

Getting Started with Sectra IDS7 PACS

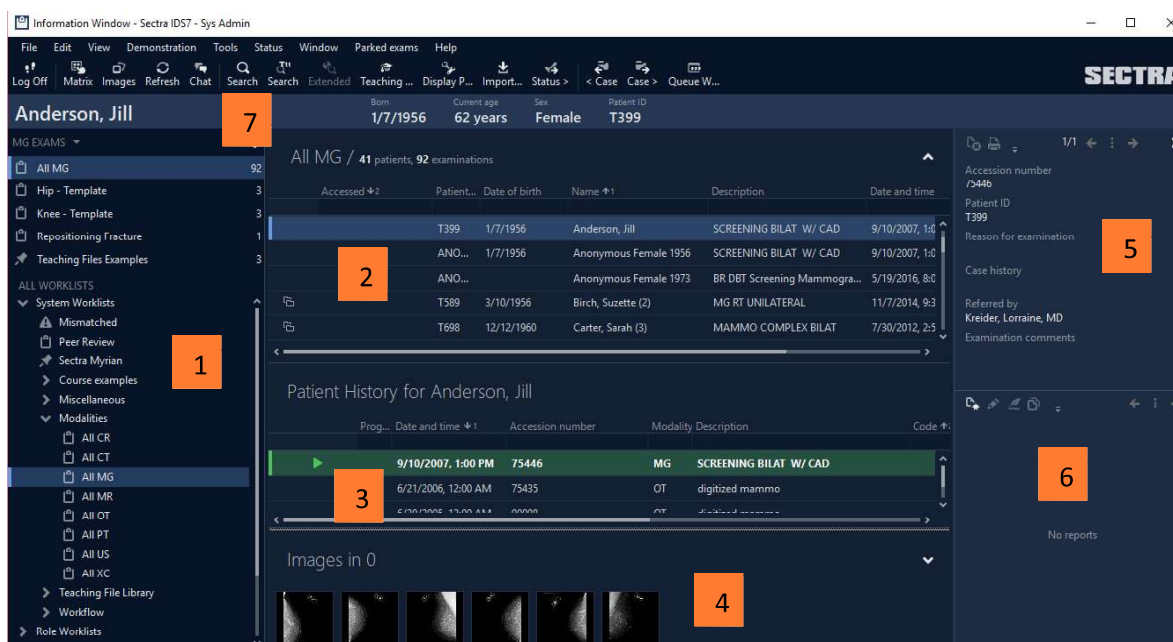
Logging In



If you have access to IDS7, you will see the  icon on your desktop. Login using your network ID and password.

*Note-- IDS7 is only used for select departments and users. Most users will use the Sectra UniView web app which is installed on all KHN workstations, is imbedded into Epic and available via the Citrix/remote access.

Overview of the Information Window



1. **Worklists** –Click on the (+) in front of the folders to expand them and reach the worklists. Left-click once on the worklist to see the contents. Most users may not see this as it is typically a radiology tool.
2. **Patient List** – The contents of the worklist will be displayed in the patient list. Select a patient/exam you want to look at. Sort the worklist by clicking on the column header, for example 'Date and time' to see the oldest exam at the top. If there are many patients in the list, use the white area below the header to filter the worklist. An example: start typing the beginning of the patient name in the column titled Name to see the filtered list. Red dots indicate STAT exams.
3. **Patient History** – All the patient's exams (new and old) will be displayed in this area. If an exam is displayed in bold font, it means that it matches the worklist (ie, needs to be read). Left-click once on the prior exams to see their thumbnails, case history and report.
4. **Thumbnails** – The visible thumbnails belong to the exam which is selected in the Patient History
5. **Request & Scanned doc area** – You can read the case history, notes by technologists, ED physicians note etc as well as view scanned documents

6. **Report area** – Read reports for the selected exam in the Patient History. If you want to read reports for another exam, left-click once on it in the Patient History area.
7. **Search** – If you can't find the exam in the worklist, you can search for it.

Teaching Files

For users who utilized teaching files or saved exams in folders in IntelliSpace, you will need to re-create these in Sectra. Contact iSupport for assistance from the Imaging team.

Find an Exam

The first window that launches is the *Information Window*, which is like a homepage. Within this window, you can search for a patient, view the entire patient history and view any finalized reports.

There are two search tools

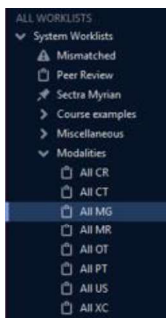


Click the Search bar to do a quick search.

In the search bar that opens toward the top of the window, enter either the patient's MRN, DOB, name or accession number, and hit enter to search. With a single left-click, select the patient you wish to view from the Search Results.



Click on this Search icon for a more detailed search. A search panel will populate in the lower left hand corner of the information window. You may select up to two variables for your search.



Depending on your role, you may also have prebuilt worklists available for you to use. From the worklist panel on the left side of the Information Window, open the “+” beside the System worklists and the Role worklists – you will find the Clinician Worklists under the Role Worklists. You can click and drag these up to the Favorites text to make them more accessible

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Launching Images

To launch a study in the Image Window, double-click on the exam you want to view, or select the **Images** icon from the toolbar

Note: the green arrow adjacent to the exam description in the patient history indicates the current exam. The current exam is the “base exam” displayed in the image window. You will see this green arrow in the image window as well.

All MG / 41 patients, 92 examinations

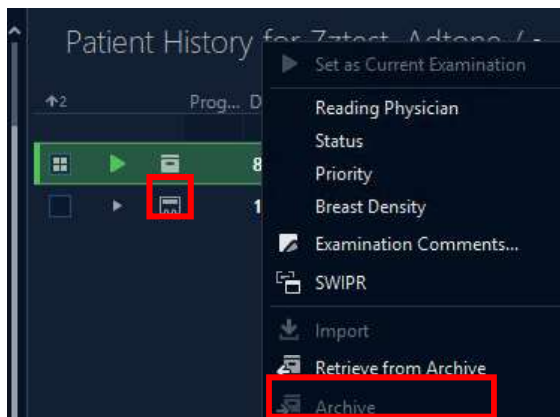
Accessed #	Patient...	Date of birth	Name #1	Description
	T399	1/7/1956	Anderson, Jill	SCREENING BILAT W/ CAD
	ANO...	1/7/1956	Anonymous Female 1956	SCREENING BILAT W/ CAD
	ANO...		Anonymous Female 1973	BR DBT Screening Mammogr
	T389	3/10/1956	Birch, Suzette (2)	MG RT UNILATERAL
	T698	12/12/1960	Carter, Sarah (3)	MAMMO COMPLEX BILAT

Patient History for Anderson, Jill

Prog...	Date and time #1	Accession number	Modality	Description
	9/10/2007, 1:00 PM	75446	MG	SCREENING BILAT W/ CAD
	6/21/2006, 12:00 AM	75435	OT	digitized mammo

Archived Images

If you see this  icon to the left, it indicates the exam is archived. To retrieve the images, right click the exam and then select Retrieve from Archive.

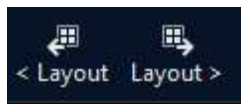


Changing the Display of the Image Window

Window

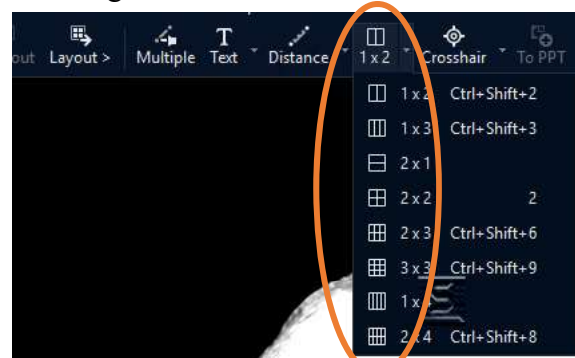
Images will initially display based on the best matching exam type to the exam’s protocol, your user settings, as well as your computer configuration (i.e. 1, 2, 3 monitors).

The quickest way to display all series in the current exam, use the drop-down menu in the toolbar and select the Default DP. It will partition the window up to 2x2. If the exam contains more images than you see, use the **Layout icons** to switch to the next arrangement of images.



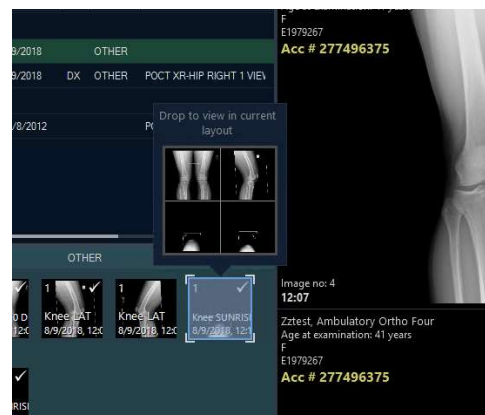
To make an image full screen double left click the series to display 1x1. In any partitions, you can quickly change the displayed image by using the series tag in the upper right-hand corner of the image. Select the arrow to the right of the text to get a list of all series descriptions sent in for that exam.

To change the layout to display multiple images on one screen, you can change the partitions by selecting a partition from the toolbar (displayed in orange circle).





To compare different **exams**, launch the **Thumbnail Viewer** from the toolbar. This displays the full patient history in the panel on the bottom Image Window. To open any study in the thumbnail viewer, double click on the exam to view associated thumbnails. It will display an “open window” icon adjacent to the exam.



To change which images are displayed on the screen, left click on the series you want to display and drag and drop from the thumbnail view into the virtual monitors that appear above the selected series, representing the partitions you have created.

Navigating in the Image Window

To navigate through a series, you can use your mouse wheel to scroll through a stack, or hold down the right and left mouse buttons while moving the mouse up and down for a quicker browse.

The crosshair is used for comprehensive navigation in, for example MR stacks, when several stacks with different orientations (axial, sagittal and/or coronal slices) are available. The stacks must be in the same frame of reference. To automatically navigate all stacks to a location use “Q” or launch crosshair (X) to synchronize these stacks. There is also a Localizer available, by using the keyboard shortcut of “L”.

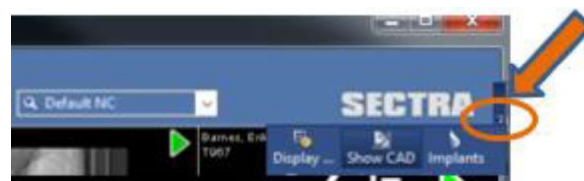


You will also find the Crosshair as an icon in the toolbar and if you click on the small arrow to the right of the icon, you will see expand a menu which contains Localizer.

To manually **link** or **synchronize** images together in the image window, move your mouse over the desired partitions you want to link together and hit the Num+ key on your keyboard. A chain icon should appear in the upper right-hand corner of all images which you have synced. To unlink, hover your mouse over the desired image and select the Num- key on your keyboard.



Note: If you don't see an icon on your toolbar due to working on a smaller monitor, there may be a dropdown option all the way to the right of the Sectra logo.



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Manipulate the Images

In the Image window, there are several tools that you can reach by using the toolbar or by right-clicking on the image. If you don't see the tool you are looking for in the right-click menu, select **Menu** for a longer list of options (the last option in the right-click menu).

Measure a distance – select **Distance** from the right-click menu, place the cursor at the first point and left-click, then place cursor at the second point and left-click again. The measurement will be displayed.

Measure an angle – select the angle tool from the right-click menu and use 3 clicks.

Note: For physicians, these measurements are visible only by you while viewing the image and will not be saved.

Zoom in/out – press and hold down the wheel of the mouse while holding down the Left mouse button and slide mouse away or toward you to zoom in and out.

Change window levels – hold down the mouse wheel and slide the mouse up and down or left and right.

Window level presets – right-click on the image, select **Menu – Window1/Level**. Select the preset you would like to use.

Note: the keys to the right of the preset represent the keyboard shortcut to change W/L quickly. If you do not have a NUM keyboard, use right click menu.



Orientation		
Window/Level		
Sharpen Edges	Ctrl+E	
Annotate		
Measure		
Show/Hide Graphics		
Delete All Graphics in Series	Ctrl+Q	
Key Image and Key Series		
Synchronization		
Navigation		
Stack Tile		
Stack Sort		
Substack Filter		
Slab		
Cine		
MPR		
3D	Shift+T	
3D MIP	Ctrl+M	
Invert	Ctrl+I	
Next Window Level	Ctrl+W	
WINDOW1		
WINDOW2		
Abdomen	NUM1	
Bone	NUM2	
Brain	NUM3	
Chest	NUM4	
Liver	NUM5	
Lung	NUM6	
Mediastinum	NUM7	
Sinus	NUM8	
Soft Tissue	NUM9	
Spine	NUM0	
Min/max	NUM.	

Mouse Configurations in the Image Window

Mouse buttons	Single image	Stack/MPR
Left	Pan	Pan
Middle	Window Level	Window Level
Left + Right	Free Rotation	Quick Browse
Mouse Wheel	Zoom	Browse
Right + Mouse wheel	Left/Right Series	Left/Right Series
Left double-click	Zoom one partition to full screen	
Ctrl + Alt + Left-click	Move series between partitions	

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