BRAINLAB

QUENTRY.COM

QUENTRY

QUENTRY.COM
Version 3.1

Software User Guide
Revision 1.0

TABLE OF CONTENTS

1 GENERAL INFORMATION 5

1.1 Contact Data 5

1.2 Legal Information 6

1.3 Symbols 8

1.4 Using the System 9

1.5 Compatibility with Software 10

1.6 Training and Documentation 11

1.7 Technical Requirements 12

2 USING QUENTRY.COM WEB PORTAL 15

2.1 Getting Started with the Web Portal 15

2.2 Uploading Files to Quentry.com 17

2.3 Viewing Uploaded Files 22

2.4 Connecting to Quentry Contacts 30

2.5 Managing Your Quentry.com Contacts 31

3 MANAGING YOUR ACCOUNT 33

3.1 Managing your User Profile 33

3.2 Updating Your User Information 35

3.3 Viewing Your Account Information 37

4 USING QUENTRY.COM CARETEAMS 41

4.1 Quentry.com CareTeams 41

4.2 CareTeam Administration 43

4.3 CareTeam Use 45

4.4 Managing Your Gateway 48

4.5 Making Reports 50

1 GENERAL INFORMATION

1.1 Contact Data

Support

If you cannot find information you need in this guide, or if you have questions or problems, contact Brainlab support:

support@quentry.com

Expected Service Life

Brainlab provides five years of service for software applications. During this period of time software updates are offered.

Feedback

Despite careful review, this user guide may contain errors.

Please contact us at info@quentry.com if you have improvement suggestions.

Manufacturer

Brainlab AG
Olof-Palme-Str. 9
81829 Munich
Germany

1.2 Legal Information

Copyright

Brainlab Trademarks

- Brainlab® is a trademark of Brainlab AG.
- **Quentry**® is a trademark of Brainlab AG.
- **iHelp**® is a trademark of Brainlab AG.

Non-Brainlab Trademarks

- Microsoft®, Windows® and Internet Explorer® are registered trademarks of Microsoft Corporation in the US and other countries.
- iPad®, iPhone® and Safari® are registered trademarks of Apple Inc. in the United States and other countries.
- Firefox® is a registered trademark of the Mozilla Foundation in the United States and other countries.
- Chrome® is a registered trademark of the Google Inc. in the United States and other countries.

Patent Information

This product may be covered by one or more patents or pending patent applications. For details, see: www.brainlab.com/patent.

Integrated Third-Party Software

This software is based in part on the following work:
- The Independent JPEG Group.
- The AWS SDK for .NET developed by Amazon.com, Inc.
- The ClearCanvas SDK developed by ClearCanvas, Inc.
- The Log4Net developed by the Apache Software Foundation.
- The Microsoft .NET Framework SDK developed by Microsoft Corp.
- The Microsoft .NET Framework (WCF) developed by Microsoft Corp.
- The Microsoft DeepZoomTools developed by Microsoft Corp.
- The Microsoft DirectX SDK (February 2010) developed by Microsoft Corp.
- The Open DICOM developed by Albert Gnandt.
- The SharpZipLib (.NET).

CE Label

CE

The CE label indicates that the Brainlab product complies with the essential requirements of Council Directive 93/42/EEC (the “MDD”).

Quentry.com is a part of **Quentry**, which is a Class I product according to the rules established by the MDD.

Report Incidents Related to This Product

You are required to report any serious incident that may have occurred related to this product to Brainlab, and if within Europe, to your corresponding national competent authority for medical devices.

Sales in US

US federal law restricts this device to sale by or on the order of a physician.

No Medical Advice

Neither Brainlab nor **Quentry** provide any medical advice. Customer is solely responsible for all medical decisions, including but not limited to the interpretation of any patient data, and any diagnosis, treatment or treatment plan made by the customer in connection with the use of **Quentry**. The customer acknowledges that image capture, image processing and image display also depend on the customer's specific computer hardware environment and corresponding system settings which are beyond reasonable control of Brainlab. Brainlab does not warrant that the image representation through **Quentry** will be free from any errors such as image distortions, color deviations or poor contrast and brightness values. It is the sole responsibility of the customer and any other user, physician or medical physicist involved to anticipate the possibility of such display errors in interpreting images visualized through **Quentry**.

1.3 Symbols

Warnings

Warning

Warnings are indicated by triangular warning symbols. They contain safety-critical information regarding possible injury, death or other serious consequences associated with device use or misuse.

Cautions

Cautions are indicated by circular caution symbols. They contain important information regarding potential device malfunctions, device failure, damage to device or damage to property.

Notes

NOTE: Notes are formatted in italic type and indicate additional useful hints.

1.4 Using the System

Intended Use

Quentry.com is indicated for image data transfer and online storage of medical images and related data.

Quentry.com is a web-based software for medical professionals that:

- Supports doctors to build their global clinical network
- Provides an online community, to work in virtual groups, send messages
- Provides doctors with tools for secure online image (DICOM) storage, review, and sharing
- Provides users with tools for aggregation and graphical visualization of patient data collected within **Quentry**

It is not intended for primary diagnosis, detailed treatment planning or treatment of patients.

Intended User(s) and Conditions

The device is generally used by medical professionals and medical organization support staff such as doctors, their assistants or nursing staff, within a hospital, a clinic, a doctor's office, or from remote locations, such as at home.

Plausibility Review

Warning

Before patient treatment, review the plausibility of all information input to and output from the system.

1.5 Compatibility with Software

Compatible Brainlab Medical Software

Only Brainlab medical software specified by Brainlab may be installed and used with the system. Contact Brainlab support for clarification regarding compatibility with Brainlab medical software.

Non-Brainlab Software

Only authorized Brainlab employees may install software on the Brainlab system. Do not install or remove any software applications.

Updates

Warning

Updates to the operating system (hotfixes) or third-party software should be performed outside clinical hours and in a test environment to verify correct operation of the Brainlab system. Brainlab monitors the released Windows hotfixes and will know, for some updates, if problems can be expected. Contact Brainlab support if any problems to operating system hotfixes are encountered.

Virus Scanning and Malware

Brainlab recommends protecting the system with state-of-the-art anti-virus software.

Be aware that some malware protection software (e.g., virus scanner) settings can negatively affect system performance. For example, if real-time scans are performed and each file access is monitored, then loading and saving patient data may be slow. Brainlab recommends disabling real-time scans and performing virus scans during non-clinical hours.

Warning

Ensure that your anti-virus software does not modify any Brainlab directories, specifically:

- **C:\Brainlab, D:\Brainlab, F:\Brainlab, etc.**
- **C:\PatientData, D:\PatientData, F:\PatientData, etc.**

Warning

Do not download or install updates during treatment planning.

Contact Brainlab support for further information regarding any of these issues.

Microsoft Security Updates for Windows and Driver Updates

Brainlab allows the installation of security patches only. Do not install service packs and optional updates. Verify your settings to ensure updates are downloaded and installed correctly and at a suitable time. Do not update drivers on Brainlab platforms.

See the Brainlab website for more information about settings and a list of Microsoft Security Updates blocked by Brainlab support.

Address: www.brainlab.com/updates

Password: WindowsUpdates!89

1.6 Training and Documentation

Responsibility

Warning

This system solely provides assistance to the surgeon and does not substitute or replace the surgeon's experience and/or responsibility during its use. It must always be possible for the user to proceed without the assistance of the system.

Only trained medical personnel may operate system components and accessory instrumentation.

Intended Audience

Quentry.com is aimed at medical professionals (physicians, their staff, nurses etc.) with sufficient understanding of the English technical vocabulary related to the fields of medical physics and medical imaging so as to enable appropriate understanding of the Quentry.com user interface.

Reading User Guides

This guide describes complex medical software or medical devices that must be used with care.

It is therefore important that all users of the system, instrument or software:

- Read this guide carefully before handling the equipment
- Have access to this guide at all times

1.7 Technical Requirements

General

Standard computer with internet connection.

Software

Software	Requirement
Operating system	The following versions or higher: • Windows 7 • MacOS 10
Browser	The following 32 bit versions or higher: • Internet Explorer 10 (Microsoft Edge is not supported) • Firefox 50.x • Chrome 48 • Safari 8 Enable cookies and security settings to allow server requests (Ajax calls).

Hardware

- 2 GB RAM recommended
- Screen resolution: 1024 x 768 or higher
- Mouse with scroll wheel recommended

Network

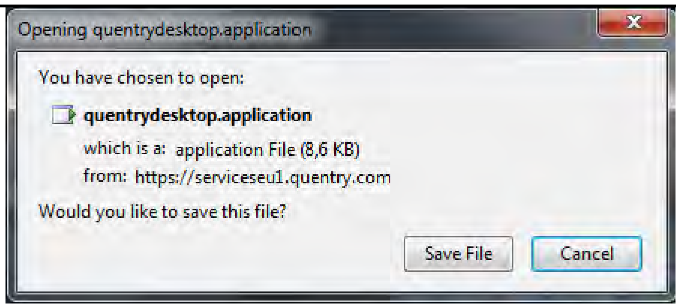
- Internet connection with at least 2 Mbit/s
- Firewall with open outbound port 80/443 (http and https)
- Enable WebSockets protocol for the HTML Viewer to use two-way communication.

How to Install Applications from Chrome, Firefox or Other Browsers

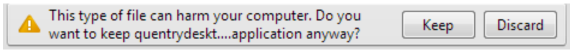
When installing a **Quentry** application from a browser other than Internet Explorer, you may be prompted to save a file called `quentrydesktop.application`. When prompted by your browser, perform the following:

Step
1. Save the file to your computer. For example, the following is displayed in Mozilla Firefox:

Step



In Google Chrome:



2.	Locate the saved `.application` file.
3.	Double-click it to proceed with installation.

2 USING QUENTRY.COM WEB PORTAL

2.1 Getting Started with the Web Portal

Creating a Quentry Account

To create a **Quentry** account, select **Register** or **Sign up for free** on the **Quentry** home page. Fill in all required text fields. An activation email is sent to you.

*NOTE: If you are within the EU, you are sent an email asking you to read and sign the Data Protection Agreement. When you log into **Quentry** for the first time, a prompt asks you to confirm that you have printed, read, and signed the agreement.*

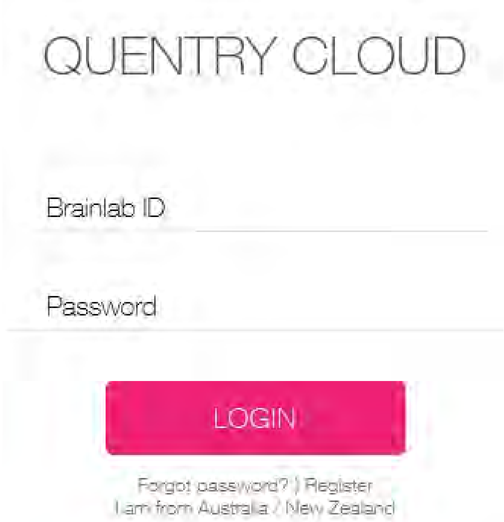
*NOTE: If you are from Australia or New Zealand, please select **Looking for Australia or New Zealand?**, below the country selection.*

Changing your Password

You are required to change your password by the end of a set period of time. If your password expires, you will be prompted to change it. You will not be able to log in until you do so.

Activation and First Login

Step	
1.	Select the link in the activation email.
2.	Enter your Brainlab ID (provided in the email) and the password you chose when creating the ID.
3.	Log in to **Quentry** using your Brainlab ID and password.

Step	
	 *NOTE: If you are from Australia or New Zealand, please select **I am from Australia / New Zealand**. You will then be redirected to the corresponding login page.*
4.	Fill in the required information and select **LOGIN**.

2.2 Uploading Files to Quentry.com

General Information

This feature enables you to upload files to your **Quentry.com** account. All the files will be uploaded to either:

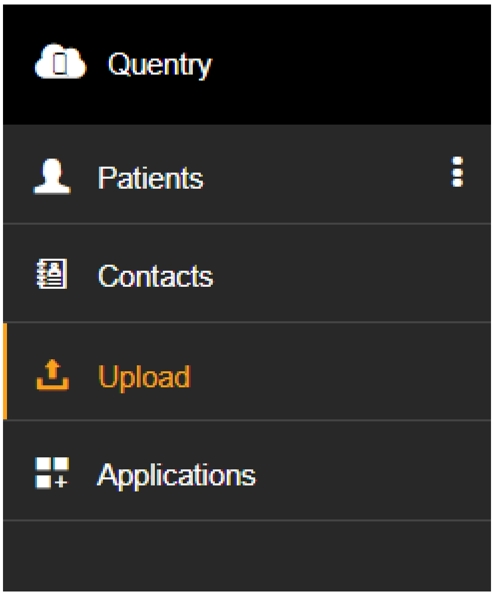
- The currently logged-in user, or
- A CareTeam or contact if they permit upload.

Supported File Formats

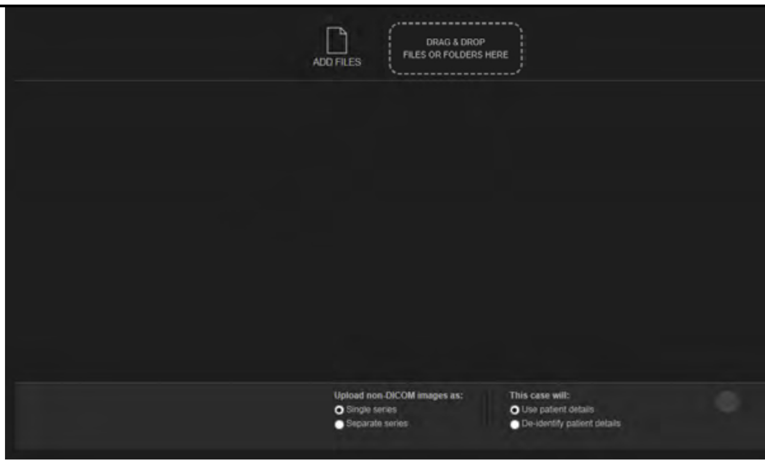
You can upload image files and attachments (case notes, reports etc.) in the following formats:

- DICOM
- PDF
- DOC
- JPEG, JPG
- PNG
- BMP
- TXT
- CSV
- XML
- PPT
- XLS
- MP4
- ZIP
- xBrain folder (can be uploaded using **Quentry Desktop**)

How to Start the Uploader

Step
1. Select **Upload**. 
2. The file selection screen is displayed.

Step



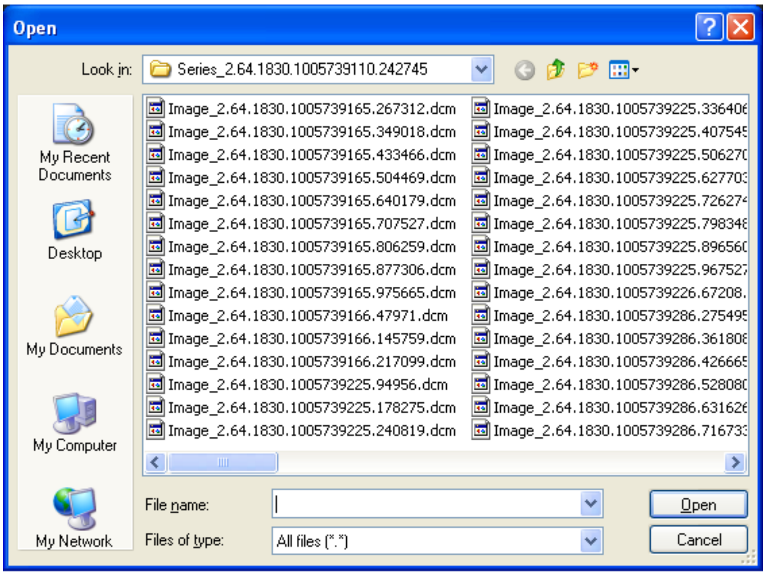
How to Upload Image Sets to Quentry.com

Step

1. In the file selection screen, select the image files you wish to upload. You can either:
   - Select **ADD FILES**, or
   - Drag the files from a Windows Explorer window into the **DRAG & DROP FILES OR FOLDERS HERE** area.

   *NOTE: If you are using Chrome as your browser, you also have the option to select the entire contents of a folder to upload by selecting **ADD FOLDER**.*

2. If you select **ADD FILES**, a Windows Explorer window is displayed, enabling you to select files from your computer.

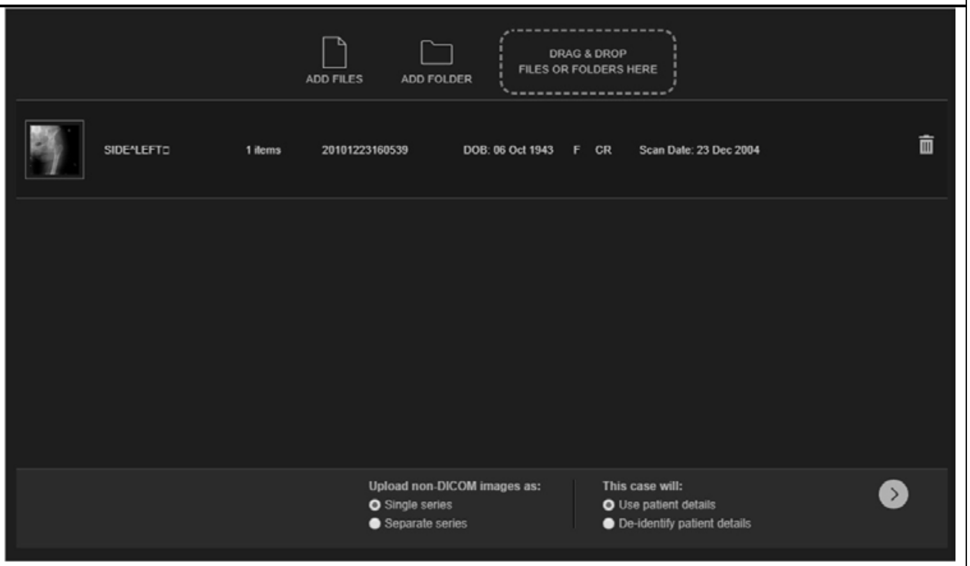


   Select one or more files (**CTRL** + select multiple files) to upload and select **Open**.

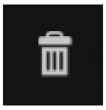
   *NOTE: **CTRL+A** selects all files within this directory.*

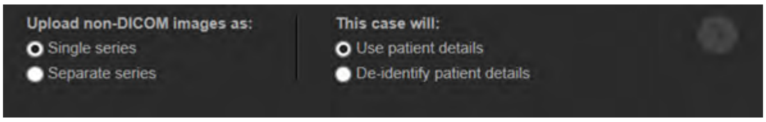
3. **Quentry.com** analyzes the files you have chosen.

   A summary of the selected patient files is displayed.

<table>
<tr><th colspan="2">Step</th></tr>
<tr><td></td><td>


To remove files from the uploader, select the corresponding trash can icon.



You can add more files by selecting ADD FILES, ADD FOLDER or by dragging files from a window to DRAG & DROP FILES OR FOLDERS HERE.
</td></tr>
<tr><td>4.</td><td>


Choose how to upload any non-DICOM images (e.g., as a single series, or separate series).
</td></tr>
<tr><td>5.</td><td>
Next, decide whether to de-identify the patient data.
Select how to upload patient data by activating one of the radio buttons:

Use patient details: Shows patient details
De-identify patient details: Removes patient details. If you select this option, you must also select the check box to confirm that all patient data has been removed.

Quentry can remove DICOM metadata from the files. If, for example, the patient’s name or other detail is written directly onto the image, Quentry.com cannot remove it. By activating the check box confirming that the patient data has been removed, you are confirming that all such information has been deleted.
</td></tr>
<tr><td>6.</td><td>

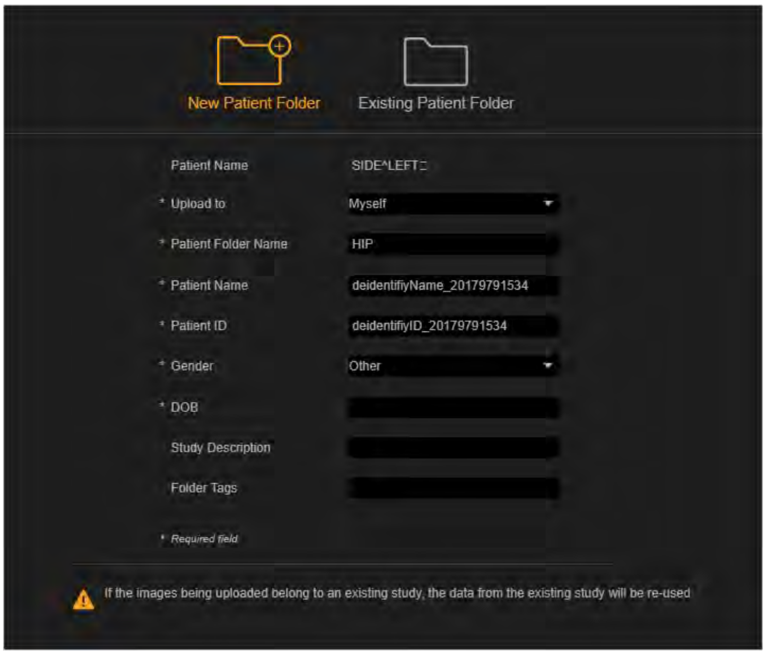

Select a folder on Quentry.com where the image files will be stored.
</td></tr>
</table>

Step

To create a new folder, select **New Patient Folder**. Patient details are taken from the DI-COM data, unless:

- You chose to upload the files de-identifying patient details, or
- You are uploading a JPEG file without DICOM data.

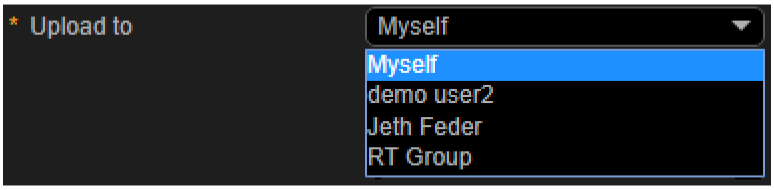
In these cases, you must provide details to identify the new folder (if you have chosen to upload the patient records as de-identified, a de-identified name is suggested but can be changed).



If you choose to store the images in an **Existing Patient Folder**, you must search for and select which folder to use.

NOTE: To add images to an existing patient folder, you must either have uploaded data to it previously or share a data set with the right to upload data.

7. **Quentry.com** provides you with the option to upload to an account other than **Myself** if:
   - You are a member of a CareTeam, or
   - You have contacts who permit you to upload to their account.

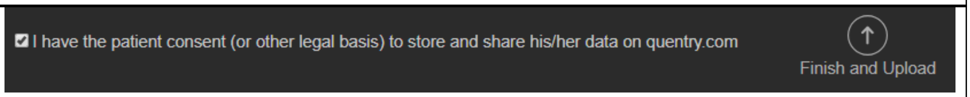
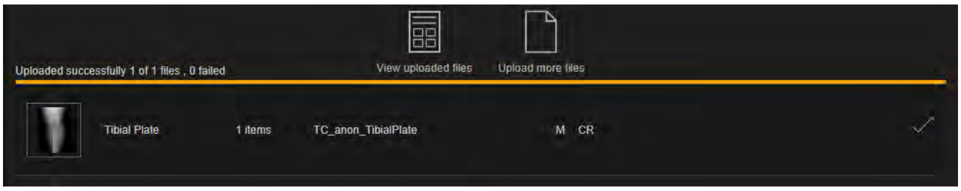


Select who will have ownership of the data you are uploading. If the data is given to a CareTeam account, each member of the team will be able to see and share the data.

Sharing applies not only to an individual image, but also to the whole patient folder (which can contain multiple studies, series and files). Responsibility rests on the user to share images only with colleagues who are allowed to see this patient's data.

8. Adding tags to folders: If you upload to **Myself** or to a **CareTeam** of which you are a member, you can add folder tags during the upload process.
   - Upload to **Myself**: You can use existing tags or create new ones.
   - Upload to a **CareTeam**: You can use the CareTeam's predefined tags.

9. Select the check box once you have obtained the patient's consent to upload the image set.

<table>
<tr><th colspan="2">Step</th></tr>
<tr><td></td><td>
</td></tr>
<tr><td>10.</td><td>Select Finish and Upload to upload the images to Quentry.com.</td></tr>
<tr><td>11.</td><td>

Once the upload process is complete, a message is displayed if there were any problems with a file.
You can then choose to:

Upload more image sets
View uploaded images
Continue with other options
</td></tr>
</table>

2.3 Viewing Uploaded Files

General Information

You can view and work with image sets that have been uploaded by you or shared with you by a contact or through a CareTeam.

You can also launch applications such as:

- **Quentry Viewer**
- **TraumaCad**

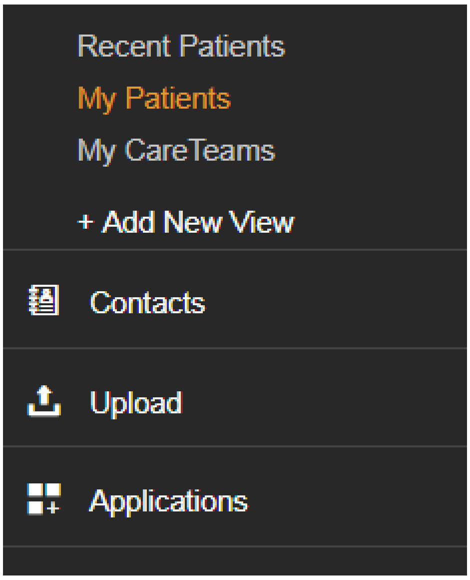
You can access uploaded data from your iPad/iPhone using **Quentry Mobile**.

For more details on these applications, please refer to the relevant user guide.

How to View Uploaded Image Sets

Step

1. Under **Patients**, select **My Patients**.

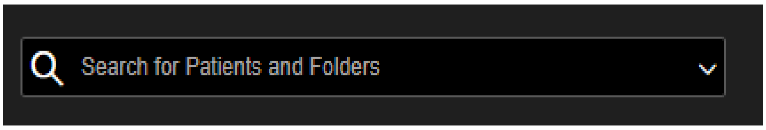


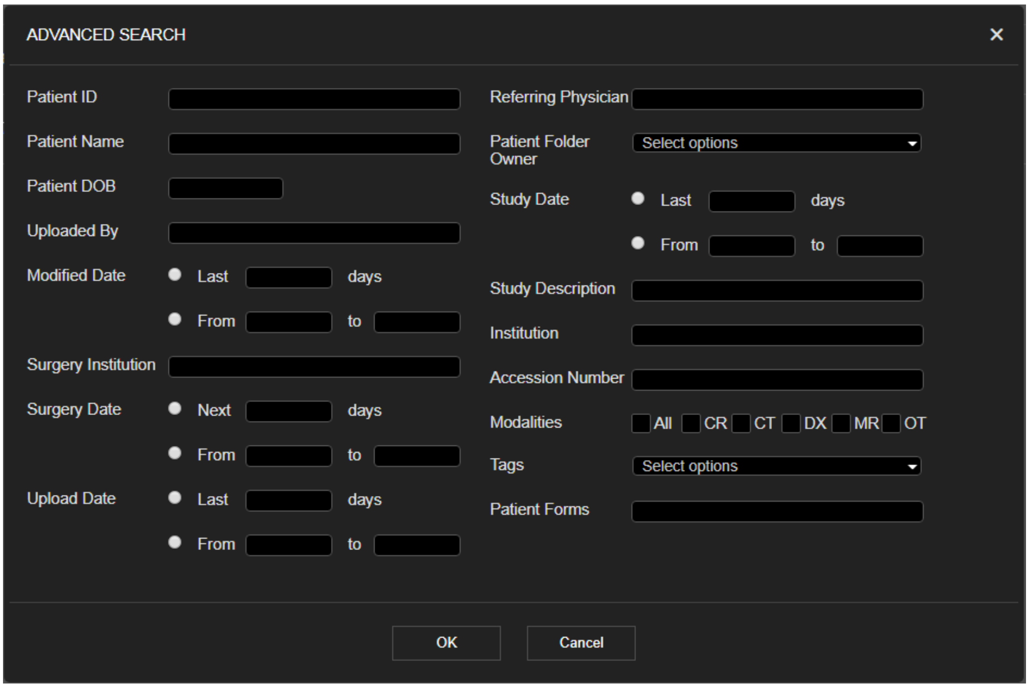
2. A list of your available patients is displayed.

Warning

After you have opened a data set in the viewer, additional images can be added to the study by another user. Refresh to see all images in the data set and reopen the data set.

How to Refine Your Image Set List

<table>
<tr><th>Options</th></tr>
<tr><td>To view patients you have interacted with recently, select Recent Patients.</td></tr>
<tr><td>To view only the patients you have uploaded or that were shared by a contact, select My Patients.</td></tr>
<tr><td>To view only the patients shared by a CareTeam, select My CareTeams.</td></tr>
<tr><td>To search for a particular patient folder, enter part of the patient’s name in the search field.


• Refine the search by selecting the arrow.
• This provides options to focus the search:

</td></tr>
</table>

How to Switch Between Patients List and Folders List

To switch between **Patients** list and **Folders** list, select the three dots icon and select the mode that you want to work with.

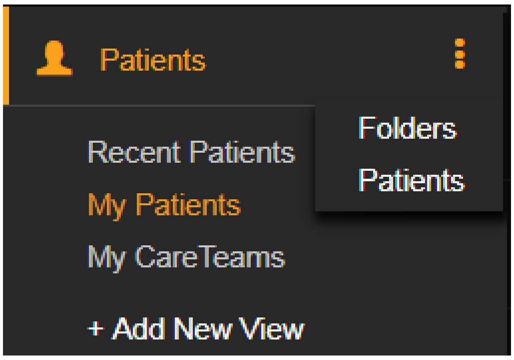


Figure 1

- In **Patients** list mode, you will see a list of patients (based on search or **View** criteria). You then select a patient in order to see the folders.
- In **Folder** list mode, you will see a list of folders. (based on search or **View** criteria). You then select a folder to view its content.
- Each mode offers a different set of toolbar actions.

How to Work with Patient Folders

In **Patients** list mode, a list of patients is shown.

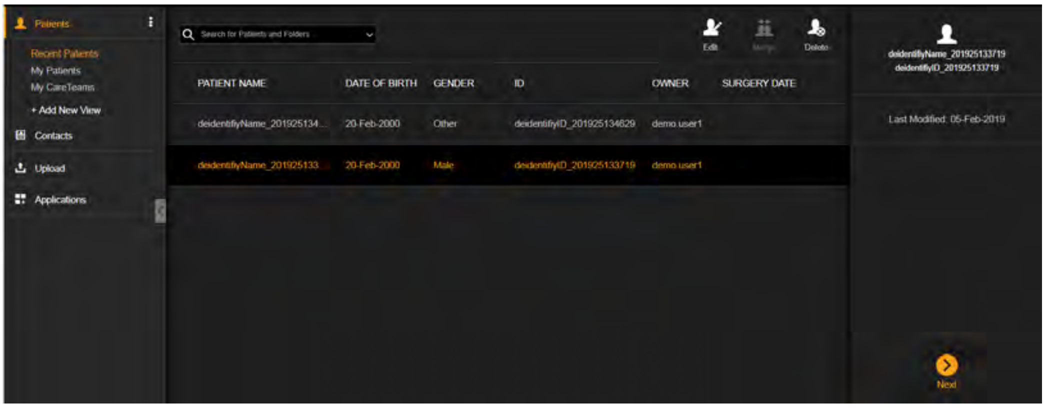


Figure 2

To select a patient and see the folders, you can either:

- Select the patient name in the table, or
- Select the row and select **Next**.

This redirects you to the selected patient's folders.

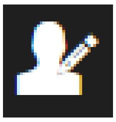
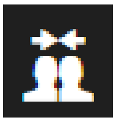
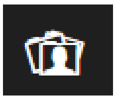
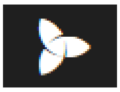
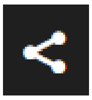
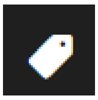
Folders List Mode

In **Folders** list mode, you see a list of folders.

NOTE: If there is only one patient folder, the folder is automatically selected.

*NOTE: You can select one or more folders by using **CTRL** + right mouse click.*

Software Functions

Options	Icon	Function
To edit a patient's details,		select the edit icon.
To merge two patient records into one,		select the merge icon.
To view images,		select the view icon, available on folder level and also on selected items level.
To start **TraumaCad**,		select the **TraumaCad** icon, available on folder level. *NOTE: Only available if license assigned.*
To share the folder and/or change the sharing permissions among your selected contacts, and/or change the folder owner,		select the share icon, available on the folder level. *NOTE: This is only available for patient folders that you own.* *NOTE: To change the ownership, select **Change Owner** and select one of your contacts.*
To download the record files to a local drive (depending on the sharing rights),		select the download icon, available on folder level and also on selected items level.
To create a new tag to label patient folders,		select the tag icon.
To delete a patient folder,		select the delete icon.

Components

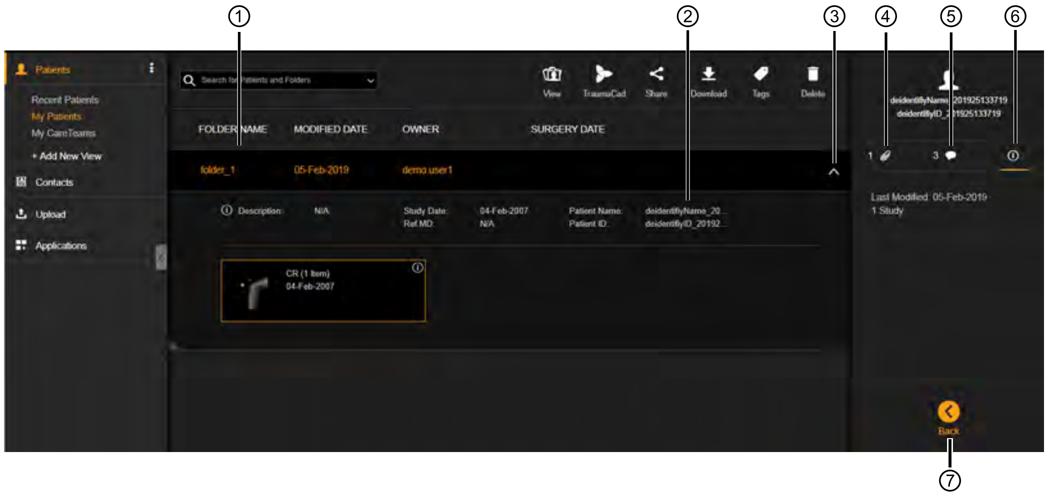


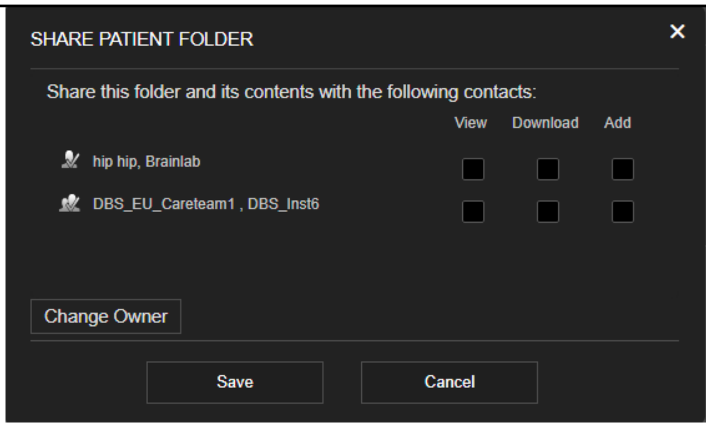
Figure 3

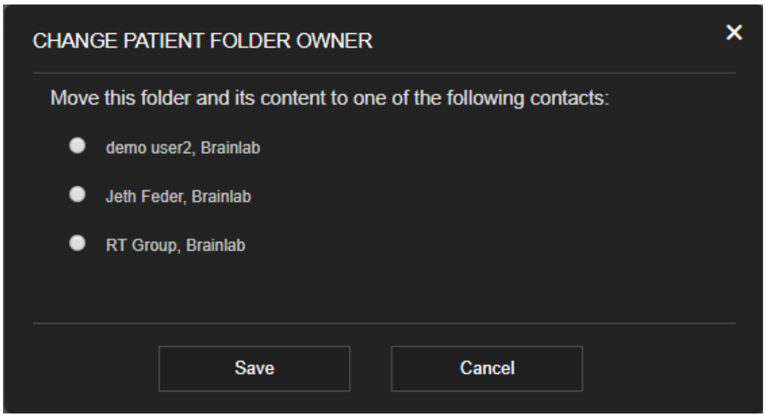
No.	Description
①	Available folders.
②	Patient name and ID will appear.
③	Select the arrow to view the folder content.
④	View the uploaded attachments. Attachments can be downloaded or deleted.
⑤	Write new comments or view previous ones.
⑥	Select to view: • The last time the folder was modified • How many studies are in the folder • With whom the folder is shared (as long as you are the owner or a CareTeam member of the folder)
⑦	Select to go back to patient list.

How to Share an Image Set with a Contact

Share image sets with contacts or CareTeams.

Step	
1.	Select the folder that you want to share.
2.	Select **Share**. A dialog provides a list of your contacts and CareTeams.

<table>
<tr><th>Step</th></tr>
<tr><td>


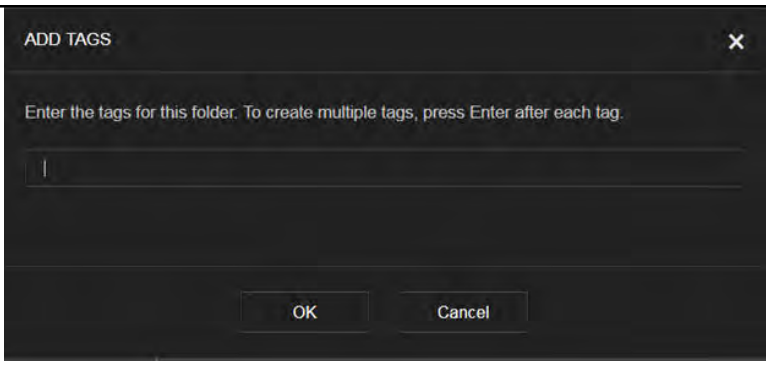
</td></tr>
<tr><td>3. Select check boxes to enable the contact to:
View your image sets
Download your image sets
Add their own image sets
Sharing applies not only to an individual image, but also to the whole folder. Responsibility rests on the user to share folders only with colleagues that are allowed to see this patient’s data.</td></tr>
<tr><td>4. If you wish to move a patient folder to a specific contact, select the folder that you want to move.</td></tr>
<tr><td>5. Select Share, then select Change Owner.
A dialog provides a list of your contacts and your CareTeams.


</td></tr>
<tr><td>6. Select the new owner, then select Save.</td></tr>
</table>

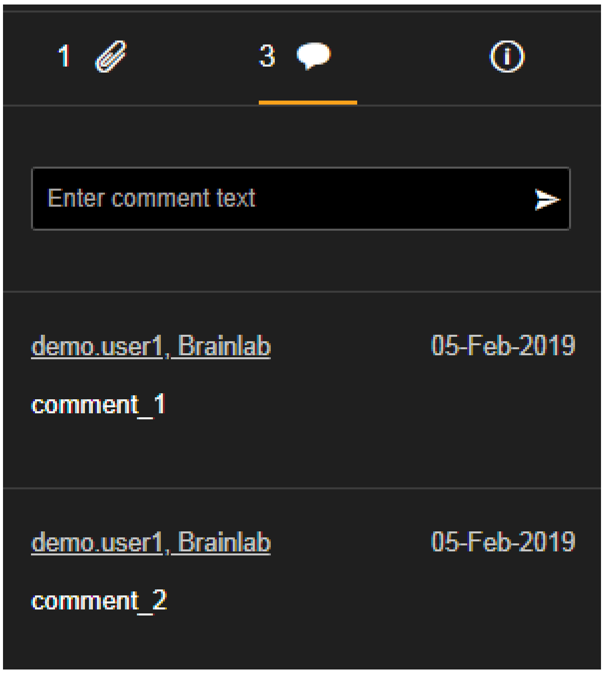
How to Create Tags and Add Them to an Image Set

You can add tags to data to help you update or search the data. Tags can be applied on folder level.

Step
1. Select **Tag**. A dialog opens.

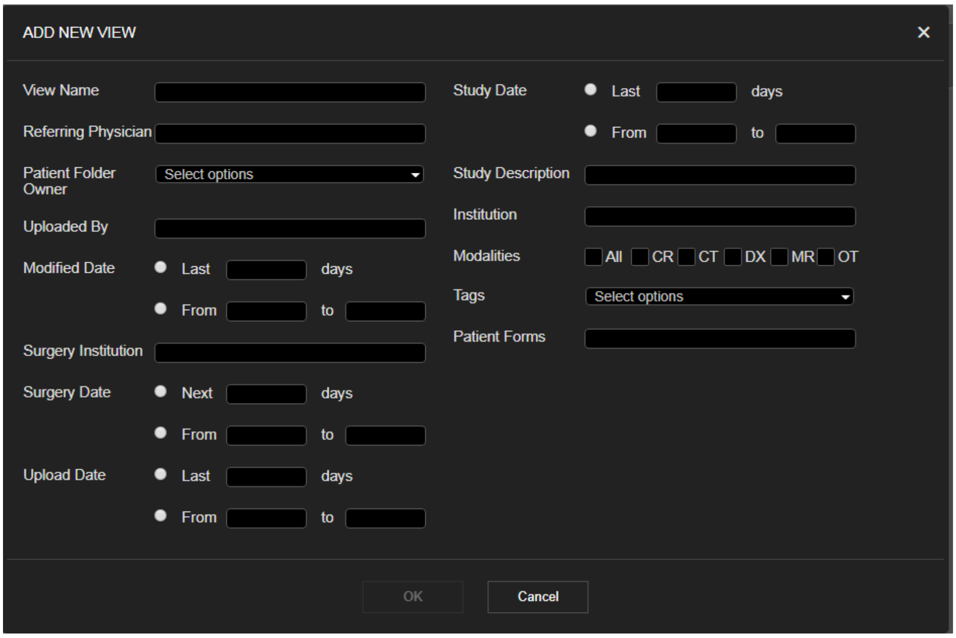
<table>
<tr><th>Step</th></tr>
<tr><td>
</td></tr>
<tr><td>2. Enter the desired tag text.
As you type, a dropdown with available matching tags will be shown. You can select an existing tag or create a new one.</td></tr>
<tr><td>3. The chosen tag is added to the image set as a label.
Multiple tags are possible.</td></tr>
</table>

How to View and Add Comments

<table>
<tr><th>Step</th></tr>
<tr><td>1. You can view any comments attached to a patient folder, and add your own by selecting the comments icon.

</td></tr>
<tr><td>2. To enter a comment, type into the field provided.</td></tr>
<tr><td>3. To save the comment, select the arrow icon or press Enter.</td></tr>
</table>

How to Add a New View

You can create a new view that enables you to customize which records are displayed according to your own criteria. For example, if you have created a tag for certain patient folders, you can create a view of all sets that are labeled with that tag.

Step	
1.	Select **Add New View**. 
2.	Select the criteria for refining your view of the data from the options available and select **OK**. 

NOTE: You can edit or delete your customized view by hovering over it with the mouse pointer and selecting the appropriate button.

2.4 Connecting to Quentry Contacts

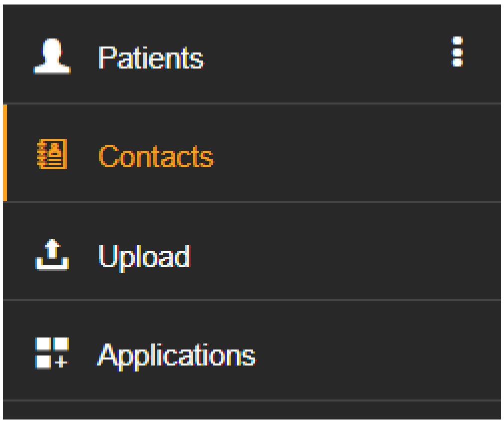
General Information

Quentry.com enables you to work with medical professionals around the world to discuss and share patient folders and other information.

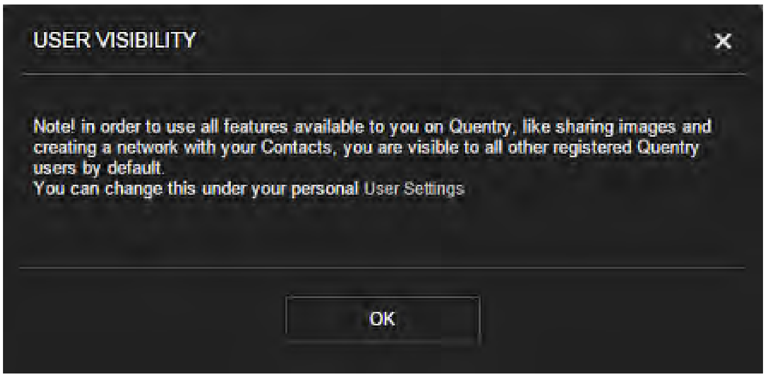
How to Start Connecting

Step

1. Select **Contacts**.



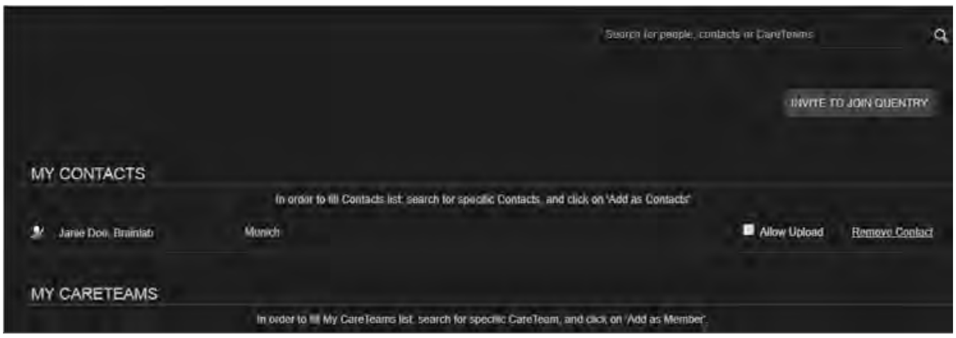
2. When you select **Contacts** the first time, a prompt informs you that you, as a user, will be visible to other users on **Quentry** by default.



You can change this setting in **User Settings**.

Select **OK** to proceed.

3. The contacts screen is displayed.



2.5 Managing Your Quentry.com Contacts

Managing your Contact List

You can see your contacts by selecting **Contacts** from the menu. **MY CONTACTS** is displayed.

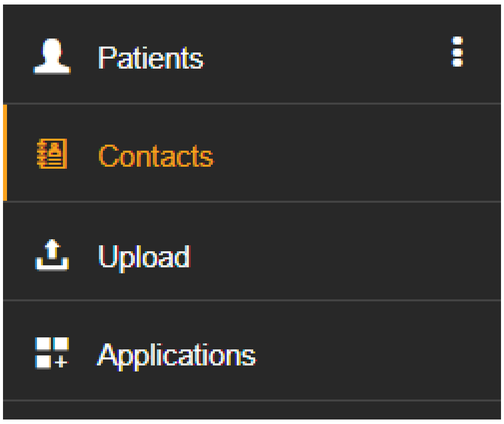


Figure 4

Options
Select **Allow Upload** to permit a contact to upload image sets to your account.
Select **Remove Contact** to remove a contact from your list. The removed contact does not receive a notification.

Invite a Colleague to Join Quentry

You can invite a colleague to join **Quentry**. You can also make the invitee your contact by selecting the **Add as Contact** check box.

The invitee will receive an email on your behalf, and should then follow the instructions in the email.

How to Add a Quentry.com Contact

Step	
1.	Search for an existing **Quentry.com** user by entering an appropriate detail in the search field in the contacts screen. You can enter part of their: • Brainlab ID • First name and surname **Quentry.com** displays a list of possible matches. 
2.	Select **Add as Contact** for that person to become your contact.

Step

Quentry.com sends a notification to this user, who must accept your request before becoming a contact. Once the request is sent, the contact status is shown as **Request sent** until the next screen refresh. After that it is shown as **Pending**.

How to Accept Contact Notifications

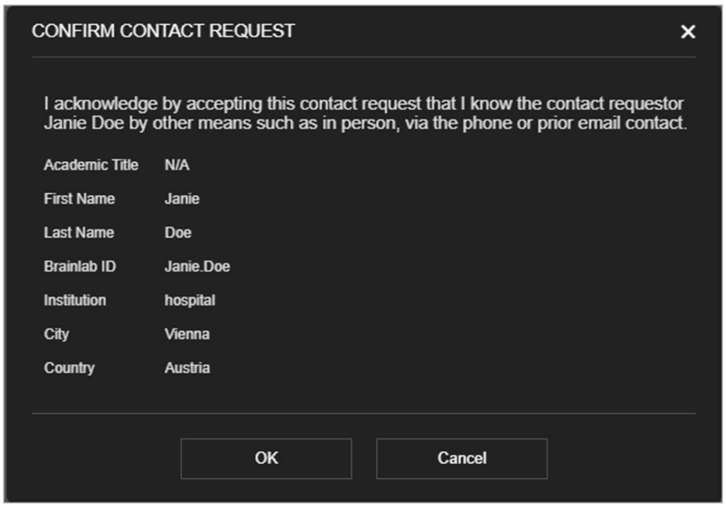
When a **Quentry.com** user requests that you become their contact, you receive a new notification, indicated in the toolbar:

Figure 5

Step

1. To see details of the request, select **Notifications**.

2. You can **Accept** or **Decline** the request.
3. You are prompted to confirm that you know this contact by a means other than **Quentry**. If that is the case, select **OK** to complete the request.



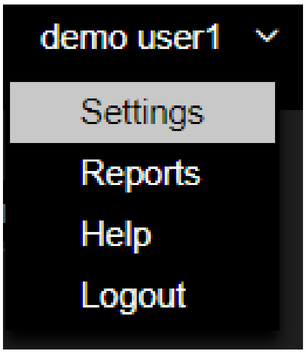
3 MANAGING YOUR ACCOUNT

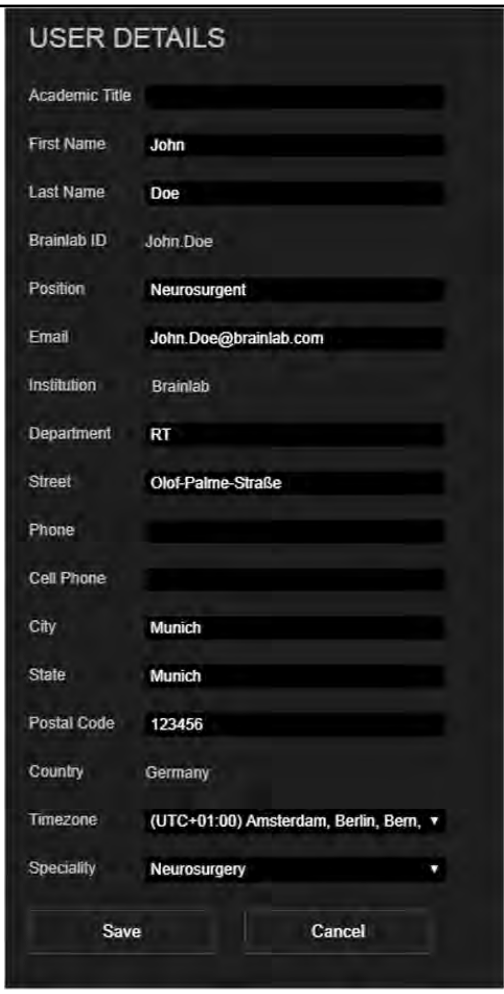
3.1 Managing your User Profile

General Information

You can view and manage your user and account information in the **Settings** screen.

How to Access the Profile Screen

Step
1. Select **Settings** under your Brainlab ID. 
2. The **USER DETAILS** screen is displayed.

Step


USER DETAILS
Academic Title
First Name
John
Last Name
Doe
Brainlab ID
John.Doe
Position
Neurosurgent
Email
John.Doe@brainlab.com
Institution
Brainlab
Department
RT
Street
Olof-Palme-Straße
Phone
Cell Phone
City
Munich
State
Munich
Postal Code
123456
Country
Germany
Timezone
(UTC+01:00) Amsterdam, Berlin, Bern,
Speciality
Neurosurgery
Save
Cancel

3.2 Updating Your User Information

Changing Your User Settings

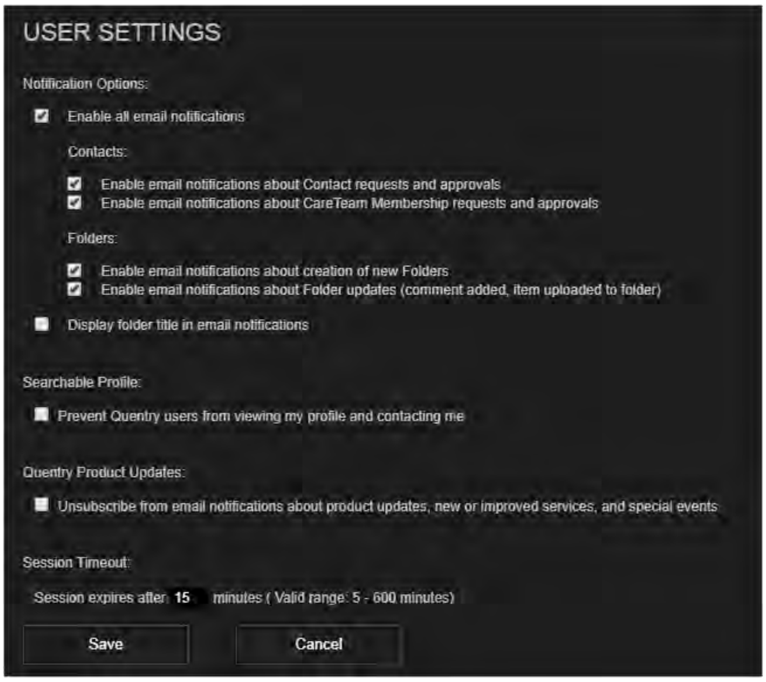


Figure 6

You can change your user settings on the **USER SETTINGS** screen:

Setting	Description
Notification Options	Enables all email notifications with the option to deselect the following conditions:
Contacts	• Enable email notifications about Contact requests and approvals • Enable email notifications about CareTeam Membership requests and approvals
Folders	• Enable email notifications about creation of new Folders • Enable email notifications about Folder updates (comment added, item uploaded to folder)
Display folder title in email notifications	Choose whether to display the patient folder title in the email notifications that are sent on your behalf. In both cases (displayed or not), a URL to the relevant folder is included in the email.
Searchable Profile	Choose whether **Quentry** users can view your profile and contact you.
Quentry Product Updates	Unsubscribe from email notifications about product updates, new or improved services, and special events Choose whether to receive marketing-related emails from Brainlab.
Session Timeout	Set a period of time (between 5 and 600 minutes) that the system remains active while left idle before timing out.

How to Change Your Password

New passwords must be at least eight characters in length, and contain at least one:

- Lowercase letter

- Uppercase letter
- Digit

Step	
1.	To change your password, select **Change Password** from the **Settings** screen.
2.	Follow the steps on the screen.
3.	Select **Change** to continue.

How to View Your Subscription Details

Step
Select **Subscription Details** from the **Settings** screen. You can find information about: • Your **Quentry.com** membership • Your **Quentry.com** storage space • Your licensed applications

How to Change Your User Details

You can change the details that were set during your first **Quentry.com** login. This includes, among other things, your:

- Address
- Email address
- Institution

Step	
1.	Select **User Details** in the **Settings** screen.
2.	Change any details in the fields displayed.
3.	When you are finished, select **Save**.

3.3 Viewing Your Account Information

General Information

You can administer accounts if you have the appropriate license.

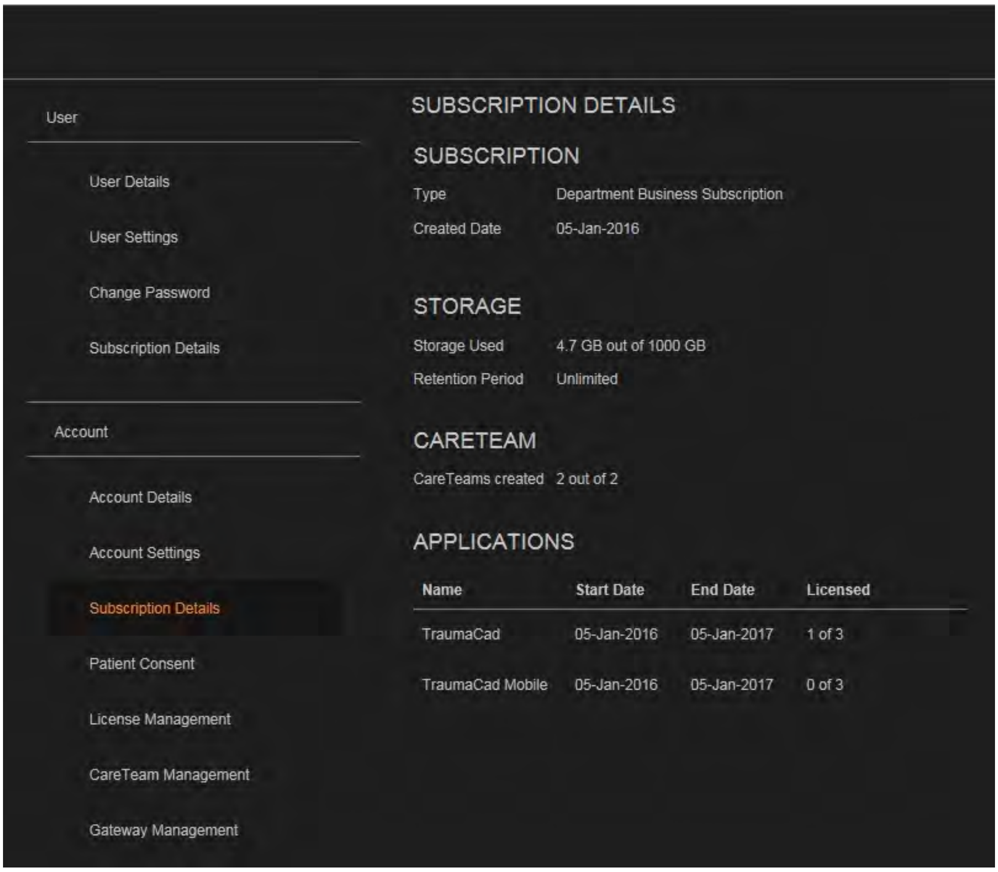
How to View Account Information

Step
Select **Account Details**in the **Settings** screen.

How to Manage Account Subscriptions

You can view your use of **Quentry.com** and grant licenses to your users to make use of **Quentry.com** services.

Step
Select **Subscription Details** to display information.

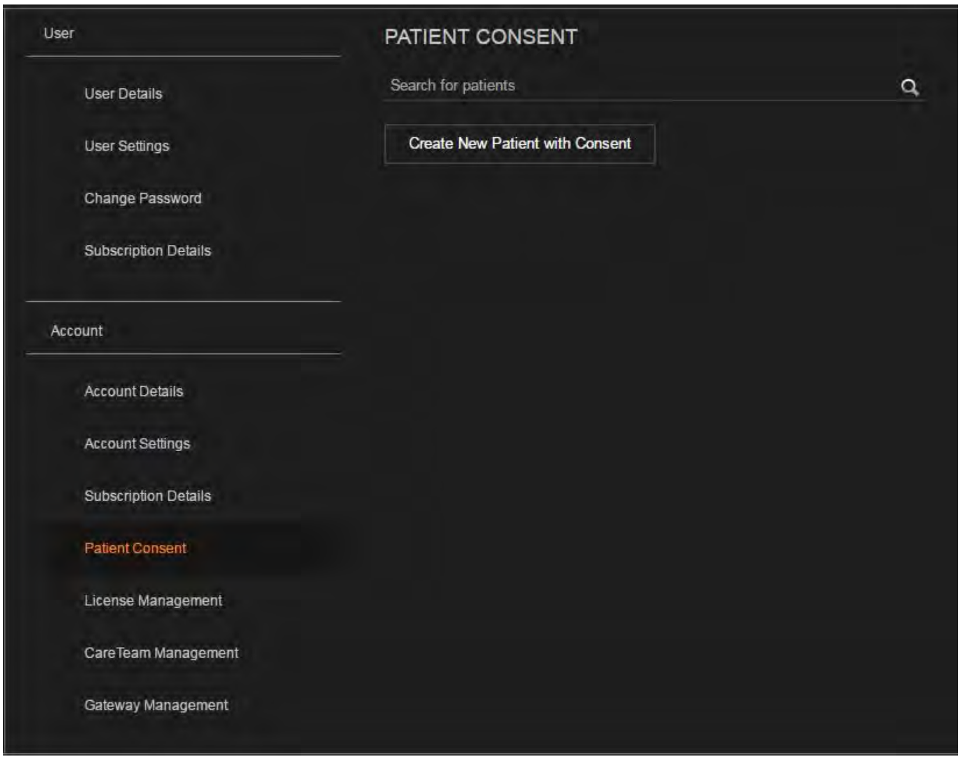


How to Add Patient Consent

Patients must be informed about how their data and images will be stored, preserved, shared and used and consent must be obtained.

<table>
<tr><th>Step</th></tr>
<tr><td>

1. Under **PATIENT CONSENT**, select **Create New Patient with Consent**.



</td></tr>
<tr><td>

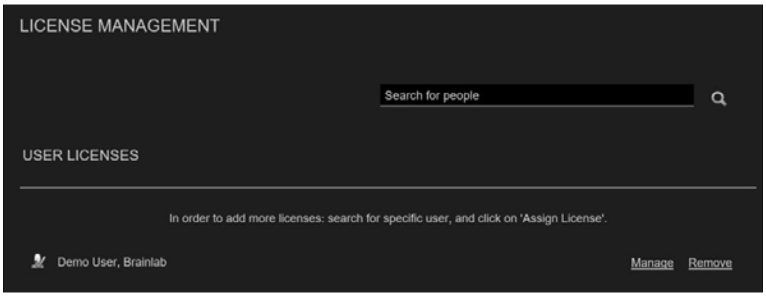
2. Fill out all the patient details and select the check box to confirm a signed, informed consent exists.

</td></tr>
<tr><td>

3. In the list of patients under **PATIENT CONSENT**, you can:
   - Withdraw this consent by selecting **Remove Consent**.
   - Add consent to an existing patient by selecting **Add Consent**.

</td></tr>
</table>

How to Grant Users Access for an Application

Step	
1.	In **LICENSE MANAGEMENT**, search for a user by name, then select **Manage** next to Brainlab ID. 
2.	To give the user access to a specific application or licensed feature, select the check box next to it.
3.	Select **Save** to continue.

4 USING QUENTRY.COM CARETEAMS

4.1 Quentry.com CareTeams

General Information

Every user receives an individual account in **Quentry**. A CareTeam is created by subscribing to a **Quentry** hospital account that includes the CareTeam feature. CareTeams are a virtual workspace for members. With permission, other **Quentry** users can share data with or send data to CareTeams. CareTeams allow users to pool information.

CareTeam Roles

Role	Description
Quentry user	• Any person who has a **Quentry** account • Can become a CareTeam administrator • Can become a CareTeam member • Can become a contact of another **Quentry** user
Business account administrator	• Can create a CareTeam • Can be a CareTeam administrator • Can become a CareTeam member or contact
CareTeam administrator	• Determined by CareTeam owner • Manages CareTeam
CareTeam member	• Any **Quentry** user can become a member of a CareTeam by one of the following ways: - Receiving an invitation from the CareTeam, or - Requesting to join the CareTeam. • Automatically sees all CareTeam data with the ability to upload • Can be assigned other CareTeam access rights if enabled by CareTeam administrator: - **Download** - **Edit Patient** - **Change Owner** - **Manage**

Role	Description
CareTeam Contact	• Any **Quentry** user can become a contact associated with a CareTeam by one of the following ways: - Receiving an invitation from the CareTeam, or - Requesting to be added as one. • Can only view CareTeam data that has been shared • Will be able to upload data to CareTeam if **Upload** rights were enabled by CareTeam administrator • Can exchange data with CareTeam

4.2 CareTeam Administration

General Information

Only business account administrators can access the **CareTeam Management** functions in the **Settings** screen.

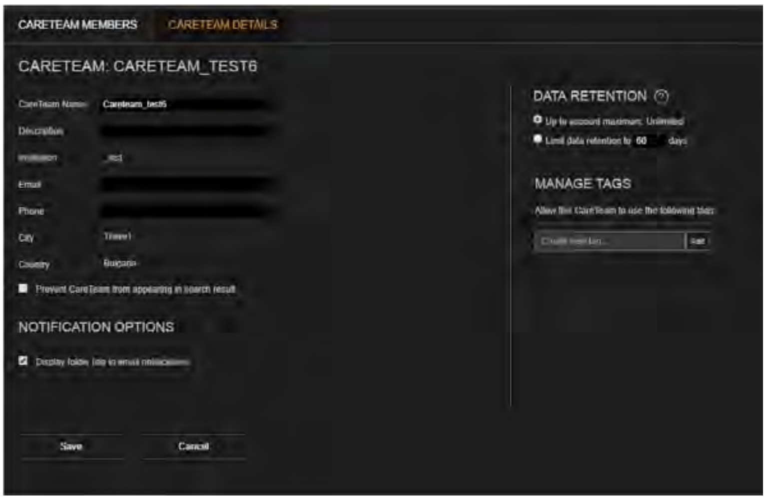
How to Create a New CareTeam

A CareTeam enables users to pool information. This feature is only available if you possess the license for it.

Step	
1.	Select **CareTeam Management** in the **Settings** screen.
2.	Select **Create CareTeam**. You are prompted to enter a name for the new team.
3.	Select **Save**.

How to Administer a CareTeam (Business Account Administrators)

<table>
<tr><th colspan="2">Step</th></tr>
<tr><td>1.</td><td>Select CareTeam Management in the Settings screen.</td></tr>
<tr><td>2.</td><td>All existing teams are shown. To view the CareTeam details and members, select Manage.
Information about that CareTeam is displayed.

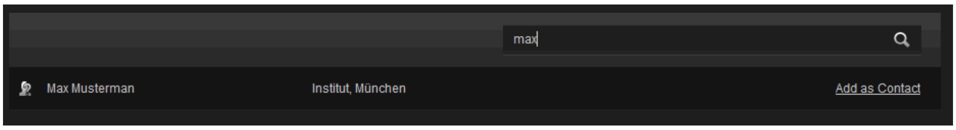
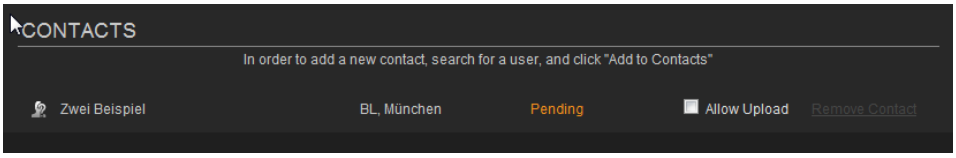


</td></tr>
<tr><td>3.</td><td>To change the name or other details, fill in the fields and select Save.</td></tr>
<tr><td>4.</td><td>Under MANAGE TAGS, select Add to add new tags that the CareTeam can use to categorize data.</td></tr>
<tr><td>5.</td><td>To adjust a member’s rights, select CARETEAM MEMBERS, then select the corresponding check box to enable them to:</td></tr>
</table>

Step
• **Download** image sets • **Edit Patient** details • **Change Owner** of a CareTeam folder to another CareTeam contact • **Manage** the CareTeam itself. This enables this user to: - Add/remove members - Grant rights to members

How to Add a Contact to a CareTeam

A CareTeam contact can view files shared with the CareTeam.

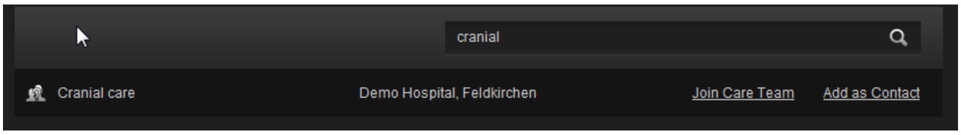
Step	
1.	Search for an existing **Quentry.com** user by entering an appropriate detail in the search field under **CareTeam Management**. You can enter part of their: • Brainlab ID • First name and surname **Quentry.com** displays a list of possible matches: 
2.	Select **Add as Contact** to request a person on the list become a contact. **Quentry.com** sends a notification to this user, who must accept your request before becoming a contact. While the request is pending, the contact status is shown as **Pending** in the CareTeam Management **Contacts** list.  *NOTE: To allow this contact to upload image files to the CareTeam, select the check box.*

4.3 CareTeam Use

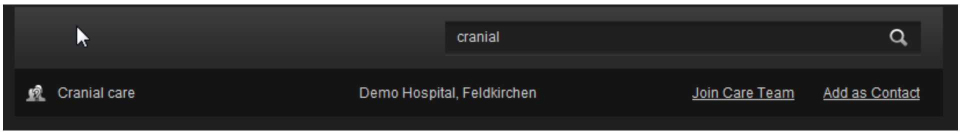
General Information

Use CareTeam to share and manage information.

How to Join a Quentry.com CareTeam

Step	
1.	Search for an existing **Quentry.com** CareTeam by entering part of its name in the search field in the **Contacts** screen: 
2.	Select **Join CareTeam** to request to join the team. **Quentry.com** sends a notification to the administrator of the CareTeam, who must accept your request before you can join. While the request is pending, the contact status is shown as **Request sent**.

How to Add a Quentry.com CareTeam as a Contact

Step	
1.	Search for an existing **Quentry.com** CareTeam by entering part of its name in the search field in the **Contacts** screen: 
2.	Select **Add as Contact**. **Quentry.com** sends a notification to the administrator of the CareTeam, who must accept your request before you are added as a a contact. While the request is pending, the contact status is shown as **Request sent**.
3.	Once your request has been accepted, you become a contact of the CareTeam and appear under its **Contacts** section.

How to Invite a Colleague to Join Quentry and Become a CareTeam Member

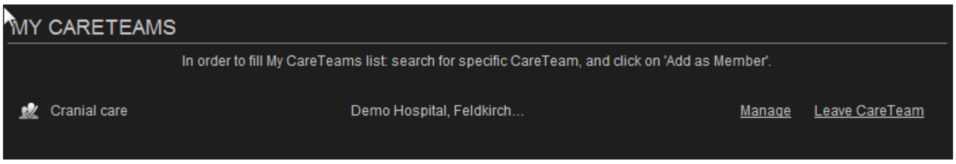
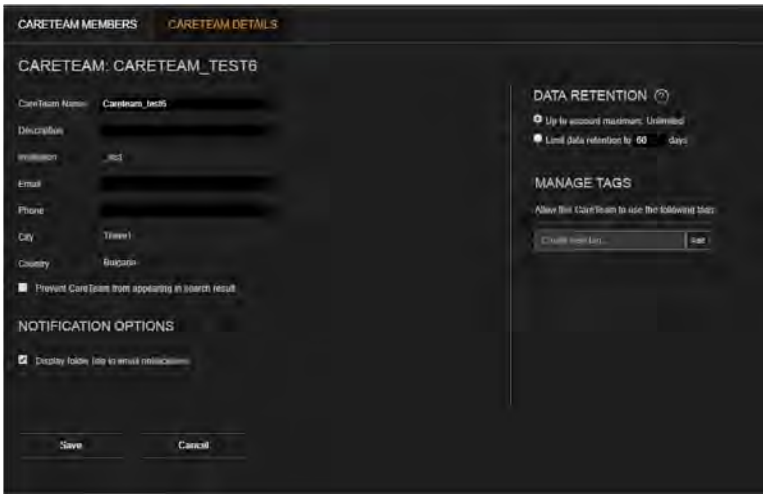
A CareTeam member with manage permissions can invite a colleague to join **Quentry** and become a member of that CareTeam.

Step	
1.	Select **INVITE TO CARETEAM** from the **CARETEAM MEMBERS** screen.

<table>
<tr><th>Step</th></tr>
<tr><td>
</td></tr>
<tr><td>2. Fill in your colleague's details and select INVITE TO CARETEAM.
The invitee will receive an email on your behalf and should then follow the instructions in the email.</td></tr>
</table>

How to Manage a CareTeam (CareTeam Administrators)

You can manage an existing CareTeam if an existing administrator has given you this right.

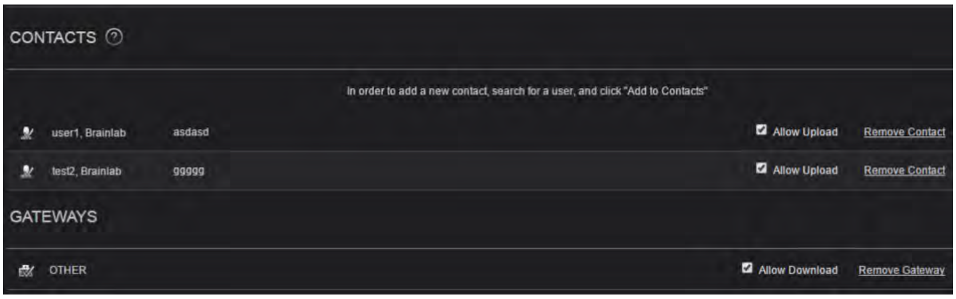
<table>
<tr><th>Step</th></tr>
<tr><td>1. Search for an existing Quentry.com CareTeam by entering part of its name in the search field in the Contacts screen.

</td></tr>
<tr><td>2. All matching teams are shown. To view the CareTeam details and members, select Manage.

</td></tr>
<tr><td>3. To adjust a member’s rights, select the corresponding check boxes to enable them to:

Download image sets
Edit Patient details
Change Owner of a CareTeam folder to another CareTeam contact
Manage the CareTeam itself. This enables this user to:
Add/remove members
Grant rights to members
</td></tr>
</table>

How to Enable Download from Quentry.com

You can enable image download from **Quentry** under **GATEWAYS**.

<table>
<tr><th colspan="2">Step</th></tr>
<tr><td>1.</td><td>Select Allow Download to permit downloading image sets from Quentry.



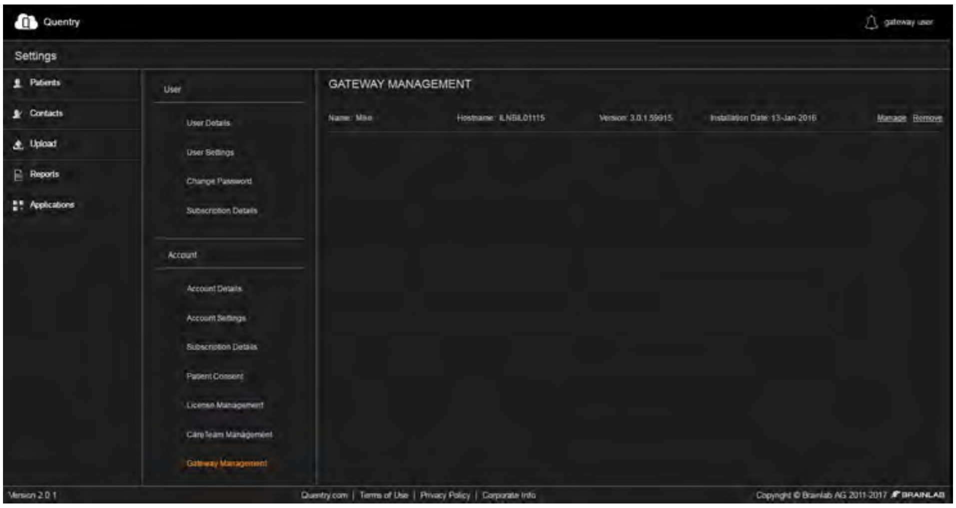
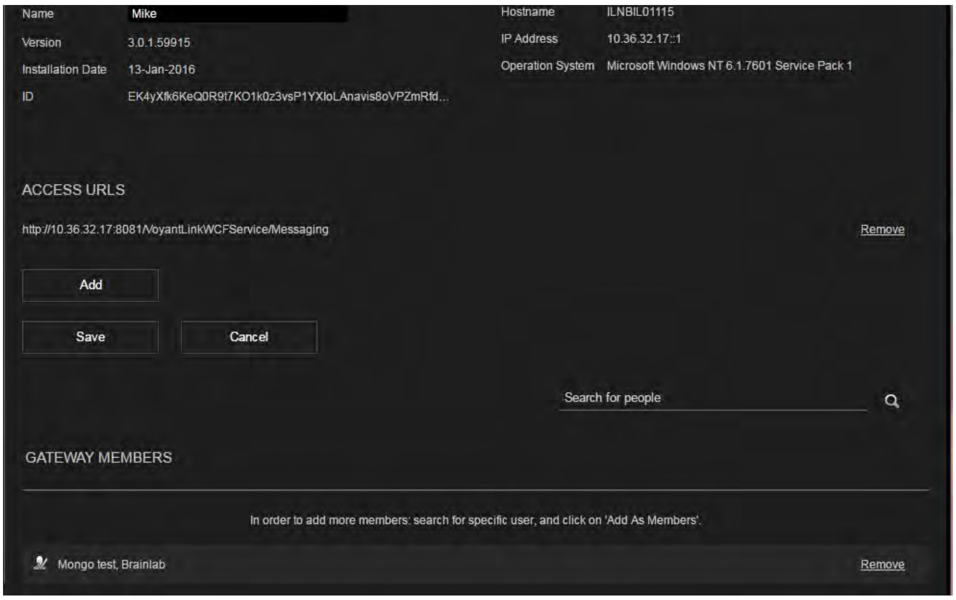
NOTE: If the CareTeam was not set as the default recipient in the Gateway configuration, you can search for the Gateway and add it. Once confirmed, it is added and appears under My Gateways in the Contacts screen.</td></tr>
<tr><td>2.</td><td>Select Remove to remove an entry from your list.</td></tr>
</table>

4.4 Managing Your Gateway

General Information

You can administer access to a **Quentry Gateway** if you have the appropriate license.

How to Manage a Gateway

Step
1. Select **Gateway Management** in the **Settings** screen. A list of gateways is displayed. 
2. Select **Manage** next to the gateway you wish to administer. Details for this gateway are displayed: 
3. To add a new URL, select **Add**. This is used by an external client application to communicate with the **Quentry Gateway**. For example, when launching **TraumaCad** from **Quentry**, it looks for these URLs and tries to communicate with the gateway in order to support local PACS integration.

How to Give a User Access to a Gateway

To give a **Quentry** user the right to access the gateway, they must become a gateway member. A user added to the **Gateway Access List** can log in to the gateway installed in the hospital.

As the gateway is connected to the PACS system, ensure that only users with access rights are able to Query/Retrieve/Commit images from/to the PACS. Users that are not added to the access list cannot log into the gateway with their **Quentry** credentials.

To change a user's access rights:

Step	
1.	Search for an existing **Quentry.com** user by entering an appropriate detail in the search field under **Gateway Settings**. You can enter part of their: • Brainlab ID • First name and surname **Quentry.com** displays a list of possible matches.
2.	To request that a person on the list becomes a member, select **Add as Member**.

4.5 Making Reports

General Information

Select **Reports** for all logs and **TraumaCad** reports.

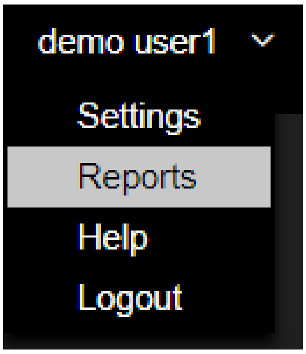


Figure 7

Available Reports

Report	Description
User Activity	Logs of your activity on **Quentry.com**
Account Activity	Logs of account activity (e.g., folders uploaded in CareTeam) on **Quentry.com**
Orthopedic Reports	**TraumaCad** pre-planning reports (e.g., Implant Name, Implant Part Number, Manufacturer etc.) *NOTE: Available to licensed **TraumaCad** users only.*

Orthopedic Reports

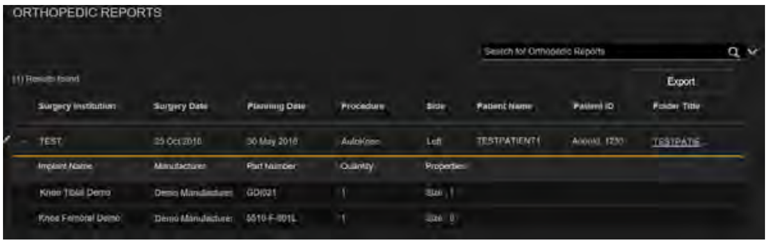


Figure 8

Options
Select the pencil icon, then select the **Surgery Institution** and **Surgery Date** fields to edit them.
Select **Export** to export the report and save it locally (CSV format).

INDEX

A

account information....................33

B

Brainlab ID....................15

C

careteam
- connecting....................41
- managing....................46
- uploading files....................20

Chrome....................12
contacts, adding new....................31

D

de-identify....................19
downloading images....................25

E

email, changing....................36

F

file formats....................17
Firefox....................12

I

images
- de-identified....................19
- uploading....................17

P

patient details....................19

S

sharing files....................26
sharing permissions....................25
subscription details....................36
support....................5

T

tags....................28
traumacad....................25

U

uploading image sets....................17
user details....................36

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