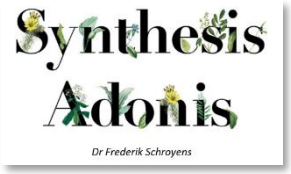
Manual and Tutorial videos

RadarOpus

Version 3.0

Manuel updated to version 3.0.14 (17 Nov 2021)



Also check out www.radaropus.com

for Tutorial videos and Interviews

Links to Tutorial Videos in this manual

Click the links in the blue boxes to start tutorial videos.
See below video to see how this works

View video: Video size & streaming quality

Table of content

DEMO – TRYOUT 3
USER ACCOUNT & DATA PROTECTION 4
INTRO TUTORIAL VIDEOS 7
OVERVIEW OF ALL TUTORIAL VIDEOS 10
INTRODUCTION 13
FIND 25
TAKE 28
SEARCH 32
QUICK SEARCH BOX 37
SEARCH & LANGUAGES 38
REMEDY INFO & REMEDY SEARCH 41
ADVANCED SEARCH 43
REMEDY COMPARISON 48
CLIPBOARDS & ANALYSIS 51
REPERTORY ADDITIONS 62
CONTENT UPDATER 68
VITHOULKAS EXPERT SYSTEM 69
PAUL HERSCU - CYCLES AND SEGMENTS 70
BOENNINGHAUSEN METHOD 77
DIMITRIADIS - BOENNINGHAUSEN 85
FAMILIES & MAPS 87
FACIAL ANALYSIS - GRANT BENTLEY 90
FAMILY FINDER 92
THEMATIC REPERTORY 97
FILIP DEGROOTE 99
TOOLS 101
REFERENCES 107
PATIENT FILE 110
CLIFICOL 136
MIASMATIC ANALYSIS: 137
REPRESENTATIVE & WEBSHOP 140

Demo – Tryout

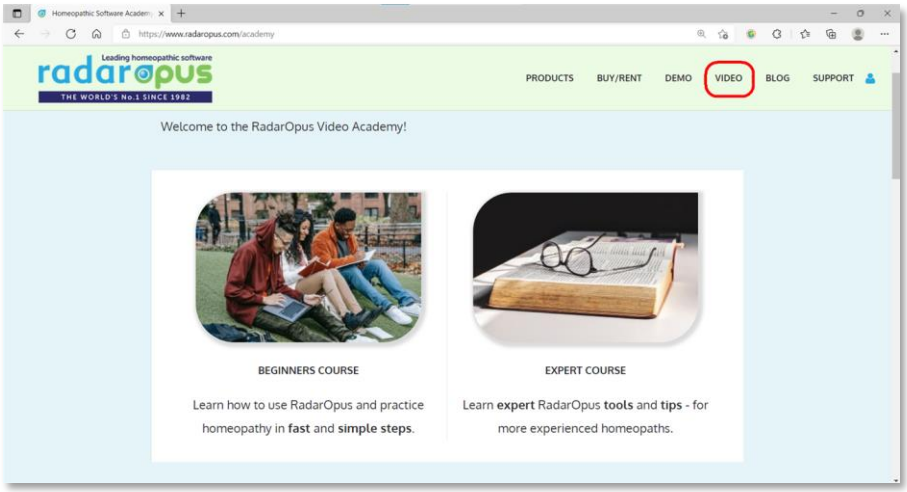
The Demo – Tryout version can be downloaded from www.radaropus.com

If you have any questions please ask support from your local representative, he might also be able to give you a short webinar live training so you can get started quickly.

The Demo version has a few **limitations**, and a few functions are **disabled** compared to the full version:

- Backup and Restore. Live Update. Content updater. Account management
- Clificol. Save file to RCPC. Import catalogue of cases from Radar 10
- Import patients from WinCHIP 3.x. Maximum 30 single cases can be saved in the 'Default' catalogue
- Maximum 10 patients can be saved, each of them with max 10 consultations and 10 repertorizations

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



User Account & Data Protection

Although this topic has been mentioned briefly in the installation manual, below more details.

HIPAA / GDPR regulations

The RadarOpus software complies with the technical guidelines of recent privacy legislations:

- In the USA there is the HIPAA (Health Insurance and Accountability Act, 1996).
- In the EU on 25 May 2018 new legislation GDPR will become active (General Data Protection Regulation). This may be called differently in each EU country (e.g. in NL: AVG)

With version 2.2 several additional security features have been introduced, creating the highest level of data encryption and protection. RadarOpus is the only homeopathic software which fully complies with all regulations and offers you the highest possible security.

Some of the security and privacy features are:

- Fully encrypted RadarOpus database, including all patient information and additional files (lab reports, roentgen photos, etc.).
- Password protected and required password entry after a longer timeout period.
- The RadarOpus backups are encrypted, and password protected, now consists of one single file.
- Individual saved (exported) analysis files are encrypted.
- Trace of patient file history editing by the homeopath and edit blocking of previous consolations (only active if required in your country).
- Export of a complete patient history (excluding personal notes of the homeopath) in a text format if a patient would request this. Or a complete deletion of all patient history if the patient requests this.

- On the website www.radaropus.com you can find all details if the GDPR & HIPPA regulations which have been implemented in RadarOpus 2.2.16: Direct link

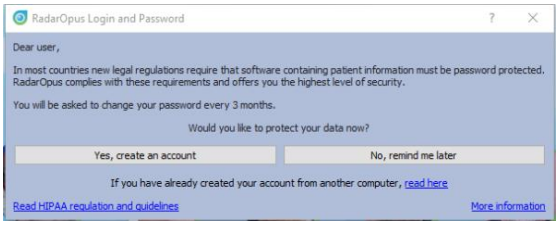
Creating an account

When you start RadarOpus you will be asked to **create an account**

- There is a **Local Account** to protect the patient data in RadarOpus
- You can also create **Clificol** account (the first feature of the RadarOpus-Cloud)

Step 1: Do you want to create an account?

For 30 days you will be reminded to create a local account.



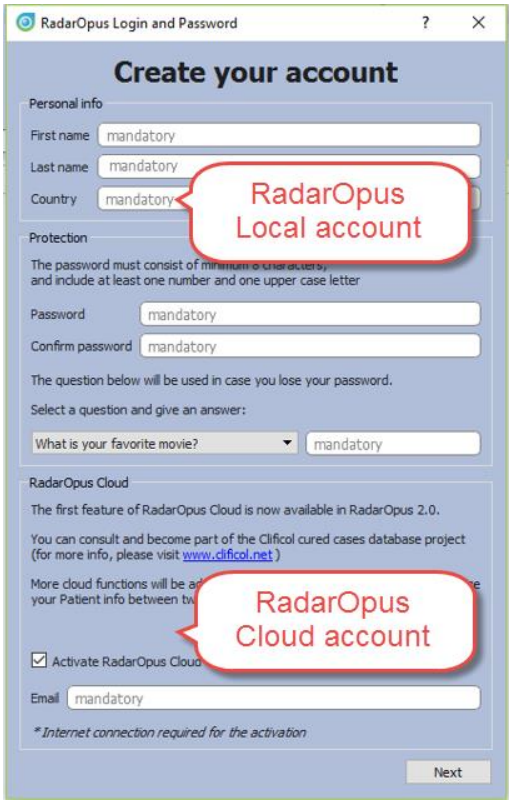
Note: Following the GDPR regulations it is mandatory to create an account.
All data in RadarOpus is password protected and encrypted.
Also the Backups made from RadarOpus are encrypted.

Attention: If you would restore an older RadarOpus backup it will ask for the password that was used at that time. Make sure you keep your previous passwords for a while in a safe place.

You may skip the creation of an account for a limited time (maximum 30 days) with: **No, remind me later**.

You can change your password at any time via the menu bar: **Tools**, **User account**.

Step 2: Creating an account RadarOpus & Clificol
If you do select "**Yes, create an account now**".



The account creation consists of two parts:

- ## Local account

You can create a **Local account** to protect your RadarOpus patient information. A "local account" will be the login when you start RadarOpus.

- Please enter a **First & Last name** and a **Password**
- Select a **Security question** & give an answer

- ## RadarOpus Clificol (cloud account)

You can also select to create a RadarOpus-**Cloud account**.
At this moment you will receive access to the Clificol database.

Clificol is an extensive cured cases database:

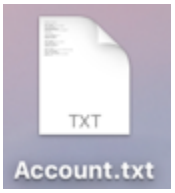
- For more information see www.clificol.net
- Login to the Clificol database **http://intranet.clificol.net**

You will receive a login and password to Clificol.
This Login and password will be used for future cloud functions also.

Step 3:

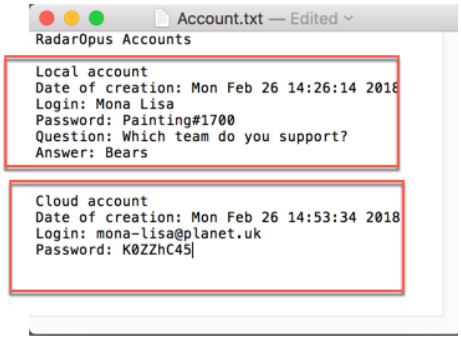
- ## Save your RadarOpus Cloud Password !!

After registration, on the desktop will be placed a file called **Account.txt**



Print or note down the login details.
Make sure you **delete** this Account.txt file and clean your trash box.

The file will contain two logins & passwords



- The Local RadarOpus account:
  The login name & password you entered

- The Clificol (RadarOpus Cloud) account:
  Your email address.
  And a password which is given to you.

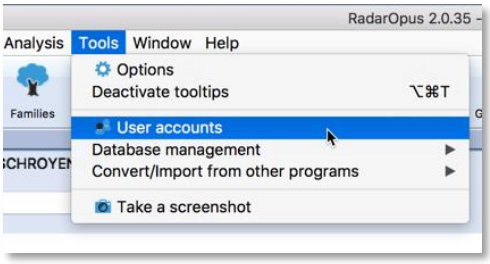
Step 4:

- ## Confirm RadarOpus Clificol (Cloud account)

You will receive an email. Before you can use the Clificol (RadarOpus Cloud) account, you need to confirm your RadarOpus Cloud (Clificol) account via this email.

How to create a Cloud account at a later moment

You can create a Local account also later at any moment you want to do so.



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

- You can create Local account (or change the password).

- You can create Clificol (RadarOpus Cloud) account.

How to change your Name & Address details

You can also make changes to your **Name** and **Address** details via the menu **Tools**, then **User accounts**

Your practitioner name and address details are used on the invoices.

The Login and Password protects your RadarOpus database.
If you restore your backup for example to a different computer into RadarOpus, you will need to login with the same Login and Password. *For more information also read the installation manual*

Database and Backup are Password protected & Encrypted

(already mentioned above)

- The RadarOpus **database** itself is encrypted and password protected.

- From Version 2.2 onwards the RadarOpus **Backup** (Tools, Database management, Backup) consists of one file, which 1s encrypted and password protected.

- If you would install on a new computer a RadarOpus, and then restore your RadarOpus backup created on a different computer, you will need to use the previous login and password to start RadarOpus.

Move your RadarOpus license to a different computer

If you are using a softkey-protected RadarOpus license, from version 2.2 onwards you will be able to move your license to a new computer. To do so contact the Technical support **before** you dispose of your current computer.

In 2022 a website will come available where the users can manage his license himself.

Intro Tutorial Videos

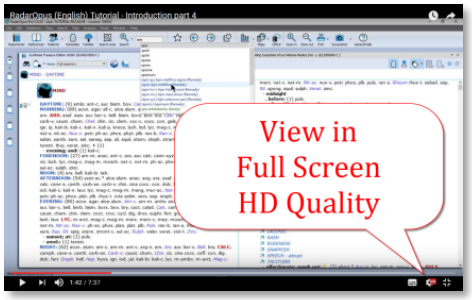
There is also a ***Beginners and Advanced Course*** available at www.radaropus.com see the menu *Video.*

Tutorial videos – A Quick Tour

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

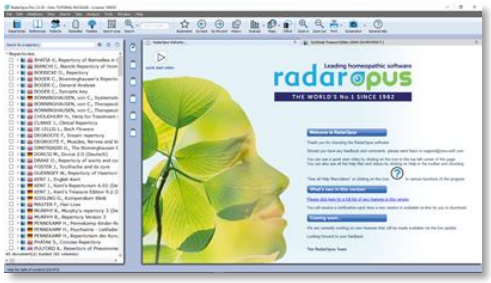
Select in YouTube:
Full Screen
and
HD 720 or 1080 Quality

Ask your local representative for links to other language videos German, Dutch etc.



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 clipboards (the Analysis)

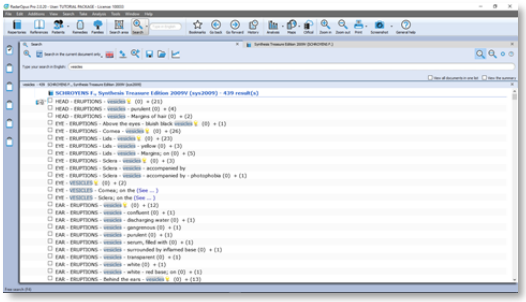
Introduction part 2

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

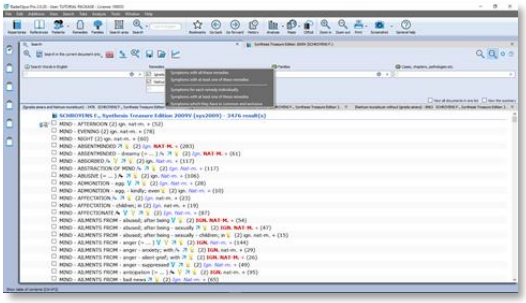


- Simple search on words
- Take a symptom into a clipboard
- Advanced search: word search
- Using more symptom clipboards
- Search in all documents
- Analysis methods
- Save the analysis to a folder.
- Recall the analysis

Introduction part 4

Video: Introduction part 4

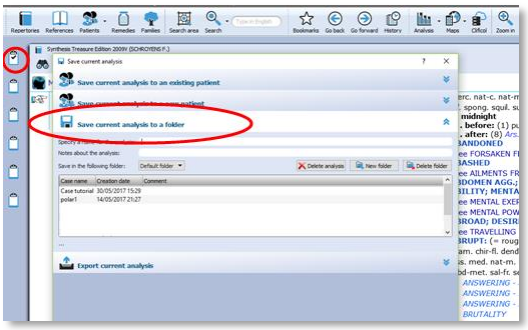
- Remedy search through Synthesis
- Remedy comparison through Synthesis



Save clipboards separately

Video: Save separately

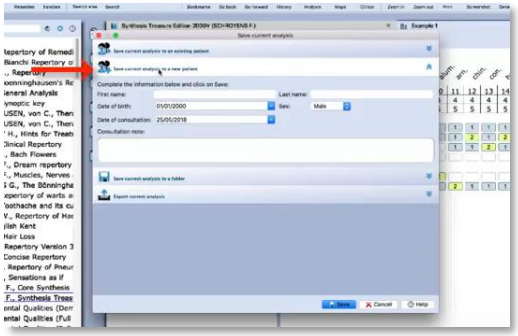
- Save clipboards in a quick way, outside of the patient file, but still securely inside RadarOpus. It is called "save to a folder". *Have your patient information stored in a secure way.*
- Export and send to a colleague (not secure)



Save clipboards to the patient file (manually)

Video: Save to patient file manually

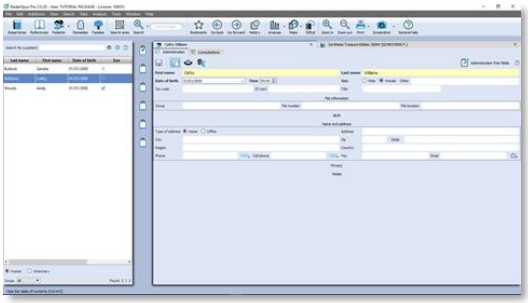
- Save clipboards manually to the patient file. *Have your patient information stored in a secure way.*



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!*

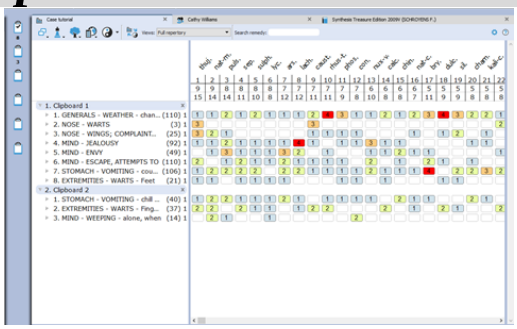


Symptom Clipboards

Symptom clipboards - part 1

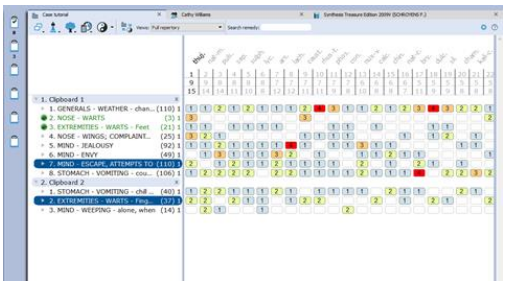
Video: Clipboards part 1

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



Symptom clipboards - part 2

Video: Clipboards part 2

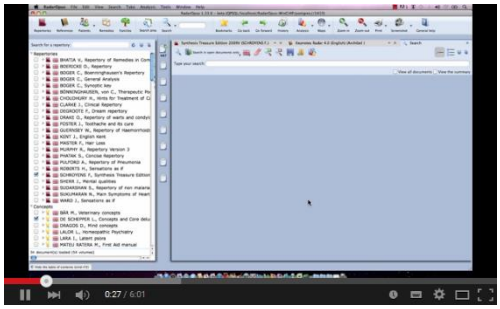


- Analysis methods
- Symptom intensity
- Combine / group symptoms
- Word search using AND, OR
- Elimination
- Excluding
- Show excluded remedies

Remedy / Word Search

Using the Search area

Video: Search area



- Search only through one or more sections of the repertory

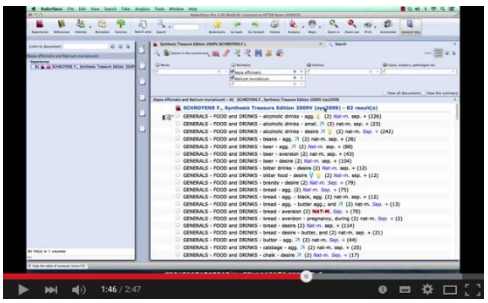
Select the default search location

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

Overview of all tutorial videos

There is also a ***Beginners and Advanced Course*** available at www.radaropus.com see the menu *Video.*

List of Tutorial Videos

All these video links are also mentioned throughout the rest of the manual.

Topics	Video link
General & installation	
How to view these videos: change size and quality	Video size & streaming quality
Installation: Import of Radar 10.5 cases	Import cases
Introduction	
Introduction videos These videos will get you started quickly (Topics to be added: Save clipboards separately Save clipboards tot the patient file. Patient file basics. Symptom clipboards part 1. Symptom clipboards part 2)	Introduction part 1 Introduction part 2 Introduction part 3 Introduction part 4
A General quick tour (Find, take, search, analyze, save the analysis – patient file)	General Quick Tour part 1 General Quick Tour part 2
Table of Contents (TOC) of Remedies	TOC of Remedies
Table of Contents (TOC) of Families	TOC of Families
Copy & Paste (Mac users) Copy & Paste (Windows users)	Copy-paste MAC Copy-paste Windows
Repertory Views - introduction Views buttons	Repertory Views Intro (11:57) Repertory Views Buttons (6:46)
Two Views Buttons	Views buttons
The symptom path (in the repertory)	Symptom Path
Creating a Startup Document mix Creating a Startup Document mix (new video 2019)	Startup Document mix Create a startup mix (2019)
Find	
Find symptoms in the repertory (Hierarchical browsing) Find from current location	Find with F2 and F3
Fast Find and using Backspace Using the Backspace	Fast Find and Take (2 min) Using the backspace (5 min)
Take	
Taking symptoms into a clipboard	Taking symptoms
Take a symptom with cross references	Take with cross references
Overview videos Take & Clipboards tips & tricks	Take & clipboards part 1 Take & clipboards part 2 Take & clipboards part 3
Search	
The simple search: (part 1)	Simple search: part 1
How to set the default search location	Default search location
Take symptoms from search result: (part 2)	Simple search: part 2 "Take"
The simple search (overview)	Simple search: overview
The simple search: Using Operators	Simple search: operators
The simple search: Use more Search Tabs	Simple search: using more search tabs
Search in a: Temporary document selection	Search in a document selection
Search in a: Search area (in only a part of the repertory)	Search in a search area
Fast Search tutorial (using "?")	Fast Search
Quick Search Box	
Using the quick search box	Quick search box
Graphical search result + several search tabs	Search result graphically and search tabs

Remedy info & Remedy search	
Overview of remedy searches or open a MM (part 1) (part 2)	Overview part 1 Overview part 2
Examples Remedy search (part 1)	*Has been removed*
Examples Remedy search (part 2)	Remedy search part 2
Remedy search: Limit to degree or rubric size	Remedy search degree or rubric size
Remedy search via drag and drop	Remedy search via Drag &Drop
Select your favorite Keynote or MM file	Select your favorite KN or MM
Advanced Search	
Advanced search window: Words, Remedies, Families	Advanced search introduction
Advanced search: Remedy search	
Advanced search: Search area (Remedies and Words) Advanced search: Search area (Short video))	Search area (Remedies and Words) Search area (Short video)
Advanced search: Case remedy	Search for a case remedy
Advanced search: Pathology, case pathology	Search pathology, case pathology
Search result: Open more search tabs	Search result graphically
Advanced search: Remedy Comparison	
Remedy comparison (long version)	Remedy Comparison
Remedy comparison (short version)	Remedy Comparison (short version)
Remedy comparison: in a search area, open a second search tab	
Overview video: using the topic “warts” from Subrata Banerjea	Subrata Banerjea “topic warts”
Clipboards & Analysis	
Introduction to symptom clipboards part 1 Introduction to symptom clipboards part 2	Using clipboards part 1 Using clipboards part 2
Overview video Take & Clipboards part 1 Overview video Take & Clipboards part 2 Overview video Take & Clipboards part 3	Take & clipboards part 1 Take & clipboards part 2 Take & clipboards part 3
Two new symptom clipboard videos (RadarOpus 2.0)	Symptom clipboards part 1 (new) Symptom clipboards part 2 (new)
Symptom clipboards (extra video)	Symptom clipboards (extra video)
Save the analysis (clipboards) to a folder	Save analysis to a folder
Save the analysis to the patient file (save manually)	Save to a patient (manually)
Save the analysis to the patient file (save automatically)	Using the patient file (basics)
Tips how to Take with the keyboard into different clipboards, change clipboard names	Take with keyboard into other clipboards
The Analysis	
General introduction analysis window	*See videos about the clipboards*
Show remedies excluded from the analysis (eliminative, families)	Show excluded remedies from analysis
Repertory additions	
Making repertory additions	Additions
Import additions	Import additions
Content updater	
Explaining the content updater	Content updater
Analysis methods - Modules	
Vithoulkas Expert System (VES)	
Herscu: Cycles and Segments	Herscu Cycle and Segments
Boenninghausen Pocketbook (Allen): Polar analysis	Boenninghausen polar analysis
Heiner Frei: Polarity analysis	Heiner Frei polarity analysis
Dimitriadis – Boenninghausen Repertory	
Grant Bentley – Facial analysis	Bentley Facial Analysis
Families & Maps	
Family, Highlight, Limit overview tips and tricks - part 1 Family, Highlight, Limit overview tips and tricks - part 2	Tips and tricks families part 1 Tips and tricks families part 2
Family classification introduction	Family classification intro

Family search in the repertory	Families search part 1 Families search part 2
Maps: Kingdoms (Will Taylor) Periodic table (Jan Scholten)	Use Maps Kingdoms (Will Taylor) Use Maps Periodic table (Jan Scholten)
Family Finder – Anne Vervarcke	
Interview with Anne Vervarcke about the Family Finder	Interview with Anne Vervarcke
How the Family Finder works by Luke Norland (part 1)	Luke Norland explaining the FF (part 1)
How the Family Finder works by Luke Norland (part 2)	Luke Norland explaining the FF (part 2)
Thematic Repertory - Luke Norland	
An introduction how to use the Thematic repertory	Intro to the Thematic repertory
Filip Degroote	
Energetic package	Energetic package
Dream repertory and text book	
More Tools	
Remedy Information Window – Family information	Family information – intro RIW
Making a **backup & Restore**	Making a backup
Concepts: Veterinary – Morrison - Petrucci	Using Concepts
Repertory additions	
Making repertory additions	Making repertory additions
Import & share repertory additions	Import repertory additions
References: Materia Medica, Journals, Therapeutics	
Browse in Materia Medica, Journals, etc.	Browse Reference documents
Patient file	
Save an analysis to the patient file (manually)	See in: Clipboards
Save the analysis to the patient file (automatically)	See in: Clipboards

Introduction

RadarOpus "Engines" & "Packages"

There are a several '**Engines'** of RadarOpus available: MINI, SILVER, GOLD, DIAMOND. This manual shows screenshots mostly of the Diamond engine.
For an exact overview of the functions available in each engine, please see www.radaropus.com.
And in some countries different "**Packages**" are offered: a package consists of an Engine (functions)+ certain content.

Introduction to RadarOpus

The revolutionary concept of RadarOpus is that all homeopathic information is available from within one program. There is now only one interface, one database, **one homeopathic Library**.
You can search in only **one** repertory, in a **few** selected books, or in your **whole** library.

In the RadarOpus Library you can have access to: (depending on your package)

Repertories:
- Real **Repertories:** Synthesis (several versions & languages), Murphy, Boenninghausen, etc.
- **Concepts**: a concept (an idea, pathology or theme) points to related repertory rubrics.
- **Families**: grouping of remedies based on relationships (several groupings are possible).

References:
- Real **Materia Medica**: Allen, Hering, Boericke, etc.
- **Cases / Philosophy / Therapeutics / Journals,** etc.

Patient data
- **Patient file (+ Analyses):** administrative and consult info.
- **Analyses separately saved to a Folder** (saved outside of the patient file).
- **Clificol:** a central database for verification and scientific research.

Remedy and Author (sources) information
- **Proving** websites: with recent information, provings background, order info, etc.
- **General background info like**: Multimedia, Family-info, Wikipedia, Google images, etc.
- **Author and source background info**

Internet
- Full integration and direct access to internet (optional)

Languages
- Repertories and materia medica are optionally available in several languages.

Maps, Wizards and Modules
- RadarOpus also has a wide range of add on modules and wizards.

Homeopathic quality and reliability

Because in recent years the homeopathic development has been so extensive, and some homeopathic approaches are growing so far apart, RadarOpus has set the goal to **integrate all,** but at the same time making sure to indicate (tagging) carefully what type of information and how reliable it is. And giving the user full control over what type of homeopathic information he wants to work with. If you show in Synthesis the author references, you can see exactly from which source an addition is coming.

In RadarOpus **quality and reliability** come first.
Some other repertories went into another direction of having quickly more and more content first. Other repertories start to focus on "clinical symptoms" (pathology names).
This trend has a negative effect on individualization and homeopathic quality. RadarOpus in contrast has set as target to increase reliability and quality even more than has already been achieved with Synthesis.
For future editions of Synthesis, the goal is to achieve a 100% level of homeopathic transparency and reliability, and tracing back all additions to its original materia medica sources.

Introduction Part 1

Tutorial videos: introduction

Please see the above-mentioned section: **Intro Tutorial Videos number 1 to 4**

These first videos will give an overview of the key features of RadarOpus, so you can quickly work out your first case.

How to start RadarOpus

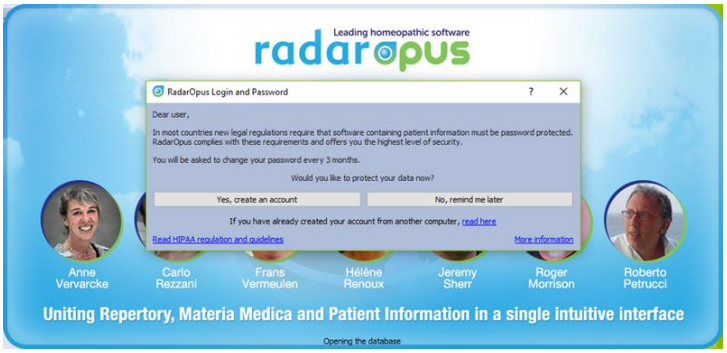
- (On Mac): you can start RadarOpus from the folder **Applications** then a folder **RadarOpus**, then the **program icon RadarOpus**.

- (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**.

A user account

For information how to setup an account see previous chapter *User account.*

The first time you start RadarOpus you will be asked to create an account.
In most countries, new legal regulations require that software which contains patient information must be password protected and have an encrypted database*.

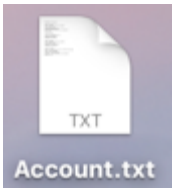


RadarOpus complies to the **HIPAA** and **GDPR** regulation for patient data protection!

RadarOpus will ask you for 30 days to create an account. If you have not created an account after 30 days, you will be able to continue to work without an account. *You can create an account at any time later again*.

*Attention: It is no longer allowed to have any patient information stored in non-password protected, and non-encrypted files. You are not even allowed to send an email to a colleague with any patient name mentioned with any medical details. All files must be password protected and encrypted. The password must be changed every 3 months.
You may also not store such patient files in a cloud drive or on your own computers drive.
Please check the regulations in your country.

Account.txt document

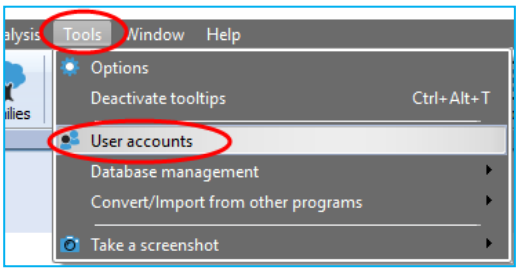


Attention: On your desktop will have been placed a file called **Account.txt**
It contains a **password** to login to: **Clificol & RadarOpus Cloud**
(this is a different password compared to local account password)

Print or note down the login details and keep in a safe place.
Then make sure you delete this **Account.txt** file from the desktop, and from your trash box.

Create an account after 30 days

Attention: GDPR regulations makes it mandatory that an account is created. To comply with this from RadarOpus v 2.2 onwards it is mandatory.

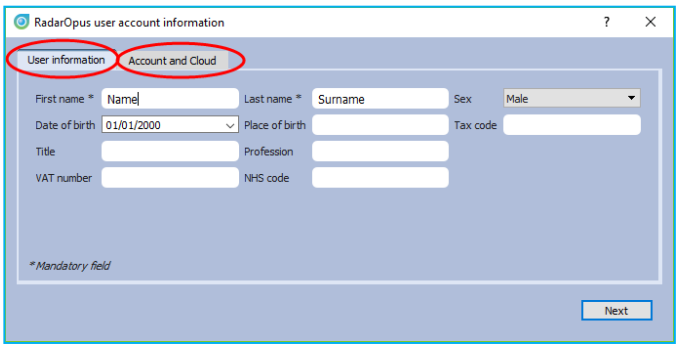


You can change your password at moment you want to create an account, go to **Tools**, then **User accounts**.
Then select **Account and Cloud**

There are two tabs:

- **User information**
  These details will be used for example in the patient file when you print an invoice or prescription.

- **Account and Cloud**
  Here you can create a password protected account.



For more information also read the chapter *User Account.*

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.

Startup documents

Each time you start RadarOpus it will open with the last documents you had open when closing RadarOpus. If you would like to start RadarOpus always with a certain selection of documents opened automatically, you can create a startup **book mix**. *(See elsewhere for more info)*

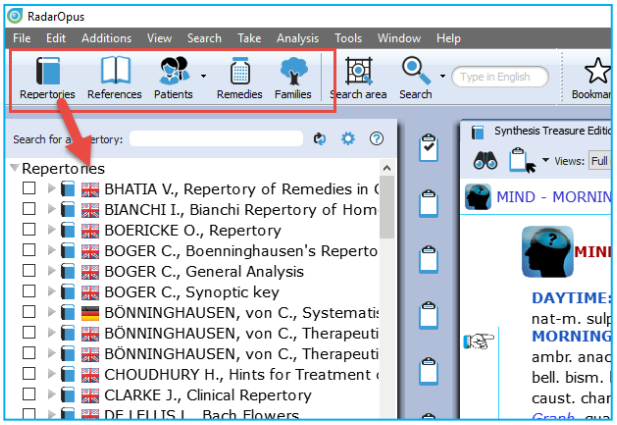
Be sure you check out also the **General Help** icon and especially the **Context Sensitive Help** icon, which offer a rich amount of help text and videos and check out this additional user manual and videos!

The Table Of Contents (TOC)

The first five icons in the toolbar let you display the Table Of Contents (TOC) of:

- **Repertories** (Repertories, Concepts, Families)
- **References** (MM's, Journals, Therapeutics, etc.)
- **Patients**: a list of all patients in the patient file
- **Remedies**: a list of all remedy abbreviations*
- **Families**: a list of all available family groupings

(*) In v. 2.2.16 the remedies catalog has been expanded to 8212 remedies.

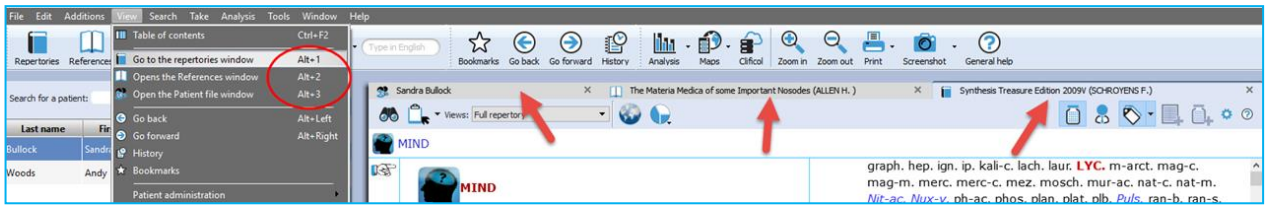


You can also use the hot keys to open these five Table Of Contents.

- (On Windows): **Ctrl+1** (Repertories), **Ctrl+2** (References), **Ctrl+3** (Patients), **Ctrl+4** (Remedies), **Ctrl+5** (Families).
- (On Mac): **Cmd+1** (Repertories), **Cmd+2** (Patients), **Cmd+3** (Remedies), **Cmd+4** (Remedies), **Ctrl+5** (Families).

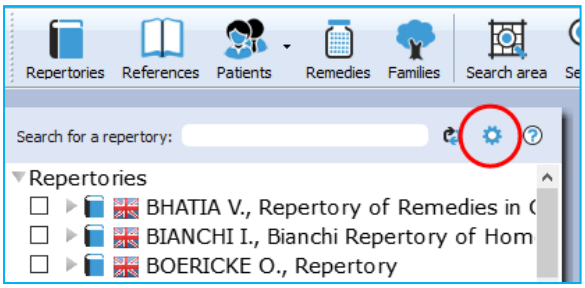
Switch between Windows (Tabs) with Hot keys

After you have opened a **Repertory** window, a **Reference** window and a **Patient** window, you can also use hotkeys to switch between these three main windows: **Alt+1, Alt+2, Alt+3** (so these hotkeys only work after you have opened a Tab for a Repertory, Reference, Patient.



Local options

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



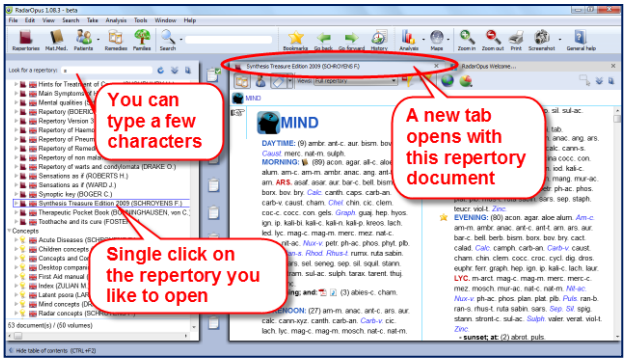
Tip: Advised default settings
Make sure you check if there is a list with **Advised default settings** which works best for your country.

For example, in the table of contents of Repertories and References, it is best to select: **Show All Languages**. This will always show all books you have available in your package.

Open a Repertory

From TOC of the Repertories, you can open one of the repertories with a **single click** on its name.

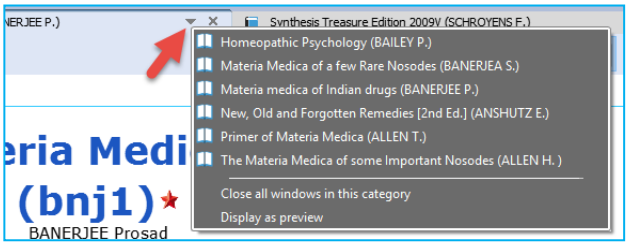
A Window (Tab) will open for that repertory.



All Repertories in one Tab, all References in another Tab

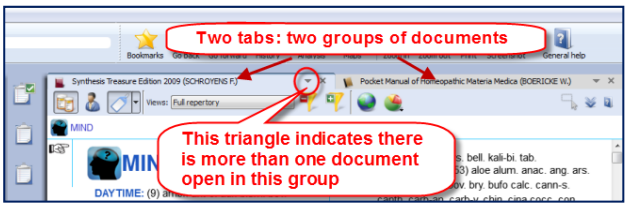
All items in the list of repertories will open in the same Tab, all on top of each other.

If you open items from the list of references, they will all open in a second Tab.



A small triangle indicates there are more documents open in that Tab. With a click on another title you can open it.

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 tool bar icons

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

Table of contents (TOC) of the Remedies

Video: TOC of Remedies

There is also a Table of Contents with a list of all remedy names. This Remedies TOC enables you to quickly open the **Remedy Information Window** (RIW) of that remedy.
From the RIW you can consult keynote MM info, see the family info and other members of that family, as well as do a remedy search in your whole Library etc.
For more information see in the chapter: Remedy Information Window

Table of contents (TOC) of the Families

Video: TOC of Families

There is also a Table of Contents with a list of all family-levels. This Families TOC has two main functions:

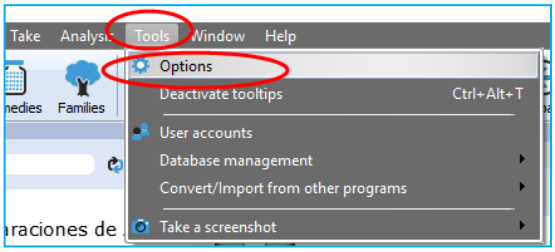
- It opens the associated "Families-repertory" to that level, so you can see all other members of that family.
- You can use a Right mouse click to limit or highlight your analysis to this family-level.

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 via the menu.

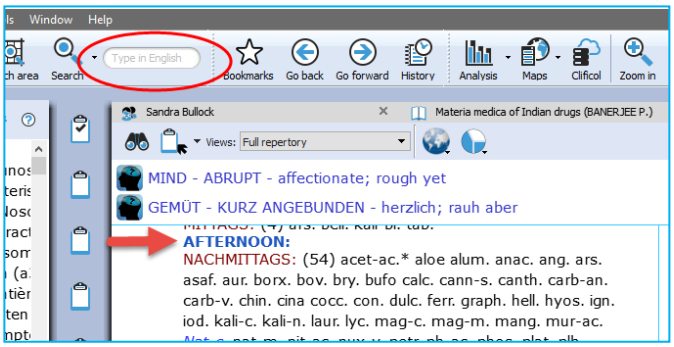
- [On Windows]: **Tools**, then **Options**.
- [On Mac]: via the **RadarOpus menu**, then **Preferences**. In some languages, it is located in the menu **Tools** then **Options**.



You will find for instance the following options:

- Language: Here you can change the general **language of the menu bar**.
- User **account**: Set a Login and Password
- Database management: Making a RadarOpus **backup**
- Convert / Import information from an older RadarClassic (8, 9, 10 or 10.5)
- Your name and address on the invoice and prescription: this can set via Patient file submenu

The language of the Search box



This Quick search box allows to do a simple Word search.
You must type in the language of the current document.
If you have a **bi-lingual** Synthesis or other document open, then you should type in the first language shown in that document.

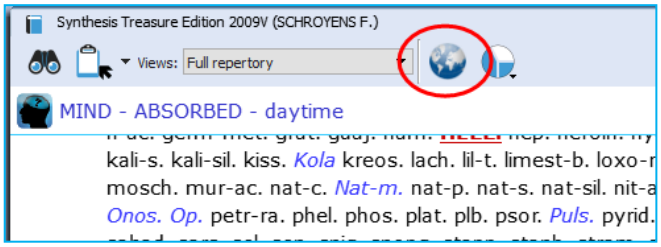
If you open for example a German materia medica document, then you will need to type in German.
If you show the Synthesis repertory in English, with a second language German, you can search in English.

Tip: A better way is to use the ?-key to open the simple search

You can also open the **Simple (word) 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.
These two search windows (F4) and (F5) actually offer you a much better control over your search compared to the search box in the toolbar, and should be used preferably.

If you know the exact location of the symptom use the **Find** option, to **browse** to that symptom.
For more information see below chapter Find.

The language in Synthesis: show a second language



Read more in the chapters Synthesis and Search how you can show a second language in Synthesis, and search in both languages.

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

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

Switch the Function keys (F1, F2, etc.)
By default, the function keys on a Mac keyboard are assigned to the special Mac 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.

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

Having trouble when typing? (the cursor always jumps to a different position)
If you are having trouble when you are typing text, that the cursor jumps each time 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.

Making Screenshots

In RadarOpus there is a button in the main toolbar to make a screenshot of the **whole screen**. But Mac also has 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
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 to Word. 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 in a symptom Clipboard or in any Reference document.

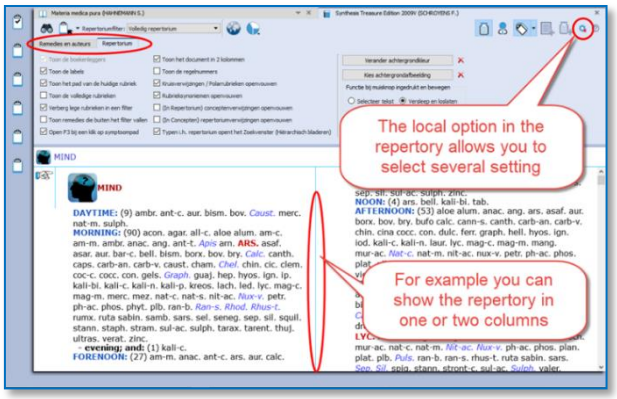
Hotkey on Windows	Function
Ctrl+C	If you do not have any symptom selected in a clipboard: • This copies the Analysis, then go to your text editor and press Cmd+V and this will paste the analysis in a RTF format.
Ctrl+C	• In the repertory: copies the symptom text + the remedies. • In the clipboards also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

Introduction Part 2: The Repertory Window:

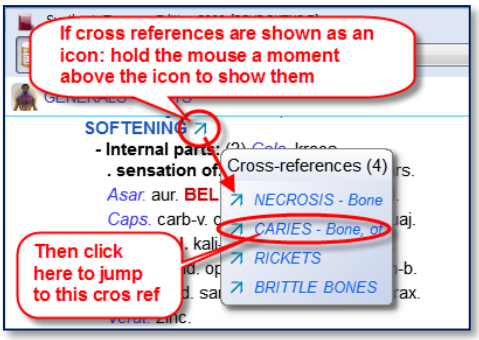
Local Options

Have a look at this Local Options of the repertory window to see the options that can be set to your preferences. For example:

- One or two columns display
- Expand/collapse cross-references (advised expanded)
- Expand/collapse concepts (advised collapsed)
- Show the symptom tags (advised on)
- Show tooltips on remedies and authors (advised on)



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

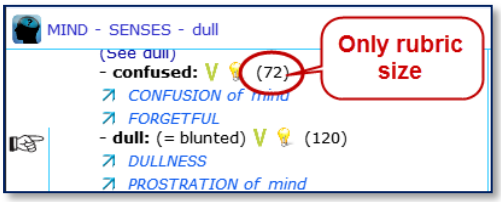


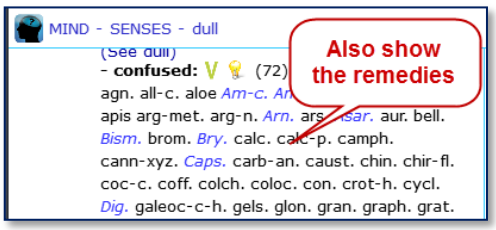
If you like to **show all cross-references fully** (expanded or collapsed), you can change this via the **Local Options** menu in the right upper corner.

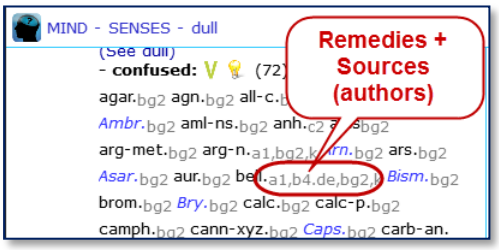
Spacebar Toggle

The **Spacebar** has a special function in a repertory window. Press on it 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)

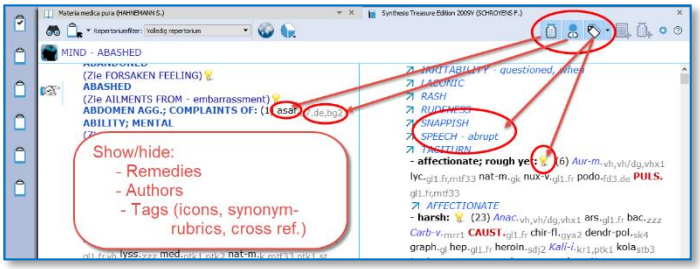






Show: remedies, author (source) references or "tags"

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)

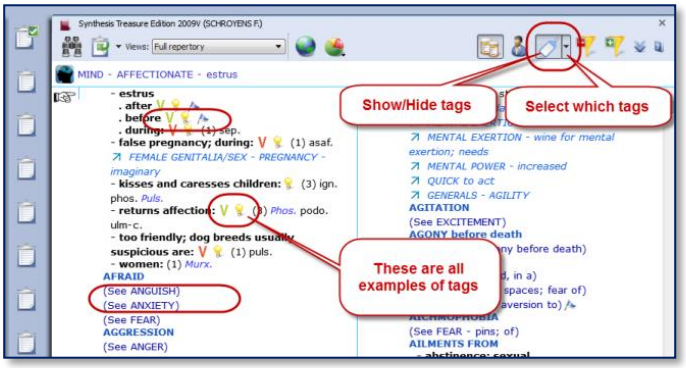


Attention: The Tags button will hide/show the **Referring rubrics** (synonym rubrics), **Cross references**, and **Concepts** icons

About Tags

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

- Bookmarks,
- Miasma labels
- Cross-References,
- Synonym rubric links,
- Concepts link, etc.



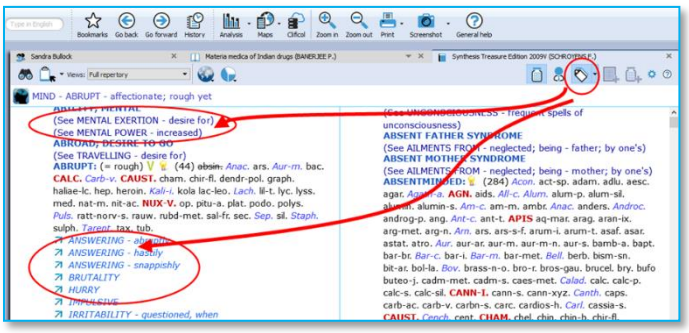
With the main **Tags button**, you can select to show the tags **on/ off**.
With the **sub-button** you can select from a list **which type of tags should be shown**.

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 synonym rubrics that have remedies in them.

Attention:
"the Show/Hide Tags" button will also hide the referring rubrics and cross references.

More explanation about tags can be found elsewhere.

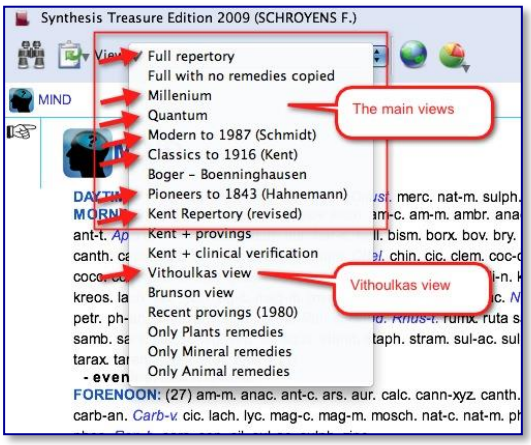


Repertory Views

With Repertory Views you can select which sources (a source is an author and a document) you want to see in your repertory.

Video: Repertory Views intro (11:57)

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



- **Full Synthesis** (with also remedies copied from sub-rubrics to the main rubric, if appropriate). This contains all sources, including e.g. Jan Scholten- non-proving sources, dream and meditation sources.
- **Full Synthesis** (not with these remedies copied from sub-rubrics to the main rubric)
- **Millennium** (which contain many of the new remedies, this view is considered **progressive**)
- **Quantum** (which contains only the more **traditional** remedies, but still modern sources like Desk Top Guide by Roger Morrison are included)
  The Quantum view corresponds the most with the paper edition "The Essential Synthesis.
  The Quantum views contains additions from a few more authors.
- **Modern till 1987 (Schmidt)** (this view contains all sources up till Pierre Schmidt)
- **Pioneers till 1843 (Hahnemann)** (this view contains all sources until the death of Hahnemann)
- **Kent Repertory (revised)** (This view is the starting point of all the above views and contains the original Kent Repertory, slightly modified and corrected. The Food and Drink symptoms (Desires and Aversions) for example are all located in the chapter Generalities.

Note: The functionality of the repertory views will be extended greatly in future live updates.

Limited Views packages

Soon available are RadarOpus packages with a certain View available which is fixed.
For example:
- Kent view on Synthesis
- Quantum view on Synthesis (comparable to the Essential repertory)
- Vithoulkas view

Kent view – more information
- Some hundreds of corrections to Kent have been integrated in the Synthesis version.
- This version includes Kent's "Treasure", his hand-written additions to his own Repertory's last printed version (references k1a1, k1b1, k1b2) and to his personal copy of Hering's Guiding symptoms (k9).
- Some sections in the original Kent have been moved in Synthesis, such as the "food desires and aversions" are moved from Stomach to Generals.

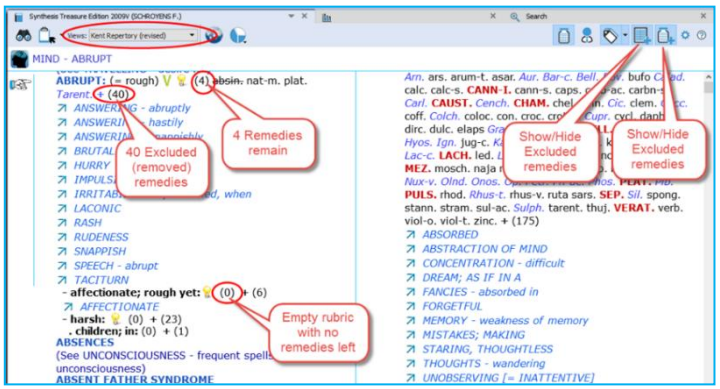
- Some sections have their own chapter, such as “Dreams”.
- The Kent view allows a ‘revised Kent’ in all current languages of Synthesis.

The two View-option buttons

There are two Views-option buttons. 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.

Video: Views buttons (6:46)

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 also rubrics which can have all remedies removed in a certain Repertory View.



View buttons
The two Views icons let you show/hide the number of removed remedies.
You can also show/hide the symptoms which do now have any remedies remaining 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)

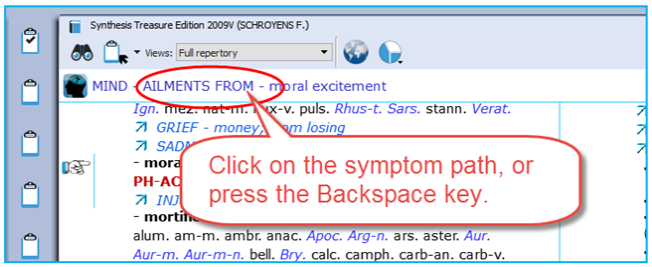
Please see the chapter Search & Languages for more information how to show in your language or how to show an additional second language. And how to search for words in different languages.

The Symptom Path

At the top you can see the **Symptom path** of the current symptom or rubric. The symptom path shows you the current symptom which the hand indicator is pointing to.

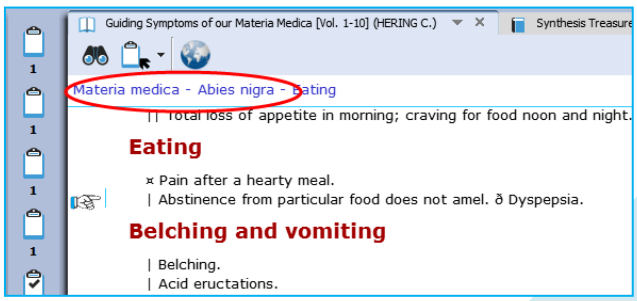
Video: Symptom Path

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



Tip:
It is possible to change the function of a 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.

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

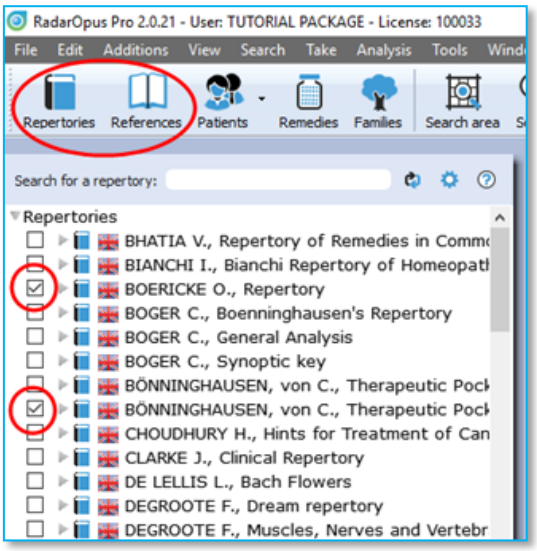
Then RadarOpus will automatically open these documents for you when you start RadarOpus.

New video: Create a Startup mix (2019)

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.

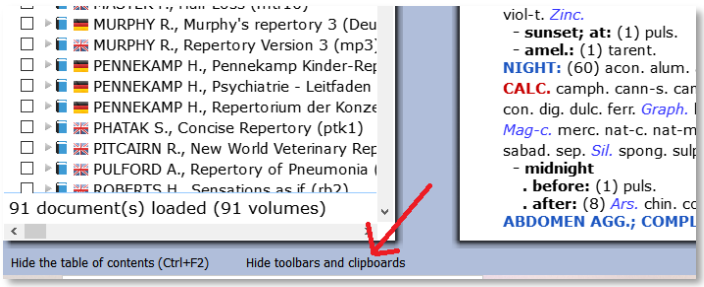
- First use the selection boxes to select documents. This can be from Repertories and from the References Table Of Contents.
- Secondly you go to the menu **File**, then **Save selection as a document mix**.
- The third step is that you go to **File**, then use **Select a default document mix**.

Tip: via the local options you can show or hide the selection boxes.



Hide toolbars & clipboards

RadarOpus v 2.2.16 introduces the *Hide toolbars and clipboard* option.
Especially for teachers when using a beamer this option can be very useful.



Find

Find symptoms in the Repertory: Hierarchical browsing (F2)

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

- Find a new symptom
- and Find from the current position

Video: Find with F2 and F3

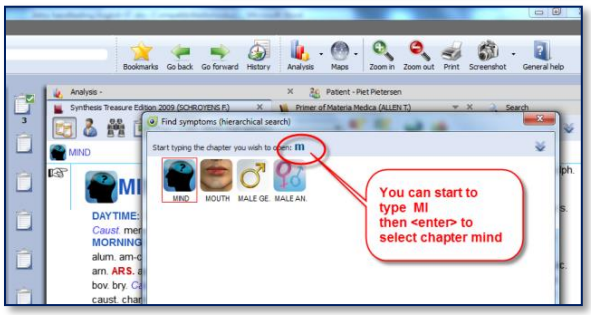
One of the most frequently used functions is '**Finding**' symptoms in the repertory when you know where they are located.

With Find, you first select the **Chapter**, then the **Next level** (e.g. main rubric), then again, a **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



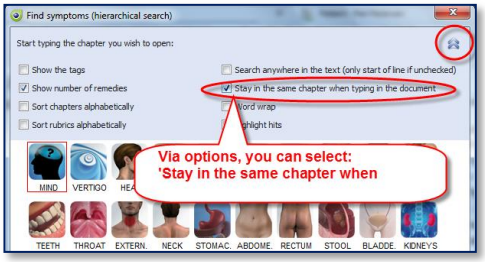
You can just start to type any character of a chapter on the keyboard and the **CHAPTER icons window** will open.

In the repertory window Synthesis:

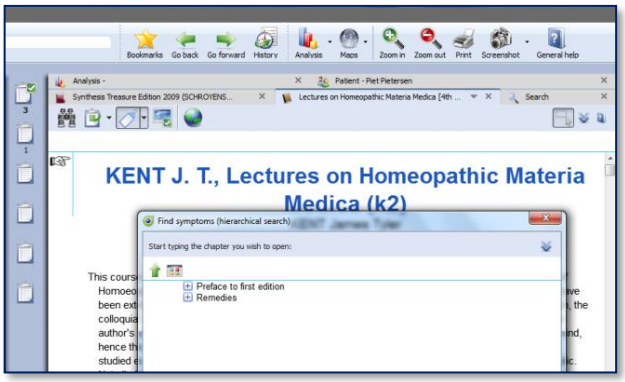
Start typing MI <enter> and you will select the chapter MIND

Tip: Stay in the same chapter

The Find window also has a **local options menu**. Here you can select "to stay in the same chapter when you start to type". When you start to type a character, <u>it will then open the Main-Rubric (symptom) level of the chapter you are currently in</u>. This might be interesting for ex-Mac Repertory users.



Find: Use the F2 function key



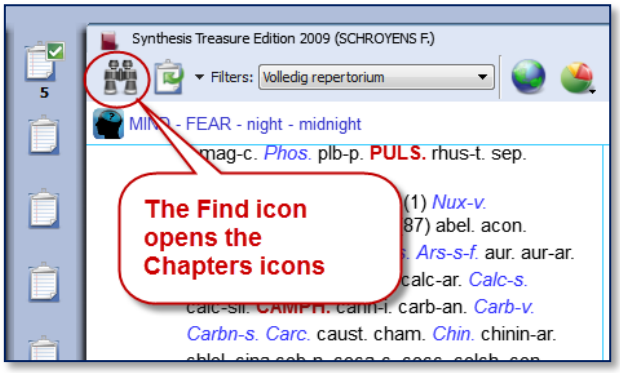
Just press the **F2** to open the chapters window.

Note: 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.

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

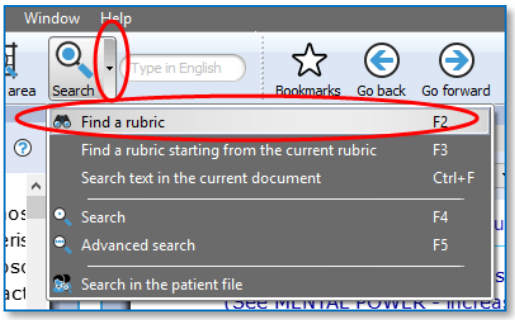
Find: use the local Find button in the toolbar of the document window

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

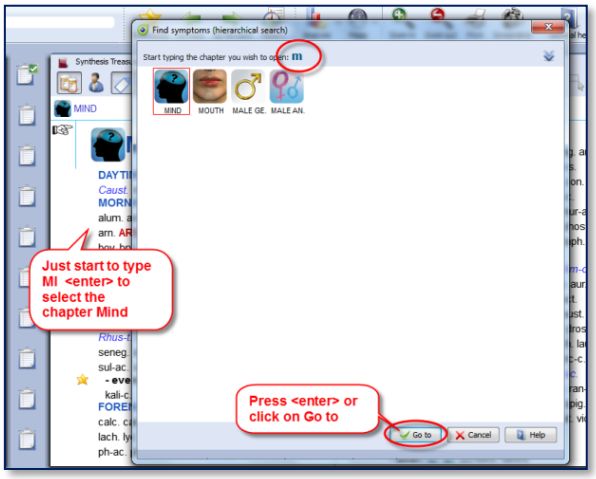
From the **Search sub-button,** you can also select the hierarchical find (F2) function.
It will open the "Navigation window".



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

The only limitation with the hierarchical search is that 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 symptom (rubric) you are looking for.

If you do not know exactly where to look, then you can use the **Word-search.**
From the Search button sub-menu, 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).
See more explanation about Search elsewhere.



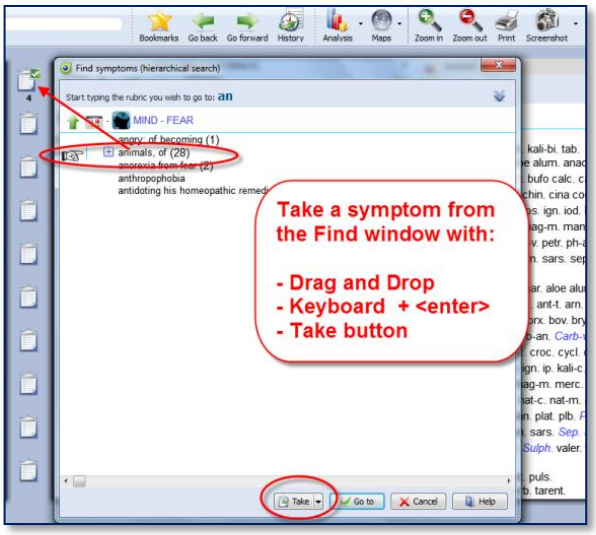
Tip: Take a symptom from the Find window

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)

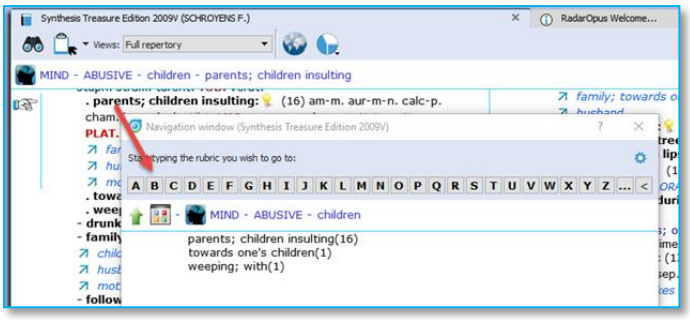
Or you can first continue to the repertory window and then take the symptom from there.



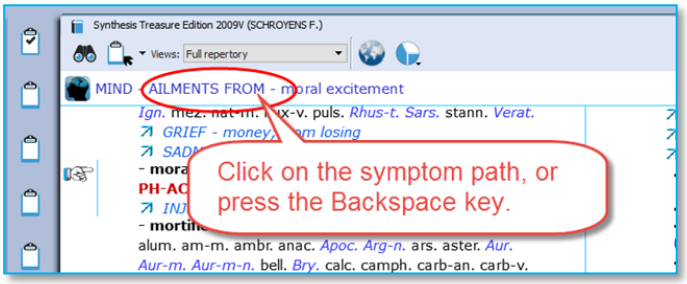
Finding symptoms from the current symptom (F3)

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

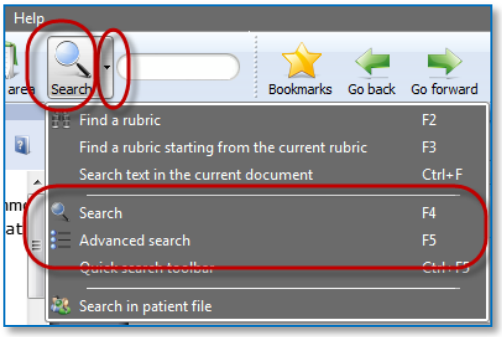
See this 'fast find' tutorial video with an overview how you can use the **Backspace key** on the keyboard to open the Find window and very quickly find several symptoms

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
- **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

Above you have learned how to look up symptoms, if you know where they are located in the repertory, with the **Find** (F2) and **Find from current** (F3) functions.

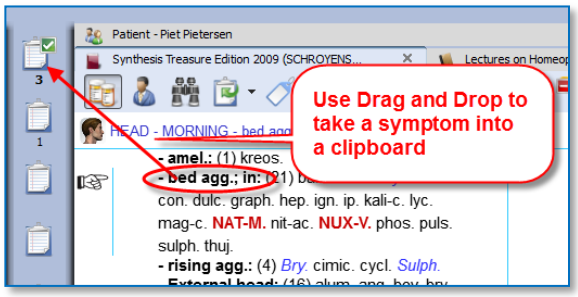
When you have reached the symptom (rubric) you want to use, you can take that symptom into a symptom clipboard in several ways:

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.

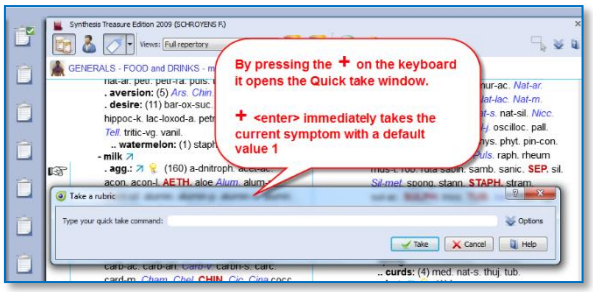
Tip: Working with more clipboards
Normally you can take all symptoms of your case into one clipboard (the first clipboard).
You can also use several clipboards, for example if you want to divide them into categories:
You can for example use **clipboard No 1** for the **acute symptoms** (e.g. acute bladder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

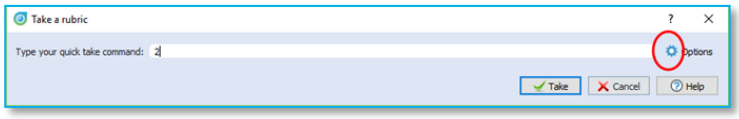
On the keyboard you can press the **+** key to open the **Quick Take** window.



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 immediately open the "Take with options" window

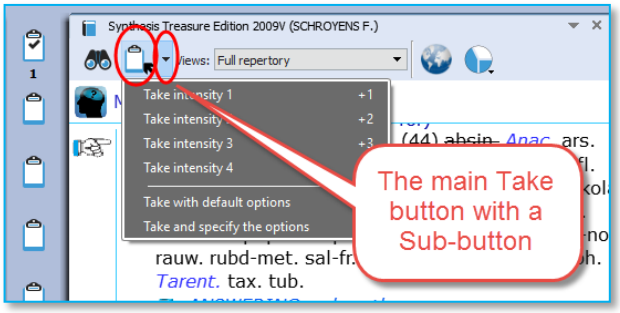


Take with the Local Take button

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 like for example 'take with an extra intensity'.

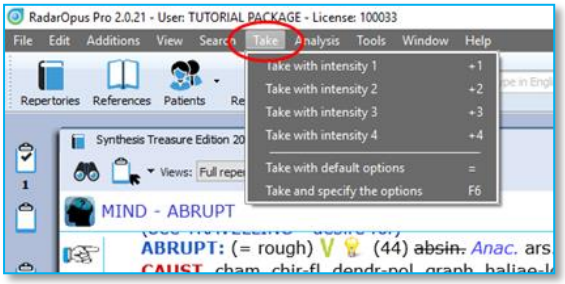


Tip: Take from a materia medica document

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.



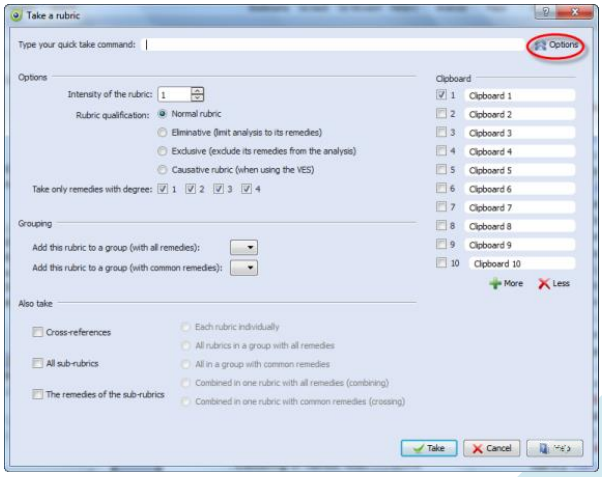
Take via the Menu bar

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

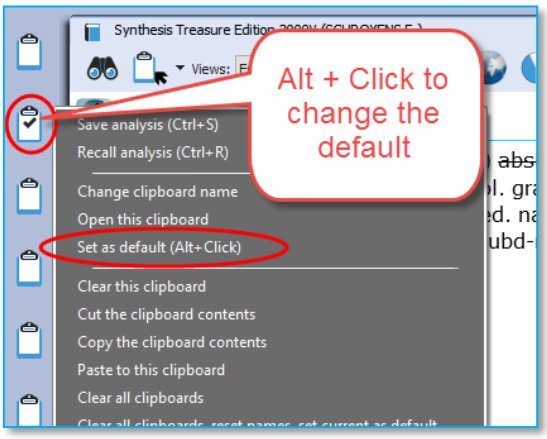
Keys	Function
Intensity 1	
+1 or +1>1	Takes the symptom with intensity 1, into clipboard 1 This can be done with "+ <enter>", or +1 <enter>, both give the same result. Or you can also press the = key, or the F6 key.
+1>2	Takes the symptom with intensity 1, into clipboard 2
+1>3	Takes the symptom with intensity 1, into clipboard 3
+1>4	Takes the symptom with intensity 1, into clipboard 4
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
Etc.	*(Taking with other intensities works in the same way)*
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". For a second group you can use "b" etc. (you do not need to type the **1**. So, you can also type **+a**)
With sub rubrics	
+1/s +/s	Takes the symptom and also all its sub-rubrics (as a group) (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.



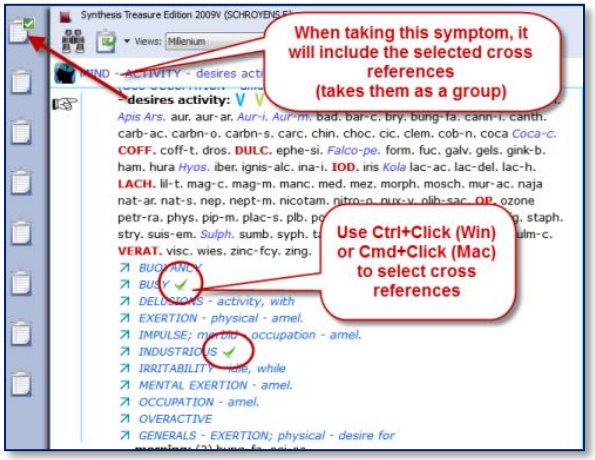
Take a symptom with one or more Cross-Reference(s)

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.

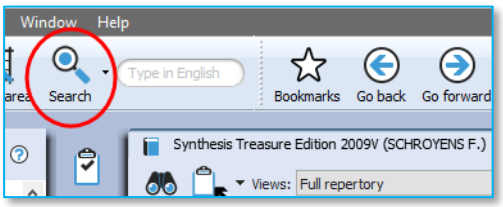
Search

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

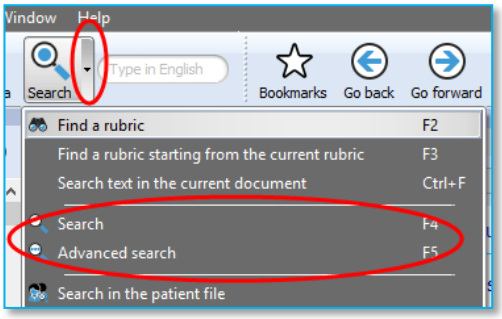
When you are in the repertory you can also press on the keyboard the **?** key, or the function key **F4** to open the **Simple search** window.

Video: Simple search part 1

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,

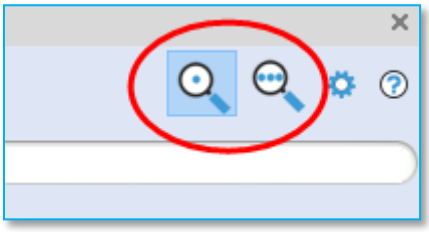


You can open the Search window in several ways:

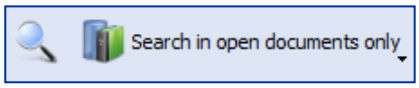
- With a click on the main **Search button.**
- With the **Sub-button menu**, then select Search (F4) or Advanced search (F5).
- Directly with the **Keyboard F4** or **F5** function key.

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: Tutorial how to set the Default Search Location

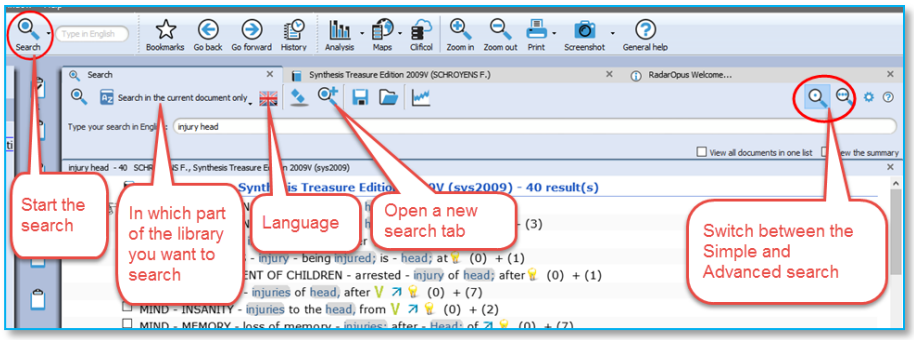
This tutorial shows you how to set the default search location to "**search in the current document only**" (which is most often the repertory).

Video: Default search location

- *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
  - **Search in all documents**

  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 a few things explained:

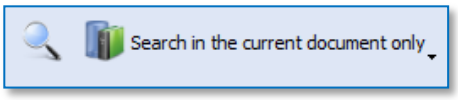
Language flag: This selects the language you want to search in. It will only search in documents of that language. Note that if you have a bi-lingual Synthesis, you will search in the First language.
Search location: You can select in which area of your library you want to search. The most often used 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.

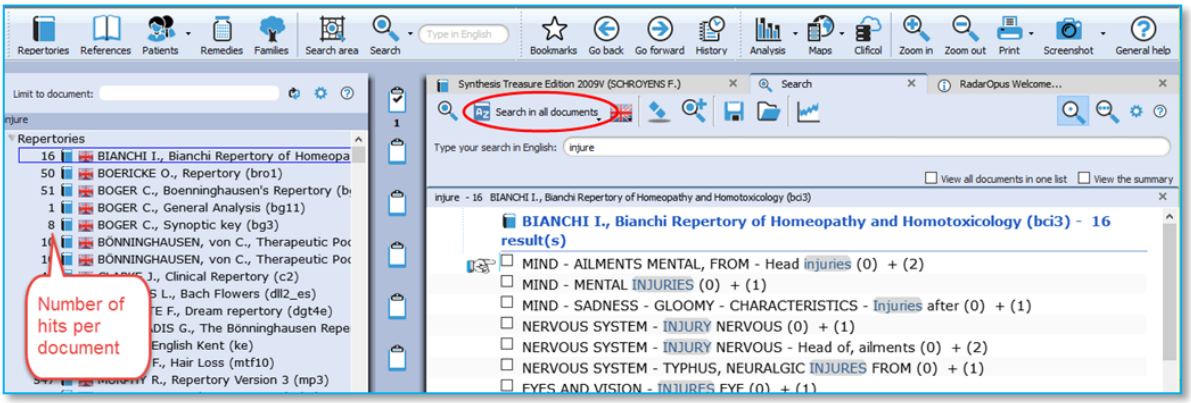
- For the search location button select for example: **Search in the current document**



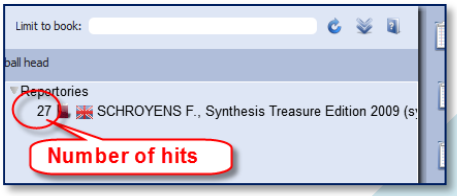
- Then just start to type on the keyboard **BALL <enter>**, then type **HEAD <enter>.**

- 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



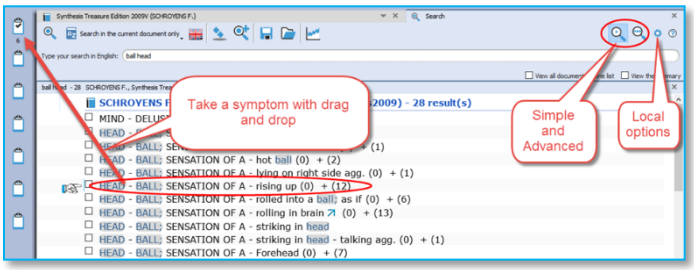
If you search in one document only, the window with the list of document titles does not open automatically. This only opens if you search in several documents



Take a symptom from the search result

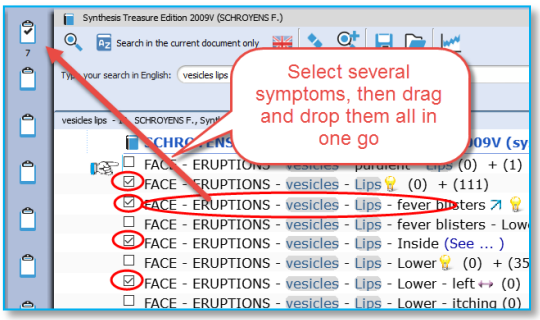
Video: Simple search part 2 "Take"

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

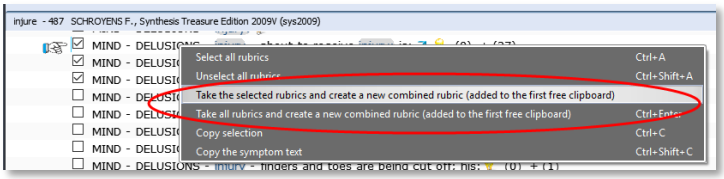


Step 1: You can take more than one symptom at the same time by first **selecting them with the checkboxes**.

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

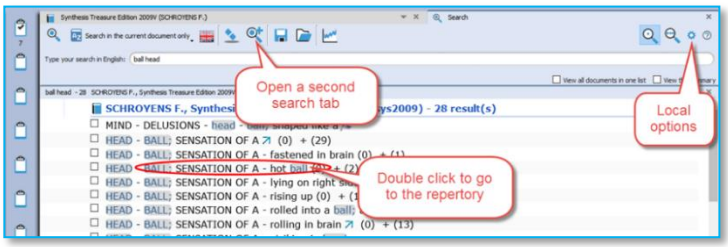
It is possible to **Right mouse click** on a symptom in the search result and select:



- 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)

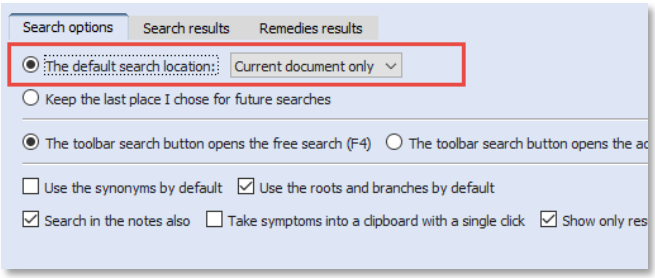
With a **Double click** on one of the symptoms in the search result list you will go to that symptom in the repertory.
(if you double click on a text coming from a Reference document, it will open that reference.)



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.

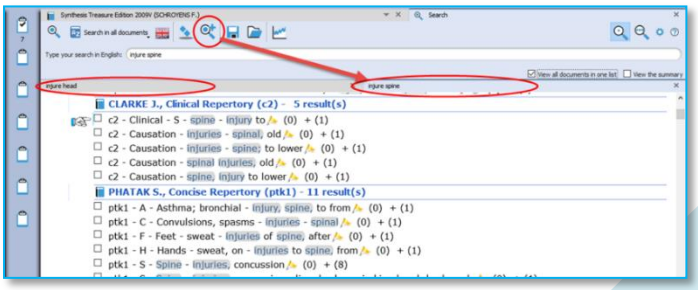
The Simple search window: Using more Search Tabs

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

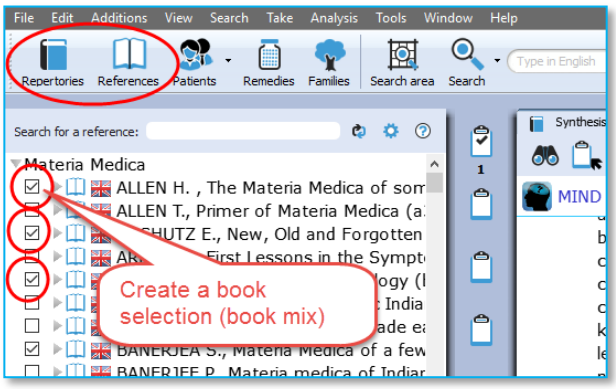
You can search not only in one of the standard search locations like "Current document", "Open documents", "All documents" etc., you can also indicate exactly which combination of documents to search in. In RadarOpus this is called a **Document mix**.

- 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.



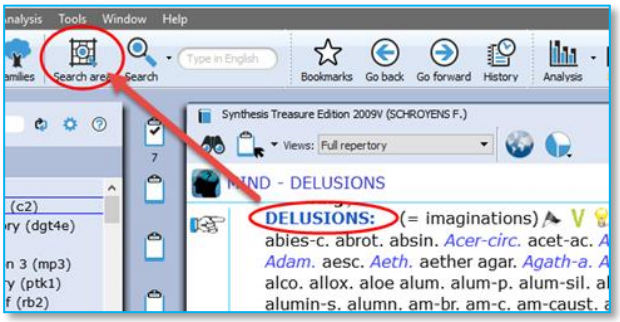
Search in a "Search Area" (a part of the repertory)

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.

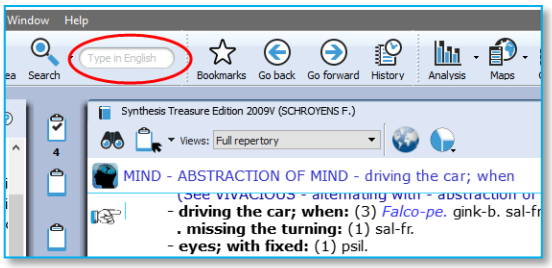
Quick Search box

Video: Quick Search Box

Search for a word

You can also use the Quick search box to search on words.
(Only advised for experienced users)

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:
*It is probably better to use the **Simple** (? or F3) or **Advanced search** window (F4). This offers you more control and 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.

Search for a remedy

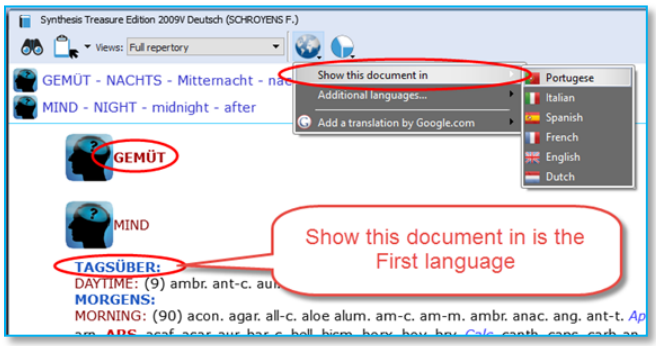
It is also possible to use the Quick search box to search for a remedy.
But it is probably better to use the Simple search (? or F4) or the Advanced search window (F5), because it offers you better search control and more options.

Search & Languages

Synthesis languages

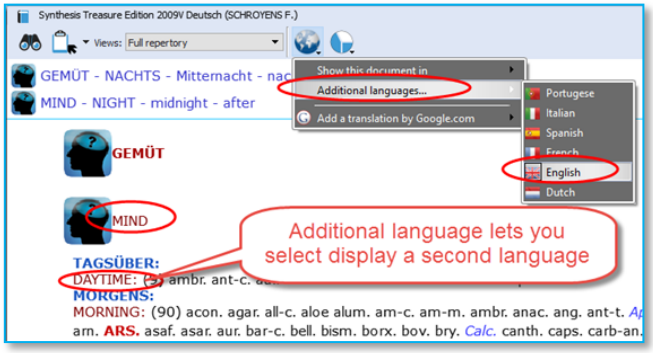
Show Synthesis in a language (= First language)
If you have this option in your package, you can select to show in the repertory Synthesis a second language.

Click on the **World** icon, **Show this document in**, selects the language the repertory is shown in.



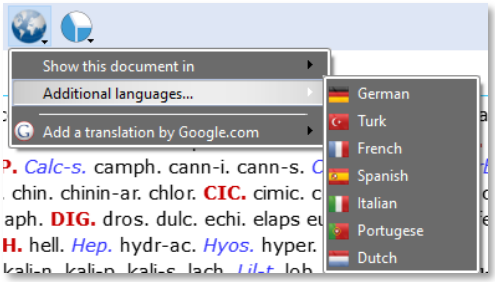
Show a Second language*
Via the **World** icon, **Additional language** you can show a second language.

(*) It depends on your package which additional languages you have. 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 shown languages.

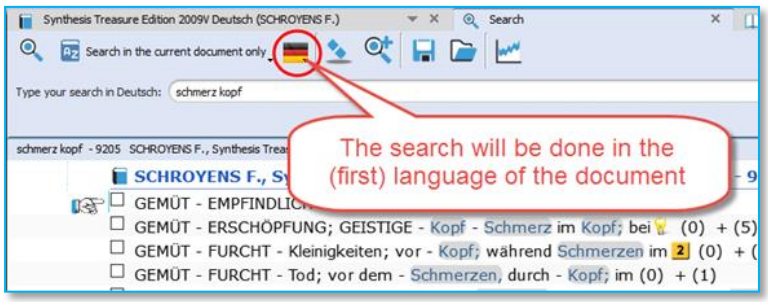
In RadarOpus (v 2.2.16) has currently the following languages: Dutch, English, French, German, Italian, Portuguese, Spanish, Turkish.



Search in a language

Search in 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.

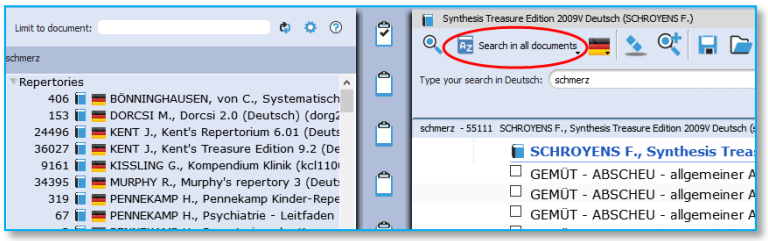
You can only search in the **first language**.



If the Search tab is already open, and you press ? or F4, or the F5, the language flag might not be correctly adapted. It will keep the previously used search language. Then select the corresponding language to the one you have as first language in the repertory.

Search in All documents

A **Search in all documents** will search in all documents of that language (only in the **first** language of a double language document).



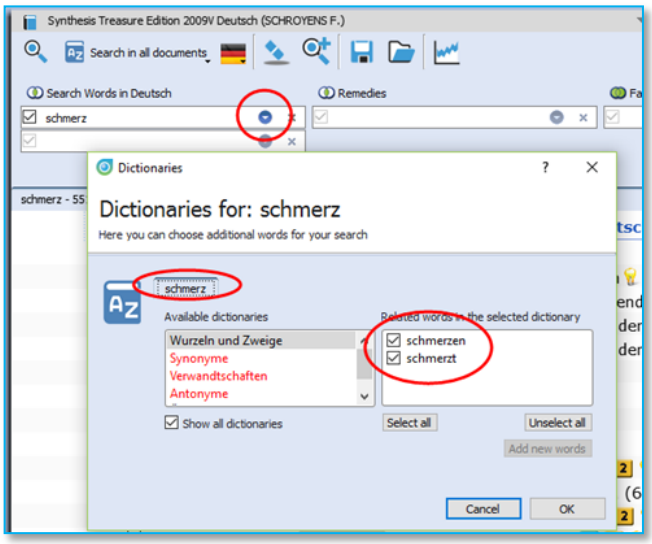
Materia medica & languages

Searching in all References takes 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.
Use the World icon to switch the language in that reference document.

Attention: a Word search will only search in the (first) language of all these reference documents (Similar to only in the first language of all repertory documents).

Root & Branches

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



Attention: You can also use the asterix (*) behind or in front of a word.

This can be most useful in all languages where often words are written connected:

See below Dutch examples, but the same principle applies to all languages!

For example in Dutch: ***kramp**
Will find all these words:

- maag**kramp**
- buik**kramp**
- menstruatie**kramp**

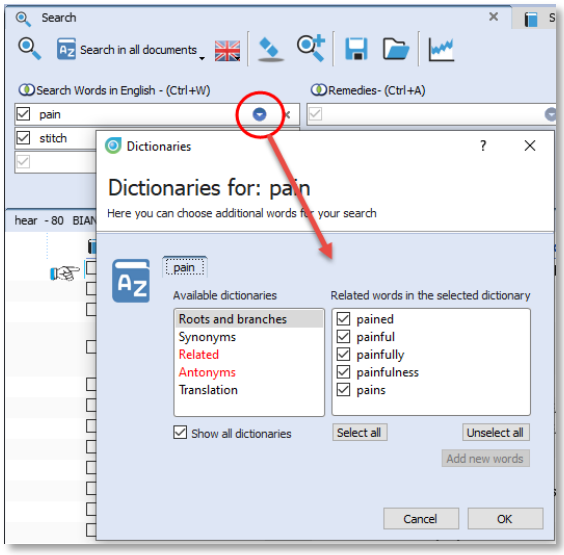
You can also use: ***kramp*** to find all words beginning or ending with your search word
It will find:

- maag**kramp**
- buik**kramp**
- menstruatie**kramp**
- **kramp**end
- **kramp**achtig
- maag**kramp**achtig

Attention:
If you use * it will not make use of the "Root + Branches" list.
And English example of Root + Branch words are: hear, hearing, heard, hears, hearers.

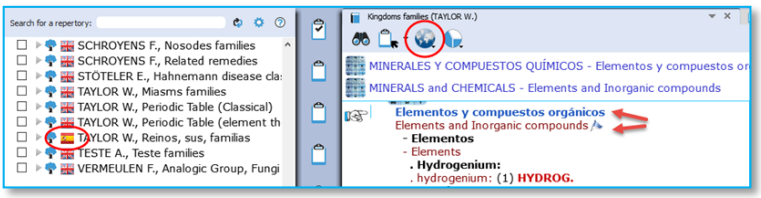
In the **Simple search (F4), Right** mouse click on a word to see all Branch words.

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.

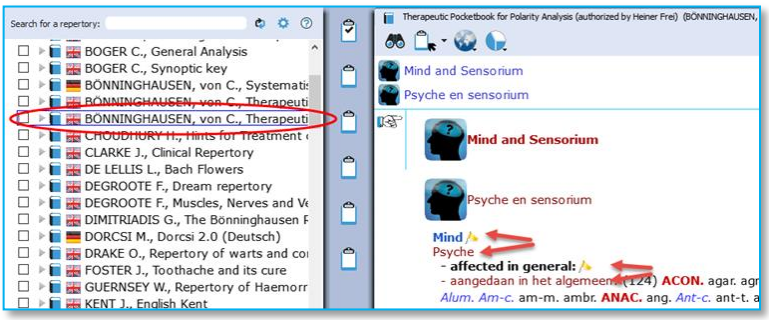
(*) Ask you representative which documents are available in your language.

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 will give an overview of many **Remedy searches** and how you can **open a MM to read about a remedy**. It is very quick!!

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 reedy information window.
- Drag and Drop a remedy to the TOC

Overview Part 2 shows:

- (A summary of all shown in Part 1)

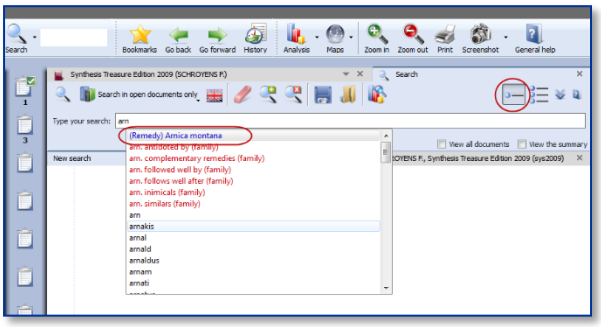
Example Remedy-search with the 'Simple search' window (?) or (F4)

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.



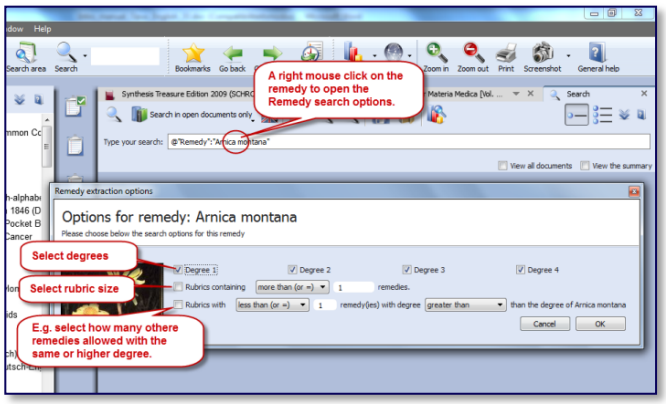
Remedy search: Limit to the "Degree" or "Rubric size"

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 also).
- The Maximum number of other remedies also allowed with the same degree (other options are also).

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 (F4). Here are a few other ways to do a remedy search:

Drag and Drop Remedy search in the Repertory

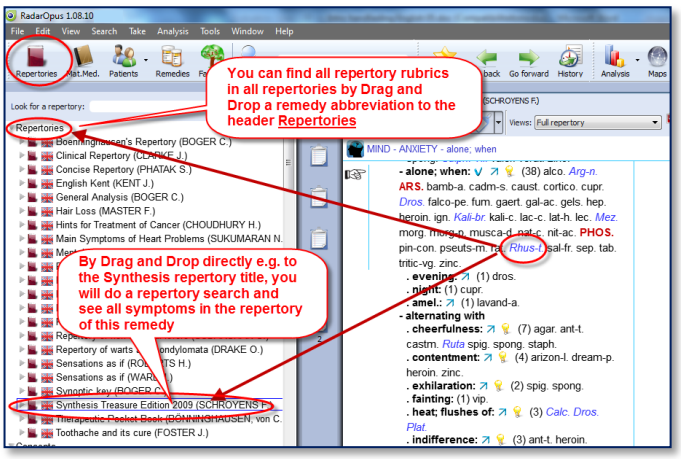
Video: Remedy Search via "Drag and Drop"

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

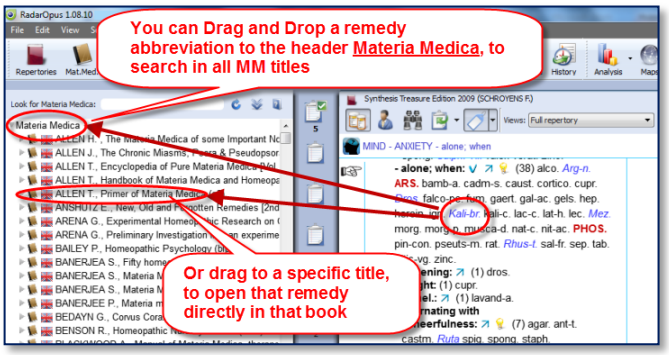
More information about a Remedy search in the repertory will be given elsewhere.



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.

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

Advanced Search (F5): Words, Remedies, Families

Introduction

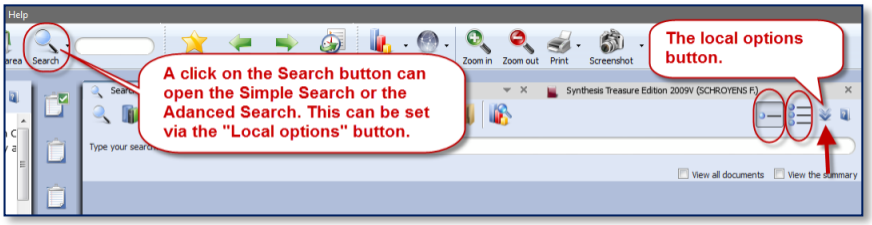
With the **advanced search window** (F5) you can do the same searches as you can do with the **simple search window** (F4 or '?') but in a different, more guided way.

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 Advanced search

With a click on the 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 your preference.



Tutorial video

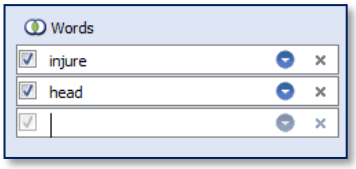
See this tutorial video for an introduction how to use the advanced search window. You can do several types of searches, search for:

- Words
- Remedies
- Families

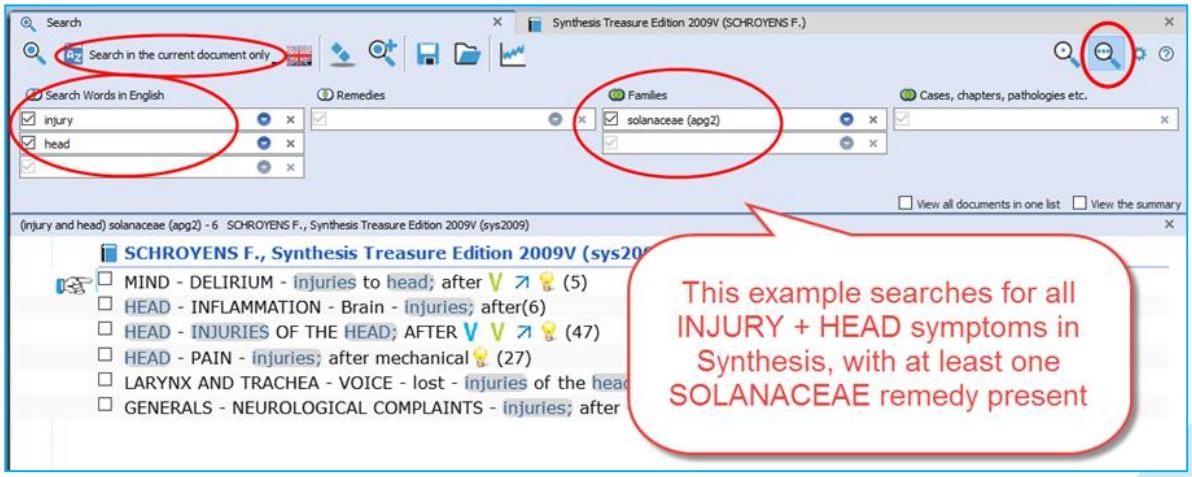
(or a combination of them)

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**.

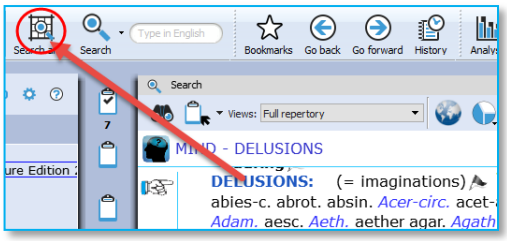


In the example below a search is done for all symptoms with "**injure**" and "**head**" if at least one of the "**solanaceae**" remedies is present. *Please see also the Chapter Families & Maps.*

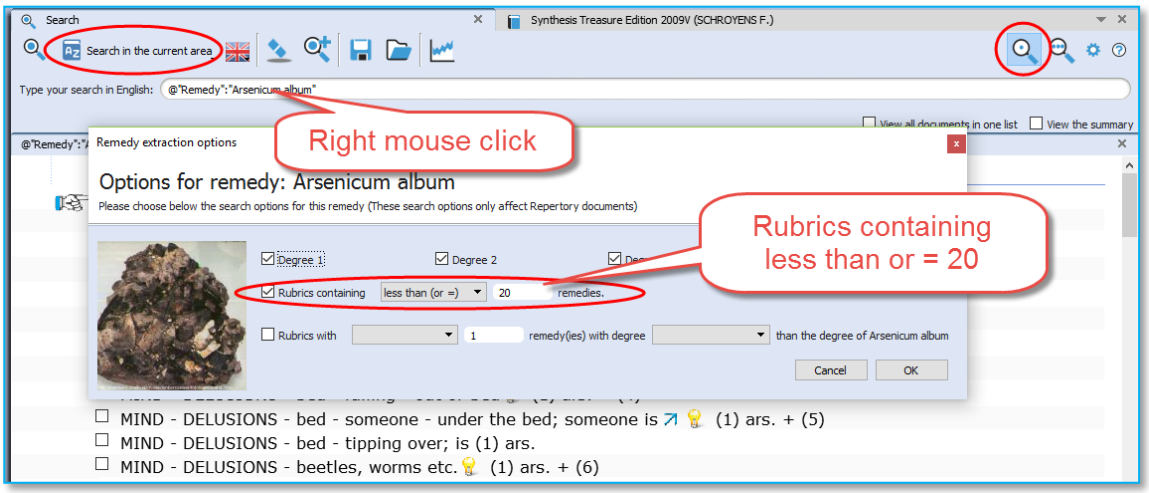


An example of a: Remedy search in a Search area

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.

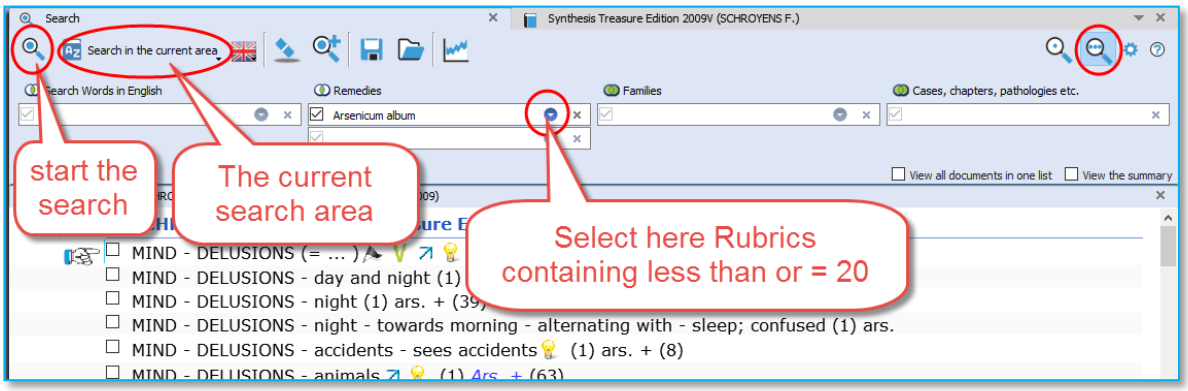


- In Synthesis drag the rubric MIND – DELUSIONS to the Search area clipboard.
- Open the **simple search** (? or F4), and select remedy Arsenicum album.
- **Right mouse click** and select the option: Rubrics containing "less than or = 20".
- Select for location of the search: "**Search in the current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



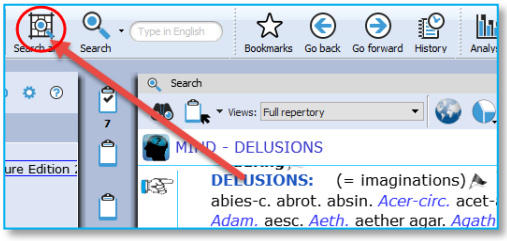
Search in a: Search Area (a part of the repertory)

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)

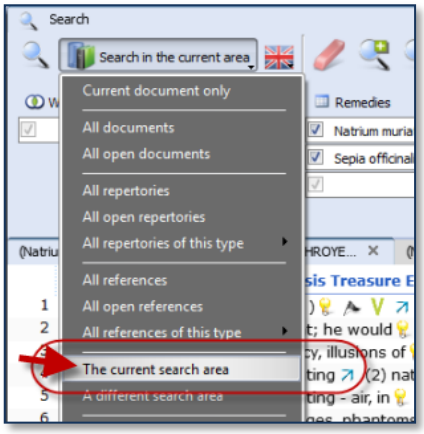
Video: Search area (short video)

Often you like to search only in a certain limited area in the repertory. For example 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)



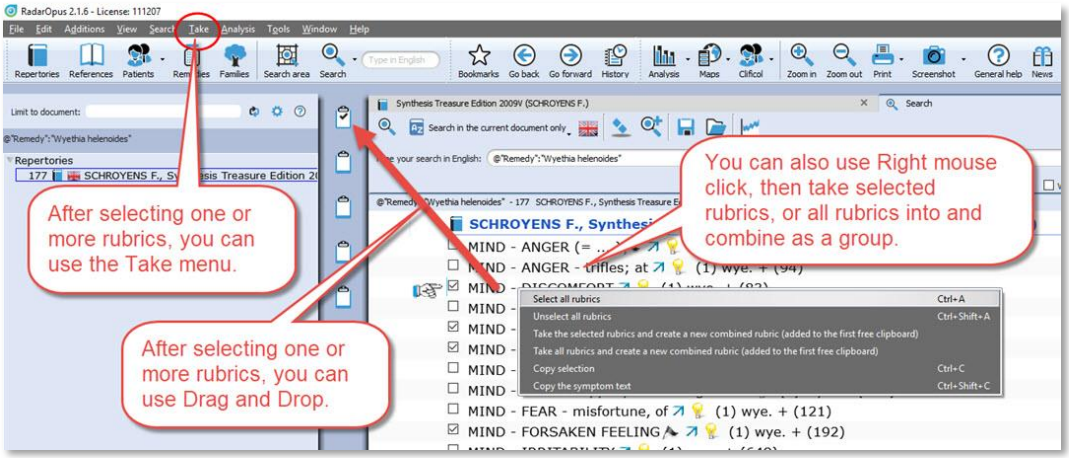
After you have dragged one or more repertory sections (main rubrics or chapters) to the search area button, you can perform your search through "the current search area".

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

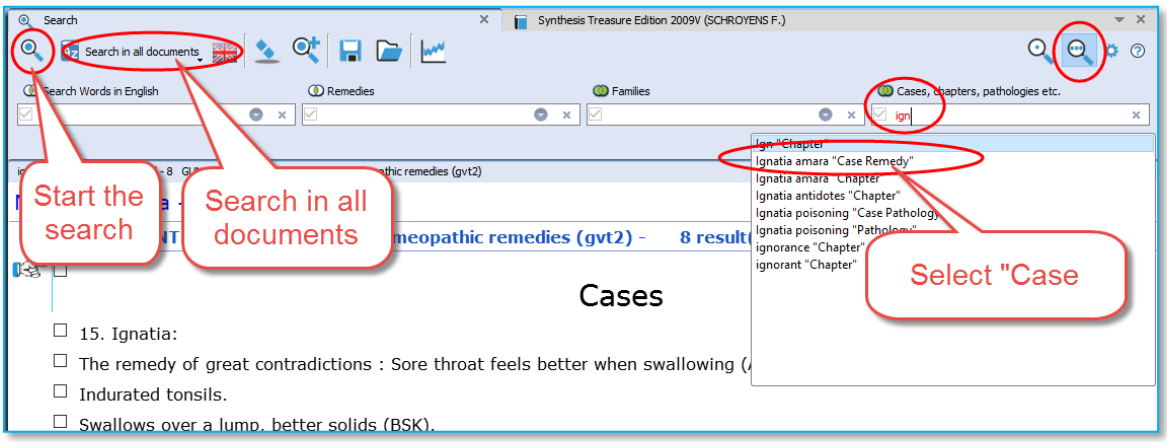


Advanced Search (F5): Case remedy

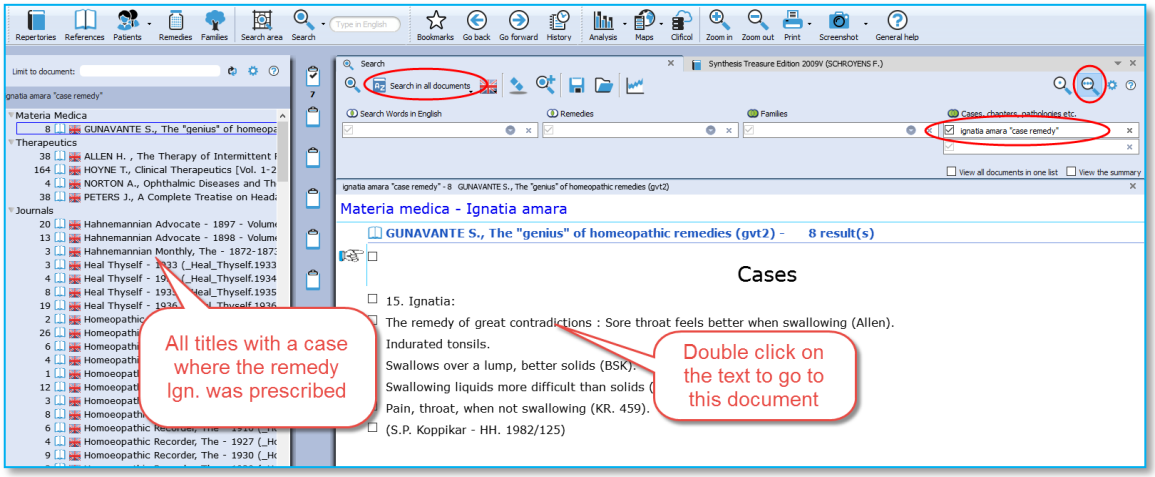
Video: Search for a Case Remedy

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.

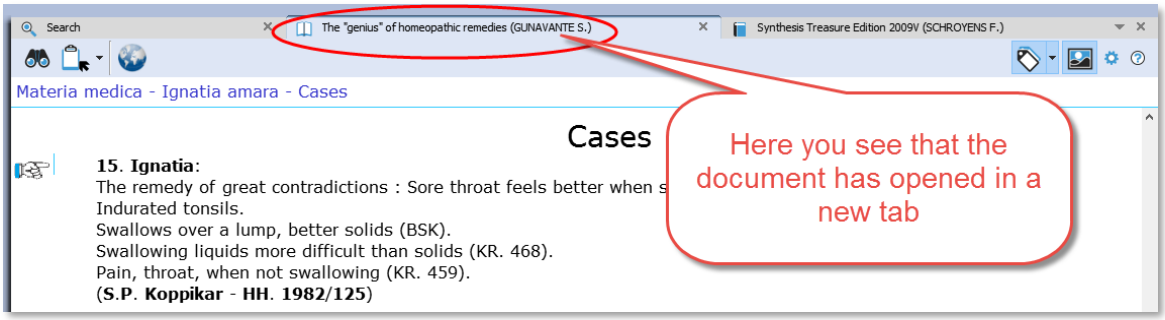
- Open the **Advanced search**, and type the first characters of the name of the remedy: **Igna…**
- Select: **Ignatia amara "Case Remedy"**
- Then press two times **Enter** to start the search, or click on the **Start search** icon.



- 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.

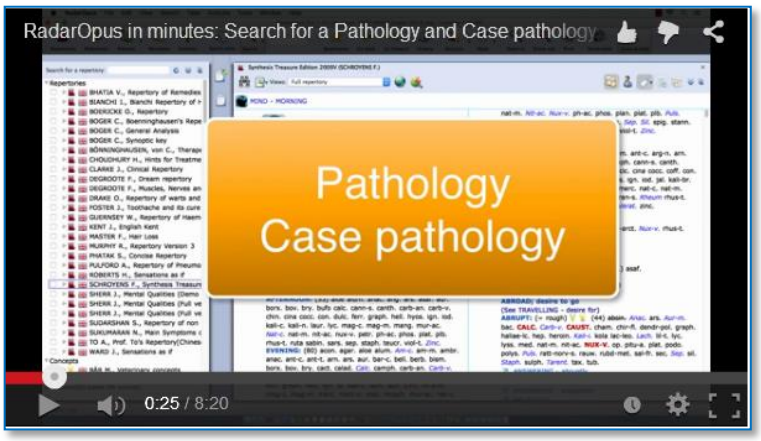


Advanced Search (F5): Pathology, Case pathology

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

Video: Pathology, Case pathology

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



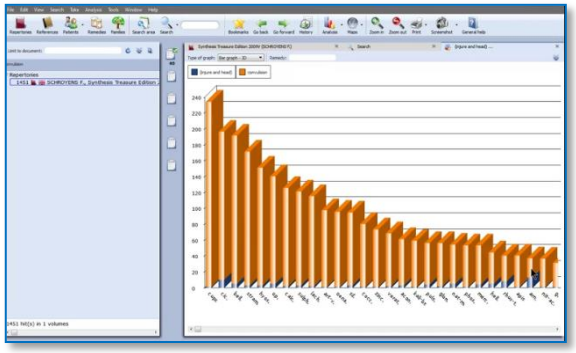
Search result graphically: Open more search tabs

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

Video: Search result 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



Remedy Comparison

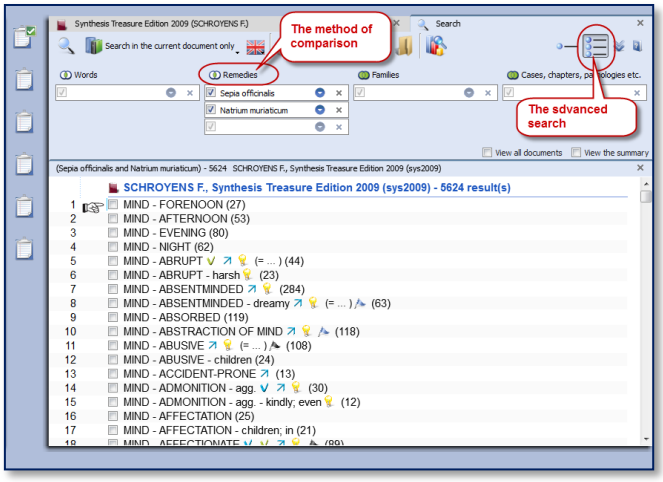
Advanced Search (F5): Remedy Comparison

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 do a remedy comparison:

- Press F4 to open the Search window
- Select the Advanced search
- First from the auto-complete list select a remedy in a box. Then press <enter> once to open a next box below it.
- Select a second remedy in Box 2, and again press <enter> once to open a next box.
- Start the search by again pressing <enter> just once or click on the search button.

Search method

Via the button **Remedies** at the top, you can select one of 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

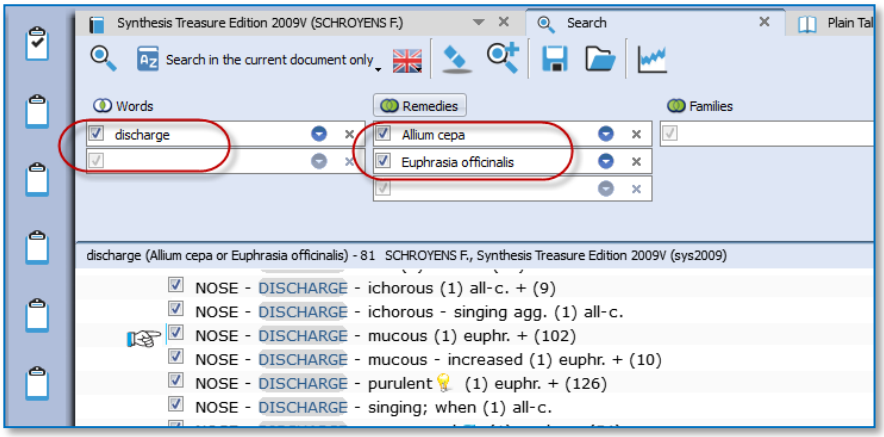
This video shows some practical possibilities of the Remedy Comparison function using the topic "Warts" from a seminar of Dr Subrata Banerjea.

Video: Example search Dr Subrata Banerjea

Advanced Search (F5): Combine Words & Remedies

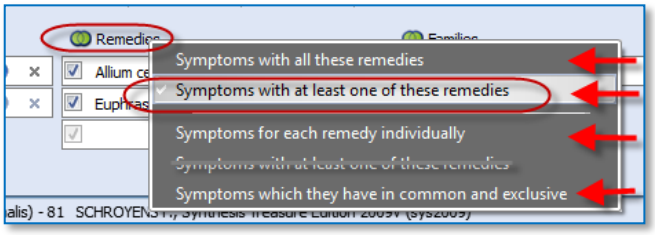
Often you need to differentiate two or more remedies specifically in regard to a certain symptom.
In the below screenshot you see a search with a combination of the word **Discharge** and two remedies **All-c** and **Euphr**.

- 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).

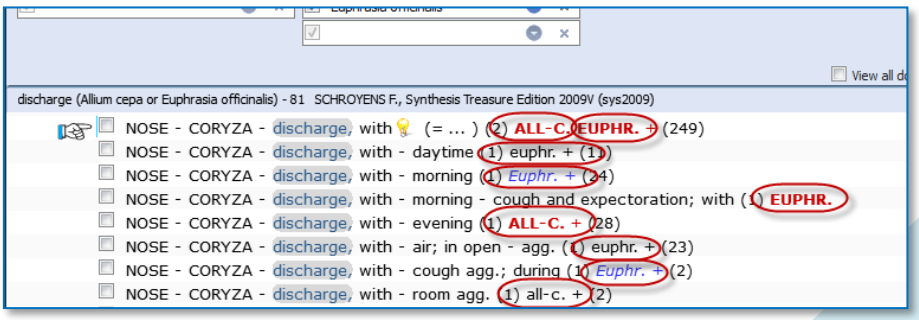


- Click on the **Remedy search - options** button, which is located above the search fields, to select how the remedies should be compared.

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



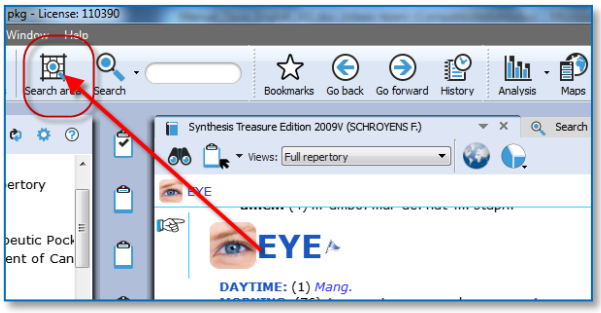
If you select "**Symptoms with at least one of these remedies**" you can still see in the result list, if only one or both remedies are present, and in which degree.



Using Search Area

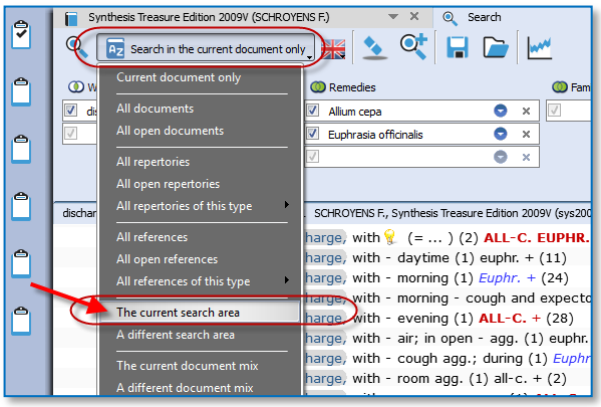
- To do the same search only in a specific **Search Area**, e.g. the Chapter **Nose** and **Eyes**., you need to do the following steps:

  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**.

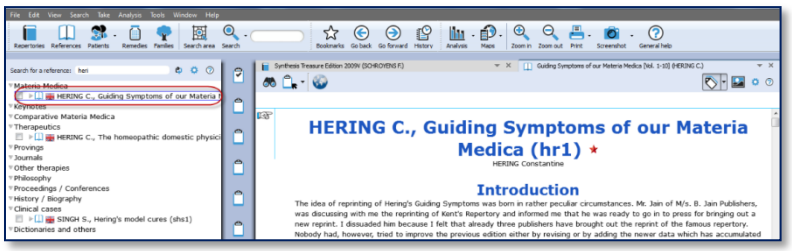
  Your search will then be limited to only those sections (chapters) which you have dragged into this search area clipboard.



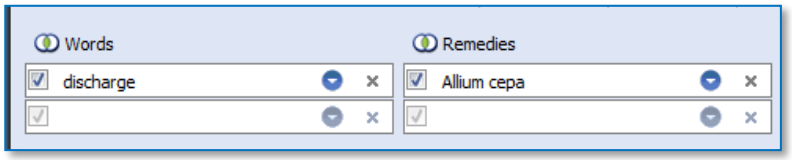
Combine Words & a Remedy, only in a certain Materia Medica

RadarOpus also allows 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.

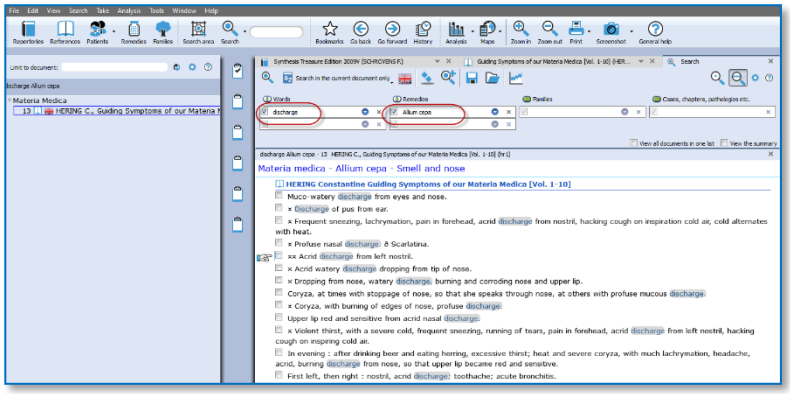
Step 1: Click to open for example the: Hering C., Guiding Symptoms



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 recording 2019)

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)

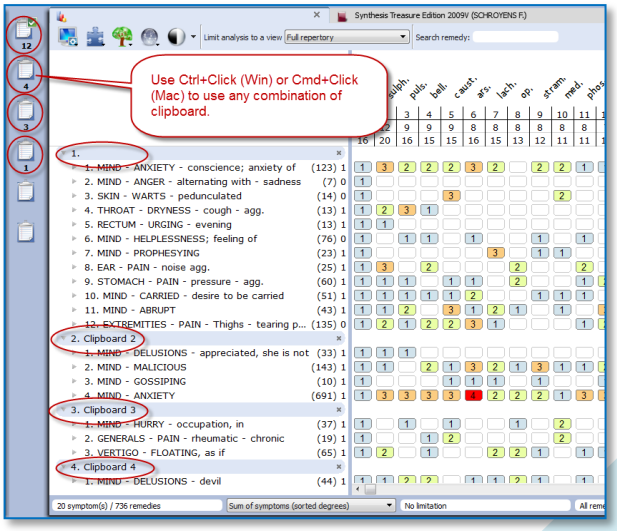
If you like to see again a different tutorial how to use symptom clipboards

Video: Symptom clipboards (extra)

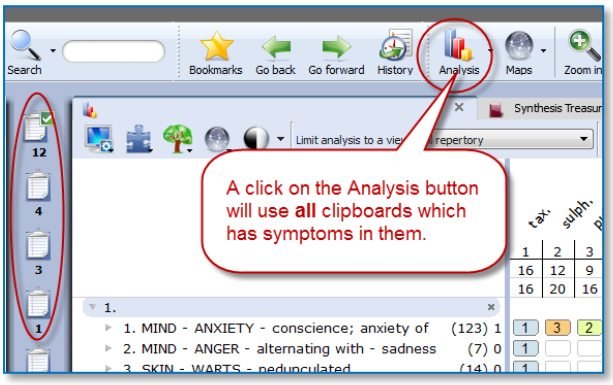
Using One or More clipboards

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.



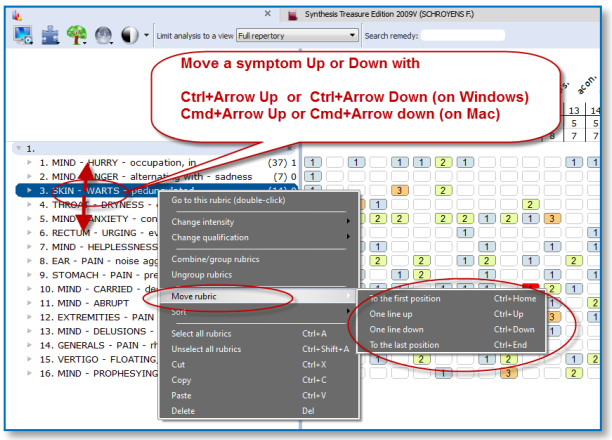
By clicking on the **Analysis icon** in the main toolbar, **all clipboards** that contain symptoms will be used.



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:

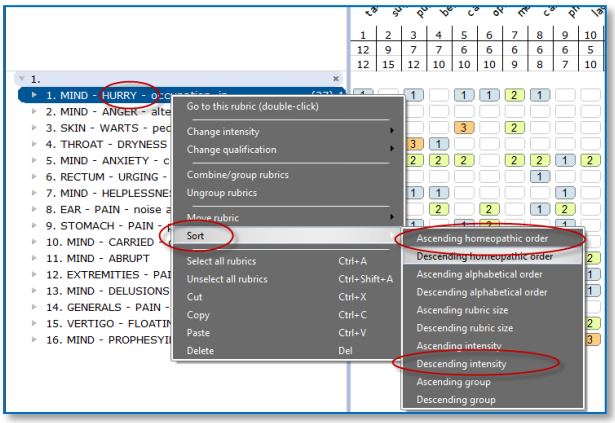


- With a **Right mouse** click and from the context menus use the Move options Up / Down.
- (On Windows) use **Ctrl+Arrow up**, or **Ctrl+Arrow down** to move the symptom one line up or down.
- (On Mac) use **Cmd+Arrow up**, or **Cmd+Arrow down** to move the symptom one line up or down.

- **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**

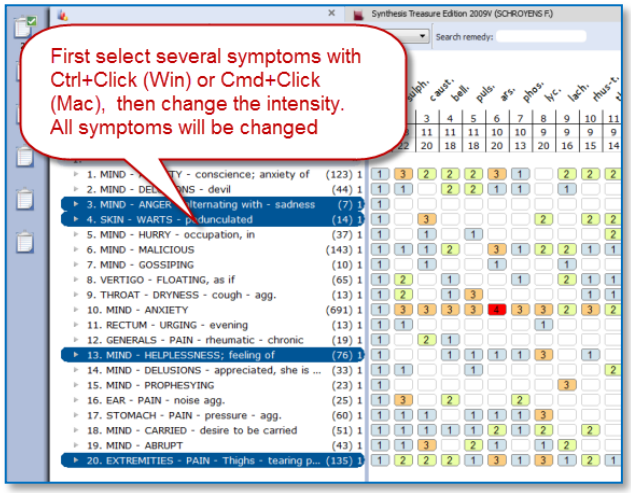
It is possible to change the intensity of symptoms after they have been taken into a clipboard already.

- 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.



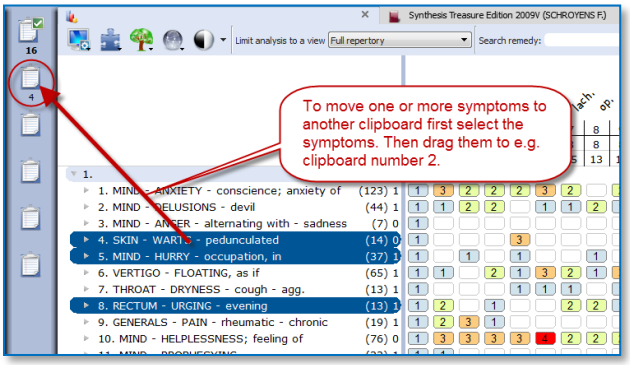
- In the screen several symptoms have been selected with **Ctrl+Click** (Win) or **Cmd+Click** (Mac)
- Then press on the **keyboard** one of the keys **1, 2, 3** or **4** to change the intensity for all selected rubrics.

  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.

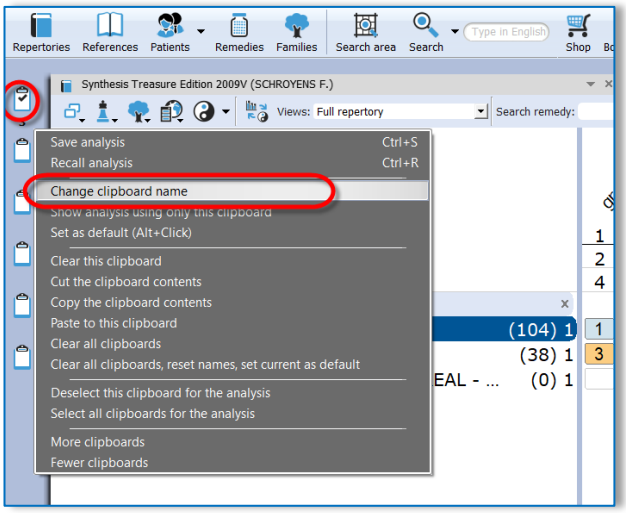
  First click on the symptom(s) to select them, then you can drag them to another clipboard on the left.



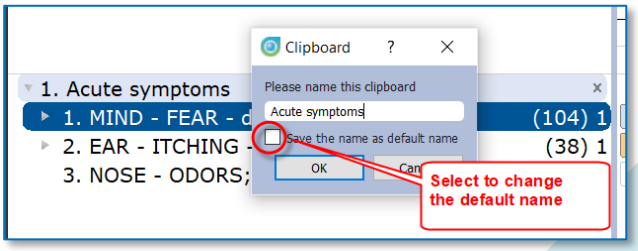
Changing clipboard names

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*.



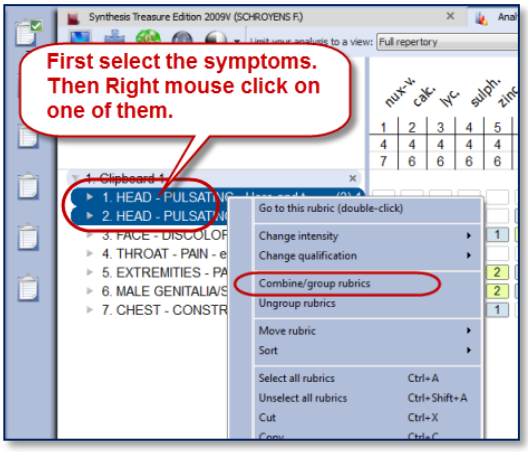
To use the name as the new default name select the checkbox *Save the name as default name.*



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.

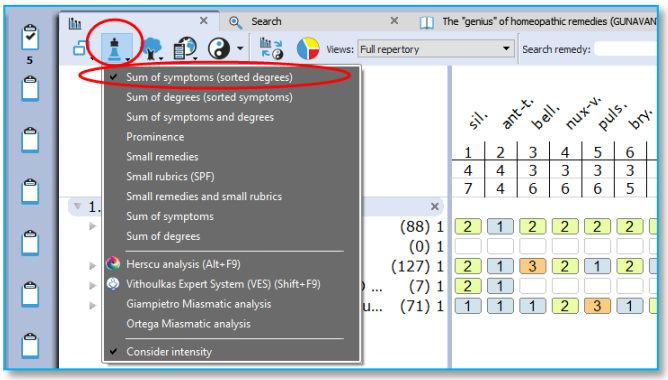
Use an Eliminative or Exclusive symptom

- 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

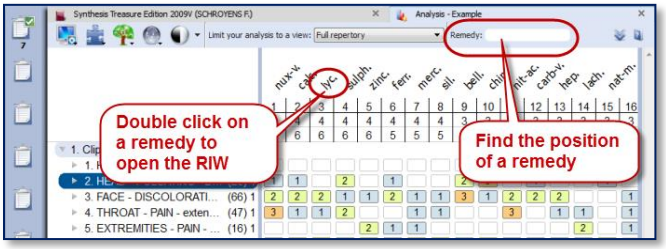
There are several methods of analyzing. Most often when you analyze by hand you use the method **"Sum of symptoms (sort degrees)"**.

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

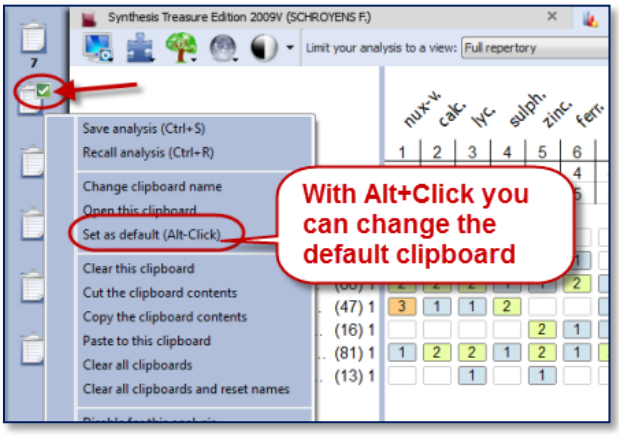
Double click on a remedy to open the remedy information window of that remedy.
You can read more in the chapter about the Remedy Information Window (RIW).



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

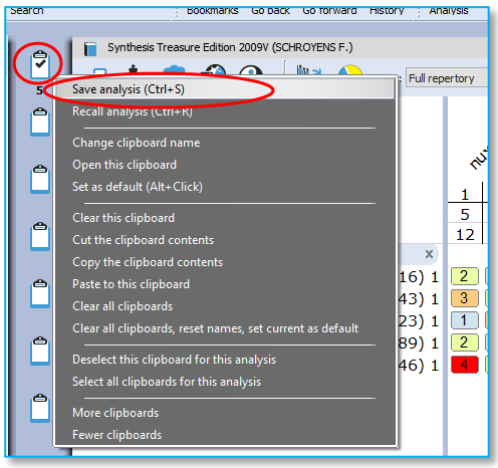


When you take symptoms via drag and drop you can decide into which clipboard they go. The only disadvantage is that the intensity will always be 1.

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 however 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:

- Separately (outside the patient file) (similar like in RadarClassic)
- Connected to a consultation in the Patient file

Save separately (outside of the patient file)

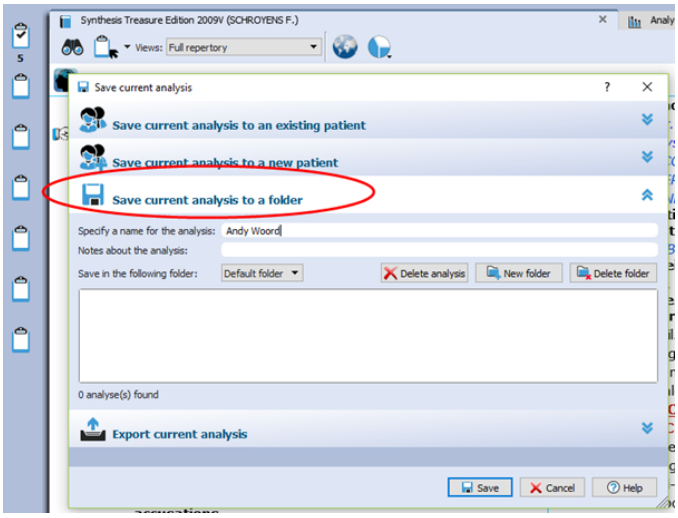
There are two main approaches: you can save the analysis **together with a patient** when you work with the patient file or you can save an analysis **separately** (this is called: **Save to a Folder**).

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.*

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)

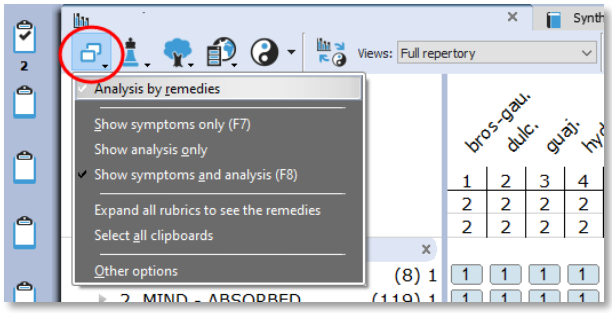
The Analysis (F8)

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.

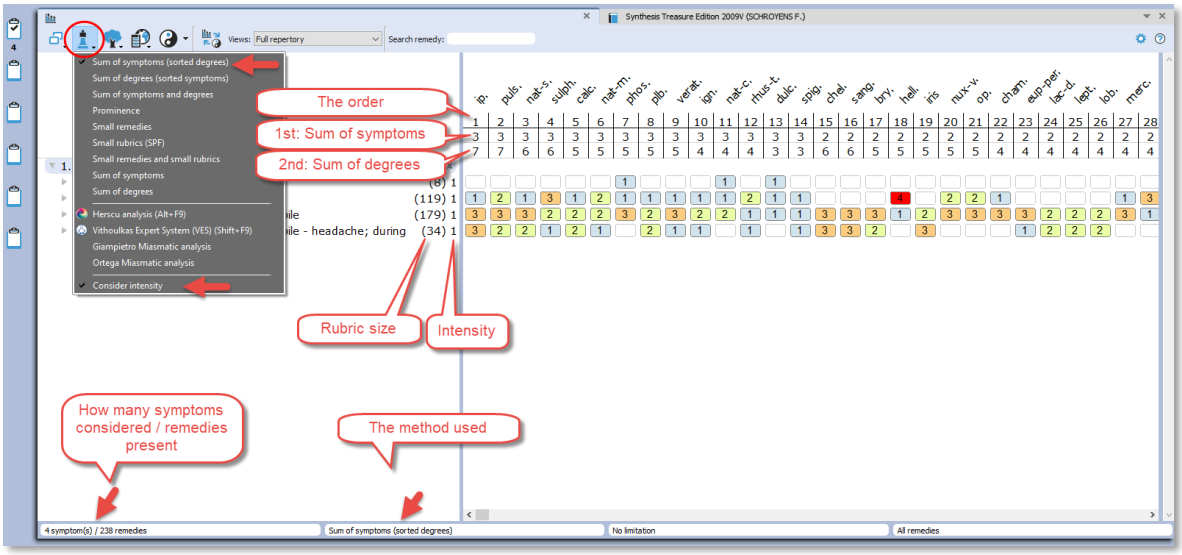


Analysis method / Intensity

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.
- In case some remedies have the same score, the number of degrees is taken into consideration next.
- If then still some remedies have the same score they are placed alphabetical.

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

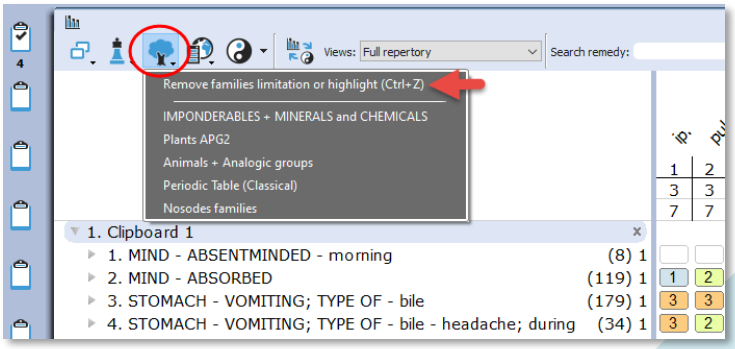


Family button

This button has currently still a limited number of features, which can be applied in other ways with much more possibilities.

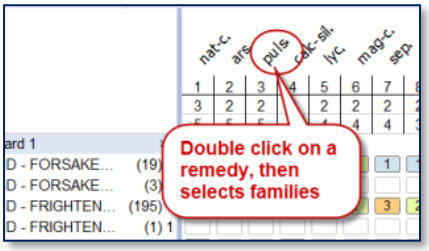
Note the hotkey Ctrl+Z (Windows), Cmd+Z (Mac) to remove any applied limitation of highlight.

See elsewhere for more explanation how to Limit or Highlight a certain family in the analysis.



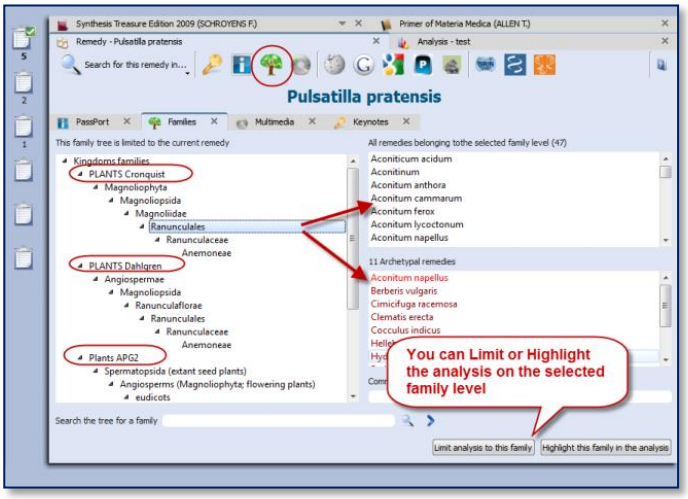
Family information: 'Limit To' or 'Highlight' a Family

You can show all family members of a certain remedy you see in your analysis in the following way: …



Step 1: Double click on a remedy to open the remedy information window.

Step 2: In the Remedy Information Window select the button **Families**.

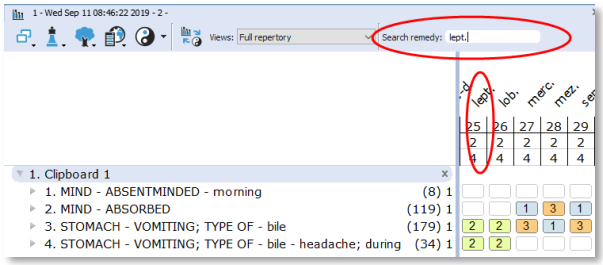


If the remedy is a Plant, you can see where that remedy is located in the three main classification systems.
The Cronquist is most often used for the classical approach to plant families. The APG2 classification system is the most modern based on DNA.

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.

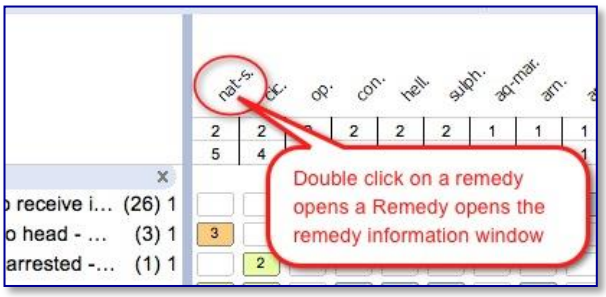
Find the position of a remedy

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.



Tip: Conduct quickly 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.

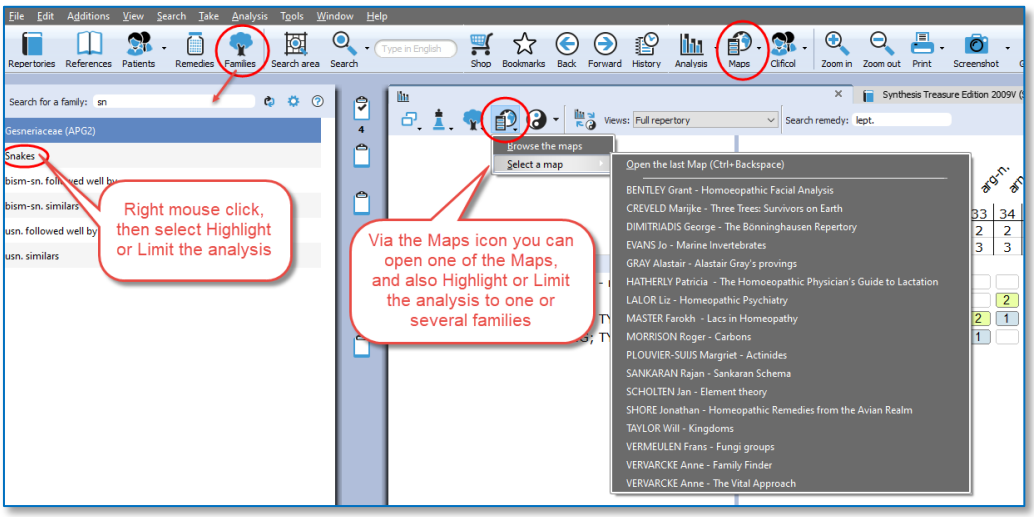


Step 2: From this RIW you can start a Search on this Remedy in the repertory or in the other search locations via the option **"Search for this remedy in…"**

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

Select a family via the “Maps icon” 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.



You can also click in the main toolbar on the List of Families (also called the table of contents 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.
For more information about Families also see the chapter: The Remedy Information Window RIW

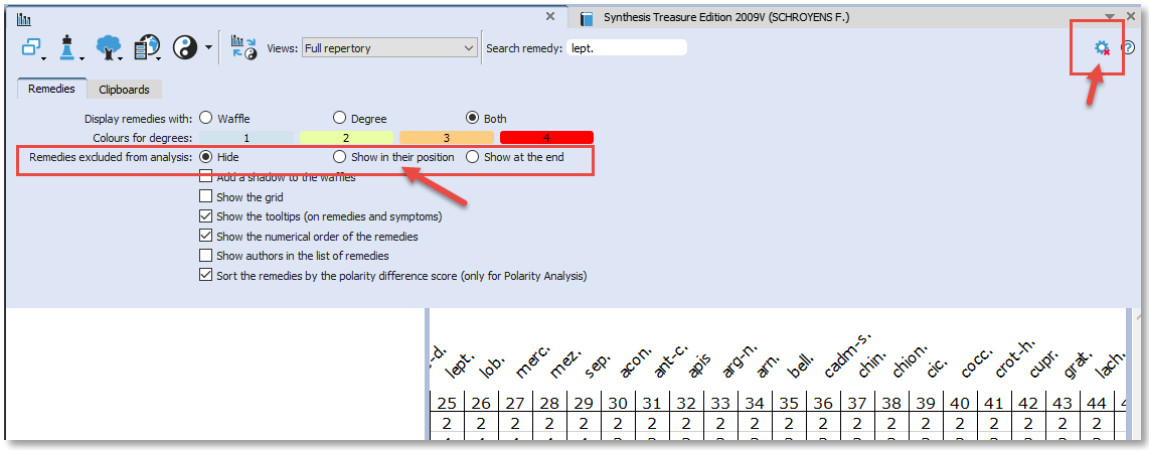
Repertory View

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, Hide, Limit to a family

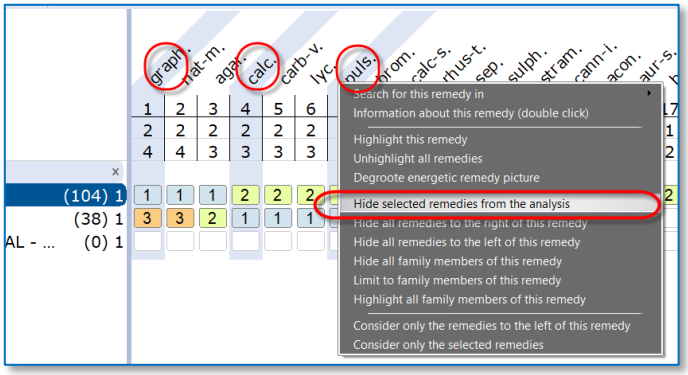
Hide one or more remedies

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 well, 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***.



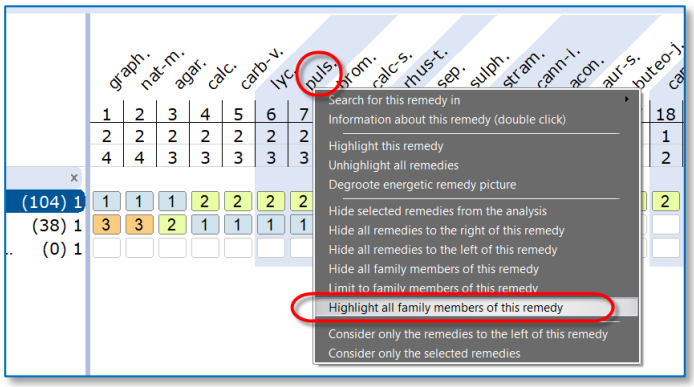
Hide all remedies to the left, Hide all remedies to the right

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:

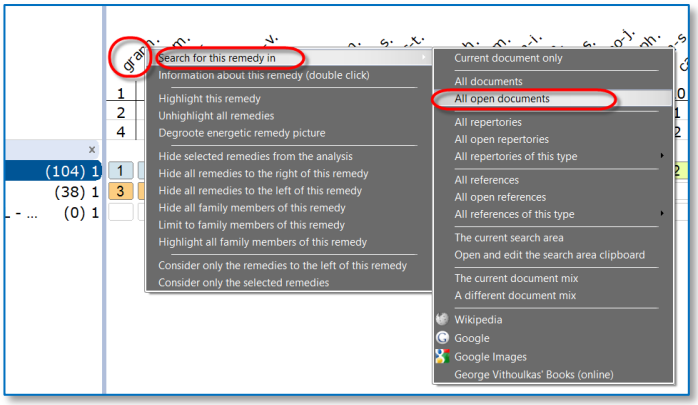
- *Highlight all family members of this remedy*
or
- *Limit to family members of this remedy*



Tip: Quickly find all reference titles 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*



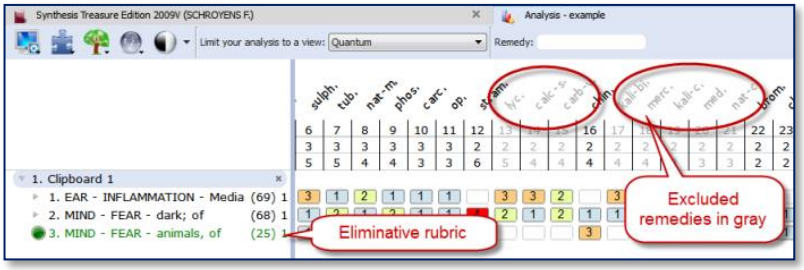
See "Creating a Startup Document mix" how you can define a Startup book selection.

Show remedies excluded from the analysis (eliminative, families)

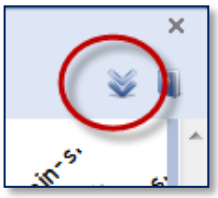
If you apply a limitation to the analysis, for example if you make a rubric eliminative or limit to a family, the remedies which are then excluded are then remove (hidden) from the analysis.

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

If you are in the analysis window, make sure there is not any symptom selected.
- On the keyboard press: (Windows) **Ctrl+C**, (Mac) **Cmd+C**.
- The open your Email or Text editor and press (Windows) **Ctrl+V**, or (Mac) **Cmd+V** and the analysis will be pasted.

Attention: If there are one or more symptoms selected in a clipboard, then only these selected symptoms will be copied.

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*

Repertory Additions

Add a remedy with a MM text to a symptom in Synthesis.

Note: It depends on the Engine (Gold or Diamond) you have, which type of additions you can make

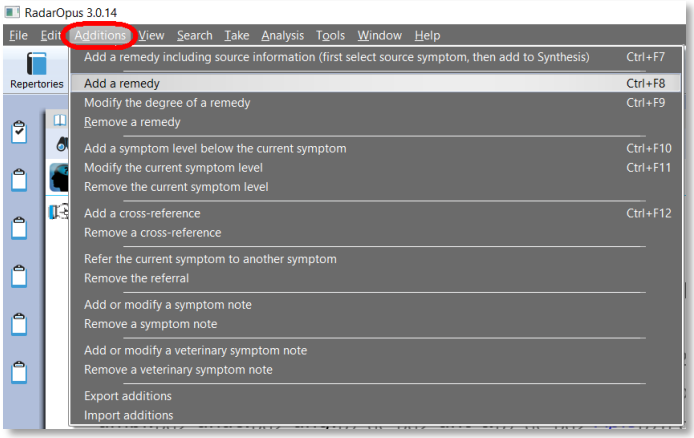
Video:

Via the time code for the video you can easily go to a certain topic:

Video topics (time code)

00.00.00: Add a remedy
00.02.10: Add a second author reference to a remedy
00.03.38: Add a remedy with a link to the original MM source
00.11.15: Add a new symptom
00.17.05: Add a cross-reference
00.18.05: Add a referring symptom (a Synonym)
00.20.58: Add a general symptom note, and a Veterinary note
00.21.35: Export / Import additions

From the menu bar Additions, you can make the following additions:



- Add a remedy + link to the original source (a materia medica text)
  Or you can Add a source link to an already existing remedy.

- Add a remedy
- Add a cross-reference
- Add a referring symptom (a synonym)

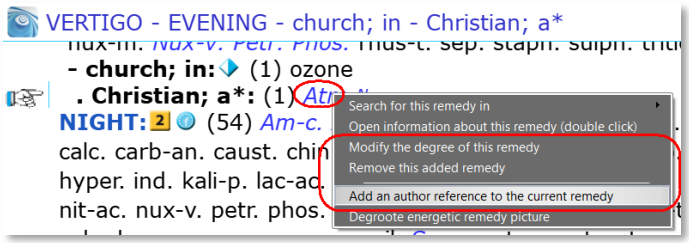
- Add a general symptom note
- Add a veterinary symptom note

- Export or Import repertory additions

Right mouse click on a remedy

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

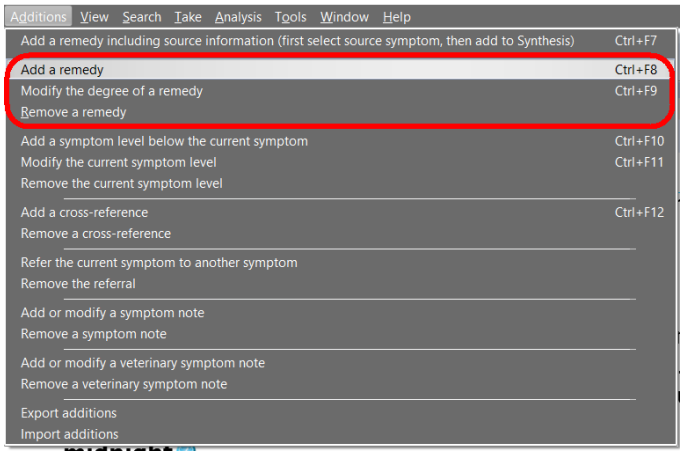
- Add an additional author reference to a remedy
- Change the degree of a remedy addition
- Delete a remedy addition



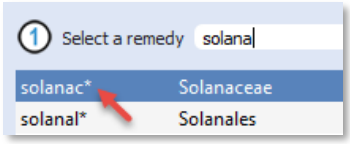
Add a remedy (or family)

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

- Add a remedy remedy (or *family**)
(with the degree, if it is a human or veterinary addition, and the source: only an author name, or the author + exact publication)

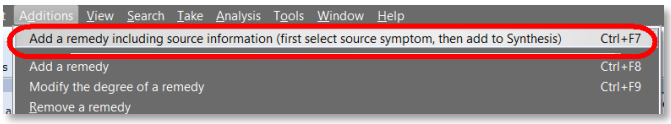


*To select a "***family***" select the correct family which is indicated with an asterisk.



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.

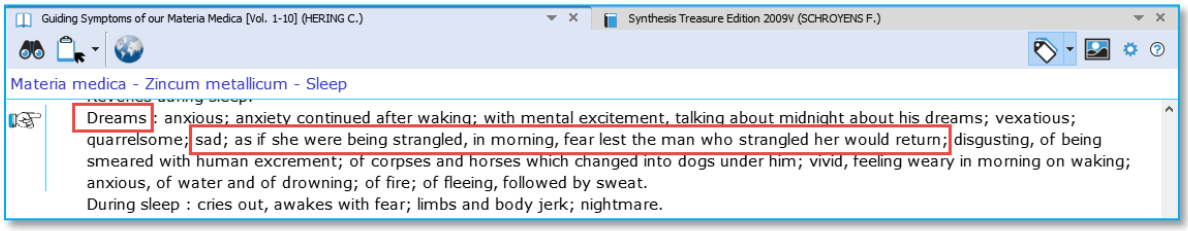


(* It must be a MM-text which is located in chapter with a description of a remedy, like is in all MM all documents)

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
When you are in a materia medica text, and the 'hand' is pointing to this symptom text:

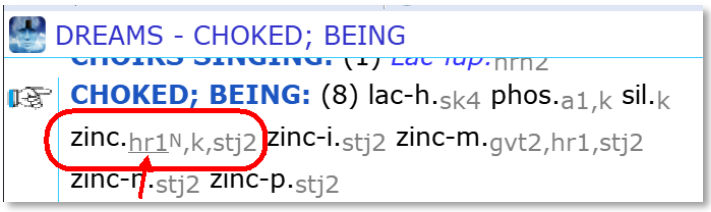


Then select from **Additions**, **Add a remedy including the source.**
(on Windows Ctrl+F7), (on Mac Cmd+F7)

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)

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

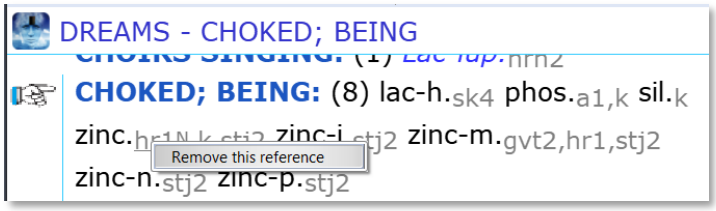
In the example the author-reference hr1 has an underlining, which indicates there is a link available to a materia medica.
The superscript **N** indicates it is new (personal) addition.



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

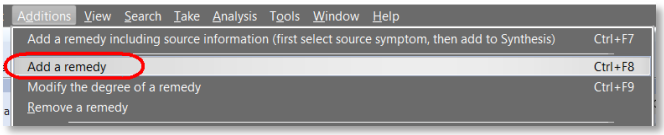
Remove a source link

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**.



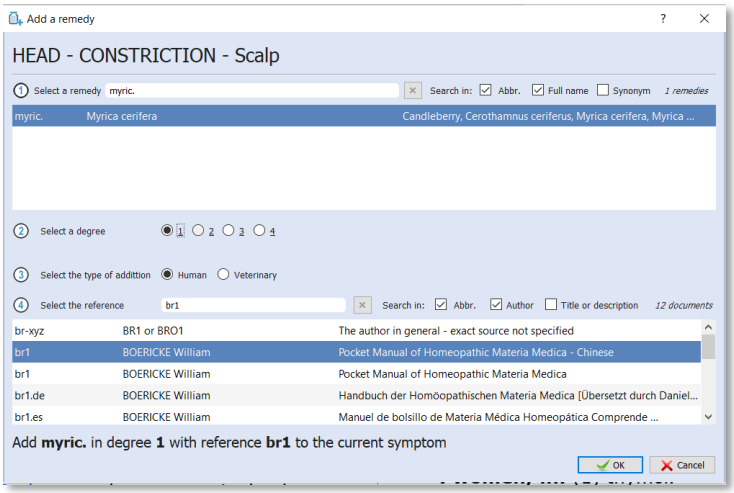
Then you need to select:

(1) The Remedy.

(2) The degree.

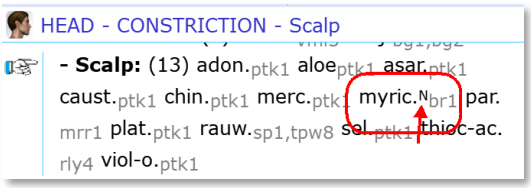
(3) If it is a Human or Veterinary addition.
If it is a Veterinary addition you need also to select the type of animal.

(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 is then indicated with a superscript **N**.

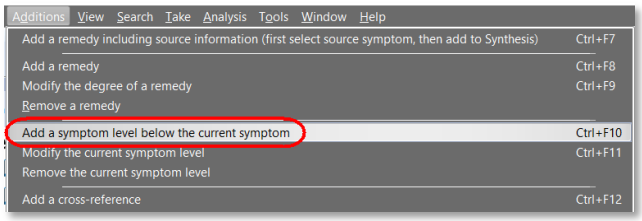


Remove or edit a remedy addition

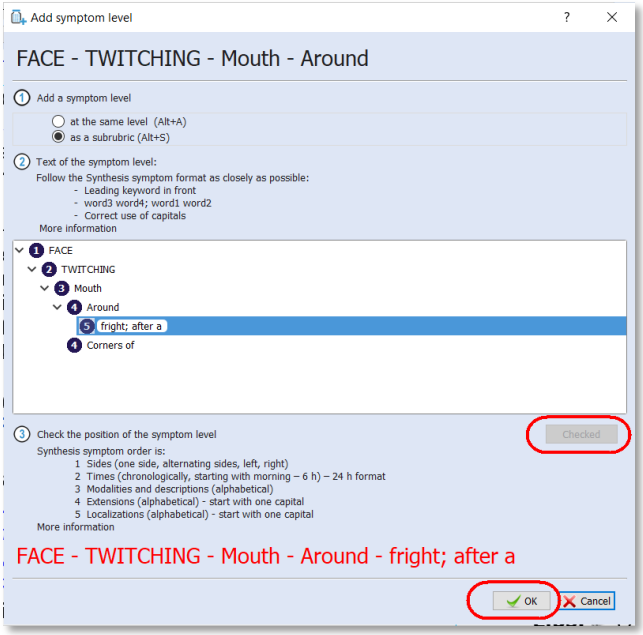
It will be clear how to use these functions.

Add a new symptom

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



You should go in the repertory to the exact position where you can to add below a new symptom **at the same level**, or as a **subrubric**.



After typing the new symptom text, make sure you check again if you follow the rules and you are sure the symptom is at the correct position: and click on 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, 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. Click on the link ***More information***.

CHAPTER

SIDES ALL UPPERCASE one side, alternating, right, left
TIMES ALL UPPERCASE morning, noon, afternoon, evening, night (midnight: before, after), morning

MAIN RUBRIC ALL UPPERCASE alphabetically

sides all lowercase

times all lowercase

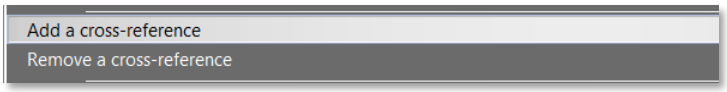
modalities (agg/amel) & descriptions of pain
all lowercase alphabetically
accompanied by (the concomitants are included in the modalities section)

extending to all lowercase alphabetically (the Locations 1st letter uppercase)

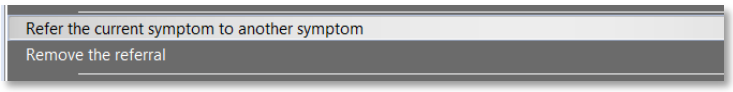
Locations anatomical First letter uppercase

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)



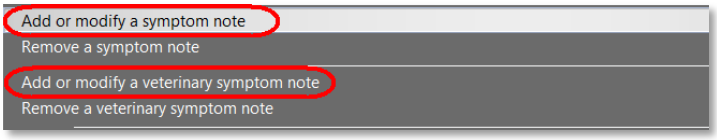
You can use "Add a referring symptom" if you want to insert a **Synonym** (which will not contain any remedies), but which will point to an exact similar rubric which does have remedies.

In this example you see that a these "symptoms" are **synonyms**, which are called in RadarOpus **Referring symptoms**.

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

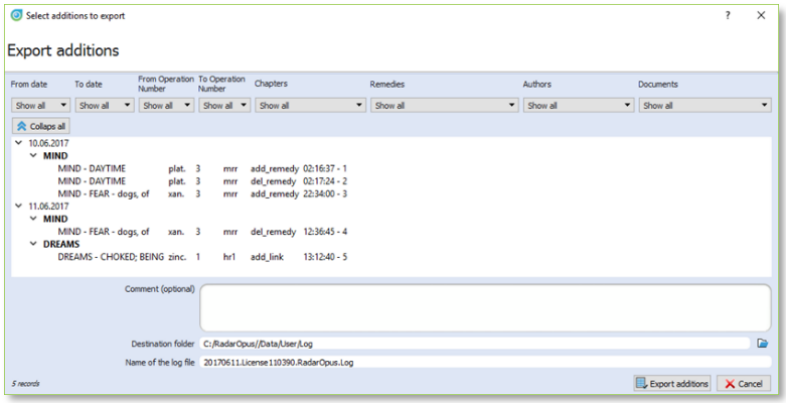
It is possible to export all, or only a certain set of additions. For example additions made of a certain remedy only.

Note: Your 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 **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

All the additions you make to the repertory are included in the general Backup of RadarOpus (see: Tools – Database management – Backup).

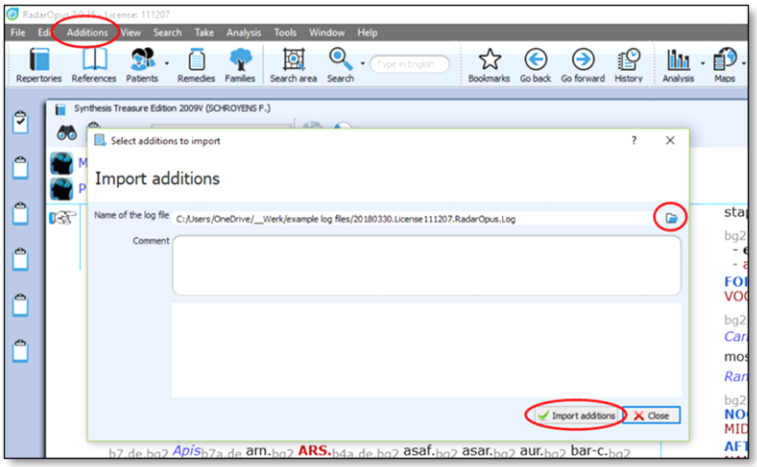
Import additions

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**: Or maybe someone sends you a **Log file.**
  Place the log file in a location which you can easily find back. (e.g. RadarOpus\Data\Users\Log)



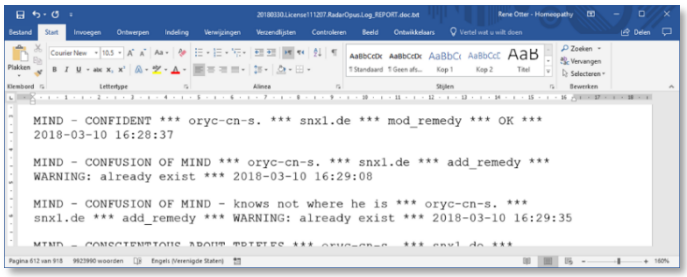
- Then select from the menu bar **Additions, Import additions**.
- Select the location where you placed the Log file.
- Start the import with **Import additions**

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 a **Log file**, you can find that 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. In this chapter you can make 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.

Content Updater

Freenote and Library (repertory and references) updates

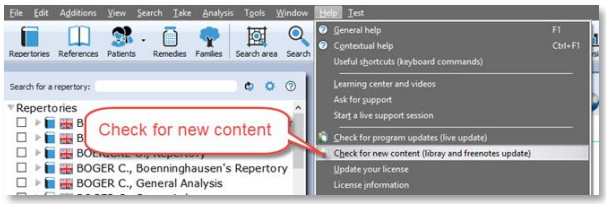
This is an automatic check if there is new content available.
These can be:

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

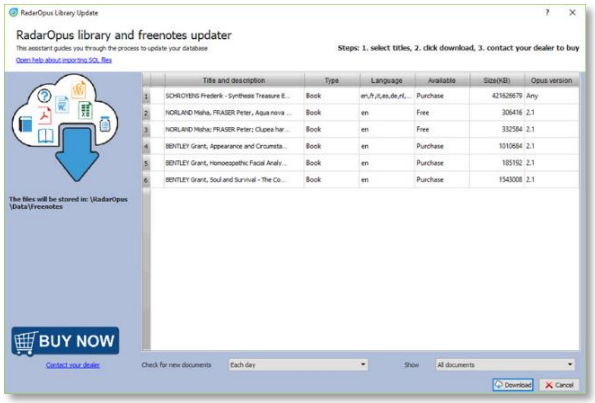
Video: Content updater

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.**



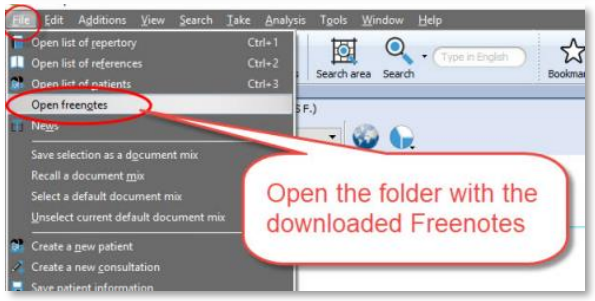
The updater windows gives overview of all available new files, and if they are Free or Payable documents, and in which language.



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.

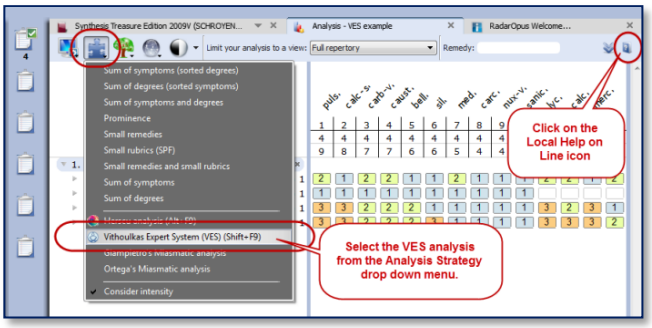
If you download Payable documents, you need to contact your local distributor to receive access to them.

Vithoulkas Expert System

The Vithoulkas Expert System (VES)

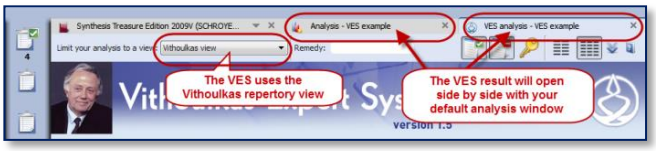
With version 1.34 the Vithoulkas Expert has become available in RadarOpus.
The VES is a unique way to help you to repertorise a case, it will compensate the 'pitfalls' (limitations) of the repertory and give you suggestions for case taking and remedy differentiation.

Click on the local **Help** icon to read the instructions on how to use the VES.



Start the VES analysis from the analysis strategy drop down menu or directly with the Hotkey (or from the main toolbar Analysis icon).

By default the VES uses the special Vithoulkas repertory view to obtain optimal results.



The VES window will open in a separate Tab, enabling you to switch between windows to compare results.
If you need to make changes to the intensity you need to do this in the default Analysis / Clipboards window.

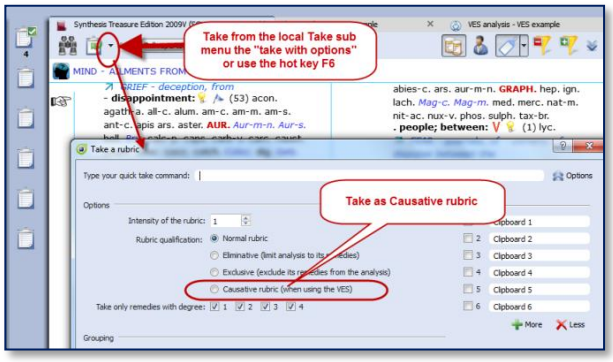
Guidelines on how to use the VES (read the help on line)

Contrary to the normal way of doing an analysis (repertorisation), where you should be very cautious as to which rubrics you should take into a clipboard, the VES has the following guidelines:

- The VES will require a minimum of **4 symptoms** to be taken.
- You can **take rubrics varying in size from small, medium to large**. Although you should try not to take too many very large rubrics (especially if you have only a limited number of symptoms in the clipboards), the VES will take the rubric size and its relative value into account.
- You need to apply symptom **underlining** (intensity/ strength). Use it to indicate the strength of the symptoms in the patient, not to indicate how important you find the symptom (or if you find it a SRP symptom).
- The VES does <u>not</u> use "**Eliminative**" symptoms (if you do use this, the VES will ignore it).
- The VES uses "**Causality**". You can apply this to one or more symptoms (*Coming soon*)
- *Be sure to read more in the local help on line!!*

About: Causality (Causative rubric)

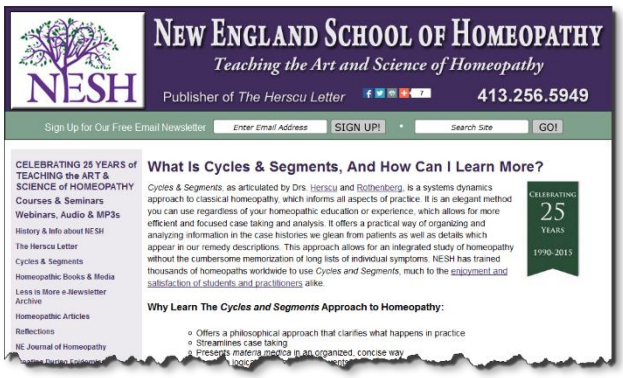
For the VES you should also indicate a symptom as Causative if this is appropriate.
To take a symptom as causative, you can use the sub menu of the local take icon, then select "Take with Options" (F6) to open the window with all the Take Options.
Then select: Causative rubric.



Using the **F6** key to open the Take Option window will work much faster.

This Causative option (currently) only has an effect in the VES and not in any of the other default analysis methods.

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*:

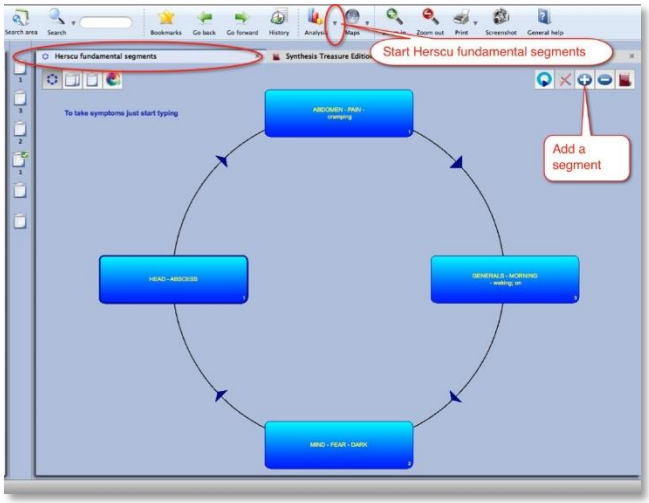
- A Case of Childhood Depression by Robert Kaladish, MD
- Difficult Cases – Frustrating Ordeals or Learning Experiences? by Frank Gruber MD
  Seizures and Romance Novels by Frank Gruber
- Difficulties In Repertorizing: Why We Need A New Perspective - by Paul Herscu

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 repertorise. 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.

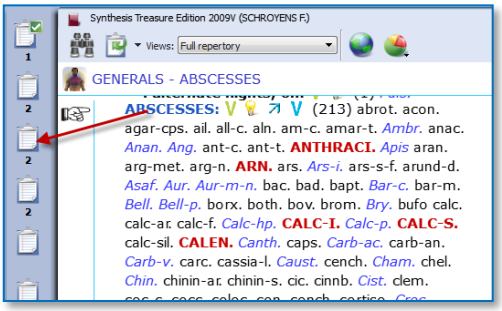
Start and taking symptoms

View the video to get started quickly:

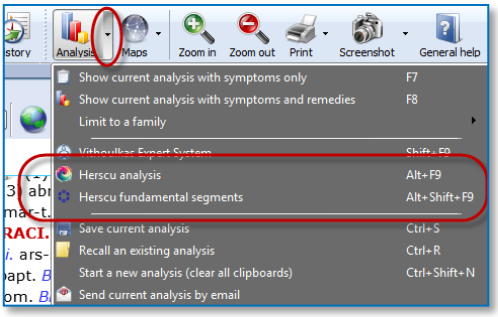
Video: Herscu module

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



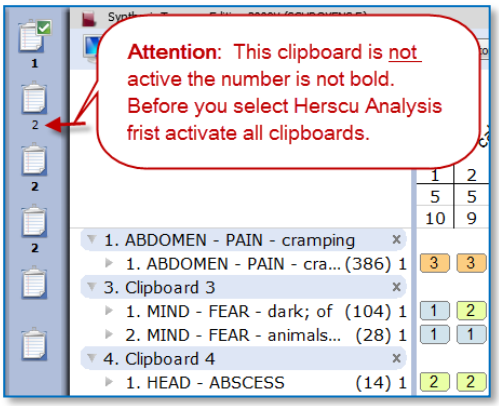
Then you can go directly to the **Herscu analysis** (Alt+F9), or open the **Fundament Segments** window first.



Attention: Pay attention to the fact that All symptom clipboards should be active and used before doing the Herscu Analysis.

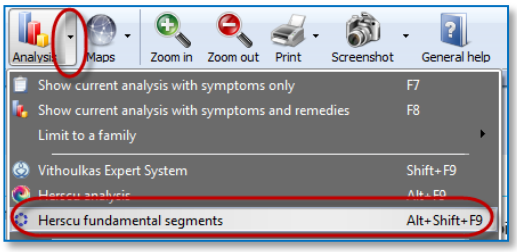
You can activate all clipboards with Ctrl+Click on the clipboards, but you can also click once on the normal analysis button.

If you then start the Herscu Analysis all clipboards will be included in the analysis (calculation)



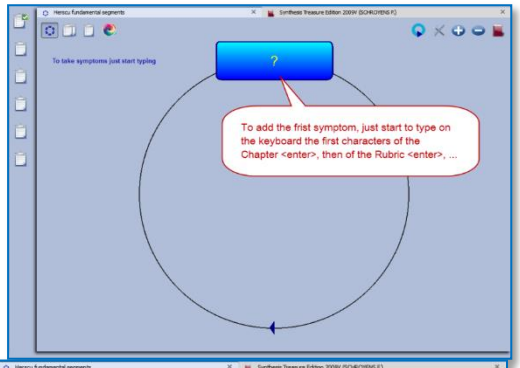
Taking symptoms from the Fundamental Segments Circle

You can also start with empty clipboards and open Fundamental Segments window.



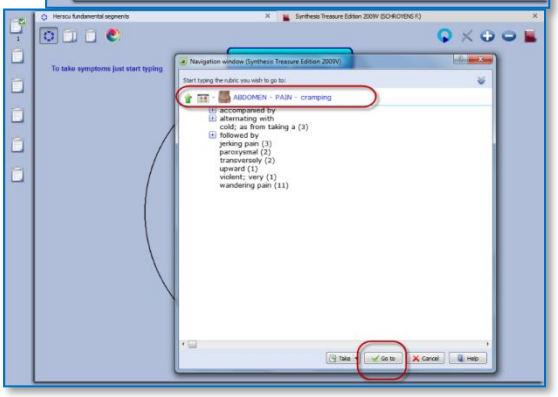
The Fundamental Segments window will open with the first segment.

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>

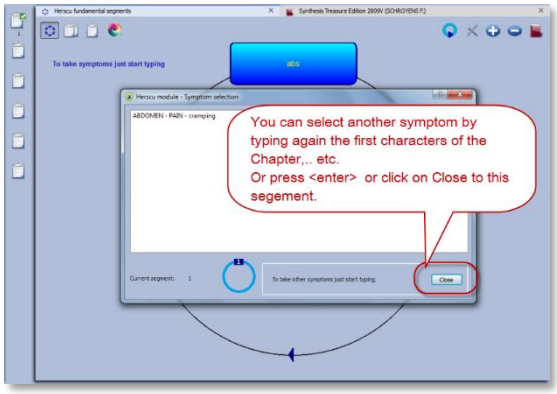


Take this symptom with a last time pressing <enter>.

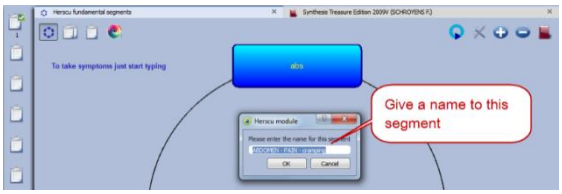
In the Herscu module when pressing <enter> you select the button Go To. This button Go to will immediately take the symptom into the active segment.



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.

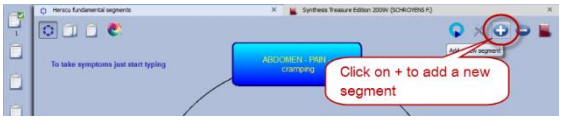


Then you will be asked to **give a name** to this segment.
By default the text of the first symptom in this clipboard will be used.

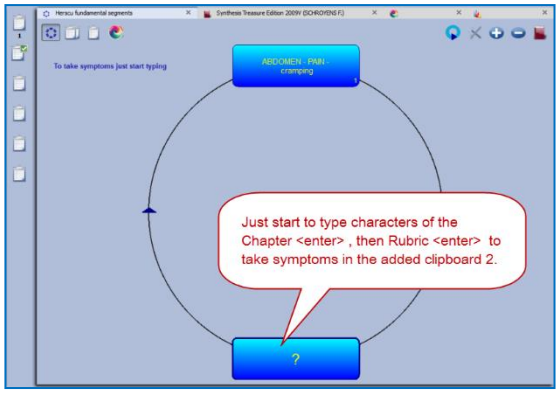


Add a new segment

To add a new segment, click on the **+** icon.

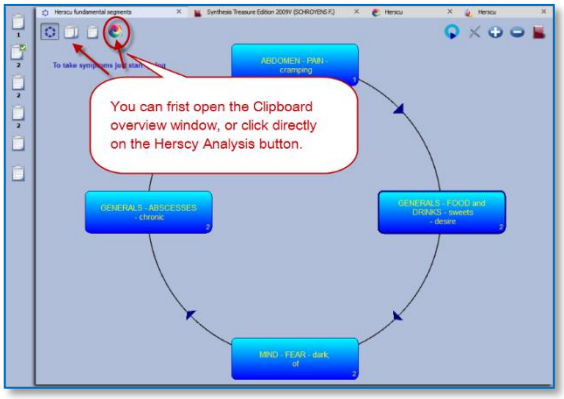


You can then start to add symptoms into the newly added clipboard like you did before with the first clipboard.



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.

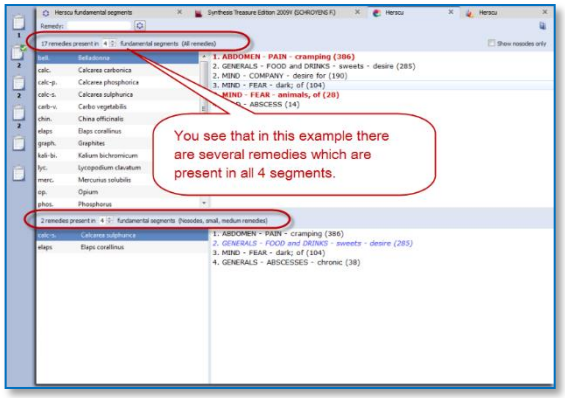
Herscu Analysis window

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.

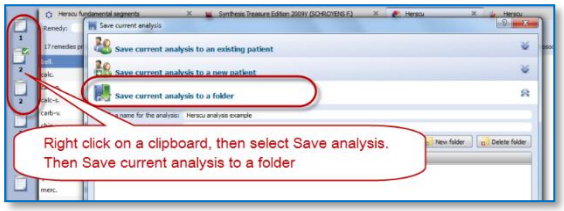
If there is no remedy present in all segments, then those remedies are shown which are present in the highest number of segments.

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

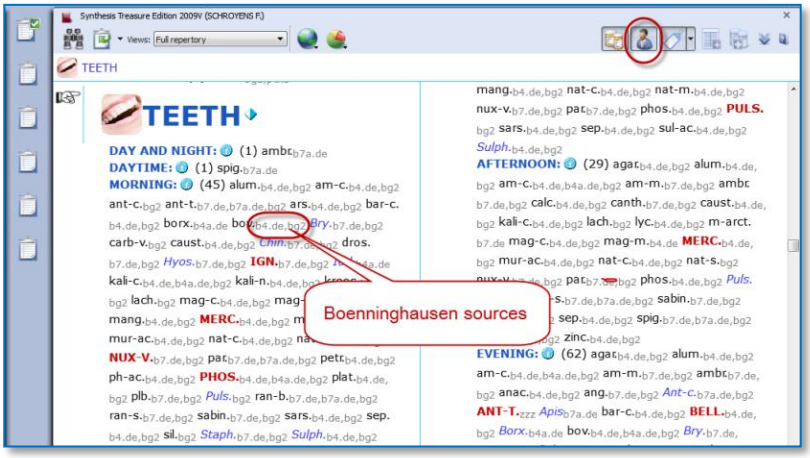
The Boenninghausen "Pocket Book" repertory was constructed very different compared to his previous repertory called the "Systematisch-Alphabetisches Repertorium".

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.

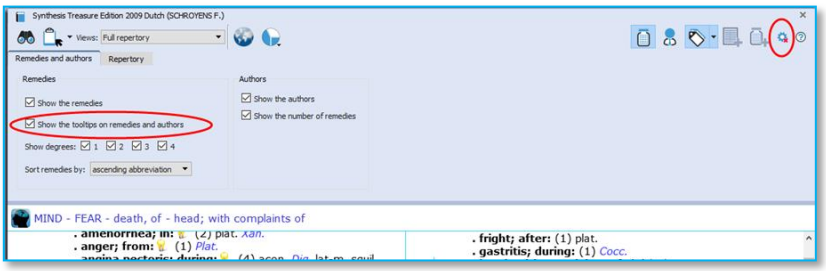


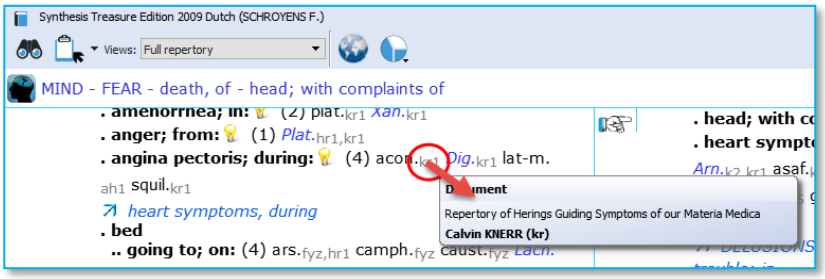
Example of a few generalized Boenninghausen rubrics:

The chapter **Teeth**, starts with a few rubrics from Boenninghausen

After you turn On the 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 a schema 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)

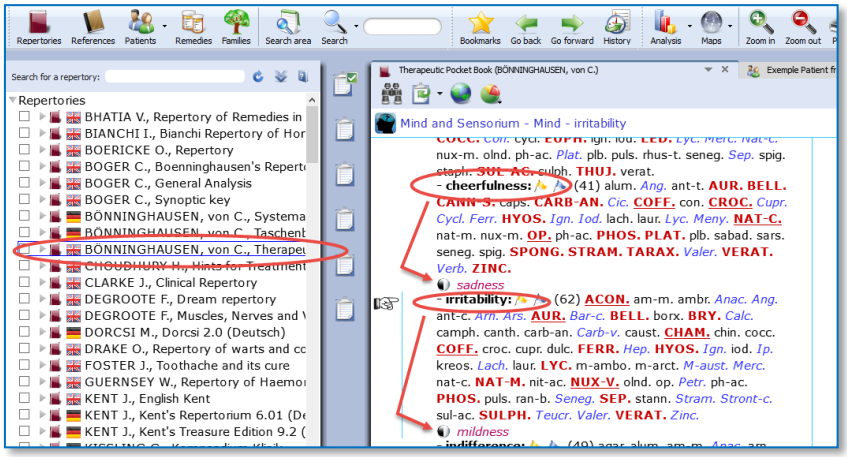
RadarOpus comes with an up to date and reliable re-translated and corrected version of the Allen's **Therapeutic Pocket Book**, edited by **Peter Vint** and other well knows German homeopaths.

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.



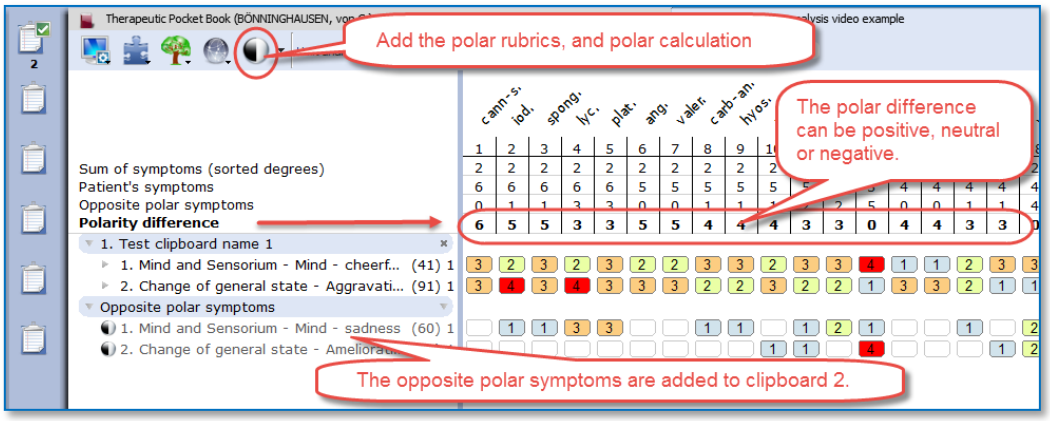
Polar difference calculation

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.



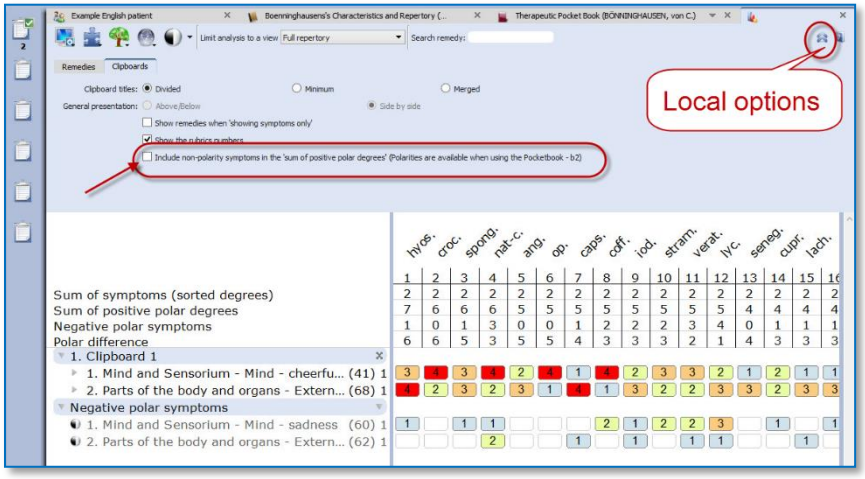
Only rubrics with polar rubrics are calculated: On/Off

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: Select in Synthesis: Full repertory view

If your RadarOpus license also includes a Synthesis repertory, you should make sure the **Repertory view in Synthesis** is set to use the **Full Repertory view**.

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

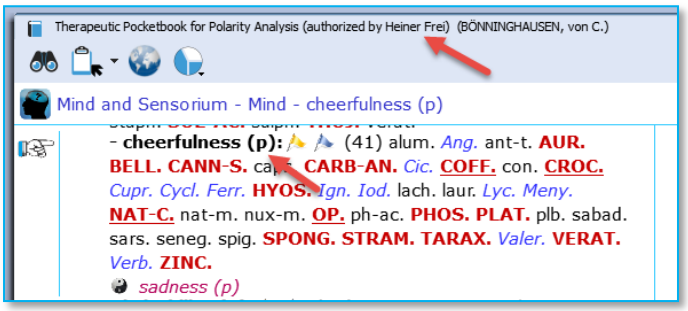
This analysis method "Frei **Polarity Analysis"**, has been created in collaboration with Heiner Frei from Switzerland. It is different from the "Polar symptom analysis" done with the Allen's version of the Pocketbook. The Frei Polarity Analysis comes with a special edition of the Boenninghausen Pocketbook repertory (b2f). This version, based on the 1846 edition but contains many changes to the symptoms, remedies, degrees and polarities as instructed by Heiner Frei.

Video: Heiner Frei Polarity analysis

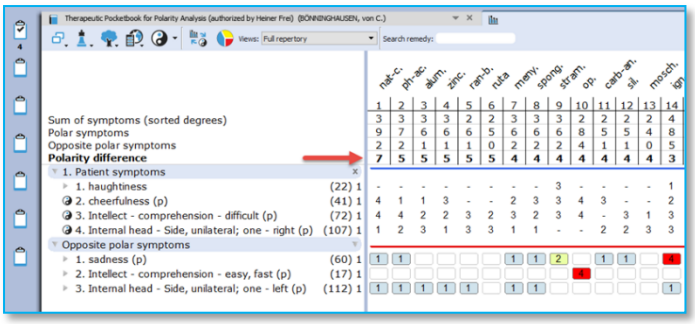
A summary of the unique features of the Heiner Frei Polar Analysis:

- The Pocketbook repertory (**bf2**) has unique corrections and additions from Heiner Frei.

- The specific Heiner Frei **Polar symptoms** are indicated with a (p).

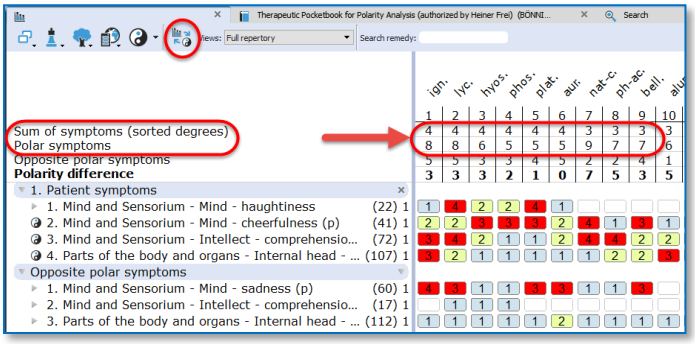


- When opening a clipboard (or a click on the **Analysis** button, or F8) the opposite polar symptoms are added automatically to the second clipboard (only if one or more symptom are taken which have an opposite Polar symptom).
  There is a different graphical display of the analysis (blue and red line), and the **contra indications** are more clearly shown in red color.



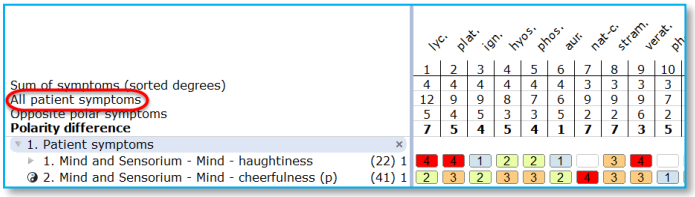
- By default the analysis is sorted on the **Polarity difference** score.

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.**



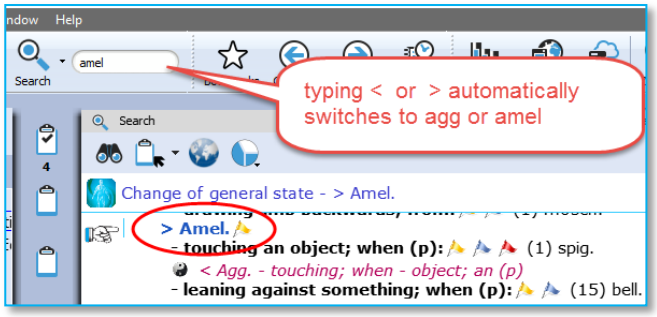
- With the normal analysis, the remedies are sorted according to the score in the line: Sum of symptoms.
- With the polar analysis, the remedies are sorted according to the score in the line: Polar difference

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**.



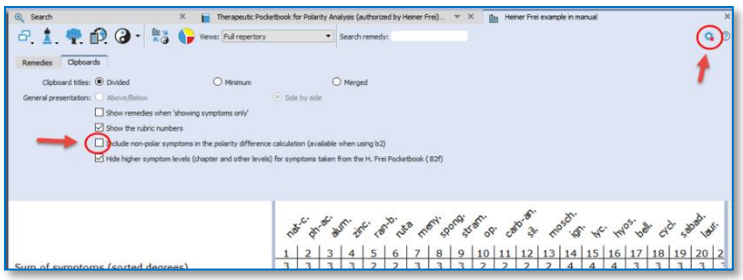
- Using **Word search** in the Pocketbook works often much faster compared to using the **Find** (navigation window).
  You can use the Quick search box, the Simple search (? or F4), or the Advanced search (F5).

  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).

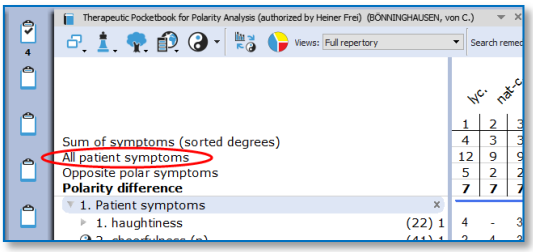
- By default, the symptoms that do not have an opposite polar symptom, are not used in the polar analysis score. Only the sum of degrees of the polar symptoms, minus the sum of degrees of the opposite is used in the **Polarity difference calculation**

The option to include non-polar symptoms in the polar difference calculation can be changed in the local options of the Analysis window.

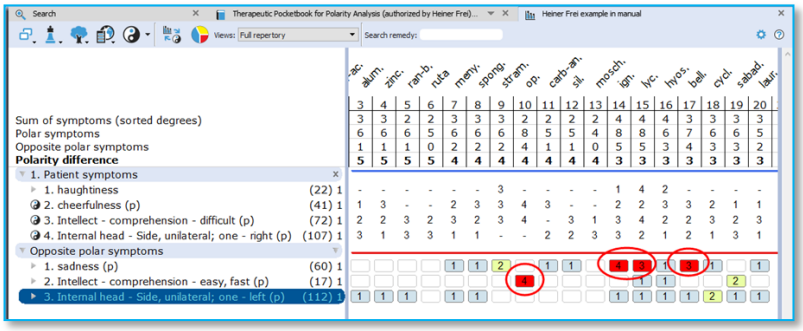


If you select to include also the non-polar symptoms for the Polar difference calculation it is indicated by a different message: **All patient symptoms**

Normally the message is **Polar symptoms**, if only the polar symptoms are used for the calculation.



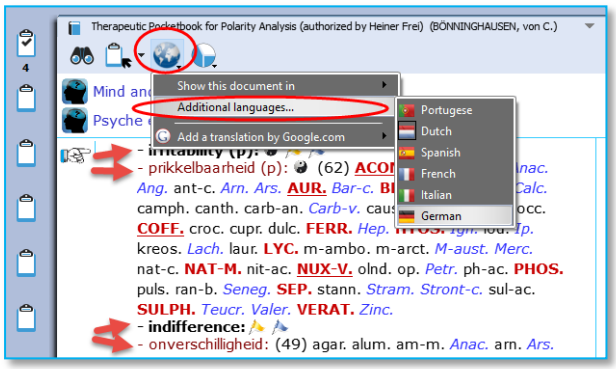
- The analysis window shows in the opposite polar symptoms clipboard more clearly the 3rd and 4th degree contraindications in red color.



- 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: Select in Synthesis: Full repertory view

If your RadarOpus license also includes a Synthesis repertory, you should make sure the **Repertory view in Synthesis** is set to use the **Full Repertory view**.

Dimitriadis - Boenninghausen

The Boenninghausen Repertory

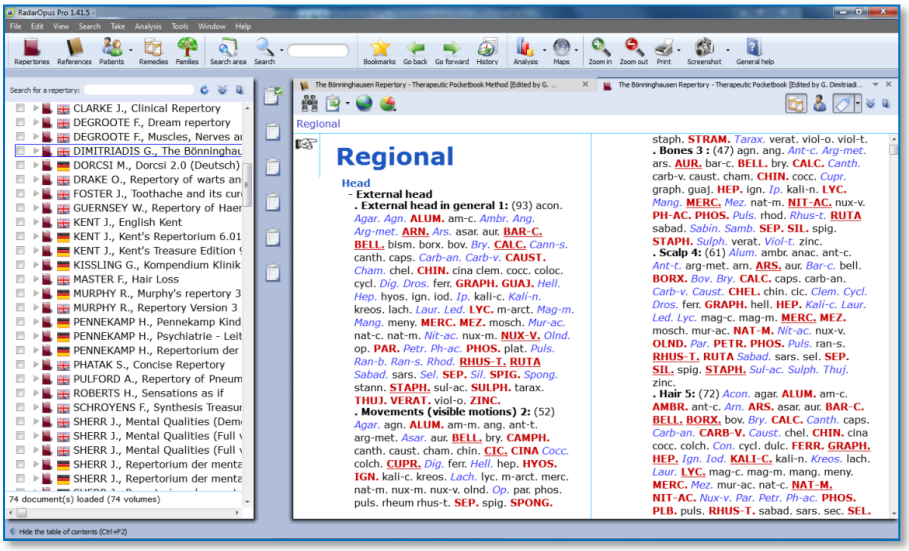
Therapeutic Pocketbook Method (Second Edition)

George Dimitriadis, Editor

The most accurate English re-translation of Bönninghausen's Therapeutisches Taschenbuch, carefully corrected with reference to his original manuscript.

Available in RadarOpus

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.)



Besides the Boenninghausen Repertory in the RadarOpus repertory section, in the section of References, you can also find a document with an extensive description of the development of this unique edition, all footnotes and all rubric explanations[1]. There is also 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 consider purchasing this repertory, but you like to read first more about it, you can 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.

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.

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)

Video: Family Classification - introduction

See this introduction video about Families:

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).

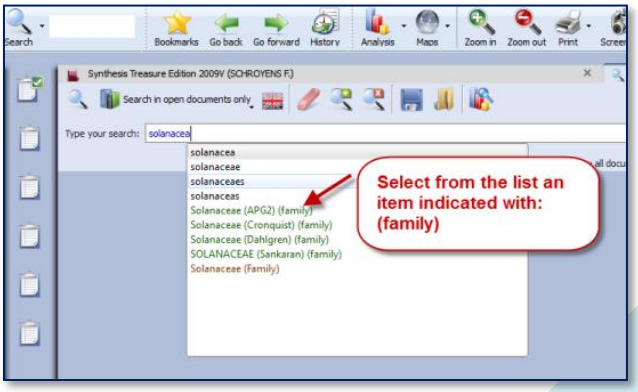
- ? Opens the **Simple** search window
- F4 Opens the **Simple** search window
- F5 Opens the **Advanced** (guided) search window

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.



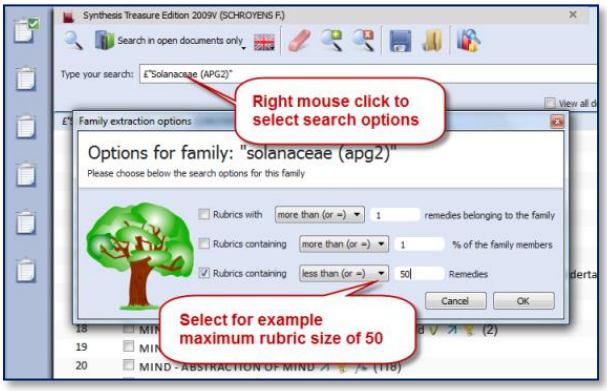
Note that you select the correct location (document) to search in: **Search in the current document** will search in the Synthesis only.

Family search options (maximum rubric size etc.)

You can also specify the following extra 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 extra search option.



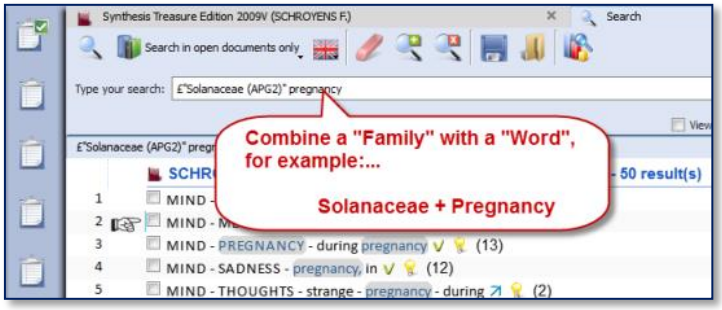
Search for a "Family" and a "Word"

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).

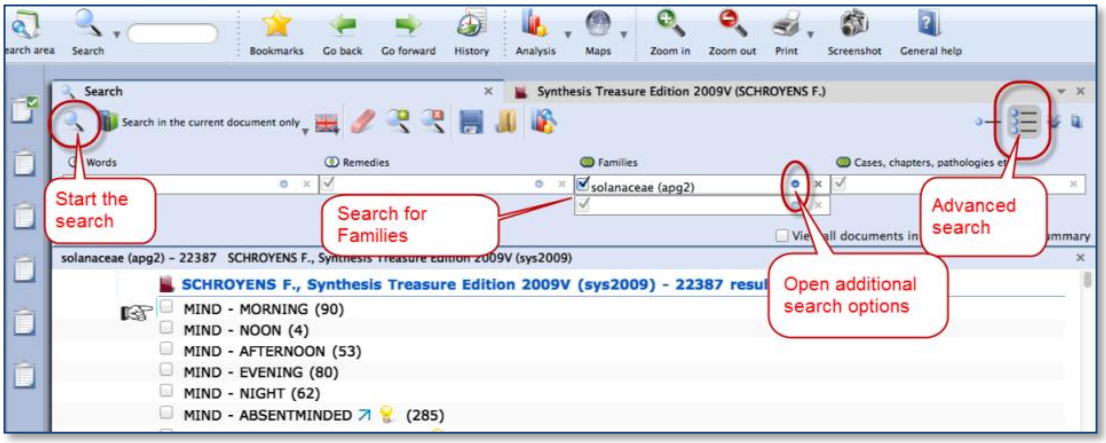


- You can also select Search options with a Right mouse click on the family name in the search box. For example, limit the search to rubrics not larger than 50 remedies.
- Or you can limit the search to a specific search area. You can drag and drop a chapter or a main rubric to the search area box. Then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



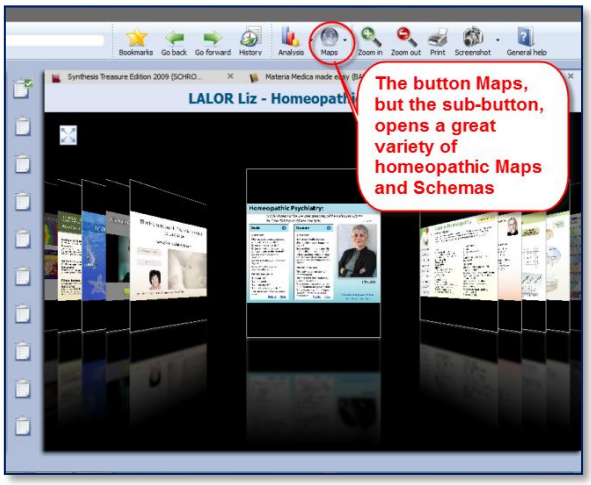
See also the chapter Advanced search for more explanation and a tutorial video.

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

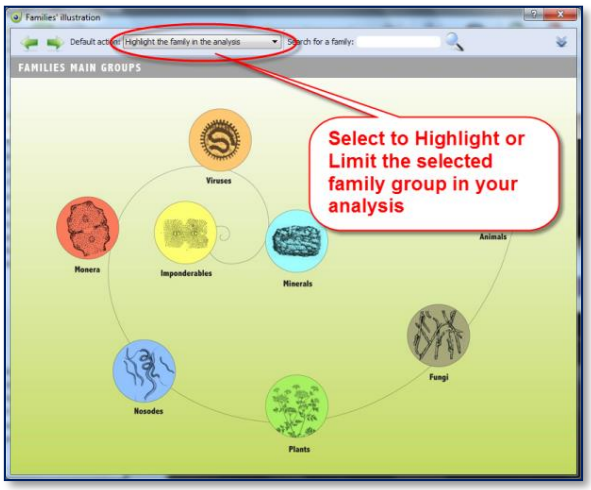
Maps and families are very related topics. Most of the Maps have to do with 'Groups' of remedies.

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.

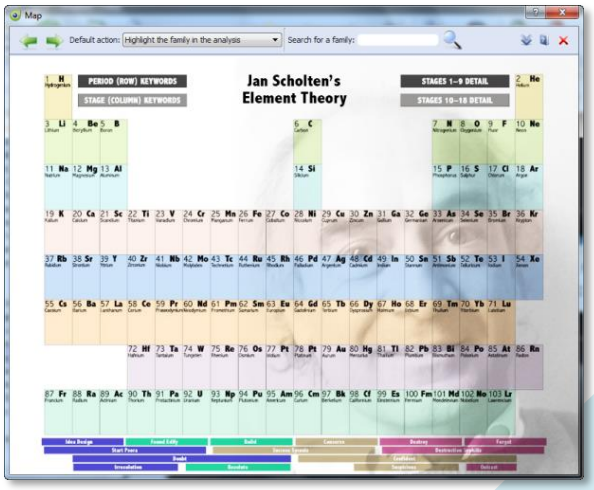
Jan Scholten: Highlight or Limit to a Stage or Series

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).

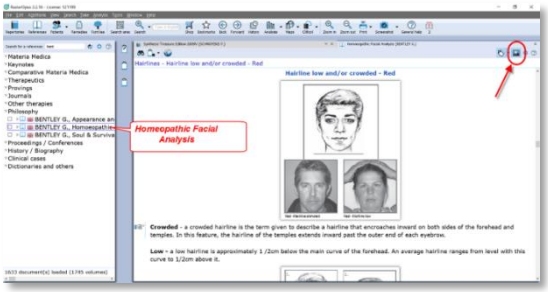


Facial analysis - Grant Bentley

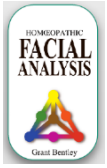
Introduction to Homeopathic Facial Analysis (HFA)

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

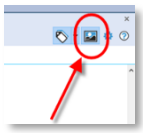
Video: Bentley Facial Analysis



Facial Analysis



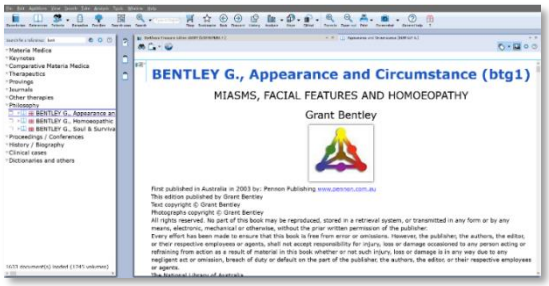
In the late 1990?s, Grant began a research project on facial structure and miasms. This project became a new homeopathic methodology known as Homeopathic Facial Analysis (HFA). Since its development, HFA has been taught to both undergraduate and postgraduate students all around the world. To date, practitioners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

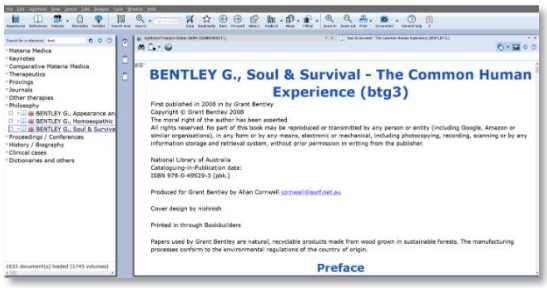
Appearance and Circumstance

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.



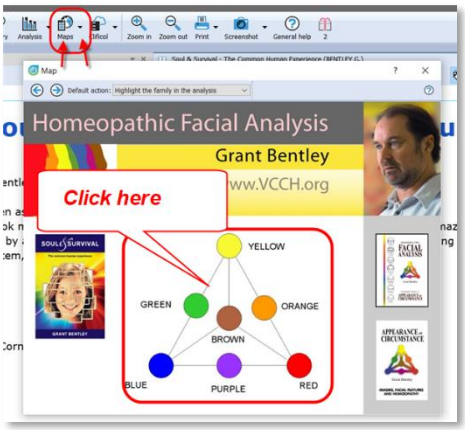
Soul & Survival

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.

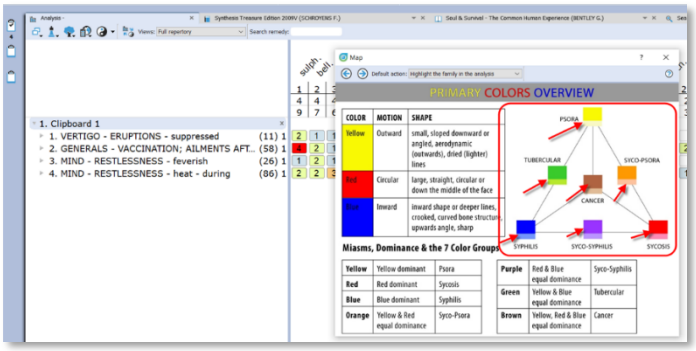


Maps & Limit/Highlight the analysis

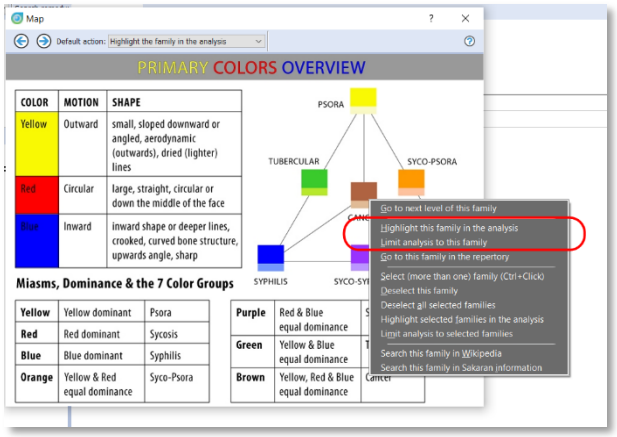
Open the *Facial Analysis Map* via the Maps icon in the main toolbar.
Click on the trangle with colors to open the next map with the *Primary Colors Overview*.



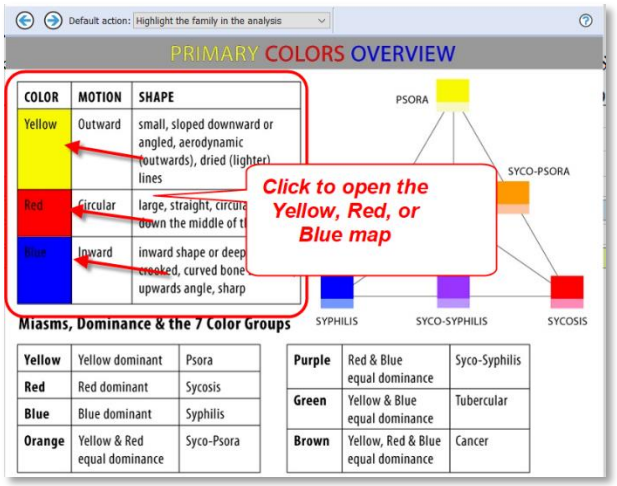
In this next map called "*Primary Colors Overview*" the pyramid part allows you to click on the individual Miasms (colors).



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*.

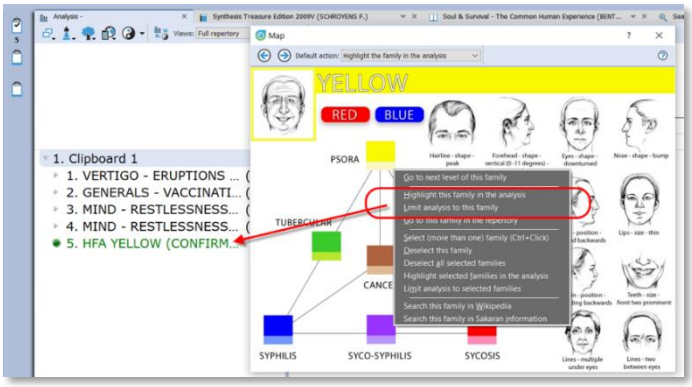


You can also click on the **Yellow**, **Red** or **Blue** boxes to open these specific maps.



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

by Anne Vervarcke

How to use the Family finder

RadarOpus version 2.2.16 comes with an updated Family Finder database also. It offers now thematic information about 142 families and 484 remedies.

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

Video: Luke Norland explaining the FF (part1)

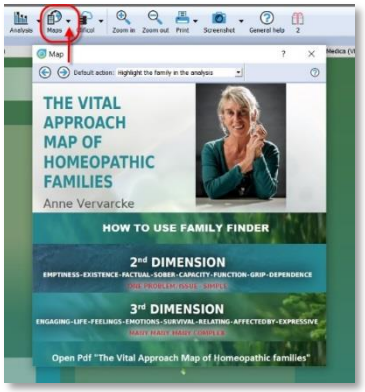
Video: Luke Norland explaining the FF (part2)

Video: Luke interview with Anne Vervarcke

Map - 2D and 3D Dimension

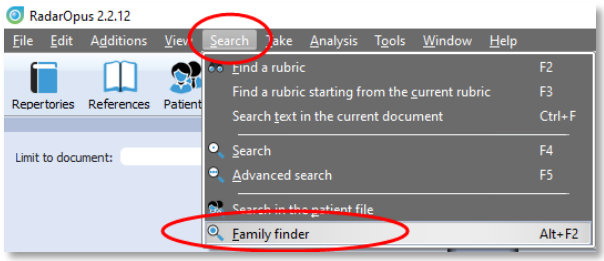
Via the toolbar you can open the MAP of Anne Vervarcke about the Family Finder. It will explain about the 2nd and 3rd dimension.

A click on either the 2nd or 3rd dimension will open the Family Finder window.



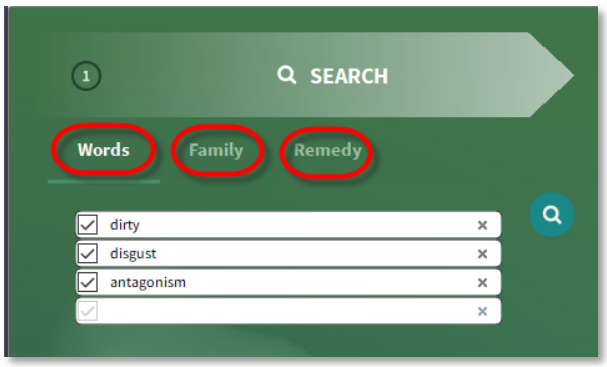
You can also start the Family finder via the menu **Search**, click on the **Family finder** to start it.

The Family Finder module helps you to quickly understand and differentiate families and remedies which run through the case.



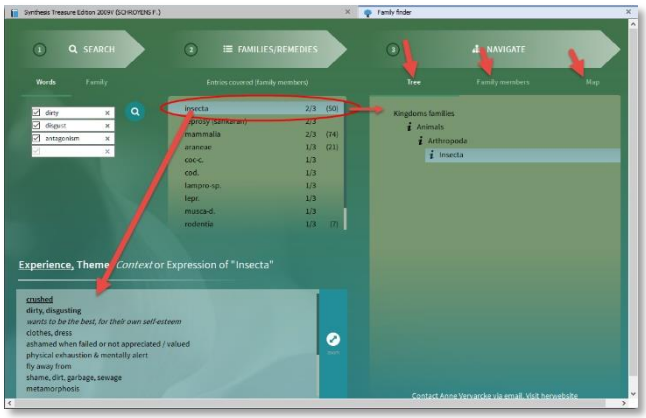
The family finder lets you search on:

- words,
- a family,
- a remedy.



(1) Search for Words

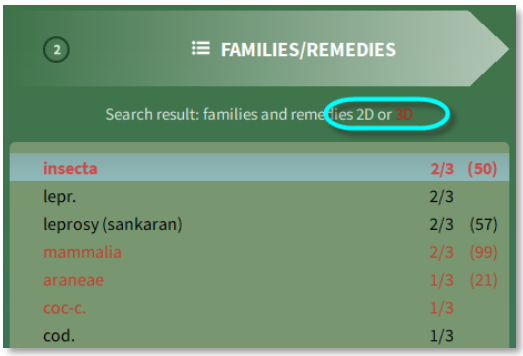
You should select keywords which define important elements of the patient. These words can be: ***themes***, ***style or way of presentation***, ***symptoms*** or ***other observations***.



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.

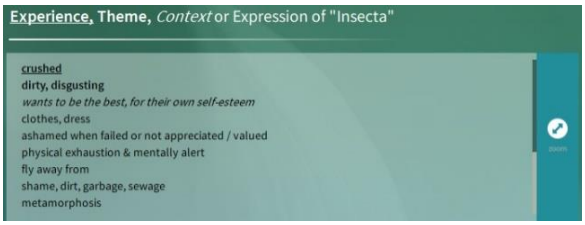


- The score e.g. **2/3** indicated that 2 out of 3 search words have been found for that remedy or family.
- The numbers behind the families, e.g. **(74)**, indicated how many remedies are in this family.
- The result is indicated in black (2D), and red (3D)

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:
- **Experience**: 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**"

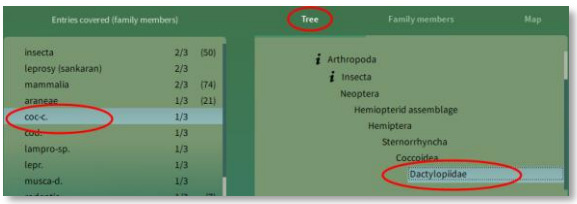
Or if you type one word in each field:
Field 1: **"love"**
Field 2: **"work"**

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!

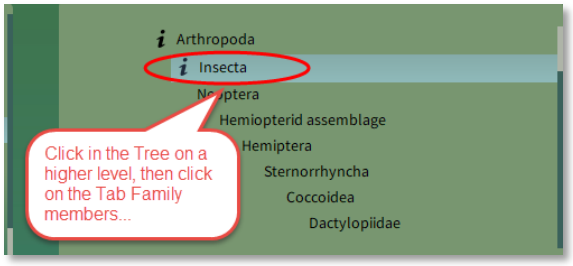
The Navigation section: Tree, Family members, Map

The Tree

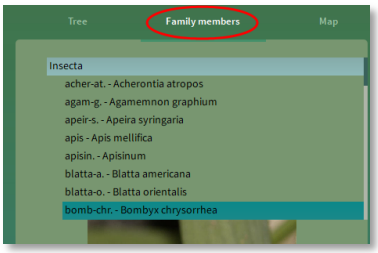
When you click in the search result on one of the found remedies or families, to the right in the **Tab** - **TREE** it will show its position in the family hierarchy.



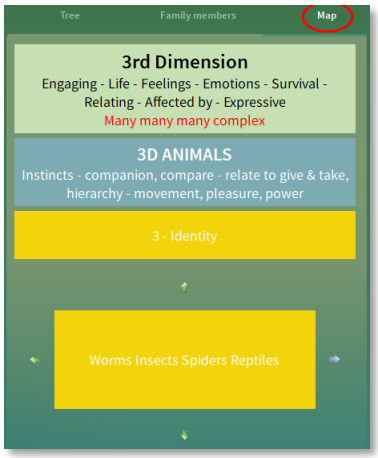
If you click in the Tree on a higher location in the hierarchy, e.g. **insecta**
....



... and then click on the **Tab** - **FAMILY MEMBERS**, you will see a list of all other remedies of that family-level.



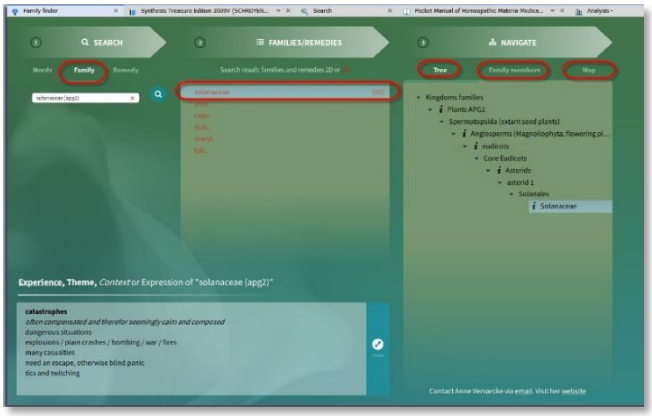
The **Tab** – **MAP** shows the position of that family or remedy in the Families MAP.



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.

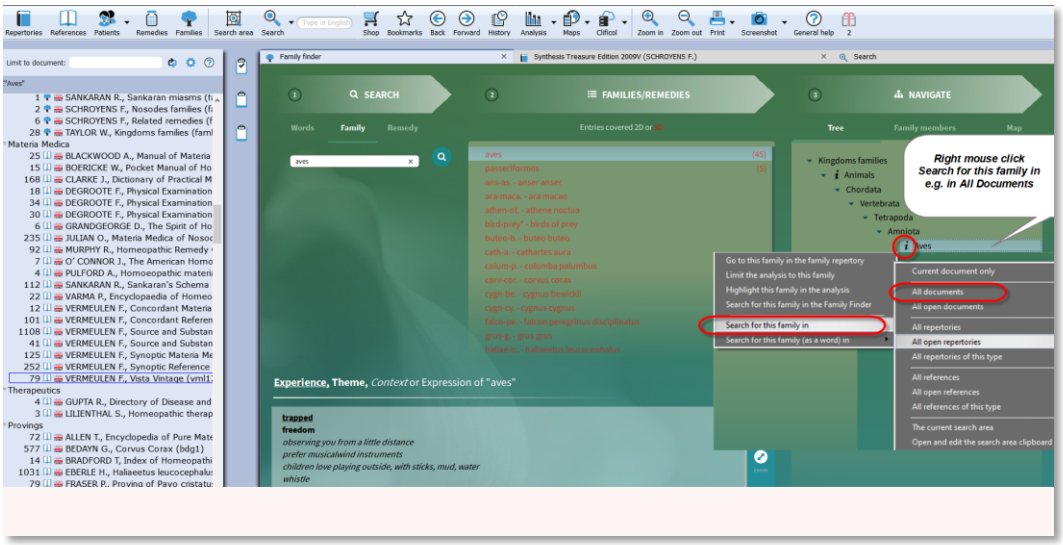
Save and recall a query

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:

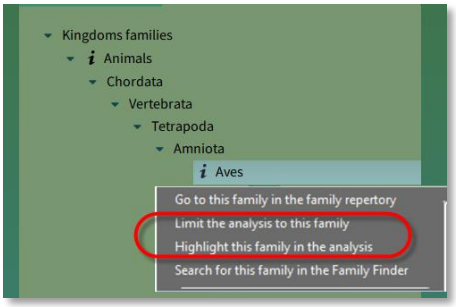
- Right mouse click on the Family name
- Search for this remedy in:
- And select for example: All documents



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



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.

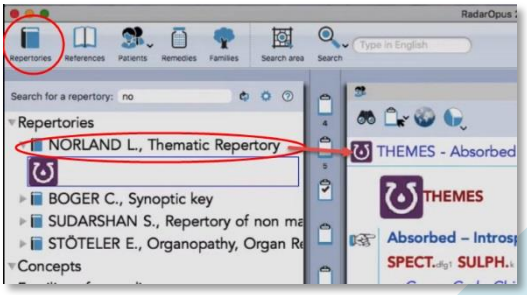
- Have you ever been unsure which specific rubric to use?
  E.g. When anticipation is a problem for the patient, do you choose ailments from anticipation, anxiety from anticipation, anxiety - if a time is set or something else?
  Now you can simply take the Theme - Anticipation.

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 repertorise 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 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 *

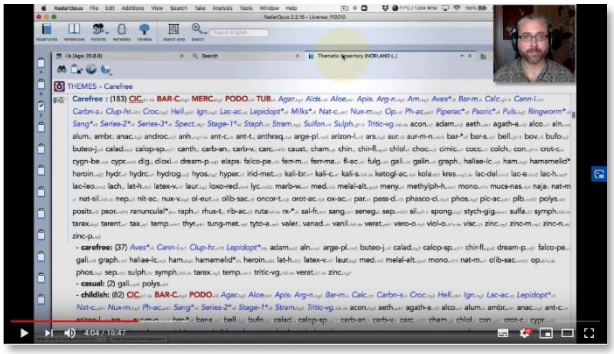
Remedy or family search

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](#).



Filip Degroote

Repertories, References, Energetic Remedy Pictures

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)

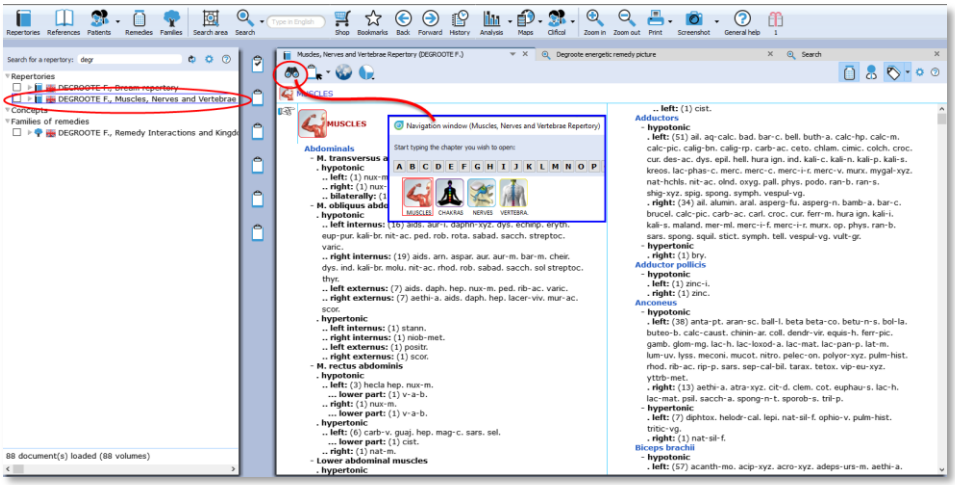
The Energetic Module (Repertory & Remedy pictures)

- 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.

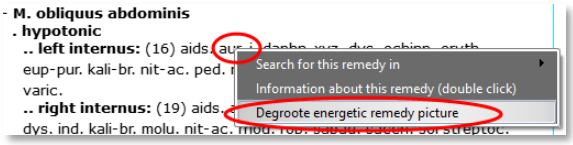
- There is also a "Energetic Package" which consists of four titles. See video.

Video: Degroote Energetic package

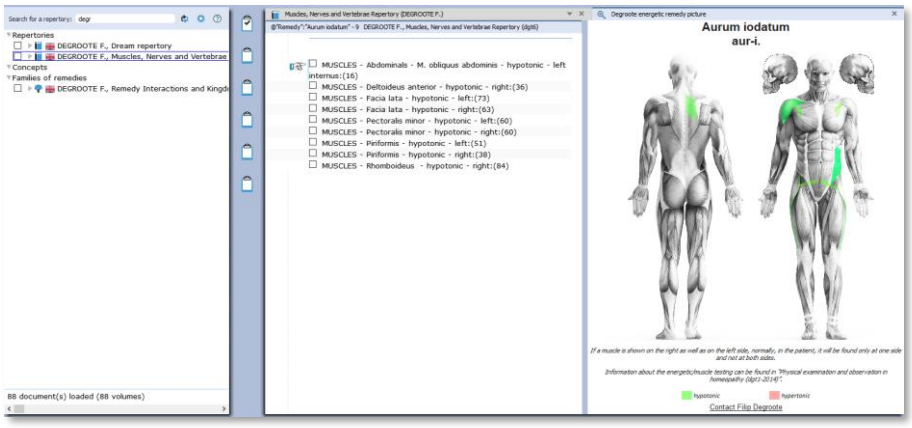
Open the Repertory "Muscles, Nerves and Vertebrae" and **Right mouse** click on a remedy and select: "**Degroote energetic remedy picture**".



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.



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 (dtg1)

This is the electronic version of “his green book”. This is the complete reworked and extended version of the first edition (1993 – dgt1). The number of remedies which are described has doubled to 300.
It contains extensive remedy descriptions: physiognomy and examination, appearance and behaviour, clinical observations, and energetic points (Weihe points/Acupuncture points).

The Physical and Energetic Examination of the Homeopathic Patient – 2014 (dtg8)

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

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

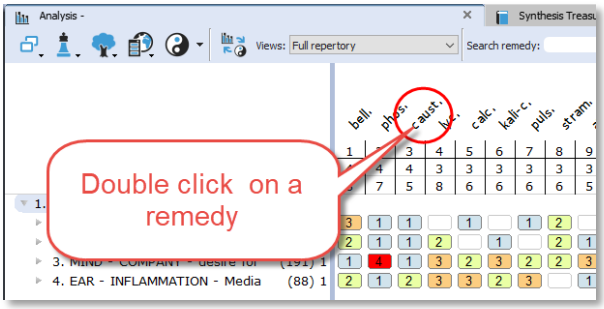
Tools

The Remedy Information Window
Language & Translation
Backup & Restore

The Remedy Information Window

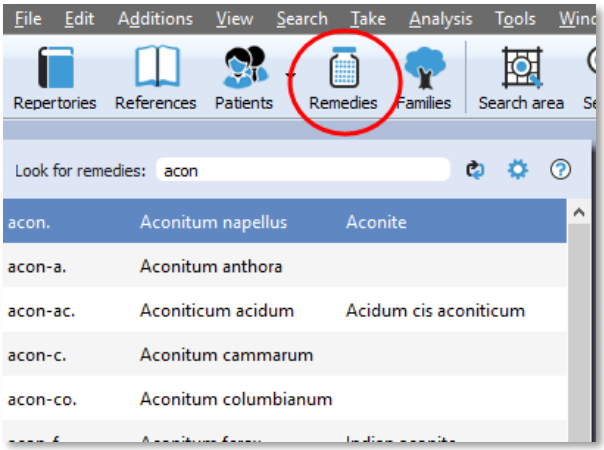
The Remedy Information window (RIW) is a quick and great source of information about a remedy. Anywhere in RadarOpus you can **double click on a remedy** abbreviation to open the Remedy Information Window (RIW):...

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. This TOC offers a list of all the Remedy abbreviations. A click on that remedy will open the Remedy Information Window of that remedy. From this RIW you can again do a quick search for that remedy in the repertory or in any other part of your RadarOpus Library. *See more in the chapter about the **Remedy Information Window**.*



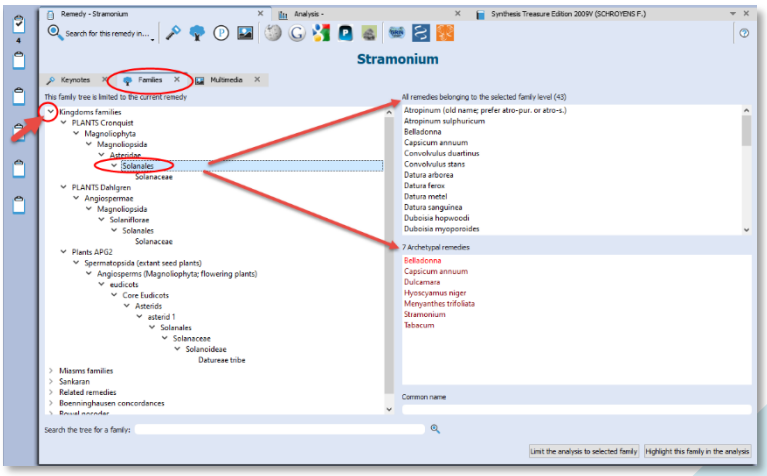
Family Tree

Quickly see all family members of a remedy

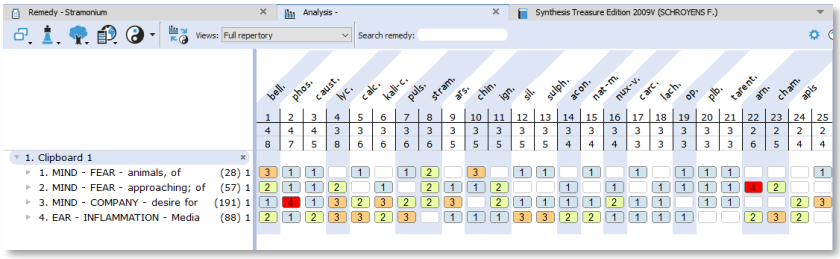
There is a Tree icon and a corresponding Families Tab. If you click on it and then expand the tree details you will see exactly to which **family** the remedy belongs.

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.

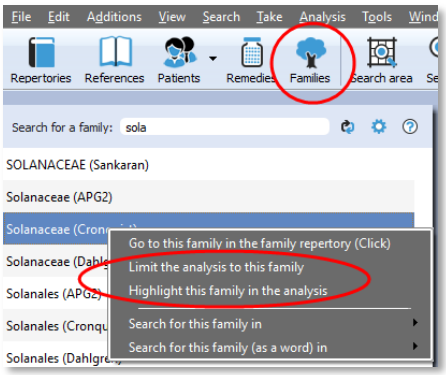
If the remedy is a plant there are three systems: Cronquist, Dahlgren and APG2. APG2 is based on DNA research.



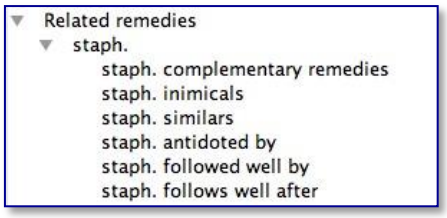
Note the two buttons **Limit the analysis to this family** and **Highlight the analysis to this family**, which will use the family level you have selected to Limit or Highlight it in the analysis.
In the below screenshot as an example the main level PLANTS was used to highlight all the plant remedies



Tip: You can also use the **Table of contents of families** to Limit or Highlight any family level.



In the Remedy Information Window, note also the interesting group of the '**Related Remedies**"



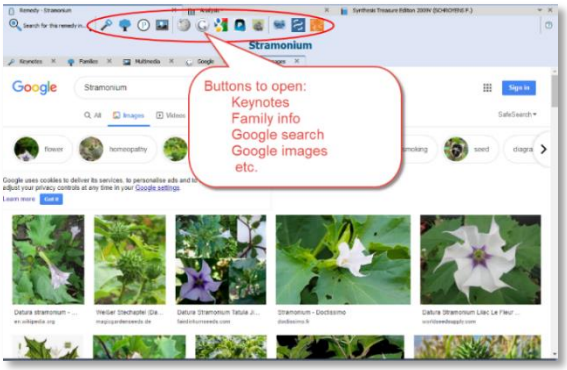
Other info in the remedy information window

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.



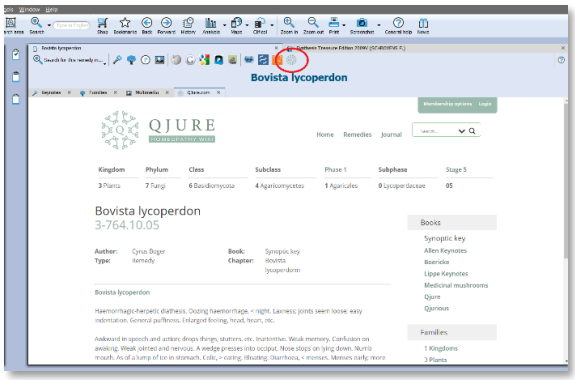
Tip: For New remedies, be sure to look at the **Provings.com** website.

Jan Scholten QJURE information

In RadarOpus v. 2.2.16 a one click access to Jan Scholten's QJURE website has been added.

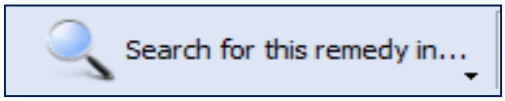
- Double click on any remedy abbreviation.
- Then click on the QJURE icon.

QJURE contains also taxonomical information.



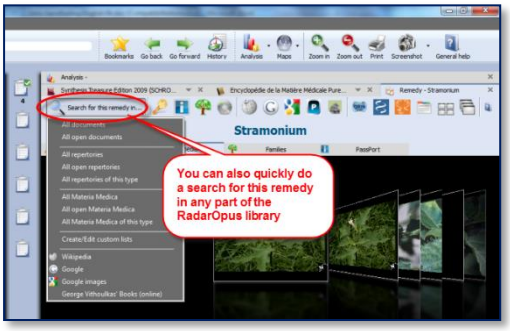
A Quick Remedy Search from the RIW

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.

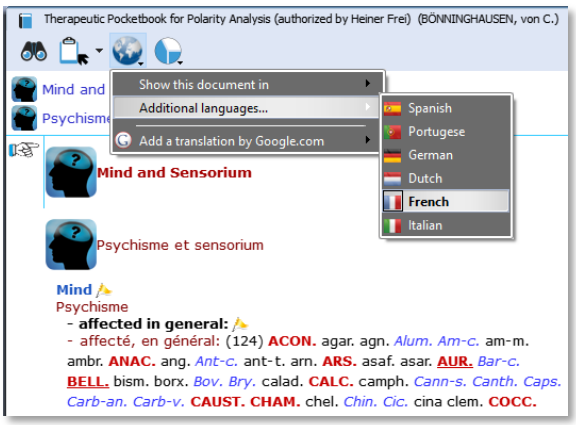


Tip: To do a remedy search in a more controlled way use the Simple search (F4) or the Advanced search (F5) functions
For information about a remedy search see elsewhere.

Google translation tool

Attention:
The Google translate function does not allow anymore larger sections of text to be translated.
You can probably translate one or two times, then an error message will come, blocking further translation on that day.

We refer you to the official languages of the Synthesis repertory and also to all the other repertories, concepts and reference documents available in many language.

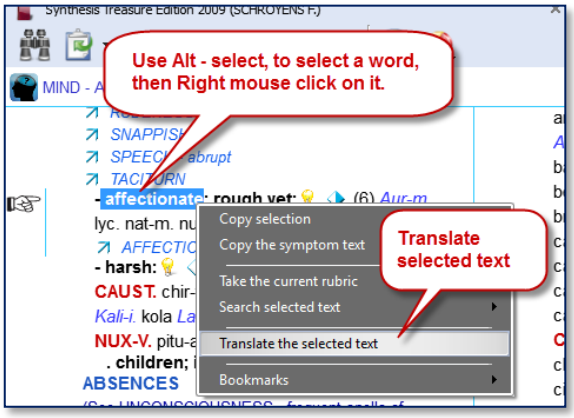


Select a specific word or sentence to translate (ALT + 'select text')

It is possible to select only one word or a sentence for translation.
First select a word or sentence by holding down the **Alt key** on the keyboard and then drag over the word or sentence to select it.

After you have selected a word or sentence then **Right mouse** click on it and select: **Translate the selected text**. In the next step you can select the language to translate to.

A special "text selection" button will be added in one of the next live updates.



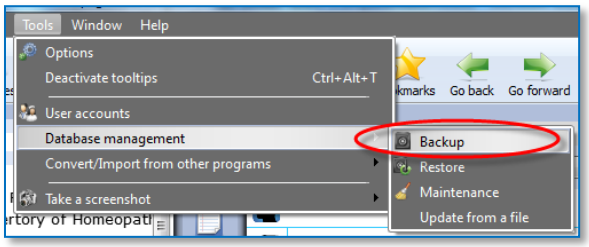
Backup and Restore: Using the RadarOpus backup"

It is important that you make regular backups of your additions and patient information stored in the RadarOpus database.
You can choose to make a backup when you close the program and are prompted to do so. But you can also start the backup yourself.

Video: Backup and Restore

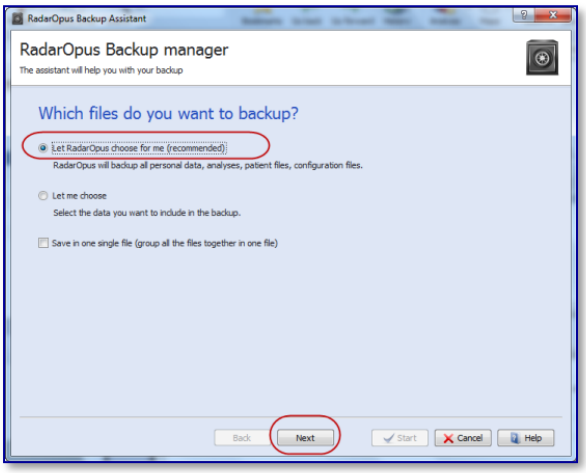
To start a Backup manually:

Go to **Tools**, **Database management** then select **Backup**



Then: Select the recommended setting:
Let RadarOpus choose for me

Then click on **Next** to continue.

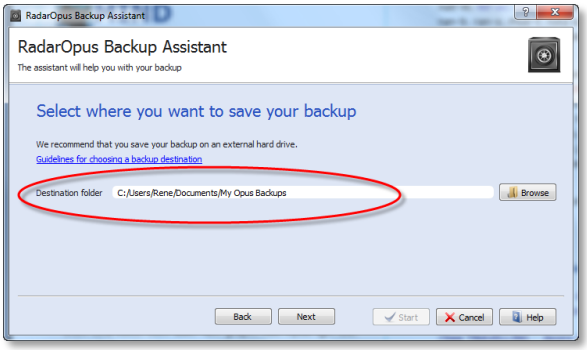


Click on **Browse** and select a folder where the backup will be saved.

Attention: make sure you select a correct **folder** on your hard drive to save the backup.

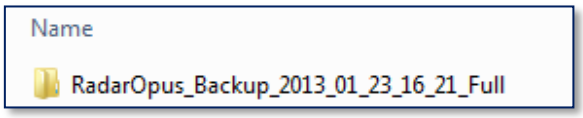
For example on windows:
C:\Users\Name of user\Documents\Opus-backups

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.



(*) from version 2.2 onwards the RadarOpus backup consists of only **one file** which is encrypted, and password protected.
The privacy regulations do not allow that older RadarOpus backups are stored on a cloud-drive, nor on a local computer. You should only store these old backups on an external media, and then disconnect this media from the computer.

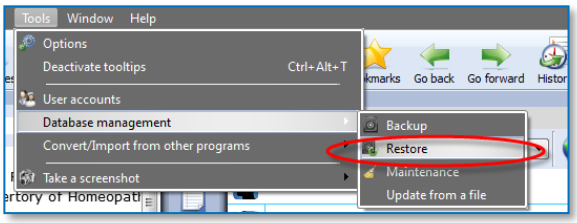
External media
Make sure that you also copy your backup to an external media, or you can also save the RadarOpus backups directly to the external media: Memory stick, External Hard drive.

Keep several backups
It is always best to keep at least three 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!

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.

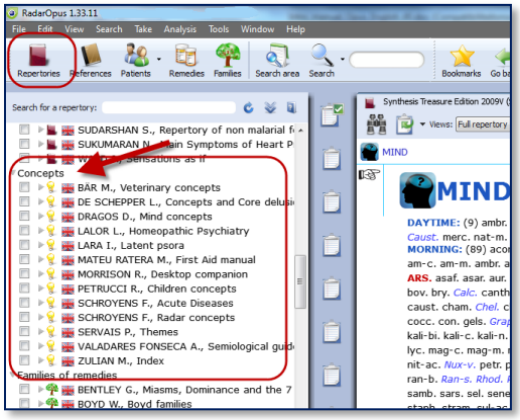
Using a Cloud Folder (Drive) like Dropbox, OneDrive, iCloud

It is **Not** advised to use a cloud program like Dropbox to exchange files between different computers you are using to keep them synchronized.
Practice shows that it is quite easy to make a mistake and not wait long enough for the cloud drive to be synchronized completely

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



In the tutorial video these concepts are mentioned:

- Marc Bär - Veterinary concepts
- Roger Morrison - Desktop Companion
- Roberto Petrucci – Children concepts

More information about concepts will follow.

Bookmarks

In the Repertory

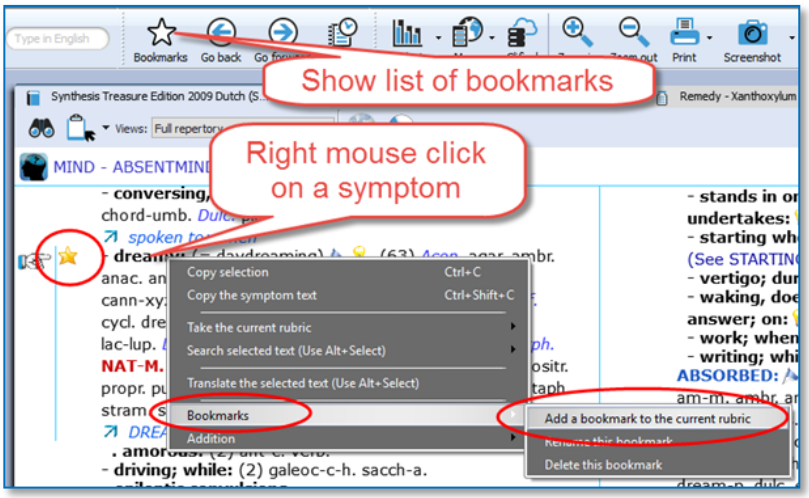
You can add to any rubric in the repertory a bookmark with a **right mouse** click on the rubric, then select from the menu **Add bookmark**.
To delete or rename a bookmark, **right mouse** click and select from the menu **Delete this bookmark**

In Reference documents

You can add in the same way also a bookmark to any reference document you wish.

List of Bookmarks

From the main toolbar you can open an overview with all the bookmarks you have placed.



References

Materia Medica / Journals / Therapeutics

References: Browse in Materia Medica, Journals, etc.

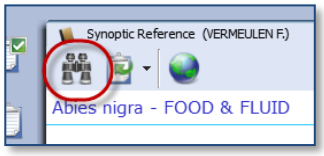
Because RadarOpus has everything combined in one interface, you can easily consult any of the books in the **Reference** Table Of Contents list. You can just look up a remedy in one of the books you like to consult, or you can use the Search (F4 or F5) function to search specifically in only one or all of the Reference books.

Video: Browse in Reference documents

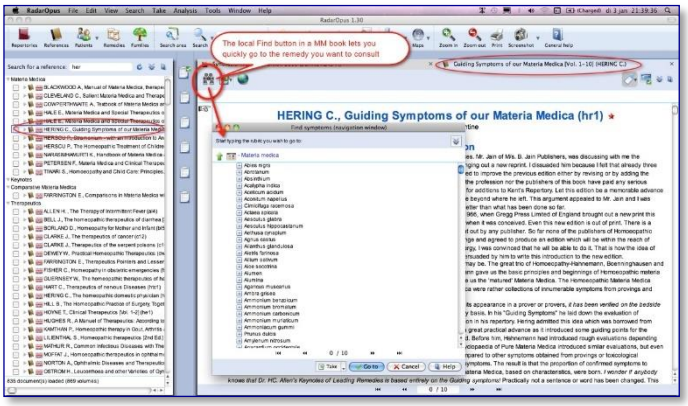
Open a Materia Medica book to look up a Remedy

In the TOC go to the title you are interested in. There are several ways to navigate to the remedy you like: (I) You can open the sub-levels and then go to the remedy name you are interested in. Click on the remedy name and it will open on the right. (II) You can also open this document first and then use the local find button to go to the remedy you want. (III) You can also use drag and drop: drag the remedy abbreviation you are looking for from the repertory and drop it on the book title you want.

Ad I: You can open the document and use the **Local Find** (Chapters) icon to look up the remedy you want.
This works the same as in a repertory document.

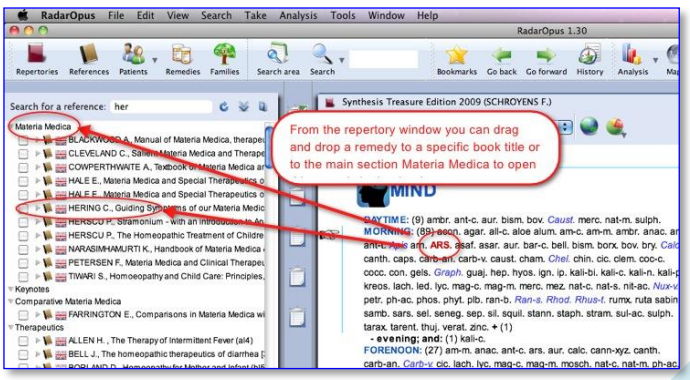


A list with the chapters open.
Depending on the structure of the document one can see all sublevels immediately (for example all remedies), or maybe you need to select first a materia medica section.

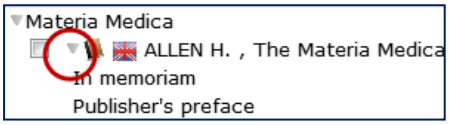


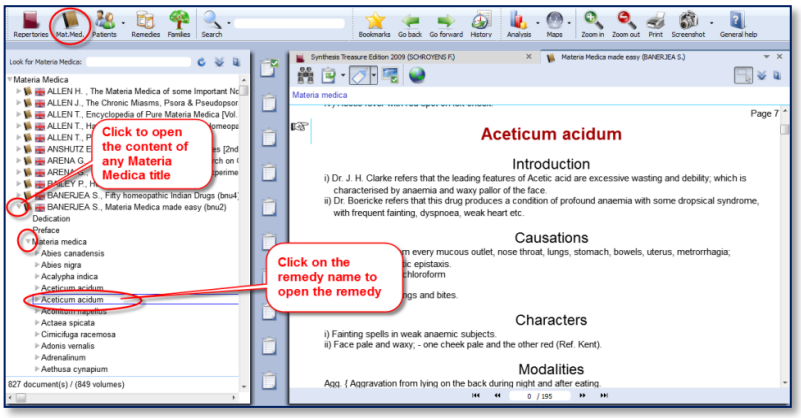
Ad II: You can **drag and drop** a remedy abbreviation from the repertory to the TOC of References to quickly look up a certain remedy:

- You can drag and drop **to a specific book title**.
- Or you can drag and drop **to the main section** 'Materia Medica' to search in all MM books*.



Ad III: With a single click on the **triangle** in front of a book title, the table of contents of that title will open. Then with a click on that triangle the next level of the chapter opens.
If you click once on the Remedy name it will open in the document window on the right.



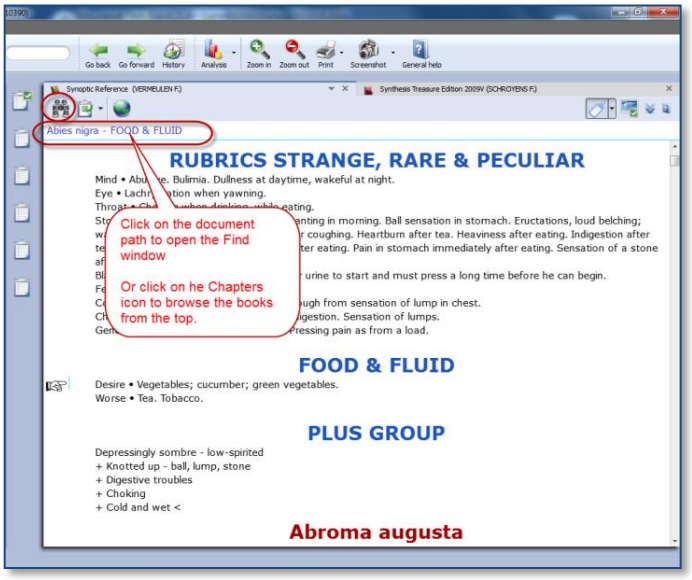


Browsing & using the Symptom Path

You can browse quickly through any Reference document with

- The Find icon which opens all chapters, then sub levels.

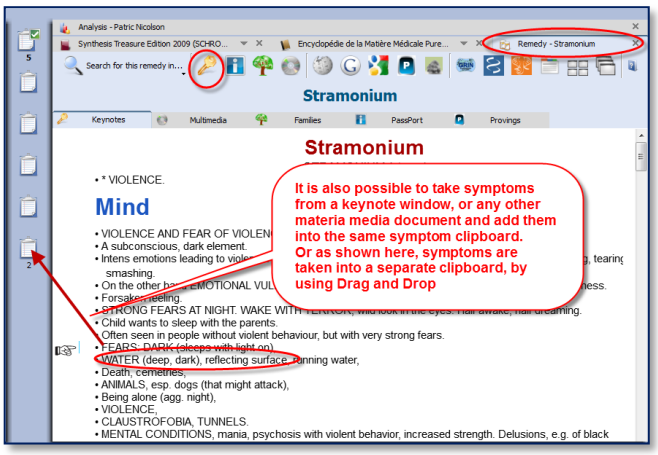
- Once you are browsing in the document, you can click also in the "Symptom path" or "Document path" to navigate upwards.



Taking symptoms from Reference (MM) books

RadarOpus revolutionizes the way you can work while analyzing a case because you are now working in one large homeopathic library.

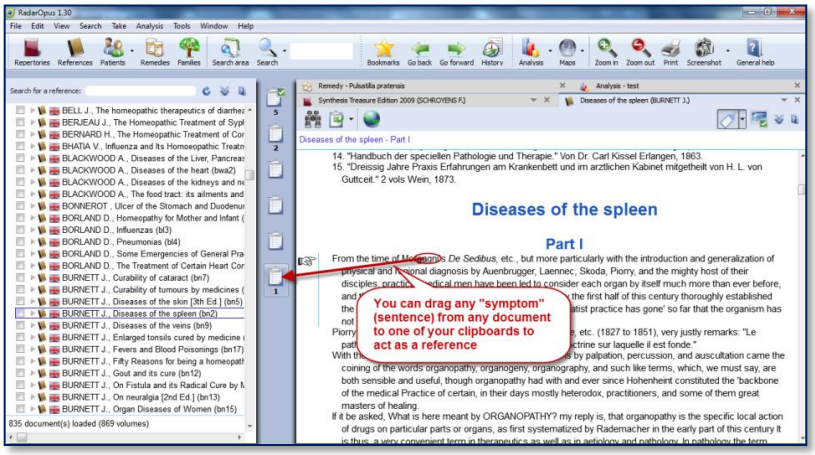
You can Take symptoms from any Materia Medica document and add them to the same (or a different) symptom clipboard, much as you do for repertory symptoms.



Note: If you take a symptom from a Materia Medica, then of course there is only one remedy connected to that symptom.
When you analyze you should be aware that it is like taking a rubric from the repertory with only one remedy in it. So you might want to use functions like combining several of such related single-remedy symptoms.

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

When you study a case, you can also browse through e.g. Journals or Therapeutic documents. You might come across a case which is interesting for your own patient and you may want to remember it for later reference - this is easy to do.



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

It then can also act as a **Link** (a kind of bookmark) to that location.
If you double click on that sentence in the clipboard it will open that reference document and jump to the location it came from.

Tip: You could for example always use the last clipboard as a '**reference clipboard**' to add all such links to while you are studying a case in your reference library.

When you save the Analysis, all clipboards are saved. When you recall such an analysis later, you can use this special reference clipboard to jump to all the interesting locations that you found for this case in the library.

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 Analysis

Video: Save the analyses to patient file

There are two methods to save the Analysis in RadarOpus:

- You can save the Analysis separately (Outside of the patient file "to a folder")
- Or you can save the Analysis connected to a patient (In the patient file)
  (Below you will find tutorial videos explaining the difference)

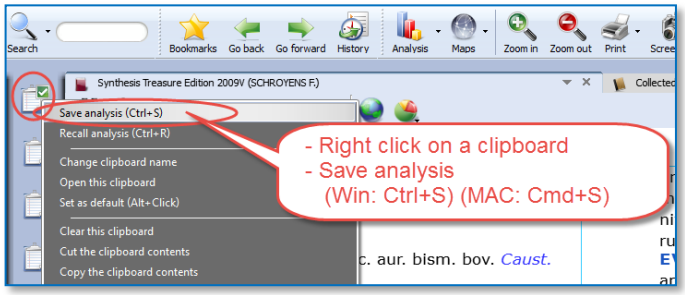
Save / Recall an analysis separately (outside of the patient file)

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

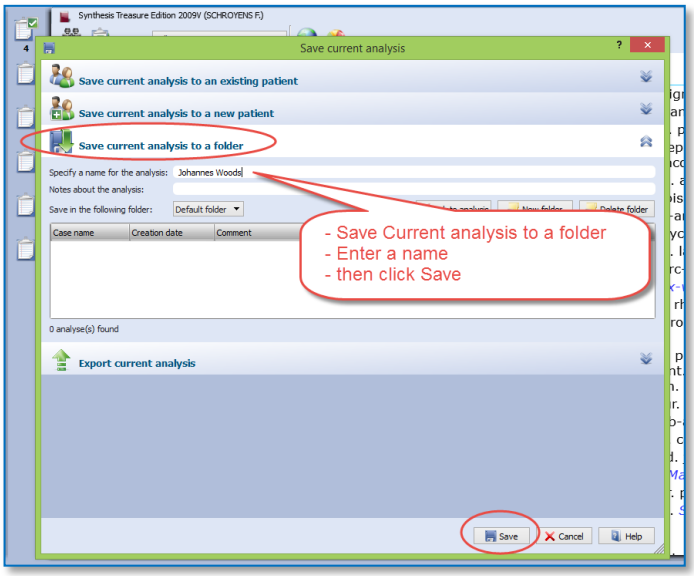


Then select: Save current analysis to a folder.

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.*

Save / Recall an analysis to the patient file

Make sure to view this tutorial video "How to save the analysis to the patient file"

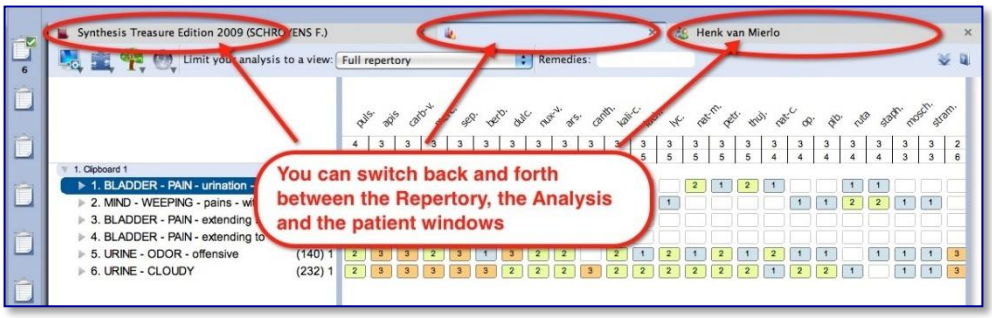
Video: Save an analyses to the patient file

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.

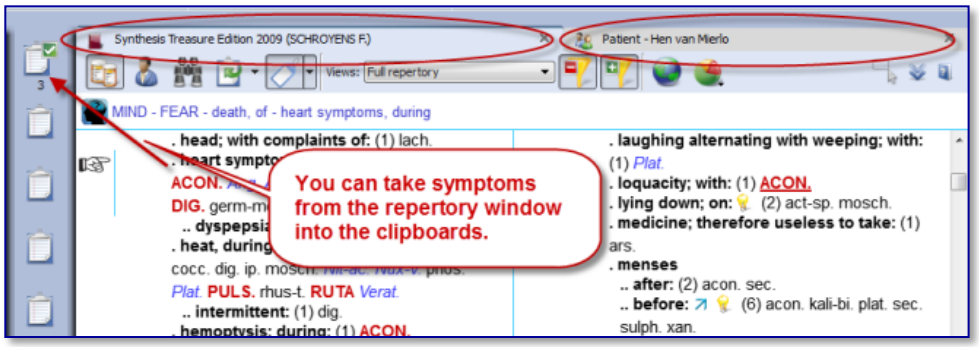
Video: The patient file workflow

In this example there are three tabs: the **patient file**, the **repertory** and the **analysis** window.



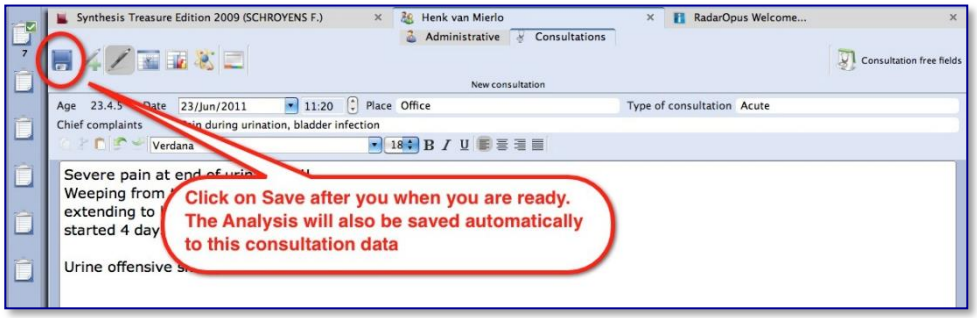
Taking symptoms from the repertory

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.

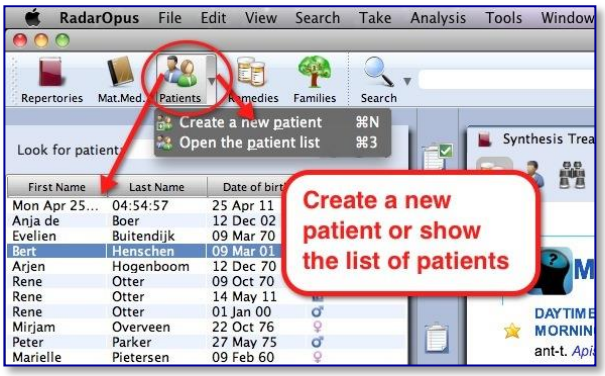
Introduction

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.

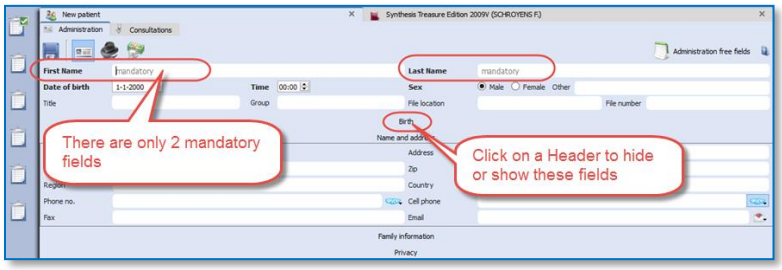


Step 1:
With the **sub-button** you can select **Create a new patient**. Or use on the keyboard **Ctrl+N** (Windows) or **Cmd+N** (Mac).

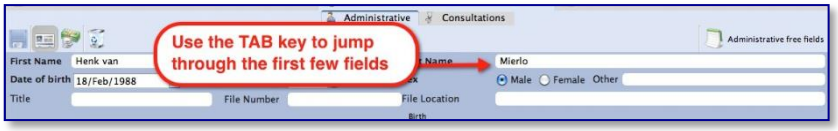
Step 2:
A window appears where you can select to go to the **Administrative window** first or to go immediately to the **Consultation window.**
You can also select if it is a **Human** or **Veterinary** case. (Coming is an option 'Case Study')

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.

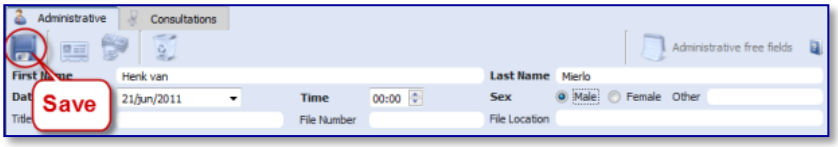
Step 3:
When you select the **Administrative window** first, there are only 2 mandatory fields: First Name, Last Name



Tip: Use the **TAB** key on the keyboard, to jump through the first few fields.
Shift+Tab goes back one field.



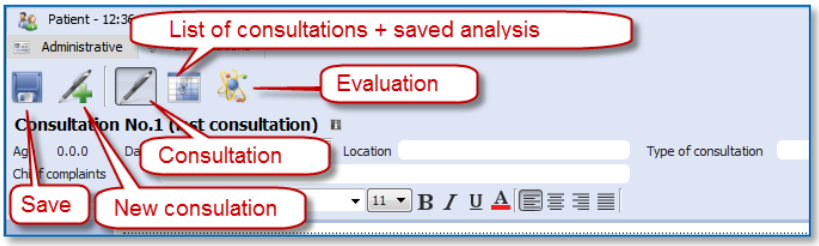
Step 4:
When you are ready filling in the (two mandatory) fields you can click on the **Save** icon.



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

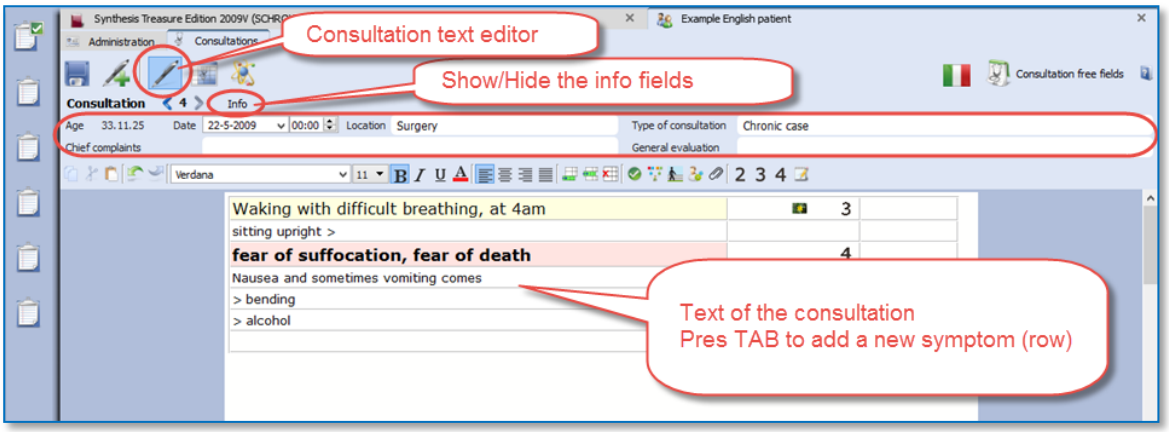
If you find the text to small or too large, then you change the default font size via the General RadarOpus settings. You can find the general Options:

- 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

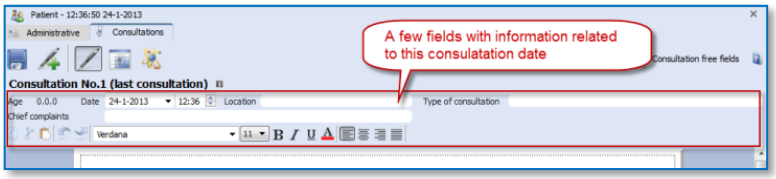
After you filled in the patient name and address details, you click on the Tab Consultation and come to the consultation text window:

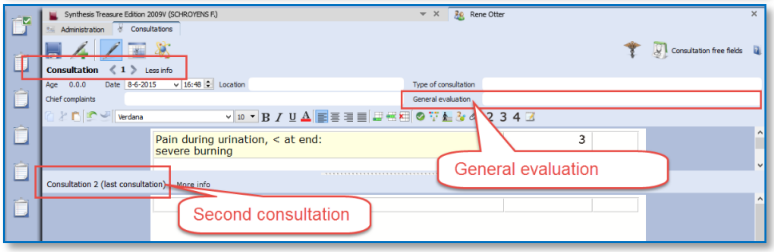
- The **Pen-icon** shows the consultation text editor
- The "**Info**" shows/hides the consultation summary **info fields**
- In the text editor you can press on the keyboard the <u>Tab</u> key to add a new row for each new symptom. The <u>Enter</u> key adds a new line within the same row.



Consult summary details

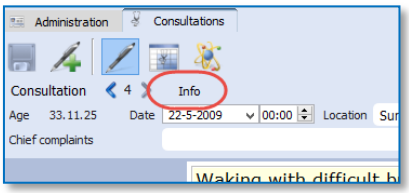
This area has the following information:
- The **age** of the patient (given in: years, months and days).
- The **consultation date and time.**
- The **Place** field is to note where the consultation takes place.
- In the **Type of consultation** field you can indicate e.g. acute, chronic, follow up.
- 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.

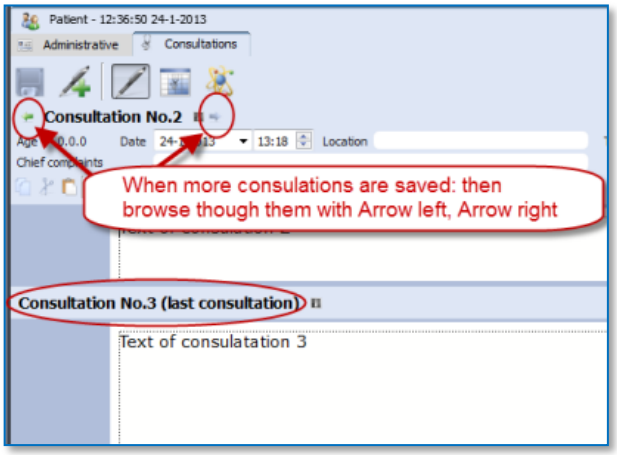


Browsing through consultations

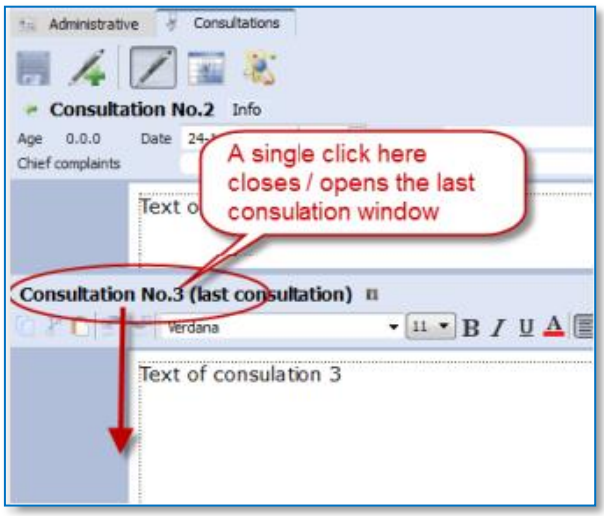
After several consultations have been created for a patient, you can browse through them with the **Arrow left** and **Arrow right** buttons.

The <u>split screen</u> 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.



A click on the header **Consultation No**. will open, or close that consultation text.

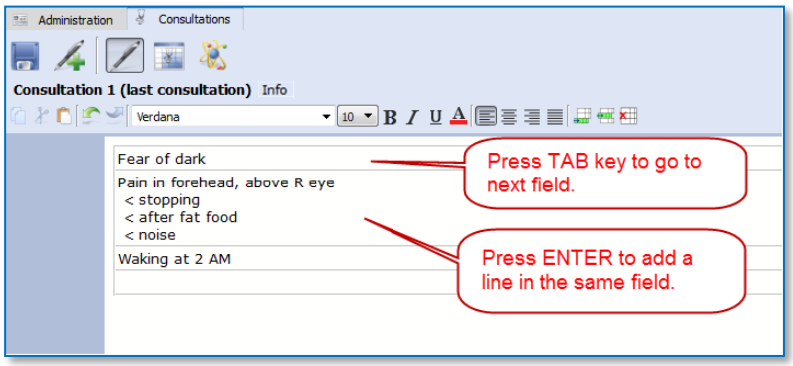


Using the TAB or ENTER key in the text editor

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.

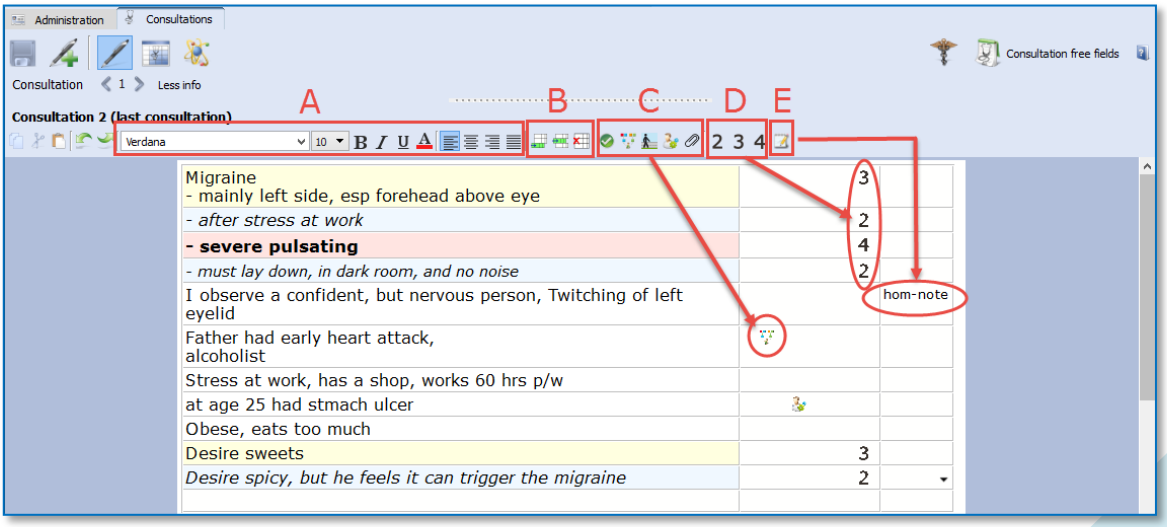
- **ENTER** key on the keyboard adds a new line within the same field.



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**)



Show all sentences with a similar quality (Tag)

All information (C, D, E) which you can add to sentences in the last two columns are called **tags**.

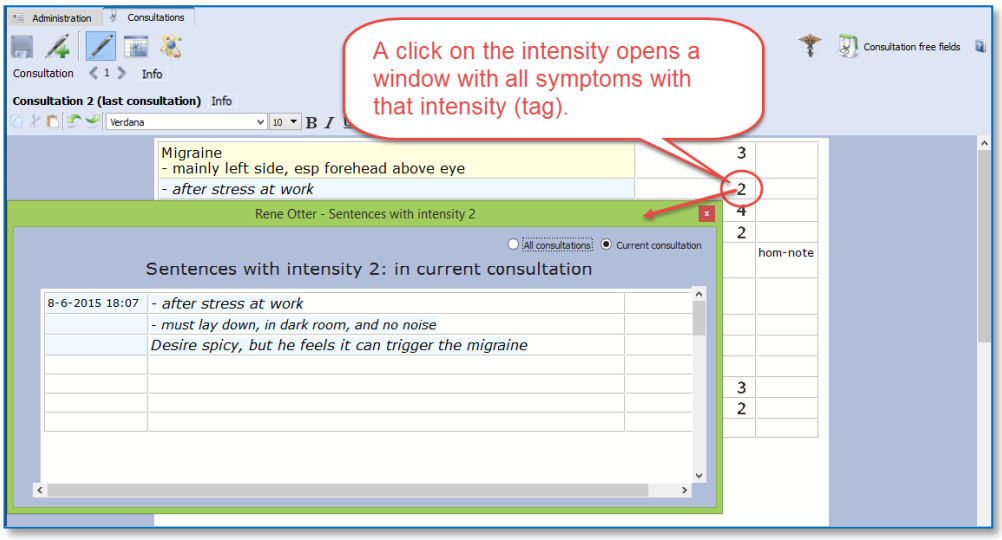
You can easily show a selection of all sentences with a particular **tag** in the following two ways

- **Click on a tag icon** to open a separate window, with all symptoms with that tag.
- Or, **Right mouse click** on a sentence to open a context menu.

In this example below: a single click on the intensity **2** opens a window with only all sentences intensity 2.

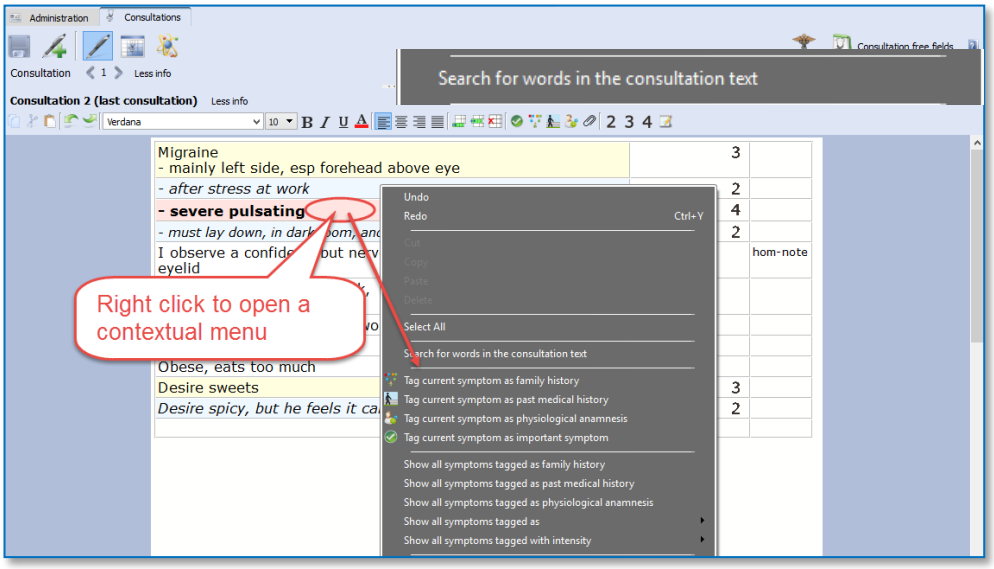
A **right mouse click on a sentence** opens a contextual menu with several options:

- 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

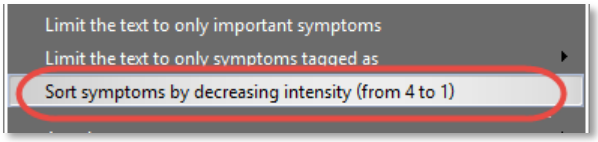


Word search in the consultation text

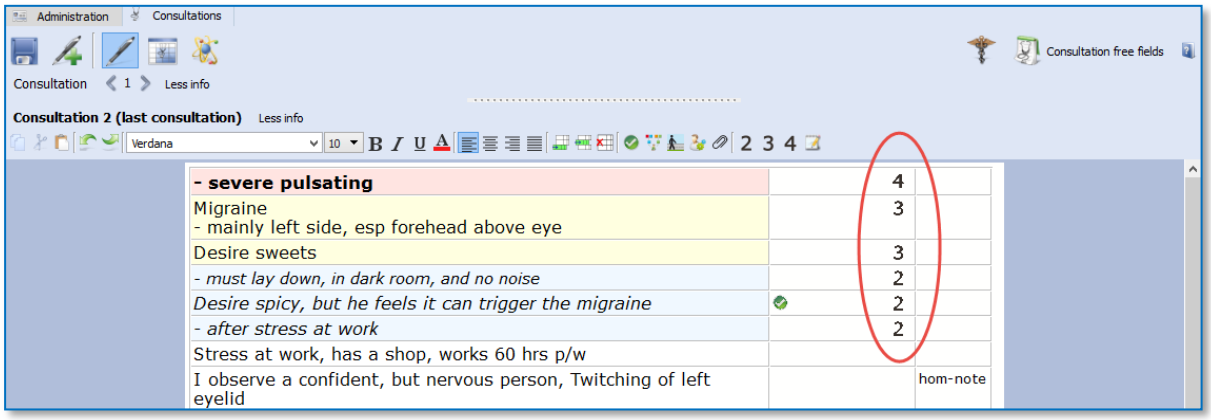
The contextual menu also has an option to do a 'word search', in the current consultation only, or in all consultations of that patient. In this way you can find all sentences with a certain word in only the current consultation or all consolations of that patient.



Sort symptoms according to decreasing intensity (4, 3, 2, 1)

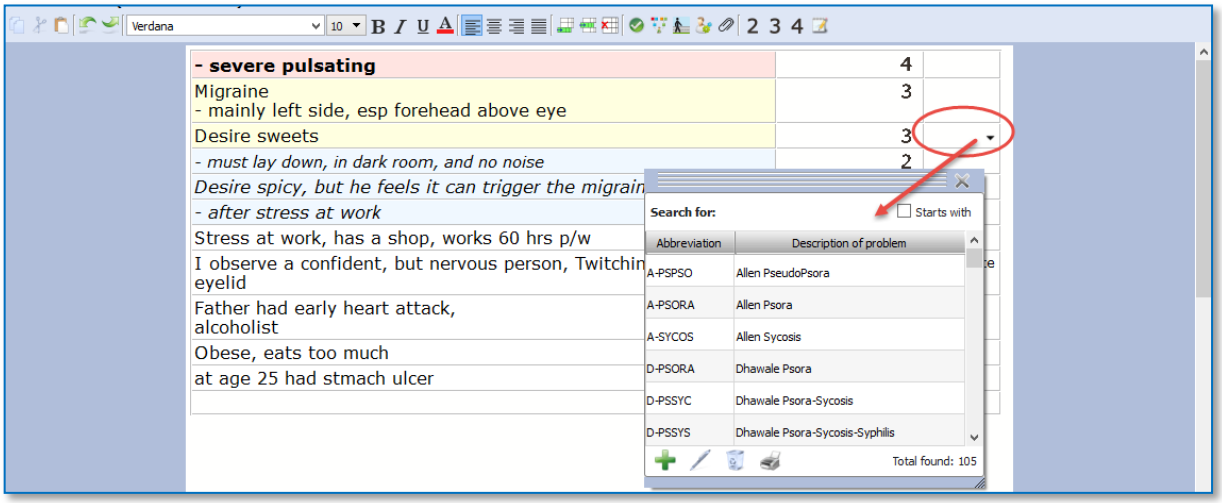


The contextual menu also has an option to sort all sentences according to degreasing intensity.



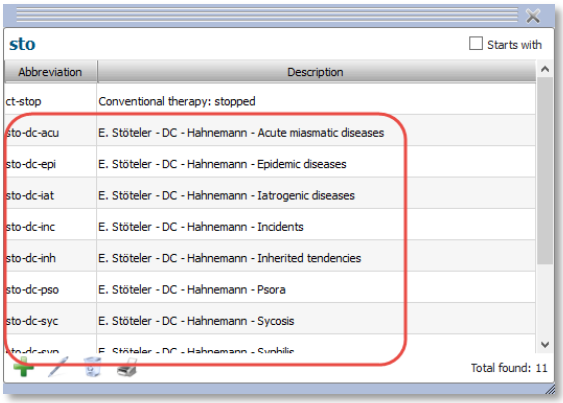
Add other tags & personal defined tags

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**.

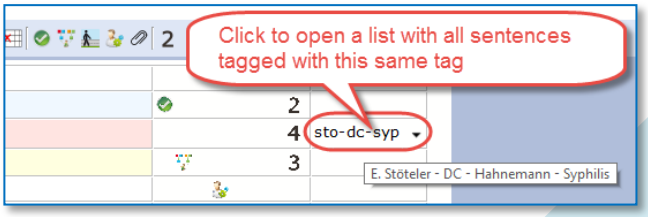


- Sto-dc-acu = Acute miasmatic diseases
- Sto-dc-epi = Epidemic diseases
- Sto-dc-iat = Iatrogenic diseases
- Sto-dc-inc = Incidents
- Sto-dc-inh = Inherited tendencies
- Sto-dc-pso = Psora
- Sto-dc-syc = Sycosis
- Sto-dc-syp = Syphilis

Show all symptoms with a certain text-tag

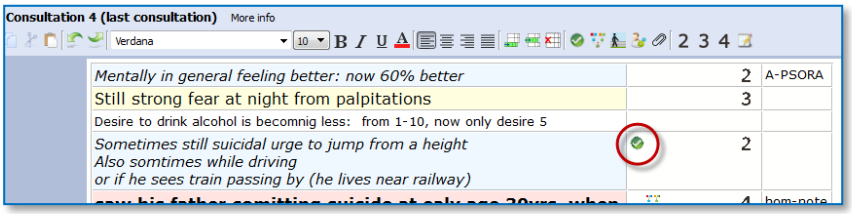
To show a list with only all symptoms with a certain **text-tag** just click on that tag

You can show all symptoms with this tag only within the **current consultation**, or in **all consultations**.



Important symptoms

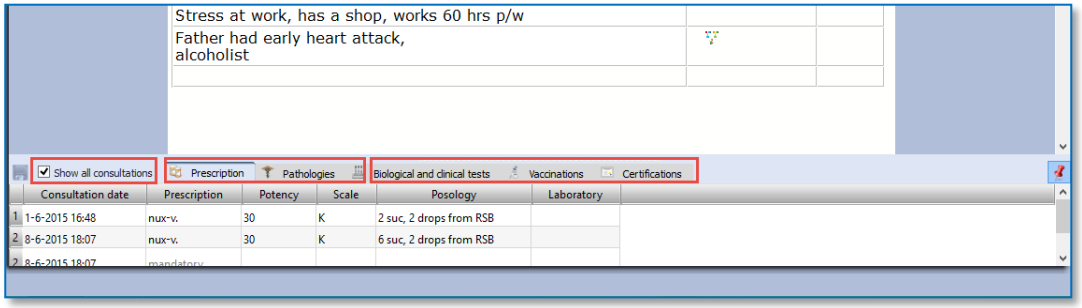
The green checkmark icon can be used to indicate important symptoms. You could use this tag for example for those symptoms you prescribe on, or at least the remedy you select should cover these important symptoms as best as possible.
A single click on such an icon will show you for the **current** consultation only or for **all consultations** a list of these important symptoms.



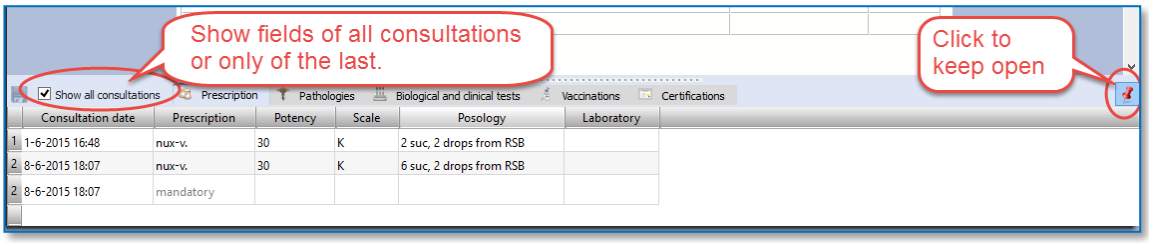
Prescription and Pathologies fields:

This **Prescription** and **Pathology** fields are located at the bottom of the window. The Professional version will have more Tabs: **Biological and clinical tests**, **Vaccinations**, **Certifications**.

- Move the mouse to the bottom, to open the Prescription and Pathology fields.
  Note there are also hot keys: **Ctrl+L** (on Windows), and **Cmd+L** (on Mac).
- Click on the **Pin icon**, to keep the Prescription and Pathology fields open.
- Function key **F9** opens the Picklist.
- Function key **F10** inserts the Default value (only if you have assigned one to that field)

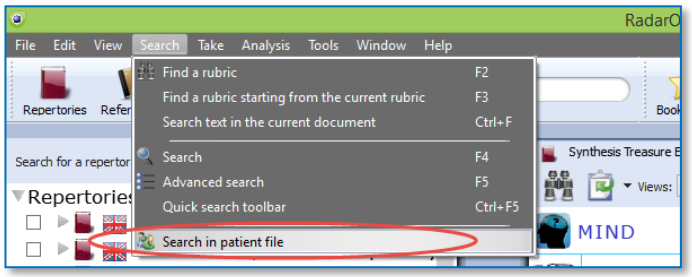


With the checkbox "**Show all consultation**" you can switch between showing only the prescription fields of the current consultation or to show the prescriptions for all consultations.



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.*

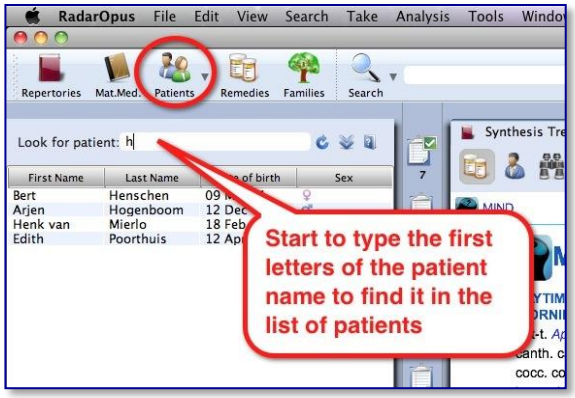


Manually Save / Recall an Analysis to the patient file

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.

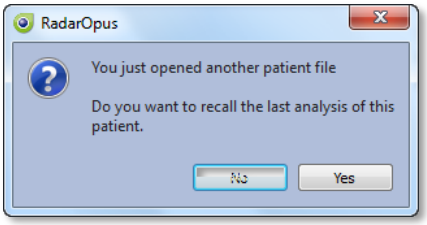
Follow up consultation

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.

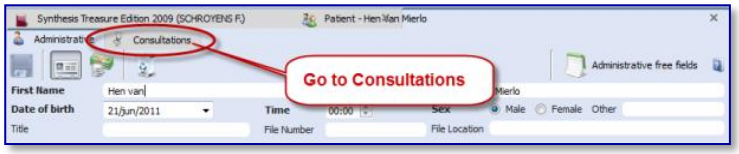
Tip: If you have a long list of patients type part of the patient name in the search box. It will search in the all three fields: First name, Last name, and Birth date.



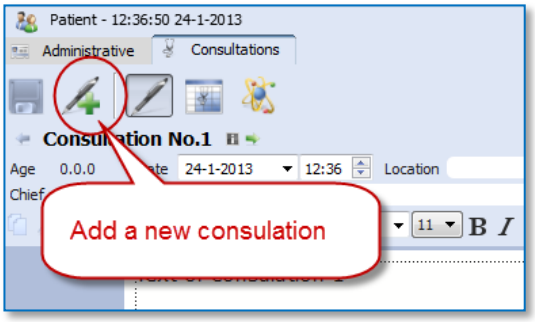
Automatically open the last Analysis

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**.

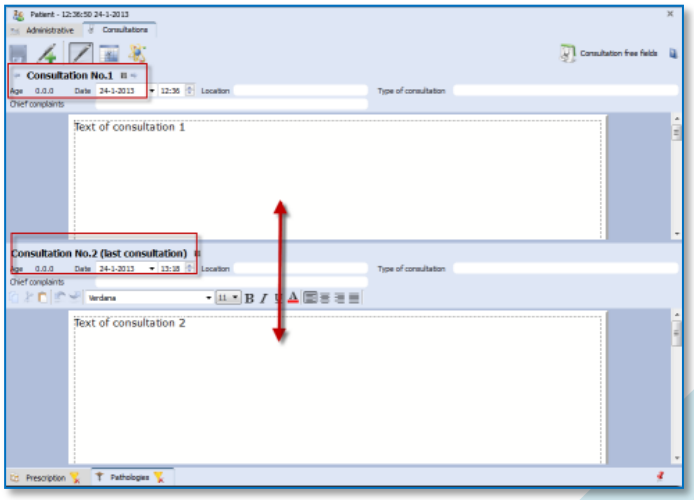


Step 3:
Then click on the button **Add a new consultation**.

Compare a <u>New</u> consultation with a <u>Previous</u> consultation

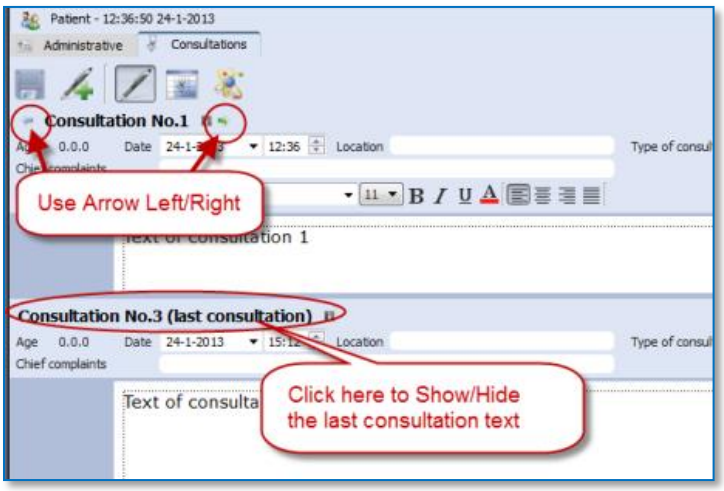
When you create a second or third consultation for a patient, you can easily compare this new consultation window with one of the previous consultation windows.

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



Open / Close consultation text

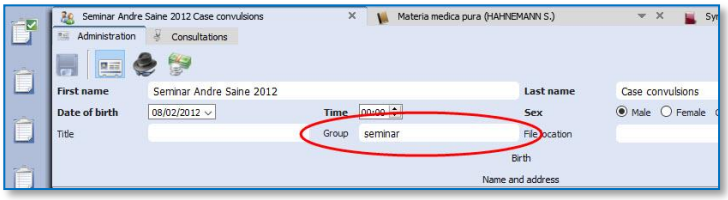
You can close/ open the previous consultation text area or the last consultation text with a single click on the header.

List of patients: 'Groups of patients'

Assigning a patient to a group

It is possible to define several categories (**groups**) of patients.
After you assign patients belonging to a certain group, you can use this in the **List of patients.**

In the **Administration** window there is a **field** called Group.



You can define your own groups (also called tags).
For example: **Family**, or **Teaching** or any other 'group' you want.

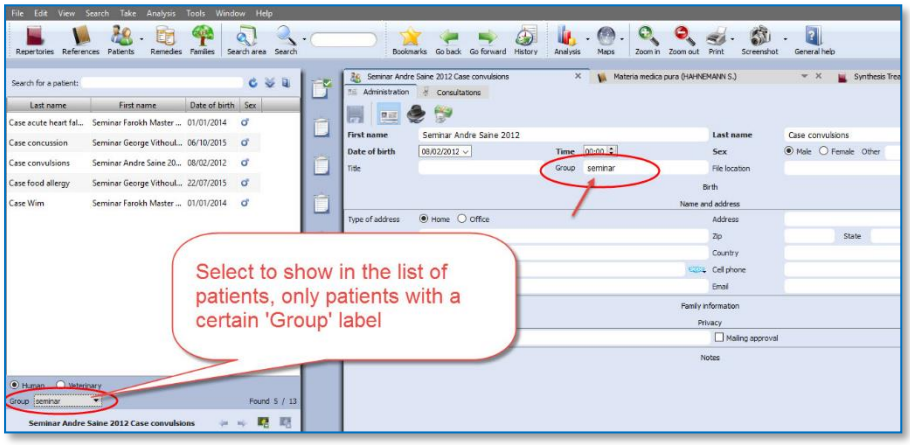
List of patients: show only a certain group

In the list of patients you can then select to show only patients belonging to a certain group.

See at the bottom of the List of patients.

By default is selected "**All**" patients

You can select here on of your own groups.



Keep in mind that there are already two main types of patients: **Human** and **Veterinary**
So you can show the following combinations:.

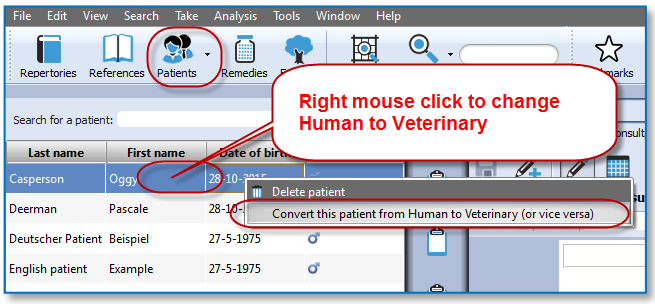
Human:

- **All**
- A personal defined **group**

Veterinary

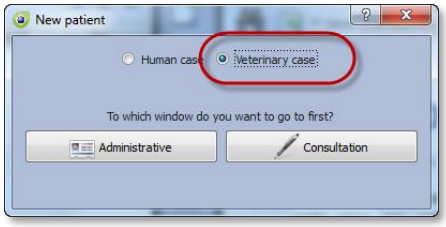
- **All**
- A personal defined **group**

Change "Human" to "Veterinary" or vice versa
If you made a mistake initially when creating the patient in "human" and "veterinary", you can change it via a **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)**

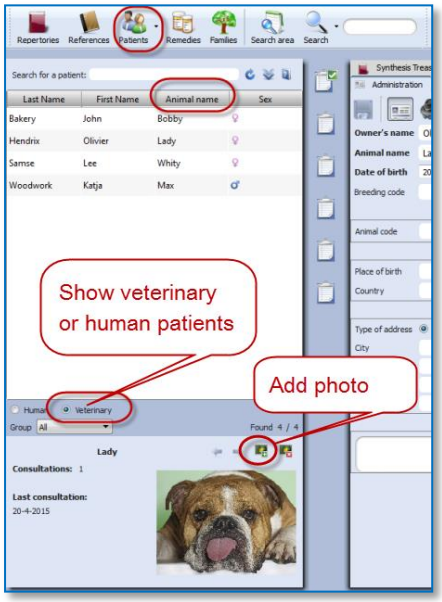


The Veterinary Patient File

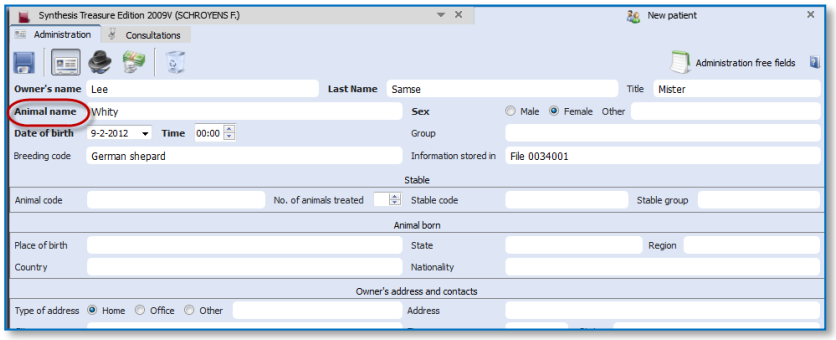
When you create a new patient you can select **Veterinary patient**.



In the Table of Content (List of patients) you can switch to show only **human** patients or **veterinary** patients

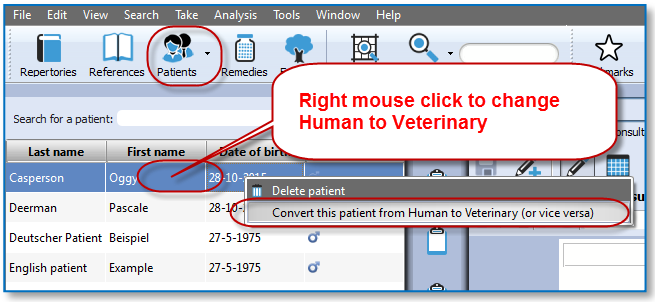


The veterinary patient file has some additional fields for the **animal name** and animal **details**:



Change "Human" to "Veterinary" or vice versa

If you made a mistake initially when creating the patient in "human" and "veterinary", you can change it via a **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)**

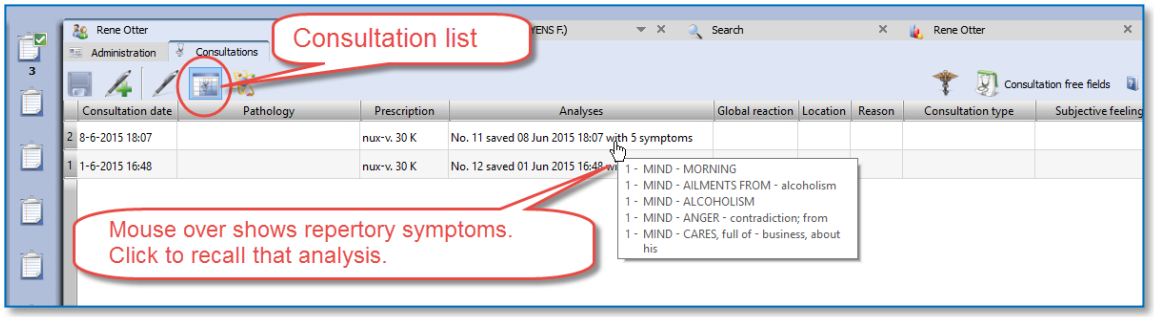


List of consultations & saved Analyses

The list of consultations gives 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.

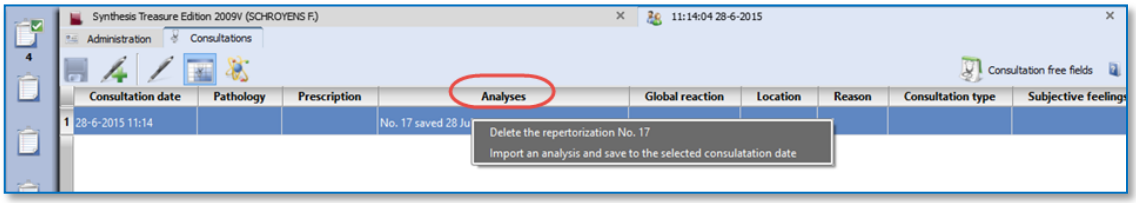


- **Recall an analysis**: Single click on the analysis to **recall** it in the clipboards.
- **Delete an analysis**: Right click in the column Analysis.

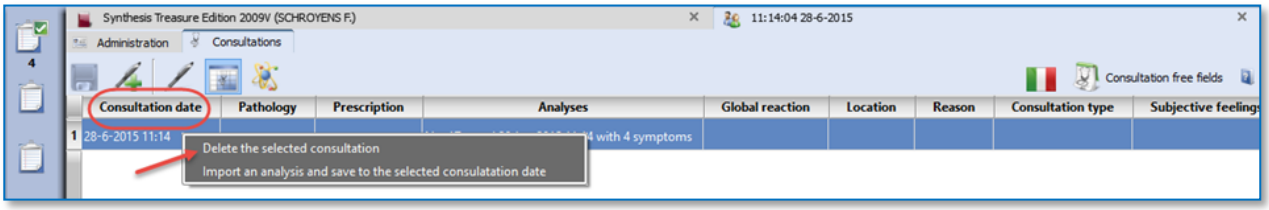
Import an analysis and save to a consultation

- 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.



Attention: Delete a consultation date
If you Right mouse click in the column Consultation date you can delete the complete consultation date.
Be careful you will delete all information of that consultation.



Attention:
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.

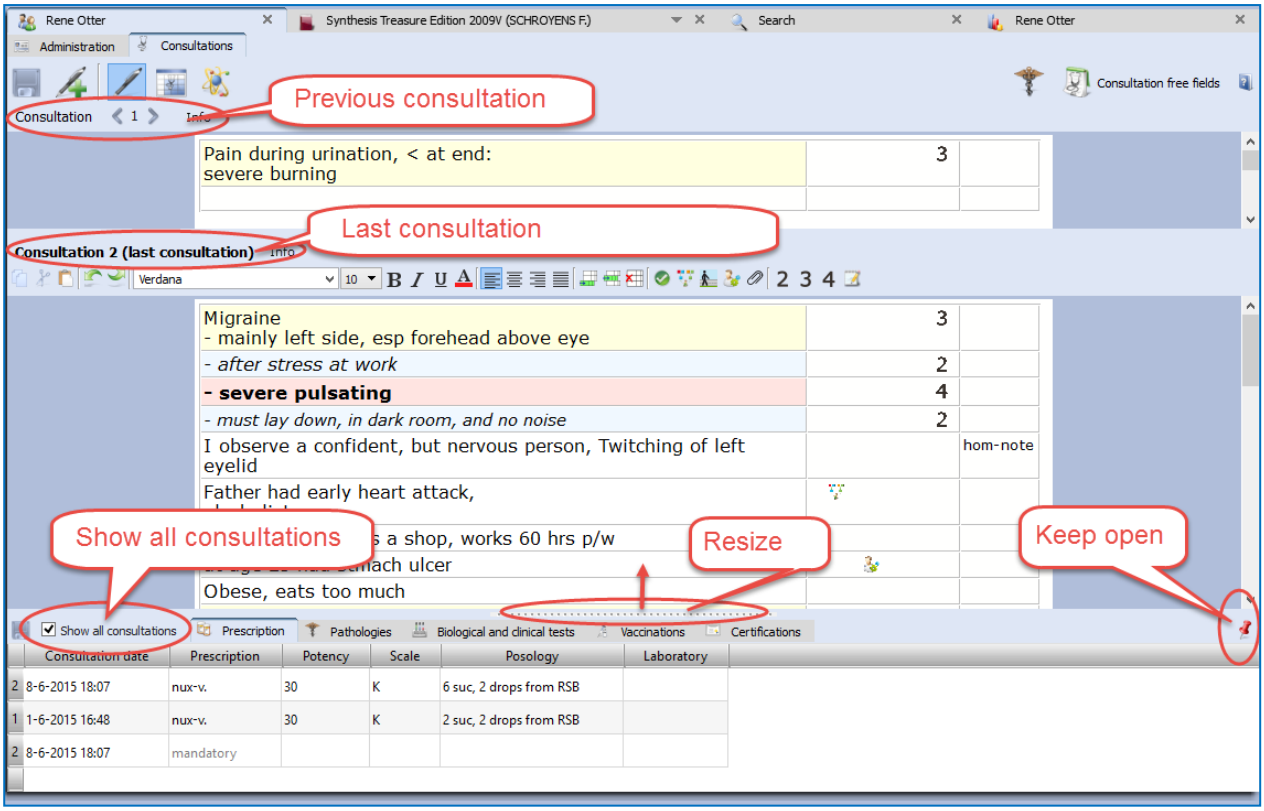
Prescriptions and Pathologies

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).

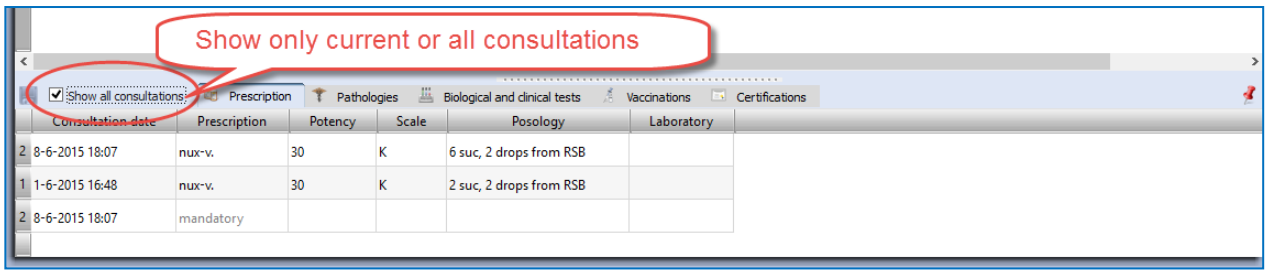
- You can click on the small **Pin icon** to keep these fields open (Right lower corner).
- You can resize the window.
- You can select to show only in the table only the fields for the current (last) consultation or for all consultations.

> **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"

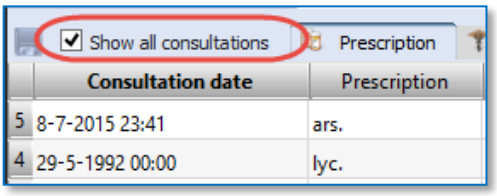
In the table you can select to show only the current consultation or all consultations.



Insert a prescription afterwards to a <u>previous</u> consultation

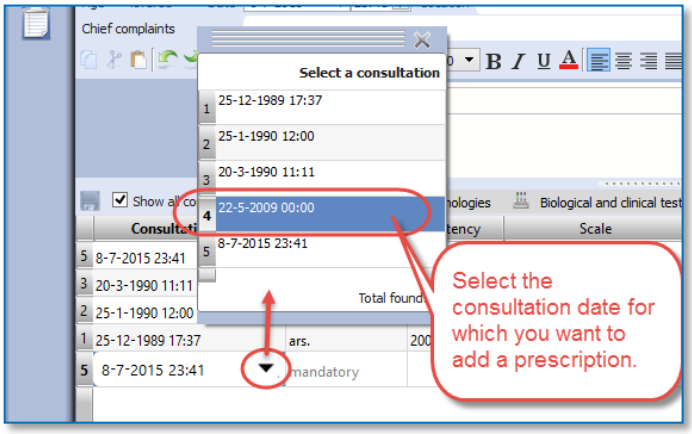
In case you forgot to enter the prescription during the interview, or if you want to add a second prescription line to a <u>previous</u> consultation, you need to do the following:

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.

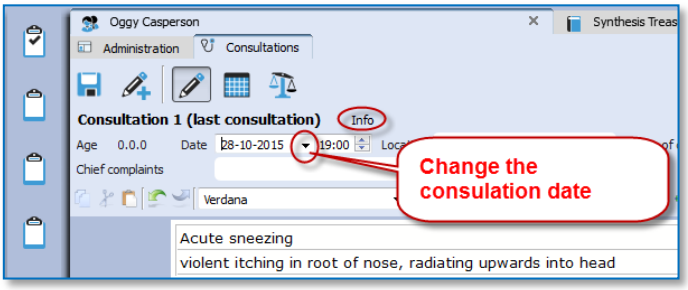
The entry (new row) will be sorted automatically correctly in the list.



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.

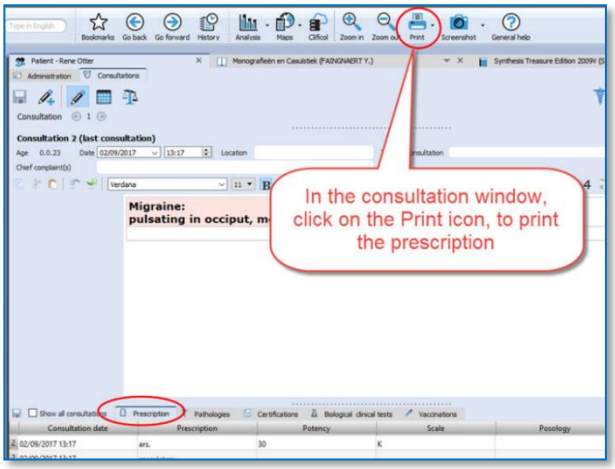


When you open this patient, and create a new consultation by default the current date will be used.
To change the date, open the **Info** box. Then correct the date.

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:



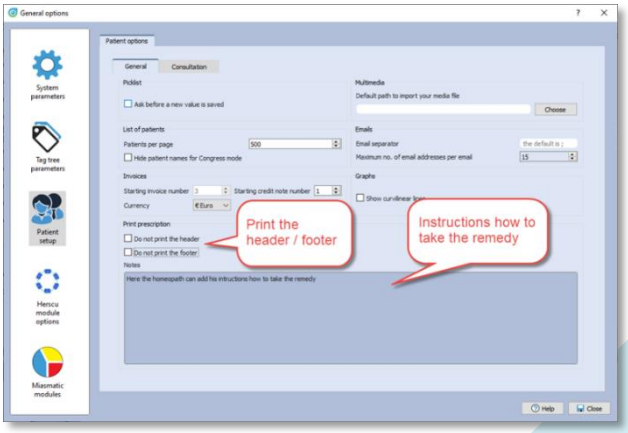
Via the general options, you can adapt the print prescription.

Go to: **Tools, Options, Patient setup**.

Options:
- Do not print the header

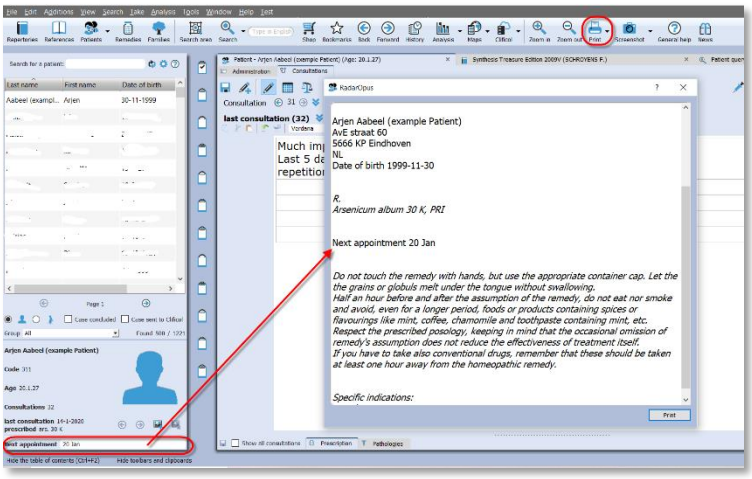
- Do not print the footer

- Type the text with instructions how to take the remedy.



Next appointment date

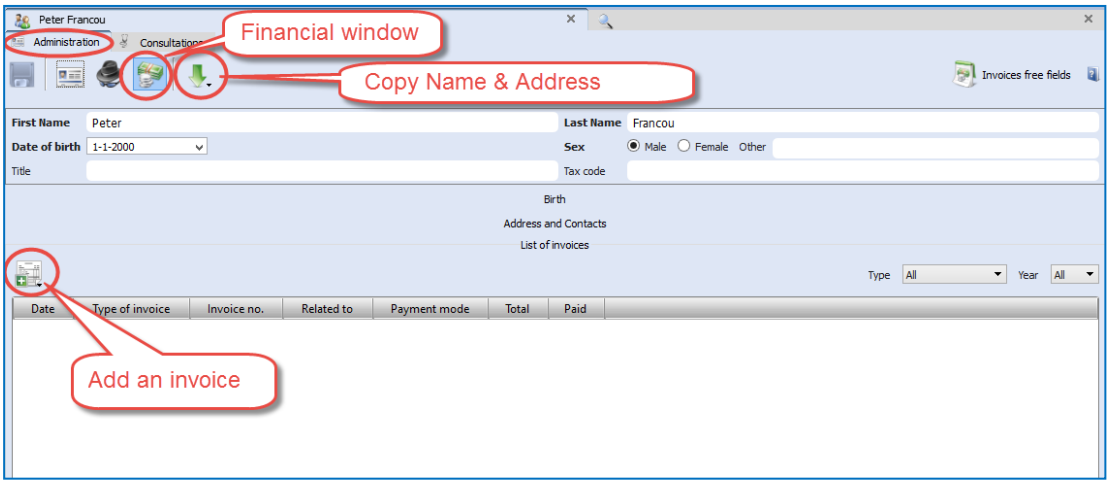
In the lower part of the *List of patients* you see the current opened patient.
The field *Next appointment* allows you to note the next appointment date, which is also included on the prescription.



Invoices

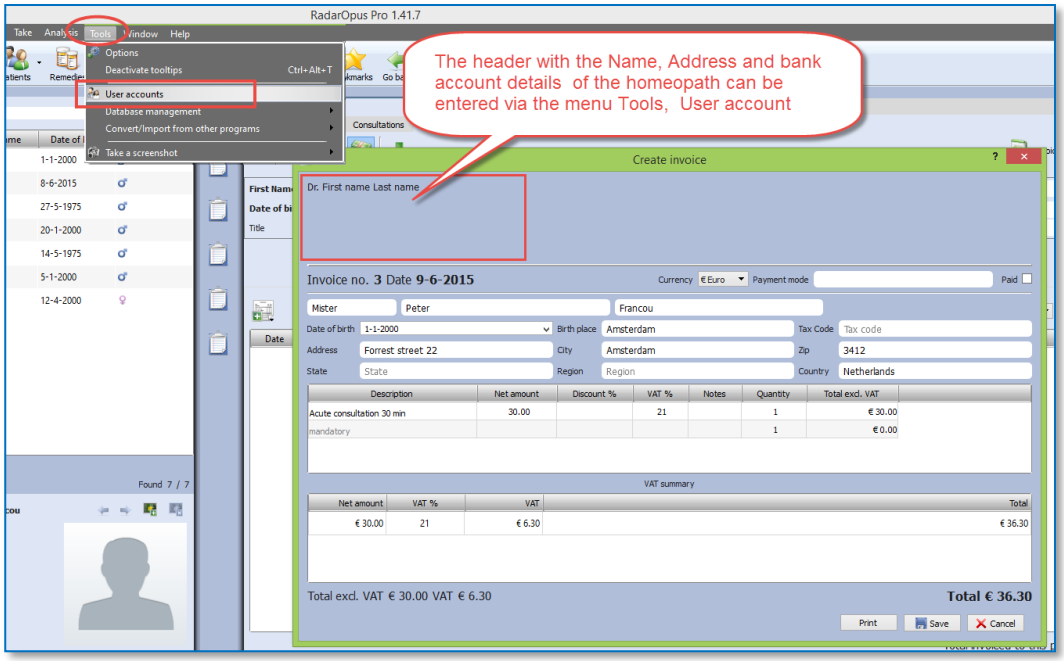
From the Administration Tab, you can click on the button **Invoices** (financial information):

- 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.

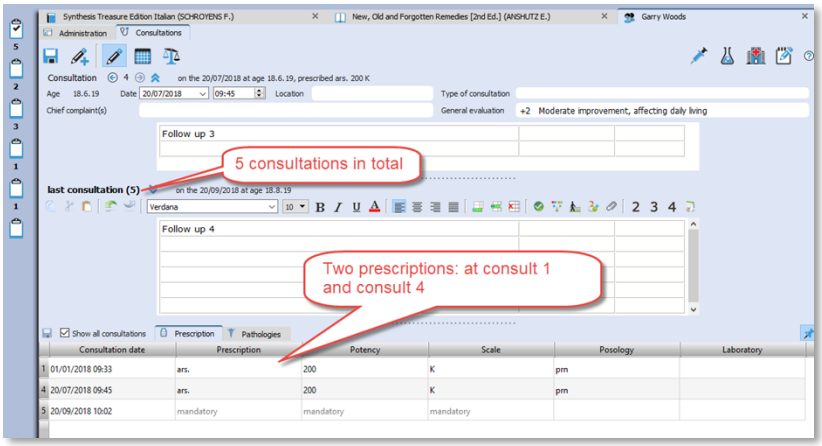
Attention: The name and address details of the homeopath is printed in the header of the invoice. You can insert these address details via **Account settings.**

Therapy Evaluation

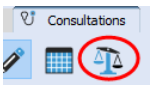
When the patient visits for a follow up, you can record the effect of your treatment in a more general way, or in great detail.
If you enter for all your patients a therapy evaluation, you will be able to get reliable statistics via the **Patient Search** functions.

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



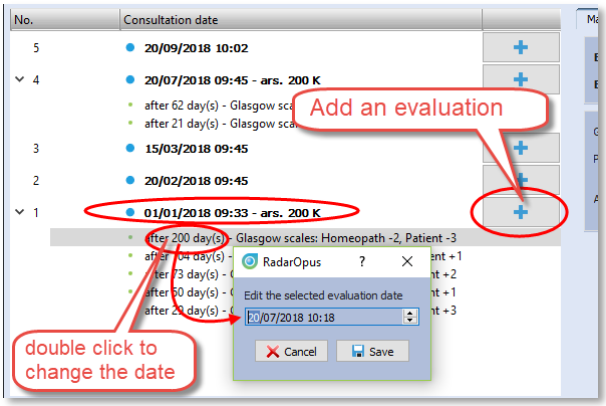
Click on the button **Prescription Evaluation** to open the evaluation window with the following options:

- 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.

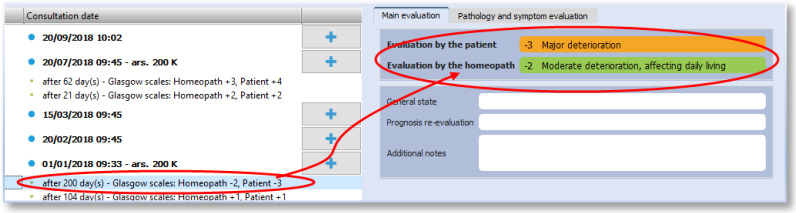
  You can add several evaluations about that prescription, as long as you do not make again a new prescription.

  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

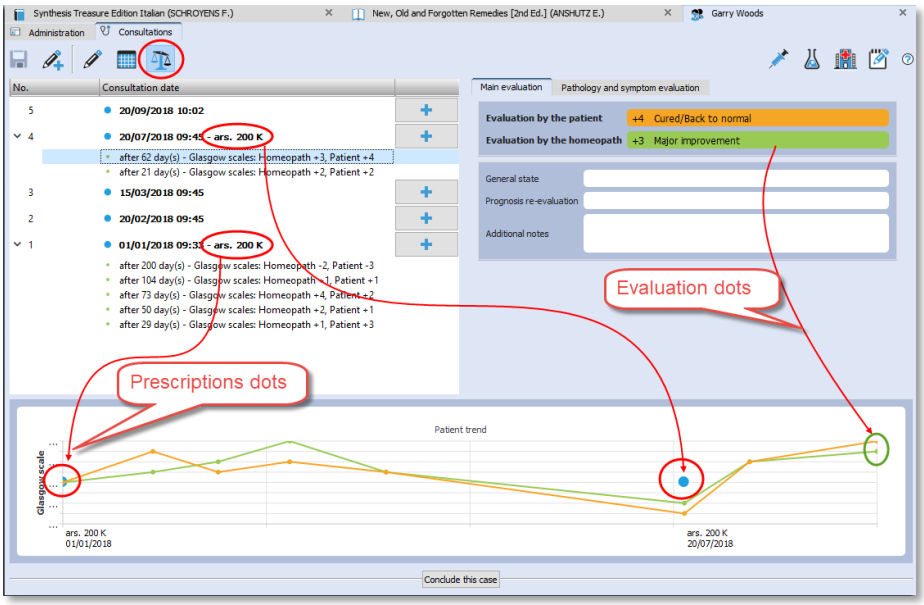


- You can also evaluate the **pathology,** or even evaluate each used repertory symptom from the analysis.

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.

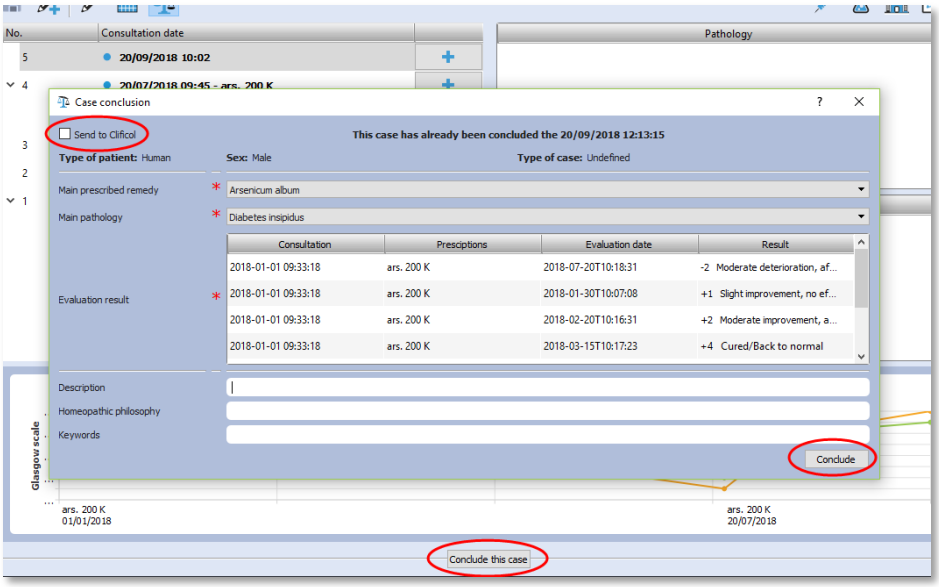
In the graph you also see an orange line indicating the **evaluation by the patient**, and a green line indicating the **evaluation by the homeopath**.
The smaller orange and green dots indicate the evaluation dates.



Conclude a case

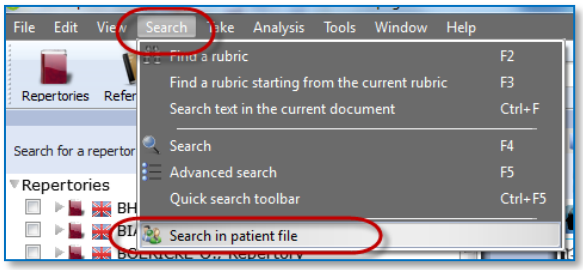
With the button "**Conclude this case**" you can write a general description about this case, and you can also upload it to the Clificol database.
Click on the button **Conclude this case**

You can share the case in a secure and anonymous way, by sending it to the **Clificol** database.



Patient Search

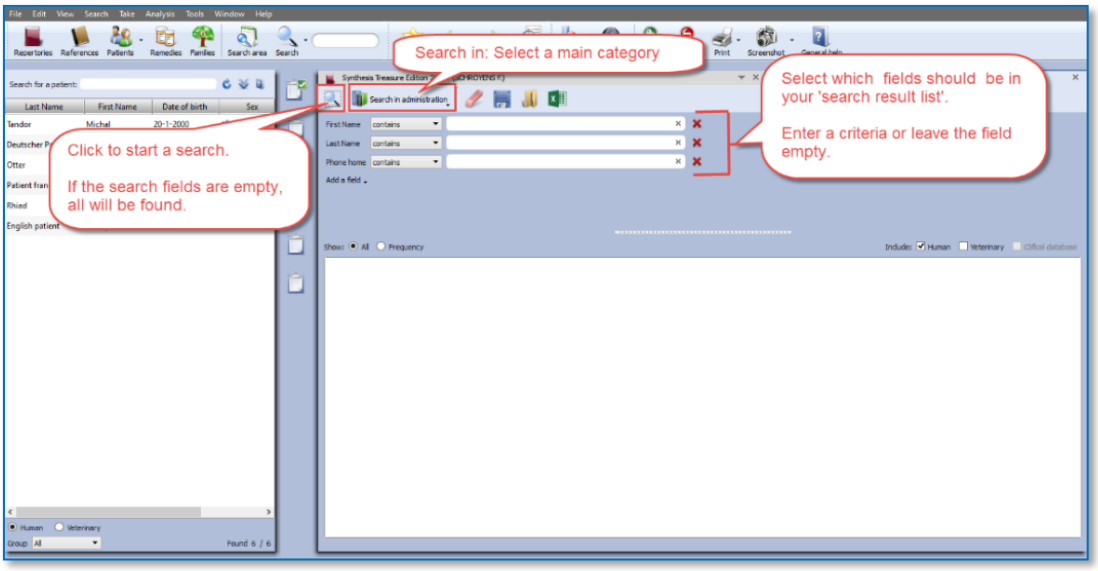
Using the **Patient Search** function will allow you to gain valuable insight into your practice.
The Light version of the patient file allows you to do basic searches. With the Professional version you will have the most powerful research tool for homeopathy excising to date, with a wide range of research possibilities.



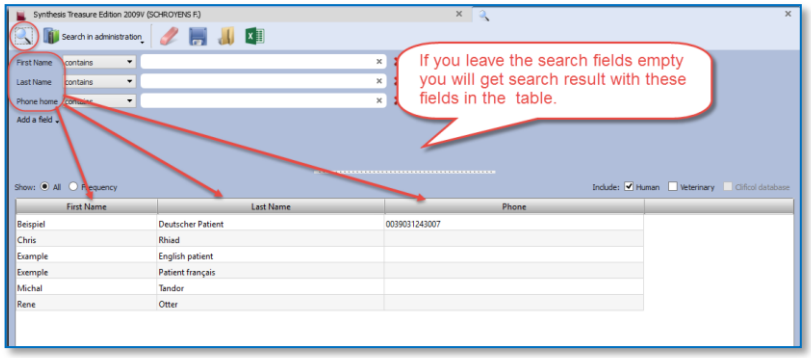
From the menu bar select **Search**, then **Search in the patient file.**

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. <u>Prescription</u> with the condition Ars., but use the field <u>Potency</u> 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

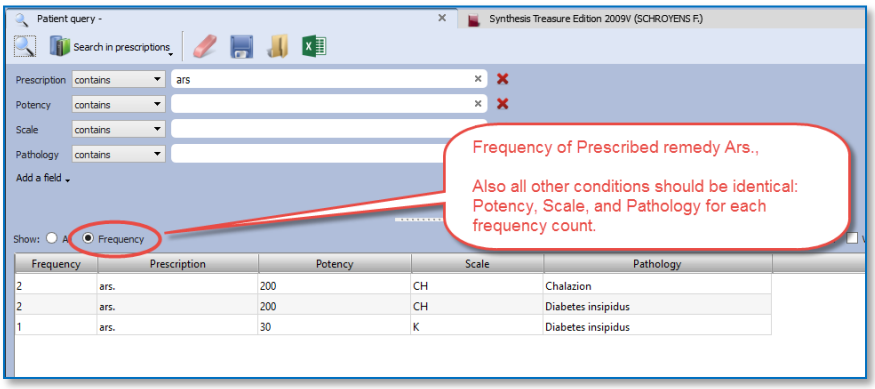
Example screen:

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 <u>all fields must have the exact same value to be counted as "the same".</u>

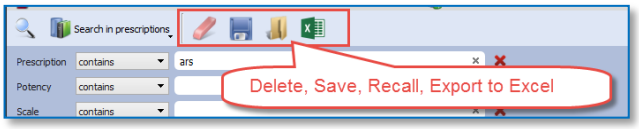
You see in the screen below, that the result is not one number how often Ars was given in total, but you see a result showing three rows:

- 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"

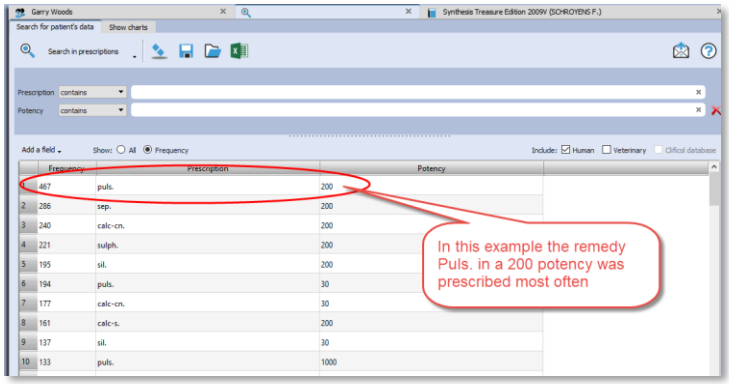


Other toolbar icons
With the other toolbar icons you can do the following:

- **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



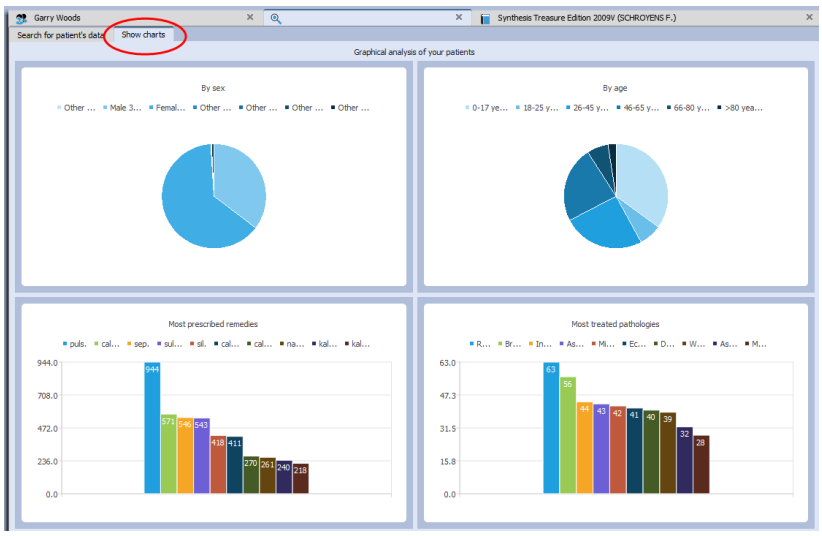
Example:
In this example database of a RadarOpus user, the remedy Puls. in a 200 potency was prescribed most often.



Show charts

If you click on the show charts tab, you can see some details of your practice.

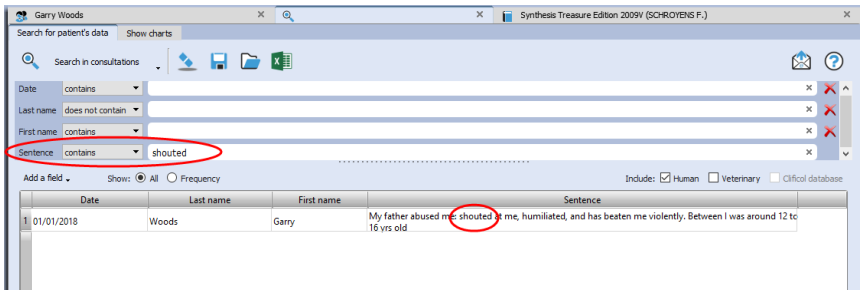
- The distribution over age categories
- Which remedies prescribed most often
- Which pathologies are most common



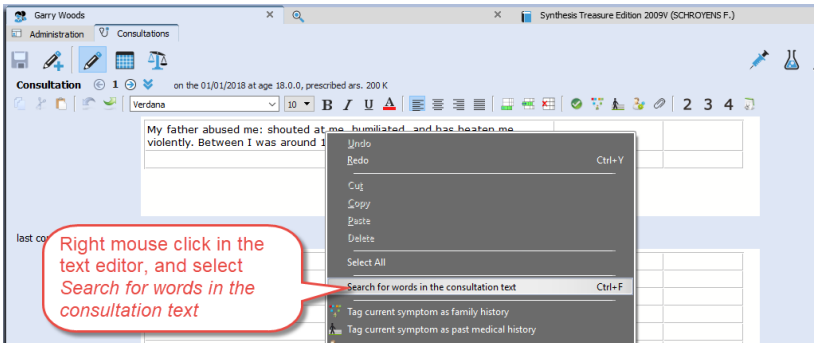
Search for words in the consultation text

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.



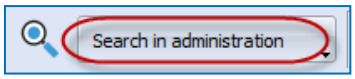
Send an Email to (all) your patients

Sometimes you want to send an email message to all or a selection of your patients.
You can send an email to:

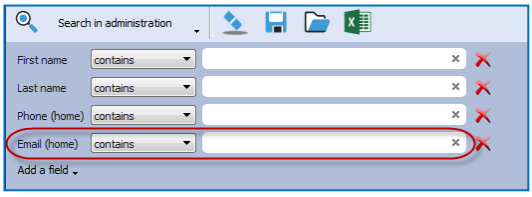
- only one patient
- to a selection of patients
- to all your patients

How to send to all your patients an email

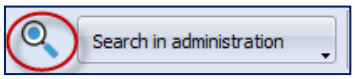
- Open the **Patient search** window: from the menu bar **Search**, then **Search in patient file**.
- Select **Search in administration**



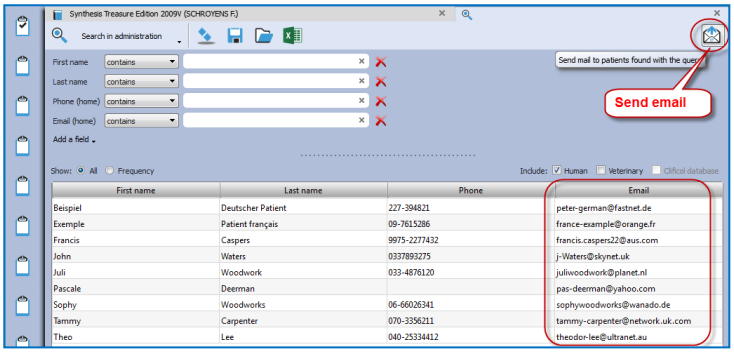
- Make sure the field **Email home** is selected
  You do not need to enter any search criteria into the fields



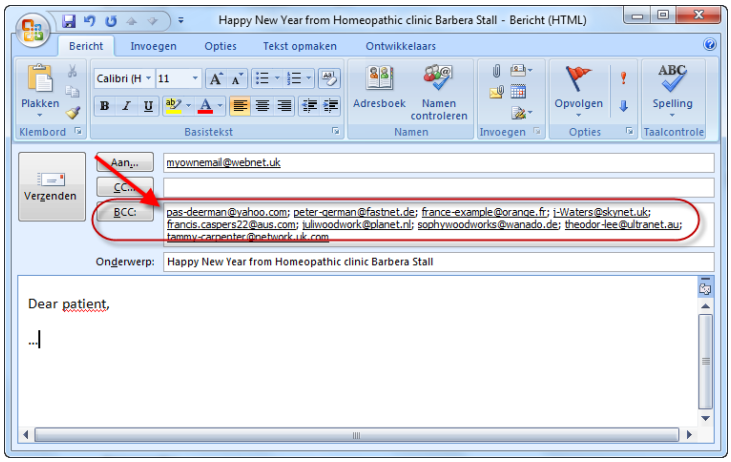
- Click on the **Search icon** to start the search:
  The result will be that all patients are in the list.



- Then click on the **Send email icon** (envelop) to open your email software.

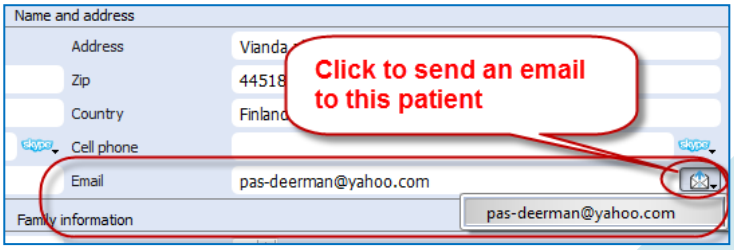


All email addresses will be added to the field BCC (hidden).



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).



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.

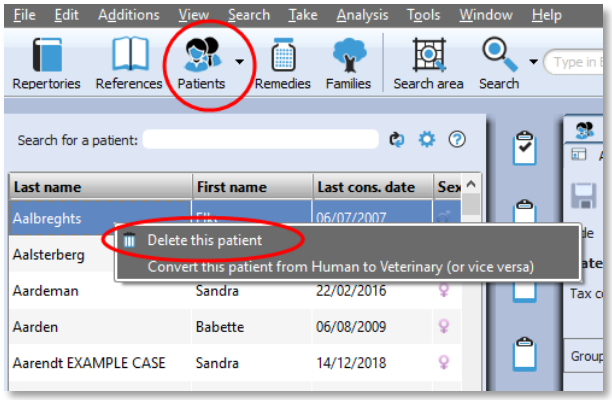
Blocked editing of previous consultations

In some countries the RadarOpus patient file will not allow previous consultations to be edited.

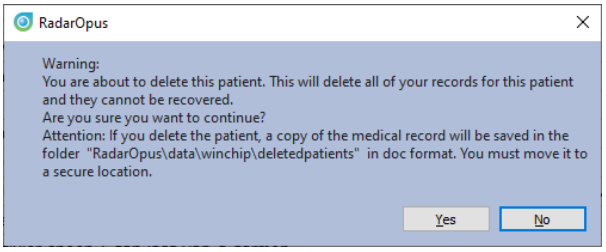
Deleting a patient & saving a copy as text file (print on paper)

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.

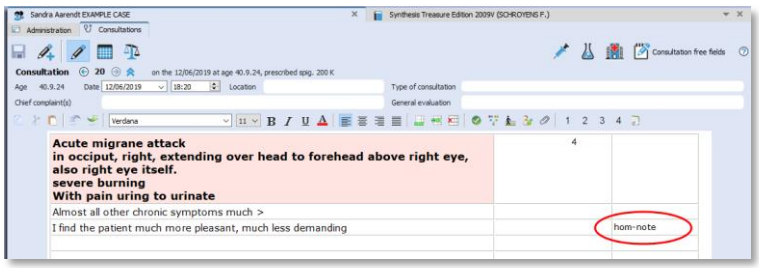
According to GDPR / HIPPA regulations you are not allowed to store any patient data which is not encrypted, and password protected on your computer (or a cloud drive).

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.

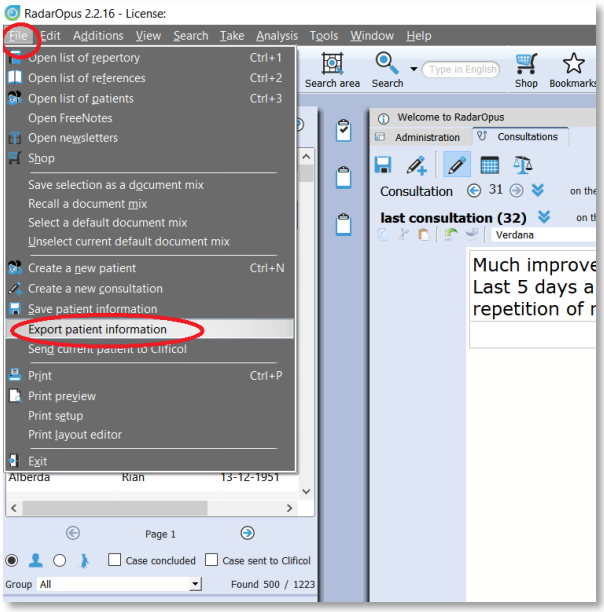
Your personal notes as prescriber are identified in the consultation text with the label: "**Hom-note**"*
(*) only available if your version also has the Tags column.



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.

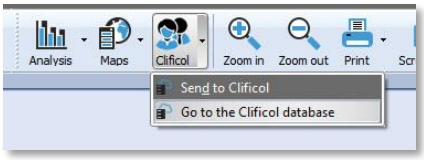


Clificol

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**

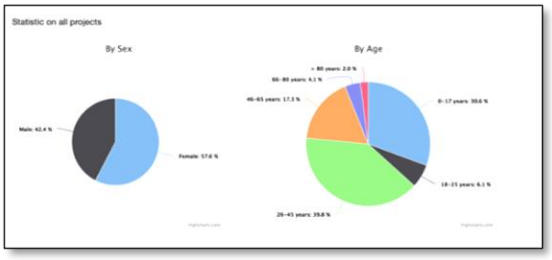
The Clificol project has two main objectives:

- 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

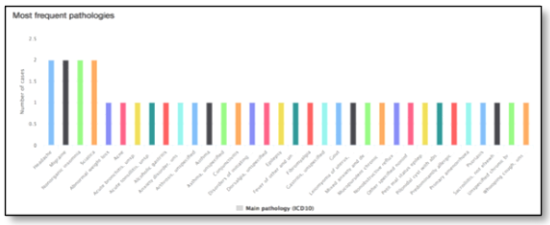
The login of the Clificol database can be found at:
http://intranet.clificol.net

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.

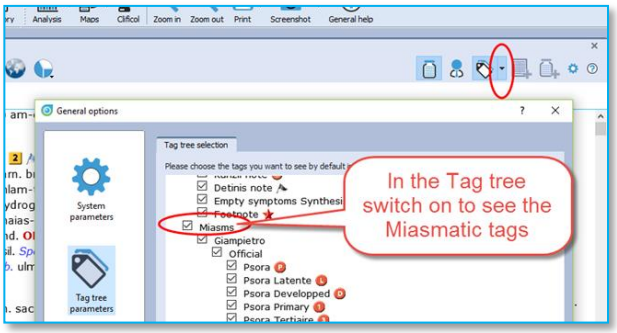


Miasmatic Analysis:

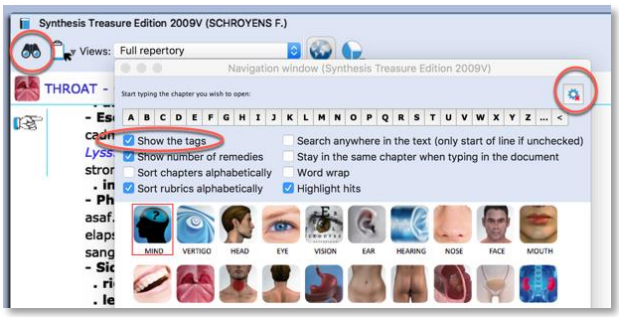
Giampietro – Ortega

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.



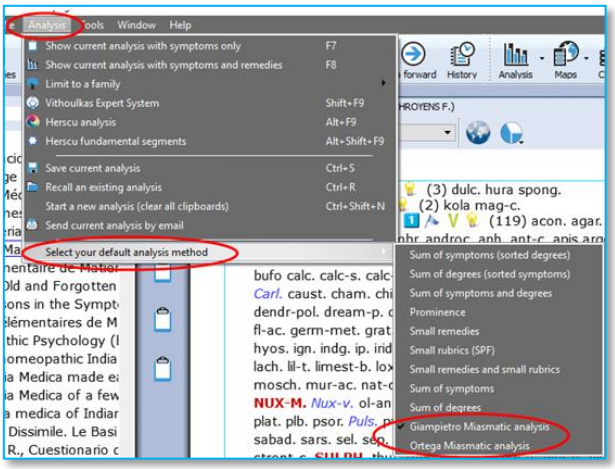
- In the Find window you can also select to show the Miasmatic tags if you like to see them.



Step 1: Activate the Miasmatic module

- Select as default analysis method one of the miasmatic methods:

  - Giampietro Miasmatic analysis
  - Ortega Miasmatic analysis



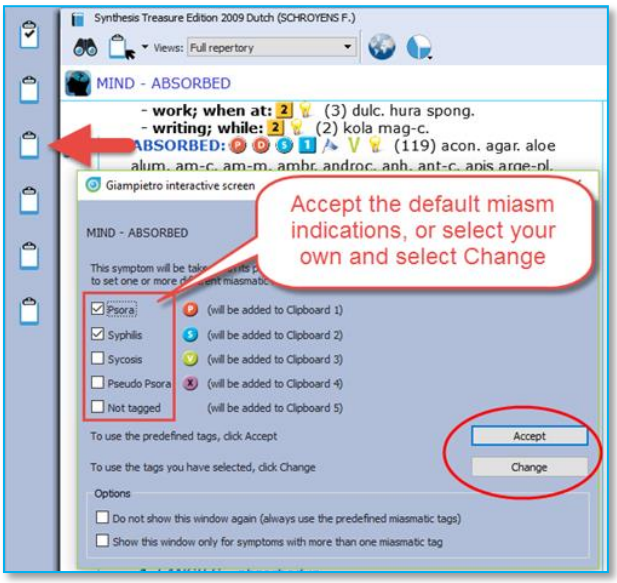
Step 2: Take symptoms
Drag a symptom to the clipboard bar to take it.

You do not need to drag and drop it to a specific clipboard, just drag to any location on the clipboard bar.

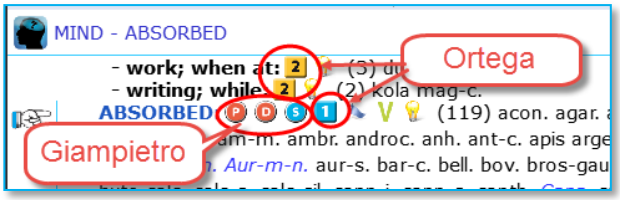
Step 3:
A dialog box will open, asking what to do with this symptom:

You can keep the indicated miasma(s), or make changes and select your own miasma(s) tags:

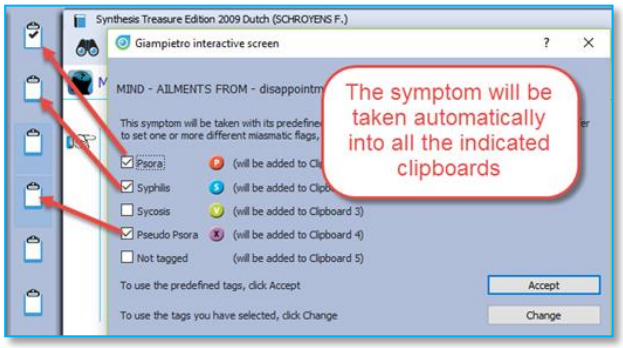
- To keep the default miasma(s) select **Accept**.
- If you make changes, select: **Change**



Giamietro tags are round circles
Ortega tags are the square boxes



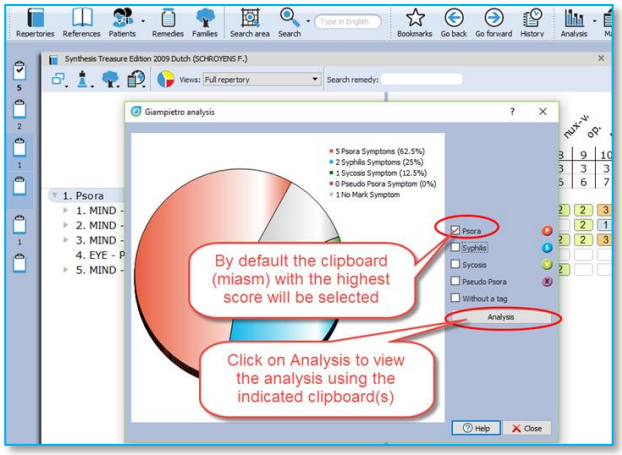
Click on **Accept** (or on **Change** if you have made changed), and the symptom will be taken into all the indicated clipboards.



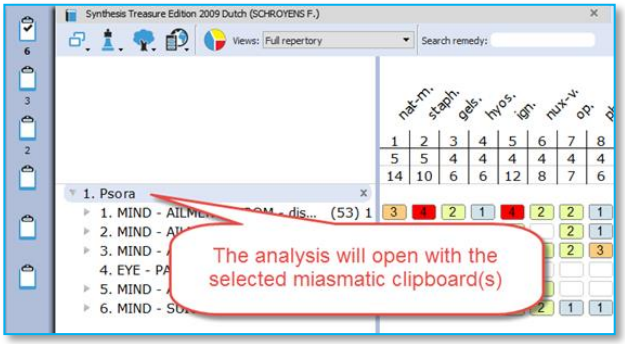
Step 4:
A graph opens showing the relative importance of each miasma.

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).



Representative & Webshop

Find your local representative

If you have in your country a local representative you can ask him for specific available AddOn options, upgrades or updates. He will also be able to advise you well what options are suitable or useful for your current package.

You will find a list of RadarOpus representatives on www.radaropus.com, then see Contact.

Webshop

If you don't have a local representative, then maybe the Webshop icon is a useful tool to see if there is something interesting available for you.

The Webshop button in the toolbar will show you all the individual books, modules, book-packages and Libraries which can be added to your license.

At the top of the Shop window the top sellers and promotions are shown.