

Image Suite Quick Reference Guide for V3 Software

2012-08-23

PN AA2231

Version 2.0

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Quick Reference

System Shortcut Menu

The **System Shortcut** menu  provides the following selections:

Workstation PACS—Opens to the mini-PACS **Worklist** and from there, access to additional measurement tools on the Workstation image panel.

Web PACS—Opens the **Web Viewer**, where patient orders can be entered; also provides access to images and tools for the radiologist.

System Configuration—Opens the System Management Panel where system settings can be configured by the administrator.

Minimize—Minimizes the application and takes you to the desktop.

Lock Screen—Locks the application. From here you can Logout of Unlock the application; both actions require a password.

About—Logs you out of the system and takes you to the Login screen. From here you can exit the system to the desktop, or you can.

Log In and Out of the System

The screens and functions that are available vary with the User Roles and responsibilities.

Before you can log into the system, a User Account is required. Only the Administrator can set up user accounts, user IDs, and passwords.

How to Log Into the System

1. From the Desktop, double-click the Image Suite icon.
The login screen appears.
2. Input your user name in the **User Name** field.
3. Input your password in the **Password** field.
4. Press **Enter**.

How to Log Out of the System

You can log out of the system manually or automatically.

Manual Logout

1. Click **Logout** from the **System Menu**.

Automatic Logout

The Administrator specifies a wait time that causes the system to log out automatically after a set period of inactivity.

Use the  icon to exit the application from the **Login** screen.

Notification Bar

At the top right of each Workstation window is a group of notification icons.

Icon	Name	Function
	Scanner Status	Displays a dialog box with detailed information about the status of the scanner
	Export Status	Displays the transport queue window showing all DICOM deliveries
	Print Queue Status	Displays the print queue window, which has pending print jobs
	Storage Status	Displays a dialog box that gives you the ability to search the local archive.
	Network Status	Displays a dialog box with detailed information, such as the IP address
	Help	Opens the online help system in a separate window. The help is context sensitive and opens to the current topic. From there you can access the entire help system.
	System Menu	Opens a drop-down menu of options such as Workstation PACS, Web PACS, System Configuration, Vita Configuration, Minimize, Lock Screen, About, Logout, and Exit to Desktop.

Set Acquisition Worklist Preferences

Since the **Worklist** is one of the primary pages in Image Suite, you will want to make its display convenient for your workflow and preferences.

To improve its display, you can move columns, select other column headings, hide columns, and resize the width of the columns.

You may display as many columns as you need. If the columns do not fit on the current display, a horizontal scroll bar will appear at the bottom of the table.

How to Add Column Headings

1. Right-click on the column heading.
2. In the drop-down list, put a check mark next to any headings you want to display, and uncheck any headings you want hidden from view.

How to Resize Columns

1. Place your mouse over the line to the right side of the column heading until the cursor becomes arrows.
2. Hold down the click and drag the line until the column is the width you want.

How to Move Columns

1. Select the heading of the column to be moved.
2. Press and drag the column heading to the location you prefer.

How to Sort Columns

1. Click a column heading to sort the column.
 2. Click again to sort the column in the other direction.
- 1 A single click on a heading will sort and add a drop-down arrow.

Order Entry

How to Enter an Order or a New Study

To access order entry, click **New Patient/Study** .

- 1 Enter **required** information in **highlighted** fields outlined in orange. Required fields must be completed before you proceed with the exam.
- 2 Enter **optional** information, if available. Optional fields are not highlighted. The system administrator determines which fields are considered optional.
- 3 Select the **Information** tab and enter any additional information you may have.
- 4 Select the **Exam** tab.
- 5 Select a region of the body.
- 6 Select a Body Part from the list.
- 7 Select a View or a Procedure to associate with the Body Part.
- 8 Repeat steps 6-7 to add another View or Procedure.
- 9 Proceed as usual to acquire the image.
- 10 Click **Save** .

How to Start a Study

Worklist

1. From the **Worklist**, locate the patient and right-click .
 2. Select **Start** from the drop-down list or click **Start** .
- Or, double click one order to enter the **acquisition** screen.

Order Entry

From the **order entry** screen, click **Start** .

How to Update Study Information

1. From the **Worklist**, select the correct patient and right-click the mouse and click **Edit**  .
2. Type the updated information in the fields.
3. Click **Save**  to proceed to the **image acquisition** screen or **Save & New**  to clear the fields and enter information for another study. Either button will save the information in the system.

Edit Study Information

You can update study information from the Workstation or the Web Viewer.

How to Edit Study Information Before a Study has Started From the Workstation

1. Double-click on the patient in the **Worklist** and click **Edit**  .
2. Update the information and click **Save**  .

From the Web Viewer

1. Select **Search Order** and select the patient in the **Web Appointment** tab.
2. In the **Create Order** tab, update the information and click **Save**  .

How to Edit Study Information After a Study has Started From the Workstation

1. Click on the patient in the **Worklist**.
2. Click **Edit**  .
3. Update the information and click **Save**  .

From the Web Viewer

1. In the **Web Appointment** tab, select **Search Order** and **Edit** .
2. Update the information and click **Save** .

How to Edit Study Information from the Image Acquisition Screen

1. From the **image acquisition** screen, select the **Study ID**.
A pop-up window opens that displays all of the studies for that patient.
2. Select another study.
The patient information automatically populates the **patient information** page.
3. Click **Edit** .
4. Update the information and click **Save** .

How to Update Study Information from the Worklist

1. From the **Worklist**, select the correct patient and right-click the mouse and click **Edit** .
2. Type the updated information in the fields on the **Patient Edit** screen.
3. Click **Save** to return to the **Worklist**.

-

Select a View or Procedure

A **View** is a pre-set image type that a radiographer can select to represent an image. It consists of position, projection, and image processing preferences. It is the basic element in the image chain.

A **Procedure** is a collection of Views. The administrator can configure a procedure from multiple Views, which will produce an entire study with only one selection. Using procedures can make the workflow faster and more efficient.

If you select the **View** tab on the **order entry** screen, it will remain selected the next time you open the screen. If you use Procedures, the **Procedures** tab will always be selected.

How to Select a View or a Procedure

From the Worklist:

1. Click **New Patient/Study** .
2. Enter information into the required fields. The required fields are outlined in orange.
3. Select a **region** from the selection figure.
4. Select a body part from the **Body Part** list.
All of the Views or procedures for that body part appear in the **View** tab.
5. Select a View or a Procedure.
6. Click **Save** to add the selected View or Procedure to the study.

How to Change a View

A View can be changed before the image is acquired.

1. Select the View that you want to change from the list of thumbnails in the left panel of the **image acquisition** screen.
An orange border surrounds the image.
2. Right-click the thumbnail.
3. Select **Change View** from the pop-up menu.
4. Select the new body part or view and click **Save**.

How to Add Additional Views or Procedures

There are two ways to add a View:

Method 1:

1. After creating an order, on the **image acquisition** screen, select **Add View** .
2. Select a **region** from the selection figure.
3. Select a body part.
4. Select a View or a Procedure and click **Save**.

Method 2:

1. From the **Worklist**, select a patient.
2. Select **Edit**  to open the **order entry** screen.
3. Select a **region** from the selection figure.
4. Select a body part, View, or Procedure and click **Save**.

How to Delete a View

There are two ways to delete a View:

Method 1:

1. On the **image acquisition** screen, right-click the thumbnail of the View.
2. Select **Delete**.

Method 2:

1. On the **order entry** screen, select a View or a procedure from the **Current**

Views or **Procedures** box and click **Remove** .

2. Click **Save** .

Use the Reference Image from the Image Acquisition Screen

The reference image is available any time a View is selected, and it provides a graphical representation of the preferred positioning (positioning guide) and a sample radiograph for each View.

To access the positioning guide, select the **Reference Image** icon in the bottom right corner of the Viewer.

How to Use the Reference Image

1. On the image acquisition screen, select the View.

The tutor image appears in the Viewer.



2. Select the **Reference Image** icon.

Clicking on the icon will toggle the screen between the guide and the Viewer.

3. Use the guide as a **reference** for positioning the patient.
4. Position the patient.
5. Proceed as usual to acquire the image.

Acquire an Image

You can only acquire an image from the Workstation.

Scanning starts automatically. For orders with multiple Views, Image Suite automatically scans each image in sequential order until all images have been scanned, or selected thumbnails or the thumbnails that are associated with the Cassette ID. As each image is processed its status changes from **Scheduled** to **Started**. You can manually override the scanning order by selecting another thumbnail or inserting another cassette.

- The cassette ejects automatically from the Point-of-Care reader when scanning is complete.
- You can remove the cassette from the Classic CR System after you hear two beeps.

How to Acquire an Image

1. Click **Start**  or double click an order.
2. On the **image acquisition** screen, verify the patient identification.
3. Select the View from the View panel at the left of the acquisition screen by clicking on the tutor image, or the user is also able to optionally enter the Cassette ID.



4. Select **Reference Image**  to view a graphic rendering of the correct position, if desired.
5. Expose the cassette. The scan status banner should read with this sequence:
 - *Scanner is ready to use*
 - *Scanner starts to scan the cassette*
 - *Scanner is scanning*
6. View the progression of the scanned image in the Viewer.

Display Cassette Orientation

To help validate the laterality, the Classic CR System shows an ID Window



overlay  on the **image acquisition** screen. You can use this overlay to identify the orientation of the cassette during the exposure. This overlay is a representation of the yellow ID window sticker on the CR cassette for the Classic CR System. Its position changes as the image is flipped or rotated.

Reassign an Image

To reassign an image means to take an image and assign it to a patient.

Examples of when you would reassign an image include:

- When the image was scanned before the patient information was entered into the system
- An image was assigned to the wrong patient
- An image was scanned using the wrong cassette

How to Reassign an Image from the Worklist

1. In the **Study Status** search field, select **Ended** and find the study that contains the images you want to reassign.
2. Right-click to select **Reassign**.
The **Reassign Study** window opens.
3. By default, all images in the study are selected. De-select any images you do not want to reassign by unchecking the box next to the image.
4. You have the option to create a new patient or reassign the image(s) to an existing patient.

New patient:

- a. If the images had been unassigned, select **New Patient/Study** . The **Patient Edit** window opens and by default displays the current patient's information.
- b. To add information for a new patient, select **New Patient/Study** .
- c. Enter the new patient and exam information to associate the image(s) with that patient.
- d. Click **Save** and you will be returned to the **Worklist**.

The image(s) have been reassigned.

Reassign to an existing patient/study:

- a. If the images had been assigned to the wrong patient, use the search fields on the **Reassign Study** window to search for the correct patient. You can type search information into any column heading: Patient ID, Name, Study Status, and so forth.
- b. Select the patient or study to assign the image to.
- c. Select **Reassign**.

How to Reassign an Image from the Image Acquisition Screen

1. Right-click on the thumbnail image. The image should be accepted.
2. Select **Reassign**. The **Reassign Study** window opens.
3. You have the option to create a new patient or reassign the image(s) to an existing patient.

New patient:

- a. If the images had been unassigned, select **New Patient Study** .
- b. In the **Order Entry** screen, enter the patient and exam information to associate the image(s) with that patient.

Reassign to an existing patient:

- a. If the images had been assigned to the wrong patient, select **Reassign**.
- b. In the **Reassign Study** screen, you will see patient information and images in the study. By default, only one image is selected. The user may select other images in the study.
- c. Deselect any images that do not belong to this patient. You will be returned to the **Worklist** where you can select the correct patient with whom to reassign these images.

How to Reassign an Image to an Existing Patient with a New Study

1. If the images had been unassigned, select **New Patient/Study** . The **Patient Edit** window opens.
2. The patient's information fields will auto fill once a patient ID/Name is entered.
3. Enter the study information.
4. Click **Save**.

The image(s) have been reassigned.

Simple Tools

These are all of the Simple tools available throughout the application



	Accept Image	Click to Accept the image in the image viewer.
	Black Surround Mask	Enables the Black Surround Masking tools.
	Brightness/Latitude	Lets you adjust the brightness and latitude of the image. Click on the image and drag the mouse up or down to adjust brightness. Drag the mouse left to right to adjust latitude. Drag the mouse on an oblique angle to adjust both brightness and latitude.
	Black Surround Mask	Sets the Black Surround Mask to the corners of the image.
	Oval Mask	Sets a black mask to cover the pixels outside an oval area on the image.
	Trapezoid Mask	Sets a black mask to cover the pixels outside a trapezoidal area on the image.
	Edit Metadata	Opens a dialog box allowing you to edit the image metadata (kVp, mAs)
	Flip Horizontal/Flip Vertical	Flips the selected image horizontally or vertically.
	Free Rotate	Displays the Free Rotate compass wheel.
	Histogram	Shows or hides a histogram on the selected image or ROI.
	Reprocess	Reprocessing the image restores it to the settings when it was last saved.
	Rotate Clockwise/Counterclockwise	Rotates the selected image clockwise or counterclockwise by 90 °
	Fit window	Fits the image into the viewing area.

	Magnify 25 %	Magnifies the image by the percentage selected.
	Zoom In/Zoom out	Magnifies or demagnifies the image by 5 % per click. Hold down the button for continuous zoom. Click on the image and drag the mouse to pan the image.

Simple Image Processing Tools

An image must be reviewed to determine whether to accept or reject it. An image may be optimized by using an editing tool to change its appearance.

The **Simple** toolbar provides quick and easy access to the most common editing tools.

Black Surround Mask

A **Black Surround Mask** (BSM) reduces viewing flare. Applying the Black Surround Mask causes the unexposed areas around the image to be displayed black and makes soft tissue and low contrast detail more visible. Mask placement typically corresponds to the placement of collimator blades.

A Black Surround Mask can be placed and adjusted on the image manually, in the shape of an oval or a trapezoid.

How to Turn Black Surround Mask On and Off

On the **image acquisition** screen, enable or disable Black Surround Mask by

tapping the **BSM** toggle .

How to Place a Black Surround Mask

1. Navigate to the **image acquisition** screen.
2. View the image.
3. Look for areas that you want to exclude from the image because they distract from the region of interest.
4. Right-click  to see the options. The icon's graphic will change to oval or trapezoid.
5. Click the image and drag the mouse across the image.
 - This action will draw an oval- or trapezoidal-shaped mask.

- Resize the mask using the anchor points. Select the points on the edges and drag into the desired shape.
- Move the mask using the dotted line between the anchor points. Select the line and move it into the desired place.

6. Click **Reprocess** .

- The masked area will turn black.

7. Select **Save** to apply the mask.

How to Reset the Black Surround Mask to its Original Position

Navigate to the Image Acquisition screen. You can reset the Black Surround

Mask and return it to its original position by selecting **Reset** .

How to Change the Shape and Size of the Black Surround Mask

To change the shape and size of the Black Surround Mask, select the circles on the corners of the mask or the edges of the mask and pull or push the mask into the desired shape.

Markers

The Markers feature is active by default. When you access the **image viewer** and touch anywhere on the image, the Markers palette appears with a circle at the point of contact.

Select the **Marker Mode**  to enable markers if the feature is not active.

How to Use Markers and Free Annotations

On the **image acquisition** screen, touch the image where you would like to place a marker.

The **Marker** shortcut menu appears.

Add a Marker—Select a marker. The marker will be placed on the image in place of the circle.

Move a Marker—Select a marker on the image and drag it to another location.

Delete a Marker—Tap the marker and a **Trash Can**  appears so that you can delete the marker.

Brightness and Latitude

The Radiographer may adjust two powerful parameters to fine-tune image quality:

Brightness makes an image lighter or darker.

Latitude controls the number of shades of gray visible in the image. Increasing the latitude controls the number of gray levels, making blacks and whites less apparent.

How to Adjust Brightness

1. Navigate to the **image acquisition** screen. Access the **Simple** Toolbar.
2. Select **Brightness/Latitude** .
3. Touch the image and drag **up** or **down** to make the image lighter or darker, respectively.

How to Adjust Latitude

1. Navigate to the **image acquisition** screen. Access the **Simple** Toolbar.
2. Select the **Brightness/Latitude** mode button.
3. Touch the image and drag **side** to **side** to increase or decrease the latitude.

Dragging in any oblique angle will make adjustments in both brightness and latitude simultaneously.

Flip and Rotate

How to Flip the Image

If the image displays backwards, either vertically or horizontally, you can flip the image to a preferred orientation by selecting a **Flip** button

1. Navigate to the **image acquisition** screen. Access the **Simple** Toolbar.

2. To flip the image from top to bottom, select **Flip Horizontally** .

To flip the image from side to side, select **Flip Vertically** .

- The image flips 180 °.
 - You can see the change in the **Viewer**.
3. Select **Save**.

How to Rotate the Image

If the image displays sideways or upside down, you can change it to a preferred orientation by selecting **Rotate**.

1. Navigate to the **image acquisition** screen. Access the **Simple** Toolbar.

2. To rotate the image clockwise, select **Rotate Clockwise** .

To rotate the image counterclockwise, select **Rotate Counterclockwise**



- The image rotates in increments of 90 °.
- You can see the change in the **Viewer**.

3. Select **Save**.

How to Use the Free Rotate Tool

When you use the image Free Rotate feature, the system automatically makes a copy of the image and the original image is rejected. All changes to the original image appear in the copy, with the exception of markers and measurement tools. The user should place markers and measurement tools after using the Free Rotate feature. Only the rotated image will be sent to the PACS, not the original image.

Select **Free Rotation** . A compass appears across the image with 0 ° at the top. There are several ways to rotate the image:

- Click in the compass and drag in a clockwise (CW) or counterclockwise (CCW) direction. Release when the image has reached the desired rotation. You can view the angle of the rotation change in the center box.
- Or, find a point in the image that you want to be at the top (0 °) location. Click the compass at that point.

For example, if you want the 90 ° to be at the top, click the compass at 90 °. The image rotates to the degree selected.

- Or, if you want to move 90 ° to the top, type 90 in the center box and the image rotates to the degree selected.

Select **Save** .

3. To undo your changes, select **Markers** . When asked if you want to save your changes, click **No**.

Changes will save automatically when the image is accepted.

The change you make to image orientation also appears at the destination, such as a print, PACS, or the output to a CD.

Magnification

How to Control the Magnification of the Image

You can zoom in on the image and make it appear larger to see the anatomy better. You can zoom the image using these tools:

- Click  to zoom in. Hold down the icon to zoom in automatically.
- Click  to zoom out. Hold down the icon to zoom out automatically.
- To magnify part of the image, right-click **magnification** , select 2X, 4X, or 8X, and roll the cursor over the part of the image you want to magnify.
- To select a zoom preset, right-click , and select 25 percent, 50 percent, 75 percent or 100 percent.

Delete Images from a Study

Occasionally, you may want to delete an image from the study due to a repeated image that is no longer needed.

NOTE: Only an Administrator can restore deleted images back into a study.

How to Delete an Image from a Study

Once all images have been accepted or rejected, a user can delete an unacquired View using the right-click menu.

1. Double-click the patient from the **Worklist**.
2. The panel on the left displays the individual Views. Select the image to be deleted and right-click.
3. Select **Delete** from the drop-down list.

or

The Administrator can delete images from a study:

1. Select a study which has **Ended** from the Worklist.

2. Right-click.
3. Select **Delete** from the drop-down list.

Print the Study

Prerequisite: An image must be accepted before it can be printed.

How to Access the Print Feature



1. From the **image acquisition** screen, select the **Printer**  tab next to the **image viewer** window.
2. Drag and drop each image to be printed from the left panel to the **viewer**.
3. For each image selected, use the print tools on the right to rotate, flip, zoom, magnify, or make other changes.
4. To make page layout and other changes to the print job, use the format tools on the lower right.

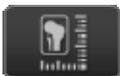
	<u>Simple Tools</u>	Provides access to the Simple Toolbar on the image acquisition screen.
	<u>Advanced Tools</u>	Provides access to the Advanced Toolbar on the image acquisition screen.
	Arrow	Selects the image to drag to a selected cell for printing
	Markers	Allows the user to toggle the marker mode on or off.
	Rotate Clockwise/Counterclockwise	Rotates the image clockwise or counterclockwise by 90 °.
	Flip Vertical/Horizontal	Flips the selected image horizontally or vertically.
	True Size	Sets the zoom level of the image inside of the cell to true size.
	Magnifying Glass 2X	Magnifies a specific area of the image 2X, 4X, or 8 X.
	Show Overlay	Shows or hides a DICOM overlay on the image.

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	Show Annotation	Shows or hides an annotation on the image.
	Print	Sends the image to a printer and prints the image.
	Window/Level	Adjusts Window and Level settings.
	Zoom In/Out	Magnifies or demagnifies the image by 5 % per click.
	Previous Page	Moves the view to the previous page.
	Next Page	Moves the view to the next page.
	Page Layout	1 x 1, 2 x 1, 2 x 2, and so forth.
	Cell Layout	2 x 1, 1 x 2, and so forth.
	Portrait/Landscape	Vertical or horizontal orientation.
	Edit Metadata	Opens a dialog box allowing you to edit the image metadata (kVp, mAs).
	Histogram	Show or hides a histogram on the selected image or region of interest.
	Print Configuration	Allows you to configure print settings.
	Separate Cells	Separates an image into two separate cells. Use the CTRL key to select multiple cells and then click Separate Cells .
	Merge Cells	Combines two selected cells into one. Use the CTRL key to select multiple cells and then click Merge Cells .
1/1	Page 1 of 1	Displays the page you are viewing and the number of pages in the order.
	Delete Page	Deletes the current page.
	Add Page	Adds a page to the study.

	Clear Page	Clears the information on the page.
	Drop-down list boxes	Select film or printer size.

Print Configuration

If you select a paper printer:



This icon opens the **Paper Print Configuration** dialog.

Basic Settings:

- Auto Layout
- Auto Clear Frame
- Rotate Overlay
- Prompt Before Printing

Print Font Settings:

- Font family drop-down list box
- Font size drop-down list box

Print Job:

- Job or Frame
- Orientation—Portrait or Landscape format

If you select a DICOM Printer:

This opens the **Film Settings** dialog.

Film Settings (select from drop-down list):

- Media Size
- Polarity
- Magnification
- Smoothing Type

Density Settings:

- Border density—move slider horizontally to select a range from white to black
- Empty Image Density—move slider horizontally to select a range from white to black

- Min Density—use arrows to select a minimum density
- Max Density—use arrows to select a maximum density

Orientation Settings:

- Portrait
- Landscape

Other Settings:

- Trim
- True Size
- 1 x 1 Output

Restore Deleted Images

NOTE: Only an Administrator can restore deleted images back into a study.

How to Restore Deleted Images

1. Click **System Management** from the **System Menu**.
2. Click the **System Monitor** button.
3. Click the **Monitor QC** button.
4. In the **QC Type** drop-down, select **Delete**.
5. In the **To** and **From** drop-downs, select the date range when the image or study was deleted.
6. Select the **Query** button.
7. Highlight the deleted image or study and click the **Restore** button.

A message displays: "Successful Restore. You can load the restored study in the Worklist Panel."

8. Click **OK**.
9. Click **Exit**.
10. Close the **System Monitor** menu.
11. Close the **System Management** menu.

The image is now located at the **Worklist** screen.



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