



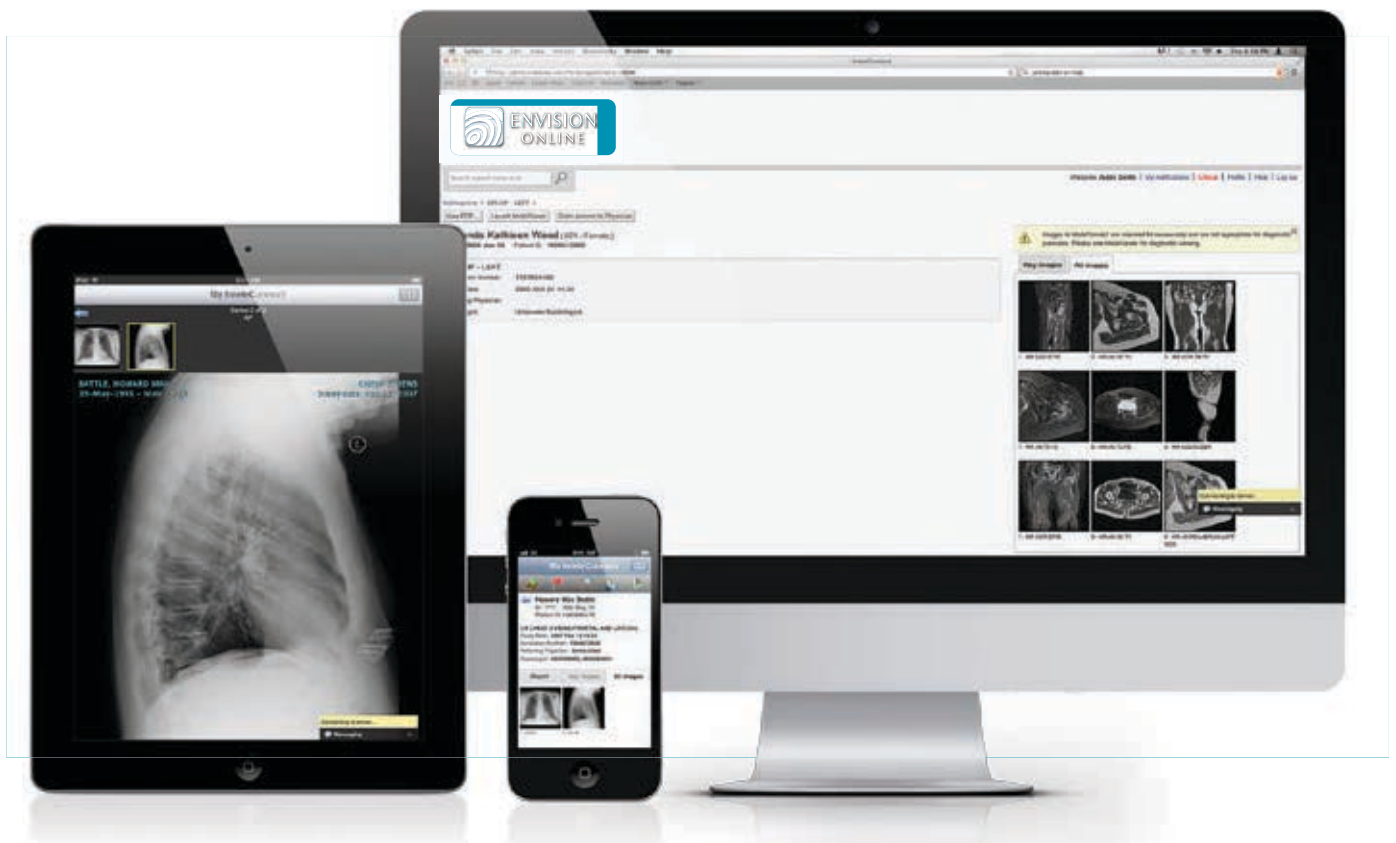
ENVISION  
ONLINE



Intelerad®  
Distributed Radiology Solutions™

# Demonstration of Envision Online and Inteleviewer.

A concise user guide.



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## Inteviewer

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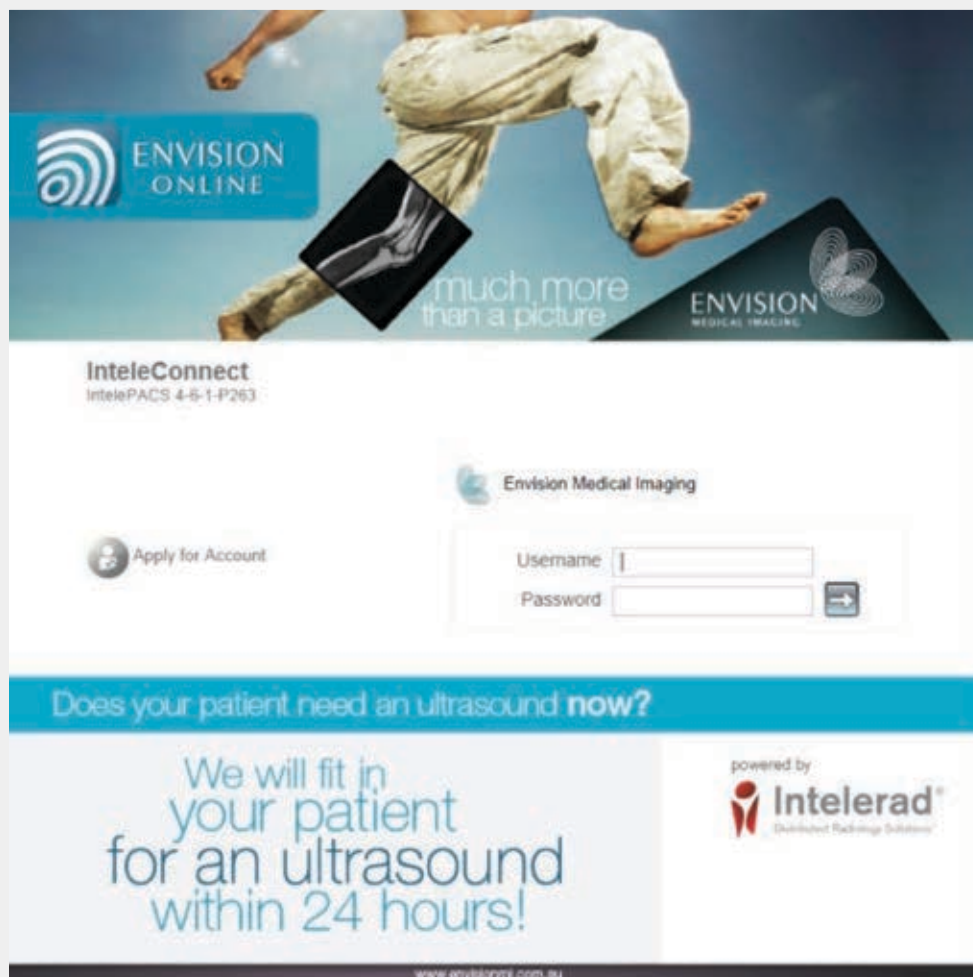
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# Envision Online

## User Login and IT information



- Envision Online web address  
[www.envisiononline.com.au](http://www.envisiononline.com.au)
- You can also login through our website  
[www.envisionmi.com.au](http://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

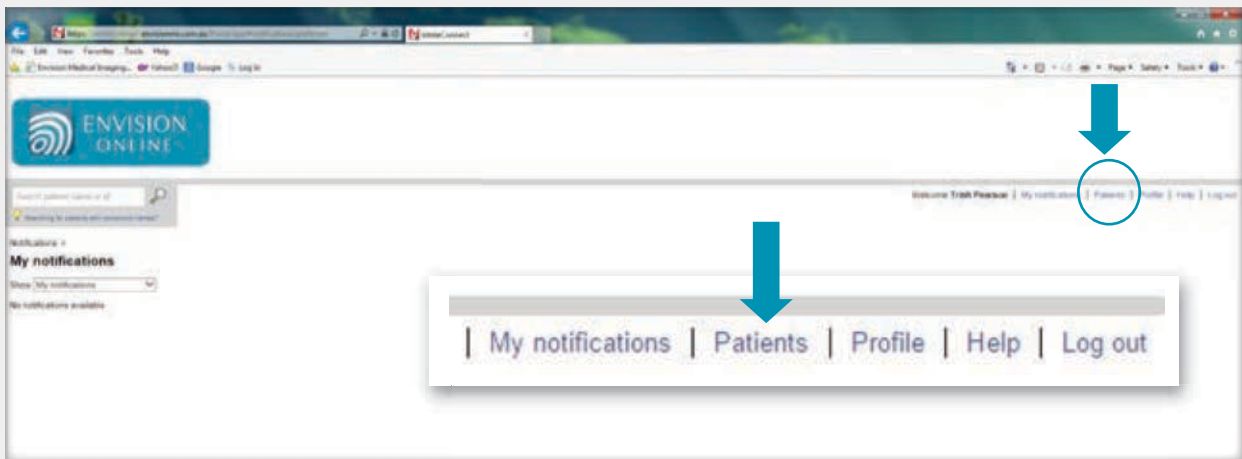
# Envision Online

## Navigating and Customising your Patient List

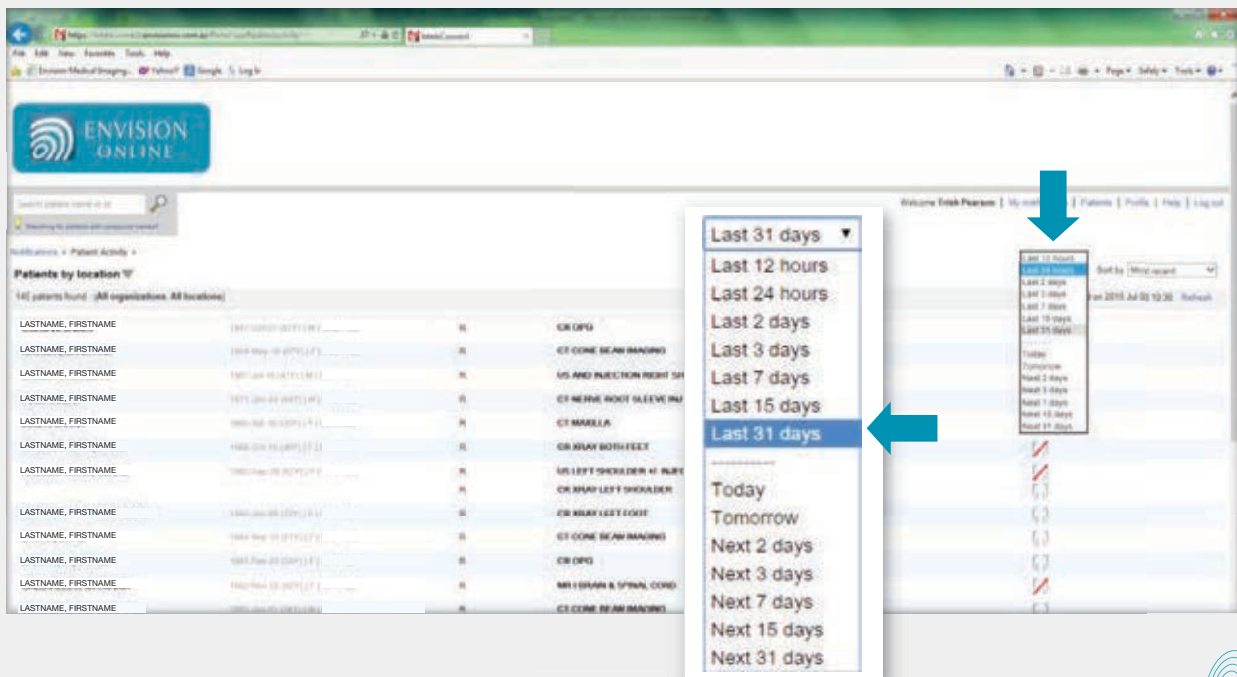
For first time users, the screen will open up on the Notifications page.

- 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)

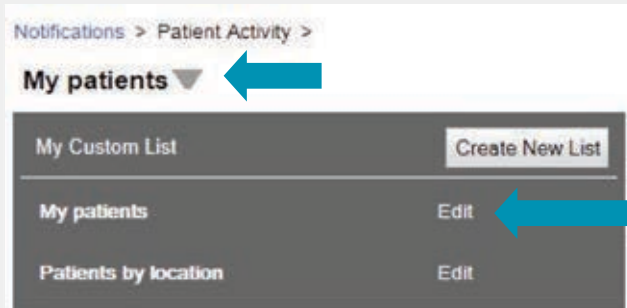


Change the drop down box from 24hrs to 31 days



# Envision Online

## To CUSTOMISE and SAVE the MY PATIENT List



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

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.

# Envision Online

## How to use the BREAKGLASS Feature

The screenshot shows the Envision Online interface. At the top left is the Envision Online logo. Below it is a search box labeled 'Search patient name or id' with a magnifying glass icon. To the right of the search box is a button labeled 'Access Break Glass'. Below the search box is a notification section titled 'My notifications (10 new)' with a dropdown menu set to 'My notifications'. The main part of the screenshot is a detailed 'Access Break Glass' dialog box. It contains the following text: 'This feature allows you to view studies for which you were not granted automatic access.' followed by a scrollable text area: '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.' Below this is a 'Note' and a highlighted box: 'Please allow a few minutes for the studies to become available.' There is an unchecked checkbox: 'I acknowledge and accept the terms of this confidentiality agreement.' and a 'Cancel' button. The bottom part of the dialog box shows two input fields: 'Provide the full patient ID' and 'Provide the full patient name: and the date of birth:'. The name field is labeled 'Last name, first name' and the date field is labeled 'YYYYMMDD'. There is a 'Check Patient' button and another 'Cancel' button.

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  and 19810824

Last name, first name: YYYYMMDD

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

Once found, Click **ACCESS PATIENT STUDIES**.



Search patient name or id

Searching for patients with compound names?

Notifications >

**My notifications (10 new)**

Show

**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

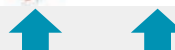
Be careful to enter your patient's name and DOB using the correct format.

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

# Envision Online Viewing Patient Images and Reports

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

LASTNAME, FIRSTNAME	1955 Jul 17 (M)	M	CT MANDIBLE	2015 Jul 17 09:05		
LASTNAME, FIRSTNAME	1958 Aug 16 (M)	M	CT SINUS	2015 Jul 16 09:05		
LASTNAME, FIRSTNAME	2009 Jun 18 (M)	M	OROPH & LAT CEPH	2015 Jul 16 09:05		
LASTNAME, FIRSTNAME	1981 Jun 04 (M)	M	CT CORONARY ANGIOGRAM & THORACIC AORTA	2015 Jul 16 09:05		
LASTNAME, FIRSTNAME	1979 Apr 09 (M)	M	MM MYOCARDIAL PERFUSION TEST	2015 Jul 16 09:05		
LASTNAME, FIRSTNAME	1979 Apr 09 (M)	M	CT CORONARY ANGIOGRAM	2015 Jul 16 09:05		
LASTNAME, FIRSTNAME	2007 Oct 24 (M)	M	OR OPH, PA & LAT CEPH	2015 Jul 16 09:05		
LASTNAME, FIRSTNAME	1959 Dec 12 (M)	M	MM PROSTATE (MULTIPARAMETRIC)	2015 Jul 16 09:05		



- 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).

Accession Number	Exam Description	Exam Date	Radiologist	Order Status	Organization	Image Availability
20198-CT	CT CONE BEAM IMAGING	2015 Jul 16 13:16	KOONS, BERNARD	Final Report	SIU	
19263-CT	CT CONE BEAM IMAGING	2015 Feb 09 13:58	KOONS, BERNARD	Final Report	SIU	

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

**CT CONE BEAM IMAGING**

Priority: 12345  
 Accession Number: DR Name Surname  
 Referring Physician: SIU  
 Organization: SIU  
 Status: Final Report  
 Study Date: 2015 Jul 16 13:16  
 Radiologist: KOONS, BERNARD  
 Location: \*\*\*SIU

**Final Report**

**CT CONE BEAM IMAGING, MANDIBLE**

**CLINICAL FOCUS:** Cysts left and right mandible and IPIs.

**TECHNIQUE:** i-CAT Cone Beam CT data acquisition.

**FINDINGS:**

There is a well defined expansile lesion with sclerotic borders within the left posterior mandible measuring approximately 4.6mm maximally. It demonstrates a peripheral radiolucency with the internally displaced IPI. This IPI marker demonstrates three roots which are directed buccally and slightly inferiorly. These roots contact the buccal cortex which is thinned although preserved.

The mesial border of this lesion extends to the alveolar crest level. Approximately 5mm anterior to the IPI. There is associated apical resorption of the IPI. Posterosuperiorly, this lesion extends into the alveolar crevices in the level of the mandibular foramen.

There is substantial expansion bilaterally with a sclerotic surface. The thinned buccal cortex remains largely preserved.

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:

The screenshot displays the Envision Online interface for viewing patient images. The main window shows a CT scan of a mandible. The interface includes a top navigation bar with a 'Back' button, a 'Series 2 of 7 DENTASCAN 0.6 HR59' indicator, and left and right arrows for navigating through the image series. Below the navigation bar is a 'Thumbnails' section with icons for show/hide, window, pan, and zoom. A row of seven thumbnails is visible, labeled '1 - CT MANDIBLE', '2 - CT DENTASCA', '3 - CT PATIENT P...', '4 - CT MANDIBLE', '5 - CT FILMING', '6 - CT <VRT COLL...', and '7 - CT TOPOGRA...'. The main image area shows a CT scan of a mandible with a patient's name and study date displayed. A grey slide bar is visible on the left side of the main image area.

Annotations for navigation and control:

- 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 Inteviewer from Envision Online

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

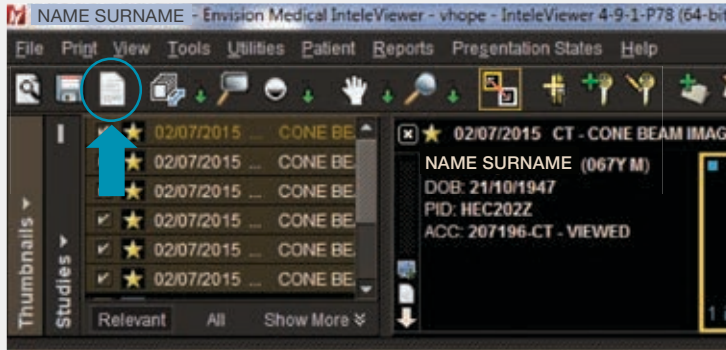


This will then open up your patient's study in Inteviewer.

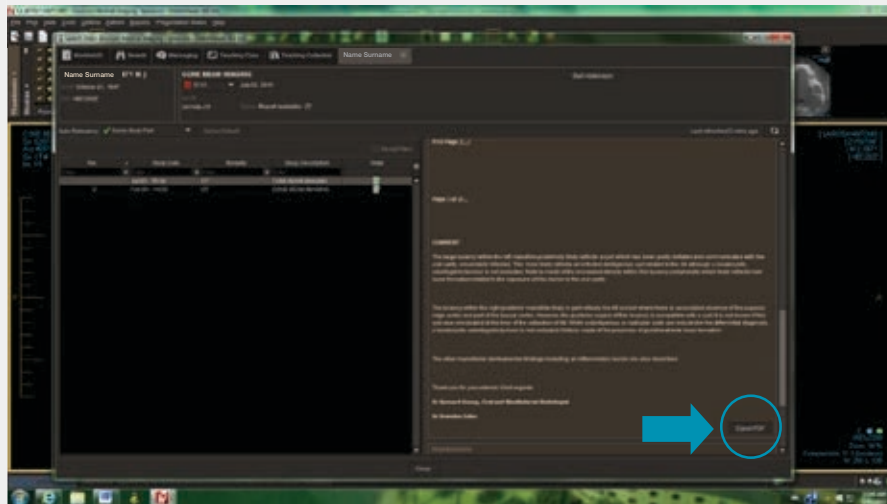


# Inteleviewer

## Viewing and Exporting Reports

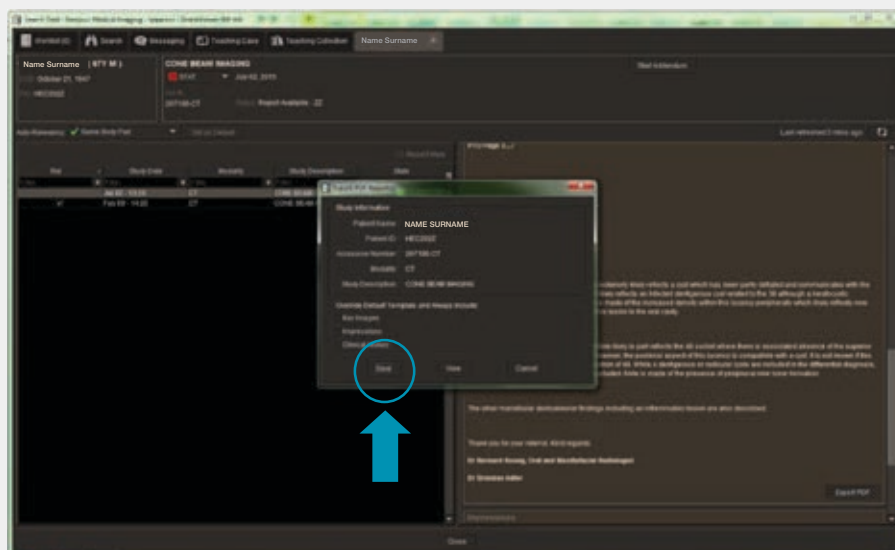


To view your patient's report, click on the Piece of Paper Icon. Top left hand side & Circled.



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.



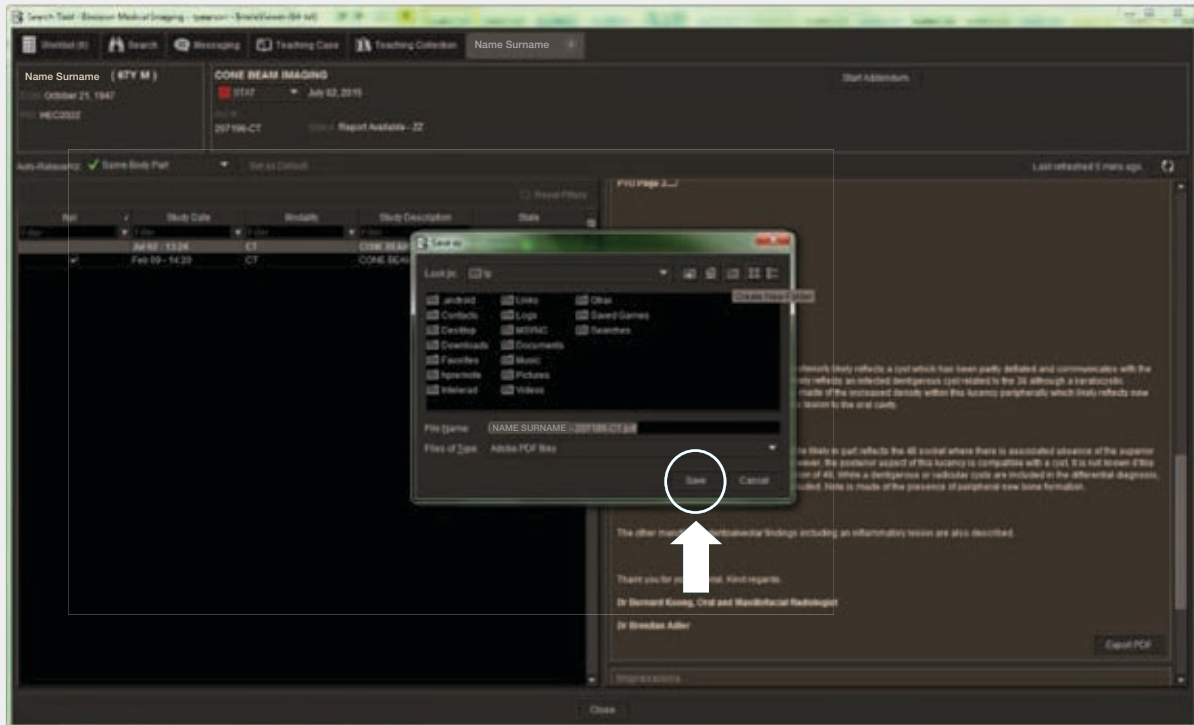
Continue...



# Inteviewer

## Viewing and Exporting Reports *continued*

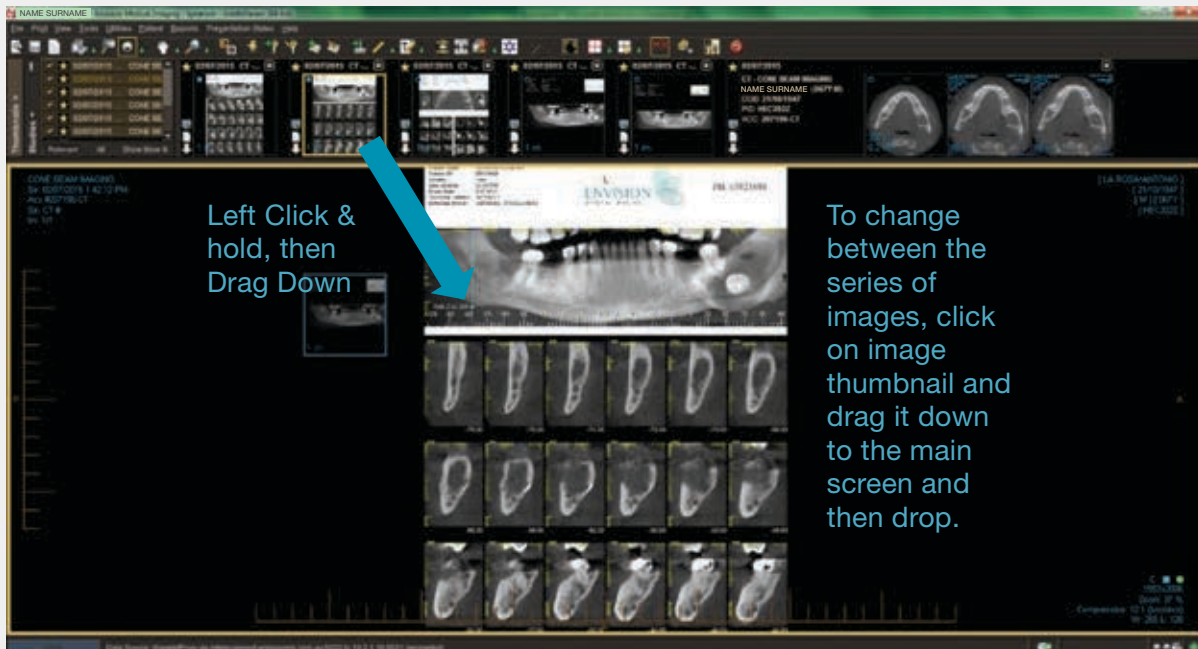
You can now save this report to your computer in a file of your choosing.



# Inteviewer

## Navigating through your patient's images

Viewing different images in the same study:



Changing the viewing format:

Press numbers 1,2,3,4 (on your keyboard) to get your different formats as seen below.



Continue...

# Inteviewer

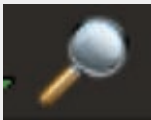
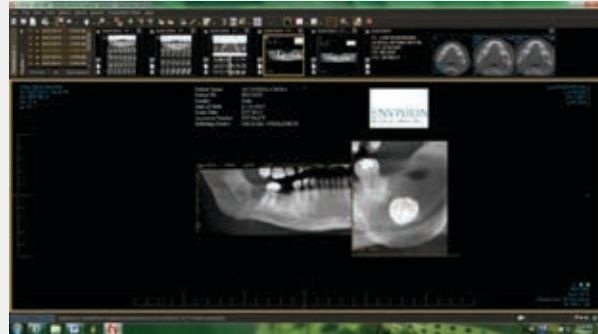
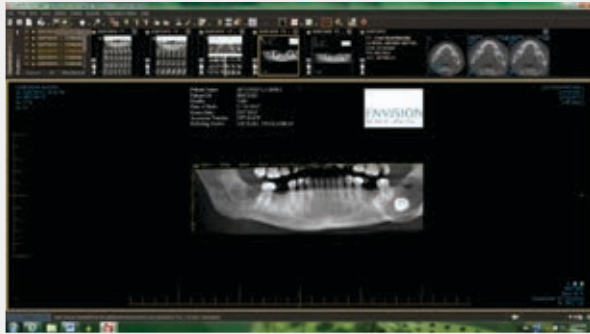
## Navigating through your patient's images *continued*

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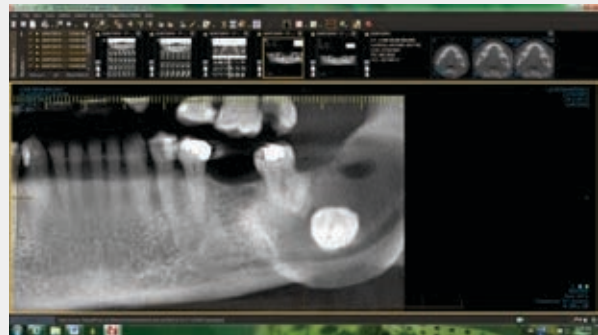
**Square magnifying glass.**

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...*

# Inteviewer

## Navigating through your patient's images *continued*



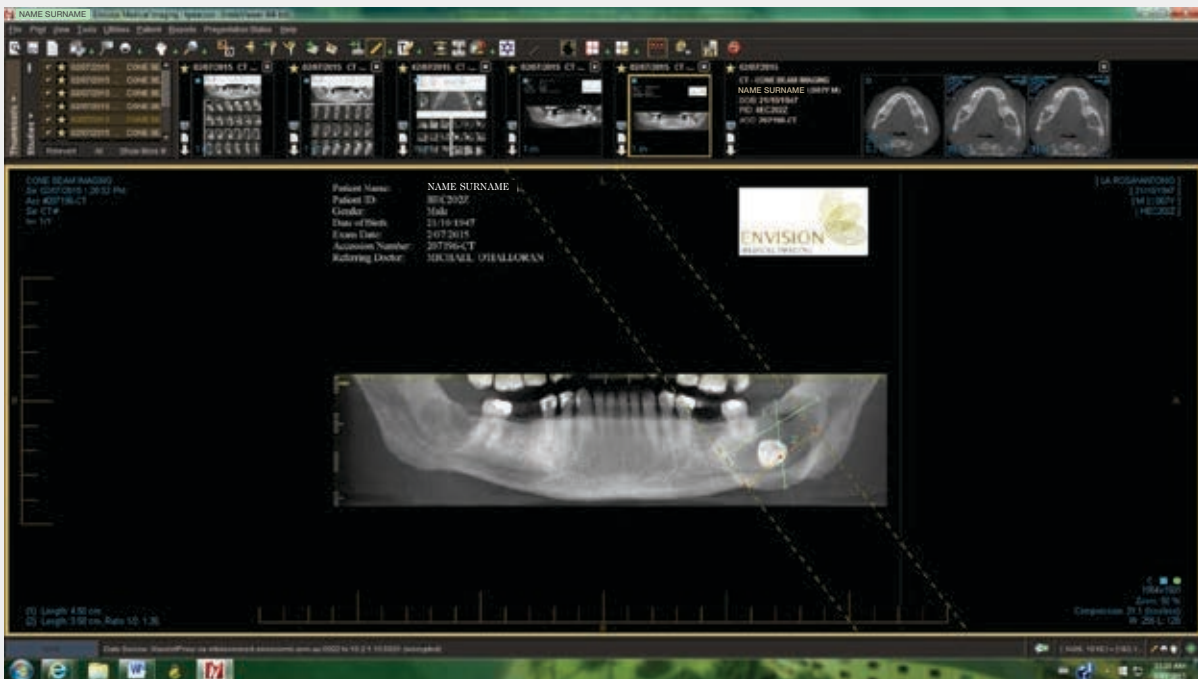
### Ruler.

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

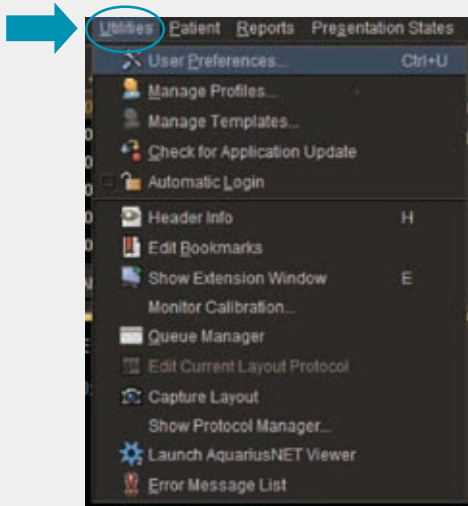
To measure just click and hold and move to another point, it will record the measurement in the bottom left hand corner.

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 centimetres to millimetres:



Go to Utilities  
Then click on User Preferences

*Continue...*

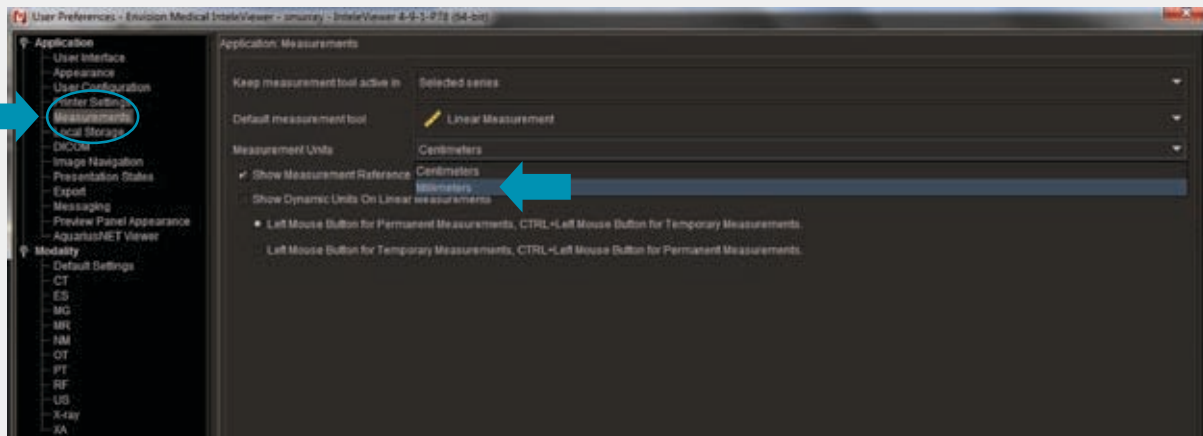


# Inteviewer

## 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 select Millimeters.

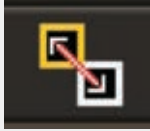




# Inteviewer

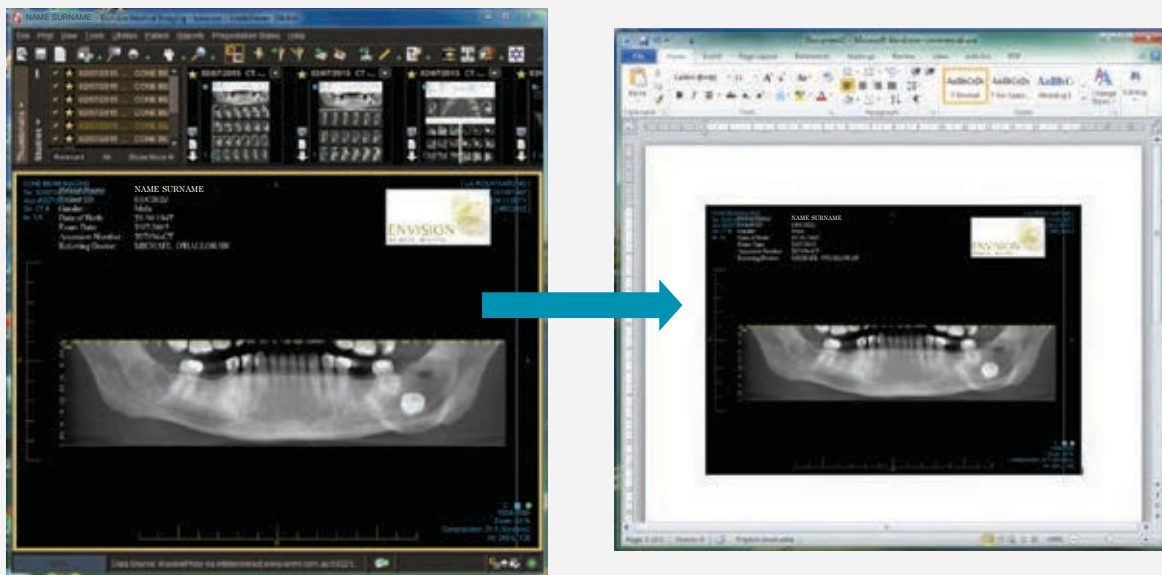
## Transferring an image into a Document

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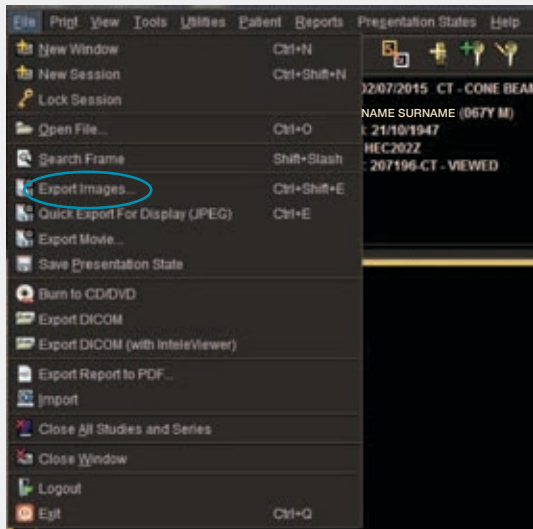
Click on the “Drag and Swap” icon on the top tool bar.

Open up document where you would like to drag image to, have both windows on screen and then just drag and drop.



# Inteviewer

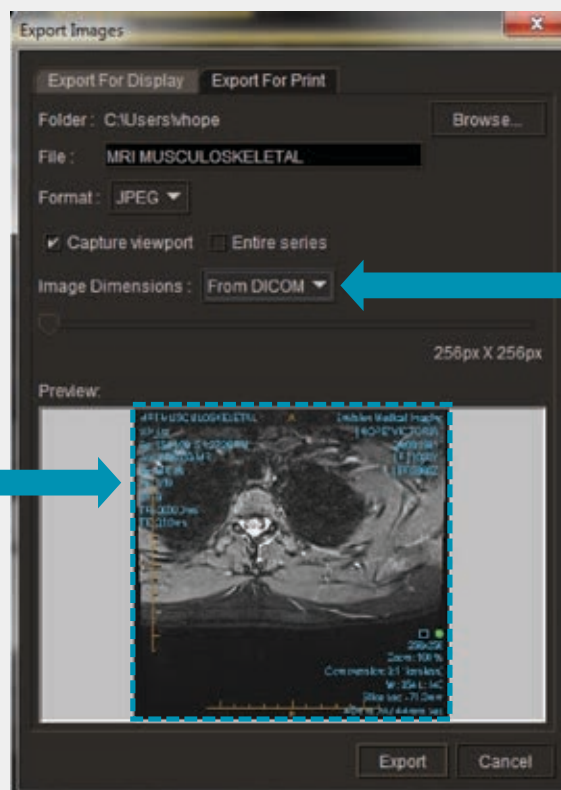
## Exporting JPEG images



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

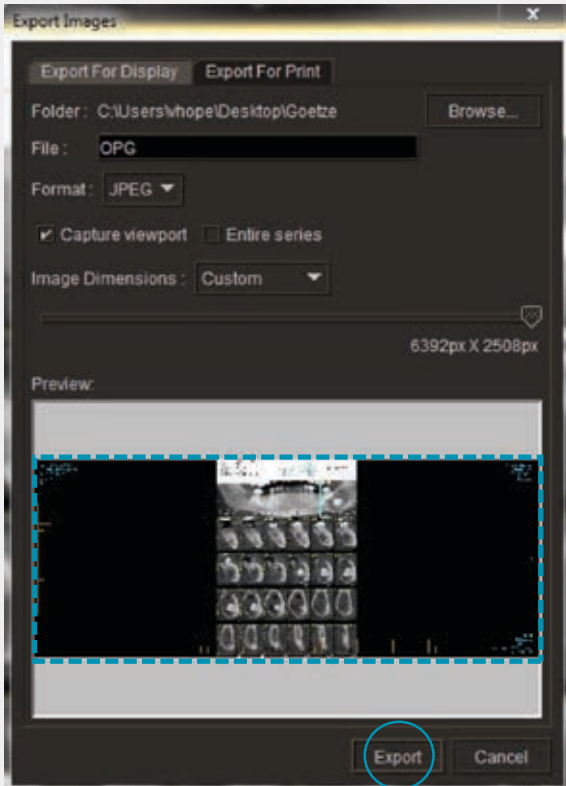
Continue...

# Inteviewer

## Exporting JPEG images *continued*

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### 2. High Resolution using Custom setting



The screenshot shows the 'Export Images' dialog box with the following settings: 'Export For Display' is selected, the folder is 'C:\Users\whope\Desktop\Goetze', the file name is 'OPG', the format is 'JPEG', 'Capture viewport' is checked, and 'Image Dimensions' is set to 'Custom'. The resolution is shown as 6392px X 2508px. A blue dashed box highlights the preview area, and the 'Export' button is circled in red.

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) →

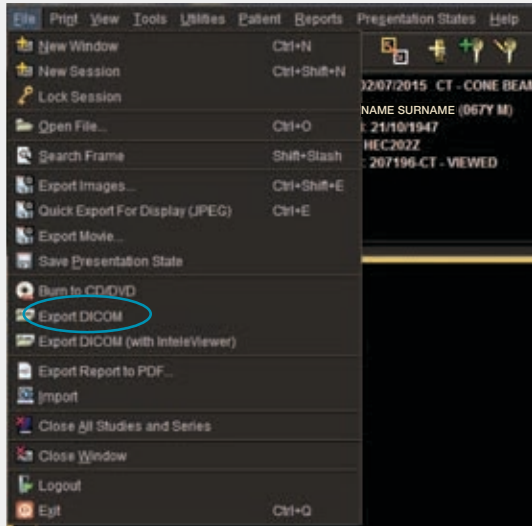
Use Browse to select where you would like to store your file ←

Set to CUSTOM ←

Slide this bar to far right to Maximise Resolution ←

Once all settings are selected, press EXPORT ←

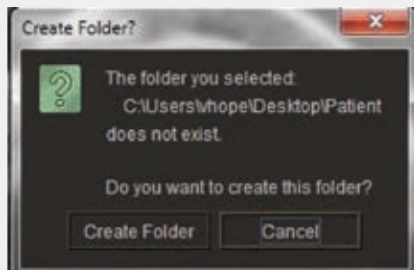
# Inteviewer Exporting DICOM files



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.

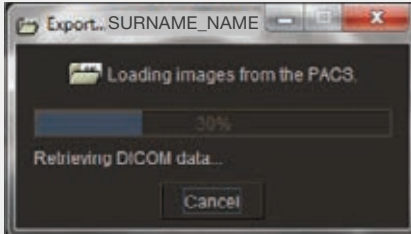
Continue...



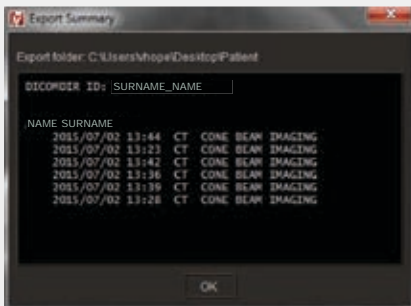
# Inteviewer

## Exporting DICOM files *continued*

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A progress bar will now appear, showing you the transfer of DICOM images to you file.

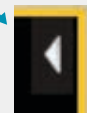
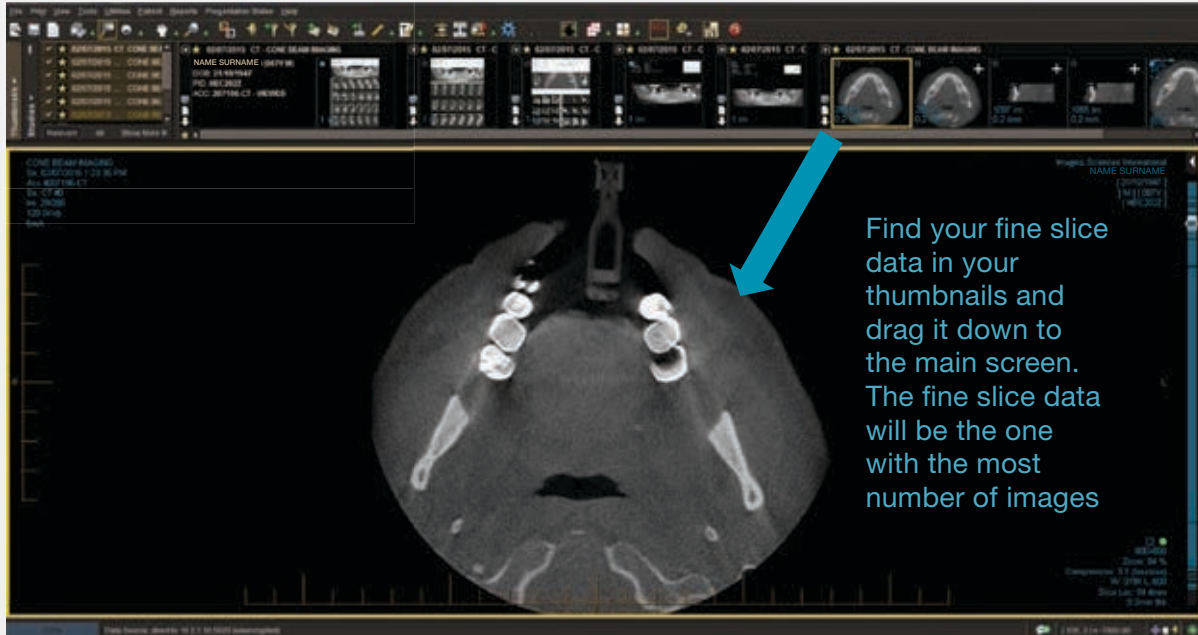


Once completed, an Export Summary will appear. You can press OK, and your transfer is now done.

# Inteviewer

## Manipulation of Volumetric (3d) Images

Loading images into the MPR Screen:



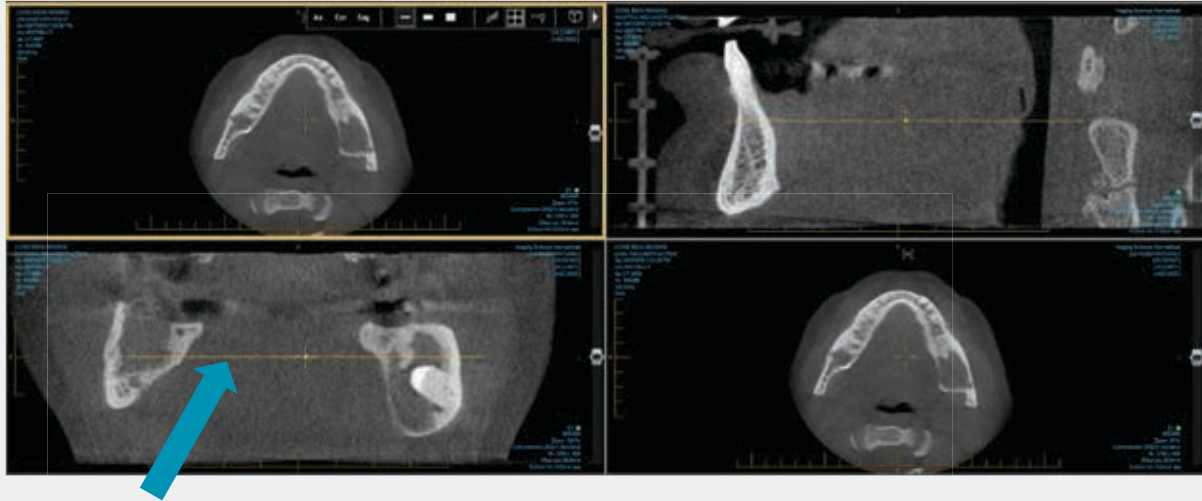
Click on the Four Square icon to switch to MPR Mode.  
(MPR = Multi Planar Reformat)

Continue...

# Inteviewer

## 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.

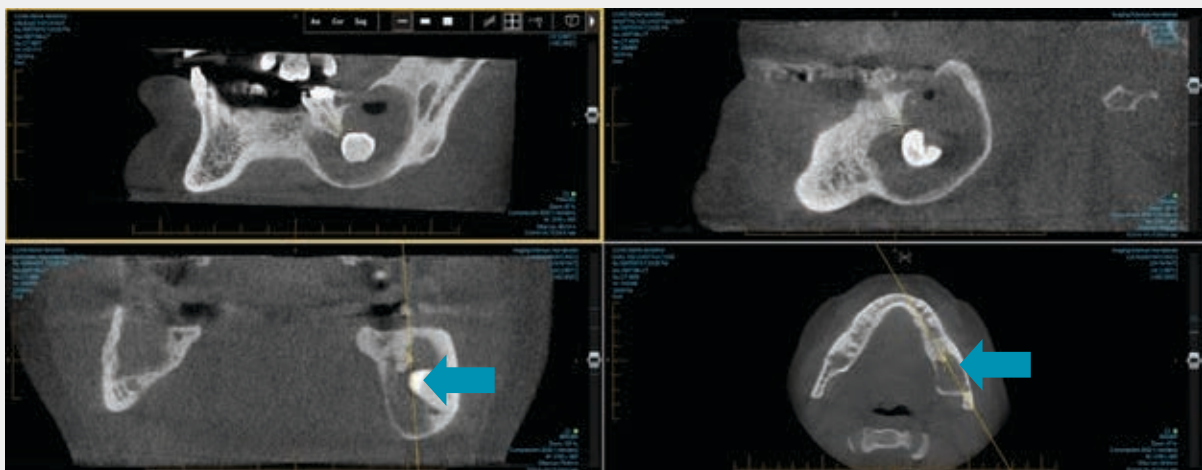
In the above image, it is set on Axial mode, so if you move the yellow line up and down, your axial image will be manipulated.

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.

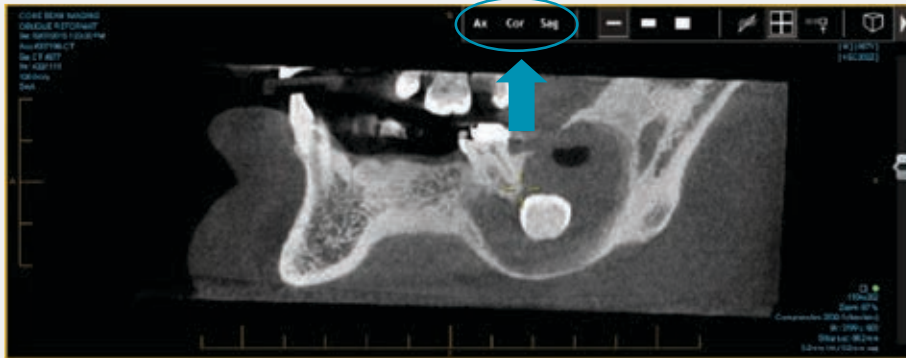


*Continue...*

# Interviewer

## 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.

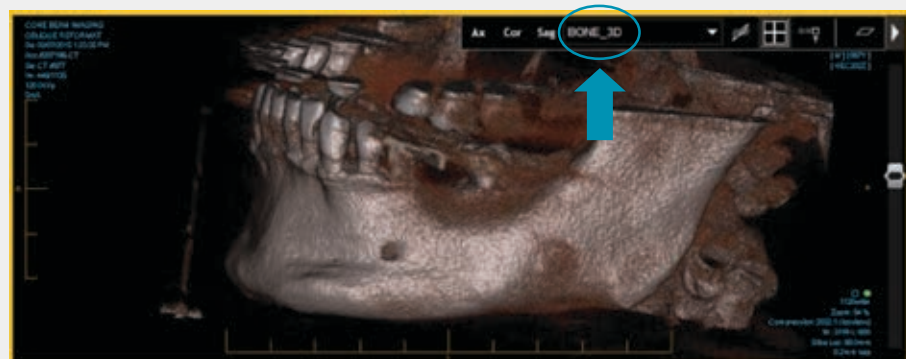
Creating a Volume Rendered image:



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



Now click on the Expand 3D Control Icon.

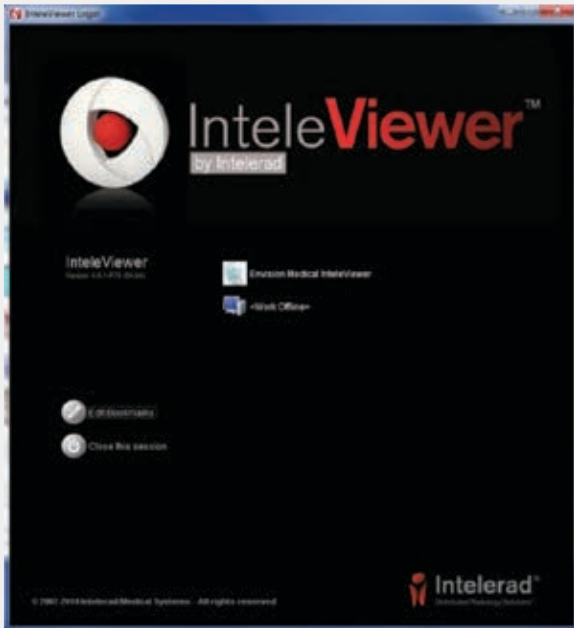


Your Volume Rendered image will now be displayed.

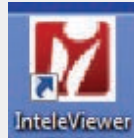
Different renders can be applied by using the drop down menu.



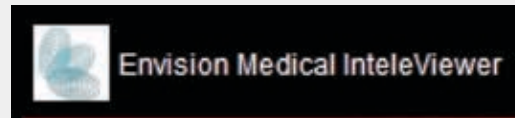
# Logging into Inteviewer



Launch Intelviewer by double clicking on your ICON on your desktop.

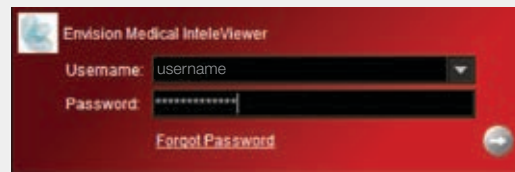


Log into your Envision account by clicking on the Envision Logo.

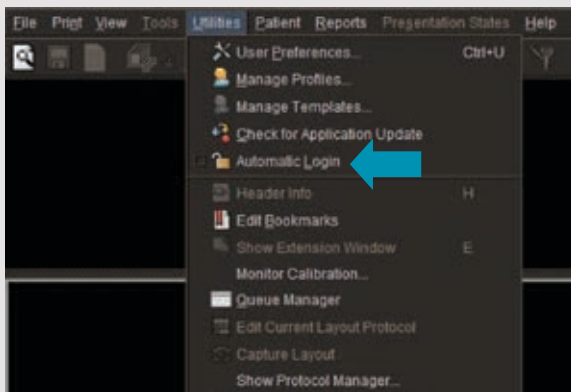


Enter your Username and Password then click on the arrow icon.

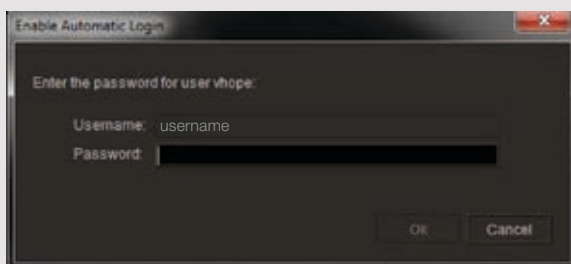
Intelviewer will now be launched.



# Setting an Automatic Login (Intelviewer)



Go to Utilites.  
Click on Automatic Login.



Enter your Username and Password.

Click OK.

You will now be automatically logged from now on.



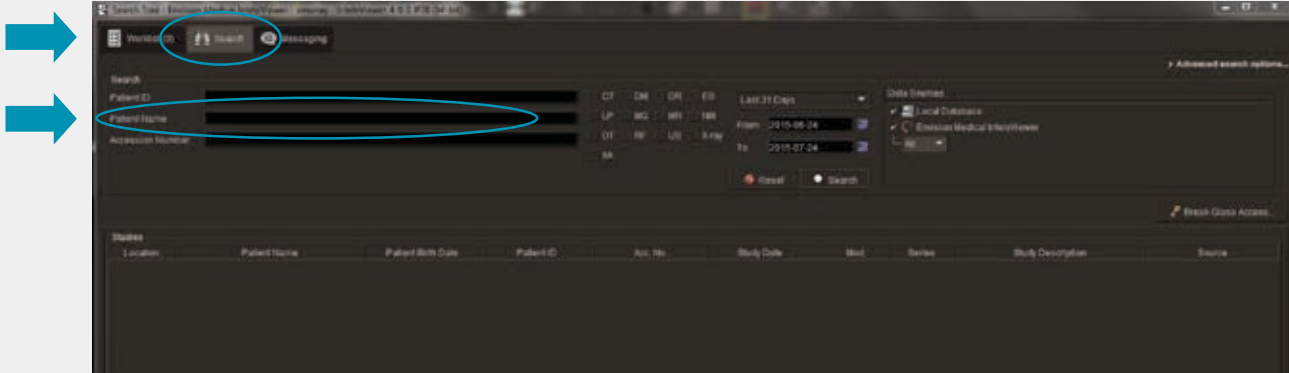
# Inteviewer

## Searching for your Patient's Images

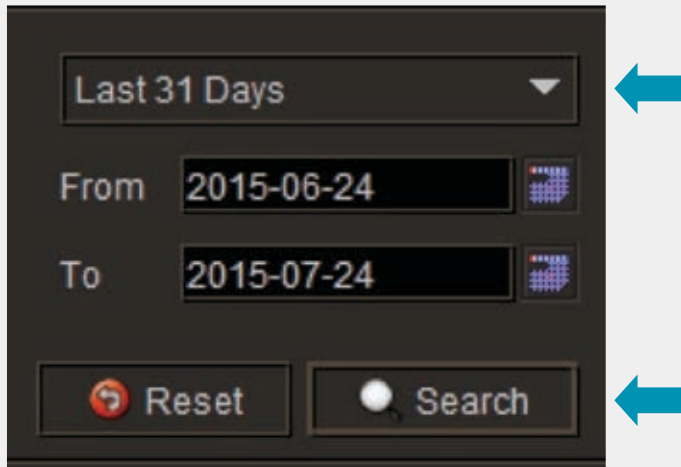
---

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).



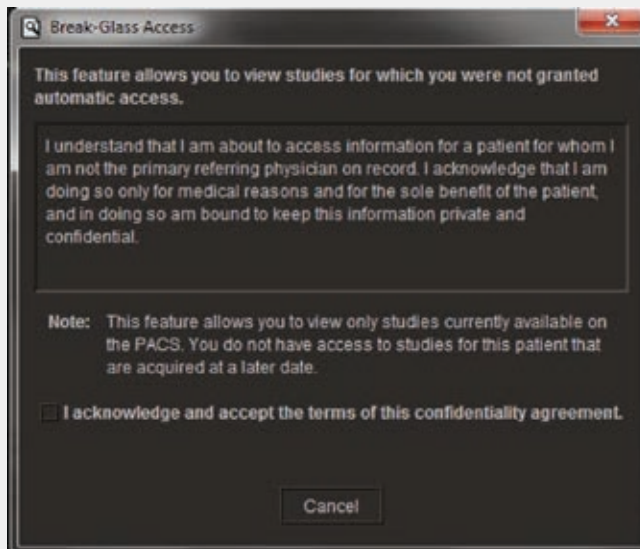
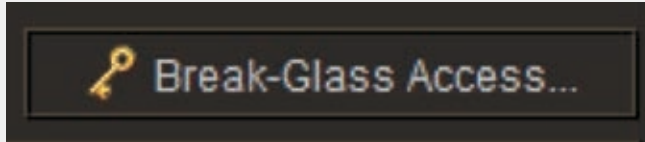
If you want to search your most recently referred patients, we recommend setting LAST 31 DAYS using the drop down, and then press SEARCH.



# Inteviewer

## Using Break-Glass Access

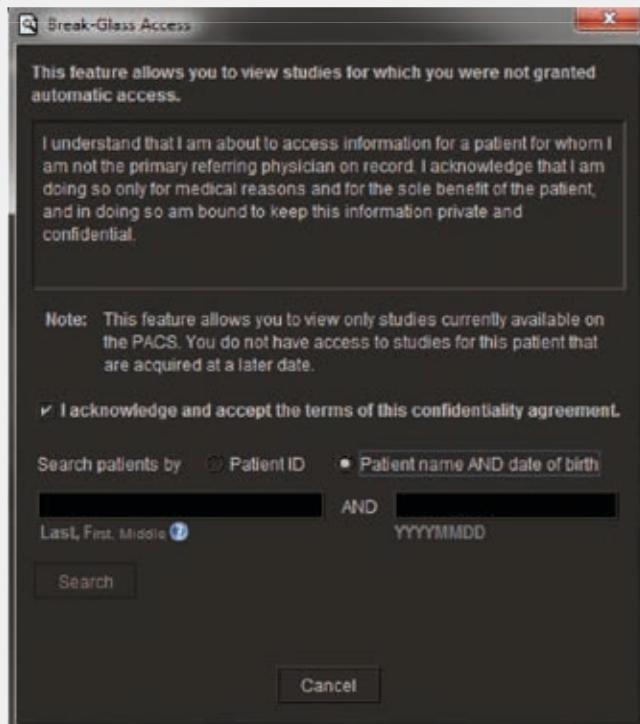
To search for a patient you have not referred yourself, click on the Break-Glass Access Icon on the right hand side of your Search screen.



To use Break-Glass Access, you will need to agree to the terms of the confidentiality agreement.

Check the "I acknowledge and accept...." box to proceed.

*Continued.....*



Accepting the conditions will open the Search parameters.

Check "Patient name AND date of birth".

Enter the patient's details as per the example below the black box.



Then Press SEARCH.

*Continue...*

# Inteviewer

## Using Break-Glass Access *continued*

**Break-Glass Access**

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.

I acknowledge and accept the terms of this confidentiality agreement.

Search patients by  Patient ID  Patient name AND date of birth

lastname, firstname AND 19000101  
Last, First, Middle (i) YYYYMMDD

A patient that matches your search criteria was found.  
BFG860Z - HOPE, VICTORIA (F - 33Y)

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

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.

Search Results: BFG860Z - HOPE, VICTORIA (F - 33Y)

Search: Patient ID: BFG860Z, Patient Name: HOPE, VICTORIA (F - 33Y), Accession Number: BFG860Z

17 Studies

Location	Patient Name	Patient Date	Patient ID	Acq. Sys	Study Date	Mod	Series	Study Description	Source
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	180484-MR	2015/01/15 08:23:00	MR	4	MR BRUSCUM SPALDING	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	180484-LB	2015/01/15 08:23:00	LB	1	US SOFT TISSUE LUMBAR BACK	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	180484-MR	2015/01/07 13:03:18	MR	15	MR LUMBAR SPINE	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	180348-MR	2013/10/14 14:34:12	MR	5	MR RIGHT SCAPULA	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	131103-MR	2013/05/05 14:21:32	MR	19	MR RIGHT SCAPULA	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	127477-MR	2013/03/05 09:37:46	MR	6	MR RIGHT SCAPULA REGION	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	120511-MR	2013/01/16 14:02:46	MR	14	MR RIGHT SCAPULA	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	118179-CT	2012/11/02 14:38:57	CT	5	CT PNEUMON SUBSQP	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	83881-CT	2011/09/13 15:41:38	CT	5	CONE BEAM	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	82888-CR	2011/09/13 15:14:54	CR	2	CRS	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	82888-CR	2011/09/13 14:36:38	CR	1	SEC-00 STUDY	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	82888-CN	2011/09/13 14:36:38	CR	1	SEC-00 STUDY	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	82888-CR	2011/09/13 14:36:38	CR	1	SEC-00 STUDY	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	82888-CN	2011/09/13 14:37:29	CR	2	SEC-00 STUDY	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	84308-LB	2009/10/04 14:18:55	LB	1	MOCBORN	InterPACS - Emvision Medical I.

4 Series

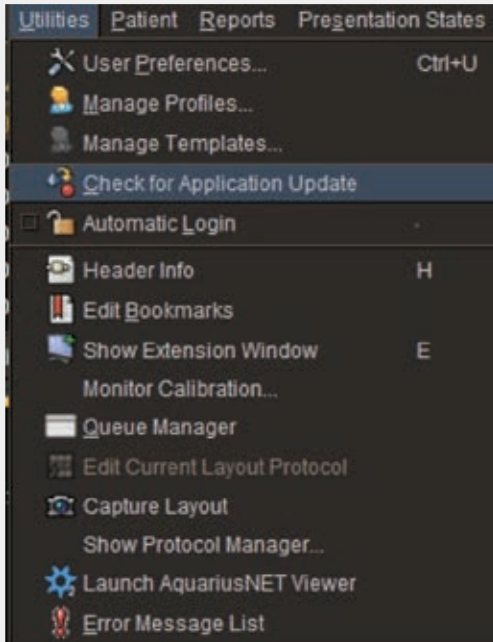
Location	Patient Name	Patient Date	Patient ID	Series Date	Mod	Series No.	Images	Series Description	Source
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	2015/01/15 13:30:06	MR	7	19	T1_TSE_TWA	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	2015/01/15 13:28:48	MR	4	19	T2_TSE_SAG	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	2015/01/15 13:23:49	MR	5	11	T1_TSE_COR	InterPACS - Emvision Medical I.
	LASTNAME, FIRSTNAME	1900/01/01	BFG860Z	2015/01/15 13:22:24	MR	6	19	CRS_TWA	InterPACS - Emvision Medical I.

# Inteviewer

## Checking for Inteviewer Updates

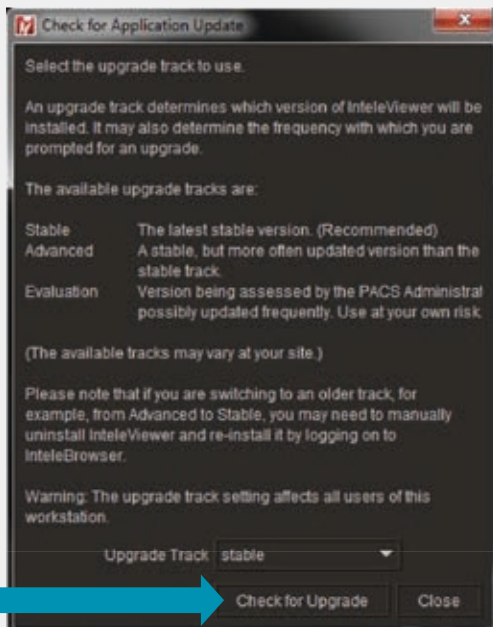
Inteviewer will usually prompt you if there is a new update.

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.

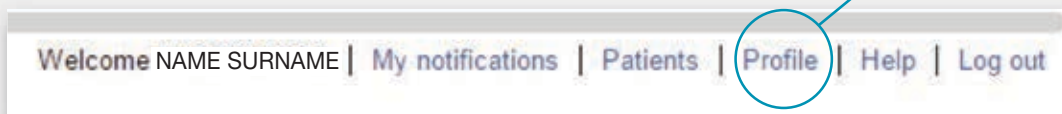
# Envision Online and Inteleviewer

## 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](http://www.envisiononline.com.au)
- Log in with your username and password.
- Click on Profile in the top right hand corner of your screen.



Notifications > Profile >

### Profile

Account Notifications

**Save**

\* Required

Username

First name

Family name

Email address

Primary telephone

Secondary telephone

Address

**Session Timeout**

Use custom timeout  minutes

**Password**

Change password

Current password

New password

Confirm new password

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.