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

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### 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 check box(es) of the Overview(s) in the **Show** dropdown list column to display in the Navigation area.

**STEP 6:** Click .

- 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.

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**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:

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**STEP 1:** Click **Tools**.

**STEP 2:** Click **Options**.

**NOTE:** Press [F12] 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. 

