



## Centricity RA1000 Workstation

### *Quick Reference Guide for Centricity Utilities Menu #1*

**Click on Utilities icon at the bottom of any monitor to open Utilities menu.**

#### Worklists

- Select tab labeled **Worklist**
- Select the appropriate tab (Browse, Verify, Dictate)
- Select a worklist or manual folder from the left menu to highlight.
- Click **Add**



**Worklists or manual folders may be removed from this tab by single clicking on worklist or manual folder in right menu to highlight, then click **remove**.**

#### CDP Setup

- Select the exam from the worklist
- Select CDP setup
- Click the New button to create a new CDP
- Select the exam you would like to work with from the **Selected Exams** button.
- Check **Ignore Worklist Selection** unless you want to add more selections.
- Adjust the monitors, regions, images and connections as shown below.

#### DDP Setup

- DDP setup can be used as a *trouble-shooting tool* allowing you to survey any user's DDP.
- Select user's name from drop down.
- Select the DDP you wish to review.
- Click on small monitors in menu that represent the large monitor view. When monitor is highlighted, read corresponding parameter information listed. Body parts and associated procedures will also be checked for DDP identified.
- DDP *wizard* can assist in developing user defined default display protocols if user has modality imaging information concerning parameters such as image type, series number, or series description. (Optional)

## Tool Preference

- You can define what tools display when you first open your tool palette as well as the order the tools display.
- Choose a **modality** from the pull down at the top left of the screen.
- All available tools (36) will be listed in menu on left.
- Tools on the right of the screen represent the GE defaulted (18) tools, the tools that display when you first open your tool palette.
- Highlight **tools** from either side using a single click. Click **add** or **remove** as desired to set up user defined tools palette.
- Tools can be moved up or down in list by single clicking to highlight, drag and drop tool in desired location, or by using move up or down icons at bottom of screen.

## DDP Favorites

- DDPs that are selected as *favorites* will appear in the **Display Functions** drop down menu.
- Single click on DDP from the left column-**Click Add to Favorites.**

## Skins

- Select desired **Skin** and click **Apply**. Your screen will update to the newly applied **Skin**.

## Preferences

- **See Quick Reference Guide Utilities #2 for User Preferences set up.**

## About

- This tab contains the software's name, version, and build. The user may need to access this information when making a call to either service or the applications help line.

## Trouble

- Call your facility's Help Desk or contact your System Administrator.
- Use on-line help menu by clicking on the question mark icon or by selecting F1 on the keyboard.



The Help Menu can be opened wherever you see the question mark icon or by pressing F1 on the keyboard.