

# Vista User Guide

## Set-Up at Each Viewing Station

1

From your Internet browser, log onto the MedPACS Web page: [www.medpacs.com](http://www.medpacs.com)

2

At the "Home" page click-on "Support"

3

At the "Support" page, under "Upgrades" click-on "VistaDisplay Upgrade"

4

At the "File Download" screen click on the "Open" button (this will download the VistaDisplay viewer onto your system - the file is 3.3MB so the transfer may take some time – especially for dial-up connections)

5

At the "Welcome" screen (WinPACS Vista Setup program) click on "Next"

6

At the "Setup Complete" screen, click-on "Finish"

7

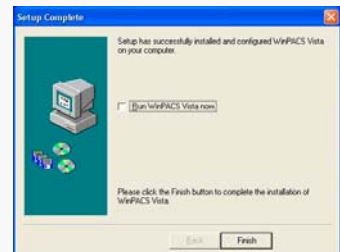
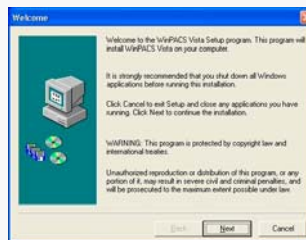
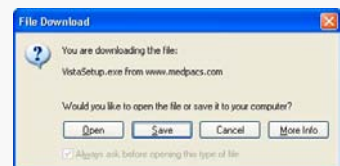
At the "Login" screen, enter the following (case sensitive):

- **User name**
- **Password** (don't share it with anyone)
- **Institution** (you will only need to enter this at setup)
- **City** (you will only need to enter this at setup)
- If you're a radiologist, select the box marked **Radiologist**, all other users leave this blank
- Click-on "OK"

- Note:**
- o The **Force Remote** box is used only under special circumstances; contact MedPACS with questions.
  - o You can not view images or reports until you've provided your Vista system administrator with your user name (from which a unique ID is assigned to you). If you have not established your user name, please see your system administrator.

8

You're now ready to view images!



**The above set-up procedure needs to be completed at each computer/workstation that will be used to view images**

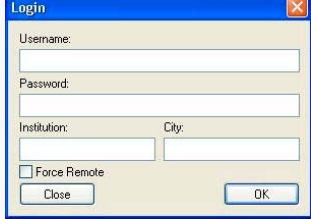


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## View a Study

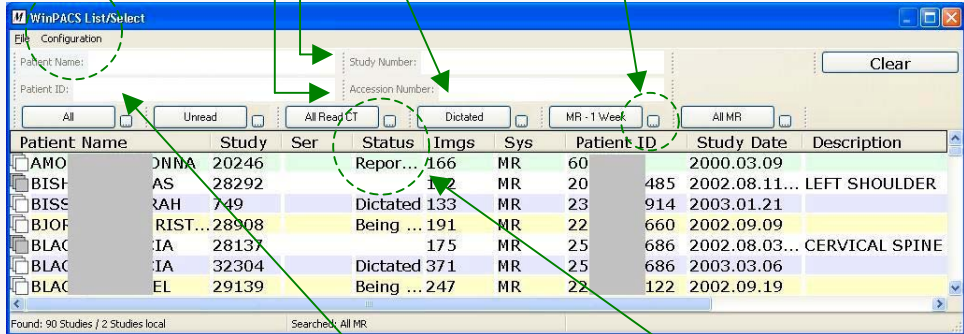
**1** Double click on the "Vista" icon on your screen: 

**2** Enter your Username and Password: *(you have 3 tries, and the "Institution" and "City" fields will automatically be populated unless this is your first time logging-in)*





**3** View a study or change your interface:

- Select a study by entering:
  - o Patient Name
  - o Patient ID
  - o Study No.
  - o Accession No.
- Sort studies by selecting from one of your sort buttons (e.g. "Dictated")
- Clicking-on this icon opens the button config menu and allows you to modify your sort buttons

Patient Name	Study	Ser	Status	Imgs	Sys	Patient ID	Study Date	Description
AMONNA	20246		Repor...	166	MR	60	2000.03.09	
BISHAS	28292				MR	20	2002.08.11...	LEFT SHOULDER
BISSAH	749		Dictated	133	MR	23	2003.01.21	
BJOFRIST...	28908		Being ...	191	MR	22	2002.09.09	
BLACIA	28137			175	MR	25	2002.08.03...	CERVICAL SPINE
BLACIA	32304		Dictated	371	MR	25	2003.03.06	
BLACEL	29139		Being ...	247	MR	22	2002.09.19	

- To change image compression (e.g. increase the level for faster image transfer), grab and move the slider bar with your mouse
- To select (pull) multiple studies for viewing:
  - Press and hold  on your keyboard;
  - Click-on the studies of interest with your mouse;
  - Press 
- To create a new sort button, go to "Configuration" and then "Add Button"
- The "Status" column identifies the status of a particular study:
  - To be dictated.
  - Being dictated.
  - Dictated.
  - Report available.
- This bar provides a graphic indication of how many images of a requested study have been received and loaded on the local system

## Using the Viewer

Follow the pull-down menus 

Reference the MedPACS Keyboard Guide:

- o Select "Help/Quick Start Guide" under "Display" in the pull-down menu
- o Laminated copies are also available From MedPACS




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