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**This Quick Reference Guide (QRG) demonstrates the basic use of Enterprise Imaging.**

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### Log On to Enterprise Imaging (EI)

➤ From the desktop:

**STEP 1:** Click the **Windows** icon. 

- The Windows menu displays.

**STEP 2:** Click the **Agfa Healthcare** dropdown arrow; then click **Enterprise Imaging**.

- The Enterprise Imaging login window displays.

**STEP 3:** Enter **Username** and **Password**.

**STEP 4:** Confirm the correct desktop option is selected below.

**NOTE:** The **Diagnostic** desktop is used by **Cardiologists, Radiologists, Cardiology staff, Cath Lab staff, NUCs staff, and EMMC Vascular Techs.** 

The **Acquisition** desktop is used by **Technologists, Sonographers, and some PSRs.** 

The **Clinician** desktop is used by **Providers, other Clinical roles, and office staff.** 

**STEP 5:** Click **OK**. 

- The system opens to the default My list screen.

### Navigate Enterprise Imaging (EI)

➤ From the My list screen:

**STEP 1:** The **File** menu allows the ability to log off the system, start emergency access, or exit the system.


**STEP 2:** The **List** area menu provides access to the Activities Overviews and column customizing options.

**STEP 3:** The **Tools** menu allows access to the Options window and the Collaborator tool.


**STEP 4:** The **Help** menu provides information on how to perform a task and is the glossary for EI.


**STEP 5:** Hover over an icon to discover the name or function.

**STEP 6:** Use the **Show/hide Navigation area** icon to hide the Navigation area from view or return it to view. 

**STEP 7:** Use the **Search** icon to navigate to the Search screen. 

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**STEP 8:** Use the **Go to List** area icon to return directly to the work list. 

**STEP 9:** Use the **Text** area icon to view the text documentation of a study (when working in a single monitor set up). 

### **Log Off Enterprise Imaging (EI)**

**NOTE:** If logging off the system, the EI login window will display to quickly log in when returning.

➤ From the My list screen:

**STEP 1:** Click **File**.

**STEP 2:** Click **Log off**.

### **Exit Enterprise Imaging (EI)**

**NOTE:** If the system is exited, access the system again through the Windows menu.

➤ From the My list screen:

**STEP 1:** Click **File**.

**STEP 2:** Click **Exit**.

**NOTE:** The system can be exited using the red X Close button in the top right corner. 