RADs
Quick Start Guide - Reviewers

RADs Quick Start Guide

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

Required Web Browser: Google Chrome

Dashboard Overview

- Assigned items

My Questions – Reviewer

DR OLA Cardiac

Search		All Cases (1)

Case	Status	Created By	Assigned To
704097	Senior Review (Item Development)	Bhalla, Sanjeev [45274]	Cham, Matthew [50889]
ID: 3002987	What is the most likely diagnosis?		
ID: 3002988	What is the most likely diagnosis?		

Reviewing an item

1. From Dashboard - Select Case to review by clicking stem text
   Note: Items in dashboard appear together in a case. Clicking on one item will open the Case Builder, where the item clicked on will correspond to which question appears. It is important to review **both items within the case.*

Case Builder

Senior Review (Item Development)

Project: DR OLA Cardiac
Cham, Matthew [50889]

Question 1   Question 2

2. Review all items for the following:
   - Items are appropriate for committee's domain and "walking around knowledge"
   - Verification of rationale and reference(s)
   - Provide feedback to assigned item writers for revisions, if applicable

3. After reviewing an item, take one of the following actions:
   - **Modify** the item by making edits *(For modification guidelines, please see pages 4-11)*
   - **Preview** the item by viewing it in the OLA diplomate view
   - **Approve** the item if it is ready for committee review
   - **Reject** the item to return it to the Item Writer if extensive revisions are needed

Preview   APPROVE   Reject

Notes:

- *RADs will not clone changes between items*
- *Once an action is taken on both items within a case, it will **no** longer appear in the queue*
- *If an item is erroneously approved before the review is complete, contact your Exam Developer for assistance*

Previewing an Item

1. Click "**Preview**" at the bottom of the screen.

Accepting an Item

1. Click **"Approve"** at the bottom of the screen.
   After an item is approved, RADs will direct the page back to the dashboard

Rejecting an Item

1. Click **"Reject"** at the bottom of the screen.
2. In the textbox, explain why the item was rejected. Be thorough in the explanation so the item can be corrected.
3. Click **"Send for Rework"**.

⊗

Send question for rework

Choose a user to assign the question to

Bhalla, Sanjeev [45274]

Please explain why you are returning this question

Please expand the rationale

Cancel   **Send for Rework**

Note: If an item is rejected, user will remain within the Case Builder and can then move to the next question in the case using the upper tabs
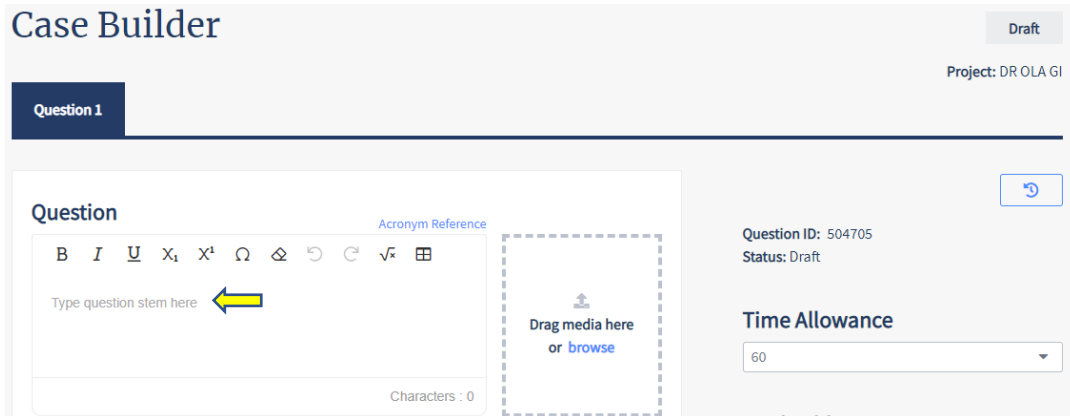
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Modifying a question

Notes:
- Each item will open in an editable state.
- Required modifications can be made in the appropriate fields.
- After modifications are completed, item must be either approved or rejected.

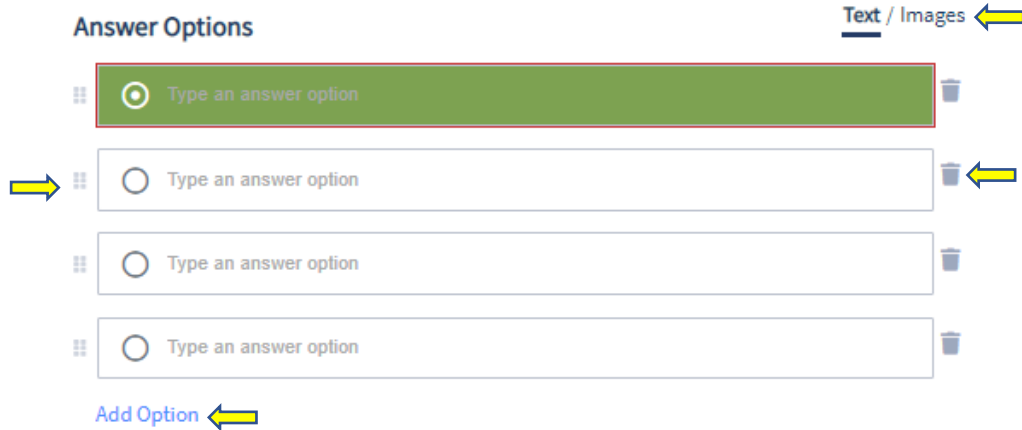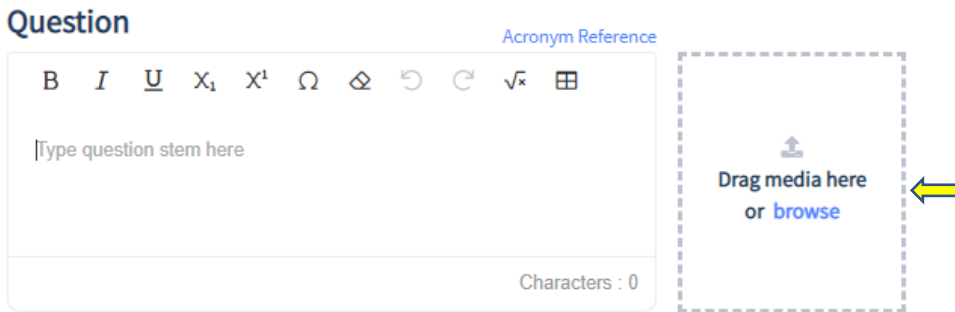1. Enter stem revisions in the text box.

Writing Tools:

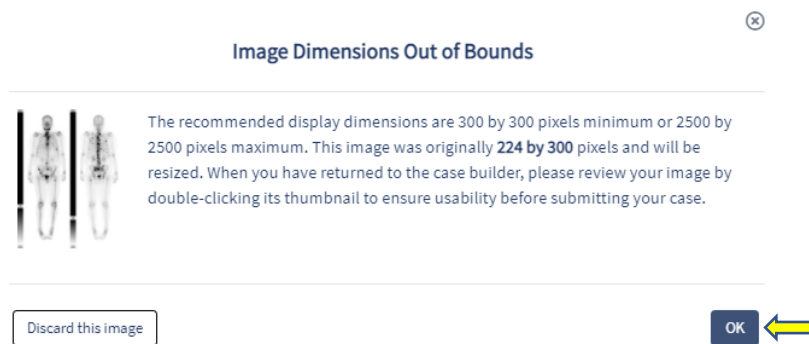| Icon:	Tool:	Description:
B	Bold	Bold text
I	Italicize	Italicize text
U	Underline	Underline text
X₁	Subscript	Add a subscript
X¹	Superscript	Add a superscript
Ω	Special characters	Insert a special character
◇	Clear formatting	Clear stem formatting
↺	Undo	Undo last action
↻	Redo	Redo last action
√×	Formula	Insert a formula
⊞	Table	Insert a table

2. 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

Answer Options   Text / Images ⬅

⬅ ⊙ Type an answer option   🗑

⬅   ○ Type an answer option   🗑 ⬅

       ○ Type an answer option   🗑

       ○ Type an answer option   🗑

Add Option ⬅

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

Question   Acronym Reference

B *I* U X₁ X¹ Ω ⬙ ↺ ↻ √× ⊞

Type question stem here

Characters : 0

⬆
Drag media here
or browse ⬅

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

⊗

Image Dimensions Out of Bounds

The recommended display dimensions are 300 by 300 pixels minimum or 2500 by 2500 pixels maximum. This image was originally **224 by 300** pixels and will be resized. When you have returned to the case builder, please review your image by double-clicking its thumbnail to ensure usability before submitting your case.

Discard this image   OK ⬅

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

6. Click "**Add Reference**".

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

8. Open drop-down menu, select reference type, and complete appropriate fields.
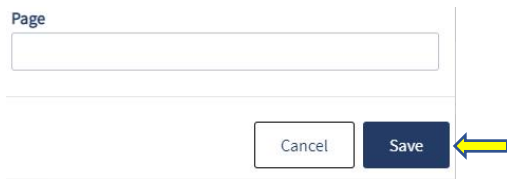
9. Click "**Save**".

Page

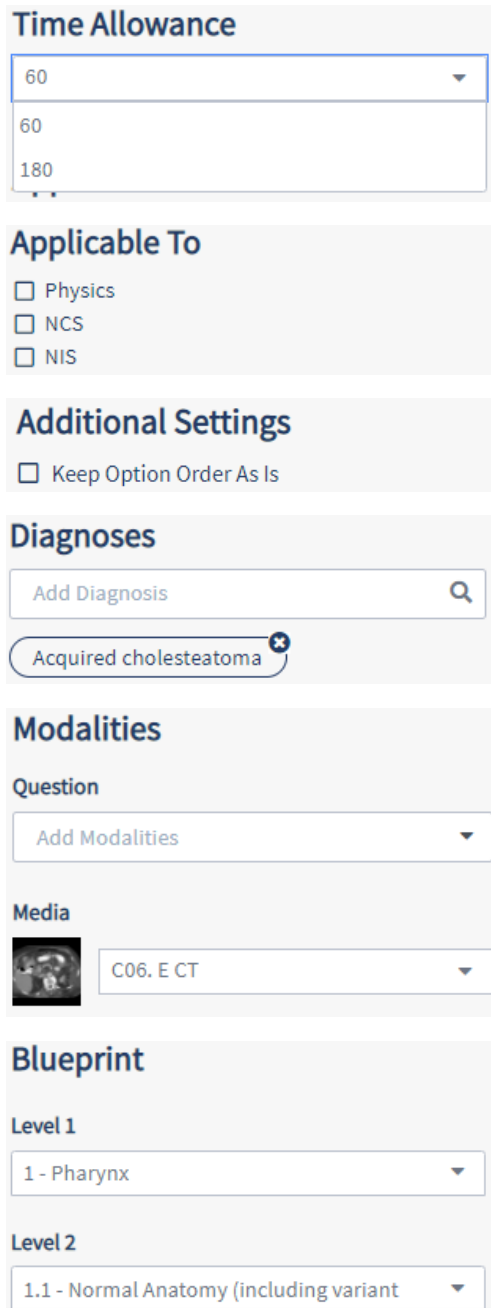10. Select appropriate metadata fields.

Time Allowance

60

60
180

Applicable To

☐ Physics
☐ NCS
☐ NIS

Additional Settings

☐ Keep Option Order As Is

Diagnoses

Add Diagnosis

Acquired cholesteatoma ✕

Modalities

Question

Add Modalities

Media

C06. E CT

Blueprint

Level 1

1 - Pharynx

Level 2

1.1 - Normal Anatomy (including variant

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Creating media modifications

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

Image editing tools:

Icon:	Tool:	Description:
+ 100% −	**Zoom in/ Zoom out**	**Increase or decrease magnification**
◑	**Contrast/Brightness**	**Color enhancement**
⌗	**Cropping**	**Crop out unwanted sections**
T	**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.

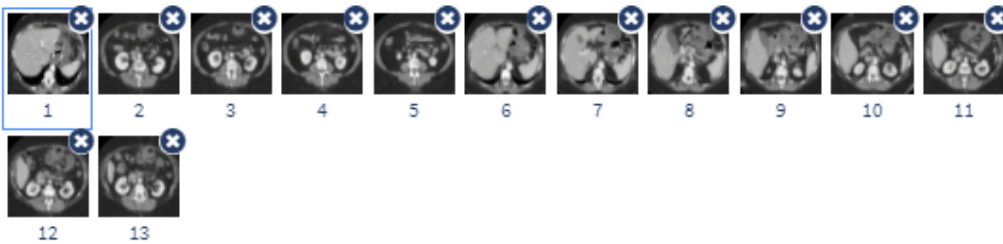> You have selected multiple files. Is this an image stack?
>
> Cancel Upload   No   Yes ⬅

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

> ⊗
>
> Image stacks should be a uniform size.
>
> These images are not of uniform size. Please upload a stack of uniform size, or this stack will be flagged for further modification by the ABR Imaging staff.
>
> Cancel this upload   Proceed with these images ⬅

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

> ☐ Enable sorting ⬅
>
> Take range from [   ]th to [   ]th image. ⬅
>
> Remove every [   ]th image. ⬅
>
> Reverse order [⇄] ⬅
>
> Modality:
>
> Please Select Modality   ∨ ⬅

Note: The following alerts may appear in stack creations:

Image count: 6
- The images have been modified to meet the ABR image size standards.
- This image stack has been flagged for further assistance by ABR staff because the images are not uniform in size.

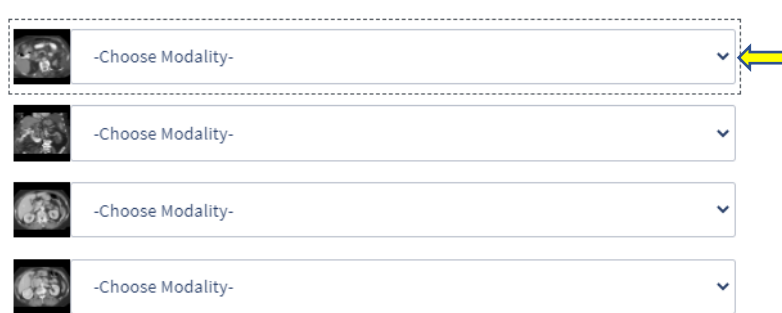## Creating composites

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

   You have selected multiple files. Is this an image stack?

   Cancel Upload   ⟹ No   Yes

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

   Please select the modality for the media.
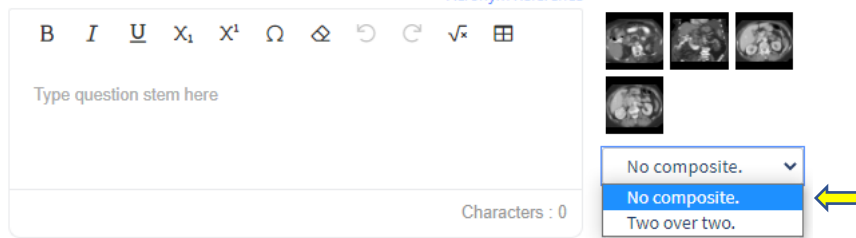
   -Choose Modality- ⟸

   -Choose Modality-

   -Choose Modality-

   -Choose Modality-

   Cancel Upload   Done ⟸

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

   ## Question

   Acronym Reference

   B *I* U X₁ X¹ Ω ⬧ ↺ ↻ √x ⊞

   Type question stem here

   Characters : 0

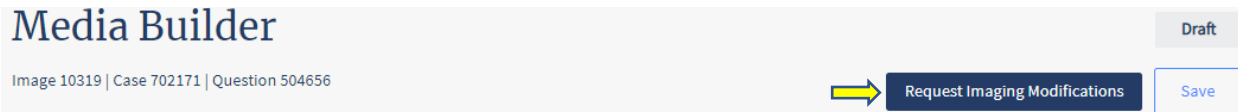   No composite. ⌄
   No composite. ⟸
   Two over two.

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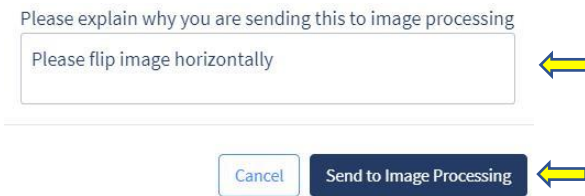4. Click on image icon and drag to desired order.
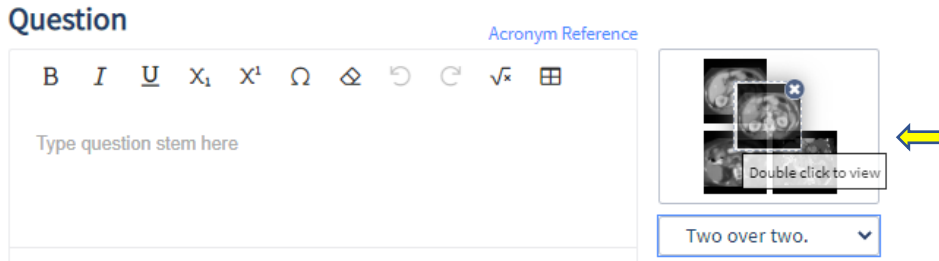
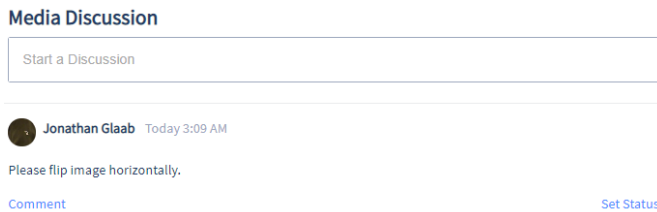**Requesting special media modifications**

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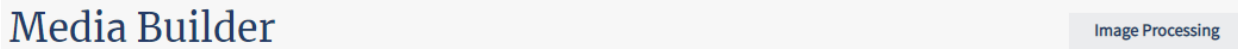

2. Describe desired image modification and click **"Send to Image Processing"**.

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

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

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