DCMburner

Version 7.2.0

Tips and Tricks

Work faster and avoid mistakes

For everyone

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1. Daily work

- **Type a few letters in the patient box** (Browse, top left) to jump to a patient. Names are found with part of the name.
- **Use wildcards** in Filter and Q/R: `smi*` finds Smith and Smits; `?` replaces one character. In Q/R a plain word is already searched as 'contains'.
- **Look at the burn icon** before you burn: green means the study was burned already. In Filter set **Burned** to 'no' to see only studies that still need a disc.
- **Calculate size first** for big studies. It tells how many discs are needed and of which type, so you can load the right blanks.
- **Several patients, one disc set or separate discs?** For discs that go to different people always choose 'separate discs per patient'.
- **Make extra copies at once** with the **Copies** box instead of burning the same job twice.
- **Keep the window hidden** in the tray on a receiving computer. Autostart brings DCMburner back after a restart.

2. Automatic burning

- Give every department **its own AE title and profile**. Switch Auto Burn on only for the profiles that really need it.
- Auto Burn waits until no new images arrived for the quiet period (default 20 s). If a modality sends slowly, raise the **Incoming study time-out** in Setup > DICOM receiver.
- A profile colour (Setup > Profiles) puts a coloured line in front of its patients, so you see at a glance which department sent a study.
- Check the **publisher strip** at the start of the day: blank discs and ink are the two usual reasons for errors.

3. Q/R

- If C-MOVE fails with "Cannot understand", the PACS does not know DCMburner. **Switch the node to C-GET** (works without changes in the PACS) or add DCMburner to the PACS.
- Use **Test connection** after changing a node. It is the DICOM 'ping' (C-ECHO).
- The column **In archive** prevents fetching the same study twice.
- Search by **Accession no.** when the patient comes with a request number: it finds exactly one study.

4. Space and speed

- The archive is a work area. Set **Remove studies after publishing** and **Remove studies older than N days** so the disk never fills up.
- Set **Free space wanted** (default 50 GB) and switch on **Remove old studies when the disk is full** on computers with a small disk.
- Folder import and the watch folder are the fast way to load a whole CD you received from another hospital.

5. Labels and languages

Tip: Changed the language but part of the screen is still in the old language? After saving, answer **Yes** to "Restart DCMburner now?". If you answered No, quit with **Close** in the main window (hiding the window with the X does not restart the program) and start DCMburner again. If the screen is in a language you

cannot read, close it the same way and then change `language.txt` in `%LOCALAPPDATA%\sup-c\DCMburner` (one line, for example en). Not verified: the exact steps in the Arabic screen.

- Keep **UTF-8** on for labels. Names in Chinese, Cyrillic, Greek or Arabic then print correctly.
- The five free label fields come from DICOM attributes you choose (Setup > DICOM receiver): for instance Study Description or Body Part Examined.
- Choose the **language of the unpack program** for protected discs by the language of the patient, not your own.
- Zeus labels are limited: 4 studies, 30 characters per field. Long descriptions are shortened.

6. Web pages

- Install the certificate once per computer (see the Installation Guide) so the browser never warns again.
- Give reception staff the role **operator**: they can burn but never see images.
- Press **Copy** next to the address in Setup > Web access and mail the link to your users.
- Pages work on tablets too. Open them in the browser, not through the Windows program.

7. Security

- Use a strong administrator password and keep it somewhere safe. It cannot be looked up.
- Burn **protected discs** (Setup > Encryption) for discs that leave the hospital. Hand the password over separately.
- DICOM traffic is not encrypted. Keep the receiver on your internal network and use *'Only accept these senders'*.

8. Keyboard and mouse in the viewer

Do	To
Left-drag	Change window/level
Right-drag	Zoom
Middle button or Shift + drag	Move
Wheel	Scroll through the images
Ctrl + wheel	Zoom
Reset	Back to the start view

9. When something looks wrong

1. Read the message in **Jobs**.
2. Open **About** and look at the **log file**.
3. Click **Refresh**.
4. If that does not help, restart DCMburner with **Close** and start it again.
5. Send the log file to your supplier.