

Quick Start Guide: Using CTP and FileSender Software to Send Images to TCIA

Contents of this Page

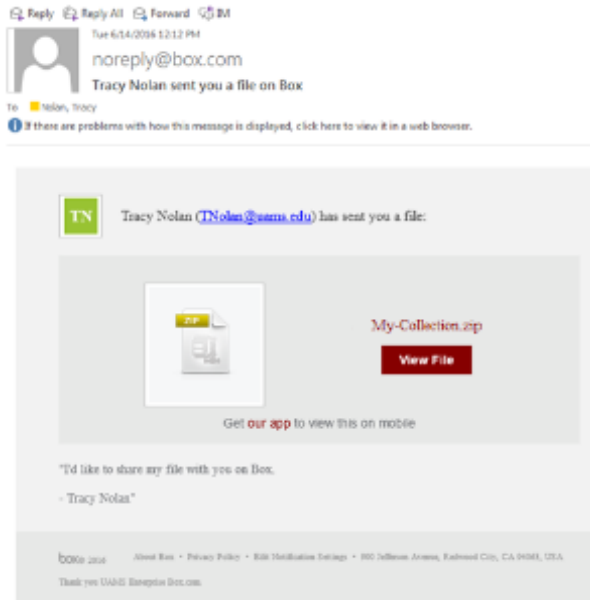
- [Step 1 – Install CTP and FileSender](#)
- [Step 2 – Create a mapping table between your patient IDs \(probably MRN numbers\) and the TCIA IDs](#)
- [Step 3 – Launch CTP](#)
- [Step 4 – Sending Images](#)
- [Step 5 – Checking for Sending Errors](#)

This guide is a quick start companion to the [Image Submitter Site User's Guide](#).

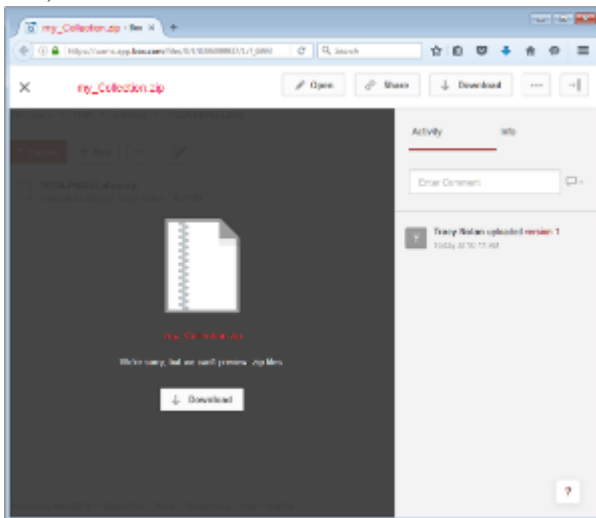
 Although the examples in this guide are from a Windows computer, the steps are similar for other operating systems.

Step 1 – Install CTP and FileSender

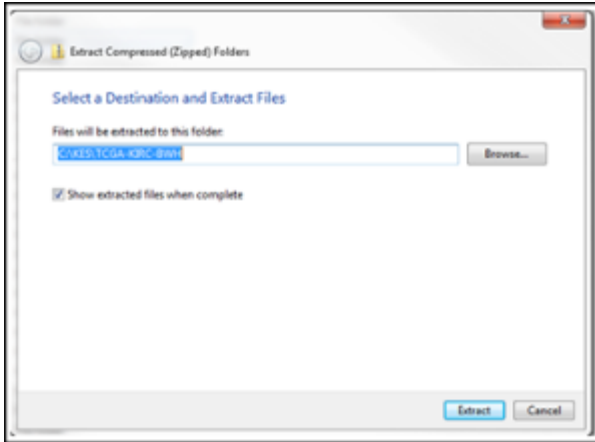
1. You will receive an email inviting you to download a zip file. An example of the email follows.



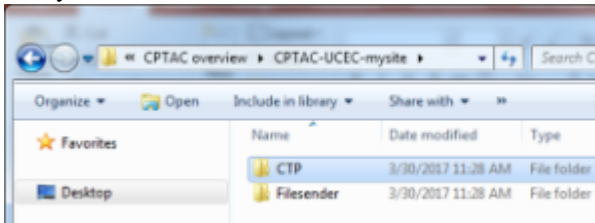
2. Click the link to start the download process. The page may read " **We're sorry, we can't preview .zip files**" that's fine, click the download button as shown:



3. What you download is compressed. Right click (or apple-click) to choose “Extract” or “Unzip” the downloaded file to a folder where you have write access. You might want to create a folder in the root directory, i.e. ‘C:\CTP’.



Two folders are created. FileSender contains a way to queue DICOM files internally to CTP. CTP contains the anonymization and transmit-to-TCIA software.

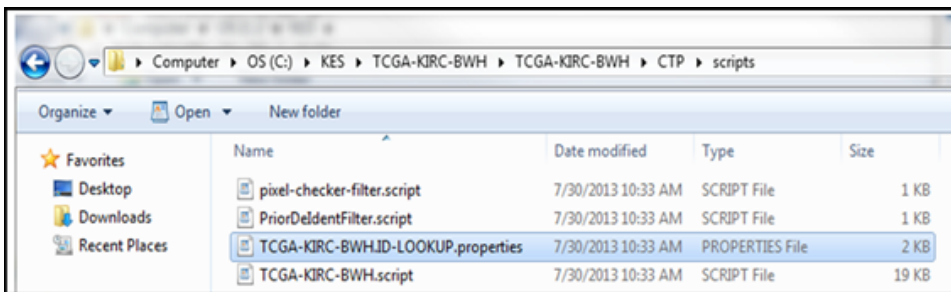


Step 2 – Create a mapping table between your patient IDs (probably MRN numbers) and the TCIA IDs

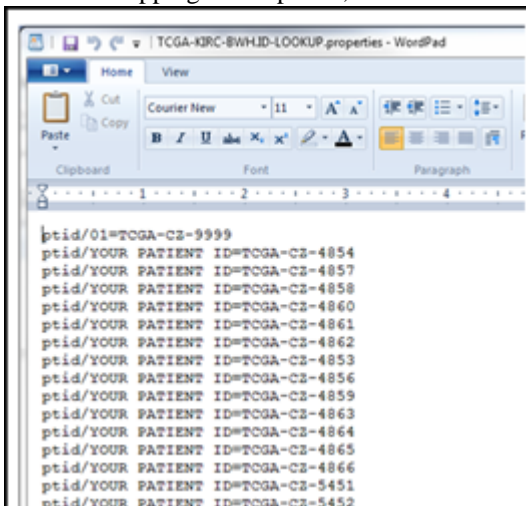
⚠ For TCGA cases, it is EXTREMELY important that the mapping is done correctly as these TCGA IDs will be the only link between imaging and tissue samples in the [NCI Genomic Data Commons portal](#).

Other Collections with supporting information will also need someone to confirm that dates, File IDs, and PatIDs will be resolved across information types (for example, segmentations, xml, clinical spreadsheets, protein data, histopathology).

1. Navigate to the .../CTP/scripts folder and open the file XXX.ID-LOOKUP.properties file (where XXX represents a name unique to your site) using a plain text editor such as NotePad or WordPad. Please **do not use Microsoft Word** as that will put in special characters. Example shown below has a lookup table file named TCGA-KIRC-BWH.ID-LOOKUP.properties.

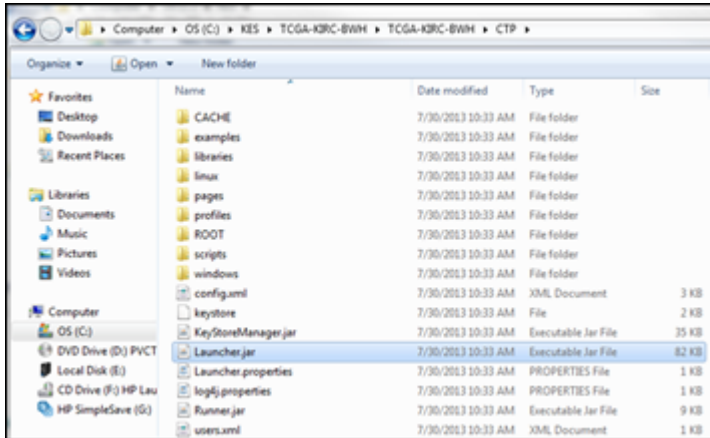


2. Complete the Mapping by editing the file you just opened.
3. Replace the “Your Patient ID” with the MRN that was assigned to the TCIA ID shown on the right side of the equal sign. An example is shown on the top line. In this fictional case we assigned MRN “01” to TCGA ID TCGA-CZ-9999. If this is not a TCGA collection, then there may be no assigned IDs on the right and you would create your own using the agreed upon naming convention. It is important to use the ptid/ as that is the key to the lookup table.
4. For TCGA collections, the pre-populated TCGA IDs represent the possible cases to send. You may not have imaging for all of them.
5. Once the mapping is completed, save the file.

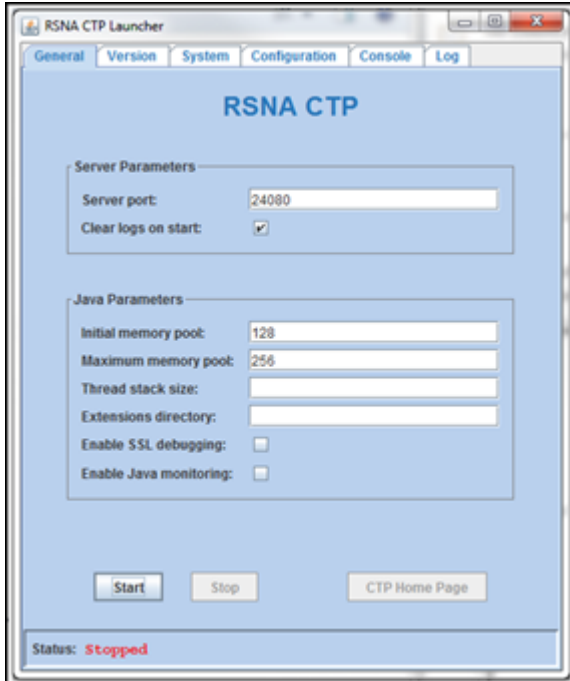


Step 3 – Launch CTP

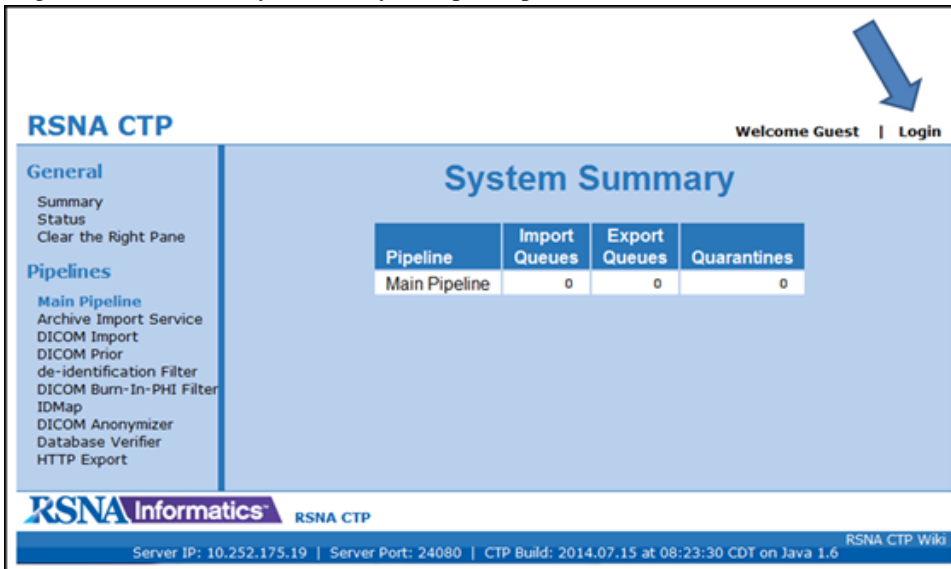
1. Double-click the Launcher .jar file in the CTP folder.



A window opens. Click Start and then click the CTP Home Page button when it becomes active. (Note that the Stop button shuts down CTP.)



2. Log into CTP (not always necessary but opens up more views) with Username `admin` and Password `password`.



RSNA CTP Welcome Guest | [Login](#)

General
 Summary
 Status
 Clear the Right Pane

Pipelines
 Main Pipeline
 Archive Import Service
 DICOM Import
 DICOM Prior
 de-identification Filter
 DICOM Burn-In-PHI Filter
 IDMap
 DICOM Anonymizer
 Database Verifier
 HTTP Export

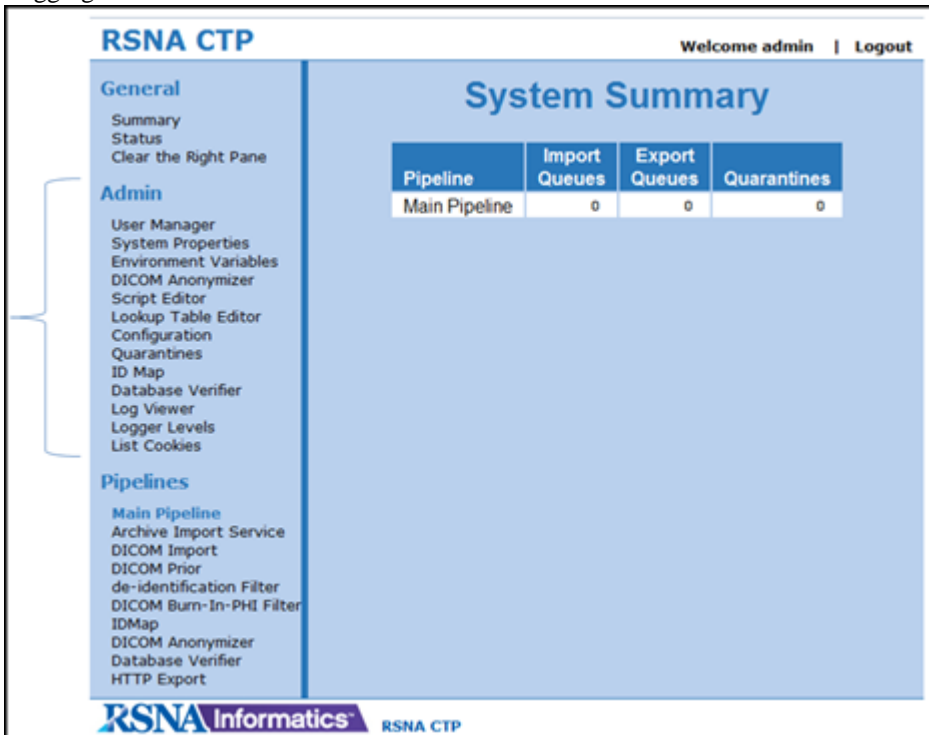
System Summary

Pipeline	Import Queues	Export Queues	Quarantines
Main Pipeline	0	0	0

RSNA Informatics RSNA CTP RSNA CTP Wiki

Server IP: 10.252.175.19 | Server Port: 24080 | CTP Build: 2014.07.15 at 08:23:30 CDT on Java 1.6

3. Logging in enables Admin functions.



RSNA CTP Welcome admin | [Logout](#)

General
 Summary
 Status
 Clear the Right Pane

Admin
 User Manager
 System Properties
 Environment Variables
 DICOM Anonymizer
 Script Editor
 Lookup Table Editor
 Configuration
 Quarantines
 ID Map
 Database Verifier
 Log Viewer
 Logger Levels
 List Cookies

Pipelines
 Main Pipeline
 Archive Import Service
 DICOM Import
 DICOM Prior
 de-identification Filter
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System Summary

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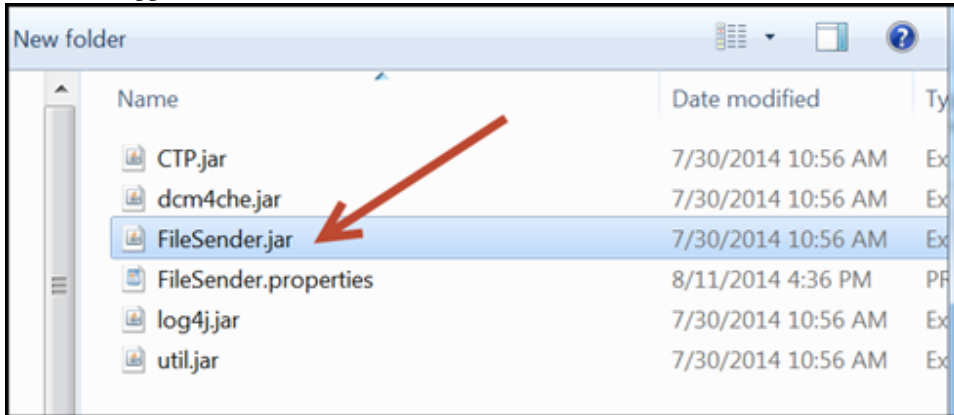
RSNA Informatics RSNA CTP

Step 4 – Sending Images

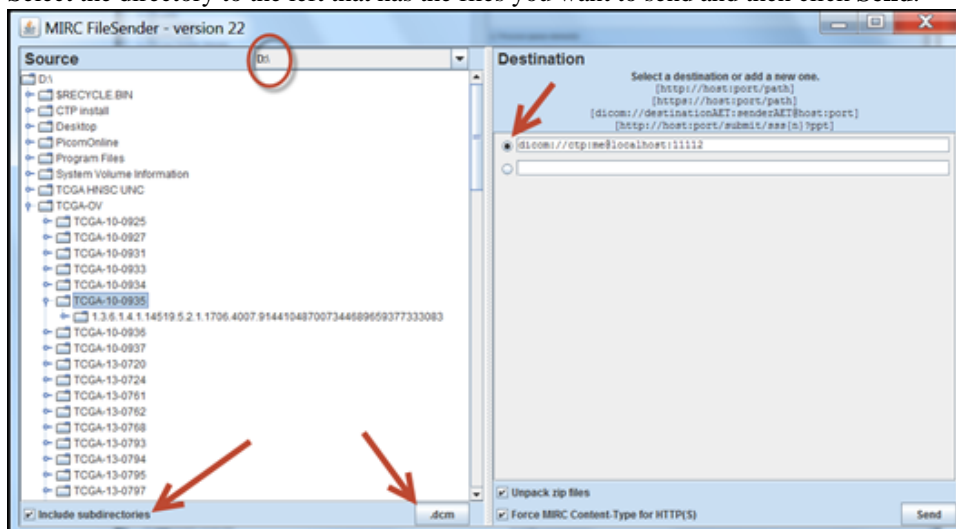
If your images are accessible from the computer where CTP is installed, then you can use FileSender to send the images to CTP which will de-identify them and route them to TCIA for curation.

 You can also send directly from a PACS. CTP is configured to accept any AET. Most sites use CTP as the AET name if sending from PACS.

1. To use FileSender, open the FileSender folder and double-click FileSender.jar. A window appears.



2. Click the radio button in the destination panel. The line shown is configured to send to CTP on the local computer through port 11112. A check box at the bottom left can be selected if the DICOM data is in a folder hierarchy.
3. At the lower right of the Source panel is a box that has an *. That just means send any files. If your images all have extensions of .dcm, you could click the * and change it to .dcm. Only DICOM files will be transmitted, other files will throw an exception.
4. Select the directory to the left that has the files you want to send and then click **Send**.



5. Monitor the submission process from the Status link on the RSNA CTP homepage.

The screenshot shows the 'Status' page for RSNA CTP. On the left is a navigation menu with 'Status' highlighted. The main content area is titled 'Main Pipeline' and contains several sections, each with a table of logs:

- Active Import Service:** Shows logs for 'Active received', 'Active file supplied', 'Last file received', and 'Last file supplied'.
- DICOM Import:** Shows logs for 'File received', 'Queue size', and 'Last file supplied'.
- DICOM Prior Identification Filter:** Shows logs for 'Last file received', 'Last file received at', 'Last file supplied', and 'Last file supplied at'.
- DICOM Post-Identification Filter:** Shows logs for 'Last file received', 'Last file received at', 'Last file supplied', and 'Last file supplied at'.
- DICOM Queue-to-File Filter:** Shows logs for 'Last file received', 'Last file received at', 'Last file supplied', and 'Last file supplied at'.
- HTTP Export:** Shows logs for 'Last export elapsed time', 'Queue size', 'Last file dequeued', 'Last file dequeued at', 'Last file received', 'Last file received at', 'Last file supplied', and 'Last file supplied at'.

6. Make sure the last stage “HTTP Export” queue is empty before stopping CTP.

Although the import queue will be empty much sooner, keep CTP running.

This is a close-up of the 'HTTP Export' section from the screenshot above. A blue arrow points to the 'Queue size' field, which displays '0'. Other fields include 'Last export elapsed time: 6438 msec', 'Last file dequeued: roots/http-export/active/QF-6493733694267194427[TMP-6744667572103139116.dcm]', and 'Last file supplied at: 2014.09.03 14:48:58'.

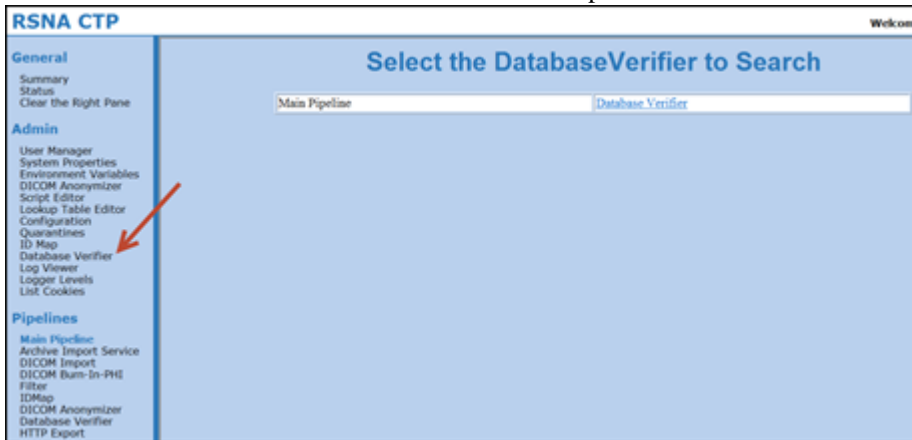
Step 5 – Checking for Sending Errors

1. After the images have been sent, check the quarantines page to see if any images went to quarantine.



All Quarantines		
Main Pipeline	DICOM Prior de-identification Filter	0
	DICOM Burn-In-PHI Filter	0
	DICOM Anonymizer	0

2. You can also click on the database verifier link to compare what is in the database compared to what you sent.



RSNA CTP Welcome

General
 Summary
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 Log Views
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Select the Database Verifier to Search

Main Pipeline Database Verifier

3. At the end of your submission, we will provide you with a list of subjects received along with the number of images for each. We will ask you to confirm that is the number sent.