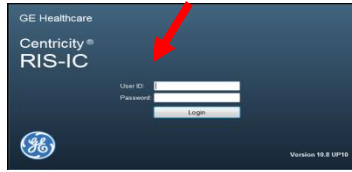


**To Log in:**

1. <https://www.swodir.ca/imagecast/default.asp>
2. Type in your user name and password
3. Click
4. This will bring you to the Home Tab in OneView.



**Lights ON / OFF mode**

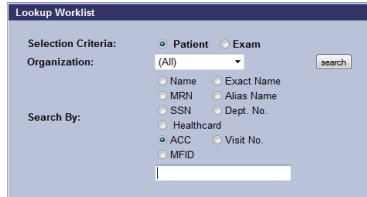
1. Click  **Prefs** in the tool area of OneView.
2. The General Tab is displayed.
3. Application Behavior; Display Theme: Drop down; Classic or Lights Off.
4. Lights Off offers a black screen, Classic is a blue screen.



\*\*\*Note: Changes to preferences do not take effect until user logs out and back in.

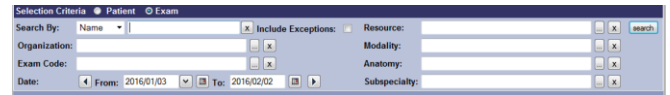
**To find a Patient: Home Tab**

1. Click on the radio button to search by **Patient**:
  - Name (can be a few characters), Exact name (must be the full last name typed exactly as spelled), Health Card Number (exact), MRN (medical record number (ie. PIN, Patient ID))
2. Select organization where patient is located. Click the **Organization:** (All) drop down box. Leave to all to search across all organizations.
3. Using the **Exam** radio button, click to search using an accession number (only provides a 31 day window of exams. To see all exams for patient across all organizations, search by **Patient**). Click .



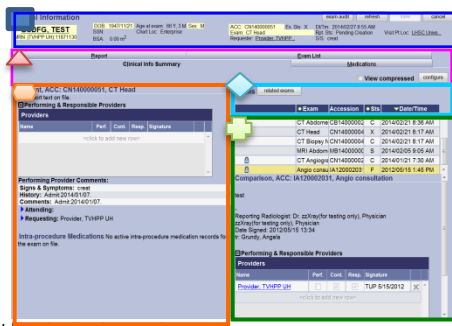
**Detailed Search for Exam:** Selection Criteria ● Patient ○ Exam

1. Click on Lookup tab. Select Exam in the Selection Criteria field
2. Complete the Search Criteria fields, as appropriate. Refer to "To find a Patient: Home Tab" for criteria.
3. Click . Images on the **Exams Lookup** are immediately available for selection. (only 31 day window)
4. Click to open the main exam to display other exams for the patient, if necessary.
5. Click to launch the images in the Centricity Web viewer.



**Clinical Information Window:** There are several ways of accessing the clinical information window. If you have logged directly into OneView:

1. Select an exam or patient and Click
2. Right-click the exam or patient and select Clinical Info.
3. Select an exam or patient and Click



**Patient/exam information**

Contains information specific to the patient and exam.

**Navigation Tabs** – To navigate different types of information within the clinical information window (ie. Reports, images)

**Exams** – A list of exams in the patient longitudinal record.

1. Click  button to display all exams for patient or click  button to display all related exams for patient.
2. Click the to launch images in the Centricity Web viewer.

**Current Radiology Report** – Contains current report for exam being viewed.

**Comparison Radiology Report** – Click exam in the patient exam list section, the radiology report for exam is displayed; allowing for report comparisons.

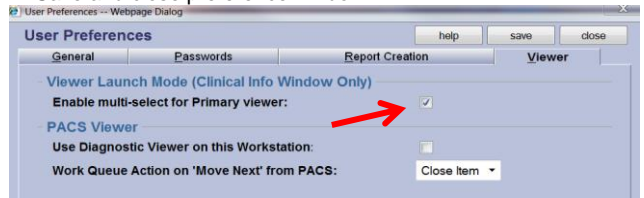
**Clinical Information Window**

**Multiple Study Mode**

Users can select multiple studies from the Exam list on the Clinical Information window and launch them together as a single request to Centricity Web Viewer.

**Setting User Preference**

1. Click on the  **Prefs** option, located on the top right corner of OneView.
2. In the User Preferences, click the Viewer tab.
3. Check off Enable multi-select for Primary Viewer.
4. Save and close preference window.

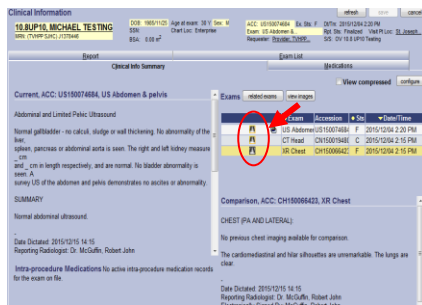


**Clinical Information Window**

**Multiple Study Mode**

**Viewing Multiple Studies**

1. From the **Lookup Worklist**, right click on the exam and select **Clinical Info**.
2. On the **Clinical Information** window, single click on all the image icons to view multiples.
3. Click on the **View Images** button to launch the Centricity Web Viewer.



Note: \*\*\* In some cases when multiple studies are selected the following message may appear when the images are launched. Please click the OK on the message.