# VistARad Quick Reference

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.
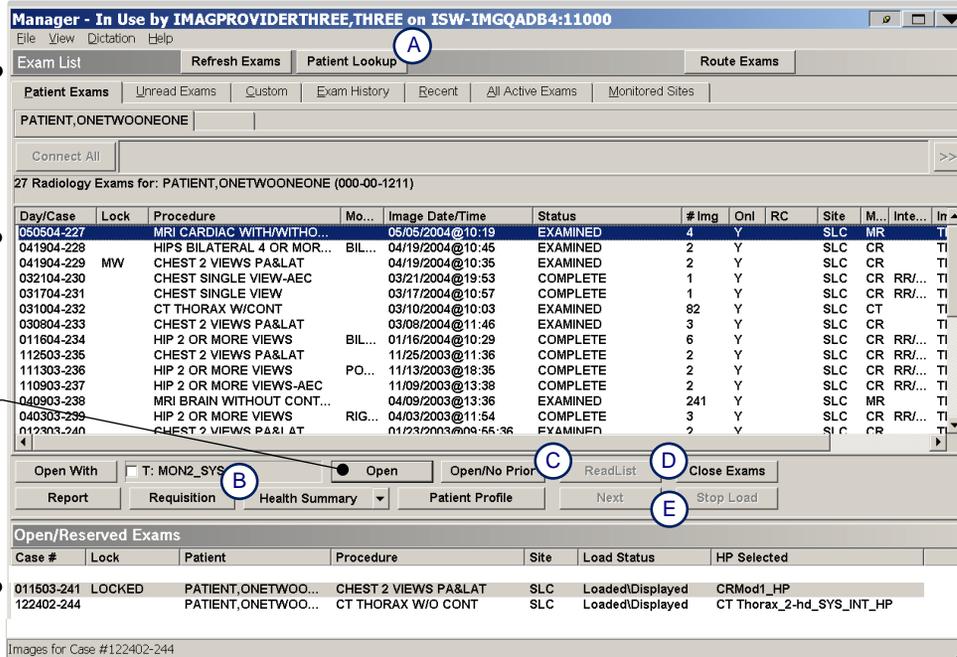
What if...

...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 [icon] 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 [icon] 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 [icon] 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).

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Viewport Controls

Viewport Elements

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

Paging Buttons
Click to move up or down through stack

Close Button
Clears viewport; does not close exam.

Contents Bar

Compression Indicator
Right-click for options

VOI/LUT Indicator
Right-click for options

Icon Bar Details

- ▶ Click to start or stop cineloop. 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 predefined display attributes to images in viewport

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 annotations from current session, previous sessions, or both

- Indicators
- Overlays
- Mensurated Scale

Hide or display any Annotation Overlays associated with the image

Display Mensurated Scale to left of image

- Reset

Restore original display attributes

Create draggable magnified area

- Measure
- Magnifying Glass

Measure length, area, angle, etc., in image

Copy current image to Scout window

- Create Scout

Copy current or all series to 3D software

- View 3D
- View 3D all Series

Copy image, image set or exam to Teaching Files section of Scrapbook

- Add to Teaching Files

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

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Toolbar Buttons Used in the Viewer, Browser and Scrapbook Windows

Monitor Configuration
Select Hanging Protocol or Template
Measure Line
Measure Angle
Measure Hounsfield
Annotation Edit/Select
Hide/Show Annotations
Annotation Tool
Auto Window/Level
Window Level
Scale: Alter Size of Display
Sharpen/Smooth
Invert Black/White Values
Flip
Rotate
Show Preview/Browser
Show Scrapbook
Show Scout Window
Show Manager & Reports
Close/Update Exam
Next Exam in ReadList
Click for Next/Previous

Change Layout

Create a Teaching File
Open the MIRC Browser

The Monitor Configuration button is available only in the main Viewer window.
These buttons are not available in the main Viewer window.
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

Show Session Annotations
Show Stored Annotations
✓ Show All Annotations

Text
Line
Arrow
Rectangle
Ellipse
Free Hand
Auto Number

The Angle Measuring tool displaying its Cobb Angle icon

Angle
Cobb Angle

Rectangle
Free Hand

The Hounsfield Area Measuring tool displaying its Free Hand icon

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.

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Preview Window

Thumbnail View

One exam per row; one thumbnail per image set, displayed left to right.

- Drag to manually load image set into viewport. Double-click to load exam into Browser
- Click to switch to list view
- Memory usage bar
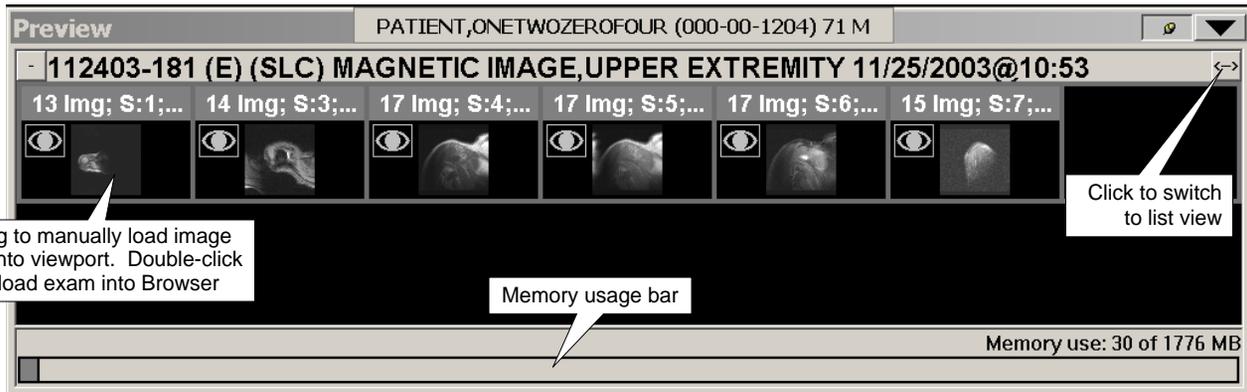
List View

Image sets grouped under exam headers, one image set per row

- Exam row header
- Click to switch to thumbnail view
- Click to purge image set from memory
- Image set is loaded and visible
- Click to pause loading
- Image set is partially loaded
- Image set is hidden
- Click to resume loading
- Drag to manually load image set into viewport. Double-click to load exam into Browser
- Click to show exam row header only
- Image count & Image set size
- Image loading progress indicator