



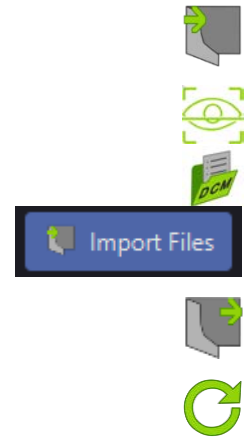
TOMTEC DATACENTER* – QUICK GUIDE

How to import and export datas

- Select the import button on the right upper corner of the study list; a separated submenu will be launched
- Use drag & drop to scan dropped folder
- Alternative using scan directory
- Alternative load DICOM DIR
- Click "Import Files"

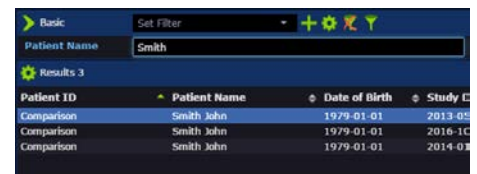
- Click the export button next to import and choose the dialog for your action

- Refreshes the list after importing



Smart Searching - Basic

- Select Expand/Collapse panel in order to change between Basic and Advanced Search.
- Type in e.g. the patient name and see results immediately



- Remove current filter

Smart Searching – Advanced

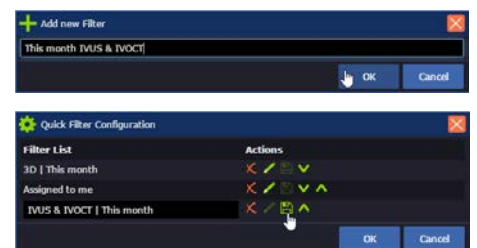
- See more functionalities like "Study status" or "Modality"
- Combine filters; easily choose from different fields like Modality, Time etc.



- Remove current filter

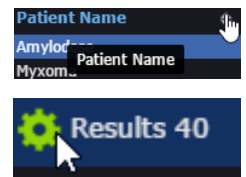
Smart Searching – Quick Filter

- Apply and combine filters like above
- Select the + "Add new filter" button; type a name and confirm with OK
- ⚙ Select Quick Filter configuration
- ✏ to edit the name and press 💾 to save the changes
- ✖ to delete the filter




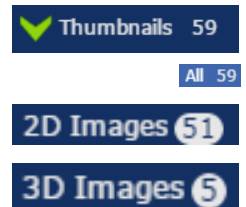
How to organize the study list and columns

- Click on the double arrows on each field to sort by e.g. name
- Select column settings in result arena; select the columns you want to see listed






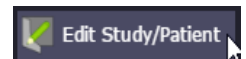
Thumbnail filtering

- Click on  to expand the thumbnail list
- Click on the different categories to sort
- Numbers next to the description shows total amount
- Combine the filtering like 3D and PDF; just click on the fields





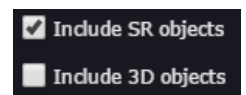
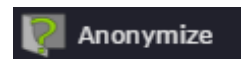
How to edit a study

- Select a study in the list; press right mouse to launch the submenu; choose "Edit Study/Patient"
- Edit Patient Name und Gender
- Edit Date of Birth by using the  date picker
-  Save changes
-  Leave the menu back to study list






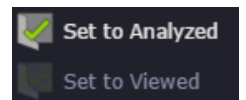
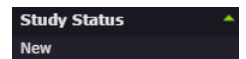
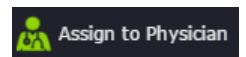
How to anonymize a study

- Select a study in the list; press right mouse to launch the submenu; choose "Anonymize"
- Add a patient name "De-Identified" and study description
- Include 3D objects to your anonymized export by activating the respective checkbox
- Exclude 2D images from Export by unchecking from 2D image list
-  Apply overlay boxes on images to cover Information on the images
-  Download anonymized study.





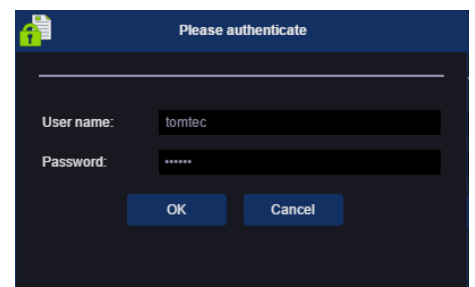
Imaging Workflow – Study status and Assign to

- Select one study and assign it to your list by clicking  „Assign to Physician“ and selecting „Assign to“; also available by choosing a study and right mouse click
- Once a study is imported/transferred to TOMTEC, you can see the study status “New”
- After launching and then closing  ‘IMAGE-COM’, the study is set to “Viewed”
- After analysis is completed, click the button  “Set Study to Analyzed”; you can find this on the top either a right mouse click on the study
- When Analyzed, you can also switch back to “Set to viewed”






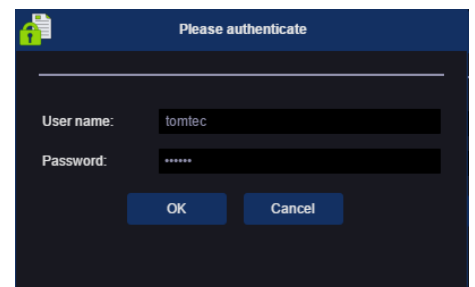
REPORTING Workflow – Preliminary

- Open  REPORTING and select a suitable package – leaving reporting process here
- Set your report to  “Preliminary” and close REPORTING. See the changes in the report status – you can filter for it





REPORTING Workflow – Finalizing






- Open  REPORTING (you can also finalize the Preliminary Report) and fill up with content
-  Set “Finalized” and confirm finalization with your password. Then click „OK“.
-  Go Back to Study List and check if study status changed to finalized.





Archiving workflow

- Access  Study List and filter by archive status “Not Archived”.
- Click  „Archive Selected“ in order to start sending it to the long term archive. If completed the status changes to “archived”.

Remote Archive Handling

- Access  Study List and select the  remote archive you want to search on
- Fill in Search Parameters in Basic Search or Advanced Search and  apply filter (or press return key)
- Select one or multiple studies and  import to main archive.
- Switch back to  main archive and find your new studies; check the time stamp in column "Announced at".

Copy studies to a Remote Archive

- Access  Study List and select a study.
- Click  Copy To in order to transfer your selected study to a remote archive (e.g. PACS).

APPENDIX A

STATUS OVERVIEW

Status	Description
Study Status	
<i>No Images</i>	No images are available yet.
<i>New</i>	The status is automatically assigned when a new performed study comes to the TOMTEC-ARENA archive.
<i>Viewed</i>	The status is automatically assigned when a study is opened from the review.
<i>Analyzed</i>	Action performed by the end user.
Report Status	
<i>New</i>	The status is automatically assigned when a new performed study comes to the TOMTEC-ARENA archive.
<i>Started</i>	The status is automatically assigned when a report was opened the first time and the report workspace is selected.
<i>Reported</i>	Action performed by the end user. Report is set to preliminary.
<i>Finalized</i>	Action performed by the end user. Finalized means that the examination (both imaging and reporting) is in definitive state and it shall be possible to archive the study.
Archive Status	
<i>Not Archived</i>	Study is not archived yet.
<i>Partially Archived</i>	New objects are created on an already archived study.
<i>Archived</i>	The whole study is archived.
Availability Status	
<i>Online</i>	Study is immediately available.
<i>Nearline</i>	Study is not immediately available but can be made available without human intervention (e.g. automated tape libraries, optical jukebox)
<i>Offline</i>	Study is not immediately available and requires some human intervention to bring online (e.g. USB memory sticks, CD/DVD optical media)

TOOLBAR DETAIL

Icon	Button	Description
Left Side		
	<i>Go to Full Screen</i>	Expand the window in browser to full screen view and click the button again to collapse to normal view .
	<i>Reset</i>	<u>Displays the dataset as originally displayed.</u>
	<i>Refresh</i>	<u>Refreshes the study data</u> that are shown in the result area.
	<i>Delete Selected</i>	<u>Deletes selected study(ies)</u> from main archive
	<i>Reload</i>	<u>Reloads study(ies) from main archive</u> if the status is nearline/offline.
	<i>Assign to Physician</i>	<u>Assigns the selected study to the specific physician.</u>
	<i>Set Study to Analyzed</i>	Set study <u>status to analyzed</u> after review is completed
	<i>Set Study to Viewed</i>	Set study <u>status back to viewed</u>
	<i>Archive selected</i>	<u>Archives the selected study</u> to a specific archive (PACS, NAS,...).
Right Side		
	<i>IMAGE-COM</i>	<u>Opens IMAGE-COM</u> (Desktop Client variant).
	<i>IMAGE-COM Zero*</i>	<u>Opens IMAGE-COM Zero</u> (Desktop Browser variant).
	<i>REPORTING</i>	<u>Opens REPORTING</u> module.
	<i>REPORT and Review</i>	<u>Opens IMAGE-COM and REPORTING</u> in parallel within one click.
	<i>WEB REVIEW</i>	<u>Opens WEB REVIEW</u> module.
	<i>DATA MAINTENANCE</i>	<u>Opens DATA MAINTENANCE.</u>
	<i>About</i>	<u>Shows all information about the version of the product</u> and allows the user to get access to the pdf version of the user manual and to all available documentations.
	<i>Settings</i>	Used as entry point in order to access to the following settings: <u>user settings, administration settings and open report customization.</u>
	<i>Exit</i>	<u>Closes the current module</u> and returns to the data management platform. The software asks, if the results should be stored as a structured report to the data management platform.

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