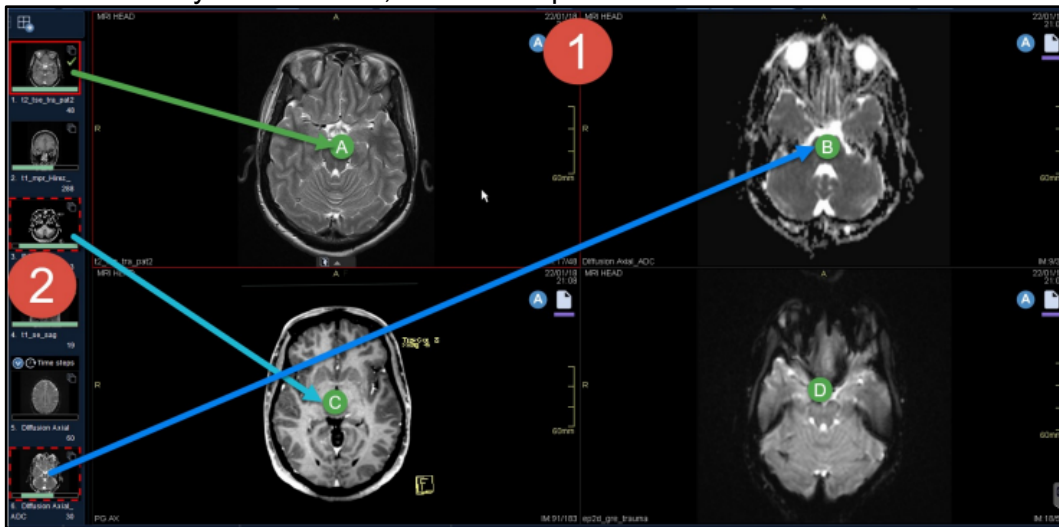


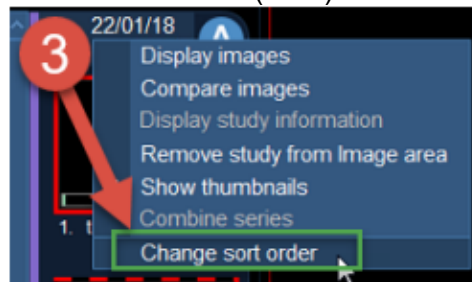
Series Sort Order Using Series Labels

EI versions 8.2.0 and higher

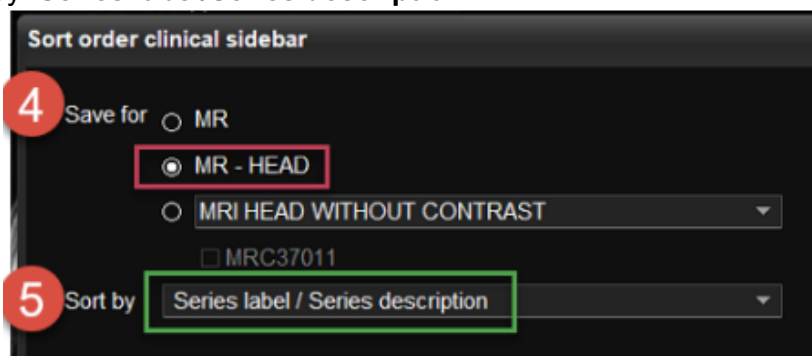
1. Determine what order you want the series to be displayed in.
2. Hover over each series in the Clinical Side Bar to determine the series label name and write that name down in your series order list. Once you have your series labels written down in the order you want them, move to step three.



3. Right click on the top of the Clinical Side Car (CSB) and select “Change sort order”.



4. Select the level you want to apply the sorting to. For most sort orders you will select with Modality and Body Part, or Modality and Procedure Definition.
5. Select Sort by: **Series label/Series description**



6. Click the drop-down arrow to select the sorting option of **Series label is**.
7. Click the drop-down arrow to select the Series label from the drop-down. Ensure you follow the list you made in step 2 so that your series are in the correct order. Note, there is no numbering identified in the sort order screen, however, the series are numbered top to bottom as seen in the screenshot below.
8. Select the drop-down arrow to select the sort order for all series that have the selected label. The options are First acquired only, Last acquired only, First to last acquired. If you have more than one series with specific series label, then the sort order will determine what is displayed and in what order.



Attention: Before changing an existing sort order, it is recommended that you take a screenshot of the existing sort order. You will not be able to reset to a previous version once changed.