

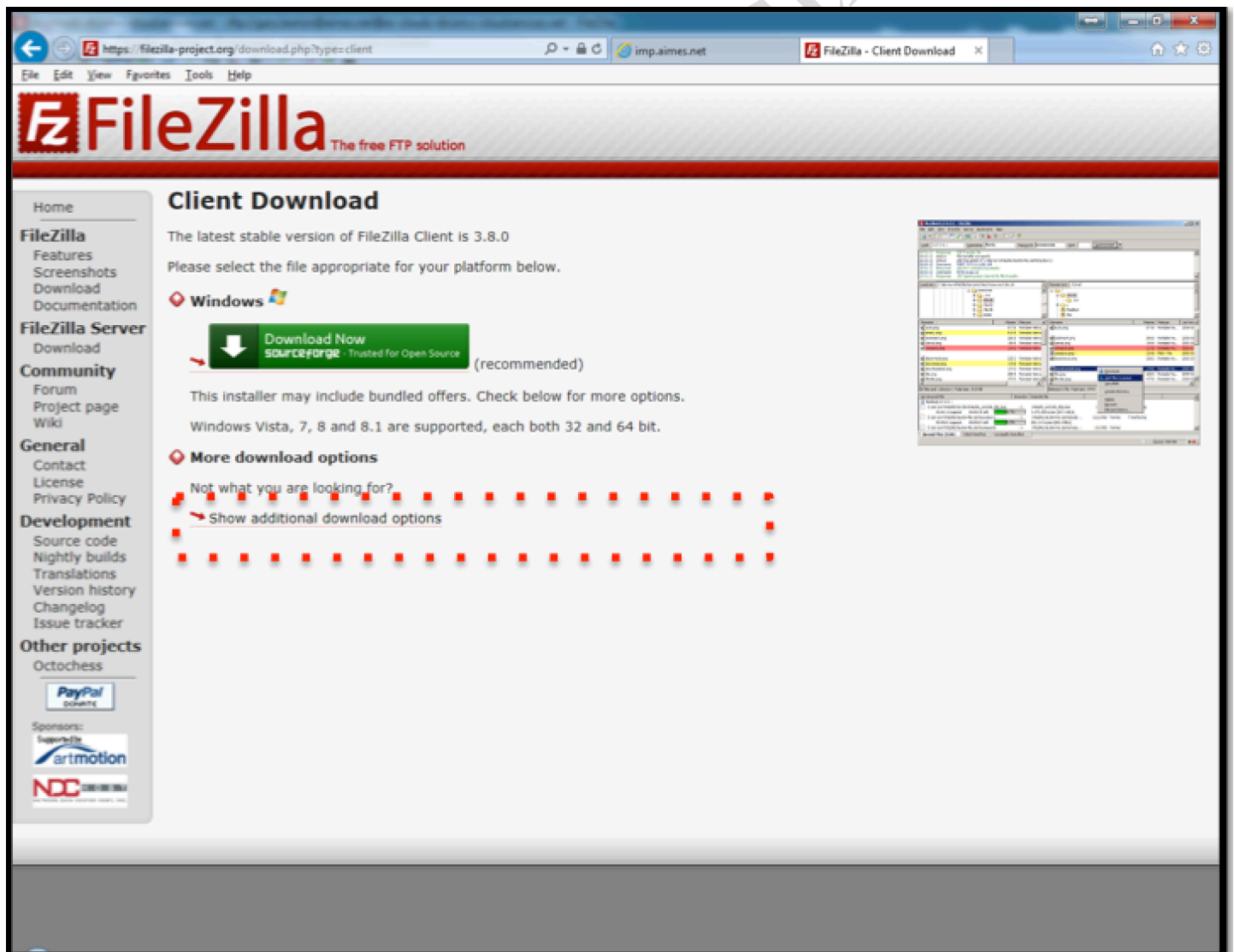
DOWNLOADING FILEZILLA AND SETTING UP CONNECTION TO THE DICOM TRANSFER SFTP

In order to use the T1MES_DICOM_PORTAL SFTP Server, you need to have appropriate software. This document shows how to install/use Filezilla, which is a free open-source FTP client that supports multiple platforms (Windows, Linux, Mac OS X).

1. Open your internet browser and navigate to: <http://filezilla-project.org/> > Click the <Download FileZilla Client All Platforms> options (the one on the left)



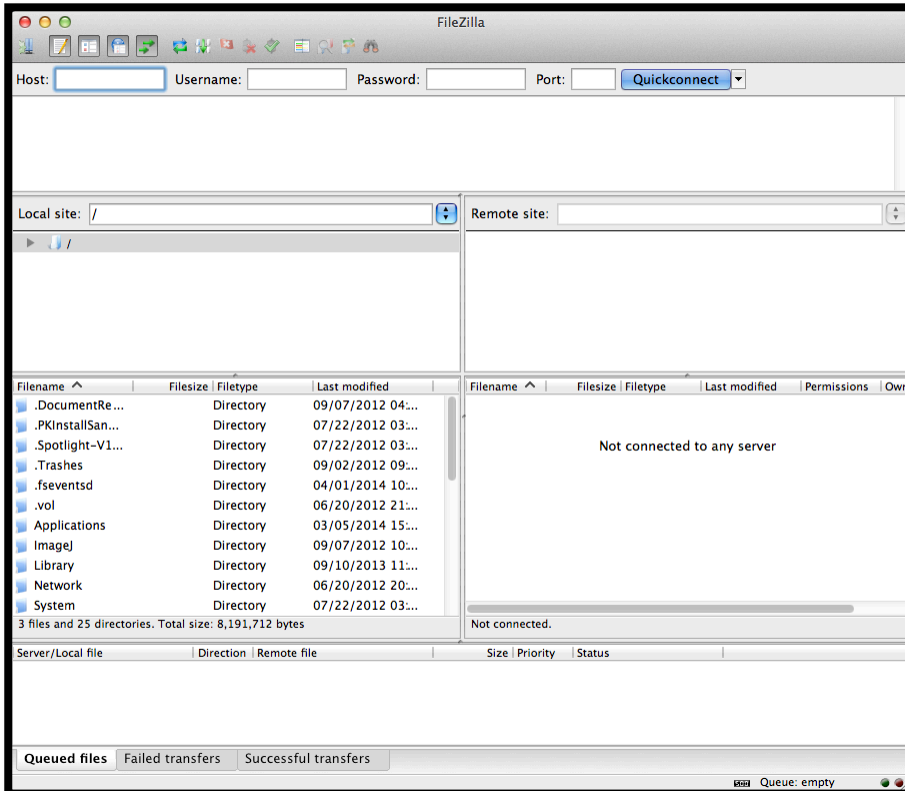
2. This will open a new page (below).



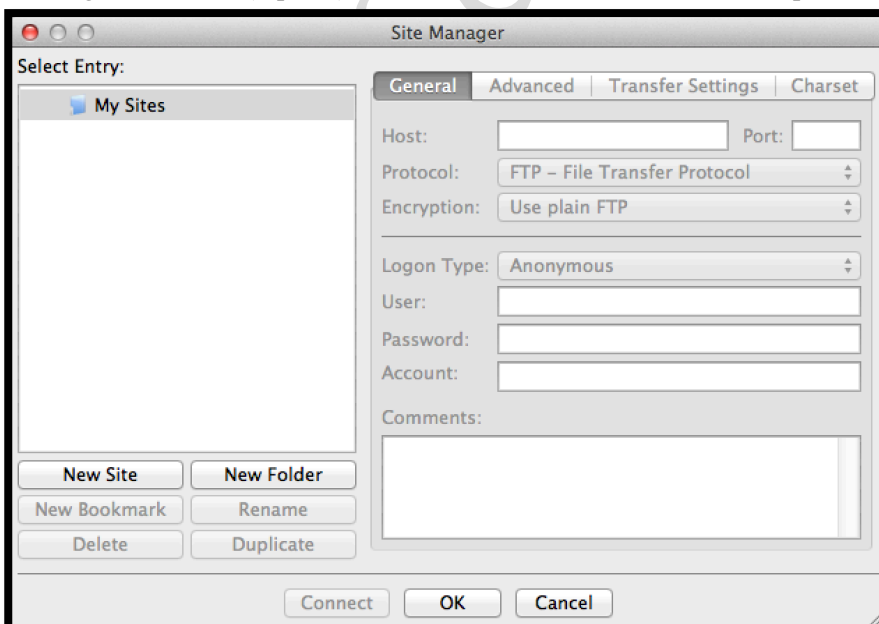
3. Hit <Show additional download options>. Select from the options that appear, the download that matches your operating system (Windows/Linux/Mac OS X).
4. **Once downloaded please save** the software to your program directory (usual default).
5. **Open** FileZilla. Consider creating a shortcut on your desktop, icon will looks like this:



6. Click to open FileZilla, which looks like this:



7. Navigate to **FILE** (top left) > select **SITE MANAGER** from drop down list. This window will appear:



8. Hit **NEW SITE** button (bottom left) and **create a new folder**:

Please label this:

T1MES_DICOM_PORTAL

9. In the **GENERAL** section to the right:

For **Host** copy and paste this URL:

ec-clouds-dicom.c-cloudservices.net

For **Port**:

Leave this blank

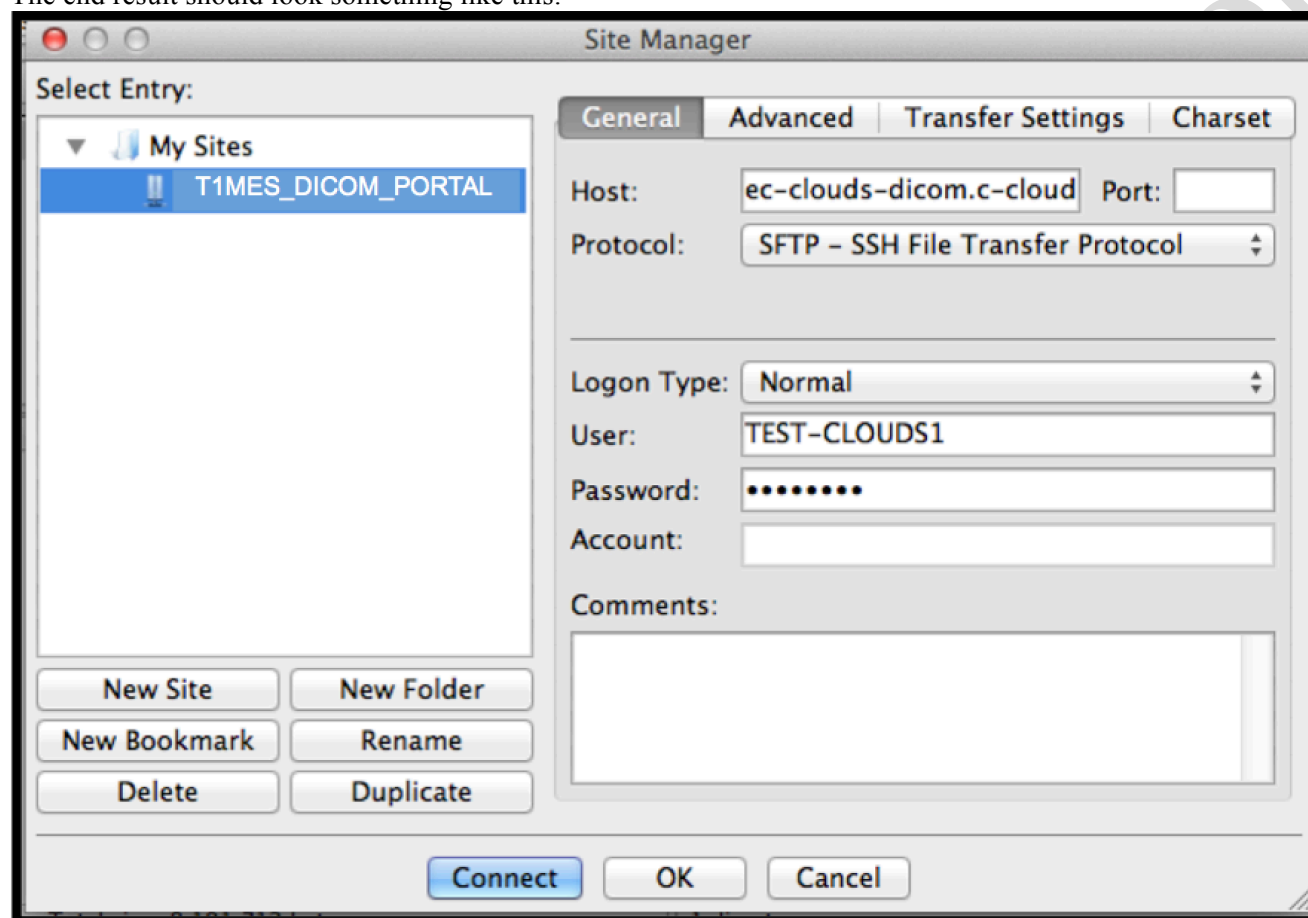
10. For **PROTOCOL** select from the drop down list: **SFTP- SSH File Transfer Protocol**

11. LOGON TYPE select **Normal**

12. USER: enter the **USERNAME** you have received/will receive this *via email*

13. PASSWORD: enter the **PASSWORD** you have received/will receive this *via email*

The end result should look something like this:



14. Hit **OK** or **Connect** button (bottom)

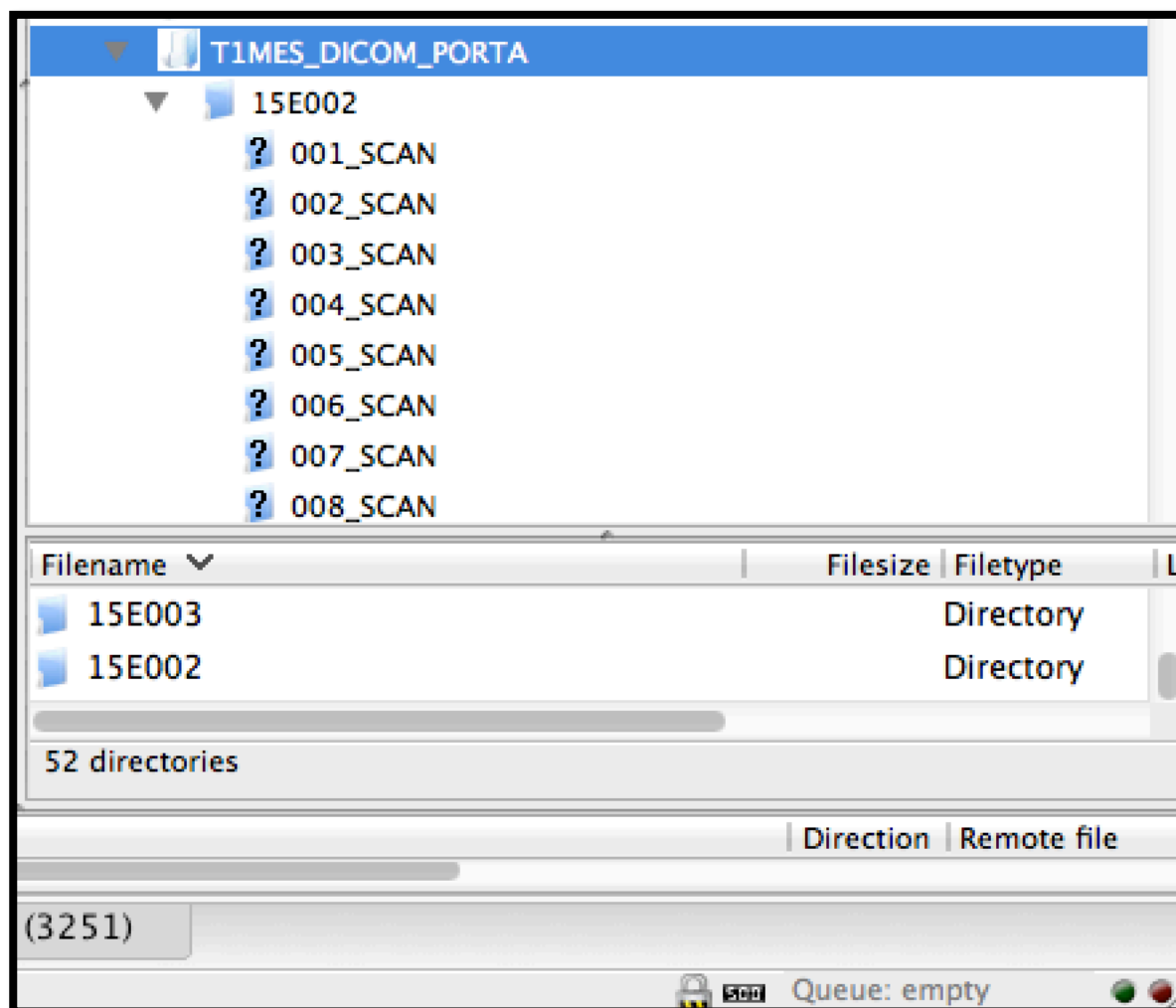
15. Should this site manager window close at any time, to reopen it simply go back to **File > Site Manager** as you did earlier (and T1MES_DICOM_PORTAL) should be visible; you may also just hit the shortcut button on the FileZilla dashboard:



(top left; which opens the site manager window again)

16. You may now start using your **T1MES_DICOM_PORTAL**.

17. Please navigate folders in the top right panel. Click on the grey side arrow to the left of the folder <T1MES_DICOM_PORTAL>. A list of subfolders will appear below it. Scroll down until you find the folder that matches the phantom/magnet dataset you aim to upload. Now, hit the side arrow to the left of this specific DICOM subfolder and a sequential series of subfolders labeled 001_SCAN >>> 030_SCAN will appear.



18. Simply drag and drop selected DICOM files from your desktop or other directory and into these particular subfolders. The DICOMS from the first fortnightly scan will be deposited in folder 001_SCAN, the second batch into 002_SCAN, so on and so forth. Once we have processed data from within 001_SCAN we will change that folder's name to x001_SCAN so it will automatically move to the bottom of your list, that way you will know immediately next time to deposit inside 002_SCAN.

19. Large datasets may take several minutes to transfer. To monitor the progress of data transfer inspect progress bar at the bottom of the page. Always verify that transfer is complete before shutting down FileZilla. Filezilla allows you to pause and later resume a transfer.

Thank you for your continued support!

Also thanking the AIMES grid service providers (www.aimesgridservices.com).

This portal is administered by Captur G. Please email in case of any difficulties: capturgaby@hotmail.co.uk