Standard Operating Procedure for panoramas

**Login: **
   a. Surf to https://panoramas.itg.be/
   b. You will be presented with a login screen. You can log in using either your email address or your ITM account.
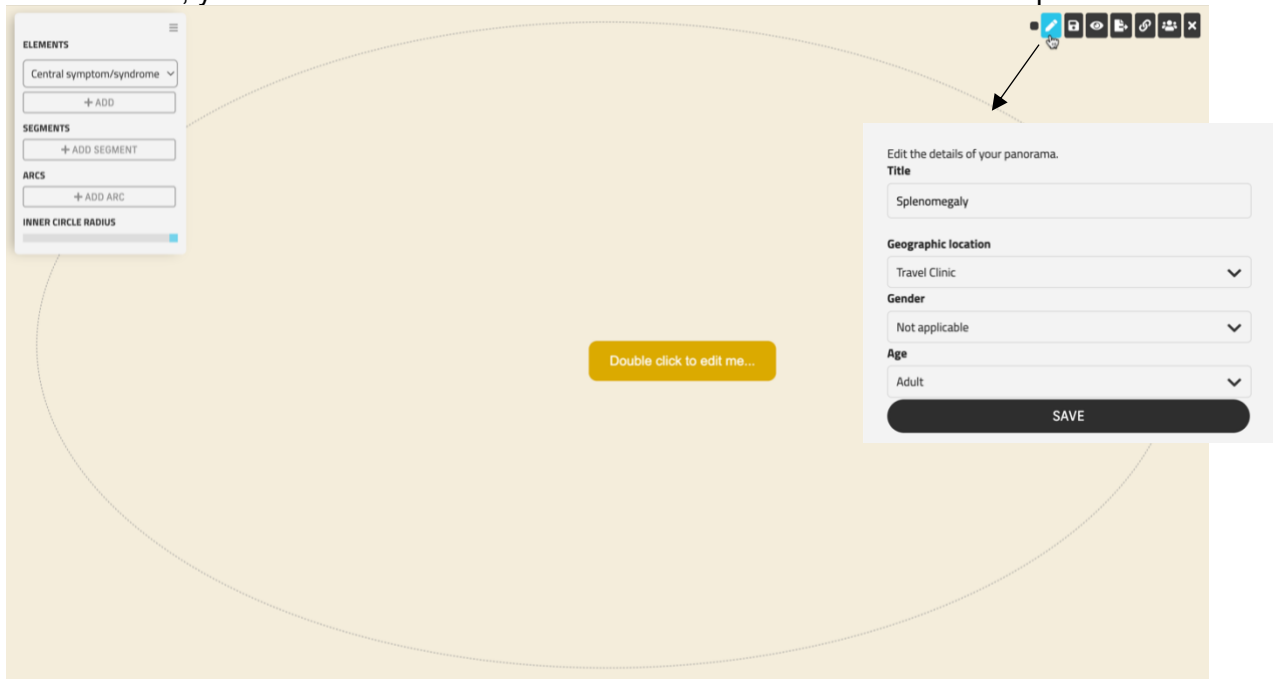   c. Click the "Login" button.
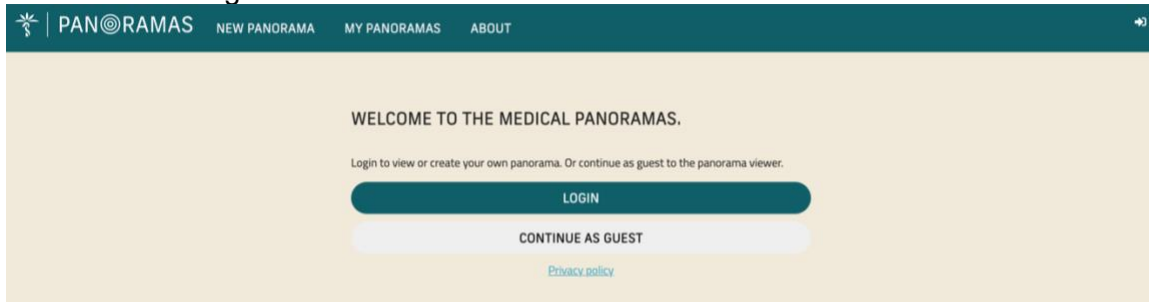
**Create a new panorama: **
   a. In the Panorama dashboard, locate and select the "New panorama" option.
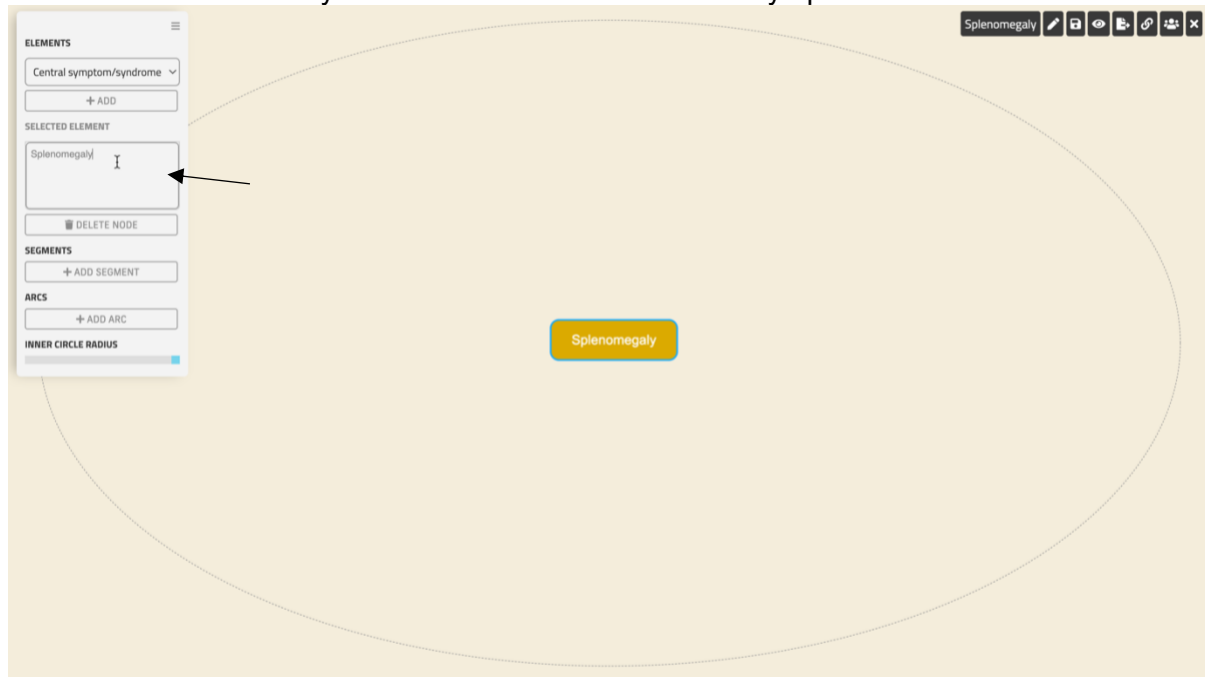

**Name the panorama: **
   a. After creating a new panorama, click on the crayon icon to set a name for your panorama.
   c. If desired, you can also include additional data or information related to the panorama.

**Enter a central symptom: **
   a. In the newly created panorama, locate the central symptom box in yellow.
   b. Double click on the yellow node and fill in the central symptom.

**Adjust inner circle radius: **
   a. If necessary, you can adjust the inner circle radius to fit all your inner circle diseases.

**Add inner circle diseases: **
   a. Select 'Inner circle disease' under elements and press add.
   b. Move the blue node to the desired place and double-click on it.
   c. Fill in the disease in the provided text box.
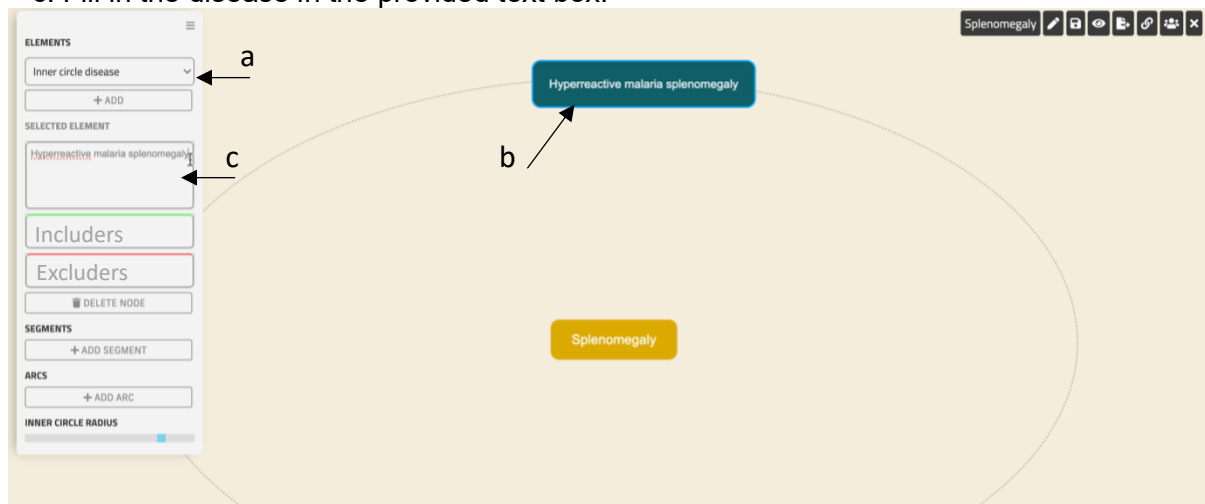
**Add excluders or includers: **
   a. If required, you can add excluders or includers.
   b. For excluders, use the red elements or boxes. For includers, use the green boxes.
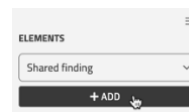
**Group multiple diseases with arcs: **

If you have multiple diseases with a common symptom, consider adding arcs.

a. For arcs you select the option 'ADD ARC'.

b. Select three points on the panorama regarding the desired place and the curve of the arc.
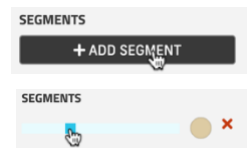
c. Select a color for your arc.
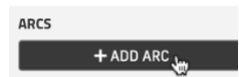
   d. Now add a box 'Shared finding', fill in the common symptom and move the node near the arc. Change the background color as wanted.

**Group multiple diseases with segments: **

If you have multiple diseases with a common symptom, consider adding segments.

a. For segments you select the option 'ADD SEGMENT'.

b. Drag the bar so it covers the diseases that present with this symptom.

(Tip: if your segment shouldn't start from three o'clock, you can add an invisible segment first and then add another colored segment.)

c. Select a color for your segment.
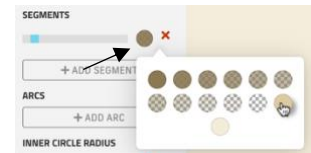
d. Now add a box 'Shared finding', fill in the common symptom and move the node near the segment. Change the background color as wanted.
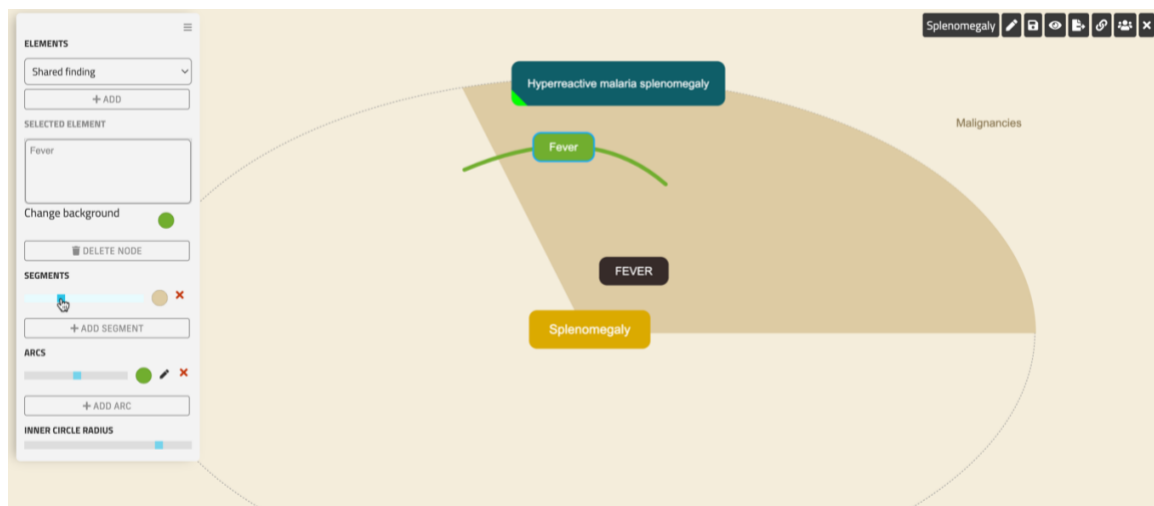
Figure 1: An example of an arc (green) and a segment (brown) with both a 'Shared finding' node

**Add Outer circle diseases: **
For diagnoses that belong to the outer circle, follow the same process as for inner circle diseases, but without excluders or includers.

**Delete a node. **

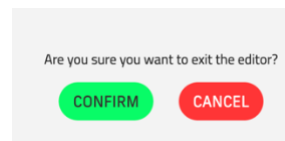Delete any node by double clicking on the box you want deleted and select 'DELETE NODE'

**Don't forget to save the panorama regularly. **
In the upper right corner, you can find a save icon.

**Leaving the panorama. **
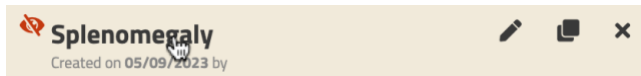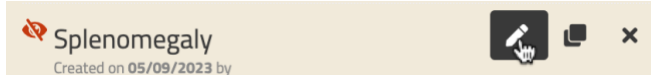
After saving click to leave the panorama.   And confirm.

**Reenter the panorama. **
   a. For visualization of the panorama without editing, just click on the name of the panorama.

   b. You can also edit the panorama after saving through clicking the crayon i

** Other features in the right upper corner. **
 Click this icon to see or hide all includers and excluders. Sometimes you need to save, leave, and reenter your panorama first.

 Click this icon to save your panorama as an image.

 Click this icon to invite other colleagues to work in this panorama.