

## Manager Basics

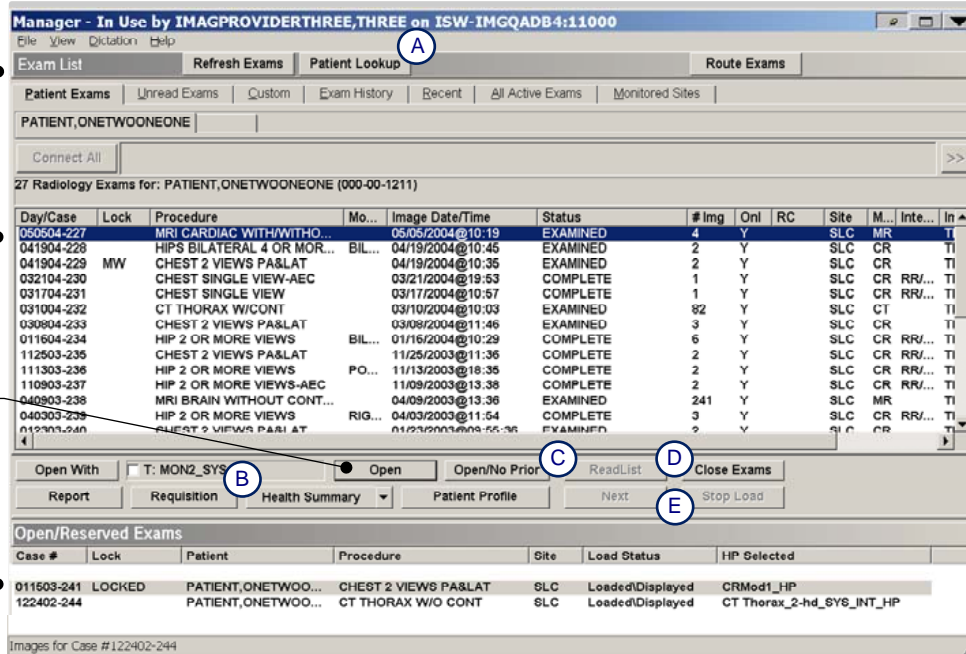
### Opening an Exam

1 Click the tab of the exam list you want to use. Some lists have sub-tabs.

2 In the exam list, select the exam you want to open. You can skip this step if you are working through the list; the first exam is automatically selected.

3 To open an exam: Press <Enter> or click Open. Or double-click the selected exam..

4 As the exam is opened, one or more priors may be opened as well. The current exam is locked; prior exams are not.



### What if...

...I can't find the exam I want?

Press <Ctrl+L> or click Patient Lookup (A) and then enter the patient's name or ID.

...I don't see the requisition?

Select the exam in the Manager and click Requisition (B).

...I don't want priors?

Instead of clicking the Open button, click the [Open/No Prior] button (C).

...I get an "exam locked" message?

Someone else is interpreting the exam. You can still open the exam for reference purposes, but you cannot interpret it yourself.

...I get an "exam reserved" message?

You can cancel their reserve and interpret the exam yourself, or you can honor the reserve and open the exam for reference purposes.

...I don't see any images?

The automatically-selected hanging protocol may not be appropriate for the exam being opened. Images can be loaded manually (See Exam Display on the right).

### Keyboard Shortcuts

<Ctrl+W> Display VistARad window list  
 <Ctrl+L> Patient Lookup  
 <Ctrl+N> Next Exam (in ReadList)  
 <Ctrl+P> Change active patient in Viewer  
 <Ctrl+Q> Close exam

### Types of Exam Lists

| Exam List        | Contains                                                                                                                                      |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Patient Exams    | Two subtabs; one showing all exams for selected patient in Manager, the other showing all exams for the active patient in the Viewer/Browser. |
| Unread           | All exams waiting to be interpreted.                                                                                                          |
| Custom lists     | Site-defined subtabs; usually tabs divide unread exams into groups based on modality, imaging location, etc.                                  |
| Exam History     | Entries for each exam opened in the last three days.                                                                                          |
| Recent*          | Interpreted exams waiting to be verified.                                                                                                     |
| All Active*      | Combines Unread and Recent lists.                                                                                                             |
| Monitored Sites* | Provides access to exam lists from remote sites; each remote exam list shown as a separate subtab.                                            |

\* Optional lists. To display tabs for these lists, choose View | Settings | Manager | General. Then in the List Order area, select the appropriate checkboxes.

### Exam Display

Exams opened using an appropriate hanging protocol will automatically display in the Viewer window.

You can also manually load images into the Viewer or the Browser:

- 1 Click in the toolbar (see next page) to display the Preview window.
- 2 To load images into the Viewer, drag each image thumbnail from the Preview to an open area (viewport) in the Viewer
- 3 To load images into the Browser, double-click an image thumbnail in the Preview window. The entire exam will be loaded into the browser.
- 4 To close the exam, press CTRL+Q or click in the Viewer toolbar.

### Using ReadList

- 1 Select an exam list that contains unread exams.
- 2 Click the ReadList button (D).
- 3 Wait until the first exam displays. Subsequent exams will load very quickly.
- 4 Review the exam.
- 5 Proceed to the next exam by pressing CTRL+N, clicking Next in the Manager (E), or by clicking in the Viewer toolbar.
- 6 Repeat steps 4 and 5 until you have reviewed all exams in the list.
- 7 You can optionally cancel ReadList by clicking Stop ReadList in the Manager. (Stop ReadList replaces the ReadList button when ReadList is active).

## Viewport Controls

- Title Bar**  
Shows case-related information
- Layout Tool**  
Switch between stack and tile views
- Icon Bar**  
See details below
- Tick Marks**
- Mensurated Scale**  
Displays measured scale next to image
- Info Area**  
Shows image-related information; click to open Details window

## Viewport Elements



- Paging Buttons**  
Click to move up or down through stack
- Close Button**  
Clears viewport; does not close exam.
- Contents Bar**
- Compression Indicator**
- VOI/LUT Indicator**

### Icon Bar Details

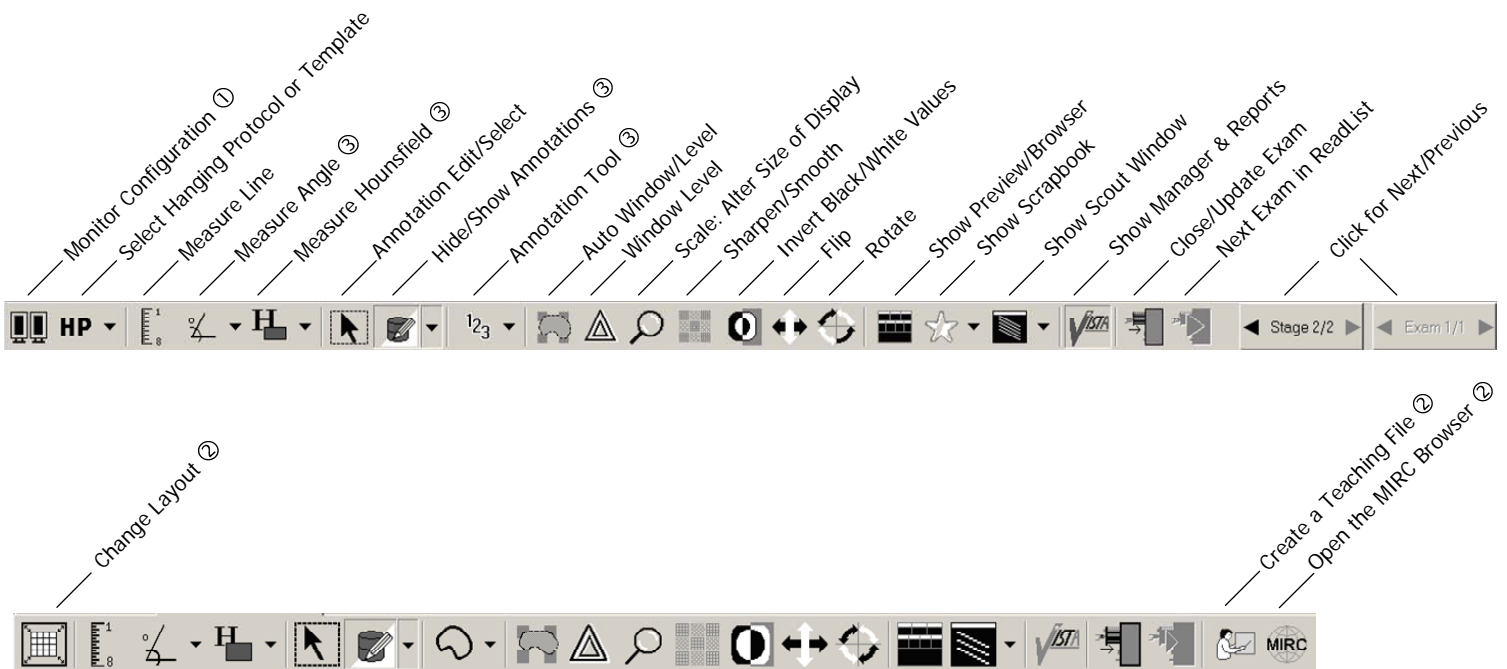
- ▶ Click to start or stop cine loop. Open pull-down menu to control cine speed, direction, and range.
- ☰ Open to set Calibrate, Sort, and Link options.
- 🔗 Click to turn on Link feature. Open pull-down menu to control which attributes are linked.
- 📄 Click to turn on Copy Attributes feature. Open pull-down menu to control what is copied.
- 📌 Click to mark image (adds image to Scrapbook window).
- 📄 Click to turn on Apply To feature. Open pull-down menu to control which settings are affected.
- 📄 Click to open report (if the report is not entered, the requisition is opened instead).

## Shortcut Menu (right-click image to open)

- Turn on indicated tool (affects left mouse button)
  - Window/Level
  - Scale
  - Sharpen
  - Invert
  - Image Presets
- Apply indicated scale function
  - Scale 100%
  - Fit Image to Viewport
- Show the orientation (left, right, above, below) of the image
  - Show Session Annotations
  - Show Stored Annotations
  - Show All Annotations
- Display Mensurated Scale to left of image
  - Indicators
  - Overlays
  - Mensurated Scale
- Create draggable magnified area
  - Reset
  - Measure
  - Magnifying Glass
- Copy current image to Scout window
  - Create Scout
- Copy current or all series to 3D software
  - View 3D
  - View 3D all Series
- Apply predefined display attributes to images in viewport
  - Add to Teaching Files

① Options enabled only if Voxar 3D Workstation software is installed and integrated with VistARad.

## Toolbar Buttons Used in the Viewer, Browser and Scrapbook Windows



- ① The Monitor Configuration button is available only in the main Viewer window.
- ② These buttons are not available in the main Viewer window.
- ③ There are several annotation/measurement tools available; to select a different tool, click the arrow next to the button.

## Expanded Annotation Buttons

The Drawing tool displaying its Text icon

The Show/Hide tool displaying its Show All Annotations icon

The Angle Measuring tool displaying its Cobb Angle icon

The Hounsfield Area Measuring tool displaying its Rectangle icon

**Show Session Annotations**

**Show Stored Annotations**

**Show All Annotations**

**Text**

**Line**

**Arrow**

**Rectangle**

**Ellipse**

**Free Hand**

**Auto Number**

**Angle**

**Cobb Angle**

**Rectangle**

**Ellipse**

**Free Hand**

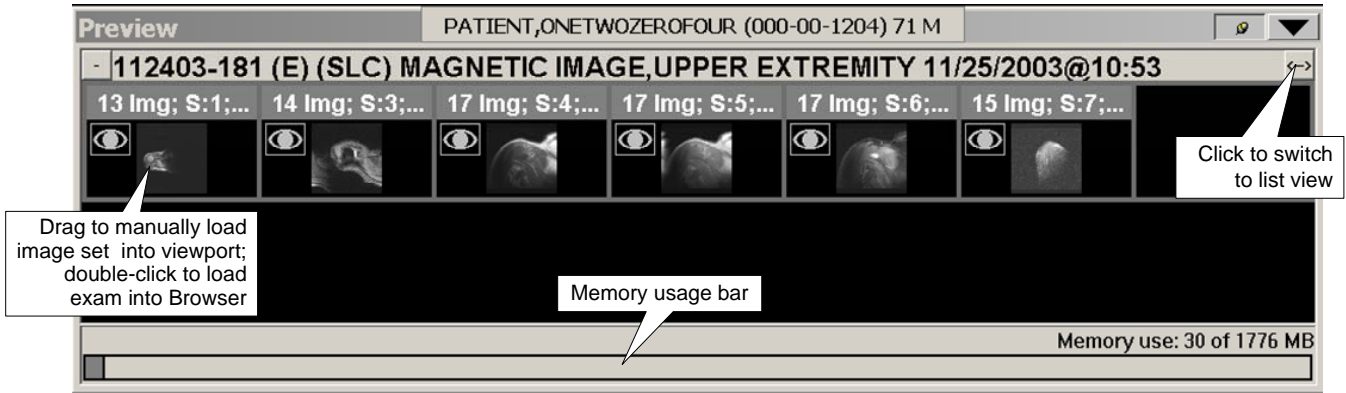
**Annotation Tools**

A down arrow ▼ adjacent to a toolbar button indicates more options. The appearance of each button will change according to which of its tools is currently selected. To access its other functions, click the arrow to the right of each Annotation tool.

## Preview Window

### Thumbnail View

One exam per row, each image set displayed as an icon, image sets displayed left to right.



### List View

One image set per row, each exam image sets display top to bottom

