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**This Quick Reference Guide (QRG) demonstrates how to manage Enterprise Imaging Media.**

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**Burn a Study to CD/DVD**

➤ From the EI Search screen with the search results below:

**STEP 1:** Click the appropriate study or studies.

**NOTE:** To select additional studies, press and hold the [Ctrl] key and then click the appropriate studies.

**STEP 2:** Click the **More** dropdown arrow; then click **Print**.

- A sub-menu displays.

**STEP 3:** Click **Print** and export.

- The print and export window displays.

**STEP 4:** Click the **Save to media** tab.

- The tab displays the selected studies to export at the top.

**STEP 5:** Clear the corresponding checkbox to remove a study.

**STEP 6:** Click the **Study** or **Key images** option.

- The **Study** default option is to include all the images from the study.

**STEP 7:** Click **Save to folder** to save the exported studies locally to a workstation.

**NOTE:** Select the appropriate format: **JPEG** is the default option. Use the **Folder** icon to select a folder to which to save the studies.

**STEP 8:** Click **Burn CD/DVD** to burn the studies to a disk.

**STEP 9:** Confirm the **D: Drive** is selected.

**STEP 10:** Select the **Include report as pdf** checkbox to attach the report as a PDF, if needed.

**STEP 11:** Click **Save to media** or **Save to media & close**.

- The information window informs that the studies have been burnt to CD/DVD successfully.

**STEP 12:** Click **Close**

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## DICOM Transfer a Study

➤ From the EI Search screen with the search results below:

**STEP 1:** Click the appropriate study or studies.

**NOTE:** To select additional studies, press and hold the Ctrl key and then click the appropriate studies.

**STEP 2:** Click the **More** dropdown arrow; then click **Print**.

- A sub-menu displays.

**STEP 3:** Click **Print** and export.

- The print and export window displays.

**STEP 4:** Click the **DICOM transfer** tab.

- The tab displays the selected studies to export at the top.

**STEP 5:** Clear the corresponding checkbox to remove a study.

**STEP 6:** Click the **Study** or **Key images** option.

- The **Study** default option is to include all the images from the study.

**STEP 7:** Document the Destination field.

- Multiple recipients can be added by selecting the corresponding checkboxes.

**STEP 8:** Click **DICOM transfer** or **DICOM transfer & close**.

**NOTE:** Northern Light facilities do not have DICOM printers. To print an image from EI, a screenshot or capture of the image must be taken, pasted into a Word document or form, and then printed to a regular desktop printer.

## Import EI Media

➤ From the EI Search screen:

**STEP 1:** Click the **In** dropdown arrow; then click **Browse**.

- The **Open** window displays.

**NOTE:** Even though there is a DVD RW Drive option in the menu, the browse option must always be used to import media into EI.

**STEP 2:** Click the **This PC** Icon



**STEP 3:** Double-click the **DVD RW Drive (D:)** option.

- The folder contents display.
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**STEP 4:** Double-click the appropriate folder.

- The folder contents display.

**STEP 5:** Click **Open**.

- The selected folder displays as the search in option.

**STEP 6:** Click **Search**

- The study displays below.

**STEP 7:** Click the study.

**STEP 8:** Click the **Import** icon.



- The **Confirmation** window prompts the user to confirm the intent to import the study.

**STEP 9:** Click **Import**.

- A message at the top of the screen indicates the study is being imported; the Information window confirms that the study has been imported.

**STEP 10:** Click **Close**.

**NOTE:** To confirm a study has been imported:

- Click the In dropdown arrow; then click System.
- Enter the search criteria for the patient (i.e., MRN); the click Search.