SonicDICOM PACS Cloud

Starter Guide

Version 3.0

October 25, 2023

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Revision History

Revision	Date	Description
1.0	September 30, 2022	Initial version
2.0	July 12, 2023	3.5 Operation of Viewer Features and 6. Make Report has been added
3.0	October 25, 2023	System Requirements has been revised

Overview

SonicDICOM PACS Cloud combines the capabilities of DICOM Server with Web browser based DICOM Viewer.

DICOM Server

You can store and manage imaging data from CR, CT, MRI, etc., and files in PDF/JPEG/PNG/BMP formats.
Also, you can automatically upload and store imaging data from the modalities to the DICOM server on the cloud by using the free software "Cloud Connector".

DICOM Viewer

The DICOM Viewer of this product is web browser based.
You can use it from anywhere in the world by only accessing the URL on web browsers, such as Google Chrome, Mozilla Firefox.
Also, this DICOM Viewer is designed to be simply integrated with web applications such as HIS, RIS, and others via URL.

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Supported Modalities and Images

SonicDICOM PACS Cloud supports the following types of modalities.

- Computed Radiography (CR)
- Computed Tomography (CT)
- Digital X-Ray (DX)
- Endoscope (ES)
- Mammography (MG)
- Magnetic Resonance (MR)
- Nuclear Medicine (NM)
- Positron Emission Tomography PET-CT (PT)
- Radio Fluoroscopy (RF)
- Radiographic Imaging (RG)
- Radiation Therapy (RT)
- Secondary Capture (SC)
- Ultrasound (US)
- X-Ray Angiographic (XA)
- External-camera Photography (XC)

Also, SonicDICOM PACS Cloud can handle the following types of DICOM images.

- Monochromatic and color images
- Static images and multiframe images
- Uncompressed and compressed (RLE Lossless, JPEG Lossy, JPEG Lossless, JPEG 2000 Lossy, JPEG 2000 Lossless)

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System Requirements

System Requirements of SonicDICOM PACS Cloud are as below.

■ PC

Web Browser

- The latest version of Google Chrome
- The latest version of Mozilla Firefox
- The latest version of Microsoft Edge (Chromium)
- The latest version of Apple Safari

■ Tablet

Web Browser

- The latest version of Apple Safari
- The latest version of Google Chrome

■ Smartphone

Web Browser

- The latest version of Apple Safari
- The latest version of Google Chrome

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Limitation of Trial Edition

The Free Trial of SonicDICOM PACS Cloud allows you to use all the features. Please note that there are some limitations as follows:

- Storage Space: 50GB
- Maximum number of Web Connections: 1
- Maximum number of DICOM Connections: 5
- Maximum number of Monthly Shares: 10
- Maximum Share Duration: 1 month

Web Connection:

The number of users who can access web interface of SonicDICOM PACS Cloud at the same time.
It does not include access from guest users who do not have a PACS account.

DICOM Connection:

The number of devices/software that can be connected with SonicDICOM PACS Cloud by using DICOM communication.
At this time, it cannot be connected to third company's DICOM viewers.

Monthly Shares:

The number of times to share studies per month to a guest user without PACS account.

Share Duration:

The maximum days that can be set as the expiration date of the shared study.

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1. Sign up

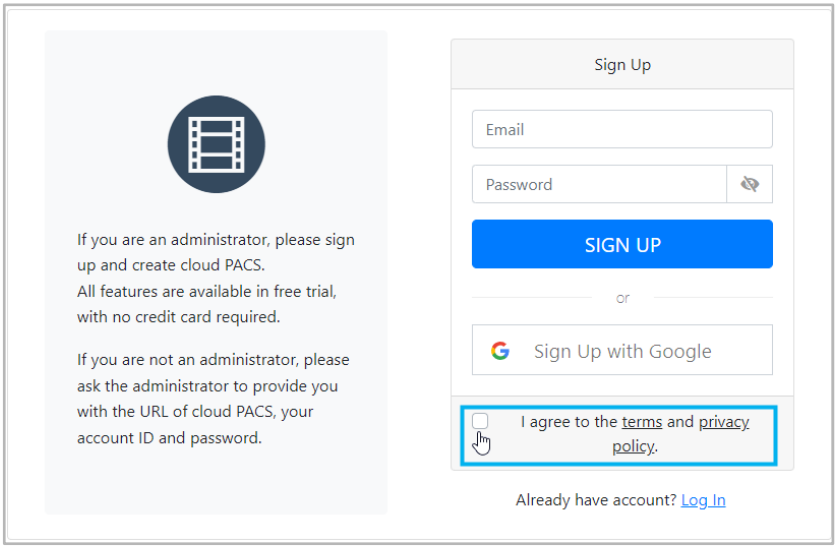
1.1 Enter the information for signing up

Access the page to sign up: https://console.sonicpacs.com/app/signup

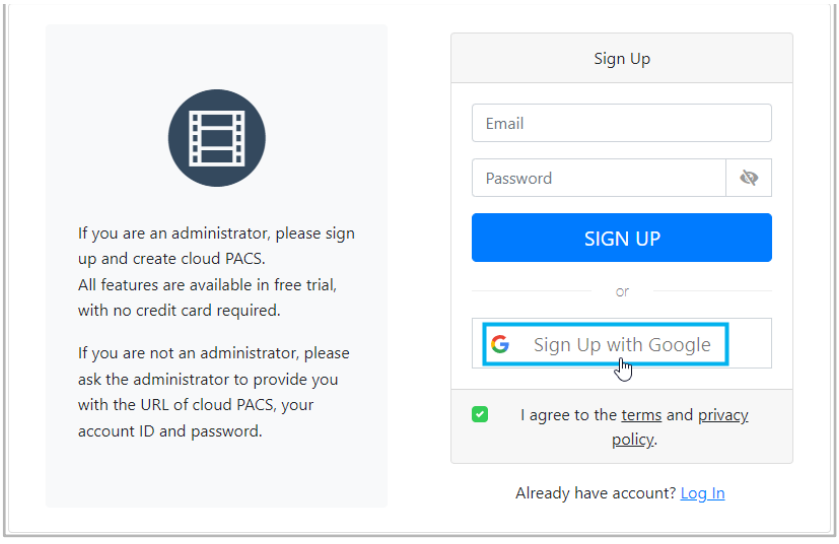
You can sign up with either your email address and an password or with Google authentication.

- Sign up with Google account

1. In the sign up page, if you agree to the terms and privacy policy, click the checkbox of "I agree to the terms and privacy policy.".



Click "Sign Up with Google".



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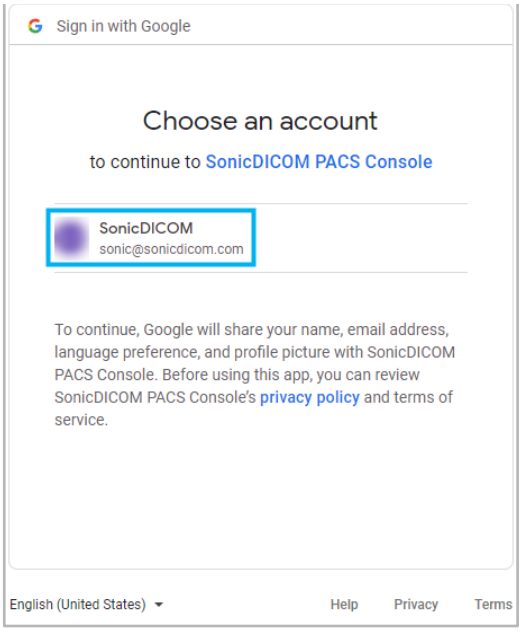
2. The page will transit to the following page. Select your Google account and log in.



3. Proceed to "1. 2 Enter Profile and cloud PACS information".

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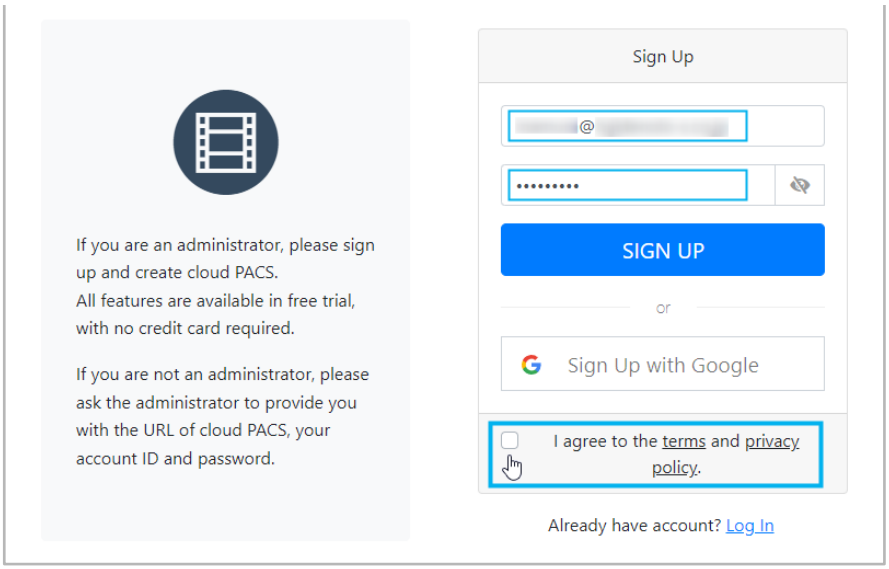
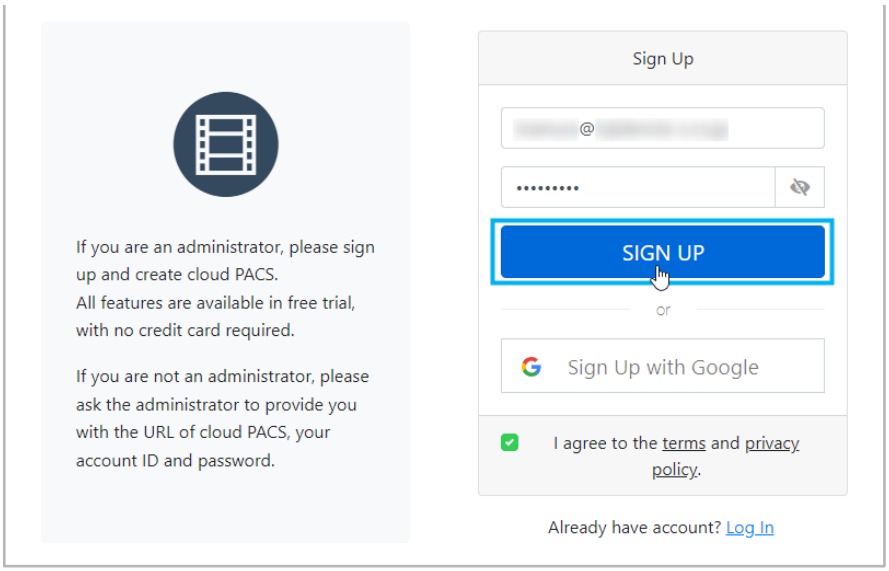
- Sign up with email address and password

1. In the sign up page, enter your email address and password.
Then, if you agree to the terms and privacy policy, click the checkbox of "I agree to the terms and privacy policy.".



2. Click "SIGN UP".



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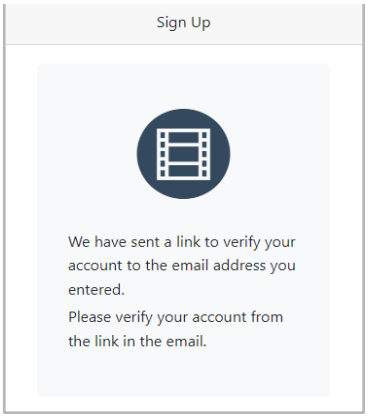
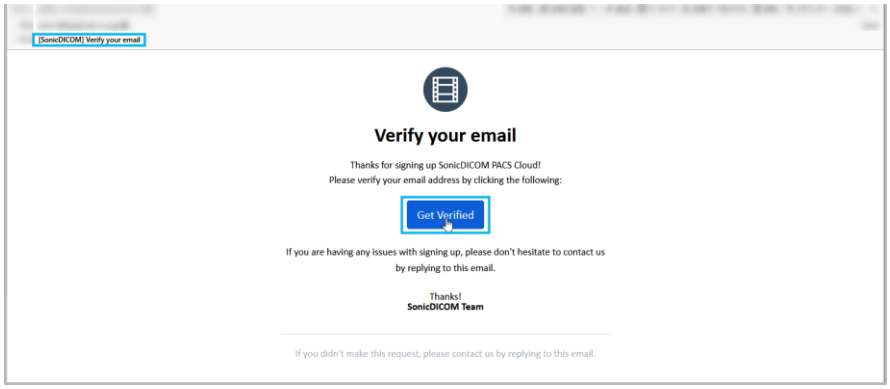
3. The following message will be displayed and you will receive a confirmation email (Subject: [SonicDICOM] Verify your email).

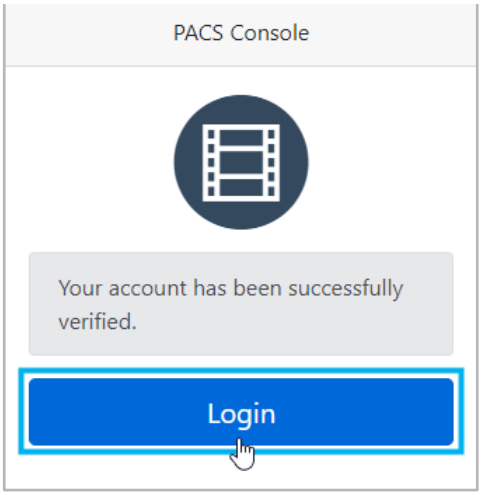


4. Open a confirmation email, and click "Get Verified".



5. The account is successfully confirmed and the PACS Console page will be displayed.

Click "Login".



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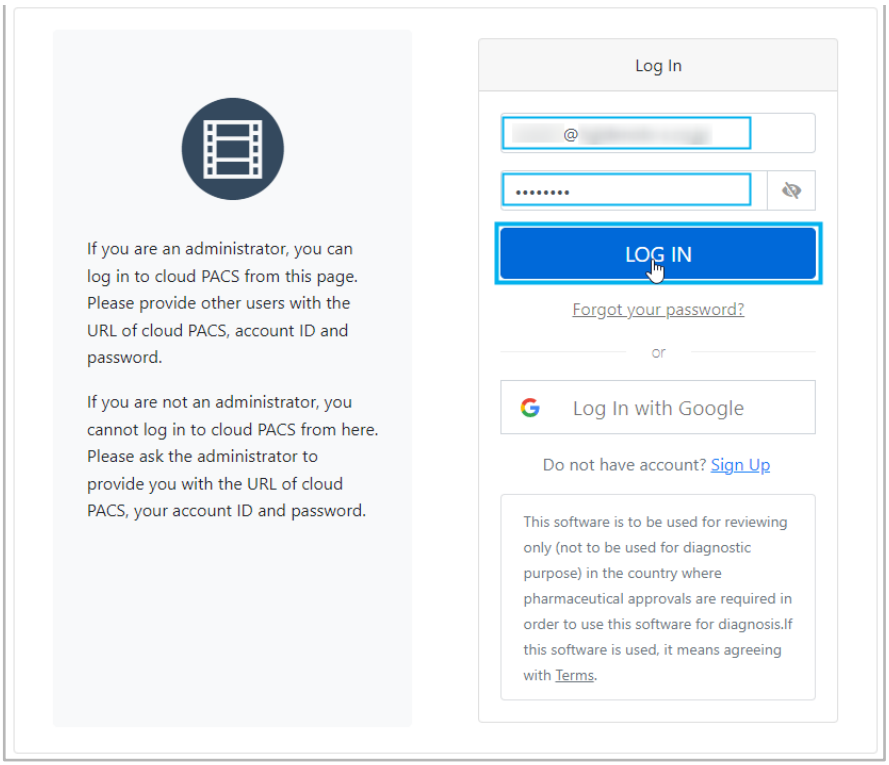
6. In the PACS Console page, enter your email address and password, then click "LOG IN".



7. Proceed to "1. 2 Enter Profile and cloud PACS information".

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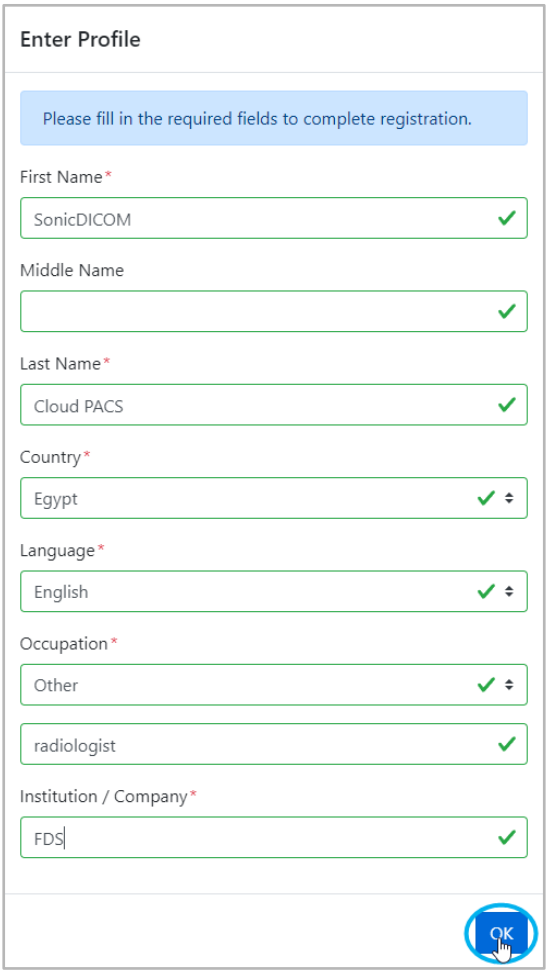
1.2 Enter Profile and cloud PACS information

1.2.1 Enter Profile

Dialog "Enter Profile" will be displayed.

Enter the profile information of the user who will use Cloud PACS.

Enter/select the required fields (marked with *) and click "OK" when completed.



- First Name*: First Name
- Middle Name: Middle Name
- Last Name*: Last Name
- Country*: Country of residence
- Language*: Language to be used
- Occupation*: Occupation (If you choose "Other", type the occupation name.)
- Institution / Company*: Name of institution or company

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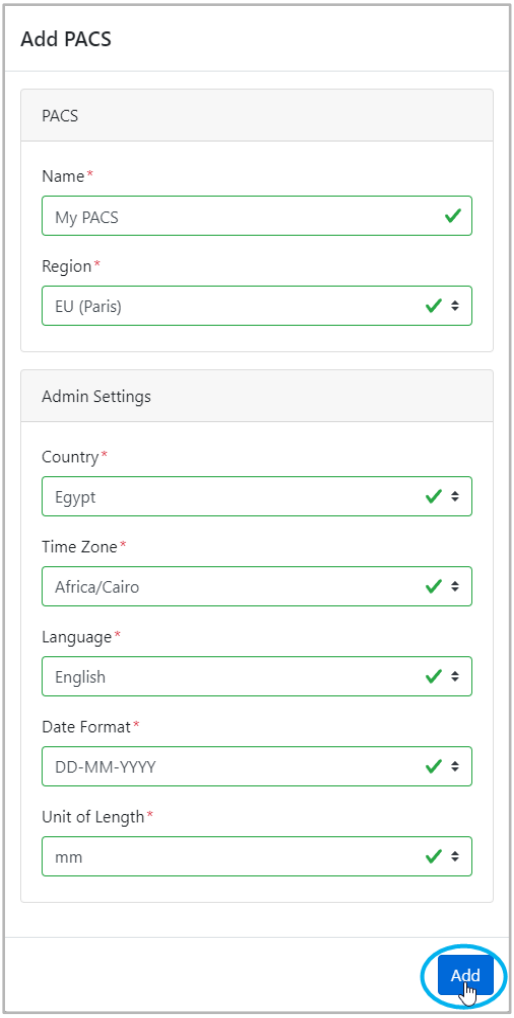
1.2.2 Enter cloud PACS information

Dialog "Add PACS" will be displayed.

Enter the information of the Cloud PACS to be created and the administrator.

Enter/select the required fields (marked with *) and click "Add" when completed.



[PACS]

- Name*: Name of your PACS
- Region*: Select a region to create your PACS

[Admin Settings]

- Country*: Country of residence
- Time Zone*: Time zone to be used
- Language*: Language to be used
- Date Format*: Date Format to be used
- Unit of Length*: Unit of Length to be used

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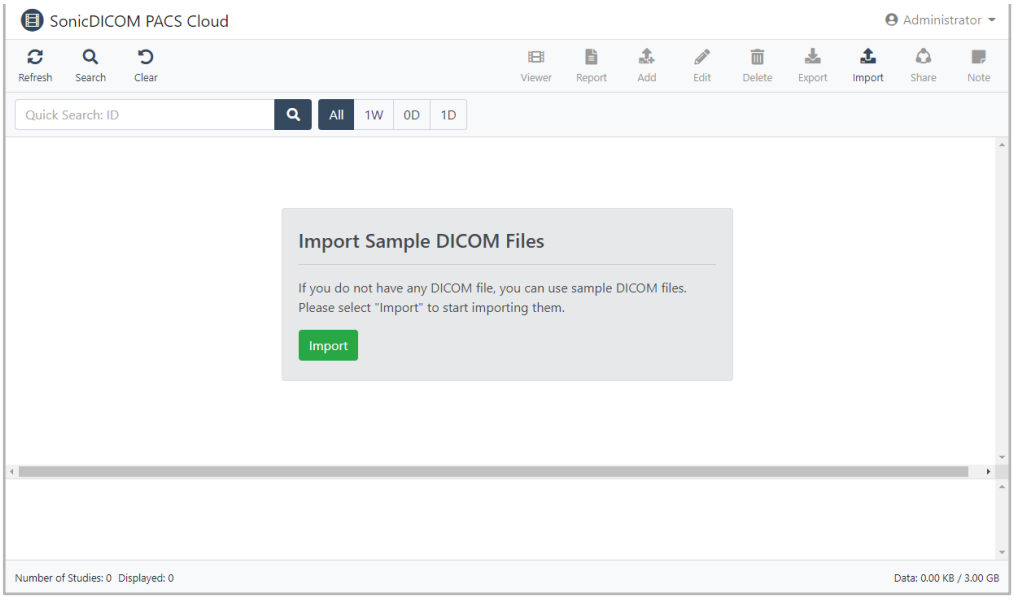
1.3 View created cloud PACS

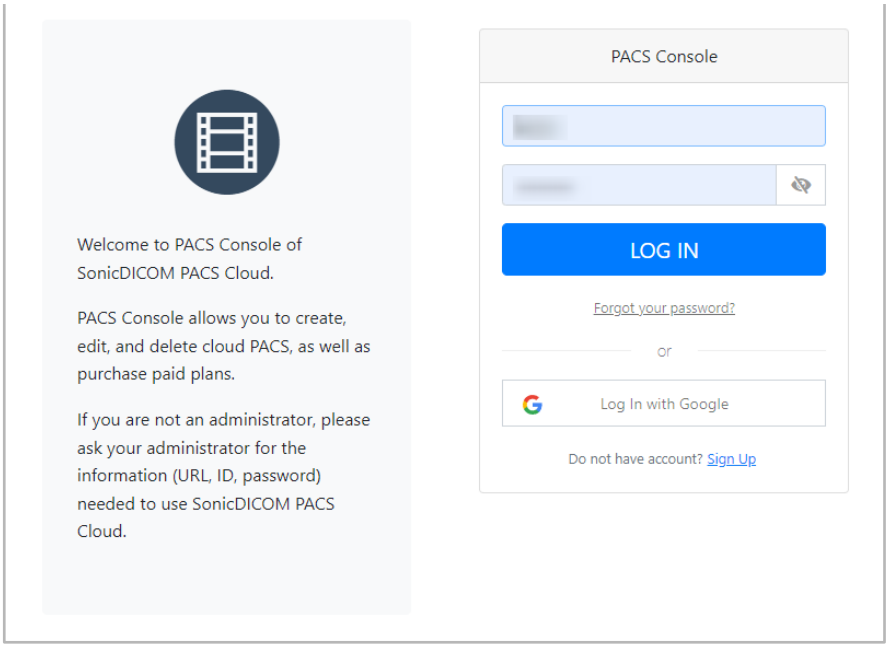
Cloud PACS is created and List page is displayed.



Tips:

- Bookmarking the PACS URL can be helpful.

- After signing up, the administrator can also log in to PACS from this page: https://console.sonicpacs.com/app/login



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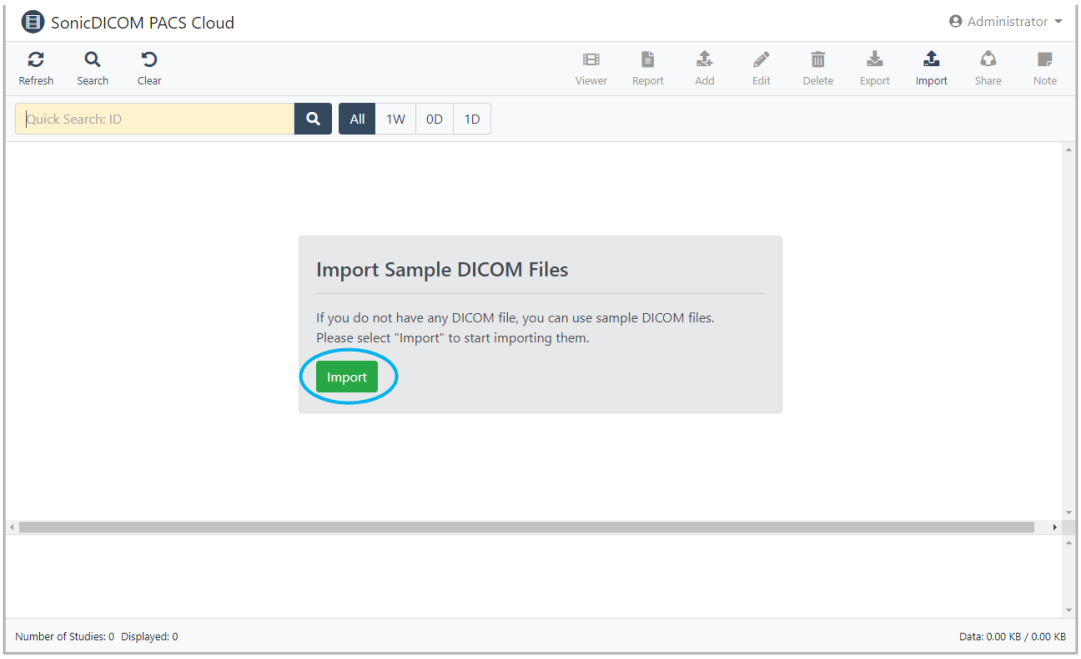
2. Import DICOM Files

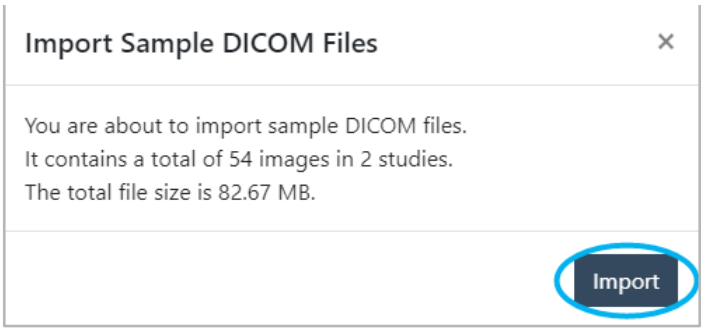
2.1 Import Sample DICOM Files

You can import sample DICOM files if you access List page with no saved Study.

1. Click "Import".



2. Dialog "Import Sample DICOM Files" will be displayed. Click "Import".



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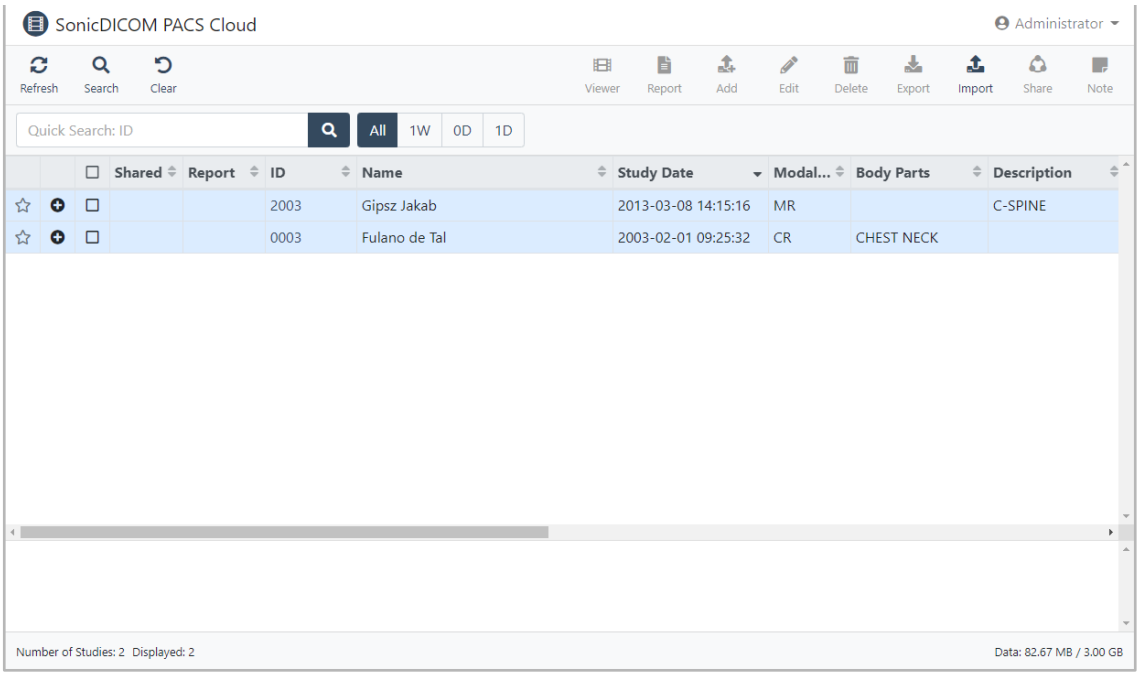
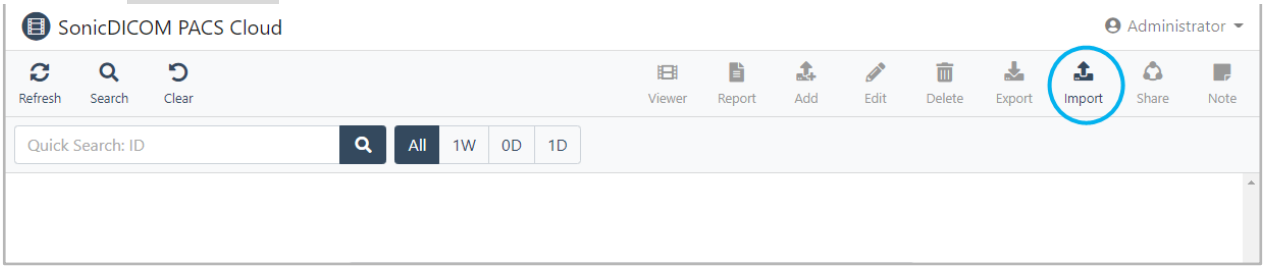
3. Once the importing is complete, the studies will be displayed on List page.

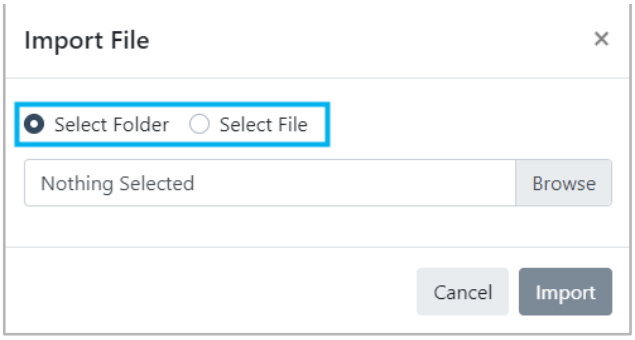


2.2 Import Your DICOM Files

1. Click Import in the toolbar.



2. Select either "Select Folder" or "Select File".



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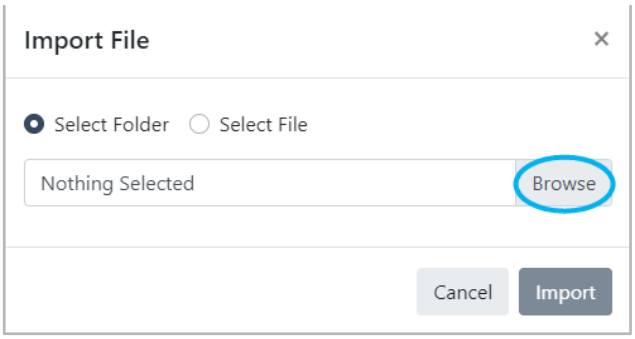
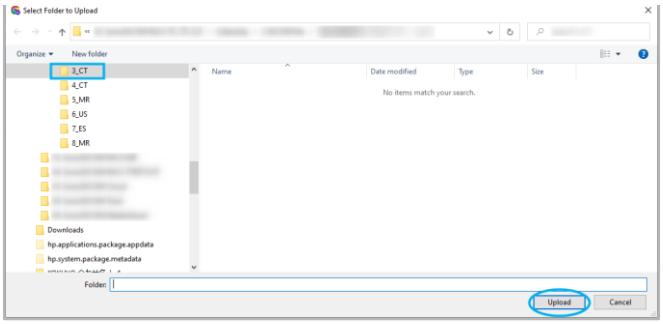
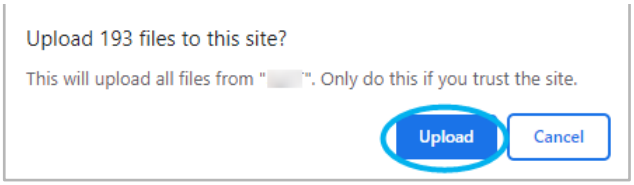
3. Click "Browse".



4. Select the folder or file to be imported and click "Upload".



5. The following dialog will be displayed. Click "Upload".



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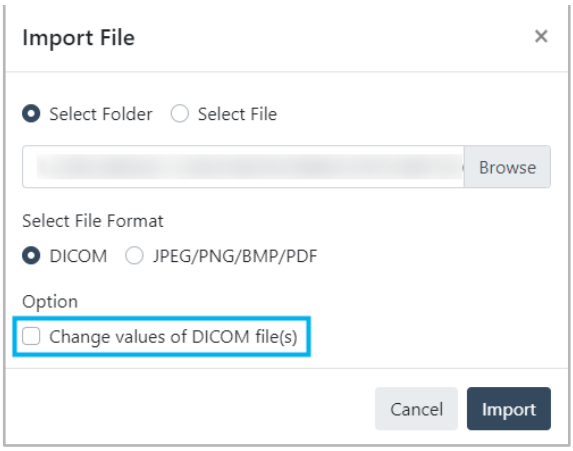
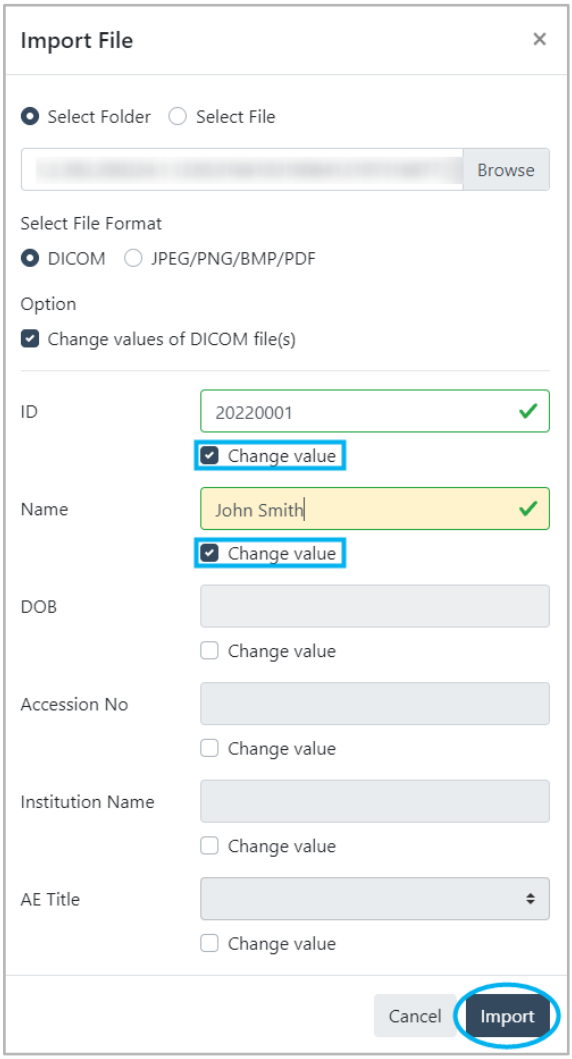
6. Dialog "Import File" will be displayed.

To change the values of the DICOM file to be imported, click the checkbox of "Change values of DICOM file(s)", and a list of items will be displayed.



If you would like to change the value, click the checkbox of "Change value".



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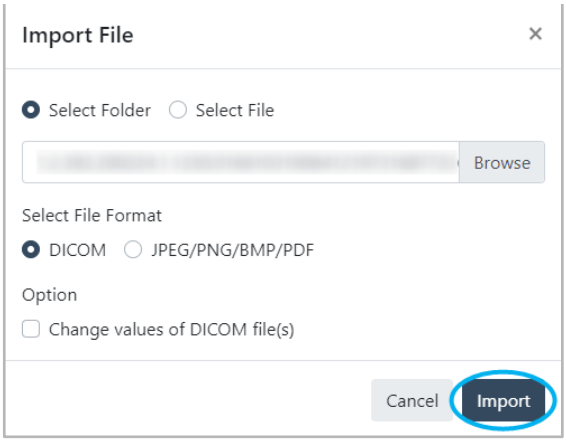
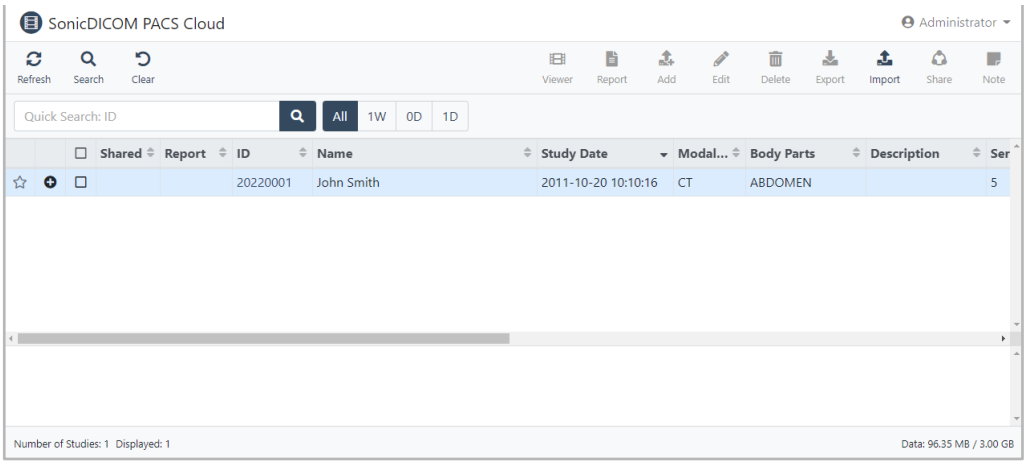
7. Click "Import".



8. Once the import is complete, it will be displayed on List page.



Information:

You can also import the files in PDF/JPEG/PNG/BMP formats.

For details, please refer to: User Manual > Toolbar Feature > Import

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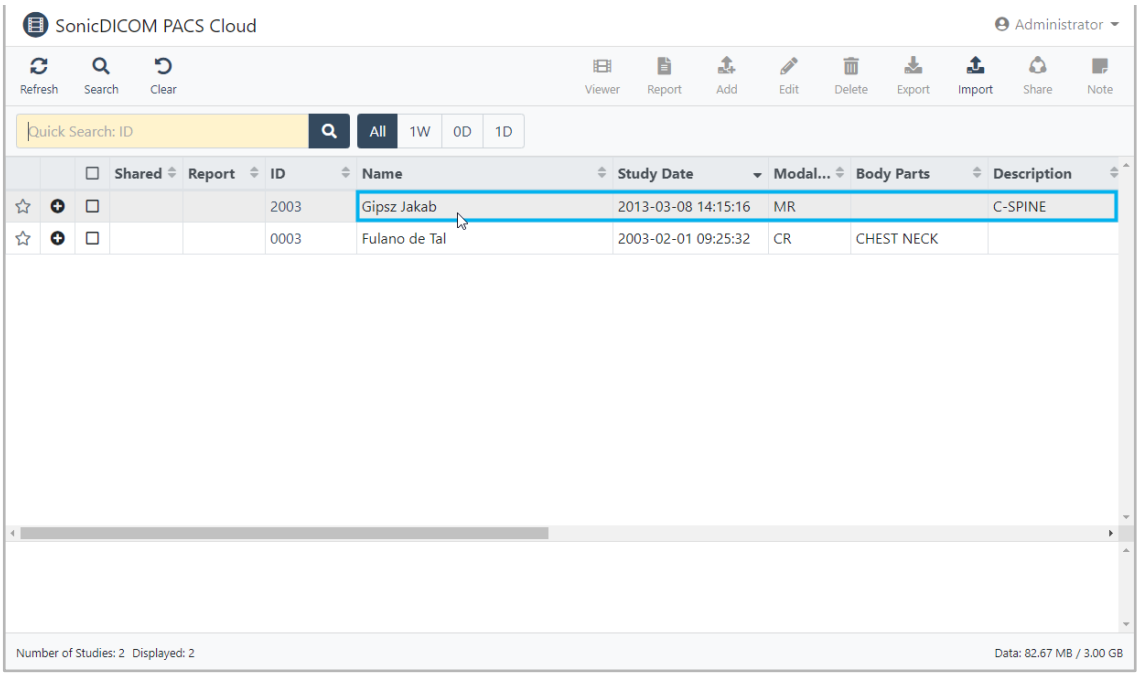
3. View Images

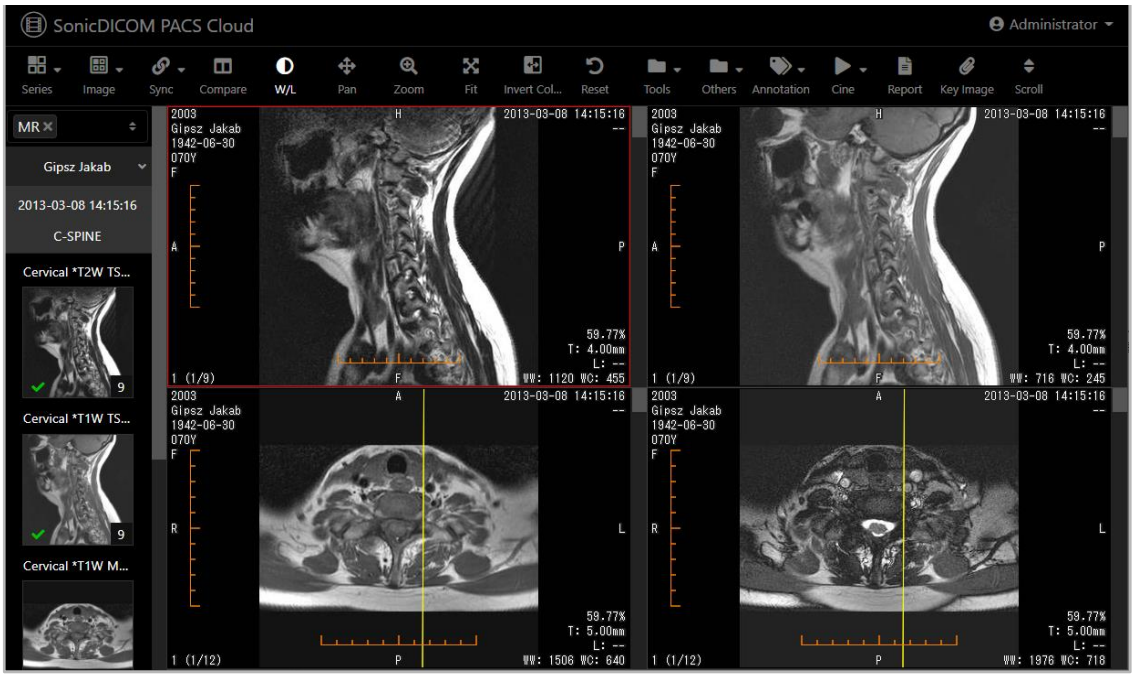
3.1 View 1 Study only

1. Double click the list of the intended Study.

Note: Double click on any item except Patient ID.



2. Viewer page opens and the Study image is displayed.



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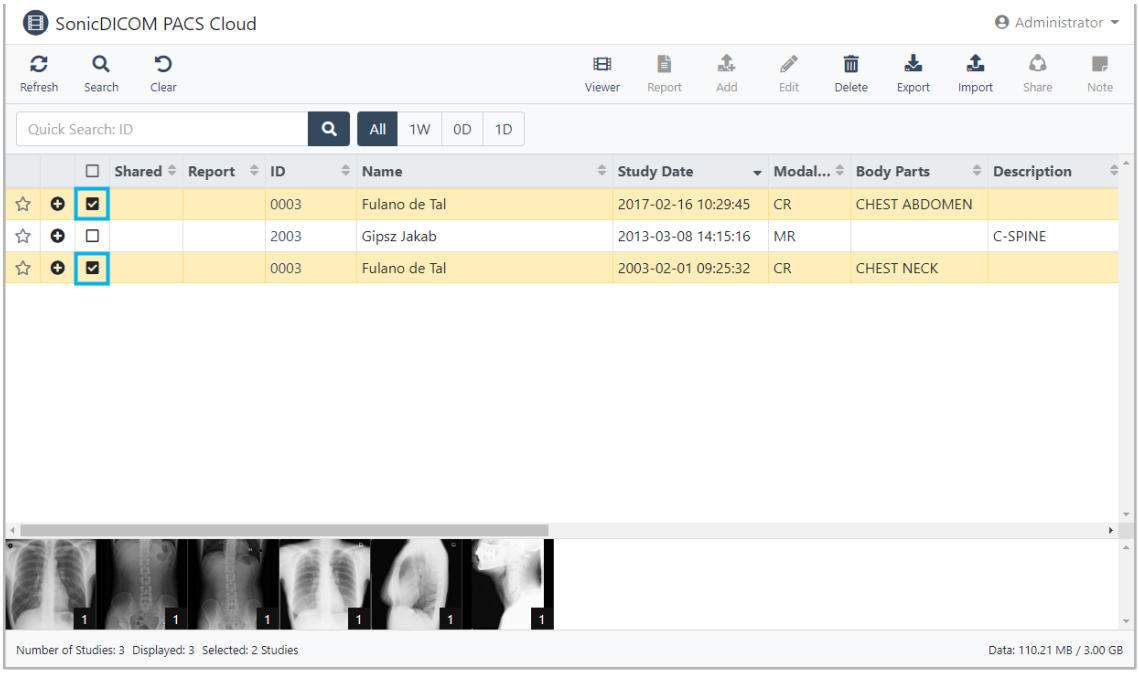
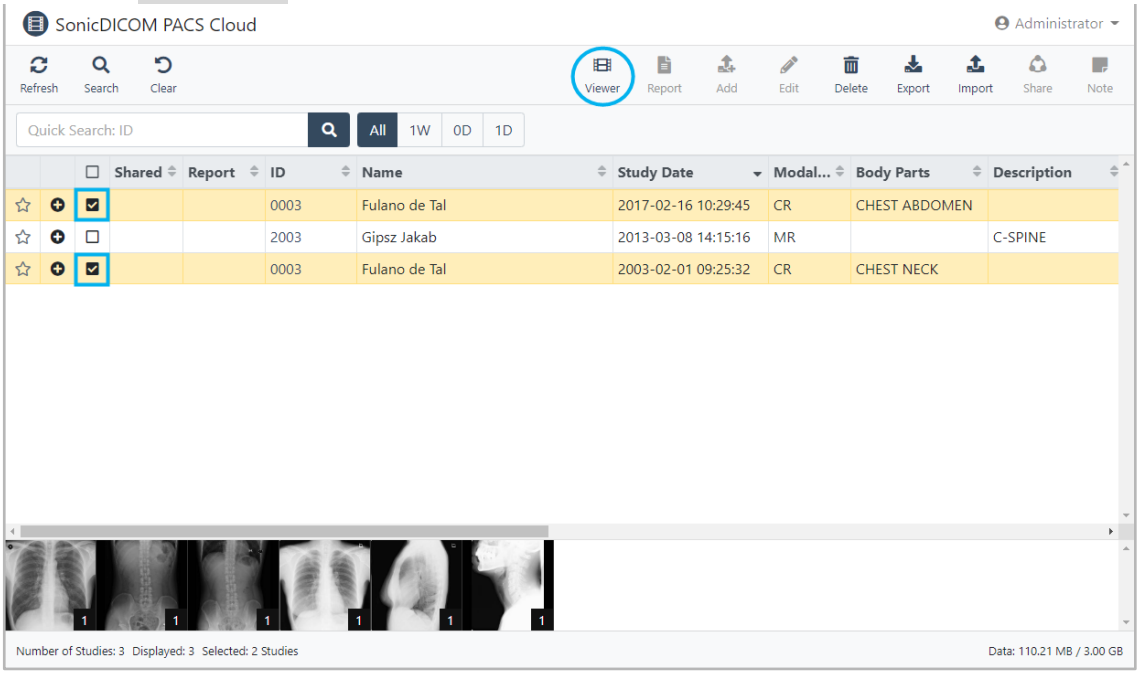
3.2 View multiple Studies

1. Click the checkboxes of the intended Studies.



2. Click Viewer in the toolbar.



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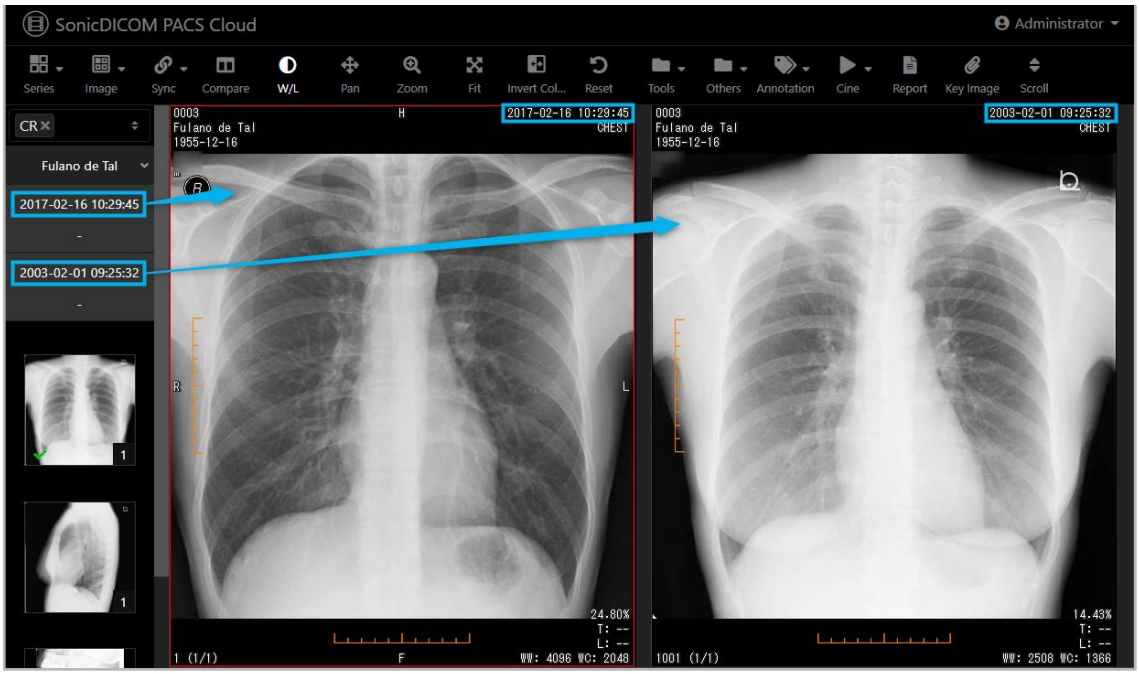
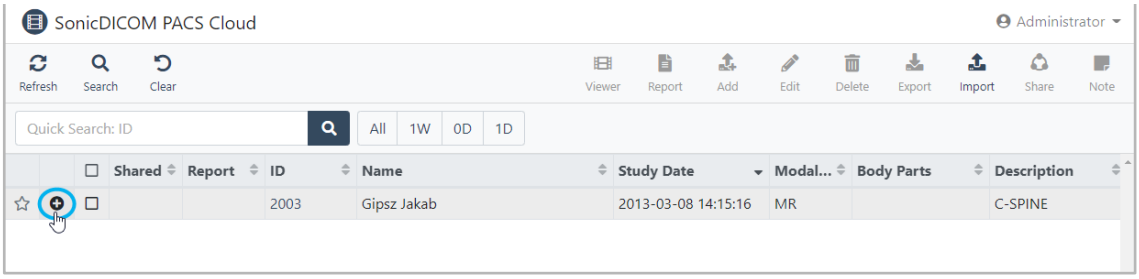
3. Viewer page opens and the images of multiple Studies are displayed.



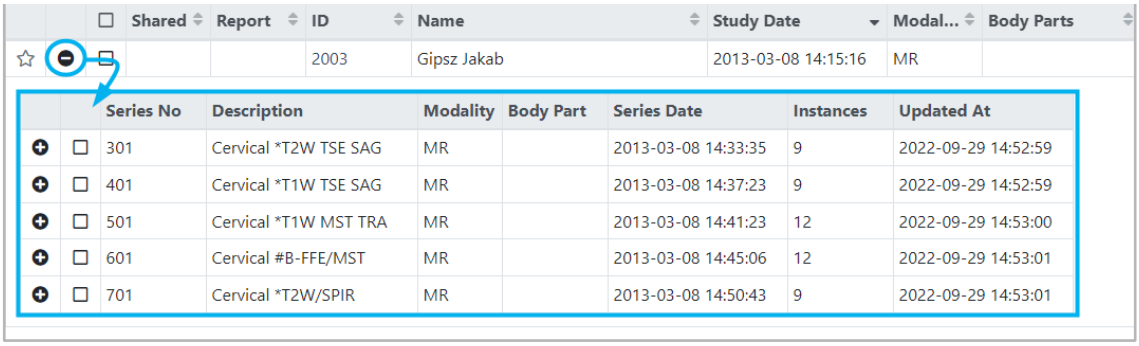
3.3 Open Series and Instances in Viewer page

Study List has tree structure of Study > Series > Instance

1. Click ⊕ button in Study List.



2. Tree expands and Series List is displayed.



3. Click ⊕ button in Series List.

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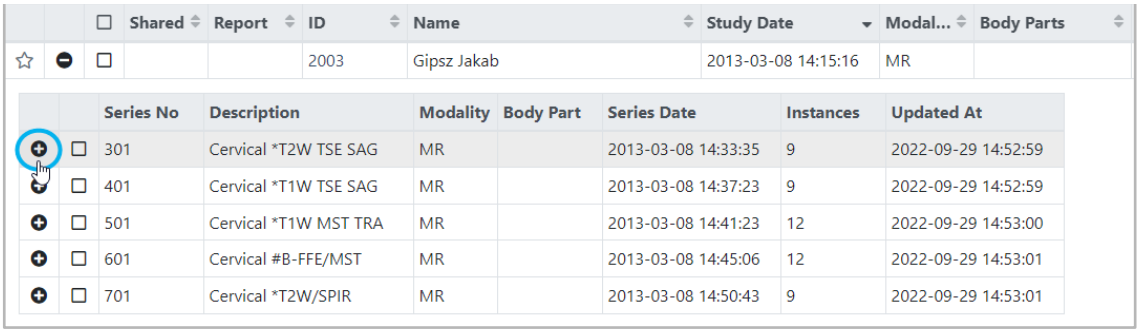
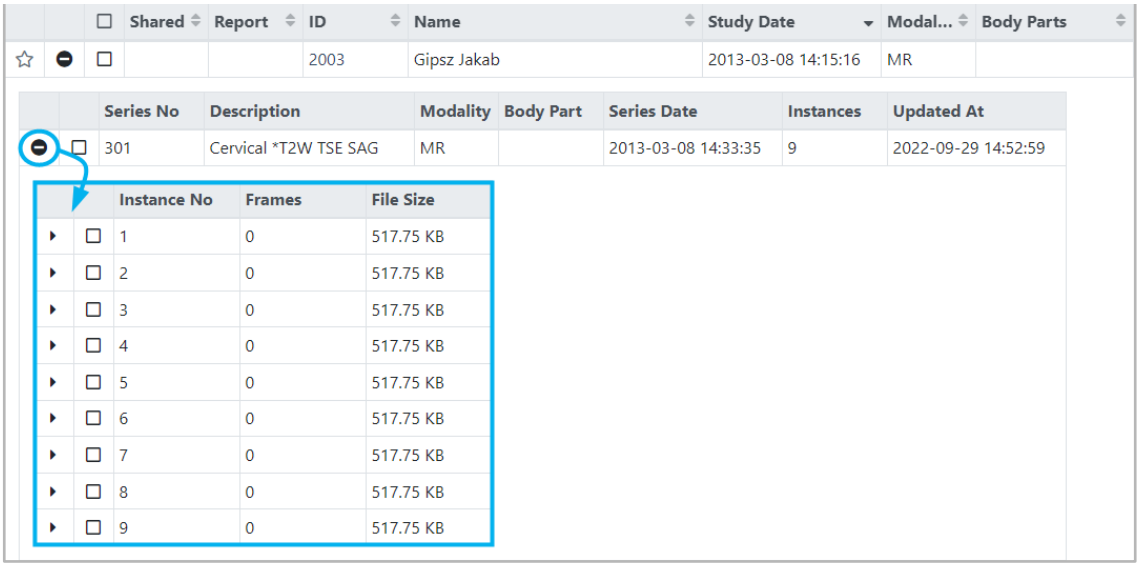
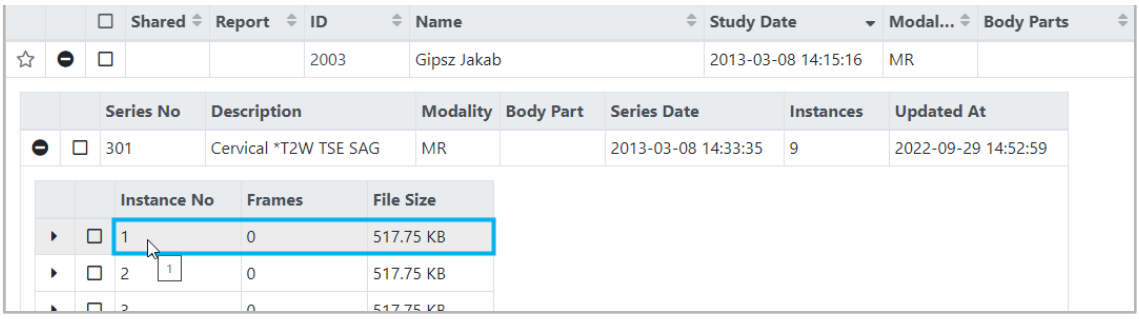


4. Tree expands and Series List is displayed.



5. Double click Series/Instance to view it on viewer page.



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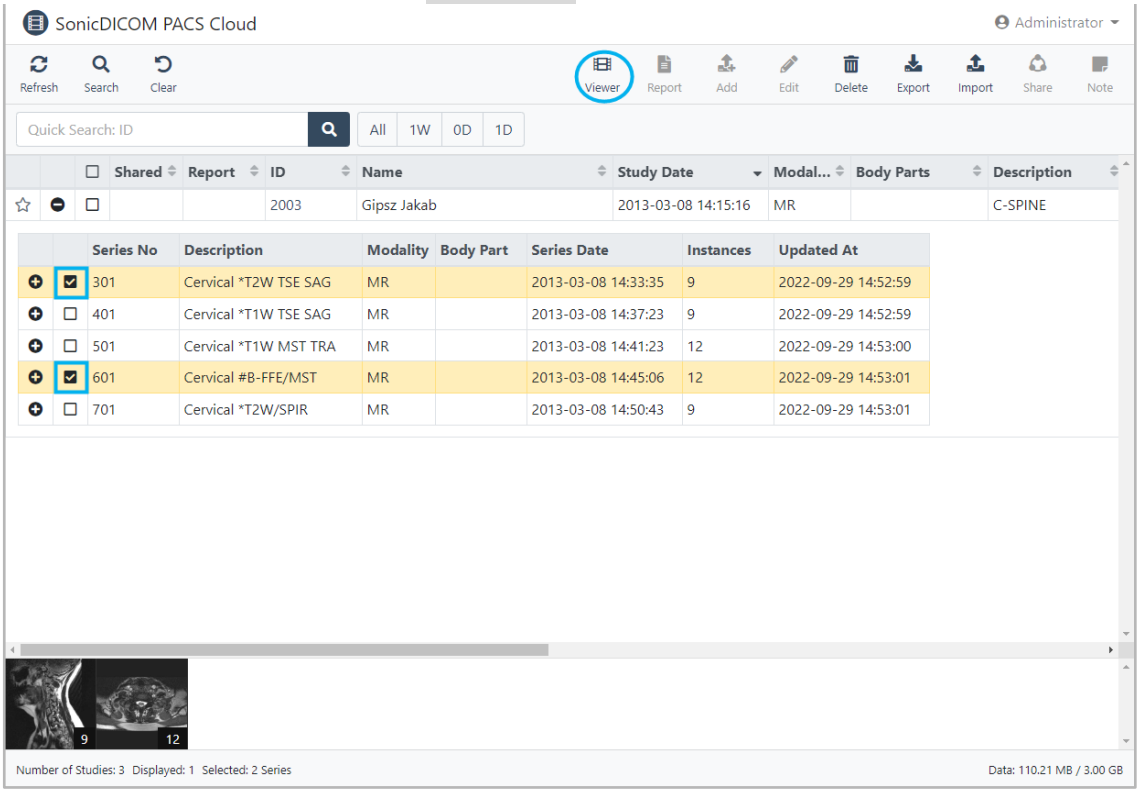
To view multiple Series/Instance, click the checkboxes of the intended Series/Instance, then click Viewer in the toolbar.



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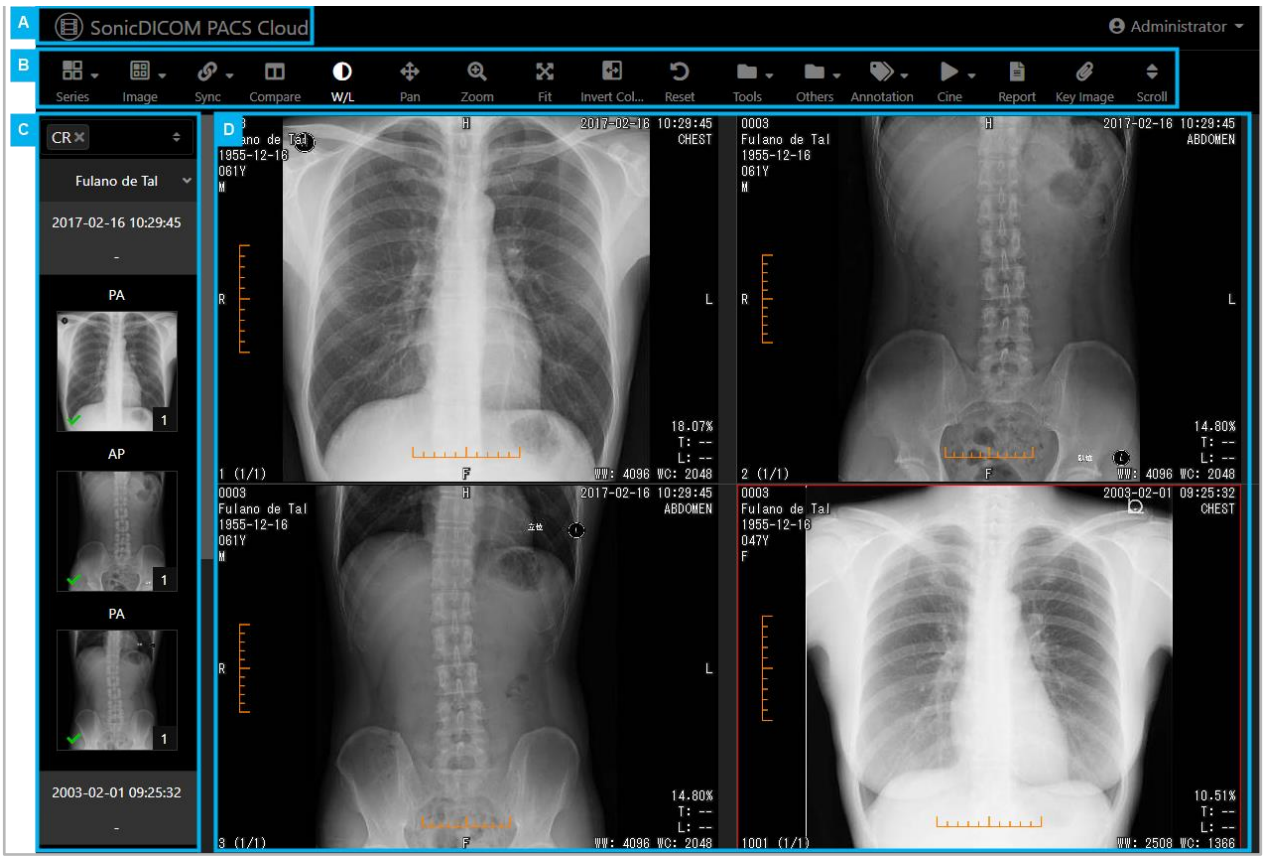
3.4 Operation of Viewer Page



A) Logo of SonicDICOM PACS Cloud

List page will be displayed by clicking it.

B) Toolbar

In Toolbar, items that include name and icon of features are displayed.

You can execute each feature by clicking item.

C) Thumbnailbar

In Thumbnailbar, information of Study/Series, thumbnail list, and others are displayed.

Display location of Thumbnailbar can be changed to either left, right or top.

D) Image display area

For the details on the operation of Viewer page, please refer to: **User Manual > Viewer**

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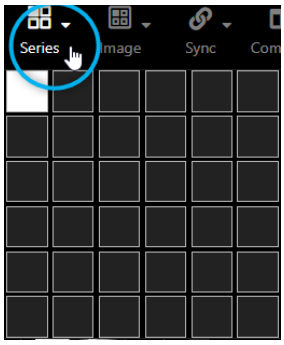
3.5 Operation of Viewer Features

There are various features in Viewer. Here are some of the major ones.

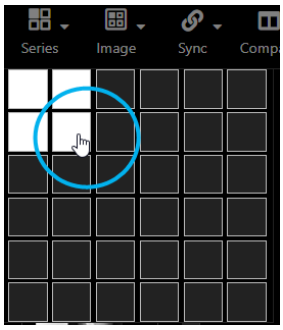
3.5.1 Series

You can display a series in divided sections. (Max: 6×6)

1. Move the mouse cursor over Series in the toolbar.



2. Move the mouse cursor to select the number of tiles to be divided and click.



3. The series will be displayed with the specified number of divisions.

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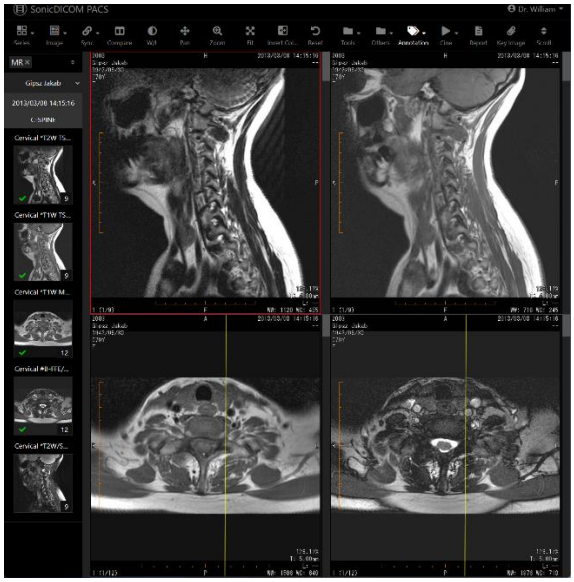
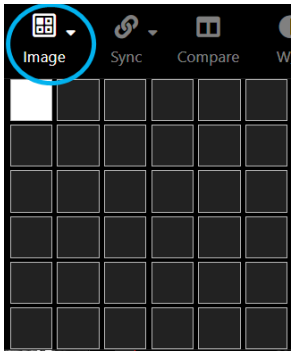


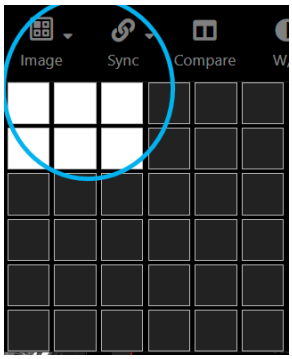
3.5.2 Image

You can display images in divided sections (Max: 6×6).

1. Move the mouse cursor over Image in the toolbar.



2. Move the mouse cursor to select the number of tiles to be divided and click.



3. The images will be displayed with the specified number of divisions.

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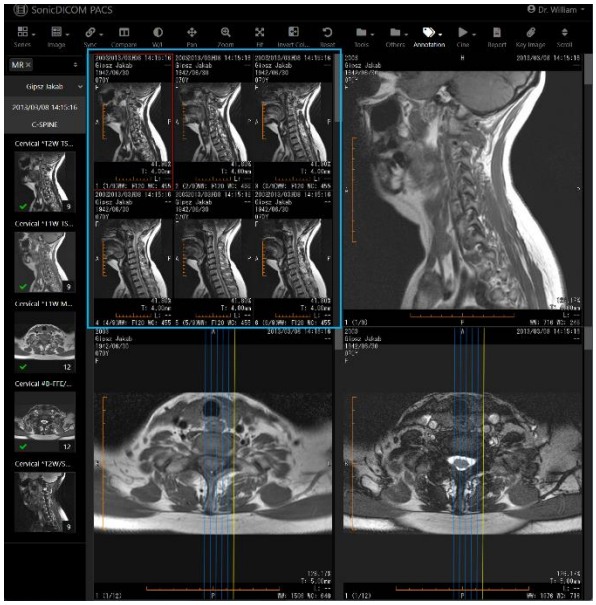

3.5.3 W/L

You can change Window Level.

1. Click on the image you would like to change the W/L of. The selected image will be surrounded by a red frame.
2. Click W/L in the toolbar.
3. Left-click on the image and move the mouse up/down/left/right to change window level.

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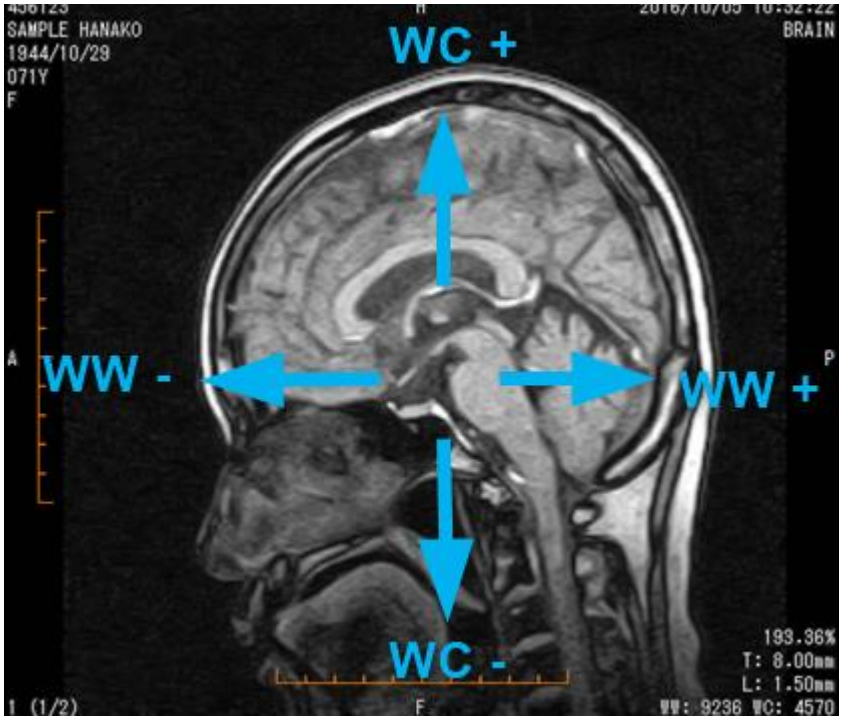

For detailed operations of other features such as Zoom, Pan, etc., please refer to User Manual > Viewer > Toolbar Features

3.5.4 Annotations

Various operations can be performed using Annotation feature.

In this section, we will briefly explain how to draw two of these annotations.

Length

1. Move the mouse cursor over Annotation in the toolbar and select Length from the menu of Annotation.

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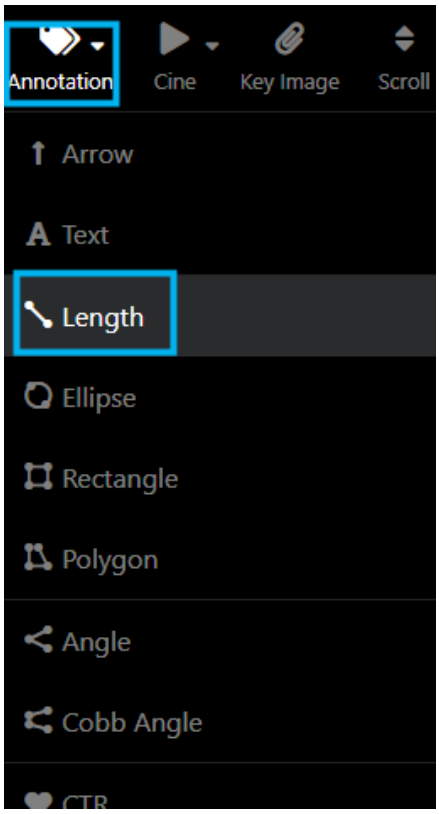
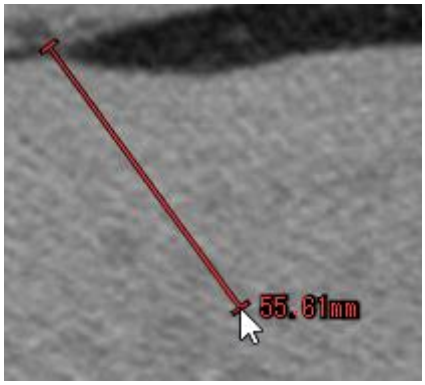


2. On the image, move the mouse pointer while left-clicking to the position where you would like to end the drawing.



3. Release the mouse button to complete drawing. The length of the drawn line is displayed.

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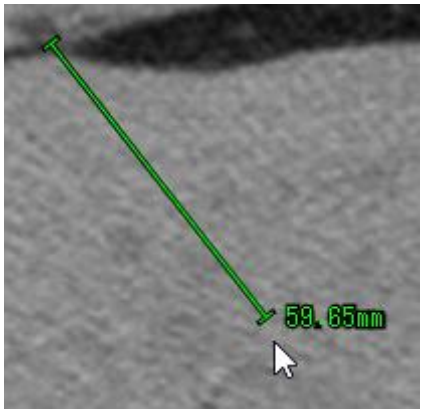
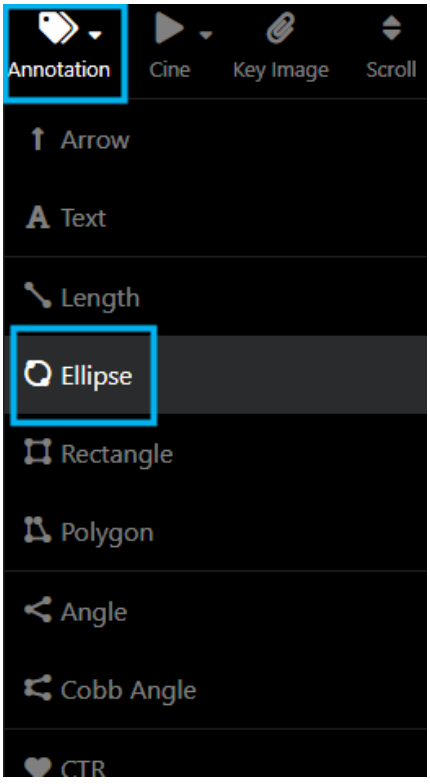


Tips: You can change the length/direction of the line or move it.

Ellipse

1. Move the mouse cursor over Annotation in the toolbar and select Ellipse from the menu of Annotation.



2. On the image, move the mouse pointer while left-clicking to the position where you would like to end the drawing.

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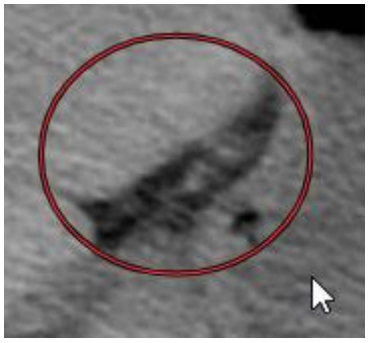
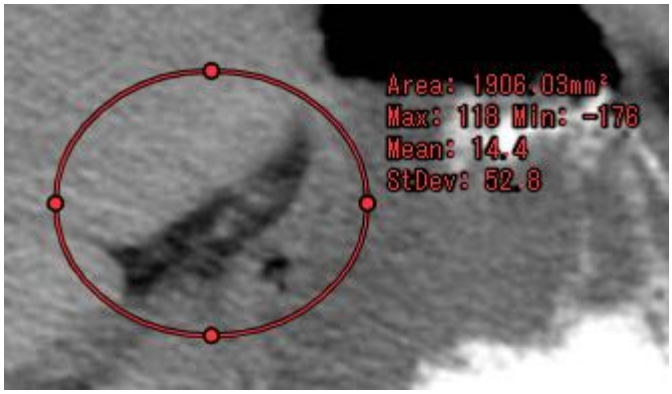


3. Release the mouse button to complete drawing. The area of the drawn ellipse and others are displayed.



Tips: You can change the width/height of the ellipse or move it.

In addition, various other annotations, such as CTR, are available.
For more details, please refer to User Manual > Annotation.

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4. Share Images

You can share specific or all studies of a specific patient via URL to patients, doctors, and anyone you would like to share studies with.

4.1 Share to Guest

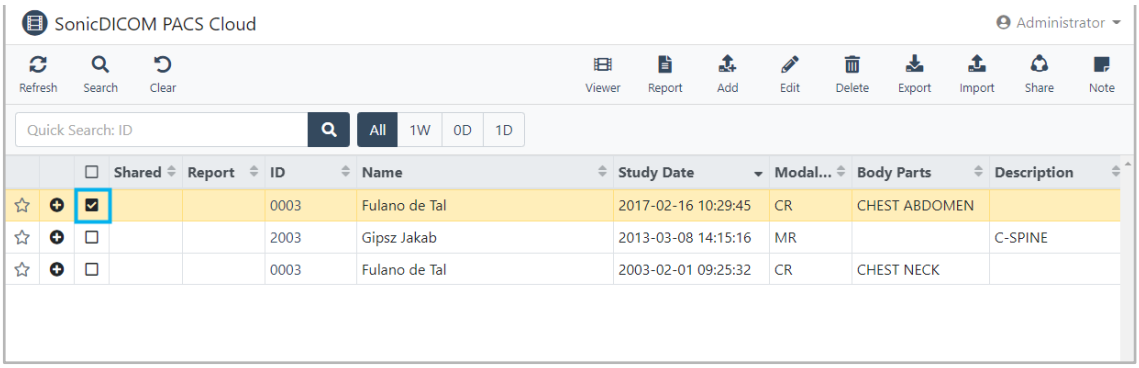
Guest account is a user who doesn't have a PACS account.

A guest can view the shared studies or all studies of a specific patient simply by accessing the generated URL.

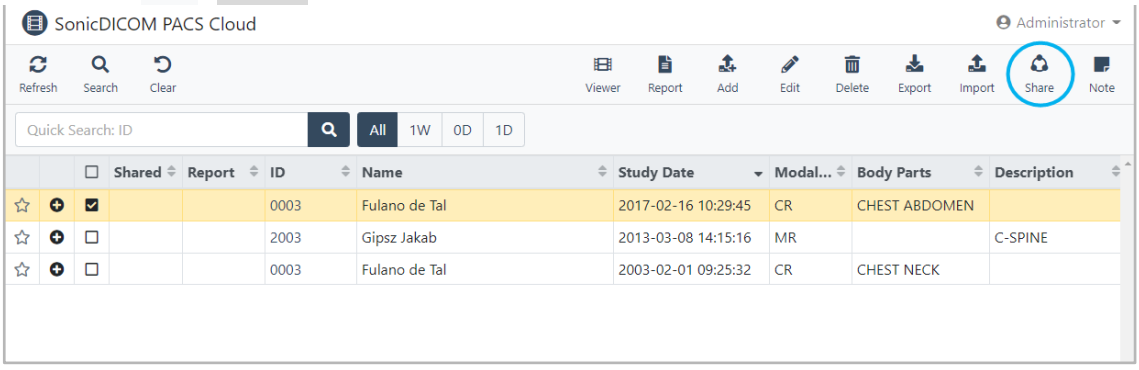
There is no need to log in to PACS with an ID or password.

This is suitable for sharing to outside users such as patients.

1. Select the studies/patients to share on List page.



2. Click Share in the toolbar.



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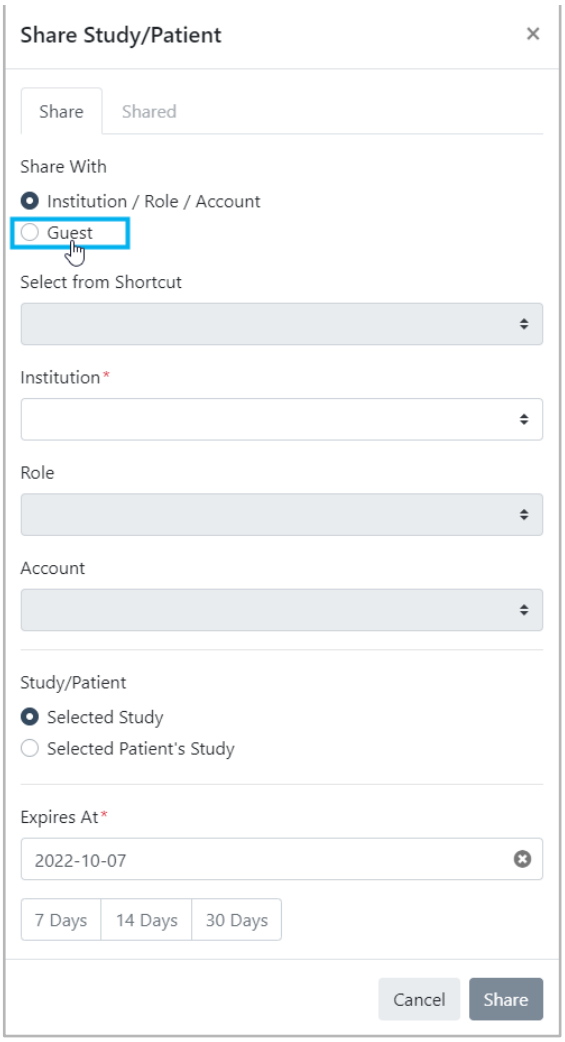
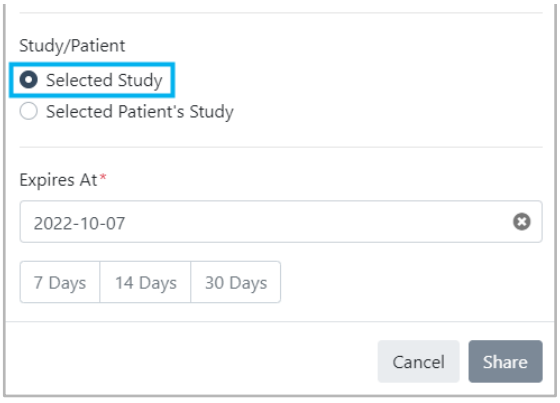
3. Select "Guest" in dialog "Share Study/Patient".



4. Select either "Selected Study" or "Selected Patient's Study" in dialog "Share Study/Patient".

"Selected Study": Only the selected study will be shared.



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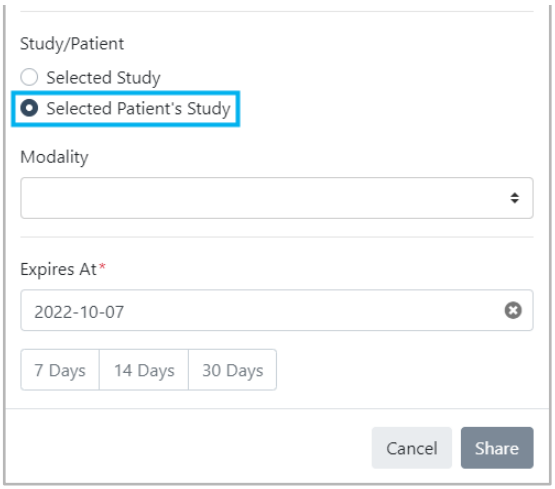
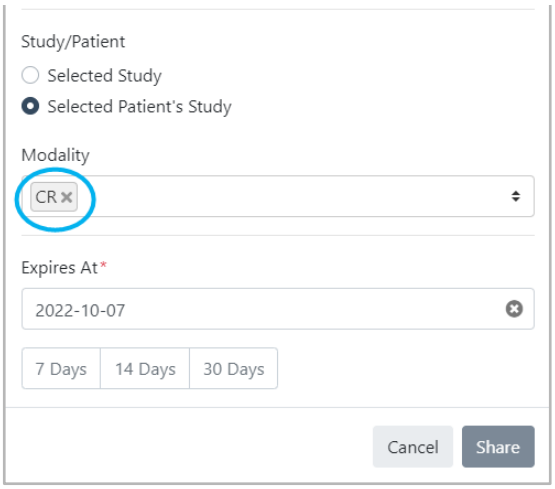
"Selected Patient's Study": All studies of the selected patient will be shared.



If you would like to share only the studies of a specific modality of the selected patient, specify the modality from the select menu.



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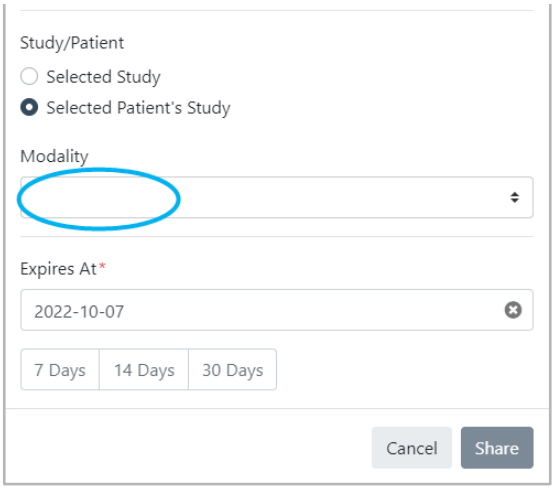
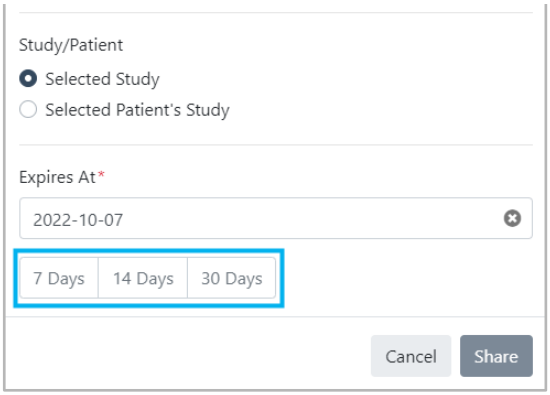
If you do not specify any modality, all studies of the selected patient will be shared.



5. Enter an expiration date which a shared URL is available.

There are three ways to enter.

- Select a duration from the shortcut buttons.



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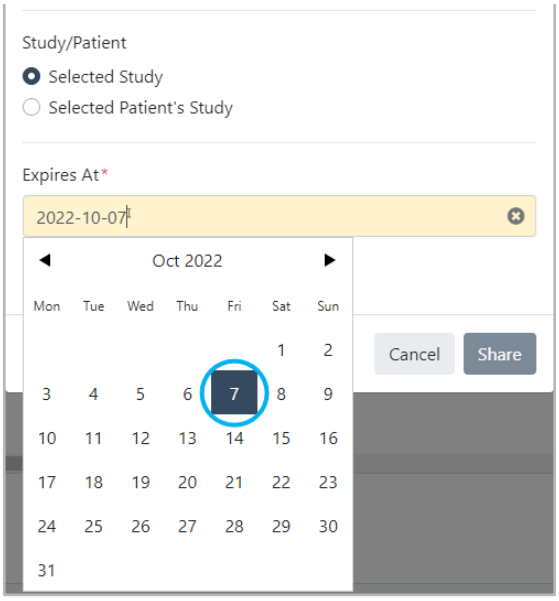
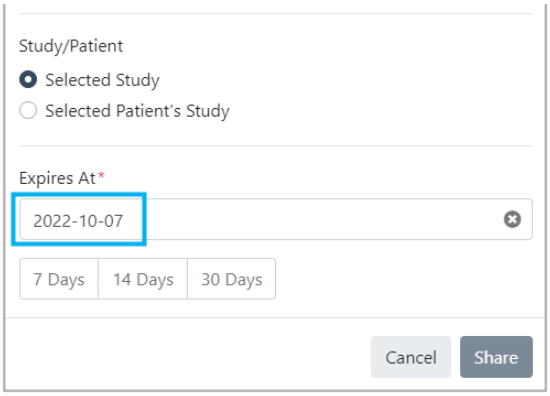
- Select an expiration date from the calendar that appears by clicking "Expires At" field.



- Directly type an expiration date by clicking "Expires At" field.



Note: In Free Trial, the maximum share duration is limited to 1 month. It differs for each plan.

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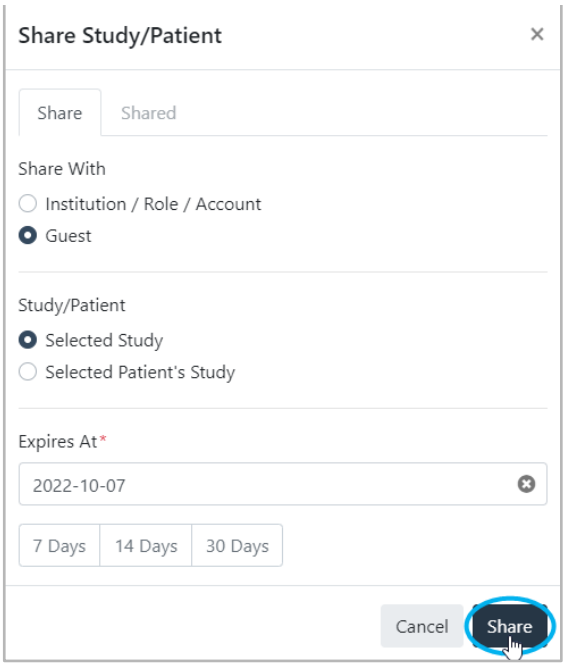
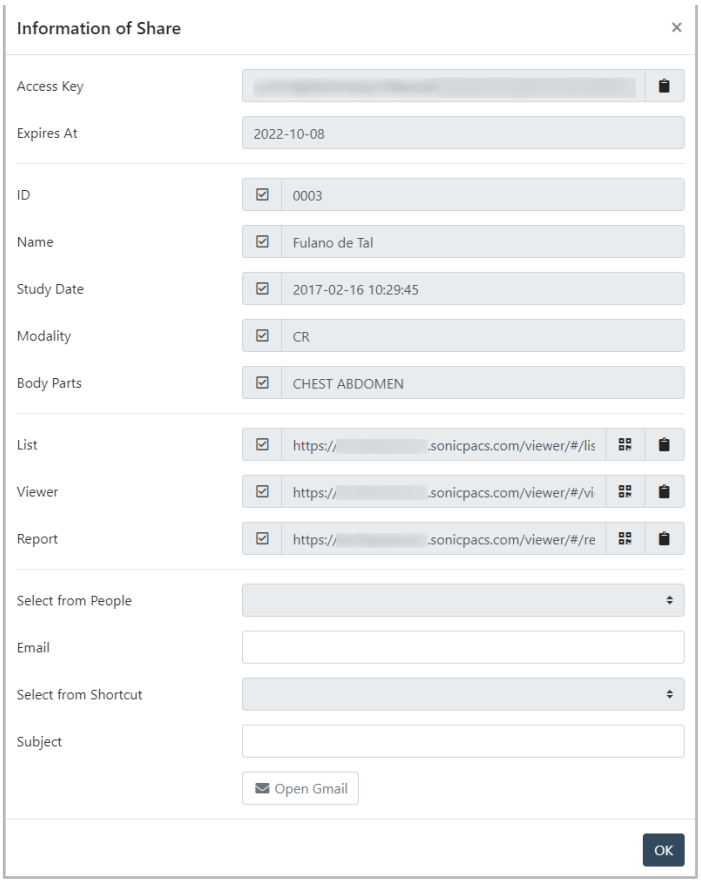
6. Click "Share".



7. A URL and QR code for sharing will be generated.

By accessing this URL/QR code, guests can access the shared studies.



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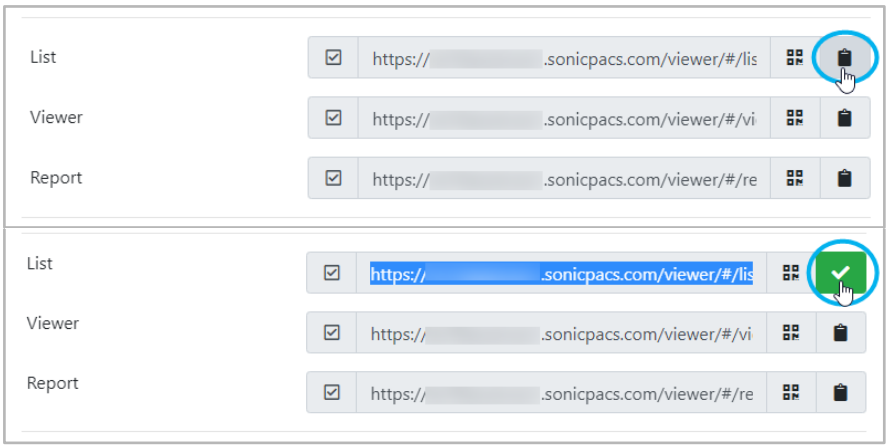
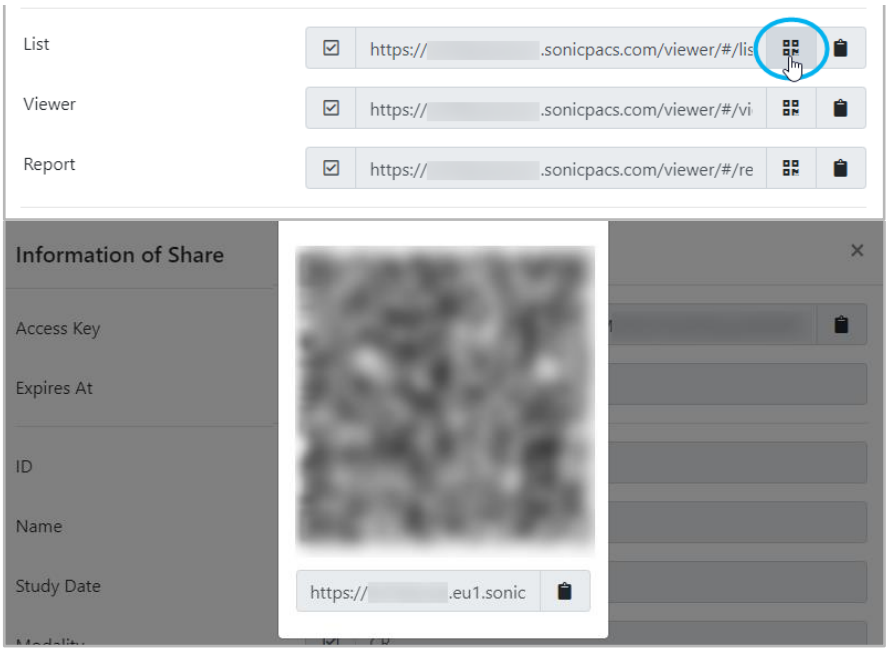
8. You can copy the URL by clicking the icon below.



You can display the QR code by clicking the icon below.



Notify the URL/QR code by email etc. to the person who you are sharing the studies to.

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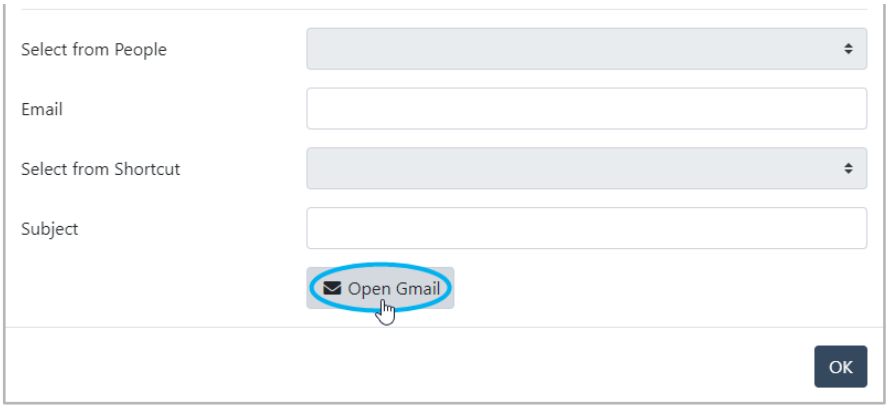
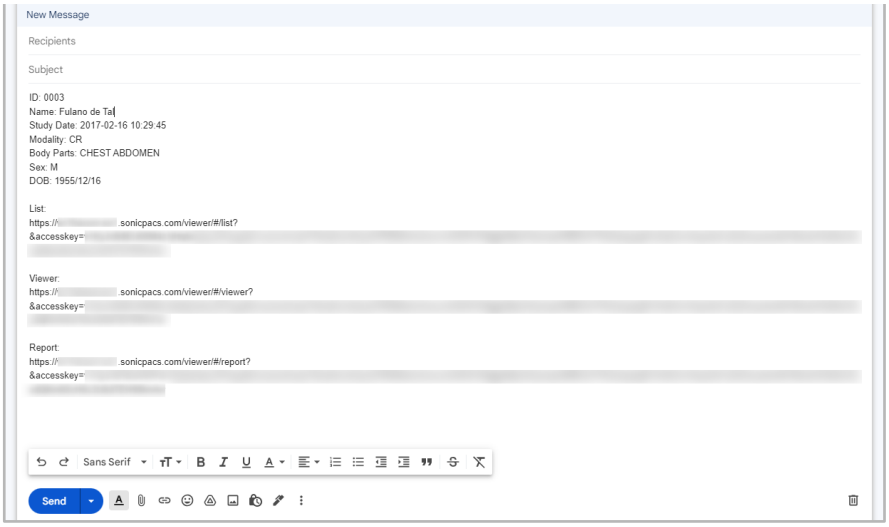
Also, clicking "Open Gmail" will open an email composing screen of Gmail for the Google account you are logging in.



You can check the body of the email and send the URL for sharing.



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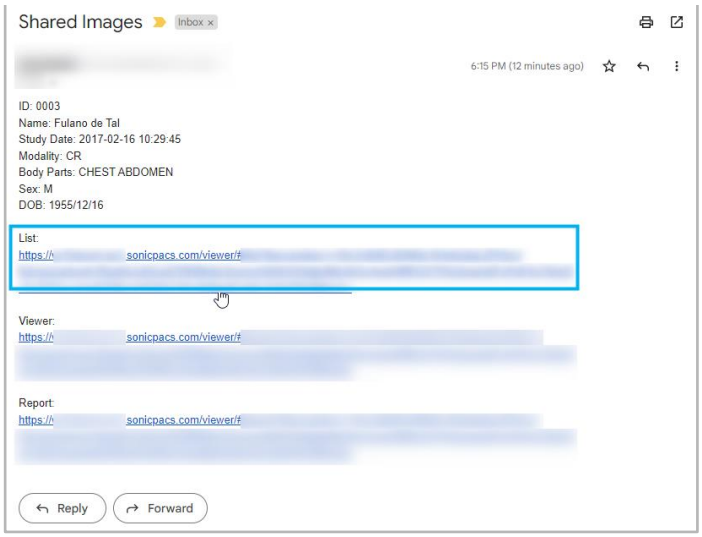
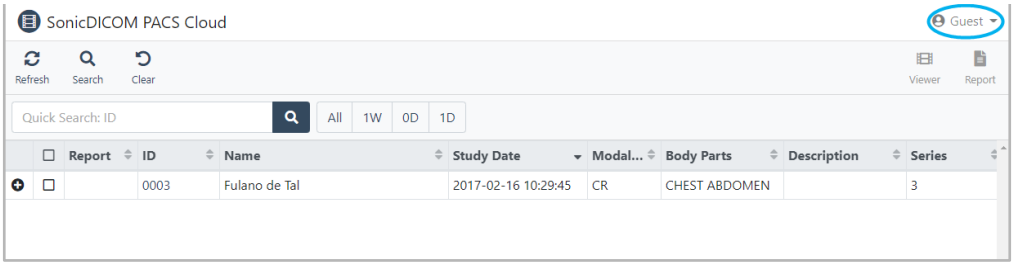
9. Check if you can access the images of the shared studies/patients with URL.





Tips: How to set up the toolbar for a guest

By default, various features are displayed in the toolbar.

You can set up here to show/hide/reorder specific features: Admin Settings > Share > Guest

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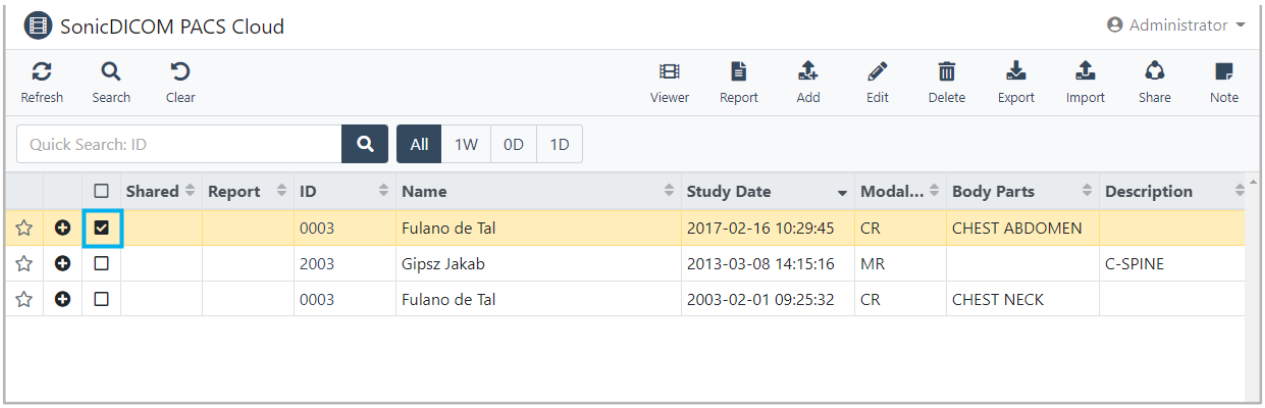
4.2 Share to a specific account

You can share studies or all studies of a specific patient to a user with a PACS account.

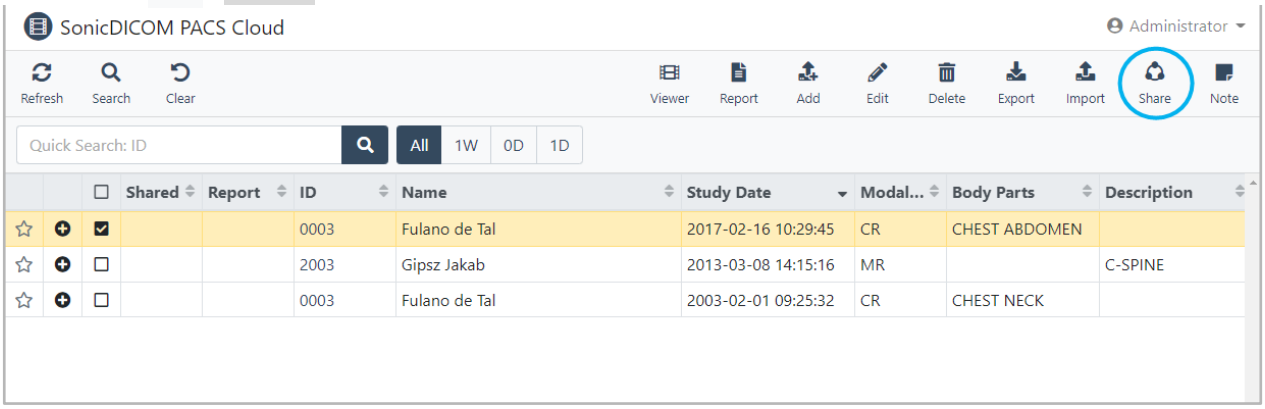
By sharing, specific studies are shared to a specific user. A user with a PACS account can view the shared studies by logging in to PACS.

Tips: On how to create a PACS account, refer to "5. Create Account".

1. Select the studies/patients to share on List page.



2. Click Share in the toolbar.



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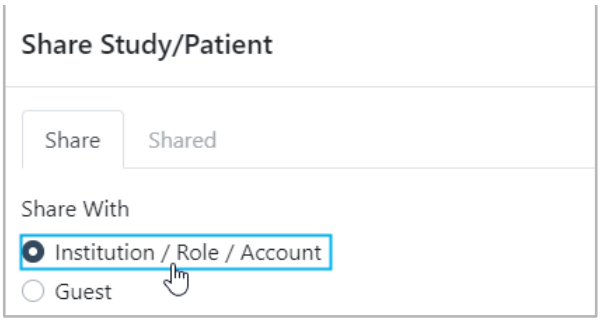
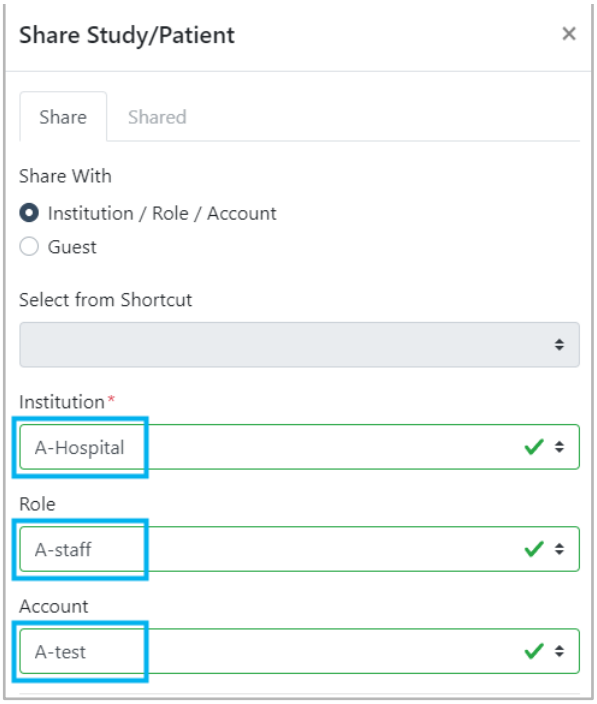
3. Select "Institution / Role / Account" in dialog "Share Study/Patient".



4. Specify the account you would like to share.

Select "Institution", "Role", and "Account".



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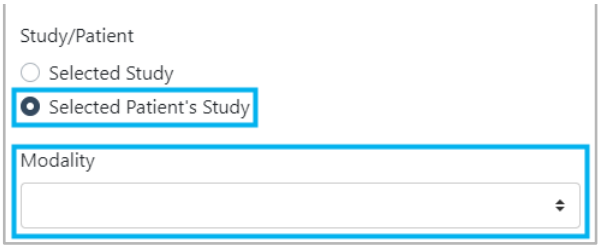
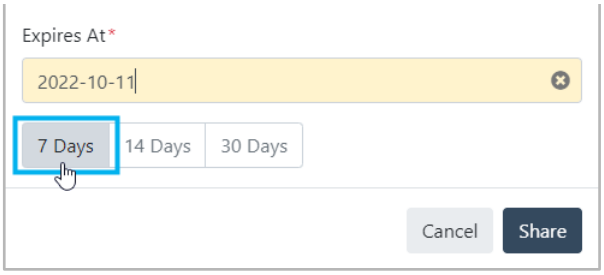
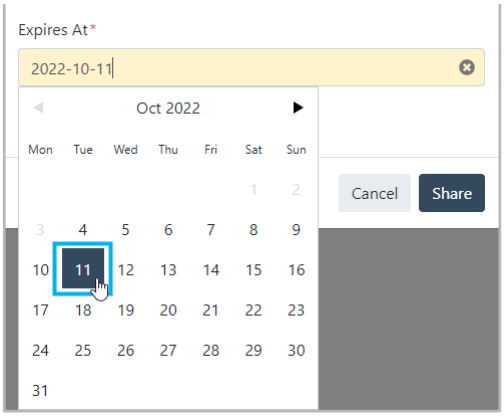
5. Select either "Selected Study" or "Selected Patient's Study".
"Selected Study": Only the selected study will be shared.
"Selected Patient's Study": All studies of the selected patient will be shared.
If you would like to share only the studies of a specific modality of the selected patient, specify the modality from the select menu.
If you do not specify any modality, all studies of the selected patient will be shared.



6. Enter an expiration date which a shared URL is available.
There are three ways to enter.
- Select a duration from the shortcut buttons.



- Select an expiration date from the calendar that appears by clicking "Expires At" field.



- Directly type an expiration date by clicking "Expires At" field.

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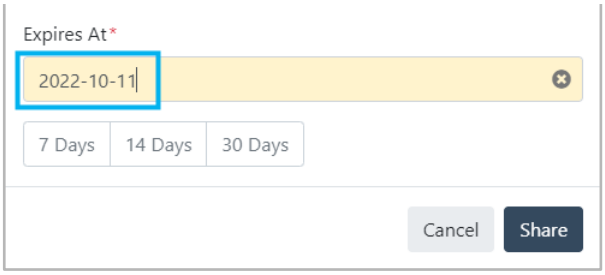
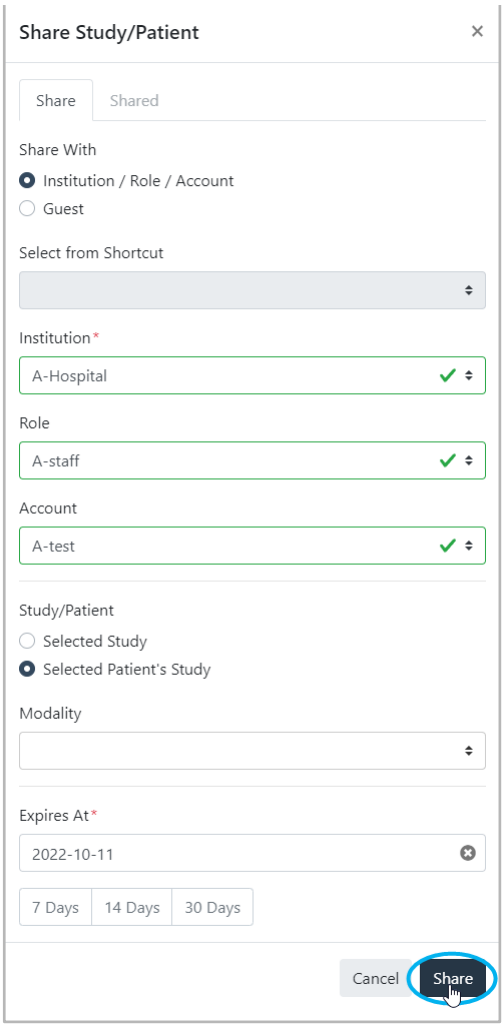


7. Click "Share".



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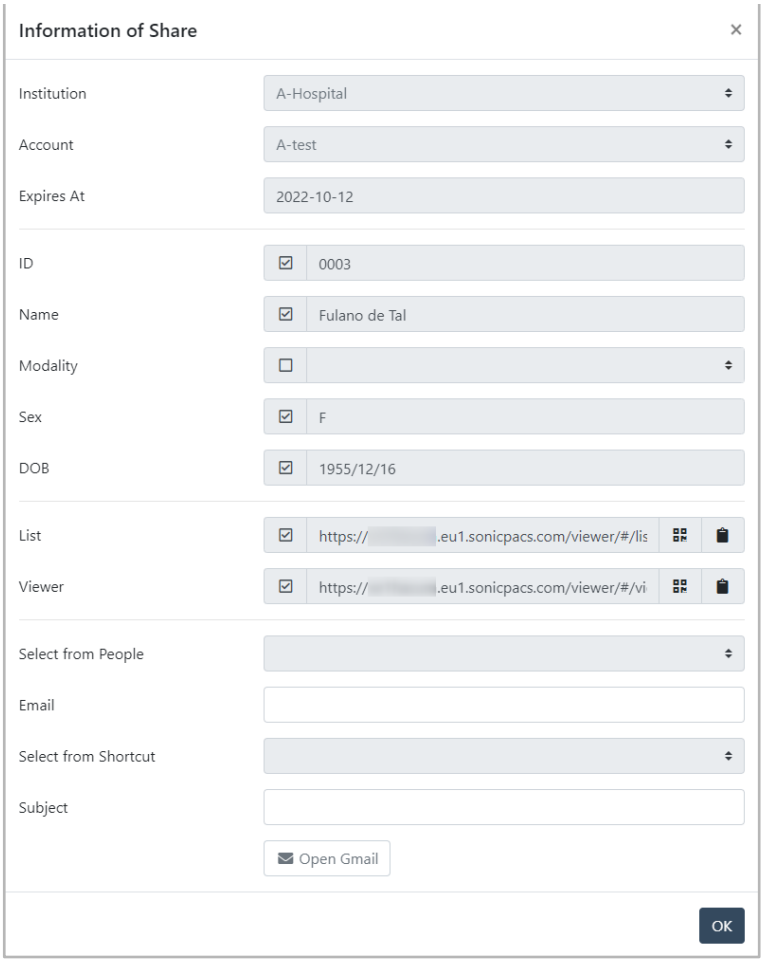
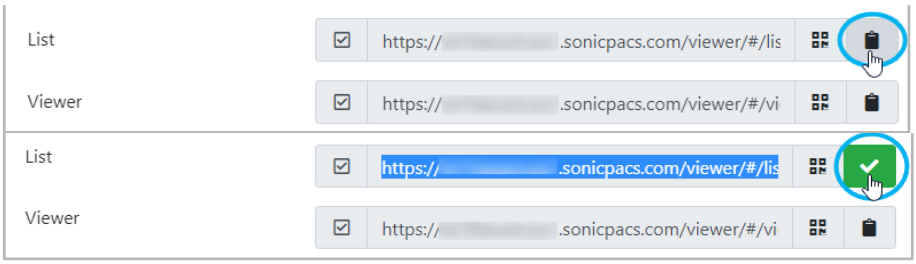
8. Dialog "Information of Share" is displayed.
The shared studies are displayed on Cloud PACS List page of the account that the studies have been shared to.

The account can access the shared studies by logging in to Cloud PACS.
Also, by accessing the generated URL/QR code and logging in to PACS, the account can access the shared studies.



9. You can copy the URL by clicking the icon below.



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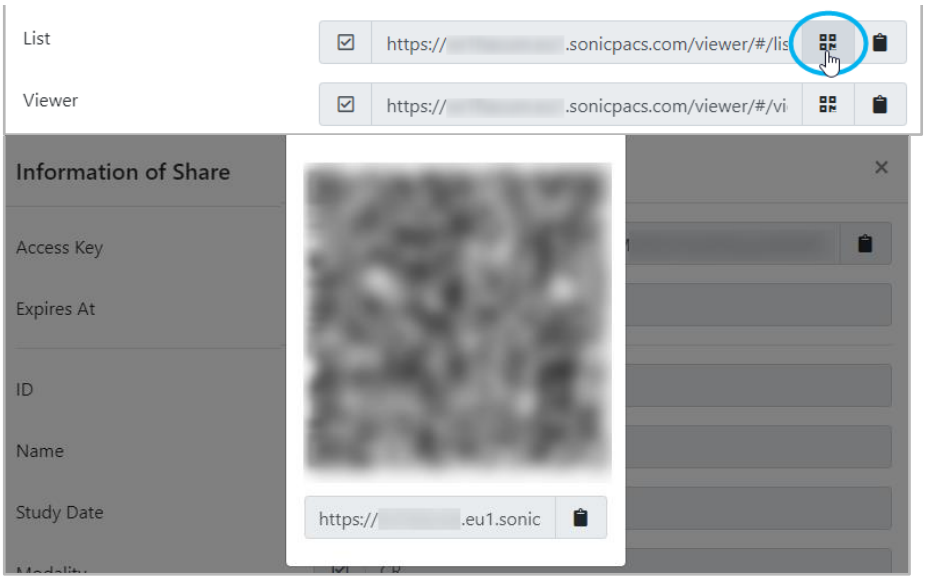
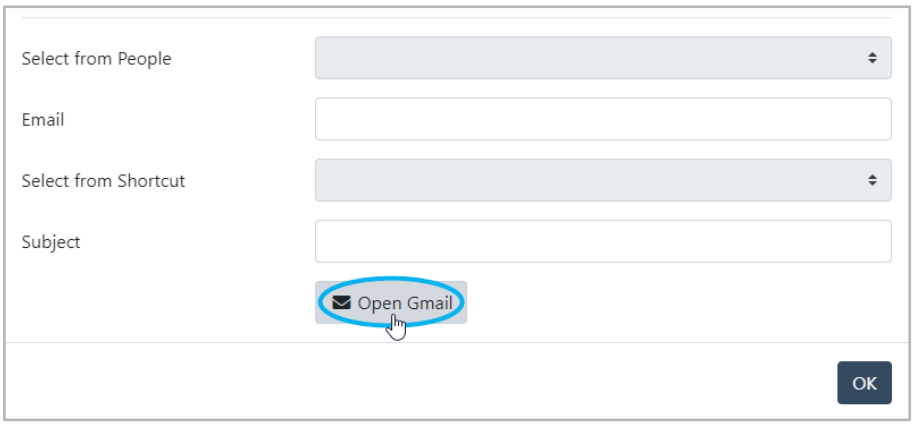
You can display the QR code by clicking the icon below.



Notify the URL/QR code by email etc. to the person who you are sharing the studies to.

Also, clicking "Open Gmail" will open an email composing screen of Gmail for the Google account you are logged in to.



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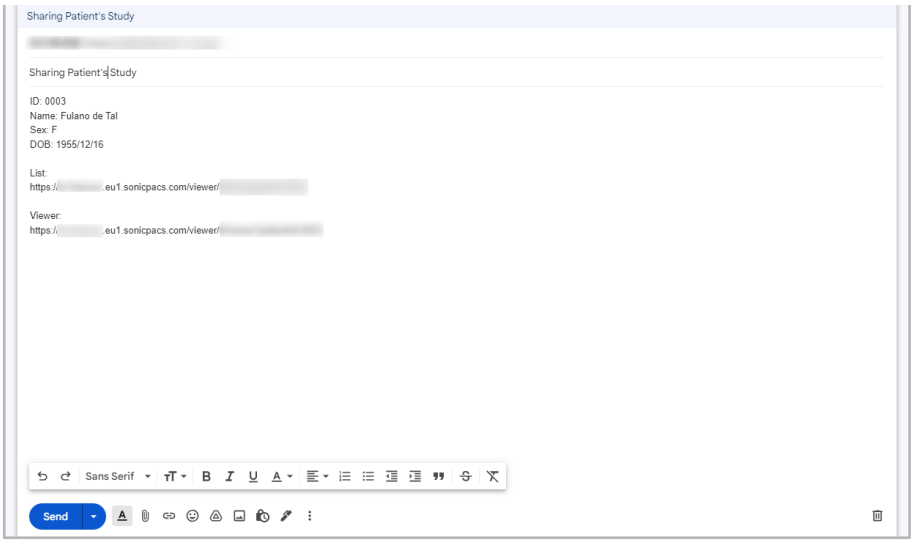
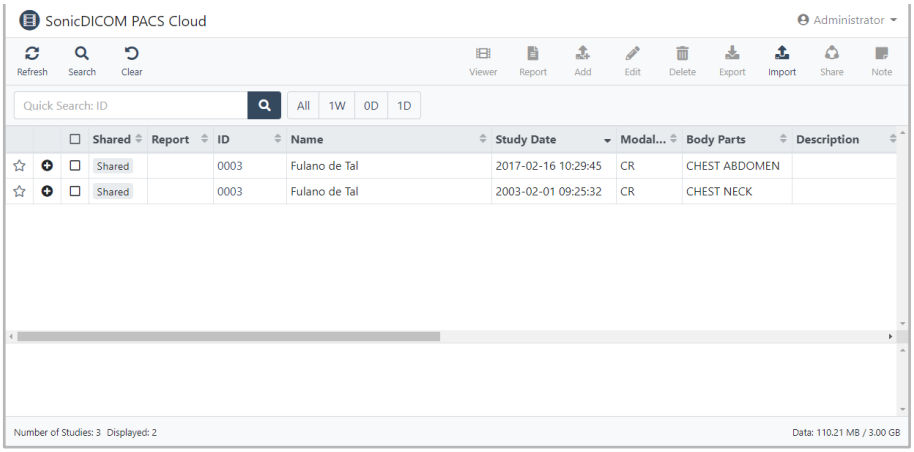
You can check the body of the email and send the URL for sharing.



10. Make sure that the account can access the images of the shared studies/patients by logging in to PACS with the account that you shared to.



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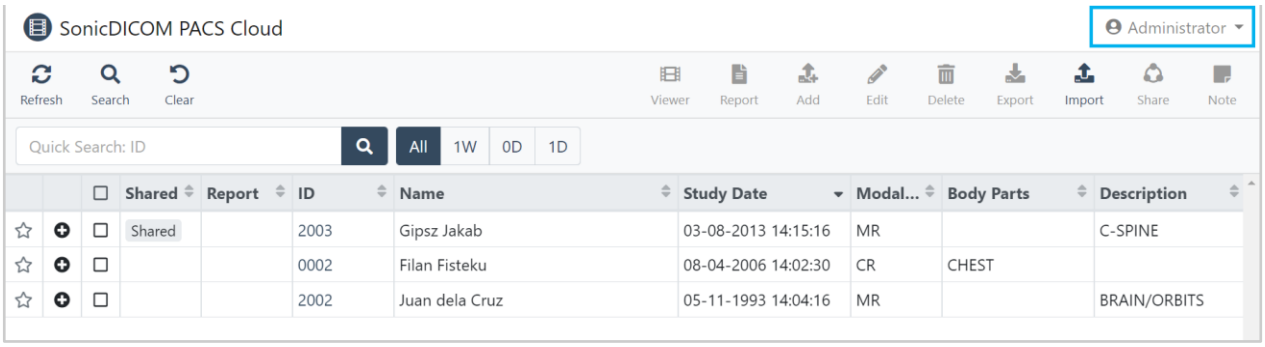
4.3 Check / Edit / Stop the Shared Studies

You can check the information on the currently shared studies.

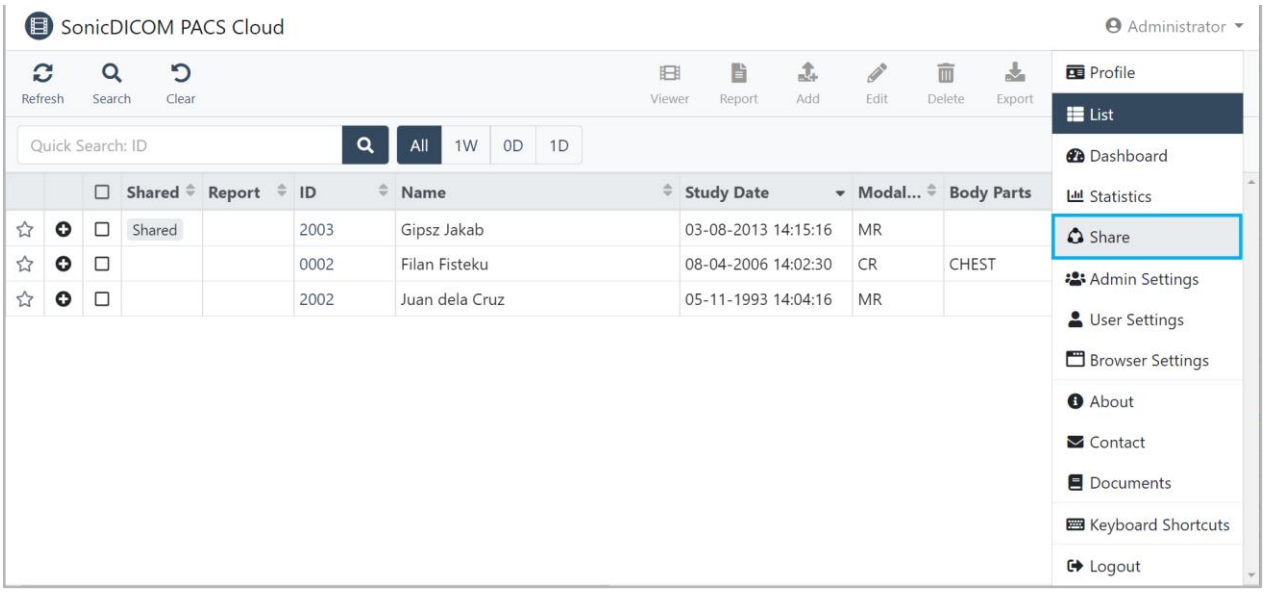
You can also change the destination and duration of the share, and stop sharing.

4.3.1 Check the Shared Studies

1. Click the user name in the upper right corner.



2. Click Share.



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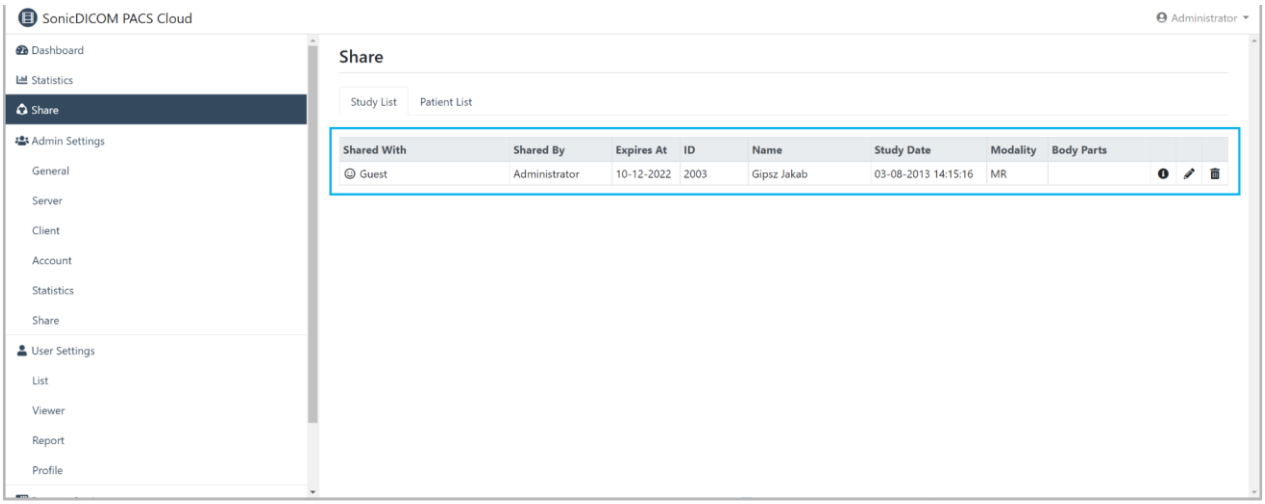
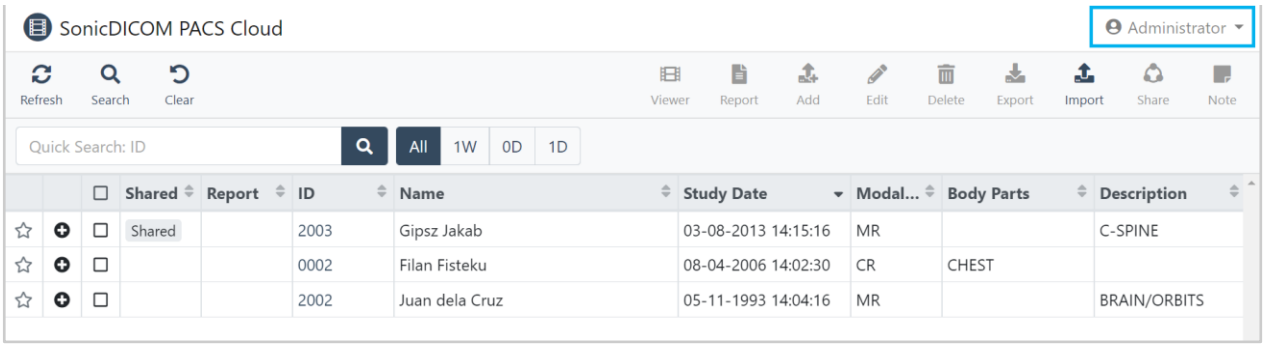
3. You can check the information of studies/patients that are currently shared.



4. By clicking the ℹ icon, you can see the detailed information, such as the URLs currently available for accessing the shared studies/patients.

4.3.2 Edit the share destination/share duration

1. Click the user name in the upper right corner.



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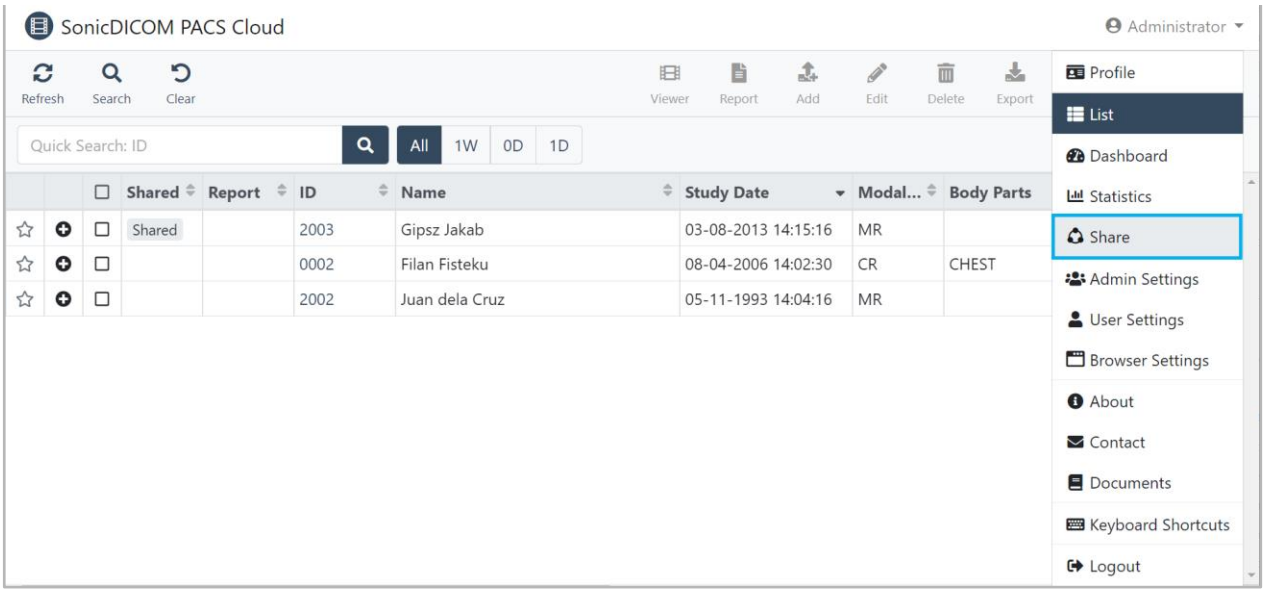
2. Click Share.



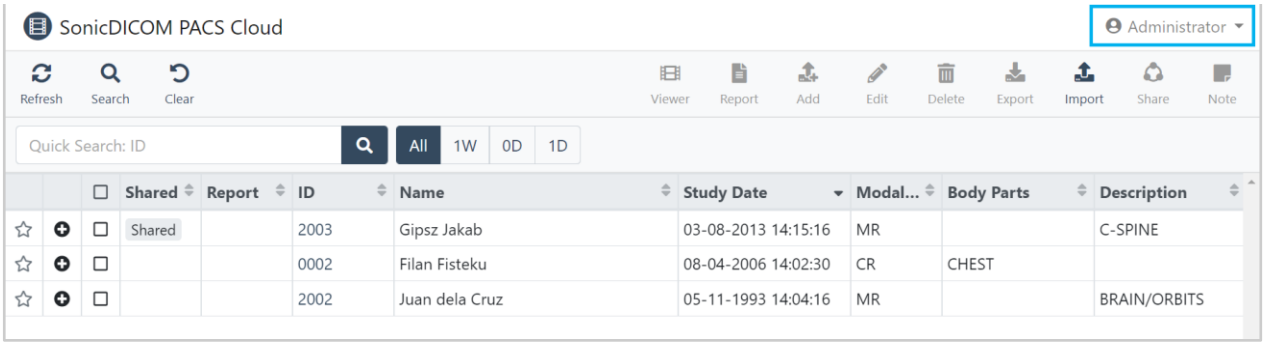
3. Click the ✎ icon.

4. To change the destination of the share, select Guest or specify a user.

5. To change the share duration, specify a date.

4.3.3 Stop Sharing

1. Click the user name in the upper right corner.



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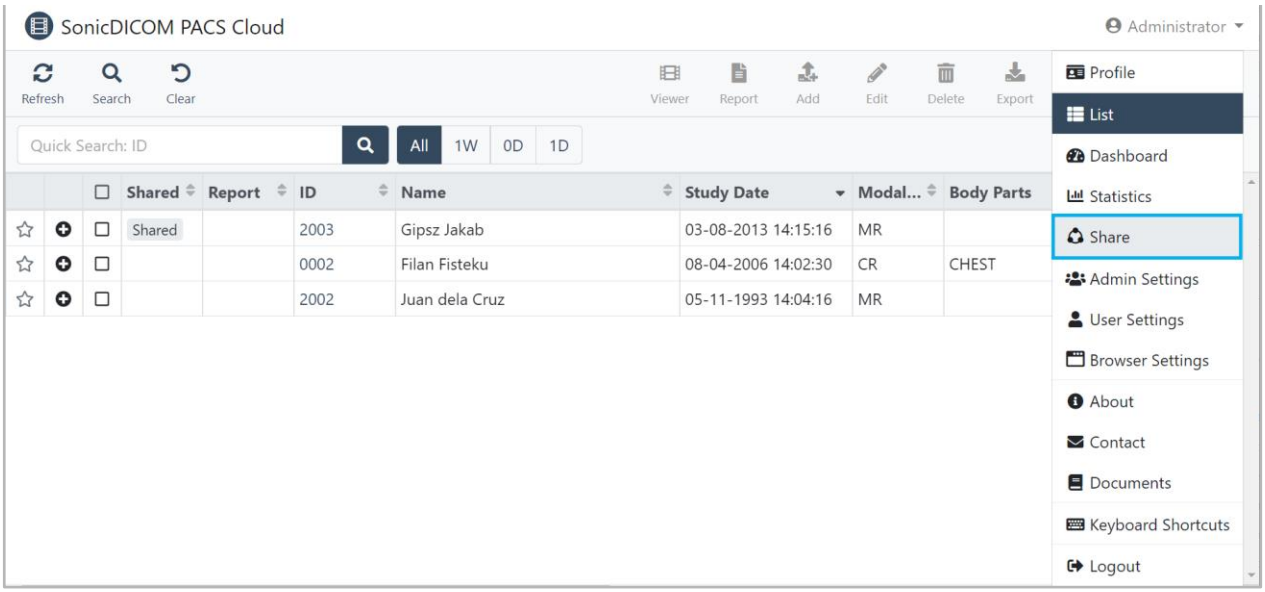
2. Click Share.



3. Click the 🗑 icon.

4. Click "Delete".

5. The share will be stopped and the guest/specific account will not be able to access the specified studies anymore.

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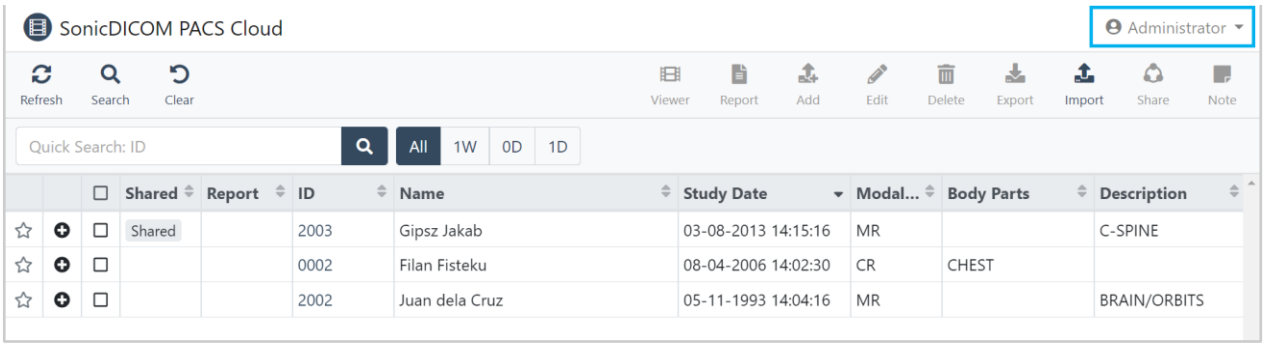
5. Create Account

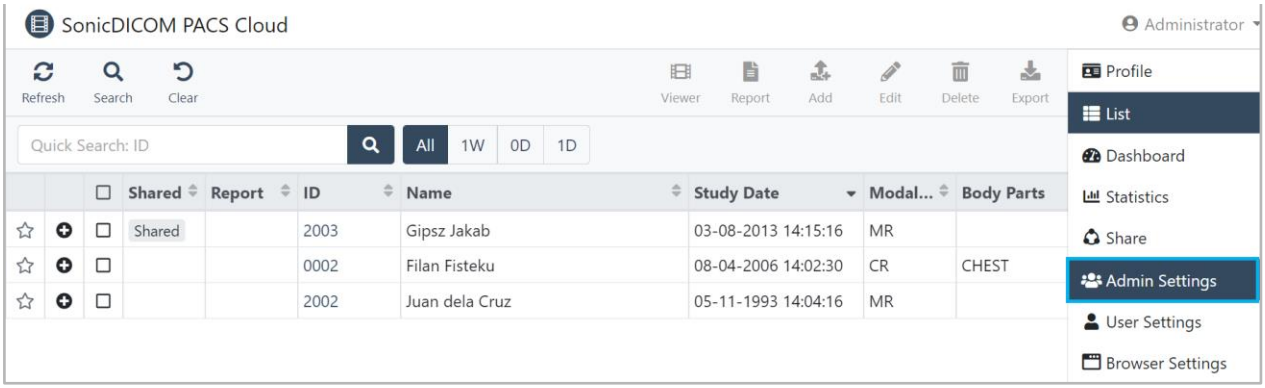
5.1 Create Account

To create Account to log in to PACS, follow the steps below.

1. Click the user name in the upper right corner.



2. Click Admin Settings.



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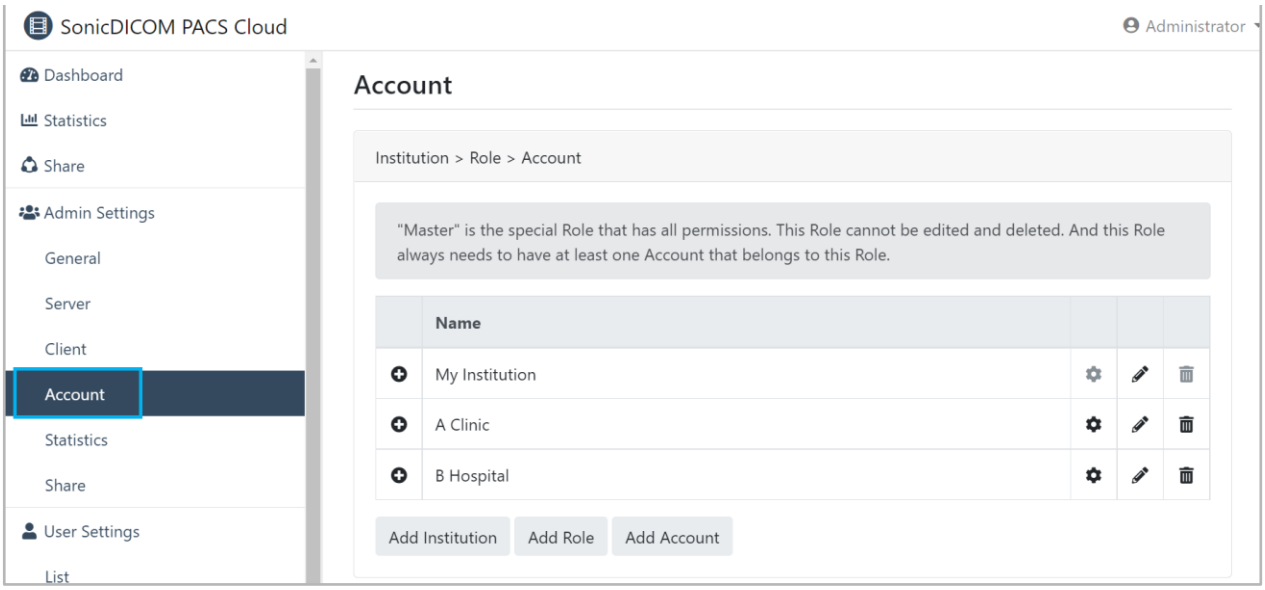
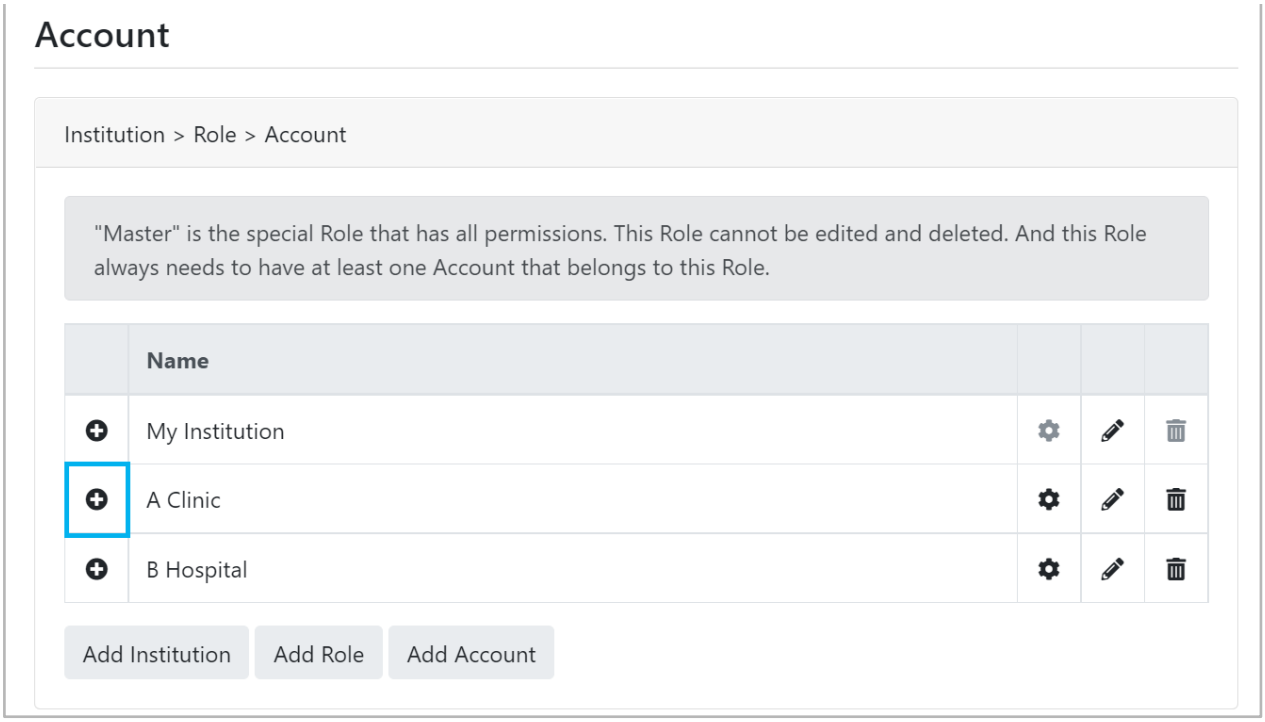
3. Click "Account".



4. Account has a tree structure of "Institution > Role > Account".
   Click ⊕ button to expand it.



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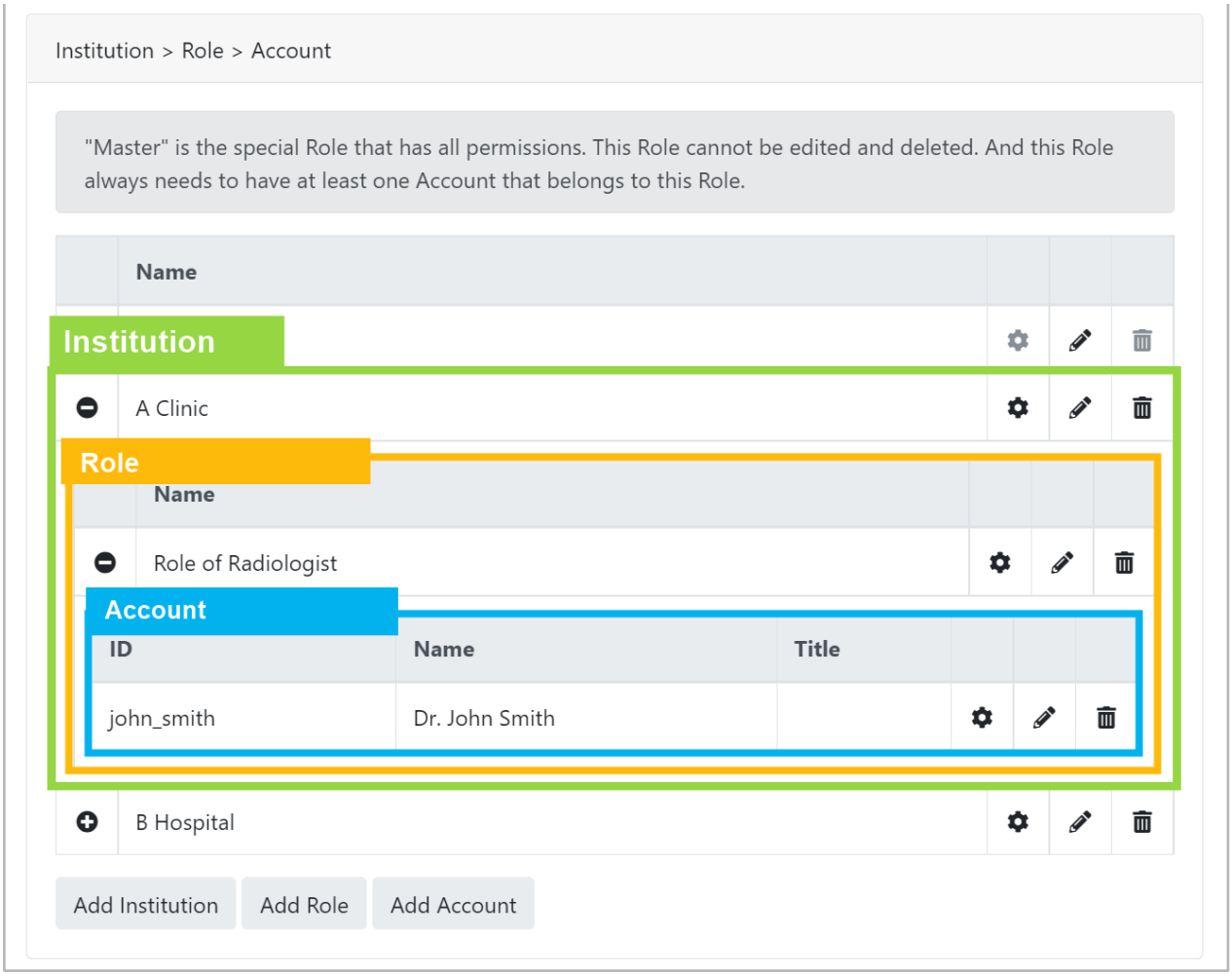

5. Click "Add Institution" to create a new institution if necessary.

6. Enter the information such as the name, and click "Add".

7. The new Institution will be displayed.

8. Click "Add Role" to create a new Role if necessary.

9. Select the institution created in Step 5-7.
Enter the name of the Role and click "Add".

11. The new Role will be displayed.

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12. Click "Add Account" to create a new Account.

13. Select the Institution created in Step 5-7 and the Role created in Step 8-9.

14. Enter the ID and password to be used for logging in.

15. Enter the name of the Account in "Name" and the occupation in "Title". Click "Add".

16. The new Account will be displayed.

※At this stage, the account has access to all features and can access all pages (List, Viewer, and Report). You can control which features can be used and which pages can be accessed by setting permissions to the account.

Also, the account has access to all studies stored in PACS. You can restrict the studies that can be viewed by setting viewing control.

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5.2 Control Permission

You can control which features can be used and which pages (List, Viewer, Report) can be accessed. Permissions can be set up for per Role.

1. Click the ⚙ icon for the Role.

2. If you grant permission to all features/pages:
In "Permissions" section, select "Grant permissions of all features/pages" and click "Edit"
If you grant permission only to selected features/pages: In "Permissions" section, select "Grant permissions of selected features/pages" and proceed to Step 3.

3. Check the box of the available features and accessible pages.

4. Click "Edit".

5. Control Permission will be set up.

6. Log in with the Account and make sure that the settings work.

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5.3 Control Viewing

You can set only studies that match the criteria can be viewed.
Control Viewing can be set up per Institution/Role.

5.3.1 If you allow only studies that match the criteria to be viewed

1. Click the ⚙ icon for the Institution or Role.

2. In "Study" section, select “Grant permissions to access studies that matches selected criteria”.

3. Select criteria as needed.

4. Click "Edit".

5. Account belonging to this Institution or Role will only be able to view studies that match the criteria.

6. Log in with the account and make sure that only studies that match the criteria are displayed on List page.

5.3.2 If you allow only shared studies to be viewed

1. Click the ⚙ icon for the Institution or Role.

2. In "Study" section, select “Grant permissions to access studies that matches selected criteria”.

3. Select no criteria and click "Edit".

4. Account belonging to this Institution or Role will only be able to view shared studies.

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5. Log in with the account and make sure that only shared studies are displayed on List page.

6. Make Report

6.1 Open Report page

You can open Report page from List page or Viewer page.

6.1.1 Open from List page

1. On List page, select the study you would like to make a report of, and click Report in the toolbar.

2. The page for creating a report will be displayed.

3. Go to 6.2 "Create / Save Report" and start making a report.

Note: if you can't find "Report" in the toolbar, you can add it here: User Settings > List > Toolbar > Add Toolbar Item > Report

6.1.2 Open from Viewer page

1. On Viewer page, click Report in the toolbar.

2. The page for creating a report will be displayed.

3. Go to 6.2 "Create / Save Report" and start making a report.

Note: if you can't find Report in the toolbar, you can add it here: User Settings > Viewer > Toolbar > Add Toolbar Item > Report

Tips: For details of Report page, such as screen layout and basic operations, please refer to User Manual > Report.

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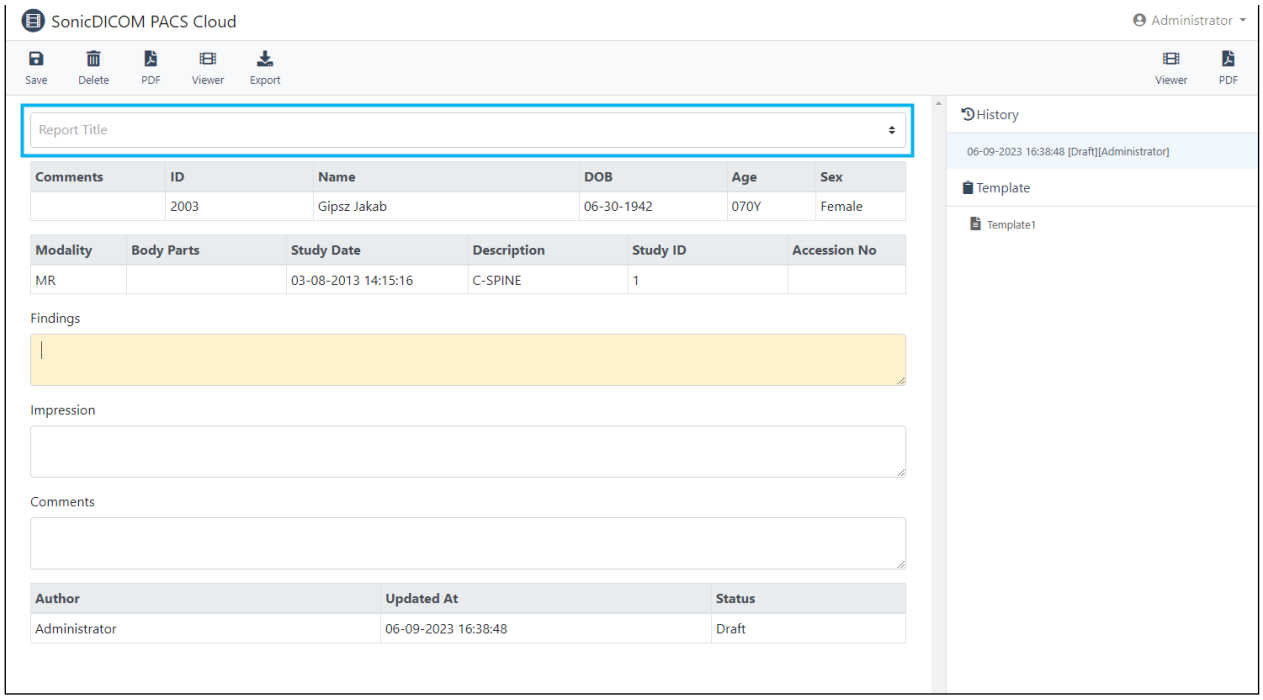
6.2 Create/Save Report

1. In Report creation page, select a Report Title from the select menu or enter a new Report Title.



2. Fill in Findings/Impression/Comments.

3. Click "Save" in the toolbar.

4. In dialog "Save Report", select a status, click the checkbox of option "Overwrite" as needed, and click "Save" in the right bottom corner.

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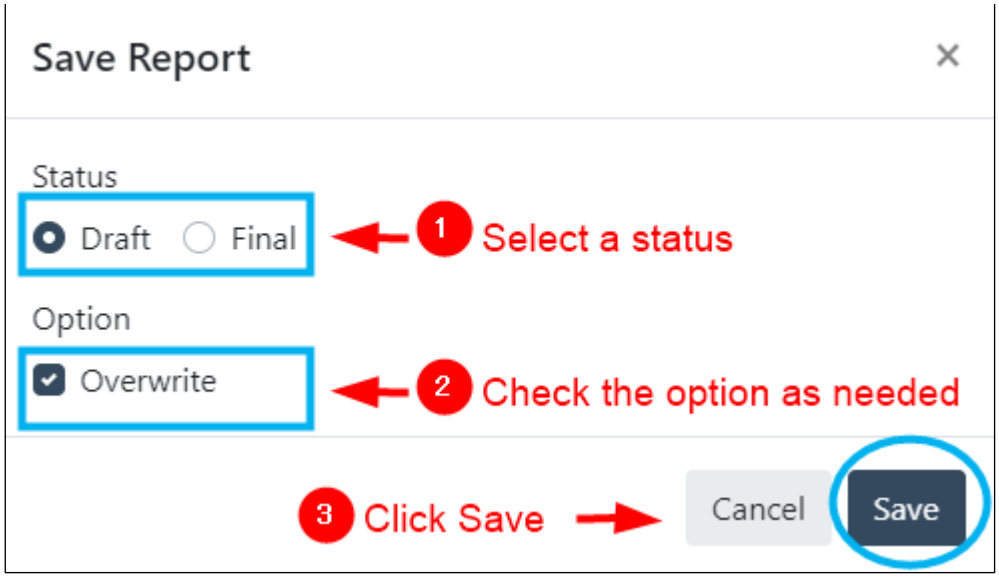

For details of each status and option, please see below.

Status	Option	Description
Draft	Overwrite	Contents before the change will not be saved in history. Only the creator of Draft can view the edited report.
Draft	Not overwrite	Contents before the change will be saved in history. Only the creator of Draft can view the edited report.
Final	Overwrite	Contents before the change will not be saved in history. Report can also be viewed by non-report creators.
Final	Not overwrite	Contents before the change will be saved in history. Report can also be viewed by non-report creators.

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6.3 Create/Insert Report Templates

You can set template of Findings/Impression/Comments and insert it into a report.

1. Access User Settings > Report > Template.
2. Click ⊕ button. In dialog "Add Template", create a template by filling in Name (name of a template)/Findings/Impression/Comments fields.

3. Click "Add" to add the template.

4. In Report creation page, click a template name to insert from the list of templates on the right side.

5. Dialog "Insert Template" will be displayed. Edit the contents of the template as needed.

6. Click "Insert".

7. The contents you entered in Step 5 will be inserted in Findings/Impression/Comments of the report.

6.4 Attach Key Image(s) to Report

You can attach key image(s) to a report.

1. On Viewer page, select an image you wish to attach to a report. The selected image will be surrounded by a red frame.

2. Click 📎 Key Image in the toolbar.

3. The message "Selected Image has been attached on Report" will be displayed.

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4. Click Report in the toolbar and make sure that the image selected in Step 1 is attached to the report.

Note: If you can't find Report in the toolbar, you can add it here: User Settings > List > Toolbar > Add Toolbar Item > Report

6.5 Make a PDF file of Report

You can make a PDF file of a report.

1. On List page, select the study you would like to convert to PDF and click PDF in the toolbar.

On Viewer page, click PDF in the toolbar.

Note: If you can’t find "PDF" in the toolbar, you can add it here: User Settings > List / Viewer> Toolbar > Add Toolbar Item > PDF

2. The report converted to PDF file is displayed.

6.6 Set the layout of Report PDF

You can set logo, institution name, signature field, etc. for Report PDF.

6.6.1 Display logo of an institution on header/footer on Report PDF

1. Access Admin Settings > Client > Report > PDF > Header / Footer.

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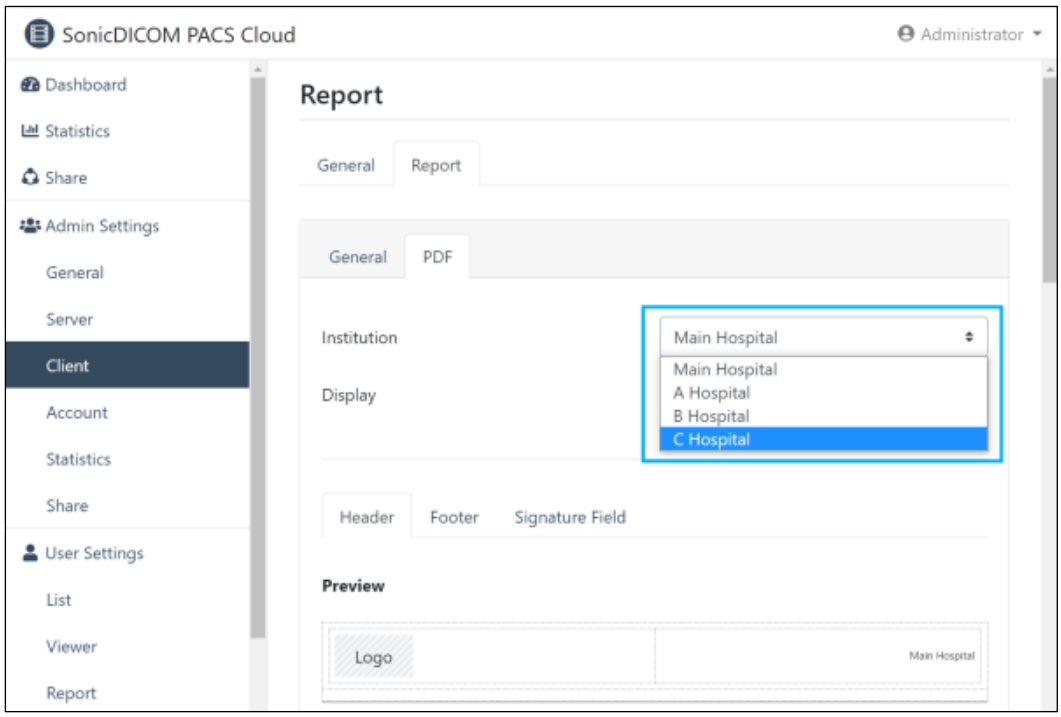
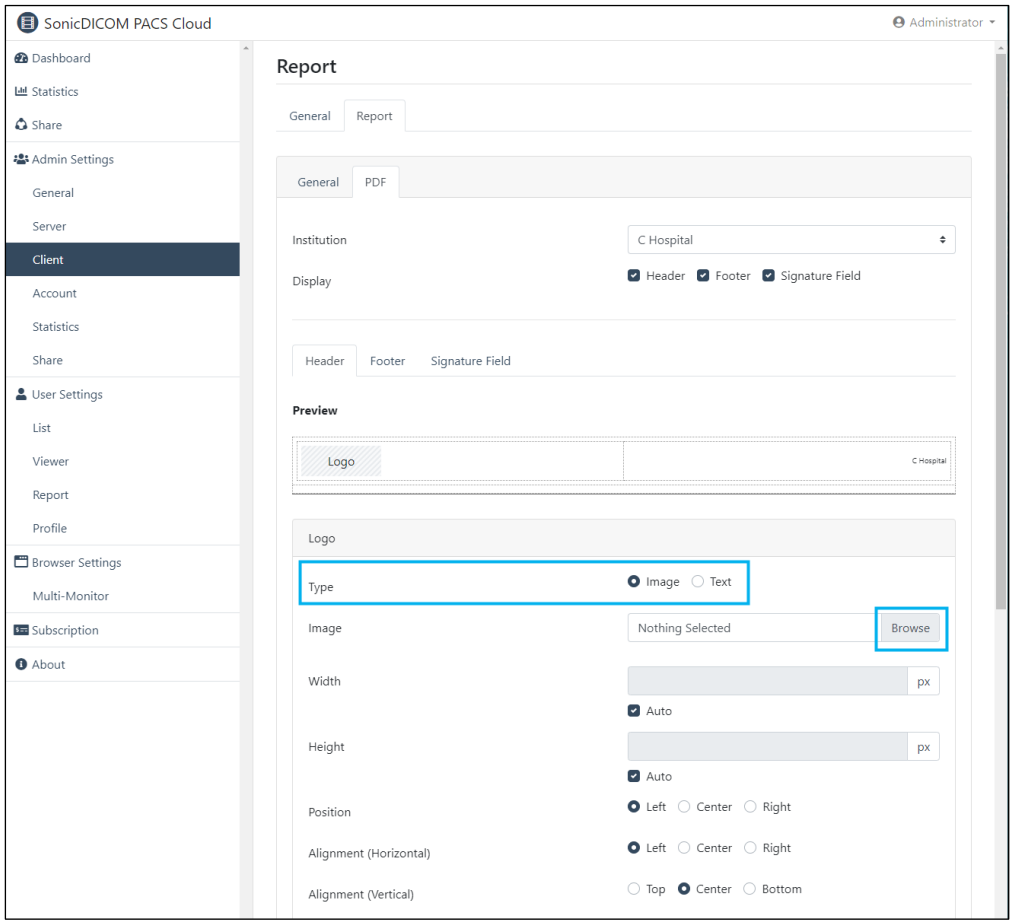
2. Select an Institution form the select menu of "Institution".



3. Select "Image" in Logo > Type.

4. Click "Browse" and select a file of logo image.



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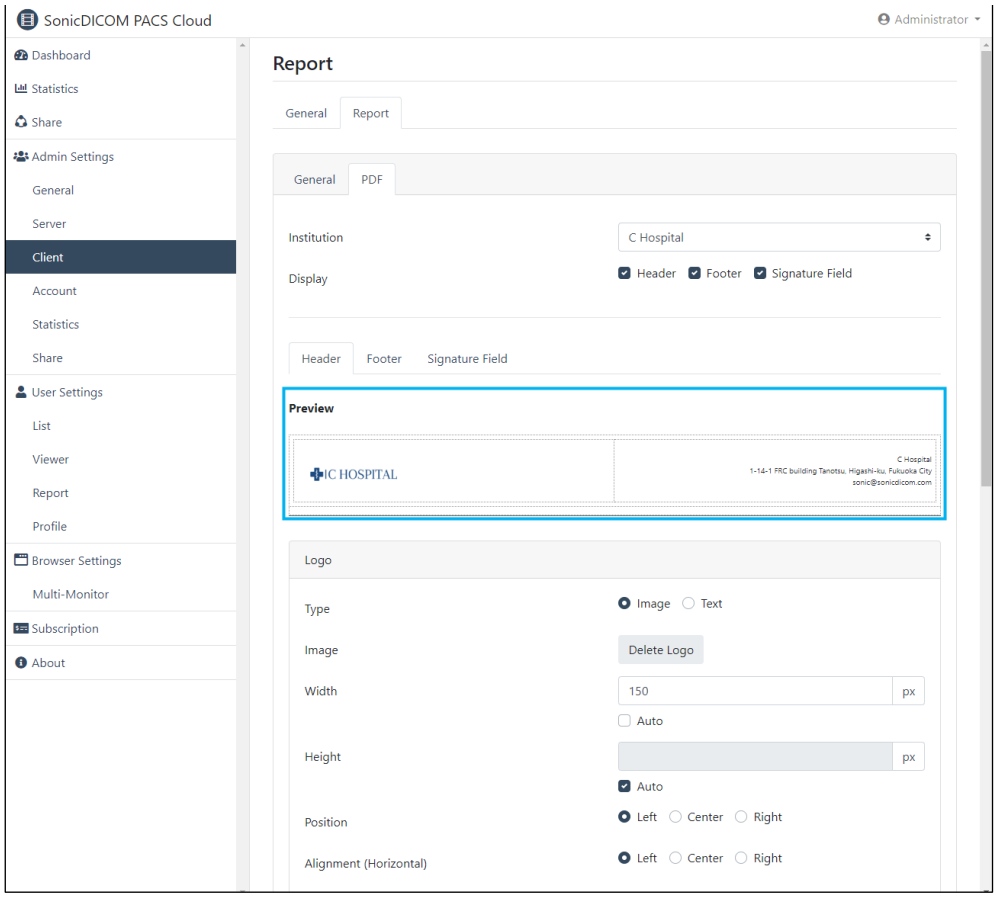
5. Once you select a logo image, you can preview logo, size, position, etc.



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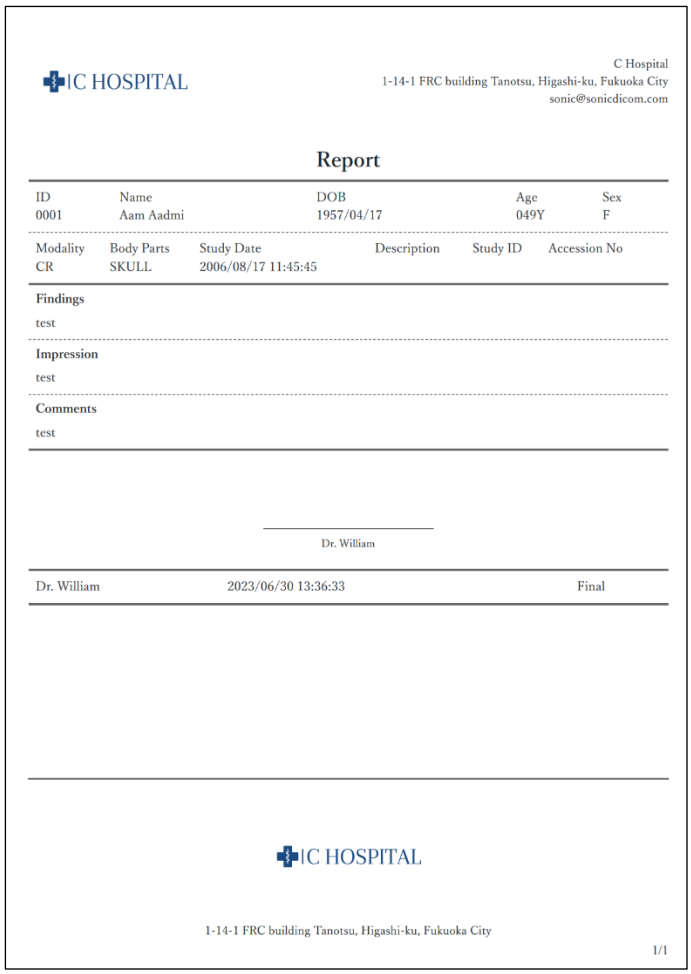
6. Check that the logo is displayed on Report PDF.



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C Hospital
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sonic@sonicdicom.com

Report

ID	Name	DOB	Age	Sex
0001	Aam Aadmi	1957/04/17	049Y	F

Modality	Body Parts	Study Date	Description	Study ID	Accession No
CR	SKULL	2006/08/17 11:45:45			

Findings
test

Impression
test

Comments
test

Dr. William

Dr. William 2023/06/30 13:36:33 Final

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1-14-1 FRC building Tanotsu, Higashi-ku, Fukuoka City

1/1

7. Automatically Upload Images from Modalities to Cloud PACS

You can automatically upload images from modalities to Cloud PACS using free software "Cloud Connector".
You can learn how to set up Cloud Connector: Cloud Connector Setup Manual

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