

This flyer details how to navigate and use the different functions available within Ascend to complete reporting.

## Complete Reporting: Start and Navigate a Report

From the Task List:

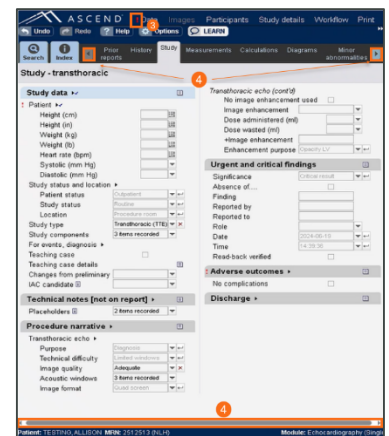
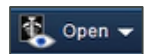
**STEP 1:** Click the appropriate task to select it; then, click **Open** to view the patient's study.

**STEP 2:** Click **Resume reading** to view the Ascend Report.

**STEP 3:** Use the **scroll bar** or the adjacent **left and right Arrow** icons to view more Findings information.

**STEP 4:** Address any **red exclamation mark** icons in the toolbar during review of the report.

**NOTE:** Clicking and dragging the border edge allows for manual adjustment to the borders of the Findings and Report panes.



## Search for Missing Information

**STEP 1:** To search for missing data, click **Data** in the toolbar menu.

**STEP 2:** The **Data Import** box opens. If the study needed displays, click the **Import** button under **Action** to re-import the data to the report.

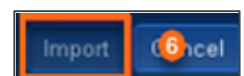
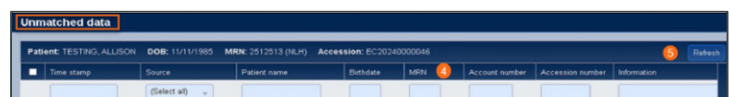
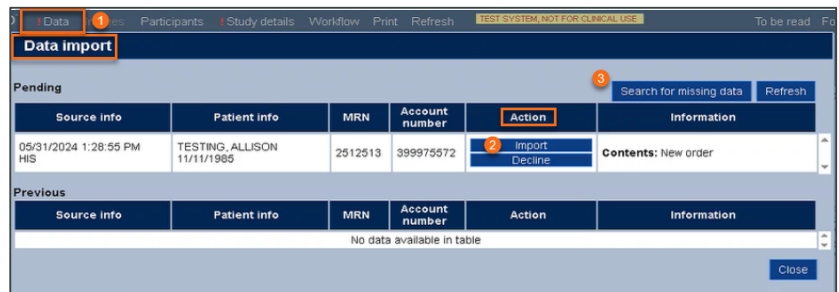
**STEP 3:** If the study data is missing in the **Data Import** box, click **Search for missing data**.

**STEP 4:** Search for missing information in the **Unmatched Data** window using the patient's name, birthdate, MRN, or accession number.

**STEP 5:** After entering the search terms, click **Refresh** and select the correct patient.

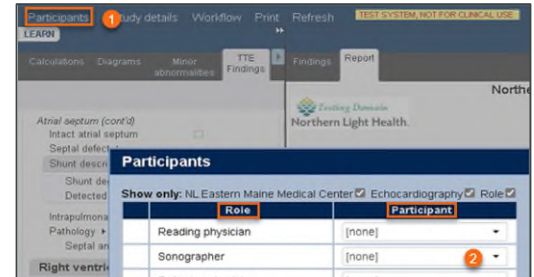
**STEP 6:** Click **Import** to import the information.

**STEP 7:** Click **Close** to exit the Data Import window



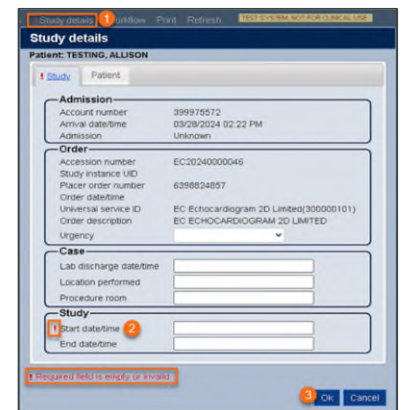
## Add Participants to a Report

- STEP 1:** Add participants to the report using the **Participants** option in the toolbar menu.
- STEP 2:** Select the appropriate participant by using the dropdown arrow in the participant column next to the role needed to add to the report.



## Add Study Details

- STEP 1:** Click Study Details in the toolbar menu.
- STEP 2:** Document missing details, a red exclamation mark indicates the missing details.
- STEP 3:** Click OK.

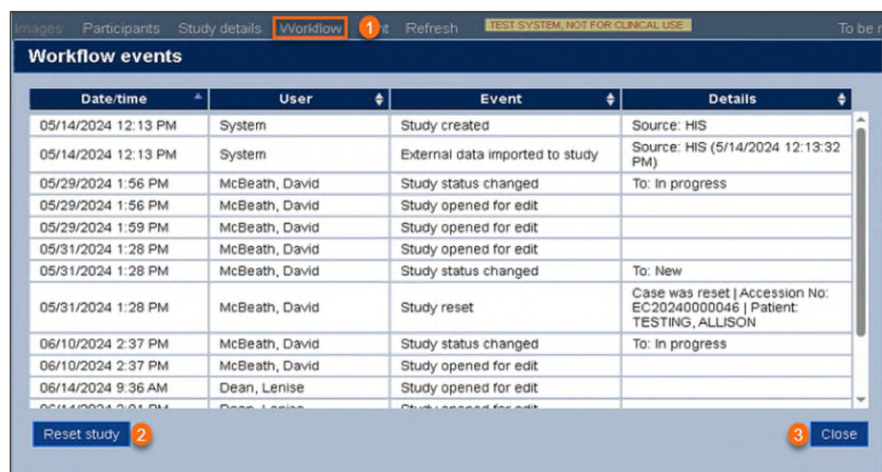


## Reset Study

- STEP 1:** Click Workflow in the toolbar menu.
- STEP 2:** Click **Reset Study**, this will return a study back to its initial state immediately after it was created.
- STEP 3:** Click **Close**.

**NOTE:** The resetting a study deletes all data imported from the clinical devices, including images, and all recorded findings.

**NOTE:** Once a study has been reset all secondary capture images must be recaptured or retransmitted from the image viewer.



## Begin Reporting: Search for Items in the Report

From the Ascend Report screen:

**STEP 1:** Click the **Search** tab.

**STEP 2:** Click the **Search** field.

**STEP 3:** Type the search term; then click the **Search** icon.

**NOTE:** To search by an exact phrase, select the **Exact phrase** check box.

**STEP 4:** Click the **Plus** icon next to the section to navigate to the section.

**STEP 5:** Click the red hyperlink to open the corresponding page.

**STEP 6:** Click the **X** close button to close the Search window.



## Review the Index Tab

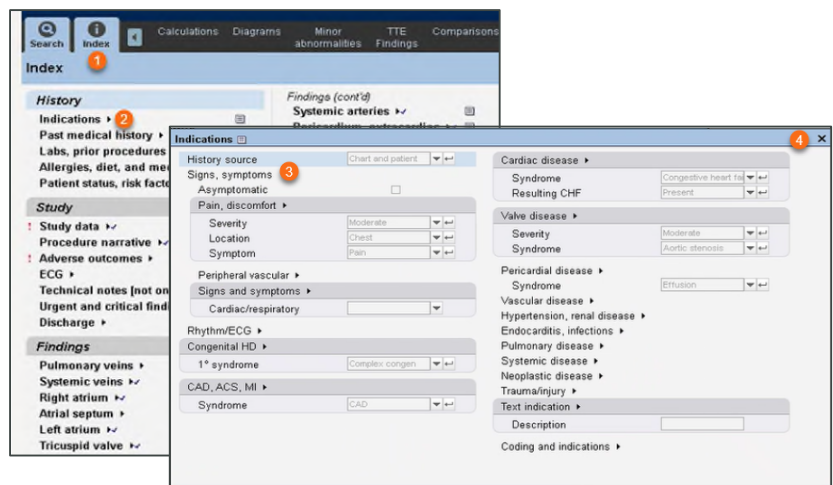
**STEP 1:** Click the **Index** tab.

**STEP 2:** Click the heading to navigate to, for instance, **Indications**.

**STEP 3:** Add information for **Indications** by clicking in the pop-up window.

**STEP 4:** Click **X** close button to close the Indication window.

**NOTE:** The **Search** and **Index** tabs are static and always display in blue.



## Review Non-Static Tabs

**STEP 1:** Clicking the **left** and **right Arrows**, next to the **Search** and **Index** tabs, will allow scrolling to other tabs to add information to the report.

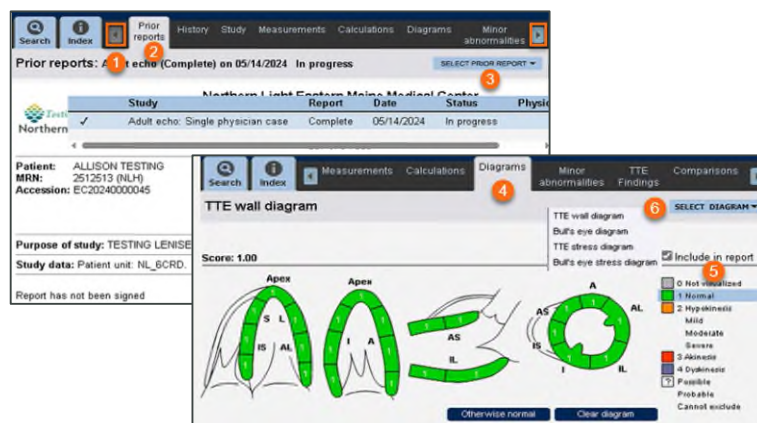
**STEP 2:** If a prior report is available, selecting the **Prior Reports** tab will display the report below the tab.

**STEP 3:** Click the **Select Prior Report** blue box to see and view all available priors, select which report to view by clicking the study.

**STEP 4:** Click the **Diagrams** tab.

**STEP 5:** Check the **Include in report** box if the diagram needs to be included in the report.

**STEP 6:** Click the **Select Diagram** dropdown to change the type of diagram.



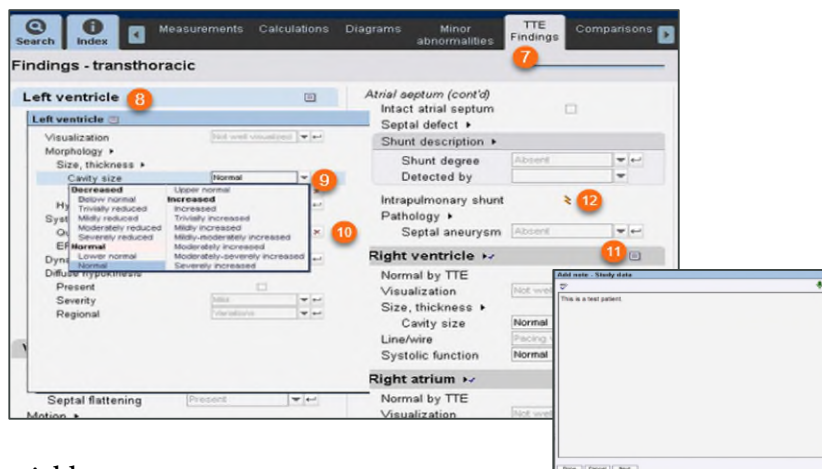
**STEP 7:** Click the **TTE Findings** tab. This will display data pulled from clinical devices when doing a TTE.

**STEP 8:** Click a heading to view the corresponding findings.

**STEP 9:** Click the **down arrow** to add findings.

**STEP 10:** Click the **red X** to delete the findings.

**STEP 11:** Click the **Note Page** icon to add a text to the report.



**STEP 12:** Use the **lightning bolt** icon to add data quickly to a report.

## Complete Reporting; Customize the report Tab

**STEP 1:** Click the **Report** tab on the right side of the Ascend template.

**STEP 2:** Right-click any line within the Summary. Click **Delete**, **edit the sentence**, **move a line up or down**, or **enter a free text** to make any changes within the summary.

**STEP 3:** Right-click any finding within the body of the report, click **Delete a Fragment or Finding**, **Set Summary**, **edit sentence**, or **enter a free text** to make any changes within the body of the report.

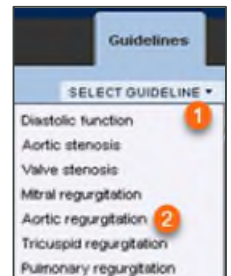


## Review the Guidelines Tab

**NOTE:** The Guidelines tab allows access to recommendations for determining mild, moderate, or severe values.

**STEP 1:** Click **Select Guideline** dropdown arrow below the **Guidelines** tab, in the right side of the Ascend report.

**STEP 2:** Click the guideline to reference.



## Print Report to PDF

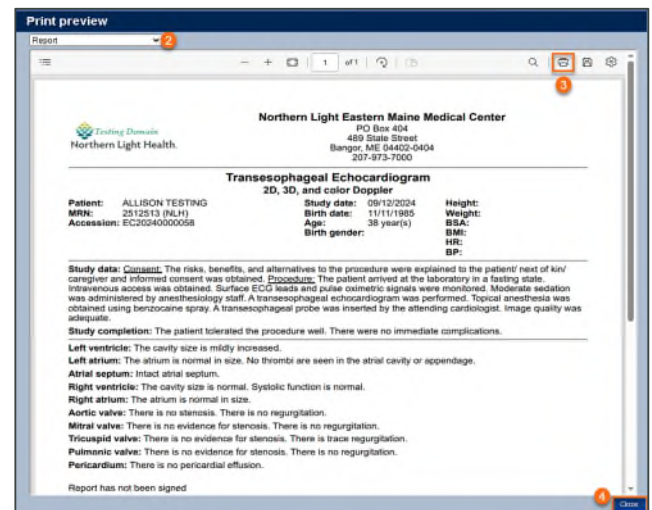
**NOTE:** Clicking the Print button displays the reports associated with the study using the PDF viewer Installed on the system.

**STEP 1:** Click **Print** in toolbar menu.

**STEP 2:** Click dropdown arrow and select the report to print.

**STEP 3:** Click the **Print** icon.

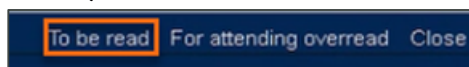
**STEP 4:** Click **Close**.



## Send the report to be Read

**STEP 1:** Navigate to the Report side of the Ascend report.

**STEP 2:** Click **To be read** in the toolbar to send the report to the “My list” worklist.



**NOTE:** Once the report has been sent to be read, the study will go to “My list”, where the task will be assigned to the physician that will read the report.