

Add a Site Logo and Signature Image to a Report Template

OVERVIEW

More than 15 report templates are included for common SPECT, PET, and MUGA study protocols to seamlessly transfer findings and values into a structured report. Report templates are available in English, French, and German. The templates provided follow The American Society of Nuclear Cardiology (ASNC) reporting guidelines and are ready for use, however, they can be customized to fit each site's needs (e.g., company logo, accreditation logos, electronic signature images).

HOW-TO GUIDE

When a logo or signature report tag is added to a report template, the linked logo or signature image will appear within 4DM Reporting by using the corresponding template. Prior to adding a site logo or signature report tag, the corresponding image files must be saved in 4DM Administration.

By linking logos and signature images to report tags, report template formatting is simplified. To utilize these report tags, perform the following steps from within 4DM Administration:

Site Logo

- Add a Site Logo File in 4DM Administration.
- Link Logo File to each report template

Physician Signature

- Add a Physician Signature Image to 4DM Administration
- Link the Signature Image to each report template

SITE LOGO

Add a Site Logo file in 4DM Administration:

The site logo (Figure 1) can be used as the header for a report template. It is recommended that the site logo is set up as a banner to include the facility name, facility address, facility logo, and accreditation logos. The following formats can be used: jpg, png, gif, tiff, or bmp. The recommended banner logo width for a standard 8.5"x 11" printout with 300 pixels per inch is 7.5" (2250 pixels) wide, and the height may vary based on the content included within the banner.



Figure 1. Site Logo

Note: If there are multiple logos, you must first merge the logos into one file before adding the image within 4DM Administration.

1. Double-click the **4DM Administration** icon located on your desktop to launch the application. If a desktop icon does not exist, browse to the application to open:

Windows 10 Users (Figure 2)

- a. Click the **Windows Start** button and type **4DM Administration** in the Search box
 - b. Select **4DM Administration** from the Search box results to open
2. Enter your **Username** and **Password** to sign in.

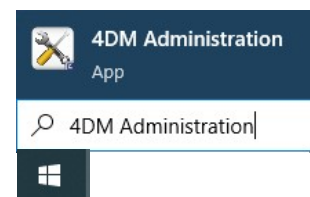


Figure 2. Launch 4DM Administration

3. Locate the Global heading and select **Sites** (See ❶ Figure 3)
4. Select the site that will be associated with the logo (See ❷ Figure 3)
5. Click **Browse** to locate and select the site logo file (See ❸ Figure 3)
 - Once linked, a **Preview** of the image will display for reference
6. Click **Save** in the toolbar to save the site logo (See ❹ Figure 3)

Click **Unlink** (Figure 3, Step ❺) to remove the logo from the report template, if needed.

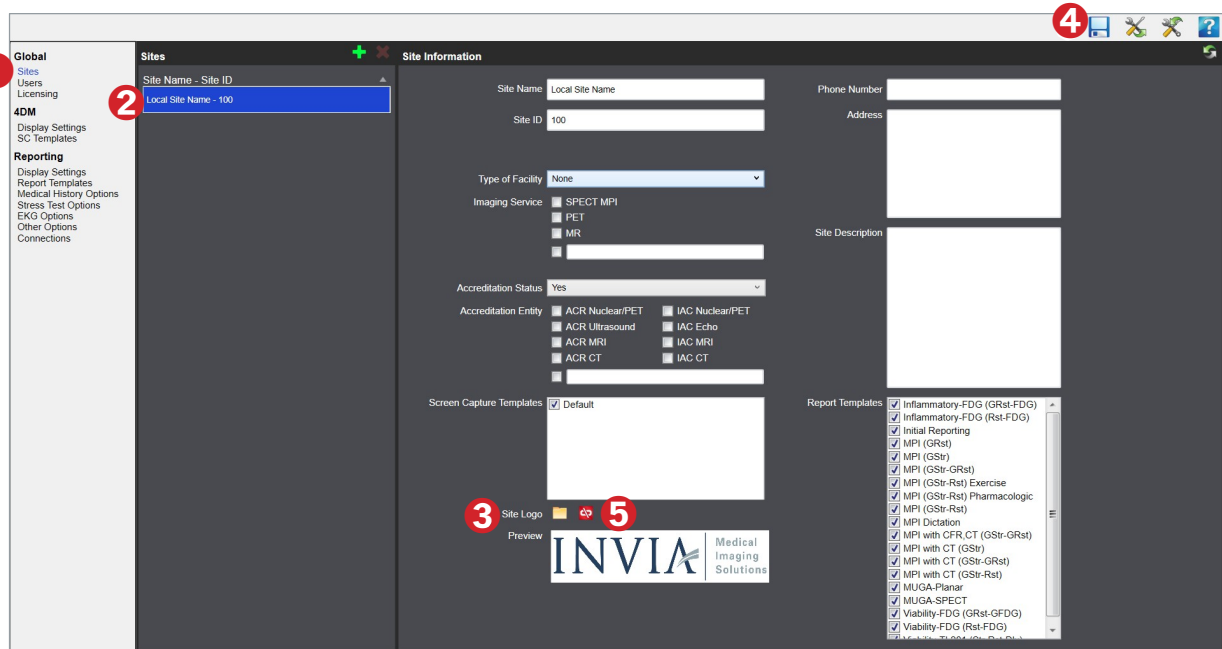


Figure 3. Sites screen

To utilize the Site Logo image in the report template as described in the steps above, the associated report tag must be added to the desired location within the report template. Follow the steps below for opening a report template and adding the **Site Logo** report tag.

Link Logo File to Each Report Template:

In 4DM Administration, select the **Report Templates** page (See ❶ Figure 4)

1. Click the **Template Selector** (See ❷ Figure 4) from the toolbar and select the desired report template to add a logo (e.g., MPI GStr-GRst) (See ❸ Figure 4). Repeat this step for each report template used at each site.
2. The **Tag Library** panel lists the available report tags. Click the Site Information arrow to expand and view the list of available site information report tags. (See ❹ Figure 4)
3. Click and drag the **Site Logo** report tag (See ❺ Figure 4) to the desired location within the report template
 - Select the **Preview** button from the toolbar to preview the final report (See ❻ Figure 4)
4. Unique logos can be assigned to each site when multiple locations exist, and users can click the **Preview** drop-down (See ❻ Figure 4) to preview the final report as it displays for each site location
5. Two options are available to the save the report template:

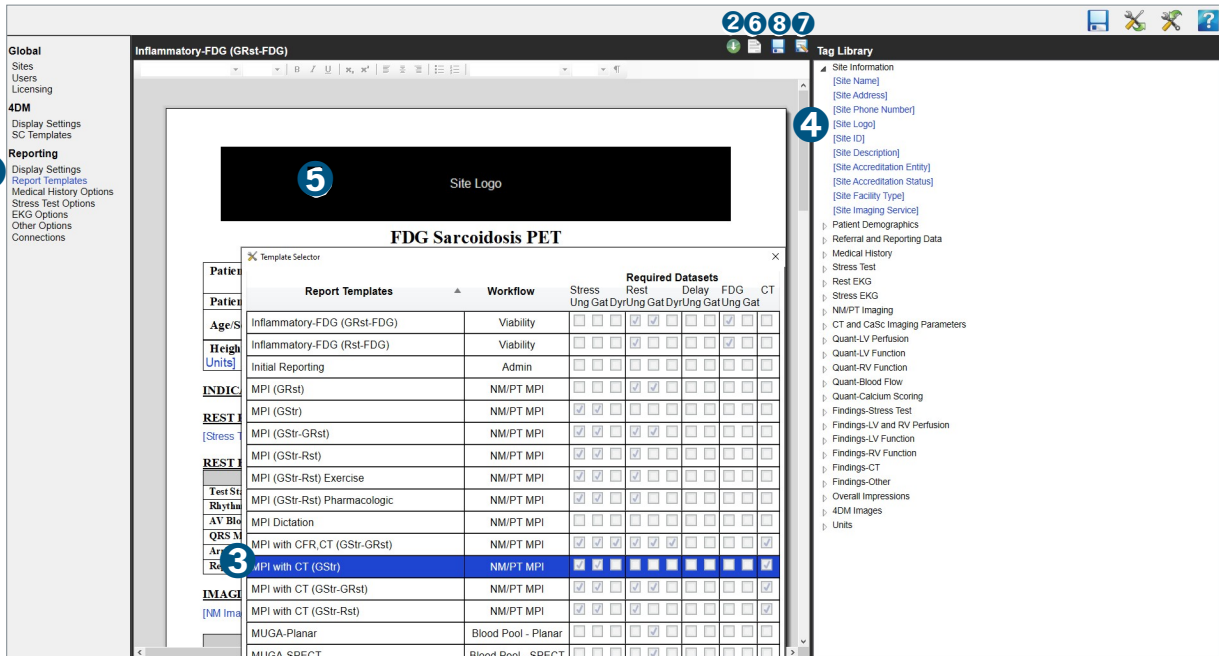


Figure 4. Report Template Editor screen with a site logo

- Select **Save As** from the toolbar (See 7 Figure 4):

- Allows users to overwrite the existing template with a new file name for the customized template. Generally, the naming convention should coincide with the protocol performed and/or a specific end user name if the template was made only for their use. (See 1 Figure 5).
- Allows users to associate the template to a designated workflow (See 2 Figure 5)
- Apply the report template to multiple sites if it is a multi-site facility (See 3 Figure 5). Check the box next to each site you want the template applied. The sites that are left unchecked, you will be unable to view/use those report templates (See 4 figure 5)

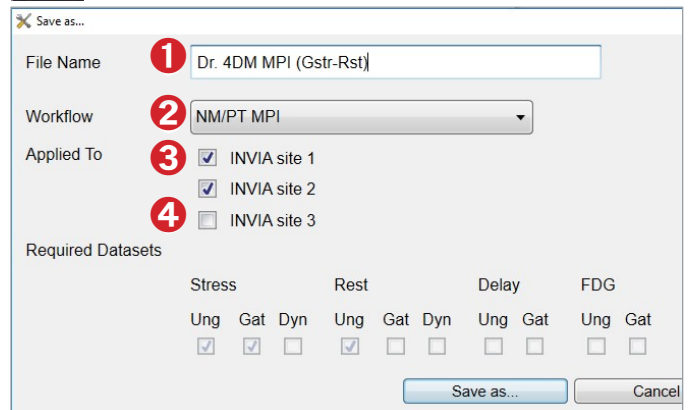


Figure 5. Save As

- Select **Save** from the toolbar (See 8 Figure 4 and Figure 6):

- Allows users to override the previous template but the template file name remains the same.



Figure 6. Save

PHYSICIAN SIGNATURE

Add a Physician Signature Image in 4DM Administration:

Display a written signature on a final report by adding a signature image to each interpreting physician User Profile within 4DM Administration. The signature image must use one of the following formats: jpg, png, gif, tiff, or bmp.



Figure 7. Signature Image

1. Double-click the **4DM Administration** icon located on your desktop to launch the application. If a desktop icon does not exist, browse to the application to open:
 - Windows 10 Users** (Figure 2)
 - a. Click the **Windows Start** button and type **4DM Administration** in the Search box
 - b. Select **4DM Administration** from the Search box results to open
2. Enter your **Username** and **Password** to sign in.
3. Locate the Global heading and select **Users** (See **1** Figure 8)
4. Choose an **Interpreting Physician** from the list of Users (See **2** Figure 8). *For assistance with creating a new interpreting physician user, refer to Chapter 2 of the 4DM User's Guide.*
3. Within the User Profile for the selected interpreting physician, select the **Browse** button (See **3** Figure 8)
 - Once the signature is linked to the Interpreting Physician, a **Preview** of the image will display below
6. Click the **Save** button (See **4** Figure 8) from the toolbar to save the signature image

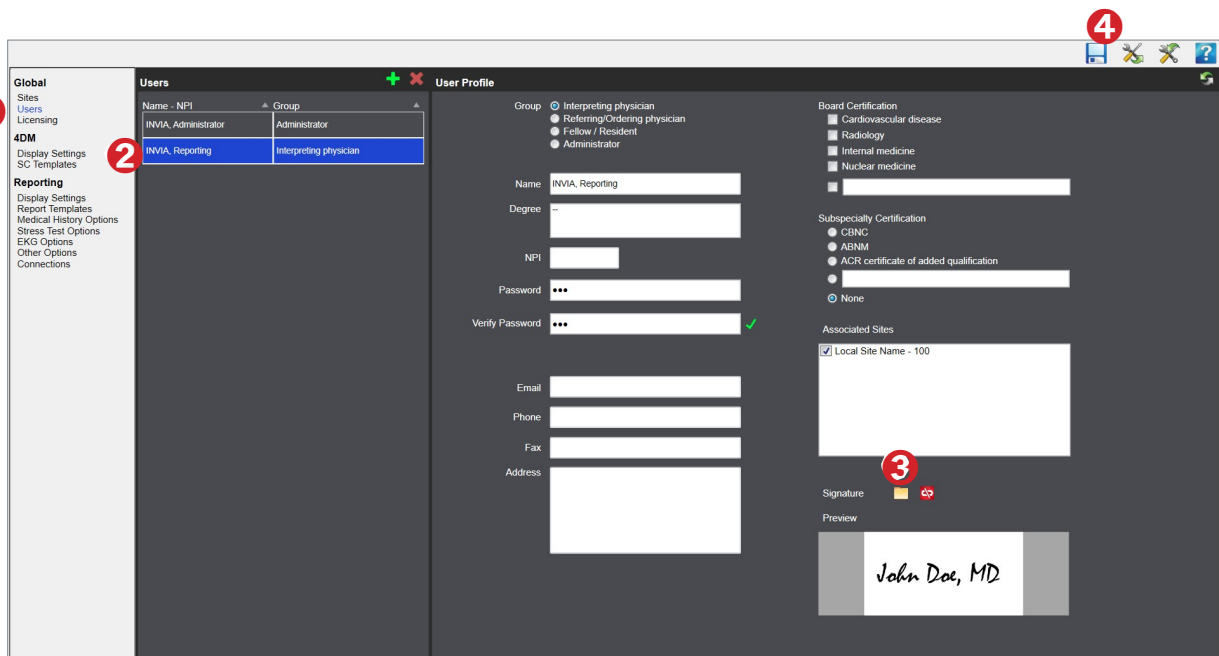


Figure 8. User screen

Link a Signature Image to Each Report Template

Note: Only one Interpreting physician signature report tag is needed for each report template; Individual interpreting physician signature images will appear upon who signs the report.

1. Select the **Report Templates** page within 4DM Administration (See **1** Figure 9)
2. Click the **Template Selector** (See **2** Figure 9) from the toolbar and select the desired report template to add a signature image (e.g., MPI GStr-GRst) (See **3** Figure 9). Repeat this step for each report template used.
3. The **Tag Library** panel lists the available report tags. Click the **Referral and Reporting Data** arrow to expand and view the list of available report tags. (See **4** Figure 9)
4. Click and drag the **Interpreting Physician Signature** report tag (Figure 9, Step **5**) to the desired location within the report template
 - Select the **Preview** button from the toolbar to preview the final report (Figure 9, Step **6**)
5. Two save options are available to save the report template:
 - Select **Save As** from the toolbar (Figure 9, Step **7**):
 - a. Allows users to overwrite the existing template with the same file name, or create a new file name for the

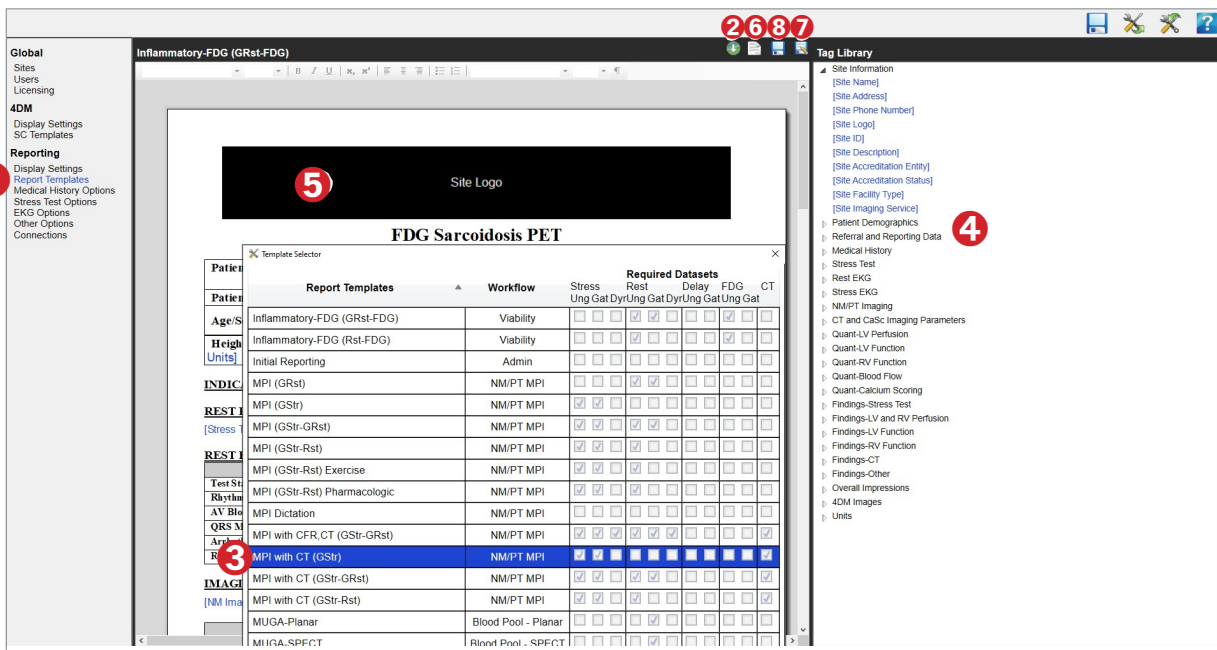


Figure 9. Report Template Editor screen with a signature

customized template. A window will display to edit the file name, associate the template to the designated workflow, and apply the report template to applicable sites.

- Select **Save** from the toolbar (Figure 9, Step **8**):
 - a. Allows users to override the previous template, but the template file name remains the same.
- Once the above configurations are completed, reports that are generated from 4DM for the specific imaging protocols will now display the site's logo in the header and can be more easily signed by the interpreting Physician.