

Medical images are large in size and use a lot of disk space. Performance of ShowCase Connect software degrades when the Main Image Folder (the location, where ShowCase Connect stores images) gets very large. This guide provides two methods you can use to manage your directories so that you can maintain optimal performance accessing and viewing your studies with ShowCase.

### Method 1 - Change the Main Image Folder on a Regular Schedule

This method is the faster method but has more steps that require attention. With this method, you use the Connect Settings screen to create a new Main Image Folder (location where Connect stores images) on a regular basis, for example every quarter or every month. The previous Main Image Folder can then be accessed for viewing, but will not have new studies added.

#### Before You Start

- Make sure that all studies for the time period (quarter, month, etc) have completed transferring and that no studies are currently transferring to ShowCase Connect.
- Click the Edit Settings button in ShowCase Connect and from the Settings screen record the "Main Image Folder Path"

#### Create a new Main Image Folder

- From the ShowCase Connect Settings screen click on the **Browse** button for the Main Image Folder Path entry field.
- If you have created a folder to use for storing the next quarter's (month's, etc) studies, select that folder. If not, click on the **Make New Folder** button and create a folder. Name it according to a consistent scheme, for example "2012 Quarter1 Studies". Then click OK.
- Click on the **Save Settings** button. This will save the configuration and all studies transferred are stored to the new folder. At this point, exit and re-launch the ShowCase Viewer application to ensure that the Viewer application is updated to see the newly created Connect folder.

#### Redirect Your Viewing Stations

All ShowCase viewing stations need to be directed to the new Main Image folder. From your viewing PC:

- Shut down ShowCase if it is running. Then restart ShowCase. (Make sure ShowCase Connect is running also.)
- In the ShowCase Study Lists window, click on the **Browse** button.
- When the Browse for Folder dialog appears, navigate to the new Main Image Folder and select it. Click OK.
- Click on the checkbox "Remember this folder" that is under the Browse button. This will keep this directory visible on this review station.
- The ShowCase Viewer running on the machine with ShowCase Connect may need to follow the instructions above for connecting to the old Main Image Folder since it no longer displays automatically.

**NOTE:** You may need to check the old Main Image Folder for any studies that belong in the new directory, in case studies from the new month or quarter already transferred to the old folder. Use the ShowCase COPY function to copy those studies to the old location. Then use ShowCase DELETE to remove them from the new location.

## Method 2 - Move Studies Out of the Main Image Folder on a Regular Schedule

This method is slower but more intuitive for some customers. With this method, studies are copied out of the Main Image Folder, usually to a backup directory on an external hard drive. If you have a very secure network environment, you may need to have an IT person help you set up the backup folder so that ShowCase always has permission to write to the folder.

### Create a backup directory

- From the ShowCase File menu select "Create New DICOM Directory..." A Create Directory dialog should appear.
- Click on the **Browse** button and navigate to your external hard drive.
- If you already have a backup folder created on the drive, select that folder. If not, click on the "**Make New Folder**" button and create a folder. Make sure the new folder is selected.
- Click on the **Create** button. When the empty study list displays, select "Remember this Folder".  
(For more information, go to the ShowCase Help menu Index and type "create directory".)

### Move studies to the backup directory

- Select (ctrl-click) the study or studies you wish to back up. (For example studies with today's date or all studies in the last week.)
- Click on the **Copy** button at the bottom of the study list and select the backup folder as the copy destination.

**NOTE:** Always use the Copy function in ShowCase to move studies. This keeps the directory file updated correctly. Never move studies into the backup folder using Windows Explorer

### Delete studies from the Main Image Folder

- In the Study Lists window, click on the tab for the current Main Image Folder (network icon).
- Select (ctrl-click) the study or studies in the study list that you wish to delete.
- Click on the **Delete** button at the bottom of the study list. A warning dialog will appear. Double-check your study selection and confirm the delete operation.

**WARNING:** Deleting Studies is permanent so make sure the studies are safely copied to the backup location before deleting them!

### Troubleshooting tips:

1. If studies have been copied to the backup folder outside of ShowCase, you will need to run Repair to get them to show up in the study list. This can take considerable time.
2. If the backup folder does not show up as a Copy destination, Browse to the folder from the Study Lists dialog and then check the box that says "Remember this Folder".
3. If you have a very large number of studies, you might have multiple backup folders, for example a folder for each month or quarter or year.