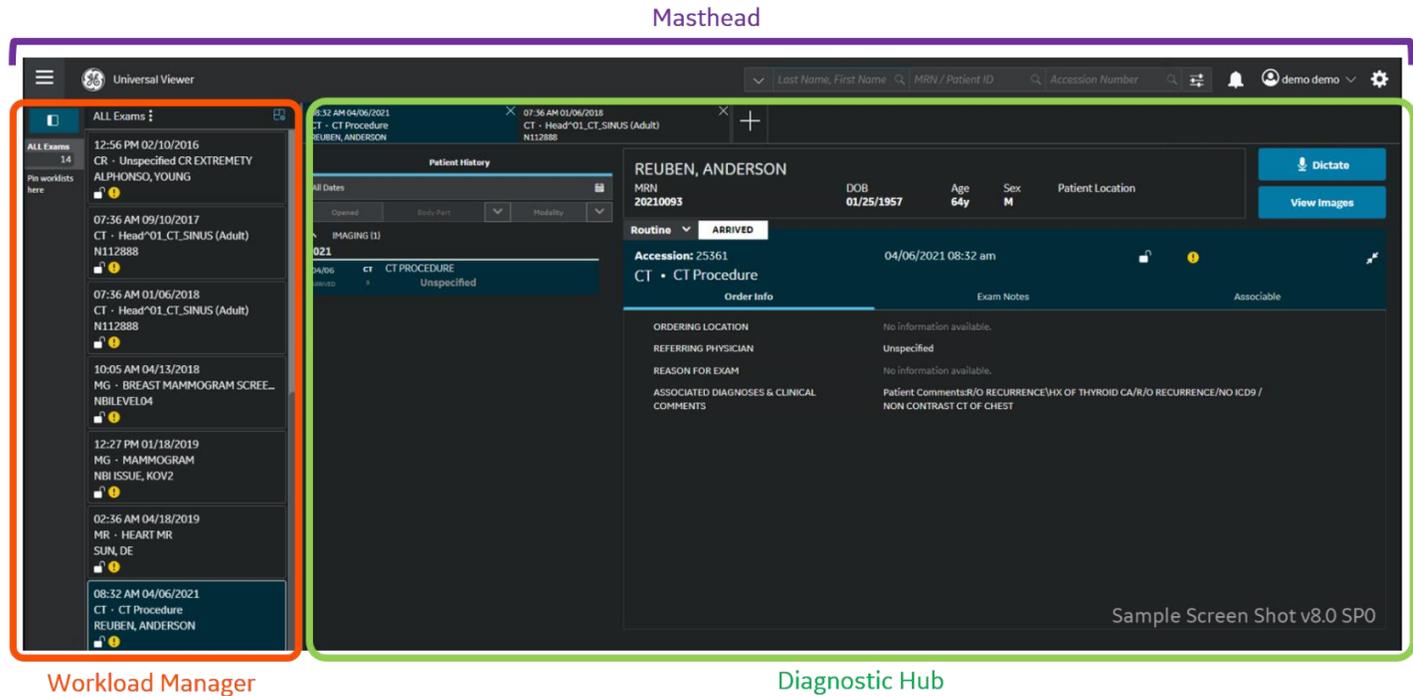


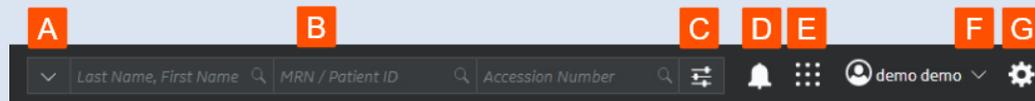
Universal Viewer 8.0 Overview Job Aid

Main Components

- **Masthead** – displays logged in user’s name and provides access to search fields, system statuses, user preferences, and help.
- **Workload Manager** – provides access to worklists, work items, and saved exams.
- **Diagnostic Hub** – displays patient information, current and comparison exam information for the exam selected in the list of work items.



Masthead Components



- A. **Repository Selection** – Allows you to include/exclude repositories. Users with appropriate privileges can retrieve a study from an external archive (if configured).
- B. **Quick Search** – Allows you to search using patient name, MRN/patient ID, or accession number. Retains your most recent entries for quick access.
- C. **Advanced Search** – Allows you to search using additional criteria not available when using quick search fields.

- D. **System Status** – Click to display current status of viewer, dictation integrations and DICOM® send events.
- E. **Apps Menu** – Allows access to configured options such as Import CD.
- F. **Username Drop Down** – Allows you to view your “To Do” list (total number of exams on your Assigned and Unsigned worklists), access the online Help, view application information, and log out of the application.
- G. **User Preferences** – Allows access to user preferences.



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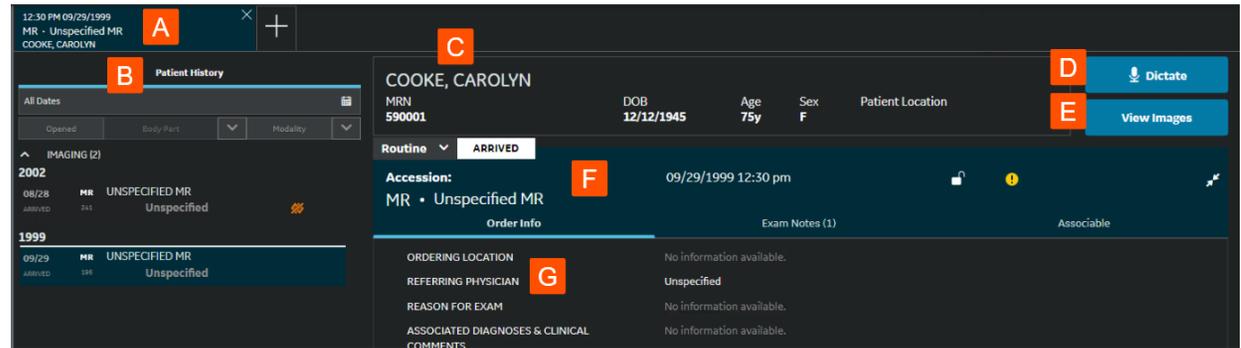
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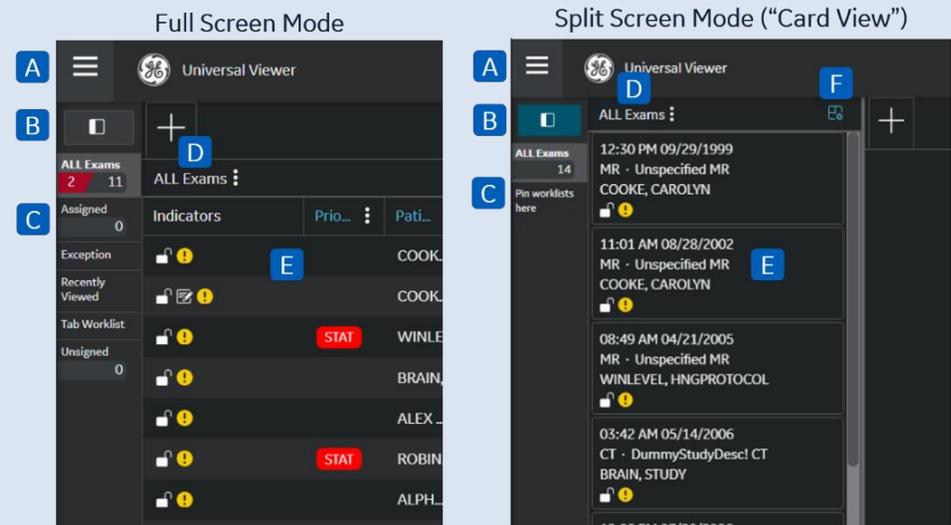
Diagnostic Hub Components

- Exam tabs** – Each tab represents a previewed/launched exam; blue tab indicates displayed exam.
- Patient History** – Provides access to documents and exams pertaining to patient's clinical history.
- Patient banner** – Displays patient's demographic information.
- Dictate** – Launches dictation application.
- View Images** – Launches images, informs of zero image exam, informs that a fetch is required to review exam in preview mode (does not launch dictation).
- Primary Exam Packet** – Provides information about selected exam.
- Patient History Viewer** – Displays reports and documents selected from Patient History.



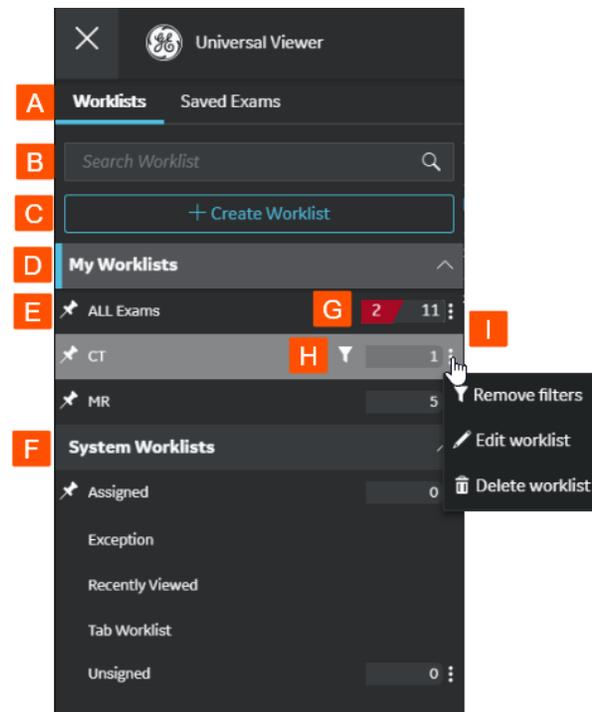
Workload Manager Components

- Worklist menu button** – Click  to view all available worklists and saved exams. From here users can pin/unpin worklists and folders for quick access.
- Split/Full button** – Click  to change the size of the items in the selected worklist.
- Pinned bar** – Displays pinned worklists and folders. Selected/active item displays on top and is highlighted in light gray.
Exam counts display as follows: 
 - Red background indicates number of priority exams.
 - Grey background indicates total number of exams matching worklist definition.
 - If artificial intelligence (AI) is enabled, the findings icon  displays to the left of exam totals.
- Active worklist** – Name of active worklist/folder displays above columns in the worklist. Click kabob icon  to refresh, or if you filtered or sorted the active item, use this button to save it as a new worklist.
- Worklist or Work Items List** – Displays exams that meet the criteria for the selected worklist, folder, or search term. When in split screen mode, work items are referred to as “cards” (also known as “card view”). Switch to full screen mode to use column headers to filter and sort work items.
- Manage Layouts** – Click  to view, define and apply available layouts to one or more worklists.



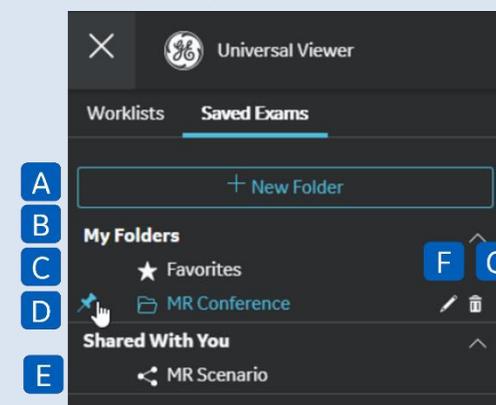
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Worklists Option



- A. **Worklists option** – Allows access to pre-built, custom and system worklists.
- B. **Search Worklist** – Allows you to search for a worklist in your list of worklists.
- C. **+ Create Worklist** – Allows users with appropriate privileges to create personal worklists (seen/used only by user).
- D. **My Worklists** – Displays custom worklists created by the user that can only be seen or used by that user.
- E. **Pin icon** – Indicates worklists that are pinned for quick access.
- F. **System Worklists** – Displays worklists created by the system administrator via the PACS Configuration Tool in AdminDesktop. These can be seen by all users in the system who have the appropriate privileges.
- G. **Exam counts** – Displays exam counts for each worklist.
 - o Red background = number of priority exams.
 - o Grey background = total number of exams matching worklist definition.
 - o If artificial intelligence (AI) is enabled, the findings icon displays to the left of the exam totals.
- H. **Filter icon** – Indicates an inline filter is applied to the worklist.
- I. **Kabob icon** – Allows you to perform various tasks such as removing a filter, editing the worklist definition, or deleting a custom worklist.

Saved Exams Option



- A. **+ New Folder** – Allows you to create a new folder.
- B. **My Folders** – Displays a list of folders you created.
- C. **Favorites** – Prebuilt folder for storing your favorite exams.
- D. **Pin icon** – Indicates folders that are pinned for quick access.
- E. **Shared With You** – Displays a list of folders that have been shared with you by others.
Note: Shared folders and their contents are updated in real-time. All shared users can add, update descriptions, or remove exams from a shared folder. Click a shared folder to see all the users with whom the folder has been shared. Hover over the Folder Members section to see the full list of users.
- F. **Pencil icon** – Allows you to edit the folder name and shared properties.
- G. **Trash can icon** – Allows you to delete the folder.

Universal Viewer 8.0 Overview Job Aid

User Preferences
<ul style="list-style-type: none"> • Auto Launch Dictation – Automatically loads the dictation system, puts it in context, and locks the exam. • Group by Patient – Groups exams by patient name in worklists. • Auto advance – Options for automatically launching next available exam.
Workflow Preferences
<ul style="list-style-type: none"> • Assignment on Sign out – Options for exam assignment behavior upon signing out. • Assignment on Tab Closure – Options for exam assignment behavior when closing an exam tab. • Pt History Display – Options for excluding Cancelled/ Scheduled/Ordered exams from Patient History in the Diagnostic Hub when launching/previewing an exam. • Take Control on Time Out – Options for what happens when a user is away from the computer and a take control request occurs. • Default Worklist – Select the default worklist that displays when signing in. (Cannot be a linked worklist.) • Apply Viewer ‘Done’ options on tab closure – Applies Viewer Done options when viewer window is closed by clicking the X in upper right. This preference is overwritten when the Save Report on Tab Closure preference is enabled. • Save Report on Tab Closure – Saves changes to an edited diagnostic report and updates the exam status to Dictated. • Associable Exam Tab – Automatically displays the Associable Exams tab in the Diagnostic Hub when associated exams are available. • Auto Minimize Reporting – Automatically minimizes the reporting system when not in context (available for PowerScribe and generic reporting API). • Show AI Findings – Display the findings indicator for exams with AI findings (only available when Artificial Intelligence (AI) is enabled). • Auto Launch Viewer from Bidirectional App – Automatically launch viewer when exam tab is opened from external system (available when bidirectional feature or external apps launch is enabled). • Default Color Theme – Select application color theme (light or dark).
Viewer Preferences
<p>For complete details, refer to the <i>Universal Viewer User Manual</i>.</p> <p>The following preferences are applicable: Automatically Load Comparisons, SRP: Auto Hang, View Images as Separate Series, and Max Number of Images Per Series.</p> <p>The Date Format and Time Format preferences are applicable to both Universal Viewer and Workflow Manager.</p>

Note: This job aid does not include user preferences for Native PACS Reporting.

Worklist Icons/Indicators			
	Priority badge		Dictation locked by current user
	Modality badge		Dictation locked by another user
	Exam notes are present		Item in remote repository
	Exception		Bring online
	Exam has AI findings		Bring online in progress
	Unassigned		Offline study cannot be brought online from archive
	Assigned to current user		Bring online failed
	Assigned to another user		Nearline exam

Study Availability Statuses and Indicators	
No icon	Online – Study is available for streaming (with good streaming speed).
	Nearline – Study is available for streaming however, it may take a little longer for this exam to display because of its location. Nearline exams can be streamed by UV however depending on the storage or network conditions/disk performance it may take a bit more time to stream.
	Offline – Study is not available for streaming (cannot be brought online from its archive).

Associable Exam Indicators	
	Exam is not associable because it is assigned to another user.
	Exam is associable and is assigned to the current user.
	Exam is associable.