Migrating from SHOWCASE® Connect to Image Center

Overview

Migrating from ShowCase Connect to the Image Center is not as simple as uninstalling the old software and installing the new software. It will require a little bit of planning and some time. *Please read through this guide completely before starting your migration*.

Here is a summary of the migration steps:

1. Plan your disk space needs; See details below.
2. Write down or screen capture your ShowCase Connect settings.
3. Install and Configure Image Center 2.1; See the Image Center Installation guide.
4. Test sending studies to the Image Center.
5. Upgrade all ShowCase Viewers to ShowCase Premier 6.1 or higher.
6. Import your existing studies into your new Image Center.

Plan your Image Center storage space needs

The Image Center stores DICOM files differently than ShowCase Connect and cannot use the same image folders. It uses its own folders, called Image Directory folders. To migrate, you will need to import all images in your current image folders into the Image Center. **Do not** attempt to create an Image Directory on top of your existing archives. This will not work. **Always** create Image Directories in empty folders with lots of free space.

A single Image Directory can manage 200,000+ studies. This study data is vitally important to your practice. Most states require that you maintain an archive of this data for 7 years or more, so the choice of where you store your data is important. We strongly recommend using quality hard drives with lots of space in conjunction with offsite backup (like Carbonite, for example).

You will likely need only one Image Directory for all your practice's data. Before you get started with any migration, assess your existing Connect archives so you know where they are located and how much space they are using. Make sure you have backups for them.

How much disk space does the Image Center need?

A good metric for planning your needs is:

(Current Image Storage) + (2 years' free space)

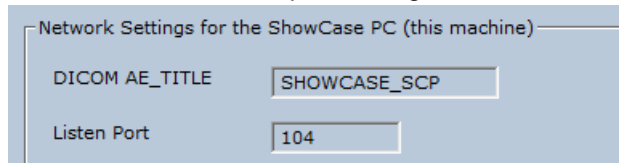If you're unsure of how much disk space you use in 2 years, you can use the following rough formula:

150 MB x (# studies/day) x (250 working days/year) x (2 years) = ? MB

Two years is just a suggestion. You may want to set aside more space, and you will need space to import all your existing studies into the Image Center.

Warning: Image Directories are managed solely by the Image Center. **Do not** move, delete, or modify the files stored in an Image Directory, or you may lose all access to your studies or even experience permanent loss of your study data. **Do not** "Browse" to an Image Directory using ShowCase; Instead, configure access through the Image Center Settings in the ShowCase Edit menu. **Do not** move an image directory without following the instructions outlined in the Image Center Administrator's Guide, available on http://www.triltech.com/documents.html. The old Connect concepts of manually creating and managing archive folders no longer apply. Do not attempt to use those techniques with the Image Center.

Write down your Connect settings

1. Before you un-install ShowCase Connect, run it and click the Edit Settings button.
2. Near the bottom of the screen are the AE title and port settings:

3. Write these settings down or save a screen shot.
4. Exit Connect.
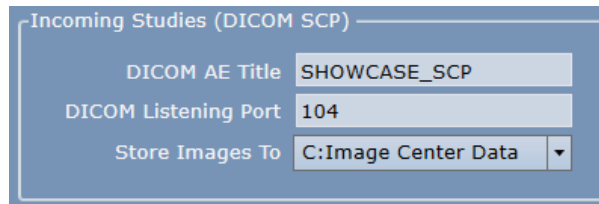
Install and Configure Image Center

1. Download the Image Center from http://www.triltech.com/download.html and install it.

   Note: If you are installing onto the same machine that runs Connect, be sure that Connect and the Image Center never run at the same time or there will be DICOM port conflicts. To turn off Connect just exit the program.

2. Follow the **Image Center Configuration Guide** to set up Users and Image Directories in your Image Center.

   Note: You cannot use your existing ShowCase image folders as Image Center Image Directories. You must create new, empty folders and use the Image Center import function to move studies into them.

3. When you get to the *Configure DICOM Incoming Studies* portion of the configuration guide, use the Connect settings that you wrote down earlier.

4. If you have more than one Image Directory, use the "Store Images to" dropdown list to designate which Image Directory should receive incoming studies sent by imaging machines.
5. Send a test study to the Image Center. If there are problems, follow the guidelines in **the Image Center Configuration Guide** to diagnose the problem.

Note: The Image Center stores all your data in native DICOM format inside Image Directory folders and uses a SQL database to track these files. It is critical to **never** manually move or delete files from an Image Directory folder. Always copy or delete files using the Image Center Console or using the ShowCase Copy / Delete functions.

Test, Test, Test!

Send a study from your ultrasound machine and make sure it shows up in the Image Center. Don't proceed until this is working.

Upgrade ShowCase Viewers to ShowCase Premier 6.1 or higher

ShowCase Premier 6.1 or higher is required for every workstation that needs to access Image Center studies. If you have ShowCase Basic, it will need to be upgraded to ShowCase Premier. If you have ShowCase Premier version 5.x, the upgrade to ShowCase 6.x is free.

For every computer on your LAN that currently has ShowCase installed:

1. Upgrade to that latest ShowCase Premier 6.x.
2. Use the **Configuring ShowCase Premier for Local Image Center Access** guide to set up Image Center access from ShowCase Premier on each machine.
3. Verify that you can view the test study you sent to the Image Center.

For every remote computer that currently has ShowCase 5.x installed (and accesses studies over your VPN):

1. Upgrade to that latest ShowCase Premier 6.x.
2. Use the **Configuring ShowCase Premier for Remote Image Center Access** guide to set up Image Center access from ShowCase Premier on each machine.
3. Verify that you can download and view the test study you sent earlier to the Image Center.

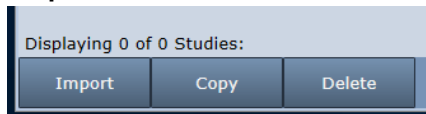# Import your existing studies into Image Center

Now that your Image Center can receive studies from your imaging machines and you can view them in ShowCase, you will want to import your existing studies into the Image Center. Many ShowCase customers have years of data stored in many folders – some may be stored to CD or DVD. The following steps apply whether you are migrating data from hard disks, network shares, or CD/DVD.

Importing data into the Image Center makes a copy of the data and leaves the original data in place.
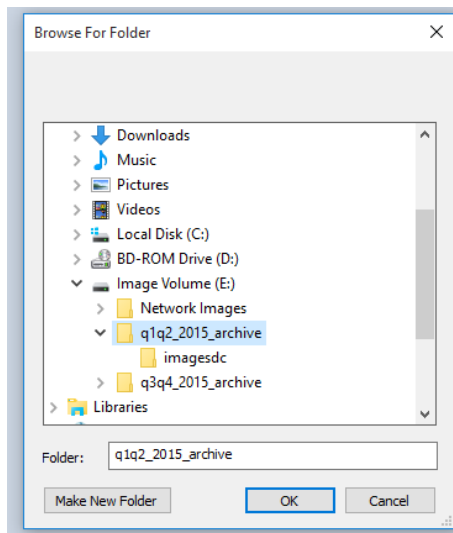
1. Open the Image Center Console and click the **Manage Studies** button.
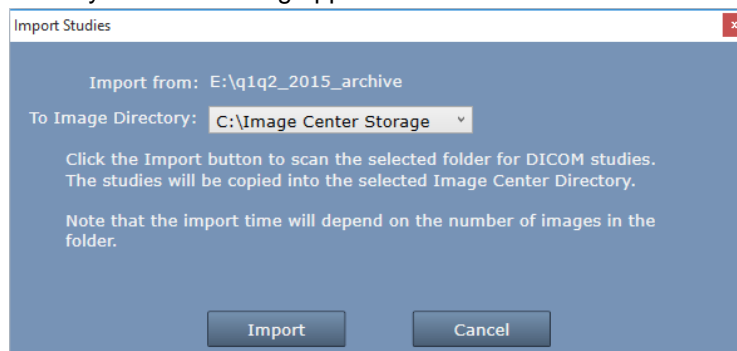

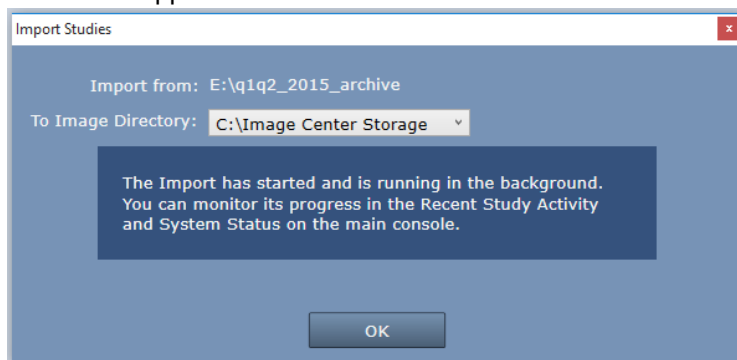2. In the dialog that appears, click the **Import** button in the lower left corner.

3. A 'Browse For Folder' dialog appears:

4. Select the folder that has studies you want to import. If you need to access a network share, enter the full UNC location in the Folder: text box. If you have **mounted drives** on your computer, these will likely not import – when you run the import you'll get a message saying the folder was unavailable. You will have to enter the full UNC paths to the folders in the mounted drives.

5. Click OK. An Image Directory selection dialog appears:

6. Select the Image Directory to use as the destination for the studies and click the **Import** button.

7. When the following confirmation appears click **OK**.

8. Check the **Recent Study Activity** window in the Image Center Console. You should see patient studies from the archive folder appearing.

9. Look at the System Status window on the main console. The images may already have finished importing, but if you have a large number of studies importing, the status includes a line indicating that an import is in progress.

10. The import operation runs in the Image Center services in the background. You can close the console if you wish If you need to cancel the import, click [cancel…].

11. Go to one of the ShowCase Premier viewers and click on the Image Center tab. Search for one of the studies you imported to confirm it is now accessible in the viewer.
12. Sample more studies until you confirm that the entire contents of the folder imported correctly.
13. Repeat this for every archive folder you want to import into the Image Center.

Some Notes

When you click the Import button, the software scans all of the files in the folder and its subfolders and imports every DICOM file it finds. The amount of time this takes can be substantial and depends on the speed of your disk (or in the case of a network share, the speed of your network). It runs in the background, so you don't have to wait for the operation to complete or even stay logged in.

If you accidentally import the same study twice, don't worry – The Image Center will detect the duplication and overwrite the first instance of the study with the second. The Image Center determines that a study is a duplicate if the study has the same DICOM Study UID.

The Import button will import all studies in the selected folder or drive. If you have multiple archives on one dedicated drive or under one parent folder, you can import everything at once by selecting the top-level folder or drive.

Installing Image Center on a New Computer

If you opted to install the Image Center on a completely new computer, your imaging machines will be configured to send to your original Connect computer. You have two options here:

1. Transfer the IP address from the old Connect computer to the new Image Center computer.
2. Re-configure all your imaging machines to use the IP address of the new Image Center computer. Make sure to use a fixed IP address on the Image Center computer.

You will also need to make sure the imaging machines are configured to use the correct AE title and port configured in the Image Center Admin screen.

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