ABR | American Board of Radiology

RADs
Quick Start Guide

RADs Quick Start Guide

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RADs Login: https://rads.theabr.org/

Required Web Browser: Google Chrome

Dashboard Overview

- **Add Case** button – start a new question
- **Add Variant** link – add a new question to the same case
- **Submit Case** button – submit case for staff review
- **Trash icon** – delete a question
- **Status** link: view the status of a question

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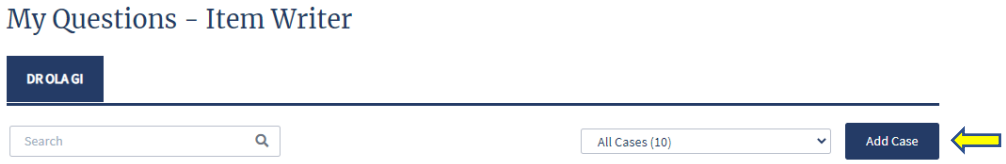
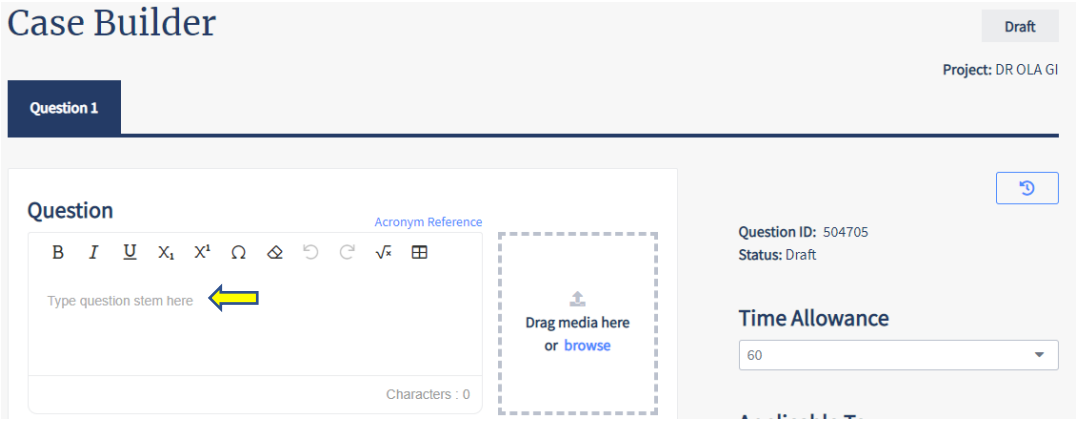
Creating and submitting a question

1. Click "**Add Case**".



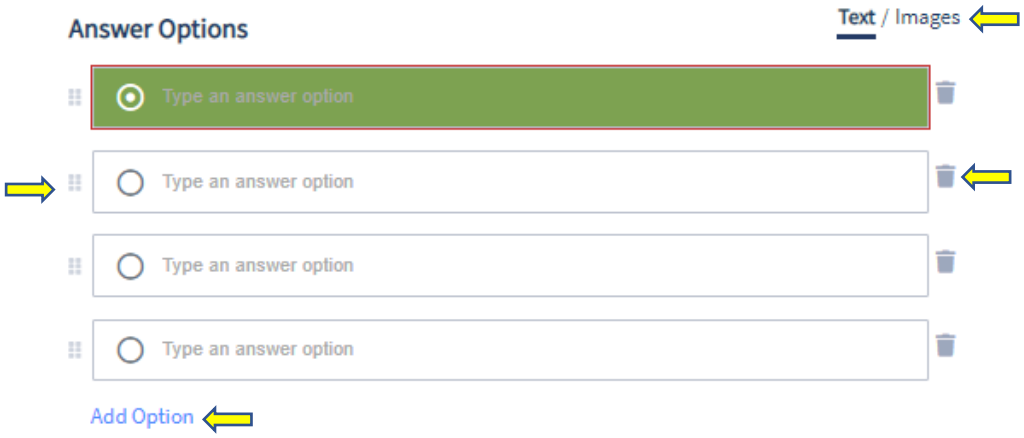
2. Enter question stem in the text box.



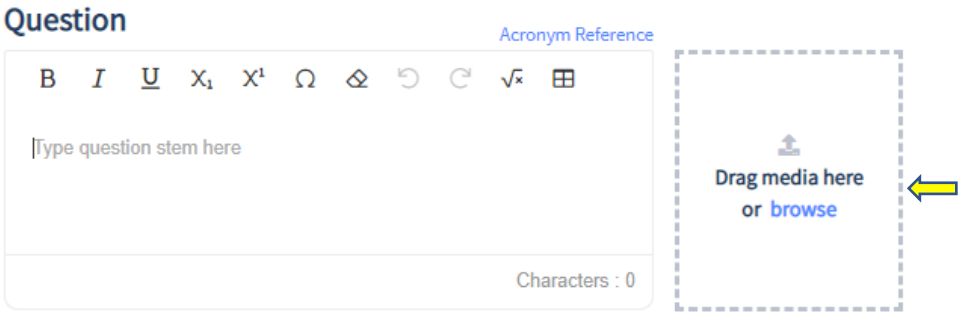
Writing Tools:

Icon:	Tool:	Description:
B	**Bold**	**Bold text**
I	**Italicize**	**Italicize text**
U	**Underline**	**Underline text**
X_1	**Subscript**	**Add a subscript**
X^1	**Superscript**	**Add a superscript**
Ω	**Special characters**	**Insert a special character**
◇	**Clear formatting**	**Clear stem formatting**
↺	**Undo**	**Undo last action**
↻	**Redo**	**Redo last action**
$\sqrt{x}$	**Formula**	**Insert a formula**
⊞	**Table**	**Insert a table**

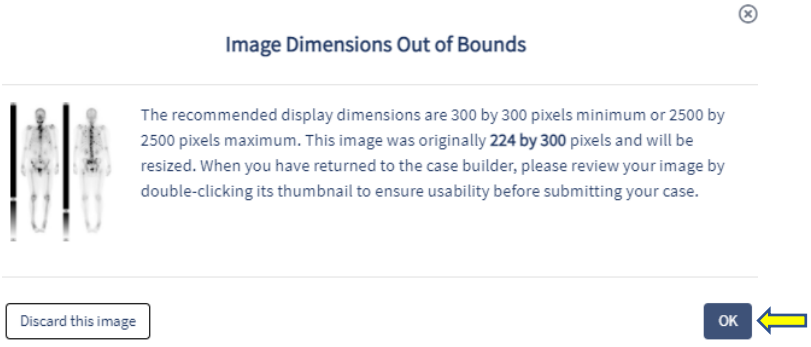
3. Input answer options and select key by clicking radio button.
    - **Images** link – add images as answer options
    - **Add option** link – add additional answer option
    - **Trash icon** – delete an option
    - **Grid icon** – reorder answer options



4. Add media to stem by dragging or browsing your files *(if applicable)*.

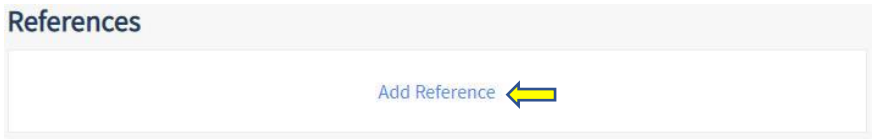


5. Images may be resized to meet ABR image sizing standards. Click "**OK**" to continue.

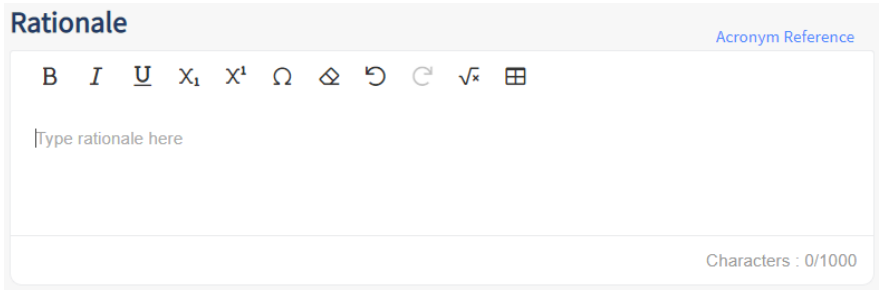


6. Click on the drop-down arrow to select modality, then click "**Done**" *(if applicable)*.

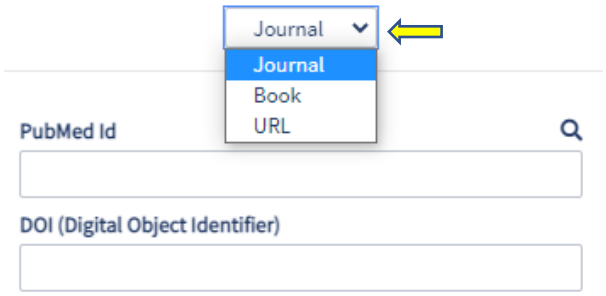
7. Click "**Add Reference**".



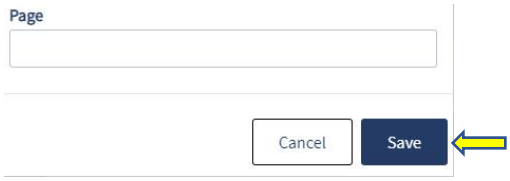
8. Enter rationale *(must be under 1,000 characters)*.



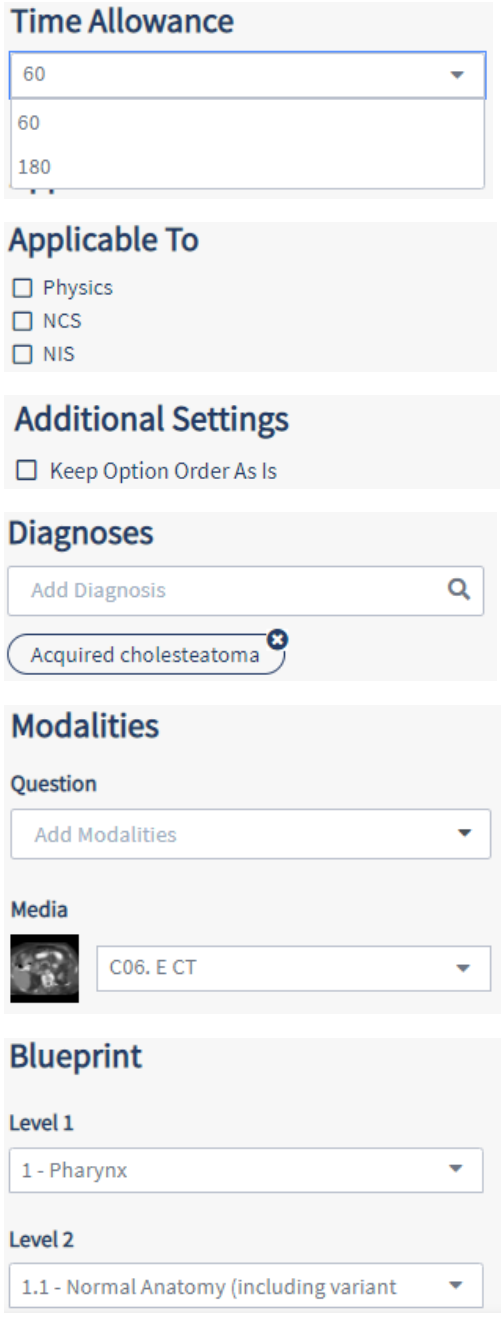
9. Open drop-down menu, select reference type, and complete appropriate fields.



10. Click "**Save**".

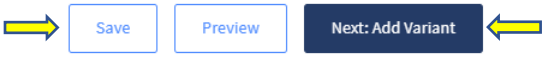


11. Select appropriate metadata fields.



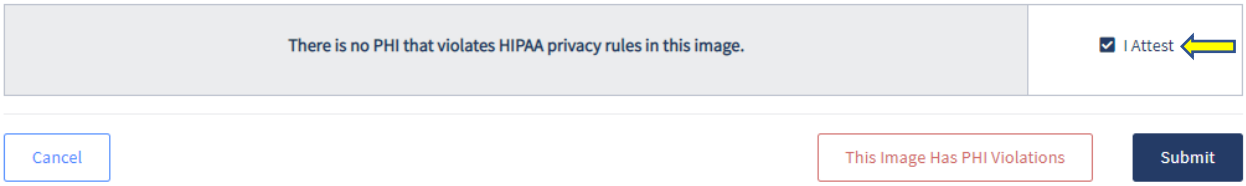
12. To finalize question, click one of the following options:
    - **Save** button – save question in draft state
    - **Preview** button – display candidate view of question
    - **Next: Add Variant** button– clone question to create variant; make appropriate changes
    - **Submit Case** button – send question to staff review **No longer editable by writer*

Original question view:



Variant view:

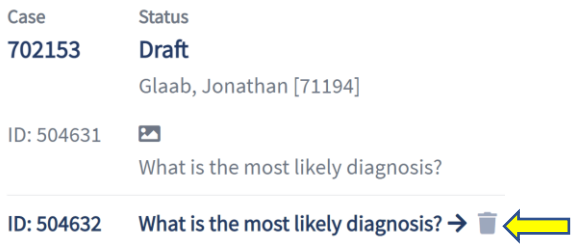
**Note: To finalize submission of a question that includes media, RADs will prompt writer to attest that no PHI violations are present.*



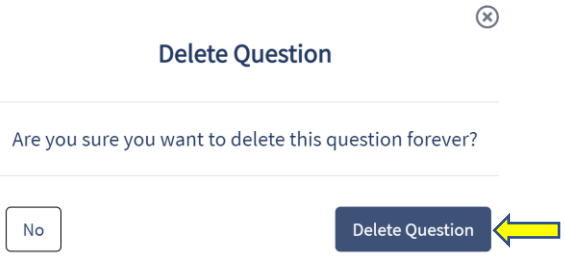
13. Submit case for staff review.

Deleting a question

1. Click on **Trash** icon from dashboard.



2. Click "**Delete Question**".



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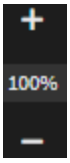
Creating media modifications

1. Double-click on image to enter the Media Builder.

Image editing tools:

Icon:	Tool:	Description:
	**Zoom in/ Zoom out**	**Increase or decrease magnification**
	Contrast/Brightness	**Color enhancement**
	Cropping	**Crop out unwanted sections**
	Labels	**Add a text label**
	Circle	**Circle area of interest**
	Arrows	**Point to area of interest**
	Undo	**Reset image and undo all edits**

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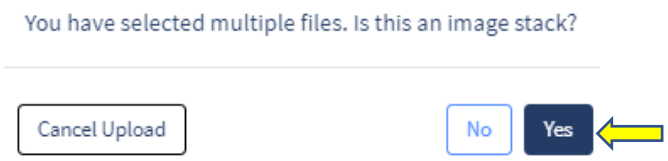
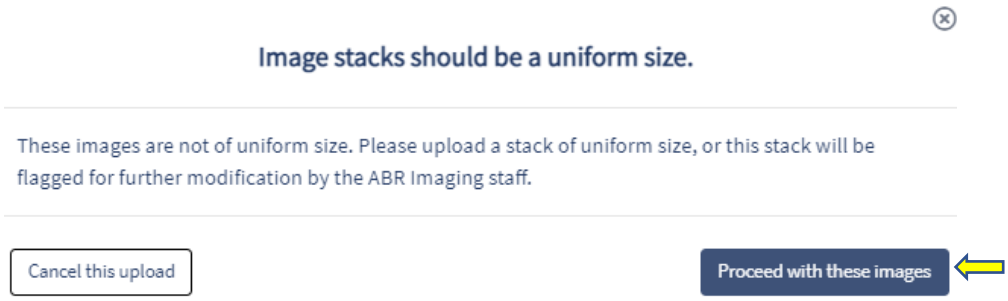
Creating stacks

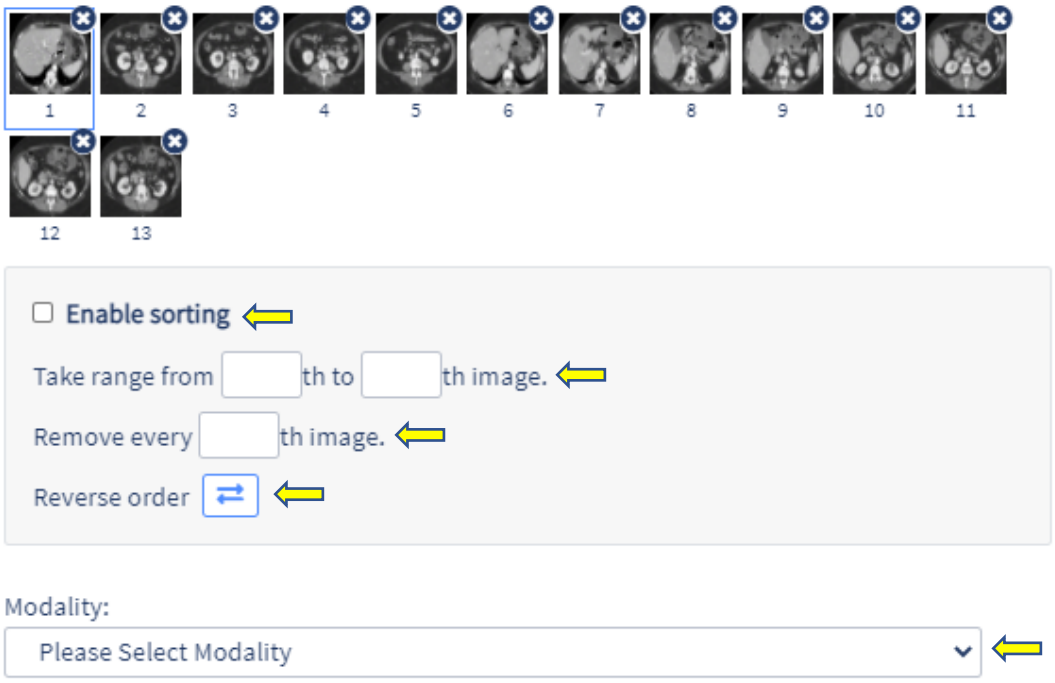
1. Upload multiple images together to create a stack.
2. Click **"Yes"** to confirm.



3. Click "**Proceed with these images**" to submit image resizing request *(If applicable)*.



4. Select desired stack modifications and choose "**Modality**" from drop-down menu.
   - **Enable sorting** – rearrange order by selecting and dragging images
   - **Take range from _ to _ image** – will include only specified range
   - **Remove every _ image** – remove specified frames
   - **Reverse order** – begin stack with last image and end with first image



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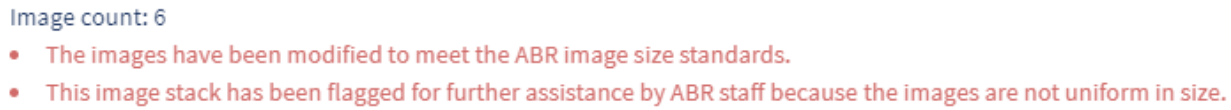
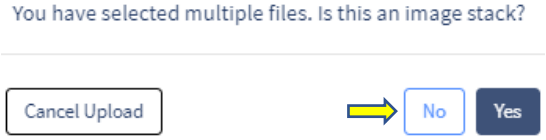
**Note: The following alerts may appear in stack creations:*

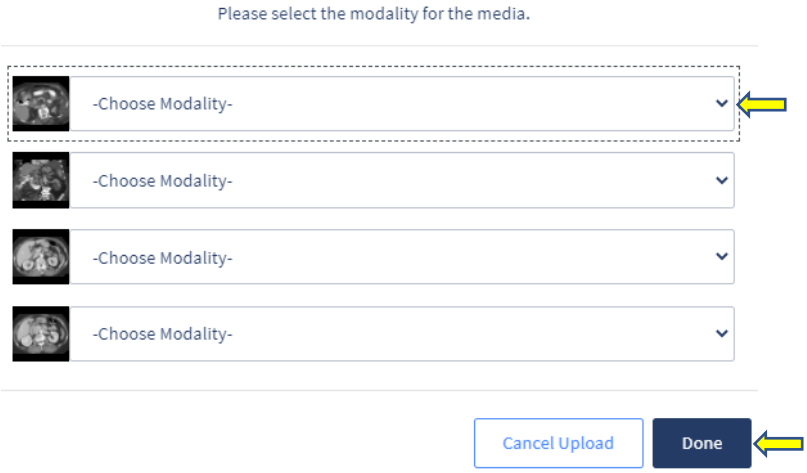


Creating composites

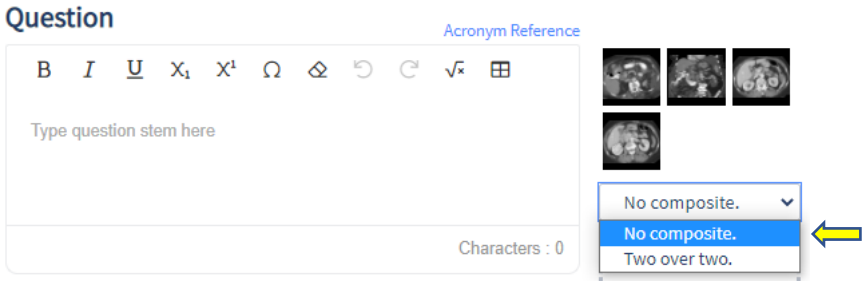
1. Upload images and click **"No"**.
   **Note: Images can be uploaded individually or grouped*



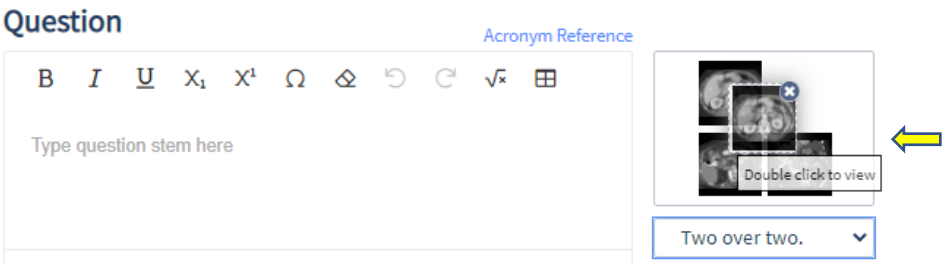
2. Open "**Choose Modality**" drop-down, select modality, and click "**Done**".



3. Open composite drop-down menu to create composite.



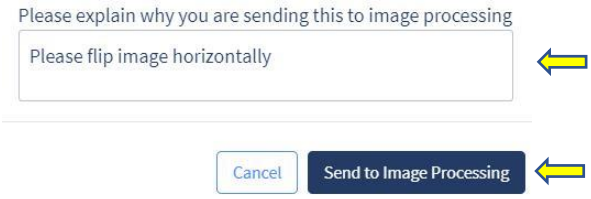
4. Click on image icon and drag to desired order.



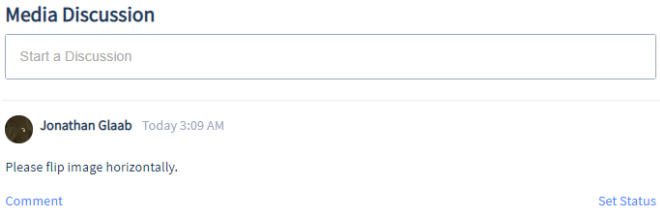
Requesting special media modifications

1. Click **"Request Imaging Modifications"** to request image modifications if unavailable in imaging tools.

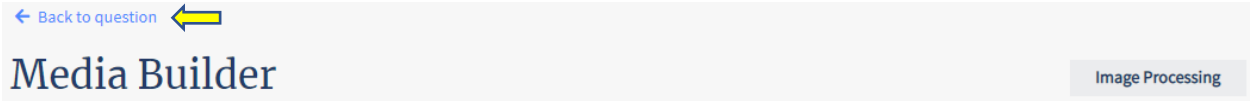
2. Describe desired image modification and click **"Send to Image Processing"**.



3. Submitted request will appear in "**Media Discussion**" field.



4. Click "**Back to question**" to return to Case Builder.



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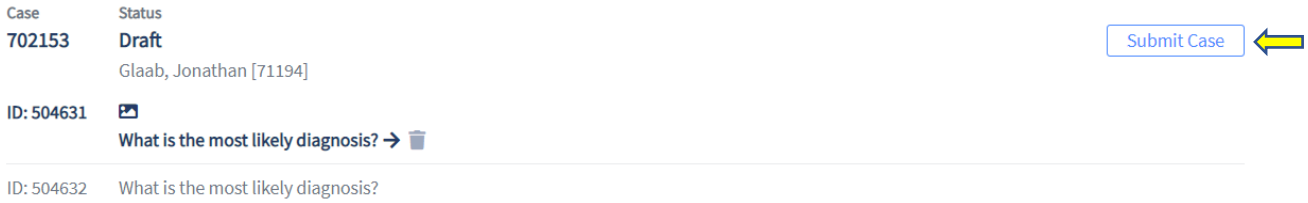
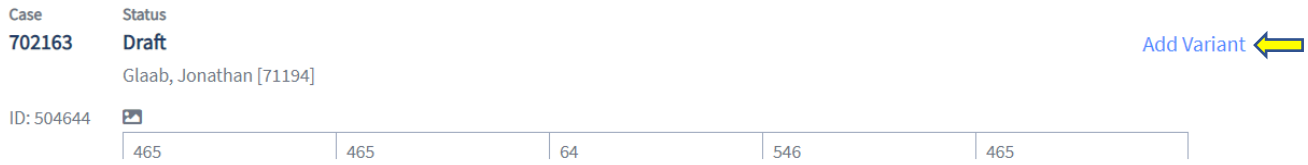
Viewing questions states in Dashboard

Draft – Ready to be submitted; not missing any information/has no special image modification requests.

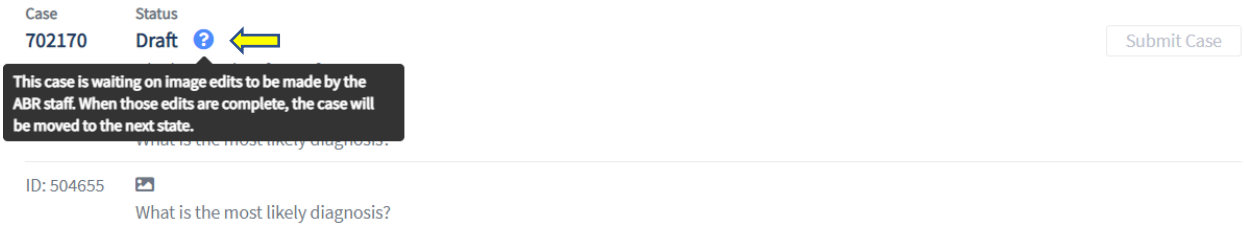
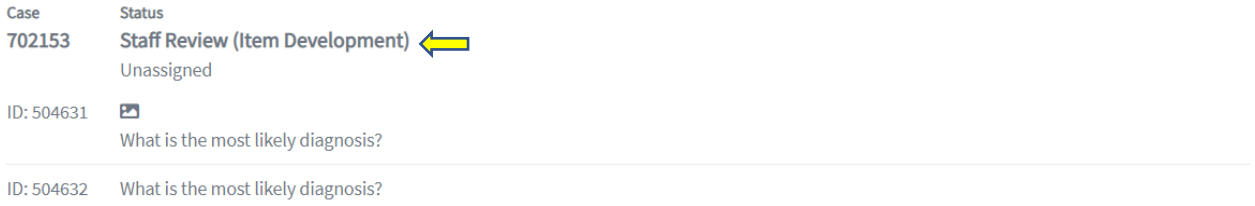


Draft (missing variant) – Case is missing variant item.



Draft (image edits requested) – Question is ready for submission, but special image modifications have been requested.

**Note: Question can only be submitted from Case Builder screen*



Staff Review – Case has been submitted and is under staff review; no longer editable.