

# Web Ambassador Quick Start Guide


Release 8      ■ PACS guide for referring physicians

For more details on using the system, see Online Help.

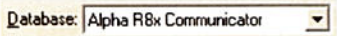
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## Accessing patient exams via the Internet

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

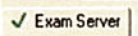
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-  **2** **Select the facility.** If your facility is not displayed in the **Database** field, click the arrow to select it from the **Database** list.


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-  **3** **Log on.** Enter your user name and password.

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-  **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.

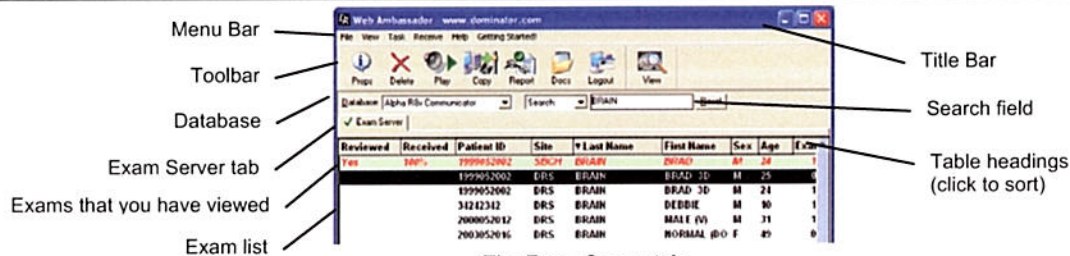
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-  **5** **Search for the patient.** In the Search box, type the first letters of the patient's last name. View the images and reports.

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- 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**.

## The Web Ambassador workspace

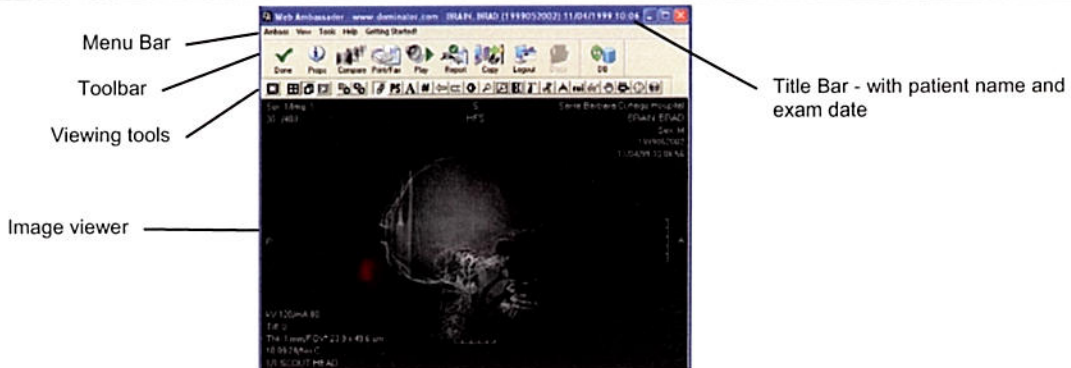


Labels for the workspace screenshot:

- Menu Bar
- Toolbar
- Database
- Exam Server tab
- Exams that you have viewed
- Exam list
- Title Bar
- Search field
- Table headings (click to sort)

Reviewed	Received	Patient ID	Site	Last Name	First Name	Sex	Age	Exam
Yes	HP*	109952002	DRS	BRAN	DEAD 3D	M	20	1
		109952002	DRS	BRAN	DEAD 3D	M	21	1
		31242342	DRS	BRAN	DEBBIE	M	80	1
		2008052012	DRS	BRAN	MALE (V)	M	31	1
		2003052016	DRS	BRAN	NORMAL (B)	F	49	0

The Exam Server tab



Labels for the exam viewing window screenshot:

- Menu Bar
- Toolbar
- Viewing tools
- Image viewer
- Title Bar - with patient name and exam date

The exam viewing window

Menu Bar

Toolbar

Database

Exam Server tab

Exams that you have viewed

Exam list

Title Bar

Search field

Table headings (click to sort)

Reviewed	Received	Patient ID	Site	Last Name	First Name	Sex	Age	Exam
Yes	100%	1999052002	SDC/1	BRAD	BRAD JD	M	25	1
		1999052002	ERS	BRAD	BRAD JD	M	24	1
		34242342	ERS	BRAD	DEDDIE	M	10	1
		2000052012	ERS	BRAD	MALLE (V)	M	31	1
		2003052016	ERS	BRAD	ROSMAL @O	F	49	0

The Exam Server tab

Menu Bar

Toolbar

Viewing tools

Image viewer

Title Bar - with patient name and exam date

The exam viewing window

## Receiving exams automatically and manually

### Receiving exams automatically



Exam Receive Options dialog box

#### Why use automatic receive?

By receiving exams automatically, you can reduce the time waiting for an exam to download over an Internet connection.

#### What can you specify?

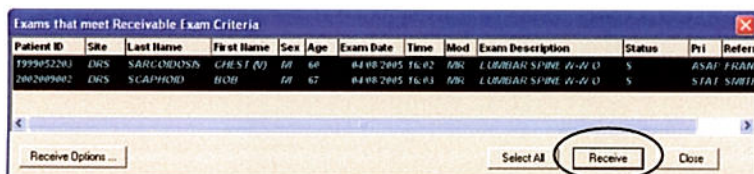
When you automatically receive exams, you can specify:

- The exam components you want to receive.
- The types of exams you want to view.
- The type of notification, if any – Play a sound or run a program.

#### How do you display this dialog box?

- 1 On the Receive menu, click Receive Options.
- 2 Complete the fields in the Exam Receive Options dialog box.

### Receiving exams manually



Receive Exams Now dialog box

#### Why request "receive exams now"?

This allows you to check if any exams are currently available that match the criteria you set for receiving automatically.

#### Displaying this dialog box

- 1 On the Receive menu, click Receive Exams Now.
- 2 Select one or multiple exams from the list, and click Receive.

### Disable Standby or Hibernation mode

Requirements to receive exams automatically:

- Your computer must be powered on.
- Web Ambassador must be open.
- The computer must not be in standby or hibernation mode.

To disable hibernation and standby mode:

- 1 Click **Start**, point to **Settings**, and click **Control Panel**.
- 2 Double-click **Power**.
- 3 Change **System Standby** and **System Hibernates** to **Never**.

### Marking exams as reviewed

Patient ID	Site	Last Name
1999052002	SRCH	BRAIN
1999052002		View Images...
1999052002		Print...
34242342		Voice Clip...
2000052012		Delete...
2003052016		Search For Patient's MRN
2003052016		Copy Exam...
2003052016		Transmit Exam...
2003052016		View Master Exam... F5
1999052012		Search Master Exam MRN F6
1999052012		Mark as Reviewed
1999052012		Mark as Not Reviewed
2003052016		Properties

#### Why mark an exam as reviewed?

After you review an exam, you can mark it as reviewed. At a glance, you can see which exams you still need to review.

#### How do you mark the exam?











- 1 Select an exam in the **ExamServer** tab.
- 2 Right-click the exam, and click **Mark as Reviewed** in the shortcut menu

#### How do you know if an exam has been reviewed?

- 1 Look in the **Reviewed** column.
- 2 Check if the exam has **Yes** in the column. If **Yes** is displayed, the exam has **Yes** in the column, you have viewed the exam.

## Viewing images and listening to audio

### Main toolbar In the Image Viewer window

Click:	To take this action:
	Print/fax a report.
	View a report.
	Listen to a recorded audio summary.
	Copy the exam to a removable media or network file location.
	Return to the <b>Exam Server</b> tab. Suspends viewing.
	Return to the <b>Exam Server</b> tab. A message asks if you want to mark the exam as completed.
	Compare exam with prior exams.
	Ends the DR Systems RIS/PACS session.
	Display Properties.
	Views scanned documents.

### Selecting and comparing images

#### In the Image Viewer

To:	Take this action:
Scroll through images:	Click and hold the left mouse button, and move the mouse up or down. OR Press the Up arrow or Down arrow.
Select a series:	Press <b>F11</b> .
Display another series:	Press <b>Page Up</b> or <b>Page Down</b> .
Specify the number of images displayed:	
Press:	/ 1 2 3 4 6 8 9 0 - =
# of images per screen:	Format to fit – (all series) 1 2 3 4 6 8 9 10 20 24

Compare exams: Click the **Compare** button to display one or more previous exams for the same patient.



### Viewing tools - using shortcut menus

- Click the tool button and position the pointer on the image.
- Right-click. From the shortcut menu, select an option.





























#### Example

Shortcut menu for Page

Through Series 



### Viewing tools

Button	Action
	Full Screen Turns off the menus and standard toolbar so the image displays in the full viewing area.
	Montage Displays or hides the montage.
	Set Image-per-Square A viewing mode that displays one image of a series in each viewing window.
	Set Series-per-Square A viewing mode that displays one series in each viewing window. One image in each series is visible at a time.
	Image Panel Properties Changes the display layout, image layout method, presentation rules, and cursor style.
	Previous Panel <i>In Image per Square mode only.</i> Displays the previous panel for the exam being viewed.
	Next Panel <i>In Image per Square mode only.</i> Displays the next panel for the exam being viewed.
	Previous Series <i>In Image per Square mode only.</i> Displays the previous series for the exam being viewed.
	Next Series <i>In Image per Square mode only.</i> Displays the next series for the exam being viewed.
	Select Series Allows you to select a series to display, rather than paging through an entire exam.
	Select and Drop Swaps the position of one series with another selected series.
	Scroll <i>In Image per Square mode only.</i> Scrolls the images on the screen.
	Page Series <i>In Series per Square mode only.</i> Pages through a stack of images in a series.
	Text Annotation Writes a text note on the image.
	Arrow Annotation Places an arrow on the image.
	Measure Annotation Displays measurements with a line or an angle. Also measures stenosis.
	Window/Level Adjusts the contrast of the image.
	Magnify Magnifies the entire image.
	Mag Box Magnifies a portion of the image. Default setting in the Image per Square display mode.
	Invert Shows the negative of the image.
	Rotate/Flip Mirrors the image or rotates the image.
	Calibrate Image Displays pixels per millimeter calculated from a line drawn over the image. Also sizes catheters.
	ROI Marks a region of interest by inserting a pre-selected shape or by drawing a rectangle.
	Apply Image Processing Applies an edge enhancement algorithm.
	Roam 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.
	Cine <i>In Series per Square mode only.</i> Shows the images in a continuous loop.
	3D Cursor Targets an anatomical area in the primary series, and in all displayed series.
	Cross-ref Scout Creates a scout inset in a series.

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## Keyboard shortcuts

### Alpha keys

\* Press the key again to return to the previous state

Press	To
<b>A</b>	Display annotation or DICOM header information.
<b>B</b>	Display the barcode dialog box.
<b>C</b>	Display in Series-per-monitor mode.
<b>D</b>	Display in Exam Compare mode.
<b>E</b>	Expand the image to fill its window.
<b>F</b>	Flip between the primary and other image. Release to return to the primary image.
<b>I</b>	Display the scout insets.
<b>L</b>	Loop images in continuous display.
<b>O</b>	Show slice line on orthogonal images.
<b>P</b>	Play a pre-recorded voice clip.
<b>Alt+P</b>	Display the Image Panel Properties
<b>Q</b>	In Series-per-square mode: Switch between the "page through series" tool and the last tool used.
<b>S</b>	Switches between Shrink On and Shrink Off. <ul style="list-style-type: none"><li>▪ Shrink Off magnifies the image to its full acquired resolution. If the image is larger than the viewing square, the Roam tool automatically opens so you can scroll through the image, moving it up and down, left and right, until you view the entire image.</li><li>▪ Shrink On reduces the image to fit into the image square. The active tool will be left unchanged unless it is the Roam tool, in which case the tool you were using before selecting Shrink Off will be selected.</li></ul>
<b>T</b>	Display the Tools popup menu.
<b>U</b>	Display User annotations.
<b>W</b>	Switch between <b>Wheel</b> and Standard modes.
<b>X</b>	Display in Image-per-square mode.
<b>Z</b>	Display in Series-per-square mode.

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## Function keys

Press	To
<b>F1</b>	Display Online Help.
<b>F6</b>	Display list of all prior Online exams for this patient only when the exam list is displayed, such as on the Online or Worklist tab.
<b>F9</b>	Display primary or comparison exam report.
<b>F10</b>	Copy case or single image to removable media.
<b>Alt+F10</b>	Copy a single image to removable media.
<b>F11</b>	Select another series in the exam.
<b>F12</b>	Display the Edit Series dialog box.

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## Other keys

Press	To
<b>Esc</b>	Exit exam viewing (the same as clicking Done).
<b>PgDn</b>	In Image-per-square mode: Display the next image in exam. In Series-per-square mode: Scroll through the next series.
<b>Alt + PgDn</b>	In Image-per-square mode: Go to the next series.
<b>Ctrl + PgDn</b>	In Image-per-square mode: Automatically scroll the images in all squares.
<b>Ctrl + PgUp</b>	Stops scrolling.
<b>PgUp</b>	In Image-per-square mode: Display the previous image in exam. In Series-per-square mode: Scroll through the previous series.
<b>Alt + PgUp</b>	In Image-per-square mode: Go to the previous series.
<b>Arrow keys</b>	Move the region slowly
<b>Ctrl + arrow</b>	Move the region fast.
<b>Shift + arrow</b>	Resize the region slowly.
<b>Ctrl + Shift + arrow</b>	Resize the region fast.

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## Getting Help and Information

### Displaying Online Help

Display a comprehensive Help program:

- Press F1 or click Help Topics from the Help menu.

### Accessing the Resource Center

View and download white papers, user guides, TechNotes, technical specifications and other documents:

- Go to [www.dominator.com](http://www.dominator.com)
- Click the Resource Center button.

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### Contacting DR Systems Customer Support

- Phone: 1-800-794-5955
- Fax: 1-858-625-3337
- E-mail: [drsupport@dominator.com](mailto:drsupport@dominator.com)
- Online: [www.dominator.com](http://www.dominator.com)  
Click Customer Support Login