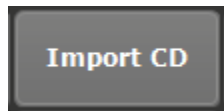# How to Import a CD into Opal-Rad

On X-Ray Machine

1. Insert the disk to be imported
2. Wait until the **Auto-Play** pop-up comes on the screen and close out of it (This just means the disk is readable by Windows)
3. Open up the Opal Studylist
4. Click the **Import CD** button located towards the bottom-left

5. The **Opal Import** window will appear. Click the **Select files/Folder or DICOMDIR to Import**
   - **Do Not Compress –** if not checked, files are compressed in JPEG2000 format
   - **DB Only –** Images will not be imported, only DICOM info is stored into the database
   - **Isolate Fails –** Images that fail are placed into local machines cache folder
   - **Split MultiFrame –** Only used if images in a series are desired to be one image per series
   - **Overwrite –** If the study ready to be imported already exists in the database, the newly imported study will replace the old one (includes annotations and any markings)
   - **Save Before Encode –** This will store images in cache folder only; not into the database. Typically only used for debugging and testing purposes ONLY.
   - **Modify Demographics –** Ability to edit patient demographics before being stored into the system database (such as patient ID, Name, Date of Study or D.O.B)
6. Off to the left side of the window, click **Computer > D:** and then click **Select**
7. Click **Import**
8. You should see here that all files have been imported successfully

9. Once you see this, you can exit the window and hit **Refresh** next to the Import CD button
10. Your study will appear in the list by which date the study was done.