

Side (information) Panel

Last Modified on 2023-08-17 13:46

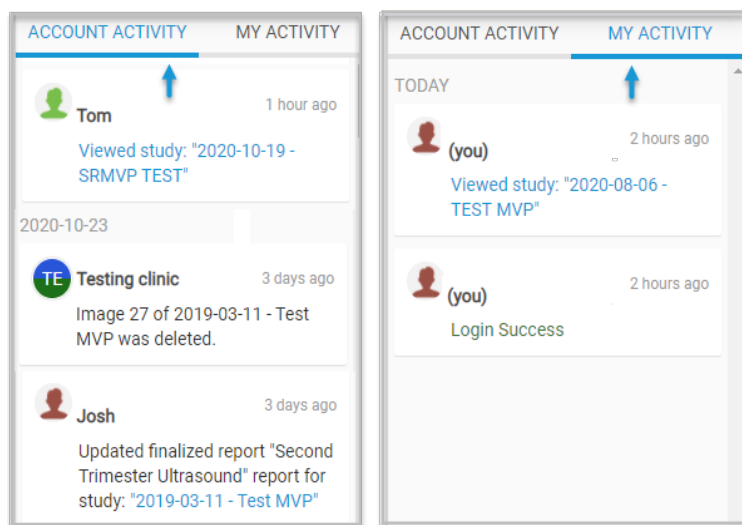
Learn how to use the sleek to new design to continue to view study details, attach files, add labels, change the status of your study, add notes, and access reports.

<https://vimeo.com/478207486>

The  icon on the right side of the screen toggles the side info panel open and closed.

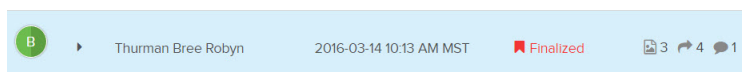
Studies Screen

When the side information panel is opened on the Studies screen and nothing is selected, the panel displays a time-stamped history log of your clinic's activity. This includes when studies were last viewed and shared.



- **Account Activity** tab: Displays a history log that includes all members of your clinic
- **My Activity** tab: Displays a history log of only your actions

Selecting a study changes the content in the side panel. The selected study will be **blue** on your Studies screen:



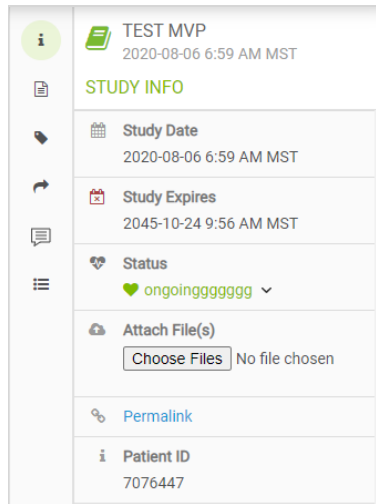
Side Panel Content

Side panel operation is the same on the [Studies screen](#) and [Viewer](#).

The information on the side panel is organized into six tabs:

1) Info Icon


The **Info** tab shows the **date** of the study, when the study **expires**, **patient information** (name, gender, date of birth), **procedure information** (physicians, procedure), and **status** and **size** of the study.



Attaching Files

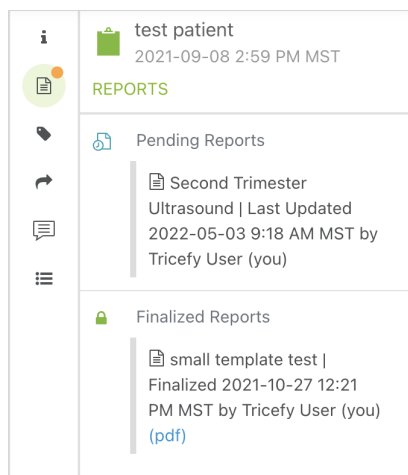
To attach files, such as a report, PDF, or image file, select **Choose Files** (if using **Internet Explorer**, this button reads, **Browse**) and select files from your computer/network

 [Learn more about Attaching Files](#)

- DICOM images (those from an ultrasound system) cannot  be attached - refer to [Adding DICOM to an existing study](#)

2) Reports Icon

The **Reports** tab displays pending or finalized reports associated with the study. This is only available for those using Tricefy reporting. If there is a pending report, an orange badge will appear

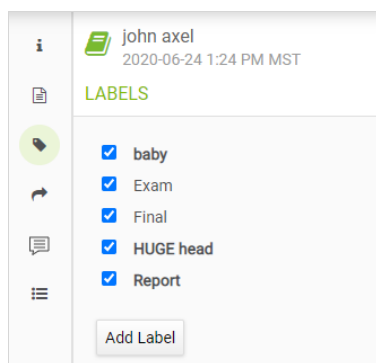


Select a pending or finalized report from the side panel to view the report.

 [Learn more about adaptive reporting](#)

3) Labels Icon

The **Labels** tab displays labels that are applied to the study (or to a file within the study) and provides opportunity to add and remove labels. Labels help filter, sort, and search for studies.



Select the **+** button to add a label. Choose a previously used label or type a new label.

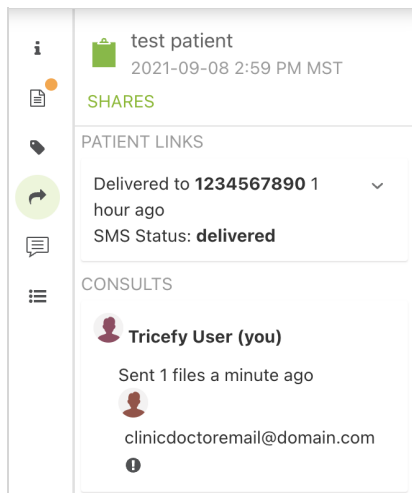
Select **Done Adding Labels** once all labels are applied.

 [Learn more about adding, removing, and modifying labels](#)

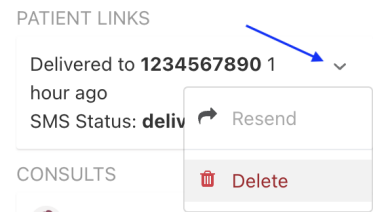
4) Shares Icon



The **Shares** tab displays a log of when and where the study was previously shared:



Studies that were shared with a patient are listed under **Patient Links**. If the patient accidentally deletes images or needs them sent again, resend them by selecting the drop-down arrow. This method will send the same link to the same contact information. There is also an option to **delete** the patient link completely so the link can no longer be used.



- If the link expired or the images need to be sent using different contact information, share the images with the patient again using the [Send to Patient feature](#).

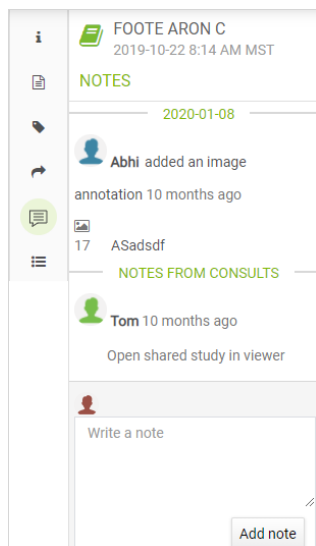
 [Learn more about patient sharing](#)

If the study was sent to a colleague/another doctor, it will be logged under **Consults**. It will let you know when your colleague viewed the study. If they have yet to view the study, it will say, **Unread**.

 [Learn more about sharing with doctors](#)

5) Notes Icon

The Notes tab displays any notes or annotations made within the study.

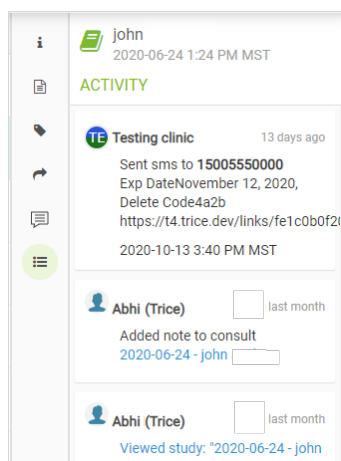


To add a note, type into the text box, followed by **Add Note**.

 [Learn more about annotations](#)

6) Activity Icon

The **Activities** tab displays all activities regarding the selected study.



Activities include patient shares, new or deleted notes, annotations, who viewed the study, when the study was last viewed, updated reports, and finalized reports.

Selecting Multiple Studies

To select multiple studies, hold down the **Shift** key on the keyboard while making selections. When multiple studies are selected, the side panel content shows the following:



All AccountsPatientsStudiesConsultsTemplates

Search

Tricefy

Studies

CompareSend to...+⚙

	Full Name	Study Date	Status	Study Details	Study Created
TE	Dean Gerald	2018-02-21 5:21 PM MST	None		2018-02-21 5:22 PM MST
TE	Dean Gerald	2018-02-21 4:14 PM MST	None	E3 1 📷 1	2018-02-21 4:14 PM MST
TE	Anonymous	2018-02-21 1:05 PM MST	🟢 Ongoing	E3 2 📷 1	2018-02-21 1:05 PM MST

Patient Name	Study Date & Time	Files	Size
Dean Gerald	2018-02-21 5:21 PM MST	0 of 0	0 B
Dean Gerald	2018-02-21 4:14 PM MST	1 of 1	87 KB
Anonymous	2018-02-21 1:05 PM MST	2 of 2	173.99 KB
	Total		260.99 KB

➡ CompareClear Selection

Selecting **Compare** will open all studies, side by side, in the [Viewer](#).

Instructions for Comparing Studies