MediCal QAWeb Server

User Guide

About QAWeb Server

Overview

In this chapter

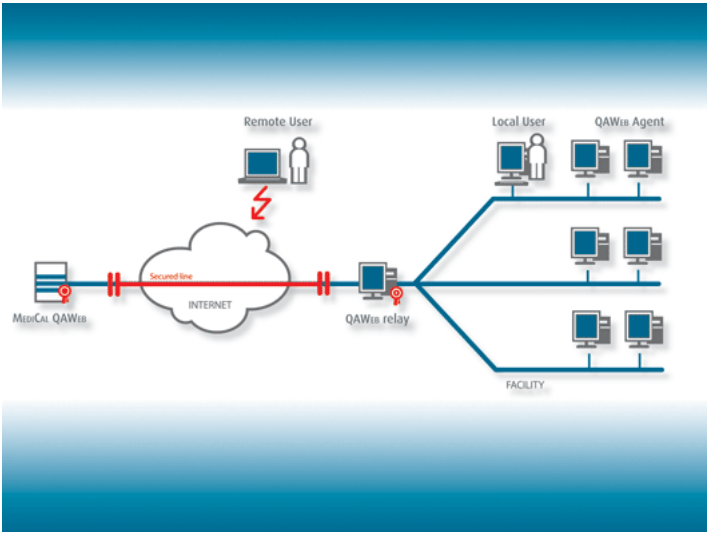
This chapter covers the following topics:

- The QAWeb Server concept
- Installing QAWeb Server
- Looking at the QAWeb Server homepage
- Logging on to QAWeb Server
- Looking at the QAWeb Server homepage
- About user accounts, license levels and QA policies

The QAWeb Server concept

QAWeb consists of three components:

- QAWeb Server
- QAWeb Relay
- QAWeb Agent



This manual deals with the QAWeb Server component.

The QAWeb Server is hosted by Barco and is available on the internet on:
https://service.medical.barco.com.

About the QAWeb Server security

When you browse to the QAWeb Server page, a secure connection (128 bit encryption) is made through https (port 443) and a digital certificate is used. It is not possible to browse through the live QAWeb Server using the http (port 80) protocol.

When accessing the QAWeb Server, a CA (certificate authority) issued certificate is used. Because the certificate is signed by a trusted authority (such as VeriSign), there is no warning message in the browser of the user. Every facility also has its own unique certificate and its own user accounts. This prohibits access to other facility data.

The QAWeb Server is located in a secured environment and is only physically accessible by authorized Barco personnel.

The QAWeb Server portal

You can visit the QAWeb Server portal at this address:
http://www.barcomedical.com/qa

Installing QAWeb Server

Installation sequence

Installing QAWeb Server is done in the following order:

- The medical facility is registered.

To register a facility

- After registration, the facility manager receives an e-mail containing the relay code and a link to the relay installer.

The relay can be set up in one of the following ways:

- Setting up the relay in the PACS network

This is the default set-up without a firewall between the PACS workstations (and thus the QAWeb Agent) and the Relay. This allows easy remote installation for the QAWeb Agent: the Agent installer is downloaded once, resides on the QAWeb Relay and is distributed from there to the PACS workstations connecting to QAWeb.

- Setting up the relay in the DMZ

This set-up is used when there is no or limited access of the PACS network to the internet. In this case, the IT department has to enable https traffic from the Relay to the server and should make the Relay available for the PACS workstations (http and https). Additional adjustments are necessary to enable remote installation.

- QAWeb Agent is installed on the various workstations.

Registering your facility

Before you can start working with QAWeb Server, you need to register your facility.

About medical facilities

To register a facility

Proceed as follows:

1. Open your web browser.
2. Go to this website: http://service.medical.barco.com/
3. On the Welcome page, click Sign up to register a facility.
4. On the QAWeb Server Facility Signup page, fill in the required information:

   - Facility information: this is the facility name, the service provider code and the facility contact information

   Note: The service provider code identifies your QAWeb Server Partner. If you don't have a partner code or you have misplaced it, you can request your partner code by sending an email to QAWeb.Admin@barco.com

   - Facility administrator contact information
   - Facility administrator user name and password
   - Facility invoicing contact information
   - Radiology manager contact information

   The Facility contact information is automatically copied in the two next panes. Select the check boxes in front of Facility invoicing contact information and Radiology manager contact information to make these panes editable. Then enter information that is not identical to the Facility contact information.
5. Click Sign up.

An e-mail with a confirmation link will be sent to the previously provided e-mail address.

6. When you receive the e-mail, click the link it contains to confirm that you own the e-mailaddress.

   Your web browser will be activated and a completion message for your facility registration will appear. The facility is now registered whitin QAWeb Server.

Logging on to QAWeb Server

To log on to QAWeb Server

Proceed as follows:

1. Open your web browser.
2. Go to this website: http://service.medical.barco.com/
3. Fill in your User name and Password.

   Note: If you do not have a User name, contact your facility administrator.

4. Click Log on.

   The QAWeb Server home page appears.

   Note: QAWeb Server discerns 4 different user account types, each of which disposes of a different set of actions in QAWeb Server. Please refer to About user accounts, license levels and QA policies for an overview of the different user account types and their respective possible actions.

Looking at the QAWeb Server homepage

The starting point

The QAWeb Server homepage is your starting point for working with QAWeb Server. It contains the following information:

- An overview of the registered facilities
- A link to the online help files
- A link to more information on your version of QAWeb Server
- A link to log off
- A navigation pane, containing all main topics.

Hierarchy

In QAWeb Server, a facility is made up of departments, which each can have various workstations. Each level in this hierarchy is described in the following chapters:

- Facility: Facility Overview
- Departments: Department Overview
- Workstations: Workstation Overview

Left navigation pane

The left navigation pane contains all main QAWeb Server topics. A chapter is dedicated to each of these topics:

- Reports: Working with reports
- Portfolio: Portfolio
- Distribution: Distribution
- Policies: Policies
- Knowledge base: Knowledge base
- User management: User management

About user accounts, license levels and QA policies

User account types

There are four user account types available in QAWeb Server: Service provider, Facility administrator, Facility QA tech and Facility guest. Depending on his user account type and the license level (see further), the user has different possibilities at his disposal.

QAWeb Software Licenses

There are two Software License levels available in QAWeb Server: QAWeb Essential and QAWeb Premium. Each level offers you a set of functionalities, as shown in the following table:

Functionality	**Software License**	
	Essential	**Premium/Premium Sotware**
Software update notifications	yes	yes
Software upgrades	-	yes
Access to knowledge base	yes	yes
Issue reporting to service provider	yes	yes
Remote support	Basic	Extended

Note: If you have Service Level Premium on your diagnostic displays, you will have the functionality of the Premium Software license level.

QA policy per service level

Depending on your service level and user account, your QA policy consists of a different set of QA settings, as shown in the following table:

	Essential				Premium			
Feature	**Service Provider**	**Facility Administrator**	**Facility QA Tech**	**Facility Guest**	**Service Provider**	**Facility Administrator**	**Facility QA Tech**	**Facility Guest**
QAWeb knowledgebase access	yes	yes	yes	yes	yes	yes	yes	yes
Add issue manually	yes	yes	yes	yes	yes	yes	yes	yes
Notify the responsible if a manual issue is added	-	-	-	-	yes	yes	yes	yes
Escalate an issue to the service provider	yes	yes	yes	-	yes	yes	yes	-
Fleet management - Browse through facility and review general asset properties	yes	yes	yes	yes	yes	yes	yes	yes
Fleet management - Browse through facility and review extended asset properties	-	-	-	-	yes	yes	yes	yes
Asset management - A continuous test for asset availability	-	-	-	-	yes	yes	yes	yes
Asset management - Notify the responsible if an asset is not available	-	-	-	-	yes	yes	yes	yes
QA management - Scheduled auto-calibration	yes	yes	yes	yes	yes	yes	yes	yes
QA management - Scheduled Compliance Test	yes	yes	yes	yes	yes	yes	yes	yes

QA management - Remote QA Tests	-	-	-	-	yes	yes	yes	-
QA management - Remote Calibration	-	-	-	-	yes	yes	yes	-
QA management - Change the frequency of any action	yes	yes	yes	yes	yes	yes	yes	-
QA management - Remotely change the frequency of any action on a group of workstations/displays	yes	yes	yes	yes	yes	yes	yes	-
QA management - Change the QA policy (calibration settings)	yes	yes	yes	yes	yes	yes	yes	-
QA management - Remotely change the QA policy (calibration settings) on a group of workstations/displays	yes	yes	yes	yes	yes	yes	yes	-
QA management - Remotely change the preferred QA time	yes	yes	yes	yes	yes	yes	yes	-
QA management - Review the last action result	yes	yes	yes	yes	yes	yes	yes	yes
QA management - Review all action results	-	-	-	-	yes	yes	yes	yes
Report management - Review all displays and its properties	-	-	-	-	yes	yes	yes	yes
Report management - Review all workstations and its properties	-	-	-	-	yes	yes	yes	yes
Report management - Review all issues	-	-	-	-	yes	yes	yes	yes
Report management - Review all tests	-	-	-	-	yes	yes	yes	yes
Report management - License Report	yes	yes	yes	yes	yes	yes	yes	yes

Report management - Budget Report	-	-	-	-	yes	yes	yes	yes
Report management - Display QA (JC) Report	-	-	-	-	yes	yes	yes	yes
Report management - History Report	-	-	-	-	yes	yes	yes	yes

The list of system features per service level, regardless of the user accounts:

	Essential	**Premium**
QAWeb Agent updates	yes	yes
QAWeb Agent upgrades	-	-
QA management - Scheduled Display Test	-	yes
QA management - Scheduled Ambient Light Test	-	yes
QA management - A continuous test for calibration settings	-	yes
QA management - Problem is solved automatically (auto-healing)	-	yes
QA management - Problem is solved manually	yes	yes
QA management - Notify the responsible if a QA test fails	yes	yes

About service policies

The service policy specifies the warranty and service conditions of a Barco display or graphic board. A few examples are:

- Hardware warranty period
- Hardware single swap option of a defective display within 5 business days
- Software update notifications
- Software upgrades

- Access to knowledge base and issue reporting to service provider
- Remote support

The service policies are defined per display family.

Portfolio.

Facility Overview

Overview

About medical facilities

A medical facility is one entity or one site in a hospital that uses QAWeb Server. It consists of different departments, which each can have various workstations with a number of displays and graphic boards.

The medical facility is created per invoicing entity, which in its turn is based on SLA (Service Level Agreement) licenses for displays. A group of hospitals is best split up in different medical facilities that have their own financial logistics.

In this chapter

This chapter covers the following topics:

- About the Facility overview page
- Consulting and editing the facility information
- Adding a department to a facility
- Installing and updating QAWeb Agent
- Checking and resolving issues for a facility
- Viewing actions in progress

About the Facility overview page

Contents of the Facility overview page

The Facility overview page contains following items about the facility you selected on the QAWeb Server homepage:

- A link to all information about the facility

- A link to consult the facility log files
- An overview of the departments that belong to the facility
- A button to add a department to the facility
- A button to install QAWeb Agent on a workstation using the QAWeb Agent installer
- A list of all issues and actions for the facility where manual intervention is needed
- A list of all issues and actions in progress for the facility

Note: The overview of the departments, issues and actions can be on several pages.

Consulting the facility log files

About the facility log files

The facility log files are log files that are generated by the QAWeb Relay. You can generate a request to retrieve them and download them.

To consult the facility log files

Proceed as follows:

1. On the QAWeb Server homepage, click the name of the facility of which you want to consult the log files.
2. On the Facility Overview page, select the facility of your choice and click Consult Facility Log.
3. If the requested log files are available for download (see bottom of the page), click Download.
4. If you wish to retrieve the latest log files, click Retrieve. As a result, the QAWeb Relay is requested to send its latest log files. This may take a while. When they are ready for download, they appear at the bottom of the page, where you can download them.

Consulting and editing the facility information

About the facility administrator

As the facility administrator, you can consult all facility information:

- General information
- Site Licenses
- Relay information
- Facility contact information - this information is linked to the facility invoicing contact information and Radiology manager contact information

To edit the general information

Proceed as follows:

1. On the QAWeb Server homepage, click the name of the facility for which you want to edit the general information.
2. On the Facility Overview page, select the facility of your choice and click Facility information.
3. On the Facility Information page, edit the general information.

   Note: The name of the facility should be unique within QAWeb Server.
4. Click Save to submit this information.

Site Licenses

Visual confidence test

Select this check box to enable the visual confidence test. This test executes a sequence of different shapes with small contrast differences compared to the background they are shown on. In the

Modify section of this test you can select one of the predefined visual confidence tests or define a custom file.

This test is included in the Premium service level by default or can be purchased separately, as an additional site license to the Essential service level. Therefore contact your Barco sales channel.

Clinical site license

Select this check box to include clinical review displays connected to MediCal QAWeb Server in all reports.

By default, clinical review displays are not included in any reports. However, a dedicated site license is available and ensures that these displays are included in the reports. This significantly increases the value of your clinical review displays.

To acquire the clinical site license, contact your Barco sales channel.

Relay information

Each facility has one relay. It is the contact and communication point between the QAWeb Server and the facility. You can consult but not edit this information. The relay information consists of:

- The relay workstation name: often the IP-address of the relay workstation.
- The relay version
- The globally unique identifier (GUID) of the relay. This GUID can be used to reinstall the relay.
- The time of the latest connection between the QAWeb Server and the relay.
- The identification code of the relay. This code can be used to setup or reinstall the relay.

Contact information

In general, the QAWeb Server administrator completes or edits the facility manager contact information.Therefore, as facility manager,

you can only edit the radiology manager and the facility invoicing contact information.

To edit the contact information, proceed as follows:

On the Facility information page, select the check boxes in front of Facility invoicing contact information and Radiology manager information to make these panes editable.

5. Enter information that is not identical to the Facility contact information.
6. Click Save to submit this information.

Adding a department to a facility

About departments

A department is one logical part of a medical facility. It is often used for a geographical or an organizational part of a hospital. In many cases, departments are used to specify modalities, such as radiology, CT ...

Departments are also used to group workstations that belong together logically.

To add a department to a facility

Proceed as follows:

1. On the Facility overview page, click Add department.
2. On the Add department page, enter the following information for the department:
   - General information
   - Department contact information

   Note: By default, the Department contact information is the same as the Facility contact information.

3. To edit the Department contact information, select the check box to make this pane editable and enter the information of your choice.
4. Click Save to submit the information.

   The department has now been added to the facility.

Department Overview

Installing and updating QAWeb Agent

About the QAWeb Agent installer

QAWeb server allows you to download the QAWeb Agent installer from the Facility overview page. This installer can be used to install QAWeb Agent on a new workstation or to update an existing QAWeb Agent workstation to the latest version available.

To install or update QAWeb Agent on a workstation

Proceed as follows:

1. On the Facility overview page, click Install QAWeb Agent.
2. On the Install QAWeb Agent page, click the QAWeb Agent installer link to download the latest QAWeb Agent version.
3. Click the QAWeb Agent installation manual link and follow these instructions to use the QAWeb Agent installer on a workstation.

Checking and resolving issues for a facility

About issues

An issue is a message that needs the attention of the user. It can be any kind of notification that can be of interest to the user.

To check and resolve an issue

Proceed as follows:

1. On the Facility overview page, check the issues list. You can see that every unresolved issue has:
   - A unique ID-number
   - The creation date
   - A short description of the issue
   - The department where the issue occurred
   - The name of the workstation where the issue occurred

   Note: The issues list can cover several pages.
2. For more information on a specific issue, click View issue next to the issue of your choice.

   On the Issue information page, you will find a description of the issue, details and possible actions on how to solve the issue and the action history, if any.
3. On the Issue information page click the available button in the Detail / Solution part of the page.
4. Choose the option that will solve the issue.
5. Click Finish.

Issue escalation

If QAWeb Server cannot correct the issue automatically, then a service case is opened. Through this service case, the service provider is informed about the issue and can propose a solution for the issue. This solution can be either rejected or accepted by the creator of the issue.

To escalate an issue and open a service case

Proceed as follows:

1. On the Facility overview page, click View issue next to the issue for which you want to open a service case.
2. On the Issue information page, click Start knowledge base search.

   QAWeb Server cannot resolve this issue automatically and you can search the knowledge base for solutions.
3. To escalate an issue, click Open on the Knowledge Base page.
4. To search the knowledge base for a possible solution: On the Knowledge base page, type one or more keywords and click Search.
5. On the Knowledge base solution page, you can see one or more possible solutions for the issue.
6. Do one of the following:
   - Click Accept this solution to solve the issue. It will be removed from the Issues list. This issue will now be part of the Closed Issue report.
   - Click Reject this solution. A service case is opened and the service provider is informed. The service provider can propose a solution for the issue. The issue will remain in the Issues list will be part of the Open issue report.

Open issue report , Closed issue report and About the knowledge base

Viewing actions in progress

About actions

An action is a running process on a particular workstation, such as a test or the application of a policy.

You can view the actions in progress for a facility on the Facility overview page. The list of actions in progress shows for which department and workstation the action is running.

To view the actions in progress

Proceed as follows:

1. On the QAWeb Server homepage, select the facility for which you want to see the actions in progress.
2. On the Facility Overview page, you can see a list of actions in progress and:
   - A unique ID-number
   - The time when the action was initiated
   - A short description of the action
   - The department where the action is running
   - The name of the workstation where the action is running.

   Note: The actions list can cover several pages.
3. In the Actions list, click the Department name to see for which workstation in that department the action is running.
4. On the Department overview page, click the workstation name to see all action details.

   On the Workstation overview page, you can see all actions that are in progress for that workstation.

Department Overview

Overview

About departments

A department is one logical part of a medical facility. It is often used for a geographical or an organizational part of a hospital. In many cases, departments are used to specify modalities, such as radiology, CT ...

Departments are also used to group workstations that belong together logically.

In this chapter

This chapter covers the following topics:

- About the Department overview page
- Editing the department information
- Checking the status of the workstations
- Installing and updating QAWeb Agent
- Checking and resolving issues for a department
- Viewing actions in progress

About the Department overview page

Contents of the Department overview page

The Department overview page contains all information about the department you selected on the Facility overview page:

- A link to all information about the department
- An overview of the workstations that are configured for this department

- A button to install QAWeb Agent on a workstation using the QAWeb Agent installer
- A list of all issues and actions for the department where manual intervention is needed
- A list of all issues and actions in progress for the department

Note: The issues and actions lists can be on several pages.

Editing the department information

To edit the department information

Proceed as follows:

1. On the Facility overview page, select the department of your choice and click its name to view all information for this department.

   The Department overview page appears. It contains all information on the workstations that are configured for this department, the current issues for the department and the actions in progress, if any.

2. On the Department overview page, click Department information.

3. On the Department information page, you can enter or edit:

   - The general department information
   - The department contact information

   This information is identical to the Facility contact information. Select the check box in front of Department contact information to make this pane editable. Then enter information that is not identical to the Facility contact information.

   - The department location(s)

4. Click Save to submit this information.

About department locations

QAWeb Server allows you to create several locations for one department. These are the physical locations of that department. For example, the radiology department can be situated on different floors and rooms in the same hospital or facility.

To add a new location to a department

Proceed as follows:

1. On the Department information page, click Add in the Locations pane.
2. On the Edit location page, fill in the following information:
   - Name
   - Floor
   - Room
   - Phone number
3. Click Save to submit this information.

   The department location is added to the Locations list.

Checking the status of the workstations

About departments and workstations

A department can have several workstations that are configured for that department. A workstation consists of a PC with one or more displays and graphic boards, all controlled by QAWeb Server.

The workstations for a department can have one of the following statuses:

- OK
- Not OK
- Warning

To check the status of the workstations for a department

Proceed as follows:

1. On the Department overview page, you can see how many workstations are installed for the department and what their status is: OK, not OK or Warning.
2. To open the Workstation overview page, click the name of the workstation.

   Workstation Overview

Installing and updating QAWeb Agent

About the QAWeb Agent installer

QAWeb server allows you to download the QAWeb Agent installer from the Department overview page. This installer can be used to install QAWeb Agent on a new workstation or to update an existing QAWeb Agent workstation to the latest version available.

To install or update QAWeb Agent on a workstation

Proceed as follows:

1. On the Department overview page, click Install QAWeb Agent.
2. On the Install QAWeb Agent page, click the QAWeb Agent installer link to download the latest QAWeb Agent version.
3. Click the QAWeb Agent installation manual link and follow these instructions to use the QAWeb Agent installer on a workstation.

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About issues

An issue is a message that needs the attention of the user. It can be any kind of notification that can be of interest to the user.

To check and resolve an issue

Proceed as follows:

1. On the Department overview page, check the issues list. You can see that every unresolved issue has:
   - A unique ID-number
   - The creation date
   - A short description of the issue
   - The name of the workstation where the issue occurred

   Note: The issues list can cover several pages.
2. For more information on a specific issue, click View issue next to the issue of your choice.

   On the Issue information page, you will find a description of the issue, details and possible actions on how to solve the issue and the action history, if any.
3. On the Issue information page click the available button in the Detail / Solution part of the page.
4. Choose the option that will solve the issue.
5. Click Finish.

Issue escalation

If QAWeb Server cannot correct the issue automatically, then a service case is opened. Through this service case, the service provider is informed about the issue and can propose a solution for the issue.

This solution can be either rejected or accepted by the creator of the issue.

To escalate an issue and open a service case

Proceed as follows:

1. On the Department overview page, click View issue next to the issue for which you want to open a service case.
2. On the Issue information page, click Start knowledge base search.

   QAWeb Server cannot resolve this issue automatically and you can search the knowledge base for solutions.
3. To escalate an issue, click Open on the Knowledge Base page.
4. To search the knowledge base for a possible solution: On the Knowledge base page, type one or more keywords and click Search.
5. On the Knowledge base solution page, you can see one or more possible solutions for the issue.
6. Do one of the following:

   - Click Accept this solution to solve the issue. It will be removed from the Issues list. This issue will now be part of the Closed Issue report.
   - Click Reject this solution. A service case is opened and the service provider is informed. The service provider can propose a solution for the issue. The issue will remain in the Issues list will be part of the Open issue report.

   Open issue report , Closed issue report and About the knowledge base

Viewing actions in progress

About actions

An action is a running process on a particular workstation, such as a test or the application of a policy.

You can view the actions in progress for a department on the Department overview page. The list of actions in progress shows for which workstation the action is running.

To view the actions in progress

Proceed as follows:

1. On the Facility overview page, click the Department for which you want to view the actions in progress.
2. On the Department overview page, you can see the actions list and the following information for each action:
   - A unique ID-number
   - The time when the action was initiated
   - A short description of the action
   - The name of the workstation where the action is running.

   Note: The actions list can cover several pages.
3. In the actions list, click the Workstation name to see all action details.

   On the Workstation overview page, you can see all actions that are in progress for that workstation.

Workstation Overview

Overview

About workstations

A workstation consists of a PC with one or more displays and graphic boards, all controlled by QAWeb Server.

In this chapter

This chapter covers the following topics:

- About the Workstation overview page
- Viewing the workstation information
- Retrieving and downloading workstation logs
- Removing a workstation from the configuration
- Moving a workstation
- Adding an issue

About the Workstation overview page

Contents of the Workstation overview page

The Workstation overview page contains all information about the workstation you selected on the Department overview page:

- A link to all information about the workstation
- A link to consult the workstation log files
- Information about the connectivity of the workstation with QAWeb Server.
- An overview of the workstation configuration, both for the display(s) and for the graphic board(s)

- A list of all issues and actions for the workstation where manual intervention is needed
- A list of all issues and actions in progress for the workstation

Note: The issues and actions lists can be on several pages.

Viewing the workstation information

To view the information for a workstation

Proceed as follows:

1. On the QAWeb Server homepage, click the facility of your choice.
2. On the Facility overview page, click the department for which you want to see the workstation details.
3. On the Department overview page, you can immediately see the status of the workstations that are configured for that department.
4. Click the workstation of your choice.

   On the Workstation overview page, you find all information for this workstation:

   - The connectivity of the workstation with QAWeb Server
   - The configuration: the display(s) and graphic board(s) per location
   - The issues and actions, if any
5. Click View workstation information.

   On the Workstation information page, you can consult both general and technical information for this workstation.
6. Change the workstation name, if necessary.
7. Click Save to submit this information.

To view display and graphic board information

A workstation consists of one or more displays and one or more graphic boards. For each component that makes up a workstation, you can consult a detailed overview.

Proceed as follows:

1. In the Configuration pane of the Workstation overview page, click View display information.

   On the Display information page, you find the following information:

   - General properties
   - Extended properties (only available with a premium or clinical site license)
   - Calibration information
   - QA (Quality Assurance) information
   - QA Policy: tests and settings
   - Date when the display was last updated
2. Return to the Workstation overview page.
3. In the Configuration pane, click View graphic board information.

   On the Graphic board properties page, you find the following information:

   - General properties
   - Graphic board head properties
   - Date when the graphic board was last updated.

To refresh the workstation configuration

On an empty workstation configuration or a workstation with only essential service level, a configuration change will not be detected automatically. In this case, a manual refresh of the workstation configuration is needed each time the configuration changes.

Proceed as follows:

- On the Workstation overview page, click Refresh configuration.

  QAWeb Server will immediately check whether the configuration on the server for this workstation still corresponds with the configuration shown on your page, and update it with the server information, if necessary.

Retrieving and downloading workstation logs

About the workstation log

The workstation log contains all information on the history of a workstation and its functioning. There are two types of workstation logs available:

- BarcoMed Self Exam: a log containing information of all tests on the graphic board(s) for your workstation.
- QAWeb Server Agent log: a log containing information on all tests of the QAWeb Server agents. One agents comprises display(s) and graphic board(s).

To retrieve and download workstation logs

Retrieving workstation logs makes the logs available on the server for downloading.

Note: Retrieving a workstation log will slow down the performance of the PACS workstation.

Proceed as follows:

1. On the Workstation overview page, click Consult workstation log.
2. On the Consult workstation log page, click Retrieve next to the name of the log that you want to retrieve from the workstation.
3. On the Retrieve workstation log page, click Continue to confirm the retrieval.

In the Actions in progress list on the Workstation overview page, you can see that the “Uploading log” action is in progress.

4. When the “Uploading log” action has disappeared from the Actions in progress list on the Workstation overview page, click Consult workstation log again.
5. On the Consult workstation log page, click Download next to the name of the log that you just retrieved.
6. Follow your on-screen instructions to download and extract the *.zip file.

Removing a workstation from the configuration

To remove a workstation from the configuration

Note: Removing a workstation from the configuration cannot be undone. No warning is given.

Proceed as follows:

1. On the Department overview page, click the workstation that you want to remove.
2. On the Workstation overview page, click Remove workstation.

   The workstation, i.e. the display(s) and graphic board(s) are removed from the configuration.

Moving a workstation

To move a workstation within the facility

Proceed as follows:

1. On the Department overview page, click the workstation that you want to move.
2. On the Workstation overview page, click Move workstation.

3. Select the new destination department and location for the workstation.
   If necessary, add a new location by clicking the Add button.

Adding an issue

Why add an issue

By adding an issue, you report a problem to the Facility administrator.

To add an issue

Proceed as follows:

1. On the Workstation overview page, click Add issue.
2. On the Add Issue Wizard page, type a short description of your issue.
3. Click Finish.

   The following actions happen:

   - The status of the workstation is set to not OK.
   - An e-mail is sent to the Facility administrator, reporting the issue.
   - The issue is added to the Issue list for this workstation, the corresponding department and facility.

Working with reports

Overview

In this chapter

QAWeb Server allows you to generate the following reports:

- Activity report
- Workstation report
- Display report
- Inactive Workstation report
- Inactive Display report
- Open issue report
- Closed issue report
- Test report
- License report
- Budget report
- Display QA (JC) report
- DIN Constancy Test Overview

This chapter describes each report in detail. You can also find the procedure on how to generate the various reports.

You will also find information on how to export reports: Exporting reports.

> **Note:** By default, clinical review displays are not included in any of the reports described in this chapter. However, a dedicated clinical site license can be purchased to ensure that these displays are included in the reports. This significantly increases the value of your clinical review displays.
> To acquire the clinical site license, contact your Barco sales channel.
>
> Acquiring licenses

Activity report

About the activity report

The activity report contains information on workstations, displays, graphic boards, closed and open issues. It can be generated for both service levels: Essential and Premium. For the Essential service level however, the activity report only summarizes the activity, and the general reports will not contain any information.

The activity report is distributed to the person responsible for QA and the radiology manager of the medical facility. Other QAWeb Server users can also receive this report after subscribing to it. For more information on subscription, see To sign up for the monthly reports.

To generate an activity report

The activity report is generated automatically every month. To generate an activity report at any other time, proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to Activity report.
3. On the Activity report page, select the time period for which you want to generate the Activity report. Alternatively you can select a distributed report, if available.

   Distributed reports are generated and made available automatically every month.
4. Click Load Report.

   The Activity report for the period you selected is immediately created. It contains the following information:

   - Facility user account information, for each registered user
   - An activity overview, per workstation and per display

- Issues and tests overviews

Note: To send an e-mail to other registered users, click the e-mail address in the Facility user account information of this report.

5. You can use the Activity report as a starting point to open other reports:
   - To see an activity overview per workstation, click the QAWeb Server Workstation report link.
   - To see an activity overview per display, click the QAWeb Server Display report link.
   - To see an overview of all issues, click either the Closed issue report link or the Open issue report link.
   - To see an overview of all tests and their results, click the QAWeb Server Test report link.
6. You can export the report as PDF or Excel file.

Workstation report

About the workstation report

Workstation reports contain information on the general and extended properties of all workstations in the QAWeb Server configuration.

This type of report can be generated only if you have a Premium service level.

To generate a workstation report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to Workstation report to generate an overview of all workstations.

3. On the Controlled workstations page, you can see an overview of all workstations that are controlled.
4. Click the column headers to sort the columns alphabetically or in time.
5. You can export the report as PDF or Excel file.

Display report

About the general display report

Display reports contain general and extended properties of all controlled displays in the QAWeb Server configuration.

This type of report can be generated only if you have a Premium service level.

To generate a general display report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to Display report to generate an overview of all displays.
3. On the Controlled displays page, you can see an overview of all displays that are controlled.
4. Click the column headers to sort the columns alphabetically or in time.
5. You can export the report as PDF or Excel file.

About display-specific reports

For every workstation, you can also generate a number of display reports specifically for the display(s) configured for that workstation:

- Auto-calibration report: contains the results of the automatic calibration tests.
- Compliance test report: contains the results of the compliance tests.
- Display test report: contains the results of the display functional tests, where the white luminance is measured.
- Visual test report: contains the results of the visual test.
- Visual confidence report: contains the results of the visual confidence test.
- Regional reports: contains the results of the available region-specific tests, such as the DIN or JESRA tests. You need to have a separate license to run these regional tests.

To generate a display-specific report

Proceed as follows:

1. On the Department overview page, click the workstation for which you want to generate the display-specific reports.
2. In the Configuration pane of the Workstation overview page, click View display reports for the display of your choice.
3. On the Display reports overview page, click Show next to any of the display-specific reports to open it.
   - For the auto-calibration history report, click Detail next to the result of your choice to generate a more detailed auto-calibration report.
   - For the compliance test report, click Detail next to the result of your choice to generate a more detailed compliance report and to see the DICOM GSDF curve.

   Note: For the display test report, you can immediately see all details.

   - For the visual test report, click Detail next to the result of your choice to generate a more detailed test report.

- For the visual confidence test report, click Detail next to the result of your choice to generate a more detailed visual confidence test report.
- For the regional test report, enter the start and end date of the period for which you wish to retrieve the report. Next click Load report.

4. You can export the report as PDF or Excel file.

Inactive Workstation report

About the inactive workstation report

An inactive workstation report shows all workstations of which none of the connected displays is operating.

To generate an inactive workstation report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to Inactive Workstation report to generate an overview of all inactive workstations.
3. On the Inactive Workstation Report page, select the time period for which you want to generate the report: The number of days the workstations have been inactive. E.g., if you request a report for workstations that have been inactive for 3 days, it will show all workstations that have not shown any activity during the last 3 days (counting starts from the previous midnight).
4. Click Load Report.

   The report for the period you selected is immediately created.
5. Click the column headers to sort the columns to your preference.
6. You can export the report as PDF or Excel file.

Inactive Display report

About the inactive display report

An inactive display report shows all workstations of which at least one, but not all of the connected displays is inactive.

To generate an inactive display report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to Inactive Display report to generate an overview of all inactive displays.
3. On the Inactive Display Report page, select the time period for which you want to generate the report: The number of days the displays have been inactive. E.g., if you request a report for displays that have been inactive for 3 days, it will show all displays that have not shown any activity during the last 3 days (counting starts from the previous midnight).
4. Click Load Report.

   The report for the period you selected is immediately created.
5. Click the column headers to sort the columns to your preference.
6. You can export the report as PDF or Excel file.

Open issue report

About the open issue report

An open issue report shows all unresolved issues for the selected period.

This type of report can be generated only if you have a Premium service level.

To generate an open issue report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to Open issue report to generate an overview of all unresolved issues.
3. On the Open Issue Report page, select the time period for which you want to generate the report.
4. Click Load Report.

   The Open issue report for the period you selected is immediately created.
5. Click the column headers to sort the columns alphabetically or in time.
6. You can export the report as PDF or Excel file.

Closed issue report

About the closed issue report

A closed issue report shows all resolved issues for the selected period.

This type of report can be generated only if you have a Premium service level.

To generate a closed issue report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to Closed issue report to generate an overview of all closed issues.
3. On the Closed Issue Report page, select the time period for which you want to generate the report.

4. Click Load Report.

   The Closed issue report for the period you selected is immediately created.

5. Click the column headers to sort the columns alphabetically or in time.

6. You can export the report as PDF or Excel file.

Test report

About the test report

A test report contains information on the last results of all tests for a display.

This type of report can be generated only if you have a Premium service level.

To generate a test report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.

2. On the Reports overview page, click Show next to Test report to generate an overview of all tests.

3. On the Test report page, select the time period for which you want to generate the report.

4. Click Load Report.

   The Test report for the period you selected is immediately created.

5. Click the column headers to sort the columns alphabetically or in time.

6. You can export the report as PDF or Excel file.

License report

About the license report

License reports contain all license information for every service level and the corresponding displays. It also shows the expiration date for the licenses.

This type of report can be generated only if you have a Premium service level.

To generate a license report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to License report to generate an overview of all licenses and expiration dates.

   The License report is immediately created and contains the following information:

   - An overview of all site licenses
   - An overview of all available and used licenses per service level
   - An overview of licenses per display family
   - A detailed overview of the licenses in use, including their expiration dates. If a date is marked in red, the license has expired. Contact your service provider to renew the license.
   - A complete list of all the available licenses and the number of days they are still valid.
3. Click the column headers to sort the columns alphabetically or in time.

   Acquiring licenses
4. You can export the report as PDF or Excel file.

Budget report

About the budget report

The budget report contains an overview of all Barco displays in a facility and their lifetime estimate.

The budget is an easy-to-use tool that allows the radiology manager to make up budget plans for medical displays.

Budget reports are available on Barco diagnostic displays only for Premium service level. If the clinical site license is acquired, Barco clinical review displays are also included in the budget reports.

Acquiring licenses

> **Note:** The estimated remaining runtime and 'End of life' date are merely indicative. Barco cannot be held responsible for any variation in the determination of this date.

The budget report in practice

Suppose you installed fifty displays in your facility three years ago. These displays are spread over the various departments and they are all used on a daily basis. However, some of the displays are used on average twenty hours per day, e.g. in the emergency department, whereas others are rarely used, on average a couple of hours per day.

For a liquid crystal display, the backlight is the lifetime determining factor. Whenever a display is not used for a certain amount of time, the power save settings automatically switch off the backlight, prolonging the lifetime of the display.

As a result, the displays in the emergency department will have to be replaced sooner than the others. Thanks to the budget report, you can know the estimated lifetime for each display and the remaining lifetime, based on the current calibration information.

To generate a budget report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to Budget report to generate the report.

   The budget report is immediately created. It contains information on the lifetime estimate for displays, which allows you to calculate budgets, and:

   - The time a display has been connected
   - The estimated lifetime for each display

   Note: The estimated lifetime date is merely an indication. Barco cannot be held responsible for any variation in the determination of this date.

   - The license expiration date
3. Click the column headers to sort the columns alphabetically or in time.
4. You can export the report as PDF or Excel file.

Display QA (JC) report

About JC

The Joint Commission (JC) is an organization which sets standards to continuously improve the safety and quality of care provided to the public through the provision of health care accreditation and related services that support performance improvement in health care organizations.

JC review

During the JC reviewing process you will be asked how your PACS workstations are controlled. With the Display QA (JC) report, you can show that you manage all your displays centrally. It contains the most recent calibration target and calibration dates as well as the result of the latest tests.

To generate a Display QA (JC) report

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to Display QA (JC) report to generate the report.

   The Display QA (JC) report is immediately created. It contains all calibration and quality assurance information for displays per workstation.
3. Click the column headers to sort the columns alphabetically or in time.
4. You can export the report as PDF or Excel file.

DIN Constancy Test Overview

About the DIN Constancy overview

This report gives an overview of all the DIN 6868-57 tests that have been executed in a facility.

This type of report can be generated only if you have a license for DIN Constancy tests.

To generate a DIN Constancy overview

Proceed as follows:

1. On the QAWeb Server homepage, click Reports.
2. On the Reports overview page, click Show next to DIN Constancy Test Overview to generate an overview of all tests.
3. On the overview page, select the time period for which you want to generate the report.
4. Click Load Report.

   The report for the period you selected is immediately created.
5. Click the column headers to sort the columns alphabetically or in time.
6. You can export the report as PDF or Excel file.

Exporting reports

Two formats

QAWeb Server allows you to export all generated reports in the following two formats:

- PDF
- Excel

PDF is the recommended format for exchanging purposes. However, if you want to edit the information in the report, you should export to Excel.

Both export formats contain the same amount of data.

Portfolio

Overview

In this chapter

This chapter covers the following topics:

- About a portfolio
- Acquiring licenses

About a portfolio

What is a portfolio

A portfolio contains the license details for the medical facility. Licenses are display family-based and vary according to the service level.

You can update existing licenses or service levels at any time through your service provider.

What is a service level

A service level consists of various service options that are bundled in a service policy, in combination with softcopy QA features. Those QA features are combined into a QA policy. The combination of service policies and QA policies is fixed for each service level.

The set of services is explained in a Service Level Agreement (SLA), that needs to be approved within the medical facility.

Two service levels

There are two service levels:

- Service level 1 - Essential: This level is for displays that are connected to QAWeb Server, e.g. when that display is connected to QAWeb Server without a valid license. This service level is part of every standard display package and is free.
- Service level 2 - Premium: This is the highest level and gives full service and quality assurance of your Barco display systems, and softcopy QA according to standards.

QAWeb Software Licenses

What is a QA policy

A QA policy contains a number of softcopy QA settings and tests for every display in a configuration. The QA settings are explained in detail. This allows the user to change some of the settings, such as the test frequency, ...

The following three devices have their own QA policy settings and tests, based on their product family:

- The workstation
- The display
- The graphic board

An example: On a CORONIS display, thanks to the built-in I-Guard sensor, calibration and compliance tests are done automatically and happen with a higher frequency than on a NIO display. On a NIO display, the default calibration is done automatically. Extended calibration and compliance tests have to be done manually, using an external sensor.

QA policy per service level

What are QA tests

A few examples of QA tests are:

- On workstation level: checking if all displays of the same type are calibrated to the same target white luminance

- On display level: checking the DICOM GSDF conformance weekly
- On graphic board level: checking a dedicated setting, such as direct draw

Acquiring licenses

Your service provider has control over the licenses for your facility.

To acquire a premium license

Proceed as follows:

1. On the QAWeb Server homepage, click Portfolio.

   On the Portfolio overview page, you can immediately see the license details for the facility:

   - The number of licenses that are in use per service level or display family.
   - In the Acquire licenses pane, you can see how many displays have an expired license or no license.
2. Click View details next to the service level or display family for which you wish to acquire licenses.
3. Click Acquire license next to the display family or service level for which you wish to acquire licenses.
4. On the Acquire licenses page, fill in the form to send the request to your service provider.

   Note: From this page you can also retrieve a License report.
5. Click Send Request.

   Your service provider will contact you to agree about the extensions of the validity period, the number and type of licenses you need or the upgrade details.

To acquire a site license

Visual confidence test

This test executes a sequence of different shapes with small contrast differences compared to the background they are shown on. In the Modify section of this test you can select one of the predefined visual confidence tests or define a custom file.

This test is included in the Premium service level by default or can be purchased separately, as an additional site license to the Essential service level. Therefore contact your Barco sales channel.

Clinical site license

By default, clinical review displays are not included in any reports. However, a dedicated site license is available and ensures that these displays are included in the reports. This significantly increases the value of your clinical review displays.

To acquire the clinical site license, contact your Barco sales channel.

About the display families

In the MediCal QAWeb Server application, the display types are bundled in categories, called display families. A number of functions and policies are based on this concept of display families.

For a user, it may not always be clear to which display family a particular display belongs. Therefore, the following paragraph gives an overview of the different display families and corresponding display types.

New Coronis Color

- Display types starting with **MDCC**, e.g., MDCC-3120 DL.

New Coronis Grayscale

- Display types starting with **MDCG**, e.g., MDCG-3120.

Coronis Color

- Display types starting with **MFCD**, e.g., MFCD 2321. Exceptions are MFCD 1218 and MFCD 1219 (TS).

Coronis Grayscale

- Display types starting with **MFGD**, e.g., MFGD 3621.

Nio Color

- Display types starting with **MDNC**, e.g., MDNC 3120.
- Display types starting with **E-** and ending with **C**, e.g., E-2320 C.

Nio Grayscale

- Displays types starting with **MDNG**, e.g., MDNG 5121.
- Display types starting with **E-** and not ending with **C**, e.g., E-2621.

Mammography Grayscale

- Display types starting with **MDMG**, e.g., MDMG-5121.

Clinical Review Color

- Display types starting with **MDRC**, e.g., MDRC-1119.
- MFCD 1218 and MFCD 1219 (TS).

Generic displays

- Any display from any brand other than Barco.

Distribution

Overview

In this chapter

This chapter covers the following topics:

- Issue notification
- Distributing reports

Issue notification

About issues

An issue is a message that needs the attention of the user. It can be any kind of notification that can be of interest to the user.

As long as an issue is not resolved it remains open. Resolved issues are closed issues. Both issue types can be assembled in a report.

To generate an open issue report

To generate a closed issue report

Examples of issues

An issue can be:

- A license of a display that will expire
- A display that needs to be recalibrated
- Calibration settings tests that have changed
- A workstation that is not registered

Setting the distribution details

Proceed as follows:

1. On the QAWeb Server homepage, click Distribution.
2. In the Issues pane on the Distribution page, click Edit to set the distribution details for issue notification.
3. To receive a notification e-mail when a new issue occurs, fill in your e-mail address and click Add.
4. To also have the notification mails sent to the facility contact person and the radiology manager, select the corresponding check boxes.
5. Click Save to submit the information.

Removing an e-mail address from the distribution list

Proceed as follows:

1. On the QAWeb Server homepage, click Distribution.
2. In the Issues pane on the Distribution page, click Edit to change the distribution details for issue notification.
3. In the e-mail distribution list, select the address that you want to delete and click Remove.

Distributing reports

Two types of reports

QAWeb Server allows you to sign up for two types of reports:

- Activity report
- License report

The reports are generated automatically every month and sent to the e-mail address you provide.

Activity report and License report

To sign up for the monthly reports

Proceed as follows:

1. On the QAWeb Server homepage, click Distribution.
2. In the Reports pane on the Distribution page, click Edit next to the report of your choice.
3. On the Distribution page, fill in your e-mail address to receive the report of your choice monthly, and click Add.
4. To also have the report distributed to the facility contact person, select the corresponding check box.
5. Click Save to submit the information.

Removing an e-mail address from the distribution list

Proceed as follows:

1. On the QAWeb Server homepage, click Distribution.
2. In the Reports pane on the Distribution page, click Edit to change the distribution details for the report distribution.
3. In the e-mail distribution list, select the address that you want to delete and click Remove.

Policies

Overview

In this chapter

This chapter covers the following topics:

- About policies
- Customizing a default policy
- Policy details
- Consulting the policy details
- Setting the preferred QA period
- Display settings
- Display tests

About policies

Hierarchy

A policy specifies the contents for settings and tests for each level in a medical facility. The hierarchy for a medical facility is:

1. Department(s)
2. Workstation(s)
3. Display(s) and graphic board(s)

Each level can have its own policies. A policy is the whole of customized and/or default settings and tests on workstations, displays and graphic controllers.

Barco default policies

The Barco default policies are a number of default settings and quality assurance tests on display(s) and graphic board(s), combined into a QA policy. The Barco default policy is available for:

- Settings of a workstation: the Workstation Settings Policy
- Tests of a workstation: Workstation Tests Policy
- Settings of a display: Display Settings Policy
- Tests of a display: Display Tests Policy
- Settings of a graphic controller: Graphic Controller Settings Policy (future releases)
- Tests of a graphic controller: Graphic Controller Tests (future releases)

QA policy per service level

Customizing a default policy

Why customize a default policy

When a default policy does not meet your demands, you can customize it and add the customized policy to the configuration. A few examples:

- You want to increase the frequency of DICOM compliance checks on all Mammo displays.
- You want to modify the default workstation Daily Preferred QA Time, from 1 to 3 AM to 2 to 4 AM.

To customize a default policy

Proceed as follows:

1. On the QAWeb Server homepage, select the facility for which you want to customize the default policy.

   Note: If necessary, go to the department or workstation level. For more information, see also Policy details.

2. On the Facility overview page, click Policies in the left navigation pane.

3. On the Policy overview page, click View Policy next to the display family for which you want to customize the policy.

4. On the Policy detail page, click View Setting next to the default display setting that you want to edit, e.g. Ambient light control.

5. Change the default policy settings.

   E.g., for the Ambient light control test: From the Type drop-down list, select a different room type.

   On the Ambient light control page, click View targets to see which targets that will be affected by this customization.

6. Click Apply.

7. On the Confirm settings page, click Finish to confirm the changes.

   On the Policy detail page, you can see that the display setting “Ambient light setting” is customized.

Policy details

Settings and tests

A policy consists of settings and tests. The following table contains an overview of the settings and tests for displays, workstations and graphic boards:

	Display settings	**Display tests**
Displays	Ambient light control	Auto-calibration
	Calibration mode	Compliance test
	Display function	Display test
	White point	-
Workstations	Preferred QA period	-
	-	-
	-	-
Graphic Boards	-	-
	-	-
	-	-

Consulting the policy details

For each facility level

You can consult the policy overview for each level in the medical facility:

1. Department(s)
2. Workstation(s)
3. Display(s) and graphic board(s)

To consult the display policy details

Proceed as follows:

1. On the Policy overview page, click View policy next to the display family name for which you want to consult the details.

   On the Policy detail page, you can see which display settings and tests are defined for this display.

2. On the Policy detail page, do one of the following:

   - Click View Setting to consult or edit the details for each of the display settings, such as ambient light control, calibration mode, etc...
   - Click View Test to consult or edit the details for each of the display tests, such as auto-calibration, compliance test, display test.

To consult the workstation policy details

Proceed as follows:

1. On the Policy overview page, click View policy next to the workstation name for which you want to consult the details.

   On the Policy detail page, you can see which workstation settings and tests are defined for the display.

2. On the Policy detail page, do one of the following:

   - Click View Setting to consult or edit the details for the display settings.
   - Click View Test to consult or edit the details for the workstation tests.

To consult the graphic board policy details

Proceed as follows:

- On the Policy overview page, click View policy next to the graphic board name for which you want to consult the details.

On the Policy detail page, you can see which graphic board settings are defined for this display.

Setting the preferred QA period

To set the preferred QA period

QAWeb Server allows you to set the best time to perform QA on workstations, so that it does not interfere with busy operation times.

Note: You can set the preferred QA period for every level in the facility hierarchy.

Proceed as follows:

1. On the QAWeb Server homepage, select the facility of your choice.
2. On the Facility overview page, select the department of your choice.
3. On the Department overview page, click Policies in the left navigation pane.
4. In the Workstation policies pane on the Policy overview page, click View Policy.
5. In the Display settings pane on the Policy detail page, click View setting next to the Preferred QA Period setting.
6. On the Preferred QA period page, set the start and end times for the preferred QA period.
7. Click Apply to submit the information.

8. On the Confirm settings page, click Finish to confirm the changes.

Display settings

Ambient light control

The ambient light control setting allows you to set the type of room where the display will be used:

- Dark room (no ambient light compensation)
- X-ray diagnostic reading room
- CT/MR/NM Reading room
- Staff office
- Clinical viewing room
- ER room
- OR room

The room type will influence the display settings.

Black luminance target

The black luminance target allows you to set a Native (default) black luminance setting or an equalized value for setups with multiple displays. Also you can select a specific contrast ratio for a certain display.

Front controls

You can enable or disable the front controls and/or the power-off control of the displays. When the controls are disabled, the user cannot control the display using the display OSD.

Display function

The display function setting allows you to edit the transfer curve settings. You can choose between these types of curves:

- DICOM
- CIE
- Gamma
- Dynamic gamma
- Interpolated (custom)

For an interpollated display function, browse to select a valid.gam file and click Upload.

White point

QAWeb Server offers you the possibility to edit the following white point settings for your display:

- Luminance
- Chroma

Display tests

At regular intervals

To assure consistent quality of all systems, displays are tested at regular intervals, such as monthly or twice a year. The service provider decides on the test frequency. You can, however, run a display test in between these scheduled test times. This allows you to calibrate your display at any time, for example.

Automatic reporting

For all display tests, a report is generated automatically.

Display report

To run a display test

Proceed as follows:

1. On the QAWeb Server homepage, select the facility of your choice.
2. On the Facility overview page, select the department of your choice.
3. On the Department overview page, select the workstation that has a display for which you want to run a test.
4. In the Configuration pane of the Workstation overview page, click Remote display actions next to the display for which you want to run a test.
5. In the Tests pane on the Remote actions page, click Run now next to the test you want to perform, e.g. auto-calibration, compliance test, display test.
6. Click Yes to confirm your action.

   The test will be performed.
7. To check the results of the test, go to the Configuration pane on the Workstation overview page and click View display reports.
8. On the Display reports overview page, click Show next to the Report type that you just performed to see the test results.

To calibrate a display

Note: Calibrating a display will slow down the performance of the PACS workstation.

Proceed as follows:

1. In the Configuration pane of the Workstation overview page, click Remote display actions next to the display that you want to calibrate.

2. On the Remote actions page, click Calibrate now to perform the calibration for the display of your choice.
3. Click Yes to confirm your action.

   The calibration will be performed.
4. To check the results of the calibration, go to the Configuration pane on the Workstation overview page and click View display reports.
5. On the Display reports overview page, click Show next to Auto-calibration report type.

   You can see the auto-calibration history.

Knowledge base

Overview

In this chapter

This chapter covers the following topics:

- About the knowledge base
- Contributing to the knowledge base

About the knowledge base

What is it

It is an online and interactive database containing descriptions of issues that occur in the field, and the corresponding solutions. The knowledge base is interactive because you, as a user, can contribute to it by reporting issues and solutions.

Searching the knowledge base

Proceed as follows:

1. On any QAWeb Server page, click Knowledge base in the left navigation pane.
2. On the Knowledge Base page, type one or more keywords that describe your issue.
3. Filter the results by selecting the option Limit display issues and
   - Selecting a brand of displays, e.g. Barco
   - Selecting a type of displays, e.g. grayscale
4. Click Search.

The system will find descriptions of issues that correspond to the keywords you entered.

5. Select a result from the list to read the solution to the issue.
6. Click Accept to close the issue.

Contributing to the knowledge base

To contribute to the knowledge base

You can contribute to the knowledge base by reporting your issues to Barco. Therefore, send an e-mail describing the issue to QAWeb.Admin@barco.com.

User management

Overview

In this chapter

This chapter covers the following topics:

- Types of users
- Editing user account settings
- Changing the password
- Adding a user
- Removing a user

Types of users

Depending on your user rights in QAWeb Server, you can perform different actions. There are five roles.

For the Facility, there are:

- Facility administrator
- Facility QA technician
- Facility guest

And:

- Service provider
- Barco user

Editing user account settings

Proceed as follows:

1. On the QAWeb Server homepage, click User management in the left navigation pane.

The list of registered users appears.

2. Click Edit next to the name of the user whose user account settings you want to edit.

   You can now edit the user information fields on this page.

3. Click Save to submit this information.

Changing the password

Proceed as follows:

1. On the QAWeb Server homepage, click Settings in the left navigation pane.
2. On the QAWeb Server Settings page, click Show next to User account.

   The list of registered users appears.

3. Click Show next to the name of the user for whom you want to change the password.
4. On the Change password page, fill in the old and new password.
5. Click Save to submit this information.

Adding a user

Proceed as follows:

1. On the QAWeb Server homepage, click User management in the left navigation pane.
2. On the QAWeb Server User management page, click Invite User.
3. On the Add User Account page, fill in the user account information.
4. Click Save and send invitation mail to submit this information.

An invitation e-mail with an activation link will be sent to the previously invited user.

The new user is already added to the users list but will remain inactive until the account is activated.

5. When the invited user receives the invitation e-mail and clicks the link to activate its user account, a web browser will be activated and an activation form will appear.
6. The user should complete the form and click Activate User Account.

   The new user will now become active in the users list.
7. The new user can now log on with its own User name and Password on this website: http://service.medical.barco.com/

Removing a user

Note: Removing a user from the configuration cannot be undone.

Proceed as follows:

1. On the QAWeb Server homepage, click User management in the left navigation pane.

   The list of registered users appears.
2. Click Remove next to the user that you want to remove from the list and confirm by clicking Yes in the Confirm remove user page.

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