

## Quick Start User Guide

### Logging in through the Overlake Hospital Portal

1. Enter the system through the Overlake Hospital Web site portal as you would to access MagicWeb. Instead of clicking on the MagicWeb selection, click on the IntegradWeb selection.
2. Some of you may see a screen that says “there is a problem with this website’s security certificate” - if so, simply click on the selection: Continue to this website (not recommended).
3. If a security alert displays - Click Yes - If a second security message displays for first-time users - click Yes to this prompt as well.
4. When the login screen appears, enter your username and password; click the Login button. Call the WIS administrator (**425-688-0100, Extension 8135 or 425-454-6168**) if you need assistance with your username and password.
5. IntegradWeb PACS quickly displays the main screen which is titled ‘the Study List’. The study list is a group of similar studies, such as CT’s, MRI’s, Not Dictated, or all studies performed today. Each Study List is displayed under a tab for quick access.

Search results	Not Dictated	Today	Yesterday	Last 7 Days	CR	CT	MR	US	NM	PT	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QC	Patient Name	Date	DOB	MRN #	Access. #	Mod	Study Description	#Set	#img	Ref. Phys.	Facility
<input type="checkbox"/>	AAMOLD,	10-10-2007 11:14	10-21-2005	1331076	001426655TW	US	RETROPERITONEAL, COMPLETE	1	17	ANDERSEN, BETH A.	WA IMG SVC 98004
<input type="checkbox"/>	ABBOTT,	09-30-2007 12:37	06-24-1955	288787	01421749OVL	CR		1	1		OVERLAKE HOSPITAL MEDICAL CE
<input type="checkbox"/>	ABBOTT,	09-30-2007 12:37	06-24-1955	288787	014	CR		1	1		OVERLAKE HOSPITAL MEDICAL CE
<input type="checkbox"/>	ABBOTT,	09-30-2007 12:37	06-24-1955	288787	001421749OV	CR		1	1	MINAMI, EIJI	OVERLAKE HOSPITAL MEDICAL CE
<input type="checkbox"/>	ABBOTT,	09-30-2007 12:37	06-24-1955	288787	01421749OVL	CR		1	1		OVERLAKE HOSPITAL MEDICAL CE
<input type="checkbox"/>	ABBOTT,	09-30-2007 11:31	06-24-1955	288787	001421749OV	RF	Shotsave Folder	1	11	MINAMI, EIJI	Overlake Ho

### Searching for a Study Opening and Managing a Study

1. Select the Search button on the toolbar (binoculars next to the column headings).
2. The Search dialog is displayed. All fields are clear; 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. You may need to scroll down the screen on smaller displays to see it.
4. While in the search mode the “studies” box at the top middle of screen will not update.




The search dialog includes the following fields and options:

- Search Fields:** Patient Name, MRN, Accession Number, Referring Physician, Study Description.
- Match Options:** Begins, Exact, Contains (radio buttons).
- Modality:** All, CT, MR, US, PET/CT, PT, IM, CR, DX, XA, OT, RF, Other, MAG.
- Study Status:** RUS-Verified, QC, Reviewed, Dictated, STAT (radio buttons).
- Date of Exam:** Today, Yesterday, Last 7 Days, Last 2 Weeks (radio buttons).
- Filter:** not selected, AND, OR (radio buttons).
- Include:** Studies, Unmatched Reports, Unmatched Documents, Unmatched Orders (checkboxes).
- To Search Based Only On Orders:** Order Status (All, Scheduled, Registered, In Progress, Completed, UA), PostProcessing, Automatically Matched, Manually Matched, Detached from Study, Cancelled, Discontinued, Reviewed, Dictated, Preliminary, Finalized, Exception (checkboxes).
- Order Priority:** Wat-Read (checkbox).
- From a DICOM server:** (checkbox).
- From a worklist:** (checkbox).
- Buttons:** Search, Cancel, Reset, Last Search.



Washington Imaging												
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QC	Patient Name	Date	DOB	MRN #	Access. #	Mod	Study Description	#Ser	#img	Ref. Phys.	Facility	
<input type="checkbox"/>	AAMOLD.	10-10-2007 11:14	10-21-2005	1331076	001426655TW	US	US RETROPERITONEAL COMPLETE	1	17	ANDERSEN, BETH A.	WA IMG SVC 93004	
<input type="checkbox"/>	ABBOTT.	09-30-2007 12:37	06-24-1955	288787	01421749OVL	CR		1	1		OVERLAKE HOSPITAL MEDICAL CE	
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<input type="checkbox"/>	ABBOTT.	09-30-2007 11:31	06-24-1955	288787	001421749OV	RF	Shotsave Folder	1	11	MINAMI,EIJI	Overlake Ho	


1. **Use the screen icons** - Next to each study for a quick grasp of that study's status

- Denotes that the study is selected 
- Launches the selected study into the Image Viewer. You can also launch the study by clicking anywhere in its row in the Study List. 
-  This indicates the note/report status:
  - If gray, there is no note or report attached to the study.
  - If yellow, then a note has been attached to the study.
  - If green, then a full final report has been attached to the study.


2. **To Open the Study** - 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.

3. **Paging through the images** - 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.

**If Film View is active**, use the direction buttons to page through images: 

4. **To close the study** - Click the Done button  **To exit IntegradWeb** - Click the logout button 

5. **To use the HELP function** - Click the question mark in top right hand corner to get more of this detailed information for reviewing images within IntegradWeb or to answer questions. 

**Note: Holding the cursor over any Icon will display the functional title for that icon.**

