





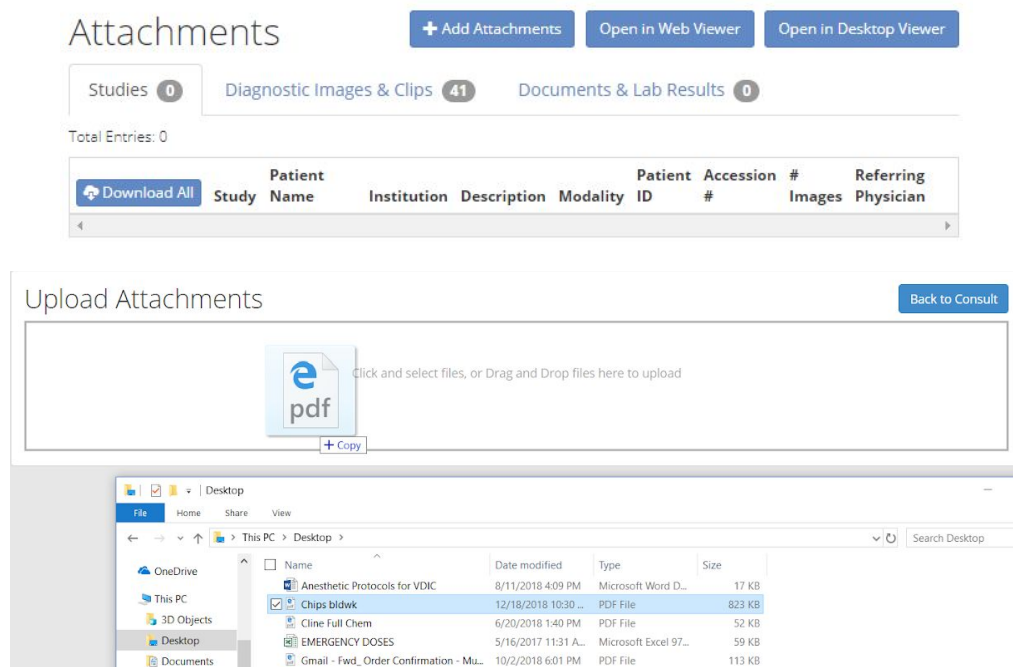


## VDIC Timeless - Set Up and Submission Instructions

### Step by step instructions to submit a request form:

1. Visit <http://vdic.tvms.timelessveterinary.com/> to log in with your username and password.  
Click  at the top of the page and select .
2. You will be taken to the **New Consult** page. If this patient has previously been entered, select them from the drop down list. If this is a new patient, click  and complete the required information.
3. Complete the patient/consult details and click . Any fields marked with an asterisk (\*) are required.
4. After entering the patient history and clicking , you will be brought back to the consult report page where you can attach images, videos and documents pertaining to this patient. If you would like to add DICOM images you may add them manually under the DICOMs group or DICOM send the study using the next set of instructions (***if DICOM sending, please DICOM send first before manually creating a new consult***).
5. When you are finished, click the green  button at the top left of the page. You will be notified if we have any questions before the scheduled appointment.
6. Adding lab results to the request. If you have them in digital format on your computer, click on the add attachments button and browse to the folder where they are and upload them. You can also take pictures with your phone and upload them to Timeless using the same steps.



The screenshot displays the 'Attachments' section of the VDiC Timeless interface. At the top, there are three buttons: '+ Add Attachments', 'Open in Web Viewer', and 'Open in Desktop Viewer'. Below these, there are three tabs: 'Studies' (0), 'Diagnostic Images & Clips' (41), and 'Documents & Lab Results' (0). The total number of entries is 0. A table with columns for Patient, Accession #, Referring Physician, Study, Name, Institution, Description, and Modality is visible. Below the table, there is a 'Download All' button. The 'Upload Attachments' dialog is open, showing a large area for selecting files or dragging and dropping them. A 'Back to Consult' button is in the top right corner of the dialog. A Windows File Explorer window is open below the dialog, showing the Desktop folder with several files, including 'Anesthetic Protocols for VDiC', 'Chips bldwk', 'Cline Full Chem', 'EMERGENCY DOSES', and 'Gmail - Fwd\_ Order Confirmation - Mu...'. The 'Chips bldwk' file is selected.

