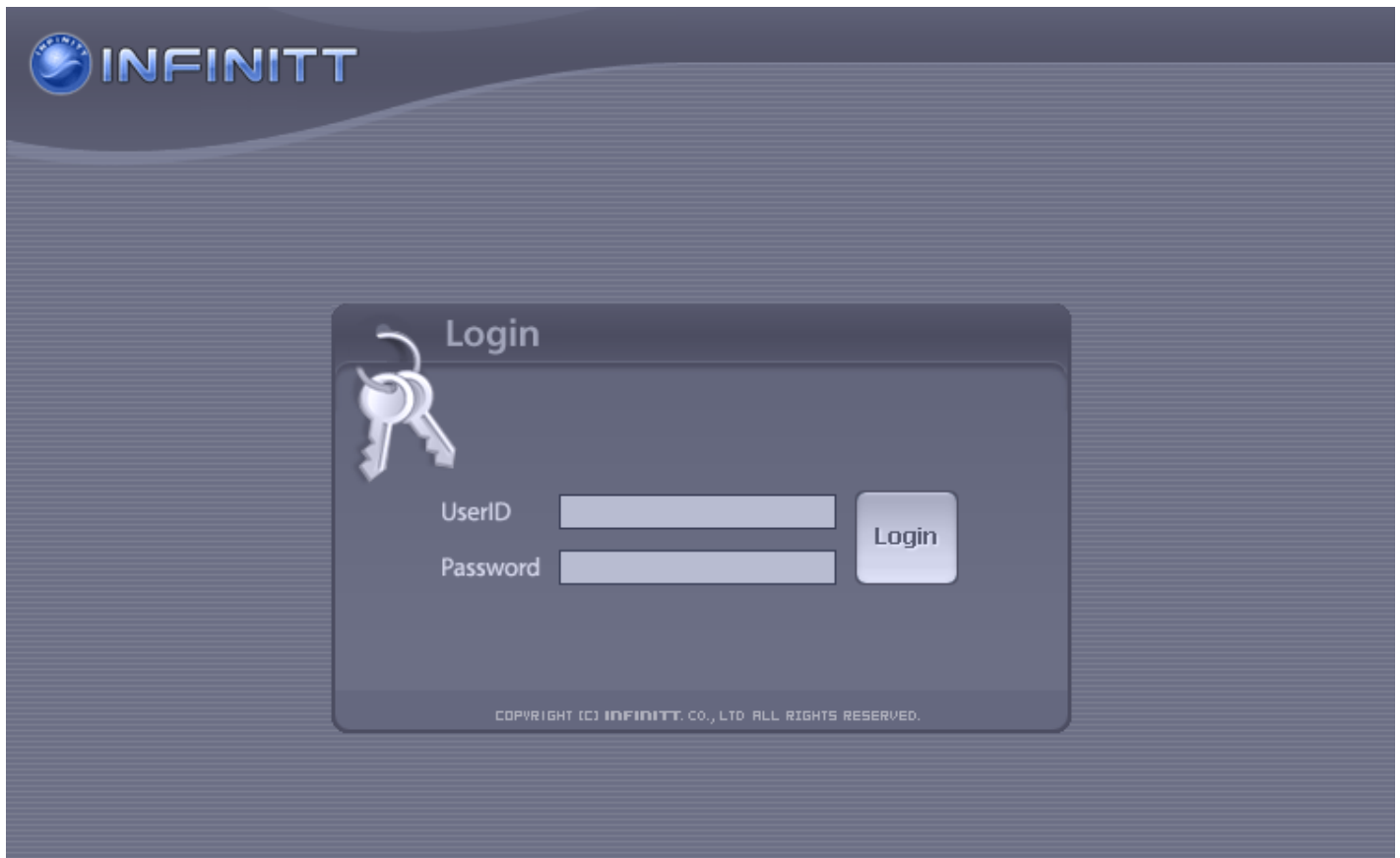# Using INFINITT PACS

- Double click the **INFINITT** icon on the desktop.
- Enter the User ID and Password that was given to you by your PACS administrator.
- The first time you login to PACS, you will be prompted to change your password.
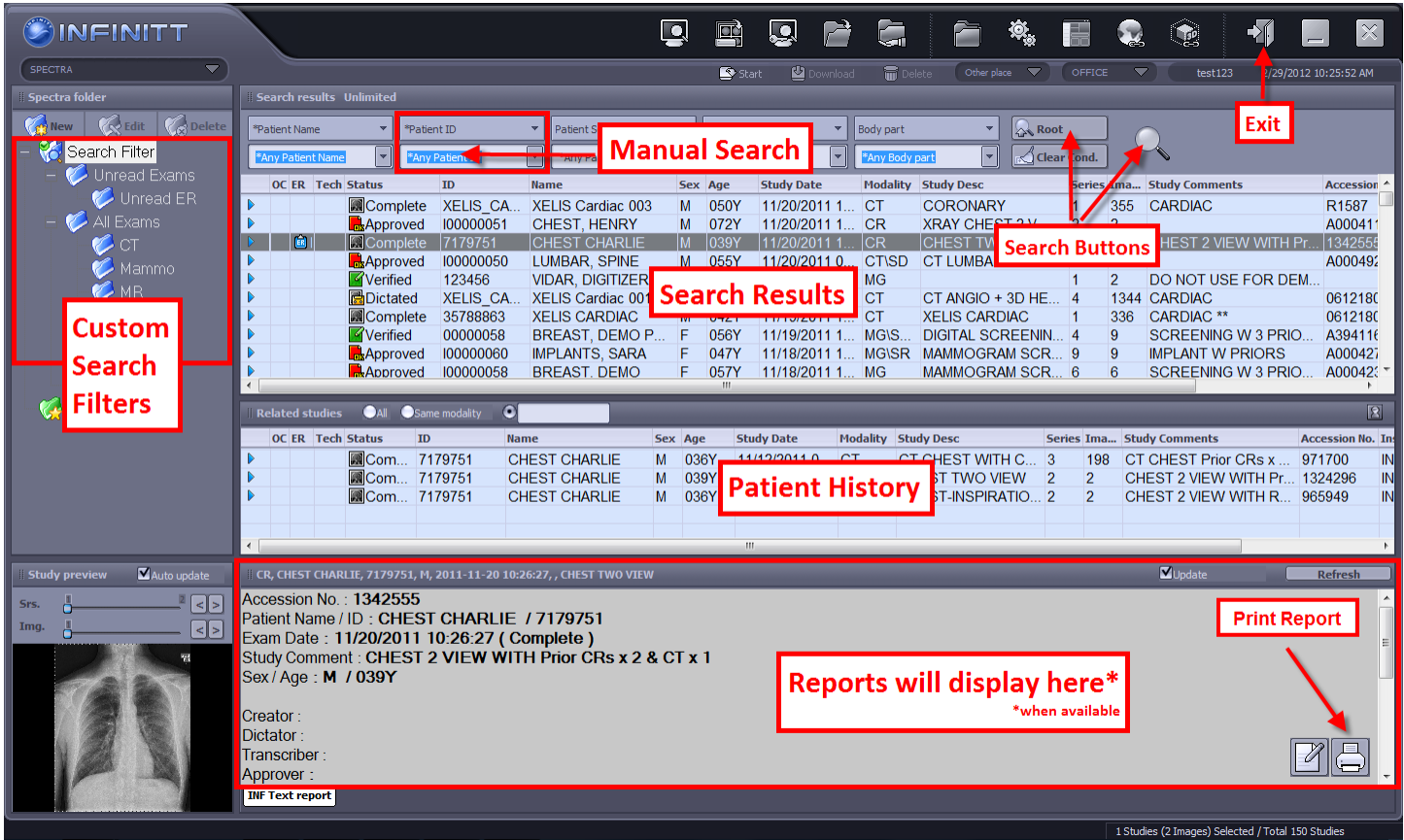- After you have entered the old and new passwords, click the Modify button.

INFINITT PACS Worklist

Custom Search Filters

You can click on a folder and the *Search Results* will update according to that custom filter. To refresh the search results, click on the folder again.

Manual Search

Use this to search for a specific Patient Name, Patient ID, Accession #, Study Date, etc.

Search Results

Here you can see the patient and exam information for the current search.
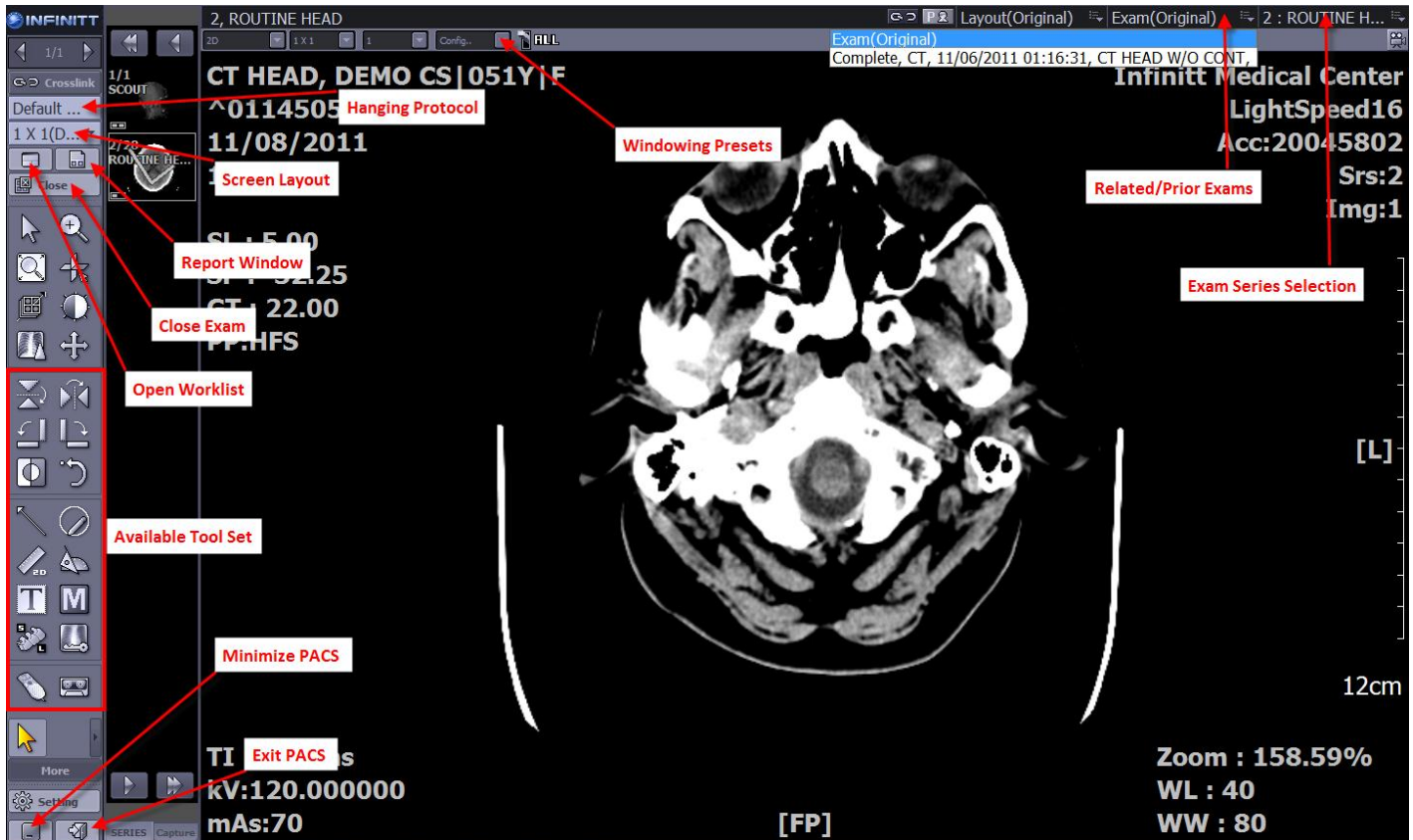
Patient History

When you single click an exam in the *Search Results* window, the patient's history (images) will display here.

Report Display

If a report is available, you can single click on it from the *Search Results* or *Patient History* window to view the radiology report. It can also be printed by clicking the print button.

INFINITT PACS Viewer

Using the Tool Set
Select a tool by left clicking on it. With the tool selected, move the mouse over the image and hold the left mouse down while moving the mouse in the desired direction.

Window Level / Width (*By default your right mouse button will control windowing*)
Holding down the right mouse button while you move the mouse up, down, left, right over the image will adjust the window level and width.

Crosslink
Use this feature to link axial, coronal and sagittal series and to show scout lines. This is useful for MRI and CT studies.

ALL
Switch Up/On = modify all images in a series (ex. window level all images).
Switch Down/Off = individually modify one image at a time in a series.

Exam(Original)
Click this drop down menu for a list of prior/related exams.

Report
When available, reports can be viewed with the images in PACS.

OnCall

Note: The OnCall feature will pre-fetch studies from the PACS server to your local computer.

Creating a Worklist Folder

- Create a folder based on what you would like OnCall to pre-fetch.
  Try to keep the worklist concise and only the studies that take a while to load in PACS.
  (ex. Modality = CT / Study Date = Today / Exam Status = Unread)
- Right-click the folder and select **Link to OnCall.**
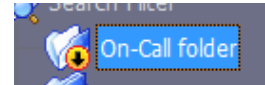
Starting OnCall

- To launch OnCall, click the **Start** button at the top of the worklist.
- You should see the OnCall icon in the bottom right of your screen near the system clock.
- The exams from your OnCall folder will start downloading automatically to your local computer.
- When OnCall is running you will see a moving arrow to indicate that it is working properly.
- After the exam is fully downloaded, you will see a red circle in the OC column on the worklist.
- You can manually download or delete exams by clicking the corresponding icons at the top of the worklist for OnCall

OnCall Settings

- Right-click the icon and select **OnCall Option.**
- From here you can choose how the system will auto-delete studies from your computer.
- Deletion rules can be configured based on:
  - *Time* – 1 day, 1 week, 1 month, etc.
  - *Threshold* – how much disk space OnCall uses.
  - *Exam Status* – Dictated, Transcribed, Approved.
- Click the **OK** button to save the changes.