



SliceVault User Guide for Investigators

Role-specific handbook generated from the SliceVault support site.

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Links that point outside this handbook are preserved as live links to the support site.

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PREFACE

www.support.slicevault.com/support/preface

Preface

Intended Use

SliceVault is intended to be used by trained professionals to facilitate the management of imaging data in clinical trials. It is designed to:

- Transfer, store, manage, and share medical imaging data securely.
- Be used in clinical trials where the sponsor or responsible party ensures compliance with applicable laws, regulations, ICH guidelines for Good Clinical Practice, the Declaration of Helsinki, and study protocols.
- Support trials that have received the necessary approvals from regulatory authorities, ethics committees, or other relevant bodies.


Disclaimer

SliceVault is a cloud-based service (the “platform” or “SliceVault”) designed to transfer, store, manage, and share medical imaging data in clinical trials. Please note:

- No part of the platform is categorized as a medical device by the FDA or EMA.
- SliceVault includes automated systems for de-identification of medical imaging data. However, the responsibility for ensuring proper de-identification remains with the user importing data.
- SliceVault does not guarantee the accuracy or completeness of data processed through its services.

Symbols and Definitions

Below are the symbols used in this manual:

Symbol	Occurrence	Meaning
	In the user manual	Warning/Caution, always clarified with details.

Software Errors and Warnings

Occasionally, unforeseen software errors or warnings may appear in your browser while using SliceVault. To help improve future versions, please report any errors by visiting our [Support Page](#) (online), where you'll find guidance on who to contact based on your role.

Your feedback is essential in ensuring the quality and reliability of our platform.

OVERVIEW

www.support.slicevault.com/investigator

Getting Started as an Investigator

Use this guide when you are responsible for uploading study data, completing any required site forms, and submitting the visit.

What You'll Do in SliceVault

Once logged in, you will work mainly from the repository and the Visit Dashboard for your site.

Prepare and Upload Images

Begin by creating a new patient or adding more images to an existing patient, then assign the files to the correct visit and upload them.

Before upload: SliceVault de-identifies standard images locally in your browser. If burned-in annotations are detected, you will be asked to review and mask them before upload can continue.

Complete the Data Transfer Form

Some studies require a Data Transfer Form (DTF) before the visit can be submitted. Other studies do not use a DTF. This depends on the study protocol.

Complete Submission

After the upload is complete, open the Visit Dashboard, review the visit contents, and submit the visit to QC when everything is ready.

Most Investigators start with [Upload Images](#), then move to [Open the Visit Dashboard](#) and [Complete Submission](#).

For shared mechanics such as upload behavior, forms, viewer tools, and queries, see [Shared Workflows and Tools](#) (online).

Common Support Topics

- [Why Is Add Patient Disabled or Grayed Out?](#)
- [Why can't I submit the visit?](#)

Add-on Features

Investigators may have access to certain add-on features to support protocol-specific data handling.

Feature	Description
<i>Image Masking</i>	Allows manual review and masking of burned-in annotations containing Personal Health Information (PHI). This is useful when automatic de-identification is insufficient for meeting study requirements.
<i>DICOM Tag Editor</i>	Enables viewing and editing of metadata in DICOM files. This tool helps ensure that identifying fields comply with the protocol's de-identification standards.
<i>Upload Un-Redacted Data</i>	Provides an option to upload data without automatic redaction. This is typically used for troubleshooting if SliceVault is unable to correctly process or display your data.

GETTING STARTED

www.support.slicevault.com/start/account

Get Access to SliceVault

SliceVault is a secure, closed system designed for managing and storing study images. Access to the study repository is by invitation only, ensuring that only authorized users can view and access study data.

If you need access to a study repository on SliceVault, please contact your administrator, clinical research coordinator or clinical research associate to request an invitation. Only authorized personnel can create accounts, and users cannot create accounts themselves.

If you have been invited to join a study repository on SliceVault, you will receive an email with detailed login instructions. Please follow these steps carefully to access the repository.

Next Step

Continue to [Log In and Open Your Repository](#).

GETTING STARTED

www.support.slicevault.com/start/login

Log In and Open Your Repository

Use this page to sign in to SliceVault, complete MFA, and open the correct repository.

1. Open the Login Page

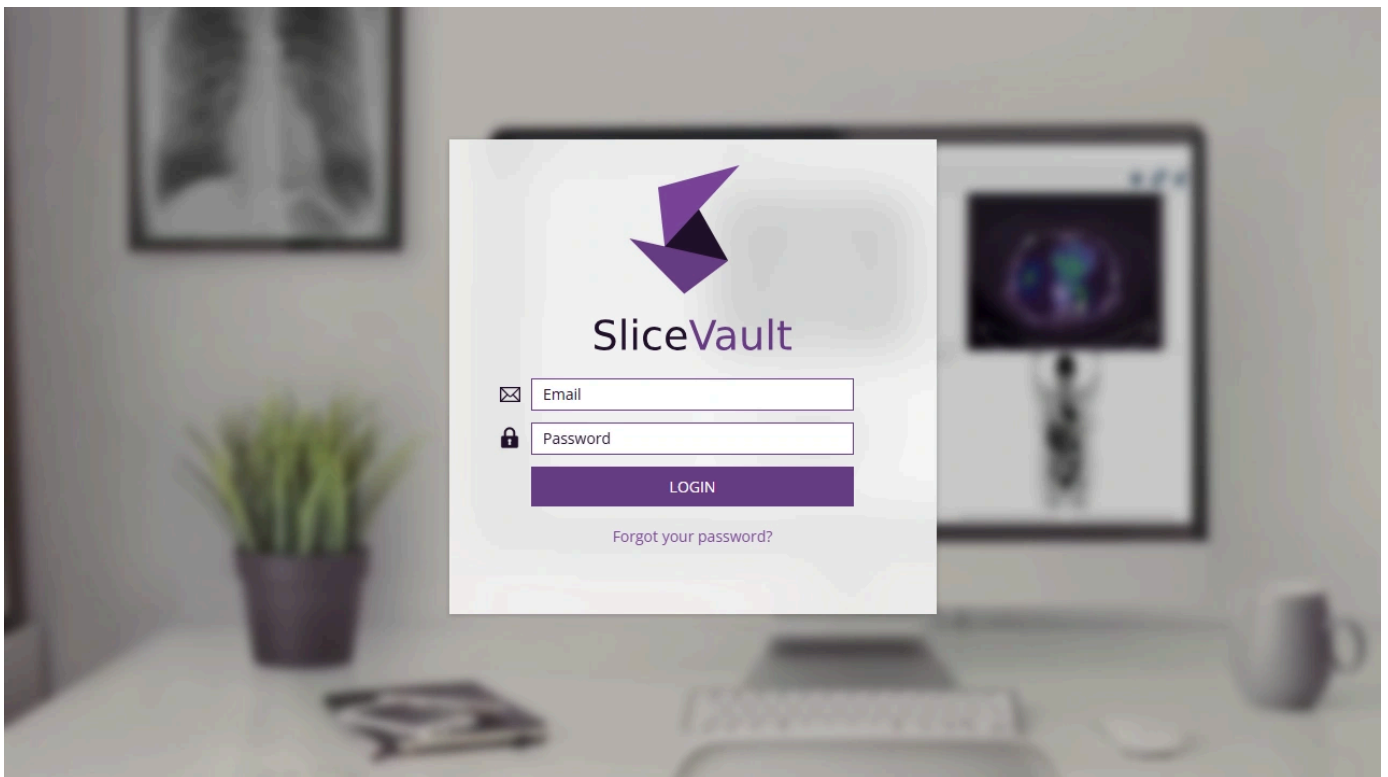
Use a modern browser on a computer. Tablets and mobile devices are not recommended for normal SliceVault work. See [system requirements](#) (online).

Go directly to <https://login.slicevault.com>, or go to slicevault.com and click **Sign in**.

2. Enter Your Email and Password

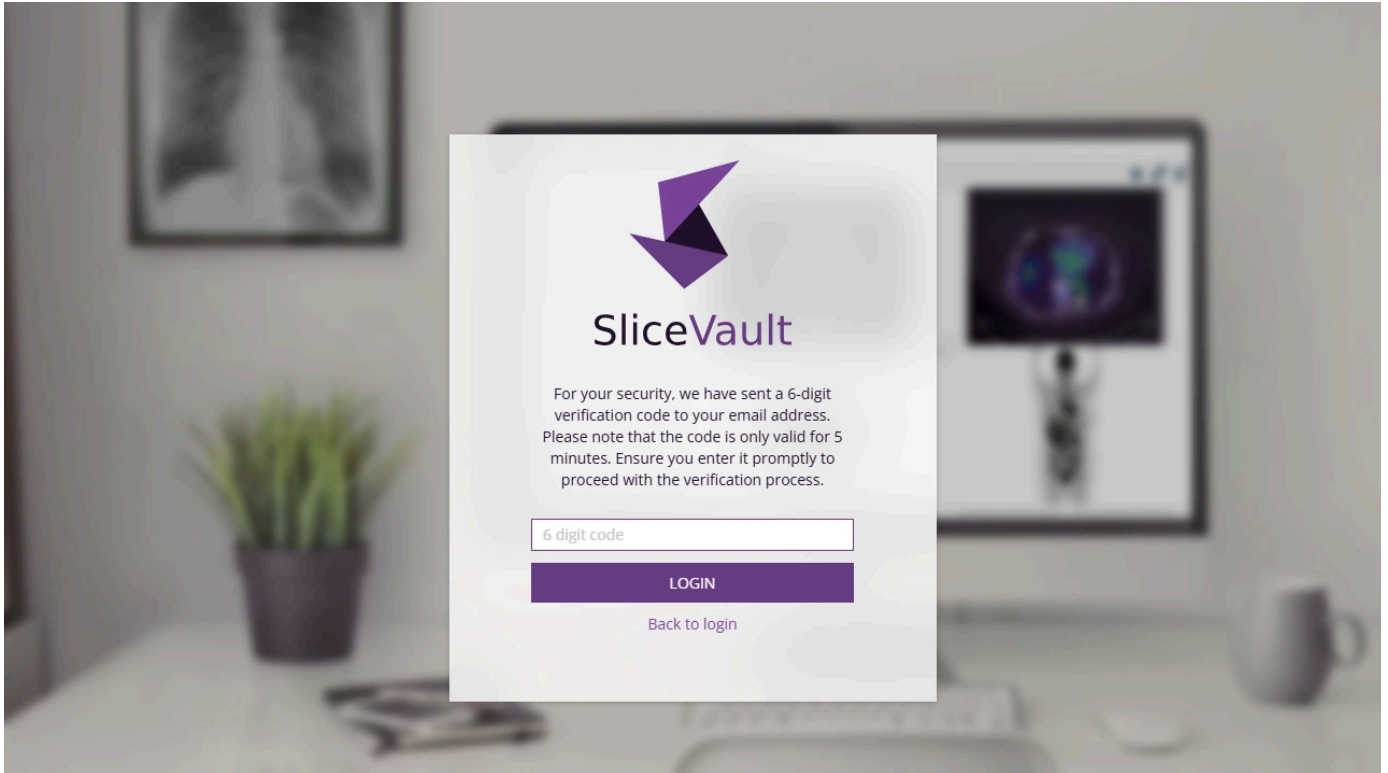
Enter your email address and password, then click **Login**.

If you have forgotten your password, type your email address in the username field, then click **Forgot your password?** on the login page. SliceVault will send an email with instructions for setting a new password.



3. Complete Multi-Factor Authentication

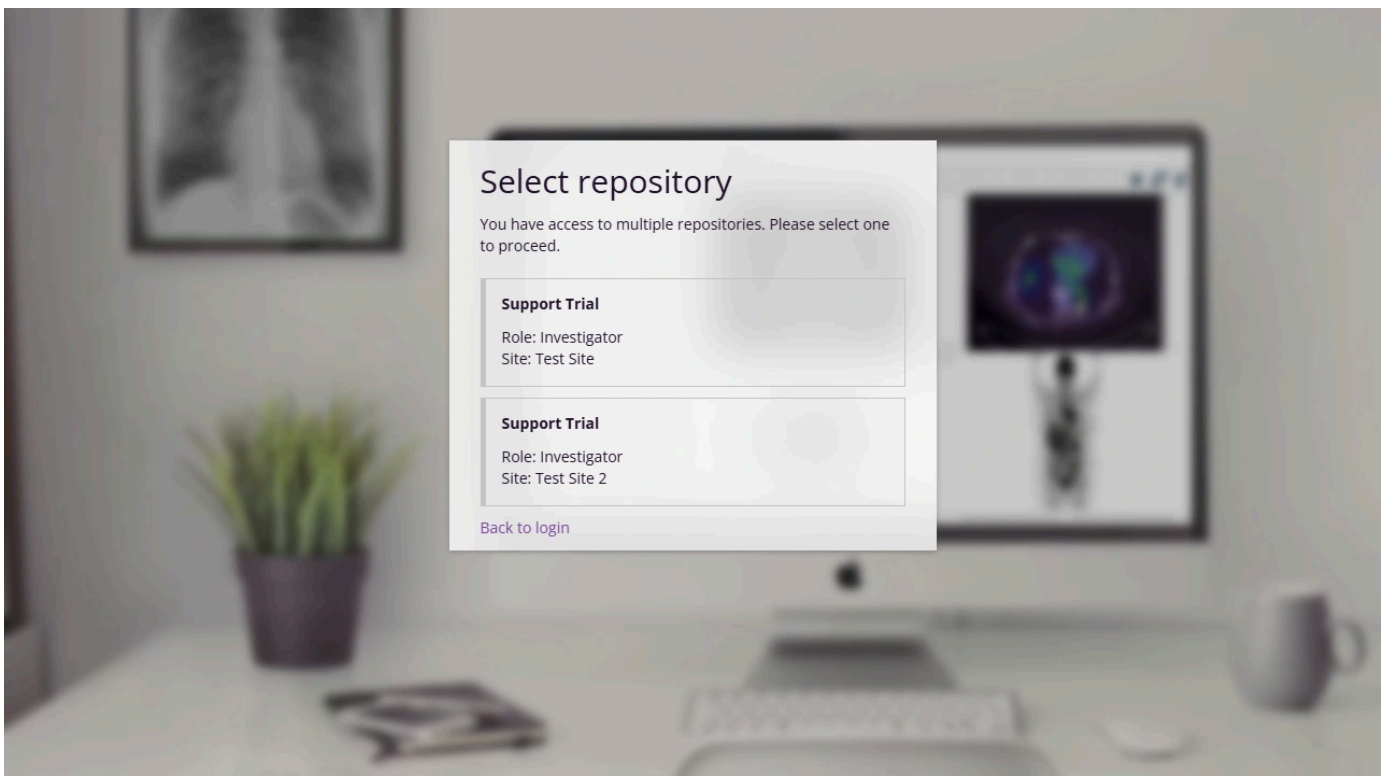
After login, check your email for the authentication code and enter it on the MFA page.



The code is valid for 5 minutes. Your device is normally remembered for 30 days, so you should not need to enter a code every time from the same device. If MFA has been disabled for the study by the Trial Administrator, this step may not appear.

4. Select the Correct Repository

If you only have one study and one role, SliceVault usually opens the repository directly. If you have several repositories or roles, choose the correct one from the list.



Common Login Questions

- [Why can't I log in?](#), if you forgot your password or cannot reach the repository
- [Why didn't the password reset email arrive?](#), if the reset email does not reach your inbox
- [Why can't I see the right repository after logging in?](#), if login succeeds but the repository is missing

Password Security

- First-time users are usually required to change their password after the first login.
- Users are prompted to update their password every 90 days.
- Passwords must meet the [Password Requirements](#) (online).

Next Step

After login, continue to your role guide. If something is blocking you or appear incorrect, continue to [Troubleshooting](#) (online).

GETTING STARTED

www.support.slicevault.com/start/change-password

Change Password

Use this page only if you can already sign in and want to change your current password from inside SliceVault.

If you have forgotten your password and cannot sign in, use the reset link on the login page instead. See [Why can't I log in?](#)

The screenshot shows the SliceVault user interface. At the top, there is a navigation bar with the SliceVault logo, 'Repository', and 'Queries' links. On the right, there is a user profile dropdown showing 'Investigator' and 'Support Trial'. The main content area is titled 'Settings' and is divided into two sections: 'PERSONAL INFORMATION' and 'CHANGE PASSWORD'. The 'PERSONAL INFORMATION' section contains two input fields: 'Name' with the value 'Investigator' and 'Email' with the value 'support@SliceVault.com'. Below these fields is a purple 'SAVE CHANGES' button. The 'CHANGE PASSWORD' section contains a single button labeled 'Via email Send password link'. At the bottom of the page, there is a footer with version information 'v4.2.0 on e10ed318ff6f', copyright 'Copyright © 2025 by SliceVault', and data storage location 'Data storage: West Europe'.

Click the **Send password link** and SliceVault will send an email with instructions for setting a new password.

Keeping your profile up to date ensures secure and uninterrupted access to study data in SliceVault.

Changing account name: For compliance reasons, users cannot change their account name.

Next Step

If password or access issues continue, see [Why can't I log in?](#) or [Why can't I see the right repository after logging in?](#)

CORE GUIDE

www.support.slicevault.com/investigator/repository

Study Repository

The repository is the main Investigator landing page. It shows your patients, the available visits, and which visits still need site action.

Each row represents a patient. Each visit column contains a colored square that shows the workflow state for that visit. Click the square to open the Visit Dashboard.

For a focused walkthrough of finding and opening the correct visit, see [Open the Visit Dashboard](#).

Patient List

The patient list shows the patients and visits available to your site. The columns can vary by study, but the core layout stays the same.

The screenshot displays the 'Image Repository' interface for a 'Support Trial'. At the top, there are navigation tabs for 'Repository' and 'Queries', and a user profile for 'Investigator Support Trial'. Below the title, there is a search bar and an 'ADD PATIENT' button. The main content is a table with the following structure:

Patient		Baseline	Follow-up 1	Follow-up 2	End of Trial
01-001	Add more images	Yellow square with menu icon	Green square	Green square	
01-002	Add more images	Orange square	Green square		
01-003	Add more images	Green square	Green square		

At the bottom of the table, there is a pagination control showing '100 Visits per page' and 'Showing patients: 1 - 3 of 3'. The footer contains version information 'v4.2.0 on e10ed318ff6f', copyright 'Copyright © 2025 by SliceVault', and data storage location 'Data storage: West Europe'.

1. Click the patient ID to update the patient record or enrollment status.
2. Click the colored square to open the Visit Dashboard.
3. Yellow and red warning markers show enrollment or upload issues that need follow-up.
4. Use the menu to show or hide additional repository information.

Visit Status and Color Indicators

The colored squares in the study repository indicate the status of each visit:

- **White:** no data uploaded to the visit
- **Yellow:** data uploaded but still waiting for Investigator action
- **Light green:** visit submitted by the Investigator
- **Dark green:** visit approved in the later workflow steps
- **Red:** visit rejected and sent back in the workflow

The square can also contain icons when extra attention is required.



- A query icon means the visit has an open query.



- A checklist icon means a required form is still incomplete.

Next Step

Once you have identified the correct patient and visit in the repository, click the colored square to open the Visit Dashboard.

Continue with [Open the Visit Dashboard](#), where the visit-level actions are explained in detail.

CORE GUIDE

www.support.slicevault.com/investigator/upload

Upload Images

Use this page when you are about to upload images. If you cannot start the upload from the repository, continue to [Why Is Add Patient Disabled or Grayed Out?](#).

Important: Stay on the SliceVault page during the upload. Navigating away from the site or switching to other applications may slow the process, and closing the page during upload can cause the upload to fail. Upload time depends on your internet connection speed and the amount of data being uploaded.

Step-by-Step Pages

Most uploads follow these pages in order:

1. [Start Upload from Repository](#)
2. [Select Visit](#)
3. [Select Files](#)
4. [Select Series](#)
5. [De-identify and Upload](#)
6. [Assign Patient ID](#)

After Upload

After the files are uploaded, continue to:

- [Open the Visit Dashboard](#)
- [Complete Data Transfer Form](#), if required by the study
- [Complete Submission](#)

If the upload completed but you still cannot move the visit forward, continue to [Why can't I submit the visit?](#).

Common Upload Questions

- [Why Is Add Patient Disabled or Grayed Out?](#), if you cannot start upload from the repository
- [Why Is Add More Images Missing?](#), if the patient exists but the repository does not show the upload option
- [Why Can't I Select the Right Visit for Upload?](#), if the visit is missing from the list
- [Why is my upload stuck?](#)

- [Select Visit](#), if you need the visit-selection step
- [Why Is SliceVault Asking Me to Mask Every CT or MRI Slice?](#), if SliceVault asks you to mask every slice
- [Need to Mask PHI?](#), if you need to remove PHI after upload

If Something Goes Wrong

Use [Why Is My Upload Stuck?](#) for browser processing, de-identification, or transfer problems, [Why can't I submit the visit?](#) if upload finished but submission is still blocked, or [Why is my form, document, or download missing?](#) if a form or output is missing after upload.

CORE GUIDE

www.support.slicevault.com/upload/start-upload

Start Upload from Repository

Before you select files, you first need to start the upload from the repository. SliceVault supports two common entry points depending on whether you are creating a new patient record or adding data to an existing one.

Choose How to Start

Open the repository and use one of these options:

The screenshot displays the 'Image Repository' interface for a 'Support Trial'. At the top, there are navigation tabs for 'Repository' and 'Queries', and a user profile for 'Investigator Support Trial'. Below the title, a search bar and an 'ADD PATIENT' button are visible. The main table lists three patients (01-001, 01-002, 01-003) with columns for 'Baseline', 'Follow-up 1', 'Follow-up 2', and 'End of Trial'. Each patient row includes an 'Add more images' button. A red circle '1' highlights the 'ADD PATIENT' button, and a red circle '2' highlights the 'Add more images' button for patient 01-001. At the bottom, there is a 'Visits per page' dropdown set to 100, a pagination control showing page 1 of 3, and the text 'Showing patients: 1 - 3 of 3'. The footer contains version information, copyright notice, and data storage location.

1. Click **Add Patient** to upload data for a new patient.
2. Click **Add More Images** next to an existing patient to upload more data to an open visit.

When Each Option Is Available

Use **Add Patient** when the patient has not yet been created in SliceVault.

Use **Add More Images** when:

- the patient already exists in the repository
- at least one visit is still open for more uploads

Troubleshooting

If the repository entry points are not available, continue to:

- [Why Is Add Patient Disabled or Grayed Out?](#), if you cannot start upload from the repository
- [Why Is Add More Images Missing?](#), if the patient exists but you cannot continue upload from that patient row
- [Why Can't I Select the Right Visit for Upload?](#), if you can start upload but the right visit is missing later in the upload flow

Continue the Upload

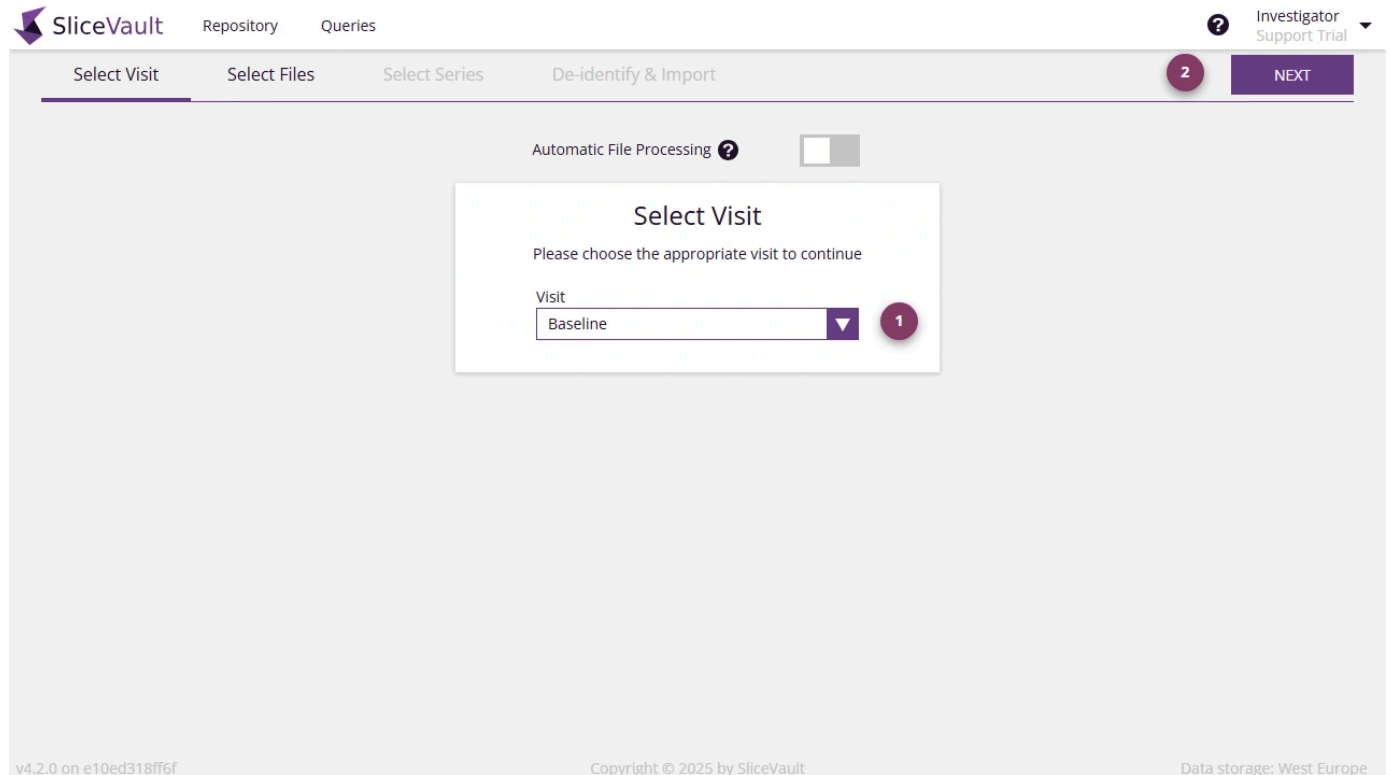
After starting the process, continue with [Upload Images](#) to select the visit, choose files, label series, and complete de-identification.

CORE GUIDE

www.support.slicevault.com/upload/select-visit

Select Visit

After starting the upload from the repository, the first upload step is to choose the visit that should receive the data.



1. Select the correct visit from the list.
2. Click **Next** to continue.

Choose carefully. The visit assignment controls where the uploaded data appears in the workflow, and you cannot change this selection later in the upload.

If the Visit Is Missing

The visit is usually unavailable because it is locked for more uploads or not open in the study workflow.

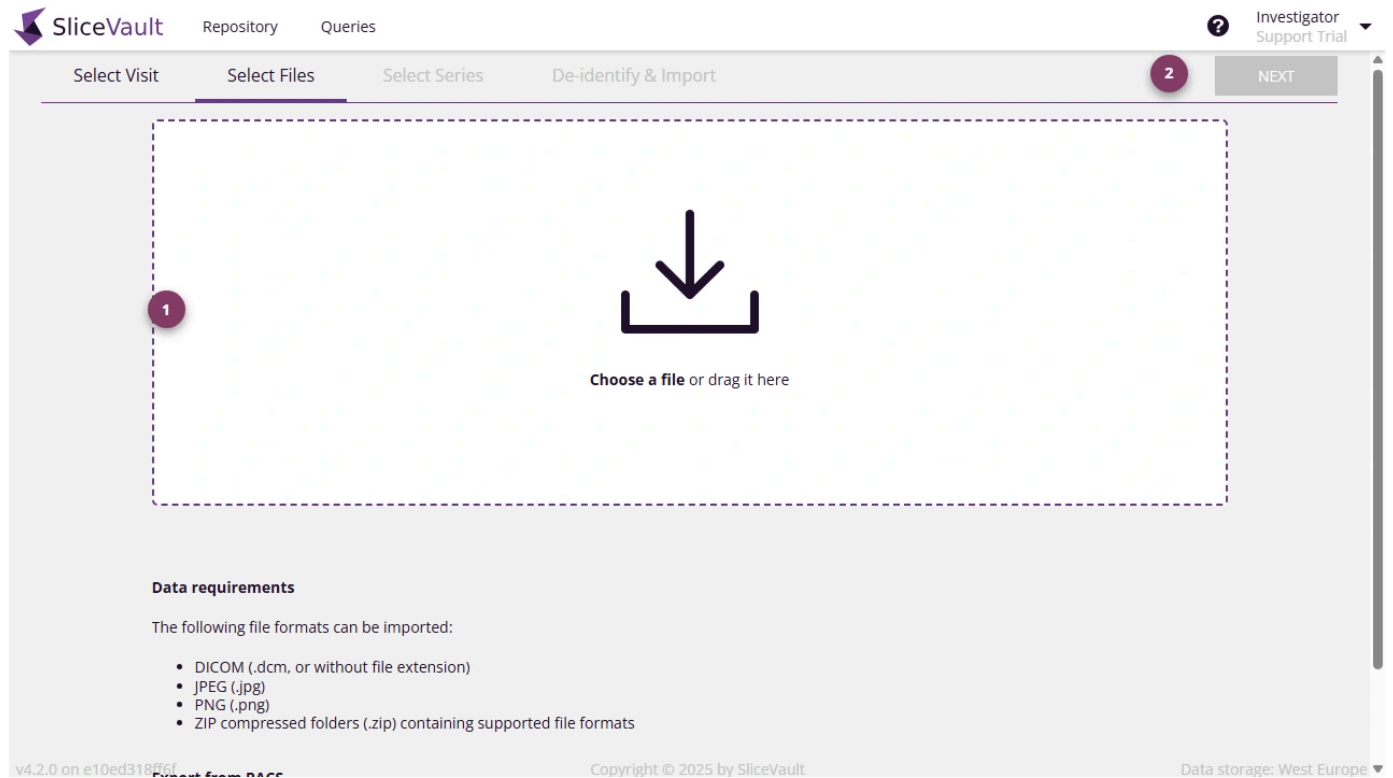
If you expected the visit to be available, continue to [Why Can't I Select the Right Visit for Upload?](#)

CORE GUIDE

www.support.slicevault.com/upload/select-files

Select Files

Once the visit is selected, choose the files to upload from your local computer.



1. Use **1** to drag files into the drop zone or choose them from your computer.
2. Use **2** to continue after browser processing finishes.

Before uploading, make sure the data has been exported from your local PACS or source system to a local folder that your browser can access.

Common Issues

- SliceVault automatically skips files that should not be uploaded, such as application files, DICOM directory files, duplicate files, documents, and DICOM files that use an unsupported Transfer Syntax UID.
- Large batches can take time to process before **Next** becomes available. During this step, SliceVault is moving the files into temporary browser memory so they can be prepared for de-identification and upload.
- If the spinner never finishes and **Next** is never enabled, the browser may not be able to access the selected files. Make sure the files are saved on the local computer, not being read directly from Dropbox, Google Drive, or another cloud-sync location. Local security software, firewall rules, or browser restrictions can also block file access. If needed, try another browser or contact local IT support.

If processing never completes or the button stays disabled, continue to [Why Is My Upload Stuck?](#)

CORE GUIDE

www.support.slicevault.com/upload/label-series

Select Series

Before SliceVault can complete the upload, each detected image series must be assigned the correct study label.

The screenshot shows the 'Select Series' step in the SliceVault upload process. The interface includes a navigation bar with 'Select Visit', 'Select Files', 'Select Series', and 'De-identify & Import'. A 'NEXT' button is visible in the top right. The main content area displays 'Support Test Patient' and 'Study 1'. Under 'Study 1', there is a section for 'Test Series 001' with three actions: 'View' (eye icon), 'Tags' (code icon), and 'Remove Series' (trash icon). A dropdown menu is open for the 'View' action, showing 'CT' as the selected label. A 'NEXT' button is also present in the bottom right of the main content area.

1. Choose the correct label for each series. Repeat until all required series have labels.
2. Click **Next** to continue.

Other Available Actions

You can also:

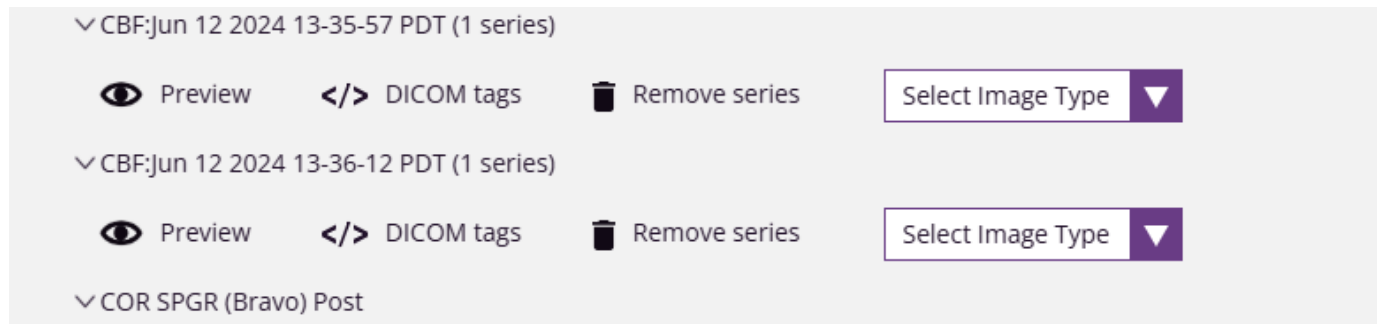
- preview the series in the viewer
- inspect DICOM tags
- remove a series you do not want to upload

If You Cannot Continue

If **Next** stays disabled, make sure that every series that should be uploaded has been assigned a label.

If "Select Image Type" Shows No Labels

If the label selector opens with **Select Image Type** but there are no available labels to choose from, that series cannot be labeled and **Next** stays disabled until every remaining series has a label.



This usually means the current project configuration does not support that type of image.

There are two ways forward:

1. Remove that series from the upload if it should not be included.
2. Contact your study sponsor or main study contact so the project configuration can be updated to support that image type.

CORE GUIDE

www.support.slicevault.com/upload/de-identify-and-upload

De-identify and Upload

Before upload begins, SliceVault performs de-identification locally in your browser. This is the stage where SliceVault prepares the files for secure upload and applies any required redaction before data leaves your computer.

What Happens at This Step

Depending on the files and study setup, this can include:

- automatic DICOM tag redaction
- masking of burned-in annotations

You do not need to de-identify standard DICOM files manually before upload. SliceVault performs the configured DICOM tag redaction automatically in your browser before the files are transferred.

Detailed Pages

Use these pages when the upload requires more than the standard automatic process:

- [DICOM Tag Redaction](#)
- [Burned-in Annotations](#)

Next Step

After de-identification and upload are complete, continue to [Assign Patient ID](#) if you are creating a new patient.

Troubleshooting

If de-identification or upload takes unusually long, continue to:

- [Why Is My Upload Stuck?](#), for slow processing, stalled upload, or interrupted browser work
- [Why Is SliceVault Asking Me to Mask Every CT or MRI Slice?](#), if SliceVault is asking you to review burned-in annotations on every slice

CORE GUIDE

www.support.slicevault.com/upload/assign-patient-id

Assign Patient ID

When uploading data for a new patient, SliceVault asks you to assign the patient ID after the upload step finishes.

The screenshot shows the 'Patient' form in the SliceVault interface. The form includes a dropdown menu for 'Patient ID' (labeled with a red '1'), a text input for 'Eligibility' (set to 'Not determined/not applicable'), and a radio button for 'Enrollment status' (set to 'Enrolled'). Below the form are 'REMOVE PATIENT' and 'SAVE' buttons. The top navigation bar shows 'SliceVault', 'Repository', 'Queries', and 'Investigator Support Trial'.

1. Use **1** to enter or confirm the patient ID before saving the new patient record.

Depending on the study, you may choose an ID from a pre-assigned list or enter one manually.

Compliance note: Do not use patient identifiers that could reveal the subject's identity.

Next Step

After the patient ID is saved, continue to:

- [Open the Visit Dashboard](#)
- [Complete Data Transfer Form](#), if required by the study
- [Complete Submission](#)

CORE GUIDE

www.support.slicevault.com/upload/burned-in-annotations

Burned-in Annotations

Burned-in annotations are identifiers rendered directly in the image pixels (not metadata), such as patient names, IDs, or timestamps. Before upload, these must be reviewed and masked to ensure privacy and compliance. This process happens locally in your browser, and no raw image data leaves your device until masking is complete. The workflow requires manual input - once you have created the masks and confirmed that all identifiers are covered, SliceVault generates redacted images and proceeds with upload according to your study settings.

Note: Why is SliceVault asking me to mask every CT or MRI slice?

If SliceVault is asking you to review burned-in annotations for every slice, the study may have been exported as PNG, JPEG, or screen captures instead of DICOM. See: [Why Is SliceVault Asking Me to Mask Every CT or MRI Slice?](#)

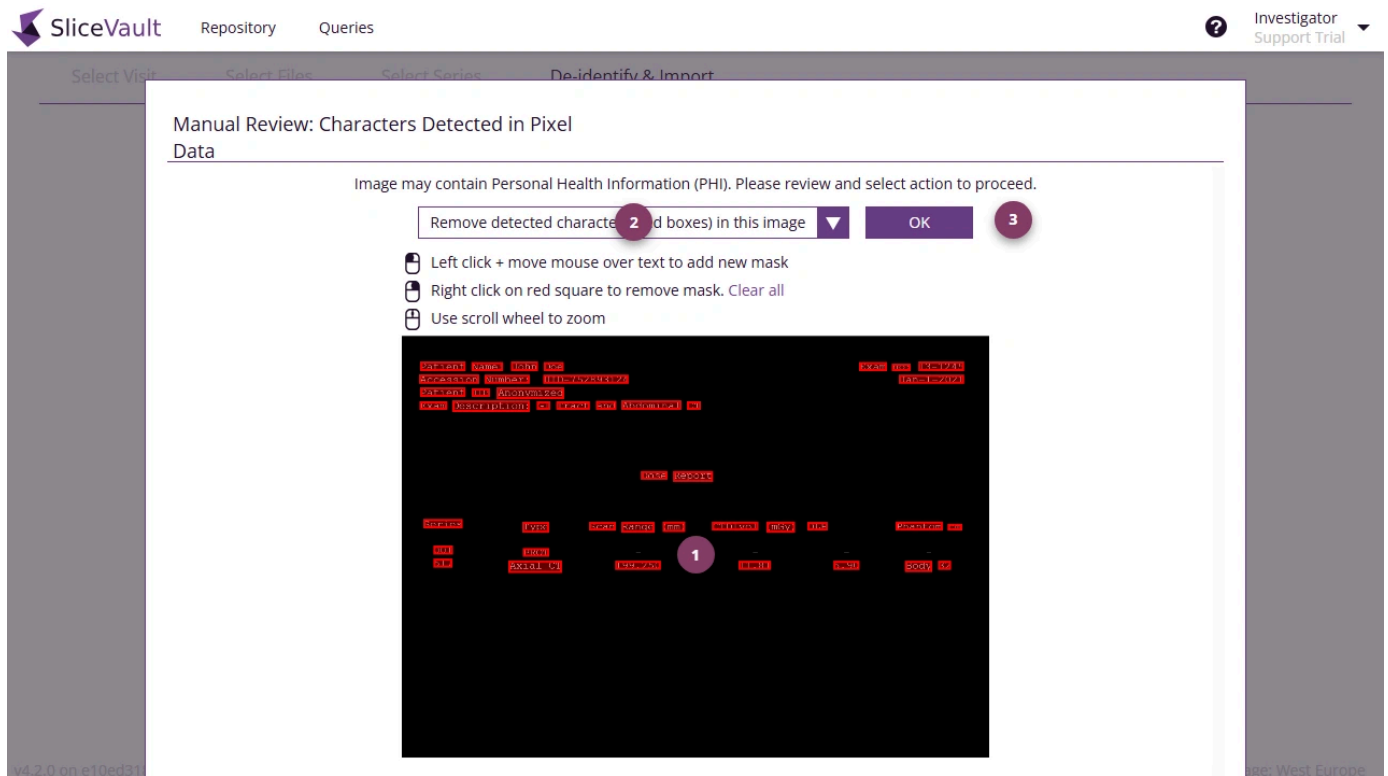
What Must Be Masked

Ensure that **all identifiable text and features** are masked. This includes:

- Patient identifiers such as *name, initials, date of birth, social security number, MRN, or accession numbers*
- Study or site names, timestamps, device IDs, and other labels that could identify the subject or site
- Facial features (eyes, nose), tattoos, scars, or other unique physical characteristics

SliceVault automatically scans images for burned-in text using OCR. If possible PHI is detected, you will be prompted to review and mask those areas before upload.

Masking Detected Text



When prompted, follow these steps:

- Use 1 to review the highlighted areas:** Red boxes will appear where OCR has detected possible text. If many red boxes are shown, click the *Clear all* link to remove all suggested boxes and start fresh. Then use your mouse to draw masks over the areas that actually contain PHI. Each mask will appear as a red box, fully covering the sensitive text or feature. You can add as many masks as needed, adjust their size or position, or remove any that are unnecessary.
- Use 2 to select the redaction action:** Once all areas have been masked, choose the appropriate redaction action to confirm that the sensitive data has been adequately covered.
- Remove detected characters (red boxes) in this image:* Removes the masked regions only from the current image before upload.
- Omit this image from upload:* Skips the current image. Image is not uploaded.
- Upload image without changes:* Uploads the image as-is, without masking.

The following options are only available if the study configuration explicitly allows them:

- Skip manual masking. Auto accept suggestions in all images:* Automatically applies OCR-detected masks across all images in the batch. This option re-detects text for each image and applies masks automatically — it does not replicate a single manual mask position.
- Omit all images with possible PHI from upload:* Prevents any image flagged by OCR from being uploaded.
- Upload all images without changes:* Uploads all images without masking.

- 7. Use 3 to confirm masking:** Once all identifiers are covered, confirm your selection to continue with the upload.

Example – Removing and Creating Masks

Processing and Upload

After confirmation, SliceVault applies all masks directly in your browser. The time required depends on your device's performance and the size of the image.

Images are processed sequentially — the system masks each image one at a time. Once all images have been masked, they are uploaded together to SliceVault.

Note: This process runs entirely in your browser, and performance depends on your computer's processor (CPU) and memory (RAM).

Bigger or higher-resolution images will take more time to process.

If the process stops unexpectedly, your device may not have sufficient performance. Try the following:

- Use a more powerful computer.
- Close other browser tabs or applications to free up memory.
- Upload images in smaller batches instead of all at once.

CORE GUIDE

www.support.slicevault.com/upload/dicom-tag-redaction

DICOM Tag Redaction

For standard DICOM uploads, SliceVault removes identifying metadata before the files are uploaded. This process happens locally in your browser.

What This Does

DICOM tag redaction removes identifying information stored in the file metadata, such as patient details, site details, and other sensitive values that should not be transferred into the study repository.

In most studies, this step is automatic and does not require manual review.

What Happens During Upload

After you select the correct series, SliceVault prepares the files for upload and applies the configured DICOM redaction rules.

This means:

- the original identifying DICOM metadata is removed or replaced before upload
- the upload continues automatically unless another review step is required

Related Pages

- [Burned-in Annotations](#)
- [Need to Edit DICOM Metadata?](#)
- [Need to Upload Unredacted Files?](#)

CORE GUIDE

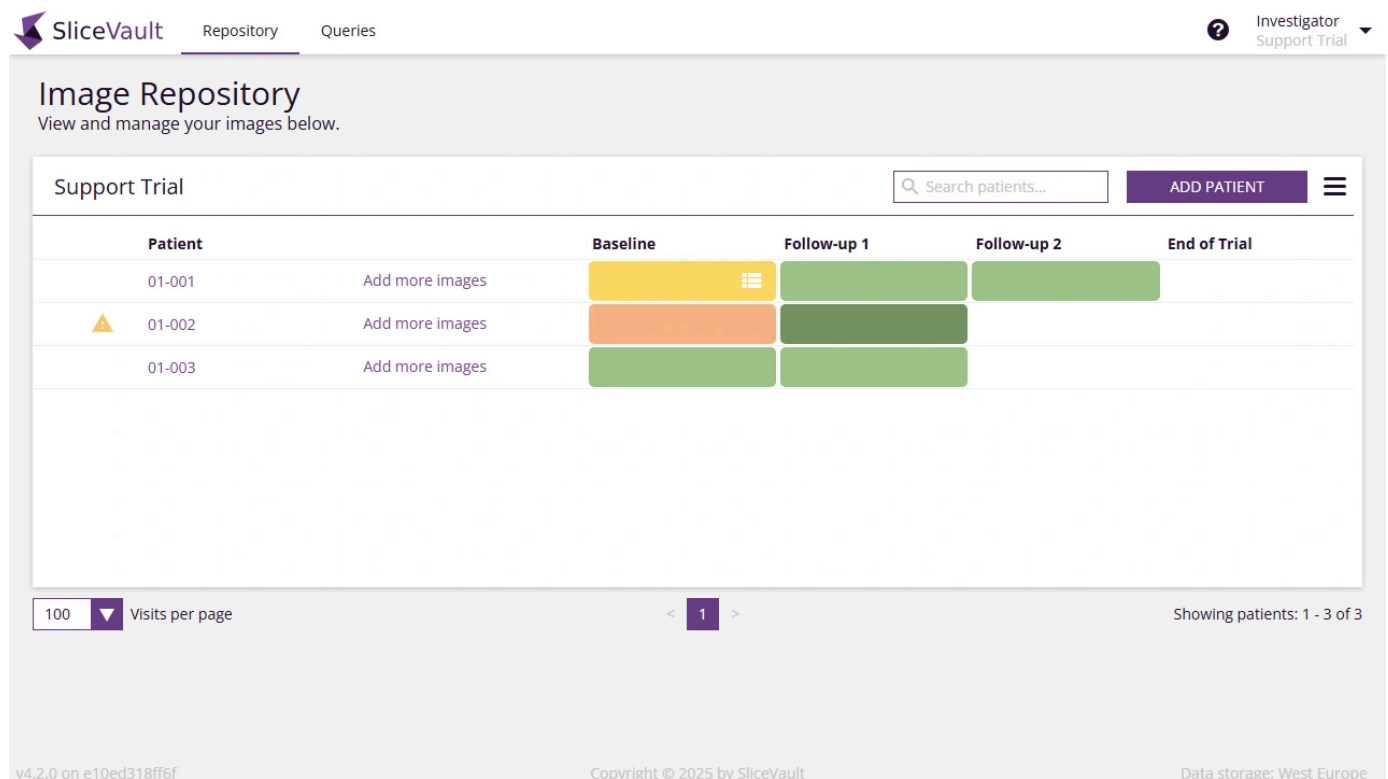
www.support.slicevault.com/investigator/open-visit-dashboard

Open the Visit Dashboard

The Visit Dashboard is the main workspace for an Investigator after data has been uploaded. It is where you review uploaded series, open the viewer, complete forms, respond to queries, and submit the visit.

Find the Correct Visit

Start from the [Study Repository](#). Locate the patient row and then find the visit column you want to work with.



The screenshot shows the SliceVault interface with the 'Image Repository' section. The table below displays patient visits for a 'Support Trial'.

Patient		Baseline	Follow-up 1	Follow-up 2	End of Trial
01-001	Add more images				
01-002	Add more images				
01-003	Add more images				

At the bottom of the interface, there is a pagination control showing '100 Visits per page' and 'Showing patients: 1 - 3 of 3'.

Click the colored square to open the Visit Dashboard for that patient and visit.

What You Can Do in the Visit Dashboard

Once the dashboard opens, the main layout is:

Test Site ▶ 01-001 ▶ Baseline

1 Submission pending

^ Folder

ID	Type	Modality	Study Date	Series Time	Acquisition Time	Series Description	Matrix	Action
25882	CT	CT	1983-01-21	12:14:55.000	12:17:08.000		512x512x3	
25881	CT	CT	2000-10-10			CTs from rtog conversion	512x512x3	

∨ Documents

^ Actions

Download visit

Delete visit

3

IMPORTANT NOTICE
To continue, please ensure all required forms are submitted. Click on the preview image to complete the form

BACK PREVIEW IMAGE

v4.2.0 on e10ed318f67 Copyright © 2025 by SliceVault Data storage: West Europe

1. Use **1** to view the current status of the visit.
2. Use **2** to view and access data uploaded to the visit.
3. Use **3** to perform actions such as submit visit and preview images to open the viewer for images, forms, and queries.

When to Use This Page

Open the Visit Dashboard whenever you need to:

- check whether a visit is still editable
- verify that uploaded files are attached to the correct visit
- complete a [Data Transfer Form](#)
- respond to a [query](#)
- [submit the visit](#)

CORE GUIDE

www.support.slicevault.com/investigator/DTF

Complete Data Transfer Form

The Data Transfer Form, or DTF, is the Investigator form used to submit required study information together with the uploaded images.

The DTF is study-specific, so the exact fields and layout may differ from the example shown on this page.

For the shared form behavior in SliceVault, see [Forms in SliceVault](#).

Where the DTF Appears

Open the visit, click **Preview Image**, and locate the DTF next to the image workflow in the viewer.

The screenshot displays the SliceVault Investigator interface. On the left, a sidebar contains a 'DTF (Investigator)' form with fields for Site ID (Test Site), Subject ID (01-001), Cohort Number, Age (Years), Primary Cancer Diagnosis, Primary Cancer Location, and Surgical History. A 'SAVE' button is visible at the bottom of the form. Below the form, a dark bar indicates 'DTF - Complete form' with a red circle containing the number '1' and a checkmark. The main area shows a CT scan image of a head, with a toolbar above it containing 'Display', 'Rotate', and other navigation icons. A red circle containing the number '2' is positioned over the navigation arrows at the bottom of the image viewer.

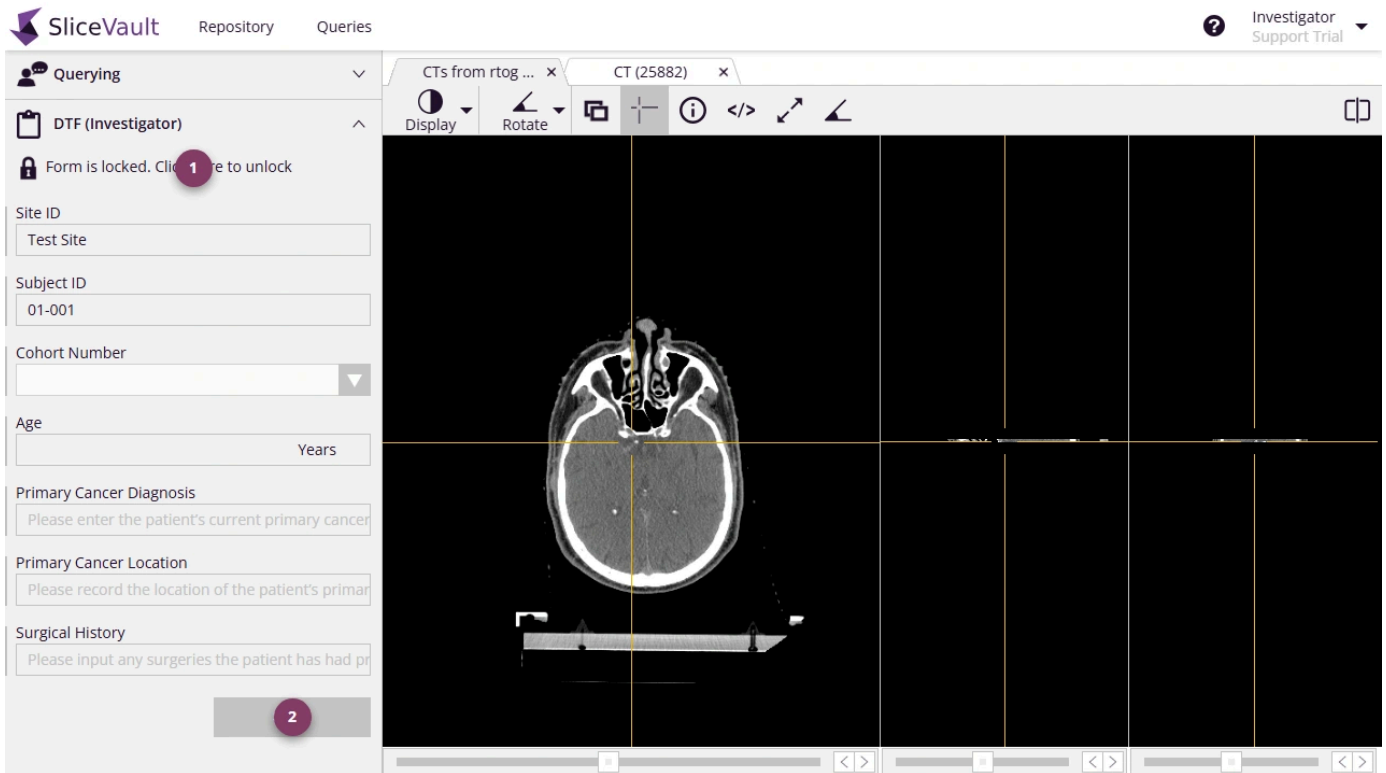
1. Use **1** to complete the form.
2. Use **2** to proceed to next form or return to the Visit Dashboard.

If prompted, complete the [electronic signature process](#) before proceeding.

After the DTF is complete, return to the Visit Dashboard and continue to [Complete Submission](#).

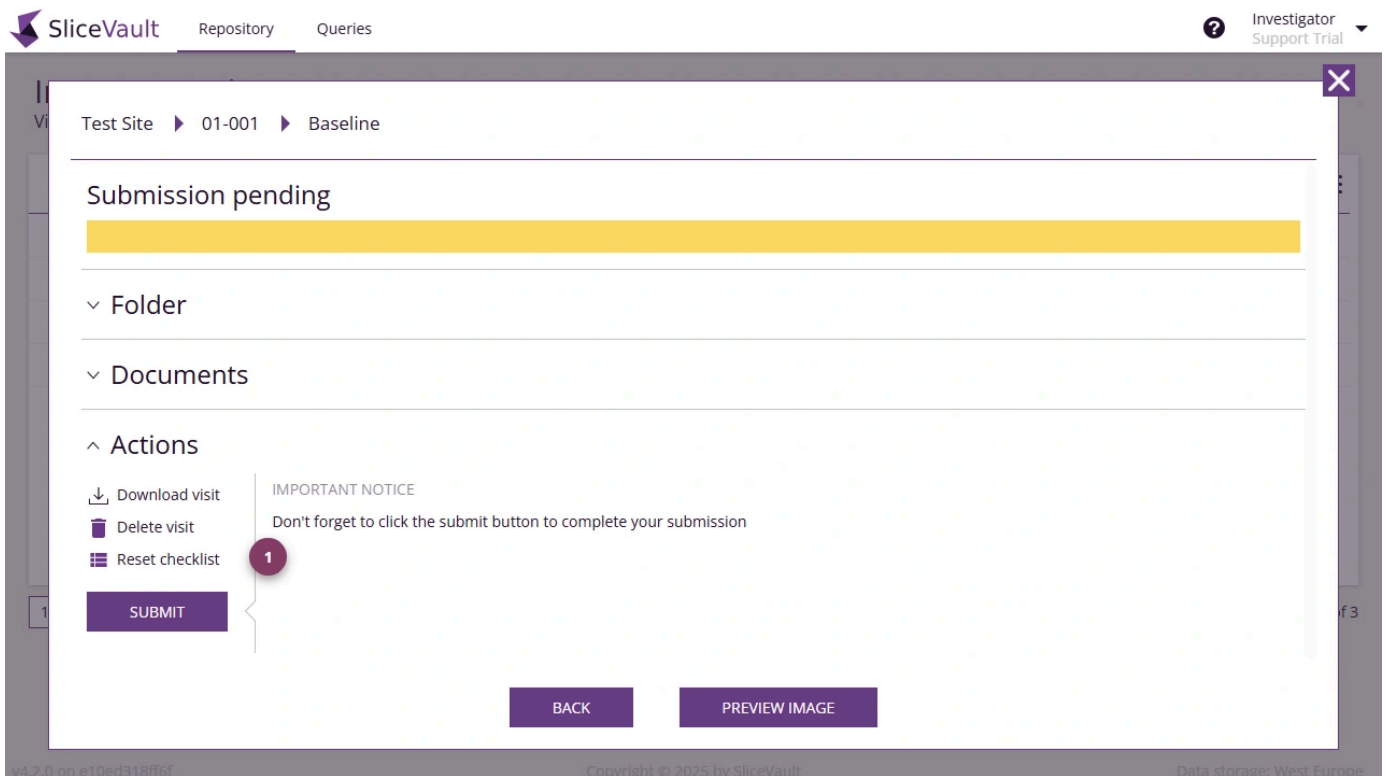
Edit a Completed DTF

If editing is allowed for the visit, reopen the form from the lock message, make the required changes, and save them.



1. Use **1** to unlock the completed answer group.
2. Use **2** to save the updated values.

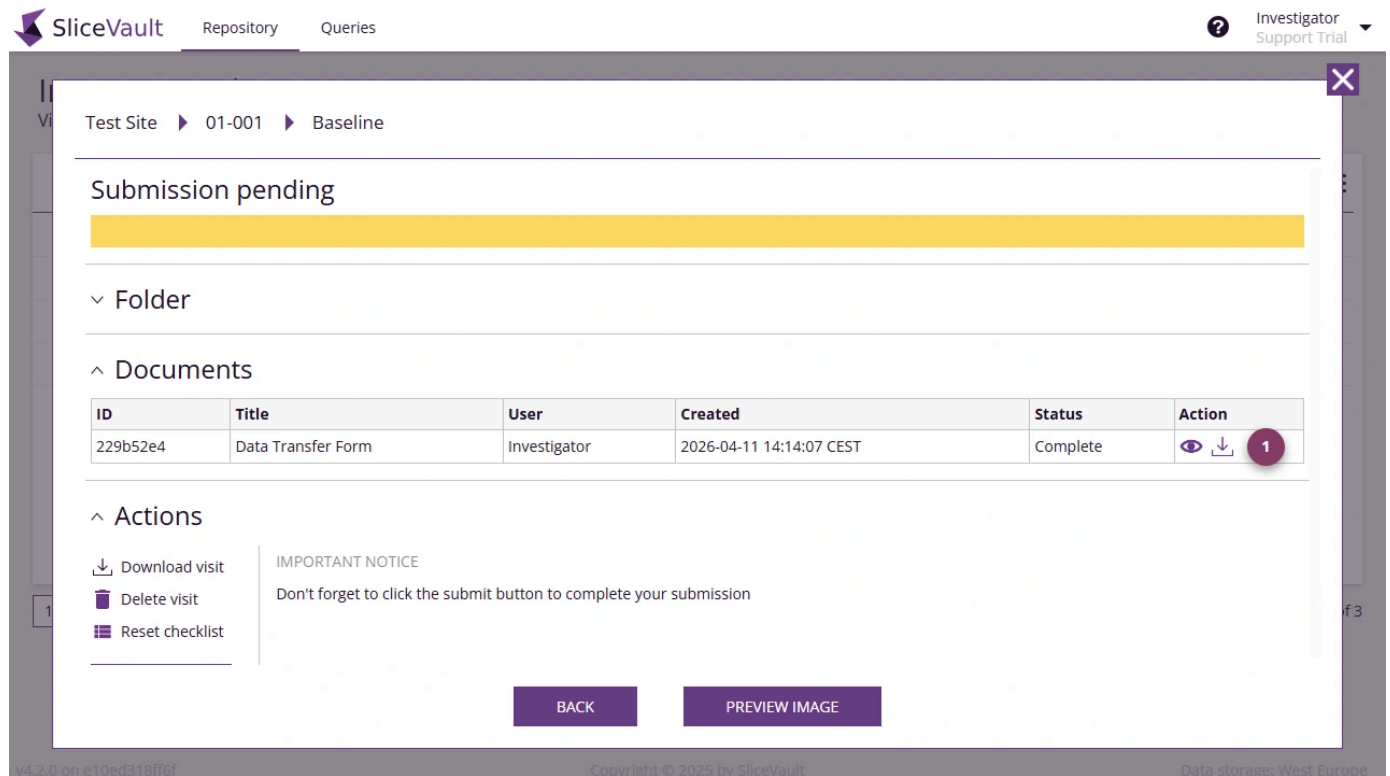
If the entire form must be cleared before submission, use **Reset checklist** from the Visit Dashboard.





1. Use **1** to reset the checklist when the whole DTF must be cleared and completed again.

Download the PDF Record

If the study is configured to generate a PDF or document copy, you can download it from the **Documents** section on the Visit Dashboard.



The screenshot shows the SliceVault interface for an investigator. The top navigation bar includes the SliceVault logo, 'Repository', and 'Queries' tabs. On the right, there is a user profile for 'Investigator' with a 'Support Trial' status. The main content area is titled 'Test Site > 01-001 > Baseline'. A yellow banner at the top of the content area reads 'Submission pending'. Below this, there are sections for 'Folder' (expanded) and 'Documents'. The 'Documents' section contains a table with the following data:

ID	Title	User	Created	Status	Action
229b52e4	Data Transfer Form	Investigator	2026-04-11 14:14:07 CEST	Complete	  1

Below the table, there is an 'Actions' section with three options: 'Download visit', 'Delete visit', and 'Reset checklist'. An 'IMPORTANT NOTICE' is displayed: 'Don't forget to click the submit button to complete your submission'. At the bottom of the content area, there are two buttons: 'BACK' and 'PREVIEW IMAGE'. The footer of the interface includes version information 'v4.2.0 on e10ed318ff6f', copyright 'Copyright © 2025 by SliceVault', and 'Data storage: West Europe'.

1. Use **1** to download the generated DTF record.

CORE GUIDE

www.support.slicevault.com/investigator/querying

Respond to Queries

As an Investigator, your role in querying is usually to review and answer questions raised by a Quality Control Manager or Readers about a submission.

For the shared query mechanics in SliceVault, see [Queries in SliceVault](#).

Where You Normally See Queries

You will usually notice queries:

- on the repository as a visit indicator
- on the query list page
- inside the viewer when you open the visit in context

The screenshot shows the 'Image Repository' page for a 'Support Trial'. The top navigation bar includes 'SliceVault', 'Repository', 'Queries' (with a red circle '1' and a red circle '2'), and 'Investigator Support Trial'. The main content area is titled 'Image Repository' and contains a table of patient visits. The table has columns for 'Patient', 'Baseline', 'Follow-up 1', 'Follow-up 2', and 'End of Trial'. The 'Follow-up 1' column for patient 01-001 has a red circle with the number '1' over it. The 'Queries' tab in the navigation bar has a red circle with the number '2' over it. The interface also includes a search bar, an 'ADD PATIENT' button, and pagination controls.

Patient		Baseline	Follow-up 1	Follow-up 2	End of Trial
01-001	Add more images	[Yellow bar]	[Green bar with red circle '1']	[Green bar]	
⚠ 01-002	Add more images	[Orange bar]	[Green bar]		
01-003	Add more images	[Green bar]	[Green bar]		
01-004	Add more images				

100 Visits per page < 1 > Showing patients: 1 - 4 of 4

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1. Use **1** to spot visits with an open query.
2. Use **2** to open the query list for your site or role.

Queries
View and manage queries below.

My Queries 1 All queries ▾

Status	Patient	Visit	From	To	Date	Comment
● Closed 2	01-001	Follow-up 1	QC1	Investigator	2026-04-11	This is another sample query
● Open	01-001	Follow-up 1	QC1	Investigator	2026-04-11	● This is a sample query

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1. Use **1** to filter the query list.
2. Use **2** to review the columns and locate the correct query.

Your Main Task: Reply to the Query

When a query is addressed to you, open the visit, click **Preview Image**, and respond in the relevant query.

Querying
Use this forum to discuss and resolve potential issues and concerns regarding the submitted data.

QC1
2026-04-11 14:20:55
This is a sample query 1 Reply

Write text here 2

SEND

QC1
2026-04-11 14:21:39
This is another sample query Reply

Test Series 001

Display Rotate

3

1. Open the correct query with the reply action.

2. Enter your response.
3. Click **Send**.

Investigators usually respond to the query so the Quality Control Manager or the next reviewer can decide whether further action is needed.

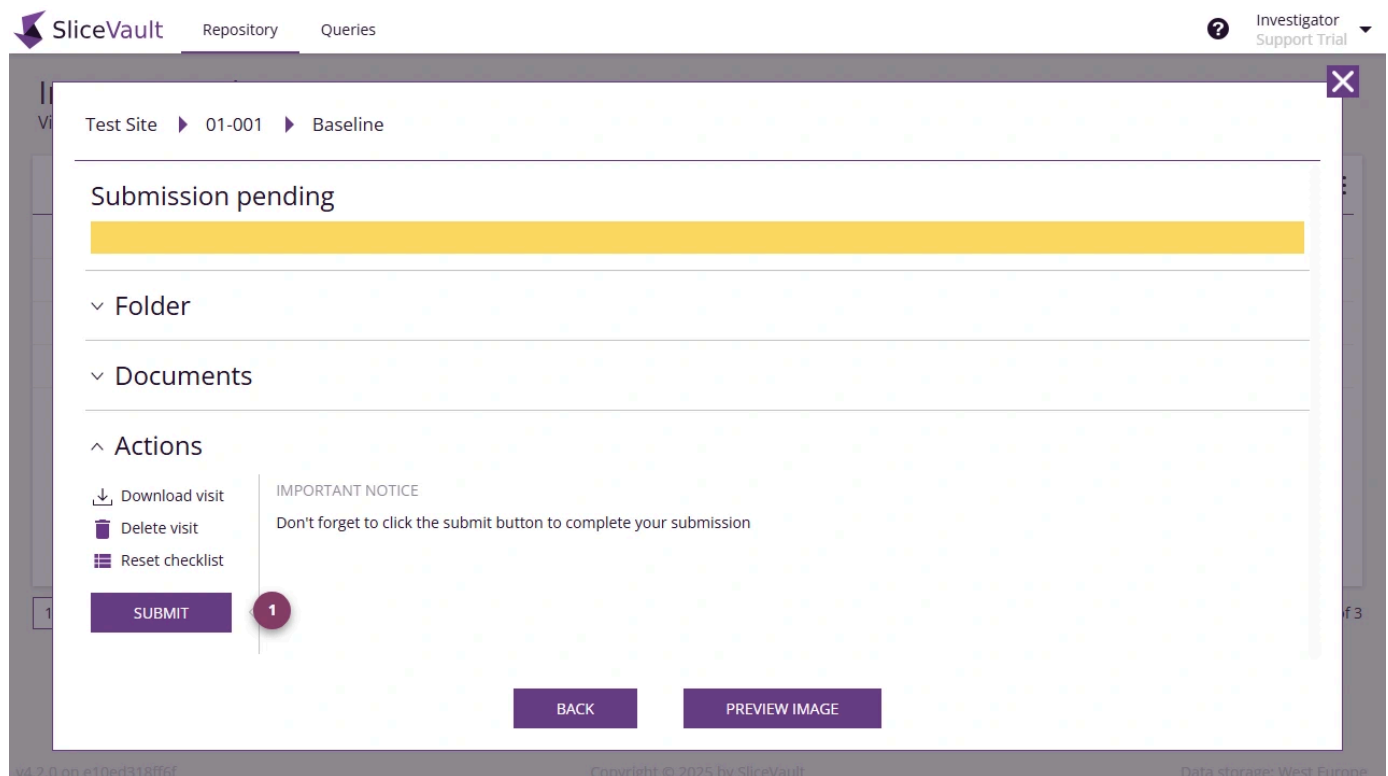
CORE GUIDE

www.support.slicevault.com/investigator/submission

Complete Submission

After upload and any required forms are complete, submit the visit from the Visit Dashboard. This notifies the next workflow role and completes the main Investigator task for that visit.

1. Open the correct visit from [Open the Visit Dashboard](#).
2. Click **Submit**.



1. Use **1** to submit the visit.

If prompted, please complete the [electronic signature process](#) before proceeding.

If the button is disabled, the visit still has one or more unfinished requirements, most commonly an incomplete [DTF](#) or unfinished upload processing.

The Visit Dashboard is your last chance to verify the uploaded data before the visit is moved forward and normal editing is no longer available.

Submission sends the visit to the next configured step in the workflow. After submission, the repository square changes color to show that the visit is no longer waiting for Investigator action.

If the visit still cannot be submitted after the form and upload steps are complete, see [Why can't I submit the visit?](#)

SHARED WORKFLOWS

www.support.slicevault.com/general/upload

Data Upload

Upload guidance is maintained in the Investigator section.

Use [Upload Images](#) for the full upload process, including:

- starting the upload
- selecting the visit
- selecting series
- de-identification and upload
- assigning the patient ID

If upload is blocked, continue to [Why Is Add Patient Disabled or Grayed Out?](#) or [Why Is My Upload Stuck?](#).

SHARED WORKFLOWS

www.support.slicevault.com/general/forms

Forms in SliceVault

Forms are used throughout SliceVault to capture structured study data such as Data Transfer Forms, QC forms, and Reader assessments.

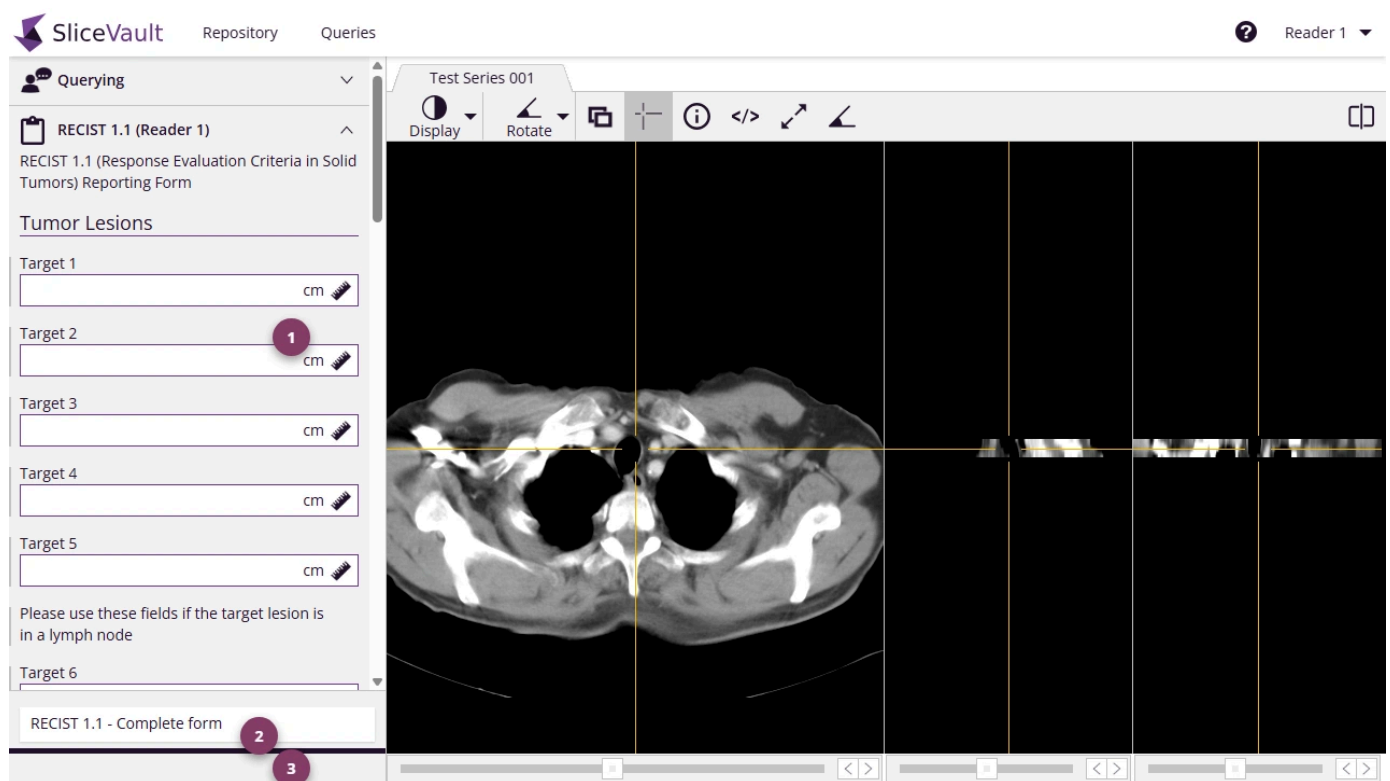
Use this page when you need the shared form behavior in SliceVault, regardless of role.

Where Forms Appear

Forms are usually opened from the Visit Dashboard by clicking **Preview Image**. Inside the combined viewer and form environment, the form appears alongside the image workflow.

Standard Form Behavior

Most forms follow the same pattern:



1. Use **1** to move to the next image or form item when required.
2. Use **2** to complete the visible form fields.
3. Use **3** to finish the form and return to the Visit Dashboard.

Once a form is completed, it normally becomes read-only.

Editing a Completed Form

Completed forms are usually locked by default. Depending on the study and your role, you may see one of these options:

- an **unlock** action that reopens the completed form for editing
- a **reset checklist** action that clears the entire form
- no edit option at all unless elevated access is granted

If you only need the role-specific workflow, use the role links below instead of this shared page.

If the study uses [electronic signature](#), you may be asked to complete that step before changes are saved or finalized.

Forms and Documents

Completed forms become part of the study record. In some studies, SliceVault also generates a PDF or document copy that can be downloaded from the Visit Dashboard.

Common Form Questions

- [Why is my form locked?](#) (online)
- [Edit a Completed QC Form](#) (online), if you need the QC reopen instructions
- [Why is my form, document, or download missing?](#)
- [Investigator: Complete Data Transfer Form](#), if you need the Investigator form page
- [Reader: Complete Assessment Form](#) (online), if you need the Reader form page

Role-Specific Guidance

- [Investigator: Complete Data Transfer Form](#)
- [QC: Complete QC Form](#) (online)
- [Reader: Complete Assessment Form](#) (online)

If a form stays locked or a document is missing, continue to [Why is my form, document, or download missing?](#).

SHARED WORKFLOWS

www.support.slicevault.com/general/queries

Queries in SliceVault

Queries are the built-in communication tool for clarification, correction, and follow-up during the study workflow.

Use this page when you need to understand where queries appear, how they behave, and what different roles can do with them.

Where Queries Appear

Queries usually appear in three places:

- on the repository as an indicator on the visit
- on the dedicated query list page
- inside the viewer when you open the visit in context

The screenshot shows the 'Image Repository' page in SliceVault. The page title is 'Image Repository' with the subtitle 'View and manage your images below.' The main content is a table for 'Support Trial' with columns: Site, Patient, and visit stages (Baseline, Follow-up 1, Follow-up 2, End of Trial). The table has 4 rows of patient data. The first row (01-001) has a red circle with the number '1' on the Baseline visit, indicating an open query. The second row (01-002) has a yellow triangle warning icon on the Patient column. The third row (01-003) has a green circle with the number '2' on the Baseline visit, indicating a query that can be opened directly from the repository. The fourth row (01-004) has no query indicators. The interface includes a search bar, a filter dropdown set to 'All', an 'ADD PATIENT' button, and a pagination control showing '1' of 4 patients. The footer contains version information 'v4.2.0 on e10ed318ff6f', copyright 'Copyright © 2025 by SliceVault', and 'Data storage: West Europe'.

1. Use **1** to spot visits with an open query.
2. Use **2** to open the query list directly from the repository.

Queries
View and manage queries below.

My Queries 1 All queries ▾

Status	Site	Patient	Visit	From	To	Date	Comment
Open	Test Site	01-001	Follow-up 1	QC1	Investigator	2026-04-11	This is a sample query

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1. Use **1** to filter and review queries by status.

Open a New Query

From the viewer, open the query panel for the current visit and create a new query.

Querying
Use this forum to discuss and resolve potential issues and concerns regarding the submitted data.

QC1
2026-04-11 14:20:55
This is a sample query
✓ Close query ↩ Reply

Open a new query
Recipient: Investigator ▾

Write text here 1

SEND

QC Form (QC1) ▾

QC Form - Complete form

Test Series 001
Display Rotate

2

1. Use **1** to choose the recipient.

2. Use **2** to enter the query description.

3. Click **Send**.

Opening a query normally triggers an email notification to the selected recipient.

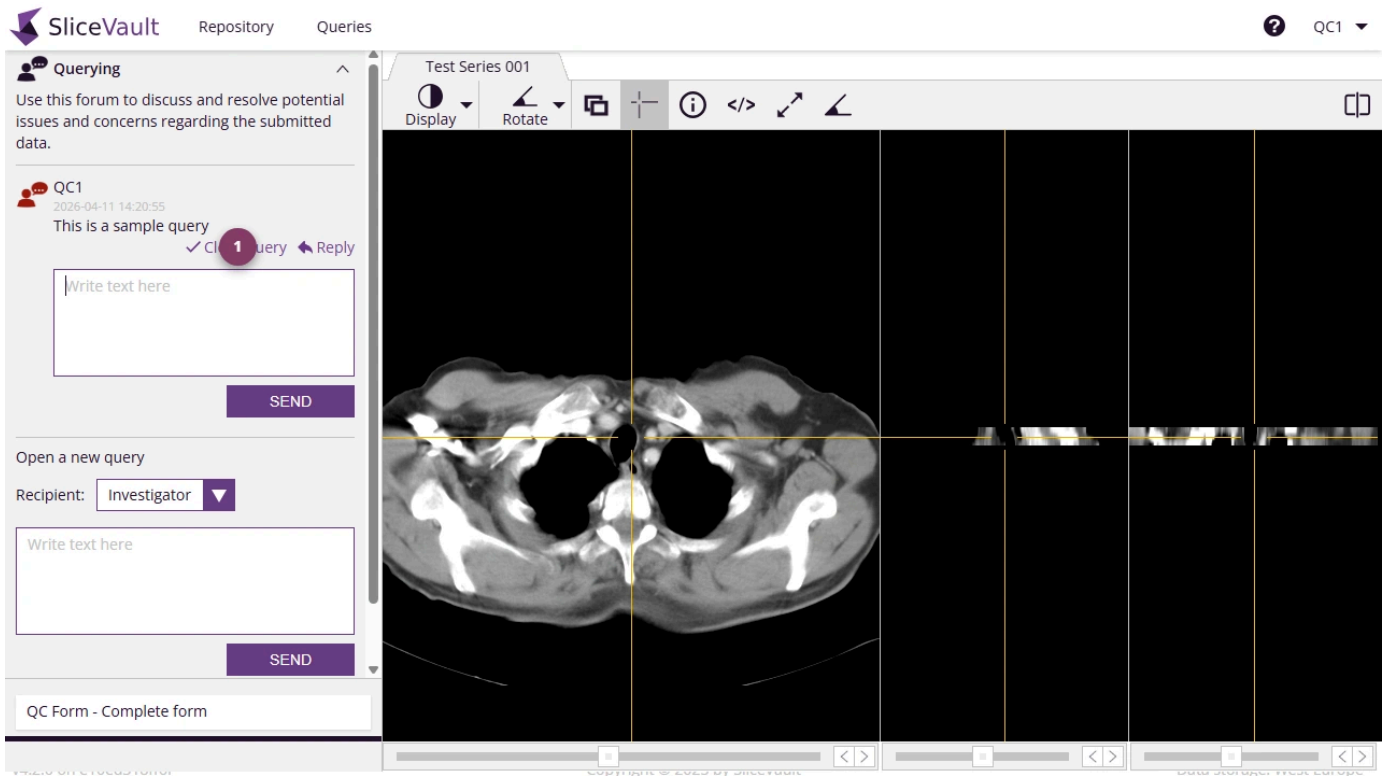
Reply to a Query

The screenshot displays the SliceVault interface. On the left, the 'Querying' sidebar is open, showing a message from 'QC1' dated 2026-04-11 14:20:55 with the text 'This is a sample query'. Below the message is a text input field with the placeholder 'Write text here' and a 'SEND' button. A red circle with the number '1' points to the 'Close query' button, '2' points to the text input field, and '3' points to the 'SEND' button. The main area shows a medical image viewer for 'Test Series 001' with a CT scan of a neck cross-section. The viewer has a toolbar with 'Display' and 'Rotate' buttons and a yellow crosshair overlaid on the image.

1. Use **1** to open the reply action for the relevant query.
2. Use **2** to review the existing query conversation.
3. Use **3** to enter your response and click **Send**.

Close a Query

Some roles can close a query after the issue is resolved.



1. Use **1** to close the query once the issue is resolved.

In many studies, open queries block the next workflow step until they are closed.

Role Differences

- Investigators usually respond to queries raised by a Quality Control Manager or Readers
- Readers can usually open and reply to queries, but often cannot close them
- Quality Control Managers usually open, manage, and close queries as part of workflow control

Common Query Questions

- [QC: Manage Queries](#) (online), if you need the QC close-and-manage workflow
- [Why can't I submit the visit?](#), if the Investigator workflow is still blocked
- [Why can't I approve the visit?](#) (online), if the QC workflow is still blocked
- [Reader: Manage Queries](#) (online), if you only need the Reader query page
- [Investigator: Respond to Queries](#), if you only need the Investigator query page

Role-Specific Guidance

- [Investigator: Respond to Queries](#)
- [QC: Manage Queries](#) (online)
- [Reader: Manage Queries](#) (online)

If a query is blocking the next workflow step, continue to the role-specific page for [submission](#), [QC approval](#) (online), or [Reader completion](#) (online).

SHARED WORKFLOWS

www.support.slicevault.com/general/viewer

DICOM Viewer

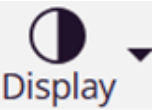
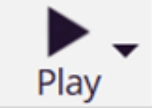






SliceVault includes a built-in DICOM viewer that allows users to review medical images directly in the browser without requiring external software. The viewer provides essential tools to support quality control and central reading activities, while ensuring images remain securely stored in SliceVault.

Note: The SliceVault DICOM viewer is intended for use within the study workflow. It is not a replacement for full-featured diagnostic PACS systems. The embedded DICOM viewer is **not CE marked or approved as a diagnostic medical device**. It is provided solely for research and study workflow purposes.



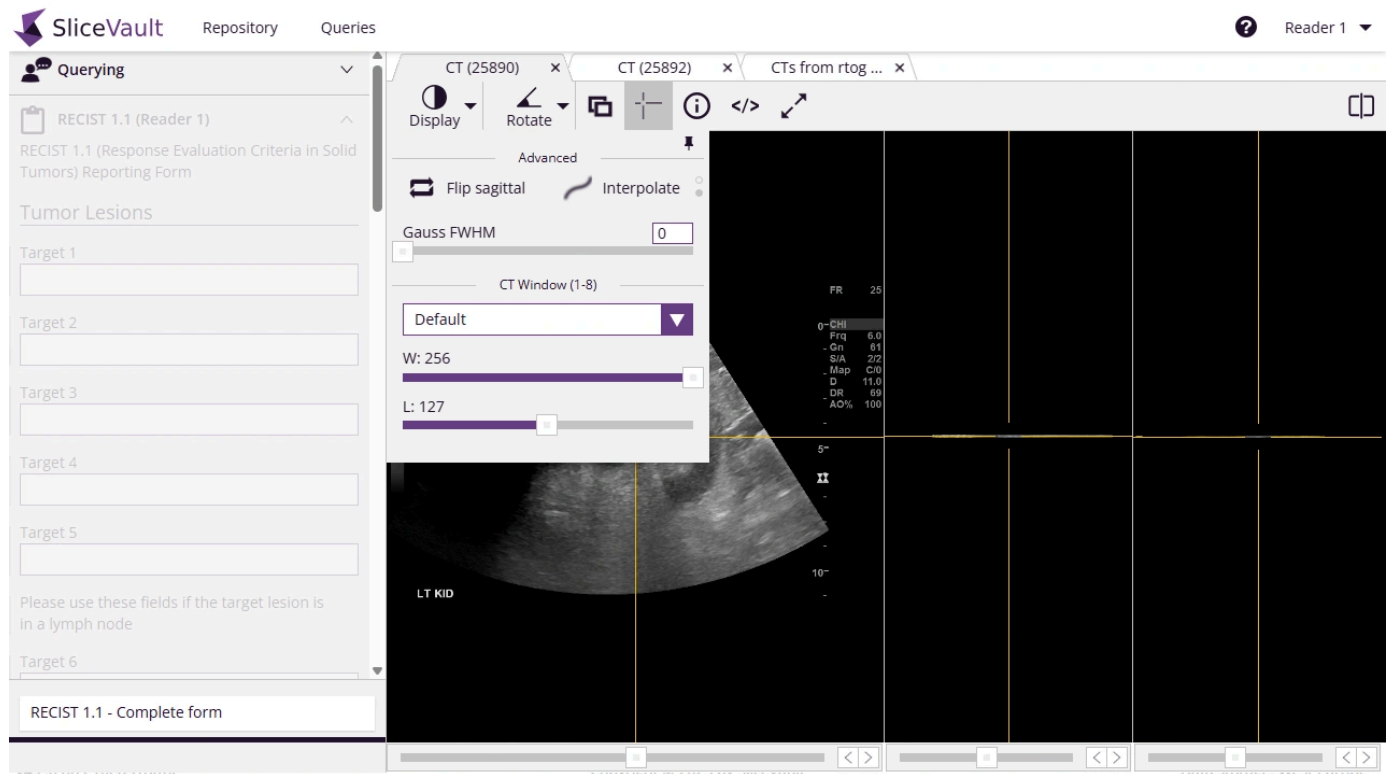
- 1. Change Image** – View all images uploaded for the visit, switch between tabs, and close image tabs as needed.
- 2. Display Controls** – Use the display control bar to adjust visualization settings. See *Viewer Controls* below for details.
- 3. Change Slice** – Navigate through image slices using the toolbar below the image.
- 4. Change View** – Adjust the default layout to display multiple images side by side.

Viewer Controls

Icon	Description
 <p>Display</p>	<p>Access display tools, including windowing, Gauss smoothing, interpolation tools, and more.</p>
 <p>Play</p>	<p>Start/stop and change speed for images with timeseries.</p>
	<p>Switch plane: multi-planar reconstruction, transaxial plane only, transverse plane only, or sagittal plane only.</p>
	<p>Show DICOM tags.</p>
	<p>Reset zoom to default.</p>
	<p>Measure distance/angle between points.</p>
	<p>Show patient information in the viewer.</p>
	<p>Change default view, e.g., show multiple images side by side.</p>

Display Menu

The display menu lets you adjust how the active image is shown on screen without changing the uploaded data itself.



The exact options depend on the image type and study configuration, but the display menu is typically used for:

- Changing windowing or brightness/contrast presentation
- Applying smoothing or interpolation options
- Adjusting how PET or other overlay data is rendered
- Switching between available display presets for the active image

These tools are most useful when the image is hard to interpret with the default presentation, for example if soft tissue contrast is difficult to see or PET/CT overlays need a different rendering.

Hotkeys

Basic Viewing Tools

- **Left mouse + drag** – Move image
- **Right mouse + drag up/down** – Zoom out/in
- **R** – Reset zoom
- **W / Scroll wheel up / ↑** – Move to previous slice
- **S / Scroll wheel down / ↓** – Move to next slice

- **C** – Switch between available images
- **V** – Switch between available planes
- **F** – Enter full screen
- **Esc** – Exit full screen
- **T** – Triangulate
- **M** – Measure distance between two points

Viewing Tools for CT and Hybrid Imaging (PET/CT and SPECT/CT)

- **1-7** – Change CT window preset
- **Middle click + drag up/down** – Adjust CT window length manually
- **Middle click + drag left/right** – Adjust CT window width manually
- **Ctrl + Alt + F** – Flip sagittal image
- **P** – Toggle opacity between PET/SPECT and CT
- **O** – Toggle PET/SPECT smoothing (none, medium, high)
- **N** – Measure SUVmax in a circular ROI

Viewing Tools for Managing Images

- **Shift + Left Click (on close tab)** – Close all tabs with the same image type or series description within the active visit.
- **Ctrl + Shift + Left Click (on close tab)** – Close all tabs with the same image type or series description across all open visits.
- **Ctrl + Left Click (on close tab)** – Close all tabs with the same image ID across all open visits.

For image rendering problems, see [Troubleshooting](#) (online).

SHARED WORKFLOWS

www.support.slicevault.com/general/esignature-process

Electronic Signature Process

When a signature prompt appears, you must authenticate your action in accordance with the [Electronic Signature Policy](#) (online).

The screenshot shows the SliceVault web interface with an 'Electronic Signature Required' dialog box. The dialog contains the following information:

Event	Change visit status to: Submitted
Site	Test Site
Patient	01-001
Visit	Visit 1
<hr/>	
Full name	Investigator
Username	support@SliceVault.com
User ID	34725
Timestamp	2026-04-11 12:27:46 UTC
Envelope ID	76557592533802763581
<hr/>	
Signing reason	<input type="checkbox"/> I confirm the change in visit status to: Submitted
User authentication	<input type="password" value="Type password"/>

A 'SIGN' button is located at the bottom right of the dialog. The background interface shows the 'Image Repository' section with a patient list and an 'ADD PATIENT' button.

When the dialog appears, review the action details shown, such as the event, site, patient, and visit. Confirm the action by **checking the acknowledgment box**, then **type your password** in the authentication field. Click **Sign** to complete the process.

Tip for Faster Signing

To speed up signing, you can use keyboard shortcuts: - Press **Space** to check the confirmation box, - **Tab** to move to the password field, type your password, and - press **Enter** to sign.

This completes the electronic signature quickly and efficiently.

TROUBLESHOOTING

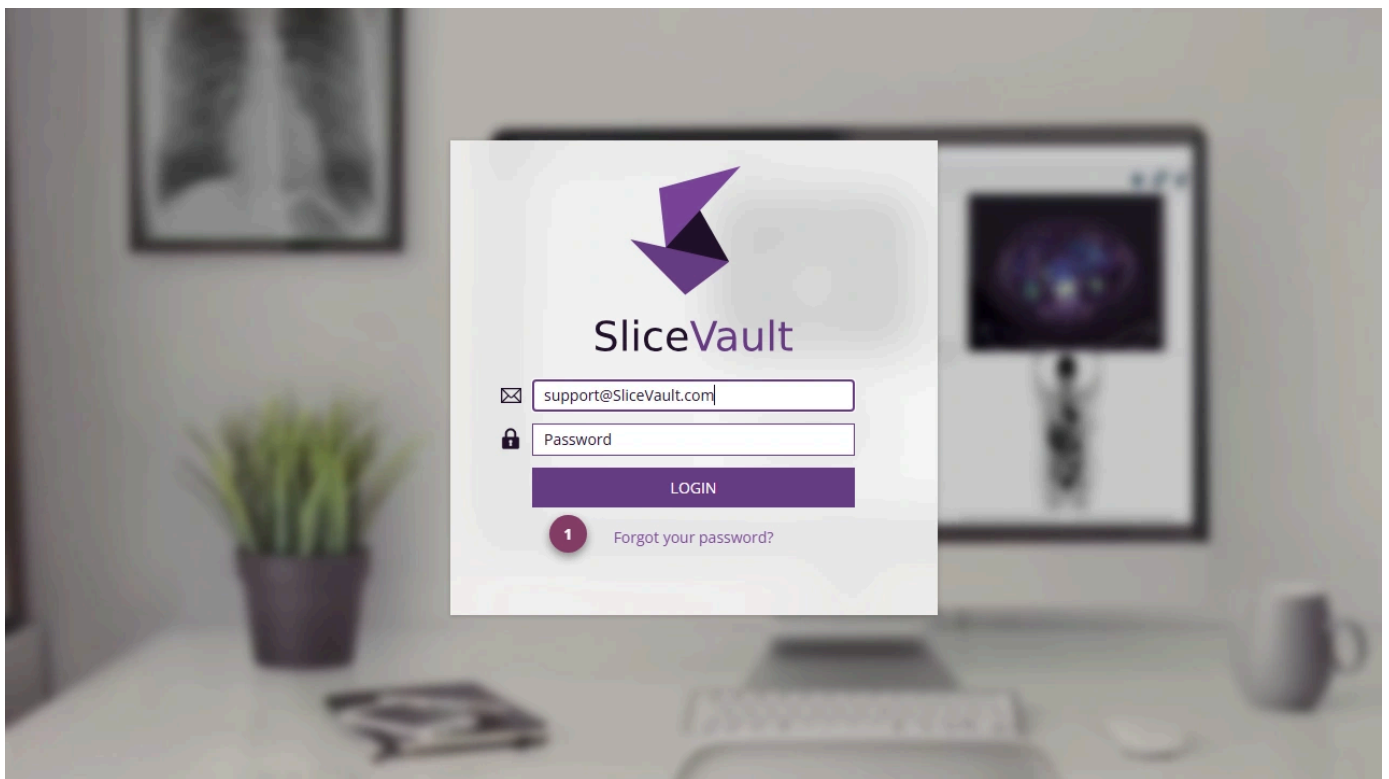
www.support.slicevault.com/troubleshooting/i-cant-log-in

Why Can't I Log In?

Use this page if the problem starts before you can reach the repository.

Check These First

- Confirm that you are using the correct email address and password.
- If the password is unknown, enter your email address on the login page and click **Forgot your password?**
- If multi-factor authentication fails, request a fresh code (by typing username and password again) and use the newest email.
- If you have tried the wrong password several times, the account may be suspended after five failed attempts. Contact the Trial Administrator or study contact to restore access.
- If the username and password appear correct but login still fails, check the invitation email and confirm that you are using the correct SliceVault login URL.
- If login works but the right repository does not appear, continue to [Why can't I see the right repository after logging in?](#)



1. Use **1** to request an email with instructions on how to reset your password after you enter your email address.

Best Next Pages

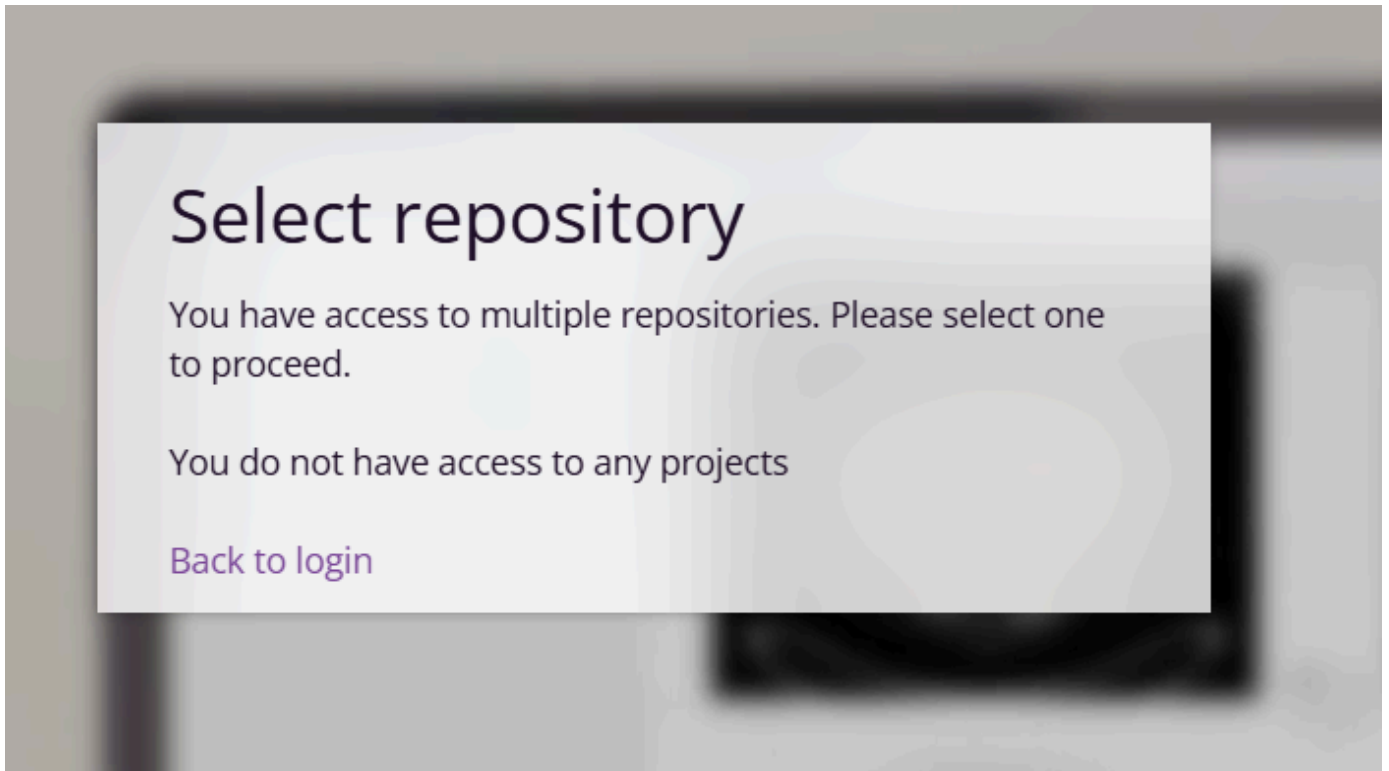
- [Log In and Open Your Repository](#)
- [Why didn't the password reset email arrive?](#)
- [Why can't I see the right repository after logging in?](#)

TROUBLESHOOTING

www.support.slicevault.com/troubleshooting/access-login

Why Can't I See the Right Repository After Logging In?

Use this page if you can sign in, but the correct repository is missing or no repositories are shown afterward.



If you can sign in but do not see the right repository, the most likely cause is that your role or site no longer has access. If you are a site user, contact your study administrator, coordinator, or main study contact. If you are the Trial Administrator, review [Why can't a whole site access the study? \(online\)](#).

TROUBLESHOOTING

www.support.slicevault.com/troubleshooting/password-reset-email-did-not-arrive

Why Didn't the Password Reset Email Arrive?

Use this page when the user clicks **Forgot your password?** on the login page but the reset email does not arrive.

Check These First

- Confirm that the correct email address was entered on the login page.
- Check the junk, spam, and quarantine folders.
- Allow a few minutes for the email to arrive.
- If the email still does not arrive, contact the Trial Administrator or main study contact.

For Trial Administrators

Open [Manage Users](#) (online), find the user, and open the user editor.

The screenshot shows the SliceVault Trial Administration interface. The main content area is titled 'Users' and contains a list of users. A modal window is open, showing the user editor. The modal has a close button (X) in the top right corner. The modal contains the following sections and options:

- Site Access:**
 - Site Access
 - Adjudicator
 - Image Annotation
 - Image Quantification
 - Image Masking
 - DICOM Tag Editor
 - Share with Reader
 - DICOM push
 - Manage Study Reporting
 - Reporting Environment
 - Eligibility Confirmation
 - KPI Dashboard
 - Data Download Disable
 - Reports Download Disabled
- Site access:**
 - My Site
 - All Sites
 - Selected Sites
- Visit access:**
 - All Visits
 - Selected Visits
- User Authentication:**
 - Enable Multi Factor Authentication
 - Send password reset email to the user
 - Get reset password link

A red circle with the number '1' is placed over the 'Send password reset email to the user' option. At the bottom of the modal is an 'UPDATE' button. The background shows a list of users with their email addresses and last login dates.

1. Use **1** to: - **Send password reset email to the user** to send a new auto-generated email to the user. - **Get reset password link** and share the generated reset link directly with the user if normal email delivery is not working.

Related Pages

- [Why can't I log in?](#)
- [Manage Users \(online\)](#)
- [Edit User Access \(online\)](#)

TROUBLESHOOTING

www.support.slicevault.com/investigator/cannot-upload

Why Is Add Patient Disabled or Grayed Out?

Use this page when you are still on the repository and cannot start the upload because **Add Patient** is disabled, grayed out, or unavailable.

The screenshot displays the 'Image Repository' page for a 'Support Trial'. At the top, there are navigation tabs for 'Repository' and 'Queries', and a user profile for 'Investigator Support Trial'. Below the title, a search bar and an 'ADD PATIENT' button are visible. A red circle with the number '1' highlights the 'ADD PATIENT' button. The main content is a table with the following structure:

Patient		Baseline	Follow-up 1	Follow-up 2	End of Trial
01-001	Add more images	[Yellow bar]	[Green bar]	[Green bar]	
01-002	Add more images	[Orange bar]	[Green bar]		
01-003	Add more images	[Green bar]	[Green bar]		

At the bottom of the table, there is a 'Visits per page' dropdown set to 100, a pagination control showing '< 1 >', and a status message 'Showing patients: 1 - 3 of 3'. The footer contains version information 'v4.2.0 on e10ed318ff6f', copyright 'Copyright © 2025 by SliceVault', and 'Data storage: West Europe'.

Most Common Causes

- The site does not currently have an available Patient ID option.
- Your account does not have upload permission for that site.
- The patient already exists and you should use **Add More Images** instead of **Add Patient**.

Check These Steps

1. Start from [Study Repository](#) and confirm that you are on the correct repository page.
2. If the patient already exists, use [Start Upload from Repository](#) and look for **Add More Images** on the correct patient row.
3. If neither option is available when you expect them to be, contact the Trial Administrator or study contact.

Use a Different Page If

- the upload starts, but the right visit is missing from the visit list: [Why Can't I Select the Right Visit for Upload?](#)

TROUBLESHOOTING

www.support.slicevault.com/troubleshooting/add-more-images-missing

Why Is Add More Images Missing?

Use this page when the patient already exists in the repository, but the **Add More Images** option is not shown on that patient row.

Most Common Causes

- there is no visit left that is open for more uploads
- all visits for that patient have already been submitted or locked
- you are looking at the wrong patient row or wrong repository
- your account does not have permission to add more data for that site

Check These Steps

1. Return to [Study Repository](#) and confirm that you are on the correct repository and patient row.
2. Check whether the patient may already have all visits submitted or locked for additional upload.
3. If you need to upload data for a new patient instead, use [Start Upload from Repository](#) and choose **Add Patient**.
4. If you expected an existing visit to remain open for more uploads, contact the Trial Administrator or study contact.

Related Pages

- [Start Upload from Repository](#)
- [Why Is Add Patient Disabled or Grayed Out?](#)
- [Why Can't I Select the Right Visit for Upload?](#)

TROUBLESHOOTING

www.support.slicevault.com/troubleshooting/cant-find-upload-visit

Why Can't I Select the Right Visit for Upload?

Use this page when the upload has already started, but the visit you need does not appear in the visit list or cannot be selected correctly.

Most Common Causes

- the visit is not open for upload in the study workflow
- the visit already contains data and is locked for more uploads
- you started from the wrong patient or the wrong upload option
- your site or account does not have access to that visit

Check These Steps

1. Start again from [Study Repository](#) and confirm that you selected the correct patient or chose **Add Patient** for a new patient.
2. If you are uploading to an existing patient, use [Start Upload from Repository](#) and select **Add More Images** only for the correct patient.
3. On [Select Visit](#), check whether the visit may already be locked for more uploads or not yet available in the workflow.
4. If the visit still does not appear, contact the Trial Administrator or study contact.

Related Pages

- [Why Is Add Patient Disabled or Grayed Out?](#)
- [Upload Images](#)

TROUBLESHOOTING

www.support.slicevault.com/troubleshooting/my-upload-is-stuck

Why Is My Upload Stuck?

Use this page when de-identification or upload starts but does not complete, or processing takes unusually long.

This is the stage where SliceVault de-identifies the files locally in your browser and then uploads them to the repository.

Most Common Causes

- the internet connection is slow or unstable during upload
- many files must be scanned for burned-in annotations
- the browser is still processing masks or preparing the files for upload

Important Check

If SliceVault is asking you to review burned-in annotations on large numbers of CT or MRI slices, this is often the real cause of the delay. In most cases, the data has been exported as PNG, JPEG, or screen captures instead of DICOM.

Use [Why Is SliceVault Asking Me to Mask Every CT or MRI Slice?](#) if that matches what you see.

What to Do

1. Keep the SliceVault page open until processing finishes.
2. If OCR, masking, or rendering is still running, wait for that step to complete.
3. If the batch is very large, try again with a smaller batch.
4. If the upload itself is slow, try a faster or more stable internet connection.
5. If local processing remains very slow, try a more powerful computer.

TROUBLESHOOTING

www.support.slicevault.com/upload/ct-mri-png-jpeg

Why Is SliceVault Asking Me to Mask Every CT or MRI Slice?

If you are importing a CT or MRI study, it should normally be uploaded in **DICOM format**. When CT or MRI data (or any other multi-slice modality) is exported as PNG, JPEG, or screen captures, SliceVault treats the files as individual images and will scan each one for burned-in annotations.

Because these studies often contain hundreds of slices, uploading them as image files can trigger hundreds of OCR detections and masking prompts, which is time consuming.

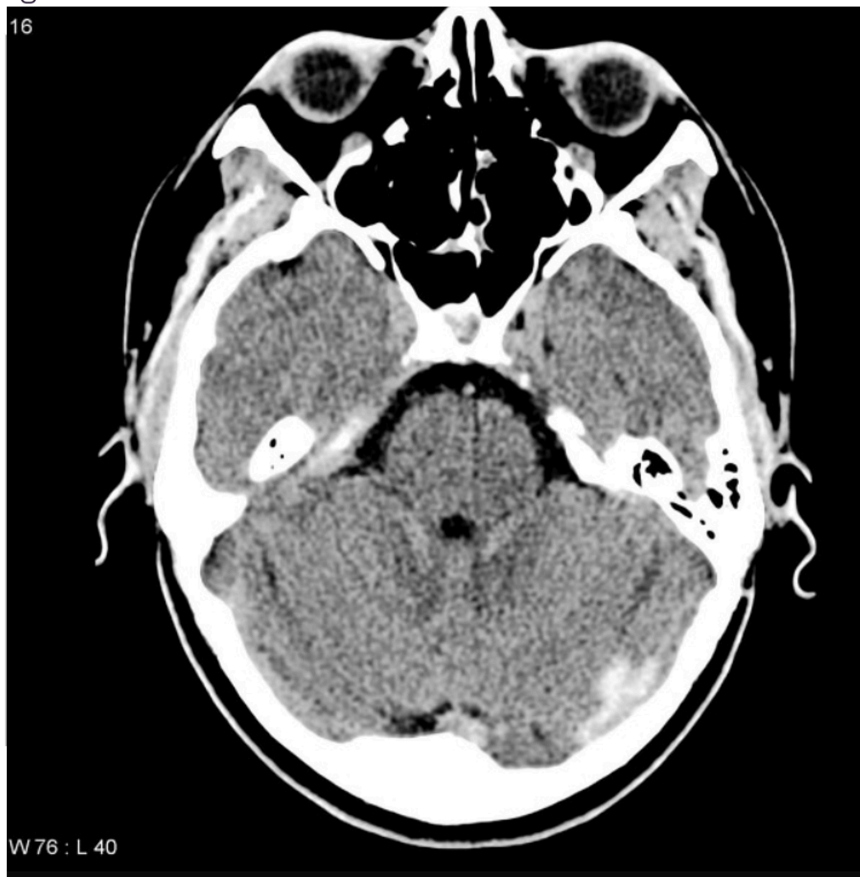
Manual Review: Characters Detected in Pixel Data

Image may contain Personal Health Information (PHI). Please review and select action to proceed.

Remove detected characters (red boxes) in this image

OK

- Left click + move mouse over text to add new mask
- Right click on red square to remove mask. [Clear all](#)
- Use scroll wheel to zoom



Why this happens

SliceVault must scan PNG, JPEG, and similar image formats for burned-in annotations because these formats frequently contain sensitive patient information directly in the pixels (for example names, IDs,

timestamps, or site labels). This is a required safety check to protect patient privacy and support compliance.

The real issue

The root cause is usually that the study has been converted from DICOM into a set of images.

When data is converted from DICOM to PNG, JPEG, or screen captures:

- The study becomes a large set of individual image files
- Important imaging data can be lost (for example intensity values and Hounsfield Units)
- Burned-in text becomes more likely and harder to separate from image content
- SliceVault must assume each image may contain PHI and require review

Once converted, the data cannot be restored to original DICOM quality.

How to fix it

Re-export the CT, MRI, or other modality in **DICOM format**, then upload the DICOM files to SliceVault.

Uploading DICOM:

- Preserves clinical image data and meaning
- Avoids treating each slice as a separate image upload
- Prevents OCR and burned-in annotation review from triggering in the same way
- Makes upload and review significantly faster

If you cannot re-export to DICOM

If you must proceed with PNG, JPEG, or screen captures, you will need to manually review and mask identifiers on each image. This is required to protect patient privacy.

TROUBLESHOOTING

www.support.slicevault.com/investigator/cannot-submit

Why Can't I Submit the Visit?

If the **Submit** button is grayed out or unavailable, the visit still has one or more submission requirements outstanding.

Most Common Causes

- A required DTF or study form is still incomplete.
- The upload has not finished processing.
- The wrong visit was opened from the repository.
- The study requires an [electronic signature process](#) before submission.

The most common reason is that the required [DTF](#) has not been completed yet.

Check These Steps

1. Open the correct visit from [Open the Visit Dashboard](#).
2. Confirm that all uploaded data is present.
3. Complete any required [DTF](#) or study form.
4. Return to the Visit Dashboard and submit the visit again.

For the submission action itself, see [Complete Submission](#).

TROUBLESHOOTING

www.support.slicevault.com/troubleshooting/forms-documents-downloads

Why Is My Form, Document, or Download Missing?

Start here if a form is locked, a PDF is missing, or download options are unavailable.

Common Problems

- the form is read-only
- the form needs to be reset or reopened
- a document or PDF is missing
- visit download options are unavailable

Best Next Pages

- [Forms in SliceVault](#)
- [Edit a Completed QC Form \(online\)](#)
- [Why are forms or downloads still unavailable? \(online\)](#)
- [Reports and Exports \(online\)](#)

Role-Specific Pages

- [Complete Data Transfer Form](#)
- [Complete QC Form \(online\)](#)
- [Complete Assessment Form \(online\)](#)

APPENDIX: ADD-ON FEATURES

www.support.slicevault.com/add-ons/masking-images

Need to Mask PHI?

Use **Image Masking** when burned-in annotations or visible text in the image itself still contain personal health information after upload.

Access note: This feature is only visible when the relevant add-on has been enabled for the study and assigned to your user account. If you cannot see it, contact your Trial Administrator or main study contact. Trial Administrators can review add-on access in [Edit User Access](#) (online).

Typical Users

- Investigators during upload review
- Quality Control Managers performing data cleanup
- Other users with image masking permission

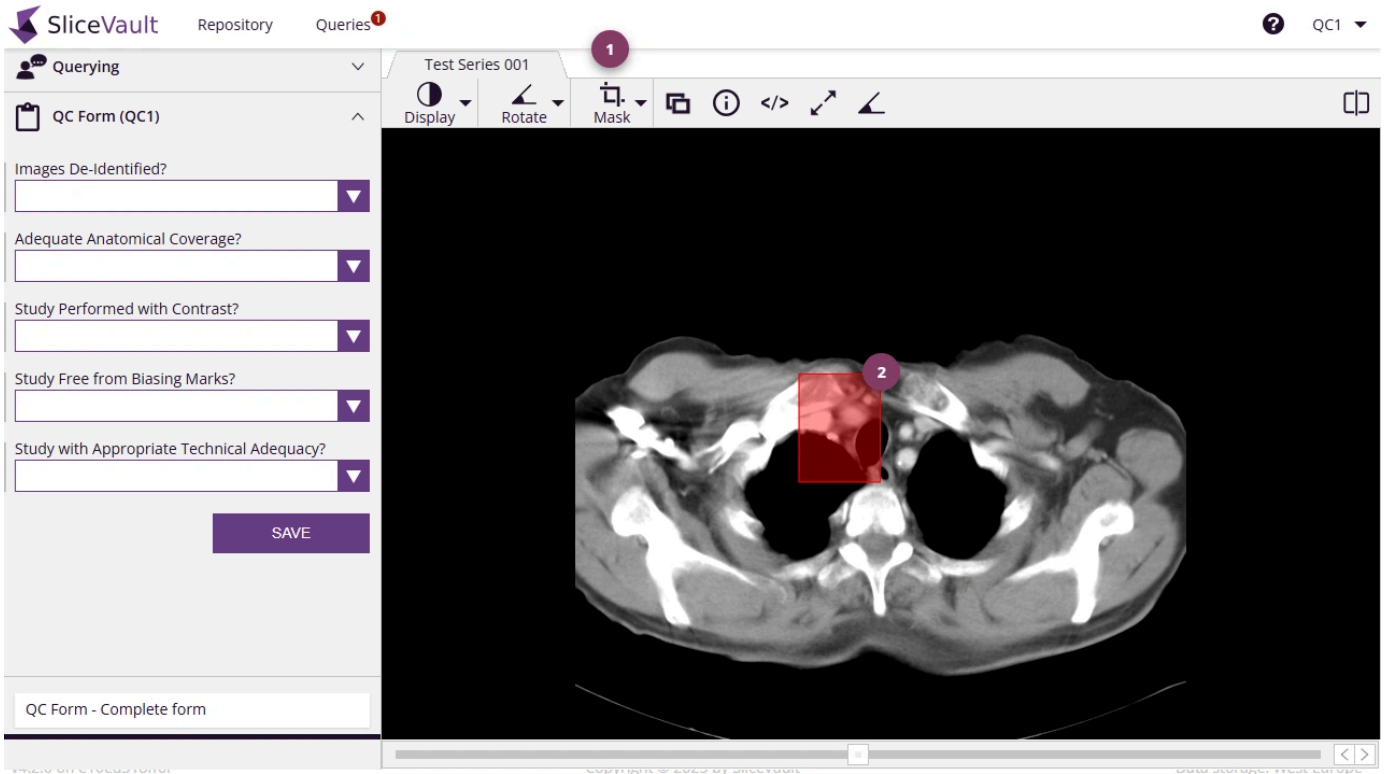
What Problem It Solves

SliceVault automatically removes DICOM tag information, but text embedded in the image pixels may still need human review. Image Masking is the controlled way to cover that visible PHI.

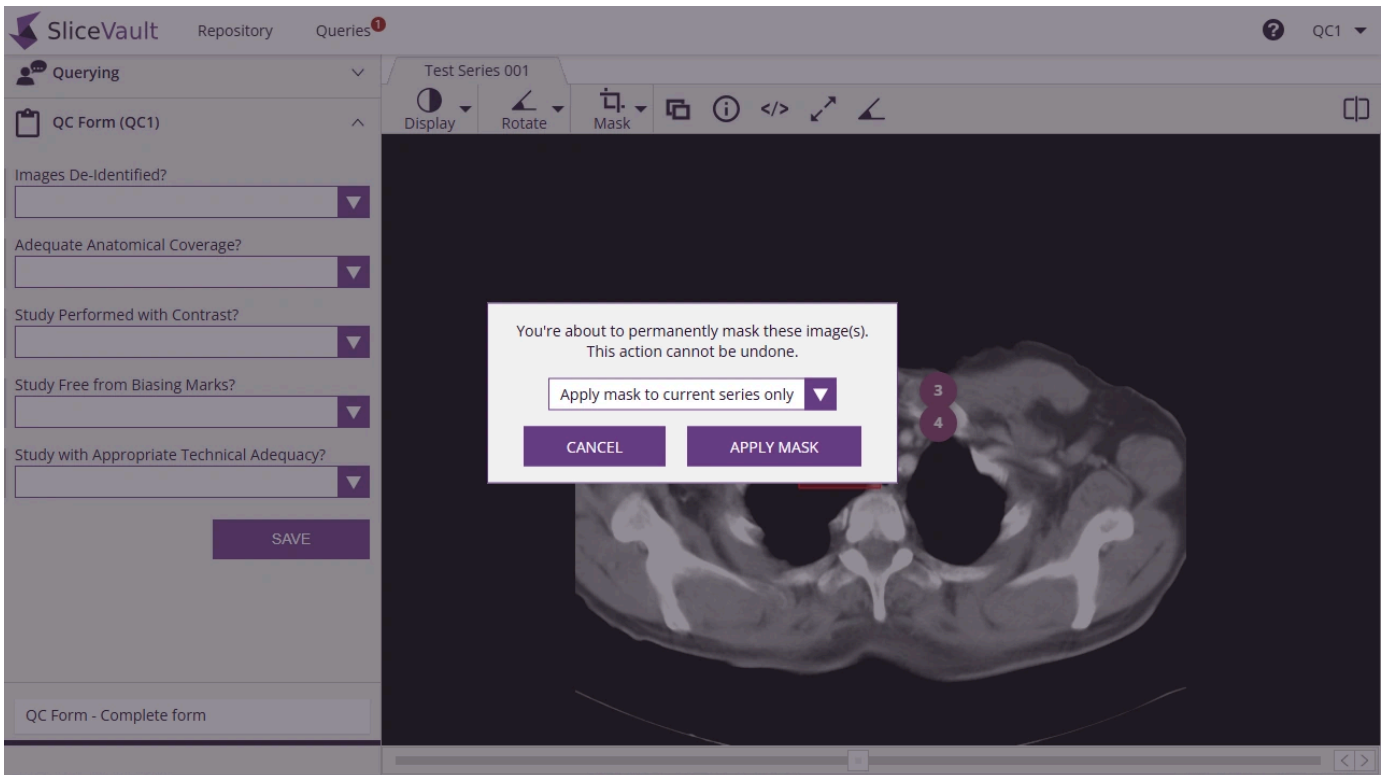
How to Use It

Open the image in the [DICOM Viewer](#), then open the masking tools.

1. Hover over the **Mask** icon and click **Draw Mask**.
2. Draw one or more masks over the areas that should be hidden.
3. Right-click a mask if you need to remove it before saving.



1. Use **1** to review the masking tools after opening the masker.
2. Use **2** to review or adjust the drawn mask on the image.



3. Use **3** to choose the appropriate masking confirmation option.
4. Use **4** to confirm the masking action in the dialog.

Important Notes

- This action overwrites the original displayed data.
- Once the mask is approved, it cannot be removed or edited.
- Processing may take time depending on the number of images.

Related Add-ons

- [Need to Edit DICOM Metadata?](#)
- [Need to Upload Unredacted Files?](#)

APPENDIX: ADD-ON FEATURES

www.support.slicevault.com/add-ons/editing-dicom

Need to Edit DICOM Metadata?

Access note: This feature is only visible when the relevant add-on has been enabled for the study and assigned to your user account. If you cannot see it, contact your Trial Administrator or main study contact. Trial Administrators can review add-on access in [Edit User Access](#) (online).

Use **Edit DICOM Tag** when uploaded images need controlled DICOM metadata changes after upload.

Typical Users

- Advanced study users with explicit permission
- Quality Control Managers handling metadata correction
- Support teams performing controlled data cleanup

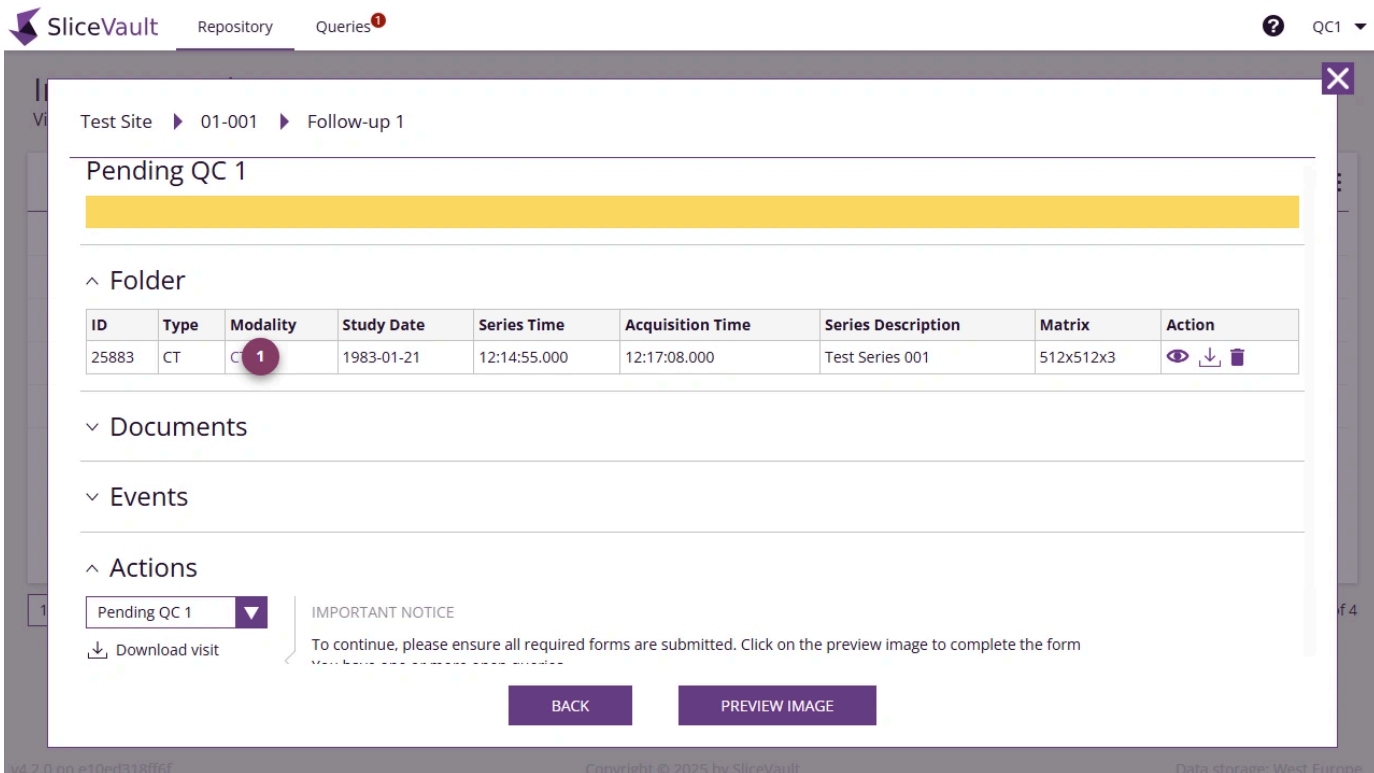
What Problem It Solves

This feature allows authorized users to add or modify DICOM tags on uploaded images. It should be used carefully, because incorrect edits can affect image integrity or compliance.

Where You Can Open It

From the Visit Dashboard

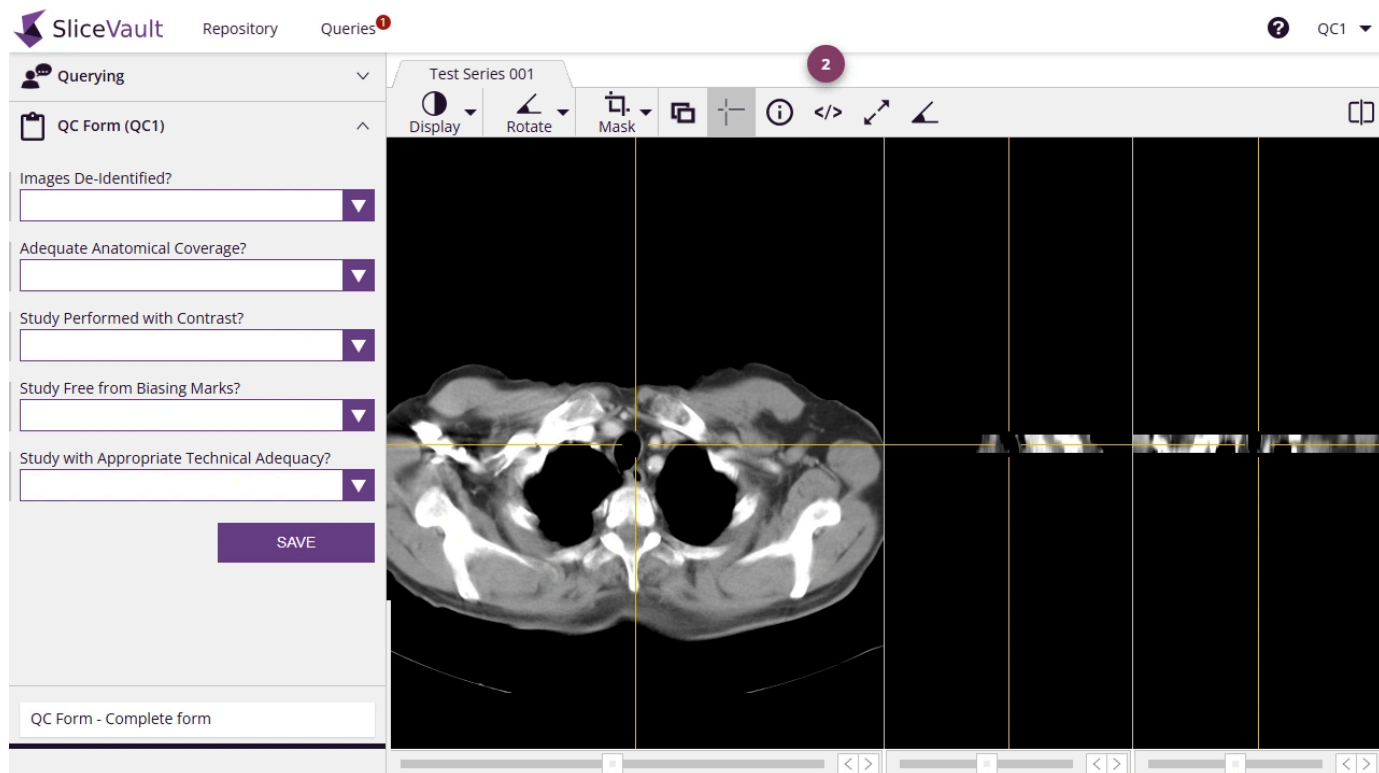
Open the folder section for the visit and click the modality label for the image whose DICOM tags you want to review.



1. Use **1** to open the DICOM tag editor from the visit folder section.

From the Viewer

Open the image in the [DICOM Viewer](#) and click the DICOM tag button in the toolbar.



1. Use **2** to open the DICOM tag editor from the viewer toolbar.

How to Add or Edit a Tag

The screenshot shows the 'Image Repository' page in SliceVault. At the top, there are navigation tabs for 'Repository' and 'Queries'. A 'New tag +' button is located in the top right corner of the table area, marked with a red circle and the number 1. Below the button is a table with the following data:

Tag	Name	Value
(0002,0000)	File Meta Information Group Length	170
(0002,0001)	File Meta Information Version	0\1
(0002,0002)	Media Storage SOP Class UID	1.2.840.10008.5.1.4.1.1.2
(0002,0003)	Media Storage SOP Instance UID	2.25.28215599790609235527336050695482
(0002,0010)	Transfer Syntax UID	1.2.840.10008.1.2
(0002,0012)	Implementation Class UID	1.3.6.1.4.1.30071.8
(0002,0013)	Implementation Version Name	fo-dicom 5.2.2
(0008,0005)	Specific Character Set	ISO_IR 100
(0008,0008)	Image Type	ORIGINAL\PRIMARYAXIAL
(0008,0012)	Instance Creation Date	20240910
(0008,0013)	Instance Creation Time	113213
(0008,0016)	SOP Class UID	1.2.840.10008.5.1.4.1.1.2
(0008,0018)	SOP Instance UID	2.25.28215599790609235527336050695482
(0008,0020)	Study Date	19830121
(0008,0021)	Series Date	19830121
(0008,0022)	Acquisition Date	19830121
(0008,0023)	Content Date	19830121
(0008,0030)	Study Time	120420.000000

At the bottom of the screenshot, there is a footer with the text: 'v4.2.0 on e10ed318ff6f Copyright © 2025 by SliceVault Data storage: West Europe'.

1. Use **1** to add a new tag.
2. Use **2** to edit an existing tag.

The screenshot shows the 'Image Repository' page with an 'Edit DICOM tag' modal open. The modal contains the following text and fields:

When editing DICOM tags please make sure the new value does not compromise patient privacy, does not violate the tag's value representation and does not break internal consistency. Editing DICOM tags can potentially damage the file.

TAG DESCRIPTION

Tag (0008,0060)
Name Modality
VR CS

TAG VALUE

Current value
New value **1**

2

The background shows a table of patients with columns for 'Site' and 'Patient'. The 'Patient' column contains values like '01-001', '01-002', '01-003', and '01-004'. A 'SAVE' button is highlighted with a red circle and the number 2.

At the bottom of the screenshot, there is a footer with the text: 'v4.2.0 on e10ed318ff6f Copyright © 2025 by SliceVault Data storage: West Europe'.

1. Use **1** to enter the new DICOM tag value.
2. Use **2** to save the change.

Important Notes

- Do not add identifying data unless explicitly approved for the study.
- Make sure the new value matches the correct DICOM format for that tag.
- After saving, SliceVault re-processes the edited images, which may take some time.

Related Add-ons

- [Need to Mask PHI?](#)
- [Need to Change an Image Type? \(online\)](#)

APPENDIX: ADD-ON FEATURES

www.support.slicevault.com/add-ons/unredacted-upload

Need to Upload Unredacted Files?

Access note: This feature is only visible when the relevant add-on has been enabled for the study and assigned to your user account. If you cannot see it, contact your Trial Administrator or main study contact. Trial Administrators can review add-on access in [Edit User Access](#) (online).

Use **Upload Un-Redacted Data** only when files must be stored in SliceVault without de-identification or standard image processing.

Typical Users

- Investigators
- Quality Control Managers
- Support workflows handling problematic source files

What Problem It Solves

This feature provides a controlled route for raw files that should not pass through the normal de-identification pipeline.

Important Restrictions

- Files uploaded by this route are not de-identified.
- Files uploaded by this route are not viewable in the SliceVault DICOM Viewer.
- Access is role-restricted and must be enabled per study.

How to Use It

1. Start the normal [upload process](#) and move to the select-files step.
2. Click the unredacted upload link below the dropzone.

Repository Queries **1** KPI Dashboard ? QC1

Select Visit Select Files Select Series De-identify & Import NEXT

Choose a file or drag it here

Patient
01-001

NOTE: To upload files without redaction, use Un-redacted **1** upload.

Data requirements

The following file formats can be imported:

- DICOM (.dcm, or without file extension)
- JPEG (.jpg)
- PNG (.png)

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1. Use **1** to open the unredacted upload route from the upload flow.

Repository Queries **1** KPI Dashboard ? QC1

Attention: The data you are about to import will remain un-redacted and may include sensitive patient health information. For enhanced patient privacy, [click here to import with automatic de-identification.](#)

Status

Waiting for files

Controls

End of **2** Select visit

U **3**

1

Drag & drop files here to add, or click to select files.

2. Use **1** to drag the files into the dropzone.

3. Use **2** to select the target visit.

4. Use **3** to start the upload.

Typical Use Cases

- troubleshooting when SliceVault cannot process a source dataset correctly
- storing non-standard or non-DICOM study files for review

Related Add-ons

- [Need to Mask PHI?](#)
- [Need to Edit DICOM Metadata?](#)