

A large, solid blue square is positioned on the left side of the page, partially overlapping the text.

## MEDARCHIVE Configuration and use

This document's goal is to describe the administration tools in the MEDARCHIVE software.

## Table of contents

1.Foreword	3
2.First access to the web UI	4
3.User management	8
4.Profile management	10
4.1.Studies list description.....	11
4.1.1Interface overview.....	11
4.2.Search tools.....	12
4.2.1Quick filtering.....	12
4.2.2Advanced filters.....	12
4.3.Row description.....	13
4.4.Possible actions.....	13
4.4.1Deleting a study.....	13
4.4.2Study DICOM push.....	14
4.5.Studies administration.....	15
5.Patient list	17
5.1.Description.....	17
5.2.Search bar.....	17
5.3.Toolbar.....	18

## 1 Foreword

This document has been written by MEDECOM for its distributors and customers. Information contained in this document is confidential. Reproducing pages is not authorised without written consent from MEDECOM. The distribution of the computer file is also subject to the same restrictions.

**Copyright © 2017 for MEDECOM SARL.  
All rights reserved.**

**MEDECOM SARL  
9 bis rue de Kerbrat  
29470 PLOUGASTEL DAOULAS  
FRANCE**

**+33 2 98 46 52 48**

Web site : [www.medecom.fr](http://www.medecom.fr)

Commercial information : [info@medecom.fr](mailto:info@medecom.fr)

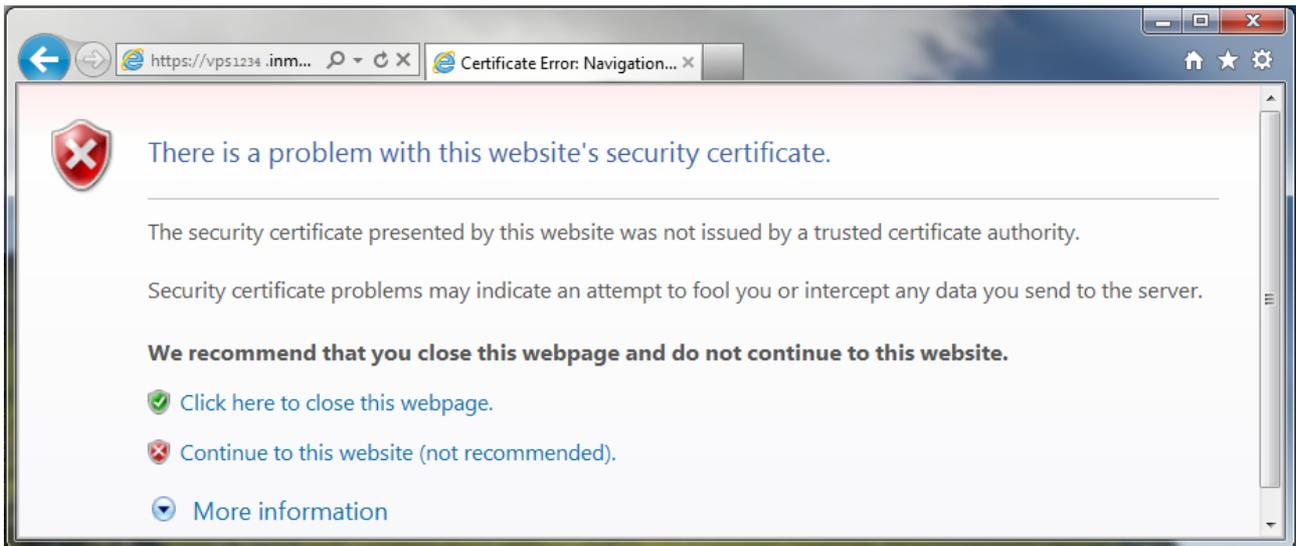
Technical support : [support@medecom.fr](mailto:support@medecom.fr)

## 2 First access to the web UI

In the address bar of your chosen browser, type in « localhost ». The connections being locked for external access, you must accept the local certificate.

On Internet explorer , click on « Continue with this website ».

Add an exception :



On Chrome, click on « Paramètres avancés »



On the popped up info panel, click on « Proceed to <website> »



## Your connection is not private

Attackers might be trying to steal your information from [redacted] (for example, passwords, messages or credit cards).

[Hide advanced](#)

[Back to safety](#)

You attempted to reach [redacted] but the server presented a certificate issued by an entity that is not trusted by your computer's operating system. This may mean that the server has generated its own security credentials, which Chrome cannot rely on for identity information, or an attacker may be trying to intercept your communications.

[Proceed to \[redacted\] \(unsafe\)](#)

On Firefox, click on « Add an exception »



### This Connection is Untrusted

You have asked Firefox to connect securely to **localhost:8443**, but we can't confirm that your connection is secure.

Normally, when you try to connect securely, sites will present trusted identification to prove that you are going to the right place. However, this site's identity can't be verified.

#### What Should I Do?

If you usually connect to this site without problems, this error could mean that someone is trying to impersonate the site, and you shouldn't continue.

Get me out of here!

#### ► Technical Details

#### ▼ I Understand the Risks

If you understand what's going on, you can tell Firefox to start trusting this site's identification. **Even if you trust the site, this error could mean that someone is tampering with your connection.**

Don't add an exception unless you know there's a good reason why this site doesn't use trusted identification.

Add Exception...

Once the exception is set up, the following page is displayed :



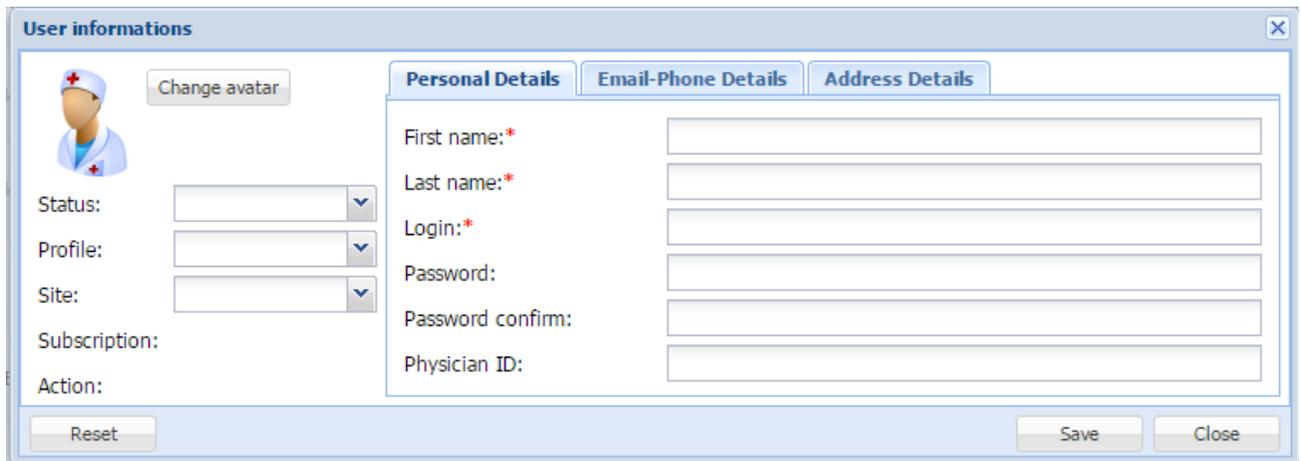
### 3 User management

The users menu allows one to create, edit or delete user accounts.



Avatar	Firstname	Lastname	Status	Profile	Site	Login	Work email	Work phone number
	abcd@yopmail.com	abcd@yopmail.com	NEW	No Profil		abcd@yopmail.com	abcd@yopmail.com	
	abcde@yopmail.com	abcde@yopmail.com	NEW	No Profil		abcde@yopmail.com	abcde@yopmail.com	
	abcdef@yopmail.com	abcdef@yopmail.com	NEW	No Profil		abcdef@yopmail.com	abcdef@yopmail.com	
	joe	la mouette	NEW	No Profil		joelamouette@yop...	joelamouette@yop...	
	MEDECOM	MEDECOM	ACTIVE	AdminSystem		medecom	support@medecom.fr	02 98 46 52 48
	MEDECOM	WEBADMIN	ACTIVE	AdminSystem		webadmin	support@medecom.fr	02 98 46 52 48

By clicking on the *Add* button () , you can create a new user account. The following form appears ; the required fields are marked with a \* symbol.



**User informations**

Change avatar 

Status:  ▼

Profile:  ▼

Site:  ▼

Subscription:

Action:

**Personal Details** | **Email-Phone Details** | **Address Details**

First name:\*

Last name:\*

Login:\*

Password:

Password confirm:

Physician ID:

Reset Save Close

**!! Be careful ! In the second tab, the *work email* is required.**

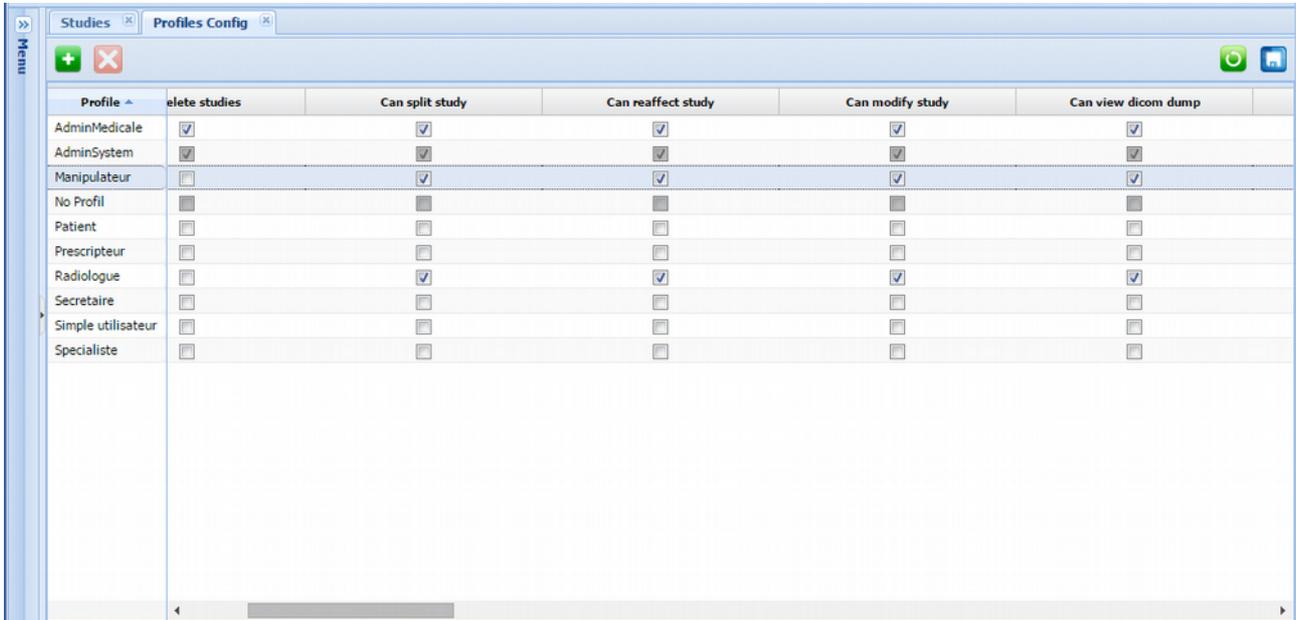
You must specify a status and profile. The user will be granted different rights, according to the selected profile (Cf Profiles section on this document).

The delete button() deletes the currently selected user.

Double-clicking on a user, or clicking the Information icon () opens the user's information for modification.

## 4 Profile management

The profile menu allows one to create, edit or delete user profiles, in order to tweak the rights granted to categories of users.



Profile ^	delete studies	Can split study	Can reffect study	Can modify study	Can view dicom dump
AdminMedicale	<input checked="" type="checkbox"/>				
AdminSystem	<input checked="" type="checkbox"/>				
Manipulateur	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No Profil	<input type="checkbox"/>				
Patient	<input type="checkbox"/>				
Prescripteur	<input type="checkbox"/>				
Radiologue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secrétaire	<input type="checkbox"/>				
Simple utilisateur	<input type="checkbox"/>				
Specialiste	<input type="checkbox"/>				

The default profiles can be modified - except AdminSystem - but cannot be deleted.

To enable or disable a specific right, check or uncheck the associated checkbox, and on the disk-shaped button () to save the changes.

You can also create a new profile using the  button, and change its name and rights.

The  icon resets all default profiles to their original values. This will not create any change on the profiles that you have created.

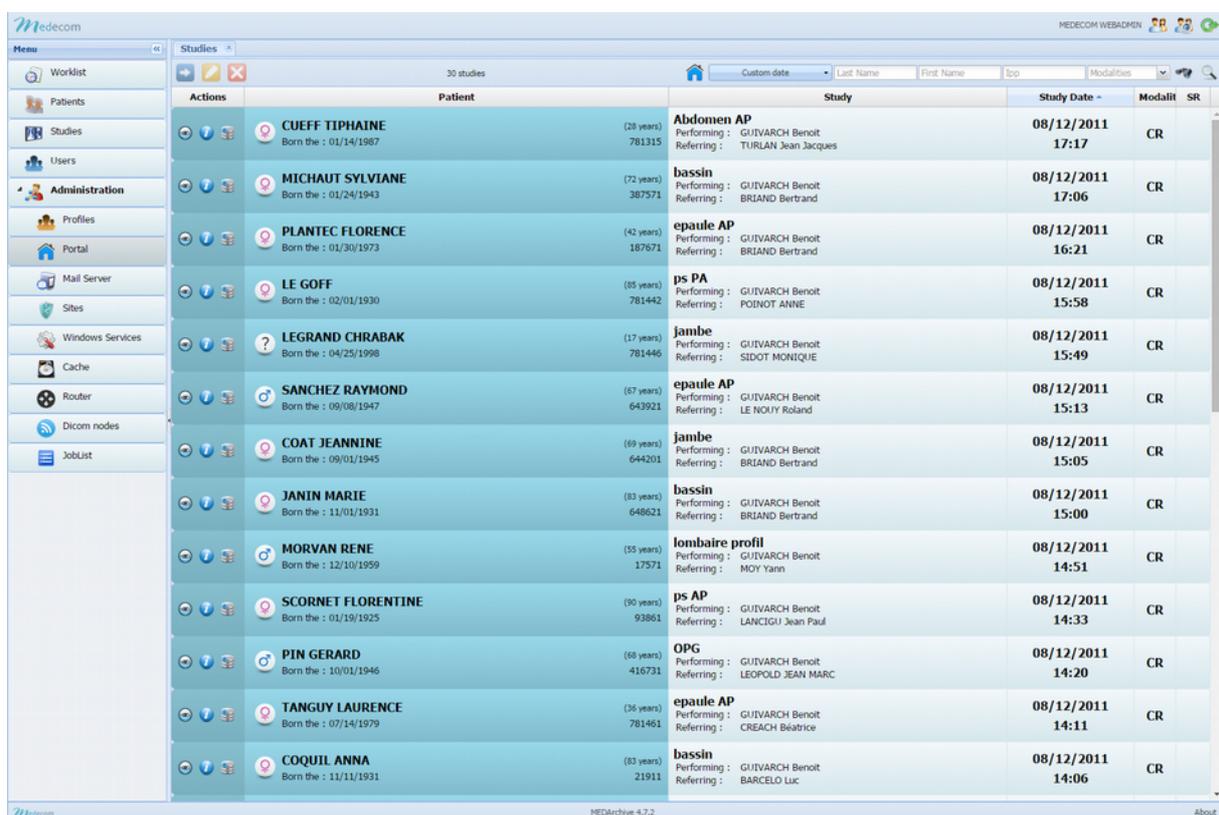
## 4.1 Studies list description

The study list displays by default the list of studies performed during the day.

It allows to quickly see all the medical studies, and to view images and reports of the selected study.

The interface also allows you to search a particular study, or to filter the displayed list.

### 4.1.1 Interface overview



Actions	Patient	Study	Study Date	Modality	SR
	<b>CUEFF TIPHAINE</b> Born the : 01/14/1987 (28 years) 781315	<b>Abdomen AP</b> Performing : GUIVARCH Benoit Referring : TURLAN Jean Jacques	08/12/2011 17:17	CR	
	<b>MICHAUT SYLVIANE</b> Born the : 01/24/1943 (72 years) 387571	<b>bassin</b> Performing : GUIVARCH Benoit Referring : BRIAND Bertrand	08/12/2011 17:06	CR	
	<b>PLANTEC FLORENCE</b> Born the : 01/30/1973 (42 years) 187671	<b>epaule AP</b> Performing : GUIVARCH Benoit Referring : BRIAND Bertrand	08/12/2011 16:21	CR	
	<b>LE GOFF</b> Born the : 02/01/1930 (85 years) 781442	<b>ps PA</b> Performing : GUIVARCH Benoit Referring : POINOT ANNE	08/12/2011 15:58	CR	
	<b>LEGRAND CHRABAK</b> Born the : 04/25/1998 (17 years) 781446	<b>Jambe</b> Performing : GUIVARCH Benoit Referring : SIDOT MONIQUE	08/12/2011 15:49	CR	
	<b>SANCHEZ RAYMOND</b> Born the : 09/08/1947 (67 years) 643921	<b>epaule AP</b> Performing : GUIVARCH Benoit Referring : LE NOUY Roland	08/12/2011 15:13	CR	
	<b>COAT JEANNINE</b> Born the : 09/01/1945 (69 years) 644201	<b>Jambe</b> Performing : GUIVARCH Benoit Referring : BRIAND Bertrand	08/12/2011 15:05	CR	
	<b>JANIN MARIE</b> Born the : 11/01/1931 (83 years) 648621	<b>bassin</b> Performing : GUIVARCH Benoit Referring : BRIAND Bertrand	08/12/2011 15:00	CR	
	<b>MORVAN RENE</b> Born the : 12/10/1959 (55 years) 17571	<b>lombaire profil</b> Performing : GUIVARCH Benoit Referring : MOY Yann	08/12/2011 14:51	CR	
	<b>SCORNET FLORENTINE</b> Born the : 01/19/1925 (90 years) 93861	<b>ps AP</b> Performing : GUIVARCH Benoit Referring : LANCIGU Jean Paul	08/12/2011 14:33	CR	
	<b>PIN GERARD</b> Born the : 10/01/1946 (68 years) 416731	<b>OPG</b> Performing : GUIVARCH Benoit Referring : LEOPOLD JEAN MARC	08/12/2011 14:20	CR	
	<b>TANGUY LAURENCE</b> Born the : 07/14/1979 (36 years) 781461	<b>epaule AP</b> Performing : GUIVARCH Benoit Referring : CREACH Béatrice	08/12/2011 14:11	CR	
	<b>COQUIL ANNA</b> Born the : 11/11/1931 (83 years) 21911	<b>bassin</b> Performing : GUIVARCH Benoit Referring : BARCELO Luc	08/12/2011 14:06	CR	

## 4.2 Search tools

It is possible to filter the list of displayed studies.

### 4.2.1 Quick filtering



A first quick filter is possible by time period, Name, Birth date, modality, or IPP (patient ID).

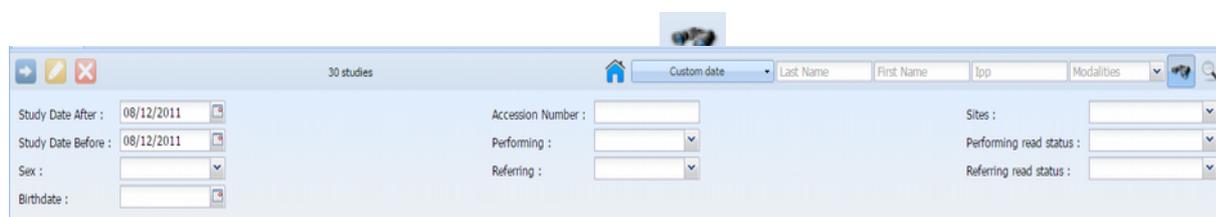
The magnifying glass icon triggers the search. The number of result is displayed on the banner at the top of the screen.

### 4.2.2 Advanced filters

Should the quick filter lack precision (e.g. when looking for studies more than 30 days old), simply click on the binoculars to summon the advanced search tool.



Using this form, you can make a more advanced search (specific date, modality, number of visits, radiologist's name...)



The screenshot shows the advanced search form with the following fields: 'Study Date After' (08/12/2011), 'Study Date Before' (08/12/2011), 'Sex', 'Birthdate', 'Accession Number', 'Performing', 'Referring', 'Sites', 'Performing read status', and 'Referring read status'. The form also includes a 'Custom date' dropdown and a search icon.

At any time you can click the blue house icon to remove all filters and return to the default search of the day.



### 4.3 Row description

Be careful, the interface may lack some information, depending on the current profile.

	<b>JOUAN HUBERT</b> Born the : 09/07/1935	(79 years) 799020	<b>calcaneum axial</b> Performing : CALARN Pierre Referring : SIMON Erwan	08/14/2013 10:11	CR
---	--	----------------------	---	---------------------	----



Displays the patient's information



Display patient history in additionnal rows below the study **(not available for the referring physician)**

Following these three icons, there is information on the patient name, sex, date of birth, age and identification.

Next are the information regarding the study (Description, radiologist and prescribing physician). Then the date and time of the examination, and finally the modality.

**!/\ Be careful**, those informations are read straight from from the image; if the archived informations are wrong, they will be wrong in this interface too.



This icon means that a report is available for this study.

### 4.4 Possible actions

A toolbar sits atop the studies list. It holds buttons triggering some actions, depending on the current user's rights and the installed modules (WEB RADIO...).



Some actions can be applied to selected studies. To select a study, simply click on the relevant row; it is then selected. This way, you can select several studies.

#### 4.4.1 Deleting a study



This tool will deleted the selected study(ies). It will then be **impossible** to retrieve the deleted studies.

#### 4.4.2 Study DICOM push



Medarchive can push one or several studies to other DICOM nodes, via a DICOM push. Clipper permet également de repousser un ou plusieurs examens vers d'autres nœuds Dicom.

The following interface allows you to select the destination nodes:

, Benoit: , TESTRUNNER: , and CHRISTOPHE: . At the bottom right, there are two buttons: 'Push' and 'Close'." data-bbox="124 267 870 436"/>

**Study push** [X]

Select Dicom node(s) in the list below to push selected studies

PIERRE:       Benoit:       TESTRUNNER:

CHRISTOPHE:

Push      Close

Each configured DICOM node (Cf installation procedure document) will be listed in this form. You can check the nodes which you want to push the studies to.

## 4.5 Studies administration



By selecting a study then clicking on this icon, you can manage this study.

Miniature	Serie Instance Uid	Modalité	Sop Instance Uid	Heure d'acquisition	Nombre d'image	Radiologue
	1.2.392.200046.100.2.1.97032230413.111014151217.1	DX	1.2.276.0.7230010.3.1.4.2400558948.1808.1318597295.3332	15:16:50	1	CRENN ADOUARD
	1.2.392.200046.100.2.1.97032230413.111014151217.2	DX	1.2.276.0.7230010.3.1.4.2400558948.1808.1318597296.3333	15:18:16	1	CRENN ADOUARD
	1.2.826.0.1.3680043.3.29.1.3561493743.4932.1389395313.1.3.1	SR	1.2.826.0.1.3680043.3.29.1.3561493743.4932.1389395313.2.4.1	14:50:25	1	

From this menu, you can apply some actions one or several of the study's images. A selected image is highlighted in orange, when clicked on.

The possible actions are:



Displays the image's DICOM tags.



Summons a form to change the study's information; it does not changes the patient's information though (To do so, please refer to the Patient list chapter).

**Modify study** ✕

Study Description:

Study Date:

Accession Number:

Study Id:

Referring Last Name:

Referring First Name:

 This button regenerates all the study's unique IDs. (DICOM tags: Studyinstanceuid, serieinstanceuid & sopinstanceuid)

 This tool allows one to link the whole study to another patient, found in the HL7 worklist or the patient database.

Reaffect study

Worklist Patients

Home Lastname Firstname IPP Birthdate

Lastname	Patient ID	Sex	Birthdate
Lastname : ROUE Firstname : MARGUERITTE	rx12	?	1949/12/03
Lastname : ROCHE Firstname : JEAN LOUIS	rx14199	?	1939/05/26
Lastname : ROLLAND Firstname : EVA	RX14203	?	2002/02/14
Lastname : BOULCH Firstname : PRISCILLIA	rx14204	?	1995/11/24
Lastname : koloboff Firstname : tatiana	rx14205	?	1960/06/16
Lastname : TANGUY YVES Firstname :	14207	♂	1928/05/30
Lastname : JOLY Firstname : JEAN FRANCOIS	rx14210	?	1946/04/13
Lastname : moal Firstname : gregory	14214	?	1992/01/14
Lastname : SEITE Firstname : JEAN LUC	14212	?	1953/07/17
Lastname : LE Firstname : DEUNFF JEAN	RX14215	?	1932/03/16
Lastname : LE Firstname : DEUNFF JEAN	RX14216	?	1932/03/16

Page 1 of 1593 Per Page : 15 Displaying elements 1 - 15 of 23888

Cancel Ok

 Allows one to link the selected images to another patient.

 Allows one to push the selected images or series to another DICOM device.

 Allows one to delete the selected images or series from the study.

## 5 Patient list

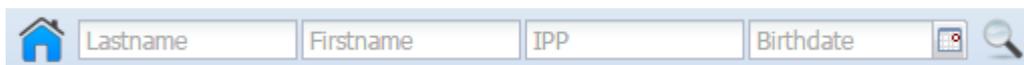
### 5.1 Description

The patients list allows you to make modifications to the patients data, or to merge two patients.



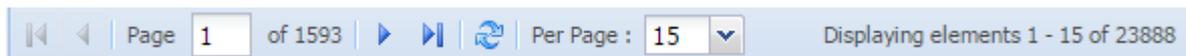
Lastname	Patient ID	Sex	Birthdate
Lastname : ROUE Firstname : MARGUERITTE	rx12	?	1949/12/03
Lastname : ROCHE Firstname : JEAN LOUIS	rx14199	?	1939/05/26
Lastname : ROLLAND Firstname : EVA	RX14203	?	2002/02/14
Lastname : BOULCH Firstname : PRISCILLIA	rx14204	?	1995/11/24
Lastname : kokoboff Firstname : tatiana	rx14205	?	1960/06/16
Lastname : TANGUY YVES Firstname :	14207	♂	1928/05/30
Lastname : JOLY Firstname : JEAN FRANCOIS	rx14210	?	1946/04/13
Lastname : moel Firstname : gregory	14214	?	1992/01/14
Lastname : SETTE Firstname : JEAN LUC	14212	?	1953/07/17
Lastname : LE Firstname : DEUNFF JEAN	RX14215	?	1932/03/16
Lastname : LE Firstname : DEUNFF JEAN	RX14216	?	1932/03/16
Lastname : BLAIZE Firstname : MARIE	RX14217	?	1931/08/14
Lastname : ANDRE Firstname : MECKAEL	RX14218	?	1979/12/30
Lastname : PLANCON Firstname : THOMAS	rx14220	?	1994/07/08
Lastname : couteret Firstname : claudie	14223	?	1936/06/20

### 5.2 Search bar



The search bar allows one to search for one or several specific patients, matching certain criteria.

Be careful ; if your filter is too broad, the patient you are looking for may end up on another results page.



On this example, 15 results are displayed per page, and the search returned 1593 pages.

### 5.3 Toolbar



The toolbar holds three action buttons, that act on patient data sheets.

To select a patient data sheet, click on the corresponding row ; the row is highlighted in orange.



This tool will display all studies related to the selected patient.



This tool will popup a form, to let you edit the selected patient's data.

**Edit patient** ✕

Firstname:

Lastname:

Sex:  ▾

Birthdate:

Patient edit can take some time.



Finally, this tool will merge two selected patients' data into one. To select two of them, hold down the ctrl key and click on both rows.

**Merge patients** ✕

Choose the patient to keep :

	<b>BOULCH PRISCILLIA</b>	(19 years)
	Born the : 11-24-1995	rx14204
	<b>koloboff tatiana</b>	(55 years)
	Born the : 06-16-1960	rx14205

Patient edit can take some time.

To commit the merge, you have to choose which patient to keep. The other patient entry will be deleted, and the studies belonging to both patients will be linked to the remaining patient.