

Importing documents

Documents associated with a patient, e.g. images or pdf files, can be imported to FORUM and assigned to the patient master data. The following file formats can be imported: *.jpg¹, *.bmp², *.tif³ and *.pdf.



Multi-page image files are automatically excluded from the import. In this case after completing the import the user is notified of the files that were not imported.

Prerequisite ✓ The patient data record for which documents are to be imported is free from any conflict.

Action

- Right-click on the desired patient in the Patient Directory.
- The context menu is displayed.
- Select "Import".

→

- Click on <Browse> and select the folder containing the files to be imported.
- The available importable files in this folder are displayed as thumbnails. The path to the files is given in the "Source Directory" field.
- Select the files to be imported.

- 1) When importing multiframe images, the individual frames have to be the same size.
- 2) Only 8-bit and 24-bit files.
- 3) Only 24-bit files.

- Select one of the listed ★*Modality(ies)*.
- Enter all requested information.
- Click on <Import> if you wish to import further files associated with this patient, or on <Import+Close> if you wish to return to Patient Directory after having imported the file(s).

Result → Each imported file together with the data entered is saved to FORUM in ★*DICOM* format. For each import, a new ★*Study* with a procedure (★*Series*) is created for the selected patient. More than one file imported simultaneously are combined into one procedure. All information entered into the document and any included in the source file is held in the DICOM header (open with right-click). The storage location of the file is also given, at the bottom of the "DICOM Header" window.




In the default configuration, the imported files are deleted from the source directory. If this is not desirable, the "Delete from file system" checkbox must be deactivated.

Buttons

Browse	Opens the folder containing the files to be imported.
Select All	Selects all displayed files for import.
Deselect All	Deselects all files already selected for import.
Invert	Inverts the selection of the files to be imported.
Import	Imports all files selected in FORUM to the selected patient. Following completion of import, the "Import" window remains open to allow the importing of further files to the patient.
Import+Close	Imports all files selected in FORUM to the selected patient. Following completion of import, the "Import" window is closed and "Patient Directory" is displayed.
Cancel	Closes the "Import" window without importing the file(s).

Input fields

Source Directory	Path to the folder containing the files to be imported. The selected folder remains preset for the current user.
Delete from file system	If this checkbox is activated, all imported files will be deleted from the source directory after the import has been completed.
Modality	Select a device group to which the file to be imported relates in terms of subject.
PDF Document Title	Option to enter detailed information about the file to be imported.
Laterality	
Accession No.	All information entered in these fields is saved to the DICOM Header of the generated file and can be called up via the DICOM Header (right-click on the particular document).
Content Date	
Content Time	
Acquisition Date	
Acquisition Time	
Referring Physician	
Image Type	
Horizontal Field of View	 If you have selected several files for import, the information entered will be saved for all files.
Image Comment	
Burned in Annotation	Activate this checkbox if the file to be imported contains text notes.