KONICA MINOLTA
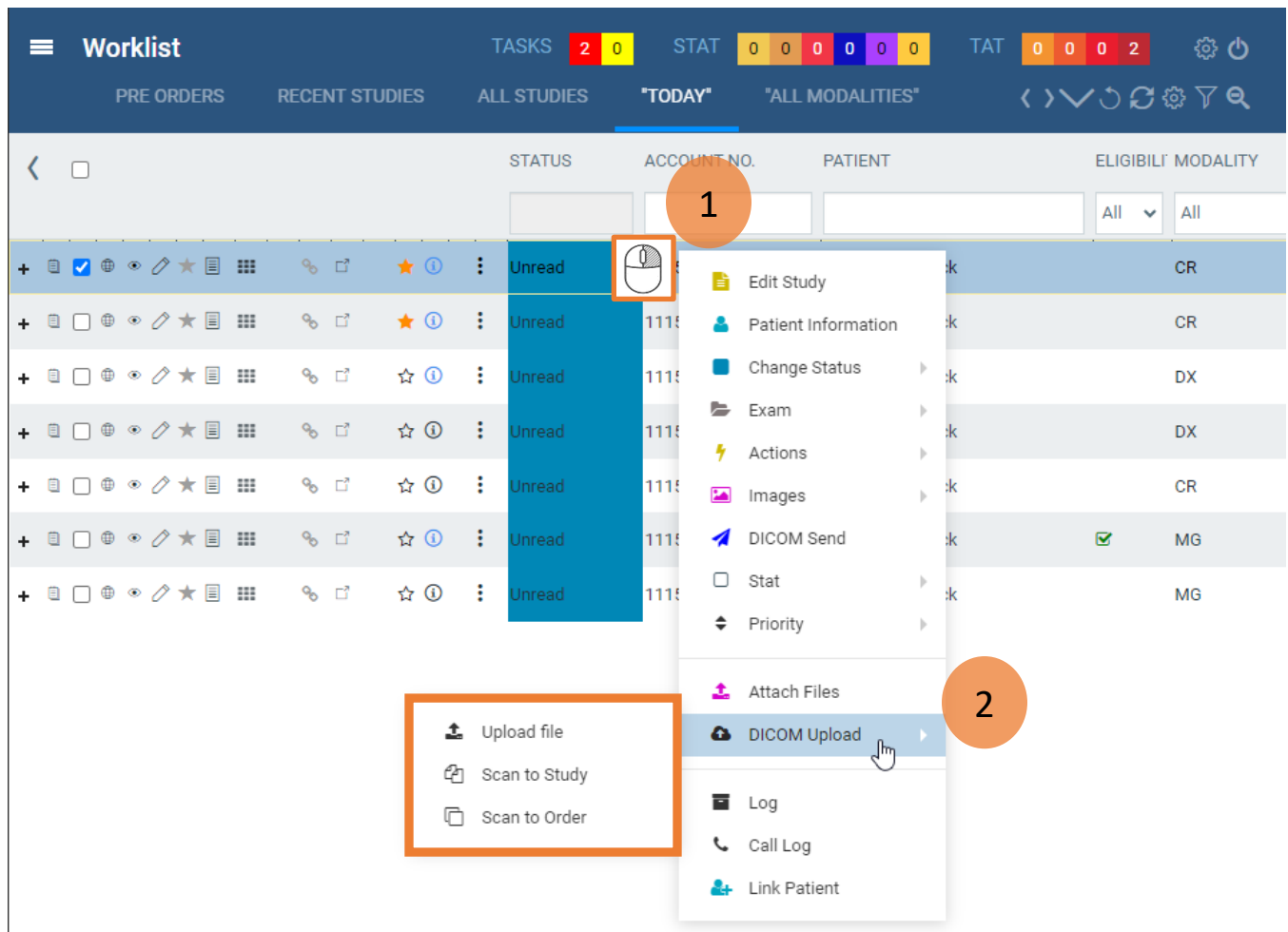
Exa® PACS/RIS

Feature Summary

Scan and Upload Documents as DICOM Files

DICOM Upload

1. **Right-click** a study.

2. Hover over the **DICOM Upload** submenu.

3. Select one of the following options.

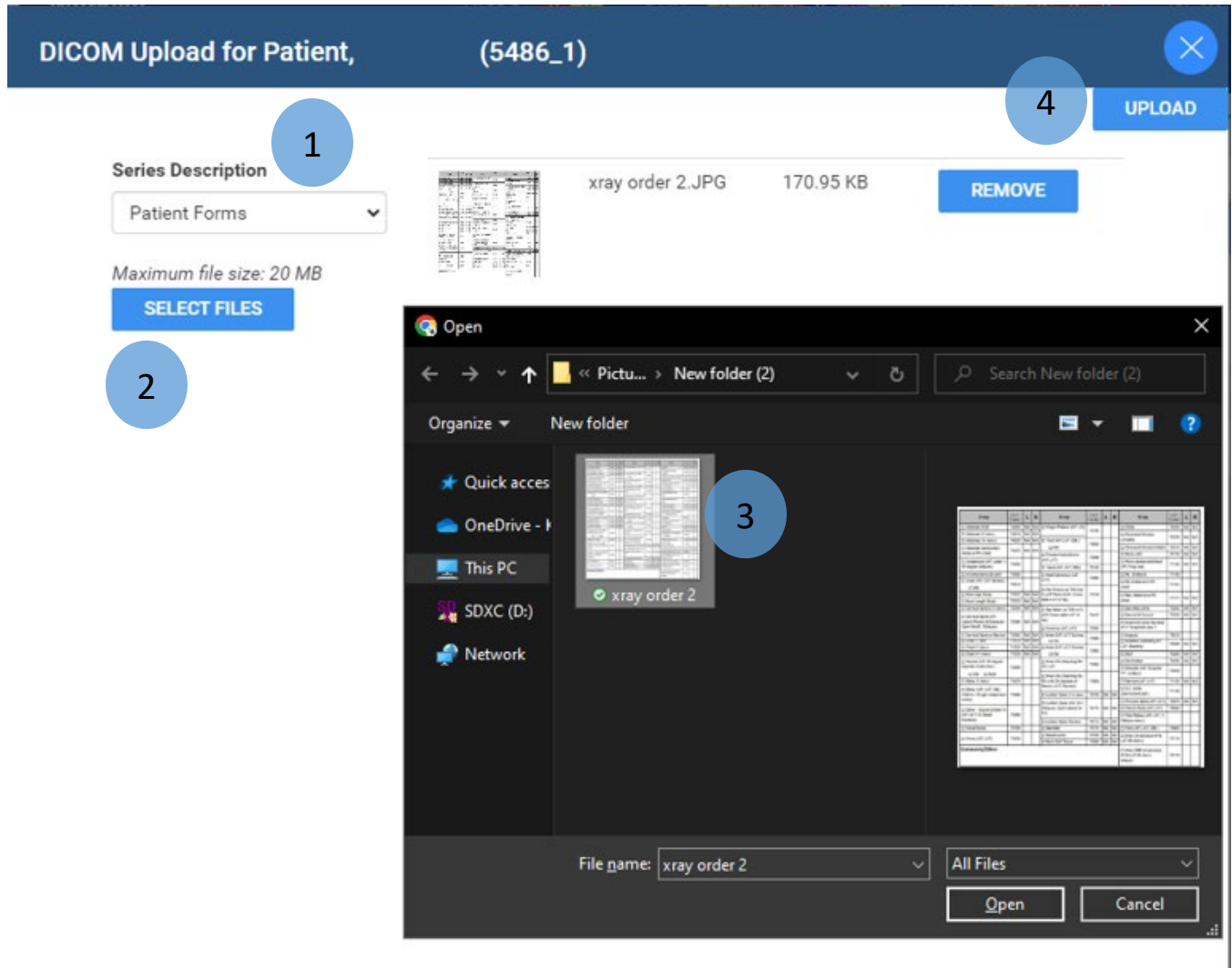| Upload file	Scan to Study	Scan to Order
• Upload document (PDF, image) from your computer	• Scan a document if the study already has images	• Scan a document if the study doesn't already have images

Scan to Study or Order

1. Select the **Doc. Type** (series description).

2. Select **Scan Now**.

3. Select **Accept**.

> You can **rotate**, **flip**, and **crop** the image. Select **Apply** to save your changes.

> You can change the scanner and its properties

> Each document has a thumbnail in the left pane of the viewer

Upload a File

1. Select the **Series Description** (document type).

2. Select **SELECT FILES**.

3. Browse for and select on or more files to upload.

4. Select **UPLOAD**.

5. Confirmation