

QUICK USER GUIDE
FOR TRIALS

OSIC Cloud

Powered by  VIDA™

v1.22.0 or latest

OSIC Cloud | Quick User Guide for Trials

Description & Features

The Open Source Imaging Consortium (OSIC) – a global 501(c)(3), not-for-profit cooperative effort between academia, industry, and patient advocacy groups – was created to look at lung diseases differently, and to drive collaboration between unlikely partners. *OSIC Cloud* for trials provides:

- Simplified site onboarding with project-enabled tracking, eLearning, and certification.
- Seamless data upload with prefilled forms, deidentification, and storage compression.
- Organized project case data and data management tools.
- Tight orchestration of data access, notifications, and project actions through defined user roles.

Use Summary

This Quick User Guide covers:



System Requirements

- **Browsers:** Latest or last previous version of Chrome, Safari, and Edge. We do not guarantee full compatibility with older versions, less common, or unsupported browsers. *Note, we are unable to provide support for issues encountered while using our platform with unsupported browsers or browser versions.*
- **RAM:** 8GB
- **OS:** Windows 10 (minimum)
- **Network Speed:** >2Mbps for best performance

Support Services



support@osicild.org

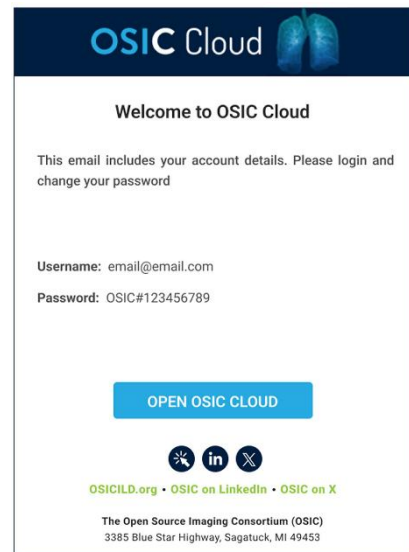
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1 Platform & Project Access

To access the Platform or a Project:

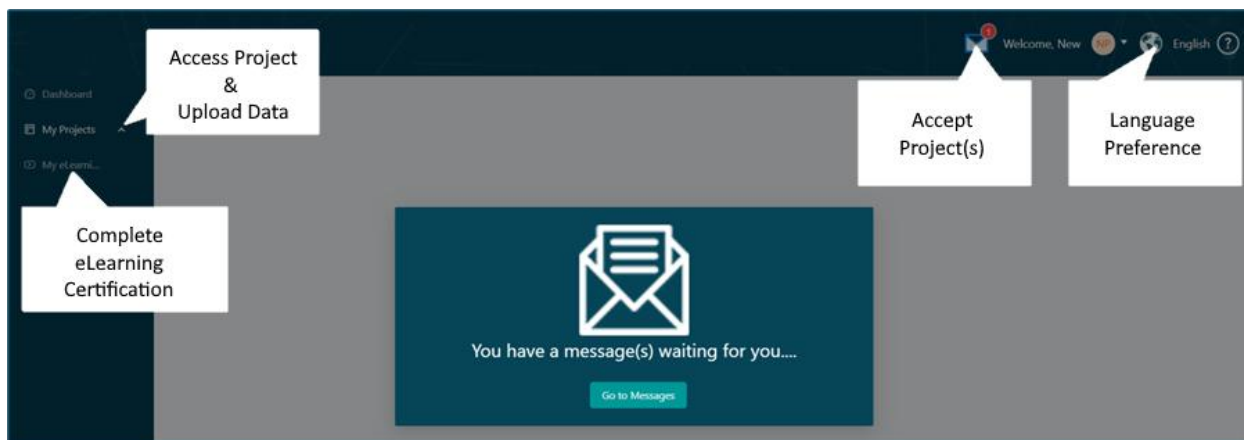
1. New Platform Access

- You will receive a welcome email with your temporary password.
- Follow the link to <https://www.osiccloud.org/>.
- After login, follow the prompts to create a new password.
- You may be prompted to complete your profile which may include your name, phone, and organization.



2. Project Access

- You will receive an email to join the Project(s) (Trial or Study) in which you participate.
 - Follow the link to login to your account.
 - View your messages by selecting the mail icon and accept the invitation.
 - The Project will be available from the left navigation panel under "My Projects".
- Note, Project invitations must be "accepted" before they appear under "My Projects".**



2 Onboarding Members

1. Personnel



During onboarding of a new project, all sites are added by project management personnel to the *OSIC Cloud* project. Project Management will add/invite the Site Coordinator to join *OSIC Cloud* and the Project. Sites will be asked to complete Site Qualification/Onboarding by inviting site personnel to the *OSIC Cloud* supporting the project including:

1. Site Coordinators
2. Imaging Technicians
3. Principal Investigator(s)

External supporting personnel should be associated with their employment organization for auditing and tracking purposes. Many projects require at least one study coordinator and one imaging technician to complete eLearning to fulfill personnel onboarding requirements.

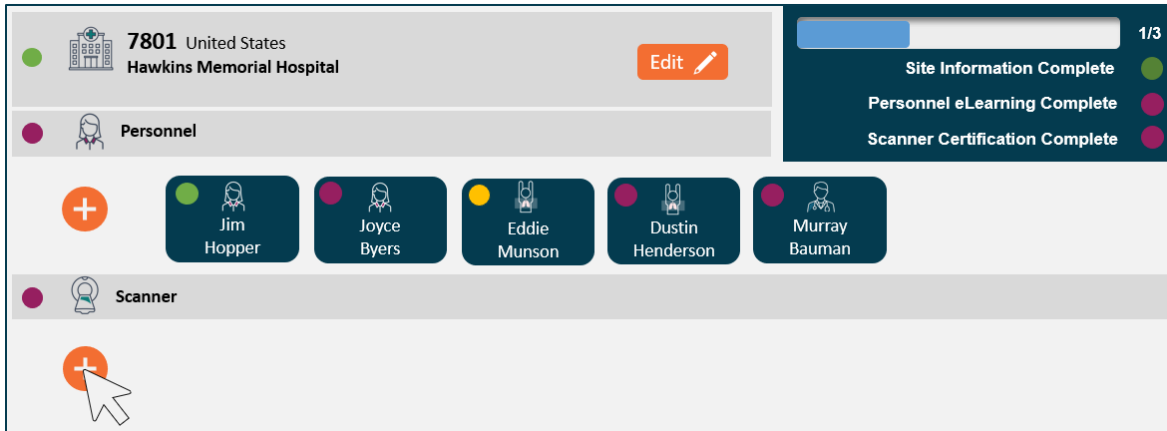
To add site personnel to your site, navigate to the project and select the Members tab. Select your site's name in blue. This will launch the site page where your onboarding status is tracked and where additional personnel and scanners supporting the project can be added. User information provided here will be used for tracking eLearning completion and communicating trial related information only.

If your site has been enrolled in another trial using *OSIC Cloud*, the personnel from that trial will be shown as recommended users to add to the project. Select the checkmark to add the user to the project or the "x" to remove the recommendation.

2.2 Scanners

The study site will need to indicate the scanners targeted for use in the study.

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To add, select the "+", you will be prompted to complete the following steps:

1. Identify the location of the scanner.
 - a. Select "Study Site" location if the scanner is located at your facility.
 - b. Select "External Imaging Facility" if the scanner is located at a separate, satellite facility.

Scanner

1 of 3

Study Site External Imaging Facility

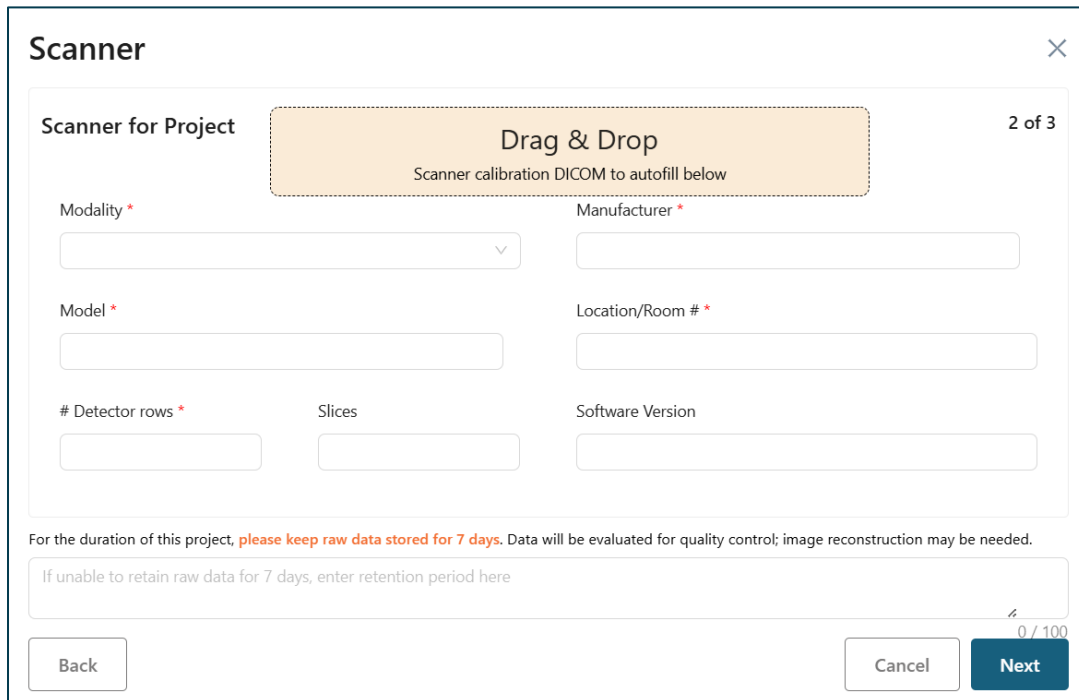
Provide Location

Country *	Site name (Type 3 or more characters to get the list) *
United States	Hawkins Memorial Hospital
Address	City
2313 E Point St	Hawkins n
State	Zip/Postal Code
Indiana	47501

Cancel Next

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2. Provide the requested scanner details (required items are marked with a *).



Scanner ×

Scanner for Project 2 of 3

Drag & Drop
Scanner calibration DICOM to autofill below

Modality * Manufacturer *

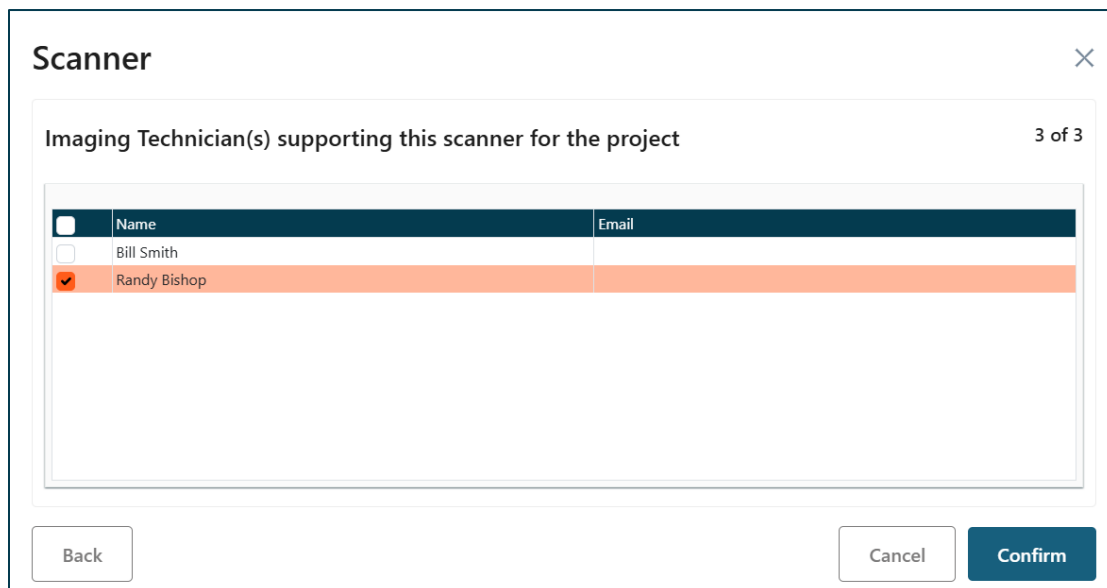
Model * Location/Room # *

Detector rows * Slices Software Version

For the duration of this project, please keep raw data stored for 7 days. Data will be evaluated for quality control; image reconstruction may be needed.

If unable to retain raw data for 7 days, enter retention period here

3. Indicate which Imaging Technician(s), added under "Personnel," are supporting the scanner. Imaging Technician information is used to communicate to the technician if there are questions or issues related to the scanner.



Scanner ×

Imaging Technician(s) supporting this scanner for the project 3 of 3

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Bill Smith	
<input checked="" type="checkbox"/>	Randy Bishop	

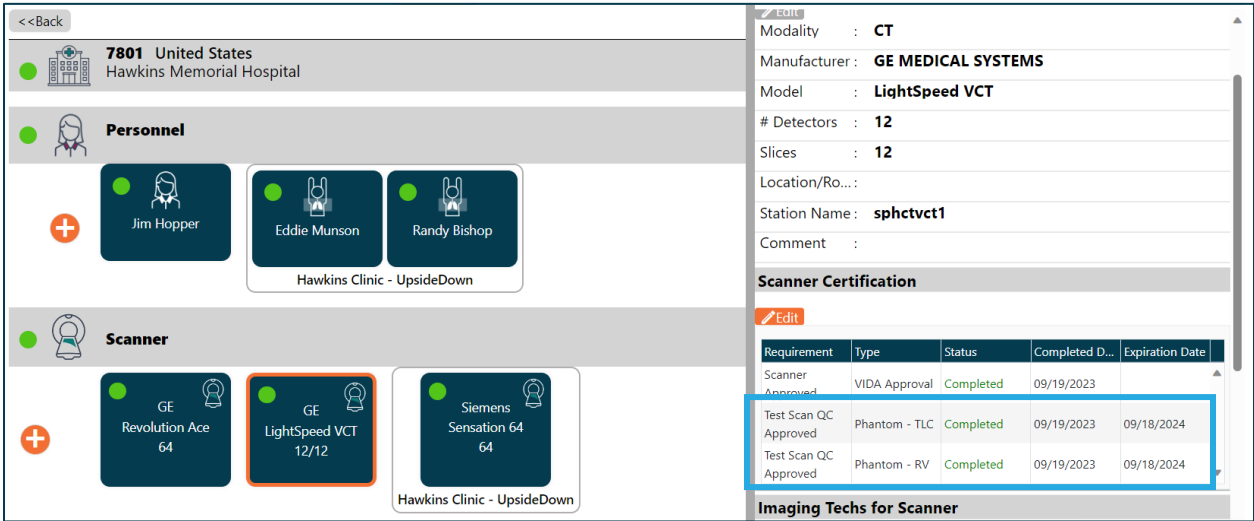
Once you have completed the scanner information, it will be added to the site. Scanners from an external facility will be grouped under the location name.

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Scanner Certification

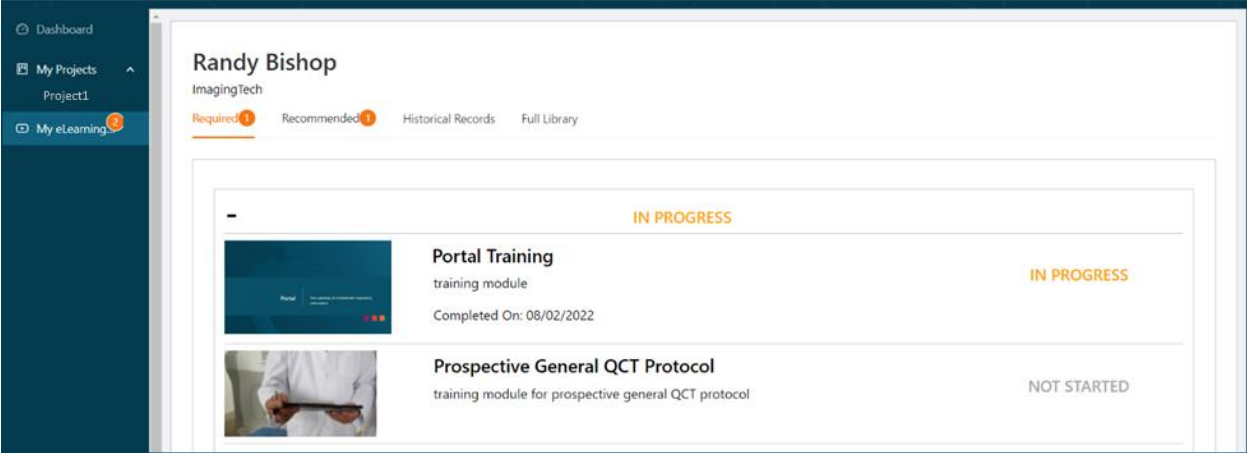
Scanner certification completion can be tracked by selecting the scanner to view its details. Scanner certification requirements are project specific. Before certification of the scanner can be completed, users often must complete project eLearning.

Be sure to check for scanner certification expiration from the scanner details, this date is when the scanner will need to be recertified.



2.3 My eLearning

Projects may require personnel training prior to scanning trial subjects, and/or uploading subject data. All assigned personnel training and completion certificates are available from "My eLearning".

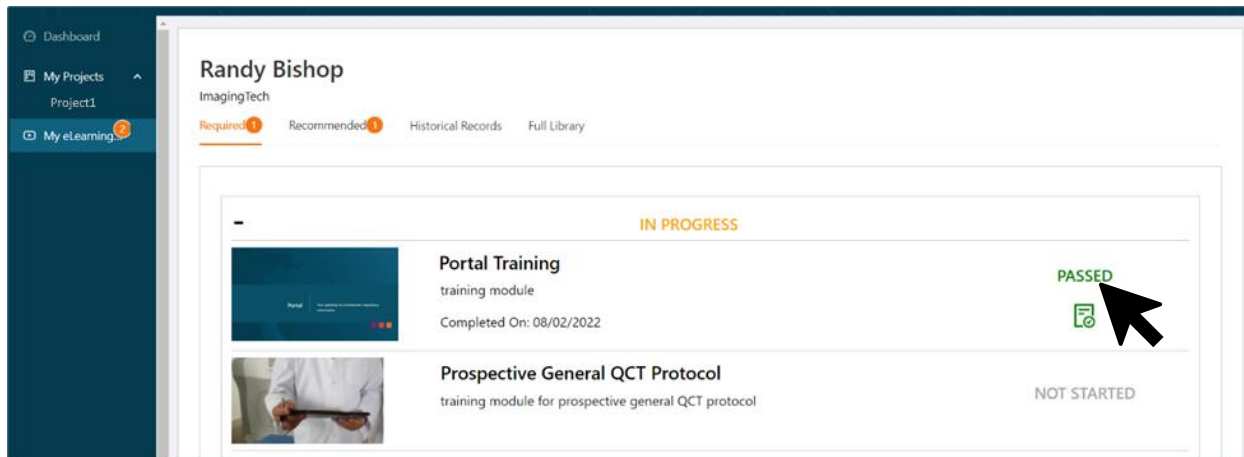


Selecting the tab:

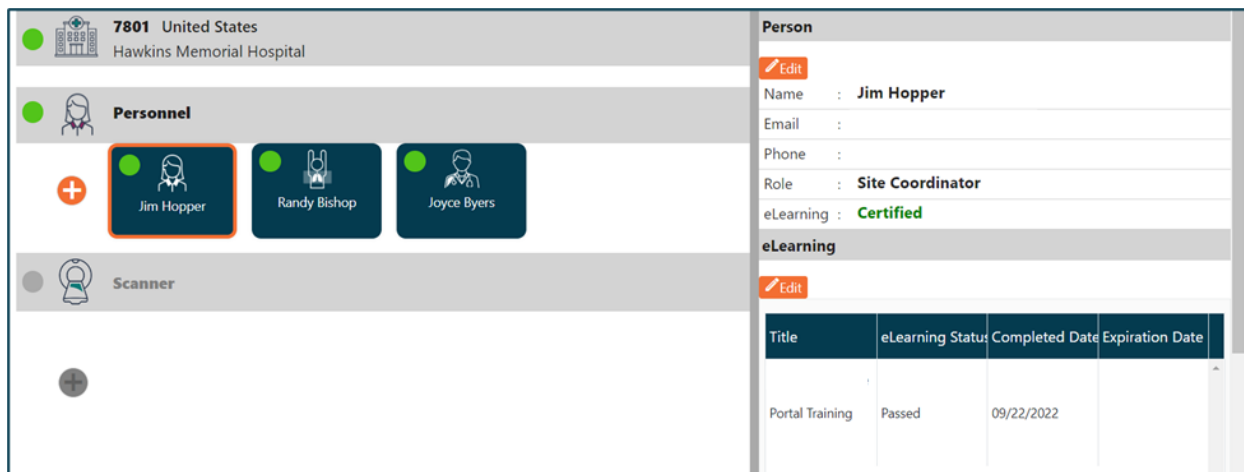
- Required.** Includes all trainings required to complete personnel certification.
- Recommended.** Includes resources for easy reference including video content.
- Historical Records.** Includes past records and certificates for expired trainings.
- Full Library.** May include additional training and reference content.

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For site personnel to be considered “training certified,” select “My eLearning” from the left navigation, select the “Required” tab, and select the module to complete the training. Required trainings will provide certificates which can be downloaded for your records by selecting “Passed” for each module.



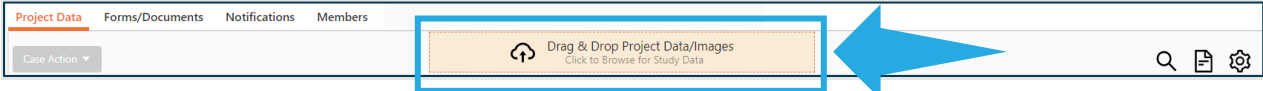
Site Personnel eLearning completion can be tracked and reviewed from the Site page. Select the user to view their assigned training modules and completion status.



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3 Data Upload

To upload a test object or subject imaging study, select your Project from the left sidebar and click the large orange area to "Browse" for your imaging data. Alternatively, you may "Drag and Drop" a folder from your file manager to the orange area highlighted below. **All uploads should contain data for a single patient/study only. Multiple studies (e.g., baseline, follow up) per upload will not be accepted; these should be uploaded individually. Note, TLC and RV series study can be uploaded together if they are from the same study (denoted by their DICOM studyUID).**

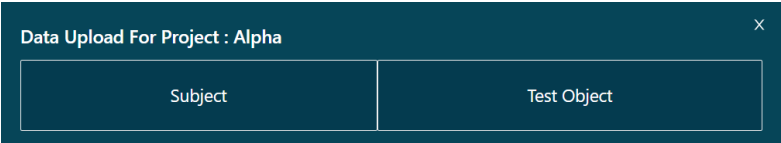


OSIC Cloud will perform anonymization and file compression automatically.

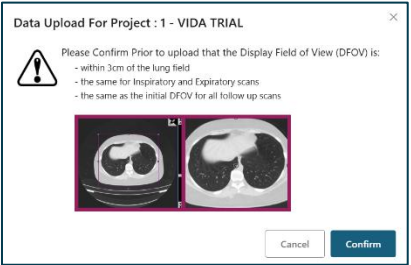
The following file extensions are supported for data upload (non-.zip is preferred):

.dcm	.dicom	.part	.zip	.sr	.ima	.7z	.rar
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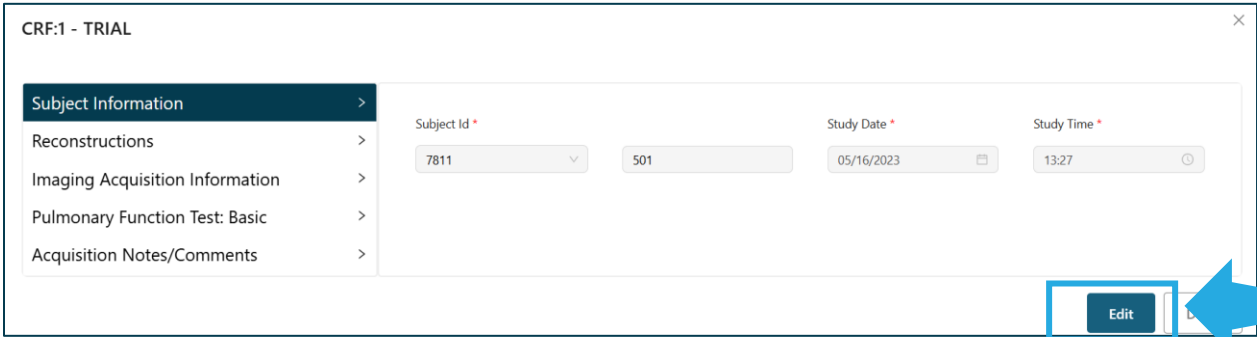
On upload, you will be prompted to select the data type you are uploading, subject data or test object/scan data.



A reminder may be prompted to check the DFOV prior to completing upload. If the DFOV for the subject does not meet these criteria, please select "Cancel," reconstruct, and reupload. A correct DFOV is critical for accurate measurement analysis for the trial/study.



For each upload, a case report form (CRF) may be required. Complete the prompted form. Use the 'Tab' key on the keyboard to move through all fields and modules to ensure the form is filled out completely. Select "Confirm" to initiate the upload. The data will then begin uploading to the Platform. The CRF can be edited by selecting the uploaded case and selecting the Case Action "View/Edit CRF".



OSIC Cloud | Quick User Guide for Trials

3.1 Data Upload Statuses

Upload statuses will be shown in the Data Upload table and indicate if there has been an upload or scan quality issue. **Until the scan status is marked as 'Qualified' or 'Not Qualified' for data quality, do not delete the raw data from the local site scanner system.**

Status	Meaning
Upload in Progress	The data is actively uploading.
Upload Cancelled	The data upload has been cancelled.
Upload Failed	The scan failed to upload, DO NOT DELETE RAW DATA. This can occur in the following scenarios: <ul style="list-style-type: none">Poor network connection. Retry upload.Log out, page refresh, or navigation to a page before the upload completes. Retry upload. Contact support if issues persist.
DICOM Files Not Found	Data uploaded does not contain valid DICOM files. Identify the DICOM files intended to be uploaded and reupload.
Anonymizing Files	Platform security engine is automatically anonymizing the CT data.
QC Processing	The data is being processed for quality control review.
Upload Complete	Data has successfully uploaded.
Processing Review	Data processing requires Support to review. DO NOT DELETE RAW DATA.
Ready for QC	Data is ready for quality control assessment for scan quality. DO NOT DELETE RAW DATA.
Assessing QC	The data is under quality control review. DO NOT DELETE RAW DATA.
Escalated QC	Scan quality control is under further review by Image Safety and Quality Control. DO NOT DELETE THE RAW DATA.
Action Required	The data has been flagged for a quality control issue that requires action from the site. The user will be contacted by email for the next steps. DO NOT DELETE RAW DATA.
QC Complete	Data has completed quality control review.
Not Qualified	The data did not pass quality control; QC was unsuccessful.
Qualified	The data has passed quality control; the site is now free to delete the raw data from their scanner system.
Scan Received	Scan has been successfully received; no action required.
Published	The data has been published for analysis.