



PORTAL AND PACS LOGIN INSTRUCTIONS

To access AMI's Philips Stentor PACS two steps are involved. Entry into the AMI portal must be established first, and then access to the PACS may be granted. The necessary steps to access the portal and the PACS are as follows:

ACCESS INTO THE AMI PORTAL:

1. Log into internet explorer.
2. In the address bar type vpn.amicolorado.com
3. The first log in screen is permitting access into AMI's Portal. The username and password entered into these fields cannot be changed by the user.



Welcome to the

Advanced Medical Imaging - Portal

Username

Please sign in to begin your secure session.

Password

4. Enter in your username and password into the designated fields.

- Once you log in, you may see a Citrix application launch. Once this is completed you should be defaulted to the Philips PACS log in screen.



Welcome to iSite @
Colorado Imaging
Associates

User Name

Password

Log on to
iSite

Workstation Location
ISDN/Modem

Log In

- If you do not see the Philips PACS log in screen, you may have to click on the PACS link from the Portal canvas page.



- On the top right hand corner of the Portal canvas page are two icons; the “home” icon brings you back to the Portal canvas page, and the “log out” icon is important each time you wish to end your session. Please do not exit out of the application, always log out of the Portal.



ACCESS INTO THE AMI PACS

- By default a generic password is originally created for access into the PACS. The first time you log into PACS you will enter your username and generic password (which is the same as your username) into the designated fields. A warning message will display indicating your password has expired. Click “o.k”. to change

your password.



2. Enter your old password and new password into the required fields, then click "o.k."

A screenshot of a password change dialog box. It contains three text input fields labeled "Old Password:", "New Password:", and "Confirm New Password:". At the bottom right are two buttons: "OK" and "Cancel".


3. Once you have changed your password you will be prompted to log in again utilizing your new password.
4. On the log in screen, you may change the **Workstation Location** to the Main Location.

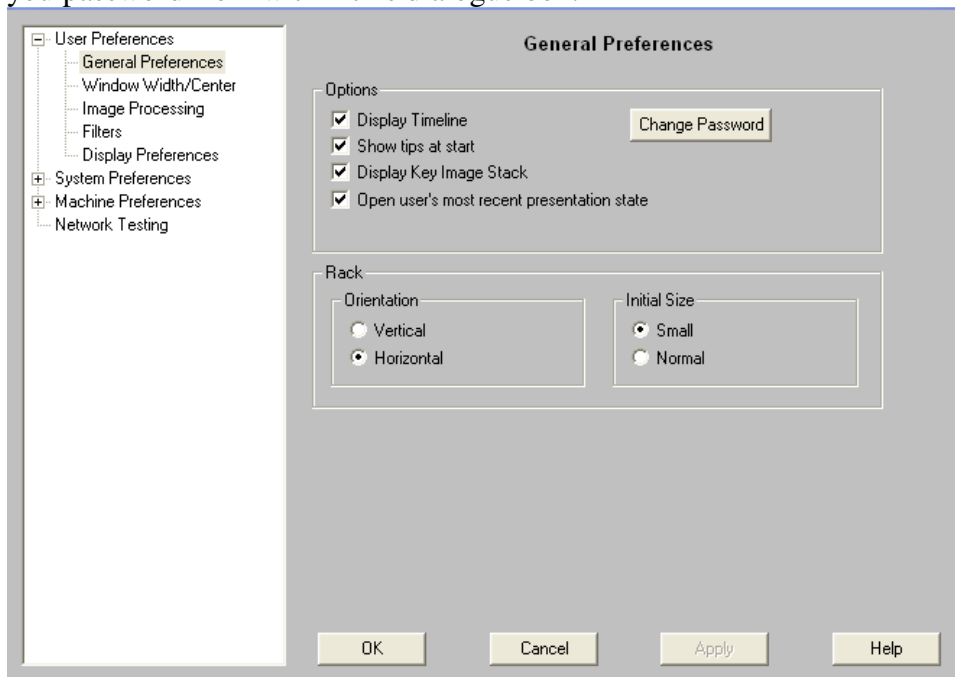
A screenshot of a login screen. It features a "Log on to" dropdown menu with "iSite" selected. Below it is a "Workstation Location" dropdown menu with "Main Location" selected; this dropdown is highlighted with a red dashed border. At the bottom is a yellow "Log In" button.

5. Click the Log In button to enter into AMI Philips Stentor PACS.

ISITE ENTERPRISE QUICK REFERENCE GUIDE

USER PREFERENCES:

User Preferences can be accessed by clicking on the  located near the top right hand corner of your screen. A dialogue box will display additional user specific settings which may be changed depending on the users needs. You may also change you password from within this dialogue box.



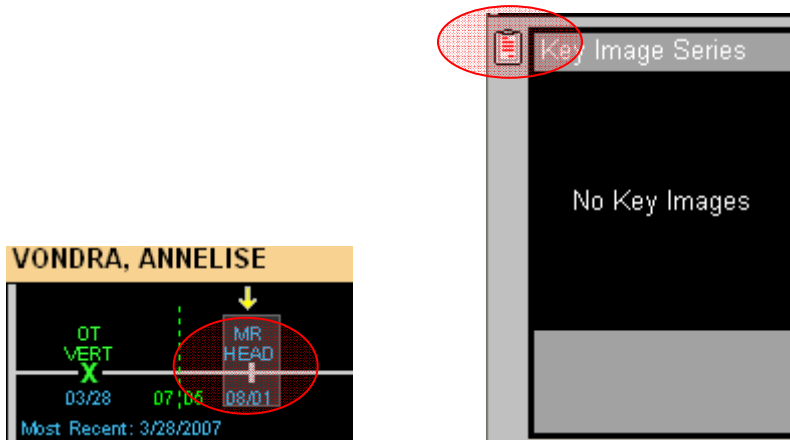
PERFORMING A PATIENT QUERY WITHIN ISITE ENTERPRISE:

Within the iSite application a patient query may be performed in several ways. To extend the query fields click on the + sign located next to the query tab. Once you have entered in the appropriate information to find your patient click either the “query” tab or the “enter” key on the keyboard.


Close All	Patient Name	MRN	Exam Date	Patient Location
Query	yondra,		All	
Accession Number: Modality: Referring Physician: Organization:				
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ACCESSING AND PRINTING DIAGNOSTIC REPORTS:

You may access a patient's report while viewing images within iSite enterprise. The report may be viewed by either right clicking on the exam thumbnail on the patient history timeline, then "show report". You may also view the report by double clicking on the clipboard; the diagnostic report is located under the Clinical Info tab, and the Technologist notes are located under the Memos tab. If you would like to print a copy of this report hold down the Ctrl button and press P on the keyboard. When printed from PACS, the report will not contain the AMI header information.

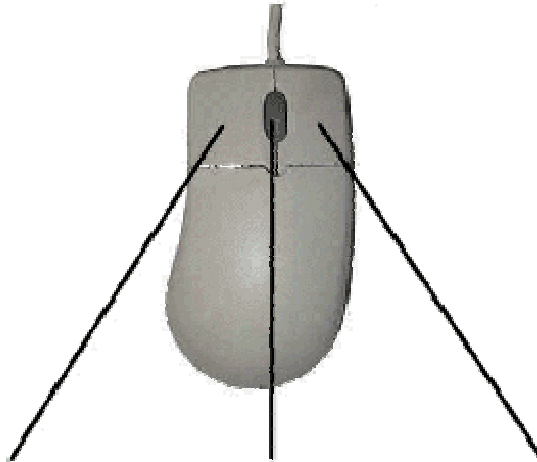


CLOSING AN EXAM:

If you wish to exit out of an exam without closing the entire PACS application, click on the small radio button located near the top right hand portion of the screen to the left of the . You will then be redirected to the canvass page.



Mouse Control Reference Sheet (for working with images)



Action	Left Button	Wheel	Right Button
Click	Select and deselect images and/or series. Also releases any other mouse modes currently in effect.	N/A	Activates pop-up menu
Double-Click	Open image in a floating window In the Patient Query Page and MyWorklist, double-clicking an exam-listing will open that exam as well as any related exams, according to the hanging protocol for that exam's modality.	In Canvas Page, if a multi-image stack series is double-clicked using the Mouse Wheel, Fast Cine is enabled at an initial frame rate of 1 FPS. Double-clicking again toggles Fast Cine on/off.	N/A
Click + Drag	On the image: Drag vertically: window level Drag horizontally: window width On the image header and footer: Used for moving images or series within an exam rack.	Plain Films: Pan	N/A
Alt key + Drag	Zoom (for expanded images and images in the diagnostic monitors only)	N/A	N/A
Control key + Drag	Pan in zoomed in view (for expanded images and images in the diagnostic monitors only)	N/A	N/A

Roll wheel forward or backward	N/A	Plain Films: Zoom into or out of the image at the cursor's location Series: frame-by-frame review through slices. In Cine Mode changes playback direction (Asc/Dec)	N/A
Shift-key	Allows selection of multiple images while linking or preparing to print.	N/A	N/A

Hold down the shift key while executing mouse or keyboard controls to temporarily disconnect an image from any links.

FEATURES REFERENCE SHEET:

How to...	Action
Expand an image or image-series	Double-click the left mouse button on the desired image or image-series.
Adjust Window Width and Level	Left click the image and drag the left mouse button horizontally or vertically, respectively. Default WW/WL, Histogram Calculation and Modality Default values are available for all modalities through the pop-up menus. CT exams will also display preset Window/Level values through the pop-up menu. These values include the Default WW/WL, Abdomen, Brain, Bone, Liver, Lung, Mediastinum and any other custom Window/Levels created by the iSite System Administrator on a site-by-site basis.
Compare (Link) images in an exam	Right-click on an image and select the New Link function from the pop-up menu. Right-click on the image you would like to link and then select the Join Link option.
Select and deselect images or image-series	Place your mouse cursor over the desired image or image-series.

Release any current mouse mode	Left mouse-button click.
Access an image pop-up menu	Right mouse-button click on the desired image or image-series.
Pan	<p>Plain Films: With a wheel-mouse, click and drag the wheel-button. With a two button mouse, click the left mouse-button and drag the mouse while holding down the Control Key.</p> <p>Series: Click the left mouse button and drag the mouse while holding down the Control Key.</p>
Zoom	<p>Plain Films: With a wheel-mouse, roll the mouse wheel back and forth. With a two-button mouse, click the left mouse-button and drag the mouse while holding down the Alt Key.</p> <p>Series: Click the left mouse-button and drag the mouse while holding the Alt Key.</p>
Frame-by-Frame Review for image series	With a wheel-mouse, roll the mouse wheel back and forth. Alternately, press the up and down arrow keys.
Fast-Cine Review for image series	Fast Cine is enabled by double-clicking a multi-image stack series. Fast Cine will start with an initial rate of 1 FPS.
Access Diagnostic Reports for an exam or Patient	From the worklists, right-click an exam listing and choose "Show Report" from the resulting pop-up menu. From the Canvas Page, right-click the exam-listing of the desired exam in the Patient History or Relevant Exam Timelines and select the "Show Report" option. Alternately, double-click the Exam Summary Window of the desired exam.
Invert brightness and contrast	Right-click on an image and select the Invert function from the pop-up menu. Deselect in the same manner.
Flip an image around the x or y axis	Right-click on an image, select the "Flip/Rotate/Sort" function from the pop-up menu and choose "Flip Horizontal" or "Flip Vertical".
Rotate an image clockwise or counter-clockwise	Right-click on an image, select the "Flip/Rotate/Sort" function from the pop-up menu and choose "Rotate 90 CW" or "Rotate 90 CCW".
Sort an MR or CT series	Right-click on an image, select the "Flip/Rotate/Sort" function from the pop-up menu and choose "Image Number Ascending", "Image Number Descending", "Table Position Ascending" or "Table Position Descending".
Annotate an image with text or symbols	Access these tools through the pop-up menu by right-clicking on an image and selecting the "Annotations" option. This function is only available in the Diagnostic Monitors and Floating Windows.
Measure lengths, angles or regions of interest	Access these tools through the pop-up menu by right-clicking on an image and selecting the "Measurement" option. This function is only available in the Diagnostic Monitors and Floating

	Windows.
Apply spine labeling to an image of the spine	Right-click on any image or series which includes the vertebrae and select the Spine Labeling option from the Annotations sub-menu. Click the image where you would like labels inserted in conformance with the Spine Labeling dialog.
Delete Measurements	Right-click the measurement handle and select "Delete Measurements and Annotations" from the pop-up menu. Alternately, place the mouse cursor over the measurement and click the "Delete" button. The measurement can also be removed by dragging it out of the image window. This function is only available in the Diagnostic Monitors and Floating Windows.
Edit Measurements Format	Right-click the measurement handle and select edit font or edit line style from the pop-up menu. This function is only available in the Diagnostic Monitors and Floating Windows.
Display Multi-Image Modes	To simultaneously view multiple images from an image series, right-click the image series and choose "Multi-Image Mode" from the pop-up menu. The available options (in column:row notation) are: 1:1, 1:2, 2:1, 2:2, 1:3, 3:3, 3:4, and 4:5. Please note that this option is only available for images in the Diagnostic Monitors and Expanded Windows, not for Thumbnail Images in the Diagnostic Exam Rack.
Mark an image as a "key image"	To designate the active image as a "key image", hit the "space bar".
Temporarily disconnect a linked image	Hold the shift key down while performing image manipulation with the mouse or the keyboard. Please note that this does not apply to images from the same exam.
Unlink images in an exam	Right-click on the image you wish to unlink and select the Unlink option.
Convert an MR slice into a Scout View	Right-click on an image and select the "Scout Line Mode" function from the pop-up menu.
Increase or decrease the angle for Edge Enhancement, CLAHE and Edge Detection Image Processing Tools	Hover the mouse over the image that has these one of these image processing tools applied and click the "," (comma) key to decrease the degree parameter and the "." (period) to increase the parameter.
Copy to the Windows Clipboard	Right-click on the image you wish to save and select the "Save" function from the pop-up menu. Select "To Clipboard".
View exam information	Right-click the upper portion of the Exam Summary Window then open "Exam Information" from the pop-up menu.
View the available presentation states for an	Right-click the upper portion of the Exam Summary Window then open "Presentation States" from the

exam	pop-up menu.
Close an exam	Right-click the upper portion of the Exam Summary Window then select "Close Exam" from the pop-up menu.
Toggle the "Marked Read" designation on and off for the active exam.	Hit the F3-key while the mouse is over the exam you wish to "Mark Read".
Hide/Display the Patient History Timelines	Click the (P) Preferences button in the iSite Radiology Control Strip and check or uncheck the "Display Timeline" option in the General Preferences Section.
Change between Horizontal and Vertical Rack Modes	Right-click the Exam Summary Window then select "Horizontal Rack" or "Vertical Rack" from the pop-up menu.
Show/Hide Image Overlays	Hitting just F6 will toggle screen overlays on and off for all exams in the active patient. Ctrl + Alt + F6 will toggle only DICOM 6000 overlays on/off. Finally, Ctrl + F6 toggles all overlays on/off (iSite screen overlays, iSite Annotations & Measurements, and Embedded and Declared DICOM Ovelays).
Toggle Diagnostic Monitor Pane Icons in Navigation Rectangles On/Off	Hitting the Control-key + P will toggle the Diagnostic Monitor Pane Icons in the Navigation Rectangles on and off.
Reorder images in an exam row	Place your cursor on the image's gray top margin or bottom annotation area, left-click and drag to a new location.
Print	Right-click on an image and select the "Print" function from the pop-up menu. Select "To Paper Printer" or "To DICOM Printer" as desired.
Save	Right-click on the image you wish to save and select the "Save Image" function from the pop-up menu. Select "to clipboard" or "to file".
Logout	Click the Logout Arrow Button in the upper right-hand corner of the iSite Radiology Control Strip.