

### Logging into iSite

1. Point an Internet Explorer browser to:  
**http://pacsweb.med.utah.edu/default.asp**

2. Login with your Outlook Username and Password

The login form includes the following fields and controls:

- User Name**: Text input field
- Password**: Text input field
- Log on to**: Dropdown menu set to "U of U Active Directory"
- Workstation Location**: Dropdown menu set to "Main Location"
- Log In**: Submit button

Set the **Log on to** dropdown to **U of U Active Directory**

Set **Workstation Location** to an appropriate setting for you location

(**Main Location** for on-site users, **DSL/Cable Modem** for home users, etc)

*NOTE: If you have not been set up as PACS user, have your supervisor or manager request this access using the ITS Account Creation webpage. For assistance, contact 587-6000.*

### Recommended User Preferences

Click the **preferences button** (the P in the upper right corner of the window) and set:

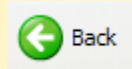


User Preferences

General Preferences / **Initial Size: small**  
Display Preferences / **Screen overlay font size: large**

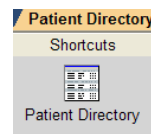


**WARNING:** using your browser's **back** or **home** buttons will **terminate** your iSite session



### Finding Exams

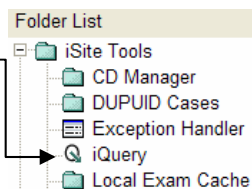
▶ Single-click the **Patient Directory** shortcut icon (in the upper left section of the screen) →



- ▶ Type the **MRN** (medical record number) in the MRN field – **omitting any leading 0's** (IE - for MRN 01234567, enter 1234567)
- ▶ Click on the **query** button to left of the patient name field. (results will display below)
- ▶ Click the patient name to expand the exam list
- ▶ Double-click on a exam to open it

### To Import Exams From PACS Archive To The iSite Server

▶ Open the Folder List/  
**Patient Tools/iQuery**



- ▶ Type the **MRN** (medical record number) in the MRN field – **omitting any leading 0's** (IE - for MRN 01234567, enter 1234567)
- ▶ Select **PACS EA Archive** from the archive list and click **enter** (results will display below)
- ▶ Click the patient name to expand the exam list
- ▶ Place a **check** next to each exam you want to import and click the **submit list** button in the bottom right corner of the screen
- ▶ Click **OK** to close the confirmation window

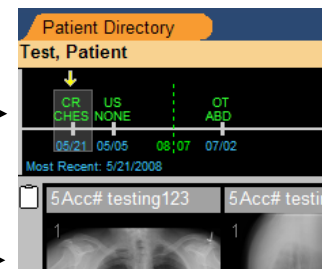
*NOTE: Click the **View Queue** button and use **refresh** to monitor retrieval progress. Once the exam is no longer in the list follow instructions above to **find exams in iSite**.*

### Manipulating Images

Return to patient directory →

Patient history timeline →

Series Thumbnails →



<b>Display exam thumbnails</b>	Single-click the GREEN exam entry in the patient history timeline (above)
<b>Hide exam thumbnails</b>	Right-click the GREEN exam entry in the patient history timeline (above) and choose Close
<b>Open a Series</b>	Double-click on the series thumbnail
<b>Window / Level</b>	Hold down the left mouse button and move mouse up/down and right/left
<b>Scroll thru a stack of images</b>	Roll middle mouse button or use page up/page down keys on keyboard (will zoom single images)
<b>Link series</b>	Double-click the series you wish to link. Align series windows OR right-click on each series and choose New Link
<b>Other manipulations (zoom, rotate, measure, etc)</b>	Right-click in the image and then choose the option from the pop-up menu