




## Upload Instructions for Signature Online Management System



For questions, please contact:

**Biomet Orthopedics**

 **Phone:** (574) 371 3710

**REV III**  
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# Signature Online Upload

Here is a quick walkthrough for your first time using the site:

1. Open the website in Internet Explorer (no other browsers are supported at this time):

<https://surgicase.materialise.com/signature>

2. Login with the information provided.

## Add a Scanner

**Main Menu**

- Home
- Case List
- Scanner List
- Add Scanner**
- Test Scan List
- Protocol
- Help and Resources
- Contact Us

**Add Scanner**

\* Select Scanner Office:

Modality: ☒ MRI ☐ CT

\* Brand:

\* Model:

\* Coil:

\* Tesla:

If your Scanner is not listed, please [Create New](#)

To get started with Signature, we first need to know information about your Scanner. When you create a Scanner, a test case is created for you in the **Test Scan List** where you can upload images for approval. Once your Scanner is approved, you can begin using that Scanner to upload images for clinical cases.

- Modality (MRI or CT)
- Brand (GE, Philips, etc)
- Model (Signa Excite HD, Intera, etc)
- Coil (Knee PA, Small Flex, etc) – for MRI
- Strength (1.5, 3, etc.) – for MRI
- Slices (32, 64, etc) – for CT

## Upload images to your Scanner's Test Case

1. Choose your Test Scan from the **Test Scan List** and click Browse.

**Test Scan Details**

**Test Scan Info**

Test Scan Code: TEST-SCANTEST-002

Imaging Center: [SCANTEST](#)

Radiologist: [test test test](#)

Status of Scan: Waiting for Images

Status of Site: Approved

Scan Date: 2/2/2009 3:43:38 PM

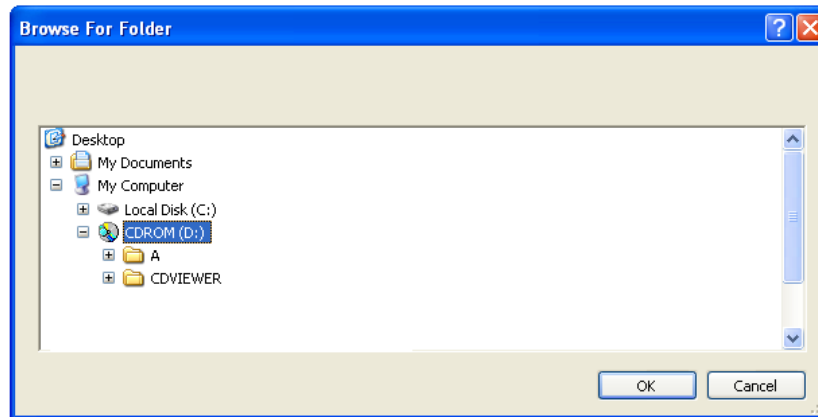
**Test Images**

Please upload test images:

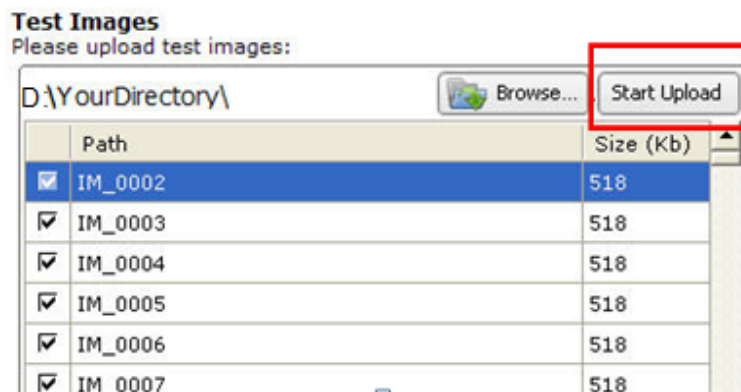
Path	Size (Kb)
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[Click here to get installation instructions](#)

2. Browse for the folder on your computer containing the DICOM image series.



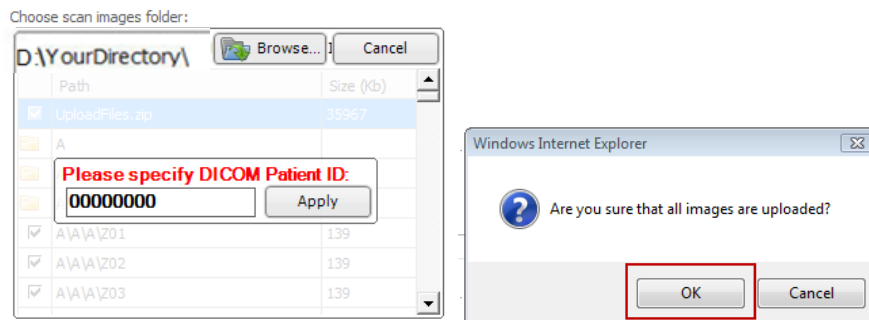
3. Choose **Start Upload** to finish the image upload



## *Uploading – Clinical Cases*

After your Test Scan has been approved you will begin to upload your clinical images on the "Case List." After clicking "Browse", you will be prompted to specify a Patient ID. Please type in this 8 digit number or type in all zeros if you do not have a Patient ID.

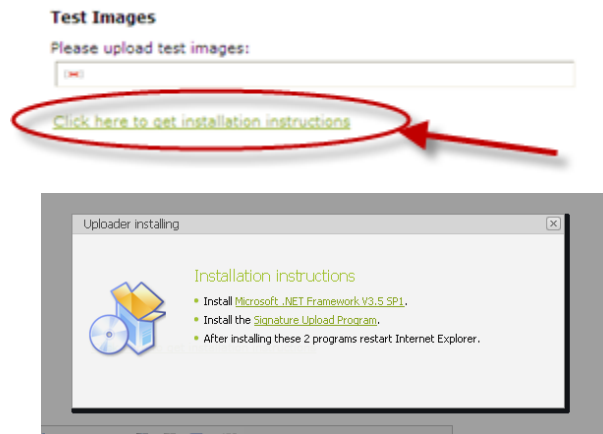
### **Waiting for Images**



Once the files have been uploaded (it can take 20 minutes or longer), you need to click "OK" on the dialog box that appears. **If you do not click "OK", your case will not proceed to the next step!**

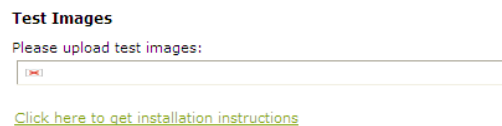
## Uploading - One Time Installation

To install the signature uploader, click on "Click here to get installation instructions" from the Test Scan Details page. Install the .NET framework and "Signature Upload Program". You will only need to install these once to allow you to upload files to the system.

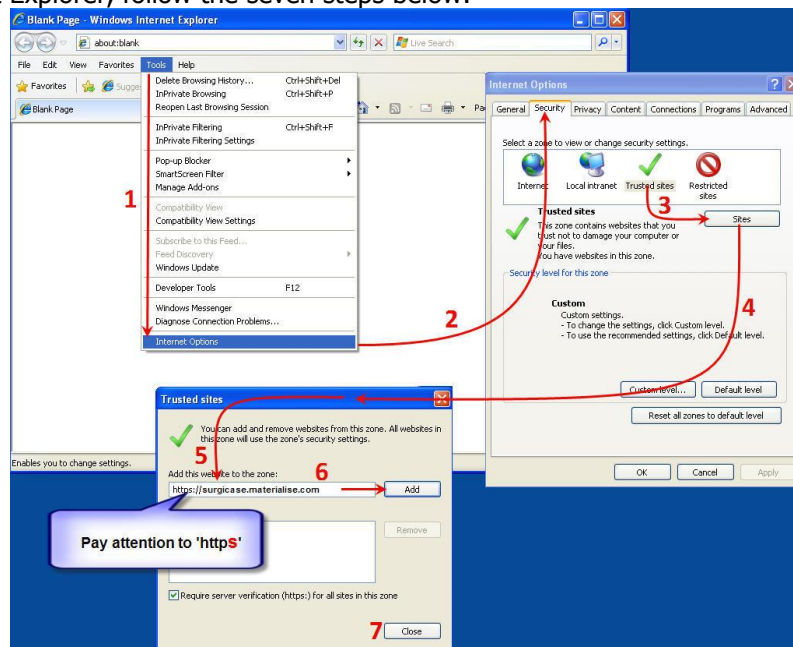


## Troubleshooting errors in uploading DICOM images

### Red X Error

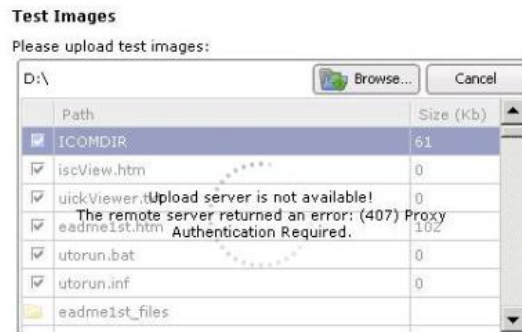


The .NET framework and "Signature Upload Program" may not be installed. See the previous header, "Uploading – One Time Installation". If those two programs have been installed correctly, you might be using the wrong browser. The uploader will not work with Firefox, Safari, Chrome, etc. If you get this error with Internet Explorer, follow the seven steps below:



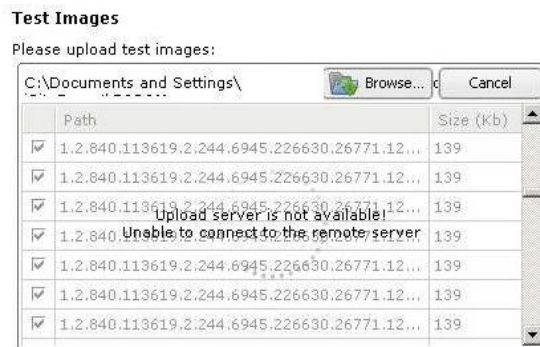
These steps will add <https://surgicase.materialise.com> as a trusted site and should solve the Red X Error.

## 407 Proxy Error



Please contact your IT department. Have them add <https://surgicase.materialise.com> and <https://surgicasews.materialise.com> and to their "trusted sites" or "exceptions list" on their proxy server. Make sure SSL is set to port 443.

## Unable to Connect to Remote Server Error



Please make sure that you are connected to the internet. Find out if your IT department has set up a "coach page", a page that comes up when you launch Internet Explorer that requires the user to agree to the terms of use of the internet before actually connecting opening the browser to the internet. If your facility has a coach page, please have your IT department add <https://surgicase.materialise.com> as an exception to bypass the coach page.

## Could not Establish Trust Relationship for SSL/TLS Error



Please set your computer to the correct time, date, and year.

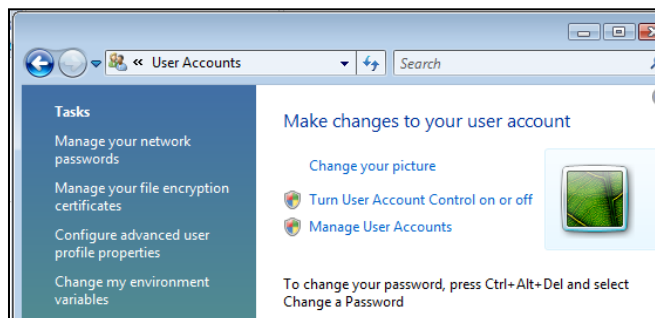
## ***For Error 1702 and other installation errors:***

### ***Windows Vista Users:***

1. Temporarily Turn off User Account Control (UAC)

Control Panel -> User Accounts-> User Accounts-> Turn User Account Control ON/OFF

Uncheck "Use User Account Control (UAC) to help protect your computer".



#### **Turn on User Account Control (UAC) to make your computer more secure**

User Account Control (UAC) can help prevent unauthorized changes to your computer. We recommend that you leave UAC turned on to help protect your computer.

☐ Use User Account Control (UAC) to help protect your computer

Restart Computer, try installing programs again and see if this resolves the problem, if it still continues try step 3.

2. If install is successful, re-check the "Use User Account Control (UAC) to help protect your computer" box and restart your PC.
3. Go to windows [installer](http://www.microsoft.com/downloads/details.aspx?FamilyID=5A58B56F-60B6-4412-95B9-54D056D6F9F4&displaylang=en)  
(<http://www.microsoft.com/downloads/details.aspx?FamilyID=5A58B56F-60B6-4412-95B9-54D056D6F9F4&displaylang=en>)  
and install

**x86 Platform: Windows6.0-KB942288-v2-x86.msu** (Default if don't know your computer configuration)

x64 Platform: Windows6.0-KB942288-v2-x64.msu

IA64 Platform: Windows6.0-KB942288-v2-ia64.msu

### ***Windows 7 Users:***

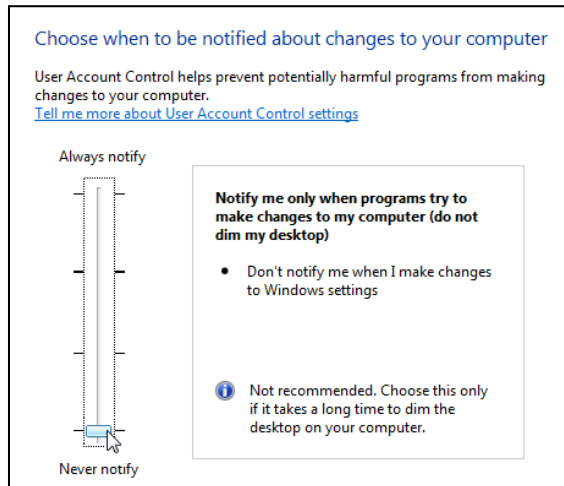
1. Temporarily Turn off User Account Control (UAC)

Control Panel -> User Accounts-> User Accounts and Family Safety -> User Accounts

Click on "Change User Account Control Settings"



Note the current setting of the bar (to return it to later), then Slide Bar down to "Never Notify"



Click OK, restart computer, and try installing programs again.

2. If install is successful, return to "Change User Account Control Settings" and slide bar back the original setting before the change was made.

## **Windows XP Users**

1. Upgrade Win XP SP1 to *SP2 or SP3*  
Install [Win XP SP3](http://www.microsoft.com/downloads/details.aspx?FamilyId=5B33B5A8-5E76-401F-BE08-1E1555D4F3D4&displaylang=en) (316Mb)  
(<http://www.microsoft.com/downloads/details.aspx?FamilyId=5B33B5A8-5E76-401F-BE08-1E1555D4F3D4&displaylang=en> )
2. Go to windows [installer](http://www.microsoft.com/downloads/details.aspx?FamilyID=5A58B56F-60B6-4412-95B9-54D056D6F9F4&displaylang=en)  
(<http://www.microsoft.com/downloads/details.aspx?FamilyID=5A58B56F-60B6-4412-95B9-54D056D6F9F4&displaylang=en> ) and install:  
**WindowsXP-KB942288-v3-x86.exe**

## **Windows 2003 Server Users**

1. Go to windows [installer](http://www.microsoft.com/downloads/details.aspx?FamilyID=5A58B56F-60B6-4412-95B9-54D056D6F9F4&displaylang=en) (See above link) and install  
**WindowsServer2003-KB942288-v4-x86.exe**

If you still have problem uploading images, contact you System Administrator to try following potential solutions: <http://support.microsoft.com/?kbid=555175>