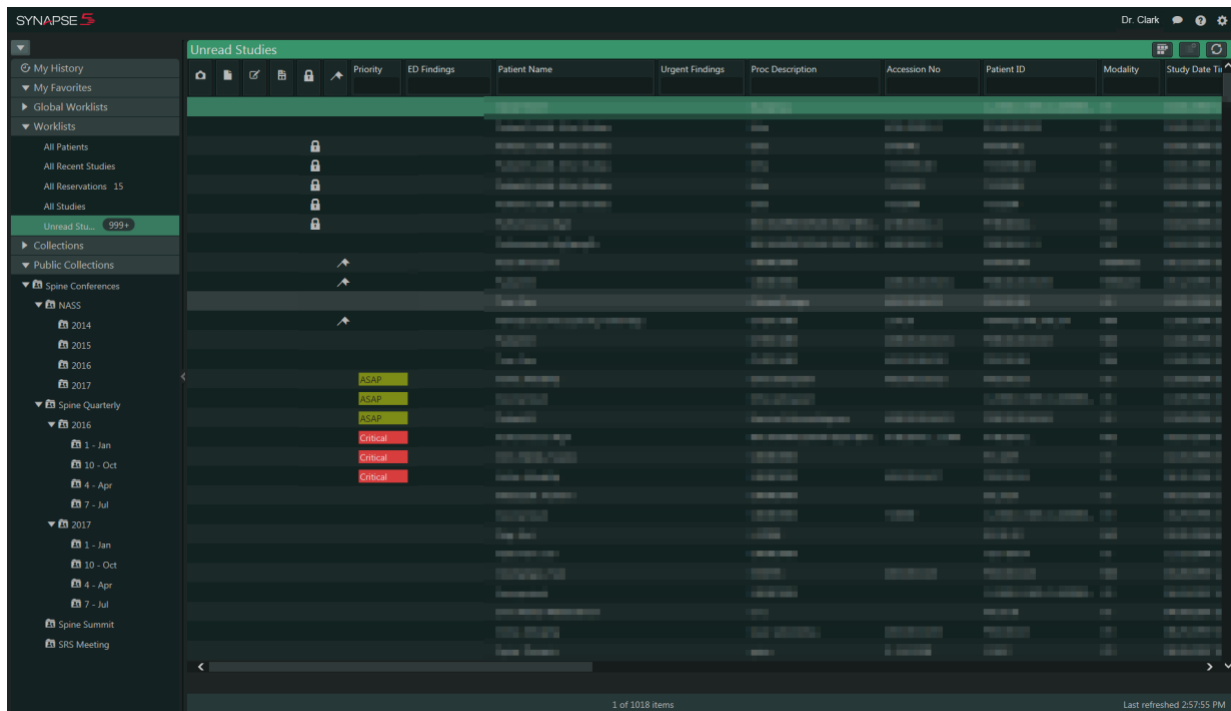







# Worklist Features




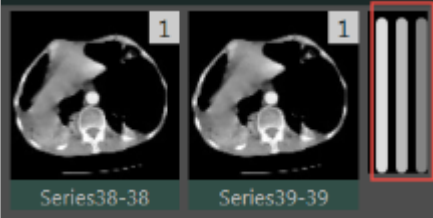






Feature	Description
Worklists Pane	<p>Displays the four default Worklists (All Patients, All Recent Studies, All Studies, and Unread Studies), any SWAT created Worklists configured for your site, the QBE (Query By Example) Worklists that you have created and saved, Global Worklists, My History, My Favorites, and your Collections folders. See <a href="#">Creating and Using Collections Folders</a>.</p> <p>Click the twistie  next to a Worklist header to expand or collapse the contents beneath it.</p>
Worklist Item Count	<p>Displays the number of available studies. Two counts display: the first count displays the number of Unread Studies and second count displays the STAT priority studies in red.</p> <ul style="list-style-type: none"> <li>The counts that display in the Worklist pane update every 30 seconds.</li> <li>Your accessible studies count displays for the following Worklists and any QBE Worklists based on them.</li> </ul>
Worklist Title Bar	Displays the name of the selected Worklist, the View All Thumbnails icon, the Create a QBE Worklist icon, and a Refresh Icon.
Columns Names	Each default Worklist displays its own set of columns. Column names can only be modified by your PACS System Administrator. See <a href="#">Setting Worklist Column Preferences</a>
Column Selection	The Worklist includes a large number of column options from which to select. Customize your Worklist columns to best meet your needs.

Feature	Description
Row Selection	<p>Click a row to select the single row (study).</p> <ul style="list-style-type: none"> <li>In the visible screen area, hold down the <b>CTRL</b> key and click to select individual multiple rows.</li> <li>In the visible screen area, hold down the <b>SHIFT</b> key and click to select contiguous rows.</li> </ul>
Context Menu	Right-click a study to access the context menu options.
Refresh Time	Displays the time of the most recent system refresh.

## Worklist Indicator Icons

Icon	Description
	<p>Thinklog™ Chat provides the ability for Synapse users to communicate with one another within the Synapse application. Click the Thinklog™ Chat icon from your preferred location in the Worklist, PowerJacket, or Viewer.</p>
	<p>The Snapshot icon indicates that the study contains saved display states. Right-click to display the context menu that lists the display states. Click to view or drag Snapshots into the Collections folder.</p> <p>Right-click to invoke the Snapshot context menu. Options include the ability to edit a Snapshot's name or delete from the study. All changes automatically synchronize in the Viewer.</p> <p>Note that auto-saved Snapshots cannot be deleted.</p>
	<p>The <b>Reports</b> icon indicates that the study includes a report.</p> <ul style="list-style-type: none"> <li>Hover over the icon to view the Report Impression if one exists.</li> <li>Click the icon to open PowerJacket Reports pane.</li> <li>Shortcut key: <b>ALT + R</b></li> </ul>
	<p>The <b>Notes</b> icon indicates that the study includes notes.</p> <ul style="list-style-type: none"> <li>Hover over the icon to see a list of up to 10 notes. Each line displays the note's author, the first 50 characters of text, and the creation time and date.</li> <li>Click the icon to open PowerJacket Notes pane.</li> <li>Shortcut key: <b>ALT + N</b></li> </ul>

Icon	Description
	<p>The <b>Documents</b> icon indicates that the study includes documents.</p> <ul style="list-style-type: none"> <li>• Hover over the icon to see a list of up to 10 documents attached to the study.</li> <li>• Click the icon to open PowerJacket Documents pane.</li> <li>• Shortcut key: <b>ALT + U</b></li> </ul>
	<p>The <b>Reservations</b> icon indicates that the study is reserved for a specific user.</p> <ul style="list-style-type: none"> <li>• Hover over the icon to see the name of the user who reserved the study.</li> </ul>
	<p>Click the View All Thumbnails icon to display the thumbnails for every study under each study row, so you can quickly determine whether you want to open the study to view more images and information.</p>
	<p>If more thumbnails exist than there are columns to display them, an indicator displays on the right side of the thumbnails preview indicating that additional series are available. Open the study to view additional series.</p>
	<p>Click the <b>Save the QBE Worklist</b> icon when you want to create a (Query By Example) QBE Worklist.</p>
	<p>Click the <b>Refresh</b> icon to manually refresh the contents of the Worklist page and view the most current information on your Worklist and in the Worklist pane.</p> <ul style="list-style-type: none"> <li>• The study and STAT counts update for the Unread Worklist, the Global Unread Worklist, All Reservations, Global All Reservations, and any QBE Worklists based on those Worklists.</li> </ul>
	<p>The <b>Collections</b> folder icon displays next to your default My Collections folder and any other Collections folders you create.</p>
	<p>The Worklist page displays the <b>Lock</b> (concurrency) icon to indicate that other users with dictation privileges currently have the study open. Hover over the icon to view a list containing the name of the user or users who have the study currently open and how long the study has been open.</p> <p>If another user with dictation privileges currently has the study open and you open it too, a concurrency warning displays the names of the other user or users who have the study open. You</p>

Icon	Description
	are prompted to click OK to open the study or click Cancel to not open the study.

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