

FIX DICOM DIRECTORIES

This utility is designed to organize DICOM studies into separate directories and assigned names dimage1.dcm, ..., dimage267.dcm. This utility is particularly useful when the imaging software streams the files as they are created into a sequence of subdirectories, such as DICOM_PARENT\A\A\B\Z11, without regard to when one study starts and another begins.

IMPORTANT NOTE: If necessary change any directory names that may contain blank characters, such as, C:\DICOM PARENT\. This directory should be renamed, such as C:\DICOM_PARENT\.

IMPLEMENTATION

1. Choose <IMPORT MRI> on the main MEG Tools Menu.
2. A menu will appear, chose <FIX DICOM DIRECTORIES>.
3. A DIRECTORY SELECTION Menu will appear. Choose the top level parent directory that contains the subdirectories of files that are to be reorganized/renamed. The files in all subdirectories will be scanned and those that are DICOM files will be identified.
4. Another DIRECTORY SELECTION MENU will appear and give you the option to select one directory. Alternatively, you can reorganize DICOM files contained in all the subdirectories by choosing PROCESS MULTIPLE DIRECTORIES option on this menu.
5. A progress bar will appear and update with the progress. This task may take a significant amount of time if hundreds or thousands of files are to be reorganized. If thousands of files for multiple subjects/patients are to be reorganized, consider starting this task at the end of the day and allow it to run overnight. **Make sure that your COMPUTER POWER SETTING has HARD DISK shutdown set to NEVER.**
6. The sequence of MEG Tools MENUS for this implementation are shown on the next page.

