

# **Exa® PACS/RIS**

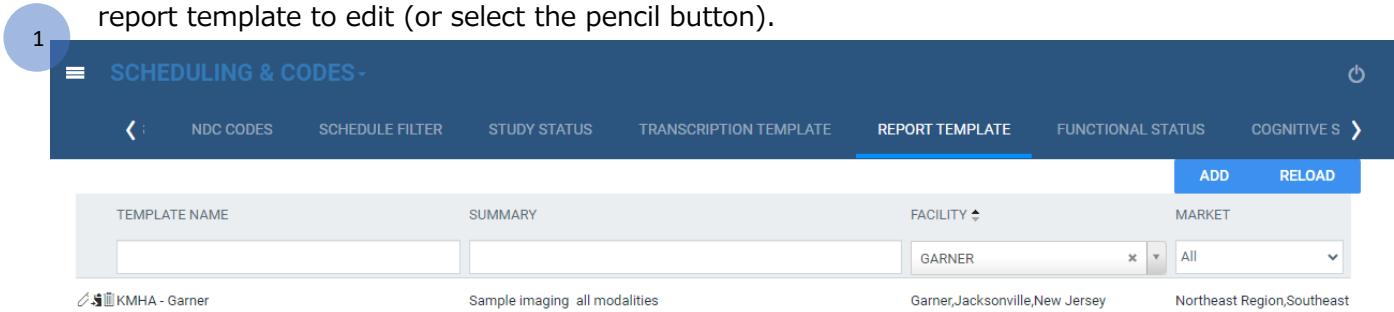
## **Feature Summary**

**Add Key Images to Report Templates**

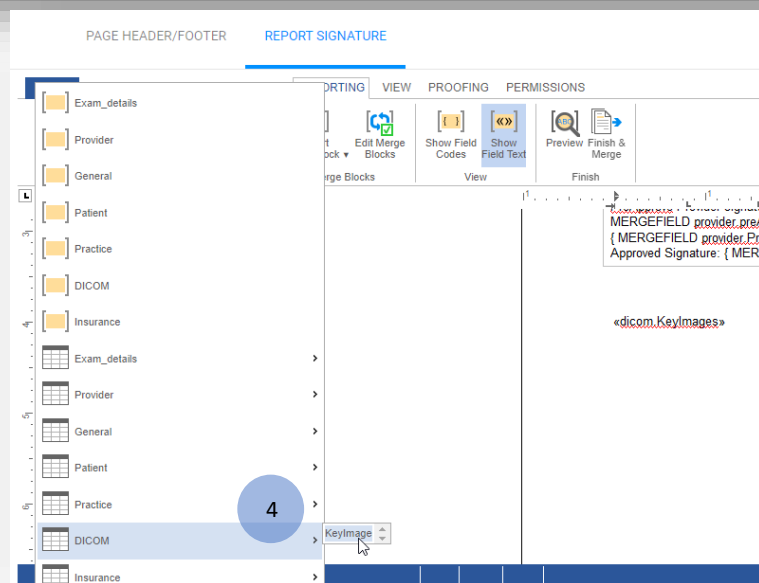
You can mark images as *key images* that are crucial for diagnosis, surgical planning, or follow-up evaluations. Key images can be quickly opened within a patient’s study to save time when reviewing cases. Key images can also be added as thumbnails on reports. Key images can also be added as thumbnails on reports.

## ADD KEY IMAGES TO A REPORT TEMPLATE

1. Go to **SETUP → SCHEDULING & CODES → REPORT TEMPLATE**, and then double-click the report template to edit (or select the pencil button).

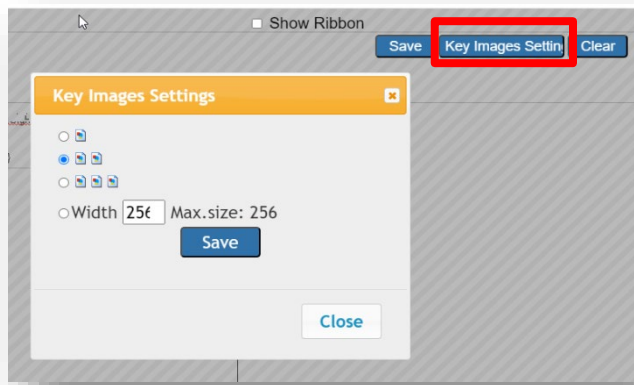


2. Select the **REPORT SIGNATURE** sub-tab.
3. Select the **REPORTING** sub-tab.
4. Insert the **DICOM → Key Image** merge field.



## Key images settings

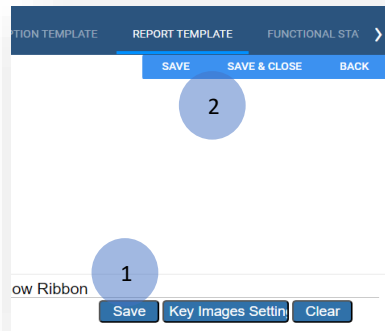
You can configure how key images appear in the report by clicking the **Key Images Settings** button.



## Save the report template

There are two SAVE buttons to save modifications to the report template.

1. Select **Save** in the word processing tools.
2. Select **SAVE** or **SAVE & CLOSE** in the report template section.



## Delete a merge field

To delete a merge field from a report template:

1. Select the merge field in the word processing tool.
2. Select **Delete Field** in the **REPORTING** sub-tab.

