This Quick Reference Guide (QRG) demonstrates the customization of Enterprise Imaging.

Manage Activities Overviews

➢ **From the EI desktop Collection – My list screen:**

STEP 1: Click **List area**.

STEP 2: Click **Activities Overviews**.

- The **Manage Activities Overviews** window displays in the right pane.

STEP 3: Click the **Name** column header to sort the Overview list in alpha-numeric order.

NOTE: **Click-and-drag to expand/collapse columns, as desired.**

STEP 4: To set the default Overview, click the radio button of appropriate **Overview.**

NOTE: **The Clinician Workflow is the current default selection when first logging in to EI. There must always be a default Overview selected.**

STEP 5: Select the checkbox(es) of the Overview(s) in the **Show** dropdown list column to display in the Navigation area.

STEP 6: Click **Close.**

- The screen updates to display the selections.

Customize the Desktop

Customize the Task List

➢ **From the EI desktop Task list – To do screen:**

STEP 1: Click **List area**.

STEP 2: The **Customize columns**.

- The **Customize Columns** for the To Do window displays.

STEP 3: To change the order of the columns, click a column header in the **Displayed** field, then use the **Up** and **Down Arrows** to move it to the desired location.

NOTE: **The columns display left to right on the To Do list screen in the order they display in the Displayed field.**

STEP 4: To add a column header to view, click the column header in the **Available** field, then click the **Right Arrow** to move it the **Displayed** field.

NOTE: **Any column header moved from the Available field to the Displayed field will automatically be at the bottom of the list; therefore, the last column displayed on the Task list. Use the Up and Down Arrows as shown to move a column to the desired location.**

STEP 5: To remove a column header from view, click the column header in the **Displayed** field, then click the **Left Arrow** to move it to the **Available** field.

STEP 6: Click **OK**.

- The screen updates to reflect the changes.

Customize the Search Screen

➢ **From the EI desktop Task list – To do screen:**

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

- The **Search** screen displays.

STEP 2: Click **List** area.

STEP 3: Click **Customize Search Fields**.

- The **Customize Search Fields** window displays.

STEP 4: Use the **Columns** options to select how many search field columns are in view.

STEP 5: To change the order of the search fields, click a search field in the **Displayed** search field list, then use the **Up** and **Down Arrows** to move it to the desired location.

NOTE: **The search fields display left to right on the Search screen in the order they display is the Displayed search fields list and in the number of columns selected in the Columns option.**

STEP 6: To add a search field, click the search field in the **Available** search fields list, then click the **Right Arrow** to move it to the **Displayed** search fields list.

NOTE: **Any search field moved from the Available search fields list to the Displayed search fields list will automatically be at the bottom of the list; therefore, the last search field displayed. Use the Up and Down Arrows as shown to move a search field to the desired location.**

STEP 7: To remove a search field from view, click the search field in the **Displayed** search fields list, then click the **Left Arrow** to move it to the **Available** search fields list.

- The search fields above update to display the changes immediately.

STEP 8: Click **OK**.

Use F12 Options

➢ **From the EI desktop Task list – To do screen:**

STEP 1: Click **Tools**.

STEP 2: Click **Options**.

NOTE: **Press F12 on the keyboard to open the Options window.**

The Options window displays, open to the View tab of the Lists page.

These options have already been customized for everyone; however, they can be adjusted for user preferences. Use the "Restore default for Lists" button to automatically revert any options to the original default settings.

STEP 3: The **View** tab allows the lists and tasks to display expanded or collapsed, set the default display mode, choose the monitor set up preferences, open a study or task with a double-click, as well as other options.

STEP 4: The **Colors** tab represents STAT! and Urgent! tasks used throughout NLH.

STEP 5: The **Text** option allows customization of items related to the Reporting and Text area including view options, dictation controls, speech mike buttons, and foot pedals.

STEP 6: The **Images** option allows customization of items related to the Image area including image display options, keyboard shortcuts, and saving of mark-ups.

STEP 7: The **Other** option allows to turn on or off the Collaborator tool for the default login setting.

STEP 8: Click **Save** or **Save & Close** to save changes.