1. **X-Rays (Mi-Pacs) Overview**

2. 

   - **A.** Log into Axium using your Username and Password.

   - **B.** Select a patient using the search box or by using the Rolodex.

   - **C.** Click on the X-Ray icon.

   - **D.** Tool Bar & Icons:

     - Undo & Redo
     - Mirror Image
     - Rotate Image
     - Brightness and Contrast
     - Invert
     - Stretch Histogram
2. Viewing X-Rays

A. Log in and select your patient.
B. Click on the X-Ray icon.

C. If X-Rays have been already saved for the patient you can select the name of the file in the Series View.
D. Wait for the image to load.
E. Once the images load your window will look like this.
3. Taking X-Ray's

A. Select the correct template and press the Show Template button.

Note: Patient's Information has been transferred over to the MiPacs Client.
B. An example of the image is illustrated above.

C. Click on the Dexis Icon Plug in or Schick Plug in.

4. Using Shick & Dexis
   
   A. Note: If you are capturing an FMX series, the images will be captured in a sequence until you complete the series. If you capture an extra image, MiPacs will place it in an overflow window.
   
   B. An example has been provided above.
5. How to Save and Transfer Images to MiPacs Storage Server.
A. In the Menu, click on **File, Save and Store** or Click on the fifth icon in the toolbar **Approve and Store**
B. Click OK to confirm.
C. The images will be transferred to the MiPacs Storage Server and deleted from the local database.

6. **Importing Images into MiPacs**
A. Log into Axium using your username and password.
B. Select a patient using the Search box or the Rolodex.
C. Click on the X-Ray icon.
D. The MiPacs client window will open.

E. From the drop down menu template, select the desired template (FMX/PA/BW/Panoramic/Ceph, etc).
F. Below is an example of the Pacific FMX Template

G. From the menu bar at the right of the template selection click on the icon **Activate Capture**: Manually import to upload your images.

Note: Locate by Browsing Drive\Folder locations. (camera/card reader/ usb drive/ or folders on your computer)
H. Select all images, hold the shift key, click on the first image, then click on the Open button.

I. Your images will be imported by the sequence from slot 1 through slot 18. If you have more than 18 picture’s the additional images will be placed in the over flow window.
J. If your images do not import to the template as described above you may drag these images to the correct spot in the template or the overflow window.

K. The Pacific FMX Template file will now appear as an unapproved study on the left window. Now go to File from the toolbar menu and select Save and Store.

7. Exporting Images
A. Double click the axiom icon.
B. Log in with your username and password.
C. Select a patient using the Search box or the Rolodex.
D. Click on the X-Ray icon to launch MiPacs.
E. Select the Study from the Left Panel.
F. From the tool bar click on Image, Export Images. This opens the Export Image Screen.

G. Under Source check on of the Following:
   i. Selected images only
   ii. All images in the Study or Series
   iii. All images in current Series

H. Choose the Destination:
   i. Removable Drive-copies images to a USB thumb drive
   ii. S: Network Drive- copies images to your Home Network Drive
I. Choose a Format: Select (.JPEG) or TIFF (.TIFF) formats to export images for use by other software programs. These formats are generally accepted by word processing and graphics software programs. Also you can give a specific name to your images by typing it in the File name.
J. You can verify that your images have been exported properly by browsing your hard drive, or USB thumb drive.