

DESERT INSTITUTE FOR SPINE CARE

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How to Upload CD or DVD Imaging to the OnePacs Website

To upload your MRI or recent X-ray, you will need:

- Your CD or DVD containing your images
- An Internet connected PC or Mac
- Either the Google Chrome or Mozilla Firefox web browser
- 1) Open your web browser and navigate to the OnePacs website: <u>https://my.onepacs.com/</u>
- 2) Use the following credentials to login: User Id: <Please contact our office at 602-944-2900 Password: to obtain User Id and Password>
- 3) Once logged in, click the "**Upload**" button located towards the bottom of the page.

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4) A new window will open like below. At this point, if you have not already done so, please insert your CD or DVD. Then please click the "Browse directory" button.

Upload studies	to OnePacs						×		
Facility:	The CORE	Institute Specialty	Hospital	~					
Please select DICOM images or ZIP files containing DICOM images to upload to OnePacs:									
🔁 Browse direc	🕞 Browse directory 🗋 Browse files 🕑 Review files before upload								
File Patier	<u> </u>	Study Date	Modality	Study Description	Series Description	Size	Status		
(
		Dr	op DICO	M or Zip Files	Here				
•							•		
Remove Se	lected 🔘 F	Remove Completed	Kemove	e All		💧 Uple	oad		
						Close	в 📄		

5) A box similar to this should open. Locate your optical drive (usually "D:" or "E:") and select it, like below. Then click the "Upload" button.

Browse For Folder	x
Select Folder to Upload	
 Desktop Libraries User Computer Local Disk (C:) 	4 m
DVD RW Drive (D:)	-
Folder: DVD RW Drive (D:)	

6) You might see a prompt similar to below. Click "Upload" to confirm.

Upload	files to this site?				
This will upload all files from "\". Only do this if you trust the site.					
	Upload Cancel				

7) You should then see a progress bar like below, as your image files are detected (this may take a few minutes).

Scanning 169 files					
Parsing file 127 / 169 (SeriesHeader.zip) - scanning zip entry 4 / 17					
DICOM files found: 206					
75%					
Cancel					

8) Once complete, click the "Upload" button (this may also take a few minutes). After the upload completes, click the "Close" button. Then you can close out of your web browser.

Remove Selected Remove Completed Remove All	Queued: 294 files (175.7 MB)	1 Upload
		Close

If you have any questions, please contact our office at (602) 944-2900. Thank you!