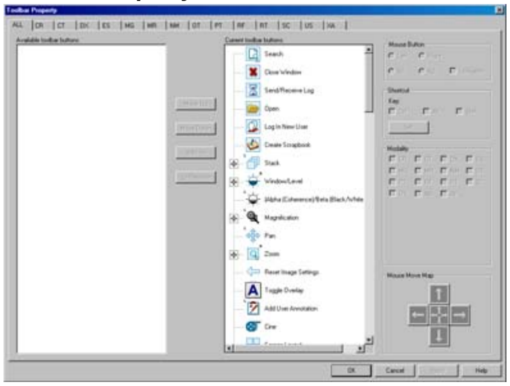
# eFilm Workstation® Quick Reference

## Toolbar Features

### Customizing the Toolbar

**Toolbar Property**



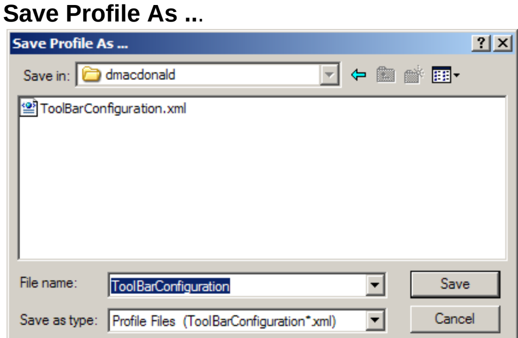
**NOTE:** Some tools have function key shortcuts, which can be adjusted. You can alter the mouse button selection for a number of other tools using the radio buttons provided.

**To customize the toolbar**

1. Right-click on the toolbar and select **Customize**. The Toolbar Property window appears.
2. Click the **ALL** tab to customize the toolbar for all modalities. To customize a toolbar for each modality type, select the tab for a modality. This displays a list of available tools, which can be added or removed from the customized toolbar.
3. Add tools to the customized toolbar by selecting them from the Available toolbar buttons list and clicking **Add**. Added tools appear in the selected location.
4. Remove tools from the customized toolbar by selecting them from the Current toolbar buttons list and clicking **Remove**. Removed tools appear at the bottom of the Available toolbar buttons list.
5. Once you have added and removed the tools from the customized toolbar, you can change the order in which they appear by clicking the **ALL** tab, selecting the tools individually then clicking **Move Up** or **Move Down**.
6. Click **OK** to save your changes, or click **Cancel** to exit without saving any changes.

### Using Toolbar Profiles (only applies if NOT using a Profile server)

**Save Profile As ...**




**NOTE:** The default profile for all users is **ToolBarConfiguration.xml**.

**To create a new toolbar profile**

1. Select **Save Profile As...** from the **Profile** menu. The Save Profile As ... dialog box appears.

   **NOTE:** The **Save in** folder defaults to the user currently logged on to Windows.

2. Type a name for the toolbar profile, and click **Save** to create the profile.

   Once a profile is created, you can resave it by selecting **Save Profile** from the **Profile** menu.

**To switch to a different profile**

1. Select a profile from the **Profile > Switch Profile** menu. A message will appear, prompting you to save the current profile before switching profiles.
2. Click **OK** to save the current profile or **Cancel** to switch profiles without saving.

   **NOTE:** This profile becomes the default for the current user.

## Main Tools

Opens a list of patient studies available for viewing.

Closes the currently displayed study and opens the list of patient studies.

Displays the retrieval status of remote exams.

Opens a document from an outside source.

Creates a scrapbook of the selected images.

## Next/Previous Tools

Selects the previous study from the local exam list.

Selects the next study from the local exam list.

Selects the previous series in the selected exam.

Selects the next series in the selected exam.

Selects the previous image of the series.

Selects the next image of the series.

Selects the previous layout of the hanging protocol.

Selects the next layout of the hanging protocol.

## Image Processing Tools

Applies the filter to the selected image.

Resets the original image settings.

Adjusts the filter settings. Loads a new filter.

Accesses advanced visualization modules.

## Common Tools

Manually stack through images within a series.

Adjusts the brightness and/or contrast of images.

Adjusts the coherence and/or black/white bias.

Magnifies a square area of interest within the image.

Repositions the images in the window.

Increases or decreases the image's field of view.

Resets the original image settings after changes.

Hides or displays the overlay study information.

Adds and positions annotations in the image.

Cycles through the images within a series.

Redisplays series and images in various layouts.

Explodes images and returns to the former layout.

Selects all series currently displayed.

Selects all images in the selected series.

Displays information about the patient/study.

Opens a report (if supported by an associated RIS).

Creates a report (if supported by an associated RIS).

Marks the selected image as a key image.

Saves the selected image as a key image.

Displays all images marked as key images.

Displays all Key images and the Delete Manager.

Displays the Thumbnail Panel.

Mark a study as Read.

## Image Manipulation Tools

- Flips the image left/right or right/left.
- Flips the image top/bottom or bottom/top.
- Rotates the image 90 degrees counter clockwise.
- Rotates the image 90 degrees clockwise.
- Inverts the image.
- Digital Subtraction Angiography.
- Disables and enables shutters.
- Matches the field of view of different series.

## Multiplanar Tools

- Shows location of all images with reference lines.
- Shows location of the first and last images.
- Shows location of the currently active image.
- Synchronizes patient's images by image location.
- Manual Synchronization - Locks patient's series together by image location.
- 3D Cursor - Synchronizes points between images and planes.
- Creates an MPR from a 2D image.
- Creates two orthogonal MPRs from a 2D image.

## Measurement Tools

- Gives a pixel/Hounsfield unit value for a point.
- Draws an arrow.
- Measures linear distances.
- Measures an elliptical region of interest.
- Measures an angle between two intersecting lines.
- Erases all measurements from a selected series.
- Calibrates images.
- Displays cardiothoracic ratio with heart midlines and thorax diameter

## Volume Tools

- Renders the selected series using 3D mode.
- Rotates the volume about the axis.
- Crops away unwanted parts of a volume.
- Toggles the stereoscopic display mode.
- Volume MPR - creates an MPR view of a 3D volume.
- Opacity Map - Maps pixel values to colors when doing volume rendering.

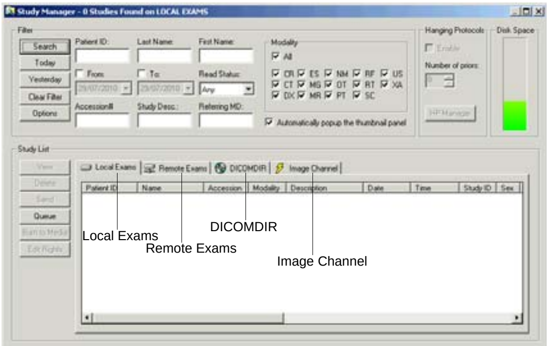
## Template Tools

- Opens a selection of orthopedic templates.
- Moves a template to locations on an image.
- Rotates or resizes a template.
- Hides a template.
- Displays a hidden template.

# Managing Studies

## Using the Study Manager

### Study Manager




The Study Manager can search for four different types of exams:

- **Local Exams** — Studies stored on your workstation's hard drive.
- **Remote Exams** — Studies stored on another server. To view a remote exam, you must retrieve it to your workstation using DICOM Query, so that it becomes a local exam.
- **DICOMDIR** — Studies stored in DICOMDIR format on a CD, your workstation's hard drive, or a mapped network drive.
- **Image Channel** — Studies stored on Image Channel servers. These remote exams can be viewed dynamically online using progressive wavelet compression, which means that they are not downloaded to your workstation.

### To access the Study Manager

- On the **File** menu, click **Search**, or click on the toolbar.

  **NOTE:** You can customize the Study Manager to suit your preferences by resorting the columns and repositioning the fields in your Exams list.

### To search for an exam

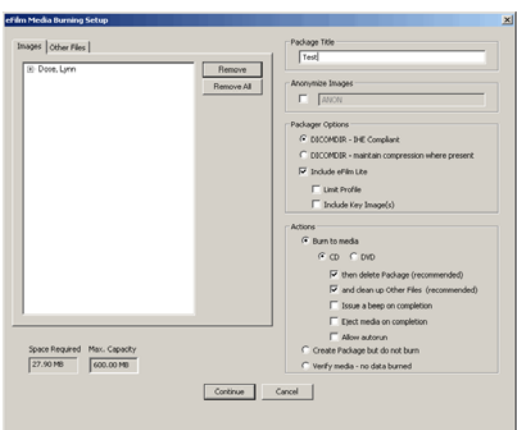
**NOTE:** Before searching for remote exams, you must select a remote device by clicking **Server** and then selecting a server from the list that appears. To search for a DICOMDIR exam, you must first specify the location of the DICOMDIR file by clicking **Path** and browsing to it.

1. Filter the search by entering search criteria; either a single entry or a combination of the following: Patient ID, Last Name, First Name, Accession #, Study Description, Study Read Status and/or Referring M.D.
2. Enter a range of dates in which to search. Select the **From:** and **To:** check boxes to activate them, then enter the date parameters either by hand or by using the calendar window. If the study was performed today, click **Today**; the date appears in the date boxes. If the study was performed yesterday, click **Yesterday**; the date appears in the date boxes.
3. You can filter the search by modality type. Select the **All** check box to include all modality types in the search, or clear it to filter by specific modality types, which can be selected by clicking each modality type's corresponding check box.

   **NOTE:** Click the Options button to specify search defaults for modality and date range.
4. Click **Search**. A study list appears in the bottom pane of the Study Manager window. To view every study in the Local Exam list, clear all of the filters and click **Search**.

## Burning CD/DVDs

### eFilm Media Burning Setup



**NOTE:** You can quickly burn images to CD/DVD from the Study Manager by selecting the study and clicking **Burn to Media**, or by right-clicking and selecting **Burn to Media** from the pop-up menu.

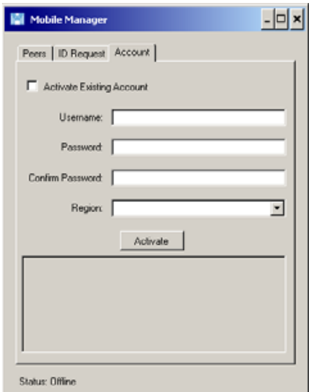
### To burn images to CD/DVD

1. Place a blank CD or DVD in your writable CD/DVD-ROM drive.
2. Choose one of the following image selection options:
   - Click to select all the series in the study, or
   - Click to select every image in each series, or
   - Click the image marker in the bottom right hand corner to select individual images.
3. Select **Burn to Media** on the **Utility** menu. The eFilm Media Burning Setup dialog box appears.
4. Expand the packages listed in the left pane to view patients, studies, series and images.
5. Enter a title for the CD/DVD in the field provided.
6. Select either **DICOMDIR - IHE Compliant** or **DICOMDIR - maintain image compression where present**. The second option maintains the image "as is" including compression status.
7. Select Include **eFilm Lite** to include a copy of eFilm Lite on the media and specify additional options by selecting their check boxes.
8. Select **Burn to Media** then specify media type on which to burn the images. Specify additional options by selecting their check boxes.
9. Click **Continue**. When notified that the process is complete, click **OK**.

# eFilm Mobile

## Using the Mobile Manager

**Mobile Manager**




The Mobile Manager is used to activate a user's account on their iPhone or iPod touch device, to request an ID to create connections to eFilm workstations, and to manage access to studies and connections.

**To access the Mobile Manager**

- From the **Utilities** menu, click **Mobile Manager**.

**To activate an account**

1. Click the **Account** tab.
2. In the Username and Password fields, type a username and password.
3. In the Confirm the Password field, re-type the password.
4. From the Region dropdown list, select the region in which the mobile device communicates (i.e., US or Europe).
5. Click **Activate**.

**To request an ID**

1. Click the **ID Request** tab.
2. Type a nickname for the current user.

   **NOTE:** Select the "Grant user full access" checkbox to allow the user access to studies.
3. Clear the checkbox to restrict access to studies for peer connections.
4. Click **Request ID**. The application displays the connection code you need to set up the connection.

   **NOTE:** You have 10 minutes to sync your phone with the server before the ID expires.

**To restrict access to studies**

1. Click the **ID Request** tab.
2. Clear the "Grant user full access" checkbox.
3. From the **File** menu, click **Search**.
4. In the Study Manager, right-click a patient ID and click **Edit Rights**.
5. In the Edit Rights dialog box, select the nickname of the iPhone user with whom you want to share this study.
6. Repeat this procedure for all studies you want to share with the referring physician.

**To remove access to studies**

1. Click the **ID Request** tab.
2. Click **Edit Permissions**.
3. Remove the studies you no longer want the referring physician to have permission to view.
4. To remove a peer connection, click **Remove User**.