ACR IMAGING CORE LABORATORY

Scanner Qualification Program

User Manual

QUIC Web-based Qualification Tool

Version 7

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OVERVIEW

The scanner qualification program is coordinated by the ACR Imaging Core Laboratory (core lab). The program helps to ensure that scanners used for scanning clinical trial study participants meet required standards so that the quantitative, semi-quantitative, and qualitative information contributed by sites to a trial is reliably of high quality. The qualification process includes submission of an application and uploading of images and data forms. Scanner qualification instructions are available in the QUIC utility outlined in the modality-specific details webpages. To verify that a scanner maintains required performance, requalification is required outlined in the qualification instructions.

The Qualification Utility for the Imaging Core Laboratory (QUIC) is a Web-based tool that provides an efficient means for managing the scanner qualification process and communicating with the core lab staff. By registering for access to the QUIC Web site, site personnel can complete the online scanner qualification, upload images, track the review process, and receive timely updates. Information about a scanner's qualification expiration is also available to help sites plan ahead for requalification.

How QUIC Works

QUIC can be accessed from any Web browser at: https://quic.acr.org.

AVAILABILITY

The QUIC Web site is currently available for sites participating in clinical trials using PET/CT, MRI, and CT.

SYSTEM REQUIREMENTS

Below are the recommended system requirements for QUIC:

- Windows OS (ex. Windows 7, Windows 10)
- Up-to-date Web browser: Internet Explorer (version 10+), Firefox (version 50+), Google Chrome (version 30+)
- For any technical difficulties with this site, please contact support at quicnotifications@acr.org

PASSWORD MANAGEMENT

Your password will be managed by your ACR Login. Passwords do not need to be changed unless a user feels that their log in credentials have been compromised. Users who forget their password are directed to go to: https://sso.acr.org/ and click "Need help signing in?" Then you can click "Forgot Password" and you will be able to change your password.

Your password must be at least 10 characters and include at least one of the following: lowercase letter, an uppercase letter, and a number. It must not be the same as your last 10 passwords.

NEW USER REGISTRATION

To access this application, you need to register at ACR login or at CTEP IAM

ACR Login:

You can do this directly from the QUIC page. Just click “LOG IN” and you will be directed to set up your ACR Login.

1. Complete the Create Account information and click the Register button.
2. Look for a verification notice via email that your account was successfully set up.
3. Activate Your ACR Account
    - Check your email inbox for an email from **no-reply@sso.acr.org**
    - Click the one-time use Activate Account button that will direct you to enroll in an MFA option
4. Enroll in Multifactor Authentication (MFA)
    - The first time you attempt to access your ACR application you will be prompted to enroll in Okta multifactor Authentication. See page for MFA instructions in APPENDIX A on page 25
5. Sign in to your ACR Login account and verify MFA
    - Go to https://sso.acr.org
    - Enter your ACR Login email address, click the “Remember me” box, and then click the “Next” button.
    - You will be prompted to verify your credentials with MFA

Be sure to check the box "Do not challenge me on this device for the next 30 days.” If this box is not checked, you will receive an MFA prompt every time you log in to an ACR application.

CTEP IAM Login

Click the CTEP IAM Registration and follow instruction on the CTEP site.

If you already have an ACR Login or a CTEP IAM, you will be directed to complete the QUIC registration as follows:

- Enter the desired user type, User Name, First Name, Last Name, Email Address, Password, Confirm Password, Studies and Sites then click “Register” **See Figure A.** You will receive an email to verify your account information. **See Figure B**

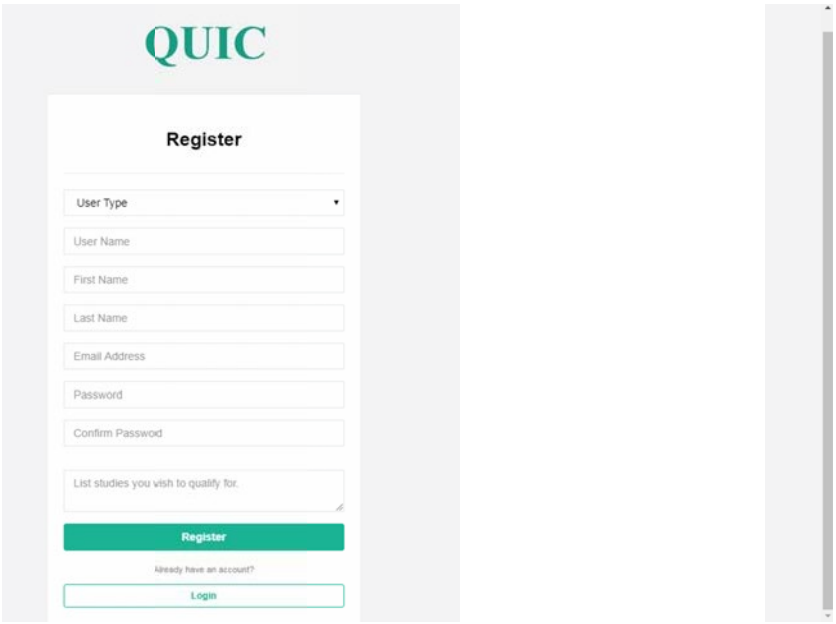


Figure A – New User Registration

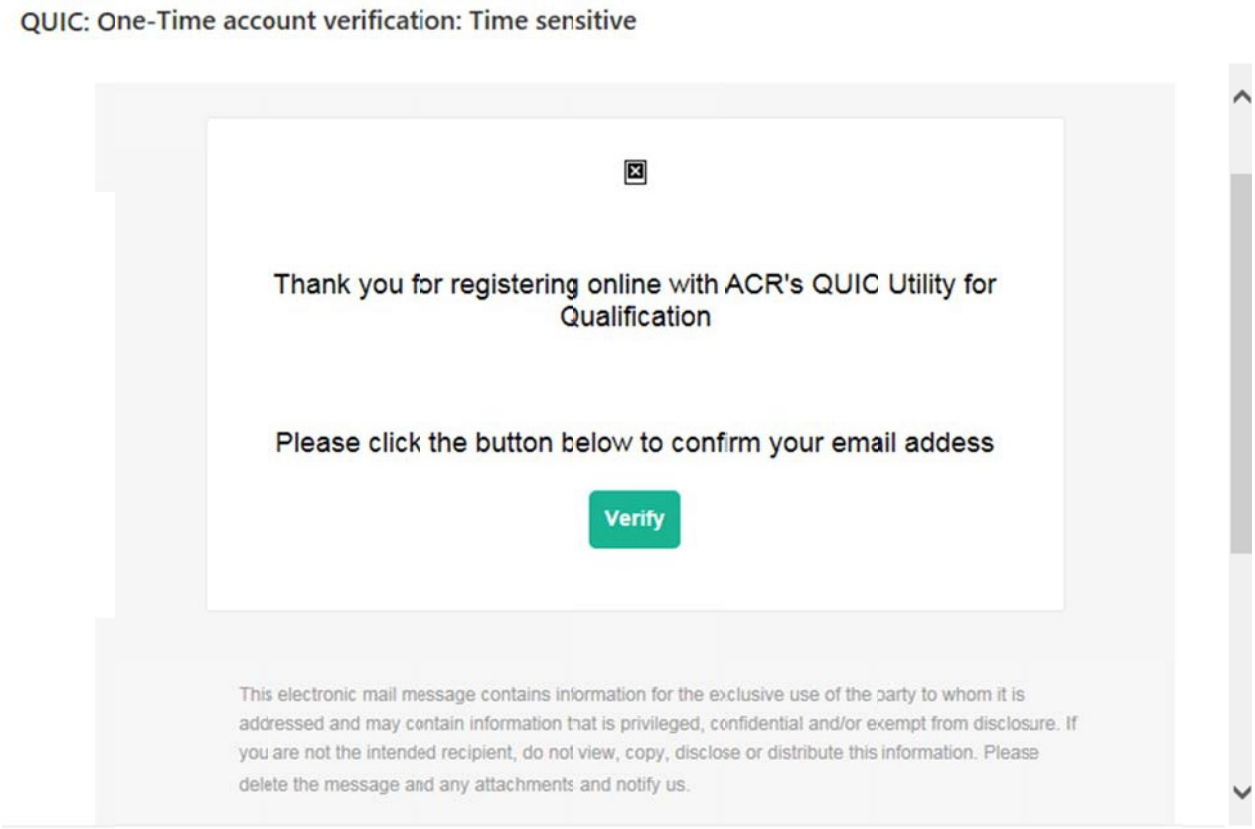


Figure B – New User Registration

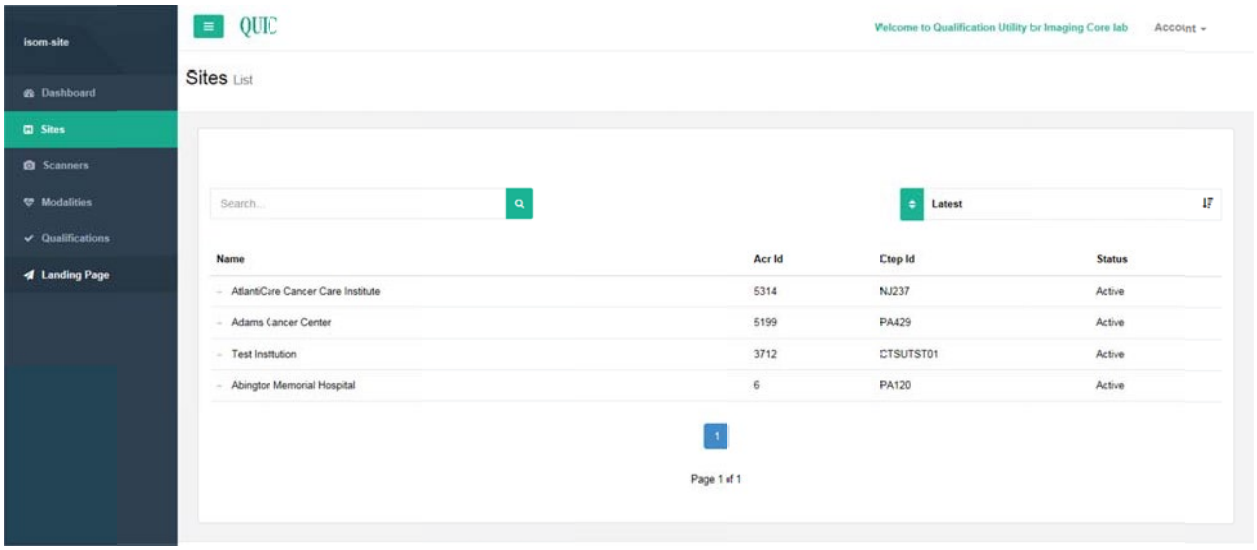
MENU OVERVIEW

Users will have access to the following menu options on the QUIC Web site:

- **Dashboard** – Presents a summary of the most recent site qualifications and scanners
- **Sites** – Allows the user to view the ACR master sites linked to their account
- **Scanners** – Allows the user to view/edit all site scanner information and also to register a new scanner
- **Modalities** – Allows the user to view information for each modality available in QUIC
- **Qualifications** – Allows the user to start a new qualification process or to renew an existing qualification
- **Account** – Allows the user to perform account management functions (update profile, change password, and sign out of the QUIC Web Site)
- **Landing Page –** Returns the user to the QUIC home page

SITES

The **Sites** page shown below displays all sites linked to the user account and their status.



QUALIFICATIONS

The **Qualification** page shows the current status (see **Table 1** for status descriptions) of the site(s) qualifications. In **Figure** 1 – Qualifications Page is sorted by Status Date in descending order. By clicking on the Code field on the Qualification page the Site ID, Site Name, Modality and Scanner Name and Primary Study will be displayed

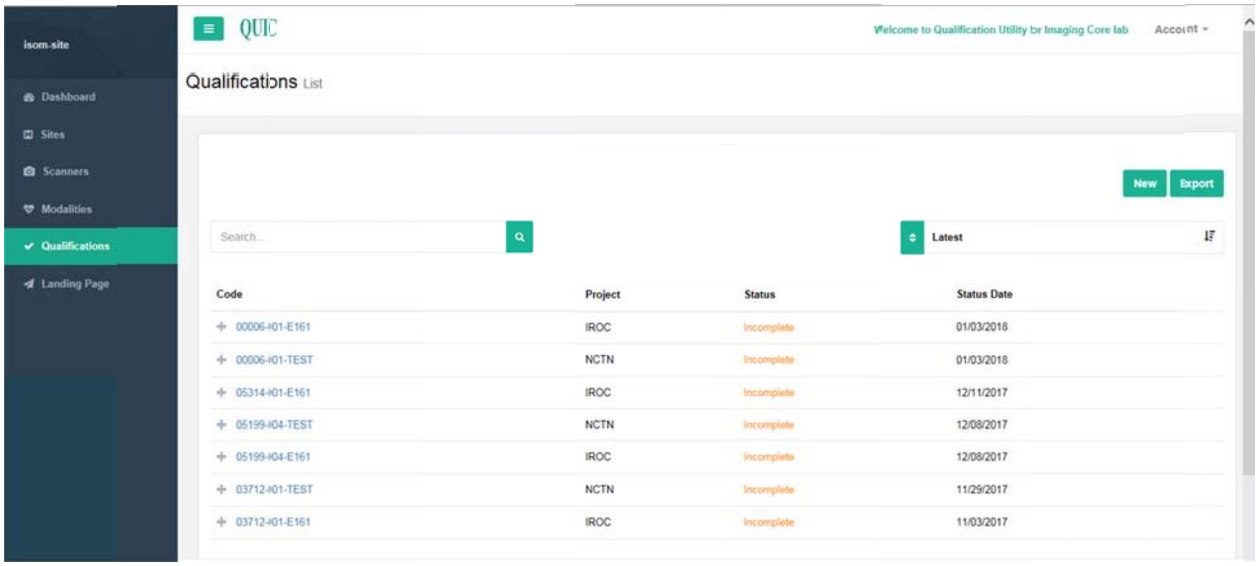


Figure 1 – Qualifications Page

Table 1 – Qualification Status Descriptions

Status	Description
Qualified	Qualified
Not Qualified	Not Qualified – Pending Resolution
Incomplete	Incomplete – Pending Submission
Submitted	Submitted – Pending Approval
Expired	Expired
Suspended	Suspended
Resigned	Resigned

MODALITIES

The **Modalities Home** page shown (**Figure 2**) displays all modalities available for qualification and their status.

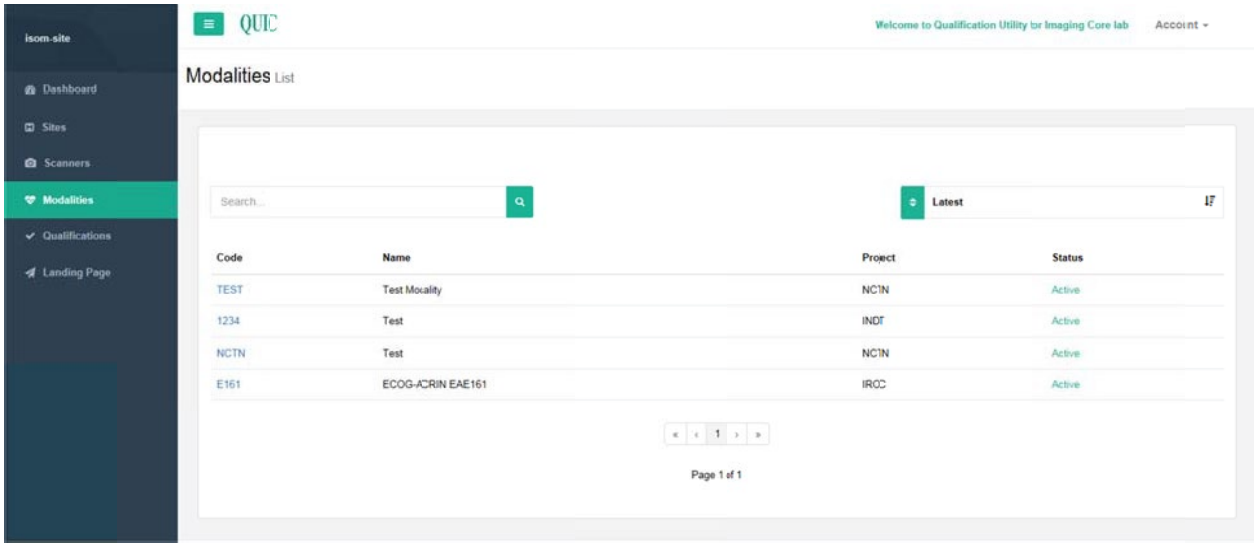


Figure 2 - Modalities Home Page

Clicking on the Modality Code in the first column directs the user to the **Modality Details** page (Figure 3) where information such as modality name/status/code/description, clinical trial studies that require the modality and exams expected during qualification for the initial/renewal TimePoints is displayed.

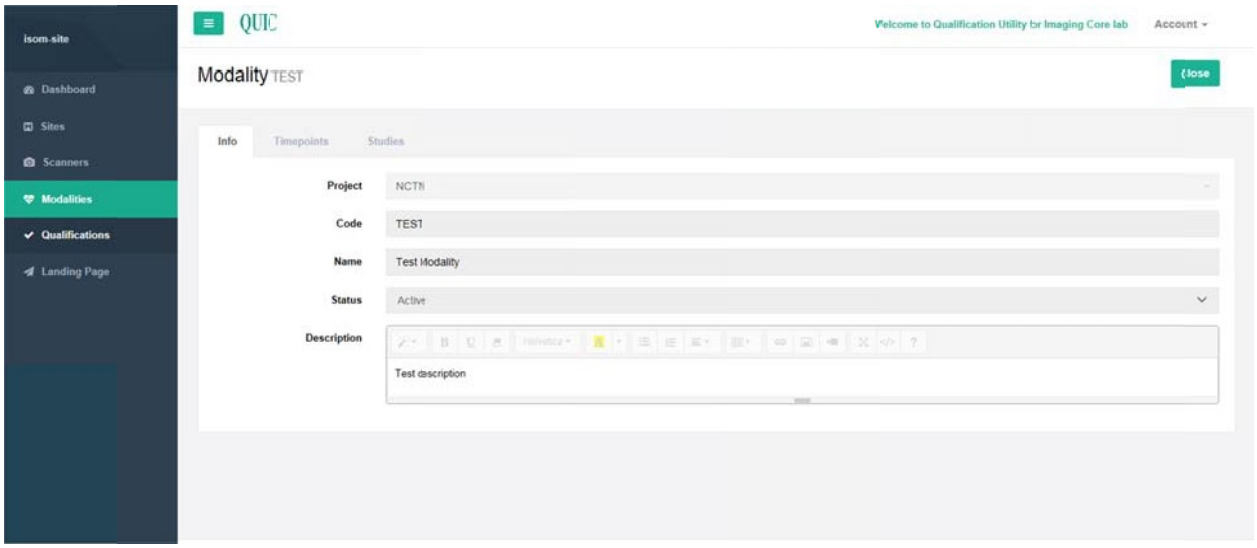


Figure 3 - Modality Details

SCANNERS

The **Scanners** page shown in (**Figure 4**) lists all scanners at the user's site(s). Users can search by Code, Scanner Name, Site, Imaging Type and Status. The user can export the Scanner List page or the Search results by clicking the "Export" button. Additional capability is provided to delete data from the Scanner page by clicking the "Action" button.

To view existing scanner details, the user can click the Scanner Code link displayed in first column ofthe table. Clicking the link takes the user to the **Scanner Details** page shown **i**n **Figure 5**. Users can edit the scanner details on this page and view all qualifications linked to the scanner. Once a scanner has been qualified, no further edits to the scanner details may be made.

To register a new scanner, click the "Register New Scanner" button from the **Scanners Home** page.

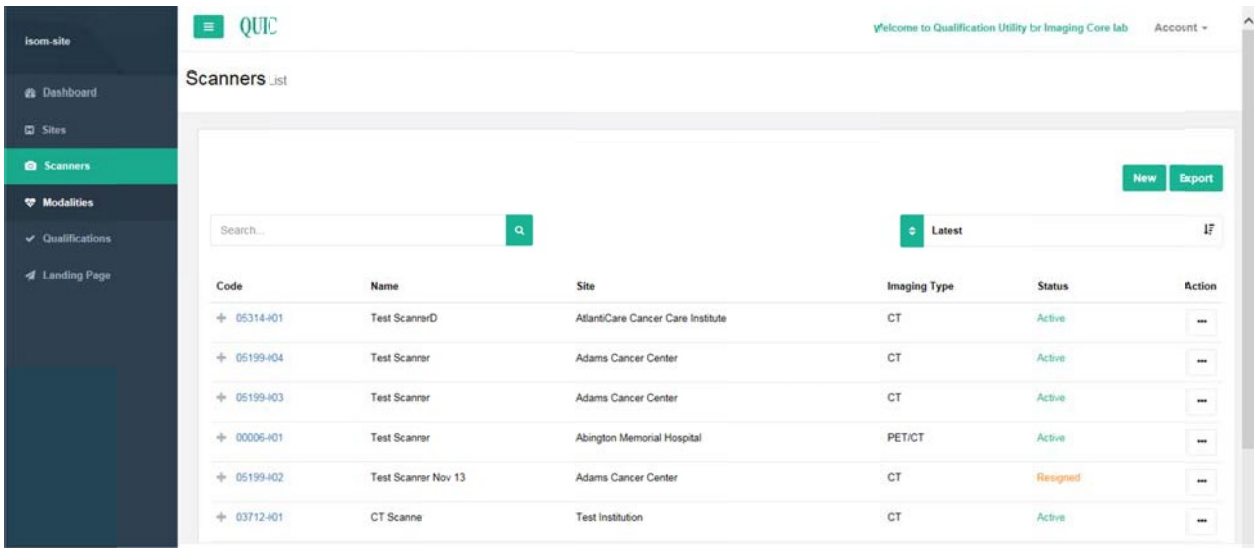


Figure 4 - Scanner Home

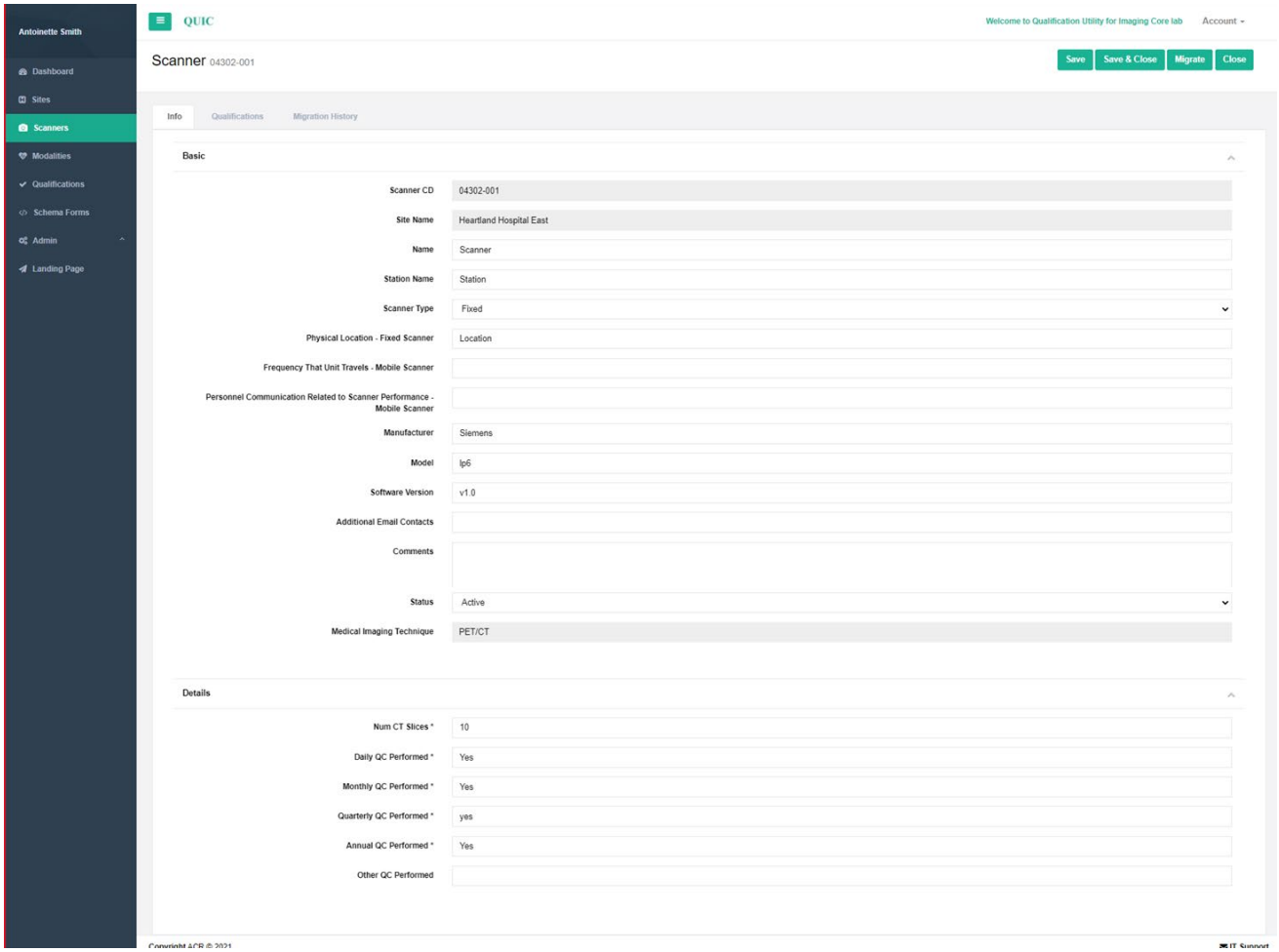


Figure 5 - Scanner Details

NEW QUALIFICATION

To start a new qualification process, the user must click the **New Qualification** button on the Qualification page shown in **Figure 6.**

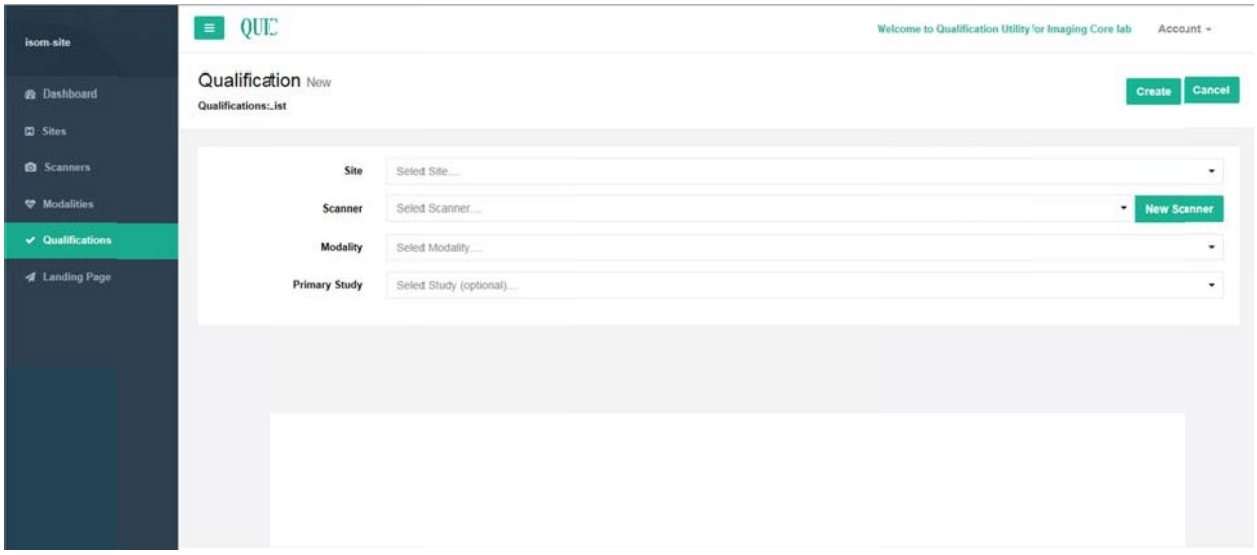


Figure 6 - New Qualification

Users can request scanner qualifications only for those sites they affiliated with in their user profile.

After selecting the required site, scanner, modality and Primary Study from the drop-down list the user clicks the “Create” button to establish a new qualification. The user is then directed to the **Qualification Details** page.

APPLICATION SUBMISSION

On the **Qualification Details** page, the user must complete all required fields presented on the **Info** tab (**Figure 7**) and then click “Save.” After saving the completed Information the User will be presented with the message “New Qualification created”

Required fields with be highlighted in Red

Users can also navigate between the **Scanner** Name and **Modality Name** pages by clicking the appropriate link. Please refer arrows to **Figure 7**

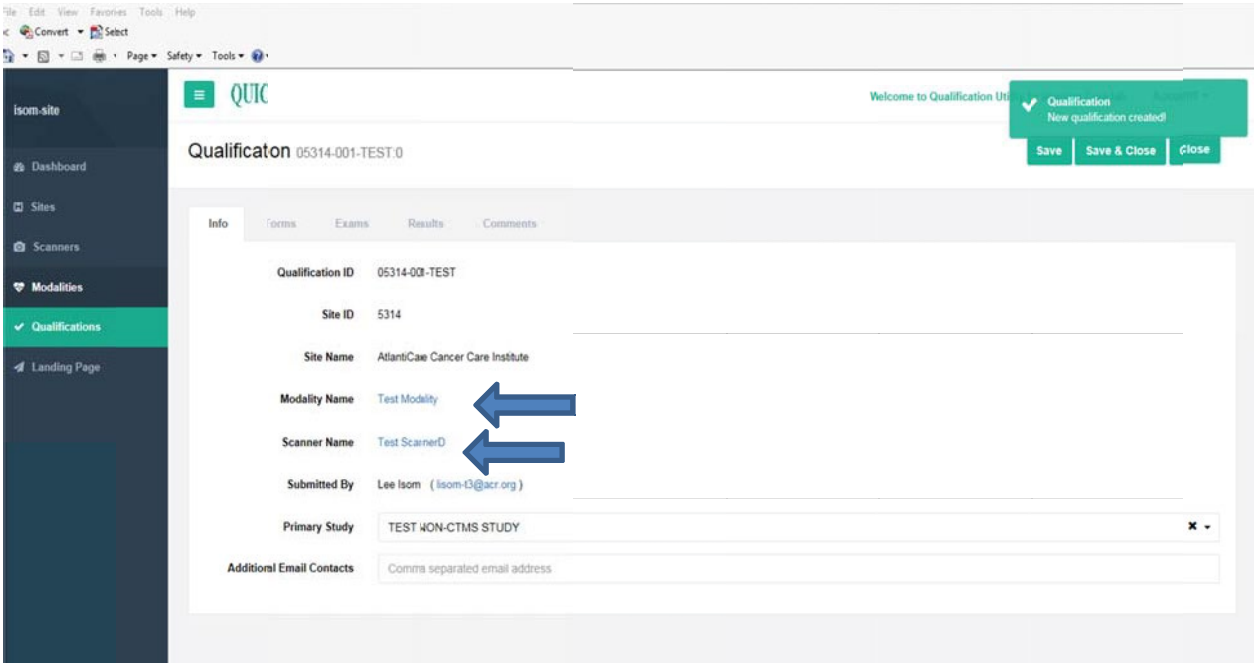


Figure 7 - Qualification Details Page: Info Tab/Exam Submission

EXAM SUBMISSION

Next, In the Exams tab (**Figure 8**) is used to upload the required images/exams for the modality. An exam name is required before any images can be uploaded.

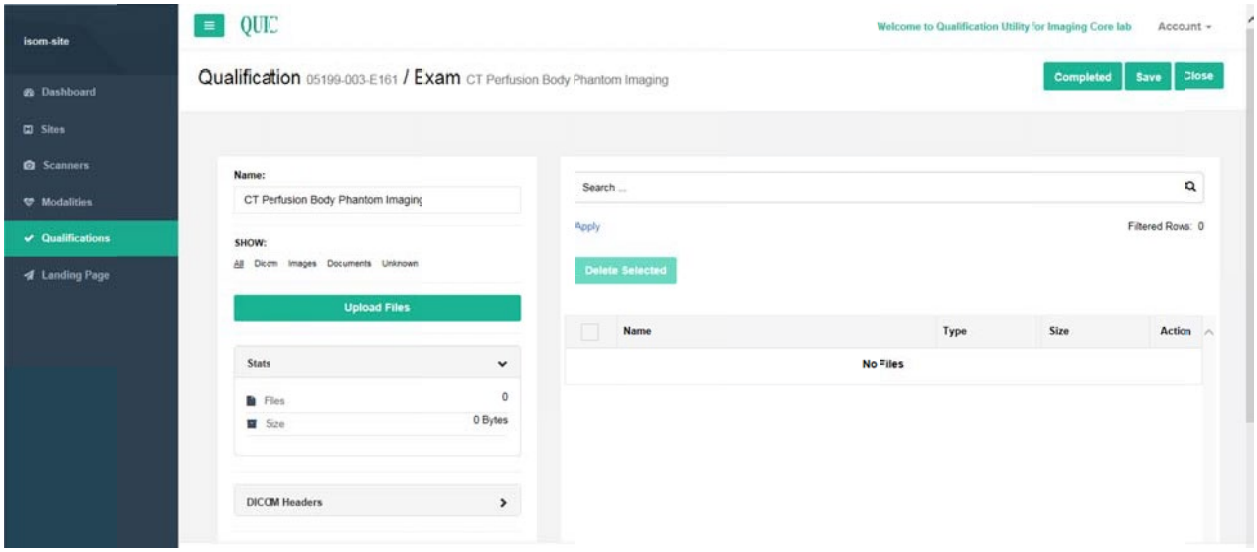


Figure 8 - Qualification Details Page: Exam Tab

After saving the exam name by clicking the “Save” button, the user clicks the “Upload Files” button to begin uploading files. This opens the below dialog window shown in **Figure 9a**.

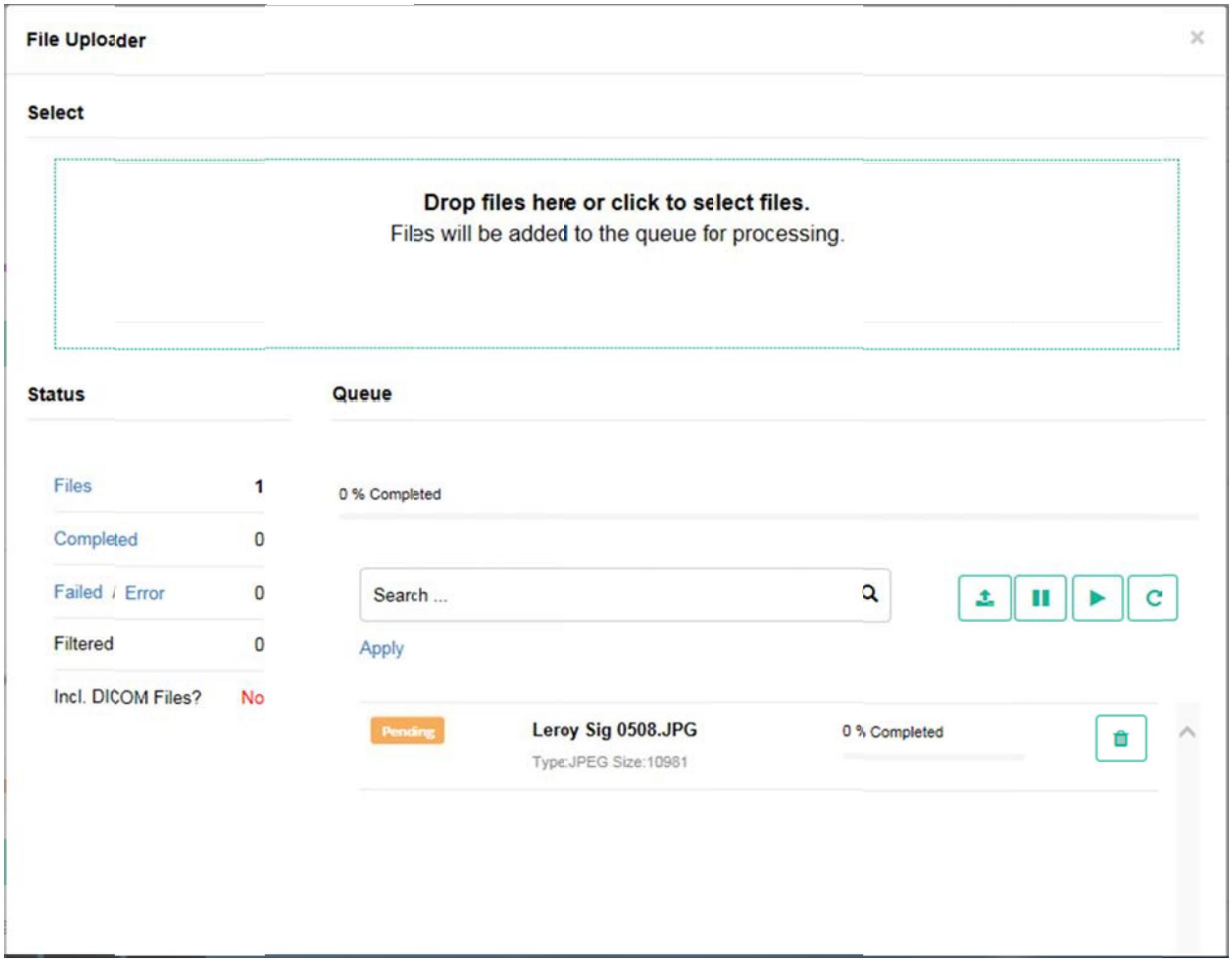


Figure 9a - Upload Files Window

ADDING FILES

The easiest way for the user to add files to the upload window in **Figure 9a** is to open the source images/files in Windows Explorer (assuming the user is using a Windows-based computer) and then use one of the following procedures:

- **Chrome & FireFox**: Select the root folder in windows explorer, drag and drop the folder to the green outlined box on the File Uploader window **<OR>**
- **Internet Explorer:** Select the file(s) in windows explorer, drag and drop the files to the green outlined box on the File Uploader window **<OR>**
- **All Browsers:** Click the green outlined box on the File Uploader window to open the File Upload dialog window to select the files.

Once all files have been added, the user clicks the “Start Upload” Icon to start uploading the files to the central server. **See Figure 9a.** The **Upload** window will show the progress of the upload and the number of files that were successfully uploaded or failed to upload. The user can resubmit any files that failed to be uploaded o the server by clicking the “Retry failed” Icon in the menu bar of the upload window. **See Figure 9a.** If the Upload is complete click the close button and then select and save the uploaded files. **See Figure 9b.** If you wish to delete the uploaded files click the Action button and the Delete prompt will appear. See Figure **9c.**

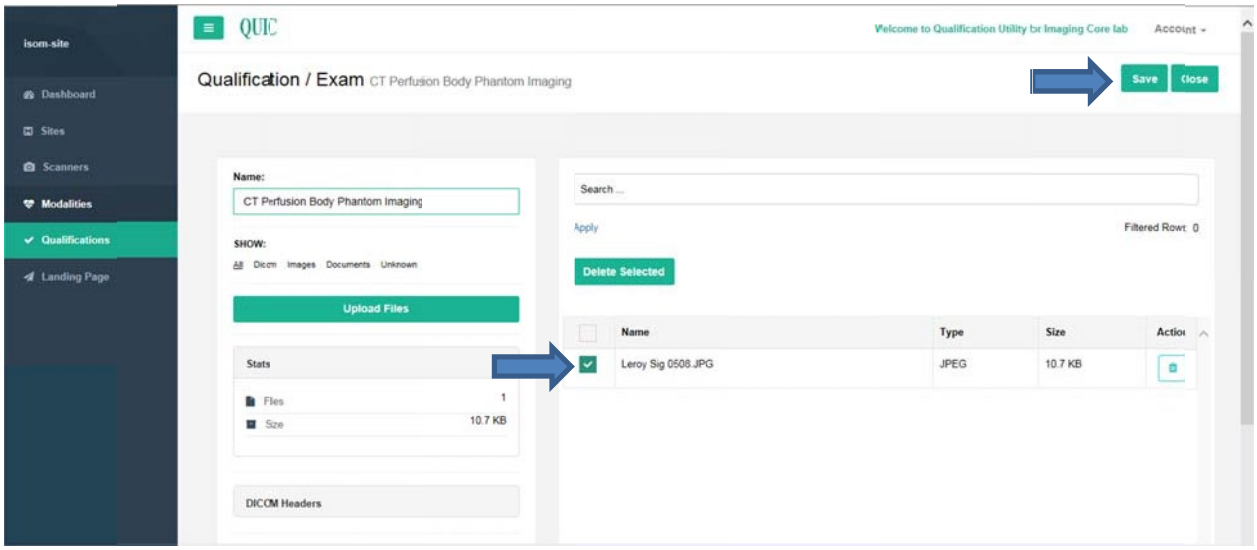


Figure 10b - Upload Files Window

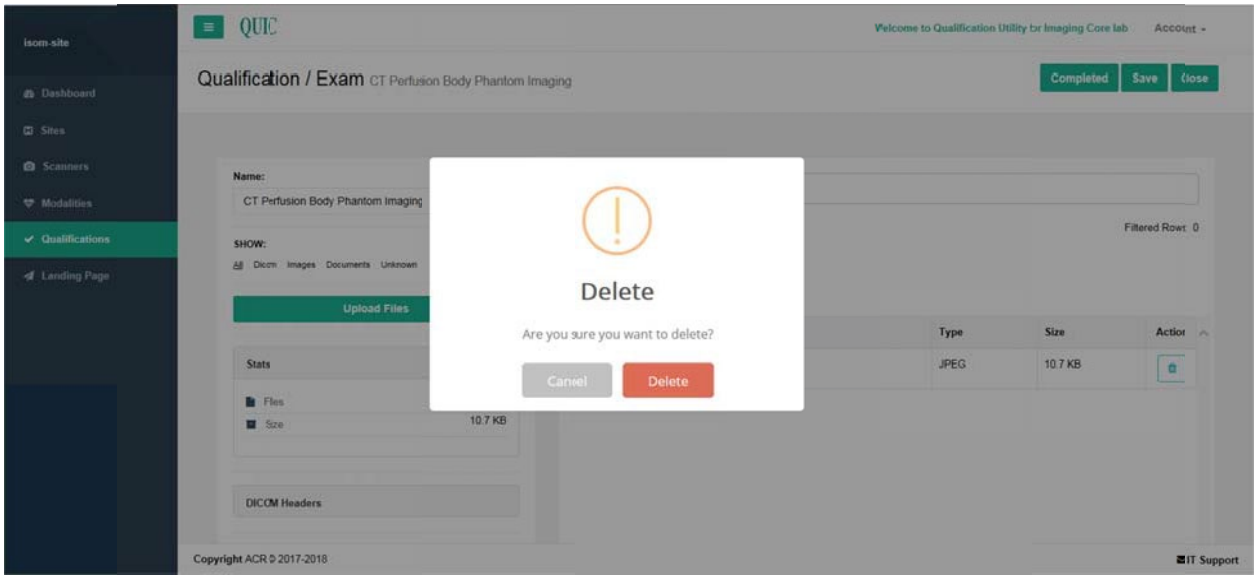


Figure 11c - Upload Files Window

UPLOAD LIMITATIONS

The following file types can be uploaded in QUIC:

- DICOM and Image files (DCM, GIF, JPG, JPEG, BMP, PNG)
- Text files (TXT, RTF)
- Adobe PDF files (PDF)
- Microsoft Excel files (XLS, XLSX)
- Microsoft Word files (DOC, DOCX)

Users can add/upload a maximum of 6,000 files per upload.

Individua files cannot be over 100 MB.

The total combined size of all files cannot be over 1 GB per upload.

ADDING/DELETING EXAMS

If a modality requires multiple exams to be submitted, the user clicks the “Add” link on the Exam\Qualification Screen. **See Figure 10a**. To download or Delete an existing Exam Click the “Action” button. Please see **Figure 10b.**

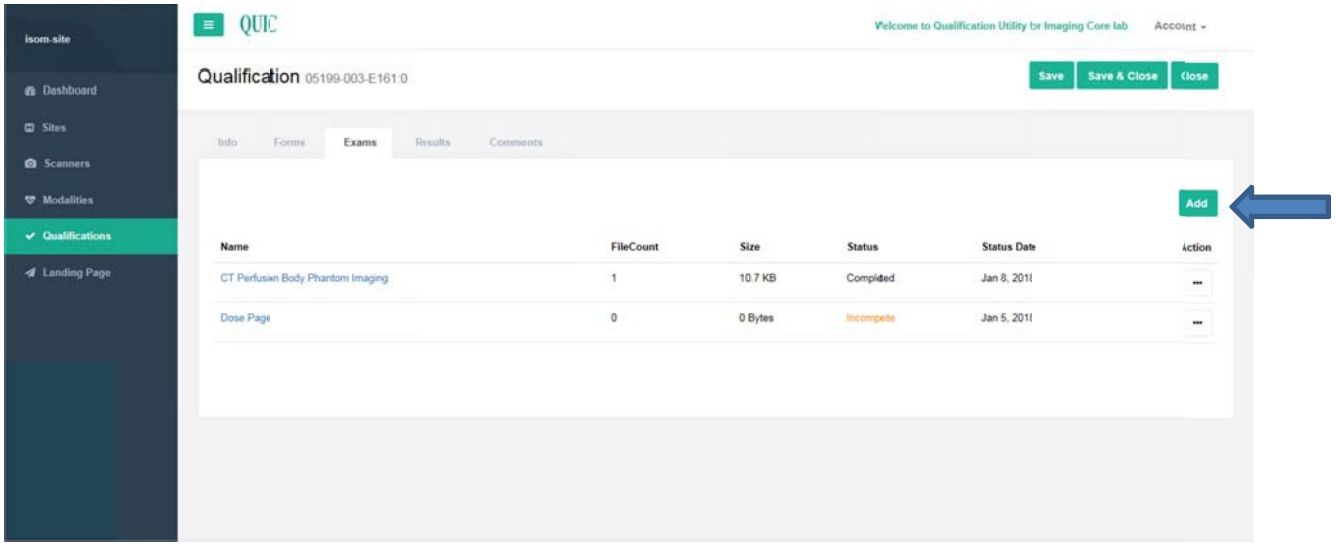


Figure 10a - Add Exam

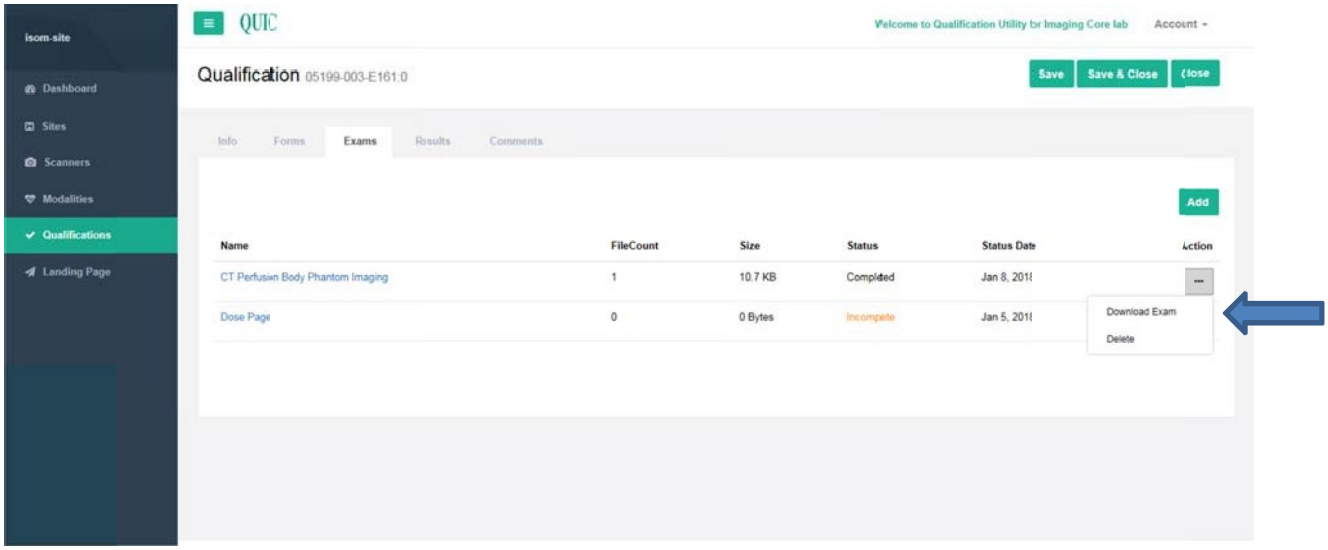


Figure 10b - Down Load Exam

QUALIFICATION RESULTS

Once the application and images are qualified, a PDF will be generated and available to view as shown in Error! Reference source not found.. Click the PDF tab and the PDF viewer will open to view the file. **See Figure 12**.

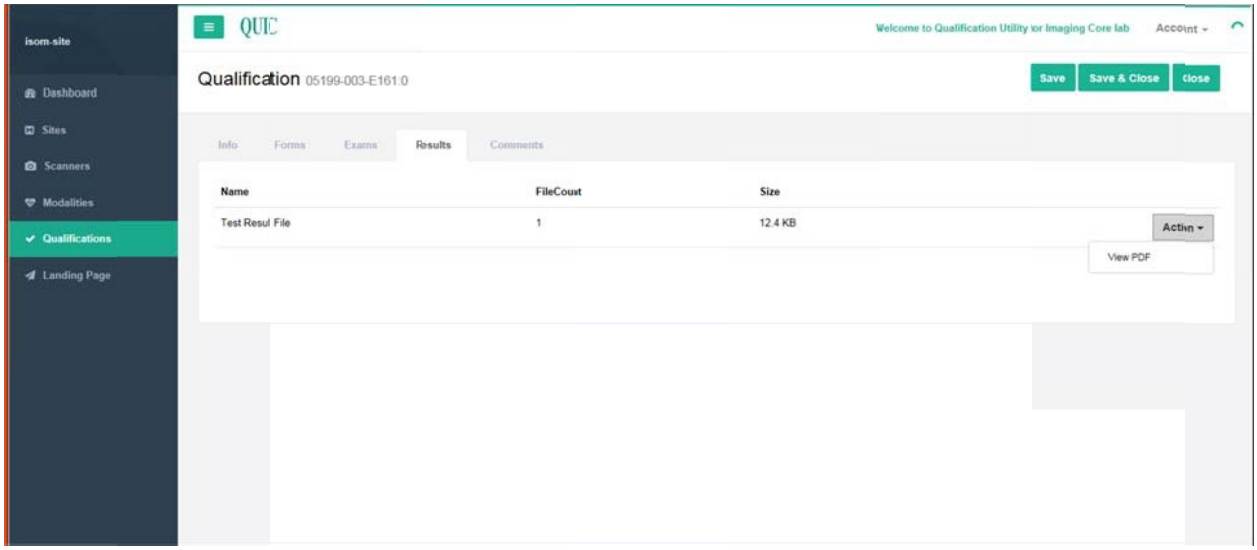


Figure 12 - Qualification Results Tab

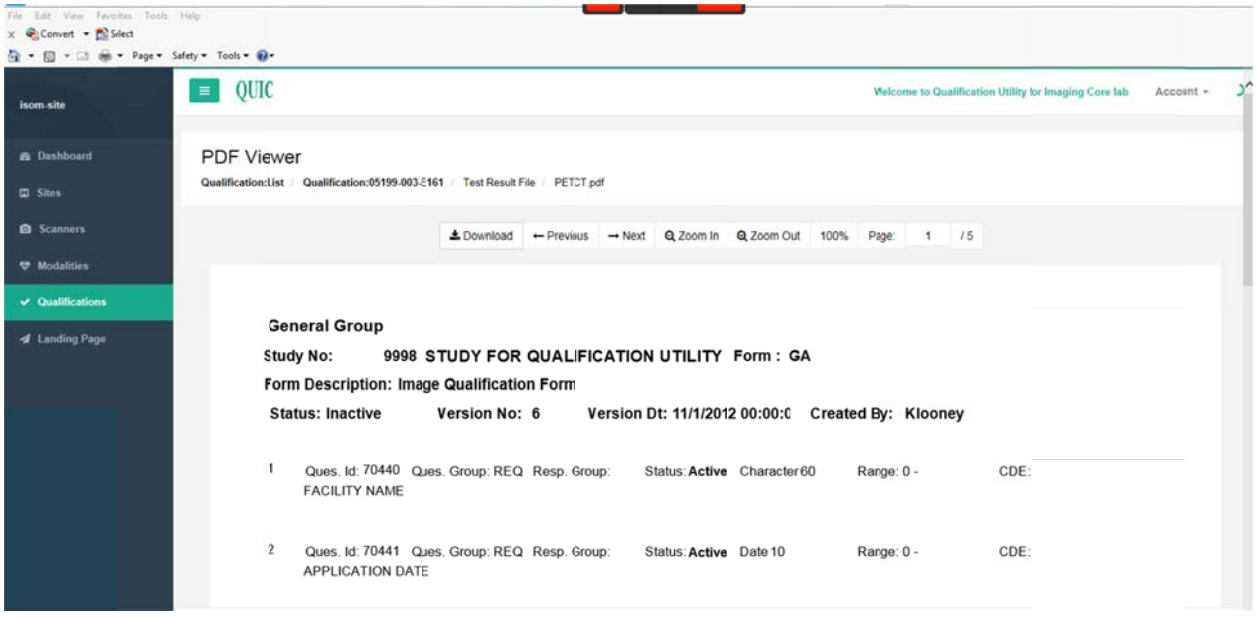


Figure 13 - Qualification Results Tab

ADDING COMMENTS

The **Comments** tab (**Figure 14**) allows the user to add any additional information that may be useful to the reviewers during the qualification process. The history of all comments added to the qualification is shown in the grey text box titled “Comment History”. The user enters new comments in the top text box, and then clicks the “Add Comment**”** button. Checking any of the check boxes to the right of the “Add Comments” button e-mails the comments to various recipients. This step is optional and not required.

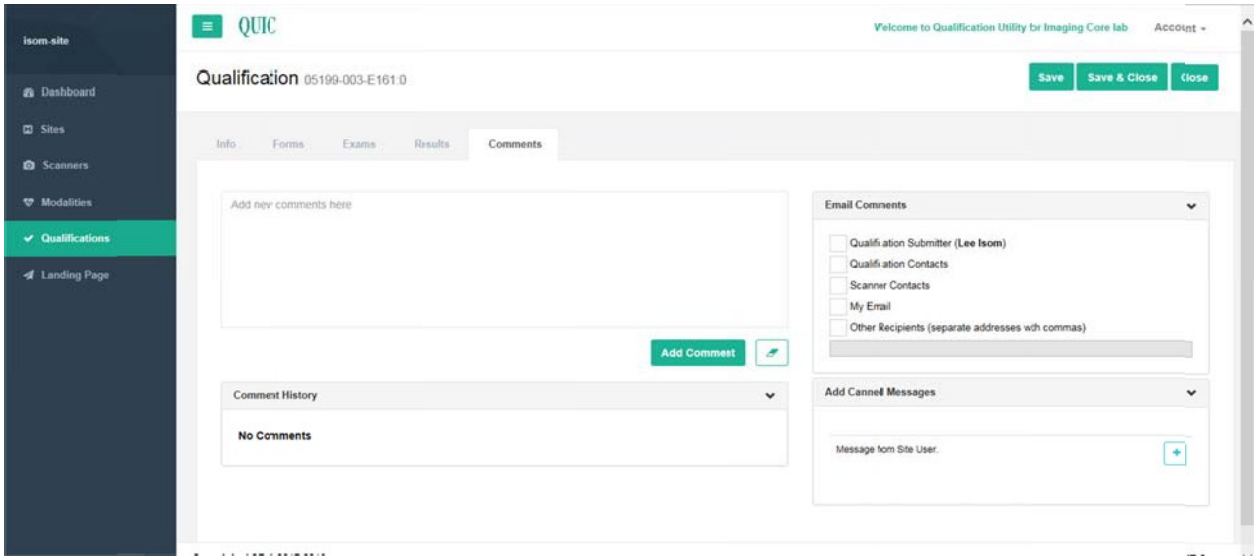


Figure 14 - Qualification Details Page: Comments Tab

ACR REVIEW

E-mail notifications are sent to the core lab staff once the application and images are submitted when the user clicks the respective submit buttons on the **Application** and **Images** tabs.

- After application submission: the application tab status is changed to “Submitted - Pending Approval,” and no further changes can be made to the application form data
- After image submission: the image tab status is changed to “Submitted - Pending Approval,” and no further files/exams can be uploaded
- After application *and* image submission: the qualification status changes from “Incomplete” to “Submitted.” The qualification will now be reviewed by a member of the ACR Imaging Core Laboratory staff.

The user is notified via e-mail regarding the status of each qualification. If a qualification is not approved for any reason, the user is notified and allowed to correct the application or upload additional images as required.

RENEW QUALIFICATIONS

Users can renew qualifications by selecting the **Renew** button. The **Qualification** page (**Error! Reference source not found.**) is shown, which lists all qualifications available for renewal. Click the "Renew" button to start the Qualification Renewal process.

As shown in Figure 15, select the site, scanner and modality to be renewed. If the combination of site, scanner and modality selected for renewal is not valid, an error will be displayed. Clicking the "Renew Qualification" button will direct the user to the **Application Details** page where the user would fill out the application and submit images using the same instruction**n**s as specified in the New Qualification section.

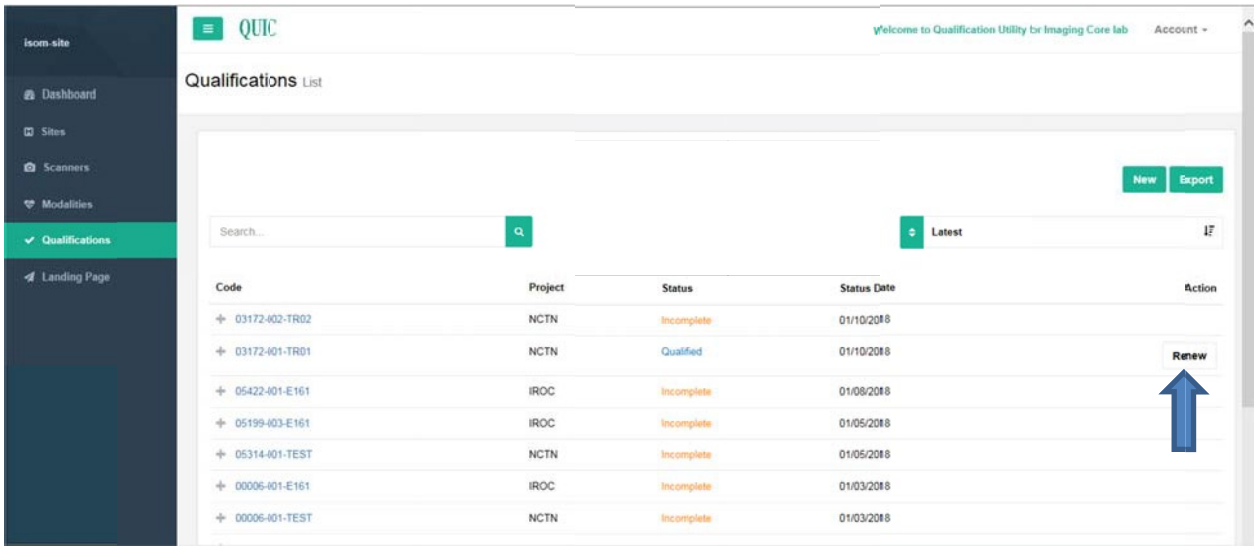


Figure 15 - Renew Qualification Page

SEARCH QUALIFICATIONS

The **Search Qualification** page (Figure 16) can be used to search all qualifications created for the sites with which the user is affiliated. All fields on the Qualification screen can be searched by entering the desired value in the Search box. The search results return qualifications created by a user as well as those created by other users affiliated with the same sites. Search results can also be exported to an Excel file by click the "Export" button.

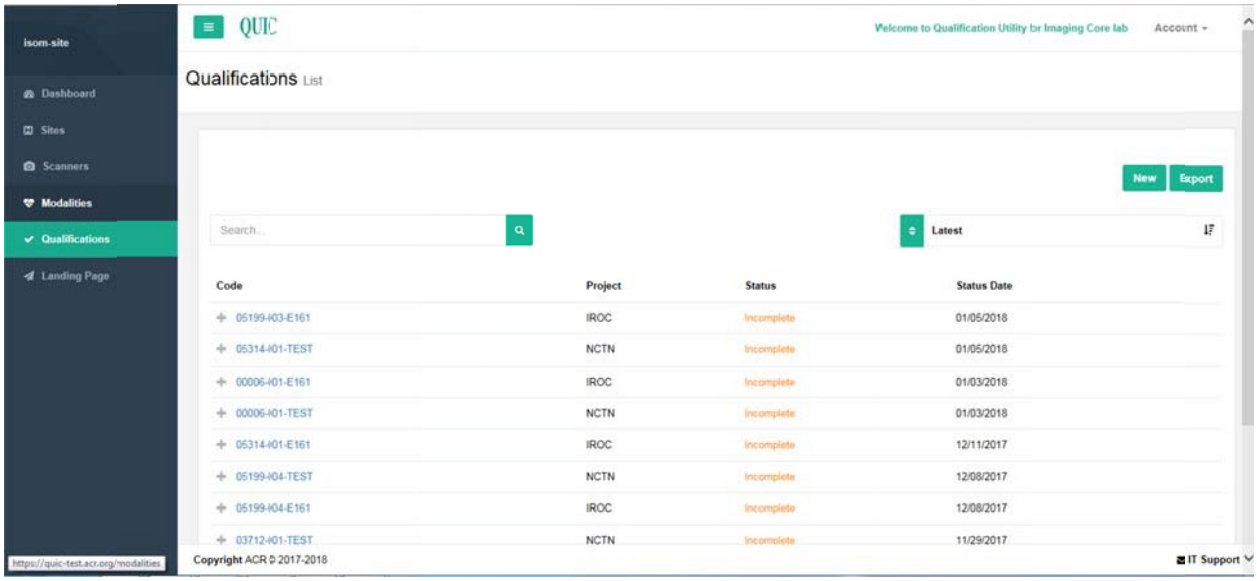
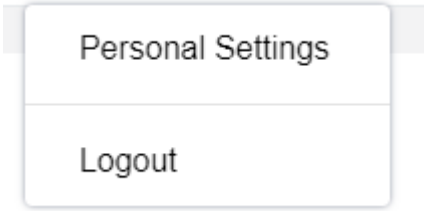


Figure 16 - Qualification Search Page

ACCOUNT MANAGEMENT

The **Account** menu in the QUIC Web site includes the following options:



Details of each option are explained below.

PERSONAL SETTINGS

The Account Settings page (Error! Reference source not found.) allows the user to update the First/Last Name and E-mail Address fields. Login Name, Degrees and add signature image (optional)

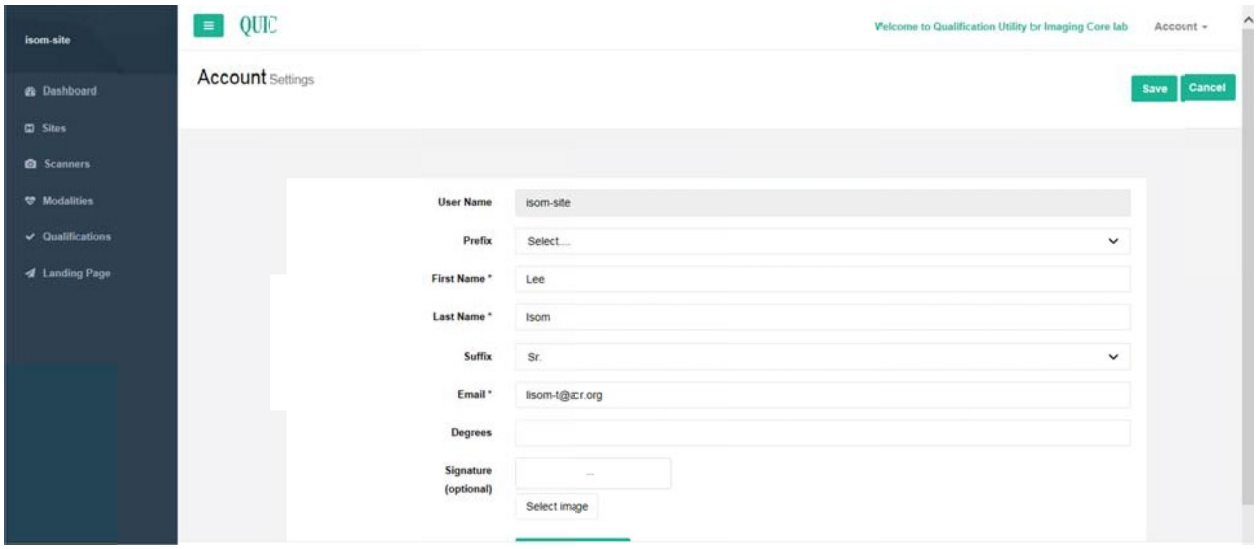


Figure 16 – Account Settings

SIGN OUT

The Log out (**Figure 18**) logs the user out of the QUIC Web site and ends the session.

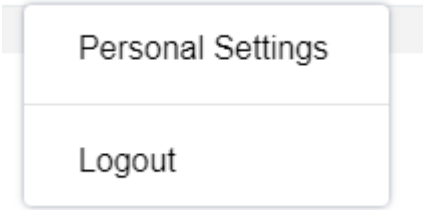


Figure 18 – Log out Page

FAQ

Common questions regarding QUIC can be found on the **FAQ** page (**Figure 19**).

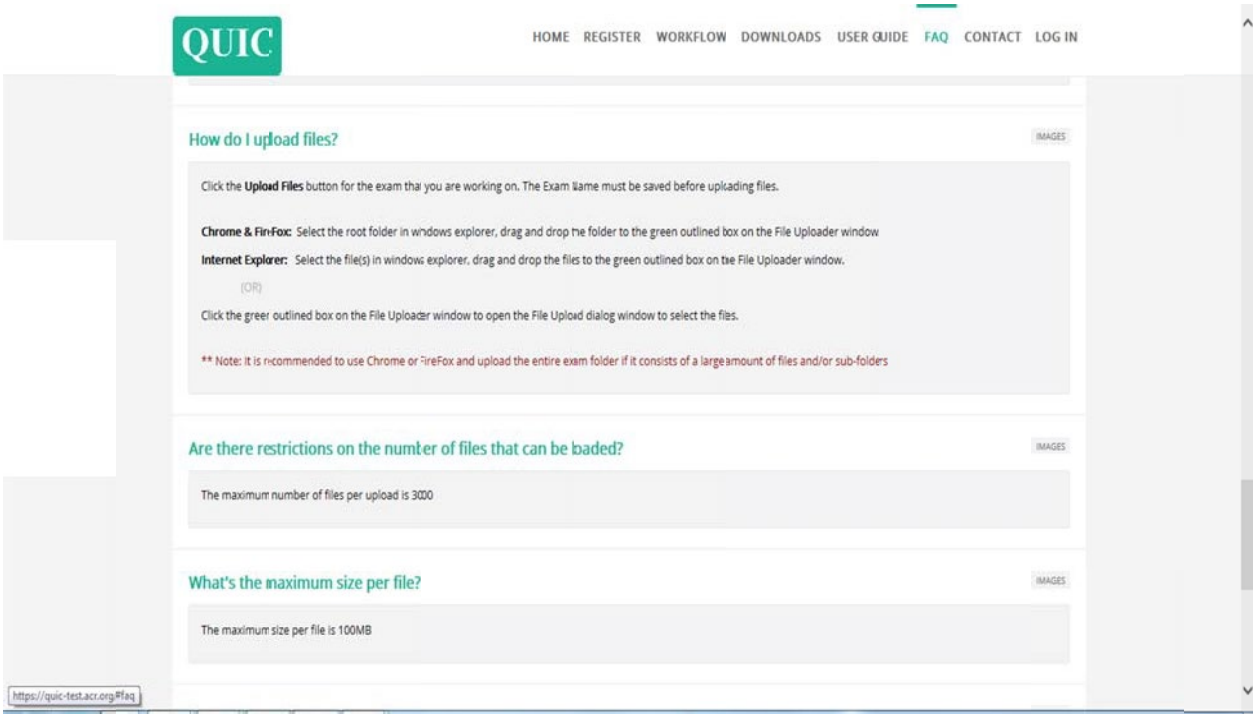
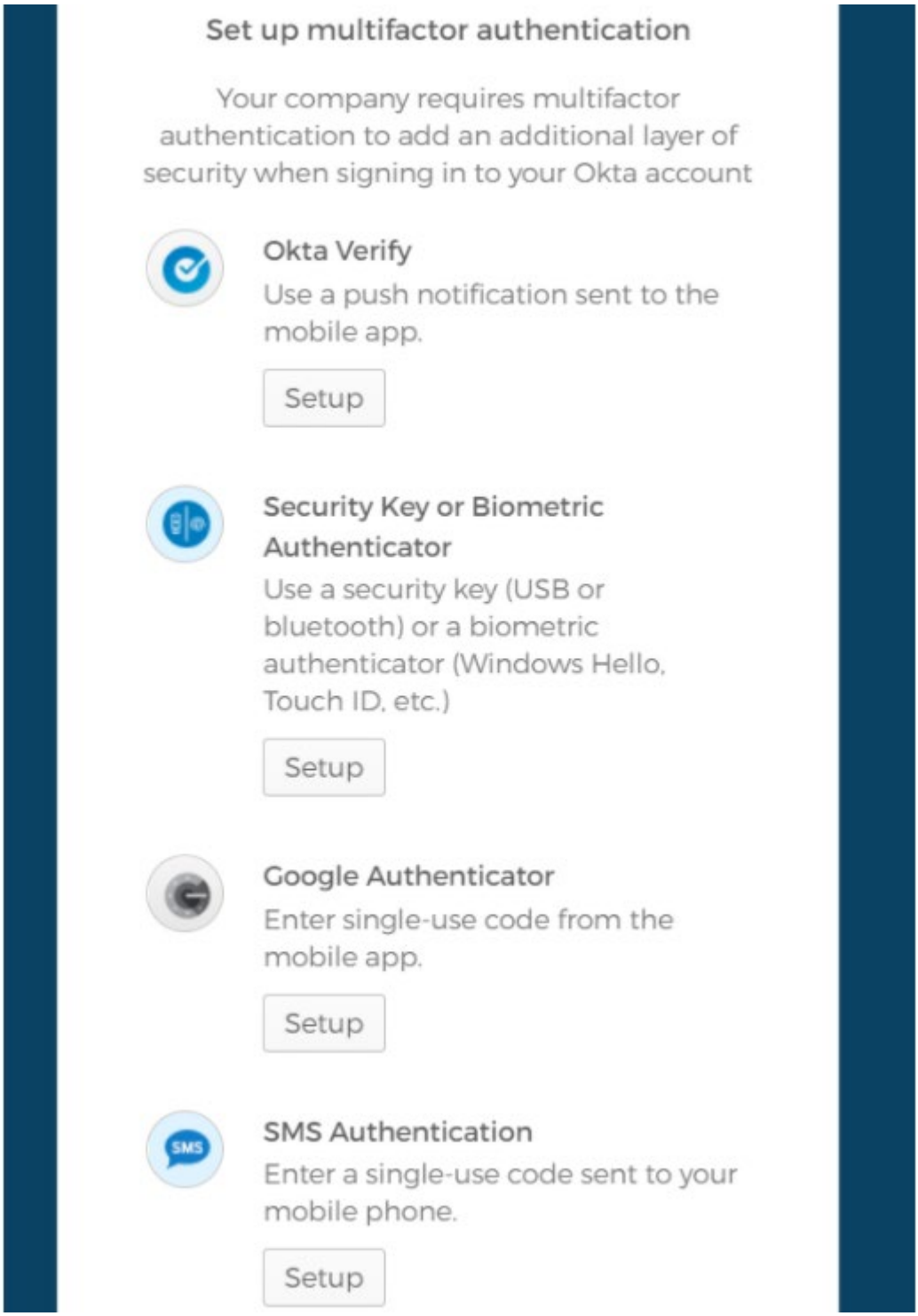


Figure 19 - FAQ Page

Multifactor Authentication

Process

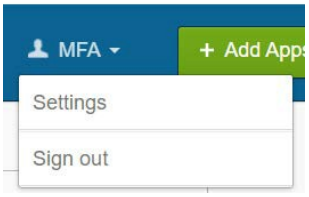
1. User attempts to access an Okta-integrated application that requires MFA for the first time
2. User will be taken to **https://sso.acr.org/signin/enroll** and presented with the following message to set up the MFA factor of their choosing.
3. Note- it is strongly encouraged to enroll in at least 2 of the 4 factors available (at least 1 mobile app, and either SMS or Security Key). This is very helpful for account recover purposes, and allows the user to reset their own MFA (new cell phone) without contacting support

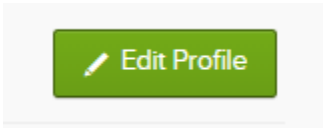


MFA Enrollment Using Okta Verify

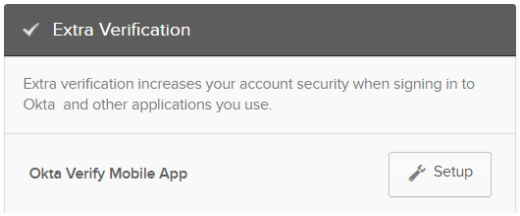
Setting up Okta Verify - [Okta video instructions]

1. From your computer, go to https://acr.okta.com. Click on your profile and select **Settings** and **Edit Profile.** If prompted, enter your ACR Okta password

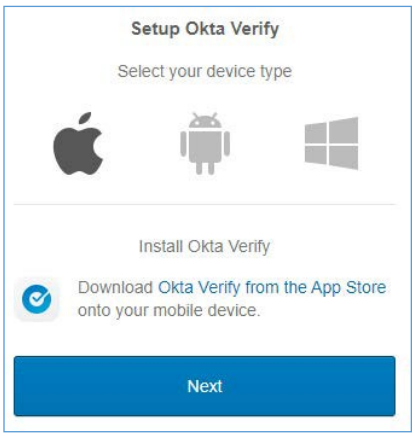




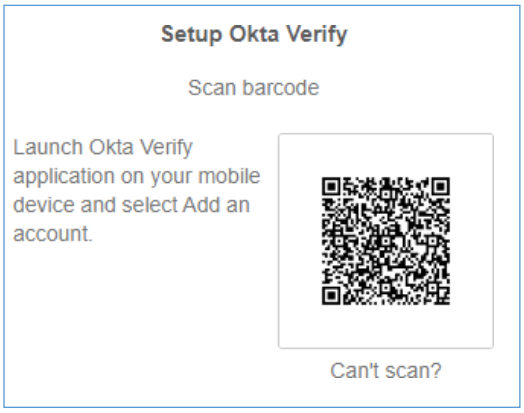
2. Under Extra Verification, click **Setup** next to Okta Verify



3. Select your device type and download the app from the appropriate store on your cell phone



4. Open the app from your phone and scan the barcode displayed on the screen of **your browser** (**Note: do not scan the barcode on this Word document, this is just an example**.) You will have a unique bar code displayed on your browser, for your Okta account)

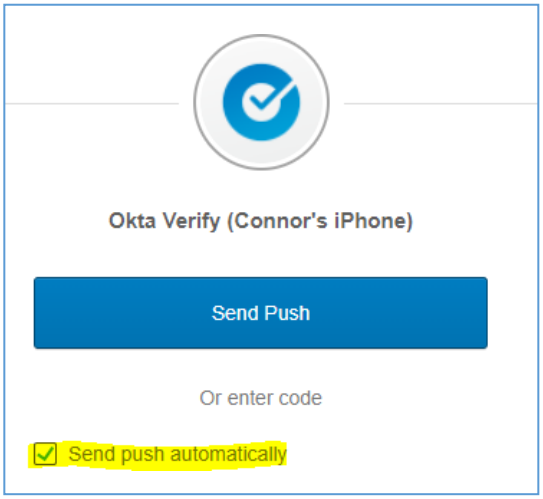


5. You have successfully completed setting up Okta verify on your mobile device.

Passing an MFA Prompt Using Okta Verify

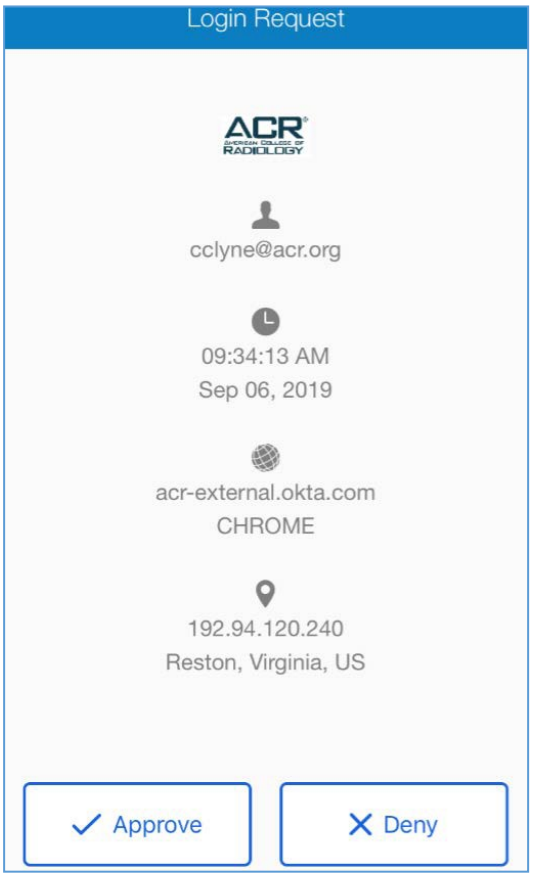
Once Okta Verify has been set up, it can be used to pass MFA prompts. To test this, you must access one of ACR's applications that requires Multifactor Authentication.

The next time you access an application that requires MFA, you will see the Okta Verify Prompt below.



To leverage Okta Verify's push technology (highly recommended) be sure the check the 'Send push automatically' box highlighted below. Select **Send Push**

The image below will appear on your phone. Simply approve the request, and you will pass the MFA prompt.



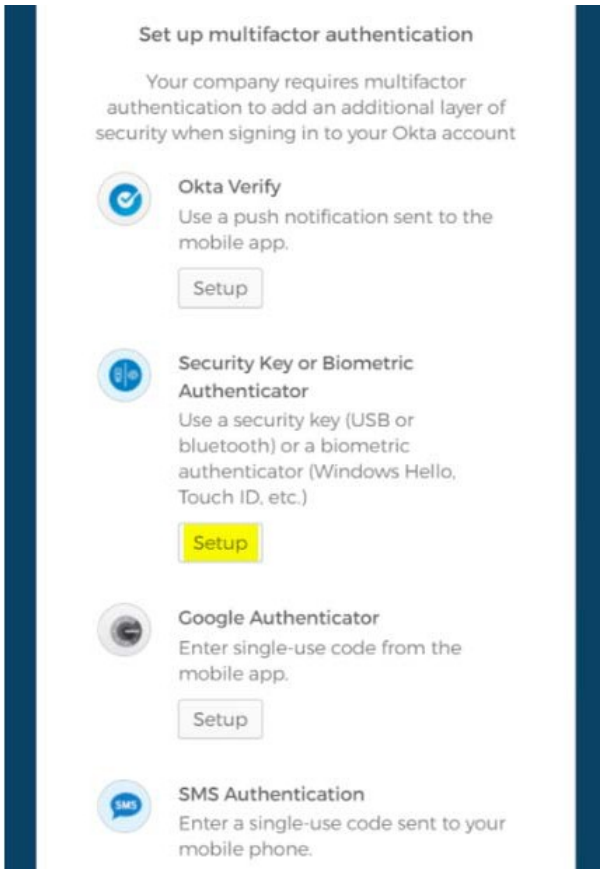
Questions?

Please contact the Okta Support team: https://acrjira.acr.org/servicedesk/customer/portal/41

Using Security Key or Biometric Authenticator

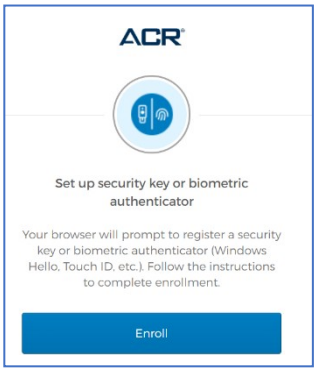
To get started, log in to the application where you will be prompted to enroll in at least one of the 4 factors provided.

Click ‘Setup’ under ‘Security Key or Biometric Authenticator



Note: ‘Security Key or Biometric Key’ should only be used if you have a bring-your-own-authenticator including the following:

- Security keys such as YubiKeys or Google Titan
- Biometric authenticators such as Windows Hello or Apple Touch ID

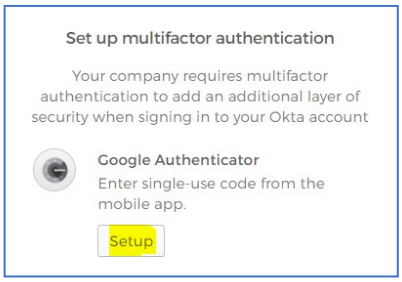


Enrollment instructions vary depending on the device you may have, simply select click ‘Enroll’ and follow the on-screen prompts for browser or OS instructions.

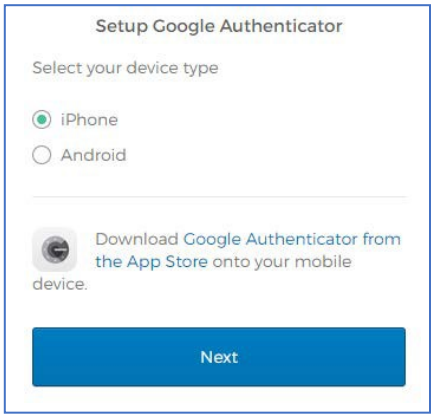
MFA Enrollment Using Google Authenticator- Video for Google Authenticator

To get started, log in to the application where you will be prompted to enroll in at least one of the 4 factors provided.

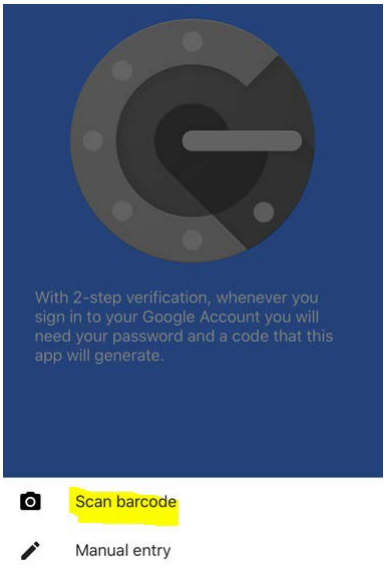
Click 'Setup' under Google Authentication



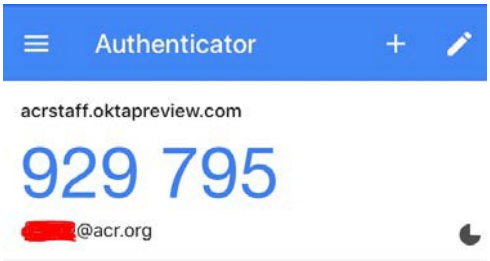
Select your device type. On your mobile device, download the Google Authenticator app from either the App Store or Google Play Store



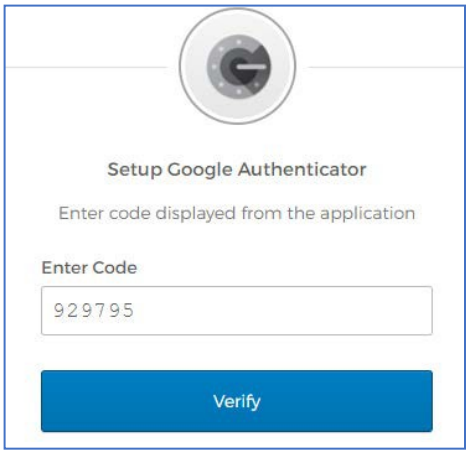
Open the Google Authenticator app on your mobile device and select 'Begin Setup' and 'Scan Barcode'. If prompted, allow the Google Authenticator app to use the camera on your mobile device



Use your camera to scan the barcode displayed on the screen of your computer. You should immediately see a six-digit code on your mobile device.

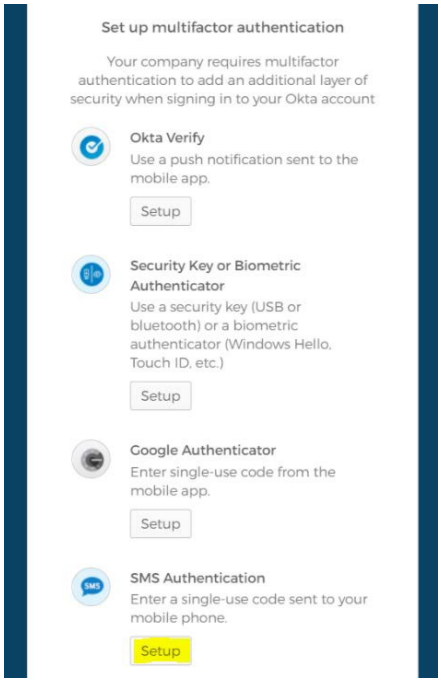


Click ‘Next’ on the screen of your computer and enter the six-digit code displayed in the Google Authenticator app. Select ‘Verify’



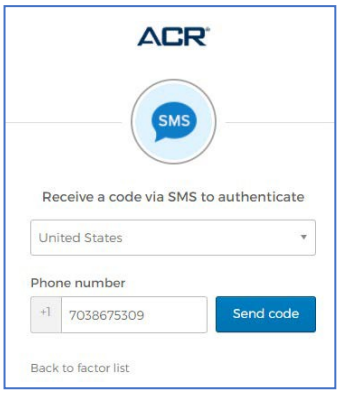
Your account is now enrolled in Google Authenticator. You may optionally enroll in additional factors (recommended) or click finish.

MFA Enrollment Using SMS Authentication- [Video for SMS Authentication]



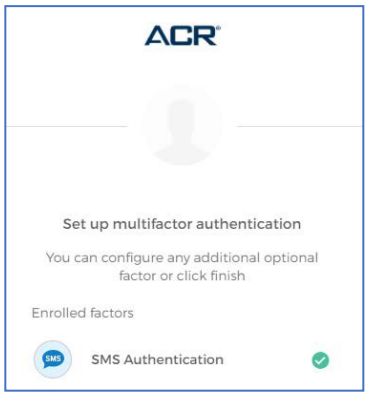
To get started, log in to the application where you will be prompted to enroll in at least one of the 4 factors provided.

To select SMS, Click ‘Setup’ under SMS Authentication



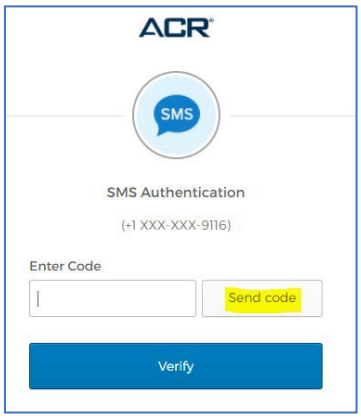
Select the country where your phone is registered. Next, type in your mobile phone number and click ‘Send Code’

On the mobile device of the phone number you entered, you will receive an SMS message containing your enrollment code. Enter this code in the ‘Enter Code’ field on your screen

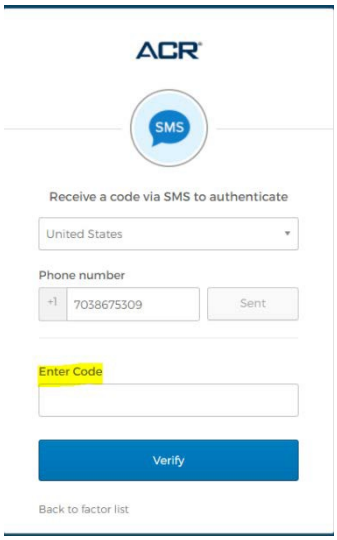


Your device is now enrolled in SMS authentication. You may optionally enroll in additional factors (recommended) or click finish.

Using SMS Authentication



The next time you are prompted for SMS Authentication, your phone number should be recognized and will display the last 4 digits. Click 'Send Code' to receive a new code.



Type your new code into the Enter Code field and click 'Verify'.

You have successfully passed an SMS Authentication prompt and should be logged into the application.