ADF DIRECT
Reference Guide

I-MED Network Radiology
Comprehensive care. Uncompromising quality.

SONIC HEALTHCARE

➔ Logging in for the first time

1. In your web browser, enter the following web address
   https://adfdirect.com.au and press **ENTER**

2. Type in your **username** and **password** (current users of ADF DIRECT can enter their existing username & password). *First time users (people who have never logged in) will need to click on 'Apply for Account'*. Note: Before you can use this program you will need to accept the Terms and Conditions of Use.

3. If you are accessing from a computer off base and not on the DRN network you have the capacity to create a shortcut on your desktop, drag the explorer icon from the address field onto your desktop. You may wish to rename the shortcut "ADF DIRECT".

4. From now on you can access the website by double clicking on the shortcut on your desktop and entering your username and password
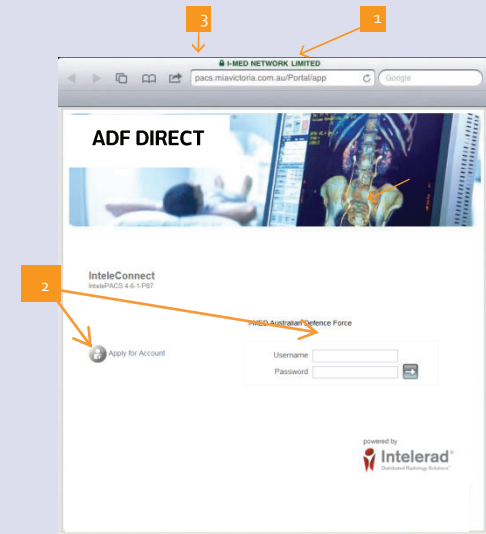
➔ Setting Contact Information and changing your password

1. Click **Profile**

2. Click **Account Preferences**

3. Type or edit your email address (the account you want to receive notifications), telephone numbers, or address in the appropriate fields

4. Go to the password section and tick change password and change your password. *New users - you will have been provided with a generic password which you must change to ensure your security is maintained.*
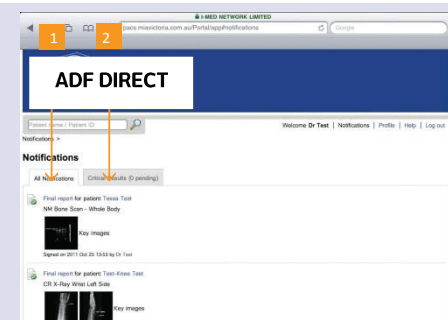
5. Click **save**
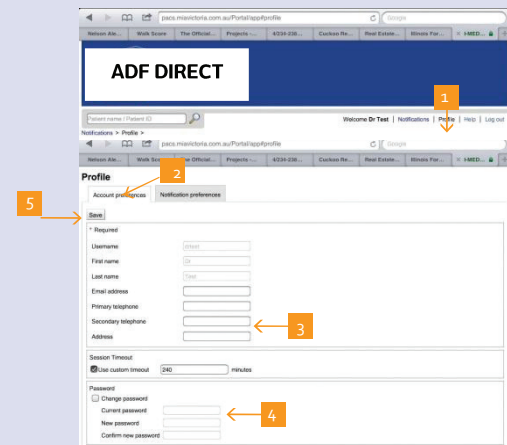
➔ Setting Email Notifications

1. Click **Profile**

   You can receive email notifications for final reports and/or when images are available to view.

2. Click **Notification Preferences**

3. Enable or Disable notifications for final reports

4. Click **save**
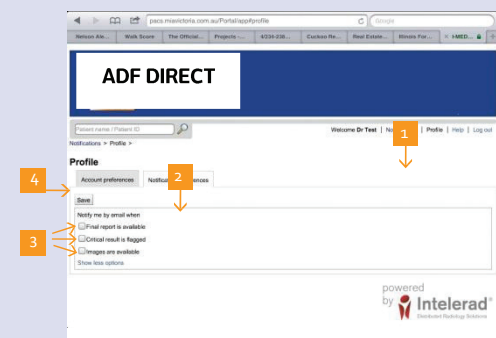
➔ Viewing Notifications

1. Click **Notifications**

   The notifications page appears, listing the most recent notifications that you received (to save time searching, the notification page will display your notifications for the last 30 days).

2. To return to the list of notifications, click **Notifications**

For more information email enquiries@adfdirect.com.au or to register go to https://**adfdirect**.com.au

![I-MED Network Radiology — Comprehensive care. Uncompromising quality.]

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➜ Viewing Images

Note: these images are for review only. They are not appropriate for diagnostic purposes

1. Click "Images Available" or "Final Report" on the Notification page to view
   – Interim available images
   Or
   – The patient's final report and images

2. To view thumbnails for all images for this order, click **all images**
   If you require additional functionality when viewing the images you can launch
   I-MED Online/ADF Direct by clicking Inteleviewer (IV) from the web portal.
   This functionality is only available outside the DRN, on PC's running Internet Explorer and
   is best supported by IE8. If I-MED Online/ADF Direct isn't installed on your device it will
   automatically install. Please note that if attempted from within DRN,
   the system will log you out.

3. Click the thumbnail of the image you want to view

4. To pan the image, click and drag it


5. Do any of the following:

Click this:	To do this:
▦	Return the overview of thumbnails
⬅	View the previous image
➡	View the next image
▯	Scroll up or down through the series of images Note - the scroll bar only appears when there are 2 or more images in the series
🔍＋	Zoom in
🔍－	Zoom out
⛶	Use the entire screen or browser windows to view the image. You can also double-click the image.
▦	View the image and the report for the patient. You can also double-click the image.
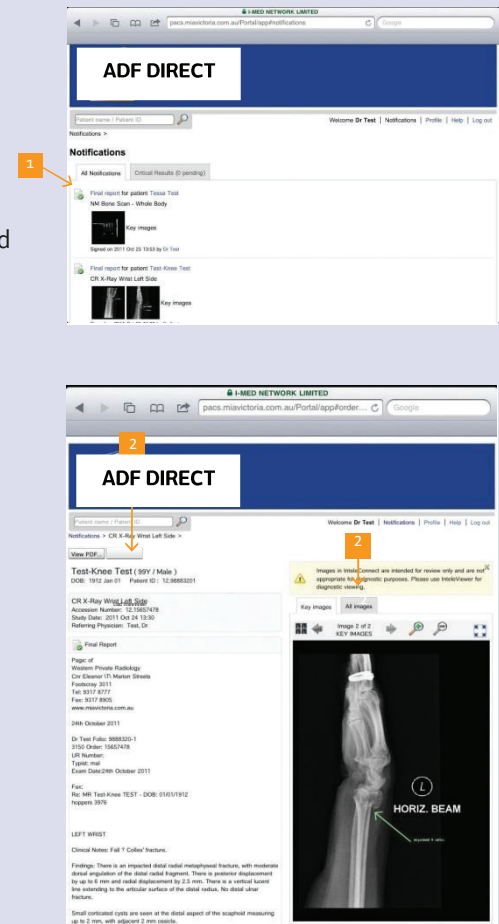
➜ Searching for Patients and Prior Cases

Personnel authorized to access ADF Direct will have access to all defence imaging via this portal.

1. In the search box, type the patient's family name, followed by a comma, then first
   name and press **ENTER / Or Enter the patient's EPID No. and press ENTER.**

   Note: there are no date constraints when searching for patients. A list of results is
   displayed

2. If more than one patient matches your search, check date of birth and click the row of
   the patient that you are searching for.

   A list of orders for that patient is displayed

3. Click the row for an order to view reports, impressions, images and other
   information
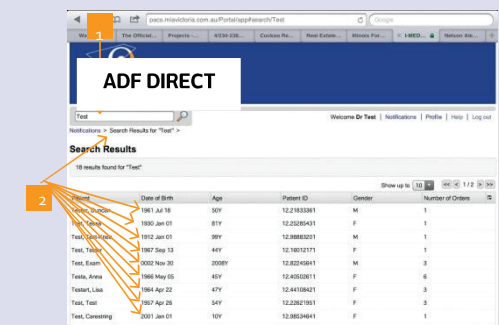
➜ Printing Reports

1. Click "Final Report" on the Notification page to view the patients final report and
   images

2. Click **View PDF**

3. The View PDF options dialog appears

4. Enable the checkboxes for the items that you want to appear in the printable report

5. Click **View PDF**

6. Use your browser's features to save or print the PDF