3 APPENDIX C: COPYING THE IQC DATABASE FILE TO ELECTRONIC TRANSFER MEDIA

3.1 Hologic—Windows

Below are step-by-step instructions for finding, generating and copying the phantom database file needed for IQC: the QC **Archive.mdb** file.

1. Start from the main screen of the Hologic software.

2. From the menu at the top of the screen select the following (cascading menu):
   - **Utilities**
     - **Database Tools**
       - **Export**

3. Remove the check on "**Patient Data**".

4. Place a check next to "**QC Data**".

5. Select "**All the data**" under Export Options.

6. Click on **Export**. It may be necessary to scroll down on the window to locate this button.
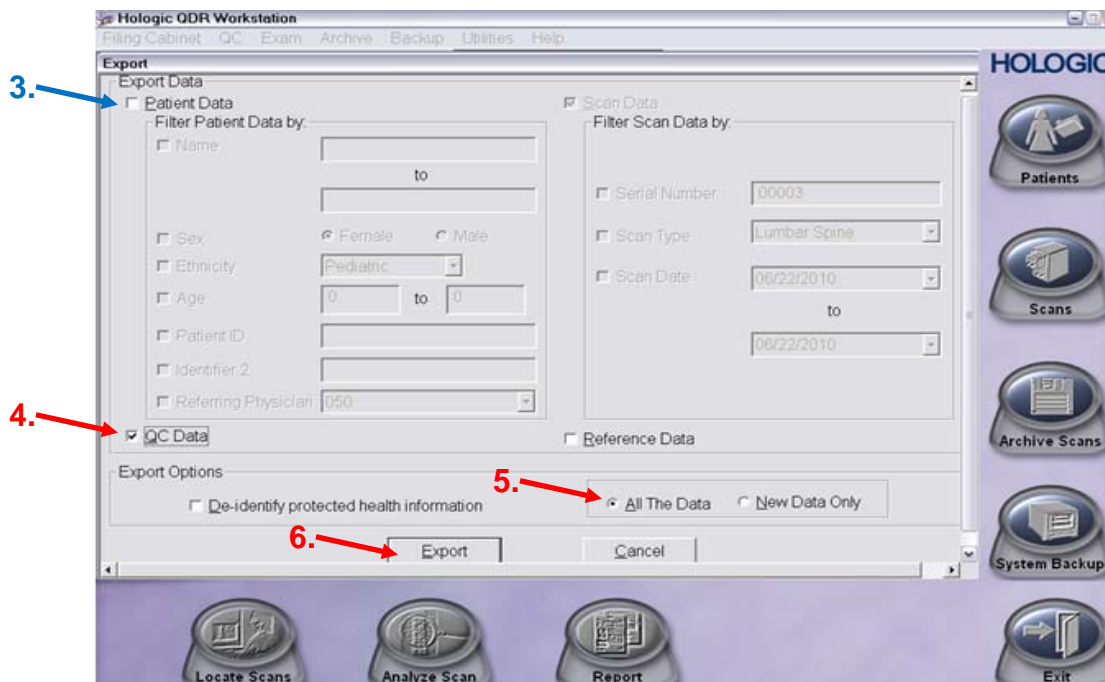
7. Create a desktop location (for writing scans onto a CD or submitting data electronically through SMART Portal), OR
   Insert the electronic media into the drive.

8. In the Window that appears, select the desktop location or destination drive under "**Save In**" (e.g. 'A: 3 ½" floppy').

9. Type **QC ARCHIVE** for the filename.

10. Click **Save**. It may take a moment to write the data to the media or location.

11. Check the contents of the desktop location or disk:
    a. Exit to the Windows desktop.
    b. Double-click on the **"My Computer**" icon.
    c. Double-click the drive that contains the media on which the data was saved.
    d. If the file **QC Archive** appears, the export routine was successful. (note: the file may show an extension of .mdb depending on the configuration of the computer's Windows properties.)

12. For copying file to CD:
    a. Locate the file on your desktop location.
    b. Insert the CD.
    c. Open the drive that contains your CD (e.g. D: drive)
    d. Copy the QC ARCHIVE file from desktop to your CD drive.
    e. Use the CD writing software installed on the computer to write the file to the CD.
    f. To verify the file has been copied to the CD, put the CD back in the drive, open the 'View' tab, select 'Refresh', the file should appear in the window, **do not open the file** as this can corrupt the data.

13. Remove the media and label it with the IQC electronic media label included the **Scanner ID number**.

    Ensure that you remove the files from your desktop location when complete, to avoid sending the same files in future submissions

14. Send the disk(s) and IQC Transmittal Form to the Bioclinica Portland, Oregon, USA office per the instructions provided in study-specific materials.

OR

Submit data through SMART Portal*

*For technical support, please contact our HelpDesk team.
Contact information is located in the study specific Quick Reference Guide.

Note: Contact your Bioclinica Study Team to acquire your instructions and online password to utilize the SMART Portal. It is not necessary to send any hardcopy

materials to Bioclinica when submitting data online. Patient data should be uploaded under the study code and site number, while IQC data should be uploaded under the DXA IQC Submission or IQCS-0003 study, and scanner ID (unless alternate study specific procedures have been provided)

Please notify the IQC department with any questions or concerns with copying IQC data at IQC@bioclinica.com