Importing & Archiving Images

DX-R & scil IPS Software
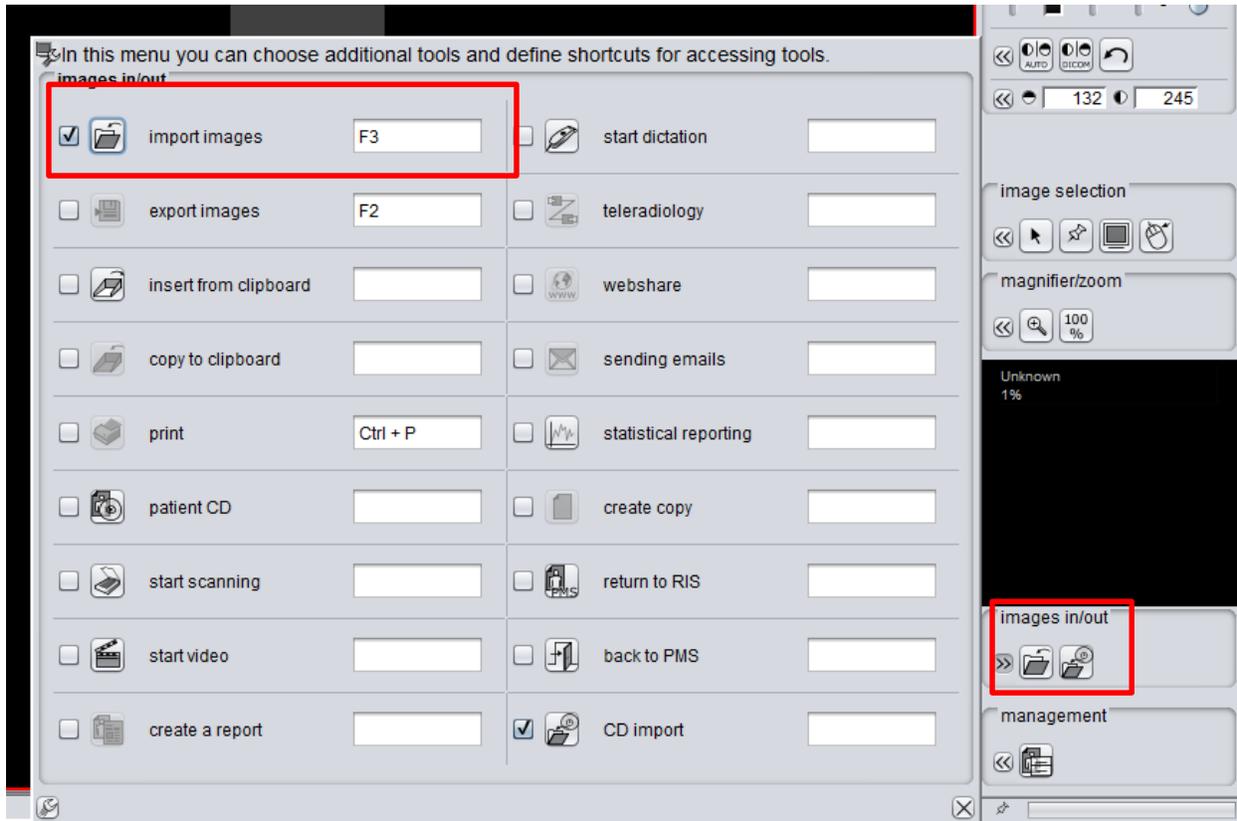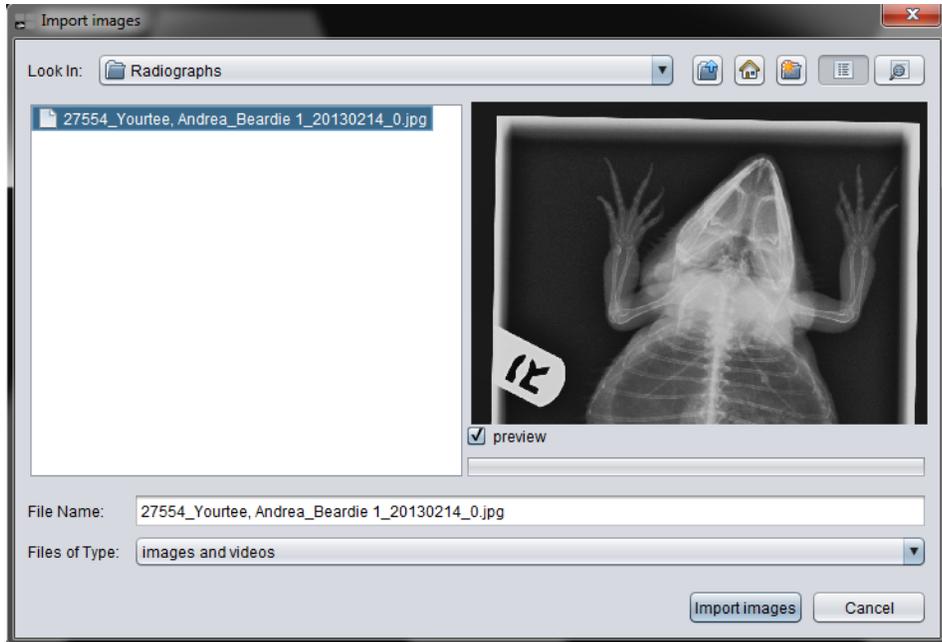
Images may only be imported into the scil viewer or Dragonfly

1. Open the viewer and select the "import" button from the menu on the right, under "Images in/out". You may have to click the double-chevron on the side to open the full menu to find the button.
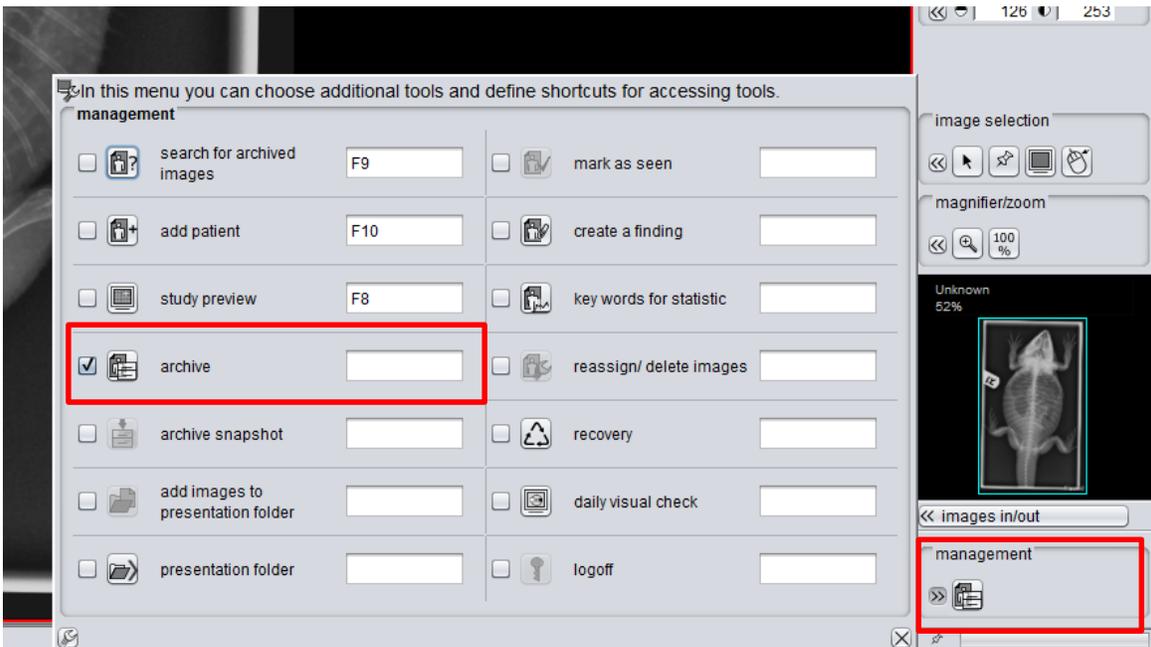

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2. From the next screen, navigate to the location of the images you would like to import using the drop-down box next to the label "Look In"; select your image and then click "Import Images". (If you have multiple images, hold the Shift or Ctrl key and select all the images you want.)

3. Now you will see your image loaded into the viewer. If you want to archive this image in your PACS system, on the toolbar, under "management", select "Archive. Again, you may have to expand the full tool menu by clicking the double chevron.

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4. The system will populate a list of patients is your PACS on the right side of the archiving window. You can either select a patient from that list or if the patient doesn't exist in your system, you can enter it manually on the left by filling out the First and Last Name, ID, and Birth Date. Once you have entered in all the necessary information, the archive button will become active; simply click it an the archiving process will complete.

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5. Now, when you search the archive, your new image will be there.

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