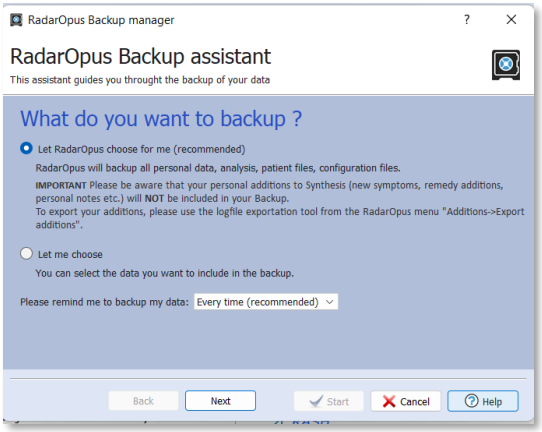
You can choose to make this backup when you close the program and are prompted to do so. But you can also start the backup yourself.



To start a Backup manually:
Go to **Tools**, **Database management** then select **Backup**

Then: Select the recommended setting:
Let RadarOpus choose for me

Then click on **Next** to continue.

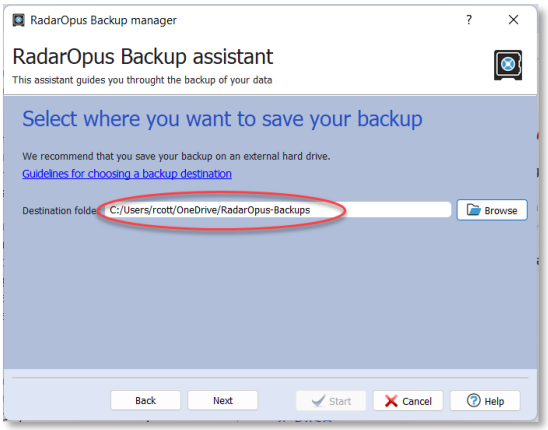


Click on **Browse** and select a folder where the backup will be saved.
Attention: make sure you select a correct <u>folder</u> on your hard drive to save the backup.

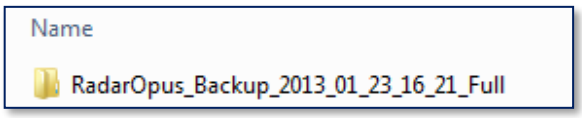
For example on windows:
C:\Users\Name of user\Documents\Opus-backups

After selected, you should see the complete path of that folder in the "Destination folder" box.

Click on **Next** to continue, and then click on **Start**



The Backup Name
The name of the RadarOpus backup folder (file*) will contain the **Year_Month_Day_Time** when it was created.



External media
Make sure that you also copy your backup to an external media, or you can also save the RadarOpus backups directly to the external media: Memory stick, External Hard drive.

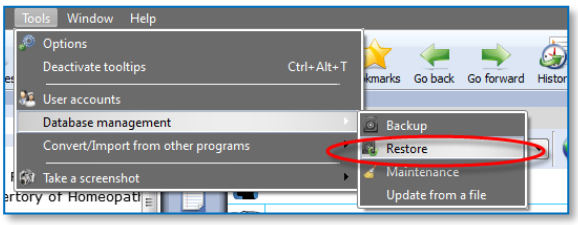
Keep several backups
It is always best to keep <u>at least three</u> of the previously made backup copies. From time to time you can delete some of the older backups if you start to have too many.

Restore a backup

Attention: if you restore a full backup then all existing information in your RadarOpus will be overwritten. This is not a "merge" function.

Password: After you have restored a backup, you will need the previous password that was active when the backup was created.

Go to **Tools**, **Database management** then select **Restore**



The **personal settings** of RadarOpus are not included in the backup.
If you would do a new installation of RadarOpus on a different computer and then restore the RadarOpus backup you will need to adapt the settings again to your preferences.

Click on **Next**, then on **Start**.

Exchange between Mac and Windows
A RadarOpus backup made on a **Mac** can be restored to a **Windows** version and vice versa, but only if both are running the same RadarOpus version. You can restore a backup made on an older version to a newer version, but not the other way around.

Using a Cloud Folder (Drive) like Dropbox, OneDrive, iCloud

It is **Not** advised to use a cloud program like Dropbox to exchange files actively between different computers you are using to keep them synchronized, because synchronization often takes a while.

Only if you give it enough time to synchronize your files to the cloud, and on the other computer also to synchronize the files, then you could use this method to exchange between computer.

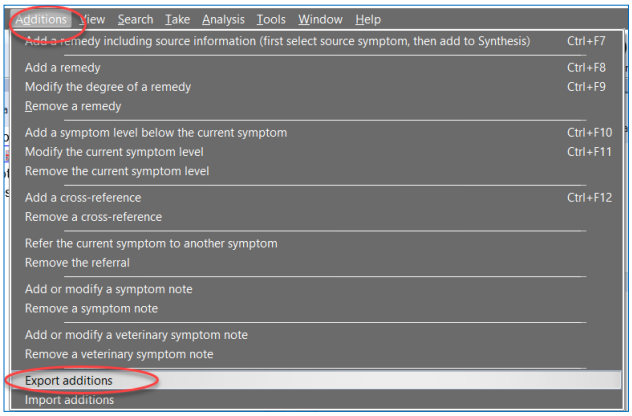
Practice shows that it is quite easy to make a mistake and not wait long enough for the cloud drive to be synchronized completely.

Export and share your repertory additions

From version 3.2 and higher all your personal information, including repertory additions are included in the general backup

How to export your only repertory additions
You can export your personal repertory additions you make in Synthesis (2009 or in Adonis), as follows:

Go to the menu bar **Additions** – **Export additions**.



Attention if you are still using an old version:
In version 3.1.5 or older your additions were NOT included in the general RadarOpus backup.
You need to use the menu Additions – Export additions to backup these additions separately.

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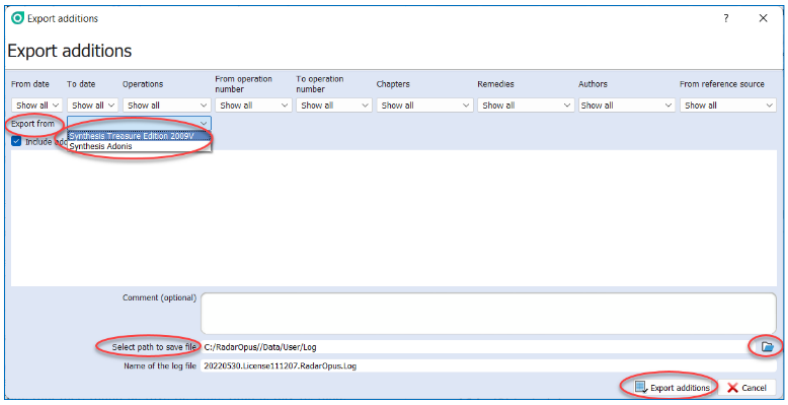
Select the repertory from which you like to export the additions.

Make sure you save the Log file into an easy to find back **location**.

Start the export via the button: **Export additions**



Share your additions

You can share your repertory additions by sending the log file to another RadarOpus user.
To import your additions, go to the menu bar **Additions** - **Import additions**

Concepts: Veterinary – Roger Morrison – Roberto Petrucci

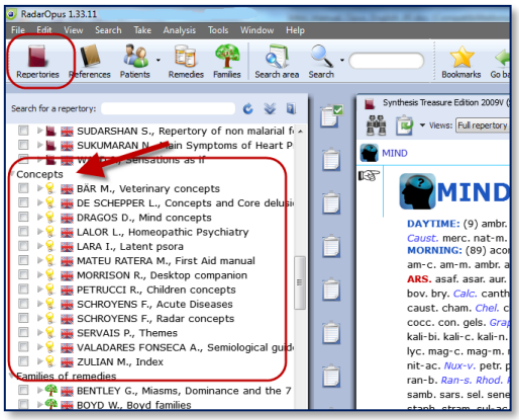
The Concepts are used to help you find the correct symptoms in the repertory. This tutorial video gives a short introduction on how to use concepts.

Video: Using Concepts

A concept is a "word", "theme", "pathology" that links to several rubrics in the repertory.

In the tutorial video these concepts are mentioned:

- Marc Bär - Veterinary concepts
- Roberto Petrucci – Children concepts

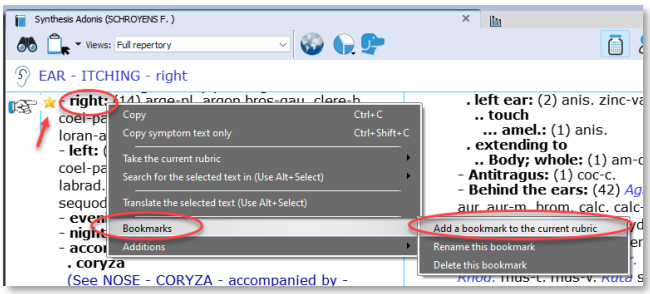


Bookmarks

You can add bookmarks in Repertories and in Reference documents.

To place a bookmark, **Right** mouse click on a symptom in the repertory, or on a sentence in a Reference document.

Select: **Bookmarks**, **Add a bookmark to current symptom**.

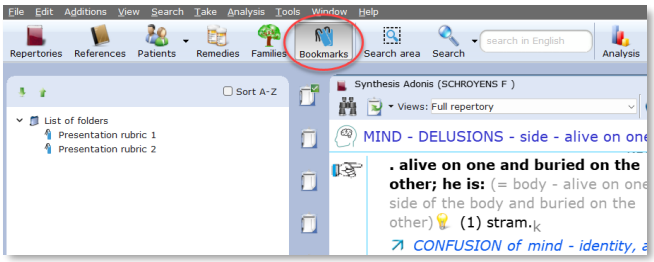


List of Bookmarks

From the main toolbar you can open an overview with all the bookmarks you have placed.

Go to a bookmark

Double click on a bookmark to go to that bookmark in the repertory or reference document.



Patient File

The Patient file

How to import old Winchip 3.x patient information:
For instructions how to import your Radar–Winchip 3.x patient catalogue, see the Installation manual

It depends on your RadarOpus package which functions you have in your patient file.

Two ways to save the Analyses

Video: Save the analyses to patient file

There are two methods to save the Analyses in RadarOpus:

- Method 1: You can save an Analysis separately (Outside of the patient file "to a folder")
- Method 2: Or you can save an Analysis connected to a patient (In the patient file)
  (Below you will find tutorial videos explaining the difference)

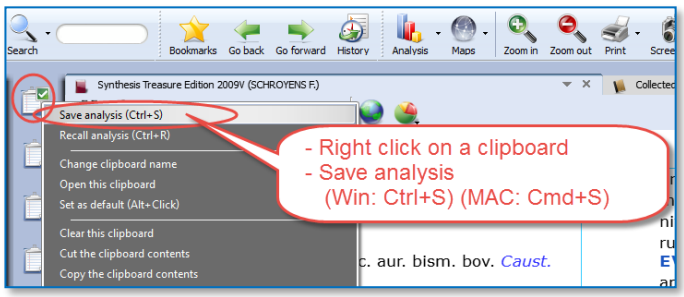
Method 1: Save / Recall an analysis separately (outside of the patient file)

If you do not want to use the patient file, you can Save and Recall an Analysis (the symptom clipboards) in a quick and easy way outside of the patient file. This is called "**Save current analysis to a folder**".
(Although it is called "Save to a folder" it is still located in the RadarOpus database itself.)

Video: Save the analyses separately

Right mouse click on a clipboard.
Then select: **Save analysis**

Or use keyboard shortcut:
- On Windows: **Ctrl+S**
- On Mac: **Cmd+S**



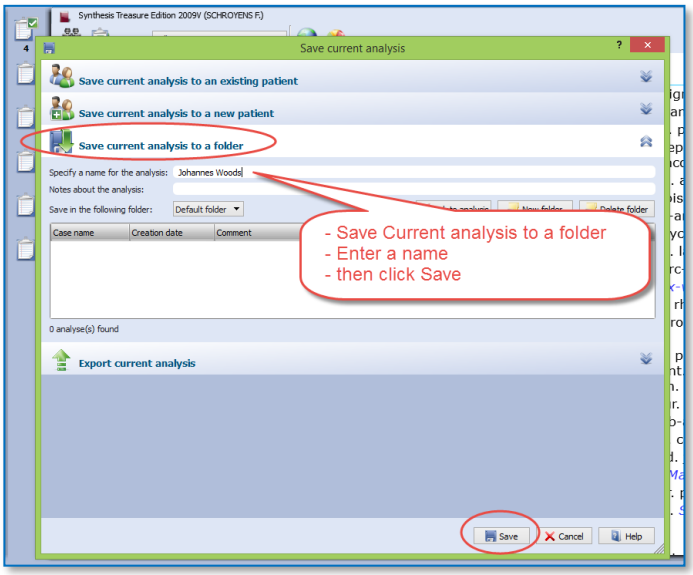
Then select: **Save current analysis to a folder**.

Enter a **name** for this analysis, then click the Save button.

You can also enter a short **description**.

By default the analysis are all saved in the **Default folder**.

*Please see also the Chapter **Clipboards & Analysis**, for more information.*



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Method 2: Save / Recall an analysis to the patient file

Make sure to view this tutorial video "How to save the analysis to the patient file"

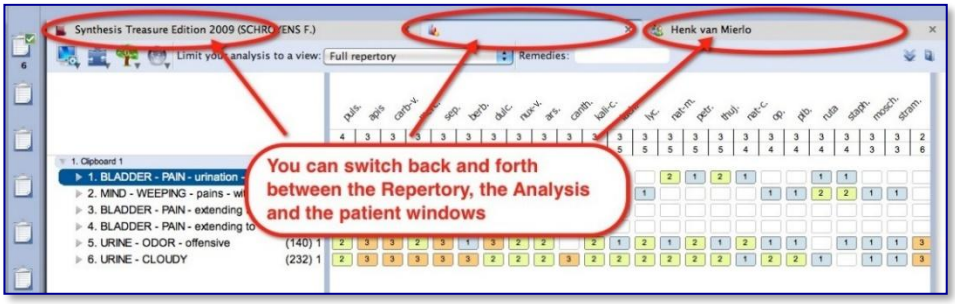
Video: Save an analyses to the patient file

Workflow moving between Tabs in RadarOpus

The patient file works seamlessly with the rest of the RadarOpus program. You can switch between the different tabs quickly: The patient tab, the repertory, the analysis or any other tab.

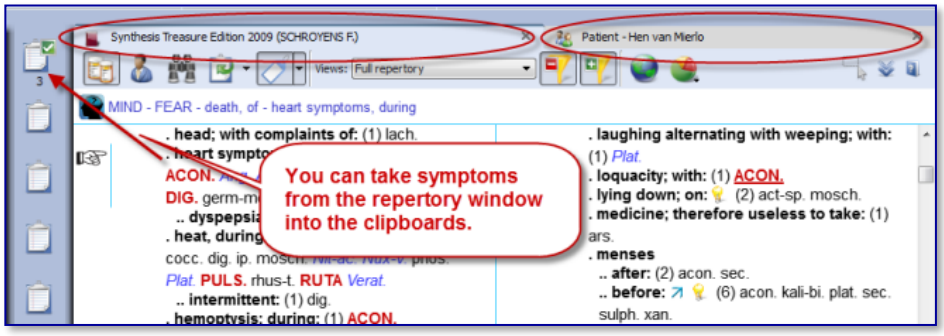
Video: The patient file workflow

In this example there are three tabs: the **patient file**, the **repertory** and the **analysis** window.



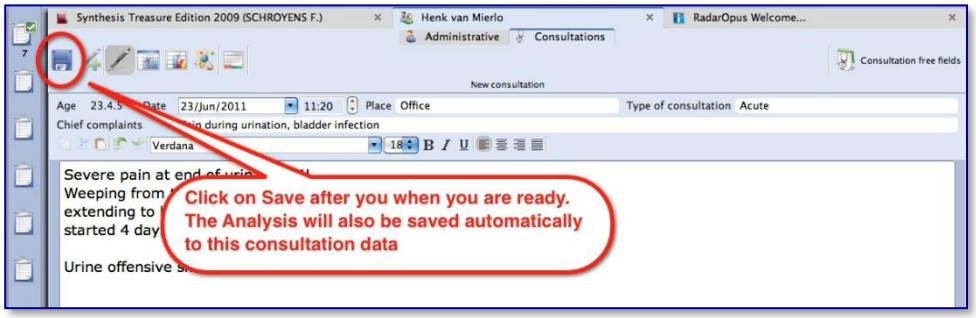
Taking symptoms from the repertory

After you switch to the Repertory window you can start to find and take symptoms for this patient into the clipboard(s) as you would do if you did not have a patient open. You can switch back to the patient file again to type more text of the consultation.



Save the Analysis and the Patient file

When you have a patient file open, the program will automatically save **both** the current **consultation** information and the **analysis** (symptom clipboards) with just one click on the Save button in the Consultation window.



Save only one or several analyses

When you are working with the patient file you can switch back and forth between the tab of the patient file and the tab of the repertory. If you have taken symptoms for this patient into the clipboard(s), go back to the patient tab and click on the **Save** button to save both (the consultation window and the analysis). The analysis is saved to the patient file, connected to the **current consultation** date.

If you continue to work on the same analysis and save the patient file again, you will be asked if you want to overwrite the existing analysis or to save as a new one.
In this way you can save only one analysis per consultation or save several different ones.
See also: Recall, Edit and Save an analysis.

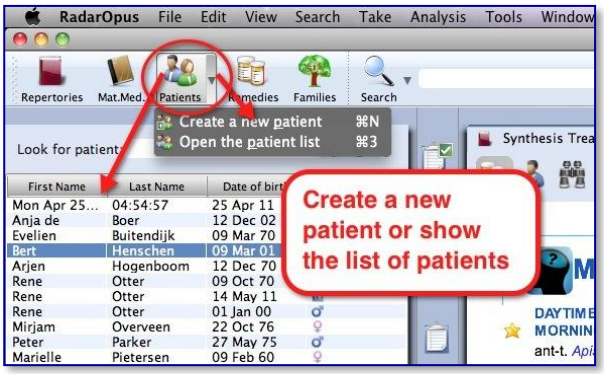
Introduction

Video: Patient file part 1

The patient file is fully integrated in RadarOpus. There are four versions available: **Mini, Light**, **Easy** & **Professional** (see the Help On Line for an overview of the different functions).
The patient file allows you to keep track of the **administrative data**, the full **consultation text**, your **diagnosis** and other medical details, **therapy evaluation** and much more.
You are not obliged to use all the fields, but you can use the patient file exactly as it suits you! You can even hide groups of fields which you are not interested in.
The RadarOpus patient file (Winchip) is a great tool to store your patients' information and do advanced research. The advanced patient **research** function (in the professional version) will help you to gain valuable insight into your practice.

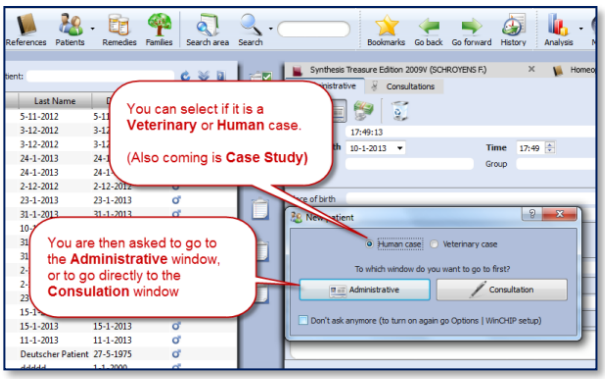
Create a new patient

With the **Patient button** you can open the list of existing patients in the Table Of Content.



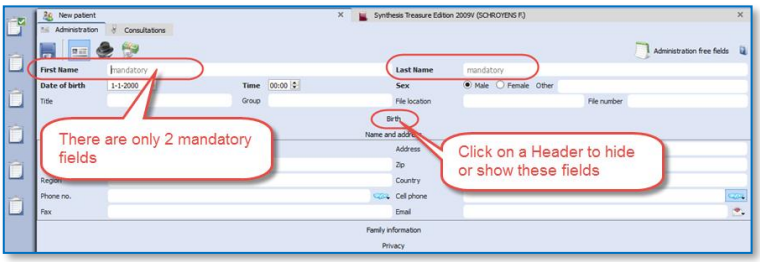
Step 1:
With the **sub-button** you can select **Create a new patient**. Or use on the keyboard **Ctrl+N** (Windows) or **Cmd+N** (Mac).

Step 2:
A window appears where you can select to go to the **Administrative window** first or to go immediately to the **Consultation window.**
You can also select if it is a **Human** or **Veterinary** case.
(Coming is an option 'Case Study')

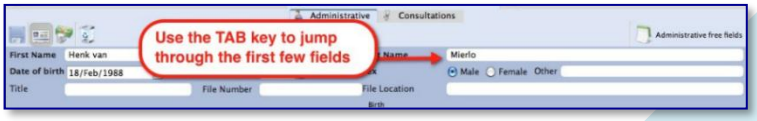


Tip: Acute Consultation
If you are in a hurry (with an acute telephone consultation) where you do not have the time to first fill in all the administrative details, you can immediately go to the consultation window and start to type the symptom from the patient. Then for the patient first and last name the ***current time*** *and* ***date*** will be used. Then later you can change it to the correct first and last name of the patient.

Step 3:
When you select the **Administrative window** first, there are only 2 mandatory fields: First Name, Last Name



Tip: Use the **TAB** key on the keyboard, to jump through the first few fields.
Shift+Tab goes back one field.



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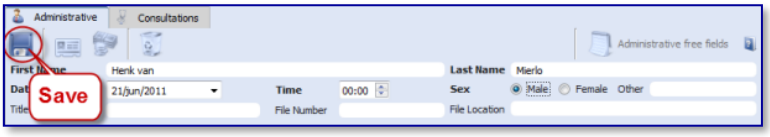
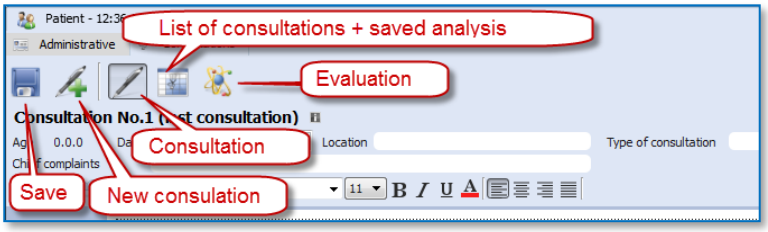
Step 4:
When you are ready filling in the (two mandatory) fields you can click on the **Save** icon.



Then click on the Tab **Consultations** to switch to the consult window, and a "new consultation" will be created automatically, with the current date and time.

> **Note**: Automatic Save
> It is not necessary to click on the **Save** icon because the Administrative window will be saved automatically when you move to a different window. So when you move from the **Administrative** window to the **Consultation** tab the entered information will be saved automatically.

Step 5:
In the **Consultation** Tab you find several icons which open different sections.
From left to right the following buttons are listed:



- **Save**: to save the current consultation tab and the analysis, (But also note the automatic Save function).
- **New consultation**: to add a new consultation.
- **Consultation text**: The consultation text editor window.
- **List of consultations** (dates + analysis): for an overview of consultation dates with the saved analyses.
- **Therapy evaluation**: to note the reaction to you prescription / therapy.

If I write the consultation on paper, can I then still use the patient file?
If you like to keep on writing the consultation text on paper, it is still useful to use the patient file a in the following limited way:

- In the administrative window, note down the patient **name** and **address** details
- Go to the Consultation window, where you can only press the Save button, to **save the new consultation date**.
- After you have taken symptoms from the repertory into a clipboard, you can switch to the Patient Tab, and press Save. Then the **analysis** will be saved to that consultation (you can see them in the List of consultations).
- Use the prescription tab, to note the **remedy** and **potency** you prescribed.
- At the follow up consultation, you note down the **general evaluation** in the Evaluation window.

Even with this limited use of the patient file, it will still allow you to do research and get valuable insight in your practice: Which remedies you prescribe most frequently, which repertory symptoms you use most often, what percentage of cured patients you have etc.
You can adapt the use of the patient file exactly to how you work: you can use only those fields you want.

Tip: Change the default Font Size of the text editor

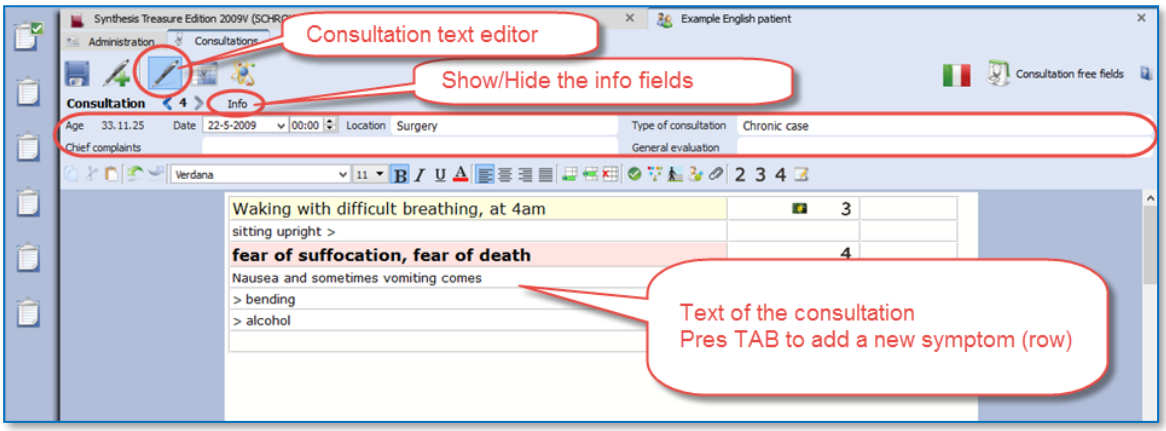
If you find the text to small or too large, then you change the default font size via the General RadarOpus settings. You can find the general Options:

- On Windows: via the menu **Tools**, then **Options**
- On Mac: via the menu **RadarOpus**, then **Preferences** (in some versions also via Tools, then Options)

Consultation text editor

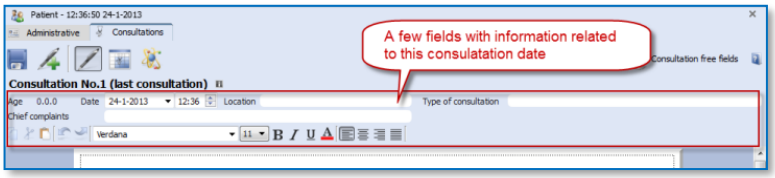
After you filled in the patient name and address details, you click on the Tab Consultation and come to the consultation text window:

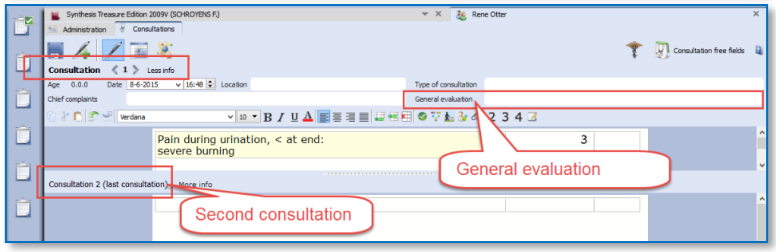
- The **Pen-icon** shows the consultation text editor
- The "**Info**" shows/hides the consultation summary **info fields**
- In the text editor you can press on the keyboard the **Tab** key to add a new row for each new symptom. The **Enter** key adds a new line within the same row.



Consult summary details

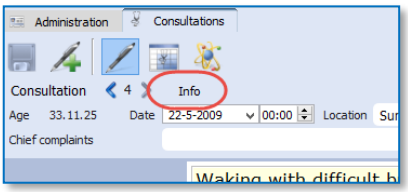
This area has the following information:
- The **age** of the patient (given in: years, months and days).
- The **consultation date and time.**
- The **Place** field is to note where the consultation takes place.
- In the **Type of consultation** field you can indicate e.g. acute, chronic, follow up.
- The field **General evaluation** will only be displayed after a second consultation has been created.





Show/Hide the consult summary fields

Click on **Info** to open or close the consultation summary fields.

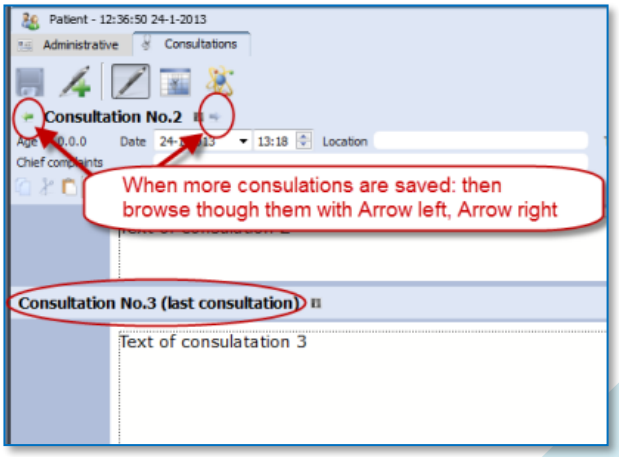


Browsing through consultations

After several consultations have been created for a patient, you can browse through them with the **Arrow left** and **Arrow right** buttons.

The split screen will show the last (or current) consultation at the lower part, and the previous consultation(s) in the upper part.

You can resize the upper and lower parts as you prefer.



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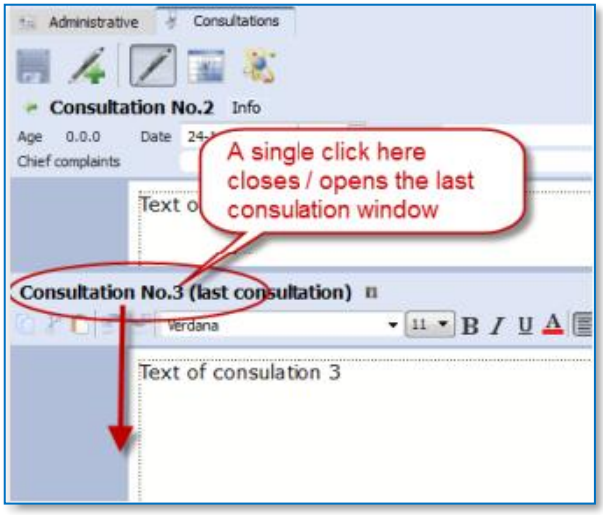
A click on the header **Consultation No**. will open, or close that consultation text.

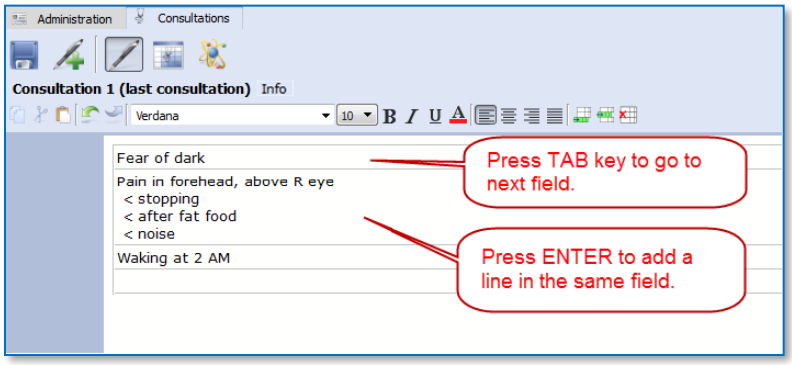


Using the TAB or ENTER key in the text editor

When you type the symptoms of your patient you can use the TAB and ENTER keys:

- **TAB** key on the keyboard adds a new field.

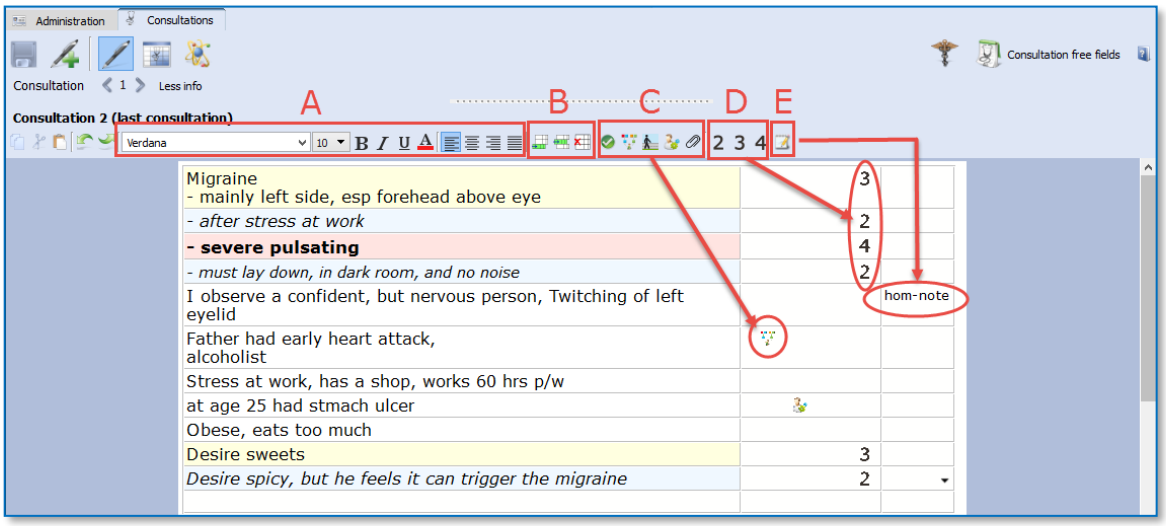
- **ENTER** key on the keyboard adds a new line within the same field.



The text editor toolbar

At the top of the text editor you find icons for many functions:

- (A): Text **layout**: font style, bold/italics/underlined, font size, alignment.
- (B): Insert, Append, Delete a **line** (row)
- (C): Icon to add **Tags**: Important symptom, family anamneses, past medical history, physiological anamnesis, add an attachment (image, video, pdf, word, etc.).
- (D): Indicate symptom **intensity** 2, 3, 4. By default a sentence (line) has an intensity 1. (To remove an intensity again, click again on the intensity button.)
- (E): To indicate a sentence as a "**remark by the homeopath**" (**hom-note**)

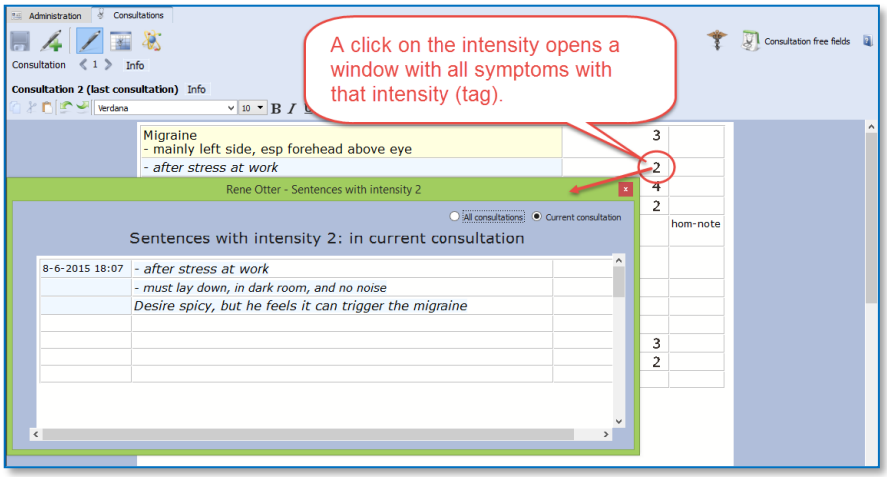


Consultation Views (A summary of particular consultation information)

All information which you can add to sentences (added to the last two columns) are called **tags**.
You can select to see only certain information of the consultation text (a selection or View), for example:...
- View only the 2nd or 3rd degree sentences
- View only the important symptoms
- *You can see a View on any of the Tags*

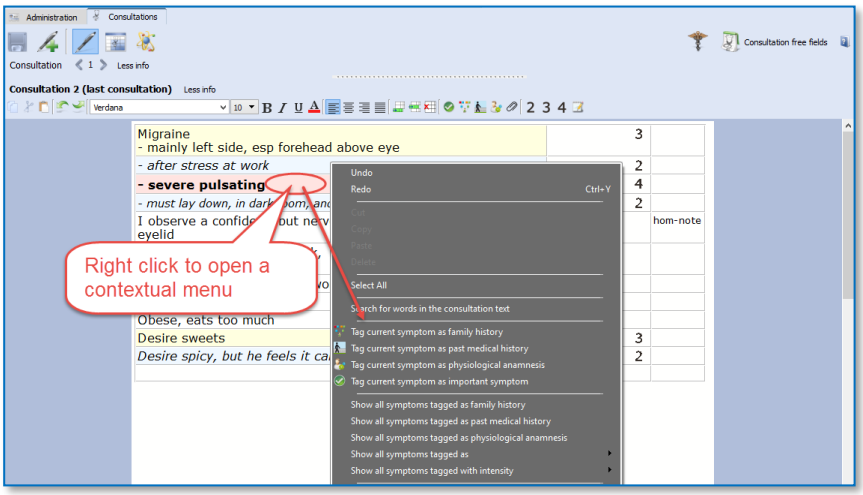
Click on a tag icon to open the View (selection) window
Or
Right mouse click on a sentence to open a **context menu**, then select "Show all symptoms....."

In this example below: a single click on the intensity **2** opens a window with only "all sentences intensity 2".



A **right mouse click on a sentence** opens a contextual menu with several options:

- Tag a current sentence with a certain quality (family history, past medical history, etc.)
- Show a window with all sentences tagged with a certain quality
- Limit the text editor to show only symptoms with a certain quality

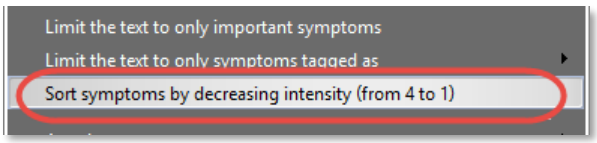


Word search in the consultation text

The contextual menu also has an option to do a 'word search', in the current consultation only, or in all consultations of that patient. In this way you can find all sentences with a certain word in only the current consultation or all consolations of that patient.

Sort symptoms according to decreasing intensity (4, 3, 2, 1)

The contextual menu also has an option to sort all sentences according to degreasing intensity.



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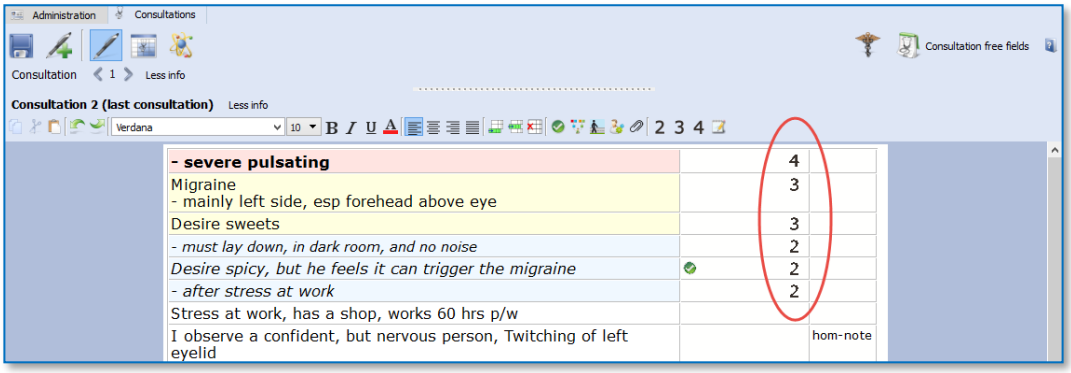
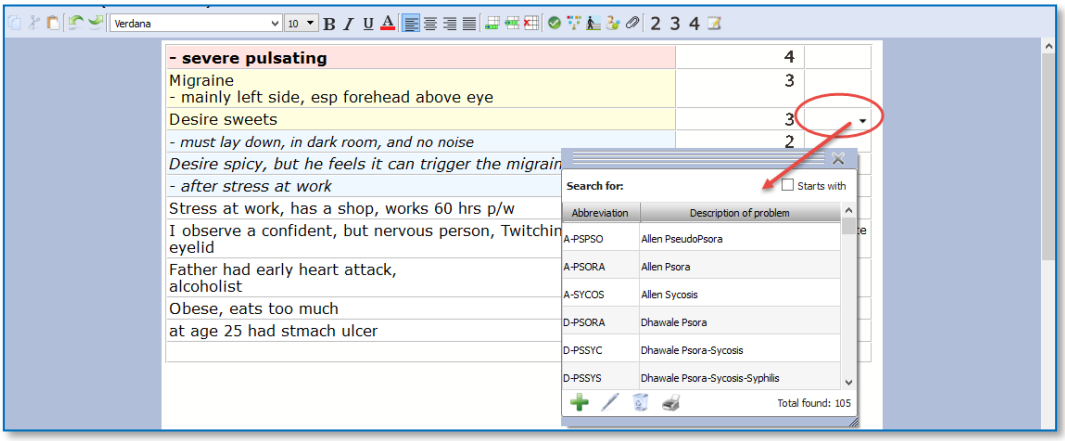


Add other tags & personal defined tags

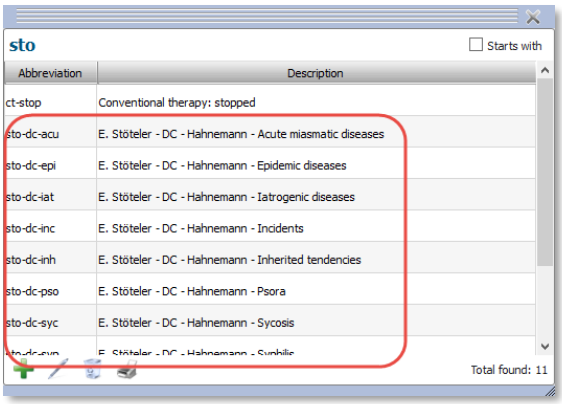
A click on the triangle icon in the 3rd column opens a pick list with tags.
It is possible to limit, or show a list of all symptoms with any of the tags added in the 3rd column.



Ewald Stöteler: The Disease Classification of Hahnemann

The "add other tags" function allows you to select predefined tags from the **disease classification**.

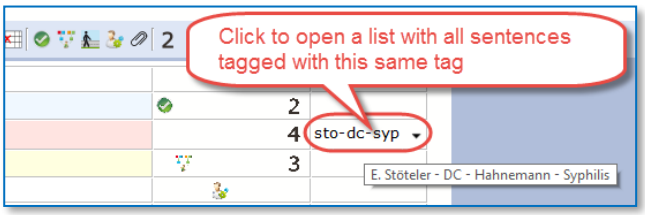
- Sto-dc-acu = Acute miasmatic diseases
- Sto-dc-epi = Epidemic diseases
- Sto-dc-iat = Iatrogenic diseases
- Sto-dc-inc = Incidents
- Sto-dc-inh = Inherited tendencies
- Sto-dc-pso = Psora
- Sto-dc-syc = Sycosis
- Sto-dc-syp = Syphilis



Show all symptoms with a certain text-tag

To show a list with only all symptoms with a certain **text-tag** just click on that tag

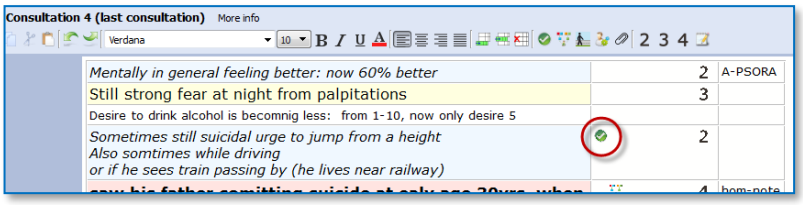
You can show all symptoms with this tag only within the **current consultation**, or in **all consultations**.



Important symptoms

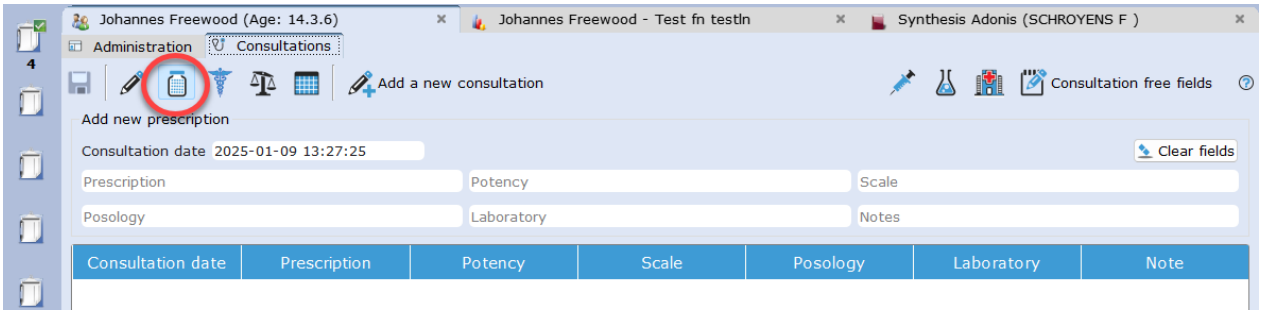
The green checkmark icon can be used to indicate important symptoms. You could use this tag for example for those symptoms you prescribe on, or at least the remedy you select should cover these important symptoms as best as possible.

A single click on such an icon will show you for the **current** consultation only or for **all consultations** a list of these important symptoms.



Prescription fields:

With the Remedy bottle icon you can open the fields for the **Prescription.**



Pathology fields

With the caduceus (esculape) icon you can open the fields to enter the pathology(ies).

Vaccinations, Clinical tests, Hospitalizations.

The Diamond professional version will have more fields available for **Vaccinations**, **Clinical tests**, **Hospitalizations**.

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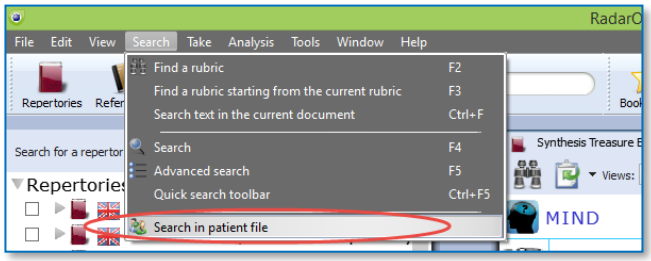
Patient search

With the function Search in the patient file, you can do advanced patient research, show statistics, and export any query result.
*See more in the chapter **Patient search** elsewhere in this manual.*

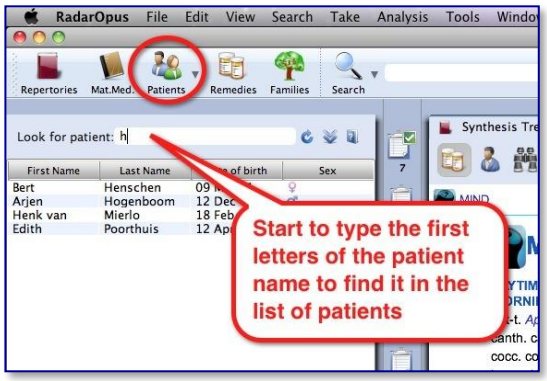


Manually Save / Recall an Analysis to the patient file

As explained already above, the analysis (the clipboards) is saved automatically when you save the patient file. There is a way to save manually the symptom clipboards to the patient file, but the automatic method is easier.

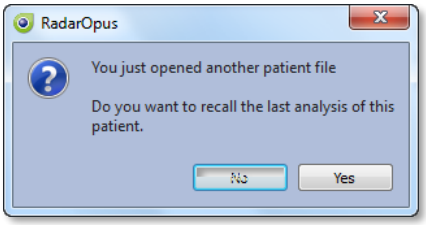
Follow up consultation

How to Create a Second or Follow up Consultation



Step 1:
When the patient returns for a follow up consultation you should start by selecting the patient from the **List of patients** to open it.
A **single click** on the patient name will open that patient file.

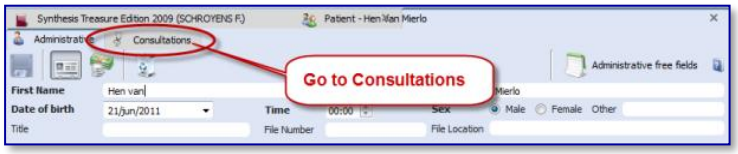
Tip: If you have a long list of patients type part of the patient name in the search box. It will search in the all three fields: First name, Last name, and Birth date.



Automatically open the last Analysis

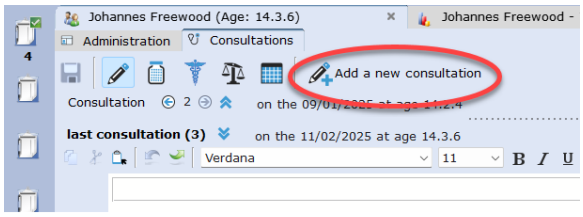
The program will ask if you would like to **open the last saved analysis** of this patient automatically. If you select yes, the symptoms of that analysis will be loaded in the clipboard(s).

Note: After recalling an analysis, and saving the patient file again, it will be saved to the current new consultation.



Step 2:
Then go to the **Consultation tab**.

Step 3:
Then click on the button **Add a new consultation**.

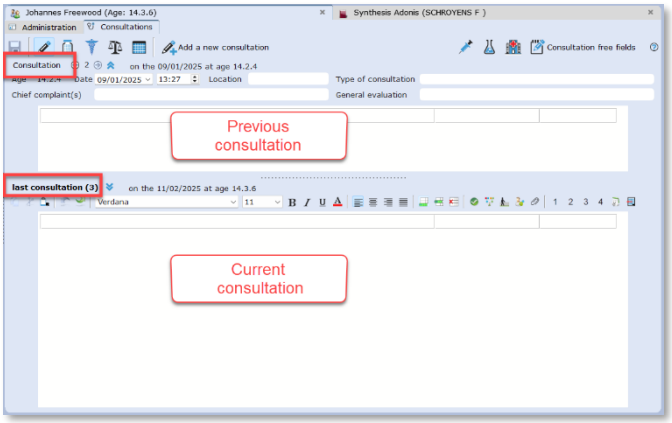


Compare a Current consultation with a Previous consultation

When you create a second or third consultation, you can easily compare this current consultation window with one of the previous consultation windows.

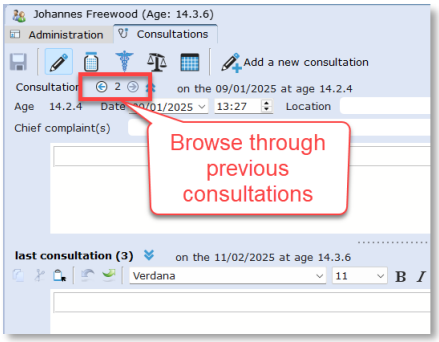
Click on the word "**Consultation**" to open the previous consultation window.

The upper part shows a **previous** consultation, the lower part shows the **current (last) consultation.**



Browse through consultations

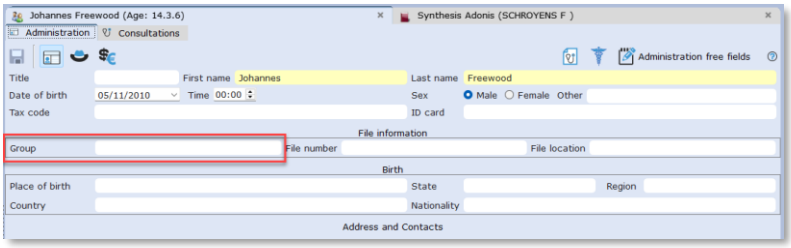
The consultations will be numbered **"No."**
Use the Arrow left and Arrow right buttons to move through the list of consultations



List of patients: 'Groups of patients'

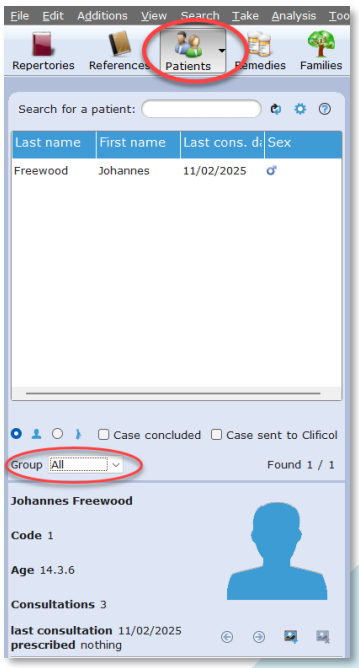
Assigning a patient to a "group

It is possible to define several categories (**groups**) of patients.
The field is located in the Administration window.



After you assign patients belonging to a certain group, you can use that field in the **List of patients** to show only a certain group of patients.

You can create for example groups called: **Family**, **Teaching** or any other 'group' you want.



Human or Veterinary patients

In the list of patients you can select to show Human or Veterinary cases

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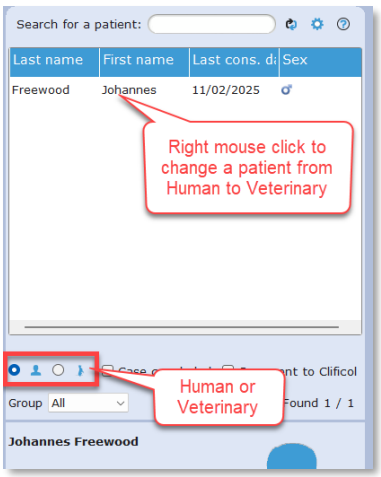
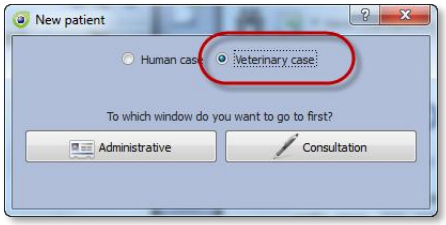
Change "Human" to "Veterinary" or vice versa
If you made a mistake when creating the patient you can change afterwards if it should be a Human or Veterinary case.

Right mouse click on the name of the patient in, in the List of patients: then select:
Concert this patient from Human to Veterinary (or vice versa)

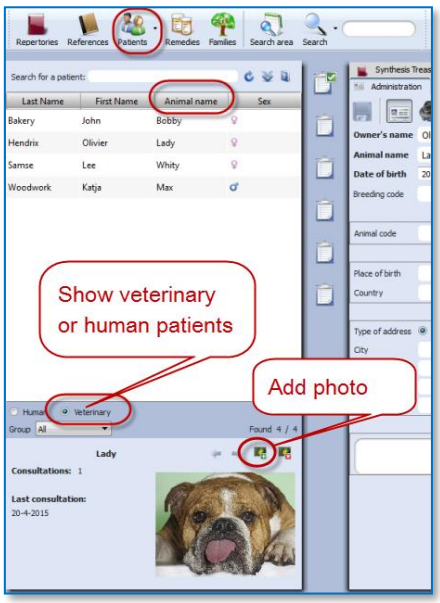


The Veterinary Patient File

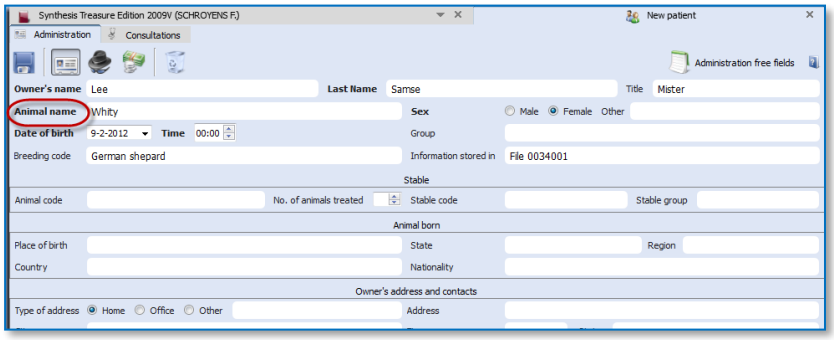
When you create a new patient you can select **Veterinary patient**.



In the Table of Content (List of patients) you can switch to show only **human** patients or **veterinary** patients

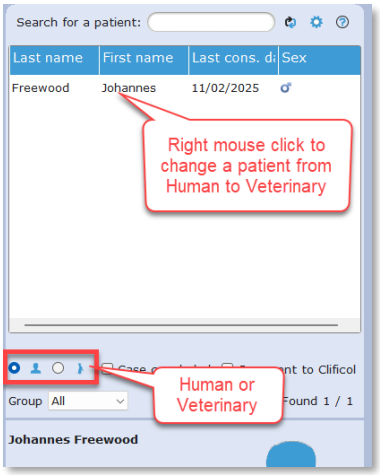


The veterinary patient file has a few additional fields for the **animal name** and animal **details**:



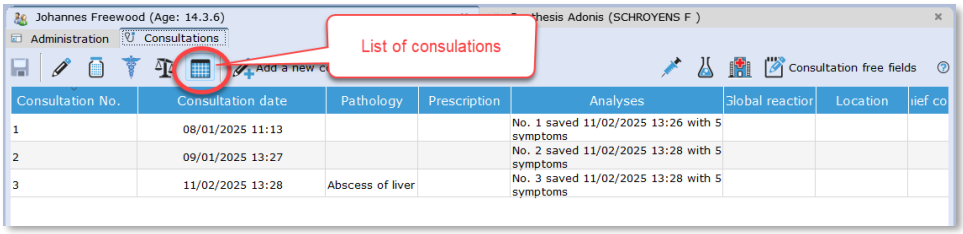
Change “Human” to “Veterinary” or vice versa
If you made a mistake when creating the patient you can change afterwards if it should be a Human or Veterinary case.

Right mouse click on the name of the patient in, in the List of patients: then select:
Concert this patient from Human to Veterinary (or vice versa)



List of consultations & saved Analyses

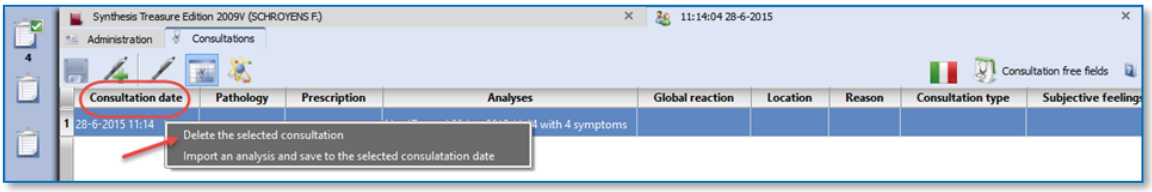
The list of consultations shows an overview of all **consultation dates**, with the **prescribed remedies**, and the repertory symptoms used in the **saved analyses**.



Recall, Delete, Show symptoms:

- **Show repertory symptoms**: Hold the mouse in the column Analyses to see the symptoms used in the analysis.
- **Recall an analysis**: Single click on the analysis to **recall** it in the clipboards.
- **Delete an analysis**: Right click in the column Analysis.

Delete a consultation
If you Right mouse click in the column **Consultation date** you can delete the complete consultation date.
Attention: you will delete all information of that consultation.



Because of legislation in some countries the patient file does not allow editing of previous consultations, and it is also not possible to delete consultations.

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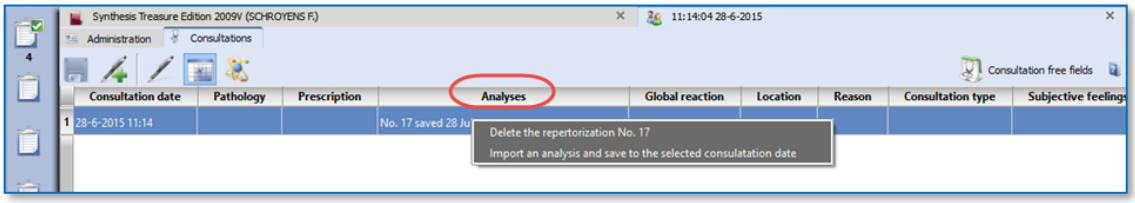
Import an analysis and save to a consultation

- You can import a separately saved analysis in RadarOpus (saved separately to a folder) to a consultation.
- It is also possible to import an analysis coming from the **Synthesis App** (xml file) or an analysis exported from a different RadarOpus program (xml file).
- You can also import a CAS file, which is saved (or exported) from RadarClassic 10.5.

To import, Right mouse click in the column Analysis, then select **Import an analysis** (which was saved separately, or recalled from a RadarClassic 10.5) and save to the selected consultation date.



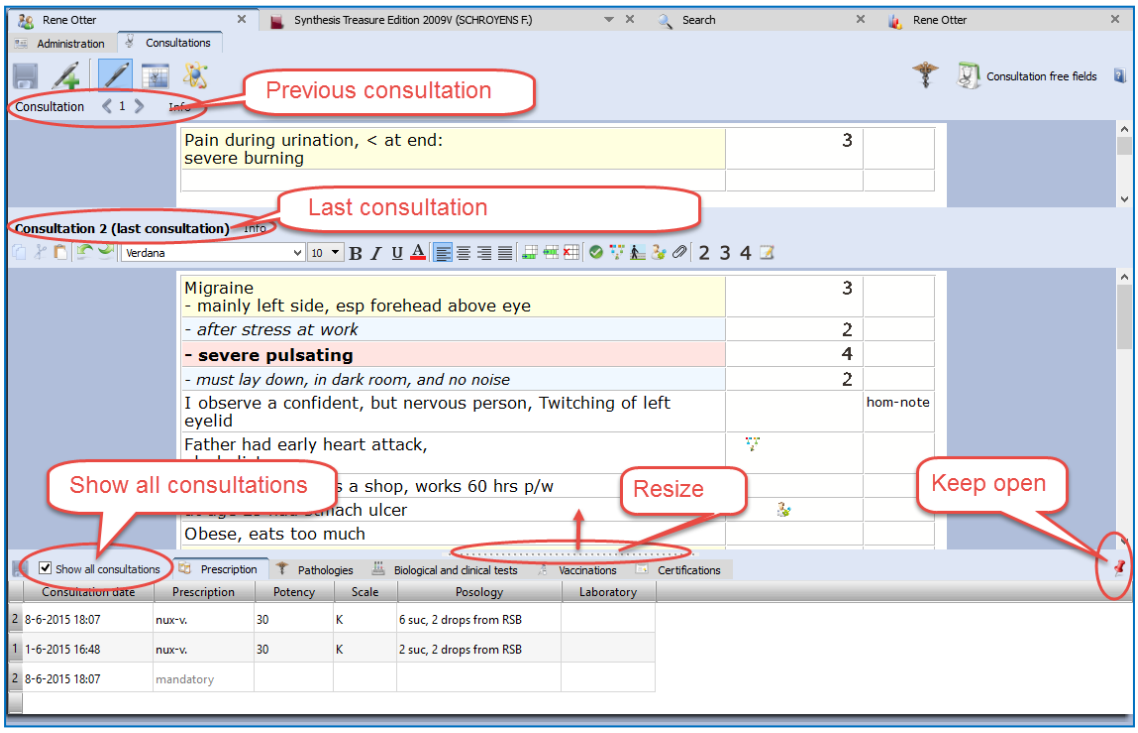
Prescriptions and Pathologies

The fields for the **Prescription and Pathologies** are located at the lower part of the screen.
The Professional version has more fields for: **Biological and clinical tests**, **Vaccinations**, **Certifications**.

- The **prescription tab** allows you to note the **remedy** you have given, the **potency,** the type of **dilution scale,** the **posology** (amount, frequency, method of taking), the **Laboratory** (Pharmacy).

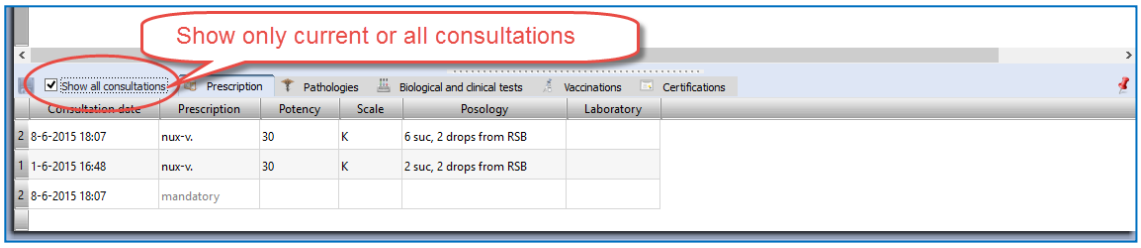
- You can click on the small **Pin icon** to keep these fields open (Right lower corner).
- You can resize the window.
- You can select to show only in the table only the fields for the current (last) consultation or for all consultations.

> **Tip:** There is a hotkey to **show/hide** the prescription-pathology fields: **Ctrl+L** (on Windows), and **Cmd+L** (on Mac).



Show only the fields of "the current consultation" or "all consultations"

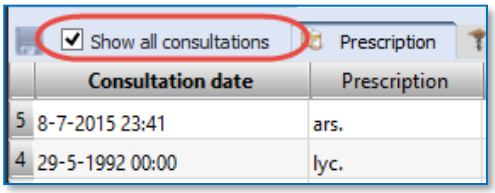
In the table you can select to show only the current consultation or all consultations.



Insert a prescription afterwards to a previous consultation

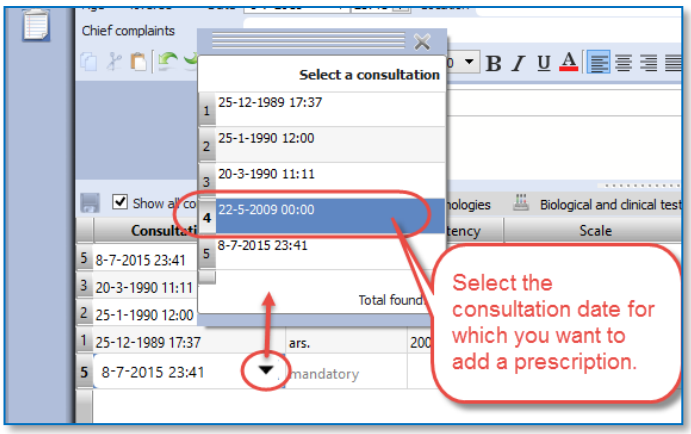
In case you forgot to enter the prescription during the interview, or if you want to add a second prescription line to a previous consultation, you need to do the following:

Step 1: Select to **Show all consultations**.



Step 2: Click on the ▼ (arrow down icon) to open the pick list with consultation dates. Then select the date of a previous consultation date, and enter the prescription.

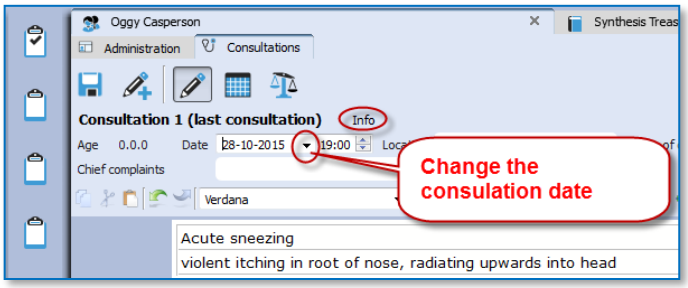
The entry (new row) will be sorted automatically correctly in the list.



Correct a consultation date

If you might want to add later a consultation to a patient, after the original consult took please, you need to change the consult date.

For example you were traveling and had a telephonic consultation and prescribed a remedy.



When you open this patient, and create a new consultation by default the current date will be used.
To change the date, open the **Info** box. Then correct the date.

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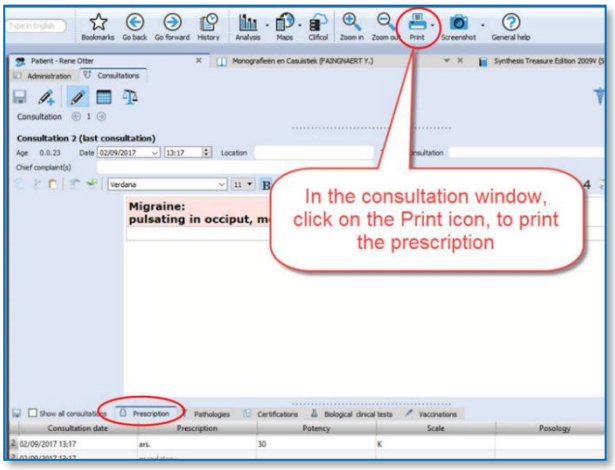
Print the prescription

When you are in the consultation window, and you have entered the prescription, it is possible to print the prescription with a click on the printer icon.



The text on the prescription can be changed, see below:

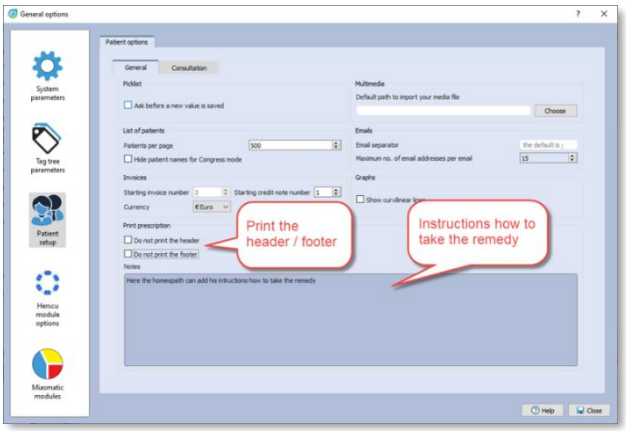
Via the **general options**, you can adapt the print prescription.

Go to: **Tools, Options, Patient setup**.

Options:
- Do not print the header

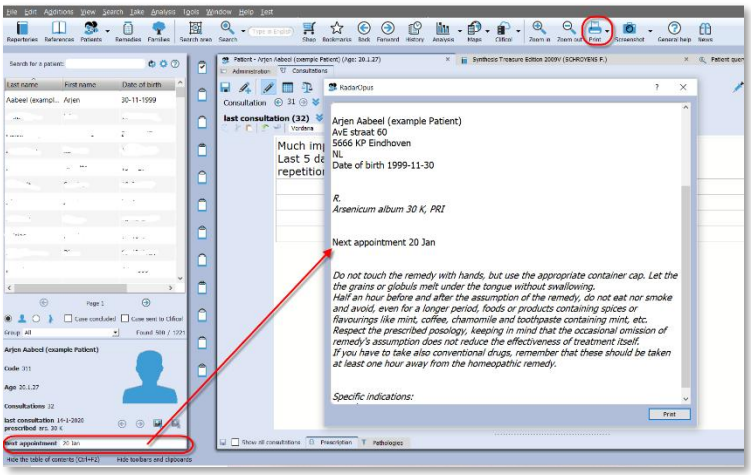
- Do not print the footer

- Type the text with instructions how to take the remedy.



Next appointment date

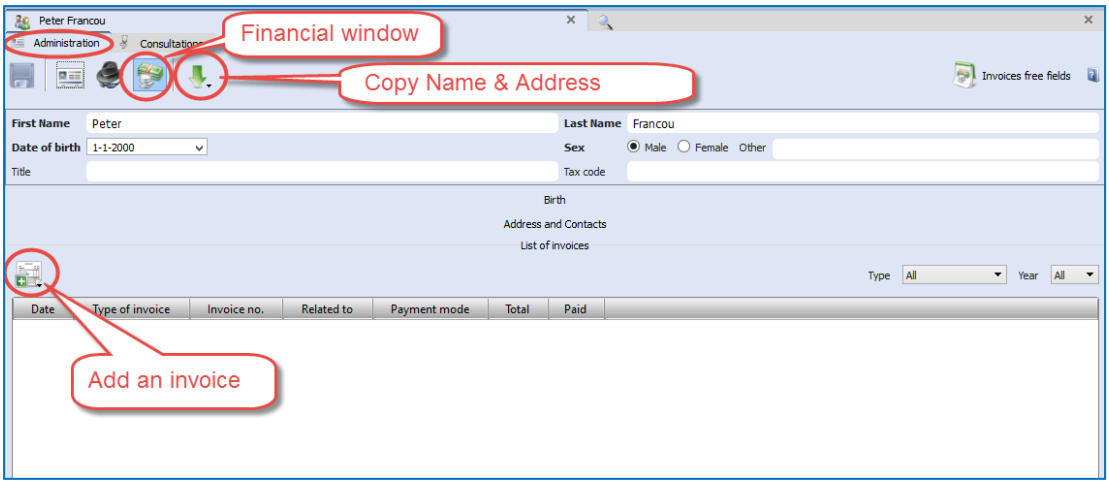
In the lower part of the *List of patients* you see the current opened patient.
The field *Next appointment* allows you to note the next appointment date, which is also included on the prescription.



Invoices

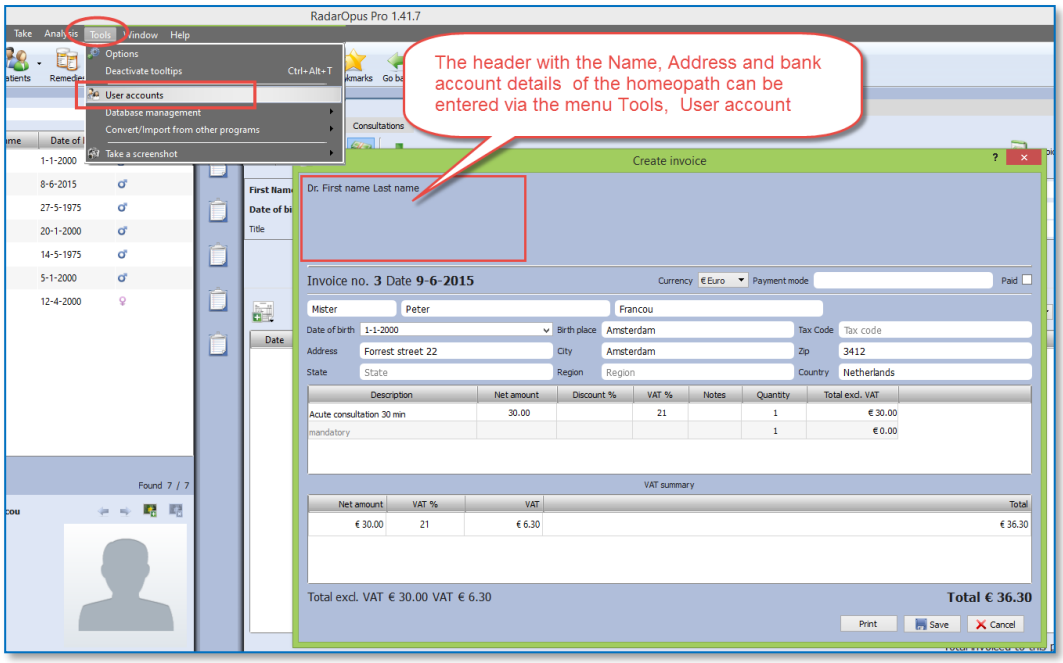
From the Administration Tab, you can click on the button **Invoices** (financial information):

- You can copy the name and address information of the **patient** from the Administrative window with a click on the Copy Name& Address button.
- Click on the **Add an invoice** button, to create an invoice.



Create an invoice

The invoice will contain as header also the Name, Address, Bank account details of the **homeopath**. This information should be set only once, via the menu **Tools**, then **User account**



Tip: You can use the **Patient search** function, to search for all unpaid invoices.
For more information see the chapter Patient search.

Attention: The name and address details of the homeopath is printed in the header of the invoice. You can insert these address details via **Account settings.**

Therapy Evaluation

When the patient visits for a follow up, you can record the effect of your treatment in a more general way, or in great detail.
If you enter for all your patients a therapy evaluation, you will be able to get reliable statistics via the **Patient Search** functions.

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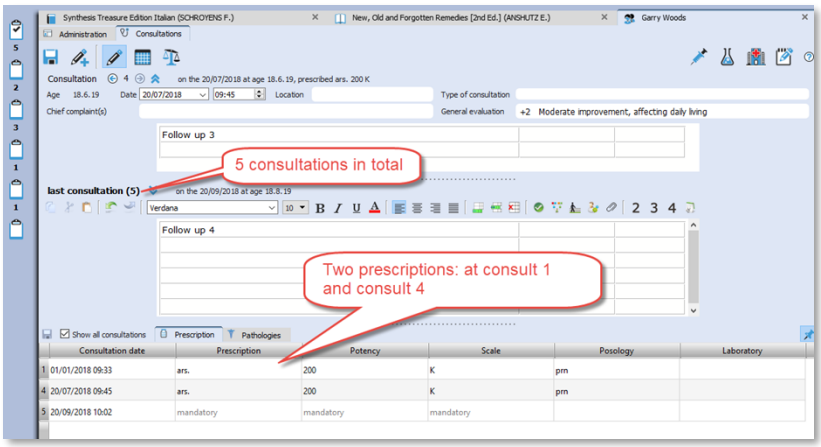
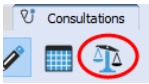
Example: 5 consultations and 2 prescriptions

In this example you can see that there where a total of 5 consolations, and that the remedy Ars. 200 K was prescribed at consult 1, and again at consult 4.



Evaluation



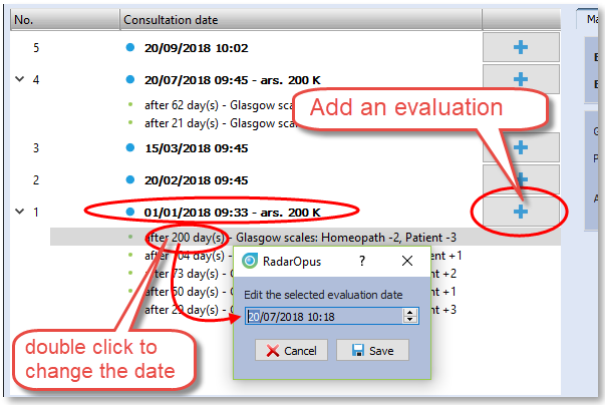
Click on the button **Prescription Evaluation** to open the evaluation window with the following options:

- At the left is shown a list of **Consultation dates & when a prescription was made**
- Click on the **+** button, to add an evaluation.

  You should enter your evaluations connected to the consultation date of the prescription.

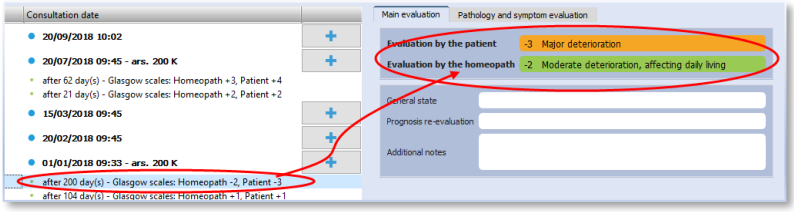
  You can add several evaluations about that prescription, as long as you do not make again a new prescription.

  To **change the date** of an evaluation, double click on "after xxx days".



For each evaluation moment you can record one or more criteria:

- The **evaluation by the homeopath**: This field you should always fill in.
- There is also an **evaluation by the patient**: this is optional

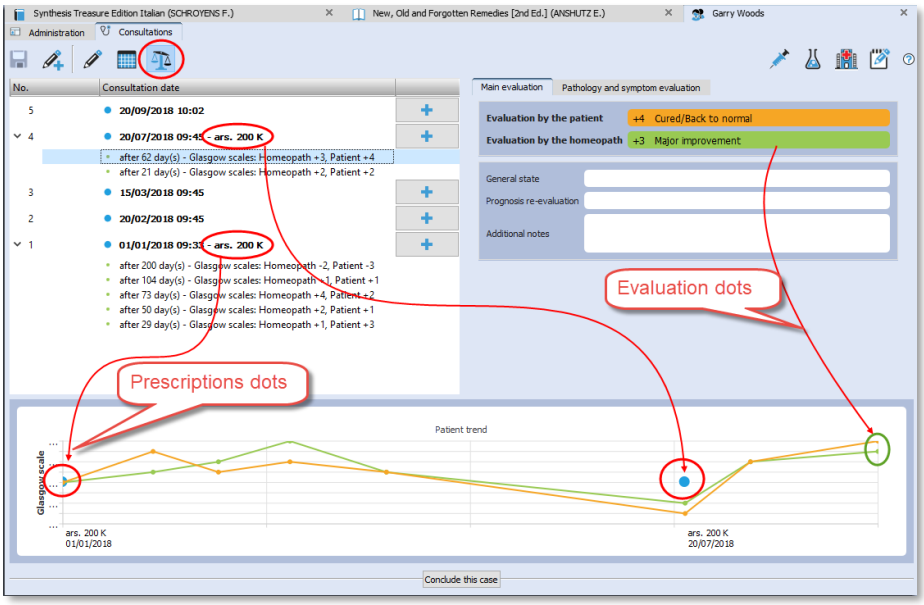


- You can also evaluate the **pathology,** or even evaluate each used repertory symptom from the analysis.

The evaluation graph

In the below example you see in the graph the two blue dots when a prescription was made. In this example only two prescriptions where made during 5 consultations.

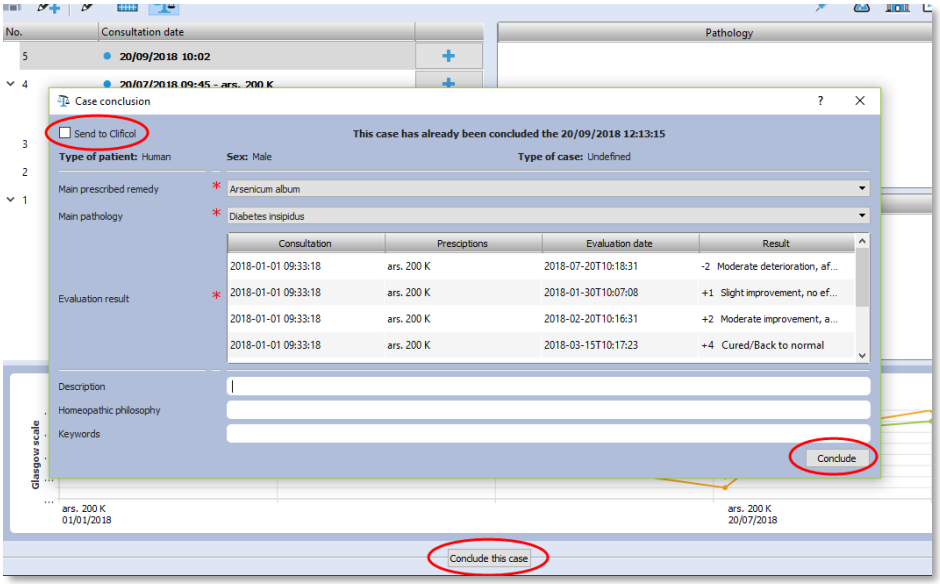
In the graph you also see an orange line indicating the **evaluation by the patient**, and a green line indicating the **evaluation by the homeopath**.
The smaller orange and green dots indicate the evaluation dates.



Conclude a case

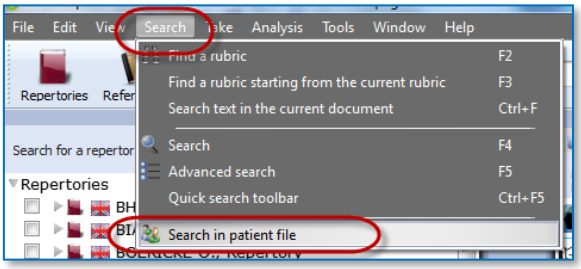
With the button "**Conclude this case**" you can write a general description about this case, and you can also upload it to the Clificol database.
Click on the button **Conclude this case**

You can share the case in a secure and anonymous way, by sending it to the **Clificol** database.



Patient Search

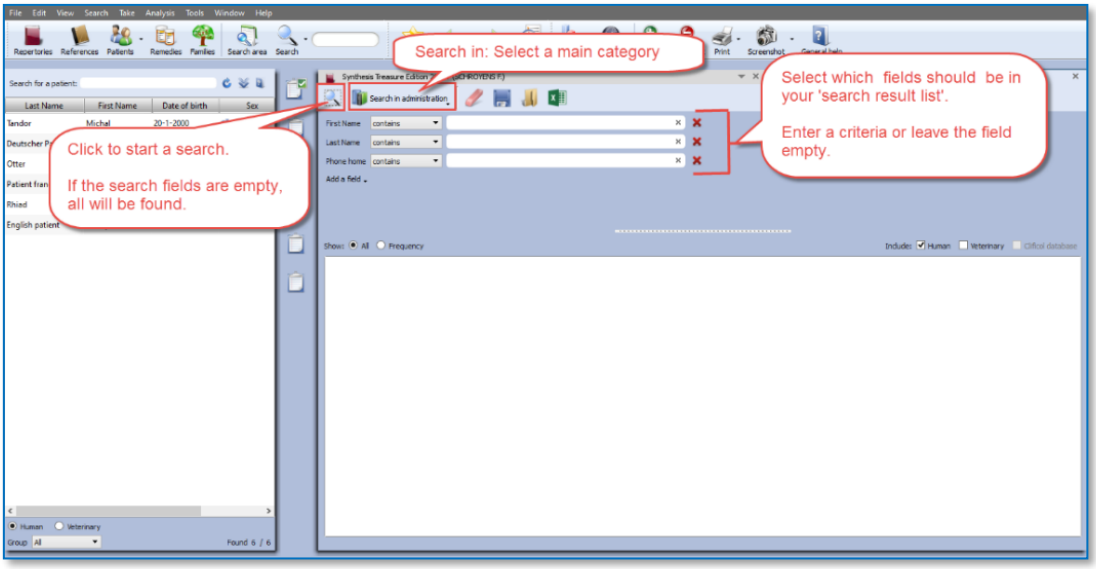
Using the **Patient Search** function will allow you to gain valuable insight into your practice.
The Light version of the patient file allows you to do basic searches. With the Professional version you will have the most powerful research tool for homeopathy excising to date, with a wide range of research possibilities.



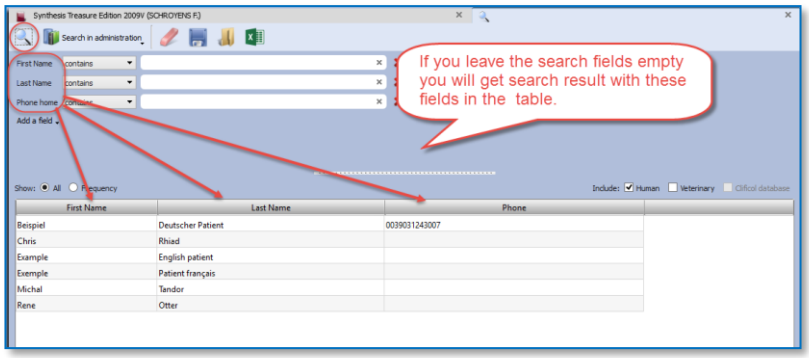
From the menu bar select **Search**, then **Search in the patient file.**

To do a search, you need to decide the following:

- In which main **category** you want to search
- Which **fields** should be shown in the search result list
- You can enter **criteria** in one of the fields, or leave them empty
- Search in your **Human** or **Veterinary** cases
- Then click on the **Start Search** button, to see the result



If you leave all fields empty, you will get a search result (a report) in a table, containing all the fields you selected. You can also **export** this result to Excel, edit it and print your own forms.



Frequency

If you select to show **Frequency**, it will consider <u>all</u> the selected fields in your list.
To explain this, see the below two examples:

- If you select only **one field** <u>Prescription</u> for the list, and enter the condition Ars., you will see how often you prescribed this remedy.

- If you use **two fields** e.g. Prescription with the condition Ars., but use the field Potency without entering a condition, you will see how often the remedy Ars was prescribed with each **unique** combination "remedy and potency".

  For example:...

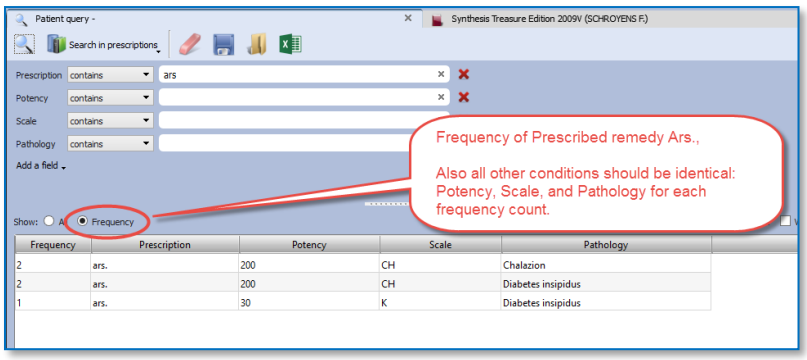
10 times	Ars.	200
4 times	Ars.	30

Example screen:
In this example below, we searched for all **Prescriptions** with the remedy **Ars**., but also the fields **Potency**, **Scale**, **Posology** where added.

Because when calculating the frequency, all **unique** conditions are considered, this will mean that all fields must have the exact same value to be counted as "the same".

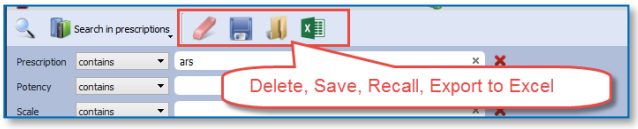
You see in the screen below, that the result is not one number how often Ars was given in total, but you see a result showing three rows:

- 2 times the exact same result: "Ars. + 200 + CH + Chalazion" was found.
- 2 times: "Ars. + 200 + CH + Diabetes insipidus"
- 1 time: "Ars. + 30 + K + Diabetes insipidus"

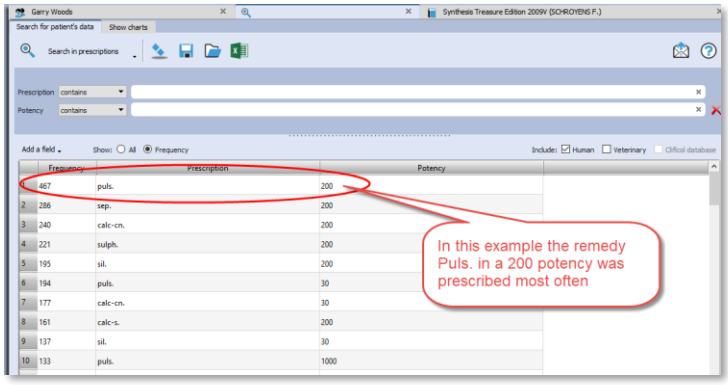


Other toolbar icons
With the other toolbar icons you can do the following:

- **Delete** all fields (the whole query)
- **Save** to disc for future use the query
- **Recall** from disc a query
- **Export** the search result to an Excel file



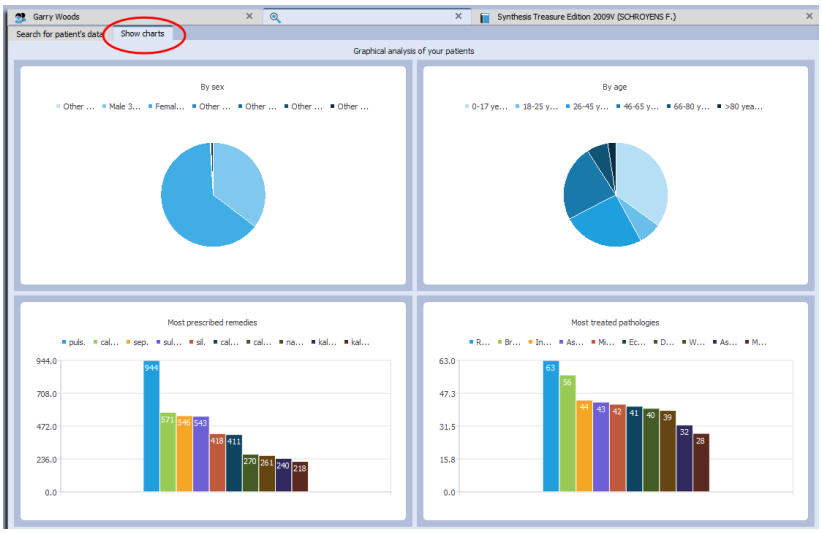
Example:
In this example database of a RadarOpus user, the remedy Puls. in a 200 potency was prescribed most often.



Show charts

If you click on the show charts tab, you can see some details of your practice.

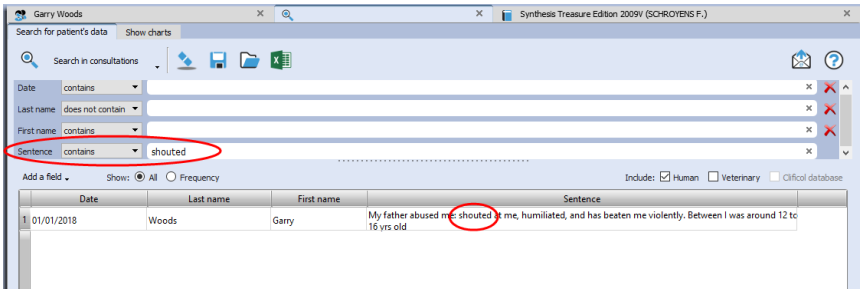
- The distribution over age categories
- Which remedies prescribed most often
- Which pathologies are most common



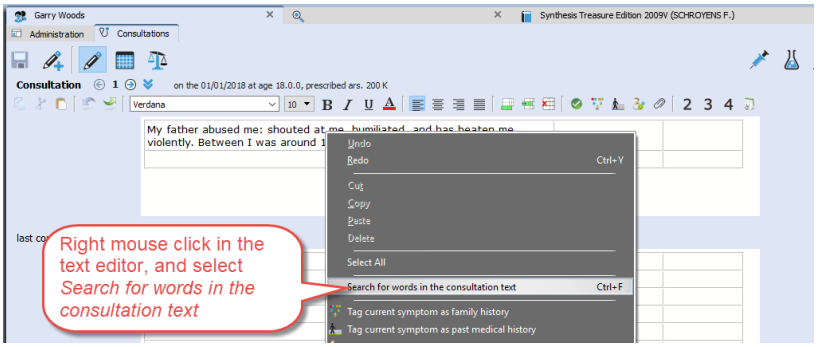
Search for words in the consultation text

It is possible to use the function from the menu bar **Search**, then **Search in Patient file**, to do searched for **words**. This can be done for only one patient, or all your patients.

You can find the **patient name**(s) and exact consolation date(s) and the sentences where a certain word is used, or you can show a general frequency count.



Tip: If you have a patient consultation window open, it is also possible to search for Words within that consultation, or within all consultation of that patients.



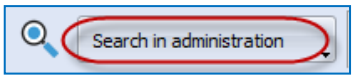
Send an Email to (all) your patients

Sometimes you want to send an email message to all or a selection of your patients.
You can send an email to:

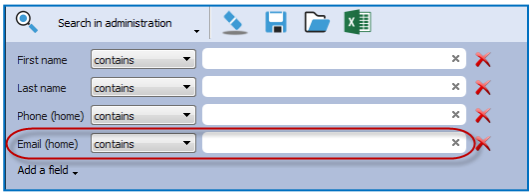
- only one patient
- to a selection of patients
- to all your patients

How to send to all your patients an email

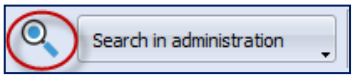
- Open the **Patient search** window: from the menu bar **Search**, then **Search in patient file**.
- Select **Search in administration**



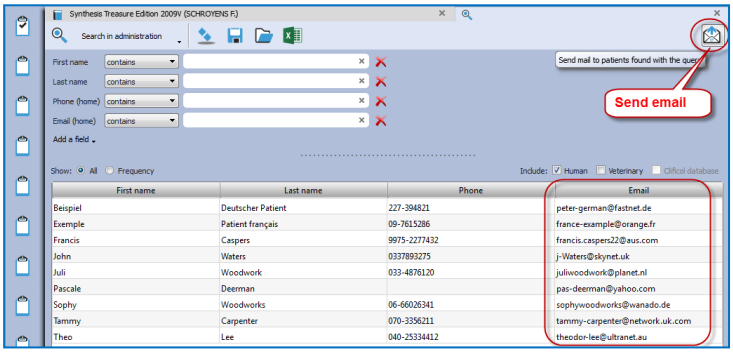
- Make sure the field **Email home** is selected
  You do not need to enter any search criteria into the fields



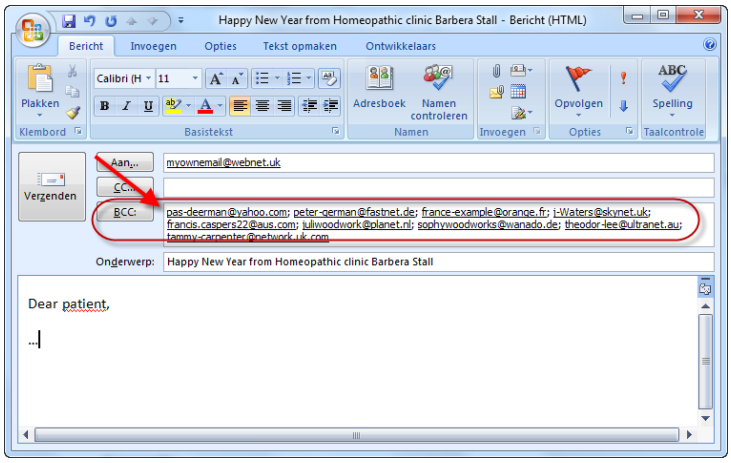
- Click on the **Search icon** to start the search:
  The result will be that all patients are in the list.



- Then click on the **Send email icon** (envelop) to open your email software.

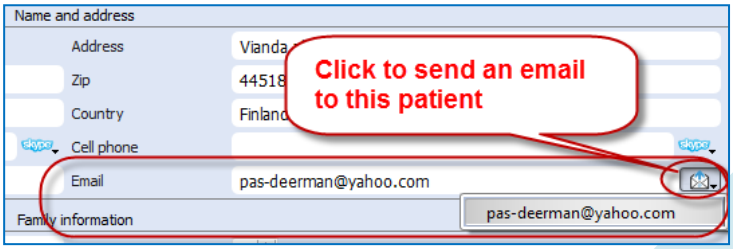


All email addresses will be added to the field BCC (hidden).



Tip: Email to one only person

To send an email to only one patient, you can click in the Administration window on the **Send email icon** (envelop).



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Patient privacy and GDPR / HIPPA regulations

Data protection

RadarOpus and the patient file (Winchip) offers you the highest level of security of patient data.
The RadarOpus database, including all information stored in the patient file is encrypted and password protected. Some regulations differ per country, please check the specific regulations in your country.

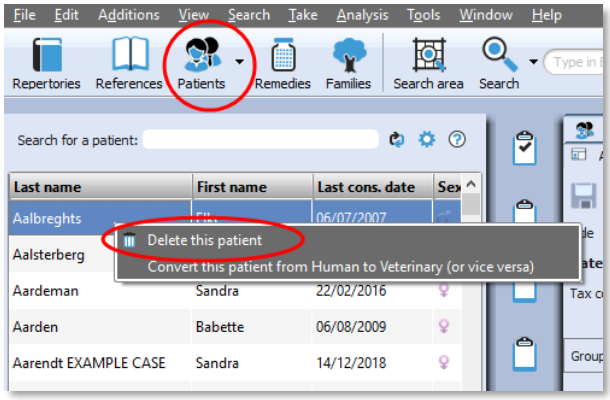
Blocked editing of previous consultations

In some countries the RadarOpus patient file will not allow previous consultations to be edited.

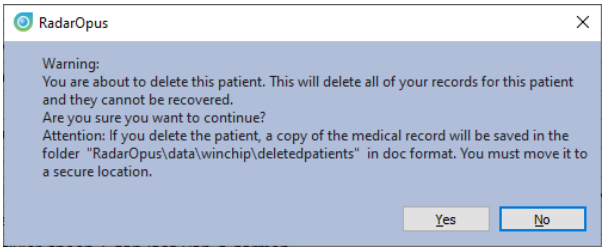
Deleting a patient & saving a copy as text file (print on paper)

In many countries the patient has the right to ask for all his information to be deleted.
But on the other hand, there might be a reason for you to keep proof of the case history. Please check local regulations if you need to keep, and for how many years, the patient info.

To delete all data of a patient from RadarOpus, **Right mouse click** in the list of patients, and select **Delete this patient**.



You then will receive a warning message if you really want to delete all data of this patient.



Attention:
A copy of the patient record will be saved in Doc format in the folder: **\RadarOpus\data\winchip\deletedpatients**

This file is not encrypted (it is not a secure file format).
You must move this file for example to an external hard disk and store it in a secure location, and remove it from your computer's drive, and from the Trash.

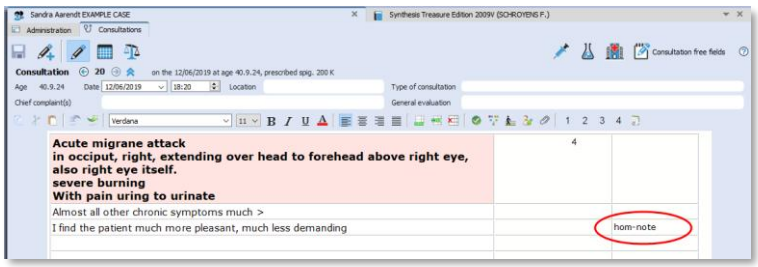
According to GDPR / HIPPA regulations you are not allowed to store any patient data which is not encrypted, and password protected on your computer (or a cloud drive).

Create (export) a complete copy of the patient's medical history

If a patient request this, you must be able to provide him with a copy of his complete patient file data.

But you are NOT obliged to include your personal notes.

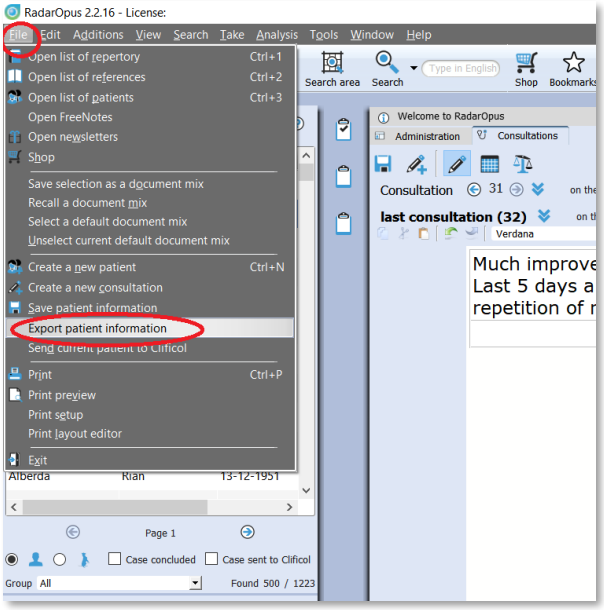
Your personal notes as prescriber are identified in the consultation text with the label: "**Hom-note**"*
(*) only available if your version also has the Tags column.



Step 1: From the menu **File**, select **Export patient information**

Step 2: You will be asked if the “Notes by the homeopath”, the analyses, and Therapy evaluation should be included or not.

Step 2: Select a location on your drive where the file should be saved to.

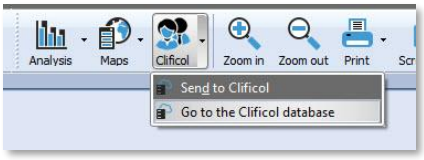


Clificol

We invite you to participate with the Clificol project:
The collection of clinical experience with homeopathy!!

From the toolbar button Clificol you can:

- Upload a cured case to Clificol database
- Go to the Clificol database



For more information about the registration please see the chapter User Account

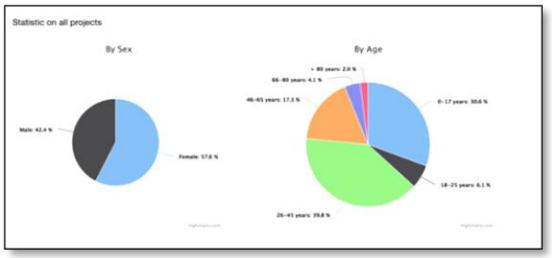
The Clificol project has two main objectives:

- To allow the homeopathic community present to governments and other organizations clinical evidence of the effectiveness of homeopathy.
- To offer the homeopathic community a place to share clinical information between each other, and also to be able to learn from the experience of others.

More information about the Clificol project can be found at: www.clificol.net

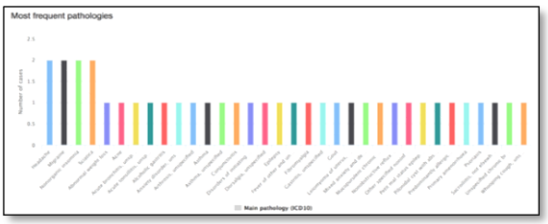
The login of the Clificol database can be found at:
http://intranet.clificol.net

Clificol will offer you a wealth of information



After registration you can now share those cases which you think are interesting and well documented.

When uploading a patient case, it will be made anonymous automatically. All name and address information will be removed.

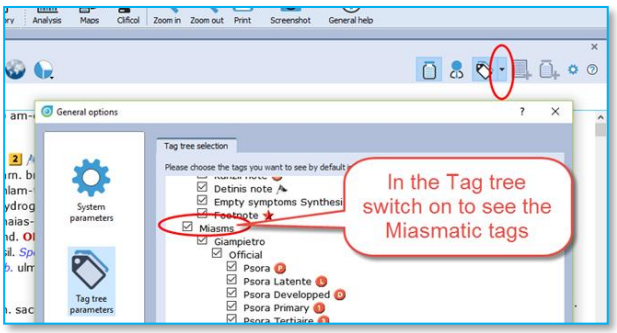


Miasmatic Analysis:

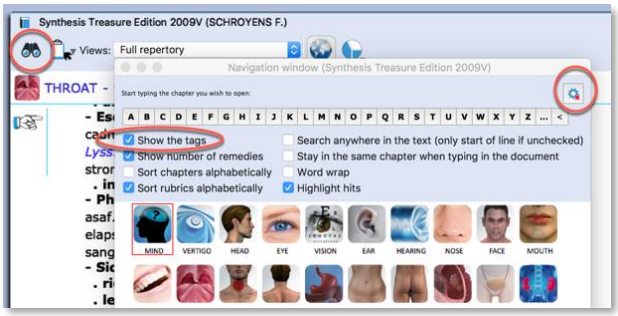
Giampietro – Ortega

Settings:
To work with the Miasmatic analysis, you should change in the default settings two things:

- Show the miasmatic tags: From the Synthesis window, open the List of tags, and select Miasmas.



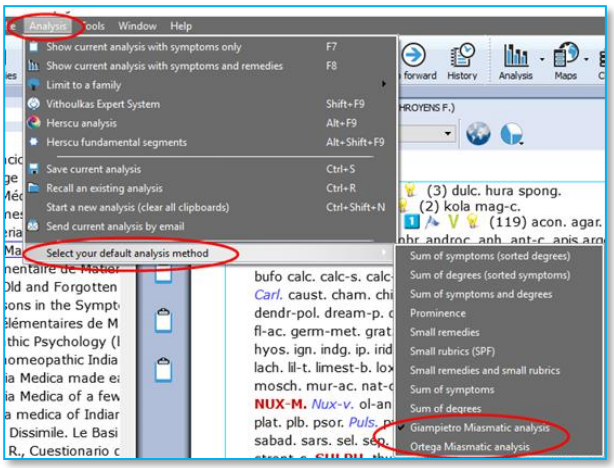
- In the Find window you can also select to show the Miasmatic tags if you like to see them.



Step 1: Activate the Miasmatic module

- Select as default analysis method one of the miasmatic methods:

  - Giampietro Miasmatic analysis
  - Ortega Miasmatic analysis



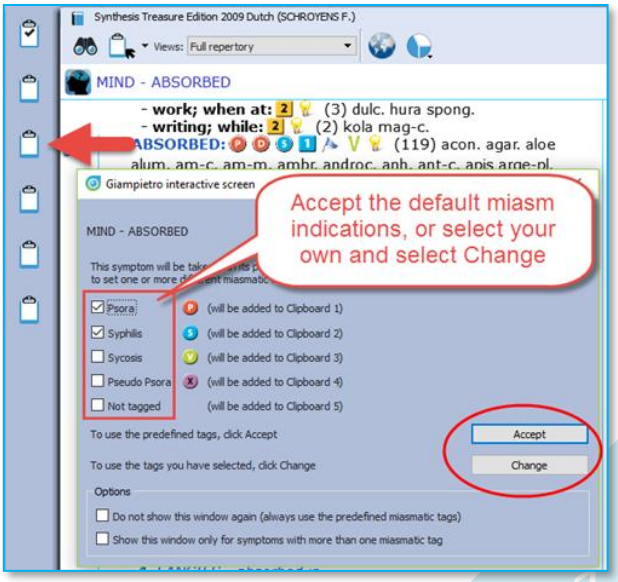
Step 2: Take symptoms
Drag a symptom to the clipboard bar to take it.

You do not need to drag and drop it to a specific clipboard, <u>just drag to any location on the clipboard bar</u>.

Step 3:
A dialog box will open, asking what to do with this symptom:

You can keep the indicated miasma(s), or make changes and select your own miasma(s) tags:

- To keep the default miasma(s) select **Accept**.
- If you make changes, select: **Change**



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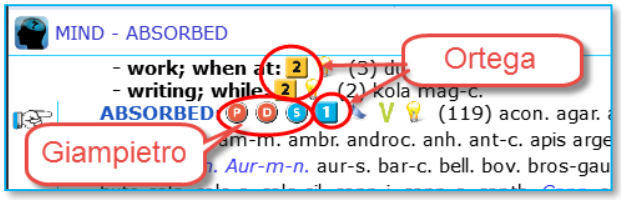
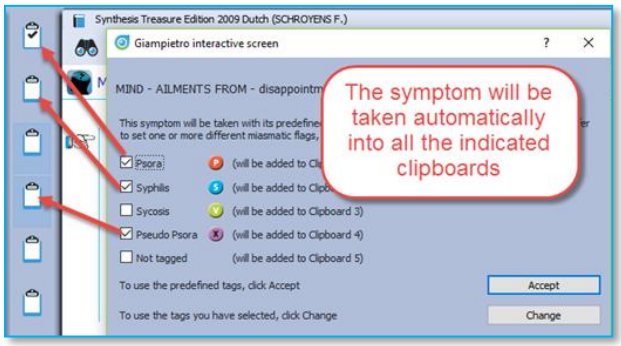
Giamietro tags are round circles
Ortega tags are the square boxes



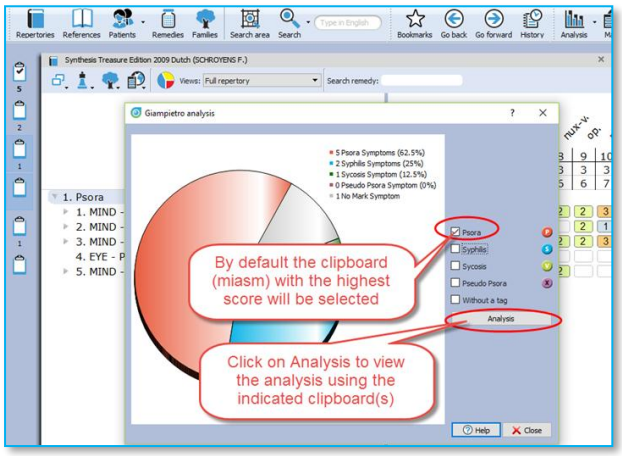
Click on **Accept** (or on **Change** if you have made changed), and the symptom will be taken into all the indicated clipboards.



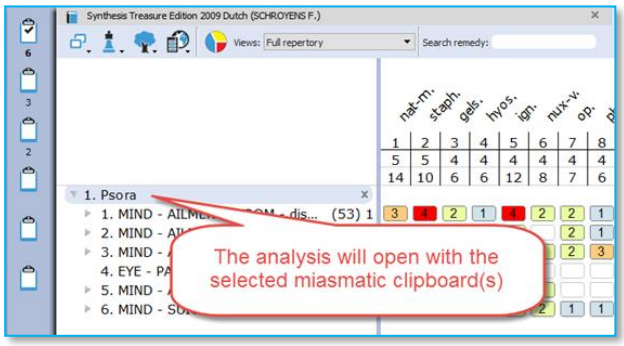
Step 4:
A graph opens showing the relative importance of each miasma.

By default the miasma with the highest number of symptoms will be selected.
You can make changes to the selected miasma, or select several miasmas.

Step 5:
Click on **Analysis** to show the analysis using the selected miasmas.



Then the analysis window opens, using the indicated miasmas (clipboards).

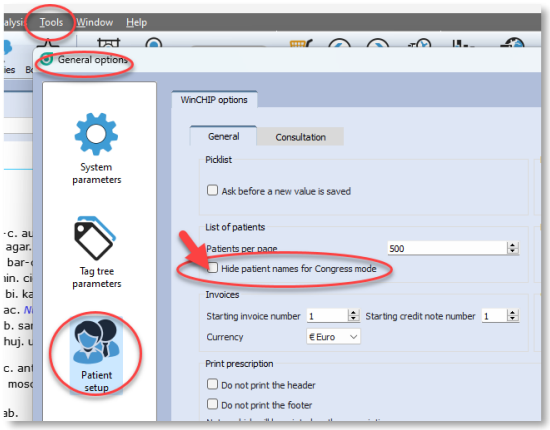


Teaching – Hide patient names

Hide Patient data in Patient file

During a congress/seminar you do not want to show patient name and address details.

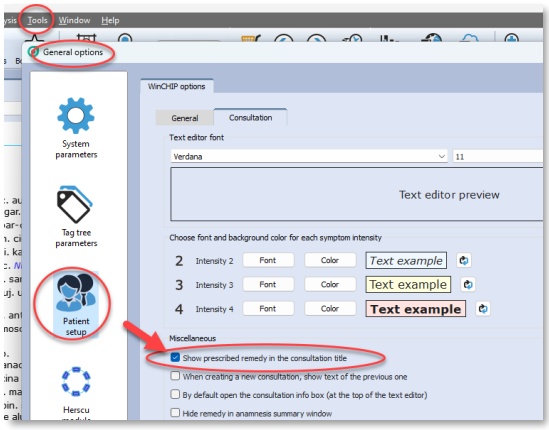
(Windows) Go to **Tools**, **General options**, **Patient** setup, and select *"Hide patient names for congress mode"*
(MAC) These settings are located via the **RadarOpus** menu.



Hide Remedy/Prescription

In the consultation text window it is possible to click on a Tag (for example the tag for Important symptoms), this opens a Summary View with only the symptoms with that Tag. By default it also shows the **prescribed remedy**. During teaching or a congress you might want the prescribed remedy names hidden:

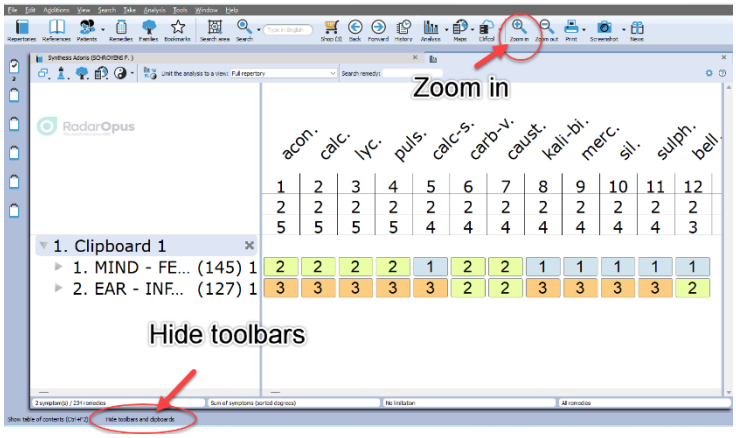
(Windows) Go to **Tools**, **General options**, **Patient** setup, select the tab Consultation, then switch off
(MAC) These settings are located via the **RadarOpus** menu.



Enlarge font size / Hide toolbars

Most of the times during teaching or congresses, after the first few rows of seats the audience cannot read anymore the small font size used on screen.

- First make sure you **Zoom in** very much.
- Then click on **Hide toolbars.**



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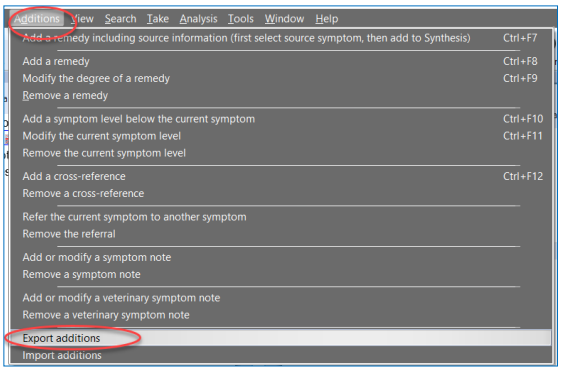
Making Backups of Personal additions and Patient information

If you add personal additions into the repertory

You should regularly make a copy of the personal repertory additions you make in Synthesis (2009 or in Adonis).

Go to the menu bar **Additions** – **Export additions**.

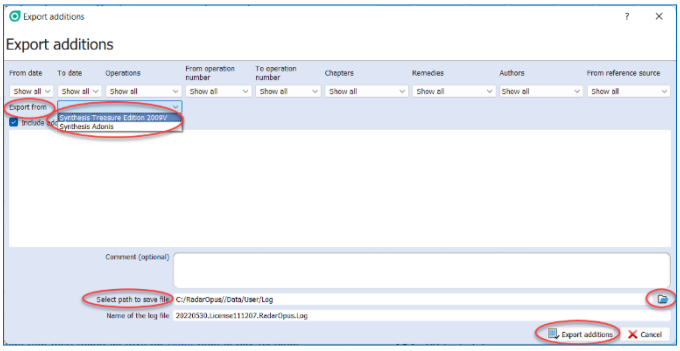


Select the repertory from which you like to export the additions.

If you keep on making additions in the Synthesis 2009 and in the Synthesis Adonis, you need to export two times.

Make sure you save the Log file into an easy to find back **location**.

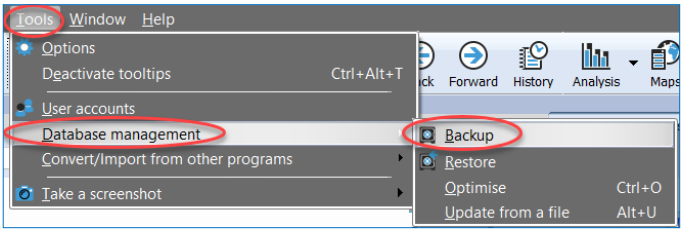
Start the export via the button: **Export additions**



Backup Patient file and Analyses

The Backup option via **Tools** – **Database management** – **Backup**, makes a backup from the Patient file and the Analyses.

Make sure you save it in an easy to find back location.

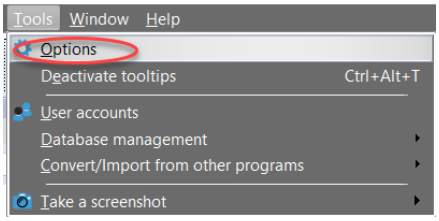


Personal program settings – A few advised settings

We mention here only a few tips how you can adapt RadarOpus to your preferences.
This chapter is a summary of what has also been discussed in the user manual and help online in more detail.

General options

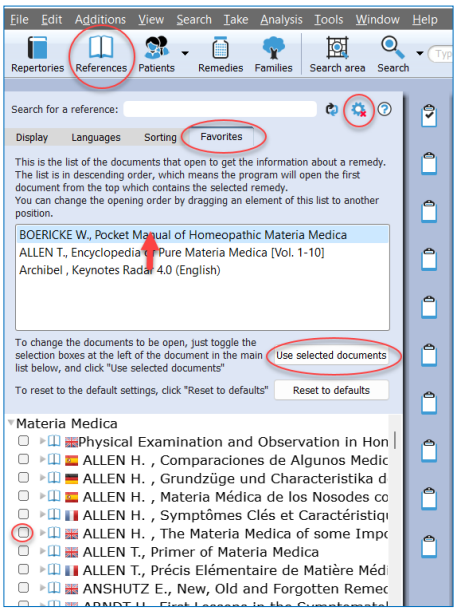
From the menu bar: **Tools** – **Options**, you can set several program options, for example for the Patient file.



Set your preferred Keynote materia media

Via the local options button in the list of References, you can set which materia medica titles you prefer to open in the keynote window.

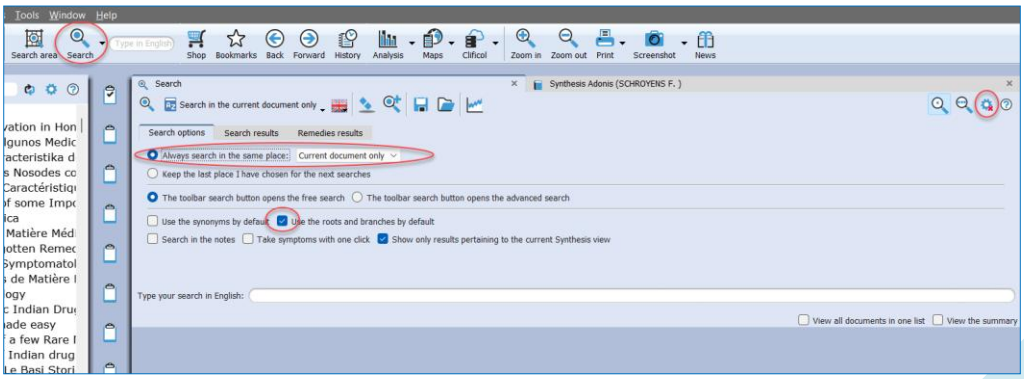
The preferred keynote window opens with a double click on a repertory.



Default search area – Use root & branches

In the Search window (Simple search or Advanced search) you can open the Local option, to set a few important things.

- For beginner users, set the default search location to: **Always search in the same place: Current document only**.
- Make sure that you have selected: **Use the toot and branches by default**
- You can set which search windows should open when you click on the Search button in the tool bar: the **Simple search** window, or the **Advanced search** window.



Startup book mix

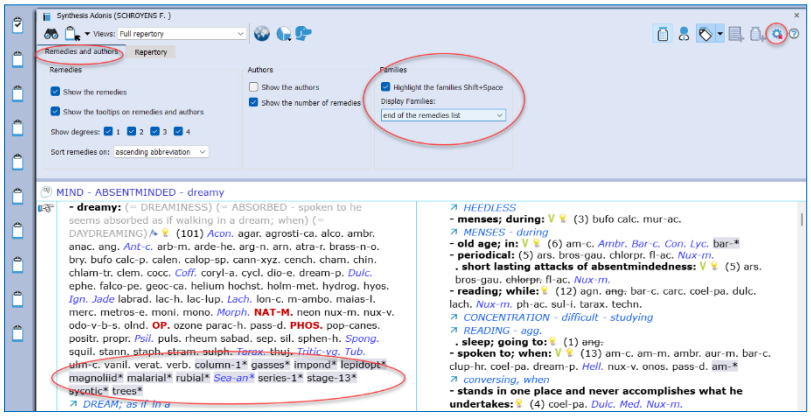
- In the general user manual you will also find a chapter how you can select a “startup book mix”. This a combination of titles (repertories and references) you always like to have opened automatically when you start RadarOpus.

Family-remedies in Synthesis

Synthesis Adonis has also “Family-remedies” which are mentioned in the rubrics.
You can select to show them:

- Highlighted / No highlight
- The position: At the top / Alphabetical / At the end.

Some users asked to have an option to remove all Family- remedies, this will be added in a next update.
But keep in mind that users who are focused on the Classical sources, will probably prefer to work with the Millennium or Quantum view. E.g. in the Quantum view almost all such Family-remedies will be removed.

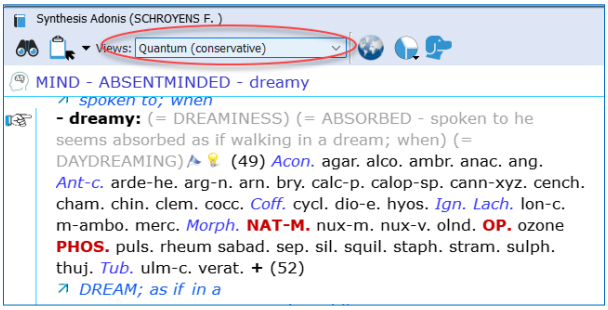


Repertory views

You can select which type of information you want to view in the repertory via the Views box.

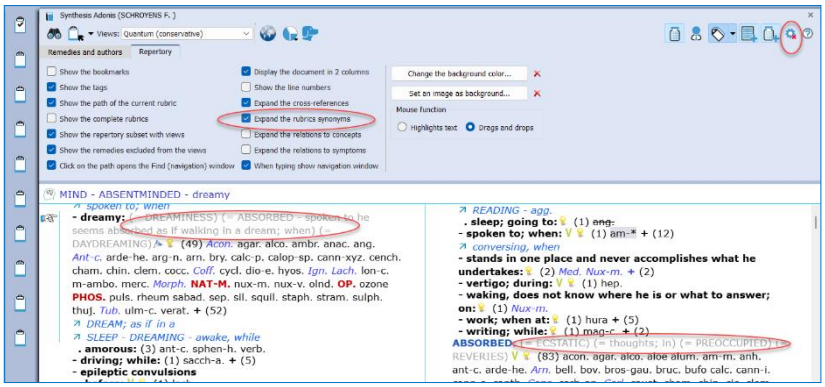
You can read more about Views in the user Manual or the local Help online.

E.g. the Quantum view is very similar to the paper book the “Essential Synthesis”.



Synonyms expanded or collapsed

In version 3.1 there are many more Synonym rubrics which help you to find your way around the repertory.
These Synonyms are mentioned with the mother rubrics in gray.
If you prefer not to see them, you can select: **not to expand them**
(See the local options in the repertory window).



The two Views buttons

Especially if you are a homeopath who focusses on the classical repertory sources, you will like to work with the Millennium view, or the Quantum View.
Please read the manual for more information about Repertory Views.

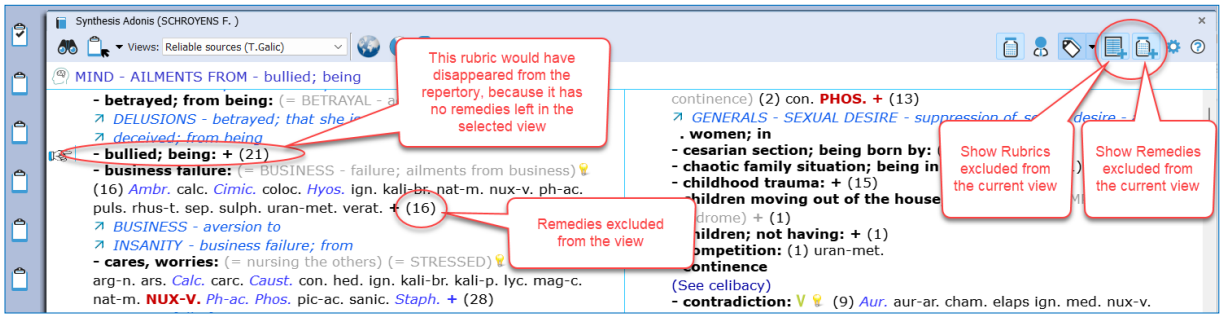
- Millennium View: This view does contain new remedies, but all still based on a traditional proving.
- Quantum view: This view contains contemporary sources, but which can be considered predominantly Classical*.
  (* In 3.1 Adonis there are a few family-remedy additions still shown in this view, but these can be deselected in a future update)
- Galic or Vithoulkas view: These views are even more strictly classical.

Here we just like to explain the use of the two Views buttons:

- Show remedies excluded from the view
- Show rubrics excluded from the view

In the below example the "Reliable sources view" is selected.
It then works well if you have both "Views buttons" selected ON:

- Show rubrics which fall outside of the selected view (which do not have any remedies remaining)
- Show Remedies excluded from the view



These are just a few of the settings you can adapt to your personal preference,

Representatives & Webshop

Find your local representative

If you have in your country a local representative you can ask him for support or the available of options, modules and specifically for your language.

Or ask our general staff for support.

Go to www.radaropus.com – Support

Webshop

You can contact your local representative if you want to purchase a module, additional books or an upgrade, or ask our general support staff.

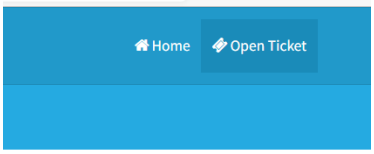
There is also a Webshop button available in the toolbar. It will show you all the individual books, modules, book-packages and Libraries which can be added to your license.

Technical support

How to contact technical support

The fastest way to get help is to enter a technical support request via our **Ticket system:**

- Go to: www.radaropus.com/
- Helpdesk
- Open Ticket



The technical support will respond and if needed propose that you join them for a **support session:**

Live support session

- Go to the website **support.zeus-soft.com**
- Click on the **name of the support person** who has contacted you.
- **Download** the Bomgar software; if you cannot see the file download on your web page, go to your downloads folder (or wherever your computer downloads files from Internet) and double click on the Bomgar file (the icon is an orange square with a white B) to run it.
- Click on Full Terms and Conditions and then on **Accept.**
- Wait till someone responds.
- The technical support will ask your **Ticket** number.
- Then click on **Yes** to accept the request for elevation of privileges.

Update RadarClassic to RadarOpus

If you have **Patients**, **Cases** (Analyses) or **Additions** stored in RadarClassic which you like to import into RadarOpus 3.1, you need to make a backup copy of this information.

If you need help, please contact your local representative or contact the technical support

Import Patients, Clipboards, Additions from RadarClassic

Import information from Radar 9, 10, 10.5 to RadarOpus

The following personal information in Radar and/or Winchip version can be converted to RadarOpus.

See video: Import Cases (RadarOpus v 1.30 of later)

- **Clipboards (cases) – Catalogue*** (clipboards saved in the default way)
- **Clipboards (cases) - Single Cas files*** (all clipboards saved as separate files on the HD)
- **Repertory additions**
- **Winchip patient file** (including optionally saved clipboards in Winchip)
- **Personal Keynotes:** These cannot yet be imported into RadarOpus.

(*) From Windows to MAC
- The Tech support will help you to convert information from a Windows RadarClassic to a Mac RadarOpus.
- Only saved CAS files can be imported directly to RadarOpus-Mac if you first save your old Radar Catalogue of cases to single **Cas** files.

Import Radar Clipboards

The clipboards (cases) in the old Radar program were by default stored in a so-called **Catalogue** (on the hard disk 4 files). It was also possible to save the cases as individual files, so-called **Cas**-files. For more information see below.

More explanation about "Catalogue" and "Cas"
The default way in the old Radar was to save the clipboards (cases) in a so-called 'Catalogue'. The default catalogue name is: **Repert**. On the hard disk such a catalogue is located in the folder **c:\radar\cases** and consists of 4 files: **repert.da1, repert.da2, repert.id1, repert.id2**.

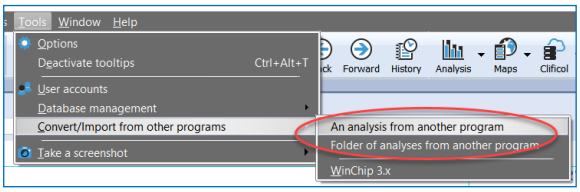
In Radar it was also possible to save clipboards (cases) as individual files on the hard disk. They were usually stored in the folder **c:\radar\cases** and then in another subfolder, for example the folder **\Repert**. All the individual Cas files are located there **c:\radar\cases\repert** (with all individual files).

Be sure that you have made at least one reliable **backup** of all your old information in the old Radar program. Please read the topic **Automatic backup** in the Freenotes. See also the instruction video **Making backups** or read the chapters on making a backup in the Radar Repertory utilities manual.

Import RadarClassic clipboards into RadarOpus (Catalogue of cases)

From the menu **Tools**, select **Convert/Import**, then select the following option:

- **Folder of analyses from another program**

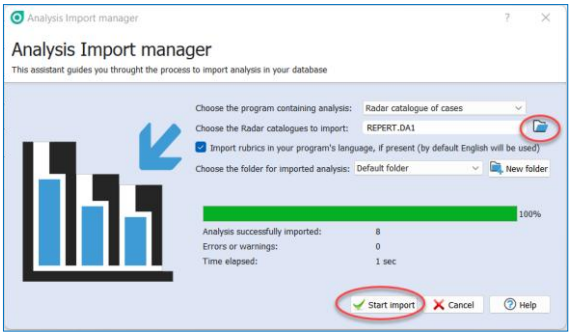


If in Radar you have used the default method of saving the clipboards, then in the next window at the option '***Choose the program that contains your analysis***' you need to select:

- ***Radar 10.5 catalogue of cases****

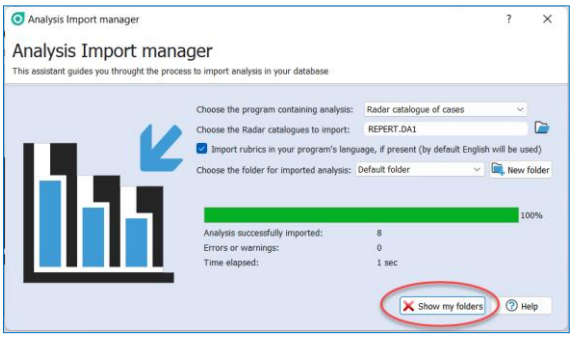
(* Not directly possible on Mac: see instruction)

To import you also need to select the location where the catalogue of cases is stored.
*(You will only be asked to select 1 of the 4 files of a catalogue: the **xxxxx.da1** file. By default, it is the file: **repert.da1**).*



Then click on **Start import** to continue.

After the import of the catalogue of old Radar cases is ready, you can click on the button **Show my catalogues** to see the imported files.



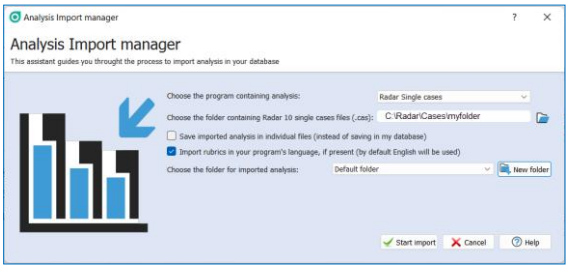
Note: If you were using **several catalogues** of cases in the old Radar, you will need to repeat the import for each single catalogue.
When you import more than one catalogue of old cases, then a separate group (new catalogue) for each catalogue will be created in RadarOpus.
*Read more under **Recall and Save analysis in RadarOpus** for further explanation.*

Note: For most users just keep the option **"Import rubrics in national language if present"** selected.

Import RadarClassic clipboards (separate Cas files)

From the menu **Tools** to **Import**, select:

- **List of analyses from another program**



In the next window select to import:

- **Radar single cases**

You also need to select the location of the **folder** where the single case files are located.

Advised settings:

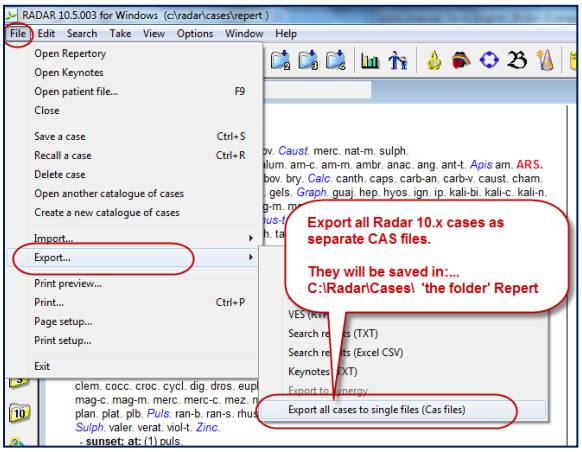
Keep the import location set to: **Default folder.**
See the settings as shown on the screen:
If you want the cases stored in a separate folder in RadarOpus, then select: ***Create a New folder***.

Note: Stored as external files: *This option is **not** advised for the average user.*
*If the imported single cases should not really be imported into the new RadarOpus database, they again can be **stored as external, single files** (for each analysis a new separate file will be created on the hard disk). With this method, the separate files are converted to RadarOpus but remain single files on the hard disk.*

After the import is completed you can click on the button **Show my folder** to Recall one of the imported cases in RadarOpus clipboards.
*Read more below in the section **Recall and save analyses in RadarOpus.***

Import only <u>One</u> single RadarClassic Cas file

If you do not want to import <u>all</u> your old Radar cases (clipboards) but only want to import one single case from time to time, this is also possible.

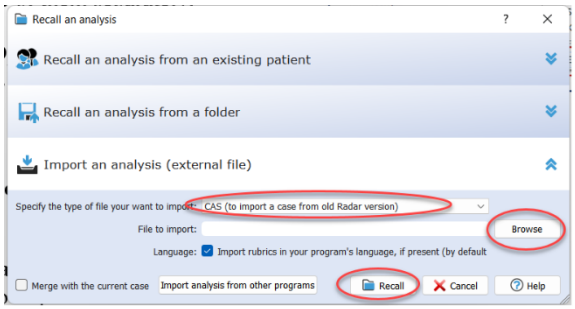


First export all your Radar cases to single CAS files. In your old Radar program go to **File**, then **Export**, then **Export all cases as single files (Cas files).**

Inside the folder **C:\Radar\Cases** on your hard disk you will find a separate folder named "Repert" which will contain all your cases.

Note: If you use several catalogues of cases, you will need to export each one of them separately.

If you installed RadarOpus on a new computer copy this folder of CAS files to this new computer.



How to import only one CAS file in RadarOpus:

- **Right** mouse click on a <u>clipboard</u>,
- then select **Recall analysis**.
- Here you can select to import a CAS file

Convert all your CAS files to RadarOpus XML files

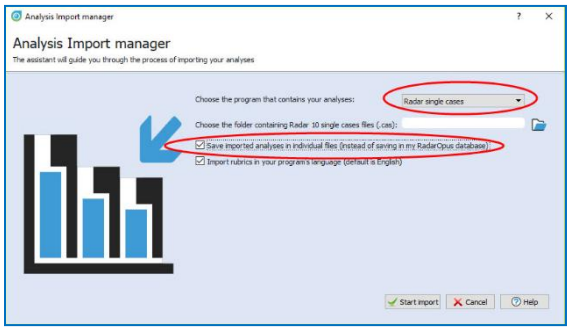
If you prefer to keep on using individual files on your hard drive for each repertorisation (Analysis), you can convert all your CAS files to RCPC-files.

- RCPC-files is the new file type of RadarOpus which can be used to exchange (send) analyses for example by email to a colleague.

You could create for example on your local server a folder where you store these RCPC-files. This will allow you to open such analyses from any workstation on which you have RadarOpus running

Go from the menu **Tools** to **Import**, then select

- **Folder of analyses from another program**



In the next window select to import:

- **Radar single cases**

You also need to select the location of the **folder** where the single case files are located.

Also select:

- **Save imported analyses in individual files** (instead of saving them in my RadarOpus database)

Attention: all your individual CAS files are converted to RCPC-files, and you can find these in the folder: **\RadarOpus\Data\User\Singlecases**

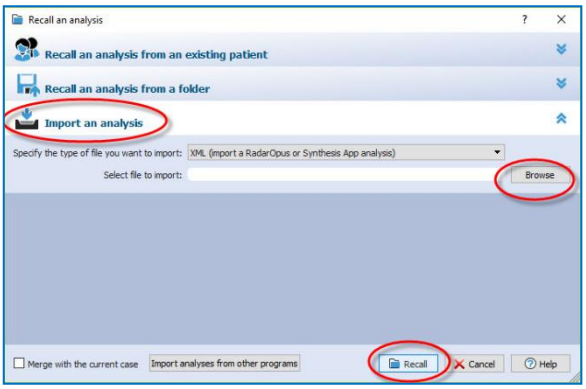
You can move these converted RCPC-file to any other location you prefer.

In RadarOpus you can recall (import) and save (export) such external RCPC-files with the option:

- **Import an analysis**

And

- **Export an analysis**



Recall (and Save) analyses in RadarOpus

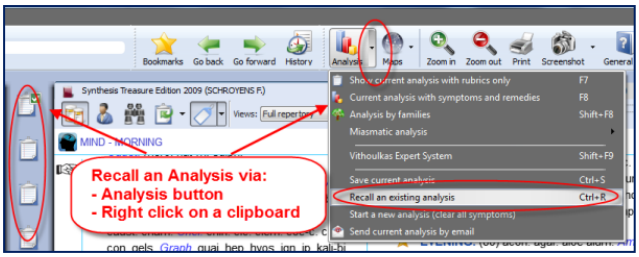
After you have imported the old Radar cases you can go to the **Recall Analysis** window via the button **Show my folders**.

See video: Save the analyses separately

Note: **"Cases" is now called "Analysis"**
In RadarOpus a set of saved clipboards is called an '**Analysis'.**
The new RadarOpus clipboards can contain repertory symptoms and also symptoms taken from a Materia Medica or proving books. You can also take any other part of the RadarOpus Library into a clipboard. Anything taken into a clipboard can act as a link which will bring you back to the original location you took it from.

This **Recall Analysis** window (and also the **Save Analysis** window) can also be opened via:

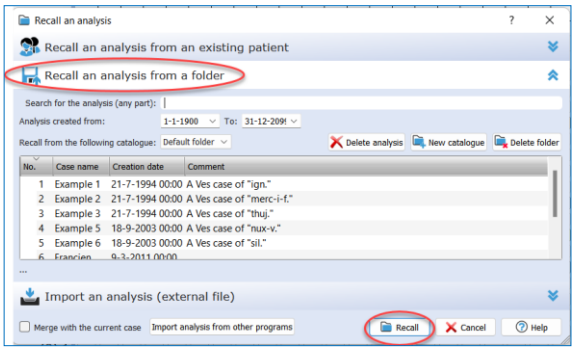
- a **Right mouse click** on one of the clipboards.
- or via the **Analysis button** in the main toolbar.



Note for Mac users: see also in the chapter ***Tips for Macintosh users*** how to set the Function-keys and the Right mouse click on a Mac.

After you imported a "catalogue of cases" or "single Cas files" they can be found in this **Recall a case** window, via the option:

- **Recall an analysis from a folder**



Default folder
If you imported (and created) **several folders of cases** you can also find them here in this window via the **Folder selection button**. The default location for the RadarOpus Analysis is called **Default folder** of analyses.
The default imported set of **old** Radar cases (catalogue system) has the name **Repert**.

Save an Analysis

Right mouse click on a clipboard, to save the analysis

See the chapter ***Save an Analysis*** for more information on how to save your clipboards in RadarOpus.

Note: In RadarOpus the clipboards are called 'Analysis'

In RadarOpus two methods to save the Analysis

There are two methods of saving an analysis (clipboards) in RadarOpus.
Please also see the RadarOpus manual for more information.

1. Much like in the old Radar this is called:
   Save Analysis to a folder.

2. Or saved in the: **Patient file**.

*For more information see in the manual the chapters about **The Symptom Clipboards** and in **The Patient file**.*

See video: Save the analyses separately

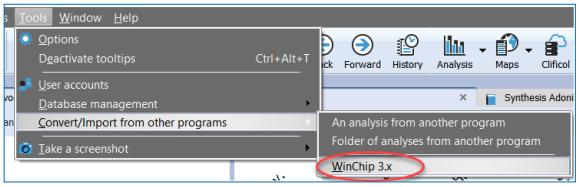
See video: Save analyses to the patient file

See video: The Workflow of the patient file

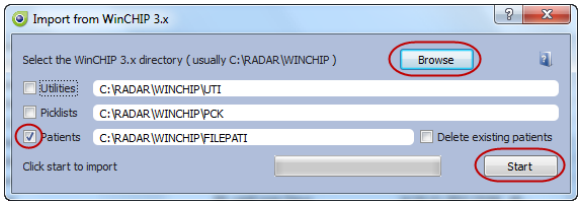
Import Winchip patient information from Radar

If you have used the **Winchip** patient file in Radar, you can import your patients' catalogue into RadarOpus*.

*Be sure you have made at least one reliable backup of the folder **c:\radar\winchip\filepati** (with all sub folders) on a secondary media like an external hard-drive or memory stick.*



Go to the menu **Tools**, then to **Convert/Import from other programs**, then **WinChip 3.x**



Select via the button **Browse** the location of the folder** **C:\Radar\Winchip**

Also select what you want to import. The average user would probably only like to import the actual Patient–database located in **C:\Radar\Winchip\Filepati**

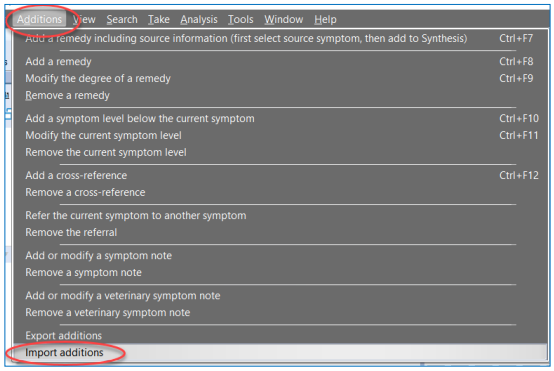
(*) **Note:** Switch from Windows to **Mac**:
If you switch from an old Radar **Windows** version to a **Mac** version of RadarOpus, your catalogue must be imported in a RadarOpus Windows version first. Then a RadarOpus backup should be made. This RadarOpus backup you can then import into RadarOpus. Your RadarOpus representative will assist you.
(**) **Note:** You do not really need to select a folder with the exact name \Winchip, as long as this folder contains the sub-folder **\Filepati** (and optionally also **\Uti** and **\Pck**).
If you have only made a backup of the actual patient-database folder, then you need to place it in a folder with the name \Filepati

The imported patients will be found in the **Table Of Contents of Patients** (the list of Patients)

Import personal repertory additions from Radar to RadarOpus 3.1

Be sure you made and keep a reliable backup of folder **c:\radar\log**

- You can import your RadarClassic repertory additions into RadarOpus Synthesis 2009 or into the Synthesis Adonis.



Import personal keynotes

The option to import this information will be available at a later stage.
Be sure you have made a reliable backup of these files.