



Belgian Cancer Registry

# Manual PROCARE RX v1.3

How to get started with the PROCARE RX online application



This document contains a short overview of the different steps necessary to obtain access to the PROCARE RX online application. It will be necessary to make some adjustments to your computer configurations and to download some programs; however, this will only be necessary one time for each computer.

## 1. eID authentication

### 1.1 Why use eID authentication?

PROCARE RX is an online application which is highly secured and restricted to radiologists. In order to make sure that only people with the correct access rights will be able to access the application, each user will have to authenticate himself prior to getting access to the PROCARE RX application. For this authentication process, the PROCARE RX application makes use of the eHealth Portal (<http://www.ehealth.fgov.be>).

This authentication requires the user to identify himself using an eID (electronical identitycard) and an eID card reader (a device which can read the information on you eID).

### 1.2 What is needed for eID authentication?

**a. an eID (electronic identity card)**

If you do not have an eID, you can order one at your municipal administration

**b. your personal PIN code for your eID**

If you don't remember your PIN code, you should go to the municipal administration with your eID and the letter you received informing you that your eID was available at the municipal administration

**c. eID card reader**

On the site <http://www.cardreaders.be> you can find more information about the different kinds of card readers available in Belgium as well as details of where to find them. We advise to buy a USB card reader, since these are the easiest to install.

**d. Software which makes sure your computer can read the information stored on your eID**

### 1.3 How to install the eID card reader?

An exhaustive manual on eID card readers can be found at:

[https://www.ehealth.fgov.be/binaries/website/nl/pdf/eid\\_manuel\\_n.pdf](https://www.ehealth.fgov.be/binaries/website/nl/pdf/eid_manuel_n.pdf) (DUTCH) or [https://www.ehealth.fgov.be/binaries/website/fr/pdf/eid\\_manuel\\_f.pdf](https://www.ehealth.fgov.be/binaries/website/fr/pdf/eid_manuel_f.pdf) (FRENCH)

## 2. User account

Since the PROCARE RX application uses the eHealth services during the authentication process, it will be necessary for each hospital to appoint a 'Verantwoordelijke Toegangen Entiteit' – 'Responsable Accès Entités'. This person will be responsible for managing the user profiles for all radiologists of his hospital who want to use the PROCARE RX application.

Many hospitals have already such a ‘Verantwoordelijke Toegangen Entiteit’ – ‘Responsable Accès Entités’. If for you, this is not the case, this ‘Verantwoordelijke Toegangen Entiteit’ – ‘Responsable Accès Entités’ has to be appointed following to the instructions listed on:

NL:

[https://www.ehealth.fgov.be/nl/page\\_menu/website/home/portal/access/access.html](https://www.ehealth.fgov.be/nl/page_menu/website/home/portal/access/access.html)

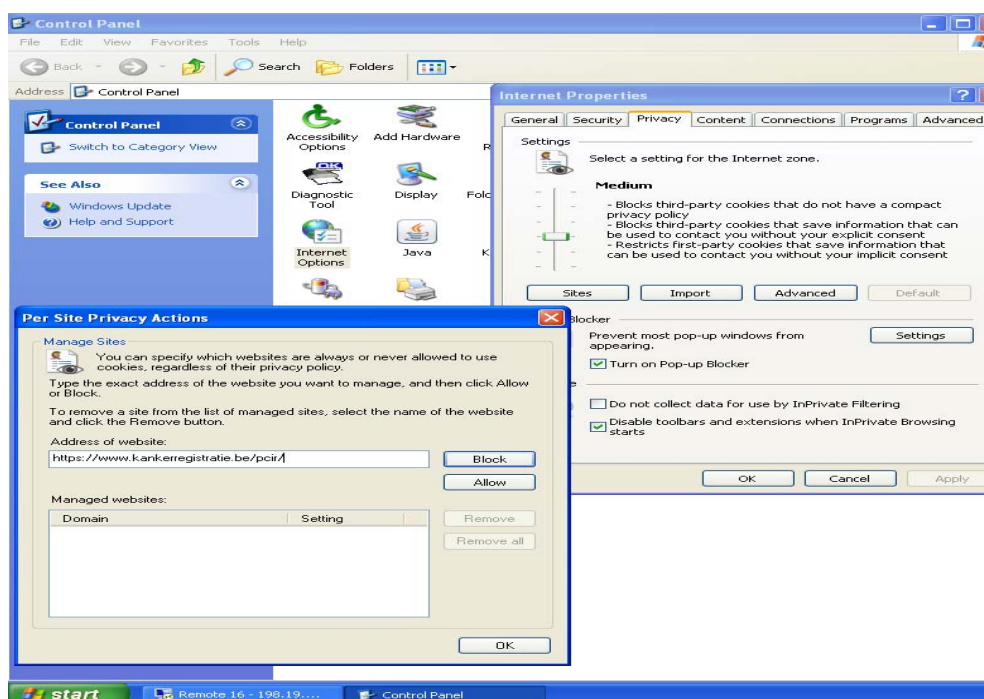
F: [https://www.ehealth.fgov.be/fr/page\\_menu/website/home/portal/access/access.html](https://www.ehealth.fgov.be/fr/page_menu/website/home/portal/access/access.html)

For all technical problems, the ‘Verantwoordelijke Toegangen Entiteit’ – ‘Responsable Accès Entités’ can contact the eHealth contact center at 02/788.51.55.

### 3. Configurations

#### 3.1 Make sure cookies are allowed:

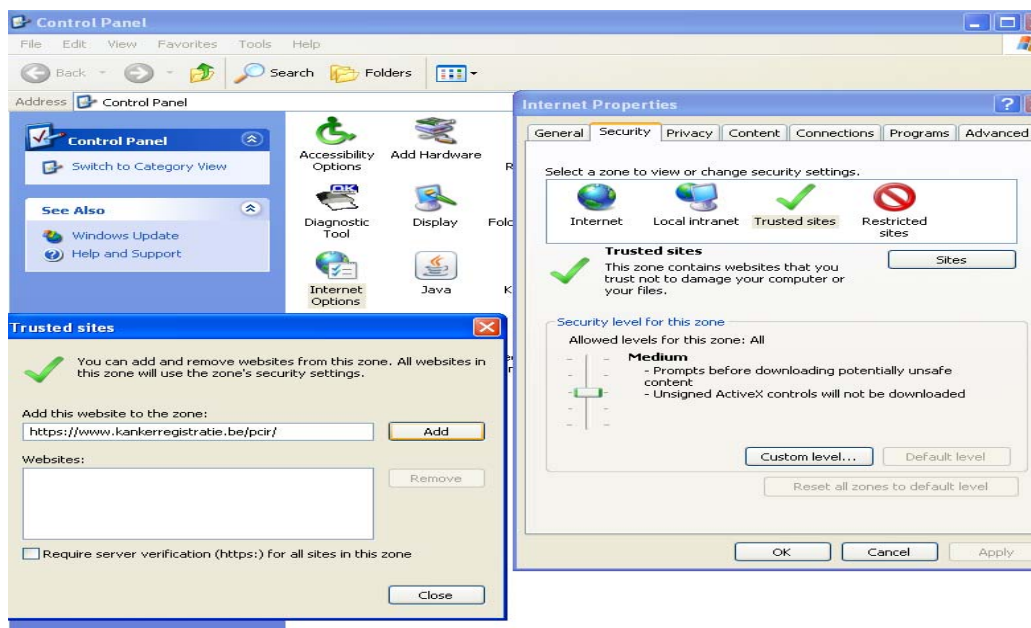
- ✓ Go to Start, Control Panel,
- ✓ Select ‘Internet Options’ (optional under ‘Network’)
- ✓ In the ‘Privacy’ menu: select ‘(web)Sites’
- ✓ Enter the url of the application (<https://www.kankerregistratie.be/pcir/>) in the ‘Addresses of Web site’ box and click ‘Allow’ (see picture)



- ✓ Click OK

### 3.2 Add website to trusted sites:

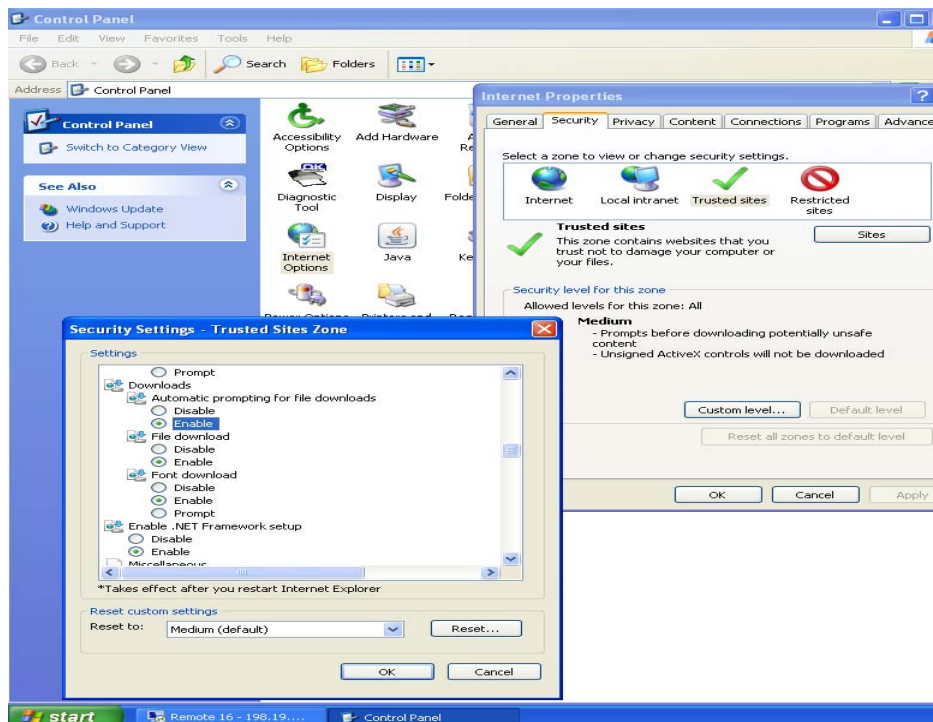
- ✓ Go to Start, Control Panel,
- ✓ Select 'Internet Options' (optional under 'Network')
- ✓ Select the 'Security' tab
- ✓ Select 'trusted sites' in the zone selector
- ✓ Click on 'Sites'
- ✓ Add <https://www.kankerregistratie.be/pcir/> to the trusted site zone
- ✓ Click Add, close and OK



### 3.3 Disable pop-up balk for the “trusted zone”

- ✓ Go to Start, Control Panel,
- ✓ Select 'Internet Options' (optional under 'Network')
- ✓ Select the 'Security' tab, 'Trusted sites'
- ✓ Click 'Custom level...'
- ✓ Search the 'Downloads → Automatic prompting for file downloads'
- ✓ Change to 'Enable'
- ✓ Click 'Ok', 'yes' and 'ok'





#### 4. Login to the application

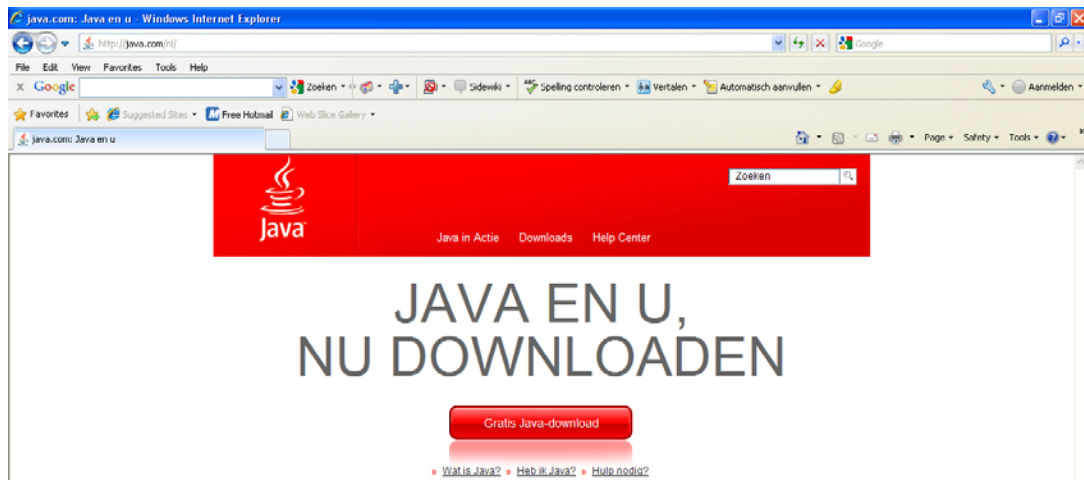
The online PROCARE RX application is located at the url:

<https://www.kankerregistratie.be/pcir/>

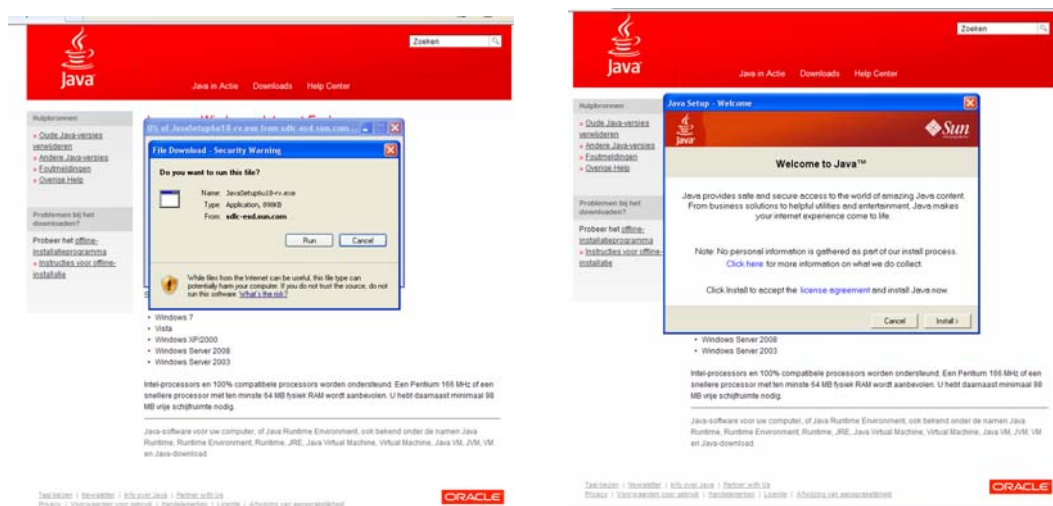
This link will guide you to the eHealth authentication pages before taking you to the application:

1. go to the url: <https://www.kankerregistratie.be/pcir/>
2. it is possible that you will see some safety warnings. These may vary depending on the version of your internet explorer. It suffices to agree with continuing towards the selected site.
3. Select language
4. Select login
5. Select 'Identify via eID'
6. Enter your eID in the card reader and enter your PIN-code
7. Select the organization for which you work  
 Message to the PROCARE RX reviewers: you have to login as a member of the BCR.
8. After successfully being authenticated, you will be directed to the home page of the PROCARE RX application. Before the application can run, you need to stall a JAVA Plug in:

- ✓ Click on 'Get the latest Java Plug-in here' and you will be directed to a site where you can download the Plug in.

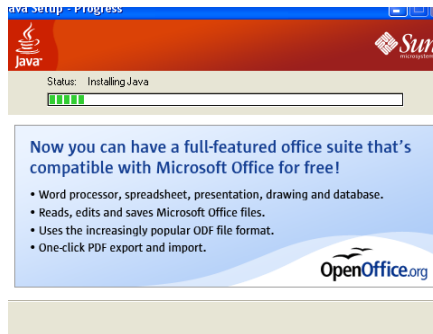


- ✓ Click on 'Gratis Java download' and agree with the installation

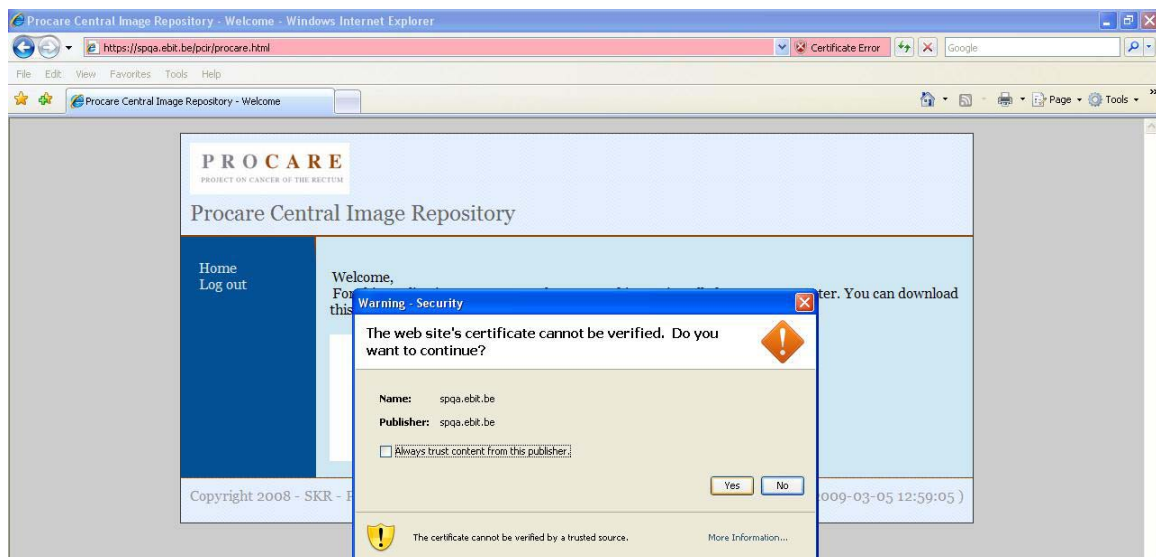


- ✓ Click 'Run'
- ✓ Click 'Accept'

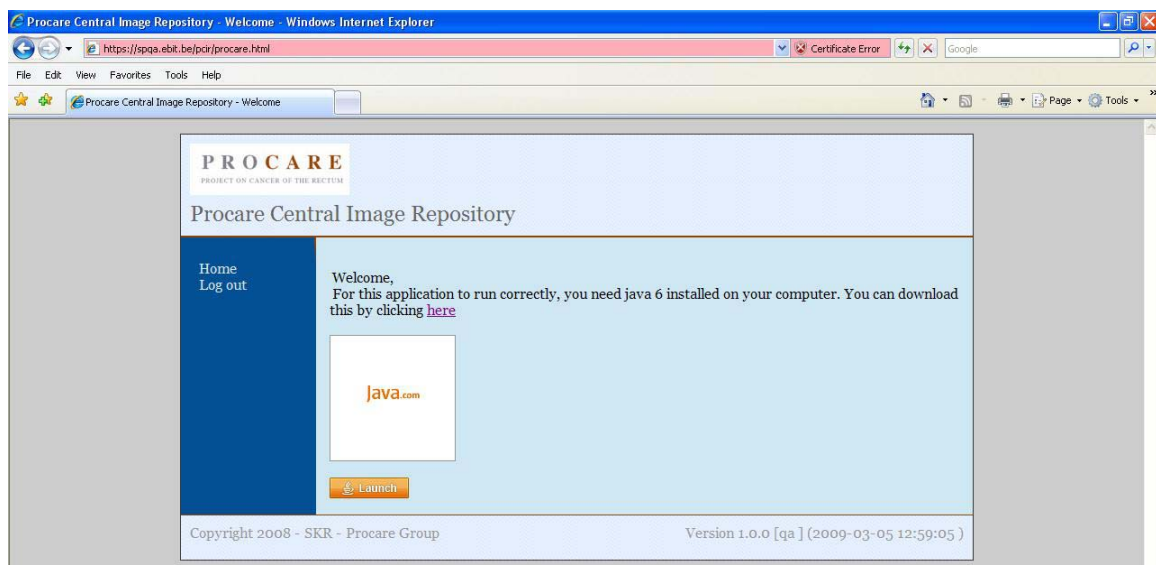




- ✓ When the Plug-In has been successfully installed, re-enter the url: <https://www.kankerregistratie.be/pcir/> in your browser (please open a new browser window)
- ✓ Upon arriving on the site, an automatic process will be started



- ✓ Select 'Always trust content from the publisher' and click 'yes'



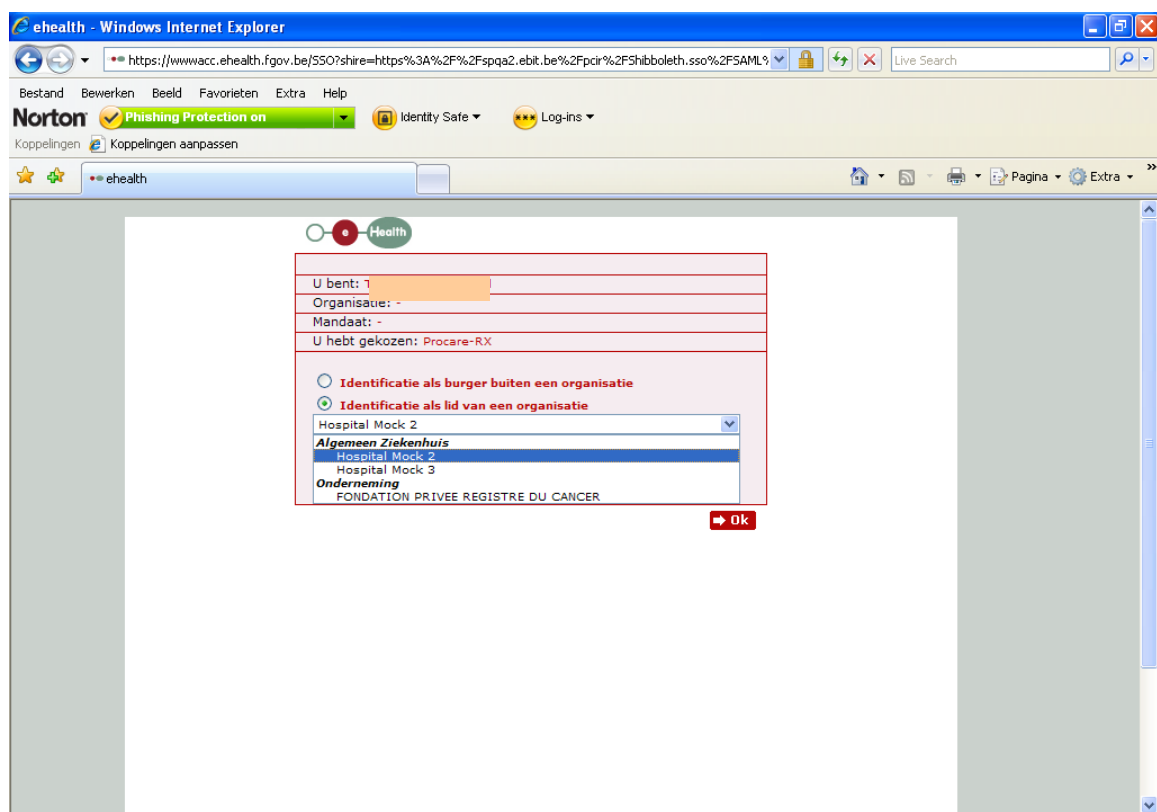
- ✓ Wait for the Java-icon to become the following (while accepting all prompting messages)



- ✓ Then click 'Launch' and the application will be opened in a new window
- ✓ Do not close the original explorer window
- ✓ You can now start using the application

## 5. Using the PROCARE RX application as a radiologist

To use the PROCARE RX application as a radiologist, you need to login as a member from the hospital for which you are working. When asked for your e-mail address (this will only be asked once), it is important that you give a correct one, because follow-up and feedback will be sent to this e-mail address.



When you are logged-in (as a radiologist), a window will appear containing the list of registrations you already made. These cases need to be reviewed by an “expert radiologist reviewer”.



**Home**  
Procure RX Central Image Repository

**About me**

Welcome
Your e-mail is:

**Registrations**

Dossier	Type	Registration date ▲	Status	MRI	CT
2009091412385...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2009091412085...	Pre-treatment	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2009091413345...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2009091413334...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2009091413371...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2009091412410...	Restaging	14 sep 2009	Completed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2009091412364...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2009091413361...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2009091411302...	Pre-treatment	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2009091516060...	Pre-treatment	15 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click on the icon with the green cross to add a new registration.



You will be directed to the following window where you can enter your findings and upload MRI and/or CT-images. When doing this, your images are send to your temporary files. It may be possible that this memory is too small. In this case, please contact your ICT-service.



**Procure Central Image Repository**

**Add Registration**

Here you can create a new registration. It should be noted that the combination INSZ - Type must be unique. In other words: when you create a "restaging" registration for a patient and a "restaging" registration was already made for the same patient (by you, previously, or by another radiologist), the registration will not be registered. In that case, you will receive an error message when trying to save the registration and no data will be saved nor will the images be uploaded.

**General**

INSZ:

Type:

Interval since beginning RT:  weeks

**MRI**

MRI Available: ☐

T:  M:

Pathological node:

CRM:  mm

Medical images:

Location:

- ☒ No tumor detected
- ☐ Tumor
  - ☐ Ventral
  - ☐ Lateral Left
  - ☐ Lateral Right
  - ☐ Dorsal

**CT**

CT Available: ☐

T:  M:

Pathological node:

CRM:  mm

Medical images:

Location:

- ☒ No tumor detected
- ☐ Tumor
  - ☐ Ventral
  - ☐ Lateral Left
  - ☐ Lateral Right
  - ☐ Dorsal

**Trus**

TRUS Available: ☐

T:  N:

Location:

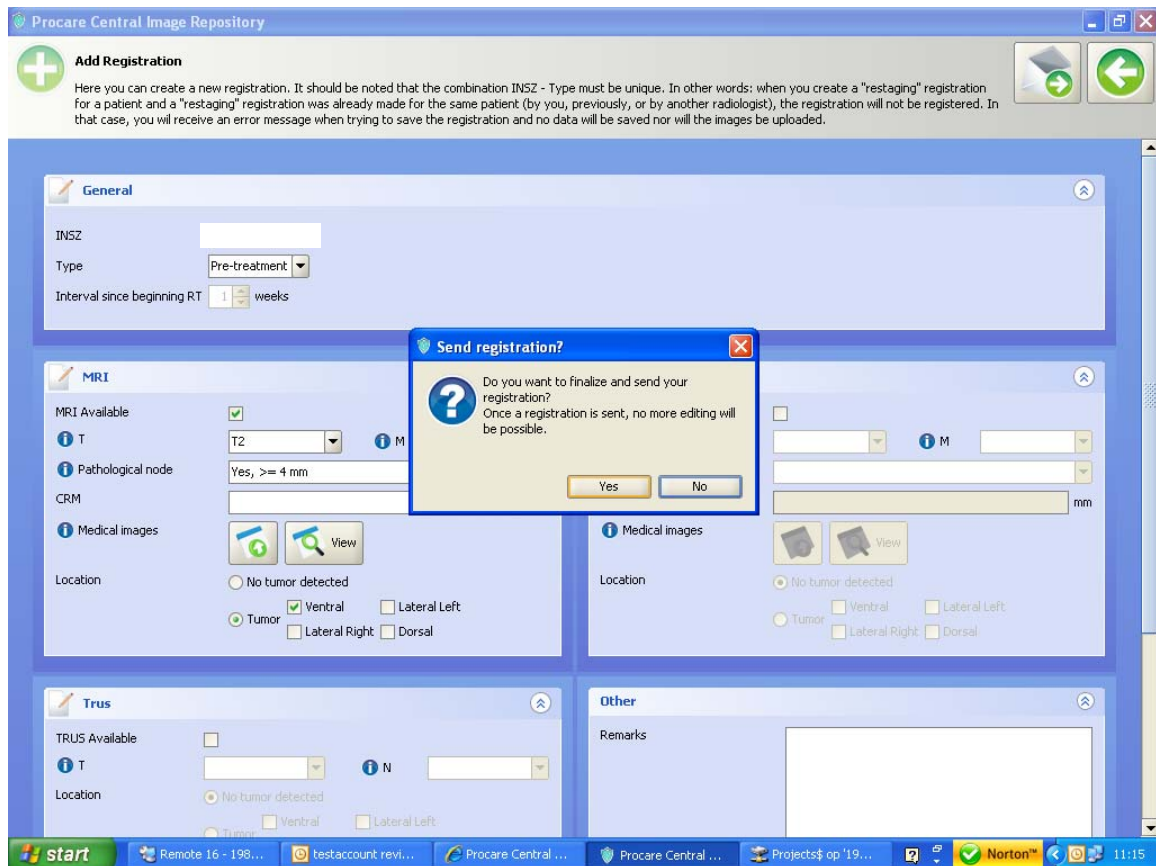
- ☒ No tumor detected
- ☐ Tumor
  - ☐ Ventral
  - ☐ Lateral Left

**Other**

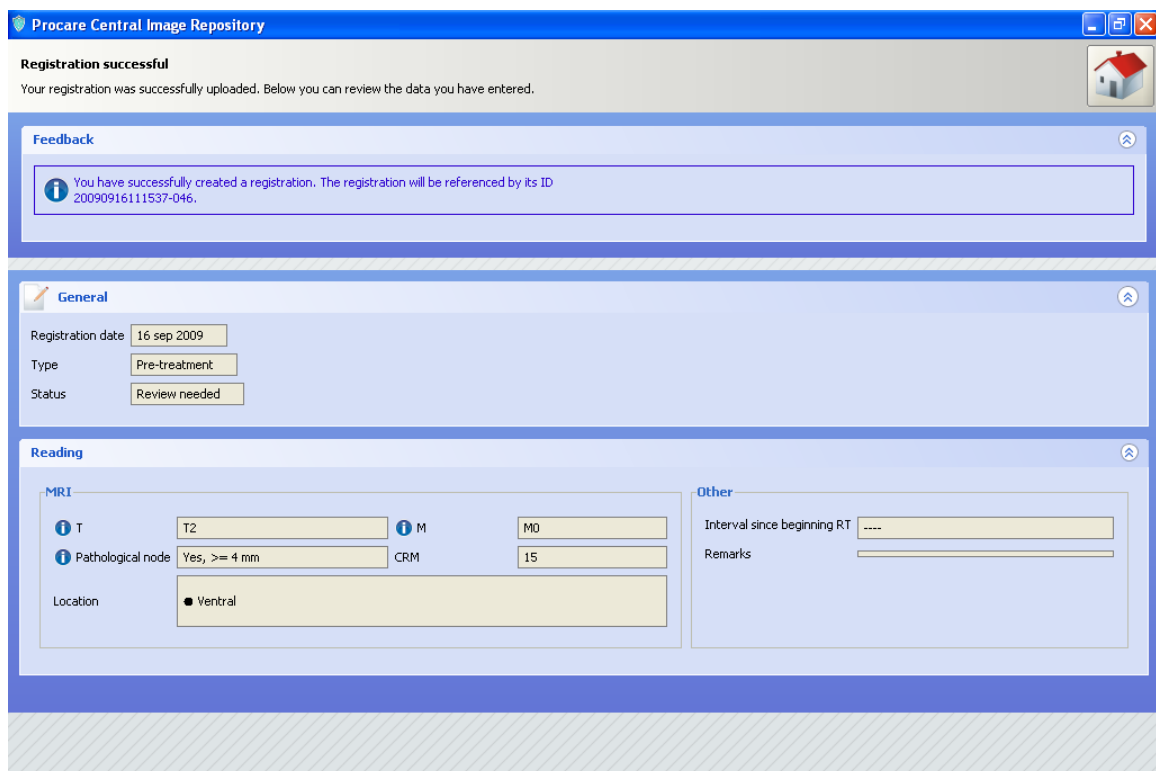
Remarks:

After having entered your findings, you can send the registration you made by clicking on the icon with the envelope. A pop-up window will appear asking to confirm the sending of your registration.





Afterwards, a confirmation of your registration is given.



You can go back to the homepage by clicking on the icon with the house.

Then, you can either start a new registration (icon with green cross) or leave the application by clicking on the icon with the red cross.

Procare Central Image Repository

Home

Procare RX: Central Image Repository

About me

Welcome  
Your e-mail is [redacted]

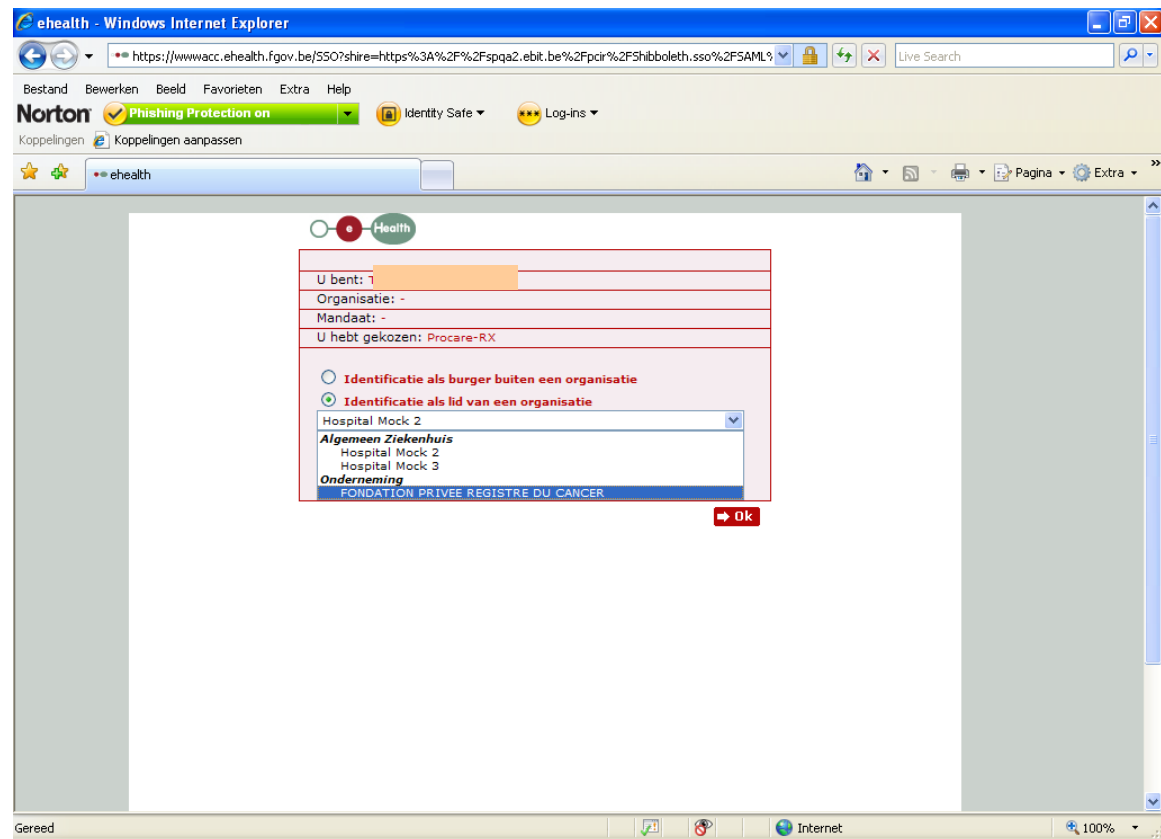
Registrations

Dossier	Type	Registration date	Status	MRI	CT
2009091412410...	Restaging	14 sep 2009	Completed	✓	✓
2009091412364...	Restaging	14 sep 2009	Review needed	✓	✓
2009091411302...	Pre-treatment	14 sep 2009	Review needed	✓	✓
2009091413361...	Restaging	14 sep 2009	Review needed	✓	✓
2009091412385...	Restaging	14 sep 2009	Review needed	✓	✓
2009091413345...	Restaging	14 sep 2009	Review needed	✓	✓
2009091412085...	Pre-treatment	14 sep 2009	Review needed	✓	✓
2009091413334...	Restaging	14 sep 2009	Review needed	✓	✓
2009091413371...	Restaging	14 sep 2009	Review needed	✓	✓
2009091516060...	Pre-treatment	15 sep 2009	Review needed	✓	✓



## 6. Using the PROCARE RX review application as a reviewer

To use the PROCARE RX application as a reviewer, you need to log in as a member of the “Belgian Cancer Registry”. When asked for your e-mail address (this will only be asked once), it is important that you give a correct one, because follow-up and feedback will be sent to this e-mail address.



When you are logged-in as a reviewer (“Belgian Cancer Registry”), two windows will appear. The worklist contains these cases you need to review. The registration list contains cases you entered yourself and need to be reviewed by an other reviewer.



Procure Central Image Repository

Home  
Procure RX Central Image Repository

About me

Welcome [redacted]  
Your e-mail is [redacted]

Registrations

Dossier	Type	Registration date	Status	MRI	CT
20090914124107...	Restaging	14 sep 2009	Completed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20090914133610...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20090914113023...	Pre-treatment	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20090914123646...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20090914120858...	Pre-treatment	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20090914123854...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20090914133346...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20090914133716...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20090914133453...	Restaging	14 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20090915160608...	Pre-treatment	15 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Worklist

Dossier	Type	Registration date	Status	MRI	CT
20090525095317...	Restaging	25 mei 2009	Review needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20090525110129...	Restaging	25 mei 2009	Review needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20090525102809...	Pre-treatment	25 mei 2009	Review needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20090527115533...	Restaging	27 mei 2009	Review needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20090527114912...	Pre-treatment	27 mei 2009	Review needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20090630100322...	Pre-treatment	30 jun 2009	Review needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20090630202744...	Restaging	30 jun 2009	Review needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20090630190729...	Pre-treatment	30 jun 2009	Review needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20090707150056...	Restaging	7 jul 2009	Review needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20090908130640...	Restaging	8 sep 2009	Review needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select the case in the worklist you want to review and click on the envelope button with green arrow.



You will be directed to the following window containing general information and review boxes for MRI and/or CT-images.



Procure Central Image Repository

Review a registration

General

Dossier: 20090520094439-686

Type: Pre-treatment

MRI

Show images

T: [ ] M: [ ]

Pathological node: [ ]

CRM: [ ] mm

Location:

☒ No tumor detected

☐ Tumor

☐ Ventral ☐ Lateral Left

☐ Lateral Right ☐ Dorsal

Procure Central Image Repository

Review a registration

General

Dossier: 20090525102809-044

Type: Pre-treatment

CT

Show images

T: [ ] M: [ ]

Pathological node: [ ]

CRM: [ ] mm

Location:

☒ No tumor detected

☐ Tumor

☐ Ventral ☐ Lateral Left

☐ Lateral Right ☐ Dorsal

To take a look at the images, you need to click on “show images”. Then, the MRI/CT-images are loaded from the server to your temporary files. It may be possible that the memory of your temporary files is too small. In this case, please contact your ICT-service. After filling in the review boxes, you click again on the envelope icon to send your review.

**Remark:** When looking at the images, you can use the zoom-function. Therefore, you need to use the buttons “Ctrl” and “Alt” together with the left and right mouse-button. Here, you can find an overview of the short keys:

- Ctrl + left mouse click and drag: Select area of interest
- Alt + drag: Move area of interest
- Right mouse click: Reset area of interest



Procure Central Image Repository

Review a registration

**General**

Dossier: 20090520094439-686

Type: Pre-treatment

**MRI**

Show images

T: T2 M: M0

Pathological node: No

CRM: 10 mm

Location:

☐ No tumor detected

☒ Tumor

☒ Ventral ☐ Lateral Left

☐ Lateral Right ☐ Dorsal

After having sent the review you made, a window will appear with an overview of the findings (and possible comments) of the radiologist, the findings you entered as a reviewer and some feedback. When you are a second reviewer, you also will see the findings of the first reviewer.

At this point, it is still possible to see the MRI/CT-images to verify your findings and it is still possible to add some comments for the radiologist and/or first reviewer.

Procure Central Image Repository

Review processed successfully.

**General**

Registration date: 20 mei 2009

Type: Pre-treatment

Status: Has discrepancies

**Reading**

**MRI**

T: T4 M: M1

Pathological node: Yes, >= 4 mm CRM: 4

Location: No tumor detected

**Trus**

T: T4 N: Nx

Location: ● Dorsal

**Other**

Interval since beginning RT: ----

Remarks: remarks

**First Review**

**MRI**

T: T0 M: Mx

Pathological node: Yes, >= 4 mm CRM: 123

Location: ● Lateral Left ● Ventral

**Remarks**

--No comment supplied yet--

Procure Central Image Repository

Review processed successfully.

**T** T0 **M** Mx  
**Pathological node** Yes, >= 4 mm CRM 123  
**Location** ☒ Lateral Left ☒ Ventral

--No comment supplied yet--

**Second Review**

**MRI**  
**T** T2 **M** M0  
**Pathological node** No CRM 10  
**Location** ☒ Ventral

**Remarks**

--No comment supplied yet--

**Feedback**

You were reviewer number 2

It seems that the values you have entered, don't correspond to the original read values. If you wish, you can specify below what might be the cause of this and/or how you measured the results.

Please supply comment

start Procure Central Imag... Remote 16 - 198.19... Procure Central Imag... Norton 8:23

By clicking on the icon with the envelope, your review is completed. An e-mail will be send automatically to the radiologist and the reviewer.

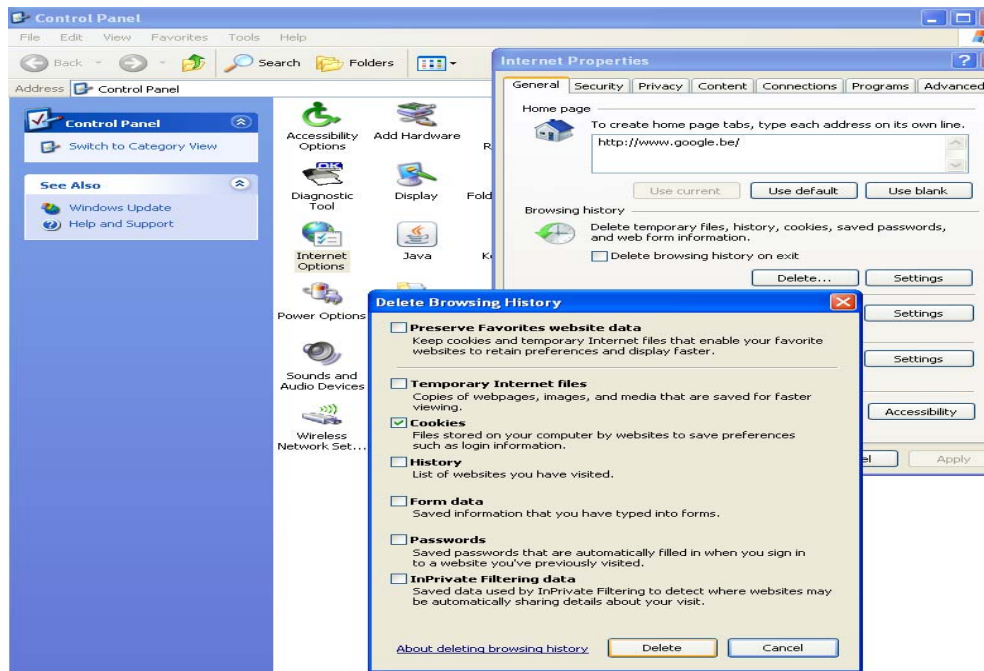
You can review a next case (envelope button with green arrow) or log-out and leave the application by clicking on the icon with the red cross.



## 7. Problem solving

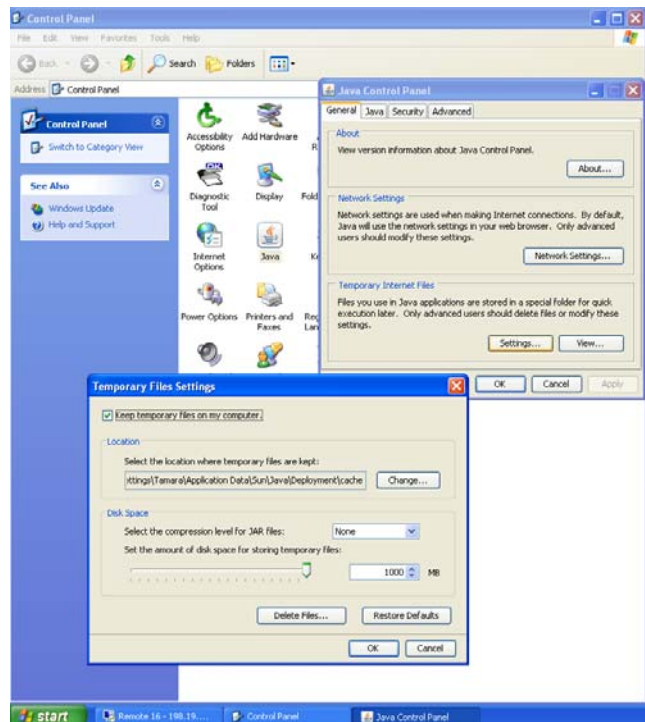
### 7.1 Error: Unable to launch the application

- ◆ You need to remove the cookies
  - ✓ Go to Start, Control Panel,
  - ✓ Select 'Internet Options' (optional under 'Network'),
  - ✓ General → Temporary internet files: delete cookies



- ◆ You need to delete the java cache
  - ✓ Go to Start, Control Panel,
  - ✓ Java
  - ✓ General, Temporary internet files, Settings
  - ✓ Disk space: delete files
  - ✓ Ok, ok, ok

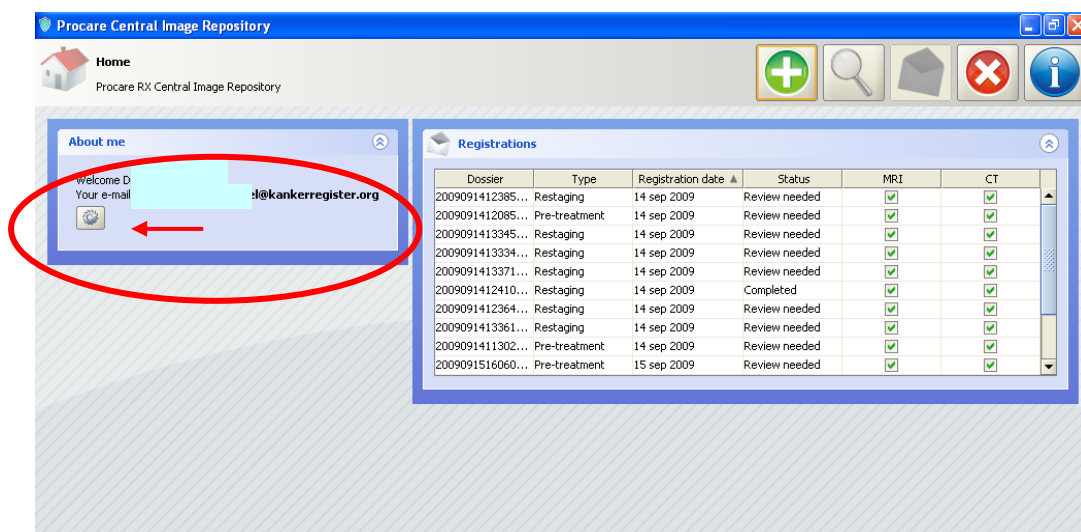




## 7.2 Problem: You do not receive the automatically created e-mails

Please check the e-mail address in the start window. You can make changes by clicking on the icon.

Remark that this e-mail address is linked to the computer and not to your personal login. Therefore, when using a shared computer, please check the email-address every time.



### 7.3 Working with the zoom-function when looking at images

When looking at the images, you can use the zoom-function. Therefore, you need to use the buttons “Ctrl” and “Alt” together with the left and right mouse-button.

Here, you can find an overview of the short keys:

- Ctrl + left mouse click and drag: Select area of interest
- Alt + drag: Move area of interest
- Right mouse click: Reset area of interest



## Version Control

<b>Filename</b>	PROCARE RX manual_ext_version v1.3
<b>Description</b>	Manual PROCARE RX – in production status
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Revision	Date	Author	Description
1.0	12/02/2010	BCR	PROCARE RX manual
1.1	16/03/2010	BCR	PROCARE RX manual
1.2	06/05/2010	BCR	PROCARE RX manual
1.3	19/05/2010	BCR	PROCARE RX manual

