




IMPAX 6.5.1 Quick Reference: Administration Tools



Logging into the IMPAX Administration Tools

1. On the server where the Administration Tools are installed, select **Start > All Programs > IMPAX Administration Tools > Administration Tools.**
or
To connect remotely, launch a browser. In the Address field, type **http://server_name/service.**
2. Select the Domain to connect to.
3. Type the user ID and password.
4. Press **Enter** or click **Login.** 

Finding studies using the Administration Tools



1. On the Daily tab, click **Study Manager.** 
2. Select one or more search criteria: Location, Modality, Study Date, Study Status, and so on.
3. Click **Refresh.** 
4. View the results in the results list.

Retrieving studies



1. On the Daily tab, click **Study Manager.** 
2. Find the studies to retrieve.
3. From the results list, select the study to retrieve.
4. Click **Retrieve.** 

Transmitting studies to stations



1. On the Daily tab, click **Study Manager.** 

2. Find the studies to transmit.
3. From the results list, select the study to transmit.
4. Click **Transmit.** 
5. In the dialog, select the station to transmit the study to.
6. Click **Transmit.** 



Viewing the status of jobs in the system

1. On the Daily tab, click **Job Manager.** 
2. From the Work Queues list, select the queue to view jobs requests for.
To view all job requests for the system, select **All Queues.**
3. To filter the request by destination, from the Destination list, type or select the station to filter on.
4. To filter the request by identifier, in the Identifier field, type the appropriate alphanumeric string. You can include wildcards.
5. If you have filtered the view, update the list by selecting the **Automatically Refresh List** checkbox or clicking **Refresh Query.** 



Setting job priorities

1. On the Daily tab, click **Job Manager.** 
2. From the queues list, select **All Queues.**
3. Select the job that is urgent, or more urgent than the other jobs.
4. Click **Increase priority.** 

Sending a job immediately





1. On the Daily tab, click **Job Manager.** 
2. Select the job that must be sent immediately.
3. Click **Expedite Selected Job(s).** 

Deleting jobs from a queue


1. On the Daily tab, click **Job Manager.** 
2. Select the queue to remove jobs from.
3. From the list, select the jobs to delete.
4. Click **Delete Job(s).** 

List of job queue statuses

When halting or restarting the job queue, the following statuses may be observed.





Flag	Status	What is happening
	Running	The queue is running normally.
	Halt in Progress	The queue is halted. Jobs in progress are sent on to devices. New jobs remain in queue.
	Halted	The queue is halted. Jobs are accepted, but not transmitted.
	Stalled	The queue is stalled. Jobs are accepted, but not transmitted.

Halting job queues



1. On the Daily tab, click **Job Manager.** 
2. From the queues list, select the queue to halt.

- Click **Halt Queue.** 




Creating cache volumes

- On the Daily tab, click **Cache Manager.** 
- Click **New Cache Volume.** 
- In the Add Volume dialog, select the Volume Type to create: **Image Cache** or **Web Cache.**
- From the Station list, select the station to set up the cache on.
- In the Path field, type the path for the new cache volume.
- Click **Add.**
- In the Warning dialog, verify that the path is correct and click **Yes.**
- To select the cache volume to fill with images first, select the volume in the list and click **Increase Priority**  or **Decrease Priority.** 
- If the cache volume is hosted remotely or if you are setting up network area storage (NAS), after the cache is created, create a user account for the ImpaxServerUser on the system hosting the cache and give the ImpaxServerUser full read, write, and execute permissions on the cache folder.



Setting the priority for cache volumes

- On the Daily tab, click **Cache Manager.** 
- Select the cache volume that you want to fill with images first.
- Click **Increase Priority.** 





Managers on the Daily tab













Click	To
 Cache Manager	Create a cache Set cache priority Delete the cache
 Job Manager	View jobs in progress Halt and restart the job queue Delete jobs from the queue
 Study Manager	Transmit studies to stations Retrieve studies View study information Protect and unprotect studies Delete studies Repair broken studies Merge studies Split studies

Monitors on the Monitors tab

Click	Monitor name	To
 Cache Monitor	Cache Monitor	Track the cache use on the system
 Queue Monitor	Queue Monitor	Monitor the state of the queues on the system

Managers on the Setup tab

Click	Manager name	To
 Autopilot Management	Autopilot Management	Set space requirements for the cache and establish warning levels
 Body Part Manager	Body Part Manager	Define mappings between study descriptions and body parts
 Enumerated Values Manager	Enumerated Values Manager	Add study and patient attributes to the system
 Image Access Manager	Image Access Manager	Set relative priorities for image distribution

Click	Manager name	To
		Designate that disabled machines are unavailable to the rest of the system
 Network Management	Network Management	Configure network stations
 Patient Location Manager	Patient Location Manager	Define mappings for patient locations
 Print Date Manager	Print Date Manager	Set the date format displayed when printing images
 Quality Test Manager	Quality Test Manager	Query for test results, and add notes and comments about the tests performed
 Relevant Prior Manager	Relevant Prior Manager	Establish prefetching rules for retrieving relevant prior studies
 Routing Manager	Routing Manager	Establish routing patterns that transfer studies from the modality to the archive and display stations
 Scavenger Manager	Scavenger Manager	
 Source Manager	Source Manager	Configure modalities to transmit images into the system
 Specialty Manager	Specialty Manager	Define mappings between study descriptions and specialties
 Study Presentation Manager	Study Presentation Manager	Create display functions for modality types Create mappings to map responses to specific stations or modalities
 Web Compression Manager	Web Compression Manager	Create compression ratios for modalities