

## *TARDIS* - Working Practice Document – No: 035b

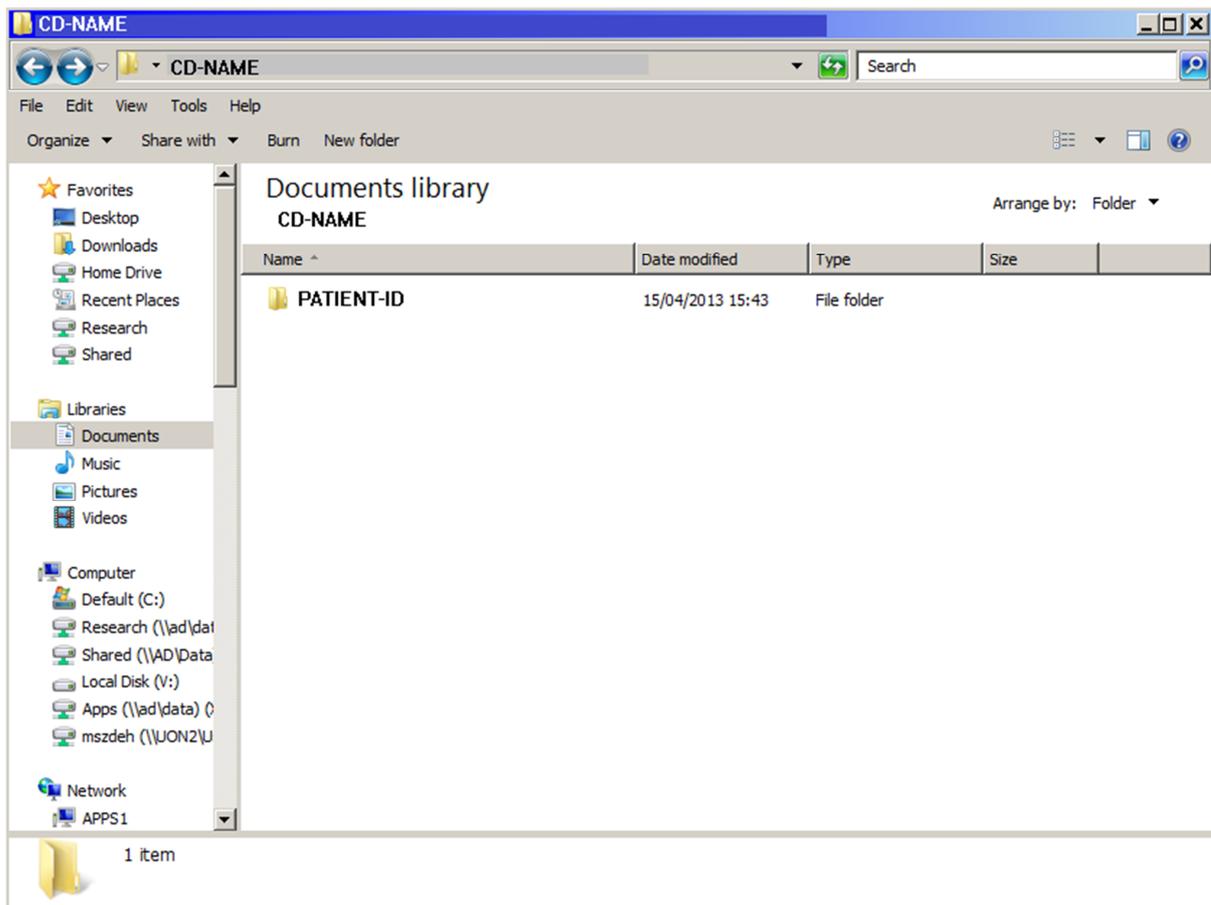
### Finding Image Files

Finding image files can be a challenge! This step-by-step guide is aimed at those using the Java upload system, but those using the basic uploader may find steps 1-5 useful for locating the actual images.

This document is also available as a PowerPoint presentation.

#### 1. Finding Image Files (a CD example)

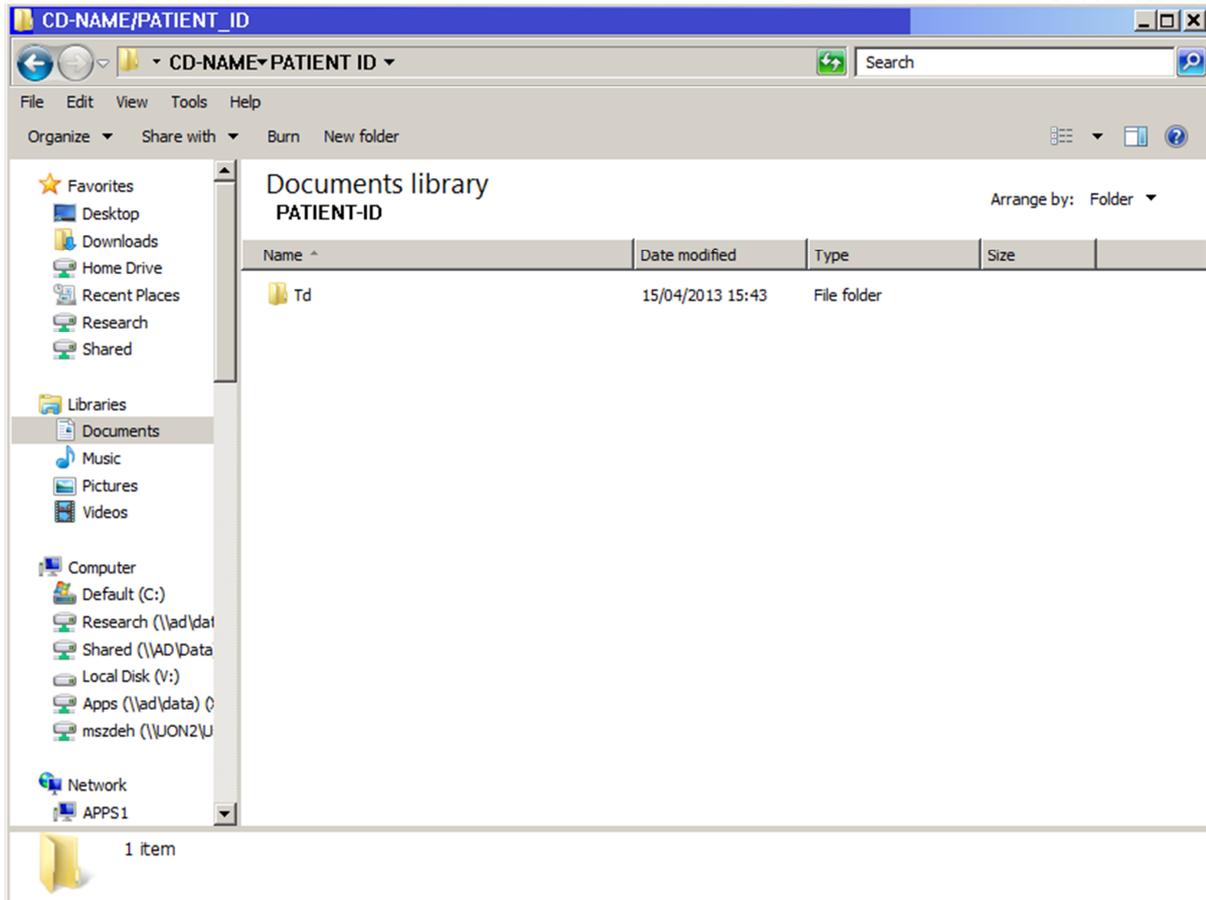
This shows the CD as you would open it. Your view may look different, and there may be more than one patient on the CD. All the views may be different but you should find the right sort of thing regardless of appearances.



You may, of course, be uploading from a server or a drive instead of a CD. This procedure is still the same, once you have found the drive. Double-click on the patient you require.

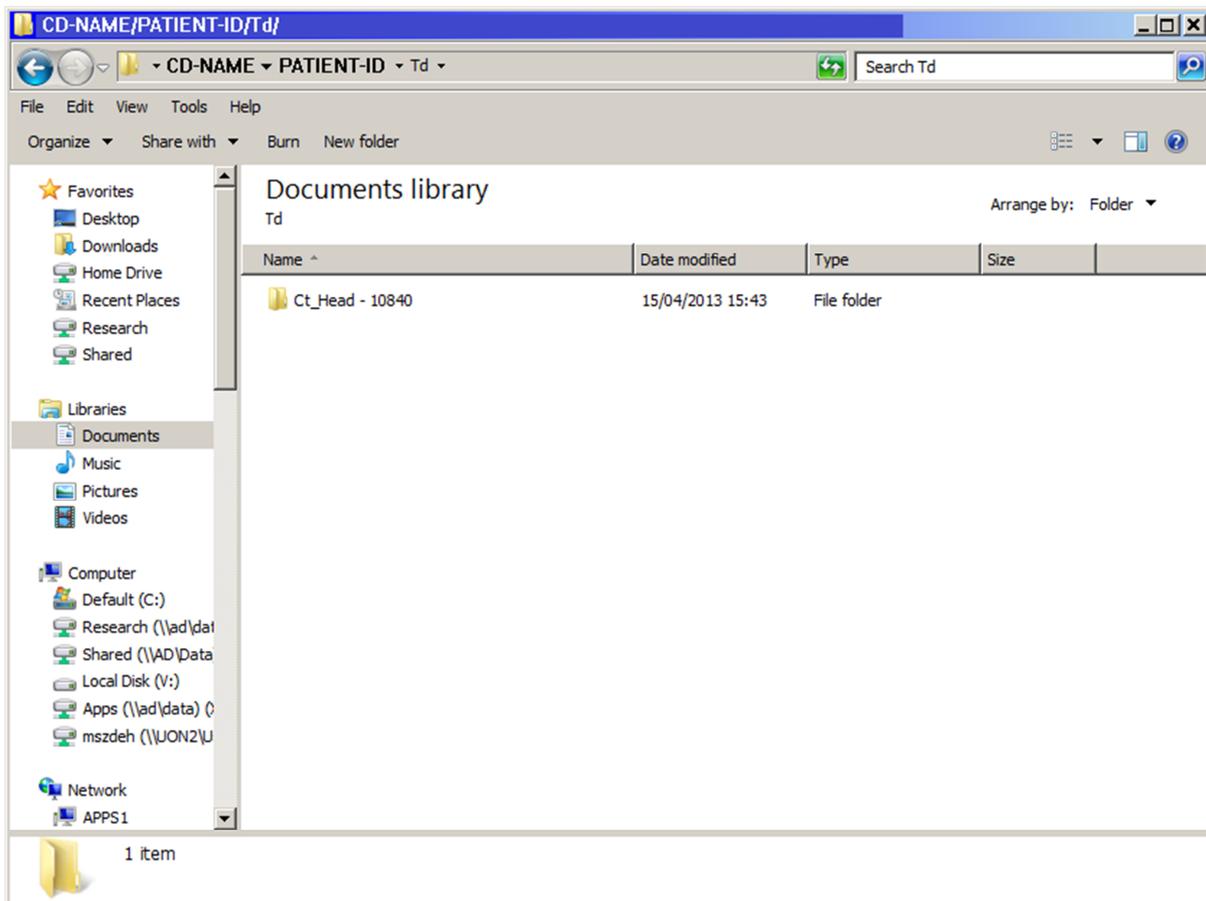
#### 2. Searching through the Folders

You will need to search through until you find the right folder. Keep double-clicking!



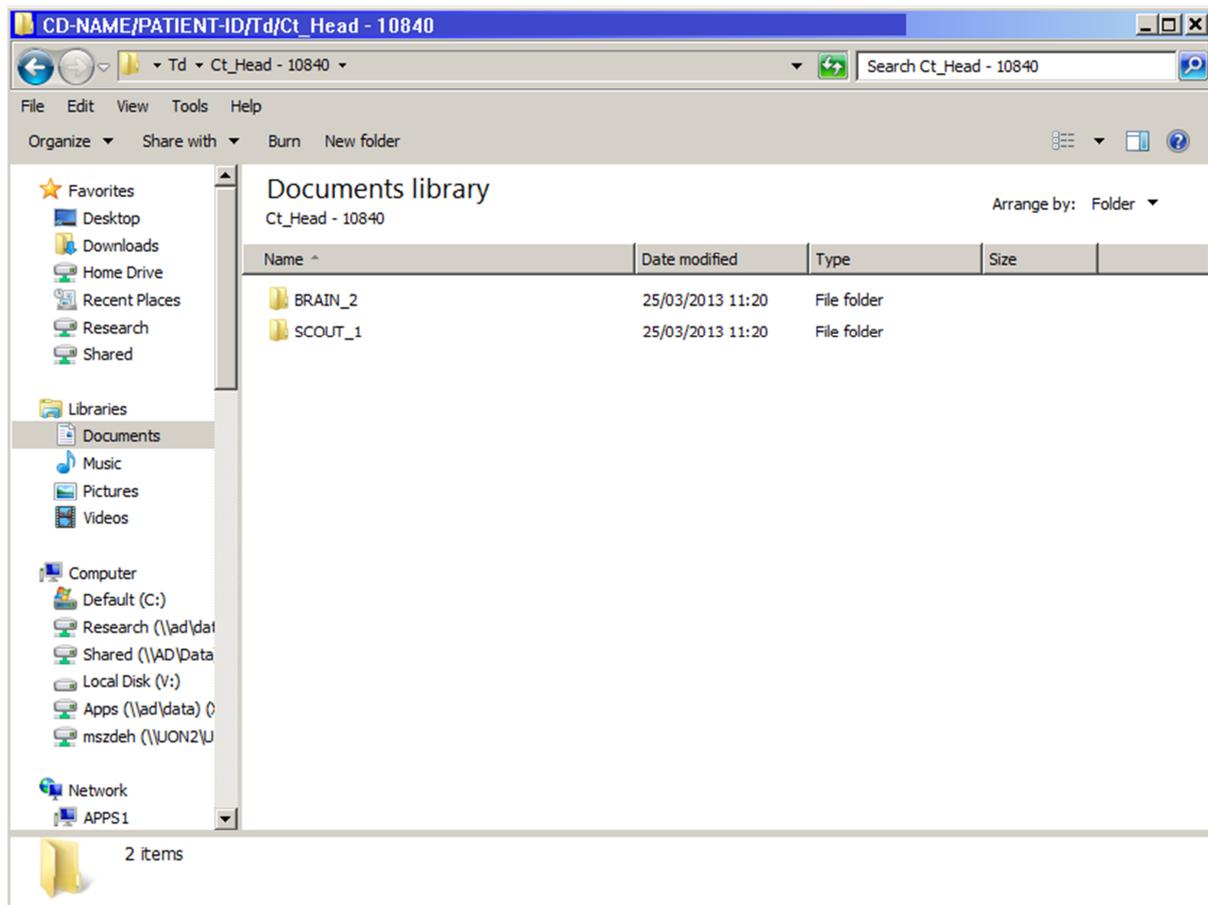
### 3. Finding the Image (.dcm) files

This looks like the right sort of thing: double-click to see what's inside.



### 4. Deciding which folders to go to

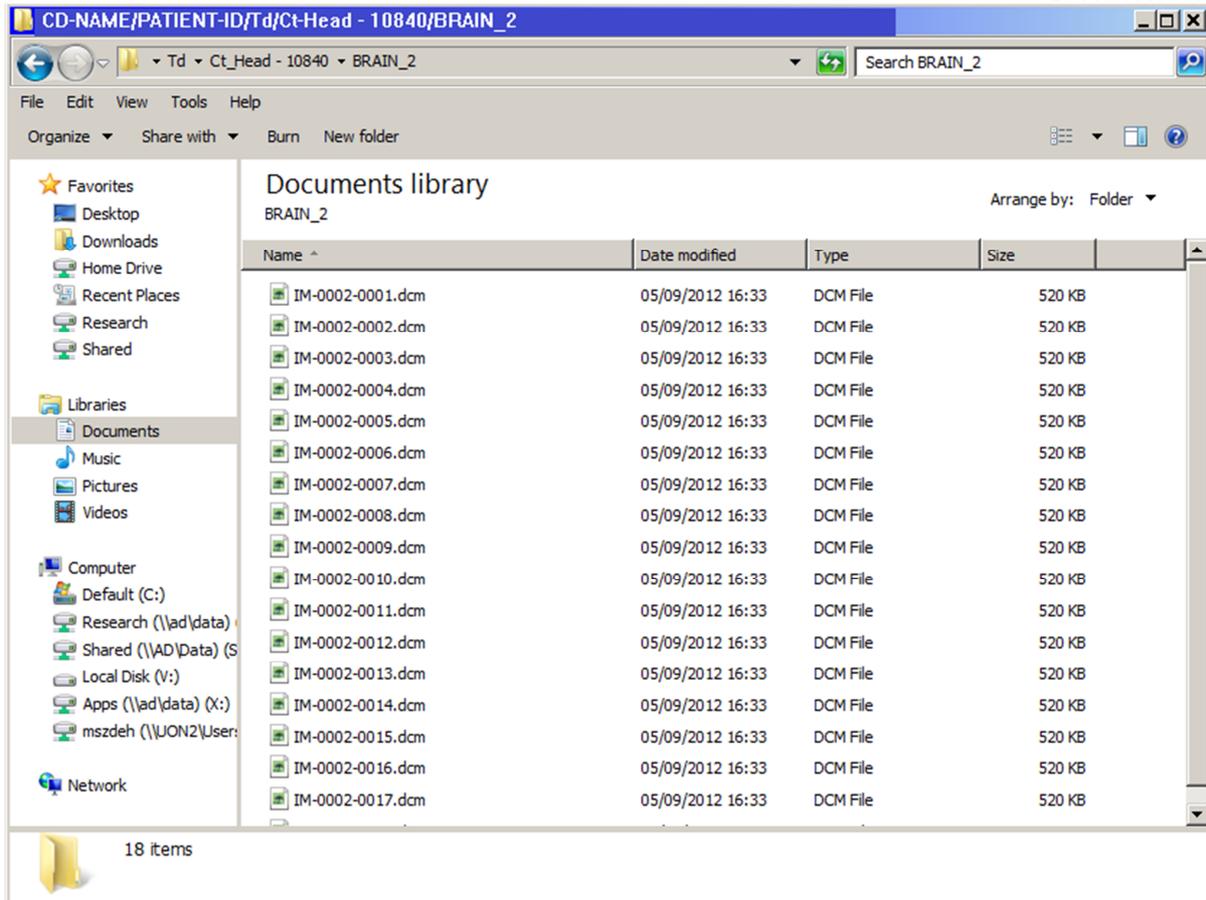
There are two folders: we do not want SCOUT images. Equally, anything labelled 'localiser', 'topogram' or 'bone' is also not required. Nor are any angiograms (CTA, MRA) acceptable as scans (though reports may be required for SAE purposes).



Double-click on the appropriate folder: here, that would be BRAIN\_2.

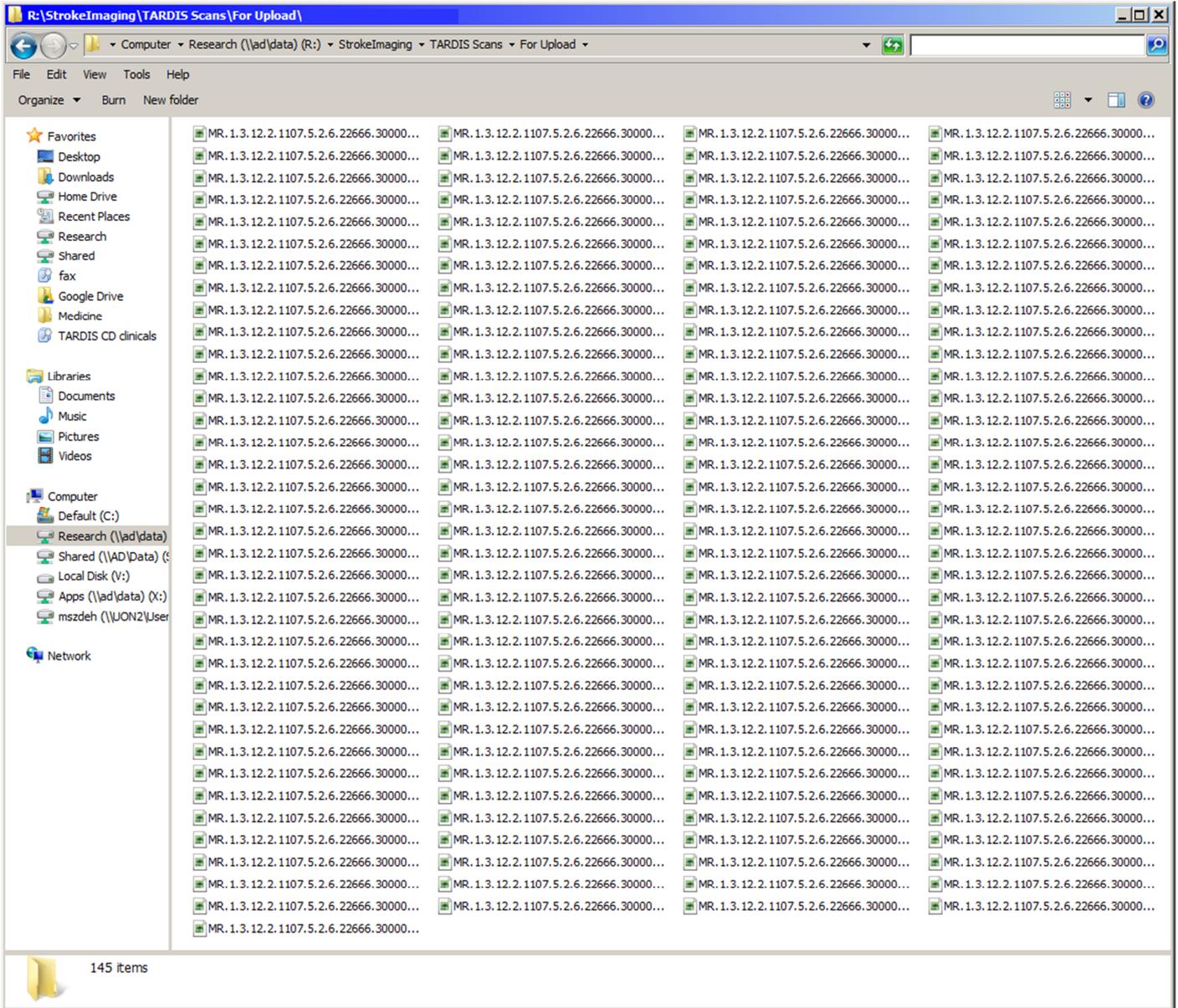
## 5. Using the Image files

We have now found the image (.dcm) files! You will need to upload them in batches if there are more than 75: click on to the next slide to see that example.



## 6. Uploading Large (>75 image) scans

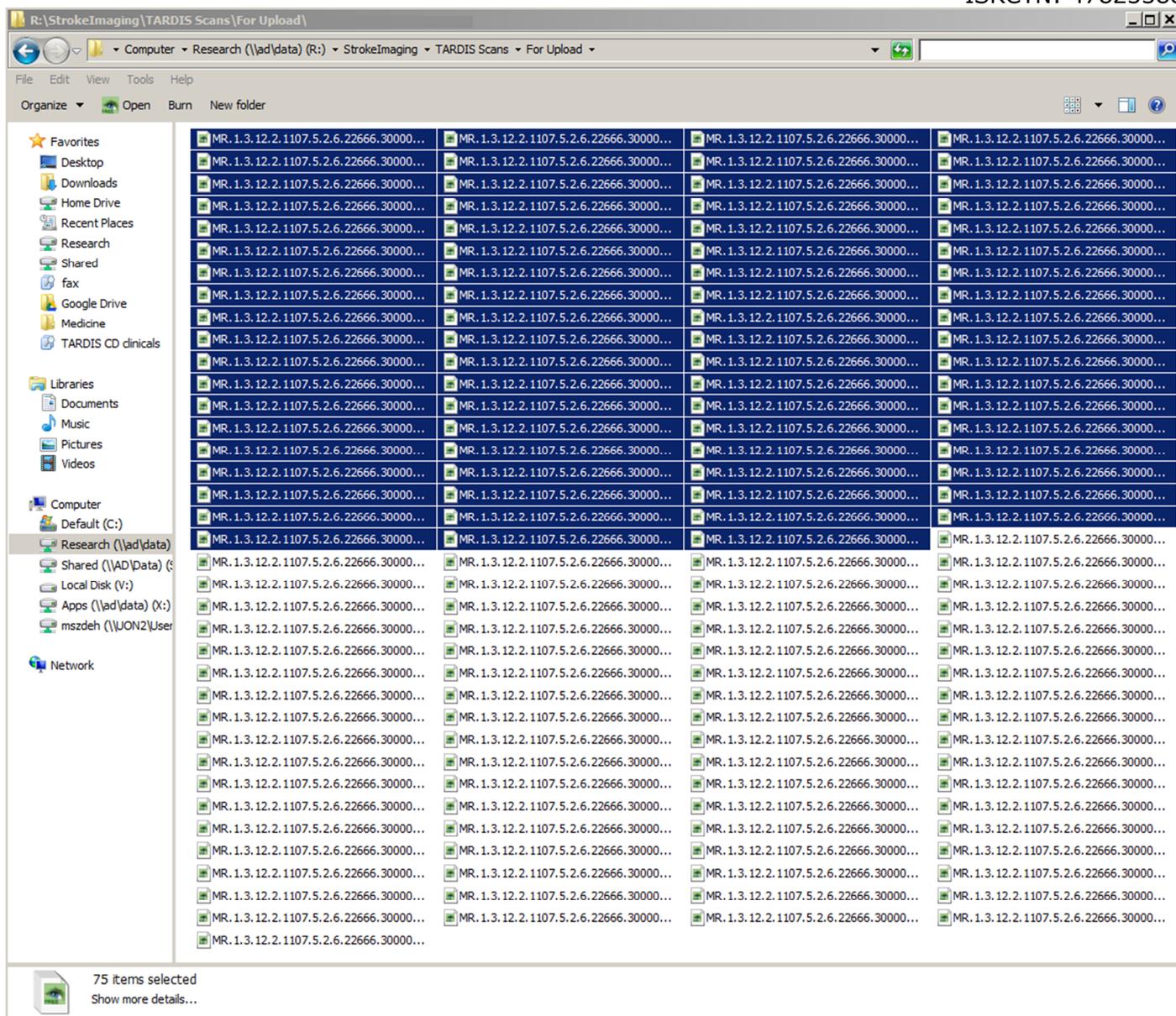
This scan has 145 images. If you were to upload it from one of the folders (i.e. blindly), you would receive an error message (see end of presentation) regarding the 'overflow' images. You must select the first 75 images and drag & drop or copy & paste them into the TARDIS logo.



## 7. Selecting and Remembering

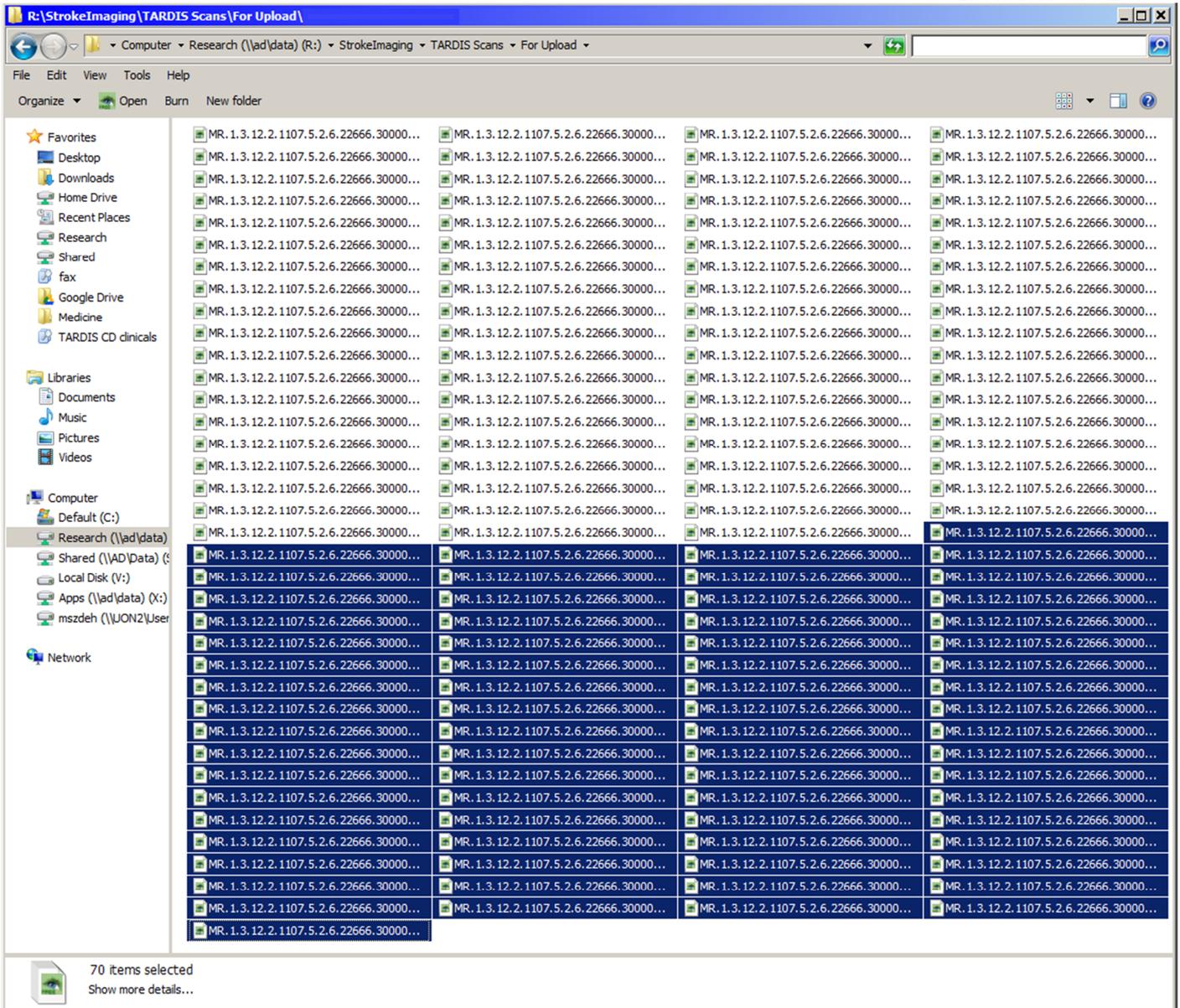
The number at the bottom of the window tells you how many files you have selected: I have selected 75 files here so I can upload them. I either copy and paste them into the logo or drag and drop.

It is important that you remember where you got up to, to avoid duplication!



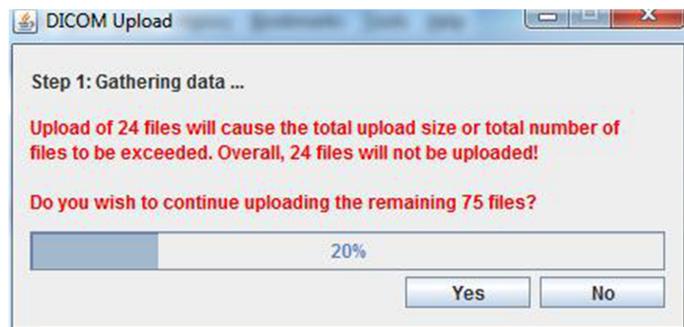
## 8. Continue Uploading

I have finished uploading the first 75 and now I have 70 images left to upload. (Don't forget to check error messages in case the upload hasn't worked!). I select the next 70 images and copy and paste (or drag and drop) them into the messages (remember there is no need to see the TARDIS logo).



### 9. Check Error Messages!

Not only must you check the error messages on upload failure/success, but it is very important that you check the little upload status box for messages. In the example above, if I had tried to drop a whole folder into the logo, the red text would say that 70 images are unable to be uploaded (rather than 24 as stated here).



If any of the files are not of the DICOM type, this message is revealed.

