



Centricity™ Enterprise Web v.3.0

Quick Reference Guide of User Tasks

To add a default layout


1. **Open a study** for the modality for which you want to create the default layout
2. **Define the Viewport** Layout for the default
3. **Left click** on the Preferences icon
4. **Left click** on 'Set as modality default' for Viewport Layout
5. A window will open for verification of default layout. **Click OK** to accept the layout as a default.
6. **Left click** OK in the Preference window




Series Area cannot be included in the default layout. You can set only the default Viewport Layout.

If you have defined a Viewport Layout for multiple image display and you open a series with only one image, the system default layout of 1x1 will be applied.


To Configure a Pre-defined Window Level Setting

1. With a study open, **Left click** on the Window Level tool icon down arrow 
2. **Left click** 'Add Custom'
3. A window displays for you to enter the Center, Width, and Description for the new window level
4. **Left click** Add. The new Window/Level is now listed for selection in the Window/Level drop down, and in the context menu

Configuring the Toolbar

1. **Left click** on the Toolbar icon drop down arrow 
2. The options available for selection will display; Basic, Modality dependent, All
3. **Select** the option for your default Tool display

Configuring User Preferences

1. **Left click** on the Preference button on the Data Selector page or the Viewing page 
2. The Preferences window will display
3. **Left click** on the drop down arrow to select the **Default Display Quality and Full Display Quality**



The Default Display Quality is the compression used when initially opening a study; the Full Display Quality is applied with the Full Display Quality tool.

When changing the compression, the new compression will apply to the next study opened.

4. **Docked Report** should be checked if you would like the report window to display at the bottom of the monitor. The report window will display as a floating window if the box is not checked.

Export as TIFF or JPEG

1. Adjust image as necessary
2. **Right click** to display the Context Menu
3. Select **Export**
4. Specify file name, save as type, “TIFF” or “JPEG”, compression factor if using JPEG, and a location for the file to be saved.
5. You can elect to de-identify the image by keeping the De-identify option checked.

Keyboard Shortcut Keys:

If accessing a PACS database, you have the ability to use the keyboard to page through images/series plus the use of the same window level shortcut keys as on RA1000.

Paging through images/series:

Navigation key	Function
Home	Shift to first image(s) in series
End	Shift to last image(s) in series
Arrow Right	Shift to next image(s) in series
Arrow Left	Shift to previous image(s) in series
Page Down	Shift to next page of images
Page Up	Shift to previous page of images
Arrow Down	Next series in study
Arrow Up	Previous series in study

Window level shortcut keys:

The following are the system configured default window/level settings:

Key Default	CR/DX/MG	CT	MR	RF/US/XA
Alt+1	Abdomen	Chest/ Abdomen	Gradient Echo T2	Body Part 1
Alt+2	Chest	Lung Window	T1	Body Part 2
Alt+3	Skull	Liver Window	T2	Body Part 3
Alt+4	Cervical Spine	Bone Window	PD	Body Part 4
Alt+5	Shoulder	Brain/Sinus	MPreset5	Body Part 5
Alt+6	Knee/Ankle	Cervical Spine	MPreset6	Body Part 6
Alt+7	CT Lumbar Spine	CT Lumbar Spine	CT Lumbar Spine	CT Lumbar Spine
Alt+8	Extremity	Extremity	Extremity	Extremity
Alt+9	Foot	Foot	Foot	Foot
Alt+0	Femur	Femur	Femur	Femur



Centricity™ Enterprise Web window level presets are *modality specific*. The system presets can be edited via the web based management console, contact your site System Administrator for more information.