

inteleGRID Transfer Agent

Site Qualification Checklist and FAQ

Qualification Checklist

The purpose of this checklist is to qualify your PC and network before proceeding with installation of the inteleGRID Transfer Agent. Please provide this document to your local IT Department if you have any questions or concerns.

Do You Have Local Admin Rights on Your PC?

Admin rights are required to install the inteleGRID Transfer Agent. This is only required at the time of installation and is not needed for day-to-day use of the inteleGRID.

- Yes *(no additional action required)*
- No *(please consult your local IT Department to obtain the necessary admin rights)*
- I Do Not Know *(please consult your local IT Department)*

Does Your Organization Utilize a Proxy Server or Firewall?

A proxy server is a computer system or application that acts as an intermediary for requests to the Internet. A firewall is a network security system that monitors and controls incoming and outgoing network traffic based on predetermined security rules. If your organization utilizes a proxy server or firewall, your IT Department may be required to add some additional rules that will allow the inteleGRID Transfer Agent to be able to access the inteleGRID.

- Yes *(provide this guide to your local IT Department and have them review item VI below)*
- No *(no additional action required)*
- I Do Not Know *(please consult your local IT Department)*

Does Your PC Meet the Recommended Specifications?

For the best user experience, we recommend that your PC meet the following specifications:

Browser:	Internet Explorer (v6 and higher)
Memory:	1 GB recommended
Operating Systems:	Windows XP SP2, Windows Vista, Windows 7, Windows 8
Internet Connectivity:	High-speed Internet
Ports:	<u>Outbound TCP Port 443</u> (HTTPS) and <u>TCP/UDP Ports 31001 and 31002</u>

- Yes *(no additional action required)*
- No *(please consult your local IT Department or select another PC)*
- I Do Not Know *(please consult your local IT Department)*

Quick Reference

1. Review qualification criteria.
2. Review FAQs.
3. Consult the [inteleGRID Transfer Agent Installation and Troubleshooting Guide](#).



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Frequently Asked Questions

I. What is the inteleGRID Transfer Agent?

The inteleGRID Transfer Agent is a small Windows-based piece of software that allows you to securely upload medical images (on CD or other file locations) to the inteleGRID.

II. Are images de-identified when they are uploaded to the inteleGRID?

This varies depending on the project. For many projects (including clinical trials), DICOM header fields containing PHI are de-identified as they are uploaded. Please consult with your local representative to determine if your project is configured for PHI de-identification.

III. Is the inteleGRID solution secure?

The Intelemage infrastructure is exceptionally secure. We take multiple steps and have made significant investments to ensure the protection of your data, including:

- Safe Harbor Certified
- Fully validated solution
- Compliance with GCP and 21 CFR Part 11
- Designed to enable users to meet all HIPAA obligations
- Redundant data centers for optimal data security and redundancy
- 128-bit Secure Socket Layer (SSL) encryption
- No inbound ports are required
- MD5 checksum utilized to ensure that the data received is the data that was sent



IV. Can we execute a Business Associate Agreement or other confidentiality agreement with Intelemage?

Yes. Please send your agreement to support@intelemage.com. We will review, sign, and return it to you within two business days.

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V. Can I upload images from a Mac or other browser types?

Yes. There is a Java-based upload control for Mac and other alternative web browsers (i.e. Firefox) on PC. For more information, please consult the [Java Upload Control for Mac Installation Guide](#) or the [Java Upload Control for PC Installation Guide](#).

VI. I've heard about the ability to send images directly from my PACS. How can I utilize this method?

The inteleGRID supports the ability to push images directly from your PACS or modalities. However, in order to start using the inteleGRID, we require that you begin with the upload of CDs and become comfortable with that process. There will always be the potential to have to upload images from CD, depending on the image source. Having the transfer software installed and being familiar with the process will ensure that they can be uploaded efficiently.

When ready for the direct-from-PACS option, the inteleGRID Director can be installed to support the sending of images directly from your PACS or modalities. It is very easy to set up. However, it does require assistance from IT and PACS representatives. If you would like to pursue the inteleGRID Director option, please consult the [inteleGRID Director Site Qualification and FAQ](#) and [inteleGRID Director Installation and Troubleshooting Guide](#).

The web-upload and direct push options can be used independently of each other.

Please note, at this time, the PACS integration option is only available for inteleGRID commercial initiatives. The clinical trial platform does not support PACS integration.

VII. Will I need to modify my firewall?

Depending on your organization's security policies, you may need to modify your firewall. Most sites are not required to adjust firewalls for the Director to function properly.

The inteleGRID client software securely communicates with the inteleGRID servers via **TCP Port 443** and **TCP/UPD Ports 31001 and 31002**. In the event that your systems are configured to block outbound connections, add the IP addresses below to your "whitelist":

208.81.100.94

208.81.100.211

204.225.38.0/24

204.225.39.0/24

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If you cannot use a net mask in your proxy/firewall configuration, below is the current set of IPs in use:

208.81.100.94	204.225.39.144
208.81.100.211	204.225.38.145
204.225.38.94	204.225.39.145
204.225.39.94	204.225.38.152
204.225.38.139	204.225.39.152
204.225.39.139	204.225.38.156
204.225.38.141	204.225.39.156
204.225.39.141	204.225.38.161
204.225.38.144	204.225.39.161

Technical Support

If you have any questions or technical issues, contact Intelimage Technical Support via one of the following methods:

- Click the 'Help' link in the system
- Email: support@inteleimage.com
- US (toll-free): (877) 464-7473
- US (alternate): (513) 924-2117

Technical support is available 24 hours a day, seven days a week.

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