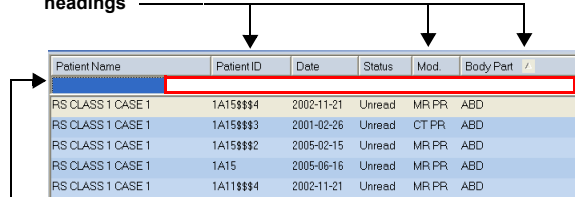## Finding a Patient

1. From the left pane of the Archive Explorer, click [icon].

2. Type the data for your search, such as patient name or accession number.

To sort a worklist in the Archive Explorer:

1. Click in the empty field below the column (filter) heading, and enter the filter data you want.

2. If the column has a drop-down menu, click the option you want and click Enter.

Column (filter) headings

Patient Name	Patient ID	Date	Status	Mod.	Body Part
RS CLASS 1 CASE 1	1A15$$$4	2002-11-21	Unread	MR,PR	ABD
RS CLASS 1 CASE 1	1A15$$$3	2001-02-26	Unread	CT,PR	ABD
RS CLASS 1 CASE 1	1A15$$$2	2005-02-15	Unread	MR,PR	ABD
RS CLASS 1 CASE 1	1A15	2005-06-16	Unread	MR,PR	ABD
RS CLASS 1 CASE 1	1A11$$$4	2002-11-21	Unread	MR,PR	ABD

Click in any empty field to enter filter data.

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 Online Help for Using the Field Chooser.

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 [icon].
- Click Load Significant Series [icon].

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 Done [icon] to load the next study.

Viewing Reports

- From the PowerViewer toolbar, click Show Patient Reports [icon].

- 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.

1. From the viewbox toolbar, click Done [icon].

2. Select one of the following:

- Confirm a study
- Dismiss a study
- Hold a 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
- PowerViewer Window
- Patient Mini-Archive (PMA)

NOTE: Sticky Notes are permission based. You can create and edit your own notes, but you must have permission to edit or delete notes written by others.

Icon	Description
[icon]	Sticky Note Icon—double-click to view sticky notes attached to the Patient Mini-Archive.
[icon]	Sticky Note—open the sticky note dialog box attached to a study.
[icon]	Create New Sticky Note—create a new sticky note.
[icon]	Save Sticky Note—save a sticky note and attach it to a study.
[icon]	Delete Sticky Note—delete a sticky note from a study.

Patient Mini-Archive (PMA)

The PMA is also known as the Organizer [icon].

To view different studies from the PMA, click and drag the image to the PowerViewer window.

Icon	Description
[icon]	Plus—expand all studies in the Patient Mini-Archive.
[icon]	Minus—collapse all studies in the Patient Mini-Archive.
[icon]	Up Arrow—scroll to the beginning of the previous study.
[icon]	Down Arrow—scroll to the beginning of the next study.
[icon]	Pin—pin the Patient Mini-Archive in the viewer at its full or manually adjusted size.
[icon]	Print—print the selected study or series directly from the Patient Mini-Archive.

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Carestream HEALTH

Quick Reference Card for the CARESTREAM PACS Client Version 11

Minimum Requirements

- Desktop or laptop computer with a 1.5 GHz PENTIUM IV processor or higher
- 512 MB RAM (optimum 1 GB RAM)
- 32 MB graphics card
- 1024 x 768 display resolution
- Display resolution configured to 24-bit true color
- MICROSOFT WINDOWS XP Pro SP2 and SP3 (32 and 64 bit) or MICROSOFT WINDOWS VISTA (32 and 64 bit) operating systems
- INTERNET EXPLORER 5.5 or higher
- High-speed Internet access (cable modem or DSL line)

Logging on to the Workstation

1. Select 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

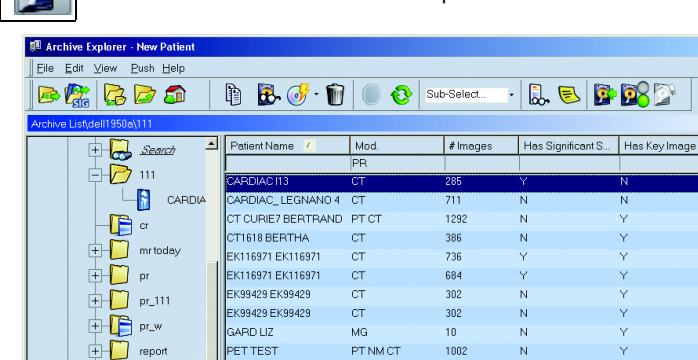See the Online Help for the CARESTREAM PACS Client.

Archive Explorer Tools

Load Selection—load a study.

Load Significant Series—load a study with images marked as SIG.

Explore Selection—drill down to the next level of folders.

Up One Level—move up to the next level of folders.

Home—navigate to the home folder.

Copy Selection—copy selections to another archive.

Spooler—monitor the progress of requests to transfer studies to a local computer.

Burn—burn images to a CD ROM.

Delete—delete a series, image, or study.

Stop Last Query—stop a query in the middle of a process.

Refresh List—refresh the current view for results.

Show Patient Reports—open a report of a specific study.

Show Sticky Notes—open a notes dialog for the current study.

Push to Client—transfer studies from the network to a local computer.

Receive Studies—control the flow of incoming studies to the local computer.

Clear Studies from the Local Computer—delete the cache of transferred studies from the local computer.

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.

PowerViewer Window

After you select images in the Archive Explorer, the images appear in the PowerViewer window. You can:

- view, manipulate, and enhance images
- perform diagnoses
- examine MPR (volumetric) data
- automatically register images
- compare two or more volumes spatially
- examine the same anatomical region in two different images
- apply reference lines between different studies (current and prior)
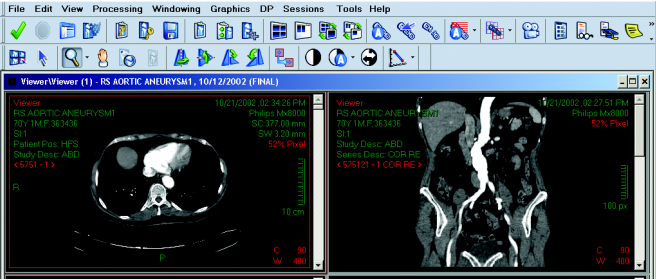
Manipulating Images

Receive Studies—control the flow of incoming studies to the local computer.	
Zoom—zoom in on an image or group of images.	
Pan—pan across an image or group of images.	
Pointer—put the cursor in a neutral mode; select a single image or a group of images.	
Magnify Glass—magnify the active image. For options, press the Alt, Shift, or Ctrl keys and right-click.	
Shutter Function—mask non-relevant parts of an image. Toggle DICOM-defined areas on and off.	
Flip Horizontal—reverse the image display from left to right.	
Flip Vertical—reverse the image display from top to bottom.	
Rotate Clockwise—rotate the top of the image 90° to the right.	
Rotate Counterclockwise—rotate the top of the image 90° to the left.	

Image Layout

Patient Mini-Archive—open the Patient Mini-Archive.	
Determine Group of Active Viewbox—select a viewbox layout.	
Determine Group Layout—determine a group layout.	
Enlarge—enlarge the active layout.	
Show all Groups in a Stack—stack and tile the layout.	

Film Preview

|	
Mark As Key Image—mark the active image as a key image.	
Key Image Preview—open a specific viewbox where all key images are displayed.	
Film—film and send images to the Film Preview.	
Film Preview—open a specific viewbox in the Film Preview.	
Crop to Film—crop an area of film.	
Cine—open the Cine control toolbar.	

Linking

Link—link a group of images.	
Unlink—unlink a group of images.	
Auto-link—automatically link images.	
Auto Reference Line Setup—automatically apply reference lines on images.	
Registration—open a set of registration tools. The tools assist in matching volume and mapping relevant pixels.	
Relate Tool—Relate a region of interest (ROI) between registered studies.	
Teaching File—open the teaching dialog for the current study.	

Windowing

Auto Windowing—lets you set the window levels. 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.	
Windowing Mode—select Windowing as the active tool.	
Inverse Windowing—invert the black and white levels of a selected image.	

Graphics and Annotations

Lossless—allow images to display without lossless compression.	
Show Graphics—open a separate set of 20+ graphic tools and annotations, including measurements such as coxometry, pelvis, gonometry, spine, and Cobb angle.	
Show Sticky Notes—open a notes dialog for the current study.	
Save—save the current image selection.	
Select Mode—specify the image selection mode.	
Done—finish the current read session and move to the next study in the worklist.	
Stop Last Query—stop a query function in the middle of the process.	

Integration

SRADReport—generate an SRAD Report.	
SRConfig—access SR Configuration.	