# VISAGE IMAGING®

Visage 7 Worklist FAQ

Visage 7 FAQ- UCSD

- Where do I access the Visage 7 Worklist?
  - To access the worklist presets, simply click on the Worklist tab in the top right corner of the application.


- How do I add in additional worklists to meet the needs of my workflow?
  - Right click on "New Preset" and choose "Select System Presets" from the options. From the "Show or Hide Presets" menu, check off the worklists that you would like to subscribe to and then they will appear as options on your preset toolbar.
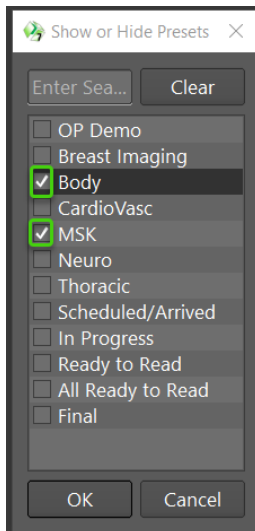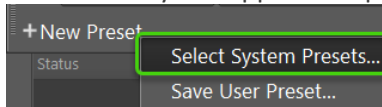
- How do I activate a specific preset?
  - Simply click on the preset that is needed at the time. The active preset will turn green when enabled.
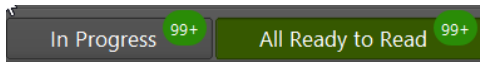
- Can I combine multiple presets to create one list?
  - Yes, if you click the first preset button and then hold down the Ctrl key + click the second preset, the two lists will turn green and be combined into one comprehensive list.

- Can I further filter a system worklist?
  - If you expand the drawer on the left-hand side of the worklist screen by clicking the ellipse to the far left of the worklist presets, then you will be able to apply specific exam status, modality, timeframe, etc. filters.
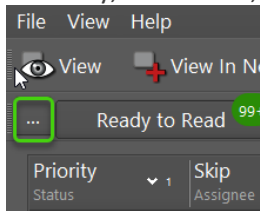

- How do I reserve or assign a study to myself?
  - If you double click a study on the worklist to open it for dictation, the study will automatically be reserved to you. You also have the option to single left click the head icon to reserve the study to yourself.

- How do I assign studies to others?
  - Right click on the study and select "Assign to…" from the drop-down menu. Select the appropriate assignee from the list and choose OK.

- How can I prevent my colleagues from opening and reporting on the same study that I currently have open?
  - The "Lock Studies for Reporting" button will be enabled by default. This button will appear a darker shade of grey when depressed and should remain on while interpreting to alert other radiologists that you are actively reading that case if they were to try to open that same study. A little lock icon will also appear just under the skip icon when you have the study open for interpretation thereby presenting your colleagues with a visual indicator on the worklist. Other radiologists would always be able to "View Only" or "View Only in New Tab" so they will not be prevented from viewing that specific study.
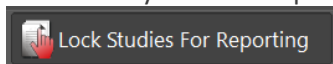
- Can I rearrange or choose to hide certain columns on the worklist?
    - Yes, you can rearrange the columns by left clicking and dragging the column within your list view to a new location. Also, you could right click on one of the column headings and choose to show/ hide certain columns.

- Can I re-sort the list?
    - The list will be default sorted by priority and then timestamp, but you could left click on any column heading to re-sort the list temporarily.

- How can I view a study that I do not intend to interpret at the time?
    - To assist with interruption workflow, right click on the study that you wish to view and not report on, then choose "View Only in New Tab". This will load the study in an additional tab and will not interfere with a prior study you had loaded for reporting purposes.

- Is it possible to skip studies that I do not have responsibility to interpret?
    - Radiologists have the option to select to skip a case on the worklist. To do so, click on the skip button which is in the "Skip/ Assignee" column and just to the right of the head icon. The middle of the icon will turn red, and an arrow will appear once the skip has been activated on a case.
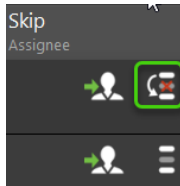
- Is it possible to use an auto advance workflow?
    - If you would like to utilize an auto-loading workflow to advance to the next study on the list, then right click on the first study, and choose "Auto Advance" from the menu. Double click to load the first study and then once you dictate your report, the Visage 7 viewer will close the session and will immediately open the next study from your worklist.

- How often does the worklist refresh?
    - The worklist will refresh automatically every 10 seconds.