## MEDICAL<sup>®</sup> Administrator

## IMAGE CONFORMANCE AND CONSISTENCY MANAGEMENT SOFTWARE

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User's Guide

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# 

# INTRODUCTION

# 1 Introduction

## 1.1 MediCal®

With the increasing reliance on softcopy technology, it is clear that diagnostic confidence is directly related to the quality and consistency of the medical display system.

MediCal is Barco's manufacturer-independent software package for checking and, if necessary, correcting the quality and the consistency of a display system through calibration.

Users can perform QA tasks, while administrators have access to extended functionality to manage the total softcopy quality.

 MediCal<sup>®</sup> Administrator is a hospital-wide client/server system that receives data from connected display systems, and keeps the data in a central database.

For the connected systems having **MediCal® Pro** installed, the Administrator users can access the customized reports of the system's performance (generated in tables and graphs). They can also set up the alert mechanism to generate an automatic warning via e-mail or pager if a display system does not meet the quality standards set. Moreover it is possible to remotely run or update some tasks on connected workstations.

For the connected systems having **NioWatch** installed, MediCal Administrator provides *fleet management* only. This means only general information about the display system and its components is available.

- MediCal<sup>®</sup> Pro ensures conformance and consistency of a single display system. The software, which features an automated QA check, is used for calibrating grayscale and color display systems (Barco and non-Barco), adjusting the display function and controlling the display parameters.
- NioWatch is a user-friendly software tool installed on the Barco Nio display systems. It allows users to easily optimize their display system in accordance with the DICOM standard. When combined with MediCal Administrator, NioWatch offers networking functionality for fleet management purposes.
- MediCal<sup>®</sup> Maintenance gives qualified service technicians access to advanced parameters such as focus and astigmatism control.

## 1.2 MediCal® Administrator

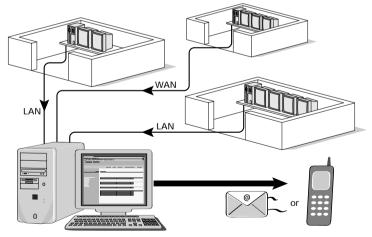
In co-operation with MediCal Pro, the MediCal Administrator software is a softcopy image quality management system that keeps the consistency data of every single display system (based on the QA check of the Pro software) in a central database. Via the user-friendly web interface, accessible from any client, users have access to all the information of the installed display base.

'Guest' users can request information about the display systems and the QA tasks performed, along with a status overview of the display base in the medical facility.

'Remote' users can remotely run certain QA tasks on connected display systems or change the QA tasks' properties.

With MediCal Administrator, system administrators and service technicians have a powerful tool to schedule the maintenance of the display base and to reduce their workload. Through the web interface, they have access to the consistency data of all displays installed in the facility and know what priority should be given to the maintenance of a certain display system.

Moreover, MediCal Administrator features an automatic alert system: technicians can setup this alert system and be notified via e-mail/wap if one of the display systems performs below standards. Adding and removing display systems is done automatically with the setup wizard included in MediCal Pro and Maintenance.



## 1.3 About this manual

This manual concerns only the usage of MediCal Administrator software. You will find the following chapters:

- **Before starting:** provides important information which should be read before starting to use MediCal Administrator.
- **"Guest" usage:** describes the functions you can use when you log in as "Guest" user.
- **"Remote" usage:** describes the functions you can use when you log in as "Remote" user.
- **"Advanced" usage:** describes the extra functions you can use when you log in as "Advanced" user. All features available for "Guest" usage are also available for "Advanced" usage.

## Note:

The <u>installation</u> of the MediCal Administrator software is described in a separate manual: The MediCal Administrator Installation Manual.



# **BEFORE STARTING**

## 2.1 Defining a medical facility

Defining a medical facility is the first step that has to be carried out in the configuration process of MediCal Administrator and MediCal Pro. Without medical facility one cannot define workstations in MediCal Pro, since a workstation needs to be assigned to a facility.

To define a medical facility, refer to § 5.5.1.

## 2.2 Window layout

After starting your internet browser and after login, the MediCal Facility Overview window will appear. This is the default window of MediCal Administrator.

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This window contains the following parts:

- Internet Browser toolbar (further referred to as toolbar).
   Provides the standard functions available in each Internet Browser.
- 2 MediCal Administrator title bar (further referred to as title bar).

Provides general information such as MediCal Administrator version, currently used and available licenses, login time and login type. In this part, you will also find the button used to consult the on-line help.

3 **MediCal Administrator button bar** (further referred to as button bar).

Provides access to the different parts of MediCal Administrator.

4 **MediCal Administrator navigation pane** (further referred to as navigation pane).

Gives an overview of the different medical facilities, the connected workstations and corresponding tasks.

5 **MediCal Administrator contents pane** (further referred to as contents pane).

Contains the information asked for and, in some cases, the fields to be filled in.

## 2.3 Collapse - Expand

The buttons Collapse and Expand are located at the top of the navigation pane and are available at each moment. They have the following functions:

- **Collapse:** Used to collapse the information in the navigation pane so that only the medical facilities are visible and directly clickable.
- **Expand:** Used to expand the information in the navigation pane so that all medical facilities, workstations and tasks are visible and directly clickable.

## 2.4 Software structure

The software structure can be split up into 5 main groups, each providing specific features and each corresponding with one of the buttons in the button bar.

- **Overview:** Mainly used to consult the task results, but also used to consult information concerning the medical facilities, the workstations, the displays, the task history, the task graphs, ...
- **To Do:** Provides an overview of the tasks that are scheduled to run.
- Search: Used to search for a workstation or a display.
- Advanced Tools: Only available for the "Advanced" user. Provides access to advanced features such as configuring the alert mailing, updating or adding a medical facility and removing a client (workstation).

• Log Out: Used to leave MediCal Administrator.

## 2.5 Time out

A time out has been implemented in MediCal Administrator. If a time out (30 minutes of inactivity) occurs you will return to the startup window when you click on a certain item and you will have to log in again.

If a long period of inactivity is expected, it is recommended to log out.

## 2.6 Help

The help button (question mark) is located in the title bar. When clicking on this button, the on-line help, containing the same information as the current manual, will start up.



# "GUEST" USAGE

# 3 "Guest" Usage

## 3.1 How to log in as "Guest"?

By logging in as "Guest", you will only be able to search for and to consult information. You will not be able to change any setting.

To log in as "Guest":

1. Start your Internet Browser (Microsoft Internet Explorer, Netscape Navigator, ...) and type the correct URL.

URL= http://xxx/MediCalAdmin where xxx stands for the name of the PC on which MediCal Administrator is installed. To find the name of the PC, click with the right mouse button on "My Computer" and select Properties. Then click on the Network Identification tab. Here you will find the full computer name.

The MediCal Administrator startup window appears.



- 2. In the Username list, click on Guest.
- 3. In the Password box, type the correct password.

The password used to log in as guest is "guest". This password cannot be changed.

4. Click on Login.

You will now enter MediCal Administrator as "Guest". The Medical Facility Overview window appears.

## 3.2 Functions related to "Overview"

In this chapter, you will find all tasks related to the Overview button located in the button bar. Starting point for each procedure is just to be logged in as "Guest".

## 3.2.1 How to consult the medical facility overview?

To consult the medical facility overview:

## 1. Click on Overview.

The Medical Facility Overview appears in the contents pane. This is the default MediCal Administrator startup window which also appears automatically after login as "Guest" or as "Advanced" user.

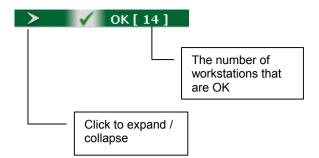
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The Medical Facility Overview gives a quick overview of the status of all connected workstations' QA results.

The information in the contents pane is grouped in 2 groups: workstations of which the QA results are **Not OK** and workstations of which the QA results are **OK**.

By default, the list of workstations that are Not OK is expanded and the list of workstations that are OK, is collapsed. To expand or collapse a list, click on the arrow at the left of the list header.

The number of workstations in the Not OK or OK list is indicated in the list header.



A workstation may appear in the **Not OK** list because the result of its QA tasks is:

- **NOT OK** At least one of the tasks run on one of the displays of the workstation was not successful. In this case, check which display and which task are not ok. If it concerns a measurement, recalibrate the display.
- **SKIPPED** At least one of the tasks of the displays of the workstation was skipped. In this case, check which display and which task were skipped. Then run the task.
- **WARNING** At least one of the tasks ran on one of the displays of the workstation, resulted in a warning. In this case, it is recommended (but no must) to recalibrate the display if it concerns a measurement.
- **Unknown** The final conclusion concerning the tasks cannot be made because no QA check has been carried out yet or after the configuration has changed.
- **Disabled** The workstation has been configured so, by means of MediCal Pro, that it no longer sends its data to the administrator, even though it could still be physically connected.

A workstation may appear in the  $\mathbf{OK}$  list because the result of its QA tasks is:

- **OK** All tasks ran on the displays of the workstation were successful.
- **2.** To print the Medical Facility Overview, click on the print button at the top of the contents pane.

## 3.2.2 How to consult the Q/A Results of a workstation?

To consult the Q/A results of a workstation.

1. Click on Overview.

The Medical Facility Overview appears in the contents pane.

- 2. If necessary, expand the OK or Not OK list to see all workstations.
- **3.** In the contents pane, click on the button representing the workstation (left of the workstation name).

The Q/A Results of the corresponding workstation appear in the contents pane.

			gin Name: Guest
	Overview	To Do Search	Advanced Tools Log Out
Collapse Expand	A Results - Workstation: Echogr	aphγ_22 ♡	
MW4_LX Echography_22 Measure Display Black Measure Quality Level Measure Display White	Workstation Status Overview Global Result Ok Info The confi Note	guration of the workstation	[Workstation Status Log] is ok.
Calibration Settings Check	Display Overview Display 11 B Barco, MFGD3220D 21 B Barco, MFGD3220D	Globa Ok Ok	Result
	Task Overview Task Measure Display Black Measure Quality Level Heasure Oisplay White Full I-Guard Check Automatic I-Guard Check Calibration Settings Check	(1) Barco, MFGD3220D Ok Ok Ok Ok Ok Ok Ok	[2] Barco, MFGD3220D Ok Ok Ok Ok Ok Ok

The first table in the contents pane gives a global overview of the complete workstation status. The second table in the contents pane gives an overview of the displays connected to the workstation. The third table in the contents pane gives an overview of the tasks that ran and the corresponding results per display.

There is also a second method to consult the Q/A results of a workstation. Thereto, click on Expand in the navigation pane so that all workstations and tasks become visible. Then click on the corresponding workstation in the navigation pane.

The buttons in the first column of the Display Overview table, allow you to consult general information concerning the display. Also refer to § 3.2.14. The buttons in the first column of the Task Overview table, allow you to consult the task information of the workstation. Also refer to § 3.2.3.

## 3.2.3 How to consult the Workstation Status Log?

To consult the Workstation Status Log.

1. Click on Overview.

The Medical Facility Overview appears in the contents pane.

- 2. If necessary, expand the OK or Not OK list to see all workstations.
- **3.** In the contents pane, click on the button representing the workstation (left of the workstation name).

The Q/A Results of the corresponding workstation appear in the contents pane.

4. Click on **Workstation Status Log** in the Workstation Status Overview table.

The workstation status log appears.

	ediCal Administrator - Ve 5 license(s), 19 license(s			Login Time: 6/11/02 11:52:14 AM 🧃 Login Name: Guest
			Overview To Do	Search Advanced Tools Log Out
c	ollapse Expand	Workstation Sta	itus Log	QA Results
Full 1-Guard Automatic I Calibration Radiology_Ima Coronis Statio	22 Isplay Black uality Level isplay White d Check Guard Check Settings Check ageDesk an ns Combination	6/7/02 Not 6/7/02 Not		Nete Uscalizrated diplay(1) S/N: 5200167 Uscalizrated diplay(1) S/N: 5205401, 5200167 Uscalizrated diplay(2) S/N: 5279401

5. In case of a problem with the workstation, the Info button appears in the log. Click on the Info button to get more information about the possible cause of the problem.

## 3.2.4 How to consult the task info of a workstation?

To consult task information of a workstation:

- 1. Use the medical facility and the workstation icons in the navigation pane to navigate to the correct task.
- 2. In the navigation pane, click on the correct task (or its icon) belonging to the correct workstation.

The Task Info appears in the contents pane.

BARCO	MediCal Administrato 25 license(s), 20 licer	r - Version 2.03 Beta 3 nse(s) left		Login Time: 6/11/02 7:54:38 AM Login Name: Guest		
		Overview	To Do Search	Advanced Tools	Log Out	
	Collapse Expand	QA Results > Task Info	1	uminance Unit Foot Lam	pert (fL) 👱	
		Measure Display Black				
. B.N.A. MEDIC	ALCENTRE	Info	© Info			
🔄 🛐 MW4_RX		Frequency	Monthly (1st day of the	e month, at 12:00)		
🔁 Echograp		Result	Ok			
	ure Display Black	Date	June 1, 2002 12:08			
	ure Quality Level	Account	guest, MediCal Con	municator		
	ure Display White -Guard Check	History	View History			
🏹 Autor	matic I-Guard Check					
	ration Settings Check	Display Properties				
	y_lmageDesk	Display	Barco, MFGD3220D	(S/N: 5209167)		
	Siemens Combination	Last Result	Ok			
🔄 🕞 Review S	station	Target Black	0.28			
		Tolerances	View Tolerances			
		History	View History			
		Display Properties				
		Display	Barco, MFGD3220D	(S/N: 5205401)		
		Last Result	Ok	(		
		Target Black	0.93			
		Tolerances	View Tolerances			
		History	View History			

The first table provides general information concerning the task.

The other tables provide information about the results of the selected task on the different displays.

To convert the task targets from Candela per m<sup>2</sup> (cd/m<sup>2</sup>) to Foot Lambert, select the correct Luminance Unit from the Luminance Unit list, located at the top of the contents pane.

There is also a second method to consult the task information of a workstation. Thereto, click on Overview and then click on the button in the column left of the workstation name. Then, in the Task Overview table, click on the button in the column left of the task name.

The Task Info provides a number of buttons allowing you to consult the global Task History (§ 3.2.5), the Tolerances (§ 3.2.8) and the Display Task History (§ 3.2.6). From the latter, you will be able to consult a graphical presentation of the task results (§ 3.2.7) and information concerning the measuring device (§ 3.2.15).

## 3.2.5 How to consult the history of a task on workstation level?

To consult the global task history of a workstation:

- 1. Use the medical facility and the workstation icons in the navigation pane to navigate to the correct task.
- 2. In the navigation pane, click on the correct task (or its icon) belonging to the correct workstation.

The Task Info appears in the contents pane.

**3.** Click on **View History** in the second column of the first table. The Global Task History appears in the contents pane.

BARCO	MediCal Administrato 25 license(s), 20 licer		a 3		Login Time: 6/11/02 7:5 Login Name: Guest	i4:38 AM
			Overview To Do	Search	Advanced Tools	Log Out
	Collapse Expand	Global Task	History			≪ Ba
8.N.A. MEDI		Task: Calib	ration Settings Check			
Echogra			uest. MediCal Communicator	Date June 4, 2002 12	Freque	ency at 12:00)
	ure Display Black		uest, MediCal Communicator	June 3, 2002 12		at 12:00) at 12:00)
	ure Quality Level		uest, MediCal Communicator	June 2, 2002 12		at 12:00)
	ure Display White I-Guard Check		uest, MediCal Communicator	June 1, 2002 11		at 12:00)
	matic I-Guard Check	Ok ç	uest, MediCal Communicator	May 31, 2002 9	:37:58 PM Daily (a	at 12:00)
🏹 Calib	ration Settings Check					
	y_ImageDesk					
Barco -	Siemens Combination					
- Keview :	station					

**4.** Click on **Back** at the top of the contents pane to return to the Task Info of the workstation.

## 3.2.6 How to consult the history of a task on display level?

To consult the task tolerances of a specific display:

- 1. Use the medical facility and the workstation icons in the navigation pane to navigate to the correct task.
- **2.** In the navigation pane, click on the correct task (or its icon) belonging to the correct workstation.

The Task Info appears in the contents pane.

- **3.** Scroll down until the Display Properties table of the display is visible.
- Click on View History in the second column of the table. The Display Task History appears in the contents pane.

BARCO	MediCal Administrator 25 license(s), 20 licens		a 3				Login Time: 6 Login Name: 1		:38 AM 🕜
			0	verview	To Do	Search	Advanced	ools	Log Out
😫 B.H.A. MEDIC	hy_22	Display Task Display Task Task Name Display	k Histor	y Measu	ire Display	Black DD (serial; 5;	209167)	_	< Back
Measu Measu Full I- Autom Calibr	are Display Black are Quality Level are Display White Guard Check hatic I-Guard Check ation Settings Check "_ImageDesk iemens Combination	Graph Target Blac Values 0.36	:k: 0.28 Result Ok Ok	Date 6/1/02 5/31/02	Accoun	it MediCal Com	M	leasure De	ances >>
Review S									

**5.** Click on **Back** at the top of the contents pane to return to the Task Info of the workstation.

The Display Task History provides a number of buttons allowing you to consult the graphical presentation of the task results (§3.2.7) and information concerning the measuring device (§3.2.15).

# 3.2.7 How to consult the graphical presentation of the task history on display level?

To consult the graphical presentation of the task history of a specific display:

- 1. Go to the Display Task History of the corresponding display. Refer to §3.2.6.
- **2.** In the Display Task History table, click on **Graph** in the second column of the table.

The graphical presentation of the task history appears in a separate window.

Graph: Calibration Settings Check: Video Range Check	[ close ]
ଜ୍ଜ୍ଜ	
Video Range Check	
110	
105-	
100-	
95-	
Junoz	
Time	

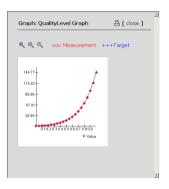
The print button at the top of the window allows you to print the graph.

Use the magnifying glasses to enlarge or to reduce the graph or to return to the graph's default size.

3. Click on Close to return to MediCal Administrator.

Some tasks, such as View Pattern tasks, do not provide a graphical representation of the task history.

The Display Task History of the **Measure Quality Level** task provides a link to a second graph, more specifically, the QA Level Graph. This graph can be consulted by clicking on the button located in the second table, in the QA Level Graph column and in the row of the measurement concerned. The QA Level Graph is the result of the quality level measurement that has been carried out on the workstation. The graph shows how close the actual display function approaches the predefined target function. The QA Level Graph appears in a separate window.



The print button at the top of the window allows you to print the graph. Use the magnifying glasses to enlarge or to reduce the graph or to return to the graph's default size. Click on Close to return to MediCal Administrator.

## 3.2.8 How to consult the task tolerances on display level?

To consult the task tolerances of a specific display:

- 1. Use the medical facility and the workstation icons in the navigation pane to navigate to the correct task.
- 2. In the navigation pane, click on the correct task (or its icon) belonging to the correct workstation.

The Task Info appears in the contents pane.

- **3.** Scroll down until the Display Properties table of the display is visible.
- **4.** Click on **View Tolerances** in the second column of the table. The Tolerances appear in a separate window.

Tolerances	
Warning Tolerance	Error Tolerance
± 5 %	± 10 %
95.0 % 100.0 %	90.0 % 100.0 %

If the Warning Tolerance is not exceeded, the result of the task will be OK.

If the Warning Tolerance is exceeded but not the Error Tolerance, the result of the task will be WARNING.

If the Error Tolerance is exceeded, the result of the task will be NOT OK.

5. To return to MediCal Administrator, click on Close.

There is a second method to consult the task tolerances of the display. Thereto, consult the task history of the specific display and task (see §3.2.6). In the title bar of the second table, click on **Tolerances>>**.

## 3.2.9 How to get general information about a specific task?

To consult the task information:

1. Click on Overview.

The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

- Click on the button in the column left of the name of the workstation on which the task has run. The Q/A results overview of that workstation appears.
- In the Task Overview table, click on the button in the column left of the task of which you wish to get information. The Task Info overview appears.
- **4.** In the first table, click on **Info** in the right column. The general task information page appears.

BARCO	MediCal Administrate 25 license(s), 20 lice	er - Version 2.03 Beta 3 nse(s) left			Login Time: 6/11/02 7: Login Name: Guest	:54:38 AM 🛛 👔
		Over	view To Do	Search	Advanced Tools	Log Out
	Collapse Expand	Measure Display Qualit	y Level: Task Infor	mation		≪ Badk
Measu Measu Full 1- Autom Calibr	hy_22 ire Display Black ire Display White Guard Check hatic I-Guard Check ation Sattings Check '_ImageDesk iemens Combination	compare it to the targe • Returns Ok if the • Returns Warming outside the Error • Returns Skipped i This is a non-intervent This is an intervention Recommended config	at and tolerances or measured value is 5 the measured value tolerances. If the task is skipper ion-free task on CR -free task on Barco.	ntered in the coler a is outside the ue is outside the ue is outside the d or canceled d T displays and Coronis flat pa	rances. e tolerances. he Warning tolerances, uring execution. non-Barco flat panel di	but not
		Display Barco CRT Coronis Non-Barco	Yes Yes Yes	ommended		
<b>[4</b> ]	Þ					

3. To return to the Task Info overview, click on Back.

There is also a second method to get the task information. Thereto, in the navigation pane, expand the workstation on which the task has run. Then, click on the name of the task, and the Task info overview appears in the contents pane. Finally, click on **Info** in the right column of the first table.

## 3.2.10 How to consult the Workstation problem information?

To consult the workstation problem information:

1. Click on Overview.

The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

**2.** Click on the button in the Info column of a workstation with a Not OK status.

The workstation problem information appears in a separate window.

Workstation Sta	atus Overview						
Global Result	Not Ok						
Info	The config	The configuration of the workstation is ok.					
Note							
"here was a probl he problem is pre 'o solve a particu	esented here. lar problem follo	ecution of a task on this workstation. by the link to the solution (if availab ents investigate the <u>QA Results</u> for th	le). For detailed				
There was a probl he problem is pre To solve a particu nformation about	esented here. lar problem follo the measureme	ow the link to the solution (if availab ents investigate the <u>QA Results</u> for th	le). For detailed				
"here was a probl he problem is pre 'o solve a particu	esented here. lar problem follo the measureme	ow the link to the solution (if availab ents investigate the <u>QA Results</u> for th	le). For detailed				

- **3.** To see a page with possible solutions, click on **Solution** in the Workstation Problem Information table.
- 4. To return to MediCal Administrator, click on Close.

## 3.2.11 How to consult a specific Task problem information?

To consult the task problem information:

1. Click on Overview.

The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

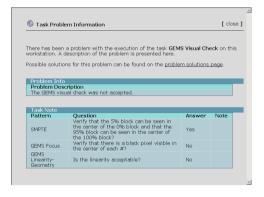
2. In the contents pane, click on the button in the column left of the workstation to which the display belongs.

The Q/A Results of the corresponding workstation appear in the contents pane.

The Q/A Results of the workstation also appear when clicking on the workstation name in the navigation pane.

**3.** Click on the **Not OK** button in the workstation's Task Overview table.

The Task Problem Information page appears.



4. To return to MediCal Administrator, click on Close.

## 3.2.12 How to consult general medical facility information?

To consult general information such as the name, address, phone number, etc. of a medical facility:

 Click on the name of the medical facility in the navigation pane. The Medical Facility Info window appears.

BARCO	MediCal Administrator 25 license(s), 19 licen					Login Time: 6/11/02 8:5 Login Name: Guest	59:13 AM
			Overview	To Do	Search	Advanced Tools	Log Out
	Collapse Expand						
	conapse expand	Medical Facility	Info				
🚰 8.N.A. NEDI	ALCENTRE						
🔄 🔄 MW4_RX		Medical Facility	/ Info		B.M.A. MediCa	al Centre	
Echogra		Address			Sevenslaan	a centre	
Coronis	y_ImageDesk	City			Kortrijk		
	Station Siemens Combination	State / Provin	ce		Belgium		
Review S		Postal Code Phone Numbe			8500 056323232		
Meas	ure Uniformity	Fax Number			056323233		
	ration Settings Check				000000000		
	i Visual Check ure Display Black						
	ure Display Black ure Quality Level						
	ure Display White						

## 3.2.13 How to consult general workstation information?

To consult general information such as the name, department, floor, etc. of a workstation:

1. Click on Overview.

The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

**2.** In the contents pane, click on the button in the column left of the workstation name.

The Q/A Results of the corresponding workstation appear in the contents pane.

The Q/A Results of the workstation also appear when clicking on the workstation name in the navigation pane.

**3.** Click on the Info button next to the workstation name at the top of the contents pane.

The Workstation Info appears in the contents pane.

BARC	•	MediCal Administrat 25 license(s), 19 lice	or - Version 2.03 Beta S mse(s) left	1			Login Time: 6/11/02 8: Login Name: Guest	59:13 AM 🛛
				Overview	To Do	Search	Advanced Tools	Log Out
		Collapse Expand	Workstation Ir	ıfo				≰ Back
		hy_22 ImageDesk tation atic 1-Guard Check stion Settings Check re Display Black re Quality Level re Display White Guard Check Iemens Combination	Workstation Name Computer Ne Department Room Numbe Room Numbe Status	twork Name		misd Radio 1	Cal Pro 2.03.b3	

**4.** Click on **Back** at the top of the contents pane to return to the Q/A Results of the workstation.

# 3.2.14 How to consult general display and imaging board information?

To consult general information such as the brand, type, serial number, etc. of a display and imaging board:

1. Click on Overview.

The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

2. In the contents pane, click on the button in the column left of the workstation to which the display belongs.

The Q/A Results of the corresponding workstation appear in the contents pane.

The Q/A Results of the workstation also appear when clicking on the workstation name in the navigation pane.

**3.** In the Display Overview table, click on the button in the column left of the display name.

The Display Info appears in the contents pane.

BARCO	MediCal Administrato 25 license(s), 19 licer	r - Version 2.03 Beta 3 ise(s) left				Login Time: 6/11/02 8: Login Name: Guest	59:13 AM
		01	verview Ti	o Do	Search	Advanced Tools	Log Out
	Collapse Expand	Display Info					≪ Ba
B.N.A. MEDIC	ALCENTRE	Display Info					_
🗅 Echograp 📝 Measi	ohy_22 ure Display Black	Brand Type Serial Number		Barco MFGD 52091	3220D		
🎽 Measi	ure Quality Level ure Display White -Guard Check	Selected Preset Na Display Function	me	Flatpa DICO	M with Ambie	nt + Veiling	
🖉 Autor 💆 Calibr	natic 1-Guard Check ration Settings Check	Last calibrated on Firmware Version Lifetime (hours)		N/A 1248.	31, 2002 9:35 0	:17 PM	
G Coronis S	y_ImageDesk Station Siemens Combination	Runtime (hours)		765.0			
Review S		Imaging Board Info	)				
		Type Serial Number Firmware Version		52056 V1.05			
		Driver Version Resolution		5.1.0	3	- origin at: 1536,0)	

**4.** Click on **Back** at the top of the contents pane to return to the Q/A Results of the workstation.

# 3.2.15 How to consult information concerning the measuring device?

To consult information concerning the measuring device that was used for a certain task:

- 1. Go to the Display Task History of the corresponding display. Refer to §3.2.6.
- **2.** In the second table, the table with the task results, click on the button that is located in the Measure Device column and in the row of the measurement concerned.

The Measure Device Information appears in a separate window.

Measure Device Information		
Brand Name	Barco	
Type Name	I-Guard	
Serial Number	5209167	
Firmware Version	Run, V1.04	

3. Click on Close to return to MediCal Administrator.

## 3.3 Functions related to "To Do"

In this chapter, you will find all tasks related to the To Do button located in the button bar. Starting point for each procedure is just to be logged in as "Guest".

The "To Do" functions provide an overview of the scheduled tasks.

# 3.3.1 How to consult the scheduled tasks sorted by workstation?

To consult the overview of the scheduled tasks sorted by workstation:

1. Click on To Do.

The To Do List for Today appears.

BARCO	MediCal Administrator 25 license(s), 19 licen				Login Time: Login Name	: 6/11/02 8:59:13 AM 2: Guest
			Overview To Do	Search	Advance	d Tools Log Ou
	Collapse Expand	To Do List for	oday 💌			🖹 🛾 Global Todo Lis
		Workstation: M	W4_RX			
B.H.A. MEDIC MW4_RX		Task Name	Frequency	Last Result	Last Performed On	Current Overdue or due dates
🛃 Measi	ure Display Black ure Quality Level	Calibration Settings Check	Daily (at 12:00)	Unknown	Never Executed	None
Measu Full 1-	ure Display White Guard Check	Measure Display White	Twice a year (Half year starts: January, 1st at 12:00)	Unknown	Never Executed	None
💆 Calibr	natic 1-Guard Check ation Settings Check /_ImageDesk	Measure Uniformity	Twice a year (Half year starts: January, 1st at 12:00)	Unknown	Never Executed	None
Coronis S Barco - S Review S	Siemens Combination	Measure Display Black	Twice a year (Half year starts: January, 1st at 12:00)	Unknown	Never Executed	None
- Review 5	cation	GEMS Visual Check	Twice a year (Half year starts: January, 1st at 12:00)	Unknown	Never Executed	None
		Measure Quality Level	Twice a year (Half year starts: January, 1st at 12:00)	Unknown	Never Executed	None
		Workstation: Ec	hography_22			
		Task Name	Frequency	Last Result	Last Performed On	Current Overdue or due dates

Each table gives the tasks that are scheduled per workstation.

To get an overview of the tasks scheduled for the next 2 days, the next 5 days, next week, next month or the next quarter, select the correct period in the list. The contents pane will be adapted automatically.

To print the overview, click on the print button at the top of the contents pane.

To consult the complete list of the scheduled tasks, not sorted per workstation, click on Global Todo List (§3.3.2).

If the table indicates that a task is x days overdue, the task should have ran x days ago.

# 3.3.2 How to consult the global overview of the scheduled tasks?

To consult the global overview of the scheduled tasks:

1. Click on To Do.

The To Do List for Today appears.

2. Click on Global Todo List.

The complete list of scheduled tasks appears. In this list, the tasks are sorted in two levels: a) per priority, and b) per frequency. E.g., a task that was never run has priority over a task that was run before, even if the former is scheduled monthly and the latter is scheduled daily.

BARCO		iCal Administrator - Version 2.03 Beta 3 cense(s), 19 license(s) left				Login Time: 6/11/02 8:59:13 AM Login Name: Guest		
			Overview	To Do	Search	Advanced	Tools Log	Out
	Collapse Expand	To Do List for	Today 💌			a	[ Sort by Worksta	tion ]
	compas copund							
🚰 8.N.A. NEDIC	AL CENTRE	Global Task S	Schedule			Current		
MW4_RX		Task Name	Frequency	Last Result	Last Performed On	Overdue or due dates	Workstation Name	
Measu Measu Full 1- Auton	ure Quality Level ure Display White -Guard Check natic I-Guard Check	Measure Display White	Twice a year (Half year starts: January, 1st at 12:00)	Unknown	Never Executed	None	MW4_RX	
Radiology Coronis S	Siemens Combination	Measure Uniformity	Twice a year (Half year starts: January, 1st at 12:00)	Unknown	Never Executed	None	MW4_RX	
_,		Measure Display Black	Twice a year (Half year starts: January, 1st at 12:00)	Unknown	Never Executed	None	MW4_RX	
		GEMS Visual Check	Twice a year (Half year starts: January, 1st at 12:00)	Unknown	Never Executed	None	MW4_RX	
		Measure Quality	Twice a year (Half year starts:	Unknown	Never	None	MW4_RX	-

To get an overview of the tasks scheduled for the next 2 days, the next 5 days, next week, next month or the next quarter, select the correct period in the list. The contents pane will be adapted automatically.

To print the overview, click on the print button at the top of the contents pane.

To consult the scheduled tasks sorted per workstation, click on Sort by Workstation (§3.3.1).

## 3.4 Functions related to "Search"

In this chapter, you will find all tasks related to the Search button located in the button bar. Starting point for each procedure is just to be logged in as "Guest".

The "Search" functions are used to search for a workstation or a display.

## 3.4.1 How to search for a specific workstation?

To search for a specific workstation:

1. Click on Search.

The Search form appears in the contents pane.

BARCO	MediCal Administrato 25 license(s), 19 licer	r - Version 2.03 Beta 3 ise(s) left				Login Time: 6/11/02 8 Login Name: Guest	:59:13 AM 🛛 🔋
			Overview	To Do	Search	Advanced Tools	Log Out
	Collapse Expand	Search					
	hy_22 ire Display Black	OPlease provide the second	Department S	earch	of the fields an	ıd click search	
Measu Full 1- Autom Calibri	ire Quality Level ire Display White Guard Check hatic I-Guard Check ation Settings Check	Search Option Workstation Name Department Name	Starting	With 💌		Se	earch >>
📑 Coronis S	iemens Combination	Specific Displa Search Option Brand Name		with 💌			_
		Type Name Serial Number				S	earch >>
		Global Display Sort Field Sort Order	Search Brand N. Ascendi			Se	earch >>

The upper part of the contents pane, Workstation – Department Search, should be used when searching for a workstation.

The middle part of the contents pane, Specific Display Search, should be used when searching for a display (§3.4.2).

The lower part of the contents pane, Global Display Search, should be used to sort all displays (§3.4.3).

- 2. Select one of the Search Options (Starting With, Containing or Ending With) from the list in the upper part of the contents pane.
- **3.** Type a Workstation Name or a Department Name keeping in mind the selected Search Option.

**4.** Click on **Search** in the upper part of the contents pane. The Search Results appear in a separate window.

Workstation Name: radiology and Name: *	d Department	🔒 [ close
☞ Close this window after tree se	election	
_Search Result: 1 item(s) foun		
Name Radiology ImageDesk	Department Radiology	Go to
		AA.

Clear the "Close this window after tree selection" check box if you do not want the Search Results window to close after selecting one of the items.

5. In the Search Result table, click on the button at the end of the row of the workstation you want to consult.

If the check box is not cleared, the Search Results window will close automatically and the navigation pane will expand to the level of the selected item.

If the check box is cleared, the Search Results window will not close automatically. You can close it by clicking on Close.

## 3.4.2 How to search for a specific display?

To search for a specific display:

1. Click on Search.

The Search form appears in the contents pane.

BARCO	MediCal Administrator 25 license(s), 19 licen		Login Time: 6/11/02 8:59:13 AM Login Name: Guest				
			Overview	To Do	Search	Advanced Tools	Log Out
	Collapse Expand	Search					
B.H.A. MEDICA		8 Please provid	de a value for at	least one o	of the fields an	d click search	
🔯 Measu	re Display Black		Department Se				
🚺 Measu	re Quality Level re Display White	Search Option Workstation	Starting	With 👱			
💆 Autom	Guard Check atic I-Guard Check ation Settings Check	Name Department Name				Se	arch >>
Radiology Coronis S	_ImageDesk tation						
	iemens Combination	Specific Displa	y Search				
🔄 📑 Review St	tation	Search Option	Starting	With 💌			
		Brand Name					
		Type Name	MEGD				
		Serial Number	·			Se	arch >>
		Global Display	Search				
		Sort Field	Brand Na	me 💌			
		Sort Order	Ascendin	9 💌		Se	arch >>
1	•						-

The upper part of the contents pane, Workstation – Department Search, should be used when searching for a workstation (§3.4.1).

The middle part of the contents pane, Specific Display Search, should be used when searching for a display.

The lower part of the contents pane, Global Display Search, should be used to sort all displays (§3.4.3).

- 2. Select one of the Search Options (Starting With, Containing or Ending With) from the list in the middle part of the contents pane.
- **3.** Type a Brand Name, a Type Name or a Serial Number keeping in mind the selected Search Option.

**4.** Click on **Search** in the middle part of the contents pane. The Search Results appear in a separate window.

Search Re Brand Nam Number: *	ne: * and Type N	lame: MFGD (	and Serial		붬 [ close
▼ Close th	is window after	tree selectior	ı		
Search F	Result: 4 item(s	) found		_	_
Search F Brand Name	Result: 4 item(s Type Name	) found Serial Number	Name	Department	Go to
Brand	Туре	Serial	Name Echography 22	Department Echo	
Brand Name	Type Name	Serial Number		•	to
Brand Name Barco	Type Name MFGD3220D	Serial Number 5209167	Echography_22	Echo	to Me

Clear the "Close this window after tree selection" check box if you do not want the Search Results window to close after selecting one of the items.

5. In the Search Result table, click on the button at the end of the row of the display you want to consult.

If the check box is not cleared, the Search Results window will close automatically and the navigation pane will expand to the level of the selected item.

If the check box is cleared, the Search Results window will not close automatically. You can close it by clicking on Close.

## 3.4.3 How to sort all displays?

To sort all displays:

1. Click on Search.

The Search form appears in the contents pane.

BARCO	MediCal Administrator 25 license(s), 19 licen					Login Time: 6/11/ Login Name: Gues		
			Overview	To Do	Search	Advanced Tools	Log	Out
		search						-
	Collapse Expand							
-		<ol> <li>Please provid</li> </ol>	le a value for at	least one o	of the fields an	d click search		
B.H.A. MEDI								
🛁 Echogra	phy_22	Workstation - Search Option	Department Se Starting					
Meas	ure Display Black ure Quality Level	Workstation Name						
🚺 Full 1	ure Display White -Guard Check matic I-Guard Check	Department Name					Search >>	
🚺 Calibi	ration Settings Check y_ImageDesk							
Coronis :		Specific Displa						
	Siemens Combination	Search Option	Starting	Nith 💌				
📑 Review S	Station	Brand Name						
		Type Name						
		Serial Number	·				Search >>	
		Global Display						
		Sort Field	Workstat					
		Sort Order	Ascendin	3 🔳 📃			Search >>	
4	<b>X</b>							1

The upper part of the contents pane, Workstation – Department Search, should be used when searching for a workstation (§3.4.1).

The middle part of the contents pane, Specific Display Search, should be used when searching for a display (§3.4.2).

The lower part of the contents pane, Global Display Search, should be used to sort all displays.

- **2.** Select one of the Sort Fields (Brand Name, Type Name, Serial Number or Workstation) from the list in the lower part of the contents pane.
- **3.** Select one of the Sort Orders (Ascending or Descending) from the list in the lower part of the contents pane.

4. Click on **Search** in the lower part of the contents pane.

All displays appear in the separate Search Results window. The selected Sort Field and Sort Order are respected.

Clear the "Close this window after tree selection" check box if you do not want the Search Results window to close after selecting one of the items.

Search Res Sort Field: \		ne and Sort Order	r: ASC	A	[ clo:
7.01 this	s window after t				
<ul> <li>Close this</li> </ul>	s window after t	ree selection			
Soarch D	esult: 14 item(s	) found			
Brand	Type Name	Serial	Name	Department	Go
Barco	MGD521	5170836	Barco - Siemens combination	radiology	
Siemens	Whatever	0395963476- 2569	Barco - Siemens combination	radiology	86
Siemens	Siemens' type	serial	Barco - Siemens combination	radiology	86
Barco	MFGD3220D	5208934	Coronis station	Radiology	86
Barco	MFGD3220D	5205384	Coronis station	Radiology	86
Barco	MFGD3220D	5209167	Echography_22	Echo	86
Barco	MFGD3220D	5205401	Echography_22	Echo	<b>86</b>
Barco	MWD421	0	MW4_RX	Radiology	86
Barco	MGD521	5184048	Radiology_ImageDesk	Radiology	86
Barco	MGD521	5184049	Radiology_ImageDesk	Radiology	86
Barco	MGD521	5184044	Radiology_ImageDesk	Radiology	86
Barco	MGD521	5184045	Radiology_ImageDesk	Radiology	86
Barco	MGD2621 L MGD2621 L	5179989 5173176	Review Station Review Station	Radiology	86
Barco				Radiology	AA.

5. In the Search Result table, click on the button at the end of the row of the display you want to consult.

If the check box is not cleared, the Search Results window will close automatically and the navigation pane will expand to the level of the selected item.

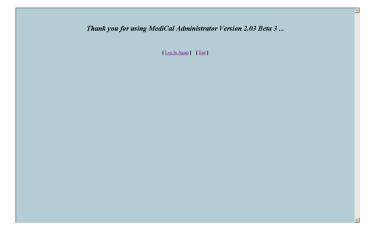
If the check box is cleared, the Search Results window will not close automatically. You can close it by clicking on Close.

# 3.5 How to log out?

In this chapter, you will find how to log out. Starting point is just to be logged in as "Guest".

1. Click on Log Out.

The Log Out window appears.



2. Click on Log In Again to go to the MediCal Administrator startup window (§3.1) or click on Exit to leave MediCal Administrator and to quit your Internet Browser.



# "REMOTE" USAGE

# 4 "Remote" Usage

# 4.1 Introduction

When logged in as "Remote" user, you will be able to perform some tasks that are not available for the "Guest" user. You will find the description of these tasks in this chapter. For the other tasks, refer to §3. "Guest" usage.

Remote actions are not possible on connected clients (MediCal Pro) with a version lower than 2.03.

# 4.2 How to log in as "Remote" user?

To log in as "Remote" user:

1. Start your Internet Browser (Microsoft Internet Explorer, Netscape Navigator, ...) and type the correct URL.

URL= http://xxx/MediCalAdmin where xxx stands for the name of the PC. To find the name of the PC, click with the right mouse button on "My Computer" and select Properties. Then click on the Network Identification tab. Here you will find the full computer name.

The MediCal Administrator startup window appears.

2. In the Username list, click on **Remote** or select one of the user names below "Advanced" from the list.



3. In the Password box, type the correct password.

The default password for the user "Remote" is "remote".

4. Click on Login.

You will now enter MediCal Administrator as "Remote" user. The Medical Facility Overview window appears.

# 4.3 Functions related to remote usage.

"Remote" users can remotely perform actions on workstations connected to MediCal Administrator: They can run certain tasks, update task properties and restore display calibration settings. Moreover, they can consult a log of the remote actions to view their results.

### 4.3.1 How to run tasks?

1. Click on Overview.

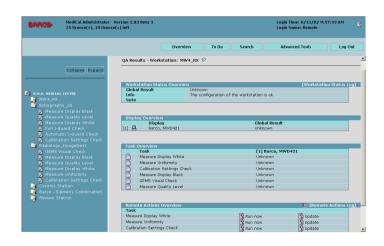
The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

2. In the contents pane, click on the button in the column left of the workstation name on which you wish to run a task.

The Q/A Results and Remote Actions Overview of the corresponding workstation appear in the contents pane.

The Q/A Results and Remote Actions Overview of the workstation also appear when clicking on the workstation name in the navigation pane.

Alternatively, in the navigation pane, you can expand the medical facility and workstation on which you wish to run the task. Then, click on the name of the task after which the Task Info overview appears in the contents pane.



**3.** In the Remote Actions Overview table, click on **Run now** at the right of the task you wish to run.

The Run task page appears, displaying information about the task you are about to execute.



- **4.** Click on Run now to start the task. Click on Cancel if you do not wish to run the task now.
- 5. While the task is executed, the Remote Actions Overview table shows the message "Pending activity" together with the name of the task being executed.
- 6. To see the result of the task, consult the Remote Actions log. See §4.3.5.

## 4.3.2 How to update task properties?

#### 1. Click on Overview.

The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

2. In the contents pane, click on the button in the column left of the workstation name on which you wish to update task properties.

The Q/A Results and Remote Actions Overview of the corresponding workstation appear in the contents pane.

The Q/A Results and Remote Actions Overview of the workstation also appear when clicking on the workstation name in the navigation pane.

Alternatively, in the navigation pane, you can expand the medical facility and workstation on which you wish to update the task. Then, click on the name of the task after which the Task Info overview appears in the contents pane.

BARCO	MediCal Administrator - 25 license(s), 19 licens					Login Time: 6/11/02 9 Login Name: Remote	:57:43 AM
			Overview	To Do	Search	Advanced Tools	Log Out
		QA Results - Worksta	tion: MW4_RX 🖗				
	Collapse Expand						
		Workstation Status				[Workstat	tion Status Log
B.N.A. NEDICA	IL CENTRE	Global Result Info	Unknown The confi	auration of t	the workstation is	ok	
MW4_RX		Note	110 0011	garactorrorr		UKI .	
📑 Echograp	hy_22						
	re Display Black						
	re Quality Level	Display Overview					
	re Display White	Display				Result	
	Guard Check atic I-Guard Check	[1] 🗏 Barco, MW	/D421		Unknov	vn	
	atic 1-Guard Check ation Settings Check						
adiology		Task Overview					
	Visual Check	Task			[1] Br	arco, MWD421	
	re Display Black	Measure Displa	y White		Unkno		
🏹 Measu	re Quality Level	Measure Unifor	mity		Unkno	wn	
	re Display White	Calibration Set	tings Check		Unkno	wn	
	re Uniformity	Measure Displa	y Black		Unkno	wn	
	ation Settings Check	GEMS Visual Cl	neck		Unkno	wn	
🔄 Caronis S	Station	Measure Qualit	y Level		Unkno	wn	
Barco - Si	iemens Combination tation						
-9		Remote Actions Ove	rview		_	🗐 (Remo	te Actions Log
		Task Measure Display White	_		12A -	DA.	
			9		Run now	S Update	
		Measure Uniformity Calibration Settings C			Run now	😭 Update 💁 Update	

**3.** In the Remote Actions Overview table, click on **Update** at the right of the task you wish to update.

The Update task page appears, displaying the actual task properties for all the displays of the corresponding workstation.

		Overview	To Do Search		
			Search	Advanced Tools	Log Ou
lapse Expand	🗍 QA Results > Uj	odate task			
ne Slav Black Slity Level Slav White Chock	Property Status	Select Value Enabled 💌		inuary, 1st at 12:00 PM	
Guard Check Rettings Check ReDesk	Display	W		Error Toleran ± 6	ce [%)
olay Black ality Level olay White formity ettings Check s Combination	Cancel			Reset	Submit 义
	ur Jay Black Lity Lovel Jay White Chock Suard Check ettings Check ettings Check Jay Black Lity Lovel Jay White Jonawity Lovel Jay White Jonawity Lovel Jay White Jonawity Lovel Jay White Jonawity Lovel Jay White Lovel Jay Hark Jay Hark Hark Jay Hark Jay Hark Hark Jay Hark Ha	a General properti Property of y blask bit y bits bit y bits bits bask check bits bask check	tr tr tr tr tr tr tr tr tr tr	Concel     Conce	Conseral properties for Measure Display White     Property Select Value     Property Select Value     Property Select Value     Property Twice a year      Print half starts: January, 1st at 12:00 PM     properties     Display Properties     Display Properties     Display Werning Tolerance [%] Error Toleran     properties     Display Consection     Reset     Reset

- 4. Change the property settings you wish to update:
  - From the **Status** list, select Enabled to activate the task or Disabled to de-activate it.
  - From the **Frequency** list, select the desired frequency: Daily, weekly, monthly, quarterly, twice a year or yearly.
  - Click on the <sup>O</sup> button to change the time settings.

- In the Display Properties table, enter the desired Warning and Error tolerances.

A Warning is less severe than an Error. So, the Warning tolerance should be smaller than the Error tolerance.

If the Warning Tolerance is not exceeded, the result of the task will be OK. If the Warning Tolerance is exceeded but not the Error Tolerance, the result of the task will be WARNING.

If the Error Tolerance is exceeded, the result of the task will be NOT OK.

5. Click on Submit.

The Update task page appears, displaying information about the task you are about to update.

Alternatively, click on **Reset** if you would wish to reset the properties to the previous values. Click on **Cancel** if you do not wish to update the properties.

BARCO	MediCal Administrator 25 license(s), 19 licen		3			Login Time: 6/12/0 Login Name: Remol		2 AM ?
			Overview	To Do	Search	Advanced Tools		Log Out
Measur Measur Full I-C Raview St MW4_RX	ation tion Settings Check e Display Black e Quality Level e Display White juard Check atic I-Guard Check ation iv_22 _tmageDesk emens Combination	QA Results :     Update task     You are about     on workstatio     Overview of     Update task f         ≪ Back	properties t to update the p n Coronis Statio changes	n, located in	department:	e Display Black Radiology (floor: 6/rc he Month, at 12:05 PM)	om: 5) Updat	2
4	»							

- 6. Click on **Update** to send the updated properties to the corresponding workstation.
- To see the result of the update, consult the Remote Actions log. See §4.3.5.

## 4.3.3 How to restore display calibration settings?

### 1. Click on Overview.

The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

2. In the contents pane, click on the button in the column left of the workstation containing the display of which you wish to restore the calibration settings.

The Q/A Results and Remote Actions Overview of the corresponding workstation appear in the contents pane.

The Q/A Results and Remote Actions Overview of the workstation also appear when clicking on the workstation name in the navigation pane.

 In the Display Overview table, click on the display icon left of the display of which you wish to restore the calibration settings. The corresponding Display Info appears.

MediCal Administrator 25 license(s), 19 licen		e(s) left	L	Login Name: Remote		
		Overview	To Do Search	Advanced Tools	Log Out	
	Collapse Expand	Display Info			≪ ва	
	. CENTRE					
MW4_RX		Display Info Brand	Barco		_	
Echograph	14 22	Type	MFGD3220D			
	_ImageDesk	Serial Number	5208934			
Coronis St		Selected Preset Name	Flatpanel			
		Display Function	DICOM with Ambient + Veiling			
	tic I-Guard Check	Last calibrated on	June 11, 2002 8:54:44 AM			
	tion Settings Check	Firmware Version	N/A			
Measur	e Display Black	Lifetime (hours)	3610.0			
📝 Measur	e Quality Level e Display White	Runtime (hours)	2968.0			
	uard Check emens Combination	Imaging Board Info				
🔓 Review St	ation	Type	BarcoMed 3MP2FH			
		Serial Number	5205661			
		Firmware Version	V1.05			
		Driver Version	5.1.0100			
		Resolution	1536,2048 (10 bit - origin at: 0,	0)		
		Driver Version	5.1.0100 1536,2049 (10 bit - origin at: 0,	0)	_	
		Calibrate	Calibrate			

- 4. In the Remote Actions Overview table, click on **Restore** Calibration Settings in the right column.
- While the calibration settings are being restored, the Remote Actions Overview table shows the message "Pending activity" together with the name of the task being executed.
- 6. To see the result of the task, consult the Remote Actions log. See §4.3.5.

## 4.3.4 How to calibrate a display remotely?

1. Click on Overview.

The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

2. In the contents pane, click on the button in the column left of the workstation containing the display of which you wish to restore the calibration settings.

The Q/A Results and Remote Actions Overview of the corresponding workstation appear in the contents pane.

The Q/A Results and Remote Actions Overview of the workstation also appear when clicking on the workstation name in the navigation pane.  In the Display Overview table, click on the display icon left of the display of which you wish to calibrate. The corresponding Display Info appears.

ARCO	MediCal Administrator - 25 license(s), 19 licens			Login Time: 6/11/02 9: Login Name: Remote	57:43 AM
		Overview	To Do Search	Advanced Tools	Log Ou
	Collapse Expand	Display Info			≪ 8
	AL CENTRE	Display Info			
MW4_RX		Brand	Barco		
🖥 Echograp		Туре	MFGD3220D		
Radiology	y_ImageDesk	Serial Number	5208934		
🕤 Coronis S	Station	Selected Preset Name	Flatpanel		
🛛 🖸 Autom	atic I-Guard Check	Display Function	DICOM with Ambient + Ve		
🛛 🚺 Calibra	ation Settings Check	Last calibrated on	June 11, 2002 8:54:44 AM	4	
Measu	re Display Black	Firmware Version	N/A		
Measu	ire Quality Level	Lifetime (hours)	3610.0		
Measu Full 1-r	aatic (-Guard Check ation Settings Check are Display Black are Quality Level are Display White Guard Check	Runtime (hours)	2968.0		
Barco - Si	iemens Combination	Imaging Board Info			
🗿 Review S	tation	Туре	BarcoMed 3MP2FH		
		Serial Number	5205661		
		Firmware Version	V1.05		
		Driver Version	5.1.0100		
		Resolution	1536,2048 (10 bit - origin	at: 0,0)	
		Remote Actions Overview			
		Restore Calibration Settings	Restore Calibration Set	tings	
		Calibrate	🖆 Calibrate		

- **4.** In the Remote Actions Overview table, click on **Calibrate** in the right column.
- 5. While the calibration is performed, the Remote Actions Overview table shows the message "Pending activity" together with the name of the task being executed.
- **6.** To see the result of the task, consult the Remote Actions log. See  $\S4.3.5$ .

## 4.3.5 How to consult the Remote Actions log?

### 1. Click on Overview.

The Medical Facility Overview appears in the contents pane. If necessary, expand the OK or Not OK list to see all workstations.

2. In the contents pane, click on the button in the column left of any workstation.

The Q/A Results and Remote Actions Overview of the corresponding workstation appear in the contents pane.

The Q/A Results and Remote Actions Overview of the workstation also appear when clicking on the workstation name in the navigation pane.

3. In the Remote Actions Overview table, click on **Remote Actions** Log in the title bar.

The Remote Actions Log appears, displaying an overview of all remote actions.

MediCal Administrator - 25 license(s), 19 licens		13				Time: 6/11/02 9 Name: Remote	1:57:43 AM
		Overview	To Do	Search	Ad	vanced Tools	Log Out
Collapse Expand	Remote Acti	ons Log All actions	×		🖗 Refi	esh	& QA Resul
B.M.A. HEDICAL CENTRE	Account	Workstation	Start Time	End Time	Status	Action	
Echography_22	WIMD	Coronis station	6/11/02	6/11/02	FAILED	Run task: Auto	matic I-Guard
Radiology_ImageDesk	WIMD	Coronis station	6/11/02	6/11/02	ENDED	Run task: Auto	matic I-Guard
Measure Display Black	Remote	Review Station	6/11/02	6/11/02	ENDED	Run task: GEM	
Measure Quality Level Measure Display White	Remote	Review Station	6/11/02	6/11/02	ENDED	Run task: Mea: Black	sure Display
Measure Uniformity Calibration Settings Check	Remote	MW4_RX	6/11/02	6/11/02	FAILED	Run task: Mea: White	sure Display
Coronis Station	WIMD	Review Station	6/10/02	6/10/02	ENDED	Run task: Mea: Level	sure Quality
Barco - Siemens Combination Review Station	WIMD	Review Station	6/10/02	6/10/02	ENDED	Update frequer Calibration Set	ncy of task: tings Check to:
	Advanced	Review Station	6/10/02	6/10/02	ENDED	Run task: Meas	sure Quality
	Advanced	Review Station	6/10/02	6/10/02	ENDED	Run task: Mea: Level	sure Quality
	Advanced	Review Station	6/10/02	6/10/02	ENDED	Run task: GEM	5 Visual Check
	Advanced	Review Station	6/10/02	6/10/02	FAILED	Run task: GEM	5 Visual Check
	Advanced	Review Station	6/10/02	6/10/02	FAILED	Run task: GEM	5 Visual Check
	Advanced	Review Station	6/10/02	6/10/02	ENDED	Update frequer Measure Qualit WEEKLY	

- **4.** From the drop-down box on top of the list, you can select a filter condition to view only one category of remote actions: Pending actions, ended actions or failed actions.
- 5. To refresh the log to the actual status, click on **Refresh** on top of the log.
- 6. For failed remote actions, you can get more information about the cause of the failure by clicking on the info icon in the status column.
- 7. Click on **Back** to exit the Remote Actions Log.



# "ADVANCED" USAGE

# 5 "Advanced" Usage

# 5.1 Introduction

When logged in as "Advanced" user, you will be able to perform some tasks that are not available for the "Guest" user. You will find the description of these tasks in this chapter. For the other tasks, refer to §3. "Guest" usage.

# 5.2 How to log in as "Advanced" user?

To log in as "Advanced" user:

1. Start your Internet Browser (Microsoft Internet Explorer, Netscape Navigator, ...) and type the correct URL.

URL= http://xxx/MediCalAdmin where xxx stands for the name of the PC. To find the name of the PC, click with the right mouse button on "My Computer" and select Properties. Then click on the Network Identification tab. Here you will find the full computer name.

The MediCal Administrator startup window appears.



2. In the Username list, click on Advanced.

**3.** In the Password box, type the correct password.

The password used to log in as advanced user is "admin". This password cannot be changed.

4. Click on Login.

You will now enter MediCal Administrator as "Advanced" user. The Medical Facility Overview window appears.

# 5.3 Functions related to "Alert Mailing"

In this chapter, you will find all tasks related to the Alert Mailing button located in the button bar. Starting point for each procedure is just to be logged in as "Advanced" user.

The main purpose of the "alert mailing" functions is to inform the technicians as quickly as possible, by means of an e-mail or the mobile phone, in case one of the displays does not function properly.

## 5.3.1 How to activate the alert mailing?

To activate the alert mailing:

- 1. Click on Advanced Tools.
- 2. Click on Alert Mailing.

Alert Mailing appears in the contents pane. Alert Mailing also appears automatically after clicking on Advanced Tools.

Application Se

### 3. Click on Activate Alert Mailing.

Activate Alert Mailing is only available (black and clickable) when it is not active yet. If Alert Mailing is active, you can only update or de-activate it. The Alert Mailing Wizard appears.

	Remote Action	s Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Setti
Alert Mailing: Setup Email Addresses	Information Pr	it different e-mail	addresses on separate li	nes		
	c	naose one of the	following input formats:			
Input Formats		mailRecipient@do Name <mailrecipi< td=""><td>ient@domain.com&gt;</td><td></td><td></td><td></td></mailrecipi<>	ient@domain.com>			
Addresses						
	davy.hoomaert@	barco.com <davy< td=""><td>r.hoornaert@barco.com&gt;</td><td><u> </u></td><td></td><td></td></davy<>	r.hoornaert@barco.com>	<u> </u>		
Mail To						
				4		
	<u> </u>					
			-	1		
Mail Cc						
	ज		E	<u> </u>		
			2			
Mall Days				1		
Mail Boc				×		

**4.** Type the correct Mail To, Mail Cc and Mail Bcc e-mail address(es).

These are the e-mail addresses of the persons who should be warned immediately or receive a copy. The Bcc addresses are intended for persons who should receive a copy of the e-mail, without disclosing their e-mail addresses to the other addressees. You can enter multiple e-mail addresses by hitting the Return key after each address.

5. When finished, click on Next>.

fain Menu	Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Se
Alert Mailing						Step
Messaging Options	_	×		<b>n</b>	ß	
Mail To davy:hoomaert@barco.com		×	V		Γ	
Back					N	ext »

6. Select the Messaging Options by checking the check boxes of the events on which you want the alert mail(s) to be sent.

E.g., If you wish an alert mail to be sent in case of Not OK and Warning events, check only the check boxes under the Not OK and Warning icons.

7. When finished, click on Next>.

Main Menu	Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application S		
Alert Mailing						Ste		
Global Settings								
Mail From		MediCal_Administrator@barco.com						
SMTP Host	smtp.barco.com	smtp.barco.com						
Mail Format	HTML 💌							
& Back					Ne	×t ≯		

- 8. Enter the global mail settings:
  - Enter the Mail From or return address.
  - Type the correct SMTP Host.
  - Select the correct mail format from the Mail Format drop down list: HTML or Text.
- 9. When finished, click on Next>.

	liCal Administrator - Version license(s), 19 license(s) left	Login Time: 6/11, Login Name: Adva			
🖇 Main Menu	Remote A	ctions Alert Mailing Medi	cal Facility Update User	Management Workstation Rem	aval Application Settings
Alert Mailing: C	onclusion				Step 4/4
Alert Mailing:	Information				
Activating aler	t mailing complete. The alert	mailing is now activated.			
Sack to me	nu				

**10.**The alert mailing is activated now. Click on **Back to menu** to exit the Wizard.

## 5.3.2 How to update the alert mailing settings?

To update the alert mailing:

- 1. Click on Advanced Tools.
- 2. Click on Alert Mailing.

Alert Mailing appears in the contents pane. Alert Mailing also appears automatically after clicking on Advanced Tools.

	MediCal Administrator - Version 2.03 Beta 3 25 license(s), 19 license(s) left					
Main Menu	Remote Actions	lert Mailing Medica	l Facility Update	User Management	Workstation Removal	Application Setting
Alert Mailing - Current Status	: not activated					
Mail Options:			_			
Activate Alert Mailing Deactivate Alert Mailing	Deactiva	e alert mailing informa te the alert mailing m	echanism.	a the alert mailing.		
Update Alert Mailing	Update t	ne alert mailing inform	nation.			

### 3. Click on Update Alert Mailing.

Update Alert Mailing is only available (black and clickable) when Alert Mailing is active.

The Alert Mailing Wizard appears.

Main Menu	Remote	Actions Ale	rt Mailing	Medical Facility Update	User Management	Workstation Removal	Application Setti
Alert Mailing: Se Email Addresse	tup Information	Put diffe	rent e-mail	addresses on separate lir	nes		
		Choose o	one of the t	following input formats:			
Input Formats		<ul> <li>mailRe</li> <li>Name</li> </ul>	cipient@do <mailrecipi< td=""><td>main.com ent@domain.com&gt;</td><td></td><td></td><td></td></mailrecipi<>	main.com ent@domain.com>			
Addresses							
	davy.hoo	maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td></td><td></td><td></td></davy<>	.hoomaert@barco.com>			
Mail To	davy.hoo	maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td>1</td><td></td><td></td></davy<>	.hoomaert@barco.com>	1		
Mail To		maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td></td><td></td><td></td></davy<>	.hoomaert@barco.com>			
Mail To	davy.hoo	maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td></td><td></td><td></td></davy<>	.hoomaert@barco.com>			
Mail To		maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td></td><td></td><td></td></davy<>	.hoomaert@barco.com>			
Mail To Mail Cc		maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td></td><td></td><td></td></davy<>	.hoomaert@barco.com>			
		maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td></td><td></td><td>_</td></davy<>	.hoomaert@barco.com>			_
		maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td></td><td></td><td></td></davy<>	.hoomaert@barco.com>			
Mail Cc		maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td></td><td></td><td></td></davy<>	.hoomaert@barco.com>			
		maert@barco.	com <davy< td=""><td>.hoomaert@barco.com&gt;</td><td></td><td></td><td></td></davy<>	.hoomaert@barco.com>			

**4.** Type the correct Mail To, Mail Cc and Mail Bcc e-mail address(es).

These are the e-mail addresses of the persons who should be warned immediately or receive a copy. The Bcc addresses are intended for persons who should receive a copy of the e-mail, without disclosing their e-mail addresses to the other addressees. You can enter multiple e-mail addresses by hitting the Return key after each address.

5. When finished, click on Next>.

BARCO MediCal Administrat 25 license(s), 19 lic	or - Version 2.03 Beta 3 ense(s) left			Login Time: 6/11/02 1 Login Name: Advanced	
Main Menu	Remote Actions Alert Maili	ng Medical Facility Update	User Management	Workstation Removal	Application Setting
Alert Mailing	Not OK	Warning	Unkn	own	Step 2/4
Messaging Options Mail To davy.hoomaert@barco.com					
& Back	S	kipped	OK '	Ne	ext ≫

6. Select the Messaging Options by checking the check boxes of the events on which you want the alert mail(s) to be sent.

E.g., If you wish an alert mail to be sent in case of Not OK and Warning events, check only the check boxes under the Not OK and Warning icons.

7. When finished, click on Next>.

Main Menu	Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application S		
Alert Mailing						Ste		
Global Settings								
Mail From		MediCal_Administrator@barco.com						
SMTP Host	smtp.barco.com	smtp.barco.com						
Mail Format	HTML 💌							
& Back					Ne	×t ≯		

- 8. Enter the global mail settings:
  - Enter the Mail From or return address.
  - Type the correct SMTP Host.
  - Select the correct mail format from the Mail Format drop down list: HTML or Text.
- 9. When finished, click on Next>.

	liCal Administrator - Version license(s), 19 license(s) left	Login Time: 6/11, Login Name: Adva			
🖇 Main Menu	Remote A	ctions Alert Mailing Medi	cal Facility Update User	Management Workstation Rem	Application Settings
Alert Mailing: C	onclusion				Step 4/4
Alert Mailing:	Information				
Activating aler	t mailing complete. The alert	mailing is now activated.			
Sack to me	nu				

**10.**The alert mailing is updated now. Click on **Back to menu** to exit the Wizard.

## 5.3.3 How to de-activate the alert mailing?

To de-activate the alert mailing:

- 1. Click on Advanced Tools.
- 2. Click on Alert Mailing.

Alert Mailing appears in the contents pane. Alert Mailing also appears automatically after clicking on Advanced Tools.

	MediCal Administrator - Version 2.03 Beta 3 25 license(s), 19 license(s) left					
Main Menu	Remote Actions	lert Mailing Medica	l Facility Update	User Management	Workstation Removal	Application Setting
Alert Mailing - Current Status	: not activated					
Mail Options:			_			
Activate Alert Mailing Deactivate Alert Mailing	Deactiva	e alert mailing informa te the alert mailing m	echanism.	a the alert mailing.		
Update Alert Mailing	Update t	ne alert mailing inform	nation.			

3. Click on De-activate Alert Mailing.

De-activate Alert Mailing is only available (black and clickable) when Alert Mailing is active.

**4.** A message appears, asking you to confirm to de-activate alert mailing. Click on **OK** to proceed.



5. As a result, Alert Mailing is de-activated.

# 5.4 Functions related to "Remote Actions"

In this chapter, you will find all tasks related to the Remote Actions button located in the button bar. Starting point for each procedure is just to be logged in as "Advanced" user.

The main purpose of the "Remote Actions" function is to view the Remote Actions Log or clear some entries from the log.

#### 5.4.1 How to access the remote actions activities?

To activate the alert mailing:

- 1. Click on Advanced Tools.
- 2. Click on Remote Actions.

BARCO	Login Time: 6/11/02 1 Login Name: Advanced	ogin Time: 6/11/02 10:22:35 AM ogin Name: Advanced					
Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Set
Remote Actio	ns Index						
	ions Options:			rview of the remote actior			
Remote Acti	ins Log		Ove	rview of the remote action	15		

3. In the Remote Actions Options table, click on **Remote Actions** Log.

The Remote Actions Log appears, displaying an overview of all remote actions.

RCO	25 license(s), 19 license(s	i) left				Login Name: Advanced	
ain Menu	Rem	ote Actions Alert Mailin	g Medical	Facility Update	User Management	Workstation Removal	Application Se
Remote Acti	ons Log All actions					🖗 Refresh	
		Start	End				
Account	Workstation	Time	Time	Status			
Remote	Review Station	6/11/02	6/11/02	ENDED	Run task: GEMS Vi		
Remote	Review Station	6/11/02	6/11/02	ENDED	Run task: Measure	Display Black	
Remote	MW4_RX	6/11/02	6/11/02	FAILED	Run task: Measure	Display White	
WIMD	Review Station	6/10/02	6/10/02	ENDED	Run task: Measure		
WIMD	Review Station	6/10/02	6/10/02	ENDED	NEVER	of task: Calibration Sett	ings Check to:
Advanced	Review Station	6/10/02	6/10/02	ENDED	Run task: Measure	Quality Level	
Advanced	Review Station	6/10/02	6/10/02	ENDED	Run task: Measure		
Advanced	Review Station	6/10/02	6/10/02	ENDED	Run task: GEMS Vi	isual Check	
Advanced	Review Station	6/10/02	6/10/02	FAILED	Run task: GEMS Vi	isual Check	
Advanced	Review Station	6/10/02	6/10/02	FAILED	Run task: GEMS Vi		
Advanced	Review Station	6/10/02	6/10/02	ENDED	Update frequency WEEKLY	of task: Measure Quality	Level to:
Advanced	Review Station	6/10/02	6/10/02	ENDED	Run task: Calibrati	on Settings Check	
Advanced	Review Station	6/10/02	6/10/02	ENDED	Update tolerances	of task.	
Advanced	Barco - Siemens combination	6/7/02	6/7/02	ENDED	Run task: Measure	Uniformity	
daho	Echography_22	6/7/02	6/7/02	ENDED	Run task: Measure		
daho	Radiology_ImageDesk	6/7/02	6/7/02	ENDED	Run task: Calibrati		
daho	Radiology_ImageDesk	6/7/02	6/7/02	ENDED	Run task: Calibrati		
daho	Radiology_ImageDesk	6/7/02	6/7/02	ENDED	Run task: Calibrati		
	Radiology ImageDesk	6/7/02	6/7/02	ENDED	Run task: Calibrati	on Settings Check	
daho	kadiology_tmagebesk	0,1702		FAILED			

- **4.** From the drop-down box on top of the list, you can select a filter condition to view only one category of remote actions: Pending actions, ended actions or failed actions.
- 5. To refresh the log to the actual status, click on **Refresh** on top of the log.
- 6. For failed remote actions, you can get more information about the cause of the failure by clicking on the info icon in the status column.

in Menu	Remote Actions	Alert Mailing	Medical Facility Update	e User Mar	agement V	orkstation Removal	Application S
Remote Action	ns Log Failed actions 💌					Refresh	
Account	Workstation	Start Time	End Time 3	Status	Action		
Remote	MW4_RX	6/11/02	6/11/02	FAILED 🚳	Run ta:	k: Measure Display V	Vhite
Advanced	Review Station	6/10/02	6/10/02	FAILED 🔘		k: GEMS Visual Chec	
Advanced	Review Station	6/10/02		FAILED 🔘		k: GEMS Visual Chec	
daho	Radiology_ImageDesk	6/7/02		FAILED 🔞		k: Calibration Settine	
daho	Radiology_ImageDesk	6/7/02		FAILED 🔞		k: Calibration Settine	
daho	Radiology_ImageDesk	6/7/02	6/7/02	FAILED 🚳		k: Measure Display \	
daho	Radiology_ImageDesk	6/7/02	6/7/02	FAILED 🔘	Run ta:	k: Calibration Setting	gs Check
Clear failed rem	s Log Action note actions from log lote actions from log enote actions from log						

7. Below the Remote Actions Log are 3 links you can use to remove information from the Log.

Select **Clear ended remote actions from log** to remove all Ended remote actions.

Select **Clear failed remote actions from log** to remove all Failed remote actions.

Select **Clear pending remote actions from log** to remove all Pending remote actions.

8. Click on <Main Menu to return to the Overview, or click on one of the other buttons on the top to execute another advanced action.

# 5.5 Functions related to "Medical Facility Update"

In this chapter, you will find all tasks related to the Medical Facility Update button located in the button bar. Starting point for each procedure is just to be logged in as "Advanced" user.

## 5.5.1 How to add a medical facility?

To add a medical facility:

- 1. Click on Advanced Tools.
- 2. Click on Medical Facility Update.

Medical Facility Update appears in the contents pane.

BARCO	MediCal Administra 25 license(s), 19 lic			Login Time: 6/12/02 2:30:51 PM Login Name: Advanced			
4 Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settings
Medical	Facility Update						
Add M	al Facility Update C edical Facility	Add a new n	nedical facili	ity to MediCal Adr	ninistrator.		
Update	e Medical Facility	Update the	information	of an existing me	dical facility of Mec	diCal Administrator.	

#### 3. Click on Add Medical Facility.

Medical Facility Administration appears.

BARCO	MediCal Administrati 25 license(s), 19 lic		eta 3			Login Time: 6/11/02 1 Login Name: Advanced	.0:22:35 AM 2
Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settings
Medical	Facility Administration						
Medic	al Facility Information (	Sheet					_
Name							
Full N	ame						
Addre	\$\$						
City							
State	/ Province						
Posta	l Code						
Phone	Number						
Fax N	umber						
«	Back					Ne	xt »

- **4.** Fill in the Medical Facility Information Sheet: Name, Full Name, Address, City, Province, Postal Code, Phone Number and Fax Number of the Medical Facility.
- 5. Click on Next to confirm and to activate the settings or click on Back to ignore the update.

In case Back is clicked on, all changes are cancelled and the procedure is finished.

In case Next is clicked on, the Medical Facility Update Conclusion appears.

BARCO	MediCal Administra 25 license(s), 19 li	itor - Version 2.03 B icense(s) left	eta 3			Login Time: 6/11/02 1 Login Name: Advanced	.0:22:35 AM
4 Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settings
Medical F	acility Update Concl	usion					
Medical Data wa	Facility Update Con as updated in the data	clusion: Informatic base	on				
& Back	to menu						

6. Click on Back to Menu to return to Medical Facility Update.

## 5.5.2 How to update a medical facility?

To update a medical facility:

- 1. Click on Advanced Tools.
- 2. Click on Medical Facility Update.

Medical Facility Update appears in the contents pane.

BARCO MediCal Administra 25 license(s), 19 li		Login Time: 6/12/02 2 Login Name: Advanced			
4 Main Menu	Remote Alert Actions Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settings
Medical Facility Update					
Medical Facility Update 0 Add Medical Facility	Options Add a new medical faci	lity to MediCal Admi	inistrator		
Update Medical Facility	Update the information	of an existing med	ical facility of Med	diCal Administrator.	

## 3. Click on Update Medical Facility.

Medical Facility Administration Update appears.

ARCO	MediCal Administrati 25 license(s), 19 lic		ieta 3			Login Time: 6/11/02 1 Login Name: Advanced	
Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Set
Medical	Facility Administration	: Update					
Discou	select a medical facili						
Please	Full Name	ty to update:			Cit	v	
0	B.M.A. MediCal Centre					trijk	
•	General medical facility				Kor	trijk	
«	Back					Ne	ext »

**4.** Select the medical facility to be updated and click on **Next** to proceed or click on Back to return to Medical Facility Update and to cancel the update.

Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Set
Medical F	acility Administration	1					
Medical	Facility Information	Sheet					
Name		G.M.F					
Full Nan	ne	Gener	al medical facil	ity			
Address	5	Seve	nslaan				
City		Kortri	jk				
State /	Province	Belgiu	m				
Postal C	Code	8500					
Phone N	lumber	05623	33211				
	nber	05622	33457		_		

- Correct the Medical Facility Information Sheet: Name, Full Name, Address, City, Province, Postal Code, Phone Number and Fax Number of the Medical Facility.
- 6. Click on **Next** to confirm the update or click on **Back** to ignore the changes.

In case Back is clicked on, all changes are cancelled and the procedure is finished.

In case Next is clicked on, the Medical Facility Update Conclusion appears.

BARCO	MediCal Administra 25 license(s), 19 l	itor - Version 2.03 B icense(s) left	eta 3			Login Time: 6/11/02 1 Login Name: Advanced	
Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settings
Medical F	acility Update Concl	usion					
	Facility Update Con s updated in the data		on				
Sack	to menu						

7. Click on **Back to Menu** to return to Medical Facility Update.

# 5.6 Functions related to "User Management"

In this chapter, you will find all tasks related to the User Management button located in the button bar. Starting point for each procedure is just to be logged in as "Advanced" user.

The users you add here will have "Remote" privileges.

## 5.6.1 How to add a user?

To add a user:

- 1. Click on Advanced Tools.
- 2. Click on User Management.

User Management Index appears in the contents pane.

Settings

#### 3. Click on Add User.

Add User appears.

	MediCal Administrator - Version 2.03 Beta 3 25 license(s), 19 license(s) left						
K Main Menu	Remote Actions Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settings		
Add User							
User Information: User Name	New User			_			
User password Confirm user password	++++						
Cancel				Add	Jser »		

- **4.** Fill in the User information: User Name and User Password. Fill in the password in the Confirm user password field as well.
- 5. Click on Add User to confirm and to activate the settings or click on Back to ignore the update.

In case Back is clicked on, all changes are cancelled and the procedure is finished.

In case Add User is clicked on, the User management conclusion appears.

BARCO MediCal Adminis 25 license(s), 1	trator - Version 2.03 Be 9 license(s) left	ita 3			Login Time: 6/11/02 1 Login Name: Advanced	0:22:35 AM
Main Menu	Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Sett
User Management: Add Use	ər					
Add User: Information User added: New User						
Sack						

The added user will have "Remote" privileges and will appear in the **User Name** list in the Log In page.

6. Click on Back to return to User Management.

## 5.6.2 How to update a user?

To update a user:

- 1. Click on Advanced Tools.
- 2. Click on User Management.

User Management Index appears in the contents pane.

BARCO MediCal Administration 25 license(s), 19 lice	or - Version 2.03 Beta 3 ense(s) left			Login Time: 6/11/02 1 Login Name: Advanced	0:22:35 AM 📳
4 Main Menu	Remote Actions Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settings
User Management Index					
User Management Options:					
Add User	Add a new user to MediCal Ar				
Update User	Update the settings of an exi	isting user			
Remove User	Remove an existing user from	MediCal Administrator			

**3.** Click on **Update User**. Update User appears.

BARCO	MediCal Administrati 25 license(s), 19 lic		ieta 3			Login Time: 6/11/02 1 Login Name: Advanced	
Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settings
User M	anagement: Update Use	r					
	t user to Update:						
0	Guest						
0	Remote						
0	Advanced						
0	ggh						
0	daho WIMD						
	New User						
	IVEN USER						
<	Cancel					Update	e User 🕽

4. Select the user you wish to update. Click on Update User.

Update User: New User						
Update User: New User						
Update User: New User						
User Information:						
User Name User password	New					
New password						
Confirm new user password	· · · ·	******				
& Back				Updat	e User 📎	

- 5. Fill in the User information: User Name and old User Password. Fill in the new password in the New Password and Confirm user password fields.
- 6. Click on Update User to confirm and to activate the settings or click on Back to ignore the update.

In case Back is clicked on, all changes are cancelled and the procedure is finished.

In case Update User is clicked on, the User management conclusion appears.

BARCO Me	Login Time: 6/11/02 10:22:35 AM Login Name: Advanced				
🐇 Main Menu	Remote Actions	Alert Mailing Medical Facility	Update User Management	Workstation Removal	Application Settings
User Managem	nent: Update User				
Update User: User updated:	Information New User				
& Back					
4 DBCA					

6. Click on **Back** to return to User Management.

## 5.6.3 How to remove a user?

To remove a user:

- 1. Click on Advanced Tools.
- 2. Click on User Management.

User Management Index appears in the contents pane.

	25 license(s), 19 l		Login Name: Advanced				
Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application S
Licor Man	agement Index						
	ugement muex						
	anagement Options:				_	_	
Add Use			er to MediCal A				
Update I Remove		Update the se	ttings of an ex isting user from				

3. Click on Remove User. Remove User appears.

BA	RCO-	MediCal Administrati 25 license(s), 19 lic	Login Time: 6/11/02 1 Login Name: Advanced	0:22:35 AM					
≪ Ma	in Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settin	ngs
	User Ma	nagement: Remove Us	er						
	Select	user to Remove:							
	0	ggh							Ξ.
	С	daho							
	0	WIMD							
	0	New User							
	\$	Cancel					Remov	e User 🕽	

- 4. Select the user you wish to remove. Click on Remove User.
- 5. A message appears warning you are about to remove a user. Click on **OK** to proceed.

The User management conclusion appears.

BARCO MediCal Administration 25 license(s), 19 lice	Login Time: 6/11/02 10:22:35 AM Login Name: Advanced					
Main Menu	Remote Actions Ale	ert Mailing Med	ical Facility Update	User Management	Workstation Removal	Application Settings
User Management: Remove Us 	er					
Remove User: Information User removed: New User						
K Back						

6. Click on Back to return to User Management.

# 5.7 Functions related to "Workstation Removal"

In this chapter, you will find all tasks related to the Workstation Removal button located in the button bar. Starting point for each procedure is just to be logged in as "Advanced" user.

#### 5.7.1 How to remove a workstation?

To remove a workstation:

- 1. Click on Advanced Tools.
- 2. Click on Workstation Removal.

Workstation Removal appears in the contents pane.

Main Menu		Login Time: 6/11/02 10:22:35 AM Login Name: Advanced					
		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Settin
Workstat	ion Removal						
	: B.M.A. MediCal Centr						
	Workstation Name	3					
	MW4_RX						
	Echography_22						
	Radiology_ImageDesk						
	Coronis Station						
	Barco - Siemens combina	tion					
	Review Station						
Facility:							
		is medical facility					

3. Select the workstation(s) to be removed.

You can select all workstations at once by clicking on **Select all** workstations.

**4.** Click on **Remove** to remove the workstation(s) or click on another button in the button bar to cancel the removal.

# 5.8 Functions related to "Application Settings"

In this chapter, you will find all tasks related to the Application Settings button located in the button bar. Starting point for the procedure is just to be logged in as "Advanced" user.

### 5.8.1 Introduction

MediCal Administrator is a server application to which a number of workstations (clients) are connected.

To be able to communicate with them, MediCal Administrator identifies the clients by default by their full network **name**.

However, sometimes it is impossible to use the full network name for all clients. In that case, you have to configure MediCal Administrator to work with IP-addresses.

There is a drawback to working with IP-addresses: Workstation IPaddresses may change sometimes. When this happens between two sessions of communication, MediCal Administrator will no longer recognize the client of which the IP-address has changed.

So if possible, we suggest to use the default setting of working with full network names.

### 5.8.2 How to change the application settings?

To change the application settings:

- 1. Click on Advanced Tools.
- 2. Click on Application Settings.

Application Settings appears in the contents pane.



3. Click on Enable static IP addresses.

Now all the workstations that will be connected to MediCal Administrator, will be identified by their IP-address.

# 5.9 How to switch between "Guest" and "Advanced" functions?

When the button bar shows Overview, To Do, Search, Advanced Tools and Log Out, you have direct access to the "Guest" functions. When the button bar shows Main Menu, Alert Mailing, Medical Facility Update, Client Removal and Log Out, you have direct access to the "Advanced" functions.

To switch between the "Guest" and the "Advanced" functions:

1. When the "Guest" functions are available, click on **Advanced Tools** to switch to the "Advanced" functions.

The button bar changes and the navigation pane disappears. Alert Mailing appears in the contents pane.

BARCO	MediCal Administrati 25 license(s), 19 lic	Login Time: 6/11/02 10:22:35 AM Login Name: Advanced					
Main Menu		Remote Actions	Alert Mailing	Medical Facility Update	User Management	Workstation Removal	Application Set
Alert Maili	ng - Current Status: r	iot activated					
Mail Opt	ions:						
	Alert Mailing	Setup	the alert mailin	g information and activate	the alert mailing.		
	te Alert Mailing	Deacti	vate the alert i	mailing mechanism.			
	lert Mailing	Update	e the alert mail	ing information.			

2. When the "Advanced" functions are available, click on Main Menu to switch to the "Guest" functions.

The button bar changes and the navigation pane appears. Medical Facility Overview appears in the contents pane.

BARCO MediCal Ad 25 licensel	Login Time: 6/ Login Name: Go	11/02 11:18:08 AM Jest		
		Overview To Do	Search Advanced Tr	ools Log Out
Collapse	Expand Medical Facility	Overview		Ę
B.H.A. NEDICAL CENTRE				
GENERAL MEDICAL FACILITY	V X NO			
Several Pepical Patient	Workstation	Departme	nt QA Results	Info
	OA Station 02	mis	Not Ok	Ø
	OA Station 04		Skipped	ý.
	QA Station 09		Warning	Ŷ
	QA Station DE	mis	Unknown	ý l
	WS18	mis	Unknown	8
				Ó
				Ó
			N/A	0
				0
	QA Station 01 Fleet Station WS03 WS04 WS05 > V OK	L mis 01 mis mis mis mis mis	Unknown N/A N/A N/A N/A	00000

# 5.10 How to log out?

In this chapter, you will find how to log out. Starting point is just to be logged in as "Advanced" User.

To log out:

1. Click on Log Out.

The Log Out window appears.

Thank you for using MediCal Administrator Version 2.03 Beta 3	-
[Login Agen] [Em]	
	Ŧ

 Click on Log In Again to go to the MediCal Administrator startup window (§3.1) or click on Exit to leave MediCal Administrator and to quit your Internet Browser.