Optical Coherence Tomography (OCT)
Data Upload and Transfer Manual

Version 1.0

July-10-2013

Neuro OCT Reading Center Zurich

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Dear Operator,

This manual should provide you with hands-on information how to upload and transfer retinal OCT scans to the NeuroOCT Reading centre.

This OCT data upload and transfer manual will help you to learn how to:

- Use a browser-based electronic transfer system to upload and transfer data of both patient and certification scans

We hope you will find this manuscript helpful.

Yours,

Sven Schippling, MD
James Hanson, PhD
Dr. Lothar Spies

Zurich & Hamburg, July 2013
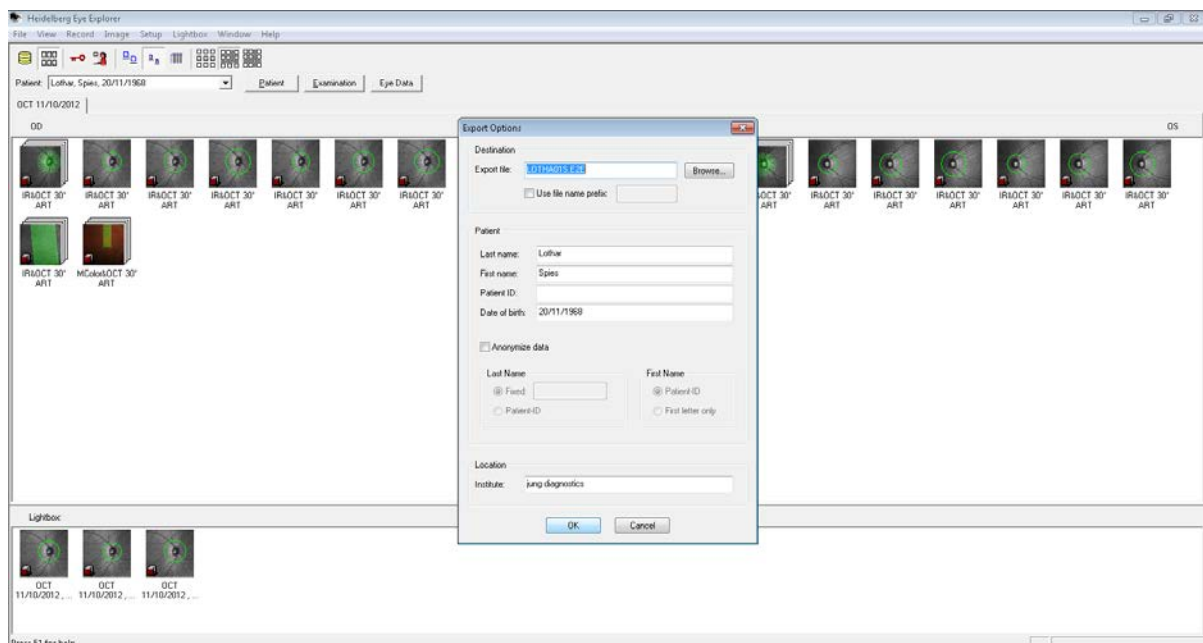
Contents

INTRODUCTION

This manual describes how to use an internet-browser based file transfer system to upload retinal OCT scan data to the OCT reading center.

EXPORT OF SCAN DATA

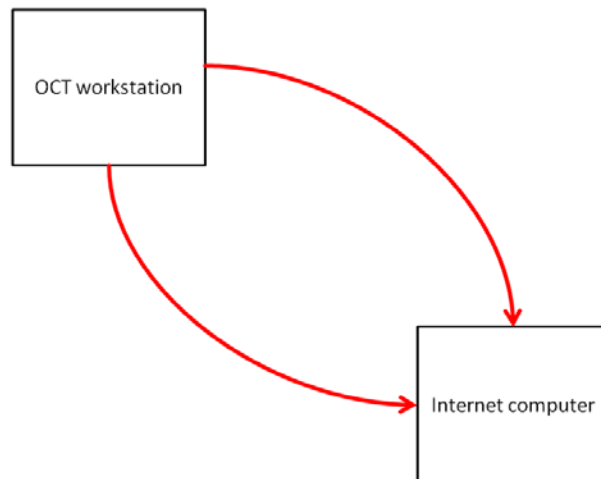**Export of Retinal OCT scan data using Heidelberg Eye Explorer**

The procedure for image export is as follows

- Drag and drop all scans that you would like to export into the lightbox (at the bottom of the database window)
- In the lightbox, use your mouse to select all images by holding the "Shift" key and clicking each of the images.
- Right-click and choose export as E2E
- Select destination folder using the "Browse" tab and click OK

Transfer Retinal OCT scan data to workstation with internet access

Once all images have been exported to the destination folder, copy the files to a USB stick (or jump drive, external hard disk, etc.) or transfer via LAN to a computer with an internet connection.

If the internet connection at your institution does not allow the upload of sufficiently high volumes of data and thus electronic transfer is not possible, burn your data to a CD or DVD, and mail it to:

<div align="center">

jung diagnostics GmbH
Benefit 11 OCT
Letter box 20 22 10
D-20215 Hamburg
Germany

</div>

RETINAL OCT SCAN DATA UPLOAD AND FILE TRANSFER

Please visit the website www.neuro-oct.com, which provides further information on the BENEFIT11 study and contains the electronic upload and transfer portal.

Login

It is the responsibility of your Principal Investigator (PI) to register you as an OCT technician of the BENEFIT11 OCT study with the **Neuro OCT Reading Centre** in Zurich. Upon registration, you will receive your username and a password for your first login from the email address neuro-oct@usz.ch (please ensure that your spam filter allows incoming emails from this address).

After you have received your login details, please visit the website:

www.neuro-oct.com

and click on the LOGIN tab in the main menu. You are prompted for your username and your password. Enter your username and password as requested. You can change your password after login at any time. *Your username will remain unchanged for the entire study.*

File Transfer of Certification Scan

In order to become certified as an OCT technician of the BENEFIT11 OCT study, the first scan you will have to upload to the central server will be a certification scan (see also OCT data acquisition manual for further details).

After Login click on the link "`Browser based transfer to jung diagnostics GmbH`". Subsequently, the upload frontend window titled "Medizinischer Datendienst" shows up.
Please select a language (German, English, Russian, and French) by clicking on the top right box.

- Enter your **username** (provided by the Neuro OCT Reading Centre)
- Enter your **email address**
- In the 'Subject' field enter **BENEFIT11 OCT Certification** followed by your **country and site ID number** (these are the first four digits of any of the six-digit PID numbers from your centre), followed by your **initials in capital letters** (as shown in the red box).

An example for operator James Hanson (JH), working at centre 01 in Switzerland (country code 33) is illustrated in the screenshot above.

- Once sender's information is entered, click on "Browse" which allows you to select the files to be transferred.

Check that all files which should be sent are selected and displayed in the box titled with "Files to be sent"

- Tick the password protection box (red arrow)

A new window prompts you to enter your password and to repeat the password.

After password submission the password protection box is ticked.

Please note: no transfer is possible without provision of your password.

Press the "Send" button to start the upload of your certification scan.

You will receive a confirmation email once the data was successfully retrieved from the server.

Once you have submitted a scan that meets the quality criteria, you will be registered as a certified OCT technician for the BENEFIT11 study, which allows you to subsequently acquire and upload patient OCT scans.

Please note: any patient scan acquired before the date of your personal certification will automatically be rejected by the OCT reading centre.

File Transfer of Patient Scans

After Login click on the link "`Browser based transfer to jung diagnostics GmbH`". Subsequently, the upload frontend window titled "Medizinischer Datendienst" shows up. Please select a language (German, English, Russian, and French) by clicking on the top right box.

- Enter your **username**
- Enter your **email address**
- In the 'Subject' field, enter **BENEFIT11 OCT**, followed by the unique six-digit **PID** number of the individual patient (as shown in the red box).

- Once sender's information is entered, click on "Browse" which allows you to select the files to be transferred.

Check that all files which should be sent are selected and displayed in the box titled with "Files to be sent"

- Tick password protection

A new window prompts you to enter your password and to repeat the password.

After password submission the password protection box is ticked.

Please note: no transfer is possible without provision of your password.

Press the "Send" button to start the upload of your patient scan.

You will receive a confirmation email once the data was successfully retrieved from the server.

TECHNICAL REQUIREMENTS

All current versions of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, etc. are suitable. No specific platforms or dedicated browser settings are required. If you encounter any problems in data upload or in viewing the training video online, before contacting jung diagnostics please ensure that your internet browser has been updated to the most recent version. Please also note that a copy of the training video will have been provided to your centre on a USB drive, along with PDF versions of the OCT data acquisition and upload manuals.

Contact details

Data upload and transfer   **jung diagnostics GmbH**

Dipl.-Ing. Per Suppa

General support: service@jung-diagnostics.com

Support-Hotline: +49 (0) 40 / 81 97 69 67 - 12