

ACCESSING SECTRA UNIVIEW

Via MayoLINK

1. Click **MayoLINK** link in [MayoClinicLabs.com](https://www.mayocliniclabs.com) banner, then log in.
2. On **Select Account** page, choose account number.
3. Click link in **Test results available** email.
4. On **Orders** page in MayoLINK, for that order, click **Display Report**.
5. When report loads, find desired test in it and click link below **Digital images available at:**


Via MayoACCESS

1. Click **MayoACCESS** link in [MayoClinicLabs.com](https://www.mayocliniclabs.com) banner, then log in.
2. From **Results** menu, select **Pathology Lab Reports**.
3. Select desired order row.
4. Click **Report** SmartLink.
5. When report loads, find desired test in it and click link below **Supplemental data is available at:**





IMAGE WINDOW: AREAS AND NAVIGATION




- **Slide Viewer:** Main area with large image.
- **Zooming** can be done in several ways:
 - Scroll mouse wheel up (zoom in) or down (zoom out).
 - Press **Page Up** (zoom in)/**Page Down** (zoom out).
 - Double-click image to zoom in maximally. Zoom is centered on point that was double-clicked. Double-click again to undo.
 - On certain touch devices, pinch screen to zoom in and out.
 - On Mac device w/touchpad, drag 2 fingers up/down to zoom in/out.
- **Panning** can be done in several ways:
 - Click left mouse button and scroll.
 - In Windows, click mouse scroll wheel to activate Mouse Lock, then drag cursor without holding down left mouse button. Click scroll wheel again to deactivate Mouse Lock.
 - On certain touch devices or Mac device w/touchpad, press screen and drag with 1 finger.
- **Rotating images:** Hold down **Shift** + left mouse button, then drag cursor. To undo, press **Home**, or right-click and select **Reset View**.
- **Case Details:** Top of Image Window.
- **Slide Navigator:** Top left below Case Details. At top:
 - **Show/Hide Image Overview** tab
 - Mayo case number
 - Date the first image was scanned
 - Name of stain performed
 - Image magnification: Hover for image resolution

In Image Overview:








- Drag black rectangle to pan image in Image Window.
- Click/drag double-arrow icon  (cursor becomes a fist) to rotate black rectangle in Image Overview and thus the image in Image Window.
- Press **Home** to undo changes to black rectangle.

Icons at bottom of Slide Navigator:

- **Slide Photo**  (shortcut: **Q**): Shows photo of entire slide.
 - Green rectangle in **Slide Photo** panel encloses viewable region of image in Image Window.
 - Click Slide Photo to enlarge it in new window. Click any part of image in this window (not the white border) to close window.
- **Slide Details**  (shortcut: **I**) opens **Slide Details** panel, which includes photo of slide label and other slide information.
- **Image Controls**  opens **Image Controls** panel, which includes:
 - **Gamma** slider
 - **Scanner Color Calibration (ICC)** toggle (**Note:** Turn on for FDA compliance.)
 - **Save Image Controls** 







- **Revert Image Controls** 
- **Flip Image** 
- **Case Overview:** Bottom of Image Window. Displays:
 - Mayo case number
 - Ratio of slides available over slides requested
 - Client case number with block identifier
 - Virtual Slide Tray (VST): Thumbnails of slide images
 - Thumbnail of image shown in Slide Viewer is highlighted with blue square in VST. Default: leftmost slide image.
 - To show a different image in Slide Viewer, left-click or (on touch screen) tap its thumbnail.
 - To show previous or next slide image in Slide Viewer, press left- or right-arrow key, respectively.
 - **My Sorting** : Click to sort slides in VST.
 - **Alphabetical** (default: "ABC") sorts alphabetically within blocks; H&E-stained slides come first in each block.
 - **Slide ID** (default: "123") sorts numerically by slide ID within blocks. (Generally preferred for RCPWT cases to maintain slides in order of cuts made.)
 - **H&E Separately:** All H&E-stained ones come first, followed by alphabetized blocks.

To collapse or expand Case Overview panel:

- Click **Show/Hide Case Overview** tab  at top right.
 - Press **Tab**, which at same time toggles Slide Navigator thumbnail image to be shown or hidden.
 - **Toolbar:** Top right of Image Window.
 - Toggle between **Go to the image view**  (default) and **Go to the gallery view**  (shortcut: **G**).
 - Gallery view provides easy viewing of numerous thumbnails plus access to **My sorting** options.
 - **Show/hide specimen list** : Show or hide summary of specimen blocks as they appear in VST (shortcut: **W**).
 - **Show/hide annotation list** : (shortcut: **L**).
 - **Show/hide view sharing list** : Show or hide list of users viewing this case simultaneously (shortcut: **V**).
 - When ≥1 pathologists are viewing a specific slide image, a user icon appears at bottom left of corresponding thumbnail.
- To keep any of these last 3 lists displayed even when you click away, click pushpin icon  at top right of list.

ANNOTATIONS



Tools available at top of **Image** pop-up menu. To activate menu, right-click image in Slide Viewer (touch screen: press image for a few seconds). At top of menu, click desired icon.

- **Arrow**  (shortcut: **P**): Drag cursor in straight line. To resize, click arrow or line to highlight. Then click and hold the control point on either end of arrow/line and drag it.
- **Distance Measurement**  (shortcut: **M**): Same as above.
- **Polyline Measurement**  (shortcut: **D**) measures perimeter of a finding. Drag cursor around finding. To resize, click line to highlight, click and hold any control point on it, and drag line inward or outward.
- **Area Measurement**  (shortcut: **A**): Draw around finding to enclose as much as possible between green and gray lines. To resize, click line to highlight, click and hold any control point on it, and drag line inward or outward.
- **Square**  (shortcut: **D**): Draw square around finding. To resize, click square to highlight, click and hold control point on any corner, and pull that corner inward or outward.
- **Circle**  (shortcut: **C**): Put cursor in center of finding and move outward until circle encompasses desired area. To resize, click and hold any spot on the perimeter, then drag circle inward or outward.

Notes:

- You can take screenshots of your annotations, but not save them.
 - Annotations are erased if you navigate away from **Images** tab.
- Releasing mouse button after creating an annotation brings up its pop-up. If you enter a **Name**, it also appears on Slide Viewer.

Show Annotations in **Image** pop-up menu (shortcut: **H**) toggles back and forth between showing and hiding them in Slide Viewer.


Favorite an annotation by clicking star  at top right of its pop-up to make it solid .

Display **Annotations** list by doing one of the following:

- From **Image** pop-up menu, select **List Annotations...**
- In Toolbar, click **Show/hide annotation list**.
- Shortcut: **L**.

List for each current annotation shows Favorite status, type, dimensions of any measurements, and any annotation **Name**.

- Created by** shows annotations made by **Everyone** (default), yourself (**Me**), or anyone besides you (**Others**).
- Favorites Only = On** displays only your Favorited annotations.

To delete an annotation you created, highlight it, then either click **Delete** icon  in annotation pop-up or press **Delete** key.

SAVE SNAPSHOT TO FILE

To download snapshot of an image at size corresponding to current zoom level:

- From **Image** pop-up menu, select **Save Snapshot to File...**
- In pop-up, select **JPEG** or **TIFF**.
 - JPEG** captures image as seen in Slide Viewer plus annotations. Maximum **Resolution** is 1200 dpi.
 - TIFF** lets you specify final snapshot resolution/width by either completing the **Specify** output fields or resizing bounding box around image. **Important:** No annotations are included.
- Click **Save**.

OTHER IMAGE POP-UP MENU FUNCTIONS


- Save Annotations to File** downloads CSV file of image data (no annotation text or grid coordinates are included).
- Help** (shortcut: **?**) opens **Pathology Image Window Help**, which lists mouse/keyboard shortcuts and links to User's Guide.
- Toggle Full Screen** (shortcut: **F**): Image Window fills the screen.
- Reset View** (shortcut: **Home**) returns image in Slide Viewer to default view.

DOCUMENTS TAB

- Left pane always has **Filter** section at top and Patient Exam History below.
 - In Patient Exam History, exams for which thumbnails appear under **Examinations without reports (EWR)** have an orange left border.
- Main (right) area: **EWR** and **Request** sections.
 - IHC cases: One EWR subsection.
 - Renal Consult cases: Three numbered **EWR** subsections.

Filtering

At top left, enter a search term into **Filter examinations** text field to filter Patient Exam History exams by that term.

Click **Filter** icon  at top right of left pane to choose **Body Parts** and **Modalities**. After making selections, click **Done**.

To remove these filters, click blue banner.



Properties



- To view Patient Properties: In **Filter** section, hover over vertical ellipsis, which turns orange. From drop-down, select **Patient Properties**.
- To view all Properties: Under Patient Exam History, click ellipsis at end of any gray exam row. From drop-down, select **Properties**.

Examinations without reports section








Subsections:

- Examinations (IHC)** or **Examinations (3/3)** (Renal) at top. Click any thumbnail to return to **Images** tab, where leftmost thumbnail is selected in VST.
- Renal only: **Examinations (2/3)** in upper middle. IF thumbnails.
- Renal only: **Examinations (1/3)** in lower middle. EM thumbnails.
 - Click leftmost **Show first 2** thumbnail in **Examinations (2/3)** or **(1/3)** to open full image in 2-partition window on right. Any other thumbnail clicked opens 1 partition. In left pane, clicked thumbnail has orange check mark. If ≥ 1 partition, selected-image thumbnail has orange border.












Window partition icons: Lossy compression , zoom/pan .

Orientation (e.g.,  **Zoom** .

EWT toolbar: On far right. Selected icon turns orange.

- Fullscreen**  expands partition(s) to fill most of screen. Click again to restore original view.
- Layout**  splits screen into 1, 2, 3, 4, or 9 partitions. To add slide image into new partition, do one of following:
 - Drag thumbnail from left pane into that partition.
 - Single-click partition to select, then click thumbnail.
- Reset** (shortcut: **Esc**): Restores all images (except **Freehand Draw** annotations) to original appearances.
- Measure and Annotate** :
 - Angle Measurement**  (shortcut: **A**): Click on image where you want to start first line of angle, click to finish first line, click to start second line, and click to finish second line.
 - Angle values above lines: Outside parentheses is angle at arc; inside parentheses is supplementary angle ($180^\circ - 1^{\text{st}}$ angle).
 - Arrow Annotation**  (shortcut: **E**): Left-click once on image, drag cursor toward spot to which you want arrow to point, and left-click again to finish.
 - Freehand Draw**  (shortcut: **F**): Draw freely on image: left-click once to start, drag cursor, and release mouse button when done. **Note:** To delete **Freehand Draw** (and all) annotations, you must navigate to **Documents** tab and back to **Images** tab.
 - Hide Annotations**  (shortcut: **Shift + A**): Hides any annotations in selected-image window.

To delete most measurements/annotations, highlight and press **Delete**.

- Window/Level (W/L)** : Adjusts brightness and grayscale for selected image.
 - Invert**  (shortcut: **I**): Inverts image colors.
 - Adjust Window Level**  (shortcut: **W**): Adjusts grayscale.
 - Default** : Restores default brightness/grayscale values.
- Orientation** :
 - Rotate 90° degrees clockwise**  (shortcut: **Alt + O**)
 - Rotate 90° degrees counterclockwise** 
 - Flip horizontal**  (shortcut: **Alt + H**)
 - Flip vertical**  (shortcut: **Alt + V**)
- Zoom** (shortcut: **Z**) lets you zoom in or out on selected image.
- Full Quality**  (shortcut: **Alt + Q**): View images in IDS7 quality.
- Download** : Click to save entire selected image locally as JPG. In **Download image?** dialog box, click **Download**. **Note:** Only 1 image at a time can be downloaded. No Annotations or other effects will be saved.

Requests section

Bottom of main area; shows any uploaded documents.

FREQUENTLY ASKED QUESTIONS

For a list of FAQs about UniView, see the [IHC Stains](#) page on MayoClinicLabs.com.