

## Tools within Enterprise imaging (EI) allow staff to perform tasks and customize views.

### Toolbar Icons

General tools in the toolbar allow quick access to functionality and customization.

#### ➤ File – Log off, Exit

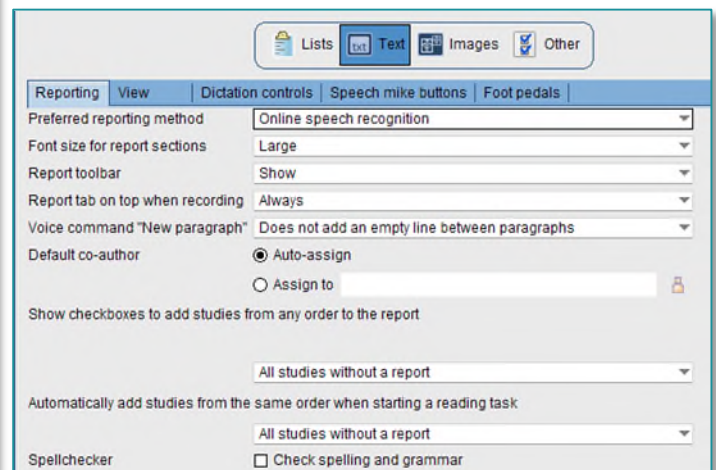
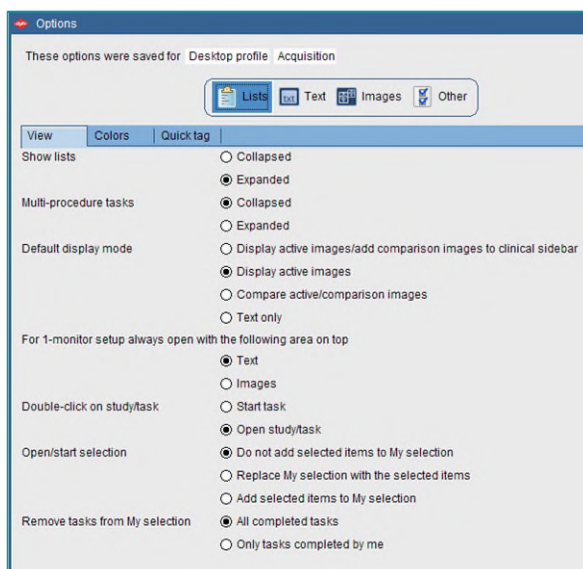
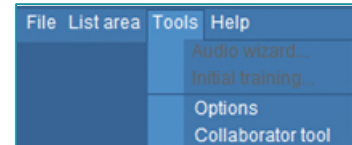
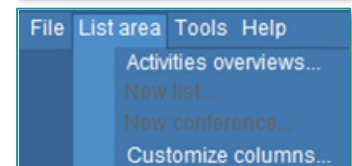
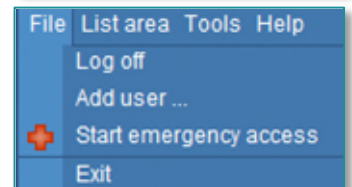
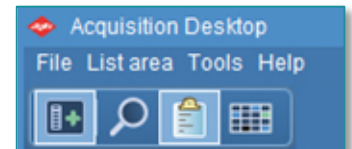
- **Log off** – logs user out of desktop and saves set preferences.
- **Exit** – closes desktop; this is best practice.

#### ➤ List Area – Activities overviews, Customize columns

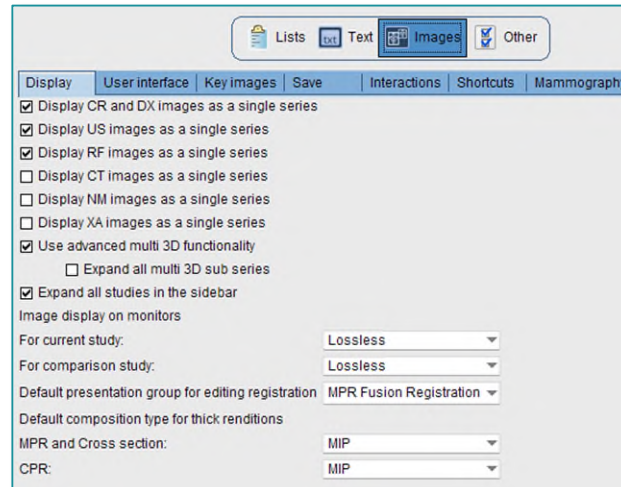
- **Activities overviews** – provides an overview of tasks to perform, studies of interest, and pending conferences.
  - Select exam lists based on modality and location.
- **Customize columns** – used to customize desktop by adding, removing, or changing the order of viewable columns.

#### ➤ Tools – Options, Collaborator tool

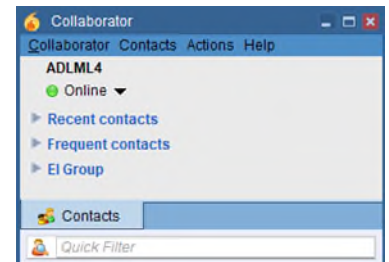
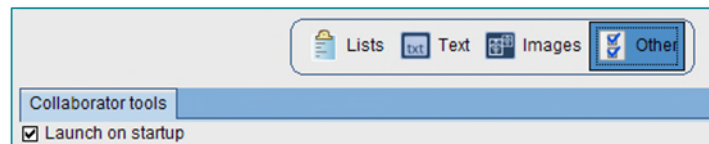
- **Options** – contains settings that change the look and feel of the desktops.
  - **Lists tab** – customize List area.
  - **Text tab** – customize items related to Reporting and Text area.



- **Images** tab – customize items related to Image area, including image display options, keyboard shortcuts, and saving of mark ups.



- **Other** tab – can select the collaborator tool to launch on startup as a default login setting.



- **Help** - contains education resources to answer questions regarding workflow and tools.

- **Hide navigation area**
- **Search**
- **Lists**
- **Calendar**

