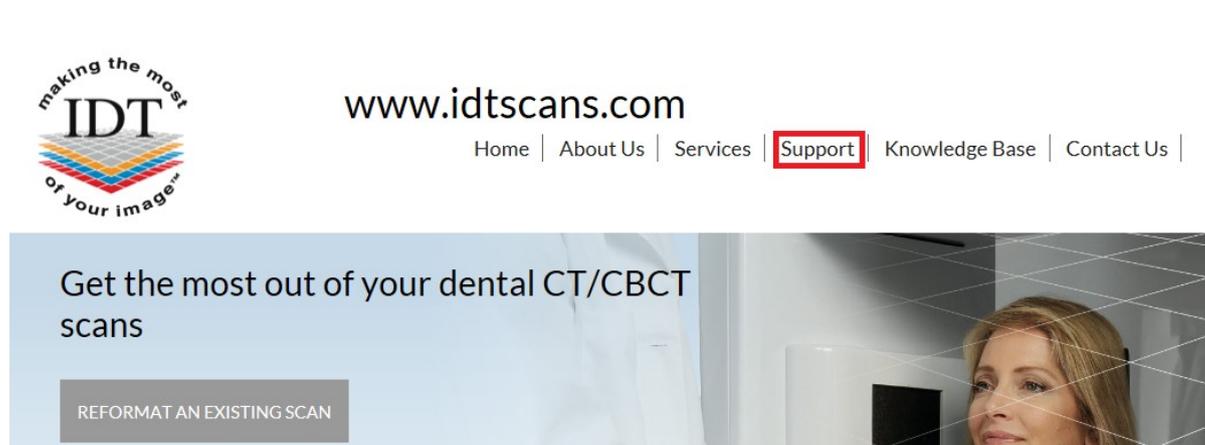# How to Use the DICOM Uploader

Please Note:

The DICOM Uploader requires Java Runtime Enforcement (JRE) Version 6 Update 10 or higher. To ensure you have the correct version of Java installed on your computer please follow the instructions in Step 3 below.
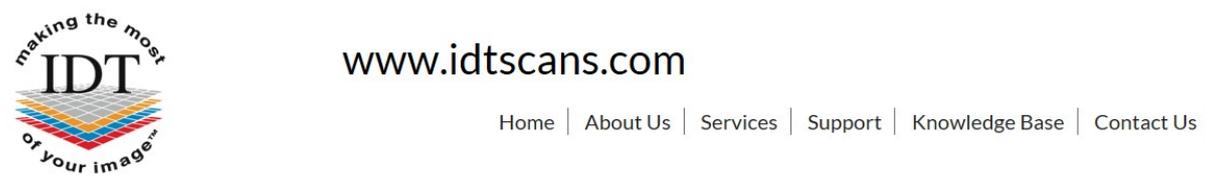
Step 1:

Go to www.idtscans.com and select the **"Support"** option at the top of the home page.

Step 2:

Select the option for **DICOM Uploader**.

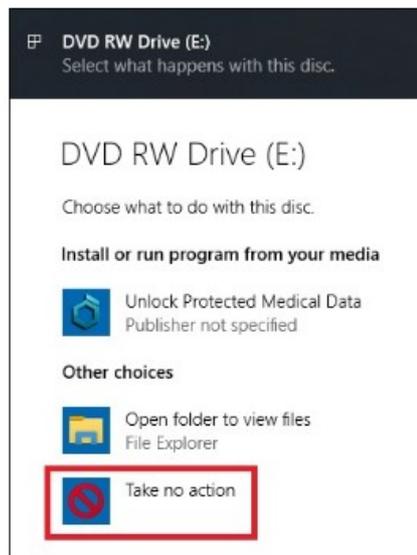**Then the following web page will load:**

DICOM Uploader

The DICOM Uploader sends DICOM files from your CD, USB Stick or Hard Disk Drive to IDT's secure PACS Server. It requires Java to be installed on your computer. Java is free software you can install from here.

For further information please see our Knowledge Base article or contact IDT Scans.

- DICOM Uploader requires **Java Runtime Environment (JRE) Version 6 Update 10** or higher. Please follow these instructions to verify that you have a suitable version of **Java** installed on your computer.

- If your CD or USB Stick autoruns and starts up a viewer, please cancel it or close the viewer before launching DICOM Uploader.

DVD RW Drive (E:)
Select what happens with this disc.

DVD RW Drive (E:)

Choose what to do with this disc.

Install or run program from your media

Unlock Protected Medical Data
Publisher not specified

Other choices

Open folder to view files
File Explorer

Take no action

- Once DICOM Uploader starts sending images, you can **minimise** its window and return to what you were doing. *Do not close the window until all the images have been sent.*

- To check whether the upload was successful, please view the **Upload Images** area at the bottom of the Uploader screen.

- We recommend copying the file "DICOM Uploader.jnlp" to your Desktop so you can run DICOM Uploader more easily next time.

- To launch the Uploader, please click this button now:

Launch Uploader Now

Step 3:

If this is the first time you have used DICOM Uploader, click "**follow these instructions**" to test if a suitable version of Java is installed on your computer.

The following web page will open. Please follow the instructions and, if necessary, click "Installing Java" (from the left menu) to download and install the latest version.

Please Note: There may be some advertisements or "Optional Offers" on the download screens. We do not recommend downloading or installing any software other than Java.

When Java is successfully installed, please return to IDT's **DICOM Uploader** page and click
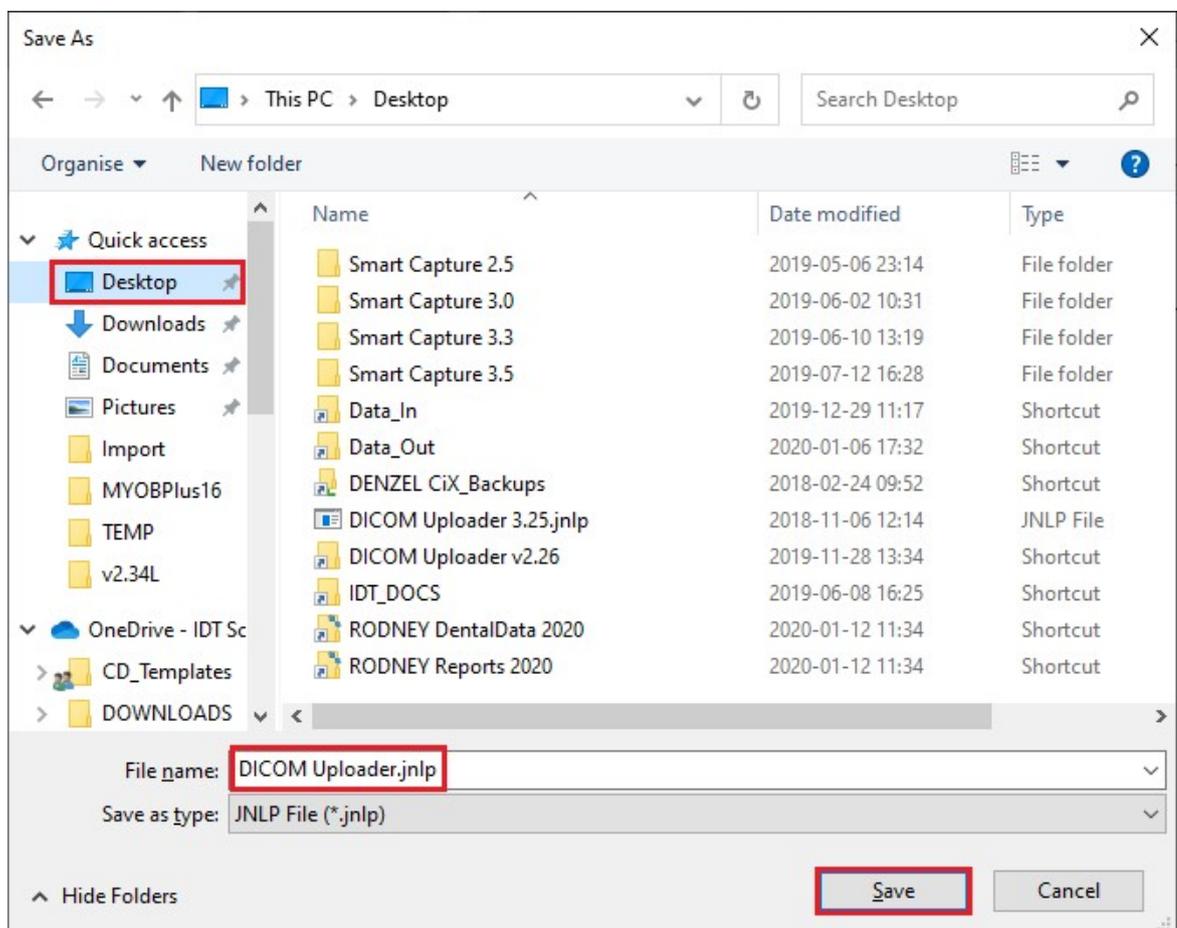
The next web page's appearance and behaviour may vary depending on which web browser you are using – Microsoft Edge, Firefox, Chrome or Safari (Macintosh). Please follow the appropriate section, below.

Step 4A – Microsoft Edge:

You may see this message:

Click on the Up-Arrow to the right of "**Save**" and select "**Save As**". Then save a copy of "**DICOM Uploader.jnlp**" to your Desktop. This will make it easier to launch next time.
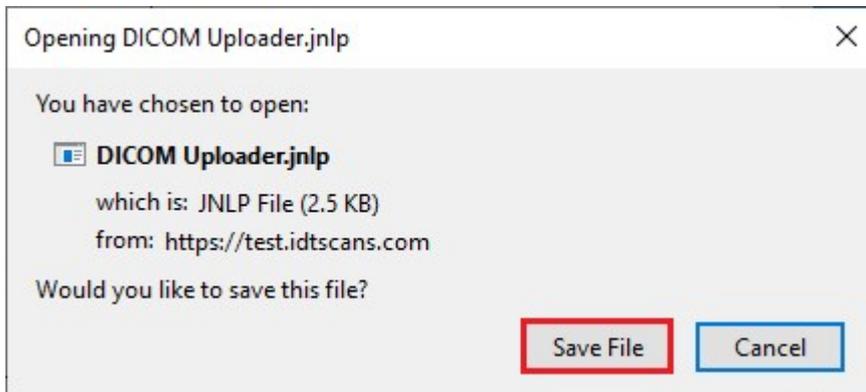

Please click **"Open"** when you see this message:
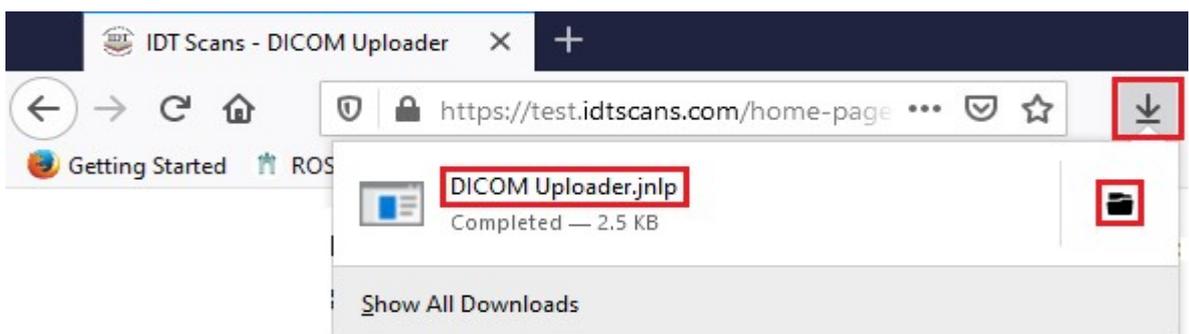

Then proceed to Step 5.

Step 4B – Firefox:
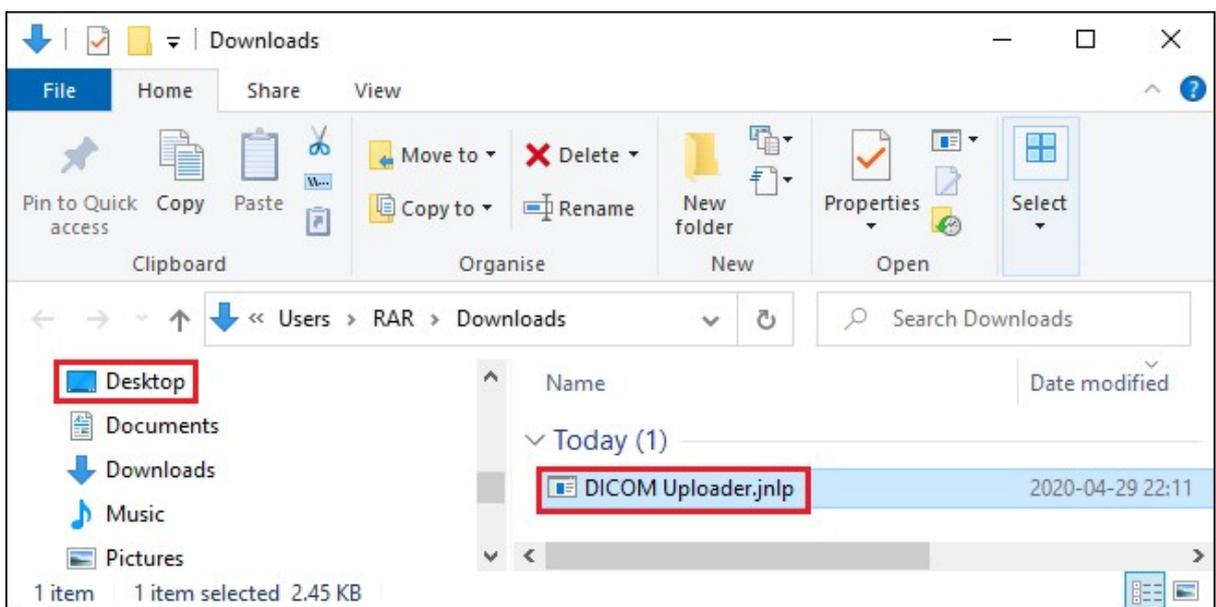
You may see this message:

Click **Save File** to continue.

Firefox will save the file **DICOM Uploader.jnlp** to your **Downloads** folder. Click the Down-Arrow at the top right of your screen, then click the "folder" icon to the right of **DICOM Uploader.jnlp** to display the Downloads folder:
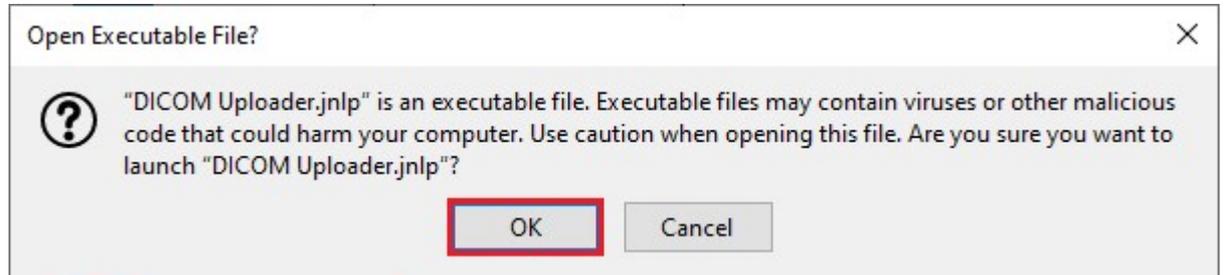

You will see the following screen:

Right-click on "**DICOM Uploader.jnlp**" and select **Copy,** then right-click on "**Desktop**" and select **Paste,** to save a copy of "**DICOM Uploader.jnlp**" to your Desktop. This will make it easier to launch next time.

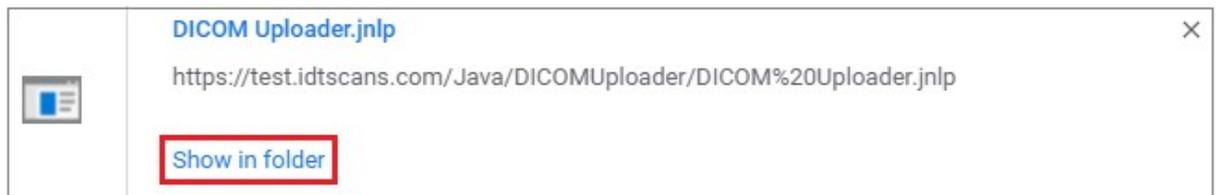Double-click "**DICOM Uploader.jnlp**" to proceed. You may see this message:

Click **OK** then proceed to **Step 5**.
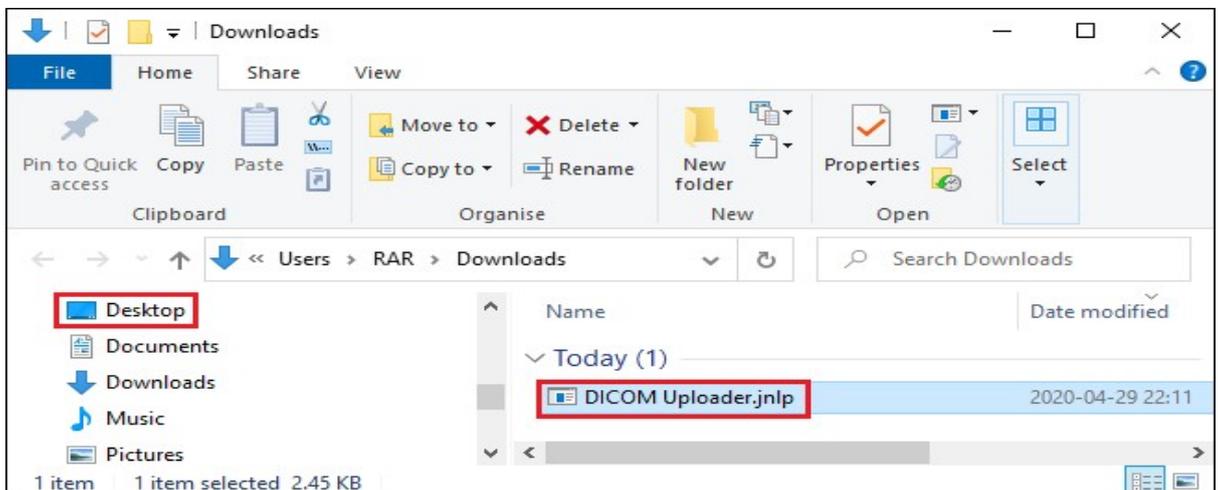
Step 4C – Chrome

You may see this message, at the bottom left of your screen:

Click "**Keep", then click** "**Show all**", then click "**Show in folder**":

You will see the following screen:

Right-click on "**DICOM Uploader.jnlp**" and select **Copy,** then right-click on "**Desktop**" and select **Paste,** to save a copy of "**DICOM Uploader.jnlp**" to your Desktop. This will make it easier to launch next time.

Double-click "**DICOM Uploader.jnlp**" then proceed to **Step 5.**
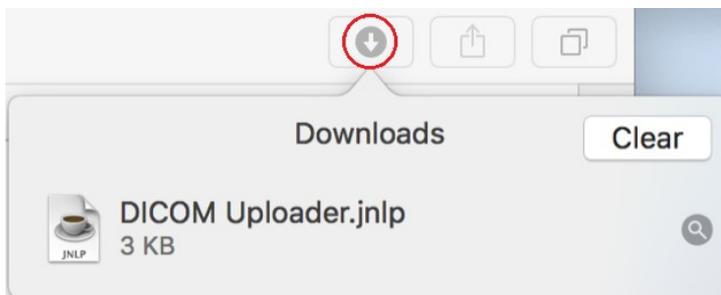
Step 4D – Safari (Macintosh):

You may see this message:
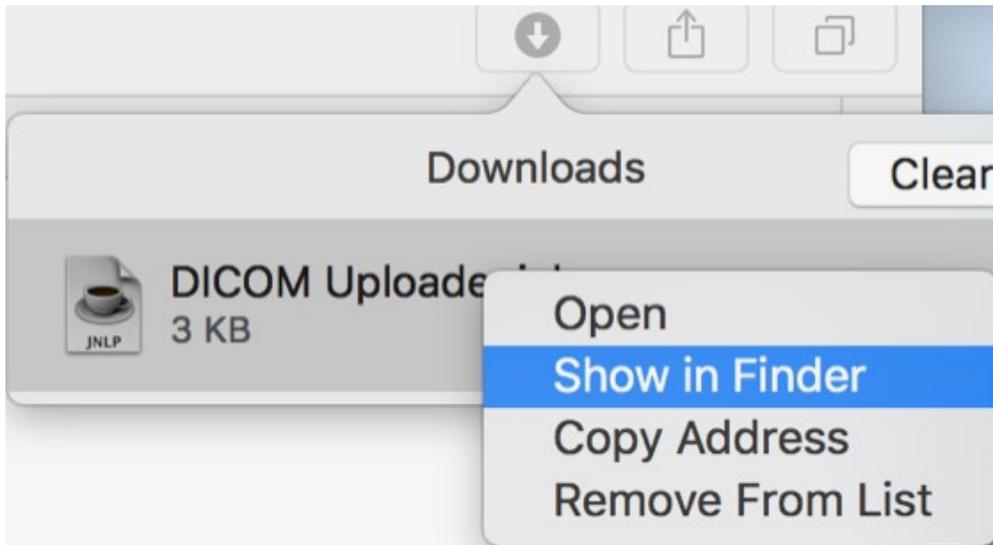

Click **"Allow"** to continue.

Firefox will save the file **DICOM Uploader.jnlp** in your **Downloads** folder. Click the **Down-Arrow** (in the top right corner of the screen) to view your **Downloads** folder:
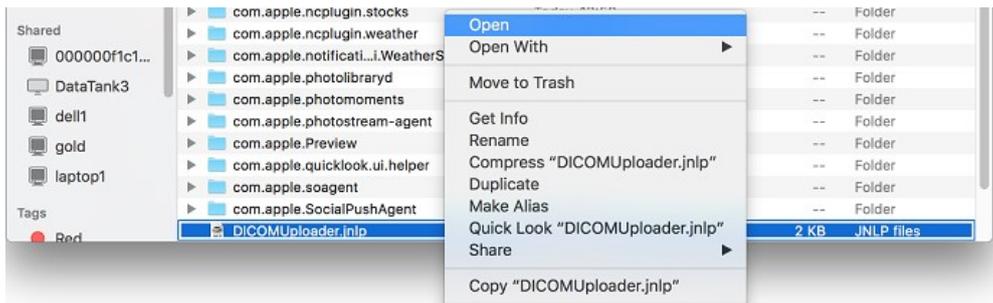

Drag the file "**DICOM Uploader.jnlp**" to your Desktop to make it easier to launch next time.

Right Click (with the right mouse button) on "**DICOM Uploader.jnlp**" in the **Downloads** folder and select **Show in Finder**:

Right Click (with the right mouse button) on "**DICOM Uploader.jnlp**" in the **Finder** folder and select **"Open".**
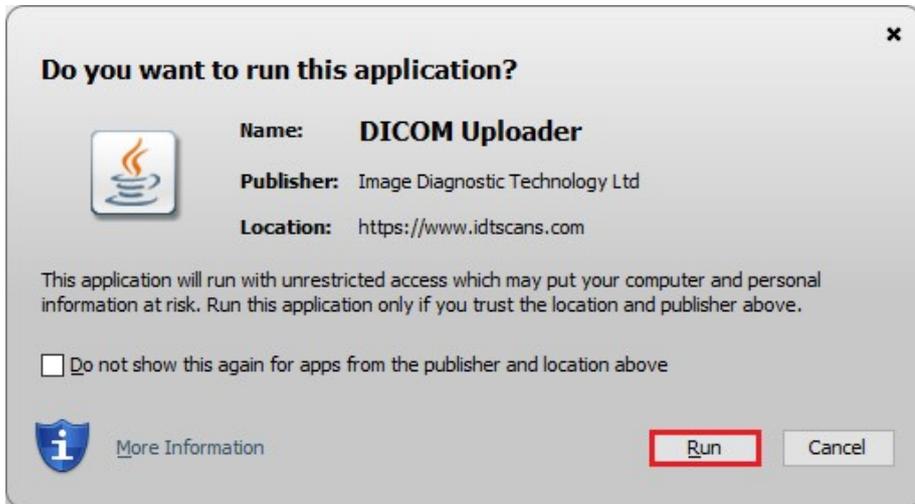

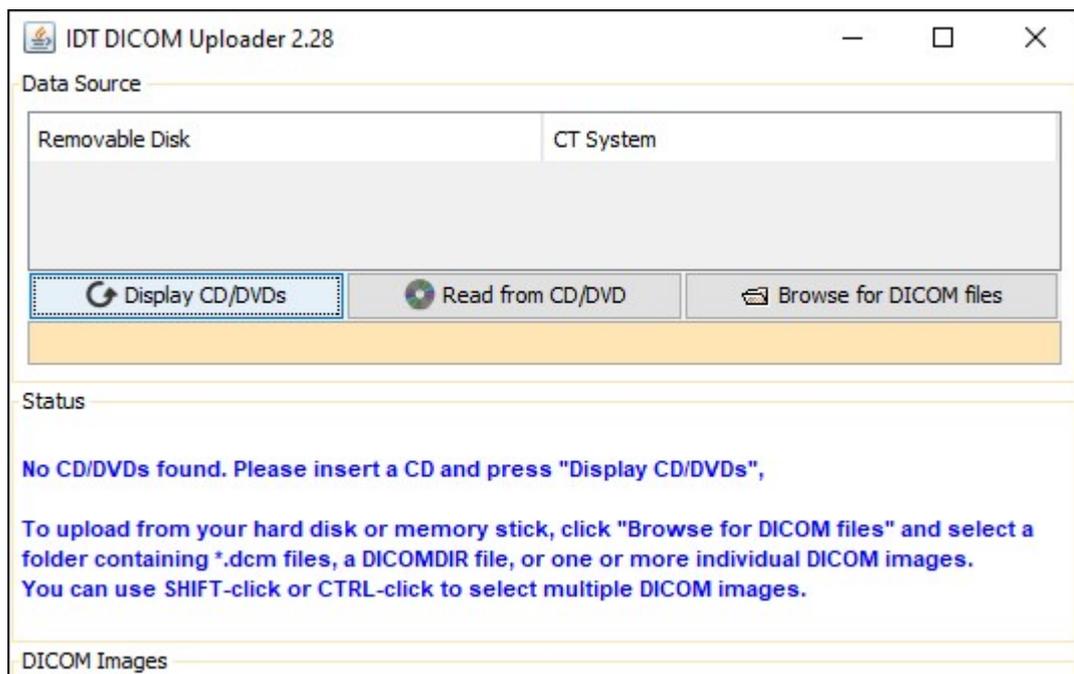Please click **"Open"** if you see this screen:

Then proceed to **Step 5**.

Step 5 – All Browsers:

Click **"Run"** when you see this screen:

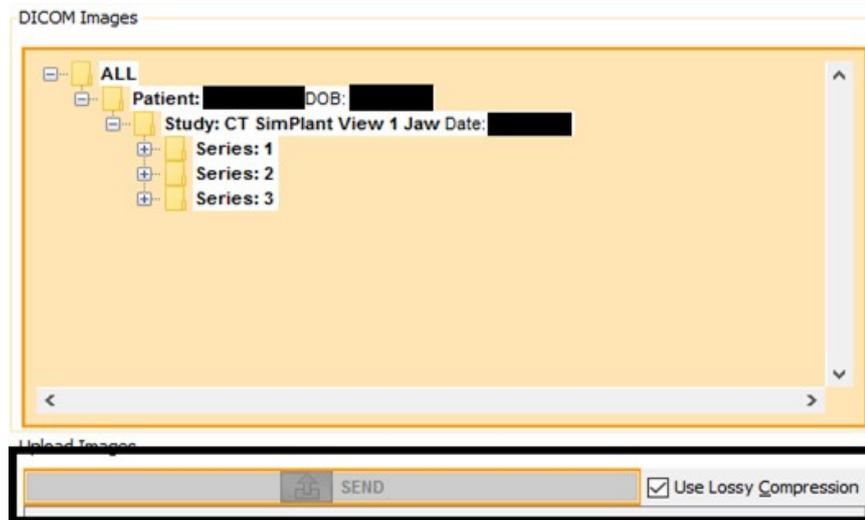You will see the following screen:

Click **"Display CD/DVDs"** if your CD/DVD is not automatically displayed.

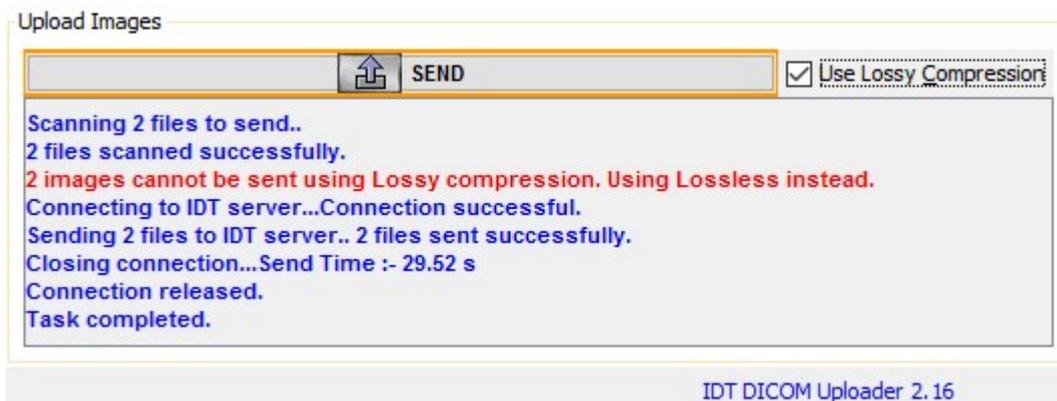Click **"Read from CD/DVD"** to upload DICOM files from the CD/DVD that is selected.

Click **"Browse for DICOM files"** to upload DICOM files from your hard disk drive or USB memory stick.

Once the Uploader has finished searching, a list will appear under "DICOM Images". From this list you can select an Image, Series, Study or you can choose to send **ALL** images.

Once you have selected the images you want, click **SEND**. You can leave "**Use Lossy Compression**" ticked. The Uploader will try compress the files. If it cannot use Lossy Compression it will use Lossless Compression and untick the box.

You will see some messages similar to the following:

If the Uploader fails to connect to IDT Server, try clicking **SEND** again.

PLEASE DO NOT CLOSE THE WINDOW UNTIL UPLOADING IS COMPLETE.

Created by Anthony Reynolds

Last Revised 2020-03-30 DF/RAR