

Web Ambassador Quick Start Guide

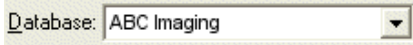
PACS guide for referring physicians

A full user guide is available on our web site, www.ValleyRad.com

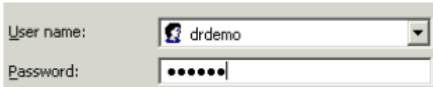
Accessing patient exams via the Internet



1 Start Web Ambassador. Double-click the Web Ambassador icon.



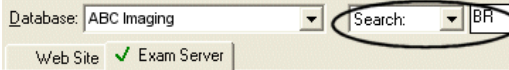
2 Select the facility. If your facility is not displayed in the Database field, click the arrow to select it from the Database list.



3 Log on. Enter your user name and password.



4 Click the Exam Server Tab.
If you need to see exams for patients who are in your care, but you did not refer them to the imaging facility, select the Search All checkbox.



5 Search for the patient. In the Search box, type the first letters of the patient's last name. View the images and reports.

6 Getting help. If you have questions or need help, do one of the following:

- Click the Getting Started Menu
- Press F1, or on the Help menu, click Help Topics
- View the user guide on our web site
- Call our PACS Helpline

The Web Ambassador workspace

Menu Bar —

Toolbar —

Database —

Exam Server tab —

Exams that you have viewed —

Exam list —

Title Bar —

Search all checkbox (for patients who are in your care, but were not referred by you) —

Search field —

Table headings (click to sort) —

Completed	Received	Patient ID	Site	Last Name	First Name	Sex	Age	Exam Date
Yes	38%	200000900139	9000	BRAIN	A000039	F	69	01/01/19*
Yes	85%	2000052007889	335	BRAIN	A000889	F	44	01/01/19*
Yes	100%	1999052002	SDCH	BRAIN	BRAD	M	24	11/04/19
		1999052002231	9000	BRAIN	A000231	M	29	01/01/19*
		2000052012254	9000	BRAIN	A000254	M	35	01/01/19*
		2000052007885	335	BRAIN	A000885	F	44	01/01/19*
		1999052012183	9000	BRAIN	A000183	F	54	01/01/19*
		2000052007153	9000	BRAIN	A000153	F	44	01/01/19*
		2000009001911	335	BRAIN	A000911	F	68	01/01/19*
		200000900115	9000	BRAIN	A000015	F	69	01/01/19*

The Exam Server tab

Menu Bar —

Toolbar —

Viewing tools —

Image viewer —

Title Bar - with patient name and exam date —

Exam details: Ser: 2/mg 1, Loc: 177 mm, 30 - #100, Hospital: BRAIN, BRAD, 1999052002, 11/04/99 10:06:56, LV: 120/4x4 400, TA: 10, TR: 5 mm/RTV/25 cm, 10:11:25%No C, 1/23 HEAD ST W/D, Compressed 17.1, 50 images (50 received), Series: 2/4, S E

The exam viewing window

Web Ambassador –Tools and Menus Guide

A full user guide is available on our web site, www.ValleyRad.com

Viewing images and listening to audio

In the Image Viewer window

Click: To take this action:

	View images in the selected exam.
	View a report.
	Listen to a recorded audio summary.
	Copy the exam to a removable media or network file location.
	Return to the Exam Server tab. Suspends viewing.
	Return to the Exam Server tab. A message asks if you want to mark the exam as completed.

Selecting and comparing images

In the Image Viewer

To:	Take this action:	
Scroll through images:	Click (left mouse button) and move the mouse up or down. OR Press the Up arrow or Down arrow.	
Select a series:	Press F11.	
Display another series:	Press Page Up or Page Down.	
Specify the number of images displayed at once:	Press /	Number of images per screen Format to fit – show all series
	1	1
	2	2
	3	3
	4	4
	6	6
	8	8
	9	9
	0	10
	-	20
	=	24
Compare exams:	Click Compare to display a previous exam for the same patient.	

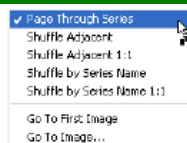
Viewing tools - using shortcut menus

Many toolbar buttons have multiple options available in a shortcut menu. To open a shortcut menu for a viewing tool:

1. Click the tool button in the toolbar.
2. Move the pointer to the image.
3. Right-click. From the shortcut menu, select an option.

Example

Shortcut menu for Page Series



Viewing tools - reference

Button	Action
	Turns off the menus and standard toolbar so the image displays in the full viewing area. The View Exam toolbar is displayed.
	A viewing mode that displays one image of a series in each viewing window.
	A viewing mode that displays one series in each viewing window. One image in each series is visible at a time.
	Changes the display layout, image layout method, presentation rules, and cursor tracking style.
	In Image per Square mode only. Displays the previous panel for the exam being viewed.
	In Image per Square mode only. Displays the next panel for the exam being viewed.
	In Image per Square mode only. Displays the previous series for the exam being viewed.
	In Image per Square mode only. Displays the next series for the exam being viewed.
	Allows you to select a series to display, rather than paging through an entire exam.
	In Image per Square mode only. Scrolls the images on the screen.
	In Series per Square mode only. Pages through a stack of images in a series.
	Writes a text note on the image.
	Places an arrow on the image.
	Displays a line (in centimeters) or an angle (in degrees) drawn over the image.
	Adjusts the contrast of the image.
	Magnifies the entire image.
	Magnifies a portion of the image. This is the default setting in the Image per Square display mode.
	Shows the negative of the image.
	Mirrors the image or rotates the image.
	Displays pixels per millimeter calculated from a line drawn over the image.
	Displays an area within the image, when the image is larger than the viewing window. You can move this viewing area across the image.
	In Series per Square mode only. Shows the images in a continuous loop.
	Targets a specific anatomical area of an exam in the primary series, and in the same area in all displayed series.