



AG Mednet Desktop Agent

Quick User Reference Guide

Overview: Submit an Image Exam for Study

After creating an account on the portal and installing the Desktop Agent, the user will take the following steps:

1. Log-in to the Desktop Agent with your Username / Password
2. Import an Exam (from CD)
3. Assign the Exam to the Trial
4. De-identify the Exam
5. Complete the Electronic Transmittal Form
6. Upload the exam to its final destination (PACS / Repository)

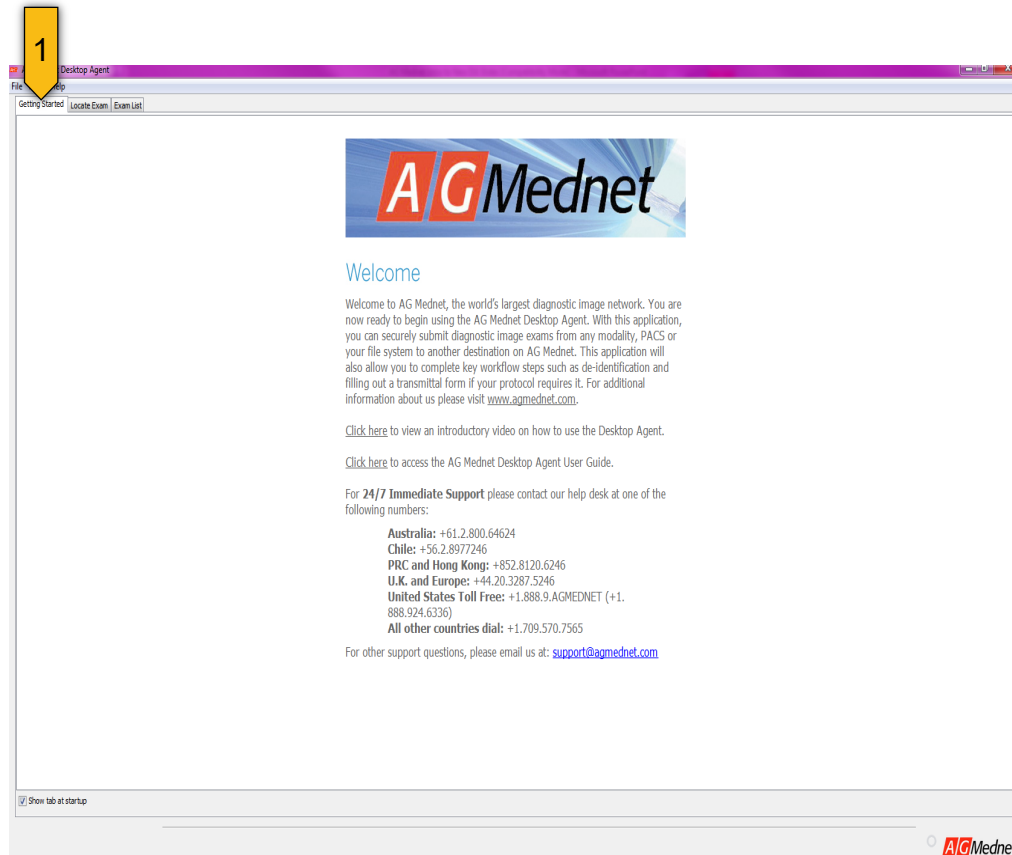
The following slides are a guideline of how to use the AG Mednet Desktop Agent. Your study may be customized by the sponsors request. However, the process for all studies remains the same.

Step 1: Log-in to the Desktop Agent with Username / Password

The New Desktop Agent has been revised to be more user friendly and intuitive for our site senders.

1.) The “Getting Started” tab will include several links for users to refer to such as Intro Videos and AG Mednet User Guide

2.) We will be including new *Quick Reference Guide* and *FAQ* links for users to have more references to assist them in using our system.



Step 2: Import the DICOM Image Exam from a CD, USB, or other file system

1. Click the 'Locate Exam' tab.

2. Navigate your computer to find the exam in a CD, USB, or file system.

3. Click on 'DICOMDIR'.

4. Click the 'Import Exam' button.

5. Click the "Close" button when all files have been imported.

AG Mednet Desktop

File Tools Help

Getting Started Locate Exam Exam List

Look in: DICOM Desktop...

00002_ah_ah_ah_ah_ah_ah
00002_ah_ah_ah_ah_ah_ah
00002_ah_ah_ah_ah_ah_ah
00003_ah_ah_ah_ah_ah_ah
00003_ah_ah_ah_ah_ah_ah
00003_ah_ah_ah_ah_ah_ah
00004_ah_ah_ah_ah_ah_ah
00004_ah_ah_ah_ah_ah_ah
00005_ah_ah_ah_ah_ah_ah
00005_ah_ah_ah_ah_ah_ah
00006_ah_ah_ah_ah_ah_ah
00006_ah_ah_ah_ah_ah_ah
00007_ah_ah_ah_ah_ah_ah
00007_ah_ah_ah_ah_ah_ah
00007_ah_ah_ah_ah_ah_ah
00008_ah_ah_ah_ah_ah_ah
00008_ah_ah_ah_ah_ah_ah
00008_ah_ah_ah_ah_ah_ah
00009_ah_ah_ah_ah_ah_ah
00009_ah_ah_ah_ah_ah_ah
00010_ah_ah_ah_ah_ah_ah
00010_ah_ah_ah_ah_ah_ah
00011_ah_ah_ah_ah_ah_ah
00011_ah_ah_ah_ah_ah_ah
00012_ah_ah_ah_ah_ah_ah
00012_ah_ah_ah_ah_ah_ah
00012_ah_ah_ah_ah_ah_ah
00013_ah_ah_ah_ah_ah_ah
00013_ah_ah_ah_ah_ah_ah
00014_ah_ah_ah_ah_ah_ah
00014_ah_ah_ah_ah_ah_ah
00015_ah_ah_ah_ah_ah_ah
00015_ah_ah_ah_ah_ah_ah

File name: 00002_ah_ah_ah_ah_ah_ah
Files of type: All Files

Import Exam

Selected Instance Metadata:

Element Name	Original Value
Original Length	300
File Meta Information Version	00101
Media Storage SOP Class UID	1.2.840.10008.5.1.4.1.1.4
Media Storage SOP Instance UID	1.3.12.2.1107.5.2.30.25016.30000041171753161400004182
Transfer Syntax UID	1.2.840.10008.1.2
Implementation Class UID	1.3.6.1.4.1.19291.2.1
Implementation Version Name	OSIRI0001
Source Application Entity Title	OSIRIX
Image Type	ORIGINAL
SOP Class UID	1.2.840.10008.5.1.4.1.1.4
SOP Instance UID	1.3.12.2.1107.01.389.37796.199375.67
Study Date	20041101
Series Date	20041101
Acquisition Date	20041117
Content Date	20041117
Study Time	120000.000000
Series Time	120000.000000
Acquisition Time	161644.804697
Content Time	161635.546500
Accession Number	167719467
Modality	MR
Manufacturer	SIEBENS
Institution Name	
Institution Address	
Referring Physician's Name	
Station Name	
Study Description	
Code Value	MROVICA
Coding Scheme Designator	LOCAL
Code Meaning	MRA CHEST W/CON
Series Description	
Physician(s) of Record	
Operator's Name	
Manufacturer's Model Name	Avanto
Referenced SOP Class UID	1.2.840.10008.1.2.2.1.1

AG Mednet

Step 3: Assign the Image Exam to the Trial

1. Click the 'Exam List' tab.
2. Click on the available exam.
3. Click on the 'Assign Exam to Trial' button.
4. In the Assign Trial window that appears, choose the Study option in the dropdown menu and click on the 'Assign Trial' button.

The screenshot shows the AG Mednet Desktop Agent interface. The 'Exam List' tab is active, displaying a table with columns: Patient Name, Patient ID, Modality, Description, Date & Time, Trial Name, Series/Images, Progress, and Info. A yellow arrow labeled '1' points to the 'Exam List' tab. Below the table, the 'Available Tasks for Selected Exam' section has a yellow arrow labeled '2' pointing to the 'Assign Exam to Trial' button. An 'Assign Trial' dialog box is open, with a yellow arrow labeled '3' pointing to the 'Assign Trial' button at the bottom right. The dialog box contains a dropdown menu for 'Trial Name' set to 'AG Internal Pear Trial' and a yellow arrow labeled '4' pointing to the 'Assign Trial' button. An image preview of a scan is visible in the background.

Patient Name	Patient ID	Modality	Description	Date & Time	Trial Name	Series/Images	Progress	Info
ea93d13p000Sep	47d0cc69p1835fp	MR		11/01/2004 12:00		1/1	Not Uploaded	
Series 16								

Step 4: De-Identify the Image Exam

1. Click on the Deidentification task.

2. Click on the 'Do Task' button.

3. In the Exam Deidentification window that appears, enter the Site ID, Subject ID, and Body Part Examined in the fields located under the Deidentified Value column.

Note: The red "X" will automatically become a blue check mark after entering the correct Deidentified Values.

4. Click on the "Deidentify" button.

Note: A progress window will automatically appear and close when deidentification is complete.

The screenshot shows the AG Mednet Desktop Agent interface. At the top, there are tabs for 'Getting Started', 'Locate Exam', and 'Exam List'. Below this is a table with columns: Patient Name, Patient ID, Modality, Description, Date & Time, Trial Name, Series/Images, Progress, and Info. A row is highlighted with a blue background. Below the table, there are buttons for 'Assign Exam to Trial' and 'Do Task'. A yellow arrow labeled '1' points to the 'Do Task' button. Below these buttons is a table titled 'Available Tasks for Selected Exam' with columns 'Task' and 'Status'. The 'Deidentification' task is listed with a 'Mandatory' status. A yellow arrow labeled '2' points to the 'Do Task' button. An 'Exam Deidentification' dialog box is open, showing a table with columns 'DICOM Element', 'Original Value', and 'Deidentified Value'. The 'Patient's Name' row is highlighted. A yellow arrow labeled '3' points to the 'Deidentified Value' field. Below the table is a text area for 'Deidentification information for current element:'. A yellow arrow labeled '4' points to the 'Deidentify' button. At the bottom right, there is a progress window with the text 'Image may not be used for diagnostic purposes' and the AG Mednet logo.

Step 5a: Select the Transmittal Form

1. Click on the Transmittal Form task.

2. Click on the 'Do Task' button.

The screenshot displays the AG Mednet Desktop Agent interface. At the top, there is a menu bar with 'File', 'Tools', and 'Help'. Below the menu bar, there are tabs for 'Getting Started', 'Locate Exam', and 'Exam List'. A table lists exam details:

Patient Name	Patient ID	Modality	Description	Date & Time	Trial Name	Series/Images	Progress	Info
	106	US	Vascular	01/20/2010 12:00	AG Internal Pear Trial	1/1	Not Uploaded	

Below the table, there is a section titled 'Available Tasks for Selected Exam'. It contains two buttons: 'Assign Exam to Trial' and 'Do Task'. A yellow arrow labeled '1' points to the 'Do Task' button. Below these buttons is a table of tasks:

Task	Status	
Deidentification	✓ Task Complete	Mandatory
Transmittal Form		Mandatory
Upload Exam		Mandatory

A yellow arrow labeled '2' points to the 'Transmittal Form' row. To the right of the task list is an 'Image Preview' section, which currently displays 'no Image Preview Available'. At the bottom right of the interface, there is a disclaimer: 'Image may not be used for diagnostic purposes' and the AG Mednet logo.

Step 5b: Complete the Transmittal Form

1. Enter the appropriate information in the required fields.
2. Click on the 'Save' button.

AG Mednet Desktop Agent

File Tools Help

Getting Started | Locate Exam | Exam List

Patient Name	Patient ID	Modality	Description	Date & Time	Trial Name	Series/Images	Progress	Info
	108	US	Vascular	01/20/2010 12:00	AG Internal Pear Trial	1/1	Not Uploaded	

Available Tasks for Selected Exam

Assign Exam to Trial Do Task

Task	Status	Mandatory
Deidentification	Task Complete	Mandatory
Transmittal Form		Mandatory
Upload Exam		Mandatory

AG Internal PEAR Study
Image Datacore, Inc.

Protocol PEAR 314
Data Transmittal Form
powered by AG Mednet

MRI

SITE AND SUBJECT INFORMATION

Principal Investigator Name: _____ Site Number:

Subject Number: (assigned upon enrollment into study, 4 digits)

MRI VISIT INFORMATION

Scan Date: -

Time Point: Pre-Study Screening Week 6 Week 12 Week 18 Week 24 Unscheduled _____ (indicate week)

MRI TECHNICAL INFORMATION

MRI Scanner Manufacturer: _____ Model / Software Level: _____

Anatomy Imaged: Abdomen Pelvis Other: _____ (Enter anatomy imaged)

Site Comments: _____

Form Completed By: _____ Phone: _____ Date: **02/Dec/2011**

Cancel Save Print

Step 6a: Upload the Image Exam

1. Click on the Upload Exam task.
2. Click on the 'Do Task' button.
3. A progress bar will appear in the exam list and alert you when the exam has finished uploading. Do not close the Desktop Agent during the upload, or the exam will not transfer.
4. You can click on the 'i' button under 'Info' for information on the exam upload progress.

You do not need to wait for one exam to finish uploading to start the import of a new exam. Multiple imports and uploads can be completed at the same time. Once the upload is finished, the exam will automatically be deleted from your Exam List.

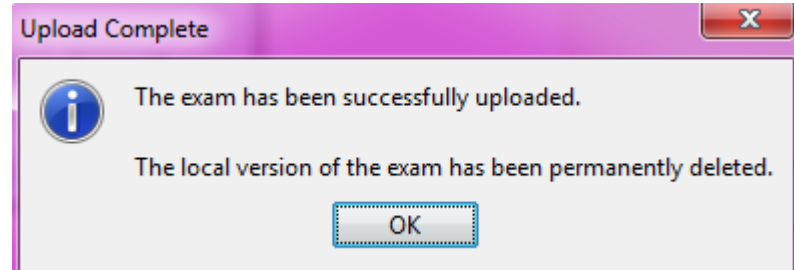
The screenshot displays the AG Mednet Desktop Agent interface. At the top, there is a menu bar with 'File', 'Tools', and 'Help'. Below the menu bar, there are tabs for 'Getting Started', 'Locate Exam', and 'Exam List'. The 'Exam List' tab is active, showing a table with columns: Patient Name, Patient ID, Modality, Description, Date & Time, Trial Name, Series/Images, Progress, and Info. A single exam is listed with Patient ID '08', Modality 'US', Description 'Vascular', Date & Time '01/20/2010 12:00', Trial Name 'AG Internal Peer Trial', Series/Images '1/1', and Progress '0% complete'. A yellow callout '3' points to the progress bar. Below the exam list, there is a section titled 'Available Tasks for Selected Exam' with buttons for 'Assign Exam to Trial' and 'Do Task'. A yellow callout '2' points to the 'Do Task' button. Below this is a table with columns 'Task' and 'Status'. The tasks listed are 'Deidentification', 'Transmittal Form', and 'Upload Exam', all with a status of 'Task Complete' and 'Mandatory'. A yellow callout '1' points to the 'Upload Exam' task. To the right of the 'Available Tasks' section is an 'Image Preview' section, which is currently empty and contains the text 'no Image Preview Available'. A yellow callout '4' points to the 'Info' button in the exam list. At the bottom of the interface, a message box says 'Exam upload in progress.' and a footer note reads 'Image may not be used for diagnostic purposes.'

Step 6b: Confirmation of Completed Exam Upload

A pop-up window in the Desktop Agent will appear letting you know that the exam has been successfully uploaded.

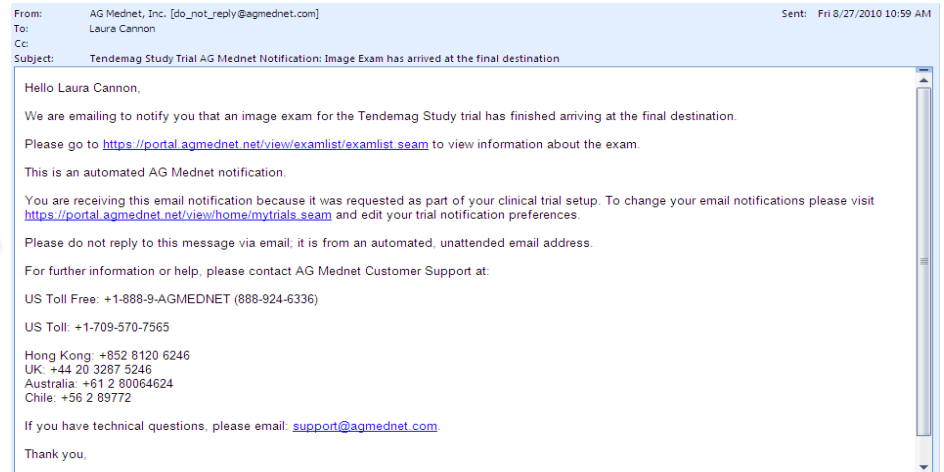
NOTE: The Desktop Agent must remain open while an exam is uploading

1



You will also receive an email confirming the exam has been successfully uploaded. The email includes a link for you to view the transaction details on the portal.

2



Additional Features: DICOM Query

1. Click on 'Tools' in the menu bar and select DICOM Query

2. Once user selects the feature they would like to use a pop-up screen will appear prompting users to enter the necessary information.

3. The process to use DICOM Query remains the same as the previous Desktop Agent.

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File Tools Help

Getting Started Locate Exam Exam List

DICOM Query

What exams are you looking for?

Patient Name

Patient ID

Date of Birth (YYYY-MM-DD)

Modality

Study Date through

Accession Number

Study Description

Query Cancel

Where would you like to search?

AE Title	Description
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Retrieve Selected Exams

Query Results

<input type="checkbox"/>	Patient Na...	Patient ID	Date of Birth	Description	Modality	# Images	Study Date	Accession ...	Comments	Source	Status
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Support and Help - 24 hours a day, 7 days a week

If your issue requires immediate attention, please call our global Help Desk, and a member of our technical services team will contact you within 15 minutes

Global Help Desk Numbers

US Toll Free: +1-888-9-AGMEDNET (888-924-6336)

US Toll: +1-617-674-8135

Argentina: +54-1152357188

Australia: +61.2.800.64624

Belgium: +32-0800-265-03

Chile: +56-2-8977246

China: +400-120-0376

Czech Republic: +420-800-880-803

Denmark: +45-8082-0067

Finland: +358-0800-917-629

France: +33-0805-080250

Germany: +49-0800-183-0754

Greece: +30-800-848-1249

Guatemala: +502-23784847

Hong Kong: +852.8120.6246

Hungary: +36-06-800-19532

Hungary (Budapest): +36-170-08579

India: +91-000-800-100-4562

Ireland: +353-1-800-901-657

Israel: +1-809-429373

Italy: +39-800-581-482

Japan: +81-050-5532-6551

Netherlands: +31-0-800-020-0721

Poland: +48-0-0-800-141-0265

Russia: +7-8-800-301-6970

South Africa: +27-0-800-983-431

Spain: +34-900-838241

Taiwan: +00801-49-1198

Turkey: +90-00-800-113-9248

United Kingdom: +44.20.3287.5246

All other countries dial: +1-617-674-8135

If your request is not urgent/you prefer email: support@agmednet.com

(24-hour response time/one business day response time)

Please refer to the Protocol Name of your trial when you speak to the technical support team

Please check <https://agmednet.com/customer-support/> for up to date numbers