Demonstration of Envision Online and Inteleviewer.

A concise user guide.
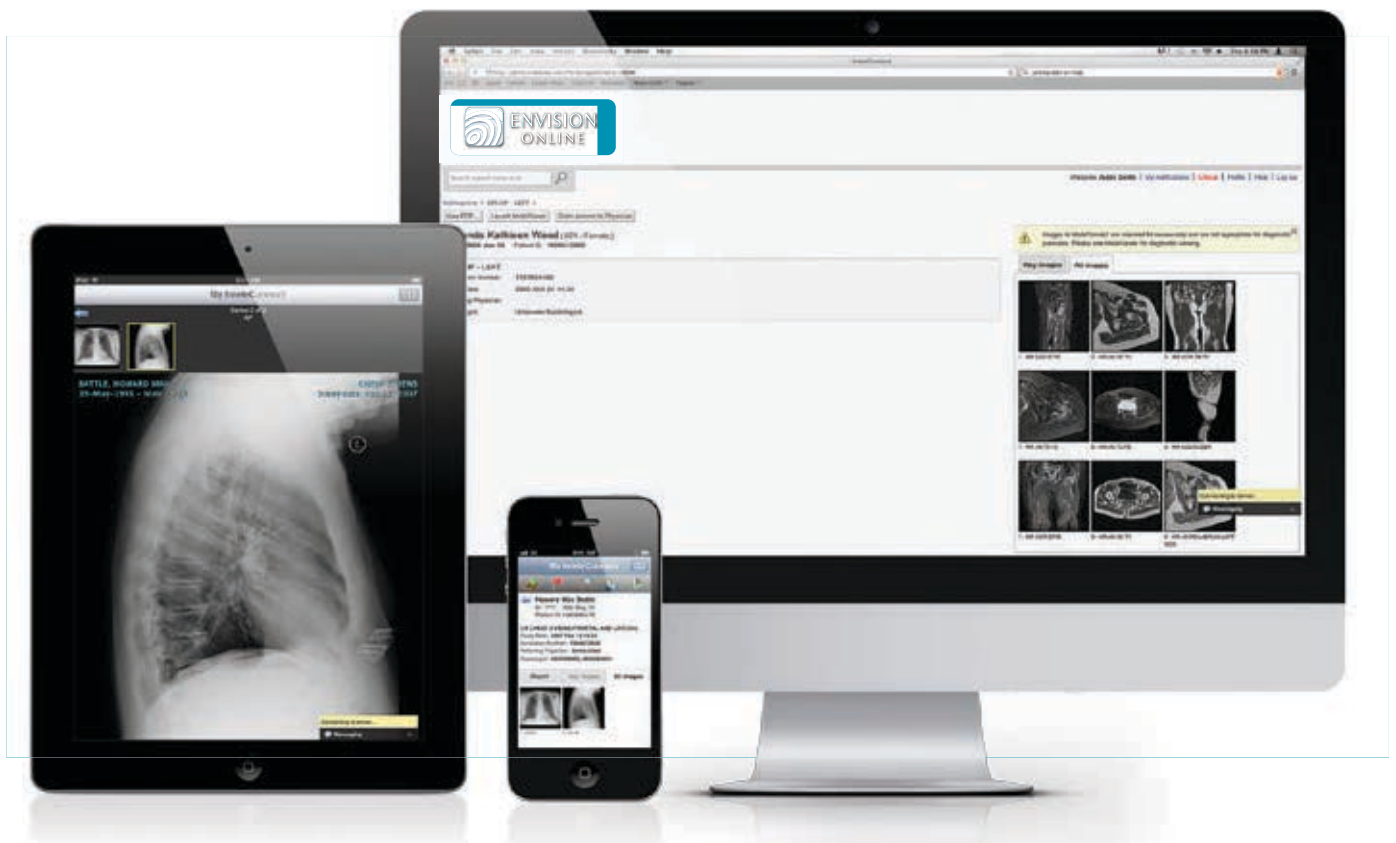
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User Login and IT information
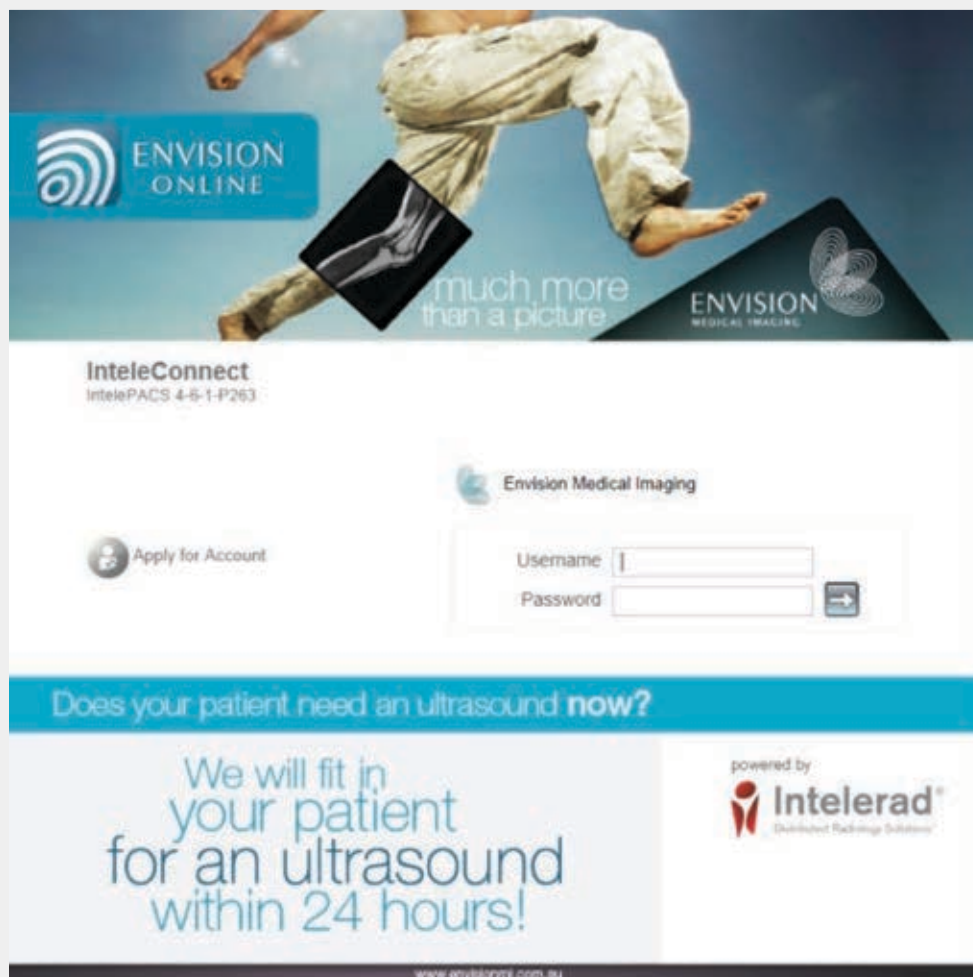
- Envision Online web address
  www.envisiononline.com.au

- You can also login through our website
  www.envisionmi.com.au

Computer type	Recommended Browser	Java Required
PC	Windows Explorer	Java 8
Apple Mac	Safari	Java 6 or 8, sometimes both

- Java is required to use the Launch Inteleviewer from Envision Online
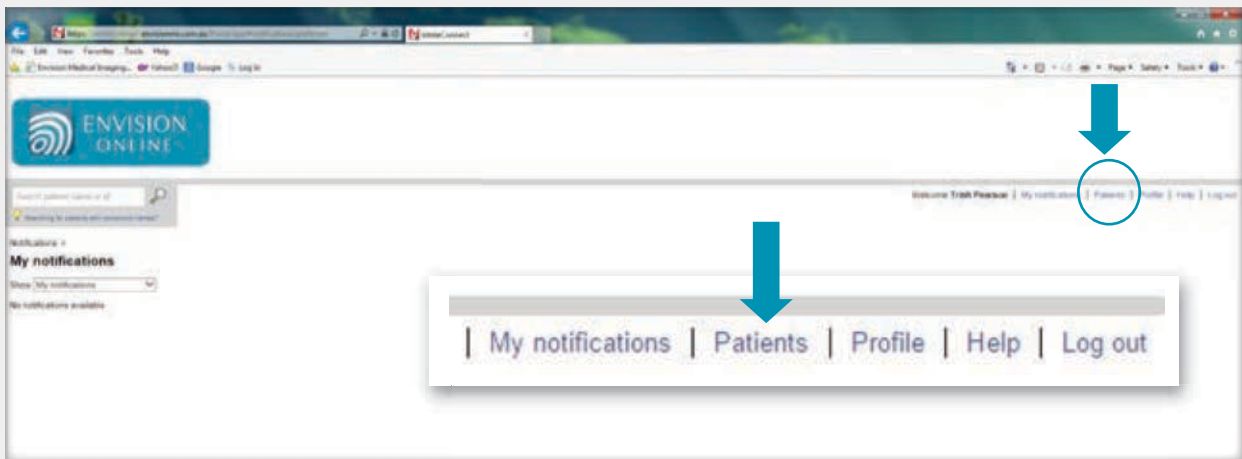
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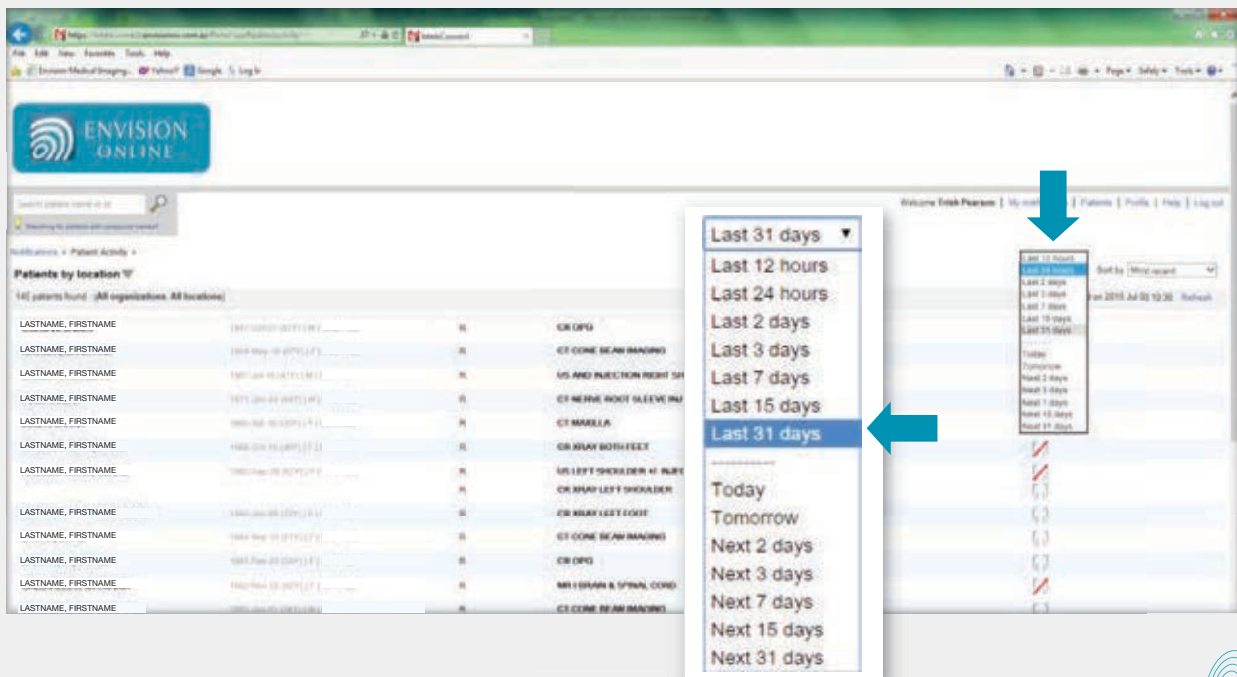# Navigating and Customising your Patient List

For first time users, the screen will open up on the Notifications page.

- Only patients referred from account set up date will automatically show in your account.

- See "How to Break Glass" for access to your patients prior to this date.

- Or call Envision and we will happily grant you access to your patient's images (ph: 6382 3888).

- For ease of navigating through your patient images, we recommend the following settings:
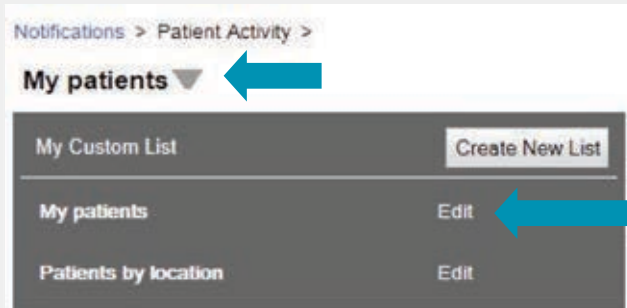
Click on Patients (right hand side)

Change the drop down box from 24hrs to 31 days

Envision Online
To CUSTOMISE and SAVE the MY PATIENT List

Notifications > Patient Activity >

My patients ▼

My Custom List	Create New List
My patients	Edit
Patients by location	Edit

Click on the My Patients down arrow (top left hand corner) and then EDIT next to My Patients.

Edit List Parameters

List name

My patients

Date range

Last 31 days

Exam Status

Modality

Patients

○ All ● Only those I referred

Discrepancies & critical results

Show only patient orders with
☐ Impression discrepancies
☐ Critical results

Sorting

Most recent

Organizations

Locations

Save and Apply   Cancel

Set the DATE RANGE to LAST 31 DAYS.
Set SORTING to MOST RECENT.
Click SAVE and APPLY.

When you log in next time, this setting will be saved and will be your main screen after logging in.

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Envision Online
How to use the BREAKGLASS Feature

There is a break glass feature next to the search box (top left hand side). This can be used to access images of a patient sent by another referrer or from prior to your account set up date.

You will need to agree to the conditions of viewing images from patients that you may not have referred.

The patients' **Name AND Date of Birth are required.** Then click CHECK PATIENT.

Continue...

Envision Online
How to use the BREAKGLASS Feature *continued*

Access Break Glass

This feature allows you to view studies for which you were not granted automatic access.

I understand that I am about to access information for a patient for whom I am not the primary referring physician on record. I acknowledge that I am doing so only for medical reasons and for the sole benefit of the patient, and in doing so am bound to keep this information private and confidential.

Note: This feature allows you to view only studies currently available on the PACS. You do not have access to studies for this patient that are acquired at a later date.

Please allow a few minutes for the studies to become available.

☑ I acknowledge and accept the terms of this confidentiality agreement.

Provide the full patient ID

Or

Provide the full patient name | and the date of birth
lastname, firstname | 19810824 ✕
Last name, first name | YYYYMMDD

Check Patient

A patient that matches your search criteria was found:
NAME SURNAME (Female - 33Y)

Access Patient Studies | Cancel

Once found, Click ACCESS PATIENT STUDIES.

ENVISION ONLINE

Search patient name or id 🔍 📁 Access Break Glass
💡 Searching for patients with compound names?

Notifications >
My notifications (10 new)
Show My notifications ▾

LAST AND IMPORTANT STEP!
You will now have access to your patient's images.
Close the Access Break Glass screen.
Go to the Search Bar.
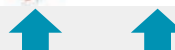**SEARCH for your patient and the images will now appear.**

Quick Tip

Be careful to enter your patient's name and DOB using the correct format.

If you are not successful, our reception team can grant you access to the study you need, please phone 6382 3888.

ENVISION
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Envision Online
Viewing Patient Images and Reports

The patient list has symbols to help you identify that status your patient's examination.

 Patient has checked into reception but has not yet had their scan completed.

 Scan has now been completed & images can be viewed.

 Report is ready to view.

Click on your patients name on the patient list. This will open up their studies (see below).

Click on scan name (eg: CT Conebeam), this opens the patient's images and report.

Click on any image thumbnail to open the image viewer.

For high resolution images, you will need to Launch Inteleviewer.

Continue...

Envision Online
Viewing Patient Images and Reports *continued*

To **navigate** through your patient's images using Envision Online please see below:

Use Arrows to scroll
through image series

Back to
previous
screen →

Thumbnails
show/hide;
Window;
Pan;
Zoom →

Scroll
through
images,
by moving
the grey
slide bar →

← Full Screen

← Reset
Image
Settings

← Click on
images
thumbnails
to select an
image series
for viewing

Please Note

For images with much greater resolution and functionality or if you
need to download images, please Launch Inteleviewer.

Envision Online
Launching Inteleviewer from Envision Online

Click on the Launch Inteleviewer button on the top left hand side of the screen.

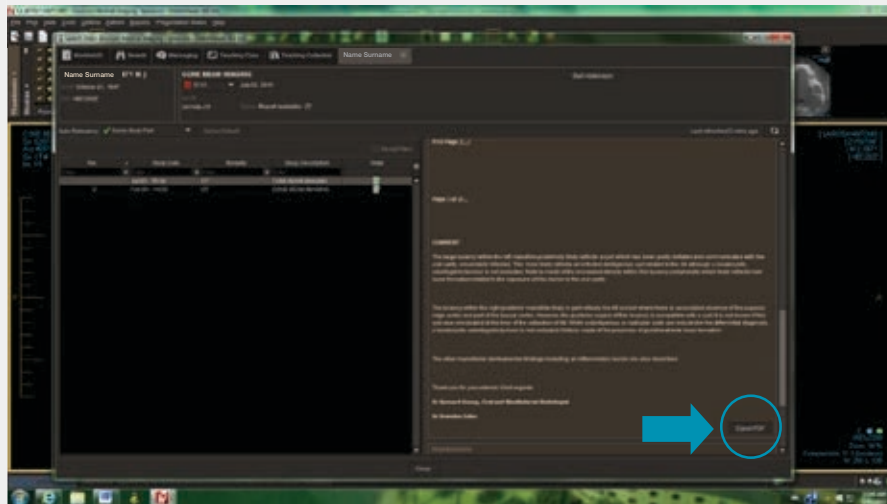This will then open up your patient's study in Inteleviewer.
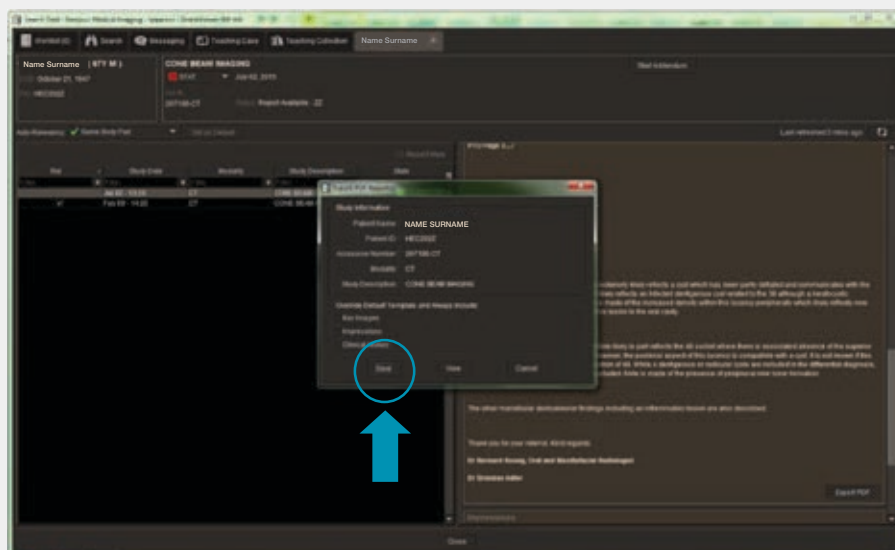
Inteleviewer
Viewing and Exporting Reports
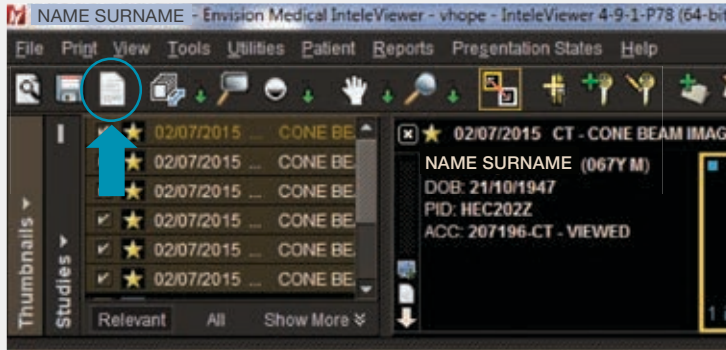
To view your patient's report, click on the Piece of Paper Icon.

Top left hand side & Circled.

A new window will open and the report will be displayed.

To Export and save a PDF copy of the report, click on EXPORT PDF (bottom right of report screen).

Then Click on SAVE in the pop up window.

Continue...

ENVISION
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Inteleviewer
Viewing and Exporting Reports *continued*

You can now save this report to your computer in a file of your choosing.
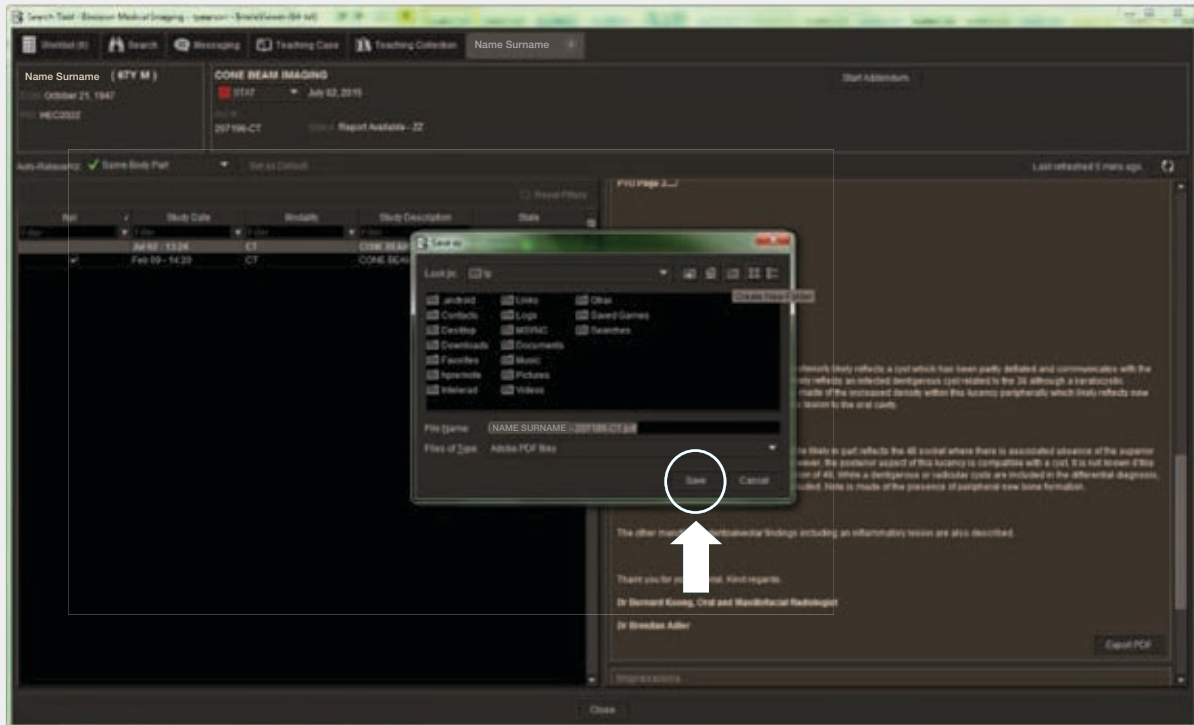
Inteleviewer
Navigating through your patient's images

Viewing different images in the same study:

Left Click & hold, then Drag Down

To change between the series of images, click on image thumbnail and drag it down to the main screen and then drop.
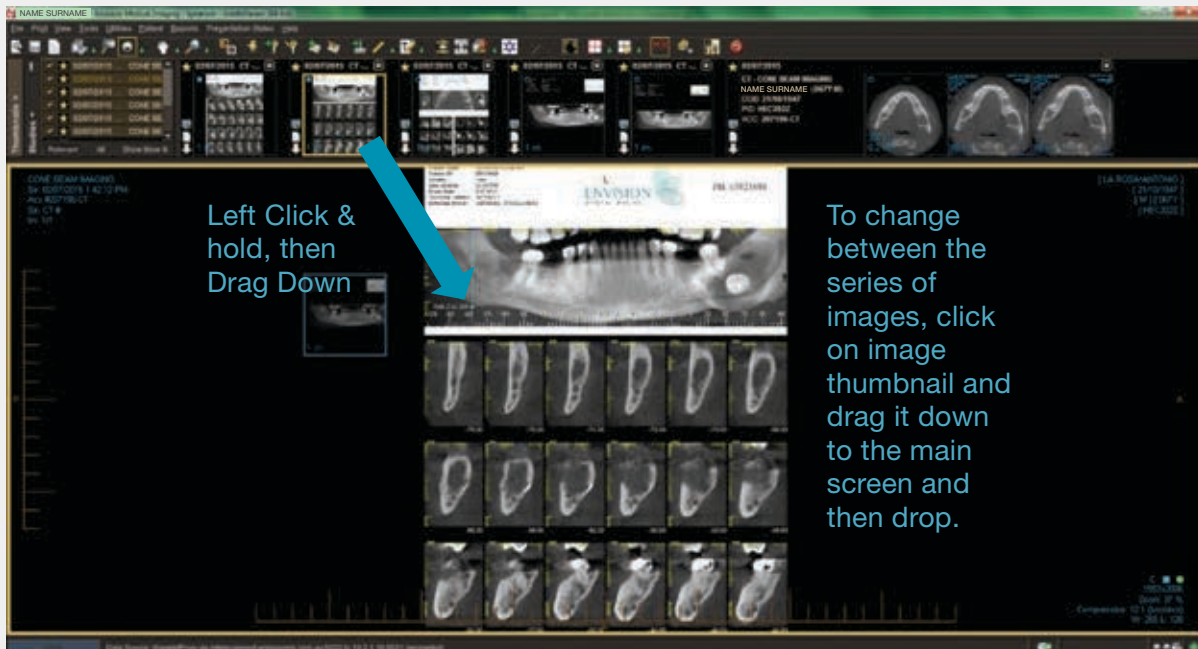
Changing the viewing format:
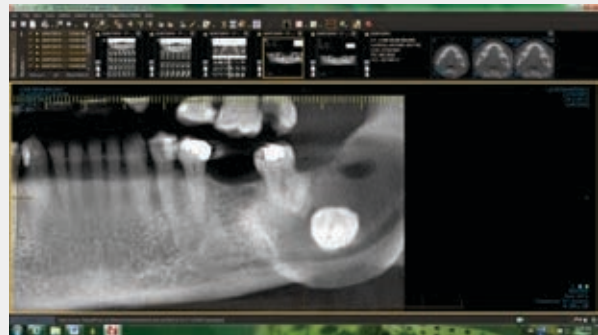
Press numbers 1,2,3,4 (on your keyboard) to get your different formats as seen below.

Continue...

Inteleviewer
Navigating through your patient's images *continued*

Square magnifying glass.
This icon only magnifies a small area:
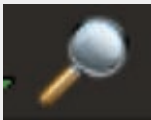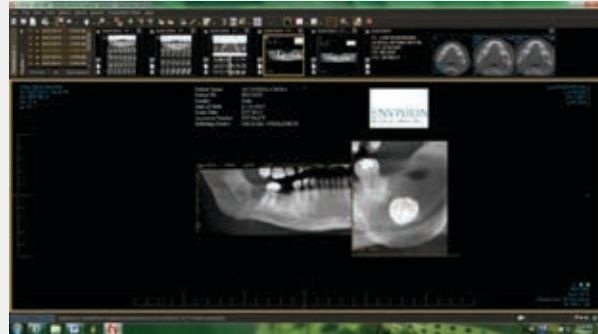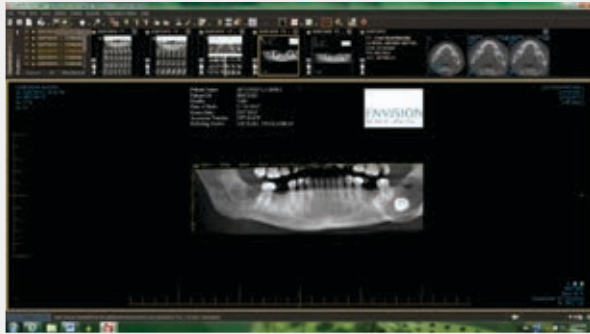
Zoom function.
To zoom in and out of image click **Round magnify glass**,
click on image and scroll with mouse in and out.

Continue...

Inteleviewer
Navigating through your patient's images *continued*

Ruler.

This is set as a linear (cm) however there are a selection of ruler types from the drop down box.

To measure just click and hold and move to another point, it will record the measurement in the bottom left hand corner.

You can do multiple measurements and it will record each one.

To delete measurements just click on measurement and press delete.
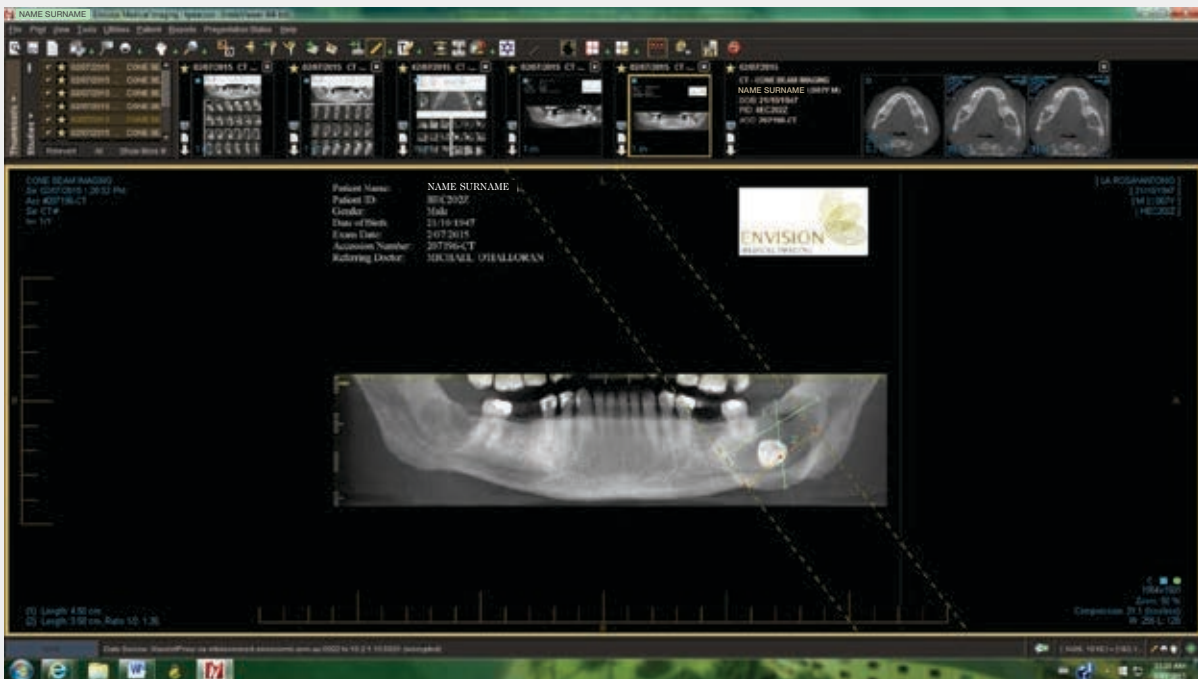
To change the measurement from centimeters to millimetres:
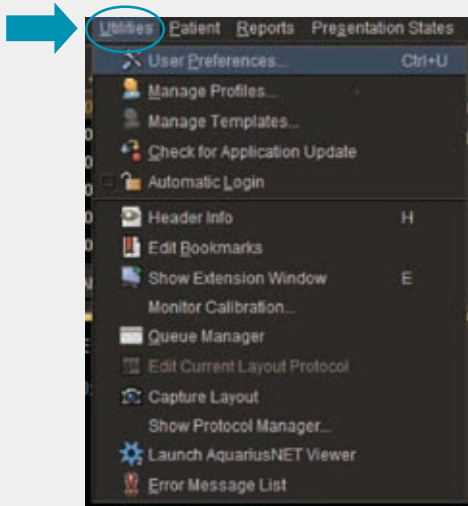
Go to Utilities

Then click on User Preferences

Continue...

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Inteleviewer
Navigating through your patient's images *continued*

Click on Measurements on the list on the left hand side.

Use the drop down box titled Measurement Units and selct Millimeters.
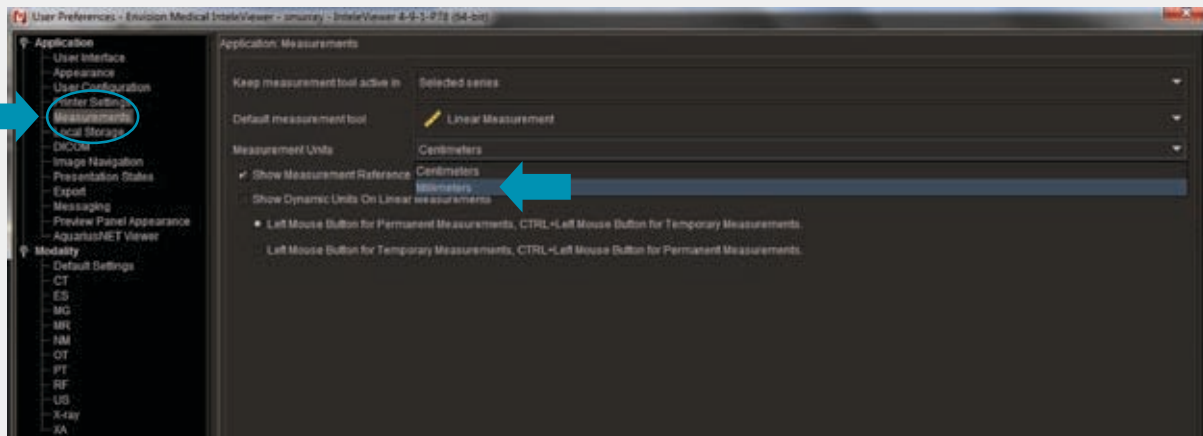
Inteleviewer
Transferring an image into a Document

....
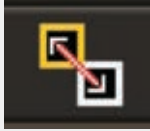
Click on the "Drag and Swap" icon on the top tool bar.

Open up document where you would like to drag image to, have both windows on screen and then just drag and drop.
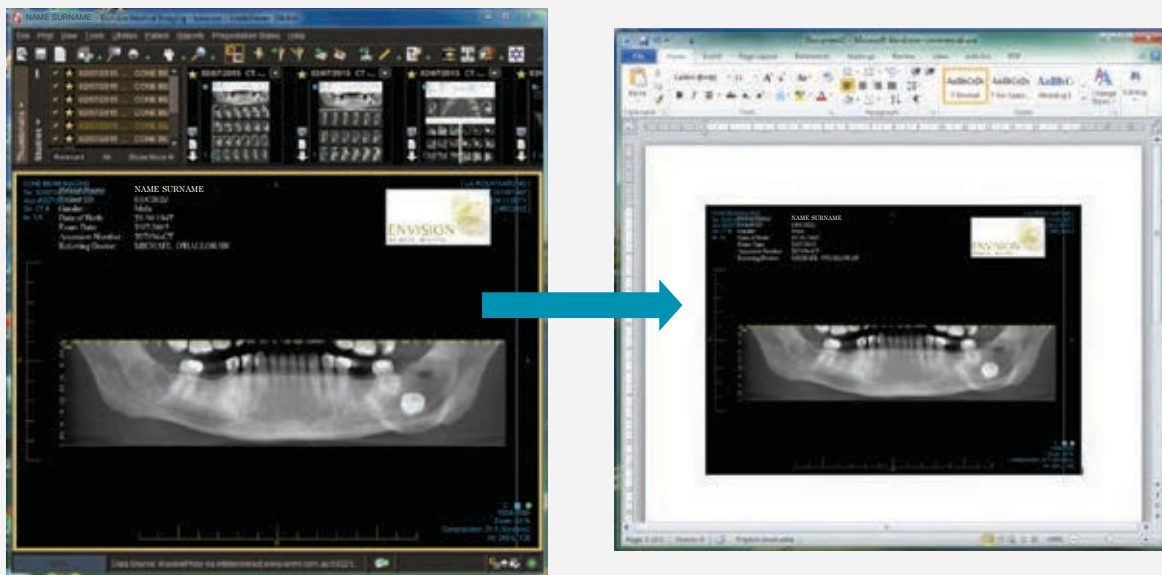
Inteleviewer
Exporting JPEG images
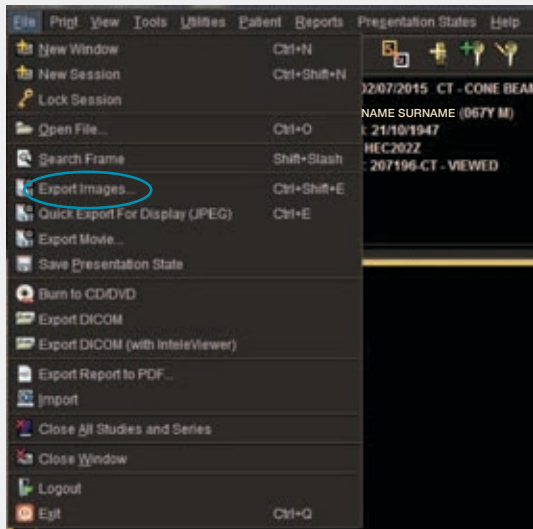
Open FILE and then select
Export Images

There are now two ways to save your image:
1. Using DICOM Resolution (Recommended)
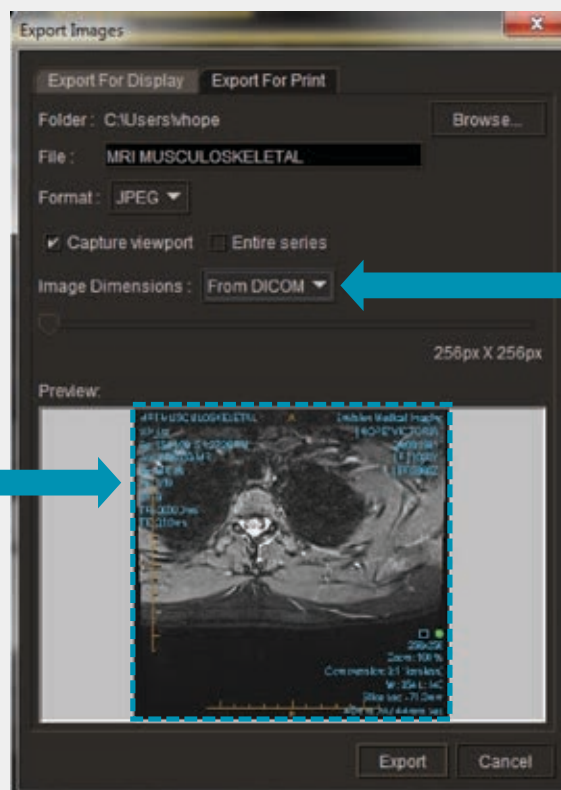
You can rename your file here

Tick Capture viewport to embed Patient's name on images

This will now save the image circumscribed by the blue box (ie: the blue only)

Use Browse to select where you would like to store your file

Set to From DICOM

Continue...

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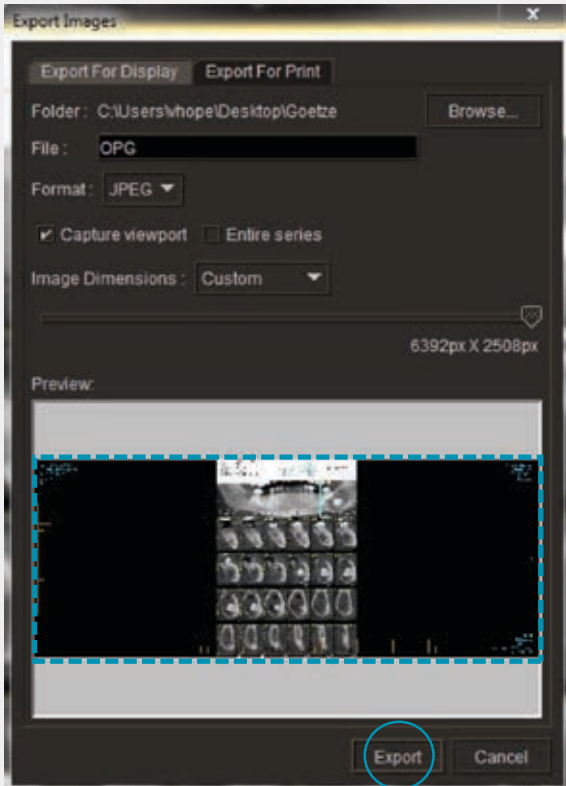
Inteleviewer
Exporting JPEG images *continued*

2. High Resolution using Custom setting

You can rename your file here

Tick Capture viewport to embed Patient's name on images

This will now save the image circumscribed by the blue box (ie: the blue only)

Use Browse to select where you would like to store your file

Set to CUSTOM

Slide this bar to far right to Maximise Resolution

Once all settings are selected, press EXPORT

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Inteleviewer
Exporting DICOM files
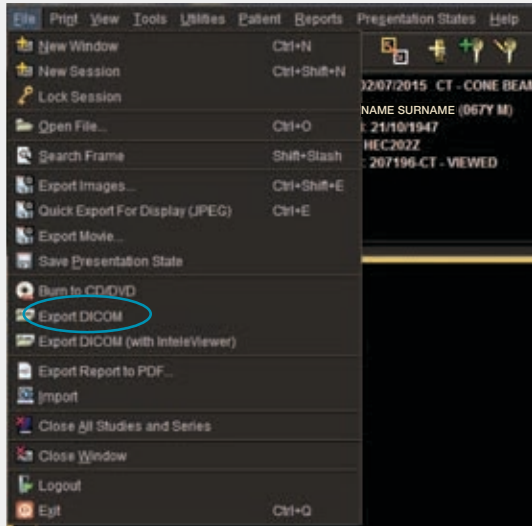
Open FILE and then select
Export DICOM

You will now need to choose your Location for your DICOM Files. Then click SELECT FOLDER.
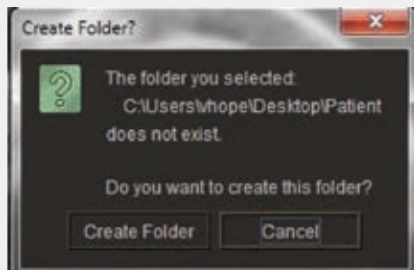
If you have created a new folder, the program checks if you would like to proceed. If so, click Create Folder.

Continue...

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Inteleviewer
Exporting DICOM files *continued*
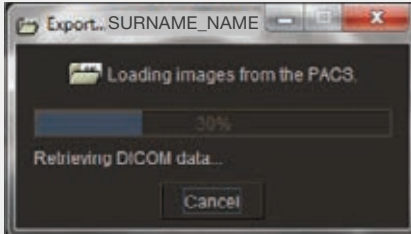
A progress bar will now appear, showing you the transfer of DICOM images to you file.
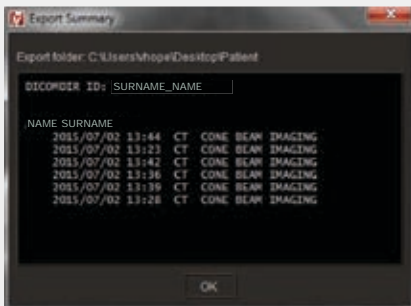
Once completed, an Export Summary will appear. You can press OK, and your transfer is now done.

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Inteleviewer
Manipulation of Volumetric (3d) Images

Loading images into the MPR Screen:

Find your fine slice data in your thumbnails and drag it down to the main screen. The fine slice data will be the one with the most number of images

Click on the small arrow icon.

This will open the MPR tool bar.
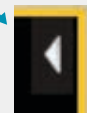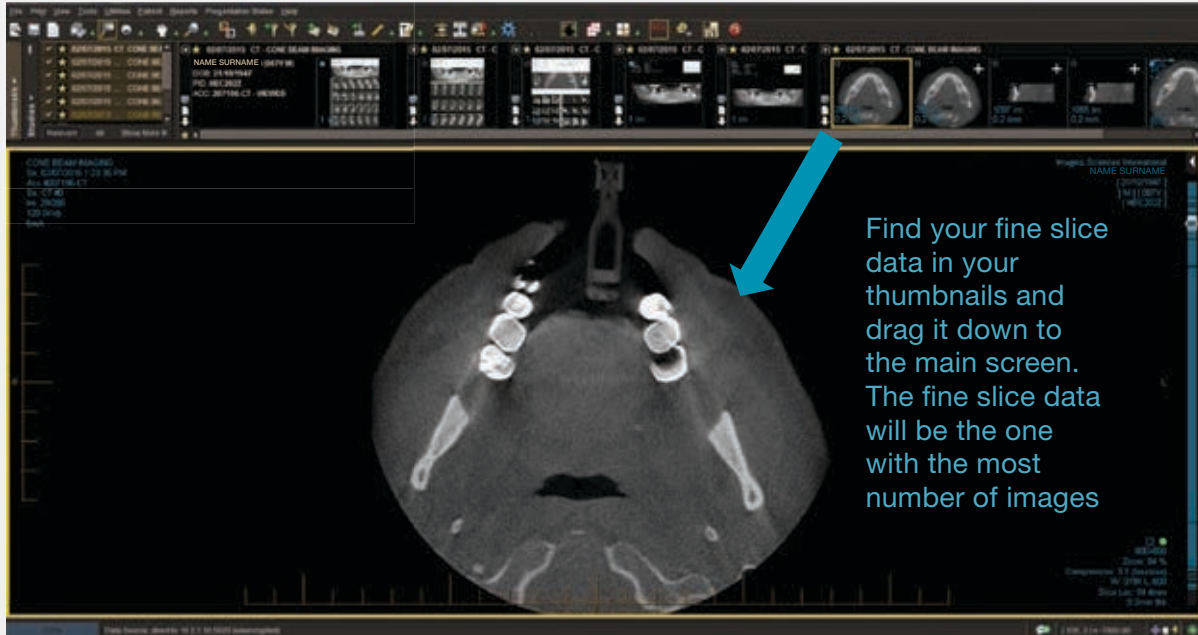
Click on the Four Square icon to switch to MPR Mode.
(MPR = Multi Planar Reformat)

Continue...

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Inteleviewer
Manipulation of Volumetric (3d) Images *continued*

Manipulating the image in MPR mode:
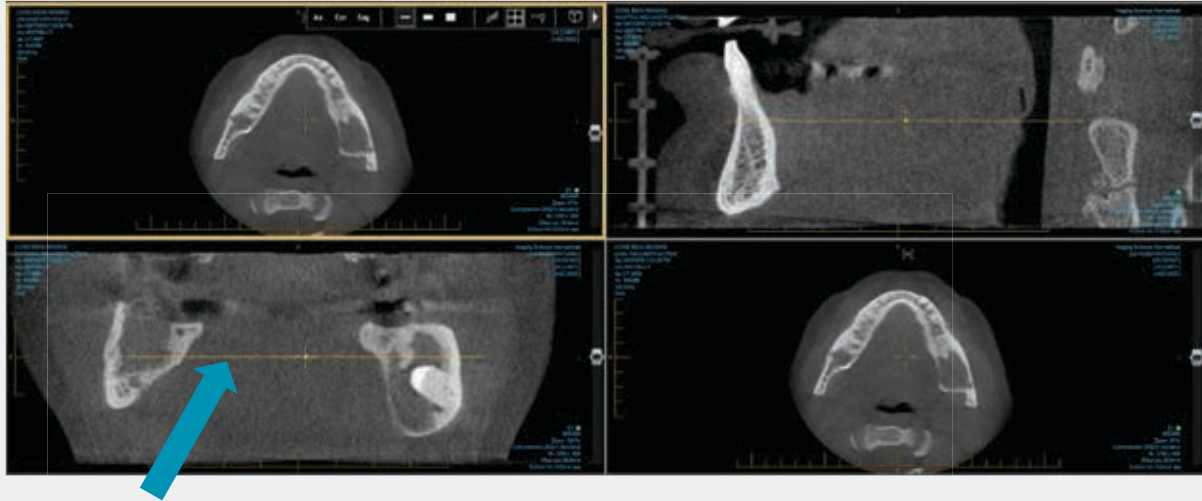
You can move and rotate the yellow line above to manipulate the images.

In the above image, it is set on Axial mode, so if you move the yellow line up and down, your axial image will be manipulated.

If you want to manipulate the images in the Coronal or Sagittal plane, click on Cor / Sag, then move the yellow line.

In the image below, the Sag was selected.

The yellow lines in the bottom two boxes have been moved to show a sagittal oblique view in the top left box.
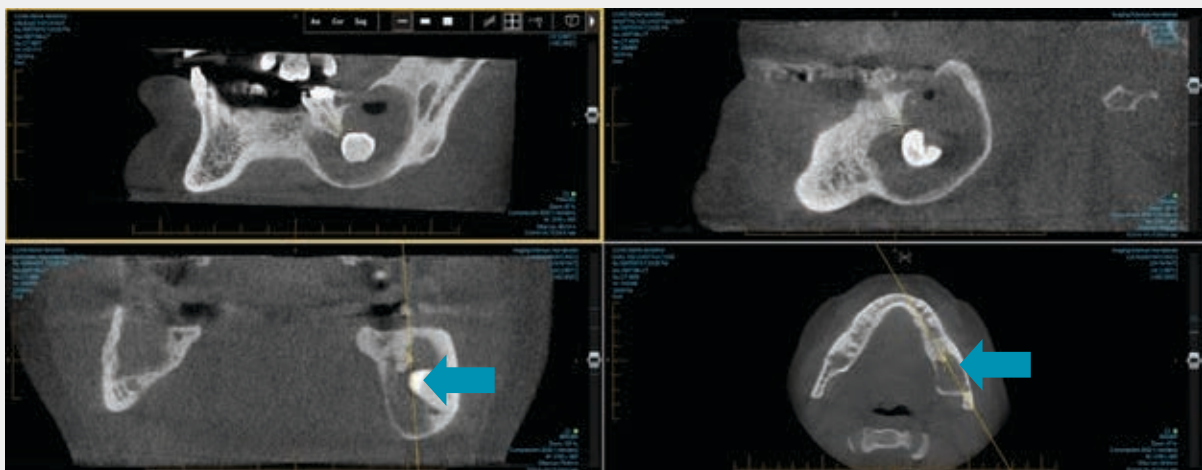
Continue...

Inteleviewer
Manipulation of Volumetric (3d) Images *continued*

Changing the slice thickness of the images:
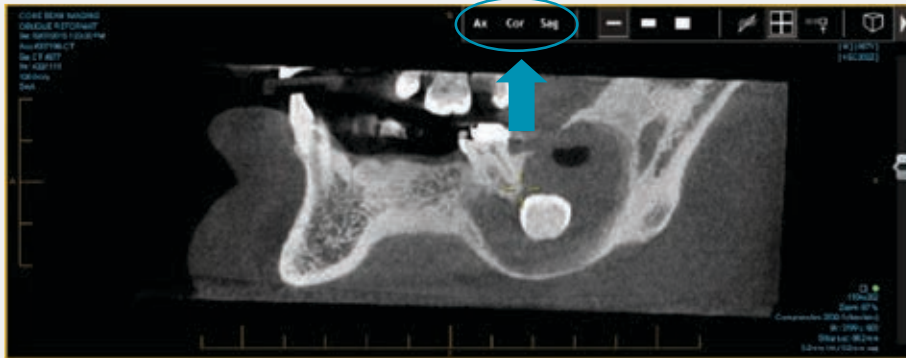
The slice thickness of the image can be changed using the icons circled.

Creating a Volume Rendered image:

To view a Volume Rendered image, increase your slice thickness to near maximum.

Now click on the Expand 3D Control Icon.
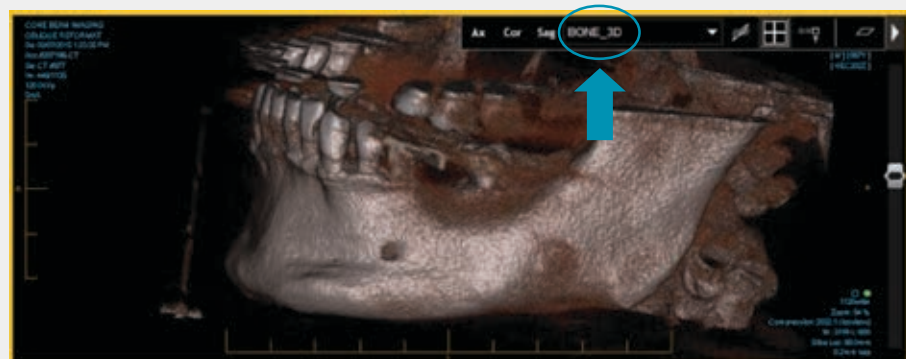
Your Volume Rendered image will now be displayed.

Different renders can be applied by using the drop down menu.

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Logging into Inteleviewer
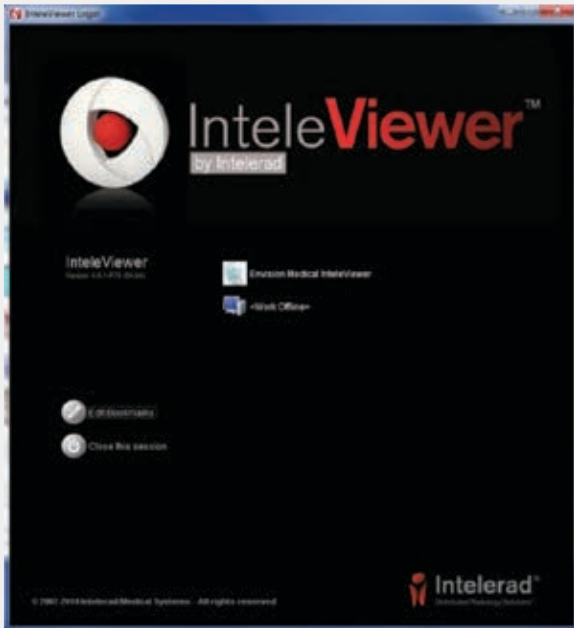
Launch Inteleviewer by double clicking on your ICON on your desktop.
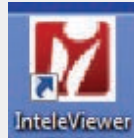
Log into your Envision account by clicking on the Envision Logo.
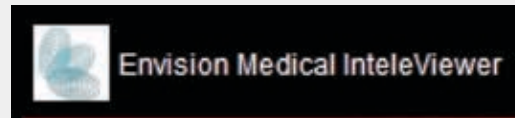
Enter your Username and Password then click on the arrow icon.

Inteleviewer will now be launched.
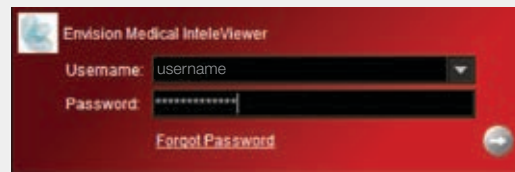
Setting an Automatic Login (Inteleviewer)
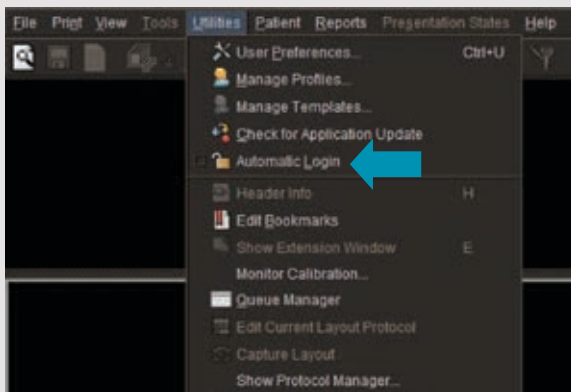
Go to Utilites.
Click on Automatic Login.
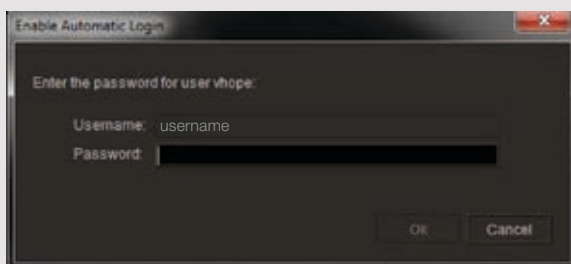
Enter your Username and Password.

Click OK.

You will now be automatically logged from now on.

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Inteleviewer
Searching for your Patient's Images

Click on the SEARCH tab.

You can search your referred patients by using their name. Advanced search options are also available (click on "Advanced search options" on the top right hand side).
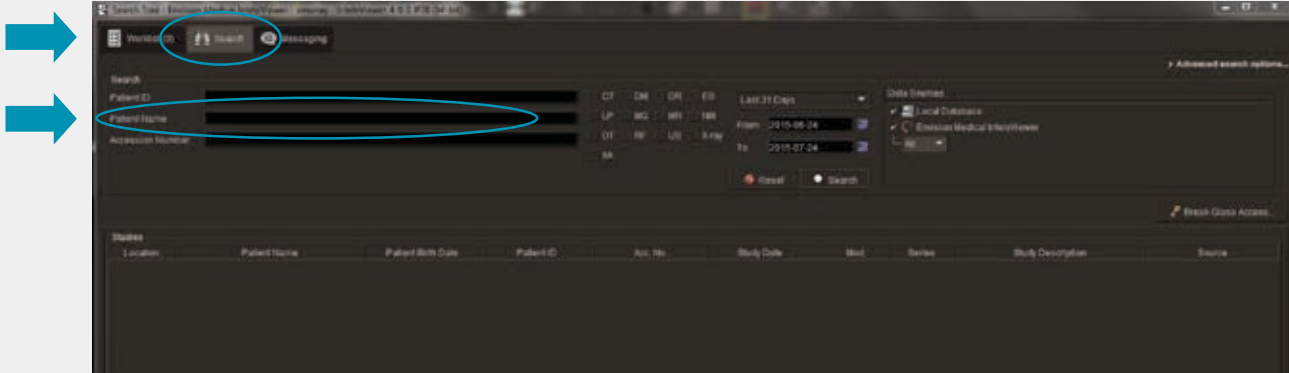
If you want to search your most recently referred patients, we recommend setting LAST 31 DAYS using the drop down, and then press SEARCH.
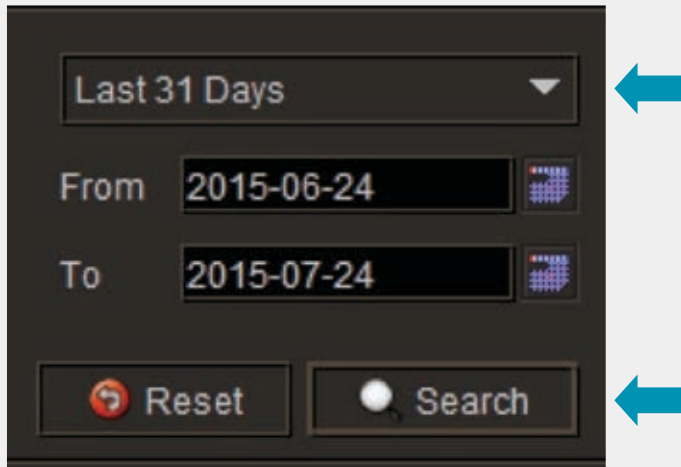
Inteleviewer
Using Break-Glass Access *continued*

When your patient is found, click on "Access Patient Studies".

Depending on your internet speed it may take a little while to become available.

Your patient's imaging will show in your search list when they are available.

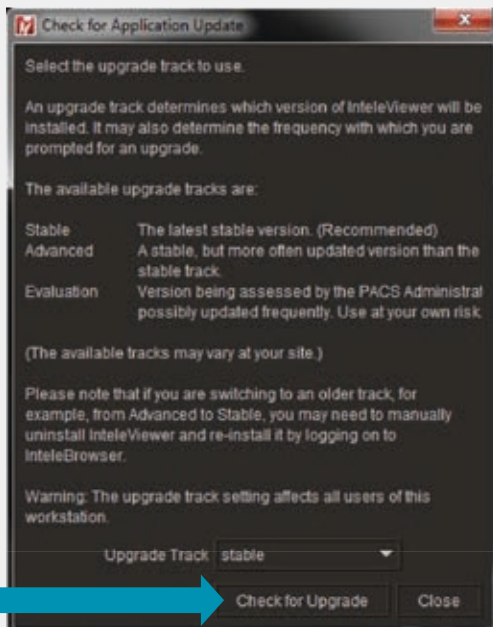# Inteleviewer
Checking for Inteleviewer Updates

Inteleviewer will usually prompt you if there is a new update.

However, to search for an update manually:
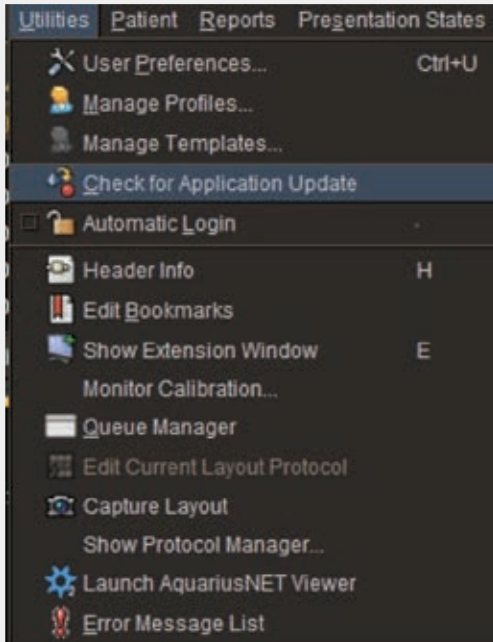
Go to Utilities.

Then click on **Check for Application Update**.

The Check for Application Update window will appear.

Click Check for Upgrade.

Follow the prompts if an upgrade is required.

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Envision Online and Inteleviewer
Changing your Password

Your username & password for Envision Online and Inteleviewer are the same.

If you have forgotten your password or have been locked out of your account please call Envision on 6382 3888. The password will need to be reset for you.

- To change your old password to a new password:
- Go to www.envisiononline.com.au
- Log in with your username and password.
- Click on Profile in the top right hand corner of your screen.
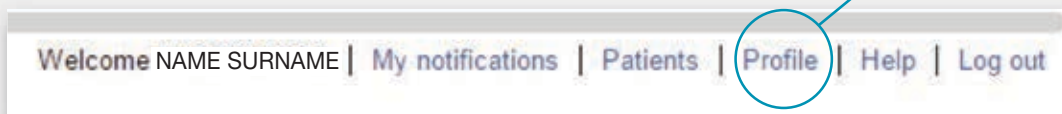
Tick the Change password box.

Enter your current followed by your new passwords.

Click **SAVE** at the top of the window to save your changes.

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