UPICT Library: http://upictlibrary.org

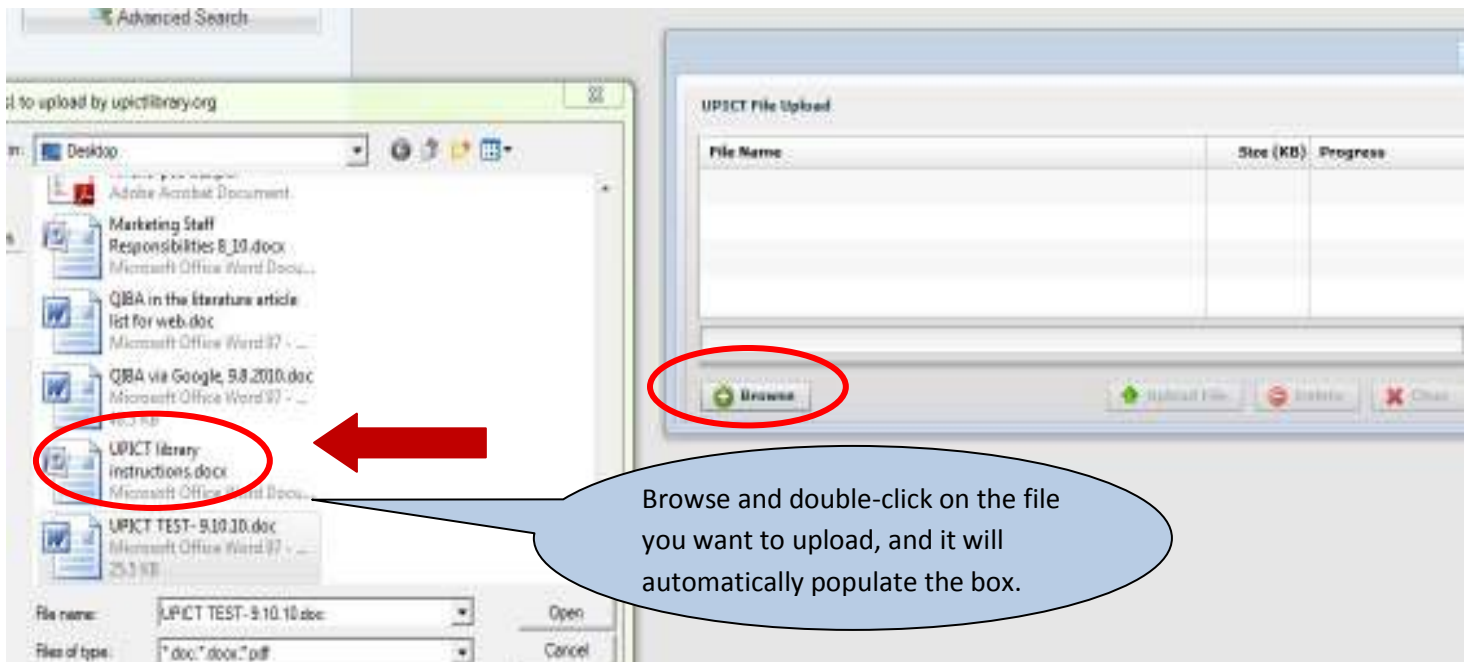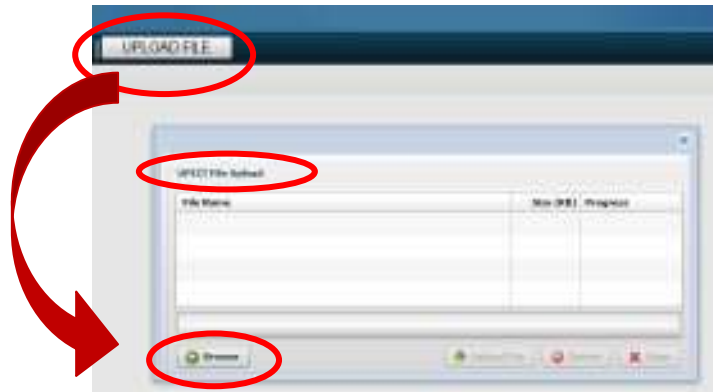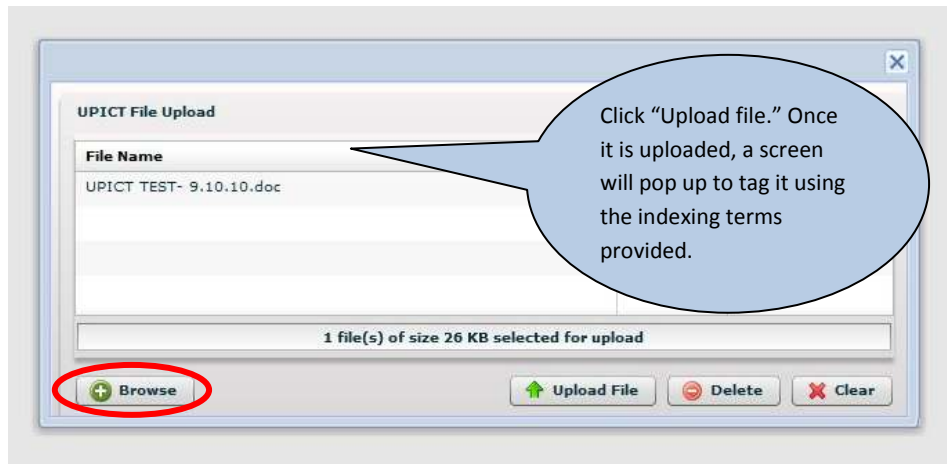Welcome to the UPICT Library site (http://upictlibrary.org).   Here are some upload/search guidelines that new users may find helpful:

RSNA Login - To upload files, users will need to log into the UPICT site **using their RSNA log-in** in the upper-right corner of the site. Non-members can easily create a new account by clicking the "**Create new Account**" link immediately below the log-in section. Upon logging in, the **"Upload File"** button will become available in the main navigation bar.

Browse and double-click on the file you want to upload, and it will automatically populate the box.

You may upload a Word document or PDF file in **.doc**, **.docx**, or **.PDF** extensions.
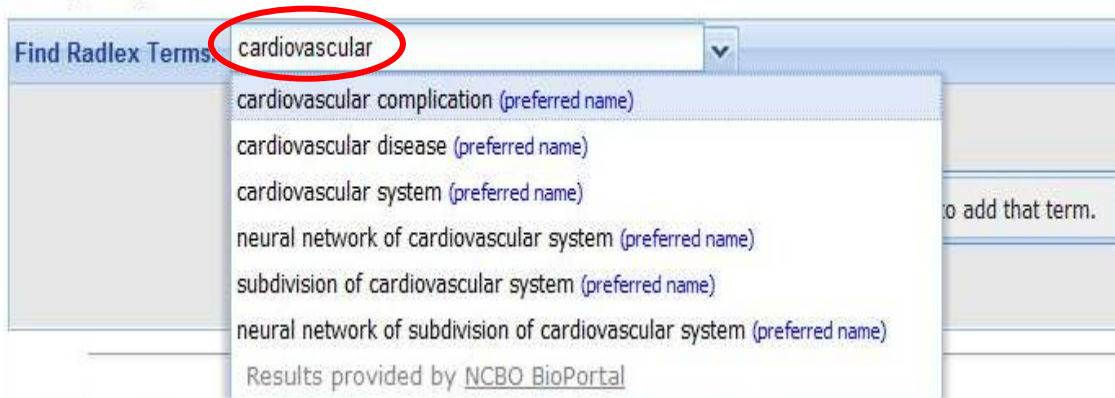
A **green line** will flash across your screen as the file is being uploaded. Once the file is uploaded, you will have the option to TAG your file with search terms for ease of retrieval later.

Additional Tagging Fields - When tagging a file, users now have an opportunity to rename a file, as well as select the Protocol (*Consensus*, *Proffered*, or *N/A*) and, if appropriate, enter a comma-separated list of sponsoring agencies.

Radlex-enabled search - when searching UPICT, users need only enter a minimum of 2 characters before they are presented with a set of Radlex terms matching what they have typed. Please note that abbreviated entries such as "*MRI*" will automatically present the user to select the full term as well as any synonyms.
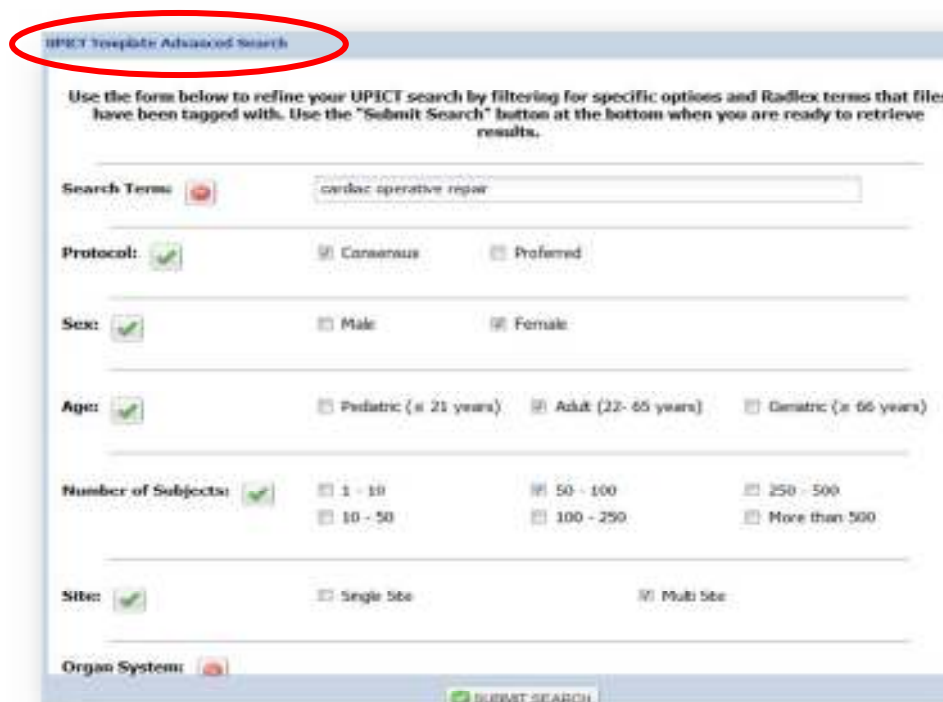
Refined Radlex Tagging/Searching - To add a term to the "*Organ System*" or "*Modality*" tagging areas, simply start typing a term and a drop-down list will be populated from which you can select your term. You can then return to this list to make additional selections by clicking the down-arrow at the right-edge of the text box.

Advanced search and filtering - users can narrow their search by using any number of combinations presented in the "Advanced Search" section. After submitting an advanced search, the user can return to the pop-up window and further refine their previous selections.

Upload Email Notifications - Once a file is uploaded, an email notice will be sent to QIBA@rsna.org, providing details on the uploading user, information about the file and all of the associated tags. You'll also be able to view or download the file directly from the email.

> **EXAMPLE**: A new file has been uploaded and tagged at http://upictlibrary.org!

Details of the uploading user as well as information about the file are as follows:

UPLOAD USER: **Name**: Jane Research; **Customer**: 123456; **Company**: Radiological Society of North America

FILE DETAILS:

Title: UPICT TEST- 9.10.10.doc; **Size**: 25.50 KB; **Time**: 11:17 AM; **Date**: Friday, Sep. 10, 2010
Links: View This File | Download This File

FILE TAGS

- **Sex**: Female
- **Age**: Adult
- **Number of Subjects**: 250-500
- **Site**: Multi Site
- **Organ System**:
  - RID11534 - cardiovascular complication
  - RID3233 - cardiovascular disease
  - RID13181 - cardiovascular system
- **Utility of Imaging**:
  - Imaging Biomarker for a clinical relevant endpoint
  - Immediate treatment success/failure
  - Patient eligibility criteria
  - Response assessment
  - Screening
  - Stratification among sub-groups
  - Treatment planning/simulation
- **Modality/Platform**:
  - RID1385 - heart
  - RID3235 - ischemic heart disease
  - RID3260 - valvular heart disease
- **Imaging Agent**: Contrast
  - **Sponsoring Agency**: RSNA (example)

Searching for your file – If you would like to go back and search for your file, you can either search on the file name, or the tags you used for your file.