

Requesting and activating an account

1. To request an account, please open a ticket with the service desk using the self-service tool, calling either of the support numbers, or emailing IS Radiology support (details below).

IS service desk self-service portal:

[CLICK HERE](#)

IS Radiology email address:

Spoc Email - RadOncall@uphs.upenn.edu

IS support contact number:

Radiology (215) 552-8110

IS service desk – (215) 662-7474

1. You will receive an email when your account is created.

Step 1: Open Microsoft Edge and type “pocus” in the address bar.

Chrome users – Go to <https://penn.butterflynetwork.com>

Step 2: Click SSO Login

Step 3: Use your UPHS login

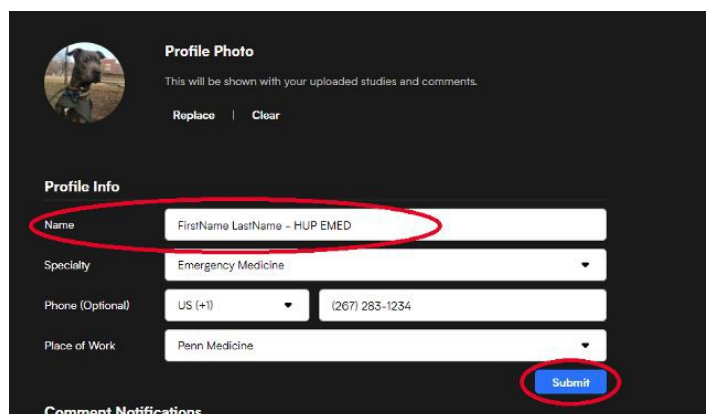
1. The first time you login, your Profile page is displayed.

Please update your Name, Specialty, Phone number, and place of work.

The format: <Last Name> <First Name> – <Entity Three Letter Acronym>

<Department>

e.g. Tom Jones – HUP EMED



Profile Photo
This will be shown with your uploaded studies and comments.
Replace | Clear

Profile Info

Name: FirstName LastName - HUP EMED

Specialty: Emergency Medicine

Phone (Optional): US (+1) (267) 283-1234

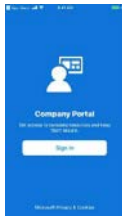
Place of Work: Penn Medicine

Submit

Comment Notifications

Installing the application

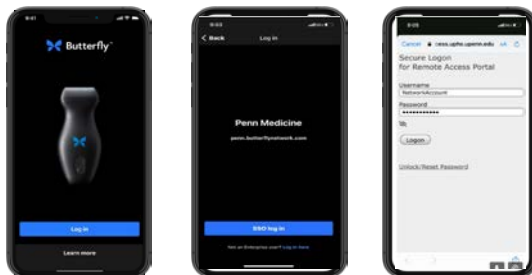
1. Delete any versions of the Butterfly app on your phone that were installed from the Apple App Store
2. Make sure your device is registered with Penn Device management
3. Go to the Intune Company Portal



4. Search for “butterfly” and install the application



5. Start the butterfly app that was installed as described above
 - a. Click “Log in” and then “SSO Login”
 - b. Log in with your Penn Credentials



6. If you are part of multiple clouds, select the one in which you would like to scan (Ours is currently named “pocus”)

Logging in

1. Unlock smart device
2. Connect your smart device to wifi
3. Click the Butterfly Mobile application
4. Select “Log In”
5. Log in with your Penn credentials
6. Complete any required probe updates
7. Scan



You will automatically be logged out of shared devices after 15 minutes of inactivity



Logging out

1. Long press on downward chevron in the upper left hand corner of the scan screen to log out.

OR

1. Press the settings gear “⚙️” in the top left corner of your archive.
2. Tap your name under **My Account**.
3. Tap **Log Out**.

Downward chevron.



Scanning basics

How do I get to the scan screen?

Plug in the Butterfly iQ/iQ+ , select **Allow** and the app will automatically open to the scan screen.

Depth

Slide your finger up and down.

Gain

Slide your finger left and right.

Preset

It's important to select the correct preset for the area of the body you are scanning by selecting the **Presets** button in the bottom left corner of the scan screen.

Zoom

Zoom in on the image by double tapping with your finger or pinching with your fingers.

Freeze

Select the snowflake button at the bottom of the screen to freeze.

Capture

First select **freeze** (snowflake) then **capture** (camera button). Or enable "capture studies with iQ/iQ+ button" in your settings panel to allow image capture with the hard key on the probe.

Capture a Cine

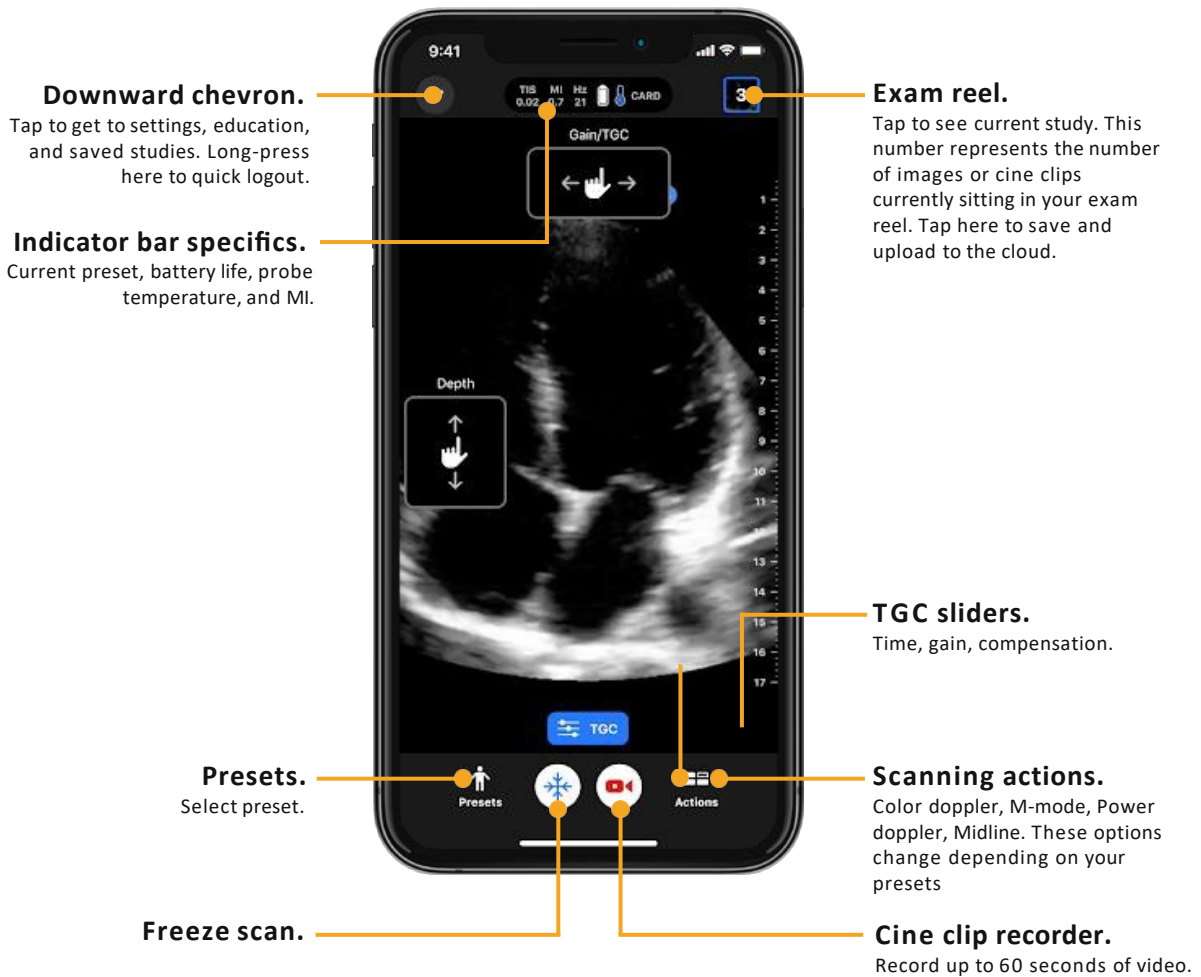
Select the **record** button (red camera) to start a cine clip. Click the **record** button again to stop capture. Please keep your cine clip from 2-6 seconds.

Upload a study

Tap **exam reel** in the upper righthand corner of the scan screen. Associate the patient and add any notes or worksheets. Tap **save** in the upper righthand corner. Select the archive destination. Tap **confirm**.

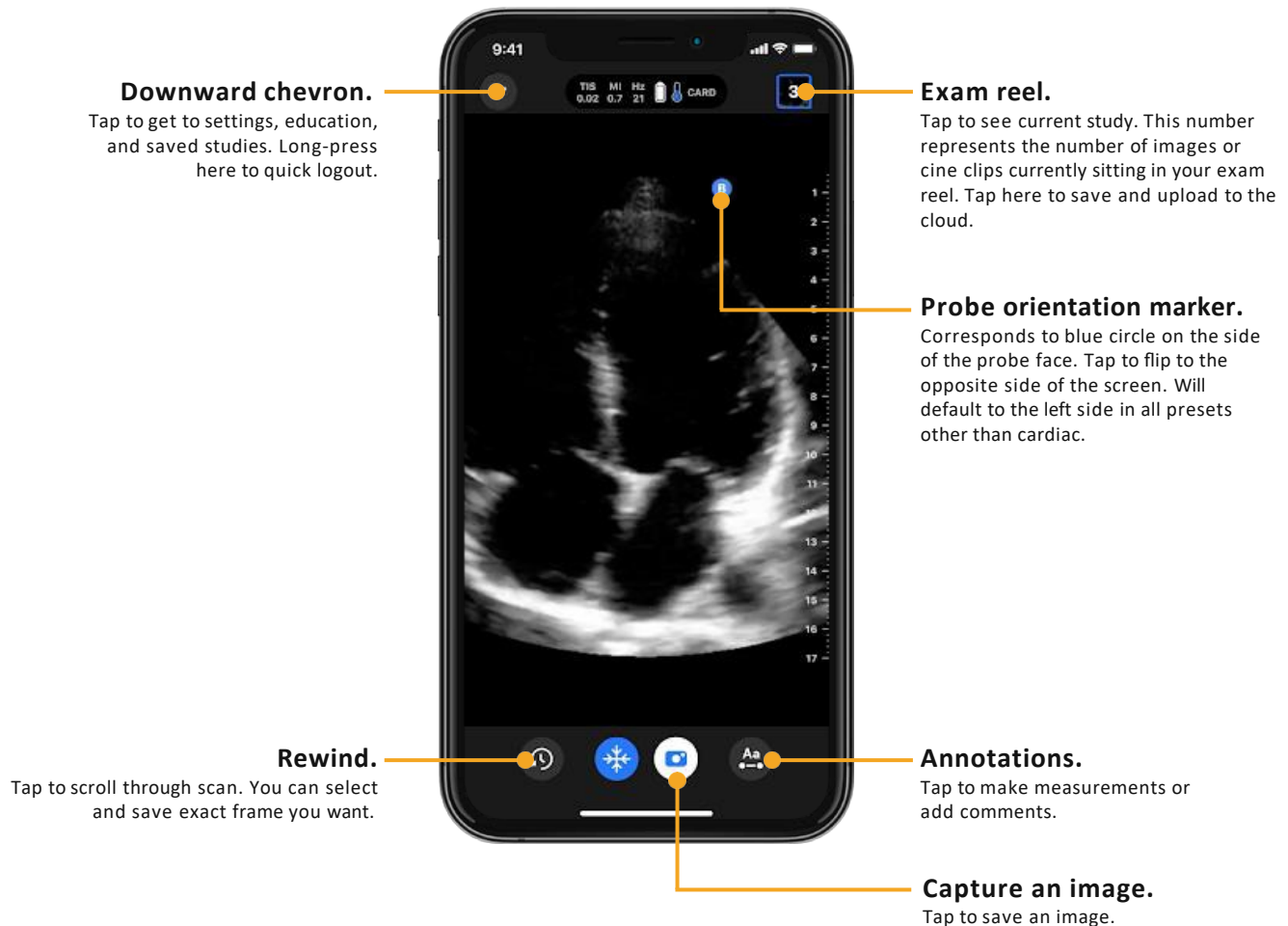
Scan screen

The screen you'll see while scanning a patient.



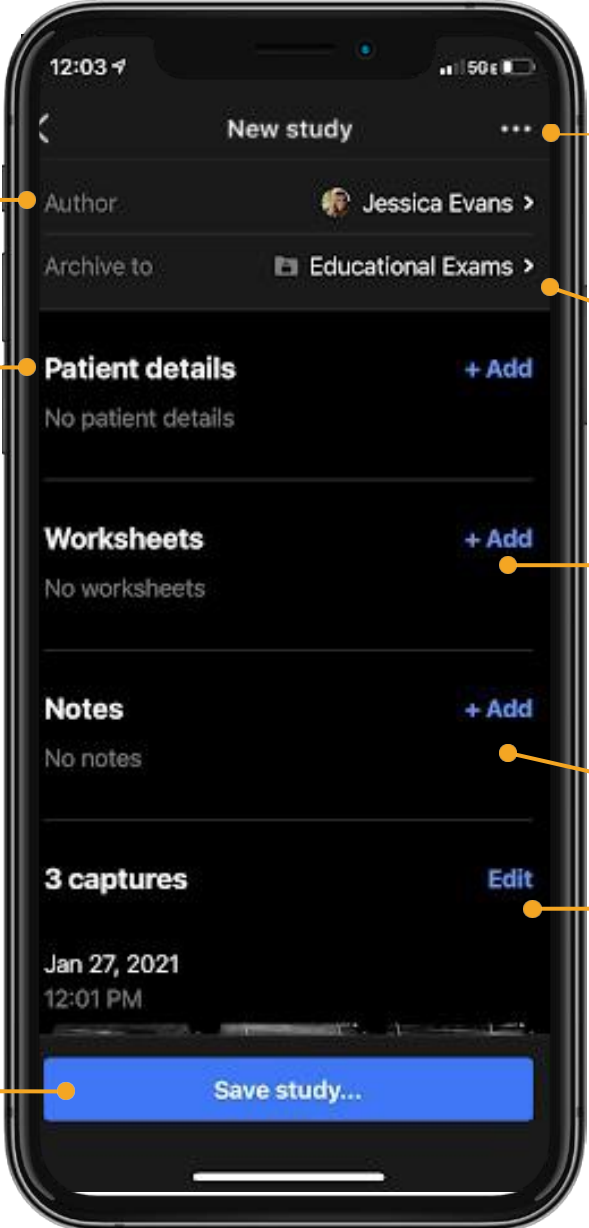
Frozen scan screen

The screen you'll see when you freeze the scan screen.



Current study

From the scan screens, tap the blue box on the top right of the scan screen to see your current study. From here you can save the study to the Butterfly Cloud, add notes, add worksheets, and change owner of a study.



Study by.
Tap to add your name as the study author,. This defaults to the name of the logged in user.

Associate patient.
Tap to add patient information..

Add Tags.
Tap to add a tag to the exam.

Choose Archive.
Select the appropriate archive. IE "Training Portfolio" for educational exams or "HUP ICU" for MICU studies.

Add worksheets.
Tap to add the worksheet template the corresponds to the exam your preformed. You can add documentation on desktop if you save the exam as a "DRAFT"

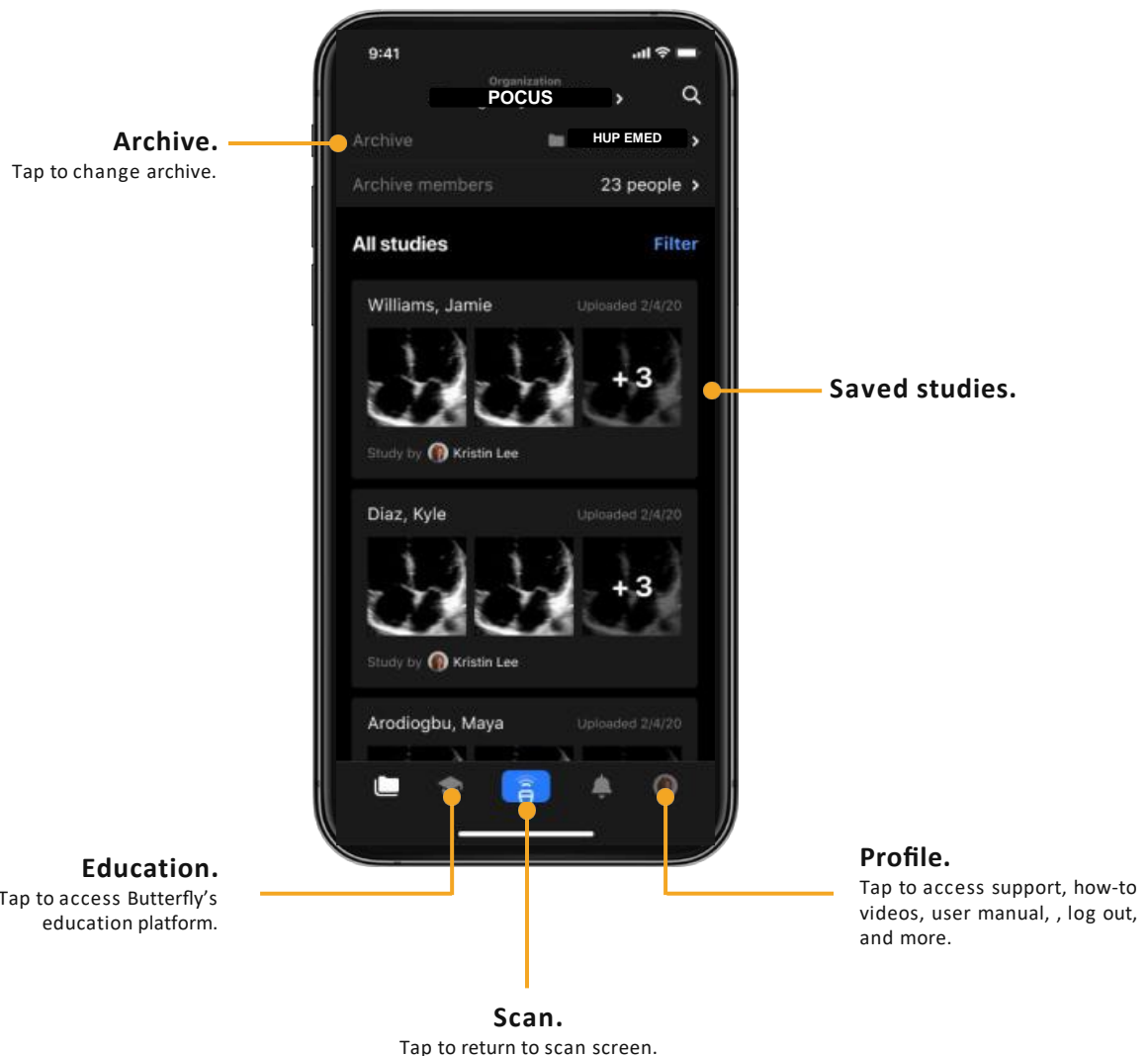
Add notes.
Tap to add notes.

See Captures.
Click to delete captures or "Save them for later".

Save.
Click to save your study as a "draft" or as "finalized".

Study archive

Tap your initials in the top left corner of your scan screen to get to saved studies. From here you can access settings, the Butterfly Education platform, and your saved studies.



Step by step workflow guide



Upload exams from Butterfly iQ™/Butterfly iQ+™

Acquiring, resulting, and uploading an exam on a Butterfly device.

Step 1

Log into the **Butterfly Mobile Application** using your credentials.

Step 2

Plug Butterfly iQ™/iQ+™ into your smart device.

Step 3

Scan (freeze and capture images/cine clips) or use the programmable button on the probe to capture images.

Step 4

Tap the **Exam Reel**.

(blue square in the upper right hand corner of the scan screen indicating the number of currently captured stills or Cine clips)



Exam reel

Tap to see current study. This number represents the number of images or cine clips currently sitting in your exam reel. Tap here to save and upload to the cloud.

Step 5

Tap **Associate Patient** to choose the correct patient/order from the Worklist.

(can search by name or MRN)

Step 6

Tap **Add Worksheet**, choose the applicable worksheet template, fill out worksheet and select **Done**.

Step 7

Check to make sure you are uploading to the correct archive in the upper right hand corner.

Step 8

Tap “Save and Upload” and choose whether to upload as a Draft or to Sign the study as final.

If you are a Resident you will be prompted to select the name of your attending when uploading an exam as “Final”.

Step 9

You are now ready to start scanning a new patient.

Your Exam Reel will go back to 0.

Your uploaded exam will be available at penn.butterflynetwork.com if you need to edit your exam details, add worksheets, review, perform QA, or Sign and Finalize.