a General worklist

This area is called the general worklist. By default, the order of exams starts with STATS, then ASAPs, with the oldest unread exams on top.

b Individual worklist

This area is called the individual worklist. Exams you add to your individual worklist display here.

c Search criteria

Select other search criteria from a dropdown menu, such as referring physician, note text, exam ID, and more.

d Search

By default, search for any patient by:

- Last name
- Last, First, (ex. Smi, J)
- Patient ID
- Birthdate

e Set filter

Use a preset filter, use Filter This Way Now to create your own, or Set as Default to set a personal preference.

f Limit to or Unread only

Limits are useful for quickly finding assigned exams.

g Sorting your results

Click any column heading to sort by that item.

h Reset

Returns the filter to your default.

i Summary statistics

Notification of STAT and ASAP exams and summary of exam statistics.

j Worklist toolbar

Save lists, restart preload, add, delete, reorder, random peer review, and more.

k Auto-add

Auto-add check box and modality filter allows you to specify criteria for adding exams to your individual worklist.

Using a worklist

A worklist is a set of exams that you designate for reading, reserved for you. You can select exams, or have the system assign exams automatically to your worklist.

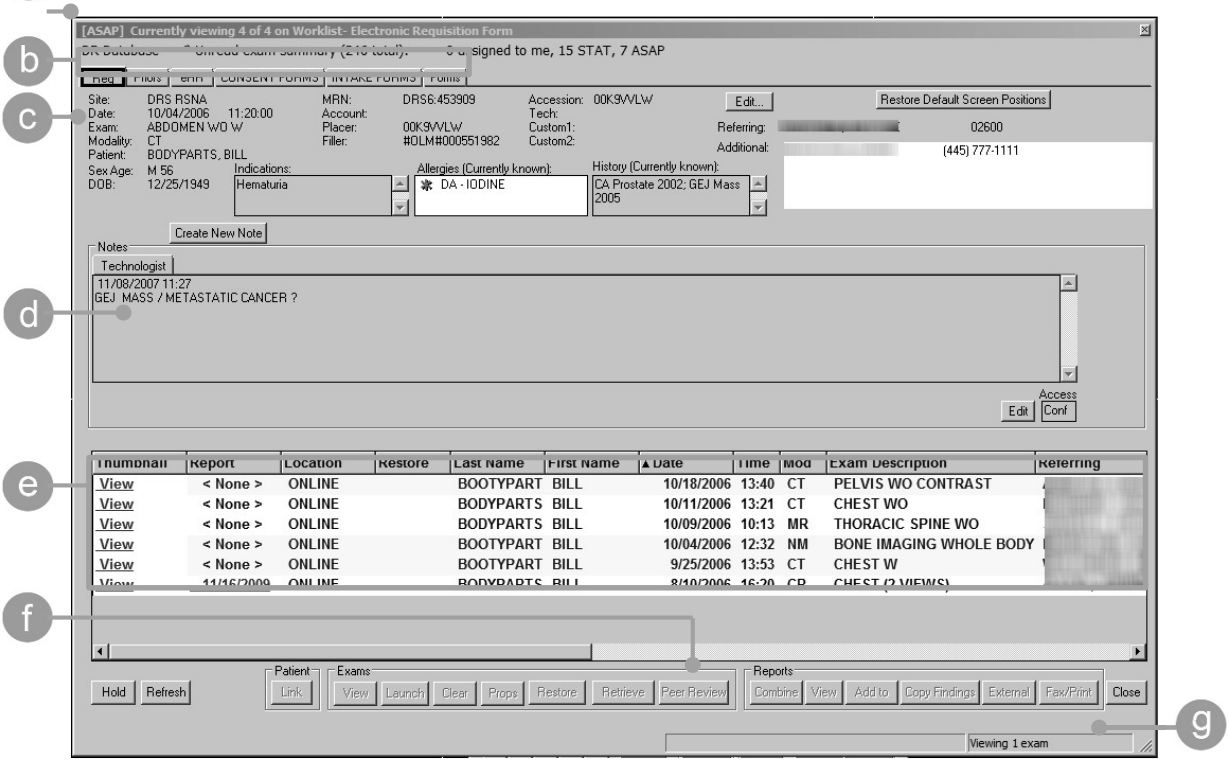
The worklist helps you read exams efficiently and quickly. After you finish reading one exam, the system automatically presents the next exam on your worklist.

If you read for several facilities, the worklist organizes exams by each facility.

Manually adding exams to a worklist

1	Click the **Worklist** tab. Select one or multiple exams.
2	Click the **Add** button . The system moves the selected exams to your worklist.
3	Click the **Read Worklist** button. The system displays the Electronic Requisition and the images for the first exam.
4	When finished, click **Mark Read - Display Next Exam** button.

Electronic Requisition



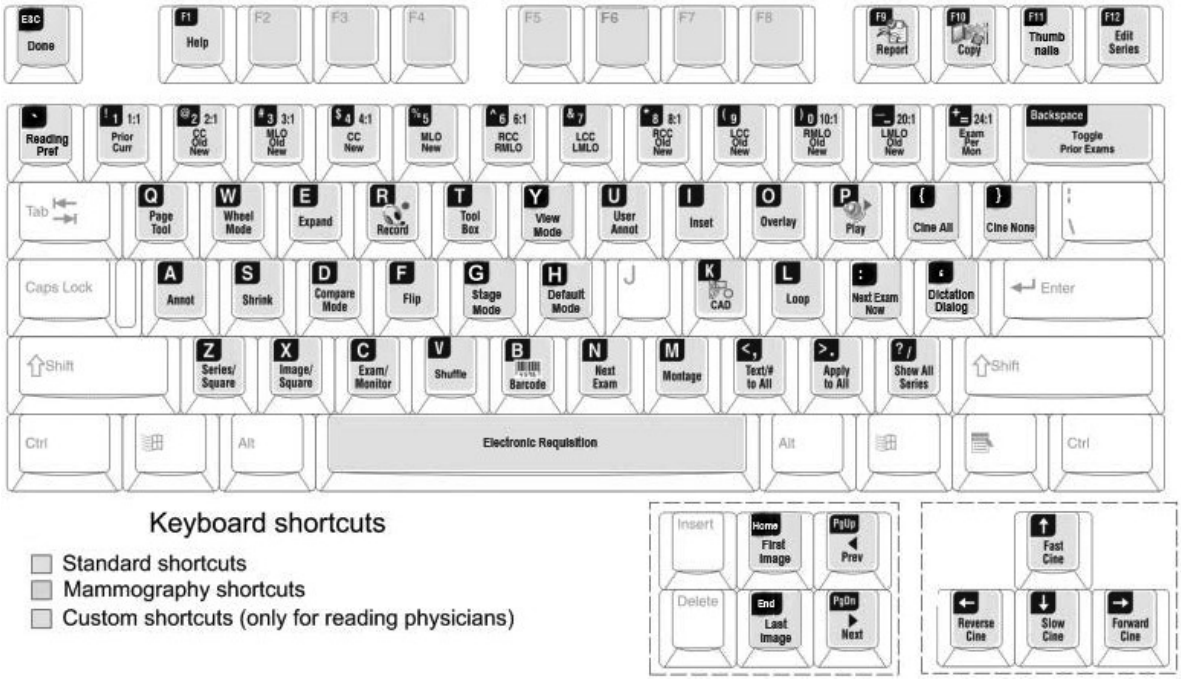
a	Title bar	e	Exam list and options
b	Tabs to Electronic Requisition, Prior Exams, Forms, Structured Reports, and Obstetrics Reports Patient information	f	Peer Review exams by other reading physicians
c	Patient information	g	Status bar
d	Exam notes		

2 Keyboard shortcuts

Many keyboard shortcuts are built-in. To view a list of shortcuts when reading an exam:

In the Dominator menu, click **Help.**

Select **Keyboard Shortcuts.**



Keyboard shortcuts

- ☐ Standard shortcuts
- ☐ Mammography shortcuts
- ☐ Custom shortcuts (only for reading physicians)

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Alpha keys

Tip: Press the key again to return to the previous state.

Key	Function
A	Display annotation or DICOM header information.
B	Display the barcode dialog box.
C	Display in Series-per-monitor mode. In mammography only: Display in Exam-per-monitor mode.
D	Display in Exam Compare mode.
E	Expand the image to fill its window.
F	Flip between the primary and other image. Release to return to the primary image.
G	*In Ultrasound Stress Echocardiogram* only: Stress Default.
H	*In Ultrasound Stress Echocardiogram* only: Stress Images by Stage.
I	Display the scout insets.
K	Display CAD markers.
L	Loop images in continuous display.
M	Display the montage.
N	Next exam when reading from a worklist.

Key	Function
O	Show slice line on orthogonal images.
P	Play a prerecorded voice clip.
Alt+P	Display the Image Panel Properties.
Q	In Series-per-square mode: Switch between the “page through series” tool and the last tool used.
R	Record a voice report summary. Press Esc when done.
Ctrl+R	Register image.
Ctrl+Shift+R	Unregister image.
S	Switches between Shrink On and Shrink Off. Shrink Off magnifies the image to its full acquired resolution. If the image is larger than the viewing square, the Roam tool automatically opens so you can scroll through the image, moving it up and down, left and right, until you view the entire image. Shrink On reduces the image to fit into the image square. The active tool will be left unchanged unless it is the Roam tool, in which case the tool you were using before selecting Shrink Off will be selected.
S	I*n Ultrasound Stress Echocardiogram only:* Stress Review by Stage.
T	Display the Tools popup menu.
U	Display User annotations.
V	In mammography only: Display all loaded exams in shuffle mode. In Ultrasound Stress Echocardiogram only: Stress Images by View.
W	Switch between **Wheel** and Standard modes.

Function keys

Key	Function
F1	Display Online Help.
F5	On Worklist tab and Online tab refresh exam list.
F6	On the Worklist tab and Online tab, if configured for resident workflow, load the exam that is currently being viewed on the nearby, linked station.
F9	Display primary or comparison exam report.

Key	Function
F10	Copy case or single image to removable media.
Alt+F10	Copy a single image to removable media.
F11	Display thumbnails on or off.
F12	Display the Edit Series dialog box.

Other keys

Key	Function
{	Run cine on all images.
}	Stop running cine.
. (period)	Apply to all images. Caution: This action may affect images that are not currently visible on the display.
` (grave accent)	Open the Reading Preferences dialog box.
' (apostrophe)	Open the Dictation dialog box.
Backspace	In mammography only: Switch from one comparison exam to the next.
End	Display last image.
Esc	Exit exam viewing (the same as clicking Done).
Home	Display first image.
PgDn	In Image-per-square mode: Display the next image in exam. In Series-per-square mode: Scroll through the next series.
Alt+PgDn	In Image-per-square mode: Go to the next series.

Key	Function
Ctrl+PgDn	*In Image-per-square mode:* Automatically scroll the images in all squares.
Ctrl+PgUp	Stops scrolling.
PgUp	In Image-per-square mode: Display the previous image in exam. In Series-per-square mode: Scroll through the previous series.
Alt+PgUp	In Image-per-square mode: Go to the previous series.
Shift+PgUP Shift+PgDn	Show synchronized multiple series or multiple exams in Series-per-Square mode.
Arrow keys	Move the region slowly.
Ctrl+arrow	Move the region fast.
Shift+arrow	Resize the region slowly.
Ctrl+Shift + arrow	Resize the region fast.
Spacebar	Hide or display the Electronic Requisition.

Configurable Keys

You can configure the following keys:

- On the number keypad: 1-9
- Function Keys: F2, F3, F4, F5, F6, F7, and F8

Image viewing tools

Button	Name	Action
	Display Series in 3D	Launches the 3D viewer for the selected series.
	3D Cursor	Targets a specific anatomical area of an exam in the primary series, and in the same area in all displayed series.
	Apply Image Processing	Applies an edge enhancement algorithm.
	Arrow Annotation	Places an arrow on the image.
	Calibrate Image	Displays pixels per millimeter calculated from a line drawn over the image.
	Cardiac Measurement Annotation	Displays cardiac measurements.
	Cine	*In Series-per-Square* mode only. Shows the images in a continuous loop.
	Choose Worklist Exam	Opens the worklist to select another exam.
	Crop	Saves the selected portion of the image, and removes the rest of the image. Not available in Web Ambassador.
	Cross-reference Scout	Creates a scout inset in a series.
	Delete	Deletes the image. Not available in Web Ambassador and Web Dominator.
	End Exam Display.	Closes the exam images and returns to the Worklist tab.
	Full Screen	Turns off the menus and standard toolbar so the image displays in the full viewing area. The View Exam toolbar is displayed.
	Image Panel Properties	Changes the display layout, image layout method, presentation rules, and cursor tracking style.
	Intensity Plot	Shows pixel intensity over time.
	Invert	Shows the negative of the image.
	Mag Box	Magnifies a portion of the image. This is the default setting in the Image per Square display mode.

Button	Name	Action
	Magnify	Magnifies the entire image.
	Measure Annotation	Displays a line (in centimeters) or an angle (in degrees) drawn over the image.
	Show/Hide Montage	Switches between showing and hiding the montage.
	Mark Read. Display Next Exam	Marks the exam Read and displays the next exam on the worklist for reading.
	Next Panel	Displays the next panel for all exams being viewed. Not available for mammograms.
	Next Panel	In Image-per-Square mode only. Displays the next panel for the exam being viewed.
	Next Series	In Image-per-Square mode only. Displays the next series for the exam being viewed.
	Number	Places a number on the image in a specific location.
	Page Plane	*In Series per Square mode only.* Pages through and synchronizes multiple series that contain the same field of view.
	Page Through Series	*In Series-per-Square* mode only. Pages through a stack of images in a series.
	Presentation States	Displays Presentation States
	Previous Panel	Displays the previous panel for all exams being viewed. Not available for mammograms.
	Previous Panel	*In Image-per-Square* mode only. Displays the previous panel for the exam being viewed.
	Pervious Series	In Image-per-Square mode only. Displays the previous series for the exam being viewed.
	Roam	Displays an area within the image, when the image is larger than the viewing window. You can move this viewing area across the image.
	ROI	Marks a region of interest (ROI) by inserting a pre-selected shape or by drawing a shape.
	Rotate/Flip	Mirrors the image or rotates the image.

Button	Name	Action
	Scroll	In Image-per-Square mode only. Scrolls the images on the screen.
	Select and Drop	Copies a series or image to another cell. Works across panels to swap series between squares. Drop series 1 on series 2, series 1 is displayed where series 2 was, and series 2 is displayed where series 1 was.
	Send ID	Sends ID number.
	Set Image-per-Square display mode	A viewing mode that displays one image of a series in each viewing window.
	Set Series-per-Square display mode	A viewing mode that displays one series in each viewing window. One image in each series is visible at a time. The images in the series are stacked.

Button	Name	Action
	Shutter	Temporarily uses a rectangular or circular mask to block pixels outside the selected area. Used to shut out unwanted light.
	Skip to Next Exam	Opens the next exam on the worklist.
	Skip to Previous Exam	Opens the previous exam on the worklist.
	Smart Shuffle	*In mammography only*. Shuffles primary exam and comparison exam images.
	Thumbnail bar	Shows or hides the thumbnail bar.
	Text Annotation	Writes a text note on the image.
	Window/Level Image	Adjusts the contrast of the image.

4 Image Viewing Shortcuts

Keyboard shortcuts for image viewing

Press key	With this tool		To result in this action
Shift		Crop	Immediately show a preview of the cropped image.
Up/Down arrow		Cine	Change speed. Up arrow increases speed. Down arrow reduces speed.
Left/ Right arrow		Cine	Change direction. Left arrow changes to reverse. Right arrow changes to forward.
Alt+click or wheel click	[All]	All tools	Change format to 1:1. Press Alt+click again to return to last format.
Ctrl		Page Through Series	Enables DICOM position-linked scrolling. Release to turn off synchronized slice views.

Keyboard shortcuts to apply to whole series

1	Select the tool.
2	Move the pointer to the image.
3	Press the < or > key. The pointer shows the tool with an “A”. Example:
4	Click the image to apply.

NOTE: When using the < and > shortcuts or the View menu option Apply to Whole Series, the system applies the imaging tool to all images in the series. This action may affect images that are not currently visible on the display.

After you press < or >, the tool continues to have an “A”, and applies the tool to the entire series. To turn off this feature, press < or > again.

With this tool		Press < or , (comma) key
	Text	Apply action to all images in the series.
	Number	

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With this tool	Press < or , (comma) key
Crop	Apply action to all images in the series. See Note above.
Image processing	
Invert	
Magnify	
Rotate/Flip/Mirror	
Window/Level	

Setting the number of images per screen

These keyword shortcuts apply in series-per-square mode or image-per-square mode.

To	Take this action	
Specify the number of images displayed at once:	**Press**	**Number of images per screen**
	/	Format to fit – show all series
	1	1
	2	2
	3	3
	4	4
	6	6
	8	8
	9	9
	0	10
	-	20
	=	24

NOTE: These keys are not available when viewing a mammography exam in exam-per-monitor mode.

Mouse shortcuts for image viewing

Press	To display these tools
Left + right buttons and drag	Window/level
Ctrl/Shift + drag increases /decreases brightness/width	Window/level
Wheel button and drag	Magnify
Left + wheel buttons and drag	Roam
Right + wheel buttons and drag	Mirrored roam

Using shortcut menus

5	Click the tool button and position the pointer on the image.
6	Right-click. From the shortcut menu, select an option.

Example: Shortcut menu for Page Through Series tool

Montage shortcuts

Press	To
Large thumb button	Add image to montage (in wheel mode).
Shift + Right-click	Add image to montage.

Wheel-mode buttons

Use this	To do this in Standard mode	To do this in Wheel Mode
Wheel	Scroll icons	Page series images *In mammography only:* Next/previous presentation
Wheel button	Add image to montage	Display 1:1.
Large thumb button	Display Quick-Page	Add image to montage.
Small thumb button	Display Tools-Popup menu	Display the Tools Popup menu.

Selecting and comparing images

To	Take this action
Scroll through images:	Click and hold the left mouse button, and move the mouse up or down. OR Press the Up arrow or Down arrow.
Display or hide thumbnails bar:	Press **F11**.
Display another series:	Press **Page Up** or **Page Down**.
Compare exams:	Click the **Compare** button to display one or more previous exams for the same patient.