



Manual and Tutorial videos

RadarOpus

Version 1.41

Manual last updated 24 March 2016

Attention

The orange boxes link to tutorial videos.
Run the videos in full screen and in high resolution if your internet connection permits,
See below video to see how to do this:

See video: [Video size & streaming quality](#)

*Ask for this manual to be sent to you digitally,
so that you can click on all the video links.*

Table of content

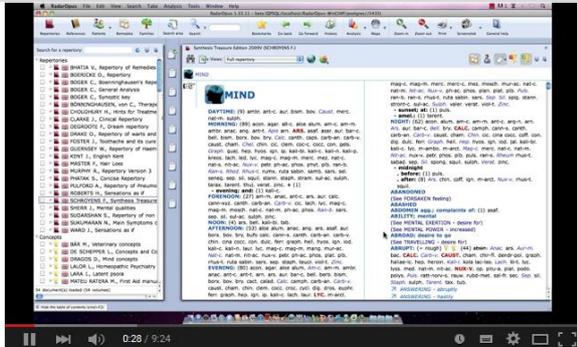
List of Tutorial Videos.....	5
Installation.....	8
Introduction to RadarOpus.....	14
Quick Tour video.....	16
Get started: Introduction Part 1.....	16
General program options: Change 'Menu language' etc.	19
[Mac users] Tips & a few hotkeys (print, copy & paste).....	19
[Windows users] Tips & a few hotkeys (print, copy & paste)	20
The Repertory Window: Introduction Part 2	21
Repertory Views	23
Creating a Startup Document mix.....	24
The Symptom Path	24
Find symptoms in the Repertory: Hierarchical browsing (F2).....	25
Finding symptoms from the current symptom (F3)	27
Find from current: Fast Find tutorial - using Backspace.....	27
Taking symptoms into a clipboard	28
The Simple search window: (?) or (F4)	32
The Simple search window (Overview Tutorial).....	34
The Simple search window: AND – OR – NOT (Operators)	34
The Simple search window: Using more Search Tabs	34
Search in a (temporary) document selection” (mix).....	35
Search in a “Search Area” (a part of the repertory).....	36
Fast Search tutorial.....	36
Quick Remedy info: Open a MM or Remedy Search.....	37
Remedy Search via “Drag and Drop”	38
Advanced Search (F5): Words, Remedies, Families	39
And example of a: Remedy search	40
Search in a: Search Area (a part of the repertory)	41
Advanced Search (F5): Case remedy	42
Advanced Search (F5): Pathology, Case pathology	43
Search result graphically: Open more search tabs.....	43
Advanced Search (F5): Remedy Comparison	44
Advanced Search (F5): Combine Words & Remedies.....	45
Combine Words & a Remedy, only in a certain Materia Medica	46
The Symptom Clipboards (F7) - The Analysis window (F8)	47
Using Symptom Clipboards – more functions	49
Save and recall the analysis (separately from the Patient file)	51
The Analysis (F8).....	52
The Vithoukaskas Expert System (VES).....	54
Herscu module: Cycles and Segments.....	57
Start and taking symptoms.....	59
Herscu Analysis window	61
Boenninghausen Pocketbook & Polar symptom analysis	62
Summary of the Boenninghausen Approach	64
Dimitriadis: Boenninghausen Repertory (coming in 1.42).....	66
A Family search in the repertory	68
Maps.....	70
The Remedy Information Window	71
Languages and Translation tools.....	72
Backup and Restore: Using the RadarOpus backup”	74
Concepts: Veterinary – Roger Morrison – Roberto Petrucci.....	76

Bookmarks.....	76
References: Browse in Materia Medica, Journals, etc.	77
The Patient file	80
List of patients: 'Groups of patients'	91
The Veterinary Patient File.....	92
Invoices.....	96
Therapy Evaluation.....	97
Patient Search	98
User Account details:.....	100
The Quick Search box: search on words or remedies:	100

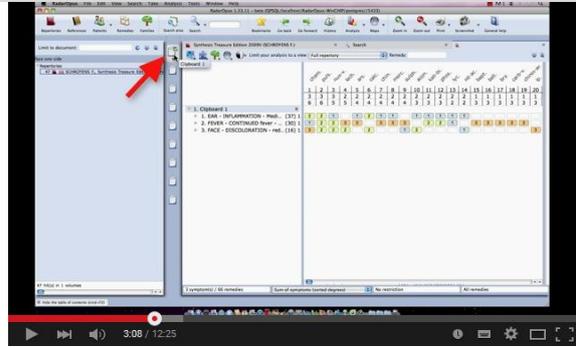
Tutorial Videos

To get you started quickly

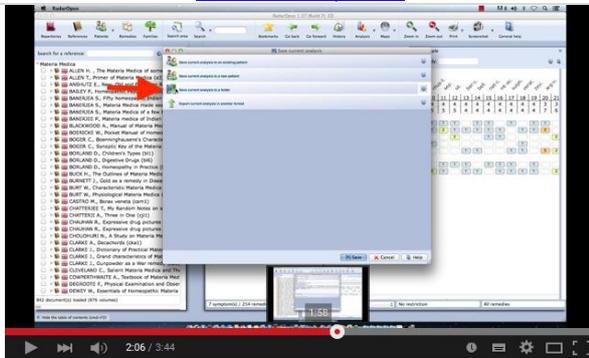
Ask also for this manual to be sent digitally, so that you can click on active video links.



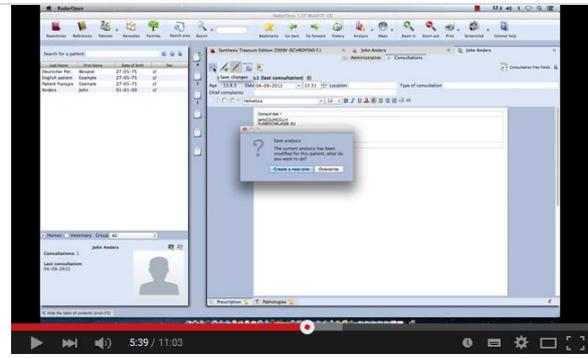
[Quick Tour part 1](#)



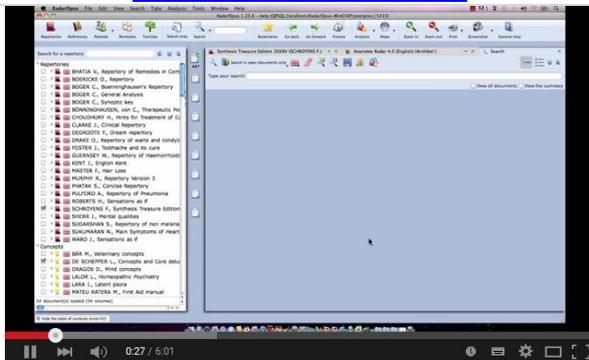
[Quick Tour part 2](#)



[Save the analysis separately](#)



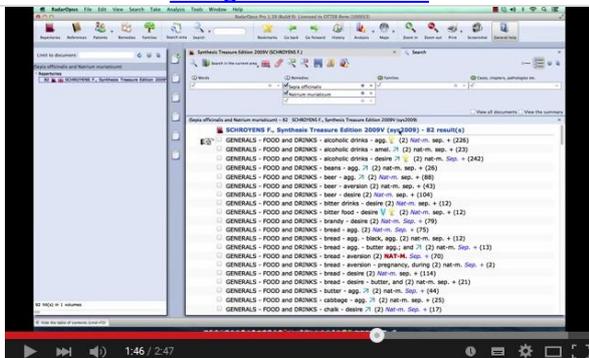
[Save the analysis in the patient file](#)



[Using the search area](#)



[Change the default search location](#)



[Remedy comparison & search area](#)



[Demonstration "topic wart"](#)

Overview of all tutorial videos

List of Tutorial Videos

All these video links are also available in the text throughout 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	
A General Quick Tour <i>VIEW THESE TO GET STARTED QUICKLY</i> (Find, take, search, analyze, save the analysis – patient file)	General Quick Tour part 1 General Quick Tour part 2
Get started: Introduction part 1	Introduction part 1
Table of Contents of Remedies	TOC of Remedies
Table of Contents of Families	TOC of Families
The Repertory window: Introduction part 2	Introduction part 2
Repertory Views	Repertory Views Intro (11:57)
Views buttons	Repertory Views Buttons (6:46)
Two Views Buttons	Views buttons
Creating a startup Document mix	Startup Document mix
The symptom path (in the repertory)	Symptom Path
Find	
Find symptoms in the repertory (Hierarchical browsing)	Find with F2 and F3
Find from current location	
Fast Find and using Backspace	Fast Find (2:07 min)
Using the Backspace	Using the backspace (4:48 min)
Take	
Taking symptoms into a clipboard	Taking symptoms
Take a symptoms with cross references	Take with cross references
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 tabs
Search in a: Temporary document selection	Search in a document selection
Search in a: Search area	Search in a search area
Search area (shorter video)	Search in a search area (shorter)
Fast Search tutorial (using "?")	Fast Search
Graphical search result + several search tabs	Search result graphically and search tabs
Quick Remedy info	
Overview of remedy searches or open a MM (part 1) (part 2)	Overview part 1 Overview part 2
Examples Remedy search (part 1)	<i>Has been replaced</i>
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 Drag & Drop
Advanced Search	
Advanced search window: Words, Remedies, Families	Advanced search introduction
Advanced search: Remedy search	
Advanced search: Search area (video 1)	Search area 1

Advanced search: Search area 2	Search area 2
Advanced search: Case remedy	Search for a case remedy
Advanced search: Pathology, Case pathology	Search for pathology, case pathology
Search result: Open more search tabs	Search result graphically
Advanced search: Remedy Comparison	
Remedy comparison	Remedy Comparison
Remedy comparison: in a search area, open a second search tab	Remedy Comparison short version
Overview video: using the topic “warts” from Subrata Banerjea	Subrata Banerjea “topic warts”
Clipboards & Save clipboards	
Symptom clipboards (part 1)	Symptom clipboards part 1
Symptom clipboards, more options (part 2)	
Save the analysis separate (outside of the patient file)	Save and Recall an analysis
Save the analysis in the patient file	Save an analysis to the patient file
The Analysis	
General introduction analysis window	
Show remedies excluded from the analysis (eliminative, families)	Show excluded remedies from analysis
Analysis Methods (modules)	
Vithoukias Expert System (VES)	
Herscu: Cycles and Segments	
Boenninghausen Pocketbook: Polar analysis	Boenninghausen polar analysis
Families & Maps	
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)
More Tools	
Remedy Information Window	
Languages and translation tools	Translation of MM and Repertory
Concepts: Veterinary – Morrison - Petrucci	Using Concepts
References: Materia Medica, Journals, Therapeutics	
Browse in Materia Medica, Journals, etc.	Browse Reference documents
Patient file	
Save an analysis to the patient file	Save an analysis to the patient file
Introduction - The patient file	The patient file part 1
Consultation text editor	
Prescription and pathology fields	
Workflow moving between tabs in RadarOpus	
Follow up consultation	
List of consultations & saved analyses	
Prescription and pathologies	
Invoices	
Therapy evaluation	
Patient search	
Patient search	
Backups and Restore	
Making a backup	Making a backup
Miscellaneous	
The Quick Search box	

Installation & Update from RadarClassic

Installation

Installation RadarOpus on Mac / Windows

Please see the separate installation instructions to install RadarOpus.

It is possible to install RadarOpus on the same computer on which an older Radar (RadarClassic) version is installed. RadarClassic and RadarOpus will not affect each other.

After installation you can immediately import your personal information (Save clipboards or Patient file data) from a RadarClassic or have a look around first.

Import (Transfer) information from Radar (8, 9, 10, 10.5) to RadarOpus

If you have worked with an older Radar and/ or Winchip version, you might have personal information that you like to transfer to the new

See video: [Import Cases](#) (RadarOpus v 1.30 of later)

RadarOpus. You can do this immediately after installation or at any later moment. The following information can be transferred from Radar to RadarOpus (Note: not all import options are ready in the pre-release version):...

- **Radar Clipboards (cases) – Catalogue*** (clipboards saved in the default way)
- **Radar Clipboards (cases) - Single Cas files*** (all clipboards saved as separate files on the HD)
- **Repertory additions****
- **Personal Keynotes, Freenotes, Personal EH-documents****
- **Winchip patient file***** (including optionally saved clipboards in Winchip)

(*) **Note:** [Import on Apple Mac computers](#)

Your RadarOpus distributor will help with the conversion from the Windows Radar (8 -10.5) cases files (catalogue or single cases) to the Mac RadarOpus version. Only saved CAS files can be imported directly to RadarOpus-Mac. So you will need to save your old Radar Catalogue of cases as single **Cas** files.

If you have RadarOpus on Windows, you can also import your Radar Catalogue of cases (technically 4 files). **Tip:** it is possible to import a Radar catalogue of cases into a **Windows-RadarOpus**, then make an Opus-backup - this Opus backup can be imported into a MAC-RadarOpus.

(**) **Note:** The import (transfer) of the Radar 9 or 10.x Personal Repertory additions is not yet possible. Please keep a backup copy of all your Radar information on a secondary storage media. Read the separate instruction: “How to make a backup of all your Radar personal information”. You can find more information in the Radar 10.x Freenotes “The automatic backup” or see the “Repertory utilities manual”.

(***) **Note:** At this moment only Winchip 3.x Starter version can be converted to RadarOpus.

Import Radar Clipboards

The clipboards (cases) in the old Radar program were by default stored in a so-called **Catalogue** (on the hard disk 4 files). It was also possible to save the cases as individual files, so-called **Cas**-files. For more information see below.

More explanation about “Catalogue” and “Cas”

The default way in the old Radar was to save the clipboards (cases) in a so-called ‘Catalogue’. The default catalogue name is: **Repert**. On the hard disk such a catalogue is located in the folder **c:\radar\cases** and consists of 4 files: **repert.da1, repert.da2, repert.id1, repert.id2**.

In Radar it was possible to save clipboards (cases) as individual files on the hard disk. They were usually stored in the folder **c:\radar\cases** and then in another subfolder, for example the folder **\Repert**. All the individual Cas files are located here **c:\radar\cases\repert** (with all individual files).

Be sure that you have made at least one reliable **backup** of all your old information in the old Radar program. Please read the topic **Automatic backup** in the Freenotes. See also the instruction video **Making backups** or read the chapters on making a backup in the Repertory utilities manual.

Import Radar Clipboards (Catalogue of cases)

From the menu **Tools**, select **Import**, then select the following option:...

- **List of analyses from another program**

If in Radar you have used the default method of saving the clipboards, then in the next window at the option '**Choose the program that contains your analysis**' you need to select:...

- **Radar 10.5 catalogue of cases***

(* Not directly possible on Mac: see instruction)

To import you also need to select the location where the catalogue of cases is stored and select the "Catalogue name".

(You will only need to select 1 of the 4 files of a catalogue: the **xxxxx.da1** file. By default it is named **repert.da1** file).

Then click on **Start import** to continue.

After the import of the catalogue of old Radar cases is ready, you can click on the button **Show my catalogues** to see the imported files.

Note: If you were using **several catalogues** of cases in the old Radar, you will need to repeat the import for each single catalogue. When you import more than one catalogue of old cases, then a separate group (new catalogue) for each catalogue will be created in RadarOpus.

Read more under **Recall and Save analysis in RadarOpus** for further explanation.

Note: For most users just keep the option "**Import rubrics in national language if present**" selected.

Import Radar clipboards (separate Cas files)

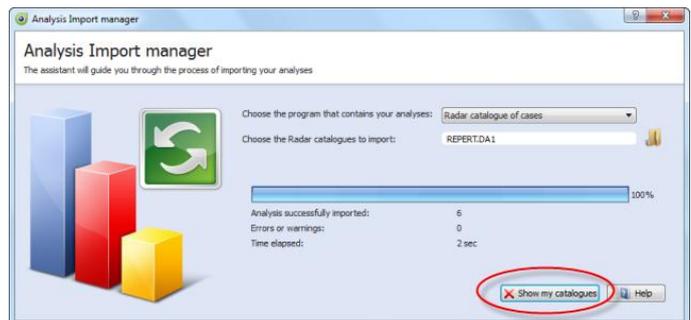
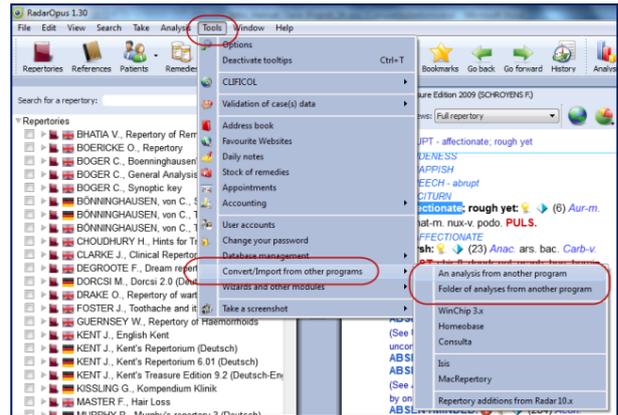
Go from the menu **Tools** to **Import**, then select

- **List of analyses from another program**

In the next window select to import:...

- **Radar single cases**

You also need to select the location of the **folder** where the single case files are located.



Advised settings:

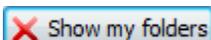
Keep the import location set to:
Default folder.

See the settings as shown on the screen:

If you want the cases stored in a separate folder in RadarOpus, then select: **Create a new folder.**

Note: Stored as external files: (This is **not** advised for the average user!)

If the imported single cases should not really be imported into the new RadarOpus database, they again can be **stored as external, single files** (for each analysis a new separate file will be created on the hard disk). With this method the separate files are converted to RadarOpus but remain single files on the hard disk.



After the import is completed you can click on the button **Show my folder** to Recall one of the imported cases in RadarOpus clipboards. Read more under **Recall and save analyses in RadarOpus.**

Import only One single old Radar Case

If you do not want to import all your old Radar cases (clipboards) but only want to import one single case from time to time, this is also possible.

First export all your Radar cases to single CAS files. In your old Radar program go to **File**, then **Export**, then **Export all cases as single files (Cas files).**

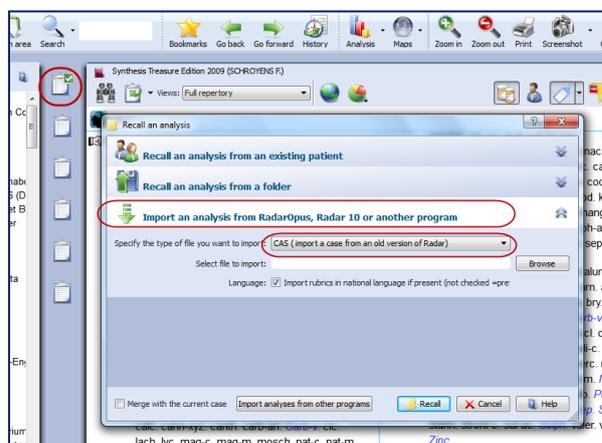
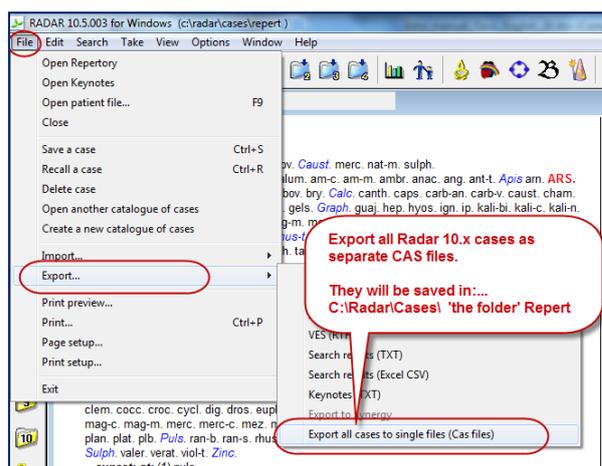
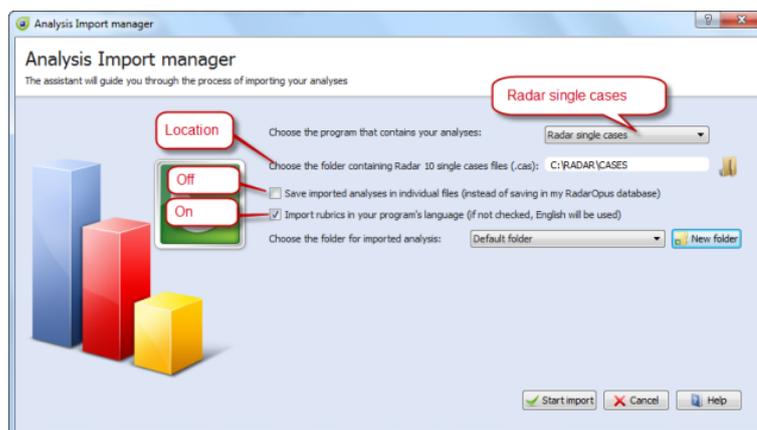
Inside the folder **C:\Radar\Cases** on your hard disk you will find a separate folder named "Reper" which will contain all your cases.

Note: If you use several catalogues of cases, you will need to export each one of them separately.

If you installed RadarOpus on a new computer copy this folder of CAS files to it.

Recall a single case in RadarOpus

Right mouse click on a clipboard, then select **Recall analysis**. Here you can select to recall a CAS file



Recall (and Save) analyses in RadarOpus

After you have imported the old Radar cases you can go to the **Recall Analysis** window via the button **Show my folders**.

See video: [Save the analyses separately](#)

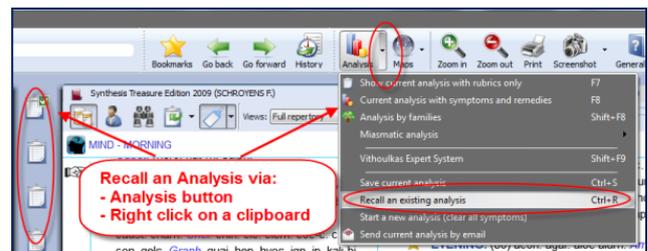
Note: New name ‘Analysis’

In RadarOpus a set of saved clipboards is called an ‘**Analysis**’.

The new RadarOpus clipboards can contain repertory symptoms and also symptoms taken from a Materia Medica or proving books. You can also take any other part of the RadarOpus Library into a clipboard. Anything taken into a clipboard can act as a link which will bring you back to the original location you took it from.

This **Recall Analysis** window (and also the **Save Analysis** window) can also be opened via:

- a **Right mouse click** on one of the clipboards.
- or via the **Analysis button** in the main toolbar.



Note for Mac users: see also in the chapter

Tips for Macintosh users how to set the Function keys and the Right mouse click on a Mac.

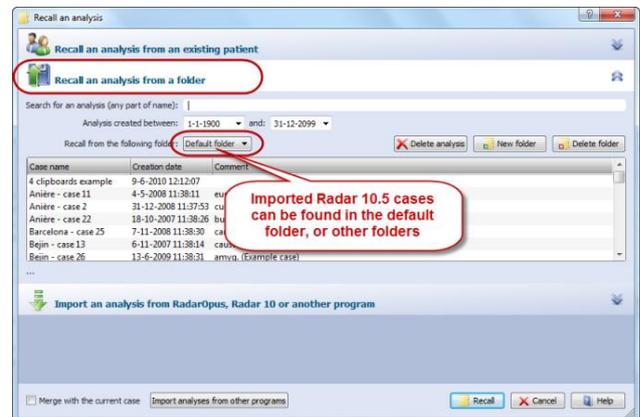
All your old imported **Radar cases** can be found in this **Recall Analysis** window. There are several options in this window:

If you imported a “catalogue of cases” or “single Cas files” they can be found in this **Recall a case** window, via the option:...

- **Recall an analysis from a folder**

Default folder

If you imported (and created) **several folders of cases** you can also find them here in this window via the **Folder selection button**. The default location for the RadarOpus Analysis is called **Default folder** of analyses. The by default imported set of **old Radar cases** (catalogue system) has the name **Repert**.

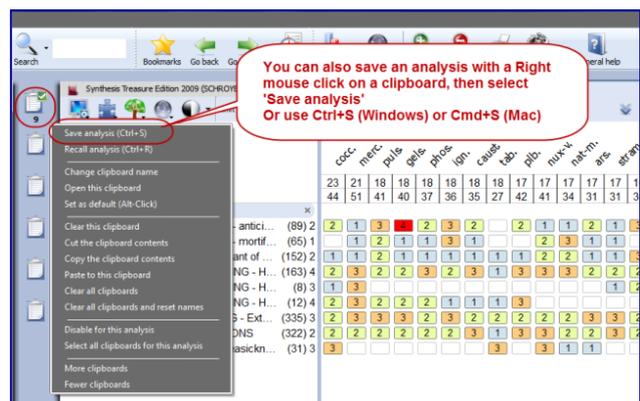


Save an Analysis

See the chapter *Save an Analysis* for more information on how to save your clipboards in RadarOpus.

In RadarOpus the clipboards are called ‘**Analysis**’ There are two methods of saving an analysis (clipboards).

- ⇒ Much like in the old Radar this is called **Save Analysis to a folder**.
- ⇒ Or connected to the patient’s name in the new **Patient file**.



Although RadarOpus comes with an integrated patient file with an easy way to save an analysis (a set of clipboards) automatically together with the rest of the patient’s information, it is still possible to save an analysis (set of clipboards) separately.

For more information read the chapters about *The Symptom Clipboards* and in *The Patient file*.

See video: [Save analyses to the patient file](#)

Import Winchip patient information from Radar

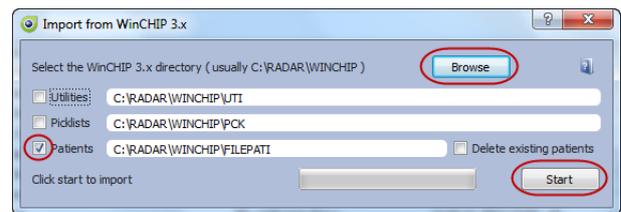
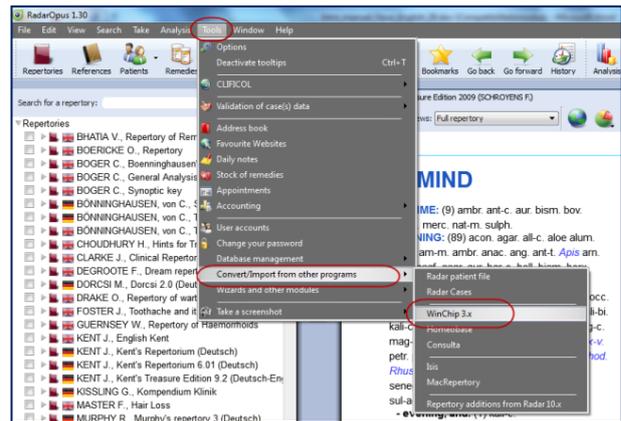
If you have used the **Winchip** patient file in Radar, it is possible to import your patients' catalogue into RadarOpus*.

Be sure you have made at least one reliable backup of the folder **c:\radar\winchip\filepati** (with the sub folders) on a secondary storage media like an external hard-drive or memory stick.

Go to the menu **Tools**, then to **Convert/Import from other programs**, then **WinChip 3.x**

Then select via the button **Browse** the location of the folder **C:\Radar\Winchip****

Also select what you want to import. The average user would probably only like to import the actual Patient-database located in **C:\Radar\Winchip\Filepati**



(* **Note:** Currently only a Winchip 3.x **Starter** can be imported into a RadarOpus Patient file (Easy version). The option to import to the **Medium** and **Professional** version will follow later.

Note: If you switch from a old Radar **Windows** version to a **Mac** version of RadarOpus, your catalogue **must be imported in a RadarOpus Windows version first**. Then a RadarOpus backup should be made. This RadarOpus backup you can then import into RadarOpus. Your RadarOpus representative will assist you.

(** **Note:** You do not really need to select a folder with the exact name \Winchip, as long as this folder contains the sub-folder \Filepati (and optionally also \Uti and \Pck).

If you have only made a backup of the actual patient-database folder, then you need to place it in a folder with the name \Filepati

When the import is completed you will see a message **Importation completed**. You will then find all imported patients in the **Table Of Contents of Patients**.

Importation completed



Import personal repertory additions from Radar

The option to import this information will be available at a later stage. Be sure you made and keep a reliable backup of folder **c:\radar\log**

Import personal keynotes, freenotes, EH-documents

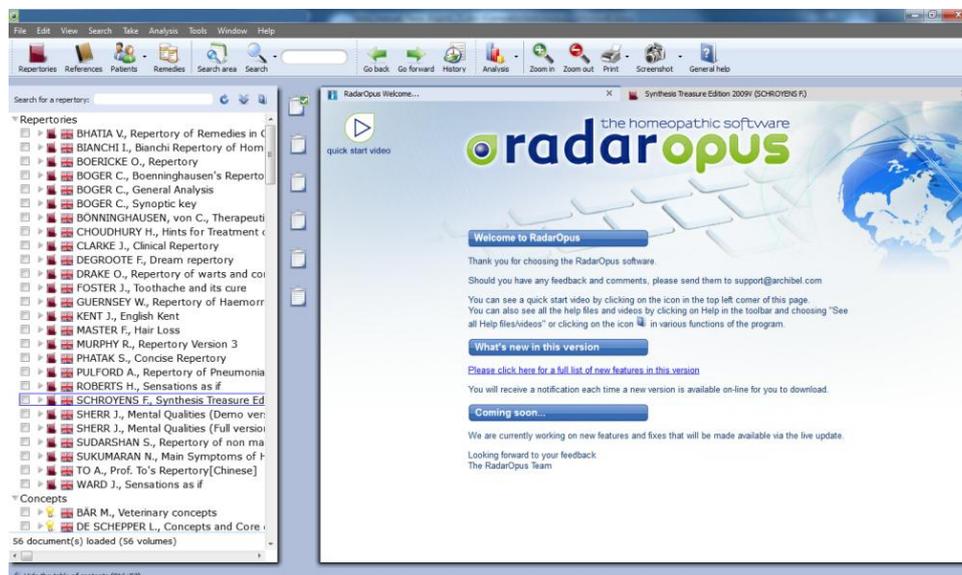
The option to import this information will be available at a later stage. Be sure you have made a reliable backup of these files.

Important Making a RadarOpus backup

After you have imported your information from Radar, it is wise to make a backup of the new RadarOpus database immediately.

For more information please see the chapter **Making Backups**

Using RadarOpus



Introduction

Introduction to RadarOpus

The revolutionary concept of RadarOpus is that **all** homeopathic information is available from within **one** program. You have to keep this idea in the back of your mind when you work with RadarOpus.

There is now only one central program, one central database (**one homeopathic Library**): as if you were sitting at a desk with this large Library at your disposal, with the option to open any book or repertory, search in only one book, or even search through the whole library (even the books which you have not opened yet).

So when for example you are searching for a small remedy, you can search in 'the repertory you have open' or 'in all open books' and if you still cannot find it, you can search 'in the whole library'.

The second major idea behind RadarOpus is that everything is seen as '**links**' and can be linked.

When you browse the repertory (or any other part of the library) you can select items into your symptom clipboards and later on with a click you can jump back to the original document and location where you found the information. Our aim to improve the quality of the repertory has begun and we are tracing back all repertory entries to their original sources, thus (a) eliminating errors and (b) labeling all information precisely to indicate the type and the quality/reliability of that information.

Now you can work with more precision and select only the type of information you like to work with, e.g. use only very conservative or also very progressive information.

In the RadarOpus Library* you can have access to e.g.: (*depending on the package you have)

Repertories: this contains the following literature...

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

References:

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

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**

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.

Internet

- Full integration and direct access to internet (optional)

Languages and translation tools

Repertories and materia medica are optionally available in several different languages with both professionally translated and/ or original works to choose from. Additionally any part, any repertory rubric and any other part of materia medicae can be translated with the RadarOpus dictionary or with the Google translation tool. The following language tools are available:

- **A text** translation tool: this can translate a specific selected word or sentence.
- **The search translation tool:** the correct translation term to search with will appear when you type your question in your own language.

- **Synthesis in different languages** (professionally translated, an Opus-Dictionary translation, or a Google translation)
- **Materia medicae available in many languages:** French, German, Spanish, English, Dutch

Maps, Wizards and Modules

Besides the large library of homeopathic literature, RadarOpus also has a wide range of modules and wizards. The package you have chosen determines by default which are available to you in the program. Just to mention a few...

- **Maps (Schemas)** from several teachers and approaches: Jan Scholten, Liz Lalor, Grant Bentley, Anne Vervarcke, Jo Evans, Alastair Gray, Patricia Hatherly, Roger Morrison, Jonathan Shore, Frans Vermeulen, Ewald Stöteler, and many more.
- **Boenninghausen module**
- **Luc De Schepper module:** Concepts and Core Delusions. *And many more (For more info see the rest of this manual).*



Homeopathic quality versus completeness

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**, indicating (tagging) at the same time what type of information and how reliable it is. The user has full control over what type of homeopathic information he wants to work with.

Everything in RadarOpus has tags indicating the 'source', 'source type', 'author' - you can decide what may be shown!!

In RadarOpus **quality and reliability** come first. Some other repertories went into another direction of having more and more content first. This creates the problem that soon there will be no differentiation on quality and source origin anymore, so all rubrics will soon have all remedies. This trend has a negative effect on individualization and quality. RadarOpus in contrast has set as target to increase reliability and quality even more than has already been achieved with Synthesis TE 2009. The goal is now to achieve a 100% level of homeopathic perfectness by linking all repertory entries to their original sources. From the Synthesis 2012 onwards the tools to link repertory entries to materia medicae will also be activated for your use.

- **Each new repertory addition is linked to the exact source reference and the full original source text.** All existing repertory entries must also be traceable to the original sources.
- **Every sentence in the literature, that is, each repertory rubric and MM symptom, has its own history log indicating precisely which correction has been applied and why.**

Some of the new features of RadarOpus (compared to Radar)

Just a few of the new possibilities in RadarOpus compared to Radar:

- Back and Forward button, with a full 'History' option
- Bookmarks: add bookmarks anywhere in the library, group them, quick search.
- Make links between the Repertory and the MM
- Global search: search in the whole library (in all MMs, Repertories, keynotes, etc.)
- Search in personal notes, personal keynotes, personal families notes etc.
- Take an 'Exclusive symptom (rubric)'; besides known options as combine, eliminate, underline (symptom strength), now it is also possible to use 'exclude'.
- Analyze using Families, search for families, and combine word search with family search.
- Show remedies excluded from the repertory, view them separately.
- Translate to your own language with a single click on a word or sentence.
- Instant continue-search: every word in the search result is searchable by clicking.
- *And much more, quickly continue to learn more.*

Help On Line: Videos and Tutorials

This manual offers only a brief introduction. For more information see the **General Help On Line** and the **Context Help** with extensive help and videos.

Quick Tour video

See this general quick tour video and you will quickly know how to work out your first case. It may seem short, but don't worry because everything that is shown can be seen in detail in one of the later specific tutorial videos.

The following topics are shown in part 1

- Find symptoms
- Take symptoms

The following topics are shown in part 2

- Search symptoms
- Analyze
- Remedy Information Window
- Remedy search
- Save the clipboards (analysis) stand alone or to a patient.

After you have seen this Quick Tour, you can work through the rest of this tutorial and study and view the topics which interest you.

See video: [Quick Tour part 1](#)

See video: [Quick Tour part 2](#)

Get started: Introduction Part 1

How to start RadarOpus

After installation you can start RadarOpus (on Mac): from the folder **Applications**, then a folder **RadarOpus**, then the **program icon RadarOpus**.

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

See video: [Introduction part 1](#)

MAC: Start RadarOpus from the Application folder

When RadarOpus starts the first time the **Welcome window** will open.

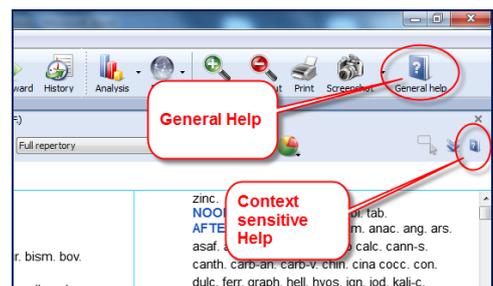
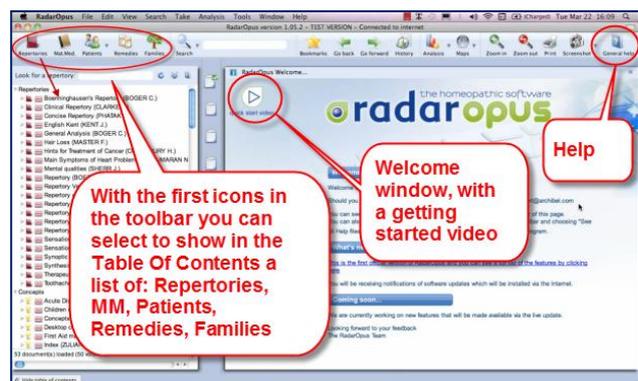
Note: The next time you start RadarOpus it will by default open with the last opened documents.

Tip: Note the link to the **Getting started video** in the welcome window.

Tip: Startup book selection (Startup mix)

You can also define a certain selection of books which you would like to have opened automatically. This is called the **startup book mix**. (See elsewhere for more info)

Be sure you check out the **General Help** icon and especially the **Context Sensitive Help** icon, which offer a rich amount of help text and videos.

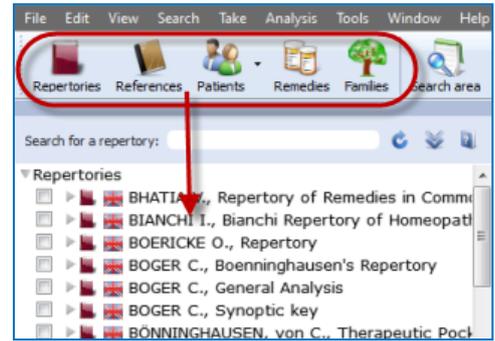


The Table Of Contents

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

- **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 families groupings

In fact each icon shows you just one section, one selection of your total homeopathic library (database).



Note There are hotkeys to open (switch between) these TOC lists:

- (On Windows): **Ctrl+1, Ctrl+2, Ctrl+3, Ctrl+4**
- (On Mac): **Cmd+1, Cmd+2, Cmd+3, Cmd+4**

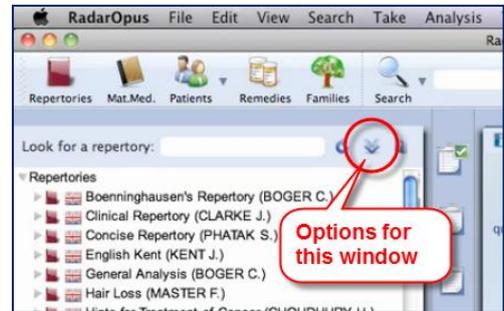
Note: In RadarOpus you are working with one large library of all your homeopathic information. So when you perform any Word-search or Remedy-search (F4) in RadarOpus you always need to specify in which part of the library you want to search; e.g. in only **one open repertory**, in **all opened documents**, in the **whole RadarOpus library** (all documents).

Local options for a particular window

It is important to know that you can adapt the program to your preferences with the **Local Options** and **General Options**.

In the right upper corner you can find, in all windows, a **Local Options** icon where you can set your preferences for that particular part of the program.

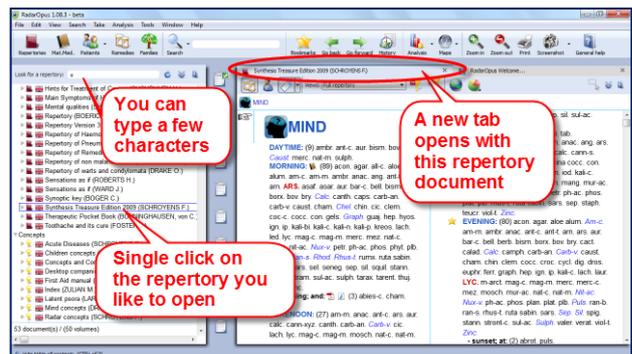
In the **Table Of Contents** of the Repertories and of the References you can select for example the: *general display preferences*, display documents of certain *Languages*, the *sorting order* etc. Just have a look to see all the available options. The changes are automatically saved when you close the options window.



Open a Repertory (TOC of Remedies)

If you select the TOC of the Repertories, you can open one of the repertories with a **single click** on its title. A new tab will open for this repertory.

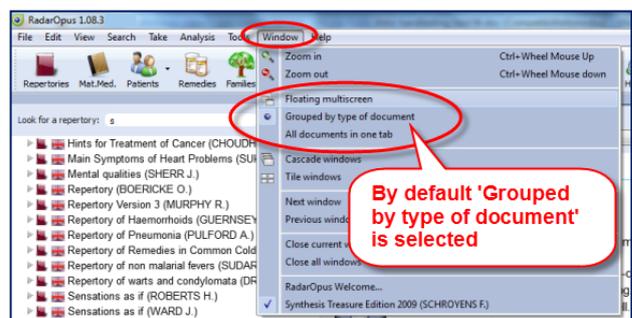
If the TOC list is too long, just type a few characters in the **search box** - only titles which contain these will remain in the list: for example type SYNT... and only the Synthesis repertories will remain.



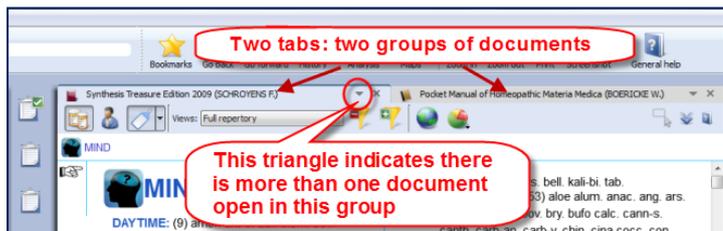
Documents grouped by type of document in the same Tab

If you open multiple documents, e.g. two or more repertories and several reference books (MMs), RadarOpus will open **a tab for each type of document** by default. This option is called: **Grouped by type of document**.

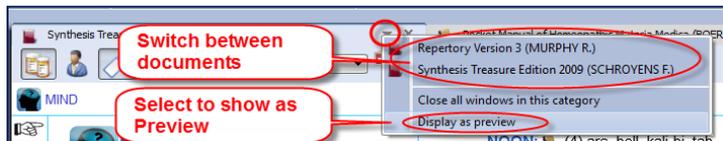
So all repertories are grouped in one tab, all references will be grouped under another tab. If you open a Patient this will be opened in a 3rd tab.



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.



When you click on the small **triangle** in the tab you can switch between the opened documents in that tab. You can set the way the opened documents will be shown: as a **list** or as small **preview** windows.



Other tool bar icons

There are several more tool bar icons. Some are self-explanatory and some will be discussed in this manual later on. If you get lost remember to consult the Help On Line.



TOC of the 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.

See video: [TOC of Remedies](#)

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

TOC of the 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.

See video: [TOC of Families](#)

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

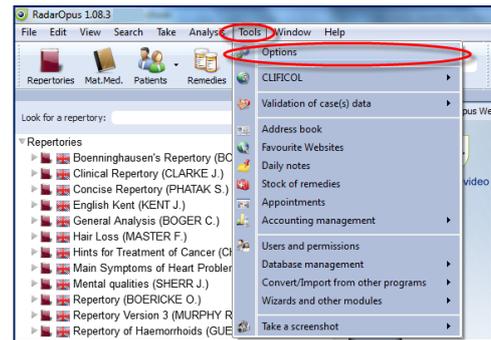
General program options: Change 'Menu language' etc.

The general program options can be adapted via the toolbar.

- [On Windows]: **Tools**, then **Options**.
- [On Mac]: via the **RadarOpus** menu, then **Preferences***.
(* On Mac in other languages it is sometimes located in the menu **Tools** then **Options**.)

You will for instance find the following options:

- **Language:** Here you can change for example the general **language of the menu bar**.
- **Skin:** In this tab **Skin** you can find the Standard styles and a set of advanced skins.
By default the **RadarOpus-Windows** skin is selected in Windows and the **RadarOpus-Mac** skin is selected in Mac.
- **Double or Single click:** You can select if you prefer a double or single click to activate or open certain program options.
- You can also find some options for the **Tag tree**, the **Printer** and the **Patient file** (Winchip)



[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 the special Mac functions. To use the F1, F2, F3 etc. as function keys, you need to hold down the **Fn** key and press the Function keys.

You can switch this around so that you can directly press the keys to use the function keys F1, F2, F3 etc. without having to hold down the Fn key. But then you will need to hold down the Fn key to use the Mac functions. This can be set via your **Apple menu icon**, then select **Preferences**, then search for this option in the **Keyboard** section.

Right mouse click (Secondary click) on the Trackpad

Go to your **Apple menu**, then to **Preferences** to check the settings for the **Track pad**, so that you are sure that you can use the Secondary click (= right mouse click) easily. One of the easy settings to use is a **Double Finger tap** on the track pad for the secondary (right) mouse click.

Making Screenshots



In RadarOpus there is a button in the main toolbar to make a screenshot of a **particular window** or the **whole screen**. But Mac also has general hotkeys to make screenshots of only a particular section of the screen or the whole screen.

Hotkey on Mac	Function
Shift+Cmd+4	Allows to select a specific area of the screen
Shift+Cmd+3	Takes a screen shot of the entire screen
“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	<ul style="list-style-type: none"> In the repertory: copies the symptom text + the remedies. In the clipboards/ analysis: idem
Shift+Cmd+C	<ul style="list-style-type: none"> In the repertory: copies the symptom text only In the clipboards/ analysis: idem
Cmd+A	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> This Pastes the copied info to e.g. a Word document.

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

Hotkey on Windows	Function
PrintScr	<ul style="list-style-type: none"> The 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 the screen shot in Word. <p>Tip: you can past first into Paint and select only a particular section of the screen shot.</p>
“Camera button”	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> In the repertory: copies the symptom text + the remedies. In the clipboards/ analysis: idem
Shift+Ctrl+C	<ul style="list-style-type: none"> In the repertory: copies the symptom text only In the clipboards/ analysis: idem
Ctrl+A	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> This Pastes the copied info to e.g. a Word document.

The Repertory Window: Introduction Part 2

Display options: 2 columns

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.

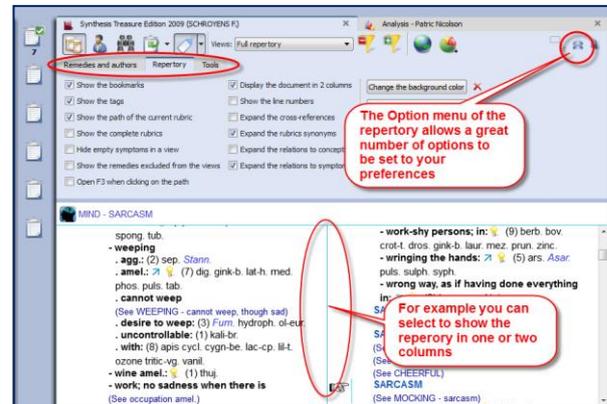
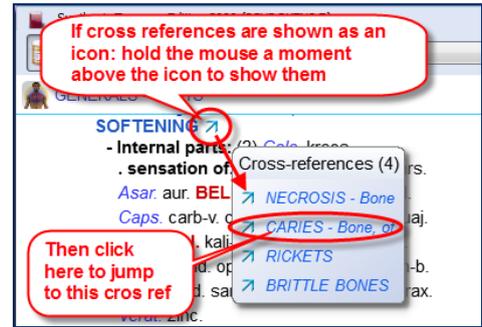
If you like to **show all cross-references fully** (expanded or collapsed), you can change this via the **Local Options** menu.

More Local Options:

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

- One or two **columns** display
- Expand / collapse **cross-references**
- Expand / collapse **concepts**
- Show the symptom **tags**
- Etc.

See video: [Introduction part 2](#)

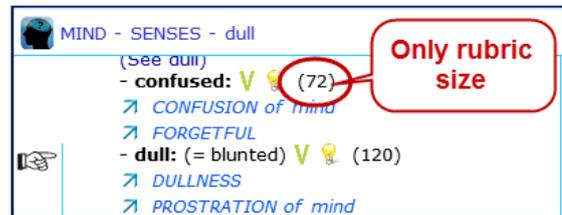


Spacebar Toggle

The **Spacebar** has a special function in a repertory window.

Press on it three times and it will switch between three different displays: It will show:...

- Only the **number of remedies**
- Plus the **remedy abbreviations**
- Remedy abbreviations plus the **source references**



Show remedies, show source references

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)

LOOK OUT: The Tags button will also hide the **“Referring rubrics”**, these are the empty synonym rubrics.

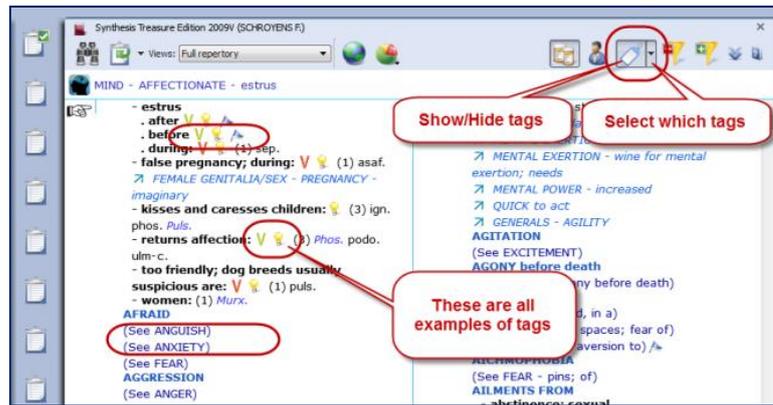


About Tags

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

These are the possible **Tags**:

- Bookmarks,
- Note files,
- Cross-References,
- Synonym rubric links,
- Concepts link, etc.

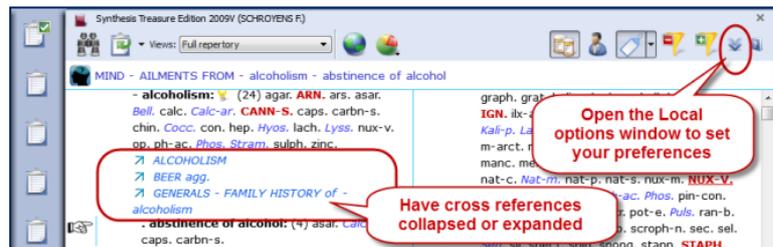


With the main **Tags button**, you can select to show the tags **on/ off**.

With the **sub-button** you can select from a list **which type of tags should be shown**.

Please also note in the **Local Options** if tags should show all information (expanded) or if they should be closed.

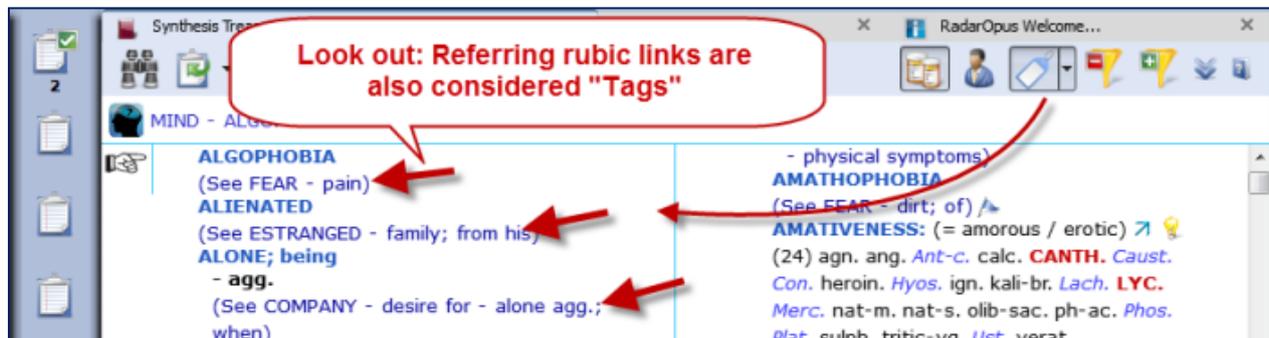
For example for the **cross-references** you can decide to show all of them (expanded) or to keep them collapsed as an icon only.



Warning:

The empty referring rubrics (synonyms) point to the appropriate synonym rubrics that have remedies in them.

Watch out: these referring rubrics will be hidden if you click on the main button to **hide all the tags (links)**. The rubric(s) to which a referring rubric points is also considered a tag ('link')



More explanation about tags can be found elsewhere.

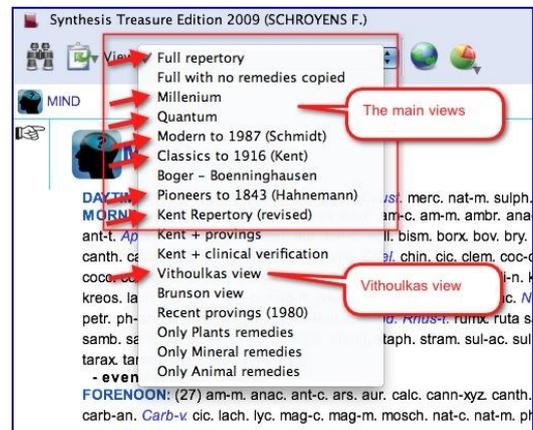
Repertory Views

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

See video: [Repertory Views intro \(11:57\)](#)

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

- **Full Synthesis** (which contains remedies which are 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 views is considered progressive)
- **Quantum** (which contains only the more traditional remedies, but still moderns sources like Desk Top Guide by Roger Morrison are included)
- **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 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.
e.g. you will for example be able to apply a view based on a family selection*

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.

See video: [Views buttons \(6:46\)](#)

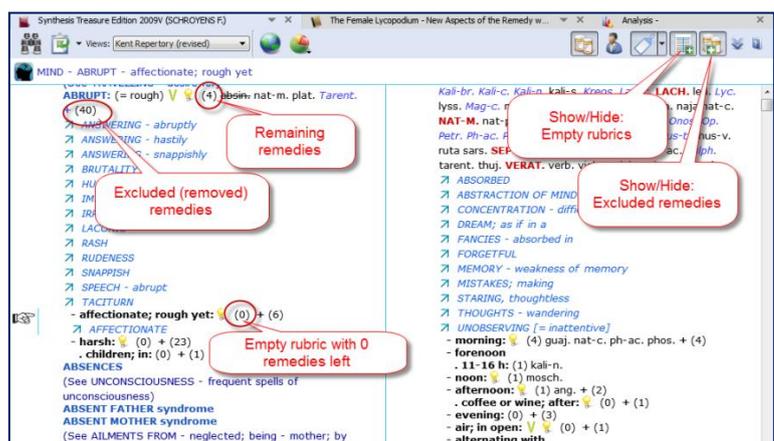
Show/ hide remedies excluded from a View

Applying a Repertory-View is like applying a filter. Because you search by or choose a certain criteria (e.g. the type of sources of additions), some remedies will fall outside of that view. This is indicated with a number at the end of the rubric. When you hover your mouse over this number, you will see which remedies are outside your view.

Show/ hide rubrics which do not have any remedies in a view

When you apply a Repertory View, it is also possible that that there are no more remedies left in a rubric. You then see the number 0 as rubric size. (+ you can see the number of remedies which fall outside of that View)

It is also possible to hide all rubrics which do not have any remedies in a particular View.



Creating a Startup Document mix

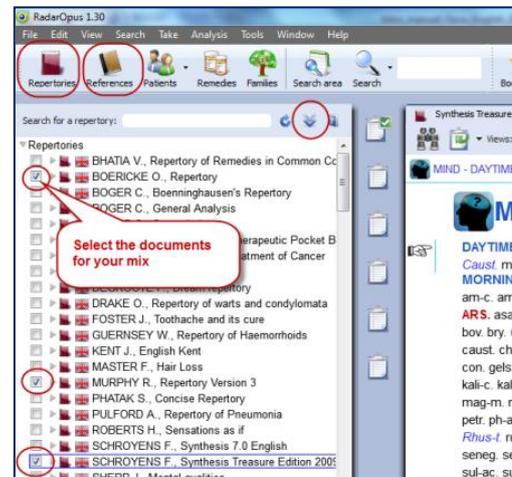
It is possible to define one or more document-selections (document mix) and then define one of them as Startup mix.

When RadarOpus starts it will automatically open these documents for you. A great advantage is that you can quickly do a search in your preferred books and documents. In your preferred 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 the selection boxes.

See video: [Startup Document mix](#)



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.

See video: [Symptom Path](#)

In version 1.31 and higher: by default a click on the symptom path opens the Search from Current Find window, (previous versions only navigated a level upwards in the repertory).

Click on the Symptom Path to open the (F3) 'Find from current location'

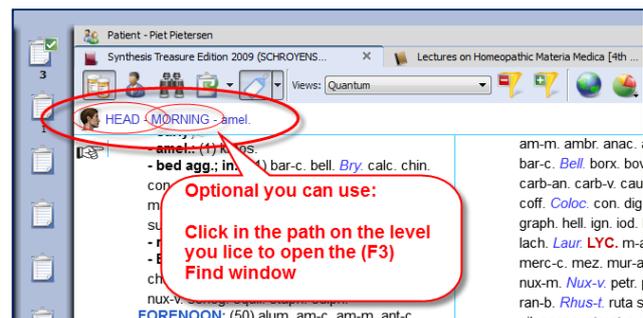
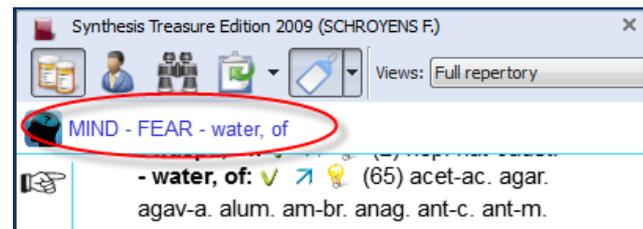
By default the program is set that when you **click on the Path** in the upper part of the document, the 'Find from current location' (F3) window will open.

It is possible to change this, so that a click on the symptom path only navigates one or more levels upwards (it goes to the level you click).



You can change how a click on the symptom path reacts via the local options button in the Repertory window and select ON or OFF: **Open F3 when clicking on the path.**

See the video for more information.



Tip: This symptom path also works similarly in a Reference-document. A click on it will open the content (the chapters) available in that reference-document.

Find

Find symptoms in the Repertory: Hierarchical browsing (F2)

One of the most frequently used functions is 'Finding' symptoms. When you look up symptoms in the repertory, if you know where they are, you will use this function which is called the **Hierarchical search**.

See video: [Find with F2 and F3](#)

In the hierarchical search you first select the **Chapter** you want to open, 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:

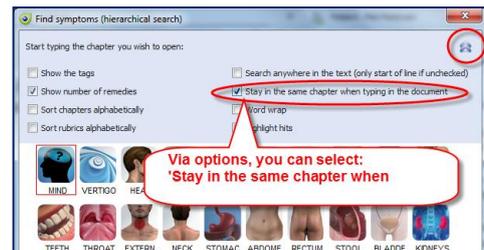
Start typing **MI** <enter> and you will select the chapter **MIND**



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, it will then open the Main-Rubric (symptom) level of the chapter you are currently in. This might be interesting for ex-Mac Repertory users.

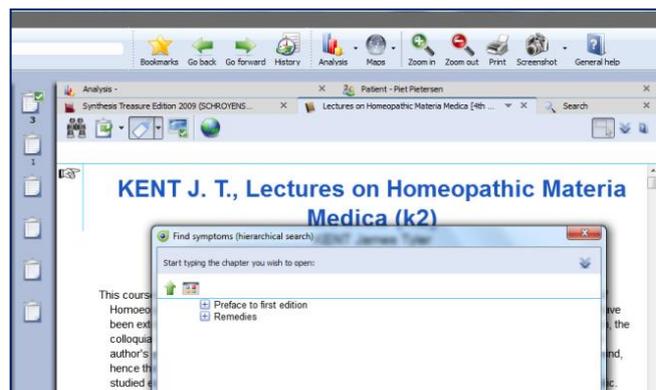


Find: Use the F2 function key

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** menu you can also find the hierarchical find (F2) function.

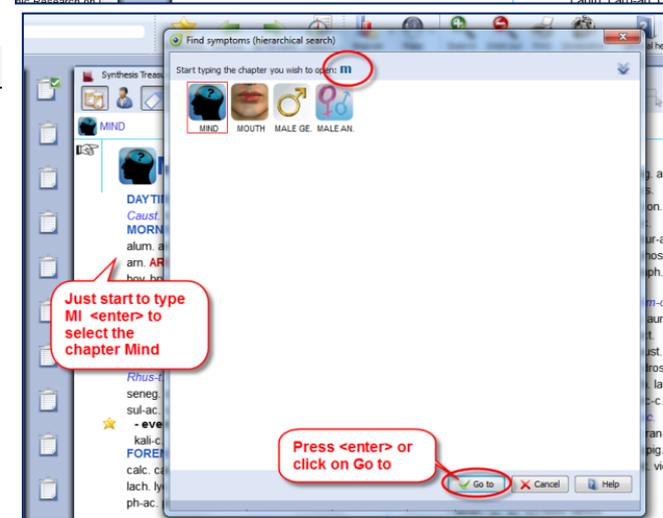


Tip: Often the quickest way is to just start typing on the keyboard ...

The only limitation with the hierarchical search method 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** option from the **Quick Search box** or you can press the (?) [question mark key] or the (F4) key to open the simple search window.

See more explanation about Search elsewhere.



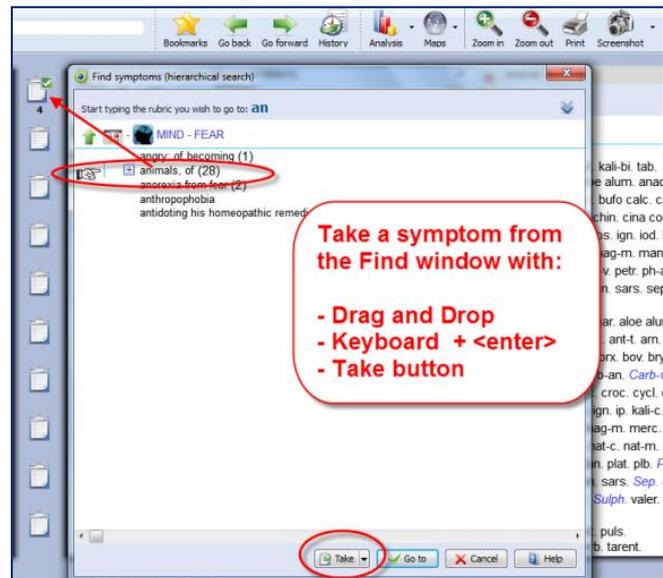
Tip: Take a symptom from the Find window

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

- **Drag and drop.**
- The **Keyboard:** + <enter> or **F6**
- The local **Take button.**

See more explanation about Take elsewhere.

You can also use for example the = button to take a symptom into a clipboard at once.



Finding symptoms from the current symptom (F3)

It is possible to start your search from the location you are currently at.
For example if you are in the repertory at:

"see previous video also"

General, Food and drinks, Milk, agg.,

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

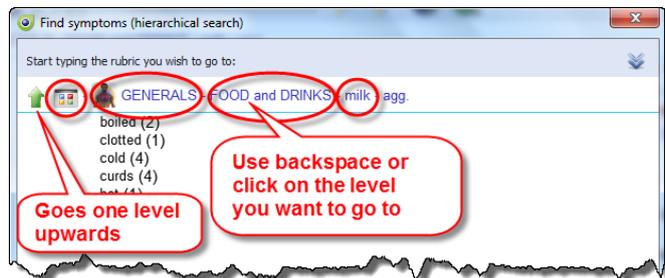
A click on the symptom path opens the Find window by default, starting from the symptom level you clicked on.

You can change the settings of the program, so that a click on the symptom path navigates only one or more levels upwards.

This needs to be set via the Local options first!!
Then you can then 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

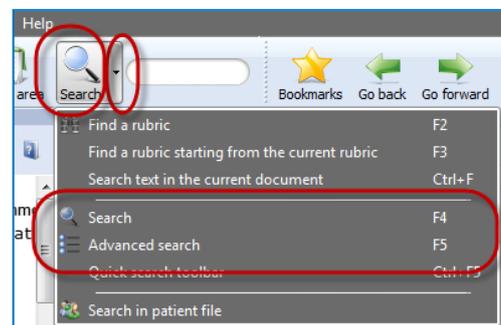
See video: [Fast Find and Take](#) (2:07 min)

See video: [Using the backspace](#) (4:48 min)

Tip: Difficulty finding your 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:

- ? or F4 Simple search
- F5 Advanced search



Remember these hotkeys:

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

More will be explained elsewhere.

First we will continue with explaining 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 then take such a symptom into a symptom clipboard in several ways:...

See video: [Taking symptoms](#)

- By using **drag and drop**
- With the **keyboard** by pressing the: “+” <enter> Or: +1 <enter>, +2 <enter> etc.
- With the **keyboard** by pressing: “=” key
- With the **Local Take button**
- With the **Main Take button**

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** (underlining) 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** module or with the **Ewald Stöteler - Disease Classification of Hahnemann**, several clipboards are used (e.g. 8 clipboards according to the flower leaves).



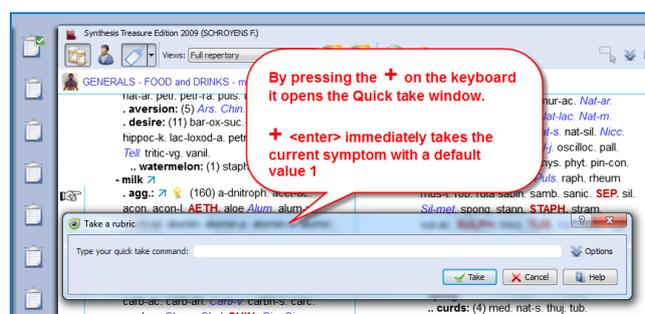
Note: When you save your clipboards, **all clipboards are automatically saved as one set**. Even if you use only one or only two clipboards, the whole set of clipboards will be saved.

In RadarOpus a set of clipboards is referred to as an ‘**Analysis**’: e.g. Save or recall the Analysis.

Take with the keyboard using the + key

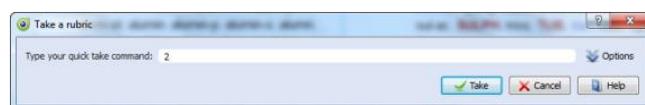
On the keyboard you can press the + key to open the **Quick Take** window.

If you do not type any specific option and just press + <enter> that symptom will be taken with a **default value 1**, and it will be placed **into clipboard No 1**.



A quick way to apply **extra symptom strength** (underlining) to the symptoms you take can be done by typing:...

+2 <enter> or +3 <enter>



Extra Take Options (open the Option)

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: take as **Eliminative** symptom, **Combine/group** symptoms, etc. (see below for more information). *Note: You can also press the F6 function key*

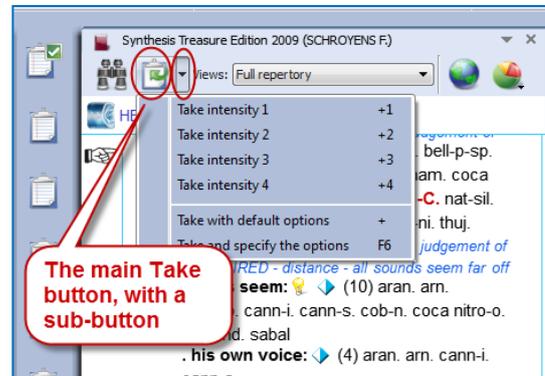
Take with the Local Take button

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

It might be useful to combine such individual symptoms taken from the materia medica into a group. Read more under 'Combine symptoms'.

Tip: Take any Reference text as links into a clipboard

You can take text from any other 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 section.

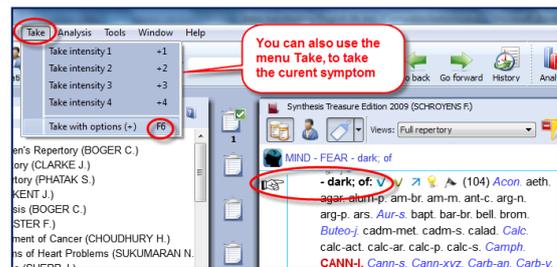
Here you can see the real power of RadarOpus: The Whole Homeopathic Library can be interlinked.

Take via the Main Menu Take option

In the main menubar you can also find a Take menu. Here you can select to take with intensities 1 to 4.

You can open the additional **Take with options** menu (**F6**).

The Take Options window offers a variety of extra take options....

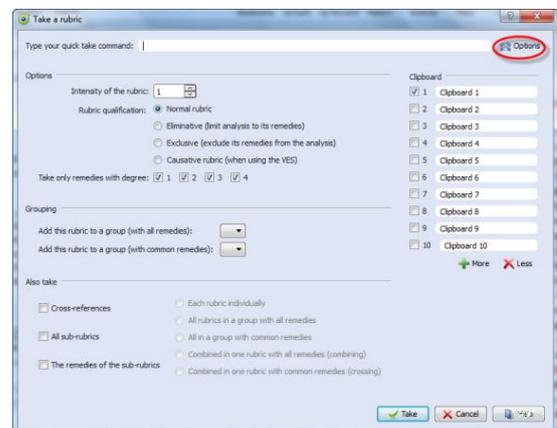


Take with extra options (F6)

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

- 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**

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).

Here a few examples:

Keys	Function
Intensity 1	
+1>1 +1	Takes the symptom with intensity 1, into clipboard 1 (this can be done also with "+ <enter>", or +1 <enter> or pressing one on the "=" 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>1 +2	Takes the symptom with intensity 2, into clipboard 1 (this can be done also with just "+2 <enter>")
+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
<i>Etc.</i>	<i>(Taking with other intensities works in the same way)</i>
Eliminative	
+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	
+1a +a	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 subrubrics	
+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)

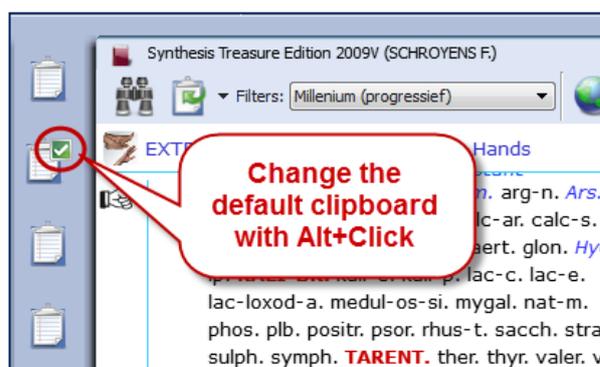
For more keyboard commands, see the *Help On Line*.

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.

When you take symptoms afterwards, they will be placed in this indicated "default" clipboard.



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

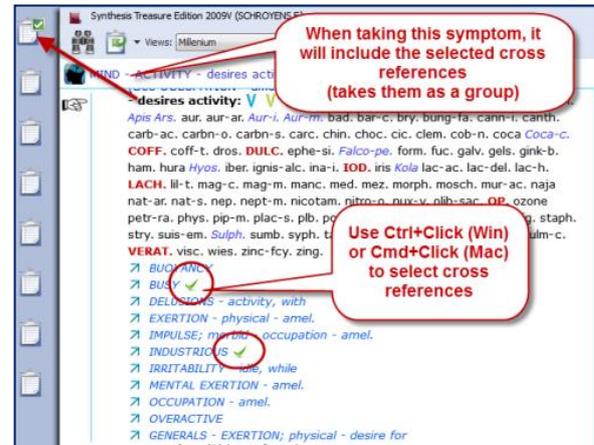
It is possible to take a symptom and automatically also include one or more of the mentioned cross-reference rubrics.

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

When you then take the rubric, it will automatically also take the selected cross-references.

All symptoms will be taken as a **group**.

See video: [Take with cross references](#)



Search

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

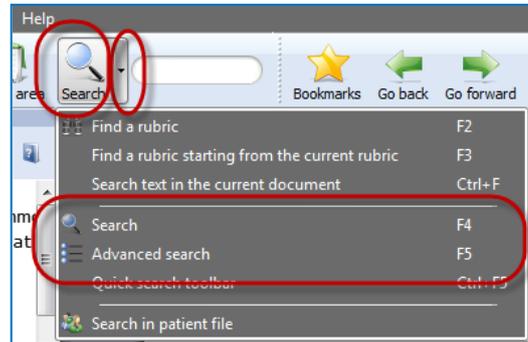
When you are in the repertory you can also press on the keyboard the **?** key or the function key **F4** to open the **Simple search** window.

See video: [Simple search part 1](#)

You can also click on the **Main Search button** to open the simple search window (or click on the sub-button for more options).

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** function key.



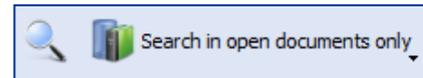
The Search Window Toolbar

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



- 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*, *In the Search Area*.



Tip: Tutorial how to set the Default Search Location

This tutorial you should certainly view, because it shows you how to set the default search location to “search in the current document only” (which is most often only the repertory).

See video: [Default search area](#)

- **By default the search is performed in “All open documents”** (this can be set by the user).
 - **Search in the current document** or **Search in all documents** are the most frequently used
 - 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.

The drop down menu of the Language flag also has a **Translation Tool** available.



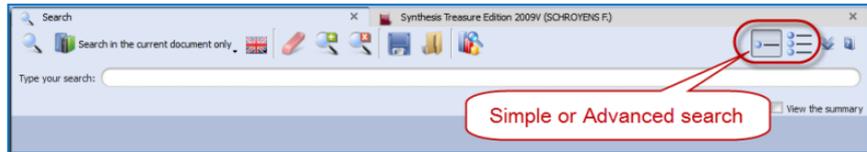
Search example: 'Ball Head' (with the Simple search window)

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

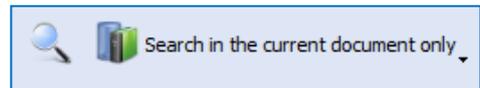
- Open the **Simple search** window by using: ? or F4, Or click on the **Search** button in the main toolbar.



*Tip: Once you are in the search window, you can switch between the **Simple** search and the **Advanced** search again: with F4 and F5 or a click on one of the two icons.*



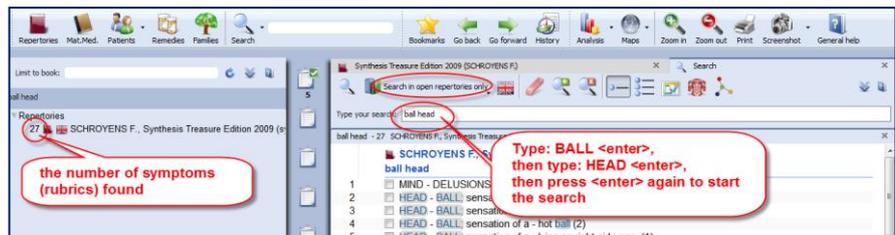
- For the search location button select for example: **Search in the current document** or in **All Open documents**.



- 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).



In the Table of Content (TOC) you could see only one document mentioned (the repertory Synthesis) – this depends on the search location you selected. The **number of hits** is shown in front of the title.

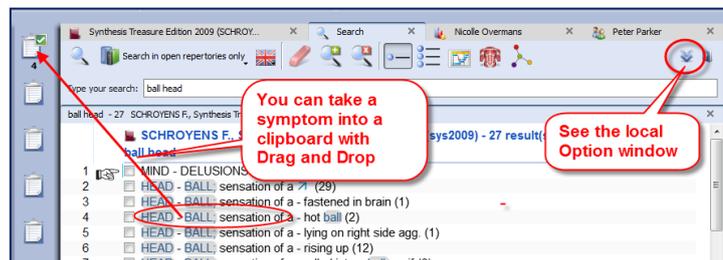


Take symptoms from the search result

See video: [Simple search part 2 "Take"](#)

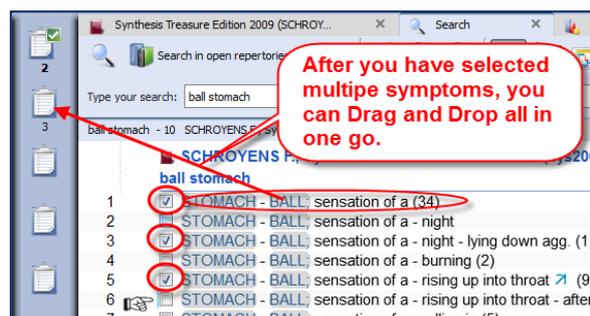
From the search result list you can take symptoms into a clipboard in several ways:...

- You can **Take** symptoms from the search result list with **Drag and Drop**
- With the **F6** function key (*not active yet, this will follow later*)
- With the **Take option** from the main toolbar



Take multiple symptoms

You can take more than one symptom at the same time by first **selecting them with the checkboxes**. If you then use **Drag and Drop** to take one of the selected symptoms, you will take all at once. You can also use the **Take menu** (*the F6 key will come later*).

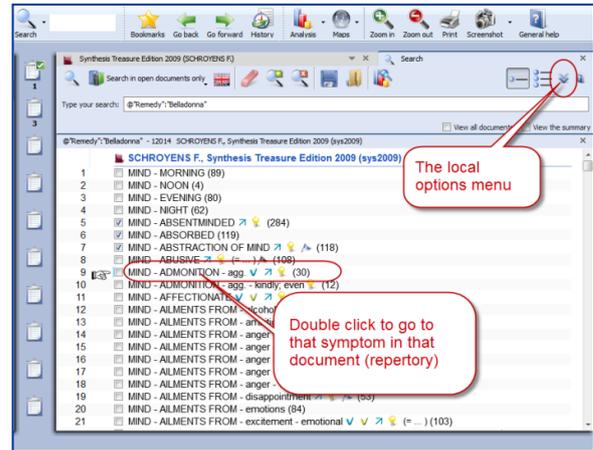


Tip: Local Options

The Local Options window offers many possible settings to adapt the layout of the search result to your preferences.

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.



The Simple search window (Overview Tutorial)

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

See video: [Simple search overview \(part 1\)](#)

- One or two words search (In current document)
- How to keep previous search result (Click on the Search tab again)
- 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
- Word + Remedy search

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

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

See video: [Simple search using Operators](#)

Key	Function
&	= AND
	= OR
!	= NOT

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

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.

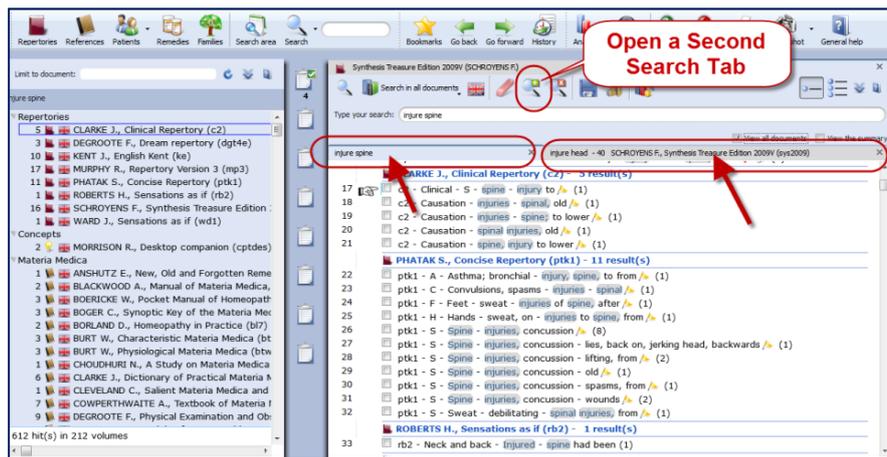
See video: [Simple Search: using Search Tabs](#)

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.



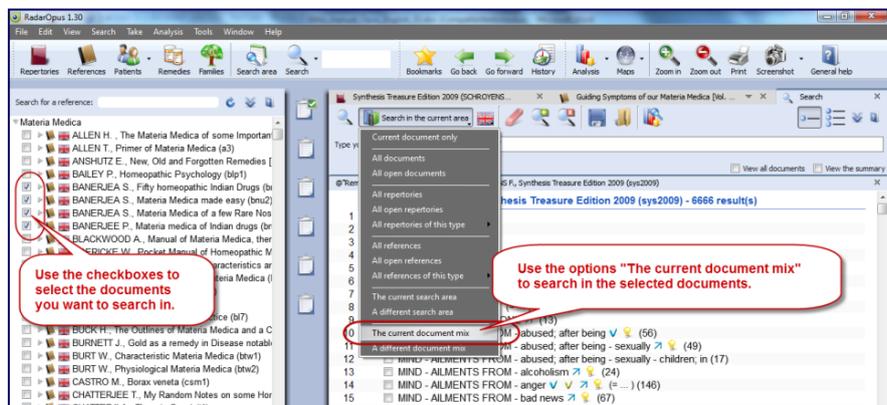
Search in a (temporary) document selection” (mix)

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**.

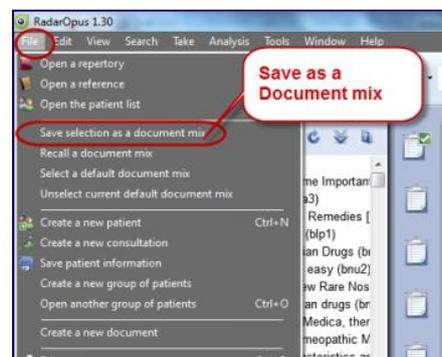
See video: [Search in a specific document selection](#)

- 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**.

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



Via the menu **File** you can save the selected documents under a **name**.
In the Search window you can then select to search in one of your saved Document mixes.



Search in a “Search Area” (a part of the repertory)

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.

See video: [Search in a Search Area](#)

- 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)



Fast Search tutorial

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.

See video: [Fast Search](#)

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!!

See video: Quick Overview of Remedy searches and how to Open Remedy MM:

[Overview Part 1](#)

[Overview Part 2](#)

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)

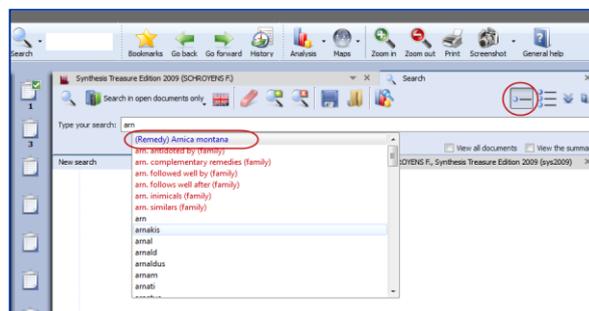
Example Remedy-search with the 'Simple search' window (?) or (F4)

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

See 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"

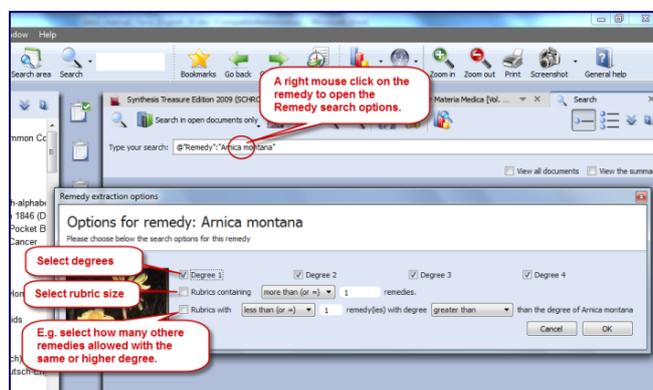
It is also possible to limit your remedy search to a certain **degree** in the Repertory, or to a certain maximum **rubric size**.

See 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

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.

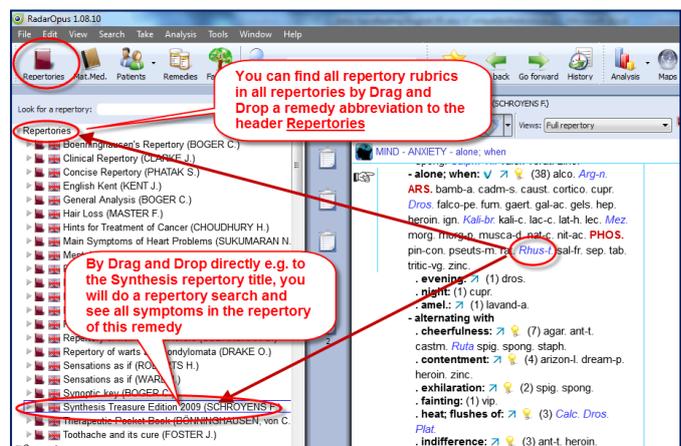
You can drag it to the header ‘Repertories’ or to **one specific title**.

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.

See video: [Remedy Search 1 “Drag and Drop”](#)



Drag and Drop Remedy search in a Materia Medica

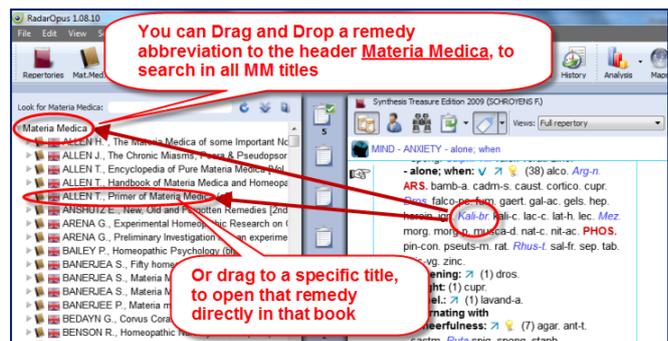
A unique feature in RadarOpus is that you can consult the materia medicae inside the same program.

If you switch to the TOC of materia medicae, 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.

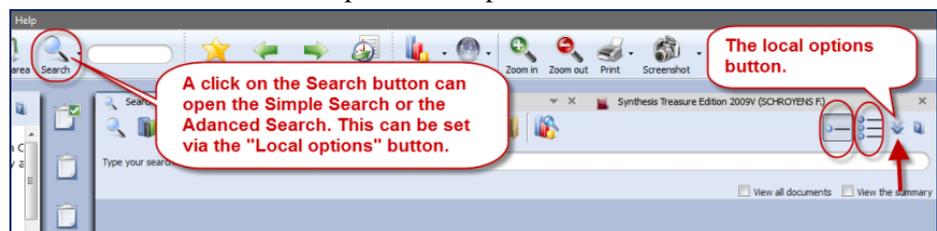
See video: [Advanced search introduction](#)

- 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.



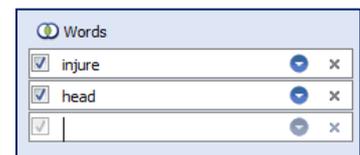
Tutorial video

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.*

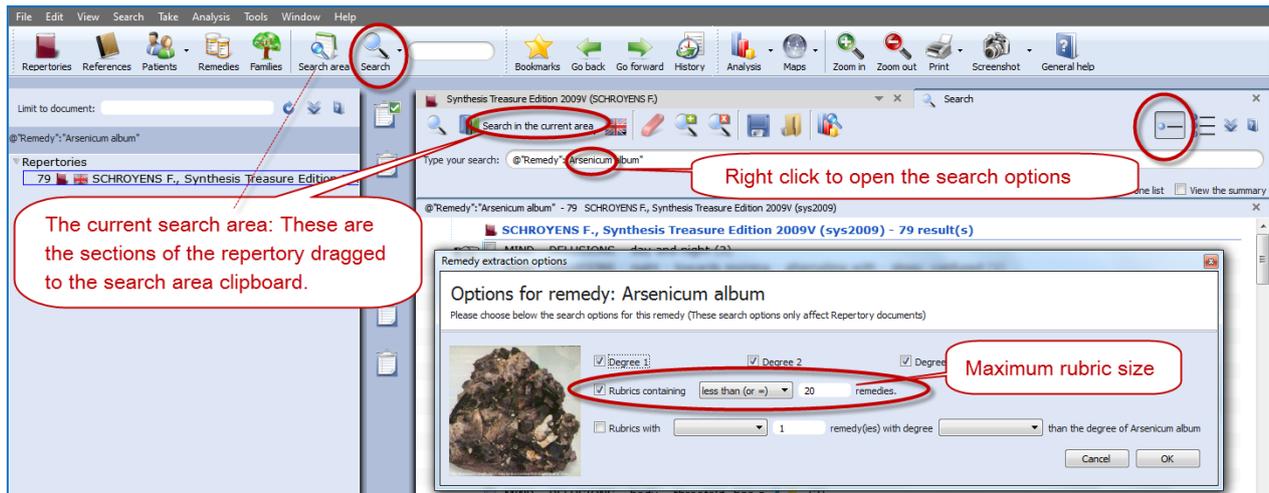
And example of a: Remedy search

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.

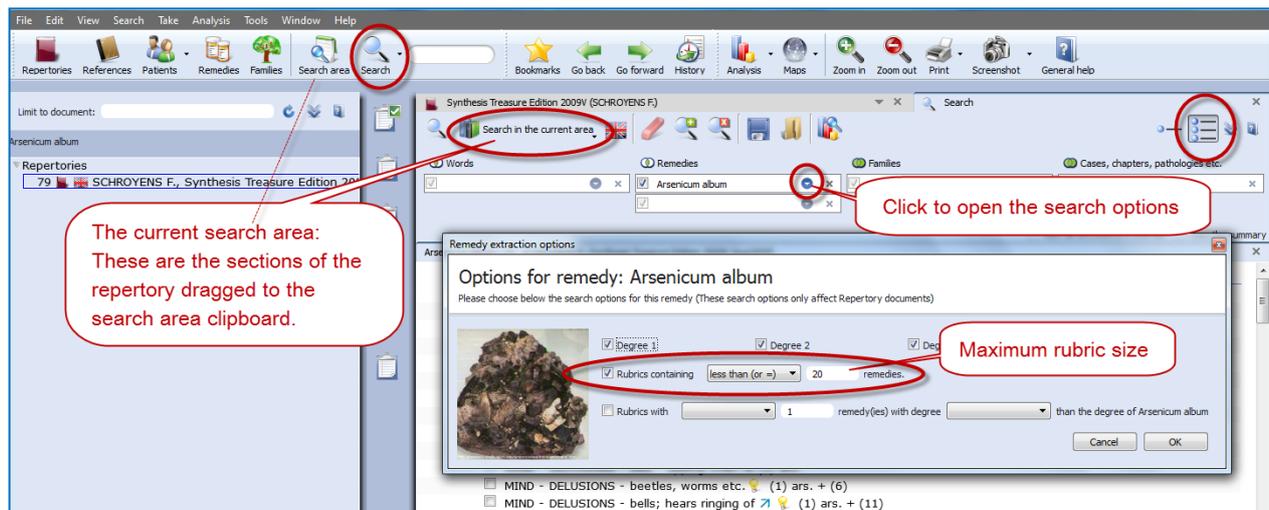
- In Synthesis drag the rubric MIND – DELUSIONS to the Search area clipboard.
- Open the simple search (? or F4), and select remedy Arsenicum album.
- Right mouse click and select the option: Rubrics containing “less than or =” 20.
- Select for location of the search: “Search in the current search area”.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



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 before. But because it can be used in combination with the advanced search (word search, or remedy search) it is repeated here again.

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.

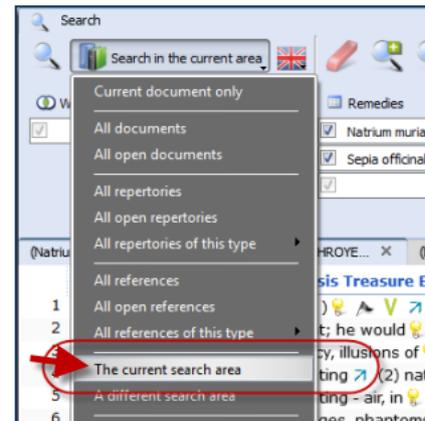
See video: [Search in a Search Area \(1\)](#)

- 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”.



See it again: If you like to see the same topic “Search area” explained again, here another short tutorial video.

See video: [Search in a Search Area \(2\)](#)

Advanced Search (F5): Case remedy

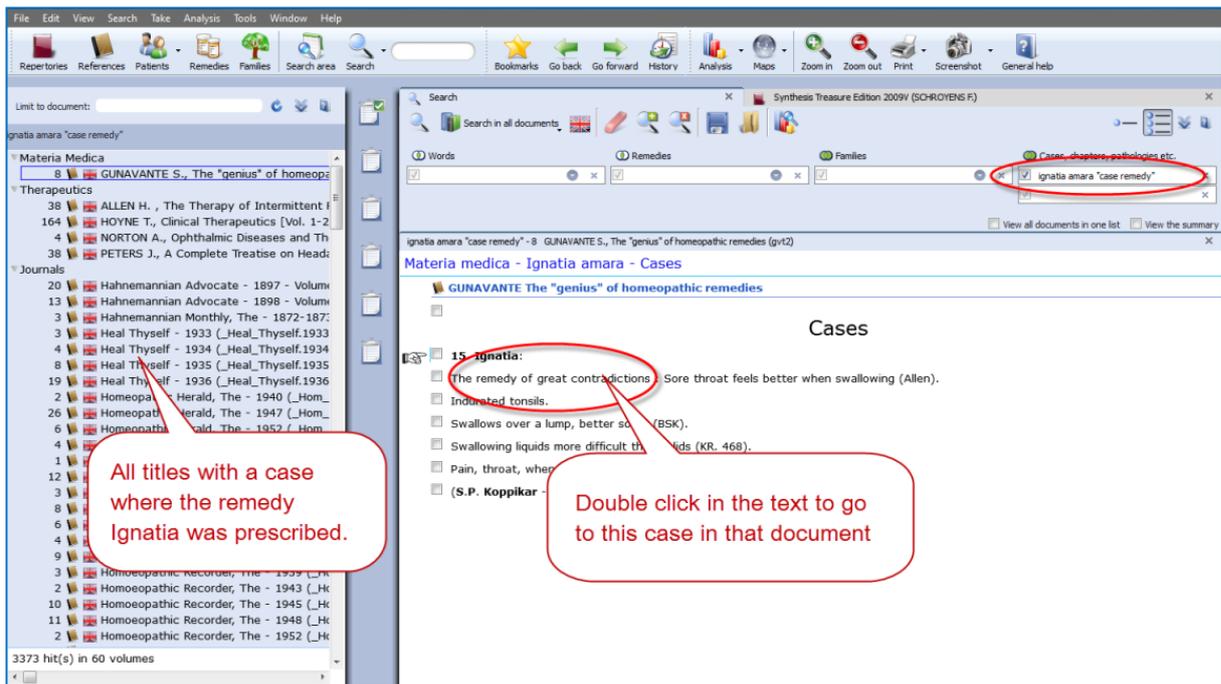
It is also possible to search in the Opus Library all cases for a certain remedy. So all cases where a certain remedy was prescribed. For example all cases where Ignatia was prescribed.

See video: [Search for a Case Remedy](#)

- 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.
- If you want to really open that document, and see **the full text** of this case, **double click somewhere in the text** of that case.



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

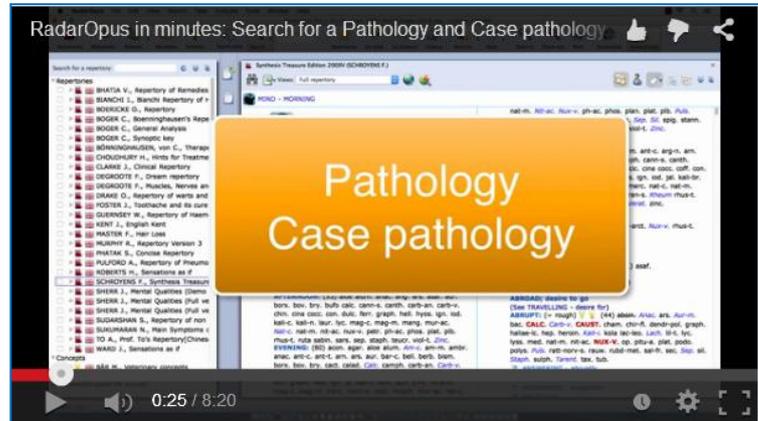


Advanced Search (F5): Pathology, Case pathology

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

See video: [Pathology, Case pathology](#)

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



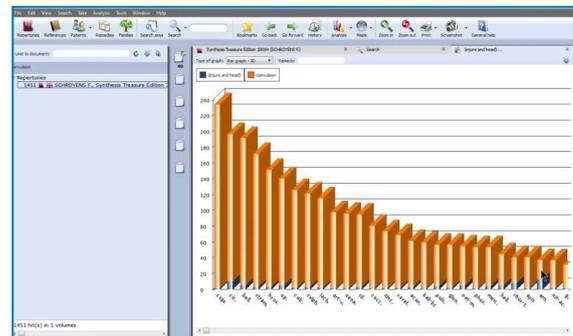
Search result graphically: Open more search tabs

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.

See 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



Advanced Search

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.

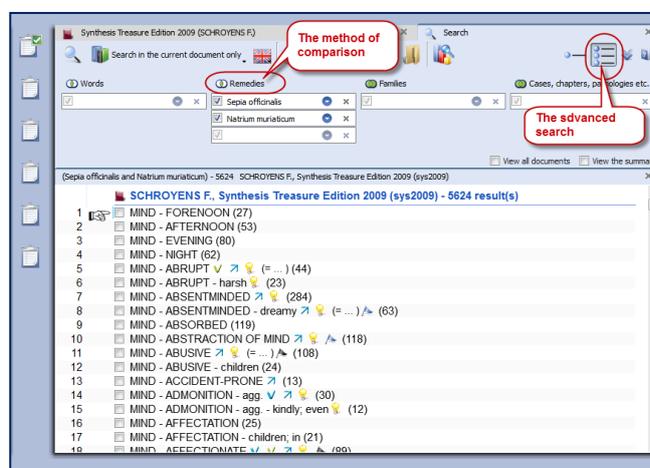
This instruction video shows you how to do a single remedy search and how to compare 2 or more remedies.

See 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:

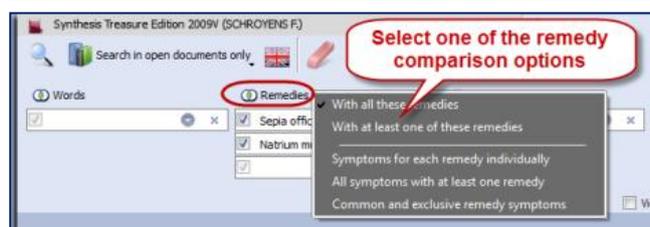
- Press F4 to open the Search window
- Select the Advanced search
- First from the auto-complete list select a remedy in a box. Then press <enter> once to open a next box below it.
- Select a second remedy in Box 2, and again press <enter> once to open a next box.
- Start the search by again pressing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

See video: [Remedy Comparison Short](#)

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

[Start video](#)

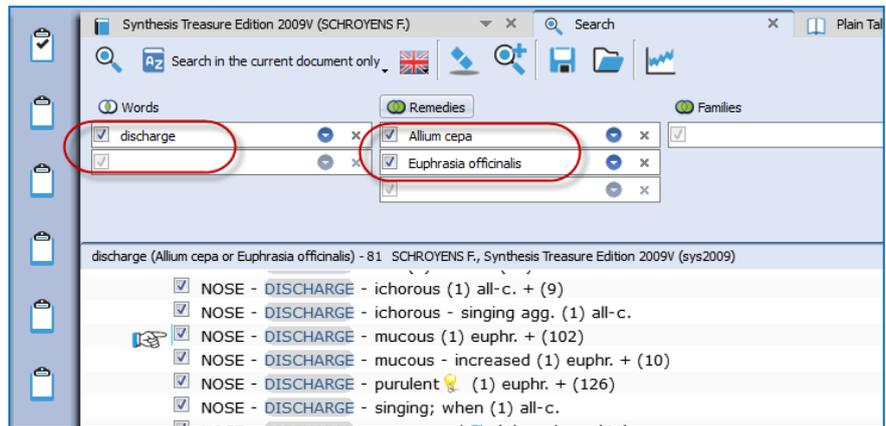
See video: Example search Dr Dubrata Banerjea



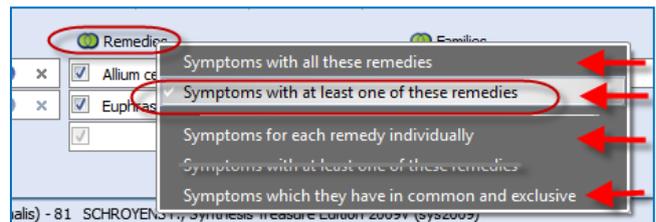
Advanced Search (F5): Combine Words & Remedies

Often you need to differentiate two or more remedies specifically in regards 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).

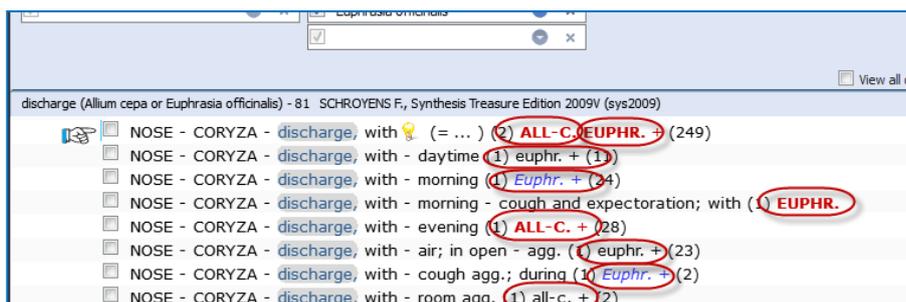


- Click on the **Remedy search-options** button which is located above the search fields, to select how the remedies should be compared.



* 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.



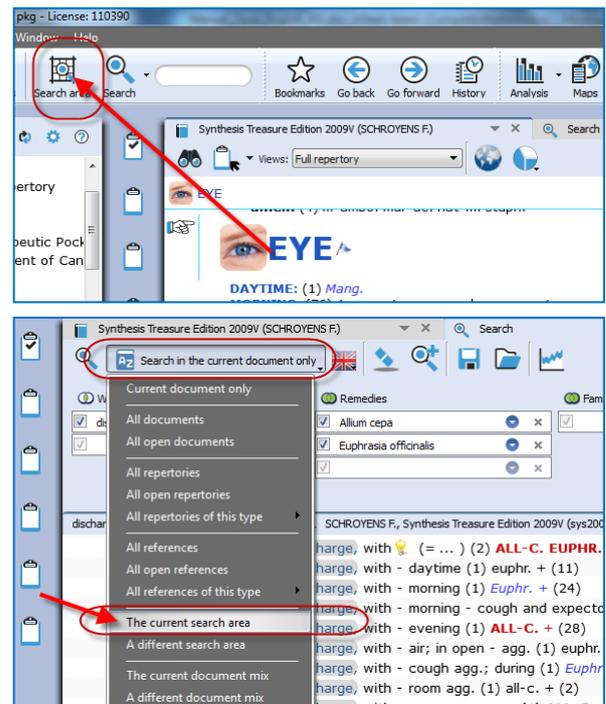
Using Search Area

- 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.**

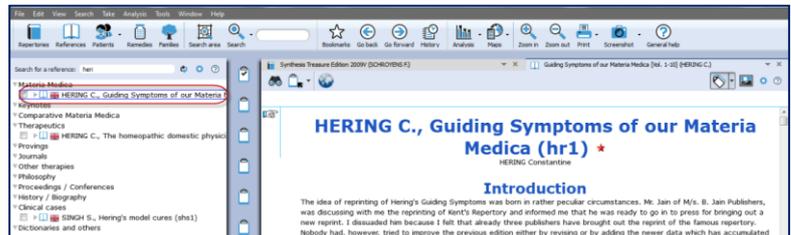
Your search will then be limited to only those sections (chapters) which you have dragged into this search area clipboard.



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.

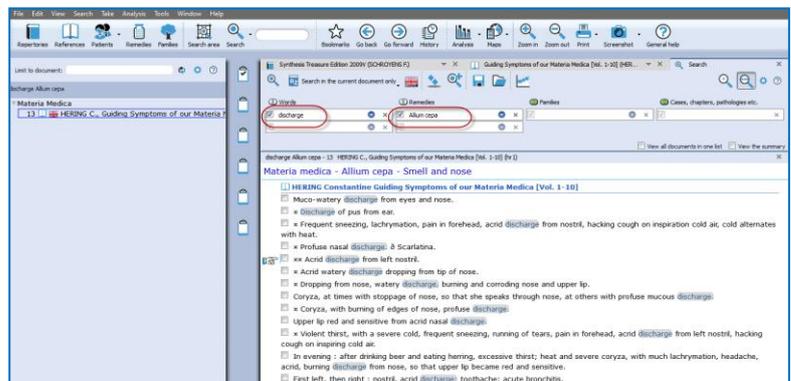
Step 1: Click to open for example the: Hering C., Guiding Symptoms



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**.

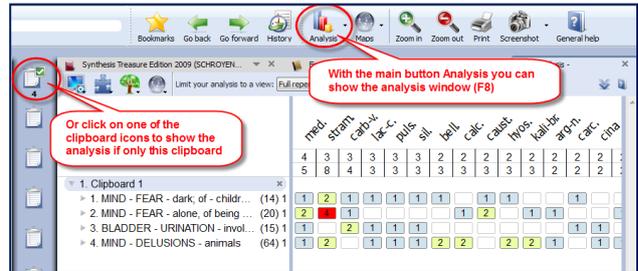
Clipboards & Analysis

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

If you found a rubric (symptom) which you want to use for the case, you can **take** it in one of the clipboards. See the chapter about **Taking symptoms** for more information.

After you have taken several symptoms in one or more clipboards you can open the Analysis window in several ways:...

- With the **Analysis** button in the main toolbar (it will use all clipboards)
- With the function key **F7**: only shows symptoms
- With the function key **F8**: shows symptoms plus the analysis (remedy score)
- By **clicking on one of the clipboards** (it will use only that clipboard).



Using Symptom Clipboards (Video Part 1)

In this instruction video some basic functions are discussed:

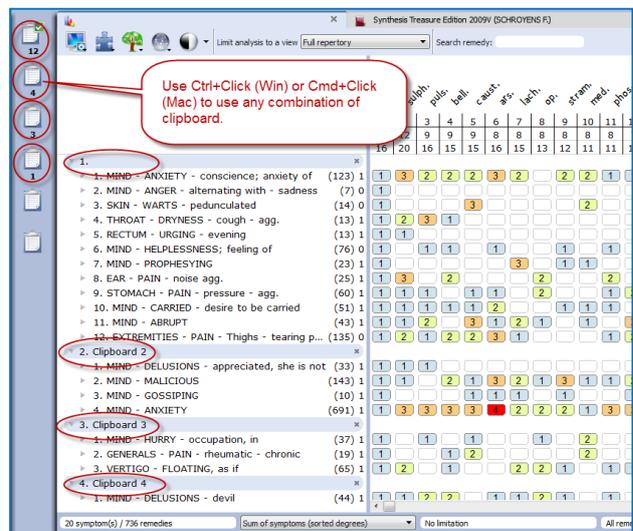
See video: [Symptom clipboards part 1](#)

• Using One or More clipboards

If you click on a clipboard it will only analyze using the symptoms in that particular clipboard.

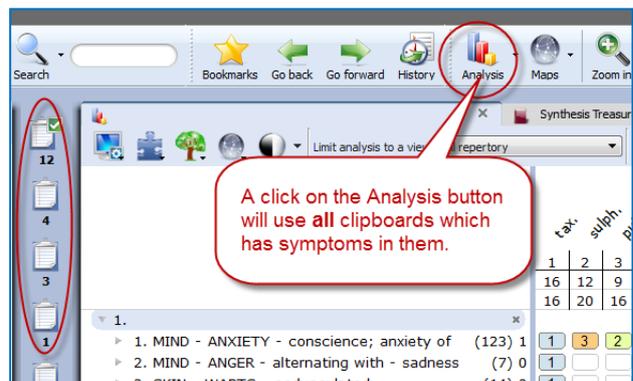
If several clipboards have been used to take symptoms on, then you can use **Ctrl+Click** (Win) or **Cmd+Click** (Mac) on the other clipboard icons to select more than one clipboard.

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.

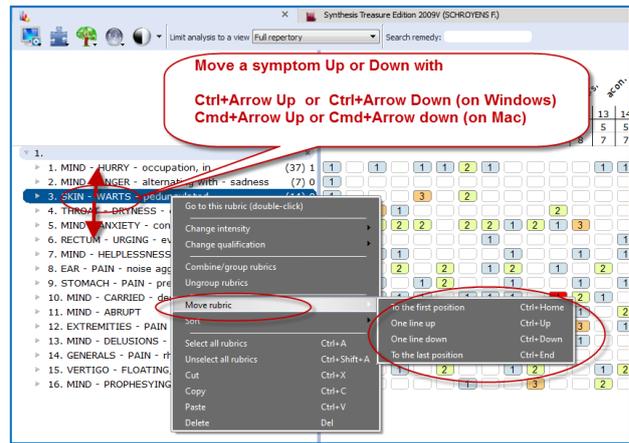
If you want to use again only 1 clipboard, then single click at the left on one of the clipboard icons.



- **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:

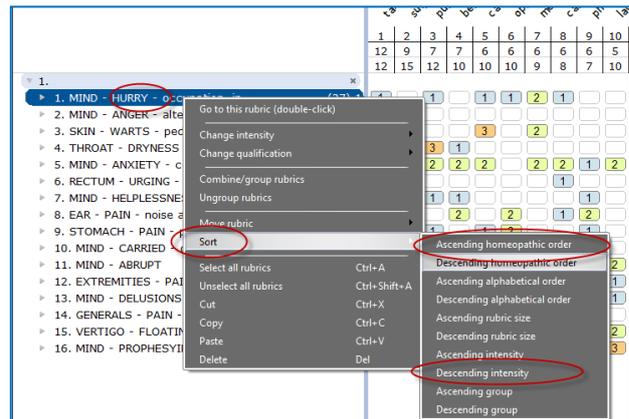
- With a **Right mouse** click and from the context menus use the Move options Up / Down.
- (On Windows) use **Ctrl+Arrow up**, or **Ctrl+Arrow down** to move the symptom one line up or down.
- (On Mac) use **Cmd+Arrow up**, or **Cmd+Arrow down** to move the symptom one line up or down.



- **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.

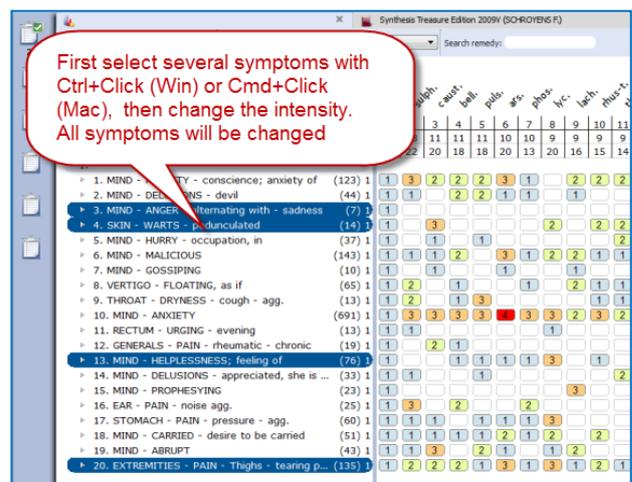
You can do this for an individual symptom or several symptoms at the same time.

- **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.

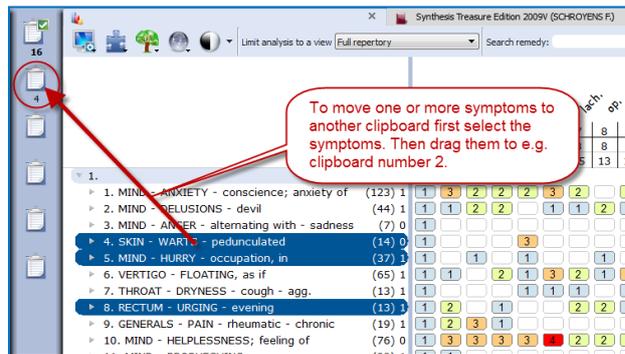
Tip: By selecting the **intensity 0**, you can remove that symptom from the analysis score.



- **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.

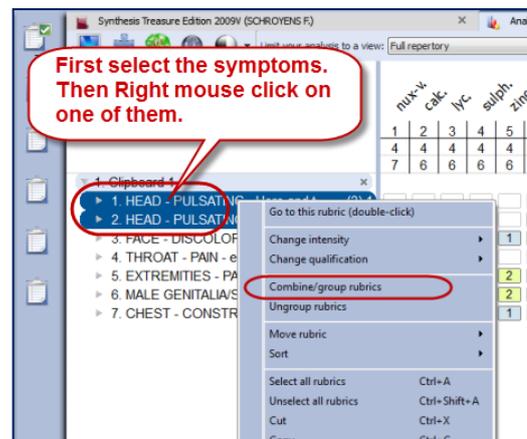


Using Symptom Clipboards - more functions

- **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.

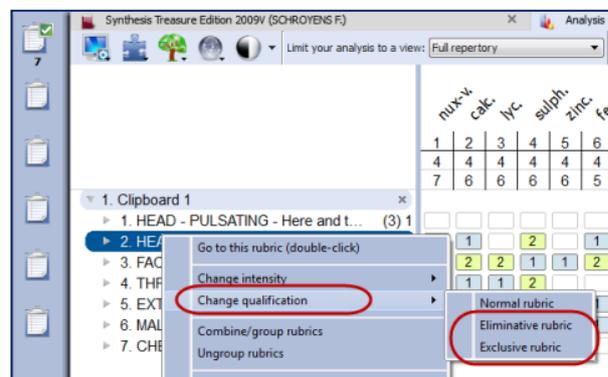
If a Remedy has a different degree in the original grouped or combined rubrics, then the highest degree will be used for remedies which occur in more than one symptom.

- **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.

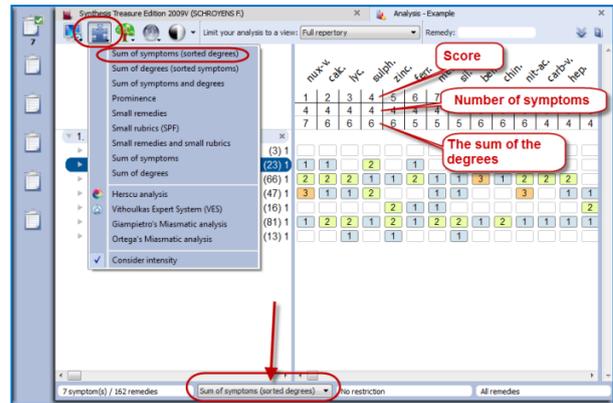
Right mouse click on the symptom, then from the menu select **Change Qualification**.



- **The Analysis method**

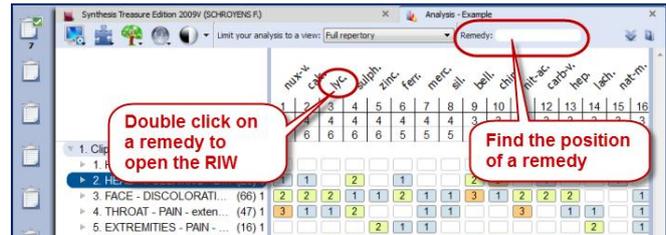
There are several methods of analyzing. Most often when you analyze by hand you use the method “**Sum of symptoms (sort degrees)**”.

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**

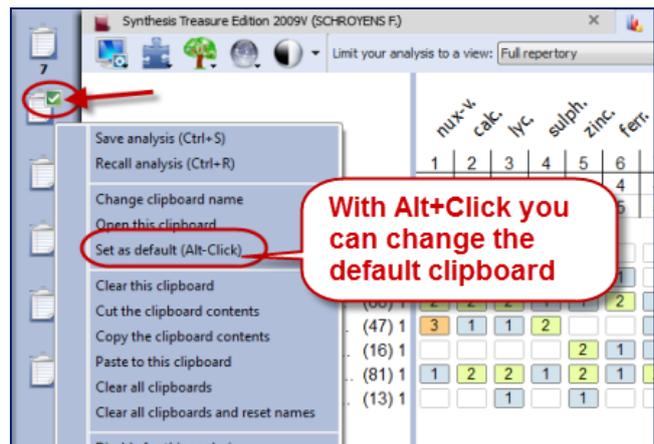
You can use the Remedy box to find the position of a remedy in the analysis. The auto complete box will only contain remedies present in the analysis. Mind that you have selected the correct Repertory View selected which you want to use.

- **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 = <enter>) they go into clipboard number 1 by default.

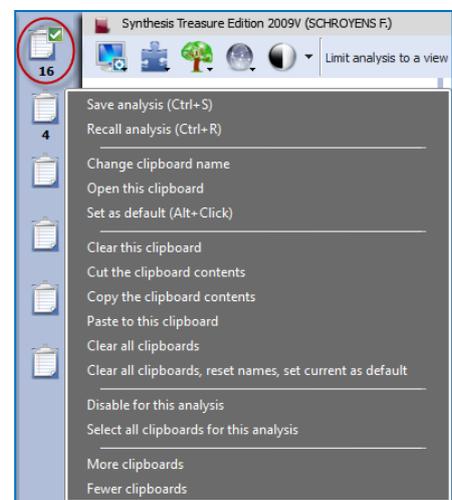
Sometimes however you may want symptoms to go into another clipboard. If you change the Default clipboard with **Alt+Click** (or via the right mouse click menu) then the symptoms will go into that clipboard.



- **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.



Attention: Save and recall the clipboards (Analyses)
There are two ways to save the clipboard (Analysis).

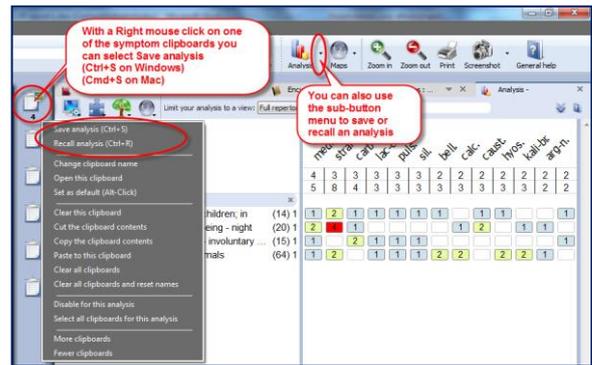
⇒ **You can save them connected to a patient file (a consultation).**

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”.

Please view the tutorial video.



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

Save and recall the analysis (separately from the Patient file)

You can **Save and Recall an Analysis** (the symptom clipboards) in two ways:

- Separately (outside the patient file) (Like in RadarClassic)
- Connected to a Patient (In the patient file)

See video: [Save the analyses separately](#)

1. Save separately (outside of the patient file)

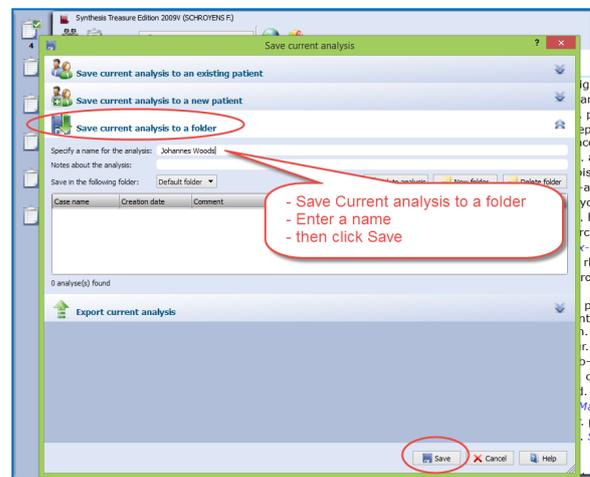
There are two main approaches: you can save the analysis **together with a patient** when you work with the patient file or you can save an analysis **separately** (this is called: **Save to a Folder**).

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.

2. 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

View the tutorial video

See video: [Save analyses to the patient file](#)

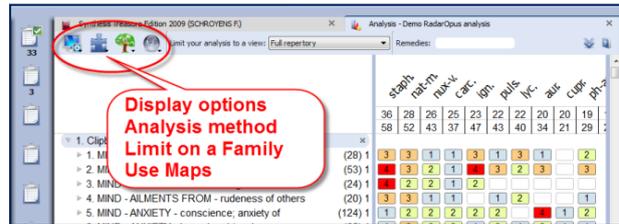
For more information see the chapter of “The Patient File”

The Analysis (F8)

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

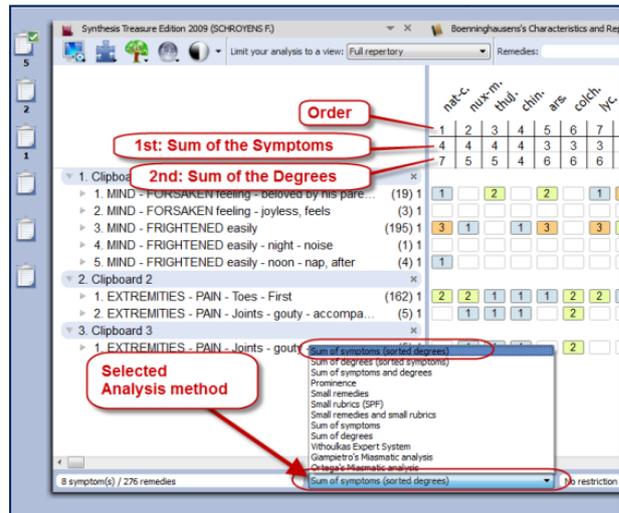
Tools

In the left upper corner you can find icons with which you can select **Display options**, **Analysis method**, **Families selection** window and (families) **Maps**.



Methods

You can also select the analysis method via the 'method button' at the bottom of the analysis window.



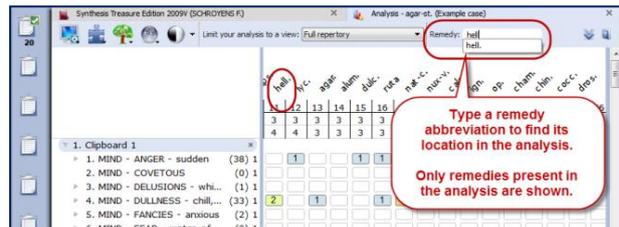
The most common used method is:

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.

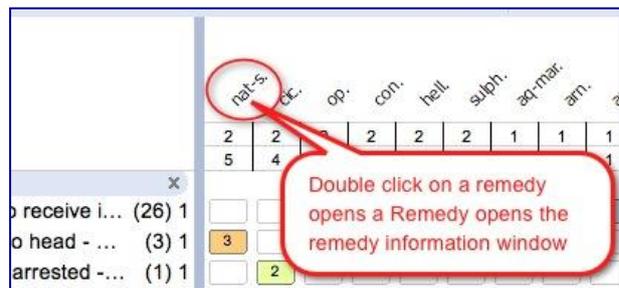
Find the position of a remedy

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.

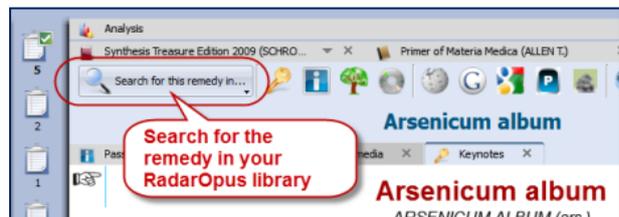


Tip: Quick Remedy search from the Analysis window

In the analysis window a **double click** on a remedy opens the Remedy Information window (RIW). Here you can find all sorts of information about this remedy.

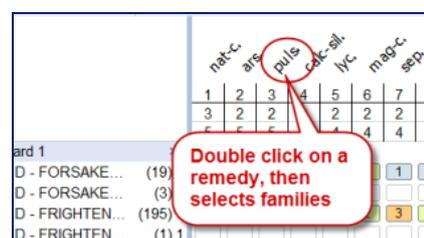


From this **RIW** you can also do a **Search on this Remedy** in the repertory or in the other search locations (Open documents, All documents etc.). *For more information see also the chapter Remedy Information Window.*



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

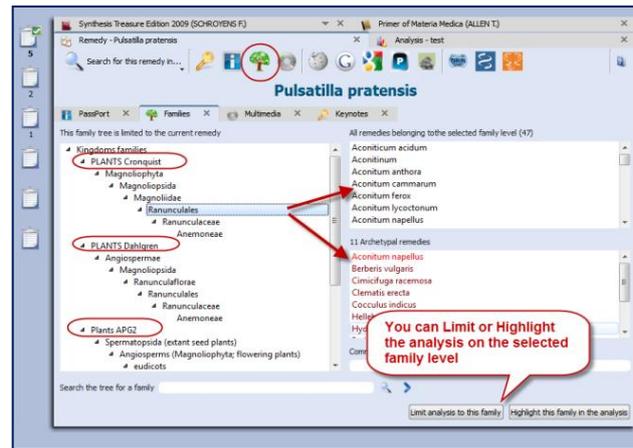
You can show all family members of a certain remedy you see in your analysis in the following way:...



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

Step two: 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 APG2 classification system is the most modern.



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

Select a family via the Maps

You can also select a family level from one of the Maps to limit or highlight the analysis on.

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.

Read more about using Repertory Views in the chapter on "Repertory Views".

Local Options

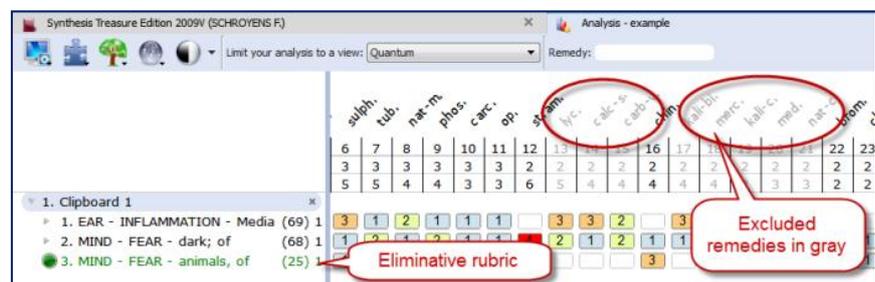
Have a look at the Local Options window, to see all possible settings for the analysis window.

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.

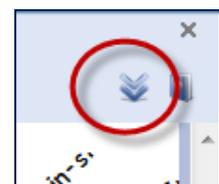
See video: [Show excluded remedies from the analysis](#)

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



Analysis Methods

VES

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.

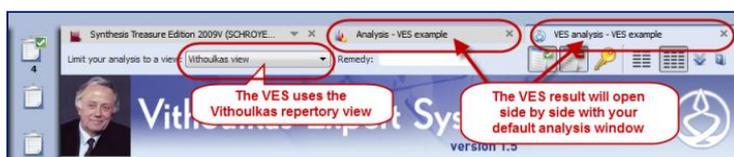
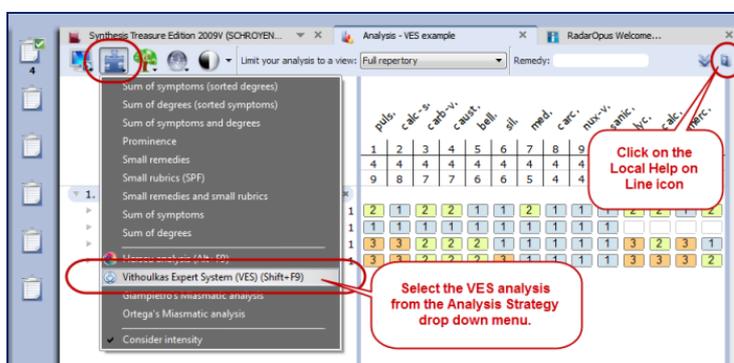
Click on the local **Help** icon to read the instructions on how to use the VES.

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 underlining 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 not 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)

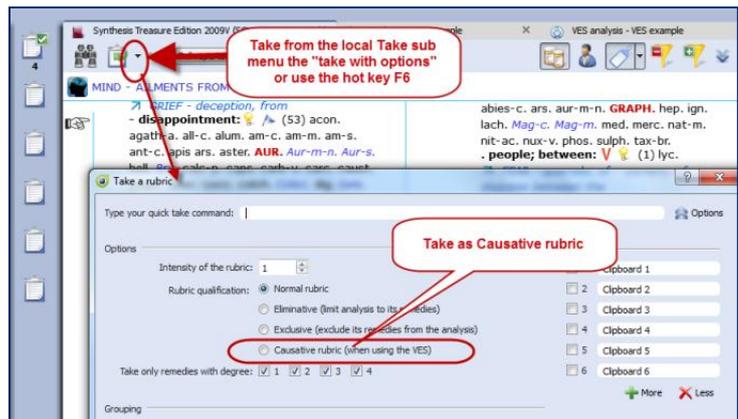
For the VES you should also indicate a symptom as Causative if this is appropriate.

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.



Analysis Methods

Paul Herscu

Cycles and Segments



Read more about Cycles and Segments at the NESH website.

The screenshot shows the NESH website header with the logo, name 'NEW ENGLAND SCHOOL OF HOMEOPATHY', and tagline 'Teaching the Art and Science of Homeopathy'. Below the header is a navigation bar with a search box and a 'SIGN UP!' button. The main content area features a sidebar with a list of links including 'CELEBRATING 25 YEARS of TEACHING the ART & SCIENCE of HOMEOPATHY Courses & Seminars', 'Webinars, Audio & MP3s', 'History & Info about NESH', 'The Herscu Letter', 'Cycles & Segments', 'Homeopathic Books & Media', 'Less is More e-Newsletter Archive', 'Homeopathic Articles', 'Reflections', and 'NE Journal of Homeopathy'. The main text area is titled 'What Is Cycles & Segments, And How Can I Learn More?' and contains a paragraph explaining the approach, a 'Why Learn The Cycles and Segments Approach to Homeopathy:' section with bullet points, and a 'CELEBRATING 25 YEARS 1990-2013' badge.

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*:

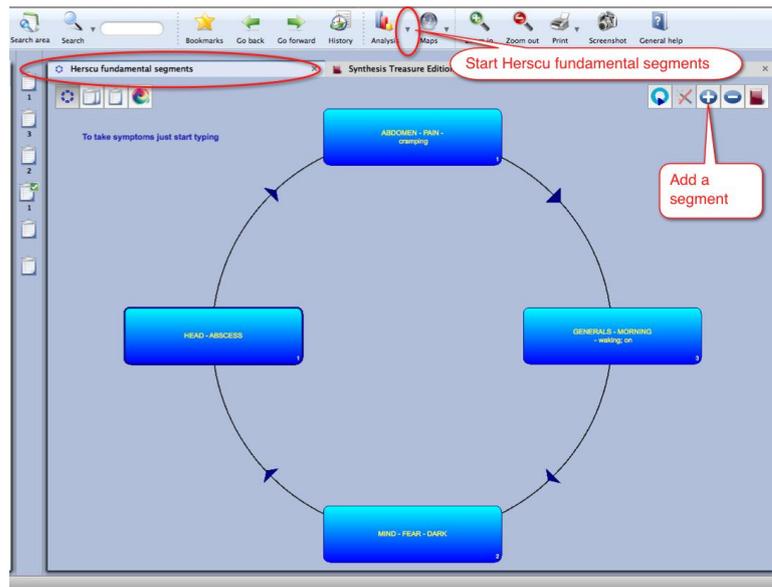
- [A Case of Childhood Depression by Robert Kaladish, MD](#)
- [Difficult Cases – Frustrating Ordeals or Learning Experiences?](#) by Frank Gruber MD
- [Seizures and Romance Novels](#) by Frank Gruber
- [Difficulties In Repertorizing: Why We Need A New Perspective - by Paul Herscu](#)

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 keynote, 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 ONE 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 TWO 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 it 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 on 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

Taking symptoms in a Free way

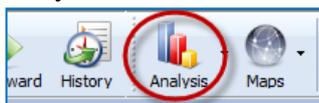
You could use the Herscu approach in a free way where you **take** symptoms into different clipboards like you would do normally. Hereby you group the symptoms belonging to a certain 'idea' together in the same clipboard.

You can also **move symptoms** between clipboards via drag and drop, until you are satisfied with the result

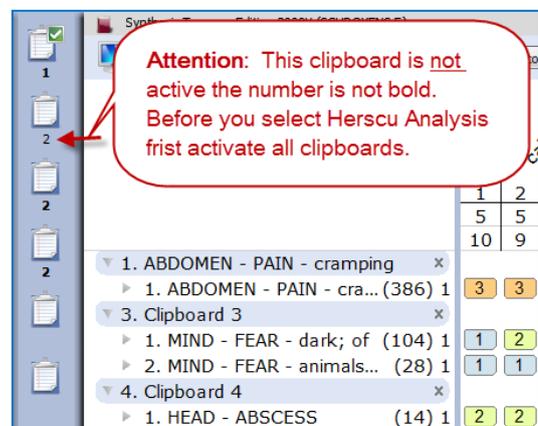
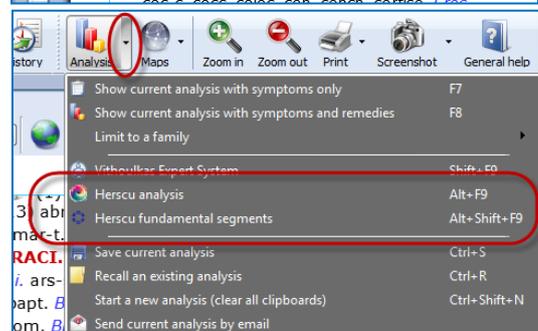
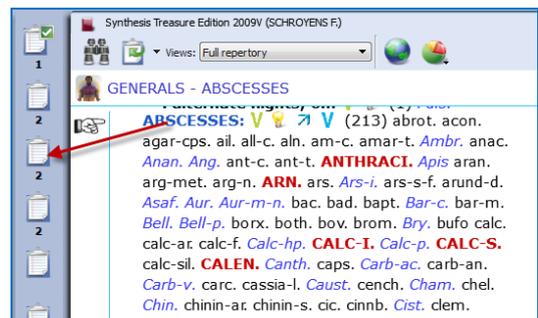
Then you can go directly to the **Herscu analysis** (Alt+F9), or open the **Fundament Segments** window first.

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.

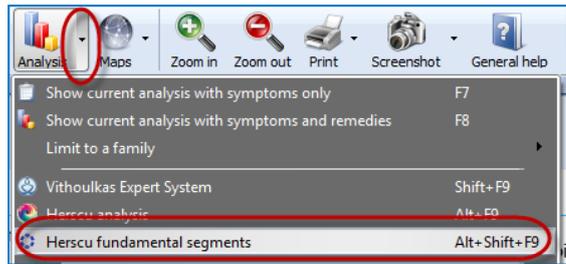


If you then start the Herscu Analysis all clipboards will be included in the analysis (calculation)



Taking symptoms from the Fundamental Segments Circle

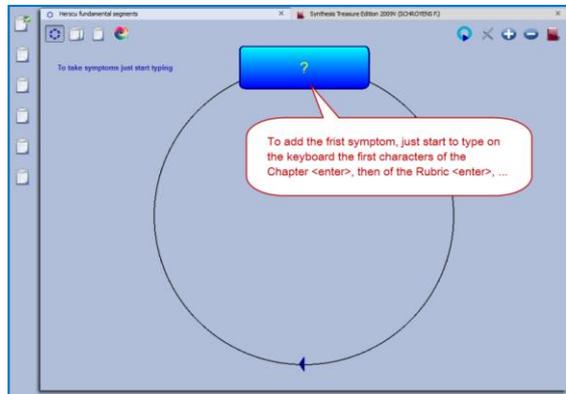
You can also start with empty clipboards and open Fundamental Segments window.



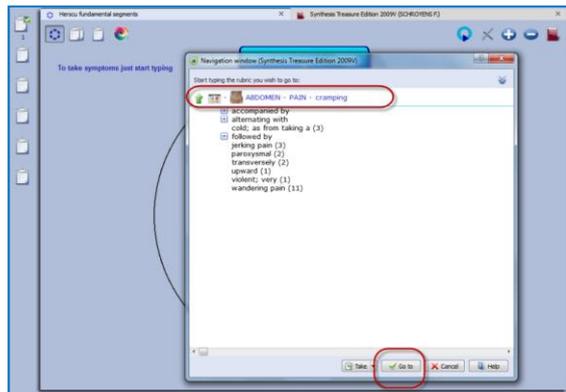
The Fundamental Segments window will open with the first segment.

To add the first symptom in this segment, just start to type on the keyboard the first characters of the Chapter <enter> ,

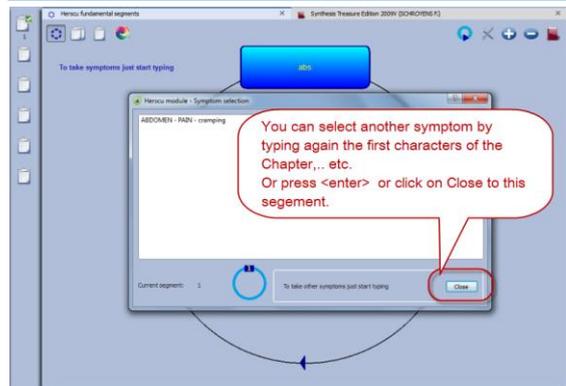
... then the Rubric <enter> , then the characters for a possible sub-rubric <enter>



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



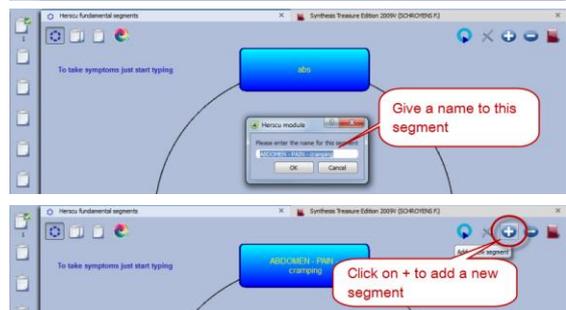
You can then take another symptom in this segment by typing from this window again the first characters of the chapter <enter> , then from the rubric etc.,...
Or press <enter>? Or click on the Close button to close this segment.



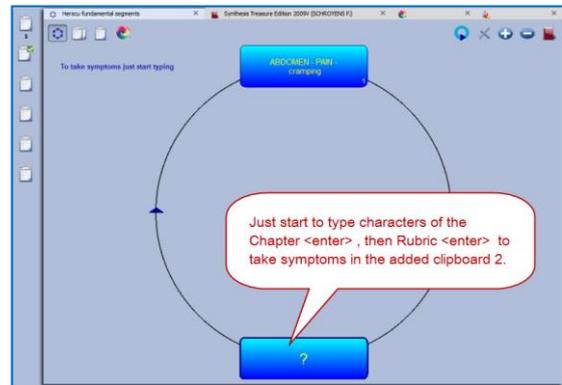
Then you will be asked to give a name to this segment. By default the text of the first symptom in this clipboard will be used.

Add a new segment

To add a new segment click on the + icon.

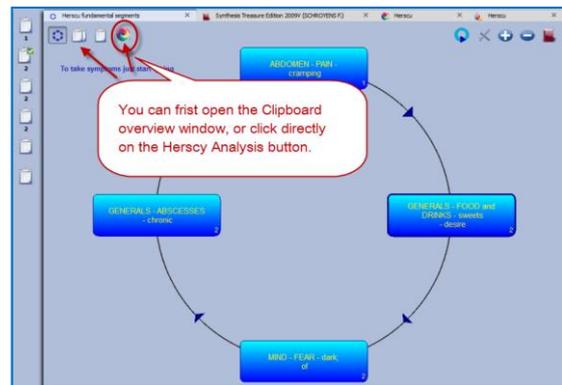


You can then start to add symptoms into the newly added clipboard like you did before with the first clipboard.



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.



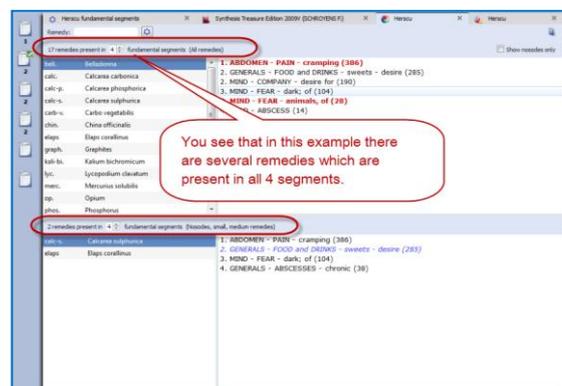
Herscu Analysis window

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.

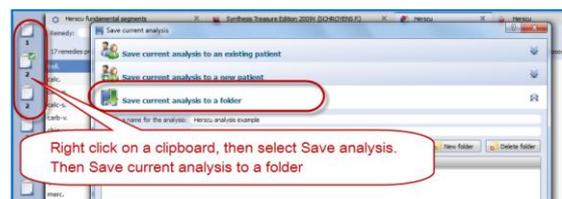
If there is no remedy present in all segments, then those remedies are shown which are present in the highest number of segments.

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.

Analysis Methods

Boenninghausen

Repertories

Polar Symptom Analysis



Clemens
von Boenninghausen

There are many things which could be said about the contribution and teachings of Clemens von Boenninghausen to the homeopathic world which is beyond the scope of this manual unfortunately. RadarOpus comes with all of Boenninghausens repertories (his German and English books). And RadarOpus also offers* the most accurate English re-translation of the Pocketbook by George Dimitriadis called: The Boenninghausen repertory (* Coming in version 1.42).

Boenninghausen Pocketbook & Polar symptom analysis

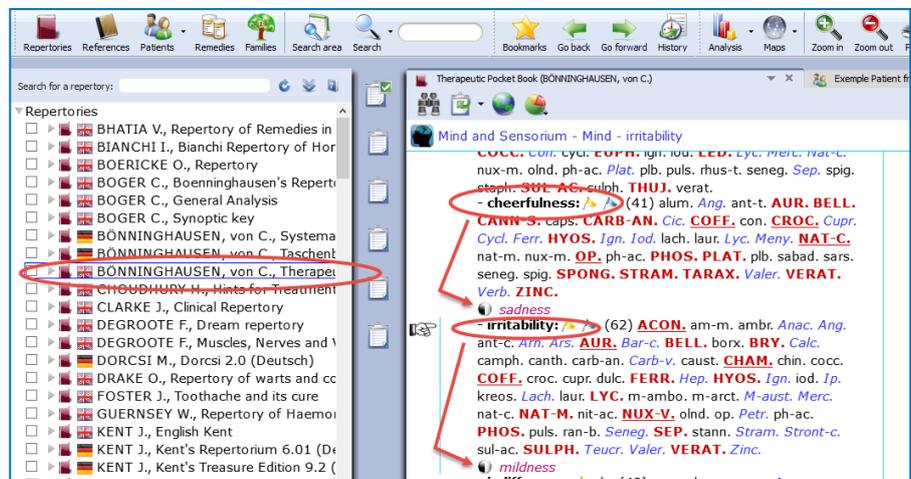
RadarOpus comes with an up to date and very reliable re-translated and corrected version of the **Therapeutic Pocket Book**, edited by **Peter Vint** and other well knows German homeopaths.

See video: [Polar analysis](#)

- The Pocketbook repertory is available in English (optionally also in other languages)
- The Pocketbook has an additional function to add automatically the opposite **Polar** rubrics, and to calculate the “**Polarity difference**”.

In the Therapeutic Pocket Book from Boenninghausen many rubrics have ‘**Polar rubrics**’ connected to them.

Polar rubrics are the rubrics opposite to the patient's symptoms.



Polar calculation

In the analysis window you can add the **polar rubrics** and calculate the **polarity difference** with a click on the Polarities button.

The following lines are present in the analysis window:

- ⇒ The sum of symptoms (the remedies are sorted secondary on the sum of degrees)
- ⇒ The patient's symptoms (this is the sum of degrees)
- ⇒ Opposite polar symptoms (this is the sum of degrees)
- ⇒ The Polar difference

The **Polarity difference** is calculated as follows:

- From the "sum of degrees of the patient symptoms" 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.

The screenshot shows the 'Analysis' window in the Therapeutic Pocket Book software. On the left, there is a list of symptoms and their degrees. The main area contains a table with columns for various remedies (cann-s, iod., spong., lyc., plat., ang., valer, carb-an., hyos.) and rows for different symptom categories. A red callout bubble points to the 'Polarities' button at the top, with the text 'Add the polar rubrics, and polar calculation'. Another callout bubble points to the 'Polarity difference' row in the table, with the text 'The polar difference can be positive, neutral or negative.' A third callout bubble points to the 'Opposite polar symptoms' section, with the text 'The opposite polar symptoms are added to clipboard 2.'

Local settings:

By default only the degrees of the rubrics that have opposite negative polar rubrics are calculated. This can be changed via the local options in the analysis window:

"Include non polar symptoms in the calculation of the polar difference"

The screenshot shows the 'Local options' window in the software. A red callout bubble points to the 'Include non-polarity symptoms in the sum of positive polar degrees' checkbox, which is checked. The text 'Local options' is written in a red callout bubble.

Summary of the Boenninghausen Approach

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 very **generalized** rubrics. This in contrast to his previous 'Anatomical based' repertory, which contained mainly precise chapters and rubrics (like Kent repertory). In reality the difference is not so exact as often thought. The Pocketbook does have localized rubrics, and Kent repertory also has generalized rubrics.

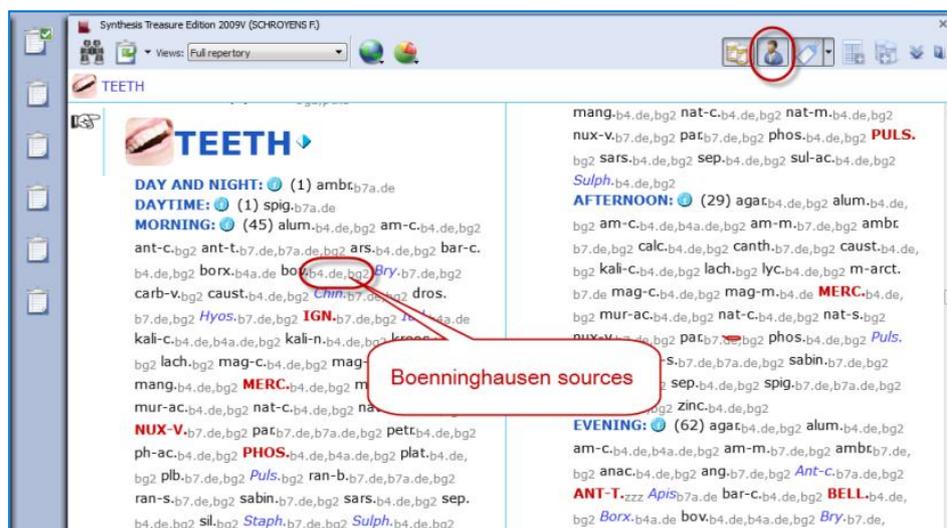
The idea behind the pocketbook repertory is that symptom descriptions in a certain area, would apply to other areas of the same remedy as well. Therefore when looking up symptoms (especially descriptions) from your patient, you should look them up in the generalized rubrics first.

Boenninghausen included in Synthesis

The unique feature of the Synthesis repertory is, that in Synthesis 2009 already almost all of Boenninghausen's repertories and rubrics 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 as 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



If you turn the display of the **author references** on, then **double click** on an author reference, you will see the exact source.

Boenninghausen Analysis Schema

In short here a schema how to analyze a case if you want to do a Boenninghausen analysis (based on information coming 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”.

The Boenninghausen Repertory

Therapeutic Pocketbook Method (Second Edition)

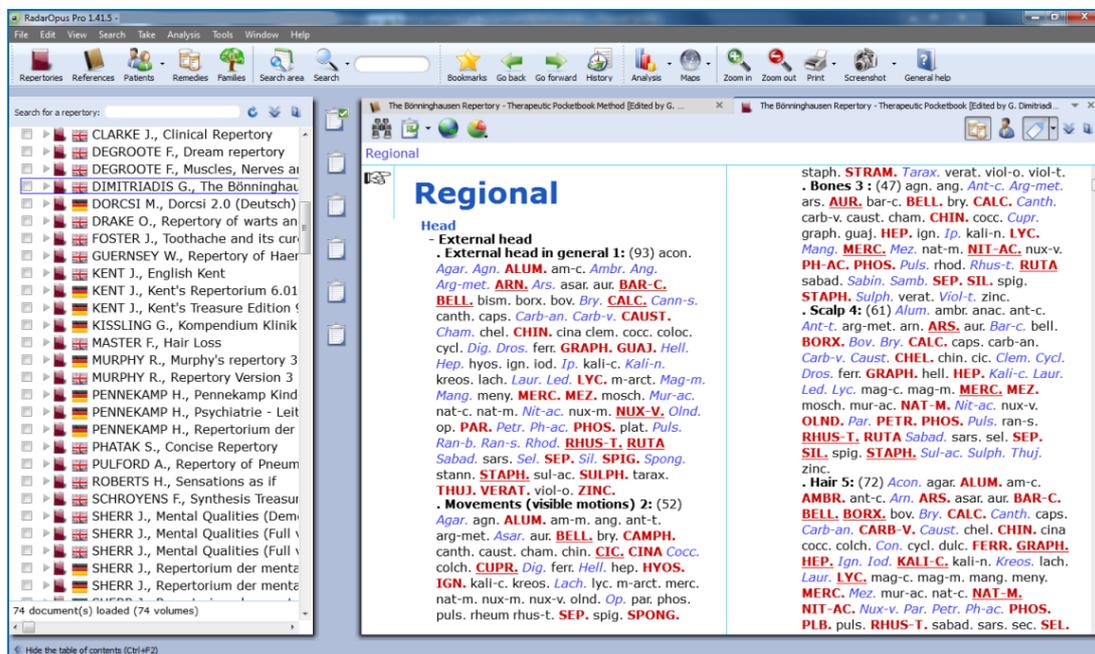
George Dimitriadis, Editor



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 (coming in version 1.42 and higher). Now you can use this unique edition of the Pocket Book repertory to work out your most complex cases. (Note that in this edition the polar rubrics are not indicated with links, and automatic polar analysis is not available with this repertory, as Dimitriadis does not use them.)



Besides the 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 explanations¹. Also a practical chapter with case examples how to use this repertory and the Boenninghausen method.

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

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 to purchase this repertory, but you like to read more, you could first read the following articles by George Dimitriadis:

- The Boenninghausen Repertory. The reasons behind the new English translation and reformation 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

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**

See this introduction video about Families:

See video: [Family Classification - introduction](#)

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

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

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

Search for a “Family” in the repertory

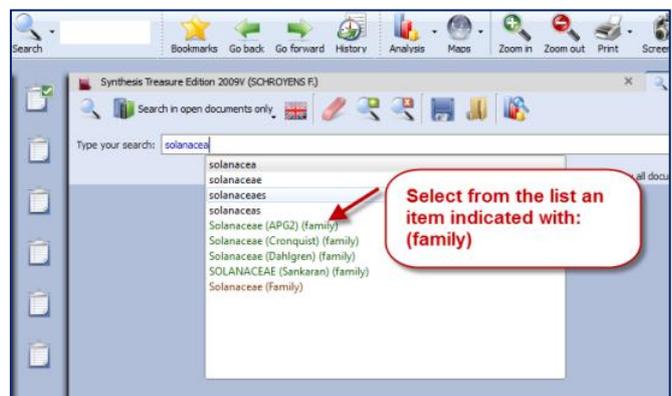
The video shows you how to search for a family in the repertory. You can search for all symptoms (rubrics) which have at least one remedy belonging to a certain family.

You can do such a search both from the **Simple** search window and from the **Advanced** (guided) search window.

See 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.

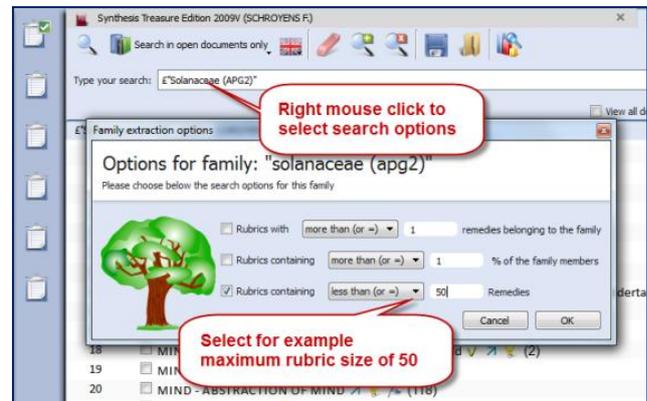


Family search options (maximum rubric size etc.)

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.



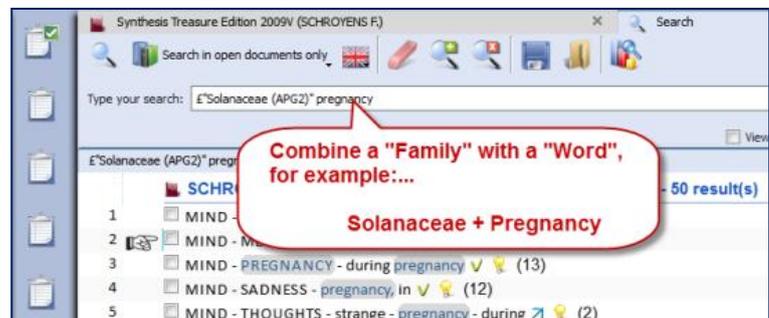
Search for a “Family” and a “Word”

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.

See video: [Families search part 2](#)

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).

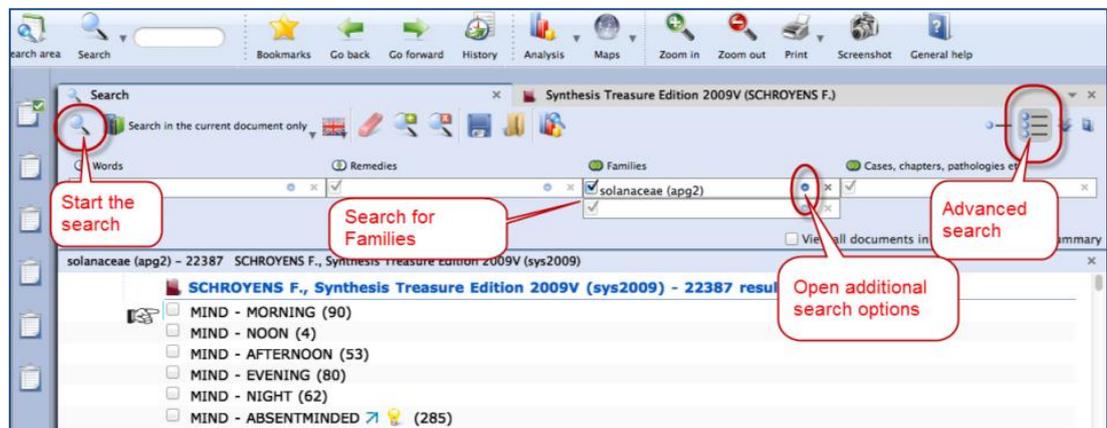


- You can also select Search options with a Right mouse click on the family name in the search box. For example limit the search to rubrics not larger than 50 remedies.
- Or you can limit the search to a specific search area. You can drag and drop a chapter or a main rubric to the search area box. Then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

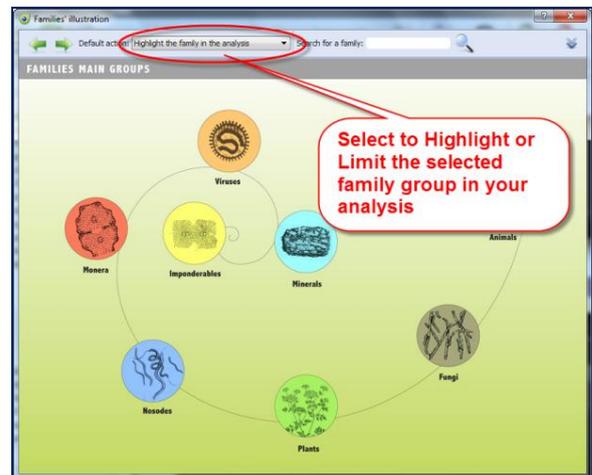


Will Taylor: Highlight or Limit to a Family

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

See 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.

See 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).



More Tools

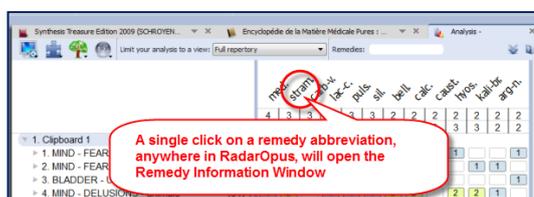
The Remedy Information Window Language & Translation Backup & Restore

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):...

See video: [Family Classification - introduction](#)

- 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.



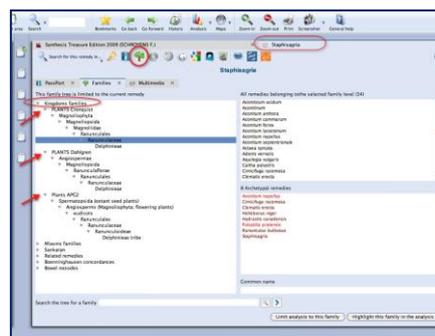
- Or you can use the **Table Of Contents of the Remedies** to open the RIW of any remedy which you might not see listed in the repertory or the analysis window at that moment. This TOC offers a list of all the Remedy abbreviations. A click on that remedy will open the Remedy Information Window of that 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.*



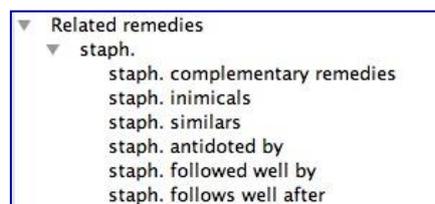
Quickly see all family members of a remedy

As an example I like to point to the icon of the Families-tree. If you click on it you will see exactly to which **family level** it belongs to and also see all other members of that family. If it is a plant remedy you will see the three main classification systems. APG2 is the latest one based on DNA research.

You can **Limit** or **Highlight** the analysis on the selected family level.



Note this interesting group of the **'Related Remedies'**



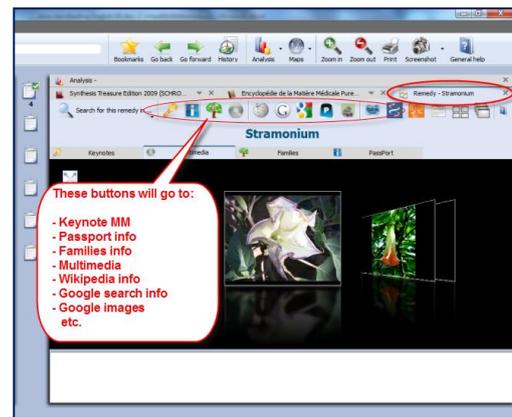
Available info in the remedy information window

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.

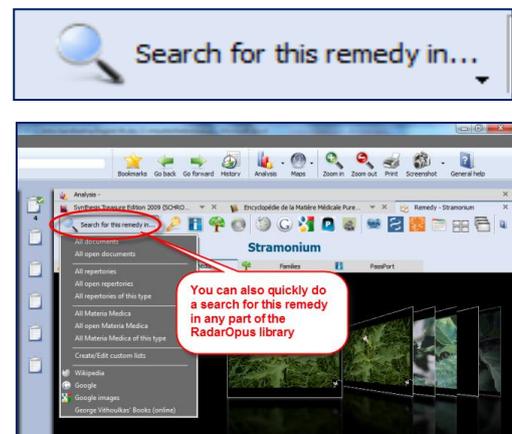
A Quick Remedy Search from the RIW

From the RIW you can quickly continue to 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, or e.g. in all materia medica books you have in your library.

There are several other ways to do a remedy search: e.g. via the Simple search or the Advanced search.

For information about a remedy search see elsewhere.



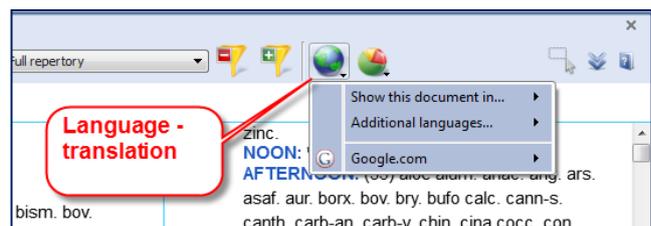
Languages and Translation tools

Repertory in different languages

In all documents a **Language icon** is located at the top.

- If there is an official translation of a document, e.g. the Synthesis, available then you can use the option '**Show this document in**' to change the language.
- You can use the option '**Show additional language**' to add a second or third language.

See video: [Translation of MM and Repertory](#)



- You can also use the **Google translation** function to have a 'rough' translation added. Of course there will be some errors, but often it will give a helpful first translation when you need it quickly. Even if the translation is not perfect, it will often give you a good idea about its meaning.

Note: These translation tools can be used both in a **repertory** and in a **materia medica** document.

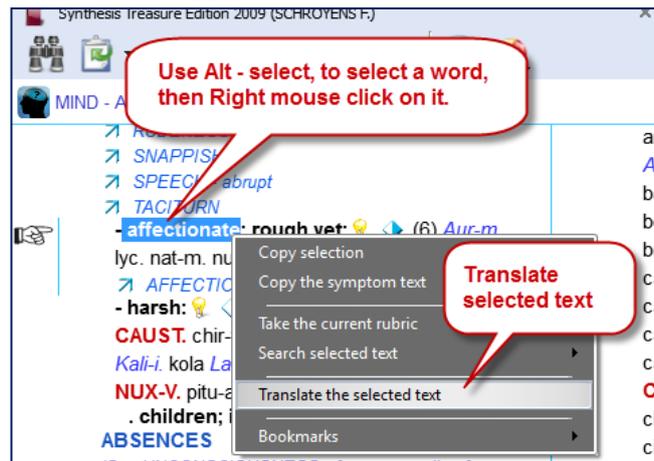
Select a specific word or sentence to translate (ALT + 'select text')

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.

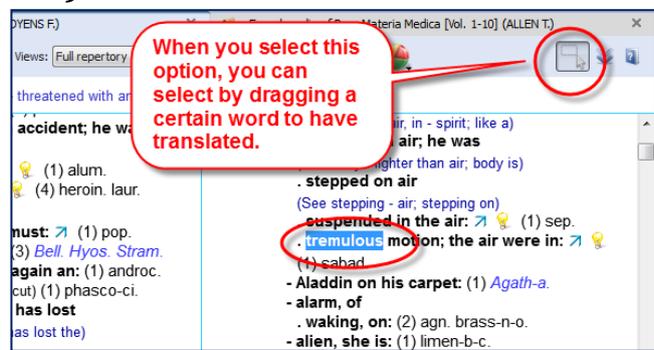


Text Selection Button (To be added later)

Coming in a future live update.

You can also select a single specific word or sentence to be translated:

- Activate the **Select modus** first. It is then possible to use the mouse to select a word.
- Or select a word immediately with the combination **Alt** and **Dragging over it** (without first activating the select modus).



Backup and Restore: Using the RadarOpus backup”

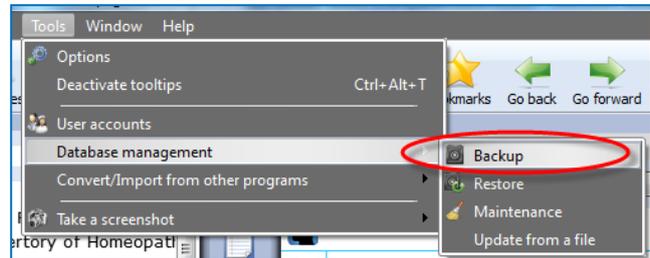
It is important that you make regular backups of your patient information stored in the RadarOpus patient file.

You can chose to make a backup when you close the program and are prompted to do so. But you can also start the backup yourself.

See video: [Backup and Restore](#)

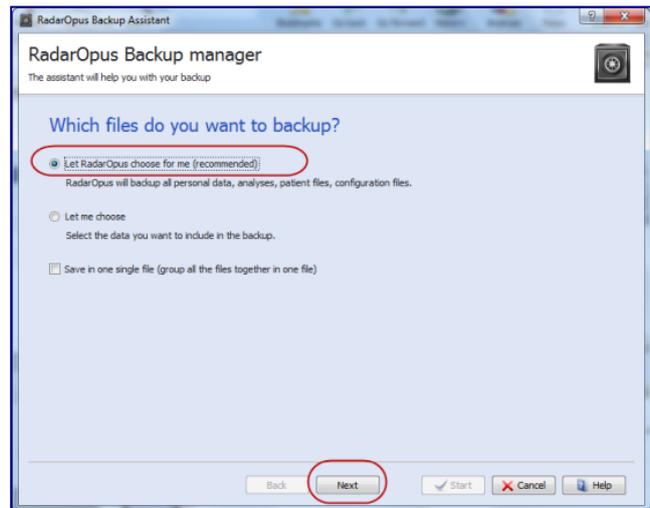
To start a Backup manually:

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



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

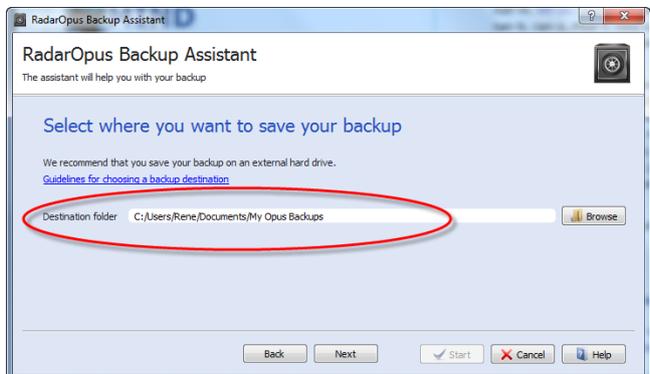
Then click on **Next** to continue.



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

Make sure there is some random Folder selected.



The Backup Name

The name of the RadarOpus backup folder will contain the **Year_Month_Day_Time** when it was created.



External media

Make sure that you also make backups of all your personal files and folders to an external media. You can also save the RadarOpus backups directly to the external media: Memory stick, External Hard drive.

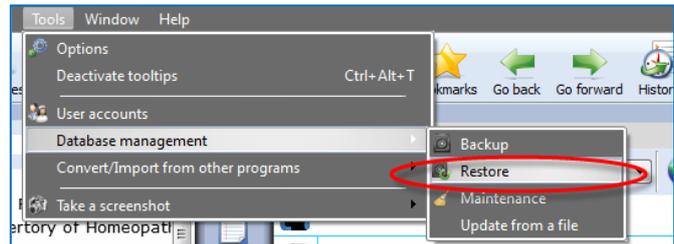
Keep several backups

It is always best to keep several backup copies. Then from time to time you can delete some of the older ones.

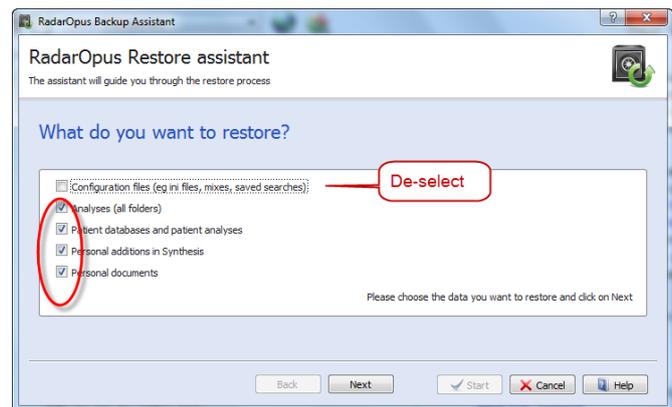
Restore a backup

Attention: if you restore a full backup (or only the **patient-file**, or **separately save analysis**) then all existing information in your program will be overwritten. This is not a “merge” function.

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



It is probably best to **de-select** one item:
Configuration files
And keep the rest selected.



Interchangeable Mac and Windows

A RadarOpus backup made on a **MAC** can be restored to a **Windows** version only if both programs are using the same program version.

Using a Cloud Folder (Drive) like Dropbox

It is not advised to use a cloud program like Dropbox to exchange files between different computers you are using.

The RadarOpus backup consists of a folder with many subfolders

We noticed with a few users some problems when regularly using such cloud function. Maybe it is due to the fact they do not allow sufficient time for all files to be uploaded.

A cloud drive is also not a reliable a method to make an extra backup for any of your other files. You must always store your backup (a copy of all your personal files) on an external media to safely.

See video: ...
The video about Cloud drives has been removed.

Concepts: Veterinary – Roger Morrison – Roberto Petrucci

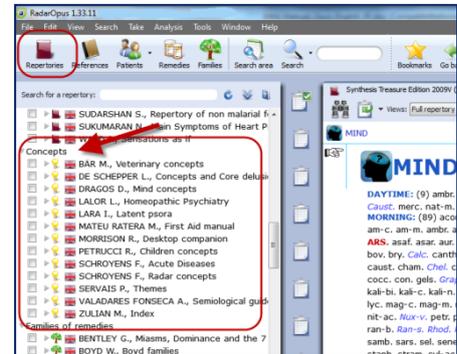
The Concepts are used to help you find the correct symptoms in the repertory. This tutorial video gives a short introduction on how to use concepts.

See 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 add bookmark.

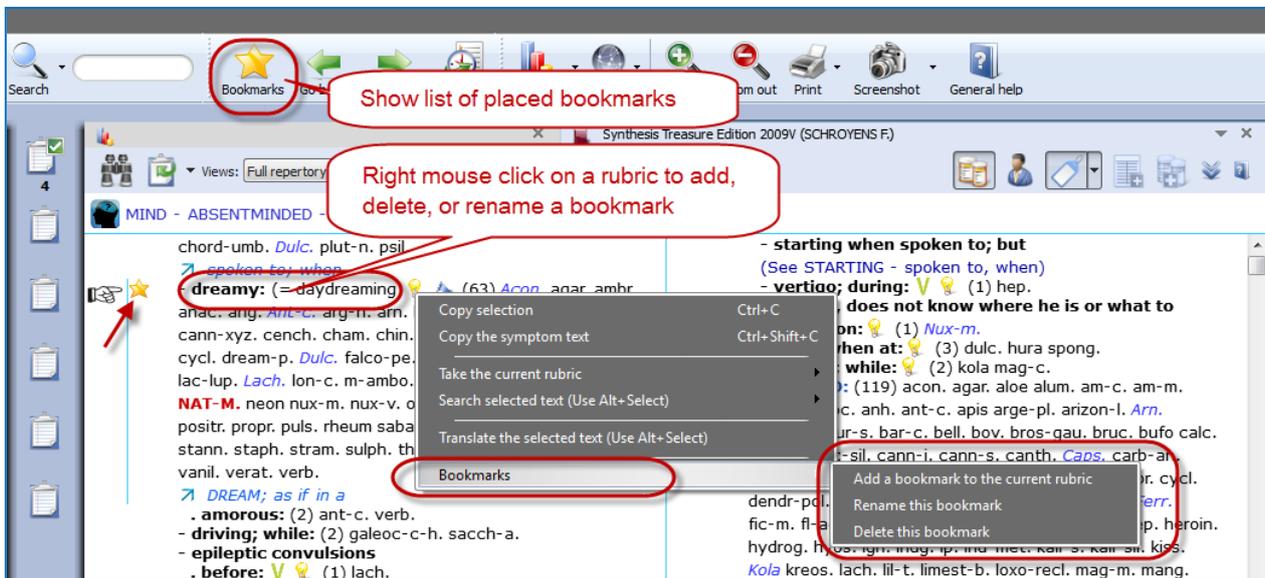
To delete or rename a bookmark, right mouse click and select from the menu.

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.

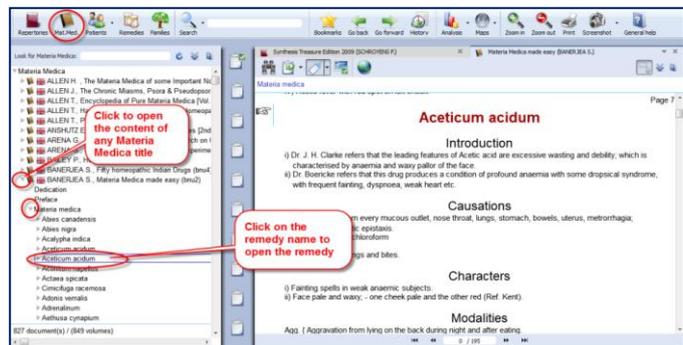
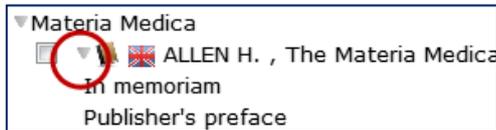
Because RadarOpus has everything combined in one program, you can easily consult any of the books in the **Reference Table Of Contents** list. You can just look up a remedy in one of the books you like to consult or you can use the Search (F4) function to search specifically in only one or all of the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

See 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: 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.

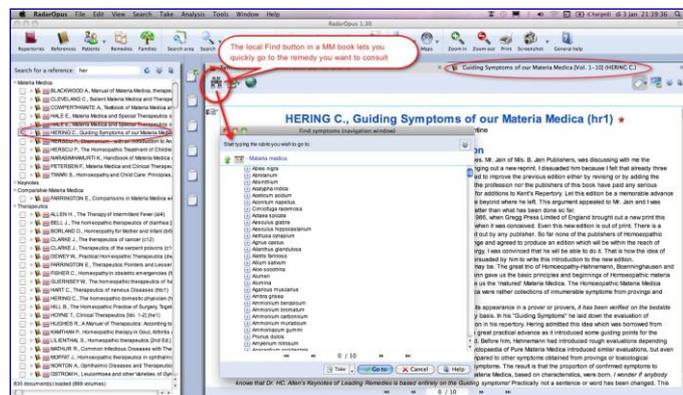
Ad II: You can open the document and use the **Local Find (Chapters)** icon to look up the remedy you want.

This works exactly the same as in a repertory document.



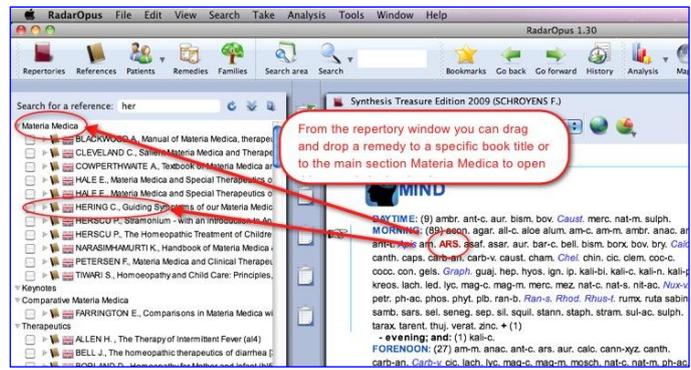
A list with the chapters open.

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 III: 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*.



*Note: Temporarily the Hahnemann MM books and Allen Encyclopedia are listed under the section Proving.

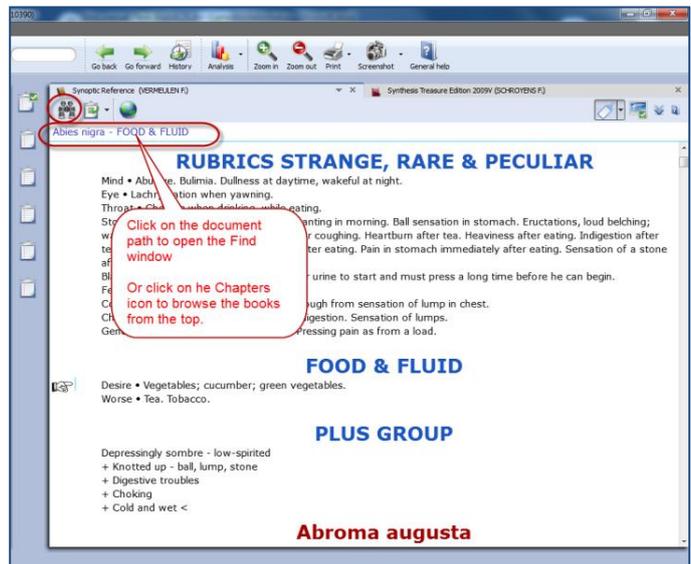
Tip: Remedy Information Window

You can also double click on a remedy abbreviation to open the Remedy Information Window (RIW), from this RIW you can search this remedy in your Library, e.g. in "All open documents" or in "All your documents". For more information see elsewhere

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.

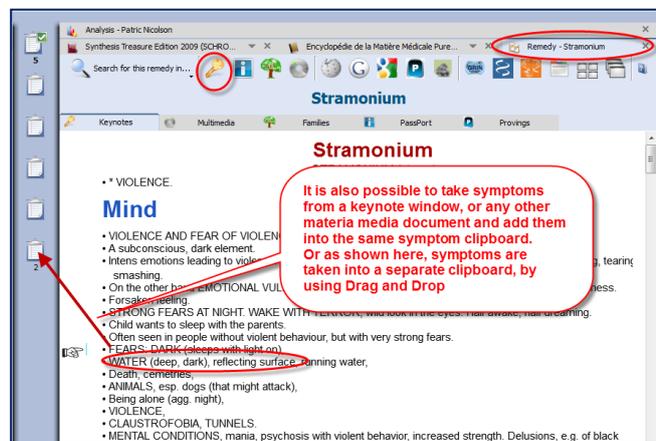


Taking symptoms from Reference (MM) books

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.

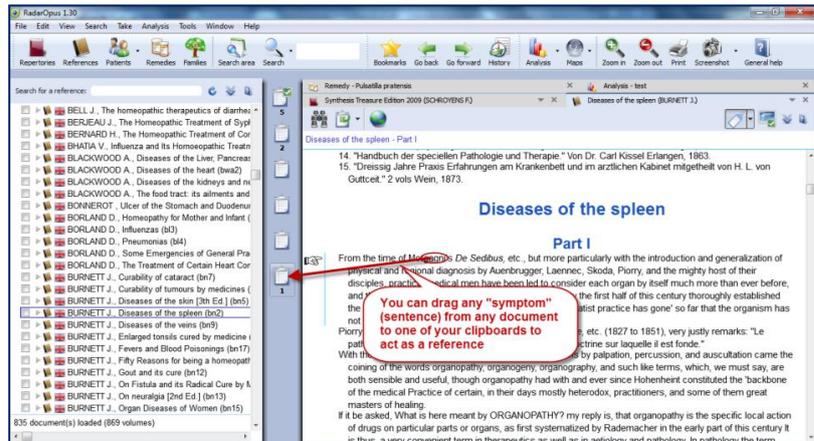


Taking "Symptoms" from any part of your library as a Reference

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 and it will act as a **Link** (a kind of bookmark) to that location.

You could for example always use the last clipboard as a 'reference clipboard' to add all such links to.



When you save the Analysis (clipboards) these links will also be saved. When you recall such an analysis later on, 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 Chapter Installation.

Note: It depends on your RadarOpus package if you have access to the functions of the **Professional version**.

Two ways to save the Analysis

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 also find tutorial videos explaining the difference)

See video: [Save the analyses to patient file](#)

See video: [Save the analyses separately](#)

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**".

Right mouse click on a clipboard.

Then select: **Save analysis**

Or use keyboard shortcut:

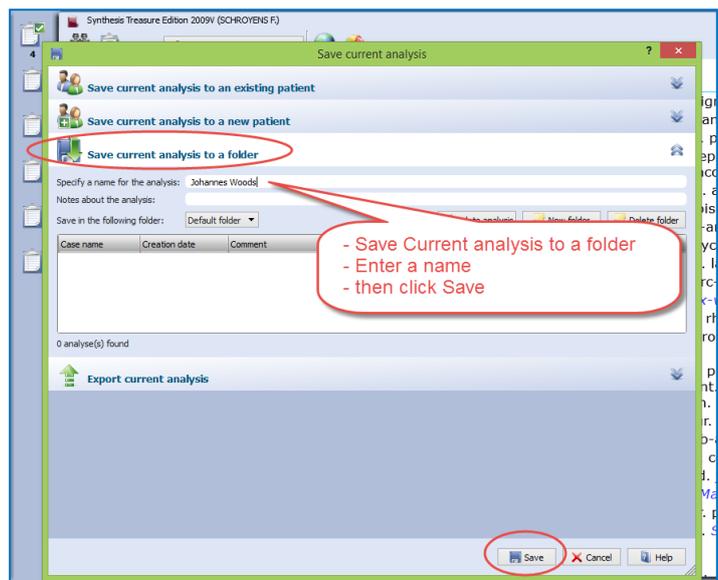
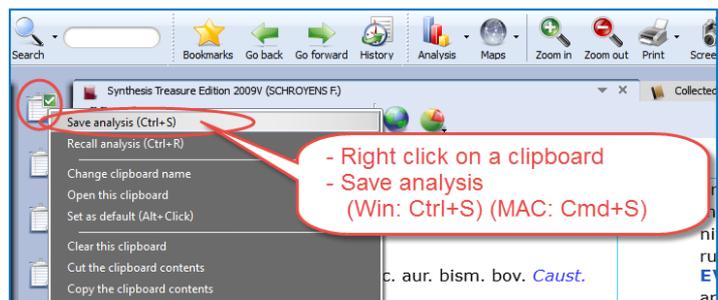
- On Windows: **Ctrl+S**
- On Mac: **Cmd+S**

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”

See video: [Save an analyses to the patient file](#)

Introduction

The patient file is fully integrated in RadarOpus. Three versions are available: **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.

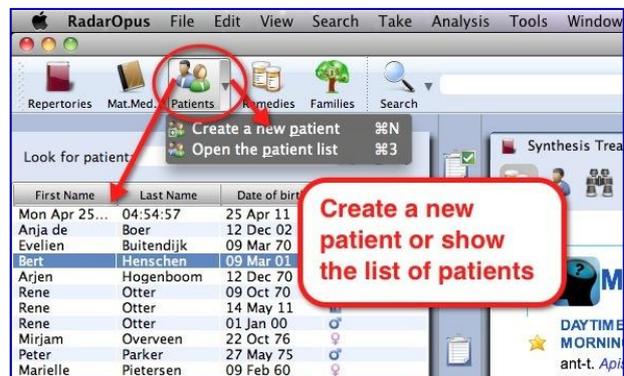
See video: [Patientfile part 1](#)

Create a new patient

With the **Patient** button you can open the list of existing patients in the Table Of Content.

Step 1:

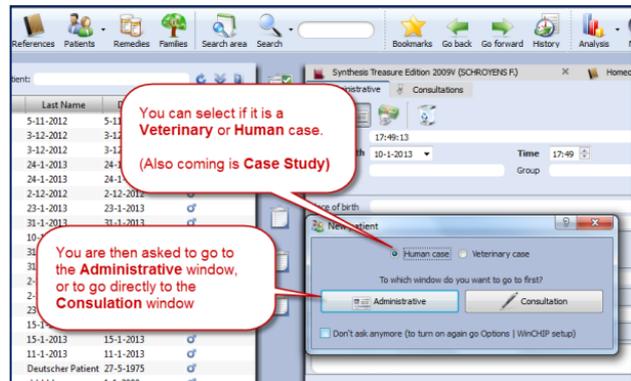
With the **sub-button** you can select **Create a new patient**. Or use on the keyboard **Ctrl+N** (Windows) or **Cmd+N** (Mac).



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')



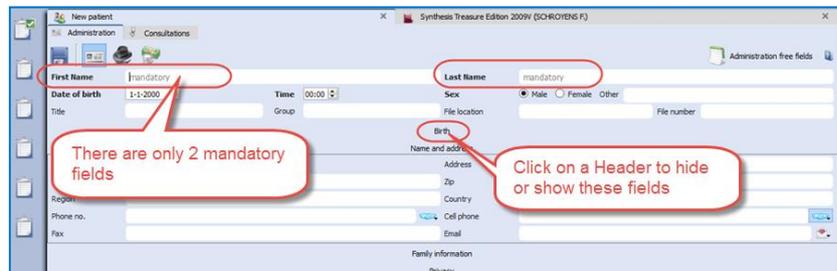
Tip: Acute Consultation

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.

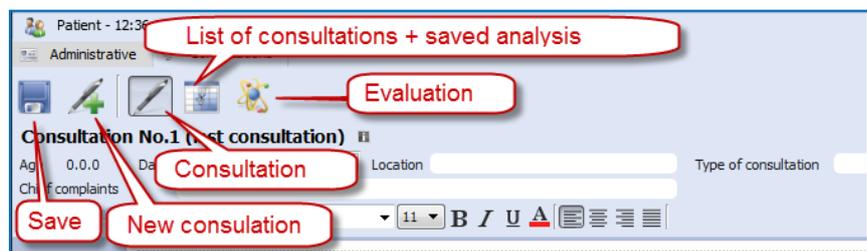
Note: Automatic Save

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

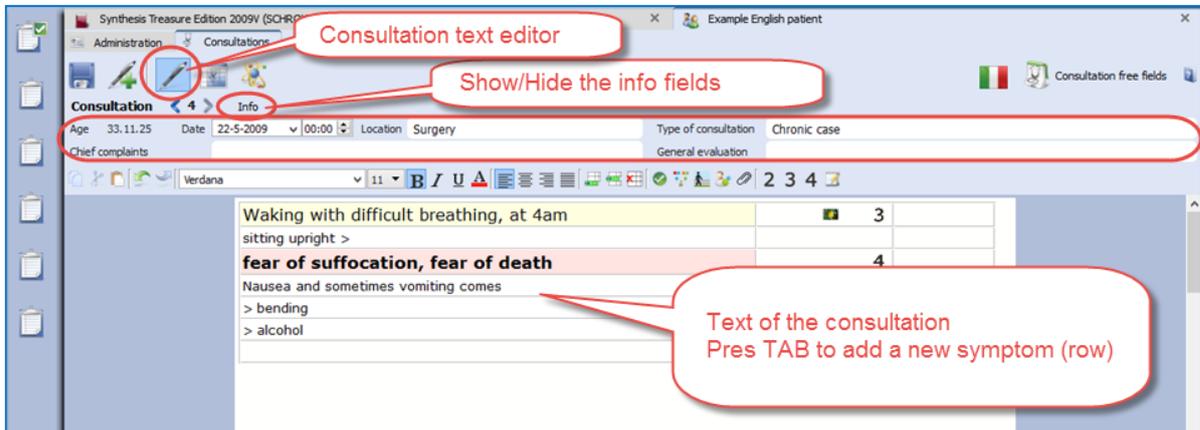
If you find the text too small or too large, then you change the default font size via the General RadarOpus settings. You can find the general Options:..

- On Windows: via the menu **Tools**, then **Options**
- On Mac: via the menu **RadarOpus**, then **Preferences** (in some versions also via Tools, then Options)

Consultation text editor

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

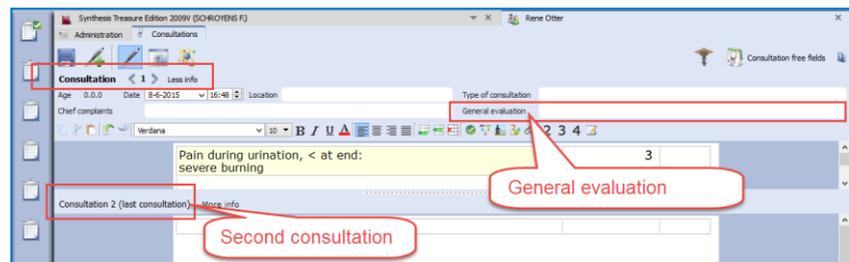
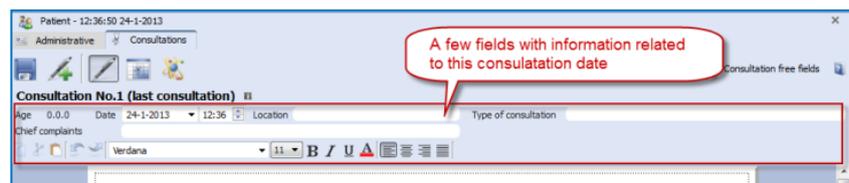
- The **Pen-icon** shows the consultation text editor
- The **"Info"** shows/hides the consultation summary **info fields**
- In the text editor you can press on the keyboard the **Tab** key to add a new row for each new symptom. The **Enter** key adds a new line within the same row.



Consult summary details

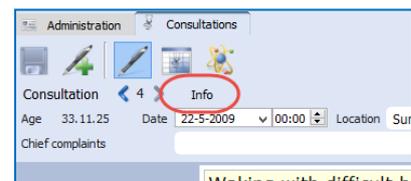
This area has the following information:

- The **age** of the patient (given in: years, months and days).
- The **consultation date and time**.
- The **Place** field is to note where the consultation takes place.
- In the **Type of consultation** field you can indicate e.g. acute, chronic, follow up.
- The field **General evaluation** will only be displayed after a second consultation has been created.



Show/Hide the consult summary fields

Click on **Info** to open or close the consultation summary fields.

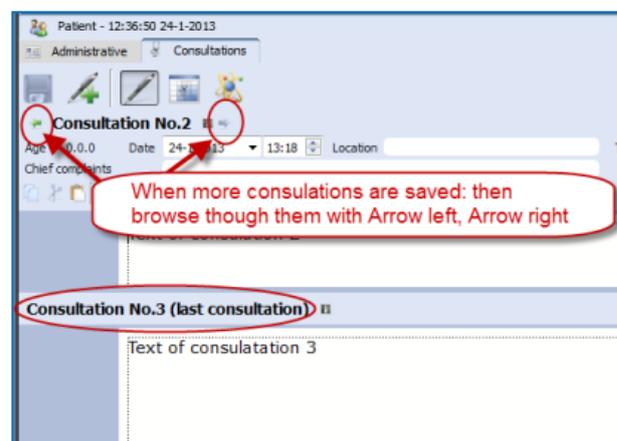


Browsing through consultations

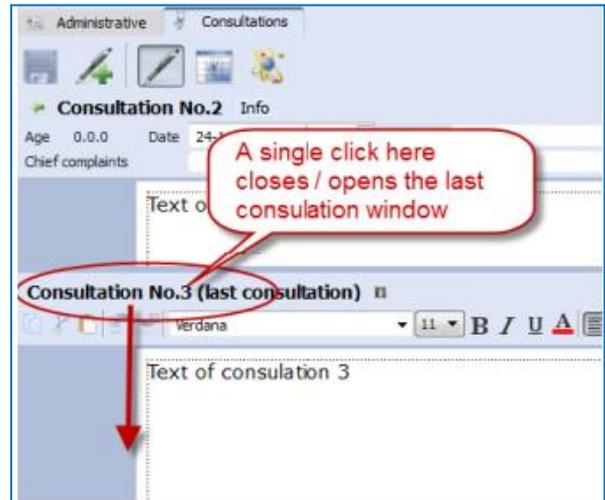
After several consultations have been created for a patient, you can browse through them with the **Arrow left** and **Arrow right** buttons.

The split screen will show the last (or current) consultation at the lower part, and the previous consultation(s) in the upper part.

You can resize the upper and lower parts as you prefer.



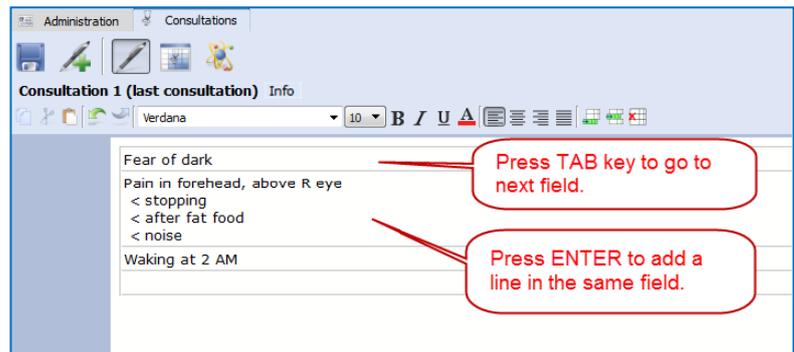
A click on the header **Consultation No.** will open, or close that consultation text.



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:

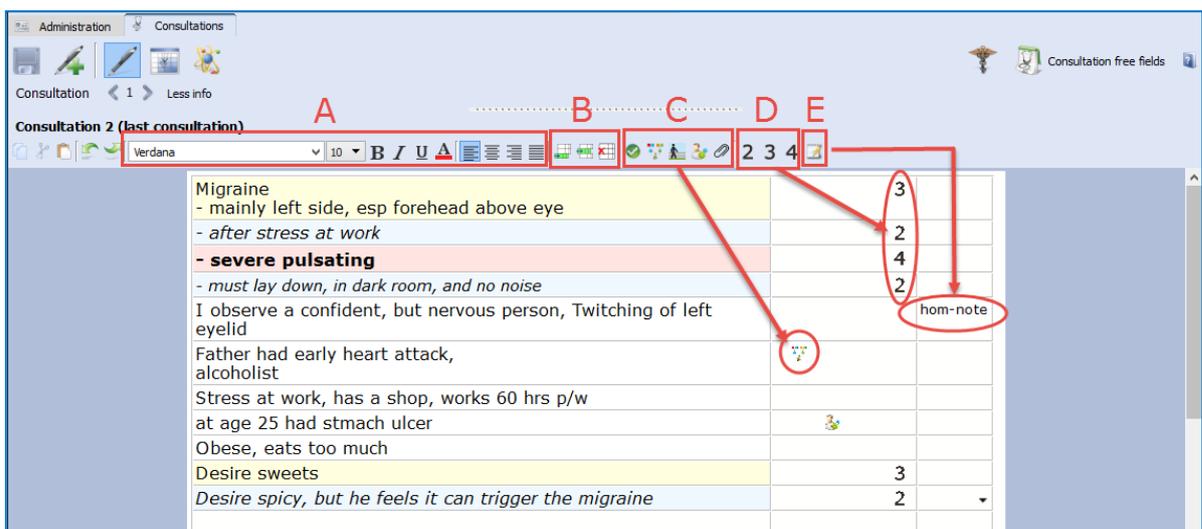
- **TAB** key on the keyboard adds a new field.
- **ENTER** key on the keyboard adds a new line within the same field.



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)



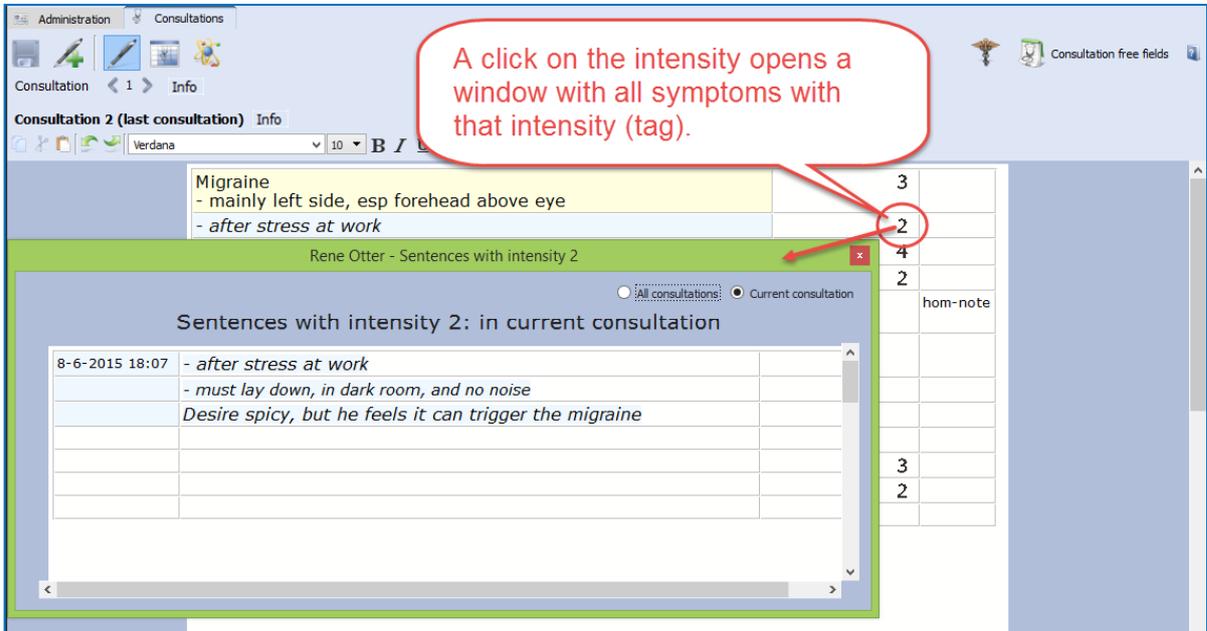
Show all sentences with a similar quality (Tag)

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

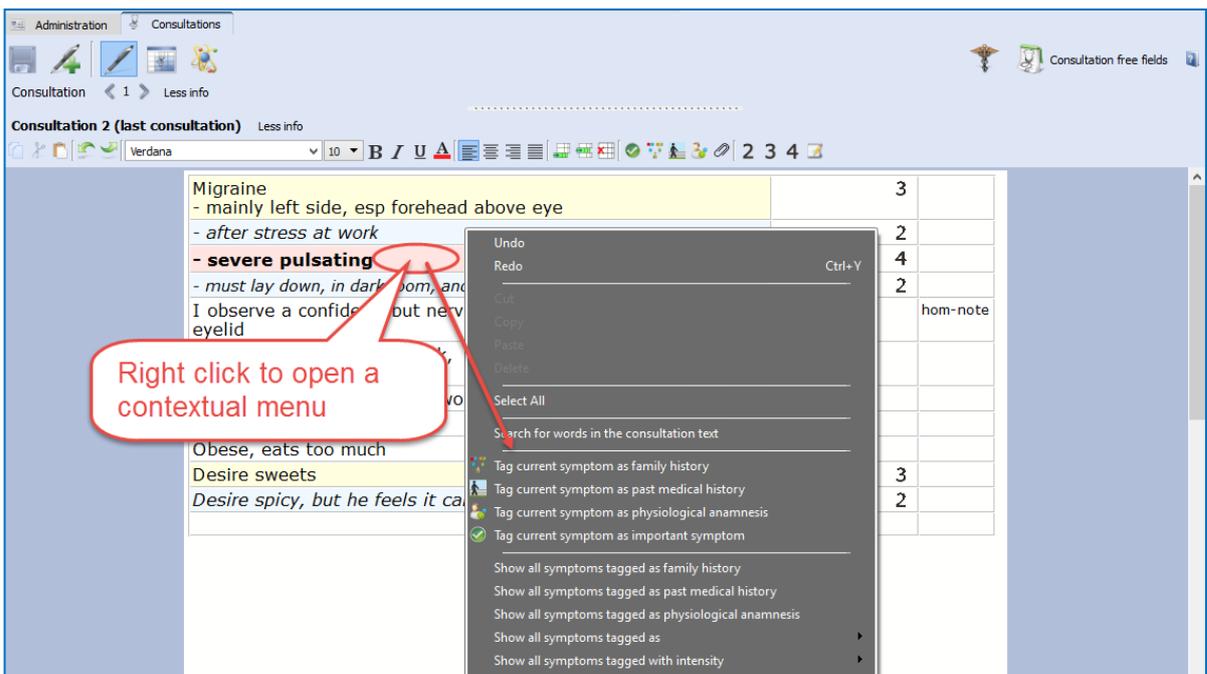
- **Click on a tag icon** to open a separate window, with all symptoms with that tag.
- Or, **Right mouse click** on a sentence to open a context menu.

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



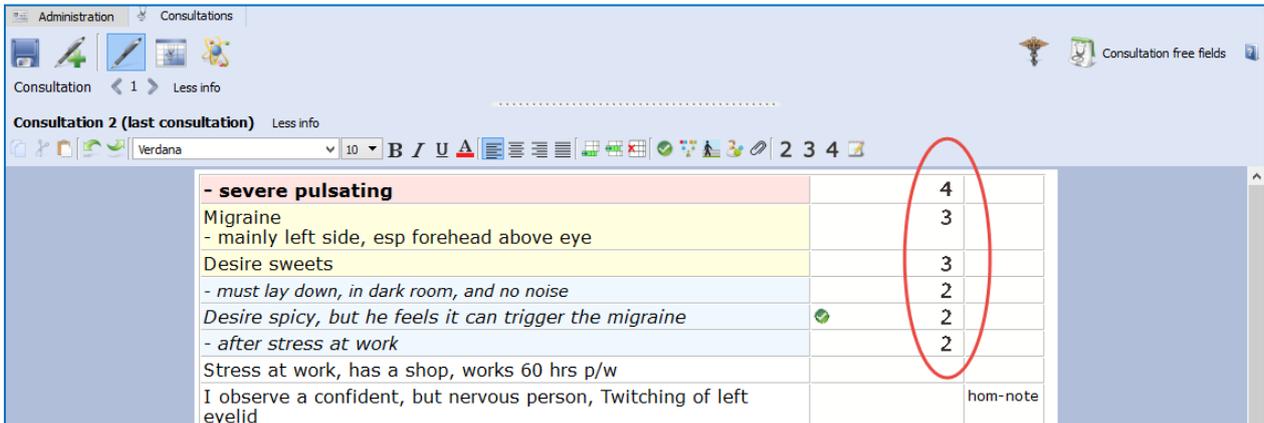
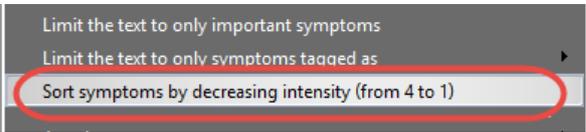
Word search in the consultation text

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 consultations of that patient.



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

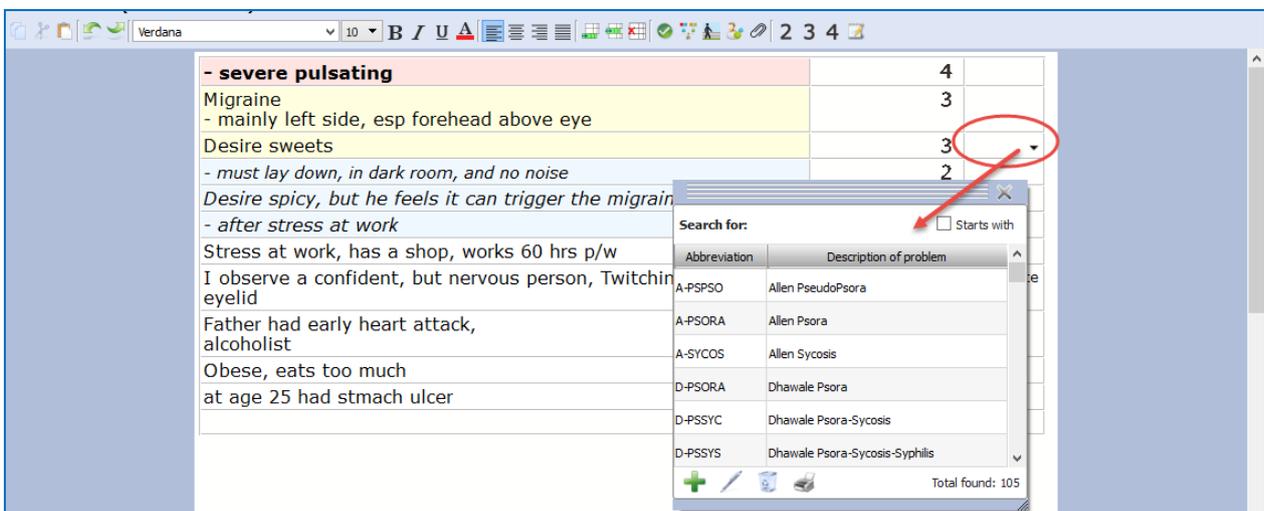
The contextual menu also has an option to sort all sentences according to decreasing intensity.



Add other tags & personal defined tags

A click on the triangle icon in the 3rd column opens a pick list with tags.

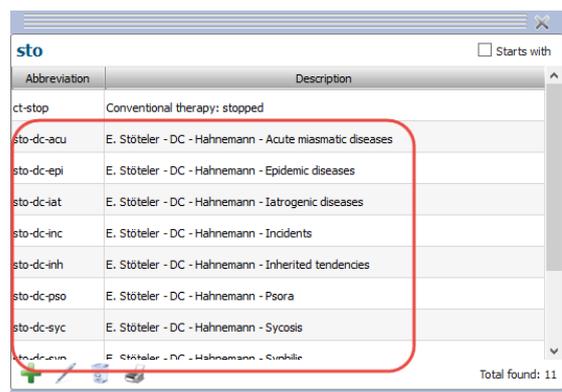
It is possible to limit, or show a list of all symptoms with any of the tags added in the 3rd column.



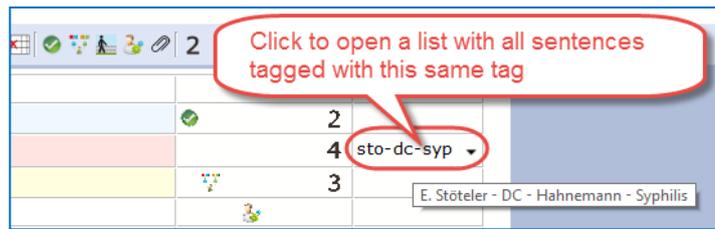
Ewald Stöteler: The Disease Classification of Hahnemann

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

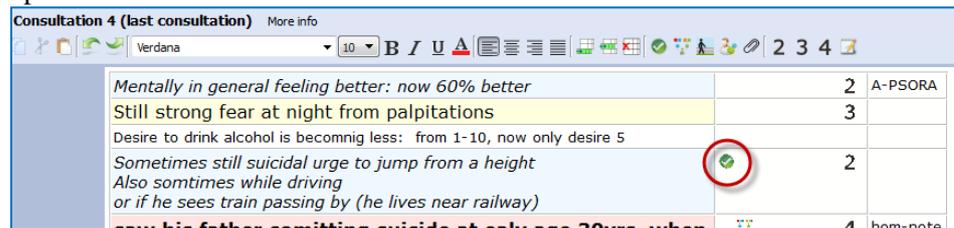


You can show all symptoms with this tag only within the **current consultation**, or in **all consultations**.

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.

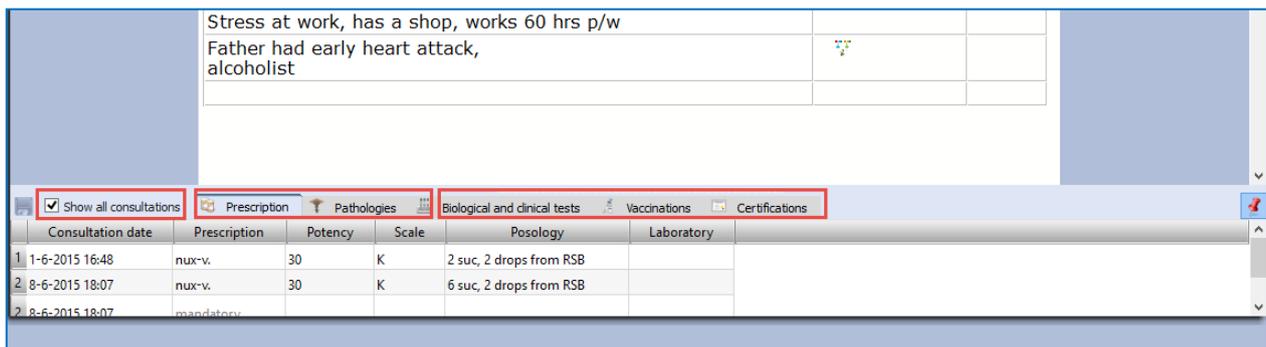
A single click on such an icon will show you for the **current consultation** only or for **all consultations** a list of these important symptoms.



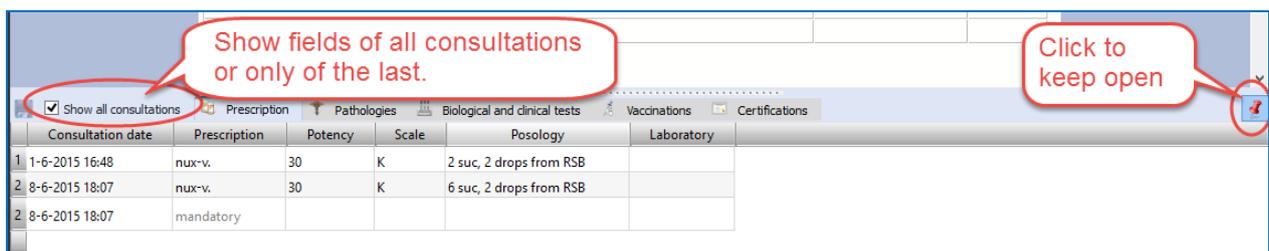
Prescription and Pathologies fields:

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)



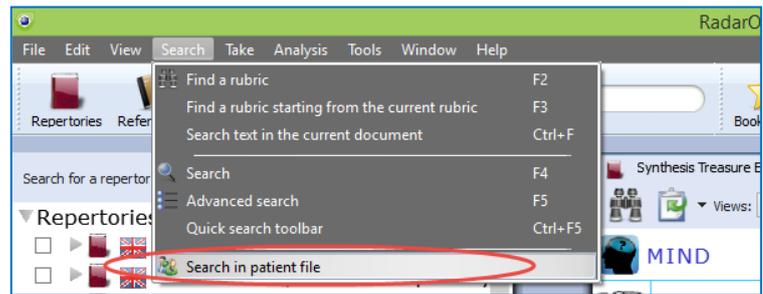
With the checkbox "**Show all consultation**" you can switch between showing only the prescription fields of the current consultation or to show the prescriptions for all consultations.



Patient search

With the function Search in the patient file, you can do advanced patient research, show statistics, and export any query result.

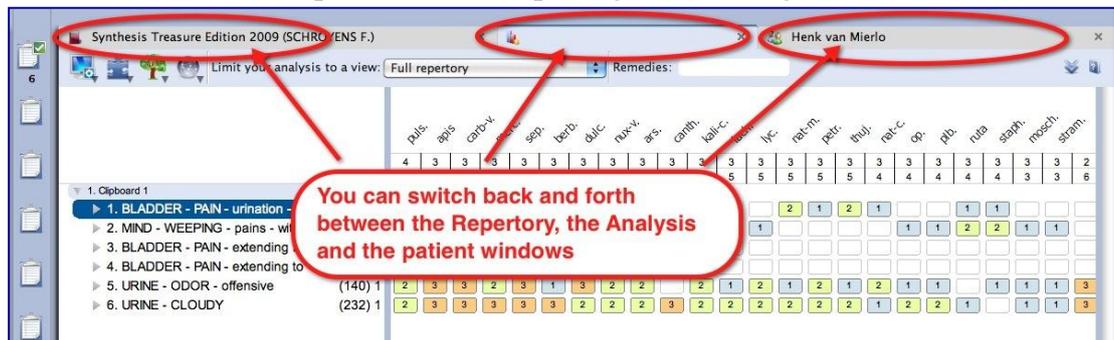
See more in the chapter *Patient search* elsewhere in this manual.



Workflow moving between Tabs in RadarOpus

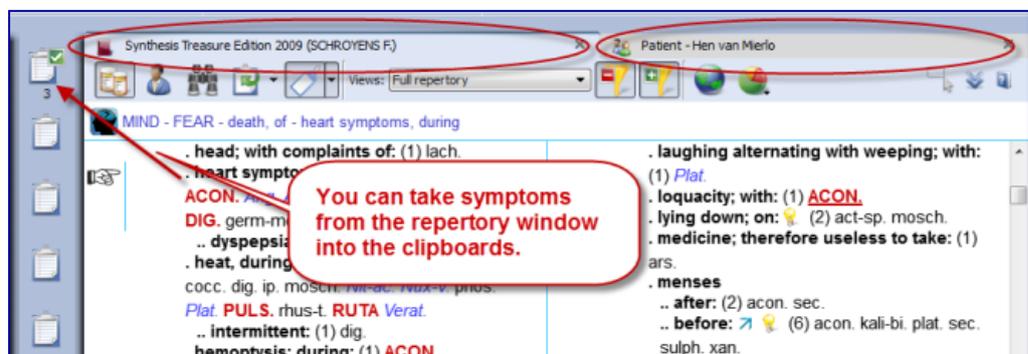
The patient file works seamlessly with the rest of the RadarOpus program. You can switch between the different tabs quickly: The patient tab, the repertory, the analysis or any other tab.

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 analysis

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 below: Recall, Edit and Save an analysis.

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 way to save manually the symptom clipboards to the patient file, but the automatic method is easier.

Follow up consultation

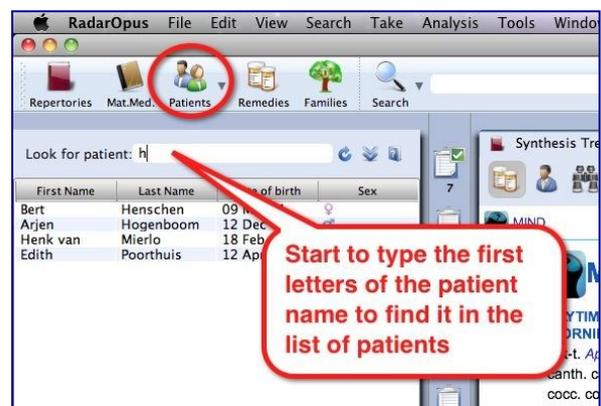
How to Create a Second or Follow up Consultation

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.

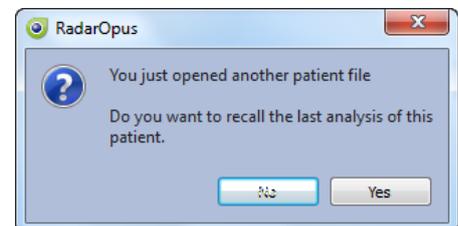
A **single click** on the patient name will open that patient file.

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.

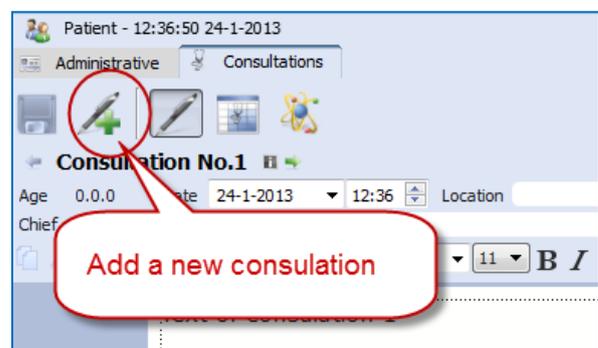


Step 2:

Then go to the **Consultation tab**.

Step 3:

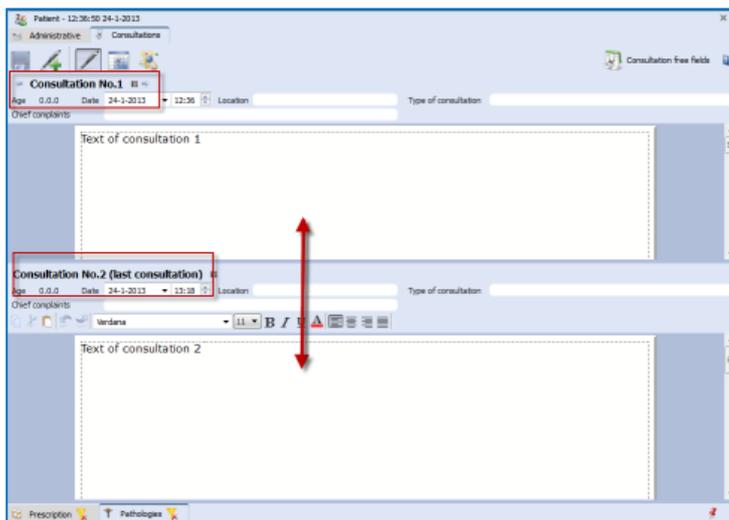
Then click on the button **Add a new consultation**.



Compare a **New** consultation with a **Previous** 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.

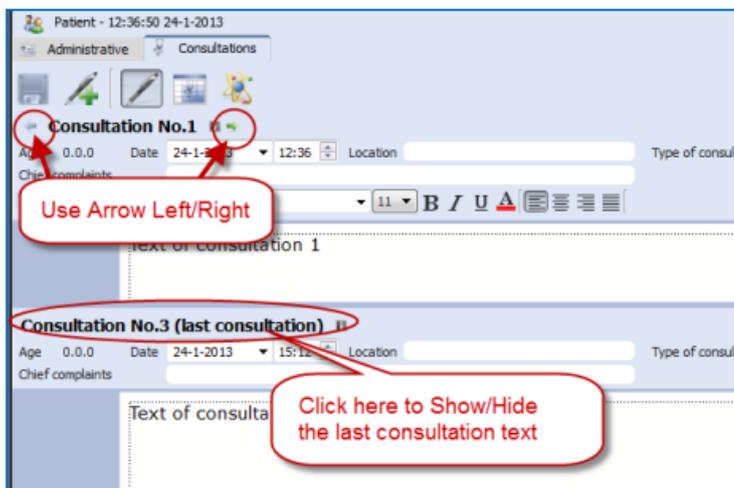


Browse through consultations

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.



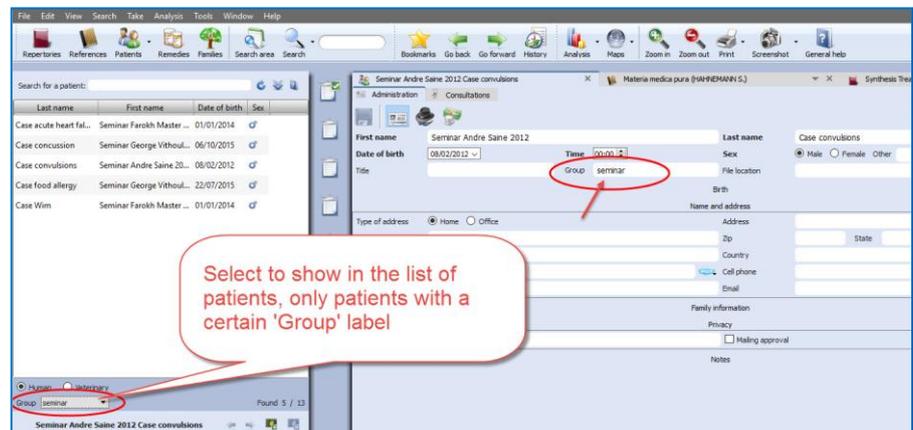
List of patients: show only a certain group

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**

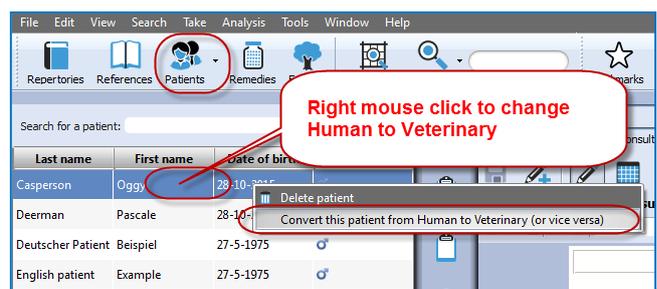
Veterinary

- All
- A personal defined **group**

Change "Human" to "Veterinary" or vice versa

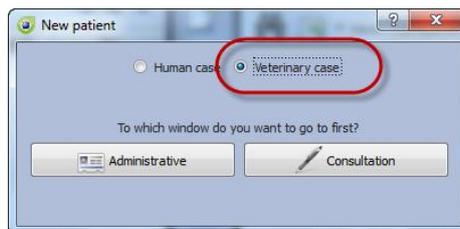
If you made a mistake initially when creating the patient in "human" and "veterinary", you can change it via a **right mouse click** on the name of the patient in, in the List of patients: then select:

Convert this patient from Human to Veterinary (or vice versa)

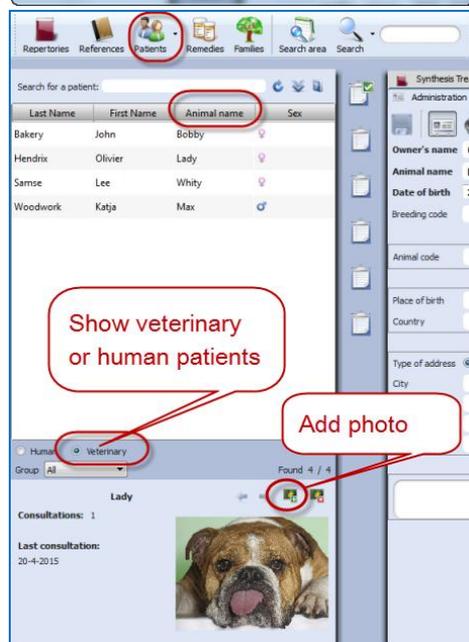


The Veterinary Patient File

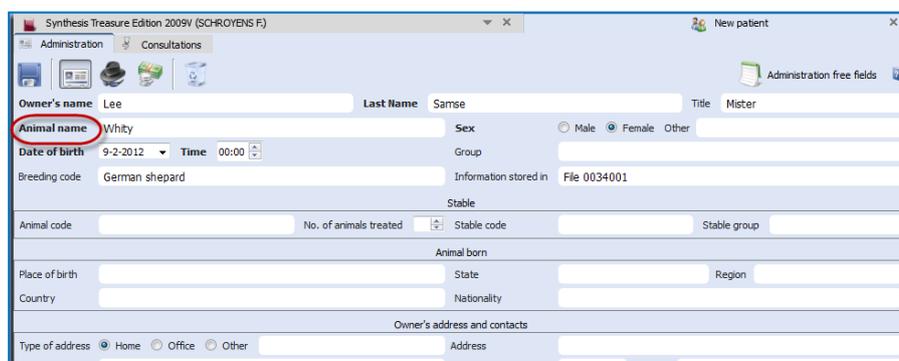
When you create a new patient you can select **Veterinary patient**.



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

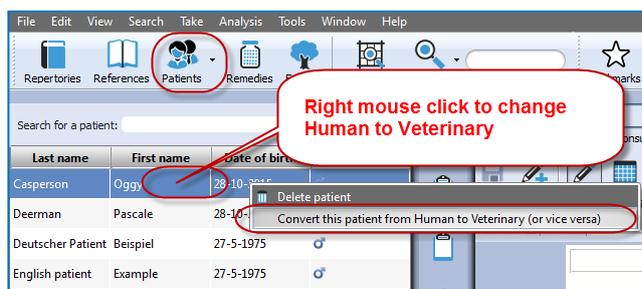


The veterinary patient file has some additional fields for the **animal name** and animal **details**:



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: **Convert this patient from Human to Veterinary (or vice versa)**

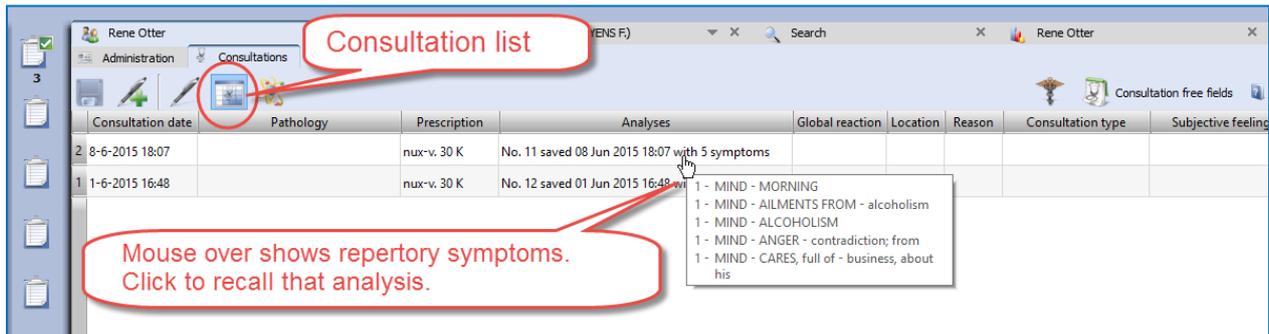


List of consultations & saved Analyses

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:

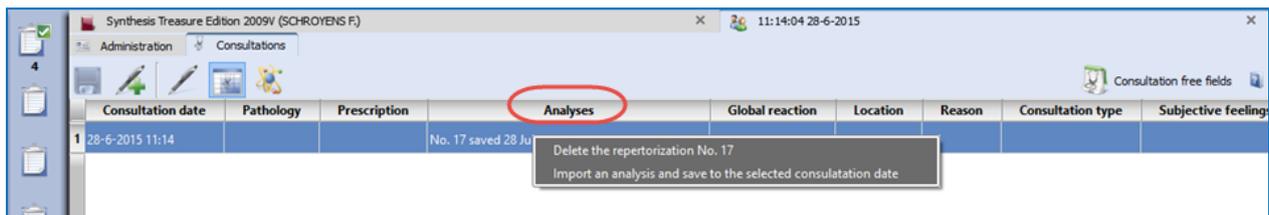
- **Show repertory symptoms:** Hold the mouse in the column Analyses to see the symptoms used in the analysis.
- **Recall an analysis:** Single click on the analysis to **recall** it in the clipboards.
- **Delete an analysis:** Right click in the column Analysis.



Import an analysis and save to a consultation

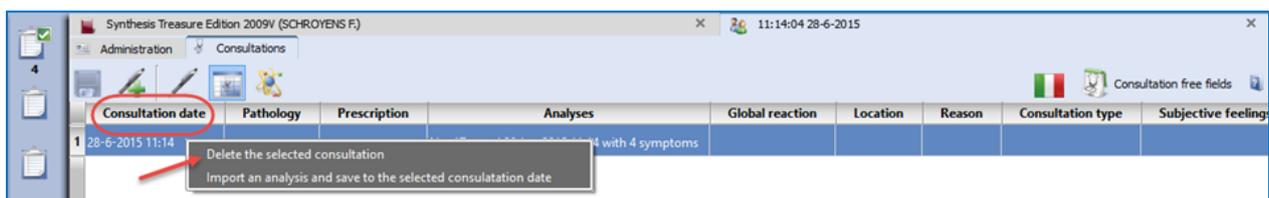
- You can import a separately saved analysis in RadarOpus (saved separately to a folder) to a consultation.
- It is also possible to import an analysis coming from the **Synthesis App** (xml file) or an analysis exported from a different RadarOpus program (xml file).
- You can also import a CAS file, 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.**



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).

The screenshot shows a software window with a top navigation bar containing 'Administration' and 'Consultations'. Below this is a text area for 'Consultation 1' with the text 'Pain during urination, < at end: severe burning' and a value of '3'. Below that is 'Consultation 2 (last consultation)' with a rich text editor containing 'Migraine - mainly left side, esp forehead above eye - after stress at work - severe pulsating - must lay down, in dark room, and no noise I observe a confident, but nervous person, Twitching of left eyelid Father had early heart attack, ... is a shop, works 60 hrs p/w ... attach ulcer Obese, eats too much'. At the bottom is a table with columns: Consultation date, Prescription, Potency, Scale, Posology, and Laboratory. The table contains three rows of data. Red callouts point to: 'Previous consultation' (navigation arrows), 'Last consultation' (tab title), 'Show all consultations' (checkbox), 'Resize' (window handle), and 'Keep open' (pin icon).

Consultation date	Prescription	Potency	Scale	Posology	Laboratory
2 8-6-2015 18:07	nux-v.	30	K	6 suc, 2 drops from RSB	
1 1-6-2015 16:48	nux-v.	30	K	2 suc, 2 drops from RSB	
2 8-6-2015 18:07	mandatory				

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.

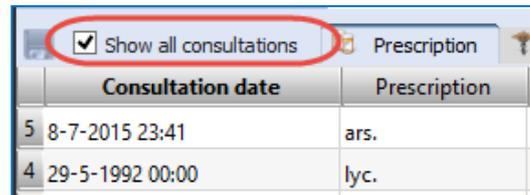
This screenshot is similar to the previous one but focuses on the table. A red callout 'Show only current or all consultations' points to the 'Show all consultations' checkbox, which is currently checked.

Consultation date	Prescription	Potency	Scale	Posology	Laboratory
2 8-6-2015 18:07	nux-v.	30	K	6 suc, 2 drops from RSB	
1 1-6-2015 16:48	nux-v.	30	K	2 suc, 2 drops from RSB	
2 8-6-2015 18:07	mandatory				

Insert a prescription afterwards to a previous consultation

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

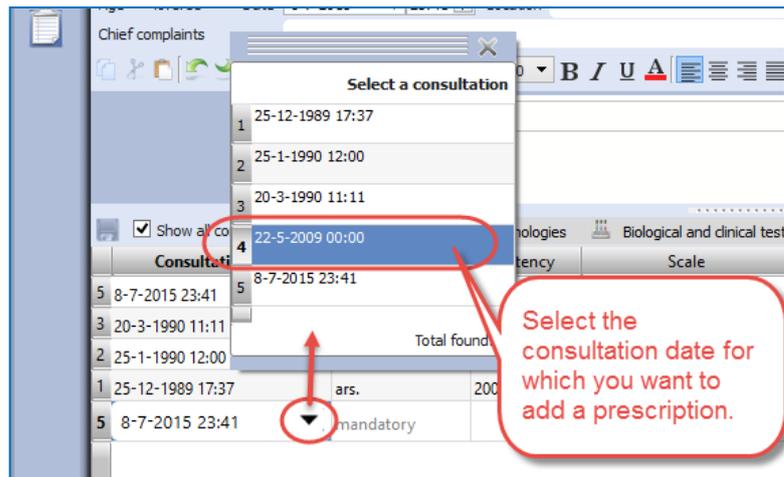
Step 1: Select to **Show all consultations**.



	Consultation date	Prescription
5	8-7-2015 23:41	ars.
4	29-5-1992 00:00	lyc.

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.

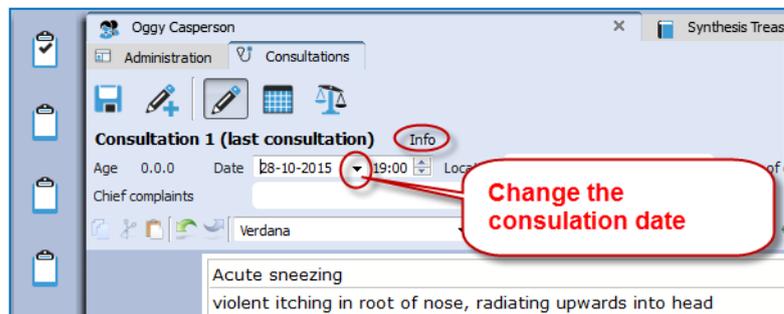


Select the consultation date for which you want to add a prescription.

Correct a consultation date

If you might want to add later a consultation to a patient, after the original consult took place, you need to change the consult date.

For example you were traveling and had a telephonic consultation and prescribed a remedy.



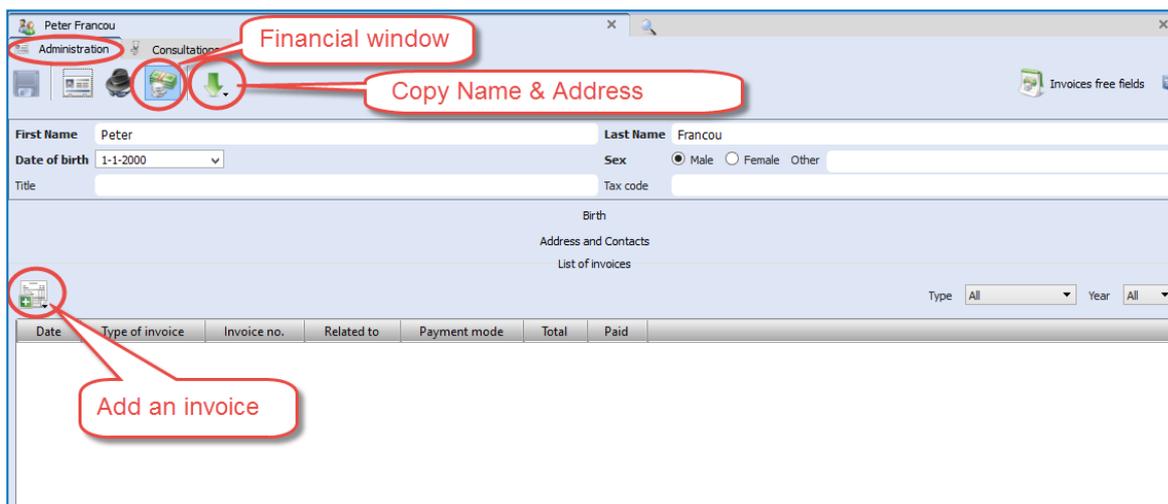
Change the consultation date

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.

Invoices

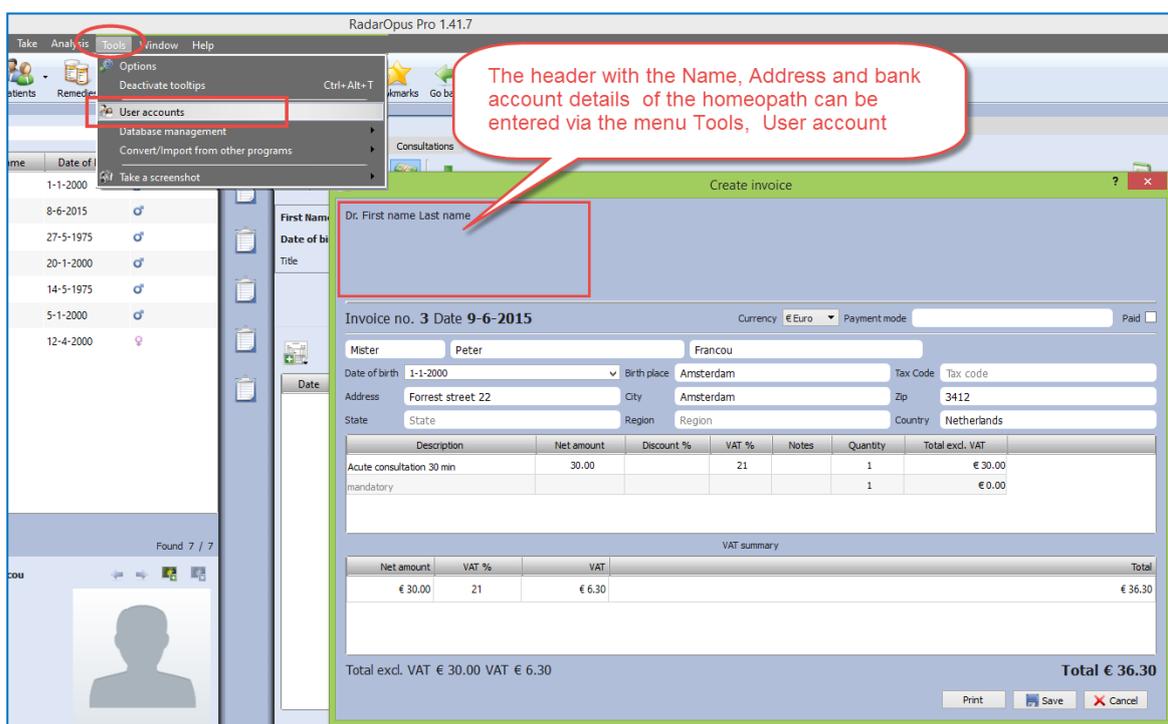
From the Administration Tab, you can click on the button **Invoices** (financial information):

- 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 the therapy evaluation information, you will be able to get reliable statistics via the **Patient Search** functions.

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

- At the left is shown a list of **Consultation dates**.
- Click on **Evaluate**: For each consultation date you can enter one (or more) evaluations.
- **General evaluation**: This is field you should always fill in.
- **Pathology**: You can also add an evaluation for each pathology you entered.
- **Analysis symptom**: You can also add an evaluation per repertory symptom you used in the analysis.

The screenshot shows the 'Evaluation' window in the Synthesis Treasure Edition 2009V (SCHROYENS F) software. The window is divided into several sections:

- Consultation dates:** A list on the left showing dates and times, such as '5-6-2015 18:07 nux-v. 30 K' and '1-6-2015 16:48 nux-v. 30 K'. A red box highlights the '1-6-2015 16:48' entry, with a callout stating 'There are two evaluations for this consultation'.
- Evaluate button:** A red circle highlights the 'Evaluate' button next to the selected date, with a callout stating 'You can use only the General evaluation field if you want to keep it simple. F9 opens the picklist'.
- Evaluation details:** A table on the right with columns 'Pathology' and 'Evaluation'. It contains one row: 'Alcoholic gastritis' with '+3 Major improvement'. A callout states 'You can add a evaluation for each diagnosis also'.
- Analysis symptoms:** A table below the pathology table with columns 'Analysis symptoms' and 'Evaluation'. It contains three rows: 'MIND - CARES, full of - business, about his', 'MIND - ALCOHOLISM', and 'MIND - ANGER - contradiction; from' with '+3 Major improvement'. A callout states 'You can add a evaluation for each repertory symptom also'.
- General evaluation:** A field at the bottom with the value '+4 Cured/Back to normal'. A callout states 'Click to open the picklist of press F9' pointing to a dropdown arrow.

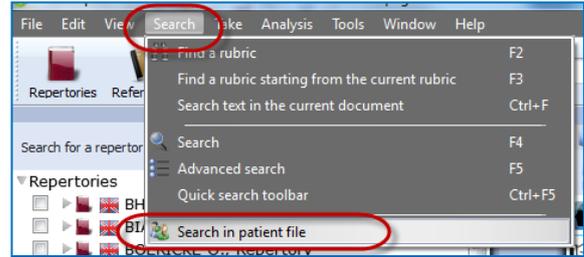
At the bottom of the window, there are tabs for 'Show all consultations', 'Prescription', 'Pathologies', 'Biological and clinical tests', 'Vaccinations', and 'Certifications'.

Patient Search

Patient Search

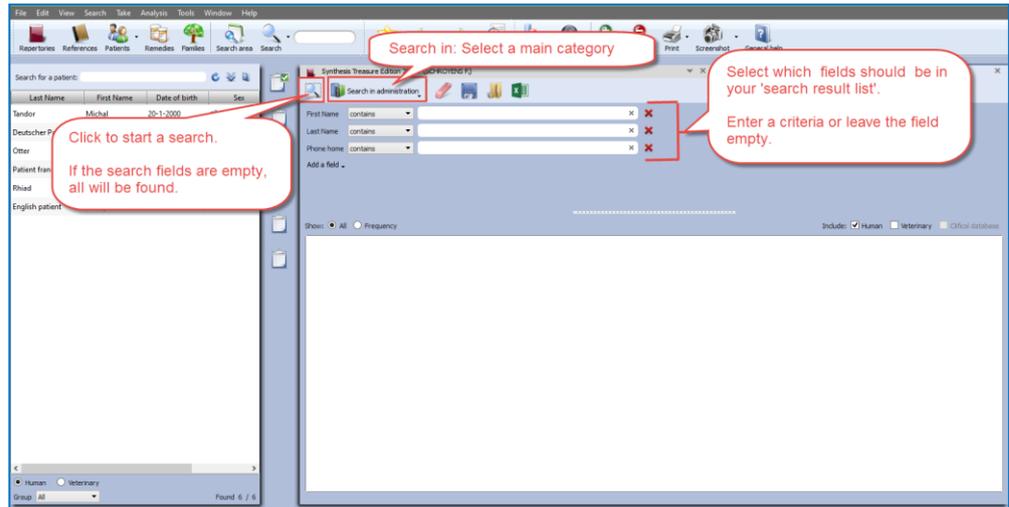
Using the **Patient Search** function will allow you to gain valuable insight into your practice. The Light version of the patient file allows you to do basic searches. With the Professional version you will have the most powerful research tool for homeopathy existing to date, with a wide range of research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

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

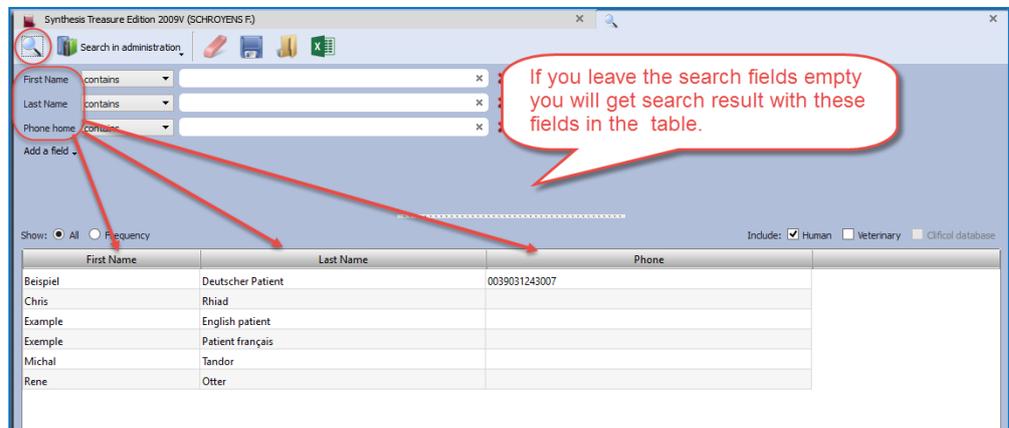


To do a search, you need to decide the following:

- In which main **category** you want to search?
- In which **fields** should be shown in the search result list?
- You can enter a **criteria** in one of the fields, or leave it 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) with a table containing all the fields you selected. You can even **export** this result to Excel, edit it and print your own forms.



Frequency

If you select to show **Frequency**, it will take into account **all** the selected fields in your list. To explain this, see the below two examples:

- If you select only **one field** Prescription for the list, and enter the condition Ars., you will see how often you prescribed this remedy.
- If you use **two fields** e.g. Prescription with the condition Ars., but use the field Potency without entering a condition, you will see how often the remedy Ars was prescribed with each **unique** combination "remedy and potency".

For example:...

10 times	Ars.	200
4 times	Ars.	30

Example screen:

In this example below, we searched for all **Prescriptions** with the remedy **Ars.**, but also the fields **Potency, Scale, Posology** where added.

Because when calculating the frequency, all **unique** conditions are considered, this will mean that all fields must have the exact same value to be counted as "the same".

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

- 2 times the exact same result: "Ars. + 200 + CH + Chalazion" was found.
- 2 times: "Ars. + 200 + CH + Diabetes insipidus"
- 1 time: "Ars. + 30 + K + Diabetes insipidus"

The screenshot shows a software window titled "Patient query -" with a search interface. The search criteria are: Prescription contains ars, Potency contains, Scale contains, and Pathology contains. The "Show:" options are A and Frequency, with Frequency selected. The results table is as follows:

Frequency	Prescription	Potency	Scale	Pathology
2	ars.	200	CH	Chalazion
2	ars.	200	CH	Diabetes insipidus
1	ars.	30	K	Diabetes insipidus

A red callout box points to the "Frequency" radio button and contains the text: "Frequency of Prescribed remedy Ars., Also all other conditions should be identical: Potency, Scale, and Pathology for each frequency count."

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

The screenshot shows the toolbar icons: a red pill (Delete), a floppy disk (Save), a document with a magnifying glass (Recall), and an Excel icon (Export to Excel). A red callout box points to these icons and contains the text: "Delete, Save, Recall, Export to Excel"

More info about the patient research possibilities will follow in a later version of this manual.

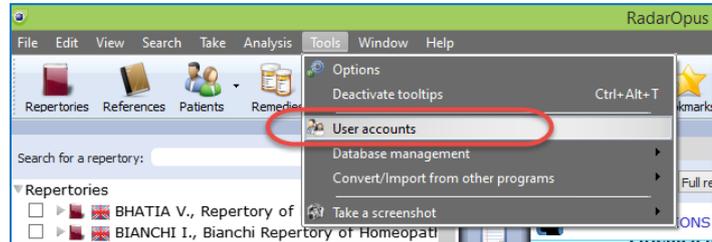
Miscellaneous

User Account details:

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

To enter your details, go to **Tools**, then **User accounts**

There you can enter your name & address details, your license ID number, bank account number etc.



The Quick Search box: search on words or remedies:

We advise you to use the Simple search (F4 or ?) and Advanced search (F5) preferably, which will give you much more control over the search.

Search for a word

If you do not know where exactly something is located in the repertory, you can search on one or more words.

You can **click** in the Quick search box and start to type your search. With the keyboard combination **Ctrl+F5** (Windows) the cursor moves to the Quick search box.

By default the program will search not only in the **current document**, but also in all **other open documents**.

Tip: You can change the default search location in the Local Options of the repertory window.

When typing a few characters in the Quick search box the **auto-complete box** opens to guide you.

In this example we select the word **Injure** by selecting it from the list and pressing <enter>.

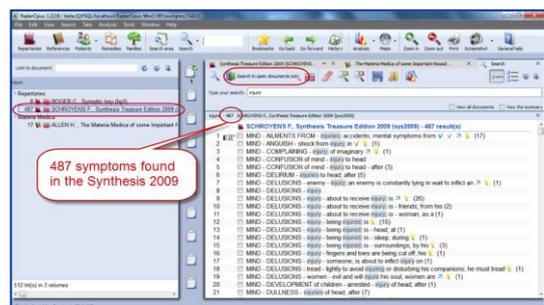
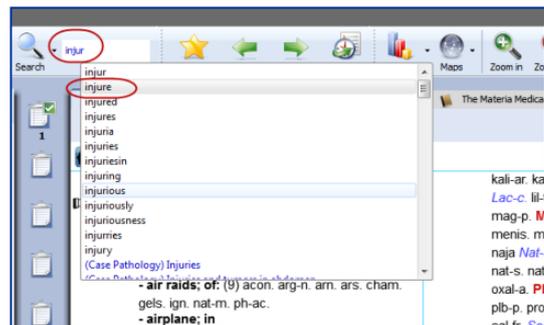
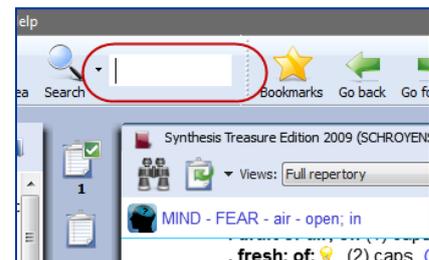
You can type a second word if you want e.g. **Head** and also select it from the auto-complete box with <enter>. Press <enter> again to **start** the search.

The **search result window** will open with a list of all symptoms found in Synthesis.

You can **Take** symptoms directly from the search result window with:

- **Drag and Drop** to a symptom clipboard
- The **keyboard +** key
- The **F6** function key*
(* This will be activated in a next live update)

See video: [Quick Search Box](#)



Search for a Remedy or Family

You can also use the Quick search box to search for a **remedy** or a **family of remedies**.
See the tutorial video for more information.

Search for a remedy

Click in the Quick Search box and start to type the remedy abbreviation or the full remedy name:...

Ctrl+F5 (Windows) (on *Mac: coming*)

- From the auto complete box select the item that is indicated with **(Remedy)**.
- Press <enter> to start the search.

You can also use the (?) or (F4) to open the simple search window to do a similar remedy search. See elsewhere for explanation of the *advanced search* window (F5).

