**How to Export DICOM Files from Vatech**

1. Anywhere on your desktop, Right click → select New → select Folder and name the new folder with the Patient’s name
2. Open the patient’s scan in your Vatech software.
3. Click on Main Menu → Export
4. An export pop up window should now appear. Select the following buttons/boxes:
* Local Disk
* DCM Files
* Under the compression option, select “Uncompressed”. If this does not appear, select “Loseless”
* The “Viewer” box SHOULD NOT be ticked
1. Click “Save”
2. Locate the file you created earlier with the patient’s name and select it
3. The DICOM files will now be exported and you will receive a notification once this process is complete
4. Once completed, return to your desktop and right click on the patient’s folder, click on “send to” → “Compressed (zipped) folder”
5. A new file most likely with a zipper on it with the patient’s name will now appear on your desktop, this is a .zip file.
6. Upload the new .zip file to the patient’s case on the O-RAD website.