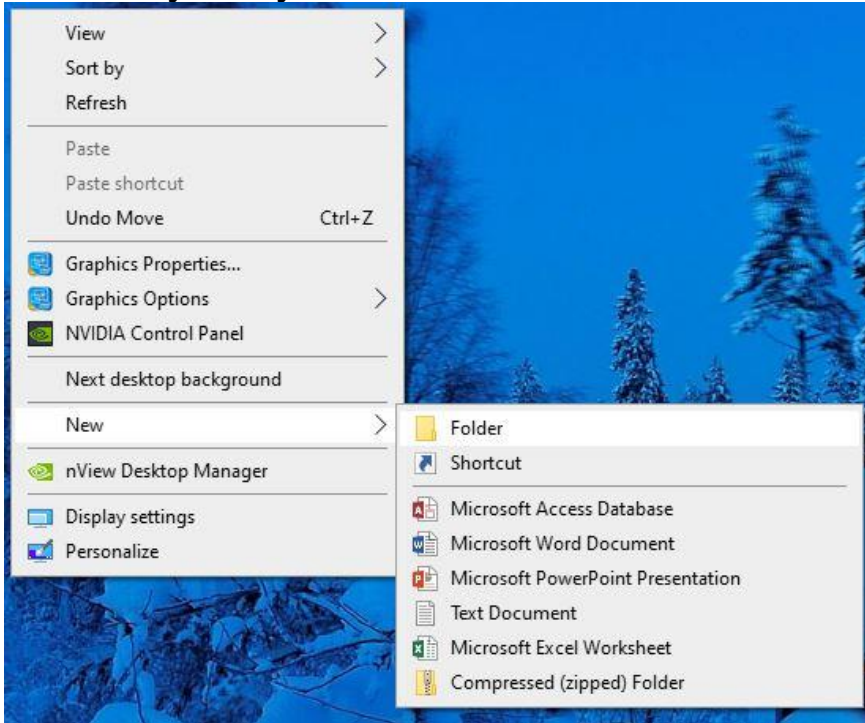


1. On your desktop, right click on an empty space. Go to “New” and click “Folder”. A folder will appear with highlighted blue text. Type in the patient name and push “Enter” on your keyboard.



2. Within PreXion, right click on the patient’s name. Go to “Study Management” and click “Download Study”.

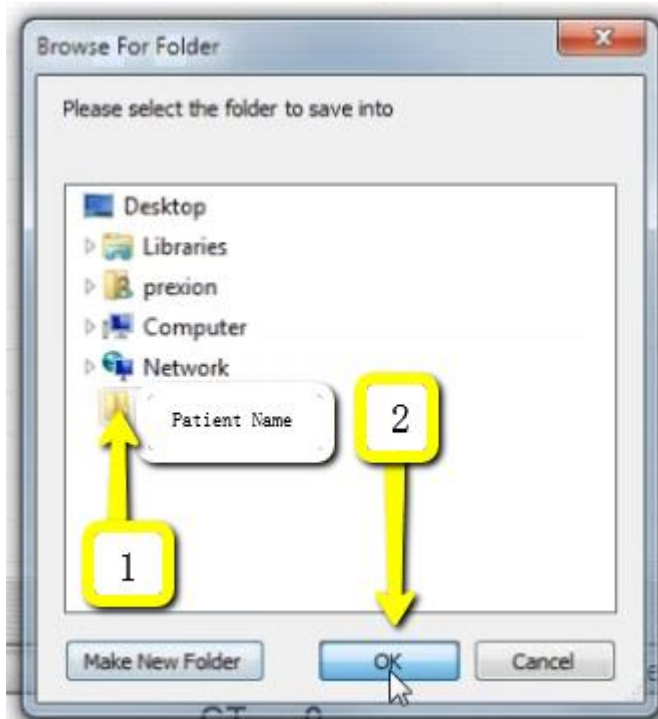
PreXion 3D

#	Patient ID	Patient	Modality	Study Date, Time	Age	Gender	Description	AE Title	DOB	Study ID	Accession#
1	01450		CT	2016/10/13 16:00:34	53	F	np		1963/07/14		
2	01512		CT	2016/06/20 15:27:50	62	F	impl				
3	01450		CT	2016/06/20 14:22:30	52	F	impl			pano	
4	01450		CT	2016/05/12 15:10:13	52	F	impl				
5	0110		CT	2016/04/11 15:31:27	62	F	np				

Context menu options:

- Quick Download
- Get list of series with this PatientID
- Add To Multi-Data List
- Study Management
 - Anonymize Study
 - Download Study
 - Push Study
 - Retrieve Study
 - Delete Study
 - Save Study Info to File

3. Select the folder you just created on the desktop. Click “OK”.



5. After the DICOM exports, go to the patient’s folder that you created on the desktop and verify the .dcm files were exported correctly; there should be several hundred files.

6. Go back to the desktop, right click on the patient’s folder, go to “Send to”, and select “Compressed (zipped) folder”. A duplicate folder will be made with either a zipper on it, or a blue “Z”. Upload this compressed (zipped) folder.