


Templates and macros are created in Report Editor or by selecting *Edit Templates and Macros* from the Radiologist menu.

When creating a macro or template in Report Editor, the following assignments will be made:

Practice

Procedures (current study)


Users (will set current user as System Owner)

 **Note** that when creating a macro or template from the *Edit Templates and Macros* feature on the Radiologist menu, the above assignments must be made. If these are not selected, Templates and Macros will be assigned globally (available for all procedures and all users).


### Creating a macro

#### *From Report Editor*

1. Select text in report editor.
2. Right-click and select Create Macro From.

 **Note** that creation is also possible by selecting the plus sign (+) in the Macro Browser panel, but macro text will have to be entered.

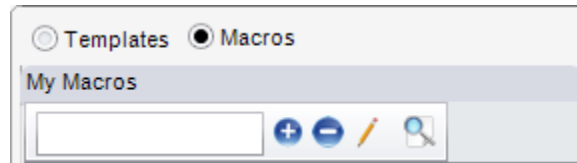
3. Enter name and description (required). Name can be used in conjunction with the Insert Macro dictation command. Name should be entered in lowercase letters to assist in recognition.
4. Practice, Procedure, and User will be auto-assigned based on current study. User will be assigned as System Owner.
5. To add Users or Procedures, right-click in the panel and select Edit. Select additional Users or Procedures in the Unassigned (left) column, select the right arrow to push to Assigned (right) column, and select OK to save.
6. Select the Fields tab to add fields to the macro. See Creating Templates and Macro Fields for additional information.


 **Note** that you can insert an existing macro from the Insert Macro tab.

7. Select Save.

*From the Radiologist Menu (Edit Templates and Macro)*

1. Select Edit Templates and Macros from the Radiologist menu.
2. Select Macros.

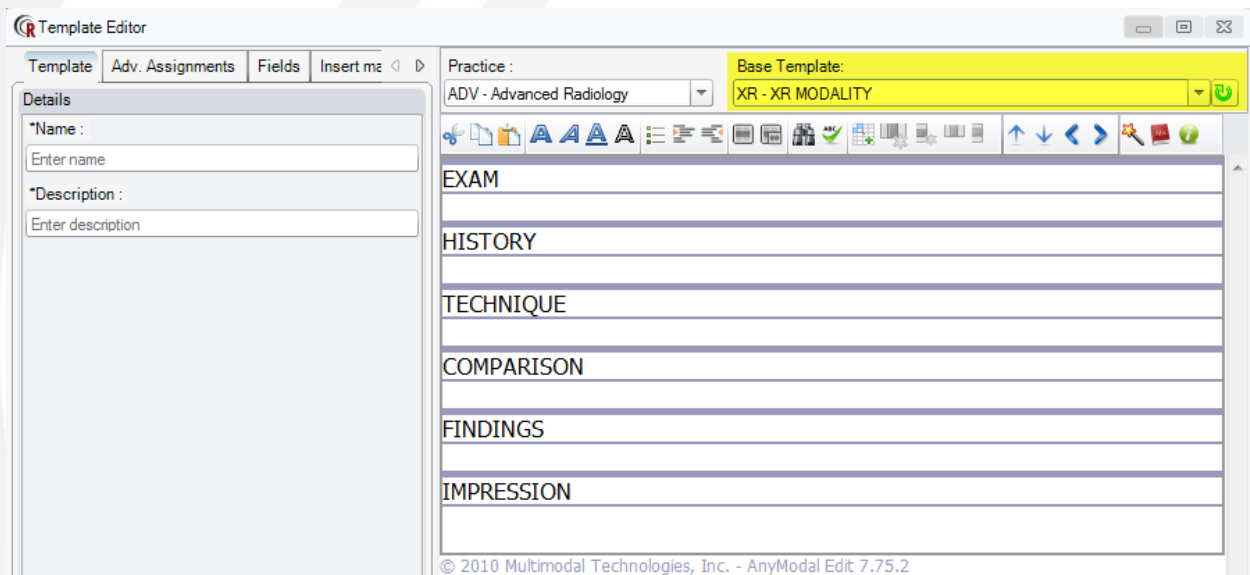


3. Select the Plus sign (+).
  4. Enter macro text.
  5. Enter the name and description (required). Name can be used in conjunction with the Insert Macro dictation command. Name should be entered in lowercase letters to assist in recognition.
  6. Practice, Procedure, and User must be assigned. If not assigned, the macro will be available for all Procedures and all Users.
  7. Right-click in the Procedures panel and select Edit. Select Procedures in the Unassigned (left) column and select the right arrow to push to the Assigned (right) column. Select OK to save.
  8. Right-click in the Users panel and select Edit. Select Users in the Unassigned (left) column and select the right arrow to push to the Assigned (right) column. Select OK to save. Once the user is assigned, right-click that User to set as System Owner.
-  **Note** that you can insert an existing macro from the Insert Macro tab.
9. Select Save.

### Creating templates

#### From Report Editor

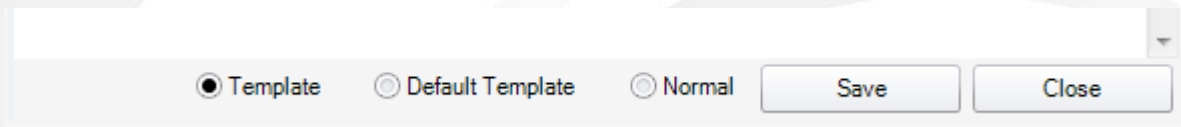
1. Select only the Findings and Impression sections and text within Report Editor.
2. Right-click and select Copy.
3. Select the Plus sign (+) in the Template Browser panel.
4. Before pasting template text, select a Base Template based on modality. If creating a template with multiple findings and impression sections, it is necessary to select the appropriate multiple section base template.





5. Delete the Base Template text.
6. Select the Insert Macro tab and insert macro labeled “zSTARTER TEMPLATE MACRO.” This will insert Sections and navigational fields into the template.

Name	Description
<b>Macros</b>	
zSTARTER TEMPLATE MACRO	zUSE TO CREAT

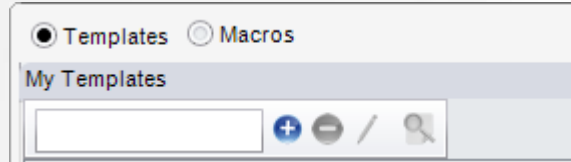
7. Go to the bottom of the template and paste copied text from Report Editor by right-clicking and selecting Paste (or entering Ctrl-V on keyboard). Delete duplicate Findings and Impression sections.
8. The default assignment of the template will be “Template” which will fall under the Variant list in Report Editor. Assign as “Default” for the template to be the presenting template. Assign as “Normal” to make it available under the Normal radio button in Report Editor.



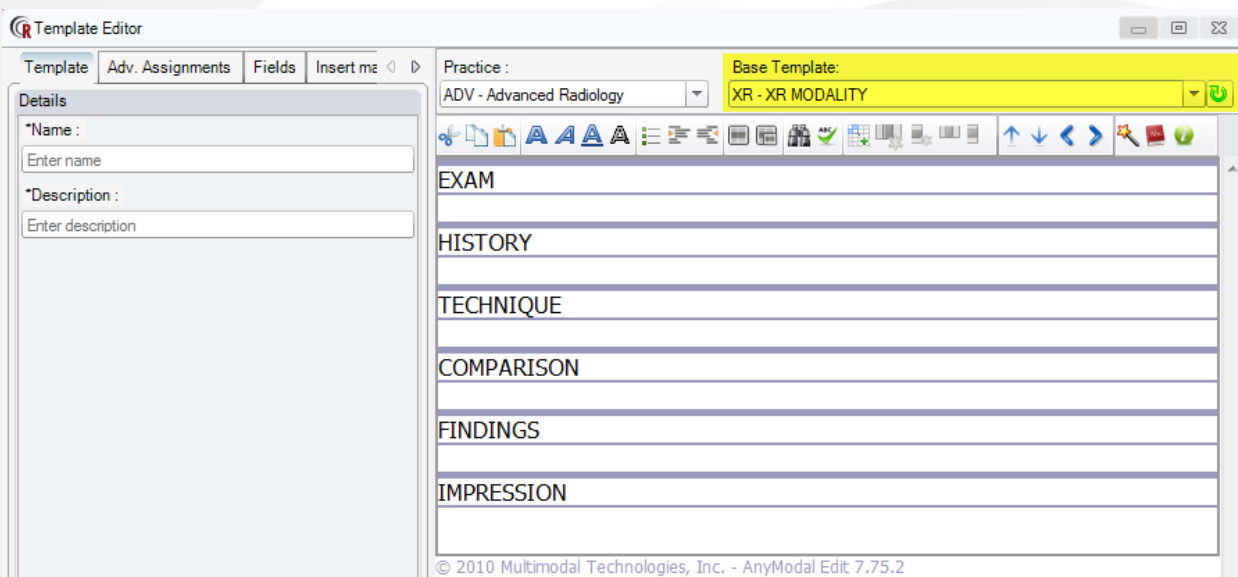
-  **Note** that a radiologist-specific default template will present as default over a globally-assigned default template.
9. Enter a name and description (required).
  10. Practice, Procedure, and User will be auto-assigned based on the current study. User will be assigned as System Owner.
  11. To add Users or Procedures, right-click in the panel and select Edit. Select additional Users or Procedures in the Unassigned (left) column, select the right arrow to push to the Assigned (right) column, and select OK to save.
  12. Select the Fields tab to add fields to macro. See Creating Template and Macro Fields for additional information.
-  **Note** that you may insert an existing macro from the Insert Macro tab.
13. Select Save.

### *From Radiologist menu (Edit Templates and Macro)*

1. Select Edit Templates and Macros from the Radiologist menu.
2. Select Templates.



3. Select Plus sign (+).
4. Select a Base Template based on modality. Delete the Base Template text.

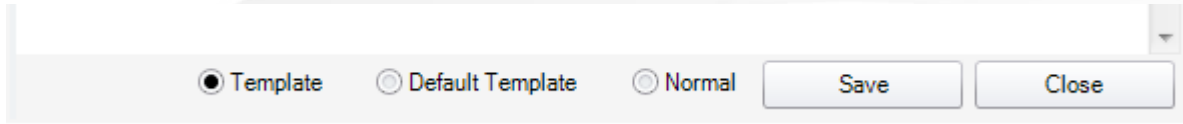



5. Select Insert Macro tab and insert macro labeled “zSTARTER TEMPLATE MACRO.” This will insert sections and navigational fields into the template.

Name	Description
<b>Macros</b>	
zSTARTER TEMPLATE MACRO	zUSE TO CREAT

6. Add template text.
7. Default assignment of template will be “Template” which will fall under the Variant list in Report Editor. Assign as “Default” for template to be presenting template. Assign as “Normal” to make it available under the Normal radio button in Report Editor.

**Note** that a radiologist-specific default template will take precedence over a globally-assigned default template.



8. Enter name and description (required).
  9. Practice, Procedure, and User must be assigned. If not assigned, template will be available for all Procedures and all Users.
  10. To add Users or Procedures, right-click in the panel and select Edit. Select additional Users or Procedures in Unassigned (left) column, select right arrow to push to Assigned (right) column, and select OK to save.
  11. Select Fields tab to add fields to macro. See the *Creating Fields* section for additional information.
-  **Note** that you may insert an existing macro from the Insert Macro tab.
12. Select Save.

### Editing Templates and Macros

Select the Pencil icon to edit a Template or Macro.



Select the Minus sign to delete a Template or Macro.



### Creating Fields

1. Select the Fields tab to add fields to a template or macro.
2. Select the Plus sign (+).
3. Enter Name.
4. If adding default text, enter that in the Default text box.
5. Select field under Available list.
6. Verify cursor position is in proper location in text box.
7. Select Insert button to insert field in template. To make a field required, maintain the left and right field brackets. To make a field optional, remove the right field bracket.

