PACS Web

Training Documentation
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1. **LOGIN TO PACS WEB**

1.1. Open the Microsoft Internet Explorer Web browser.

1.2. If the Wheaton TauNet Intranet page is not set as the default home page so it automatically displays, type `http://wwwi.wfhealthcare.org` in the Address field, and press Enter.

1.3. The Wheaton TauNet Intranet page displays.

1.4. Click the Applications link.

1.5. In the left navigation pane, select either the All Saints Applications or Milwaukee Applications link, depending on the region where you work.

1.6. Click the PACS Web link.

![Figure 1](image-url)
1.7. If the **Security Alert** message displays, click **Yes** to proceed.

**Note:** If you select the View Certificate option and follow the prompts, this window will not display.

![Security Alert](image)

**Figure 2**

1.8. The **PACS Web** login dialog box displays.

![PACS Web login](image)

**Figure 3**

1.9. Click in the **User name** field and type your network login ID using all uppercase letters.

1.10. Click in the **Password** field or press Tab, and type your six character password.

**Note:** If your IS password only consists of 4 or 5 characters, you must add enough 0s (zeros) at the end of your password to equal the required number of 6 characters.
1.11. Click **Login** to log in to the PACS Web application.

1.12. The PACS Web main window displays. This window will retain your settings from the last time that you used the PACS Web application.

![Figure 4](image)

**Figure 4**

2. **LOGOUT OF PACS WEB**

2.1. Click the **X** in the upper right corner of the Internet window to close the program and logout of the application.

![Figure 5](image)

**Figure 5**
2.2. A warning message displays. Click **OK** to logout of the PACS Web application, or click **Cancel** to continue using PACS Web.

![Microsoft Internet Explorer](image)

*Figure 6*

3. **SEARCHING FOR A PATIENT**

The Worklist view allows you to search for a patient using the **Patient name** field. You can also include the **Date of birth**, or **Sex** fields in the search. Partial information in any of these fields can be used.

3.1. To search for a patient using the **Patient name** field, click in the field and type the patient’s last name followed by a comma and space. Then enter the patient’s first name.

3.2. Click the **Refresh Query** button or press Enter to begin the search.

![Search for a Patient](image)

*Figure 7*
3.3. The “**There are no results to display**” message displays if the search does not return a match to the search criteria.

![Image of search results with message](image)

*Figure 8*

3.4. To begin a different search, type the new criteria in the search fields and click the **Refresh Query** button again.
3.5. The **Search returned too many items. Please refine your search criteria** message illustrated in Figure 9 displays if the search results are too large for the PACS Web application to display. To avoid this message, enter as much information as possible to narrow the search.

![Figure 9](image)

3.6. When the search finds a match and can display all of the items, the results are displayed in the Worklist view, as illustrated in Figure 10.

![Figure 10](image)
3.7. To view a patient’s exams, click the patient’s name. The exams display in the Worklist view under the patient’s name. Click one of the exams to view the images and view other exam related information.

3.8. To view multiple patient exams or comparisons at the same time:

3.8.1. Left-click on the first exam so that it is highlighted. Press the **CTRL** key on the keyboard and left-click the second desired exam.

3.8.2. Release the **CTRL** key and then double-click with the left mouse button on the last highlighted exam.
3.8.3. Both exams will display on a split screen.

Figure 13

3.9. The Pictorial index displays all of the images in the exam in the left pane. Double-click an image in the Pictorial index to display it in the viewing pane, or double-click the exam to display the active image.

Figure 14
4. PACS WEB REPORTS

When you are viewing an exam, the PACS Web reporting tools are located near the bottom of the window. Clicking one of the four buttons opens the report viewing pane.

Figure 15

4.1. Patient Info Button

The **Patient info** button provides access to patient related information.

Figure 16
4.2. Exam Info Button

The Exam info button provides access to exam related information.

![Figure 17](image17.png)

4.3. Report Button

The Report button provides access to the Radiology report of the study.

![Figure 18](image18.png)

4.4. Exam Notes Button

The Exam Notes button provides access to the Radiologist preliminary report, ED initial impression and technologist exam information.

![Figure 19](image19.png)
4.5. The Worklist button located at the top left of the screen to the right of the Pictoral Index allows you return to the list of exams or move to a different study.

![Figure 20](image1.png)

**Figure 20**

4.5.1. The Worklist navigation arrows allow you to quickly move through a number of exams. Click the right arrow to move to the previous exam in the worklist, and click the left arrow to move to the next exam in the worklist. Notice that in Figure 20 clicking the down arrow moved us to the patient’s next exam.

![Figure 21](image2.png)

**Figure 21**
4.5.2. Click the **Worklist** button to return to the list of exams.

![Figure 22](image1)

4.6. To close the report viewing pane, click the down arrow located in the upper right corner of the report viewing pane.

![Figure 23](image2)
5. USING THE PACS WEB MOUSE CONTROLS

In previous sections you have seen how to use the mouse to point-and-click various functions that are available in the PACS Web application. However, as you will learn in this section, the mouse can be used for three powerful features that will make viewing images more convenient.

![Mouse Diagram](image)

**Figure 24**

5.1. The scroll wheel on the mouse can be used to zoom in or out on the image. To use this feature, push down and hold the scroll wheel.

5.1.1. Moving the mouse up zooms out, or makes the image smaller.

![Image](image)

**Figure 25**

5.1.2. Moving the mouse down zooms in, or makes the image larger.
5.2. The right mouse button is used to control the brightness of the image. To use this feature, press and hold the right mouse button.

5.2.1. Move the mouse up to make the image darker.

5.2.2. Move the mouse down to make the image brighter.

5.2.3. Move the mouse to the right to reduce the contrast.

5.2.4. Move the mouse to the left to increase the contrast.

5.3. The left mouse button is used to move the image in the display window. This is helpful when using the zoom mouse control to focus on a particular area of an image.

5.3.1. To use this feature, press and hold the right mouse button. Move the mouse to drag the image in the viewing area.
5.4. When used in conjunction with each other, these three mouse controls provide you with a wide variety of options for viewing images. Although these controls allow you to temporarily modify the image, the changes are not permanent.
5.4.1. To reset the image to its original state, click the Reset button.

*Figure 28*
6. USING THE PACS WEB TOOLS

The PACS Web application has a rich set of tools that enhance your ability to view images. Like the mouse controls, these tools allow you to temporarily alter the images that you view.

6.1. Using the Pictorial Index

6.1.1. The Pictorial index on the left side of the PACS Web window shows thumbnail pictures of all of the images in the study.

6.1.2. To view an image in the viewing pane on the right, click on the image in the Pictorial index.

6.2. Controlling the View

6.2.1. The PACS Web application has three buttons that are used to control how many images are displayed in the viewing pane. Two images are displayed in Figure 29 because the current view is set to 1X2 Viewport Layout.

6.2.2. These three buttons are located on the PACS Web toolbar above the image in the viewing pane, and can be divided into two groups. One group controls how many images are displayed in the viewing pane – one, two, or four. The other group allows you to view two sets of exams simultaneously.
6.2.3. The button illustrated in Figure 30 controls how many images are displayed in the viewing pane.

6.2.3.1. The **Single Series Layout** button, which is the left button illustrated in Figure 30, displays a single image in the viewing pane.

6.2.3.2. The **Two Vertical Series Layout** button, which is the middle of the three buttons, displays two images in the viewing pane.

6.2.3.3. The **Two Horizontal Series Layout** button, which is the left button illustrated in Figure 30, displays four images in the viewing pane.

*Figure 30*
6.2.4. The two buttons illustrated in Figure 31 control how many sets of images are displayed in the viewing pane.

6.2.4.1. The **Single series areas** button, which is the button on the left, displays one set of images in the viewing pane, as illustrated in Figure 30.

6.2.4.2. The **Two vertical series areas** button, which is the button on the right, displays two sets of images in the viewing pane, as illustrated in Figure 31. This view divides the screen into two independent halves and allows you to control images on one side without affecting the images on the other side.

![Figure 31](image)

6.2.5. When viewing multiple images, or two sets of images, the image with the white border is the active image. The active image is the only image that is affected when you use other toolbar functions or mouse controls.

6.2.6. Clicking an image in the viewing pane makes it the active image. To change the active image, click a different image in the viewing pane.
6.3. Moving through the images in an exam

6.3.1. The arrow buttons, illustrated in Figure 32, are used to move through the images one by one.

6.3.2. Click the right arrow to advance to the next image in the exam, and click the left arrow to move to the previous image in the exam.

Figure 32

6.4. Using Auto Cine

6.4.1. The Auto Cine feature displays a continuous loop of all of the images in the exam. This conveys a sense of motion or time lapse, which can be a powerful diagnostic tool.

6.4.2. The Auto Cine buttons on the toolbar act as an on/off switch. Click the Auto Cine Forward arrow once to progress forward. Click the Auto Cine Backward arrow once to progress backwards. For example, you can cine from the beginning to end of the exam, or vice versa. Click the pause button to end the cine.

Figure 33
6.5. Using the Magnifying Glass Tool

The Magnifying Glass tool allows you to enlarge a portion of the image using a window that can be moved around the image.

6.5.1. To use the Magnifying Glass tool, click Magnifying Glass drop-down menu and select the Display magnifying glass option.

**Note**: Clicking the Display magnifying glass opens a second Magnifying Glass window over the image, which allows you to enlarge more than one portion of an image.

![Magnifying Glass window](image)

6.5.2. The Magnifying Glass window opens in the viewing pane.

![Magnifying Glass](image)

6.5.3. Click-hold-and-drag the Magnifying Glass window over the portion of the image that you want to enlarge.

6.5.4. To increase the magnification, move the slider at the bottom of the Magnifying Glass window to the right. To decrease the magnification, move the slider to the left.
6.5.5. The size of the Magnifying Glass window can be adjusted to fit your needs.

6.5.5.1. To resize the window, hold the mouse over a side or corner of the window.

6.5.5.2. When a double-headed arrow displays, click-hold-and-drag the border to resize the window.

6.5.6. To close the Magnifying Glass window, click the X in the upper right corner.

*Figure 35*
6.6. Using the Distance Tool

The PACS Web Distance tool allows you to measure portions of an image. This can be a very useful diagnostic tool.

6.6.1. To use the Distance tool, click the Distance toolbar button.

**Note**: Clicking the Distance button again opens an additional instance of the Distance tool, allowing you to measure several portions of the image simultaneously.

![Figure 36](image1)

6.6.2. Click-hold-and-drag the + sign, which indicates an endpoint, to one side of the section that you are measuring. The distance displays over the original endpoint.

![Figure 37](image2)
6.6.3. The distance displays over the original endpoint. Click-hold-and-drag the endpoint under the distance to the other side of the section that you are measuring.

Figure 38

6.6.4. The total distance between the endpoints displays. You can click-hold-and-drag either endpoint to adjust the line, or to measure another section of the image.

6.6.5. To remove the Distance tool from the viewing pane, right-click anyplace on the line and select **Delete** from the menu.