# **Treefy** Adding, Modifying, Filtering Labels

Last Modified on 2022-01-19 11:04

## Labels Menu

Selecting the Labels icon on the top of your Study List will display all the labels for your clinic. A checked box indicates that the label is applied to the active study. This icon does not display unless a study is selected on your Study List.

Stud	lies							Labels Oper	n In Viewer Send to
-	Full Name	Procedure	Source	Study Date ~	Ref. Phys	Study Details	Labels	Label with:	
•	Cooper Winne			2021-03-17 2:28 PM MST		🗟 3 🏞 1 🖾 1	•0	Your labels	Q
۲	Morris Zacharina			2021-03-17 1:31 PM MST		<b>⊡</b> 1 ,≡1	۰	Baby High Risk placenta previa	
•	Tanner Stefanie			2021-02-10 1:39 PM MST	2021-02-10 1:39 PM MST 🔡 1 🔓 1 🔓 1		♥3	Marginal PP Big Head Round	
×	Rose Axel			2020-09-28 1:43 PM MST		🖽 1 🖻 1	♥1	DDD Exam	
•	Thurman Gerald Dean			2020-01-15 1:36 PM MST	2020-01-15 1:36 PM MST		•0	Final Follow up Report	
								4	

- To add an existing label, select labels from this list
- To remove a label, select a checked box this will uncheck the box and remove the label from the study

#### Finding a Label

To find an existing label, begin typing the name of the label in the text box. Matching labels will auto-populate as you type:

В	Q
Your labels	
□ B1	
□ B2	
Baby	
Big Head	

Select the label from the list.

#### **Creating Labels**

To create a label:

1) Enter the new label in the text box (shown above \*), followed by Enter

 $^{*}$  You can also access this window from selecting Add Label in the side information panel

2) A new module will display:

New Label		
Please enter a new label name:		
babyhead		
Parent label:		
Select a parent label		•
	Cancel	Save label

a) Confirm the label is spelled correctly



**b)** To nest the new label under an existing one, choose a parent label from the drop-down menu

3) Select Save Label to add the new label

#### **Example of Hierarchy**

Sub-labels and parent labels help with organization. You can create multiple levels of labels.

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#### Dictionaries

If your clinic has enabled dictionaries, they will be located at the end of your Labels list.

### Labels & the Side Information Panel

Applied labels are listed on your side information panel. If this panel does not appear, select the **i** icon on the right side of the screen. The Labels tab, shown below, lists labels currently applied to the selected study. If nothing is listed, it means the study is not labeled.

i	john axel 2020-06-24 1:24 PM MST
	LABELS
•	✓ baby
~	Z Exam
	Final
Ţ	HUGE head
≔	Report
	Add Label

- To remove a label, uncheck the specific label. This removes the label from the study while leaving it available to apply to future studies.
- To add new labels, select Add Label and follow the instructions above

#### **Filtering Labels**



To filter files with specific labels, select the label in the side information panel. The label will be bold and thumbnails that have the label applied will be selected. This feature is for selecting a subset of labels within the scope of the study.



- A checked box indicates all currently selected thumbnails have the bolded label
- A collapsed checkbox (such as Label3 above) indicates some of the selected thumbnails have the bolded label

By default, when thumbnails are filtered by labels, files without the label are collapsed. Select the collapsed images (shown below in the red box) to expand them (they will remain unselected):

Stu	dies					Crea	ite Report Open In V	iewer Send to 🗸 🚦
	Full Name	Procedure	Source	Study Date ~	Study Details		i	Dean Gerald
•	Dean Gerald			2018-06-08 6:31 AM MST	B1 D1			LABELS
•	Dean Gerald		automation	2018-06-07 2:26 PM MST	🖽 1 🖬 3 🏞 3 🖓 1 🗐 5 🛍 1		•	🖻 A1-test
•	Dean Gerald		testingclinic	2018-02-21 5:21 PM MST	🗟 8 🏕 1 🖾 1 💭 1 📾 2		•	<ul> <li>ectopic</li> <li>fetal adnexal view- te</li> </ul>

You can turn off the default filtering behavior using the toggle at the bottom of the sidebar:

## Removal of the Label Column

As of 2022, the label column is obsolete. All information that was present in the label column is available in the side information panel.