

Asteris Keystone Community Repository Setup and User Guide

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1 Repository Submission

Asteris Keystone Community is a web-based application that facilitates the transmission of DICOM studies to a specific consultant/specialist. Community is not intended to be a primary DICOM image viewer; it serves to facilitate the transfer of medical data across computer networks. Since Community utilizes the internet for data transfer, the rate at which images are uploaded is primarily dependent on your internet speed which can be tested at www.speedtest.net

System requirements:

1. Microsoft Windows 7 or higher
2. Microsoft .NET Framework 3.5 installed

Keystone Community is installed from a web browser via URL that is unique to each consultant. Asteris or the consultant/specialist will provide this link to you for a self-install, or if desired, Asteris Technical Support can be contacted to assist with the installation process. Before installation, please determine the method in which your medical data will be accessed by Community.

The following pages illustrate how to install, configure, and use Keystone Community for image submission.

Asteris Technical support 1-877-727-8374 ext. 402
support@asteris.com

1.1 Getting Started

To run the Community Installer:

1. Open an internet browser; Microsoft Internet Explorer 11 is recommended.
2. Copy and then Paste the link provided by your desired consultant into your internet browser's address bar and press the Enter key.
3. Click on the install button – this will start the installation process



Asteris will automatically download a ~9 MB application, install any applicable prerequisites,

and then install the Keystone Community program. Once installation is complete, a screen will be presented with several text fields. Please enter values in all required fields (marked with a ***) along with any other fields that apply.

Note: If you already have a Community account and you are adding an additional consultant/specialist, copy and paste the link in your web browser. This will add the additional consultant when you sign into your account.

Once all the required fields contain valid values, the Save button will become active. *Please note that the email address entered in this screen will be used to receive reports and correspondence.

Press the Save button and Keystone Community will check whether the specified user name is available. If it is, a screen with the Consultant name will be displayed. If the specified user name is already in use, you will be required to change it. Continue to change the user name and press the Save button until a user name has been found to be unique.


From this point on any new submissions can be started by clicking the desktop icon labeled Keystone Community. If you do not see a shortcut icon:

1. Click Start
2. All Programs
3. Asteris Keystone folder
4. Keystone Community.

After the user information has been entered and validated you are ready to begin using Keystone Community.

1.2 User Guide

Starting a Submission

Open the program by clicking on the Keystone Community Icon on your computer  then sign into the application. *If you only send to one Repository skip to step two (2) below.

1. If you have more than one Repository available you will need to select which one you are sending too.



Where are your images going?

Repository Submission of New Zealand Bloodstock LTD

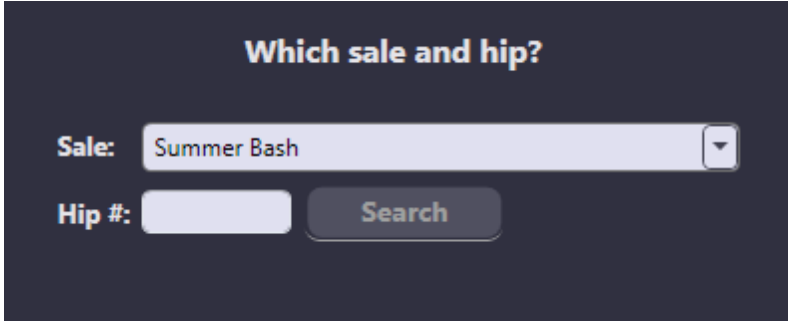
Repository Submission of Inglis Bloodstock

Repository Submission of Magic Millions Sales, Pty Limited

Repository Submission of Ocala Breeders Sales Company

Repository Test Consultant of Asteris Inc.

2. Select the sale that you are submitting to and type in the hip/lot number you are submitting and then click the search button.



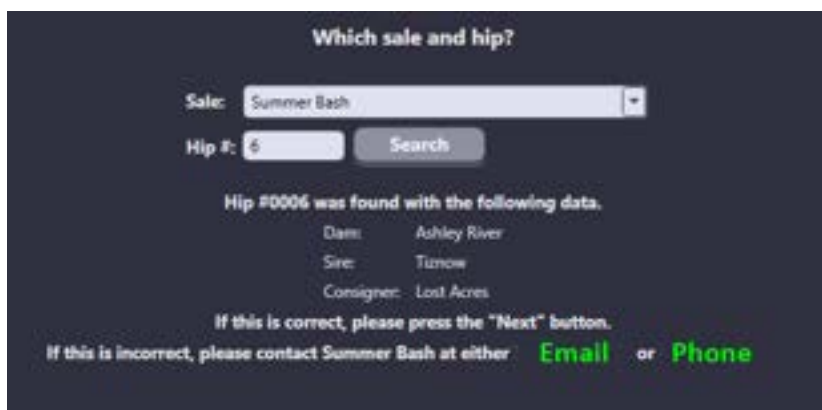
Which sale and hip?

Sale: Summer Bash

Hip #:

Search

3. Keystone Community will verify the hip/lot entered is available, once you verified all information is correct click next in the lower right of Keystone Community.



The screenshot shows a web form titled "Which sale and hip?". It has two input fields: "Sale:" with a dropdown menu showing "Summer Bash" and "Hip #:" with a text input showing "6". A "Search" button is to the right of the "Hip #" field. Below the inputs, it says "Hip #0006 was found with the following data." followed by a table:

Dam:	Ashley River
Sire:	Tiznow
Consigner:	Lost Acres

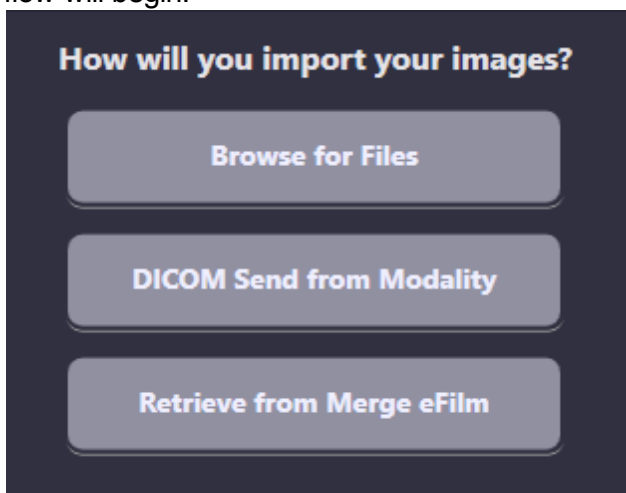
Below the table, it says "If this is correct, please press the 'Next' button." and "If this is incorrect, please contact Summer Bash at either [Email](#) or [Phone](#)".

***NOTE:** If the entered hip/lot has already been submitted the repository email and phone number will be displayed and you will need to contact them. If you entered the wrong hip/lot there is a back button in the lower left.

1.2.1 Importing Images

Importing Images

You may import images into Keystone Community through 3 different options- [Drag and Drop](#), [DICOM](#) send, or import from [Efilm](#). Once you make your selection the desired work flow will begin.



The screenshot shows a web form titled "How will you import your images?". It has three buttons: "Browse for Files", "DICOM Send from Modality", and "Retrieve from Merge eFilm".

1.2.1.1 Drag and Drop

Drag and Drop.

If DICOM Send functionality is unavailable, Keystone Community allows for drag-drop operations:

1. Save your image(s) to a portable media device or other external storage source
 2. Connect the storage device to the computer running Keystone Community or save them to the computer
-

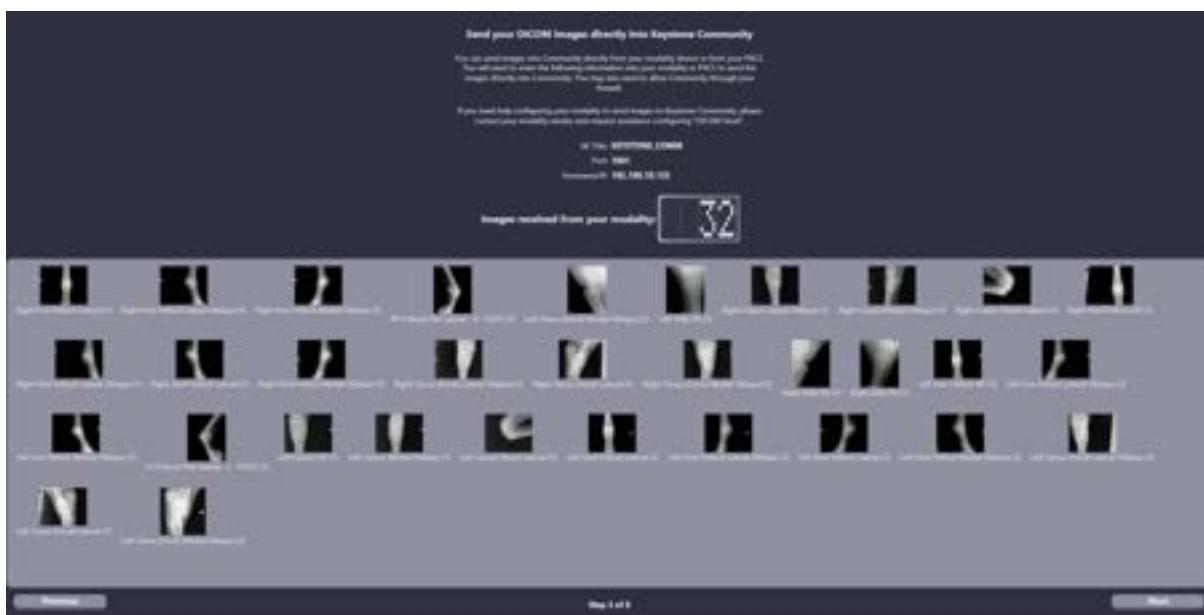


1.2.1.2 DICOM Send

DICOM

***NOTE:** For proper DICOM communications, the following values must be entered into the DICOM send settings on the modality or PACS system containing the pertinent medical images. You may need to contact your modality vendor for assistance during this process.

To utilize DICOM Send functionality for image import, Keystone Community is pre-configured with the values pertaining to the DICOM Send protocol (AE Title, Port # and IP Address). These DICOM demographics are displayed on the screen once you select DICOM send as your method of image import. Note: If the default DICOM port used by Keystone Community is already in use, Keystone Community will incrementally increase it until it finds an open port to utilize.



Once all the images appear in the grey import box, the DICOM send to Keystone Community is complete and you are ready to proceed to the next step by clicking *Next* in the lower right corner of the Keystone Community screen

Note: Images can be removed from the list by selecting them and pressing the *Delete* or *Backspace* key on your keyboard. If you need to remove more than 1 image, press and hold the *Ctrl* key down and select the images desired for removal.

1.2.1.3 Import from Efilm

Importing Images from Efilm

Enter the desired patient information into the search boxes. For a general search you may enter the study date.

 A screenshot of a search form titled 'Which images do you want to retrieve from eFilm?'. The form contains four input fields: 'Patient Name' (text box), 'Patient Id' (text box), 'Study Date' (text box with a dropdown arrow), and 'Modality' (dropdown menu currently showing 'DX').

Once you have the search criteria entered, select *Next* in the lower right corner of the Keystone Community screen.

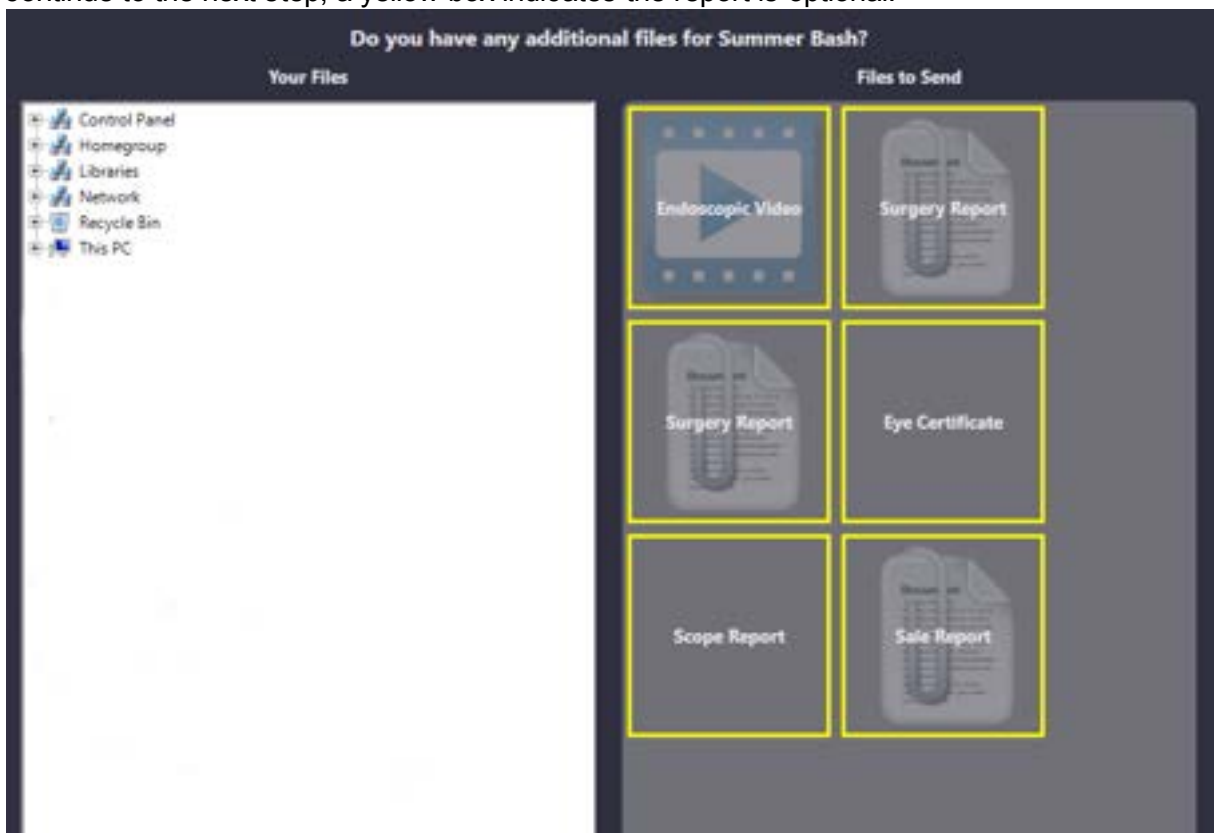
Select the desired patient by left clicking on the study so it becomes highlighted. Select *Next* button in the lower right hand corner of the screen to proceed to the next step.



1.2.2 Add Reports

Adding Reports

If the sale you are submitting too allows for reports or Endoscopic video to be submitted you can do that at this time. Locate the report or video on your computer, single left click on it and drag it to the appropriate field on the right. Reports must be in .PDF format and video can be in any of the following formats for repository submissions: .asf, .avi, .mov, .mp4, .mpeg, .mpg, and .wmv. If any of the available boxes on the right are **red** you must add that report to continue to the next step, a yellow box indicates the report is optional.



1.2.3 Image Verification

Image Verification

Keystone Community will verify all the images being submitted; if your images are older than what is allowed by a sale company, you will receive a notification at this time.



1.2.4 Image Match

Image Match

Each sale company will have their own image submission requirements. Keystone Community will attempt to match all your submitted images with the sale requirements; if any of your images do not match the requirements they will be listed on the left hand side of the screen. If any of the available boxes on the right hand side of the screen are highlighted in **red** you must add that/those images in order to continue to the next step; a yellow highlighted box indicates that the image is optional. Once your images are all matched to the sales companies' requirements, click next in the lower right.



***NOTE:** Keystone Community utilizes the DICOM tags of the images for matching purposes. If you have images that don't match but are labeled correctly, in the lower left of above the

next button is a "Click Here" option to notify Asteris so we can evaluate the DICOM tags of your images.

1.2.5 Submission Verification

Submission Verification

You're almost done! Verify that the hip/lot and image count is correct. The email you entered when creating your user will be displayed; if you wish to add additional emails click on the green plus (+) icon. Once you have verified the information is correct, click next in the lower right.


You're almost finished!

You must click the Next button to complete your submission.

You are going to submit the following data to Summer Bash.

Hip #0006 (Ashley River / Tiznow) consigned by Lost Acres.
36 images

Keystone Community will send an email to the following addresses when your submission is complete.

****Your email here**** 

Keystone Community will now finalize the submission.

You're almost finished!

Community is packaging your images for the sale. Please be patient. This should only take a few seconds.

Your submission is complete! You may see a progress bar indicating that is Keystone Community sending those images; once you see this message you may start another submission while Keystone Community transmits the images in the background..

Your submission is complete!

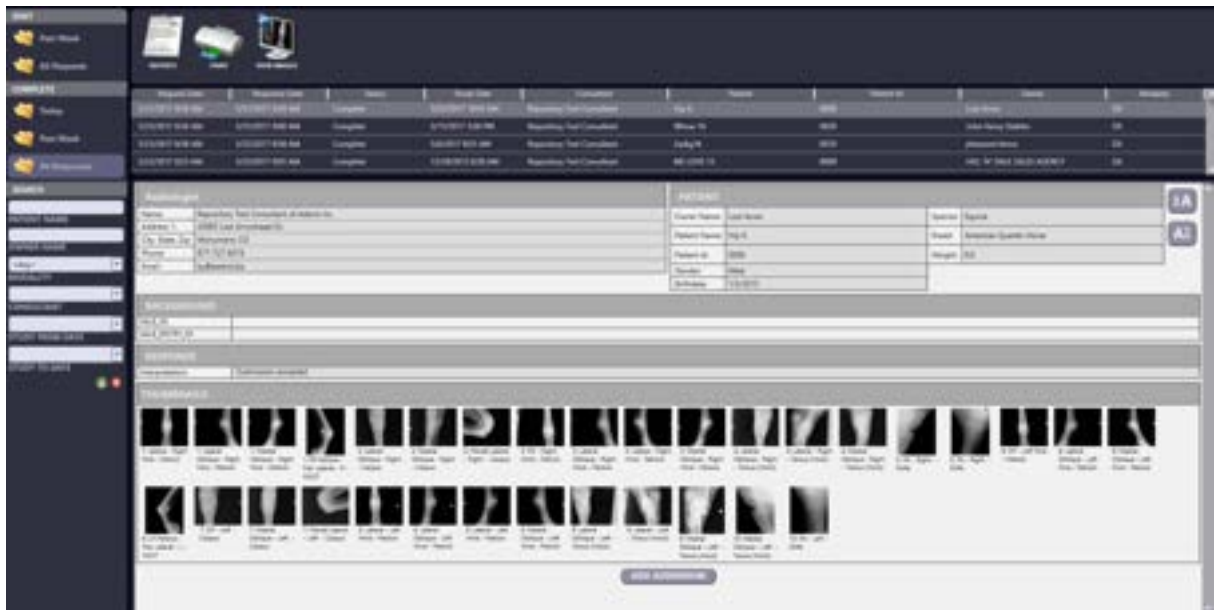
You will receive an email message from the sale when you submission has been successfully transmitted.

You can **Start a New Request** while your images are transferring.

1.2.6 View Responses

View Responses

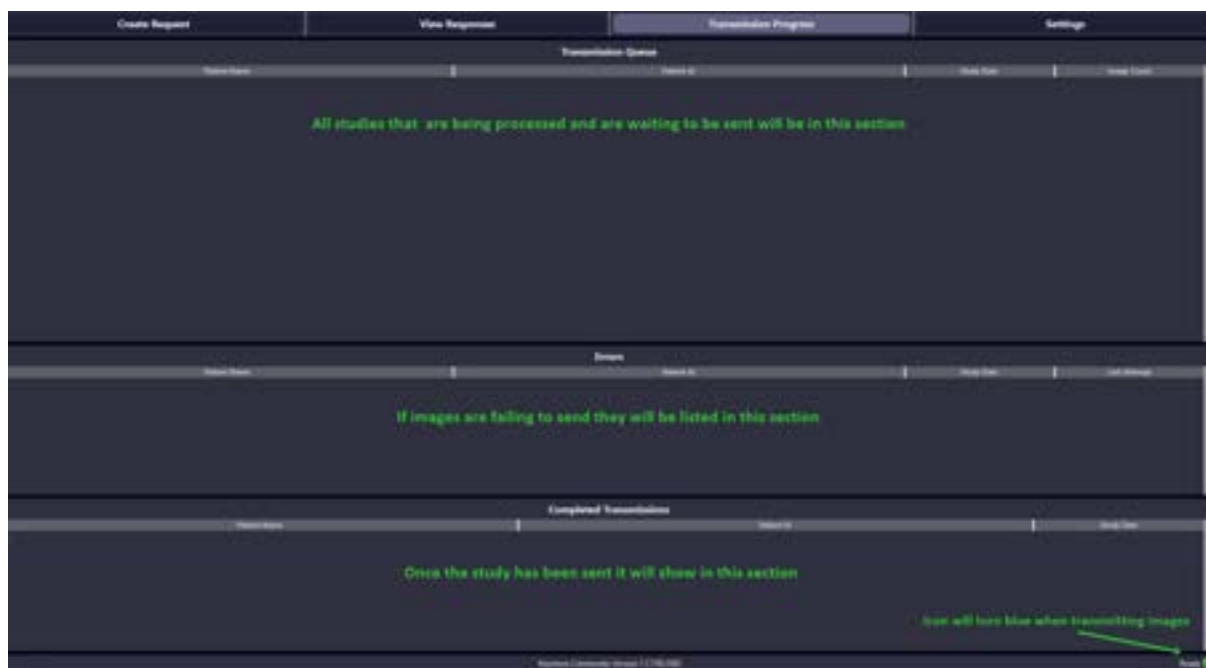
You may review completed submissions in this section. Click on "All Responses" in the completed section; once you find the submission you can single left click it and the icons at the top will become active.



1.2.7 Transmission Progress

Transmission Progress

Keystone Community now allows multiple submissions to be in the queue. Should you close Keystone Community while images are being sent, simply re-open the application and click on *Transmission Progress* at the top of the Keystone Community screen. Here you will see the status of transmission and if there are more images to upload they will automatically restart. ***NOTE** Once the upload is complete you may close Keystone Community.



1.2.8 Settings

Settings

In this section you can alter any of the fields except the username:

Edit Your Account

You can change your account details on this screen. Make any necessary changes to the information below and then click "Save".

USERNAME: ***	<input type="text"/>	You can't change the username	
PASSWORD: ***	<input type="password"/>	remove all the black dots prior to	
CONFIRM PW: ***	<input type="password"/>	entering a new password	
FIRST NAME: ***	<input type="text"/>	ORGANIZATION: ***	<input type="text"/>
LAST NAME: ***	<input type="text"/>	ORGANIZATION ID:	<input type="text"/>
SUFFIX:	<input type="text"/>	E-MAIL: ***	<input type="text"/>
DEGREE:	<input type="text"/>	WEBSITE:	<input type="text"/>
ACCREDITATION:	<input type="text"/>	PHONE NUMBERS ***	
ADDRESS: ***	<input type="text"/>	Office <input type="text"/>	<input type="text"/>
		Office <input type="text"/>	<input type="text"/>
CITY: ***	<input type="text"/>	Office <input type="text"/>	<input type="text"/>
STATE: ***	<input type="text"/>		
POSTAL CODE: ***	<input type="text"/>		
COUNTRY:	<input type="text"/>		

Required fields are marked with ***

