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

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

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.
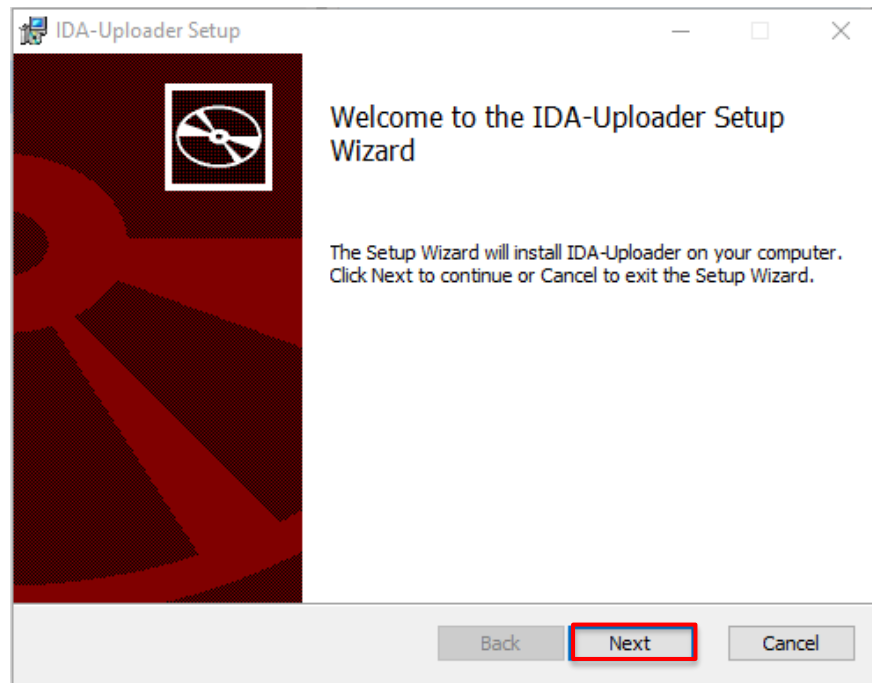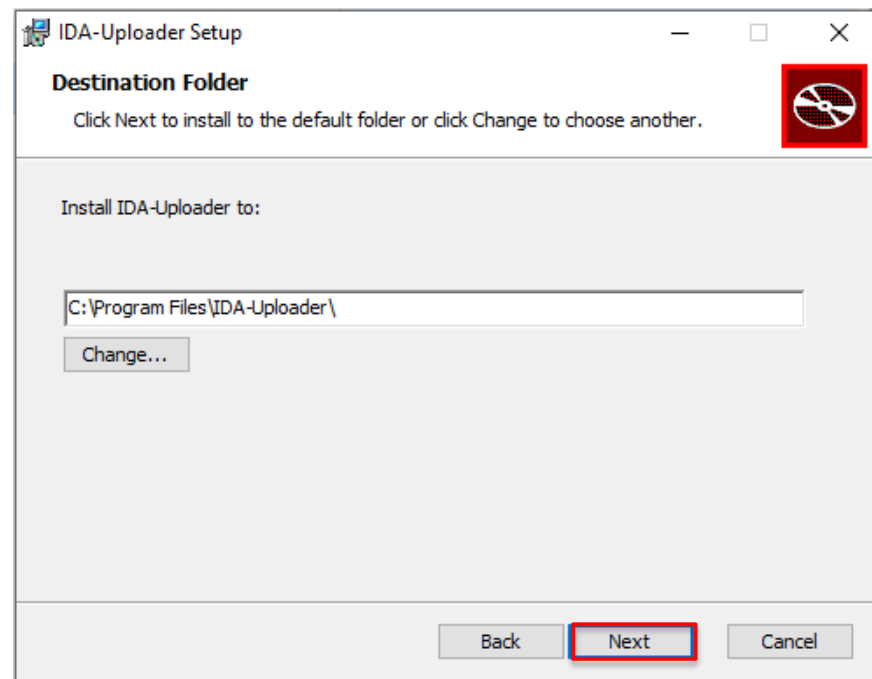4. Click "Download".

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.

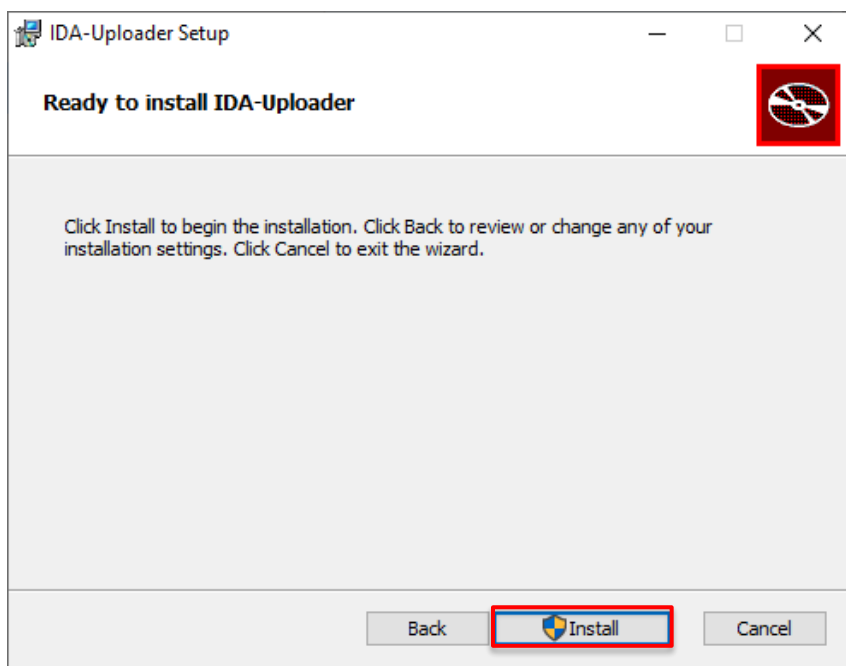6. You will be taken to the IDA-Uploader Setup Wizard – click "Next" to continue.

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".

9. Click "Finish" to exit the Setup Wizard.
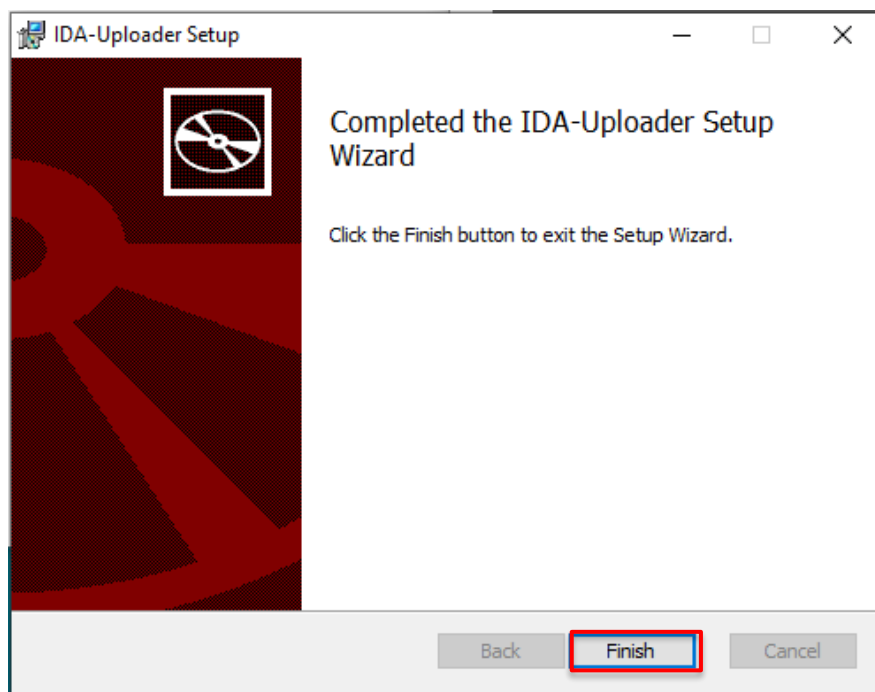
10. Locate the application on your device by typing in "IDA-Uploader" in the Windows Start Menu.

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".

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.
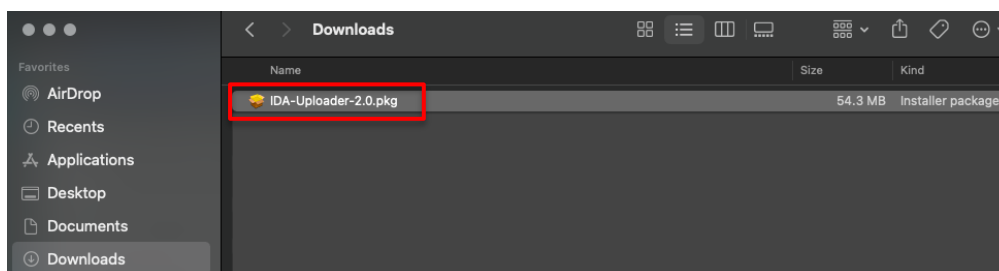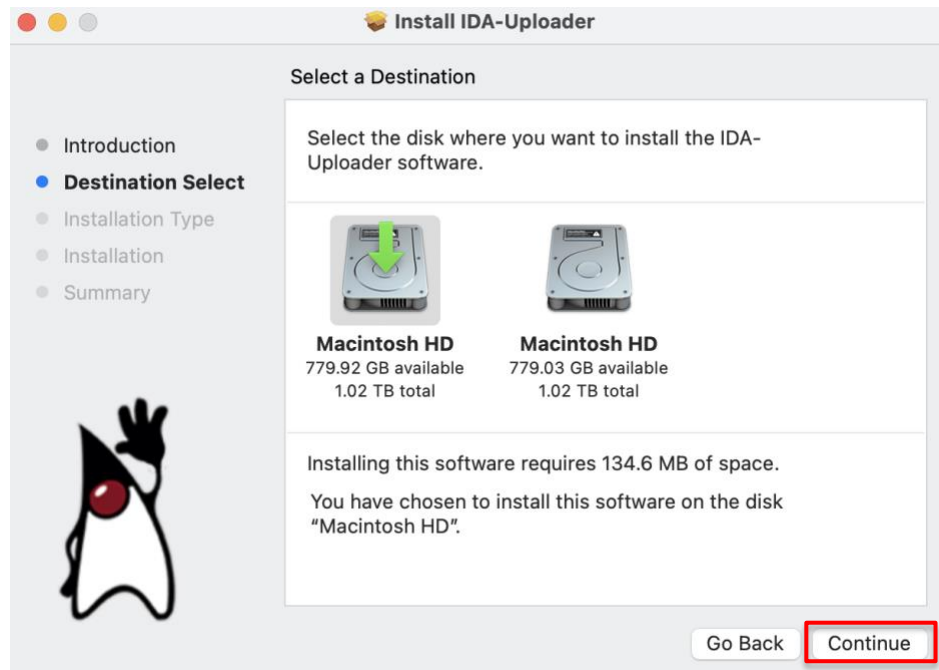

6. An Install IDA-Uploader window will appear. Click "Continue".
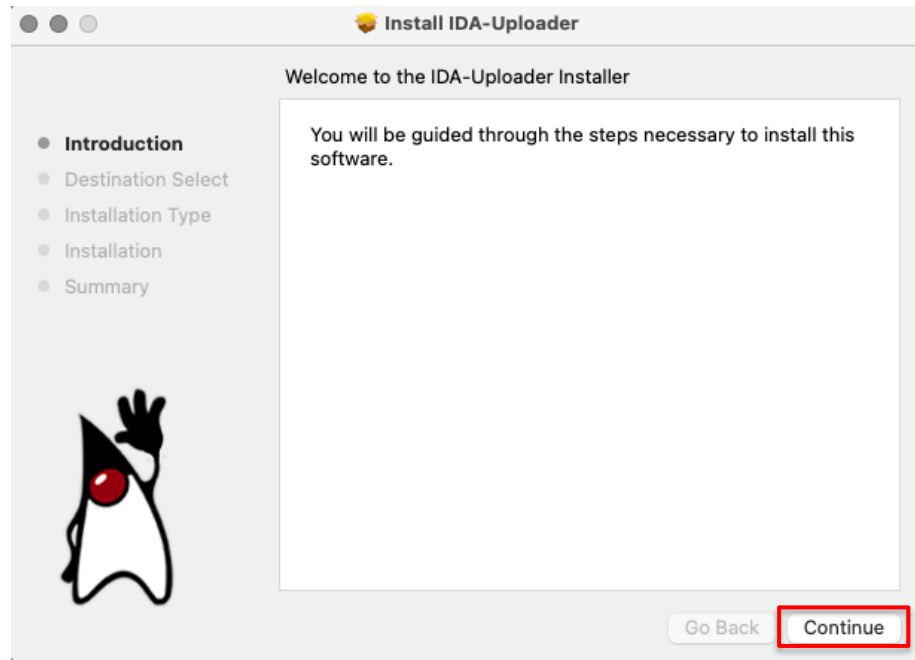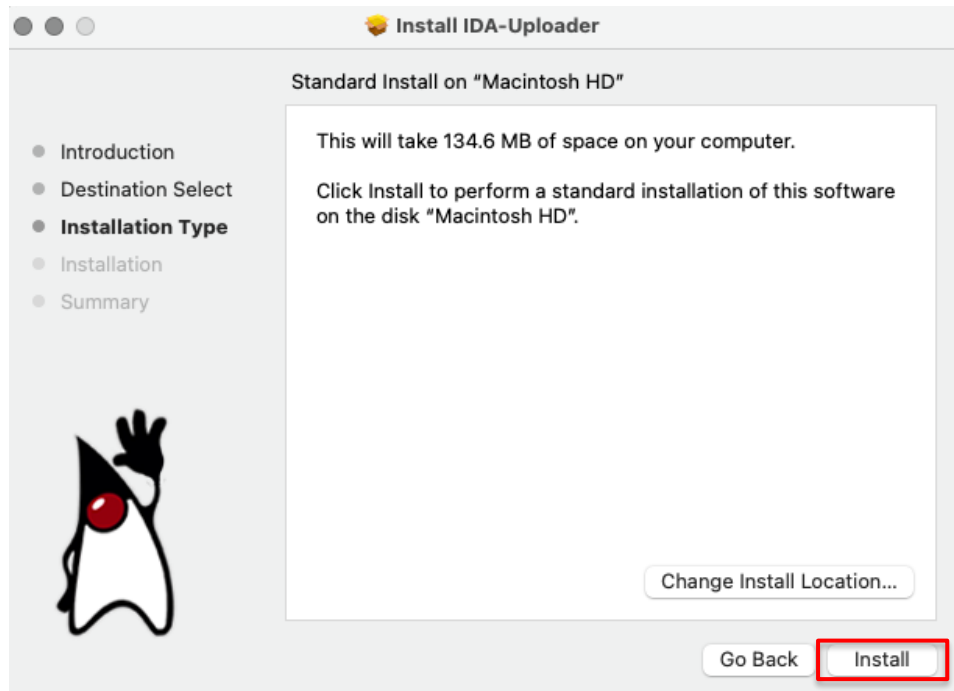
7. Next, choose a destination for the installation. Click "Continue".

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

9. During the installation, you will need to enter the User Name and Password for the computer. Click "Install Software".
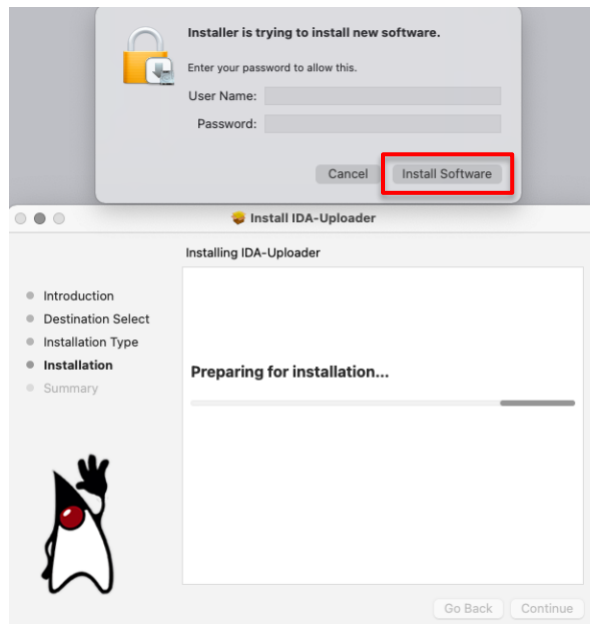
10. Once the installation is complete, the window will provide a summary of a successful installation. Click "Close".
NOTE: A window will appear to ask "Do you want to move the "IDA-Uploader" installer to the trash?". You can choose Keep or Move to Trash.
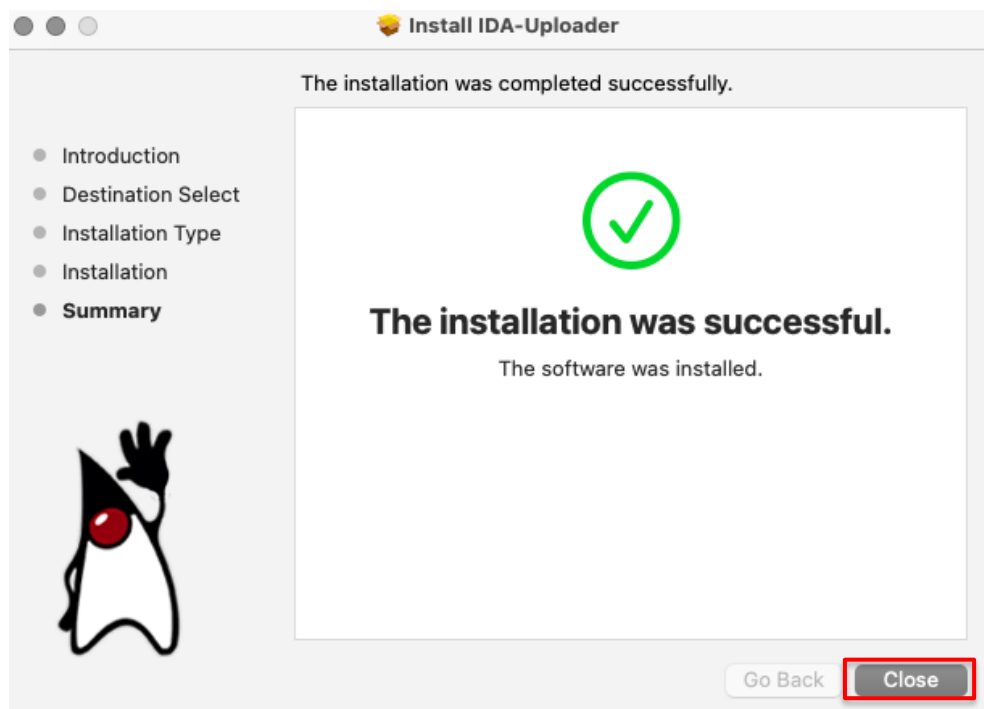
11. Locate the application in your computer by opening your Finder application. Click on Applications and double-click IDA-Uploader.

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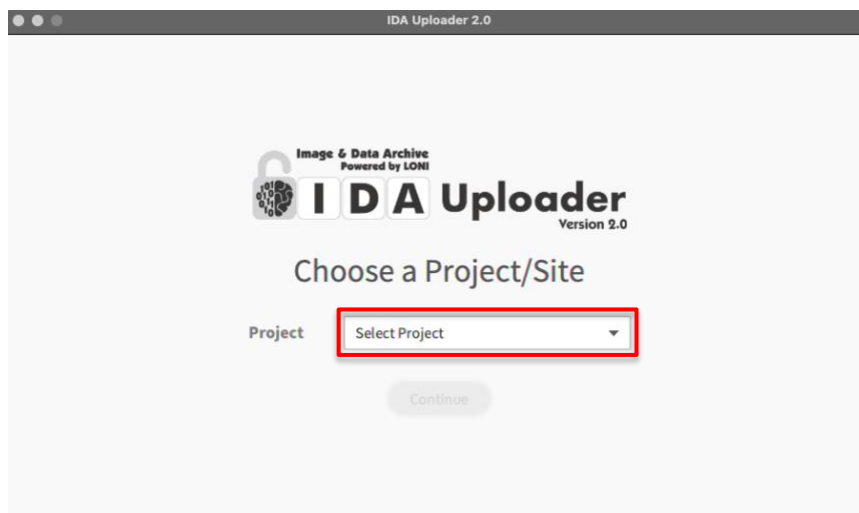
5. Please visit https://www.oracle.com/java/technologies/javase-downloads.html to download the latest Oracle JDK. **NOTE:** A minimum version of 15.0.1 is required to run IDA-Uploader-2.0.jar
6. Choose DEB, PRM or the compressed archive depending on your Linux Distribution.
7. Once you have completed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

4. Then, select your site from the Site dropdown menu. Click "Continue".
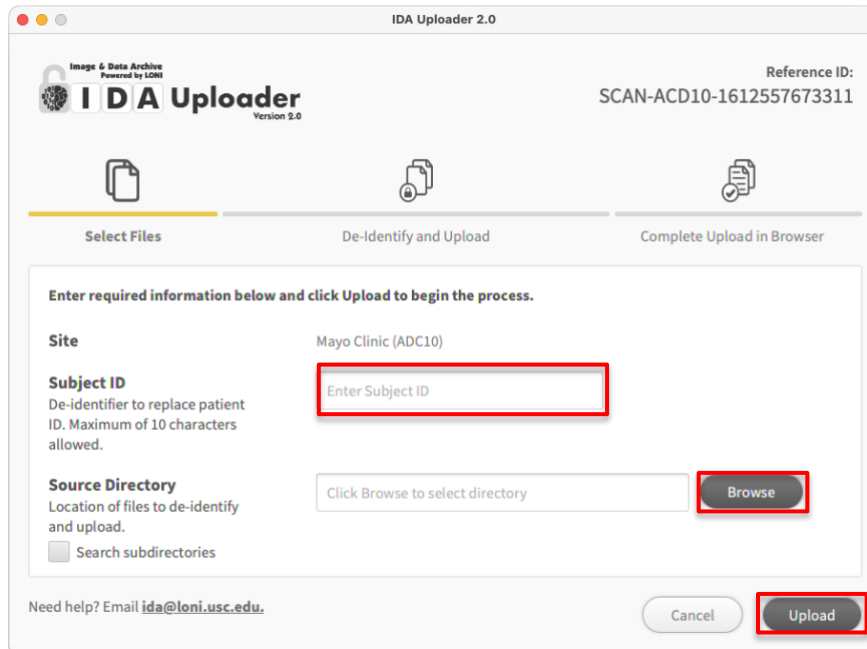
5. Enter the Subject ID. Click "Browse" to select the Source Directory. Then click "Upload".
   NOTE: The Source Directory is the directory containing the files to be uploaded. If your Source Directory contains subdirectories, choose to include/exclude those files by checking "Search subdirectories".

6. You will be able to see the progress of your upload in the De-identify and Upload section.
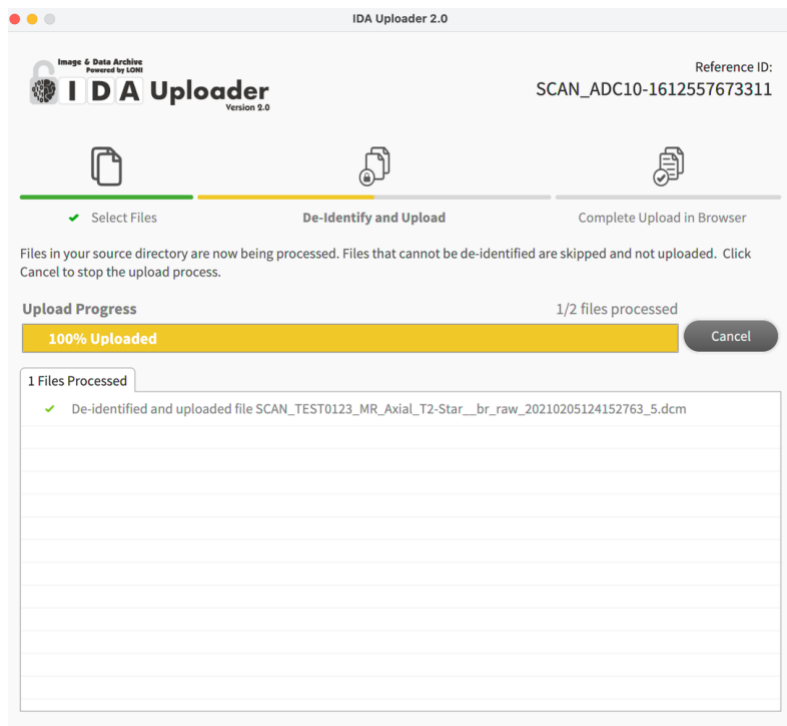
7. Once the files are de-identified and transferred to the IDA, you will need to complete the upload in your web browser.
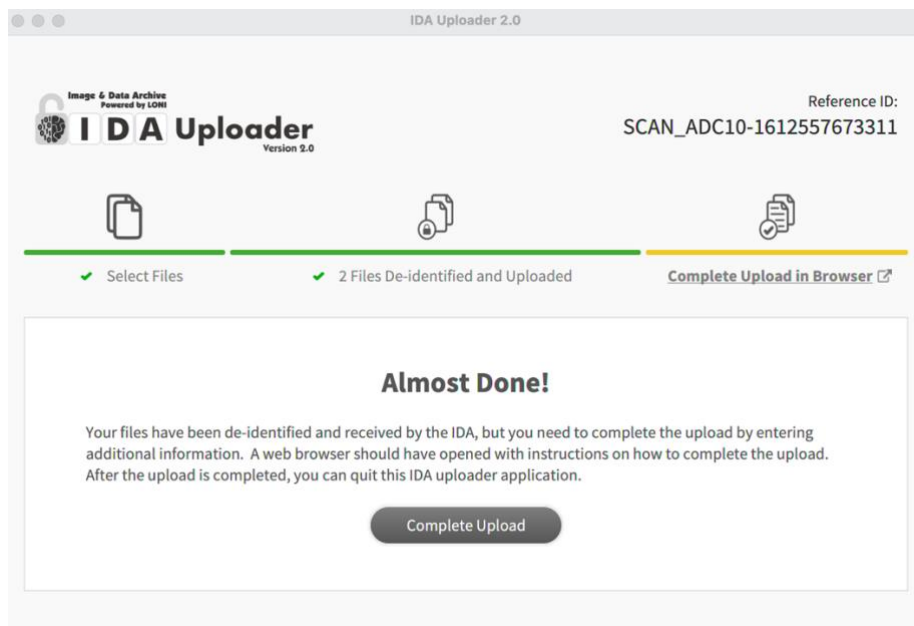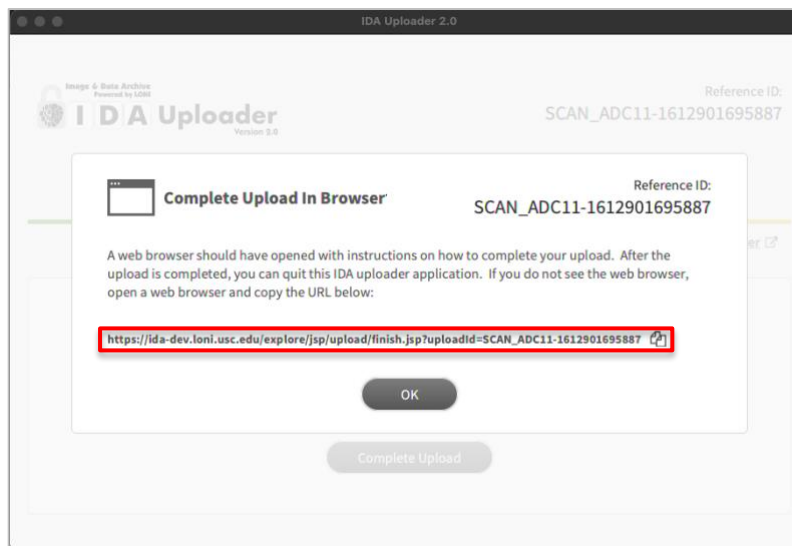
8. Your web browser should automatically open a new "Log In to Continue" page. Enter your IDA email and password. Click "Log In".

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.

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

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

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

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.

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.