

How to save and open your scan

- In your email inbox select the message from MailBigFile
- In the new window click on the file link starting with http://
- When prompted to sign up for a business account select no
- Click on the pink download file button
- Select save and then open
- Highlight the file and drag and drop it into your desktop in the left hand menu
- Access the scan by selecting the file on your desktop
- Click vision and then select run
- If a software license agreement window appears, click accept
- In the grey tool bar select Tools then Import Study
- In the Study Import window click on Browse
- Select Desktop and scroll down to the patient file
- Click on the patient name then highlight the patient id number (do not click)
- Press Ok
- Select Import
- In the top left screen click on the patient file
- In the window below, click on CT

You should now be able to view the scan

**If you are experiencing any difficulties in opening your scan,
please do not hesitate to contact us on 01223 245266**