

# IntegradWeb<sup>®</sup> PACS 3.6.2

## Quick Start User Guide

This guide includes all the information you need to begin using IntegradWeb PACS. It is organized according to a logical workflow—stepping you through the initial login, opening and managing a study and exiting a study. It also includes tips on shortcuts and provides answers to frequently asked questions. For full information on all IntegradWeb PACS features, click the Help (question mark) button in the upper right corner of the main screen to access the online Help system.

### Before You Begin

Call support if you need assistance with the following hardware requirements:

- IntegradWeb PACS can only be accessed using a PC running Windows 98SE or better (i.e., 98SE, Me, XP, XP Professional, NT or 2000) and equipped with Internet Explorer Version 5.5 or better. Netscape Navigator is not supported.
- Macintosh is not supported, unless you are using Virtual PC Version 6.0 or better.
- Set the screen resolution to 1024x768 or higher and to "True Color."
- Use a broadband connection to the Internet. If you are using dial-up, consider loading multiple studies at one time and then returning to the PC after they have loaded.

### Accessing Studies from a CD

Studies and reports saved to CDs can be read on any computer, even those without access to IntegradWeb. All the necessary utilities to read the study are included on the CD; simply insert the CD into the CD drive of the computer. A viewer for IntegradWeb opens automatically, and you can access images and reports using the features described in this document.

### Logging in Over the Internet

1. Enter the following text in the URL address box of your browser: \_\_\_\_\_. Press the Enter key.
2. When the login screen appears, enter your username and password in lowercase; click the Login button. See the administrator if you need assistance with your username and password.
3. A security alert displays. Click Yes. A second security message may also display for first-time users; click Yes to this prompt as well. IntegradWeb PACS quickly displays the Study List (the main screen).








### Study List Basics

A Study List is a group of similar studies, such as CTs, MRs, or all studies performed today. Each Study List is displayed under a tab for quick access, and its studies are itemized with descriptive information. (Names are encrypted for privacy.) Click on a tab to display a particular Study List.





Use the paging buttons on the toolbar above the tabs to navigate forward or backward through the Study List.


Use the icons next to each study for a quick grasp of that study's status:

-  Denotes that the study is selected.
-  Click here to view the study. (Note: That if this icon is yellow, the particular study is already open. This feature is available to radiologists only, as recognized by their login, and is designed to help radiologists make updates to only one copy of a study.)
-  Indicates the note/report status:
  -  The gray notepad indicates that no note or report is attached to the study.
  -  If the notepad icon is yellow, then a note has been attached to the study.
  -  If the notepad icon is green, then a full report—either preliminary ("wet read") or final—has been attached to the study.
-  Indicates the read status. A study may have a large checkmark (the study has been read and dictated by a radiologist), a small checkmark (the study has been reviewed but not dictated, or it's been read by a resident), both or neither.


### Opening and Managing a Study

1. Click the view icon  next to the study, or click anywhere in its row in the Study List. The study is launched in the Image Viewer.
2. Each series in the study is displayed in a separate window. (Plain-film studies, however, are shown in one window.) Increase the size of a window by clicking and dragging its corner.
3. To page through the images in a series, point the mouse to that series and click. Each successive click displays the next image in the "stack." Or drag the left mouse button to scroll (down or up). You can also use the up/down arrow keys or the page up/page down keys. IntegradWeb 3.6.2 provides many scrolling alternatives, including a hot key shortcut to the middle of the stack and global stack, which positions the images of all series in a single window to facilitate scrolling.
4. To alter the brightness or contrast of an image, click the Windowing button  in the toolbar, and then drag the mouse left/right (for contrast) or up/down (for brightness). Hover the mouse over any toolbar button to see a tool tip, which displays the button's function.

### Searching for a Study



1. Select the Search button  on the toolbar (next to the column headings).
2. The Search dialog is displayed. All fields are clear; click the Last Search button at the bottom of the dialog to enter criteria from the last search, or enter new search criteria. For Patient Name, MRN, Accession Number, Referring Physician and Study Description, you can enter all or part of the information and use the option buttons to the right to denote how that information should be matched.
3. Click the Search button. Results are displayed under the Search tab. Click the F5 button to refresh the contents of the Search tab.

### Patient Folder

In the Image Viewer, click the toolbar button  for the Patient's Folder, which displays information for all the studies—current and prior—that have been performed on that patient. The Patient Folder may be set to launch automatically when a study is opened; see the administrator.



The top portion shows a list of the patient's studies, with the current study highlighted in blue and the other studies listed chronologically. The middle pane shows all orders for the study, communicated to IntegradWeb PACS by the RIS. The bottom pane allows privileged users to write a note or report to the study.

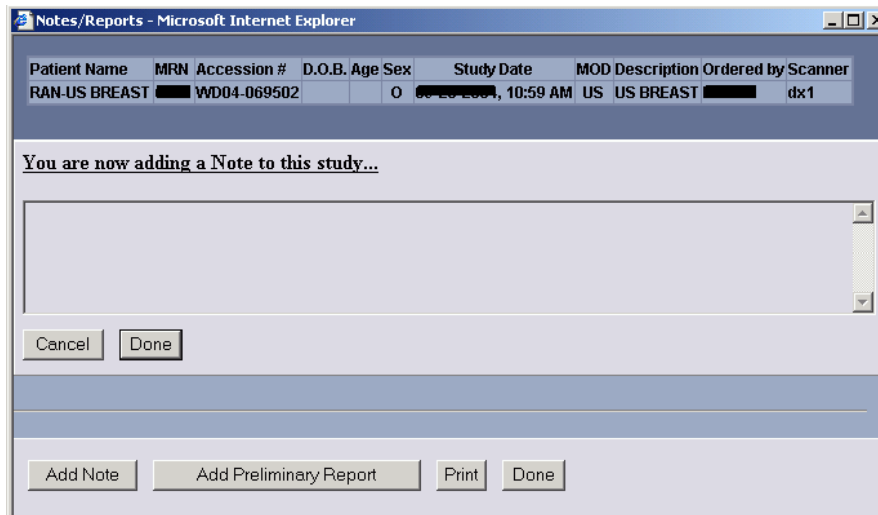
### Comparing Two Studies

1. From the study list, click the checkbox  next to the studies you want to compare, or select only one study and right-click to display a floating menu and select All Studies for Selected MRN to display studies for that patient.
2. Click the Compare button  on the toolbar, or right-click anywhere and select Compare Selected Studies from the floating menu. The studies are loaded; the most recent study displays first.
3. To display them side-by-side, click the Compare button  on the Image Viewer toolbar.
4. The Compare dialog displays; select which study displays on the left and which displays on the right. Click the Display button.

### Adding a Note or Report to a Study


You can add a preliminary report or note. The preliminary report can become the final report upon dictation of the study.

1. From Image Viewer, click the Notes button  on the toolbar. If you are in the Study List, click the Note/Report icon  next to the desired study in the list.
2. The Notes dialog is displayed. The header shows the patient's name and other identifying information, as well as study data. Click the appropriate button to add information to the study, i.e., note, internal note (radiologists only) or preliminary report. The pane changes color to indicate the kind of note you are adding (gray for note, green for internal note, blue for report).



3. Enter the diagnostic data in the text pane. Click the Done button below the pane when complete.
4. Click the Done button at the bottom of the dialog to exit, or select another button to add a new note/report. The Note/Report icon updates to a new color (yellow for a note, green for a report) in the Study List.

### Exiting a Study


Click the Done button  in the Image Viewer toolbar. The default operations are performed and the study is closed. To change the default operations, see the administrator or the online Help system.

### Shortcuts


Key Images .....	Use ctrl to page	Flip .....	F
Zoom .....	Use middle mouse to pan	Magnifying Glass .....	G
Pan .....	Use middle mouse to zoom	Mirror .....	.9
Windowing .....	Middle mouse opens presets	Insert Key Image.....	I
For 1.00 zoom .....	Shift	Key Image Page .....	K
Refresh Study List .....	F5	Labels .....	L
Jump to first image .....	Home	Measurements .....	M
Jump to last image .....	End	Page/Scroll .....	P
Patient Folder .....	F1	Rotate .....	0 (zero)
Triangulation.....	F2	Sharpen .....	S
Cine .....	C	Invert.....	V
Done.....	D	Window/Level mode .....	W
Exit .....	X	Zoom .....	Z

### FAQ—Frequently Asked Questions

- *I can't login!*  
Enter the username and password in lowercase. Or consider that the maximum number of licensed users may be currently logged on; wait and try again.
- *My PC has two monitors. Does IntegradWeb PACS support dual monitor configurations?*  
Yes. The second monitor must be configured in a specific way so that images don't straddle the monitor boundary. See the administrator or call support. Numbers are at the bottom of this page.
- *I use a firewall. Can I still use my PC to access imaging studies?*  
Yes. IntegradWeb PACS works successfully with the common software firewalls or common hardware firewalls that come with a Cable/DSL router.
- *If I use my User ID on one computer, can I then use it at another computer?*  
Yes, but not simultaneously.
- *I don't like to see CT images in "stacks." Can I see them as if they are on sheets of film?*

Yes. Click this button  on the Image Viewer toolbar to activate Film View. You can also use Global Stack to see images from all series in one stack; configure it in the More Settings tab of the Layout Editor.

- *The image seems blurry.*  
You are using lossy compression, indicated as such in the image: **Lossy 1:192**. Right-click on the image, and select Request Full Image Quality.
- *I'm not sure whether I changed the brightness or contrast, but the image is unrecognizable. How can I fix it?*  
Right-click the image, select Pre-Set Window and then Automatic, or hit the spacebar on the keyboard. The image updates to the optimum windowing level.
- *I'm used to seeing x-rays with lots of information displayed around the image. Can I see that information?*

Yes. Click this button  on the Image Viewer to populate the image with study information.

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