

Manager Basics

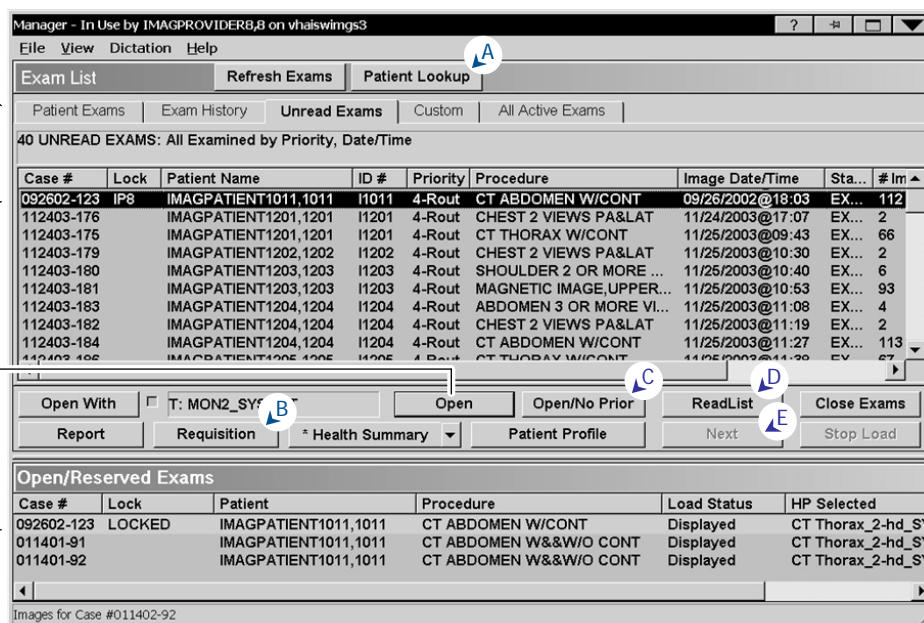
Opening an exam

1 Click the tab of the exam list you want to use. Some lists have sub-tabs.

2 In the exam list, click the exam you want to open. You can skip this step if you are working through the list; the first exam is automatically selected.

3 Press <Enter> or click Open.

4 As the exam is opened, one or more priors may be opened as well. The current exam is locked; prior exams are not.



What if...

...I can't find the exam I want?

Press CTRL+L or click Patient Lookup (A), then enter the patient's name or ID.

...I don't see the requisition?

Select the exam in the Manager and click Requisition (B).

...I don't want priors?

Instead of clicking the Open button, click the Open/No Prior button (C).

...I get an "exam locked" message?

Someone else is interpreting the exam. You can still open the exam for reference purposes, but you cannot interpret it yourself.

...I get an "exam reserved" message?

You can cancel their reserve and interpret the exam yourself, or you can honor the reserve and open the exam for reference purposes.

...I don't see any images?

The automatically-selected hanging protocol may not be appropriate for the exam being opened. Images can be loaded manually (See Exam Display on the right).

Keyboard Shortcuts

CTRL+W Display VistARad window list
 CTRL+L Patient lookup
 CTRL+N Next exam (ReadList)
 CTRL+P Change active patient in Viewer
 CTRL+Q Close exam

Types of Exam Lists



Exam List	Contains
Patient Exams	Two subtabs; one showing all exams for selected patient in Manager, the other showing all exams for the active patient in the Viewer/Browser
Unread	Exams waiting to be interpreted
Custom lists	Site-defined subtabs; usually tabs divide unread exams into groups based on modality, imaging location, etc.
Exam History	Entries for each exam opened in the last three days.
Recent*	Interpreted exams waiting to be verified
All Active*	Combines Unread and Recent lists

* Optional lists. To display tabs for these lists, choose View | Settings | Manager | General. Then in the List Order area, select the appropriate checkboxes.


Exam Display

Exams opened using an appropriate hanging protocol will automatically display in the Viewer window.

You can also manually load images into the Viewer or the Browser:

- 1 Click  in the toolbar (see next page) to display the Preview window.
- 2 To load images into the Viewer, drag each image thumbnail from the Preview to an open area (viewport) in the Viewer
- 3 To load images into the Browser, double-click an image thumbnail in the Preview window. The entire exam will be loaded into the browser.
- 4 To close the exam, press CTRL+Q or click  in the toolbar.

Using ReadList

- 1 Select an exam list that contains unread exams.
- 2 Click the ReadList button (D).
- 3 Wait until the first exam displays. Subsequent exams will load very quickly.
- 4 Review the exam.
- 5 Proceed to the next exam by pressing CTRL+N, clicking Next in the Manager (E), or by clicking  in the toolbar.
- 6 Repeat steps 4 and 5 until you have reviewed all exams in the list.
- 7 You can optionally cancel ReadList by clicking Stop ReadList in the Manager. (Stop ReadList replaces the ReadList button when ReadList is active).

Viewport Controls

Viewport Elements

Title bar
Shows case-related information

Layout tool
Switch between stack and tile views

Icon bar
See details below

Tick marks
Shows position of active image relative to stack

Info area
Shows image-related information; click to open Details window

Paging buttons
Click to move up or down through stack

Close button
Clears viewport; does not close exam

Contents bar
Shows number of exams, series, and images in viewport; click to navigate to hidden exams or series.

Keyboard Shortcuts
 CTRL+W Display VistARad window list
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 CTRL+Q Close exam

Icon Bar Details

- ▶ Click to start or stop cineloop. Open pull-down menu to control cine speed, direction, and range.
- ☰ Open to set Calibrate, Sort, and Link options.
- 🔗 Click to turn on Link feature. Open pull-down menu to control which attributes are linked.
- 📄 Click to turn on Copy Attributes feature. Open pull-down menu to control what is copied.
- M Click to mark image (adds image to Scrapbook window).
- 📄 Click to turn on Apply To feature. Open pull-down menu to control which settings are affected.
- 📄 Click to open report (if the report is not entered, the requisition is opened instead).

Shortcut Menu (right-click image to open)

- Turn on indicated tool (affects left mouse button)
 - Window/Level
 - Scale
 - Sharpen
 - Invert
 - Image Presets
- Apply predefined display attributes to images in viewport
- Apply indicated scale function
 - Scale 100%
 - Fit Image to Viewport
- Restore original display attributes
- Show/hide annotations, measurements, etc.
 - Reset
 - Show/Hide
 - Measure
 - Magnifying Glass
- Measure length, area, angle, etc. in image
- Create draggable magnified area
 - Create Scout
- Copy current image to Scout window
- Copy current or all series to 3D software*
 - View 3D
 - View 3D all Series

* These options are only enabled if Voxar 3D Workstation software is installed and integrated with VistARad.

Toolbar (Viewer, Browser and Scrapbook windows)

- Monitor Config.*
- Image Info window
- Change Layout**
- Measure Line
- Measure Angle
- Measure Hounsfield
- Annotation Edit/Select
- Annotation Tool***
- Auto Window/Level
- Window/Level
- Scale
- Sharpen/Smooth
- Invert
- Flip 180°
- Rotate 90°
- Show Preview/Browser
- Show Scrapbook
- Show Scout Window
- Show Manager/Reports
- Close/Update Exam
- Next Exam in ReadList (CTRL+N)

* The Monitor Config. button is available only in the Viewer window.
 ** The Change Layout button is NOT available in the Viewer window.

*** There are several annotation tools available; to select a different tool, click the arrow next to the button.