



# SHOWCASE® Image Center Migration Guide

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This guide presents two ways to move your Image Center from one computer to another. The key thing to any successful migration is that a little planning up front will save you a lot of time during the migration.

**Note:** *Read this guide completely before you get started.*

A migration can take anywhere from 20 minutes to 10 hours (or more). Everything depends on how you store your study data in your Image Directories.

## Network Storage

If you're already storing your studies on file shares or a NAS you don't have to migrate any data. Plan on 20 minutes to 1 hour for the migration.

## Local Storage

Moving locally stored study data from one computer to another can be very time-consuming.

It is important to consider the following:

- How long will it take to copy the studies to the new machine?
- Will you do it over the network?
- Will you copy to an external hard drive and walk it to the new computer?

If you have many terabytes of data, it may take hours and hours to copy it all to an external hard drive or even longer if you are transferring it over a network. Before you proceed with a local storage migration, test the waters.

- Assess how much space your Image Directories and Folder Archives are using.
- If you want to use your network to move your studies, try copying one of your Image Directories to the new computer. There's no need to let it finish but pay attention to how long it says it will take.
- If you want to use an external hard drive to move your studies, try copying one of your Image Directories to the hard drive. How long is it taking?

We strongly recommend test-copying some actual data in bulk before you begin, so you can gauge the time it will take and plan accordingly.

## Backup Migration

Backup Migration uses the Image Center's backup system to transfer the Image Center's database and settings to the new computer.

### Part 1: Preparation

1. **Upgrade**
  - a. If your existing Image Center has not been upgraded to the latest version, upgrade it now.
2. **Halt Incoming Studies**
  - a. Open the Image Center Console
  - b. Click the **Admin** button. Go to the **Server** tab.
  - c. Click the **Incoming Studies (DICOM SCP) Stop** button.
3. **Backup the Image Center Database**

- a. Click the **Admin** button. Go to the **Server** tab.
  - b. Click the **Backup** button at the bottom of the screen.
  - c. Copy the contents of the **Backup Location** folder to a thumb drive or network share.
4. **Prepare Users**
- a. Open the Image Center Console
  - b. Click **Manage Users**
  - c. Write down all the Windows logins specified there. If those Windows logins do not exist on the new computer, you will need to create those Windows logins on the new computer.
5. **Write Down Services Permissions**
- a. Open the Windows Services application. There are three services that might have these:
    - i. ShowCase Image Center Service
    - ii. ShowCase Image Center SCP Service
    - iii. ShowCase Image Center Web Service
  - b. If you have special Log On permissions set for the Image Center services, write them down. Also make sure you know the password for those Log Ons.
6. **Write Down the IP Address**
- a. Write down the IP address of your existing Image Center computer.

## Part 2: Install the New Image Center

7. **Install**
- a. Download the latest version of the Image Center and install it on the new computer.
8. **Services Permissions**
- a. Apply the Log On permissions to the Image Center Windows Services from step 5.
9. **IP Address**
- a. Change the static IP address of the original server to a new address.
  - b. Set the static IP address on the new server to that of the old server that you wrote down in step 6.
  - c. Reboot the machine.

## Part 3: Set Up the New Image Center

10. **Restore the Image Center**
- a. Open the Image Center console on the new computer.
  - b. Click the **Admin** button.
  - c. In the *Database Backup* section of the screen, click the **Restore** button.
    - i. Click the ... button on the right and select the thumb drive or network folder you backed up in step 3.
    - ii. Click the **Restore Image Center from Backup** button at the bottom of the screen.

- iii. You will be asked to confirm your desire to perform the restore. Click the **Yes** button. The new Image Center should restore its database to that of the original.

#### 11. Restore Users

- a. Open the Image Center console on the new computer.
- b. Click the **Manage Users** button.
- c. Click the **Add** button.
- d. For each of the users you wrote down in step 4.c...
  - i. Type in the user's login
  - ii. Click the **Add** button
  - iii. You should see it appear in the list of **User Accounts** in the Manage Users screen.

### Part 4: Migrate Image Directories

*Note: If your Image Directories are on network shares, and you got the permissions properly transferred from step 5, skip this part.*

For each Image Directory on disk on the Old Computer, do the following:

#### 12. Copy the Image Directory

- a. Create a new folder on your local hard drive that you will use as your new Image Directory storage. This should *not* be on the C: drive and has at least as much space as the existing folder, if not more. See the *Image Directory Creation and Maintenance* guide for details.
- b. Using Windows File Explorer or a bulk copying tool, copy the contents of your existing Image Directory into this new folder. You want to copy the whole folder, starting from the root listed in the Image Directory window. If you have a lot of data, **this can take hours**.

#### 13. Re-Mount the Image Directory

- a. Open the Image Center console.
- b. Click the **Manage Storage** button and select **Manage Image Directories**
- c. The *Status* of that Image Directory likely should say "Offline" or some other error
- d. Select the Image Directory and click the **Unmount** button. The status will change to *Unmounted*
- e. Click the **Mount** button. A folder selector will appear. Navigate to the root folder of the new Image Directory and click OK.
- f. The Status of the Image Directory should change to *OK*.

Repeat for your other Image Directories.

### Part 5: Migrate Folder Archives

*Note: If your Folder Archives are on network shares, and you got the permissions properly transferred from step 5, skip this part.*

For each Folder Archive on disk on the Old Computer, do the following:

#### 14. Copy the Folder Archive

- a. Create a new folder on your local hard drive that you will use as your new Folder Archive. Make sure you have at least as much space available in the new folder (or more) as the Folder Archive requires.
- b. Using Windows File Explorer or a bulk copying tool, copy the contents of your existing Folder Archive into this new folder. You want to copy the whole folder. Make sure you get both the *folder\_archive.key* file and the *studies* folder in the new location. If you have a lot of data, **this can take hours**.

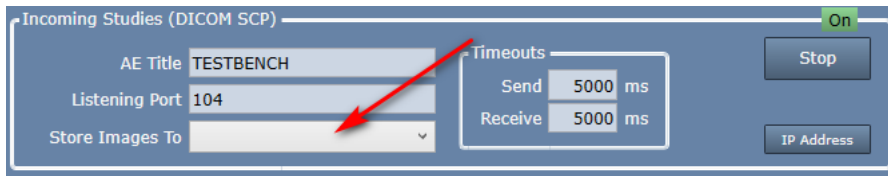
#### 15. Re-Mount the Folder Archive

- c. Open the Image Center console.
- d. Click the **Manage Storage** button and select **Manage Storage Archives**
- e. The *Status* of that Folder Archive likely should say “Offline” or some other error
- f. Select the Folder Archive and click the **Unmount** button. The status will change to *Unmounted*
- g. Click the **Mount** button. A folder selector dialog will appear. Navigate to the root folder of the new Folder Archive and click OK.
- h. The Status of the Folder Archive should change to *Online*.

Repeat for your other Folder Archives.

### Part 6: Set Up Incoming Studies

16. Once all of your Image Directories have a status of OK, click the **Admin** button. In the *Incoming Studies* section, select the dropdown after *Store Images To* and select which of the Image Directories incoming studies should be stored to.



### Part 7: Test (Do not skip this part!)

17. Go back to the main Image Center Console screen. Try sending a study from your ultrasound machine. If it doesn't go, then it's time to consult the *Image Center Study Transfer Troubleshooting* guide.

## Fresh Start Migration

In this scenario, you install the Image Center on the new machine, complete with a fresh Image Directory, get it accepting and storing studies from your imaging machines, and then *import* your old studies. The advantages of this approach are minimal downtime and inconvenience to the working physician.

If you have Folder Archives, you cannot use Fresh Start Migration.

However, it does mean that they will not have access to prior studies until the *import* part of the migration is complete. Also, importing studies can be a very time-consuming process.

### Part 1: Get the New Image Center Up and Running

1. At the original Image Center, open the Image Center console.
  - a. Click the Admin button.

- b. Turn off the SCP.
  - c. Write down the AE Title and Listening Port.
  - d. Click Manage Users and make a note of all the Windows logins specified there. If those Windows logins do not already exist on the new computer, you will want to create those Windows logins on the new computer.
2. Install and configure the Image Center on the new computer following the instructions in the *Image Center Configuration* guide using the information you just wrote down in step 1.
  3. Set up your new Image Directory (ies) using the recommendations from the *Image Directory Creation and Maintenance* guide.
  4. Change the IP address of the original server to a new address.
  5. Change the IP address on the new server to that of the old server. Be sure to reboot the machine afterwards.
  6. Test sending a study from one of your ultrasound machines to the Image Center. If it does not transfer, please consult the *Image Center Study Transfer Troubleshooting* guide.
  7. Try viewing a study in ShowCase. If this does not work, consult the Troubleshooting section of the *Configure Premier For Local Image Center Access* guide.

Now that you've got the new Image Center up and running, your practice can continue to operate while you import all the data from the decommissioned Image Center.

## Part 2: Import Your Studies into the New System

1. Before you begin, make sure you have enough space in the new system. See the storage guidelines in the *Image Directory Creation and Maintenance* guide for help.
2. Import your old Image Directories into the new system following the steps outlined in the *Importing Studies into Image Center* guide. This can take a very long time. Follow the guidelines in the guide.
3. Once the import is complete, have someone from your practice do a review of the old studies to make sure everything is in place. Sample studies from many years ago, or search for known patients.
4. Lastly, review the reports from the Import operation to ensure there were no errors.
  - a. You will find these reports in C:\ProgramData\TrilTech\ImageCenter\Reports.
  - b. They will be named **Import <source> into <image directory name> -- <year> <month> <day> <time>.txt**, like this: Import Disc 4 into D IC Store --- 2023 March 25 085315.txt.
  - c. These are simple text files you can view using NotePad.

## Tips, Tricks, and Things Not to Do

### Only Use Mount/Unmount or Import to Move Image Directories

I'm putting this at the top of the list because we see this happen all too often, and I implore you: don't even try it. The most common mistake we see our customers make during a migration goes something like this:

1. The customer didn't read this guide.
2. The customer installs the Image Center on the new computer and creates new Image Directories.
3. The customer copies all of the files from the old Image Directories into the new Image Directories
4. The customer calls us because none of their studies appear in ShowCase or the Image Center.

The Image Center's database contains a comprehensive index of all of the studies and their files. You **must** use the steps outlined in this guide to do a migration. The Image Center can't magically index the contents of a file system, especially one with many terabytes of data in it.

### Consider a Temporary “Bridge” Image Directory

Let's say you've got a migration that's stalled out because you're having problems wrangling your Image Directories. One solution to this would be to create a fresh Image Directory you can use as an interim storage volume so your practice can continue to scan and read studies while you work out the issues with the Image Directories. Once those issues are resolved, you can migrate that 'bridge' Image Directory into the more permanent ones by doing the following:

1. Start the Image Center Console
2. Click the **Manage Directories** button
3. Select the 'bridge' Image Directory.
4. Click the **Remove** button. A big dialog will appear asking you to confirm. Removing the Image Directory will remove all references to it from the Image Center, but leaves all of your data in place.
5. Click the **Import Studies** button. Navigate to the root of the Image Directory you removed in step 4 and import that data.

**Note:** Do not try to import studies from an Image Directory before you Remove it. This can cause all kinds of problems.

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