**Digital Vet QUICK Guide**

**Taking an X-ray**
1. Turning on the PC will turn on the x-ray machine
2. After 2-3 min., log into QXvue
   a. Password: xray
3. Click on **Exposure**
4. Register your patient
   a. ID number
   b. Name (Owners Last Name / Patient Name)
   c. Sex (M/F)
   d. Age (assumes **Y**ears, unless you use m for months or w for weeks)
   
   I. If you need to make changes select **Modify View Information**
5. The name appears on the touch screen
   a. If the name display is not open, press Patient List; lower L side of display
6. Select the patient name on touch screen > press set parameters
7. Pick species (dog – cat – etc.)
8. Pick body part to image (thorax – abd – skull – etc.)
9. VERY IMPORTANT pick view Lat, VD or DV – green box means GO!!!
10. Adjust CM thickness
11. Adjust the light field – collimator
12. Make the exposure – two position foot pedal

**Finding a patients x-ray**
1. Click on **Database**
2. Adjust the year range by un-checking the From box
3. Input Patient ID or Owners Last Name in name field
4. Click Search
   a. By double clicking the thumbnail image(s) they are put into the “view box” (Right side of screen).
   b. By double clicking the patient the patient is opened in the Viewer.

In **VIEWER** you can select the image or images you wish to view and/or adjust:
5. Using the “view box” the images “opened” in order will be displayed side by side
6. Click on the **user** selectable format tool (next to the 3x3 tool) in the tool bar and select 1 column and 2 rows or 2 columns and 1 row

**Burning a CD**
Select the patient in Database and go to “**convert / export images**”
Follow dialog box(s) commands
Text in **GREEN** are changeable fields
NOTE: un-check viewer for OFA CDs

**Transferring an image to your network or outside facilities**
Select DICOM transfer, select the site you wish to send images to and click Transfer, a gray triangle will appear in the lower left corner of the image, indicating that image has been transferred.