Modality	Top-Left	Top-Right	Bottom-Left
PT	Patient Name Patient Details Series Description Date and Time Series Number Slice Location	Hospital Name Equipment Name Voltage And Amperage Slice Thickness Reconstruction Diameter	Window Center Window Width Rendering Preset Name
Others	Patient Name Patient Details Series Description Date and Time Series Number Slice Location Key Image Flag	Hospital Name Equipment Name Voltage And Amperage Slice Thickness Reconstruction Diameter	Window Center Window Width

3D Images

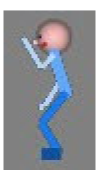
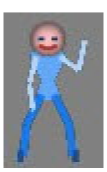
Modality	Top-Left	Top-Right	Bottom-Left
CT	Patient Name Patient Details Series Description Date and Time Series and Instance Number Slice Location	Hospital Name Equipment Name Voltage And Amperage Slice Thickness Reconstruction Diameter	Window Center Window Width Rendering Preset Name
MR	Patient Name Patient Details Series Description Date and Time Series and Instance Number Slice Location	Hospital Name Equipment Name Voltage And Amperage Slice Thickness Reconstruction Diameter	Protocol Name and Receiving Coil Window Center Window Width Rendering Preset Name

Modality	Top-Left	Top-Right	Bottom-Left
NM	Patient Name Patient Details Series Description Date and Time Series Number Slice Location	Hospital Name Equipment Name Voltage And Amperage Slice Thickness Reconstruction Diameter	Window Center Window Width Rendering Preset Name
OPT	Patient Name Patient Details Series Description Date And Time Series Instance Number Slice Location Key Image Note	Hospital Name Equipment Name Image Laterality	Enhancement Gamma Window Width Window Center Presentation
PT	Patient Name Patient Details Series Description Date and Time Series Number Slice Location	Hospital Name Equipment Name Voltage And Amperage Slice Thickness Reconstruction Diameter	Window Center Window Width Rendering Preset Name

Modality	Top-Left	Top-Right	Bottom-Left
Others	Patient Name Patient Details Series Description Date and Time Series Number Slice Location Key Image Flag	Hospital Name Equipment Name Voltage And Amperage Slice Thickness Reconstruction Diameter	Window Center Window Width

View image orientation

Applies to MPR and volume viewports. Each viewport contains information regarding the image orientation. The figure in the bottom-right corner of an image represents the image orientation:

	**Axial** Figure standing on head (feet up)
	**Sagittal** Figure standing sideways
	**Coronal** Figure facing forward
	Select the arrow above the orientation figure to change the cardinal orientation or flip the image 180 degrees.

The orientation is also indicated by the letters to the right of and below the image:

F foot

H head

P posterior

A anterior

L left

R right

View DICOM attributes

You can view the DICOM attributes for an image.

1. Right-click (or touch and hold) a viewport, then select **View DICOM attributes**.
2. Select one of the following options:
   - **View DICOM Attributes** View the DICOM attributes on a new browser tab.
   - **View Presentation Attributes** View the presentation attributes on a new browser tab.
   - **View DICOM Attributes Popup** View the DICOM attributes in a popup window.
3. The DICOM attributes appear.
4. Use your browser to search, print or save the attribute list.

View study information

While viewing an image, you can view details about the study.

1. Right-click (or touch and hold) a viewport, then select **View study info**. The study information appears in a new window.
2. Select **OK** to close the window.

Use worklists and folders

About worklists and folders

You can use worklists and folders to create a collection of studies that you want to view as a group.

Worklists

The studies in a worklist are selected based on the data source and conditions you set. For example, you could create a worklist that includes all studies with a specific modality that originate from a specific data source.

Every time you access a worklist, the worklist is automatically updated to include any new studies that meet the worklist conditions. The studies are not actually moved to the worklist; the worklist just provides you with an easy way to access them.

For more information, see **Manage worklists**.

Folders

You select the specific studies you want to include in a folder. For example, you can use a folder to group studies that you want to review in a collaboration session with other users. The studies are not actually moved to the folder; the folder just provides you with an easy way to access them.

For more information, see **Manage folders**.

Manage worklists

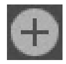
You can use a worklist to create a collection of studies that you want to view as a group. The studies in a worklist are selected based on the data source and conditions you set. For example, you could create a worklist that includes all studies with a specific modality that originate from a specific data source.

Every time you access a worklist, the worklist is automatically updated to include any new studies that meet the worklist conditions. The studies are not actually moved to the worklist; the worklist just provides you with an easy way to access them.

> **Note**
> You can also use folders to create a group of studies (see **Manage folders**).

Add a worklist

Worklists created by users with no administrative privileges are automatically private. Users with administrative privileges can create public worklists that can be accessed by all NilRead users and can also assign worklists to specific users or groups.

1. In the Patient Study Directory, select  . You can also right-click (or tap and hold) an existing worklist, then select **Copy**.
   or
   Select **Settings**. Under **Preferences**, select **Work Lists and Folders**. Select **Add**. You can also select an existing worklist, then select **Copy**.
2. Enter the following information, then select **Save**.

   Name

   Worklist name.

   Category

   You can use categories to organize your worklists in the navigation tree. To place this work-list in a category, enter the category name. Note that the category will be created if it does not already exist.

   Comment

   Worklist description.

   Default

   Administrators only. Allows you to specify a default worklist for new users when logging in for the first time.

   Disabled

   If selected, the worklist will be hidden in the navigation tree.

   Folder

Do not select this option. This will create a folder instead of a worklist (see **Manage folders**).

Deidentify

If selected, studies in this worklist will be anonymized when viewed in NilRead. Select **Nominal** to use the default anonymization profile or select a profile you have created (see **Manage confidentiality profiles**).

> **Note**
> Once the worklist is created, you cannot change the **Deidentify** option.

> **Note**
> Studies are only anonymized when opened from a worklist or folder with the **Deidentify** option. Regular patient data will appear if a study is opened from the Patient Study Directory.

Groups

(Administrators only) Select the groups that can access the worklist. Note that this option is not available if no groups are currently defined.

Users

(Administrators only) Select the users that can access the worklist. Note that if you do not have administrative privileges, any worklists you create will be private worklists that only you can access.

- To create a public worklist that all users can access, do not select any users.
- To create a private worklist for specific users, select one or more users in the **Unassigned** area, then select **Add**. These users will see the worklist in their **My Worklists** area. To remove a user's access, select a user in the **Assigned** area, then select **Remove**.

Rule

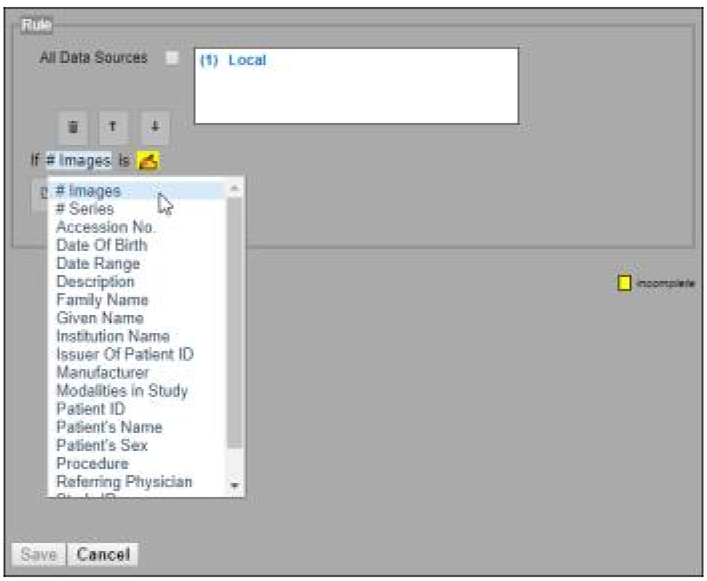
Specify the rule for the worklist by adding one or more conditions. All conditions must be satisfied in order for a study to be included in the worklist.

1. Select **All Data Sources** to search all data sources when selecting studies for the worklist.

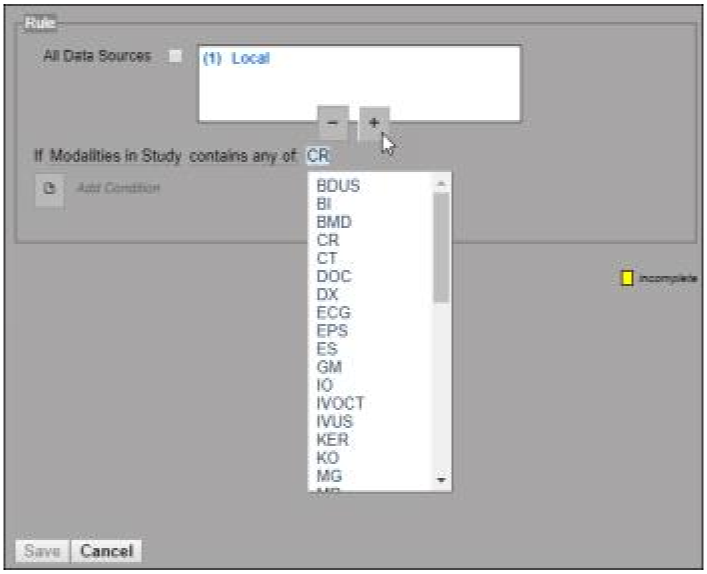
   or

   Select a data source from the list to select studies from this data source only.

   Note that if a data source has any existing rules (from other worklists), the number of existing rules is shown before the data source name. When you select the data source, the existing rules are shown. You can delete the existing rules if desired (see step 4).
2. Select **Add Condition**. Customizable areas are underlined and are highlighted when you hover over them. Click (or tap) a customizable area to edit it.



3. To add an item to a condition, select a customizable area, then select +. To remove an item, select -.



4. To delete a condition, select the first customizable area, then select .
5. To move a condition to a new position, select the first customizable area, then select .

Edit or delete a worklist

In the Patient Study Directory:

1. Right-click (or tap and hold) a worklist.
2. Select **Edit**. Modify the details, then select **Save**.

   or

   Select **Delete**.

In Settings:

1. Select **Settings**. Under **Preferences**, select **Work Lists and Folders**.
2. Select a worklist.
3. Select **Edit**. Modify the details, then select **Save**.

   or

   Select **Delete**.

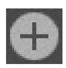
Manage folders

You can use a folder to create a collection of studies that you want to view as a group. You select the specific studies you want to include in a folder. For example, you can use a folder to group studies that you want to review in a collaboration session with other users. The studies are not actually moved to the folder; the folder just provides you with an easy way to access them.

> **Note**
> You can also use worklists to create a group of studies (see **Manage worklists**).

Add a folder

Folders created by users with no administrative privileges are automatically private. Users with administrative privileges can create public folders that can be accessed by all NilRead users and can also assign folders to specific users or groups.

1. In the Patient Study Directory, select  . You can also right-click (or tap and hold) an existing folder, then select **Copy**.
   or
   Select **Settings**. Under **Preferences**, select **Work Lists and Folders**. Select **Add**. You can also select an existing folder, then select **Copy**.
2. Enter the following information, then select **Save**.

   Name

   Folder name.

   Category

   You can use categories to organize your folders in the navigation tree. To place this folder in a category, enter the category name. Note that the category will be created if it does not already exist.

   Comment

Folder description.

Default

Administrators only. Allows you to specify a default folder for new users when logging in for the first time.

Disabled

If selected, the folder will be hidden in the navigation tree.

Folder

Select this option to create a folder (instead of a worklist). To create this folder inside another folder, select the parent folder.

> **Note**
> An alternate way to create a subfolder is available in **Settings > Preferences > Work Lists and Folders**. Select an existing folder, then select **Add Sub-Folder**.

Add Notes

If selected, users will be able to add notes when adding studies to a folder.

Deidentify

If selected, studies in this folder will be anonymized when viewed in NilRead. Select **Nominal** to use the default anonymization profile or select a profile you have created (see **Manage confidentiality profiles**).

> **Note**
> Once the folder is created, you cannot change the **Deidentify** option.

> **Note**
> Studies are only anonymized when opened from a worklist or folder with the **Deidentify**

option. Regular patient data will appear if a study is opened from the Patient Study Directory.

Groups

(Administrators only) Select the groups that can access the folder. Note that this option is not available if no groups are currently defined.

Users

(Administrators only) Select the users that can access the folder. Note that if you do not have administrative privileges, any folders you create will be private folders that only you can access.

- To create a public folder that all users can access, do not select any users.
- To create a private folder for specific users, select one or more users in the **Unassigned** area, then select **Add**. These users will see the folder in their **My Folders** area. To remove a user's access, select a user in the **Assigned** area, then select **Remove**.

Edit or delete a folder

In the Patient Study Directory:

1. Right-click (or tap and hold) a folder.
2. Select **Edit**. Modify the details, then select **Save**.
   or
   Select **Delete**.

In Settings:

1. Select **Settings**. Under **Preferences**, select **Work Lists and Folders**.
2. Select a folder.
3. Select **Edit**. Modify the details, then select **Save**.
   or
   Select **Delete**.

Manage the studies in a folder

You can use a folder to create a collection of studies that you want to view as a group. For more information, see **Manage folders**.

Add studies to a folder

Note that you can add the same study to multiple folders.

In the Patient Study Directory:

1. Select the checkbox beside one or more studies, then drag the studies on top of the folder.

   or

   Right-click (or tap and hold) a study. Select **File to Folder**, then select a folder.
2. If notes are enabled for the folder, you can add a note with details about why the study has been added to the folder. Enter the note, then select **File to Folder**. The note is not saved as part of the study.

View and edit folder notes

You can view and edit the notes that were created when the studies were added to the folder.

1. To view the folder notes, select **Customize** in the top-right corner. Drag the **Folder Notes** column from the **Customize** list to the location where you want to place it.
2. To edit a note, right-click (or touch and hold) a study, then select **Edit Folder Note**.

Organize studies by date

You can organize studies by the date they were added to the folder.

1. Select **Customize** in the top-right corner.
2. Drag the **Filed to Folder** column from the **Customize** list to the location where you want to place it.
3. Click this column to sort the studies by the date the studies were added to the folder.

Move studies to another folder

You can move studies between folders.

In the Patient Study Directory:

1. Select one or more studies in a folder.
2. Right-click (or tap and hold) the studies.
3. Select **Move to Folder**, then select a folder.

Remove studies from a folder

You can remove a study from a folder.

In the Patient Study Directory:

1. Select one or more studies in a folder.
2. Right-click (or tap and hold) the studies.
3. Select **Remove from Folder**.

In Settings:

1. Select **Settings**. Under **Preferences**, select **Work Lists and Folders**.
2. Select a folder in the **Work Lists** area. The studies in the folder are shown at the bottom of the screen.
3. Select a study, then select **Remove**.

Open a study in a worklist or folder

You can use worklists and folders to create a collection of studies that you want to view as a group. For more information, see **About worklists and folders**.

In the Patient Study Directory:

1. Select **+** beside **Public Worklists**, **Public Folders**, **My Worklists**, **My Folders** or a custom category. The available worklists or folders are shown. Select **–** to collapse the category.