

ShowCase software includes a File menu option called “Repair DICOM Directory file”. This option should be used with care. It is meant to help you recover a DICOM directory when the directory has been accidentally deleted or damaged, or if image files have been manually deleted or added to a folder that is catalogued by a DICOM directory file.

**Note** the following important warnings:

- 1- If your directory had “additional” information in it (eg thumbnail images representing the images in the studies) **THAT INFORMATION WILL BE LOST** in the repair operation. Only the basic image-series-study-patient relationships will be preserved in the new directory.
- 2- If you add a DICOM directory file to a folder of images using this repair tool, the directory can only stay up to date if you use the ShowCase COPY and DELETE functions (or Connect network transfers) to add and remove studies. If you **manually** add or remove image files, the directory will not know about them and would need to be "repaired" again to find them.
- 3- You cannot “repair” the directory on a CD or DVD – make a new CD or DVD instead.

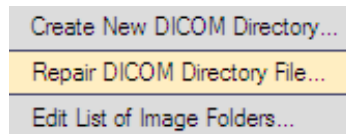
## To Replace or Repair a DICOM Directory

First, for safety, make a copy of your current directory file. It is a file called “DICOMDIR” (no extension) and it is located at the root of a disk (C:/DICOMDIR, or G:/DICOMDIR) or the root of an image folder (C:/NetworkImages/DICOMDIR, for example);

- 1- In the Directories Window, click on the tab for the directory you wish to repair. In the illustration below, the directory on an external “F:” drive.



- 2- Select the File Menu option “Repair DICOM Directory File...”



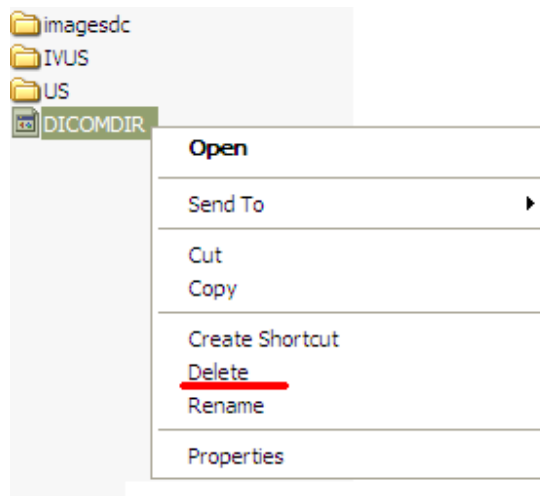
- 3- You will see a dialog that allows you to confirm your repair selection. You can also assign a title to the directory if you wish. (Many DICOM viewers do not show this directory title.)



- 4- Click on “Repair” and then OK the confirmation dialog. Be patient. The Repair function may take a many minutes or even over an hour to complete since the software reads all of the images in your image folder and reconstruct the relationships between the patients, studies, series and images. When the repair is finished, the Directories Window reappears with the repaired directory on the forward tab.

### To Remove a Directory

If you accidentally created a DICOM directory that you do not want, simply locate the DICOMDIR file using Windows Explorer (My Computer...), right click on it and select Delete. **Be careful!**



If you are using the ShowCase Connect module to transfer images to your computer, **do not remove the directory** from your Network Images folder. ShowCase Connect will re-create the directory, which may take considerable time depending on the number of images in the folder.