

Congratulations for taking the right decision to be a proud member of



## INTRODUCTION TO THE TRAINING PROGRAM

We have designed this training schedule in such a way that, even a starter who is just aware of the basic operations of computers can easily use and get the best out of this software.

Press **F1** button on your keyboard for more Help. It is a screen sensitive help and detail description and utility with examples, of the same screen (feature where you are stuck up) will be displayed.

If a message comes during using this training program;  
Do you want to save the changes to the document?  
Click on **NO**, So that any data will not be deleted accidentally.

This is a very easy training method in simple language where many of the features are omitted in the first few levels or not included at all to avoid confusion for starters; in consideration of Quick awareness and Basic awareness in the Software we have implemented minimum use of the keyboard.

For those who are more comfortable with the keyboard, and want to know more about the features or omitted features, various methods and keyboard shortcuts, please refer user Manual provided with the software package. (Except HOMPATH Vital)

Place the cursor for few seconds on the button or icon, of which function you would like to know and a bubble will appear explaining the function of that button.

Each feature is illustrated with screen shots and examples. The point of attention or the buttons to be clicked in the relevant feature are marked with circle / ovals or arrows in the screen shots.

Those who are well aware with basic operations of computers may find some steps easy. They can skip them and go to the next feature.

However it is advisable, to go through the whole training schedule step by step at least once.

It is important to complete minimum first five levels of training to get the benefit of using the software in your Clinical practice.

For, Study, teaching and research it is advised to complete up to the seventh level of the training schedule.

It is important to go through the 8<sup>th</sup> and 9<sup>th</sup> level of the Training Program if you are using, **HOMPATH M.D. OR HOMPATH CLASSIC 8.0 PREMIUM COLLECTION** and are interested in increasing your efficiency by managing and analyzing your clinical cases and administrative activities as well as maintaining and generating reports of your income and expenses that would ultimately be instrumental in managing your finances.

There is no section called as FAQ's (Frequently asked questions). FAQ's are correlated with the relevant features as per the training schedule.

Please go through it.

The cases given are examples and simply designed so as the user can get familiar to the feature and functions of the software, the cases have no scientific value and should not be viewed with a medical perspective.

## INDEX:

### Level 1:

Introduction, Contents and Utility of each module

How to enter and save a case and repertorise it using Quick repertorise?

How to use Drug filter? Selection of Potency, Repetition, Saving First prescription and Follow-ups

### Level 2:

How to open Repertory, Journals and Books like Materia Medica, Philosophy, etc?

### Level 3:

How to Use the different methods of searching and recording of rubrics?

Symptom forwarding, Internal search etc.

How to confirm symptoms of Repertory in the Materia Medica?

Useful Tips on when to use which feature, while searching for Rubrics.

How to search in Materia Medica, other books and Journals?

#### Level 4:

Hidden utilities, (Right click features in various screens)  
How to apply various repertorisation and Masters Strategies?  
Kentian, Boenninghausen and Bogerian repertorisation, Application of the same in sample cases  
Identifying the Miasm and printing of Miasmatic graph and Repertorisation graph.

#### Level 5:

Use of Utilities like, Pack and Go, Remedy editor, Reports Printing, Patient instructions, Back up and Restore etc.  
Materia Medica Live and Materia Medica Elite.

#### Level 6:

How to create my own repertory, own rubrics and combine symptoms?  
How to create Materia Medica from Repertory to study rare and new remedies?  
How to extract symptoms of a particular Family (Remedies) group or subgroup?

#### Level 7:

Test your skill by searching the listed rubrics in the repertories using Quick Repertorisation.

#### Level 8:

How to manage Appointments, Income and expenses?  
Homopath Assist.

#### Level 9:

Self Evaluation and Analysis  
Case Analysis

### **BEFORE WE START.**

**IT IS VERY IMPORTANT TO GET AQUAINTED WITH THE FUNCTION  
BUTTONS AND UNDERSTAND SOME COMMON**

**TERMINOLOGIES ASSOCIATED WITH THEM. WHICH YOU WILL BE  
REGULARLY APPLYING IN THE SOFTWARE.**

Many features and functionalities are provided from several different places within the program to enhance the user-friendliness of the software.



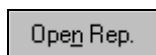
**Record:** This button is used to record the selected symptom from any screen in the repertorisation table or you may double click on the symptom.



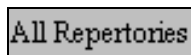
**Repertorise:** Click to view or jump from a screen, to the repertorisation table for the recorded symptoms.



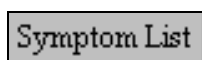
**Search:** This button is used to start the search process for the given word or query in Repertory, Materia Medica, Journals or other books.



**Open Repertory OR Open Chapter:** The utility of this feature is that it allows you to jump to the selected rubric in its corresponding Repertory chapter to view all its related rubrics and record a better choice rubric for repertorisation when required.



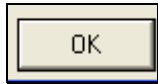
**All Repertories:** This option searches for the selected symptom from 'All the repertories' installed in the program and displays the same symptom from other repertories.



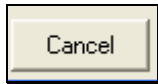
**Symptom List:** Gives you the list of all the recorded rubrics and different options like delete / undelete, symptom classification, miasmatic classification etc. for them.



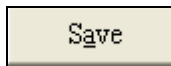
**Convert:** This button is clicked to start the analysis process in various analysis features.



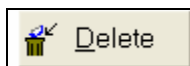
**OK:** This button is to be clicked to confirm the messages that prompt or to confirm an entry or modification.



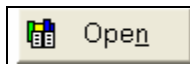
**Cancel:** Click to cancel an application and revert back to the previous screen.



**Save:** This button whenever displayed in a window suggests that the search results or the analysis or any entry or modification can be saved.



**Delete:** Click to delete any wrong entry or unwanted data from a list or window.



**Open:** A click on this button will open the selected chapter, page or article.



**Open All:** Will open all the selected items, chapters, pages or articles in a list in cascading windows.



**Mat Med:** This option allows you to Read / Search from all the Materia Medica books.



**Open Materia Medica:** This option allows you to access all the Materia Medica books installed.

Keynotes

**Keynotes:** The PQRS symptoms of the selected remedy will be displayed in an eye-pleasing format.

Drug Properties

**Drug Properties:** This option allows you to view the basic properties of the drug according to the name, full name, properties, kingdom etc.

Drug Relation

**Drug Relation:** This option allows you to read the complementary, follow-well, inimical and antidotes of the selected remedy.

Picture

**Picture:** Click on this option to see the pictorial view of the selected remedy wherever available.


Drug Filter

**Drug Filter:** Click on this option to filter remedies, according to the basic properties of the drug.

 Plant

 Animal

 Mineral

 General

**Filters:** Filters can be used when you want to study or derive information or to filter out from a pool of remedies, any remedies based on its groups / sub-groups etc.

CrossRef

**Cross Reference:** This special utility has been created with care to provide as many cross-references as possible. The referencing can be within a chapter and even extends to multiple books and chapters.

Themes

**Themes:** This feature lists a number of 'general' concepts regarding personality, evolution, emotions, intellect, ailments from, fears, etc. Each theme is further connected to correctly related rubrics in the repertory.

Synonyms

**Synonyms:** It helps the user to analyze and consider a rubric in view of these synonymic words.

Similar Words

**Similar Words:** An advanced word list similar to the 'synonyms' feature which includes more Main words and more Similar words for each main word

Word Meaning

**Word Meaning:** Simplified meanings for the complex words are provided.

Full Symptom



**Full Symptom:** This option allows you to view the complete symptom and all the remedies covering it, at one glance.



**Symptoms covered / Not covered:** You can view the rubrics, represented by a chosen remedy and the rubrics not represented in the repertorisation table.



**Convert Repertory to Materia Medica:** This application enables the user to open various chapters of different repertories with the aim to convert symptoms of remedies from the Repertory into a Materia medica format.



**Extract Group Symptoms:** This feature will help you to extract all information about group remedies from the repertory, a much needed feature for students, teacher and researchers.



**Combine Symptom:** This feature allows to 'Combine' two or more symptoms into one symptom, which can be recorded and /or saved in your own customized 'Combine Symptom Repertory' for future use.



**Close:** Always click on these buttons only to close the active screen and return back to the previous screen.

**Operators:** These are used to form a query in the search features.

**Vital, Essential and Rest:** These are advanced search options use to include words related or similar to the given word in search.

Right click on any remedy for Remedy options.  
Right click on any symptom for Repertory options for that symptom.

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