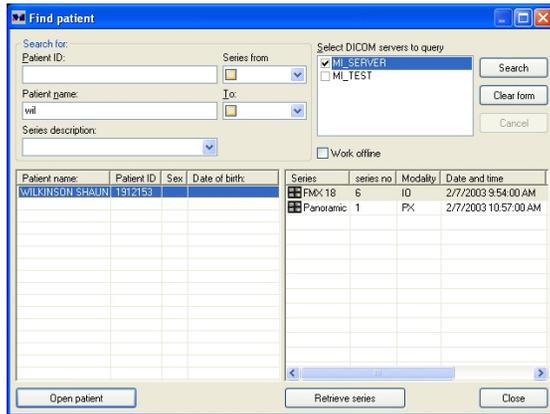


1. Launch MiPACS. Search for the patient in the Find Patient dialog using his/her patient ID or name.



2. If no results are shown from your search, close the **Find Patient** dialog and press the New Patient button. You will be prompted to provide the patient's full name, patient ID, sex, and date of birth.

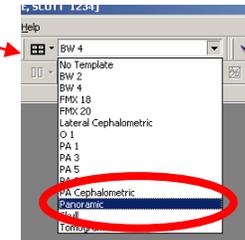


3. Verify the patient name and patient ID in the title bar of MiPACS.



4. Select the template that you wish to use (i.e. Panoramic or Cephalometric), depending on the type of X-ray that you will be taking and press the **Show Template** button. Some users prefer to use **No Template** while scanning intraoral radiographs and select a template after all images have been scanned.

Show Template →



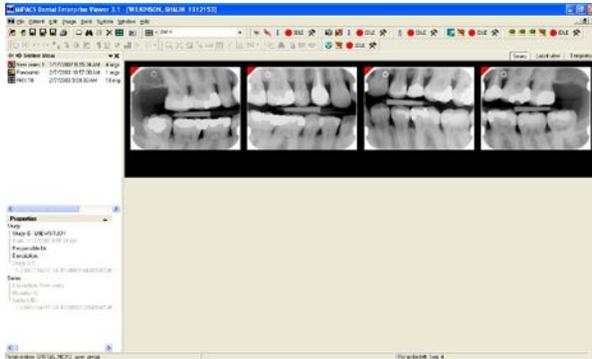
5. Click the **Activate Capture** button for the Air Techniques ScanX. Once you see "ACTIVE" on the ScanX Plug-in toolbar and green lights on the ScanX, begin inserting plates, white side towards the ScanX.

Activate Capture →



6. The images will appear in the ScanX dialog on the right side of the screen as they are scanned. Click **Save Images** when you are finished scanning plates and the ScanX has finished processing the plates.

- If **No Template** was selected in the drop-down menu, re-select a new template and select the **Show Template** button (as described in Step 4). Re-arrange the images on the template by holding down the left-mouse and dragging-n-dropping the selected image to correct position.



NOTE: The red triangle in the upper-left corner indicates that the series is unapproved. With an unapproved series, images can be deleted, retaken, and remounted. Only authorized users have the right to delete image(s).

- Once the series is complete and is ready to be saved, click on the **Save And Approve** button. Ensure that both **Approve all Images** and **Transfer to DICOM Server Now** checkboxes are checked and press OK. The **Series Description** field can be changed to reflect a better description of the actual image series.



Save series

Select study: New Study

Date: 1/17/2007 8:55:34 AM

Study UID: 1.2.840.114257.3.6.4104843144042547045712377415784E

Study ID: BW 4

Study description: BW 4

Series description: BW 4

Responsible Dr: gregg

Approve all images

Store to DICOM server now

NOTE: Only authorized users have the right to approve images. If the current user logged in doesn't have that right, an authorized user will have to enter their username and password to approve the series.