Send a bookmark

Share a bookmarked image with others by sending them a link. Others will see the image as you do, including your annotations and visualization changes.

To send a bookmark:

1. Right-click (or touch and hold) a bookmark, then select **Email**.
2. End users are responsible for complying with privacy regulations and ensuring that study links are only provided to authorized users. Users cannot disable a study link once it has been sent. To indicate that you understand this, select the checkbox beside **Note: authorization cannot be removed once the secure link is sent**.

   > **Note**
   > The site's NilRead administrator is able to revoke a study link. However, the recipient may receive and use the link before it is revoked.

3. Choose the security options you want to use. Depending on your organization's NilRead configuration, some of the following options may not be available.
   - **Send via email** If you want to send an email with the study link, select this option and enter the user's email address.
   - **Limit number of uses to** To limit number of times the user can use the link to access the study, select this option and enter the number of uses.
   - **Link will expire in** To set an expiry date, select this option and enter the number of days and/or hours until the link expires.
   - **User must login to see images** Select this option if the user must login to their NilRead account before using the link. If this option is not selected, the user does not require a NilRead account to use the link.
   - **Require user to enter this password** If the user does not have a NilRead account and you want to create a password for the link, select this option and enter the password. You must give this password to the user; for security reasons, it is not sent to them automatically.
   - **Display this password hint** Select this option to display a password hint to the user. Enter a password hint in the provided field.

- **Require confirmation via email** Select this option to use a two-step verification process. The user will receive an email with a link to confirm they are the intended recipient. When the user clicks the link, they will be sent a second email with the study link. Note that this option is only available if your organization uses an IIS SMTP mail server.

4. Select **Get Link**.
5. Choose how to send the link.
   - **Copy link to clipboard** Copy the link and paste it into an email or instant message.
   - **Click to send link by email** Automatically create a new email using your default email application. The user's email address is entered automatically. Add any additional information, then send the email.
6. Select **Close**.

Delete a bookmark

Right-click (or touch and hold) a bookmark, then select **Delete Bookmark**.

Share secondary capture images

You can create a series of secondary capture images for a patient study. Secondary capture images are static screenshots and cannot be modified.

Create a series of secondary capture images

Select **Save**, then select **Capture** (toolbar). A secondary capture image is created for the current screen and is added to a new series. Other secondary capture images created during this NilRead session will be added to the same series.

> **Note**
> If you create secondary capture images for the same study in a future session, the images will be saved in a new series.

Share a series of secondary capture images

Share a series of secondary capture images with others by sending them a link.

1. Right-click (or touch and hold) a series thumbnail, then select **Send Series Link**.
2. End users are responsible for complying with privacy regulations and ensuring that study links are only provided to authorized users. Users cannot disable a study link once it has been sent. To indicate that you understand this, select the checkbox beside **Note: authorization cannot be removed once the secure link is sent**.

   > **Note**
   > The site's NilRead administrator is able to revoke a study link. However, the recipient may receive and use the link before it is revoked.

3. Choose the security options you want to use. Depending on your organization's NilRead configuration, some of the following options may not be available.
   - **Send via email** If you want to send an email with the study link, select this option and enter the user's email address.
   - **Limit number of uses to** To limit number of times the user can use the link to access the study, select this option and enter the number of uses.
   - **Link will expire in** To set an expiry date, select this option and enter the number of days and/or hours until the link expires.
   - **User must login to see images** Select this option if the user must login to their NilRead account before using the link. If this option is not selected, the user does not require a NilRead account to use the link.
   - **Require user to enter this password** If the user does not have a NilRead account and you want to create a password for the link, select this option and enter the password. You must give this password to the user; for security reasons, it is not sent to them automatically.
   - **Display this password hint** Select this option to display a password hint to the user. Enter a password hint in the provided field.
   - **Require confirmation via email** Select this option to use a two-step verification process. The user will receive an email with a link to confirm they are the intended recipient. When the user

clicks the link, they will be sent a second email with the study link. Note that this option is only available if your organization uses an IIS SMTP mail server.

4. Select **Get Link**.
5. Choose how to send the link.
   - **Copy link to clipboard** Copy the link and paste it into an email or instant message.
   - **Click to send link by email** Automatically create a new email using your default email application. The user's email address is entered automatically. Add any additional information, then send the email.
6. Select **Close**.

Delete a series of secondary capture images

1. Select **Series** (side panel).
2. Right-click (or touch and hold) a series thumbnail, then select **Delete Series**.

Preferences

Manage your user profile

You can manage information in your user profile. You cannot change information such as your username and privileges.

> **Note**
> If you access **Settings** while viewing a study, select **Back to Viewer** to return to the image viewing area.

1. Select **Settings**.
2. Under **User Management**, select **Profile**.
3. Change information in the **Account** area.
   - **User Name** Username to login to NilRead. This information cannot be modified.
   - **Role** NilRead role (Admin, User, Guest). This information can be modified by Administrators only. By default:

  - Guests have no privileges.
  - Users have basic privileges, such as accessing the Patient Study Directory.
  - Administrators have full privileges. Only Administrators can manage users.
- **Email** Email address.
- **Skype ID** Skype ID. Allows the user to participate in Skype sessions.
- **Phone** Phone number.
- **Facility, Department, Job Description** User's facility and job information.
- **Notify on Study Arrival** User will receive an email when a new study containing one of the user's DICOM person name matches is added to the database.
- **Last Name, First Name, Middle Name, Prefix, Suffix** User's name.
- **Expiry Date** Date the user's access to NilRead will expire. This information can be modified by Administrators only.
  - Select and select an expiry date. Select whether the user's account will be locked or deleted on the expiry date.
  - Select to remove the expiry date and set the user's access to **Unlimited**.

4. Change your password.
   a. Select **Change Password**.
   b. Enter your current password (**Old**). Enter your new password (**New**, **Confirm**).
   c. Select **OK**.
5. The **Groups** area contains the groups you belong to. This information cannot be modified.
6. The **Privileges** area contains your privileges. This information cannot be modified.
7. Select **OK**.

Change your password

You can change the password you use to login to NilRead.

> **Note**
> If you access **Settings** while viewing a study, select **Back to Viewer** to return to the image viewing area.

1. Select **Settings**.
2. Under **User Management**, select **Profile**.
3. Select **Change Password**.
4. Enter your password:
   a. **Old.** Enter your current password.
   b. **New, Confirm**. Enter your new password.
   c. Select **OK**.
5. Select **OK**.

Manage study note templates

You can use templates to create different study note layouts.

1. Select **Settings**.
2. Under **Preferences**, select **Study Note Templates**.
3. A list of templates appears. Select **Refresh** at any time to refresh the list and view the latest changes made by all users.

Add a template

1. Select **Add**. You can also select an existing template, then select **Clone**.
2. Enter the following information, then select **Save**.

Template Info

1. Enter a name for the template.
2. Select whether this is a **System**, **Group** or **User** template.

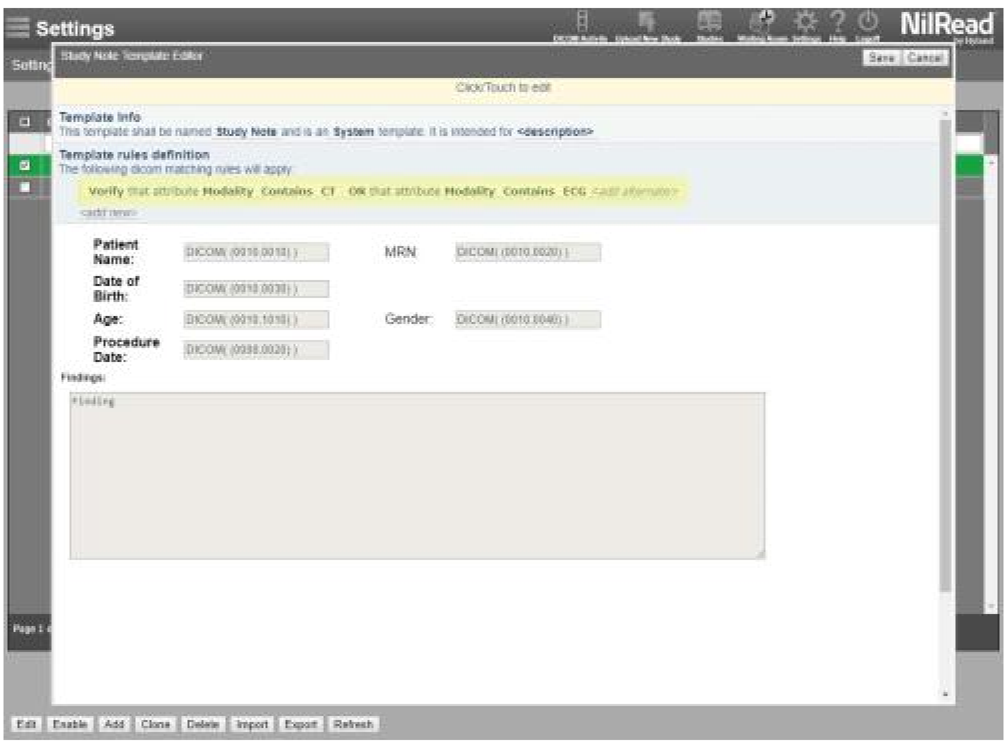
   A system template will be available to all users of NilRead, a group template will only be available to the group you specify, and a user template will only be available to the user you specify.
3. Enter a description for the template.

Template Rules

You can add rules that determine the types of studies the template applies to. For example, you could state that images must be a specific modality.

If you add multiple rules, the template can only be applied to studies that match **all** of the rules.

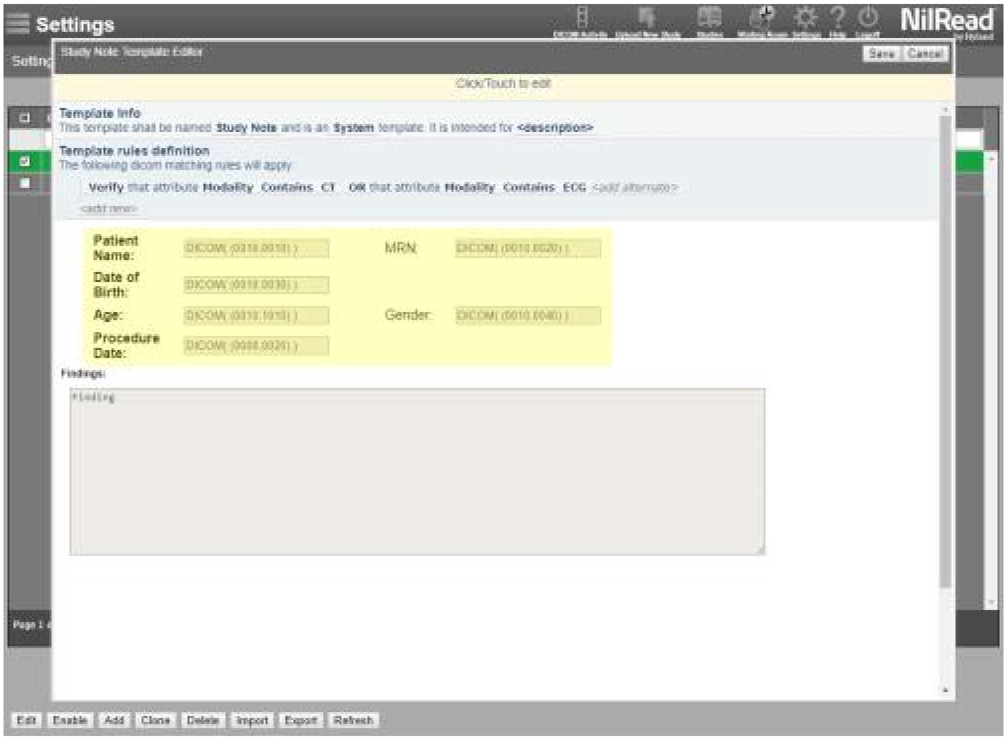
1. Select **<add new>** to add a new rule.
2. Customizable areas are underlined and are highlighted when you hover over them. Click (or tap) a customizable area to edit it.
3. Select **<add alternate>** to add an alternate value to a rule. The template can only be applied to studies that match at least **one** of these values. For example, you could list several modalities the template can be used for.



4. To remove a rule, select **Verify** and switch to **Delete**.

Study Information Header

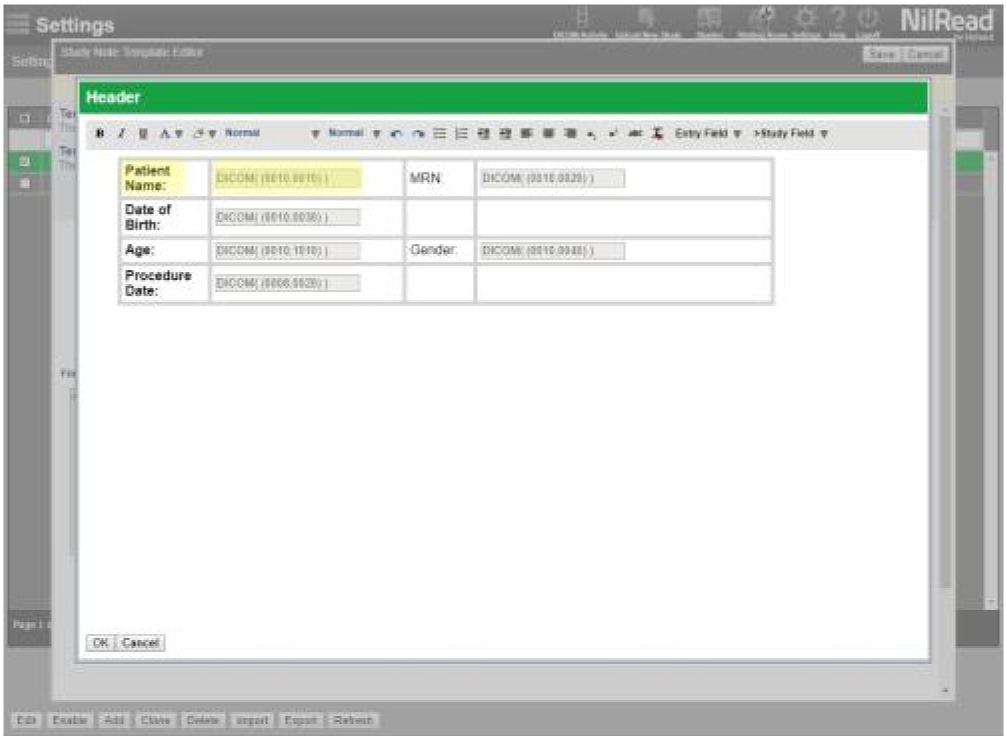
You can add study information to the header area at the top of the report. This information is taken from the study's DICOM attributes and cannot be edited in the report. Several default fields are provided by default.



You can add and remove fields in the **Header** area.

1. Click (or tap) the **Header** area. The **Header** window appears.

   The default fields are arranged in a table with the field **label** on the left and the field **value** on the right.



2. To add a new label and field:
   a. Click (or tap) in an empty table cell and type a label.
   b. Click (or tap) in the adjacent cell. Select **Study Field**, then select a DICOM attribute.
3. To remove a label or field, use the BACKSPACE or DELETE key.
4. You can use the toolbar options to format the text (color, font, and so on).
5. Click **OK** to save your changes.

You can add an asset to the **Header** area. An asset is an item you would typically include on all templates, such as your logo. Saving a file as an asset allows you to quickly add it to any study note template for your site. For details on creating assets, see **Manage assets**.

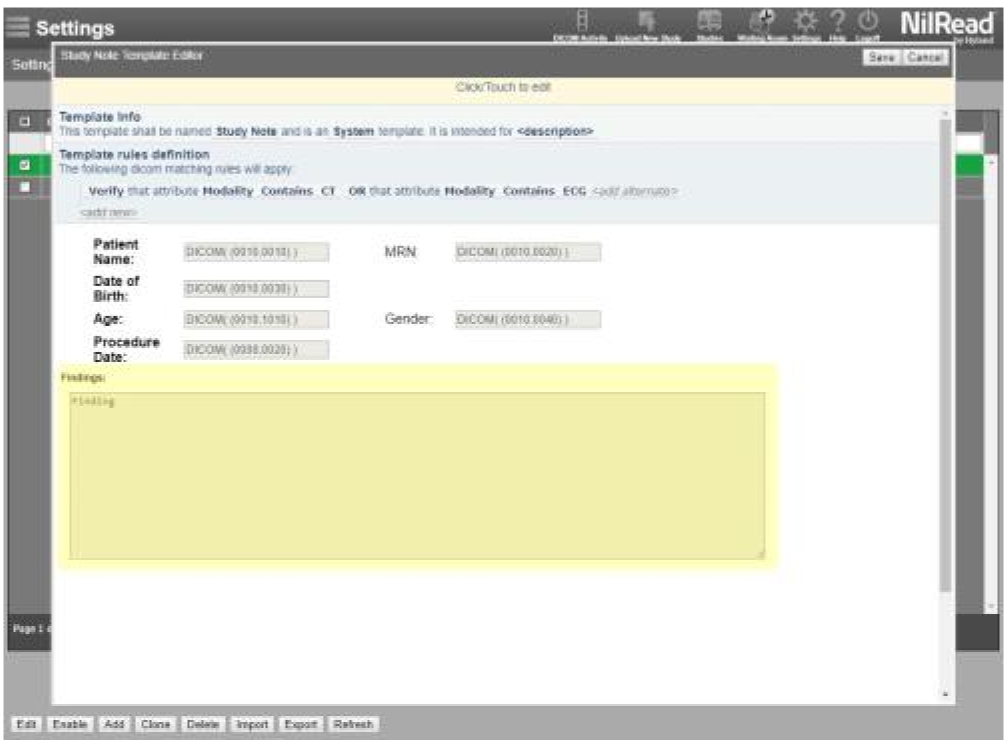
1. To place an asset before the fields table, place your cursor before the table, then press ENTER.

   or

   To place an asset after the fields table, place your cursor after the table, then press ENTER.
2. Select the **Entry Field** list, then select **Asset**.
3. Select an asset, then select **Add to Template**.

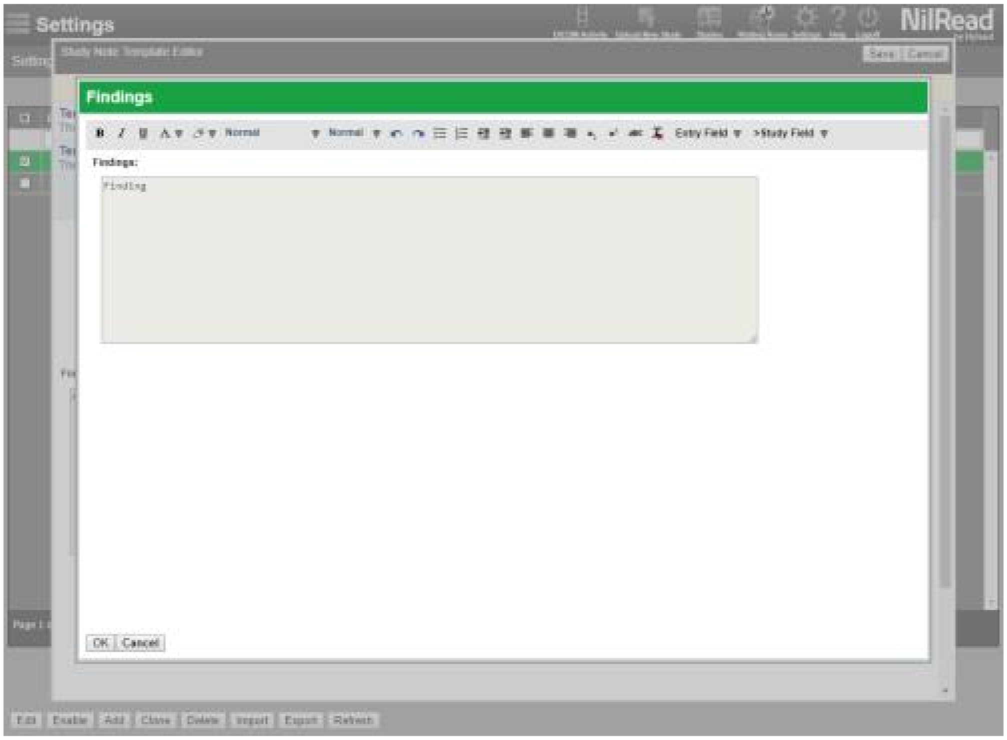
Findings Area

By default, the **Findings** area contains a single text box where comments can be entered for the report.



To modify the **Findings** area:

1. Click (or tap) the **Findings** area. The Findings window appears.



2. To place an item before the Findings text box, place your cursor before the box, then press ENTER.

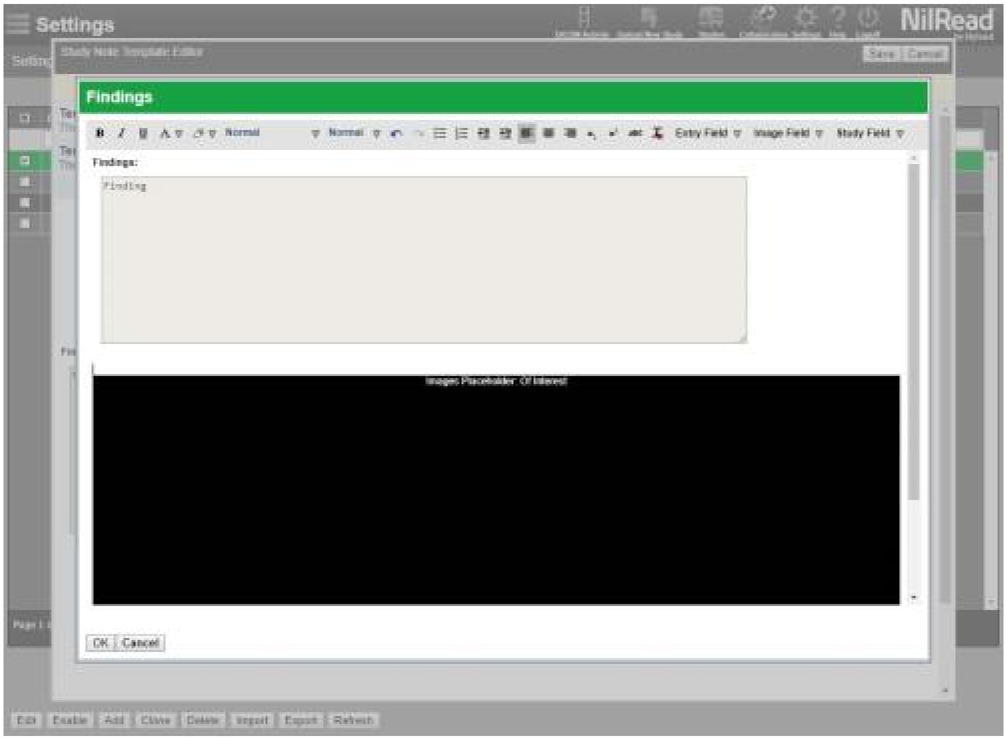
   or

   To place an item after the Findings text box, place your cursor after the box, then press ENTER.
3. Select the **Entry Field** list, then select an option. For example, you can add text entry areas, checkboxes and drop down lists.
4. To remove an item, use the BACKSPACE or DELETE key.
5. You can use the toolbar options to format the text (color, font, and so on.).
6. Click **OK** to save your changes.

Include images

You can include images in the study note report. You can choose to include key images, secondary capture images, or all images.

1. Click (or tap) the **Header** or **Findings** area.
2. Click to place your cursor where you want to insert the images. You would typically place the images after the Findings box so that the images would appear at the end of the report. For example:



3. Select **Image Field**, then select one of the following options.
   - **Of Interest** Include **key images** for the study.
   - **All Secondary Capture** Include all **secondary capture images** for the study.
   - **All Study Images** Include all of the study images.
4. Click **OK** to save your changes.

Edit or delete a template

1. Select a template.
2. Select **Edit**. Modify the details, then select **Save**.
   or
   Select **Delete**.

Enable a template

You must enable a template to make it available when viewing a study.

1. Select the **Enabled** checkbox beside a template. You can also select a template, then select **Enable**.
2. To disable a template, deselect the **Enabled** checkbox beside the template.

Import and export templates

To import a template:

1. Select **Import**.
2. Select a file to import, then select **OK**.

To export a template:

1. Select a template.
2. Select **Export**, then select **OK**. You will be prompted by your browser to save the file.

Manage assets

You can add assets to your study note templates. An asset is an item you would typically include on all templates, such as your logo. Saving a file as an asset allows you to quickly add it to any study note template for your site.

1. Select **Settings**.
2. Under **Preferences**, select **Assets**.

3. A list of assets appears. Select **Refresh** at any time to refresh the list and view the latest changes made by all users.

Add an asset

1. Select **Create**. Enter the following information.
   - **Cluster** Leave this field blank.
   - **Name** Name to identify the asset.
   - **Value** You can enter **Text** or select an **Image**.
2. Select **Save**.

Edit or delete an asset

1. Select an asset.
2. Select **Edit**. Modify the details, then select **Save**.
   or
   Select **Delete**.

Change your user preferences

You can set your preferences for using NilRead.

> **Note**
> If you access **Settings** while viewing a study, select **Back to Viewer** to return to the image viewing area.

1. Select **Settings**.
2. Under **Preferences**, select **User Preferences**.
3. Select your preferences, then select **Save**.

Series Navigation

Behaviour when scrolling through the series in a study.

- **Move By One** Update the selected viewport only.
- **Move By Group** Update all viewports.

Patient History

Specifies how filtering is done on the patient timeline.

- **Available keyword matching only**. Sorts the **timeline** based upon keyword types; for example, head, chest, and so forth.
- **All study filters**. Displays all prior studies even if **hanging protocols** are not in place.

Magnify Glass

Default magnifying glass size and zoom factor for smart zoom (see **Smart Zoom**).

Skype Enabled

Whether other meeting participants can contact you using Skype.

Skin

NilRead skin (dark or light).

Preferred Language

Language to use for the NilRead application.

Measurement Settings

Default settings for measurement tools (see **Annotations and measurements**).

- **Microscopy Measurement Units** Units used for microscopy measurements. Applies to all measurement tools.
- **Ruler label placement** Placement of the label on the ruler measurement tool.
- **Cursor Options** Information to show for the cursor tool. You can choose to show the cursor location and pixel value.