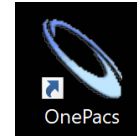# TAUC OnePacs User Instructions - Clinical Staff

Launching OnePacs

- To launch OnePacs, locate the OnePacs icon on your desktop background.
- Double-click the icon to open https://my.onepacs.com.
- Enter your User Id and Password.
- Click Login.

Customizing Your Worklist

- To customize the worklist to your preference:
  - Select your preferred search criteria (e.g. Patient ID) in the Search toolbar.
  - Hover over the column headers to select the columns you would like to be present.
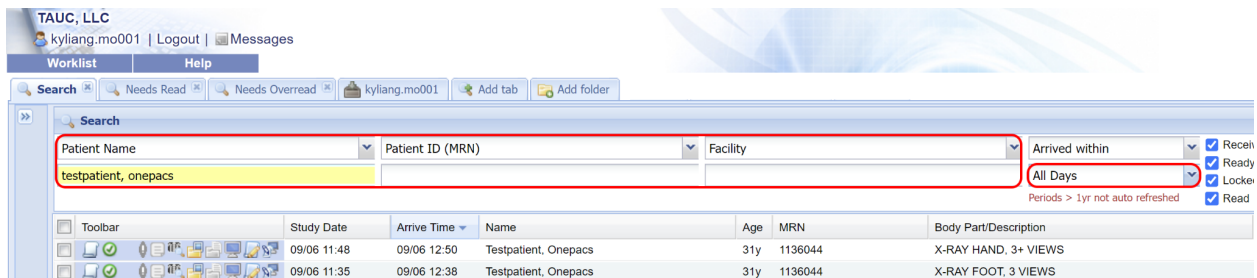 - Rearrange the columns by dragging and dropping.
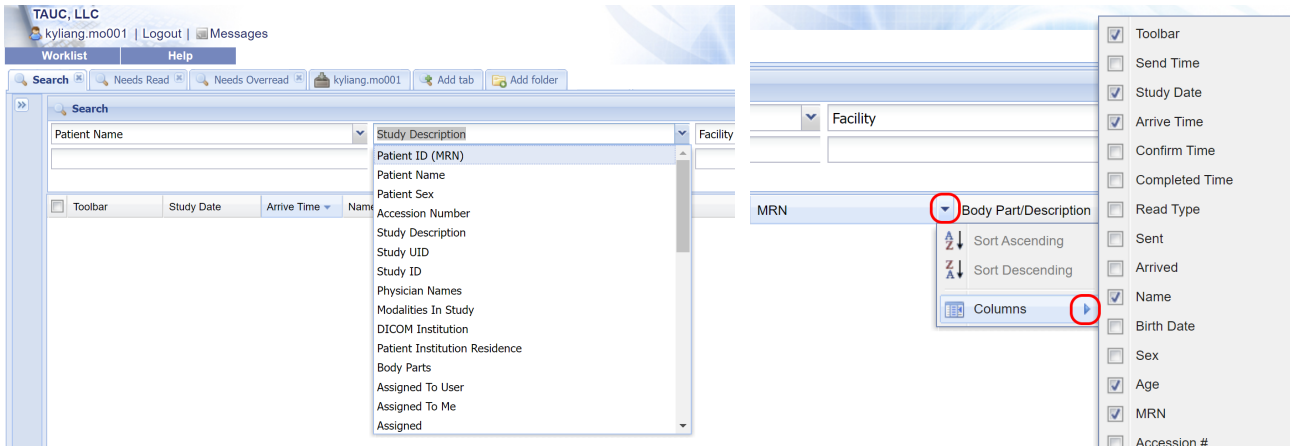
- To save your customization:
  - Click on "Layout" in the bottom toolbar.
 - Save worklist layout.
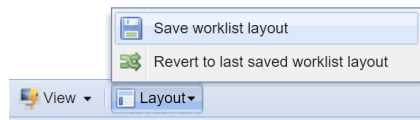
Searching for Studies

- To search for a patient's studies, enter the patient's name or PID into the Search toolbar.
- It may be necessary to change the search time frame to "All Days" to locate historical studies.
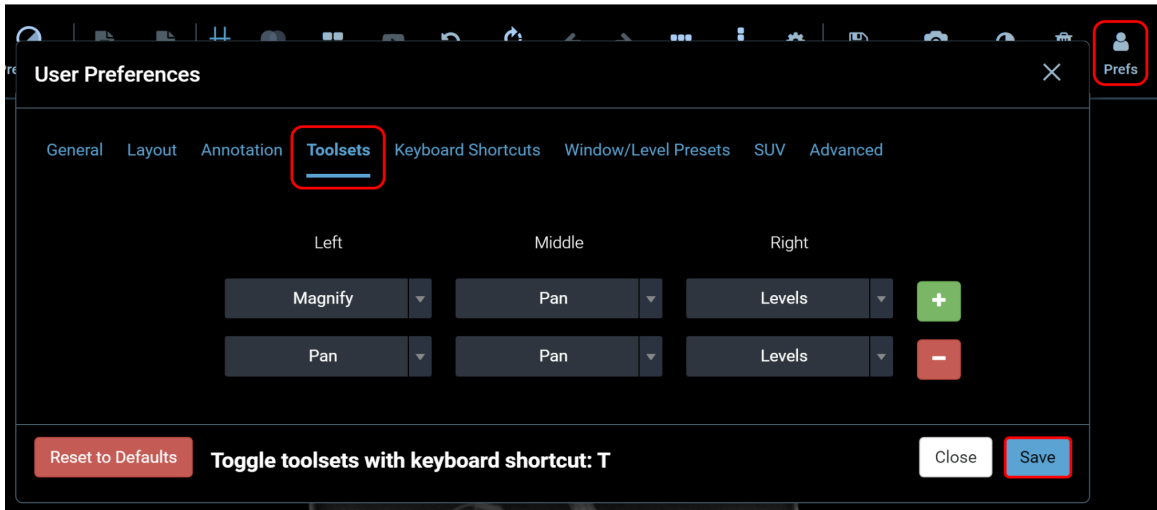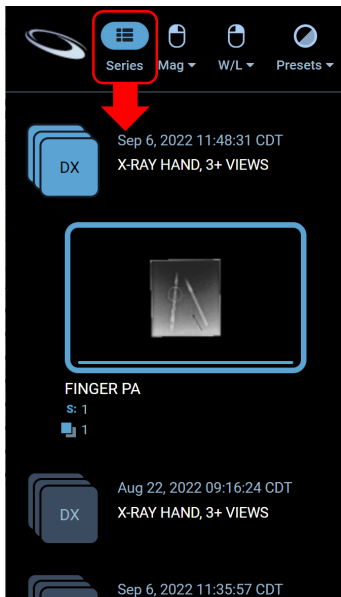
Viewing Studies

- To view a study, double-click on the study in the worklist.

- To access additional tools such as annotations, click on the left mouse icon.
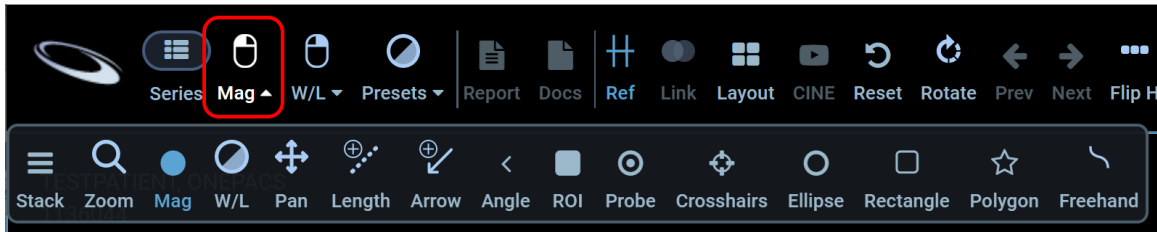
- To customize your default mouse buttons:
  - Click on Prefs.
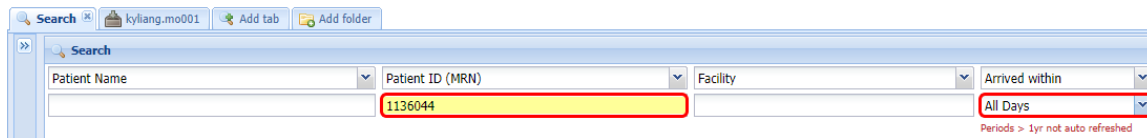 - Select Toolsets.
  - Click on Save.

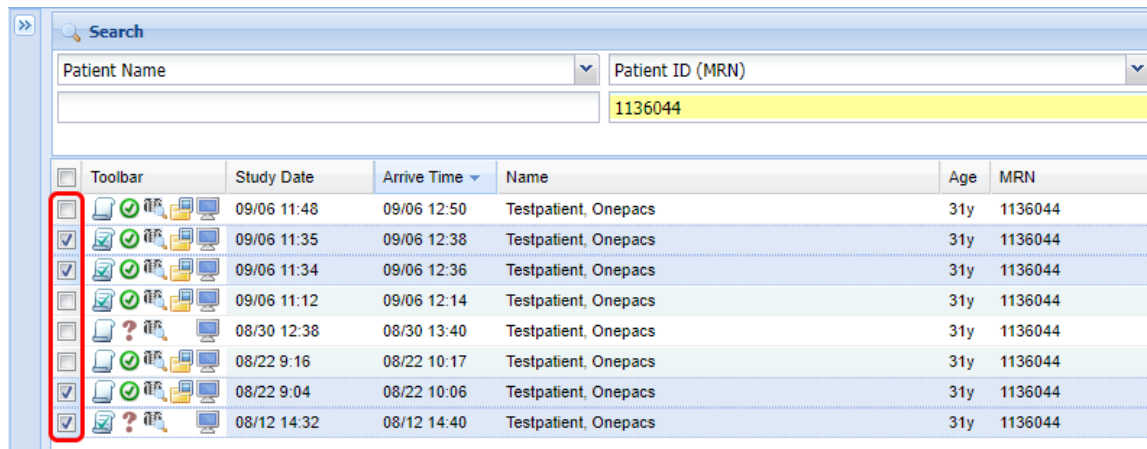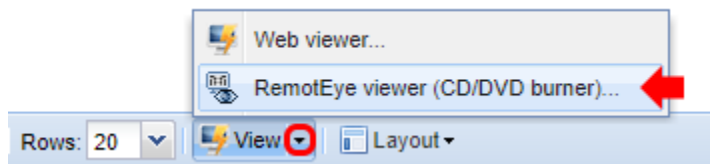- To view prior studies, click on Series.

Burning CDs

- To burn a CD, search by the patient's name or PID.
  - Set the search time frame to "All Days" if you will be including past studies.


- Checkmark the studies that you would like to burn.

- Click on the small arrow next to "View" in the bottom toolbar to expand its options.
- Select RemoteEye viewer (CD/DVD burner)...

- You may be prompted to open **NeoLogica RIA Helper** or **RemoteEye Viewer**.
  - Open or Run only the applications listed above.
  - To prevent this pop-up when you use this workstation in the future, check "Always allow..."
  - ⚠️ As a reminder, please be cautious when you encounter these types of prompts. Do not execute any program unless it is (1) a program approved by IT and (2) opened by you.
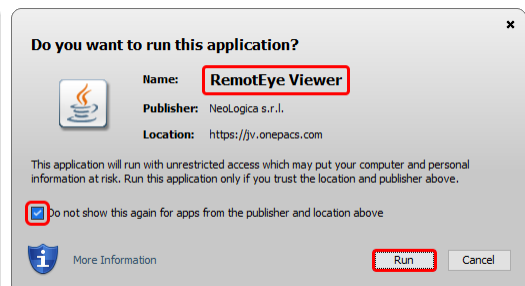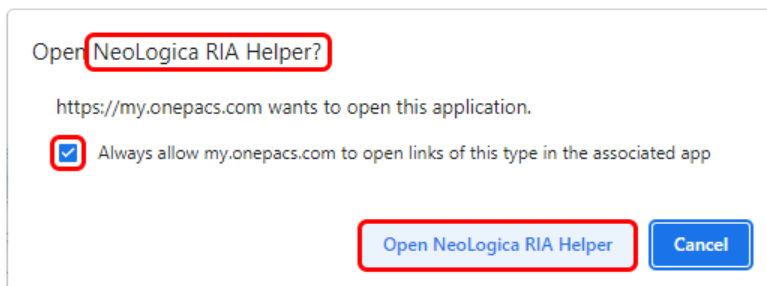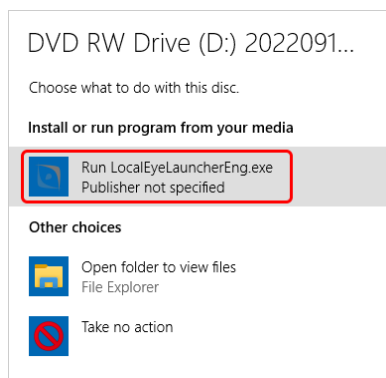
- Once RemoteEye Viewer has launched,
  - Click on the Save / Export 👁 icon.
  - Select Burn CD/DVD locally…
  - Select Burn current patient to local
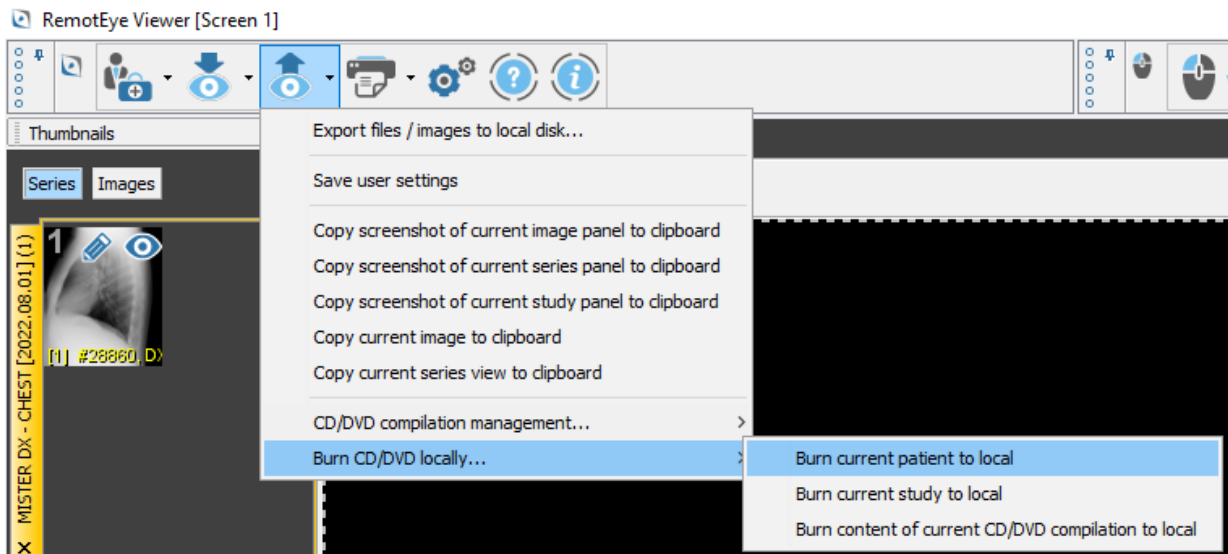
- Select Burn CD/DVD.
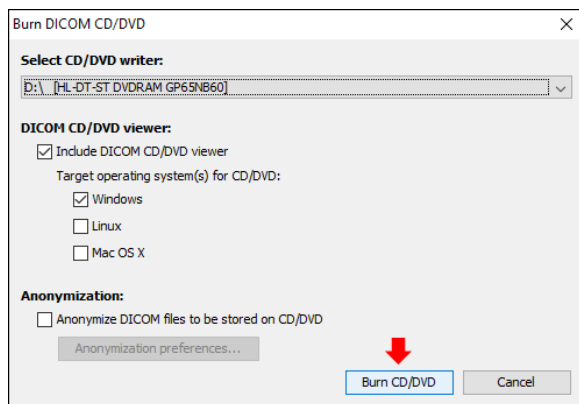
- The CD will automatically eject when it has finished burning.
- Verify the contents of the disc by re-closing the disc drive with the CD still inserted.
- When the AutoPlay window appears, click on Run LocalEyeLauncherEng.exe.

- Confirm the correct studies for the correct patient are on the CD.

Sharing Studies Electronically

- In addition to burning CDs, studies can also be emailed to patients.
  - ⚠️ It is currently not possible to share multiple studies via a single link.
    If a patient has multiple studies, the following steps must be repeated for each study.
- Right-click on the study to be shared.
- Select Share.
- Create Case Link™.

- In the "Create Case Link™" pop-up:
  - Check the Security checkbox to require a password for access.
  - Use the first three letters of the patient's last name followed by their zip code, e.g. Noo63102 (case sensitive), as the password.
  - Enter the patient's email address.
    - It's typically best to copy and paste from DocuTAP's Patient Demographics window to avoid typographical errors.
  - Uncheck "Copy myself."
  - Click Create.

Workflow Notes

- Burning CDs:
  - The providers will continue to bubble the advice **"Lab and Xray - Xray sent w/ pt"** to alert the team of the need to burn a CD.
    - This bubble will continue to appear as "Original xrays sent with patient."

- Sharing Studies:
  - The providers will bubble the new advice **"Lab and Xray - Xray emailed to pt"** to alert the team of the need to share studies electronically.
    - This bubble will read, "Your imaging studies have been emailed to you. The link will expire in two weeks, and the password is the first three letters of your last name followed by your zip code, e.g. Noo63102 (case sensitive)."