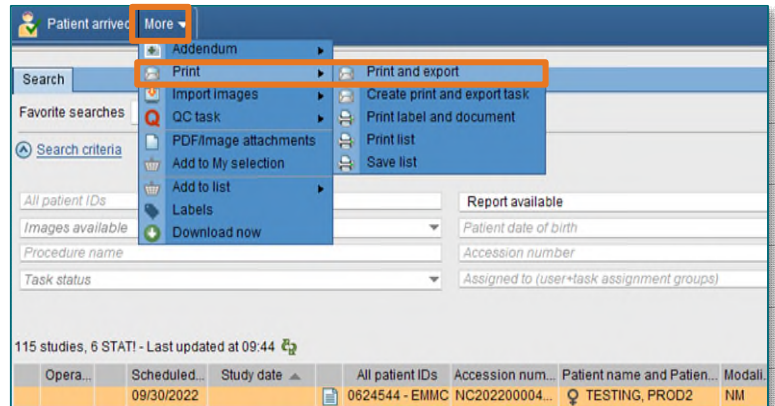


This flyer outlines how to Print, Import, Export, Fax, Email, Save to Media, and Transfer to DICOM exam documents from Enterprise Imaging (EI) Desktops.

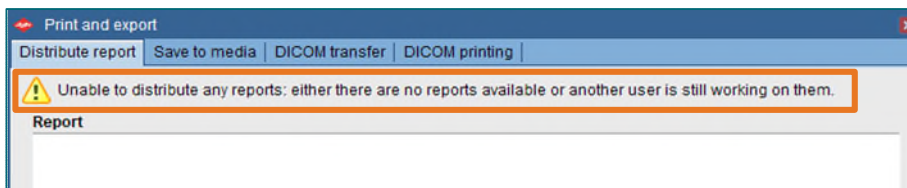
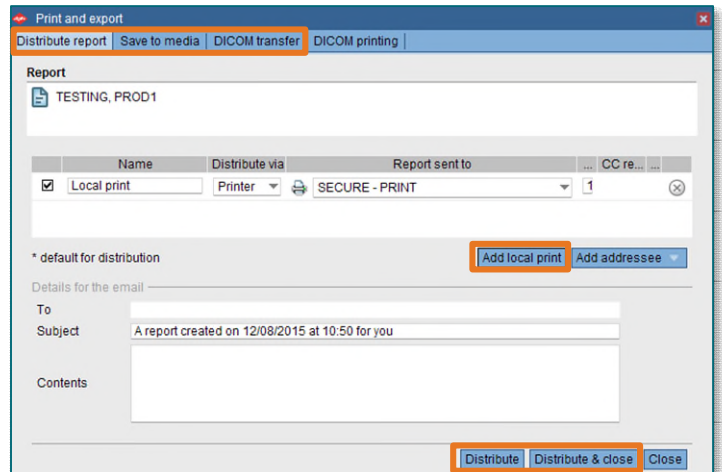
**Print, Fax, Save to Media Gallery, and Transfer DICOM data.**

- STEP 1:** Select Patient.
- STEP 2:** Select More or right-click.
- STEP 3:** Select Print.
- STEP 4:** Select Print and Export.
- STEP 5:** Select Distribute report, Save to media, or DICOM transfer.



➤ **Distribute report -Print, Fax.**

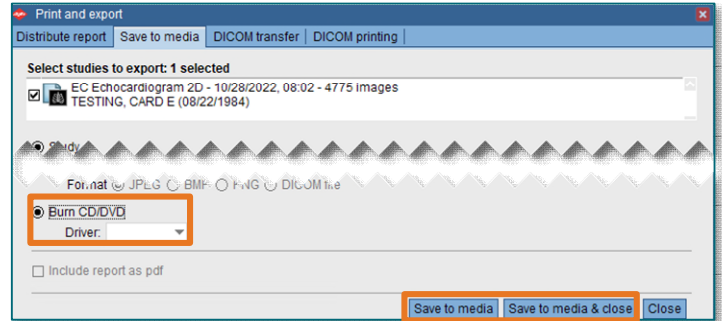
- **Print or Fax**
  - **Add local print**
    - Select appropriate option under **Report sent to**.
      - Secure print, PDF option for xMedius faxing, Multi-Tech FaxFinder.
  - Select **Distribute** or **Distribute & close**.



**NOTE:** "Unable to distribute any reports: either there are no reports available or another user is still working on them," populates if nothing available to send at that time.

➤ Save to Media

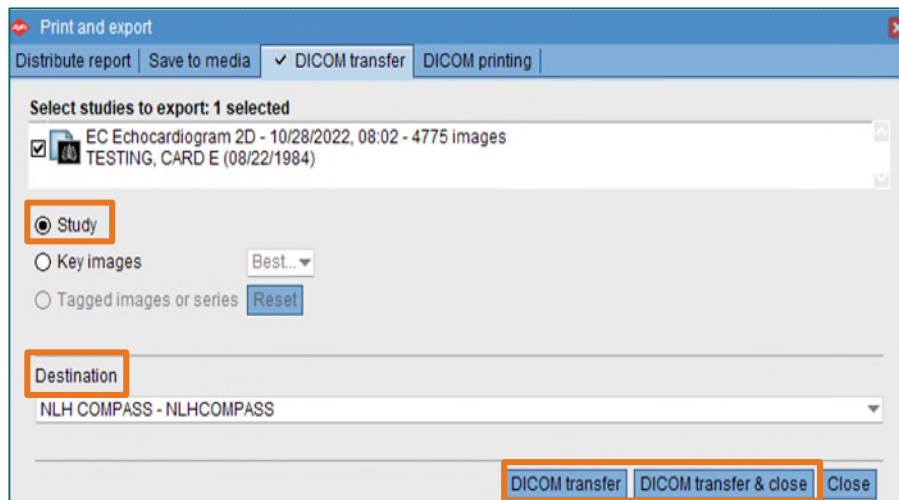
- Burn to CD/DVD
  - Select Driver.
  - Select **Save to media** or **Save to media & close**.
  - Exporting studies shows in the top banner beside **Patient Name** and **MRN** box.



**NOTE:** Once complete, a pop-up window appears stating: The following studies have been burnt to CD/DVD successfully with Name of study. Disk drive will open to retrieve the CD/DVD.

➤ DICOM Transfer

- Study is pre-selected.
- Select **Destination** location from the dropdown.
- Select **DICOM transfer** or **DICOM transfer & close**.
- Exporting studies shows in the top banner beside **Patient Name** and **MRN** box.



**NOTE:** Once complete, a pop-up window appears stating: The following studies have been transferred in accordance with filter configuration for the external system with Name of study.

**NOTE:** When exporting studies of the SAME Patient to CD or another destination, more than one can be bundled together.

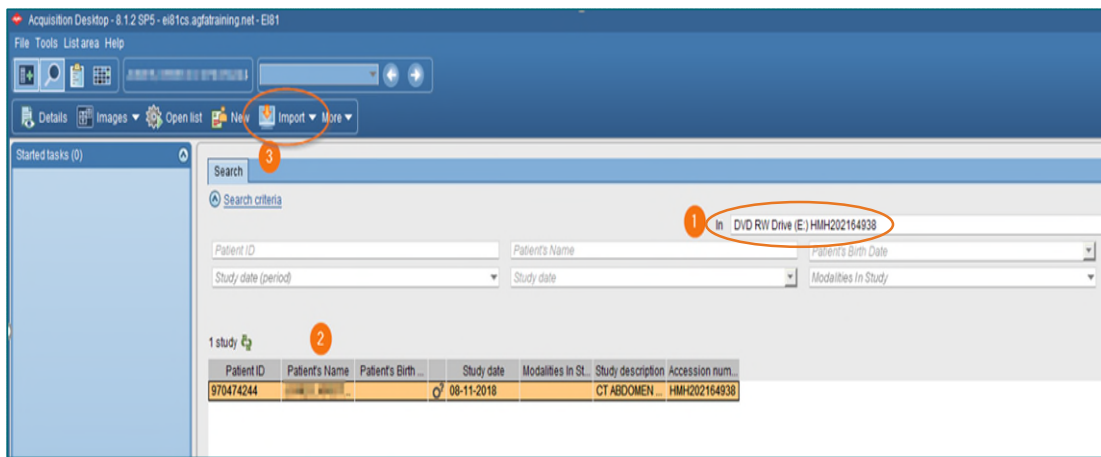
## Import CD

To import images to a selected study or a new order:

**STEP 1:** Select the local drive under **In** the search area.

**STEP 2:** Select study or studies to import.

**STEP 3:** Select **Import**.



**STEP 4:** Search for patient.

**STEP 5:** Right-click in the patient row that needs a **QC task** to attach images to order entered.

**STEP 6:** Hover over **QC task**.

**STEP 7:** Left-click **Create QC task**.

**STEP 8:** From the **QC action** dropdown, select the appropriate QC action, **Fix/Merge**.

**STEP 9:** Enter comments, if necessary, in the **Comment** field.

**STEP 10:** Click **Fix/Merge**.

## Print Images

**STEP 1:** Right-click an image.

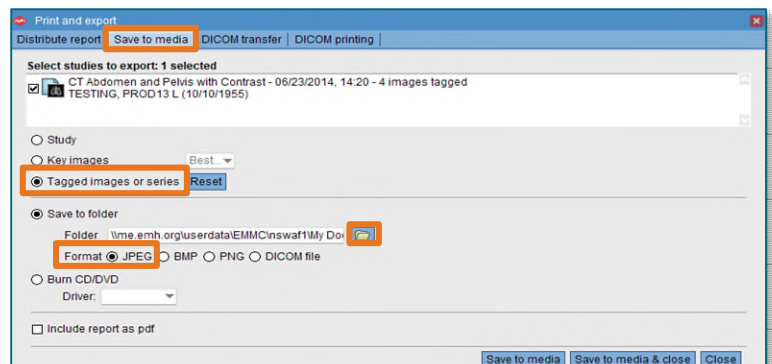
**STEP 2:** Select **Print and Export**.

**STEP 3:** Select **Save to Media**.

**STEP 4:** Select **Tagged images or series**.

**STEP 5:** Select **Save to folder**.

**STEP 6:** Select **JPEG**.

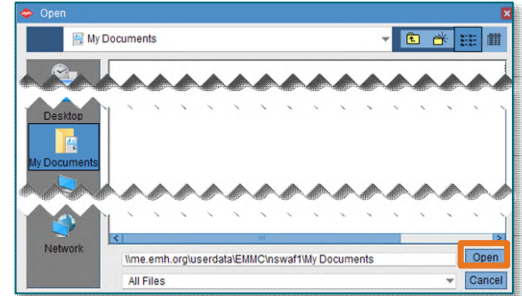


**STEP 7:** Click **file folder** to browse location to save images.

**STEP 8:** Select **My Documents**.

**STEP 9:** Click **Open**.

**STEP 10:** Go back to images, left-click the single image or series to tag.



**NOTE:**  indicates an image has been tagged.

**STEP 11:** Go back to **Print and Export** screen after selecting all images to be printed.

**STEP 12:** Select **Save to Media & Close**.

**NOTE:** Once complete, a pop-up window appears stating: **The following studies have been exported to the local folder successfully with Name of study.**

**STEP 13:** Navigate to **This PC, Documents**.

**STEP 14:** Double-click the **exported file**.

- New window opens.
  - Double click the file.

**STEP 15:** Select all images by clicking the first one, hold ctrl key, and select the rest.

**STEP 16:** Right-click one of the images.

**STEP 17:** Select **Print**.

- New **Print Pictures** window opens.
  - Select **Printer**.
  - Click **Print**.

