

This flyer outlines the process for moving/cloning Imaging Report in Fluency for Imaging Administration (FFI).

STEP 1: Log into the admin page.

- <https://ffiapp01.me.emh.org/admin>

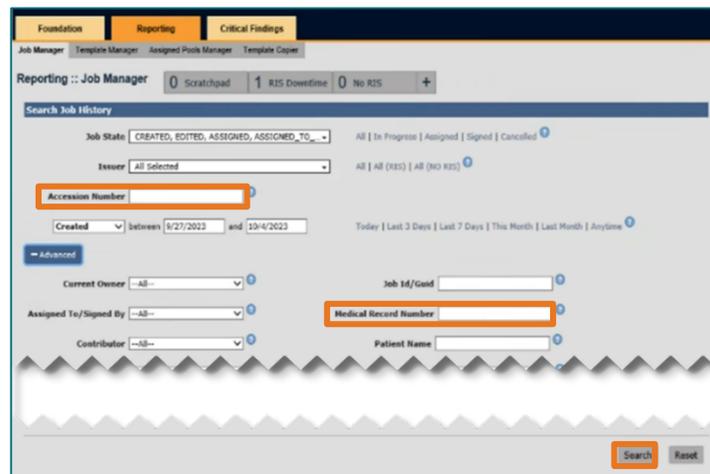
STEP 2: Click Reporting.

STEP 3: Click Job Manager.

STEP 4: Click + Advanced.

STEP 5: Enter Accession Number or Medical Record Number.

STEP 6: Click Search.

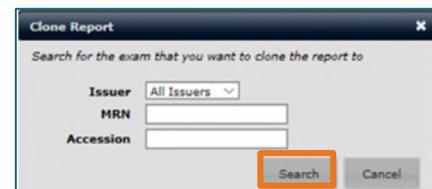
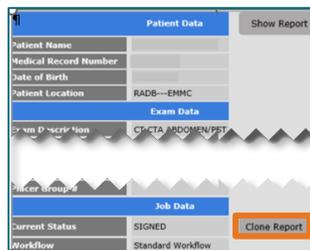


STEP 7: Click Patient.

STEP 8: Click Clone Report.

STEP 9: Enter MRN and Accession.

STEP 10: Click Search.



NOTE: Accept the Clone Message pop-up asking if the information is correct.