

# AIS QuickStart Guide

## How to Email Images from AIS

**1** Open up Internet Explorer on the desktop and go to the following website:  
 [www.antechimaging.com](http://www.antechimaging.com)

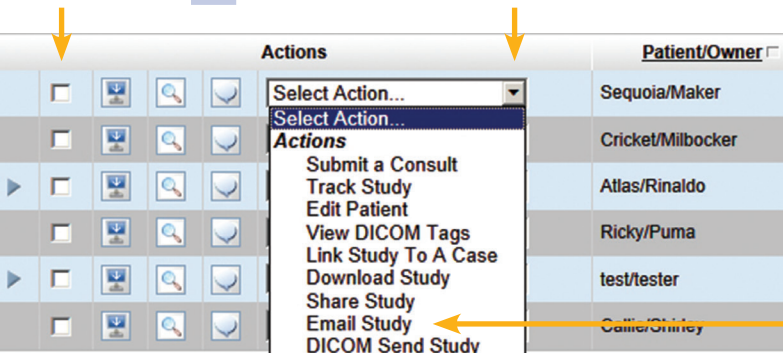
**2** Enter your User Name and Password and click Login. AIS will create your username and password.



\* There is a “forgot username and/or password” option if needed.

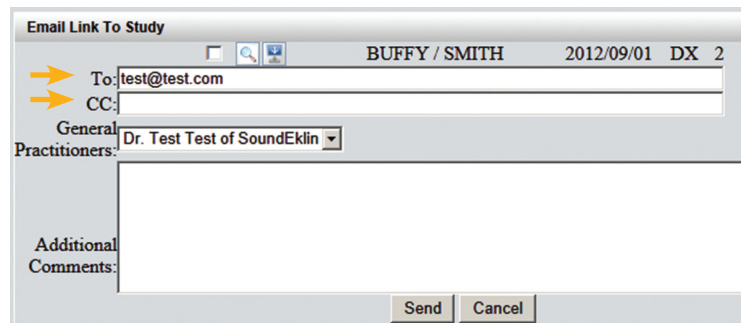
**3** Find the Patient you want to email. You may need to change the “Date Range” to locate the patient you’re looking for. For an advanced search select “Click Here To Expand Filtering Options.”

**4** Click on the appropriate check box , then use the pull down menu under “Actions” and select “Email Study.”

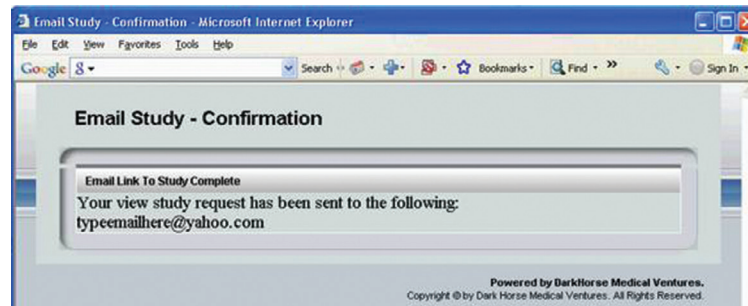


**5** This will bring you to the, “Email Study” screen. Type in the email address you are sending ‘to:’ and delete the ‘cc:’ if preferred. (By default the Hospital Administrator is entered in the ‘cc:’ field.)

If desired, enter comments in the “Additional Comments” section.



**6** Now click the “Send” button. This will display an “Email Study – Confirmation” screen.



**7** To setup additional General Practitioners to select for email, please call AIS at 877.727.6800, option 1.

YOUR IMAGE IS OUR BUSINESS.



800.819.5538 [soundvet.com](http://soundvet.com)  
[resources.soundvet.com](http://resources.soundvet.com)