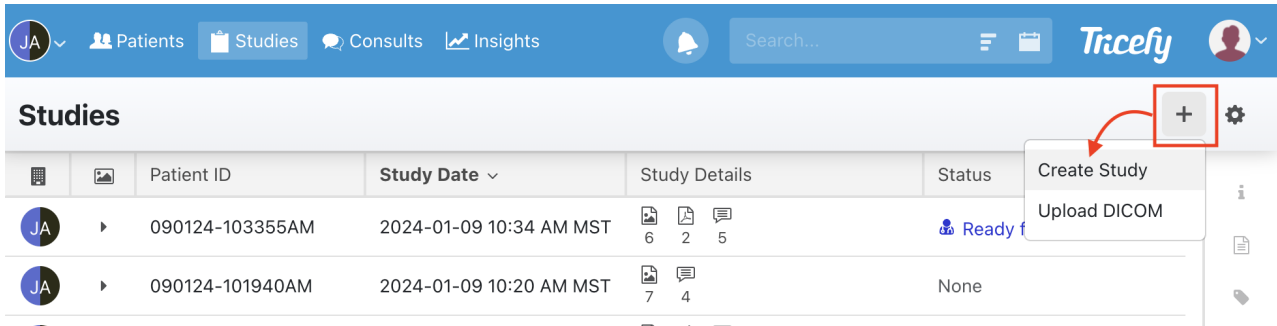


## Manually Creating a Study

Last Modified on 2026-04-01 12:32

First, create a study by selecting **Create Study** from the + menu on either the Studies or Consults screens:



A pop-up window will display for entering the name of the patient and the date of the study:

The form is titled 'Create a new study' and has a 'Back' button. It contains three main sections: 'Account' with a dropdown menu showing 'Delicious Waffles'; 'Patient' with an empty text input field; and 'Study Date & Time' with a text input field showing '02/21/2018 5:19 PM'. Below these sections is a 'Create Study' button.

Tricefy will locate the patient before you finish typing the name and auto-populate possible options in a drop-down menu for you to select:

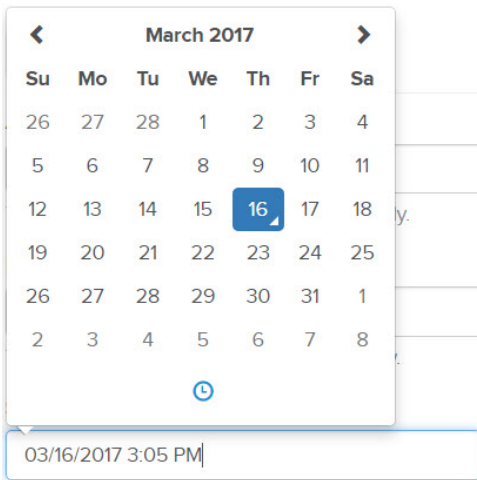
The screenshot shows a search input field with the text 'geral'. Below the input field is a dropdown menu with one option, 'Dean Gerald', which is highlighted in green.

If the patient has never had a study in Tricefy before, you'll be prompted to add them:

The screenshot shows a search input field with the text 'Gerland'. Below the input field is a dropdown menu with one option, 'Gerland', which is highlighted in green. Below the dropdown menu is a button labeled 'Create a new patient?'.

- Select **Create New Patient**
- A pop-up window will display so that you can enter their first name, last name and date of birth

Next, select inside the **Study Date & Time** field to display a calendar for choosing the date of the examination. Select the [blue clock](#) icon for specifying a time:



Lastly, select the **Create Study** button to create the study.

Once the study is created, it will automatically open in the viewer. Select the **Action Menu** (3 vertical dots icon) from the top right and choose the "**Attach Files**" option. From there you can upload any non-DICOM file to the study.

