



eRAD PACS™ OPERATOR'S MANUAL

Version 5.2

eRAD PACS Operator's Manual
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1. Introduction

eRAD PACS™ is a picture archive and communication system (PACS) and teleradiology system used to receive DICOM images, scheduling information and textual reports, organize and store them in an internal format, and make the information available across a network via web and customized user interfaces. eRAD PACS is for hospitals, imaging centers, radiologist reading practices and any user who requires and is granted access to patient image, demographic and report information. eRAD PACS provides information management and distribution services. The system is comprised of acquisition components, a central system manager component, diagnostic and review workstation components and an archiving component.

The sections that follow provide instructions on installing, configuring and using eRAD PACS.

1.1 General Safety Information

eRAD PACS system components are not approved for direct patient contact applications.

The eRAD PACS system components and associated cables must not be operated in the presence of moisture.

To avoid excessive product leakage of contents and maintain product compliance to medical protective guidance requirements, the PACS and workstations power cords shall be connected directly to hard-wired AC receptacles.

Federal law prohibits this device for sale to, or use by, anyone other than a medical professional.

The eRAD PACS system components must not be carried by the connecting cables.

1.2 Indications of Use

The eRAD PACS system acquires image and patient information from any one of several types of medical imaging modalities. The PACS' open software architecture enables hospital network users to enter, review, archive and print patient demographic and radiographic study information received from a hospital information system (HIS) and/or a radiology information system (RIS). The patient demographics and order information can be routed through the hospital network structures and sent along with the diagnostic images to remote hosts for viewing and printers for hard copy imaging. The open system architecture allows for the adoption of changes in technology so hardware can be switched while maintaining consistent workflow.

Follow all safety labels on the equipment.

1.3 Patient Contact

The PACS system components are not approved for direct patient contact applications. The user must follow hospital cleaning and decontamination policies and procedures.

1.4 Product Safety

The eRAD PACS system has been classified as an acceptable application of use in accordance with Medical Device regulations. The use of accessory equipment and/or hardware not complying with the equivalent product safety and EMC requirements of this

product may lead to a reduced level of safety and/or EMC performance of the resulting system.

1.5 Contact Information

For more information concerning eRAD PACS, or to report a problem with this manual or the software, contact eRAD Inc. technical support.

eRAD Inc. Technical Support

United States/North America

9 Pilgrim Road
Greenville, SC 29607
Office: +1.864.234.7430
Support: +1.866.414.eRAD (3723)
FAX: +1.864.234.7412

Europe

Maros u. 12
Budapest H-1122, Hungary
Voice: +36.1.489.4700
FAX: +36.1.489.4709

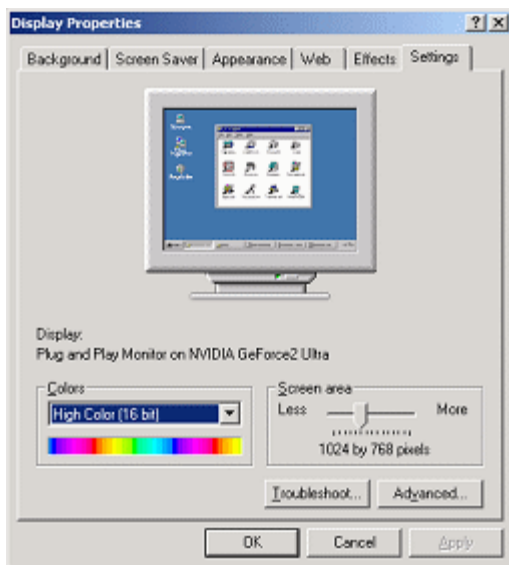
2. Getting Started

This section provides information on initiating an eRAD PACS session and getting to the user's default worklist. eRAD PACS requires a web-enabled workstation capable of executing a browser. eRAD PACS supports Microsoft Internet Explorer and Netscape Navigator browsers.

The information provided in this section assumes the workstation is running a version of Microsoft Windows supported by eRAD PACS. There are differences between Microsoft Windows 98, NT, 2000 and XP which may impact the information contained in this manual. By default, all Windows operations are shown for Windows 2000.

2.1 Adjusting Monitor Resolution

Before accessing the eRAD PACS software, make sure your Windows monitor settings are correct for the best results. The workstation should be configured for a 32-bit color map, or the highest possible color map if 32-bit is not available.



To check or change the resolution on your Windows computer:

- Open the display settings panel from the desktop by right clicking on a blank area and selecting Properties. You can also open the display setting window from the Windows Control Panel.
- Select the Settings tab.
- Adjust the resolution with the slider bar under Screen Area. The recommended screen resolution is 1280 by 1024 pixels.
- Set the Colors drop down to 32-bit color, or the highest possible setting.
- Click Apply, then OK. When prompted to save the settings, click OK.

2.2 Initiating a Browser Session

To use eRAD PACS, you need a workstation connected to a network with access to the eRAD PACS server, and Microsoft Internet Explorer or Netscape Navigator web browser. Launch the web browser and enter the URL of the eRAD PACS server into the address line. The URL depends on your facility's configuration. If the server's address is not configured as the browser's home address, ask your system administrator. The URL can be a hostname or an IP address. The following examples are all acceptable eRAD PACS URLs:

pacs.eradimagedmedical.com
http://pacs.eradimagedmedical.com
https://192.168.0.1

When the browser reaches the eRAD PACS server, it displays the Main page. Regardless of which URL you entered, eRAD PACS forces your connection to use secure HTTP if the server is configured to provide secure communications to your workstation. If HTTPS is required, you may be prompted to verify the digital certificate, as described in section 2.2.1 Accepting Certificates.

2.2.1 ACCEPTING CERTIFICATES

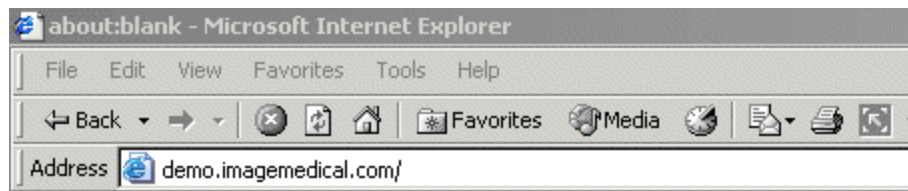
When using eRAD PACS across a wide area network (WAN), additional security is necessary to protect the data. One tool eRAD PACS may use is a digital certificate. The certificate verifies the server with which the user communicates is actually a valid eRAD PACS server, and confirms the software and data have not been modified by an unapproved entity. You can accept the eRAD PACS certificate each time you log onto the server, or you can save the certificate on your local workstation. The advantage to saving the certificate locally is you will not receive a warning notice each time you log into the server.

eRAD PACS supports both the Microsoft Internet Explorer and Netscape Navigator web browsers. Each has a different method of saving certificates. Follow the instructions below for the browser you are using.

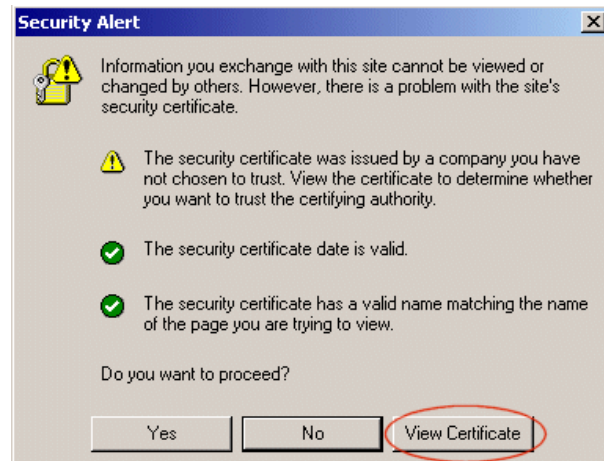
2.2.1.1 Adding a Certificate in Internet Explorer

The process for adding a certificate to Internet Explorer requires an invocation of the installation wizard. The browser prompts the user for all the necessary information. In general, accept all the defaults and Internet Explorer will automatically install the certificate.

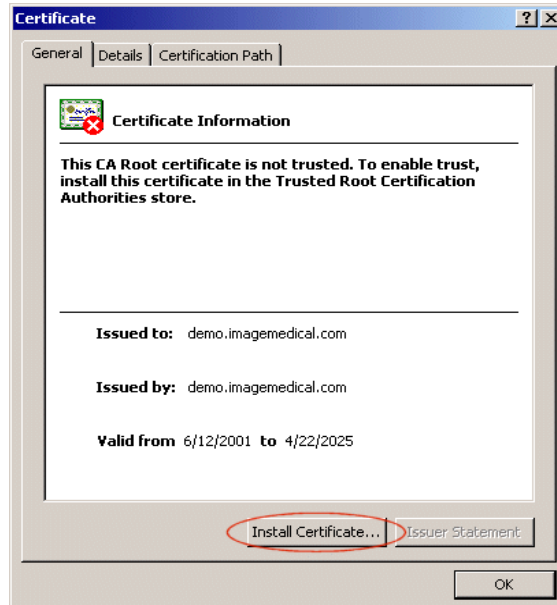
➤ To start, open the browser and type in the web address (URL) for your eRAD PACS server. Click on *Go*, or press the *Enter* key to initiate the session.



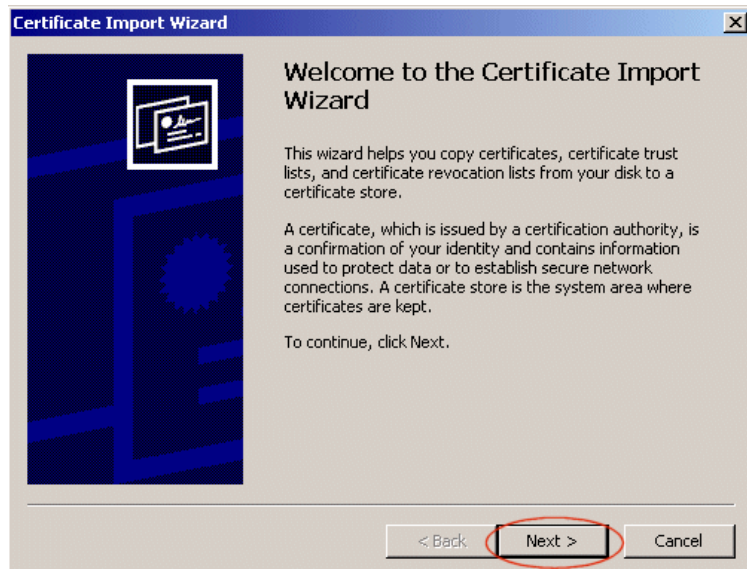
➤ When the browser finds the server, it checks the certificate against all the approved certificates on your PC. If your PC has not accepted the eRAD PACS certificate previously, a security alert window appears. The alert should indicate a company you have not chosen to trust issued the security certificate. The alert should also indicate the certificate date is valid and the certificate has a valid name. To install the certificate, click on *View Certificate*.



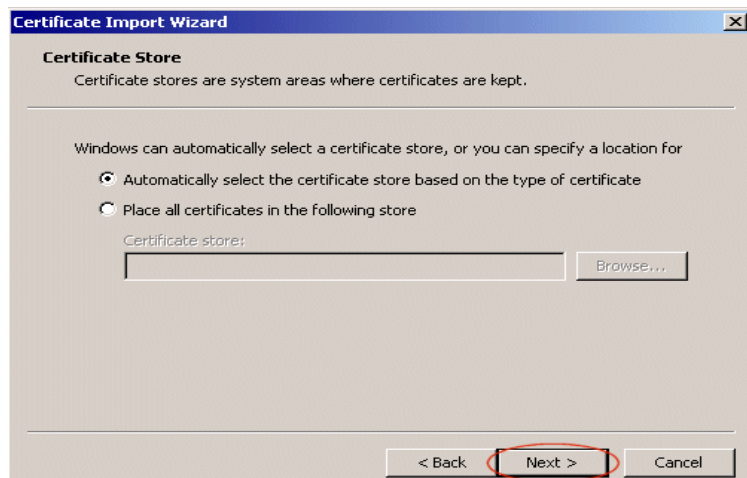
➤ The certificate information appears in a window. It lists the name of the company or web site issuing the certificate, along with the certificate's valid dates. To continue installing the certificate, click on the button *Install Certificate...*



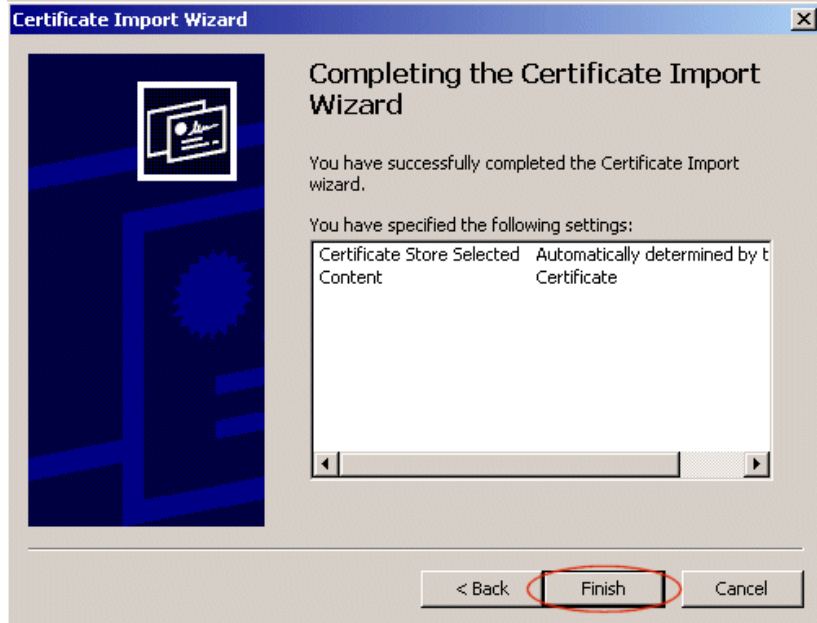
➤ The certificate import wizard appears. This tool assists you in installing the certificate. Start by clicking on the *Next* button.



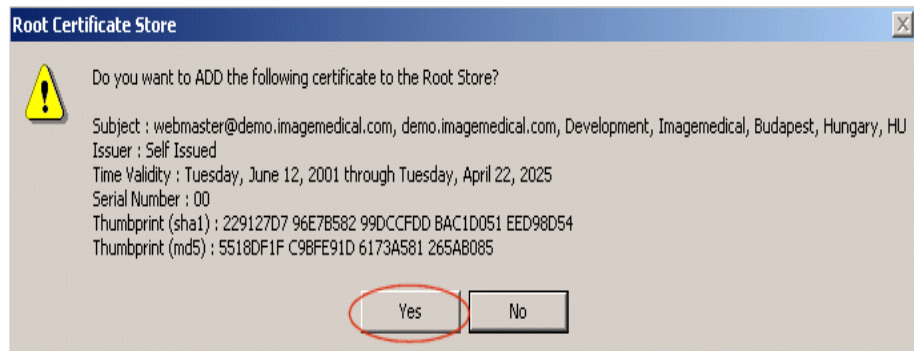
➤ Continue by selecting to store the certificate based on the type of certificate, and click on the *Next* button.



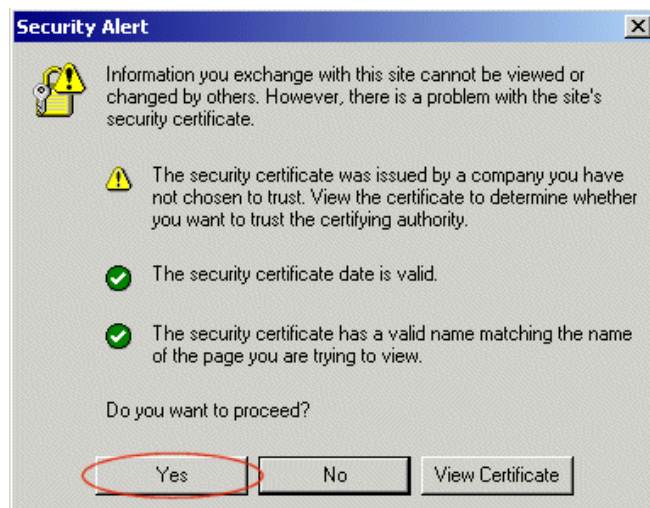
- Complete the import wizard by clicking on the *Finish* button.



- A prompt appears asking for a confirmation to add the certificate to the Root Store. Select *Yes* to store the certificate. A final popup notice appears indicating the certificate was properly imported. Click on *OK* to complete the importing process.



- This returns you to the original certificate notice. With the certificate installed, all you need to do is proceed. Click on *Yes*.



2.2.1.2 Adding a Certificate in Netscape

The process for adding a certificate to Netscape Navigator involves a single popup notice from the browser. In general, elect to accept the certificate permanently, and Netscape Navigator automatically installs the certificate.

➤ When the notice appears, select *Accept this Certificate permanently*. Click on the *OK* button, and Netscape installs the certificate on your workstation.



2.3 eRAD PACS User Interface Overview

eRAD PACS is a web-enabled system the user accesses with a web browser. As a result, many of the familiar conventions you find when visiting other web sites are available in eRAD PACS. There is the home page, which is usually the first page you encounter when you gain access to the server. Most of the system's information is collected in a hierarchy of other pages that you access by clicking on hyperlinks. You can click on the browser's *Back* button to return to the previous page. You can save a particular page in your Favorites folder. You can even create a link to the eRAD PACS server on web pages which you have the rights to modify.

The eRAD PACS server is organized by a set of tabs displayed across the top of the browser window. The specific tabs available to you depend on the privileges your system administrator assigned to your user account. The first row of tabs provides access to the general functional areas. Examples include Worklist, Administration and Archive. Click the tab's text to access the web pages available in a specific functional area.

The second and any subsequent rows of tabs provide access to information and tools within the domain of the main subject, as indicated in the selected tab. To proceed to a feature, click the tab in the second row. When you select a first row tab, eRAD PACS displays the page corresponding to the first item in the second row by default. When the browser displays a specific page, the corresponding tab hyperlink is disabled.

This manual is organized by general functional area, which is also the way eRAD PACS organizes its tab header. For the most part, each of the available tabs, and all the functions related to it, is described in subsequent sections in this manual.

2.4 Signing On To eRAD PACS

Before you can access any data stored in the eRAD PACS system, you must log on by entering a valid User ID and password. For detailed information about signing on to eRAD PACS, refer to section 3.1 eRAD PACS.

Quick Start Instructions – Signing On








- Launch Internet Explorer or Netscape Navigator.
- Enter your eRAD PACS server URL by choosing from your Favorites list, or typing the IP address or host name into the address textbox.
- Enter your User ID and password.
- Click the Sign On Button.

2.5 Basic Function Overview

The information in the sections below provides a brief overview of eRAD PACS's basic functions. You can find a more detailed description of each function, along with options and configuration settings, elsewhere in this manual.

2.5.1 QUICK OVERVIEW OF WORKLIST FUNCTIONS

Following is a description of the basic features of the eRAD PACS worklist:

- Single click on the patient's name to open the study, which will automatically display a list of relevant studies first if any exist. The open folder button opens a study without first displaying a list of any relevant studies. 
- If more than one study exists for a patient, such as relevant priors, a second work list shows all of the studies. Click the patient name to open a single study. To open more than one, place check marks in the box on the far left, and click the batch open icon, which is located at the top of the worklist. 
- Click a column header to sort the work list by that the selected column. The first click sorts in ascending order. Click again for descending order.
- To search the worklist for a specific study, click the filter button in the column header for the field you want to search. If you want to search on multiple columns at one time, click the *Filters* button at the top of the worklist. 

- A single click on the Quick View button displays a page containing JPEG images of each image in the study. 
- Selecting the Edit Fields button allows you to customize your Work List columns and choosing the fields you wish to see. After choosing which columns, save the worklist configuration by scrolling to the bottom of the Work List and using the Save List As options at the bottom of the page. 
- An editing feature allows simple changes to patient or study demographics. This feature makes permanent changes to the official copy of the study. 
- If a report exists for a study, the status becomes a hyperlink. Click the hyperlink in the Status column to display the study's report. Clicking the *Back* button will return you to the Work List.

2.5.2 QUICK OVERVIEW OF VIEWER FEATURES

Almost all of the eRAD PACS functions are available through the web browser. The only exception is the diagnostic image viewing application. To display the full-resolution image data, install the eRAD PACS viewer on your workstation. eRAD PACS simplifies this process by verifying you have been assigned the necessary privileges to view the full-resolution images, and then prompting you to download the viewer application if it is not already installed, or if a more recent version of the viewer application is available. If you do not have rights to install software on your workstation, please contact an administrator for assistance.

When you display the worklist, eRAD PACS checks to see if you need to install the viewer. eRAD PACS performs this check the first time you log in each calendar day. If it decides you need install the viewer application, it attempts to install it automatically. The first step is to receive confirmation from you to proceed. A complete description of this process, including instructions on stepping through the installation wizard, is available 6.3.1 Downloading the Viewer.

The viewer does not start automatically when the installation completes. Either open a study or manually start the viewer by selecting it from the Program Files menu under the Start button in the system tray. When eRAD PACS is executing, it appears as an icon in the taskbar.

Following is a description of the basic features of the eRAD PACS viewer:

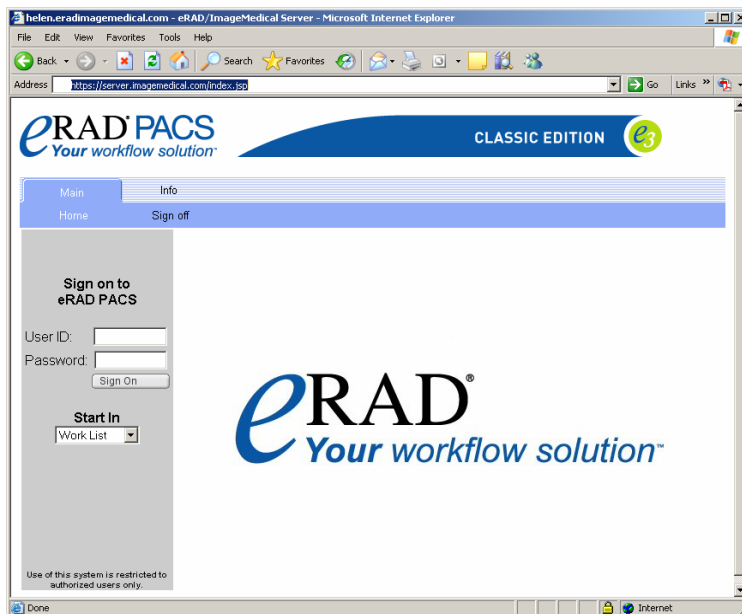
- If no template or hanging protocol is defined, the viewer displays the layout manager when it loads a study. Select the viewer grid format, then double-click or drag and drop a series to load it into the desired grid frame. Click outside the layout manager or close the layout manager window to continue.
- By default, the thumbnail panel is hidden. To display it, and a thumbnail view of each series in the study, place the cursor over the left border of the image frame until the cursor changes to a bi-directional arrow, then drag to the right, or press *Alt-T*. Drag the border to size the window to display one or more columns of thumbnail images.
- Double-clicking a multi-image series will display the series in its own window. Cine, annotation tools, window and leveling, and orientation tools can now be used on the image.
- Hold down the right mouse button and drag the mouse to set the image window width and center. Drag left and right to set the window width, and up and down to set the window center.
- In a stack view frame, with the left mouse button held down, drag the mouse up and down to scroll through the images. The up and down arrows on the keyboard also scroll through the images. If you are using a mouse with a scroll wheel, rotating the wheel will also scroll through the images.

- Some function keys are defined to bring up or remove information about the images (in viewer mode only):
 - F5 Display current image frame in full-screen mode
 - F6 Show/Hide layout manager
 - F7 Show/Hide the information panel
 - F8 Show/Hide the report panel
 - F9 Show/Hide annotations
 - F10 Show/Hide image overlay information
 - F11 Show/Hide orientation indicators
 - Alt-F11 Show/Hide orientation cube
 - F12 Show/Hide localizer lines and hash marks
 - Alt-F12 Show/Hide all localizer lines and hash marks
- To save window/level presets:
 - Set the window and level values for the image, or in the Window/Level toolbar.
 - Click the Preset Window/Level *Save* Button on the Window/Level toolbar.
 - Type the label you want to use for this window/level setting.
 - Press *Add* to complete the definition. The preset can now be selected from the Window/Level dropdown menu.
- To set the fields you want to display in the image overlays, click Settings, then Customize Settings, and then click the DICOM Fields tab. Select the modality (CT, MR, US, etc.) for which you wish to customize the overlays, or select Default to modify the default setting used for all modality types. Set the Display Location to Top, Bottom, Left or Right. Un-check the "Use the default list for this display location" to change the defaults for a single modality. Then add the attributes to the list, by selecting an attribute and clicking "Add Tag".

3. Main Pages

The Main page tab provides access to the eRAD PACS home page and the user sign on area. The home page may be the default, as shown in Figure 3-1, or it may contain some customization performed on behalf of the facility. For more information on customizing eRAD PACS's home page, refer to section 7.2.2.1 Customizing Pages and Logos.

Figure 3-1 eRAD PACS Main Page



It is possible to save the address of the eRAD PACS home page under your Favorites menu so you can easily find it in the future. In Microsoft Internet Explorer, click *Favorites*, then *Add to Favorites*. Save the URL using the default name, or create your own. The next time you open your browser, pull down the Favorites menu and click on the defined name to return to the eRAD PACS server.

Once you have the URL saved in your Favorites, you may need to give the address to someone else. Pull down your Favorites menu, right-click on the download server and select Properties. The dialog box will show you the actual URL used to find the download server.

3.1 eRAD PACS Sign On

To sign on to the eRAD PACS server, you must have been given a unique user account. The user account is used to identify you throughout the system. This allows eRAD PACS to download your personal profile from the server, providing you with the same custom interface regardless of your location. eRAD PACS also uses your account information to tag your actions automatically, so you do not have to explicitly enter your identification information each time you create, modify or delete data.

Figure 3.1-1 shows eRAD PACS's default Main page. Your main page may appear different due to customization. All versions of the Main page contain a set of sign on fields on the left side of the page as well as a series of tabs near the top and running the width of the page. The tabs are used to access different eRAD PACS pages. Before you sign on, the only pages available are the Main page and the Info page.

Enter your User ID and password in the fields on eRAD PACS's Main page. Both the User ID and password are case sensitive. By default, you will go to the Worklist page after eRAD PACS verifies your account information. If you wish to go to a different page, select the page from the dropdown menu just beneath the account ID and password fields. Click the *Sign On* button, or press the enter key, to continue.

Quick Start Instructions – Signing On

- Launch Microsoft Internet Explorer or Netscape Navigator.

- Enter your eRAD PACS server URL from your Favorites list, or type the IP address or host name into the address textbox.
- Enter your User ID and password. Both are case sensitive.
- Click the Sign On Button.

3.2 Security Alert

To protect the user when visiting secure web sites, web browsers check the server's certificate against a database of registered sites managed by a certification authority. For companies participating in this service, the validation is done in the background and the user sees nothing unless a security problem occurs.

eRAD PACS is not registered with a certification authority. For this reason, accessing eRAD PACS's home page displays a Security Warning dialog. This warning informs the user the site certificate was issued by a source which cannot be verified by the certification authority.

While most users simply choose to accept the certificate and proceed each time they access the server, it is possible to prevent the message from displaying in the future. To do so, accept the new site certificate as a trusted source. Complete instructions on accepting and storing eRAD PACS's security certificate on your workstation are available in section 2.2.1 Accepting Certificates.

3.3 Signing Off

To sign off of eRAD PACS, go to the Main page, and click the Sign Off tab. A message prompts you for confirmation. Click the *Sign Off* Button to complete the log out.

eRAD PACS includes an auto-logout feature. If enabled by the administrator, the system logs you off of eRAD PACS if your session remains inactive for the specified period of time. If this period is short enough to disrupt your workflow, consult with your system administrator to get the timeout period increased. If the auto-logout timer expires, eRAD PACS displays a new login prompt. Enter your User ID and password and you will return to the page last displayed. Alternatively, you can return to eRAD PACS's Main page and sign on again.

Quick Start Instructions – Signing Off

- Go to the Main Page.
- Click the Sign Off Tab.
- Click the *Sign Off* Button.

4. Information Pages

The Information Page contains instructions for contacting eRAD Inc., customizable directions to the customer facility, and useful links to other web sites.

4.1 Contact Us

The information on the Contact Us page contains contact numbers, the email address and mailing addresses for eRAD Inc.

eRAD Inc. Support

United States/Canada: **1.866.414.eRAD (3723)**

Europe: **+36.1.489.4700**

E-mail: support@eradimagemedical.com

eRAD Inc. Sales

+1.864.234.7430

E-mail: info@eradimagemedical.com

4.2 Directions

The Directions page is for use by the customer as a place to display directions to the facility. An administrator can upload customized directions using HTML from the *Web Server Options* section of the Server page. See section 7.2.2.2 Customizing Directions Page for instructions on uploading a customized set of directions. This page is blank by default.

4.3 About eRAD/Image Medical

This page contains a link to the eRAD Inc. corporate web site.

5. Preferences Page

The Preferences Page provides instructions for changing your account's user settings and password. Select the Preferences tab to open the Password page. To access other pages, click on the appropriate tab. For more information on administering user accounts and passwords, see section 7.1.2 Editing User Accounts.

5.1 Changing Your Password

To change your password, go to the Preferences page and click the Password tab. Place your cursor in the *Old Password* field and type your existing password. Then enter a new password in the *New Password* field. Enter your new password in the *Retype Password* field for confirmation. To finish the process, click the *Change Password* button.

Quick Start Instructions – Changing Password

- Go to the Preferences page.
- Click on Password tab.
- Type the existing password.
- Type your new password.
- Retype your new password.
- Click on *Change Password* button.

5.2 Changing User Information

To change your personal user information, select the User Information tab from the Preferences page. A new page showing your first name, last name and e-mail address appears. This information is linked to your user account and includes the user name you used to sign on. To change your e-mail address, click into the Email field, delete the old entry and type in a new one. To complete the process, click the *Change Info* Button.

Quick Start Instructions – Changing User Information

- Go to the Preferences page.
- Click the User Information tab.
- Type the new user information.
- Click the *Change Info* Button.

6. Worklist Pages

The Worklist is a table containing the orders, studies and reports currently available in eRAD PACS. The default worklist page contains the worklist table and the tools used to display images, manage orders, edit patient demographics, view reports, and forward studies. The worklist page also provides access to user-scheduled action settings, viewer download and installation, manual correlation of orders and images, transcription services, and DICOM media creation.

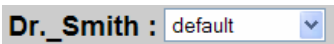





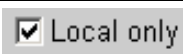
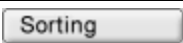
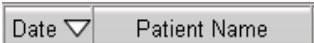
eRAD PACS controls user workflow through worklist filters. Users may define and save as many worklist filters as needed.

















The worklist table is organized with one study record per row. The user can manipulate the worklist by defining which study information to display in the columns, sorting the data in those columns, and filtering the information to show just a subset of the studies in the worklist table. For frequently applied worklist configurations, the user can save the table and filter settings and assign them to a custom label. The dropdown menu next to the user's name at the top-left of the worklist page provides quick access to the list of saved worklist filters.

6.1 Worklist Functions

Table 6.1-1 describes the basic worklist actions. More information on these actions are given later in this chapter. Some functions are protected through account privileges your system administrator may not have granted to you.

Table 6.1-1 Basic Worklist Actions

Action	Link	Description
Apply worklist filter		Apply a saved worklist filter.
Select worklist columns		Open a page where you can choose the columns shown on the worklist.
Search	 or 	Click the filters button to open a page where all column filters can be selected or edited. Click the binocular icon to open a page to select or edit a filter for a single column.
Search on hidden data		If a filter has been applied to your worklist on data not displayed on the current worklist, the filters button blinks briefly and the label turns red. Click the filters button to open a page where all column filters are selected or edited.
Show STAT procedures at top of worklist		Sorts all records according to presets but display STAT (high priority) worklist records at the top of the worklist.
Show procedures loaded in local cache		If the workstation is configured as a Viewer device, this function lists the studies currently available in the workstations local cache.
Sort worklist		Set the sorting preference on one to three columns in the displayed worklist.
Sort worklist		Click the column header label once to sort the worklist records in ascending order. Click the same column header label a second time to sort in descending order.

Action	Link	Description
Batch open, delete, forward, merge and sign reports		To operate on multiple worklist records, check the box on the left of the row, and select  to open the studies in the viewer,  to delete the studies from all servers,  to forward the studies to a remote device,  to merge the studies into one study or  to approve multiple reports.
Study open indicator	 or 	The study is currently open by another user (red) or not (green).
Open study in viewer	 or click patient name	Opens the study in the image viewer for full-resolution display, image manipulation and reporting, without checking for relevant cases first.
Worklist record overview		Open a page with a brief summary of header file information and JPEG images. Click an image to display the image at its full resolution.
Edit worklist record information		Opens a page for editing the worklist record data.
Delete worklist record		Permanently delete the study from all eRAD PACS servers.
Export study to remote device, media, or a folder		Forward the data to one or more configured devices, create a DICOM media (CD/DVD) or put it in a user-defined folder.
Display complete list of studies		Using the patient matching criteria on the current worklist entry, list all studies on all servers and archives. Available if Priors setting is Local Only.
Display report	 Status  Final	Once a report exists for a study, the Status value becomes a hyperlink. Click the link to display the report, dictation and key images.
Change number of records displayed per page	Page size: <input type="text" value="100"/>	Change the number of worklist records displayed on the page. Smaller numbers of records allows the list to build quickly when refreshed.
Modify worklist refresh rate	Refresh time: <input type="text" value="5 min"/>	Change or disable the worklist automatic refresh rate.
Export worklist	<input type="button" value="Export"/>	Export the current worklist to tab-delimited file.
Save worklist modifications	Save list as rad <input type="text" value="Default"/>	Save the current worklist settings as a new worklist filter, or overwrite an existing worklist filter.

6.1.1 AFFECT OF A WORKLIST SERVER CONFIGURATION ON WORKLIST FUNCTIONS

A consolidation worklist server, or simply worklist server, is a special eRAD PACS server. Its purpose is to provide users with a complete list of everything available in the EP environment. For performance reasons, a worklist server contains only bits of information about each study, order and report, but it does not contain the actual data itself. The real data exists on other EP servers, and the consolidation worklist server redirects all requests for information to the server most capable of servicing the request.

Since worklist servers do not have a local copy of all the data, some of the batch functions are unavailable or have restrictions. From a worklist server, the user can request batch open, report approval, delete and archive retrieve functions. Other batch operations (forward, merge) result in a warning message when the selected studies do not reside on

the same server. For all other operations involving multiple worklist entries (correction, group order scheduling), log into one of the other servers on which the data resides.

Similar to the limitations of batch operations, worklist actions are limited. Only Notify actions are supported on worklist servers. All other actions need to be configured on a full-service server, and will reflect only the data that passes through that server.

6.2 Customizing the Worklist

Users can customize the worklist so it presents the information they need in a format best for them. Every user account has a default worklist, which shows all the studies available to the account. The administrator may set up a user's default worklist to not include all of the studies on the server.

You can modify your default worklist, or create and save worklist filters. Each user account has its own list of worklist filters. Therefore, each user can customize the worklist according to their preference. An administrator can copy a worklist filter from one user's account to another user's account.

6.2.1 WORKLIST PAGE CHARACTERISTICS

The Default worklist appears when you select the Worklist tab. In addition to the table of studies with function buttons (icons) to the left of each entry, and a series of controls above the study table, the worklist consists of a series of fields and buttons at the bottom of the page. These include the page number, page size, refresh time, and Change buttons.

- **Page Number** indicates which page you are viewing in the displayed worklist. Click on the number to display the study entries on corresponding page.
- **Page Size** indicates the number of studies that appear on each page. To change it, click on the number in the text box and change the value to the number of studies you want to display. Then click the *Change* button.
- **Refresh Time** indicates the time between automatic worklist refreshes. To change the refresh period, select a value from the dropdown menu. Then click the *Change* button.
- **Change Button** activates changes made to the page size and refresh time. After changing the page size or the refresh time, click the Change button to apply your changes to the worklist. Be sure to save the worklist filter after making these changes if you wish to have the changes reflected the next time you choose the worklist filter.



Worklist rows and columns use color to indicate certain conditions. The colors and the condition they represent are defined in the following table.

Condition	Highlight Color	Comment
Sort order	Blue, medium blue, and light blue	The worklist can be sorted using one, two or three columns. The applied priority is the blue column, the medium blue column and then the light blue column.
Selected study	Blue	On the relevant cases page, the study selected from the worklist appears highlighted.
Folder shortcut	Brown	Shortcuts refer to pointers to studies which exist in a user-defined folder.
Stat	Red/Pink	Study's priority state is set to High. The Stat highlight color supersedes the expired order condition, meaning expired, high priority orders will also appear using this highlight color.

Condition	Highlight Color	Comment
Stat with flagged report	Dark pink	Study's priority state is set to High and the Normal flag on the report is cleared.
Flagged report	Orange	The Normal flag on the report is cleared, indicating the report has been tagged to draw attention to it.
Expired order	Yellow	Expired orders are those whose scheduled procedure date and time has passed.

6.2.2 CUSTOMIZE WORKLIST COLUMNS

Each column header identifies a field within a database record. There are actually many more fields within each record than are shown in the Worklist. The complete list of fields available is provided when you modify the existing worklist using the Edit Fields button.

You change which information is displayed on the worklist by adding, removing or deleting columns. All of these changes take place on the Edit Fields page, which you get to by clicking on the *Edit Fields* button at the top of the worklist. The *Edit Fields* page shows the relative position of each column (*Pos*), and the attribute whose value will occupy this column (*Field*). Insert and remove columns by using the insert, , and remove, , buttons on the right side of the table. To move a column, you need to remove it and then insert it in the new location. To change an existing column's attribute, click the pull down menu and select from the available fields. When finished, click the *Done* button. To save these changes for later use, save a worklist filter. See 6.2.4.5 Saving Worklist Filter Definitions for details.


The list of available worklist columns is fairly self-explanatory. The complete list of attributes available for display in the worklist is given in Table 6.2.2-1.


Table 6.2.2-1 – Worklist Column Attributes

Attribute	Description/DICOM Tag
Accession Number	(0008,0050)
Acquisition Date	(0008,0022) and (0008,0032)
Body Part	(0018,0015)
Changed flag	Study changed flag
[Study] Comments	(0032,4000)
[Instance] Creation Date	(0008,0012) and (0008,0013)
[Instance] Creator	(0008,0014)
[eRAD PACS] Date	Stored value used as study date, used when the DICOM object does not properly include a study date value. There are rules for generating this date based on other date values, receive date, etc.
[Patient] Date of Birth	(0010,0030) and (0010,0032)
[Study] Description	(0008,1030)
File Name	Image file names (Used for debug)
Folder Link Flag	Flag indicating the study belongs to a folder
ICD-9 Code	ICD-9 code received in HL7 object
Image Date	(0008,0023) and (0008,0033)
Image Number	(0020,0013)
Image Size	Rows (0028,0010) times columns (0028,0011)
Image Type	(0008,0008)
Institution Name	(0008,0080)
Manufacturer	(0008,0070)

Attribute	Description/DICOM Tag
Manufacturer Model	(0008,1090)
MIN SOP I UID	Lowest Instance UID in study (used for debug)
Modality	(0008,0060)
Modalities in Study	(0008,0061)
Modality AE Title	(0040,0241)
Normal	Flag indicating report is Normal
Number of Frames in Study	(0028,0008)
Number of Images in Study	(0020,1208) or number of images in the study
Number of Objects in Study	Total of images, report files, and other objects
Number of Series in Study	(0020,1206) or number of series in the study
Object size	Size of an object's file
Patient ID	(0010,0020)
Patient Name	(0010,0010)
Performing Physician	(0008,1050)
Physician of Record	(0008,1048)
Priority	(0032,000C)
Procedure Code	Procedure code received in HL7 object
Procedure ID	(0040,1001)
Proposed Study UID	Study UID created for Modality Worklist
Radiologist	Stored value used depending on state of entry. It starts as the requested reading physician, then reading physician, and finally interpretation author.
Reading Physician	(0008,1060)
Receive Date	Date and time received the object
Referring Physician	(0008,0090)
Referring Physician Address	(0008,0092)
Report Date	Date and time the report was created (v5.2.1 only)
Report Status	Status of main report text, not including addendums
Retrieve from Archive	Study was retrieved from the archive
Scheduled Date	(0032,1000) and (0032,1001)
Scheduled Procedure Step	(0040,0009)
Series Date	(0008,0021) and (0008,0031)
Series Description	(0008,103E)
Series Number	(0020,0011)
Series UID	(0020,000E)
[Patient] Sex	(0010,0040)
SOP Class UID	(0008,0016)
SOP I[instance] UID	(0008,0018)
Station Name	(0008,1010)
Store Level	Archive state
Study Date	(0008,0020) and (0008,0030)
Study ID	(0020,0010)
Study Size	Sum of Image Size for all objects in study
[Study] Status	State of the study
Study UID	(0020,000D)
[Custom] User Fields (1-5)	Five custom fields defined by system administrator

Quick Start Instructions – Customizing Worklist Columns

- From the worklist, click the *Edit Fields* button.
- Insert a new column into the respective position by clicking on the insert icon  and selecting an attribute from the pull down list.

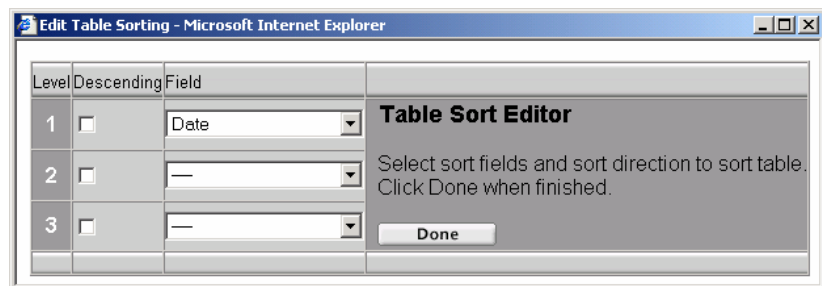
- Remove an existing column by clicking on the remove icon  for the row you want deleted.
- Change an existing column by selecting an attribute from the pull down list.
- After making all changes, click *Done*.

6.2.3 SORTING THE WORKLIST

eRAD PACS sorts the worklist columns in either ascending order, descending order, or in a procedural order. Each column used for sorting appears highlighted blue. All columns are sorted epigraphically, except state-oriented columns (e.g., Status, Priority), which are sorted in the relative order of workflow. To sort the worklist, click on the column header's label of the column you want to sort. To sort the worklist on a value that does not appear, you can either add the field to the worklist, or use the Sorting button and choose an attribute from the appropriate dropdown menu, and indicate descending order if desired.

By default, a column is sorted in ascending order. Click the arrow button in the column label to invert the sort order.

To perform a complex sort, eRAD PACS permits sorting on up to three columns. You indicate the column precedence. Click the *Sorting* button on the Worklist page to open the sorting window. Select up to three columns



Level	Descending	Field
1	<input type="checkbox"/>	Date
2	<input type="checkbox"/>	—
3	<input type="checkbox"/>	—






















Table Sort Editor

Select sort fields and sort direction to sort table. Click Done when finished.

Done

for your sorting criteria. Check the Descending checkbox to sort the selected attribute in descending instead of ascending order. Click the *Done* button to apply your changes to the worklist. When displayed, each column included in the sort is highlighted. The highest precedence column appears in a shade of blue which gets lighter as the precedence decreases.

You can also request quick sorts on a single column using the standard Worklist window. Click any column header's label to quickly sort the records by the column in ascending order. Click the same column header a second time to sort your worklist in descending order. The diagram to the right shows a worklist sorted by ascending order by the study date.

	Date ▾	Patient Name	Status	Modality	Descriptio
None	14 months-				
  	Dec 25, 1992 12:00:00	Kobayashi, Momoe	Preliminary	CR	Bubbly Lesion
  	Jan 30, 1994 11:25:01	JAMES, DOROTHY	Read	US	COLOR CINE
  	Dec 28, 1994 14:16:39	Henderson, Laura	Preliminary	US	Gastroschisis
  	Jan 19, 1995 09:28:54	Napper, Margret	Read	US	Apendicitis
  	May 02, 1995 10:55:10	Offenmueller, Peter	Viewed	XA	ERCP
  	May 04, 1995 14:41:24	LONGER, JOHN	Dictated	NM	WHOLE BODY
  	Jul 25, 1995	Buxton, Steven	Dictated	IMR	Normal

Quick Start Instructions – Sorting Worklist Columns

Quick sorting:

- On the worklist, click the label in the header of the column.
- To invert the sort order, click the label in the column header again.

To sort on multiple columns


- On the worklist, click the Sorting button.
- Select a study attribute from the pull down menu(s).
- Select descending (checked) or ascending (cleared) order.
- Click Done to display the worklist.

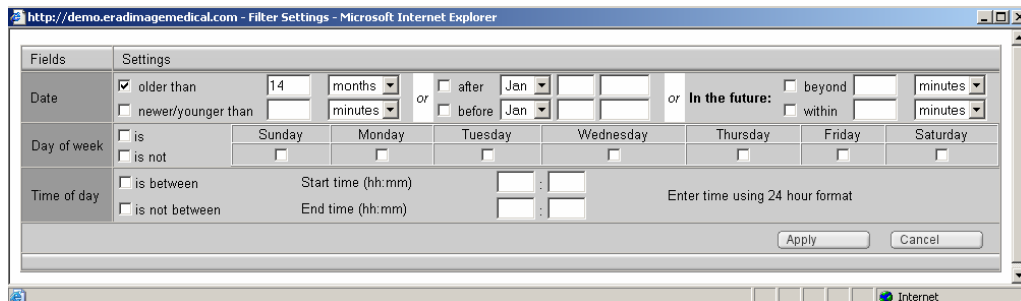
6.2.4 FILTERING WORKLISTS

Most unfiltered worklists consist of more entries than a user can easily manage. To search through the worklist and find one or more specific studies, define a worklist filter. A worklist filter is a set of matching criteria eRAD PACS applies to the data in the worklist. An example is a worklist filter to list all the CT procedures, or all the exams for a specific patient. Take care when applying filters because they may exclude records you want to access.

When you apply a filter to a worklist, the matching criteria are displayed at the top of the worklist column in the location normally occupied by the filter icon, and the worklist contains only the records that satisfy them. If the filter area of a particular column header contains the filter icon (i.e., the binoculars icon), no filter is applied to this column. The resulting worklist has all the features and functions available to the default worklist.

6.2.4.1 Searching the Worklist

To filter the worklist by a single attribute, click the filter icon, , just under the column heading to display a filter window. A popup window appears prompting you to enter a search pattern. Enter one or more patterns separated by semi-colons (no spaces), or select a predefined value from the list of available values. Note that this list may not appear, depending on the server's Filter List setting. Select multiple values in the list by pressing the ctrl or shift key while you click on the value. When complete, click the *Apply* button to display the worklist with your filter applied. The filter button at the top of the column shows the applied filter.



Fields	Settings
Date	<input checked="" type="checkbox"/> older than 14 months <input type="checkbox"/> newer/younger than minutes <input type="checkbox"/> after Jan <input type="checkbox"/> before Jan <input type="checkbox"/> In the future: beyond minutes <input type="checkbox"/> within minutes
Day of week	<input checked="" type="checkbox"/> is Sunday Monday Tuesday Wednesday Thursday Friday Saturday <input type="checkbox"/> is not
Time of day	<input type="checkbox"/> is between Start time (hh:mm) : End time (hh:mm) <input type="checkbox"/> is not between Enter time using 24 hour format


Apply Cancel

The filter request can search for an exact pattern match, a match anywhere in the data, or for data void of the search criteria. Use the *Is* checkbox to find all records the match the pattern exactly, including leading and trailing spaces. Choose *Contains* to search for records containing the search pattern anywhere in the string. Check *Is Not* to find everything except the exact pattern specified. Finally, use *Does Not Contain* to find all records that do not contain the pattern anywhere in the data string.

If the Person Name Filter setting is not used, you must explicitly delineate a person's first, middle and last names. In name fields, use the caret ('^') to identify components of a name, and the asterisk ('*') to indicate one-or-more wildcard characters. For example, SMITH^A* will search for all entries containing a last name of SMITH and a first name starting with the letter 'A'. Filters are not case sensitive in eRAD PACS.

To remove a filter, click the filter button or the current criteria at the top of the worklist column, and remove the checkmark from the *Contains*, *Is*, *Does Not Contain* or *Is Not* checkboxes. Click the *Apply* button to display the modified worklist.

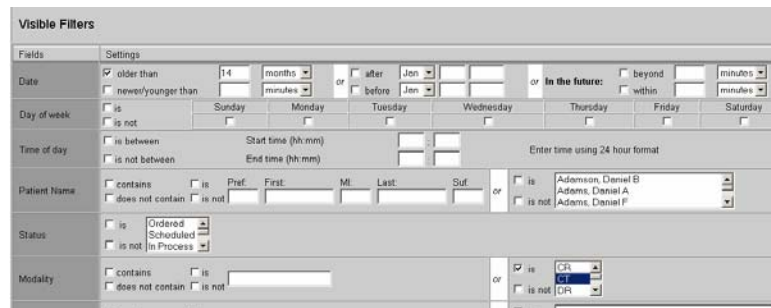
Quick Start Instructions – Searching the Worklist

- On the worklist, click on the column filter icon .
- Enter a search pattern, or select a predefined value from the menu.
- Click Apply.

6.2.4.2 Multiple Field Filters

Multiple field filters consist of searching criteria for multiple worklist columns at the same time. An example of a multiple field filter is one which matches all CT studies performed today between 8:00 AM and 11:00 AM. You can create these filters one column at a time as described in section 6.2.4.1 Searching the Worklist, or all at once using the *Filters* page.

From the Worklist, click the *Filters* button. A page appears (see Figure 6.2.4.2-1) showing all columns in your current worklist. From here, you can set the filters for each column. Check the checkbox at the far left of each row to activate the filter, and fill in the required fields for the filter.

Figure 6.2.4.2-1 – Multiple Filters Page


Fields	Settings	
Date	<input checked="" type="checkbox"/> older than 14 months or <input type="checkbox"/> after Jan or <input type="checkbox"/> in the future: beyond minutes	<input type="checkbox"/>
	<input type="checkbox"/> newer/younger than minutes or <input type="checkbox"/> before Jan or <input type="checkbox"/> within minutes	<input type="checkbox"/>
Day of week	<input type="checkbox"/> is Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/>
	<input type="checkbox"/> is not Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/>
Time of day	<input type="checkbox"/> is between Start time (hh:mm) End time (hh:mm) Enter time using 24 hour format	<input type="checkbox"/>
	<input type="checkbox"/> is not between Start time (hh:mm) End time (hh:mm) Enter time using 24 hour format	<input type="checkbox"/>
Patient Name	<input type="checkbox"/> contains Pref First MI Last Suf or <input type="checkbox"/> is Adamson, Daniel B Adams, Daniel A Adams, Daniel F	<input type="checkbox"/>
	<input type="checkbox"/> does not contain Pref First MI Last Suf or <input type="checkbox"/> is not Adamson, Daniel B Adams, Daniel A Adams, Daniel F	<input type="checkbox"/>
Status	<input type="checkbox"/> is Ordered Scheduled or <input type="checkbox"/> is not in Process	<input type="checkbox"/>
	<input type="checkbox"/> is not Ordered Scheduled or <input type="checkbox"/> is in Process	<input type="checkbox"/>
Modality	<input type="checkbox"/> contains is or <input type="checkbox"/> is CT	<input type="checkbox"/>
	<input type="checkbox"/> does not contain is or <input type="checkbox"/> is not CT	<input type="checkbox"/>

In the example shown in Figure 6.2.4.2-2, the filters applied to the Modality and Date field result in a worklist displaying only CT studies more than 14 months old (based on the server's clock setting at the time the worklist is displayed). After you click the *Apply* button, the worklist applies the filter and displays the results.

Figure 6.2.4.2-2 Filtered Worklist

Main		Info		Preferences		Work List		Admin		Archive		Accounting	
Default List		Other Lists		Folders		Scheduling		Corrections		Group Orders		Download Viewer	
jim : Unnamed		Edit Fields		Filters		Sorting		STAT first		Page 2			
Batch		Date		Patient Name		Status	Modality	Description	Referring Physician	Reading Physician	# Imgs		
Select All	None	14 months					CT						
		Apr 26, 2002 08:48:44		Noble, Mark		Unviewed	CT	Post Concussion Syndrome	Smalls, Tom	Niebaum, Al	100		
		Apr 12, 2002 13:00:15		Ma, Yoma		Unviewed	CT	ABDOMEN	Perry, Luann	Kincer, Todd	51		
		Dec 05, 2001 11:39:53		WINN, MICHAEL		Viewed	CT	CT SINUS - NASAL POLYPS	Drago, Paul MD.	Kincer, Todd	34		
		Jul 27, 2001 11:23:55		CHILDRESS, BRENT		Final	CT	RT SHOULDER - 3D			248		
		Jul 20, 2000 23:10:35		BRADSHAW, DANIEL		Read	CT	VOXAR			93		
		Jun 23, 2000 22:41:24		BARESSA, MAGNUM		Final	CT	ABD	Leluga,	GRIMSE,	86		
		Dec 17, 1999 12:18:57		COUNTY, JEFFERY		Final	CT	MVA	Leluga,	SISKI,	35		
		Aug 21, 1999 15:56:32		BERT, PHIL		Read	CT	Head	ademo,	Landau,	33		

By default, the Filter window provides fields for each of the columns displayed in the worklist. eRAD PACS also allows you to filter on data not displayed in the current worklist. This method would be used, for example, if you want to define a filter using the Body Part field, but you do not want to show the Body Part column in the worklist. At the bottom of the Filter window is a section called New Hidden Filters. Refer to Figure 6.2.4.2-3.

From the list, you can select the field on which you want to filter, and the added field then becomes available for searching. The Filter window indicates this by creating a section under the heading Hidden Filters.

Figure 6.2.4.2-3 – Hidden Filters Window

The screenshot shows a web browser window titled "Filter Settings - Microsoft Internet Explorer". The address bar shows a URL from "http://helen.inagomedical.com/cases/dfilterb...". The main content area has several filter sections:

- Manufacturer:** Radio buttons for "contains" and "does not contain", followed by a text input field and a dropdown menu with "is" and "is not" options. A value "ACME Products Acuson" is selected.
- Institution Name:** Similar radio buttons and dropdown menu. A value "Uni Ulm Rad 1 SB 80 KVP 7 SECS 20 MA 40 INCHES" is selected.
- #Imgs:** Radio buttons for "at least" and "at most", followed by a text input field.

Below these is the **Hidden Filters** section, which contains a table:

Fields	Settings
Body Part	<input type="checkbox"/> contains <input type="checkbox"/> does not contain

Below the table are "Apply" and "Cancel" buttons. At the bottom is the **New Hidden Filters** section, which includes a list of fields to add:

- # Sers
- Accession No.
- Acquisition Date
- Creation Date 1

An "Add" button is next to the list.

When the hidden filters section appears on the screen, define the search criteria as you would for any other attribute. The key difference is the filter criteria will not appear in the column header on the worklist. Using hidden filters could be confusing if you are unaware your worklist has been filtered, as the worklist may not display all desired records. To indicate a hidden filter applies to the current worklist, the *Filter* button at the top of the worklist will blink a few times, and turn red. Click the red *Filter* button to see which hidden filters are applied to the current worklist.

If you are having trouble locating a specific worklist record, first check for filters applied to the worklist. As mentioned above, filters are displayed in the column header,


and a red Filters button denotes hidden filters. Clear all filters, or select the Default worklist from the Filter pull-down menu at the top of the worklist and look again at the worklist for the worklist record you need. Be aware your Default worklist may have filters applied by the system administrator.

Quick Start Instructions – Searching the Worklist

- On the worklist, click the *Filters* button.
- Enter a search pattern, or select a predefined value from the menu, for each attribute by which you wish to filter the worklist.
- To search on an attribute not present in the worklist, find it in the Hidden Filter list, click *Add*, and then enter the search pattern.
- Click *Apply*.

6.2.4.3 Combined Worklist Filters

The filter combination feature allows you to combine the results of individual filters into one complex filter. This tool is available on the Other Lists page, and involves pairing together defined worklist filters.

To create a combined filter result, the individual worklist filters must already exist. Start by using the Filter tools to identify your matching criteria, and save each filter. When all the individual filters exist, go to the Other Lists page. To combine the results, check the box to the left of each individual filter you want included in the results, and click the batch Merge button, , in the top left corner of the table. eRAD PACS performs each filter's search individually, and then combines the results into a single worklist. This is effectively a Boolean OR operation. Save the combined search as an independent filter by entering a name and clicking on Save, at the bottom of the worklist.

6.2.4.4 High Priority (Stat) Studies

eRAD PACS displays high priority studies at the top of the worklist if the STAT checkbox is set. If the field does not contain a checkbox, the worklist is sorted without regard to the study priority. Regardless of the STAT setting, all high priority studies appear in the worklist highlighted in red.

eRAD PACS makes no assumption about what constitutes a STAT study. What the STAT checkbox on the worklist denotes are entries in the worklist marked as High priority. If interfacing to a RIS system, eRAD PACS can map multiple priority levels to High, in which case they will all appear highlighted in red. Any user with study editing privileges can change a study's priority.

Quick Start Instructions – Display High Priority (STAT) Studies

- From the worklist, click on the STAT checkbox.

To include a study in the STAT list

- From the worklist, click on the Edit button
- Set the Priority value to High.

6.2.4.5 Saving Worklist Filter Definitions

If you use the same filter often, it is sometimes helpful to store the search criteria so you can reapply it quickly without having to define it again. To save the filter, use the *Save List As* option at the bottom of the page. The Save List As field appears when the worklist filter does not match an existing filter, and the label in the filter pull down list shows *-Unnamed-*. Select a user account, which is your own unless you are the Administrator, in which case you can select any account on the server, and a list type, New, Default, Global Restriction, Archive Filter or Prefetch.

Select New if you are creating a new worklist filter. Enter a name for the list in the third field. Once you have labeled your filter, click the Save button.

To override your default worklist, select Default and save it. A popup message appears prompting you to confirm this change. Click on OK to save it.

Global Restriction filters let the administrator define a filter on an account to restrict access to only those studies matching the filter. For example, to prohibit referring physicians from accessing studies requested by other physicians. Only system administrators with Admin privileges can define Global Restriction filters. Set the user account in the Save List As field to the respective account to save the filter in the selected account.

Archive filters define which studies get sent to the archive. For information on this, refer to section 8.5 Archive Filters.

To define a Prefetch filter, refer to 6.2.6.1 Prefetch Worklist.

Quick Start Instructions – Saving Worklist Filters

- Set filter criteria and scroll to the bottom of the screen.
- At Save List As field, select New.
- Enter filter label.
- Click Save.

6.2.4.6 Applying Defined Worklist Filters

Predefined filters appear in the pull down list on the top left corner of the worklist. Select one of the filters to apply it to the current worklist.

The Other Lists page, which you can reach by clicking the Other Lists tab, contains all of your defined filtered lists. If you are an Administrator, you can see all user's worklist filters as well. Clicking the filter label on this page will apply it to the worklist.

Quick Start Instructions – Applying Worklist Filters

- Click the Work List tab.
- Select a predefined filter from the pull down list at the top left of the worklist.

6.2.4.7 Editing Defined Worklist Filters

Modifying an existing worklist filter consists of applying the defined filter to the worklist, making the necessary changes, and then saving it again using the same name.

To remove a predefined filter, go to the Other Lists page and click on the delete icon next to the filter label. In the confirmation window, click *Delete* to complete the removal.


To rename a predefined filter, go to the Other Lists page and click on the rename icon next to the filter label. In the popup window, enter the new name, and then click on *Rename*.

Quick Start Instructions – Editing Worklist Filters


Modifying an existing filter:

- Click the Work List tab.
- Apply a predefined worklist.
- Make the changes to the worklist.
- Save the worklist using the same label.

Deleting an existing filter:

- Click the Work List tab.
- Click the Other Lists tab.
- Click the delete icon  next to the filter label.
- Click on *Delete* to confirm.

Renaming an existing filter:

- Click the Work List tab.
- Click the Other Lists tab.
- Click on the rename icon  next to the filter label.
- Enter the new name in the popup window and click *Rename*.

6.2.5 E-MAIL NOTIFICATIONS

Since emails are useful to inform users when, for example, the state of a study changes from Ordered to Unviewed, or from Dictated to Final, eRAD PACS links the worklist filters to the notification function. When a study matches the criteria of a filter that has notifications enabled, the result is an email sent to the address registered for the account, and includes a hyperlink to the worklist entry, the images, the report for the study, and to open the study in the viewing application.

To receive email notifications, create and save a worklist filter that satisfies the condition of interest. For example, if you want to receive a notice when a report is approved, create a filter with the Status column set to Final. After saving the filter, click the Other Lists tab.

Find the new filter in the table and click on the box in the Notify column to display the configuration window.

To activate, check the *Enable* box. If you want an email sent reflecting the existing studies, check the box labeled *Apply To Current Content*. Otherwise, notices apply to new studies only. Under *Scheduling*, select *Immediately* if you want emails sent when the event occurs, or *Daily* and enter a time if you want emails sent all at once. Add additional email addresses if necessary, separated by commas. Click *Apply* to complete.

Enable:	<input checked="" type="checkbox"/>
Apply to current content:	<input type="checkbox"/>
Scheduling:	immediately at <input type="text"/> :00
E-mail:	DrSmith@physicians.com

To disable the notification, open the configuration window on the Other Lists page again, uncheck the *Enable* box, and click *Apply*.

Quick Start Instructions – E-mail Notifications

- Define a worklist filter.
- Scroll to the bottom of the worklist.
- Name and save the new worklist filter.
- Click the Other Lists tab.
- Click the button in the Notify column for the new worklist filter.
- Select Enable, set schedule and click *Apply*.

6.2.6 PRESTAGING STUDIES TO A WORKSTATION

eRAD PACS supports two mechanisms for prestaging studies on a workstation. Prefetching uses a user's prefetch worklist to select the studies downloaded in the background while a user is logged onto a workstation. Auto-routing is a means to automatically forward studies to a specified workstation, independently of a user's personal settings. Auto-routing is similar to prefetching or auto-forwarding except it is available for registered eRAD PACS workstations only.

6.2.6.1 Prefetch Worklist

Users can set up their workstation to stage selected studies stored on the eRAD PACS server to the local workstation. The data staged to the workstation is based on a user's saved worklist labeled *Prefetch*. When you log into a server from a workstation, eRAD PACS looks up your prefetch worklist and begins downloading the matching studies in the background. eRAD PACS continues to prefetch data using your prefetch list after you sign off. The applied prefetch list changes when a new user logs in from the same workstation.

The prefetched study data resides on your local workstation, greatly improving the time it takes to open and load a study. The alternative is to have the data download at the time you select the study from the worklist. On a slow or busy network, this can significantly impact performance.

To activate prefetching, specify the prefetch filter and enable it from the eRAD PACS viewer. To define a prefetch worklist, set up the filter criteria as you would for any worklist filter, listing everything you want to automatically download to your workstation. Scroll to the bottom of the worklist to save the filter, select *Prefetch* from the options under *Save List As*, and click on *Save*. You can still open studies that have not been prefetched simply by selecting them from the worklist.

To enable prefetching, you must set the value from the Customize Settings window in the eRAD PACS viewer. Refer to the eRAD PACS Viewer Manual for details.

Note: In some older versions of eRAD PACS, prefetching used the *Default* worklist if no *Prefetch* worklist existed. As for version 5.2, the *Default* worklist is not used to prefetch studies. Users with the older setup need to create a *Prefetch* worklist filter if they intend to use prefetching.

Quick Start Instructions – Prefetch Worklist

- Set filter criteria.
- Scroll to the bottom of the worklist.
- At Save List As field, select Prefetch.
- Click Save.
- Open viewer and enable prefetching as described in Viewer Manual.

6.2.6.2 Auto-Routing

Workstations that have a fixed IP address and a defined computer name can be registered in EP's Devices table, and can define a worklist filter for auto-routing studies before a user logs in and loads them. When the workstation is turned on, connected to the server and has prefetching enabled, auto-routing is active, even when no user is currently logged on at the workstation. When a user is logged into the workstation, the auto-routing filter is combined with the user's personal prefetch filter.

The prerequisite to workstation prefetching is to register the workstation on the Devices page. Refer to section 7.4.1.1.3 Adding a Viewer Device. Once the workstation is registered, it appears on the list of destinations available when setting up a Forward action. To configure the workstation prefetch, create a filter and attach it to a Forward action, using the workstation as the destination. For information on setting up a Forward action, refer to section 6.7.2 Auto-Forward Filters.

Activate workstation prefetch from the Customize Settings panel in the eRAD PACS viewer. Refer to the eRAD PACS Viewer Manual for details. Once enabled, prefetching begins after the next prefetch refresh cycle expires, which is typically between 5 and 30 minutes.

6.3 Viewing Images

eRAD PACS has two mechanisms for viewing images. To view diagnostic-quality images, where the user needs access to full fidelity images and the necessary tools to manipulate those images, there is the eRAD PACS viewer. The viewer is an application that installs itself on your PC, yet functions like a plug-in whenever you open a study. If you have not downloaded and installed the viewer application, or do not want to load the application on your PC, you can opt to view static JPEG images on your browser. Web-based JPEG images are available from the browser on the eRAD PACS Quick View page.

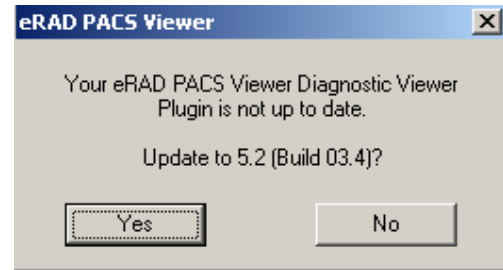
Sections 6.3.1 Downloading the Viewer through 6.3.3 Opening Multiple Studies explain how to download the Viewer and install it on your PC, and then how to launch a study into the Viewer. Section 6.3.4 Viewing Images with the Browser, explains how to use the browser to look at static JPEG images.

6.3.1 DOWNLOADING THE VIEWER

To download and install the eRAD PACS, you must have specific privileges, which your system administrator can assign to you. If you possess them, and the workstation you just logged into does not have a copy of the eRAD PACS viewer installed, or the server contains

an updated version of the viewer newer than the one currently installed, eRAD PACS attempts to install it automatically.

A popup notice appears on the screen. If you do not have Windows administrator rights, the notice simply informs you a new version of the viewer is available and instructs you to contact the system administrator in order to download a copy onto the workstation. If you have Windows administrator rights, the notice asks if you want to download and install the latest viewer. If you clear the notice without installing the viewer, you will be prompted once each day until you do upgrade. When you consent to the upgrade, eRAD PACS downloads the viewer and invokes the installation wizard. Depending on your version of Windows, you have the option to download and store the eRAD PACS setup file and activate it manually, or to download and activate (Open) it when complete. There is no need to save the setup file to disk, so select to Open the file when downloaded.



When you consent to the upgrade, eRAD PACS downloads the viewer and invokes the installation wizard. Depending on your version of Windows, you have the option to download and store the eRAD PACS setup file and activate it manually, or to download and activate (Open) it when complete. There is no need to save the setup file to disk, so select to Open the file when downloaded.

To manually download and install a copy of the eRAD PACS viewer, click on the Download Viewer tab in the second row of tabs under the Worklist tab. eRAD PACS downloads the viewer and invokes the installation wizard. As in the automatic install, there is no need to save the setup file to disk, so chose to Open the file when downloaded.

The eRAD PACS installation wizard takes you through the installation process step by step. The process is as follows:

1. InstallShield© Wizard launches. Read the information, take any necessary actions and click *Next*. Press the Ctrl and Esc keys simultaneously to view the task bar if you need to quit any other applications. It is not required to quit Internet Explorer or Netscape Navigator.
2. Read the License Agreement and click *Yes*.
3. If the default location for eRAD PACS is acceptable, click *Next*. Otherwise select a new location and click *Next*.
4. Click *Finish* when the install is completed.

The viewer does not start automatically. Either open a study or manually start the viewer by selecting it from the Program Files menu under the Start button in the system tray. When eRAD PACS is executing, it appears as an icon in the taskbar.


Quick Start Instructions – Downloading the Viewer

- Go to the Work List.
- Click Download Viewer, and select *Run the Program from its Current Location*, if asked. If it asks you to save the file pbsetup.exe, save the file, locate the pbsetup.exe file and double-click and continue to follow these instructions.
- InstallShield© Wizard will take you through the setup. Accept the defaults, click on the *Next* button to advance, and click on *Finish* to complete.
- You will return to the Work List. Single-click on a patient name to launch the viewer and open the study.


6.3.2 LOADING STUDIES INTO THE VIEWER

The patient name in the worklist is an ActiveX-controlled hyperlink, which launches the installed eRAD PACS viewer. To initiate the process, click on the patient name in the worklist.

After selecting a study from the worklist, eRAD PACS searches the database and archive for related studies, such as relevant priors. Note that the search includes the archive only if the Prior Setting parameter is not set for local-only searches. If EP finds any priors, a filtered worklist appears. The row highlighted with a blue background is the entry you selected. To open one or more of the listed studies, put a check in the box to the left of each study you want to open and click the batch open button. See section 6.3.3 Opening Multiple Studies for additional details. If you only want to open one study, click on the patient name again.



To open a study without searching for priors, or if the patient name is empty and no hyperlink exists, open the study using the Open button, . Click on the Open button in the row corresponding to the study you want to view.

Quick Start Instructions – Loading Studies Into the Viewer

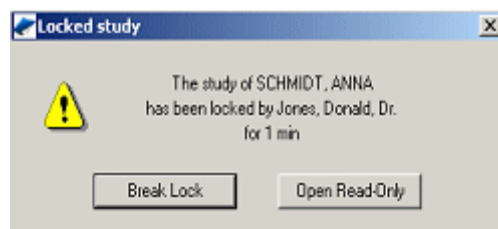
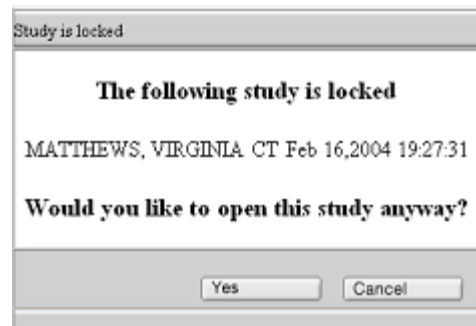
- Click the Work List tab.
- Click on the Patient Name, or on the Open button  in the study's row.

6.3.2.1 Record Locks

When opening or editing a study, there is the chance another user may attempt to open or edit the same record at the same time. The last user to save changes may overwrite the changes the other user made. To protect against these conflicts, eRAD PACS employs record locking.

An open study indicator light exists on the worklist to provide some guidance as to which studies are locked. The indicator light appears on the far left of each worklist entry. A green light, , indicates the study is available. A blinking green light means the study is being edited by you. A red indicator light, , means some other user has the study open for editing. The lights stay bright for a short period of time after the worklist is refreshed. Since this information is updated only when the page is refreshed, the accuracy of the study open indicator decreases over time. To reflect an aged indicator, the light dims after some period of time. To refresh the open indicator, click on the browser refresh button.

A user gets the record lock when he opens the study for editing. This prevents other users from editing this study until he is finished with it. To inform the second user the study is already locked, the system displays one or two popup notices. The first notice is immediate and appears in a browser window. It appears when your requested action can modify data, including opening it in the viewer, adding a report, editing the demographics, or merging it with another study. In some cases, you can continue the operation without the editing rights, or take the lock away from the original user. These options are listed in the popup notice. If you wish to move on to another study, click *Cancel*.




A second message appears when the viewer opens. This message contains the study identification information, plus the name of the user who currently holds the record lock. The name is provided so you know who to contact if you must take the lock away from the other user. If you simply want to display the images and do not intend to make any changes, click on *Open Read-Only*. You will have access to the full

fidelity images, but cannot make any changes to the data, including saving key images or a report. If you need to save changes, inform the other user you intend to take the lock, and then click on *Break Lock*.

Use caution in breaking record locks. Breaking another user's lock prevents him or her from saving changes. If you break the lock of a study opened in the viewer, the other user receives a notice informing them you have taken the lock. However, they do not get an opportunity to save their work to the server, at least, not until they reclaim the lock. To avoid this scenario, open a read-only copy of the study or contact the person who currently holds the lock and request it verbally before breaking it.


6.3.2.2 New Object Indicator

After a user reviews a study, the study may change. For example, new images arrive from the modality. EP notifies the user of this by highlighting the affected study's entry on the worklist. If the EP server registers a change to the study after the study status is Viewed, the Change flag is set to *New* or *Changed* and the Open button on the worklist changes to red, .

The Change flag is a worklist parameter that can be used to create a worklist filter. The field value can be None, New or Changed. *New* means the study acquired a previously unregistered image since the last state or report change. *Changed* means the study data has been altered in some way, which may or may not be relevant, since the last state or report change. *None* or a NULL field denotes all other states. A user can use this field to create a default reading worklist. Anything New or Changed would typically require review by a radiologist.


Clear the change flag by opening the viewer and either updating the report, or checking the Clear Change Flag box on the popup window that appears when closing a study.

6.3.3 OPENING MULTIPLE STUDIES INTO THE VIEWER

eRAD PACS lets you open multiple studies from the worklist and load them into the viewer at the same time. The first step is to select the studies you want to load into the viewer. All the studies must appear on the displayed worklist. If they do not appear on the same worklist page at the same time, create a filter to get them on the same page, or increase the number of worklist records displayed on the worklist. Select all the studies to include by placing a checkmark in the box on the far left of the study row. When you have checked all the studies, click on the Batch Open button, , at the top-left of the worklist table.


After selecting a study from the worklist, a filtered list of relevant studies may appear if prior studies for the selected patient exist on the server. The highlighted row is the entry you selected. To open one or more of the listed studies, put a check in the box to the left of each study you want to open and click on the Batch Open button. If you only want to open one study, you can click on the patient name again. For more information on relevant prior studies, see section 6.3.5 Listing Relevant Cases.

Quick Start Instructions – Loading Multiple Studies into the Viewer


- Click the Work List tab.
- Check the box to the left of each study.
- Click on the Batch Open icon  at the top left corner of the worklist.

6.3.4 VIEWING IMAGES WITH THE BROWSER

The Quick View page provides you with a tool for displaying patient images in a read-only format, without launching the viewer. The Quick View page displays JPEG images and does not support image manipulation tools such as window/level, zoom or stack views.

To display the Quick View page for a study, click the Quick View button, , to the left of the patient name for the study you want to open. The images are displayed in one of three sizes. To increase or decrease the size, click any one of the three *Image Size* icons. For a full-resolution rendering of an image, or, if the monitor does not support the full resolution, then a maximum screen resolution rendering, click on the image.

Quick Start Instructions – Displaying Images In The Browser



- Click the Work List tab.
- Click the Quick View button .

6.3.5 LISTING RELEVANT CASES

After selecting a study from the worklist, a list of relevant cases appears when additional studies for the selected patient exist on the server. Additional studies may be historical exams or other current exams. The system administrator configures the selection criteria used to match relevant priors. See section 7.2.2.3 Matching Criteria for details.


Main		Info		Preferences		Work List		Admin		Archive		Accounting									
Default List		Other Lists		Folders		Scheduling		Corrections		Group Orders		Download Viewer		Help							
Relevant cases for BRIANA BLAST														◀ Previous Study		Next Study ▶		▲ Back to List		Page 1	
Batch				Date ▲	Patient Name	Status	Modality	Description	Referring Physician	Reading Physician	# Imgs	Source									
Select All	None																				
				Oct 28, 2005 22:02:58	BLAST, BRIANA	Preliminary	CT	TRAUMA BRAIN	Baker, Paul		35	LOCAL									
				Oct 28, 2005 22:02:58	BLAST, BRIANA	Read	CT	TRAUMA SERIES	Baker, Paul		234	LOCAL									
				Oct 28, 2005 22:02:58	BLAST, BRIANA	Preliminary	CT	C SPINE - TRAUMA SERIES	Baker, Paul		138	LOCAL									
				Oct 28, 2005 22:02:58	BLAST, BRIANA	Read	CT	HIPS - TRAUMA SERIES	Baker, Paul		28	LOCAL									
Page 1														Page size: 20		Change					

The blue, highlighted row in the worklist is the entry you selected. This list shows only the studies immediately available if the Priors Setting is set for local-only studies. Otherwise, all local and archived studies appear on the relevant cases list. The Source column indicates whether or not the study is locally available. Only studies marked Local can be opened from the Relevant Cases page. Load one or more studies at the same time using the Batch Open function.


If the server's Prior Setting is configured for local-only priors, you need to explicitly search the archive to get a list of the studies that have been archived. To do so, click the More Studies button, , on either the worklist or the relevant cases worklist. If the study is local, the Open button is available and you can open it immediately. If the study only exists on the archive, you must retrieve it before opening it. Use the Retrieve button, , to recall the study from the archive to the server.

Quick Start Instructions – Listing Relevant Cases

From the worklist or relevant cases worklist,

- Click Open  in the study's row. If relevant cases exist, a new worklist page appears.

To retrieve a study from the archive,

- Click More Studies . If relevant cases exist, a new worklist page appears.

- Click Retrieve  in the study's row,

OR

- Check the box to the far left for each study and click the Retrieve button at the top of the column.

6.4 Reports

When a study on the eRAD PACS worklist is in the *Completed* state, or contains images and is in the *Viewed* or later state, you can display the study's report. The first step in creating a report is to open the study in the eRAD PACS viewer, set the state to *Viewed* or some later state, and save the report when closing the study. If the study does not contain images, which can happen if the imaging procedure is performed on a non-digital modality or the modality is not connected to the PACS, go to the Edit page and set the study state to *Completed*. Once the study state is *Completed* or at least *Viewed*, you can display the report in the browser or in the eRAD PACS viewer, edit it, and print it. Users with both study editing and report editing privileges can change the study state to *Viewed* from the Edit page, meaning they do not have to use the Viewer to change the study state.

6.4.1 VIEWING REPORTS IN THE BROWSER

When the study state is *Completed*, *Viewed* or later, the Status column in the worklist becomes a hyperlink to the study report. To display the report, click on the status value for the study whose report you want to view. The report page appears. Figure 6.4.1-1 shows an example of the report page.

Figure 6.4.1-1 Report page

The report page consists of patient demographic information at the top, followed by information on who wrote the report and when. The remainder of the report page displays the Observation and Impression sections of the report, as well as addendums that have been added to the original report. If an addendum does exist, a hyperlink to the last addendum appears immediately above the Observation section.

The buttons at the top right corner of the report let you perform certain actions on the report. The available actions are as follows:

- **Back to List:** Returns to the worklist.



- **Edit:** Edit the report. To use this feature, you need Report or Transcribe rights. When editing a report, use the *Cancel* or *Save* button to release the report for editing by others. Using the browser's *Back* button leaves the study locked for editing.
- **Open:** Open the study in the viewer. To use this feature, you need Open rights.
- **Print Friendly:** Print a formatted copy of the report and the key images.
- **Dictate:** Record dictation for this study. To use this feature, you need Report rights.

Additional buttons exist on the report page. They are as follows:

- **Approve:** Officially approve the report. Once approved, changes are recorded as an addendum. To use this feature, you need Report rights.
- **Listen:** Listen to the dictated report, if one exists.
- **Redictate:** Edit the existing dictation, if one exists.

The browser's report page is customizable. You can define the patient demographics that appear on the report, which text sections exist, reposition some of the areas and customize the facility information. For details, refer to section 7.2.2.2 Report Page Customization.

If a report addendum exists, a hyperlink appears in the header of the report page to take the user to it. The hyperlink can be added or removed with the report customization tools.

6.4.2 VIEWING REPORTS IN THE VIEWER

In addition to viewing reports on the browser, you can see the report from the eRAD PACS viewer as well. You must have Open rights to use the EP viewer. The viewer can display the report for the current study, plus any reference study you open in the viewer at the same time. If you have the eRAD PACS viewer open and loaded with one or more studies, it is not necessary to continuously return to the browser to view the report.

When in the eRAD PACS viewer, select a series in the study of interest, and click on the report panel window to display the report. Refer to the eRAD PACS viewer for more details on displaying a report in the viewer's report panel.

6.4.3 EDITING A REPORT

To edit a report, you must have Report or Transcribe privileges. For such users, the *Edit* button on the top right of the Report page is enabled, as shown in figure 6.4.1-1. Click the *Edit* button to go to the report editing page.

Figure 6.4.3-1 Report Editor

When you open a report for editing, you have locked the study for writing. Until you close the report by clicking the *Save* or *Cancel* button, no other user will be able to edit the report or open the study in the eRAD PACS viewer. Clicking the browser's *Back* button also releases the study.

In eRAD PACS versions before 5.1, the report edit page was a web page, similar to the report page with many of the fields

editable. This editable web page still exists for legacy systems. All reconfigured or new servers use an updated report editing tool, describe through the remainder of this section. For instructions on using the older version of the report editor, refer to eRAD PACS v5.0's operator manual.

The Report Editor is a popup window which looks similar to the report panel in the eRAD PACS viewer, and shown in Figure 6.4.3-1. You must first install the eRAD PACS viewer before attempting to open the report editor. Once it's open, you can change the report text, radiologist of record, and the date of record. You can also insert or edit a radiologist note.

If a recorded report exists, the Dictate button is active and displays the length of the recording. To play back a dictated report, click the Dictation button.

To add a radiologist note, type it into the Note field. To enter report text, type or paste it into the Observation or Impression field. The word count fields update automatically as you type. To enter formatted text, use the format controls in the Format toolbar at the top of the screen, or use the control sequences listed in the table to the right.

Format Function	Control Sequence
Bold	Ctrl-B
Italics	Ctrl-I
Underline	Ctrl-U


If a study is in the *Final* state, you can amend the report by adding an addendum. An addendum section appears at the bottom of the report edit panel. Follow the same procedure as above for entering the addendum text.


After completing the changes to the report or addendum, update the study state by selecting the relevant state (on the left) and clicking the *Send Report* button, or simply close the window. If you have not submitted the changes, a popup window prompts you to save or ignore the changes. To return to the report editor, click the *Cancel* button.


Quick Start Instructions – Editing a Report

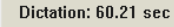
- Click the Work List Tab.
- Click the study's Status column value.
- Click on the *Edit* button.
- Enter the changes to the report.
- Click on the *Send Report* button or close the window.

6.4.4 TRANSCRIBING A REPORT

eRAD PACS enables a user to transcribe a dictation and save it as part of the study. Transcribing a report requires report-editing permissions, which the system administrator must assign to your account, and the viewer plug-in. If you have these rights, the edit button, , on the report page is enabled. Click this button to open the report editor, shown in Figure 6.4.3-1. The window consists of editable text fields for typing the report text. There is also a button for playing back the dictation. You can control playback using your mouse, the Philips SpeechMike, Philips foot pedal, and some other supported devices. Contact customer support for a list of supported devices.

The process starts at the worklist. You may want to filter the worklist to find all the studies in the *Dictated* state. When you find the study with the dictation you intend to transcribe, click the left mouse button on the *Status* column value. The report page appears. Select *Edit*  from the buttons on the upper right side of the screen. In most cases, you go directly into the report edit panel. If another user has the study locked, you receive the lock message, as described in section 6.3.2.1 Record Locks. The lock message contains the

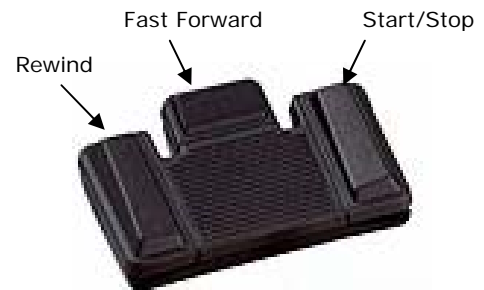
name of the user who currently holds the lock. Contact the user to inform him or her you need to edit the report, then click on the break button, , to take the lock from the other user. Click on *Cancel* to return to the report page.

If a dictation is recorded and stored on the server, select the playback button, , to start playing back the audio file. Use the audio control on the user interface to stop, rewind and restart the dictation. You can also use the Philips SpeechMike or foot pedals. Transcribe the dictation by entering the text into the Observation or Impression fields. The cumulative word count appears above each field. When finished, save the work by clicking the *Send Report* button or simply close the window. If you have not submitted the changes, a popup window prompts you to save or ignore the changes. To return without saving any changes, click the *Cancel* button.

6.4.4.1 Philips Foot Control Pedal

The Philips Foot Control 210 foot pedal is an integrated device for controlling audio file playback. Install the device and drivers according to the instructions provide with the kit. Once installed, you can use this foot pedal to start, stop, rewind and advance the dictation file.

The device has three pedals. Two play modes exist, Push-to-Play mode and Play/Stop mode. In Play/Stop mode, the default, the right pedal starts and stops the dictation playback, changing between play and stop each time you press the pedal. In Push-to-Play mode, the right pedal plays the recording when pressed and stops when released.



There are also two rewind/fast forward modes. In Steps mode, each time you push the middle pedal, the recording fast forwards 2 (default) seconds, and the left pedal rewinds 2 seconds with each press. If you hold down the pedal for half a second (default), the recording rewinds or fast forwards to the beginning or end, respectively. In Continuous mode, the recording fast forwards continuously if you press and hold down the middle pedal, until you release it. Similarly, the records rewinds continuously while you press the left pedal.

The mode settings and default values for using the foot pedal are defined in the Dictation panel in the eRAD PACS viewer's Customize Settings. Refer to section 4.1.13 in the eRAD PACS Viewer Manual for more information.


6.4.5 APPROVING REPORTS

To approve a report, you must have Report rights. In this case, when a report is in the Preliminary state, an Approve button appears on the Report page. To official sign a report, click the Approve button. A confirmation screen appears. If you wish to proceed and record your name as the official signer of the report, click Approve. Otherwise, click Cancel. You can also approve a report from the report editor by setting the state to Final. A confirmation panel appears to confirm the action. Click Approve to continue, Cancel to stop.

When you have multiple reports to sign, it may be faster to use eRAD PACS' batch signing feature than to approve them individually. Batch signing simplifies the approval process by consolidating the steps needed to call up, review, approve and move on to the next report.

Batch report signing works best if you create a worklist filter containing the reports you need to review. Although your specific environment may differ, this generally means a

worklist filter showing all studies with a State equal to Preliminary. You may want to increase the default page size so all the studies appear on a single worklist page. Save this worklist as a named filter by scrolling to the bottom of the worklist, enter a label in the text field, and click Save.

When you are ready to approve reports, select the reports you want to review by checking the box to the far left of the respective worklist entry or click *Select All* just under the Batch section, and click the batch report signing button, , in the Batch section of the worklist header. The first report in the worklist appears. Review the report and select one of the available options. These are listed in the following table.

Button	Function
Next Study	Advance to the next study, making no changes to the current study.
Previous Study	Return to the previous study, making no changes to the current study.
Approve	Mark the study for final approval, and advance to the next study on the list.
Finish	Skip the remaining reports and jump to the final confirmation stage.
Cancel	Terminate the signing process, ignoring all changes made to this point.
Listen Dictation	Listen to the dictation attached to the report.

Each report and addendum pending approval is displayed, one report at a time. If you want to approve the report and move on to the next, click the Approve button. To skip the report and move on to the next, click the Next Study button. Continue this process until you reach the end of the list of studies. You cannot edit a report while in the middle of the batch signing process. To edit a report, skip it, complete the signing process, and edit it from the worklist.

When you approve the final study, or click on the Finish button, the summary table appears. This page lists all of the reports, along with the pending approval status. If a checkmark appears in the Approved column, it means the report is about to be officially signed. If the field contains a "X", the report will not be approved. You can toggle this setting by clicking on the value in the Approved column. To jump back to a specific report, click on the value in the Radiologist or Transcription Date column.

Main	Info	Preferences	Work List	Admin	Archive	Accounting	
Default List	Other Lists	Folders	Scheduling	Corrections	Group Orders	Download Viewer	Help

Interpretations to be approved:

Patient name	Patient ID	Modality	Study Date	Radiologist	Transcription date	Approved
BOSLEY, GORED SOXS	PVH00-34233	NM	Jun 22, 2005 07:35:00	Horvath, Gabor	Jan 09, 2006 09:52:52	<input checked="" type="checkbox"/>
Robinson, Jane	123456987	CT	Jul 28, 1999 20:42:07	Horvath, Gabor	Oct 12, 2005 09:32:02	<input checked="" type="checkbox"/>
Pumpkin, Jack	123654-78	CT	Oct 13, 1999 10:59:11	Horvath, Gabor	Oct 12, 2005 09:45:44	<input checked="" type="checkbox"/>
CLAMPETTE, JED	456398	CT	Feb 14, 2000 09:10:14	Horvath, Gabor	Oct 12, 2005 10:37:23	<input checked="" type="checkbox"/>
SANFORD, ENSON	20369	MR	Nov 27, 2000 11:23:14	Horvath, Gabor	Feb 03, 2005 11:26:22	<input type="checkbox"/>

Approve

Cancel

The reports have not been signed yet. If you want to return to the worklist without saving any of the changes, meaning without signing any of the reports, click the Cancel button. When you are ready to approve the reports, click the Approve button. There is one more confirmation prompt. To finish this operation, click the Approve button again. At this point, all the reports listed with a check in the Approved column of the summary page are signed.

The entire time you are batch signing, the study remains locked, meaning any user that attempts to open or edit the study while you are reviewing and approving it will receive a lock warning. If they steal the lock, the approval process for that one study will fail. The study state will remain unchanged, and appear on your worklist as it did before the batch report signing process.

6.4.6 BATCH PRINTING REPORTS

eRAD PACS can automatically print reports based on a filter criteria. To schedule report printing, first define a worklist filter satisfying the condition of interest. For example, if you want to print all reports that became *Final* today, create a filter with the Status column set to *Final*. Since the feature only acts on the studies new to the filtered list since the last time it printed reports, do not include any time criteria in the filter.

After saving the filter, click on the Other Lists tab. Find the new filter in the table and click on the box in the Print Report column to display the configuration window. Click to put a check in the *Enable* field, check *Apply to current content* to print all existing reports, set the scheduling parameter, and check *Print Images* to include key images. If multiple printers are configured in the eRAD PACS server, select the printer from the *Printer* field.

Enable:	<input checked="" type="checkbox"/>
Apply to current content:	<input type="checkbox"/>
Scheduling:	immediately at <input type="text"/> :00
Print images:	<input checked="" type="checkbox"/>
Select printer:	HAZ_lexmark

By default eRAD PACS prints reports within 5 minutes of them satisfying the filter criteria. If you want to schedule the print to execute at a specific time of day, select *Daily*, enter in the print time using 24-hour time, and click *Apply*. If the printer is unavailable when it comes time to print the reports, eRAD PACS continues to try for one hour, after which it will reschedule for the next day.


To disable report printing, open the configuration window on the Other Lists page again, remove the checkmark from the Enable box, and click *Apply*.

Quick Start Instructions – Batch Printing Reports

- Define a worklist filter.
- Scroll to the bottom of the worklist.
- Name and save the new worklist filter.
- Click the Other Lists tab.
- Click the button in the Print Report column for the new worklist filter.
- Select Enable, set schedule, select image setting and click *Apply*.

6.4.7 REPORTING FILM-BASED STUDIES


When eRAD PACS receives images from a modality, the user opens the viewer to look at the digital images and create a report. When no digital images exist, the viewer cannot be used to create the report. For this situation, study orders that transition into the *Completed* state have access to the Report page so a user can either dictate or type a report using the browser.

The study must appear on the worklist as a RIS- or manually-created order. To get to the Report page, the order status must be set to *Completed* by the RIS or manually by clicking on the worklist's Edit button, , and changing the study Status to *Completed*. When completed, click on the worklist entry's Status value to get to the Report page. Depending on your account privileges, the Report page may have a *Dictate* and *Edit* button.

Select the *Dictate* button to pop up a dictation window similar to the one available in the eRAD PACS viewer. Using this window and your microphone, dictate your report, set the study state to *Dictated* and send the report.

Select the Edit button to get to the Report Edit page, from which you can type a report and set the study state. Click on Save to save the report text.


Quick Start Instructions – Reporting Film-based Studies

- Go to the Worklist page.
- Click the Scheduling tab and create a *Completed* order, or
- Click on the Edit icon  and change the order's Status to *Completed*.
- Click the order's status in the Worklist.
- Click the *Dictate* button to dictate a report, or
- Click the *Edit* button to type a report.
- Set the study Status to *Dictated* or *Preliminary* and save the report.

6.5 Editing Studies

Editing patient and study demographic data covers a number of areas. They all require special privileges. To edit the patient demographic data, you need to have Edit privileges. To manually assign scheduled orders with complete images, you need to have Correction privileges. To edit a report, you need to have Report editing privileges. If your account has these privileges assigned, you will have the buttons needed to perform the activity available from the worklist. For details on how to access and edit study data, refer to the sections below.

6.5.1 EDIT DEMOGRAPHICS

To edit patient and study demographics, click the Edit button, , to the left of the patient name. If the Edit button does not appear on your worklist, you are not authorized to use this feature. If this occurs and you need the ability to edit the study data, contact your system administrator.


When the Edit page appears, select the field containing the information you want to change and delete the existing value. Type in the new value or select it from the pull down menu, which if present, contains pre-defined values for some of the fields. After making the change, click the *Save* button at the bottom of the page. To return without editing the study, select *Cancel*.

Main		Info		Preferences		Work List		Admin		Archive		Accounting		
Default List		Other Lists		Folders		Scheduling		Corrections		Group Orders		Download Viewer Help		
Edit ORSON SWELLS														
Field	Edit												Field	Edit
Patient Name	Pref:	First:	ORSON	Mi:		Last:	SWELLS	Suf:		Patient ID	43283			
DoB	mm/dd/yyyy	06	23	1926	hh/mm/ss					Sex	M			
Study Date	mm/dd/yyyy	10	29	2006	hh/mm/ss	11	07	54						
Priority	Medium									Status	Dictated			
Modality	MR									Accession No.	3184981			
Description	CAROTID									Body Part	NECK			
Procedure Code	---									ICD-9 Code	---			
Referring Physician	Pref:	Dr.	First:	ROSE	Mi:		Last:	BUDD	Suf:					
Reading Physician	Pref:		First:		Mi:		Last:		Suf:					
Performing Physician	Pref:		First:		Mi:		Last:		Suf:					
Ref. Physician Address														
<input type="checkbox"/> Shred <input type="button" value="More Fields..."/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>														

By default, the most common demographic fields appear on the page. To see additional patient and study-level attributes, click on the More Fields button. Check the Shred button, if available, to force EP to edit all the objects in the system, as opposed to make a reference change. Be aware that shredding the previous data may place a load on the system. Unless you have a specific reason to use the Shred option, leave it unchecked.

Studies that have been retrieved from an archive are write-protected and cannot be edited. If you attempt to edit data in an archived study, you will receive a notice indicating the fact when you click on the Edit button.

Quick Start Instructions – Editing Demographics

- Click on Worklist tab.
- Click the Edit button  in the study's row.
- Click on the field you want to change.
- Type in the new value or select it from the list.
- Click the Save Button.


6.5.2 SEPARATE STUDIES

To split a single study, go to the Quick View page and click on the *Split* button. The Split Study page consists of three sections. The top section is the control area where you identify the new groupings. The second section displays all the images in the study. The last section displays an icon for each report object (main report, addendum, private report file) in the study.


To separate a group of images, place the mouse over the image or report to determine its reference number. At the top section, select Series or Image from the pull-down list, enter the starting and ending Series/Image number, the starting and ending report number, and a new Accession Number. An ending number must be present, so for a single series or image, enter the same value in the starting and ending fields. Click on Save. The groups are color-coded. All series, images and reports assigned to the same Accession Number will be put onto the same study group. When all the image and report objects are assigned to a new group, the Split button becomes active. Click this button to complete the separation. It may be necessary at this point to modify the patient demographic information by using the Edit function.

Once a study is archived and removed from the worklist, it is treated as a retrieved study when it returns to the worklist, meaning it cannot be separated using this tool. If your attempt to separate a study fails, check to see if the study was retrieved from an archive.

Quick Start Instructions – Separating Studies

- Click on the Worklist tab.
- Click on the Quick View button .
- Click Split Study.
- Assign all images and reports to new orders.
- Click Split button to complete.

6.5.3 MERGE STUDIES

To merge two or more studies into a single study, start on the Worklist page. Select all the studies by checking the box for each entry, and click on the *Merge* button, , listed with the Batch operations at the top of the worklist. The Merge page appears, listing the selected studies. Choose the study to use as the primary study. The primary study is the one whose data will not change. Invoke the merge by clicking the Save button. The system updates the study information of all studies to match the study information of the

Primary Study	Date	Patient Name	Accession No.	Modality
<input checked="" type="checkbox"/>	Aug 21,1999 15:56:32	BERT, PHIL		CT
<input type="checkbox"/>	Aug 21,1999 16:01:41	BERT, PHIL		CT

The patient and study information in the Primary Study gets copied into the other studies.

☒ Keep all reports. If checked, reports from other studies are attached as addendums to the Primary Study's report. If cleared, reports from other studies are purged.


primary study. The list of modified fields includes the Study UID, Accession Number, Patient Name, and Patient ID.

If multiple reports (which can be in any state from Read to Final) exist for the studies, the one registered for the primary study will become the main report and the others will be added as addendums. If you prefer to keep the primary study's report and purge the rest, clear the mark in the respective checkbox.

Matching a scheduled procedure request (i.e., an order) with a set of acquired images is different from merging studies. To match an order with a study, see section 6.5.4 Match orders to study images.




Once a study is archived and removed from the worklist, it is treated as a retrieved study when it returns to the worklist, meaning it cannot be merged with another study. If you attempt to merge a study and it fails, check to see if it was retrieved from an archive.



Quick Start Instructions – Merge Studies

- Click on the Worklist tab.
- Select two or more studies using the checkbox on the left of each study row.
- Click the Merge button  at the top of the worklist.
- Identify the primary study.
- Click Merge to complete.

6.5.4 MATCH ORDERS TO STUDY IMAGES



The Corrections page is for manually associating a scheduled order with a set of images. eRAD PACS attempts to automatically match imaging studies with existing orders, but depending on the configured matching criteria and the demographics in the image objects, it may not successfully find a match. Sometimes, manually intervention is required.

Main	Info	Preferences	Work List	Admin	Archive	Accounting
Default List	Other Lists	Scheduling	Corrections	Download Viewer	Help	
Corrections		<input type="button" value="Edit Fields"/>	<input type="button" value="Filters"/>	Page 1		
Corrections	Date ▾	Patient Name	Patient ID	Accession No.	Modality	Matching Studies
  	Mar 03, 2004 09:15:00	Roe, Bobby	111-22-3333	33	CT	NONE ▾
Page 1						
				Page size: <input type="text" value="20"/> <input type="button" value="Change"/>		

Click on the Corrections tab to see a list of all current and expired orders. To the right of each order is a list of possible matching image studies. To merge an order with a set of images, select the study from the list and click the *Merge* button, . If the study you want does not appear on the list, you can search the entire worklist by first clicking the *More Studies* button, , finding the study you want, and then clicking the *Merge* button (on the search page). When you click the *Merge* button, you will see the data to be merged. You can change any setting or enter in a new value in the text field. Click on *Apply* to merge the order and images. When you return to the worklist, the data will have been merged into one entry and the order will no longer appear.

Quick Start Instructions – Matching Orders to Images


- Click the Worklist tab.

- Click the Corrections tab.
- For the order, select a study from the pull down list to the right.
- If the study you want is not on the list, click the More Studies icon , and locate the study.
- Click the Merge icon .
- Confirm the settings, making changes where necessary.
- Click *Apply* to save.

6.6 Display DICOM data


From the Quick View page, click the image for which you want to dump the data. A window appears containing a full size copy of the image. To view a dump of the DICOM object for the image, click on *DICOM Dump*. A new window appears, displaying the contents of the DICOM object file.

Quick Start Instructions – Dump DICOM Data


- Click on the Worklist tab.
- Click on the QuickView button .
- Click the image to dump.
- Click *DICOM Dump* in popup window.

6.7 Exporting

Forwarding studies instructs eRAD PACS to establish a DICOM Association with one or more entities and send the images and report objects to them. Exporting is also used for creating DICOM media and copying studies into user-defined folders.

Exporting requires special user privileges. If your account has Forward/Export rights, the forward button, , appears on the left side of each worklist row. For details on how to select studies to export, refer to the sections that follow.

6.7.1 FORWARDING STUDIES


This function queues the images, reports, annotations and overlays associated with a study to one or more selected DICOM destinations. Click the *Forward* button, , to the left of the patient name to forward a study. To forward multiple studies, select each study you want by putting a check in the box for the row, and click the batch *Forward* button at the top of the left column of the Work List. A list of configured destinations appears. Select one or more destination by clicking the checkbox on the left. Click the *Forward* button at the bottom of the page to queue the studies. A confirmation page appears notifying you the study is queued.

By default, all subsequent edits to and new images for the selected studies get forwarded to the destination. If you want to limit the transfer to what exists on the eRAD PACS server at this time, uncheck the box labeled *Keep sending updates*, which exists at the bottom of the page.

Forwarding data to another DICOM device requires certain privileges. If you do not have the forward icon on your worklist, contact your system administrator.


Quick Start Instructions – Forwarding Studies

To forward one study:

- Click the Worklist tab.
- Click the Forward button  next to the study you want to transmit.

- Select destination(s).
- Check/Clear *Keep sending updates* box.
- Click the *Forward* Button.

To forward multiple studies at one time:

- Click the Worklist tab.
- Check the box on the far left of each study to transmit.
- Click the Batch Forward button .
- Select destination(s).
- Check/Clear *Keep sending updates* box.
- Click the *Forward* button.

6.7.2 AUTO-FORWARD FILTERS

To selectively forward studies to one or more destinations, eRAD PACS uses the worklist filters. To enable auto-forwarding, your account must have Forward privileges.

To automatically forward a study based on its properties, create and save a worklist filter that satisfies the condition of interest. For example, if you want to forward all studies from a particular institution to a particular workstation, create a filter with the *Institution Name* column set to the facility's name. After saving the filter, click the Other Lists tab. Find the new filter in the table and click on the box in the Forward column to display the configuration window.

Click to put a check in the Enable field. Checking the Applying to Current Content box sends all studies on the current worklist matching the filter. If this box is unchecked, only new studies will be forwarded. If the Scheduling setting is *Immediate*, eRAD PACS forwards studies within 5 minutes of them satisfying the filter criteria. If you want to schedule the action to happen at a specific time of day, select *Daily* and enter in the hour using 24-hour time. Choose the destination from the Targets list, using CTRL-click to select multiple targets. If you want all subsequent edits and additions to get forwarded, check the box labeled Updated. Click on *Apply* to complete the setup.

Enable:	<input checked="" type="checkbox"/>
Apply to current content:	<input type="checkbox"/>
Scheduling:	immediately at <input type="text"/> :00
Targets:	<div> <div>PB61</div> <div>PB60</div> <div>PB50</div> </div>
Updates:	<input checked="" type="checkbox"/>


The Targets list contains all registered *DICOM* and *Viewer* devices. DICOM devices must be configured as DICOM Storage SOP Class SCPs. Registered Viewers are eRAD PACS workstations set up with prefetching enabled. Creating an auto-forward filter for these devices creates a worklist prefetch list. Similar to user prefetch, worklist prefetch downloads the studies matching the worklist filter to the workstation, even when the user is not logged in. This allows an administrator to auto route studies to specific workstations.

To disable auto forwarding, open the configuration window on the Other Lists page again, remove the checkmark from the Enable box, and click *Apply*.

Quick Start Instructions – Auto-Forward Filters

- Define a worklist filter.
- Scroll to the bottom of the worklist.
- Name and save the new worklist filter.
- Click the Other Lists tab.
- Click the button in the Forward column for the new worklist filter.
- Select Enable, set schedule, choose destinations, and click *Apply*.


6.7.3 WRITING DICOM MEDIA

To write a selection of studies and an optional eRAD PACS viewer to a DICOM CD or DVD, create the ISO file and load it into the CD/DVD-writing application on your PC. If the Server has a CD/DVD-writing device installed, you can write the ISO file directly to it. Exporting data requires exporting privileges. If you do not have the *Export* button, , on your Worklist, contact your system administrator.


Start by selecting the studies you want on the CD/DVD and click the single or batch *Forward/Export* button. At the bottom of the targets list, check the box next to the entry *Create DICOM CD*. Click the *Forward* button. On the confirmation page, select to include or exclude the eRAD PACS viewer and the report object, and indicate whether compressed data is to be uncompressed. Click *Continue*. eRAD PACS builds the ISO file and when finished prompts you to either download the file, write the file to the Server's CD/DVD device or remove the file and return to the Worklist. When you choose to download the file, you must use a CD/DVD-writing application to write the ISO file to the device installed on your PC. This application is not included with eRAD PACS.

Quick Start Instructions – Writing DICOM Media

To export a study:

- Click the Worklist's Export button  next to the study you want to transmit.
- Check *Create DICOM CD* and click on Forward.
- Check *Add Viewer* to include a Viewer on the CD.
- Click the *Continue* Button.
- Click on *Get ISO File* to download the ISO file.
- Use a PC application to write CD.

To export multiple studies at one time:

- Check the box on the far left of each Worklist study to include on the CD.
- Click the batch Export button .
- Follow the directions as above.


6.7.4 EXPORTING WORKLISTS

The worklist can be exported into a tab-delimited file so you can import it into a spreadsheet or report application. Create the worklist you want by using the filtering and layout tools. eRAD PACS only exports the information on the displayed page, so increase the page size if you need to get more information on the worklist. When the data is ready, click the *Export* button at the bottom of the worklist. A spreadsheet appears containing the information. Save this data as a text file, an Excel spreadsheet, or some other file format. An application that can open tab-delimited files must be installed on your PC in order for you to save this information.

6.8 Deleting

eRAD PACS is a storage solution intended on acquiring and managing image and report data. Nevertheless, there are times when it is necessary to remove data from the system. Purging is a restricted function, and access to it should be limited to administrators who understand the ramifications of their actions. It is possible to remove a single instance of a study from a specific eRAD PACS server, and from the archive.

6.8.1 DELETING STUDIES FROM A SERVER

To permanently remove one or more studies from the eRAD PACS server, click the *Delete* button, , to the left of the patient name. To delete multiple studies at the same time, select each study you want to remove by placing a checkmark in the box on the far left of

each row, and click the batch *Delete* button. A confirmation message appears. Confirm the deletion by clicking the *Delete* button. Click *Cancel* to return to the Worklist without deleting.

The delete function requires certain privileges. If the *Delete* button does not appear on your worklist, you are not authorized to use this feature. Contact your system administrator to obtain rights to delete studies.

To automatically delete studies from the server, you can set up a delete action. For example, you may want to delete specific studies acquired by some modality or from a specific institution. Start by defining the worklist containing the studies you want to delete and saving it as a filter. Go to the Other Lists page, find the new worklist in the table, and click the button in the Purge column. The delete action configuration page appears.

Check the Enable box to turn purging on. Check the Apply to Current Content box if you want the purge to consider all the existing data on the worklist. Leaving it clear applies to new studies only. The Scheduling field allows you to perform the purging immediately, executed in 5 minute cycles, or at a specific time on the day. Click on Configure to finish.

Enable:	<input checked="" type="checkbox"/>
Apply to current content:	<input type="checkbox"/>
Scheduling:	immediately at <input type="text"/> :00


Be aware that when an archive exists, a delete action removes studies after they have been successfully archived. To prohibit archiving specific studies, you need to create an archive filter. See section 8.5 Archive Filters.

Quick Start Instructions – Deleting Studies

To delete a study:


- Click the Worklist tab.
- Click the Delete button  for the study you want to remove.
- Click *Delete* on the confirmation page.

To delete multiple studies at one time:

- Click the Worklist tab.
- Put a checkmark in the box on the far left of each study row to remove.
- Click Batch Delete  at the top left corner of the worklist.
- Click *Delete* on the confirmation page.

6.8.2 DELETING STUDIES FROM THE ARCHIVE


To permanently remove one or more studies from the eRAD PACS archive, the archive device must support deleting. This is available on NAS and SAN solutions only. Use extreme caution when purging studies from the archive. Once the operation completes, the data cannot be restored, except from the disaster recovery backup.

Start by clicking on the Archive tab to display the archive worklist. Find the study on the list and click the *Delete* button, , to the left of the patient name. To delete multiple studies at the same time, select each study you want to remove by placing a checkmark in the box on the far left of each row, and click the batch *Delete* button. A confirmation message appears. Confirm the deletion by clicking the *Delete* button. Click *Cancel* to return to the Worklist without deleting.

The archive delete function requires administrator privileges. If the *Delete* button does not appear on your archive worklist, you are not authorized to use this feature. Contact your system administrator to obtain rights to delete studies.

6.9 Creating Orders

eRAD PACS automatically receives and registers scheduling and order information from a connected RIS. When no RIS is connected, users can manually create scheduled orders by clicking on the worklist's Scheduling tab. The Scheduling page contains all of the information you can enter for an order, which an imaging modality may be able to download if the modality supports DICOM Modality Worklist Management SOP Class and eRAD PACS is configured to respond to these requests.

Enter the patient and study information into the Scheduling page. To make a copy of an existing order (or study), click on the more information button, , in the Patient Name label and select an existing record. To copy just the name into a field, click on the more information button in the particular name field. After entering all the necessary information, click *Save*. If you failed to enter any required data, the confirmation page will instruct you to return to the Scheduling page and enter the missing information. The new scheduled order appears in the worklist. If the scheduled date and time passes and no images appear, the order is highlighted in yellow on the worklist.


Creating scheduled orders is a privileged function. If you do not have the Scheduling tab, contact your system administrator to request the necessary rights.


Quick Start Instructions – Creating Orders

- Click the Worklist tab.
- Click the Scheduling tab.
- Enter the patient and study information.
- Click *Save* to store order.

6.9.1 GROUP ORDERS

Group orders are individual orders performed as a single imaging procedure. For example, a patient may be scheduled for a chest CT, abdomen CT, and pelvis CT exam. This results in three order requests. When the patient enters the CT examination room, the technologist will generally perform a single imaging procedure. The PACS system receives a single image set containing the images for all three orders. eRAD PACS can handle this situation if the individual orders are logically marked as a Group Order.


When a RIS submits orders to eRAD PACS, it can mark orders that will become a single grouped order. If the RIS is unable to support this configuration, or for some reason multiple orders appear on the eRAD PACS worklist need to be grouped, use the Group Order function available on the Worklist page. Click on the Group Orders tab to display the group orders page. The page lists all the scheduled orders. To group two or more together, check the boxes on the far left of the row containing the order, and click on the batch merge button, , at the top of the list. The orders are now grouped. On the main worklist, each order still exists. This lets you review and edit each order separately.

To ungroup a grouped order, click on the Group Orders tab to display the group orders page. Find the order group, and click on the more information button, . The individual orders in the group appear in a list. Check the box on the left for the order you want to remove from the group, and click the *Ungroup*. If you want to remove more than one order


from the existing group, and group them into their own group, check the boxes for the studies to remove, and click the *Split* button. The two groups now appear on the group list.

When an image set arrives for any one of the orders, as identified by the Study UID or when merged into the order, automatically or manually, all the orders disappear from the worklist. eRAD PACS tracks the image set as corresponding to all orders in the group, so when it updates the RIS with a status or a report, it sends the update once for each order attached to the image set.

Quick Start Instructions – Grouping Orders

- Click the Worklist tab.
- Click the Group Orders tab.
- Check the box for the orders to group.
- Click the Batch Merge button, .


Quick Start Instructions – Ungrouping Orders

- Click the Worklist tab.
- Click the Group Orders tab.
- Click the More Information button, .
- Check the box for the order you want to remove from the group.
- Click the Ungroup button.


6.10 Custom Folders


eRAD PACS supports custom folders, where a user can save copies of studies in specified groups. The user creates a folder by giving it a name, and then adds and removes studies into the folder for easy reference. Studies can exist in a folder by reference or explicitly. Referenced studies are just shortcuts to the actual study, meaning a change in either the main study or the one in the folder will be reflected throughout the eRAD PACS system. Explicit copies of studies are actually independent duplicates. These studies can be sanitized and modified, and the original study is not affected. Referenced studies appear in the folder list shaded gray. Independent copies appear in the folder list like they do in the worklist.


The first step in using a custom folder is to create it. On the Worklist page, a sub-tab labeled Folders gets you to the folders page. The folders page lists all the created folders for your account. Click on the *Add* button to create a new folder. Enter a folder name and click *Add*. The new folder appears on the list. You can also create a folder when you go to add a study to one using the Forward function. Just enter a name under the *New* field, and the folder is automatically created.

To add a study to a folder, you need to export it. To do this, you need exporting privileges. From the worklist, find the study you want to add to a folder, and select the Forward/Export button, . If you want to add multiple studies to a single folder at one time, check the box to the far left of each study, and select the batch Forward/Export button at the top corner of the worklist. The export page appears. At the bottom of the export table is the destination *Folder*. Select the folder you want the studies to belong to. Select the name of an existing folder from the menu, or enter the name of a new folder. Select *Make a Copy* to create an independent instance of the study in the folder, or *Make a Shortcut* to create a reference pointer to the actual study. Click on *Forward* to complete the operation. If you are making an independent copy, the process may take a little extra time. When complete, you are automatically returned to the worklist.

Users cannot share folders, but if you have certain privileges, you can add to another users' folder by selecting the account's user ID.

To view the contents of a folder, go to the Folders page, and click on the folder you want to view. The folder list appears, with the folder name displayed in the filter menu. Any change you make to the folder worklist is retained for future use. The basic functions available on the worklist are also available on the folder list, including loading the study into the viewer, editing the study data, forwarding the study to another device, deleting the study, etc. For studies that reference the actually study, you can convert it to an independent copy by clicking on the Convert button, . It is not possible to change an independent copy of a study into a shortcut to the actual study. To do this, remove the copy in the folder, return to the worklist, and start again, selecting Shortcut this time.

To delete a folder and all the contents in it, go to the Folder page, find the folder you want to remove, and click on the Delete button, . You are prompted to confirm your request. Click on Delete to complete.

To rename a folder, go to the Folder page, find the folder you want to rename, and click on the Rename button, . Enter the new name, and click Done.

If a study exists in a folder when eRAD PACS determines it is time to purge it from the worklist, the study remains in the folder. Specifically, if the folder contains a copy, the original is purged from the worklist and the copy remains in the folder until the user explicitly removes it. For shortcuts to studies, the original data remains in the data directory and appears only in the folder, but not on the worklist. When the last shortcut is removed, the original data purges from the data directory.

7. Administration Pages

The eRAD PACS Administration pages contain the customized information for the installed server. The Administration tab on the first row of tabs provides access to these pages. Administration pages include the server identification and configuration parameters, the user accounts, a list of external devices that communicate with the server, and access to the system logs. Access to the Administration pages is restricted to specific user accounts. If you require access to the Administration pages and do not have the Administration tab displayed in your browser, contact the system administrator for assistance.

7.1 User Accounts

The Edit Users page allows administrators to add, edit and remove user accounts, assign group affiliation, specify user rights, review user profile information, and find out when a user last accessed the system, and from where.

Main

Info

Preferences

Work List

Admin

Archive

Accounting

Edit users

Settings

Information

Devices

Logs

Help

Users

Add User

Filters

☐ Show current users

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Users	User ID	User Name	Email Address	Address	Phone Number 1	Phone Number 2	Group	Rights
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Page size:

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Change

From the Edit Users page, you can filter the user list similar to the way you filter a Worklist. Click on the column filter button (binoculars) or use the *Filter* button to find a particular entry. From the filter selection page, select the filter criteria, click *Apply*, and subset of all the users appears.

For a list of users who are currently logged into eRAD PACS, click the *Show Current Users* box. To obtain specific information about a user's last session, click on the "X" or checkmark to the left of the user name. A page appears showing the date and time a user last logged in, logged out, and last made any type of request. The information also contains the IP address of the workstation used.

7.1.1 ADDING A NEW USER

Use the Edit Users page to add a new user to eRAD PACS. Your eRAD PACS license defines the number of user accounts your system supports. This information is available in the User License Information section of the Server page.

It is possible to set up account templates you can use when creating new accounts. The advantage to setting up a template is the ability to define default settings (privileges, worklists, filters, eRAD PACS viewer profiles, etc.), and then use these settings as the defaults for a particular group of users. Using account templates is optional. To create a template, create an account with the access rights you want to set. Enter a User ID and password just like any other user account, and save them as a user.

To create a user account, start by clicking the Admin tab and select the Edit Users tab. Click the *Add User* button at the top of the user table. The Add New User page appears. Fill in the required and optional fields. Click *Save* to create the user account.

You can import an existing account's filters and profile by copying the settings into this new user account. To do this, select the account from the pull down list and click on the *Copy* button. The existing account's information will fill the fields on the page. Edit these values to as needed.

For a new account, you must create a unique User ID. This is the ID the user uses to log into eRAD PACS. Once the user ID is created, it cannot be changed. If you must change the ID, create a new account, copying the existing account to start. After creating the new account, delete the unwanted one.

The screenshot shows the 'Add new user' form in eRAD PACS. The form is divided into several sections:

- Header:** Includes tabs for Main, Info, Preferences, Work List, Admin (selected), Archive, and Accounting. Below these are sub-tabs: Edit users, Settings, Information, Devices, Logs, and Help.
- Action Bar:** Contains 'Add new user', 'Copy user: jsmith', a 'Copy' button, and a 'Back' button.
- Form Fields:**
 - User ID:** A text field with a 'Ref Template' button.
 - User Name:** A text field with a 'Pref: Dr' dropdown and 'First', 'Referring', 'MI', 'Last', 'Physician', and 'Suf: MD' sub-fields.
 - Email Address:** A text field with the value 'username@domain.com'.
 - Address:** A text field with the value '123 Main Street, Anytown, CA 9430'.
 - Phone Number 1** and **Phone Number 2:** Text fields.
 - Group:** A dropdown menu set to 'Physician'.
 - Rights:** A section with checkboxes for Admin, Archive, Billing access, Correction, Delete, Edit, Forward/Export, Open, Report, and Transcribe. 'Forward/Export' and 'Open' are checked.
 - Plugins Configuration:** A section with checkboxes for mprpb, b3dpb, Ortho, stitch, and spelllex. 'mprpb' and 'b3dpb' are checked.
 - Note:** A large text area for additional information.
 - Password:** A text field with masked characters '****'.
 - Retype Password:** A text field with masked characters '****'.
 - Password Expiration:** A section with radio buttons for 'Never', 'After 1 days', and 'After 1 logins'. 'After 1 logins' is selected. There is also a checkbox for 'Password must be changed after first login'.
- Footer:** Contains 'Save' and 'Cancel' buttons.

The E-mail Address field contains the e-mail address eRAD PACS uses when sending an email notification to the user.


Set the user's permissions by clicking in the checkboxes for the privileges you wish to assign to the user account. The permissions are defined as follows:

- **Admin (A)** - administrative rights.
- **Archive (S)** - access to the archived data, including third-party archives.
- **Billing (B)** - access to the Accounting (summary) information.
- **Correction (Q)** - manipulate the correction queue.
- **Delete (D)** - purge images from the server.
- **Edit (E)** - edit study information.
- **Forward (F)** - forward a set of images to a configured destination.
- **Open (O)** - open the eRAD PACS viewer and view images stored on the server.
- **Report (R)** - edit and approve reports, from the Viewer or from the web page.
- **Transcribe (T)** - edit reports without the ability to approve them.

- **Scheduling** (H) - create orders.
- **Support** – advanced configuration privileges granted to certified administrators.


You must enter a password for the account. Enter it a second time to verify EP recorded it correctly. By default, the password does not expire. If you need to create a temporary account, or you want to enforce some password management, you can choose to make the password expire after a specified number of days or logins, or require the user to change their password the first time they log in. The *Revalidated By* field selects whether or not the user can change an expired password (Password Change) or the Administrator must do it (Admin Only).

7.1.2 EDITING USER ACCOUNTS

To change the user account information, go to the Edit User page, and find the entry in the user account table. Click on the *Edit* button, , and make the necessary changes. When finished, click *Save* to record the changes.

To change the User ID, you must create a new account. Copy the existing user's account information into the new account before removing the existing account. See section 7.1.1 Adding a New User for more information.

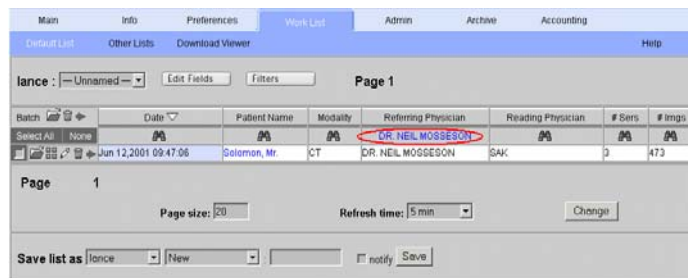
Quick Start Instructions – Editing User Accounts

- Go to the Administration Page.
- Click the Edit button  for the account you want to edit.
- Click on the field to alter and enter the changes.
- Click *Save*.

7.1.3 SETTING USER GLOBAL RESTRICTIONS

By default, a user account has unlimited access to all the data in the eRAD PACS database. It is possible to limit access by defining a Global Restriction Filter. As defined in the worklist section, a filter contains matching criteria that eRAD PACS uses to identify a subset of the available information. As an administrator, you have the ability to define a filter the user cannot edit and assign it to an account. As a result, the user only sees the information the administrator allows him or her to see. For example, you may create a Global Restriction Filter for a referring physician, using the Referring Physician worklist attribute set to the referring physician's name as the filter. The user will then see only studies in the database that have his name assigned to the Referring Physician field.

The first step in defining a Global Restriction Filter is to create the user. There are no special steps needed when creating the user account. When the user account exists, go to the Worklist page. Using the tools available for creating a worklist filter, set up the worklist as you want the user to see it. For example, click *Edit Fields* to set up the columns you want to display, and then click *Filters* and enter in the matching criteria, such as the name in the Referring Physician field. Refer to section 6.2.4 Filtering Worklists for instructions on defining a worklist filter.



Batch	Date	Patient Name	Modality	Referring Physician	Reading Physician	# Sers	# Imgs
Select All	None			DR. NEIL MOSGESSON			
	Jun 12, 2001 09:47:06	Solomon, Mr.	CT	DR. NEIL MOSGESSON	SAK	3	473

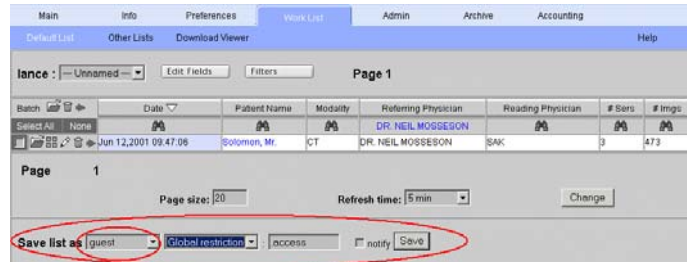
Page 1

Page size: 20 Refresh time: 5 min

Save list as: lance New Save

To make this filter the default worklist for the user, you must save these settings as a Global Restriction. As an administrator, the user account field in the *Save List As* section of the worklist page is editable. Select the user account for which you want to set this worklist


as the default. In the next column, select *Global Restriction* from the pull-down menu. The next field automatically fills itself in with *.access*. Do not change this. To save the filter, click *Save*.




To set a global restriction for another user, reset your worklist by clearing out the filter values, and start adding new filters, select the new user's account ID and save it. If you want to create the same filter for multiple users, create the worklist filter once, and then save it for each user account.

When the new users signs on to the system, their Default worklist appears. This is what you defined as the Global Restriction. The user will not see the matching criteria applied in the Global Restriction filter, and therefore, will not be able to modify it. All other worklist customization features work, but will only be applied to those studies appearing in the user's default worklist.


7.1.4 REVIEWING USER INFORMATION

To view an account's settings, including a detailed list of all the account's worklist filters, go to the Edit User page and click on the *View*, , button to the left of the particular User ID. The General User Data table shows the user identification information associated with the account. Next is the list of the account's worklist filters. The list contains the filter name, the columns the worklist will display, the specific filter criteria, the sorting column and order, the refresh period, the default page size, whether or not a notification will occur when a study belongs on the filtered list, and the number of studies in the current database satisfying the filter criteria. Click on the *Back* button to return to the user table.

Quick Start Instructions – Reviewing User Accounts


- Go to the Administration Page. The Edit User page displays by default.
- Click on the View button  for the account you want to review.

7.1.5 DELETING A USER ACCOUNT

From the Edit User page, click the *Delete* button, , to the left of the User ID. A message appears asking you to confirm your selection. Click the *Delete* button to delete the account from the User's List. Click the *Cancel* button to abort the operation.

Only users with administrative rights can delete user accounts.

Quick Start Instructions – Deleting a User Account

- Go to the Administration Page.
- Click the Delete Button  for the account you want to delete.

7.2 Server Configuration

The Server page contains the eRAD PACS server configuration, runtime status, web options, DICOM settings, system timer defaults, formatting defaults, filtering defaults and security settings. Displaying and editing the settings on this page require administrator rights. Some also require support rights, which are restricted access permissions granted to certified system administrators. Some of the server sections appear only if you have been granted this permission. Others are read-only unless you have it. When relevant, this requirement and its affect are noted.

7.2.1 WEB SERVER SETTINGS

The Web Server settings offer the ability to customize web page graphics and logos. Go to the Administration page and click the Settings tab. Scroll down to Web Server Settings then click the option you want to view. The following sections contain specific details for each setting.

7.2.2.1 Customizing Pages and Logos

The Customizing Pages and Logos link provides you with the ability to change the eRAD PACS web page banner and logo backgrounds, as well as the Main Page graphic.

To customize pages and logos, go to the Administration page and click the Settings tab. Scroll down until you see the Web Server Settings. Select the Customize Pages and Logos option. Scroll down until you see the page or logo you want to use. Enter a file name, or use the Browse Button to locate a file, and select the Upload button to apply the change.

Quick Start Instructions – Web Server Settings

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to the Web Server Settings.
- Select Customize Pages and Logos.
- Go to the page/logo to customize.
- Enter the file name.
- Select Upload to make the change.

7.2.2.2 Customizing Directions Page

The Directions page under the Settings tab is available to administrators who wish to provide information on the facility to its users. The page is a common HTML web page. The administrator can upload any HTML software, including images and graphics. The resulting HTML software appears whenever any user clicks on the Directions Page.

Quick Start Instructions – Customize Directions Page

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to the Web Server Settings.
- Select Set Directions page.
- Insert the HTML code into the text area, or enter the file name into the file area.
- Insert the referenced files into the file section
- Select Save to upload the code.

7.2.2 SYSTEM SETTINGS

System settings include the prefetch period settings, report page customization, defining matching criteria, and label customization.

7.2.2.1 Disabling the Prefetch Function

Enabling the Prefetch Function, which you do from the eRAD PACS viewer, causes your system to automatically download studies the image server has queued up for delivery to you. Prefetching can improve the time it takes to load image studies by performing the network transfers in the background while you are not using the viewer. When you load the prefetched study, the viewer loads it from your local disk rather than downloads it from across the network.

You can configure the server to disable prefetching at certain times of the day. From the Disable Prefetch page, enter in the periods you want to disable all prefetching.

Quick Start Instructions – Disabling Prefetch Function

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to the System Settings section.
- Select Set Prefetch Disable Intervals.
- Enter the times to disable prefetching.

7.2.2.2 Report Page Customization

Administrators can build a custom report page to use in the eRAD PACS browser interface. The custom report can

- display any patient and study information available on the eRAD PACS worklist,
- use custom labels to identify this information,
- organize the report page using an assortment of tables and text areas,
- add, remove and relocate buttons, and
- use the Institution Name text, a graphic, or both to identify the facility.

The report page is generated using the eRAD PACS Report Customization Tool (RCT). The RCT is an XML editor built into eRAD PACS that lets an administrator design the layout of a report page, and assign content to the different sections. RCT is available from the Settings page. The intention is for this tool to be used primarily by customer support representatives rather than the customer. The reason for this is due to the tool's complexity and the need to understand XML and eRAD PACS's internals to some degree. Once a custom report is created and loaded onto the server, it is likely most administrators will be able to tweak it without too much difficulty.

To get to the RCT, click on Set Report XML File from the System Settings section of the Settings page. The report customization page appears. From here, upload a new report file by entering the file name in the Upload XML File text box and selecting Upload. To change the default report file to one of the uploaded files, follow the instructions below for modifying an existing report using the system's build-in default as the source file. After saving the changes, set the new file as the system default by selecting it from the pull-down list in the System template section and clicking on Set As Default.

To create or modify an existing report file, select the report file from the Existing XML files menu and select Edit. If you intend to preserve the existing version, first export the XML file, rename it, and upload it again before making changes. Click on the Edit button to display the Report XML Editor page. For complete instructions on constructing a report file, refer to the *eRAD PACS Report Customization Manual*. After creating and saving a report file on your PC, select it from the pull-down list in the System template section and click on Set As Default.

The eRAD PACS viewer does not reflect the same layout as the browser page. The viewer's report panel uses a fixed layout.

Quick Start Instructions – Report Page Customization

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to the System Settings section.
- Select Set Report XML File.

- Follow the instructions in the Report Customization document.

7.2.2.3 Matching Criteria

eRAD PACS attempts to match orders to incoming imaging studies, current studies to prior studies, and other object pairs. The rules used to determine which two objects belong together are defined on the Matching Criteria page. The link to the Matching Criteria page is located under the System Settings section of the Settings page. Click on the *Set Matching Criteria* link to set the criteria. The Matching Criteria page consists of the following sections:

- **Default Sources Table:** Specifies the source of the default data value used when merging an order and images. Select the source and set by clicking *Change*.
- **Auto-correction Matching Criteria:** Defines the fields that must match in both the order and image object in order for the system to automatically merge the two.
- **Correction List Criteria:** Defines the criteria used to build the matching studies list on the correction page. The study list is sorted in the order displayed in this list. Put the most likely set of matching fields at the top of the list.
- **Relevant Cases List Criteria:** Defines the matching pattern used to search the archive for prior studies matching the current study.

Quick Start Instructions – Matching Criteria

- Click the Administration tab.
- Click the Setting tab.
- Under System Settings, click on Set Matching Criteria.
- Change matching criteria settings.
- Click the *Change* or *Add* button.

7.2.2.4 Customize Field Labels

The default labels used to identify the patient and study demographic fields are configurable. These labels appear on the report page, worklist, edit page, filter lists, and other places. To change one or more of them to match the terminology or language used at your facility, go to the System Settings section of the Settings page and click on *Customize Labels*.

The Customize Label page shows the label table, containing the DICOM attributes, the default label, and the customized string used to reference it. Edit the value by selecting the string in the text field, entering a new value, and clicking *Save*.

Quick Start Instructions – Customized Field Labels

- Click the Administration tab.
- Click the Settings tab.
- Under System Settings, click *Customize Labels*.
- Enter the custom label value(s).
- Click *Save* to save changes.

7.2.3 DICOM SERVER SETTINGS

These are eRAD PACS's DICOM SCP settings. To edit these settings, you need support rights. Set the value(s) and click on *Save and Restart*. Restarting the server may cause current uploads to abort. The following parameters exist:

- IP address (not configurable here)
- TCP (non-secure) port number
- TLS (secure) port number -
- Storage Application Entity (AE) Title

- Archive Query AE Title (available only if a eRAD PACS archive exists)
- Transfer syntax
- PDU size
- Send and receive timers
- Query request case sensitivity
- Empty field matching setting

TLS connections support DICOM's security enhancements protocol. To disable TLS or TCP (non-secure) connections, set the respective port number to zero.

Queries sent to the Storage AE Title return information contained in the worklist only. To query the entire system, including the archive, DICOM query requests must go to the Archive Query AE Title. This field appears in the DICOM Server Options section only when an archive is configured in eRAD PACS.

The preferred transfer syntax displays the requested DICOM transfer syntax used when communicating DICOM objects over an established association. Change the default by selecting the preferred value from the list.

The maximum receive PDU size shows the number of bytes the eRAD PACS DICOM server will accept in a single DICOM PDU. Change the default value by selecting the preferred value from the list.

The send and received timers are the defaults used for each DICOM association. For more information, refer to the DICOM Services table.

By default, DICOM queries are case sensitive. eRAD PACS prefers to support case insensitive queries. To have eRAD PACS enforce case sensitivity on the query parameters, put a checkmark in the box.

When a DICOM query request contained attributes with a value defined, the service class provider is supposed to match records that match the defined value. In previous versions of eRAD PACS, if the value in the database record was NULL, it would consider the record as a match. eRAD PACS now adheres to a more literal interpretation of the DICOM standard. However, some installed servers may have a problem as a result. Set the *Empty Matching* checkbox if the server is to include NULL values as successful matches.

Quick Start Instructions – DICOM Server Settings

- Go to the Administration page.
- Click the Settings tab.
- Scroll to the DICOM Server Settings.
- Make the necessary changes and click on *Save and Restart*.

7.2.4 HL7 SERVER SETTINGS

These are eRAD PACS's HL7 server settings. To edit these settings, you need support rights. Set the value(s) and click on *Save*. Restarting the server may cause current communications to abort. The following HL7 parameters are configurable:

- Enable/Disable HL7 communications
- TCP port number
- HL7 Application ID
- HL7 Facility ID

The TCP port number is the port address of the HL7 daemon process. Both the Application ID and Facility ID are defined in the interface specification agreed to by both communicating HL7 entities. Refer to the HL7 Standard for format specifications.

Quick Start Instructions – HL7 Server Settings

- Go to the Administration page.
- Click the Settings tab.
- Scroll to the HL7 Server Settings.
- Make the necessary changes and click on *Save*.

7.2.5 DISK LIMIT SETTINGS

The disk limit settings define watermarks for the free space and the cache space. Support rights are required to edit these settings.

The *Safety Free Limit* is the free space high water mark. This value should be set to 2-5% of the disk. Half of this is the low water mark. When the available disk space reaches the low water mark, the server purges unneeded data until it reaches the high water mark.

The *Minimum Cache Size* is the desired cache space. The cache size should be set to 3-5 times the daily study volume, entered as a percentage of the disk size. Once each day, the system purges unneeded data to make room for the minimum cache.

Quick Start Instructions – Disk Limit Settings

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to the Disk Limit Settings section.
- Set the watermarks and click *Change*.

7.2.6 PRODUCT TYPE SETTINGS

To switch the configured EP version between Enterprise, Classic, PAL and any private labeled version name, select the respective item from the Product Type Settings section of the server's Settings page. The selected configuration is automatically loaded, switching the banners, graphics, reference pages and help files. This section of the Settings page only appears for users who have support rights.

7.2.7 PLUG-IN CONFIGURATION SETTINGS

The plug-in configuration setting section is used to assign plug-in rights to specific users. Some of the viewer features are implemented as plug-in modules to the viewer, such as 3D rendering or orthopedic templating. These plug-in modules download to an EP workstation if the server is licensed to use them. Some plug-ins, such as the embedded speech recognition tool, require an additional user license.

The plug-ins licensed for this server appear in the table in this section. If a checkbox contains a mark, it means the particular plug-in module is available to specific users. To configure which users will have access to the plug-in check the box, click the *Change* button and then click the *Configure* button to proceed to the configuration page.

On the plug-in user configuration page, click to place a check in the box corresponding to the user accounts permitted to use the plug-in module. If the plug-in has a limited number of licenses, it is the administrator's responsibility to make certain only the licensed number of accounts contain checkmarks. If more accounts are checked than licenses exist, eRAD PACS will assign the licenses to some subset of checked users.

Quick Start Instructions – Plug-in Configuration Settings

- Go to the Administration Page.
- Click the Settings Tab.
- Scroll to the Plug-in Configuration section.
- Check the plug-ins requiring user-specific permissions.
- Click *Change* to save the settings, and the *Configure* to assign rights to users.

7.2.8 NORMALITY SETTINGS

The default setting for the Normal flag, used to flag a report on the worklist, is configurable. By default, the flag is set so the report is assigned the *normal* status. This has no visible affect on the study in the worklist. When the Normal flag is in the *alert* state, the worklist entry appears highlighted. The setting is defined on the Settings page, under Normality Settings.


When *Default state of the normality filed in report page is Normal* is checked, the default state of the Normal flag is *normal*. When cleared, *alert* is the default. If you change the default setting, you must exit the viewer from standby mode and restart it before it takes affect. Regardless of the default setting, the user can change the state from the report panel in the viewer or transcription panel.

The Normal flag label displayed on the report panel is also configurable. To change the label, edit the label defined in the field *Displayed Label of Normality State*. The default label is **Normal**.

To remove the Normal field from the report panel completely, clear the box labeled *Show normality status on the report edit panel*. When checked, the field appears on the report panel. After changing this setting, you must exit and restart the viewer.

7.2.9 LISTING PRIORS SETTINGS

The list of relevant priors displayed by clicking to open a study include entries resident in the configured archives if the Priors setting is set to search the archive. By default, the relevant priors search includes only the EP worklists. The admin can change the default setting to include all configured archives.

The setting for including the archive when searching for relevant priors is on the Settings page, under the Admin tab. In the section labeled Prior Settings, clear the *Enable Local-Only Version of Prior Page* to include the archive search when looking for prior while opening a study. When unchecked, the button for obtaining a complete list of studies, , is not needed and therefore no longer appears on the worklist.

If the archive is a third-party device, the query takes some time to complete. If there is no priors list, this delays the loading of the viewer. If the only archives connected to the server are third-party devices, using the local-only setting is recommended.

7.2.10 CHANGE STATE SETTINGS

The Changed State flag is a worklist parameter that can be used to inform the user that the study has been modified since its state was last updated. It is a worklist field available for filters, plus it changes the icon used for the Open button depending on the configured setting. This setting is in the Change State Settings section of the Settings page. It is displayed for users with support privileges.

The setting can be *None*, *newOnly* or *anyChange*. *None* disables the change state feature. It is the default setting. *newOnly* means the study acquired a previously unregistered

object (e.g., an image) since the last state or report change. *anyChange* means the study data has been altered in some way (e.g., edit patient name) since the last state or report change.

7.2.11 DATA PURGING SETTINGS

By default, eRAD PACS manages the disk usage automatically, but it never removes primary image data, report data or orders unless the administrator explicitly instructs it to do so. Even then, eRAD PACS only does so when it needs additional disk space. This means no purging occurs until the Free Space Limit (see section 7.2.5 Disk Limit Settings) is reached, even if a study is older than the specified purge period. All purging will be processed during off-peak hours, usually in the early morning. Therefore, after you change these settings, you must wait until eRAD PACS runs the purging process before the settings take affect. Stopping and restarting the server will not invoke the purge process.

To set the purge rules, go to the Settings page, and scroll down to the Regular Tasks section. Only users with support rights can edit these settings. There are four options to specify:

- **Purge Regular Studies:** number of days that must expire before a study becomes eligible for purging.
- **Purge Preliminary/Final Studies:** number of days that must expire before a study in the Preliminary or Final state becomes eligible for purging.
- **Purge Orders:** number of days that an expired order will remain in the worklist.
- **Keep New Studies For:** number of days a study must exist on the server before it can become eligible for purging.

Quick Start Instructions – Data Purging Options

- Go to the Administration page.
- Click the Settings tab.
- Scroll to Regular Tasks.
- Set the purge values.
- Click the *Change* button.

7.2.12 INSTITUTION INFORMATION

On the report web page and formatted printouts (reports, study accounting summaries), a section of the header is reserved for customized text. The intention is for the customer to enter institution-specific information so all printed reports contain the institution's name. Currently, the available field only supports text, meaning there is no way to enter a graphic or logo into this field, although the report customization tool supports this. (See section 7.2.2.2 Report Page Customization for details).

To define the Institution Information, go to the Institution Info text box on the Settings page. Enter information into the text box. It will appear exactly as you enter it, so format it. When done, click on *Change* to save the changes. To review the changes, display any report page and see the text in the upper left corner of the report.

Quick Start Instructions – Institution Information

- Go to the Administration page.
- Click the Settings tab.
- Enter institution information into the Institution Info text box.
- Click the *Change* button.

7.2.13 FILTER LISTS SETTINGS

On many eRAD PACS pages, specifically the Edit and Filter pages, the user has the ability to type in a value or to select a predefined option from a menu. If the menu contains variable data, such as a list of patient names, or a list of referring physician names, it can be quite large. When this occurs, the web page can take a long time to download, especially over a slow network connection. Additionally, depending on who has access to these pages, an administrator may consider the presence of this information a security risk and opt to eliminate the menu.

The administrator can limit the availability of the menus, or eliminate them altogether by setting the Filter List Setting, which appears on the Settings page. A value of *-1* (the default) means display all available options in a menu. A value of *0* means disable the menu entirely. Any other positive number instructs eRAD PACS to display the list only when the number of items in a particular menu consists of fewer than the number specified. In this last case, lists containing a limited number of values, such as study states, will have a pull down list available, but larger lists, such as the list of patient names, will be eliminated.

Quick Start Instructions – Filtering Lists

- Go to the Administration page.
- Click the Settings tab.
- Enter maximum number of values allowed in a list into the Filtered List Setting box.
- Click the *Change* button.

7.2.14 SECURITY SETTINGS

The security settings give administrators the ability to secure all network traffic between a user and the server. Secure traffic uses encrypted (SSL) transmission protocols. The security settings also include an inactivity timer before automatically logging the user off of the system.

The Secure Connection setting forces any eRAD PACS transmissions to/from the server to use HTTP when set to *Off*, and secure HTTP (HTTPS) when set to *On*. The *Auto* option instructs eRAD PACS to inspect the IP address of the device and if it is in one of the defined LAN-accessible domains, it will use HTTP. If not a LAN-accessible device, HTTPS is used. The additional security can negatively impact network performance, and possibly slow down delivery of images to the user. The change takes effect after you click the *Change* button. This option defaults to the *Off* position.

The Secure Connection setting does not control the security of the DICOM communications. Secure DICOM is configured through the definition of the DICOM TLS port and protocol in the Devices table.

The Inactivity Time Out specifies the number of minutes of inactivity that will transpire before the server automatically logs the user off of the system. To set an inactivity time-out, enter the number of minutes desired into the field, and click the *Change* button. A value of zero indicates no time-out.

Quick Start Instructions – Security Settings

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to Security Settings.
- Set the parameter and click Change.

7.2.15 TIMER SETTINGS

Only one editable instance of a study exists. If a user does not explicitly close the study after opening the editable copy (e.g., in the Viewer or editing a report), the study remains locked. The Lock Timeout setting releases a locked study if the specified number of minutes transpires and no activity is recorded on the user account. A setting of zero disables this feature.

The curl timeout setting should not be changed at any time.

Quick Start Instructions – Timer Settings

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to Timer Settings.
- Set the parameter and click Change.

7.2.16 LOCAL IP SETTINGS

eRAD PACS can optimize communications between the Viewer and Server when all the communicating servers and workstations exist on a protected LAN. Use the Local IP Settings section to define the IP address and domain ranges that make up a protected LAN. Devices in these domains do not compress or encrypt any data, yielding better download performance across a LAN.

The local IP setting is also used to optimize data volume by redirecting downloads to the viewer from its nearest server. To configure these server and workstation associations, you need support rights. Contact eRAD support for additional information.

Insert the domain ranges using the IP address with mask format, as in 192.168.4.0/24, or using asterisks, as in 192.168.4.*. IP addresses preceded by a minus sign (-) specify exceptions to the domain range listed immediately before it. Multiple levels of exception are permitted by inserting another minus sign before the address range. All exceptions must be subsets of the range that immediately precedes it on the list.

Quick Start Instructions – Local IP Settings

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to Local IP section.
- Enter the IP addresses and domains and click Change.

7.2.17 EDIT AND CORRECTION SETTINGS

eRAD PACS supports two modes for editing study information. The hard edit mode makes the changes to the data object on the local machine, and then forwards the modified objects to the necessary parent and child servers. The soft edit mode records the changes in a separate control object, and eRAD PACS applies the changes each time the data is accessed. When propagating soft edits, eRAD PACS transmits the control object only. To modify edit and correction settings, support rights are required.

The Correction Mode is the default Edit Mode used when a user edits a study from the Edit page. This is active only when either of the *User Can Override* Edit Mode settings is specified. If the user can override the edit mode, a checkbox labeled *Shred* appears on the Edit page. This checkbox lets the user override the system default on a case-by-case basis. The default for the override checkbox corresponds to the setting in the *Correction Mode* parameter.

Quick Start Instructions – Edit and Correction Modes

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to Edit/Correction Settings.
- Select the edit modes and click Change.

7.2.18 FORMATTING SETTINGS

The administrator has the ability to define formats used in worklists, reports, summaries and elsewhere in the system. Configurable formats exist for

- the date and time formats, and
- the format used to display names.

To define the date format, go to the Settings page and scroll down to the Date Formatting section. Using the pull down menus, select the format you want. If you need delimiters between some of the fields, such as a comma between the day and the year, enter it into the respective field. If you do not want delimiters, clear the field. The delimiter fields only support a single character. After selecting the format, click the *Format* button to save the changes.

Names appear in eRAD PACS in one of two forms. The first form is a name on a list, such as the name of a patient, or physician on the worklist. The second form is when the name appears in normal text. It is common for names in lists to appear one way, such as "DOE, JOHN Q", and names in normal text to appear another, such as "JOHN Q. DOE". To change the default name format, go to the Name Formatting section on the Server page. For both the common name and list name, select the name component from the pull-down list and enter the component separators, if necessary. To leave a component empty, select <empty>. When finished, click on Format.

When entering a name into a field, it is beneficial to separate it into first name, last name, middle name, a prefix and a suffix. By default, the user is required to do this by inserting a caret (^) character between the individual strings, in the order last^first^middle^prefix^suffix. If the *Use Person Name Filter* setting is checked, EP displays individual text boxes for each of the names.

Quick Start Instructions – Formatting Options

- Go to the Administration page.
- Click the Settings tab.
- Scroll down to Date or Name Format section.
- Set the format and click *Change*.

7.3 Server Information

The Information page shows the server's runtime status, including disk utilization, installed components and version numbers, and license information. From this page, the administrator can access the system queues, showing which system and network tasks are currently scheduled for completion.

7.3.1 SERVER STATUS

The Server Status section contains the DICOM, HL7 and task manager runtime status. When the task is running, the status reports *OK*. Unlicensed components report *Disabled*. When the task is unavailable, the status displays another value, such as *STOPPED* or *ERROR*. To restart the server, select the *Restart* link directly to the right of the status value.

Quick Start Instructions – Server Status

- Go to the Administration page.
- Click the Information tab.
- Scroll to the Server Status section.

The queue management page provides access to the system's task queues, allowing an administrator the ability to manipulate the scheduled processes. Be aware that modifying the tasks in the queues directly impacts performance and data validity. Do not make changes to the system queues without fully understanding the consequences.

To get to the queue management table, start on the Information page under the Admin tab, and click the Task Queue Server link in the server status section. The queue table appears, showing the number of tasks that haven't been checked (Not Unscheduled), are scheduled (Scheduled), need to be retried (Retry), are permanently rejected (Failed), and have been manually suspended (Suspended). Click on the link for the queue you want to investigate. The task table for that queue is displayed.

Each task table contains a series of columns showing the task priority, number of retry attempts already made, the task type, date and time of last modification, date and time of last or next retry, and the command. The number of entries on each page is limited. To move to a new page, click the page number at the bottom of the table. Change the table size by increasing or decreasing the value in the Page Size text box at the bottom of the table.

Functions exist to filter the entries in the task table (the Filter button or click on the filter icon at the top of each table column), sort the entries (the Sort button or click on the column header), and return to the previous page (the Back button). Some of the tables allow you to move the entry to the failed or suspended queue, or remove it from the system. These buttons appear on the left of the table. The entry on a particular row applies to the entry. Click to check the box to the far left of each row and use the batch operation buttons at the top of the table to apply the function to the selected rows.

The suspended queue is for tasks that need to be removed from its current queue for a short period of time. All data associated with this task remains on the server. The expectation is that at some point in the future, the admin will restore a suspended task to the scheduled or retry queue. On the suspend queue, an edit function is available in the buttons to the left of each entry for reprioritizing the task. Do not make changes to task priorities without understanding system priority levels.

7.3.2 DISK AND ARCHIVE USAGE

The Disk Usage and Archive Usage sections graphically indicate the disk space used by eRAD PACS. The disk and cache utilization section displays the amount of disk space available for storing DICOM objects (Data and Archived Data), processed data (Processed) and cached files (Cache). The remaining space (Free) is available for any use. The available space is listed in megabytes and as a percentage of the entire disk.

The *Update disk utilization* link refreshes the disk utilization graph. The *Update and Clean* link invokes the data purging process and then updates the graph.

The Archive Usage graph shows the disk allocation on the archive. In this graph, the disk is either allocated to archived data, or free.

Quick Start Instructions – Disk and Archive Usage

- Go to the Administration page.
- Click the Information tab.
- Scroll to the Disk Usage or Archive Usage section.

7.3.3 SERVER REGISTRATION STATUS

Servers are registered with the eRAD PACS Site Manager to help eRAD monitor runtime performance and keep an up-to-date database about all installed servers. Offline registration is available for servers disconnected from the eRAD monitoring center. All servers with direct Internet access to the Site Manager should register directly.

Offline registration limits the site management features, and reduces the server's e-mailing functions. Specifically, user mail is allowed, but watson and other support related mail traffic gets erased.

The registration information appears on the Information page under the Admin tab. It contains the registration status, a time stamp, a server identifier and the name of the primary site manager.

7.3.4 LICENSE AND PLUG-IN INFORMATION

The License Information section contains details on the eRAD PACS license installed on the server. It contains the period for which the license is valid, the number of user accounts, DICOM devices and workstations it will support, and list of optional modules.

The Plug-in License Information section contains details on the eRAD PACS plug-in modules installed on the server. Each plug-in module has its own license. The information contains the module and version number, server IP addresses permitted to download the plug-in, and whether or not the plug-in applies user account license restrictions. If the plug-in does support user account licensing, refer to section 7.2.7 Plug-in Configuration Settings for information on how to assign the license to each account.

Quick Start Instructions – License and Plug-in Information

- Go to the Administration page.
- Click the Information tab.
- Scroll to the License Information or Plug-in Information section.

7.4 External Device Setup

The Devices page gives administrators the ability to add, edit and delete DICOM entities, HL7 devices, and workstations, and to define their services. The Devices page consists of the following tables: device table showing all devices, a DICOM services table for general DICOM settings, a DICOM Query/Retrieve settings table, an HL7 services table for the general HL7 configuration settings, HL7 message routing tables, and a separate section for DICOM printer configuration.

7.4.1 DEVICES TABLE

The Devices table lists all of the external devices with which the eRAD PACS server communicates. If the eRAD PACS is not in Promiscuous Mode, or if the server is licensed to support a limited number of modalities, you must define each of the communicating devices in the Devices table. The table consists of the following:

ID	The label used to uniquely identify the device.
IP/Host	The IP address or host name of the device.

Port	Contains the port address of the DICOM application; necessary only when the device accepts Association requests.
Protocol	TCP connections are for default DICOM and HL7 communications. TLS connections support DICOM Security Enhancements.
Type:	Identifies the function of the device by associating it with a device type.

If the device's IP/Host value is a host name, such as server.hospital.com, it is possible for the IP address to change. If it does, eRAD PACS may have difficulty resolving it. If this condition exists, click the *Refresh IP Addresses* link at the bottom of the Devices table. This will update the host names with their current IP address.

Other eRAD PACS servers exist in the Devices table with a Type value of Parent or Child. Each server is uniquely identified with a Server ID throughout the EP hierarchy. Updating the configuration of any Parent or Child server requires each server be updated. After updating the device table on every EP server, update the information in the DotCom configuration file. Click on the link *Recollect Dotcom Info* at the bottom of the Devices table. You must do this on every server in the EP hierarchy.

7.4.1.1 Adding a Device

To add a DICOM or HL7 device, enter the ID, IP address, Port number, Protocol and Type fields into the first line of the Devices table, and click the *Add* button. The new device is added to your list. Select the type from one of the following:

Child	An eRAD PACS child server.
DICOM	A DICOM entity. The specific DICOM services supported get defined in the DICOM Device Settings page. See section 7.4.1.1.1 Adding a DICOM Device.
HL7	An HL7 entity. The specific HL7 services supported get defined in the HL7 Device Settings page. See section 7.4.1.1.2 Adding an HL7 Device.
Parent	An eRAD PACS parent server.
Viewer	An eRAD PACS workstation, specifically one using workstation prefetch. See section 6.2.6.2 Auto-Routing for more information.
Workstation	(Retired) An eRAD PACS Dedicated Workstation.

Quick Start Instructions – Adding a New Device

- Click the Administration Page.
- Click the Devices tab.
- In the Devices table, enter the device ID, IP address, Port, Protocol and Type.
- Click the *Add* button.
- Follow the type-specific instructions in the sections below.

7.4.1.1.1 Adding a DICOM Device

After clicking the *Add* button with the device type set to DICOM, the DICOM device setup page appears. On this page, enter the DICOM-specific configuration for the device plus the data coercion rules applied to objects received from this device.

In the DICOM Setting table, select the supported DICOM services of the external device, enter the DICOM AE Title, and change the send and receive timers. To use the default timer settings assigned to this server (see section 7.2.3 DICOM Server Settings), enter an asterisk (*) in the text boxes. Click *Save* to store the settings. The services are as follows:

AutoGet, AutoRtv	Search this device for prior studies. AutoGet uses C-GET DIMSE service. AutoRtv uses C-MOVE DIMSE service. Select only one, which should always be AutoRtv.
AutoFwd	Send a copy of every DICOM object received to the associated device.
UnEdit	Disallow editing of retrieved prior studies.
Store	Support Storage SOP classes.
Q/R	Support Query/Retrieve SOP class.
MWL	Support Modality Worklist SOP class.
ResMan	Support a collection of Study and Result Management SOP classes for exchanging RIS information.
Commit	Support Storage Commitment SOP class.

Data coercion forces defined values into specific fields the modality may not have included in the object. The data coercion engine supports three modes: 1) overwrite a DICOM attribute with a defined value; 2) assign one DICOM attribute value to another DICOM attribute; and 3) parse the contents of one DICOM attribute and assign part of it to another DICOM attribute. At this time, coercion works for DICOM alpha-numeric attributes only.

Coercion rules get assigned to a specific registered device, and are applied to all DICOM C-STORE messages arriving from the device. Multiple rules can exist for a single device, and they are applied in the defined sequence. For example, if the admin wants to swap two values, he must define a three-step process: assign the value from one attribute to a temporary attribute, copy the value from the second attribute to the first attribute, and then copy the value in the temporary attribute to the second attribute.

To define coercion rules, go to the Devices page and click on the ID of the device you want to configure in the DICOM Services table. The format of each rule is explained in the legend at the bottom of the page. If you need the DICOM tag for a particular attribute, select it from the pull-down menu and click on Add Tag. If the attribute is not available, enter it directly into the text box. Complete the rule by typing the rest of the command. When you have completed all the rules, click on Save. These rules do not propagate between linked servers.

If the device Type is Parent or Child, and redirection is enabled, the Redirection Settings table appears at the bottom of the DICOM device editing page. In the field labeled *URL Used in Redirection*, enter the URL or IP address of this device used during redirection. If left empty, the IP address listed in the devices table is used. In the *LAN-accessible IP Addresses for Child Formats* table, list the IP address of workstations that will redirect to the URL Used for Redirection. Refer to section 7.2.16 Local IP Settings for instructions for defining the address domains and exceptions.

Redirection settings	
URL to be used in redirection: <input type="text" value="http://172.0.0.146"/>	<div> LAN-accessible IP Addresses for child formats: 192.168.25.* or 192.168.25.0/8 </div> <div> <input type="text" value="*.*.*.*"/> -192.168.1.0/24 -192.168.2.0/24 -192.168.3.0/24 -192.168.4.0/24 </div> <div> <input type="button" value="Test"/> </div>

Quick Start Instructions – Creating DICOM Devices

- Go to the Administration page.
- Click the Devices tab.

- Enter the device IP address, port number protocol and type=DICOM.
- On the DICOM setup page, check the DICOM services supported by the device.
- Enter device's AE Title and time-out settings.
- Set the data coercion rules.
- Click on *Save*.

7.4.1.1.2 Adding an HL7 Device

After clicking *Add* to create an HL7 device, the HL7 settings page appears, prompting for the device's configuration details. Upload the specific virtual mapping database (VMD) file, select an acknowledgement timer setting, select the supported services by placing a check in each corresponding box, and then specify the Application ID and Facility ID. It is necessary to upload the Sorter mapping file as well. When finished setting up this device, click on *Save*.

To make changes to an existing map file, download the existing file by clicking on the checkbox to the left of the VMD Upload field. When prompted, select to *Save* the file on your local disk. Import the file into the map generator program, make changes, and then upload the new file as described above.

Quick Start Instructions – Creating HL7 Devices

- Go to the Administration Page.
- Click the Devices tab.
- Make sure a Sorter VMD file has been uploaded.
- Enter the device IP address, port number protocol and type=HL7.
- On the HL7 setup page, upload the mapping file.
- Enter device's settings, services, and IDs.
- Click on *Save*.

7.4.1.1.3 Adding a Viewer Device


Workstations that have a fixed IP address or defined computer name can be registered in EP's Devices table, and can define a worklist filter for prefetching studies.

After adding the Viewer device on the Devices page, the viewer settings page appears. Enter both an IP address and a workstation ID. The IP address is the address of the workstation as recognized by the server, which may be different than the address configured into the workstation. The workstation ID, entered in the *Workstation ID* field on the device setup page, is the workstation's computer name. Workstation IDs must be unique. On Windows XP, find and set the computer name by opening the Control Panel, clicking on System, and selecting the Computer Name tab.

Quick Start Instructions – Creating Viewer Devices


- Go to the Administration Page.
- Click the Devices tab.
- Enter the workstation's IP address, port number protocol and type=Viewer.
- On the viewer setup page, enter the Workstation ID.
- Click on *Save*.

7.4.1.2 Editing Device Information



To edit a device in the Devices table, find the device entry in the table, and click the *Edit* button, , on the right side of the row. The device edit page appears. This page layout depends on the device Type. For information on the editable DICOM fields, refer to section

7.4.1.1.1 Adding a DICOM Device. For information on the editable fields for an HL7 device, refer to section 7.4.1.1.2 Adding an HL7 Device. To edit a Viewer device, refer to section 7.4.1.1.3 Adding a Viewer Device. After making all the necessary changes, click the *Save* button to record the changes and return to the original list.


Quick Start Instructions – Editing Device Information

- Click the Administration Page.
- Click the Devices Tab.
- Click on the Edit button  for the entry.
- Edit the values and click *Save*.

7.4.1.3 Disabling a Device


When a device is temporarily offline, disabling it is usually a better option than deleting it and all its configuration information from the devices table. Users with support rights have the ability to temporarily disable a device. From the Devices table, find the row representing the device you want to disable. Click on the Device State button, . Enter in the period of time you wish the device be disabled, and click OK. When disabled, the Device State button appears red, . To re-enable a disabled device, click on the Device State button, set the time period to 0, and click OK.

7.4.1.4 Deleting a Device


To delete a device, find the device entry in the Device table and click the *Delete* button, . A message appears asking you if you are sure you want to delete the specific Device. Click *Delete* to complete the deletion process, or *Cancel* to cancel and return.

After deleting a device, rebuild the DotCom information by clicking the *Recollect DotCom Info* link on every server in the eRAD PACS hierarchy.

Quick Start Instructions – Deleting a Device

- Click the Administration Page.
- Click the Devices Tab.
- Click the Delete button  for the entry to remove.
- When prompted for confirmation, click on *Delete*.
- Recollect the DotCom information on all eRAD PACS servers.

7.4.1.4 Testing a Device

Sometimes it is necessary to confirm communication between the eRAD PACS server and another device. You can issue a ping command or a DICOM Echo request from eRAD PACS to do this check. From the Administration page, click on the Devices tab to display the list of configured devices. On the right side of each row is a Test button, . Click on this button for the device you need to check. If the device Type is DICOM, Parent or Child, a DICOM Echo request is executed. For HL7 devices, a ping command is executed. The results page appears. If the device successfully received and acknowledged the Echo request, you will see a line:


Echo [1], Complete [Status: Success]

If the device successfully received and acknowledged a ping request, you will see a line:

*N packets transmitted, N packets
received, 0% packet loss*

If one of these line does not appear anywhere on the result page, or if the Status does not show *Success*, the device is either not on the network, or it is not running its DICOM services. Click on *Back* to return to the Devices page.

Quick Start Instructions – Deleting a Device

- Click the Administration Page.
- Click the Devices Tab.
- Click on the Echo button  for the device you want to test.

7.4.2 DICOM SERVICES TABLE

The General section of the DICOM Services table on the Device pages contains additional DICOM settings, including the Modality Worklist day range to include in the worklist query requests and the promiscuous mode setting.

With *Promiscuous Mode* enabled, eRAD PACS accepts valid DICOM associations from any entity. To restrict access to the server and only accept associations from known entities, clear the checkbox and click *Save*.

The Query/Retrieve Settings section includes values for controlling DICOM query requests issued by EP to other DICOM entities. The *Limitation to Queries* field specifies the number of responses eRAD PACS will accept in response to a query request. If the query returns more matches than the setting indicates, EP issues a Cancel command to the SCP and lists the information it has received, along with a notice indicating the response list was truncated.

7.4.3 HL7 CONFIGURATION AND MESSAGE FLOW TABLES

The Sorter mapping file applies to all HL7 devices, and is required before any specific mapping configuration can be applied to an HL7 interface. Check the configuration by clicking on *Check HL7 Config*. If an error was detected in the configuration, a warning message identifying the problematic devices will be displayed. Correct the problem, upload the new map file, and check the configuration again.

For each configured device supporting HL7 orders, you can configure the flow of orders from source to destination device in the Order Flow section. To enable the transfer of orders, place a checkmark in the corresponding device checkbox and click on *Save*.

7.4.4 DICOM PRINT CONFIGURATION

To add a DICOM Printer to the server, you need to modify the print configuration file. A separate instruction manual exists explaining the structure and parameters of this file. Contact eRAD customer service to request the *eRAD PACS DICOM Print Configuration Manual*. After making the necessary changes, click the *Save* button. The DICOM printer is available from the eRAD PACS viewer the next time you start the viewer.

If your viewer is running in standby mode, i.e. you have an eRAD PACS icon in the system tray, next to the system clock, right-click on the icon and select *Exit*. The next time you open a study, the viewer restarts and the printer will appear in the print window.

7.5 System Logs

The Logs Page displays a list all of the actions eRAD PACS has performed over a specified period of time. To display the Log, click on the Log tab under the Admin tab. It is available on all servers except a consolidation worklist server.

The log shows study and image level activity, and you filter it to display just those operations you want to review. The default log reports the activity from the current day, starting at 12:00AM. You can define a report period and search the log from prior days as well.

To select a log report date range, select the beginning (From) month, day and year and the ending (To) month, day and year. It is important for the day value to always contain two characters (lead with a 0 if necessary), and the year value contains four characters.


From the Action list, select the actions you want included in the log report. Hold down the CTRL key when clicking to select multiple actions. By default, all actions except Prefetch are included in the log report.














Study level log entries correspond to study-level actions, such as the editing of a patient name. *Object* level log entries correspond to image-level actions, such as the transmission of an individual image. *Other* log entries correspond to system actions that may not apply to any object.

After selecting the report characteristics, click *View* to update the log report page. The entries are sorted by date, from the oldest to the newest.

7.6 System Message Board

An admin can post a message to all users using the system message board. After creating a message, it appears on the browser pages after the user logs on. Messages do not propagate to all servers. They appear when the user logs onto the server containing the message definition. The user has the ability to acknowledge the message, after which it no longer appears (for that user.)

To create a message, click on the Admin tab and then on the Message tab. The new message page appears showing the message table. The table lists all defined messages, along with tools for creating and editing them. The table controls are the same as for other eRAD PACS tables. You can sort the table by clicking on the column header, and search for a specific entry by clicking on the search button, , or using the Filters button. When the number of messages in the table exceeds the defined page size, additional pages are used. Click on the page number to advance through the multiple pages.


System messages			
			Page 1
Messages	User ID 	Message Name 	Active 
   			
	jim	System Down For Maintenance	Active
Page 1 <div> Page size: <input type="text" value="20"/>  </div>			

7.6.1 CREATING A MESSAGE


To create a new message, go to the Message page from the Admin tab, and click the Add button at the top of the table. This brings up the new message editor. The components of a message are explained in the following table.


Field	Function
Creator	The message creator, which is always your user ID.
Message Name	Label used to identify this message.
Display To...	List of message recipients. Click on each user's name while holding down the Ctrl key to add a recipient. Selecting no recipients is the same as selecting all. You can also select a set of recipients by their Group designation.
Display For...	Number of minutes, hours or days the message is displayed to users.
Content	Message text. Use the Preview button to see how the message text appears prior to saving it.

After filling in all the required parameters, click Save to register the message. The message becomes available to all users when they refresh their browser page.

After creating a message, you can review its settings and see who's received it by displaying the Content page. Find the message on the Message table and click the Content button, . The fields described in the table above are displayed, plus the Notified Users field. The Notified Users field lists all the users who have acknowledged the message, along with the date and time they clicked the button to acknowledge it.

7.6.2 EDITING A MESSAGE


To edit a message's label, go to the Message page under the Admin tab, and click on the Rename button, , for the respective entry in the Message table. Enter the new label to use for the message and click on Rename.

To edit the message contents, active period or list of recipients, click on the Edit button, , for the respective entry in the Message table. Make the necessary changes and click on Save. The changes become affective immediately.


To disable a message, change the Display For setting to 0 days. To reactive an inactive message, set the Display For field and check the box labeled Reset Message State at the bottom of the page. Click on Save to complete the action. The message is now marked Active on the Message table.

7.6.3 ACKNOWLEDGING A MESSAGE

When one or more messages exist, they appear in the browser just under the eRAD PACS tab bar. The message is outlined in red and contains an OK button. To dismiss the message, click the OK button.

Users that have acknowledged a particular message are listed on the Content page for each message. From the Message table, find the message in the table and click the Content button, . The list contains the date and time the user acknowledged the message.

7.6.4 DELETING A MESSAGE

To delete a message, go to the Message page under the Admin tab, find the message on the table and click the Delete button, . The message is immediately removed from all user's browsers and from the message table.


8. Archive Pages


The Archive Page contains the list of studies that have been stored in the eRAD PACS archive. From this page, you can review the list of archived studies, retrieve studies from the archive to the local server, review and modify the archiving rules, and query external archives. Selecting the Archive Tab displays the Studies page by default, providing access to the eRAD PACS archive. To access the other pages, click on the appropriate tab.

Access to the Archive pages requires archive privileges. If you need to access the archive pages listed below, consult with your system administrator.

8.1 Archived Studies

Studies archived by eRAD PACS are accessible from the archive Studies page. The page first displays a filter list, allowing you to enter the criteria used to find a specific study. This filter list works the same as it does on the worklist. Enter the matching criteria and click on Apply to display a table of studies. You can search the list further using the Filter button at the top of the table. You can also sort the list using the same Sort features available on the worklist.

The left-most column of the archive table indicates the current location of the study. If a Retrieve button, , exists, the study is off-line, and needs to be retrieved before anyone can use it. To retrieve it, click on the Retrieve button. If the retrieve button exists but is grayed out, the study is in the process of being retrieved. If no retrieve button exists, the study already exists on the worklist. The study must exist on the worklist before you can use it, such as open it in the viewer, edit the contents, etc.

Users with administrator rights also have a Delete button, , on the eRAD PACS archive page. Deleting a study from the archive means permanently removing it from the storage system. Once removed, it cannot be recalled at a later time. Use the delete function only if you are fully aware of the consequences.

Like the worklist, batch operations exist on the Archive table. Select the studies you want to use by clicking in the checkbox to the left of each entry. Click the batch retrieve or batch delete button in the Batch section of the table header. The requested procedure is applied to all selected studies.

8.1 Archiving Rules

The archiving rules govern the manner in which eRAD PACS moves the data from the parent server to the long-term archive device. The administrator can configure the following rules by contacting the customer support line:

Enable/Disable Archive: If eRAD PACS is configured to archive data, this switch can temporarily disable archiving. It is recommended you do not alter this setting without first consulting a customer service representative.

Studies Expire After: Indicates the number of years eRAD PACS will keep the studies in the archive.

Keep the studies until the patient's age is: Regardless of the expiration setting, a study will not be removed from the archive until the patient reaches the specified number of years of

age. This rule only works for studies that have a patient birth date specified in the study objects.

8.1.1 ARCHIVE RETRIEVE ACTION

To selectively schedule when to automatically retrieve studies from the archive, you can set up a retrieve action. For example, you may want to retrieve priors for procedures scheduled for the following day. Start by defining the worklist containing the studies you want to retrieve and saving it as a filter. From the Worklist tab, go to the Other Lists page, find the new worklist in the table, and click the button in the Retrieve column. The retrieve action configuration page appears.

Check the Enable box to turn retrieving on. Check the Apply to Current Content box if you want the purge to consider all the existing data on the worklist. Leaving it clear applies to new studies only. The Scheduling field allows you to perform the retrieve action immediately after something matches the filter's criteria, executed is in 5 minute cycles, or at a specific time on the day. Click on Configure to finish.

Enable:	<input checked="" type="checkbox"/>
Apply to current content:	<input type="checkbox"/>
Scheduling:	immediately at <input type="text"/> :00


If no retrieve action exists, a default setup is used. This default is equivalent of immediately acting upon the complete system worklist. In other words, all new worklist entries are checked for priors when they reach the first server in the eRAD PACS system.

8.3 External Archives

Users with access to the Archive page can manually query remote archives, and retrieve studies from there to load into eRAD PACS. Click on the Archive page's External tab to reach the external archive query page. The default page contains the attributes available for searching. Enter the search criteria in the respective fields, select the external archive(s) from the Source list, and click on *Apply*. The results appear in a table structured similar to the worklist, meaning it has the same filtering, sorting and configuration tools.

Specifying search criteria in the query page is identical to specifying a worklist filter. Use the *Filter* button or a column's filter icon to define your search patterns. We suggest using a filter limiting the search to studies to some known number. This prevents queries from inadvertently downloading the entire database, which could flood the network with unnecessary data.

To query a remote archive, the device must exist as a Query/Retrieve type device in the devices table. See section 7.4.1 Devices Table for information on the devices table. The list of available devices appears on the query page in the *Source* list. Select the devices you want to query and click *Query*. The results appear in the table.


To move one or more of studies found in the query to a defined device, put a check in the box on the left of each study, select the destination device(s) from the *Storage Destinations* list, and click *Retrieve*, . The *SELF* device is your local server. The other devices listed are those existing in the Devices table as a DICOM type device.

8.4 Archive Media

The Media tab under the Archive tab provides access to DICOM-compliant removable media inserted into the eRAD PACS server's drive, or if certain settings are configured, into the user's workstation's drive. When you click on the Media tab, select the media device from

the pull down list at the top of the page. eRAD PACS will find the device on the server and read the contents. The media must comply with DICOM Part 10, and contain a valid DICOMDIR file. Using this file, eRAD PACS displays the contents of the media.

Data stored on a DICOM-compliant CD/DVD inserted into the drive on the local workstation can be imported as well. For the server to find the CD/DVD drive on your workstation, it must be set up as a shared Windows drive. The workstation must be on the same local area network as the server the user is currently logged into. Insert the media into the local drive, go to the Archive page, and select the Media tab. Check the box labeled *List Local Drives*. The device appears on the device pull down list, using the share name assigned when setting up file sharing. Select the drive for your workstation. A worklist appears containing the studies available on the media.

To import one or more of the studies on the media, select them by clicking the checkbox to the left of the entries and click on the Retrieve button, . You can do this for each individual study with the Retrieve button on a particular entry in the table as well. The data is read from the media, which may take some time, and registered on the server's worklist.

Data manually imported from removable media is not sent to the eRAD PACS archive.

8.5 Archive Filters

By default, eRAD PACS archives all data it receives. It is possible to instruct eRAD PACS to archive a subset of the data by setting up an archive filter. All administrator accounts have the privileges needed to set up an archive filter.

To set up an archive filter, use the worklist filter tools to define the criteria matching the studies you want sent to the archive. Save the archive filter as you would any other filter, using the user ID @system and the .archive filter type.

9. Accounting Pages

The Accounting Page contains a system activity report, showing all of the studies eRAD PACS has processed over a specified period of time. The report period is user definable, and you can export it into Microsoft Excel for formatting, analysis, or other review function.

Select the *Accounting* tab to display an accounting of the last month's activity. Access to the Accounting Page requires special privileges. If you need to access this information, consult with your system administrator.

9.1 Customer Report

The Accounting page summarizes the activity over a defined period of time. The default period is the last month. To change the summary period, set the *From* and *To* dates in the upper right corner and click *Update*. The new information appears. Be aware reports covering a large time period may require a long time to complete.

The Accounting page consists of two tables. The first table consists of the total number of studies eRAD PACS acquired, and the amount of disk space those studies occupy. The second table is a listing of each individual study included in the report for the defined period. You can sort the table by clicking on any of the column headers. Unlike the other lists in eRAD PACS, the accounting table is not configurable.

Two buttons exist for exporting the account summary information: *Print Friendly* and *Export*.

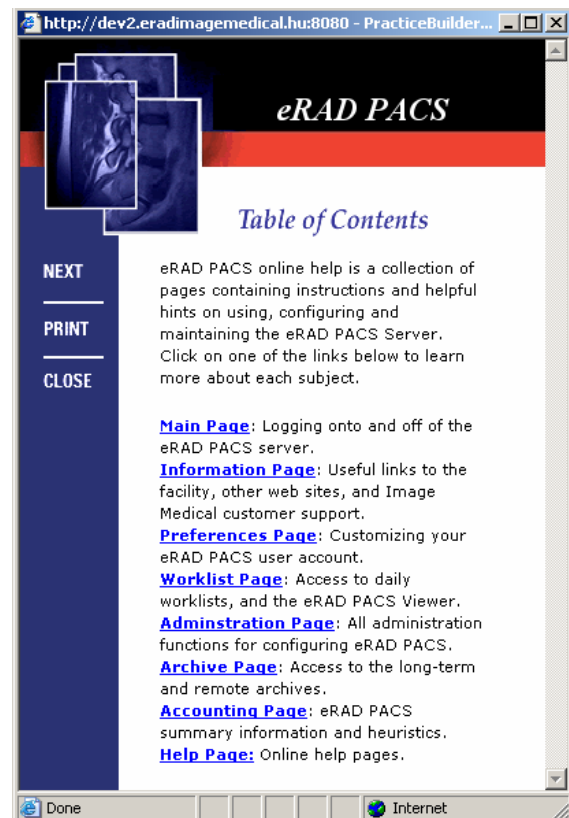
Print Friendly: Format the tables and send it to a local printer.

Export: Format the tables into a tab-delimited file format and save the data to disk. This file can then be imported into a spreadsheet program, such as Microsoft Excel.

10. Help Pages

eRAD PACS online help is a collection of pages containing instructions and helpful hints on using, configuring and maintaining the eRAD PACS Server. To view the help files, click the Help tab, available on any of eRAD PACS's web pages.

The help pages are constructed with a Quick Start summary at the top of the page, when the page actually describes an activity and not just an overview. Follow the Quick Start instructions to perform the function. If you need additional information, or the Quick Start instructions are not clear, a more in-depth discussion of the topic follows.



11. The eRAD PACS Viewer

Whereas the opening web pages allow the user to manipulate meta data about the study, the eRAD PACS image viewer is used to manipulate and annotate images and generate reports.

The image viewer is a local application which resides on your local workstation. It is downloaded and installed when the first study is opened and is regularly updated to add functionality. See section 6.3.1 Downloading the Viewer for instructions to download and install the eRAD PACS viewer.

Opening a study by clicking on the patient name launches the viewer and loads the study. It can also be opened by clicking on the folder icon at the left of the appropriate row. Section 6.3.2 Loading Studies Into the Viewer contains information on opening a study in the eRAD PACS viewer.

Refer to the eRAD PACS Viewer Operator's Manual for additional information on using any one of the eRAD PACS Viewers.

Appendix A

Defined Terms for the Modality

AU = Audio
BI = Biomagnetic imaging
CD = Color flow Doppler
CR = Computed Radiography
CT = Computed Tomography
DD = Duplex Doppler
DG = Diaphanography
DR = Digital Radiography
DX = Digital X-ray
ECG = Electrocardiography
EPS = Cardiac Electrophysiology
ES = Endoscopy
GM = General Microscopy
HC = Hard Copy
HD = Hemodynamic Waveform
IO = Intra-oral Radiography
IVUS = Intravascular Ultrasound
LS = Laser surface scan
MA = Magnetic resonance angiography
MG = Mammography
MR = Magnetic Resonance
MS = Magnetic resonancespectroscopy
NM = Nuclear Medicine
OT = Other
PR = Presentation State
PT = Positron emission tomography (PET)
PX = Panoramic X-Ray
RF = Radio Fluoroscopy
RG = Radiographic imaging (conventional film/screen)

RTDOSE = Radiotherapy Dose
RTIMAGE = Radiotherapy Image
RTPLAN = Radiotherapy Plan
RTRECORD = RT Treatment Record
RTSTRUCT = Radiotherapy Structure Set
SM = Slide Microscopy
SR = SR Document
ST Single-photon emission computed tomography (SPECT)
TG = Thermography
US = Ultrasound
XA = X-Ray Angiography
XC = External-camera Photography

Retired Terms:

AS = Angioscopy
CF = Cinefluorography
CP = Culposcopy
CS = Cystoscopy
DF = Digital fluoroscopy
DM = Digital microscopy
DS = Digital Subtraction Angiography
EC = Echocardiography
FA = Fluorescein angiography
FS = Fundoscopy
LP = Laparoscopy
VF = Videofluorography

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