imageAPI
PROCESS TECHNOLOGY

Web-iViewer
User Guide

Prepared For:

Florida Department of Health

Division of Medical Quality Assurance (MQA)

Document Revision History

Introduction

The new Agenda Viewer application is the enhanced web-based version of the iViewer desktop application. The new web-based application helps to access DICOM (X-Rays), Video, Audio, Image and PDF files all in one place.

Web-iViewer application is a responsive web application developed to work on the below-mentioned browsers and devices.

Date	Version	Description of Change	Author
06/24/2015	4.0	1. Updated view agenda functionalities (item view and full view) 2. Added different agenda view modes 3. Updated image viewer toolbar functions 4. Updated dicom (x-ray) viewer toolbar icons 5. Updated search and navigation functionalities 6. Updated print and download functionalities 7. Updated accessing communication file (resources) feature 8. Added notes and agenda report generation feature	Shrinit Chavan

Browsers –
- Google Chrome
- Internet Explorer 10 and above
- Mozilla Firefox
- Safari (on iOS devices)

Devices and Operating Systems –
- iPad Air
- iPad Mini 2
- Windows Surface Pro 3
- Samsung Galaxy Tablet 4
- Kindle Fire HDX 7
- Windows
- Mac OSX

*For a better experience, we recommend **google chrome** on all the above-mentioned devices*. You can download the ***chrome browser*** from https://www.google.com/chrome/browser/desktop/index.html.

Getting Ready

How to access Web-iViewer
Prerequisites –
- Internet connections
- One of the above-mentioned browsers and devices.

In your web browser click on the below-mentioned link to access the application –
http://iviewer.imageapi.com/iViewerWeb

What are the username and password
Prerequisites –
- Account activation –
  - You will receive an account activation link in your e-mail, provided to ImageAPI by DOH board staff.
  - The activation link in the e-mail is only valid for 24 hours. Once expired, the user will have to request for re-activation of the account.
  - On the activation link, you will be prompted –
    - To set your password
    - To set security question
  - Your username will be the initials of your first name and complete last name. If DOH user, then your username will be your network ID.
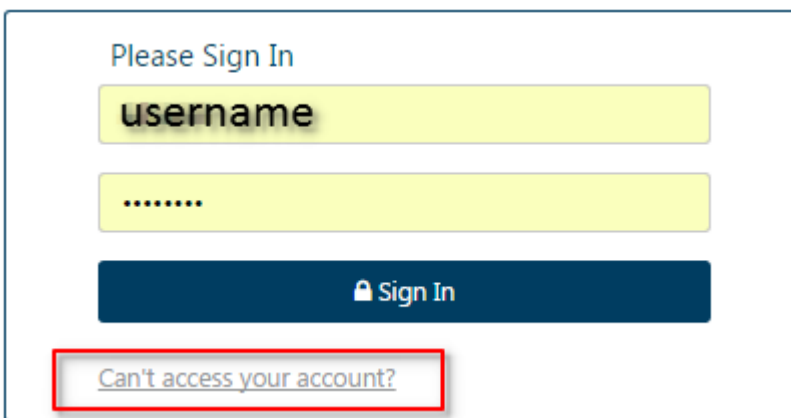
On successful completion of activation process, your account will be activated. You can then use the username and newly created password to login to web-iViewer.

I don't remember the username or password
Prerequisites –
- Need to be a registered user (successful completion of account activation)

On the login page, click on **_Can't access your account?_** link

On the trouble-signing-in page, select the appropriate options and click submit.

Having trouble signing in?

○ Forgot Username

Please enter your registered email address.

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email address
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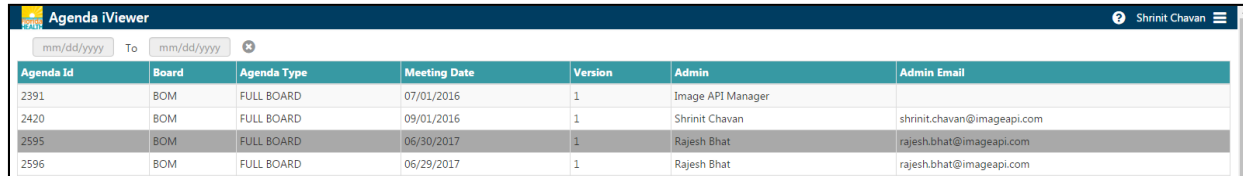○ Forgot Password

○ Need Help?

Cancel   **Submit**

You will receive your username and password via an e-mail. If you select *Need Help?* and click on **Submit,** an IT technician will reach out to you and help resolve your signing-in issue.

Getting Started

View Agenda
Open meeting agenda
Once you login into the application, you will be presented with *Dashboard* (Agendas) screen. On the *Dashboard* screen, you will find agendas assigned to you listed in a tabular format. You can also filter the agenda list based on a date range.
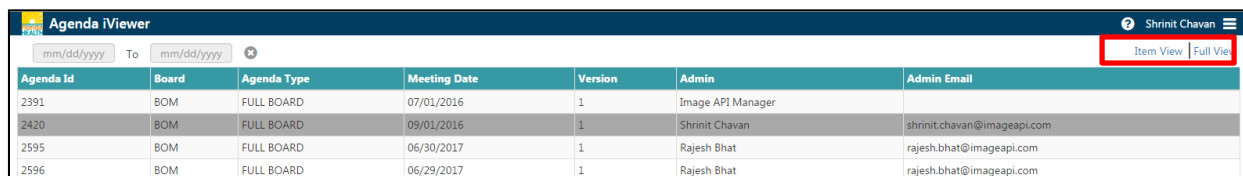
Agenda Id	Board	Agenda Type	Meeting Date	Version	Admin	Admin Email
2391	BOM	FULL BOARD	07/01/2016	1	Image API Manager	
2420	BOM	FULL BOARD	09/01/2016	1	Shrinit Chavan	shrinit.chavan@imageapi.com
2595	BOM	FULL BOARD	06/30/2017	1	Rajesh Bhat	rajesh.bhat@imageapi.com
2596	BOM	FULL BOARD	06/29/2017	1	Rajesh Bhat	rajesh.bhat@imageapi.com

Agenda can be opened in two separate view modes, *Item View Mode* and *Full View Mode*. The Item View Mode can be further opened into *Item Content View Mode.*

- Item View Mode - In this mode, you will see only the agenda items, you won't be able to view any content associated with the agenda items in this view mode.
    - Agenda items with content associated to them are clickable and are identified by moving blue color text. On mouse-over the item is hyper-linked and the mouse-cursor is changed to a hand-pointer.
    - Agenda items with no content associated to them are non-clickable and are identified by black color text.
- Item Content View Mode – In this mode, you can view items associated with a specific agenda item. Content associated with these items is available in the agenda viewing window. This view is opened when you click on an agenda item (clickable item) in the Item View Mode.
- Full View Mode – In this mode, you can view the entire agenda (all the agenda items) and the contents associated with each agenda item.
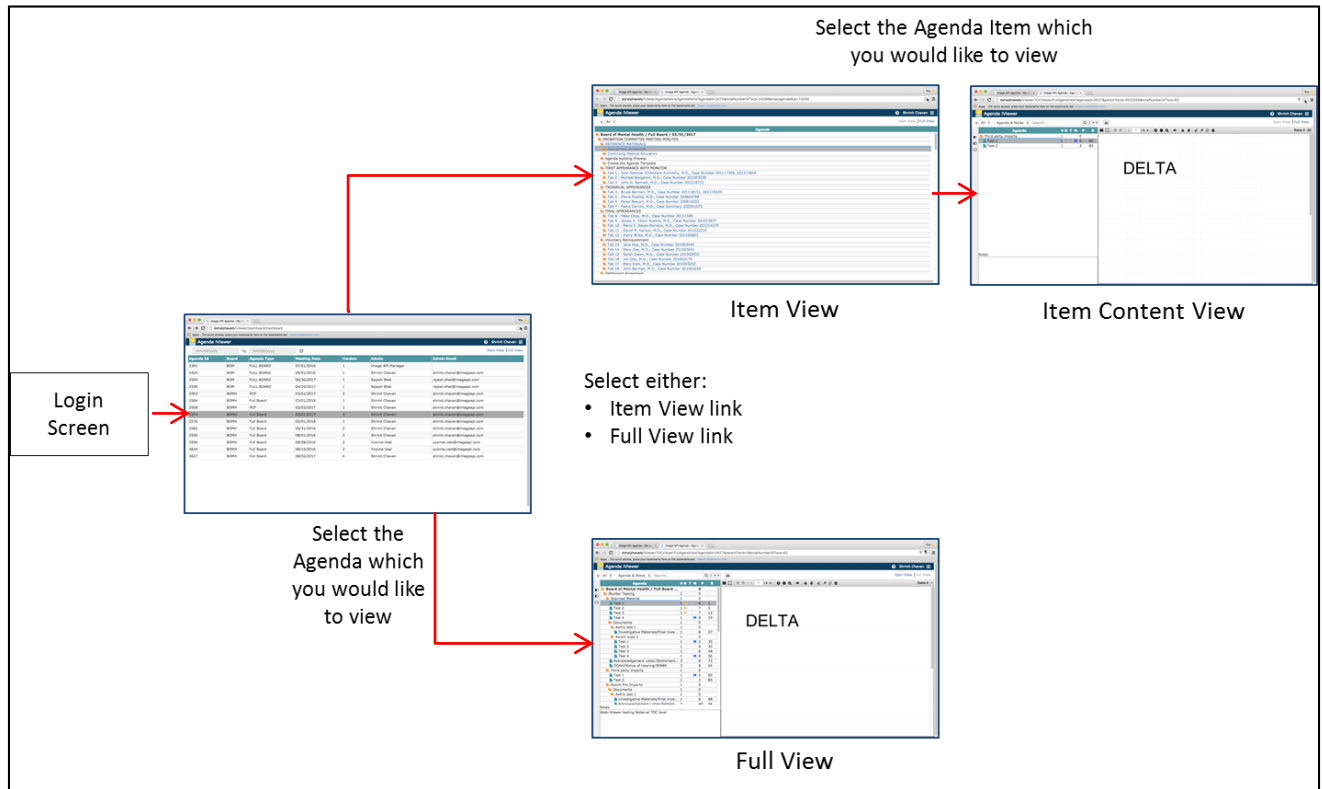
The Item View and Full View hyperlinks are activated when the user clicks on an agenda. After selecting the agenda users will have to click on either of the hyperlinks to view their agenda.

Agenda Id	Board	Agenda Type	Meeting Date	Version	Admin	Admin Email
2391	BOM	FULL BOARD	07/01/2016	1	Image API Manager	
2420	BOM	FULL BOARD	09/01/2016	1	Shrinit Chavan	shrinit.chavan@imageapi.com
2595	BOM	FULL BOARD	06/30/2017	1	Rajesh Bhat	rajesh.bhat@imageapi.com
2596	BOM	FULL BOARD	06/29/2017	1	Rajesh Bhat	rajesh.bhat@imageapi.com

Below is the navigation for different view modes:

Select the Agenda Item which you would like to view

Item View

Item Content View

Login Screen

Select either:
- Item View link
- Full View link

Select the Agenda which you would like to view

Full View

- *Select* the agenda you want to view
- In the secondary menu ribbon, click on *Item View* link to view the agenda in *Item View Mode* or click on the *Full View* link to view the agenda in the *Full View Mode*.
- The Agenda will open in a *separate browser tab*.
- In the *Item View Mode*, click on an agenda item to view the contents associated with it in the *Item Content View Mode*. Click the browser back button to go back to the *Item View Mode*.

Note: You can anytime switch between the Item View and Full View modes by clicking on their respective hyperlink in the secondary menu ribbon.

Agenda Display

In Web-iViewer, the agenda display page is divided in three distinct windows. You can resize the windows by dragging the resize bar (See screenshot below) present along these windows.

- *Agenda Line Items* Window – The agenda line items are displayed in this window.
- *Notes* Window – In this window, you can type notes corresponding to the agenda line items
- *Agenda Content Viewing* Window – You can view content (images, DICOM files, audio and video files) associated with agenda line items in this window.

Agenda View Modes

Three new view modes are introduced in Web-iViewer to provide greater usage of screen (workable "real-estate"). These view modes collapses and expands the *Agenda Line Items* window. The controls for these view modes are located on the left-side of the *Agenda Line Items* window. Below are the view modes:

1. Fully Expanded Agenda – It's the default view selection. In this view mode, the screen is split into the *Agenda Line Items* (along with the version #, notes, tag, marks, page #, and bates # information) and the *Agenda Content Viewing* windows. Upon clicking the *Expanded Agenda View* icon [ ], the *Agenda Line Items* window will collapse and expand.
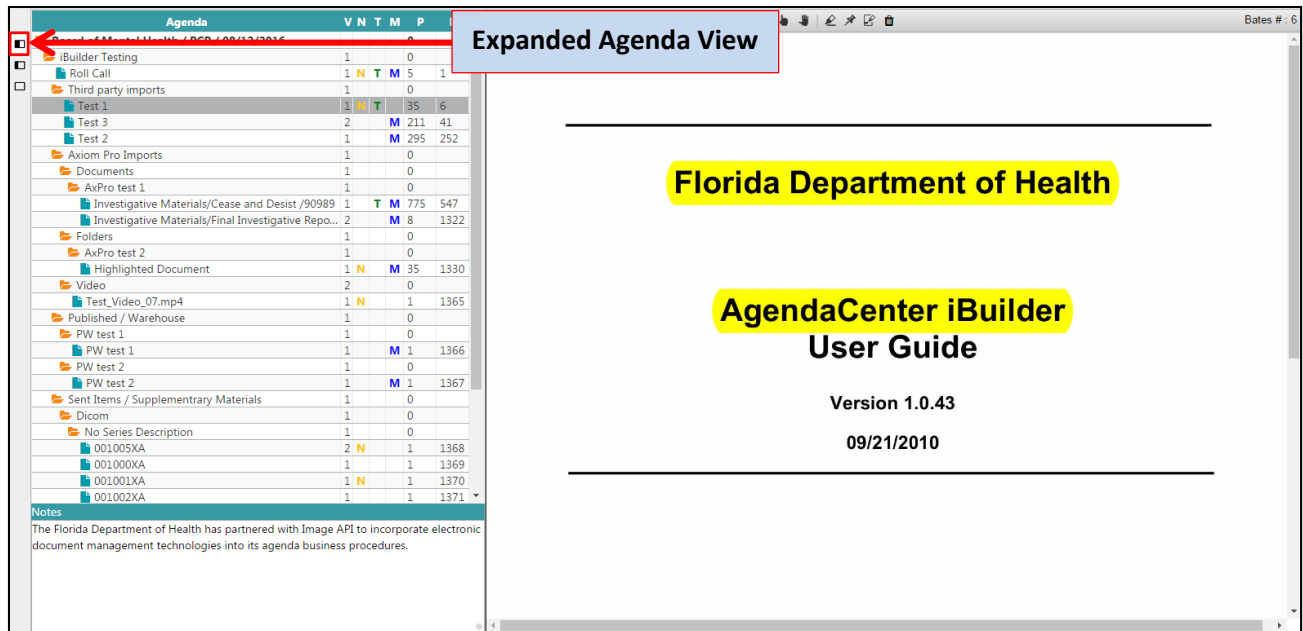
2. Partially Expanded Agenda – In this view mode, the screen remains split into *Agenda Line Items* and *Agenda Content V...* e grid with version #, notes, tag, marks, page #, and bates # information will be covered. Upon clicking the *Partial Agenda View* icon [ ], the *Agenda Line Items* window will collapse and expand.
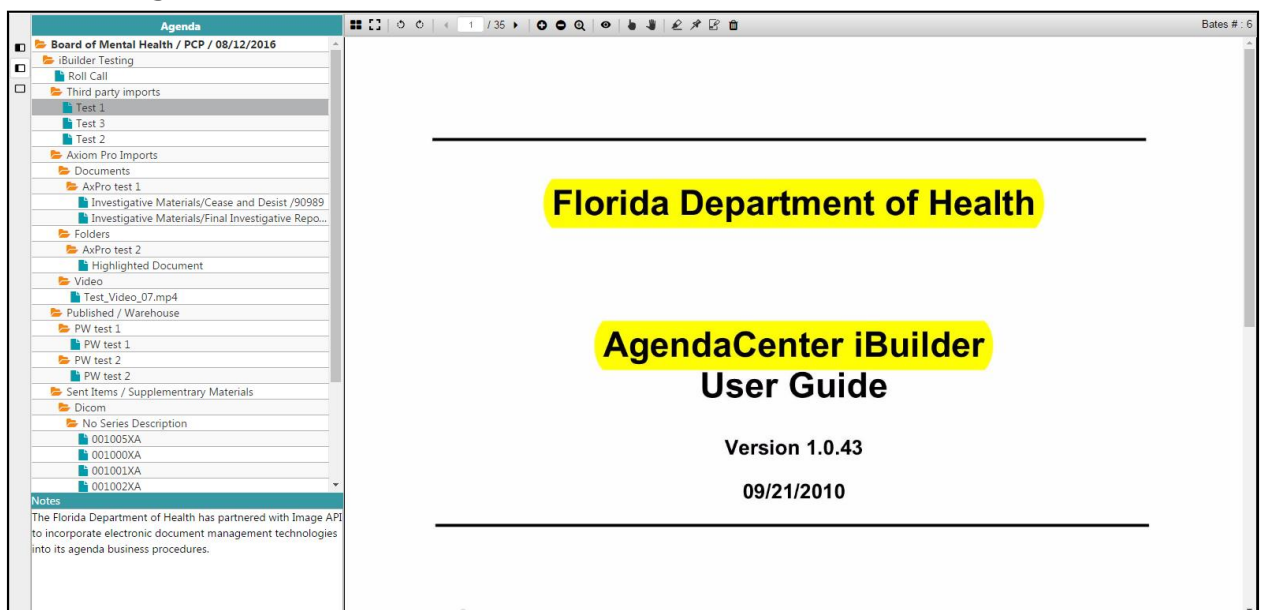
3. Agenda Covered View – In this view, the *Agenda Line Items* window is completely hidden. The users can see the *Agenda Content Viewing* window along with a floating *Notes* window. Users can add notes using this window. Upon clicking the *Show Notes* icon [□] , the floating *Notes* window will appear and disappear.
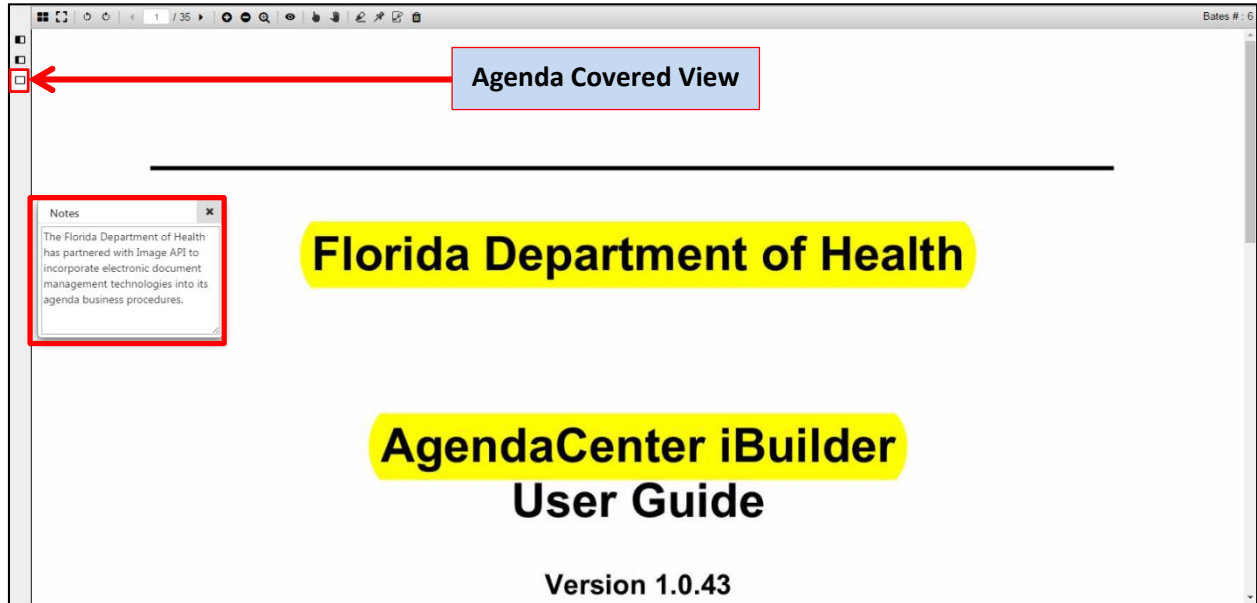
Agenda Versioning

Using the version select dropdown control, users will be able to filter the agenda line items that were created or changed from version to version. Users will be able to add notes, highlights, redactions, and tags on agenda line items from any version of the agenda.

The users will be notified via an e-mail when a new version of an agenda is published. And, if the users are in the system, working on that agenda, they will be prompted with a message pop-up informing them of the new version. In this event the users are required to close and re-open the agenda to view the agenda line items from the latest version.

How to add notes

Notes in web-iViewer are user specific, notes created by a user can only be viewed, updated or deleted by that user.

Notes can be added to the audio, video, DICOM and image items. For an image TOC (_Table of Contents_) item, you can add notes at an image level. For example, if a TOC item has 20 pages you can add notes on each page.

Adding notes –

- Select a _TOC item_ (if the TOC item has images then navigate to the image where you want to add the note.).
- Type your note in the _notes_ field.
- Note will _auto-saved_ in Web-iViewer
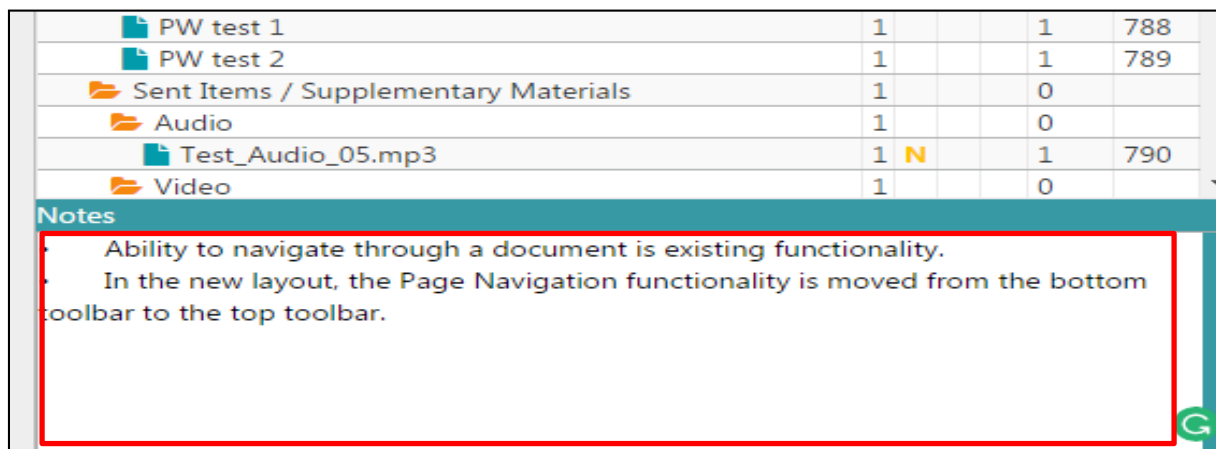
Once the note is _auto-saved_, a note flag (**N**) will appear on the corresponding TOC.

Agenda	N	T	M	P	B
📁 Scanned Material				0	
📄 Test 1	N	T	M	4	1
📄 Test 2	N			7	5
📄 Test 3	N		M	7	12
📄 Test 4				8	19
📁 Documents				0	
📁 AxPro test 1				0	
📄 Investigative Materials/Final Investigative Repor...		T	M	8	43
📁 Axiom copy 1				0	
📄 Test 1	N			5	51
📄 Test 2			M	8	56
📄 Test 3				8	64
📄 Test 4	N			8	72
📄 DOAH/Notice of Hearing/90989				8	27
📄 Acknowledgement Letter/Settlement Agreement: A...	N			8	35
📁 Third party imports				0	
📄 Test 1				5	80
📄 Test 2				3	85
📄 Test 3	N			400	88
📄 Test 4	N		M	300	488
📁 Published / Warehouse				0	
📄 PW test 1				1	788
📄 PW test 2				1	789
📁 Sent Items / Supplementary Materials				0	
📁 Audio				0	
📄 Test_Audio_05.mp3	N			1	790
📁 Video				0	
📄 Test_Video_07.mp4	N			1	791
📁 DICOM				0	

Notes

View Images

Image Viewing Toolbar

Web-iViewer provides an *Image Viewing Toolbar* with different controls to facilitate viewing of images in the *Agenda Viewing Window*. The **toolbar** is located at the top of the *Agenda Viewing Window*.

Bates # : 91

Child Items - Refers to documents in the agenda outline (Table of Contents) that belong to an item listed above it in the outline format. Child items are indented to the right to indicate that they belong to/with the item(s) above tha... ...vel.

Image Viewing Toolbar

Document Images - Documents (paper-based or electronic files) that have been converted to TIFF
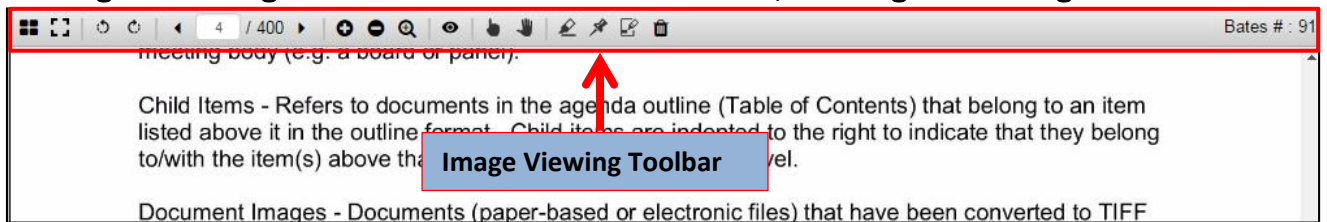
Below is the description and function of each icon present in the *Image Viewing Toolbar*.

Toolbar Icon	Name	Function
	Thumbnails	Used for viewing document thumbnails
	Toggle Fullscreen	Used to display the image in a full-screen mode
	Toggle Full Screen	Used to close the full-screen mode
	Rotate Counter Clockwise	Used to rotate the image counterclockwise by 90 degrees
	Rotate Clockwise	Used to rotate the image clockwise by 90 degrees
	Previous Page	Used to navigate to the previous page in the document
#	Current Page	Shows the current page of the document
	Next Page	Used to navigate to the next page in the document

Toolbar Icon	Name	Function
	Zoom In	Used to zoom in to the document
	Zoom Out	Used to zoom out of the document
	Magnifying Glass	Used to magnify specific section on the document by hovering over the document
	View mode	Used to display different view/resize options
	Actual Size	Resizes the image to its actual size
	Fit Page	Resizes the image to fit within the image viewing window
	Fit Width	Resizes the image to fit the image viewing window's width
	Select	Used to *select* Highlight, Tag, Redaction, and Sticky Note
	Pan	Used to move/scroll the image within the image viewing window to see only a section of the document
	Highlight	Used to add highlights to an image
	Tag	Used to tag an image
	Redact	Used to add redaction on an image
	Delete Selection	Used to delete selected highlight/redaction/tag

How to add highlight on an image

- On the *image viewing* toolbar, select the *highlight* option.
- Click on the **image** and select an area you want to *highlight.*

- Highlight, Tag, and Redaction are *Auto- Saved.*
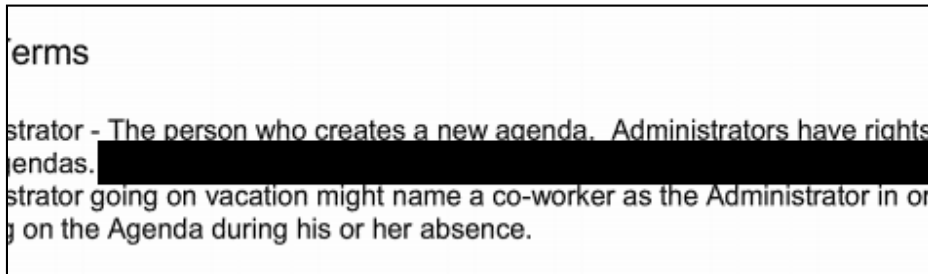- Once the *highlight* is *Auto- Saved*, a mark flag (**M**) will appear on the corresponding TOC.

- In order to **delete** a *Highlight*, *Tag*, *Redaction*, or *Sticky Note*,

  o Click on the *select* icon in the image viewing toolbar.
  o Select the *Highlight, Tag, Redaction,* or *Sticky Note*.

  o Click on the *delete* icon to **delete** the selection.

How to add redaction on an image

This process is same as adding a [highlight] on an image. In place of highlight, please select *Redact button*.

- Click on the *redact* icon.
- Click on the image.
- On the image, select an area you want to *redact*.

- Once the *redaction* is *Auto- Saved*, a mark flag (**M**) will appear on the corresponding TOC.

How to tag an image

This process is similar to adding a [highlight] on an image. In place of highlight, please select *Tag* icon.

- Click on the *tag* icon.
- Click on the image to *tag* the image.
- Once the *tag* is *Auto- Saved*, a mark flag (**T**) will appear on the corresponding TOC.

Agenda	V	N	T	M	P	B
Scanned Material	1				0	
Test 1	1	N	T	M	4	1
Test 2	1	N			7	5
Test 3	1	N		M	7	12
Test 4	1				8	19
Documents	6				0	
AxPro test 1	1				0	
Investigative Materials/Final Investigative Repor...	1		T	M	8	43
Axiom copy 1	1				0	
Test 1	1	N			5	51
Test 2	1			M	8	56
Test 3	1				8	64
Test 4	1	N			8	72
DOAH/Notice of Hearing/90989	3				8	27
Acknowledgement Letter/Settlement Agreement: A...	3	N			8	35
Third party imports	1				0	
Test 1	1				5	80
Test 2	1				3	85
Test 3	5	N			400	88
Test 4	5	N		M	300	488
Published / Warehouse	1				0	
PW test 1	1				1	788
PW test 2	1				1	789
Sent Items / Supplementary Materials	1				0	
Audio	1				0	
Test_Audio_05.mp3	1	N			1	790
Video	1				0	
Test_Video_07.mp4	1	N			1	791
DICOM	1				0	

Notes

Search and Navigation

How to search notes

You can search notes by selecting the *Note* option from the *Filter pull-down* menu. It is located in the secondary menu ribbon.

- Click on the *Filter pull-down* to select *Note* option.
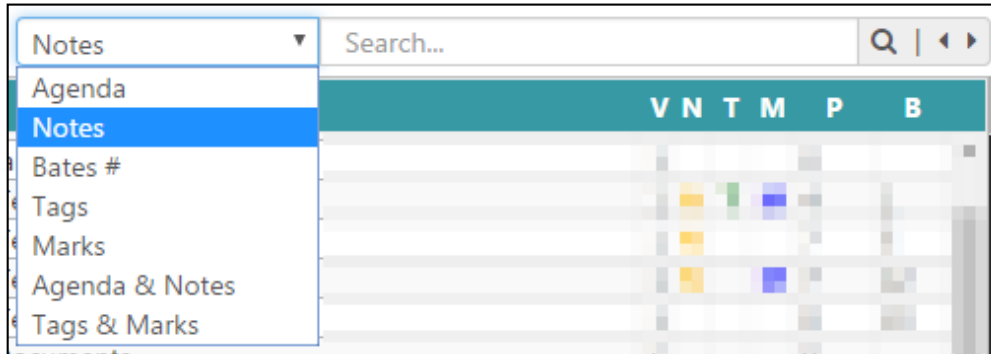
- On selecting the *Note* option, you can navigate through all the agenda line items that contain notes. Use the navigation options next to the search icon to navigate through the results.
- For searching a specific note, **type in the description of the note** in the search field and click on the *search* icon next to the search field.
- All the **agenda line items** with a match to the entered description will be highlighted in red.
- Use the navigation options to navigate through the highlighted agenda line items.
- Click on the ⊗ *Clear Search Results* icon within the search field to clear search.

How to search agenda line items

- Select *Agenda* option from the *Filter pull-down* menu.
- On selecting the *Agenda* option, you can navigate through all the agenda line items. Use the navigation options next to the search icon to navigate through the results.
- For searching a specific agenda line item, **type in the description of the agenda line item** in the search field and click on the *search* icon next to the search field.
- All the **agenda line items** with a match to the entered description will be highlighted in red.
- Use the navigation options to navigate through the highlighted agenda line items.
- Click on the ⊗ *Clear Search Results* icon within the search field to clear search.

💡 Tip: If you want to *search* for *Agenda Line Items and Notes* at the same time then select *Agenda & Note* from the *Filter pull-down* menu.

How to search for Bates# (Go to Bates#)

- Select **Bates #** option from the **Filter pull-down** menu.
- Enter the bates # in the search field and press enter or click the search icon next to the search field.
- The content associated with the entered bates# will be loaded in the agenda content viewing window and the corresponding agenda line item will be selected.
- The bates # information is available in the right-most section of the image viewing toolbar.

How to navigate through Tagged Images

You can navigate through *tagged images* by selecting the *Tags* option from the *Filter pull-down*

menu.

- Select *Tags* option from the *Filter pull-down* menu.
- You can navigate through all the agenda line items that contain tagged images. Use the navigation options next to the search icon to navigate through the results.

How to navigate through Highlights and Redactions

All the highlights and redactions are categorized as *Marked*. You can navigate through *Marked images* by selecting the *Marks* option from the *Filter pull-down* menu.

- Select *Mark* option from the *Filter pull-down* menu.
- You can navigate through all the agenda line items that contain marked images. Use the navigation options next to the search icon to navigate through the results.

How to search for Marked and Tagged Images

You can search for *Tagged and Marked images* together by selecting the *Tags & Marks* option from the *Filter pull-down* menu.

- Select *Tags & Marks* option from the *Filter pull-down* menu.
- You can navigate through all the agenda line items that contain tagged and marked images. Use the navigation options next to the search icon to navigate through the results.
-

View DICOM Files

DICOM Viewing Toolbar

Web-iViewer provides a *DICOM viewing* toolbar with different controls to facilitate viewing of DICOM (X-Ray) files in the *Agenda Viewing Window*. The **toolbar** is activated when a DICOM file is selected for viewing and it is located at top of the *Agenda Viewing Window*.

DICOM Viewing Toolbar
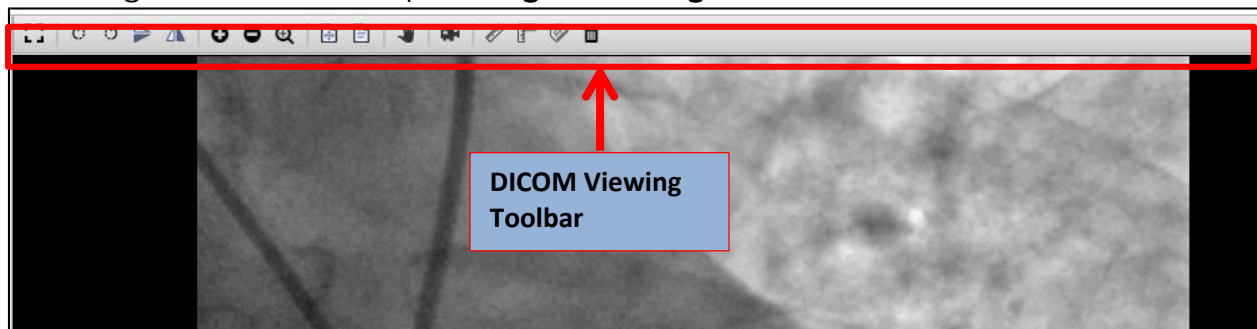
Below is the description and function of each icon present in the *DICOM Viewing Toolbar*.

| Toolbar Icon	Name	Function
	Toggle Fullscreen	Used to display the DICOM file in a full-screen mode
	Toggle Full Screen	Used to close the full-screen mode
	Rotate Counter Clockwise	Used to rotate the DICOM file counterclockwise by 90 degrees
	Rotate Clockwise	Used to rotate the DICOM file clockwise by 90 degrees
	Flip	Used to flip the DICOM file vertically.
	Reverse	Used to reverse the DICOM file.
	Zoom In	Used to zoom into a DICOM file

Toolbar Icon	Name	Function
	Zoom Out	Used to zoom out of a DICOM file
	Magnifying Glass	Used to magnify a particular section on the DICOM file
	Fit Page	Resizes the image to fit within the image viewing window
	Actual Size	Resizes the image to its actual size
	Pan	Used to scroll through the DICOM file
	Player	Used to play DICOM frames merged in a single file
	Ruler	Used to draw a straight line on the DICOM file.
	Poly Ruler	Used to draw lines on the DICOM file.
	Protractor	Used to measure angles on the DICOM file.
	Delete Selection	Used to delete markings on the DICOM file (Ruler, Poly Ruler and, Protractor)

How to play DICOM (Medical Images) frames

DICOM is a standard used for handling medical images, for example, X-RAYS. Files in DICOM format can be viewed on Web-iViewer. Web-iViewer has a built-in DICOM player which helps the user to view DICOM files. For more information on DICOM please refer to https://en.wikipedia.org/wiki/DICOM.

Dicom frames grouped in a single file can be played via DICOM player.
- Click on an **agenda line item** containing **DICOM**.
- On the *DICOM Viewing* toolbar
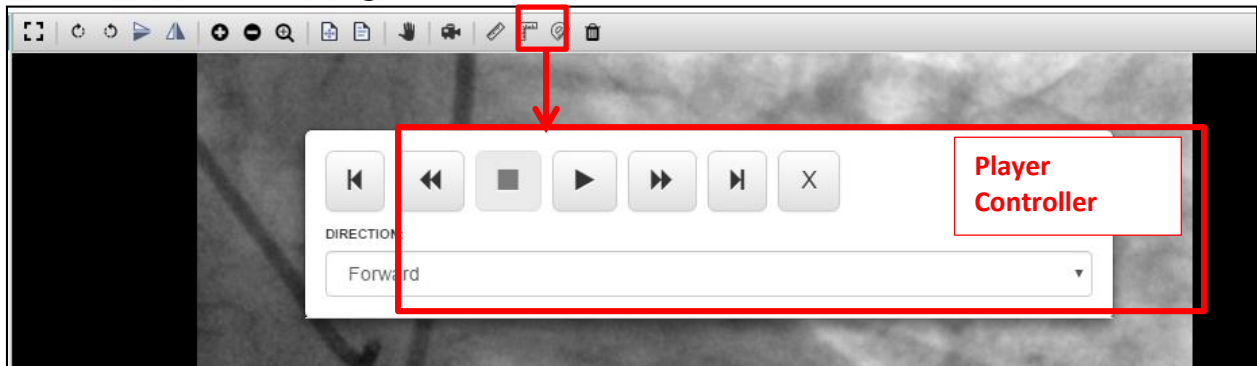
- o Click on the *Video Player Icon*.
- o On the *player controller* box, click on *play button*.
- o The *player controller* box will disappear and the **DICOM** frames will be played in loop mode.
- **To Stop**
  - o Click on the *Video Player Icon*.

  - o On the *player controller* box, click on the ⬚ *icon*.
  - o The *player controller* box will disappear and the DICOM frames will be played in loop mode.
- On the *player controller box*, DICOM frames can also be viewed -

- o In the forward direction.
- o In the reverse direction.
- o One frame at a time.

Miscellaneous

Resources (Other supplementary files)

The board communication / other supplementary files are uploaded by agenda administrator. The files are available in the **Resources** area of Web-iViewer.

- These files are user specific.
- An e-mail communication is sent to the users when a file is assigned to them.
- The supplementary materials can be accessed from the **Resources** screen.
- All the files are **required to be downloaded and viewed in its native application** (not supported file format). For example, a **.docx** and **.doc** can be downloaded and viewed in Microsoft Word.
- Click on the download icon corresponding to the file to download the file.
- Click on the **close** button to close the screen.

Description	File Type	Date Posted	Posted By	Expiration Date	⬇
CDF-201200935.pdf	image	10/20/2015 9:33:02 AM		11/1/2017 12:00:00 AM	⬇
Course Curriculum_iBuilder_T2.docx	other	6/8/2016 12:36:00 PM		7/8/2016 12:00:00 AM	⬇
Presentation_iBuilder T2.pptx	other	6/8/2016 12:36:01 PM		7/8/2016 12:00:00 AM	⬇
Test_Video_07.mp4	video	6/8/2016 12:36:39 PM		10/1/2016 12:00:00 AM	⬇
Course Curriculum_iBuilder_T2.docx	other	6/9/2016 11:21:03 AM		7/9/2016 12:00:00 AM	⬇
test_05262016.pdf	image	6/9/2016 11:21:04 AM		7/9/2016 12:00:00 AM	⬇
Test_Video_07.mp4	video	6/9/2016 11:21:36 AM		7/9/2016 12:00:00 AM	⬇
Course Curriculum_iBuilder_T2.docx	other	6/10/2016 1:19:15 PM		7/10/2016 12:00:00 AM	⬇
test_05262016.pdf	image	6/10/2016 1:19:18 PM		7/10/2016 12:00:00 AM	⬇

Resources

Refresh   Close
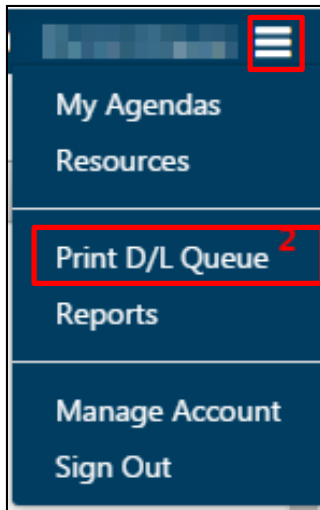
Print/Download Agenda Content

The print/download functionality is only available to the DOH Board Staff. Below is the process for **printing/downloading images** from the agenda.

- Select an *agenda line item* containing images.
- Click on the *printer* icon.
- **Specify the pages** you want to download on the *Download Page Selection* window.

- You have the option of downloading *All Pages* or *Specific Pages* from the **highlighted agenda line item**. Specify the option.
- Click on *Submit* button.
- The *Print/DL Queue* option under the **Navicon** (three stacked lines icon) displays a *visual counter* for **# of items** ready to be downloaded from the queue.

- Below process highlights the steps to print a document item from the **Print/*Download Queue***.
  - ○ Click on the **Navicon** (three stacked line icon) to expand the **Menu** options.
  - ○ Click on the ***Print/DL Queue*** option to open the ***Print/Download Notification screen***.
  - ○ On the ***Print/***Download Notification screen, click on the ***printer*** icon corresponding to the item you want to print. (***Note: The item should be in ready status***).
  - ○ The item will be opened in the print-preview mode in a separate browser-tab.
  - ○ Click on the ***print*** button to print the document.
- If you click on the ***download*** icon, then the item will be **downloaded** on your device.

- You can also **delete** an item from the ***Print/Download Queue*** by clicking on ***delete*** icon corresponding to the item you want to delete.
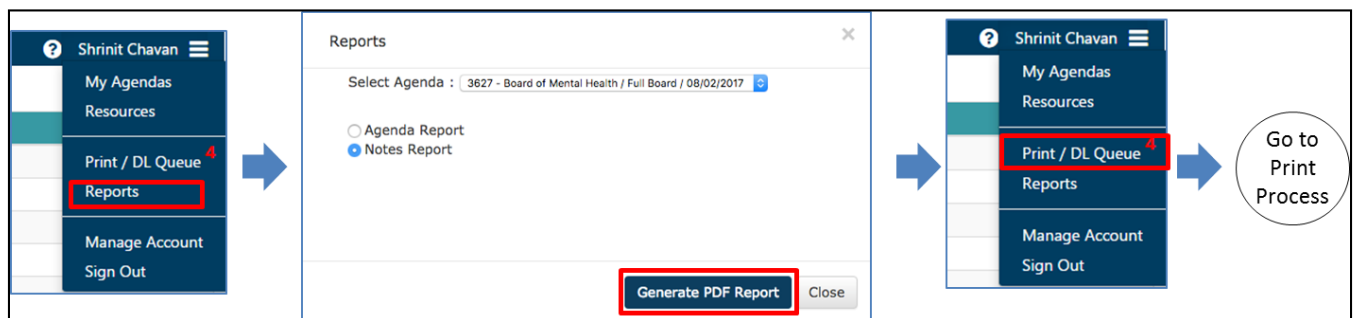
Reports

Users can generate and download PDF reports on the agendas assigned to them. They can create Notes and Agenda reports from Web-iViewer.

Notes report – This report contains the notes, markings (highlight & annotations), tags and starting bates # information of the agenda line item. Only the agenda items (along with their parent items containing notes, tags, and marks will be listed in this report.

Agenda report – This report contains the agenda line items information. It will list all the line items in the agenda along with the page count and the starting bates #.

Below are the steps for generating reports –

- Click on the *Reports* option located under the Navicon (three-stacked line icon)
- On the *Reports* window,
    - From the *Select Agenda* dropdown, select the agenda you want to run the report on. The dropdown value is defaulted to an already opened agenda.
    - Select the report you want to create (you can only create one report at a time)
    - Click **on generate PDF report**
    - Click on close button to close the *Report* screen
- To print or download the report,
- Below process highlights the steps to print a document item from the **Print/Download Queue**.
    - Click on the *Navicon* (three stacked line icon) to expand the *Menu* options.
    - Click on the *Print/DL Queue* option to open the *Print/Download Notification screen*.

    - On the *Print/Download Notification* screen, click on the [printer icon] *printer* icon corresponding to the item you want to print. (*Note: The item should be in ready status*).
    - The item will be opened in the print-preview mode in a separate browser-tab.
    - Click on the *print* button to print the document.
    - If you click on the *download* icon, then the item will be **downloaded** on your device.

    - You can also **delete** an item from the *Print/Download Queue* by clicking on [delete icon] *delete* icon corresponding to the item you want to delete.
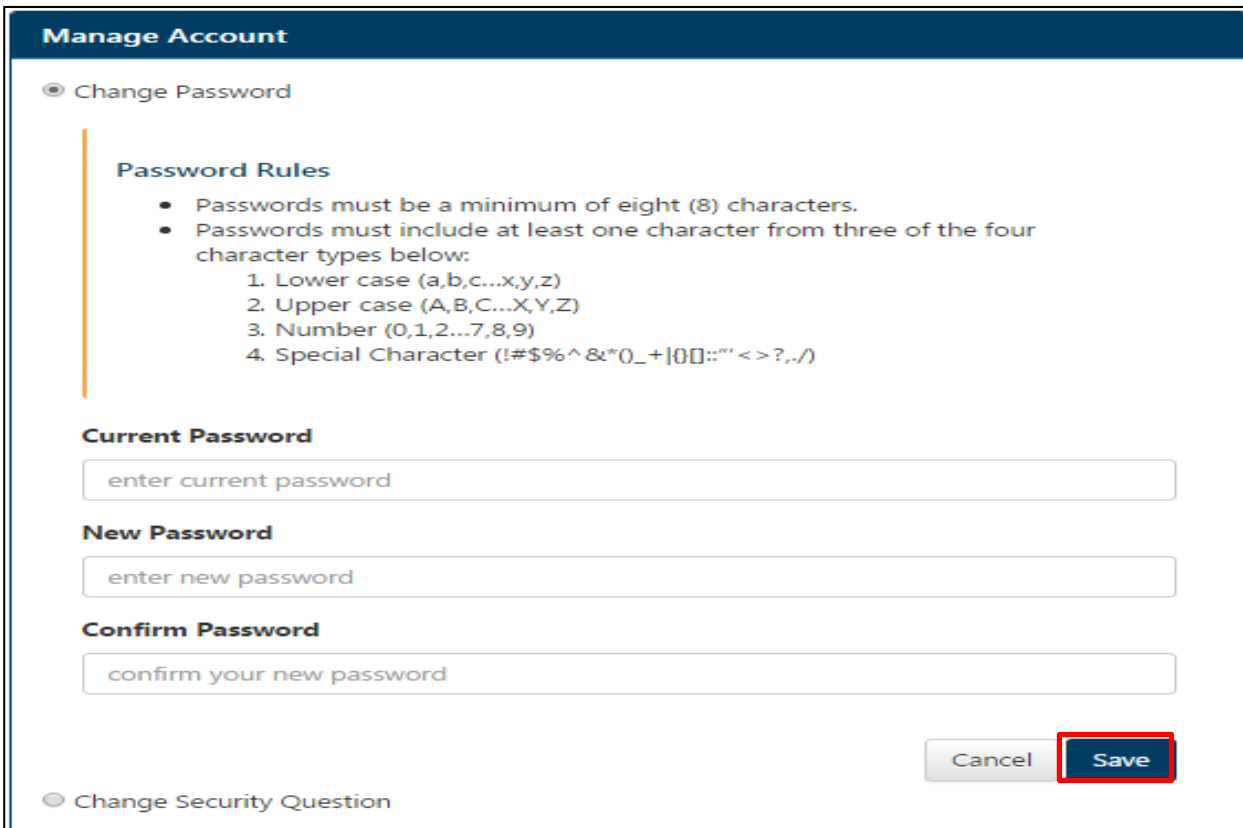
How to change the password

Password can be changed by clicking on the *Managed Account* link present below *Welcome Username* pull down menu.
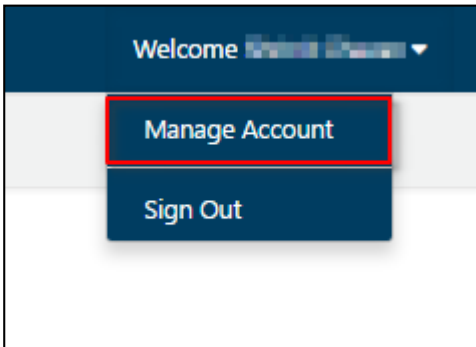
- Select *Change Password* option.

- Enter the current password.
- Enter the new password (*follow the password rules*).
- Re-enter the new password in Confirm Password field.
- Click on *Save*.

How to change security question

Security question can be changed by clicking on the *Managed Account* link present below *Welcome Username* pull down menu.

- Select *Change Security Question* option.

Manage Account

○ Change Password

○ Change Security Question

- Enter the new question.
- Enter the new answer.
- Click on *Save*.

Manage Account

○ Change Password

◉ Change Security Question

Question

work

Answer

iapi

Cancel   Save