PACS Scan Web

User Help

Version: 1.0.0

Written by: Product Knowledge, R&D
Date: May 2017

LX-DOC-PSW1.0.0-UH-EN-REVA

Lexmark™ Enterprise Software
formerly Perceptive Software

Regulations and Compliance

Lexmark Enterprise Software, LLC
4309 Hacienda Drive, Suite 500
Pleasanton, CA 94588 USA

Tel: 1-844-535-1404

Email: es_support@lexmark.com

Table of Contents

What is PACS Scan Web?

PACS Scan Web is a web program that physicians and authorized staff can use to edit and attach images to patient records and send them to PACS/VNA. You can also create a new patient record, or add information to existing patient records and studies.

The following components support the functionality of PACS Scan Web.

- Pacsgear Core Server, a desktop server.
- Core Server Console, a browser-based interface to the server.

Pacsgear Core Server

Pacsgear Core Server is a program that controls the flow of data between DICOM/HL7 systems such as PACS/VNA, archives, Worklist servers, modalities, EHR/EMR, and RIS, and any clients that connect to them such as PACS Scan Web.

Core Server Console

Core Server Console (CS Console) is a browser-based interface to Pacsgear Core Server that administrators can use to configure server settings, and settings for client devices that connect to the server. These include settings for licensing, DICOM querying and sending, users, and logging.

Indications for use

PACS Scan Web is intended for use by authorized staff to perform various operations on imaging studies before making them available to other locations in the network. These operations include importing images and confirming or editing patient demographics. PACS Scan Web is not labeled for diagnostic use.

Work with PACS Scan Web

Launch PACS Scan Web

You launch PACS Scan Web from CS Console. To launch PACS Scan Web, complete the following step.

1. In CS Console, on the **PACS Scan Web** menu, select **Image Upload**.
   PACS Scan Web opens and displays the **Patient Information** screen.

Find a patient study

To find an existing patient study in the current query source, complete the following steps.

1. Optional. In the left pane, in the **Department** list, select a department.
   The default query source and destination of the department that you select become current.
2. Under **Patient Information**, type one or more of the following search criteria.
   - All or part of the last name or first name of the patient.
   - The exact MRN or accession number.

Example To find studies of patients whose last names begin with the letter c, in the **Last Name** box, type `c`.

3. Click **Query**.
4. On the **Lookup Results** screen, click the plus button in a patient row to display studies of that patient, and select a study.
5. At the top of the screen, click **Next**.

Attach an image and send

To attach an image to a patient study and send the study to the current destination, complete the following steps.

1. Find a patient study and click **Next**.
2. On the **Attach Images** screen, complete one of the following options.
   - In Internet Explorer, click **Browse** and select one or more images.
   - In Chrome, click **Choose Files** and select one or more images.
3. Optional. Edit the image.
4. Click **Send All Images**.
5. In the **Sending Media** dialog box, click **Done**.

Create a patient record

You can create a new patient record in PACS Scan Web, attach images to it, and then send it to the current destination. To create a new patient record, complete the following steps.

1. On the **Patient Information** screen, in the right pane, enter the MRN and patient last name, and any other information that you want to include in the available boxes and lists.
2. Click **Next**.
3. Attach images to the new patient record and send it to the current destination.

Edit images

Crop an image

After attaching an image to a patient study, you can crop it before sending it to the destination. To crop an image, complete the following steps.

1. In the image editing area, on the menu bar, click **Crop**.
2. Drag the pointer on the image to specify a crop boundary.
3. On the toolbar, click **Apply**.
4. Click **Save Image**.

Flip or rotate an image

After attaching an image to a patient study, you can flip or rotate it before sending it to the destination. To flip or rotate an image, complete the following steps.

1. To flip or rotate an image, in the image editing area, on the menu bar, click **Flip** or **Rotate** and complete the appropriate option below.
   - To flip the image, on the toolbar, click **Flip Horizontal** or **Flip Vertical**.
   - To rotate the image ninety degrees, on the toolbar, click **90° CW** or **90° CCW**.
   - To rotate the image a number of degrees other than ninety, drag the **Rotate** slider.
2. Click **Save Image**.

Draw a line on an image

After attaching an image to a patient study, you can annotate it with straight or freehand lines before sending it to the destination. To draw a line on an image, complete the following steps.

1. In the image editing area, on the menu bar, click **Line**.
2. On the toolbar, complete the following substeps.
   1. Select the **Freehand** or **Straight line** option.
   2. Click a color swatch.
   3. Drag the **Weight** slider to increase or decrease the stroke weight.
3. To draw a line, drag the pointer on the image.
4. Click **Save Image**.

Add text to an image

After attaching an image to a patient study, you can add text to it before sending it to the destination. To add text to an image, complete the following steps.

1. In the image editing area, on the menu bar, click **Text**.
2. To place a text box, click anywhere on the image.
3. Double-click the text box, type text, and then click on the image outside of the text box.
4. To format the text, click the text box and complete one or more of the following options.
   - To adjust the emphasis of the text, click **Bold**, **Italic**, or **Underline**.
   - To adjust the size of the text, drag the **Font Size** slider.
   - To change the color of the text, click a color swatch.
5. Click **Save Image**.

Delete an item from an image

After adding lines, shapes, and text to an image, you can delete any of these items before saving the image. To delete an item from an image, complete the following steps.

1. Click the item that you want to delete.

   > **Note:** If the toolbar is open, click **Close**

2. On the menu bar, click **Delete Selected**.
3. Click **Save Image**.

Assign a body part to an image

You can assign a body part to an image before sending it to a destination. PACS Scan Web adds the body part to the relevant DICOM tags in the current study. To assign a body part to an image, complete the following steps.

1. On the menu bar, click **Body Part**.
2. In the **Select Body Region** dialog box, click a body region.
3. In the **Select Part** area, select a body part.
4. Optional. To specify the same body part for all images that you attach to the current patient record, select the **Apply to all images** check box.
5. Click **Apply**.
6. Click **Save Image**.

Manage jobs in CS Console

What is a job?

A job is a collection of information about a send operation that Pacsgear Core Server creates when a user sends data to a destination. This information includes the sender, time of submission, and source. It also includes the job status, which is the result of the send operation. You can view job history, or cancel or restart a failed job in CS Console.

View a job

To view a job, complete the following steps.

1. In CS Console, on the **Logs** menu, click **Jobs**.
2. If the job that you want does not appear on the first page of the list, click the navigation buttons at the bottom of the list or type all or a portion of the job information in the **Search** box.

Cancel a job

To cancel a job, complete the following steps.

1. In CS Console, on the **Logs** menu, click **Jobs**.
2. If the job that you want does not appear on the first page of the list, click the navigation buttons at the bottom of the list or type all or a portion of the job information in the **Search** box.
3. Select the job and click **Cancel**.

> **Note:** You can only cancel jobs with an error status.

Restart a job

You can restart failed jobs. To restart a job, complete the following steps.

1. In CS Console, on the **Logs** menu, click **Jobs**.

2. If the job that you want does not appear on the first page of the list, click the navigation buttons at the bottom of the list or type all or a portion of the job information in the **Search** box.
3. Select the job and click **Restart**.

Administer PACS Scan Web

Manage basic settings

Edit the AE title

All DICOM devices use an AE title to identify them to other DICOM devices on the same network. PACS Scan Web uses PACSGEAR as the default AE title. The AE title must not include spaces or special characters. To change the application entity (AE) title, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Connections**.
2. On the **Connection Settings** page, in the **AE title** box, type an AE title.
3. Click **Save**.

Edit a default setting

Defaults refers to optional site information and settings that Pacsgear Core Server automatically includes with studies as DICOM metadata. To edit a default setting, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Defaults**.
2. On the **Defaults** page, click **Edit**.
3. Complete one or more of the following options.
   - In the **Manufacture** box, type the manufacturer of the sending device. The default value is `Lexmark`.
   - In the **Institution** box, type the name of your institution.
   - In the **Secondary capture model**, type the model name of the sending device.
   - In the **Serial number** box, type the serial number of the sending device.
   - In the **Software version** box, type the version number of the Secondary capture model.
   - In the **Modality** list, select a default modality according to how you want systems that open images to process them.
4. Click **Save**.

Edit a server setting

To edit a server related setting, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Server**.
2. On the **Server Settings** page, click **Edit**.
3. Complete one or more of the following options.
   - To turn on recording of server logs, select the **Enable debug** check box.

- In the **Session timeout** box, type the number of minutes that a device must remain inactive for its connection to the server to time out.
- In the **Max. retries** box, type the maximum number of times that the server should attempt to reconnect after a lost connection.
- In the **Retry interval** box, type the number of seconds between attempts to reconnect.

4. Click **Save**.

View an audit log

When you enable auditing, you can view audit logs showing user and device access to the server. To view an audit log, complete the following steps.

1. In CS Console, on the **Logs** menu, click **Audit**.
2. If the log entry that you want is not on the first page of the list, click the navigation buttons at the bottom of the list or type all or a portion of the log entry in the **Search** box.
3. To display details, click the plus sign next to the log entry that you want to view.

View a server log

If you selected the Enable debug check box in the server settings, you can view logs containing server-specific events such as errors and changes in connection statuses. For information on the Enable debug check box, see Edit a server setting. To view a server log, complete the following steps.

1. In CS Console, on the **Logs** menu, click **Server**.
2. If the log entry that you want is not on the first page of the list, click the navigation buttons at the bottom of the list or type all or a portion of the log entry in the **Search** box.

Manage connection settings

About managing connection settings

Because PACS Scan Web works in conjunction with other DICOM devices over a network, it is necessary to configure connection settings for those devices. You can manage the following four categories of connection settings.

Destinations

A destination is a user-specified set of DICOM, HL7, XDS, or other device configurations. By creating a destination, you can send studies or HL7 messages to multiple devices at once. Destinations are optional.

Query sources

A query source is a DICOM worklist server, archive, or other source that can respond to patient queries. To query patient studies in PACS Scan Web, you must configure at least one query source. For information on the query sources available at your institution, contact your PACS administrator.

Devices

A device is an HL7 server, DICOM archive, XDS repository, or other system to which you can send HL7 messages, DICOM images, or media and metadata for processing or storage. To use PACS Scan Web to send images, you must configure at least one device. For information on the devices available to your institution, contact your PACS administrator.

DICOM Trace

DICOM Trace is a function that captures raw event data flowing between DICOM devices and Pacsgear Core Server. This data is useful for server diagnostics. For DICOM trace data to be available to view, you must enable the function prior to any server activity.

Add a destination

To add a destination, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Connections**.
2. On the **Connections Settings** page, select **Destinations** and click **Add**.
3. In the **Add/Edit Destination** dialog box, complete the following substeps.
    1. In the **Name** box, type a name for the destination.
    2. Optional. In the **Description** box, type a description of up to 65 characters to appear at the bottom of the image.

        Note: A description can help you remember the purpose of each destination, especially if there are a large number of destinations.

    3. In the list of devices, select one or more check boxes corresponding to the devices that you want to include in the destination.
4. Click **Save**.

Edit a destination

To edit an existing destination setting, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Connections**.
2. On the **Connections Settings** page, select **Destinations**.

    Note: If the destination that you want to edit does not appear on the first page of the list, click the navigation buttons at the bottom of the list or type all or a portion of the destination information in the **Search** box.

3. Click the name of the destination.
4. In the **Add/Edit Destination** dialog box, edit the information as needed and click **Save**.

Add a query source

To add a query source, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Connections**.
2. On the **Connections Settings** page, select **Query Sources** and click **Add**.
3. In the **Add/Edit Query Source** dialog box, complete the following substeps.
   1. In the **Protocol** list, select the protocol of the query source.
   2. In the **Name** box, type a name for the query source.
   3. In the **AE title** box, type the AE title configured on the query source.
   4. In the **IP address** box, type the IP address of the query source.
   5. In the **Port** box, type the port that the query source uses for the protocol selected earlier.
4. To select how you want PACS Scan Web to handle the study UID, in the **Study UID** list, select an option.
5. To limit the number of query results returned by the source, in the **Date range** list, select an option.
6. To enable querying of post-dated studies, select the **Include future dates** check box.
7. To test whether the console can connect to your query source, click **Test**.

   Note: If the test fails, confirm that you entered the correct settings, or contact your PACS administrator.

8. Click **Save**.

Edit a query source

To edit an existing query source, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Connections**.
2. On the **Connections Settings** page, select the **Query Sources** tab.

   Note: If the query source that you want to edit does not appear on the first page of the list, click the navigation buttons at the bottom of the list or type all or a portion of the query source information in the **Search** box.

3. Click the name of the query source.
4. In the **Add/Edit Query Source** dialog box, edit the information as needed and click **Save**.

Add a device

To add a device, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Connections**.
2. On the **Connections Settings** page, select **Devices** and click **Add**.
3. In the **Add/Edit Device** dialog box, in the **Device Type** list, select the type of device and enter device-specific settings.
4. To test whether the console can connect to your device, click **Test**.

   Note: This is only available for DICOM devices. If the test fails, confirm that you entered the correct

> settings, or contact your PACS administrator.

5. Click **Save**.

Edit a device

To edit an existing device, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Connections**.
2. On the **Connections Settings** page, select **Devices**.

> **Note:** If the device that you want to edit does not appear on the first page of the list, click the navigation buttons at the bottom of the list or type all or a portion of the device information in the **Search** box.

3. Click the name of the device.
4. In the **Add/Edit Device** dialog box, edit the information as needed and click **Save**.

Enable DICOM Trace

To enable DICOM Trace, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Connections**.
2. Under **AE title**, select the **Enable trace** check box.
3. Click **Save**.

View DICOM trace data

To view DICOM trace data, complete the following steps.

1. In CS Console, on the **Tools** menu, click **DICOM Trace**.
2. To view details, click an entry.

Manage user access

About managing user access

To manage access to PACS Scan Web and CS Console, you can add users and assign administrator rights to authorized users. You can configure Pacsgear Core Server to restrict access to local users or LDAP/Active Directory users. Pacsgear Core Server verifies local users based on the settings that you specify in this section. Your LDAP/Active directory server verifies LDAP users.

Configure an LDAP/Active Directory server

To configure an LDAP/Active Directory server, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Users**.
2. Under **Restrict access permissions to**, click **LDAP Users**.
3. In the **Server** and **Domain** boxes, type the address and domain of the LDAP/Active Directory server.

4. Click **Test**.

   Note: If the test fails, confirm that your settings are correct, or contact your network administrator. You cannot save the LDAP settings until the test succeeds, and at least one LDAP user appears in the list.

5. Click **Save**.

Assign access permissions

To assign access permissions by verification type, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Users**.
2. Under **Restrict access permissions to**, click **Local Users** or **LDAP Users**.
3. Click **Save**.

Add a local user

You can add local users and assign them administrative rights. Administrators can edit many CS Console settings in the left pane that normal users cannot. To add a local user, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Users**.
2. Under **Restrict access permissions to**, click **Local Users**.
3. At the bottom of the page, click **Add**.
4. In the **Add/Edit User** dialog box, type a user name and password.
5. Optional. To assign administrative rights to the user, select the **Administrator** check box.
6. Click **Save**.

Add an LDAP user

To add an LDAP user, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Users**.
2. Under **Restrict access permissions** to, click **LDAP Users**.
3. At the bottom of the page, click **Add**.
4. In the **Add/Edit User** dialog box, type a user name that you already configured on your LDAP/Active Directory server.
5. Click **Save**.

Edit a user

To edit an existing user, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Users**.
2. Under **Restrict access permissions to**, click the button corresponding to the type of user that you want to edit (Local Users or LDAP Users) and click a user name.

> **Note:** If the user that you want to edit does not appear on the first page of the list, click the navigation buttons at the bottom of the list or type all or a portion of the user information in the **Search** box.

3. In the **Add/Edit User** dialog box, edit the user settings as needed and click **Save**.

Manage a department

What is a department?

A department is a saved set of settings that makes it easy to configure clients of Pacsgear Core Server for use in specific departments at a healthcare institution. A department includes settings for application entity (AE) title, modality, query sources, destinations, and series descriptions. You must configure any destinations and query sources that you want to use before configuring departments (see Manage connection settings).

All clients use the default department General unless you specify otherwise. You must add at least one department in CS Console before you can change the default or current department. If you change the current department while a task is in progress, the program discards all current images and data.

Add a department

To add a new department, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Departments**.
2. On the **Departments** page, click **Add**.
3. Optional. To make this department the default department, in the **Add/Edit Department** dialog box, select the **Default** check box.
4. In the **Name** box, type a name for the department.
5. Optional. In the **AE title** box, type an AE title to use when you select the department.

> **Note:** If this box is empty, PACS Scan Web uses the AE title that you type in the connection settings.

6. Optional. In the **Modality** list, select the modality to use when you select the department.

> **Note:** If you select None, PACS Scan Web uses the modality that you select in the connection settings.

7. On the **Destinations** and **Query Sources** tabs, select the check boxes corresponding to the destinations and query sources that you want to associate with the department.
8. On the **Series** tab, click **Add**, type a description, and then click **Save**.

> **Note:** You can repeat this step to add additional descriptions. The descriptions you enter here are available to add to studies on PACS Scan Web.

9. In the **Add/Edit Department** dialog box, click **Save**.

Edit a department

To edit an existing department, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Departments**.
2. On the **Departments** page, click the name of the department.
3. In the **Add/Edit Department** dialog box, change the settings as needed.
4. Click **Save**.

Change the default department

To change the default department, complete the following steps.

1. In CS Console, on the **Settings** menu, click **Departments**.
2. On the **Departments** page, in the list of departments, select the check box in the **Default** column corresponding to the department that you want to be the default.