



SmartPACS/AIS Training Curriculum

Training videos are located at <http://install.soundvet.com/training>
Training help and FAQs can be found at <http://installer.soundvet.com/training/>

Part 1 – SmartPACS

Be sure the SmartPACS server and viewing stations have been properly set up and configured prior to training!

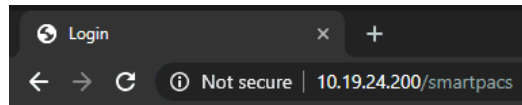
Accessing the SmartPACS Study List/GUI (Graphic User Interface)

Open an HTML 5 compliant browser

- I.E. Google Chrome (preferred), Firefox, Microsoft Edge, Opera, Safari
 - Note: *Internet Explorer is NOT supported*

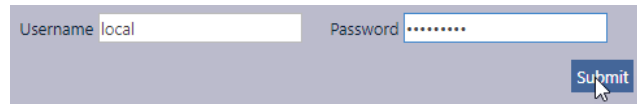
Log in to the SmartPACS Web GUI

- Direct your web URL to the static IP address assigned to it and “/smartpacs”
 - I.E. 10.19.24.200/smartpacs
 - Note: *For VCA clinics – It is possible you can locate the SmartPACS shortcut on a clinic workstation/desktop (created by VCA IT)*



Username / Password

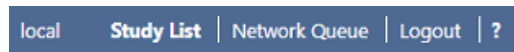
- Username: local
- Password: smartpacs



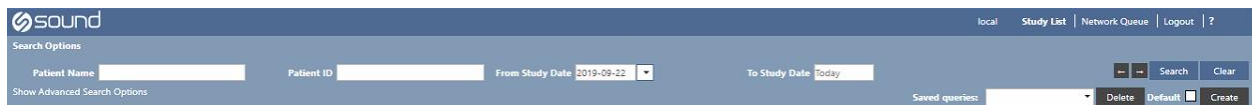
Study List

Primary Icon Overview

- Study List –The Study List page serves as the SmartPACS homepage
- Network Queue – Where users can monitor the status of *network* exports
- Logout – Logout of current user and return to the SmartPACS login page
- Help (?) – Sound Training, Support Portal and Suggest a Feature



Searching for Patients



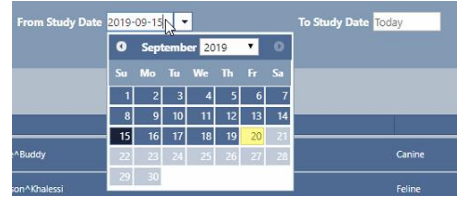
By default, patients from “This Week” are displayed in Study List

- In most cases, you will select the patient from this list

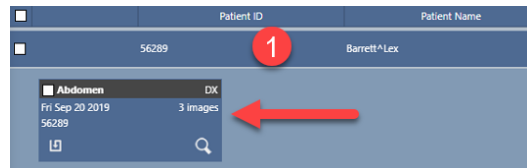
Search for Patient - Search Options Section

- Patient Name (case sensitive) or Patient ID, From Study Date and To Study Date
 - Click **Show Advanced Search Options** to expand your search options

- Change Study Date Range
 - **From Study Date:**
 - Click the dropdown arrow to provide options for: Today, Yesterday, This Week, This Month, etc.
 - Click the numerical date to open the calendar widget
 - **To Study Date:**
 - Click on “Today” to open the calendar widget
 - Note: “Today” is most often kept in the “To” field, though the clinic can be as specific as they like depending on the needs of their search.
- After selecting the “From” and “To” Dates, enter patient information and click the Search icon or hit “Enter”



- Results are displayed in the Study List table below
 - Note: All studies received by SmartPACS are displayed in the study list table and are grouped by Patient ID, and sorted by date.
- Each patient is displayed in a row and can be expanded to reveal the patients’ study information
- Navigate to the correct patient and click on the patient row to display available studies



Open Single Study



- Click the View icon within the study box
 - NOTE: The SmartPACS Viewer will open either in the same browser window, a different window or in a different tab (according to user settings), and display all images from the selected studies.

Open all a Patients’ studies



- Click the View icon at the far right of patient row

Open Only Selected Studies/Compare Multiple Studies



- Click the check box next to each Study Description then click the view button at the top of the Study List table

Add Another Study (same or different patient) to Current SmartPACS Viewer

- With current SmartPACS Viewer tab and Study list tabs both open in browser:
 - Click the Study List tab, search for your study, check the box in your study tile and click the view button – Study will be added to contents of Viewer tab

Remove a study from your viewer



- Click on the Study List tab of web browser, uncheck a check box in your study list and click the View button
 - NOTE: Clicking the magnifying glass View icon will not remove studies.

SmartPACS Viewer

Thumbnail Panel (Left side)



- Collapse/Expand Separate Studies (if multiple studies are added)
 - Click the arrow to collapse and expand studies in the thumbnail panel



Image Manipulation Toolbar (along the top)



Change Screen layout



- Click the Screen Layout Group icon
 - Choose layout in an X by X grid pattern (for example: 3x2)

Load Image into Viewport

- Drag and drop from the thumbnail panel to the Viewport pane
- Select a viewing pane and double click a thumbnail

Load all images into empty viewing panes



- Click the Fill Tool icon to load images into empty spaces

Toggle Between Multiple and Single Image Views



- Click Full Screen Mode icon to enter Full Screen Mode for selected image



- Click the Exit Full Screen Mode icon to restore original screen layout

Zoom In or Out on Image

- Click and hold the **Right Mouse Button** and move the mouse up

Pan your image Remove

- Click and hold the **Left Mouse Button** and move the image around

Control Brightness/Contrast



- Press and hold the Mouse Wheel or Select the Window Leveling Tool and move the mouse **Up or Down**



- Press and hold the Mouse Wheel or select the Window Leveling Tool and move the mouse **Left or Right**

Change Image Orientation



- Rotate Image 90 degrees



- Flip on a horizontal axis



- Flip on a vertical access

Invert an Image



- Click the Invert Image icon - inverts the pixel intensities

Reset your image



- Click the Reset Display icon to reset all display settings (window level, orientation, pan, zoom)



- **Measurement Group**



- The icon with the downward arrow indicates that more measurement tools may be expanded



- **Linear Measurement Tool** - Measures the length of a straight line



- **Arrow Tool** - Draws an arrow on the image



- **Angle Tool** - Measures the angle between two straight lines that intersect



- **Cobb Angle Tool** - Measures the angle between two straight lines that do not intersect



- **Vertebral Heart Score Tool** – Step by step instructions are displayed within the Viewport



- **Circle Tool** - Measures the radius, area, and average intensity of the drawn region



- **Ellipse Tool** - Measures the area and average intensity of the drawn region



- **Area Tool** - Measures area of a drawn region – perfect for masses



- **Free Text Tool** adds annotations to the image



- **Three Point Circle** tool draws a circle based on 3 points



- **Save Annotation** – Saves the selected annotations for that image
 - Enter a Comment or name to save the annotation (i.e. TPLO)
 - An “A” appears on the image thumbnail after it is saved.



- **Load Annotation** – Loads a saved annotation for the same image
 - Click the saved annotation check box to load the annotation on the image to display the saved annotation



- **Edit Annotation** – Edit existing annotations



- **Delete Single Annotation** – click the Tool first, then click the annotation to delete



- **Delete All Annotations** – click the button to delete all annotations



- **Screen Capture tool** – Generates a PNG image/screen capture of what is currently in the Viewport. A PNG file will be downloaded to the default browser directory
 - Note: *These JPEG files can be used for presentations or to email individual images with the clinics email client.*

❑ Change User Preferences



- Click the User Preferences icon to set various display and tool settings

❑ Access the Help Menu



- Click the Help tool icon to access the SmartPACS user manuals that describe the functions of the various tools available

❑ Emailing Studies

EMAIL SHOULD BE DONE IN AIS – it is quicker, easier and the full DICOM images will be available

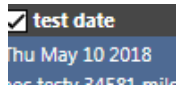
- Email arrives with three links – View in browser, or download (with and without JAVA)
- If they wish to send JPEG for OFA studies (for example) call Tech Support for setup and training



- Note: *They may also choose to use the Screen Capture tool to acquire PNGs of individual images as mentioned above – These PNG files are saved in the PC web browsers default Downloads folder.*

Advanced Tasks

❑ Export DICOM Studies to a Thumb Drive



- Select the check box next to each study(s) you want to export
- Click Export then Local
- Select DICOM or JPEG and click Add to Export Queue



Add to Export Queue

Local Queue



- To verify progress, click the Local queue icon on the top right side of the Study List Table. When queuing, the status will say “In Progress”
- You will see a green bar when finished
- Click the Save icon
 - Note: *The study will download to the PC web browsers default Downloads folder. You can save it to a flash drive from here.*

❑ Export DICOM Studies to a CD Drive

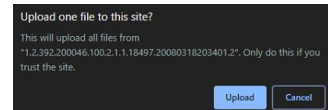
- The computer must have a CD drive. SmartPACS uses the Windows CD drive burn CDs
- Follow the steps above for exporting a patient to a thumb drive
 - After saving the study, locate the file, right click and choose “Send To: > CD Drive” to copy media to the CD

❑ Import DICOM Studies



- Click **Import** then **DICOM**
- Click the appropriate “Browse” icon. We recommend using “Browse to Folder”
 - Note: *You may also drag a folder to the blank Import Files window.*
- Select the folder (this may be thumb drive, CD Drive, etc.) and click Upload

- Note: *A web browser warning may appear asking if you would like to load files to the site – Click Upload to continue.*



Import

- After File List populates for import, click Import
- Once your files have uploaded, they will populate within the Study List by Patient ID, Date, etc.
 - You will get a browser warning that will indicate successful or failed imports




Part 2 – AIS

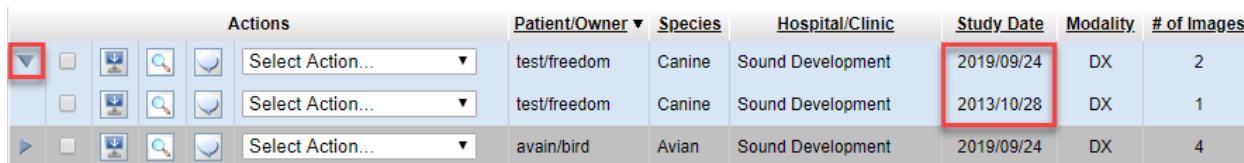
SmartPACS and AIS work side by side. AIS is where a clinic can view all their archived data remotely, email a study or submit a consultation.











Accessing Antech Imaging Services (AIS)

- ❑ **Website - www.antechimagingervices.com**
 - Username and Password will be provided by Sound – if you do not have the UN/PW contact Sound Customer Support
 - Note: *If there is no clinic specific UN/PW at time of training, you can use Sound's Demo account - UN: demou / PW: demou*
 - Expand search within Demo account to find studies to use as examples
- ❑ **Studies typically arrive at AIS within 5 minutes or so after completed/closed in SmartDR**
 - In the most common set ups, after a study is sent from SmartDR to the SmartPACS, they are automatically uploaded to AIS using an automatic forwarding rule

Patient Screen

- ❑ **Search for Recently Acquired Patient**
 -  ○ Click the Go icon to search for last 7 days (default date range)
 - “Go” is in the middle/center screen in gray area (Search Options section)
- ❑ **Search for Patients Outside of the Last 7 days (Default Date Range)**
 -  ○ Change “From Study Date” date
 - If searching the entire database, change “From” year of search to 2005
 - Search by Patient Name and/or Owner’s Last Name
 - You can search for both Patient first and last name in Patient Name field
 - Note: *In AIS, the “Case Number” search criteria is where the clinic can search by PATIENT ID.*
- ❑ **How do you know if a patient has more than 1 study?**
 -  ○ The arrow on the left of the patient bar opens a dropdown and displays all previous studies uploaded to AIS by the clinic for that patient



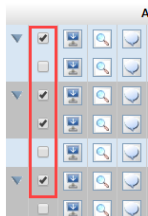
Actions	Patient/Owner	Species	Hospital/Clinic	Study Date	Modality	# of Images
    Select Action...	test/freedom	Canine	Sound Development	2019/09/24	DX	2
   Select Action...	test/freedom	Canine	Sound Development	2013/10/28	DX	1
   Select Action...	avain/bird	Avian	Sound Development	2019/09/24	DX	4

View Studies

View Study from Mac, PC, or tablet etc.

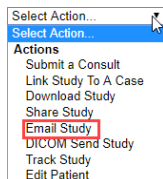


- Locate patient and study (verify study date) you want to view
- Click the Magnifying Glass icon
 - Notes:
 - *This works on all devices (Mac, PC, Windows Phone, iPhone, iPad, Android, etc.) is touch enabled for touchscreens (iPhone, iPad, android, etc.) and is perfect for iPads.*
 - *This opens a web browser-based image viewer, **nearly identical to the SmartPACS Viewer.***
 - *No file downloading is necessary.*
- To view multiple studies in one window, select studies using the checkboxes and click the Magnifying Glass icon
- The cloud based AIS viewer is often used for remote viewing
 - A doctor can be on the golf course, etc. and see images if needed



Email One or Multiple Studies

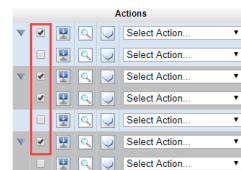
Email Single Study



- Locate patient and study (verify study date) you want to email
- Click the “Select Action...” dropdown arrow and choose “Email Study”
 - Add the recipient in the “To:” field
 - The “CC:” field is auto populated by the clinics default email with AIS
 - Select the “General Practitioner” who is sending the study
 - Note: *If the doctor list in the email list is not correct, please contact Sound Customer Support or email a list of the correct doctors to support@antechimagingservices.com.*
 - Fill in “Additional Comments” if necessary
- Emails are sent from antechimagingservices.com

Email Multiple Studies

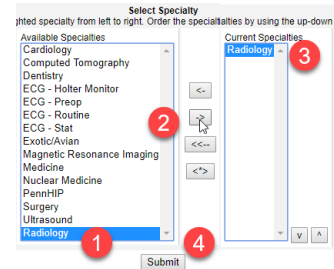
- Locate the patient(s) and study date(s) then click the check box to the left of the studies you want to email
 - Use arrow on the left of the patient bar if attempting to send multiple studies from the same patient
- Once all studies are selected, click the “Select Action...” dropdown arrow and choose “Email Study” – *it does not matter which of the selected studies you use for this action*
 - Follow steps above for filling in email contents and choosing practitioner



Submit a study for a Consultation

❑ **Submit a Single Study For Consultation**

- Locate patient and study (verify study date) you want to create a consultation for
- Click the “Select Action...” dropdown arrow and choose “Submit a Consult”
 - OR – Click the “Report” icon next to the “Select Action...” window
 - Either option will load a “Create/Select Patient and Specialty” page
- Select the Practitioner
 - Note: *If the doctor requesting the consultation is not listed, please contact Sound Customer Support or email a list of the correct doctors to support@antechimagingservices.com.*
- Verify patient information is correct
- Under “Select Specialty” section:
 - Select modality from “Available Specialties” (most commonly Radiology)
 - Click the right arrow to move selection to “Current Specialties”
- Click Submit to go to “Consulting Information” page
- Fill in required fields of “Pertinent Case Information” and “Differential Diagnosis”
 - Note: *The “Special question...” section allows for private comments to the Specialist, which will NOT appear in the report.*
- Click the checkbox to the left of each study to be submitted with consultation
- Click “Submit with selected media” to submit the consultation to AIS
 - Click “Submit and upload additional media” if you have more that may be useful to the consulting radiologist

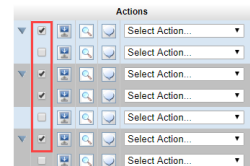


Submit with selected media

Submit and upload additional media

❑ **Submit Multiple Studies for Consultation**

- Locate patient(s) and study date(s) then click the check box to the left of the studies you want to create a consultation for
- Click the “Select Action...” dropdown arrow and choose “Submit a Consult” – *it does not matter which of the selected studies you use for this action*
 - OR – Click the “Thought Bubble” icon next to the “Select Action...” window
 - Either option will load a “Create/Select Patient and Specialty” page
- Follow steps above for completing and submitting the consultation to AIS



❑ **After a Report Has Been Submitted**

- Reports have a 3 hour or less turnaround time
- Reports are emailed and/or faxed, and will appear with an “R” in the “Report” icon
 - A report icon with an “i” can be added to or changed
- Click on a “Report” icon with an “R” to view the report
 - It then can be copied and pasted into the clinics practice management software

