

# XERO QUICK START GUIDE

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QUICK HELP GUIDE TO  
ACCESS AND USE XERO



**MORTON & PARTNERS**  
RADIOLOGISTS



## **QUICK START GUIDE FOR XERO® Viewer**

We've put together this friendly guide to get you started with basic, but powerful functionality for day to day use.  
Our Support teams are also available 24/7 to assist you with setting up and learning more about the XERO® Viewer.

However, should you like to explore on your own, you will be able to access tutorials for XERO® Viewer, by tapping the HELP button (in the top right corner), when logged into your Xero Profile.

There you will find:

- comprehensive video tutorials
- interactive quick start guides

**Access XERO imaging at <https://mobile.morton.co.za>**

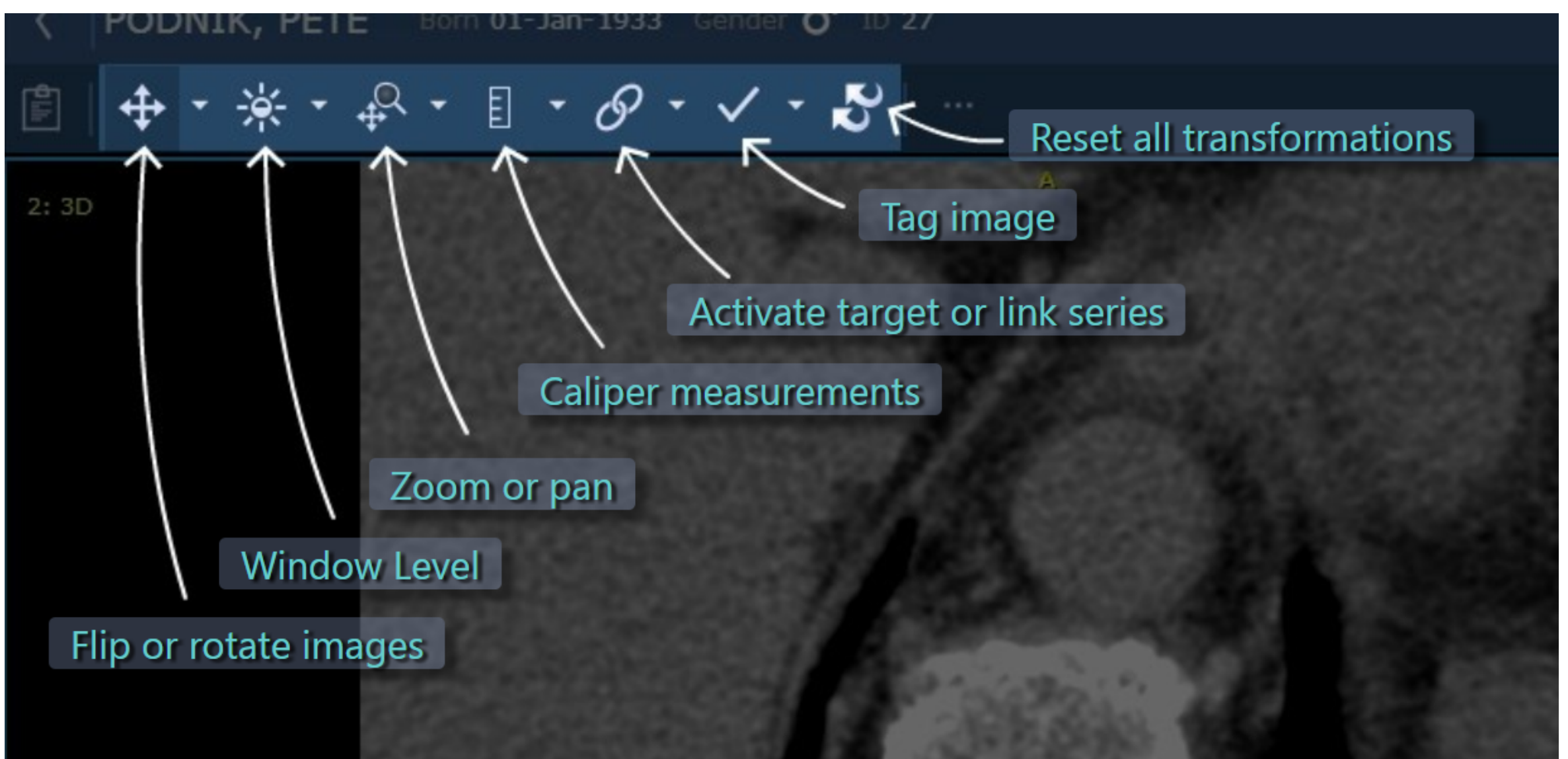
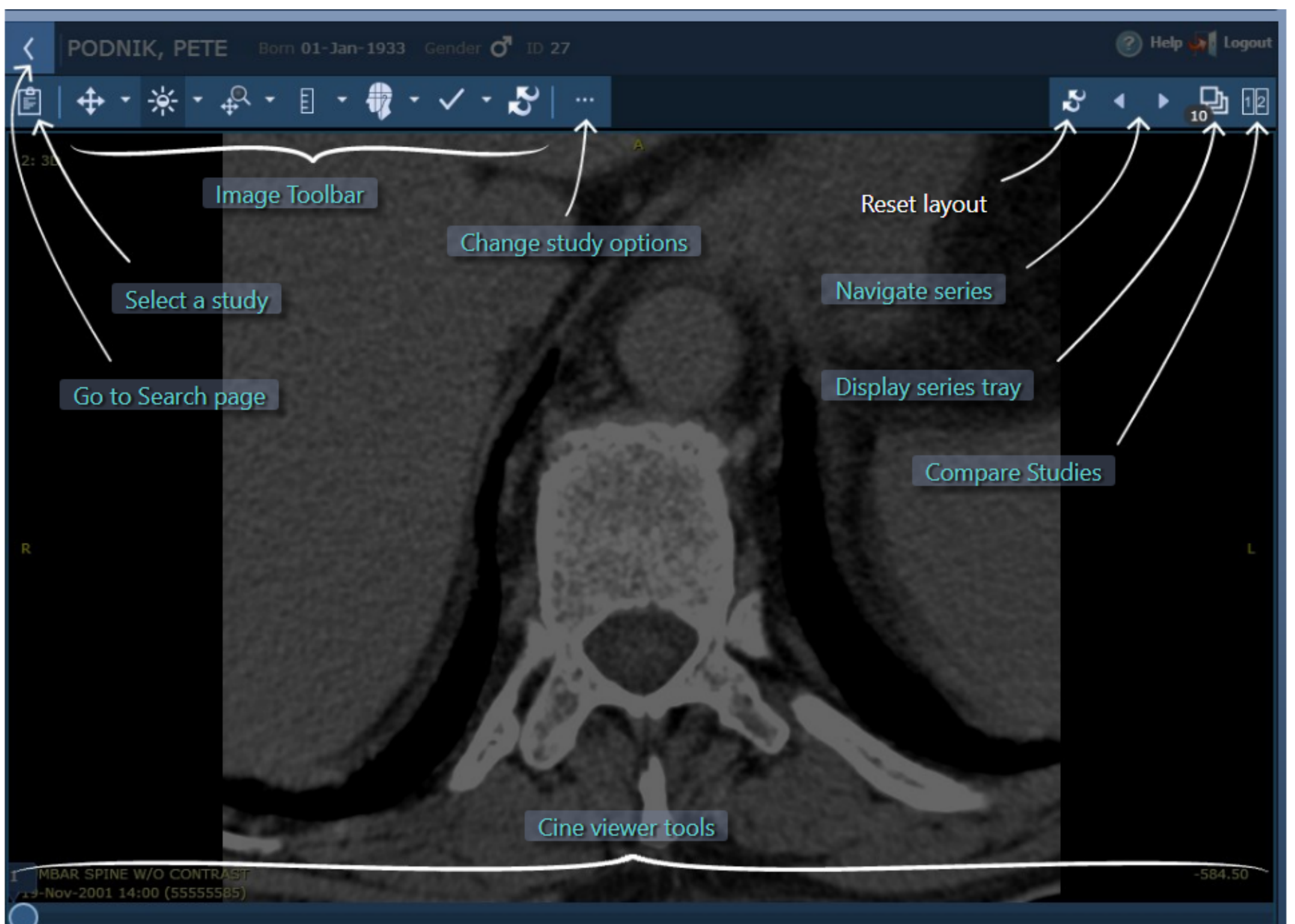
### **QUESTIONS ANSWERED IN THIS GUIDE:**

How do I find my study?  
How do I access my images?  
How do I change the layout?  
How do I print and save images?  
How do I change the layout?  
How do I print reports?  
How do I zoom or minimise?

How do I remove markups?  
How do I undo any changes?  
How do I measure an image?  
How do I rotate the image?  
How do I window an image?  
(*adjust the brightness*)  
How do I compare a study?

**Forgot your password? Or struggling to login in?**  
**Contact our friendly IT support team:**

(021) 276 2019  
support@morton.co.za  
Business Hours: 07:00 - 17:30  
After hours (emergency) number: (083) 607 4613.

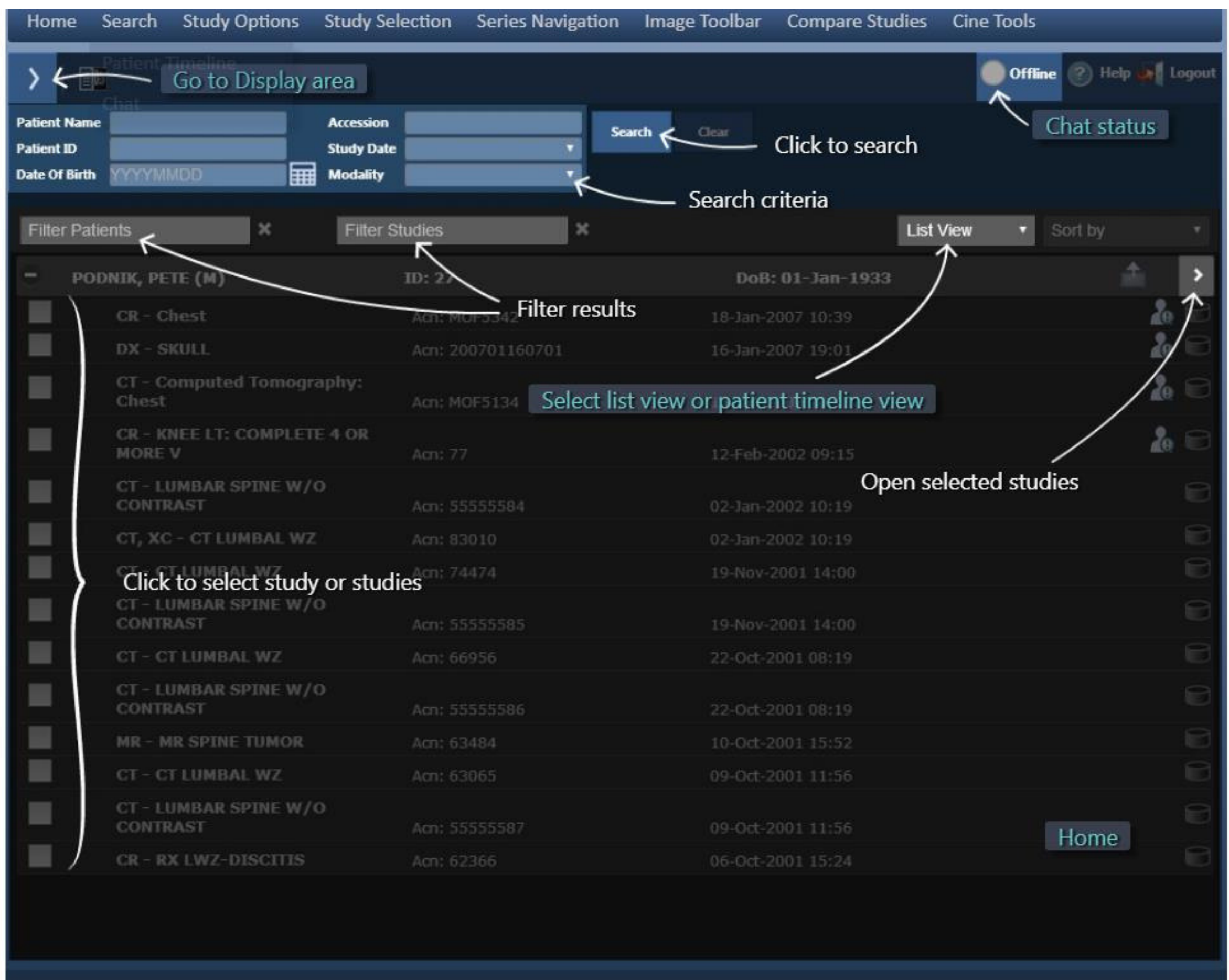






# How do I find my study?

- Filter the list of available patient studies by typing their surname and initial (e.g. Smith,C) in the PATIENT NAME field, using a comma as a separator
- Should the relevant study not be listed, add the study date to refine the search query
- Tap SEARCH to display the results



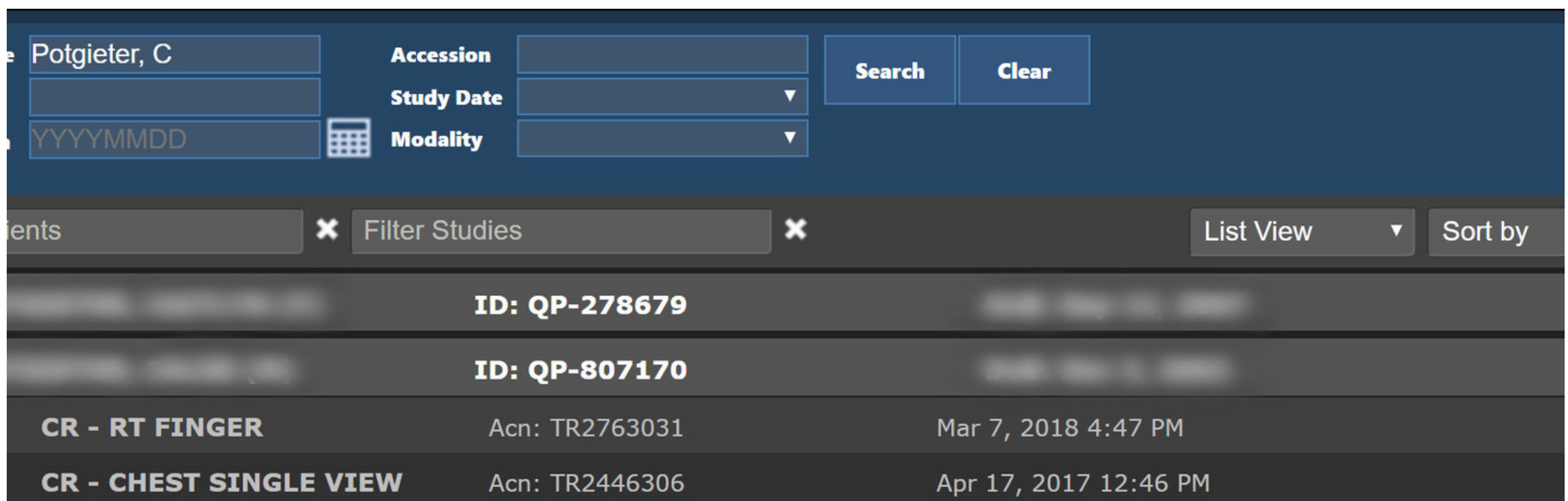
## TOP TIP

- The PATIENT ID field is Morton & Partner's QP number and not the patient's ID number. The format should be: *QP-123456*
- Do not enter more than 2 fields in the search fields, as it slows down the search request.
- The OFFLINE button reflects your CHAT STATUS with other users and not the system status. The icon will change to ONLINE (green) if you are able to use this function.



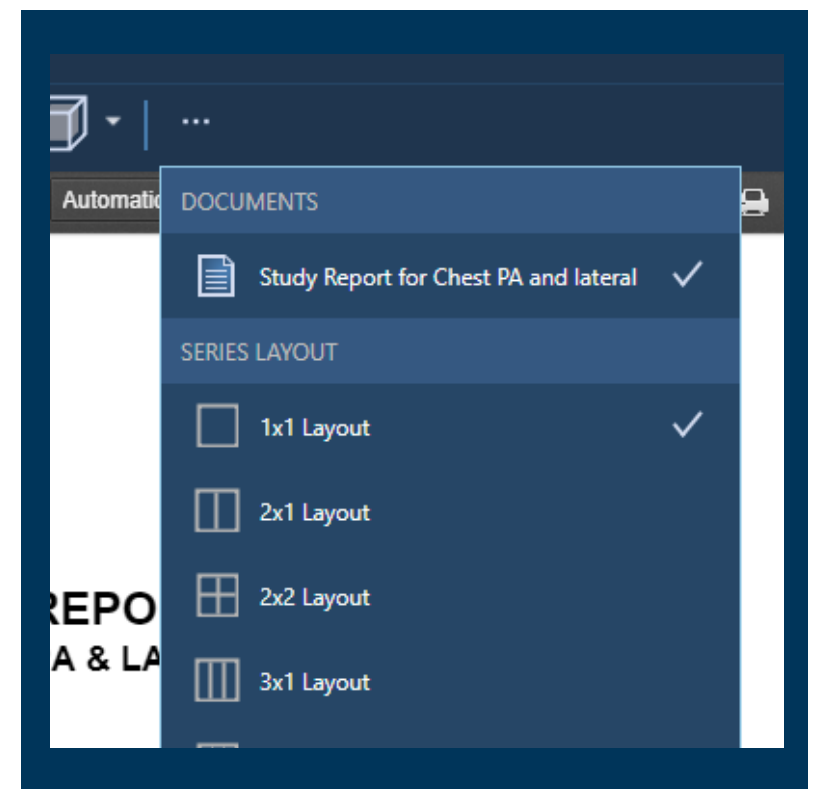
# How do I access my images?

- Select the study and double-click to open it



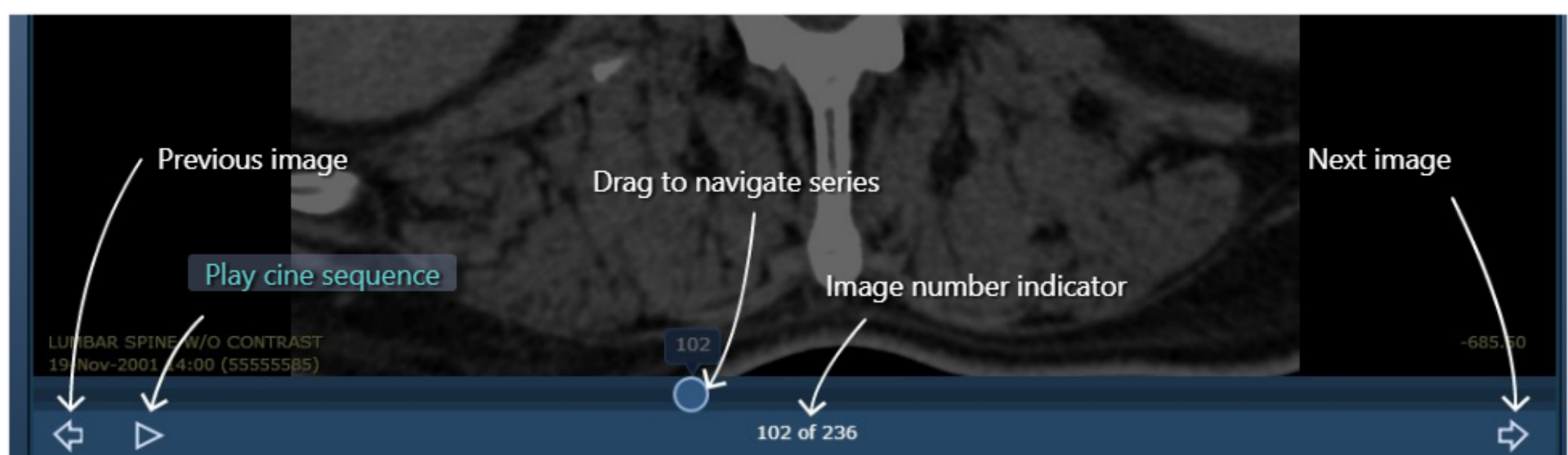
# How do I change my layout?

Click OPTIONS (3 dots in the image toolbar)  
Select your desired layout format from the drop-down



## TOP TIP

- CT and MRI studies can be viewed in CINE mode (also available from the OPTIONS drop-down menu)
- When in CINE mode, you can also navigate between images and series options.





# How do I print and save images?

## To print a single image:

- Select the desired image,
- Select the OPTIONS icon (3 dots)
- Click PRINT SERIES 1x1

## Or:

- Right-click on the desired image
- SAVE to store to your preferred desktop folder
- Print image(s) from selected desktop folder



# How do I access reports?

- Open the required study
- Click OPTIONS (3 dots in Image toolbar)
- Select "Study report for ...."

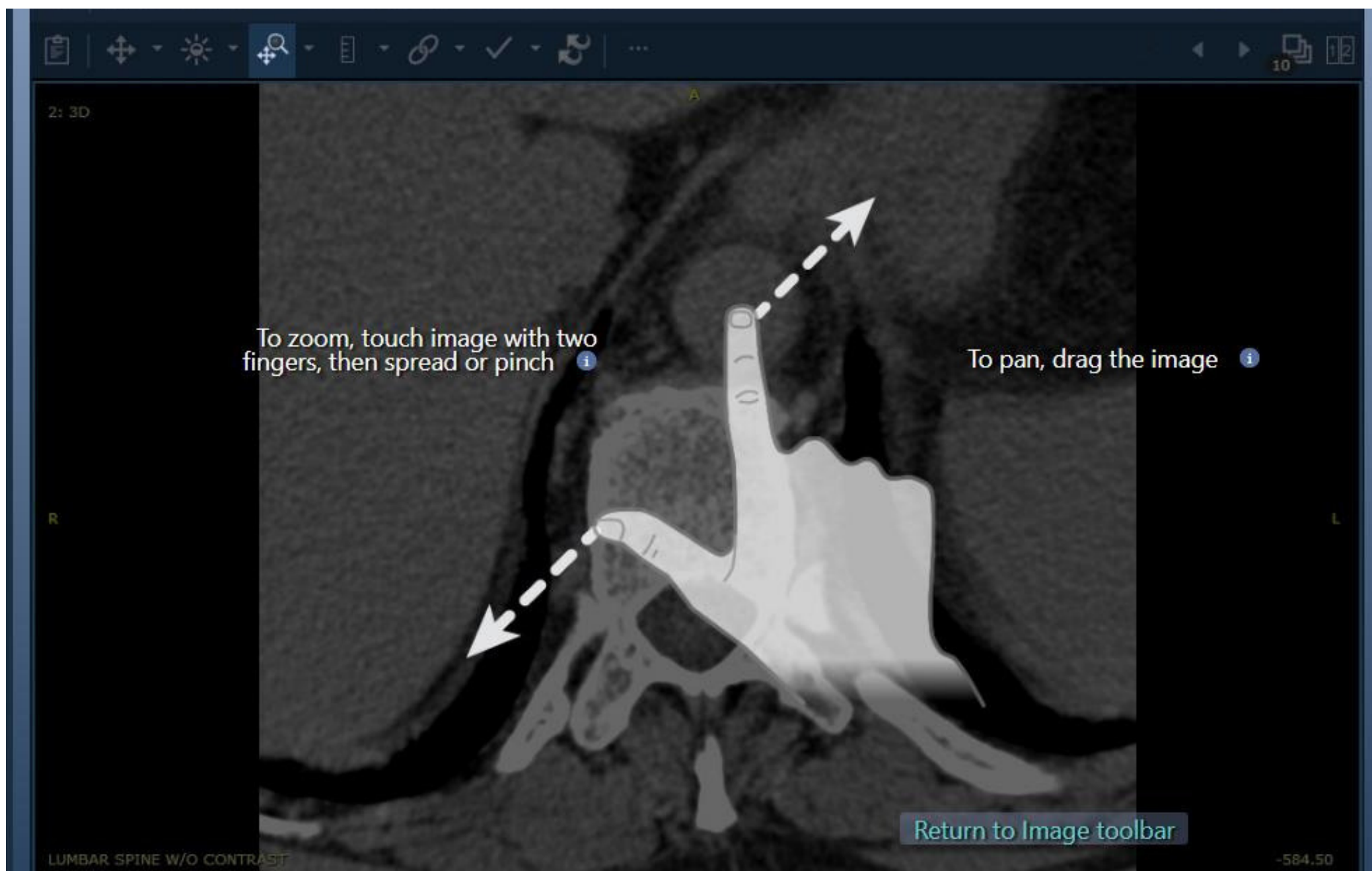
# How do I print reports?

- Once you have accessed the report, click the PRINTER icon in the report icon toolbar
- Select the page to print or indicate which pages to print (for e.g. 1-3) and click print.
- OR right click and SAVE the report into a preferred folder and print from there.

# How do I zoom or minimise?

On the image toolbar:

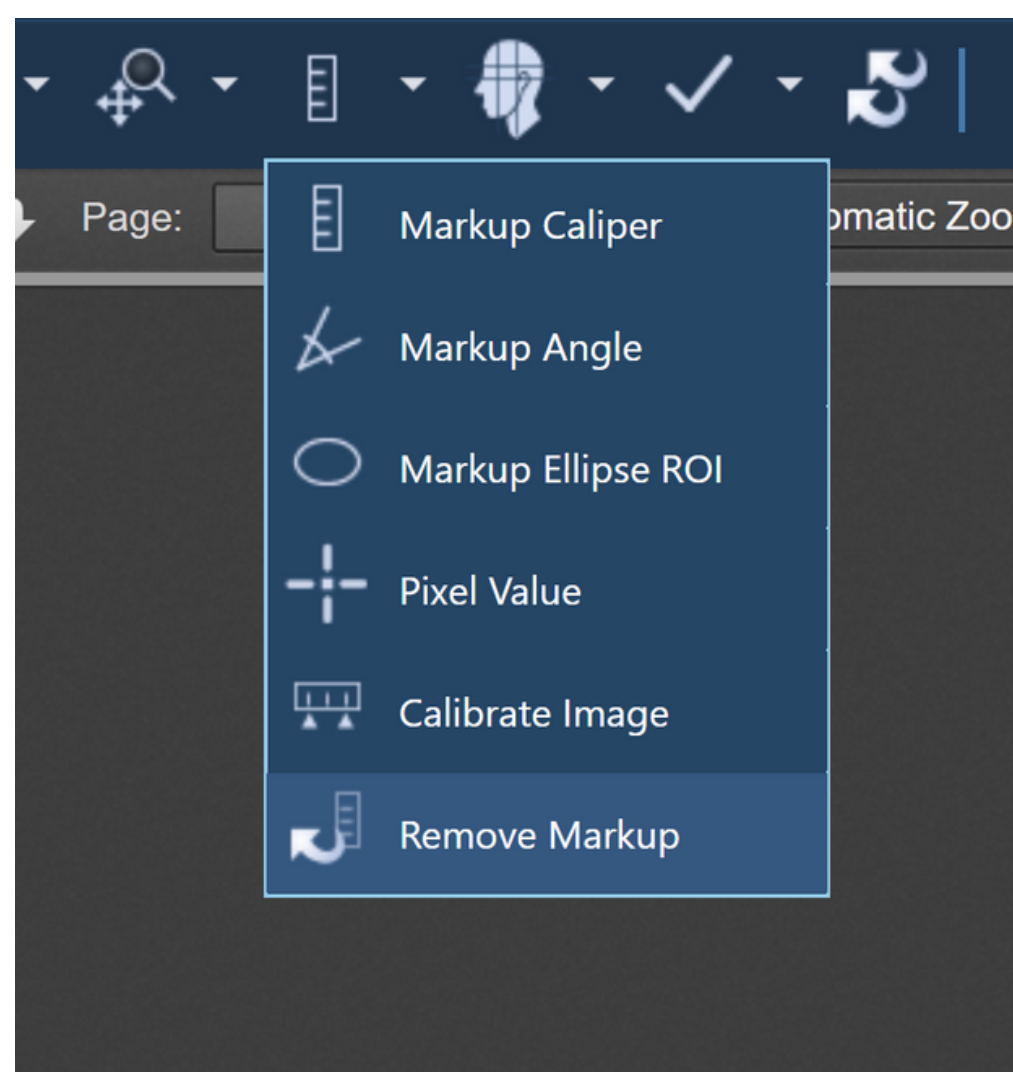
- Select the magnifying icon
- To zoom, touch image with two fingers and spread or pinch (TABLET/MOBILE ONLY) or use the mouse scroller to manage
- To pan, drag the image with two fingers (TABLET/MOBILE ONLY)



# How do I remove markups?

On the image toolbar:

- Select the RULER icon
- Tap REMOVE MARK-UP to remove any mark-ups previously made by other doctors

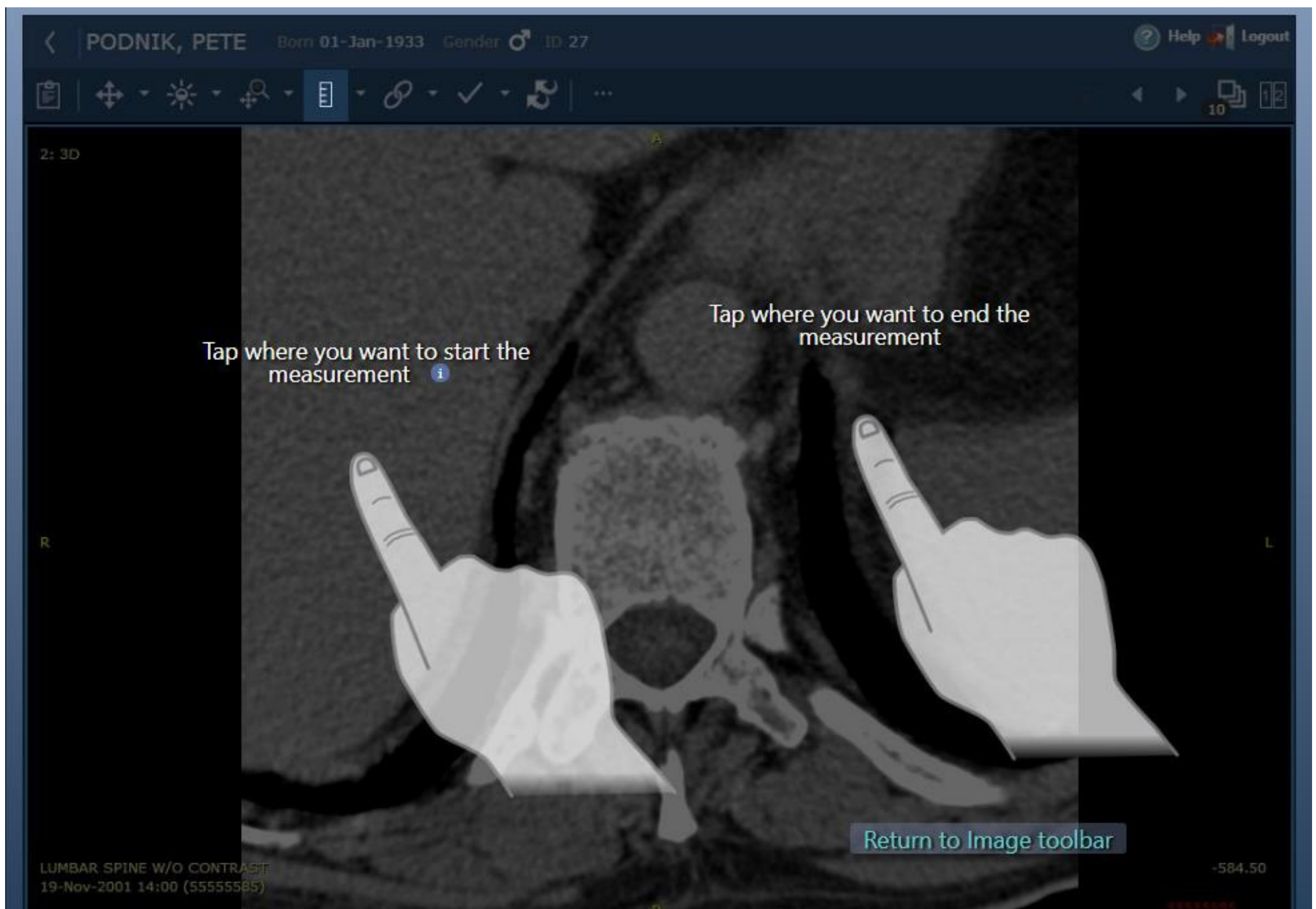




# How do I measure an image?

On the image toolbar:

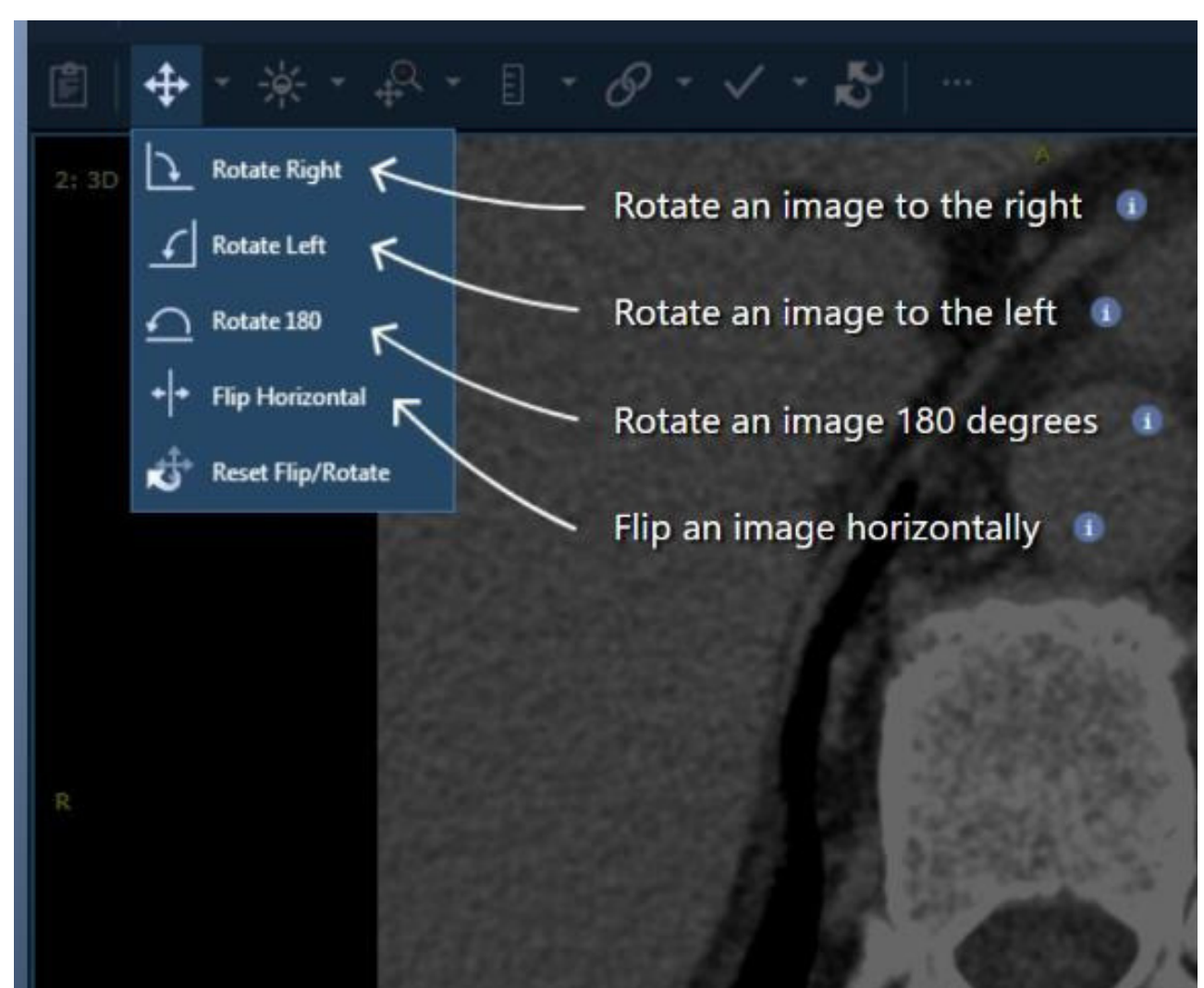
- Select the RULER icon
- Select the Mark-up calliper from the dropdown
- Tap where you want to start the measurement and tap where you want to end



# How do I rotate an image?

In the image toolbar:

- Select the NAVIGATION icon
- The drop-down menu will provide various rotation options

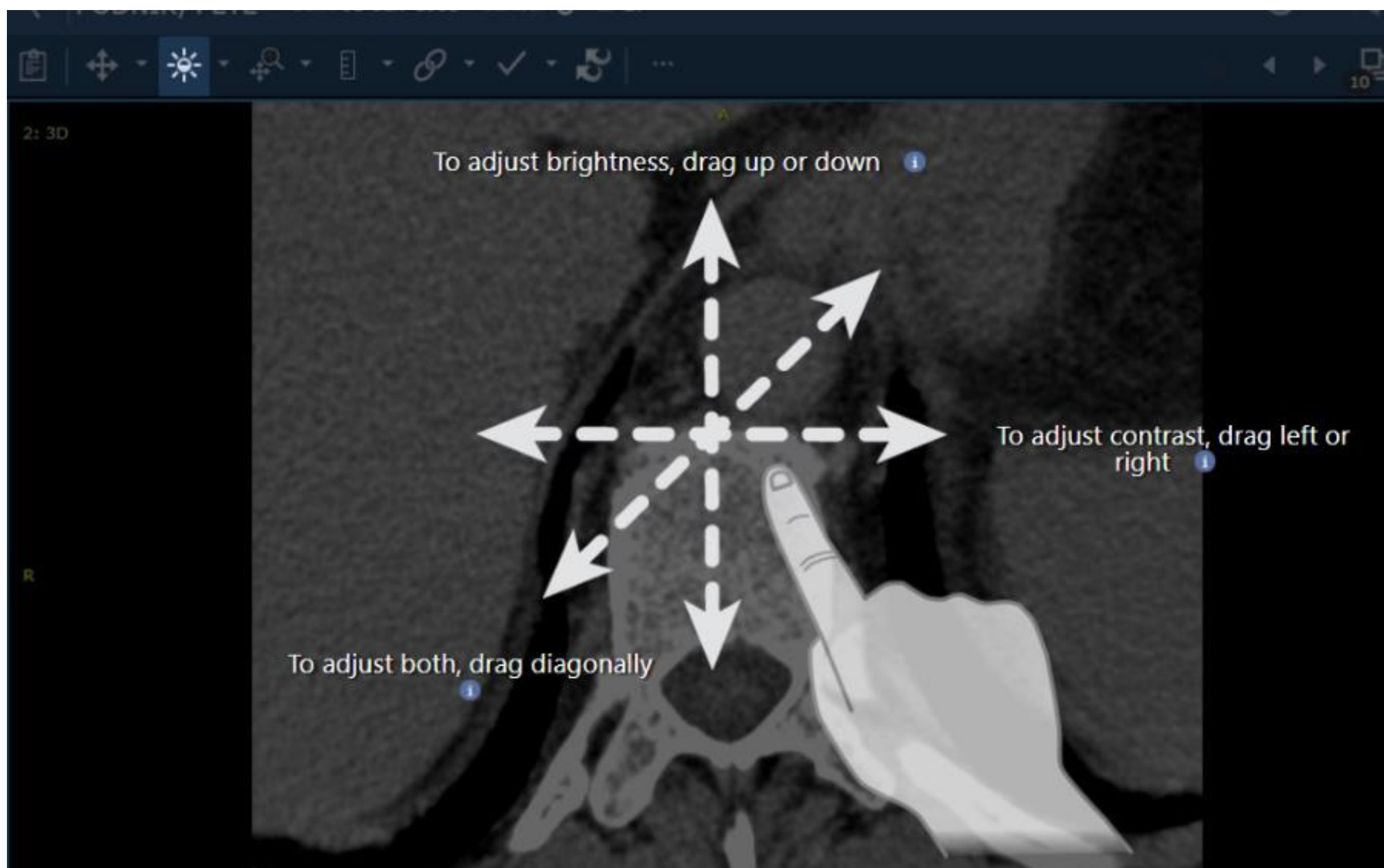




# How do I window images?

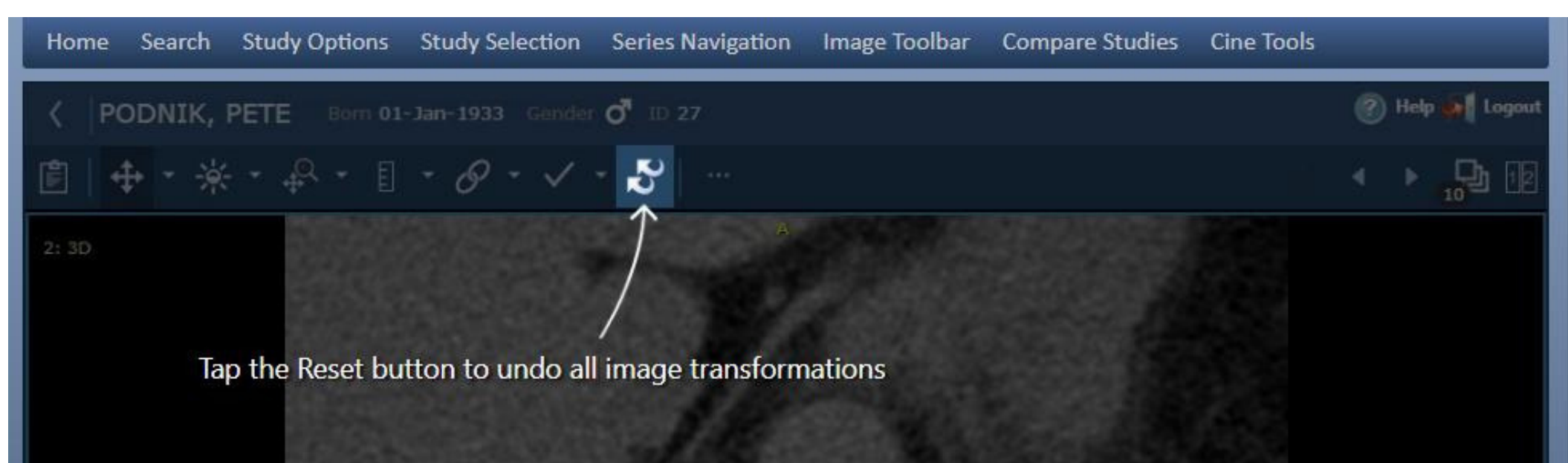
*(Adjusting the brightness)*

- Select the BRIGHTNESS icon (sun) on the image toolbar
- The same image (sun) will reflect next to your cursor if you have selected the function.
- FOR MOBILE: Adjust the contrast by dragging your hand across the screen
- FOR DESKTOP: Adjust the brightness with the scroll wheel on your trackpad or mouse
- For CTs, the window drop-down has preset window settings for a quick change of view. To undo the window setting click on reset to 'original window level'



# How do I undo any changes?

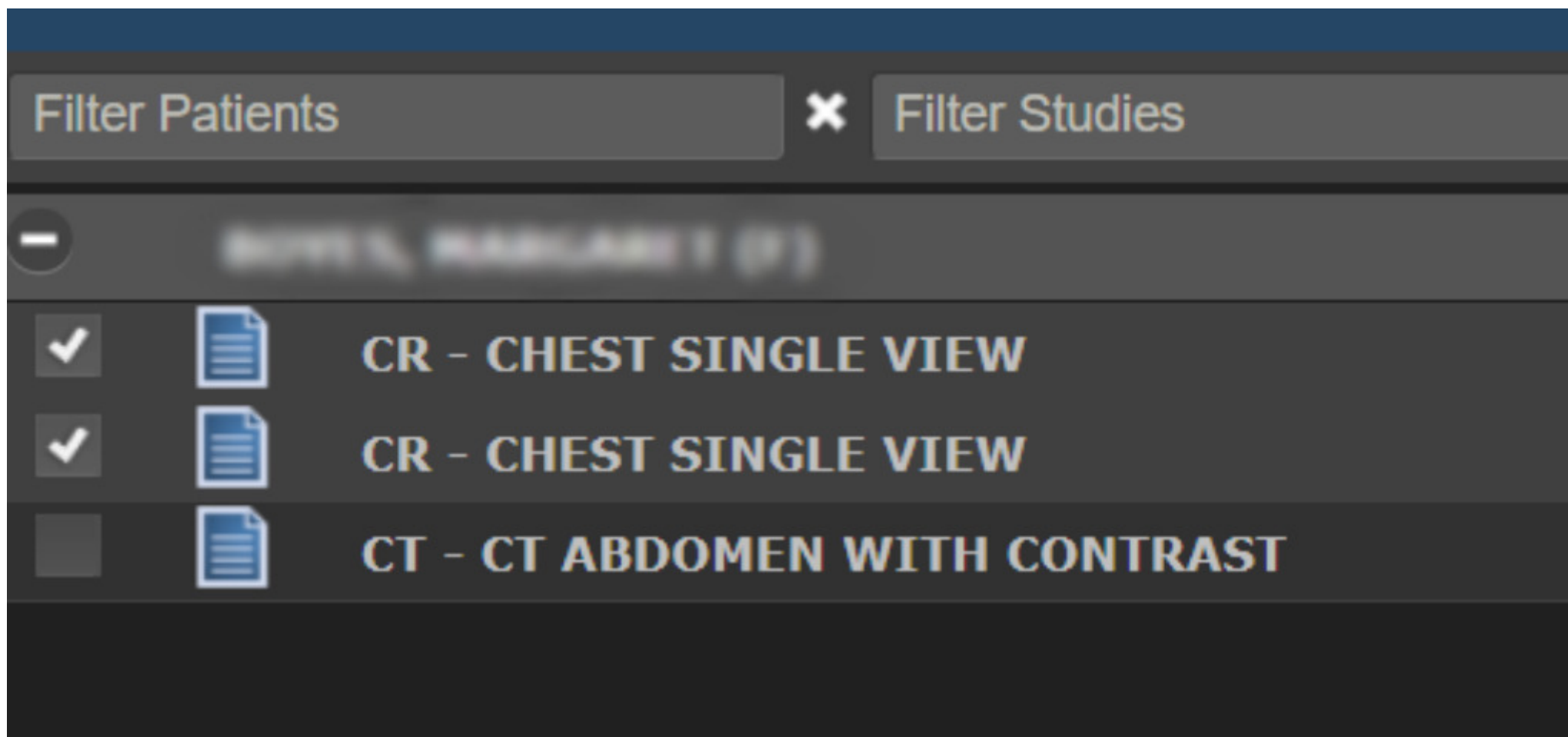
If you want to undo any changes, simply tap the reset button to undo all image transformations.





# How do I compare studies?

- To compare two studies eg. Chest xray, tick the boxes you would like to compare
- Double click on one of the studies to open. This will show the 2 studies next to each other





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