



# Clarius Cloud User Manual

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# About this Manual



To obtain a printed copy of this manual at no additional cost, contact Clarius at [www.clarius.me/contact-us](http://www.clarius.me/contact-us).

This document is licensed as part of the purchase of the Clarius Ultrasound Scanner and meets international regulatory requirements such as the FDA. Use of this document by unauthorized persons is strictly prohibited.



Access to user documentation may be affected by: Internet availability and accessibility, website availability, and local electromagnetic interference.

## Target Audience

This document is written for trained medical professionals who operate and maintain your Clarius Ultrasound Scanner. It contains instructions and reference material pertaining to the usage and maintenance of the product.

## Document Icons

Icon	Title of Icon	Description
	Alert	Possible risks beyond the reasonable control of Clarius.
	Do not do this	This icon indicates actions to avoid.
	Note	This icon indicates informative material or helpful suggestions.

# About the Clarius Cloud



## What is the Clarius Cloud?

Traditional ultrasound systems have an on-board hard drive that stores exams, which you then export to USB, CD, or a DICOM server. However, with the Clarius Scanner, these exams are sent directly from your smart device to the Clarius Cloud when it connects to the Internet again.

## How Does Clarius Cloud Work?

During an exam, the images, measurements, findings, statistics (such as exam duration), and patient information with a link to their exam details (such as images and measurements), are initially stored on the smart device.

Once Internet connectivity is available, the Clarius App uploads the patient information portion of the exam in one area of the Clarius Cloud, and the remainder of the information (such as images, measurements, findings) in another area of the Clarius Cloud. These uploads are performed using encrypted HTTPS.

The institution owner has access to all data from that institution. Clinicians have access to patient information and exams.

The Clarius Cloud is HIPAA-compliant. The images, measurements, and findings can be shared while protecting patient information. This enables collaboration, education, statistics, and other tools that enhance patient care while maintaining patient confidentiality.

# Using the Clarius Cloud

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## Are You the Administrator?

Congratulations on purchasing your Clarius Ultrasound Scanner. If you are the administrator, this is the right place to start.

## Complete Your Registration

If you are an administrator, we have already created your account. You just need to register it with Clarius to complete the process.

▼To complete your registration:

1. Go to your email and open the confirmation message from Clarius.
2. Click on the confirmation link.
3. Follow the instructions on the screen to complete your registration.

At this time, if you are using your smart device, you can select to launch the Clarius App.

Now that you have created your Clarius Cloud account, you can set up your institution's profile. See next section for instructions.

## Set up Your Institution

▼To set up your institution:

1. Go to your Clarius Cloud.
2. Go to the drop-down on the top right corner of the screen and select . This opens the Institution Settings page.
3. Select the Profile menu option to display the Profile Settings page.
4. Enter the following sections:

Profile: Use this section to enter general information about your institution. The information you enter here will display in the drop-down field below the user profile.

- Institution Logo: You can upload a JPEG file of your institution's logo. Select the Browse button to navigate to the location of the image file.
- Self-Registration Email Domain: Users who have email addresses at this domain can create their own Clarius user account. Users with email addresses containing other domains must be invited as a guest.

Mailing Address: The delivery address for Clarius to send shipments.

5. Select the Save button.

Once you have set up your institution's profile, you can define other institution settings. For more information, see *Managing Your Institution Settings* on page 5.

## Adding the Clarius Cloud Icon to your Homescreen

Creating an icon on the homescreen of your smart device gives you quick access to the Clarius Cloud website.

▼To add the Clarius Cloud icon to your homescreen:

1. Go to the Clarius Cloud.
2. Select the upload icon to display options.
3. Select the "Add to Home Screen" icon.

Now when you want to open the Clarius Cloud, you can select this icon.

# Signing in & out

## Signing in

Before you sign in, make sure you have a user account, which can be set up using one of the following methods:

- Creating your own Clarius account
- Receiving an invitation from a user with a Clarius account

### ▼To sign in:

1. Go to the Clarius Cloud.
2. Go to Returning User and enter your user credentials.

If you forgot your password, select Forgot Password and follow the instructions on the screen.

3. Select the Sign In button.

## Signing out

### ▼To sign out:

1. Go to the top bar displaying your name and select the down arrow to display more options.
2. Select the Sign Out button.

# Managing Your Institution Settings

Use the Institution Settings page to configure administrative and operational details of your Clarius Cloud. You must be an administrator to access this page.

### ▼To access the Institution Settings page:

1. Go to the drop-down at the top-right corner of the screen and select . This opens the Institution Settings page.
2. You can go to the menu on the left and select one of the following types of settings:

- Profile
- Billing
- Scanners
- DICOM
- Groups

## Viewing Your Billing Account

You can view your billing information, current plan, and usage. You can also upgrade your plan.

▼To view your billing information:

1. Go to the Institution Settings page and select Billing.
2. If you want to upgrade your plan, select the Upgrade button to display the Upgrade Plan window.

## Managing Scanner Settings

You can define universal settings for all scanners at your institution.

▼To set up scanners:

1. Go to the Institution Settings page and select Scanners.
2. Select from the following options and checkboxes:

### Scanner Authorization Rule

- All users in this institution can use any of this institution's scanners: Selecting this option hides the Assign Scanner button displayed the Users page.
- Scanner access is granted per user: Selecting this option displays the Assign Scanner button in the Users page, giving you the ability to assign scanners to users.

### Data Sharing

- Share Scanner Usage Data with Clarius: Selecting this option processes the log data recorded by the Clarius App.
- Track scanner locations: Selecting this checkbox gives your scanner, when connected to the Clarius App, the ability to emit an audible response to help you identify it.

Share Exam Data with Clarius (not Patient Data): Selecting this checkbox lets you share images while maintaining patient confidentiality.

3. Select the Save button.

## Managing User Groups

Before you create user groups, make sure that you have created user accounts for all staff members so that you can add them to the group. For instructions on creating user accounts, see *Creating User Accounts & Registering Yourself* on page 8.

### ▼To create a user group:

1. Go to your Institution Settings page and select Groups.
2. Select the Add Group button to open to the group page.
3. Enter the following fields:
  - Group Name: You can enter up to 50 characters. The group name must be unique within the institution.
  - Add Members: Enter the user names or select from the drop-down field.
4. Select the Add button to add the selected members.
5. You can continue adding more users or select the Back button to return to the group page.

### ▼To edit a user group:

1. Go to your Institution Settings page and select Groups.
2. Select a group and then select Edit to open the group's page.
3. You can do the following:
  - Remove members by going to the Group Members section and selecting X.
  - Change the name of the group by selecting the group name and on the Rename Group window entering a new name. The group name must be unique within the institution.
  - Delete the group by selecting the Delete button, and on the Delete Group confirmation window select the Confirm button.

# Managing User Accounts

## Creating User Accounts & Registering Yourself

Standard users, such as clinical staff, can create their own Clarius account and register themselves.

▼To create your user account and register yourself (using the Clarius Cloud):

1. From the Sign In page, go to the New User section and enter your information in the fields. Your email address must use the same domain that your administrator used to register with Clarius.
2. Select the Create Account button. Clarius will send you a confirmation email.
3. Go to your email and open the confirmation message.
4. Follow the instructions on the screen to complete the registration process.

The next time you are on your smart device, you can sign in to the Clarius App and start using it.

▼To create your user account and register yourself (using the Clarius App):

1. Open the Clarius App.
2. Select the Create Account button to display the account-creation page.
3. Enter your email and password, then select the Create Account button. An e-mail confirming your new account will be sent to you.
4. Go to your email and open the confirmation message from Clarius.
5. Follow the instructions on the screen to complete the registration process.

You can now launch the Clarius App and begin using it.

Once you have created your account, you can create your user profile.

## Create Your User Profile

When you have completed your registration process, the next step is to create your user profile.

▼To create your user profile:

1. Go to the top bar displaying your name and select the down arrow to display more options.
2. Select the Profile button to display your profile page. This page shows the following menu options:
  - User Profile Settings page: Enter or edit your profile.
  - Exam Statistics: The pie chart shows the percentage of different exam types you performed. Hover your mouse over a section of the pie chart to show details.
  - Password: Change your password.
  - Credentials: Upload a scanned JPEG file of your certificate or diploma.
3. Select the Save button to save your entries or changes.

Once you have entered your user profile, your basic information is complete. You can now manage your institution settings.

## Viewing User Accounts

If you are an administrator, you can view the following activities of a Clarius user:

- Exam Statistics: The pie chart shows the percentage of different exam types the user has performed. Hover your mouse over a section of the pie chart to show details.
- Recent Exams: A list of exams the user performed. Selecting a record from the table opens the exam's page.
- Assigned Scanners: A list of scanners accessible to the user.

▼To view user details:

1. Go to the Users page.
2. Select a user to go to the user's page.

## Editing User Accounts

If you are a standard user, you can edit your own account.

If you are an administrator, you can remove users from the Clarius Cloud and manage users' access to scanners. For instructions on removing user accounts, see *Removing Clarius Cloud Accounts* on page 10. For instructions on managing scanners, see *Managing Scanners* on page 11.

Profile details can only be edited by the owner.

## Inviting Users

Any Clarius user can invite guests. These guests can be non-Clarius users, or users outside your institution (for example, clinicians). This means that their email can have a different domain than yours. When you invite them to your institution, you will have the ability to share images with them.

### ▼To invite other users:

1. Go to the Users page.
2. Select the Invite New User button. This takes you to the Invite new User page.
3. Enter their email address.
4. Select their role.
5. If you want to give this user access to all available scanners at your institution, select the **Assign all users to this scanner** checkbox.
6. Select the Invite button.

The user is automatically added to your institution. The user will receive an email informing them that they have been added to your institution. They can follow the instructions in the email to change their temporary password and sign in to the Clarius Cloud.

For record-keeping purposes, Clarius will also receive an email indicating that you have added this user to your institution.

## Removing Clarius Cloud Accounts

To delete a user account from your institution, you must be an administrator.

If you have added a non-Clarius user to your institution, any user from your institution can remove this account. When you delete this account from your users list, you are removing only that user's ability to view scanners and exams associated to your institution. They can still view the cases and shopping pages, and if they are associated to other institutions, they can still view the scanners and exams associated to those other institutions.

### ▼To remove a Clarius account:

1. Go to the User's page.
2. Select a user to display the user's account page.

3. Select the Remove User button.
4. Select the Confirm button.

▼To delete an administrator's account:

Contact Clarius Customer Support.

## Managing Scanners

When you make changes to a scanner's attributes, such as their name or permission status, the user who is currently accessing this scanner will see these changes take effect when they refresh the Scanner page on their Clarius App.

## Viewing Scanners

If you are a clinical user, you can view the list of scanners displayed on the Scanners page, but you cannot view the details of each scanner.

▼To view scanner details:

1. Go to the Scanners page.
2. Go to a specific scanner and from the top right, view the drop-down list, and select the View/Edit option.

## Renaming Scanners

Each scanner has a 15-digit alphanumeric code for each probe, for DICOM purposes. This code is configurable. Also, each probe displays an auto-generated entity ID when first created. This is the acronym of institution name followed by a counter made of letters. For example, VGH\_A, VGH\_B, etc.

▼To rename a scanner:

1. Go to the Scanners page.
2. Go to a specific scanner and from the top right, view the drop-down list, and select the View/Edit option.
3. Select the current name (or the pencil icon next to it) to display the Edit Scanner window.
4. Enter a new name and select the Confirm button. The scanner name must be unique within your institution.

## Changing Scanner Status

The scanner's status can be changed to Active, Lost, Being Serviced, Sold, or Given Away. If you want to change the status, contact Clarius at [www.clarius.me/contact-us](http://www.clarius.me/contact-us).

## Assigning Scanners to Users

To assign scanners to users, you require administrative rights. You can assign multiple scanners to a user.

▼To assign a scanner to a user:

1. Select the Assign Scanner button from one of the following pages:
  - Users page
  - Scanners page

If you do not see the Assign Scanner button, the user already has access to all scanners at this institution. To restrict their access, see *Managing Scanner Settings* on page 6.

You can also assign all scanners to a user at the time you invite them as guests to your institution. For instructions on inviting users, see *Inviting Users* on page 10.

2. In the Assign field, select a scanner from the list.
3. In the To field, select a user account.
4. Select the Assign button.

## Removing Scanner Access from Users

If you remove a scanner from a user while that user is in the middle of an exam, the Clarius Ultrasound Scanner will allow that user to continue with their current exam.

You cannot remove scanner access from administrators.

▼To revoke access to a scanner that has been granted to a user:

1. Go to the Users page.
2. Select a user to open the user's account page.
3. From the Assigned Scanners section, select the Revoke button.

You can reinstate their scanner access by pressing the Grant button.

## Managing Exams

### Sorting Exams

When you open the Exams page, you will see all exams by default. You can filter these exams by type, date, or keyword search. You can also sort the list, in ascending or descending order, by selecting column heading.

### Viewing Exams

▼To view images from a patient exam:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Scroll through the images taken from this exam.

▼To view other exams from the same patient:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Select the More button.

### Sending Exams for Internal & External Review

Internal reviews can be from your institution. External reviews can be from other institutions and to non-Carius users.

▼To send an exam for review:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Select the Review button to display the Send for Review window.
4. Start entering the reviewer's email address. Auto-complete will filter the email list to those that match your entered criteria. You can enter multiple emails.
5. Select the Send button. An email notification will be sent to the reviewers.

▼To send an exam to a non-Clarius user:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Select the Review button to display the Send for Review window.
4. In the Share With text field, enter the email address of the recipient and press the Enter key.

Once you enter a new email address, the system will remember it and stores it in the Currently Shared With list for this exam.

5. Select the Send button.

Clarius will send an email invitation to the recipient. They can follow the instructions in the email to create a password.

The same recipient will receive a second email containing the exam to review.

## Posting Comments Privately

All comments made on the Case Review page are made private, meaning they stay within the institution. To post comments publicly, see *Posting Comments Publicly* on page 20.

▼To post comments privately:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Go to the Discussions tab and enter your comment at the bottom of the page where you see, "Type comment here..."
4. Select the Comment Privately button.

▼To reply to a comment posted by someone else:

1. Open the Exams page.
2. Select an exam to open to its page.
3. In the Case Review section, select a comment and select Reply to display a comment field.
4. Enter your comment and select Comment Privately button.

▼To delete a comment (you must be an administrator or the exam owner):

1. Open the Exams page.
2. Select an exam to open to its page.
3. In the Case Review section, go to a comment and select Delete, then select Confirm.

## Restoring & Archiving Records

Exams, including individual images and cineloops from those specific exams, cannot be deleted. They can only be archived, so that if an institution is dissolved, their exams remain on record and made available to Clarius for research purposes. You cannot comment on archived exams.

### Archiving Exams

▼To archive a single exam:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Select the Archive icon to archive this exam.

▼To archive multiple exams:

1. Open the Exams page.
2. Select the checkbox beside the records you want to archive.
3. Select the Archive icon to archive these exams.

▼To retrieve an archived exam:

1. Open the Exams page.
2. Select the View Archive button to open the Archived Exams page. You can sort the list by selecting a column heading.
3. Select the checkbox beside the records you want to archive.
4. Select a record to retrieve the exam.

## Archiving Specific Images & Cineloops

### ▼To archive an image or a cineloop:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Select the Edit button to open a new page.
4. From the Active Images box, select the image or cineloops you want and drag them into the Archive Images box.
5. Select x to close the window and return to the selected exam's page.

### ▼To retrieve an archived image or a cineloop:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Select the Edit button to open a new page.
4. From the Archive Images box, select the image or cineloops you want and drag them into the Active Images box.
5. Select x to close the window and return to the selected exam's page.

## Editing Patient Information

### ▼If the patient ID is missing from the exam, you can enter it anytime. To do this:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Go to the Patient Info tab and select the Enter Patient ID button to display the Add Patient ID window.
4. Enter the patient ID. Auto-complete will filter the patient ID list to those in the database that match your entered criteria.
5. Select the Save button.

### ▼To add missing patient information, or to edit existing patient information:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Go to the Patient Info tab and select the Edit Patient ID button to display the Edit Patient ID window.

4. Enter or edit the fields provided.
5. Select the Save button.

If this action affects this patient's information contained in other exams, these records are displayed in this window so that you can confirm these changes.

If conflicting information exists between patient information entered in the Clarius App and that which was saved in the Clarius Cloud, you can view both details and then select one to overwrite the other.

▼To resolve conflicting patient details:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Go to the Patient Info tab and select the Resolve Conflicts button to display the Edit Patient Information window.
4. Select the **Use patient info from Clarius App** button and then the **Use patient info from Clarius Cloud** button to toggle the display between the two sets of details.
5. When you have chosen the details you want to keep, select the Save button.

If this action affects the patient's information in other exams, these records will display in this window so that you can confirm these changes.

## Generating Reports

▼To generate a PDF Report:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Select the Print icon to display the Generate PDF Report window.
  - Report Title: This field defaults to the name of the exam type. You can change this title.
  - Select comments to be included in the report: Select the checkbox next to the comments you want to show on the report.
  - Include Measurements & Calculations in report: Select this checkbox if you want this information on the report.
4. Go to the Image Layout section and select an image display format.
5. Select the Submit button and following the instructions on the screen to save the report in PDF format.

You can also edit the referring physician before producing the report by going to the Patient Info tab.

## Creating OB Movies

OB/GYN images can be made into a short video.

### ▼To create an OB/GYN video:

1. Open the Exams page.
2. Select an OB/GYN exam to open to its page.
3. Select the Movie icon to display the Create OB Movie window.
4. Enter the fields and select the Send Video button to review the video.
5. You can select the View Movie button to watch the video.

### ▼To edit an OB/GYN video:

1. Open the Exams page.
2. Select an OB/GYN exam to open to its page.
3. Select the Edit Movie icon to display the Edit OB Movie window.

Note: This button is shown only if the currently selected exam contains an OB/GYN video.

## Managing Cases

Cases are groups of images taken from an exam that are meant for sharing publicly. These cases are meant for education, discussion, and feedback. All patient data will be removed from the images before being made public.

## Sorting Cases

When you open the Clarius Cases page, you will see all cases by default. You can filter these cases by exam type by selecting the name of the workflow at the top of the page. You can also filter the list using keyword search.

## Viewing Cases

### ▼To view a case:

1. Open the Cases page.
2. Select a case to open to its page.
3. Scroll through the images taken from this exam.

If you are an administrator or the case owner, a View Exam button is shown. Selecting this button displays the Exam Details page. Because this page contains patient information, only the administrator and exam owner can see the View Exam button.

## Sharing Exams Publicly

Before an exam can be released to the public, Clarius will review it. Once it is approved, the case will be made visible to the public.

### ▼To share exams publicly:

1. Open the Exams page.
2. Select an exam to open to its page.
3. Use the selection button next to each image to either select all images or individual images.
4. Select the Share button to display the Share Publicly window.

Note: This button is shown only if the currently selected exam is shared.

5. Enter a headline and a description, and select the Share button.

### ▼To unshare exams that are currently public:

1. Open the Exams page.
2. Select a shared exam to open to its page.
3. Select the Unshare button to display the Unshare Exam window with a message that all comments will be deleted.
4. Select the Confirm button.

## Posting Comments Publicly

All comments made on the Clarius Cases page are made public. To post comments privately, see *Posting Comments Privately* on page 14.

### ▼To post comments publicly:

1. Open the Clarius Cases page.
2. Select a case to open to its page.
3. Enter your comment at the bottom of the page where you see, "Type comment here..."
4. Select the Comment Publicly button.

### ▼To reply to a comment:

1. Open the Clarius Cases page.
2. Select a case to open to its page.
3. In the Public Discussions section, select a comment made publicly by another user and select Reply to display a comment field.
4. Enter your comment and select Comment Publicly button.

## Sharing Cases on Social Media

You can share your cases (exams made public) in the following social media pages:

- Facebook
- Twitter
- Google+
- LinkedIn

### ▼To share a case:

1. Go to the Clarius Cases page.
2. Select a case from the page and go to Share Case, then select one of the social media options to open that page.
3. Sign in to your social media page and post the selected case.

## Reviewing Cases

▼To review cases sent to you for your review:

1. Go to the Cases page.
2. Select the My Cases for Review button to display the My Cases for Review page.

This page displays all cases sent to you for your review.

## Shopping & Purchasing

You can purchase scanners and accessories through the Clarius Cloud. Make sure you have your shipping and billing details in to your user account.

1. Go to the Shop menu.
2. Select your store.
3. Select your country.
4. Proceed through the steps to checkout.

## Troubleshooting

▼To reset your Clarius Cloud password:

1. From the Sign In page, go to the Returning User section.
2. Select **Forgot password?** to display the **Reset your password** page.
3. Enter your email address and select the **Reset password** button.
4. Open your email and follow the instructions.

▼If the Wi-Fi network is down:

- Wait for the Wi-Fi Network to come online again.
- Check with the Network Administrator to determine the Wi-Fi network's status.
- Try establishing a Wi-Fi Direct connection with the scanner.
- Check if the battery in the scanner is empty.
- Change scanners.
- Change batteries.



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#### REVISION HISTORY

Cloud Version	Revision Date	Description of changes.
0c68f1e	December 21, 2016	First official release.
68af1f5	April 25, 2017	Instructions for managing billing information, generating PDF reports, and creating OB/GYN movies.