How to Transfer a Series to Another Patient's Folder

1. From the MI Apps Command Module, left click on Patient (upper left corner of the screen) and select the Browser

2. From the Local Database, select the patient series that you want to move.

3. Highlight the SERIES and select CUT from the TRANSFER pull down menu at the top of the page.

4. Go to the patient folder that you want to transfer the series to. Left click on the PATIENT folder and highlight the STUDY folder

5. Select the TRANSFER at the top of the page and select PASTE.

6. Select YES to the message: "Non local data involved"

7. Refresh the Browser and the MI Apps Command module before you continue to process your patient data.

Step by step on how to transfer a series to another patient's folder

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