

# Windows Client Installation and User Guide

## TRIAD v4.24 Clinical Trials

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# Hardware Requirements

## Hardware requirements (recommended):

- 2 GB RAM
- 2.4 GHz Processor
- 60 GB Hard Disk space
- The system should be able to communicate to TRIAD Server using HTTPS on Port 443
- For optimal file transfers, TCP (33001) and UDP (33001-33500) ports need to allow for outbound connections
- Ethernet connection is required for large data transfers
- For high-resolution screens (>1920x1200dpi), ensure text scale is set to 100%
- Automatic sleep/lock feature is acceptable however log-out feature is not recommended for large file (10+ GB) submissions

# Software Requirements

## Software requirements:

- Microsoft .NET 4.8 framework (requires administrative privileges on the computer to install)
- Microsoft Visual C++ 2015 or higher Redistributable (x86) (requires administrative privileges)
- Transport Layer Security (TLS) 1.2 must be enabled
- OS: Windows 10 Enterprise (32 and 64 bit), Windows 11 Enterprise (32 and 64 bit)

# Installation

- Open the following link to install the latest TRIAD Windows Client:

<https://triadinstall.acr.org/triadclient/>

- TRIAD will launch after the installation is completed successfully. If TRIAD does not launch automatically, then check if the computer satisfies the hardware and software requirements for TRIAD.

# Account types to login to TRIAD

- There are two different ways to login to TRIAD:
  - **CTEP-IAM:**
    - Users will need to have CTEP-IAM accounts with the proper TRIAD user role to login to TRIAD for Clinical Trials (NCI Oncology). To receive a CTEP-IAM account, please use the following link <https://ctepcore.nci.nih.gov/iam/index.jsp> and contact your site lead RA to get a TRIAD role assigned.
  - **ACR Login**
    - Users who will submit images for trials that are not part of Clinical Trials (NCI Oncology) will need to get an ACR Login and request access for TRIAD.
    - Please go to: <https://cr-triad4.acr.org/TRIADWeb> to get a role assign for Clinical Trials domain.

# Account types to login to TRIAD (cont.)

- Please go to: <https://cr-prest4-web.acr.org/TRIADWeb> to get a role assign for Clinical Trials (Custom) domain.
- Please go to: <https://app.ideas-study.org> to get a role assign for New IDEAS domain.



# Login to TRIAD Clinical Trials (NCI Oncology) Domain

TRIAD : Clinical Trials (NCI Oncology)

File Actions Help

DICOM Listener Status : Active

**TRIAD Home**

**Login**

Please choose the domain you wish to login

**Clinical Trials (NCI Oncology)** (selectable drop-down menu)

Username:

Password:

**I Agree and Logon**    **Reset**

[Forgot Password?](#) [Reset Password?](#) [Annual Registration](#) [Request New Account](#)

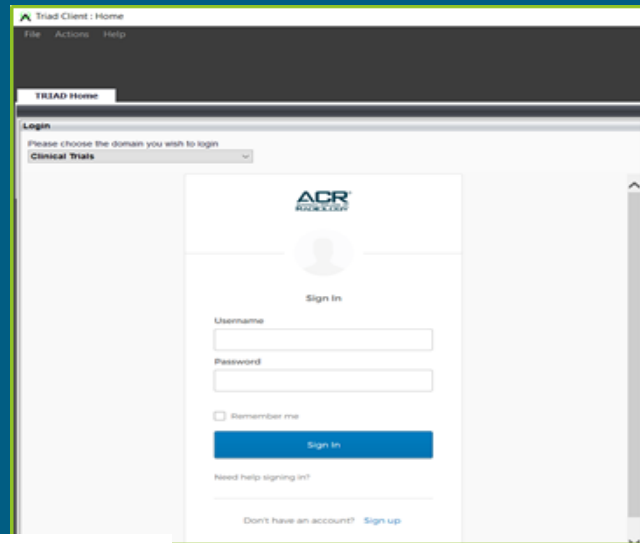
This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.

This system is provided for Government-authorized use only.

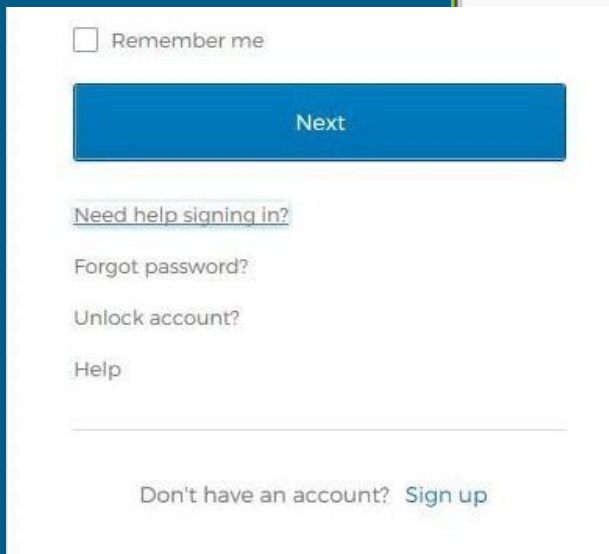
Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following: The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

# Login to Clinical Trials Domain



Use the User email address and Password that you received when registered on the TRIAD website



Click on Forgot Password link to reset password

Enter the email registered for TRIAD and click on Submit

# Clinical Trials and Clinical Trial (NCI Onc.) domains: Select Site & Trial Information

- Site users will see both the enrolling site and provider site CTEP IDs based on the sites they are currently associated with in RSS on the corresponding site rosters.
- Enrolling site CTEP ID: users can submit data for patients enrolled at the site for the trial
- Provider site CTEP ID: users can submit data for patients that have chosen the site as their provider for the trial irrespective of the site enrolling the patient

The image displays two side-by-side screenshots of the 'Clinical Trials (Oncology)' web application interface. Both screenshots show the 'Site & Trial Information' section with tabs for 'Submission' and 'Submission History'. The left screenshot has a callout bubble pointing to the 'Select Site' dropdown menu, which is set to 'OH007 - Ohio State University Comp' with 'Site Number : OH007' displayed below. The right screenshot has a callout bubble pointing to the 'Select Site' dropdown menu, which is set to 'RTF-1004 - Abbott Northwestern Hos' with 'Site Number : RTF-1004' displayed below. Both screenshots also show a 'Select Trial' dropdown menu set to 'SWOG S1404 - A Phase III Randomize'.

# Login to IDEAS Domain

Domain  
(selectable  
drop-down  
menu)

TRIAD Home

**Login**

Please choose the domain you wish to login

NEW IDEAS

Login using your e-mail address that is registered in TRIAD.  
If you have any issues or questions, contact TRIAD-support@acr.org

**ACR**

Sign In

Email Address

Remember me

Next

Need help signing in?

Don't have an account? [Sign up](#)

Use the ACR  
Login when  
registered on  
the NEW  
IDEAS  
Database

# IDEAS: Select Site & Trial Information

Site/Trial is from IDEAS database

The screenshot shows a web application interface with two tabs: 'Submission' and 'Submission History'. The 'Submission' tab is active, displaying the 'Site & Trial Information' section. This section contains two dropdown menus: 'Select Site' and 'Select Trial'. The 'Select Site' dropdown is currently set to 'IDEAS-TRIAD test1', and below it, the text 'Site Number : 8271' is displayed. The 'Select Trial' dropdown is currently set to 'Study NCT02420756 - IDEAS'. Below these dropdowns is a section titled 'Project and Group Details' which shows 'Group: IDEAS' and 'Project: IDEAS'.

Select the Site & Trial from the dropdowns for which the files are to be uploaded

# Login to Clinical Trials (Custom) Domain

Domain  
(selectable  
drop-down  
menu)

Please choose the domain you wish to login

**Clinical Trial (Custom)** ▾

Login using your e-mail address that is registered in TRIAD.  
If you have any issues or questions, contact TRIAD-support@acr.org

**ACR**

Sign In

Username

Remember me

Next

Need help signing in?

Don't have an account? [Sign up](#)

User ACR  
Login user  
name and  
password

\*\*Once you are logged in your facility ID will be automatically populated.

# Submission Sources

- TRIAD provides features for submitting files from multiple sources:
  - Local computer / network drive: Files can be located in local computer folders, local CD/DVD drives or network drives. There are two ways to upload data:
    - Files: User can select single or multiple files
    - Folders: User can select a folder and by selecting folder, all files in the folder will also be selected automatically
  - PACS: TRIAD has ability to query PACS for the study to submit

# Submit Files / Select Folder from Computer / Network Drive

Click on either Select Files or Select Folder to retrieve files from your computer or network drive

Submission Queue

Upload Selected Delete from Queue

<input type="checkbox"/>	Subject ID	Timepoint ID	Timepoint Description	Submission...	Additional	Trial	Study Description	Study Date	Valida...	Anonymiza...	Summary	Anonymize	Cancel
<input type="checkbox"/>													

CT Submission for Site: Ohio State University Comprehensive Cancer Center(OH007) and Trial: Randomized Phase II Trial in Early Relapsing or Refractory Fol

Select Files Select Folder Select from PACS Delete Move to Submission Queue Send To Device

<input type="checkbox"/>	Patient ID	Study Description	Study Date	Accession Number	Attachment	Images	Comments
<input type="checkbox"/>							

Non-DICOM File Type

<input type="checkbox"/>	File Name	File Size	Open
<input type="checkbox"/>			



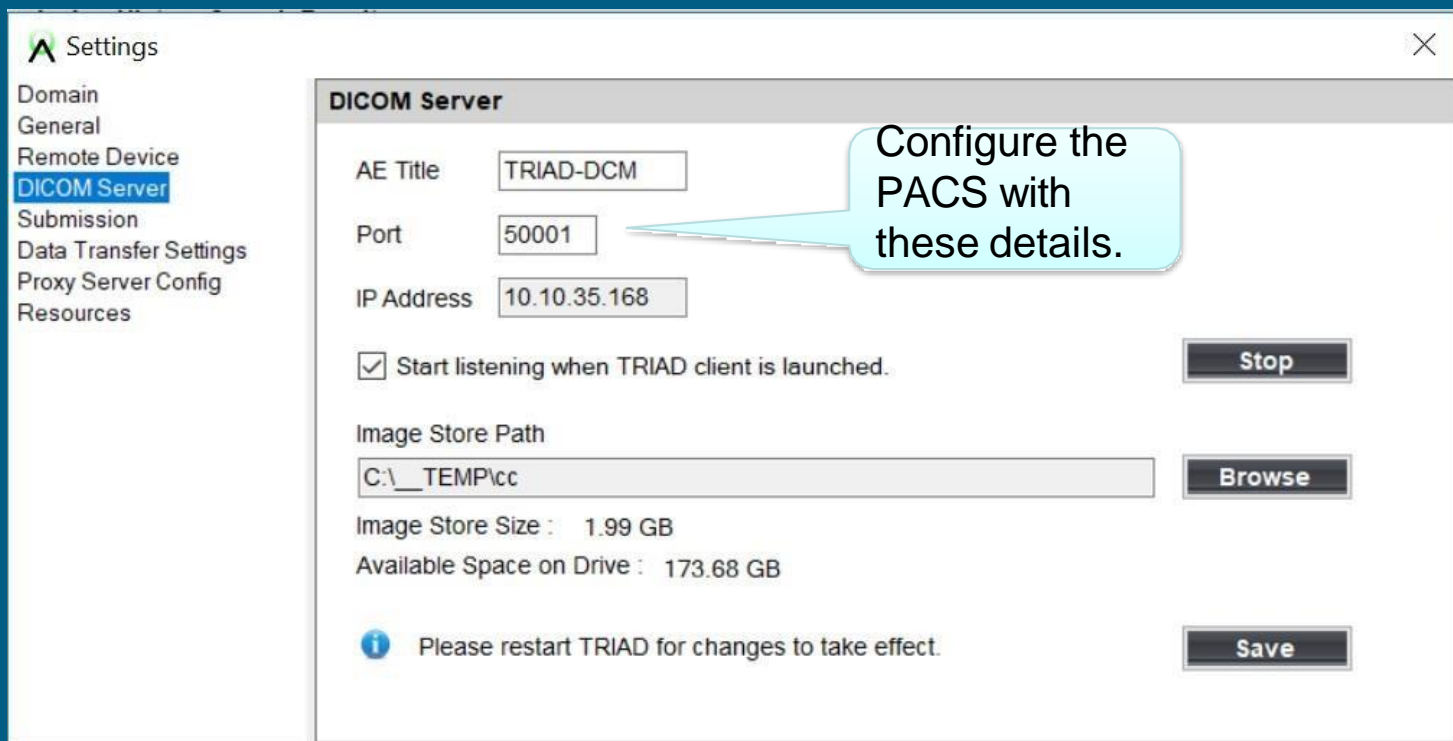
# Setting up PACS

- Click on Actions > Settings > Remote Device
- Click “Add” in the pop-up Settings window and provide details for your PACS. Then click “Save” to save the device details.
- Click “Test Connection” to verify the connectivity

The screenshot shows a 'Settings' window with a sidebar on the left containing the following menu items: Domain, General, Remote Device (highlighted), DICOM Server, Submission, Data Transfer Settings, Proxy Server Config, and Resources. The main area is divided into two sections: 'Select Device' and 'Device Details'. The 'Select Device' section contains a list box with 'Dest 1\*' and 'MY PACS' (highlighted), a note '\* Indicates default device.', and buttons for 'Remove' and 'Test Connection'. The 'Device Details' section contains input fields for 'Description' (MY PACS), 'IP Address' (10.200.2.109), 'AE Title' (CCW109), and 'Port Number' (150), along with a checkbox for 'Select as default device' and buttons for 'Add' and 'Edit'.

# Getting DICOM Information

- Click on Actions > Settings > DICOM Server



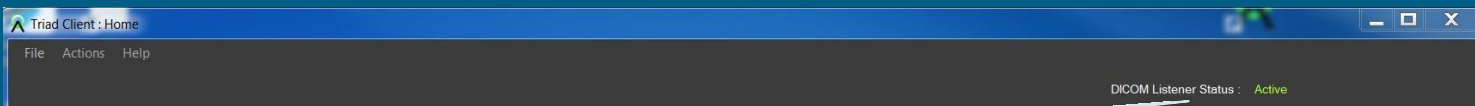
The screenshot shows the 'DICOM Server' configuration window. The left sidebar lists settings categories: Domain, General, Remote Device, DICOM Server (highlighted), Submission, Data Transfer Settings, Proxy Server Config, and Resources. The main panel contains the following fields and controls:

- AE Title:** TRIAD-DCM
- Port:** 50001
- IP Address:** 10.10.35.168
- Start listening when TRIAD client is launched. **Stop** button
- Image Store Path:** C:\\_TEMP\cc **Browse** button
- Image Store Size:** 1.99 GB
- Available Space on Drive:** 173.68 GB
- Info:** Please restart TRIAD for changes to take effect. **Save** button

A callout bubble points to the Port field with the text: "Configure the PACS with these details."

# TRIAD Windows Client Running In the Background

- TRIAD Windows Client will accept data from PACS without having to login to a domain
- TRIAD Windows Client will need to remain open but you do not have to be logged in for TRIAD to retrieve data.
- DICOM Listener Status
  - Active: TRIAD accepting data
  - Stopped: TRIAD is not accepting data. Check the log file for errors. (See the Export Logs slide for instructions)



DICOM Listener Status

# DICOM listener: Stop or turn on/off

- In Actions > Settings > DICOM Server
- Need to restart TRIAD for the changes to take effect.

The screenshot shows the 'DICOM Server' configuration window. On the left is a navigation pane with options: Domain, General, Remote Device, DICOM Server (selected), Submission, Data Transfer Settings, Proxy Server Config, and Resources. The main area contains the following fields and controls:

- AE Title: TRIAD-DCM
- Port: 50001
- IP Address: 10.10.10.65
- Start listening when TRIAD client is launched.
- Image Store Path: C:\\_TEMP\icc
- Image Store Size: 0
- Available Space on Drive: 302.28 GB
- Buttons: Stop, Browse, Save
- Information icon: Please restart TRIAD for changes to take effect.

Check on this box if you want the DICOM listener to be turned on.  
Uncheck box to turn DICOM listener off

Press Stop to stop the DICOM listener

Press Save and Restart TRIAD after making configuration changes

# Select Files from PACS

The screenshot shows a web application window titled "Clinical Trials (Oncology)". On the left, there is a sidebar with "Site & Trial Information" including a dropdown for "Ohio State University Comprehensive" and "Site Number: OH007", and another dropdown for "ALLIANCE A021602 - Randomized, Dr". The main area displays a table with columns: Patient ID, Study Description, Study Date, Accession Number, Attachment, Images, and Comments. Above the table are buttons for "Select Files", "Select Folder", and "Select from PACS". To the right of the table are buttons for "Delete", "Move to Submission Queue", and "Send To Device". A callout bubble points to the "Select from PACS" button.

Click 'Select from PACS' to open a new window to search for images in PACS

# Query and Retrieve from PACS

The screenshot shows a software window titled "DICOM Communication" with a status bar indicating "Listening for incoming connections...". The main area is divided into two sections: "Query PACS" and "Received Files".

**Query PACS Section:**

- Fields for Patient ID, Accession Number, Modality, Patient Name, Study Description, and Study Date (set to "Today").
- A PACS dropdown menu currently showing "Dest 1\*".
- "Clear" and "Search" buttons.
- A table with columns: Patient Id, Patient Name, Accession Number, Study Description, Study Date.
- A "Retrieve Selected Studies" button at the bottom right of the table.

**Received Files Section:**

- A table with columns: Patient Id, Study Description, Study Date, Accession Number, Number of Files.
- A "Load Selected Studies" button at the bottom right of the table.

Provide the 'Search' details and click on 'Search'

Select PACS from dropdown



Select images and click Retrieve Selected Studies

Select images and click Load Selected Studies to load into the TRIAD preview panel

# Preview Panel

CT Submission for Site: Ohio State University Comprehensive Cancer Center(OH007) and Trial: Randomized, Double-Blinded Phase III Study of Cabozantinib Versus Placebo in Pat

Select Files    Select Folder    Select from PACS    Delete    Move to Submission Queue    Send To Device

<input checked="" type="checkbox"/>	Patient ID	Study Description	Study Date	Accession Number	Attachment	Images	Comments
<input checked="" type="checkbox"/>	AW680594013.20.13288...		2/9/2012		 <a href="#">Select</a>		<a href="#">Comments</a>

Files selected from Computer/PACS are loaded into the TRIAD preview panel

Click on '+' icon to expand the DICOM study and view all the series in that study

# View Images

- View images loaded in the preview panel before moving them to “Submission Queue”
- Double click on the thumbnail to view images in series by using default “QC Viewer”.

The screenshot displays the 'Clinical Trials (Oncology)' application window. On the left, there is a sidebar with 'Submission' and 'Submission History' tabs, and a 'Site & Trial Information' section. The main area shows a submission for 'Ohio State University Comprehensive Cancer Center(OH007)' and a trial titled 'Randomized, Double-Blinded Phase III Study of Cabozantinib Versus Placebo in Pat...'. Below this, there are buttons for 'Select Files', 'Select Folder', 'Select from PACS', 'Delete', 'Move to Submission Queue', and 'Send To Device'. A table lists submission details:

<input checked="" type="checkbox"/>	Patient ID	Study Description	Study Date	Accession Number	Attachment	Images	Comments		
<input checked="" type="checkbox"/>	AWG80594013.20.13288...		2/9/2012		Select		Comments		
<input checked="" type="checkbox"/>	Series Descripti...	Series Number	Modality	Number Of Files	Images	Metadata	Clean Pixel Data	Attachme...	Comments
<input checked="" type="checkbox"/>		1	CT	2		View	Clean	Select	Comments

At the bottom, there is a section for 'Non-DICOM File Type' with columns for 'File Name', 'File Size', and 'Open'.



# Clean Pixel Data

CT Submission for Site: Ohio State University Comprehensive Cancer Center(OH007) and Trial: Randomized, Double-Blinded Phase III Study of Cabozantinib Versus Placebo in Pat

Select Files    Select Folder    Select from PACS    Delete    Move to Submission Queue    Send To Device

<input type="checkbox"/>	Patient ID	Study Description	Study Date	Accession Number	Attachment	Images	Comments
<input type="checkbox"/>	AW680594013.20.13288...		2/9/2012		<a href="#">Select</a>		<a href="#">Comments</a>
<input type="checkbox"/>	NMS100	Thorax^1CTA_THORACI...	11/1/2004	2145159	<a href="#">Select</a>		<a href="#">Comments</a>

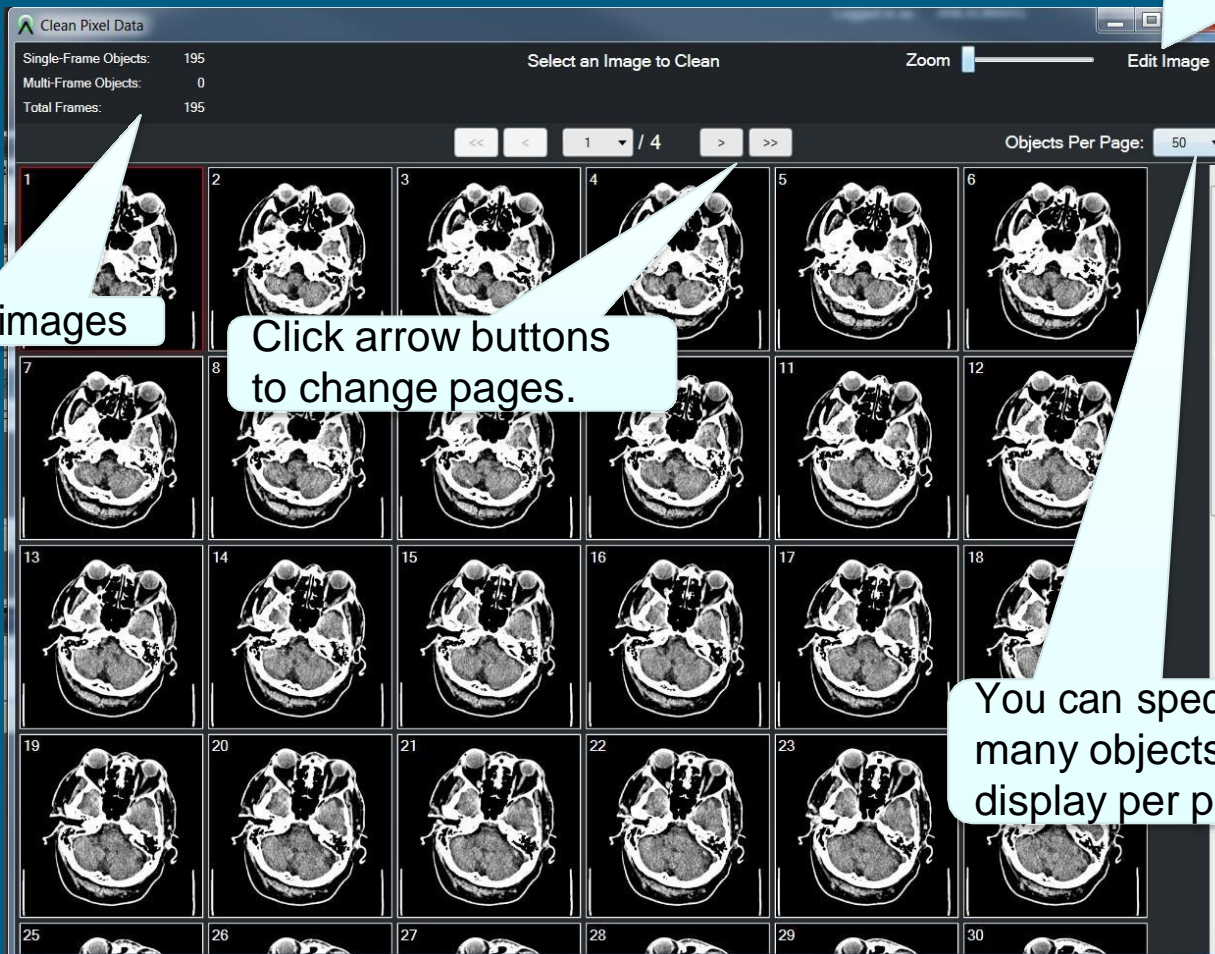
<input checked="" type="checkbox"/>	Series Descripti...	Series Number	Modality	Number Of Files	Images	Metadata	Clean Pixel ...	Attachment	Comments
<input type="checkbox"/>	A Aorta w/c 3.0 B...	8	CT	45		<a href="#">View</a>	<a href="#">Clean</a>	<a href="#">Select</a>	<a href="#">Comments</a>

File Size    Open

- Clean any patient data that may be on the images by using 'Clean Pixel Data' feature. The clean pixel data tool propagate across all images in the series.
- Open the clean pixel data window by clicking 'Clean' button.

# Clean Pixel Data (cont.)

Edit Image or double-click on an image to clean



Total count of images

Click arrow buttons to change pages.

You can specify how many objects that will display per page.

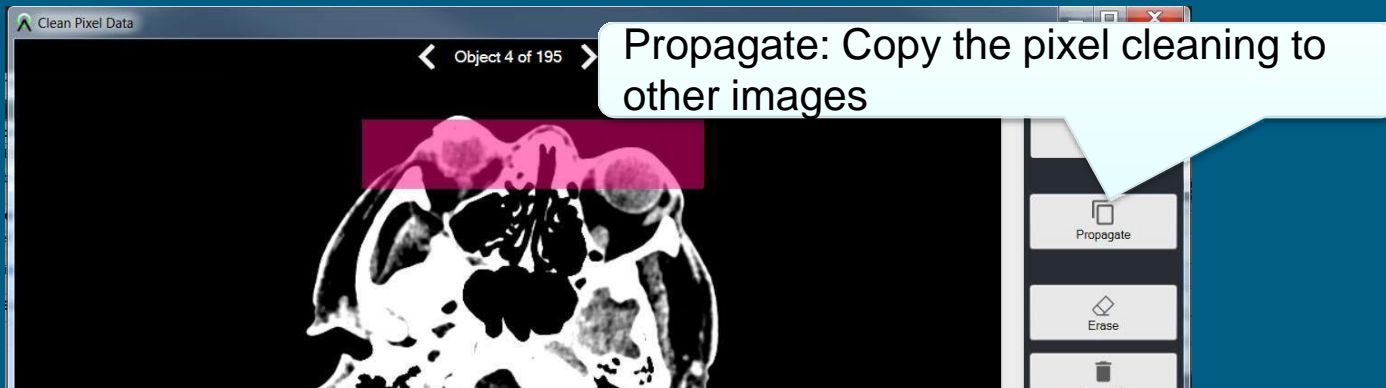
# Pixel Cleaning on Multiple Images

Draw a rectangle that would cover the data.



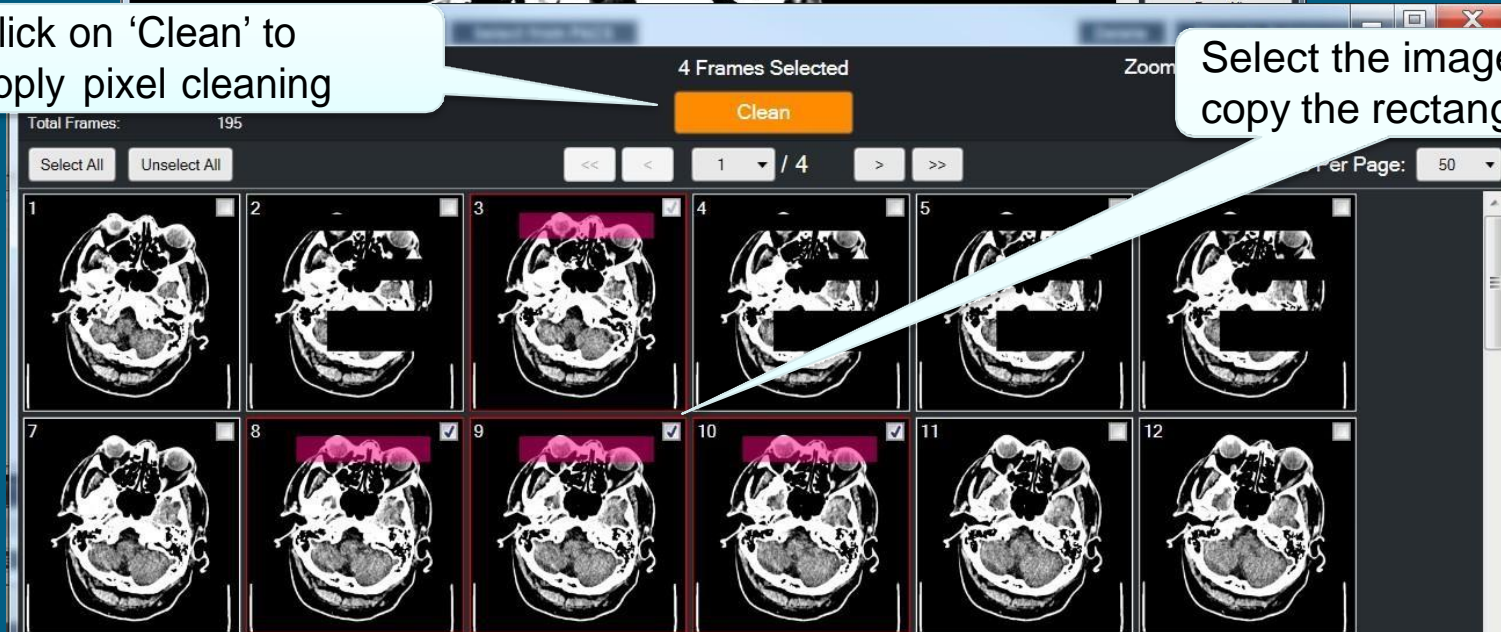
Select a rectangle that was drawn

# Pixel Cleaning on Multiple Images



Click on 'Clean' to apply pixel cleaning

Select the images to copy the rectangle to



# Pixel Cleaning on Multiple Images (cont.)

Clean Pixel Data

Select all Unselect all Tip: You can use Shift to select images Zoom

1 2 3 4 5

6

Select the images to apply the pixel cleaning

Then press 'Propagate to selected images'

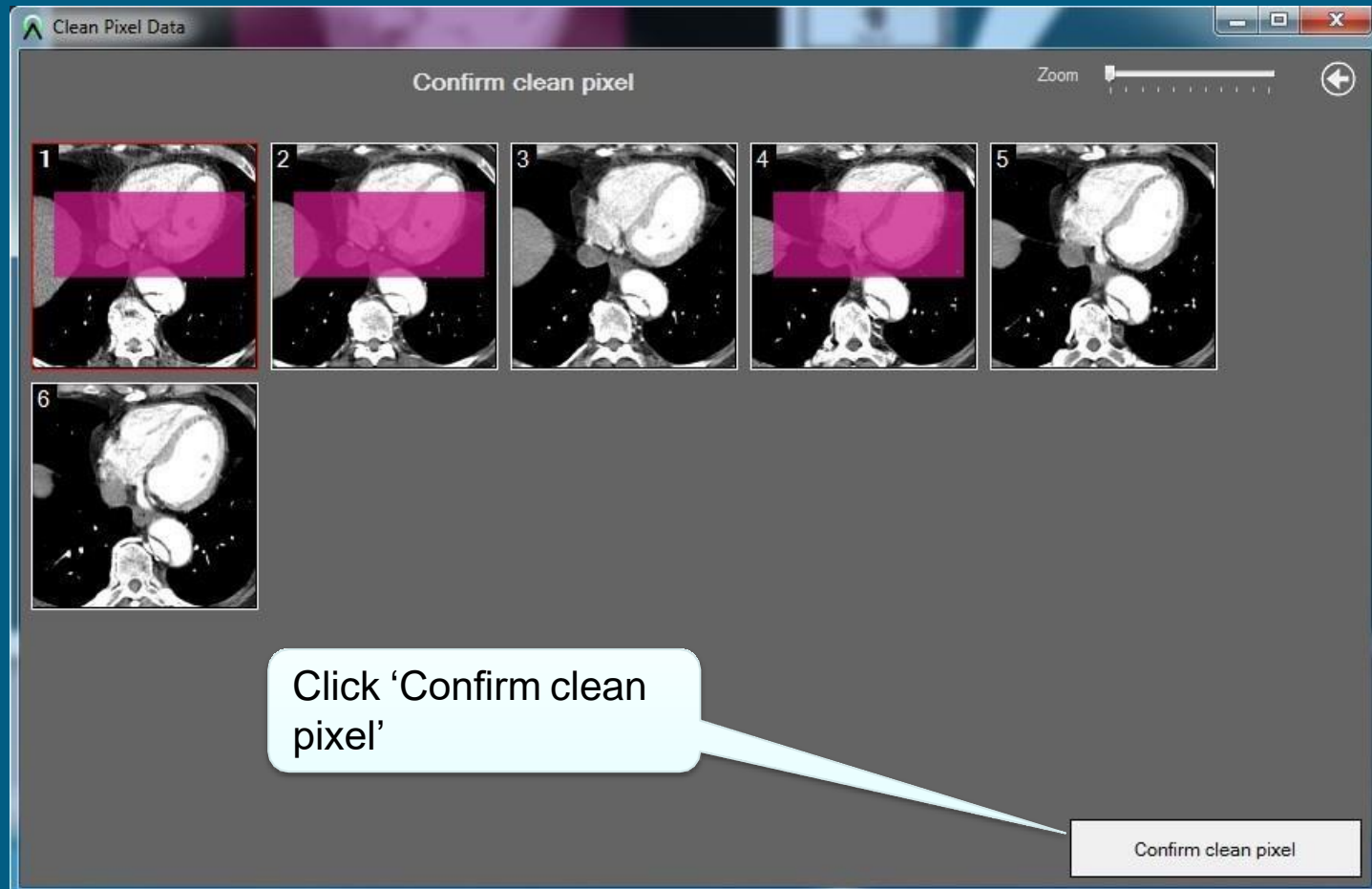
Propagate to selected images

# Pixel Cleaning on Multiple Images (cont.)



Click 'Apply pixel cleaning'

# Pixel Cleaning on Multiple Images (cont.)



# Add Attachments

Non-DICOM files can be added, such as anonymized reports, at study or series level by clicking 'Select' in the 'Attachment' column

The screenshot displays a software interface for managing medical data. A table lists series instances with columns for Series Instance UID, Series Description, and Number Of Files. A dialog box titled 'Attach files for SCOUT' is open, showing a list of files to be attached. The dialog box has buttons for 'Choose Files', 'Choose Folder', and 'Delete'. The file list includes various types such as MP4 Video, JPEG image, Video Clip, Movie Clip, and Microsoft Word Document.

Series Instance UID	Series Description	Number Of Files
1.2.840.113619.2.30....	SCOUT	2
1.2.840.113619.2.30....	HELICAL CHEST	109
1.2.840.113619.2.5.1...	3-PLANE LOC	26
1.2.840.113619.2.5.1...	SAG T-1	13
1.2.840.113619.2.5.1...	COR T-1	20

Type	File Name	File Size	Open	
<input type="checkbox"/>	MP4 Video	mp4 file.mp4	11.43 MB	
<input type="checkbox"/>	JPEG image	yahoo_final.jpg	787.02 KB	
<input type="checkbox"/>	Video Clip	drop.avi	660.00 KB	
<input type="checkbox"/>	Movie Clip	DELTA.MPG	611.73 KB	
<input type="checkbox"/>	Video Clip	sine_wave.avi	460.50 KB	
<input checked="" type="checkbox"/>	Microsoft Word D...	word document.docx	18.87 KB	



# View DICOM Metadata

CT Submission for Site: Ohio State University Comprehensive Cancer Center(OH007) and Trial: Preoperative Extended Chemotherapy vs. Chemotherapy Plus Hypofractionated Radiation Therapy

Series Metadata

Apply DICOM Editing Copy selected Copy all Export to CSV Export to Excel

Group	Element	VR	Description	Value
0002	0000	UL	File Meta Information Group Length	192
0002	0001	OB	File Meta Information Version	0x00\0x01
0002	0002	UI	Media Storage SOP Class UID	1.2.840.10008.5.1.4.1.1.1.2
0002	0003	UI	Media Storage SOP Instance UID	2.25.114871736815276085505191998730073060702
0002	0010	UI	Transfer Syntax UID	1.2.840.10008.1.2.1
0002	0012	UI	Implementation Class UID	1.2.276.0.69.15.12159630920
0002	0013	SH	Implementation Version Name	VER_10
0002	0016	AE	Source Application Entity Title	CCWS
0008	0005	CS	Specific Character Set	ISO_IR 192
0008	0008	CS	Image Type	DERIVED\SECONDARY
0008	0016	UI	SOP Class UID	1.2.840.10008.5.1.4.1.1.1.2
0008	0018	UI	SOP Instance UID	2.25.114871736815276085505191998730073060702
0008	0020	DA	Study Date	20170316
0008	0021	DA	Series Date	20170510
0008	0022	DA	Acquisition Date	20170316
0008	0023	DA	Content Date	20170510
0008	0030	TM	Study Time	143829.000000
0008	0031	TM	Series Time	112741
0008	0032	TM	Acquisition Time	144425.000000
0008	0033	TM	Content Time	112742
0008	0050	SH	Accession Number	00000001
0008	0060	CS	Modality	MG
0008	0068	CS	Presentation Intent Type	FOR PRESENTATION
0008	0070	LO	Manufacturer	GE MEDICAL SYSTEMS
0008	0090	PN	Referring Physician's Name	
0008	1010	CH	Station Name	

Close

Delete Move to Submission Queue Send To Device

Attachment	Images	Comments
Metadata	Clean Pixel Data	Attachment
View	Clean	Select
View	Clean	Select
View	Clean	Select
View	Clean	Select

File Size Open

Click 'View' in the Metadata column to open the series metadata for the DICOM files in the preview panel.

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# Add Comments

Comments can be added for each series by clicking the “Comments” link. Click ‘Save’ after entering comments in the pop-up window.

The screenshot displays a software interface with a table of series. The table has columns for Patient ID, Study Description, Study Date, Accession Number, Attachment, Images, Metadata, Clean Pixel Data, Attachment, and Comments. A pop-up window titled 'Comments - Series' is open, showing a text input field with the placeholder text 'Comments for this series of images.....' and 'Save' and 'Cancel' buttons. A blue arrow points from the 'Comments' link in the table to the text input field in the pop-up window.

Patient ID	Study Description	Study Date	Accession Number	Attachment	Images	Metadata	Clean Pixel Data	Attachment	Comments
TMST_EXAM_167(24,68,...	TOMO Diagnostic Bilateral	3/16/2017	00000001	Select					Comments
Series Description	Series Number	Modality	Number Of Files	Images	Metadata	Clean Pixel Data	Attachment	Comments	
PREMIUMVIEW	13272	MG	1		View	Clean	Select	Comments	
TOMO Diagnostic Bi...					View	Clean	Select	Comments	
TOMO Diagnostic Bi...					View	Clean	Select	Comments	
TOMO Diagnostic Bi...					View	Clean	Select	Comments	

# Move for Submission

Select the series / series that are ready for submission by clicking the check boxes.

Click 'Move to Submission Queue' button to move the studies to Submission Queue

CT Submission for Site: Ohio State University Comprehensive Cancer Center(OH007) and Trial: Preoperative Extended Chemotherapy vs. ... Hypofractionated Radiation Therapy for

Select Files    Select Folder    Select from PACS    Delete    Move to Submission Queue    Send To Device

<input checked="" type="checkbox"/>	Patient ID	Study Description	Study Date	Accession Number	Attachment	Images	Comments		
<input checked="" type="checkbox"/>	CT_EXAM_167(24,68,...	TOMO Diagnostic Bilateral	3/16/2017	00000001	Select		Comments		
<input checked="" type="checkbox"/>	Series Description	Series Number	Modality	Number Of Files	Images	Metadata	Clean Pixel Data	Attachment	Comments
<input checked="" type="checkbox"/>	PREMIUMVIEW	13272	MG	1		<a href="#">View</a>	Clean	Select	<a href="#">Comments</a>
<input checked="" type="checkbox"/>	TOMO Diagnostic Bi...	13275	MG	1		<a href="#">View</a>	Clean	Select	<a href="#">Comments</a>
<input checked="" type="checkbox"/>	TOMO Diagnostic Bi...	13277	MG	1		<a href="#">View</a>	Clean	Select	<a href="#">Comments</a>
<input checked="" type="checkbox"/>	TOMO Diagnostic Bi...	13272	MG	1		<a href="#">View</a>	Clean	Select	<a href="#">Comments</a>

<input type="checkbox"/>	Non-DICOM File Type	File Name	File Size	Open
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# Submission Types

**Clinical Trials** – This submission type is used for almost all the submissions for trials. It's used when patients are enrolled for the trial and a valid Subject ID is available. Actual patient images will be need to be submitted when this submission type is selected.

**Site Qualification**– Sites may need to submit images with site qualification submission type to verify that they are following the trial protocol prior to starting to submit patient images for trial. Subject ID is created automatically for this submission type.

**Test Submission** – Sites may use this type to submit test images to verify that system is working as expected. Subject ID is created automatically for this submission type.

**Credentialing (Typically used for RT Submissions)**– Sites will use this submission type for site credentialing mainly for RTOG. Subject ID is created automatically for this submission type.

# Submission Queue

## SUBMISSION: Clinical Trials Domain

# Submission Queue for Clinical Trials Domain

Submission Queue

Anonymize & Upload Delete From Queue

<input checked="" type="checkbox"/>	Subject ID	Time Point Id	Time Point Description	Submission
<input checked="" type="checkbox"/>	12345	Optional		

Verify all the studies are moved into Submission Queue.

Enter the proper subject ID in "Subject ID" field in the Submission Queue. TimePoint ID and TimePoint Description fields are optional.

Verify all the columns shown in the queue

# Submission Type for Clinical Trials Domain

Submission Queue

<input type="checkbox"/>	Subject ID	Time Point Id	Time Point Description	Submission...	Additional Trial Input	Site Name	Trial
<input type="checkbox"/>	Enter S...	Optional	Optional	ClinicalTrial	N/A	Test T	

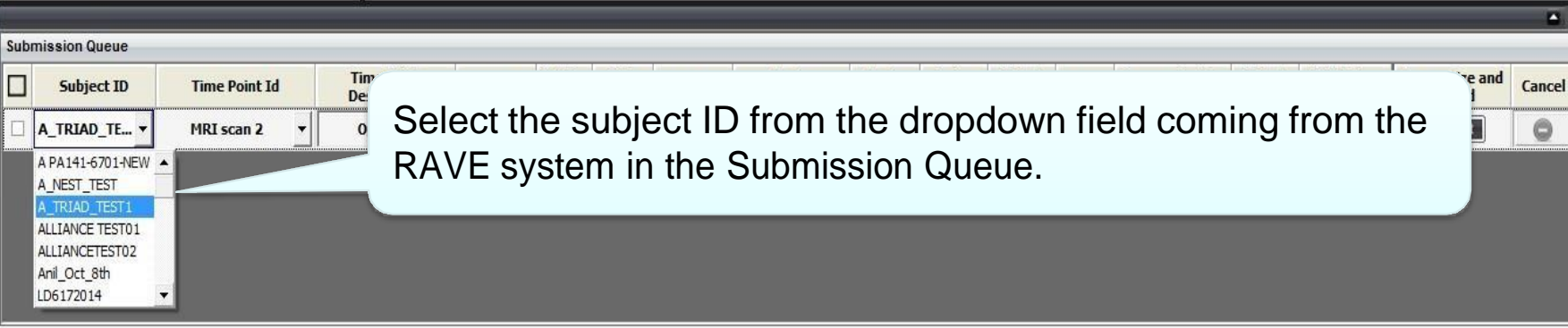
Select the Submission type from the dropdown.

- Clinical Trial -- default
- Site Qualification
- Test Submission
- Credentialing (Typically used for RT Submissions)

# Submission Queue


**SUBMISSION: Clinical Trials (NCI Oncology)  
Domain**

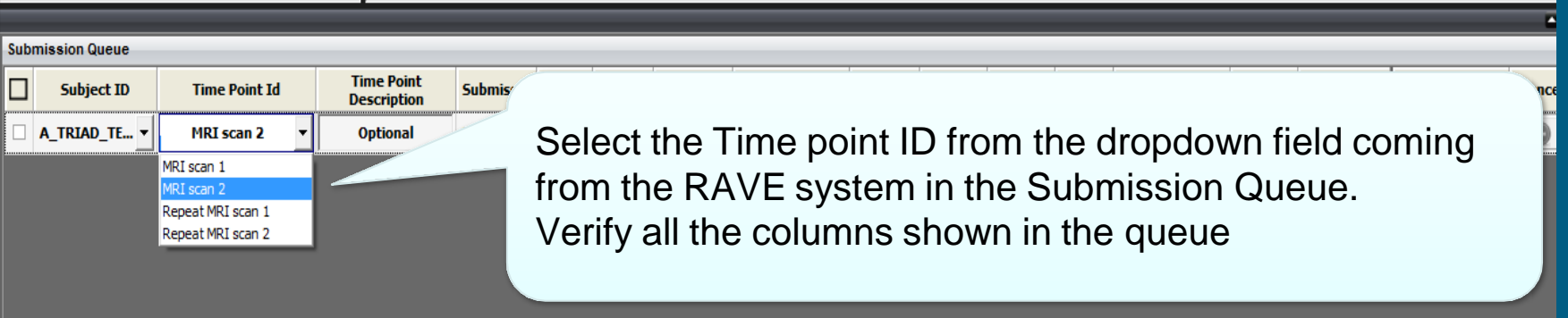
# Submission Queue for Clinical Trials (NCI Oncology) Domain



The screenshot shows the 'Submission Queue' window with a table containing columns for Subject ID, Time Point Id, and Time Point Description. A dropdown menu is open for the Subject ID field, showing a list of options including 'A\_PA141-6701-NEW', 'A\_NEST\_TEST', 'A\_TRIAD\_TEST1', 'ALLIANCE TEST01', 'ALLIANCE TEST02', 'Anil\_Oct\_8th', and 'LD6172014'. A callout box points to this dropdown menu.

Select the subject ID from the dropdown field coming from the RAVE system in the Submission Queue.

Clinical Trials (NCI Oncology) 



The screenshot shows the 'Submission Queue' window with a table containing columns for Subject ID, Time Point Id, Time Point Description, and Submission. A dropdown menu is open for the Time Point Id field, showing a list of options including 'MRI scan 1', 'MRI scan 2', 'Repeat MRI scan 1', and 'Repeat MRI scan 2'. A callout box points to this dropdown menu.

Select the Time point ID from the dropdown field coming from the RAVE system in the Submission Queue. Verify all the columns shown in the queue



# Submission Type for Clinical Trials (NCI Oncology) Domain

Submission Queue								
<input type="checkbox"/>	Subject ID	Timepoint ID	Timepoint Description	SubmissionType	Additional Parameter	Trial	Study Description	Study Date
<input type="checkbox"/>	4.8.0.3_Subject	MRI scan 1	Optional	ClinicalTrial	N/A	Repeatability Assess...	Thorax^1CTA_THORACIC_AORTA_G...	11/1/2004 12:00:...

Select the Submission type from the dropdown.

- Clinical Trial -- default
- Site Qualification
- Test Submission
- Credentialing (Typically used for RT Submissions)

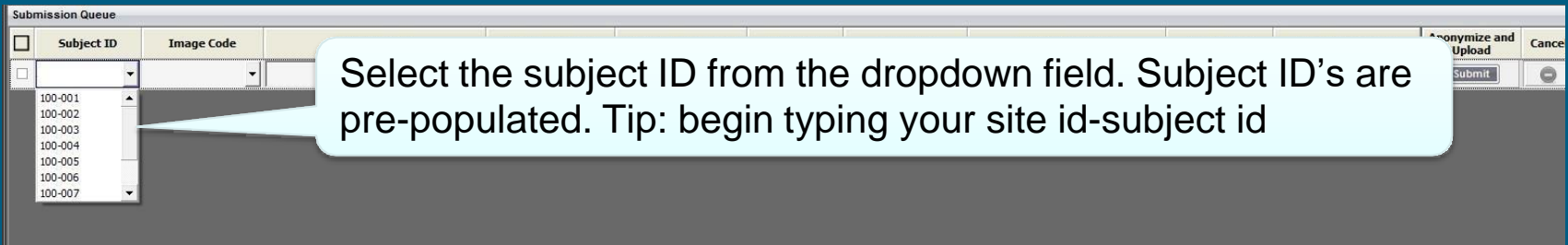
Submission Queue												
<input type="checkbox"/>	Subject ID	Timepoint ID	Timepoint Description	SubmissionType	Additional Parameter	Site	Trial	Study Description	Study Date	Validation Result	Anonymize and Upload	Cancel
<input type="checkbox"/>	4.8.0.3_5...	MRI scan 2	Optional	ClinicalTrial	Select Additional Parameter	M D Anderson Can...	Repeatability Assessme...	Thorax^1CTA_THORACIC_AORT...	11/1/2004 12:00:00...	NA	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Select Additional Parameter

# Submission Queue

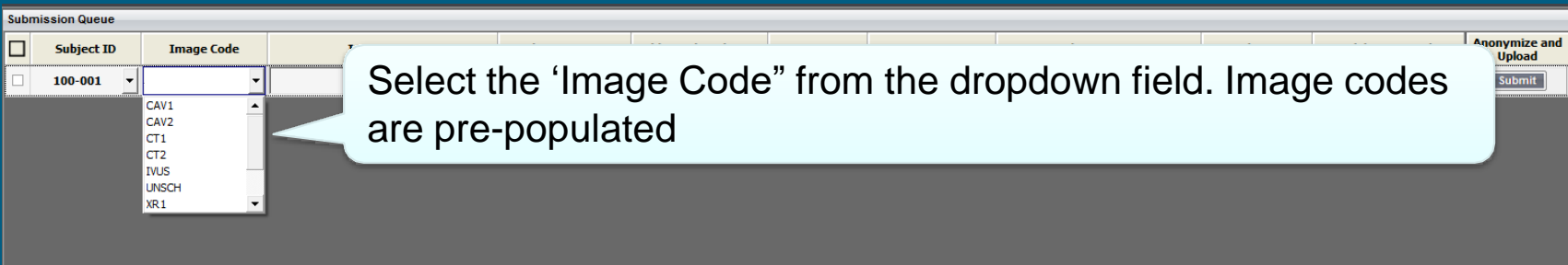
SUBMISSION: Clinical Trials (Custom) Domain

# Submission Queue for Clinical Trials (Custom) Domain



The screenshot shows a web application window titled "Submission Queue". It features a table with columns for "Subject ID" and "Image Code". A dropdown menu is open under the "Subject ID" column, displaying a list of pre-populated subject IDs: 100-001, 100-002, 100-003, 100-004, 100-005, 100-006, and 100-007. A callout box points to this dropdown with the text: "Select the subject ID from the dropdown field. Subject ID's are pre-populated. Tip: begin typing your site id-subject id".

Subject ID	Image Code
100-001	
100-002	
100-003	
100-004	
100-005	
100-006	
100-007	



The screenshot shows the same "Submission Queue" interface. The "Subject ID" field is now populated with "100-001". The "Image Code" dropdown menu is open, showing a list of pre-populated image codes: CAV1, CAV2, CT1, CT2, IVUS, UNSCH, and XR1. A callout box points to this dropdown with the text: "Select the 'Image Code' from the dropdown field. Image codes are pre-populated".

Subject ID	Image Code
100-001	CAV1
	CAV2
	CT1
	CT2
	IVUS
	UNSCH
	XR1

# Submission Type for Clinical Trials (Custom) Domain

Submission Queue

<input type="checkbox"/>	Subject ID	Image Code	Image Type	SubmissionType	Additional Trial Input	FACILITY	PROTOCOL	Study Description	Study Date	Validation Result	Anonymize and Upload	Cancel
<input type="checkbox"/>	100-001	IVUS	Placement Intravascular	ClinicalTrial	N/A	ACR Test Site	PRESERVE		7/7/2015 10:52:...	<span style="color: green;">●</span>	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Clinical Trials (Custom) TRiAD

Image Type is auto populated based on your Image Code selection.

Submission Queue

<input type="checkbox"/>	Subject ID	Image Code	Image Type	SubmissionType	Additional Trial Input	FACILITY	PROTOCOL	Study Description	Study Date	Validation Result	Anonymize and Upload	Cancel
<input type="checkbox"/>	100-001		Optional	ClinicalTrial	N/A	ACR Test Site	PRESERVE	PETPMT CTCU	4/26/2011 2:43:...	<span style="color: yellow;">!</span>	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

ClinicalTrial  
SiteQualificatio  
TestSubmission  
Credentiaing

Select ClinicalTrial from dropdown

# Submission Queue -- Anonymization Result

View DICOM header anonymization results by clicking "Anonymization Result" button. Both the Original Value and De-identified value are shown in the results pop-up windows.

An 'Export' button is also available to export the anonymization results in the form of pdf or word document and save it in your computer.

The screenshot displays a DICOM viewer interface. A table in the foreground shows submission queue data with columns for 'Name of Physician(s) Reading Study', 'Operators' Name', 'Patient's Name', 'Patient ID', 'Patient's Birth Date', 'Patient's Sex', 'Patient's Age', and 'Patient's Weight'. A pop-up window titled 'Anonymization Result' is overlaid on the table, showing a list of DICOM header tags and their values. The 'Export' button is visible at the bottom of the pop-up window. In the background, the DICOM viewer interface shows a 'Choose DICOM Viewer' dropdown set to 'QC Viewer' and a table with columns for 'Accession Nu...', 'Attachment', 'Comments', 'Validation Result', 'File Size', and 'Open'.

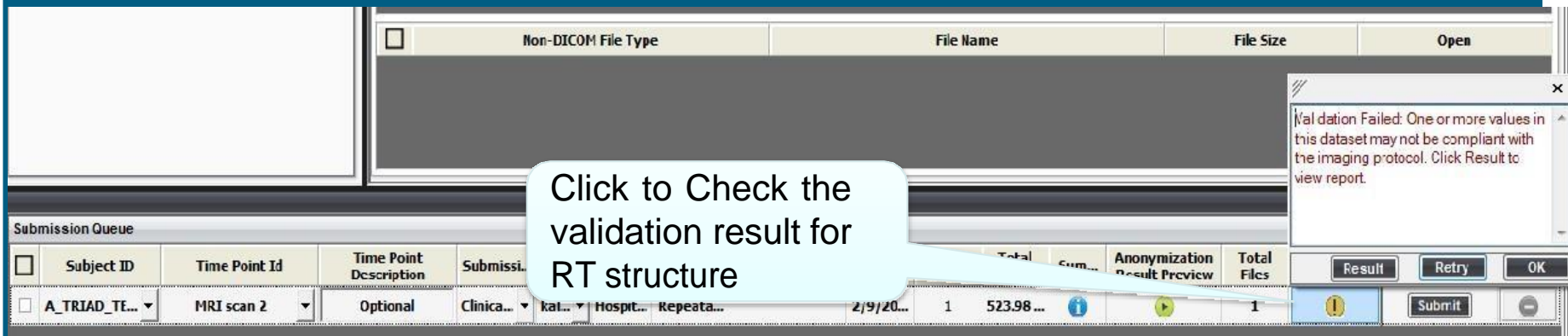
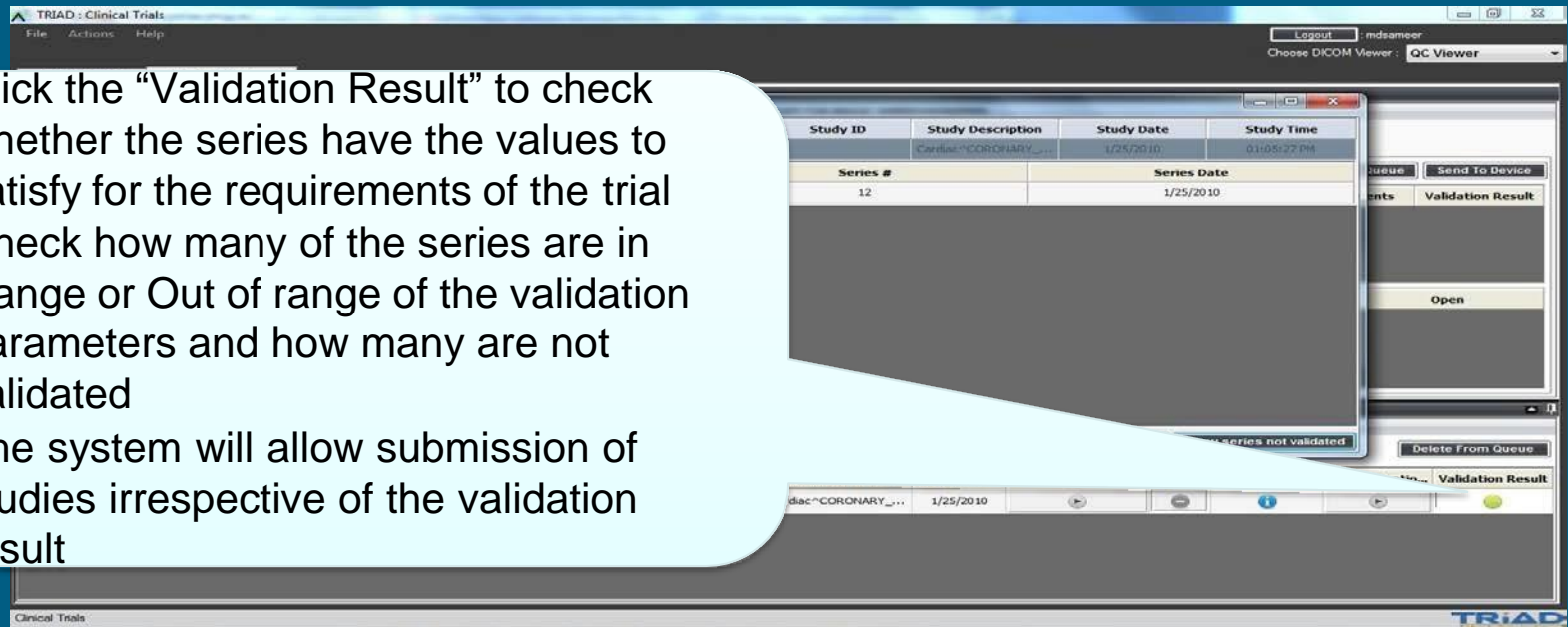
Name of Physician(s) Reading Study	0008,1060			
Operators' Name	0008,1070			
Patient's Name	0010,0010	MISTER^CT	test2	
Patient ID	0010,0020	2178309	test1	
Patient's Birth Date	0010,0030			
Patient's Sex	0010,0040			
Patient's Age	0010,1010			
Patient's Weight	0010,1030			
Additional Patient History	0010,2100			

Accession Nu...	Attachment	Comments	Validation Result	File Size	Open

Cancel	Summary	Total File Size	Validation k...	Anonymizatio...
		22.27 MB		
		852.99 KB		


# Validation Result

1. Click the "Validation Result" to check whether the series have the values to satisfy for the requirements of the trial
2. Check how many of the series are in Range or Out of range of the validation parameters and how many are not validated
3. The system will allow submission of studies irrespective of the validation result



Click to Check the validation result for RT structure

# Validation Result

Study Date	Total Files	Total File Size	Anonymization Result Preview	Validation Result	Anonymize and Upload	Cancel
11/1/2004 1...	14	7.04 MB		N/A	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

If there are no validation profiles assigned for a Site and Trial combination, the system will display 'N/A' in the Validation Result column.

# Validation Result for RT structure

Validation Result

i **Series information**

Series Instance UID    1.2.840.113619.2.248.116525360377.29518.1328809614094.9

Series Description    [EMPTY]

Series Number        2

Series Date            2/9/2012

i **Summary**

x **sample\_profile information [ Validation Failed ]**

Export

**Validation must pass for ALL of the following rules**

Drag a column header here to group by that column

Tag	Value	Rule Name	Rule	Result
StructureSetROISequence [3006,00...		1010 Contour Names	All	x

**Child Rules**

Drag a column header here to group by that column

Tag	Value	RuleName	Rule	Result
ROIName [3006,0026]			Contains GTV	●
ROIName [3006,0026]			Contains Heart	●
ROIName [3006,0026]			Contains Kidney_L	●
ROIName [3006,0026]			Contains Kidney_R	●
ROIName [3006,0026]			Contains Kidneys	●
ROIName [3006,0026]			Contains Liver	●
ROIName [3006,0026]			Contains Lung_L	●
ROIName [3006,0026]			Contains Lung_R	●
ROIName [3006,0026]			Contains Lungs	●
ROIName [3006,0026]			Contains PTV_4500	●
ROIName [3006,0026]			Contains PTV_5040	●
ROIName [3006,0026]			Contains SpinalCord	●

**Legend**

✔ Pass    x Fail    N/A No Validation Applied

[-] x 2/9/2012 [Study Date]

[-] x [EMPTY]

[-] x sample\_profile



# Validation Result for Diagnostic Imaging

Validation Result

Series information

Series Instance UID    2.16.840.1.114362.1.4624240.473.259815039.780.1

Series Description    AX 3D SPGR Post-Gad=6677reformat=B2

Series Number        56859

Series Date            3/27/2011

Summary

- ✗ 3/27/2011 [Study Date]
- ✗ AX 3D SPGR Post-Gad=6677reformat=B2
- ✗ 6701 Validation

**Legend**

✔ Pass  
 ✗ Fail  
 NR No Validation Applied

6701 Validation information [ Validation Failed ]

Export

Validation must pass for ALL of the following rules

Drag a column header here to group by that column:

Tag	Value	Rule Name	Rule	Result
▶ <input type="checkbox"/> SourceManufacturer [30...		Character Not Empty	NotEmpty	✗
<input type="checkbox"/> OperatorsName [0008,1...		Character Empty	Empty	✔
<input type="checkbox"/> BranchOfService [0010,1...		Character Not Exists	NotExists	✔
<input type="checkbox"/> Manufacturer [0008,0070]	GE MEDICAL SYSTEMS / MI...	Character Exists	Exists	✔
<input type="checkbox"/> Validation must pass for ...			All	✔
<input type="checkbox"/> StudyDescription [0008,...	MRI BRAIN	Character Contains	Contains TA_SE	✗
<input type="checkbox"/> ReferringPhysiciansName...	UNKNOWN	Character Equal	Equal TEST_DATA_SET	✗
<input type="checkbox"/> PregnancyStatus [0010,...		Numerical Not Exists	NotExists	✔
<input type="checkbox"/> ImagesInAcquisition [002...		Numerical Not Empty	NotEmpty	✗
<input type="checkbox"/> ItemNumber [0020,0019]		Numerical Empty	Empty	✔
<input type="checkbox"/> InstanceNumber [0020,0...	29	Numerical Exists	Exists	✔
<input type="checkbox"/> AcquisitionNumber [0020...		Numerical Between	Between 6.99 7.001	✗

# Submission Queue -- Submit Studies

The screenshot displays the 'Clinical Trials' submission interface. On the left, there are sections for 'Site & Trial Information' (with 'Mercy Saint Anne Hospital' and 'ECOG 4514 - ECOG 1208 HEPATOCEI' selected) and 'Project and Group Details' (with 'Eastern Cooperative Oncology Group' and 'RADIATION THERAPY ONCOLOGY GROUP' listed). The main area shows a 'CT Submission for Site: Mercy Saint Anne Hospital(772) and Trial: ECOG 1208 HEPATOCELLULAR CARCINOMA(4514)'. Below this is a table with columns for 'Non-DICOM File Type', 'File Name', and 'File Size'. At the bottom, the 'Submission Queue' section contains an 'Upload Selected' button and a table with the following data:

<input type="checkbox"/>	Subject ID	Timepoint ID	Timepoint Description	SubmissionType	Additional	Trial	Study Description	Study Date	Validation	Anonymization	Anonymize	Cancel
<input type="checkbox"/>	12345	Optional	Optional	ClinicalTrial	N/A	ECOG 1208 HEPAT...	RES.MAMMOBILAT SCR T-...	3/16/2017 12:00:0...	N/A		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Click "Submit" when ready to submit the files to ACR. For bulk submissions, select the box in each row, then select "Upload Selected".

Anonymization and validation will be done during submission even if the "Anonymization" button was not selected beforehand. The Submit button will change to a green button after the files are submitted successfully.

# Submission History

Click on the link in the Status column in the Submission History tab for more information about what was uploaded

**Submission History**

Search Submission History

**Search By Criteria**

**Trial**  
Select Trial

**Site**  
Select Site

**Subject ID**  
[Text Box]

**Modality**  
Select Modality

**Timepoint ID**  
[Text Box]

**Sent Date**  
From: [Date] To: [Date]

**Study Date**  
From: [Date] To: [Date]

**Include Published Data**

**Search**

**Submission History Preview**

Submission history results.

	Subj...	Timepoint ID	Site	Site#	Trial	Trial#	Stud...	Stud...	Images	Acce...	Validation	Att...	Ad...	Status
+	TA_A...		Abbo...	MN008	A Ph...	E4412	PET^...	9/21/...		0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	SQ_A...		Abbo...	MN008	A Ph...	E4412	PET/C...	9/20/...		0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	E4412...	PET0	Abbo...	MN008	A Ph...	E4412	PET/C...	9/20/...		0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	E4412...	PET0	Abbo...	MN008	A Ph...	E4412	PET/C...	9/22/...		0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	E4412...	PET10	Abbo...	MN008	A Ph...	E4412	PP N...	9/22/...		0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	E4412...	PET10	Abbo...	MN008	A Ph...	E4412	PET ...	9/7/2...		0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	E4412...	Other	Abbo...	MN008	A Ph...	E4412	PETC...	9/22/...		0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	E4412...	PE								0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	E4412...	PI								0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	TA_A...									0	N/A	<a href="#">Vie...</a>	<a href="#">Add</a>	N/A
+	E4412...									263...	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	9114...									0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	TRIAD2	Baseline	Abbo...	MN008	Phas...	A031...		7/31/...		0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...
+	TRIAD1	Baseline	Abbo...	MN008	Phas...	A031...	RT^P...	2/12/...		0	NR	<a href="#">Vie...</a>	<a href="#">Add</a>	Submi...

Modify the Search By Criteria fields and press Search to filter the Submission history results.

Check this box to display Published Data

# Submission History – Site Information

- To view site information click on a row in the submission history results. The Site Information window will display the Submitting site, the Enrolling site and the Provider site information for the selected submission.

**Submission History Preview**

Submission history results.

Subjec...	Timepo...	Submissio...	Site	Site#	Trial	Trial#	Enrolling Site	Study D...	Study D...	Images	Accessio...	Validation	At															
1539786...	1539786...	NA	Ohio Stat...	OH007	Phase II ...	CALGB-4...	N/A	NA	NA	NA	NA	NA	View															
1539786...	1539786...	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Site Information</b></p> <table border="1"> <thead> <tr> <th></th> <th>Site Number</th> <th>Site Name</th> </tr> </thead> <tbody> <tr> <td>Submitted by</td> <td>OH007</td> <td>Ohio State University Comprehensive Cancer Center</td> </tr> <tr> <td>Enrolling site</td> <td>OH007</td> <td>Ohio State University Comprehensive Cancer Center</td> </tr> <tr> <td>Provider site</td> <td>RTF-2026</td> <td>The Ohio State University - James Cancer Hospital</td> </tr> <tr> <td colspan="3" style="background-color: #cccccc;"> </td> </tr> </tbody> </table> <p style="text-align: right;"><b>Close</b></p> </div>													Site Number	Site Name	Submitted by	OH007	Ohio State University Comprehensive Cancer Center	Enrolling site	OH007	Ohio State University Comprehensive Cancer Center	Provider site	RTF-2026	The Ohio State University - James Cancer Hospital			
	Site Number	Site Name																										
Submitted by	OH007	Ohio State University Comprehensive Cancer Center																										
Enrolling site	OH007	Ohio State University Comprehensive Cancer Center																										
Provider site	RTF-2026	The Ohio State University - James Cancer Hospital																										
1539786...	1539786...																											
703783	Baseline																											
703783	Follow-up																											
703783	Follow-up																											
700560	Follow-up																											
700560	Baseline																											
700560	Follow-up																											
700560	Follow-up																											
700560	Follow-up																											
700560	Baseline																											
703834	Follow-up																											
703834	Baseline																											

# Submission Status

**Processing** – The server is uploading the study/series.

**Submitted** – The upload of the study has been completed successfully.

**DataTransferIncomplete** – The connection to the central server was interrupted during submission. Partial data has been transferred from the site. The site should re-submit the exam.

**ProcessingError** – A database error occurred within the system. The server failed to process all the files successfully. The site should re-submit the exam or contact TRIAD Support for assistance.

**Pending** - The study is up for review

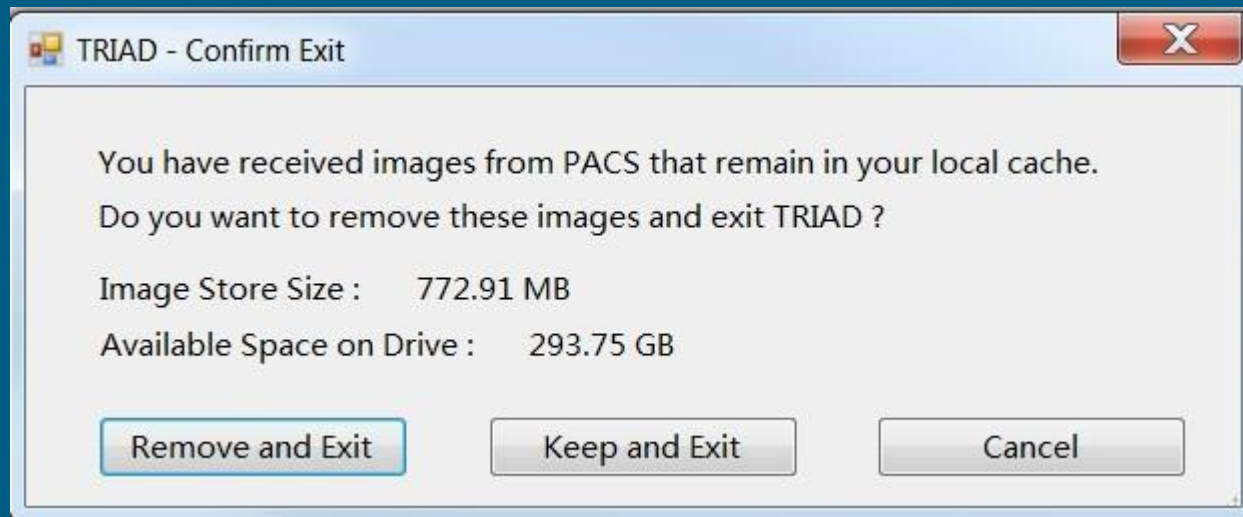
**Published** – The review has been completed.

Click on the link in the Status column in the Submission History tab for more information about Submission Status when errors occur.

Subject ID	Site	Site#	Trial	Trial#	Study De...	Study ...	Images	Accession Nu...	Validati...	Attachments	Add Attach...	Status
123456	Mercy Saint ...	7700	RT AND CIS...	3501	BRAIN S...	1/8/2001		0	NR	<a href="#">View (0)</a>	<a href="#">Add</a>	<a href="#">DataTransferIncomplete</a>
j	Mercy Saint An...	772	ECOG 1208 HE...	4514	BRAIN SELLA	1/8/2001		0	NR	<a href="#">View (0)</a>	<a href="#">Add</a>	Submitted
4545	Mercy Saint An...	772	ECOG 1208 HE...	4514	BRAIN SELLA	1/8/2001		0	NR	<a href="#">View (0)</a>	<a href="#">Add</a>	Submitted

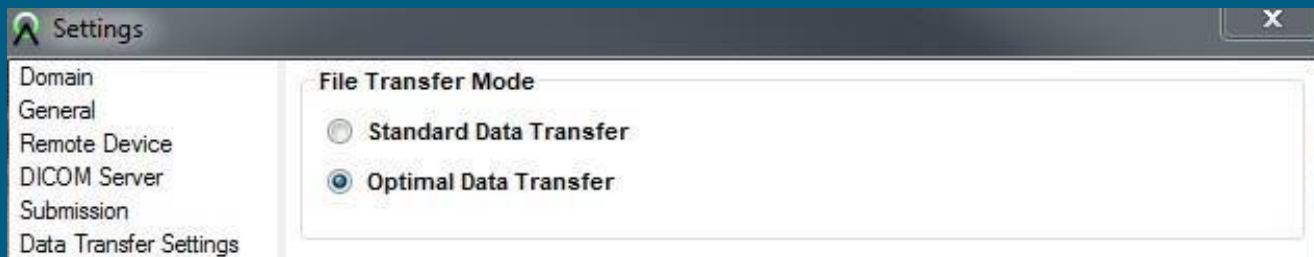
# Exiting TRIAD

- If TRIAD has data that was not submitted, the application will ask if you want to keep the images or remove the images prior to exiting the application.



# Data Transfer Settings

- In Actions > Settings > Data Transfer Settings
  - Optimal Data Transfer
    - Default mode for submissions
    - Used for faster uploads
    - TCP (33001) and UDP (33001-33500) ports must allow outbound connections
    - In case of any failures with submissions, the system will automatically switch to Standard Data Transfer mode
    - Ethernet connection is required for large submissions
  - Standard Data Transfer
    - Traditional way to upload files

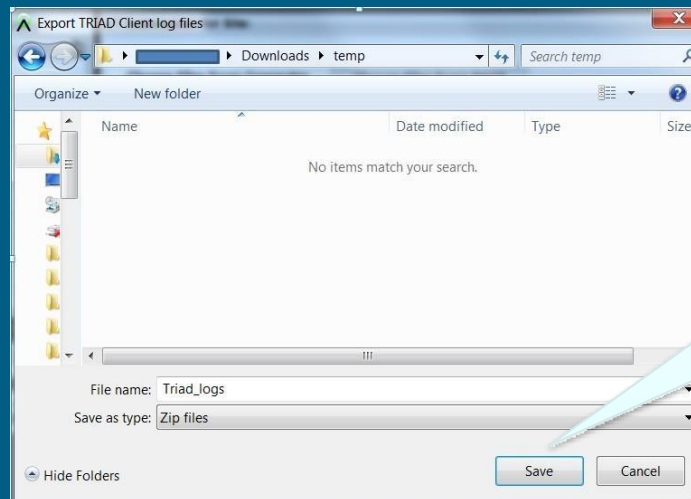


# Export Logs

- Export TRIAD debug log files to send to TRIAD Support when issues occur.



Click on Export Logs



Select the location on where you would like to put the file. Press Save.



# TRIAD Support

- If you have any questions or issues, please contact ACR TRIAD support services
- Support Hours: 8am – 5pm EST Monday – Friday except ACR observed holidays
- Support contact:  
[TRIAD-Support@acr.org](mailto:TRIAD-Support@acr.org) or 703-390-9858 (Select option 1)

For any additional information, please check the TRIAD web site at: <http://triadhelp.acr.org>