Customizing a Worklist

The **Custom Worklist** feature lets you mark studies of interest with a special entry in the customer worklist field of the **Archive Explorer**. This feature is useful for preparing lists of studies for conference meetings.

Note: If the **Custom Worklist** field does not appear, see the topic "Changing Column (Filter) Headings" in the Online Help.

1. Locate the relevant study, and click in the **Custom Worklist** field of that study.
2. Type the desired value. Use any simple, consistent value that you can easily identify as yours.
3. Repeat steps 1 and 2 for other studies you want to mark.

Loading Images

1. From the **Archive Explorer**, select one of the following:
   - A Worklist folder from the left pane
   - A Study in the worklist from the right pane
2. To load studies, you can:
   - Right-click a study in the right pane and select **Load Key Images** or **Load Significant Series**.
   - Click **Load Selection** .
   - Click **Load Significant Series** .

Note: If the selected study does not contain key images or significant series images, you are prompted to load the entire study or cancel.

3. Click Confirm to load the next study.

Viewing Reports

- From the **Archive Explorer** or **Viewer** toolbar, click **Show Patient Reports** .
- If your CARESTREAM PACS Client was configured to load and display reports, the associated reports appear with the images.
- If no reports are found when the study is loaded, a window appears showing the **No Reports** tab.

Completing a Study

Note: The CARESTREAM PACS Client supports an automatic workflow configuration in which every study has a status within the system. Worklist configuration is dependent upon the workflow of your facility. See your System Administrator.

From the **Viewer** toolbar:
- Click to confirm the study.
- Click to dismiss the study.

Viewing and Attaching Sticky Notes

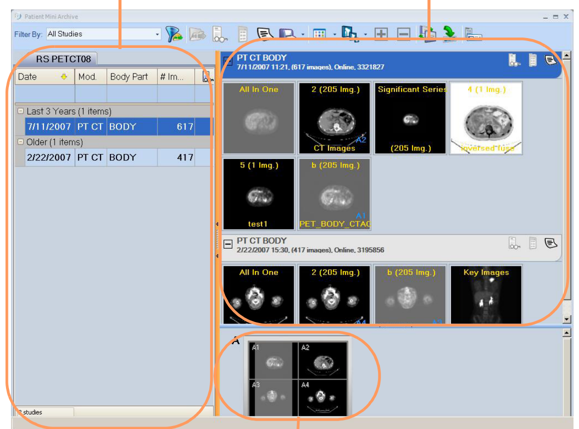
Sticky notes are notation files that you attach to studies. You can view sticky notes from the **Archive Explorer**, **Viewer** window, and **Patient Mini-Archive**.

Note: You can create and edit your own notes, but you must have permission to edit or delete notes written by others.

1—Open the sticky note dialog box attached to a study.
2—Create a new sticky note.
3—Save a sticky note and attach it to a study.
4—Delete a sticky note from a study.

Using Patient Mini-Archive (PMA)

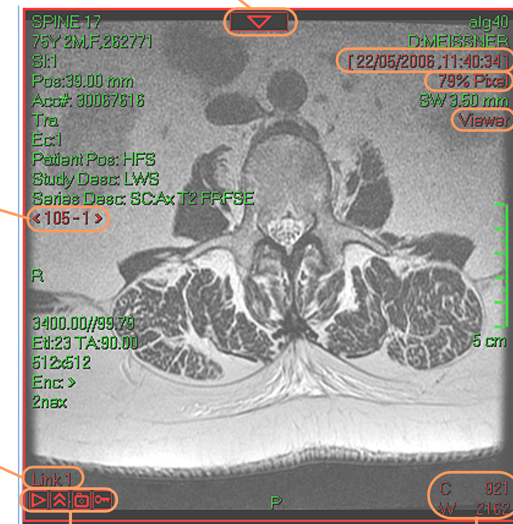
The PMA presents the patient portfolio, listing all history studies. The PMA allows you to load prior studies and drag prior studies to the Viewer.



1—Studies Left Pane. Double-click to load a study or click once to view the series icons in the right pane. Right-click on the table column headers and select **Field Chooser** to add or remove fields.
2—Series Thumbnails Right Pane. Drag the desired series to the **Viewer** or to the **Mini-Monitors**.
3—Mini-Monitors Pane. Drag and arrange the series on the screen. Right-click to change the **Viewer** layout.

Using Dynamic Annotations

Each red annotation is dynamic and allows you to perform common tasks. Right-click or left-click the red annotation for the following functions:



1—Open a group-level toolbar. Use the tools to change the group layout, replace the series/study, or sort the series.
2—Replace the study with a prior study.
3—Zoom the image or right-click for more zoom options.
4—Right-click to switch to MPR/MipPR/MinPR (if available).
5—Window the image or right-click for preset values and additional windowing functions.
6—Make image-level actions. Use the tools to play cine, mark key images, and film images.
7—Link indicator. Click to break the link.
8—Replace the displayed series with a different series/study.

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Quick Reference Card for the CARESTREAM PACS Client Version 11.1

Logging on to the Workstation

1. Click **Start>Diagnostic Workstation**.
2. Click **CARESTREAM Client**.
3. Enter your login name and password.
   You can now begin viewing and working with studies.

Site Contact for Assistance

Name:	
Phone:	

For More Information

See the Online Help for the CARESTREAM PACS Client.

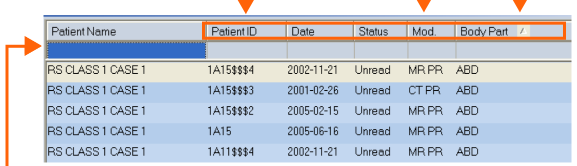
Finding a Patient

1. From the left pane of the **Archive Explorer**, click .
2. Type the data for your search, such as patient name or accession number.

To sort a worklist in the **Archive Explorer**:

3. Click in the empty field below the column (filter) heading, and enter the filter data you want.
4. If the column has a drop-down menu, click the option you want and click Enter.

Column (filter) headings



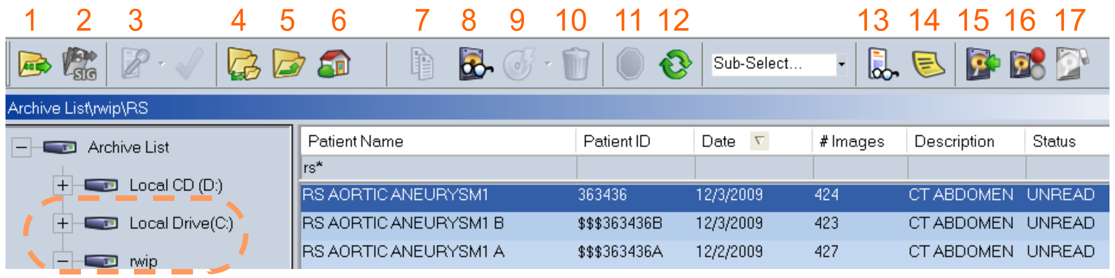
Click in any empty field to enter filter data.

Archive Explorer Tools

The **Archive Explorer** shows the data archives. You can:

- Maintain your workflow.
- Organize data within the archives.
- Select images from the archives.

The left pane displays folders and their location.
The right pane displays the contents of a selected folder.
+ sign—You can expand the folder to show more subentries.
– sign—You can collapse the folder to show fewer subentries.



1—Load a selected study.
2—Load the Significant Series of the study.
3—Dictate a report.
4—Navigate down to the next level of folders.
5—Navigate up to the next level of folders.
6—Navigate to the home folder.
7—Copy selections to another archive.
8—Monitor the progress of requests to copy (7) or push (15).
9—Burn images to a CD ROM.
10—Delete a study.
11—Stop a query in the middle of a process.
12—Refresh the current view for results.
13—Open a patient report for a specific study.
14—Open the sticky notes dialog for the current study.
15—Transfer (push) studies from the network to a local computer.
16—Control the flow of incoming studies to the local computer.
17—Delete the cache of transferred studies from the local computer.

User Customization Tools

My Tab—create a personal, unique toolbar by adding icons to **My Tab**. Right-click on any icon in any toolbar and click **Add to My Tab**.
My Right-click Menu—add icons to the right-click menu. Right-click on any icon and select **Add to right-click menu**.
Assign Shortcut—create your own shortcuts. Right-click on any icon and select **Assign Shortcut**.

Viewer Toolbars and Icons

Workflow Toolbar

1—Finish the current read session and move to the next study in the worklist.
2—Dismiss the study.
3—Open the **Patient Mini-Archive**.
4—Open the sticky notes dialog for the current study.
5—Dictate a report.
6—Open **Archive Explorer** without exiting the study.
7—Open a patient report for the current study.l

Images

1—Put the cursor in a neutral mode; select a single image or a group of images.
2—Zoom in on an image or group of images.
3—Pan across an image or group of images
4—Magnify the active image. For options, press the **Alt**, **Shift**, or **Ctrl** keys and right-click.
5—Enhance edges.
6—Mask non-relevant parts of an image. Toggle DICOM-defined areas on and off.
7—Reset values.

Viewer Toolbars and Icons—continued

Images—continued

8—Select **Windowing** as the active tool.
9—Automatically adjust the windowing values of the active group. You can always hold down the middle mouse button and drag:
- Up or down to increase or decrease the center value.
- Right or left to increase or decrease the width value.

10—Invert the black and white levels of a selected image.
11—Relate a region of interest (ROI) between registered studies.
12—Reverse the image display from left to right.
13—Reverse the image display from top to bottom.
14—Rotate the top of the image 90° to the left.
15—Rotate the top of the image 90° to the right.
16—Specify the image selection mode.

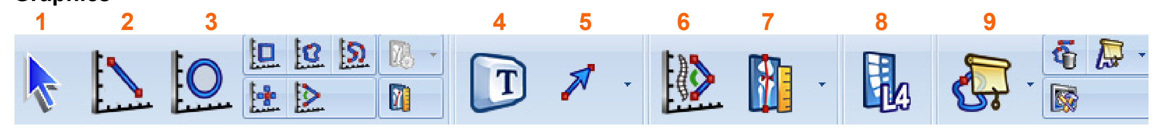
Layout

1—Select any of the pre-defined layout icons to apply the layout to the selected monitor.
2—Move the mouse cursor to select any custom layout.
3—Open the Viewer layout dialog to the define the layout of all monitors.
4—Spread the active group in tiled mode on the entire desktop.

Comparison

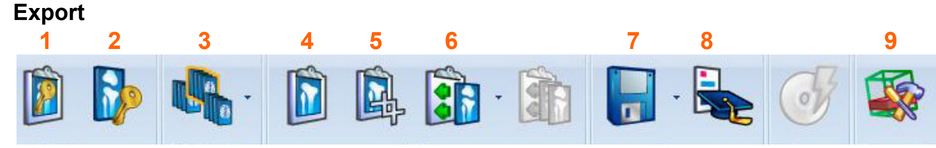
1—Link a group of images.
2—Automatically link registered groups or link groups sharing the same frame of reference (FOR).
3—Unlink a group of images.
4—Synchronize zoom and/or pan between linked groups.
5—Make all the registered studies display the same region.
6—Automatically apply reference lines on images.
7—Open a set of registration tools. The tools assist in matching volume and mapping relevant pixels.
8—Focus on the same anatomical region. Compare and match groups based on local similarities.
9—Remove all registration data from an active study.

Graphics



1—Put the cursor into a neutral mode.
2—Measure a line.
3—Measure an oval.
4—Place a text annotation on an image.
5—Open a set of markers such as **Oval**, **Line**, **Square**, and **Curve**.
6—Measure a Cobb angle.
7—Measure gonometry. Open a set of additional orthopedic measurements (coxometry and pelvis measurement).
8—Label spine.
9—Hide graphics.

Export



1—Open the **E-Report Preview** to review and edit the marked key images.
2—Mark the active image as a key image.
3—Define a sub-set of images as significant series.
4—Open the **Film Preview** to review and edit the filmed images.
5—Crop an image area and send it to **Film Preview**.
6—Film and send images to the **Film Preview**.
7—Save the current image selection.
8—Open the teaching dialog for the current study.
9—Open a set of action buttons for any third party application integrated with the CARESTREAM PACS Client.