

How to Flag a Study

Within the “ADMIN” tab of Opal PACS, an administrator can create flags, or labels, which can then be displayed as a customized column on the studylist. These flags, or labels, can then be assigned to a study for identification purposes.

First, you will need to create the flags under the Admin tab – Server Settings category – Study Flag subcategory. Both the Client (Figure 1) and Web (Figure 2) function the same, there is just a slight variance in the look of each screen. Second, you will need to assign a flag to a study. Third, you will need to make sure that the Flag column is selected to display on the study list. All these steps are listed below.

To Create a Flag: Figures 1 & 2

1. Select the *Admin Tab*
2. Select *Study Flag* under the Server Settings category *See Figures below*
3. Enter a Flag name then right click *ADD*
4. The flag name will display in the list shown, which will, in turn become a part of the “Flag As” dropdown menu in the studylist.

To Assign a Flag to a Study: Figure 3

1. Right click the study you want to flag.
2. Select “Flag As” from dropdown menu
3. Select the Flag you want to assign to that study.

To Remove a Flag from a stud: Figure 4

1. Right click the study you want to remove the flag.
2. Select “NONE” or Blank from dropdown menu

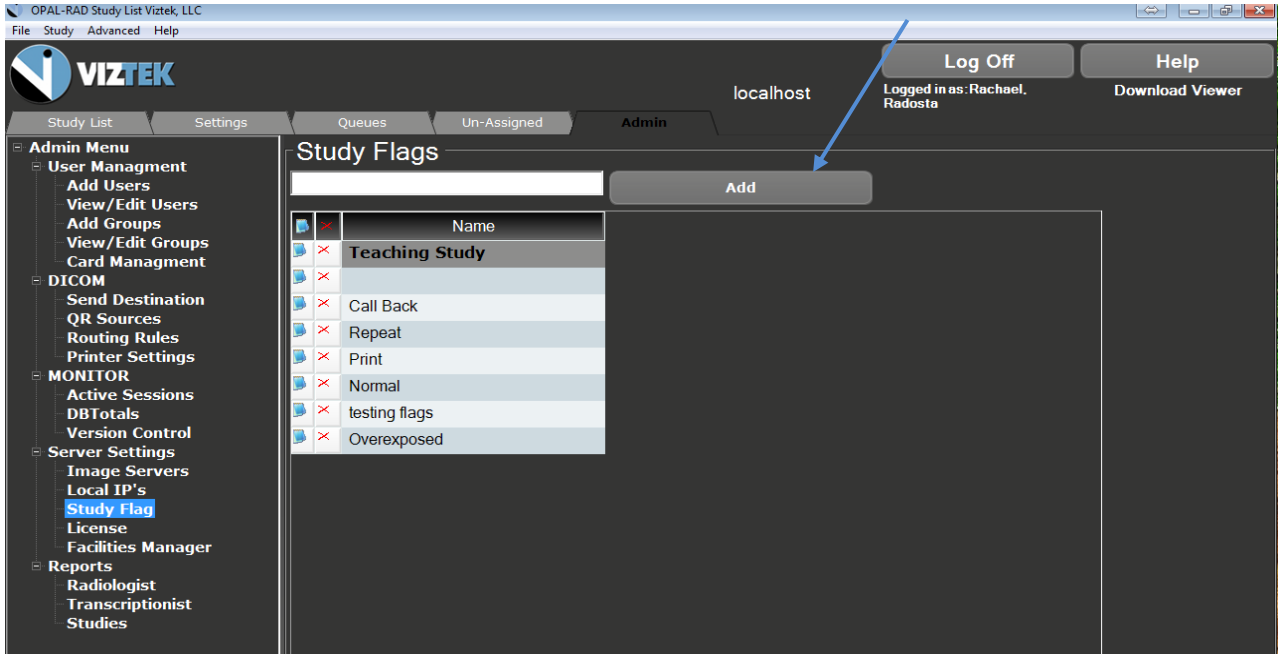


Figure 1 Opal Client

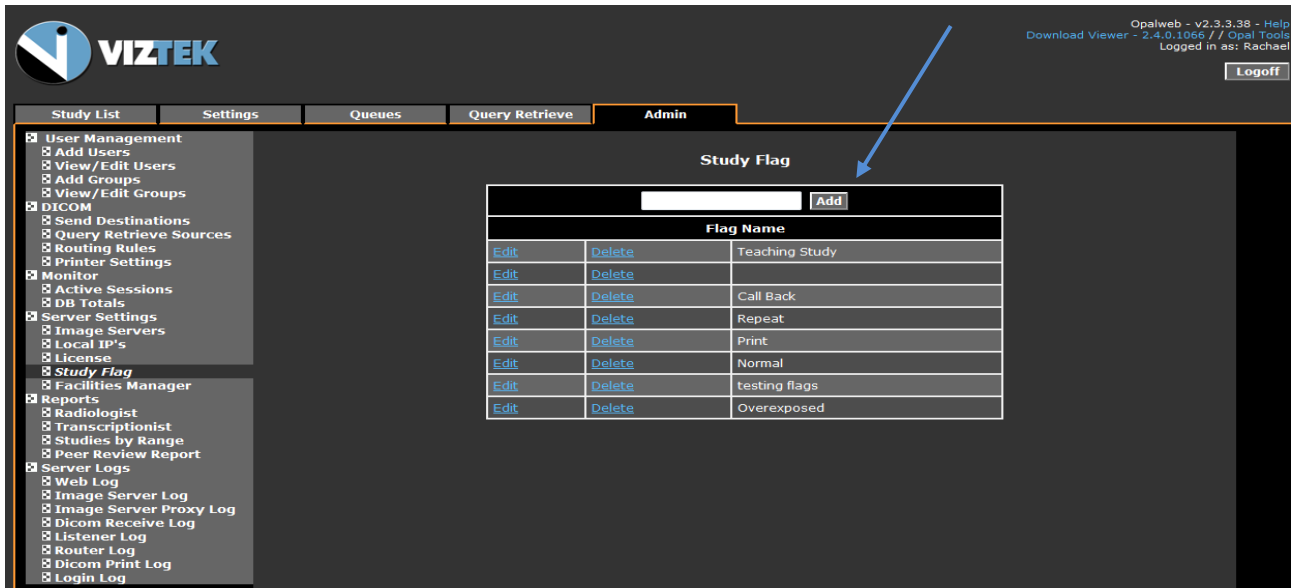


Figure 2 Opal Web

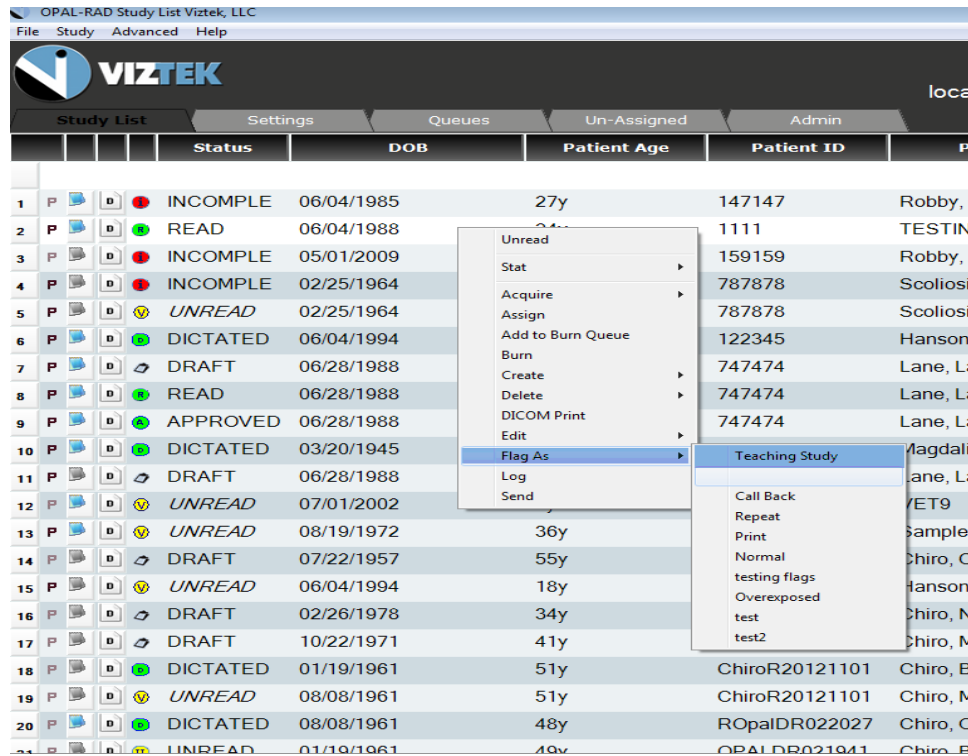


Figure 3

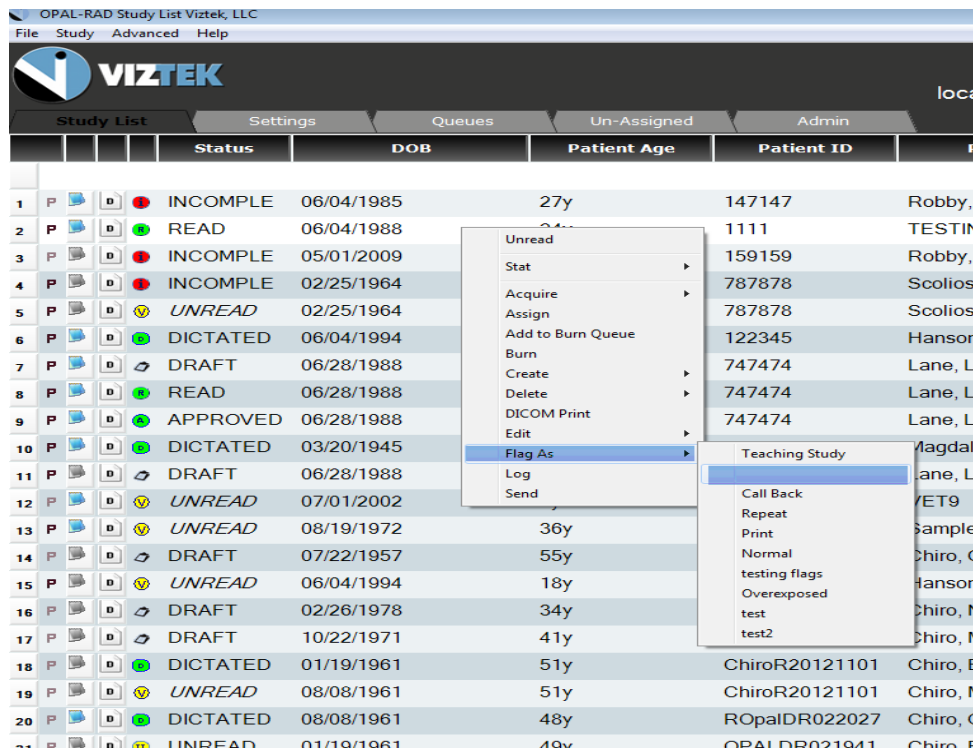


Figure 4

To Customize Study Llist

1. Right Click the Settings Tab
2. Select User Settings
3. If Flag is unselected: highlight and move to selected Figure 5
4. If Flag is selected: highlight and move to the position to show on the study list. Figure 6

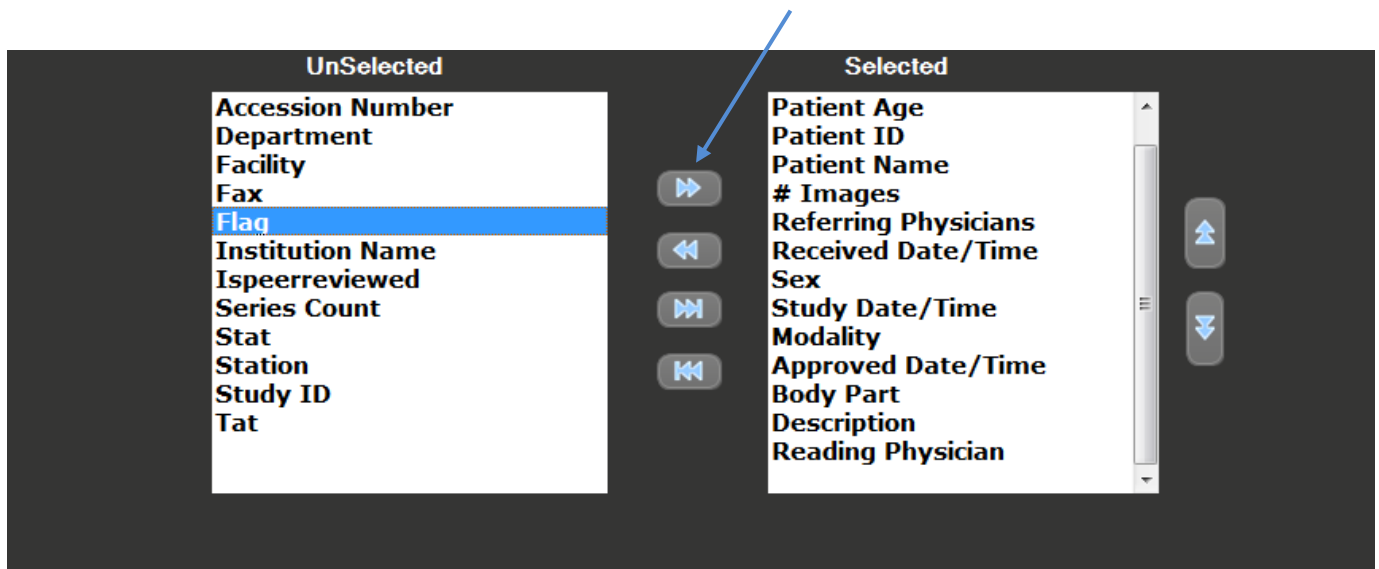


Figure 5

- Select FLAG under *Unselected* column and move it to the *selected* column. Figure 5
- Customize where you want your FLAG column to be placed. Figure 6
- Click *save User Settings* at the bottom of the *User Settings* screen.

**Now the FLAG column will display on your study list.*



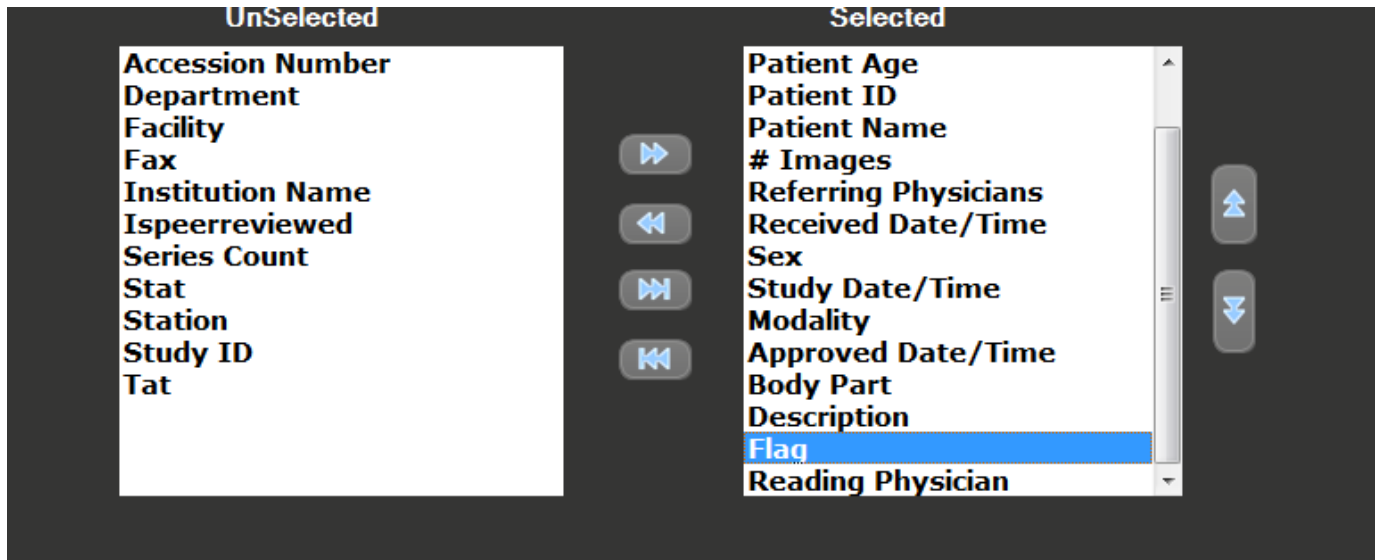


Figure 6