

# Web Ambassador Quick Start Guide

## Release 7 ■ PACS guide for referring physicians

For more details, see online Help.

### 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.

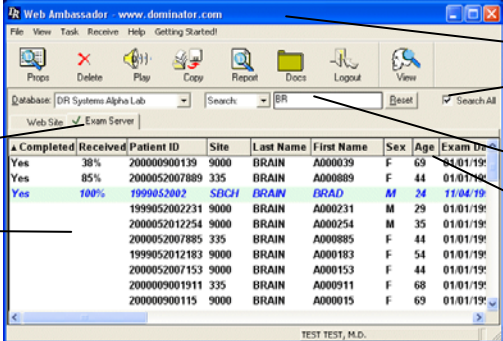
---

- 
**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**.

### The Web Ambassador workspace



Labels on the left side of the screenshot:

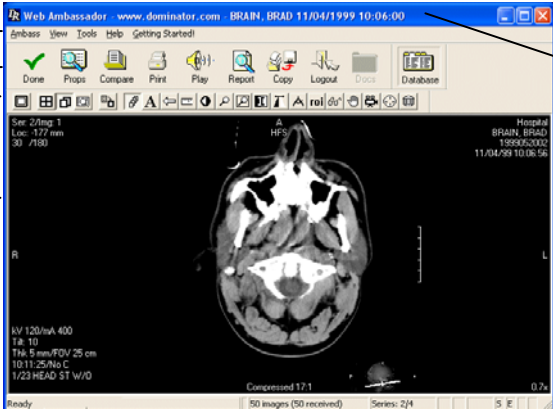
- Menu Bar
- Toolbar
- Database
- Exam Server tab
- Exams that you have viewed
- Exam list

Labels on the right side of the screenshot:

- 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 Dr
Yes	38%	200005900139	9000	BRAIN	A000039	F	69	01/01/19
Yes	85%	2000052007889	335	BRAIN	A000889	F	44	01/01/19
Yes	100%	1999052002231	9000	BRAIN	A000231	M	29	01/01/19
		20000520112254	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



Labels on the left side of the screenshot:

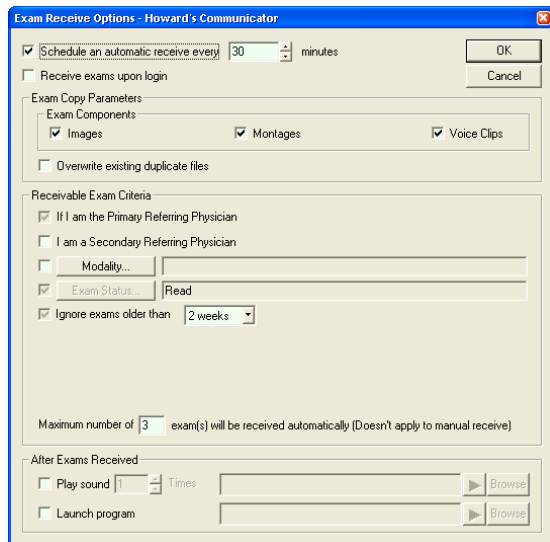
- Menu Bar
- Toolbar
- Viewing tools
- Image viewer

Label on the right side of the screenshot:

- Title Bar - with patient name and exam date

The exam viewing window

## Receiving exams automatically



**Exam Receive Options - Howard's Communicator**

Schedule an automatic receive every 30 minutes

Receive exams upon login

**Exam Copy Parameters**

Images  Montages  Voice Clips

Overwrite existing duplicate files

**Receivable Exam Criteria**

If I am the Primary Referring Physician

I am a Secondary Referring Physician

Modality: [ ]

Exam Status: [Read]

Ignore exams older than 2 weeks

Maximum number of 3 exam(s) will be received automatically (Doesn't apply to manual receive)

**After Exams Received**

Play sound [ ] Times [ ] [Browse]

Launch program [ ] [Browse]

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.

### Disable *Standby* or *Hibernation* mode

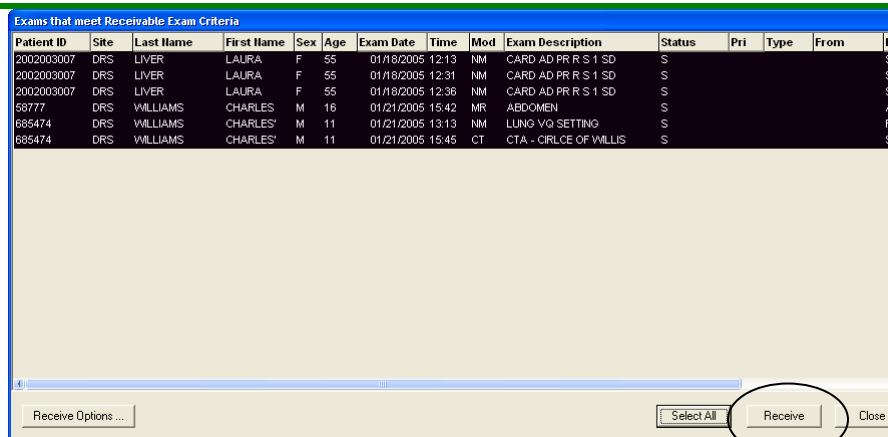
To receive exams automatically:

- 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 Options**. Change **System Standby** and **System Hibernates** to **Never**.

## Receiving exams manually – “Receive exams now”



**Exams that meet Receivable Exam Criteria**

Patient ID	Site	Last Name	First Name	Sex	Age	Exam Date	Time	Mod	Exam Description	Status	Pri	Type	From	Re
2002003007	DRS	LIVER	LAURA	F	55	01/18/2005	12:13	NM	CARD AD PR R S 1 SD	S				
2002003007	DRS	LIVER	LAURA	F	55	01/18/2005	12:31	NM	CARD AD PR R S 1 SD	S				
2002003007	DRS	LIVER	LAURA	F	55	01/18/2005	12:36	NM	CARD AD PR R S 1 SD	S				
58777	DRS	WILLIAMS	CHARLES	M	16	01/21/2005	15:42	MR	ABDOMEN	S				
685474	DRS	WILLIAMS	CHARLES	M	11	01/21/2005	13:13	NM	LUNG VO SETTING	S				
685474	DRS	WILLIAMS	CHARLES	M	11	01/21/2005	15:45	CT	CTA - CIRCLE OF WILLIS	S				

Buttons: [Receive Options ...] [Select All] [Receive] [Close]

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.

### How do you display this dialog box?

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

## Marking exams as completed

Patient ID	Site	Last Name
200005200788		
1999052012		
1999052002		
200005200788		
199905200223		
200000900135		
200005201225		
1999052002		

- View Images...
- Print...
- Voice Clip...
- Delete...
- Search For Patient's MRN
- Copy Exam...
- Transmit Exam...
- View Master Exam... F5
- Search Master Exam MRN F6
- Mark as Completed**
- Mark as Uncompleted
- Properties

### Why mark an exam as completed?

After you review an exam, you can mark it as completed. 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 **ExamFiles** tab.
2. Right-click the exam, and click **Mark as Completed** in the shortcut menu.







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

- Look in the **Completed** column. If the exam has **Yes** in the column, you have already reviewed it.

## 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 <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.

## 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 <b>F11</b> .																								
Display another series:	Press <b>Page Up</b> or <b>Page Down</b> .																								
Specify the number of images displayed at once:	<table border="1"> <thead> <tr> <th>Press</th> <th>Number of images per screen</th> </tr> </thead> <tbody> <tr> <td>/</td> <td>Format to fit – show all series</td> </tr> <tr> <td>1</td> <td>1</td> </tr> <tr> <td>2</td> <td>2</td> </tr> <tr> <td>3</td> <td>3</td> </tr> <tr> <td>4</td> <td>4</td> </tr> <tr> <td>6</td> <td>6</td> </tr> <tr> <td>8</td> <td>8</td> </tr> <tr> <td>9</td> <td>9</td> </tr> <tr> <td>0</td> <td>10</td> </tr> <tr> <td>-</td> <td>20</td> </tr> <tr> <td>=</td> <td>24</td> </tr> </tbody> </table>	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
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 <b>Compare</b> 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
	Full Screen Turns off the menus and standard toolbar so the image displays in the full viewing area. The View Exam toolbar is displayed.
	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 tracking 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.
	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 a line (in centimeters) or an angle (in degrees) drawn over the image.
	Window/Level Image Adjusts the contrast of the image.
	Magnify Magnifies the entire image.
	Mag Box Magnifies a portion of the image. This is the 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.
	Roam 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 a specific anatomical area of an exam in the primary series, and in the same area in all displayed series.