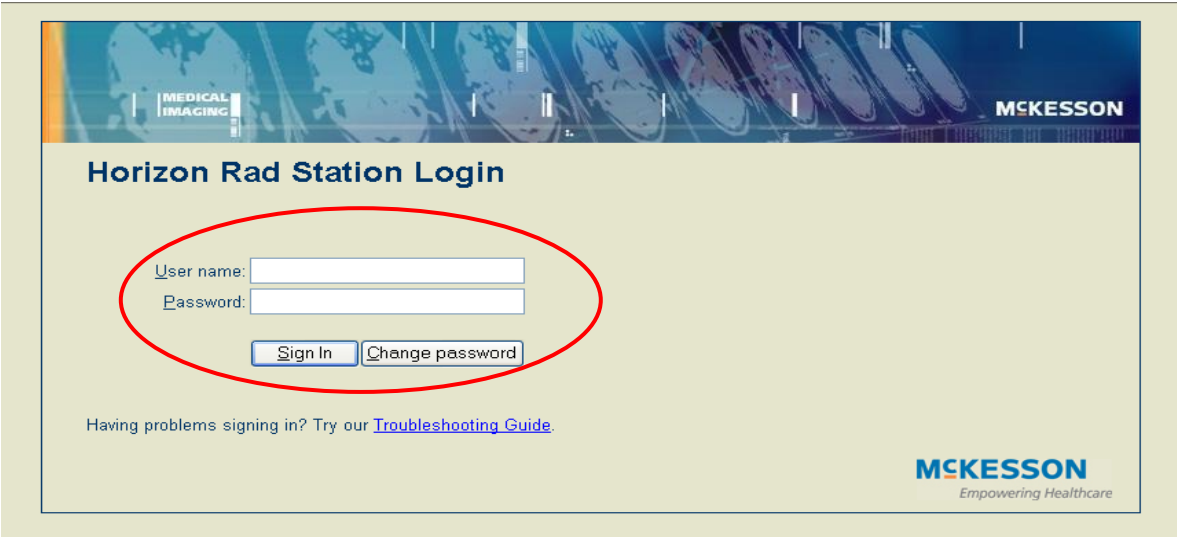# Horizon Rad Station™ (HRS) 11.8 Distributed Quick Start Guide

1. Launch *Horizon Rad Station™ (HRS) Distributed* and login with your username and password.

2. The *Unreported Studies List* will appear listing all the studies that have been performed but not yet dictated. Select your desired study by double left-clicking on it and the images will begin loading.

Use *Filters* to narrow your search by Modality, Work Group, Status, Patient Location, Patient Class, etc.

If you would like to search for a specific patient, left-click on the **Find Study** button.

3. When using the *Folder Finder*, you can search for a specific patient by **Patient Name, Patient ID** (Medical Record Number), **Accession, Today, Yesterday, Recent,** and **Date Range**.

Type in the search data in the appropriate fields and left-click on the **Find Now** button to update list.

Patient matches will display in the top section of the *Folder Finder* window. Studies belonging to the highlighted patient appear in the bottom section. Double left-click on the study to view images.

4. Once the study has loaded, you can view any of the smaller thumbnail representations of the images by left-clicking and dragging it into a viewport.
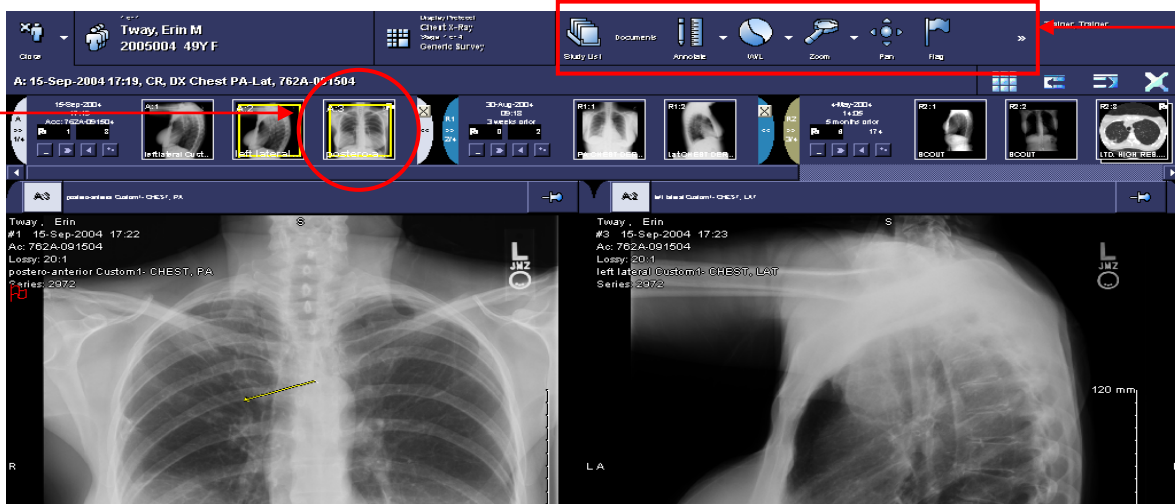
You can manipulate the images by using the tools on your main toolbar.

5. You can also access image manipulation tools from your right-click menu by right-clicking on an image.
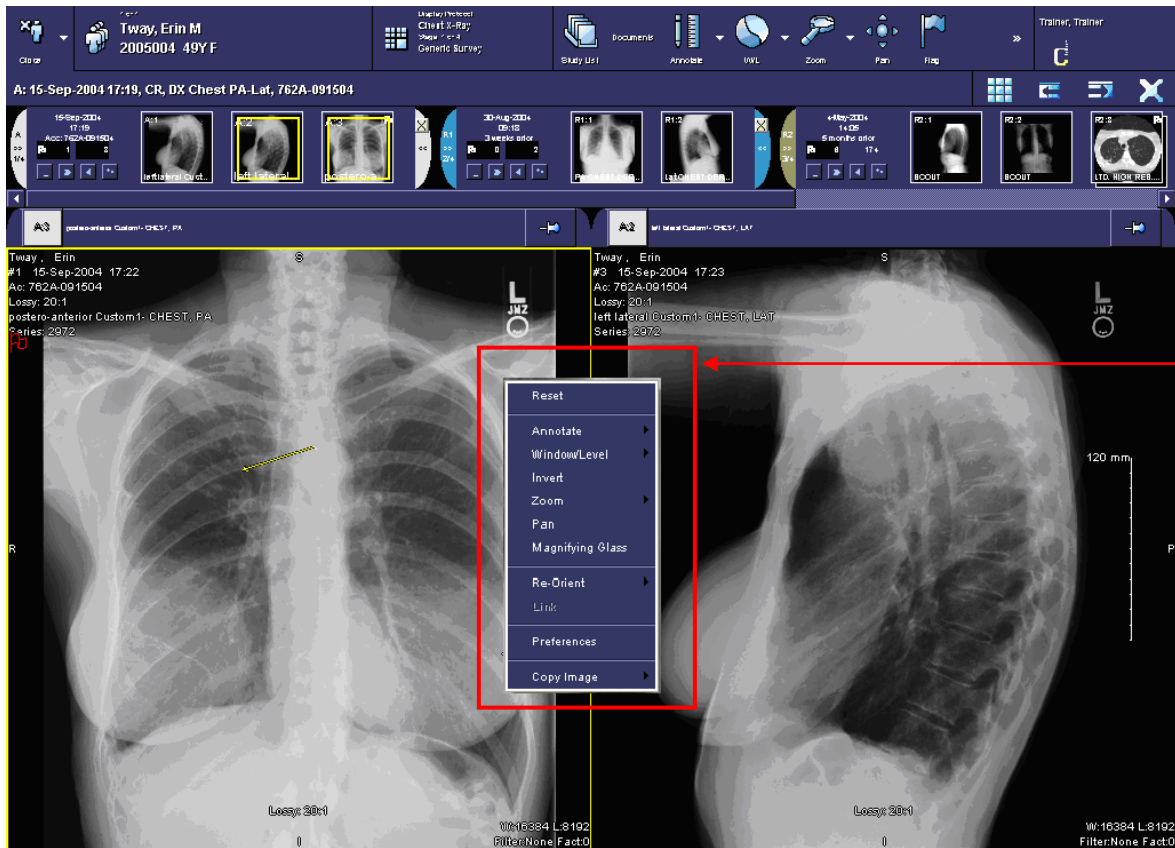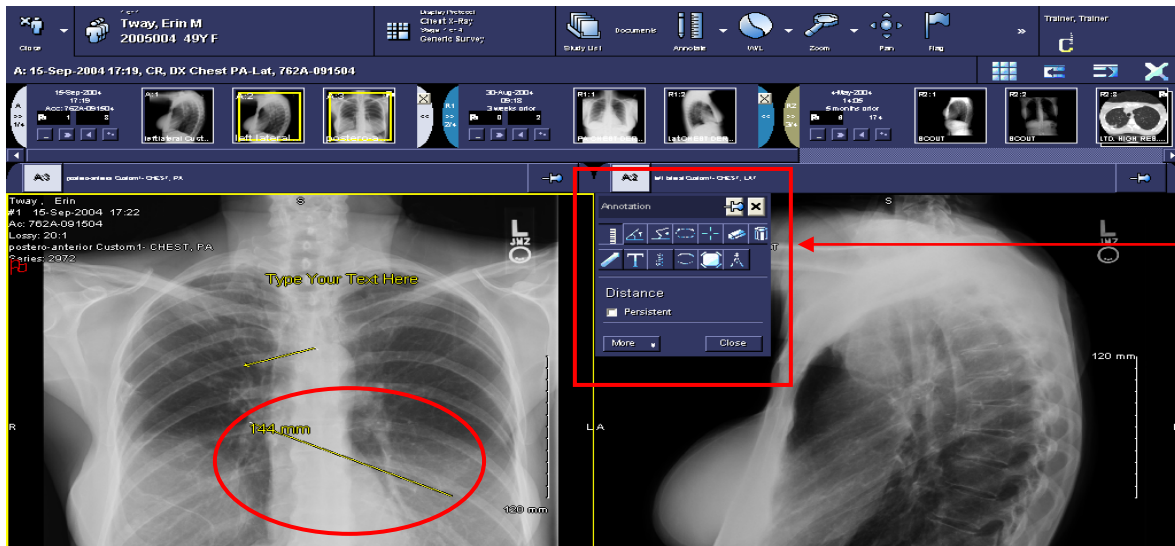

Another method of manipulating images is by using your keyboard and mouse shortcuts. Some commonly used shortcuts include:

Zoom: **CTRL + Mouse Wheel**
Pan: **SHIFT + Left Mouse Click + Drag the Mouse**
Window/Level: **Right Mouse Click + Drag the Mouse Up/Down/Left/Right**

6. You can use measurement tools by accessing the *Annotate* menu from your right-click menu.

7. To access other studies for the same patient for comparison, left-click on the study date and choose your desired study from the list.
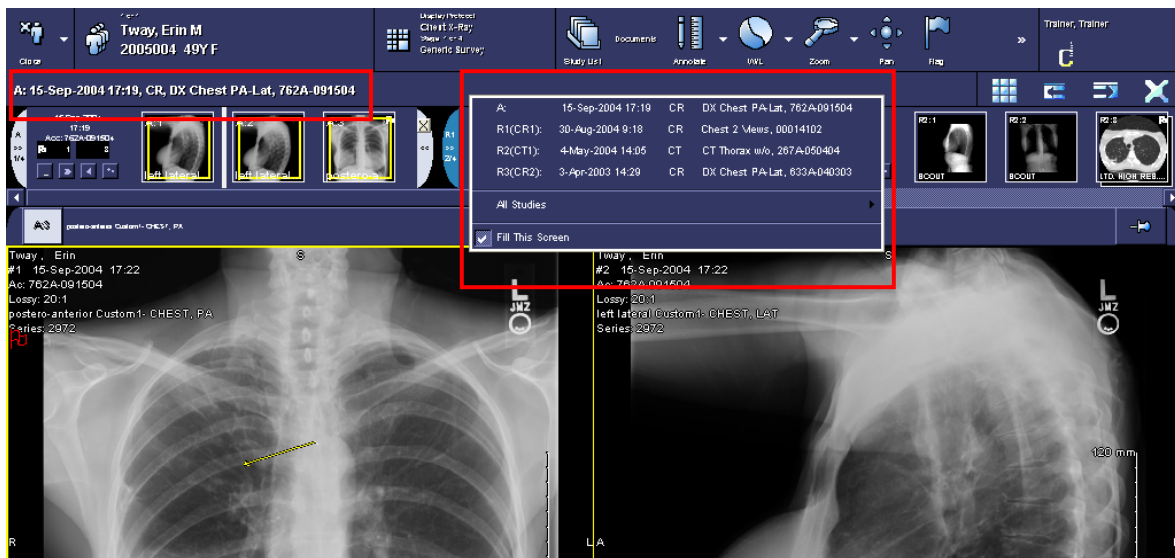
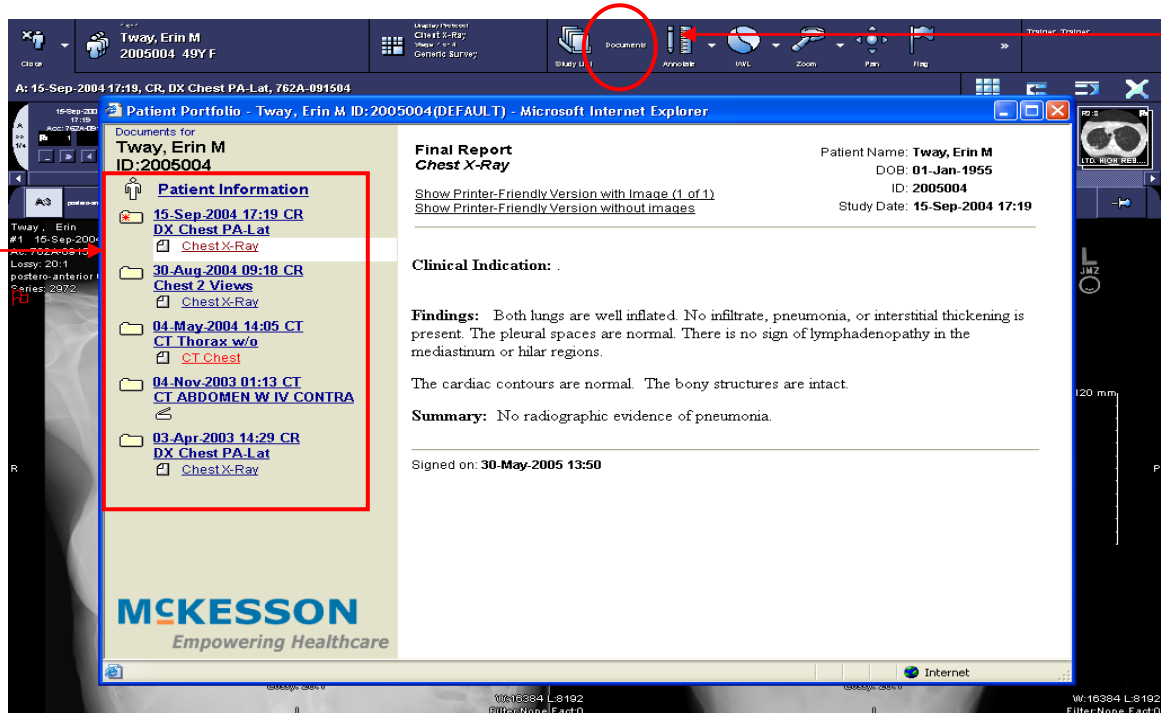8. To access patient documents such as radiology reports and study details, left-click on the **Documents** or **View Report** button on your main toolbar.


Select the document of interest by left-clicking on it in your *Patient Portfolio* window.

9. You can change the number of viewports displayed on your monitor by left-clicking on the **Screen Layout** button and selecting the desired number of viewports.
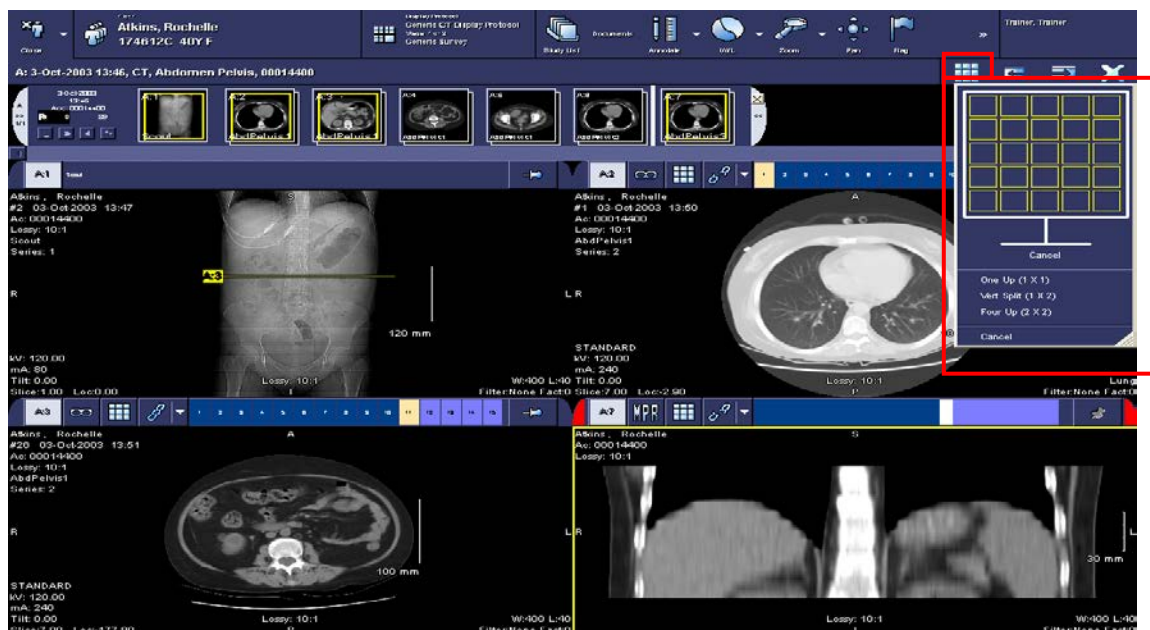
10. You can reconstruct a desired series from one plane to another (ie. AXIAL plane to SAGITTAL or CORONAL plane) by left-clicking on the **Multi-Planar Reconstruction (MPR)** button.
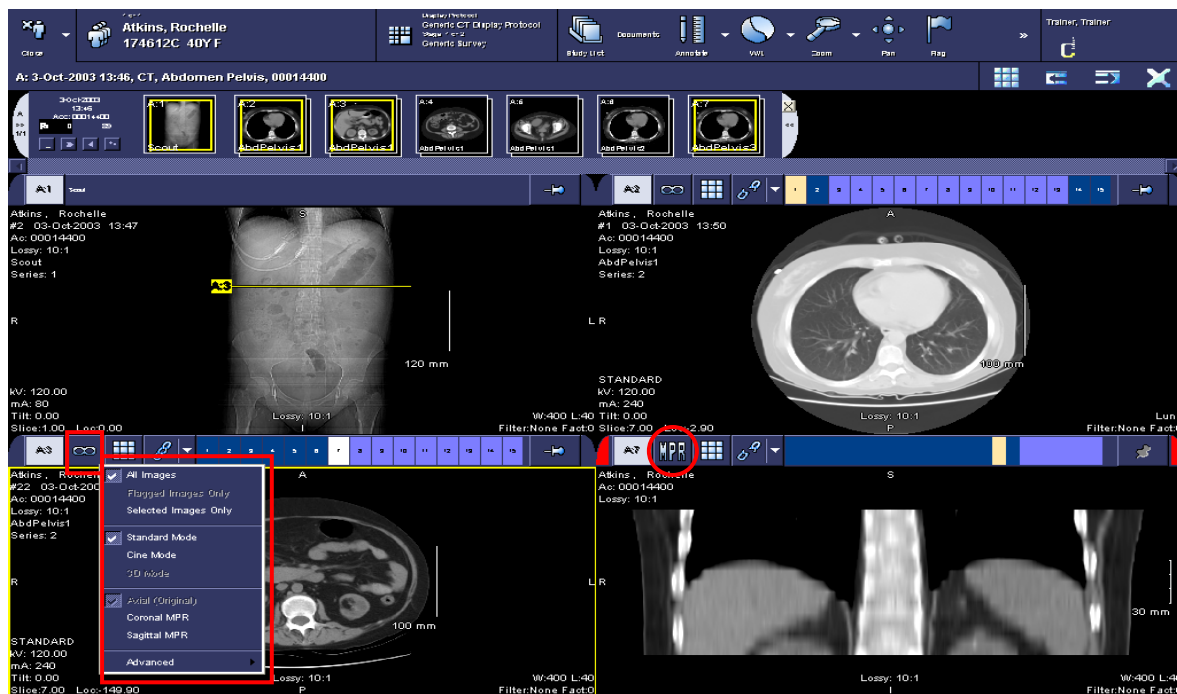

11. When you are finished viewing your study, left-click on the **Close** button and select **Close Study** to return to your default study list or left-click the **Sweep** button to close all open studies.
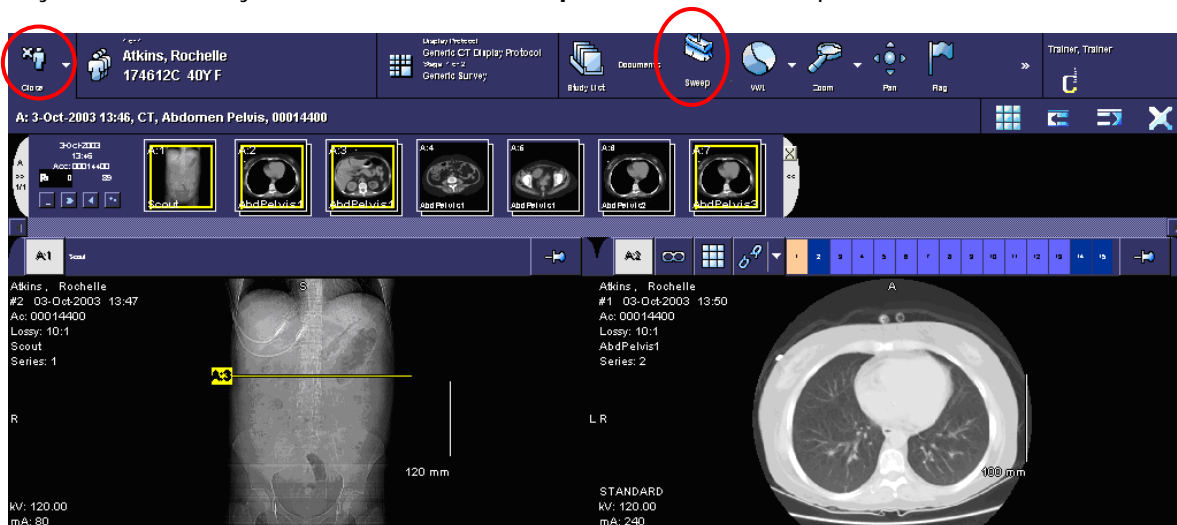
12. To customize the main toolbar or right-click menu you can left-click on **Preferences** and select **Main Tool Bar** or **Right-Click Menu** from the left column. To add or remove button(s) just select the button(s) in the appropriate column and left-click on the **Add** or **Remove** buttons.

To view more buttons on the main toolbar left-click on the show more tools button (chevron sign).
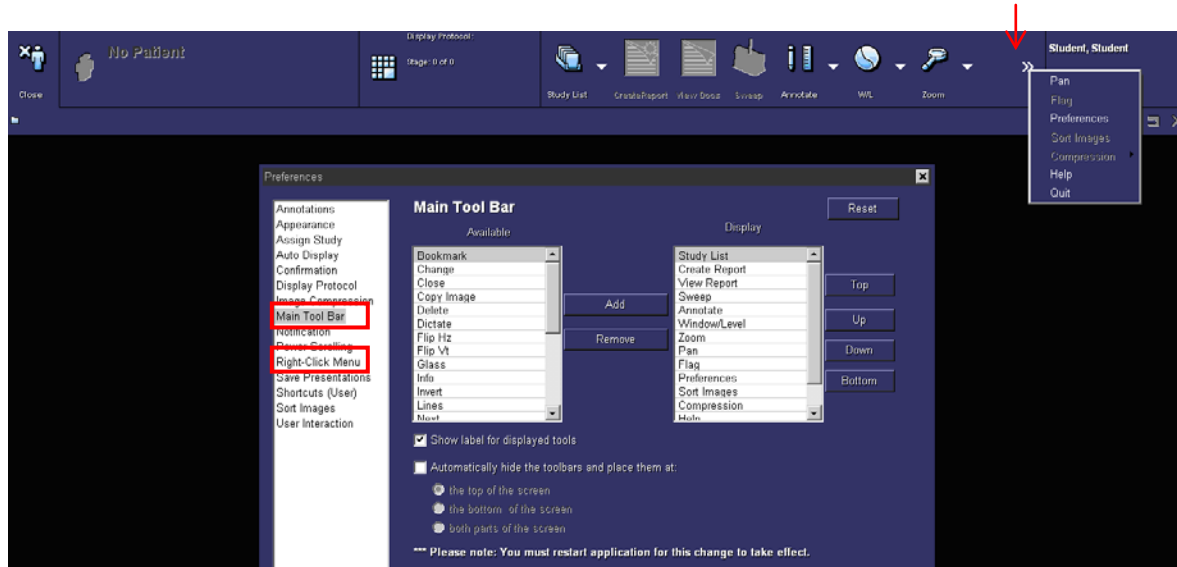
13. When you are finished using *Horizon Rad Station*^{TM} *11.8 Distributed*, left-click on your name and select **Quit.**