

How to archive a study

In order to become credentialed using Butterfly, you must save each study that you perform to ensure the QA process can take place.

> ** Best Practices: Save your study between each patient Add patient name and DOB to every study **

At the END of exam:

• When you have finished capturing your images, tap the **capture reel** in the upper right corner of the imaging screen.

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Associate patient details:

• Associate patient details via the worklist by clicking **+Add** and type the first few letters in the patient's last name. Select appropriate patient.

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Author	Archive to Clinical	>
Patient details No patient details		+ Add
Exam type No exam type		+ Add
Worksheets No worksheets		+ Add
Notes		+ Add

Follow the same steps as above to:

- +Add exam type
- +Add a worksheet
- Make any necessary notes

To Save study:

- Scroll to the bottom of the Study details page
- Click the blue Save Study button

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