

June 1, 2023

Tools within Enterprise imaging (EI) allow staff to perform tasks and customize views.

Go to <u>https://ci.northernlighthealth.org/pacs</u> for the dates these workflows will be implemented at your organization.

Toolbar Icons

General tools in the toolbar allow quick access to functionality and customization.

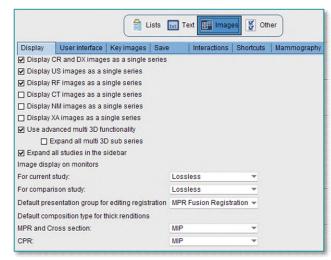
- File Log off, Exit
 - Log off logs user out of desktop and saves set preferences.
 - Exit closes desktop; this is best practice.
- List Area Activities overviews, Customize columns
 - Activities overviews provides an overview of tasks to perform, studies of interest, and pending conferences.
 - Select exam lists based on modality and location.
 - **Customize columns** used to customize desktop by adding, removing, or changing the order of viewable columns.
- Tools Options, Collaborator tool
 - **Options** contains settings that change the look and feel of the desktops.
 - Lists tab customize List area.
 - **Text** tab customize items related to Reporting and Text area.

File	Acquisition Desktop List area Tools Help
File	Listarea Tools Help
	Log off
	Add user
	Start emergency access
	Exit
File	Listarea Tools Help
	Activities overviews
	Customize columns

File	List area	Tools	Help
			udio wizard itial training
			options Collaborator tool

View Colors Quick ta	Lists Text 📰 Images 🖉 Other		Lists Text Images 🖉 Other	
Show lists	O Collapsed	Reporting View Dictatio	n controls Speech mike buttons Foot pedals	
	Expanded	Preferred reporting method	Online speech recognition	¥
Multi-procedure tasks	Collapsed	Font size for report sections	Large	v
	O Expanded	Report toolbar	Show	*
Default display mode	O Display active images/add comparison images to clinical sidebar	Report tab on top when recording	Always	-
	Display active images			
	O Compare active/comparison images	voice command "New paragraph"	Does not add an empty line between paragraphs	Ŧ
	O Text only	Default co-author	Auto-assign	
r 1-monitor setup always open with the following area on top			O Assign to	8
	Text	Show checkboxes to add studies fi	rom any order to the report	
	O Images	Show checkbokes to add studies in	formally order to the report	
Double-click on study/task	O Start task			
	Open study/task		All studies without a report	Ŧ
Open/start selection	Do not add selected items to My selection	Automatically add studies from the	same order when starting a reading task	
	O Replace My selection with the selected items	rate induced in a constance in on the		
	O Add selected items to My selection		All studies without a report	Ŧ
Remove tasks from My selection	All completed tasks	Spellchecker	Check spelling and grammar	
	O Only tasks completed by me			

 Images tab – customize items related to Image area, including image display options, keyboard shortcuts, and saving of mark ups.

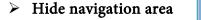


🚔 Lists 🔣 Text 🚰 Images 👹 Other

• Other tab – can select the collaborator tool to launch on startup as a default login setting.

Collaborator Contacts Actions Help ADLML4 Online	
▶ Recent contacts	
Frequent contacts	
► El Group	

> Help - contains education resources to answer questions regarding workflow and tools.



- Search
- Lists





Collaborator tools



For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.