

INTRODUCTION

This document provides instructions for uploading images to a project in the Laboratory of Neuro Imaging's Image & Data Archive (IDA). The IDA utilizes a data de-identification process and encrypted file transmission to help ensure compliance with subject-privacy regulations.

TOPICS

- A. [OBTAINING AND INSTALLING THE IDA-UPLOADER](#)
- B. [UPLOADING \(ARCHIVING\) TO A PROJECT](#)

SYSTEM REQUIREMENTS

The IDA system requires the following:

- a computer with Internet access
- newer web browser software (IE/Edge, Firefox, Chrome, Safari)
- a valid IDA user account with upload access to your project
- installation of the IDA Uploader application

A. OBTAINING AND INSTALLING THE IDA-UPLOADER

- a. [Installing the IDA-Uploader for Windows](#)
- b. [Installing the IDA-Uploader for Mac](#)
- c. [Installing the IDA-Uploader for Linux](#)

a. *Installing the IDA-Uploader for Windows*

1. Log in to the IDA and select SCAN from the PROJECTS menu.
2. Select the ARCHIVE Menu option.
3. Select your operating system (Windows 32-bit or 64-bit) from the dropdown menu.
4. Click "Download".

HOME	SCAN @LONI	DOWNLOAD	SEARCH	ARCHIVE	MANAGE	PROJECTS	SUPPORT
------	------------	----------	--------	---------	--------	----------	---------

The upload process involves two basic steps:

- 1 De-identify file metadata by replacing any fields that identify the subject, such as Patient Name and ID.
- 2 Transmit files securely from the local site to LONI.

IDA Uploader Application



IDA Uploader
Version 2.0

You will need to launch the Uploader application from your computer to upload SCAN data. Choose your operating system and download the application below.

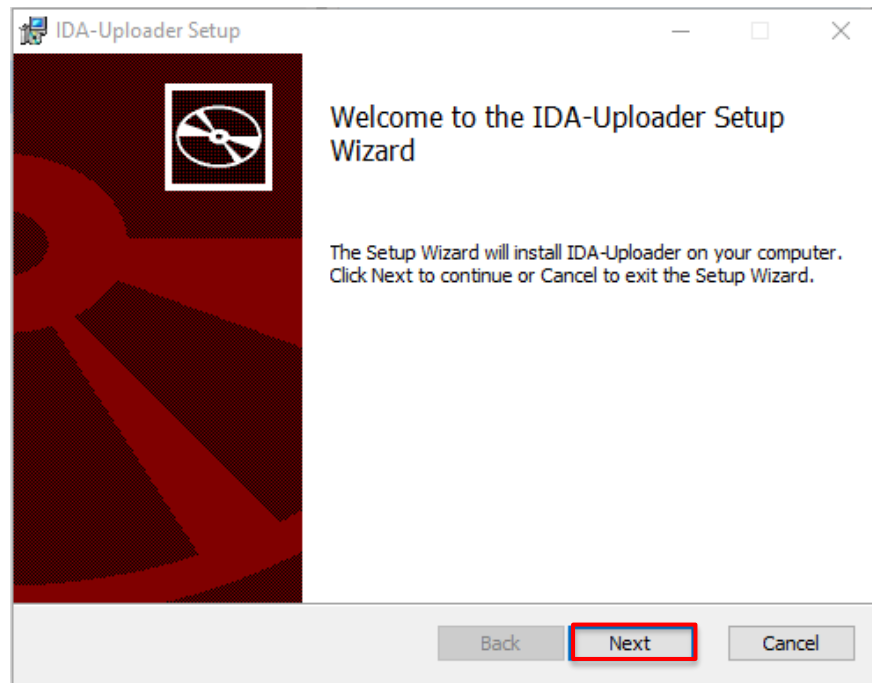
Operating System

Windows 64-bit ▾

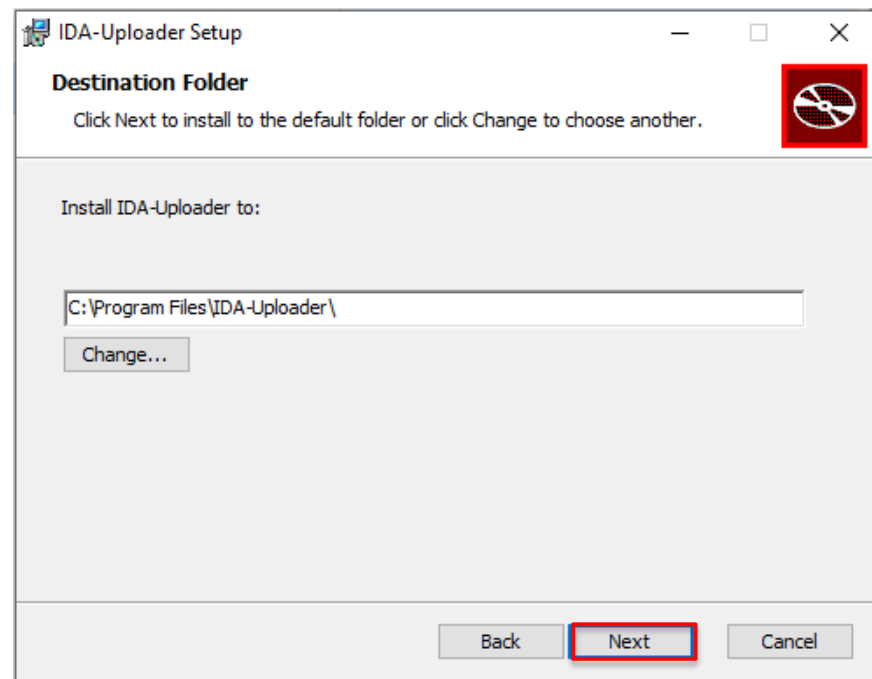
Download

5. Open the application by clicking on the download in your browser or by locating the IDA-Uploader-2.0.msi application in the Downloads section of your File Explorer.
6. You will be taken to the IDA-Uploader Setup Wizard – click "Next" to continue.

IDA User Registration and Archive Instructions

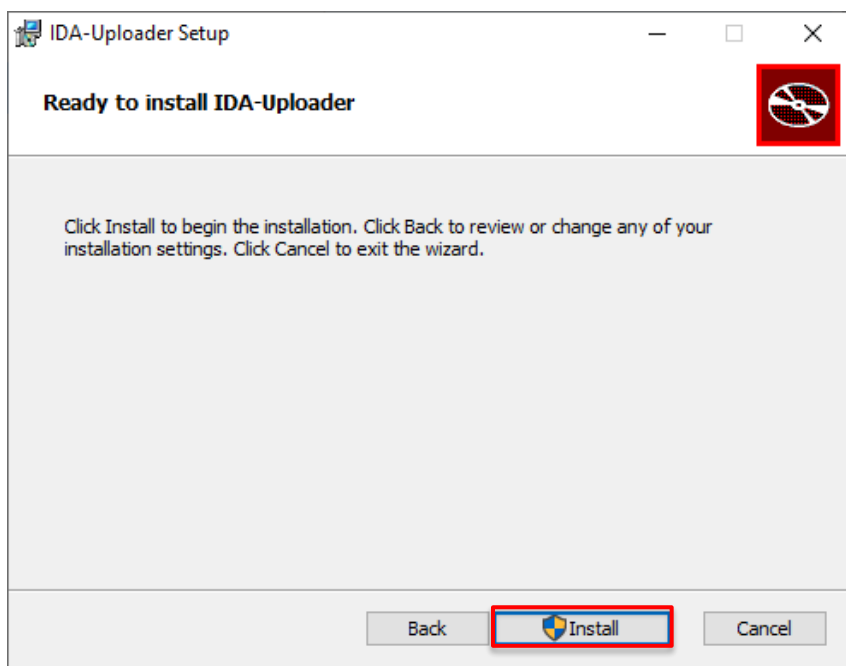


7. Choose your destination folder and click "Next".

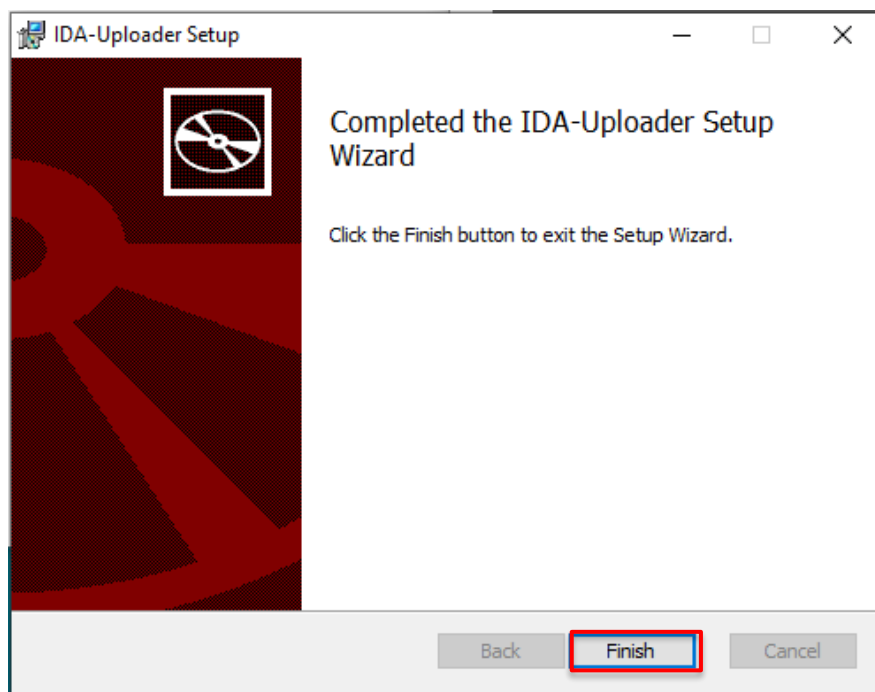


8. Click "Install".
Note: If you receive a popup asking for permission to run the application, click "yes".

IDA User Registration and Archive Instructions



9. Click "Finish" to exit the Setup Wizard.



10. Locate the application on your device by typing in "IDA-Uploader" in the Windows Start Menu.

b. Installing IDA-Uploader for Mac

1. Log in to the IDA and select SCAN from the PROJECTS menu.
2. Click ARCHIVE from the Menu.
3. Select your operating system (Mac) from the dropdown menu.
4. Click "Download".

HOME	SCAN @LONI	DOWNLOAD	SEARCH	ARCHIVE	MANAGE	PROJECTS	SUPPORT
------	------------	----------	--------	---------	--------	----------	---------

The upload process involves two basic steps:

- 1 De-identify file metadata by replacing any fields that identify the subject, such as Patient Name and ID.
- 2 Transmit files securely from the local site to LONI.

IDA Uploader Application



IDA Uploader
Version 2.0

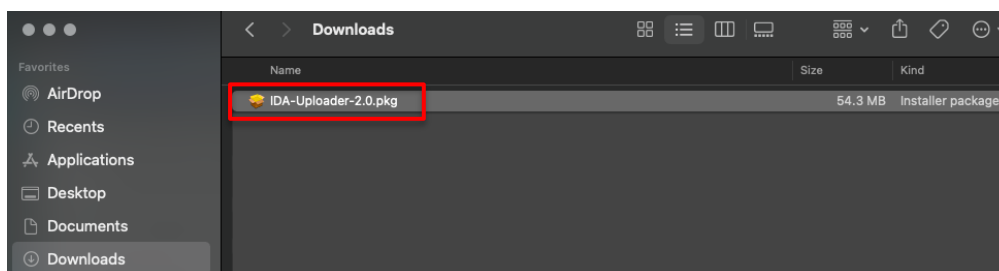
You will need to launch the Uploader application from your computer to upload SCAN data. Choose your operating system and download the application below.

Operating System

Mac

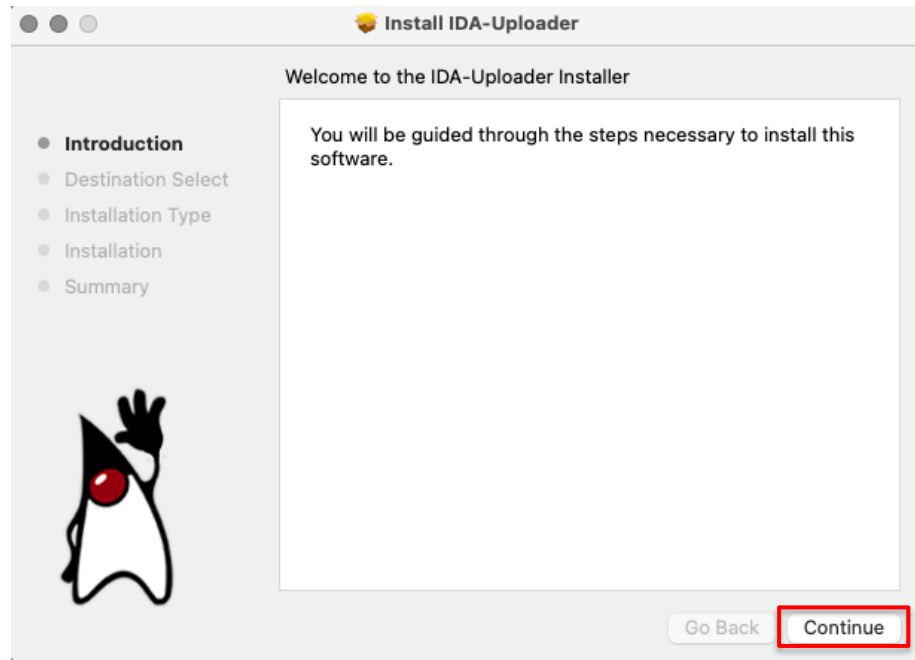
Download

5. Open your Finder application, click Downloads, right-click 'IDA-Uploader-2.0.pkg' and select "Open".
NOTE: If you try to install by double-clicking on 'IDA-Uploader-2.0.pkg', you may receive a message that it cannot be opened. Please ensure that you follow the instructions above to successfully open.

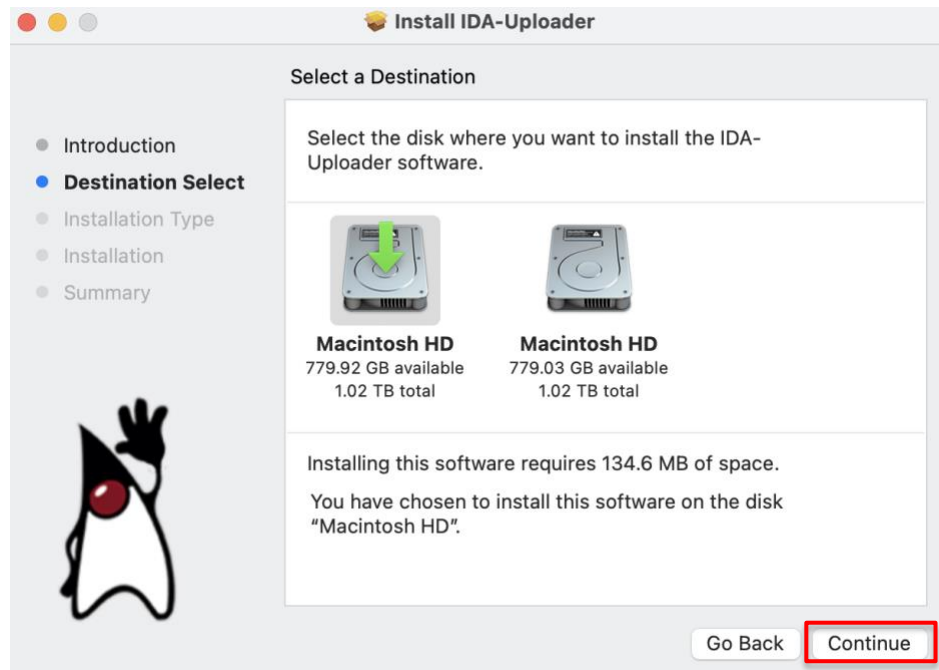


6. An Install IDA-Uploader window will appear. Click "Continue".

IDA User Registration and Archive Instructions

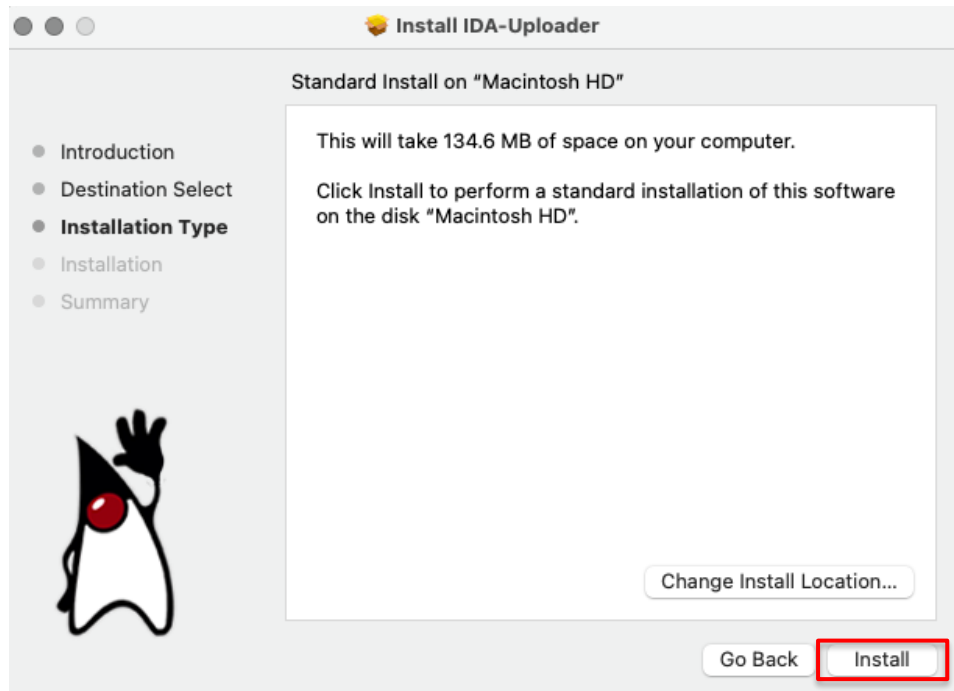


7. Next, choose a destination for the installation. Click "Continue".

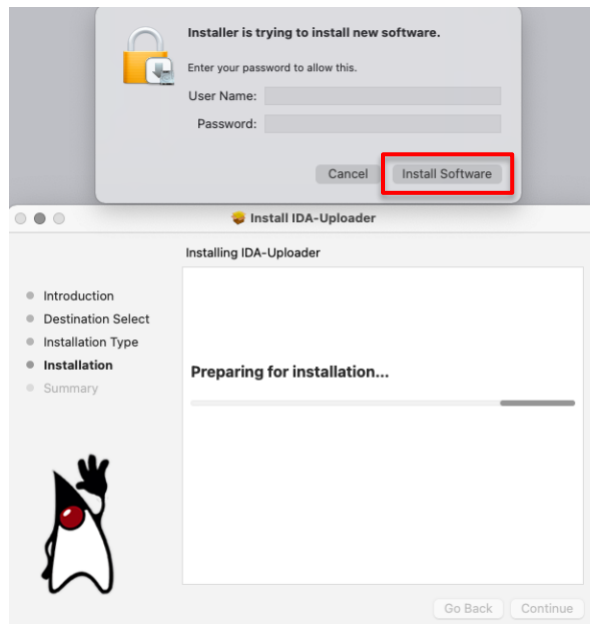


8. For Installation Type, you can review the details of the installation. Click "Install".

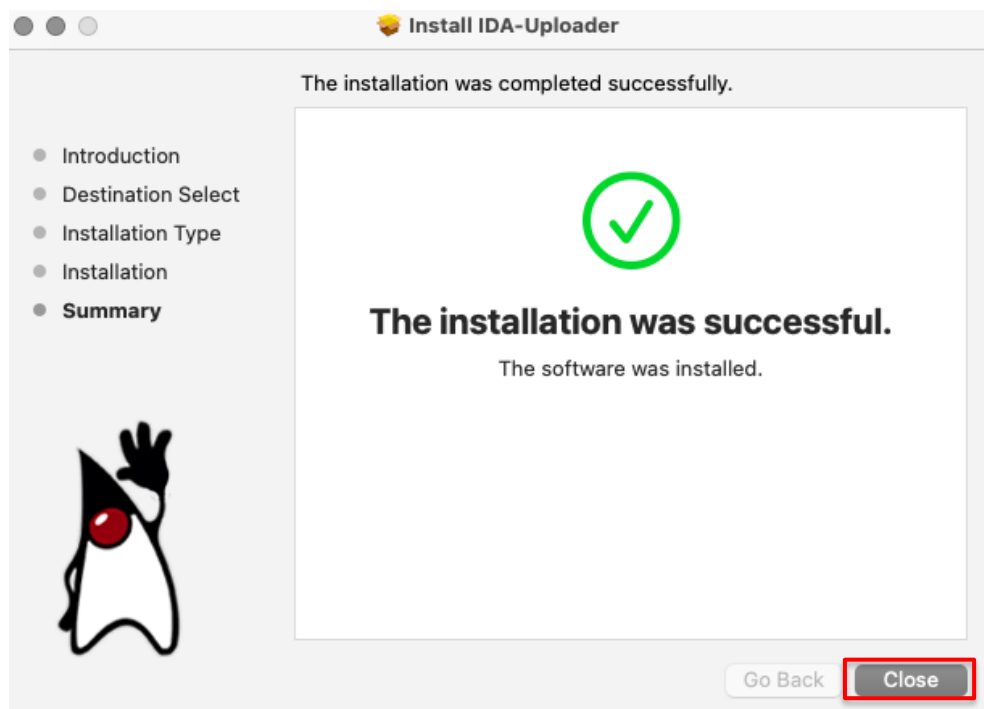
IDA User Registration and Archive Instructions



9. During the installation, you will need to enter the User Name and Password for the computer. Click "Install Software".



10. Once the installation is complete, the window will provide a summary of a successful installation. Click "Close".
NOTE: A window will appear to ask "Do you want to move the "IDA-Uploader" installer to the trash?". You can choose Keep or Move to Trash.



11. Locate the application in your computer by opening your Finder application. Click on Applications and double-click IDA-Uploader.

c. Installing IDA-Uploader for Linux

1. Log in to the IDA and select SCAN from the PROJECTS menu.
2. Select the ARCHIVE Menu option.
3. Select your operating system (Linux) from the dropdown menu.
4. Click "Download".



The upload process involves two basic steps:

- 1 De-identify file metadata by replacing any fields that identify the subject, such as Patient Name and ID.
- 2 Transmit files securely from the local site to LONI.

IDA Uploader Application



You will need to launch the Uploader application from your computer to upload SCAN data. Choose your operating system and download the application below.

Operating System Linux Download

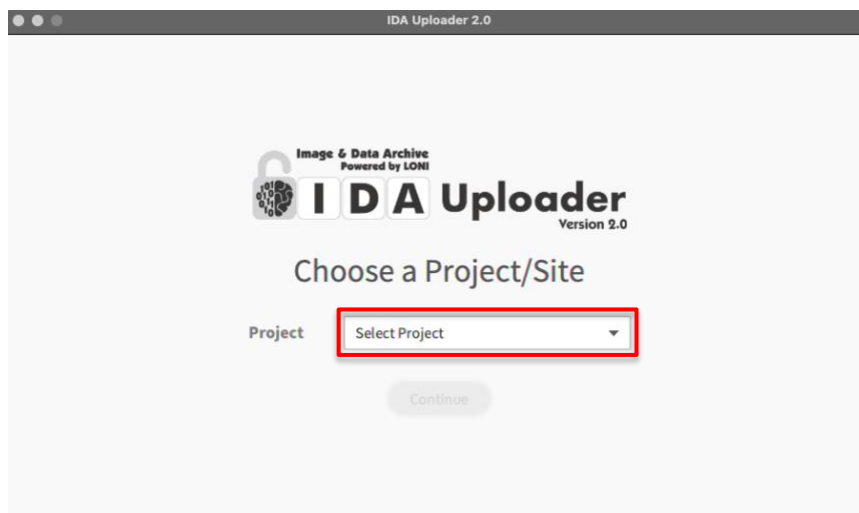
5. Please visit <https://www.oracle.com/java/technologies/javase-downloads.html> to download the latest Oracle JDK. **NOTE:** A minimum version of 15.0.1 is required to run IDA-Uploader-2.0.jar
6. Choose DEB, PRM or the compressed archive depending on your Linux Distribution.
7. Once you have completed the installation, open the terminal and run: `java -jar IDA-Uploader-2.0.jar`

B. UPLOADING (ARCHIVING) TO A PROJECT

1. Open the IDA-Uploader application.
2. Enter your email and password, then click “Log In”.



3. Select your project from the Project dropdown menu.



IDA User Registration and Archive Instructions

- Then, select your site from the Site dropdown menu. Click “Continue”.



IDA Uploader 2.0

Image & Data Archive
Powered by LONI

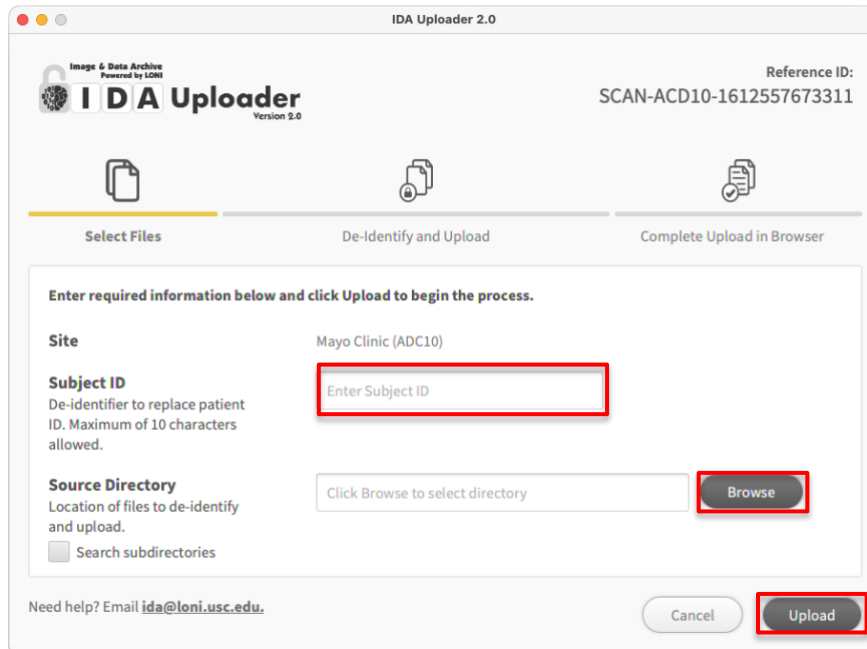
Choose a Project/Site

Project: SCAN

Site: Mayo Clinic (ADC10)

Continue

- Enter the Subject ID. Click “Browse” to select the Source Directory. Then click “Upload”.
NOTE: The Source Directory is the directory containing the files to be uploaded. If your Source Directory contains subdirectories, choose to include/exclude those files by checking “Search subdirectories”.



IDA Uploader 2.0

Image & Data Archive
Powered by LONI

Reference ID: SCAN-ACD10-1612557673311

Select Files | De-Identify and Upload | Complete Upload in Browser

Enter required information below and click Upload to begin the process.

Site: Mayo Clinic (ADC10)

Subject ID
De-identifier to replace patient ID. Maximum of 10 characters allowed.
Enter Subject ID

Source Directory
Location of files to de-identify and upload.
Click Browse to select directory **Browse**

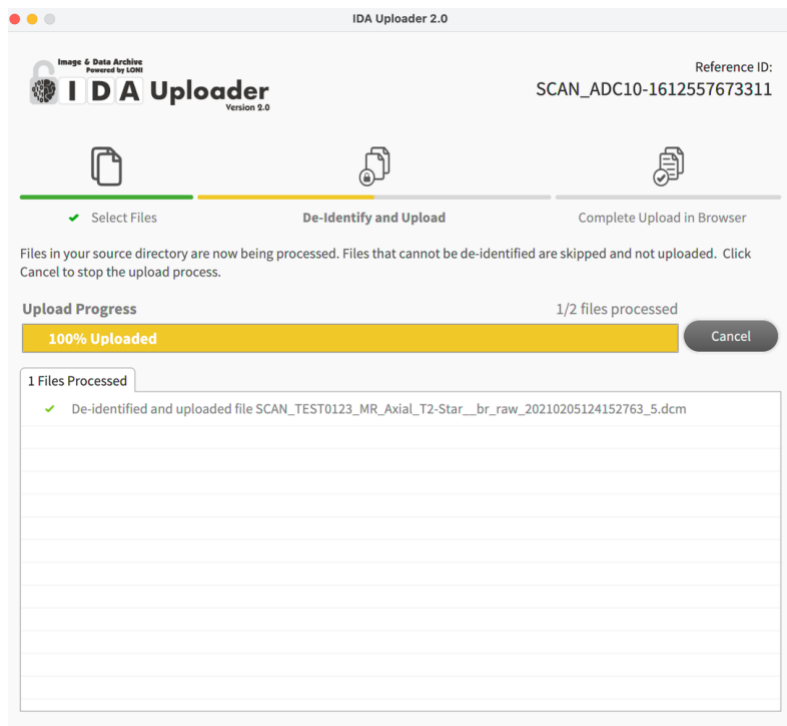
☐ Search subdirectories

Need help? Email ida@loni.usc.edu.

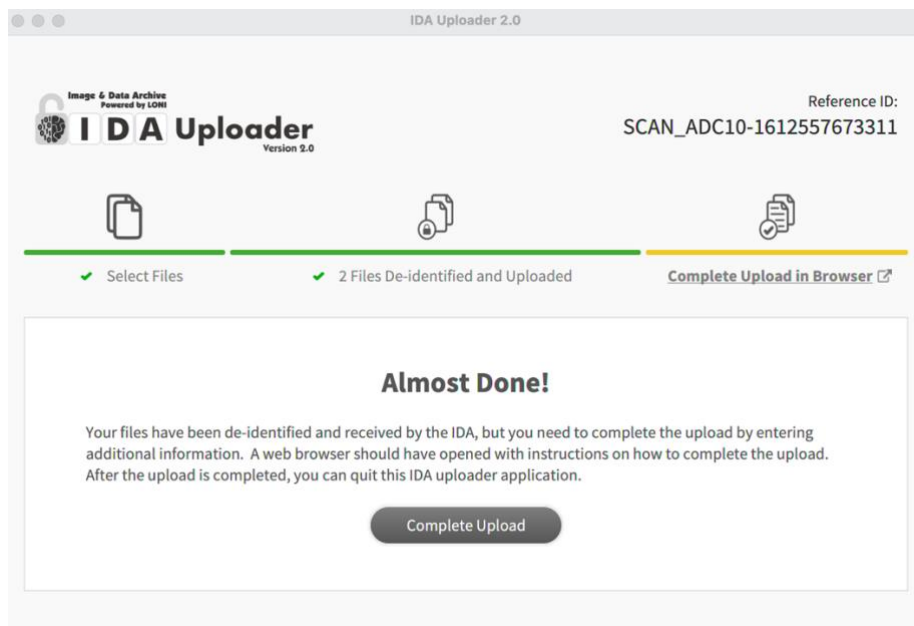
Cancel **Upload**

- You will be able to see the progress of your upload in the De-identify and Upload section.

IDA User Registration and Archive Instructions




- Once the files are de-identified and transferred to the IDA, you will need to complete the upload in your web browser.

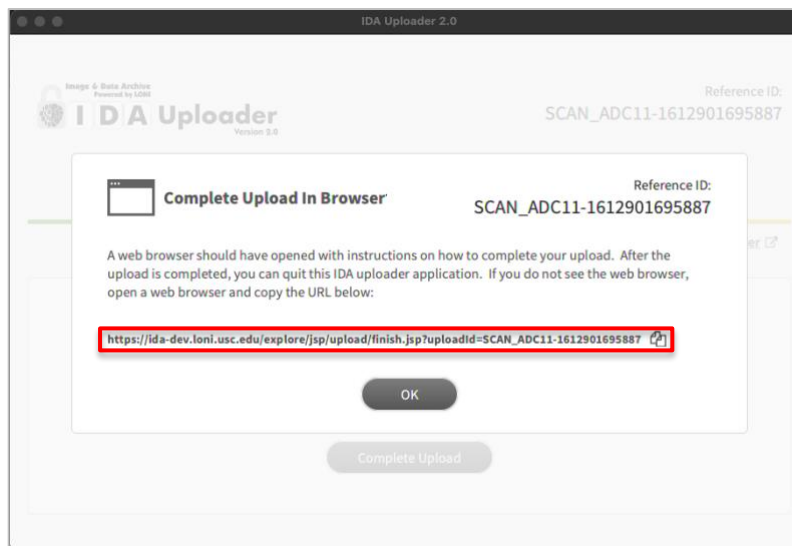


IDA User Registration and Archive Instructions

- Your web browser should automatically open a new “Log In to Continue” page. Enter your IDA email and password. Click “Log In”.




NOTE: If your web browser does not automatically open the “Log In to Continue” page, please click “Complete Upload” and you can copy-paste the link in your browser.



IDA User Registration and Archive Instructions

9. In the “Your Upload is Not Complete” page you can review the details of your upload.


HOMESCAN @LONIDOWNLOADSEARCHARCHIVEMANAGEPROJECTSSUPPORT


Your Upload is Not Complete for TEST0123


Additional information is required to complete the archiving process. Please review and complete the details below. All fields are required.

Subject Details: Participant



MRI Images (1)

Description	Series Date	Image	Delete
MPRAGE GRAPPA	November 16, 2012 10:24 AM	View	


PET Images (1)

Description	Series Date	Image	Metadata	Delete
Downs (128x128,3mm)	May 22, 2017 3:32 PM	View	Complete Form	

After completing click Finish Upload.

 Remove All
  Finish Upload

NOTE: If any data was mistakenly uploaded, you can click the “X” in the Delete column and it will be deleted from your upload. A window will appear to confirm the deletion. Click “Delete” to confirm file deletion or “Cancel”.





Confirm Deletion

This will delete the file below. This action cannot be undone.

Description: Downs (128x128,3mm)

File Date and Time: May 22, 2017 3:32 PM

IDA User Registration and Archive Instructions

10. Once all required information has been entered, click “Finish Upload”.

HOME SCAN @LONI DOWNLOAD SEARCH ARCHIVE MANAGE PROJECTS SUPPORT

⚠ Your Upload is Not Complete for TEST0123 Uploader Email: @loni.usc.edu
 Additional information is required to complete the archiving process. Please review and complete the details below. All fields are required. Site: ADC10
Upload Date: February 11, 2021 9:57 AM PST

Subject Details: Participant

MRI Images (1)

Description	Series Date	Image	Delete
MPRAGE GRAPPA	November 16, 2012 10:24 AM	View	X

PET Images (1)

Description	Series Date	Image	Metadata	Delete
Downs (128x128,3mm)	May 22, 2017 3:32 PM	View	Edit Completed	X

After completing click Finish Upload.

[X Remove All](#) [✓ Finish Upload](#)

11. You will see a screen that informs you that the upload is being processed.

HOME SCAN @LONI DOWNLOAD SEARCH ARCHIVE MANAGE PROJECTS SUPPORT

⚠ Your Upload is Not Complete for TEST0123 Uploader Email: @loni.usc.edu
 Additional information is required to complete the archiving process. Please review and complete the details below. All fields are required. Site: ADC10
Upload Date: February 11, 2021 9:57 AM PST

Subject Details: Participant

MRI Images (1)

Description	Series Date	Image	Delete
MPRAGE GRAPPA	November 16, 2012 10:24 AM	View	X

PET Images (1)

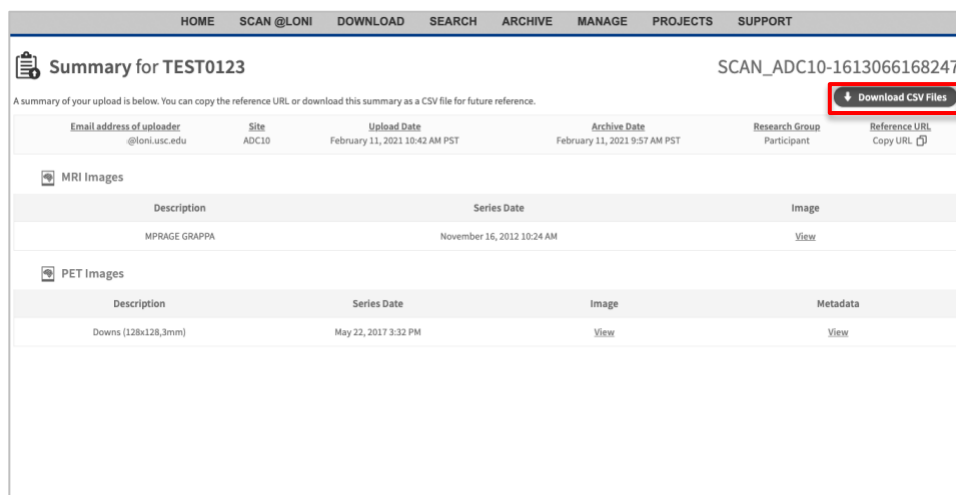
Description	Series Date	Image	Metadata	Delete
Downs (128x128,3mm)	May 22, 2017 3:32 PM	View	Edit Completed	X

After completing click Finish Upload.

[X Remove All](#) [✓ Finish Upload](#)

IDA User Registration and Archive Instructions

12. Once the upload is processed, a summary page for the upload will be displayed. Please note that you have the option of clicking “Download CSV Files” to keep a record of the upload.



Summary for TEST0123 SCAN_ADC10-1613066168247

A summary of your upload is below. You can copy the reference URL or download this summary as a CSV file for future reference.

Email address of uploader	Site	Upload Date	Archive Date	Research Group	Reference URL
@loni.usc.edu	ADC10	February 11, 2021 10:42 AM PST	February 11, 2021 9:57 AM PST	Participant	Copy URL

MRI Images

Description	Series Date	Image
MPRAGE GRAPPA	November 16, 2012 10:24 AM	View

PET Images

Description	Series Date	Image	Metadata
Downs (128x128, 3mm)	May 22, 2017 3:32 PM	View	View

13. You can close the IDA-Uploader application or to upload images for another subject, click the “Upload More” button in the IDA-Uploader application.