

CHAPTER 4

NCIA ADMINISTRATION

This [sectionchapter](#) discusses administration functions in NCIA.

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Administration Functions Overview

Note: Administration privileges for NCIA are assigned using the User Provisioning Tool (UPT) by NCICB Application Support personnel.

Administration tools options, all of which are restricted by security, are visible only when a user with Admin privileges logs into NCIA. Admin tasks display as hypertext links under the left sidebar **Tools** menu. Their use is described in the appropriate [sectiontopics](#) that follow in this [sectionchapter](#).

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Creating a New NCIA User

Can you give me Admin privileges in NCIA and/or UPT so I can do this? I can best describe what I can actually do. Or else send me a detailed description of what needs to be included in this section. If there is nothing about creating NCIA users that need to

be included here except the comment that this process is done in UPT, then that is fine too.

Only an NCIA administrator can create new users for NCIA. This must be done in the separate UPT application.

I took this paragraph of description from caArray documentation. Please revise it in the context of NCIA: The User Provisioning Tool (UPT) is used to provision users in the NCIA application. Each application, such as NCIA, installs with its own CSM schema that has sample/default users and a role/permissions structure. Before additional NCIA users can be created, a UPT administrator must register the NCIA application in the UPT. Then, in UPT, an NCIA administrator can assign users to NCIA. Below is the general flow for NCIA, but for more information about performing tasks in UPT, including creating new users, refer to this document: https://gforge.nci.nih.gov/frs/download.php/2634/UPT_User_Guide.pdf

Once a user account is created in UPT, NCIA generates an email notification to the new user. The new user appears in NCIA on the... this is where we need information about what goes on, user-related tasks that can/must be performed in NCIA.

NCIA is a “public” group. To assign the new user to the public group, follow these steps.

1. Log in to NCIA??,
2. Click Admin?? and select the NCIA public group;
3. assign new user to that group. Click **Update Association**.

I need the details of this. It would be better if I could do it myself.

The administrator can also assign the new user to the curation group for using curation tool.

Should these be described here:?

Manage visibility status for QC tool. To set images visible or not visible. (I've started a section about this in the submitting images chapter.) View submission Report allows to see submission stats and what has been received by NCIA.

4. Press Update Association. At this point, have successfully configured user.

Note: UPT is also the application for configuring security for data submitted to NCIA. For more information, see *Chapter 3 Submitting Images*.

Using the Quality Control (QC) Tool

Note: This administrative tool is available only to logged in users who have manage visibility privileges.

When an image is uploaded into NCIA, it is not made public immediately. It goes through a quality control process by a curator to ensure no private patient data is available, the image is of good quality, and so forth. The NCIA QC tool allows a curator to evaluate the submission and assign the QC status of an image.

To use the QC tool, follow these steps:

1. Click the **QC Tool** hypertext link under **Tools** on the left sidebar. This opens a page that displays a QC tool workflow.

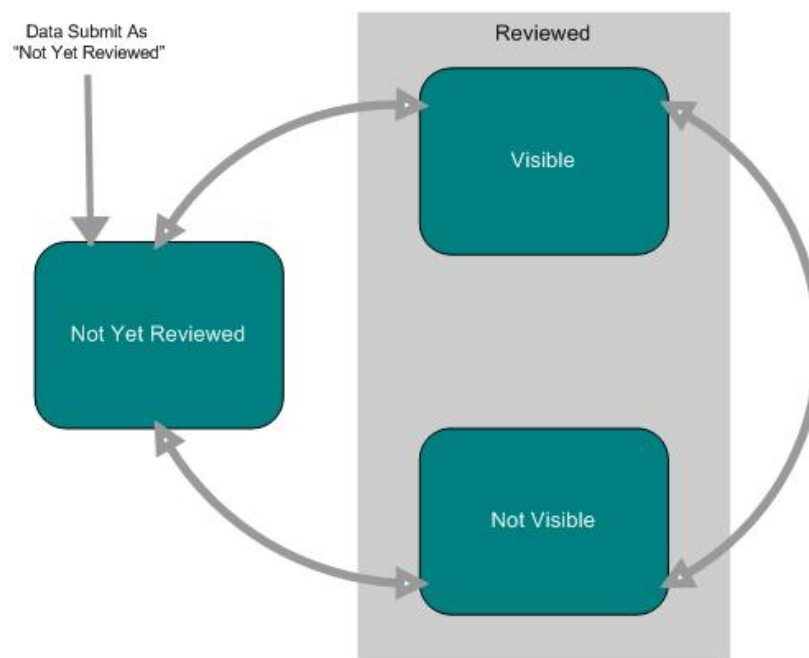


Figure 4.1 This illustration displays the workflow states of data curation

The diagram depicts the various states where data can be and the transitions between those states ([Figure 4.1](#)).

On the QC Tool page, the left sidebar is replaced with two categories of curation states--**Not yet reviewed** and **Reviewed**. When you click on a [+] before the

listings, a tree expands, allowing you to navigate through different visibility status, trials, patients, studies and series.

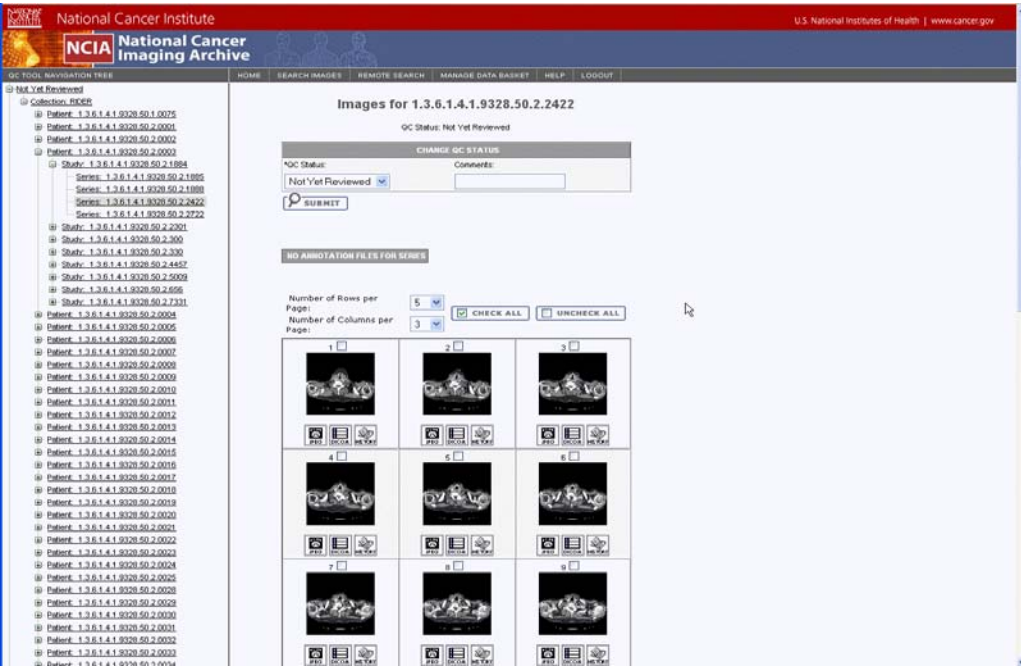


Figure 4.2 The quality control status tree; selected topics display in the right pane of the page

When you click on a node in the tree, the information associated with that selection displays in the main section of the page (Figure 4.2). That is the segment of the page where you can perform actions that manage the status and hence, the visibility of the selected component.

- 2. Click an option in the left sidebar. As a curator, follow the [+] in front of the listings to drill down through the list of patient IDs and studies to the images, shown in thumbnail (Figure 4.2).
- 3. To update the status of a tree element, select the item and the status you want to assign to it.

Three status options are available. They are described in Table 4.1the following table:

Submitted Object Status	Description
Not Yet Reviewed	This status is automatically assigned an image upon submission to the NCIA database.
Not Visible	Images are submitted but not yet visible.
Visible	Images are visible.

Table 4.1 Status options for NCIA images

Note: While still on this page, you can select other groups to which you assign different visibilities.

The QC status history that displays shows all changes that have been made to the status of this image. When a change is made to data status in NCIA, an email is automatically generated to the user.

Note: Because changes in image status occur instantaneously, they do not generate an email.

4. Click **View *DICOM* DICOM Header** to view the DICOM header information. This also opens in another browser in table format. For more information about DICOM, see <http://medical.nema.org/>
5. To view a full-size copy of the image in JPEG format, click the **View Full Size JPEG** button.
6. The image page also displays an audit trail of the image, the date(s) and person(s) who made changes to the image, associated comments, and the status of the image.

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Updating Curation Status

Note: This administrative feature is available only to logged in users who have manage visibility privileges.

1. To update the status of a tree element, in the left pane of the QC tool navigation pane, select the item to open the corresponding page in the right pane. See *Using the Quality Control (QC) Tool* on page 58.
2. In the top segment of the pane, in the Change QC States section, select from the drop-down list the status you want to assign to the Patient, Study or Images.

Three status options are available. They are described in *the following table Table 4.2*.

<i>Submitted Image Status</i>	<i>Description</i>
Not yet reviewed status	This status is automatically assigned an image upon submission to the NCIA database.
Not Visible	Images are submitted but not yet visible
Visible	Images are visible

Table 4.2 Quality control status categories

3. Enter appropriate comments and click **Submit**.

Note: While still on this page, you can select other groups to which you assign different visibilities.

The QC status history that displays shows all changes have been made to the status of this image. When a change is made to data status in NCIA, an email is automatically generated to the user.

Note: Changes in image status do not generate an email because the change is implemented instantaneously.

http://nciadev501:49080 - Mozilla Firefox

Displaying QA Status History for Image 1.3.6.1.4.1.9328.50.3.2481

Date	User	Comment	Old Value	New Value
Aug 15, 2006	shinohaa@mail.nih.gov	s	Not Yet Reviewed	Send to Curation
Aug 15, 2006	shinohaa@mail.nih.gov	g	Send to Curation	Not Yet Reviewed

Done

Figure 4.3 QA Status History

- Click on **View DICOM Header** to view the DICOM header information. This also opens in another browser in table format.
- To view a full-size copy of the image in JPEG format, click the **View Full Size JPEG** button.
- The image page also displays an audit trail of the image, the date(s) and person(s) who made changes to the image, associated comments, and the status of the image.

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Uploading and Parsing the Curation Spreadsheet

Note: This administration feature is available only to logged in users who have manage visibility privileges.

A user with Admin Curator privileges can upload and manage the parsing of a spreadsheet which contains annotations corresponding to images to which the spreadsheet corresponds. To perform these tasks, follow these steps:

- Click the **Upload Curation Spreadsheet** hypertext link under **Tools** on the left sidebar.
- On the Curation Spreadsheet Upload page that opens, navigate for the file to upload (by clicking the **Browse** button), and click **Upload**. This starts the upload/parsing process.

NCIA performs a quick and preliminary validation review. If obvious errors are discovered in the file to be uploaded, an appropriate message displays immediately on

this page. If the spreadsheet passes the first round of validation, a message displays that you will receive an email when the upload is complete and parsed. That email will outline any additional errors that have been detected, if there are any.

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Verifying Submitted Files

Note: This administration feature is available only to logged in users who have manage visibility privileges.


When a site submits images to NCIA, a user with admin privileges can verify that the images have been received and monitor the status of the submitted images. This is accomplished in NCIA by generating a report with this information.

To verify image submission, follow these steps:

1. Click the **Verify Submission** hypertext link under **Tools** on the left sidebar.
2. On the Verify Submission page that opens, enter the appropriate information for the **Date Range** fields, **From** and **To**, in the Search Criteria form:
3. Press the **Submit** button. The search may take a few moments.


Once completed, the report displays below the Verify Submission form ([Figure 4.4](#)).


Verify Submission





SEARCH CRITERIA

Date (mm/dd/yyyy)

From: 06/01/2007 

To: 07/15/2007 

 **SUBMIT**
 **RESET**

Submission Status

Please contact [Application Support](#). Telephone: 301-451-4384 or toll free: 888-478-4423
Email: ncicb@pop.nci.nih.gov for help regarding any quarantined files.

Project-Site											
RIDER-MDACC											
Date	New Patients	Updates Patients	New Studies	Updated Studies	New Series	Updated Series	Not Yet Reviewed Images	Visible Images	Not Visible Images	Annotation	Quarantined Files
Jun 21, 2007	6	1	26	0	129	0	16951	0	0	0	0
Jun 22, 2007	10	7	67	16	264	2	29100	0	0	0	0
Jun 23, 2007	0	9	26	12	55	2	6132	0	0	0	0
Jun 25, 2007	6	0	49	0	168	0	16556	0	0	0	0
Jun 28, 2007	1	0	4	0	16	0	1208	0	0	0	0
Totals:	23	17			172	28	632			4	

Unknown Site Quarantined Files
0

Note: Unknown site quarantined files are quarantined files for which the project-site cannot be determined.

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Figure 4.4 Verify Submission search criteria and search results

The results include the following information, grouped by project site in table format. Fields are described in [the following table Table 4.3](#):

Submitted Files Results Fields	Description
Date	Specific dates within the specified range on which data was submitted. Click each date, which is a link that reveals the patient, studies or series IDs for data submitted on that date.
New Patients/Updated Patients	Number of new or updated patient information represented in the search results. Click the date link for patients IDs
New Studies/Updated Studies	Number of new or updated studies represented in the search results. Click the date link for studies IDs.
New Series/Updated Series	Number of new or updated series represented in the search results. Click the date link for series IDs.
Images: <ul style="list-style-type: none"> • Not Yet Reviewed • Visible • Not visible 	Number of images represented in the search results. The categories indicate review and access status for images, as determined by data curators. Click the date link for image IDs. For more information, see Updating Curation Status on page 61.
Annotation	Number of annotation files represented in search results
Quarantined Files	Number of quarantined files represented in search results. Files can be quarantined for a variety of reasons: an unidentified site; required values that were left blank, an invalid header, no manifest in the zip file, and so forth.

Table 4.3 *Description of fields in search results for verifying submission to NCIA*

On the bottom of the page, a notation displays the number of files in quarantine for which a site cannot be determined ([not shown](#)). This can occur when an uploaded file is invalid or so corrupted that the curators cannot tell where it came from.

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