

# Changing the Workflow

## OVERVIEW

Any workstation can be modified to:

- Change the order of the screens,
- Deactivate screens, and
- Activate additional screens that exist within 4DM.

Such flexibility is designed to optimize each user's, or the entire organization's, experience with 4DM. Workflows should be customized to best suit the user, such as tailoring a workflow to focus on processing and QA screens for technologists, or customizing a review workflow for interpreting studies by a physician.

## HOW-TO GUIDE

When a user wants to change a workflow, the user can either modify the order of screens or activate/deactivate screens for any of the existing standard or user-specific 4DM workflows. Each standard and user-specific workflow within 4DM has an associated list of **Active Screens**. This also means that for each workflow, there are deactivated screens located within the list of **Inactive Screens**.

To customize the order of workflow screens, perform the following:

1. Launch a patient into 4DM.
2. Select the **Preferences** button (see ❶ Figure 1) from the **Control Panel**.
3. Select the **User** menu (see ❶ Figure 2) from the **Preferences Window Menu**.
4. Click **Select User** (see ❷ Figure 2) and choose any standard 4DM workflow or a user-specific workflow.
5. Select the **Screen Layout** page (see ❶ Figure 3) under **User Specific Settings**.

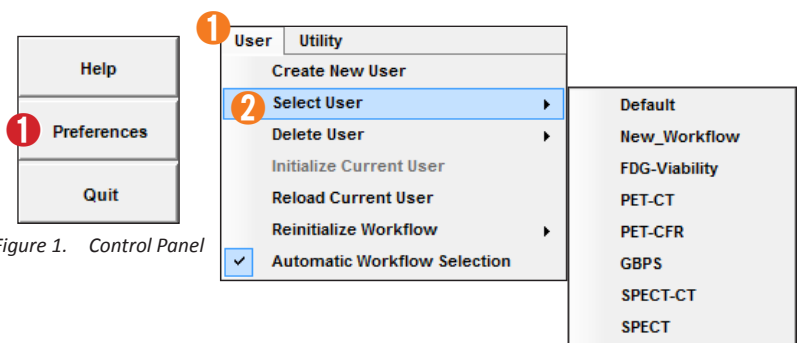


Figure 1. Control Panel

Figure 2. Select User menu

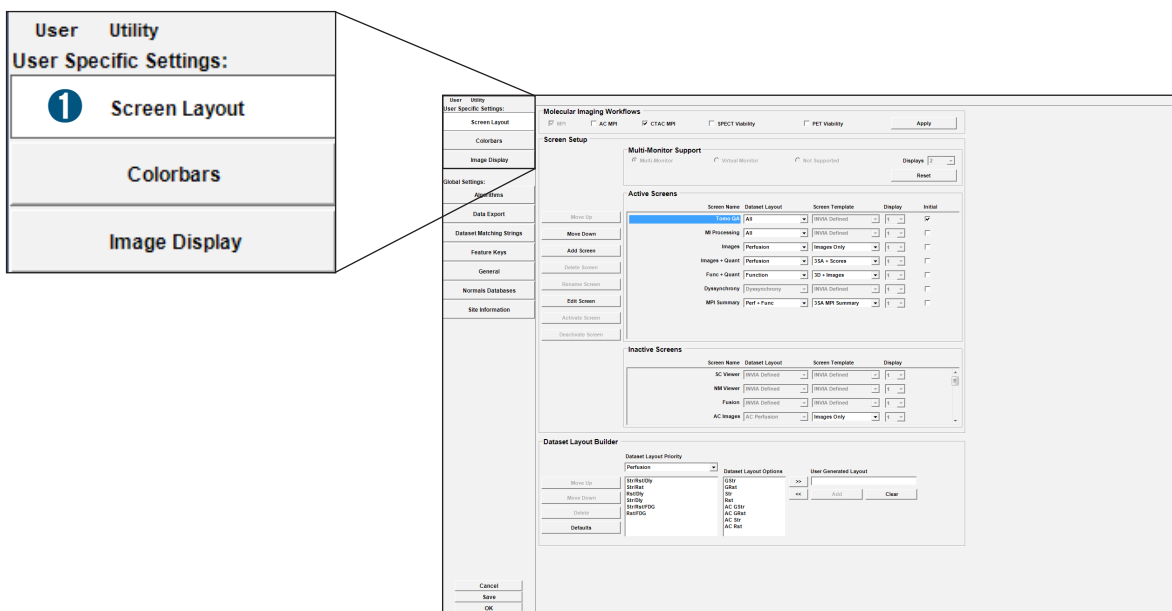


Figure 3. Screen Layout page

6. Within the **Active Screens** (see ❶ Figure 4) section under **Screen Setup**, highlight a workflow screen by selecting the screen name.

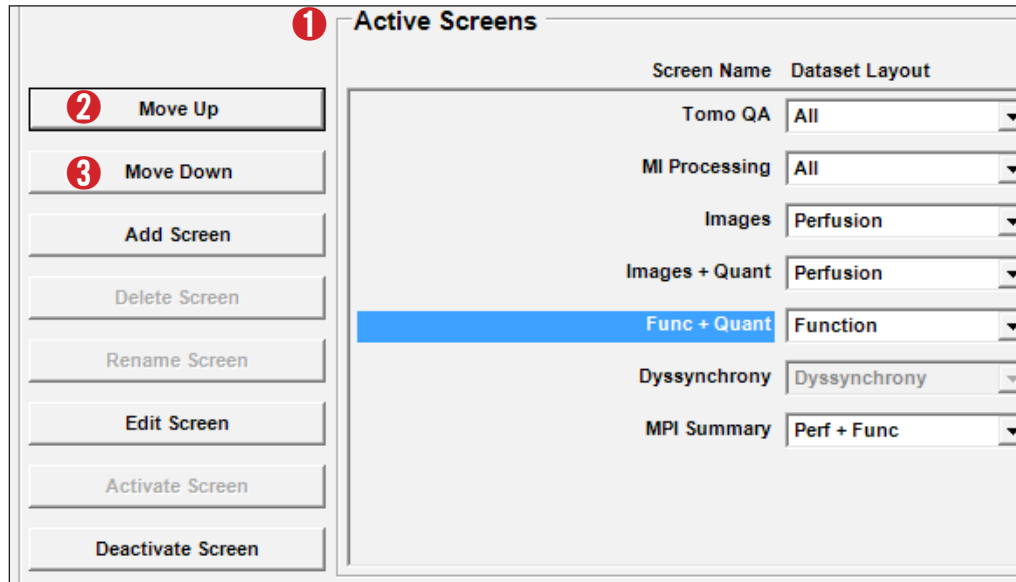


Figure 4. Active Screens section on Screen Layout page

7. Click the **Move Up** (see ❷ Figure 4) or **Move Down** (see ❸ Figure 4) buttons to change the screen order within the **Active Screens** list. This corresponds to where the screen button appears in the workflow.

For example, if the interpreting physician wants to review function before perfusion, select the **Func + Quant** workflow screen and move it above the **Images** screen (see ❶ Figure 5) under **Active Screens** to change its position in the workflow (see ❷ Figure 5).

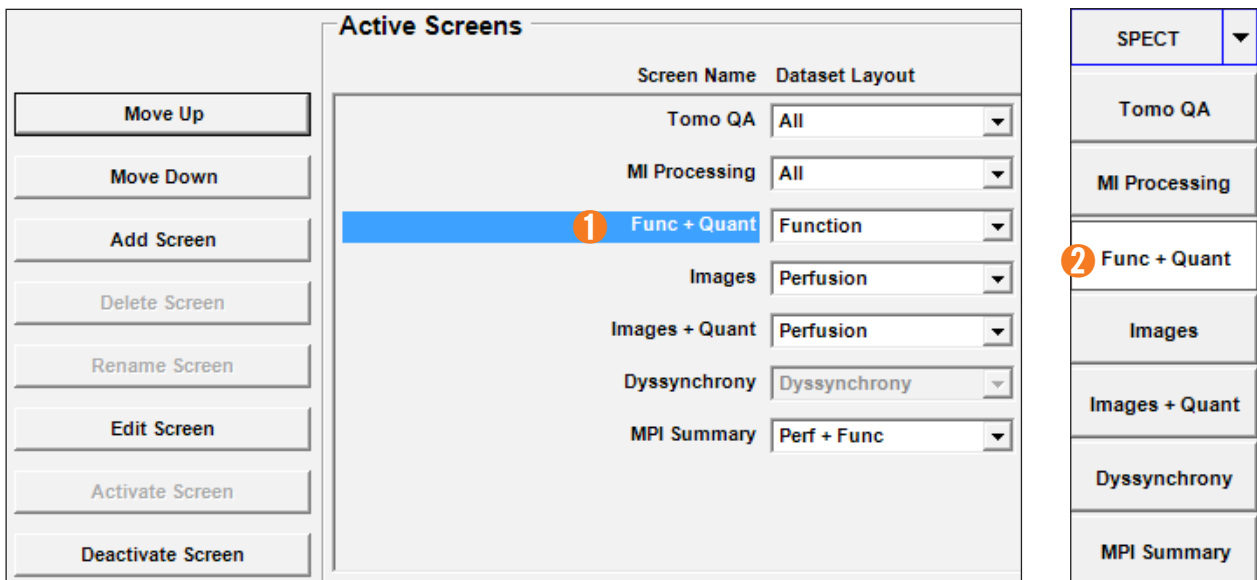


Figure 5. Func + Quant workflow screen moved up in Active Screens list & SPECT Workflow Screens Panel

8. Once the preferred order of screens is determined, click **Save** to permanently store the settings for the currently selected 4DM workflow.

To deactivate/activate workflow screens, perform the following:

1. Launch a patient into 4DM.
2. Select the **Preferences** button from the **Control Panel**.
3. Select the **User** menu from the **Preferences Window Menu**.
4. Click **Select User** and choose a standard or a user-specific 4DM workflow.
5. Select the **Screen Layout** page.

- To activate a deactivated workflow screen:

- a. Select a workflow screen under **Inactive Screens** (e.g. **Polar Maps**).
- b. Click the **Activate Screen** button (see ❶ Figure 6) to add it to the **Active Screens** list.

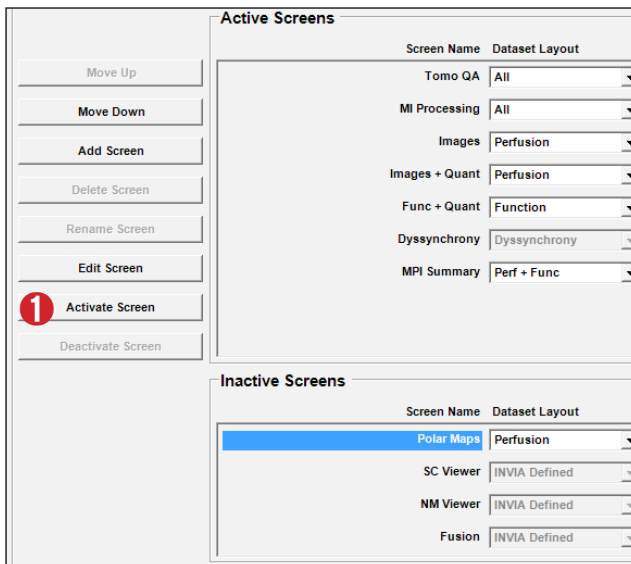


Figure 6. Polar Maps screen selected in Inactive Screens

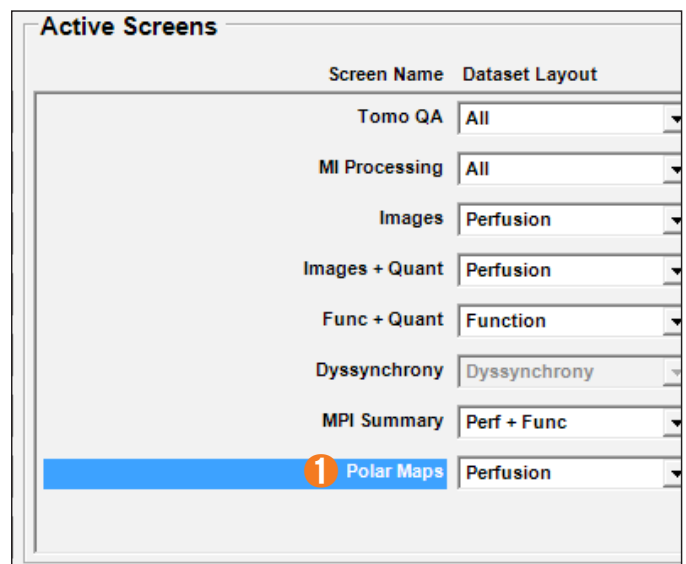


Figure 7. Polar Maps screen activated

- c. Once a screen is activated, it appears at the bottom of the **Active Screens** list (see ❶ Figure 7). Use the prior instructions to change the screen location in the workflow, so the activated workflow screen appears in the desired order (Figure 8).

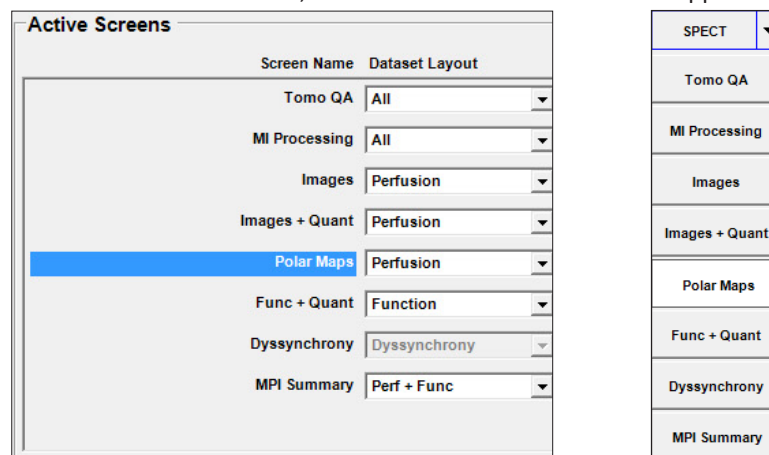


Figure 8. Polar Maps screen moved up in Active Screens list & SPECT Workflow Screens Panel

- To deactivate an active workflow screen:
  1. Select a workflow screen under **Active Screens**
  2. Click the **Deactivate Screen** button (see ❶ Figure 9).

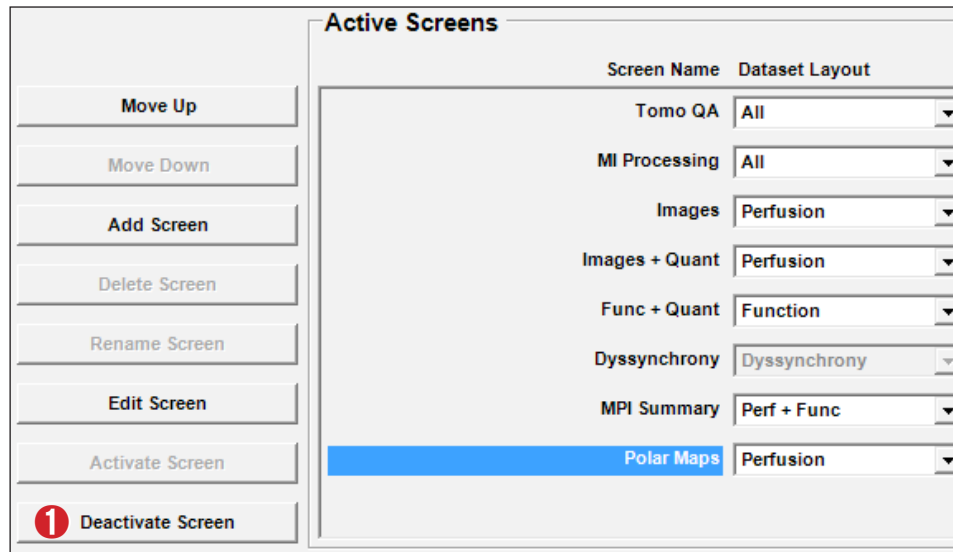


Figure 9. Polar Maps screen selected in Active Screens

3. Once the screen is deactivated, it is always available in the list of **Inactive Screens** (see ❶ Figure 10) for the selected workflow, so it is available to be activated if needed in the future.

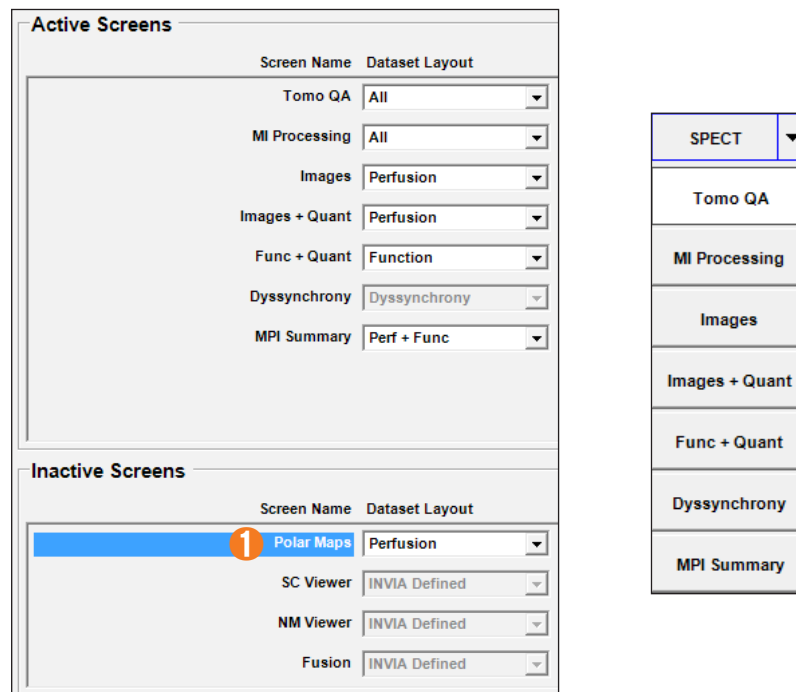


Figure 10. Polar Maps screen deactivated in Inactive Screens list and in the SPECT Workflow Screens panel

4. Click **Save** to permanently store the settings for the selected **Workflow** preferences.