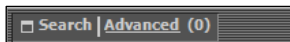


To close the Image(s), **right-click** on the Patient's Name from the bottom left corner of the Image Area and choose **Close** or **Close All**.

You are now back in the **List Area**.

Finding Studies


You must be in the **List Area** to find Studies. To open the **Search|Advanced Search** Worklist Drawer, click on it.



To add specific search criteria, follow the steps below:


Use Search



To find a Patient's Study by their ID, Name, Current Patient Location, Age or Study Date, perform the following steps:


1. Click on the underlined word **Search** on the **Search|Advanced Search** worklist drawer.
 **Note:** If the word **Advanced** is underlined, click on it first, then the word **Search** will become active and underlined.
2. Type in or choose the desired search information for each of the applicable text boxes.
3. Click on **Search**.
4. From the resulting Search list **double-click** on the Patient's Name to open the Study and view the images.
5. To return to the Search worklist, click on the **List** button at the top left of the window. (If you can't see the **List Area** button then click on the **Text Area** button first.)
6. To close the Search worklist, click on the **Drawer bar**.

Use Advanced Search

Use this search for finding Studies not found using **Search** and requiring more criteria.

1. Click on the underlined word **Advanced** hyperlink on the **Search|Advanced Search** worklist drawer
 **Note:** If the word **Search** is underlined, click on it first, then the word **Advanced** will become active and underlined.
2. From the **Search for** drop-down list, select **Studies**.


3. From the **Add Criteria** drop-down list, select the criteria to search on.
4. Type or select the specific values to search on for each criteria. Each time you click on the **Add Criteria** drop-down, it adds another row to the selection criteria.
5. To add or remove selection criteria, click on the appropriate  or .
6. Select the location to search.
7. To add these results to previous search results, click in the **Checkbox** next to **Add results to last search**.
8. Click **Search**.

 **Note:** By default, all results from a previous search are cleared from the results list when you run a new search. But, if you are searching for a patient using variations of his or her name, adding the search results to the previous list is useful.

Search Tips

- ◆ When a search is in progress, you can stop it by clicking the **Stop** button that appears next to the Search button.
- ◆ You can select other search options to find Patients by accession number or physician.
- ◆ You can search for variations of a Patient's name and list all results together.

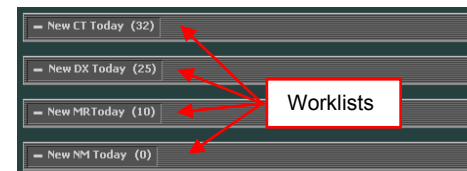
Use the * (asterisk) wildcard character in search values to increase the possibility of returning correct results.

 **Example:** For example, 4*3 returns all patients whose ID begins with 4 and also contains a 3. The wildcard character can be at the start or middle of the string. (Placing an asterisk at the end does not change the search results.)

- ◆ If more than 500 Studies are found, only the most recent Studies are displayed. Narrow the search constraints and search again.
- ◆ If you select **Any Date**, you must also select other specific criteria to search on. Unconstrained searches are not allowed.

Display Studies from a Worklist


When opening a Study from a Worklist, you can choose whether to open the Images





along with the Study text or reports, or to open the Study in the Text Area only. When you open a Study and its Images, a Patient tab is added to the Navigation Bar at the bottom of the Image Area for that Study, and it remains open until you close it. You can select all Studies or specific Studies.

Open a Single Study

From the **List Area**, click on the desired Worklist drawer to expand it and then do one of the following:

- ◆ Click on the **Open Images**  button at the beginning of the row of the Study
- Or -
- ◆ **Double-click** on the row of the Study you wish to display.

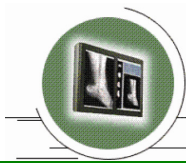
 **Note:** The Study will open in Image View. To display Text Area, click on the **Text**  button in the upper left corner of the window.

When the Study's Images are opened, the **Open Images** button changes to **Images Being Viewed** . To close the Study's Images but leave its associated text available in the Text Area, click the button again.

Open Multiple Studies Listed Consecutively

From the **List Area**, click on the desired Worklist drawer to expand it and then do one of the following:

1. Select the first Study you want to view.
2. Do one of the following:
 - ◆ Hold down the **SHIFT KEY** and **CLICK** on the last desired Study.
 - Or -
 - ◆ **Click and drag** down the Study rows.



Note: At any time, you may reset the image back to its default state by clicking on the **Reset** icon.

Select Tools from a Top Toolbar Button Menu

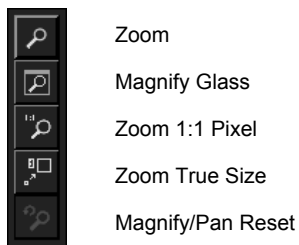
1. If the button beside the menu represents the tool you wish to activate, click it.
2. From the drop down menu that appears click a button to activate the desired tool.
3. To activate another button in the menu, click the menu button . From the menu, click the button representing the tool to activate.

Note: Except for the Reset tools, which get applied on selection but do not stay active, the selected button is displayed beside the menu button. The selected tool is active.

Zoom and Pan an Image

Use the Zoom tool to incrementally magnify or reduce a Study Image, or to move it around at current magnification.

ZOOM TOOLS



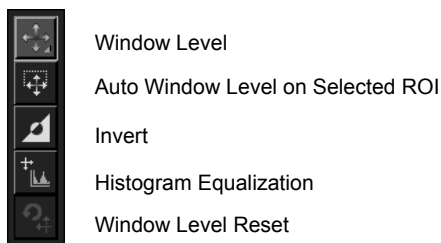
1. If necessary, select the Images or Series to zoom.
2. From the Image Area top toolbar, Zoom button menu, select the **Zoom** button. Zoom may be the default tool, in which case you do not have to activate it.
3. Click the Image to zoom.
4. Zoom or pan the Image as required:

- ◆ To zoom in or out around the Image center, use the mouse scroll wheel or press the **Page Up** and **Page Down** keys on the keyboard.
- ◆ To pan around, drag the pointer in the direction to move the Image. (Only magnified Images can be panned.)
- ◆ To return to original magnification, press the **HOME** key on the keyboard.

Window Leveling

Use the Window Level tool to change Image brightness and contrast by adjusting window center and window width values.

WINDOW LEVELING TOOLS



From the **Image Area** top toolbar, **Window Level** button menu, select the **Window Level** button. Window Level may be the default tool, in which case you may not have to activate it.

ADJUST THE BRIGHTNESS AND CONTRAST

- ◆ To change the brightness (window center values), move the mouse up or down.
- ◆ To change the contrast (window width values), move the mouse side to side.
- ◆ To ensure that only brightness values change, press **CTRL** and move the mouse up or down.
- ◆ To ensure that only contrast values change, press **CTRL** and move the mouse side to side.
- ◆ To fine-tune the window level values, click the scroll wheel.
- ◆ To set the window level, click at the position where the brightness and contrast are as you want them.

- ◆ To cancel the window level change, right-click. The pointer jumps back to the previous location on-screen.

Rotate Images

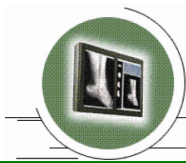
You can adjust Study Images that are not correctly oriented by applying the appropriate Rotation or Flip tool.

	Rotate 180		
	Rotate Right		
	Rotate Left		
	Flip Vertical		
	Flip Horizontal		
	Geometry Reset	All rotations and flips applied to Images in the Study since the last save are reversed	

ADJUST THE ANGLE OF ROTATION


The Smooth Rotation Tool can be used to adjust an Image's angle of rotation. For example, use Smooth Rotation when viewing a CR Spine to straighten the spine.

1. From the Image Area top toolbar, Geometry Button Menu, select the **Smooth Rotation** icon.
2. **Click** one end of the angle to straighten.




3. **Move** the pointer along the angle.
As you move the pointer, a line is drawn. The current angle is displayed above the line.
4. To set the angle, **click** again.
5. The Image is rotated such that the drawn line is perfectly vertical. The Image is centered automatically. A rotation symbol appears to the right of the Image.



View Scout Images


 **Note:** The Scout functionality only works on CT and MR images.

The Scout tool shows from where and at what angle the intersectional images were taken in CT and MR Studies. Scout displays an image orthogonal to the Images in the currently selected Series. It shows lines indicating the intersections of the Images in the Series with the orthogonal Image. The Scout tool is enabled only when a Series in the Study has a Scout Image.

1. Display a CT or MR series that contains Scout Images.
2. Do one of the following:
 - ✦ **Right-click** on the image and then click on the **Display Scout**  icon.
 - Or -
 - ✦ Bring up the Context Toolbar Text Menu (**CTRL + Right-click**), select **Navigation > Display Scout**.
 - Or -
 - ✦ Press "**S**" from the keyboard.
3. Click the Image to locate on the Scout.
The Scout window opens and shows you the slice location. A highlight box appears around the Image that corresponds to the slice location.
4. From the Scout window, you can use the **Spine Annotation** tool to label the slice location of an image.
5. If additional Scout Images are available, click the scroll bar in the Scout window to view them.

The next Scout Image displays and shows the slice location of the currently selected Image.



 **Tip:** When using the Scout tool, you can choose to have the Scout displayed in floating palette or you can dock the Scout Image in the upper-left position of the Image Area. When the Scout palette is docked, it remains open while other tools are used. To leave the Scout window open, but move it out of the way, click **Dock Scout Window** .


6. To turn off the Scout tool, right-click, and then click on the Display Scout  icon.




Relevant Priors


Relevant Priors are determined based on rules set up in IMPAX.

The Study List in the Text area displays the virtual folder of all Studies known for the current Patient.

1. Display the **Text Area** for the Patient of interest.
2. If the Study List is hidden in the Text Area, **click** the expandable bar's arrow  to show list.
3. If necessary, switch to the **Radiology tab**.
4. To display a Study that is not currently open, click the **Open images**  button.






 **Note:** Studies in the Image Area Cycle List are preceded by icons as described on the next page:

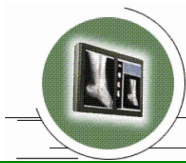
Icon	Description
	Images being viewed
	Open Images
	View report

 **Tip:** Hover the mouse pointer over the icons to see the description name.

Compare Image Presentations

The Compare Tool displays an original and a clone of an Image side by side in a compare window. Use the Compare Tool to display two enlarged copies of an Image side by side and assess the effect of changing the window level or other presentation options.

1. To compare Images, do one of the following:
 - ✦ From the Image area context or top toolbar, click the **Compare**  icon.
 - Or -
 - ✦ From the context toolbar text menu (**CTRL + Right-click**), select **Magnify/Pan > Compare**.
2. Click an Image of the series to clone.
The Compare window opens, displaying the original Image on the left and a clone on the right. If more than one Image area monitor is available, the Compare window opens on the monitor next to the one you have clicked on.
3. Perform any of the following actions in a Compare window:
 - ✦ Select appropriate tools from the top toolbar or context toolbar and apply them to the original or cloned Image.
 -  **Note:** Only changes made to the original Image can be saved.
 - ✦ Move the window by dragging the Title Bar.
 -  **Note:** You cannot resize the Compare window.
 - ✦ Navigate through Images with the **Page Up** or **Page Down** keys on your keyboard.
 - ✦ Navigate through series with the **Previous** and **Next** buttons. 
4. To close the window, do one of the following:
 - ✦ Press **Alt + F4**
 - Or -
 - ✦ Click **Close** 
 - Or -



- ✦ To automatically close the Compare window, cycle to another Patient's studies. (You may be prompted to save any changes made to the original Image.)

Close Open Studies

Open Studies appear in a **Patient tab** in the Navigation Bar along the bottom of the Image area. All open Studies stay open until you close them, even if you log out of IMPAX. When you log back in, the open Studies are still in the Patient tabs in the Image area.

CLOSE ALL STUDIES FOR A SINGLE, OPEN PATIENT



At the bottom left of the Image area, **right-click** a Patient's Name and select **Close**.


CLOSE ALL OPEN PATIENTS AND THEIR STUDIES

At the bottom left of the Image area, **right-click** a Patient's Name tab and select **Close All**.

View Study Highlights


A summary of the most relevant Study information is displayed in the Highlights panel in the top left of the Text Area, above the Study List. The information displayed varies based on Study status, available system information, and interface configuration.

1. Display the **Text Area** for the Study of interest.
2. In the Text Area, if the Study Highlights panel is contracted, **double-click** the **Study Highlights** bar to expand it.
3. To enlarge the Study Highlights panel further, drag the expandable bar's arrow  to the right. 
4. View the information under the Study Highlights bar.



 **Note:** *Displayed information may include reason for Study, Patient name, and report status.*

5. To get contact information for a person listed in the Study Highlights, click the **Contact**  button. A dialog with contact information opens.

6. To close it, click **OK**.

 **Note:** *If the look of the Text Area screen layout accidentally gets moved around, simply log off and then back in. The layout will be set back to the default.*

HIDE STUDY HIGHLIGHTS

1. Click the expandable bar's arrow  to hide the Study Highlights panel. The bar moves to the left and both the Study Highlights and Study List are hidden.
2. To redisplay the Study Highlights panel, click the expandable bar's arrow .

View the Order Information


Information about the order related to a Study is available in the Text Area, beside the Study Highlights and above the Text panel. Order information is available only when IMPAX is connected to a RIS; otherwise, the panel is empty.

1. Display the Text Area for the Patient of interest.
2. In the Text Area, if the Order panel is contracted, click the **Order Bar** to display it.
3. To enlarge the Order Panel, click and drag the expandable bar to the left of the Order Panel or click and drag the Study Panel Bar below. Displayed information depends on interface configuration, but may include reason for Study and referring physician.

Work with Reports






Locate and Display a Report


1. Display the **Text Area** for the Patient of interest.
2. In the Text area, if the Report Panel is collapsed, click the **Report Bar** to expand it and view the report.

 **Note:** *Normally the Report Panel is expanded if the Study is dictated and collapsed if it is new.*

3. To enlarge the Report Panel, **drag** the expandable bar to the left or the Report bar higher.

4. Use the toolbar in the Report Panel to change viewing options.

- ✦ View entire report 
- ✦ View body and conclusion of the report 
- ✦ View conclusion of the report 
- ✦ Increase font size 
- ✦ Decrease font size 

 **Note:** *You will only see the report toolbar if there is a report to view.*

5. To view another report for this Patient, click a dictated Study in the Study List.