

# LONI IMAGE & DATA ARCHIVE USER MANUAL

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# **1. INTRODUCTION**

The Image and Data Archive (IDA) is a secure online resource for archiving, exploring and sharing neuroscience data including MRI, PET, SPECT, EEG and other modalities. A flexible data de-identification engine and encrypted file transmission help ensure compliance with patient-privacy regulations. All data are stored on redundant servers with daily and weekly on- and off-site backups. Archiving data in the IDA is simple and secure. As part of the archiving process relevant metadata are extracted from files, allowing data to be searched within moments of being archived. The archive protects data from unauthorized access and allows investigators to share data with other researchers.

# **2. ABBREVIATIONS**

СТ	Computed Tomography
DICOM	Digital Imaging and Communication in Medicine
DTI	Diffusion Tension Imaging
EEG	Electroencephalogram
FMRI	Functional Magnetic Resonance Imaging
MRA	Magnetic Resonance Angiography
MRI	Magnetic Resonance Imaging
PET	Positron Emission Tomography
SPECT	Single Photon Emission Computed Tomography

# **3. USER REGISTRATION**

Access to the IDA requires that you register for an account. Your initial IDA account will automatically give you access to any Open Use project, but access to most projects require that you submit a separate application that will be reviewed by the study's review committee.

 From the top right corner of the <u>IDA home page</u>, click Log In, then click <u>Create</u> <u>Account</u>.



- 2. Complete the New account registration process (3 steps).
  - a. Enter your email address and click Continue. A security code will be sent to your email from <u>ida@loni.usc.edu</u> (you may need to add this email to your safe sender list).

1	Enter Email — 2 Verify Email — 3 Cre	ate Account
Enter Please entr security co	Your Email ryour email address below and you will receive a de to verify your email address,	
	Email e.g. you@example.com	
	Retype Email	
	I'm not a robot	
		Continue

b. Enter the security code emailed to you and click **Continue**.

ase enter the security code that we sent to: @usc.edu	
Security Code	
Enter 5-digit code Resend Code	e (118)
If you haven't received a security code from da@leni.usc.edu, plasse check your SPAM folder. recommend adding ida@loni.usc.edu to your safe sender list to ensure you receive the security code.	We
Note: The security code will expire once it is used or after your web bro closed. If you receive more than one security code, please use the late	owser is est one.

c. Complete the Create IDA Account form and click **Complete**.

ØE
rm below to create your IDA
Retype Password
Retype password 0(16
e.g. Lost Nome
Department*
e g. Neurology
Country*
Select One

d. Your IDA account is now created. Click IDA Home to access a study.

Welcome to the IDA	
You have successfully created an IDA a button below to log in.	account. Please click the IDA Home
Your Account Information	
Name:	Email:
First Name Last Name	user@emailaddress.com
Institution / Company:	Department:
USC LONI	LONI
Postal Code:	Country:
90033	United States of America (The)
State / Province:	
California	

### **4. DOWNLOAD DATA**

Depending upon the study, there will up to three options under the DOWNLOAD menu: Study Data, Image Collections, Genetic Data.

- 1. Study Data is typically comprised of clinical assessments and analysis results data and documentation (when available from the study).
- 2. Image Collections contains images (MR/PET/CT, etc.) along with EEG (when available from the study).

NOTE: Images must be added to a Data Collection to download. See the SEARCH section for instructions on creating Image Collections.

3. Genetic Data will contain genetic data files, often in VCF, idat or text format along with supporting documents (when available from the study).

#### 4.1 Study Data

Study data can be downloaded directly from the Study Data section in the IDA.

1. Log in to the IDA and select the project of interest from the **Select Study** (1) menu.



To download clinical data or additional study documentation, click Study Data (2) from the DOWNLOAD menu.



 Click the left-hand panel (3a) of the Download Study Data page to view available datasets or type in key words in the search box and click Search (3b). Click the dataset check box (4) and then click Download (5).

NOTE: You can also download by clicking the dataset title.



#### 4.2 Image Collections

The overall process for downloading items from Image Collection is detailed in the table below:



#### 4.2.1 Simple Search

Simple Search performs a basic database query on subjects and **raw images**, providing information such as subject age, sex and image modality or series description. Simple Search returns only original, unprocessed results. Processed images can only be searched with Advanced Image Search.

1. Log in to the IDA and select the project of interest from the **Select Study** (1) menu.



2. From the SEARCH menu, click **Simple Image Search** (2).



3. Enter the search criteria and click **SEARCH** (3).

Search Advanced Search	Data Collections		
Search Advanced Search	Data Collections		
Enter your selection con Advanced Search option	riteria using the form below. Simple search returns on n.	nly raw (unprocessed) images. To search for processed images, use the	
SUBJECT INFORMATIO	N	IMAGE INFORMATION	
Subject ID:	Leave blank unless searching for a	Modality: MRI V	
Research Group: All	~	Series Description:	
Sex: Both	×	Weighting:	
Age: Equa	als V years	Slice Thickness: Equals V mm	
		Acquisition Plane:	
SEARCH RESULTS			
Order B	y: 💛 and then by: 🖂	Image Count: 500 V	
	RESET	SEARCH	

- 4. From the Search Results page you may:
  - a. Click **VIEW** to visualize scans (**4**). *NOTE: This function is not available for all modalities.*
  - b. Click one or more checkboxes to select items you would like download. Once selected, click **ADD TO COLLECTION** (5).

		(1 of	1) < prev	1 n	ext >					ADD TO (	COLLECTION	_	
Subject R	esearch Grou	p Sex	Scan Date	Age	Modality S	Series Description	Weighting	Slice Thickness	Acquisition Plan	e View* s	Select All 🔲		
AD_0001	Control	м	3/11/1995	22	MRI	T1-FFE	T1	1.0	SAGITTAL	VIEW			
PAD_0002	Control	м	4/04/1995	19	MRI	T1-FFE	T1	1.0	SAGITTAL	VIEW			
AD_0003	Control	F	3/18/1995	19	MRI	T1-FFE	T1	1.0	SAGITTAL	VIEW			- I
										-			 _

#### 4.2.2 Advanced Search

Advanced Search supports a more extensive exploration of the database, *including processed images*, and provides additional information about subjects and images.

Advanced Image Search has more capabilities:

a. Query the database using a more extensive list of elements than the Simple Search

b. Choose additional elements or image types, original or processed data, and set the sort order of the results.

NOTE: The availability of elements vary according to study and user access level.

#### Follow the steps below to use Advanced Search:

1. Log in to the IDA and select the project of interest from the **Select Study** (1) menu.



2. From the SEARCH menu, click **Advanced Image Search**(2).



3. Use the Search Options box on the left to expand Search Criteria categories on the right.



- a. Specify the categories in the **SEARCH SECTION** (3).
- b. Specify IMAGE TYPES (4). Preprocessed may be in a variety of formats.
- c. Select image search criteria using the checkboxes and drop-down menus.

 d. Select data elements to include in the results using the Display in result checkboxes(5).

NOTE: Data with corresponding grayed out boxes are displayed by default.

e. Click SEARCH (6).

The Advanced Search Results tab displays images matching your search criteria where you may:



- Click one or more checkboxes (1) to select items you would like to download. Once selected, click Add to Collection (2).
- 2. Click **VIEW** (3) to visualize scans.
- 3. Click the underlined **Series Description** (4) to review the Image Data Details. *NOTE: The Image Data Details page provides additional protocol information about the image such as weighting, pulse sequence, acquisition type, etc. Processed images display an additional section describing information such as package name, process name, program name, etc. Users can also visualize images from this page.*
- 4. Click **CSV Download** (5) to download a list of all the metadata in the Search Results list.



NOTE: You can edit the displayed metadata (or columns) by returning to Advanced Image Search and clicking the Display in Result checkbox for desired data.

#### 4.2.3 Create a Data Collection

**Images must first be added to a Data Collection in order to download.** There is a nested listing of Collections on the left side of Data Collections. Use this listing to navigate between your personal and shared collections.

- 1. Perform a Simple Image Search or Advanced Image Search.
- 2. On the Search Results page, choose images by selecting their corresponding checkboxes (1) and click Add to Collection (2).

		(1	of 1) < prev	1 next	>					2	DD TO COLLECTION	
Subject	Research Group	Sex	Scan Date	Age	Modality	Series Description	Weighting	Silce Thickness	Acquisition Plane	View*	Select All	
PAD_0001	Control	м	3/11/1995	22	MRI	T1-FFE	T1	1.0	SAGITTAL	VIEW		- 1
PAD_0002	Control	м	4/04/1995	19	MRI	T1-FFE	T1	1.0	SAGITTAL	VIEW	0	
PAD_0003	Control	F	3/18/1995	19	MRI	T1-FFE	T1	1.0	SAGITTAL	VIEW	0	

3. Enter a collection name or select an existing collection name (3) and click OK (4).

dd To Collection		1	×	_
Select an existing collection: OR	•	•		-(
Enter a name for the collection:				
Optional collection description:				
			-	-(

4. A new window displays the collection contents. Similar to the Search Results page, the image descriptions link to the Image Data Detail page.

REFRESH COUNTS	Collec	tion: Inter	nal_Co	ollectio	on	Items will b	e downloaded in their o	original format.		1- DOV	CLICK VNLOAD	ADVANCED DOWNLOAD
Collections + My Collections + My Shared Collections	CSV SHARE UNSHARE					1 item selected				REMOVE		
Other Shared Collections	Subject 01_8112	Group Phantom	Sex M	<u>Age</u> 50	<u>Viait</u> BL	Modality MRI	Description Axial T2-Star	3yze Original	Aco Date 5/10/2012	Eormat DCM	Downloaded	AI 🗖

- 5. You can access collections in the Collections box by clicking:
  - a. My Collections contains collections you created.
  - b. My Shared Collections contains collections you have created and shared with others (Leader access level required).
  - c. Other Shared Collections contains standardized collections created by Study Leaders that are available to all users of the project.

#### 4.2.4 Edit and Share a Data Collection

Data collections can be created by users of any access level, but only the owner of the collection can edit it. **Project Leader access is required to share a data collection.** Images can be selected (using checkboxes) and moved to other collections using the **REGROUP** (1) button or deleted using the **REMOVE** (2) button. Share collections with Co-Investigators (based on user access level) using the **SHARE** (3) button. User access level can be reviewed in the 'My Account' section. Once a collection has been shared, it may be 'unshared' with the 'UNSHARE' button (greyed out in the screenshot).



#### 4.2.5 Download Image Collections

Image collection data can be downloaded with the 1-Click Download or Advanced download options. Select the checkboxes of the images you want to download or use the 'All' checkbox to select all images within a collection.

a. Select 1-Click Download or Advanced Download (see specific instructions below).

b. To generate a list of all the data in a Data Collection, click **CSV**.



#### 4.2.5.1 1-CLICK DOWNLOAD

Use the built-in functionality of your web browser to quickly download all the files in your collection to a single zip file. After selecting **1-Click Download** a pop-up window with information about your download (size and time estimate) will appear. Click on the **Download Zip File** link to start downloading. The **Download Metadata** link is also available, which provides image identification details.

a	1-Click Downloa	d
General	Downloading Tips  This download will stop if your connection is interm For more download options, close this window and button on the Collections page.	upted or session expires. I then click the Advanced Download
Zip Files	<ul> <li>Zip files will be downloaded in Zip64 format.</li> <li>If you are experiencing issues unzipping your files to unzip Zip64 files.</li> </ul>	make sure your decompressor is able
Zip File 1 Metadata	Size: 68.25 KB	Time estimate: < 1 min
	CLOSE WINDOW	

#### 4.2.5.2 ADVANCED DOWNLOAD

The Advanced Download option will allow you to split your download into multiple files.

Click **Advanced Download** and select a grouping option from the drop-down menu. You may click each link to download the zip files or use your favorite Download Manager software to optimize your download speed and experience.

	(8 items selected)	
	Links below will expire in 10 days or when your download is complete	e.
	Group Files As: ① (Default) 1 Zp File   40.15 MB - 40.15 MB   about 5 mins - 5 mins ~)	
	Downloading Tips	
General	This download will stop if your connection is interrupted or session expires.	
Zip Files	<ul> <li>Zp files will be downloaded in Zp04 format.</li> <li>If you are experiencing issues unzipping your files make sure your decompress files.</li> </ul>	ssor is able to unzip Zlp64
	Zip File 1 40.15 MB about 5 mi	ns

#### 4.2.5.3 Download Managers

Software applications known as Download Managers may help you manage your IDA file downloads. They can automate downloads of multiple files and can keep track of large files seamlessly while you do other things or are away from your computer. A major advantage of most Download Managers is that if a download is briefly interrupted due to poor connectivity, that download will continue from the point where it was interrupted instead of restarting from the beginning.

IDA does not endorse or support any download managers and is not responsible for download errors or subsequent issues resulting from use of any third-party products. However, IDA has tested and suggests the following free products for your consideration:

Product Name	Platforms	Site
jDownloader	Linux, Mac or Windows	www.jDownloader.org
uGet	Linux or Windows	www.ugetDM.com

FDM	Mac or Windows	www.FreeDownloadManager.org
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#### 4.3 Genetic Data

Genetic data can be downloaded directly from the Genetic Data section in the IDA.

1. Log in to the IDA and select the project of interest from the **Select Study** (1) menu.

NTERNAL@LONI Download ~	Search ~ Manage ~	Archive		IDA Home	Support	O eloni.usc.edu *	
Featured Studies	About	Utilization	Quick Start				

2. To download genetic data, click **Genetic Data** from the DOWNLOAD menu.



 Click the left-hand panel (3a) of the Download Genetic Data page to view available datasets or type in key words in the search box and click Search (3b). Click the dataset title (4) to download.

	Download G	Senetic Data				
	Reminder: The INTERNAL individuals using these dat	Data Use agreement prohibits unauthorized shar ta. By downloading these data you acknowledge	ing of these data, posting the associated terms and	to public databases a conditions.	nd any attempt data to identify	
3a —	Gene Sequencing <u>Data</u> ALL	Search all data	Search			3b
		Gene Sequencing:				
		Gene Sequencing				
		Name of Dataset	Version	File Type	Last Download	
		Data				
4 —		Project Internal SNP data		.VCF format		

# 5. UPLOAD (ARCHIVE) DATA

There are two steps in the archive process: de-identification and file transmission. The deidentification step removes or replaces potentially identifying subject information from the image headers. Once the results of the de-identification process have been validated, the files are transmitted from the user's local computer to LONI. Upon arrival at LONI, the data are stored in a fault-tolerant storage area network and the database is populated with relevant metadata attributes.

There are two options for uploading images – Single and Batch Archive, each with its own distinct advantages.

Batch Archive	VS Single Archive
Archive image files from multiple subjects simultaneously.	Archive image files from only one subject at a time.
Less time-consuming alternative for archiving multiple studies.	Allows for more user interaction.
Automated Process requiring minimal interaction.	Examine list of de-identified files and corresponding header information before transmission.
Subject and phantom scans acquired on a single day may be uploaded in the same session.	Select which series should be archived when multiple series are available.

#### **REQUIREMENTS:**

- A computer with internet access (standard internet ports 80 and 443) and ~136 MB disk space
- Computer rights to install new applications
- IDA Uploader 2.0 application

NOTE: Before any processed images can be uploaded, the original raw images must be archived. Only select users are given permissions to upload processed images. Contact the IDA team for more information.

#### 5.1 OBTAINING AND INSTALLING THE IDA-UPLOADER

- 5.1.1 Installing the IDA-Uploader for Windows
- 5.1.2 Installing the IDA-Uploader for Mac
- 5.1.3 Installing the IDA-Uploader for Linux

#### 5.1.1 Installing the IDA-Uploader for Windows

- 1. Log in to the IDA and select the project of interest from the **Select Study** (1) menu.
- 2. Select the **Archive** (2) menu option.
- 3. Select your operating system (Windows 64-bit) from the dropdown menu.
- 4. Click **Download** (3).

Archive and Review	
The upload process involves two basic steps:	
De-identify file metadata by replacing any fields that identify the subject,      such as Platient Name and ID.     Transmit files securely from the local site to LONI.	
IDA Uploader Application	
You will need to launch the Uploader application from your computer to upload INTERNAL data. Choose your operating system and download the application below.	
U D A Uploader Version 14 Operating System Windows 64-bit	
Batch Archive	
To upload in batch you will need to download and run the jar file below. Note: Java 1.8 (version 8) or later must be installed on your computer to run the jar file. Contact	

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



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

IDA-Uploader Setup			_		×
Destination Folder					
Click Next to install to the default fo	older or click Chan	ge to choo	se another.		S
Install IDA-Uploader to:					
C:\Program Files\IDA-Uploader\					
Change					
	Back	:	Next	Cano	cel

#### 8. Click Install.

NOTE: If you receive a popup asking for permission to run the application, click Yes.

IDA-Uploader Setup			_		×
Ready to install IDA-Uploader	r			C	S
Click Install to begin the installation installation settings. Click Cancel to	. Click Back to exit the wizar	review or chang d.	e any of yo	ur	
	Back	💎 Inst	all	Cano	el

9. Click Finish to exit the Setup Wizard.



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

#### 5.1.2 Installing IDA-Uploader for Mac

- 1. Log in to the IDA and select the project of interest from the **Select Study** (1) menu.
- 2. Click **Archive** (2) from the menu.
- 3. Select your operating system (Mac) from the dropdown menu.
- 4. Click Download (3).

Archive and Review
The upload process involves two basic steps:
De-identify file metadata by replacing any fields that identify the subject,      such as Patient Name and ID.     Transmit files securely from the local site to LONI.
IDA Uploader Application
You will need to launch the Uploader application from your computer to upload INTERIAL data. Choose your operating system and download the application below.
Batch Archive
To upload in batch you will need to download and run the jar file below. Note: Java 1.8 (version 8) or later must be installed on your computer to run the .jar file. Contact

5. Open your Finder application, click Downloads, right-click **IDA-Uploader-2.0.pkg** and select **Open**.

NOTE: If you try to install by double-clicking on 'IDA-Uploader-2.0.pkg', you may receive a message that it cannot be opened. Please ensure that you follow the instructions above to successfully open.

•••	< > Downloads	೫ ≔ 때 ☆ ◇ ⊙
	Name	
AirDrop	💝 IDA-Uploader-2.0.pkg	54.3 MB Installer packag
② Recents		
🙏 Applications		
Desktop		
Documents		
Deumlaada		

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



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



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



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

	Installer is trying to install new software. Enter your password to allow this. User Name: Password: Cancel Install Software
0 • 0	🥪 Install IDA-Uploader
<ul> <li>Introduction</li> <li>Destination Select</li> <li>Installation Type</li> <li>Installation</li> <li>Summary</li> </ul>	Installing IDA-Uploader Preparing for installation Go Back Continue

10. Once the installation is complete, the window will provide a summary of a successful installation. Click **Close**.



NOTE: A window will appear to ask "Do you want to move the "IDA-Uploader" installer to the trash?". You can choose Keep or Move to Trash.

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

#### 5.1.3 Installing IDA-Uploader for Linux

- 1. Log in to the IDA and select the project of interest from the **Select Study** (1) menu.
- 2. Select the Archive (2) menu option.
- 3. Select your operating system (Linux) from the dropdown menu.
- 4. Click Download (3).
- 5. Please visit <u>https://www.oracle.com/java/technologies/javase-downloads.html</u> to download the latest Oracle JDK.

NOTE: A minimum version of 15.0.1 is required to run IDA-Uploader-2.0.jar

The upload process involves two basi	c steps:	
De-identify file metadata by replace such as Patient Name and ID.	ng any fields that identify the subject, (2) Transmit files securely from the local site to LONI.	
IDA Uploader Application		
	You will need to launch the Uploader application from your computer to upload INTERNAL data. Choose your op application below.	erating system and download the

- 6. Choose DEB, PRM or the compressed archive depending on your Linux Distribution.
- 7. Once you have completed the installation, open the terminal and run: java -jar IDA-Uploader-2.0.jar

#### 5.2 Single Archive

The single archive option can be used when uploading studies for the same participant.

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



3. Select your project from the dropdown menu. Once you select your project, a dropdown with the sites will appear. Select your site and click **Continue**.



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

IDA Upload	er ***	Reference ID
Ô	Ĵ	(B)
Select Files	De-Identify and Upload	Complete Upload in Browser
Subject ID De-identifier to replace patient ID. Maximum of 15 characters allowed.	Enter Subject ID	
allowed. Source Directory Location of files to de-identify and upload.	Click Browse to select directory	Browse
Search subdirectories		
leed help? Email <b>ida@loni.usc.edu</b>		Cancel

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

• • •	IDA Uploader 2.0	
I DA Uple	oader Version 2.0	Reference ID:
Ĉ	Ĵ	Ĵ
✓ Select Files	De-Identify and Upload	Complete Upload in Browser
Files in your source directory a Cancel to stop the upload proc	re now being processed. Files that cannot be de-identified are cess.	e skipped and not uploaded. Click
Upload Progress		1/2 files processed
100% Uploaded		Cancel
1 Files Processed		
<ul> <li>De-identified and uple</li> </ul>	oaded file SCAN_TEST0123_MR_Axial_T2-Starbr_raw_2021	0205124152763_5.dcm

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



8. Your web browser should automatically open a new "Log In to Continue" page. Enter your IDA email and password. Click **Log In**.

and Informatics Institute		W Southern Califor IDA Home Suppo
	Login and Continue Please enter your email address and password below to log in to your IDA account and continue.	
	Email Address Enter your email address	
	Password Enter your password 0/16 @>	
	Eorpot Password? Log In	
	Don't have an account? Create Account	
	If you need any help, please email us at ida⊜ioni.usc.edu	
	0.4403 44411688 48/1645 account	(i) results

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

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

호구 Uploader Info:	Upload ID: INTERNAL_USC-1704390460395   Email: data.com	ordinator@loni.usc.edu   Site: USC   Upload	Date: January 4, 2024 9:5	LAM PST	
Subject ID: <b>01</b>	_9999				
Subject Details:	Select Research Group 👒			Set All Visits To:	Select One ~
MRI Images	(1)				
	Description	Series Date	Image	Visit	Delete
	Axial T2-Star	May 10, 2012 3:42 PM	View	Select One	$(\mathbf{x})$
PET Images	(1)				
	Description	Series Date	Image	Visit	Delete
	Downs (128x128,3mm)	May 22, 2017 3:32 PM	View	Select One	$(\mathbf{x})$
After completing clic	k Finish Upload.			× Remove A	II 🗸 Finish Upload

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

	$\overline{\mathbf{x}}$
Co	nfirm Deletion
This will delete the fil	e below. This action cannot be undone.
Description:	Downs (128x128,3mm)
File Date and Time:	May 22, 2017 3:32 PM
	Cancel Delete

#### 5.3 Batch Archive

Although the Batch Archive process is convenient for uploads of studies from multiple participants, it is recommended for users skilled at operating from the command line/terminal. The Batch Archive process is similar to Single Archive, except that multiple subjects and image series can be submitted in a batch. Batches can be of the same or different file formats and modalities. However, users cannot review the results of the deidentification process prior to the batch upload.

Archive and Review			
he upload process involves two basic	iteps:		
De-identify file metadata by replacing such as Patient Name and ID.	any fields that identify the subject, (2) Transmit files securely from th	he local site to LONI.	
IDA Uploader Application			
IDA Uploader	You will need to Launch the Uploader application from your computer to upload INTERIAL d application below. Operating System Linux · Download	Sata. Choose your operating system and downhad the	

#### **REQUIREMENTS:**

- IDA Batch Archive jar file, available for download (1) from the IDA Archive page
- Command line instructions
- Template file

Submit an email to <u>ida@loni.usc.edu</u> for further instructions and template file required for batch archive.

# 6. TROUBLESHOOTING

#### 6.1 USER ACCOUNT ISSUES

#### Q. How do I reset my password?

A: On the IDA homepage, open the Log In menu and select **Forgot Password** to receive an email link to reset your password.

#### Q. How do I check the status of my project access in IDA?

A: Verify your study account is active by following the steps below:

- 1. Log in to IDA.
- 2. Select My Account in the upper right-hand corner of the IDA.
- 3. The **Project Accesses** section lists the projects you have access to.

If you think there is an error with your account, please provide a screenshot and we can confirm your account access.

#### Q. How do I update my email?

A: To update your email account in IDA please follow these steps:

- 1. Log in to the IDA.
- 2. Select **My Account** in the upper right-hand corner of the IDA.
- 3. In the User Account section, select the Update button.
- 4. Then select the **Change Email** button.
- 5. Enter the new email address.
- 6. Select the **Continue** button.

You should receive an email with a security code, which will be required to complete the update process.

#### Q. Can I cancel my IDA account?

A: You can cancel an association to an IDA project by individually cancelling the account.

Please follow the steps to cancel account:

1. Log in to IDA.

- 2. Select **My Account** in upper right-hand corner of page.
- 3. In the Data Use section, select **Update**.
- 4. Cancel the account.

#### 6.2 DOWNLOAD ISSUES

# Q. Why do I get this message when I try to download from the IDA: "Access to utilities.loni.usc.edu was denied. You don't have authorization to view this page. HTTP ERROR 403"?

A: Please ensure that the images are being downloaded from the same computer in which the collection was created. Other issues could be that the URL expired or a dynamic IP address. If it is a dynamic IP issue, we suggest that users work with their IT department to establish a static IP address.

#### Q. Do you have any suggestions on how to successfully download large files from the IDA?

A: We suggest using Firefox which automatically tries to restart the download if a network interruption occurs.

#### Q. How do I download data with different modalities?

A: You might consider creating separate collections for each modality and then downloading the different collections. Alternatively, you can just create a collection based on one modality, then search for another modality and add it to the previous collection.

#### 6.3 UPLOAD ISSUES

#### Q. How do I obtain upload access to a specific project?

A: Please register for an IDA account. Once registered, send us an email with your registered IDA email, your site name and site number.

#### Q. Where can I find the option to Archive in my main menu?

A: Select the project you need to upload to in the Select Study menu first. The Archive menu will then appear if you have been granted upload access.

#### Q. I'm having trouble uploading data. What should I do?

A: Please send us an email with the Download.txt (1) and the subject line of the email 'IDA Upload Error for [Study Name]'



- Only Original | Primary or Derived | Primary files are accepted.
- The pixel data in the file(s) is stored as JPEG compressed. Only native DICOM formatted data is accepted.

### 7. GLOSSARY

Term	Definition
Advanced Search	Advanced search allows users to search with a combination of subject, study, and image descriptors (including processed images). Users can search several modalities simultaneously and save search results
Batch archive	Uploading data from multiple subjects simultaneously; Batches may be different file formats and modalities
Collections	Data selected from the results of a Simple or Advanced Search and given a meaningful description (collection name)

Delete	Removing image files from archive
De-identification	Removal or replacement of certain image header contents to protect the identity of the subject
DICOM	Digital Imaging and Communication in Medicine
DTI	Diffusion Tension Imaging
Download	The ability to transfer data collections via 1-CLICK DOWNLOAD and ADVANCED DOWNLOAD options
Edit Metadata	Modifying information such as sex, age, and weight, as well as other project- specific attributes
Files with TYPE 1/comprehensive headers	File formats: DICOM, GE, Philips, HRRT and ECAT
FMRI	Functional Magnetic Resonance Imaging
Image metadata	Information contained in the image header describing the subject and image
MRA	Magnetic Resonance Angiography
MRI	Magnetic Resonance Imaging
Original data	Raw images files pre- or post-processed
PET	Positron Emission Tomography
Processed data	Image data files transformed or modified from their original form, i.e, registered, warped or corrected data

Series description	An identifier (name) given to a data set
Sequence name	Same as series description
Simple Search	Searches based on a limited set of criteria such as subject ID, research group, sex, age, weight, modality, series description
Single archive	Upload of data for one subject at a time; File headers must be of the same type for upload
Source directory	Directory or folder containing the files to be de-identified; Contains single format, single subject images files only
Study	One or more files from the same subject acquired on the same visit and scanner
Target directory	The Target Directory can be an existing folder or a new directory; A temporary location to contain de- identifies files, information and a copy of the logs of the upload process
Upload (Archive)	The de-identification of images to remove potentially identifying subject information, and securely transmit files to be stored in the LONI Image & Data Archive for future retrieval
Validation	The process of verifying results of de- identification and removing images which are not to be uploaded; The validation button appears only with the Single Archive process