Media Writer

User Help

LX-DOC-MW5.1.9-UH-EN-REVB

Version 5.1.9

Regulations and Compliance

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What is Media Writer?

Media Writer is a program that physicians can use to burn studies onto CDs/DVDs or USB flash drives, and upload studies to image exchange services. This makes studies available to other physicians through Open Image Exchange, and to patients who can view their studies on a PC. With the Media Writer System CD/DVD burner, physicians can also design and print labels on the CDs and DVDs.

What is a DICOM source?

A DICOM source is a DICOM worklist server, archive, or other device that can respond to patient queries. To query and retrieve studies in Media Writer, you must add at least one DICOM source. Consult with your PACS administrator for the DICOM sources available at your institution.

Add a DICOM source

To add a DICOM source, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, under **DICOM Sources**, click **Add**.
3. In the **Add/Edit Source** dialog box, add the following information.
   - **Name**. Type a name for the source.
   - **AE Title**. Type the AE title of the source.
   - **IP Address**. Type the IP address of the source.
   - **Port**. Type or select the port number of the source.
4. If your source is an Intelerad PACS, select the **Q/R on Default Auto Burn** check box and configure the PACS to send images to the Media Writer auto burn port.
5. Click **OK**.

Test a connection to a source

To test whether Media Writer can query a source, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, under **DICOM Sources**, click a source.
3. Click **Test**.

   The **Test Results** dialog box appears, indicating whether the test passed or failed.

Create compressed copies of study images

You can burn JPEG2000 Lossy–compressed copies of study images in addition to the original images. Gear View Basic loads compressed images for patients to view by default, and physicians can load the original high-resolution images for diagnostic viewing. To enable compression, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, select the **Enable Compression** check box.
3. Click **OK**.

Change the AE title

Media Writer uses a default AE title of MEDIAWRITER. To change the AE title, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, in the **Local AE Title** box, type a new AE title.
3. Click **OK**.

Display series in query results

To display individual series in the query results list, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, select the **Enable Series Query** check box.
3. Click **OK**.

> **Note:** Not all PACS systems support this function.

Display the number of images in each series

To display the number of images in each series in the search results list, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, select the **Display Number of Images** check box.
3. Click **OK**.

Select all studies by default

To select all studies in the search results list by default, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, select the **Select all studies by default** check box.
3. Click **OK**.

Change the query/retrieve port

To change the port that Media Writer uses to query and retrieve DICOM studies, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, in the **Port** box, type or select a port number.
3. Click **OK**.

What are auto burn and auto burn profiles?

Auto burn is a function that automatically burns studies after retrieval from modalities. An auto burn profile is a saved configuration that determines how Media Writer executes the auto burn function. You can create multiple auto burn profiles for different needs, for example to burn jobs from different ports, or to use different media or labels. For each auto burn profile you create, Media Writer executes a separate auto burn job.

Delay start of auto burn jobs

By default, auto burn jobs begin immediately after retrieval of studies. To delay the starting of auto burn jobs, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, in the **Start Burn After** list, select a number of seconds to delay.
3. Click **OK**.

Add an auto burn profile

To add an auto burn profile, complete the following steps.

1. On the **Settings** menu, click **DICOM**.
2. In the **DICOM Settings** dialog box, under **Auto Burn Configuration**, click **Add**.
3. In the **Auto Burn Profile** dialog box, add the following information.
   - Profile name. Type a name for the auto burn profile.
   - AE title. Type the AE title of the burner to use for auto burn jobs.
   - Port. Type the port number on which Media Writer receives studies for auto burn.
   - Media. Select the destination media for auto burn jobs.
   - Viewers. Select a viewer program to include on the media.
   - Label. Select a label to print onto the media during auto burn jobs.

   > **Note:** The Label list only displays labels that you publish in the **Disc Label Configuration** dialog box.

   - Copies. Select the number of copies to burn.
   - Anonymize studies. Select to anonymize studies.
4. Click **OK**.
5. In the **DICOM Settings** dialog box, click **OK**.

Capture raw bytes

This feature is only for advanced troubleshooting that Lexmark service personnel requests. To begin capturing raw bytes, complete the following step.

- On the File menu, click Server > Capture Raw Bytes.

Result A check mark appears next to the Capture Raw Bytes command.

Turn on Debug mode

This feature is only for advanced troubleshooting that Lexmark service personnel requests. To turn on Debug mode, complete the following step.

- On the File menu, click Server > Debug Mode.

Result A check mark appears next to the Debug command.

Check the server status

To check the status of the server, complete the following step.

- On the File menu, click Server > Status.

View server logs

To view logs of server activity, complete the following step.

- On the File menu, click Server > Logs.

Restart the server

You can restart the server if it stops unexpectedly. To restart the server, complete the following step.

- On the File menu, click Server > Restart.

Log off

You can prevent unwanted access or switch users by logging off. To log off, complete the following step.

- To log off the client, on the File menu, click Log off.

Change the language

To change the user interface language, complete the following steps.

1. On the **Settings** menu, click **Language**.
2. To change the language, in the **Language** dialog box, select a language.

Configure a burner

To burn studies you must configure any burners that you want to use. To configure a burner, complete the following steps.

1. On the **Settings** menu, click **Burner**.
2. In the **Burner Configuration** dialog box, in the **Device Type** list, select your type or brand of burner.
3. In the **Burn Device** list, complete one of the following options.
   - If you use a built-in disc burner, select the drive or name of your burner.
   - If using an EPSON burner, select the blank option.
4. Click **OK**.

Set the low disc limit

The low disc limit refers to an amount of free space on the hard disc of the Media Writer server PC. When the disc reaches the low disc limit, Media Writer begins deleting the oldest studies to make room for new ones. To set the low disc limit, complete the following steps.

1. On the **Settings** menu, click **Burner**.
2. To change the low disc limit, in the **Burner Configuration** dialog box, type a number in the **Low Disc Space** box.
3. Click **OK**.

Configure encryption

You can encrypt studies to prevent viewing them without a password. You configure study encryption in advance, and then choose whether or not to use encryption at burn time. To configure encryption, complete the following steps.

1. On the **Settings** menu, click **Encryption**.
2. In the **Encryption Settings** dialog box, select the **Encryption** check box.
3. In the **Encryption** list, complete one of the following options.
   - To prevent a user from turning off encryption, select **Force Encryption**.
   - To allow a user to turn off encryption, select **Selected by Default**.
   - To turn off encryption but allow a user to turn it on, select **Cleared by Default**.
4. Under **Password**, complete one of the following options.
   - To automatically create a password, click the **Auto** option.
   - To create your own password, click the **Manual** option and type a password in the box.

   Note: Passwords are case-sensitive, and they can contain any character.

5. Click **OK**.

Enable display of the password letter

Physicians can enable display of a formatted letter that contains the password to decrypt studies in the current burn job. Media Writer addresses the letter to the current patient, and the physician can print the letter from the web browser. After enabling this function, the letter appears automatically at burn time if the user selects encryption. To format the letter, see Password letter file. To enable the display of the password letter, complete the following steps.

1. In Notepad, open the *mw.config* file.

   Note: The default directory for this file is *C:\Program Files\PACSGEAR\Media Writer\Client\Config*

2. Next to the <SHOW_ENC_MEDIA_INFO> tag, change the word `NO` to `YES`.
3. Save and close the file.

Filter images from burn and upload jobs

You can create one or more image filters to exclude some images from burn and upload jobs. To create an image filter, complete the following steps.

1. On the **Settings** menu, click **Image Filtering**.
2. To enable image filtering, in the **Image Filters** dialog box, select the **Enable** check box.
3. To create a new filter, click **New**.
4. In the **New Filter** dialog box, complete the following substeps.
   1. In the **Group, Element** box, type a group and element pair.

      Example `0x0008,0x0060`

   2. In the **Value to Match** box, type a value for the group and element pair.

      Example `SR`

   3. Click **OK**.

5. Click **OK**.

   Result In the example, Media Writer excludes an image from burn and upload jobs if its DICOM tag 0x0008,0x0060 matches the value SR.

Configure an image exchange service

To upload studies to an image exchange service, you must configure your service in Media Writer. To configure an image exchange service, complete the following steps.

1. On the **Settings** menu, click **Image Exchange Service**.
2. To enable image exchange, in the **Image Exchange Service** dialog box, select the **Enable** check box.
3. To add an image exchange service, click **Add**.
4. In the **Add/Edit Image Exchange Service** dialog box, add the following information.
   - **Service**. Select the service provider.
   - **Alias**. Type an alias for the service.
   - **User name**. Type the user name of the account.
   - **Password**. Type the password for the account.
5. Click **OK**.
6. In the **Image Exchange Service** dialog box, click **OK**.

About burning and uploading studies

You can burn large studies or multiple copies of studies even if they do not fit onto a single disc. If you use a single-disc burner, Media Writer automatically spans multiple CDs or DVDs by prompting you to insert new discs as needed. Media Writer does not span USB media.

An anonymization option is available separately for burning and uploading. You can anonymize studies that you upload, studies that you burn, or both.

Find and select studies

To find and select studies that you want to burn or upload, complete the following steps.

Prerequisite Configure a DICOM source.

1. In the **Source** list, select a source in which to search for studies.
2. Optional. To narrow the results, complete one or more of the following options.
   - In the **Patient Name** box, type one or more of the first characters of a patient's last name.
   - In the **MRN** box, type the exact number, or one or more of the first characters followed by an asterisk.
   - In the **DOB** box, type a date in the format YYYYMMDD.
   - In the **Accession No.** box, type the exact number, or one or more of the first characters followed by an asterisk.
   - In the **Study Date** list, select a date range.
3. Press Enter.

   Patients matching the search criteria appear in the main screen in gray rows.
4. In the search results, click the name of a patient whose studies you want to select.
5. Select the check box next to each study that you want to burn or upload.
6. Optional. If a plus sign appears next to a study, click the plus sign to display series, and then click

check boxes next to individual series.

7. Optional. To select all studies, right-click a study and click **Select All**.

Burn selected studies of one patient

To burn selected studies of one patient to media, complete the following steps.

1. In the lower part of the main screen, click **Burn/Upload**.

   Note: The button label appears as Burn if you did not configure an image exchange service.

2. In the **Confirm Studies: Single Patient** dialog box, confirm that the studies in the confirmation list are correct.
3. Under **Burn Options**, select the **Burn** check box.
4. To select a destination medium, in the **Media** list, select a medium.
5. To print notes onto the disc that are not included in a disc label, in the **Notes** boxes, type text.
6. To include a viewer with the studies, in the **Viewer** list, select a viewer.
7. To print a label onto the disc, in the **Label** list, select a label.

   Note: The Label list only contains labels that you published in the **Disc Label Configuration** dialog box.

8. To select the number of copies, in the **Copies** list, select a number.
9. To include structured reports in the burn job, select the **Include Reports** check box.
10. Optional. To execute the burn job before any other jobs on the Current Jobs tab, select the **Stat** check box.
11. Optional. To anonymize the studies, select the **Anonymize Studies** check box.
12. Optional. To encrypt the studies on the media, select the **Encryption** check box, and then in the **Password** box, type a password.
13. Click **Confirm**.

Upload selected studies

To upload selected studies to an image exchange service, complete the following steps.

Prerequisite Configure an image exchange service.

1. In the lower part of the main screen, click **Burn/Upload**.
2. In the **Confirm Studies: Single Patient** dialog box, confirm that the studies in the confirmation list are correct.
3. Under **Upload Options**, complete the following substeps.
   1. Select the **Upload** check box.
   2. To specify the destination exchange service, in the **Destination** list, select a service.
   3. Optional. To include comments that appear at the image exchange service when you select the studies to view, in the **Comments** field, type comments.
   4. Optional. To anonymize the studies, select the **Anonymize Studies** check box.
   5. At the bottom of the dialog box, click **Confirm**.

Select studies to burn for more than one patient

To make studies of more than one patient available to burn at the same time, you must add them to an archive queue in the main screen. To add studies to the archive queue, complete the following steps.

1. Select the **Archive Items** tab.
2. Find and select studies of the first patient, and then click **Add Item**.
3. Repeat this procedure for all patient studies that you want to burn.
4. Optional. To remove a patient from the list of studies to burn, right-click the patient and click **Remove Patient**.

Burn studies of multiple patients

To burn studies of multiple patients, complete the following steps.

Prerequisite Add studies to the Archive Items tab.

1. Click **Burn Items**.
2. In the **Confirm Studies: Multiple Patients** dialog box, complete the following substeps.
    1. To select a destination medium, in the **Burn Media** list, select a medium.
    2. Optional. To print notes onto the disc that are not included in a disc label, in the **Notes** boxes, type text.
    3. To include a viewer with the studies, in the **Viewer** list, select a viewer.
    4. To print a label onto the disc, in the **Label** list, select a label.

        Note: The Label list only contains labels that you published in the **Disc Label Configuration** dialog box.

    5. In the **Copies** list, select the number of copies.
    6. To execute the burn job before any other jobs on the **Current Jobs** tab, select the **Stat** check box.
    7. To anonymize the studies, select the **Anonymize Studies** check box.
    8. To encrypt the studies on the media, select the **Encryption** check box.
    9. To add a password that is required to view studies, in the **Password** box, type a password.
3. Click **Confirm**.

Resubmit a job

To avoid setting up a job more than once, you can resubmit it. To resubmit a job, complete the following step.

When a burn or upload job succeeds, Media Writer adds a record of the job to the Job History tab. Jobs remain on this tab for twenty-four hours.

- On the Job History tab, right-click the job that you want to resubmit, and then click Resubmit Job.

Retry a failed job

You can retry jobs that failed. If a job fails, it appears in red on the Current Jobs tab with an error message. To retry a failed job, complete the following step.

- On the Current Jobs tab, right-click the job that you want to retry, and then click Retry Job.

Automatically refresh the Current Jobs tab

Media Writer can automatically refresh the contents of the Current Jobs tab at specified intervals. Jobs do not appear on the Current Jobs tab until Media Writer refreshes it automatically, or the user refreshes it manually. To automatically refresh the contents of the Current Jobs tab, complete the following steps.

1. On the **Settings** menu, click **Auto Refresh**.
2. In the **Auto Refresh** dialog box, select the **Auto Refresh** check box.
3. To specify a refresh interval, in the **Refresh Interval** list, select a number of seconds.

Manually refresh the Current Jobs tab

You can manually refresh the Current Jobs tab if Auto Refresh is off, or if you want to refresh before the next auto refresh. To manually refresh the Current Jobs tab, complete the following step.

- Right-click anywhere on the Current Jobs tab and click Refresh.

Cancel a job in progress

To cancel a job in progress, complete the following step.

- On the Current Jobstab, right-click the job that you want to cancel and click Cancel Job.

What is a disc label?

A disc label comprises text and images that you can print onto a CD or DVD by using a CD/DVD burner with a built-in printer. There are two kinds of disc label, simple and advanced.

Simple labels

A simple label includes the following.

- Customizable features
- A background image
- A foreground logo or other image
- Up to seven lines of text
- Patient and study data including the patient name, DOB, MRN, study creation date and time, station ID, Job ID, exam dates, types, and relevant body parts.

If you do not want patient data to appear on a label, you can anonymize the study or create an advanced label. You can only create one simple label. Media Writer places the images and text in predetermined locations on the disc.

Advanced labels

An advanced label includes as many images and text boxes as you want, which you can arrange to create custom designs. You can create any number of advanced labels, and then select one to print at burn time.

Create a simple label

To create a simple label, complete the following steps.

1. On the **Settings** menu, click **Disc Label**.
2. In the **Disc Label Configuration** dialog box, select the **Disc label** check box, and then select the **Simple Label** option.
3. To customize the label, under **Simple Label**, complete one or more of the following options.

- To add an image to your label such as a logo, in the **Site Logo** box, click **Browse**, navigate to an image file, and then click **Open**.
- To add a background image, in the **Background Image** box, click **Browse**, navigate to an image file, and then click **Open**. Note that Media Writer automatically sizes the image so that its width and height match the diameter of the disc as closely as possible.
- To add text to the center of the disc above the hole, in the **Site Information** boxes, type the text that you want to add.
- To change the color of the site information text, click the corresponding **Color** button, click a color, and then click **OK**.
- To add text to the left side of the disc, in the **Text Field 1** and **Text Field 2** boxes, type text.
- To apply a color to the **Text Field 1** and **Text Field 2** text, click the corresponding **Color** button.

4. Optional. To preview your label, click **Preview**.
5. In the **Disc Label Configuration** dialog box, click **OK**.

Create an advanced label

To create an advanced label, complete the following steps.

1. On the **Settings** menu, click **Disc Label**.
2. In the **Disc Label Configuration** dialog box, under **Advanced Label**, complete one of the following options.
   - To create a label from a template, click **New**, click a template in the **Select Template** dialog box, and then click **OK**.
   - To create a label that is based on an existing label, in the **Label Name** list, select a label and then click **Edit**.

Change the background of an advanced label

You can change the background of the label to any PNG, JPG, or BMP image. To change the background image, complete the following steps.

1. In the **Advanced Label Designer** screen, on the toolbar, click the **Background Image** button.
2. Navigate to the image that you want to use as the background, and then click **OK**.

Add a foreground image to an advanced label

To add a foreground image to your label, complete the following steps.

1. In the **Advanced Label Designer** screen, on the toolbar, click the **Image** button.
2. In the **New Image** dialog box, complete one or more of the following options.
   - To make an image available in the **New Image** dialog box, click the **Image File** button, navigate to an image file, and then click **Open**.
   - To add an image to your label, click an image in the **New Image** dialog box, and then click **OK**.
3. Optional. To move the image, drag it to a new location.
4. Optional. To resize the image, drag its handles.

Add text to an advanced label

To add text to a label, complete the following steps.

1. In the **Advanced Label Designer** screen, on the toolbar, click the **Text Box** button.

A text box appears on the label.

2. In the right pane, select the **Free Text** option, and then type text in the box in the right pane.
3. Optional. To move the image, drag it to a new location.
4. Optional. To resize the image, drag its handles.

Add curved text to an advanced label

You can add text to a label that follows the curvature of the disc. To add curved text, complete the following steps.

1. In the **Advanced Label Designer** screen, on the toolbar, click the **Curved Text** button.

   A curved text box appears on the label.
2. In the right pane, select the **Free Text** option, and then type text in the box in the right pane.
3. Optional. Drag the curved text box to move it along the circumference of the label.
4. Optional. To move the curved text box closer to the center of the label, complete the following substeps.
   1. Click the curved text box.
   2. In the right pane, drag the **Curved Text Position** slider to the right.

Format text on an advanced label

You can change the formatting of text in text boxes and curved text boxes. To change the formatting of text, complete the following step.

- In the Advanced Label Designer screen, click a text box or curved text box and use the right pane to complete one or more of the following options.
  - To justify the text within the box, click a button under Justification.
  - To change the font, in the Font list, select a font.
  - To change the font size, click the Increase Font Size or Decrease Font Size button one or more times.
  - To change the text color, in the Font Color list, select a color.
  - To apply bold formatting to the text, click Bold.
  - To make the text italic, click Italics.

Align text boxes on an advanced label

You can align one or more text boxes to another text box. To align text boxes, complete the following steps.

1. In the **Advanced Label Designer** screen, click the text box to which you want to align other text boxes.
2. Press and hold the CTRL key and click one or more text boxes to align.
3. In the right pane, under **Text Tools**, click the left, right, bottom, top, or center button.

Align text box sizes on an advanced label

You can align the size of one or more text boxes to another text box. To align text box sizes, complete the following steps.

1. In the **Advanced Label Designer** screen, click the text box to which you want to align other text boxes.

2. Press and hold the CTRL key and click one or more text boxes to align.
3. In the right pane, under **Text Tools**, click the height, width, or both sizing button.

Set up text box auto-fill on an advanced label

You can automatically fill a text box with information from studies. To auto-fill a text box, complete the following steps.

1. In the **Advanced Label Designer** screen, click the text box that you want to auto-fill.
2. In the right pane, select the **Auto Fill** option and select a field in the list.

   The name of the field that you clicked appears in the text box. At burn time, Media Writer substitutes the field name with the corresponding information from the study.
3. Optional. To print only a portion (substring) of the original information, complete the following substeps.
   1. Select the **Substring Text** check box.
   2. To specify the first character in the substring, in the **Start** box, type or select a number.

      Example To print only the first three letters of the patient's name, in the **Start** box, type or select `0`.
   3. To specify the number of characters in the substring, in the **Length** box, type or select a number.

      Example In the **Length** box, type or select 3.

Format dates in auto-filled text boxes

To specify how you want dates to appear in auto-filled text boxes, complete the following step.

- In the Label Designer screen, in the right pane, in the Date Format list, select a format.

Preview an advanced label

To preview an advanced label, complete the following step.

- In the Label Designer screen, click the preview button.

Refresh a blank field

If any fields in your advanced labels appear blank, you must refresh them so that the field displays correctly. To refresh a blank field, complete the following steps.

1. On the **Settings** menu, click **Disc Label**.
2. In the **Disc Label Configuration** dialog box, under **Advanced Label**, select a label and click **Edit**.
3. On the **Advanced Label Designer** screen, click the blank field.
4. In the **Error** dialog box , click **OK**.
5. In the right pane, select the **Auto Fill** option and select the correct field in the list.
6. On the toolbar, click the **Save** button.
7. To check whether the field appears correctly, click the **Preview** button.

Save an advanced label

To save an advanced label, complete the following steps.

1. In the **Advanced Label Designer** screen, on the toolbar, click **Save Design**.
2. To name your label, in the **Design Name** box, type a name and click **OK**.

3. On the toolbar, click the **Exit** button and click **Yes**.
4. In the **Disc Label Configuration** dialog box, click **OK**.

Publish an advanced label

To make an advanced label available to print, you must publish it. To publish an advanced label, complete the following steps.

1. On the **Settings** menu, click **Disc Label**.
2. In the **Disc Label Configuration** dialog box, select the **Advanced Label** option.
3. In the **Published** column, select the check box of the label that you want to publish.
4. Click **OK**.

Configure Media Writer for DICOM structured reports

To configure Media Writer to burn or upload DICOM structured reports, complete the following steps.

1. On the **Settings** menu, click **Reports**.
2. In the **Reports Configuration** dialog box, select the **Enable Reports** check box.
3. Optional. To modify how Media Writer processes reports, complete one or more of the following options.
   - To include a splash screen with the report, select the **Include Media Splash Screen** check box.
   - To include reports by default, select the **Include Reports by Default** check box.

Next Add a report source.

What is a report source?

A report source is a location from which Media Writer can retrieve DICOM structured reports. To make reports available in Media Writer, you must configure a report source. The following source types are available.

- MITRA_CFIND. A dedicated source type for AFGA Healthcare.
- DICOM_SR. Standard DICOM archives.
- Folder. Locations on local or networked drives.
- Custom. Custom report sources for iSite, AMICAS and Nuance PACS.

Add a MITRA_CFIND report source

To add a MITRA_CFIND report source, complete the following steps.

1. On the **Settings** menu, click **Reports**.
2. In the **Reports Configuration** dialog box, click **Add**.
3. To configure the source, in the **Add/Edit Source** dialog box, add the following information.
   - Source Type. Select MITRA_CFIND.
   - Name. Type a name for the source.
   - Port. Type the port number of the source.
4. Click **OK**.
5. In the **Reports Configuration** dialog box, click **OK**.

Add a DICOM_SR report source

To add a DICOM report source, complete the following steps.

1. On the **Settings** menu, click **Reports**.
2. In the **Reports Configuration** dialog box, click **Add**.
3. To configure the source, in the **Add/Edit Source** dialog box, add the following information.
    - Source Type. Select DICOM_SR.
    - Name. Type a name for the source.
    - AE Title. Type the AE title of the source.
    - IP Address. Type the IP address of the source.
    - Port. Type or click an arrow to enter the port number of the source.
4. Click **OK**.
5. In the **Reports Configuration** dialog box, click **OK**.

Add a Folder report source

To add a Folder report source, complete the following steps.

1. On the **Settings** menu, click **Reports**.
2. In the **Reports Configuration** dialog box, **Add**.
3. To configure the source, in the **Add/Edit Source** dialog box, add the following information.
    - Source Type. Select FOLDER.
    - Name. Type a name for the folder.
    - Location. Click the navigation button and then navigate to the folder.
4. Click **OK**.
5. In the **Reports Configuration** dialog box, click **OK**.

Add a Custom report source

To add a Custom report source, complete the following steps.

1. On the **Settings** menu, click **Reports**.
2. In the **Reports Configuration** dialog box, click **Add**.
3. To configure the source, in the **Add/Edit Source** dialog box, add the following information.
    - Source Type. Select CUSTOM.
    - Name. Type a name for the folder.
    - Config File. Click the navigation button and navigate to the configuration file for the source
4. Click **OK**.

About decrypting and viewing burned studies

You can view burned studies with a viewer program such as Gear View Basic. However, if you encrypted the studies at burn time you must decrypt them before viewing. When you decrypt studies, you export them to a folder to view later. However, if you included Gear View Basic on the media at burn time, you can decrypt and view the studies immediately.

Decrypt and view studies with Gear View Basic

To decrypt and view studies immediately with Gear View Basic, complete the following steps.

1. Place the medium containing the studies that you want to decrypt and view into the CD-ROM drive or USB port of the PC.
2. In the decryption dialog box, enter the password that you specified when you burned the studies.
3. Click **View**.

   Gear View Basic decrypts the studies and displays them.

Decrypt and export studies with Gear View Basic

To decrypt and export studies with Gear View Basic, complete the following steps.

1. Place the media containing the studies that you want to decrypt and export into the CD-ROM drive or USB port of the PC.
2. In the decryption dialog box, enter the password that you specified when you burned the studies.
3. Click **Export**.
4. When prompted, click a destination folder and click **OK**.

   Gear View Basic decrypts the studies and copies them into the destination folder.

Decrypt and export studies without Gear View Basic

To decrypt and export studies without Gear View Basic, complete the following steps.

1. Place the medium containing the studies that you want to decrypt and export into the CD-ROM drive or USB port of the PC.
2. In the decryption dialog box, in the **Password** box, enter the password that you specified when you burned the studies.
3. In the **Folder** box, click **Browse**, navigate to a destination folder, and then click **OK**.

   Note: The OsiriX viewer does not support viewing of studies that Media Writer decrypted.

   Media Writer decrypts the studies, creates two subfolders within the destination folder, and places the studies in the last subfolder. For example, if you specify a folder *C:\My_Folder*, Media Writer creates the following folder structure: *C:\My_Folder\MediaWriterCDs\MWCD_[current time and date]\ [decrypted studies]*.

About configuring user access

You can restrict login access to Media Writer by configuring Active Directory users and local users. Media Writer only allows one type of user per session. When an AD user attempts to log in, Media Writer verifies the AD user on the AD server before granting access. When a local user attempts to log in, Media Writer verifies the user against the credentials that you configured.

Add an AD user

To add an AD user, complete the following steps.

1. On the **Settings** menu, click **Users**.
2. In the **Users** dialog box, select the **Use Active Directory** check box.
3. To identify the host name of the AD server, in the **Server** box, type the host name.
4. To identify the domain name of the AD server, in the **Domain** box, type the domain name.
5. Optional. To specify backup servers to use when the primary server is unavailable, click the **Backup Servers** button, type the host names of one or more backup servers, and then click **OK**.
6. To add users, click **Add** and complete the following substeps.
    1. To specify a user name, in the **Add/Edit User** dialog box, in the **User name** box, type a user name.
    2. Click **OK**
7. Click **OK**.

Test an AD user

To test the connection to the Active Directory server, complete the following substeps.

1. On the **Settings** menu, click **Users**.
2. In the **Add/Edit Users** dialog box, under **Active Directory**, select the user to test, and then click **Test**.
3. Type the password, and then click **OK**.

> **Note:** The test does not apply to backup servers.

Add a local user

To add a local user, complete the following steps.

1. On the **Settings** menu, click **Users**.
2. In the **Add/Edit Users** dialog box, select the **Use Local User Login** check box.
3. Under **Local Users**, click **Add**.
4. Optional. To grant administrator rights, in the **Add/Edit Users** dialog box, select the **Admin** check box.
5. To name the user, in the **User name** box, type a name.
6. To assign a password to the user, in the **Password** and **Confirm password** boxes, type a password.
7. Click **OK**.

Select the type of user that can log in

To select the type of user that can log in to Media Writer, complete the following steps.

1. On the **Settings** menu, click **Users**.

2. In the **Add/Edit Users** dialog box, complete one of the following options.
   - To select local users, select the **Use Local User Login** check box.
   - To select AD users, select the **Use Active Directory** check box.
3. Click **OK**.

Enable auto log off

To automatically log an inactive user off after a specified number of minutes, complete the following steps.

1. On the **Settings** menu, click **Users**.
2. In the **Add/Edit Users** dialog box, under **Auto Log Off**, select the **Enable** check box.
3. To specify the time that must elapse with no activity before logging the user off, in the **Max idle time (minutes)** box, type a number.
4. Click **OK**.

Open the user help file

To open the user help file, complete the following step.

- One the Help menu, click User Help.

Change the software license

To change the software license, complete the following step.

Prerequisite Refer to the Installation and Setup Guide to obtain a software license.

1. On the **Help** menu, click **About**.
2. In the **License** dialog box, click **Change**.
3. Edit the license key and expiration date and click **Close**.

   Note: You cannot change the system ID.

Display audit logs

Lexmark Software audit logs contain information that you can use to address HIPAA concerns. To display audit logs, complete the following steps.

1. On the **File** menu, click **Audit Logs**.
2. To view a message in an audit log, in the **Audit Logs** dialog box, click a log entry.
3. To search for an audit log, complete the following substeps.
4. In the **Audit** list, select **By Patient**, **By User Name**, or **Discs Burned Report**.
5. Type or select one or more of the available search criteria, and then click **Search**.
6. Optional. To export an audit log, complete the following substeps.
   1. Display the audit logs that you want to export, and then click **Export**.
   2. Select a save destination folder.
7. Click **OK**.
   Media Writer saves a log file in CSV format in the destination folder you specified.

Anonymized DICOM fields

When anonymizing studies, Media Writer makes the DICOM fields in the following table blank, or changes them to random values.

DICOM tag	Name
(0008,0050)	Accession Number
(0008,0080)	Institution
(0008,0081)	Institution Address
(0008,0090)	Referring Physician's Name
(0008,0092)	Referring Physician's Address
(0008,0094)	Referring Physician's Phone
(0008,0096)	Referring Physician ID Sequence
(0008,1010)	Station Name
(0010,1040)	Department
(0008,1048)	Physician of Record
(0008,1049)	Referring Physician Record ID Sequence
(0008,1050)	Performing Physician's Name
(0010,1060)	Reading Physician's Name
(0008,1070)	Operator
(0010,0010)	Patient Name
(0010,0030)	DOB (convert to YYYYMM01)
(0010,0032)	Birth Time (set to 12:00)
(0010,1000)	Other Patient IDs
(0010,1002)	Other Patient IDs Sequence
(0008,1005)	Patient's Birth Name
(0008,1040)	Patient's Address

DICOM tag	Name
(0008,1060)	Patient's Mother's Birth Name
(0008,4000)	Identifying Comments
(0010,1001)	Other Patient Names
(0010,1090)	Medical Record Locator
(0010,2180)	Occupation
(0010,21B0)	Additional Patient History
(0010,4000)	Patient Comments
(0010,2154)	Patient Phone Number
(0032,1031)	Requesting Physician ID Sequence
(0032,1032)	Requesting Physician
(0032,4000)	Study Comments

Compression ratios by modality

The following table provides the image compression ratios that Media Writer uses for various modalities.

Modality	Compression Ratio
Default	10:1
NM	0
MR	15:1 Head: 5:1 Brain: 5:1
CT	15:1 Head: 5:1 Brain: 5:1
CR	25:1

Modality	Compression Ratio
DX	25:1
MG	25:1

Password letter file

The *cdinfo.txt* file contains HTML code that defines the text and formatting of the password letter. The installation directory for the file is *[installpath]\MediaWriter\Client\cdinfo.txt*.

Users familiar with HTML can edit this file as needed. Note that you can specify an institution logo in the `<img src="[path to logo file]"…>` tag.