Main Components

- **Masthead** – displays logged in user's name and provides access to search fields, system statuses, user preferences, and help.

- **Workload Manager** – provides access to worklists, work items, and saved exams.

- **Diagnostic Hub** – displays patient information, current and comparison exam information for the exam selected in the list of work items.


Masthead

Workload Manager   Diagnostic Hub
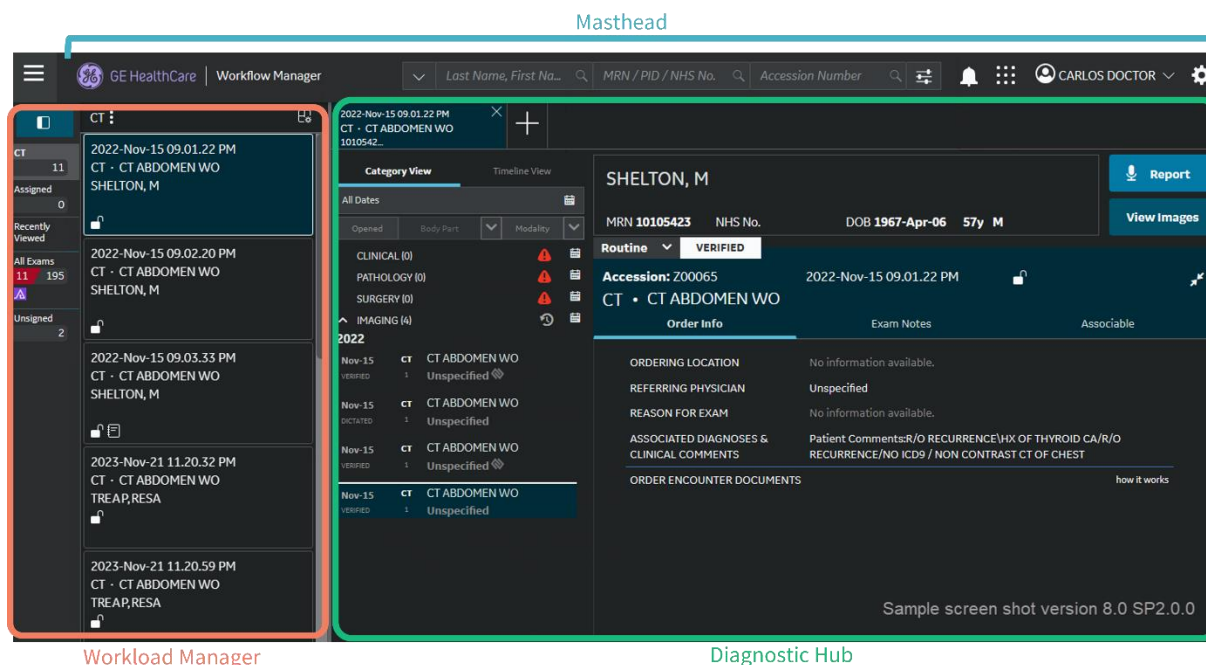
Masthead Components
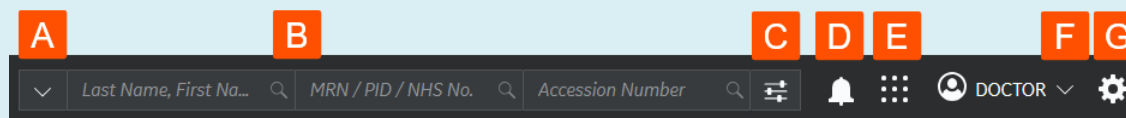
A. **Repository Selection** – Allows you to include/exclude repositories. Users with appropriate privileges can retrieve a study from an external archive (if configured).

B. **Quick Search** – Allows you to search using patient name, MRN/patient ID, or accession number. Retains your most recent entries for quick access.

C. **Advanced Search** – Allows you to search using additional criteria not available when using quick search fields.

D. **System Status** – Click to display current status of viewer, reporting integrations and DICOM® send events.

E. **Apps Menu** – Allows access to configured options such as Import CD.

F. **Username Drop Down** – Allows you to view your "To Do" list (total number of exams on your Assigned and Unsigned worklists), access the online Help, view application information, and log out of the application.

G. **User Preferences** – Allows access to user preferences.

Diagnostic Hub Components

A. **Exam tabs** – Each tab represents a previewed/launched exam; blue tab indicates displayed exam.

B. **Patient History** – Provides access to documents and exams pertaining to patient's clinical history.

C. **Patient banner** – Displays patient's demographic information.

D. **Report** – Launches reporting application.

E. **View Images** – Launches images, informs of zero image exam, informs that a fetch is required to review exam in preview mode (does not launch dictation).

F. **Primary Exam Packet** – Provides information about selected exam.

G. **Patient History Viewer** – Displays reports and documents selected from Patient History.
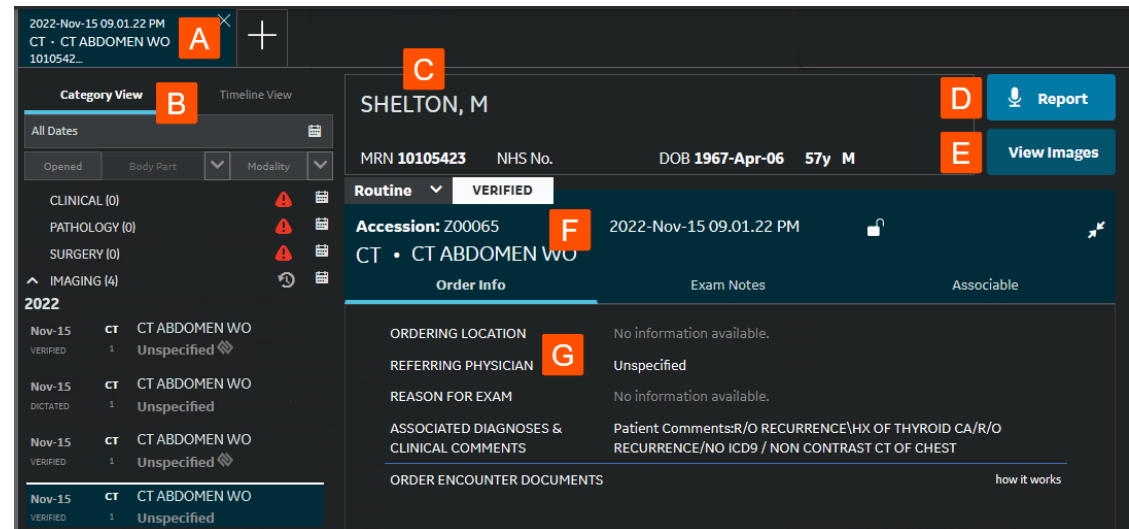
Workload Manager Components

A. **Worklist menu button** – Click ☰ to view all available worklists and saved exam folders. From here users can pin/unpin worklists and folders for quick access.

B. **Split/Full button** – Click ▢ to change the size of the items in the selected worklist.

C. **Pinned bar** – Displays pinned worklists and folders. Active worklist/folder displays on top and is highlighted in light gray.

- Exam counts display as follows: 11 / 195
- Red background indicates number of priority exams within the total number of exams matching worklist definition.
- Grey background indicates total number of exams matching worklist definition.
- If artificial intelligence (AI) is enabled, the findings icon ⚠ displays to indicate there is one or more exams with an AI finding.

D. **Active worklist** – Name of active worklist/folder displays above columns in the worklist. Click kabob icon ⋮ to refresh, or if you filtered or sorted the active worklist/folder, use this button to save it as a new worklist.

E. **Worklist Items** – Displays exams that meet the criteria for the selected worklist, folder, or search term.

- Switch to full screen mode to use column headers to filter and sort work items.
- When in split screen mode, work items are referred to as "cards" (also known as "card view"). Drag the scrollbar on the right to dynamically enlarge card view to a grid view. This displays column headers for use in filtering and sorting work items.

F. **Manage Layouts** – Click ▦ to view, define and apply available layouts to one or more worklists.
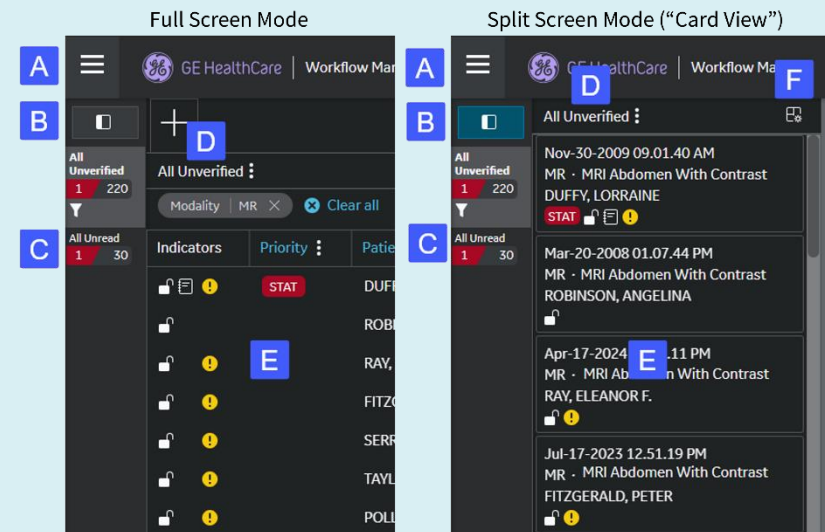
Worklists Option
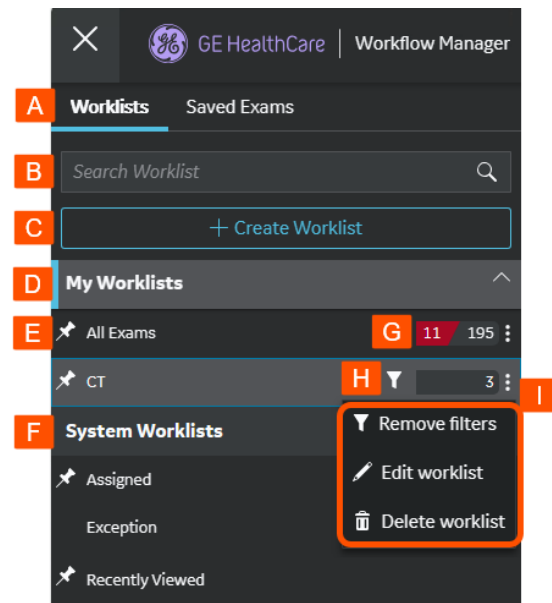
A. **Worklists option** – Allows access to pre-built, custom and system worklists.

B. **Search Worklist** – Allows you to search for a worklist in your list of worklists.

C. **+ Create Worklist** – Allows users with appropriate privileges to create private custom worklists (seen/used/managed only by the user who created them).

D. **My Worklists** – Displays private custom worklists created by the logged in user that can only be seen/used/managed by that user.

E. **Pin icon** – Indicates worklists that are pinned for quick access.

F. **System Worklists** – Displays GEHC default delivered worklists and worklists created by the system administrator via the PACS Configuration Tool in AdminDesktop. These can be seen by all users in the system who have the appropriate privileges.

G. **Exam counts** – Displays exam counts for each worklist. **11** **195**

- Red background = number of priority exams within the total number of exams matching worklist definition.
- Grey background = total number of exams matching worklist definition.
- If artificial intelligence (AI) is enabled, the findings icon displays to indicate there is one or more exams with an AI finding.

H. **Filter icon** – Indicates an inline filter is applied to the worklist.

I. **Kabob icon** – Allows you to perform various tasks such as removing a filter, editing the worklist definition, or deleting a custom worklist.

Saved Exams Option
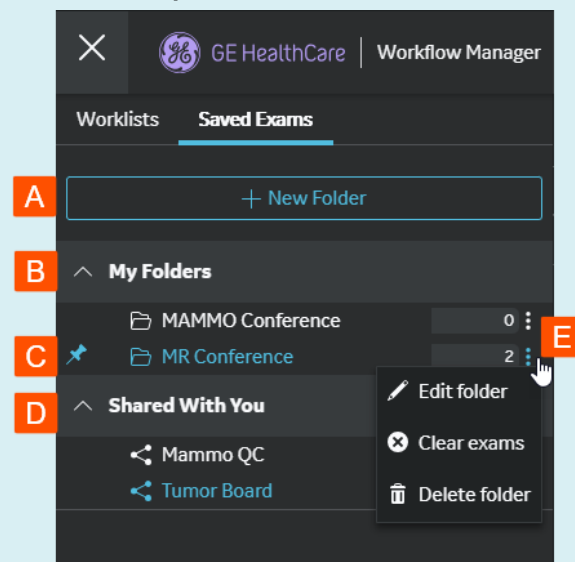
A. **+ New Folder** – Allows you to create a new Saved Exams folder.

B. **My Folders** – Displays a list of Saved Exams folders you created.

C. **Pin icon** – Indicates folders that are pinned for quick access.

D. **Shared With You** – Displays a list of Saved Exams folders that have been shared with you by others.

Note: Shared folders and their contents are updated in real-time. All shared users can add exams, update descriptions, or remove the folder from their own folder list. Click a shared folder to see all the users with whom the folder has been shared. Hover over the Folder Members section to see the full list of users.

E. **Kabob icon** – Displays a menu of options that allows you to perform various tasks such as editing or deleting a folder or removing exams from the folder.

Workflow Manager 8.0 Quick Reference Guide

User Preferences

- **Auto Launch Reporting** – Automatically loads dictation system, puts it in context, and locks the exam.
- **Group by Patient** – Groups exams by patient name in worklists.
- **Auto advance** – Options for automatically launching next available exam.

Workflow Preferences*

- **Assignment on Sign out** – Options for exam assignment behavior upon signing out.
- **Assignment on Tab Closure** – Options for exam assignment behavior when closing an exam tab.
- **Pt History Display** – Options for excluding Cancelled/ Scheduled/Ordered exams from Patient History in the Diagnostic Hub when launching/previewing an exam.
- **Take Control on Time Out** – Options for what happens when a user is away from the computer and a take control request occurs.
- **Default Worklist** – Select the default worklist that displays when signing in. (Cannot be a linked worklist.)
- **Apply Viewer 'Done' options on tab closure** – Applies Viewer Done options when viewer window is closed by clicking the X in upper right. This preference is overwritten when the Save Report on Tab Closure preference is enabled.
- **Save Report on Tab Closure** – Saves changes to an edited diagnostic report and updates the exam status to Dictated.
- **Associable Exam Tab** – Automatically displays the Associable Exams tab in the Diagnostic Hub when associated exams are available (available for PowerScribe and SmartReports).
- **Auto Minimize Reporting** – Automatically minimizes the reporting system when not in context (available for PowerScribe).
- **Show AI Findings** – Display the findings indicator for exams with AI findings (radiology studies only; available when Artificial Intelligence (AI) is enabled).
- **Auto Launch Viewer from Bidirectional App** – Automatically launch viewer when exam tab is opened from external system (available when bidirectional feature or external apps launch is enabled).
- **Academic Workflow** – Available when Native Academic Workflow is enabled.
- **Default Color Theme** – Select application color theme (light or dark).

*This job aid does not include reporting preferences for SmartReports.

Viewer Preferences

For complete details, refer to the *Universal Viewer User Manual*.

The following preferences are applicable: **Automatically Load Comparisons**, **SRP: Auto Hang**, **View Images as Separate Series**, and **Max Number of Images Per Series**.

The **Date Format** and **Time Format** preferences are applicable to both Universal Viewer and Workflow Manager.

Worklist Icons/Indicators

Icon	Description	Icon	Description
STAT	Priority badge	🎤	Dictation locked by current user
📓	Exam notes are present	🎤	Dictation locked by another user
⚠️	Exception	🕐	Nearline exam
🔺	Exam has AI findings	✕	Item in remote repository
🔓	Unassigned	⬇	Bring online
🔒	Assigned to current user	🌙	Bring online in progress
🔒	Assigned to another user	⚠️	Bring online failed
+1	More indicators available for study	⬇	Offline study cannot be brought online from archive

Study Availability Statuses and Indicators

Icon	Description
No icon	Online – Study is available for streaming (with good streaming speed).
🕐	Nearline – Study is available for streaming however, it may take to display because of its location. Nearline exams can be streamed by UV however depending on the storage or network conditions/disk performance it make more time to stream. (Universal Viewer only.)
⬇	Offline – Study is not available for streaming (cannot be brought online from its archive).

Associable Exam Indicators

Icon	Description
🔗	Exam is not associable because it is assigned to another user.
🔗	Exam is associable and is assigned to the current user.
🔗	Exam is associable.