Horizon Rad Station™ (HRS) 11.0 Distributed Quick Start Guide

1. Launch Horizon Rad Station™ (HRS) 11.0 Distributed and login with your username and password.

2. The Study List will appear listing all the “Unreported” studies (studies that have been performed but not yet dictated). Select your desired study by Double-Left-Clicking on it and the images will begin loading.

Use Filters to narrow your search by Modality, Patient Location, Body Region or Work Group.

If you would like to search for a specific patient, Left-Click on the Folder Finder.
3. When using the **Folder Finder**, you can search for a specific patient by Patient Name, Patient Medical Record Number, Accession Number, etc...

Use **Filters** to narrow your search by Modality, Patient Location, Body Region or Work Group.

Left-Click on the Refresh button to update your list.

4. Once the study has loaded, you can view any of the smaller **thumbnail representations** of the images by **Left-Clicking and Dragging** it into a view port.

You can manipulate the images by using the tools on your **Toolbar**.
5. You can also access image manipulation tools from your **Image Menu** by **Right-Clicking** on an image.

Another method of manipulating images is by using your **keyboard and mouse shortcuts**. Some commonly used shortcuts include:

- **Zoom**: `CTRL + Mouse Wheel`
- **Pan**: `SHIFT + Left Mouse Click + Drag the Mouse`
- **Window/ Level**: `Right Mouse Click + Drag the Mouse Up/ Down/ Left/ Right`

6. You can use measurement tools by accessing the **Annotate** menu from your **Right-Click Image Menu**.
7. To access other studies for the same patient for comparison, **Left-Click** on the study date and choose your desired study from the list.

8. To access patient documents such as radiology reports and study details, **Left-Click** on the Documents button in your **Toolbar** or select **Patient Documents** from your **Right-Click Image Menu**.

Select the document of interest by **Left-Clicking** on it in your **Patient Portfolio** window.
9. You can change the number of view ports displayed on your monitor by Left-Clicking on the View Ports button and selecting the desired number of view ports.

10. You can change reconstruct a desired series from one plane to another (ie. AXIAL plane to SAGITTAL or CORONAL plane) by Left-Clicking on the Multi-Planar Reconstruction (MPR) button.
11. When you are finished viewing your study, **Left-Click** on the **Close** button to return to your Study List or Folder Finder.

12. You can **Left-Click** on the chevrons on your **Toolbar** and select the **Preferences** option to customize your Toolbar and Right-Click Image Menu.

13. When you are finished using **Horizon Rad Station™ 11.0 Distributed**, **Left-Click** on the chevrons on your **Toolbar** and select the **Quit** option.

✓ If you have any further questions or need additional support with respect to the application, please contact your **PACS Administrator**, `<PACS Admin Name>` @ `<PACS Admin Number>`.