IMPAX 6.5.3 Quick Reference: Clinicians

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Logging into IMPAX

1. If the login screen is not displayed, on the desktop, double-click the **IMPAX Client** shortcut.

   or

   Select **Start** > **All Programs** > **Agfa IMPAX** > **IMPAX Client**.

2. Select a different cluster or domain.

3. In the IMPAX login screen, type your **User ID** and **Password**.

   The password is case-sensitive. If you have Caps Lock enabled on your keyboard, a warning message appears when you click in the Password field.

4. Click **Login**.

Finding patients using Search

1. In the List area, click the **Search** bar to expand it.

2. In the Last, First Name field, type the patient's name.

   or

   In the Patient ID or Global patient ID field, type the **patient's ID**.

3. From the Current Patient Location list, select **any**.

4. Optionally, choose a Date to search.

5. Click **Search**.

Opening studies from a worklist

1. To open the study into the Text area only, right-click the study and select **Open Text**.

   or

   To open the study's images, right-click the study and select **Open images**.

2. To open relevant priors with studies, click **Relevance**.

Changing study screen format

1. From the Image area top toolbar, click **Select Screen Format**.

2. From the Screen Format menu, click the button of the format to apply.

Displaying the Text area

1. From the Image area top toolbar, click **Text**.

2. From the Text area, click **Text**.

Browsing prior reports from the Study List

1. Display the Text area for the patient of interest.

2. If the Study List is hidden in the Text area, click the expandable bar's arrow.

3. If the Study List is contracted, click the **Study List** bar to expand it.

4. If necessary, switch to the **Radiology** tab.

5. To view a report related to a prior, single-click anywhere in the prior row.

6. To close the study's images but leave its associated text available in the Text area, click **Images being viewed**.

Viewing a report

1. Display the Text area for the patient/study of interest.

2. In the Text area, if the Report panel is collapsed, click the **Report** bar to expand it and view the report.

3. To view another report for this patient, click a dictated study in the Study List.

4. Also view any key images associated with the report.

5. If reports come from the IMPAX RIS, select the appropriate report view.

6. To make key images larger, hover over the left side of the key image until the pointer changes to a double-arrow. Drag the key images to the size you require.

7. To open the key image in the Image area, right-click it and select **Display**.

Viewing key images in the Text area

1. In the Text area, if the report is collapsed, display it by clicking the **Report** bar.

2. If the Key Images area is collapsed, click the expandable bar's arrow or click **Key Images**.

3. To make a key image larger, drag the Key Images expandable bar to the size you require.

4. To open the study containing the key image in the Image area, double-click the key image or right-click it and select **Display**.

## Keyboard shortcuts: List area

To	Press
Open the Knowledge Base.	F1

Keyboard shortcuts: Image area

To	Press
Navigate forward to the next page, image, or tab in the study (depending on the state of the Advance by tool).	Page Down *
Navigate back to the previous page, image, or tab in the study (depending on the state of the Advance by tool).	Page Up *
Navigate forward to the next patient in the cycle list or open patient study.	Right arrow
Navigate back to the previous patient in the cycle list or open patient study.	Left arrow
Navigate to the first image of the series.	Home
Navigate forward to the next study for the current patient.	Up arrow
Navigate back to the previous study for the current patient.	Down arrow
Navigate to the last image of the series.	End
Return to the first frame when navigating by Scout slice.	Home
Magnify the image within the Zoom tool.	Page Up *
Reduce the image within the Zoom tool.	Page Down *
Return to the original magnification within the Zoom tool.	Home
Increase the magnification of the Magnify Glass tool.	Page Up **
Decrease the magnification of the Magnify Glass tool.	Page Down **
Return to the original magnification of the Magnify Glass tool.	Home
Open the Customize dialog.	F12
Open the IMPAX 6.5.3 Client Knowledge Base.	F1

* When the Zoom or Magnify Glass tool is active, magnifies or reduces the image instead. When the **Invert mouse wheel** checkbox is selected in the Customize dialog - User Profile, the effect of these keys is reversed.

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Common clinical review tools

Button	Name	Use
	Cine Viewer	Plays series images in a continuous loop or frame by frame
	Composite Layout Chooser	Prints one or more study images to film or paper in a custom layout
	Magnify Glass	Opens a separate window that magnifies the section of the image beneath it
	Markup Caliper	Measures the distance between two points
	Pin/Unpin Studies	Pins a study in place and keeps it visible while navigating through other studies for the patient
	Select Screen Format	Defines how images, series, and studies are arranged in columns and rows on an Image area monitor
	View entire report	Displays the entire report in the Report panel of the Text area
	Window Level	Changes image brightness and contrast by adjusting window center and window width

Button	Name	Use
		values and gives access to preset window level values
	Zoom	Magnifies or reduces images in increments
	Zoom to Full Screen	Magnifies a single image to full screen size