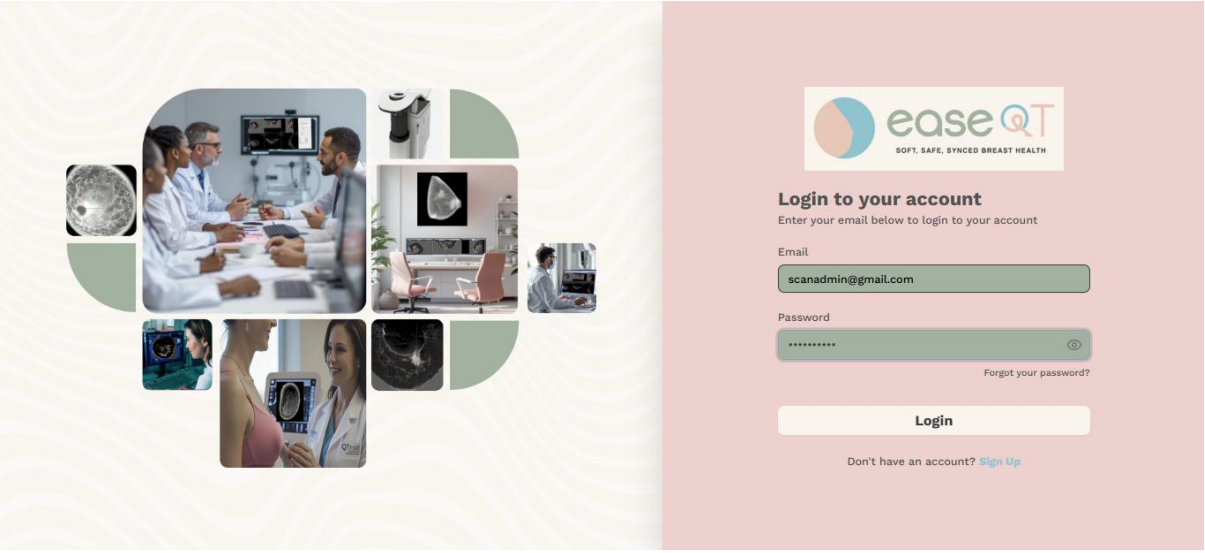
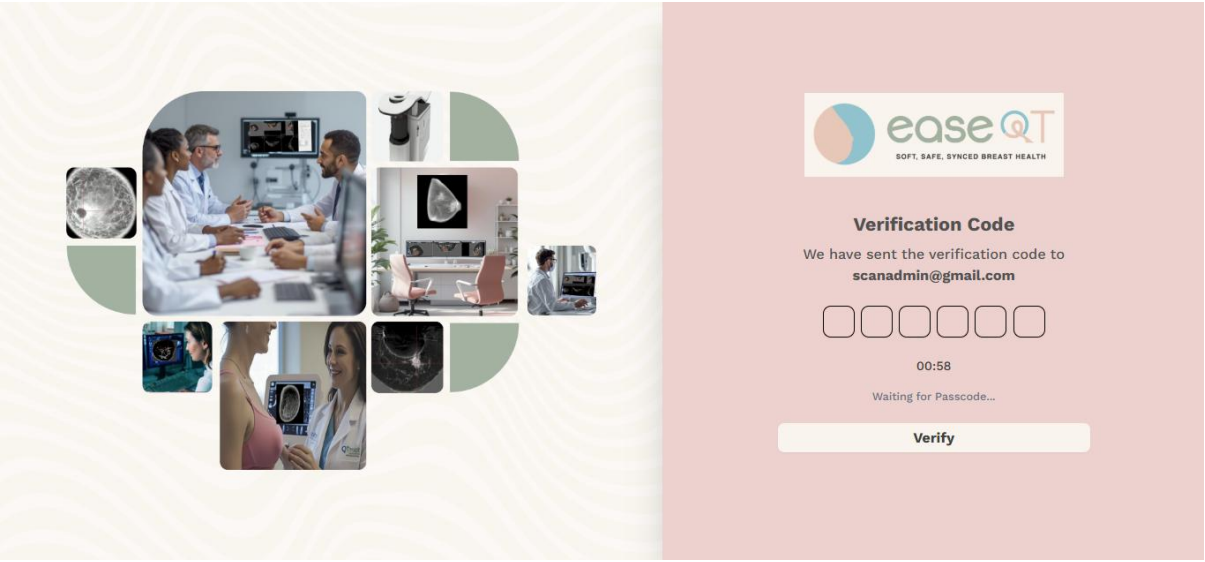
easeQT
SOFT, SAFE, SYNCED BREAST HEALTH

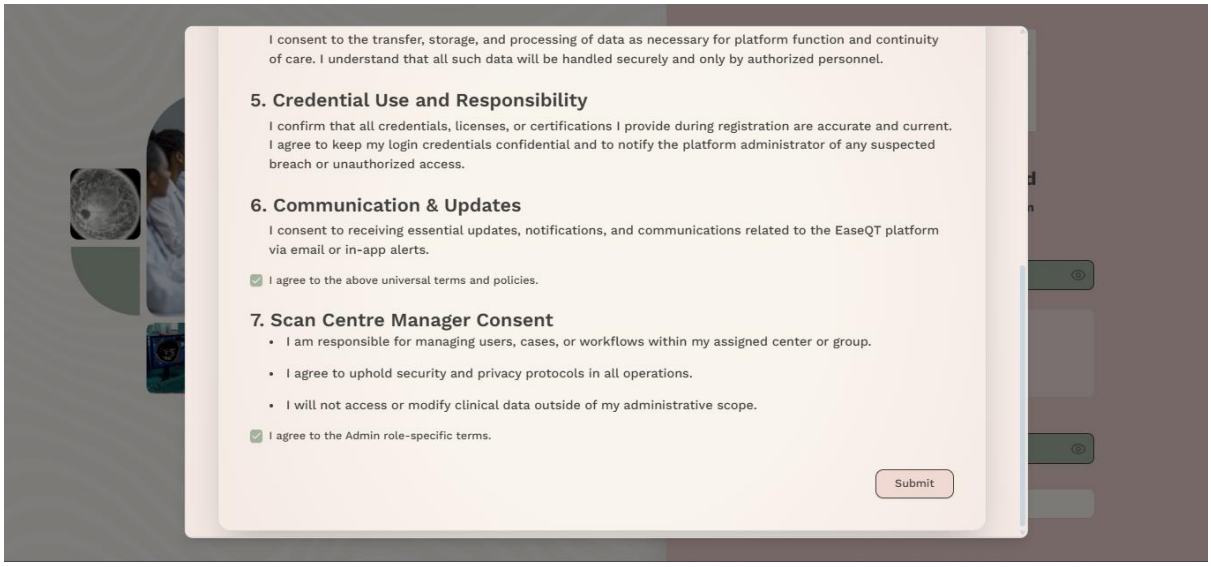
SCAN CENTRE ADMIN LOGIN USER MANUAL



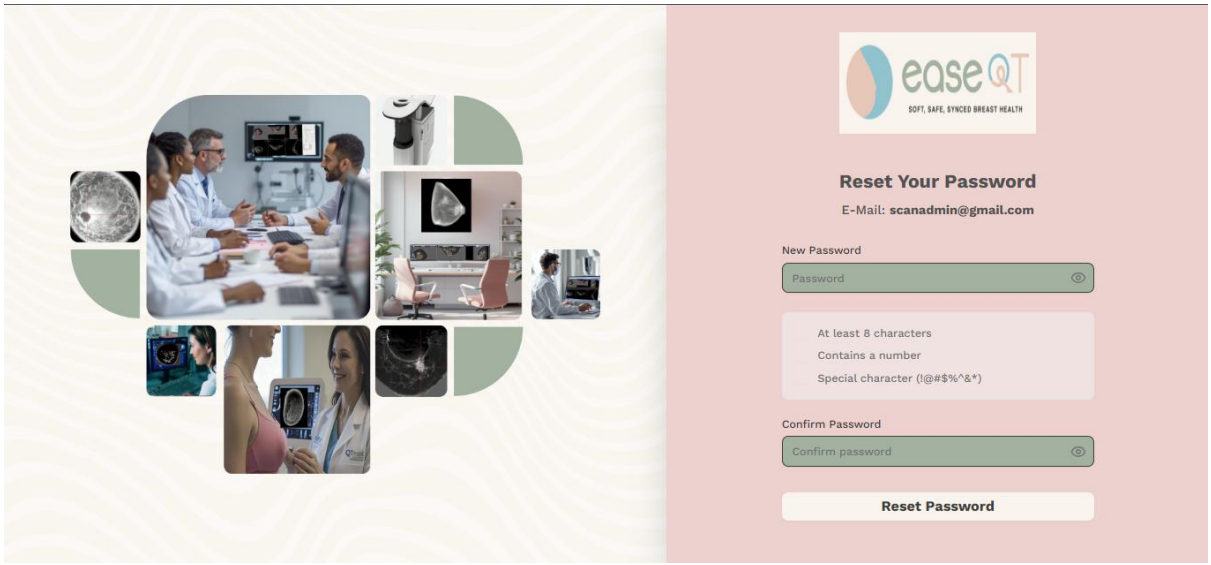
The scan centre admin can sign in using email and password provided by Wellthgreen.



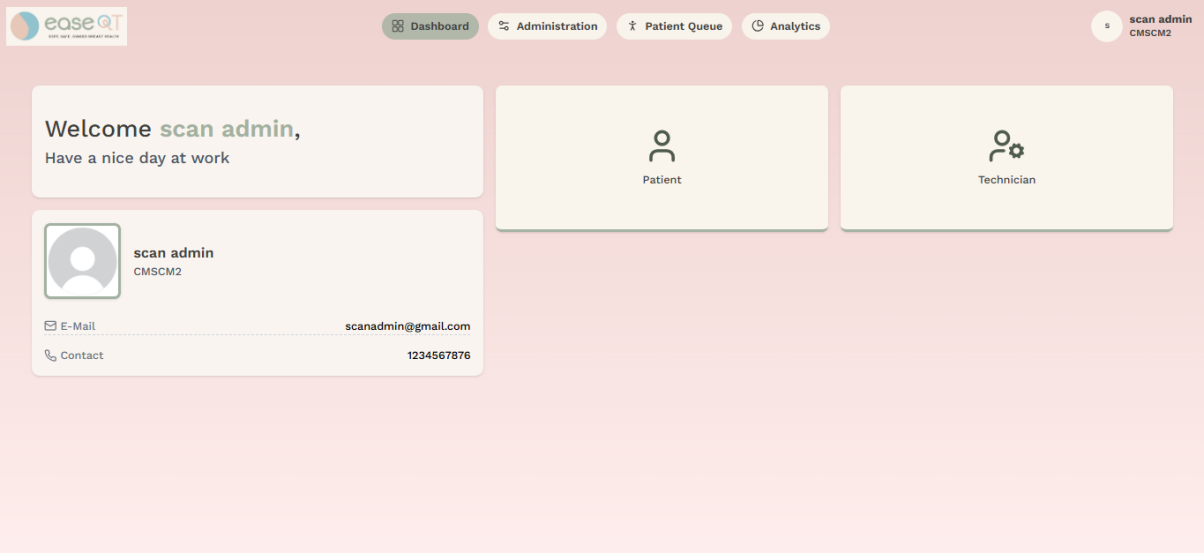
A verification code will be sent to the email for verification and it needs to be entered in the application.



The consent form needs to be signed to proceed.

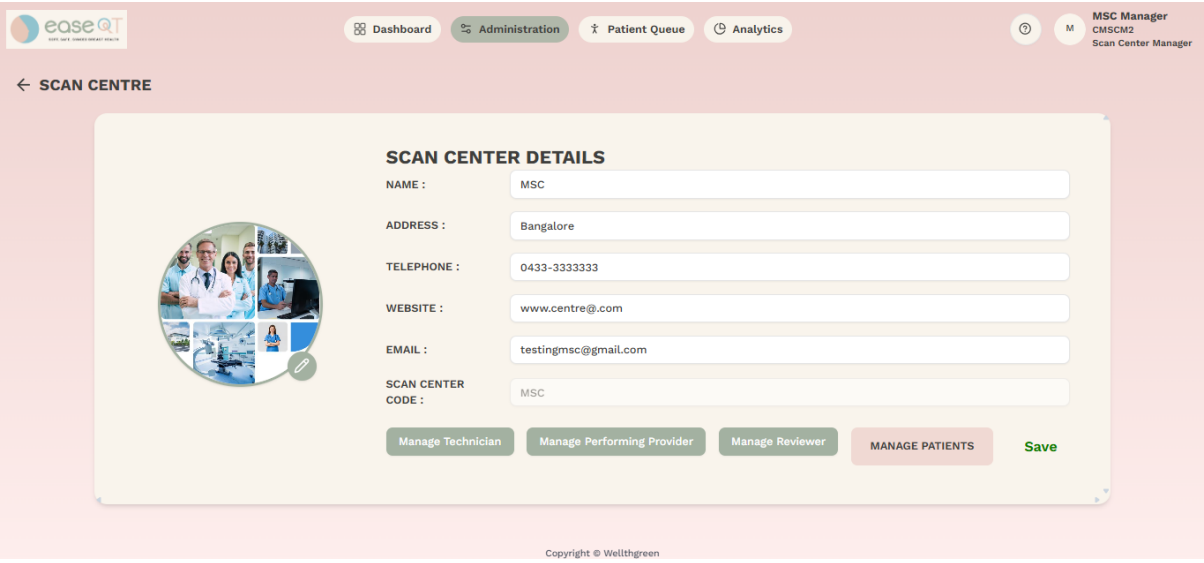


The scan centre admin needs to rest the password for security purpose.

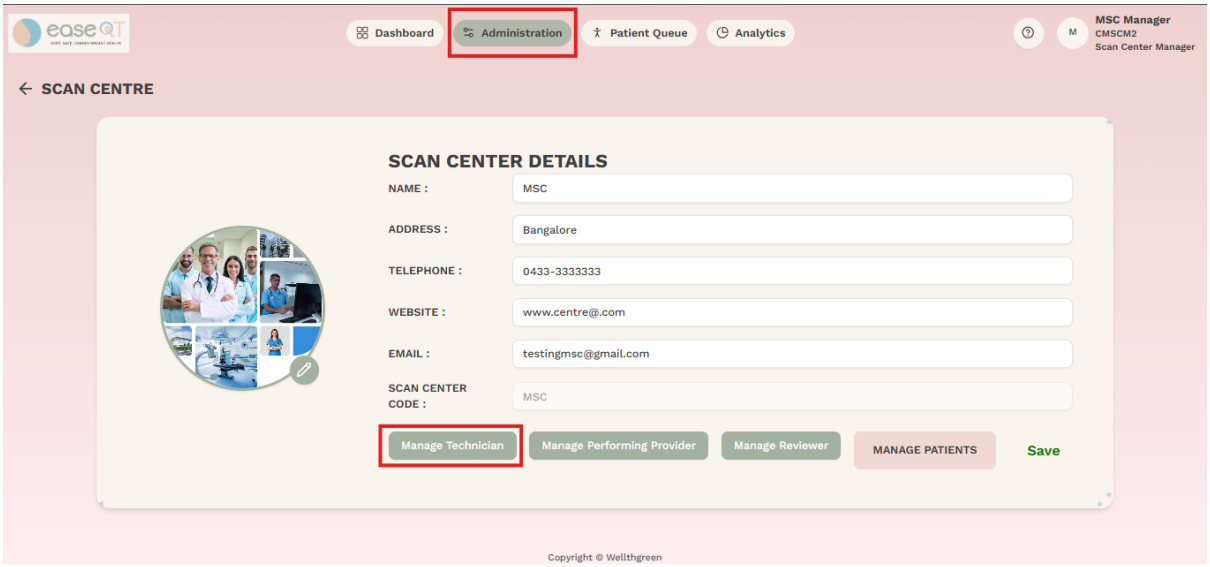


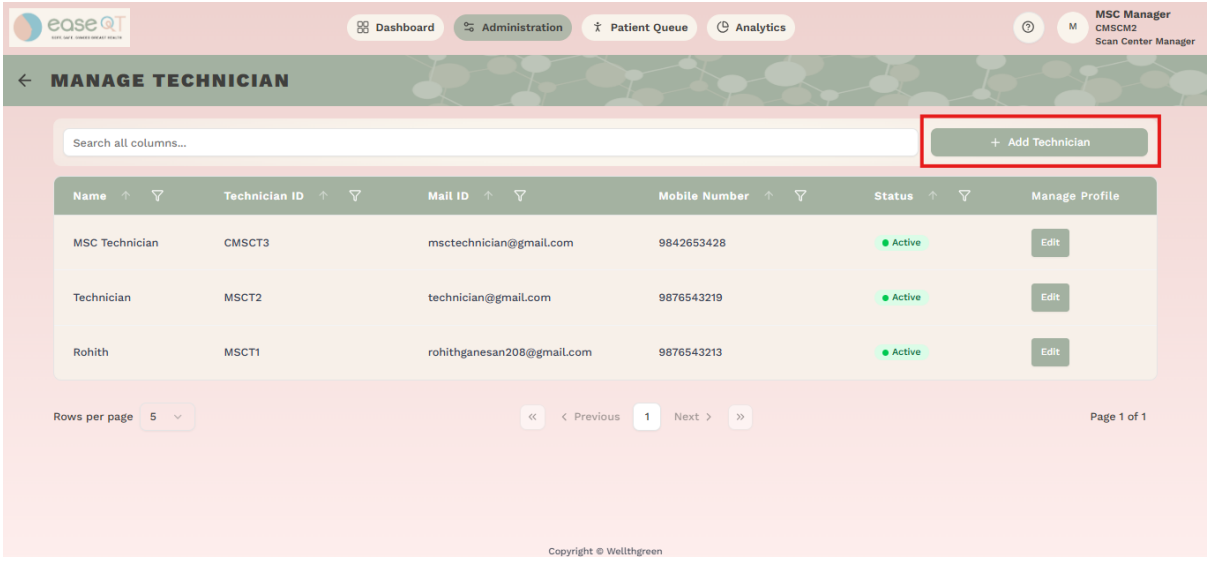
In the dashboard, the scan centre can view the patient brochure, patient consent form, technician guidelines and technician consent form.

ADMINISTRATION

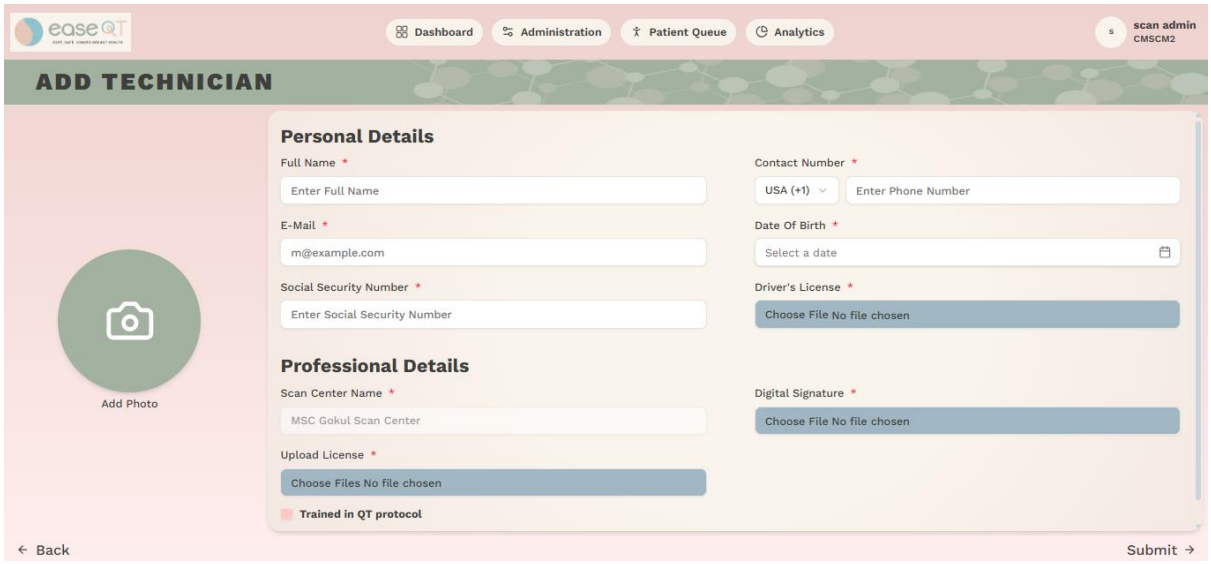


In Administration, the scan centre admin can add their technicians, performing providers, co-reporting doctors and Patients.

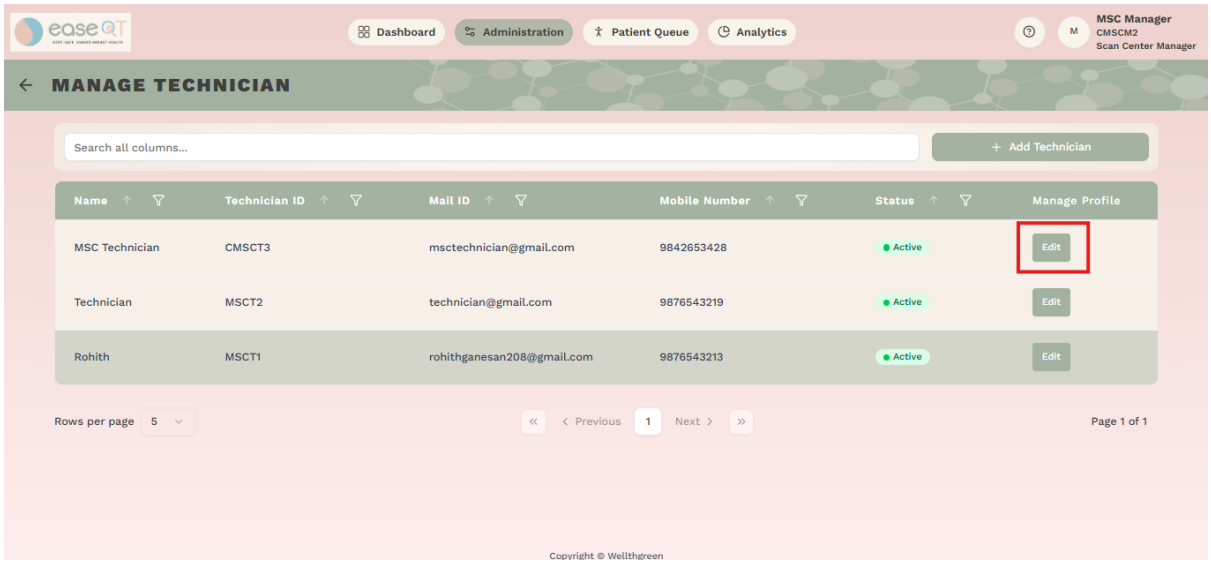


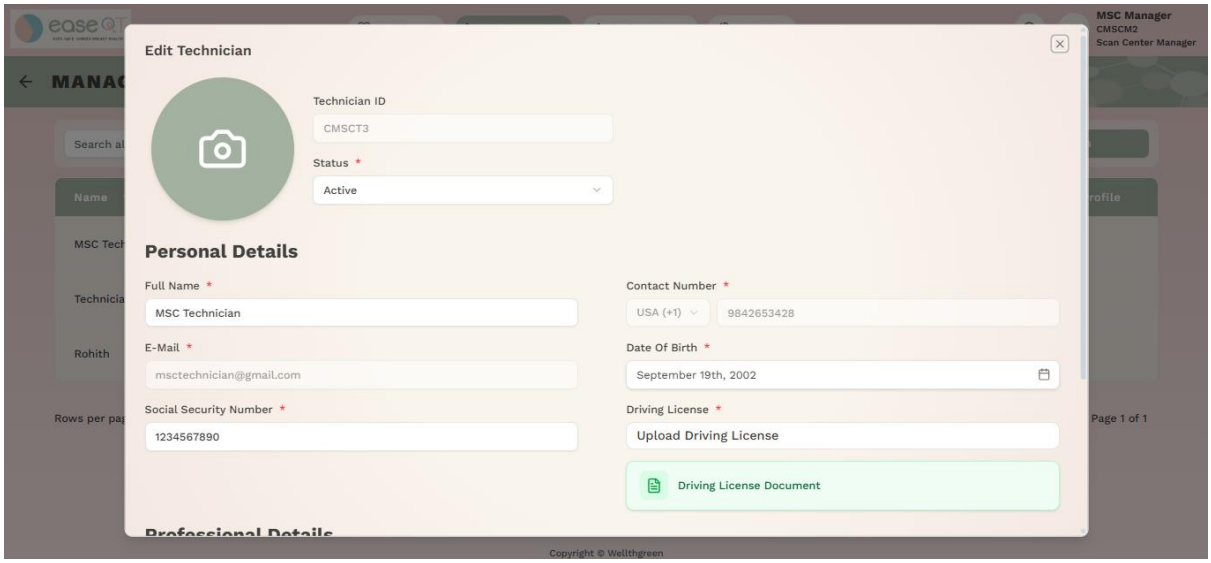


The centre manager can add and manage all users associated with their scan centre. The admin can add technician by click on ‘Add technician’.



The centre admin can add the personal and professional details required to add a technician. They can also attach the person's driver's license, and social security number.

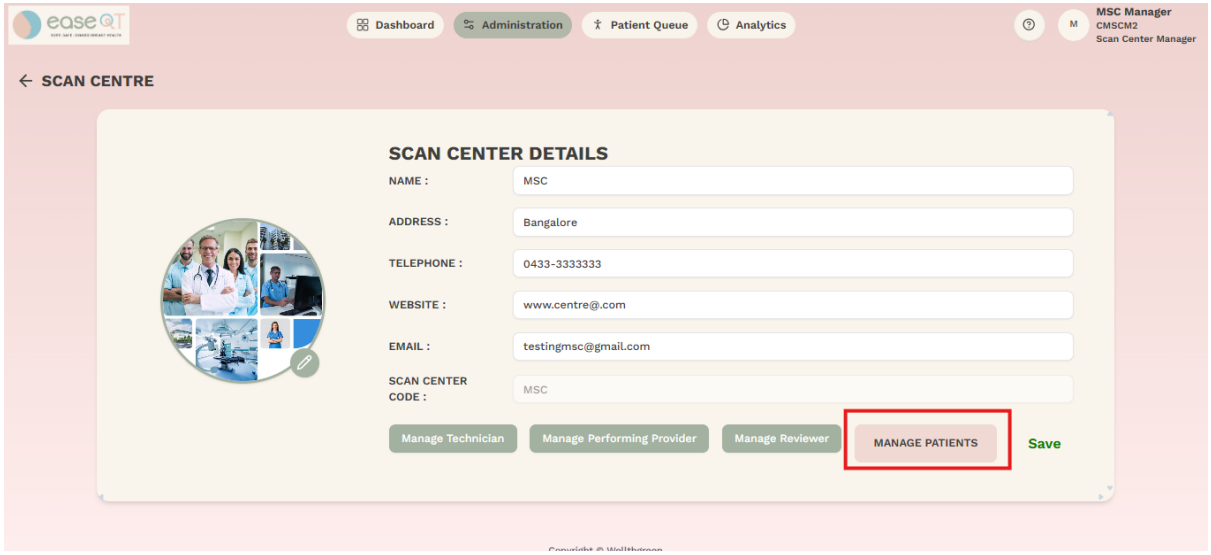


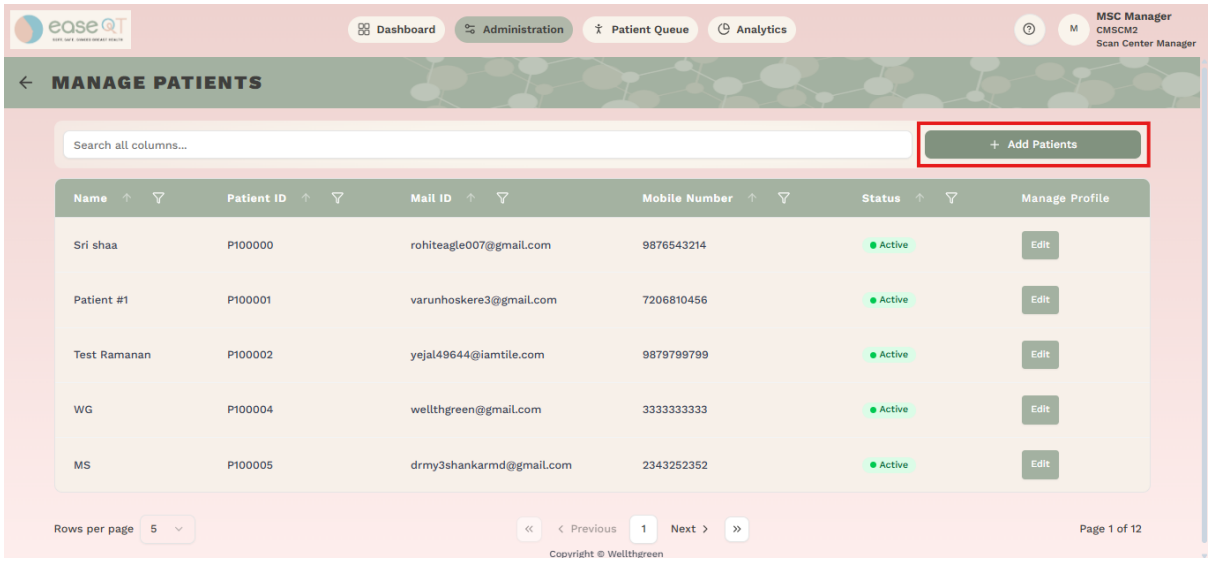


If the centre admin wants to change the information in a particular column, they can click the "Edit" option, make the necessary changes and submit. If they want to deactivate a user, they can change the user's status from "Active" to "Inactive."

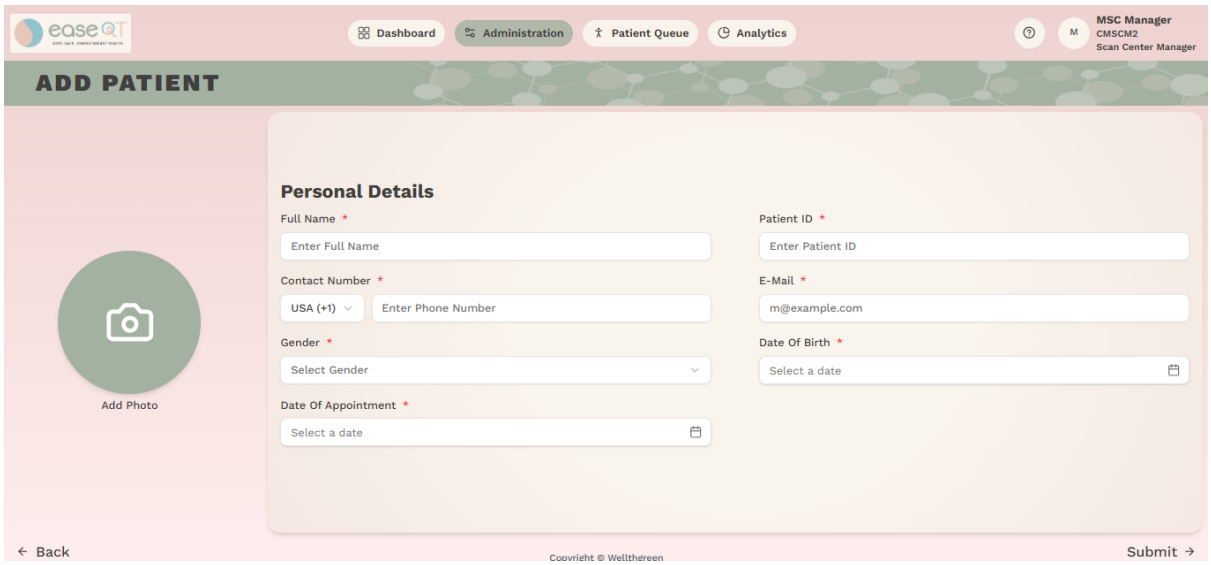
The same process applies for scan centre performing provider, reviewer and technician.

ADDING PATIENTS

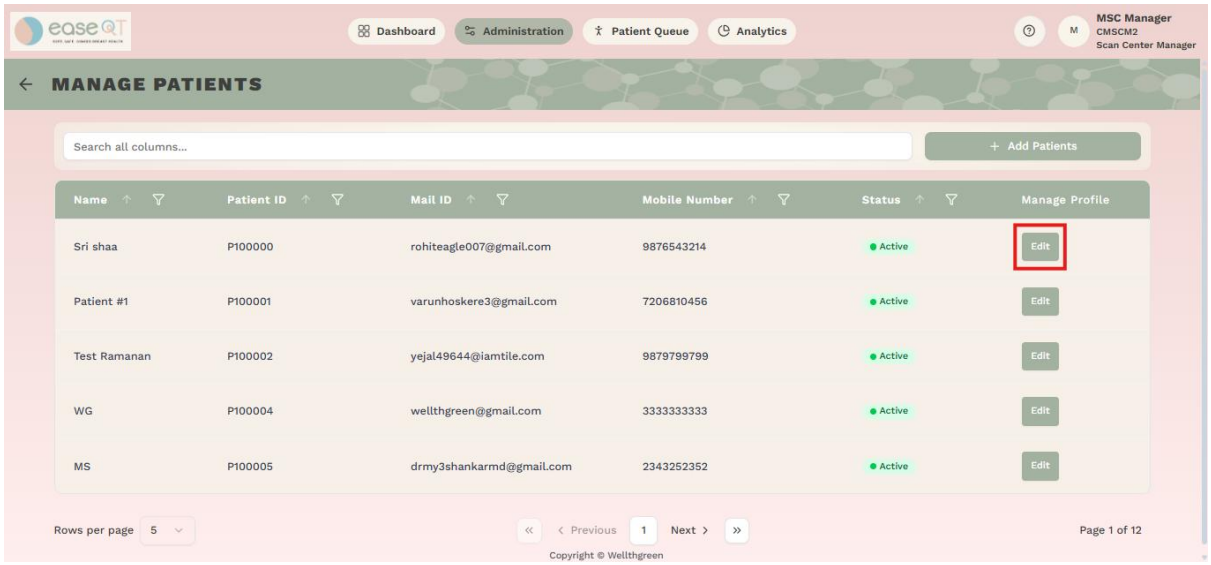


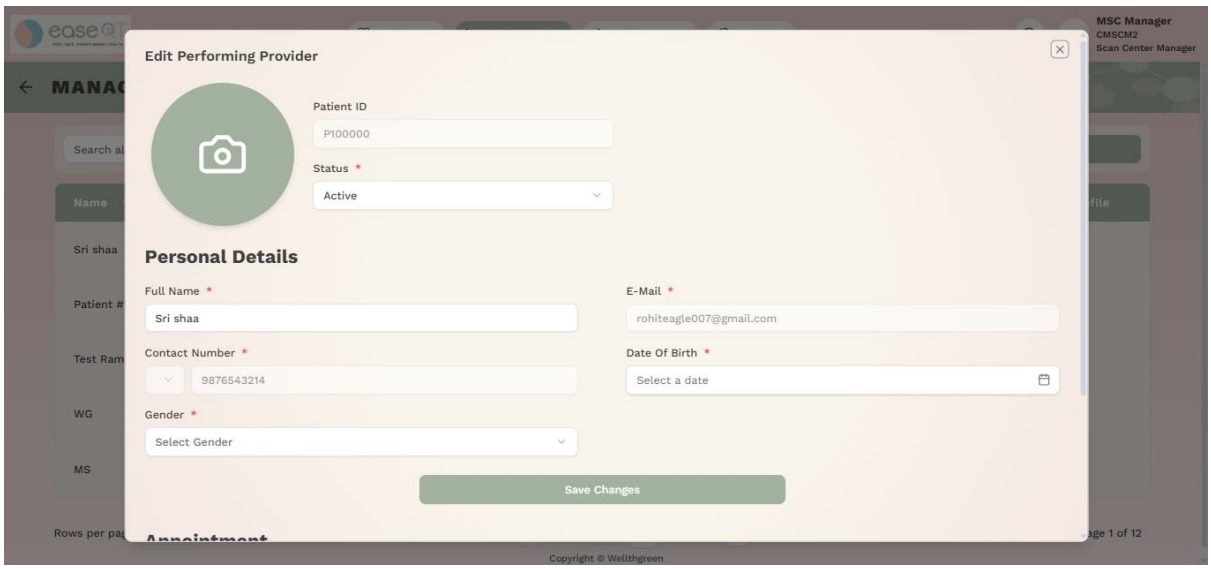


The centre manager can add and manage patients. The admin can add patient by click on “Add Patient”.

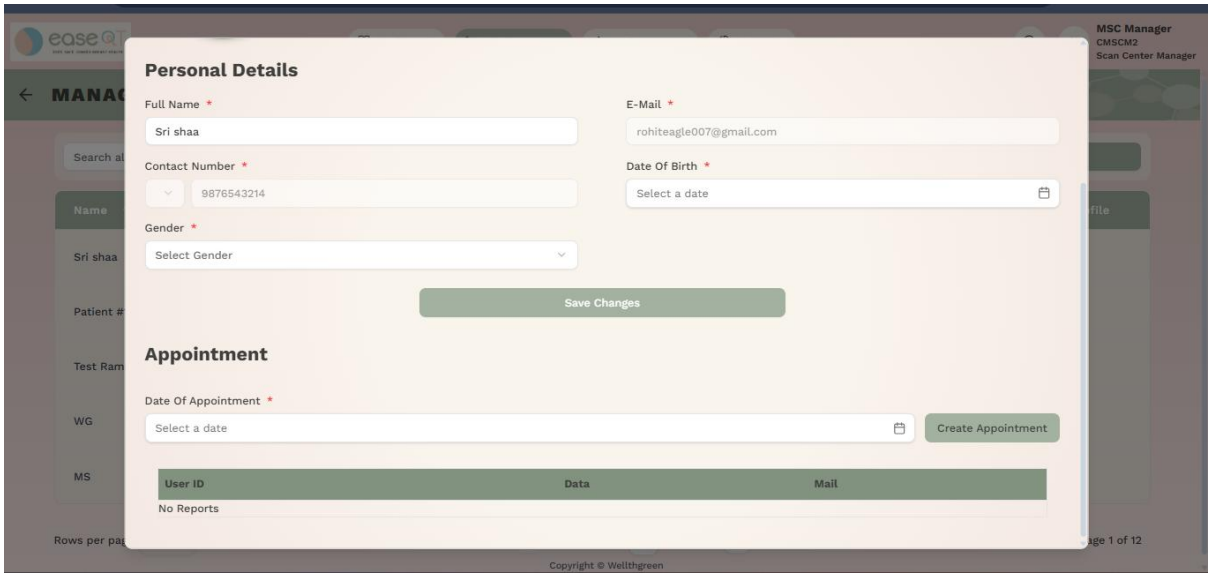


The Center admin can add Patients details.

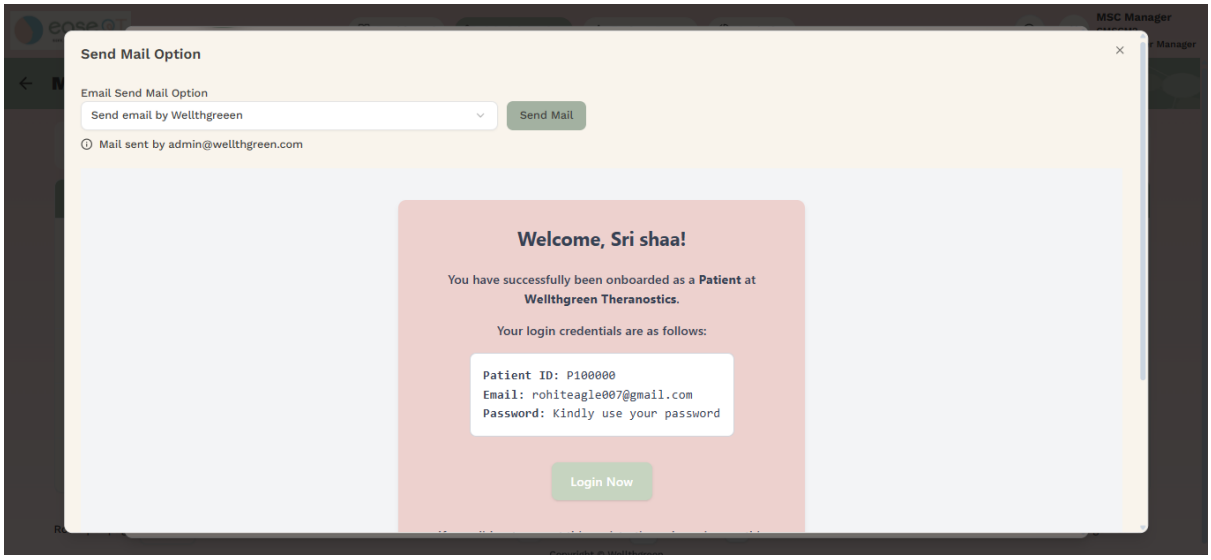


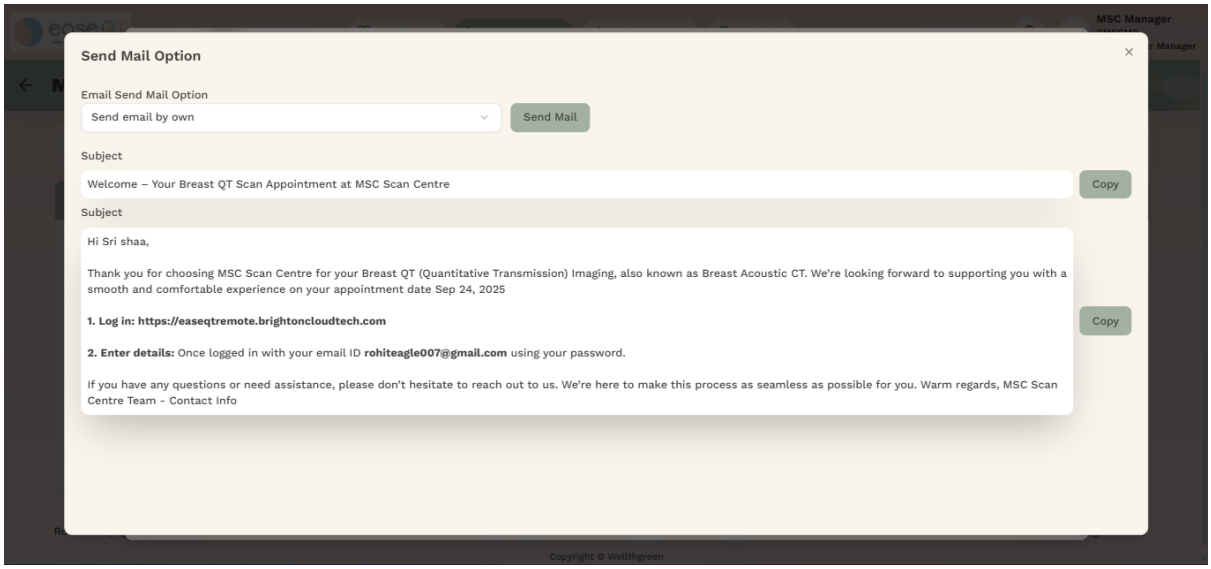


If the centre admin wants to change the information in a particular column, they can click the "Edit" option, make the necessary changes, and submit.



The centre manager will select the date and click **Create Appointment** to book it.

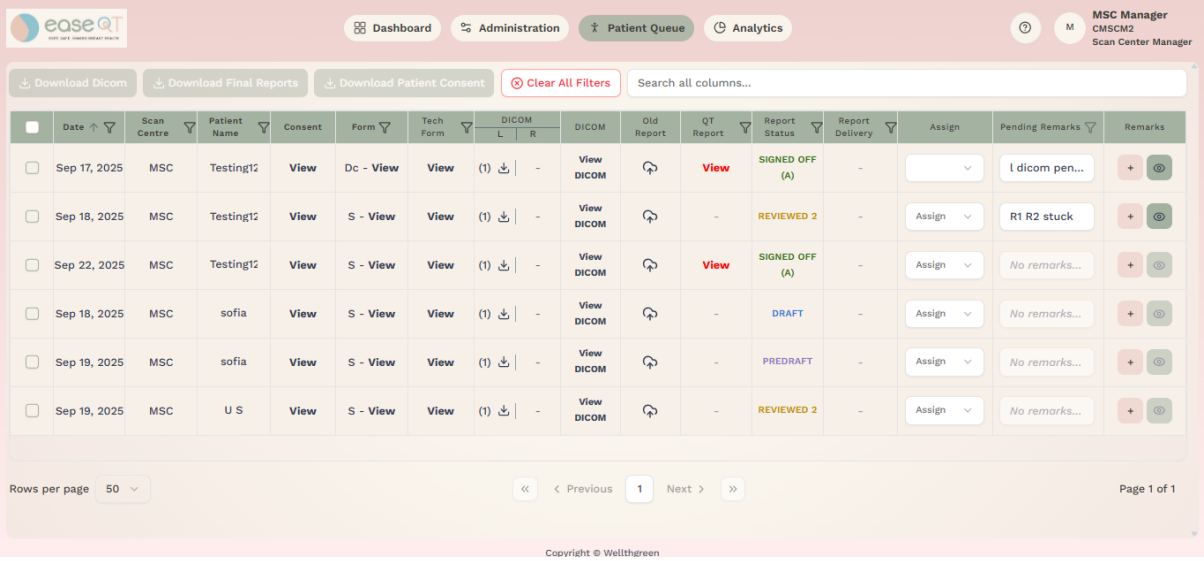




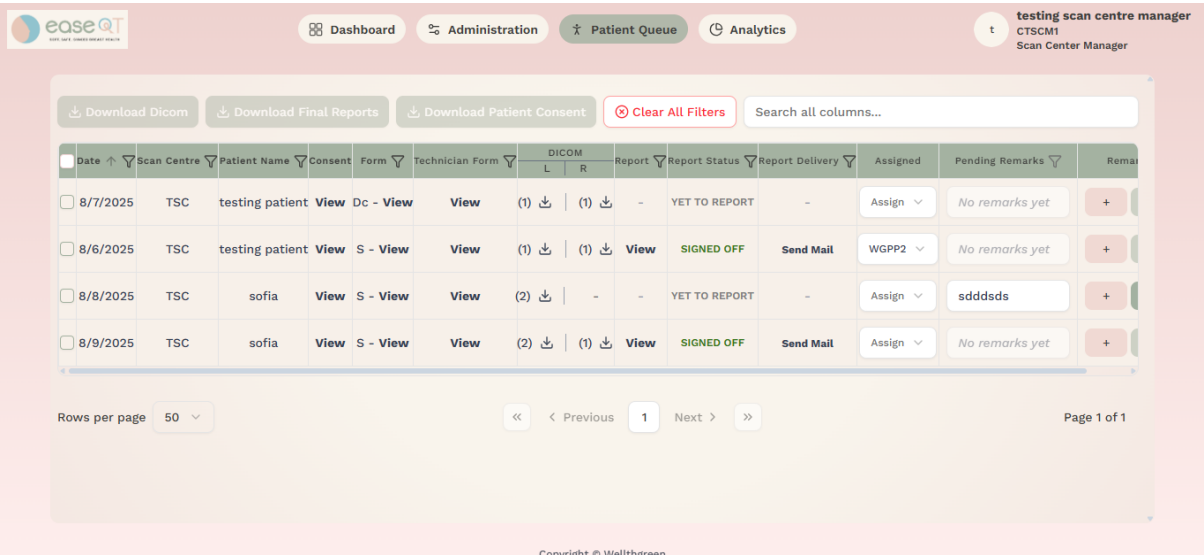
After clicking **Create Appointment**, it redirects to the mail-sending page. There are two options:

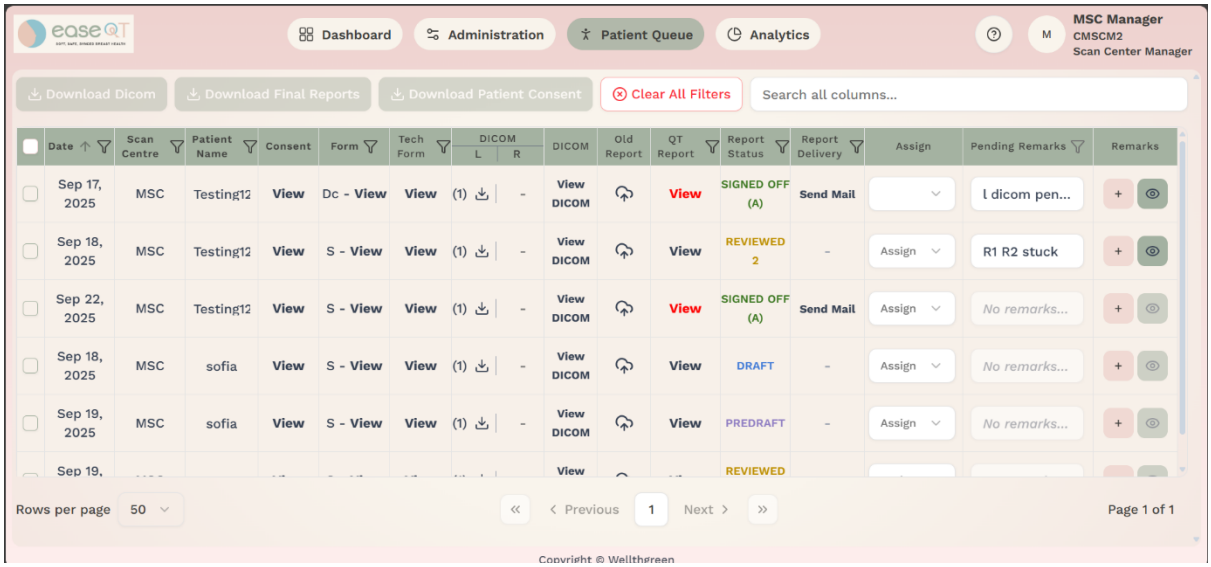
1. Send the email directly through our application.
2. Copy the email content and send it manually through the scan centre's own email account.

PATIENT QUEUE



In the patient queue, the scan centre admin can view and download patient reports. They can also edit pending remarks. They can upload and download patient's old reports.

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Dashboard
Administration
Patient Queue
Analytics
MSC Manager
CMSCM2
Scan Center Manager
Download Dicom
Download Final Reports
Download Patient Consent
Clear All Filters
Search all columns...
Date
Scan Centre
Patient Name
Consent
Form
Tech Form
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Old Report
QT Report
Report Status
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Pending Remarks
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Sep 18, 2025 MSC Testing12 View S - View View (1) - View DICOM View REVIEWED 2 - Assign R1 R2 stuck
Sep 22, 2025 MSC Testing12 View S - View View (1) - View DICOM View SIGNED OFF (A) Send Mail Assign No remarks...
Sep 18, 2025 MSC sofia View S - View View (1) - View DICOM View DRAFT - Assign No remarks...
Sep 19, 2025 MSC sofia View S - View View (1) - View DICOM View PREDRAFT - Assign No remarks...
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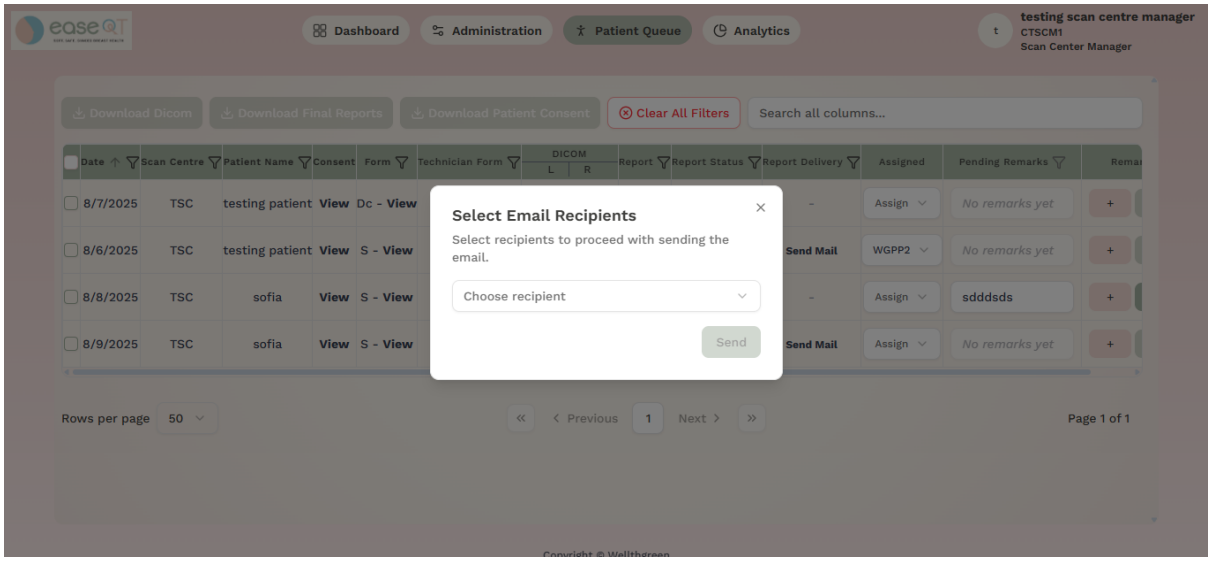
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Dashboard
Administration
Patient Queue
Analytics
testing scan centre manager
CTSCM1
Scan Center Manager
Download Dicom
Download Final Reports
Download Patient Consent
Clear All Filters
Search all columns...
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Scan Centre
Patient Name
Consent
Form
Technician Form
DICOM
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Report
Report Status
Report Delivery
Assigned
Pending Remarks
8/7/2025 TSC testing patient View Dc - View - Assign No remarks yet
8/6/2025 TSC testing patient View S - View Send Mail WGPP2 No remarks yet
8/8/2025 TSC sofia View S - View - Assign sdddsds
8/9/2025 TSC sofia View S - View Send Mail Assign No remarks yet
Select Email Recipients
Select recipients to proceed with sending the email.
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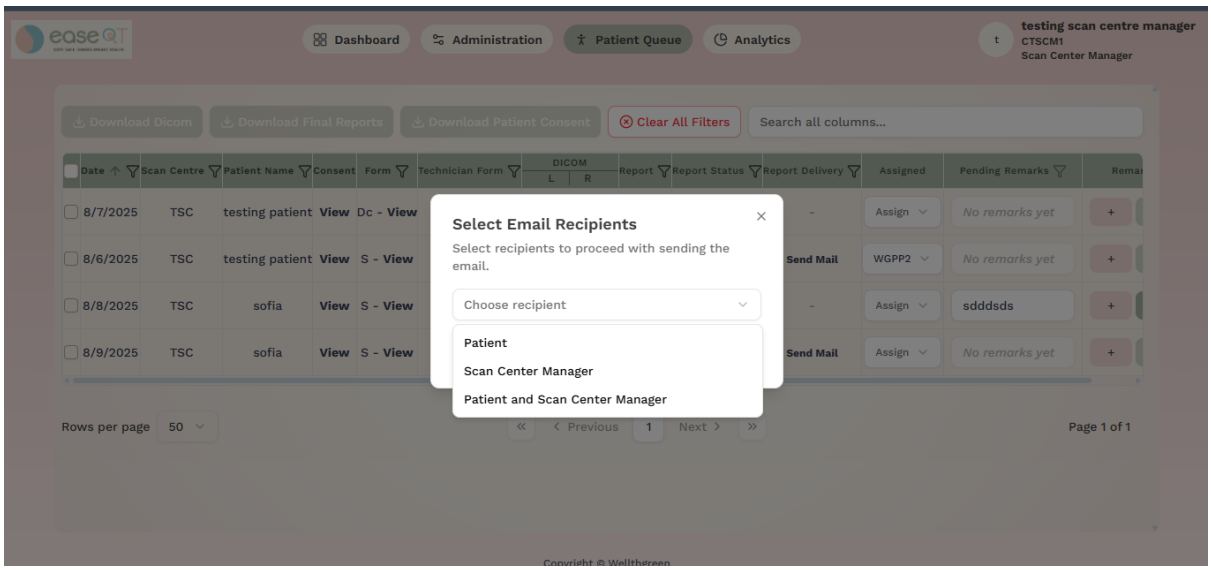
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Dashboard
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Patient Queue
Analytics
testing scan centre manager
CTSCM1
Scan Center Manager
Download Dicom
Download Final Reports
Download Patient Consent
Clear All Filters
Search all columns...
Date
Scan Centre
Patient Name
Consent
Form
Technician Form
DICOM
L
R
Report
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Report Delivery
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Pending Remarks
8/7/2025 TSC testing patient View Dc - View - Assign No remarks yet
8/6/2025 TSC testing patient View S - View Send Mail WGPP2 No remarks yet
8/8/2025 TSC sofia View S - View - Assign sdddsds
8/9/2025 TSC sofia View S - View Send Mail Assign No remarks yet
Select Email Recipients
Select recipients to proceed with sending the email.
Choose recipient
Patient
Scan Center Manager
Patient and Scan Center Manager
Rows per page 50
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Next
Page 1 of 1
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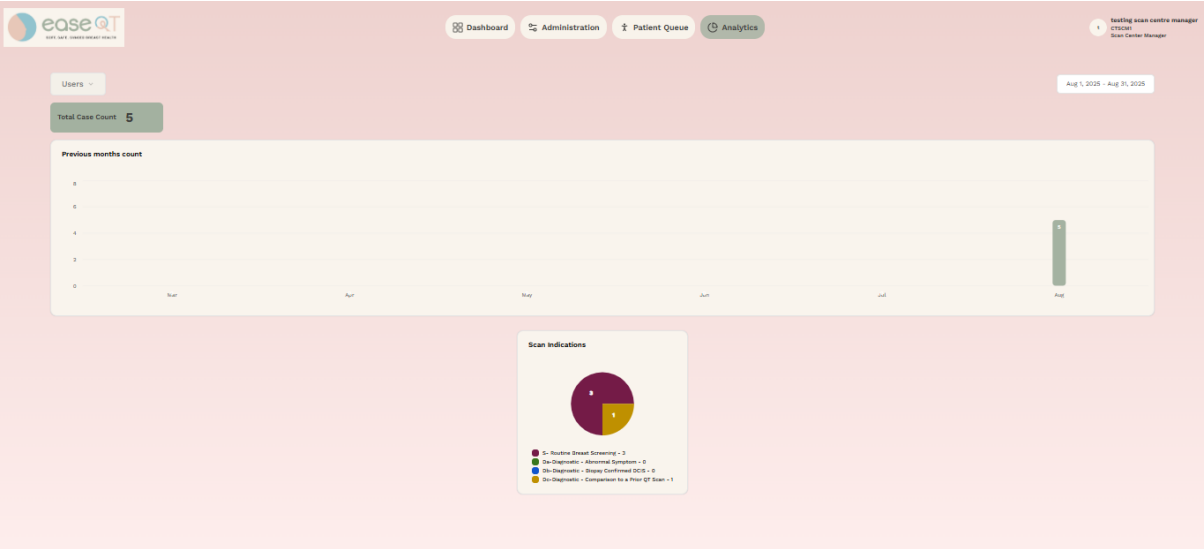
After the doctor completes the report, the centre manager can send the final report to the patient.

ANALYTICS



In Analytics, the centre manager can view the performance and activity analytics of all employees within their scan centre.

GENERAL TIPS

1. If you open something in edit mode, save it before exiting-otherwise, others won't be able to use it.
2. After addressing pending remarks, leave another remark saying "Done" and set Assign to as None.
3. The Filter option is available for sorting.
4. For bulk downloads, use the checkboxes to select patients and then download in bulk.
5. To add a pending remark, click the + icon.
6. When viewing a report, always click Back to exit-otherwise, the case you opened may freeze.
7. Use Image Preview to add images to a report.
8. To refresh the page, press Ctrl + Shift + R.
9. For DICOM downloads and voice dictation, use Chrome or Edge. (For Firefox, click Save. Do not use Internet Explorer.)
10. Always log out properly-do not just close the browser or tab.