REPORTER

Operator's Manual and Installation
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1 Preface

Explanation

With GALAXIS and GALILEOS Implant Version 1.7 and higher, diagnostic findings can be stored three-dimensionally in created volumes. REPORTER enables these findings to be combined in a report.

- Here the diagnostic findings are automatically displayed in slices oriented to the relevant findings.

User interface

The page preview of the report is located in the center of the REPORTER dialog box.

The page preview corresponds to the view when the page is later saved as a PDF file.

Report (structure)

A report consists of the following pages:

- Overview pages
  The overview pages are optimized for hardcopy (black on white).
  In the overview pages, each integrated diagnostic finding is listed with the following content:
  - Report text
  - Preview image
  - Reference to the corresponding report page

- Report pages
  A report page with slice display is shown for each integrated diagnostic finding.
  - The diagnostic findings can be integrated both automatically and manually.
  - The slice display is created from findings-oriented templates. It is possible to change the selection of these templates.
  - The report pages can be configured for a paper printer or a DICOM printer (film printer).
2 Operation

2.1 Starting REPORTER

"Findings" area

Prerequisites

- GALAXIS or GALILEOS Implant Version 1.7 or higher
- GALAXIS or GALILEOS Implant findings must be available

Call method

1. Start the GALAXIS or GALILEOS Implant application.
2. In the "Findings" area, click on the "Generate report" icon.

REPORTER starts.

A license dialog box appears if the license number is missing.

License dialog box

Users can enter their license keys in the license dialog box in order to activate REPORTER.

Users without a license key may start REPORTER 200 times. After 200 startups, REPORTER can only be started by entering a valid license key.

2.2 Activating the online help

➢ Click the [F1] button.

➢ The online help window opens.
2.3 User interface

A Page preview of the report

The page preview corresponds to the view when the page is later saved as a PDF file.

The page preview is subdivided into the following areas:

- A1 Findings area
- A2 Frame including header and footer

B List of diagnostic findings (see section entitled "Creating and modifying a report manually")

C Page navigation

D Start button for automatic report creation (see section entitled "Creating a report automatically" [→ 8])

E Optional formatting of individual report and overview pages (see section entitled "Creating and modifying a report manually")

F Creation and deletion of individual report pages (see section entitled "Creating and modifying a report manually")

G Further processing (see section entitled "Further processing" [→ 12])

H Configuration (see section entitled "Configuration" [→ 13])

I Closing the program (see section entitled "Quitting REPORTER" [→ 15])

2.4 Creating a report

Explanation

Once REPORTER has started, a blank report page is displayed on the page preview.
All diagnostic findings in the active volume are displayed on the left in the list of diagnostic findings.

Creating a report
There are two ways to include the diagnostic findings in a report:
- Automatic report creation (see section entitled "Creating a report automatically" [→ 8])
  This method is recommended when several diagnostic findings need to be integrated in a report.
- Manual report creation (see section entitled "Creating and modifying a report manually")
  This method is recommended when just one diagnostic finding needs to be integrated in a report.

Fitting
An existing report can be modified at a later date (see section entitled "Creating and modifying a report manually").

2.5 Sorting the diagnostic findings list

Explanation
Diagnostic findings can be sorted within the list by means of drag and drop.

Drag and drop
With "drag and drop" objects are selected directly with the mouse pointer, then dragged and dropped into a target area.
To do this, the relevant object must be highlighted and dragged into the target area by holding down the left mouse button.
The left mouse button is then released in the target area.

2.6 Full frame view

Full frame
1. Navigate to the desired report page.
2. Position the mouse pointer in the findings area.
   - The diagnostic finding is surrounded by a colored border.
   - A control dialog box opens.
3. Double-click the left mouse button to confirm this (the mouse pointer must not be on the control dialog box).
   - Full frame view is activated.

Reset
1. Position the mouse pointer within the report page shown.
2. Double-click the left mouse button to confirm this.
2.7 Creating a report automatically

1. Press the "AUTO" button.
   - The "Automatic generation" dialog box is displayed.
   - All diagnostic findings in the list are displayed in the dialog box.
   - Individual diagnostic findings can be excluded from the report being created by clearing the check box.

2. Press the "Generate report" button.
   - The report is created.

2.8 Creating and modifying a report manually

2.8.1 Overview

If you do not wish to use the automatically generated report or subsequently modify it, the following options are available:
- Changing the report title [→ 8].
- Entering diagnostic findings manually [→ 8]
- Inserting blank report pages [→ 9]
- Deleting individual diagnostic findings from the report [→ 9]
- Deleting a report page [→ 8]
- Altering the output format of report and overview pages [→ 9]
- Altering the number of diagnostic findings per report page [→ 10]

2.8.2 Changing the report title

1. Navigate to the desired report page.
2. Move the mouse pointer to the header of the page preview.
   - The header of the diagnostic finding is highlighted with a colored border.
   - A change dialog box opens.
3. Enter the required report title in the "Report title" text box.
4. Press the "OK" button.
   - The report title has been changed.

2.8.3 Entering diagnostic findings manually

Explanation

Diagnostic findings can simply be moved from the list to a report page using "drag and drop".

There are two options here:
- Version 1
  You can move the relevant diagnostic finding to a blank findings area.
If there are no blank report pages available, it is possible to insert an additional report page (see section entitled "Inserting blank report pages" [→ 9]).

- Version 2
  You can overwrite an existing diagnostic finding.

Drag and drop

With "drag and drop" objects are selected directly with the mouse pointer, then dragged and dropped into a target area.

To do this, the relevant object must be highlighted and dragged into the target area by holding down the left mouse button.

The left mouse button is then released in the target area.

2.8.4 Inserting blank report pages

➢ Click the "New report page" button.

✎ A new blank report page is created.

2.8.5 Deleting individual findings from the report

1. Navigate to the desired report page.

2. Move the mouse pointer to the center of the findings area.

✎ The diagnostic finding is surrounded by a colored border.

✎ A control dialog box opens.

3. Press the "Delete" button.

✎ The diagnostic finding is deleted from the report page. The findings area is colored white.

✎ The report page is now blank and can again be linked to a diagnostic finding.

2.8.6 Deleting a report page

1. Browse to the report page you wish to delete.

2. Click the "Delete report page" button.

✎ The report page is deleted.

2.8.7 Altering the output format of report and overview pages

Explanation

It is possible to subsequently change the output format settings made during configuration for each individual report and overview page.

Making changes

1. Navigate to the desired page.
2. Click the "Format" button.  
   A selection window showing the available formats appears.

3. Select the desired format.  
   The selected format is applied.

### 2.8.8 Altering the number of diagnostic findings per report page

**Explanation**

If the output format is large enough, several diagnostic findings can be displayed on a report page.

**NOTICE**

This will not work if the output format is too small.

**Making changes**

1. Navigate to the desired page.
2. Click the "Layout" button.  
   A selection window showing the available subdivisions appears.

3. Select the desired subdivision.  
   The selected subdivision is applied.

### 2.8.9 Changing templates

**Making changes**

1. Navigate to the desired report page.
2. Position the mouse pointer in the center of the findings area.
   - The diagnostic finding is surrounded by a colored border.
   - A control dialog box opens.
   - In the control dialog box, the current template is displayed on an expandable button.

3. Click on the expandable button.
   - The list of templates opens.

4. Select the desired template.
   - The selected template is applied to the relevant diagnostic finding.

### 2.8.10 Adjusting the slice image

**Explanation**

The way in which slices are displayed can be changed for each diagnostic finding.

In doing so, the following settings can be made:

- Slice thickness
- Slice distance
- Number of rows displayed
- Number of columns displayed

The greater the slice distance, the greater the area displayed.

With the slice thickness the user can set the extent to which the area will be covered. The smaller the slice thickness, the sharper the image. The area that is not covered, however, expands.

**Call method**

1. Navigate to the desired report page.
2. Move the mouse pointer to the center of the report page.
   - The diagnostic finding is surrounded by a colored border.
   - A control dialog box opens.
3. Press the "Slice thickness and distance" button.
2.9 Further processing

2.9.1 Explanation

Once a report is created, there are various options for further processing:

- The report can be saved as a PDF file.
- The report can be stored as an examination in SIDEXIS XG. Here, a page is created for each diagnostic finding (multi-page examination - new for SIDEXIS XG Version 2.5 and higher).
- The report can be printed via SIDEXIS XG. The report is transferred to SIDEXIS XG as an examination, printed out and deleted again.

The list of templates opens.

**Altering diagnostic findings**

- **Slice distance**: Change the numerical value in the "Slice distance" field.
- **Slice thickness**: Change the numerical value in the "Slice thickness" field.
- **Number of rows displayed**: Change the numerical value in the "Rows" field.
- **Number of columns displayed**: Change the numerical value in the "Columns" field.

**Linking slice settings**

- Activate the "100% coverage" check box.

**Preview**

- Press the "Preview" button.
2.9.2 Storing a report in SIDEXIS XG
➢ Press the "Save to SIDEXIS" button.
△ A multi-page examination from the report is generated in SIDEXIS XG (see section entitled "Working with SIDEXIS XG" [→ 16]).

2.9.3 Saving a report as a PDF

NOTICE
PDF documents are not suitable for diagnosis and are therefore not approved!

1. Press the "Save as PDF" button.
△ A save dialog box opens.
2. Specify the storage path and file name.
3. Press the "Save" button.
△ The PDF file is generated and opened.

2.9.4 Printing a report

1. Press the "Print" button.
△ A multi-page examination from the report is generated in SIDEXIS XG.
△ The SIDEXIS XG print dialog box opens.
2. The print settings can be changed if necessary.
3. Press the "OK" button.
△ The report is printed.
△ The multi-page examination is deleted in SIDEXIS XG.

2.10 Configuration

Explanation
The automatic creation of a report is configured in the "Settings" dialog box.
It is possible to make subsequent manual changes on individual pages (see section entitled "Creating and modifying a report manually").
Command

➢ Press the “Settings…” button (bottom left).
➢ The “Settings” dialog box then opens.

"Overview page” area
The size of the overview page can be set here:

● DIN A4
● Letter

"Report page” area
The size of the report pages can be set here:
If the size allows it, the number of diagnostic findings per page can also be set:

● DIN A4
● Letter
● 10x8
● 11x14
● 12x10
● 14x17

"Workspaces” area
Here, a template can be assigned to each GALAXIS/GALILEOS Implant work space. For each diagnostic finding, the work space that was active at the time the GALAXIS/GALILEOS Implant was applied is stored.
The assigned template is used when adding a diagnostic finding to the report.

"Options” area

● “Generate overview pages” check box
The creation of overview pages is deactivated by clearing the "Generate overview pages" check box.

- "Force white background" check box
  
  The report pages optimized for DICOM printers are given a white background when the "Force white background" check box is selected.
  
  This saves printing costs when printing out on a Windows printer.

"OK" button

The settings made are applied by pressing the "OK" button.

"Cancel" button

The settings made are discarded by pressing the "Cancel" button.

2.11 Quitting REPORTER

➢ Press the "Close" button.
3 Working with SIDEXIS XG (multi-page examinations)

Explanation
If a report consisting of several diagnostic findings is transferred to SIDEXIS XG using the "Save to SIDEXIS" function, a multi-page examination is created.

A page is created for each diagnostic finding in a report in the case of a multi-page examination.

Display
In addition to the name of the examination, the current page and total number of available pages (slash separated) are displayed on the examination tab.

3.1 Navigation
It is possible to navigate through the multi-page examinations via a context menu.

Displaying the context menu
1. Place the mouse pointer on the tab of the current examination.
2. Press the right mouse button.
   - A context menu is displayed.

Menu commands
The following menu commands can be selected:
- "Next page" menu command
  - The next page is displayed.
- "Previous Page" menu command
  - The previous page is displayed.
- "Rename" menu command
  - The examination can be renamed.
- "Close" menu command
  - The current examination is closed.

3.2 Export
When exporting the examination only the current page is exported.
To export reports we recommend the PDF Export in REPORTER.
4 Installation

4.1 Scope of supply

The REPORTER software installation program can be found on the REPORTER CD.

4.2 Prerequisites

Software

- SIDEXIS XG Version 2.5 or higher must be installed.
- GALAXIS Version 1.7 or higher must be installed.

4.3 Starting the installation CD

Important information

The following should be noted prior to installation:

- The login of multiple users is not permissible.
- The user who performs the installation must have administrator rights.
- Any other programs which may be running must be closed.

Starting the installation

The REPORTER CD usually starts automatically after it is inserted in the drive. If this is not the case, you can start the setup routine manually by executing the Autorun.exe file in the root directory of the CD.

Installation language

The installation program checks the language version of the installed operating system and automatically switches to one of the possible installation languages. This does not necessarily have to be the language in which the REPORTER software is to be installed.

If the language version of the operating system is not available as an installation language, English will automatically be used as the installation language. This can be changed manually by clicking the desired language in the bar at the bottom of the start screen.
4.4 Starting the installation

1. Click on the “REPORTER Installation” button.
   - If the .Net Framework 3.5 is not yet installed, you will be prompted at this time to install it. To do this, follow the on-screen installation instructions.
   - If necessary, you will be prompted to restart the system after the Framework installation. After you have restarted the computer, restart the REPORTER installation.
   - The REPORTER setup dialog box opens.

2. Read through the license agreement.

3. If you agree with the license conditions, activate the “I accept the terms in the Licence Agreement” check box.

4. Click on the “Install” button.
   - A license dialog box is displayed. The license number can be entered here.

5. Select the required option button.

6. Click on the “Next” button.
   - REPORTER is installed.
   - Once REPORTER has been successfully installed, a final dialog box appears.

7. Click on the “Finish” button.
   - The REPORTER software is now installed.
We reserve the right to make any alterations which may be required due to technical improvements.