



Google Drive & Metron Image View

Metron Auto Export Setup for Multi-Site Clinics

View Metron images with ease at any of your clinic sites – no matter where they originated!



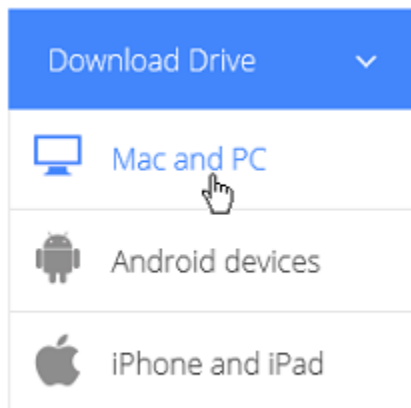
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Google Drive & Metron Image View

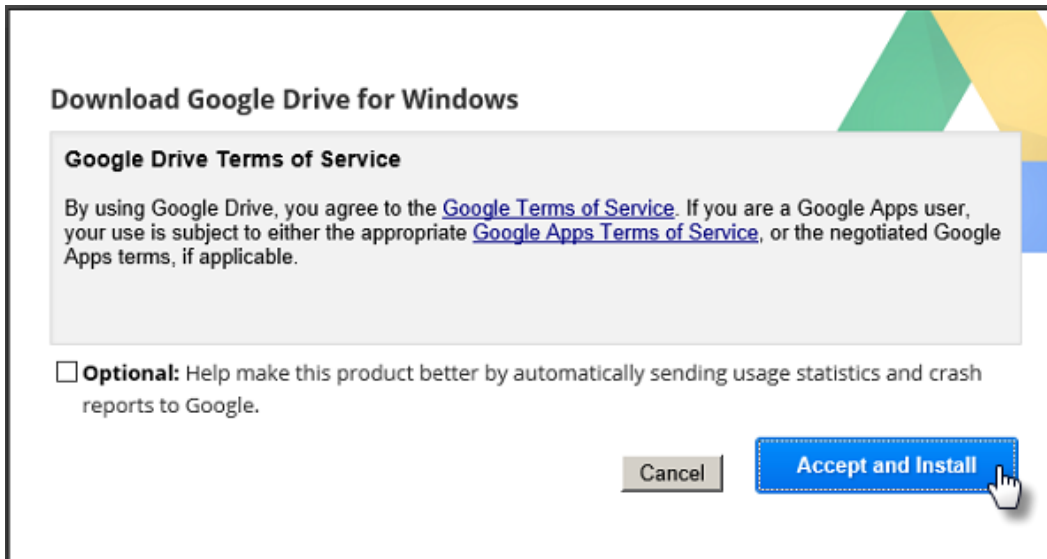
Metron Auto Export Setup for Multi-Site Clinics

Your clinic may have more than one physical location/site and each produces radiographs. You may also want an easy way to view existing radiographs of site 1 while you are at site 2. Or you could be at home or on a trip and want easy access to all images from both sites. The following document details how to install and configure Google Drive on your Metron acquisition PCs and in your Google Drive Cloud account. The result is a seamless, automatic export of every X-Ray produced to your cloud folders with one click access from any Google Drive enabled device such as a computer tablet or cell phone.

1. In order to setup Google Drive/Sync, you will need an existing Gmail/Google Account. If you don't already have a Gmail account, please visit <http://www.gmail.com> to set one up.
2. On the Metron Acquisition PC at your first site (here after referred to as "Site A") , open Internet Explorer and browse to <https://drive.google.com>
3. Click the "Download" link in the upper right-hand corner.
4. Click the "Download Drive" button so that it expands, and then click on the "Mac and PC" option.



5. Click “Accept and Install”

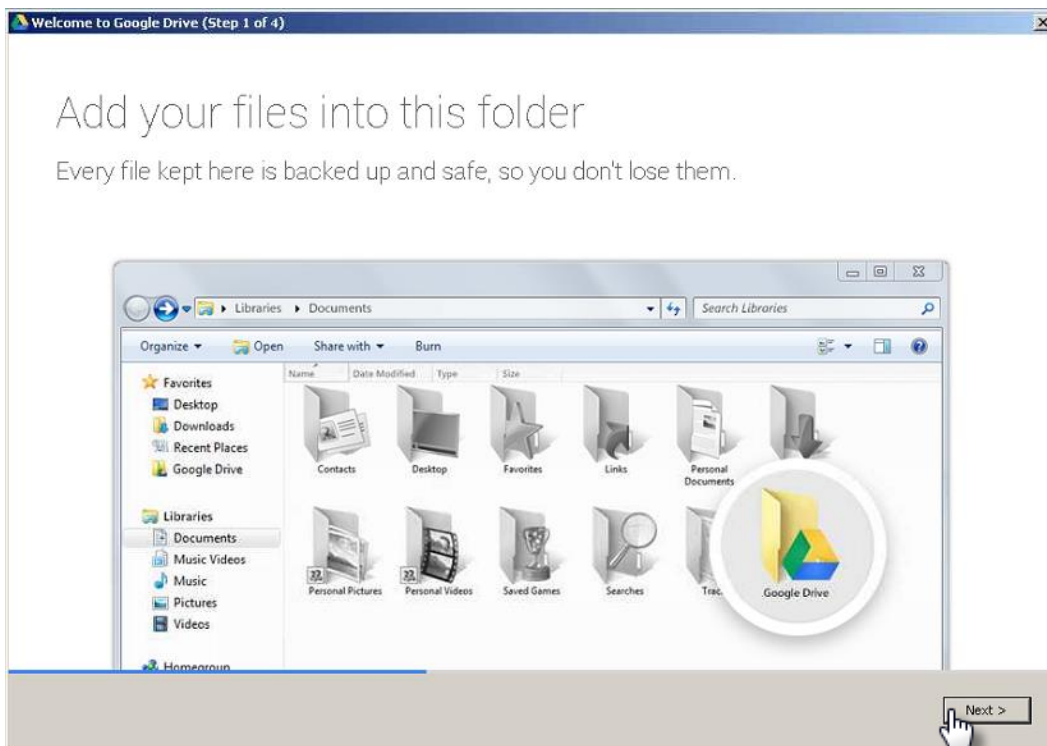


6. Click the “Get Started >” button

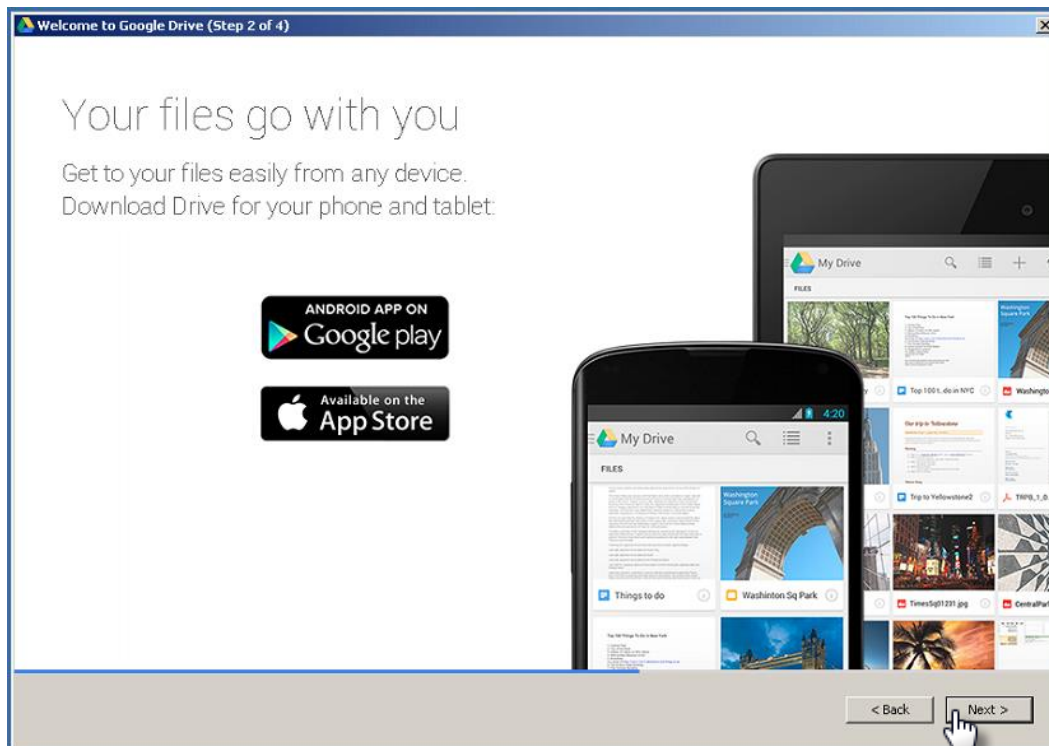


7. Enter the Gmail account information and click “Sign In”

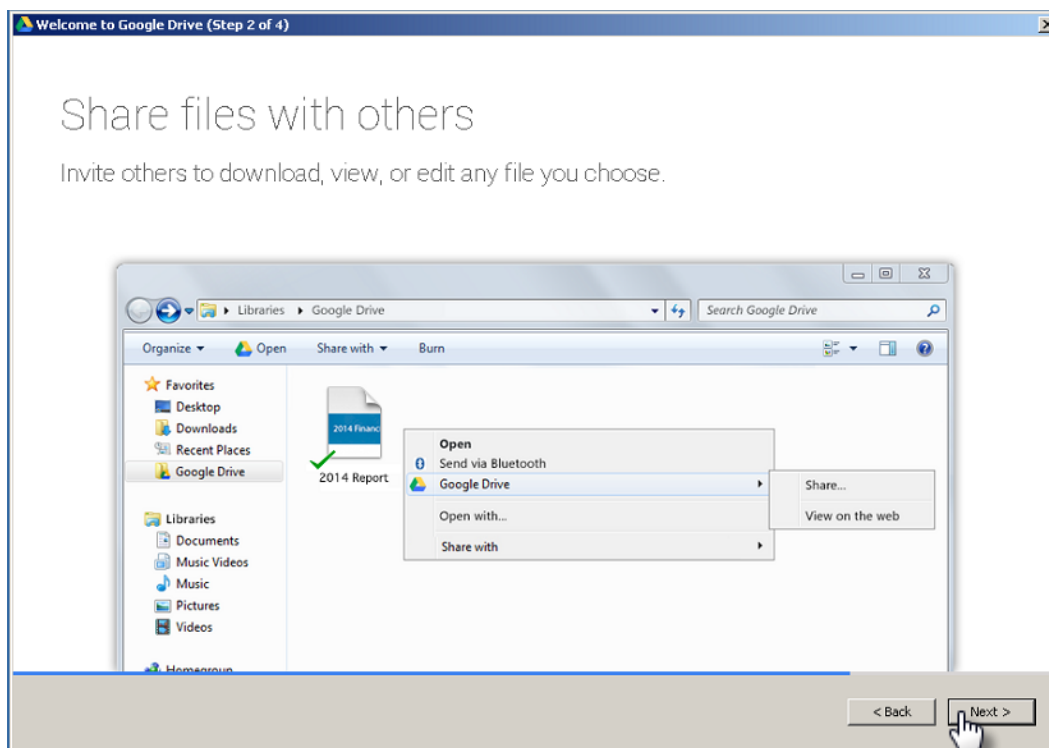
8. Click “Next >”



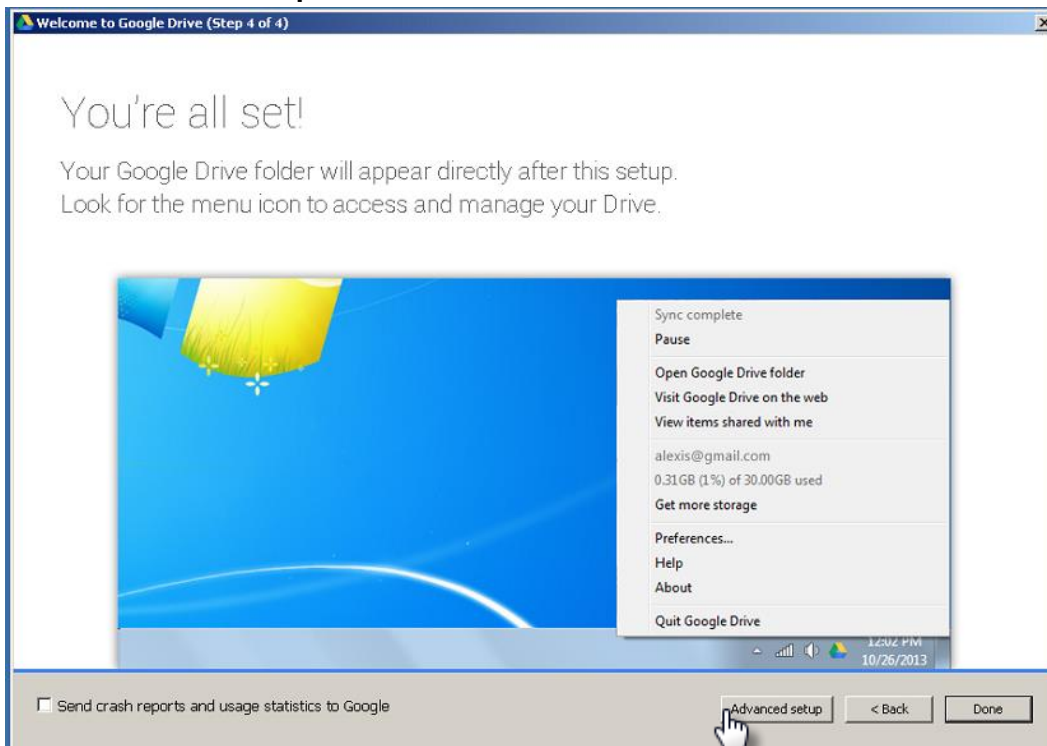
9. Click “Next >”



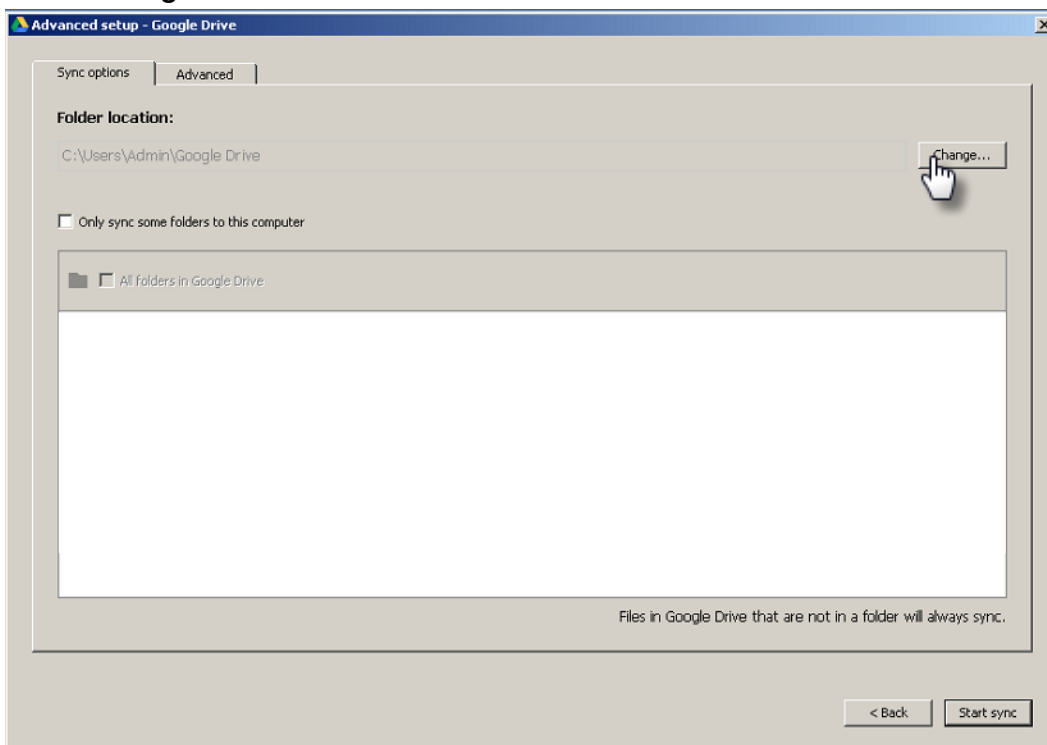
10. Click “Next >”



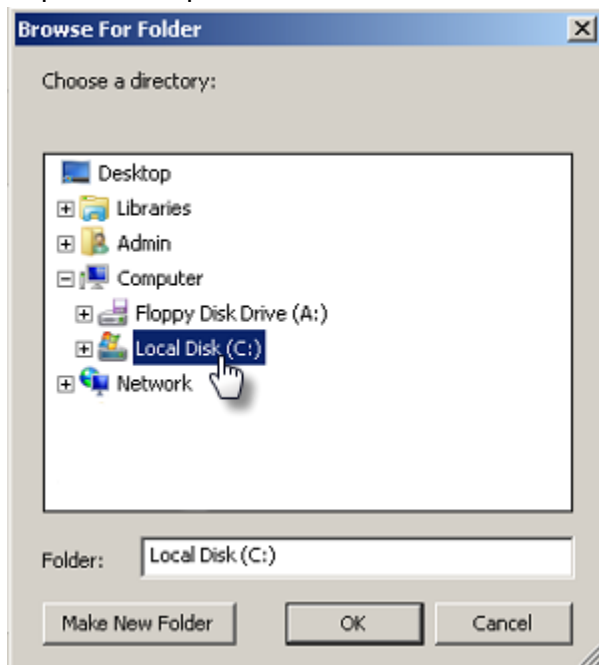
11. Click **“Advanced setup”**



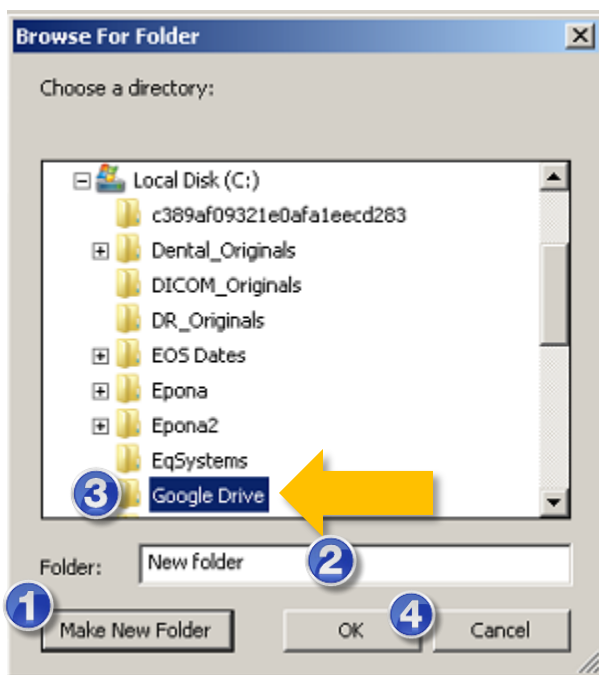
12. Click **“Change”** in the **“Folder location”** Section



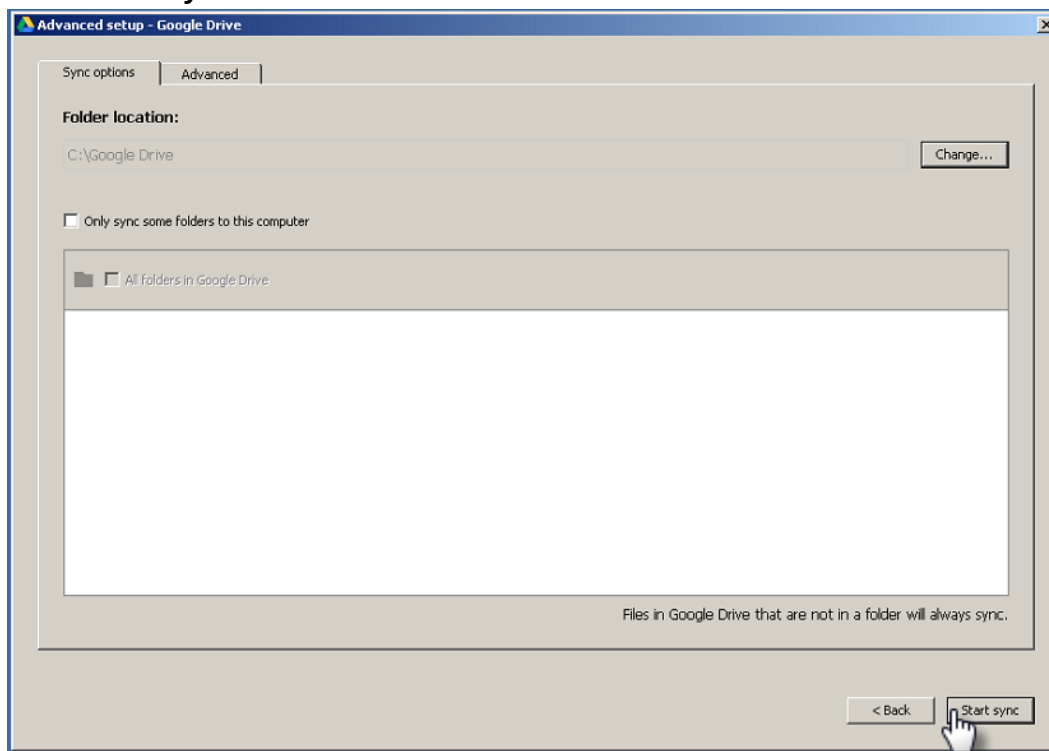
13. Expand "Computer" and then click on the C:\ Drive



14. Click on the "Make New Folder" button and name the new folder "Google Drive" and then press the "enter" key on your keyboard. Your new folder is now visible in the C:\ Drive. Click "OK".

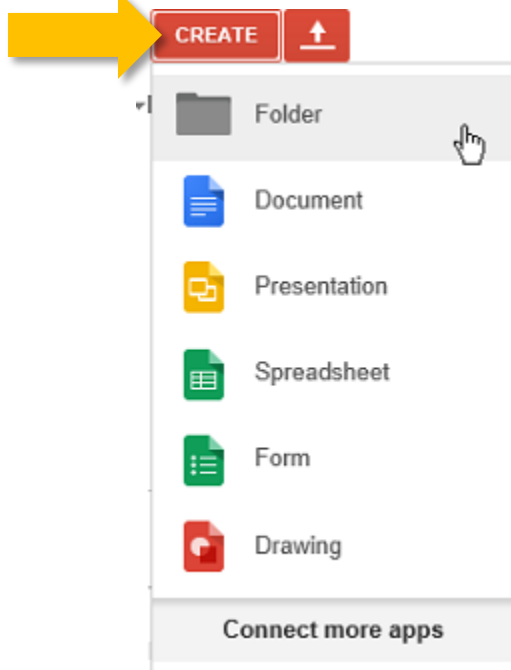


15. Click **"Start Sync"**

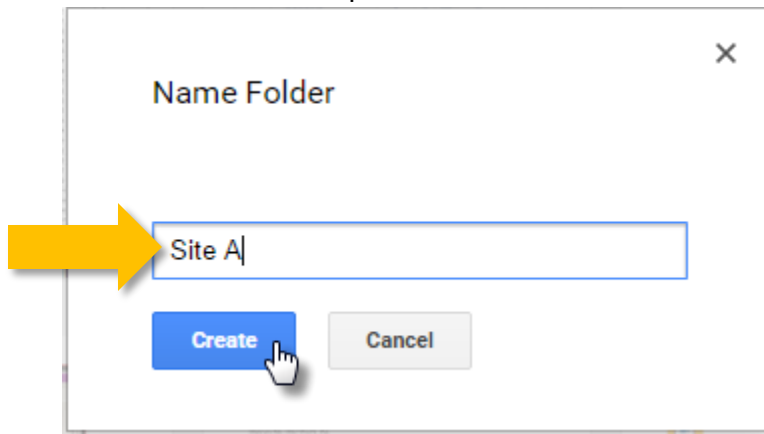


16. In Internet Explorer, browse to <https://drive.google.com> and login with your Gmail credentials.

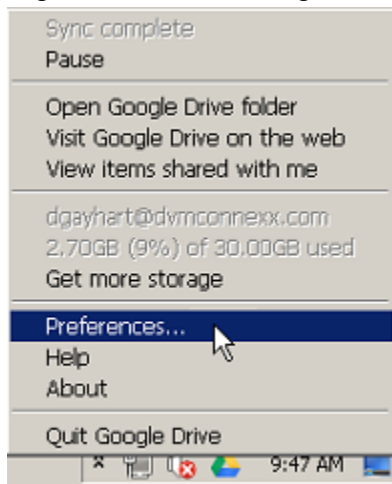
17. Click on the **"Create"** button and select **"Folder"**



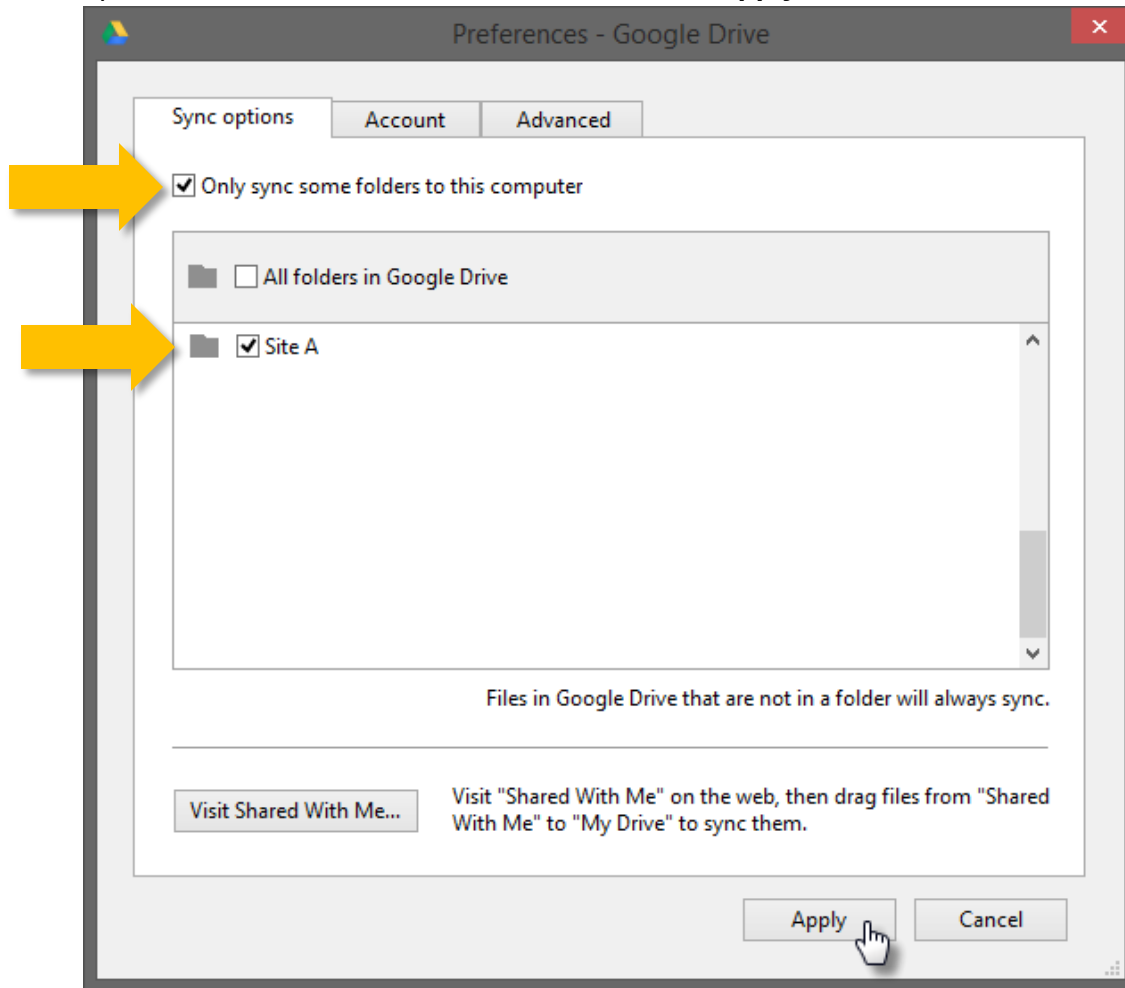
18. Enter the name/descriptor of the first clinic site and click **Create**



19. Right-click on the Google Drive icon in the system tray and select **Preferences**



20. On the “**Sync Options**” tab, check the “**Only sync some folders to this computer**” option, and then check the “**Site A**” folder. Click “**Apply**”.



21. Open Metron, highlight any image (will now have a red border), and then click on the “**Export**” Button



22. Click on the “**Edit Rules**” button.



23. In the “Default Folder field, enter C:\Google Drive\MetronCloud\<O>\<A>\<D>

Specify rules for the folder to export images into, the filenames to be used, and the format.

Default Folder:

suggestions: "C:\Images\<O>-<A>-<D>" or "\$Last"

24. Verify the “Default Format” drop-down menu is set to “JPG”

25. In the “Auto-Export” section, verify that the options “When Image Accepted” and “When DICOM Image received” are checked.

26. Click the “Close” button.

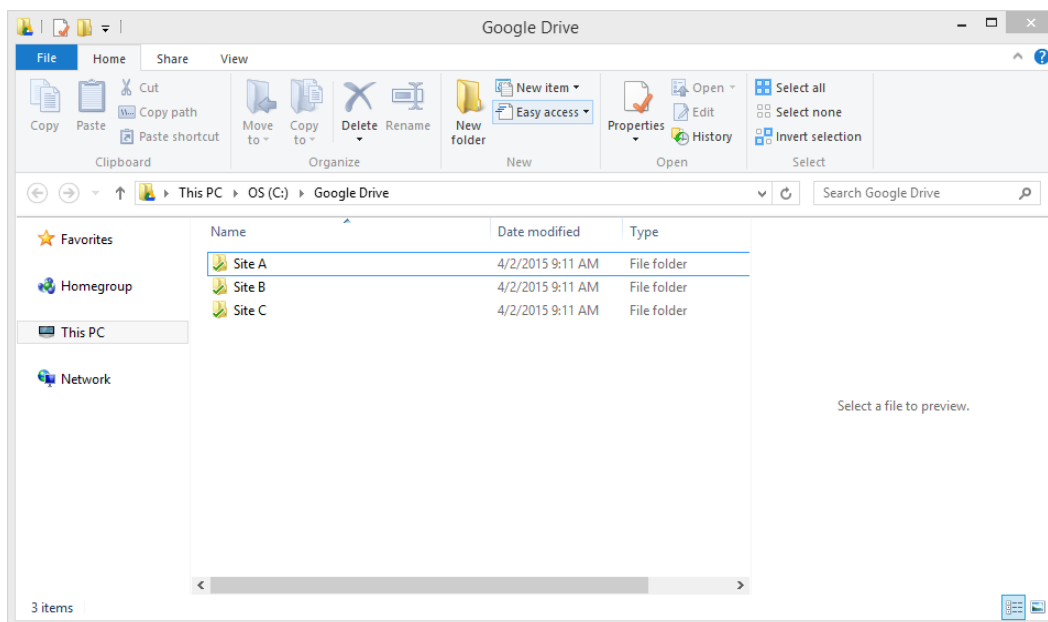
27. Click on **Start>Computer** (or “My Computer”) and then double-click the C:\ Drive.

28. Right-click on the Google Drive folder, select “Send To”, and then select “Desktop (Create Shortcut)”.

29. A shortcut to the Google Drive folder is now present on the desktop so staff may easily access the Google Drive folder.

Repeat Steps 1-30 for each Metron acquisition PC at other clinic locations, creating a folder within the Google Drive folder named for each clinic location/site.

Once complete, users at each clinic site/location will be able to view the radiographs taken at other locations by opening the Google Drive folder shortcut on the desktop, and then appropriate clinic subfolder.



One last note - the Google Drive app is available on iOS and Android devices. Should you decide to install the app on your iOS or Android device, you will be able to access the exported images on your tablet/phone as well.



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