To search for a specific patient by name
1. In the Recently Performed Study List/Inbox window, click the Folder Finder button.
2. Set the “Find” criteria (the drop-down list in the upper left corner) to “With Patient Name Matching”.
3. Type the patient’s last name and first name in the Last and First text boxes.
4. Click the Find button (or just press Enter on the keyboard). The Study List will be populated with studies matching the patient name or ID criteria.

To open a specific patient study
1. In the Folder Finder/Study List window, locate the study you wish to open.
2. Double-click anywhere on the study’s row. The study will open in the Study Window.

To display a specific image in a study
1. Click-and-drag the thumbnail representation of the image down to a view port in the Study Window.
2. “Drop” the thumbnail (release the mouse button) over the view port where you wish to display the image.

To change the layout (number and arrangement of view ports) in the Study Window
1. Click the Layout Button to display the Layout “grid”.
2. Click on the square on the grid representing the layout you wish to apply.

To adjust Window/Level to change brightness and/or contrast of an image
- Right-click-and-drag the mouse up and down to change brightness.
- Right-click-and-drag the mouse right and left to change contrast.
- To return the image to its default Window/Level settings, right-click the image and choose Window/Level, then Default (Source 1) from the menu (or just click the thumbnail for the image in the Thumbnails toolbar).

To zoom an image in or out (make larger or smaller)
- While holding the Ctrl key on the keyboard, roll the mouse wheel.
- To return the image to its default setting, right-click the image and choose Zoom, Zoom to Fit from the menu.

To pan a zoomed image (move the image to display areas off the screen)
- While holding the Shift key on the keyboard, click-and-drag the image with the mouse.

To access documents (such as Reports) in a study
1. Click the Documents button on the Main Toolbar.
2. Find the desired study folder in the panel on the left side of the documents Portfolio window.
3. Click on the document you wish to display (the documents will appear underneath the folder icon for the desired study, and each document will have its own icon).

To open additional studies for the current patient
1. Click on the Study Information Bar (see right) to display the menu.
2. Move the mouse over “All Studies” on the menu, and from the sub-menu, select the desired study to open.

For help call the PACS Support Line at (253) 426-6271, option 2, or internally from an FHS facility phone: 127-6271, option 2.