

Universal Viewer and Workflow Manager 8.0 Rejecting and Unrejecting Images Job Aid

This job aid should be used in conjunction with the <i>Universal Viewer User Manual</i> and the <i>Workflow</i>
Manager User Manual.

Image rejection is the process of tagging an image so that it is not part of a normal workflow process, such as image display. This allows you to reject poor quality images, image profiling errors and exam or patient merge mistakes. Images rejected from PACS in error may be unrejected.

Rejecting Images (Universal Viewer)

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- i The exam must be unverified (i.e., return the study to Arrived status). This requires the Unverify privilege.
- 1. In a worklist, locate the study for which you need to reject images.
- 2. If the study is in Verified or higher status, right-click the study and select Mark Unverified.
- 3. When the study is in Arrived status, open the study in the image viewer.
- 4. Reject images using one of the following methods:

Reject a single image	Right-click the image in a viewport, select Quality Control and then select Reject active image .		
Reject multiple images	1. Activate the Select tool in the main toolbar. (If this tool has not been configured in the main toolbar, you must add it via the Layout Editor.)		
	2. Select images:		
	Click to select a single image.		
	Press Ctrl + single-click to select multiple images.		
	Press Shift + single-click to select a range of images. Overview: Ser.#2 CT Mar-18-2014 08:59.14 AM ACC: Mar-18-201 08:56:25 AI Image selected ACC: Mar-18-201 08:56:25 AI Image selected		
	Selected images display a "V" in the upper right of the viewport.		
	3. Right-click and select Quality Control and then select Reject all selected images .		
Reject a series	Display the desired series.		
	2. Right-click and select Quality Control and then select Select/Unselect All .		
	3. Scroll through the images to ensure all images in the series are selected (denoted by a "V" in the upper right of the viewport).		

Software Version

Universal Viewer 8.0 SP1 and higher

Workflow Manager 8.0 SP1 and higher

Document Revision

Document Number DOC2592690

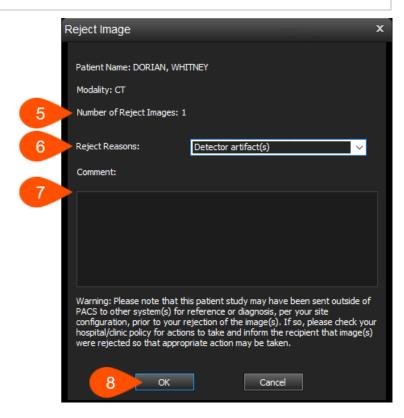
4. Right-click and select **Quality Control** and then select **Reject all selected images**.

The Reject Image window displays.

- 5. Note the number of images to be rejected.
- 6. In the **Reject Reasons** field, select a reason.
- 7. (Optional) Enter comments.
- 8. Click OK.

The selected images are now rejected from the study.

 Close the study and if needed, return the study to its original status by selecting the study row, right-clicking and then selecting the appropriate status.



Unrejecting Images (Workflow Manager)

You can unreject all images for a single exam from a worklist (you can only unreject images for one exam at a time).

- i You must have the appropriate privilege (UnrejectImage) to unreject images.
- (i) The exam must be unverified (i.e., return the study to Arrived status). This requires the Unverify privilege.
- 1. In the worklist, locate the study for which you need to unreject images.
- 2. If the study is in Verified or higher status, right-click and select **Mark Arrived**.
- 3. Once the study is in Arrived status, right-click and Unreject All Images.

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