

# LONI IMAGE & DATA ARCHIVE USER MANUAL

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#### INTRODUCTION

The LONI Image & Data Archive (IDA) is a user-friendly environment to archive, search, share, track and disseminate neuro-imaging data. It accommodates MRI, fMRI, PET, MRA, DTI and other imaging modalities. A flexible data de-identification engine and encrypted file transmission help ensure compliance with patient-privacy regulations. All data are stored on redundant servers with daily and weekly on- and off-site backups. Archiving data in the IDA is simple, secure and requires no specialized hardware or software. The IDA automatically extracts relevant metadata from de-identified image files, and allows data to be searched within moments of archival. Once archived, data can be downloaded and/or streamed into the LONI Pipeline workflow environment for processing and analysis. Integration of the LONI Debabeler file format translation engine allows users to download image data in a number of common file formats.

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For questions or problems with the IDA, please e-mail dba@loni.usc.edu

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#### A - IMAGE & DATA ARCHIVE OVERVIEW

The LONI Image & Data Archive (IDA) provides an integrated and safe environment to archive neuroimaging data. The archive protects data from unauthorized access and allows investigators to share data. For questions or problems with the IDA, please e-mail <u>dba@loni.usc.edu</u>

#### System Requirements:

The IDA system requires a computer with internet access, newer web browser software (IE, Netscape, Mozilla, Safari, Chrome), Java plug-in (version 1.5 or higher), and a valid user account.

#### **IDA Menu Overview**



#### **Projects:**

- *All:* View participant gender and research group distribution on public projects and other private projects you are permitted to access. Public projects such as PAD are available to all users.
- Individual Projects: View project information and participant gender distribution from your project.

#### Search:

- Simple Image Search: Database queries based on a limited set of subject and image parameters.
- Advanced Image Search: Database queries using a more extensive list of parameters. Limited to authorized users on a project-by-project basis.

#### Archive:

• Archive Files: De-identify images to remove potentially identifying subject information, and securely transmit files to be stored in the LONI Image & Data Archive.

#### Download:

- Image Collections: Download individual images or entire collections.
- Study Data: Download study data for selected projects.

#### Manage:

- Edit metadata: Provide or modify subject-related information such as sex, age and weight.
- Delete data: Remove images from the LONI Image and Data Archive. Available to users with higher access levels.
- Image QC: Quality-control of imaging data. Available to users with higher access levels.
- Project Summary: View project upload and download summary information. Available to users with higher access levels.
- Manage user access: Grant or modify user's privileges. Available to project leaders.

#### Note:

Available submenus vary depending on project and user access level.



## **USER REGISTRATION**

If you do not have a user account, click **REGISTER** on the Image & Data Archive Log-In page. **https://ida.loni.usc.edu**.

C.S.	LO	NI e Data A	Archive				
IDA HOME -	ABOUT	NEWS	DOCUMENTATION	SOFTWARE	DATA		LONI Home
Stored Officer	indani server	a with daily a	nd neekly on- and on-	the second second			
Archiving data web browser s Once archived engine allows	in the IDA is oftware. The I, data may be users to dowr ta Storage	simple, secur IDA automatic downloaded bload image d	re and requires no spe cally extracts relevant it d and/or streamed into tata in a number of file	cialized hardware, si netadata from the d the LONI Pipeline pr formats in addition t	oftware or perso -identified ima occessing enviro o the original fi	onnel. All that is required is a c ge files allowing data to be see onment. Integration of the LON le format.	computer with internet access an arched within moments of archiva il Debabeler file format translation
Archiving data web browser s Once archived engine allows Image Da	in the IDA is oftware. The J, data may be users to dowr	simple, secur IDA automatik e downloaded lload image d e, Protect NEWS	re and requires no spe cally extracts relevant to a and/or streamed into data in a number of file	cialized hardware, si netadata from the d the LONI Pipeline pr formats in addition t DOCUMENTATION	offware or perso a-identified ima occessing envirc o the original fil	onnel. All that is required is a c ge files allowing data to be see onment. Integration of the LON le format.	computer with internet access an arched within moments of archiva il Debabeler file format translation in the second seco

Complete the form to create a new account then click the **REGISTER** button.

Type in your E-mail address*	
Type in your E-mail address*	_
Type in a user name '  If you have a LONI user name  ERSONAL INFORMATION  ERSONAL INFORMATION  First Name ' Last Name ' Last Name ' Department Zip /Postal Code Country ' If you have a website,	-
ERSONAL INFORMATION  First Name* Last Name* Department Zip / Postal Code Country* If you have a website,	
First Name* Last Name* Last Name* Department Zip / Postal Code Country* If you have a website,	
Last Name* Institution / Company* Department Zip / Postal Code Country* If you have a website,	
Institution / Company*	
Department Zip / Postal Code Country* If you have a website,	
Zip / Postal Code Country'	
Country'	
If you have a website,	
please enter the URL here	
Required fields are denoted by an asterisk(')	
Once you click Register, we'll send you an e-mail message containing your temporary password. To ensure your temporary password is received, you may need to add dba@ioni.ucla.edu to your safe sender list.	

Once the registration process is complete, a confirmation email will be sent with a temporary password and login instructions.



## Image & Data Archive Log-In

Email	Password	174					Register Forgot	Passwor
	LONI Image Data A	Archive						
IDA HOME -	ABOUT NEWS	DOCUMENTATION	SOFTWARE	DATA			LON	NI Home
Archiving data in web browser soft Once archived, d engine allows use	Data Archive (IDA) is a i tilized for dozens of ne s. A flexible data de-ide ant servers with daily a the IDA is simple, secur ware. The IDA automati ata may be downloaded ers to download image of	unioninging research pr entification engine and e nd weekly on- and off-si re and requires no spec cally extracts relevant m d and/or streamed into t data in a number of file !	ialized hardware, se alized hardware, s etadata from the d he LONI Pipeline p formats in addition	software or perso believe or perso belie	), tracking and disset urope and accommo sure compliance with onnel. All that is require ge files allowing data onment. Integration o le format.	nunating neuroim dates MRI, PET, patient-privacy r ired is a compute to be searched i if the LONI Debal	aging and related MRA, DTI and oth egulations. All dat er with internet acc within moments of beler file format tra	d clinical her ta are cess and f archival ranslation
Archiving data in IDA is i imaging modalities stored on redund Archiving data in web browser soft Once archived, d engine allows use Image Data	Data Archive (IDA) is a utilized for dozens of ne s. A flexible data de-ide ant servers with dally a the IDA is simple, secur ware. The IDA automati at may be downloaded ers to download image of Storage, Protect	uroimaging research pr embraction engine and e nd weekly on- and off-si re and requires no spec cally extracts relevant m d and/or streamed into t data in a number of file !	in for alcriving, se ojects across North ncrypted file transis te backups. ialized hardware, s ietadata from the d b LONI Pipeline p formats in addition	software or perso be-identified imaging to the original fill	I, iraciking and disset urope and accommo sure compliance with pannel. All that is requ ge files allowing data mment. Integration o e format.	minating neuroim dates MR, PET, patient-privacy r irred Is a compute to be searched of the LONI Debal	aging and related MRA. DTI and oth egulations. All dat er with internet acco within moments of beler file format tra	d clinical her ita are cess and f archiva ranslation
ABOUT	Data Archive (DA) is a allized for dozens of ne s. A flexible data de-ide ant servers with daily a the IDA is simple, secut ware. The IDA automati eta anaya chanicade ers to download image of Storage, Protect NEWS	urroiminging research pre- employed and the engine and e- nd weekly on- and off-si- re and requires no spec- cally extracts relevant m d and/or streamed into t data in a number of file t tion & Sharing	n tot alcriverg), see incrypted file trans- te backups. lailzed hardware, s leitadata from the d he LONI Pipeline p formats in addition	and ming, sharing and the second seco	<ul> <li>if it denotes that the descent of the</li></ul>	miniating neuroim dates MRI, PET, patient-privacy r irred is a compute to be searched of the LONI Debal	aging and related MRA, DTI and oth egulations. All dat er with internet facco within moments of beler file format tra	d clinical her Ita are cess and f archiva anslation

#### Note:

If you are experiencing difficulty with access, notify dba@loni.usc.edu.

#### Select a project from the Projects menu (1).

The Projects menu displays a description of the project (2), project–related links (3), and a chart showing participant distribution (4). You may view a break-down of the distribution based on research group and gender by selecting the checkbox in the corresponding chart (5). To remove an individual group from the participant distribution chart, click on the corresponding section of the pie chart (6).





### B – SEARCH

Users can search for images based on subject and image-related criteria, view images, form collections and download images. There are two types of image searches: <u>Simple search</u> and <u>Advanced search</u>. The Simple Search performs a basic database query on subjects and images, providing information such as subject age, sex and image modality or series description. The Advanced Search supports a more extensive exploration of the database and provides additional information about subjects and images. To download images, perform a Simple or Advanced Search, add the images to a data collection then download. To access processed images, use the Advanced Search.

#### SEARCH AND DOWNLOAD DATA GRAPHIC OVERVIEW



#### SIMPLE SEARCH

Choose SIM	IPLE SEARCH on the SEARCH menu.	
	LONI Image Data Archive	NOMEAND AN MARKE DATA ARCHIVE
Simple Search	PROJECTS     SEARCH     ARCHIVE     DOWNLOAD     MANAGE       Advanced Search     Image: Constraint of the search in the search	LONI Home

Note: Available menu options vary based on project and user access level.



Enter the search criteria and click SEARCH

arch Data Collections						
nter your selection criteria (	using the form below:					
Subject ID: Sex: Both • Age: Equals •	Leave blank unless searching for a specific subject.	Modality: Series Description: Weighting: Slice Thickness: Acquisition Plane:	MRI • • Equals	•	mm	
SEARCH RESULTS					_	
Order By:	▼ and then by:		Image Co	unt 500	•	
	RESET		SE	ARCH	_	



Click VIEW to see an image using the IDA Image Viewer.

JENU. PIOJ	ects   Research	Groups	s   Modalitie	s   Hel	p   View	Collections   Image	e Status					
Search	Search Result	s D	ata Collect	ions								
	oust ADMI (DDA)	ADNIP (I	MANAGER), A	POE (ME	MBER), BE	EPI (GUEST), CRYO (M	ANAGER), GEM	IS (DBA), GIBT (MA	NAGER), HVLMS (LEA	DER), ICE	BM (MAN	AGER), PAD
our access LEADER), SF access to da	IC (MEMBER), SIM ta is controlled by (1	S (DBA) each p of 1) <	prev 1 nex	er. Click	the Projec	ts link above for addi	tional informa	ition.			NDC TO C	OLLECTION
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OUR access LEADER), SF Access to da Subject PAD_0001 PAD_0002	(1 Research Group Control Control	s (DBA) each p of 1) < Sex M M	roject's lead prev 1 nex Scan Date 3/11/1995 4/04/1995	t> Age 22 19	the Project	cts link above for addi Series Description T1-FFE T1-FFE	tional informa Weighting T1 T1	tion. Slice Thickness 1.0 1.0	Acquisition Plane SAGITTAL SAGITTAL	Status A A	View* View VIEW	OLLECTION Select All



#### **VIEW IMAGES**

The IDA Image Viewer provides a multi-dimensional reconstruction of the image data. Users can view an image in different orientations, flip vertical and horizontal planes and adjust brightness and contrast. Currently, the image viewer works on 3-D images only. Only the first time point appears on 4-D images.

To view different slices, drag one of the red bars on the SELECT SLICE

IDA 💕	Image Vie	ewer	
		Serie SELECT ORIE	MATION Site: NA Project: PAD Subject ID: PAD_0001 Ps Description: T1-FFE NTATION: SAGITTAL CORONAL E: e Number: 4 128 /255 b
PAN	ZOOM	FLIP	BRIGHTNESS & CONTRAST
Drag mouse in the image area to pan	. 100 % *	Vertical Horizontal	Brightness Contrast

#### ADVANCED SEARCH

Use the Advanced Search to query the database using a more extensive list of elements than the Simple Search. Choose additional elements or image types, original or processed data, and set the sort order of the results. The availability of elements varies according to project and user access level. You may save queries to be reused.

Choose ADVANCED SEARCH from the SEARCH menu.





Complete the form sections.

- To display specific categories in the SEARCH CRITERIA, check the corresponding checkbox in SEARCH OPTIONS (1).
- To display specific information on the Results menu (the next page), check DISPLAY IN RESULTS (2). Some items display by default.
- Click SEARCH (3).

SEARCH SECTION	Projects	ADN	V ICBM	PPM			
Project/Phase	SUBJECT					RESET DIS	splay in result
📝 Subject	Subject ID *		Separate multiple Subject	ID's by commas			
V Subject Specific Information	Age (years)	Equals •					(D)
Assessments	Sex	Both 💌					171
V Study/Visit	Weight (kgs)	Fouals .					171
📝 Image	SUBJECT SPECIFIC INFORMATION	Edona (10)		_	_	RESET	splay in result
🛅 Imaging Protocol	(ICBM) Handedni	ss 📃	EA.	2L	R		
📝 Image Status	Project P	nase 🖹	1.0 2.0			DECET DE	
Image Processing	atuunnan					pieses un	ipidy in resolu
IMAGE TYPES	Study Date	Equais 💌					
V Original	Archive Date	Equals 💌					
Pre-processed	IMAGE					RESET	aplay in result
Post-processed	Image Description *						
- Display Options	Image ID	S	eparate multiple Image ID's by comm	s (eg. /123,/456, or 123,456,)			8
Order by: Subject ID •	Modality 📃 🛛	TI 🗌 MRA	🗵 MRI 📄 PET	<b>⊡</b> MRI	OR O AND Subject has at least one		
and -	Available	iser Quarantine	RBIHIPAA Quarantine	Flagged for Deletion	Failed QC	28-92-1 De	SEARCH
							3

#### **DEFINITIONS:**

- > Original data refers to raw image files.
- > Processed data refers to registered or warped data (e.g. segmentations).
- To select more than one item in a drop-down, click each item while holding down the control key on PC or Command key on Mac).



#### **Advanced Search Results**

The Search Results tab displays information about image sets matching the search criteria. Users can view and add these results to collections, and save search parameters (page 12). The Series Description of each image is a link to the detail page, which provides additional information about the image such as weighting, pulse sequence, acquisition type, etc. Users can also view images from the Image Protocol Details page.

- Check the checkbox beside VIEW (1) and then select ADD TO COLLECTION (2) to add images to a collection. This is a necessary step before downloading the image(s) (see page 14).
- To view image header information/ imaging protocol, select an image DESCRIPTION (3). This will open the IMAGE DATA DETAILS interface.

playing Results 1-20 of 8135		1 image s	elected				Select All Add To Collection
UBJECT			STUDY		IMAGE		
Select	Subject ID 🔻	Sex	Select	Age	Select	View	Description
V	MNI_0101	F	V	24.0	<b>V</b>	VIEW	T1-FFE
	MNI_0102	м	(m)	29.0		VIEW	T1-FFE
	MNI_0103	М		22.0		VIEW	T1-FFE
	MNI_0104	м		35.0		VIEW	T1-FFE
	MNI_0105	М		31.0		VIEW	T1-FFE
	MNI_0106	м		31.0		VIEW	T1-FFE
	MNI_0107	М		21.0		VIEW	T1-FFE
	MNI_0108	м		26.0		VIEW	T1-FFE
	MNI_0109	М		19.0		VIEW	T1-FFE
	MNI_0110	м		28.0		VIEW	T1-FFE
	MNI_0111	F		26.0		VIEW	T1-FFE
	MNI_0112	м		23.0		VIEW	T1-FFE
	MNI_0113	F		24.0		VIEW	T1 FFE
	MNI_0114	F		20.0		VIEW	T1-FFE



On the IMAGE DATA DETAILS page display an image by selecting VIEW. The image will open in the IDA image viewer (page 9).

#### Image Data Details

T1-FFE		Subject ID: MNI	0101
Modality	: MRI	Research Group	Control
Image Type	: Original	Sex	Female
Image File Type	: Image Volume	Visit	N/A
Acquisition Protocol			
Image Status	: AVAILABLE VIEW		
Imaging Protocol	: Acquisition Plane=SAGITTAL; Acquisition Type=3D; Coil=; Field Strength=1.5 tesla; Flip Angle=30.	0 degree; Manufacturer=Philips; Matrix X=172.0	pixels; Mai

Note: Processed images display an additional section describing information such as package name, process name, program name, etc.



#### SAVE QUERIES

Any search generated with the Advanced Search can be saved and re-used. Users can query the database with saved searches for repeated use in analysis and comparison.

Click SAVE QUERY on the Advanced Search Results tab.

Auvan	ced Searc	n: Res	uits			
10 record(s) matched mage count=500	your search criteria: Sub	ject Sex=All; Image	e Status=User	Quarantine;	Subject Id=UCLA_12	234; Modality=MRI; Image Type=Original; Maximum
SUBJECT	save the query. Click ADD I	O COLLECTION to	STUDY	mage sets t	MAGE	NEW SEARCH to return to the search page.
Select	Subject Id	Sex	Select	Age	Select	Series Description
	UCLA_1234	Female		21.0		Circle Scout
						gre field map
						Matched Bandwidth Hi-Res
				21.0		SAG DOUBLE ECHO
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						Three Plane Loc-trufisp
		Click	here to select	all series or	this page. 🕅	
Note: To select an i	ndividual image series, cli	ck the select box un	der IMAGE or	click the box	under STUDY or SUB	JECT to select all series in the study or for the subject.
		Click RESET to un	ncheck the che	ckboxes on	this page. RESI	ET
				1		
Previous						Next

The Save Query pop-up appears.

- Provide a new query name (1) and description (2).
- Click SAVE QUERY (3).

Enter a name for the query.			1	
Enter the query description.			2	
Click the SA	VE QUERY button to save this qu	Jery or Click the CANCEL button	to return to the results	page without saving the que
2				



#### DETAILS:

> Once a search has been saved, a drop-down list appears on the Advanced Search submenu.

To run a saved query, select the query from the saved query drop-down list. LONI Image Data Archive PAD @LONI PROJECTS SEARCH V ARCHIVE DOWNLOAD MANAGE LONI Hom Simple Search Advanced Search Image Database: Advanced Search Choose a saved query or Specify your selection criteria in the form below. Hold down "Ctrl" & Click to select or deselect multiple options Wild cards (\*) are permitted in fields marked with a \* in the form below. For example, UCLA\* returns records where the value begins with "UCLA SAVED QUERY Select saved query UBJECT INFORMATION SEARCH Displayed by default Leave blank unless Subject Id\* searching for a specific subject

## **C – IMAGE COLLECTIONS**

#### OVERVIEW

The Collections Interface provides access to existing collections and their individual components. Users can view, remove, regroup or download single images and entire collections. This level of interaction applies both to personal collections and shared collections, those created by other users to which the user has access.

Users can create collections with an unlimited number of images. It is not necessary to perform a search to access previously created collections. Collections can be restructured by adding or removing images.

#### Features:

- Access Personal data collections.
- Download Any number of images with a single request.
- Download images in a number of file formats, including the originally archived format, or an alternate format of the user's choice (Analyze, NIFTI, 4D, MINC)
- -Track downloaded/ not downloaded images.
- Access shared collections (Created by other users).



#### **CREATE IMAGE COLLECTIONS AND DOWNLOAD**

Use the Image Collections submenu to manage and download data selected through Simple and Advanced Searches. Create new collections, add to previously created collections, or change collections as needed. Use collections for viewing, downloading and sharing imaging data.

Perform a Simple or Advanced Search (see page 7).

- $\triangleright$ On the Search Results page, choose images by checking the Select box beside the image(s) (1). 2
- Click ADD TO COLLECTION (2).  $\geq$

													•	
		(1 0	f21) < pre	v 1	23456	7 8 9 10 11 12	<u>13 14 15</u>	next>				ADD TO	COLLECTION	
Subject	Research Group	Sex	Scan Date	Age	Modality	Series Des	cription	Weighting	Slice Thickness	Acquisition Plane	Status	View*	Select All 属	
MNI_0500	Control	М	5/25/2002	62	MRI	SAG DUAL TS	E OLD WA	Y PD	2.0	SAGITTAL	Q1	VIEW	V	1
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		1
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TS	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TS	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
MNI_0501	Control	F	5/25/2002	41	MRI	SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
						SAG DUAL TSI	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		
MNI_0502	Control	F	5/25/2002	45	MRI	SAG DUAL TS	E OLD WA	AY PD	2.0	SAGITTAL	Q1	VIEW		

- Enter a name for the collection or select an existing collection name (1).
- $\succ$  Click OK (3).

2 images select	ed	Share C	ollection	lunhate Coller
	Regroup	Collection		
Select a ex	visting collection:		Ţ	
OR	lioting concerten			← 1
OK E				
Enter a na	me for the collect			
		2		
		2		OK Cance



- > A new window displays the collection contents.
- > To view the image, click on the **DESCRIPTION** link.
- > A new window opens. Click VIEW under Acquisition Protocol (not shown).

COLLECTIONS	ACTIONS										
Expand a collection by clicking on the + symbol.	Select items Choose an a	below by ction to p	clickin erform	ig the I on se	select elected	box(es). items.		DOWN		As Archived NiFTI	<ul><li>ANALYZE</li><li>MINC</li></ul>
Collections	Collection: u	cla30s			0 i	images se	elected	Share Colle	ction Unsh	are Collection	Export Metadata
- My Collections	Subject	<u>Group</u>	<u>Sex</u>	<u>Age</u>	<u>Visit</u>	Modality	Description	<u>Type</u>	Acq Date	Format Down	<u>iloaded</u> All 🔲
T-MAIS4 (3)	UCLA_1231	Control	М	63	0	MRA	tof fi3d tra-Multislab MIP COR	· Original	9/05/2006	DCM	
+-nresentation (6)	UCLA_1131	Control	М	21	0	MRA	tof fi3d tra-Multislab MIP COR	· Original	9/14/2007	DCM	

Instead, to download, select images or entire collections by selecting the checkbox beside an image (1) or checking the All box (2).

ULLECTIONS	ACTIONS_													
(pand a collection by clicking on e + symbol.	Select items b Choose an ac	elow by clic tion to perfo	king the rm on s	e selec selecte	t box(es d items	). RI	MOVE	REGROUP	DOWNLOAD		s Archived C IFTI C	) ANALYZE ) MINC		
ollections	Collection: MA	irs4		2	images	selected		Sh	are Collection	Unshar	e Collection Ex	port Metadata		
My Collections	Subject	<u>Group</u>	<u>Sex</u>	<u>Age</u>	<u>Visit</u>	<u>Modality</u>	Descri	otionType	<u>Acq Date</u>	<u>Format</u>	Downloaded	All 🔲	2	
- MARS4 (2) Not Downloaded (0) Downloaded (2)	PAD_0002 PAD_0001	Control Control	M M	19 22	0 0	mri Mri	<u>T1-FFE</u> <u>T1-FFE</u>	Original Original	4/04/1995 3/11/1995	IMG IMG	3/05/2009 3/04/2009	2	- 1	
+ brin1 (20) + presentation (6)														
+ sag2 (1)														
+ seventeens (6)														

- Choose file download format, either as originally archived or converted to MINC, Analyze, NIfTI or NIfTI 4D by choosing the corresponding button in the Actions section (1). Click DOWNLOAD (2).
- A new window opens. Provide the download location. The files will download to the selected location.

COLLECTIONS	_ACTIONS_								2				
Expand a collection by clicking on the + symbol.	Select items b Choose an ac	elow by clic tion to perfe	king th arm on	e selec selecte	t box(es d items	R	EMOVE	EGROUP	DOWNLOAD		s Archived ( FTI (	) analyze ) minc	
Collections =	Collection: MA	irs4		2	imager	selected		Sh	are Collection	1. and the second	Columbus	xport Metad	lata
- My Collections	Subject	Group	Sex	Age	Vist	Modality	Descrip	tionType	Acq Date	Format	Downloaded	AI	
- MAIS4 (2)	PAD_0002	Control	М	19	0	MRI	T1-FFE	Original	4/04/1995	IMG	3/05/2009	M	^
- Downloaded (2)     + brin1 (20)     + presentation (6)	PAD_0001	Control	м	22	0	MRI	<u>T1-FFE</u>	Original	3/11/1995	MG	3/04/2009	X	2.624



#### DETAILS:

- > Converting file formats adds slightly to the overall download time.
- For each image downloaded, an XML file containing metadata about the subject and the image is placed in the root of the download directory.
  - See Appendix for an example of an XML file.

To view a collection, click on the collection name.

	11				-	-
Expand a collection by clicking on he + symbol.	Select items below by o Choose an action to pe	clicking the select box(es). rform on selected items.			<ul> <li>As Archived</li> <li>NiFTI</li> </ul>	<ul> <li>ANALYZE</li> <li>MINC</li> </ul>
Collections 🗾	Collection:	0 images selected	S	hare Collection	nshare Collection	Export Metad
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🛨 brin1 (20)						
+ presentation (6)						
+ sag2 (1)						
+ sag2 (1) + seventeens (6)						

To move an image or group of images to a new or different collection, check the appropriate checkbox beside the image(s) (1) and click **REGROUP** (2).

Search Data Collections								2						
ColLECTIONS Expand a collection by clicking on the + symbol.	ACTIONS Select items be Choose an acti	elow by clic	king the	e selec selecte	t box(es d items	).	EMOVE	REGROUP	DOWNLOA	O N	s Archived IIFTI	O ANALYZE O MINC		1
Collections  My Collections  Mars4 (2)  Not Downloaded (0) Downloaded (2)	Collection: MAr <u>Subject</u> PAD_0002 PAD_0001	s4 <u>Group</u> Control Control	<u>Sex</u> M M	2 <u>Age</u> 19 22	! image: <u>Visit</u> 0 0	s selected <u>Modality</u> MRI MRI	Descrip <u>T1-FFE</u> <u>T1-FFE</u>	<u>stionType</u> Original Original	<u>Acq Date</u> 4/04/1995 3/11/1995	Format IMG IMG	Downloadee 3/05/2009 3/04/2009	Export Metad	▲	

A dialogue box appears. Select an existing collection or enter a new name for the collection (1) and click OK (2).

2 imao	nes selected	Share Colle	ction	re Collectio
	Regro	oup Collection		3
2 (	Select a existing collecti DR Enter a name for the coll	ection:		1 <b></b> 1



## The new regrouped collection appears.

_COLLECTIONS	ACTIONS											
Expand a collection by clicking on the + symbol.	Select items b Choose an ac	elow by clic tion to perfo	king th orm on	e selec selecte	t box(es d items	s).				⊙ A ● N	s Archived iFTI	<ul><li>ANALYZE</li><li>MINC</li></ul>
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My Collections	Subject	<u>Group</u>	<u>Sex</u>	<u>Age</u>	<u>Visit</u>	Modality	Descri	otionType	<u>Acq Date</u>	<u>Format</u>	Downloade	d All 🔲
	PAD_0001	Control	М	22	0	MRI	<u>T1-FFE</u>	Original	3/11/1995	IMG	3/04/2009	

## SHARE COLLECTIONS

COLLECTIONS Expand a collection by clicking on the + symbol.	ACTIONS_ Select items to Choose an ac	elow by clic tion to perfo	king the	e selec selecte	t box(es d items	).	EMOVE	REGROUP	DOWNLOA	D O N	s Archived liFTI	O analyz O minc	E
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- My Collections	<u>Subject</u>	Group	<u>Sex</u>	Age	Visit	Modality	Descri	ptionType	Acq Date	Format	Downloaded	I AI I	
Not Downloaded (0) Downloaded (2) + brin1 (20) + presentation (6) + sag2 (1) + seventeens (6) + ucla30s (2) My Shared Collections Other Shared Collections	PAD_0002 PAD_0001	Control Control	M	19 22	0	MRI MRI	<u>T1-FFE</u> <u>T1-FFE</u>	Original Original	4/04/1995 3/11/1995	IMG IMG	3.05/2009 3.04/2009	R R	<u>*</u>

A dialogue box appears. It is possible to grant different access levels to other users who can view your collection. Guest is the minimum access level to view the collection.







To remove an image from your collection, click the checkbox beside the image (1), or click the All checkbox (2) to remove the entire collection, then click REMOVE (3).

_COLLECTIONS Expand a collection by clicking on the + symbol.	ACTIONS _ Select items to Choose an ac	telow by cli tion to perf	cking th orm on	e selec selecte	t box(es d items	). R	EMOVE	REGROUP	DOWNLOA	0 O N	s Archived (	) analyze ) minc	£
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- My Collections	Subject	Group	Sex	Age	Visit	Modality	Descri	ptionType	Acq Date	Format	Downloaded	AL	
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## **D – ARCHIVE**

There are two steps in the archive process: de-identification and file transmission. The de-identification step removes or replaces potentially identifying subject information from the image headers.

During the file transmission step, the de-identified files are securely transmitted to LONI and stored in the data archive. The data archive accepts DICOM, GE, Philips, HRRT and ECAT files (Type 1 headers), and files with limited header information, such as Analyze and MINC (Type 2 files). Archiving Type 2 files requires some user input to provide image metadata.

#### **ARCHIVE PROCESS GRAPHIC OVERVIEW**





#### **SINGLE ARCHIVE INSTRUCTIONS**

Use the Single Archive process to upload one or more files from a single subject.

#### TYPE 1 FILES ARCHIVING INSTRUCTIONS (e.g. DICOM, GE, Philips, HRRT, ECAT)

#### PREREQUISITES

- Place all image files for each subject within a single directory (source directory), which may contain subdirectories. The source directory must not contain multiple image formats.
- Create an empty directory where the de-identified files will be written (target directory).

#### Νοτε

The browser window must remain open during the entire upload process. Closing the browser window cancels the upload. You may minimize the window.

#### HOW TO ARCHIVE TYPE 1 FILES (E.G. DICOM, GE, PHILIPS, HRRT, ECAT):

	LONI Image Data	a Archive				HARE BATA
PAD @LONI Archive Files	PROJECTS	SEARCH	ARCHIVE -	DOWNLOAD	MANAGE	LONI Home

- > Select your Project/Site from the drop down menu (1).
- Click SINGLE ARCHIVE (2).

PROJECT INFORMATION:		1
Select Project: PAD@NotApplicable -		
ARCHIVE FILES:		
The data archival process involves two basic steps: 1. De-identify the header file by replacing any fields that identify the subject, such as Patient Name and ID, and 2. Transmit image data securely from the local site to LONI.		
To archive a single study, click the SINGLE ARCHIVE button.	SINGLE ARCHIVE	
To archive multiple studies in batch mode, click the BATCH ARCHIVE button.	BATCH ARCHIVE	
NOTE: Do not open multiple IDA browser windows while archiving data.		
VIEW RECENTLY ARCHIVED VOLUMES:		
Click on the VIEW button to visualize the volumetric representation of your uploaded files.		
VIEW RECENTLY ARCHIVED VOLUMES: Click on the VIEW button to visualize the volumetric representation of your uploaded files. Click on the REFRESH button to update the volume list.	RERESH	



On the DE-IDENTIFY page: <ul> <li>Provide a Subject ID.</li> <li>Click Source Directory - Browse to find the directory which contains the file(s) to be uploaded or provide the directory which contains the file(s) to be uploaded or provide the directory on the netick Select Source File Directory.</li> <li>Repeat the process to select a target directory to contain the decidentified files.</li> <li>To upload files without validating de-identification results, check the Bypass Validation Steps box (not recommended for first time users).</li> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> Veter to result a down: <ul> <li>Project PADQNA</li> <li>Bypass validation steps</li> <li>Select Data Type (original) ML</li> <li>Subject ID:</li> <li>Browse.</li> </ul> Vet Source Directory for lie formats with inneed heeders (JAMA Y2C, MIX) or on beaders (TIFF, TGA, etc) mass cation a sequential sile matter to replace to the intervetore. Vet Source Directory for lie formats with inneed heeders (JAMA Y2C, MIX) or on beaders (TIFF, TGA, etc) mass cation a sequential sile matter to replace to the intervetore. In cruce			
<ul> <li>Provide a Subject ID.</li> <li>Slick Source Directory - Browse to find the directory which contains the file(s) to be uploaded or provide the directory which contains the file(s) to be uploaded or provide the directory.</li> <li>Repeat the process to select a target directory to contain the decidentified files.</li> <li>To upload files without validating de-identification results, check the Bypass Validation Steps box (not recommended to first time users).</li> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> <b>veste follow the instructions outlined above: Project PADQNA</b> <ul> <li>Project PADQNA</li> <li>Subject ID:</li> <li>Target Directory:</li> <li>Target Directory for life formats with instep loederles file. Note: the use aloves:</li> <li>Work: 0 chardeters aloved is governe:</li> <li>Work: 0 chardeters aloved is subject. Source Directory for life formats with instep loederles (JAML Y2E, MkU) or other betters (TIFF, ToAL ed) restructions cutined bedeets (JAML Y2E, MkU) or other betters (TIFF, ToAL ed) restructions cutine the devices (JAML Y2E, MkU) or other bedeets (TIFF, ToAL ed) restructions cutine the edders (JAML Y2E, MkU) or other bedeets (TIFF, ToAL ed) restructions cutine the edders (JAML Y2E, MkU) or other bedeets (TIFF, ToAL ed) restructions cutine the edders (JAML Y2E, MkU) or other bedeets (TIFF, ToAL ed) restructions cutine the edders (JAML Y2E, MkU) or other bedeets (TIFF, ToAL ed) restructions as equevel al scenario al sce</li></ul>	On the	DE-IDENTIFY page:	
<ul> <li>Provide a Subject ID.</li> <li>Click Source Directory - Browse to find the directory which contains the file(s) to be uploaded or provide the directory path then click Select Source File Directory.</li> <li>Repeat the process to select a target directory to contain the deidentified files.</li> <li>To upload files without validating de-identification results, check the Bypass Validation Steps box (not recommended for first time users).</li> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> Vesse follow the instructions outlined above:           Vore Endown         Browse           Select Data Type <ul> <li>Origet PAD@NA</li> <li>BROWSE</li> <li>Source Directory:</li> <li>Location of original files</li> <li>Single subject. Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from a single subject. Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from a single subject file are assumed to be in SPM orientation.           Image: Chinese File number of the formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from a single subject. Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from a single subject. Source Directory file formats with initied headers (TIFF, TGA, etc) must contain a single subject. Source Directory file formats with orientation.          Image: Chinese file number.         Image: Chinese file number.</li></ul>			
<ul> <li>Click Source Directory - Browse to find the directory which contains the file(s) to be uploaded or provide the directory path then click Select Source File Directory.</li> <li>Repeat the process to select a target directory to contain the deidentified files.</li> <li>To upload files without validating de-identification results, check the Bypass Validation Steps box (not recommended for first time users).</li> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> Vesse follow the instructions outlined above:           Voject PAD@NA         Bypass validation steps           Select Data Type @ Original @ XML         Buy conse_           Subject ID:         Browse_           Location of original @ XML         Browse_           VOTE: Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from a single subject. Source Directory for file formats with limited headers (ANAL YZE, MINC) or no headers (TIFF, TGA, etc) must contain a sequential sile number with the file name. ANAL YZE files are assumed to be in SPM orientation.	>	Provide a Subject ID	
<ul> <li>contains the file(s) to be uploaded or provide the directory path then click Select Source File Directory.</li> <li>Repeat the process to select a target directory to contain the deidentified files.</li> <li>To upload files without validating de-identification results, check the Bypass Validation Steps box (not recommended for first time users).</li> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> Hease follow the instructions outlined above:   Vease follow the instructions outlined above:   Vore:   Subject ID:   Location of original lies   Target Directory:   Location for target files   VOTE: Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from a single subject in a single directory. Headerless files must contain a sequential slice number with interfile directory. Headerless files must contain a sequential slice number with interfile directory. Headerless files must contain a sequential slice number with interfile directory. Headerless files must contain a sequential slice number with the file name. ANAL YZE files are assumed to be in SPM orientation.	>	Click Source Director	ry - Browse to find the directory which
<ul> <li>Repeat the process to select a target directory.</li> <li>Repeat the process to select a target directory to contain the deidentified files.</li> <li>To upload files without validating de-identification results, check the Bypass Validation Steps box (not recommended for first time users).</li> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> Hease follow the instructions outlined above:   Project PAD@NA   Bypass validation steps   Select Data Type I original XML   Subject ID:   Location of original lines   Target Directory:   Location for target files   VOTE: Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from a single subject in a single directory. Headerless files must contain a sequential slice number with inter the deaders (AMAL VZE files are assumed to be in SPM orientation.   WOTE:   Control		contains the file(s) to	t Source File Directory
<ul> <li>A light of the product of the content of the get an each y to contain the each identified files.</li> <li>To upload files without validating de-identification results, check the Bypass Validation Steps box (not recommended for first time users).</li> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> Verse follow the instructions outlined above:   Project PAD@NA   Bypass validation steps   Select Data Type @ Original () XML   Subject ID:   Identifier to replace Patient D   Browse_   Location for target files   VOTE: Source Directory for file formats with complete headers ( <i>DICOM</i> , <i>GE</i> , <i>ECAT</i> , etc) may contain multiple series from a single series for a single subject in a single directory. Headerless files must contain a sequential slice number within the file name, ANALYZE files are assumed to be in SPM orientation.   Image: Continue	>	Repeat the process t	to select a target directory to contain the de-
<ul> <li>To upload files without validating de-identification results, check the Bypass Validation Steps box (not recommended for first time users).</li> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> Hease follow the instructions outlined above:           Project PAD@NA         Bypass validation steps           Select Data Type @ Original @ XML         Max. 10 characters allowed           Source Directory:         Browse_           Location for target files         Browse_		identified files.	
<ul> <li>check the Bypass Validation Steps box (not recommended for first time users).</li> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> Nease follow the instructions outlined above:   Project PAD@NA   Bypass validation steps   Select Data Type  Original  XML    Subject ID:   Location of original ID:   Data Type Timetory:   Data Type Timetory:   BROWSE   NOTE: Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from single subject. Source Directory for file formats with immide headers (INCL): Headrees files must contain a sequential slice number with inter a single subject in a single directory. Headrees files must contain a sequential slice number with inter the name. ANALYZE files are assumed to be in SPM orientation.	>	To upload files witho	ut validating de-identification results,
<ul> <li>Click CONTINUE to begin the de-identification process.</li> <li>To automatically record any issues during the archive process, check the box near Record diagnostics to file. You will be prompted to provide a location to store the diagnostics file. Note: this is an optional step.</li> </ul> Hease follow the instructions outlined above:   Project PAD@NA   Bypass validation steps   Select Data Type  original  XML   Subject ID:   Location of original lise   Browse:   NOTE: Source Directory: Location for larget files NOTE: Source Directory for file formats with complete headers (ANALYZE, MINC) or no headers (TIFF, TGA, etc) must contain a single series for a single directory. Headerless files must contain a sequential slice number within the file name. ANALYZE files are assumed to be in SPM orientation.   Image: CANCEL		check the Bypass Va	alidation Steps box (not recommended
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diagnostics file. Note: this is an optional step.         Prease follow the instructions outlined above:         Project PAD@NA       Bypass validation steps         Select Data Type          Original          XML         Subject ID:       Max. 10 characters allowed         Source Directory:       BROWSE         Location of original files       BROWSE         Target Directory:       BROWSE         Location for target files       BROWSE         NOTE: Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from         a single subject. Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from         a single subject. Source Directory for file formats with complete headers (DICOM, GE, ECAT, etc) may contain multiple series from         a single subject in a single directory. Headerless files must contain a sequential slice number         within the file name. ANALYZE files are assumed to be in SPM orientation.         CANCEL          CONTINUE		will be prompted to p	provide a location to store the
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a single source. Source Directory on the formals with immed neaders (APALTZE, MINC) or no neaders (TPF, TGA, etc) must contain a single series for a single subject in a single directory. Headerless files must contain a sequential slice number within the file name. ANALYZE files are assumed to be in SPM orientation.	Please follow the Sel Identifier to re Sou Locatio Tat Locatio	e instructions outlined above: Project PAD@NA lect Data Type  Original  XML Subject ID: eplace Patient ID Ince Directory: in of original files rget Directory: in for target files	BROWSE
Within the file name. ANALYZE files are assumed to be in SPM orientation.	Please follow the Sel Identifier to re Sou Locatio Tai Locatio NOTE: Source Dir Source Dir	e instructions outlined above: Project PAD@NA lect Data Type  Original  XML Subject ID: proce Directory: in of original files rget Directory: in of target files ectory for file formats with complete header	Bypass validation steps Max. 10 characters allowed BROWSE BROWSE BROWSE BROWSE It borders (AMM VZE FINAL Steps are bedders (AMM VZE FINAL Steps are bedde
Record diagnostics to file	Please follow the Sel Identifier to re Sou Locatio Tai Locatio NOTE: Source Din a single subject. S contain a single se	e instructions outlined above: Project PAD@NA lect Data Type  Original  XML Subject ID: eplace Patient D urce Directory: in of original files rget Directory: in for target files ectory for file formats with complete header burce Directory for file formats with limiteder eries for a single subject in a single director	Bypass validation steps Max. 10 characters allowed BROWSE BROWSE BROWSE trs (DICOM, GE, ECAT, etc.) may contain multiple series from theaders (ANALYZE, MINC) or no headers (TIFF, TGA, etc.) must ory. Headerless files must contain a sequential slice number
Record diagnostics to file	Please follow the Sel Identifier to re Sou Locatio Tat Locatio NOTE: Source Din a single subject. S contain a single se within the file name	e instructions outlined above: Project PAD@NA lect Data Type  Original  XML Subject ID: eplace Patient ID Irce Directory: on of original files rget Directory: on for target files ectory for file formats with complete headele iource Directory for file formats with limited prices for a single subject in a single directs a. AIALYZE files are assumed to be in SF	Bypass validation steps Max. 10 characters allowed BROWSE BROWSE BROWSE rs (DICOM, GE, ECAT, etc) may contain multiple series from d headers (ANALYZE, MINC) or no headers (TIFF, TGA, etc) must ory. Headerless files must contain a sequential slice number PM orientation.
Record diagnostics to file	Please follow the Sel Identifier to re Sou Locatio NOTE: Source Din a single subject. Scontain a single sa within the file name CANCEL	e instructions outlined above: Project PAD@NA lect Data Type  Original  XIIL Subject ID: eplace Patient ID rce Directory: in of original files rget Directory: on for target files rectory for file formats with complete headel iource Directory for file formats with limited erries for a single subject in a single director e. ANALYZE files are assumed to be in SF	Bypass validation steps Max. 10 characters allowed BROWSE BROWSE brs (DICOM, GE, ECAT, etc) may contain multiple series from d headers (ANALYZE, MINC) or no headers (TIFF, TGA, etc) must ory. Headerless files must contain a sequential slice number PM orientation.
	Please follow the Se Identifier to re Sou Locatio Tai Locatio Tai Source Di Source Di NOTE: Source Di Source Source Source NOTE: Source Di Cancel	e instructions outlined above: Project PAD@NA Sect Data Type  Original  XML Subject ID: eplace Patient D urce Directory: in of original files rget Directory: ectory for file formats with complete header source Directory for file formats with limiteder eries for a single subject in a single director e. ANALYZE files are assumed to be in SP	Bypass validation steps Max. 10 characters allowed BROWSE BROWSE BROWSE rs (DICOM, GE, ECAT, etc) may contain multiple series from d headers (TIFF, TGA, etc) must ory. Headerless files must contain a sequential slice number PM orientation.

When the de-identification step is complete, a list of de-identified files is shown along with the de-identified header information.



- To remove any images, uncheck the <u>Selected</u> box beside the image (1). Note: This feature is not an option with Batch Archival (page 24)).
- Click SUBMIT to transmit the de-identified images (2).
- > Choosing DISCARD cancels the upload and returns to the previous page (3).

2 THE VERIFY DESELECT I	PROCESS LETS YOU CONFIRM DATA SETS BEFORE YOU SUBN	A I THE ACCURACY OF THE DE-ID IIT THEM TO THE LONI ARCHIV	ENTIFIED INFORMAT	ION AND
• Rev	iew the de-identified metadat	ta below. If you need to make	corrections, please	use the
Bac     Rev	k button in your browser wind iew the listed data sets in the	dow to return to the previous p box below. Uncheck the box	bage. beside any data se	t which you
• Clic	I want submitted (such as a k the SUBMIT button to start t	localizer or scout). he data transmission proces	<b>S</b> .	
DE-IDENTIFIED FILES:				
Subject ID	Sequence Name	Number of Images	Selected	
PAD_0005	Circle Scout	1		
PAD_0005	Circle Scout	1		
PAD_0005	Circle Scout	1		
PAD_0005	AuditoryNaming	87		
PAD_0005	Handlimitation	87		
PAD_0005	VerbGeneration	87	Image: A start and a start	
PAD_0005	ExternalOrder	87		
PAD_0005	Oculomotor	87	<b></b>	
PAD_0005	Matched Bandwidth Hi	54		
		)		
3 DISCARD	CUIDINT 4	Comprose tilas hatora	trancmitting	
3 main discard	SUBMIT	Compress files before	transmitting	

The progress bar shows the status of the file transmission step.

- Once the file transmission is complete, click REVIEW UPLOADED FILES to view the results of the archiving process.
- > Or click ARCHIVE MORE to upload more files.

Progress:	Your Conn	Your Connection Speed:			
53%	0.0 KB/s				
	Modem	DSL	T1	LAN	
71.dcm Uploading file 257/805 PAD_PAD, 70.dcm Uploading file 258/805 PAD_PAD, 76.dcm					
Uploading file 258/805 PAD_PAD_0 76.dcm	0005_MR_VerbGeneration_	_br_raw_20	11070512	1124926_	

#### TYPE 2 FILES ARCHIVING INSTRUCTIONS (Analyze, MINC)

Available to users with higher access levels.

REFER TO THE <u>APPENDIX</u> FOR INFORMATION ABOUT HOW TO ARCHIVE ANALYZE AND MINC FILES. PLEASE CONTACT <u>DBA@LONI.USC.EDU</u> FOR OTHER FILE FORMATS.



#### **BATCH ARCHIVE INSTRUCTIONS**

The Batch Archive process is similar to Single Archive, except that multiple subjects and image series can be submitted in a batch. Batches can be of the same or different file formats and modalities. However, users cannot review the results of the de-identification process prior to the batch upload.

PAD @LONI	PROJECTS SEARCH	ARCHIVE - DOWN	LOAD MANAGE		
Archive Files		2	10		
Archiv	and Povio				
Archiv	re and Review	N			
PROJECT INFORM	ATION:			_	
Colored Deployers	DONIALASSISSI				
Select Project: PA	D@Not Applicable		( <b>T</b> )		
ARCHIVE FILES:					
The data archival pro 1. De-identify the hea	cess involves two basic steps: der file by replacing any fields that i	dentify the subject, such a	s Patient Name and ID.	and	
2. Transmit image da	Ita securely from the local site to LO	NI.			
To archive a single s	tudy, click the SINGLE ARCHIVE bu	tton.		102	SINGLE ARCHIVE
To archive multiple s	tudies in batch mode, click the BAT	CH ARCHIVE button.		10	BATCH ARCHIVE
NOTE: Do not open	multiple IDA browser windows while	archiving data			
VIEW RECENTLY /	RCHIVED VOLUMES				
ALL AN LAR PARTY AND A REAL AND A	utton to visualize the volumetric repr	esentation of your upload	led files.		
Click on the VIEW be	SH button to update the volume list.				REFRESH
Click on the VIEW be Click on the REFRE					
Click on the VIEW be Click on the REFRE		NO OF IMAGES	DATE A	View	Download
Click on the VIEW be Click on the REFRE	SERIES DESCRIPTION		Tue 07/05/2011	VIEW	DOWNLOAD
Click on the VIEW be Click on the REFRE SUBJECT ID PAD_0005	SERIES DESCRIPTION gre_field_map	54			

Follow the instructions on the Single Archive section.

A A	On the studies be arc Click S	e Batch Qu s. Repeat hived. SUBMIT(2	ueue   this p ) to de	page, cl process e-identif	ick ADD MORE for each study s y and upload all	(1) to eries I files.	o add or su	more bject to	)	
	Ima	ge Datab	ase	Batch	Queue			_	_	
	В	REVIEW BATCH QU THE IMAGE STUDIES LIS Click "ADD MOI REMEMBER to or the Archive 8 Click "CLEAR"	EUE TED BELOW I RE" to add ar leave your br Review pag to clear the b	HAVE BEEN PREPAR nother study to the rowser window op e. atch queue. All log	ED FOR BATCH DE-IDENTIFICATION AND queue or "SUBMIT" to archive this bat en until all uploads are complete and s will be deleted.	0 UPLOAD. ch now. you have bee	en returned to	this page	CANCEL	
		Subject PAD_0006 PAD_0007	Data Type Original Original	Research Group Control Control	Source D/ivani/test_data/UCLA/D1017/SO D/ivani/test_data/UCLA/D1017/SO D/ivani/test_data/UCLA/D1017/SO	Status Queued Queued	Date 7/12/11 7/12/11	Remove remove remove		
		CLE	AR		ADD MORE		SUBMIT		2	

#### DETAILS:

Once files are archived, click Review Uploaded Files to view a list of all the successfully archived images. Or click Archive More to upload more files.



#### **PROCESSED IMAGE ARCHIVE INSTRUCTIONS**

Archiving processed images requires the inclusion of an XML file that describes the processing provenance and the link to the image(s) from which it is derived. This method is best suited to large batch archival. Please contact dba@loni.usc.edu for more information about using XML files.

#### **E - DOWNLOAD**

The **DOWNLOAD** menu allows users to manage and download image collections, and download study data.

#### STEPS TO DOWNLOAD IMAGING DATA

- > Perform a Simple or Advanced search.
- > Form an image collection.
- Download.

There are two ways to access and manage existing Collections in the IDA:

Select IMAGE COLLECTIONS on the Download menu.

(	LONI Image Data Archive	RECEIVE ATA
1	DATE @LONI PROJECTS SEARCH ARCHIVE DOWNLOAD MANAGE	LONI Home
	Or click DATA COLLECTIONS on the Simple Search Data Collections Enter your selection criteria using the form below:	or Advanced Query menu
	SUBJECT INFORMATION	IMAGE INFORMATION
	Subject ID: Leave blank unless searching for a specific subject.	Modality: MRI
	Sex: Both	Series Description:
	Age: Equals 🔽 years	Slice Thickness: Equals T
		Acquisition Plane:
	SEARCH RESULTS	
	Order By:	Image Count: 500 💌
	RESET	SEARCH

Note: Refer to the Create collections section (page 14) for information on how to create and manage collections before downloading imaging data.



## DOWNLOAD STUDY DATA

Clinical and research data are available for downloading on selected projects.

Select DU	WNLOAD tr	ien STU	DY DAI	A from the	menu.	
	LONI Image Data	Archive				KUNKER ET KLÅRE DATA ARCHIVE
	DOG IFOTO	SEADCH	ARCHIVE	DOWNLOAD	MANAGE	LONI Home

The Download Study Data page displays a list with available categories to the left.

- Click on a category to display a list of csv files available for downloading. In the example below, the category ASSESSMENTS (1) was selected.
- Click on the checkbox beside the item(s). In the example below, the item MMSE (2) was selected.
- Click DOWNLOAD (3).
- > When the pop-up window appears, choose to open or save the file.

	LONI Image D	ata Archive	Advisato en Maño Edita Arcinye
	IDATE @LONI PROJECTS Study Data Image Collectio	S SEARCH ARCHIVE DOWNLOAD MANAGE	LONI Home
	Download Stu	udy Data	
1	<ul> <li>✓ Assessments</li> <li><u>Neuropsychological</u></li> <li>✓ Subject Characteristics</li> <li>ALL</li> </ul>	Assessments: Neuropsychological Select Items ALL V MMSE NPI	Download>>
	© 2011 LONI. All right	's reserved	_



#### F – MANAGE

The MANAGE menu allows project leaders and users with higher access levels to manage projects, edit metadata, delete data, perform image quality control, view project summaries and manage other users. Note: not all options are available to all projects/users.

	LONI Image Data Arch	ive			MAGE DATA ARCHIVE
IDATE @LONI	PROJECTS SEARC	H ARCHIVE	DOWNLOAD MANAG	SE 🕶	LONI Home

#### EDIT METADATA

The Edit Metadata submenu allows authorized users to add or modify subject-related information such as sex, age and weight.

- Click Edit Metadata on the Manage menu.
   Search for a specific subject in a particular site by providing Subject ID and Site Name then click SEARCH.

	SUBJECT INFORMATION
Subject ID:	You may use the wild card character in the Subject ID. For example, enter UCLA% to search for all Subject IDs beginning with UCLA.
Site Name:	Select
	RESET

## Click UPDATE beside the subject to be edited.

Subject ID	Sex	Study Date	Age	Subject Weight	Select
UCLA_1231	Male	09/05/2006	63.0	77.18	UPDATE
		09/05/2006	63.0	77.18	UPDATE
		09/05/2006	63.0	74.91	UPDATE
		09/05/2006	63.0	74.91	UPDATE
		09/05/2006	63.0	74.91	UPDATE
rious			1		



Change th	he desired information then click UPDATE.	
_	SUBJECT INFORMATION	STUDY INFORMATION
Subje	ect ID: UCLA_1231	Age: 63.0 Years
	Sex: Male	Weight: 77.18 Kg
	PROJECT SPECIFIC INFORM	
	Handedness R Project Phase 2 Unknown type	Alphanumeric character
		100.05
	NEW SEARCH	UPDATE

#### Notes:

- Items grayed out cannot be changed.
- Project specific Information may need to be entered for each new subject.

The Updated Results page displays the	edited reco	ord information	n.		
Below is your updated result. Click the <b>NEW SEARCH</b> button to return to the search page and search for more subje Click the <b>BROWSE</b> button to return to the results page.	cts.			BROWSE	
	Subject ID	UCLA_1856			
	Sex	Male			
	Study Date	11/06/2008			
	Age	39.0			
	Subject Weight	84.44			
	Handedness	R			
	Project Phase	2			
	NEW SEA	IRCH			

#### DELETE DATA

Use the **Delete** submenu to permanently remove an image, study, series or subject from the archive. There is a delay time of approximately seven days from when the user deletes an image until it is permanently removed from the archive. **Note**: only users with higher access levels are permitted to delete data.

Image Data Archive	A.P.	LONI			
		Image Data	Archive		IMAGE DATA ARCHIVE



Provide a subject ID, a study date and/or series description on the Search tab and click SEARCH.

SUE	BJECT INFORMATION
You may use the wild card character in the Subject ID & Series Des	cription. For example, enter UCLA* to search for all Subject IDs beginning with UCLA.
Subject ID: UCLA_0001	Study Date: Equals 👻
Image Type: 👿 Original 🗹 Processed 🗹 Post-processed	Series Description:
RESET	SEARCH

⊳ To delete an individual image, check the checkbox beside SERIES **DESCRIPTION** (1) column. Alternatively, check the STUDY (2) box to delete all images within a study.  $\triangleright$ PROCEED TO DELELETE 1 IMAGE (3).  $\geqslant$ (1 of 1) < prev 1 next: Proceed to delete 1 image **Research Gr** Visit Age Subject up Sex Scan Date Study Modal mage Typ Series Description Series UCLA\_0001 Control F 8/04/1997 21 MRI Original Head, Saq, 2D, Spin Echo, EDR, GR 1 Original Long TE FSE 1 Original Long TE FSE 2 Original Short TE FSE 2 





> Click PRINT OUT THE RECEIPT to print a copy of the deletion list for your records.

Deleted by je	ssica.y	/aros@loni.ucla.e	du [ Jun	17, 2013 02:12:	21 PM(GMT-07	700)]			
The images to Please print to	below h	have been remove	d from th	e LONI Image D	ata Archive.				
	110 paş	ge for your records							Close Print out
Subje	ct	Research Group	Sex	Scan Date	Visit Age	Modality	Image Type	Series Description	Reason for deletion
		Control	-	0/04/4007	24	MDI	Original	Long TE ESE 2	(huovfu

#### **PROJECT SUMMARY**

The Project Summary submenu is a multi-layered environment which allows authorized users to view the project upload and download summary information. Summaries can be exported as CSV files into Excel spreadsheets.

Project Management Summary requires Flash player to display charts. Tables in Project Management Summary are viewable without a Flash player.

Select a project from the Project menu, click Manage then PROJECT SUMMARY. There are three sub-sections: Upload Summary, Download Summary, and Upload Listings.

	LONI Image Da	ata Archiv	ve		MAR DATA ARCHIVE
IDATE @LONI	PROJECTS	SEARCH	ARCHIVE	DOWNLOAD MANAGE ~	LONI Home
Edit Metadata	Delete Data	Image QC	Manage Project	Project Summary Manage Users	

Use the UPLOAD LISTINGS (shown below) or DOWNLOAD SUMMARY tabs to view statistics on archived files, or downloaded data, respectively.

- Specify a date range (1) and click Refresh (2).
- > To download this data, select Export CSV (3).

m: June	. 2013 . т	io: July 💌 2013	<b>•</b> <del>• • •</del> 1		2 Refresh Export CSV
	2010 1	0. july 2010	(1 of 1) < prev 1 ne:	xt >	
Received	Site	Subject	Field Strength	Weighting	Series Description
6/1/2013	UCLA	UCLA_8888	1.5	T1	T1-3D-FLASH - 20 Flip
6/1/2013	UCLA	UCLA_9999	1.5	T1	T1-3D-FLASH - 20 Flip
6/1/2013	UCLA	UCLA_2223	1.5	T1	T1-3D-FLASH - 20 Flip
6/1/2013	UCLA	UCLA_2222	1.5	T1	T1-3D-FLASH - 20 Flip
6/1/2013	UCLA	UCLA_1111	1.5	T1	T1-3D-FLASH - 20 Flip
6/1/2013	UCLA	UCLA 2345	1.5	T1	T1-3D-FLASH - 20 Flip
6/1/2013	UCLA	UCLA 1234	1.5	T1	T1-3D-FLASH - 20 Flip



Click the UPLOAD SUMMARY tab to view a breakdown of images by Modality (MRI, PET, DTI, etc.), Image Type (original or processed), or Image Status (available, User Quarantine, Failed QC).

Select the checkboxes above the pie charts to view individual or combined breakdowns. At least one category must be selected. For example, the interface below displays the quantity of differing image modality types collected over time.



#### MANAGE USERS

The Manage Users submenu allows project leaders to manage permissions for team members and associated collaborators.

Users must register for an account before they can be granted access to a project. Refer User Registration (page 5) for information on how to create an account.



#### **Grant New User Access**

<ul> <li>Sele</li> <li>Click</li> <li>Ente</li> <li>Click</li> </ul>	ct a project from the MANAGE USERS r the user's email ir FIND (2)	on the Manag the text box(1	menu. e menu. I)		
er access is detr	ermined by the combination of site	e and access level. Modify	an existing user's access le	vel by clicking on the edit	button, or to add a new
er access, enter t	he user's email address in the N	ew User Access section t	below.		
er access, enter NEW USER AC	he user's email address in the N CESS	ew User Access section t	below.		
er access, enter NEW USER AC	he user's email address in the N CESS Enter user's email:	ew User Access section t	selow.	-	FIND
er access, enter NEW USER AC MODIFY USER	he user's email address in the N CESS Enter user's emails ACCESS	ew User Access section t	elow.	-	FIND

- > Choose a site in the DEFINE USER ACCESS section (1).
- Select the user access level (2):
  - Manager: permission to search, view, download and archive data; edit metadata; delete images and manage user access.
  - Leader: permission to search, view, download, and archive data; as well as edit metadata.
  - Member: permission to search, view, download and archive data.
  - Guest: permission to search, view and download data.
- Click UPDATE (3).

User	User Email	Site		Access Level
User	user@loni.ucla.edu	Project-Wide	• + 1	DBA 💌
	CANCEL		UPDATE	Guest
			3	Leader Manager DBA

To repeat the process for another project, choose a different project from SELECT NEW PROJECT.

#### Change Existing User Access

- Click the MANAGE USERS submenu from the MANAGE menu.
- Click either EDIT or REMOVE beside the user whose access level is to be modified.
- Select SITE and/or ACCESS LEVEL from the drop down boxes.
- Click UPDATE.



## G - GLOSSARY

#### Advanced Search:

Advanced Search allows users to search with a combination of subject, study, and image descriptors. Users can search several modalities simultaneously and save search results.

#### Archiving:

The storage of image data and metadata descriptors for future retrieval.

#### Batch archive:

Uploading data from multiple subjects simultaneously. Batches may be of different file formats and modalities.

#### Collections:

An image or group of images selected from the results of a Simple or Advanced Search and given a meaningful description (collection name).

#### Delete:

Removing image files from the archive.

#### De-identification:

Removal or replacement of certain image header contents to protect the identity of the subject.

#### DICOM:

Digital Imaging and Communication in Medicine.

#### DTI:

Diffusion Tensor Imaging.

Edit Metadata: Modifying information such as sex, age, and weight, as well as other project-specific attributes.

#### Files with TYPE 1/comprehensive headers:

File formats: DICOM, GE, Philips, HRRT and ECAT.

#### Files with TYPE 2/ limited headers:

File formats: Analyze, MINC.

#### FMRI:

Functional Magnetic Resonance Imaging.

#### Image metadata:

Information contained in the image header describing the subject and image.

#### MINC:

Medical Imaging NetCFD.

#### MRA:

Magnetic Resonance Angiography.

#### MRI

Magnetic Resonance Imaging.



NITTI:

Neuroimaging Informatics Technology Initiative.

Original data:

Raw image files not pre- or post-processed.

PET:

Positron Emission Tomography.

Processed data: Image data files transformed or modified from their original form, i.e., registered, warped or corrected data.

Series description: An identifier (name) given to a data set.

Sequence name: Same as series description.

## Simple Search:

Searches based on a limited set of criteria such as subject ID, research group, sex, age, weight, modality, series description.

## Single archive:

Upload of data for one subject at a time. File headers must be of the same type for upload (all TYPE 1 or TYPE 2).

## Source directory:

Directory or folder containing files to be de-identified. Contains single format, single subject image files only.

## Study:

One or more files from the same subject acquired on the same visit and scanner.

## Target directory:

The Target Directory can be an existing folder or a new directory. A temporary location to contain de-identified files, information and a copy of the logs of the upload process.

## Validation:

The process of verifying results of de-identification, and removing images which are not to be uploaded. The validation button appears only with the Single Archive process.

## XML:

Extensible Markup Language. A language framework created in 1996 by the W3C to allow structured information to be shared and stored on the internet in an easily readable text format.



#### H - APPENDIX

#### XML FILES

When an image file is downloaded, an XML file containing metadata describing the subject and other information is placed in the root of the download directory. For processed data, the file also includes processing provenance. The contents of the XML file vary depending on project.

XML file example:

<?xml version="1.0" encoding="UTF-8" ?> -<idaxs xmlns="http://loni.usc.edu/ida/idaxs/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="/xsps/idaxs\_2\_0.xsp"> - <project xmlns=""> cproiectIdentifier>ICBM</projectIdentifier> <projectDescription>International Consortium for Brain Mapping</projectDescription> <siteKey>004</siteKey> - <subject> <subjectIdentifier>USC\_0004</subjectIdentifier> <researchGroup>Control</researchGroup> <subjectSex>F</subjectSex> <subjectInfo item="DX GROUP">Normal</subjectInfo> < <visit> <visitIdentifier>Month 6</visitIdentifier> - <assessment name="MMSE"> - <component name="MMSE Total Score"> <assessmentScore attribute="MMSCORE">24.00</assessmentScore> </component> </assessment> - <assessment name="CDR"> - <component name="CDR Total Score"> <assessmentScore attribute="CDGLOBAL">0.50</assessmentScore> </component> </assessment> <assessment name="Neuropsychiatric Inventory-Questionnaire (NPI-Q)"> - <component name="Neuropsychiatric Inventory Q - Total Score"> <assessmentScore attribute="NP/SCORE">2.00</assessmentScore> </component> </assessment> - <assessment name="Functional Assessment Questionnaire"> - <component name="FAQ Total score"> <assessmentScore attribute="FAQTOTAL">2.00</assessmentScore> </component> </assessment> </visit> <study> <studyIdentifier>9876</studyIdentifier> <subjectAge>69.9800</subjectAge> <ageQualifier>Y</ageQualifier> <weightKg>84.6000</weightKg> <postMortem>F</postMortem> <series> <seriesIdentifier>7654</seriesIdentifier> <modality>MRI</modality> - <imagingProtocol> <imageUID>32109</imageUID>



<description>MP-RAGE</description> - <protocolTerm> option term="Acquisition type">3D</protocol> contocol term="WEIGHTING">T1</protocol> <protocol term="Pulse Sequence">RM</protocol> <protocol term="SLICE THICKNESS">1.20000</protocol></protocol> protocol term="TE">3.92400</protocol> protocol term="TR">8.91600</protocol> rotocol term="T/">1000.00000</protocol> conterm="Cont">8HRBRAIN</protocol> rotocol term="FLIP ANGLE">8.00000</protocol> conterm="Acquisition Plane">SAGITTAL</protocol> rotocol term="MATRIX X">256.00000</protocol> protocol term="MATRIX Y">256.00000</protocol> protocol term="MATRIX Z">166.00000</protocol> conterm="Pixel Spacing X">0.93750</protocol> <protocol term="Pixel Spacing Y">0.93750</protocol></protocol> cprotocol term="MANUFACTURER">GE MEDICAL SYSTEMS</protocol> <protocol term="MFG MODEL">SIGNA EXCITE</protocol> <protocol term="FIELD STRENGTH">1.50000</protocol></protocol> </protocolTerm> - <imageRating> <ratingDescription>1</ratingDescription> <value>1</value> </imageRating> </imagingProtocol> </series> </study> </subject>

</project>

</idaxs>



# TYPE 2 FILES ARCHIVING INSTRUCTIONS (Analyze, MINC). Please contact <u>DBA@LONI.USC.EDU</u> for other file formats.

> On the Archive and Review tab, choose SINGLE archive.

Arch	live and Revie	W				
OJECT INFO	DRMATION:					
lect Project:	PAD@Not Applicable		•			
archive a sin	gle study, click the SINGLE ARCHIVE b ofe studies in batch mode, click the BA	utton. TCH ARCHIVE button.		100	BINGLE ARCHIVE	<del></del>
archive a sin archive multi STE: Do not o	gle study, click the SINGLE ARCHIVE b ple studies in batch mode, click the BA pen multiple IDA browser windows who	ution. TCH ARCHIVE button. le archiving data.			BINGLE ARCHIVE BATCH ARCHIVE	-
archive a sin archive multi STE: Do not o EW RECENT lick on the VIE lick on the RE	gle study, dick the SINGLE ARCHIVE b ple studies in batch mode, dick the BA pen multiple ICA browser windows who LY ARCHIVED VOLUMES: W button to visualize the volumetric reg FRESH button to update the volume lis	utton. TCH ARCHIVE button. Ie archiving data mesentation of your upload t	ed Ries.	10	BINGLE ARCHIVE	-
archive a sin archive multi TTE: Do not o EW RECENT lick on the RE lick on the RE	gle study, dick the SINGLE ARCHIVE b gle studies in batch mode, dick the DA pen multiple IDA browser windows whi LY ARCHIVED VOLUMES: W button to visualize the volumetric rep FRESH button to update the volume lis Secure & De screemos	utton. TCH ARCHIVE button. Ie archiving data resentation of your upload t.	ed Ries	View	BINGLE ARCHIVE BATCH ARCHIVE	-
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> Provide subject identification, select Source and Target Directories.

Define Study		
1A STEP 1A: DEFINE STUDY THE DEFINE STUDY PROCESS • Select imaging moda • Select an existing stu • Add a new study by do SELECT MODALITY:	LETS YOU ADD DATA TO AN EXISTING STUDY OR DESCRIBE A NE slity from the drop down menu. idy or lescribing new study attributes and clicking the SUBMIT DATA	w STUDY. Button.
	Modality	
CANCEL	MRI MRI HISTO PET	
	SPECT	



DEFINE A NEW STUDY:		
Study Date	2011-07-12	YYYY-MM-DD
Subject Age	22	Years
Subject Weigh	120	kg
Post Morten	No 👻	

- > Provide the Image Metadata information.
- To save the information provided for reusing at a later date, click SAVE PROTOCOL(1)
- **C**lick **SUBMIT DATA** (2).

Sequence Name	MPRAGE			
Weighting	Select Value -	Select Other to type in.		
Slice Thickness mm	Select Value 👻	Select Other to type in.	]	
Acquisition Plane	Select Value -			
Matrix X pixels	Select Value 🝷	Select Other to type in.	]	
Matrix Y pixels	Select Value 🝷	Select Other to type in.	]	
Matrix Z	Select Value 👻	Select Other to type in.	]	
Pixel Spacing X mm	Select Value 👻	Select Other to type in.	]	
Pixel Spacing Y mm	Select Value 🝷	Select Other to type in.	]	
Manufacturer	Select Value	<ul> <li>Select Other to type in.</li> </ul>	]	
Mfg Model	Select Value	<ul> <li>Select Other to type in.</li> </ul>		
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R ACQUISITION:				
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CANCEL			SUBMIT DATA	



On the Verify & Submit Data screen, click SUBMIT to archive the de-identified images or DISCARD to cancel the upload and return to the previous page.

2	STEP TWO: THE VERIFY PI DESELECT DA	VERIFY & SUBMIT DA ROCESS LETS YOU CONFIRM TA SETS BEFORE YOU SUB	TA A THE ACCURACY OF THE DEH MIT THEM TO THE LONI ARCH	DENTIFIED INFORMATION AND IVE FOR STORAGE
	<ul> <li>Review button</li> <li>Review don't v</li> <li>Click t</li> </ul>	w the de-identified metada in your browser window t w the listed data sets in th vant submitted (such as a the SUBMIT button to start	Ita below. If you need to mak o return to the previous page box below. Uncheck the bo localizer or scout). The data transmission proce	e corrections, please use the E x beside any data set which yo se.
DE-ID	DENTIFIED FILES:			
PAL	Subject ID 2_0006	Sequence Name	Number of Images	Selected
	DISCARD	SUBMIT	Compress files befo	are transmitting
REV	NEW DE-IDENTIF	IED HEADER INFORMA	TION:	14.6
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#### DETAILS:

- > If the subject has other studies already archived, a list of previously archived images and their dates appears. Click Select for the desired study.
- > Study information must be provided only if an existing study is not selected.
- For Analyze and MINC, source files can be in a shared directory.
   Image protocol information must be provided for each image series.
- > For 3-D images: if archiving multiple files in the same source directory, use batch archive and select specific image files rather than subdirectories.