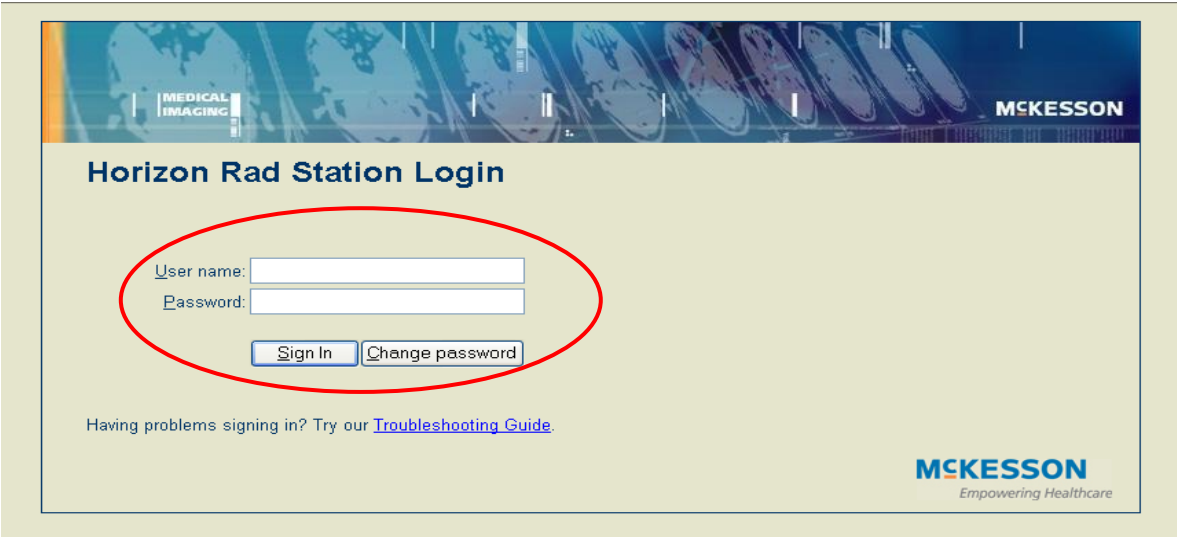


Horizon Rad Station™ (HRS) 11.8 Distributed Quick Start Guide

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.

Unreported Studies - Rad Station

Please select an unreported study from:

No filter set

No filter set

Find Study

Open Study

Cancel

11 Stat priority studies need review

	Full Name	Patient ID	Ordering...	Accession	Performed on	M...	Procedure Types	Images	Performed By
	AE, AE, AE	00026678	DEFAULT	R2ACCNFP1	20-Jul-2009 15:40	MG		4	
	Aaa, Aaa	3353535333	DEFAULT		21-Oct-2009 15:59	OT		5	
	AAAd1, Jane	00004623	DEFAULT		18-Nov-2009 17:15	OT		5	
	AAAd1, Jane	00005859	DEFAULT		21-Oct-2009 16:22	OT		5	
	AAAd1, Jane	00006421	DEFAULT		18-Nov-2009 17:14	OT		5	
	AAAd1, Jane	00007147	DEFAULT		26-Oct-2009 15:47	OT		5	
	AAAd1, Jane	00014263	DEFAULT		18-Nov-2009 17:13	OT		5	
	AAAd1, Jane	00014708	DEFAULT	80426140	27-Oct-2009 10:11	US	OB	31	
	AAAd1, Jane	00015204	DEFAULT		18-Nov-2009 17:18	OT		5	
	AAAd1, Jane	00017729	DEFAULT		26-Oct-2009 15:50	OT		5	
	AAAd1, Jane	00027661	DEFAULT		26-Oct-2009 15:49	OT		5	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	
	Aaron, Wrinkles	IamanAaron	DEFAULT		19-Dec-2007 13:19	OT		1	

Warning: 88 studies display limit reached. Refine your search and try again. Check for new studies every 1 minutes.

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.

- 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**.

Folder Finder - Rad Station

Search for:

Patient Name Patient ID Accession Study ID Today Yesterday Recent Date Range

Last name: Smith First name:

No filter set No filter set

Find Now Open Study Cancel

Full Name	Patient ID	Ordering	DOB	Gender
Smith, Fuji	OV200	DEFAULT		M
Smith, Jo	OV100	DEFAULT	19-Nov-1980	F

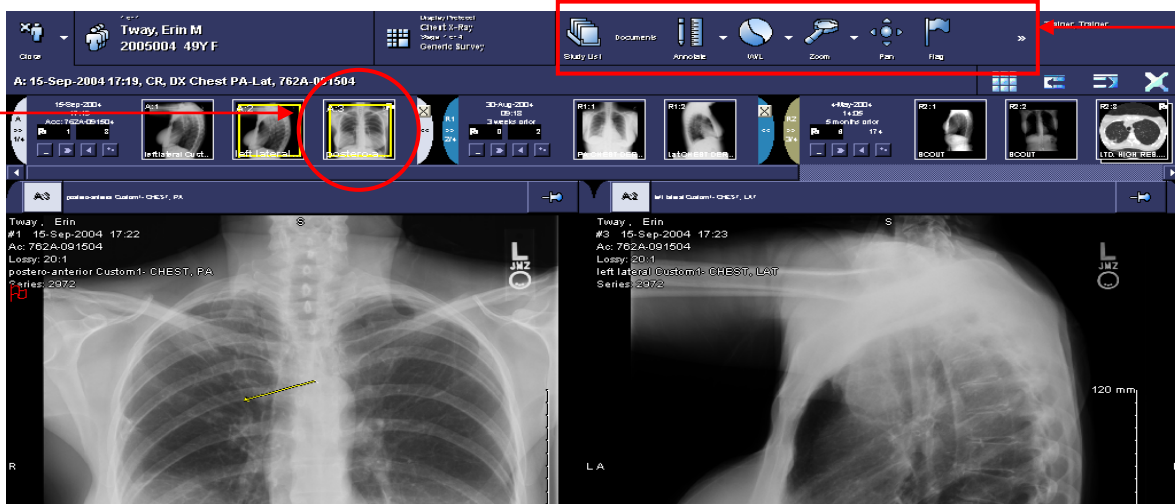
Accession	Performed on	Mo	Procedure	Im	Reports	Perform	Work Gr
ACC90800	18-Sep-2009 10:07	OT	Pelvis	2			

2 patients found

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

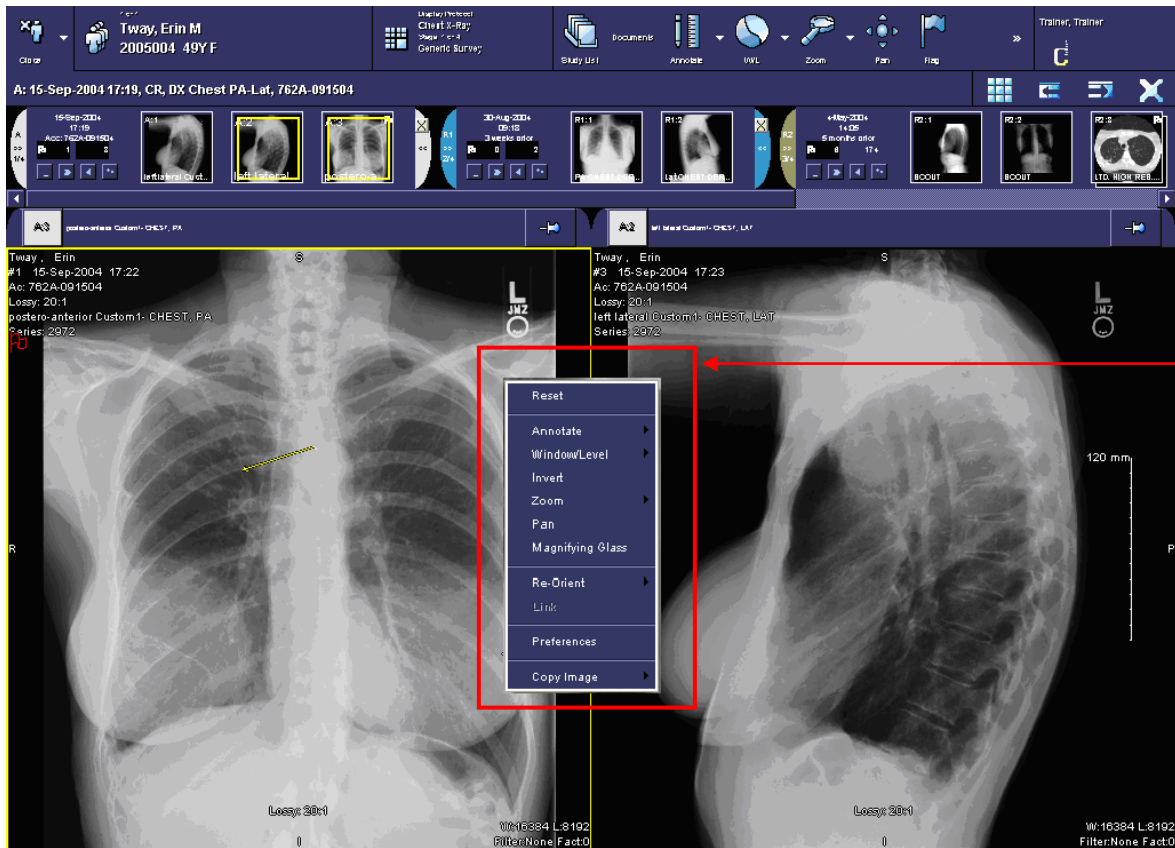
Patient matches will display in the top section of the *Folder Finder* window. Studies belonging to the highlighted patient appear in the bottom section. Double left-click on the study to view images.

- 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.

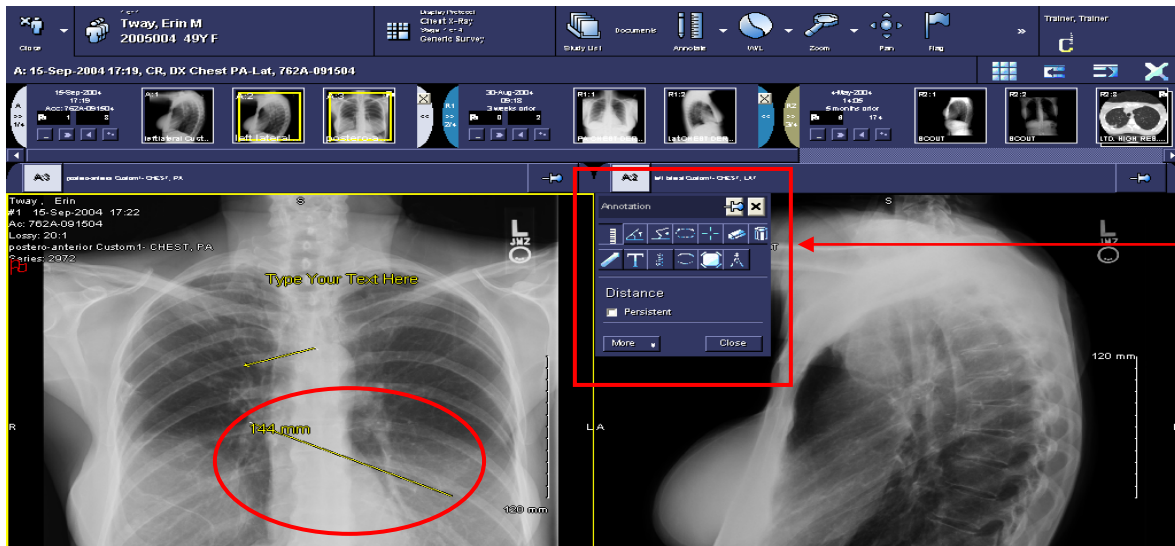
5. You can also access image manipulation tools from your right-click menu by right-clicking on an image.



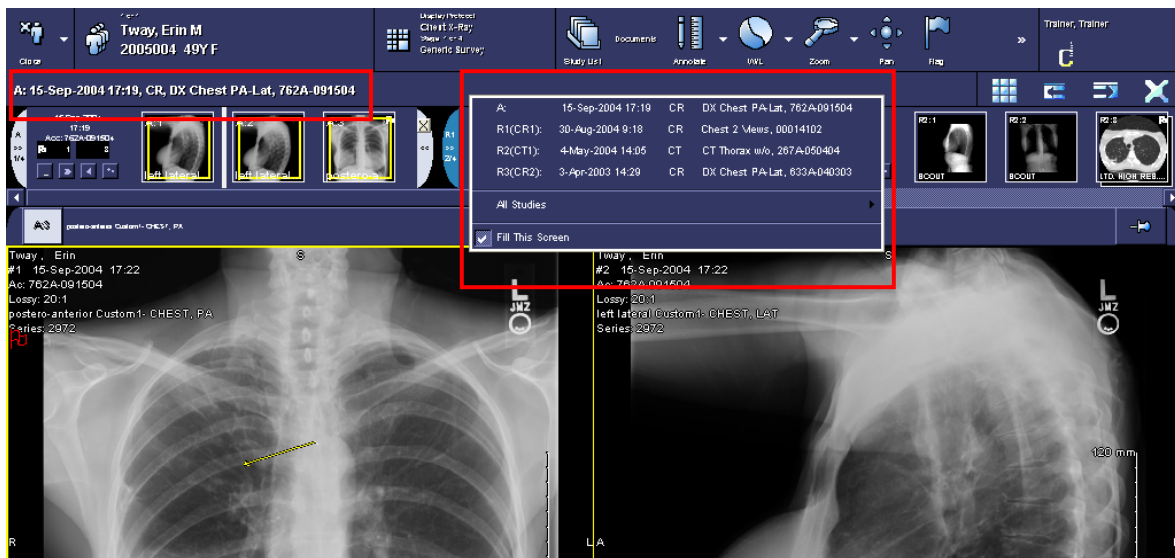
Another method of manipulating images is by using your keyboard and mouse shortcuts.
Some commonly used shortcuts include:

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

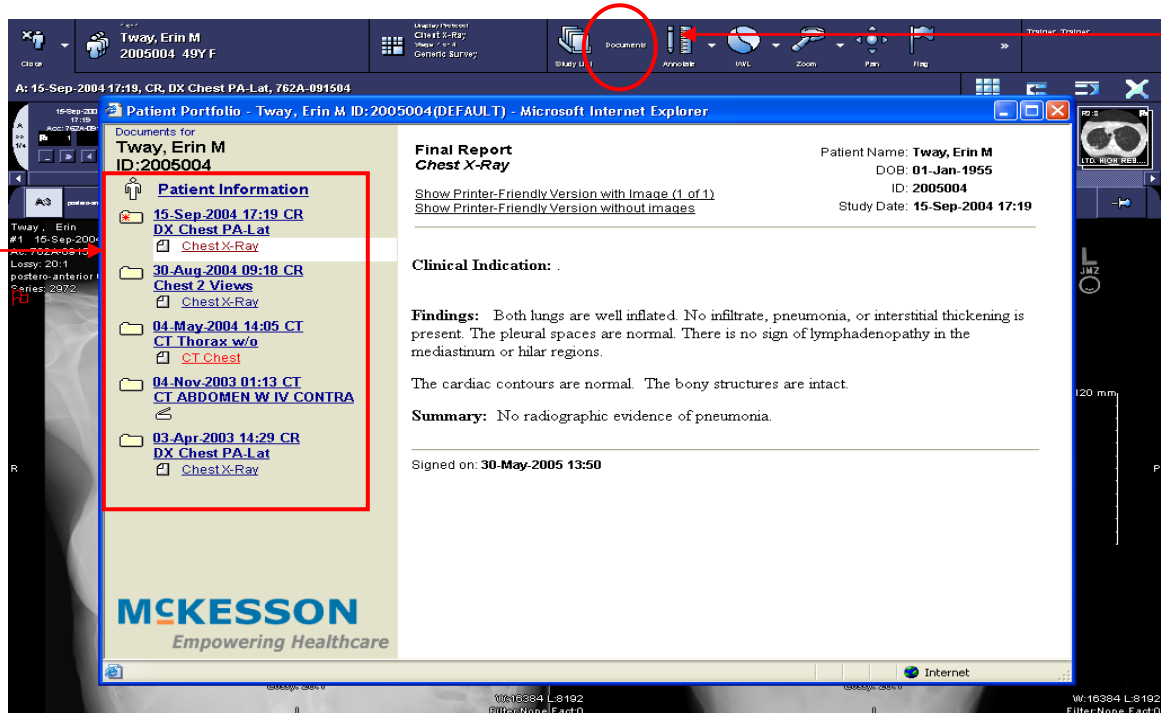
6. You can use measurement tools by accessing the *Annotate* menu from your right-click menu.



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.

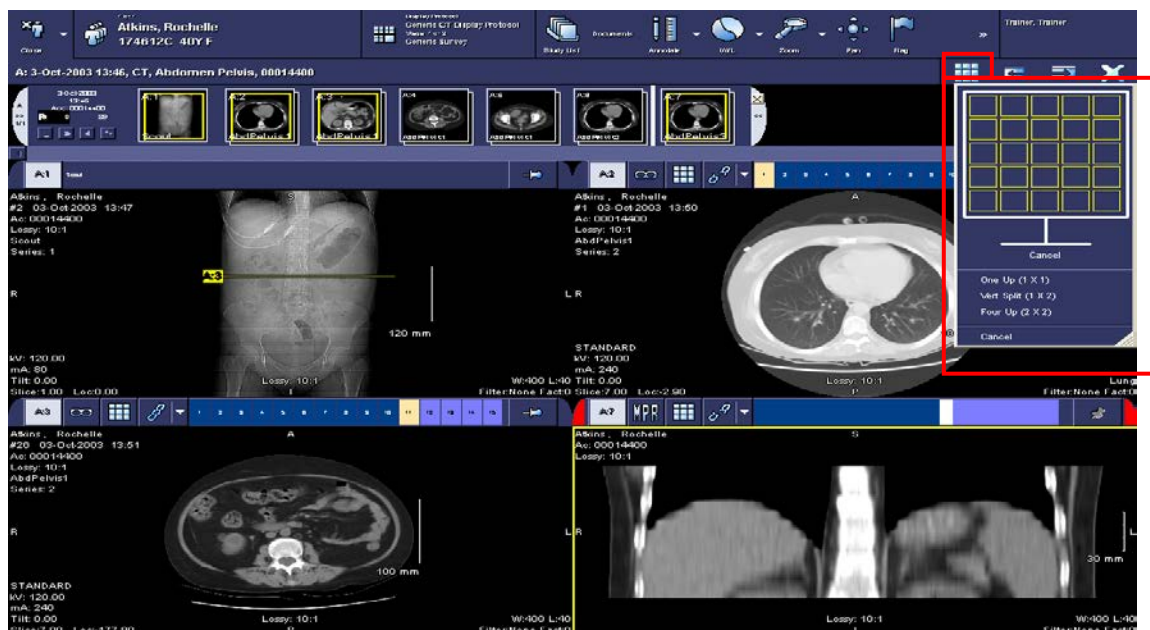


- To access patient documents such as radiology reports and study details, left-click on the **Documents** or **View Report** button on your main toolbar.

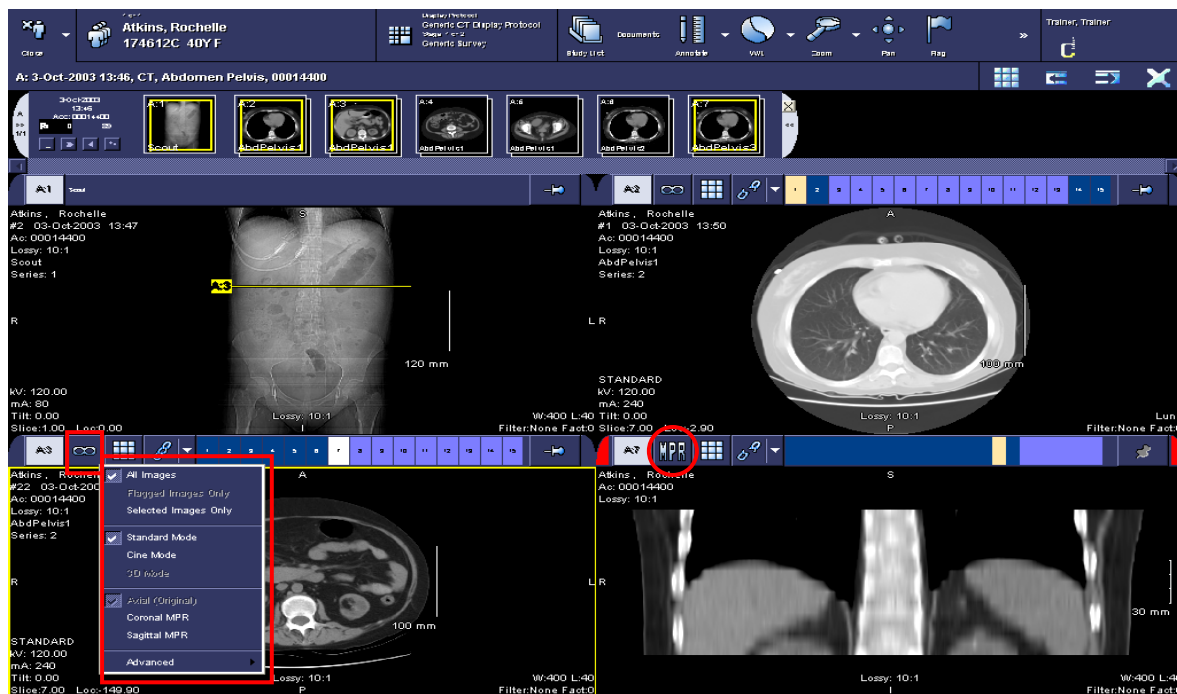


Select the document of interest by left-clicking on it in your *Patient Portfolio* window.

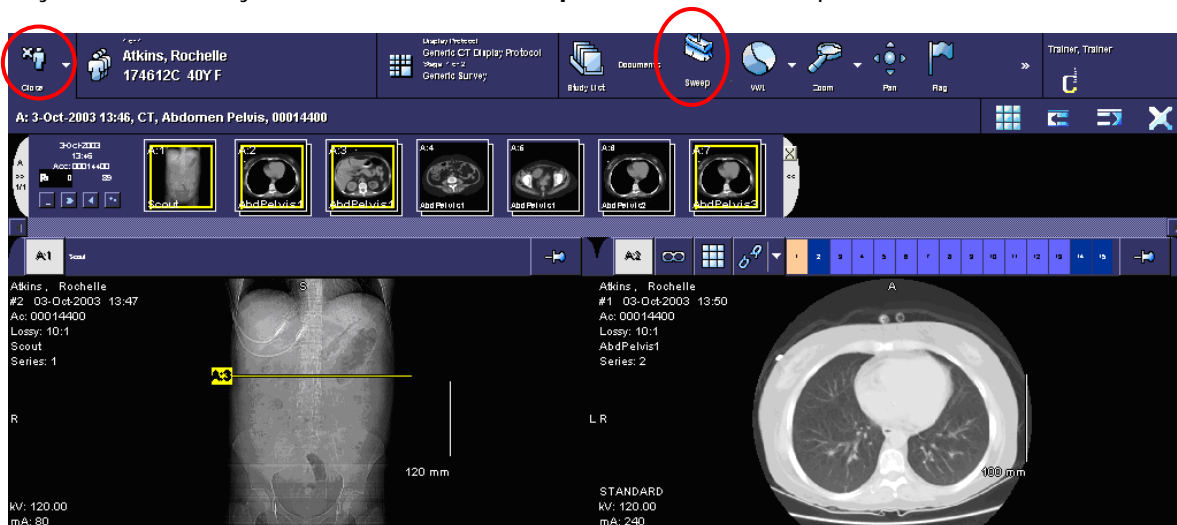
- You can change the number of viewports displayed on your monitor by left-clicking on the **Screen Layout** button and selecting the desired number of viewports.



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.

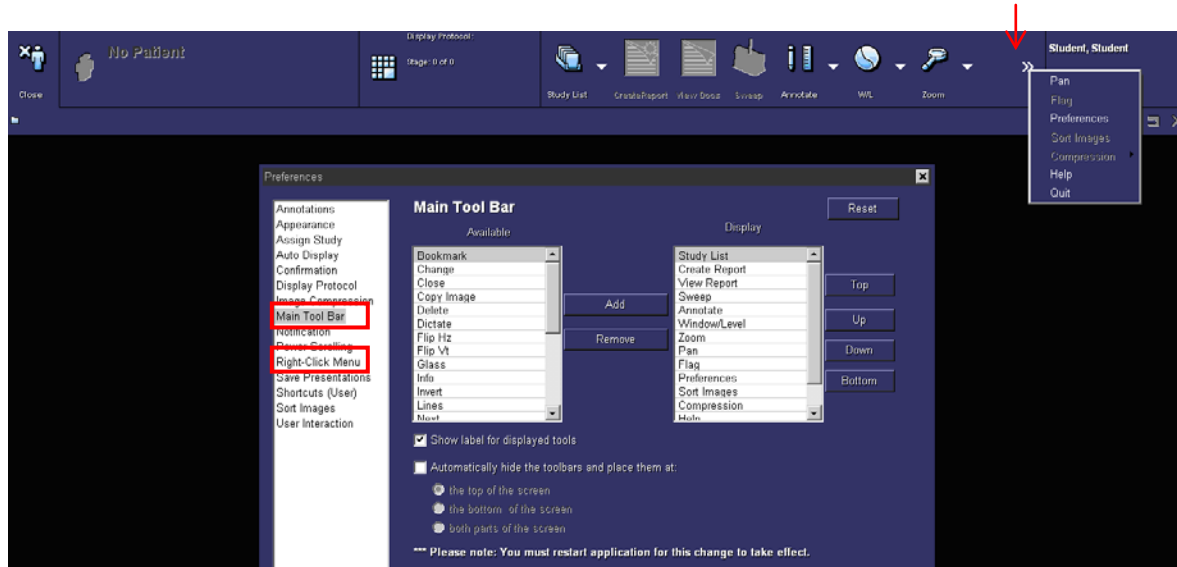


11. When you are finished viewing your study, left-click on the **Close** button and select **Close Study** to return to your default study list or left-click the **Sweep** button to close all open studies.



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™ 11.8 Distributed*, left-click on your name and select **Quit**.

