SCAN PROTOCOL EXCHANGE

Protocol Exchange introduction

The **Protocol Exchange** tool allows you to save your protocols for backup or sharing purposes between scanners in your facility or even other GE MR sites around the world. You can transfer your protocols using CD^1, DVD^2, or a device connected to a USB^3 port. You can print protocols from any PC^4 if you store them on a CD, DVD, or USB device and transfer the device to your PC.

In addition, you can view the contents of the protocol in a report format, add specific site information on each protocol report, and create a template for saving future reports. The reports are saved both in $HTML^5$ and PDF^6 format.

Procedures

Add site information procedure

Export procedure

Import pre-requisite procedure

Preview report procedure

Print procedure

Report preferences procedure

Related topics

Protocol Exchange screen

Protocol introduction

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[1]Compact Disc

[2]Digital Versatile Disc

[3]Universal Serial Bus

[4]Average Diffusion Coefficient

[5]HyperText Markup Language

[6]Portable Document Format

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Open procedure

Use these steps to open the Protocol Exchange application.

1. From the **header area** of the screen, click the *Image Management icon* .

2. From the Data Apps list, click ***Protocol Exchange***.

3. From the Mode selection screen, choose an export mode and click ***OK***.

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Import pre-requisite procedure

Use these steps to load a protocol onto your MR system that was saved from another MR system using the Protocol Exchange Export feature.

Protocol Exchange allows importing protocols to your MR system that originate from a different hardware configuration. For example, you can exchange protocols from a 3.0T GEM system to a 1.5T system. Scan parameter fields that are incompatible between differing platforms are left blank. Therefore, review the scan parameters of imported protocols before they are saved.

1. Insert the media into a PC. There are potentially four files for the protocol:

   - .image

   - Images

   - Protocol Exchange folder that has a pdf and html files if you chose to save these files during the export procedure

   - .raw (Tar) files that are the files imported to the scanner

2. View each image in the Image folder.

3. Confirm that there is no patient identifiable information.

4. If there is any patient identifiable information on any of the JPEGs, execute the following steps:

   a. Delete all the protocol exchange folders and files from your PC.

   b. From the MR source scanner, navigate to the protocol that needs the images corrected.

   c. Remove the patient identifiable information from the images in the protocol notes. For details, see **Protocol Notes Add an Image, Erase image information**.

5. Export the protocol again with the corrected JPEGs that have all patient identifiable information removed. For details, see **Export protocol in Protocol Exchange**.

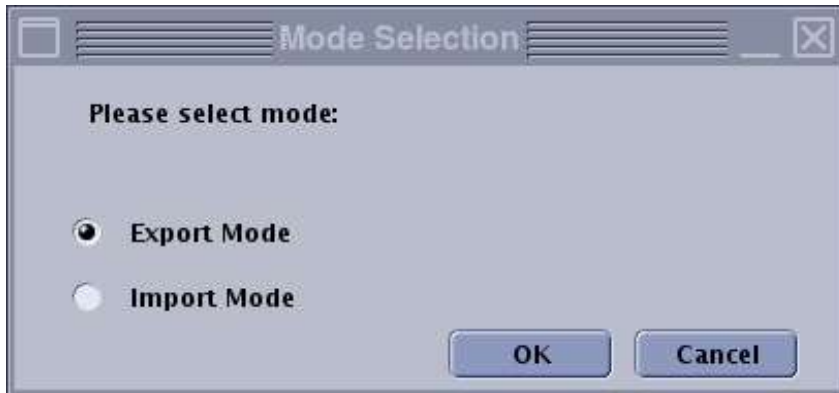## Related topics

Import procedure
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Import procedure

1. Insert the media that contains the protocols into the appropriate device; e.g., insert the *USB*[1] device into one of the computer's USB ports.

2. **Open Protocol Exchange.**

3. From the Mode Selection dialog box, click *Import Mode* and click *OK*.

Figure 5-470: Mode selection screen

- A Message appears if you are importing a protocol from a different hardware configuration. Respond to the message.

- Not all USB devices are compatible. If a "Media not valid" message is posted, remove the USB device and insert a different USB device manufacturer. Some USB devices may require the device to be formatted. If that is the case, be sure to transfer all data off the device before formatting it. Formatting a USB device erases all data on the device.

4. From the Protocol Exchange screen, click the **+** symbol next to the device name to view the list of protocols.

5. Click and drag the desired protocol to the Protocol Selection area.

6. Click *Import*.

7. From the Password screen, type the password and click *OK*.

- Only users who have been assigned the role of **ProtocolEdit** by the administrator are allowed to edit a protocol. Enter the password assigned to you by the administrator.

8. Click *Refresh* to view any additional import devices inserted since you first displayed the screen.

9. If the protocol you are importing already exists, a dialogue box appears. There are three options:

- Click *Rename*, press the **Backspace** key to erase the default name, type a new name, and click *OK.*
  - If there are any spaces in the name text field, the protocol is not properly saved. In addition, the protocol name cannot have the following characters: *, ?, /, {, : ,@, [,].

- Click *Overwrite* to overwrite the protocol.

- Click *Cancel* to stop the import process.

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[1]Universal Serial Bus

10. After the message "Import protocol to system success" displays, click **Quit** and click **Yes** to the confirmation prompt.

   ● The protocol should be in the Site Protocol library under the body part you saved it to.

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