# *Importing Studies Into the SHOWCASE® Image Center*

This guide provides instructions for importing DICOM Studies into a ShowCase Image Center.

Note: Using the Image Center **Import** function to bring image files into the Image Center *copies* the files and leaves the original files in place.
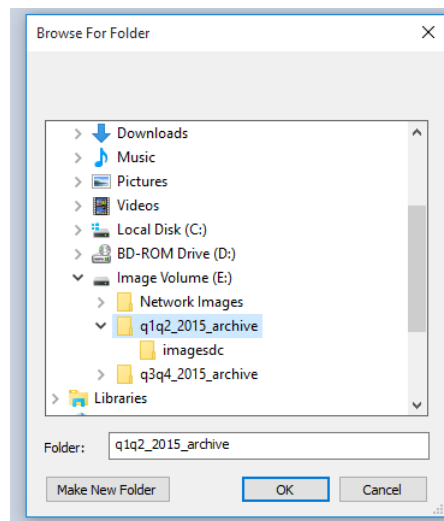
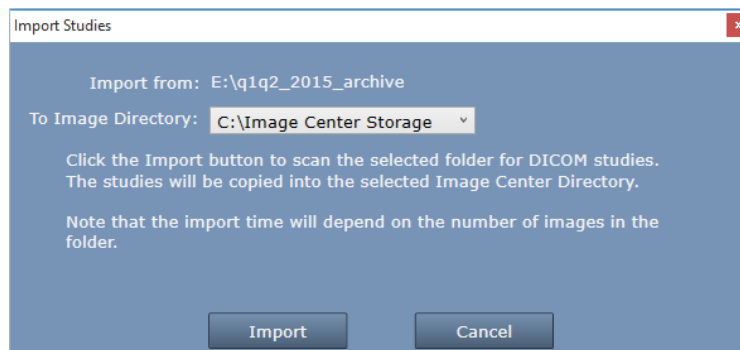1. Open the Image Center Console and click the **Manage Studies** button.

2. Click the **Import** button in the lower left corner:
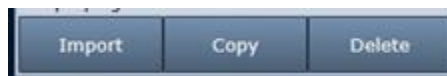
3. Browse for Folder dialog appears:

4. Select the folder of DICOM studies that you want to import. If you need to access a network share, you can enter its UNC location in the **Folder:** text box (e.g. \\system\folder).

5. Click **OK**. An Image Directory selection dialog appears:

6. Select the Image Directory you want to import the DICOM files into and click the **Import** button.

7. The following confirmation appears.
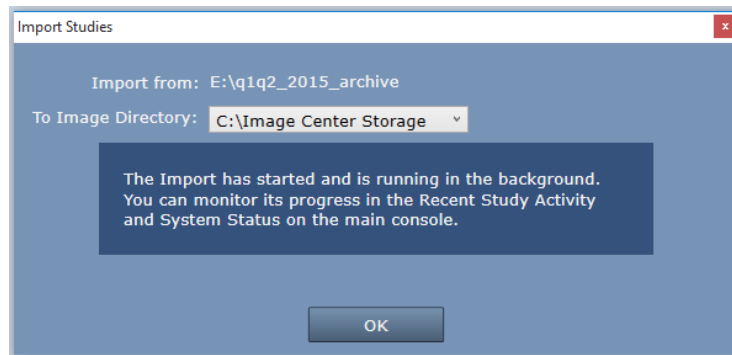
8. Click **OK**.
9. Check the **Recent Study Activity** window in the Console. You should see patient studies appearing there.
10. Look at the **System Status** window on the main console. The import may have finished already, or if there are many images to import you will see an import status report similar to this:
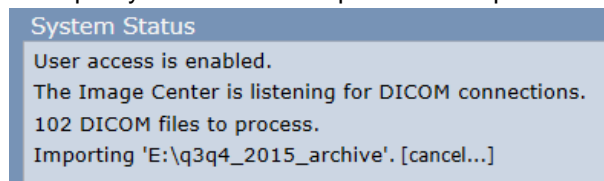
11. The Import operation runs in the Image Center services in the background. You can close the Console at any time and import will proceed. If you want to cancel the import, click **[cancel…].**
12. To verify that studies are importing, go to a computer running a ShowCase Premier and click on the Image Center study list tab. Search for one of the patients you just imported to verify the import.
13. When the import is complete you might sample more studies until you are satisfied that the entire contents of the folder has been properly imported.
14. Repeat this for all folders of images you want to import.

Note: When you click the Import button, the software scans all the files in the selected folder and its subfolders, whether they are DICOM files or not. The Image Center imports every DICOM file it can find. This can take quite some time, the speed will depend on the speed of your hard disk or in the case of a network share, the speed of your network. Expect speeds of anywhere from 1 to 50 files per second. Imports run in the background you do not need to watch the operation or even stay logged in.

Tip: The **Import** button imports *all* studies in the folder or drive you selected. If you have a set of archive folders on one dedicated drive or under one parent folder, you can select the top-level drive/folder and import all studies in one operation.

Troubleshooting Import Problems from Network Shares

Let's say you got your import started, but when you went back to the Image Center console, you see a message like this:

System Status
The Image Center is listening for DICOM connections.
User access is enabled.
Error importing '\\trillium\Study Library\ACC Demo Studies': Import failure: folder '\\trillium\Study Library\ACC Demo Studies' does not exist.

"Error importing '<your network folder>': Import failure: '<your network folder>' does not exist.

The problem here is that your Image Center services don't have permission to access the folder you've asked them to import from. The Image Center runs in the background as a set of Windows Services. These services *do not* have the same security credentials as your login unless you configured them that way. What this means is that you while may be able to access these shares from File Explorer (under your login) the Image Center itself cannot.

You have a couple of options here:

1. Put the old studies on a portable hard drive and plug that into your Image Center computer and import from that hard drive.
2. Manually copy the old studies over the network to a local folder on one of the hard drives on your Image Center computer and import from that local folder.
3. Reconfigure your ShowCase Image Center Service to access your network shares by changing the security credentials of the service using the Log On tab. WARNING: *Only undertake this if you understand Windows Security and the security requirements for your site. You may destabilize your Image Center if you're not careful. If you have already reconfigured your Log On permissions for your Image Center Services, do not change them.*

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