



E-mailing X-Ray Scans in Metron

Just a few simple steps to added features!



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Just a few simple steps to added features!

YOUR METRON ADVANCED IMAGING SOFTWARE IS CONTINUALLY BEING ENHANCED. WE LISTEN TO YOU, STRIVING TO ADD AND ENHANCE THE PRODUCT AND SERVICE TO ASSIST YOU WITH THE DIAGNOSIS AND TREATMENT OF YOUR PATIENTS.

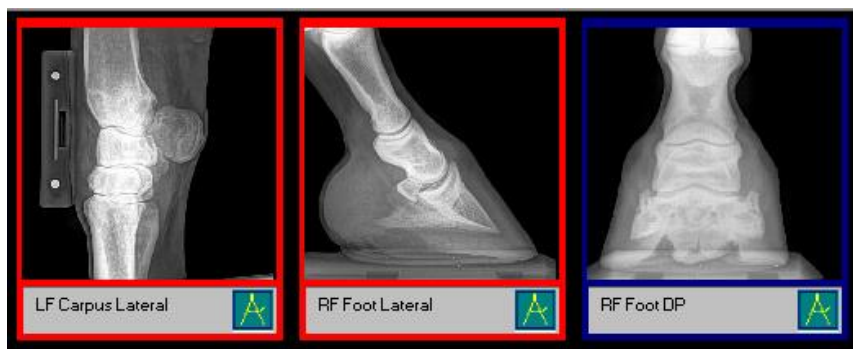
Since we all "e-mail," the most popular method for sharing digital X-Rays from Metron is "Send via E-Mail". You can also share X-Ray studies via DICOM, the Metron Web-Viewer, or post to Facebook.

To use this feature, you must first have a working e-mail address as your "send from" address. We recommend setting up an e-mail account with Gmail or Hotmail as most modern e-mail clients will automatically configure server settings during the initial setup wizard. If you already have an email address but with another email host, we often can make that work for you.

Second, you will need to install (or have an existing) e-mail program on your computer. We highly recommend Mozilla Thunderbird; it's free and can be downloaded at <http://www.mozilla.com/thunderbird>. We are happy to help you with this step too!

To E-Mail X-Ray Scans in Metron:

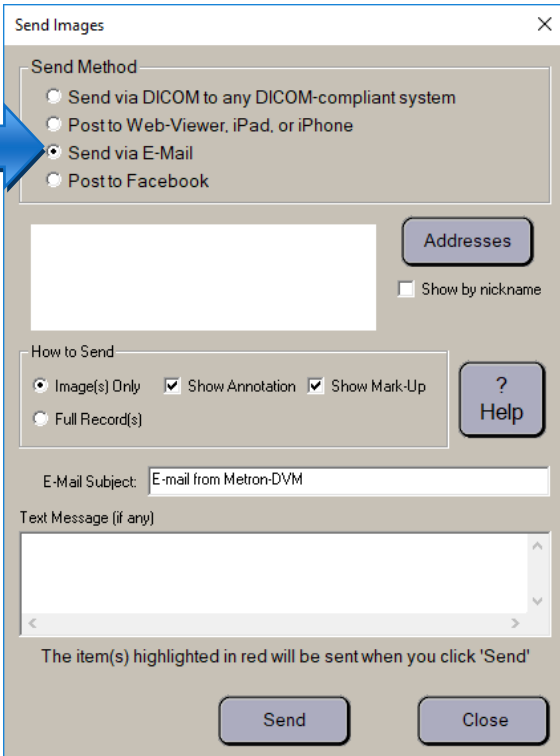
1. In the Database, click to tag (red border) each X-Ray image you would like to send.



2. Click the "Send Images" button.



3. Select the “Send via E-Mail” option.

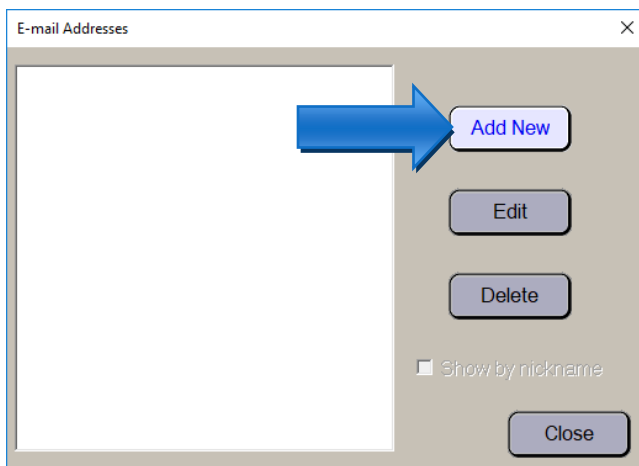


The "Send Images" dialog box is shown. A blue arrow points to the "Send via E-Mail" option under the "Send Method" section. The dialog includes a "Send Method" section with four radio buttons: "Send via DICOM to any DICOM-compliant system", "Post to Web-Viewer, iPad, or iPhone", "Send via E-Mail" (selected), and "Post to Facebook". Below this is a list box for addresses and a "Show by nickname" checkbox. The "How to Send" section has two radio buttons: "Image(s) Only" (selected) and "Full Record(s)". It also includes checkboxes for "Show Annotation" and "Show Mark-Up", and a "Help" button. The "E-Mail Subject" field contains "E-mail from Metron-DVM". The "Text Message (if any)" field is empty. At the bottom are "Send" and "Close" buttons. A note at the bottom states: "The item(s) highlighted in red will be sent when you click 'Send'".

4. You need an address in the “E-Mail Addresses” list for the person you want to send to. Click the “**Addresses...**” button to add an address.

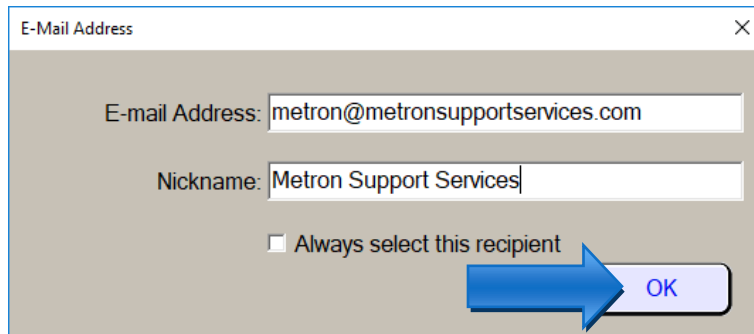
Addresses...

5. Click “Add New...”



The "E-mail Addresses" dialog box is shown. A blue arrow points to the "Add New" button. The dialog has a large empty list box on the left. On the right, there are buttons for "Add New", "Edit", and "Delete". Below these buttons is a "Show by nickname" checkbox and a "Close" button at the bottom right.

6. Enter an e-mail address and nickname, and click the “OK” button.



E-Mail Address

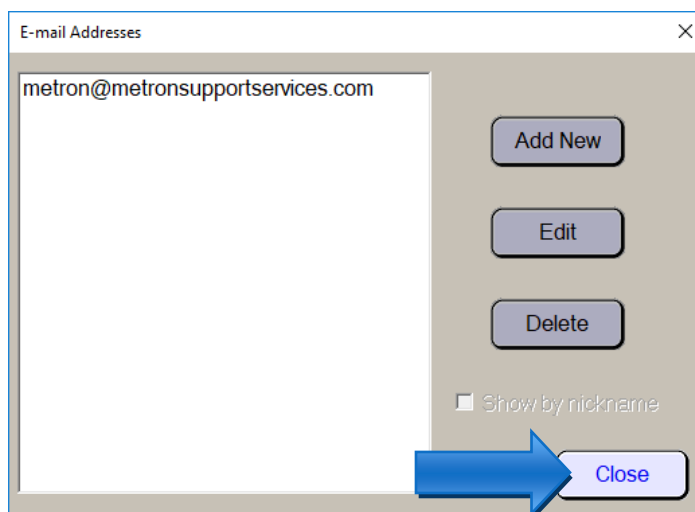
E-mail Address: metron@metronsupportservices.com

Nickname: Metron Support Services

☐ Always select this recipient

OK

7. The e-mail address you just entered will now appear in your “E-Mail Addresses” list. Click the “Close” button.



E-mail Addresses

metron@metronsupportservices.com

Add New

Edit

Delete

☐ Show by nickname

Close

Note: Once you have added e-mail addresses, they will be in your list as ready options for future sends

8. Click the checkbox next to the e-mail address that you just entered to select it. Enter an e-mail subject and also any information you would like to appear in the body of the e-mail into the “Text Message (if any)” field and click “Send.”

The screenshot shows a 'Send Images' dialog box with the following sections:

- Send Method:** Four radio buttons: 'Send via DICOM to any DICOM-compliant system', 'Post to Web-Viewer, iPad, or iPhone', 'Send via E-Mail' (selected), and 'Post to Facebook'.
- Addresses:** A list of email addresses with a checkbox next to 'metron@metronsupportservices.com' (highlighted by a blue arrow). A 'Show by nickname' checkbox is also present.
- How to Send:** Two radio buttons: 'Image(s) Only' (selected) and 'Full Record(s)'. Two checkboxes: 'Show Annotation' and 'Show Mark-Up' (both checked). A 'Help' button is also present.
- E-Mail Subject:** A text field containing 'E-mail from Metron-DVM' (highlighted by a blue arrow).
- Text Message (if any):** A large text area for the email body (highlighted by a blue arrow).
- Buttons:** A 'Send' button (highlighted by a blue arrow) and a 'Close' button.

Below the text message field, a note states: 'The item(s) highlighted in red will be sent when you click 'Send''.

You have now sent an e-mail successfully in Metron!



Contact us if you have additional questions.
We can be reached at metron@metronsupportservices.com or 1-877-638-3868.