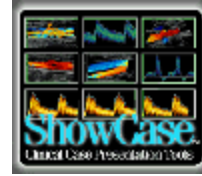


# Quick Steps for Creating Mapped ShowCase Image Repositories



ShowCase provides the ability to Copy or Save studies to any available DICOM image repository. An image repository has a directory file named 'DICOMDIR' that catalogues the file paths of all of the image files in the repository. The DICOM standard allows one image repository for each writable Windows volume—usually a hard disk or auxiliary drive or magneto-optical disk, etc. This guide describes how to make an arbitrary disk folder into an additional data repository.

Additional image repositories are useful for saving interesting cases or saving studies by study date or some other criteria. Windows Vista machines are prevented from using their C drive as an image repository, so creating an “additional” image repository may be essential if there is only one hard drive.

You can make any folder on a hard disk into an image repository by following these four steps:

1. Create the Folder.
2. Share the Folder.
3. Map the folder as a “Network Drive”. This step makes the folder appear as a volume, “z:” for example
4. Create a DICOM directory on the Network Drive

The user interface differs for Windows XP and Windows Vista machines.

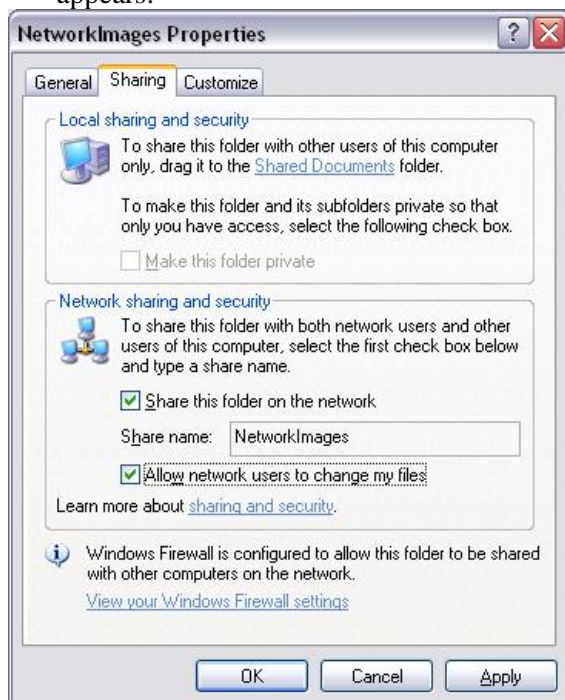
## Windows XP Users

### 1. Create or locate the folder

Using the Windows explorer navigate to the desired location for the folder. If it has not been created, yet, use the File menu option ‘New Folder’ to create and name the new folder. In the pictures below the folder is called ‘NetworkImages’.

### 2. Share the folder

Right mouse on the new folder. Choose the “Sharing and Security...” option. The following dialog appears:



Check the boxes labeled “Share this folder on the network” and “Allow network users to change my files”. This step makes the NetworkImages folder available on the network (it publishes the folder).

This step is required before you can mount the folder as a Network Drive in the next step.

### 3. Map the folder as a Network Drive.

Select the Windows Explorer “Tools” menu option “**Map Network Drive...**”. The following dialog appears:



Select a Drive letter that is not already in use. The default Z: is fine.

For the box labeled ‘Folder’, use the ‘Browse...’ button to locate the new NetworkImages folder.

Click thecheckbox that says ‘Reconnect at logon’.

Click finish.

Now the ‘NetworkImages’ folder will appear on the local machine as Drive “Z:”. It should remount as ‘Z:’ every time the machine restarts.

### 4. Create a DICOM directory on the Network Drive

Start the ShowCase application and select the File menu option ‘Create New DICOM Directory...’ In the New Directory dialog select the drive letter corresponding to the new folder (Z: in the example above). An optional name can be added. Press the “Create New Empty Directory” button.

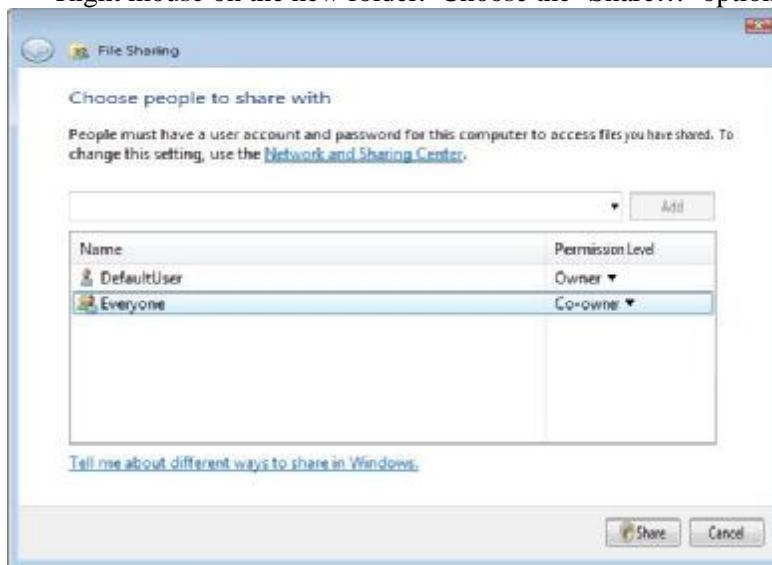
## Vista Users

### 1. Create or locate the folder.

Using the Windows explorer locate the folder, or use the File menu ‘New Folder’ option to create and name the new folder. In the pictures below the folder is called Network Images

### 2. Share the folder.

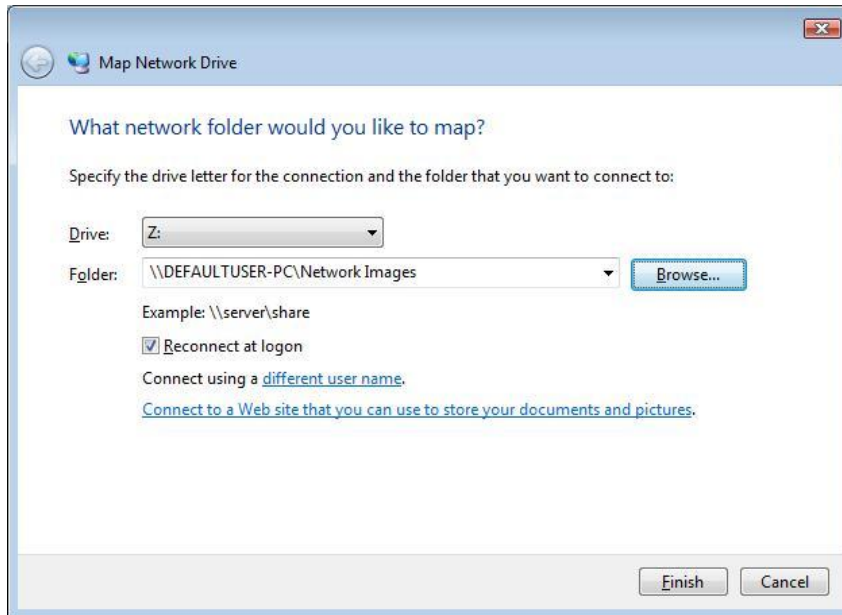
Right mouse on the new folder. Choose the ‘Share...’ option. The following dialog appears:



Use the ‘Add’ button to add ‘Everyone’.  
Set the Permission Level to Co-owner.  
Click the ‘Share’ button.

### 3. Map the folder as a Network Drive.

In the Windows Explorer, navigate to Computer. Select the ‘Map Network Drive...’ option. The following dialog appears:



Select a Drive letter that is not already in use. The default Z: is fine.

For the box labeled ‘Folder’, locate the NetworkImages folder using the “Browse...” button.

Click the box that says “Reconnect at logon”.

Click finish.

Now the ‘NetworkImages’ folder will appear on the local machine as Drive ‘Z:’. It should remount as ‘Z:’ every time the machine restarts.

### 4. Create a DICOM directory on the Network Drive

Start the ShowCase application and select the File menu option ‘Create New DICOM Directory...’ In the New Directory dialog select the drive letter corresponding to the new folder (Z: in the example above). An optional name can be added. Press the “Create New Empty Directory” button.

Now your new image repository folder will be easy to find in the ShowCase Directories Window. It will have it’s own tab, labeled with the drive name you assigned (Z:). This drive name will also be added to available destinations for Copy and Save As.