Filtering the Worklist

1. To apply a column filter, do one of the following in the desired column filter field:
   - Enter the filter text and then press **ENTER**.
   - For columns with predefined filters, click the filter menu button and select options from the list.
2. To apply a saved filter, in the Filters list, click the saved filter.

Saving Filters in the Worklist

1. Filter the worklist, applying as many column filters as required.
2. In the Filters list, click **Save**.

   The filter automatically appears in the Filters list and is highlighted to indicate it is being applied. The filter name is derived from the criteria that you defined. A red dot indicates that a filter contains STAT orders.
3. To rename the filter, right-click the filter and choose **Rename Filter**.

Adding or Removing Worklist Columns

1. Click the worklist filter button in the right corner.
2. Select column options from the menu that appears.

Changing Order Priority

1. Do one of the following:
   - From the worklist, right-click an order and then select **Increase Priority** or **Decrease Priority**.
   - From the Patient Record tab, select a new status from the **Priority** menu.

Capturing Layout Protocols

1. Open a study and manipulate images as required.
2. Choose **Utilities | Capture Layout**.
3. Modify the settings in the Layout Protocol Editor as required.
4. Click **OK**.

   The layout protocol is saved and appears in the Layout Protocols list.

Setting Linear Measurement Thickness

1. Chose **Utilities | User Preferences** (**CTRL+U**).
2. Click **Appearance**.
3. Under Tool Settings, use the Tool Line Thickness slider to set the thickness of linear measurements.
4. Click **OK**.

Deleting Measurements

1. Do one of the following:
   - On the image, click the measurement that you want to remove and then press **DELETE**.
   - To delete all measurements, from the Measurement Tool menu, choose **Clear Measurement Tools**.

Saving Key Images

1. Click Add Key Image to capture the image.
2. Click Key Image Composer .
3. In the Key Image Composer, enter a description in the **Series Description** field.
4. Click Send Key Images to PACS .

Setting Presentation State Preferences

1. Go to **Utilities | User Preferences** and then choose **Presentation States**.
2. Set your presentation state preferences and click **OK**.

Saving Presentation States

1. Adjust the image as required by using the image tools (for example, linear measurements).
2. If your user preferences are set to save presentation states automatically, close the study; otherwise, choose **File | Save Presentation State**.

Using Reference Lines in Stacking

1. Select the series you want to stack.
2. From the menu, choose **Tools | Reference Lines** or click the Reference Line tool .
3. Stack the selected series as required.

   The location of the reference line and the image number update to reflect the current image.

Sending Studies to Colleagues

In the **Search** tab, right-click a study or series, select **Send Link to Study**, and then select the name of the colleague.

Closing Images

1. Do one of the following:
   - Click "X" in the Patient Record tab.
   - From the menu, choose **File | Close All Studies and Series**.

Burning DICOM Data to CD or DVD

1. Insert a blank CD or DVD into the optical drive on your workstation, and wait for the optical media to be recognized.
2. Do one of the following:
   - Open the required study or series and choose **File | Burn to CD/DVD**.
   - Search for a study or series, right-click the study or series and then choose **Burn to CD/DVD**.
3. Set the burn report options as required:

Enable:	To:
Include Report	Add the report to the DICOMDIR file.
Clinical History	Add information from the Clinical History panel to the report.
Impressions	Add information from the Impressions panel to the report.
Key Images	Add key images to the report.

4. Click **Burn**.

Exporting DICOM Data

1. Do one of the following:
   - Open the required study or series from disk and choose **File | Export DICOM**.
   - Search for a study or series, right-click the study or series, and then choose **Export DICOM**.
2. Set the export options as required:

Enable:	To:
Include InteleViewer	Include a stand-alone version of InteleViewer, which can be used to view and manipulate the exported DICOM data.
Include Report	Add the report to the DICOMDIR file.
Clinical History	Add information from the Clinical History panel to the report.
Impressions	Add information from the Impressions panel to the report.

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Enable:	To:
Key Images	Add key images to the report.

3. Set the location where the files are to be saved. Click the browse button, navigate to the required folder, and click **Select Folder**.
4. Click **Export**.
5. If the folder you selected is not empty, a dialog appears asking you to confirm the location. Click **Continue** to proceed or **Cancel** to select a new location.

Windows and Dialogs

Display	Key	Tool
Close a Tab in the Chat Window	Ctrl+W	
Close the Chat Window	Alt+F4	
Extension Window	E	
InteleViewer User Guide PDF	F1	
Image Layout Dialog		
Key Image Composer	K	
Print Film/Show Print Film	Ctrl+P	
Report Viewer	V	
Search Tool	?	
Series Layout Dialog		
Show or Hide Thumbnail View	F11	
Switch to the Next Tab in the Chat Window	Ctrl+Tab	
Teaching Case Editor	F	
Thumbnails	T	
User Preferences	Ctrl+U	
New Window	Ctrl+N	
New Session	Ctrl+Shift+N	
Search Frame	Shift+Slash, Slash	
Print Film	Ctrl+P	
Exit	Ctrl+Q, Ctrl+X	

Manipulating Images

Function	Key	Tool
Add Image to Print Film	Shift+Spacebar	
Adjust Image Using DSA	X	
Add Key Image	Spacebar	
Add Teaching Case Image	Ctrl+Spacebar	
Add Text/Arrow/Ellipse Annotation	A	
Auto Linked Stacking	Ctrl+Shift+A	
Complete Annotation/Measurement	Esc	
Cycle Auto Window	Ctrl+F2	

Function	Key	Tool
Level Presets		
Cycle DICOM Presets	Shift+F2	
Display CAD Marks (Mammography Viewer)	* (NumPad)	
Display Shutters	Ctrl+R	
Drag and Swap	D	
Export Images	Ctrl+Shift+E	
Flip Horizontal	Ctrl+H	
Flip Vertical	Ctrl+V	
Increase Series Quality	~	
Increase Series Quality to Lossless	Ctrl+~	
Invert Image Colors	I	
Link Viewports	Ctrl+click	
Lock/Unlock Viewports	Ctrl+L	
Magnifying Glass	G	
Switch Linked Stacking Mode	L	
Open DICOM File	Ctrl+O	
Pan	P	
Quadrant Magnification (Mammography Viewer)	Q	
Quick Export	Ctrl+E	
Reset Image	Ctrl+ Backspace	
Rotate Left 90°	Comma	
Rotate Right 90°	Period	
Stack	S	
Toggle Super Series Stacking	Shift + S	
Toggle Text Overlay	O	
View Header	H	
Window Level	W	
Zoom	Z	
Zoom 100% (Mammography Viewer)	Ctrl+0	
Free Rotate	Shift+R	
Cycle Through Image Enhancement Filters	F	
Window Level Reset	F2	
Apply Window Level Preset 1	F3	
Apply Window Level Preset 2	F4	
Apply Window Level Preset 3	F5	
Apply Window Level Preset 4	F6	
Apply Window Level Preset 5	F7	
Apply Window Level Preset 6	F8	
Apply Window Level Preset 7	F9	
Apply Window Level Preset 8	F10	
Apply Window Level	F11	

Function	Key	Tool
Preset 9		
Apply Window Level Preset 10	F12	
Zoom in	Equals, NumPad+	
Zoom out	Minus, NumPad-	
Toggle Fullscreen Images	Shift+F11	
Play/Pause stacking	Ctrl+Shift+B	

Image Navigation

Function	Key
Cine	Ctrl+I
Display Next Series	Page Down
Display Previous Series	Page Up
Page Forward to Next Series	Right Arrow
Page Backward to Previous Series	Left Arrow
Display First Image	Home
Display Last Image	End
Page Image Forward (multi-image layout)	Down Arrow
Page Image Backward (multi-image layout)	Up Arrow
Previous	Ctrl+Up
Next	Ctrl+Down
Next prior	Close Bracket
Previous prior	Open Bracket
Navigate Same Study Images	N

Mammography Image Navigation

Function	Key
Page Forward to Next Step	Right Arrow
Page Backward to Previous Step	Left Arrow
First Image of Series	Home
Last Image of Series	End
First Step of Protocol	Ctrl+Home
Last Step of Protocol	Ctrl+End
Display Oldest Comparable Study	Down Arrow
Display Most Recent Comparable Study	Up Arrow
Cycle through next tomosynthesis and mammography images in a study	Ctrl+Down Arrow
Cycle through previous tomosynthesis and mammography images in a study	Ctrl+Up Arrow

3D and Measurement Tools

Function	Key	Tool
Show 3D Cursor	C	
Show Reference Lines	R	
Add Measurement	M	

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Function	Key	Tool
Calibrate Measurements	Ctrl+M	
Delete Selected Measurement	Delete	

Third-Party Dictation Systems

Function	Key
Synchronize order's state between InteleViewer and the third-party dictation system	Ctrl+D

Series and Image Layout

Series Viewports (on current monitor)	Key
1	1
2	2
3	3
4	4
6	5
9	6
12	7
16	8
18	9

Number of Images (in selected viewport)	Key
1	Ctrl+1
2	Ctrl+2
3	Ctrl+3
4	Ctrl+4
6	Ctrl+5
9	Ctrl+6
12	Ctrl+7
16	Ctrl+8
18	Ctrl+9