



RadZen Cloud Archive

A DICOM Storage Archive in the Cloud

Version 1.0

User Guide

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2 Introduction

2.1 What is RadZen Cloud Archive?

RadZen Cloud Archive is a cloud-based archive for storing and accessing DICOM images and presentation states.

It is a solution comprised of RadZen DicomArk which provides archive and storage management functionality, and RadZen Viewer which provides a image viewer functionality and is a portal through which images can be accessed.

IMPORTANT NOTE: THE IMAGE VIEWER COMPONENT OF THIS PRODUCT IS NOT APPROVED FOR DIAGNOSTIC PURPOSES.

2.2 Basic Concepts

2.2.1 Studies and Series

A study is a set of related images grouped into one or more Series.

3 Getting Started

3.1 Registering an account

An account must be registered first. To register your account, click on **Register as new user** link on the Login page, or the **Register** button on the navigation menu along the top of the page.

Log in

Choose how to login

☐ Remember me?

Log in

Register

Click to register your account

[Forgot your password?](#)

[Resend email confirmation](#)

Use another service to log in.

Google

Microsoft

You will need to decide how you would like to register your account. Your options are:

- Email address – log in with your email address and a password you set
- Google – log in with your Google account
- Microsoft – log in with your Microsoft account

Register

Create a new account.

Register

Use another service to register.

Google

Microsoft

Enter your email and password and click here to register using your email address

Alternatively, register using your Google or Microsoft account

When registering with Google or Microsoft accounts, you will be asked to enter your email address.

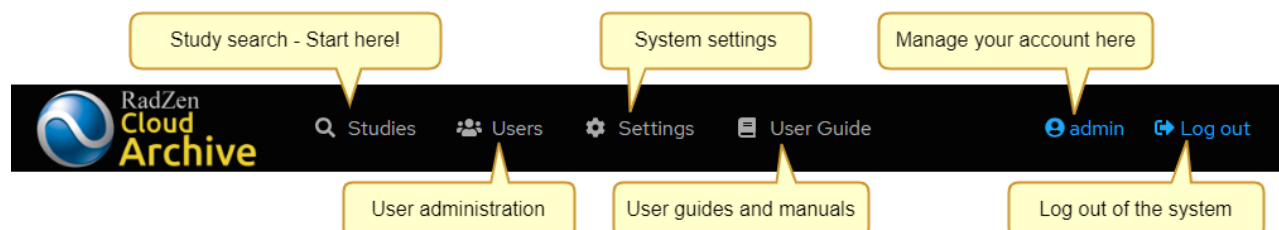
A confirmation email will be sent to your address as an additional security precaution to confirm that your email address is legitimate.

When you receive the confirmation email, click on the link to complete the confirmation process. If you have not received the email within the hour, check in your junk mail or spam folder.

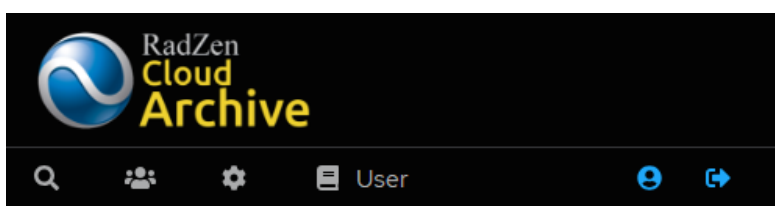
Once your email has been confirmed, you may log into your account by clicking on the **Log In** button in the navigation menu on the top of the page.

4 Navigation menu

Navigate the application using the navigation menu.



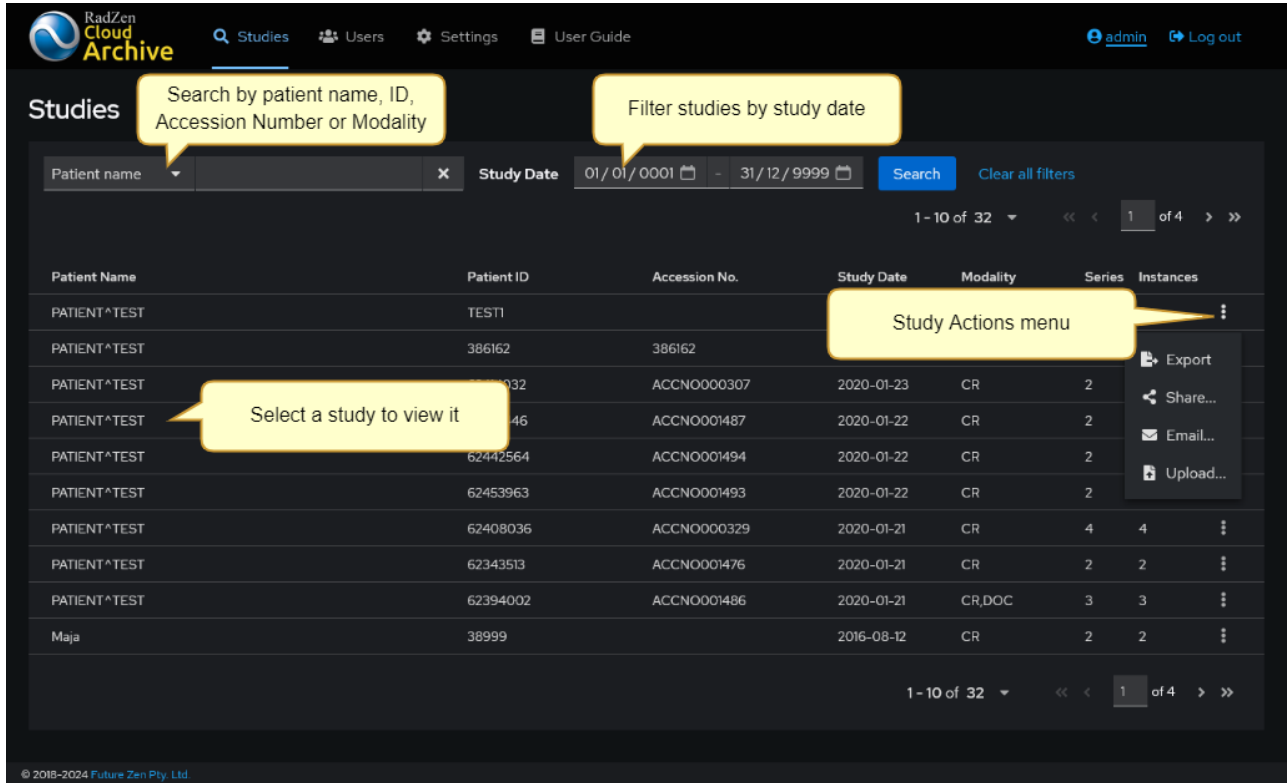
On mobile devices, the navigation menu is displayed as a slide-down menu:



Studies	Access and search for studies
Users	User administration, requires the “Administrator” or “Manage Users” role. See the “Administrator’s Guide” document for more information.
Settings	Manage system configuration and settings, requires the “Administrator” or “Manage Configuration” role. See the “Administrator’s Guide” document for more information.
User Guide	User Guide for using RadZen Cloud Archive
Current user	Shows your registered email address and allows you to manage your account
Log out	Log out of the system

5 Viewing Studies

Select the “Studies” item from the navigation menu.



Search by patient name, ID, Accession Number or Modality

Filter studies by study date

Study Actions menu

Select a study to view it

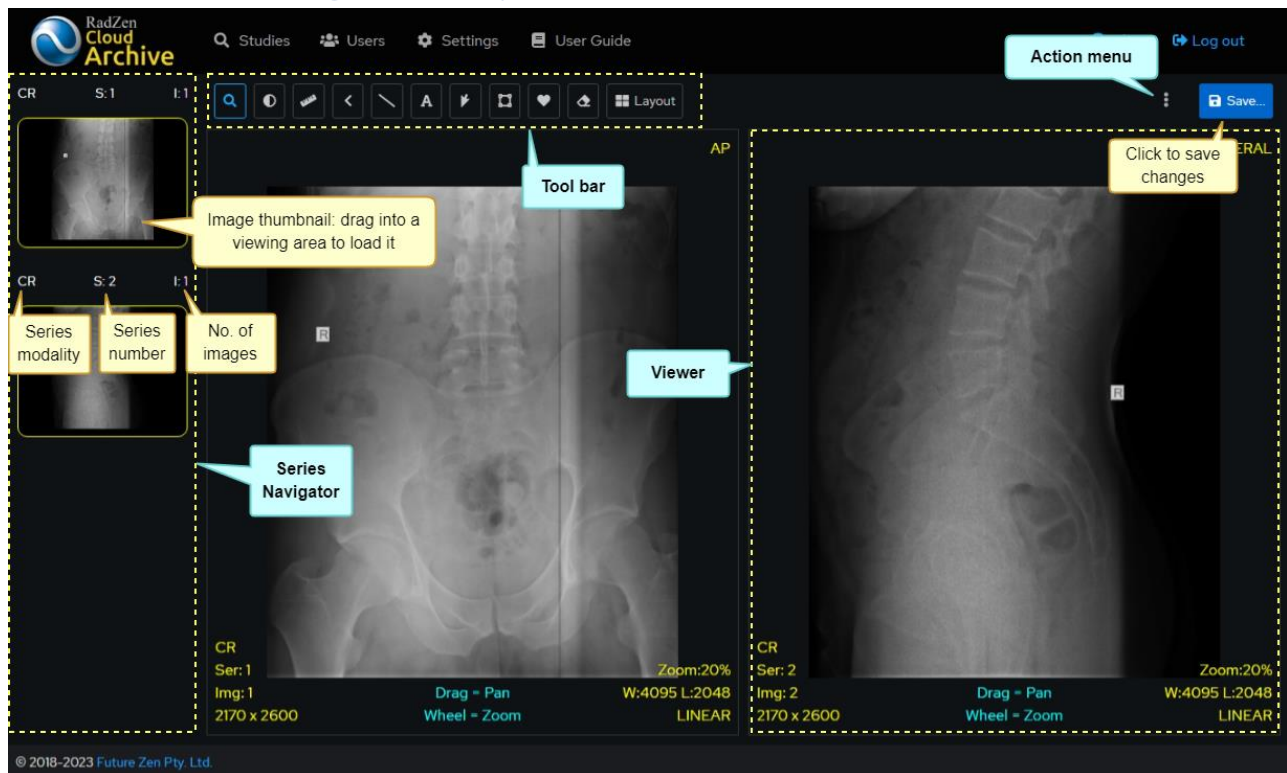
Patient Name	Patient ID	Accession No.	Study Date	Modality	Series	Instances
PATIENT^TEST	TEST1					
PATIENT^TEST	386162	386162				
PATIENT^TEST	032	ACCNO000307	2020-01-23	CR	2	
PATIENT^TEST	46	ACCNO001487	2020-01-22	CR	2	
PATIENT^TEST	62442564	ACCNO001494	2020-01-22	CR	2	
PATIENT^TEST	62453963	ACCNO001493	2020-01-22	CR	2	
PATIENT^TEST	62408036	ACCNO000329	2020-01-21	CR	4	4
PATIENT^TEST	62343513	ACCNO001476	2020-01-21	CR	2	2
PATIENT^TEST	62394002	ACCNO001486	2020-01-21	CR,DOC	3	3
Maja	38999		2016-08-12	CR	2	2

Studies can be queried by partial patient name, exact patient ID, accession number, modality and/or study date range.

5.1 Study Actions Menu

Export	Download images as JPEG or DICOM in a ZIP compressed file.
Share	Share the study with another party. An email invitation is sent to the other party. The other party must register an account if they have not already done so. <i>Your administrator must authorise your user profile to use this feature.</i>
Email	Sends images via email to another party. The images can be sent as a download link to a ZIP file containing the images, or up to 6 images as attachments. <i>Your administrator must authorise your user profile to use this feature.</i>
Upload	Allows files to be uploaded to the study (5 at a time). Only PDF files are presently supported. Uploaded files will be added to a new series in the study. <i>Your administrator must authorise your user profile to use this feature.</i>

5.2 The Viewing Workspace



This is the main workspace in which images may be viewed, adjusted and annotated.

The workspace is divided up into the following main sections:

5.2.1 Series Navigator

The series navigator displays thumbnail images of each image in each series. To view an image, drag it into a Viewer.

5.2.2 Tool Bar

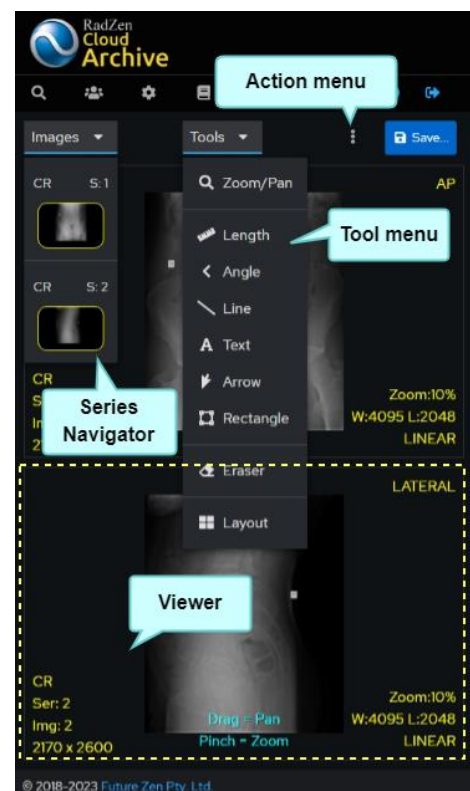
Presents a palette of tools to use to adjust and annotate images.

5.2.3 Action Menu

Presents a set of additional operations that may be performed on the study, including Sharing and Exporting the study.

5.2.4 Viewers

This is where selected images are loaded and displayed for adjustment and annotation. The number and layout of Viewers may be selected using the Layout tool.



5.3 Tools

Zoom/Pan	Zoom in/out and pan the image.
Windowing	Adjusts the brightness and contrast of the image (window level and window width).
Length	Annotates an image with a length measurement. If the image has been calibrated, this is measured in millimeters, otherwise in pixels.
Angle	Annotates an image with an angle measurement. This tool will always measure the acute (inside) angle.
Line	Draws a line with one or more segments.
Text	Annotates an image with text.
Arrow	Draws an arrow and optional text.
Rectangle	Draws a rectangle.
Eraser	Removes selected annotations
Layout	Changes the layout of the Viewers in the workspace.

Tool tips appear in each viewer to provide step-by-step guidance when using a tool.

5.4 Actions Menu

Export	Download images as JPEG or DICOM in a ZIP compressed file.
Share	Share the study with another party. An email invitation is sent to the other party. The other party must register an account if they have not already done so. <i>Your administrator must authorise your user profile to use this feature.</i>
Email	Sends images via email to another party. The images can be sent as a download link to a ZIP file containing the images, or up to 6 images as attachments. <i>Your administrator must authorise your user profile to use this feature.</i>
Reload	Forces the study to be reloaded from the PACS system.
Presentation	Opens a new browser tab with current layout in presentation mode. This mode hides the header, footer, toolbar and series navigation panel.
Snapshot	Takes a snapshot of the current layout as a JPEG image. Similar to taking a screenshot in presentation mode.
Upload	Allows files to be uploaded to the study (5 at a time). Only PDF files are presently supported. Uploaded files will be added to a new series in the study. <i>Your administrator must authorise your user profile to use this feature.</i>

6 Support

6.1 Support Contact

Please direct all support requests via our support form at:

<https://www.futurezen.com.au/support>

A response should be received within 1-2 working days.