TARDIS – **Working Practice Document – No: 035**

Uploading CT or MR Images

All stroke patients should have a baseline scan taken before randomisation.
Any other CT scans or MRIs, taken up until completion of the Day 90 follow-up, should also be submitted for upload.

A CT scan should be a **plain, non-contrast brain scan in DICOM format.**
Specifications are:

- o Plain, non-contrast
- o axial
- o soft-tissue
- o 4- 5 mm (maximum) slice thickness
- o DICOM format – using transfer syntax 1.2.840.10008.1.2.1 (Explicit VR Little Endian Transfer Syntax)
- o cover the whole head
- o **not** anonymised (unless having to use a postal method)

Some centres have the facility to download images from PACS themselves but normally the scan will need to be on a CD produced by the PACS team/Radiology. For ease of upload, please request that the CD does **NOT** contain:

- localiser
- scout
- protocol
- report images
- Viewing software

If there is more than one series of scans then please request that each series be saved in a separate folder.

MR images are acceptable. The series we require are Axial:

- Gradient echo (T2*),
- FLAIR or T2
- Diffusion Weighted Imaging (DWI with ADC map)

Centre Transfers
Additional scans, taken at a centre a participant has been transferred to, can be uploaded at the new centre following the normal procedure or posted to the TARDIS office (following postal guidelines).

Web Upload:

Uploading, at your centre, involves either using a Java applet to drag a folder of images (or copy and paste them) onto a web screen for the relevant patient or, without the Java applet, selecting each image to upload onto the web.

The upload process will compare the image age, gender and scan dates to the data held on the TARDIS website to ensure the files correspond to the correct patient.

Further information about web upload, showing step-by-step instructions, is on the TARDIS website. The Internet upload facility is a secure system and the data is transferred in an encrypted format, and automatically anonymised, as far as possible, on receipt.

Getting Java Installed – IT department

Uploading using the Java applet is by far the quickest and most convenient means of uploading large numbers of images to the web server. Please ask your IT department to install Java on the computers you use to enter trial data, if not already present, to facilitate this. The following information should help them with the installation.

For computers running the Windows operating system, and Apple Mac machines running Mac OS 10.7.3 or later, the software needed to run Java applets in a web browser and the corresponding installation instructions can be obtained at the following web page: http://www.java.com/en/download/help/download_options.xml

The minimum version of Java required to run the applet for image uploading is Version 7 Update 25 (1.7.0_25). As this minimum version cannot be installed on Apple Mac machines running earlier versions of Mac OS X than 10.7.3, on such machines uploading using Java is not an option.

If required, details about configuring proxy settings for Java can be found at: http://java.com/en/download/help/proxy_setup.xml

Instructions for enabling Java in browsers can be found at: http://java.com/en/download/help/enable_browser.xml

Successful installation of Java can be tested at: http://java.com/en/download/testjava.jsp

Additional Required Configuration Setting

In order to run the Java uploader, an additional setting must be made in the Java control panel.
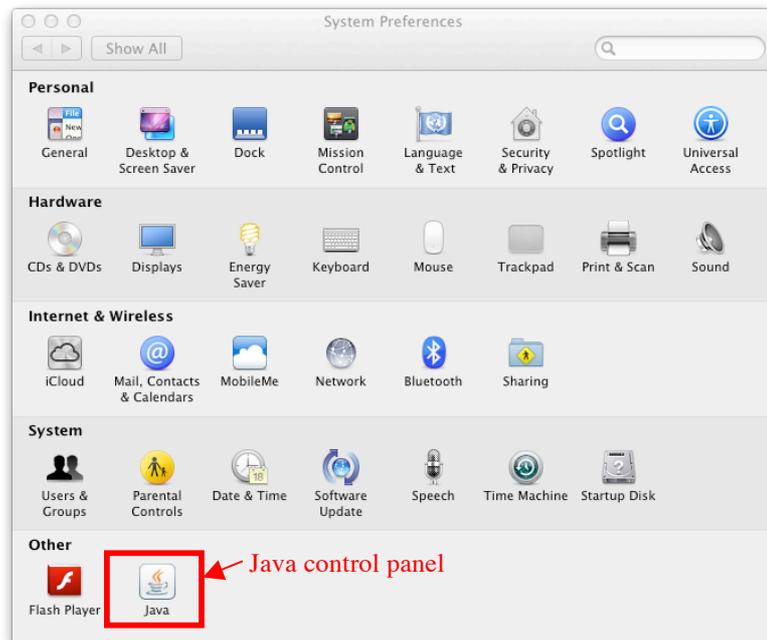
On Windows machines the Java control panel can be found by opening the Windows' control panel and clicking on the Programs link:

and on Windows 8 machines by looking on the start screen for the 'Configure Java' icon:
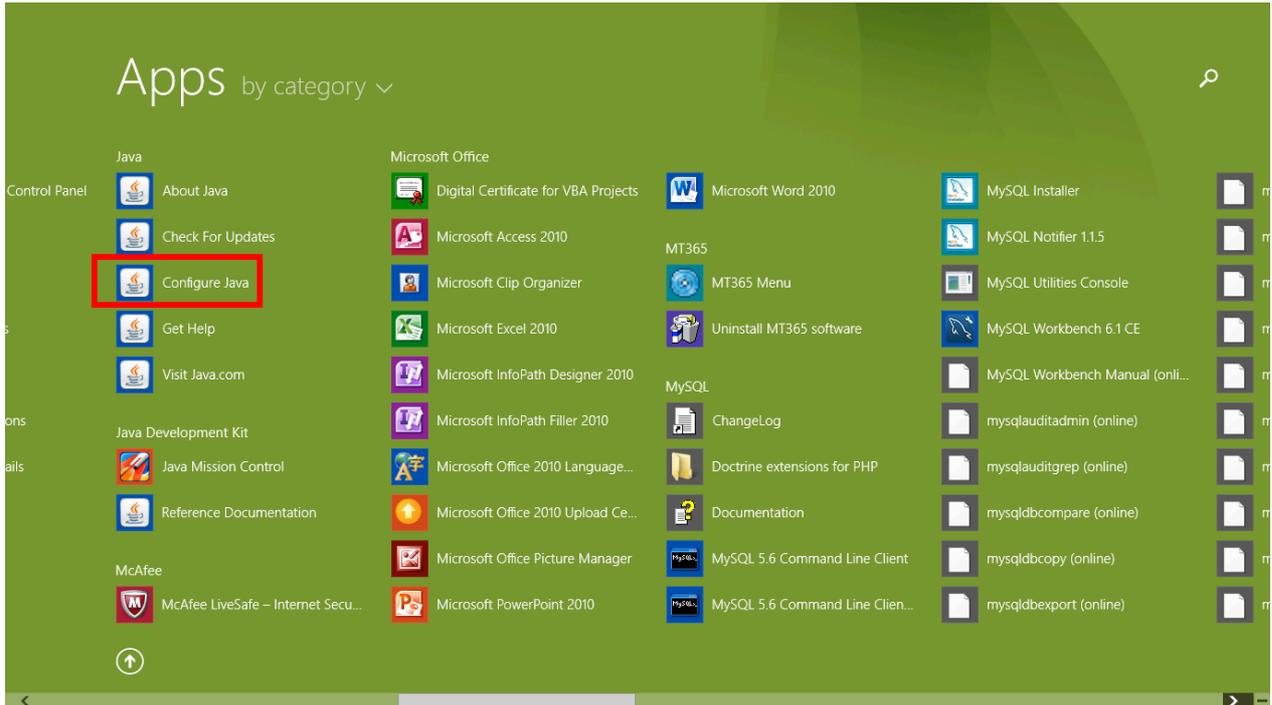
On Macs, the Java control panel can be found by opening System Preferences:

Open the Java control panel, and click on the 'Advanced' tab. Scroll down to the bottom of the tab until you can see the 'Advanced Security Settings' subsection. Please check the 'Use SSL 2.0 compatible ClientHello format' option, click on the 'Apply' button and then the 'OK' button to close the Java control panel:
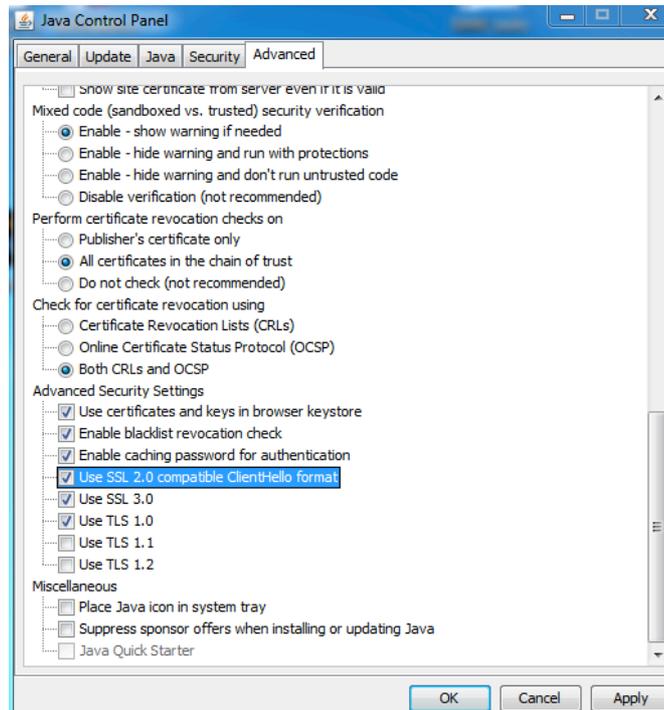
If this configuration setting is not made the Java applet will fail to load into the web browser, and the message 'Error. Click for details' will appear in red, in the area of the screen where the TARDIS logo should appear:

On Mac machines, the following general exception will be encountered before the 'Error. Click for details' message is displayed.
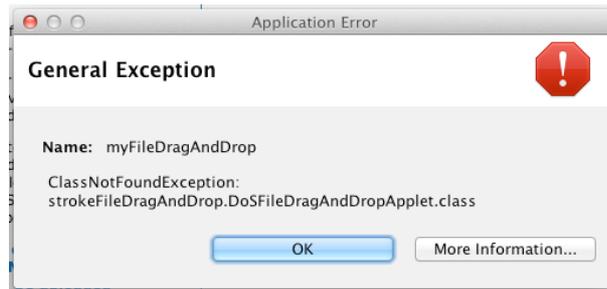
When the 'Error. Click for details' message is clicked, the following ClassNotFoundException will be displayed:
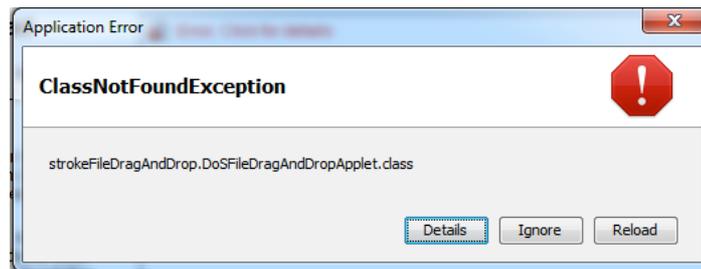
Clicking on 'Ignore' or 'Reload' will have no effect. Please make the security configuration described above to avoid these errors. Also close and restart your web browser after making the configuration change, if it was open, to ensure that the change takes effect.

Other methods of transferring images:

If unable to successfully use the web upload method then we can receive images through the post. There are special guidelines for these, which can be obtained from the TARDIS Data and Imaging Administrator, TARDIS office.

We do not have the facility to upload directly from PACS or use the N3 highway.