

Using IPACS Webserver:

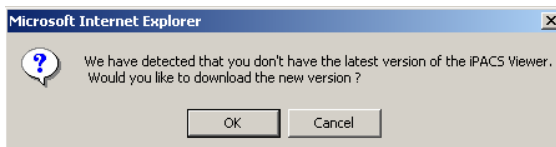
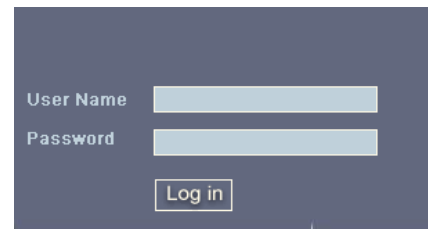
Logging On:

The IPACS Webserver can be accessed from any PC with internet connectivity.

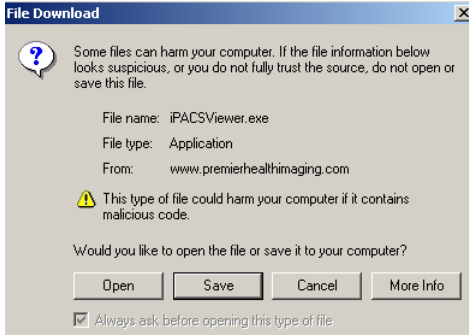
1. Open Internet Explorer or your internet service provider.
2. Type the IPACS web address into the address bar and press Enter.



3. Now, you will see the log in screen now. Type in your user name and password; remember that they are both case sensitive.
4. The first time that you use the web server, you will see a prompt that says:



We have detected that you don't have the latest version of the IPACS viewer. Would you like to download the new version? - left click on OK

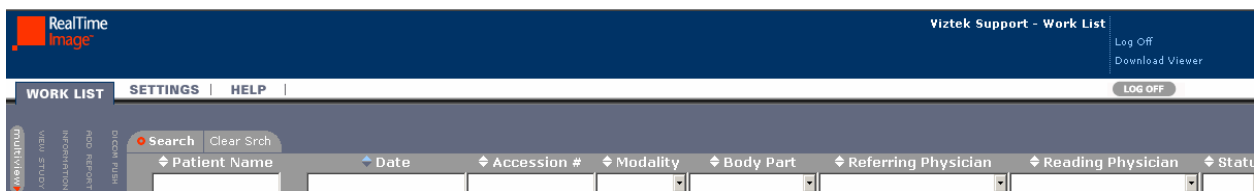


When the next screen appears, click on Open. Then, install the IPACS viewer setup.

Next, the License Agreement screen will appear. Left click on the "I agree" button, followed by the Next button.

Left click on the Install button. When the IPACS Viewer Setup is completed, left click on the Close button.

Worklist Screen:



The first screen you will use is the Worklist screen. This screen is a list of all of the exams on the Webserver. You can sort the information in the list and search for specific fields within the list.

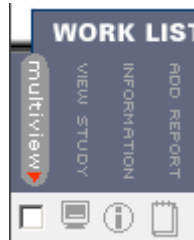
Sorting by Columns:

If you left click on the title of a column the Worklist will sort according to that column. For example, left click on the word "Patient Name" and the Worklist will sort in alphabetical order by patient name.

Searching by Columns:

If you type in part or all of a patient name in the white field underneath the column header Patient Name and press the Enter key, the Worklist will show only names that match what was typed. To bring back the entire Worklist, left click on the Clear Srch button.

Worklist Functions:



Multi view Function: This function is used to compare multiple exams. The icon in the Multi view column is actually a check box. To view multiple exams, check the ones that you want to compare and then left click on the multi view button. This will be explained later in this document.

View Study Function: Left click on the View Study button to look at the images in the study.

Information Function: Left click on the Information button to view information about this particular exam.

Add Report Function: This function is used to add notes to an exam. Left click on the Add Report button, type notes, and click on the Save button.

Study Status:

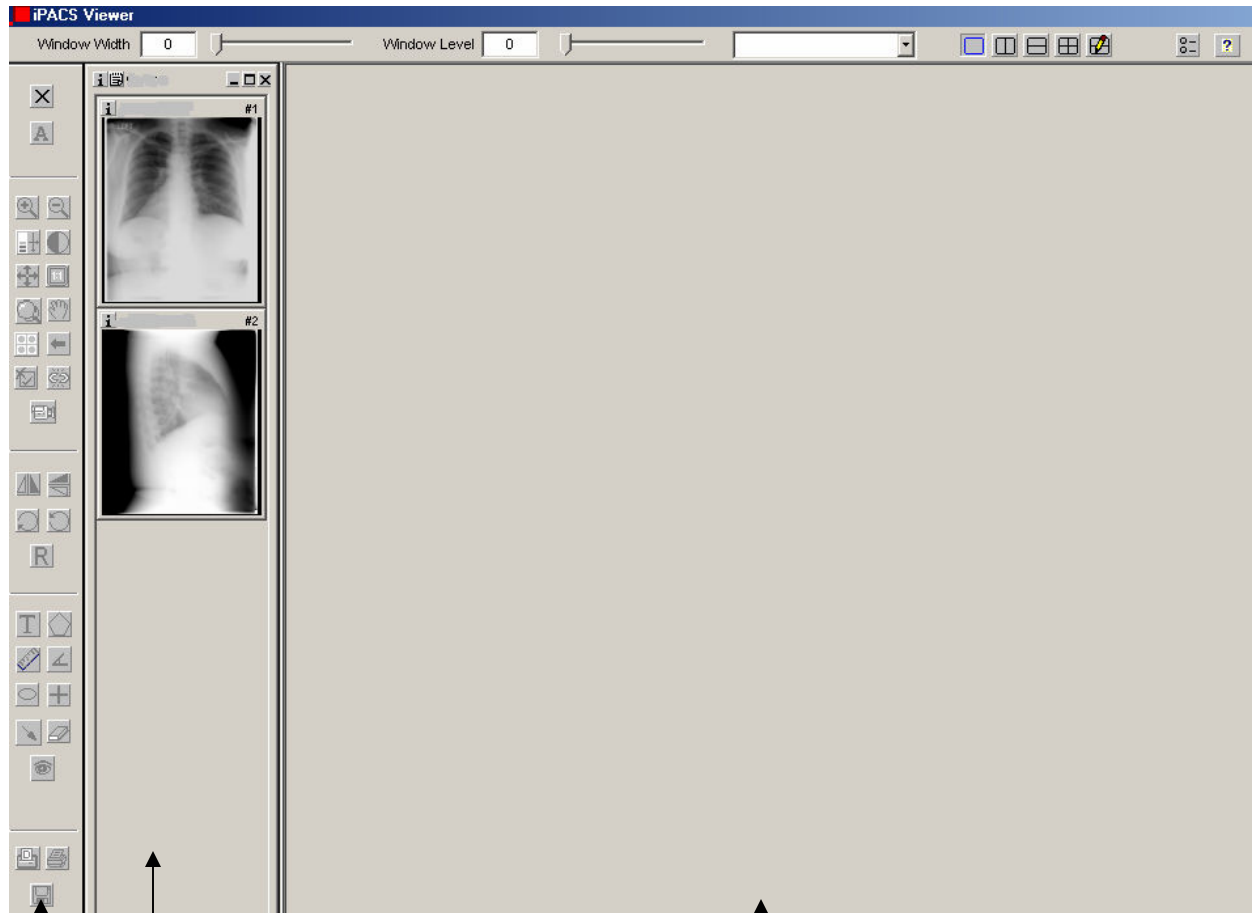
There are three study statuses: Unread, Viewed, and Read.

Unread: This is the status of the exam when it is first sent over from the PACS.

Viewed: The exam changes to a Viewed status once someone opens the exam for viewing.

Read: The exam changes to a Read status once someone clicks on the Add Report button and attaches notes to the study.

Viewing Window:



Tool Window

Thumbnail Window

Image Viewing Window

When you first open a patient's exam, this is what the screen looks like. It is divided into four separate parts:

Top Toolbar: Allows the user to adjust the Window Width and Level and change the layout of the screen.

Tool Window: The tool area is on the left side of the screen. The user can activate certain tools from here.

























Thumbnail Window: This window allows you to see thumbnails of all of the images in the study.

Image Viewing Window: To view an image in the Image Viewing Window, double click on the image in the Thumbnail Window.

When you are finished viewing an exam, left click on the X in the upper right corner of the Viewing Window.

Webserver Tools:

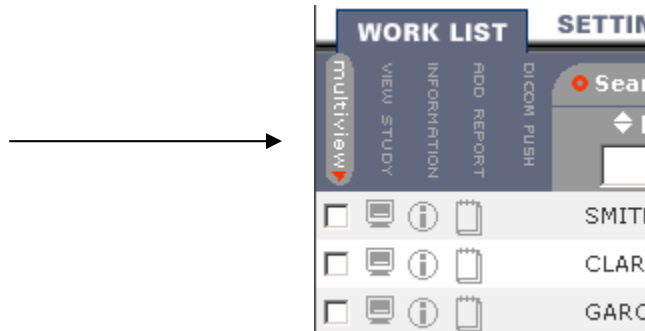
If you hold your mouse cursor over top of a tool, a window will pop up explaining what it is. To activate a tool, left click on it. To deactivate a tool, left click on it again. Also, if you right click on an image in the Image Viewing window, you will see a menu that lists all of these tools.

-  **Close All Studies:** This button allows the user to close out of a study, but still be in the Viewing window screen.
-  **Overlays:** The overlays are the patient information that you see in the corners of the screen. View the images with or without the overlays using this button.
-  **Zoom In Tool:** Left click on the button to activate the tool. Place to cursor over the part of the image you need to zoom and left click to zoom in.
-  **Zoom Out Tool:** This tool works in the opposite way as the Zoom Out tool.
-  **Window Tool:** Left click on the Window tool. Bring the cursor over the image. Hold the left mouse key down and move the mouse around, brightness and contrast will change. The user can also do this by using the Window Width and Level bars above the image.
-  **Invert Color Tool:** This tool inverts the black and white pixels of an image.
-  **Fit to Window Tool:** This tool fits the image back to the size of the window.
-  **1:1 Resolution Tool:** This tool shows the image in its actual size.
-  **Magnifinder:** Left click on the Magnifinder button to activate this tool. Now, left click on the image and a box will appear. Everything inside the box is magnified. Move the box around by left clicking inside of it, holding the left mouse key, and dragging the mouse around.
-  **Panning Tool:** Left click to activate this tool. Now, bring the cursor over the image. Hold the left mouse key down and move the mouse around to move the image around on the screen.
-  **Restore Image Tool:** This tool restores the image back to its original state.
-  **Flip Vertical Tool:** This tool flips the image on its vertical axis.
-  **Flip Horizontal Tool:** This tool flips the image on its horizontal axis.
-  **Rotate 90 Degrees Right:** This tool rotates the image 90 degrees at a time.
-  **Rotate 90 Degrees Left:** This tool rotates the image 90 degrees at a time.
-  **Reset Orientation:** This tool resets the image back to its original orientation.
-  **Text Box Annotation:** Left click on this tool to enable the text box tool. Left click where you want to place the text on the image. Type in the window titled "Insert Text" and left click on OK.
-  **Polygon Annotation:** Left click on the tool to enable it. Hold the left mouse key down to begin drawing. Release the left mouse key when you are finished.
-  **Distance Annotation:** Left click on the tool to enable it. Hold the left mouse key down to start the measurement. Drag the mouse (while still holding the left mouse key down) to the end point of the measurement. Release the left mouse key to create the endpoint on the measurement.
-  **Angle Annotation:** Left click on the tool to enable it. Left click to start the angle measurement. The second left click will create the apex of the angle. The third left click will set the other side of the angle.
-  **Ellipse Annotation:** Left click on the tool to enable it. Hold the left mouse key down to begin drawing the circle on the image. Drag the mouse to change the size of the circle. Release the left mouse key to stop changing the size of the circle.
-  **Arrow Annotation:** Left click on the tool to enable it. The first left click will start the tail of the arrow. The second left click will mark the arrow head.
-  **Delete All Annotations:**
-  **View Annotations:** Use this button to toggle between viewing the image with annotations and without annotations.



Comparing Exams:

1. Left click on the check box (to the left of the monitor) for the exams that you would like to compare.



2. Left click on the Multi view button, which will bring up the Viewing Window.
3. You will see 2 groups of thumbnail images (one on top of the other.)



Cascade button

4. Choose the vertical or horizontal split view, which is in the top right corner of the screen.



5. To view both groups of images, left click on the cascade button.
6. Double click on the first image that you want to view.
7. Double click on the second image that you want to view.
8. Now both images can be manipulated.
9. To return to the Worklist screen, left click on the X in the upper right corner of the screen.

Logging Out:

It is very important to log out of the Webserver when you are finished using it. There is a log off button on the Worklist Screen.

