

Start Up Guide for Vue Explorer Order Entry

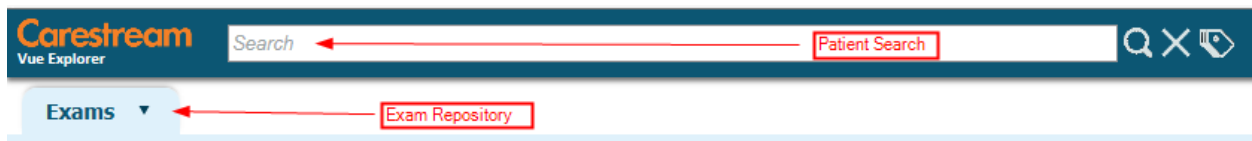
1.1 Accessing Vue Explorer

1. Type the URL below in your browser:
https://192.168.200.46/archive
2. Enter your user name and password.
3. Click **Log In**.

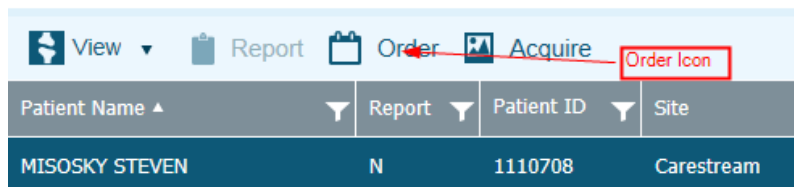


1.2 Creating an Order

1. Search for the desired patient in the Search Box, either by name or patient ID.



2. Ensure the repository is set to **Exam** (see above)
3. Highlight the desired exam and click on the “Order” Icon in the top toolbar (see below)



4. The Order form will appear and you will need to input all mandatory fields as well as review all other fields. The fields include:
 - a. Number of Images
 - b. Procedure Code

- c. Referring Physician
 - d. Reason for Study
5. Once complete, click on **Create** at the bottom of form



1.3 Updating an Order

You can view and update an order from the **Exams or Order** repository.

1. In the data display area, highlight the exam
2. Click **Order** in the toolbar.



3. Once you have pulled up the order form, you can make the changes and click **Update**.

1.4 Adjusting Columns in the Grid Display

You can adjust column (filter) headings in the data display area. The changes you make to the columns are saved and used the next time you log in.

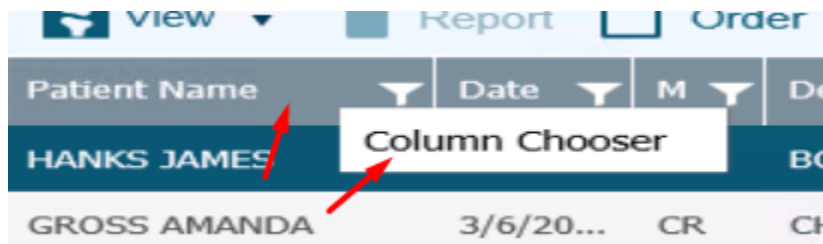
- To move columns, drag a column to the right or left.

Patient Name	Date	M	Description	B...
HANKS JAMES	7/24/2...	CR	BONE DENSITY	BO
GROSS AMANDA	3/6/20...	CR	CHEST 2VS	CH
GONZALEZ TOMASA	9/12/2...	CR	SHOULDER XR...	SH
MORALES JUANA	9/12/2...	CR	SHOULDER XR...	SH
JACKSON JAMES	9/12/2...	CR	LUMBAR XR MI...	L S

- To change column width, point to the border between two adjacent column headings and drag to the position you want.

Patient Name	Date	M	Description	B...
HANKS JAMES	7/24/2...	CR	BONE DENSITY	BON
GROSS AMANDA	3/6/20...	CR	CHEST 2VS	CHE
GONZALEZ TOMASA	9/12/2...	CR	SHOULDER XR...	SHO
MORALES JUANA	9/12/2...	CR	SHOULDER XR...	SHO
JACKSON JAMES	9/12/2...	CR	LUMBAR XR MI...	L SP

- To add and remove columns –
 - Right-click the column heading and click **Column Chooser**.



2. Select columns you want to include in the grid display and cancel the selection of columns you want to remove from the display (see below).

The screenshot shows a software interface with a grid of patient data. The grid has columns for Patient Name, Date, M, Description, B..., and Assigned... The data rows include patients like HANKS JAMES, GROSS AMANDA, GONZALEZ TOMASA, etc. A 'Column Chooser' dialog box is open, listing various columns with checkboxes. Red arrows point to the checkboxes for 'Assigned to...', 'Availability', 'Birth Date', 'Body Part', 'Custom Field 1', 'Custom Field 2', 'Custom Field 3', 'Custom Field 4', and 'Date'.

Patient Name	Date	M	Description	B...	Assigned...
HANKS JAMES	7/24/2...	CR	BONE DENSITY	BON...	Salehi Adel
GROSS AMANDA	3/6/20...	CR	CHEST 2VS	CHE...	Salehi Adel
GONZALEZ TOMASA	9/12/2...	CR	S		
MORALES JUANA	9/12/2...	CR	S		
JACKSON JAMES	9/12/2...	CR	L		
ALANIZ RAQUEL	9/12/2...	CR	S		
ALANIZ RAQUEL	9/12/2...	CR	K		
ALANIZ RAQUEL	9/12/2...	CR	K		
VASQUEZ CARLOS P	9/12/2...	CR	C		
VASQUEZ CARLOS P	9/12/2...	CR	L		
FLORES DANNY	9/12/2...	CR	C		
THORP CHARLES	9/12/2...	CR	L		
LEVINGSTON OLZIE	9/12/2...	CR	C		
ALLRED HANNAH	9/12/2...	CR	C		
DIAZ CYNTHIA	9/12/2...	CR	C		
SERRANO FRANCIS...	9/12/2...	CR	CHEST XR 2 VI...	CHE...	Salehi Adel
AHMED SIDDIQUI...	9/12/2...	CR	HAND XR MIN...	HAND	Salehi Adel
RI ASSINGTU JAMES	9/12/2...	CR	CHEST XR 2 VI...	CHE...	Salehi Adel

3. Close the window by pressing **OK**

This is a close-up of the 'Column Chooser' dialog box. It shows the 'OK' and 'Cancel' buttons at the bottom. A red arrow points to the 'Cancel' button. The dialog box also shows a list of columns with checkboxes, including 'Description' and 'Final Sign Date'.

1.5 Sorting the List in the Grid Display

1. Click a column heading to sort the list by that column.

Patient Name	Date
	2/19/2...
	6/15/2...

You will notice a white triangle in the heading, which indicates whether the sort order is ascending or descending.

2. Click the column heading again to reverse the sort order.

Patient Name	Date	M
# 058006	12/29/...	CR
# 50103	12/29/...	CR
####&3FF3PD RU...	2/5/20...	MG
####?P]MZE EW)W...	3/22/2...	MR
####MMFH3&3 H...	1/29/2...	MG

For secondary sorting, shift-click the second column by which you want to sort.

1.6 Filtering Data in the Archive

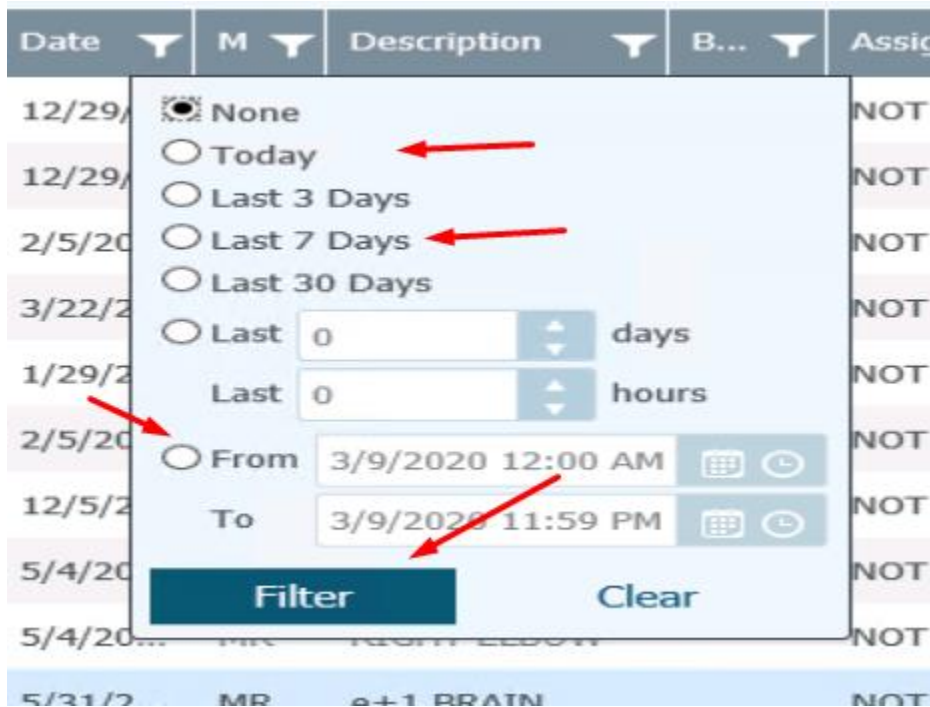
You can filter the data displayed in the data display area by using specific filtering criteria. The column headings in the grid act as filter fields.

1. Click the filter icon to the right of the column heading, make your selection, and then click on **Filter**.

Date	M	Descr
12/29/...	CR	CHES
12/29/...	CR	CHES
D RU...	2/5/20...	MG

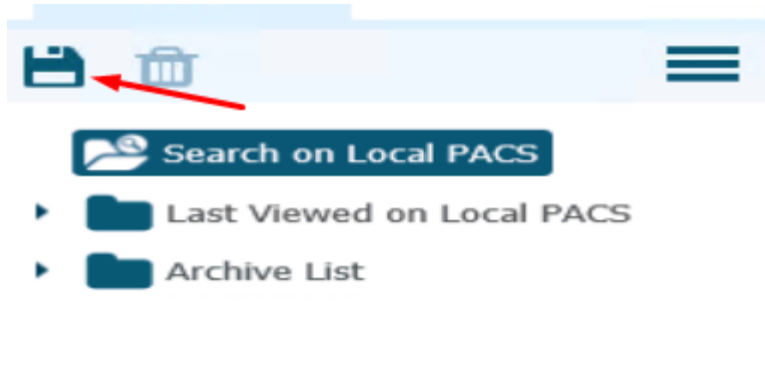
Depending on the specific data in the column, either a text box or relevant filtering options appear.

2. To filter a second column, click the filter icon to the right of the next column heading, you're your selection, and click on **Filter**.

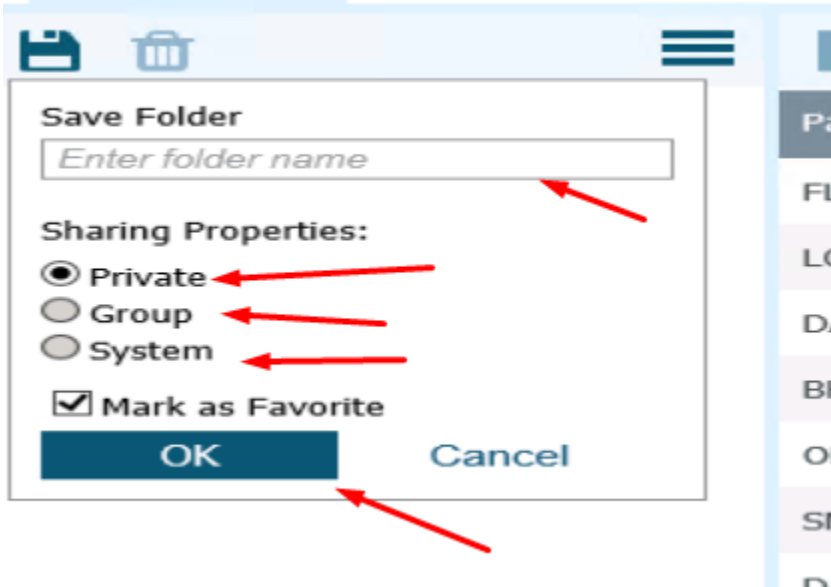


1.7 Saving a Filter Folder

1. To save a filter as a folder, click **Save Folder** in the folder pane toolbar.



2. In the **Save Folder** window, type in a name and assign a sharing property of private (see below)



1.8 Setting the Home Folder

The home folder designates a particular folder that displays its content when you log in to the Vue Explorer. If you specify a home folder or a home folder has been specified for you, the folder is automatically selected in the left pane when Vue Explorer opens. You should designate the folder you use most frequently as your home folder.

1. To specify the home folder, go to the **Options** icon in the folder pane toolbar and click **Set as Home** in the menu (See below)

