



# Super User Training

Clinician


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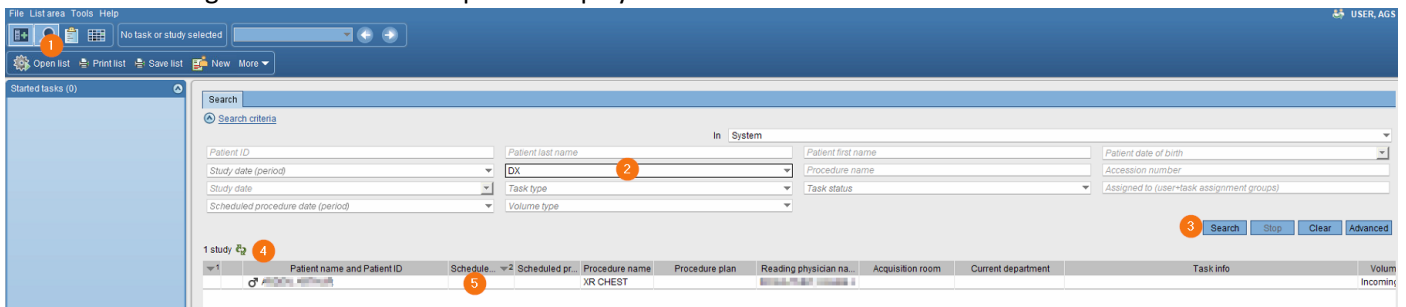
## WORKFLOW


1. Log in

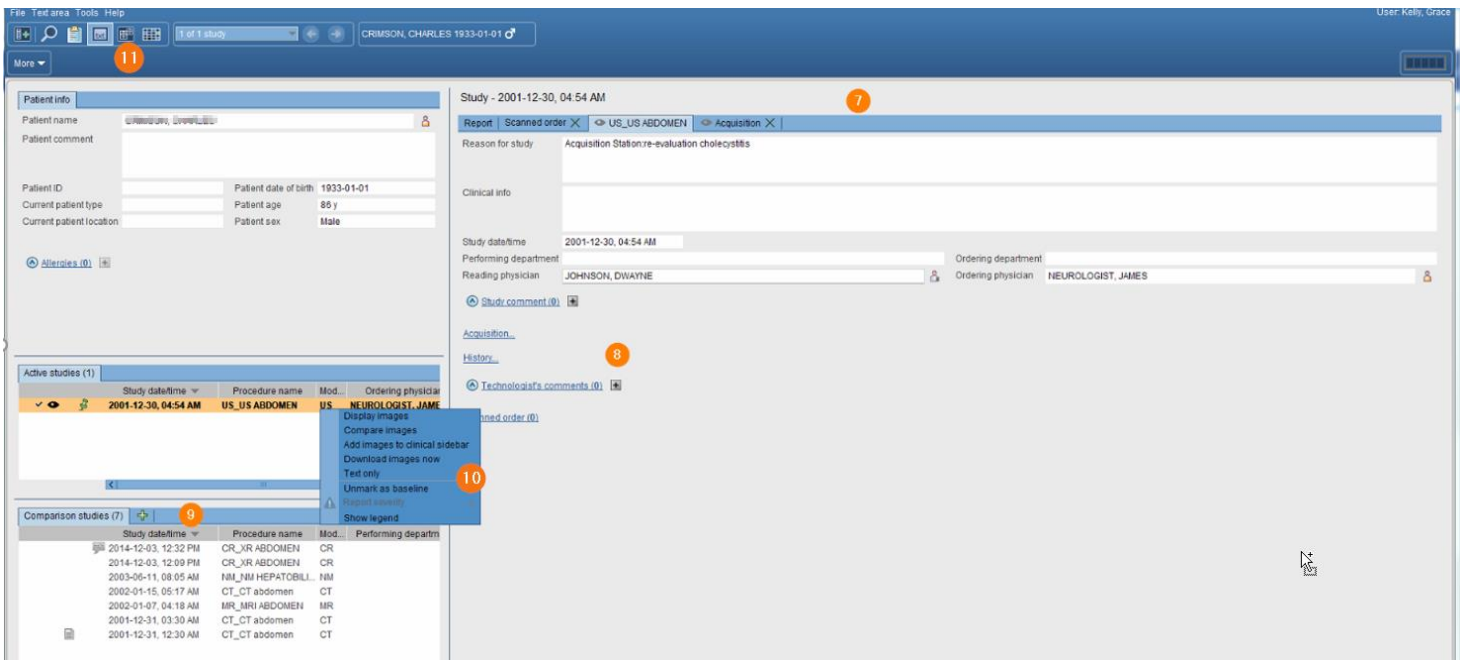


Select correct Activity Overview or Task List

1. Locate Patient order via task list or ad hoc search 
2. Add search criteria
3. Select search
4. Number of studies within search parameters will display
5. Select the study you want to review
6. Double click or right mouse click and open to display

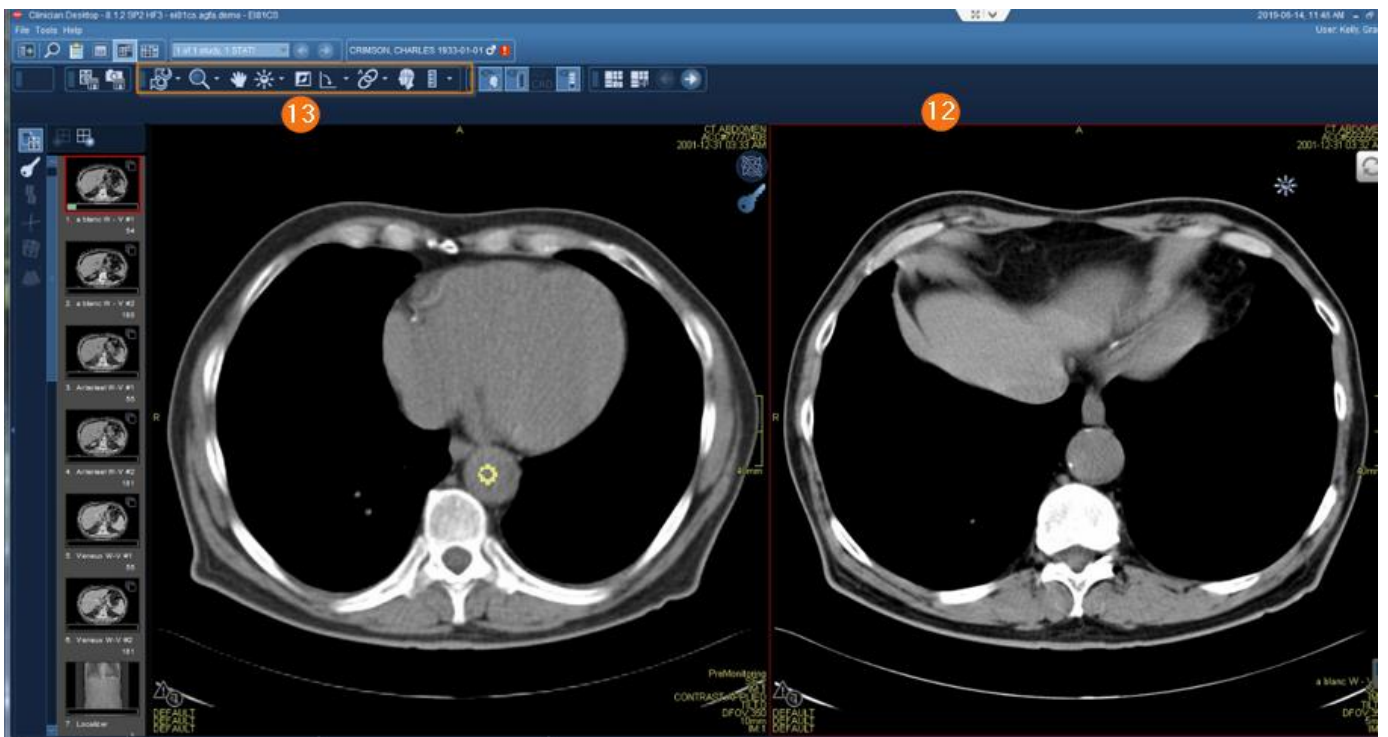


7. Text area displays
8. Study information tab will display if a report has not been created. If report is created the report tab will display here by default. View study information and technical comments by users either entered in EI manually or in the RIS via HL7 message.
9. Comparison studies will be available for this patient
10. To display comparisons right mouse, click for display options
11. On a one monitor setup click on the image icon to go to image display 



12. Image page displays

13. Available tools

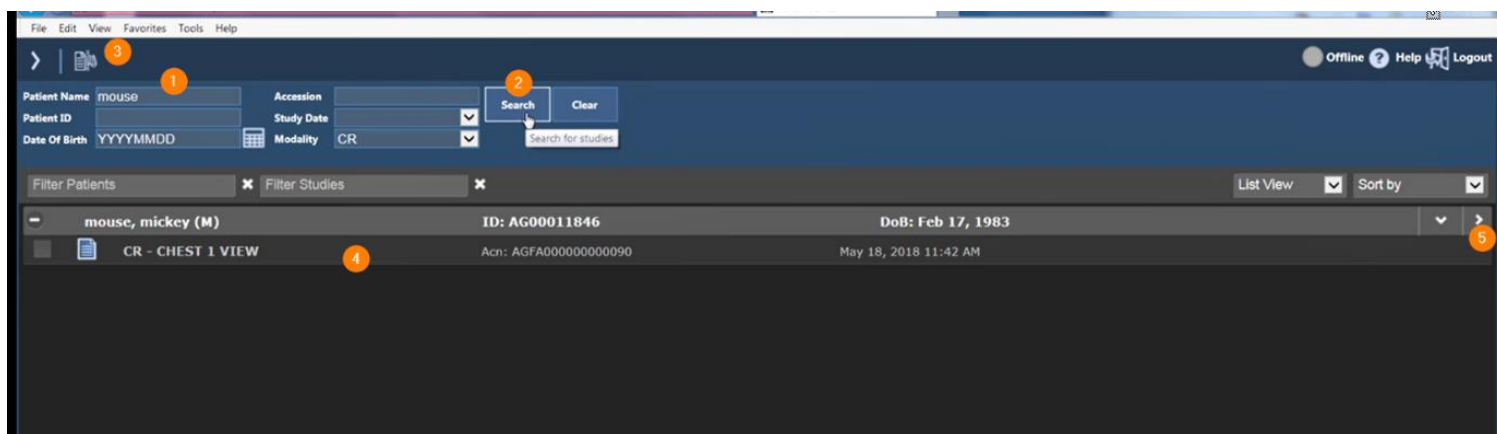


## UNIT TRAINING

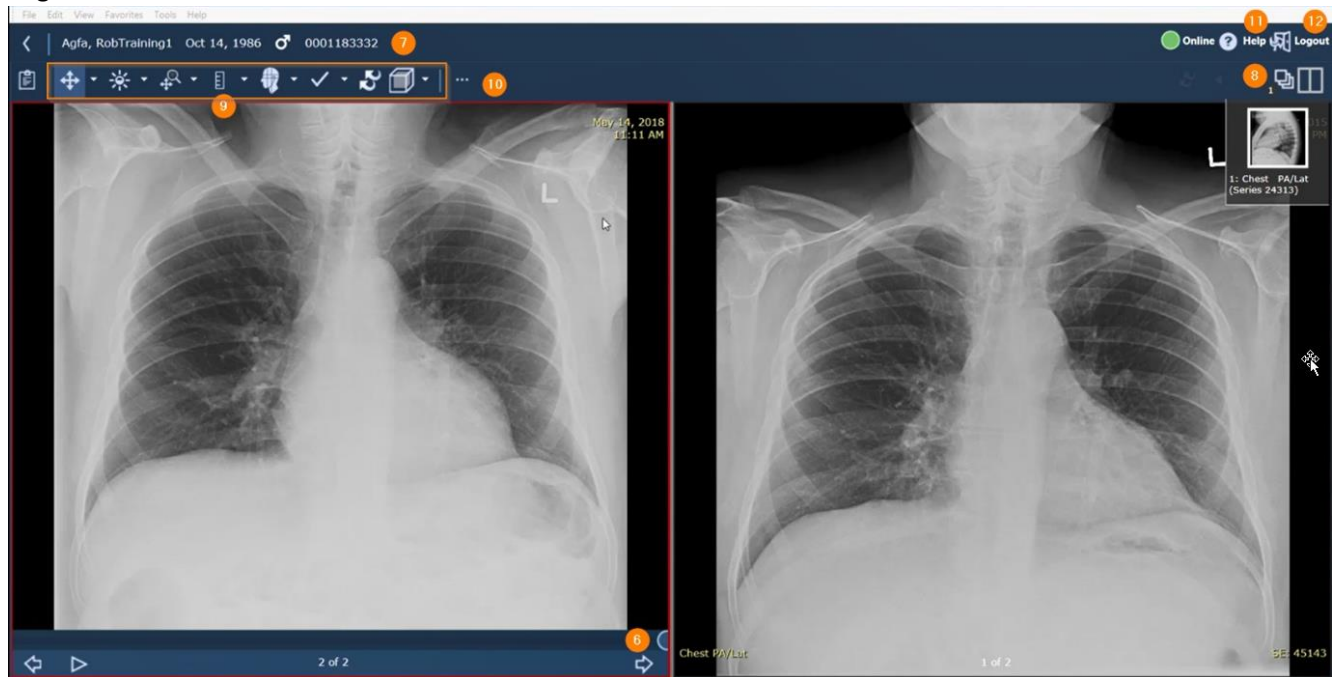
**XERO** - medical image viewer that can be launched by an image link in your medical records solution or by a URL.



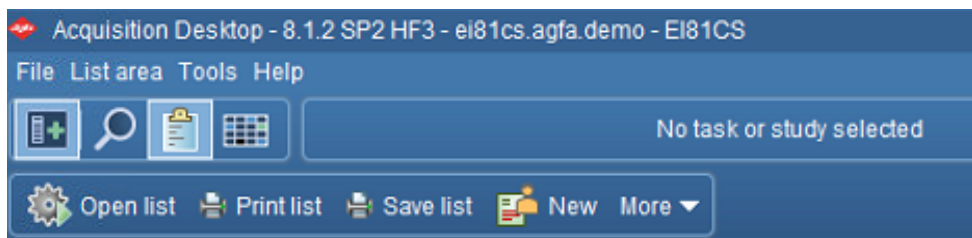
1. Input information to search for patient unless launching an image link in your EMR. Image link in EMR will take you directly to the patient and study you are opening.
2. Select Search
3. Select Method of Display-report, image, or both
4. Double click on study
5. Select right arrow to show image area






6. Select arrow to scroll between images
7. Patient banner
8. Select to switch between series
9. Tools
10. Select to change layout display
11. Help
12. Logout





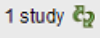
## Toolbar Icons- Tools necessary to manipulate the system.



1. **File** - Menu Option
  - a. Logoff
  - b. Exit
  - c. Add user
2. **List Area** - Menu Option
  - a. Activities Overview
  - b. Customize columns
3. **Tools** - Menu Option
  - a. Options
  - b. Collaborator tool
4. **Help** – Menu Option
5. **Hide Navigation** 
6. **Search** 
7. **Calendar** 

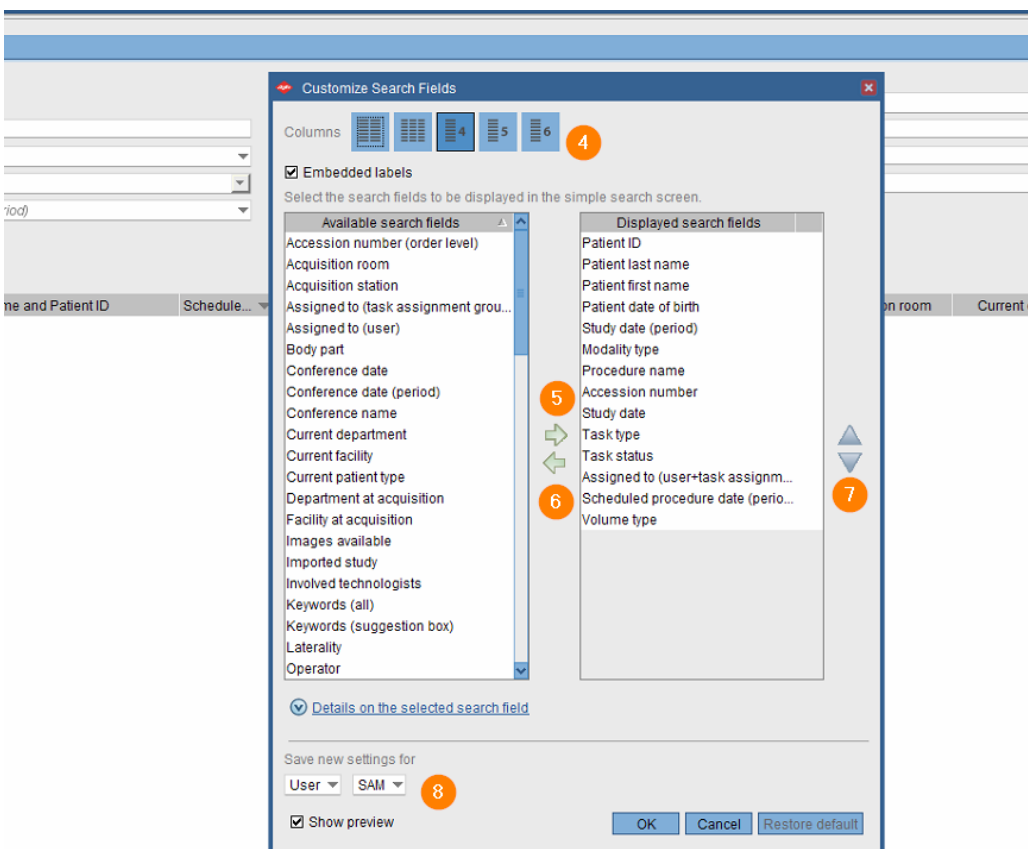
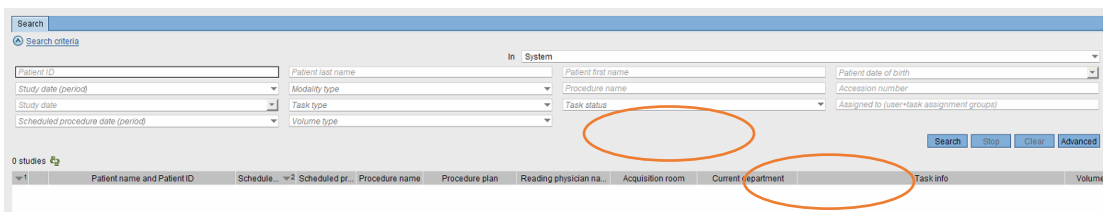
## Search Patient -This allows a user to perform an ad-hoc search to locate a study

The screenshot shows a software interface for searching patients. At the top, there is a menu bar with 'File', 'List area', 'Tools', and 'Help'. Below the menu bar, there is a search criteria form. The form has a dropdown menu for 'In System'. The search criteria fields are: Patient ID, Patient last name, Patient first name, Patient date of birth, Study date (period), Procedure name, Accession number, Study date, Task type, Task status, and Scheduled procedure date (period). A 'Search' button is highlighted with a red circle. Below the form, there is a table with the following columns: Patient name and Patient ID, Schedule, Procedure name, Procedure plan, Reading physician name, Acquisition room, Current department, Task info, and Volume. The table shows one result: '1 study' with a red circle highlighting the result. The 'Volume' column shows 'Incoming'.

1. Select Search icon  in the tool to begin an ad-hoc search
2. Input search criteria (i.e., Patient ID, patient last name, accession number)
3. Select  button
4. Search results will display with the number of results that meet your search criteria 
5. Double click or right mouse click on the line of the study you wish to display

**Desktop Customizations - right mouse click in the gray area, provides options for customization ( indicates gray areas)**

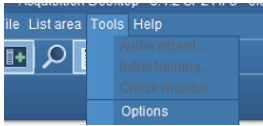
1. Select gray area in search field or columns
2. Right mouse click
3. Select **customize fields** or **customize columns**
4. To specify the number of search columns, click the perspective column button
5. To display additional search fields, select and move items from Available search fields to Displayed search fields
6. To remove currently displayed fields, reverse this procedure
7. To change the displayed order, select up/down arrows to right of displayed field
8. This setting will save for the login user; generally only admins can save for other users
9. Select OK



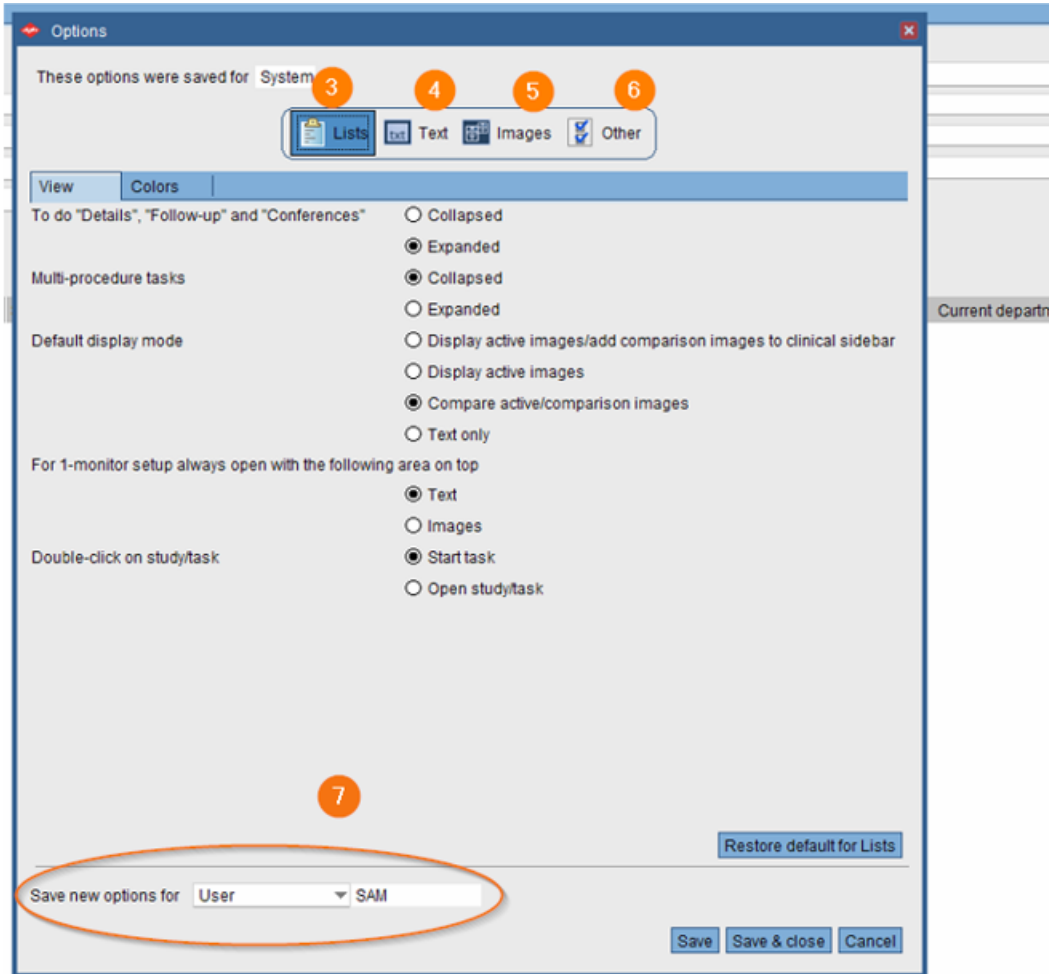


**(F12) Options- Defines the settings that change the look and feel of the desktops.**

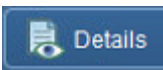
1. Select **Tools > Options** or **F12**



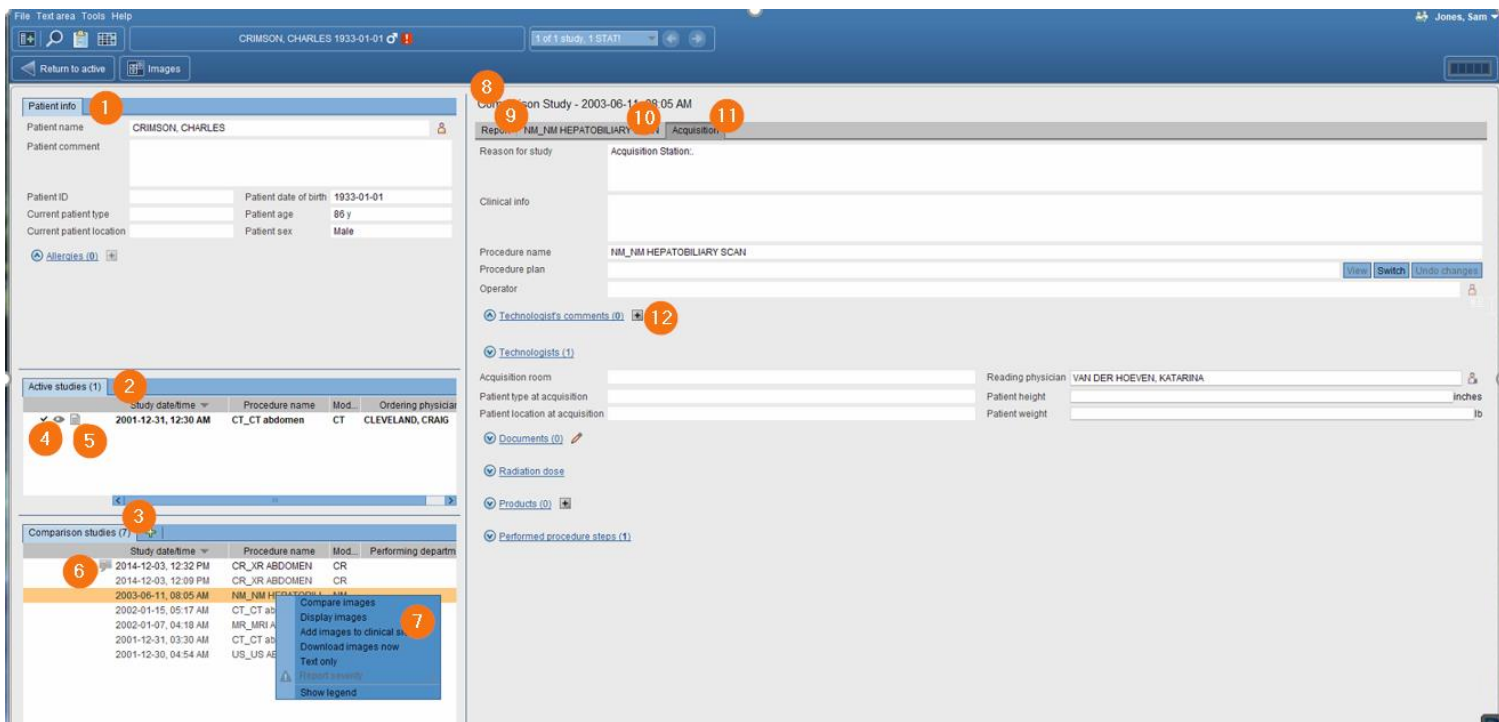
2. Options window will display
3. Selecting Lists allows customization of items related to List area
4. Selecting Text allows customization of items relate to Reporting and Text area
5. Selecting Images allows customization of items related to Image area including image display options, keyboard shortcuts, and saving of mark-ups.
6. Selecting Others allows you to turn on or off the collaborator tool for default login setting.
7. This setting will save for the login user; generally only admins can save for other users



## Text Page details

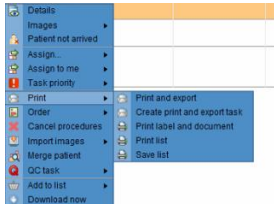


1. Patient information
2. Active studies
3. Comparison studies
4. Eyeball icon show images are in display
5. Report icon shows the study has a report attached
6. Study comment
7. If an image is not in display you can right mouse click for display options
8. Study information for study that is in display
9. Report Tab
10. Order Tab
11. Acquisition Tab
12. Comments

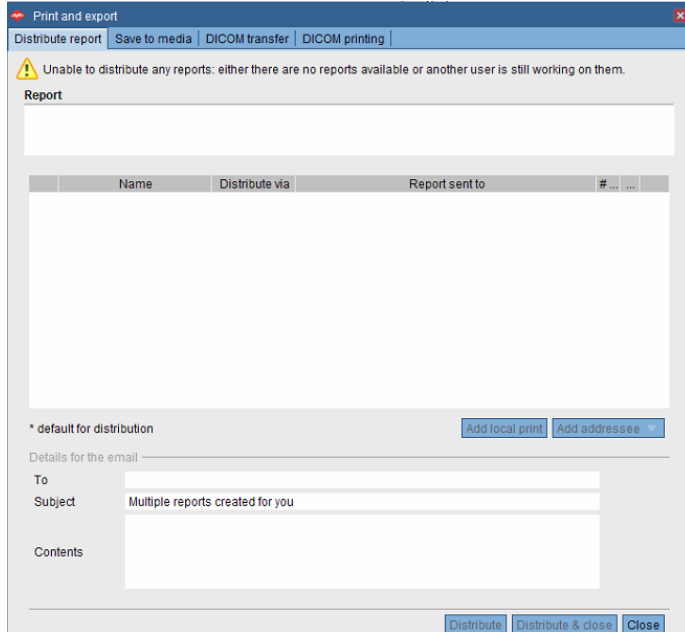


## Print and Export- You can print, fax, email, save to media, and transfer DICOM data


1. Select Patient
2. Select More, top toolbar or right mouse click
3. Select Print
4. Select Print and Export

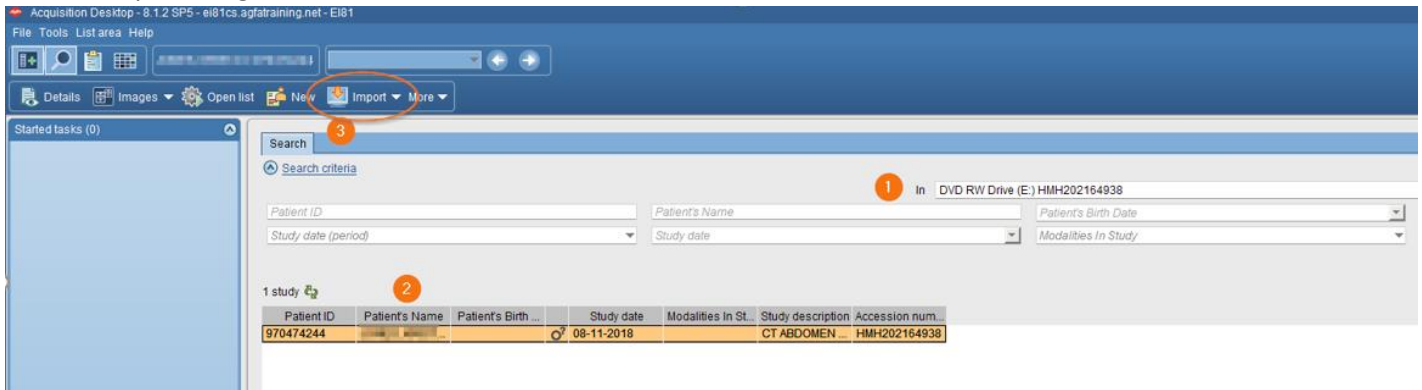


5. Select Distribute report, Save to Media, Dicom Transfer, or Dicom Print

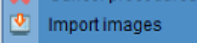


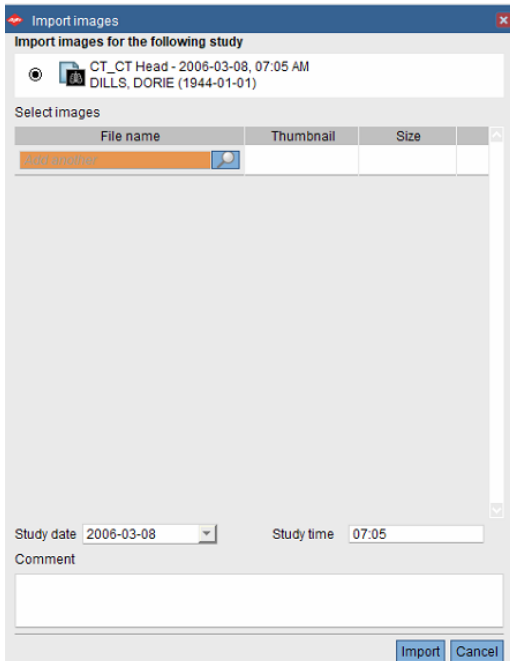
## Import CD - add images from a local source by importing them to the currently selected study to a new order

1. Select the local drive in the search area
2. Select study or studies to import
3. Click on import images 



## Import file from Desktop

1. Select Patient
2. Select More
3. Select Import 
4. Select Import images for selected study or Import images for new order



1. Patient banner
2. Tools
3. Clinical sidebar
4. Save Presentation State and Create snapshot
5. Active vs Comparison

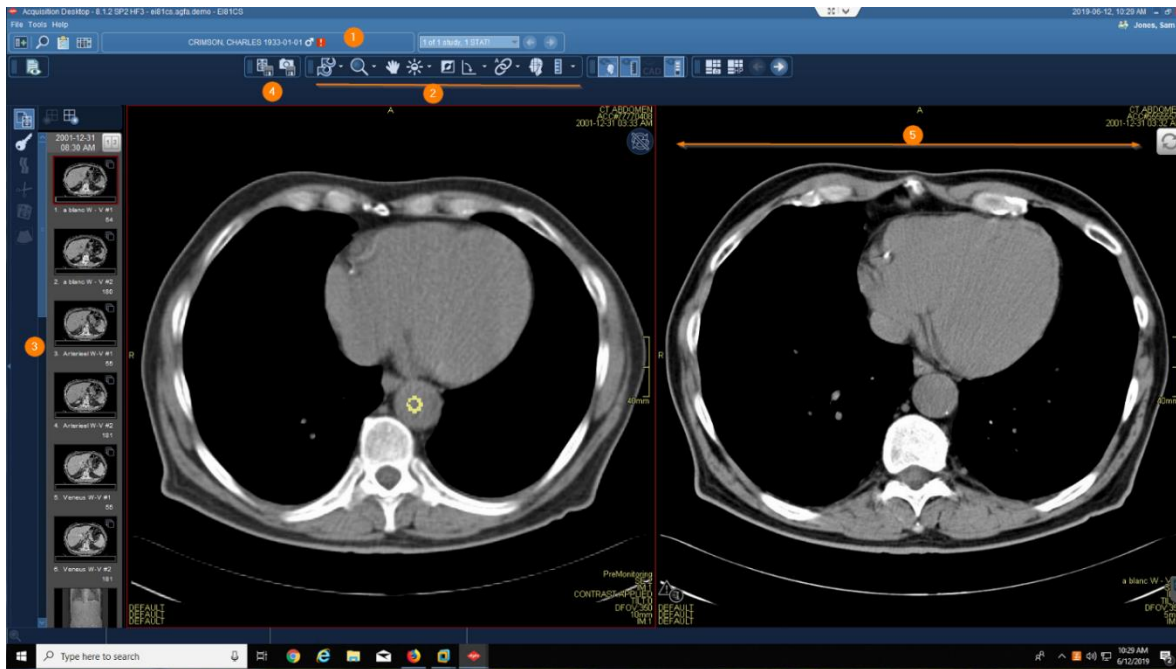
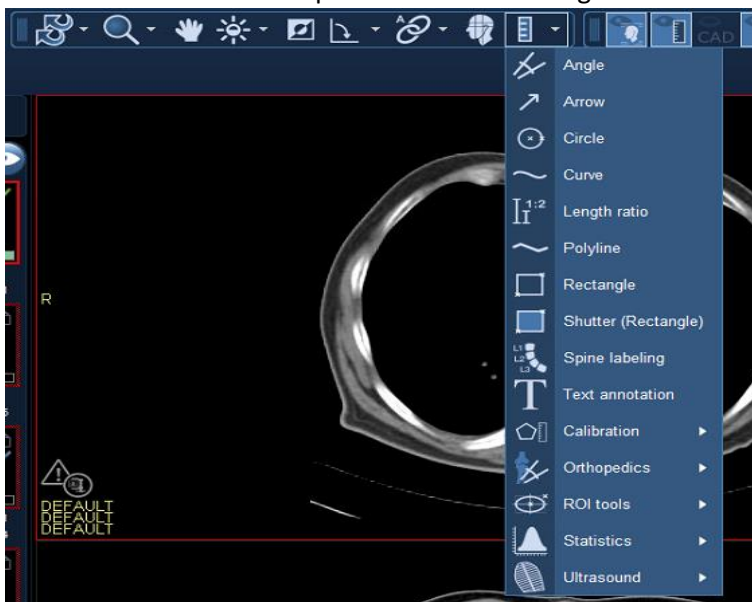


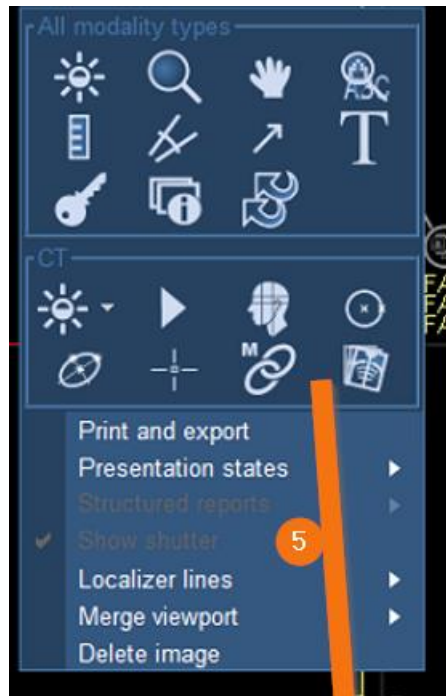
Image area markup tools-calibrate images, take measurements, highlight and annotate areas with arrows or text. You can also hide, modify, or delete markups.

1. Activate tool with LMC, see tool attach to arrow
2. Utilize tool with left click
3. Deactivate tool with RMC, tool will no longer be attached to arrow
4. NOTE: if there is a dropdown arrow to the right of tool this indicates more options are available



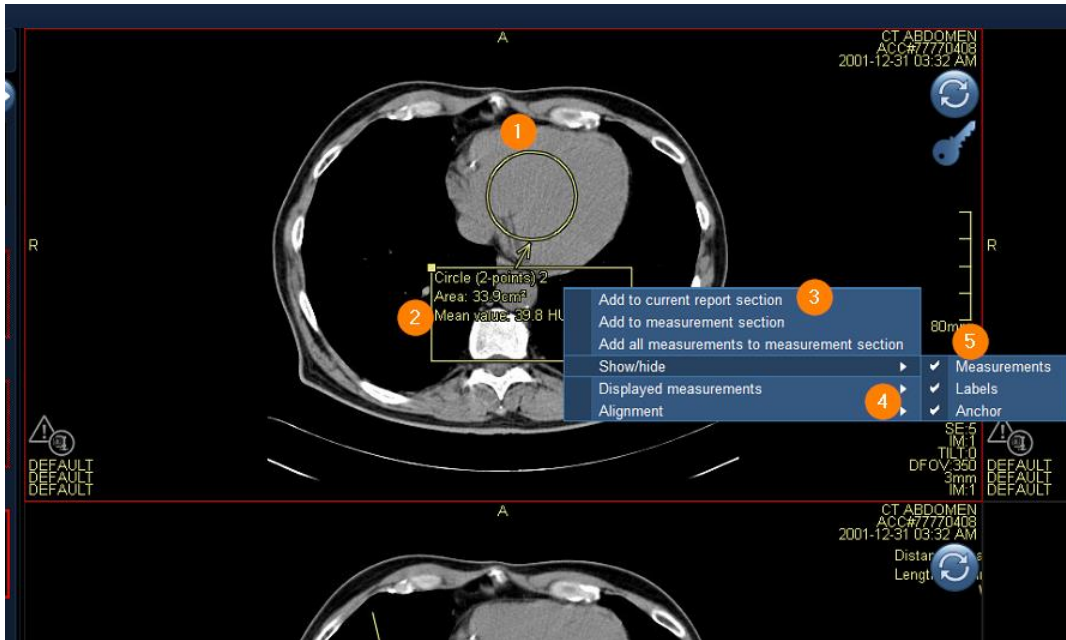
## Image area context menu-you can access a selection of relevant tools without leaving the current image with the pointer

1. Right mouse click to open context menu
2. Left mouse click on desired tool
3. Left click to utilize tool
4. Right mouse to deactivate
5. Customization for the Image context menu can be obtained from F12 options if permissions are granted




## How to configure a default tool

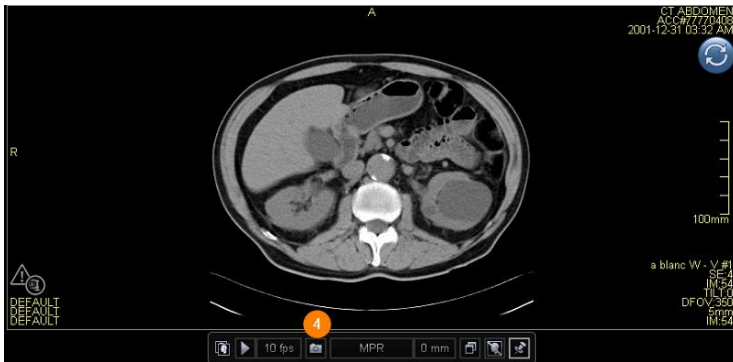
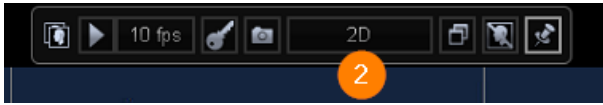
1. Select tool, create measurement, and deactivate
2. Hover over measurements with left click till you see enhanced measurements
3. Right mouse click to see an additional box with options
4. Select side arrow to see additional options
5. Select or deselect desired options
6. These measurement setting will be set as the users default and will not have to be changed again



**MPR Features-is a method for reconstructing axial, coronal, sagittal, or oblique views from slices in any of these planes.**

### Changing the view in an MPR viewport

1. Place cursor over the bottom center of the view port
2. To open view suboptions, point to 2D to change viewport to an MPR or other options
3. To change the view to axial, sagittal, or coronal, click the respective button
4. To get a Secondary Capture, Select the camera icon
5. If you want to keep the tool bar active in the viewport select the 



### MPR features within Hanging Protocol

1. To activate MPR display, open the hanging protocol gallery
2. Select a predesigned MPR hanging protocol

