

# **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.

## 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)

## 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

## 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.

# 1. Sign up

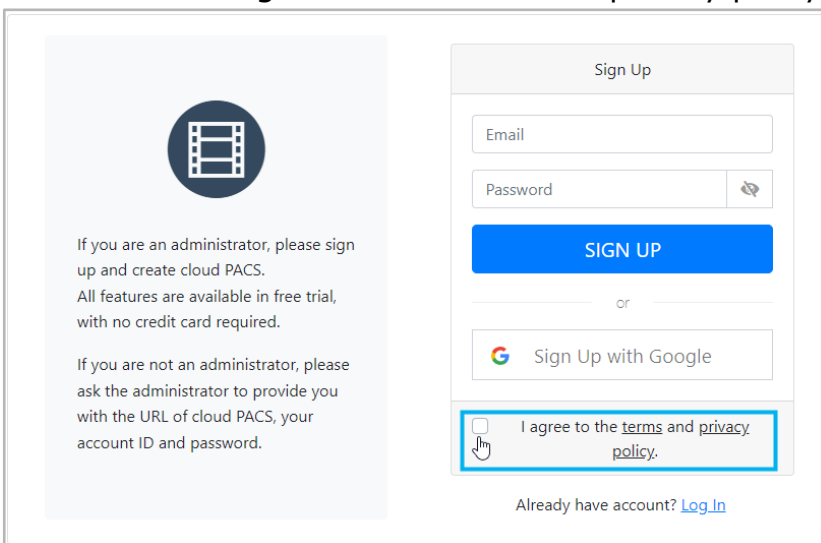
## 1.1 Enter the information for signing up

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.

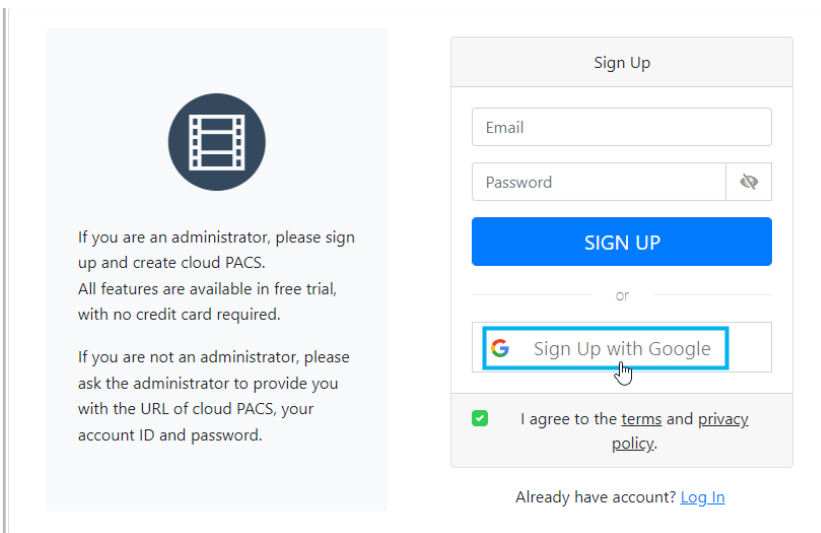
### - Sign up with Google account

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."



The screenshot shows the 'Sign Up' page. On the left, there is a film strip icon and text explaining the sign-up process for administrators and non-administrators. On the right, there is a form with 'Email' and 'Password' fields, a 'SIGN UP' button, and a 'Sign Up with Google' button. Below the Google button, there is a checkbox labeled 'I agree to the terms and privacy policy.' which is highlighted with a red rectangle. At the bottom, there is a link 'Already have account? Log In'.

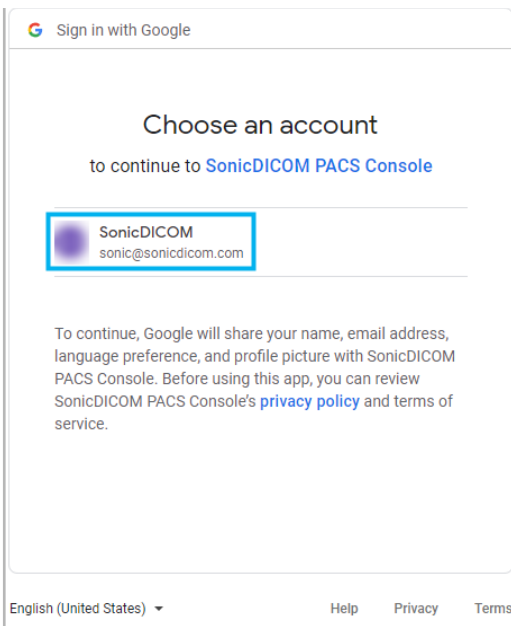
Click "Sign Up with Google".



The screenshot shows the 'Sign Up' page. On the left, there is a film strip icon and text explaining the sign-up process for administrators and non-administrators. On the right, there is a form with 'Email' and 'Password' fields, a 'SIGN UP' button, and a 'Sign Up with Google' button. Below the Google button, there is a checkbox labeled 'I agree to the terms and privacy policy.' which is checked. The 'Sign Up with Google' button is highlighted with a red rectangle. At the bottom, there is a link 'Already have account? Log In'.



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

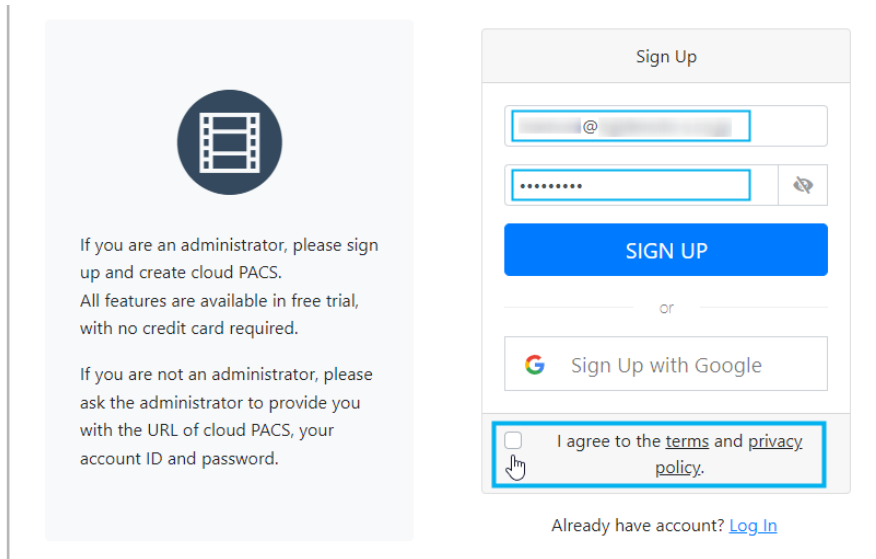


3. Proceed to "[1. 2 Enter Profile and cloud PACS information](#)".

## - Sign up with email address and password

1. In the sign up page, enter your email address and password.

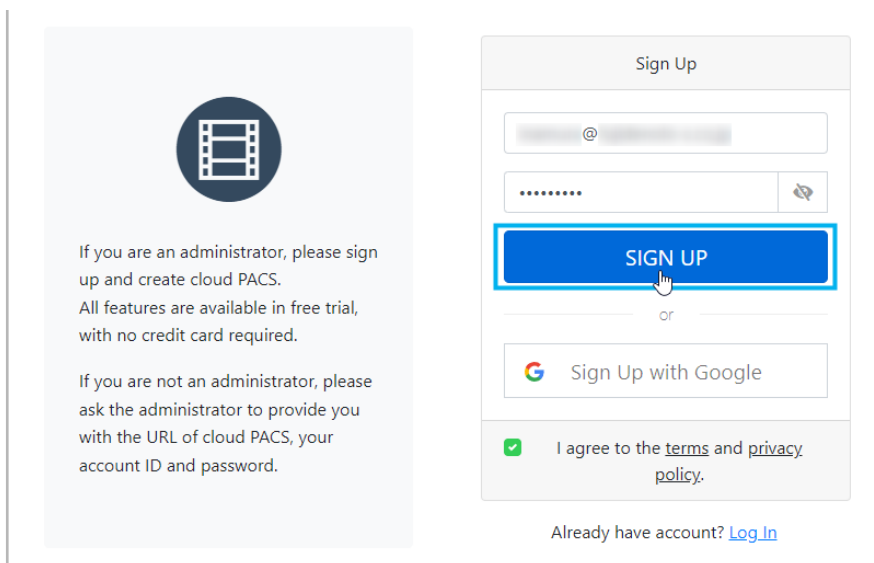
Then, if you agree to the terms and privacy policy, click the checkbox of "I agree to the terms and privacy policy."



The screenshot shows a 'Sign Up' form with the following elements:

- A filmstrip icon in a dark circle.
- Text: "If you are an administrator, please sign up and create cloud PACS. All features are available in free trial, with no credit card required."
- Text: "If you are not an administrator, please ask the administrator to provide you with the URL of cloud PACS, your account ID and password."
- Form fields: Email (with '@' placeholder) and Password (with dots and a toggle icon).
- A blue "SIGN UP" button.
- A link "or" below the button.
- A "Sign Up with Google" button with the Google logo.
- A checkbox labeled "I agree to the [terms](#) and [privacy policy](#)." which is currently unchecked.
- A link "Already have account? [Log In](#)" at the bottom.

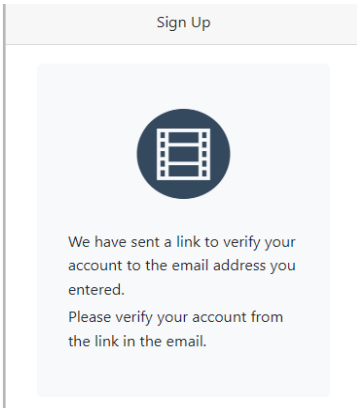
2. Click "SIGN UP".



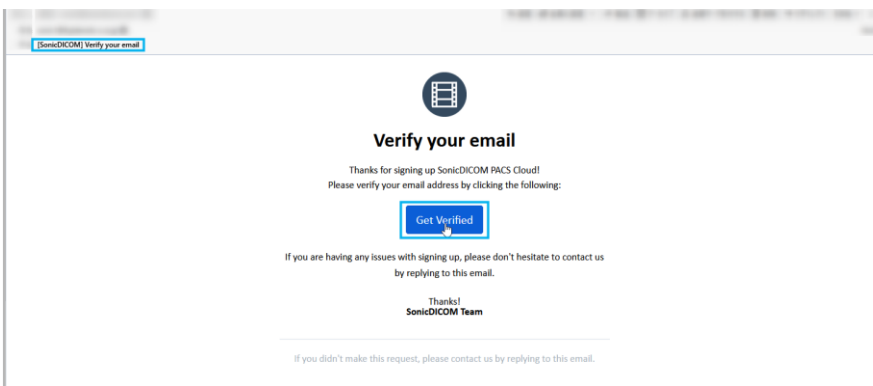
This screenshot is identical to the previous one, but with the following changes:

- The blue "SIGN UP" button is now highlighted with a red border and a mouse cursor is pointing at it.
- The checkbox "I agree to the [terms](#) and [privacy policy](#)." is now checked, indicated by a green checkmark.

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

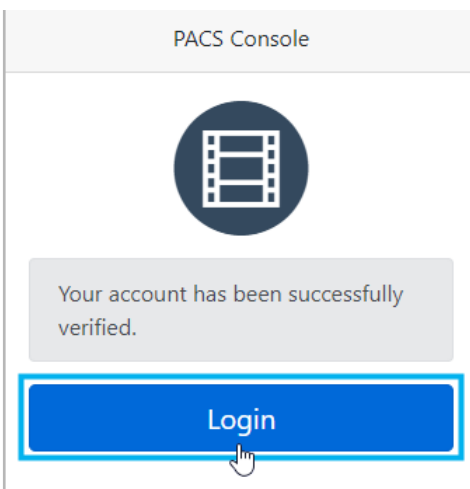


4. Open a confirmation email, and click "Get Verified".

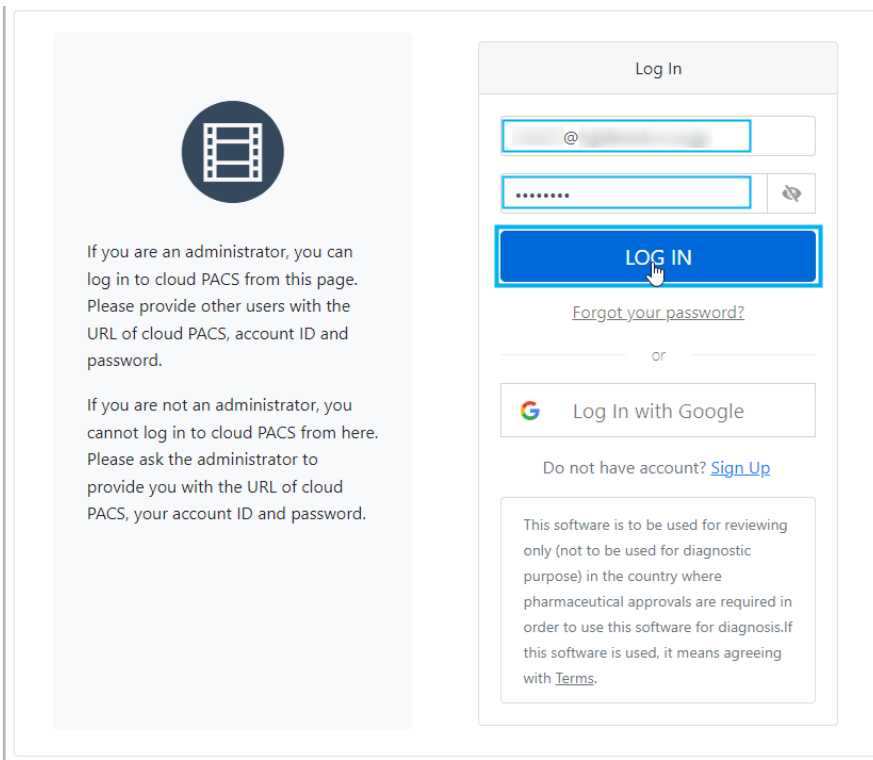


5. The account is successfully confirmed and the PACS Console page will be displayed.

Click "Login".



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



If you are an administrator, you can log in to cloud PACS from this page. Please provide other users with the URL of cloud PACS, account ID and password.

If you are not an administrator, you cannot log in to cloud PACS from here. Please ask the administrator to provide you with the URL of cloud PACS, your account ID and password.

Log In


@

\*\*\*\*\*

LOG IN

[Forgot your password?](#)

or

 Log In with Google

Do not have account? [Sign Up](#)

This software is to be used for reviewing only (not to be used for diagnostic purpose) in the country where pharmaceutical approvals are required in order to use this software for diagnosis. If this software is used, it means agreeing with [Terms](#).

7. Proceed to "[1. 2 Enter Profile and cloud PACS information](#)".

## 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.

Enter Profile

Please fill in the required fields to complete registration.

First Name\*

SonicDICOM

✓

Middle Name

✓

Last Name\*

Cloud PACS

✓

Country\*

Egypt

✓

Language\*

English

✓

Occupation\*

Other

✓

radiologist

✓

Institution / Company\*

FDS

✓

OK

- 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

### 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.

**Add PACS**

**PACS**

Name\*  
My PACS ✓

Region\*  
EU (Paris) ✓ ▾

**Admin Settings**

Country\*  
Egypt ✓ ▾

Time Zone\*  
Africa/Cairo ✓ ▾

Language\*  
English ✓ ▾

Date Format\*  
DD-MM-YYYY ✓ ▾

Unit of Length\*  
mm ✓ ▾

**Add**

#### [PACS]

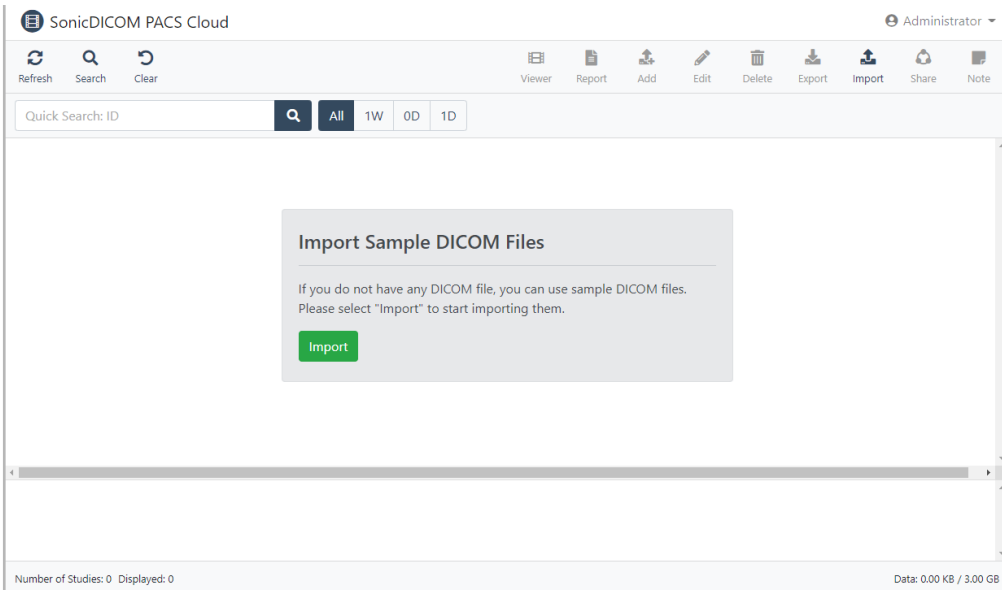
- Name\*: Name of your PACS
- Region\*: Select a region to create your PACS

#### [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

## 1.3 View created cloud PACS

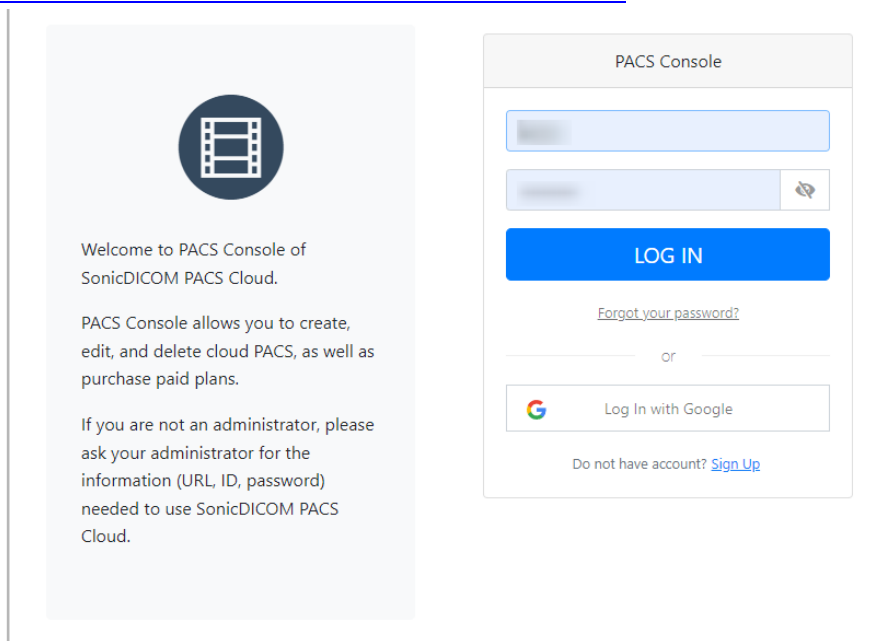
Cloud PACS is created and List page is displayed.



### 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>

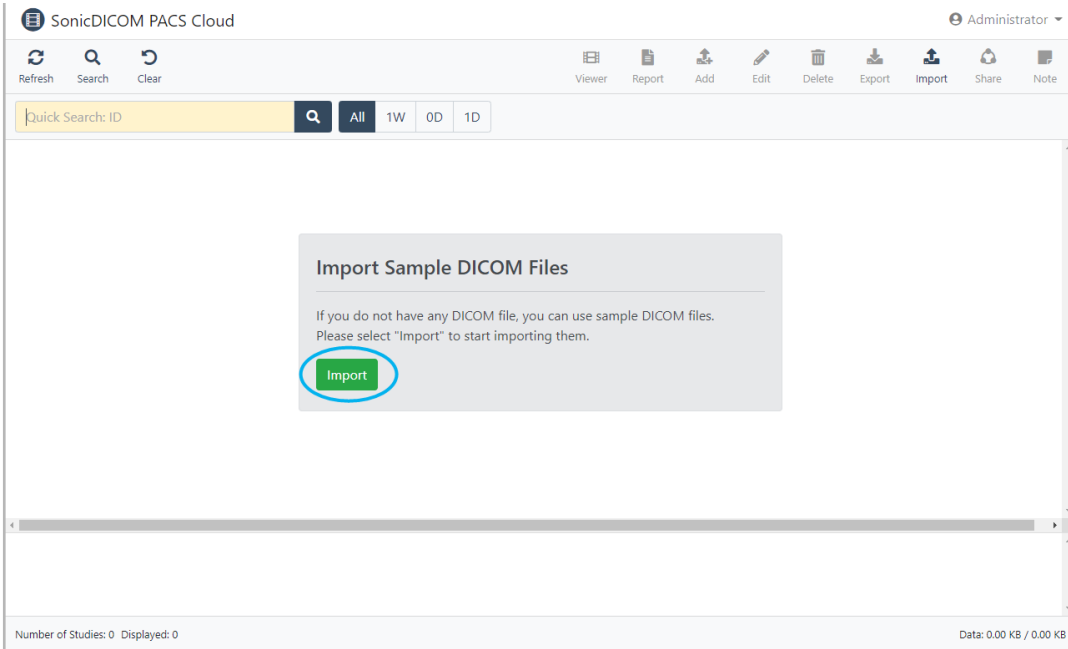


## 2. Import DICOM Files

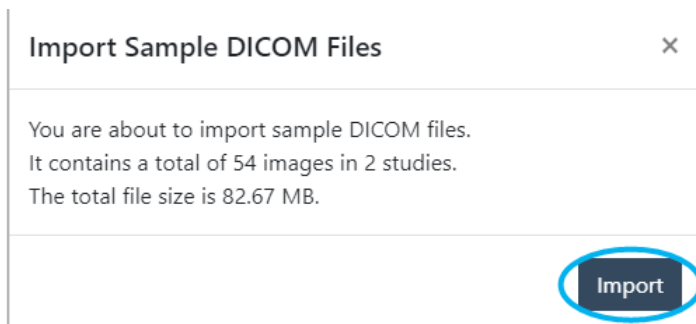
### 2.1 Import Sample DICOM Files

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

1. Click "Import".

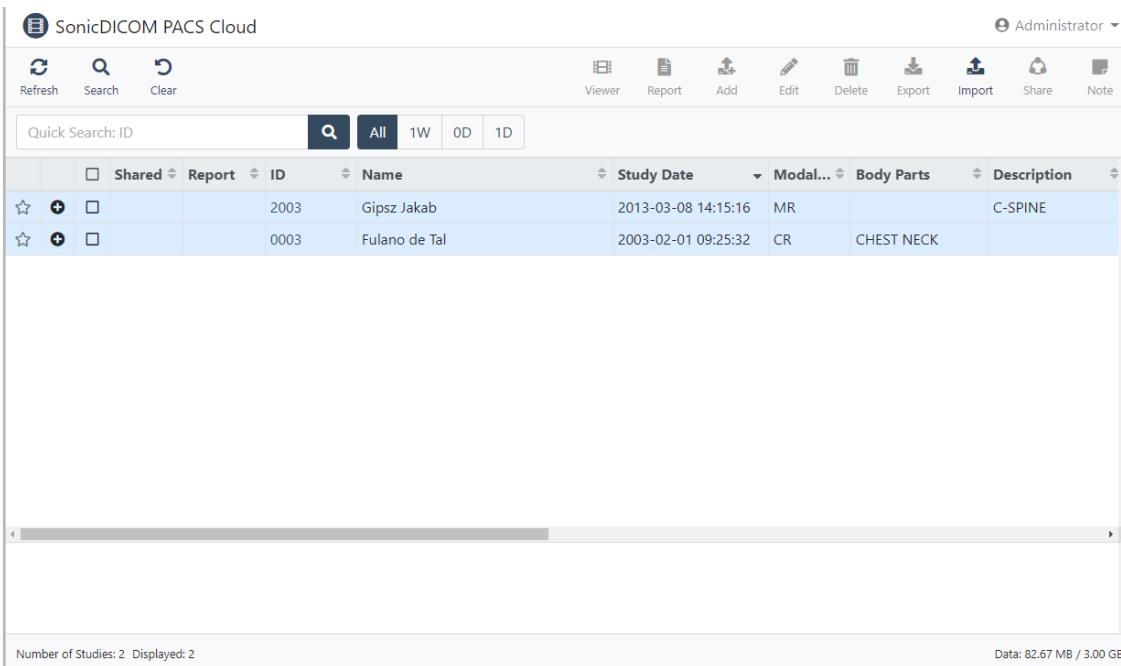


2. Dialog "Import Sample DICOM Files" will be displayed. Click "Import".





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

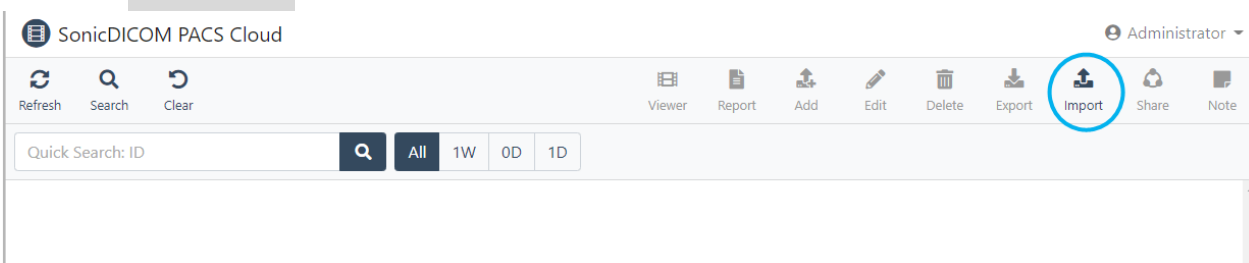


The screenshot shows the SonicDICOM PACS Cloud interface. At the top, there's a header with the application name and a user dropdown set to 'Administrator'. Below this is a toolbar with icons for Refresh, Search, Clear, Viewer, Report, Add, Edit, Delete, Export, Import, Share, and Note. A search bar labeled 'Quick Search: ID' is present, followed by filters for 'All', '1W', '0D', and '1D'. The main area displays a table of studies with columns: Shared, Report, ID, Name, Study Date, Modal..., Body Parts, and Description. Two studies are listed: one with ID 2003, Name 'Gipsz Jakab', Study Date '2013-03-08 14:15:16', Modal 'MR', Body Parts 'C-SPINE', and Description 'C-SPINE'; and another with ID 0003, Name 'Fulano de Tal', Study Date '2003-02-01 09:25:32', Modal 'CR', Body Parts 'CHEST NECK', and Description 'CHEST NECK'. At the bottom, a status bar indicates 'Number of Studies: 2 Displayed: 2' and 'Data: 82.67 MB / 3.00 GB'.

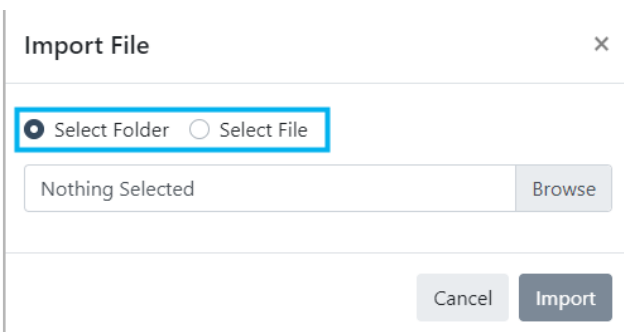
	Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ +	<input type="checkbox"/>		2003	Gipsz Jakab	2013-03-08 14:15:16	MR	C-SPINE	C-SPINE
☆ +	<input type="checkbox"/>		0003	Fulano de Tal	2003-02-01 09:25:32	CR	CHEST NECK	CHEST NECK

## 2.2 Import Your DICOM Files

1. Click  Import in the toolbar.

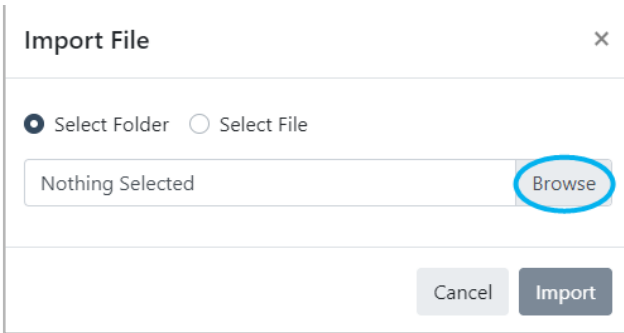


2. Select either "Select Folder" or "Select File".

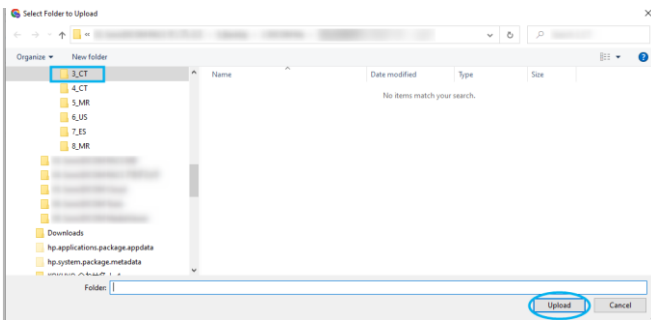


The screenshot shows a dialog box titled 'Import File'. It has two radio buttons: 'Select Folder' (which is selected) and 'Select File'. Below these is a text input field containing 'Nothing Selected' and a 'Browse' button. At the bottom of the dialog are 'Cancel' and 'Import' buttons.

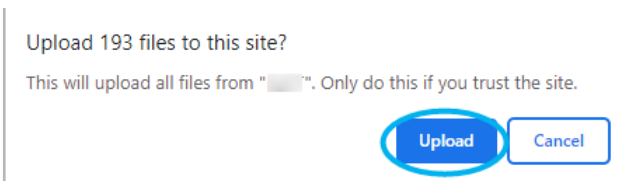
3. Click "Browse".



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

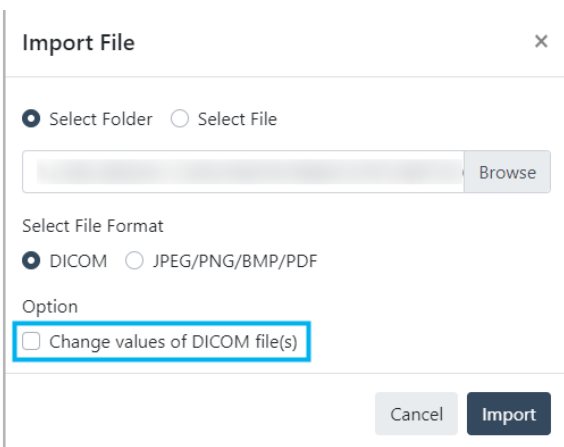


5. The following dialog will be displayed. Click "Upload".



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.



Import File

☒ Select Folder ☐ Select File

Browse

Select File Format

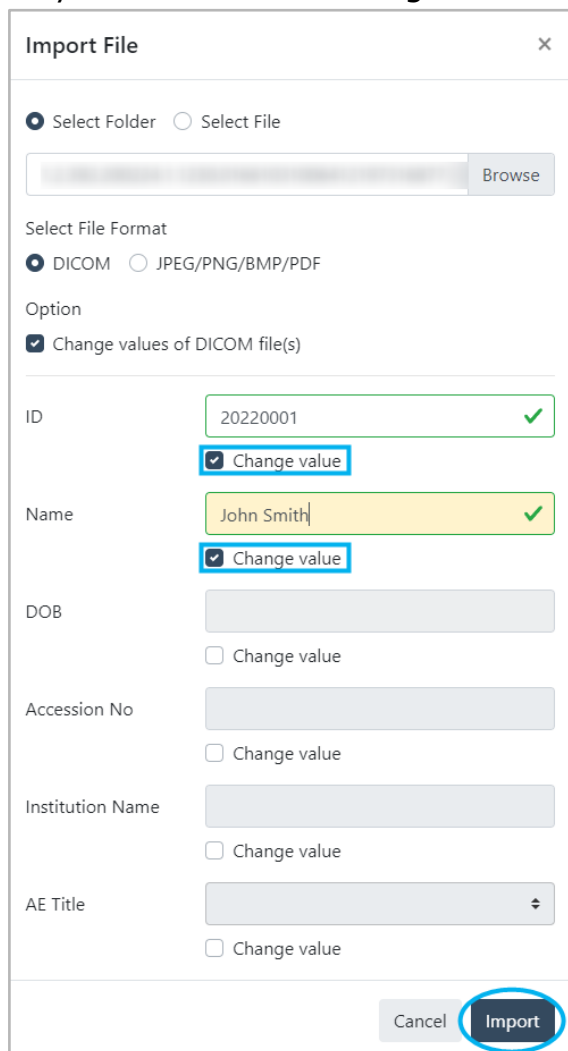
☒ DICOM ☐ JPEG/PNG/BMP/PDF

Option

☒ Change values of DICOM file(s)

Cancel Import

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



Import File

☒ Select Folder ☐ Select File

Browse

Select File Format

☒ DICOM ☐ JPEG/PNG/BMP/PDF

Option

☒ Change values of DICOM file(s)

ID  ✓

☒ Change value

Name  ✓

☒ Change value

DOB

☐ Change value

Accession No

☐ Change value

Institution Name

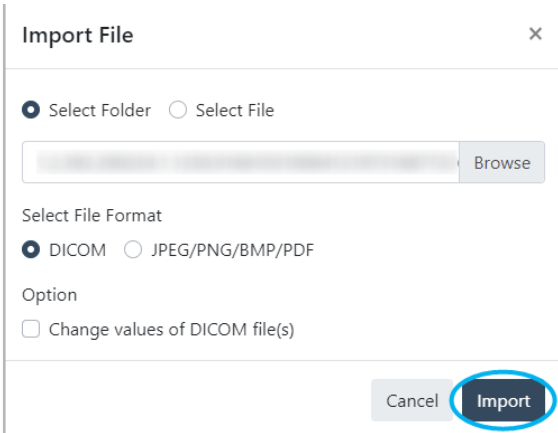
☐ Change value

AE Title

☐ Change value

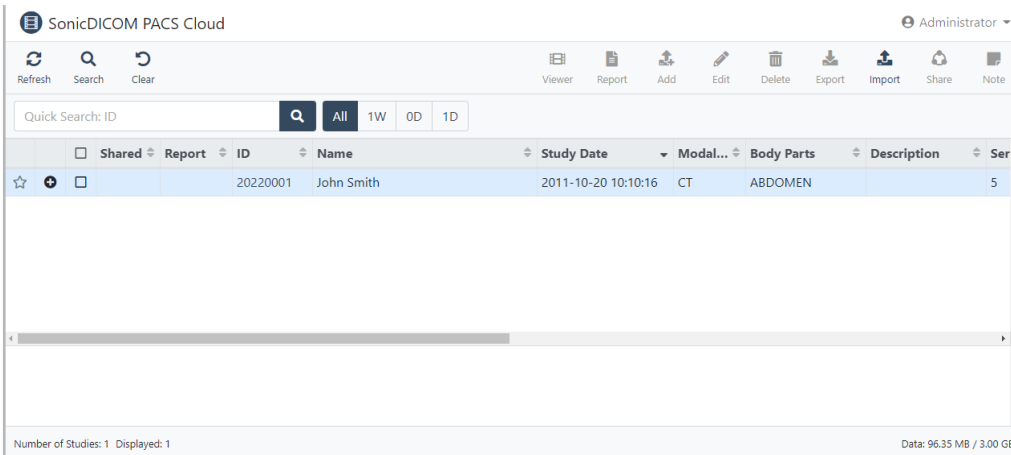
Cancel Import

## 7. Click "Import".



The "Import File" dialog box is shown. It has a title bar with a close button (X). Inside, there are two radio buttons: "Select Folder" (selected) and "Select File". Below them is a text input field and a "Browse" button. Underneath is the "Select File Format" section with two radio buttons: "DICOM" (selected) and "JPEG/PNG/BMP/PDF". Below that is the "Option" section with a checkbox "Change values of DICOM file(s)" which is unchecked. At the bottom right, there are two buttons: "Cancel" and "Import". The "Import" button is circled in blue.

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



The screenshot shows the SonicDICOM PACS Cloud interface. At the top, there's a header with the logo, "SonicDICOM PACS Cloud", and a user dropdown "Administrator". Below the header is a toolbar with icons for Refresh, Search, Clear, Viewer, Report, Add, Edit, Delete, Export, Import, Share, and Note. A search bar "Quick Search: ID" is present. Below the search bar is a table with columns: Shared, Report, ID, Name, Study Date, Modal..., Body Parts, Description, and Ser. The table contains one row with data: ID 20220001, Name John Smith, Study Date 2011-10-20 10:10:16, Modal... CT, Body Parts ABDOMEN, Description, and Ser 5. At the bottom, there's a status bar showing "Number of Studies: 1 Displayed: 1" and "Data: 96.35 MB / 3.00 GB".

Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description	Ser
☆	+	20220001	John Smith	2011-10-20 10:10:16	CT	ABDOMEN		5

### Information:

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

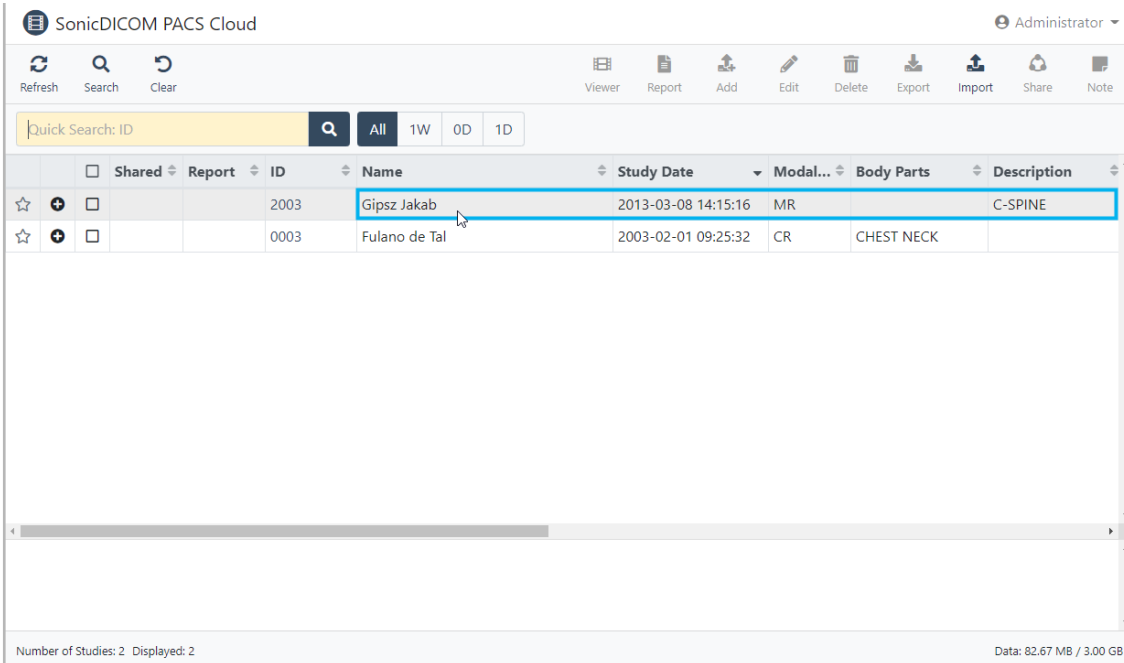
For details, please refer to: [User Manual > Toolbar Feature > Import](#)

## 3. View Images

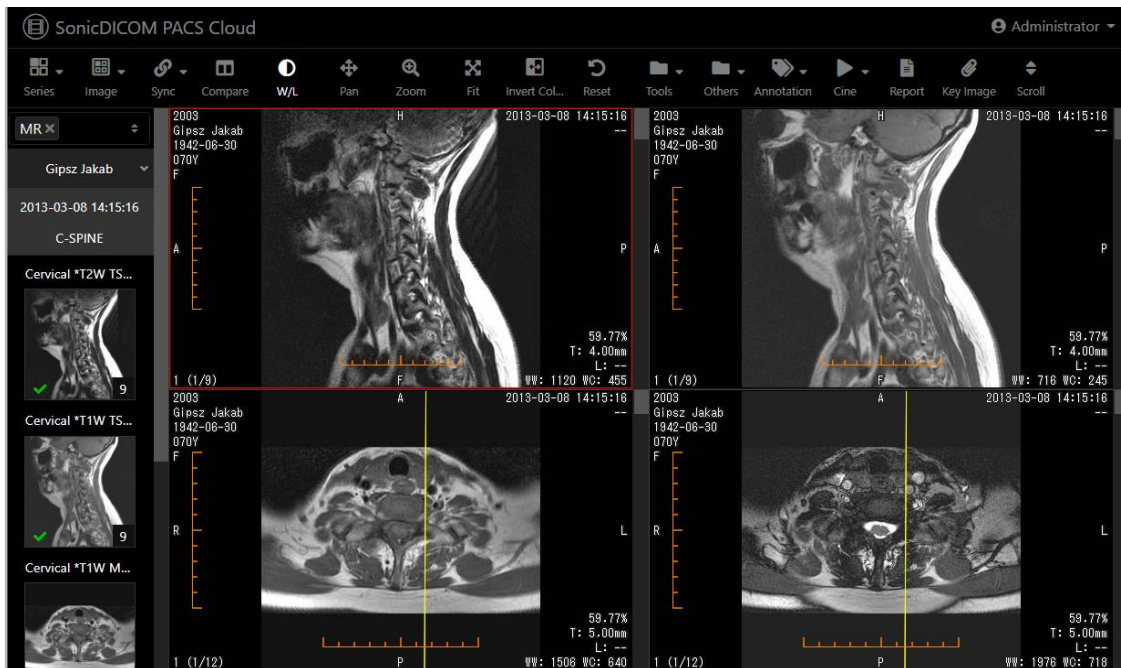
### 3.1 View 1 Study only

1. Double click the list of the intended Study.

**Note:** Double click on any item except Patient ID.

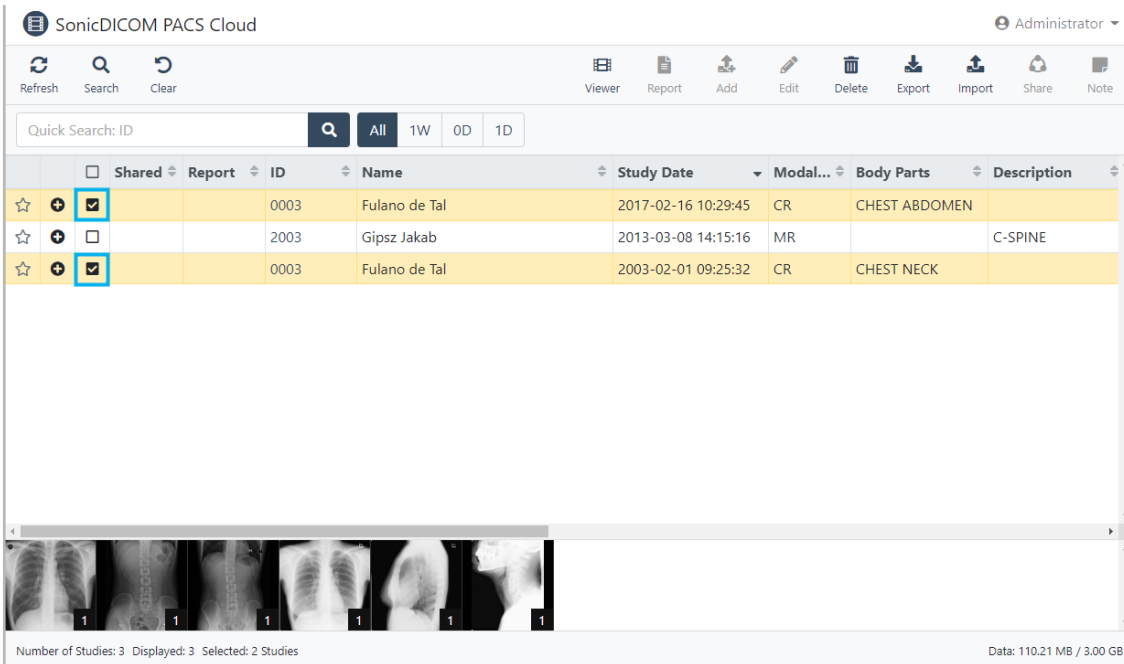


2. Viewer page opens and the Study image is displayed.



## 3.2 View multiple Studies

1. Click the checkboxes of the intended Studies.



SonicDICOM PACS Cloud Administrator

Refresh Search Clear

Viewer Report Add Edit Delete Export Import Share Note

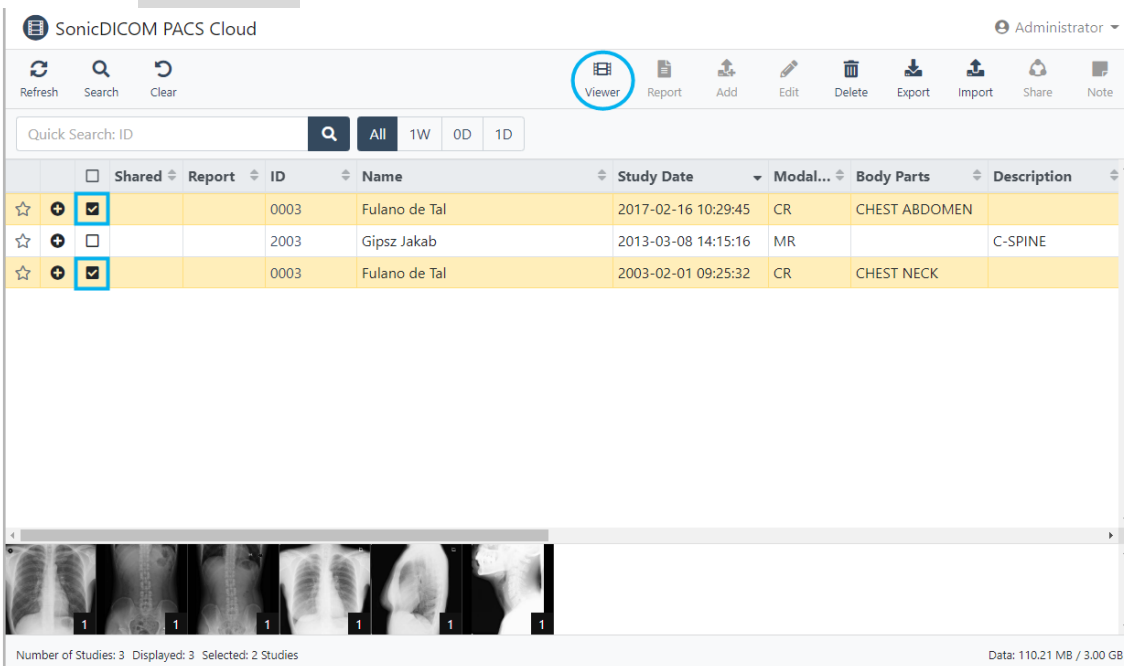
Quick Search: ID [All] 1W 0D 1D

	Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ + <input checked="" type="checkbox"/>			0003	Fulano de Tal	2017-02-16 10:29:45	CR	CHEST ABDOMEN	
☆ + <input type="checkbox"/>			2003	Gipsz Jakab	2013-03-08 14:15:16	MR		C-SPINE
☆ + <input checked="" type="checkbox"/>			0003	Fulano de Tal	2003-02-01 09:25:32	CR	CHEST NECK	

Number of Studies: 3 Displayed: 3 Selected: 2 Studies

Data: 110.21 MB / 3.00 GB

2. Click  Viewer in the toolbar.



SonicDICOM PACS Cloud Administrator

Refresh Search Clear

**Viewer** Report Add Edit Delete Export Import Share Note

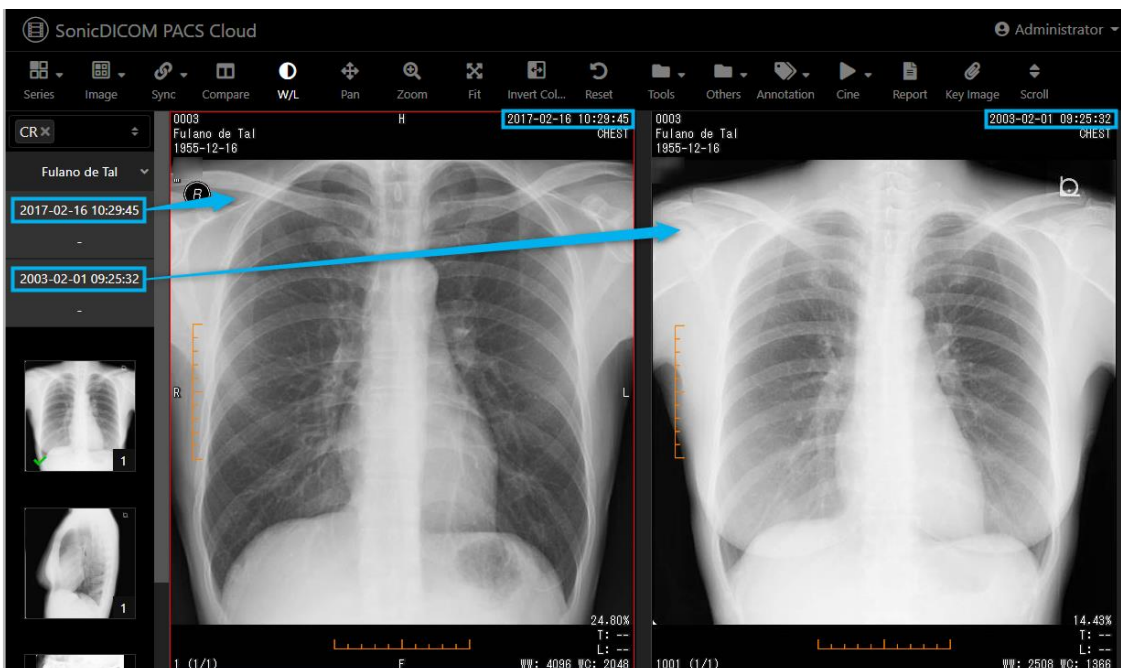
Quick Search: ID [All] 1W 0D 1D

	Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ + <input checked="" type="checkbox"/>			0003	Fulano de Tal	2017-02-16 10:29:45	CR	CHEST ABDOMEN	
☆ + <input type="checkbox"/>			2003	Gipsz Jakab	2013-03-08 14:15:16	MR		C-SPINE
☆ + <input checked="" type="checkbox"/>			0003	Fulano de Tal	2003-02-01 09:25:32	CR	CHEST NECK	

Number of Studies: 3 Displayed: 3 Selected: 2 Studies

Data: 110.21 MB / 3.00 GB

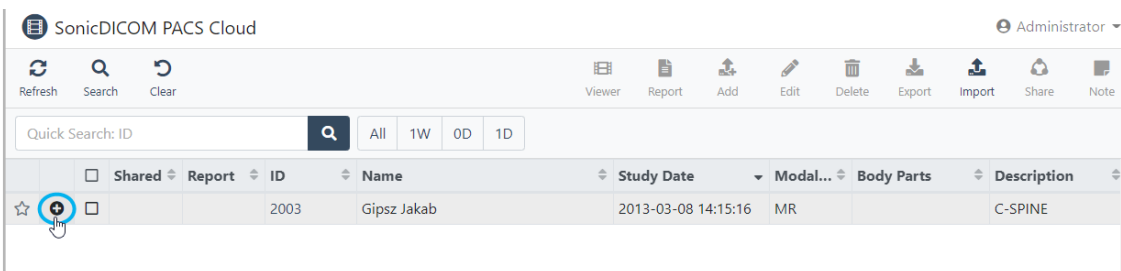
3. Viewer page opens and the images of multiple Studies are displayed.




### 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.

	<input type="checkbox"/> Shared	Report	ID	Name	Study Date	Modal...	Body Parts
☆			2003	Gipsz Jakab	2013-03-08 14:15:16	MR	
		</					

3. Click  button in Series List.

	<input type="checkbox"/> Shared	Report	ID	Name	Study Date	Modal...	Body Parts	
☆		<input type="checkbox"/>		2003	Gipsz Jakab	2013-03-08 14:15:16	MR	
		Series No	Description	Modality	Body Part	Series Date	Instances	Updated At
	<input type="checkbox"/>	301	Cervical *T2W TSE SAG	MR		2013-03-08 14:33:35	9	2022-09-29 14:52:59
	<input type="checkbox"/>	401	Cervical *T1W TSE SAG	MR		2013-03-08 14:37:23	9	2022-09-29 14:52:59
	<input type="checkbox"/>	501	Cervical *T1W MST TRA	MR		2013-03-08 14:41:23	12	2022-09-29 14:53:00
	<input type="checkbox"/>	601	Cervical #B-FFE/MST	MR		2013-03-08 14:45:06	12	2022-09-29 14:53:01
	<input type="checkbox"/>	701	Cervical *T2W/SPiR	MR		2013-03-08 14:50:43	9	2022-09-29 14:53:01

4. Tree expands and Series List is displayed.

	<input type="checkbox"/>	Shared	Report	ID	Name	Study Date	Modal...	Body Parts
☆	⊖	<input type="checkbox"/>		2003	Gipsz Jakab	2013-03-08 14:15:16	MR	
		Series No	Description	Modality	Body Part	Series Date	Instances	Updated At
⊖	<input type="checkbox"/>	301	Cervical *T2W TSE SAG	MR		2013-03-08 14:33:35	9	2022-09-29 14:52:59
		Instance No	Frames	File Size				
	▶ <input type="checkbox"/>	1	0	517.75 KB				
	▶ <input type="checkbox"/>	2	0	517.75 KB				
	▶ <input type="checkbox"/>	3	0	517.75 KB				
	▶ <input type="checkbox"/>	4	0	517.75 KB				
	▶ <input type="checkbox"/>	5	0	517.75 KB				
	▶ <input type="checkbox"/>	6	0	517.75 KB				
	▶ <input type="checkbox"/>	7	0	517.75 KB				
	▶ <input type="checkbox"/>	8	0	517.75 KB				
	▶ <input type="checkbox"/>	9	0	517.75 KB				


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

	<input type="checkbox"/>	Shared	Report	ID	Name	Study Date	Modal...	Body Parts
☆	⦿	<input type="checkbox"/>		2003	Gipsz Jakab	2013-03-08 14:15:16	MR	

		Series No	Description	Modality	Body Part	Series Date	Instances	Updated At
⦿	<input type="checkbox"/>	301	Cervical *T2W TSE SAG	MR		2013-03-08 14:33:35	9	2022-09-29 14:52:59

		Instance No	Frames	File Size
▶	<input type="checkbox"/>	1	0	517.75 KB
▶	<input type="checkbox"/>	2	0	517.75 KB
▶	<input type="checkbox"/>	3	0	517.75 KB



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



SonicDICOM PACS Cloud Administrator

Refresh Search Clear Viewer Report Add Edit Delete Export Import Share Note

Quick Search: ID  All 1W 0D 1D

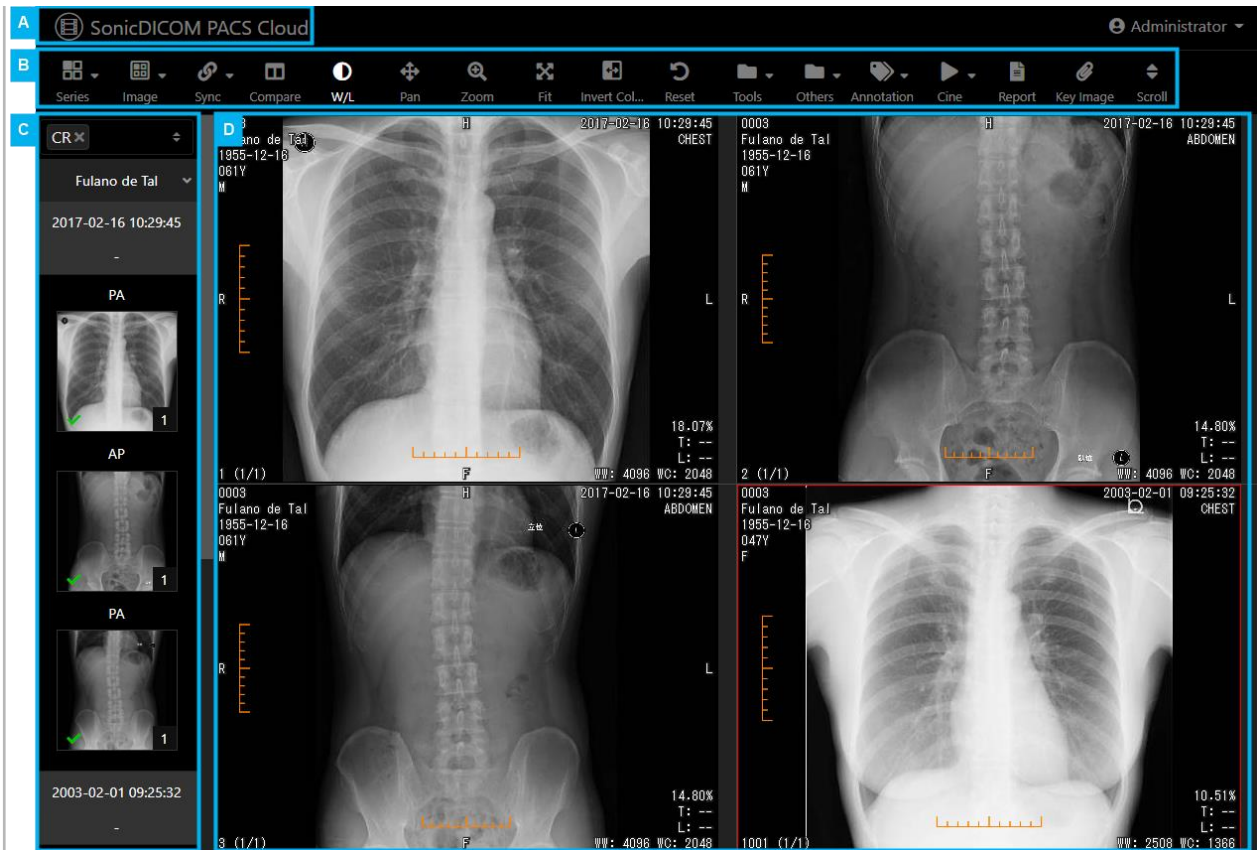
	<input type="checkbox"/> Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆	<input type="checkbox"/>		2003	Gipsz Jakab	2013-03-08 14:15:16	MR		C-SPINE

	Series No	Description	Modality	Body Part	Series Date	Instances	Updated At
<input checked="" type="checkbox"/>	301	Cervical *T2W TSE SAG	MR		2013-03-08 14:33:35	9	2022-09-29 14:52:59
<input type="checkbox"/>	401	Cervical *T1W TSE SAG	MR		2013-03-08 14:37:23	9	2022-09-29 14:52:59
<input type="checkbox"/>	501	Cervical *T1W MST TRA	MR		2013-03-08 14:41:23	12	2022-09-29 14:53:00
<input checked="" type="checkbox"/>	601	Cervical #B-FFE/MST	MR		2013-03-08 14:45:06	12	2022-09-29 14:53:01
<input type="checkbox"/>	701	Cervical *T2W/SPIR	MR		2013-03-08 14:50:43	9	2022-09-29 14:53:01

Number of Studies: 3 Displayed: 1 Selected: 2 Series Data: 110.21 MB / 3.00 GB

### 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](#)

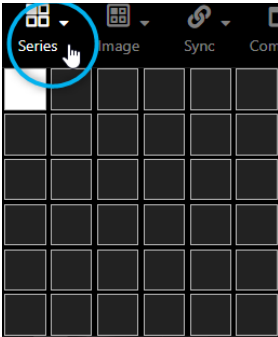
## 3.5 Operation of Viewer Features

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

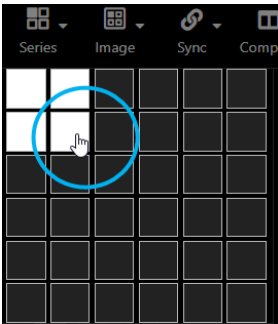
### 3.5.1 Series

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.



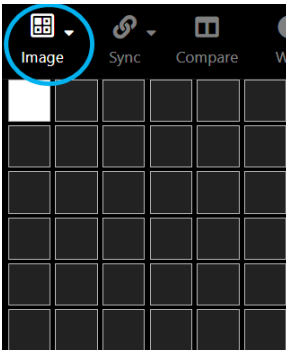
3. The series will be displayed with the specified number of divisions.



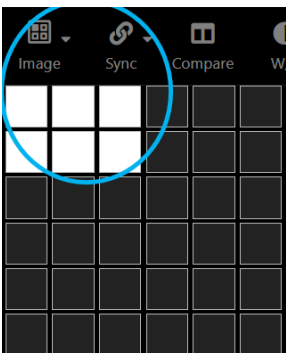
### 3.5.2 Image

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

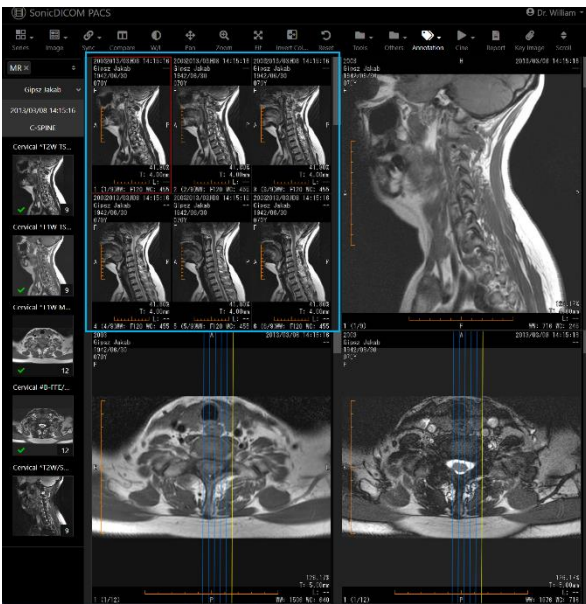
1. Move the mouse cursor over  Image in the toolbar.



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




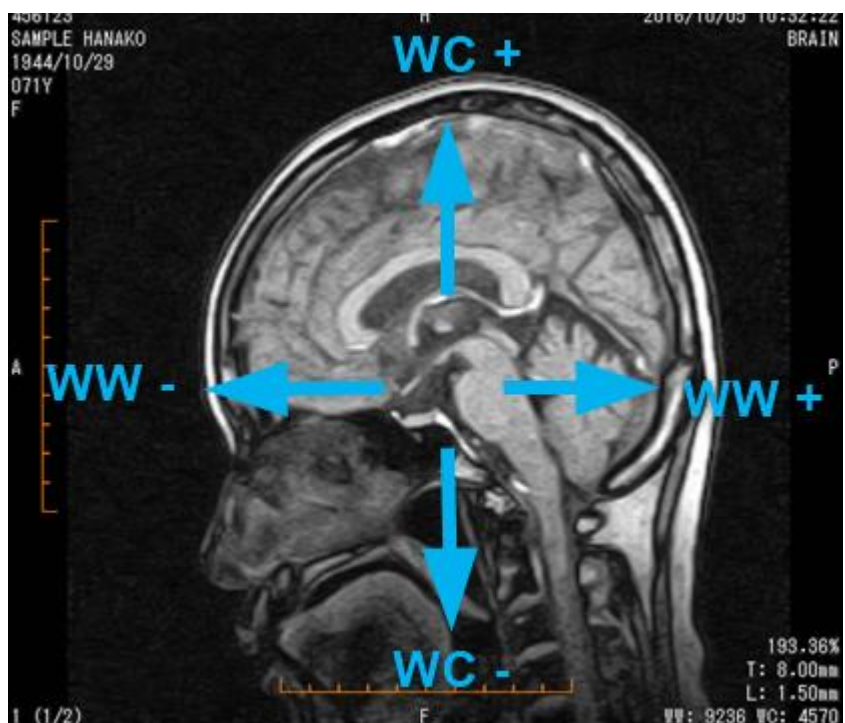
3. The images will be displayed with the specified number of divisions.



### 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.



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

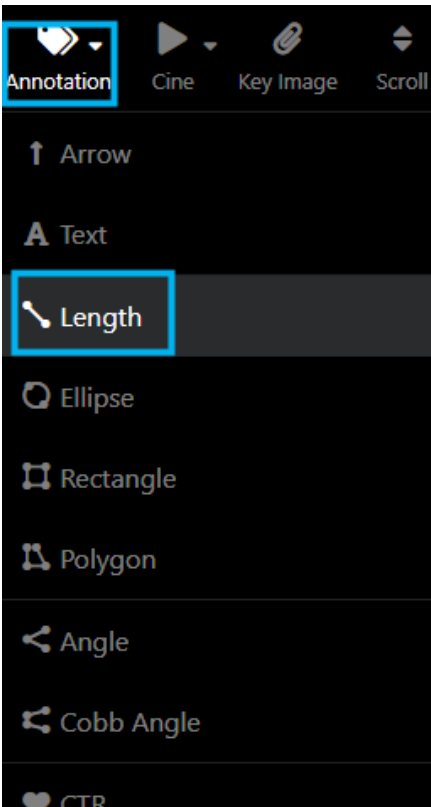
### 3.5.4 Annotations

Various operations can be performed using Annotation feature.

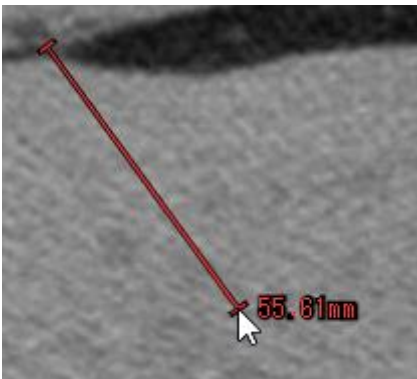
In this section, we will briefly explain how to draw two of these annotations.

#### Length

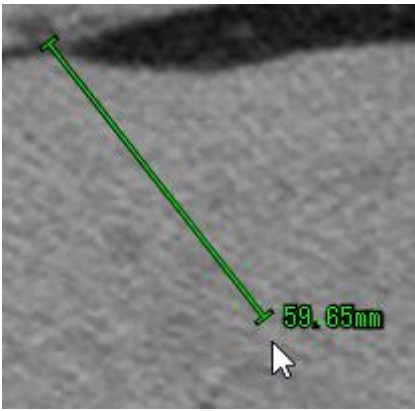
1. Move the mouse cursor over  Annotation in the toolbar and select  Length from the menu of Annotation.



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





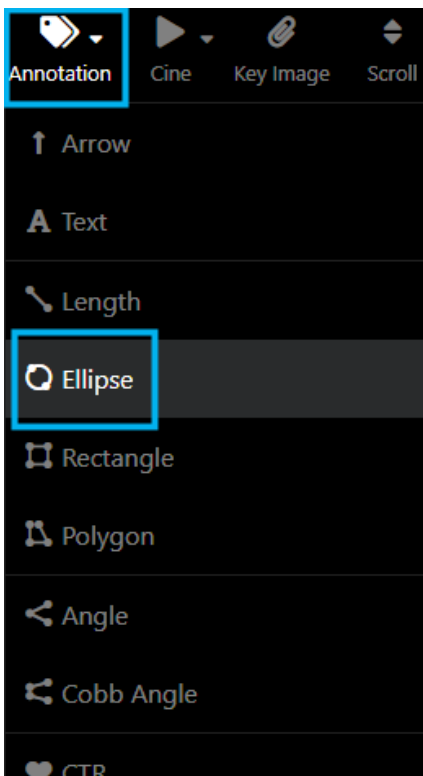
3. Release the mouse button to complete drawing. The length of the drawn line is displayed.



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

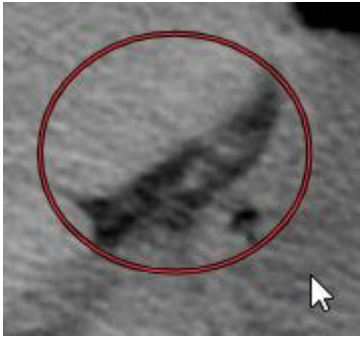
## Ellipse

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

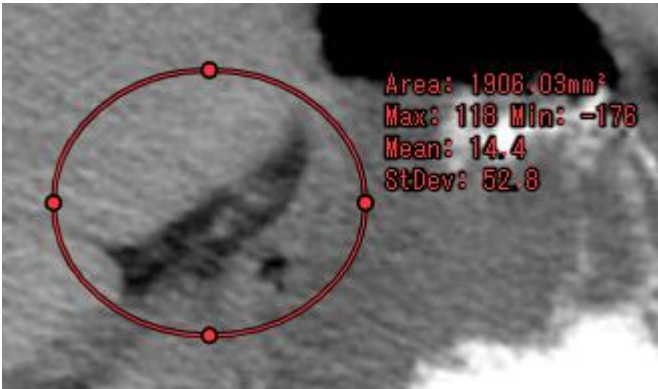


2. On the image, move the mouse pointer while left-clicking to the position where you would like to end the drawing.





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](#).

## 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

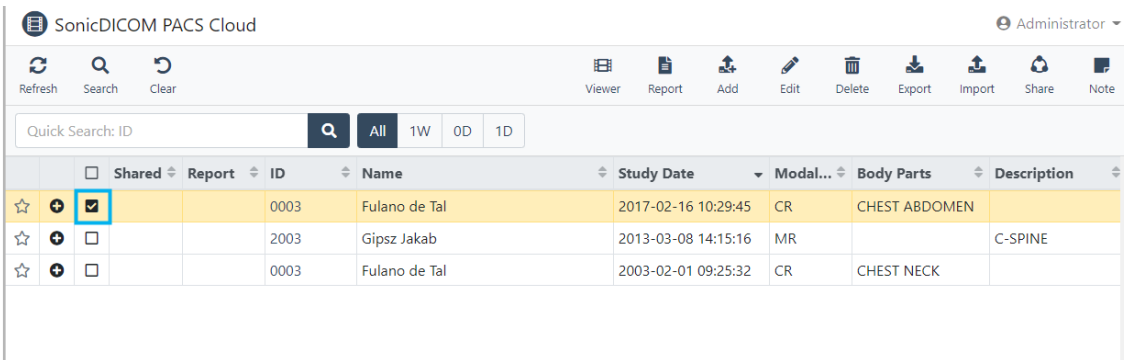
Guest account is a user who doesn't have a PACS account.

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.

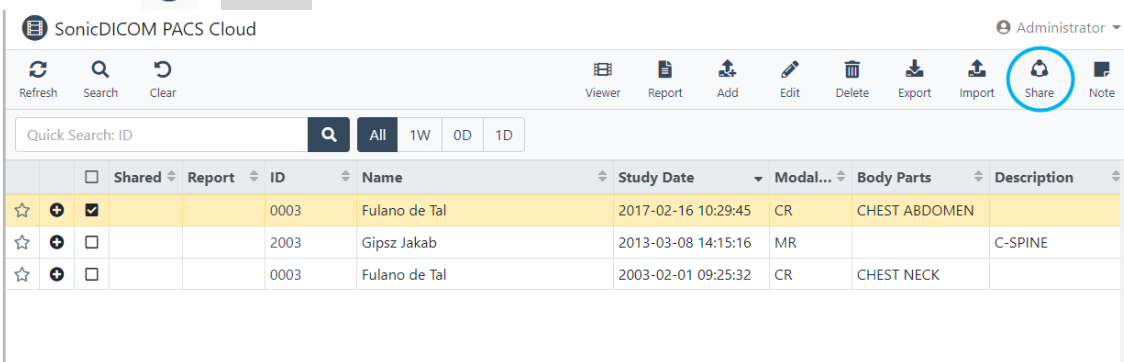
#### 1. Select the studies/patients to share on List page.



The screenshot shows the SonicDICOM PACS Cloud interface. At the top, there's a header with the logo and 'Administrator' dropdown. Below is a toolbar with icons for Refresh, Search, Clear, Viewer, Report, Add, Edit, Delete, Export, Import, Share, and Note. A search bar is present with 'Quick Search: ID' and filters for All, 1W, 0D, and 1D. The main table lists studies with columns: Shared, Report, ID, Name, Study Date, Modal..., Body Parts, and Description. The first study is highlighted, and its 'Shared' checkbox is checked.

	Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ +	<input checked="" type="checkbox"/>		0003	Fulano de Tal	2017-02-16 10:29:45	CR	CHEST ABDOMEN	
☆ +	<input type="checkbox"/>		2003	Gipsz Jakab	2013-03-08 14:15:16	MR		C-SPINE
☆ +	<input type="checkbox"/>		0003	Fulano de Tal	2003-02-01 09:25:32	CR	CHEST NECK	

#### 2. Click Share in the toolbar.



The screenshot shows the same SonicDICOM PACS Cloud interface as before. The 'Share' icon in the toolbar is now circled in blue, indicating it should be clicked.

	Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ +	<input checked="" type="checkbox"/>		0003	Fulano de Tal	2017-02-16 10:29:45	CR	CHEST ABDOMEN	
☆ +	<input type="checkbox"/>		2003	Gipsz Jakab	2013-03-08 14:15:16	MR		C-SPINE
☆ +	<input type="checkbox"/>		0003	Fulano de Tal	2003-02-01 09:25:32	CR	CHEST NECK	

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

Share Study/Patient

Share Shared

Share With

☒ Institution / Role / Account

☐ Guest

Select from Shortcut

Institution \*

Role

Account

Study/Patient

☒ Selected Study

☐ Selected Patient's Study

Expires At \*

2022-10-07

7 Days 14 Days 30 Days

Cancel Share

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

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

Study/Patient

☒ Selected Study

☐ Selected Patient's Study

Expires At \*

2022-10-07

7 Days 14 Days 30 Days

Cancel Share

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

Study/Patient

☐ Selected Study

☒ Selected Patient's Study

Modality

Expires At \*

2022-10-07

7 Days 14 Days 30 Days

Cancel Share

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

Study/Patient

☐ Selected Study

☒ Selected Patient's Study

Modality

CR

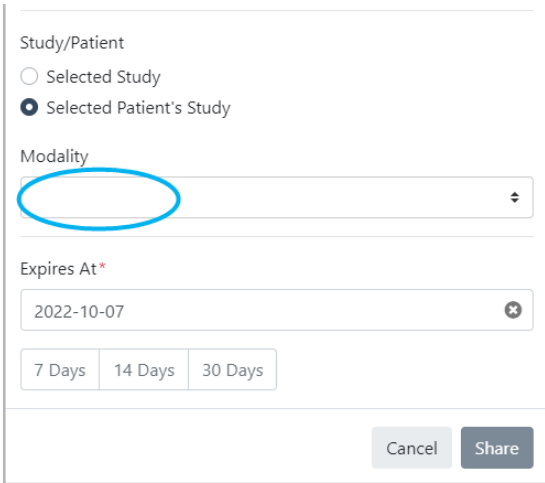
Expires At \*

2022-10-07

7 Days 14 Days 30 Days

Cancel Share

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



Study/Patient

☐ Selected Study

☒ Selected Patient's Study

Modality

Expires At\*

2022-10-07

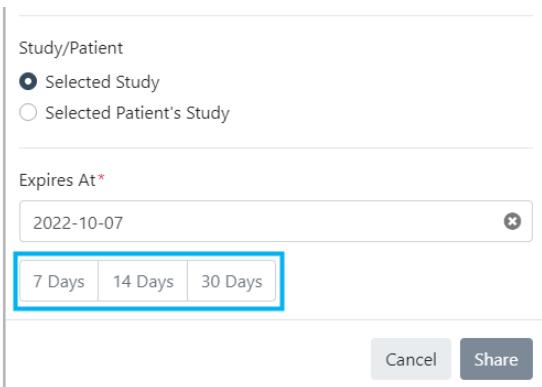
7 Days 14 Days 30 Days

Cancel Share

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

There are three ways to enter.

- Select a duration from the shortcut buttons.



Study/Patient

☒ Selected Study

☐ Selected Patient's Study

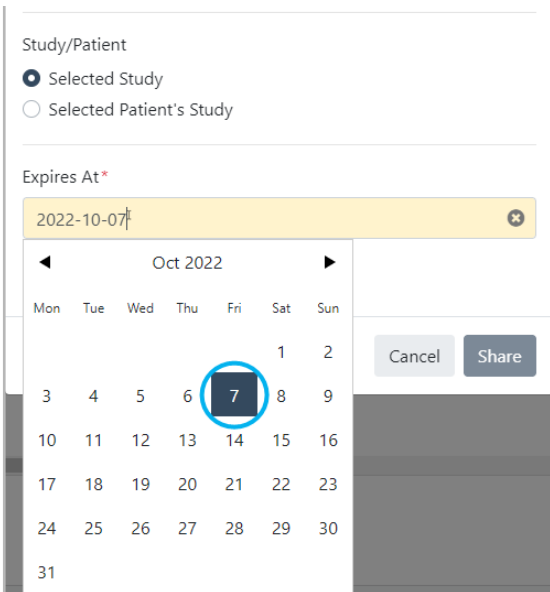
Expires At\*

2022-10-07

7 Days 14 Days 30 Days

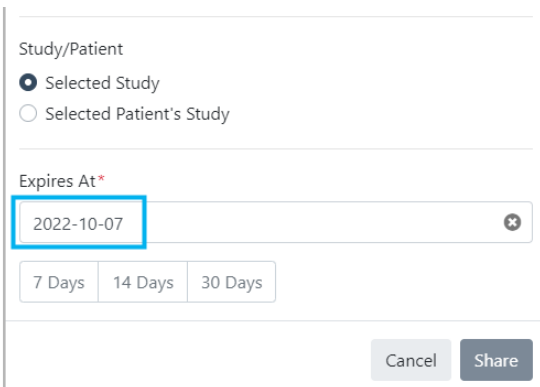
Cancel Share

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



The screenshot shows a form with two radio buttons under the heading "Study/Patient": "Selected Study" (which is selected) and "Selected Patient's Study". Below this is the "Expires At\*" field, which contains the date "2022-10-07". A calendar for October 2022 is displayed below the date field. The date "7" is circled in blue. To the right of the calendar are "Cancel" and "Share" buttons.

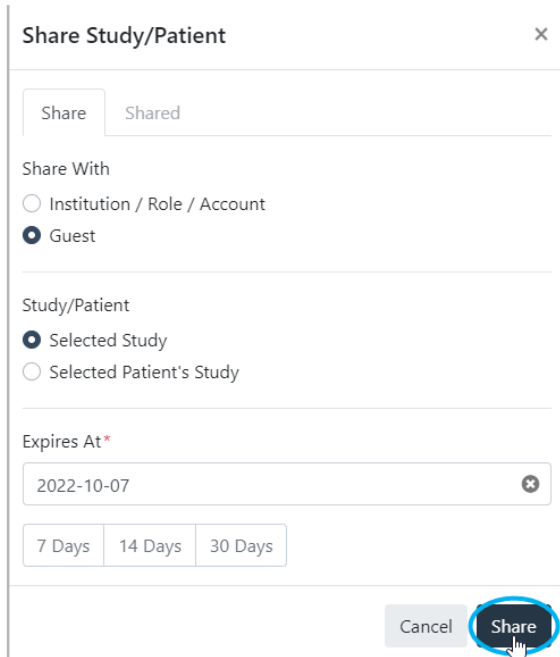
- Directly type an expiration date by clicking "Expires At" field.



The screenshot shows the same form as above. The "Expires At\*" field is highlighted with a blue border, and the date "2022-10-07" is visible inside. Below the date field are three buttons: "7 Days", "14 Days", and "30 Days". At the bottom right of the form are "Cancel" and "Share" buttons.

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

## 6. Click "Share".

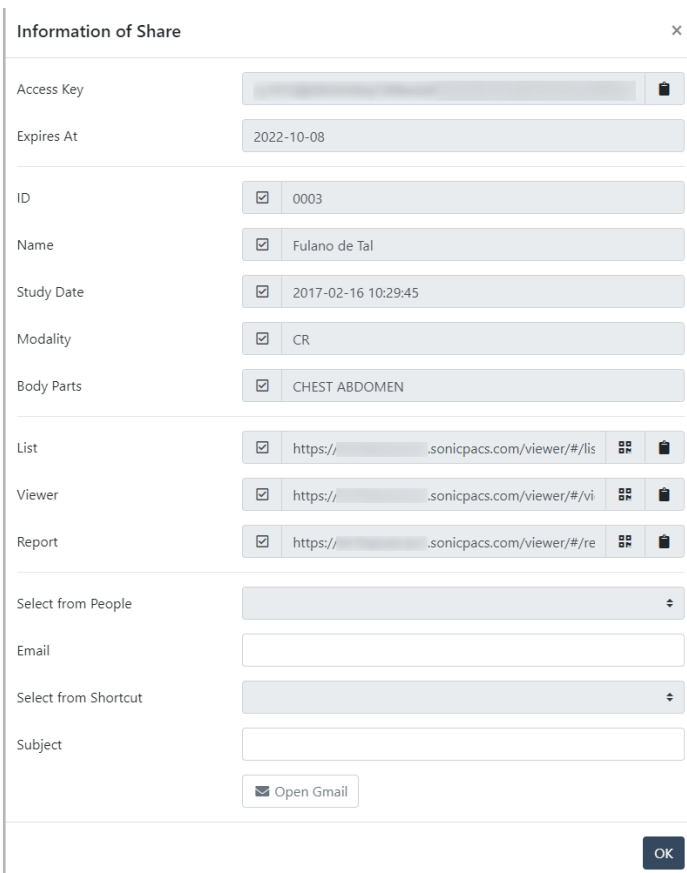


The 'Share Study/Patient' dialog box contains the following elements:

- Share / Shared** tabs.
- Share With** section with radio buttons for ☐ Institution / Role / Account and ☒ Guest.
- Study/Patient** section with radio buttons for ☒ Selected Study and ☐ Selected Patient's Study.
- Expires At \*** section with a date input field showing '2022-10-07' and a dropdown menu with options: 7 Days, 14 Days, 30 Days.
- Buttons** at the bottom: Cancel and Share (highlighted with a red circle and a mouse cursor).

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

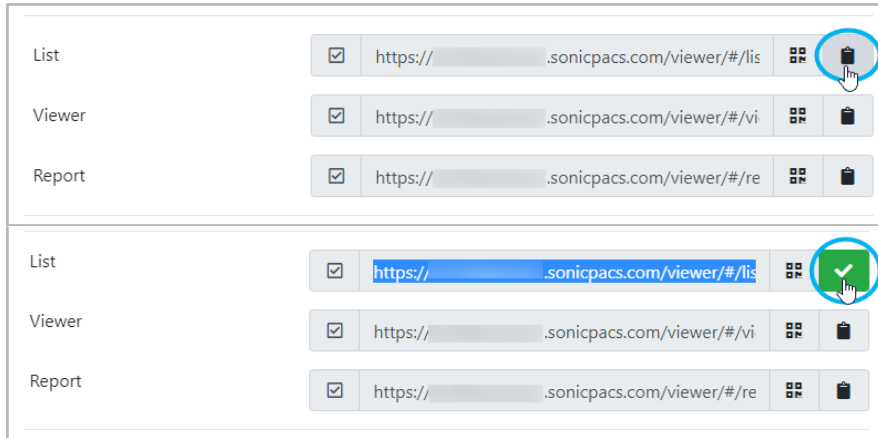
By accessing this URL/QR code, guests can access the shared studies.



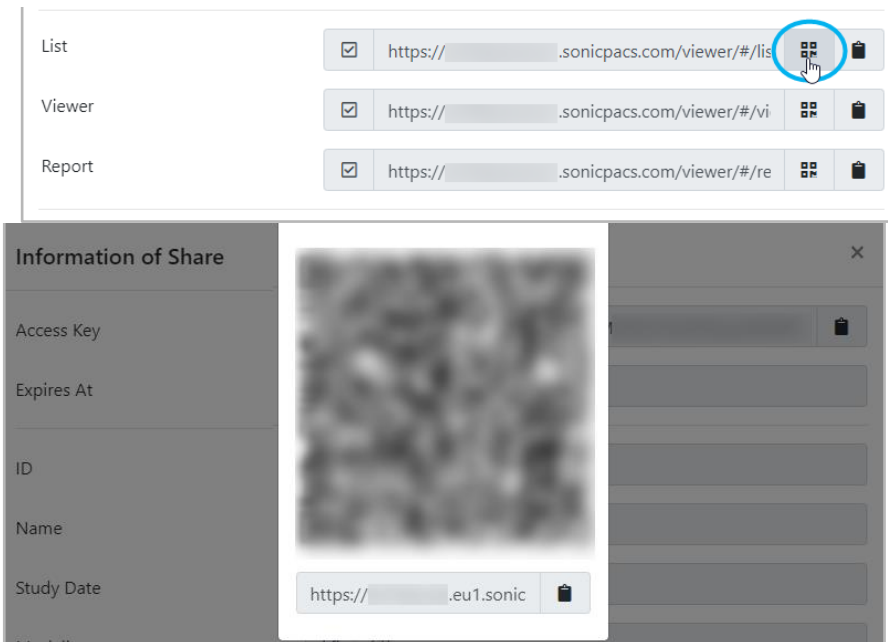
The 'Information of Share' dialog box displays the following sharing information:

Access Key	[Redacted]	[Copy Icon]
Expires At	2022-10-08	
ID	<input checked="" type="checkbox"/> 0003	
Name	<input checked="" type="checkbox"/> Fulano de Tal	
Study Date	<input checked="" type="checkbox"/> 2017-02-16 10:29:45	
Modality	<input checked="" type="checkbox"/> CR	
Body Parts	<input checked="" type="checkbox"/> CHEST ABDOMEN	
List	<input checked="" type="checkbox"/> <a href="https://[Redacted].sonicpacs.com/viewer/#/lis">https://[Redacted].sonicpacs.com/viewer/#/lis</a>	[Grid Icon] [Copy Icon]
Viewer	<input checked="" type="checkbox"/> <a href="https://[Redacted].sonicpacs.com/viewer/#/vi">https://[Redacted].sonicpacs.com/viewer/#/vi</a>	[Grid Icon] [Copy Icon]
Report	<input checked="" type="checkbox"/> <a href="https://[Redacted].sonicpacs.com/viewer/#/re">https://[Redacted].sonicpacs.com/viewer/#/re</a>	[Grid Icon] [Copy Icon]
Select from People	[Dropdown]	
Email	<input type="text"/>	
Select from Shortcut	[Dropdown]	
Subject	<input type="text"/>	
	<input type="button" value="Open Gmail"/>	
<input type="button" value="OK"/>		

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



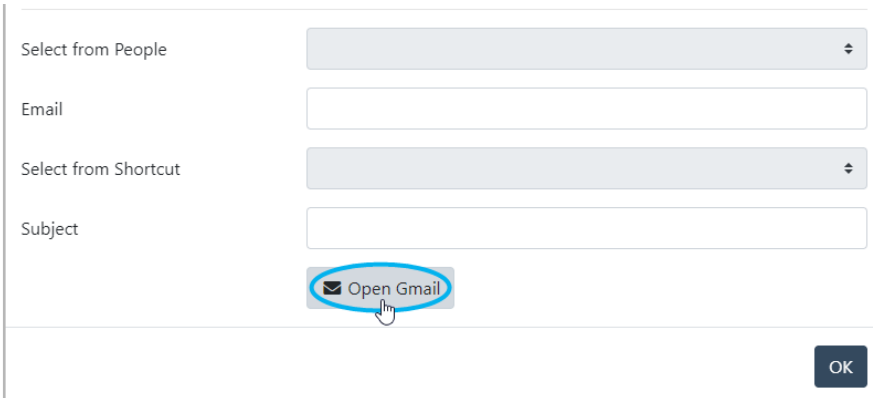
You can display the QR code by clicking the icon below.



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

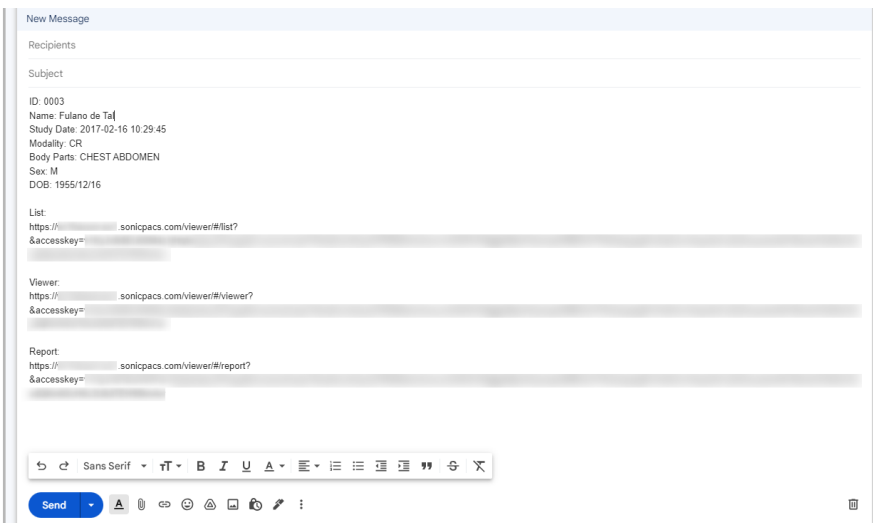


Also, clicking "Open Gmail" will open an email composing screen of Gmail for the Google account you are logging in.



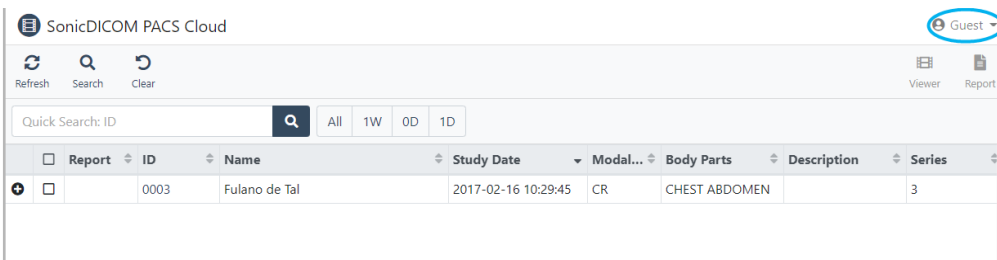
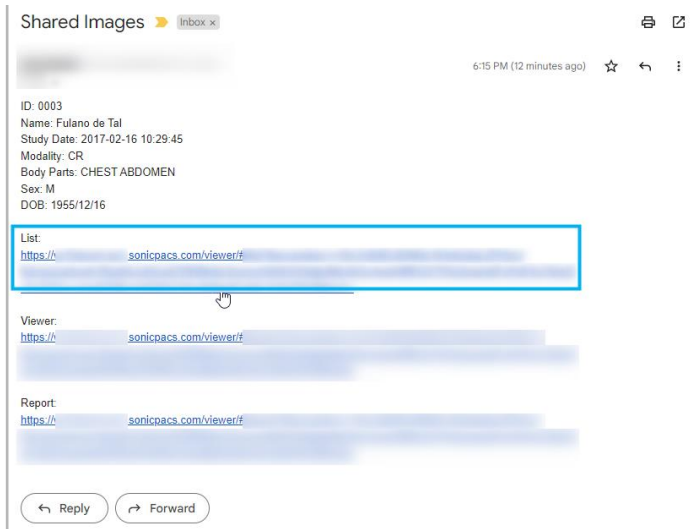
The screenshot shows a web form for composing an email. It includes four input fields: "Select from People", "Email", "Select from Shortcut", and "Subject". Below these fields is a button labeled "Open Gmail" with an envelope icon, which is circled in blue. A mouse cursor is pointing at the button. An "OK" button is located at the bottom right of the form.

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



The screenshot shows the body of an email in a Gmail interface. The email content includes a "New Message" header, a "Recipients" field, a "Subject" field, and a list of medical data: ID: 0003, Name: Fulano de Tal, Study Date: 2017-02-16 10:29:45, Modality: CR, Body Parts: CHEST ABDOMEN, Sex: M, and DOB: 1955/12/16. Below this is a "List:" section with a URL: <https://sonicpacs.com/viewer#/list?&accesskey=>. This is followed by a "Viewer:" section with a URL: <https://sonicpacs.com/viewer#/viewer?&accesskey=>. Finally, there is a "Report:" section with a URL: <https://sonicpacs.com/viewer#/report?&accesskey=>. The email body is displayed in a rich text editor with a toolbar at the bottom.

## 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

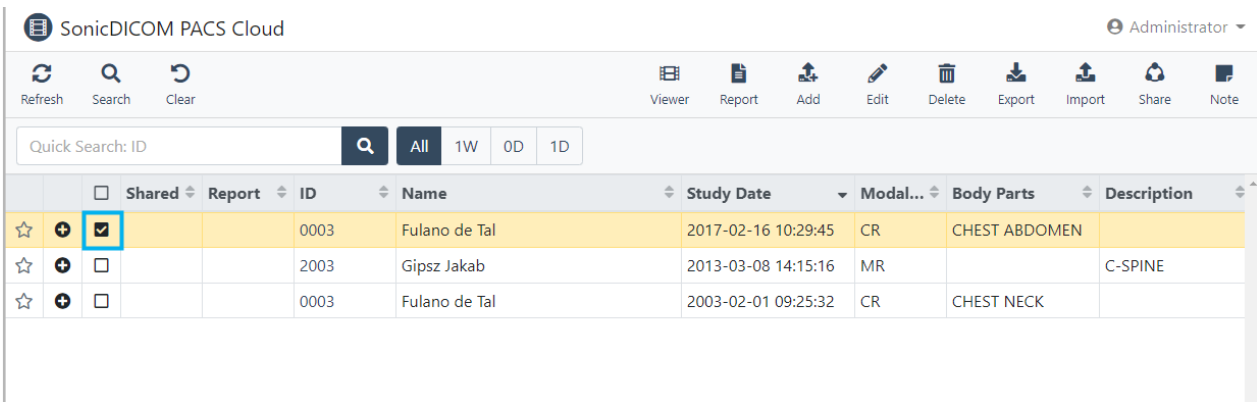
## 4.2 Share to a specific account

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](#)".

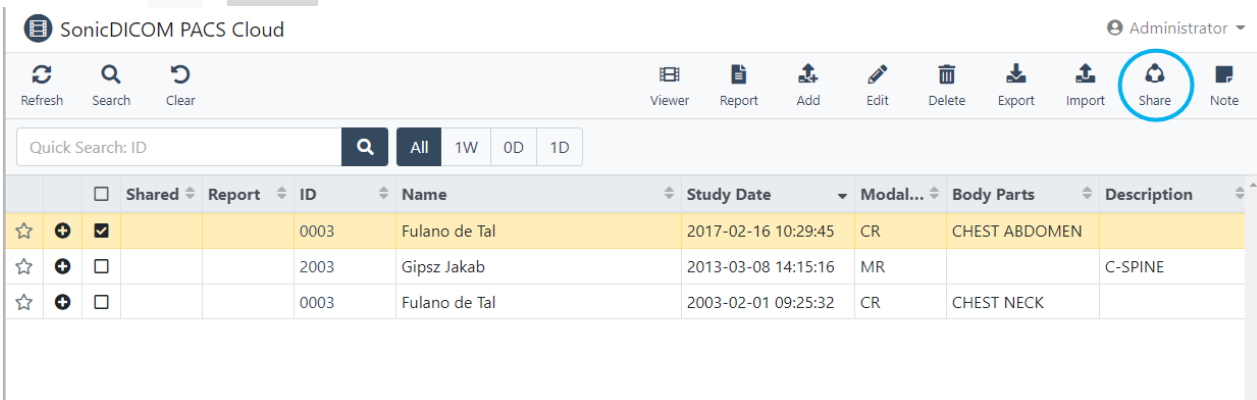
1. Select the studies/patients to share on List page.



The screenshot shows the SonicDICOM PACS Cloud interface. At the top, there's a header with the application name and a user dropdown set to 'Administrator'. Below the header is a toolbar with icons for Refresh, Search, Clear, Viewer, Report, Add, Edit, Delete, Export, Import, Share, and Note. A search bar with 'Quick Search: ID' and filters for 'All', '1W', '0D', and '1D' is present. The main area is a table with columns: Shared, Report, ID, Name, Study Date, Modal..., Body Parts, and Description. The first row is highlighted in yellow, and its 'Shared' checkbox is checked, indicated by a blue square.

	Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ + <input checked="" type="checkbox"/>			0003	Fulano de Tal	2017-02-16 10:29:45	CR	CHEST ABDOMEN	
☆ + <input type="checkbox"/>			2003	Gipsz Jakab	2013-03-08 14:15:16	MR		C-SPINE
☆ + <input type="checkbox"/>			0003	Fulano de Tal	2003-02-01 09:25:32	CR	CHEST NECK	

2. Click  Share in the toolbar.



This screenshot is identical to the previous one, but the 'Share' button in the toolbar is now highlighted with a blue circle.

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

Share Study/Patient

Share Shared

Share With

☒ Institution / Role / Account

☐ Guest

4. Specify the account you would like to share.

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

Share Study/Patient

Share Shared

Share With

☒ Institution / Role / Account

☐ Guest

Select from Shortcut

Institution\*

A-Hospital ✓ ▾

Role

A-staff ✓ ▾

Account

A-test ✓ ▾

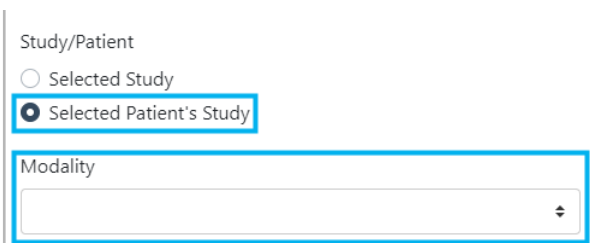
5. Select either "Selected Study" or "Selected Patient's Study".

"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.

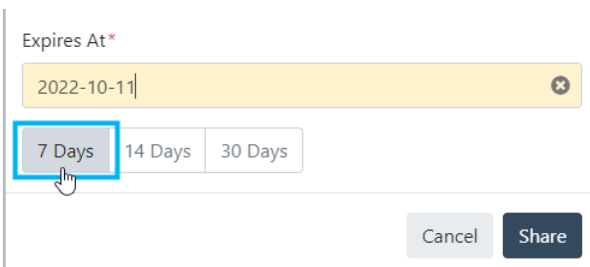


The screenshot shows a form titled "Study/Patient". It contains two radio buttons: "Selected Study" and "Selected Patient's Study". The "Selected Patient's Study" option is selected and highlighted with a blue box. Below the radio buttons is a dropdown menu labeled "Modality", which is also highlighted with a blue box.

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

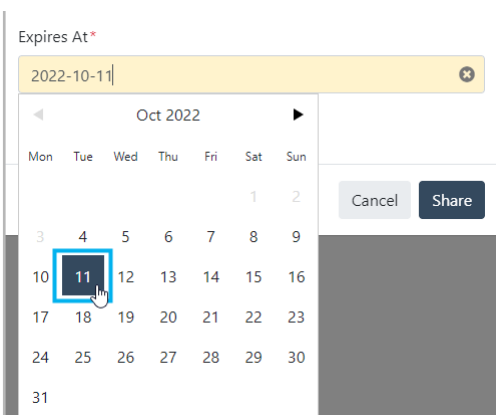
There are three ways to enter.

- Select a duration from the shortcut buttons.



The screenshot shows the "Expires At\*" field. A text input box contains the date "2022-10-11". Below the input box are three buttons: "7 Days", "14 Days", and "30 Days". The "7 Days" button is highlighted with a blue box and a mouse cursor is pointing at it. At the bottom right of the form are "Cancel" and "Share" buttons.

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



The screenshot shows the "Expires At\*" field. A text input box contains the date "2022-10-11". Below the input box, a calendar for October 2022 is displayed. The date "11" is highlighted with a blue box and a mouse cursor is pointing at it. At the bottom right of the calendar are "Cancel" and "Share" buttons.

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

Expires At\*

2022-10-11

7 Days 14 Days 30 Days

Cancel Share

## 7. Click "Share".

Share Study/Patient

Share Shared

Share With

☒ Institution / Role / Account

☐ Guest

Select from Shortcut

Institution\*

A-Hospital

Role

A-staff

Account

A-test

Study/Patient

☐ Selected Study

☒ Selected Patient's Study

Modality

Expires At\*

2022-10-11

7 Days 14 Days 30 Days

Cancel Share

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.

Information of Share

Institution: A-Hospital

Account: A-test

Expires At: 2022-10-12

ID: ☒ 0003

Name: ☒ Fulano de Tal

Modality: ☐

Sex: ☒ F

DOB: ☒ 1955/12/16

List: ☒ <https://...eu1.sonicpacs.com/viewer/#/lis>

Viewer: ☒ <https://...eu1.sonicpacs.com/viewer/#/vi>

Select from People:

Email:

Select from Shortcut:

Subject:

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

List: ☒ <https://...sonicpacs.com/viewer/#/lis>

Viewer: ☒ <https://...sonicpacs.com/viewer/#/vi>

List: ☒ <https://...sonicpacs.com/viewer/#/lis>

Viewer: ☒ <https://...sonicpacs.com/viewer/#/vi>

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



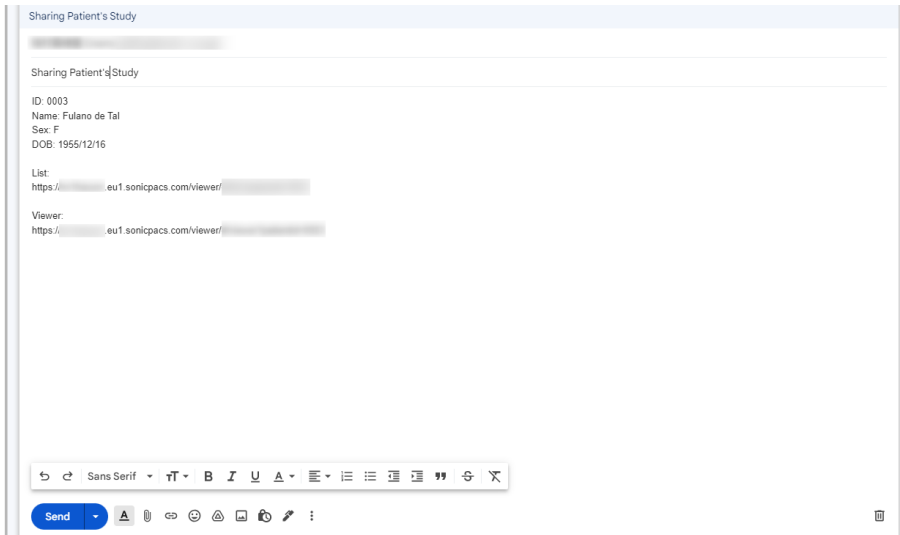
Notify the URL/QR code by email etc. to the person who you are sharing the studies to.

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

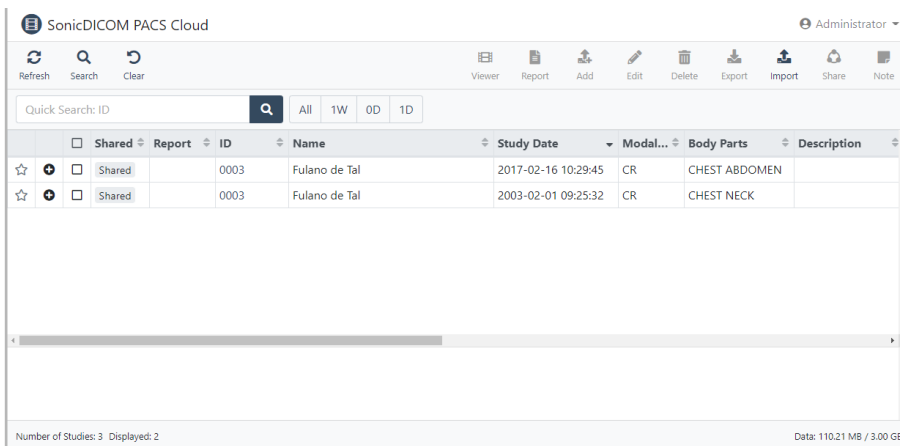
A screenshot of a dialog box for opening an email in Gmail. It has four input fields: 'Select from People', 'Email', 'Select from Shortcut', and 'Subject'. Below these fields is a button with an envelope icon and the text 'Open Gmail'. A blue circle highlights this button. At the bottom right of the dialog is an 'OK' button.



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.



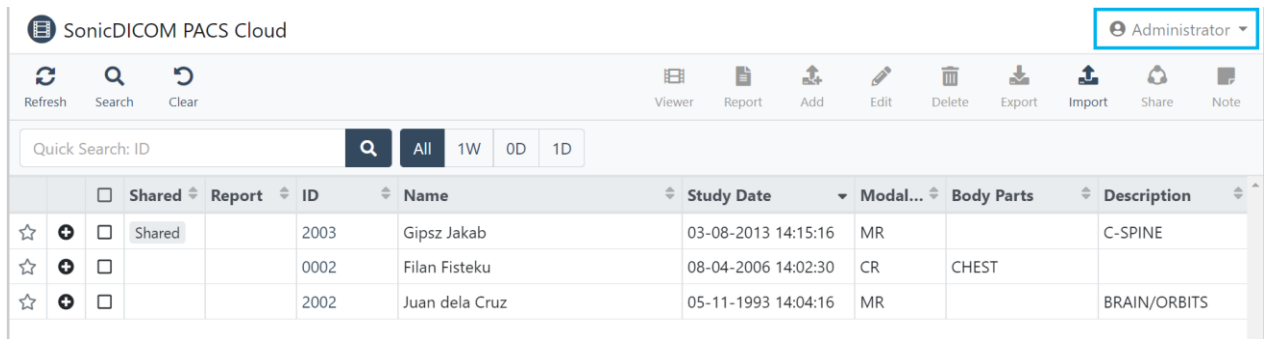
## 4.3 Check / Edit / Stop the Shared Studies

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

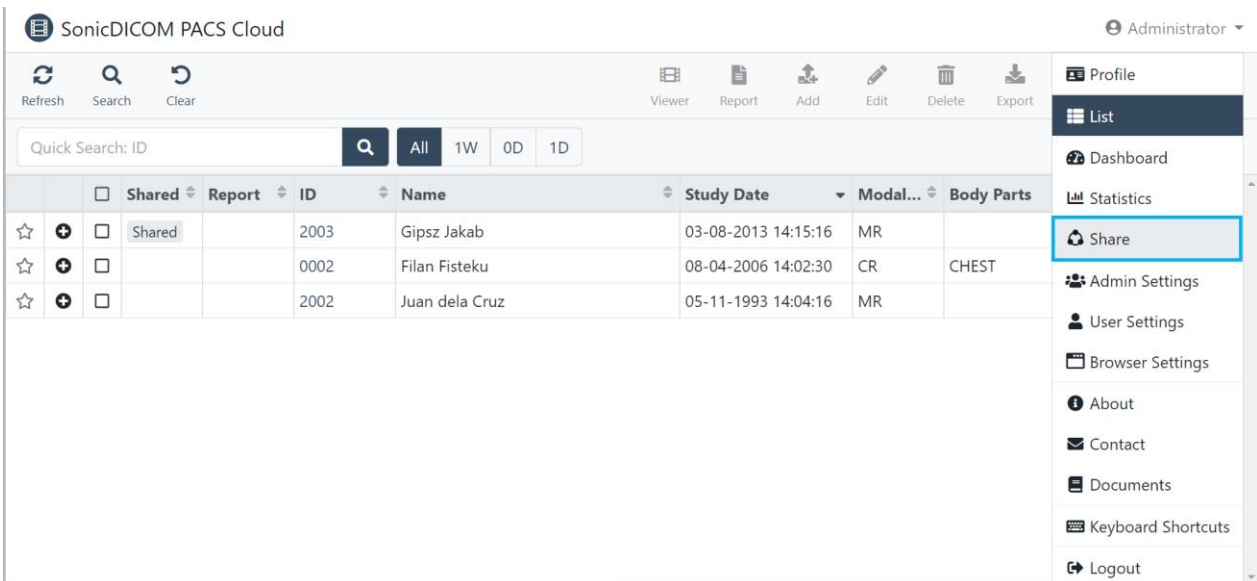
1. Click the user name in the upper right corner.



The screenshot shows the top of the SonicDICOM PACS Cloud interface. In the top right corner, the user name "Administrator" is displayed with a dropdown arrow. Below the navigation bar is a search bar with the text "Quick Search: ID" and buttons for "All", "1W", "0D", and "1D". Below the search bar is a table of shared studies.

	<input type="checkbox"/>	Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆	+	<input type="checkbox"/>	Shared	2003	Gipsz Jakab	03-08-2013 14:15:16	MR		C-SPINE
☆	+	<input type="checkbox"/>		0002	Filan Fisteku	08-04-2006 14:02:30	CR	CHEST	
☆	+	<input type="checkbox"/>		2002	Juan dela Cruz	05-11-1993 14:04:16	MR		BRAIN/ORBITS


2. Click  Share.



The screenshot shows the same interface as the previous one, but with the user menu open. The user name "Administrator" is in the top right corner. The user menu is located on the right side of the interface and contains the following options: Profile, List, Dashboard, Statistics, Share, Admin Settings, User Settings, Browser Settings, About, Contact, Documents, Keyboard Shortcuts, and Logout. The "Share" option is highlighted with a blue border.

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

Shared With	Shared By	Expires At	ID	Name	Study Date	Modality	Body Parts
Guest	Administrator	10-12-2022	2003	Gipsz Jakab	03-08-2013 14:15:16	MR	

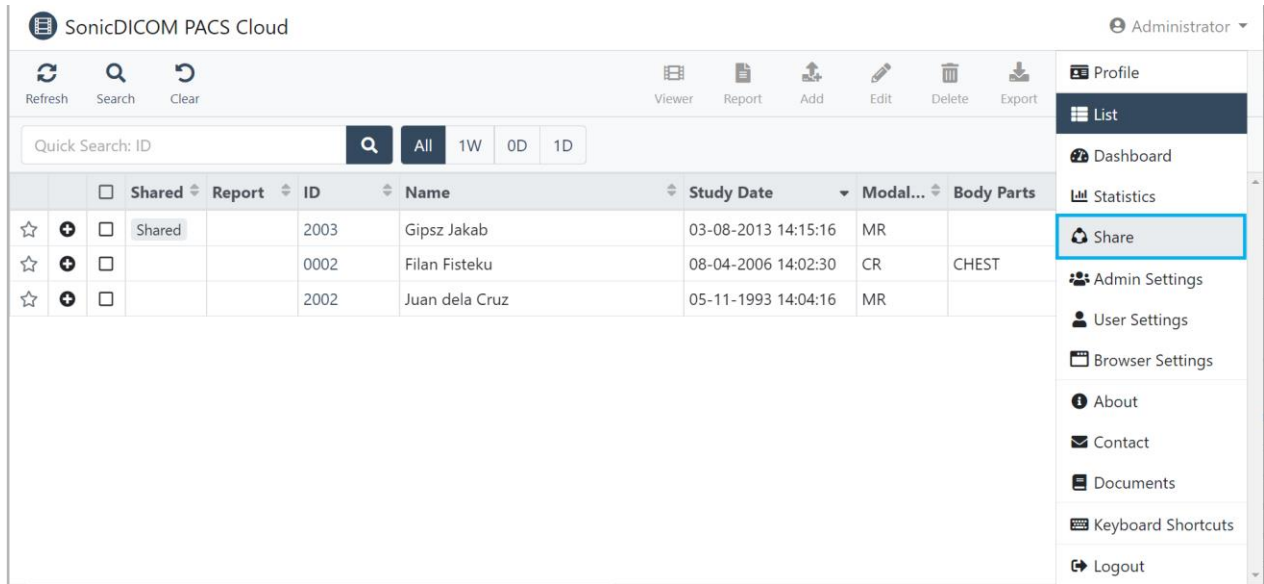
4. By clicking the  icon, you can see the detailed information, such as the URLs currently available for accessing the shared studies/patients.

#### 4.3.2 Edit the share destination/share duration

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

	Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ +	<input type="checkbox"/>	Shared	2003	Gipsz Jakab	03-08-2013 14:15:16	MR		C-SPINE
☆ +	<input type="checkbox"/>		0002	Filan Fisteku	08-04-2006 14:02:30	CR	CHEST	
☆ +	<input type="checkbox"/>		2002	Juan dela Cruz	05-11-1993 14:04:16	MR		BRAIN/ORBITS

2. Click  Share.



The screenshot shows the SonicDICOM PACS Cloud interface. The top navigation bar includes 'Refresh', 'Search', 'Clear', 'Viewer', 'Report', 'Add', 'Edit', 'Delete', and 'Export'. A 'Quick Search: ID' field is present. The main table lists three studies with columns for 'Shared', 'Report', 'ID', 'Name', 'Study Date', 'Modal...', and 'Body Parts'. The right-hand menu is open, and the 'Share' option is highlighted.

	Shared	Report	ID	Name	Study Date	Modal...	Body Parts
☆ +	<input type="checkbox"/>	Shared	2003	Gipsz Jakab	03-08-2013 14:15:16	MR	
☆ +	<input type="checkbox"/>		0002	Filan Fisteku	08-04-2006 14:02:30	CR	CHEST
☆ +	<input type="checkbox"/>		2002	Juan dela Cruz	05-11-1993 14:04:16	MR	

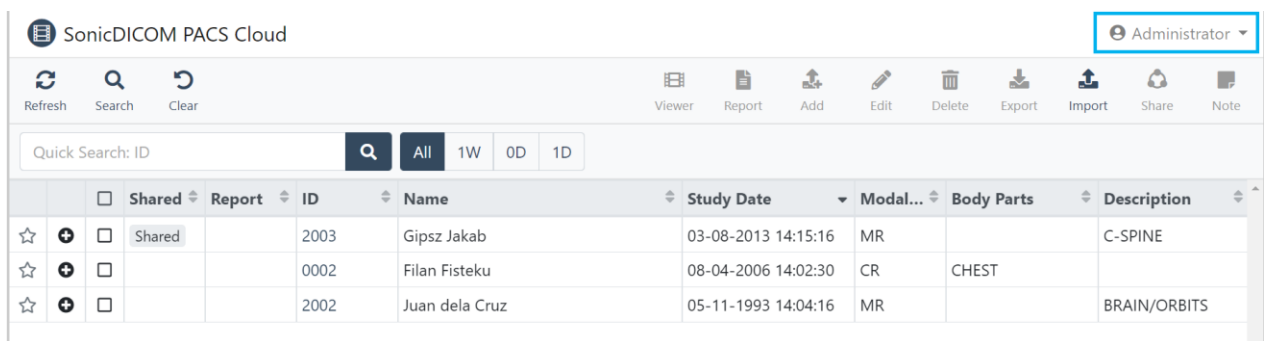
3. Click the  icon.

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

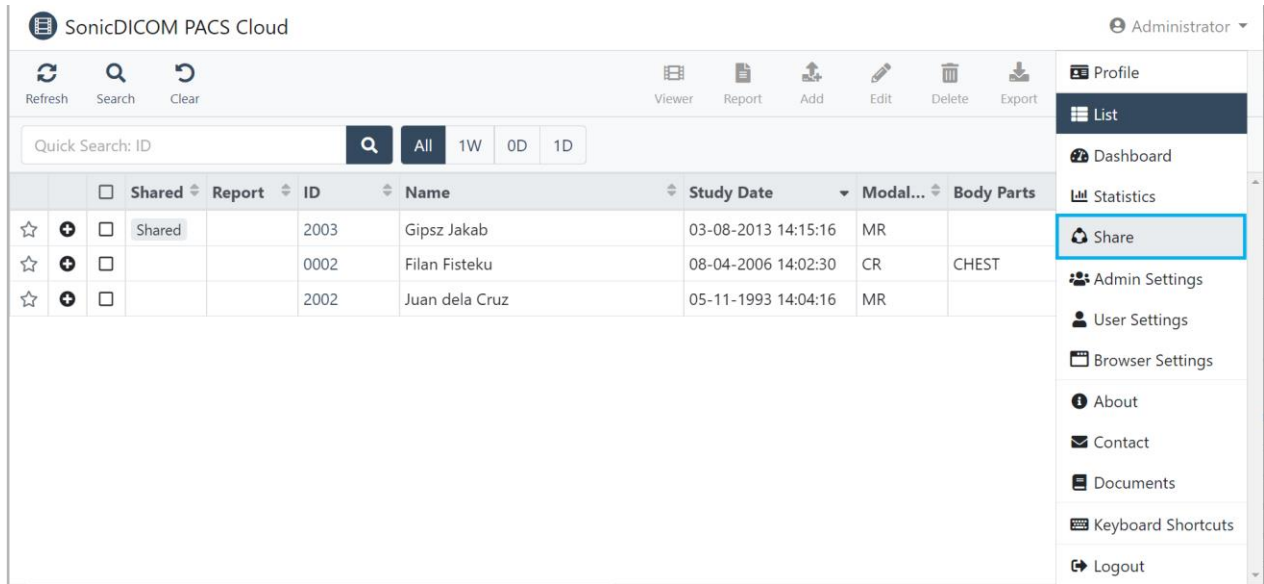
1. Click the user name in the upper right corner.



The screenshot shows the SonicDICOM PACS Cloud interface. The top navigation bar includes 'Refresh', 'Search', 'Clear', 'Viewer', 'Report', 'Add', 'Edit', 'Delete', 'Export', 'Import', 'Share', and 'Note'. A 'Quick Search: ID' field is present. The main table lists three studies with columns for 'Shared', 'Report', 'ID', 'Name', 'Study Date', 'Modal...', 'Body Parts', and 'Description'. The 'Administrator' user name in the top right corner is highlighted.

	Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ +	<input type="checkbox"/>	Shared	2003	Gipsz Jakab	03-08-2013 14:15:16	MR		C-SPINE
☆ +	<input type="checkbox"/>		0002	Filan Fisteku	08-04-2006 14:02:30	CR	CHEST	
☆ +	<input type="checkbox"/>		2002	Juan dela Cruz	05-11-1993 14:04:16	MR		BRAIN/ORBITS


2. Click  Share.



The screenshot shows the SonicDICOM PACS Cloud interface. At the top, there's a header with the logo and 'Administrator' dropdown. Below it is a toolbar with icons for Refresh, Search, Clear, Viewer, Report, Add, Edit, Delete, and Export. A search bar is present with the text 'Quick Search: ID' and filters for 'All', '1W', '0D', and '1D'. The main area displays a table of studies:

	<input type="checkbox"/> Shared	Report	ID	Name	Study Date	Modal...	Body Parts
☆ +	<input type="checkbox"/> Shared		2003	Gipsz Jakab	03-08-2013 14:15:16	MR	
☆ +	<input type="checkbox"/>		0002	Filan Fisteku	08-04-2006 14:02:30	CR	CHEST
☆ +	<input type="checkbox"/>		2002	Juan dela Cruz	05-11-1993 14:04:16	MR	

On the right side, there is a vertical menu with options: Profile, List, Dashboard, Statistics, Share (highlighted with a blue box), Admin Settings, User Settings, Browser Settings, About, Contact, Documents, Keyboard Shortcuts, and Logout.

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.

## 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.

The screenshot shows the top of the SonicDICOM PACS Cloud interface. In the top right corner, the user name 'Administrator' is displayed with a dropdown arrow. Below the user name, a menu is open, showing options: Profile, List, Dashboard, Statistics, Share, Admin Settings (highlighted), User Settings, and Browser Settings. The main interface includes a search bar, a table of studies, and various action buttons like Refresh, Search, Clear, Viewer, Report, Add, Edit, Delete, Export, Import, Share, and Note.

	<input type="checkbox"/> Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ +	<input type="checkbox"/> Shared		2003	Gipsz Jakab	03-08-2013 14:15:16	MR		C-SPINE
☆ +	<input type="checkbox"/>		0002	Filan Fisteku	08-04-2006 14:02:30	CR	CHEST	
☆ +	<input type="checkbox"/>		2002	Juan dela Cruz	05-11-1993 14:04:16	MR		BRAIN/ORBITS

2. Click  Admin Settings.

This screenshot is similar to the previous one, but the 'Admin Settings' option in the user menu is highlighted with a blue bar. The rest of the interface, including the search bar, study table, and action buttons, remains the same.

	<input type="checkbox"/> Shared	Report	ID	Name	Study Date	Modal...	Body Parts	Description
☆ +	<input type="checkbox"/> Shared		2003	Gipsz Jakab	03-08-2013 14:15:16	MR		C-SPINE
☆ +	<input type="checkbox"/>		0002	Filan Fisteku	08-04-2006 14:02:30	CR	CHEST	
☆ +	<input type="checkbox"/>		2002	Juan dela Cruz	05-11-1993 14:04:16	MR		BRAIN/ORBITS

### 3. Click "Account".

The screenshot shows the SonicDICOM PACS Cloud interface. The left sidebar contains a menu with the following items: Dashboard, Statistics, Share, Admin Settings (with sub-items General, Server, Client, and Account), Statistics, Share, User Settings, and List. The 'Account' item under 'Admin Settings' is highlighted with a blue box. The main content area is titled 'Account' and shows a breadcrumb 'Institution > Role > Account'. A note states: "Master" is the special Role that has all permissions. This Role cannot be edited and deleted. And this Role always needs to have at least one Account that belongs to this Role. Below the note is a table with three rows: 'My Institution', 'A Clinic', and 'B Hospital'. Each row has a plus icon in the first column and three icons (gear, pencil, trash) in the last three columns. At the bottom are three buttons: 'Add Institution', 'Add Role', and 'Add Account'.

	Name			
+	My Institution	⚙️	✎️	🗑️
+	A Clinic	⚙️	✎️	🗑️
+	B Hospital	⚙️	✎️	🗑️

### 4. Account has a tree structure of "Institution > Role > Account".

Click  button to expand it.

The screenshot shows the 'Account' page in the SonicDICOM PACS Cloud interface. The breadcrumb is 'Institution > Role > Account'. A note states: "Master" is the special Role that has all permissions. This Role cannot be edited and deleted. And this Role always needs to have at least one Account that belongs to this Role. Below the note is a table with three rows: 'My Institution', 'A Clinic', and 'B Hospital'. Each row has a plus icon in the first column and three icons (gear, pencil, trash) in the last three columns. The plus icon for 'A Clinic' is highlighted with a blue box. At the bottom are three buttons: 'Add Institution', 'Add Role', and 'Add Account'.

	Name			
+	My Institution	⚙️	✎️	🗑️
+	A Clinic	⚙️	✎️	🗑️
+	B Hospital	⚙️	✎️	🗑️

Institution > Role > Account

"Master" is the special Role that has all permissions. This Role cannot be edited and deleted. And this Role always needs to have at least one Account that belongs to this Role.

Institution					
⊖	A Clinic		⚙️	✎️	🗑️

Role					
⊖	Role of Radiologist		⚙️	✎️	🗑️

Account					
ID	Name	Title			
john_smith	Dr. John Smith		⚙️	✎️	🗑️

⊕	B Hospital		⚙️	✎️	🗑️
---	------------	--	----	----	----

[Add Institution](#)
[Add Role](#)
[Add Account](#)

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.




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.**

## 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.

## 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.


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](#).

## 6.2 Create/Save Report

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

SonicDICOM PACS Cloud Administrator

Save Delete PDF Viewer Export

Report Title

Comments	ID	Name	DOB	Age	Sex
	2003	Gipsz Jakab	06-30-1942	070Y	Female

Modality	Body Parts	Study Date	Description	Study ID	Accession No
MR		03-08-2013 14:15:16	C-SPINE	1	

Findings

Impression

Comments

Author	Updated At	Status
Administrator	06-09-2023 16:38:48	Draft

History

06-09-2023 16:38:48 [Draft][Administrator]

Template

Template1

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.

Save Report

Status

☒ Draft
☐ Final

Option

☒ Overwrite

3 Click Save

Cancel

Save

1 Select a status


2 Check the option as needed

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.

### 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.

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

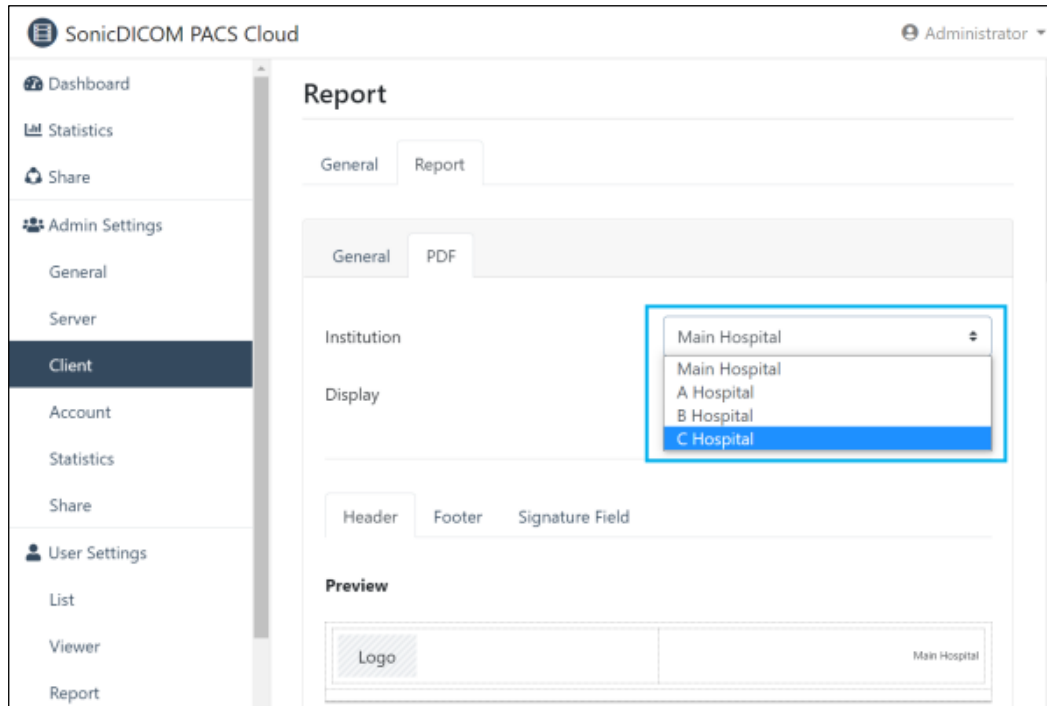
You can set logo, institution name, signature field, etc. for Report PDF.

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

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

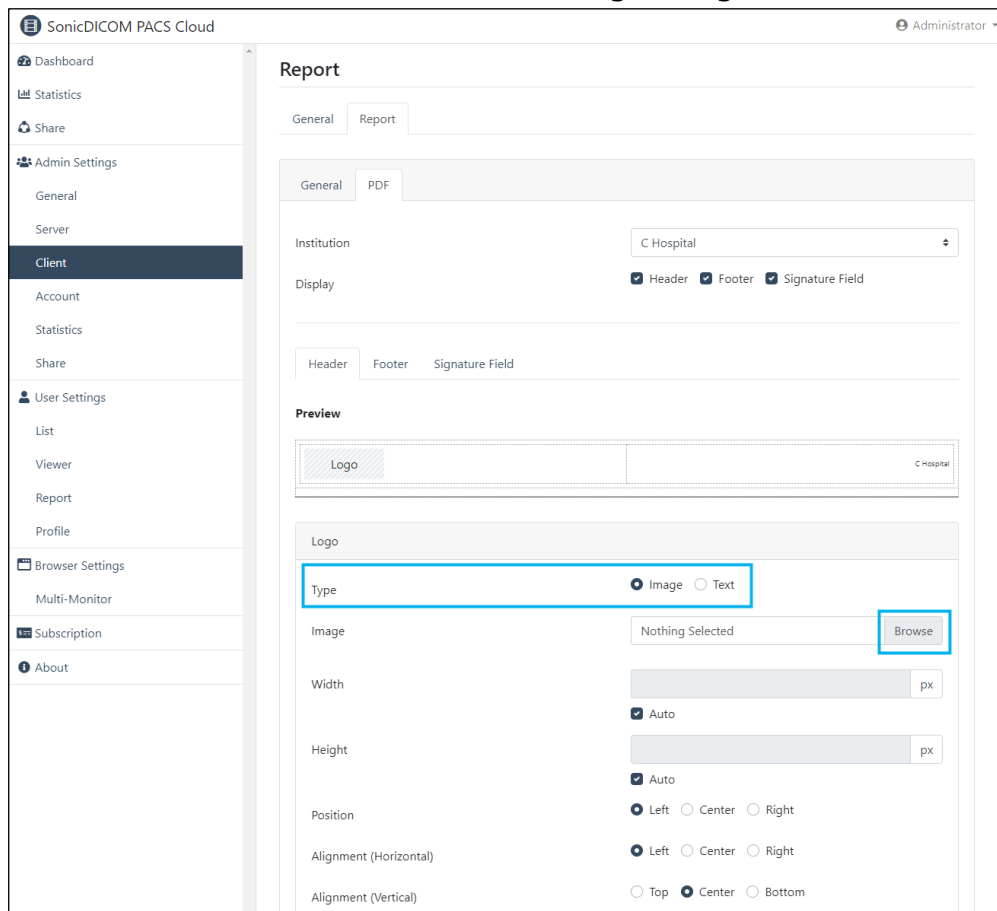


2. Select an Institution from the select menu of "Institution".

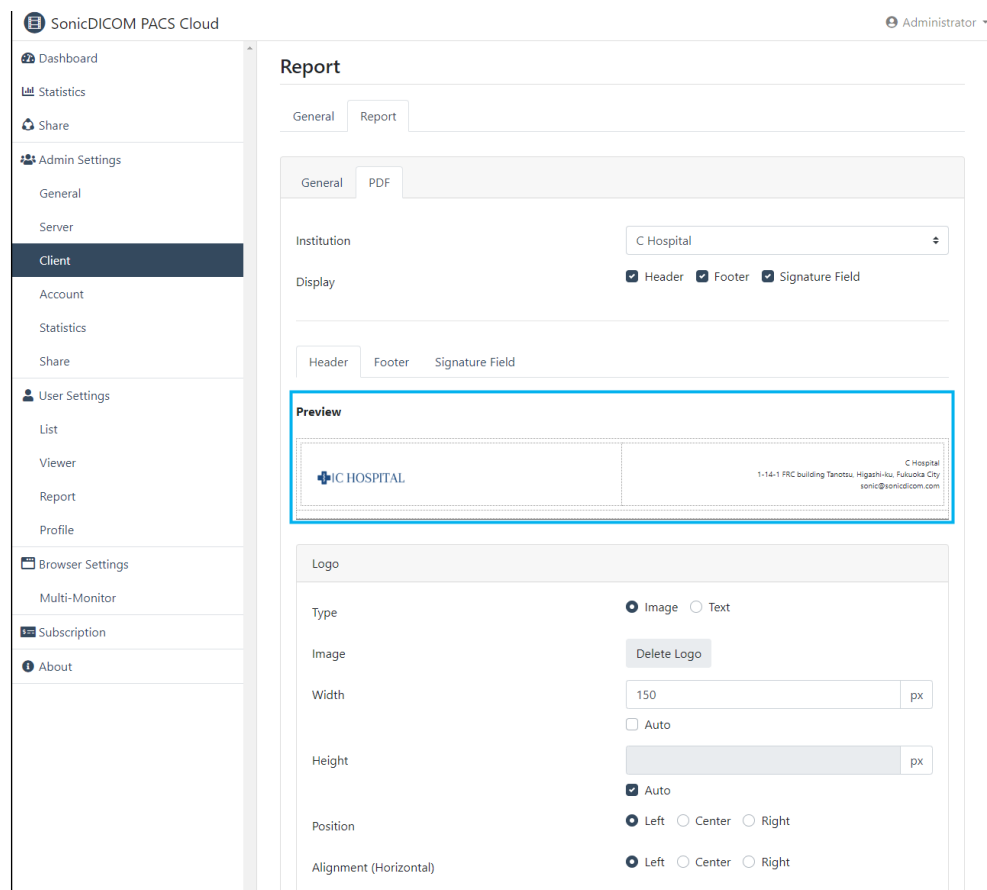


3. Select "Image" in Logo > Type.

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



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



SonicDICOM PACS Cloud Administrator

Dashboard  
Statistics  
Share  
Admin Settings  
General  
Server  
Client  
Account  
Statistics  
Share  
User Settings  
List  
Viewer  
Report  
Profile  
Browser Settings  
Multi-Monitor  
Subscription  
About

### Report

General Report


General PDF

Institution C Hospital

Display ☒ Header ☒ Footer ☒ Signature Field

Header Footer Signature Field

**Preview**

 C Hospital  
1-14-1 FRC building Tanotsu, Higashi-ku, Fukuoka City  
sonic@sonicdicom.com

**Logo**

Type ☒ Image ☐ Text

Image

Width 150 px

☐ Auto


Height px

☒ Auto

Position ☒ Left ☐ Center ☐ Right

Alignment (Horizontal) ☒ Left ☐ Center ☐ Right

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



C Hospital  
1-14-1 FRC building Tanotsu, Higashi-ku, Fukuoka City  
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](#)