

New Siemens Prisma 3T Data Flow and How to Access Your MRI Data Files Focusing on Accessing the NEW CBI Server "CBIHOME"

The old method used the CBI server "HIVELOGIN" (hivelogin.mdc.musc.edu).

The new method will use the CBI server "CBIHOME" (cbihome.musc.edu).

CBI System Administrators:

- Thomas Fleury792-2586fleurytw@musc.edu
- David Lewis 876-2463 lewidavi@musc.edu

* When contacting by email, please include both CBI System Administrators to any initial email message: [fleurytw@musc.edu; lewidavi@musc.edu]

Modified from CBI Nuts and Bolts Meeting, Wednesday March 28, 2018 "New 3T Data Flow: How to Access Your Data" By Thomas Fleury

Topics		
	1.	New MRI Projects
	П.	CBI Servers Information
	III.	CBIHOME Key Information
	IV.	WinSCP (Windows Only)
	V.	CyberDuck (for Macs & Windows)
	VI.	FileZilla (for Macs & Windows)
	VII.	CBIHOME Directory Tree
	VIII.	Other Information

Topics and Key Points Covered in Presentation	Slide #
I: New MRI Projects	3
Starting a New MRI Project	4
II: CBI Servers Information	5
Siemens Prisma 3T MRI Console PC and CAIRPACS Server	6
MRI Data Flow from MRI > CBIHOME Server	7-8
DICOM Filename Format	9
III: CBIHOME	10
Key Information for CBIHOME Server (cbihome.musc.edu)	11
Adding/Removing Users on CBIHOME Server	12
Accessing CBIHOME through SFTP/SCP Client Application	13
IV: WinSCP (SFTP/SCP Client Application for Windows PC Only)	14
WinSCP Downloading & Installation	15-17
WinSCP Configuration	18-23
Using WinSCP to Check Quota Space	24
V: CyberDuck (SFTP/SCP Client Application for Macs & Windows)	25
CyberDuck Download & Installation	26-28
CyberDuck Configuration	29-31
CyberDuck Accessing CBIHOME & Checking Quota Space	32-34
VI: FileZilla (SFTP/SCP Client Application for Macs & Windows)	
FileZilla Downloading & Installation	36-38
FileZilla Configuration	39-43
VII: CBIHOME Directory Tree	44
CBIHOME Server - Directory Tree: root, home, MRdata	45-47
CBIHOME Server - Faculty Quota & Permissions	48-49
VIII: Other Information	50
Missing/Incomplete Scan Data	51
Incidental Findings	52

I. New MRI Projects

Slide # Description

4

Starting a New MRI Project

Topics and Key Points Covered in Presentation	Slide #
I: New MRI Projects	3
Starting a New MRI Project	4
II: CBI Servers Information	5
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MRI Data Flow from MRI > CBIHOME Server	7-8
DICOM Filename Format	9
	10
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WinSCP Downloading & Installation	15-17
WinSCP Configuration	18-23
Using WinSCP to Check Quota Space	24
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CyberDuck Download & Installation	26-28
CyberDuck Configuration	29-31
CyberDuck Accessing CBIHOME & Checking Quota Space	32-34
VI: FileZilla (SFTP/SCP Client Application for Macs & Windows)	
FileZilla Downloading & Installation	36-38
FileZilla Configuration	39-43
VII: CBIHOME Directory Tree	44
CBIHOME Server - Directory Tree: root, home, MRdata	45-47
CBIHOME Server - Faculty Quota & Permissions	48-49
VIII: Other Information	
Missing/Incomplete Scan Data	51
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STARTING A NEW MRI PROJECT

STEP 1: Contact the CBI Techs

CBI Techs will email current "New Project" form.

Completed forms are emailed back to the cbitech@musc.edu

STEP 2: CBI Techs contact the researcher about scanning protocols.

STEP 3: Study added into our scheduling application, Calpendo.

User accounts are only created for MUSC Faculty.

STEP 4: Study and Users are added to the data server, CBIHOME.

CBI Techs

James Purl, James Coatsworth & Scott Henderson cbitech@musc.edu 843-792-2353

Calpendo (http://musc.calpendo.com) User accounts are only created for MUSC Faculty. Studies are linked to specific user accounts.

CBIHOME (cbihome.musc.edu) Studies are added only for MUSC Faculty. Storage space is limited to MUSC Faculty. User accounts are linked to MUSC Net ID. Users are given permissions to work in specific MUSC Faculty study folder(s).

II. CBI Servers Information

Slide # Description (Topics & Key Points Covered in Presentation)

- 6 Siemens Prisma 3T MRI Console PC and CAIRPACS Server
- 7-8 MRI Data Flow from MRI > CBIHOME Server
- 9 DICOM Filename Format

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I: New MRI Projects	3
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WinSCP Configuration	18-23
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Siemens MRI Console PC

Very Limited Space: Original Scans remain on MRI Console PC for less than 2 weeks. If space is required, they may be removed sooner. Scans are only removed after verification of successful upload to CAIRPACS Virtual Drive.

CAIRPACS Server (MUSC Virtual Server)

CAIRPACS Server access by CBI System Administrators Only (**Tom Fleury** fleurytw@musc.edu 792-2586 or **Dave Lewis** lewidavi@musc.edu 876-2463) CAIRPACS Server contains programs which package individual scan session DICOMs into a zipped file. Completed packaged scan files are then uploaded into MUSC Faculty study folder directory located on the MRdata Virtual Drive mounted on CBIHOME Server.

CAIRPACS Virtual Drive

Location of DICOMs uploaded from Siemens MRI Console PC. Typically up to three months of scans remain on CAIRPACS Virtual Drive before files are compressed and uploaded to the archive drive. CAIRPACS Virtual Drive and the archive drive are backed up nightly through MUSC IT.



Initial MRI Data Flow Chart

Siemens MRI Console PC > CAIRPACS > PACS_DATA

DICOM files are uploaded from the MRI Console PC (shown as SIEMENS 3T PRISMA) to the CAIRPACS server onto the mounted virtual drive PACS_DATA. Once a completed scan has been uploaded, PACSONE application initiates programs that package all the DICOM files for the individual scan session into a compressed zip file with the following filename format: yyyymmdd_HHMMSS_PtID.zip

yyyy = year at start of scan session.
mm = month at start of scan session.
dd = day at start of scan session.
HH = hour at start of scan session.
MM = minute at start of scan session.
SS = second at start of scan session.
PtID = Patient ID entered at MRI Console PC at time of scan session.

Packaged DICOMs file Path: cbihome.musc.edu://MRdata/Faculty_LastName/Study_FolderName/upload/



Packaged DICOMs (yyyymmdd_HHMMSS_PtID.zip) **are uploaded from "CAIRPACS"** server into the MUSC faculty study folder on the Virtual Drive "MRdata".

CBIHOME Server (Physical Server running Linux RHEL v7.4 operating system) MUSC Faculty, and the users whom they have granted permission, can access the CBIHOME Server. CBIHOME server accesses the virtual drive "MRdata" which is the drive to which the CAIRPACS server uploads zipped MRI DICOM files.

MRdata Virtual Drive

Each MUSC Faculty are given a single primary folder that can contain up to a maximum of 0.5 TB (500GB) of files. Zipped MRI DICOM files, from a study's MRI scan session, are uploaded from the CAIRPACS server to the MRdata Virtual Drive. Zipped DICOMs file upload path:

cbihome.musc.edu://MRdata/Faculty_LastName/Study_FolderName/upload/

IMPORTANT: CBIHOME server and MRdata Virtual Drive are backed up nightly through MUSC IT.

Siemens Prisma file r	naming conven	tion:	
Siemens MR	series d	ate	other
vv	V	v	vv
1.3.12.2.1107.5.2.43.	.167021.20180	40109002	142269100778
	^^	^	^
	system	serie	S
SPI	rial number	time	

DICOM File Naming Structure

Typical file naming structure format for DICOM file: First 8 sections contains information about the "Siemens MR". Section 9 is the scanner serial number. Section 10 is the scan date (yyyymmdd), followed by the time (hhmmss).

 Siemens MR
 series date
 other

 v-----v
 v----v
 v----v

 1.3.12.2.1107.5.2.43.167021.2018040109002142269100778
 ^----v

 system
 series

 serial number
 time

Siemens Prisma Magnetom naming convention: http://godzilla.kennedykrieger.org/dicomfiles/dicomuid.html

III. CBIHOME

- 11 Key Information for CBIHOME Server (cbihome.musc.edu)
- 12 Adding/Removing Users on CBIHOME Server
- 13 Accessing CBIHOME through SFTP/SCP Client Application

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CyberDuck Download & Installation	26-28
CyberDuck Configuration	29-31
CyberDuck Accessing CBIHOME & Checking Quota Space	32-34
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FileZilla Downloading & Installation	36-38
FileZilla Configuration	39-43
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Accessing the NEW CBI User Server, "CBIHOME" can be done using previous methods which were used to access the HIVELOGIN server by using the information on this slide (and listed below):

Hostname: cbihome.musc.edu

Windows Users: The above information allows Windows users to access the CBIHOME server through: SSH program (PuTTY) or SFTP programs (WinSCP, Filezilla, CyberDuck, etc.).

MAC Users: The above information allows MAC users to access the CBIHOME server through: SSH from MAC terminal window, or SFTP programs (CyberDuck, Filezilla, etc.).

MUSC Faculty must email a request to add or remove users from their CBIHOME study folders. To Add a user to the CBIHOME server, CBI System Administrators require the user's full name, user's MUSC-NetID, user's MUSC Email address, and the study number(s)/study folder(s) to be added to.

IMPORTANT: It is strongly recommended that you update any programs that you have been using to access CBIHOME.

Adding/Removing Users on CBIHOME Server (1.) MUSC Faculty must email CBI System Administrators (2.) To Add a user: (A.) Users Full Name (B.) User MUSC-NetID (C.) User MUSC Email Address (D.) Study Number(s) / Study Folder(s)

Adding/Removing Users to CBIHOME Server

(1.) MUSC Faculty must email CBI System Administrators a request to add or remove users from their CBIHOME study folders.

(2.) To Add a user to the CBIHOME server, MUSC Faculty must email the CBI System Administrators the following information:

- (A.) Users full name
- (B.) User MUSC-NetID
- (C.) User MUSC Email address
- (D.) Study Number(s) / Study Folder(s)

Sample Email:

Please add the below people to Study # 12345 /MRdata/Faculty_LastName/Study12345_fMRI/ Thomas Fleury, twf123, fleurytw@musc.edu

IMPORTANT: MUSC Faculty must inform the CBI System Administrators whenever users need to be removed from having access to specific Faculty folders and/or specific study folders.



Accessing MRI Data through CBIHOME Server

SFTP/SCP Client Application

Graphical User Interface (GUI) programs for transferring files. WinSCP, CyberDuck, Filezilla, etc.

see section "IV. WinSCP" about WinSCP Installation and Configuration. see section "V. CyberDuck" about CyberDuck Installation and Configuration. see section "VI. FileZilla" about FileZilla Installation and Configuration.

Windows Computers

Use WinSCP, FileZilla, CyberDuck to access CBIHOME data files.

Mac Computers

Use CyberDuck, FileZilla to access CBIHOME data files.

* Must be on MUSC Secure Network to connect to CBIHOME.

Slide #	Description
15	WinSCP Downloading
16-17	WinSCP Installation
18-21	WinSCP Configuration
22-23	WinSCP Accessing CBIHOME
24	Using WinSCP to Check Quota Space

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Installation of WinSCP (slide 1 of 3)

WinSCPhttps://winscp.net/eng/index.phpWinSCP Downloadhttps://winscp.net/eng/download.phpCurrent version as of 20180425: 5.13.1(WinSCP-5.13.1-Setup.exe [9.2 Mbytes])

Installation Steps for WinSCP:

- (1.) Run the downloaded file.
- (2.) Accept License Agreement
- (3.) Select "Setup Type" (Typical or Custom Installation). FYI: Default directory path "C:\Program Files (x86)\WinSCP
- (4.) Select Initial User Setting Commander (two panels: left for local directories, right for remote directory) Explorer (only remote directory)
- (5.) Install.

If asked to import stored PuTTY sessions, select either "Yes" or "No" button.

- (6.) Skip Ads by clicking on "Next" button
- (7.) Finalize installation by clicking on the "Finish" button.



Installation of WinSCP (slide 2 of 3)

WinSCPhttps://winscp.net/eng/index.phpWinSCP Downloadhttps://winscp.net/eng/download.phpCurrent version as of 20180425: 5.13.1(WinSCP-5.13.1-Setup.exe [9.2 Mbytes])

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Installation of WinSCP (slide 3 of 3)

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Elle protocol: SFTP Host name: 2 cbihome.musc.edu 22 c	Elimete	Castion	
4 MUSC-NetID 5 Save T Advanced		Elle protocol: SFTP	Port number: 3 22 Password: Advanced

Configuration of WinSCP (slide 1 of 6)

- (1.) Start WinSCP program.
- (2.) Enter "Host name" value of "cbihome.musc.edu".
- (3.) Enter "Port Number" value of "22".
- (4.) Enter MUSC-NetID into the "User name" box.
- (5.) Click the "Save" button.
- (6.) Popup window "Save session as site" appears.
- (7.) Accept "Site name" ("MUSC-NetID@cbihome.musc.edu") or modify ("CBIHOME").
- (8.) Click "OK" button to save name and session site.
- (9.) Select "Site name" on left side.
- (10.) Click the "Login" button.
- (11.) First time a computer accesses CBIHOME, you will get a "warning" window. If you are on a secure ethernet connection, click the "Yes" button.
- (12.) Enter your MUSC-NetID-Password.
- (13.) Click the "OK" button to finish connecting to the CBIHOME server.

- (14.) Select "/ <root>" from dropdown menu. (15.) Click on "MRdata"
- (16.) Step 14 above causes "/ <root>" to become "MRdata".
- (17.) Click on Faculty's Folder to access Study sub-folders and packaged DICOM files. /MRdata/Faculty_LastName/Study1/upload/20180401_121530_1001v1.zip

Login		- *
New Site	Session Elle protocol:	
	Save session as site Site name: MUSC-NetID@cbihome.musc.edu 7 Folder: <none> Save password (not recommended) Create desktop shortcut 8 OK Cancel</none>	? × Port number: 22 ♥ Vdvanced ▼

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New Site	Session		
9 Andre Medbietanoneinascea	SFTP		
	Host name:	Port n	umber:
	cbihome.musc.edu		22
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	MUSC-NetID		
	Edit	Agreen	BC

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/arning	? ×	Paceword - MUSC NotD/MUSC NETD@cbiboma.musc.edu
4	Continue connecting to an unknown server and add its host key to a cache? The server's host key was not found in the cache. You have no guarantee that the server is the computer you think it is. The server's Ed25519 key details are: Algorithm: ssh-ed25519 256 SHA-256: /EYxwq2//ge57niVeSEe7bbkUXIfi5cc8Ux4xXiYVcc= MD5: 8d44b8a1b1:63?8d:tcc1:67:22b6:30:a826:86	Searching for host Connecting to host Authenticating Using username "MUSC-NetID"
	If you trust this host, press Yes. To connect without adding host key to the cache, press No. To abandon the connection press Cancel. <u>Copy key fingerprints to dipboard</u>	Password:
	11 Yes Vo Cancel Help	13 OK Cancel Help

Configuration of WinSCP (slide 4 of 6)

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- (3.) Enter "Port Number" value of "22".
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			home	4/19/2018 2:47:44 PM	TWXT-XT-X	root	
			a lib	4/12/2018 11:47:11 AM	TWO/TWO/TWO/	root	
			a lib64	4/12/2018 11:47:11 AM	PWXPWXPWX	root	
			media	12/14/2017 12:23:02 PM	rwxt-xt-x	root	
			misc	4/12/2018 2:36:51 PM	LMXL-XL-X	root	
		15	mot	12/14/2017 12:23:02 PM	TWOT-ST-X	root	
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- (6.) Popup window "Save session as site" appears.
- (7.) Accept "Site name" ("MUSC-NetID@cbihome.musc.edu") or modify ("CBIHOME").
- (8.) Click "OK" button to save name and session site.
- (9.) Select "Site name" on left side.
- (10.) Click the "Login" button.
- (11.) First time a computer accesses CBIHOME, you will get a "warning" window. If you are on a secure ethernet connection, click the "Yes" button.
- (12.) Enter your MUSC-NetID-Password.
- (13.) Click the "OK" button to finish connecting to the CBIHOME server.

- (14.) Select "/ <root>" from dropdown menu. (15.) Click on "MRdata"
- (16.) Step 14 above causes "/ <root>" to become "MRdata".
- (17.) Click on Faculty's Folder to access Study sub-folders and packaged DICOM files. /MRdata/Faculty_LastName/Study1/upload/20180401_121530_1001v1.zip

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Configuration of WinSCP (slide 6 of 6)

- (1.) Start WinSCP program.
- (2.) Enter "Host name" value of "cbihome.musc.edu".
- (3.) Enter "Port Number" value of "22".
- (4.) Enter MUSC-NetID into the "User name" box.
- (5.) Click the "Save" button.
- (6.) Popup window "Save session as site" appears.
- (7.) Accept "Site name" ("MUSC-NetID@cbihome.musc.edu") or modify ("CBIHOME").
- (8.) Click "OK" button to save name and session site.
- (9.) Select "Site name" on left side.
- (10.) Click the "Login" button.
- (11.) First time a computer accesses CBIHOME, you will get a "warning" window. If you are on a secure ethernet connection, click the "Yes" button.
- (12.) Enter your MUSC-NetID-Password.
- (13.) Click the "OK" button to finish connecting to the CBIHOME server.

- (14.) Select "/ <root>" from dropdown menu. (15.) Click on "MRdata"
- (16.) Step 14 above causes "/ <root>" to become "MRdata".
- (17.) Click on Faculty's Folder to access Study sub-folders and packaged DICOM files. /MRdata/Faculty_LastName/Study1/upload/20180401_121530_1001v1.zip

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Checking Quota Space in WinSCP:

- (18.) Right mouse click on selected Faculty folder "Faculty_LastName" to get to the dropdown menu.
- (19.) Select "Properties" to open a folder properties window.
- (20.) Click the "Calculate" button.
- (21.) After calculation, size of space used will be displayed in the "Size" field. In this example, 200 Gbytes are used, therefore the "Faculty_LastName" folder has 300 Gbytes that can still be used.

V. CyberDuck (SFTP/SCP Client Application for Windows, Macs)

Slide #	Description
26	CyberDuck Downloading
27-28	CyberDuck Installation
29	CyberDuck Initial Run
30-31	CyberDuck Configuration
32-33	CyberDuck Accessing CBIHOME
34	Using CyberDuck to Check Quota Space

Topics and Key Points Covered in Presentation	Slide #
I: New MRI Projects	3
Starting a New MRI Project	4
II: CBI Servers Information	5
Siemens Prisma 3T MRI Console PC and CAIRPACS Server	6
MRI Data Flow from MRI > CBIHOME Server	7-8
DICOM Filename Format	9
	10
Key Information for CBIHOME Server (cbihome.musc.edu)	11
Adding/Removing Users on CBIHOME Server	12
Accessing CBIHOME through SFTP/SCP Client Application	13
IV: WinSCP (SFTP/SCP Client Application for Windows PC Only)	14
WinSCP Downloading & Installation	15-17
WinSCP Configuration	18-23
Using WinSCP to Check Quota Space	24
V: CyberDuck (SFTP/SCP Client Application for Macs & Windows)	25
CyberDuck Download & Installation	26-28
CyberDuck Configuration	29-31
CyberDuck Accessing CBIHOME & Checking Quota Space	32-34
VI: FileZilla (SFTP/SCP Client Application for Macs & Windows)	
FileZilla Downloading & Installation	36-38
FileZilla Configuration	39-43
VII: CBIHOME Directory Tree	44
CBIHOME Server - Directory Tree: root, home, MRdata	45-47
CBIHOME Server - Faculty Quota & Permissions	48-49
VIII: Other Information	
Missing/Incomplete Scan Data	51
Incidental Findings	52



Downloading of CyberDuck (slide 1 of 1)

- (1.) Go to the CyberDuck website: https://cyberduck.io/
- (2.) Click on download link for your computer system. Win: Cyberduck-Installer-6.5.0.27854.exe

Mac: Cyberduck-6.5.0.27854.zip *Current version as of 20180501:* 6.5.0.27854

Installation Steps for CyberDuck (for MAC):

- (3.) Drag and Drop the downloaded file into your "Applications" folder.
- (4.) Click the "Open" button to start the installation process.
- (5.) Click on either "Cancel" or "Change" button for CyberDuck to be default SFTP location.
- (6.) Click on either "Don't Check" or "Check Automatically" for CyberDuck updates.

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Downloading of CyberDuck (slide 1 of 1)

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 Win: Cyberduck-Installer-6.5.0.27854.exe
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Downloading of CyberDuck (slide 1 of 1)

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Installation Steps for CyberDuck (for MAC):

- (3.) Drag and Drop the downloaded file into your "Applications" folder.
- (4.) Click the "Open" button to start the installation process.
- (5.) Click on either "Cancel" or "Change" button for CyberDuck to be default SFTP location.
- (6.) Click on either "Don't Check" or "Check Automatically" for CyberDuck updates.



Initial Running of CyberDuck:

- (7.) Click on CyberDuck Application.
- (8.) Click on the "Later" button unless you want to donate.

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Configuration of "CBIHOME" for CyberDuck:

(9.) Click on "Open Connection" button to popup settings window.

- (10.) From the dropdown menu select "SFTP (SSH File Transfer Protocol).
- (11.) Enter "cbihome.musc.edu" into the "Server" box.
- (12.) Enter "22" into the "Port" box.
- (13.) Enter your MUSC-NetID into the "Username" box.
- (14.) Enter your MUSC-NetID-Password into the "Password" box.
- (15.) Click on the "Connect" button to establish a connection to CBIHOME.

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	14 Password:	MUSC-NetID-Password	
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Configuration of "CBIHOME" for CyberDuck:

(9.) Click on "Open Connection" button to popup settings window.

- (10.) From the dropdown menu select "SFTP (SSH File Transfer Protocol).
- (11.) Enter "cbihome.musc.edu" into the "Server" box.
- (12.) Enter "22" into the "Port" box.
- (13.) Enter your MUSC-NetID into the "Username" box.
- (14.) Enter your MUSC-NetID-Password into the "Password" box.
- (15.) Click on the "Connect" button to establish a connection to CBIHOME.

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Accessing "CBIHOME" from CyberDuck:

(16.) Click on the dropdown menu for directory path folders.

- (17.) Select the root directory folder "/".
- (18.) Click on the root path folder "MRdata".
- (19.) Step 18 above opens the MRdata folder.

Locate your Faculty_LastName folder to access study files.

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Accessing "CBIHOME" from CyberDuck:

(16.) Click on the dropdown menu for directory path folders.

- (17.) Select the root directory folder "/".
- (18.) Click on the root path folder "MRdata".
- (19.) Step 18 above opens the MRdata folder.

Locate your Faculty_LastName folder to access study files.



Checking Quota Space in CyberDuck:

- (20.) Select Faculty folder "Faculty_LastName" to check and select "Info" from dropdown menu.
- (21.) Click the "Calculate" button.
- (22.) After calculation, size of space used will be displayed in the "Size" field. In this example, 100 Gbytes are used, therefore the "Faculty_LastName" folder has 400 Gbytes that can still be used.

VI. FileZilla (SFTP/SCP Client Application for Windows, Macs)

- Slide # Description
- 36-37 FileZilla Downloading
- 38 FileZilla Installation
- 39-43 FileZilla Configuration

Topics and Key Points Covered in Presentation	Slide #
I: New MRI Projects	3
Starting a New MRI Project	4
II: CBI Servers Information	5
Siemens Prisma 3T MRI Console PC and CAIRPACS Server	6
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IV: WinSCP (SFTP/SCP Client Application for Windows PC Only)	14
WinSCP Downloading & Installation	15-17
WinSCP Configuration	18-23
Using WinSCP to Check Quota Space	24
V: CyberDuck (SFTP/SCP Client Application for Macs & Windows)	25
CyberDuck Download & Installation	26-28
CyberDuck Configuration	29-31
CyberDuck Accessing CBIHOME & Checking Quota Space	32-34
VI: FileZilla (SFTP/SCP Client Application for Macs & Windows)	35
FileZilla Downloading & Installation	36-38
FileZilla Configuration	39-43
VII: CBIHOME Directory Tree	44
CBIHOME Server - Directory Tree: root, home, MRdata	45-47
CBIHOME Server - Faculty Quota & Permissions	48-49
VIII: Other Information	50
Missing/Incomplete Scan Data	51
Incidental Findings	52



FileZilla Downloading (slide 1 of 2)

- (1.) Go to the FileZilla website: https://filezilla-project.org/
- (2.) Click on "Download FileZilla Client" Link
- (3.) If this is not your computer system, click on the appropriate link. Win: https://filezilla-project.org/download.php?platform=win64 Mac: https://filezilla-project.org/download.php?platform=osx
- (4.) Click on "Download FileZilla Client" Link.
- (5.) Popup window "Please select your edition of FileZilla Client" will appear.
- (6.) Click on "Download" Link and save installation file.
 Win: FileZilla_3.32.0_win64-setup_bundled.exe
 Mac: FileZilla_3.32.0_macosx-x86_setup_bundled.dmg
 Current version as of 20180401: 3.32.0



FileZilla Downloading (slide 2 of 2)

- (1.) Go to the FileZilla website: https://filezilla-project.org/
- (2.) Click on "Download FileZilla Client" Link
- (3.) If this is not your computer system, click on the appropriate link. Win: https://filezilla-project.org/download.php?platform=win64 Mac: https://filezilla-project.org/download.php?platform=osx
- (4.) Click on "Download FileZilla Client" Link.
- (5.) Popup window "Please select your edition of FileZilla Client" will appear.
- (6.) Click on "Download" Link and save installation file. Win: FileZilla_3.32.0_win64-setup_bundled.exe Mac: FileZilla_3.32.0_macosx-x86_setup_bundled.dmg *Current version as of 20180401: 3.32.0*

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Installation of FileZilla (slide 1 of 1)

FileZillahttps://filezilla-project.org/FileZilla Downloadhttps://filezilla-project.org/download.php?type=clientCurrent version as of 20180425: 3.32.0

Installation Steps for FileZilla:

- (1.) Run the downloaded file.
- (2.) Accept License Agreement
- (3.) Select installation option (for all users or only current user), click "Next" button to advance.
- (4.) Select components to install, click "Next" button to advance. The default options are acceptable.
- (5.) Select installation path location, click "Next" button to advance.
- (6.) Click "Finish" button.

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Configuration Steps for FileZilla (slide 1 of 5)

- (1.) Start FileZilla Client Application.
- (2.) Select "File" from the main menu bar.
- (3.) Select "Site Manager...".
- (4.) Click the "New Site" button.
- (5.) Name the new site "CBIHOME".
- (6.) Select the "General" tab on the right panel.
- (7.) Enter "cbihome.musc.edu" in the "Host" field box.
- (8.) Enter "22" in the "Port" field box.
- (9.) Select the "SFTP SSH File Transfer Protocol" from the "Protocol" dropdown menu.
- (10.) Select the "Normal" or "Ask for password" from the "Login Type" dropdown menu.
- (11.) Enter your MUSC-NetID in the "user" field box.
- (12.) Optional: Enter your MUSC-NetID-Password into the "Password" field box. If you don't enter your password here, you will be prompted to enter it each time that you attempt to connect to CBIHOME.
- (13.) Click the "Connect" button to connect to CBIHOME server.
- (14.) Depending on how step # 10 was set, you will receive one of these popup windows before connecting to CBIHOME.
- (15.) Left panel local host drives, right panel CBIHOME directory tree.

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Configuration Steps for FileZilla (slide 2 of 5)

- (1.) Start FileZilla Client Application.
- (2.) Select "File" from the main menu bar.
- (3.) Select "Site Manager...".
- (4.) Click the "New Site" button.
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- (6.) Select the "General" tab on the right panel.
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- (15.) Left panel local host drives, right panel CBIHOME directory tree.

* Windows Instructions		
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	0	
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New Boo	kmark Rename	
Dele	e Duplicate	
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Configuration Steps for FileZilla (slide 3 of 5)

- (1.) Start FileZilla Client Application.
- (2.) Select "File" from the main menu bar.
- (3.) Select "Site Manager...".
- (4.) Click the "New Site" button.
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- (14.) Depending on how step # 10 was set, you will receive one of these popup windows before connecting to CBIHOME.
- (15.) Left panel local host drives, right panel CBIHOME directory tree.

member passwords?	*	
Vould you like FileZilla to remember password: Vhen allowing FileZilla to remember password: e-enter a password after restarting FileZilla.	s? s, you can reconnnect without having to	Enter password
Save passwords Do not save passwords	used.	Please enter a password for this server: Name: CBIHOME
Master password:		Host: cbihome.musc.edu
A lost master password cannot be recovered	!! Please thorougly memorize your password.	User: MUSC-NetID
	OK Cancel	Password: MUSC-NetID-Password

Configuration Steps for FileZilla (slide 4 of 5)

(1.) Start FileZilla Client Application.

- (2.) Select "File" from the main menu bar.
- (3.) Select "Site Manager...".
- (4.) Click the "New Site" button.
- (5.) Name the new site "CBIHOME".
- (6.) Select the "General" tab on the right panel.
- (7.) Enter "cbihome.musc.edu" in the "Host" field box.
- (8.) Enter "22" in the "Port" field box.
- (9.) Select the "SFTP SSH File Transfer Protocol" from the "Protocol" dropdown menu.
- (10.) Select the "Normal" or "Ask for password" from the "Login Type" dropdown menu.
- (11.) Enter your MUSC-NetID in the "user" field box.
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- (13.) Click the "Connect" button to connect to CBIHOME server.
- (14.) Depending on how step # 10 was set, you will receive one of these popup windows before connecting to CBIHOME.
- (15.) Left panel local host drives, right panel CBIHOME directory tree.

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Configuration Steps for FileZilla (slide 5 of 5)

- (1.) Start FileZilla Client Application.
- (2.) Select "File" from the main menu bar.
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- (4.) Click the "New Site" button.
- (5.) Name the new site "CBIHOME".
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- (13.) Click the "Connect" button to connect to CBIHOME server.
- (14.) Depending on how step # 10 was set, you will receive one of these popup windows before connecting to CBIHOME.
- (15.) Left panel local host drives, right panel CBIHOME directory tree.

VII. CBIHOME Directory Structure

Description
CBIHOME Server Directory Tree – "/"
CBIHOME Server Directory Tree – "/home"
CBIHOME Server Directory – "/MRdata"
CBIHOME Server – Faculty Drive Space Quota
CBIHOME Server – User Permissions

Topics and Key Points Covered in Presentation	Slide #
I: New MRI Projects	3
Starting a New MRI Project	4
II: CBI Servers Information	5
Siemens Prisma 3T MRI Console PC and CAIRPACS Server	6
MRI Data Flow from MRI > CBIHOME Server	7-8
DICOM Filename Format	9
III: CBIHOME	10
Key Information for CBIHOME Server (cbihome.musc.edu)	11
Adding/Removing Users on CBIHOME Server	12
Accessing CBIHOME through SFTP/SCP Client Application	13
IV: WinSCP (SFTP/SCP Client Application for Windows PC Only)	14
WinSCP Downloading & Installation	15-17
WinSCP Configuration	18-23
Using WinSCP to Check Quota Space	24
V: CyberDuck (SFTP/SCP Client Application for Macs & Windows)	25
CyberDuck Download & Installation	26-28
CyberDuck Configuration	29-31
CyberDuck Accessing CBIHOME & Checking Quota Space	32-34
VI: FileZilla (SFTP/SCP Client Application for Macs & Windows)	35
FileZilla Downloading & Installation	36-38
FileZilla Configuration	39-43
VII: CBIHOME Directory Tree	44
CBIHOME Server - Directory Tree: root, home, MRdata	45-47
CBIHOME Server - Faculty Quota & Permissions	48-49
VIII: Other Information	50
Missing/Incomplete Scan Data	51
Incidental Findings	52



CBIHOME Server – Directory Tree (slide 1 of 5) CBIHOME Server ROOT Directory Tree

User's Home Directory: /home/MUSC-NetID

Home directory folders contains a very limited space for user system settings.

MUSC Faculty Storage Folder: /MRdata/PI_LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s): /MRdata/PI_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.



CBIHOME Server – Directory Tree (*slide 2 of 5*) CBIHOME Server HOME Directory Tree

User's Home Directory: /home/MUSC-NetID

Home directory folders contains a very limited space for user system settings.

MUSC Faculty Storage Folder: /MRdata/PI_LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s): /MRdata/PI_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.



CBIHOME Server – Directory Tree (*slide 3 of 5*) CBIHOME Server MRDATA Directory Tree

User's Home Directory: /home/MUSC-NetID

Home directory folders contains a very limited space for user system settings.

MUSC Faculty Storage Folder: /MRdata/Faculty_LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s):

/MRdata/Faculty_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.

Note: This slide indicates that "Faculty1" has 2 different studies and "Faculty2" has 1 study.



CBIHOME Server – Directory Tree (*slide 4 of 5*) CBIHOME Server MRDATA Directory Tree

MUSC Faculty Storage Folder: /MRdata/Faculty LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s):

/MRdata/Faculty_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.

Note: All files contained in either folder "Faculty1_LastName" or "Faculty2_LastName" can not exceed 0.5 TB (500GB).



CBIHOME Server – Directory Tree (*slide 5 of 5*) CBIHOME Server MRDATA Directory Tree

MUSC Faculty Storage Folder: /MRdata/Faculty_LastName/

MUSC Faculty storage drive folder directory path is named after the faculty's last name.

MUSC Faculty Study Folder(s):

/MRdata/Faculty_LastName/Study_FolderName/upload/ MUSC Faculty study folder directory path is named after their study. This is the location to which zipped DICOM files are uploaded from the CAIRPACS server.

IMPORTANT: Each MUSC Faculty storage folder are limited to contain a maximum of 0.5 TB (500GB) of files.

Note: This slide shows that "Faculty1" has 2 different studies and that "MUSC_NetID (faculty #1)" & "MUSC_NetID (user #2)" have access permissions to both study folders but "MUSC_NetID (user #1)" only has access to "Study1_FolderName" and "MUSC_NetID (user #3)" only has access to "Study2_FolderName".

VIII. Other Information

- Slide # Description
- 51 Missing/Incomplete Scan Data
- 52 Incidental Findings

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FileZilla Configuration	39-43
	44
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CBIHOME Server - Faculty Quota & Permissions	48-49
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Missing/Incomplete Scan Data File

CBI System Administrators require at least the following 3 Key pieces of information:

Study Number

Study Date

Patient ID

Missing/Incomplete Scan Data File

If you notice something wrong with your MRI Data File(s), contact the CBI System Administrators with the below key information plus any other pertinent information about the issue.

Requires 3 Key pieces of information to locate scan from archive database:

Study Number Study Date Patient ID

Other important information to identify the issue:

Study Time Scan Series Name Number of Images in Scan Series Number of Scan Series for Scan Session



Incidental Findings

Email the CBI System Administrators ALL of the below information:

Require Email from Study PI

- Authorization to push key scan series to the Hospital PACS server (IMPAX) to be read by a local radiologist.
- Statement of concern.
- Include Region of Interest or questionable finding.

Required Scan Information:

- Study Number
- Study Date
- Patient ID
- Gender
- Age