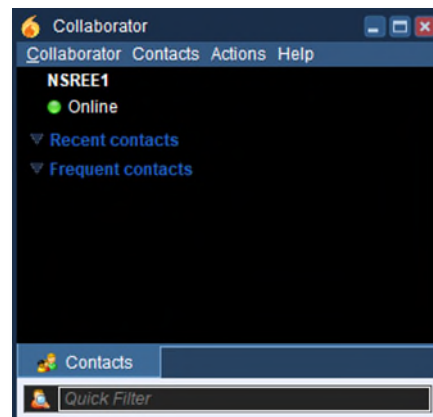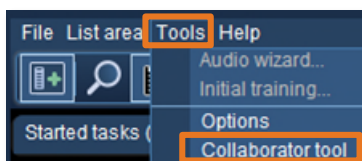**The Collaborator is a tool, within Enterprise Imaging, that can be used for communication between the Radiologist or other providers and the Imaging staff.**

Locating the Collaborator

STEP 1:   Locate the **Collaborator** in **Tools**.

STEP 2:   Select **Collaborator tool**.
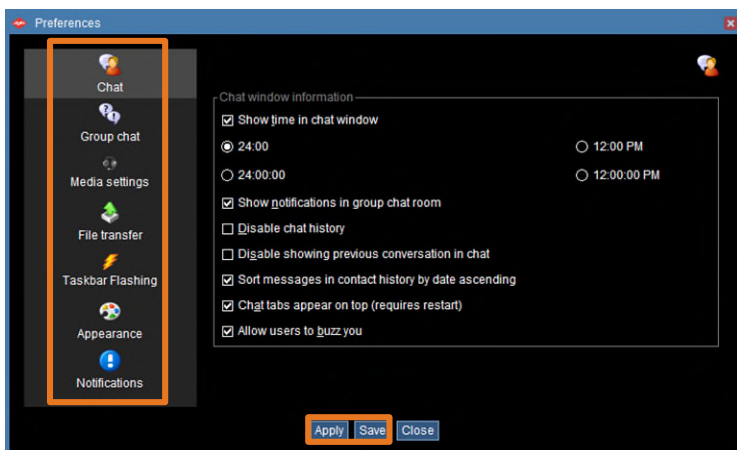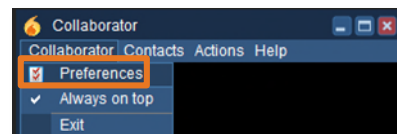
- The **Collaborator** opens.

Customizing the Collaborator

STEP 1:   Click **Collaborator**.

- Select **Preferences** to customize the Collaborator.

  - Click the options in the left menu to set preferences for each of the features.

  - Click **Apply**, then **Save** to keep the new preferences.
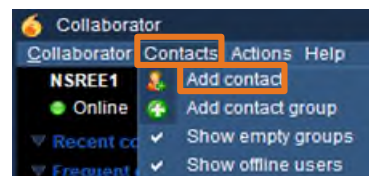
- Unselect **Always on top** IF the Collaborator is not always wanted on the top.
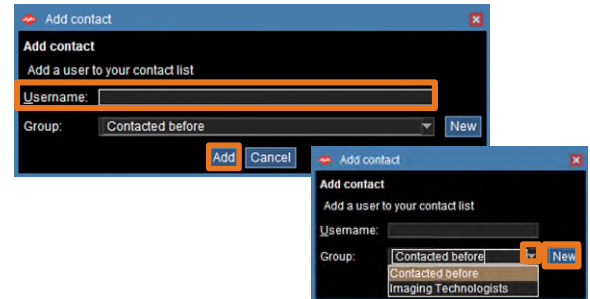- Click **Exit** to leave the Collaborator.

Adding Contacts

STEP 1:   Click **Contacts**.

STEP 2:   Click **Add Contacts**.

- Enter the **Username**.
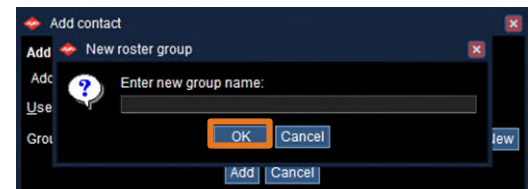- Select the **Username** from the dropdown list that displays.

- Select the **Group** the user should be added to using the Group dropdown.
- Click **Add**.
  - o The user is added to **Contacted before** and the selected Group.

Create a New Group

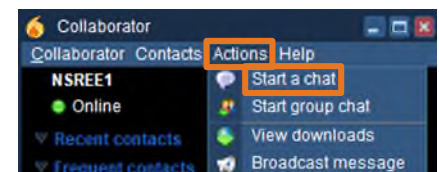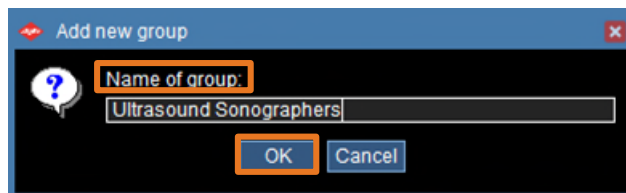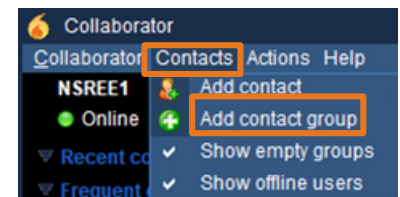**STEP 1:** Click **New** to the right of Group.

- Enter **new group name**.
- Click **OK**.

OR

STEP 1: Click **Contacts** and select **Add contact group**.

- Enter **Name of the group**.
- Click **OK**.

Starting a Chat

**STEP 1:** Locate the user in the appropriate group.

STEP 2: **Option 1:** Double-click the user's name in a Group.

Option 2: Click **Actions** and select **Start a chat, enter the username,** and click **OK**.

- The **Chat window** opens.
- Type the message.
- Select **Enter** on the keyboard.

NOTE: **Click Actions and select Start group chat to communicate with more than one person at a time.**

➢ Hover over the **Agfa link** on the Toolbar at the bottom of the screen to reopen the Collaborator.
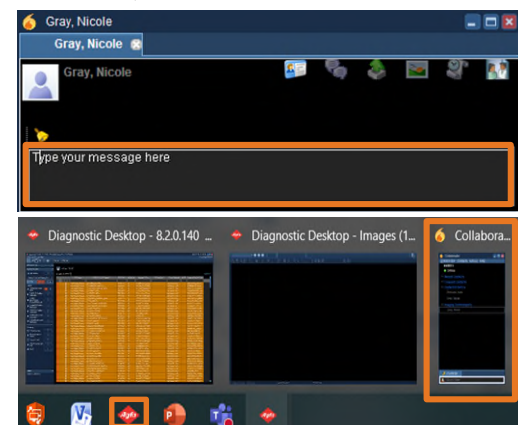
Additional Chat Window Functionality

➢ Click to **view information about the user**.

  o Work email, and phone contact numbers display.

➢ Click to **invite to group chat**.

➢ Click to **send files to this user**.

➢ Click to **capture and send anything on the screen** to the user.

➢ Click to **view conversation history**.

➢ Click to **get the users attention**.

NOTE: The bell should NOT be routinely used.