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 study: Figure 4

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

Figure 2 Opal Web
How To Flag a Study

Opal-RAD v.2.3.3.x

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OPRD-UG-How to Flag a Study-D-300113-2.0
To Customize Study List

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

- 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