



Dragonfly[®]



AVIMARK[®]

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Dragonfly Overview

Dragonfly is an easy-to-use digital imaging processing program for viewing, transferring, and archiving images. Any image from any device (x-rays, CT, MRI, ultrasound, endoscopy, digital camera), and any type of document (diagnostic findings, patient histories, faxes), can be stored in a Dragonfly digital file and accessed immediately by a mouse click.

Toolbar

The toolbar is divided into separate areas. Each tool area contains a number of tools belonging to a thematic group. The area "Administration", for example, contains all tools for loading images, entering new patients etc. The area referred to as "Image Acquisition / Output" holds all tools for acquisition and output of images, e.g. video recordings, scanning, printing etc.

Depending on requirements and usage, the icons visible in the toolbar areas can be hidden or shown (by clicking the box next to the icon) or allocated to a keyboard shortcut. In order to enter the desired shortcut, position the cursor in the field next to the icon and enter the shortcut via the keyboard (e.g. C or Alt+C). This is an uncomplicated way of customizing the user interface and the availability of tools for individual needs.

All settings can be adjusted by clicking on the symbol in the respective area. Tools whose icons are not directly visible on the toolbar can still be used by clicking on the icon in the configurator or by using a keyboard shortcut.

A further important element of the toolbar is the overview area. It shows the currently active image (framed red in the working area) as an overview.

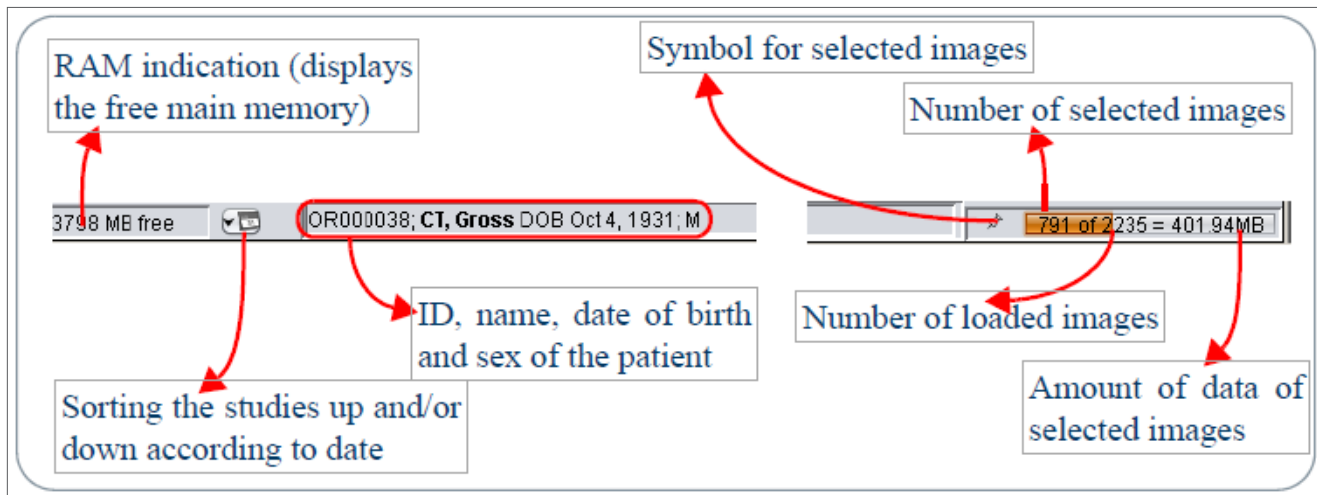
When the zoom function is being used, a green frame in the overview area marks the part of the image currently visible in the working area. The visible area can be moved with the left mouse button held down. It can also be repositioned with a single mouse click in the overview area.

When the cursor is positioned in the overview area, the zoom can be adjusted using the mouse wheel.

The percentage figure in the image shows the current zoom factor of the active image compared to its original resolution in pixel. At 100%, a pixel on screen corresponds to a pixel in the original image.

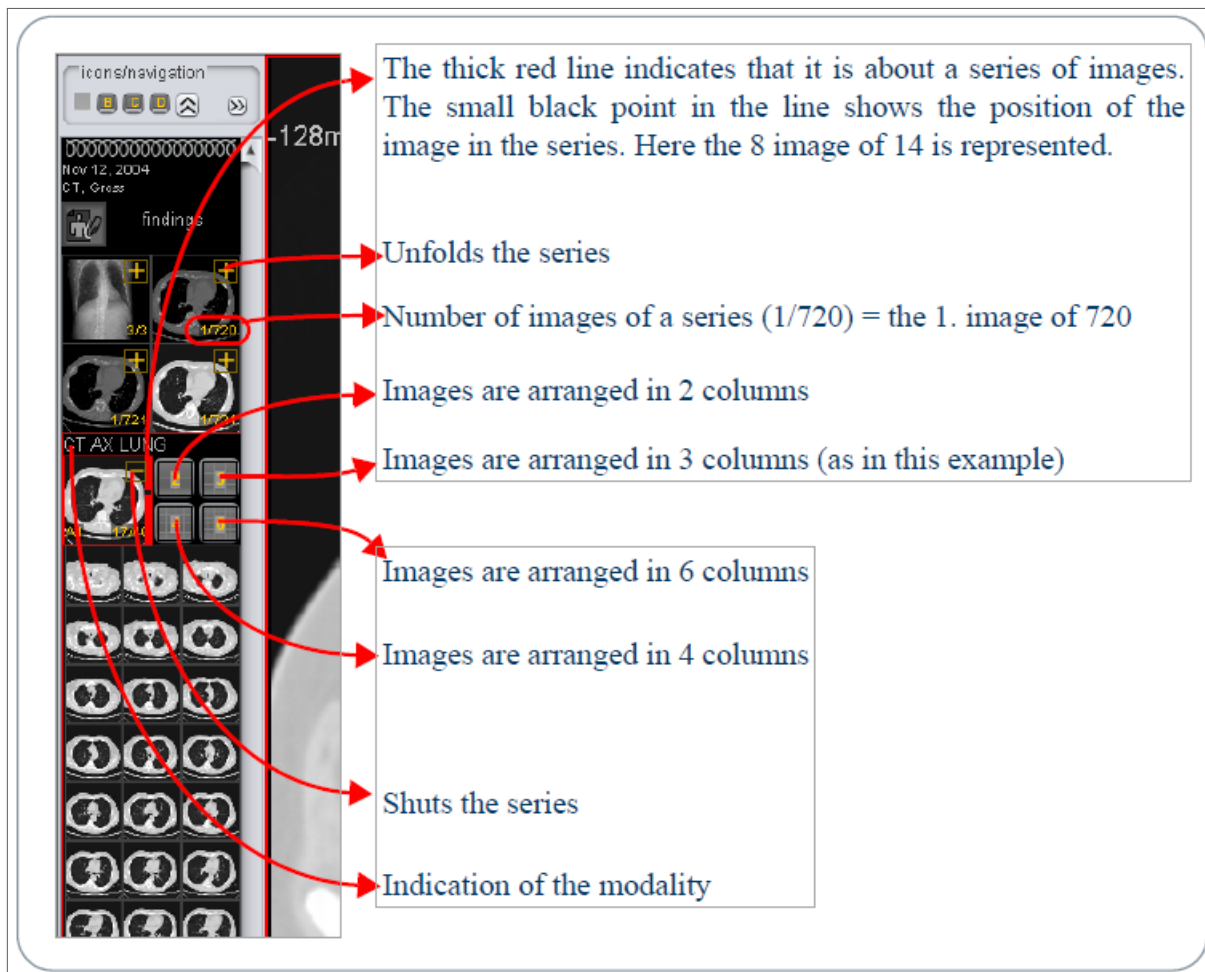
Information Bar


The Information Bar provides the patient data for the currently loaded images and the total size of all selected images. This information is given in MB (megabytes) and helps to estimate the amount of data to be exported to a USB or other external storage device.



Navigation Bar

On the Navigation Bar, all loaded images, series, or documents are shown as preview images. Series of MR and/or CT images are shown in two columns. With a mouse click on "+", in the upper right corner, a series is unfolded. All images of this series can be represented in three, four, six, or eight columns. The advantage of this representation method is that the user can navigate faster inside a series. Required images are found faster.



Video recordings are marked in the Navigation Bar by a video camera symbol , which provides a better distinction between normal images and video sequences.

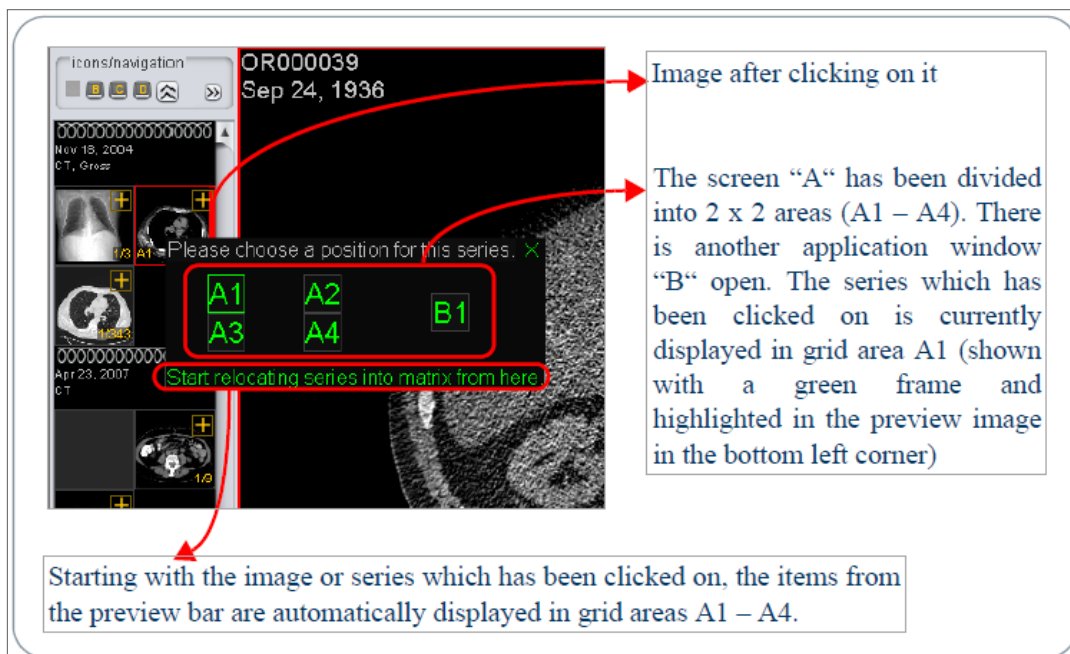
Click the mouse on a preview image, the image will be shown in a 1 x 1 grid in the working area.

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If the working area is already divided by a grid, e.g. 2 x 2, 4 x 5, etc., click on a preview image or series to produce a dialog box to choose the grid area where it is to be displayed.

If more than one application window is open, the grid distribution of all open windows will be available to choose from. It is a quick and easy way to display any image or series in the required grid area from any of the open application windows.

There is also an option to automatically display all images or series consecutively in all available grid areas, beginning with the image first clicked on.



The screenshot shows a software interface with a navigation bar on the left containing several preview images. A dialog box is open in the center, titled "Please choose a position for this series." with a close button (X). The dialog box contains a 2x2 grid of areas labeled A1, A2, A3, and A4, and a separate area labeled B1. A red box highlights the A1 area, and a red arrow points from the text "Start relocating series into matrix from here" to this area. Another red arrow points from the text "Image after clicking on it" to the top right corner of the main application window. A third red arrow points from the text "The screen 'A' has been divided into 2 x 2 areas (A1 - A4). There is another application window 'B' open. The series which has been clicked on is currently displayed in grid area A1 (shown with a green frame and highlighted in the preview image in the bottom left corner)" to the A1 area.

Image after clicking on it

The screen "A" has been divided into 2 x 2 areas (A1 - A4). There is another application window "B" open. The series which has been clicked on is currently displayed in grid area A1 (shown with a green frame and highlighted in the preview image in the bottom left corner)

Start relocating series into matrix from here

Starting with the image or series which has been clicked on, the items from the preview bar are automatically displayed in grid areas A1 - A4.

When many images are loaded, the visible part of the Navigation Bar may be moved using the scroll bar or the mouse wheel.

Opens and switches to additional application windows. By clicking for example on "B", a new additional application window with the letter B is opened or it is switched to the already opened application window B.

Activates display A - D

Shows / hides the navigation bar to enlarge the working area

Scroll bar for moving the visible area of the navigation bar.

Position of the series in the grid and window (here: A2)

Study information: all following images or series down to the next study information belong to the same study. The study's date and the patient name are displayed.

If findings are present to this patient, this is indicated in the navigation bar here. By clicking the "create a finding"-symbol opens the "create a finding"-dialog.

The activated pick-up tool may also be used on preview images. When picking up a series, all images are automatically selected or if the series is unfolded, individual images of the series can be marked. The yellow plus sign and the number following it indicate the total number of selected images in a series.

Individual slices of a series can be marked, as the desired images are transferred first to a grid field of the working area. The series panel may be used to display the images separately and select them with the pick-up tool. Each selected slice will be allocated a serial number (in yellow). The total number of selected slices in the series is displayed in the corresponding preview image in turn.

All highlighted images are available for further actions, e.g. printing, exporting, saving to an external storage device, re-sorting or similar.

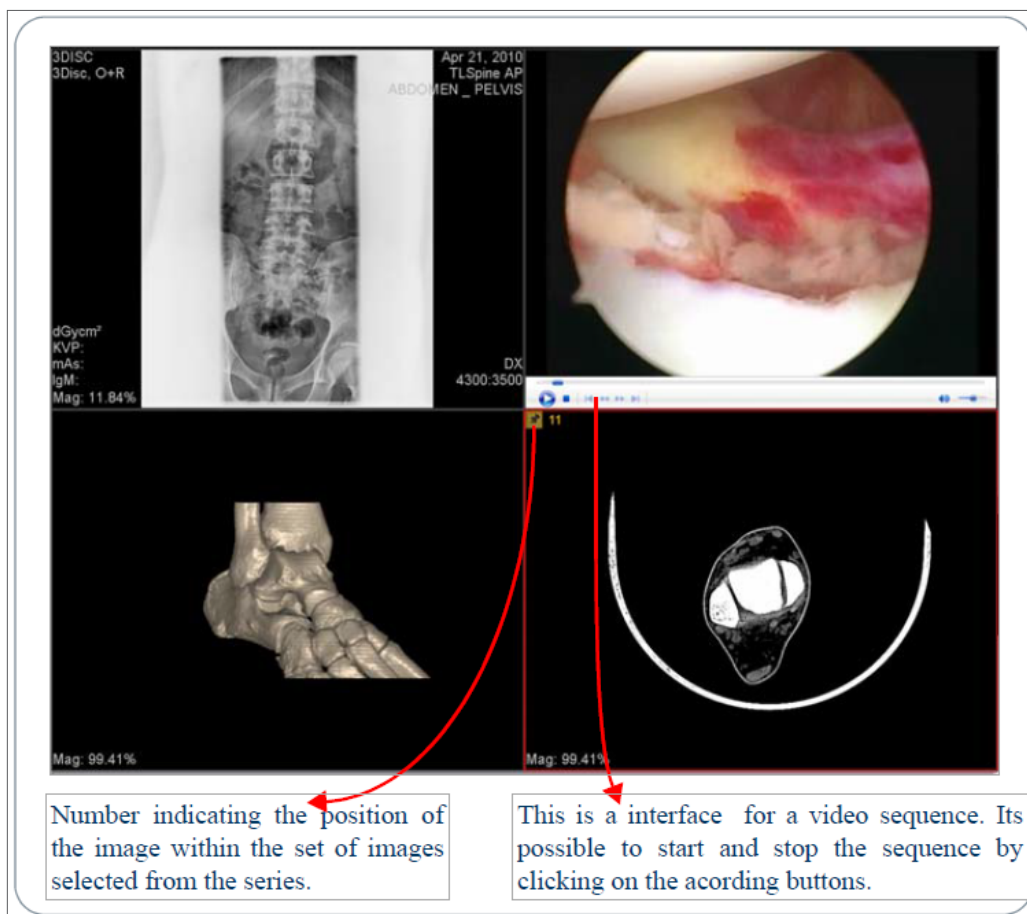
Working Area

The Working Area is used to display the loaded images. Additional information on the images, such as patient name, date of birth, and examination details may be shown. The annotations are configured by an engineer.

The tools and settings from the toolbar always apply to the currently “active” image. An image is activated by a mouse click on it or by positioning the mouse cursor over it and turning the mouse wheel. A red frame around the image confirms its active status.

A yellow number represents a selected image and indicates the image’s position within all currently selected images.







If an image is magnified in its grid area, it may be moved within this area with the left mouse button held down.




































Tools and Shortcuts Overview



















The tools described on the following pages are divided into two types requiring different handling. On the one hand, there are mouse tools, such as, measurements and the magnifying glass which have to be activated and can then be used with the mouse in the working area.
















There are tools (rotations, flips, or display of a specific grid) in the working area and are operated by a simple click. Activate the image for which to apply the tool. Then apply the tool with a left mouse click or by pressing the allocated keyboard shortcut.


















Icon	Functionality	Shortcut
Annotations / Measurements		
<p>If lengths or areas are to be measured in a specific measurement unit such as centimetres, a so-called reference scale is required. Modalities such as CT (computer tomography), MRI (magnetic resonance imaging), CR (computed radiography) or DR (direct radiography) usually include this reference scale in their images. Measurements may be taken at once.</p> <p>In order to measure images that do not contain a reference scale, e.g. images acquired from an analog source such as arthroscopy, the reference scale has to be defined before measuring. This process is called calibration.</p> <p>For calibration, a distance of a known true length is marked in the image. This distance might be the focus of the arthroscope, a ruler added in by the machine or other image details with a known length or diameter.</p> <p>Start the measuring process by left clicking on the  icon. Then find the starting point of the distance to be marked. Click and hold the left mouse button on the starting point and then drag the mouse pointer to the finishing point. A window will open automatically to enter the known value and measuring unit.</p>		
	Measure distances	
	Measures angles	
	Add text	
	Draw arrows	
	Delete single annotations	

Icon	Functionality	Shortcut
	Edit, change or move single annotations	
	Hide or show all entered annotations	
	Draw elliptical shapes	
	Delete all annotations from an image	
	Calibrate images	
	Measure open or closed polygon shapes	
	Draw a rectangle for the calculation of a black border	
	Measure hip dysplasia	
	Insert TPLO measurement	
	VHS According to Buchanan measuring for heart enlargement	
Image Selection		
	Select images, pick-up tool	
	Select all images	
	Remove selection from all images	
	Sort and display all selected images in numerical order (only within series)	
	Remove all images from the display	Space
	Remove single image from the display	X
	Standard cursor (deactivates the selected tool)	Escape (Esc)

Icon	Functionality	Shortcut
	Allocate tools to the right mouse button	
	Cogwheel function for synchronous scrolling through series	
	Scrolling through a series (also in the grid) while holding left mouse button	
Zoom		
	Magnifying glass enlarges image details	M
	100% representation of the image, i.e. 1 image pixel equals 1 screen pixel	Num Lock: x
	Enlarge the selected image	Num Lock: +
	Adjust image size to selected grid	Num Lock: -
	Adjust the image or document to display width	
	Representation of the image in original size (only after calibration of the monitor)	
	Activate and deactivate the black border	
	Zooming with the left mouse button	
Image Acquisition and Output		
	Print images	Ctrl + P
	Export images	F2
	Import images	F3
	Create a patient CD including viewing software	
	Scan documents or films	

Icon	Functionality	Shortcut
	Start video image acquisition / video recording	
	Open the statistics dialog	
	Teleradiology: send images and findings to other DICOM recipients	
	Create different reports	
 	Change to PMS (patient management system)	
	Start external dictation environment	
	Create copies of images	
	CD import: Import of data from patient CD's, other data media and listings into the Dragonfly archive	
	Copies an image to the clipboard	
	Insert an image from the clipboard	
	Web sharing of images and findings with selected users	
	Configuration of the settings for the specified tools	
Image Administration		
	Open the patient and statistics information dialog	
	Archive new or imported images	
	Start patient and image search	F9
	Delete images or allocates new patient data to images	
	Add new patients and calls up work list	F10

Icon	Functionality	Shortcut
	Study or image preview for the activated patient	F8
	Recover not yet archived images	
	Set the diagnostic status in database; (mark as seen)	
	Creation, sign and review of findings to the current study	
	Execute the daily visual check	
	Login and/or logoff to the Dragonfly viewer	
	Archive the current image as a snapshot	
Filters / Dynamics		
<p>The display of images can be adjusted with filters in order to see further or new details to help with diagnosis and findings. In these cases, the image data is processed by the filters (e.g. grey scales), which means that the image shown is not an exact reproduction of the original image data.</p>		
	Invert the image within the magnifying glass	
	LUT (Look Up Table) within the magnifying glass	
	Relief filter within the magnifying glass	
	Definition filter within the magnifying glass	
	Specialized filter within the magnifying glass	
	Soft focus filter within the magnifying glass	
	Ideal contrast filter (available for magnifying glass only)	
	Invert the whole image	

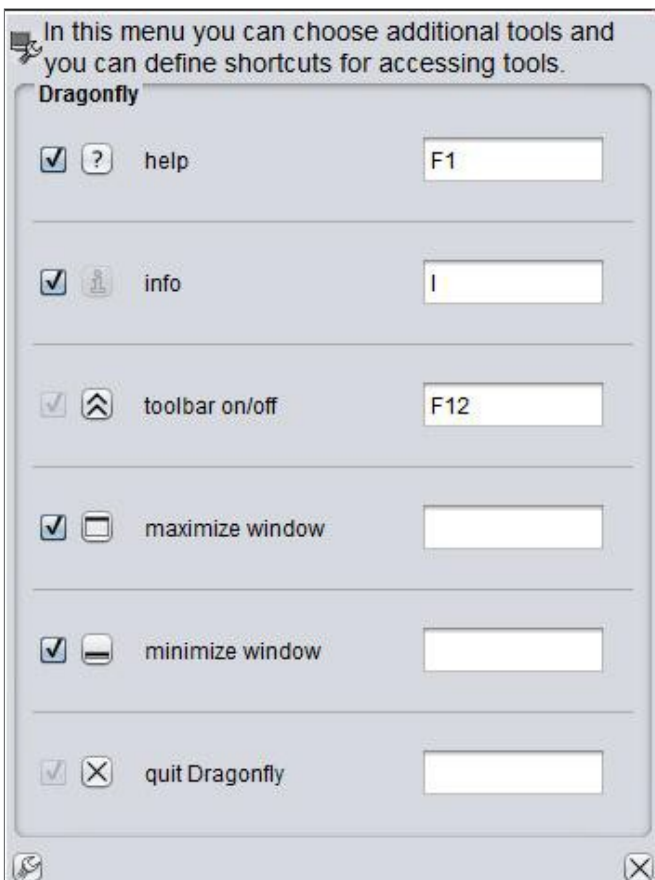
Icon	Functionality	Shortcut
	Relief filter applied to the whole image	
	Definition filter applied to the whole image	
	Specialized filter applied to the whole image	
	Soft focus filter applied to the whole image	
	Automatic image optimization	
	Display predefined window / centre values (from DICOM tags and other sources)	
	Window leveling with the left mouse button	
	Remove all filters and adjustments displays original image	
	Configuration of the settings for the specified tools	
Other		
	Exits Dragonfly	
	Hide or show navigation and tool bars	
	Hide or show further tools in a section	
	Help function	
	List all DICOM tags incorporated in the image	
	Maximize the Dragonfly application window	
	Minimize the Dragonfly application window	
	LUT (Look Up Table) applied to the whole image	


Configuring Tools within Dragonfly

The tools within Dragonfly can be configured to display only the tools that are specific to each clinic's needs. The tools can be configured by clicking on the double arrows << located on the Dragonfly heading under the Dragonfly tools on the far upper right corner.



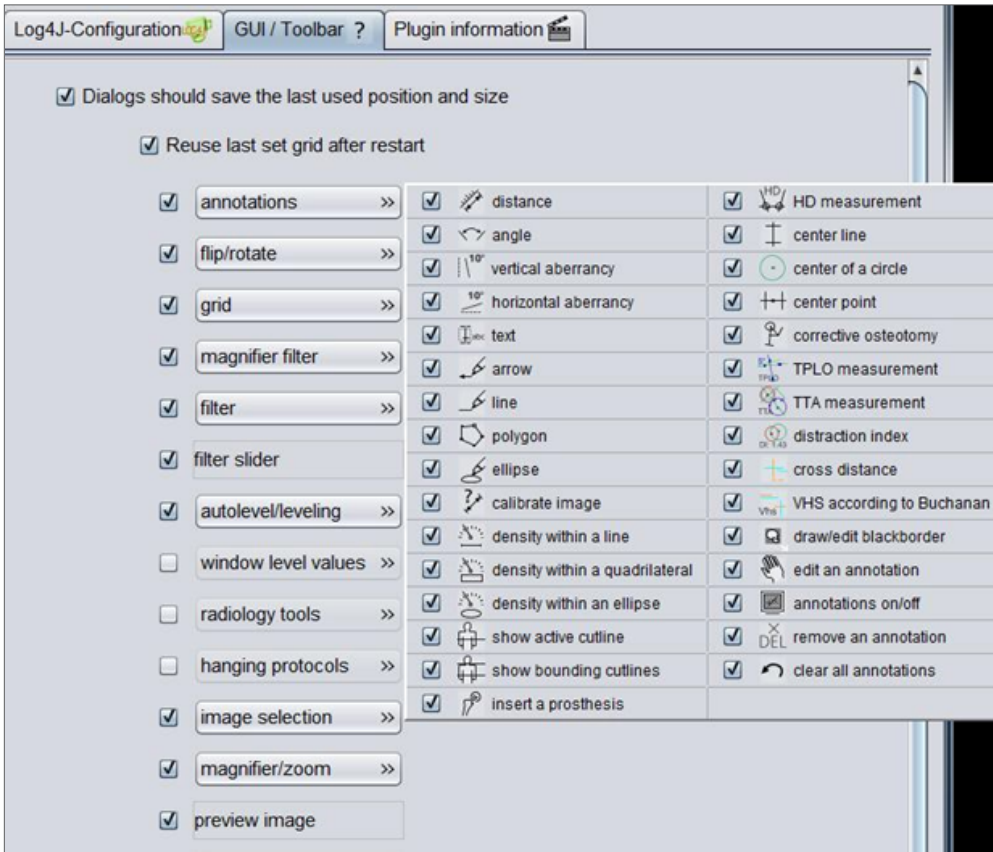
1. Click the wrench icon for configuration once the next window opens:



2. Click on the  icon for the configuration, then click on the "GUI / Toolbar ?" tab and all of the tool categories will be displayed.
 - ◆ To remove an entire category of tools, uncheck the category check box and it will hide the entire category group.
 - ◆ To hide tools belonging to one of the categories, simply click the >> on the category and it will open a window displaying all of the tools.

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3. Uncheck the check boxes for the tools to hide. Remember, these settings are workstation specific so adjusting the tools on one computer will not save the settings on all computers.
4. Once configuring all of the tools is complete, click the save option and the toolbar will be set.



Associating Radiograph Codes

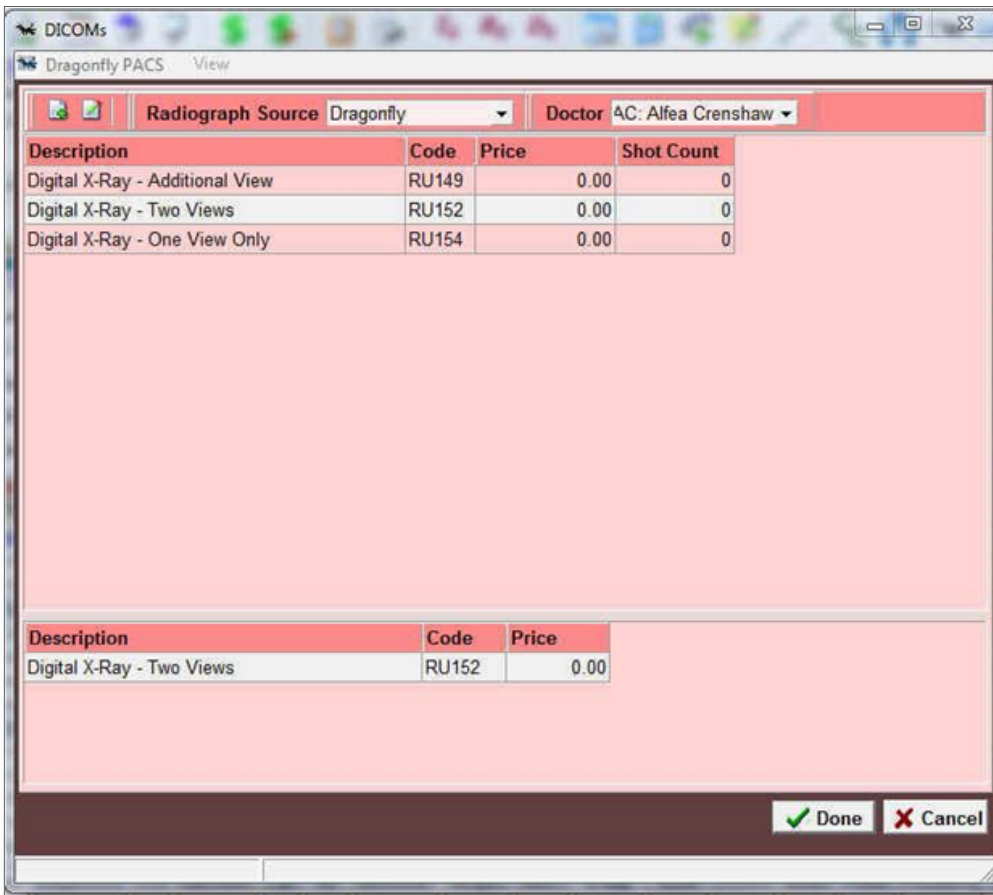
1. To associate a code with the modality within AVImark, go to **Work with > Treatments**.
2. Find the treatment code to associate.
3. **Right-click > Change** on the Code.
4. Click on the **Laboratory** tab.

Provider	Modality	Description	Study List Type
Dragonfly	(none)	Radiograph Request	None
Dragonfly	(none)	Radiograph Request	None

5. **Right-click > New** and the source should be Dragonfly, the **AE Title** should default to the AE title associated in the DICOM Modalities Table. The **Shot Description** drop-down should show all of plan codes that were set up in the DICOM Modalities table and by selecting this it will automatically fill in the **Code**.

Creating a Radiograph Request in AVImark

1. To create a request in AVImark, with the patient selected, go into the patient area and **right-click > Radiography > Create Request**. This will open the DICOM window.
2. Within this window, click to highlight the appropriate shot description and use the space bar to select it.
3. Select a **Doctor** from the drop-down list to assign the request and click **Done**.
4. In the notes window, enter any notes pertaining to the radiograph shots (skull, left leg, front left paw etc.)



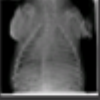

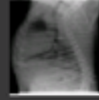
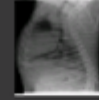

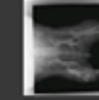
5. This will place the request in the patient’s medical history and send the request to the modality (CR, DR, etc.).

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Medical History											Attachments
Date	Time	Dr.	Type	Code	Description	Qty	Amount	By	Photo	Publ	
08-11-11	4:37p	BH2	S	RU152	Digital X-Ray - Two Views	1	0.00	BH2		Ye	<input type="checkbox"/> Dental Chart
05-10-11	1:36p	BB1	S	5580	Radiograph , 2 views	1	165.00	BB1		Ye	<input type="checkbox"/> Form
05-10-11	1:36p	BB1	S (m)	5561	Radiograph Single	1	65.00	BB1		Ye	<input type="checkbox"/> Inventory Used
05-09-11	3:39p	CO1	V	SOAP	Patient check-in			AC		Ye	<input type="checkbox"/> Medical Condition
05-09-11	3:39p	CO1	S (m)	5580	Radiograph , 2 views	1	110.00	CO1		Ye	<input type="checkbox"/> More Stuff
05-03-11	4:43p	JBS	I	030144	Fluoxetine tabs 10mg #100	101	1079.66	AC		Ye	<input type="checkbox"/> Notes
05-03-11	4:42p	CO1	I	030144	Fluoxetine tabs 10mg #100	100	1069.00	AC		Ye	<input type="checkbox"/> Photograph
05-03-11	4:36p	CO1	I	030144	Fluoxetine tabs 10mg #100	120	1282.20	AC		Ye	<input type="checkbox"/> Attachments
05-03-11	2:28p		V	SOAP	Patient check-in			AC		Ye	<input type="checkbox"/> Vaccination
04-08-11	1:28p	BH2	S	5185	Anesthesia IV - Feline	1	37.00	AC		Ye	<input type="checkbox"/> Tests
04-08-11	1:28p	BH2	S	5051	Anesthesia (Intramuscular)-Exotic	1	47.00	AC		Ye	<input checked="" type="checkbox"/> Radiographs
12-04-10	11:25a	BB1	I (n)	59613P	Plus Frontline K-9 0-22lbs. 6 mos	1	73.00	JVB		Ye	
12-04-10	11:25a	BB1	I (n)	27370	Interceptor K-9 1-10lbs 6 MOS. (brown)	1	35.99	JVB		Ye	
07-10-10	6:15p	BB1	S	LMOM	Follow Up Call: post dental	1	0.00	CJW		Ye	

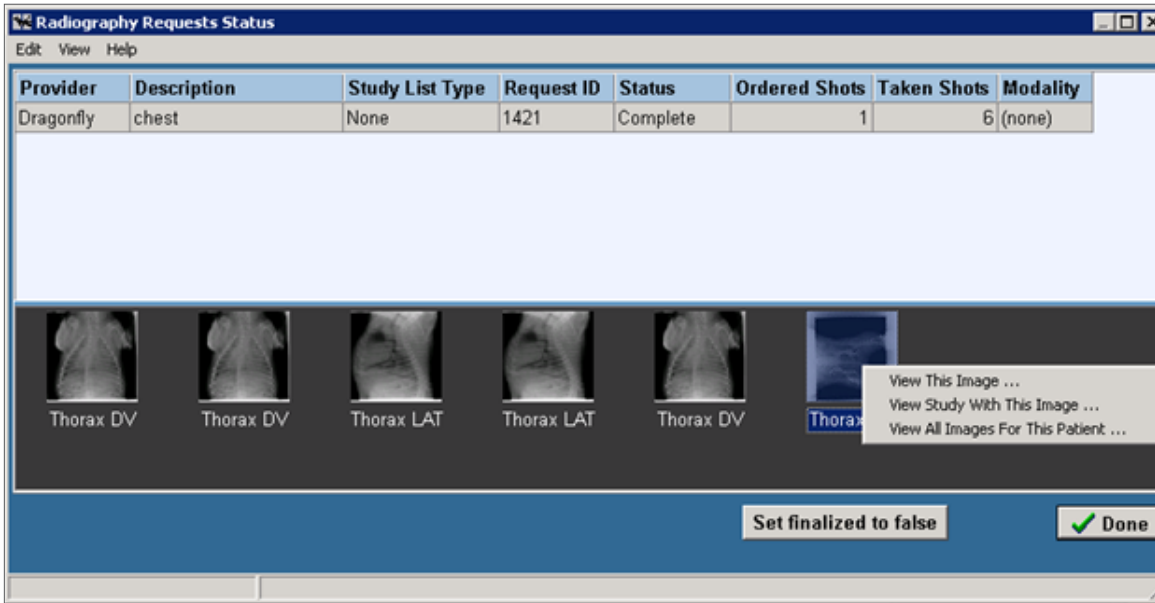
- On the modality, open the worklist to find the request that was generated.
- Fill the request and send the images back to Dragonfly.
- In the patient medical history record, find the request that was entered, highlight it and click the radiograph check box in the lower left corner to open and see the thumbnails of the shots taken.

Radiography Requests Status							
Provider	Description	Study List Type	Request ID	Status	Ordered Shots	Taken Shots	Modality
Dragonfly	chest	None	1421	Complete	1	6	(none)

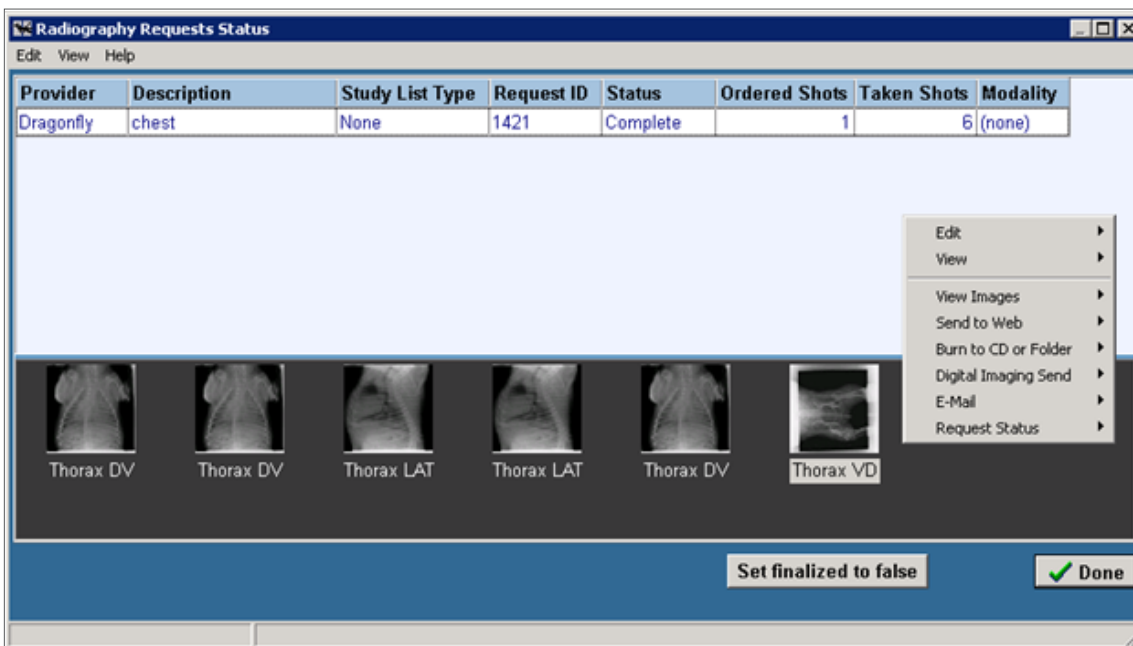
					
Thorax DV	Thorax DV	Thorax LAT	Thorax LAT	Thorax DV	Thorax VD

- From within the radiograph requests status window, view the images and launch Dragonfly: right-click on one of the images and there will be three choices: View this image, view study with this image, and view all images for this patient.
- Click on one of these options and it will launch Dragonfly with the viewer.

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- There are additional options that can be accessed by right-clicking in the area below where provider, AE Title, Description etc., are located.



- ◇ **Edit** - Undo or Redo any changes made in this window.
- ◇ **View** - Customize columns, view entry history, refresh, show hide preview panel etc.
- ◇ **View Images** - View the study or all images for the patient.
- ◇ **Send to Web** - Publish the photos to a website for more published viewing.

- ◆ **Burn to CD or Folder** - Burn the study or photo to CD or to a flash drive.
- ◆ **Digital Imaging Send** - Send the image(s) to DICOM recipients who are saved.
- ◆ **E-Mail** - Email the image(s) in jpg format. (E-Mail must be setup within AVImark to use this function).
- ◆ **Request Status** - To get images, set the finalized to true, or set the status back to requested, so the user can get images again (this option gives the ability to get all images from the study in case the radiographs window is opened before all images have archived from the modality).

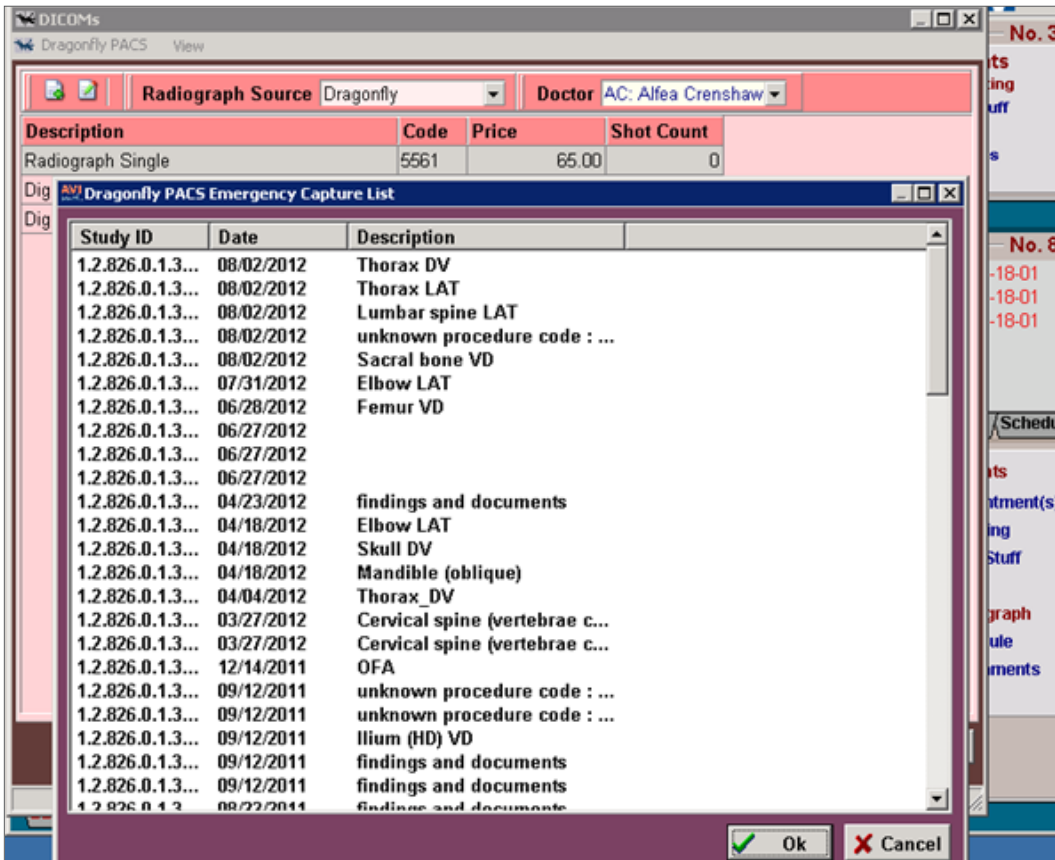
Reconciling Emergency Captures

AVImark provides for emergency captures to be reconciled with the patient after the image has been taken.

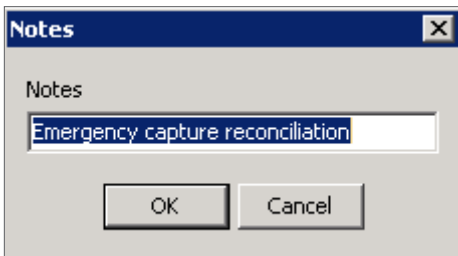
1. **Right-click** in the patient area and choose **Radiograph > Create Request**.
2. In the Request window, first choose a **Doctor** associated with the images.
3. Click on the Dragonfly menu and click on the **Reconcile from Emergency List to Current Patient**. A list of captures that haven't been reconciled to any patient will be displayed.

The screenshot shows a software window titled "DICOMs" with a menu bar containing "Dragonfly PACS" and "View". A dropdown menu is open, showing "Reconcile from Emergency List to Current Patient ..." and "Local BDT and dicomPACS Paths...". Below the menu, there is a "Doctor" dropdown menu currently set to "(none)". The main area of the window displays a table with the following data:

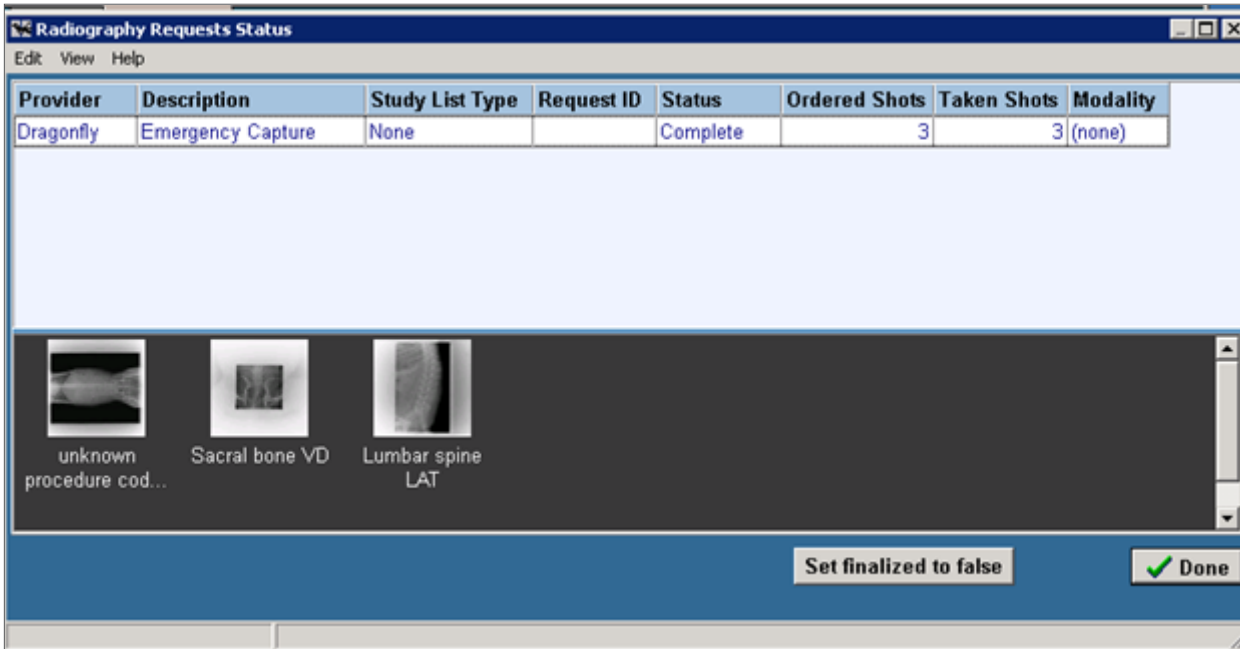
Description	Code	Price	Shot Count
Radiograph Single	5561	65.00	0
Digital X-Ray - Two Views	RU152	0.00	0
Digital X-Ray - One View Only	RU154	0.00	0



4. Click to highlight the entry then click **OK**. This will reconcile the image to the following message.



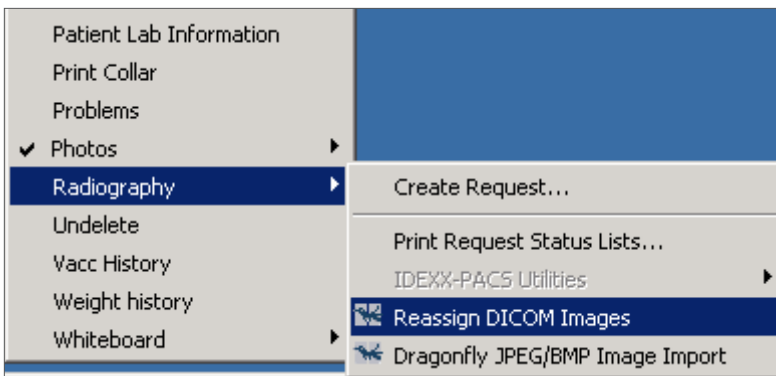
5. The images will then appear on an entry using the digital x-ray additional shot code.



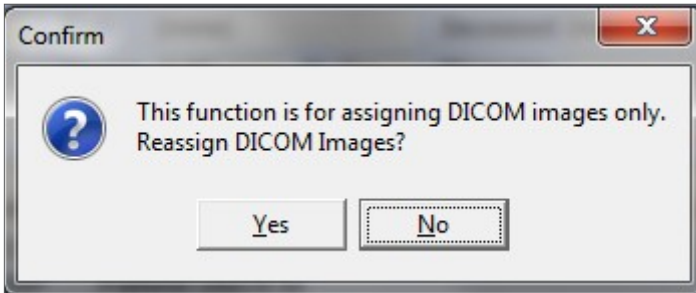
Reassigning Images through Dragonfly

Reassign images assigned to the wrong client and patient.

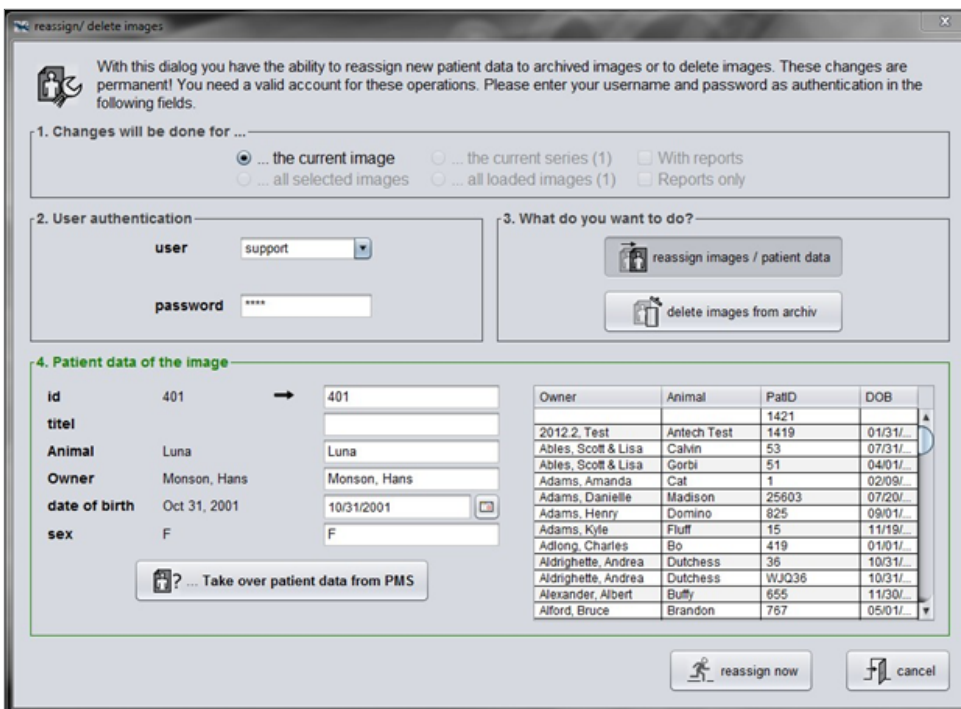
1. **Right-click** in the patient area and go to **Radiography > Reassign DICOM Images**.



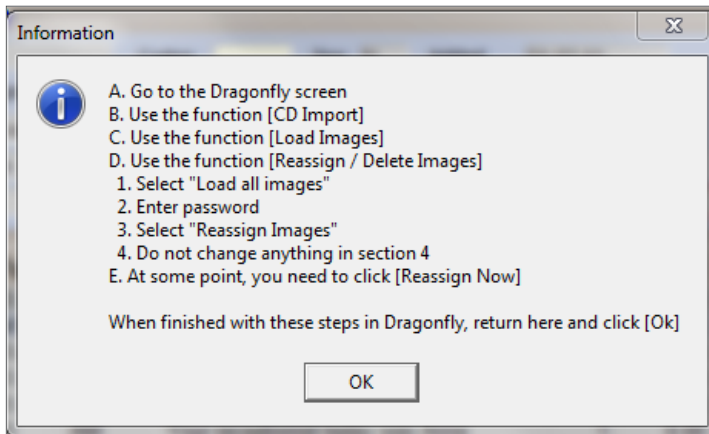
2. The following prompt will appear:



3. Click **Yes** on the message to Reassign DICOM Images. This will launch the Dragonfly viewer.
4. Open the search for archived images window with F9.
5. Click to select the image(s) to reassign and click the load images option.
6. Once the images are in the viewer, click the reassign/delete images icon under management to get the following window:



7. The information of the patient will show up and click the option to archive. Enter the user which is support and the password is the password of the day that the DICOM support team will provide.
8. Click the option to reassign now and then minimize or close the viewer.
9. Click **OK** on the message in AVImark as shown below:



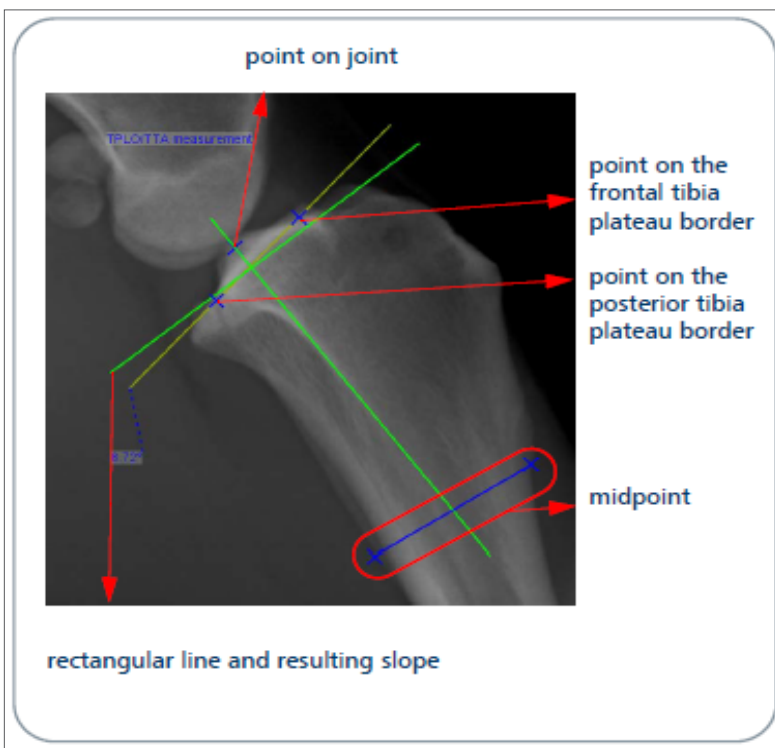
10. Refresh the AVImark screen with F11 and it will show an import entry.
11. Click the radiograph attachment check box after highlighting the entry and see the images reassigned to the new entry and patient.

TPLO Measurement




The TPLO (Tibial Plateau Leveling Osteotomy) measurement allows the angular measurement of the tibia plateau.

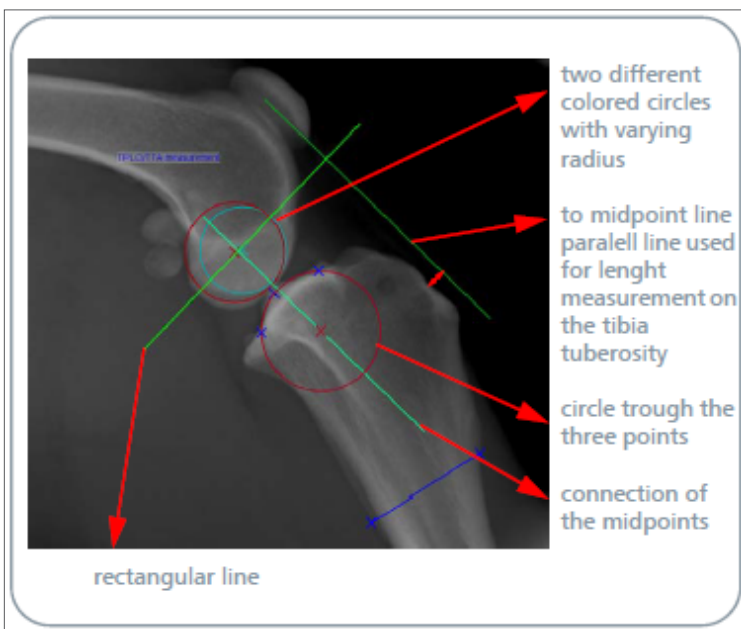
Configuration of the midpoint of the tibia at the tuberositas tibiae and the point on the joint. Set a point at the frontal and the back border of the tibia plateau and get a resulting line (olive), the third line, rectangular to the first line, allows the slope measurement of the medial tibial condyle, between the second and the third line.




TTA Measurement

The TTA measurement  is used for the measurement of the parallel shifted length measurement at the tibial tuberosity.

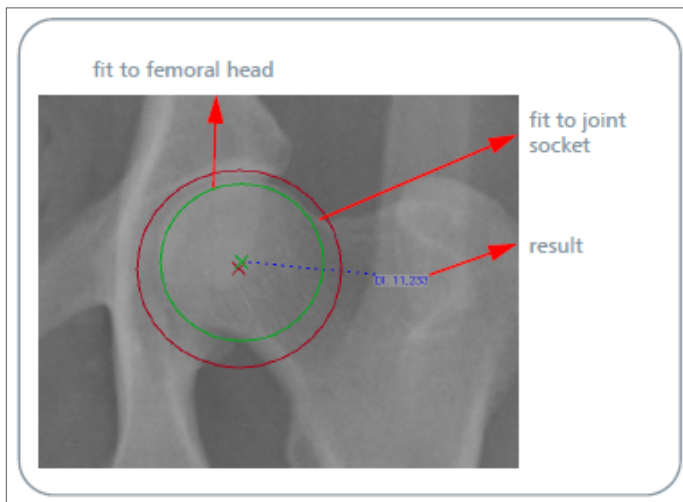
The three points of the TLPO serve as the basis of the circle. Two other circles, each with variable center and radius are located. The middle between the centers will be connected to the other circle center. Two additional lines are rectangular to the other one so that a parallel displaced length measurement of the tibia tuberosity is possible.




Distractions Index

The Distraction Index  measures the looseness of the hip joints.

The degree of displacement of the femoral head from the acetabulum of the hip joint in relation to the radius of the femoral head is determined by two circles. The green circle is placed on the femoral head and the red circle on the joint socket of the hip joint.

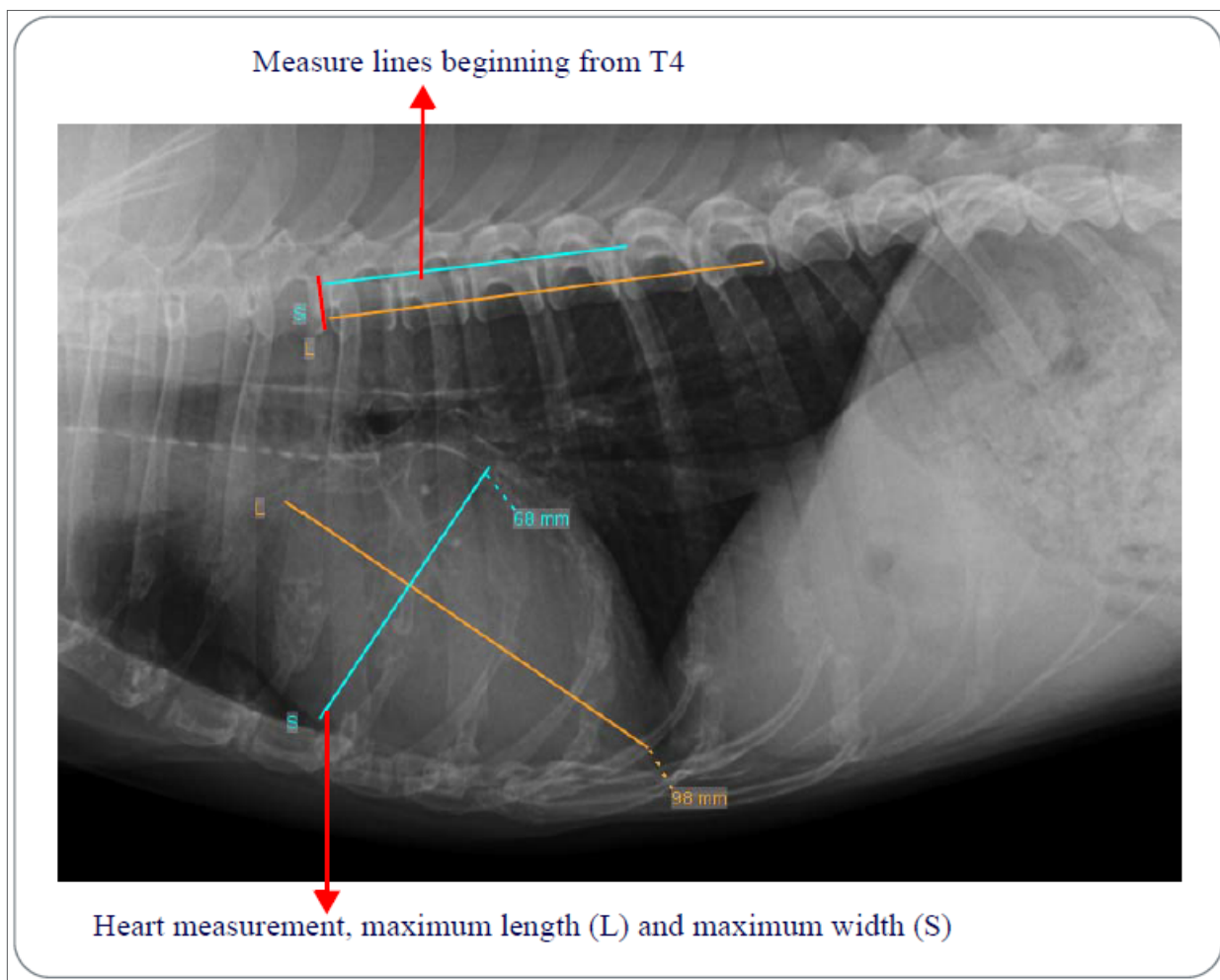


Buchanan's Vertebral Heart Score

This annotation  is a simple and reliable method to determine the size of the heart.

It has been designed specifically for cats and dogs. The height and width of the heart are put into relation to the individual animal's vertebral body width. Therefore, racial distinctions are brought to bear on the examinations results. The Vertebral Heart Score (VHS) is measured by the long axis (L) and the short axis (S) which are transposed onto the vertebral column and recorded as the number of the vertebrae beginning with the cranial edge of T4.

To use the functionality, measure the heart height and width by using the annotation. Both lines can be moved and enlarged individually but the angle between them cannot.



Printing the Request Status List

1. In AVImark, **right-click** in the patient area and go to **Radiograph > Create Request**.
2. Within the request window, click **View > Print Request Status Lists**.

The screenshot shows a window titled "DICOMs" with a sub-window "Dragonfly PACS". A context menu is open over a "Ra" button, with "Print Request Status Lists..." selected. Below the menu is a table with the following data:

Description	Code	Price	Shot Count
Radiograph Single	5561	65.00	0
Digital X-Ray - Two Views	RU152	0.00	0
Digital X-Ray - One View Only	RU154	0.00	0

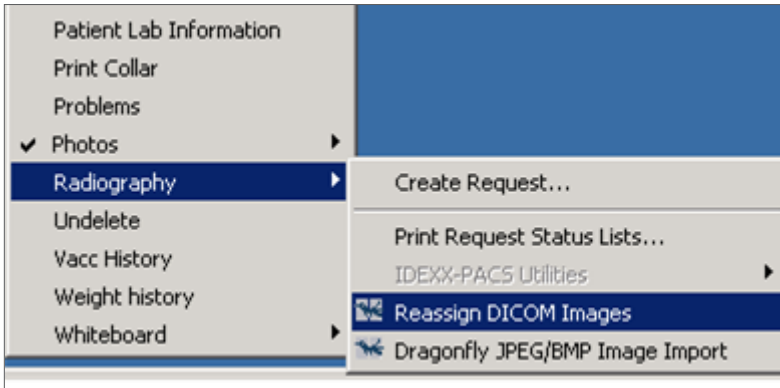
The screenshot shows a dialog box titled "Radiograph Requests" with the following fields and buttons:


- Provider: Dragonfly
- Status: Complete
- Start: 8/1/2012
- End: 8/31/2012
- Print To: PDF995
- Buttons: Preview, Print, Done

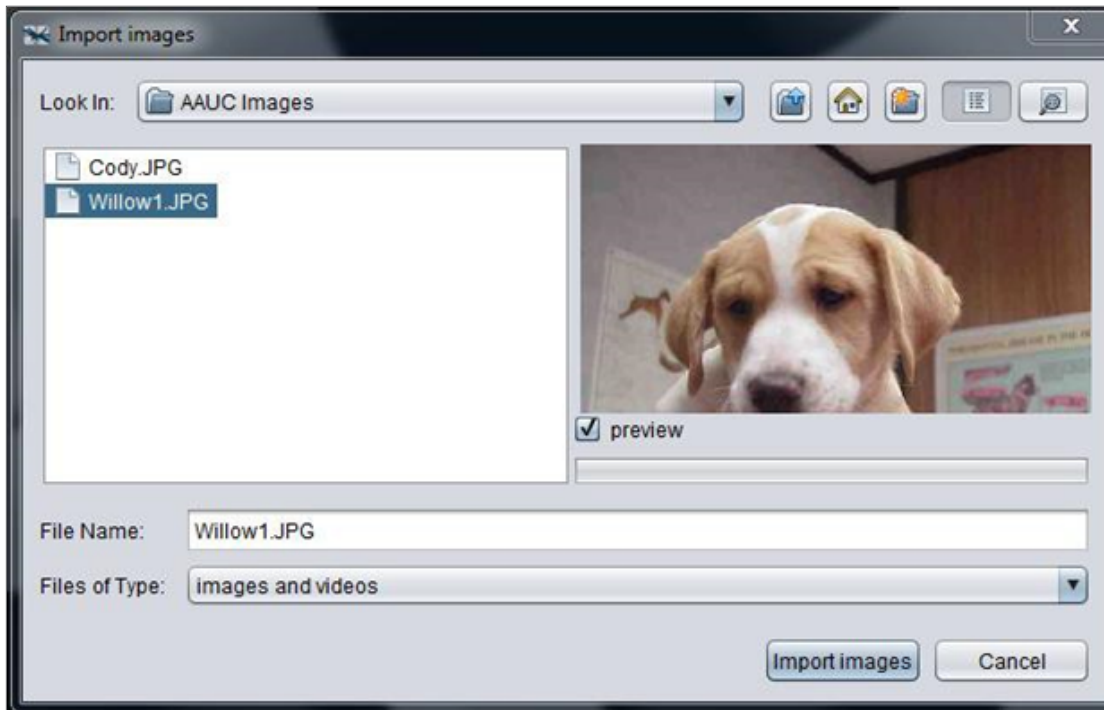
3. Click on the appropriate **status**, select a **start/end** date, and click **Print**.

Importing Images from a Digital Device

1. Right-click in the patient area and go to **Radiography > Dragonfly JPEG/BMP Import**.



2. Dragonfly will open. Click on the import option . From there, browse to the camera or folder which contains the image.



3. Click the **Import Images** button and this will load the image into the viewer.
4. Click the archive option in the Dragonfly Viewer. The archive window will open and the user can select the current image, selected images... etc. The client and patient information will be filled in.

Archiving of images

The images will be archived with following patient data
Please verify data!

Which images would you like to archive?

... the current image ... the current series (1) With reports
 ... all selected images ... all loaded images (1) Reports only

Please double check patient data

Owner


Animal

ID

DOB

Sex female male other

Owner	Animal	PatID	DOB

 From PMS

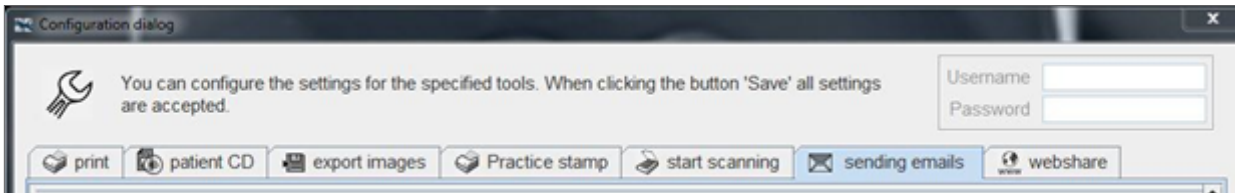
5. Click the Archive option.

Sending Email through Dragonfly

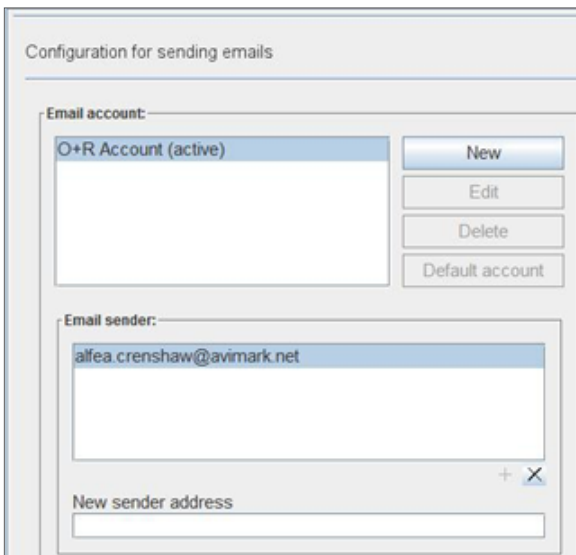
To send images through Dragonfly, the email account information must be configured to either send through a manual setup or through the O&R email setup.

O&R Setup

1. Click on the additional tools option << under images in/out.
2. Click on the wrench icon (configuration tool) in the lower left corner of the window that opens for additional configurations.
3. Click on the **sending emails** button as shown below.



4. Below the email account option, click on "O+R Account" to highlight it so it becomes active. With this option, Dragonfly is now going to use the O&R email sending service to send email.

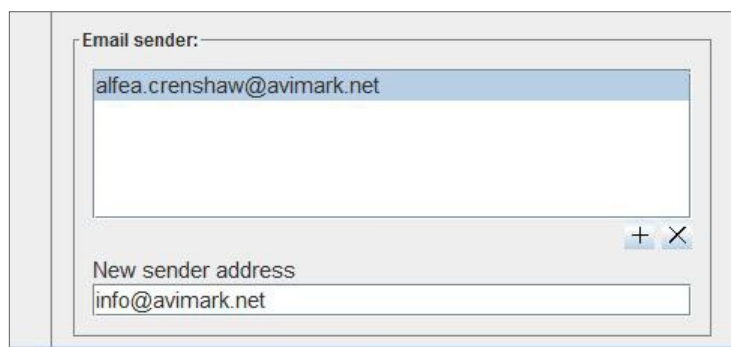


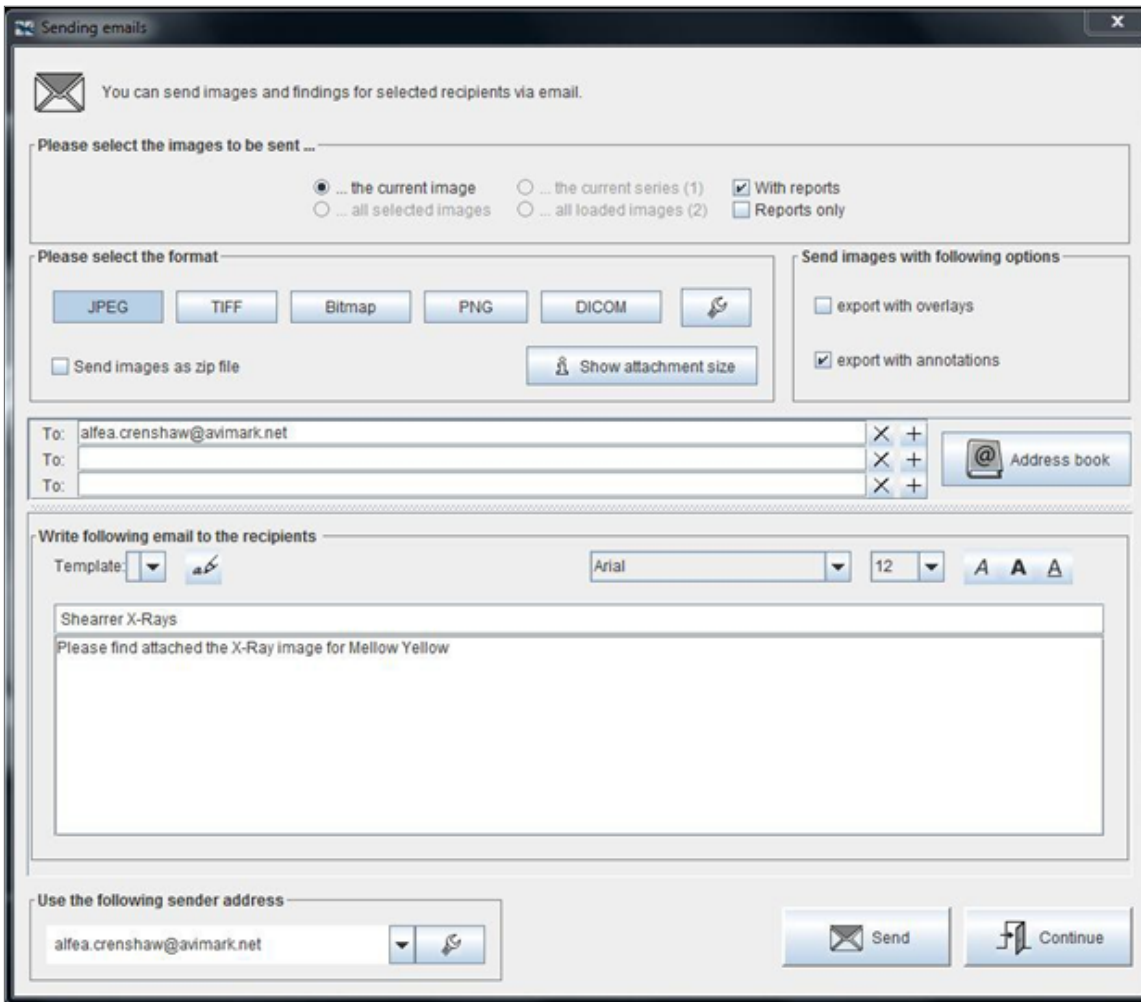
Manual Setup

To set up a manual account, below the email account information, click on **New**. When the “Create an email account” window opens, enter the information: **Host, User, Password** and click **OK**.

Remember, those who choose not to use the manual setup can still send images through email using the O&R setup and use their own return email address. Also, if more than one email account is configured, one account can be set as the default sending account by highlighting it and clicking on default.

Below, where it says “email sender”, type in the email address for the sender in the “new sender address” field. Once it is entered, click the + above it and to the right and it will add it to the sender email field. Multiple sender emails can be added here.





Click on the option for the current image, all selected images, current series, or all loaded images. Select the format for the image to be emailed (remember that although the DICOM option appears, it can't be emailed because the file format is too large for email).

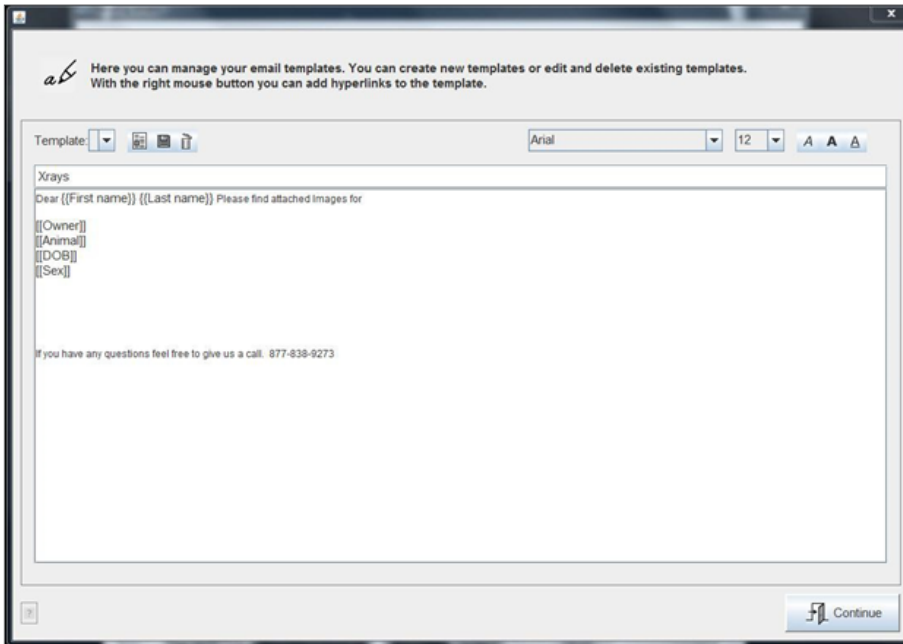
The show attachment size option will show exactly how large the email is and, depending on the recipient's email service, the file size may be limited by their ISP (internet service provider). The email can be sent with overlays and annotations by selecting the proper check box.

Enter the recipient's email address in the "to" field. Email addresses can also be saved into the Dragonfly address book by clicking on Address Book. Then click the "add a user" button. Addresses can be retrieved from this address book and added as a recipient.

Templates can also be set up and saved by clicking the pen and paper icon next to template. This will open a window for creating a template. Merge words are available by doing a right-click in this window to see the list.

Left-click on the word for the information to add and it will insert the merge word.

These merge words pull the information from the DICOM tag information so if the information is not present in the DICOM tag, it will not put the information in the body of the email.



Upon completion of entering the text, click the save icon that looks like the little cassette. There are two other options: the paper icon is to add a new template and the trash can icon is to delete a template.

In the lower left, if there is more than one stored sender, choose a sender address and then click send. A message will appear stating the email isn't encrypted or if it is encrypted.

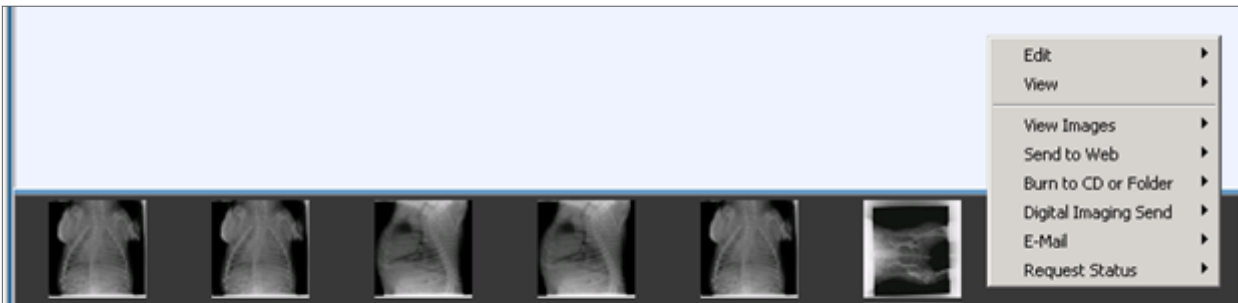


- Clicking yes to this message will give a message confirmation that the email has been sent. If it is an address saved in the address book, select encryption but the option won't be available if you do the email to an on-the-fly recipient.
- If encryption is used when adding a user to the Address Book, an encryption request key from the recipient is required. An email will be sent to the recipient requesting an encryption key.

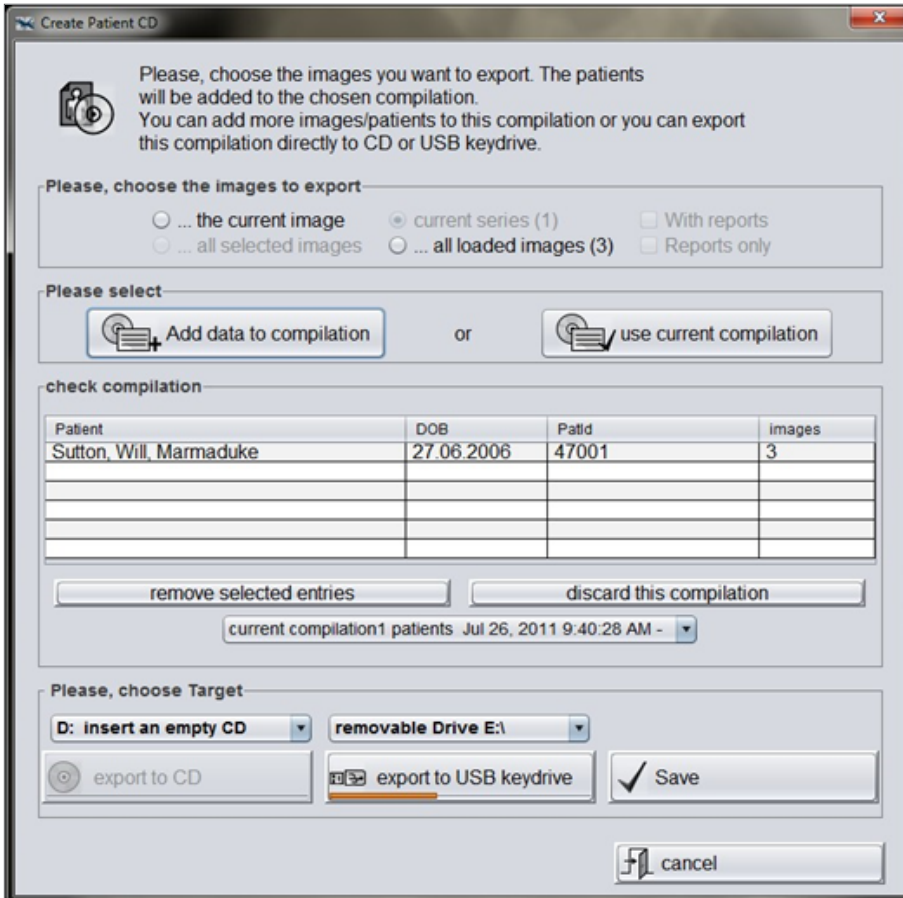
Creating Patient CDs

Burn to CD or Folder--- Allows users to designate a CD RW or a thumb drive to burn the images. A lightweight Dragonfly DICOM Viewer will be included. To burn a CD, the computer must have a CD burner installed.

1. Within the Radiography Request Window of AVImark **right-Click > Burn to CD or Folder**.
2. There will be the options of **Choosing from All Images or From Study**.



3. When Dragonfly is selected, this will open with the Create Patient CD window.
4. Under the Choose the images to Export, select Current Image or All Loaded Images.
5. To burn a CD for the existing client/patient, click Use Current Compilation.
6. To burn the images onto the CD, select Export to CD.



7. Select the current image or all of the images for the patient.
8. Click the **Add Data to Compilation**.
9. Click the option to export to CD or export to USB keydrive. Either option will either create the CD or burn it to the flash drive.
10. To add more images to the compilation later, use the save option to save what was added and additional images can be added.