

The cover features three blue, 3D-rendered spheres of varying sizes. One large sphere is at the top right, a smaller one is in the middle, and another large one is at the bottom right. Thin blue lines connect the top-left corners of these spheres, forming a triangular shape that frames the central text.

# **MuCheck DICOM Anonymizer, Setup and User Manual**

Version 1.0.0

# MuCheck DICOM Anonymizer

## Version 1.0.0

### Installation, Setup and User Manual

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#### Intended Use

The intended use of the MuCheck Anonymizer software is to allow conversion of a DICOM file to anonymous patient information for public non-encrypted movement between entities for testing or other diagnostic purposes. It is not intended to be used for treatment of any kind following anonymization.

#### Prerequisites

##### System Requirements

MuCheck DICOM Anonymizer supports the following 32 or 64 bit operating systems:

- Windows XP Service Pack 3
- Windows Vista
- Windows 7
- Windows 8
- Windows 10

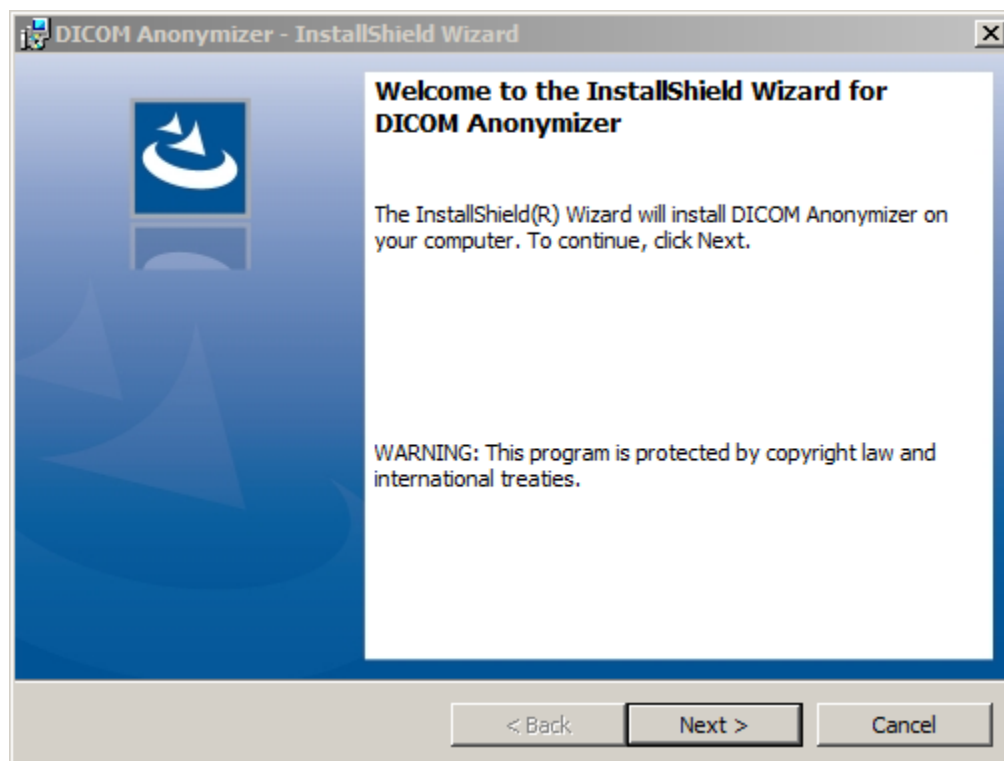
## Installation

***MuCheck DICOM Anonymizer installation requires administrator rights to install. Please do not attempt to install the software unless you are logged in as an administrator. If you do not have administrator access, contact your IT department before installing the software. [Screen shots that show a different version number are the same functionality as the current version number.]***

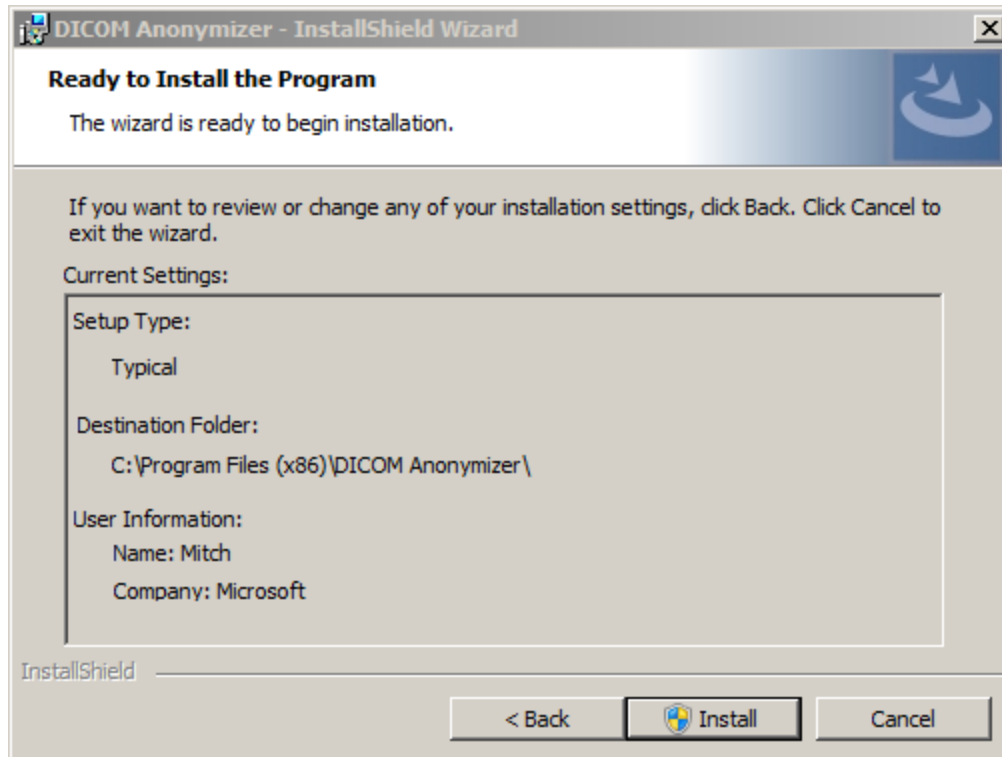
If installing the DICOM Anonymizer from a media that does not autostart, please click on the setup.exe file to launch the installation.

MuCheck DICOM Anonymizer requires that .NET Framework 4.5 be installed on any workstation running the software. In most cases, these are already installed on your computer. However, if they are not, they will be loaded on your computer during the installation.

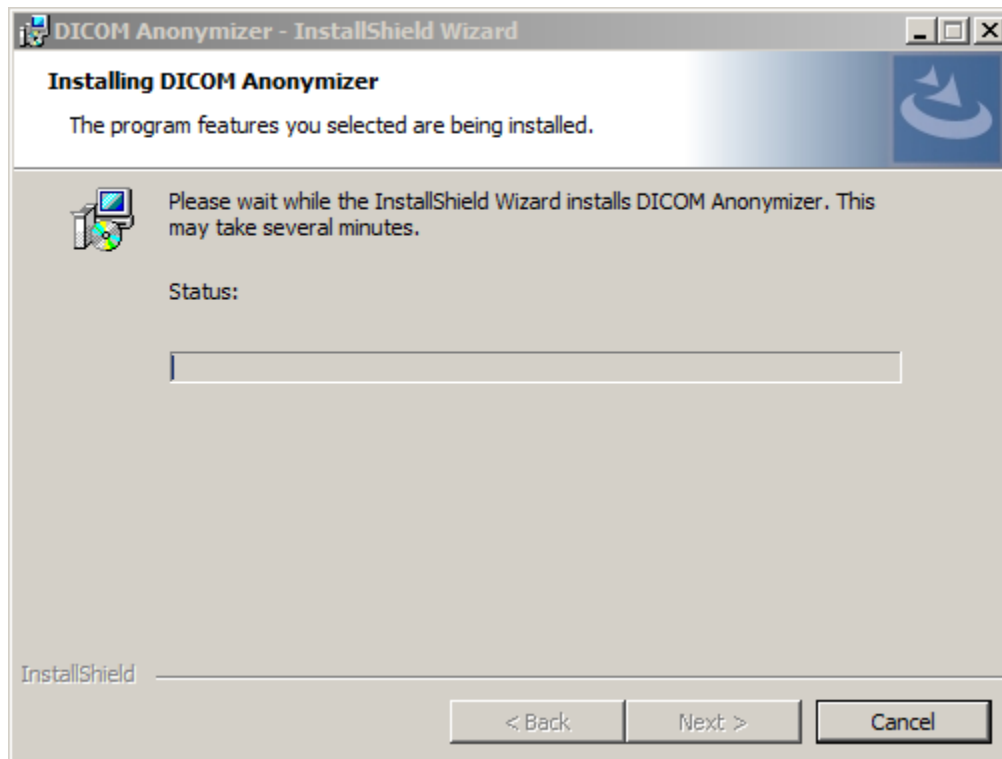
Once the .NET framework has been installed (or if it is already present on your workstation), the installation of the MuCheck DICOM Anonymizer software will launch. (InstallShield will show 1.0.0)



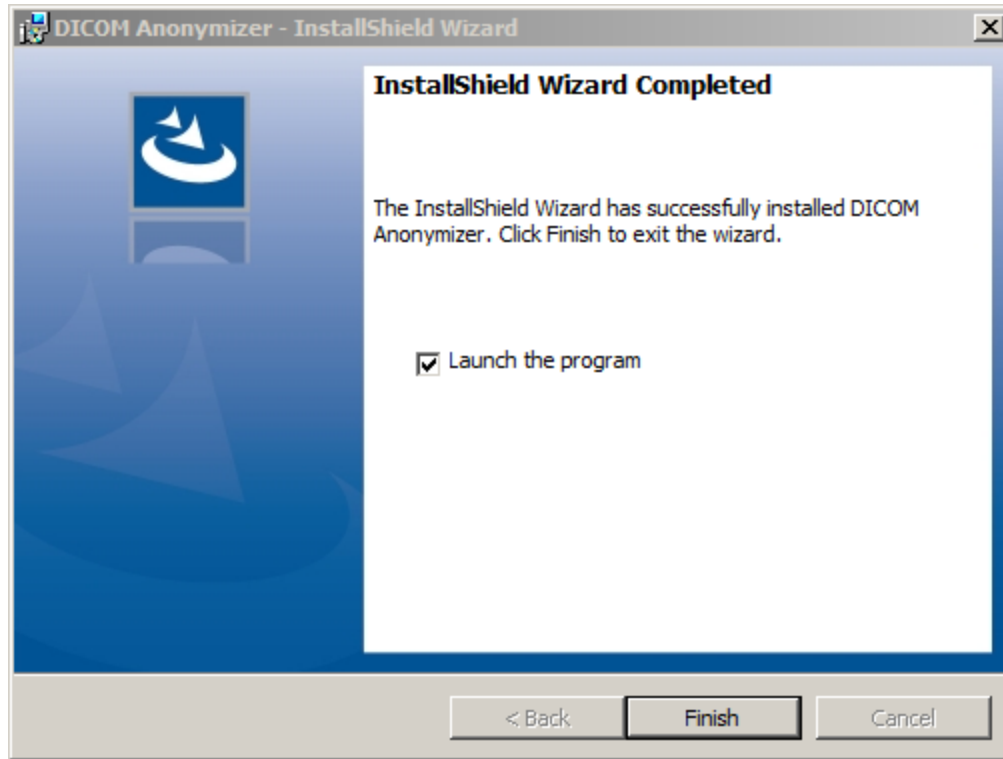
This is a very straightforward and easy-to-use wizard that will walk you through the entire installation process. Just click on the 'Next' button and also the 'Install' button on the following screen.



At this point, you should see a progress bar that displays the current status of the MuCheck installation. This can take anywhere from a few seconds to several minutes to complete.



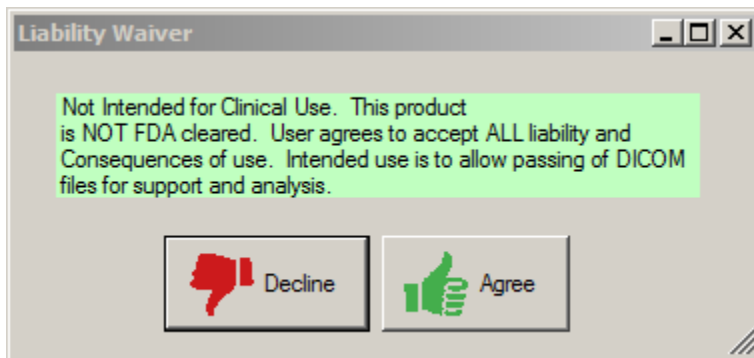
When the installation has completed, you will see a final screen indicating that the installation has completed.



## DICOM Anonymizer execution

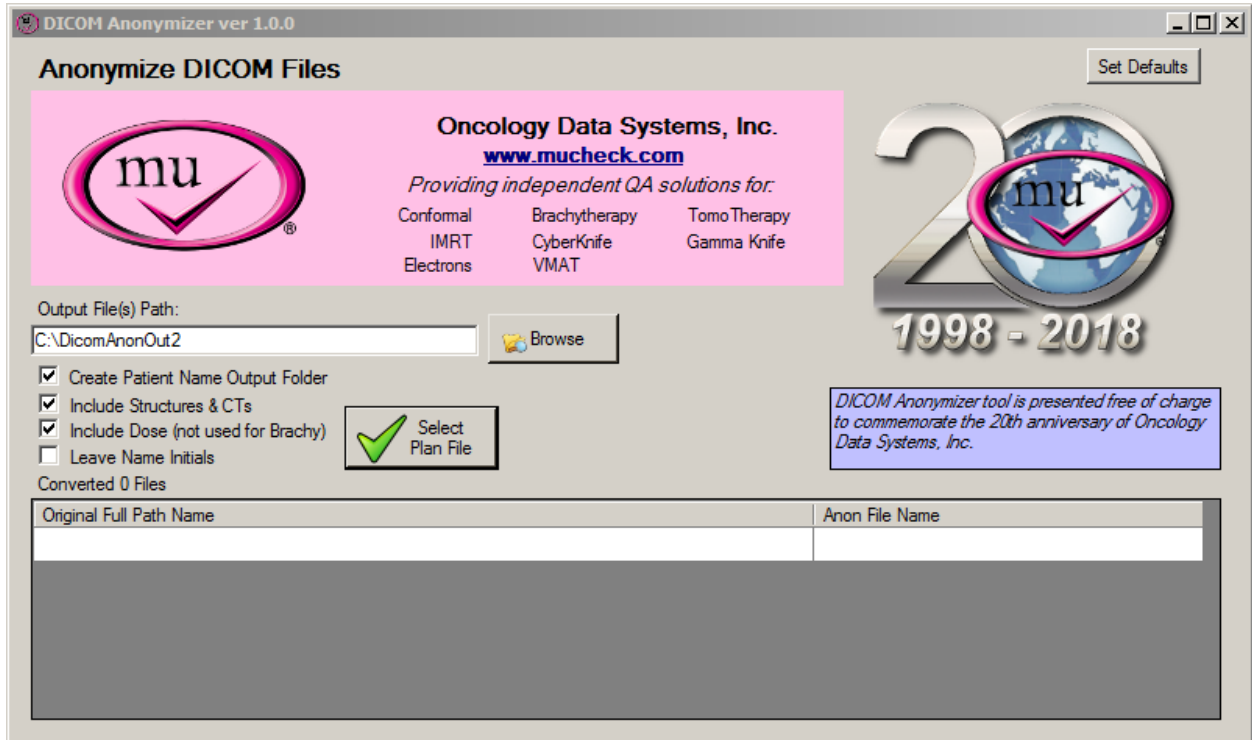
### Waiver

Upon execution of the application, the Liability Waiver Acceptance form is shown



Agreement with this statement waives any liability or any other claim against Oncology Data Systems, Inc. for any consequences of use of this free product. This product is not intended to form any part of a patient's treatment.

## Program Use

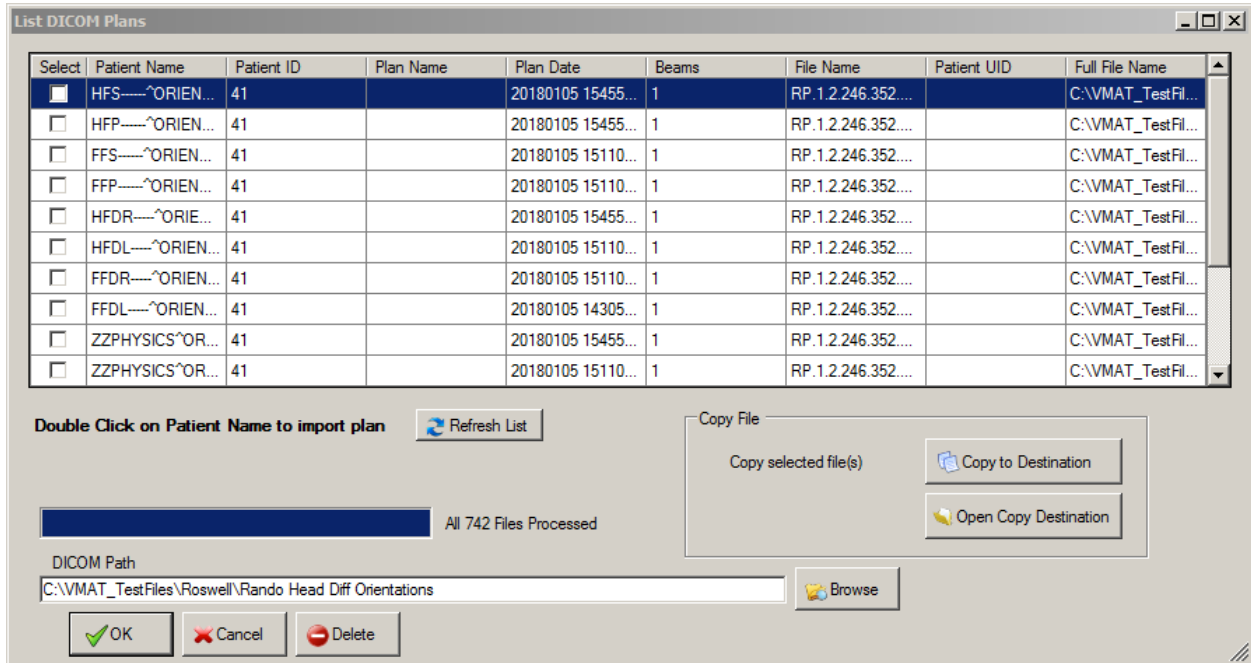


This is the main screen of the Anonymizer program. When the program is first run, defaults from within the program are set for the DICOM search directory and the output directory. Default locations and other settings may be set within the Defaults form by using the “Set Defaults” button.

All of the original files that will be converted will only be read and the output files will be named with a prefixed “A”. So even if the input and output files are directed to the same location, the original files will not be overwritten.

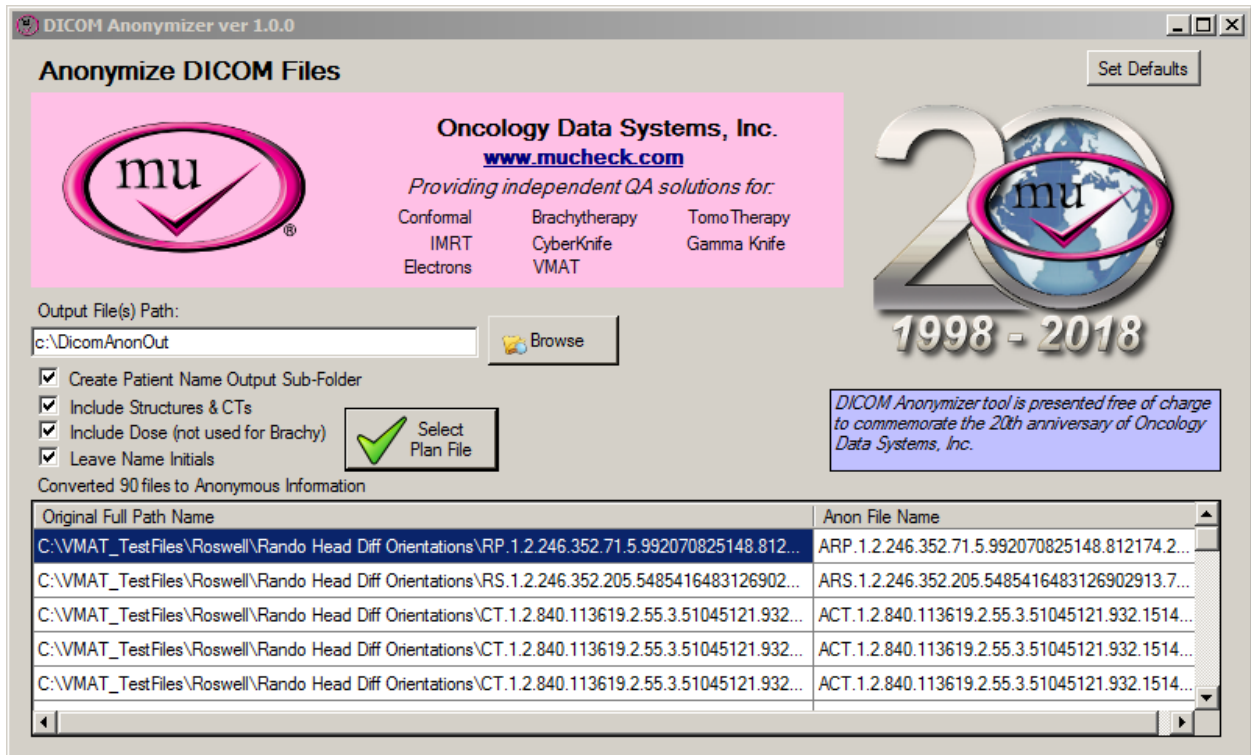
Only one plan and associated files will be converted at a time. There is no facility to perform a bulk anonymization across numerous plans and associated files.

Selecting the “Select Plan File” button will allow a search of the indicated directory and will list any plan files along with patient name and plan name in a list within a selection form. As shown here:



Highlight the plan you wish to anonymize and press OK or double click on the name for selection and to begin the anonymization process.

Following Anonymization the lower part of the main form will show all the translated files:





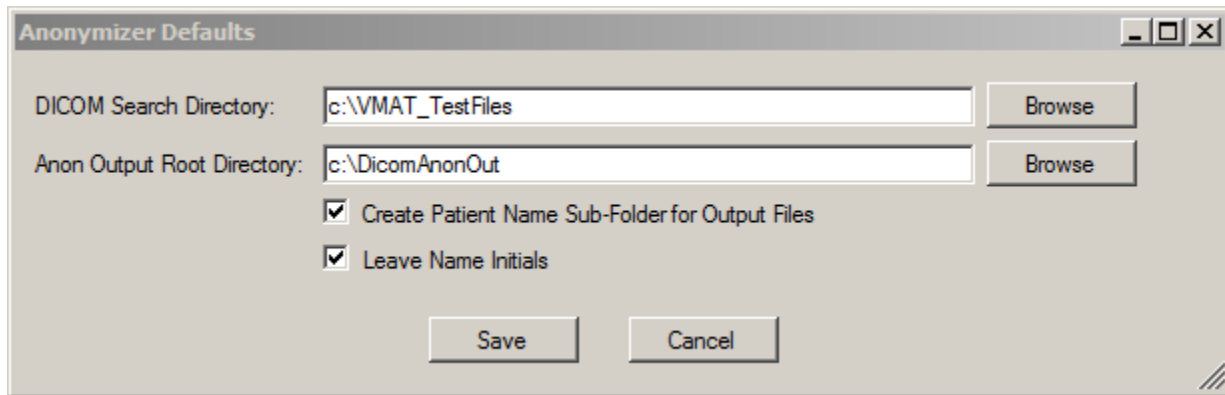
Plan files that have associated structure set file(s) and CT files will be converted if the check box “Include Structures & CTs” is selected and those files are in the same directory as the selected plan file. The dose files associated with the plan will be included in the conversion if the check box “Include Dose” is checked. The Dose file(s) is not associated or converted if the plan is a Brachy plan.

The files will be output to the destination folder as shown in the Output File Path text box. If the check box “Create Patient Name Output Sub-Folder” is checked, a folder is created using the original Patient name from the plan in the output directory to aide in logistics of locating and isolating files for transfer as well as cleaning and deleting files.

## Set Defaults

### Using the Set Default form

You may set default folder and creation settings using the button “Set Defaults” in the upper right hand corner of the main form. The Set Defaults form looks like:



The screenshot shows a dialog box titled "Anonymizer Defaults". It contains two text input fields for directory paths, each with a "Browse" button to its right. The first field is labeled "DICOM Search Directory:" and contains the text "c:\VMAT\_TestFiles". The second field is labeled "Anon Output Root Directory:" and contains the text "c:\DicomAnonOut". Below these fields are two checked checkboxes: "Create Patient Name Sub-Folder for Output Files" and "Leave Name Initials". At the bottom of the dialog are "Save" and "Cancel" buttons. The dialog has a standard Windows window title bar with minimize, maximize, and close buttons.

You may enter text directly or use the browse function to select the input and output folder. The browse button will show a file name of “out.dcm” – ignore this as it is only there to satisfy dialog requirements, the translated file name(s) are the same as the original with an “A” prefixed to the name.

The settings are user specific to allow each user to select their own unique settings for the Anonymizer. The default settings are contained in a file “AnonDefaults.xml” which is located in the “OncologyDataSys” folder under the User Local Data folder. The User Local Data folder is located in various locations depending on which OS is loaded. (For Windows 7 this is normally “C:\Users\%UserName%\AppData\Local”).

The AnonDefaults.xml file may be safely deleted if you so desire with the only consequences that you will need to browse to the locations of folders and verify your checkbox selections each time.

## Support

The DICOM Anonymizer, as a free product is not directly supported in a way that will provide immediate resolution of any problems that might be encountered. However, please feel free to contact us with feedback and/or suggestions. If you do encounter a problem, please let us know and we will try to help resolve this issue as our time permits.