

#### HIRSLANDEN INTERNATIONAL

HIRSLANDEN AG BOULEVARD LILIENTHAL 2 CH-8152 GLATTPARK T +41 44 388 75 75 F +41 44 388 75 80 international@hirslanden.ch www.hirslanden.com

# HOW TO UPLOAD MRI AND CT SCANS AND TRANSFER TO HIRSLANDEN INTERNATIONAL

### 1. SAVING OF THE RADIOLOGICAL IMAGING MATERIAL INTO ONE COMPRESSED FOLDER:

- Insert/mount the physical disc containing the radiological imaging material (for example from an MRI or CT) into the CD/DVD drive of your computer
- Open the Windows explorer and click on your computer tab:



Click on the tab of the CD/DVD drive of your computer:

Computer	DVD RW Drive (D:) SYNEDRA	▼ + <sub>j</sub>	Search DVD RW Drive (L	):) SYNEDRA
Organize 🔻 Burn to disc				- = - 0
🖌 🚖 Favorites	Name	Date modified	Туре	Size
📃 Desktop	<ul> <li>Files Currently on the Disc (13)</li> </ul>			
Downloads Anleitungen und Vorlagen	COMPR	06.10.2016 11:42	File folder	
	JICOM	06.10.2016 11:42	File folder	
	🐌 HTML	06.10.2016 11:42	File folder	
	THUMBS	06.10.2016 11:42	File folder	
	AUTORUN.EXE	10.04.2014 17:51	Application	36 KB
	autorun.inf	10.04.2014 17:51	Setup Information	1 KB
Computer (CHHLMRDC1406)  Computer (CHHLMRDC1406)  COMPUTER (D:) SYNEDRA	DICOMDIR	06.10.2016 11:41	File	199 KB
	Info MAC.html	24.09.2008 16:59	HTML Document	4 KB
	neues Verzeichnis.html	21.05.2015 15:38	HTML Document	0 KB
	START.HTA	29.07.2008 15:19	HTML Application	6 KB
	SYNEDRA.DIR	06.10.2016 11:41	DIR File	344 KB
	動 Utilisateur MAC.htm	27.01.2012 10:43	HTML Document	11 KB
	VIEWPERS.EXE	16.06.2016 22:30	Application	89'369 KB

• Select all the files that are on the CD or DVD:

DICOM         06:10.2016 11:42         File folder           HTML         06:10.2016 11:42         File folder           THUMBS         06:10.2016 11:42         File folder           AUTORUN.EXE         10.04.2014 17:51         Application         36           AUTORUN.INF         10.04.2014 17:51         Setup Information         1           DICOMDIR         06:10.2016 11:41         File         199           Info MAC.html         24.09:2008 16:59         HTML Document         4	JICOM	06.10.2016 11:42	THE CLUB	
HTML         06.10.2016 11:42         File folder           THUMBS         06.10.2016 11:42         File folder           AUTORUN.EXE         10.04.2014 17:51         Application         36           AUTORUN.INF         10.04.2014 17:51         Setup Information         1           DICOMDIR         06.10.2016 11:41         File         199           Info MAC.html         24.09.2008 16:59         HTML Document         4			Filefolder	
THUMBS         06.10.2016 11:42         File folder           AUTORUN.EXE         10.04.2014 17:51         Application         36           AUTORUN.INF         10.04.2014 17:51         Setup Information         1           DICOMDIR         06.10.2016 11:41         File         199           Info MAC.html         24.09.2008 16:59         HTML Document         4	🕌 HTML	06.10.2016 11:42	File folder	
AUTORUN.EXE         10.04.2014 17:51         Application         36           AUTORUN.INF         10.04.2014 17:51         Setup Information         1           DICOMDIR         06.10.2016 11:41         File         199           Info MAC.html         24.09.2008 16:59         HTML Document         4           Incurst Verzeichnis html         21.05 2015 15:38         HTML Document         0	Jan Thumbs	06.10.2016 11:42	File folder	
AUTORUN.INF         VS         10.04.2014 17:51         Setup Information         1           DICOMDIR         06.10.2016 11:41         File         199           Info MAC.html         24.09.2008 16:59         HTML Document         4           Ingues Verzeichnis html         21.05 2015 15:38         HTML Document         0	AUTORUN.EXE	10.04.2014 17:51	Application	36 KE
DICOMDIR         06.10.2016 11:41         File         199           Info MAC.html         24.09.2008 16:59         HTML Document         4           Ingues Verzeichnis html         21.05 2015 15:38         HTML Document         0	AUTORUN.INF	10.04.2014 17:51	Setup Information	1 KE
Info MAC.html         24.09.2008 16:59         HTML Document         4           Ingues Verzeichnis html         21.05.2015 15:38         HTML Document         0	DICOMDIR	06.10.2016 11:41	File	199 KE
The use Verzeichnishtml 21.05.2015.15:38 HTML Document 0	🕘 Info MAC.html	24.09.2008 16:59	HTML Document	4 KE
The state of the second	🕘 neues Verzeichnis.html	21.05.2015 15:38	HTML Document	0 KE
<b>START.HTA</b> 29.07.2008 15:19 HTML Application 6	START.HTA	29.07.2008 15:19	HTML Application	6 KE
SYNEDRA.DIR 06.10.2016 11:41 DIR File 344	SYNEDRA.DIR	06.10.2016 11:41	DIR File	344 KE
Utilisateur MAC.htm 27.01.2012 10:43 HTML Document 11	🐏 Utilisateur MAC.htm	27.01.2012 10:43	HTML Document	11 KE
		16.06.2016.22.30	Application	80'360 M

• Right click on files ► click "Send to" ► click "Compressed (zipped) folder":

Name	Date modified		Туре	Size
Files Currently on the Disc (13)				
COMPR	06.10.2016 11:4	2	File folder	
DICOM	06.10.2016 11:4	2	File folder	
\mu HTML 🗧	06.10.2016 11:4	2	File folder	
🔰 THUMBS	Open		File folder	
AUTORUN.EXE	Open in new window		Application	36 KB
AUTORUN.INF	Send to		Compressed (zippe	d) folder
	-		Desktop (create sho	ortcut)
Info MAC.html	Сору		Mail recipient	
🗿 neues Verzeichnis.html	Create shortcut		DVD RW Drive (D:)	SYNEDRA
T START.HTA	Droportion	12		
SYNEDRA.DIR	Properties	- 3		
🔁 Utilisateur MAC.htm	27.01.2012 10:4	3		
( VIEWPERS.EXE	16.06.2016 22:3			
		-		
		-		

• Click "Yes":

![](_page_1_Picture_5.jpeg)

• The compressed file containing all the radiological imaging material should now be on your desktop (maybe it is named differently than shown below):

![](_page_2_Picture_1.jpeg)

## 2. UPLOAD OF THE COMPRESSED FILE TO SWISS TRANSFER OR SIMILAR

- You can now upload the compressed file either to the website of Swiss Transfer or to a server of your liking (and provide us with a download link)
- We now explain how to upload the compressed file to Swiss Transfer
- Type <u>www.swisstransfer.com</u> in to the address field of your web browser
- Click "I ACCEPT":

![](_page_2_Picture_7.jpeg)

• Click on the green symbol:

![](_page_3_Picture_1.jpeg)

• Navigate to your desktop and choose the compressed file from your desktop and click "Open":

Choose File to Upload		x
🚱 🔾 🗢 💻 Desktop 🔸	✓ 4 Search Desktop	٩
Organize 🔻 New folder		0
Favorites	THUMBS.zip Compressed (zipped) Folder	
File name:	✓ All Files (*.*)     Open Cancel	•

• Back on the website of Swiss Transfer fill in the empty fields ("Send the files to", "Your email address", "Your message"). At "Send the files to" please add our email address international@hirslanden.ch and click on "TRANSFER":

1 downloaded file 50 GB remaining	🖸 Email 🔗 Link
THUMBS.zip 745 bytes	Send the files to *
	Your email address *
	Your message
	Advanced parameters >
Add your files or place them here	TRANSFER

• When the upload and transfer has finished you see the following notice:

![](_page_4_Picture_3.jpeg)

• Then we should be able to download the radiological imaging files.

## **THANK YOU!**