



**SURGIVERSE**  
EDUCATION

User Guide

Surgiverse® Education Web-Planning

This software is for training and educational purposes only. Not usable for medical purposes.  
Not a medical device.

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The user should consult the instructions for use before using the Surgiverse® Education Web-Planning .

The User Guide and the Terms of Use are available at all times for the user through the User Menu on the platform or by following these links:

- User Guide: [https://surgiverse.ai/user\\_guide\\_ed/](https://surgiverse.ai/user_guide_ed/)
- Terms of Use: [https://surgiverse.ai/cgu\\_ed/](https://surgiverse.ai/cgu_ed/)

## 1 Description

The Surgiverse® Education Web-Planning software assists the surgical strategy as it allows the user to centralize the useful documents for preparing a surgical case into one Session file. One case may have one or more Session files.

A Session file can be remotely shared with and completed by other users of the platform thanks to its collaboration features. This collaboration can be simultaneous or not, since Session files save the changes made by any user with access to the file.

All the elements and documents prepared can be visualized afterwards by using a mixed reality headset with the Surgiverse® Education Digital Cockpit application.

Surgiverse® Education Web-Planning is compatible with Surgiverse® Education Digital Cockpit (see specific instructions for use of Surgiverse® Education Digital Cockpit).

## 2 Conditions before use



**Precaution of use:** Surgiverse® Education Web-Planning should only be used in the following up-to- browsers (Google Chrome, Mozilla Firefox, Safari or Microsoft Edge).



**Precaution of use:** The user's workstation must meet the following minimum requirements: Windows 10 (32/64 bits) or MacOS Sonoma and 4 GB of RAM.



**Precaution of use:** Surgiverse® Education Web-Planning must be used on devices authorized for the user by their institution's security policy. The security policy of their institution must guarantee that their computer network and workstation are secure. Workstations should have timely security patches and updates, necessary anti-virus software, firewalls and other protection.



**Precaution of use:** The user must ensure they have a good quality internet connection with a speed of at least 50 Mbit/s before connecting to Surgiverse® Education Web-Planning webpage and throughout their use of the platform.



**Precaution of use:** The user must carefully read all the warnings and errors that appear on the software. **Caution:** Most alerts are blocking.



**Precaution of use:** When working collaboratively on the same series, MPR axes, window width, window level and segmentation manipulation can affect other users.



**Precaution of use:** A DICOM/3D Object can only be uploaded if it meets the following criteria:

- Be a file in ZIP, STL or OBJ format, or a directory containing DICOM images,
- Images must be CT or IRM modality only, 3D objects must be STL or OBJ only,
- Contain the information of only one case,
- For DICOM files, have a maximum size of **2GB**, for 3D Objects **60 MB**
- For DICOM files, be complete with **no missing slice**.



**Caution:** It is necessary for the recipient to have a Surgiverse® Education Web-Planning account to perform the sharing



**Caution:** Surgiverse® Education does not replace the user's medical decision



**Caution:** The user must ensure that the added weblinks and the elements imported on Surgiverse® Education Web-Planning are secure (pdf, images).



**Caution:** The measurement accuracy of Surgiverse® Education Web-Planning is 1.25 mm for distances and 3° for angles.



**Caution:** Extraction tools are for education purposes only and not intended for diagnostic use.



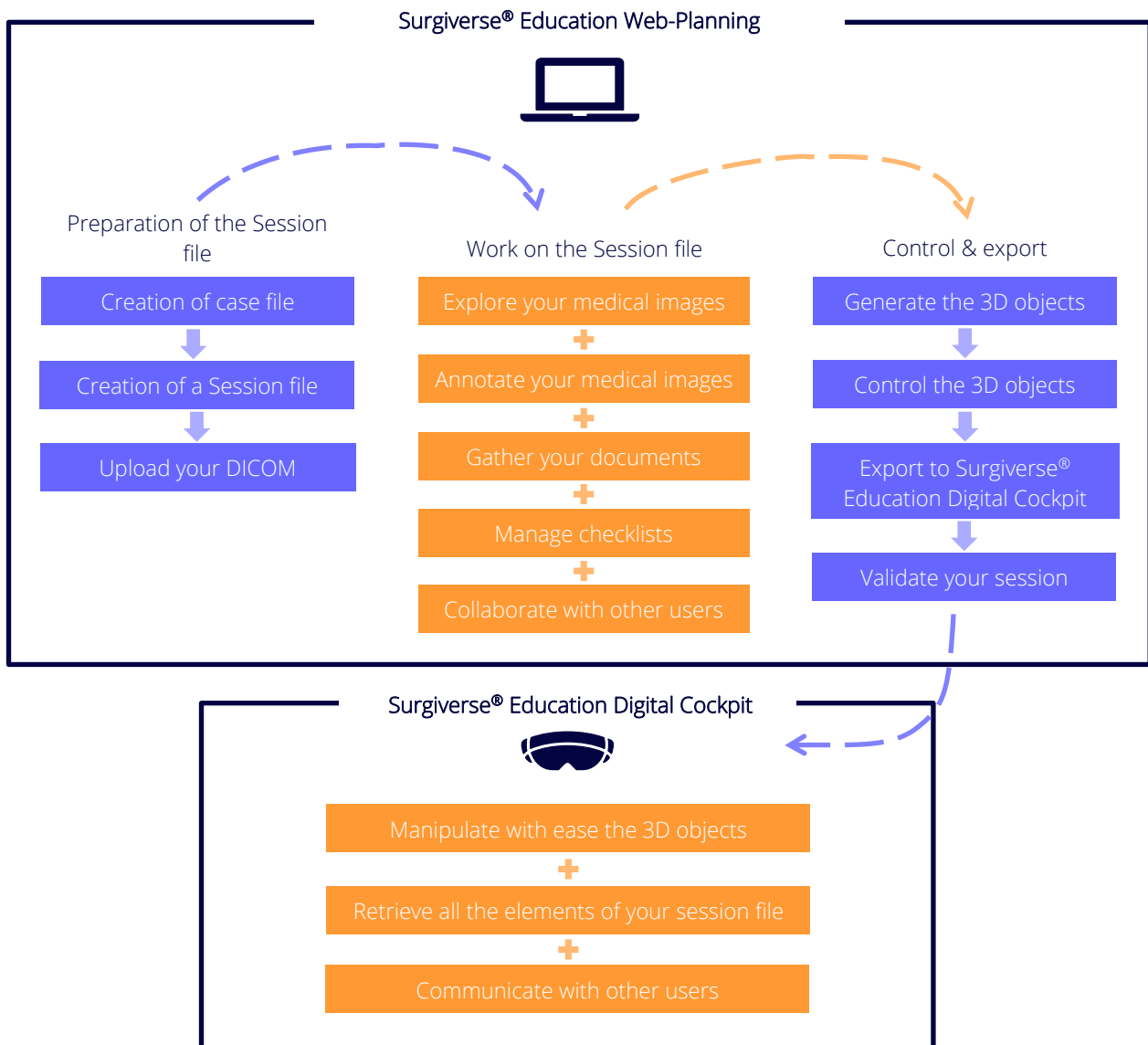
**Caution:** The user must ensure to use only correctly anonymized training data on the platform.

### 3 General description

#### 3.1 Introduction

##### 3.1.1 What is Surgiverse® Education Web-Planning?

Surgiverse® Education Web-Planning is a collaborative platform gathering all the elements used to prepare a surgical case in a **Session** file and making them available in mixed reality glasses through Surgiverse® Education Digital Cockpit. A Session file is related to a case. It contains the analysis details performed on **3D models generated from DICOM files (CT Scan or MRI)** and other documents.

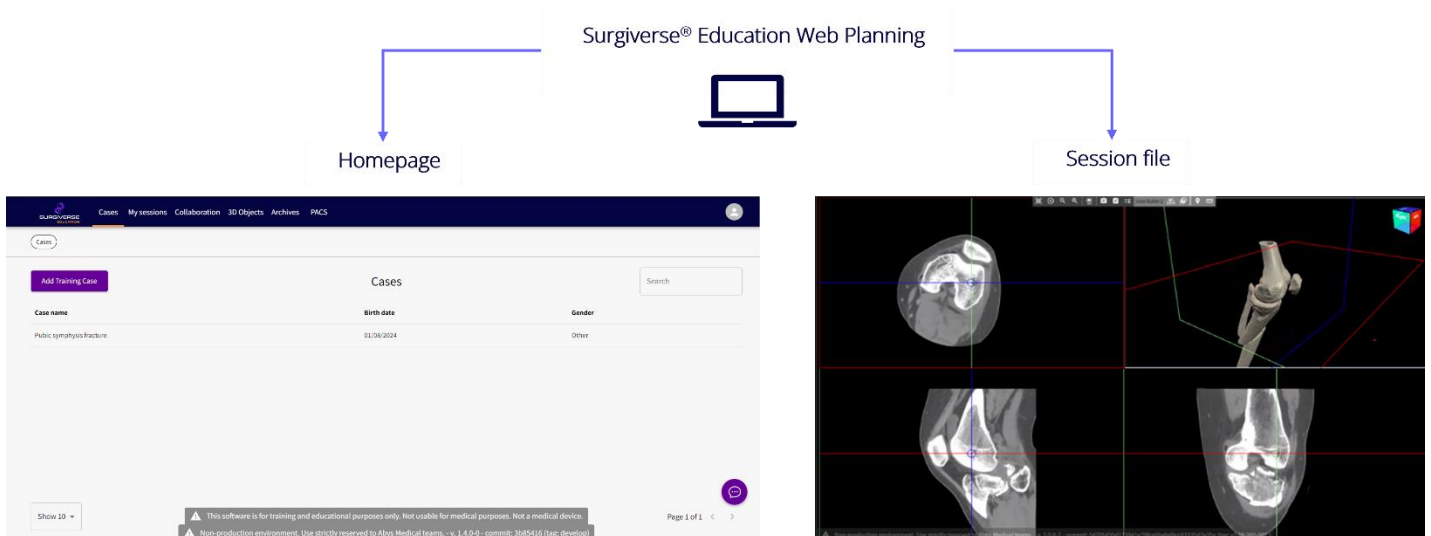


##### 3.1.2 How to find my way in the interface?

The interface of the software is structured in two parts.

A part called **"Homepage"**, to manage the cases and Session files. The homepage also presents advanced configuration and administration functionalities depending on the user's rights.

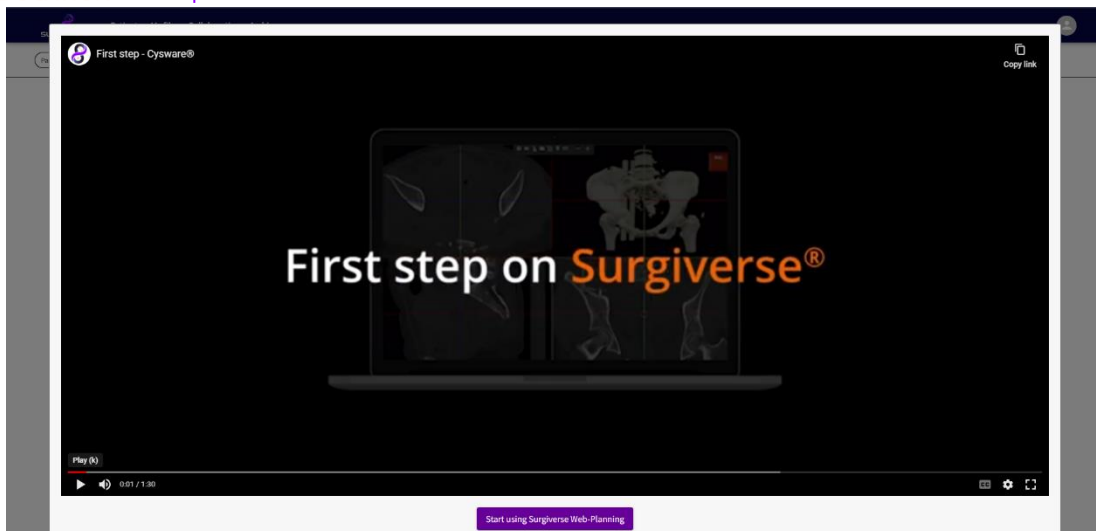
A section called "**Session**", to access the tools to work with medical images, import and annotate documents, as well as collaborate with other users. This section is where the user validates and exports elements to Surgiverse® Education Digital Cockpit.



## 3.2 Access and first connection to Surgiverse® Education Web-Planning

### 3.2.1 First Connection

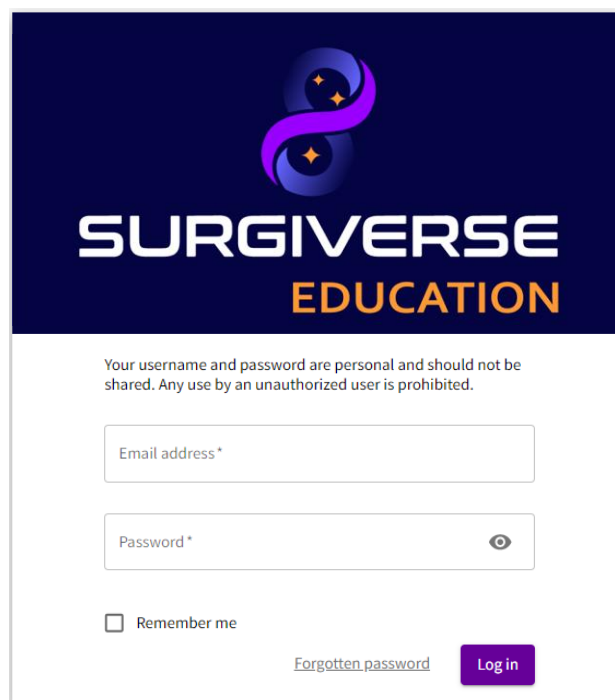
1. Once you receive the email confirming the creation of your account, click on the link to activate your account.
2. You shall receive a second email, with a link to set your password. For security purposes, the chosen password must meet certain conditions:
  - a. At least 12 characters
  - b. At least one capital letter
  - c. At least one lower case letter
  - d. At least one number
  - e. At least one special character (@\$!%\*?&#)
3. A welcome email follows the validation of the password.
4. You must click on the link to open and read the Terms of use of Surgiverse® Education Web-Planning when you connect to your account. You will need to confirm having read these in order to start using the platform. The Terms of use are always available through the User menu or at [https://surgiverse.ai/cgu\\_ed/](https://surgiverse.ai/cgu_ed/)
5. A video of the first steps on Surgiverse® Education Web-Planning starts automatically.



6. The user can click on the “Start using Surgiverse® Web-Planning” button to close the video presentation.  
Note: This video is always available from the user menu.

### 3.2.2 Log in to Surgiverse® Education Web-Planning

1. Open a web browser (Google Chrome, Safari, Mozilla Firefox or Microsoft Edge) and go to the Surgiverse® Education Web-Planning website: <https://education.surgiverse.health/login>



The image shows the login page for Surgiverse Education. At the top, there is a dark blue header with the Surgiverse logo and the text "SURGIVERSE EDUCATION". Below the header, a warning message states: "Your username and password are personal and should not be shared. Any use by an unauthorized user is prohibited." The login form consists of two input fields: "Email address \*" and "Password \*". Below the password field is a "Remember me" checkbox. At the bottom right of the form, there is a link for "Forgotten password" and a purple "Log in" button.

2. Enter your email address and password.
3. Click on the “Log in” button.

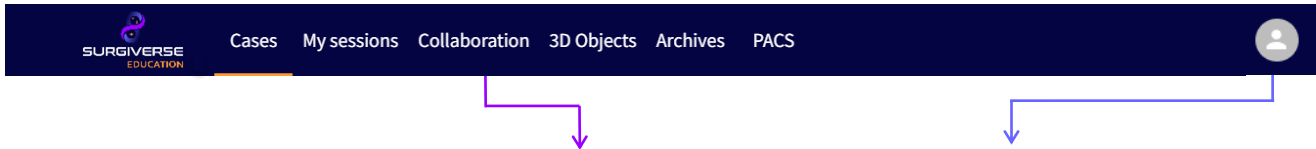


### 3.3 Homepage description

#### 3.3.1 Homepage interface

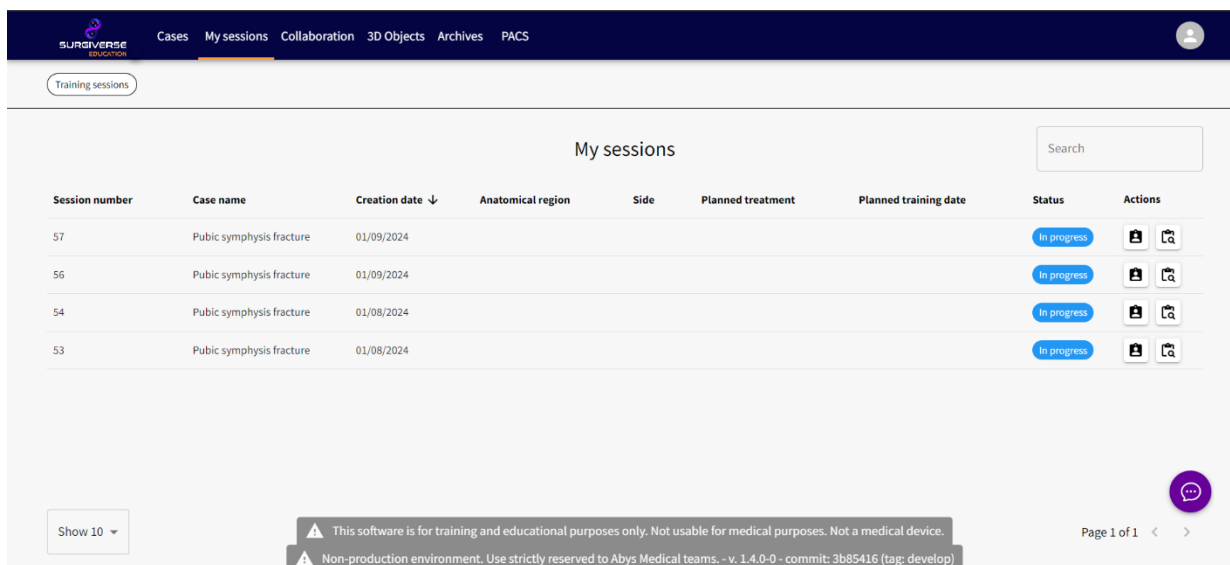
The home page interface is divided in two parts:

- A tabbed navigation bar:



For access to the different sections of the site and the user menu.

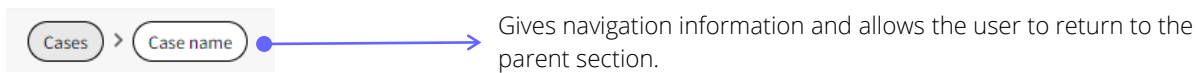
- A panel to display the content (mostly in lists):



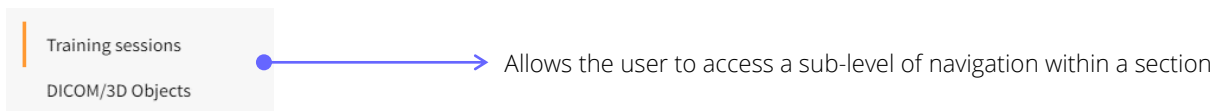
**i** Note: The navigation tabs and options presented in the homepage depend on the profile of the connected user. For example, a Healthcare user will not be able to access the administration tools.

There are two ways to navigate the content pages on the homepage:

- With a breadcrumb trail



- With sub-tabs



#### 3.3.2 Access to features from the homepage

The homepage has several tabs in the upper part of the interface, they provide access to the features described in the following table. A detailed description of the features can be opened by clicking on the links in the "Access to features" column.

TAB	What can you do?	Access to features
Cases tab	o Manage the cases' files	Adding/Creating a case file <a href="#">Erreur ! Source du renvoi introuvable.</a>  Editing a case file  Archiving a case file
	o Adding a DICOM from the case file	Adding a DICOM from the case file
	o Open a Session file	Opening a Session file from a case file  Session file creation from the case file
My Sessions tab	o Smart access to Session files using shortcuts	Opening a Session file from the "My sessions" tab
Collaboration tab	o Share the Session with other users	Sharing a Session file from the Collaboration tab
	o Control the access of the shared Sessions.	Updating an automatic Share
	o Access to the teams.	Creating a team  Editing a team
	o Live broadcast	Joining a live broadcast
3D Objects	o Add a new catalog	Creating a catalog
	o Share a catalog	Sharing a catalog
Archive tab	o Find previously archived case file.	Archiving a case file
	o Unarchive a case file.	Unarchiving a case file
PACS tab	o Retrieve a DICOM	Retrieving a DICOM from the PACS
	o Consult the retrieved DICOM files	Consulting pending DICOMs retrieved from the PACS
User profile	o Set a status.	Setting the user status
	o Manage your preferences about password, language and avatar picture.	Changing your password  Changing the language  Changing your avatar picture

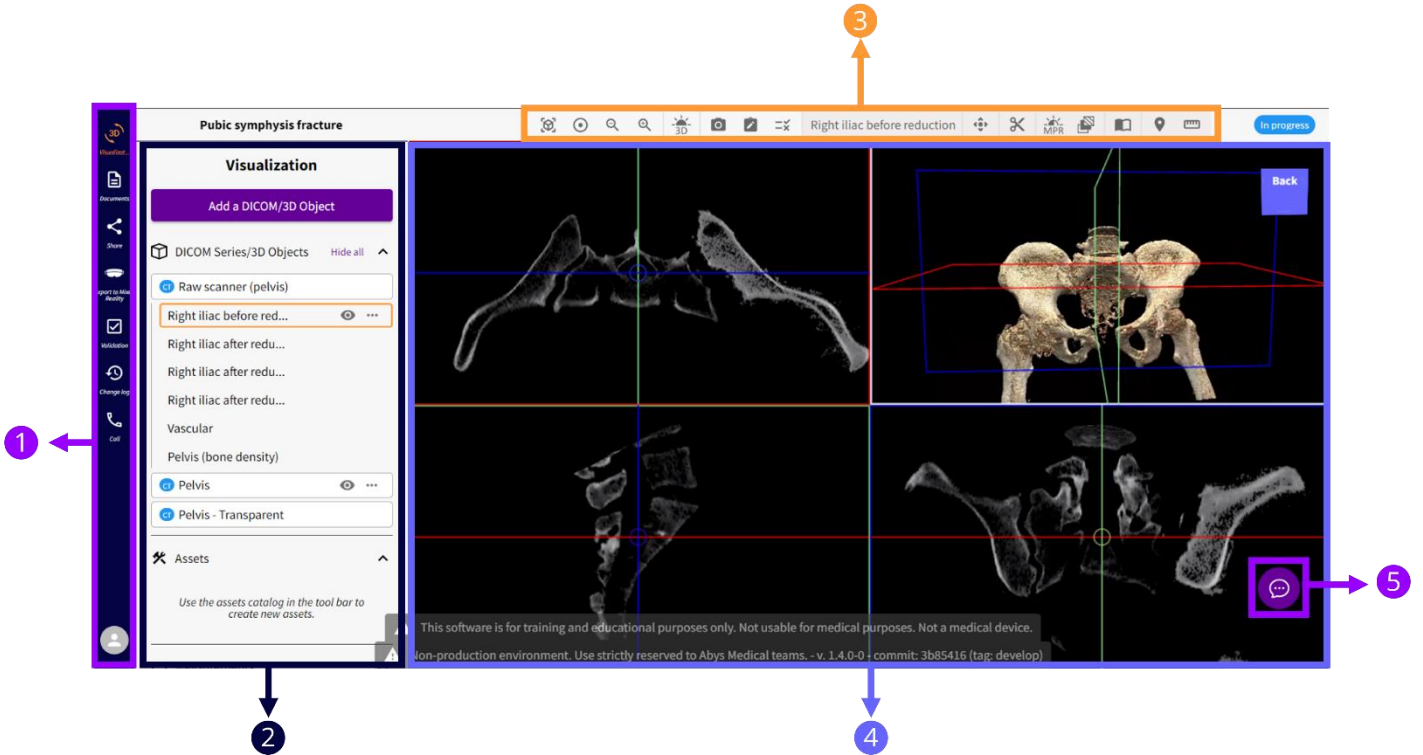
TAB	What can you do?	Access to features
	o Get individual access to Surgiverse® Education Digital Cockpit.	<a href="#">Get access to Surgiverse® Education Digital Cockpit</a> Get access to
	o Get the user guide.	Documentation access
	o Get the terms of use. o Get the Instruction for Use. o Get the Legal notice. o Get information about Abys Medical. o See the First Steps video.	
Administration tab	o Log out from Surgiverse® Education Web-Planning.	<a href="#">Logging out from Surgiverse® Education Web-Planning</a>
	o Manage users.	Administration rights management
	o Manage entities.	
	o Send alert messages.	Administration rights management

Table 1 – Homepage features

### 3.4 Session file description

#### 3.4.1 Session file interface

The Session file interface is divided in four parts:



**① The Navigation bar**

Access to the different sections of the Session file

**② The Side bar**

Management of the 3D objects

**③ The Tool bar**

Access to the tools

**④ The Viewer**



Display of the 3D and MPR views

**⑤ Chatbot**

Access to the chatbot (beta version)

#### 3.4.2 Navigation bar details

The main functionalities of the Session file are organized by category in **Session file sections**. When working on a Session file, the navigation bar gives quickly access to the Session file sections and the associated functionalities as described in the table below:

Tab	Description	Shortcut to feature explanations
	Main section of a Session file, 3D Visualization: view of the medical imaging and managing the items.	Adding a DICOM/3D object from the Session file interface
	Documents: Uploading and visualization of documents	Adding documents to your Session file

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Tab	Description	Shortcut to feature explanations
	Share: Manage shared Sessions	<p>Creating a new share from your Session file</p> <p>Updating existing shares from the Session file</p>
	Export to Surgiverse® Education Digital Cockpit: Model and select the view that you will be able to display in Surgiverse® Education Digital Cockpit.	<a href="#">Export to Surgiverse® Education Digital Cockpit from the Session file</a>
	Validation: Control of the Session file information.	<p>Validating a Session file</p> <p>Invalidating a Session file</p>
	Change log: Automatic record of the file modifications.	Consulting the history of actions of Session file
	Communication: List of contacts	Starting a communication

Table 2 – Features from the Session File page

### 3.4.3 Viewer details

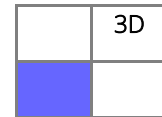
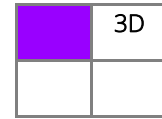
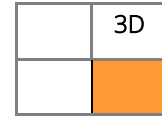
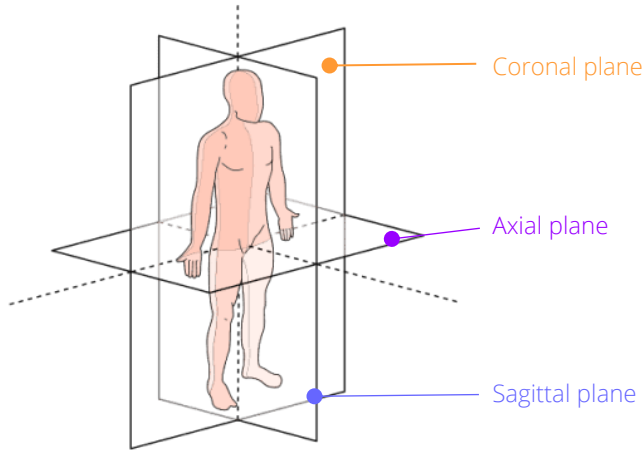
The 3D objects are displayed in a viewer divided in four areas (2x2 display). Three are dedicated to the display of MPR Views and one to display the 3D view. The MPR views are associated with anatomical planes that are defined in the viewer.

They appear in the following order:

- Top left: transverse view / axial section.
- Top right: 3D view.
- Bottom left: sagittal view / cut.
- Bottom right: frontal view / coronal section.

Anatomical plane

Position in Viewer



Full-screen display of a view can be accessed by double-clicking on it. Double-clicking again on any part of the viewer window brings back the 2x2 display.

The manipulation of the objects in the viewer is done with the mouse:

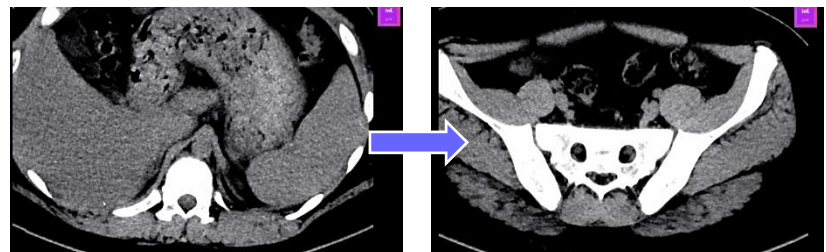
Click and drag to explore the objects or use the wheel to zoom or navigate between slices on MPR views.

### Type of move

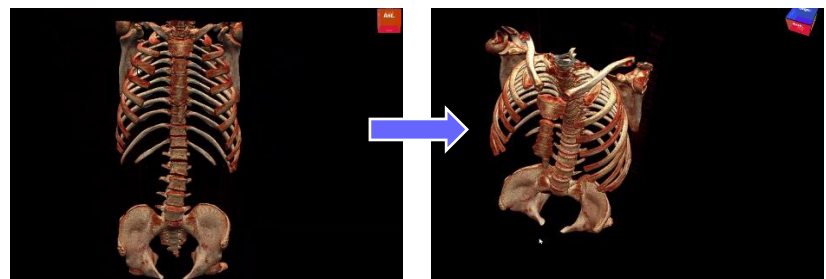
Translation in the MPR view using the mouse cursor with a left click.



Navigation between slices in the MPR views using the mouse wheel.



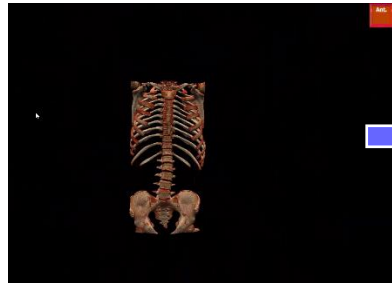
Rotation in the 3D view using the mouse cursor with a left click.



### Type of move

Zoom in the 3D view using the mouse wheel or the mouse cursor with a right click.

Before



After



Note: The MPR anatomical orientation is lost if the user moves the MPR axes on the software. They can restore them by reinitializing the viewpoints.

### 3.4.4 Toolbar details

The toolbar is present in the different Session file sections. It gives access to the tools depending on the context.

In the 3D section, some tools affect all the 3D objects and other just the selected object. The selected object is called **"Active"**.

The toolbar has different colors to identify the tools that affect the active object:

- Light gray area: the tools are effective on all objects.
- Gray area with orange top: the tools are only effective on the active object.

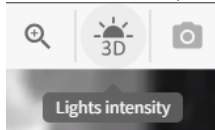
Global

Contextual



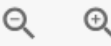


Validation



The tools are represented by icons with a descriptive tooltip.



Each tool and its associated functions are described in the table below:

Tools icon	Shortcut to feature explanations
	Changing the Viewpoint from the 3D visualization
	Changing the focus of the visualization
	Zooming in or out of the 3D visualization
	Changing the lights intensity of your 3D visualization
	Taking a screenshot from the Session file

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











	Writing or editing a note
	Creating a checklist
<b>Series name</b>	Name of the active series
	Moving a DICOM/3D Object series
	Starting a segmentation: <a href="#">Inclusive polygon</a> , <a href="#">Exclusive polygon</a> , <a href="#">Polyline</a> , <a href="#">Proximity</a>
	Changing the Window Level and Window Width of MPR views
	Changing the segmentation threshold
	Adding an asset to a session file
	Creating a label
	Adding a measurement: <a href="#">angle</a> or <a href="#">distance</a>
	Segmentation with an inclusive polygon
	Segmentation with an exclusive polygon
	Segmentation with a polyline
	Segmentation with a proximity tool

Table 3 - Tools from the Session file page

### 3.4.5 Side bar details

The side bar is used to manage the objects displayed in the viewer (series, measurements, and labels).

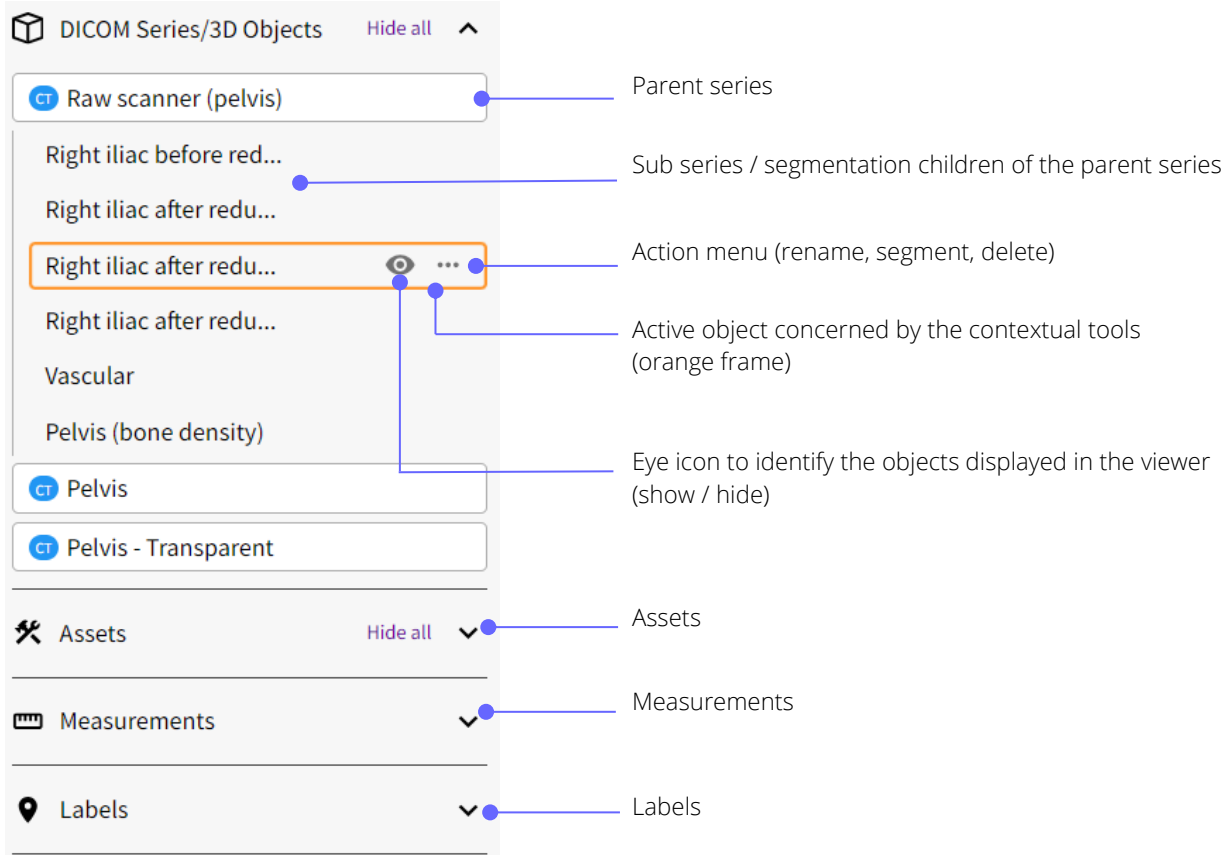
From the sidebar, the user is able to choose which elements to display, to modify, to edit, or to delete.

The actions of adding DICOM, adding measurements and adding labels result in the creation of a new object in the side bar.

An orange frame is used to identify the **active** series on which the contextual tools will be applied (its name is shown in the gray part of the toolbar).

Example:





**DICOM Series/3D Objects** Hide all ^

- Raw scanner (pelvis) — Parent series
- Right iliac before red... — Sub series / segmentation children of the parent series
- Right iliac after redu... — Action menu (rename, segment, delete)
- Right iliac after redu... — Active object concerned by the contextual tools (orange frame)
- Vascular
- Pelvis (bone density)
- Pelvis — Eye icon to identify the objects displayed in the viewer (show / hide)
- Pelvis - Transparent

---

**Assets** Hide all v — Assets

---

**Measurements** v — Measurements

---

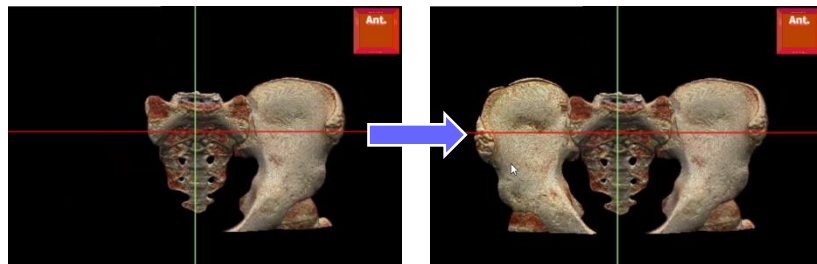
**Labels** v — Labels

**i** Note: The objects displayed in the viewer may be modified by other users if the Session file has been shared. To see the possible collaborative interactions, please refer to the table: [Details on collaborative interactions](#)

Multiple objects display is enabled for Labels, Measurements and Sub series with a common parent:

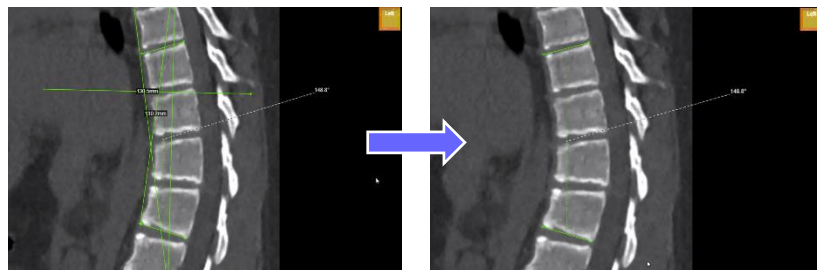
### Multiple sub series display

It allows to display simultaneously the result of several segmentations




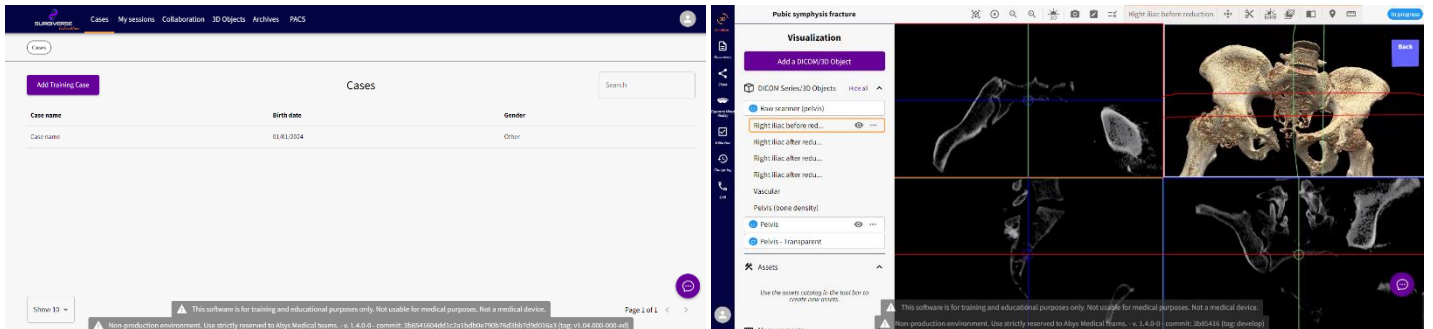
### Multiple measurements and labels display


It allows to reduce information overload and improves readability



### 3.4.6 Chatbot

Whenever you have questions about the use of Surgiverse® Education Web-Planning application, you can access our chatbot by clicking on the  icon at the bottom right corner of the screen. You can open this chatbot from the main page of the application and also from a Session file.



 Note: The available version of the chatbot is a **beta version**. Some errors and limitations are to be expected. You can always access this user guide for further questions on the use of the Surgiverse® Education Web-Planning application through the user menu.

### 3.5 Communication interface within a Session file

Surgiverse® Education Web-Planning allows to communicate with other Surgiverse® Education Web-Planning users and to receive calls from Surgiverse® Education Digital Cockpit users.

Surgiverse® Education Web-Planning

<-> Surgiverse® Education Web-Planning



Between several users connected on Surgiverse® Education Web-Planning

The Session file will be shared with the participants.

Surgiverse® Education Digital Cockpit

--> Surgiverse® Education Web-Planning



A user connected to Surgiverse® Education Digital Cockpit can call a user connected to Surgiverse® Education Web-Planning

The Session file will be shared with the participants.

Surgiverse® Education Digital Cockpit user can share the video feed captured by the HoloLens 2.

When you are in communication with someone, you can have access to the following features:

 Access to the features



Showing/hiding the participants of a communication



Showing/hiding the screen of a participant during a communication or a live broadcast




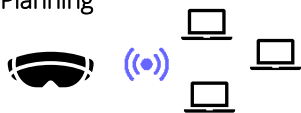
	Hanging off a communication or a live broadcast
	Muting/unmuting your microphone
	Taking a screenshot during a communication or live broadcast
	Using a pointer during a communication
	Sharing the screen during a communication
	Open the parameters of your microphone and speakers

Table 4 - Tools from the communication page

### 3.6 Live broadcast interface

Surgiverse® Education Web-Planning allows Surgiverse® Education Web-Planning users to join live broadcasts started by Surgiverse® Education Digital Cockpit users. Live broadcasts are accessible for users having access to the session file through a team or individual share.

Surgiverse® Education Digital Cockpit  
 --> Surgiverse® Education Web-Planning









A user connected to Surgiverse® Education Digital Cockpit can start a live broadcast.

A user connected to Surgiverse® Web-Planning can join a live broadcast.

Surgiverse® Education Digital Cockpit user share the video feed captured by the HoloLens 2.

When you are in a live broadcast, you can have access to the following features:

Tools icon	Access to the features
	Showing/hiding the participants of a live broadcast
	Showing/hiding the screen of a participant during a communication or a live broadcast
	Hanging off a communication or a live broadcast
	Muting/unmuting your microphone
	Taking a screenshot during a communication or live broadcast
	The use of the pointer is not available during a live broadcast.



Screen sharing is not available during a live broadcast

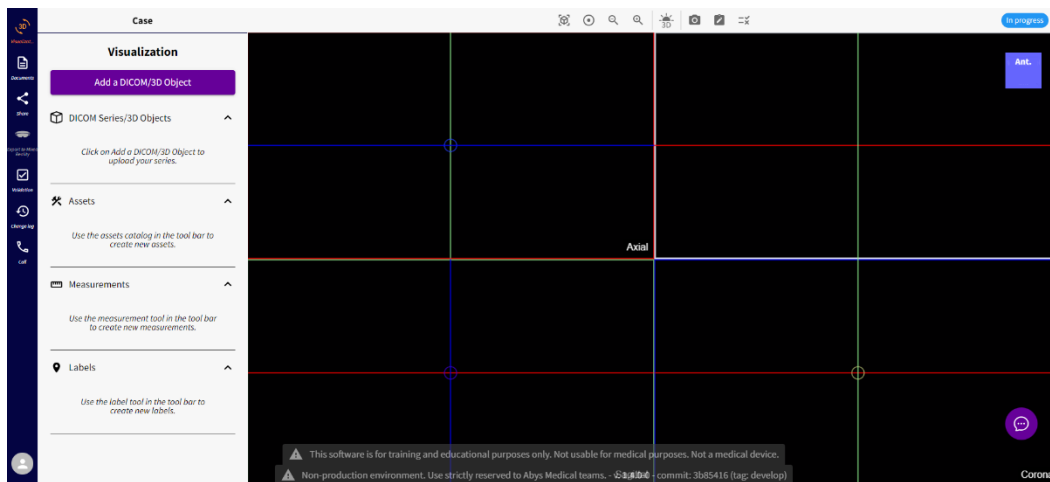


Open the parameters of your microphone and speakers

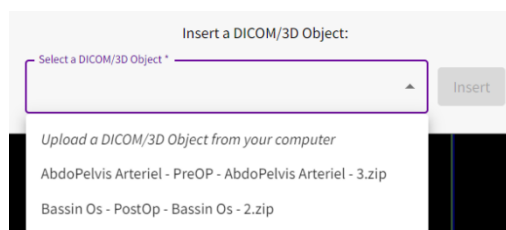
Table 5 - Tools from the live broadcast page

## 4 Index of functionalities

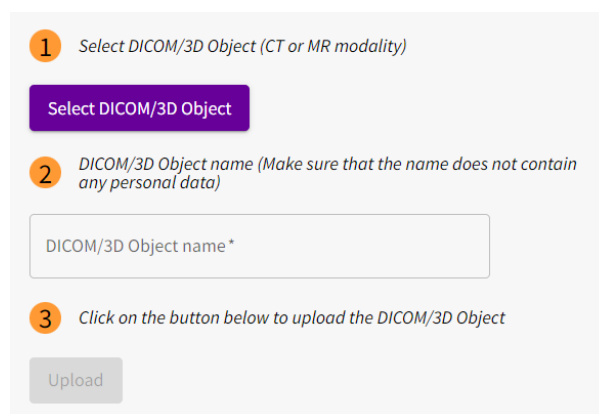
### 4.1 Adding a DICOM/3D object from the Session file interface



- ① Click on the "Add a DICOM/3D Object" button in the "Visualize" sub-tab of the Session file.
- ② A pop-up window opens. You can choose to select an existing DICOM previously uploaded to the case's file or select a new DICOM from your computer to upload it.



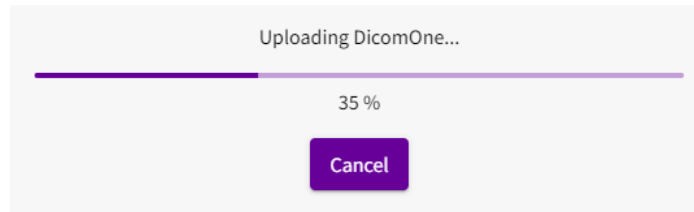
- ③ If you choose to upload a DICOM/3D Object from your computer, the following pop-up window is displayed:



- ④ Select the DICOM (CT/IRM)/3D Object (STL/OBJ) file from your computer to upload it ("Add" button). Two file structures are supported:
- Directory (with all the files),
  - Zip archive containing all the files.

① Note: ZIP archive is the recommended method.

- ⑤ A progress bar appears.



- ⑥ At the end of the file treatment, the series from the DICOM are added to the Session file and displayed in the 3D section.



**Precaution of use:** A DICOM/3D Object can only be uploaded if it meets the following criteria:

- Be a file in ZIP, STL or OBJ format, or a directory containing DICOM images,
- Images must be CT or IRM modality only, 3D objects must be STL or OBJ only,
- Contain the information of only one case,
- For DICOM files, have a maximum size of **2GB**, for 3D Objects **60 MB**
- For DICOM files, be complete with **no missing slice**.

## 4.2 Adding a DICOM from the case file

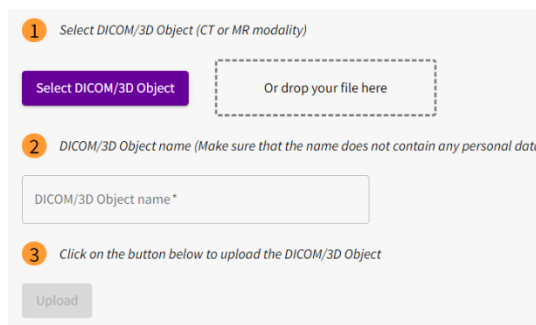
- ① Open your case file.



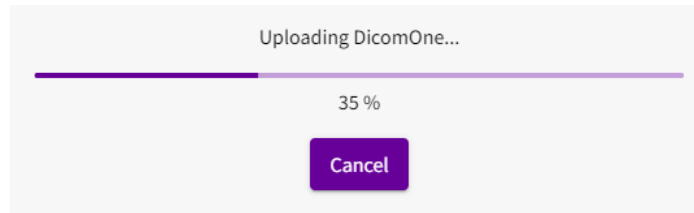
- ② Click on the DICOM/3D Objects section.




- ③ Click on the "Upload a DICOM/3D Object" button.

- ④ The upload form is opened.



- ⑤ Select a DICOM files (CT/IRM modality) from your computer to upload it ("Add" button). Two file structures are supported:
- Directory (with all the files),
  - Zip archive containing all the files.
- ⑥ A progress bar appears.



- ⑦ At the end of the treatment, the DICOM appears in the DICOM table.
- ⑧ Check the status of your file: if the status is
  -  DICOM is pending,
  -  DICOM is ready,
  -  DICOM didn't load, there has been an error.
- ⑨ Once your DICOM is "Ready" it is possible to use it in a Session file.

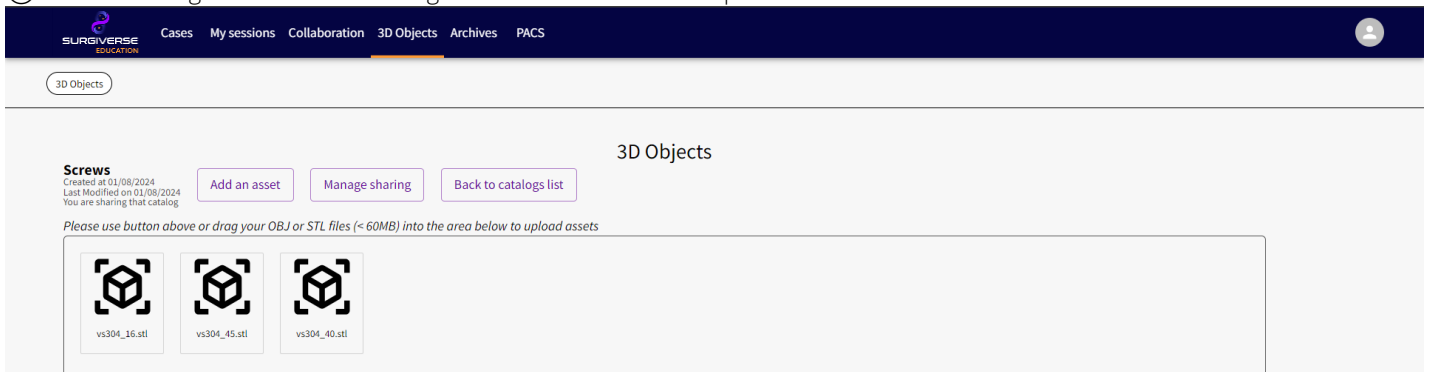


**Precaution of use:** A DICOM/3D Object can only be uploaded if it meets the following criteria:

- Be a file in ZIP, STL or OBJ format, or a directory containing DICOM images,
- Images must be CT or IRM modality only, 3D objects must be STL or OBJ only,
- Contain the information of only one case,
- For DICOM files, have a maximum size of **2GB**, for 3D Objects **60 MB**
- For DICOM files, be complete with **no missing slice**.


### 4.3 Adding an asset to a catalog

- ① Go to the "3D Objects" tab.
- ② Browse through the available catalogs and select one. Click to open it.



- ③ Click on "Add an asset".
- ④ Select your .stl or .obj (<60 MB) file.

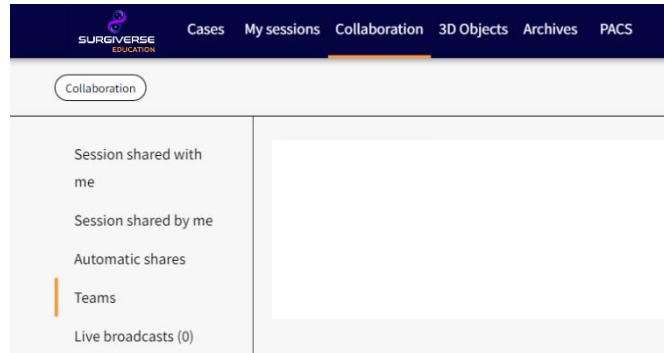
### 4.4 Adding an asset to a session file

- ① Click on 
- ② Browse through the available catalogs and select one. Click to open it.
- ③ Click on the asset you want to add.
- ④ Click on the 3D reconstruction or in the MPR views at the place you want the asset to appear.

### 4.5 Adding a member to a team

- ① Click on the "Collaboration" tab.

- Click on the "Teams" section.



- Click on the team you want to add a member to.
- Click on "Add a member".
- A pop-up opens, fill the form.

**Add a member**

Type the first name, last name or e-mail of a user part of Entity 1 and select him from the autocompletion list. You can also add an external user by typing his e-mail address.

User

Permission \*

Owner

Member

- Click on "Confirm".

### 4.6 Adding a weblink to your Session file

- Click on the "Documents" tab 
- Click on "Add weblink".
- A pop-up window will open. Write the name of the website and paste its URL.
- Click on "Save" to validate the action.

**Save a web link**

Website name \*

Paste URL \*

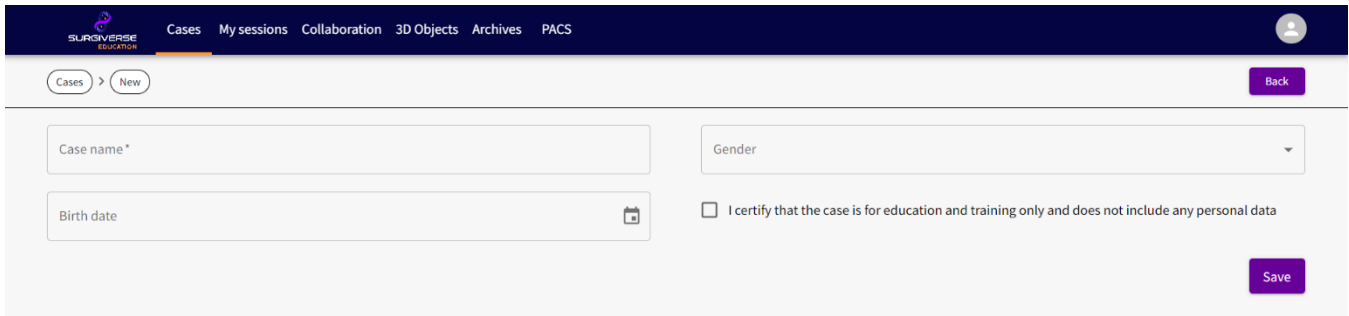


**Caution:** The user must ensure that the added weblinks are secure.

### 4.7 Adding/Creating a case file

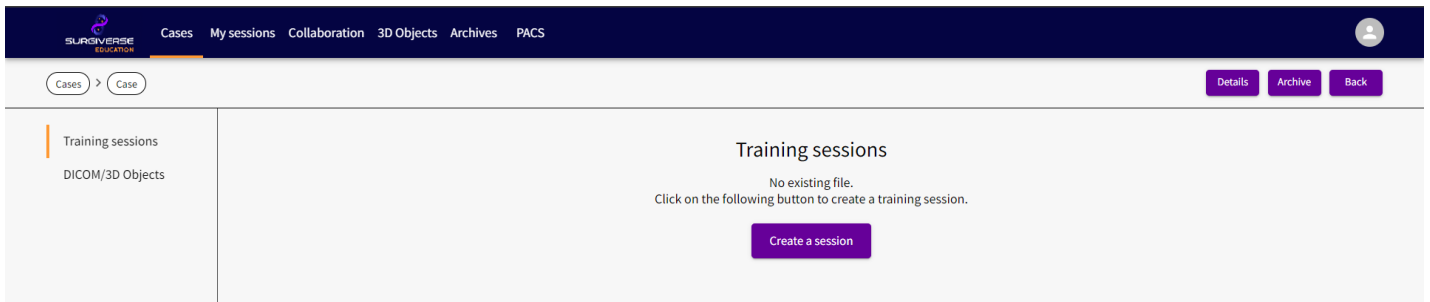
- Click on the "Cases" tab.
- Click on the button "Add Training Case".
- Fill the fields of the form.

- Click on "Save".




### 4.8 Adding/Creating a training session

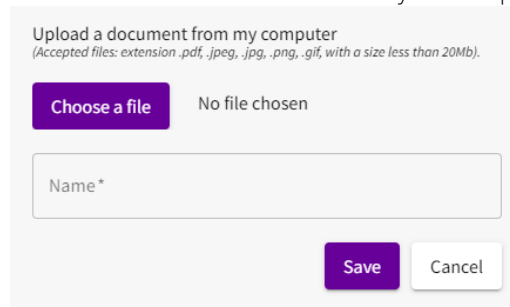
- Open a case.
- Go to the "Training sessions" section.



- Click on "Create a session".

### 4.9 Adding documents to your Session file

- Click on the "Documents" tab .
- Different formats (.pdf, .png, .jpeg, .jpg, .gif) can be loaded on the platform.
- Click on "Add document".
- A pop-up window will open. Click on "Choose a file" and select the file from your computer.




- You can change the name of the document.
- Click on "Save".



**Caution:** The user must ensure that the elements imported on Surgiverse® Education Web-Planning are secure (.pdf, images).

### 4.10 Adding a measurement: angle

- Click on the measurements tool .
- Select the "Angle" measure.
- You must click three times: a first click on the starting point of the first segment, a second click on the end of the first segment and the start of the second segment, a third click on the end of the second segment.

The angle measured is the angle between the two segments.

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Not a medical device.



- ⑤ You can give a name to your distance by clicking on the “...” next to the distance you have just created. Then click on “Rename”.
- ⑥ The measurement is done in degrees (°).

Note: While you are taking the measurement, you can change the point of view on the medical image by pressing on the “Alt” key.




Note: You can find your measures on the left of the screen. By clicking on the eye, you can hide or show the distance in the MPR view and edit, rename, or delete it by clicking on the “...”.

Note: You can choose to show or hide previous measurements while creating a new one.



**Caution:** The measurements made from Surgiverse® Education Web-Planning are given as an indication with an accuracy of 3° for angle measurements.

### 4.11 Adding a measurement: distance

- ① Click on the measurements tool .
- ② Select the “Distance” measure.
- ③ You must click twice: a first click on the starting point of the distance you wish to measure and then a second click on the end point.
- ④ The distance appears in white until you click on the end point.
- ⑤ You can give a name to your distance by clicking on the “...” next to the distance you have just created. Then click on “Rename”.
- ⑥ The measurement is done in millimeters (mm).

Note: While you are taking the measurement, you can change the point of view on the medical image by pressing on the “Alt” key.




Note: You can find your measures on the left of the screen. By clicking on the eye, you can hide or show the distance in the MPR view and edit, rename, or delete it by clicking on the “...”.

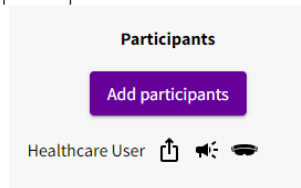
Note: You can choose to show or hide previous measurements while creating a new one.



**Caution:** The measurements made from Surgiverse® Education Web-Planning are given as an indication with an accuracy of 1.25mm for distance measurements

### 4.12 Adding a participant to a communication or a live broadcast

- ① Open the list of the participants by clicking on the  icon.
- ② You can add participants by clicking on the “Add participants” button then selecting the participant you want to add from the list.



Note: If you are a team member of the team having access to the broadcast, you can only add participants that are already members of this team.



Note: If the session file of the broadcast has been shared with but you are not member of the team it is shared with, you can only add users that have access to the session file through sharing and not through a team.

### 4.13 Administration rights management

#### - User creation:

- ① Click on the “Administration” tab.
- ② You should be in the “Users” section.
- ③ Click on “Create a User”.

- ④ Fill the form with the necessary information.
- ⑤ Click on "Save".

- **Entity creation:**

- ① Click on the "Administration" tab.
- ② Click on the "Entities" section.
- ③ Click on "Create an Entity".
- ④ Fill the form with the necessary information.
- ⑤ Click on "Save".

- **Send an alert message:**

- ① Click on the "Administration" tab.
- ② Click on the "Alerts" section.
- ③ Write your alert in the fields.
- ④ Click on "Send".



Note: all users will receive an alert message, if they are logged in, they will receive it immediately. Otherwise, they will receive it when they log in.

### 4.14 Archiving a case file

The cases are automatically archived after 180 days without modification. When archived, the case and its data are moved to the "Archives" tab of the site. Archived cases do not appear under the "Cases" tab and the associated Session files are no longer visible in the "My Sessions" tab.

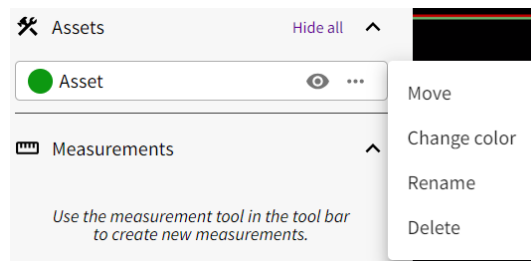
To **manually archive** a case:

- ① Click on the "Cases" tab.
- ② Click on the line of the case to archive.
- ③ Click on the button "Archive" at the top right corner.

### 4.15 Changing the color of an asset

You can change the color of the asset in two ways:

- ① On the line of the asset and click on "...".

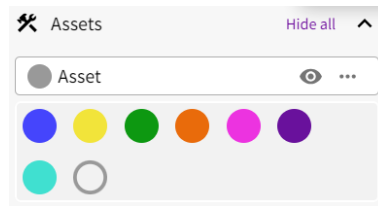


- ② Click on "Change color". Select the color of the asset.
- ③ Click on "OK".

OR

- ① Click on the color circle at the left of the asset name


- ② Select the color of the asset.

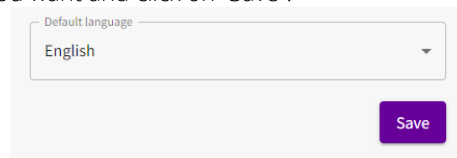


### 4.16 Changing the focus of the visualization

- ① Click on the focus tool .
- ② You can change the center of rotation of the 3D View by clicking a point either in a MPR view or in the 3D View.

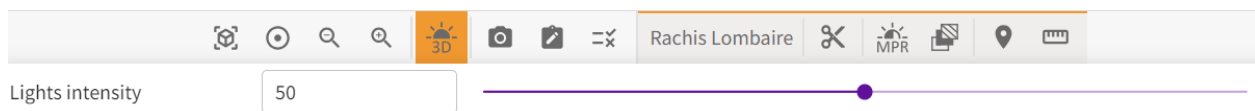
### 4.17 Changing the language

- ① Click on the avatar at the top right of the navigation bar. .
- ② Click on "User preferences".
- ③ Click on the "Change my language" button.
- ④ A pop-up opens. Choose the language you want and click on "Save".



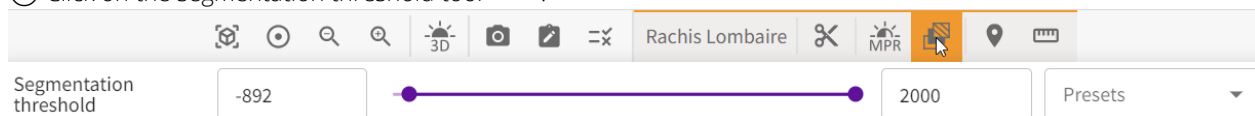
### 4.18 Changing the lights intensity of your 3D visualization

- ① Click on the light's intensity tool .
- ② You can manage the brightness of the 3D view. The management is done either by using the slider or by manually entering a numerical value or by using the up/down arrows in the dedicated field (value between 0 and 100).



### 4.19 Changing the segmentation threshold

- ① Click on the segmentation threshold tool .



- ② You can adjust the segmentation threshold or use presets to select different tissues (skin, muscle, bone...) on the 3D rendering.

Presets	Minimum threshold	Maximum threshold
Default	121	2000
Lung	-900	-500
Muscle	-5	135
Soft tissue	-700	225
Cancellous bone	148	661
Cortical bone	501	2000
Skin	-718	-177

③ You can set the value of the threshold with the slider, manually entering a numerical value or using the up/down arrows in the dedicated field.



Note: The default threshold value is set between 121 and 2000.

Note: Threshold value must be between -1000 and +2000.

Note: Presets are also available.



**Precaution of use:** When working **collaboratively** on the same series, the segmentation threshold **affects other users**. To see the possible collaborative interactions, please refer to the table: [Details on collaborative interactions](#)

## 4.20 Changing the Viewpoint from the 3D visualization

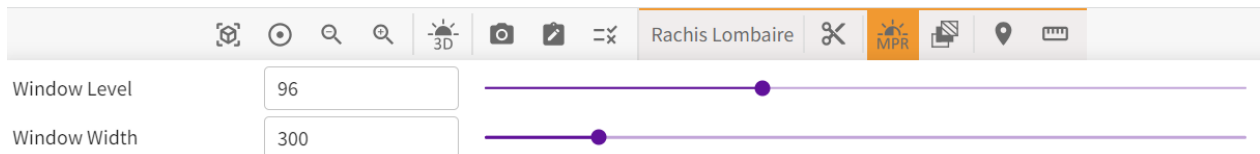
① Click on the viewpoints tool



② You can select a predefined viewpoint on the 3D view with the dropped-down menu (upper, lower, anterior, posterior, left and right). The viewpoint can also be reset to its default value.

## 4.21 Changing the Window Level and Window Width of MPR views

① Click on the brightness and contrasts tool



② You can adjust the Window Level and Window Width either with the respective sliders or by manually entering numerical values, or by using the up/down arrows in the dedicated field.



Note: The brightness (Window Level) is adjustable between -1000 and +2000.

Note: The contrast (Window Width) is adjustable between 0 and +2000.

Note: The brightness and contrast settings apply only to the MPR view.

Note: These changes are not available if the Session file is validated.



**Precaution of use:** When working collaboratively on the same series, the modification of the window width and window level **can affect other users**.

## 4.22 Changing your avatar picture

① Click on the avatar at the top right of the navigation bar.



② Click on "User preferences"

③ Click on "Upload an avatar".

④ A pop-up opens, you can select a picture (.png or .jpg format) from your computer files.

⑤ Click on "Save" to save the modification.

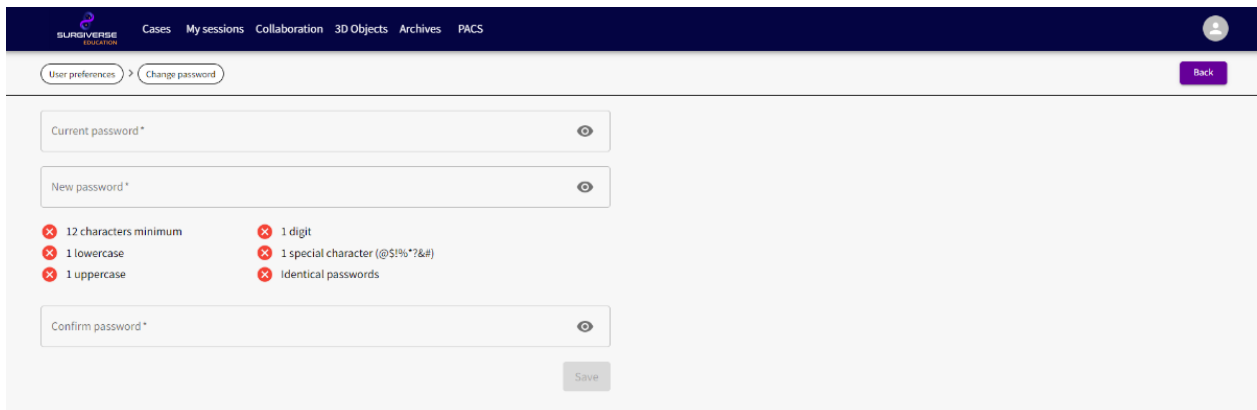
## 4.23 Changing your password

① Click on the avatar at the top right of the navigation bar



② Click on "User preferences".

- ③ Click on “Change my password” button.
- ④ You must fill all the fields and click on “save”.



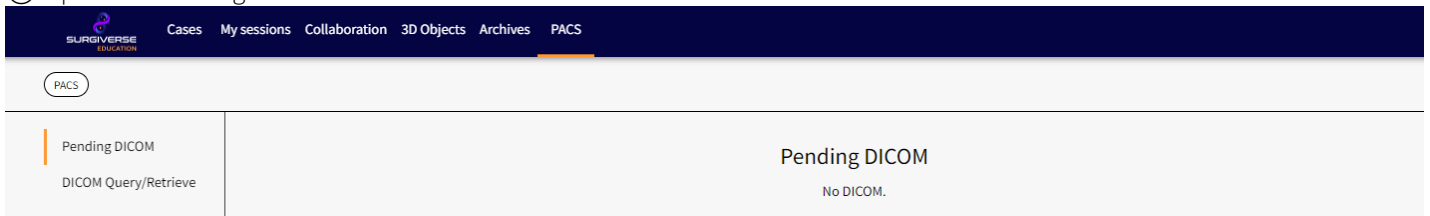
### 4.24 Consulting the history of actions of Session file

① In order to review the changes made to the Session file, it is possible to consult the history of all the modifications made to a Session file.

- ② Click on the “Change Log” tab .

### 4.25 Consulting pending DICOMs retrieved from the PACS


- ① Go to the “PACS” tab.
- ② Open the “Pending DICOM” section.

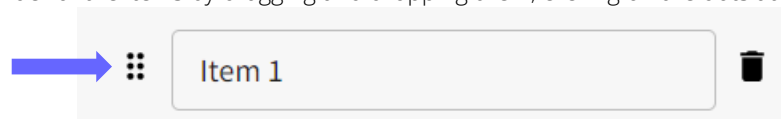


### 4.26 Creating a catalog

- ① Go to the “3D Objects” tab.
- ② Click on the “Create catalog” button.
- ③ Enter the name of your catalog and click on “Create”.

### 4.27 Creating a checklist



- ① Click on the checklist tool .
- ② Click on “New checklist”.
- ③ Click on “Add an item” and write.
- ④ Click on “Add”. Your item has been saved.
- ⑤ Repeat steps 1 to 4 for as many items as you may need.
- ⑥ You can manage the order of the items by dragging and dropping them, clicking on the dots at the left of the items.



- ⑦ When you are done editing your checklist, click on “Close” and the checklist is saved.

*i* Note: Checklists are also available from the “Documents” tab.

### 4.28 Creating a label

- ① You can place points of interest, called "Labels" on the MPR and 3D views.
- ② Click on the label tool .
- ③ The mouse cursor changes  and you can select a point on the bone.
- ④ A pop-up opens, write the name of the label.
- ⑤ Click on "Save" to validate the action.

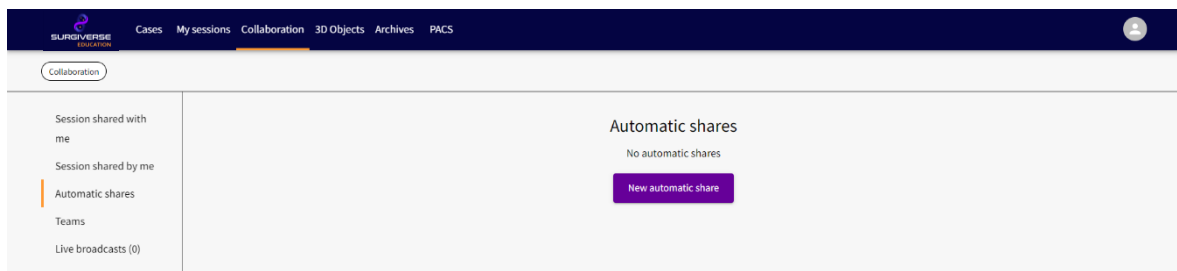


Note: These points are displayed on the MPR and 3D views.

Note: Labels are viewable with the Surgiverse® Education Digital Cockpit application.

### 4.29 Creating an automatic Share

- ① Click on the "Collaboration" tab.
- ② Click on the "Automatic shares" section.



- ③ Click on the "New automatic share" button.
- ④ A pop-up opens, you must fill out the form.

**Automatic sharing**

Type the first name, last name or e-mail of a user or a team and select it from the autocompletion list. You can also add an external user by typing his e-mail address.

Target

User

Team

Email or user name\*

Permissions \*

Read only

Modification


Duration (in days) \*

- ⑤ Click on "Confirm".



Note: When an automatic share is created, all the new files of the user will be automatically shared with the people included in the automatic share. When the automatic share is removed, new files will not be shared anymore, but files previously shared will still be shared unless you remove the shares individually for each file. If a user is removed from a team, they will no longer be able to access the file shared with that team.

### 4.30 Creating a new share from your Session file

- ① Click on the "Share" tab .
- ② Click on the "New Share" button.
- ③ A pop-up window opens. Fill the form with the necessary information.

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Not a medical device.

④ Then click on "Save" to validate the action.

**Share a session**

Type the first name, last name or e-mail of a user or a team and select it from the autocompletion list. You can also add an external user by typing his e-mail address.

Target \*

User

Team


Email or user name \*

Permissions \*

Read only

Modification

Expiration date \*

03/24/2024 

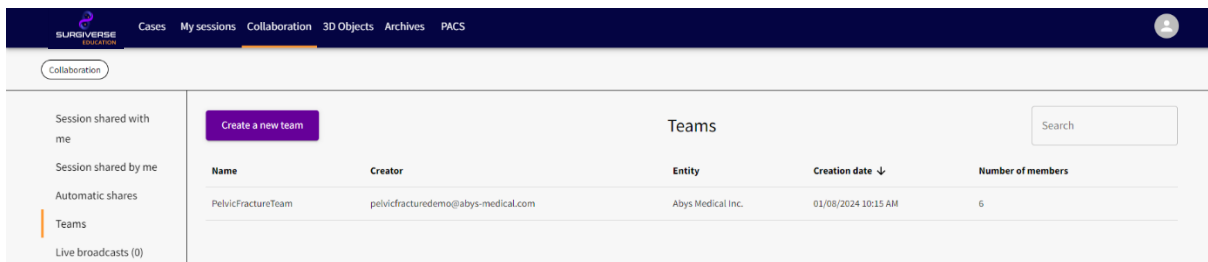
Notify recipient by email



**Precaution of use:** It is necessary for the recipient to have a Surgiverse® Education Web-Planning account to perform the sharing.

### 4.31 Creating a team

- ① Click on the "Collaboration" tab.
- ② Click on the "Teams" section.



③ A pop-up opens.

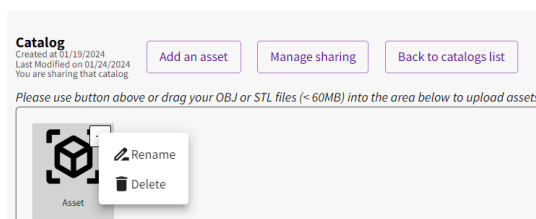
**Creation of a team**

Name \*

④ Write the name of your team and click on "Confirm".

### 4.32 Deleting an asset of a catalog

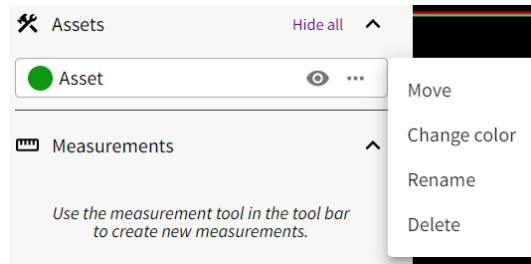
- ① On the catalog, click on the "..." menu of the asset to delete.
- ② Click on "Delete".
- ③ Click on "OK".



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 Not a medical device.

### 4.33 Deleting an asset in a Session file

① On the line of the asset to delete, click on "...".



② Click on "Delete".

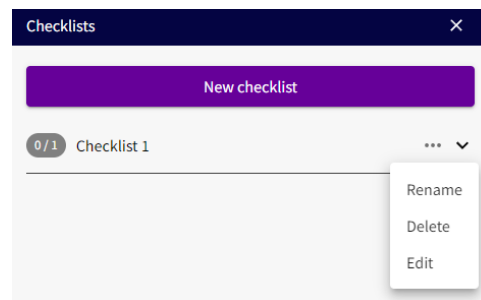
③ Click on "OK".

### 4.34 Deleting a checklist

① On the line of the checklist to delete, click on "...".


② Click on "Delete".

③ Click on "OK".



### 4.35 Deleting a document from your Session file

① Click on the "Documents" tab .

② Click on the icon , located to the right of the document title of the document to delete.

③ Click on "OK".

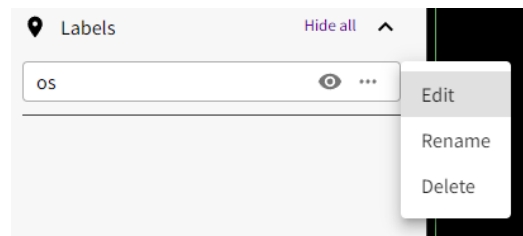
### 4.36 Deleting a label

① Labels are displayed in a list on the left side of the screen in the 3D section.

② Click on the "... " next to the label to delete.

③ Click on "Delete".

④ Click on "OK".



### 4.37 Deleting a measurement

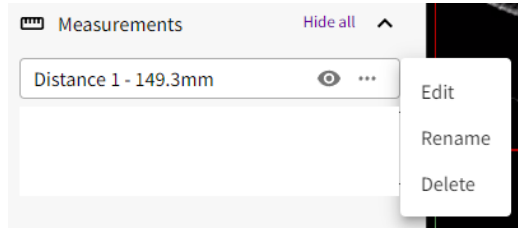
① Measurements are displayed in a list on the left side of the screen in the 3D section.

② Click on the "... " next to the measurement to delete.

③ Click on "Delete".

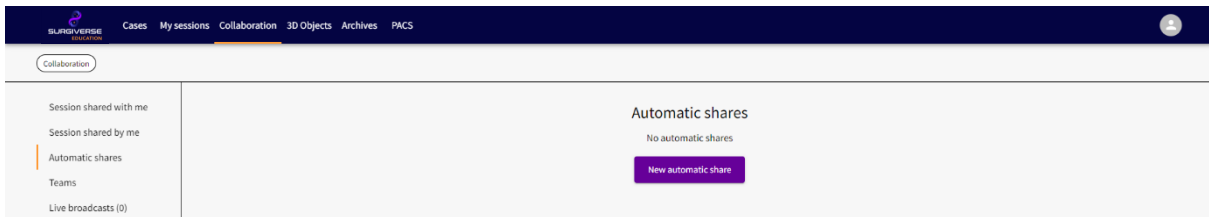


- Click on "OK".



### 4.38 Deleting an automatic share

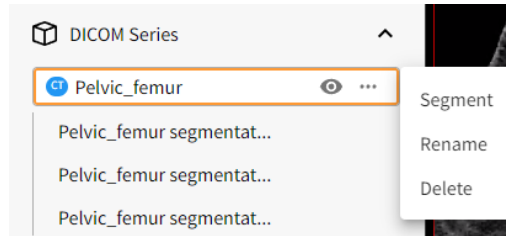
- Click on the "Collaboration" tab.
- Click on the "Automatic shares" section.





- Click on the  to delete the automatic share.

### 4.39 Deleting a series

- On the left side of the screen, click on the series to delete.
- Click on the "...".
- Click on "Delete".
- Click on "OK".

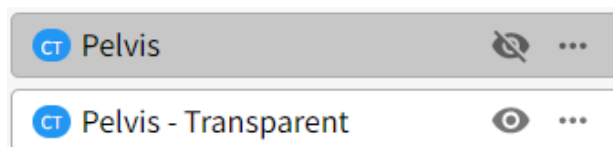


### 4.40 Deleting an existing share from your Session file

- Click on the "Share" tab .
- On the line of the share to delete, click on .
- Click on "OK".

### 4.41 Display a DICOM in a Session file

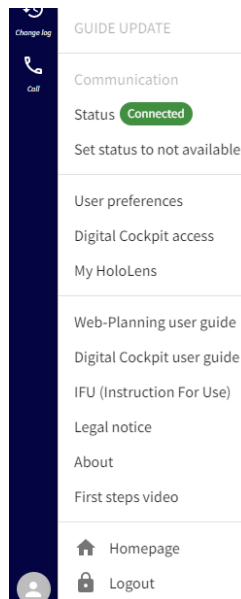
- Click on the DICOM/3D Object you want to display in your "Item Management" section.
- You can hide/show DICOM/3D Objects by clicking on the eye icon.



Note: Displaying a series does not automatically display the sub-series. You can also display a sub-series without displaying the parent series.

### 4.42 Documentation access

- ① Open the user menu
  - At the top right-hand side of the homepage
  - At the bottom left side of a case file

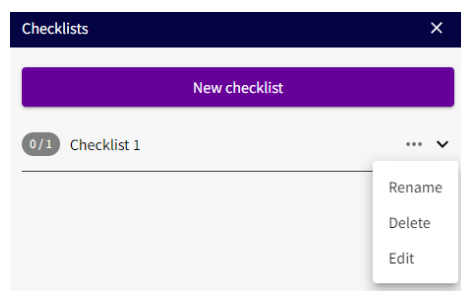


- ② You can access the software documentation by clicking on the dedicated buttons: User guide, IFU, Legal notice, About, First steps video.

### 4.43 Editing a checklist

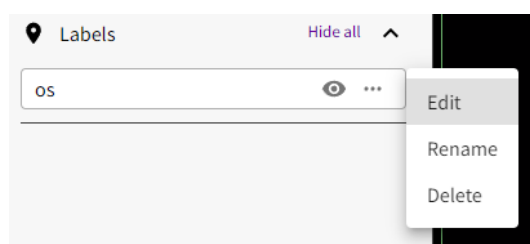
- ① On the line of the checklist to edit, click on "...".
- ② Click on "Edit".
- ③ Manage your modifications.
- ④ Click on "Close".
- ⑤ You can also click on the items one after the other to validate or invalidate them.

① Note: Checklists are also available from the "Documents" tab.



### 4.44 Editing a label

- ① Labels are displayed in a list on the left side of the screen in the 3D section.
- ② You can hide or show them by clicking on the eye icon.
- ③ You can edit the label by clicking on "..." next to the label to edit.



This software is for training and educational purposes only. Not usable for medical purposes.  
Not a medical device.

④ You can move the label point by clicking on it in the 3D or MPR view. Then click where you want your label to be moved.



Note: it is possible to manipulate the view by pressing the alt key and changing the view angle with the mouse cursor.

⑤ You can also move the name of your label with the same method.

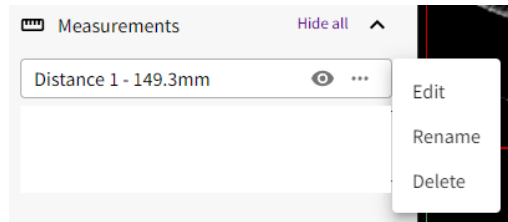
⑥ When you are done, click on  at the top of your screen in the toolbar.

### 4.45 Editing a measurement

① Measurements are displayed in a list on the left side of the screen in the 3D section.

② You can hide or show them by clicking on the eye icon.

③ You can edit the measurement by clicking on “...” next to the measurement to edit.



④ You can move the measurement point by clicking on it in the 3D or MPR view. Then click where you want your measurement point to be moved.



Note: it is possible to manipulate the view by pressing the alt key and changing the view angle with the mouse cursor.

⑤ You can also move the displayed information (distance) of your measurement with the same method.

⑥ When you are done, click on  at the top of your screen in the toolbar.

### 4.46 Editing a case file

① Click on the “Cases” tab.

② Click on the line of the case to modify.

③ Click on the button “Details” at the top right corner.





④ Click on the button “Edit” at the top right corner.

⑤ Modify the fields you want to change.

⑥ Click on the “Save” button.

### 4.47 Editing a screenshot

When you take a screenshot, it is possible to add elements to it:

Tools icon	Description
	Save the screenshot
	Select an element, move it or edit it. Depending on the selected element, the editing menu will hold different features.
	Crop the screenshot
	Add a short text. When creating a text element; you can choose the font color, background color and font size:



When selecting a text element with the Selection tool, the editing menu allows the user to move the element, modify the font size and color, the background color, flip it to front or back the element, or delete it:

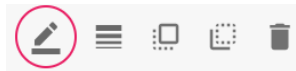


Add a freehand element.

When creating a freehand element, you can choose the line color and thickness:



When selecting a freehand element with the Selection tool, the editing menu allows the user to move it, to modify the line color and thickness, flip it to front or back the element, or delete it:



Add a freehand highlight element.

When creating a freehand highlight element, you can choose the color and thickness of the stroke:

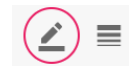


When selecting a freehand highlight element with the Selection tool, the editing menu allows the user to move it, to modify the line color and thickness, flip it to front or back the element, or delete it:

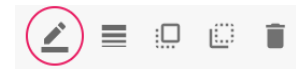


Add a line.

When creating a line, you can choose its color and thickness:

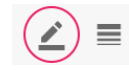


When selecting a line with the Selection tool, the editing menu allows the user to move it, to modify the color and thickness of the line, to flip it to front or back, or delete it:

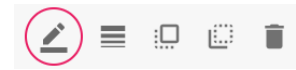


Add an arrow.

When creating an arrow, you can choose its color and thickness:

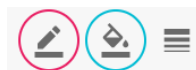


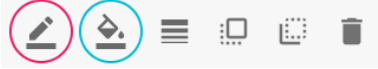


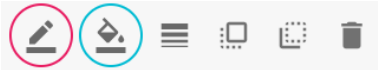


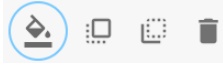



When selecting an arrow with the Selection tool, the editing menu allows the user to move it, to modify its color and thickness, to flip it to front or back, or delete it:




Add a rectangle.


When creating a rectangle, you can choose its outline color and thickness, and the background color:



	<p>When selecting a rectangle with the Selection tool, the editing menu allows the user to move it, to modify the color and thickness of the outline, the background color, to flip it to front or back, or delete it:</p> 
	<p>Add a circle.</p> <p>When creating a circle, you can choose its outline color and thickness, and the background color:</p>  <p>When selecting a circle with the Selection tool, the editing menu allows the user to move it, to modify the color and thickness of the outline and the background color, to flip it to front or back, or delete it:</p> 
	<p>Add a highlight area.</p> <p>When creating a highlight area, you can choose its color:</p>  <p>When selecting a highlight area with the Selection tool, the editing menu allows the user to move it, to modify its color or to delete it:</p> 
	<p>Undo</p>
	<p>Redo</p>
	<p>Clear</p>

 Note: a "CTRL+Z" and the "Delete" key can be used to respectively undo the last action or delete an item.

### 4.48 Editing a team

- ① Click on the "Collaboration" tab.
- ② Click on the "Teams" section.
- ③ Click on the  icon corresponding to the team you want to edit.
- ④ Modify the fields.
- ⑤ Click on "Confirm".



Note: When a user is added to a team, they have access to all the files shared with this team (old and future).

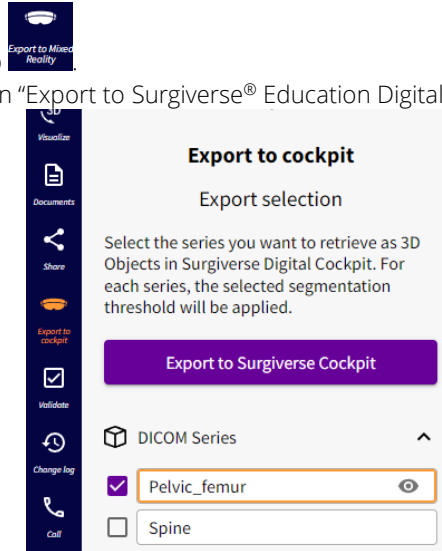
Note: When a member of a team is deleted, they no longer have access to the files shared with that team (old and future).

### 4.49 Export to Surgiverse® Education Digital Cockpit from the Session file

- ① Once the changes have been applied to the 3D imaging and you are satisfied of your segmentation, you can export it to Surgiverse® Education Digital Cockpit.

② Click on the “Export to Mixed Reality” tab

③ Select the segment to export and click on “Export to Surgiverse® Education Digital Cockpit”.



④ Surgiverse® Education Web-Planning will show you how your medical image will appear on Surgiverse® Education Digital Cockpit. If you are satisfied of it, click on “Validate 3D objects”. If you are not satisfied, you can still change it by clicking on “Change 3D objects export parameters”.

Note :



- To obtain a better-quality 3D image, some tricks can be adopted such as better segmenting to target the area, changing the different thresholds, ...
- Exporting to Surgiverse® Education Digital Cockpit is only necessary for 3D objects. Other information and documents are available without an export.

⑤ If you click on “Validate 3D objects”, a pop-up opens. Click on “OK”.



Note: Assets cannot be exported to Surgiverse® Education Digital Cockpit

### 4.50 Forgotten password

① If you already have an account and have forgotten your password, it is possible to reset it by clicking on the "Forgotten Password" link.

[Forgotten password](#)

Log in

② This link will send an email to the address associated with the account explaining the reset procedure.




Email address \*

Ask for a new password

③ Once the procedure completed, return to the login screen to log in.

### 4.51 Get access to Surgiverse® Education Digital Cockpit

- ① Click on the avatar at the top right of the navigation bar .
- ② Click on "Mixed Reality Access".



- ③ Scan the QR code with the HoloLens 2.



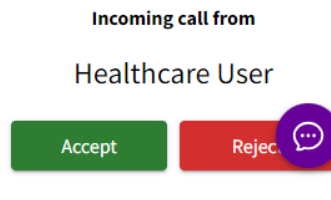
Note: For safety reasons, the QR code changes every 30 sec.  
Note: You may need to increase the brightness of your screen.

### 4.52 Joining/Rejecting a communication


When you receive an incoming call notification, click on "Accept" to join the call or on "Reject" to decline it.

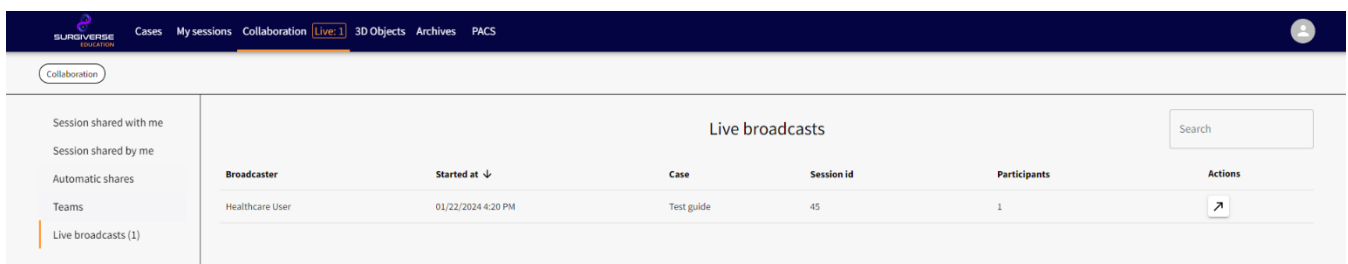


Note: the notification pops up on the main interface of the application and in the Session file tab as well.

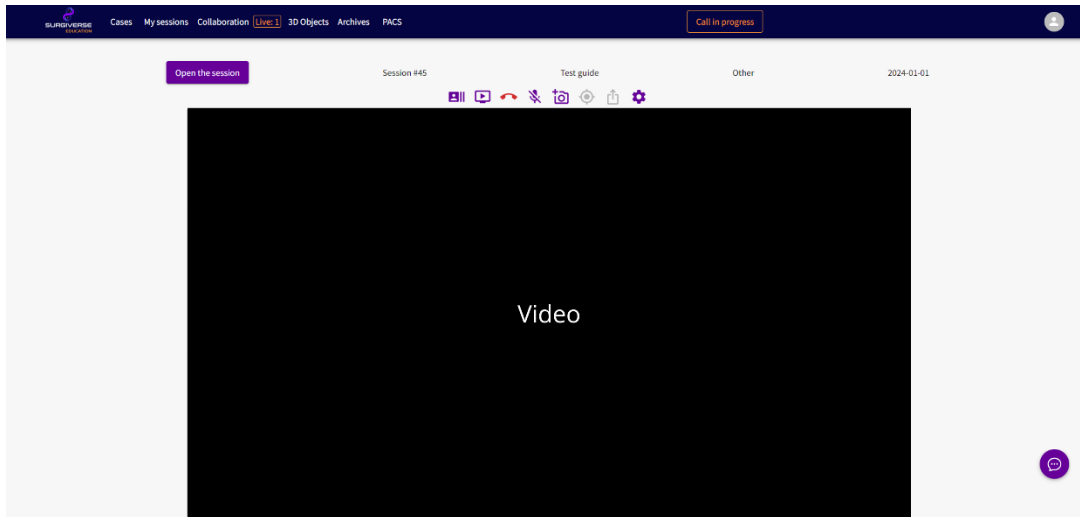


### 4.53 Joining a live broadcast

- ① Go to the "Collaboration" tab and open the "Live broadcasts" section.
- ② Click on the  icon of the line of the live broadcast you want to join.




- ③ Click on  when you want to quit the live broadcast.



### 4.54 Hanging off a communication or a live broadcast


- ① While you are in communication you can hang off by clicking on the  button.

### 4.55 Invalidating a Session file

- ① Click on the "Validation" tab .
- ② Click on "Invalidate".
- ③ Adding a comment is mandatory.
- ④ Click on "Invalidate".

 Note: When the Session file is invalidated, it is no longer in read only mode and can be modified, until a new validation.

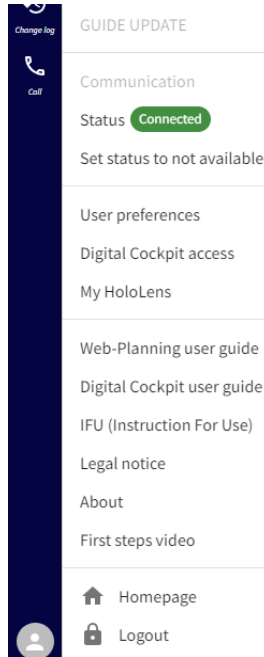
### 4.56 Leaving a team

- ① Click on the "Collaboration" tab.
- ② Click on the "Teams" section.
- ③ Click on the team to leave.
- ④ Click on the .
- ⑤ A pop-up opens, click on "OK".

### 4.57 Logging out from Surgiverse® Education Web-Planning

- ① Open the user menu
  - At the top right-hand side of the homepage
  - At the bottom left side of a Case file

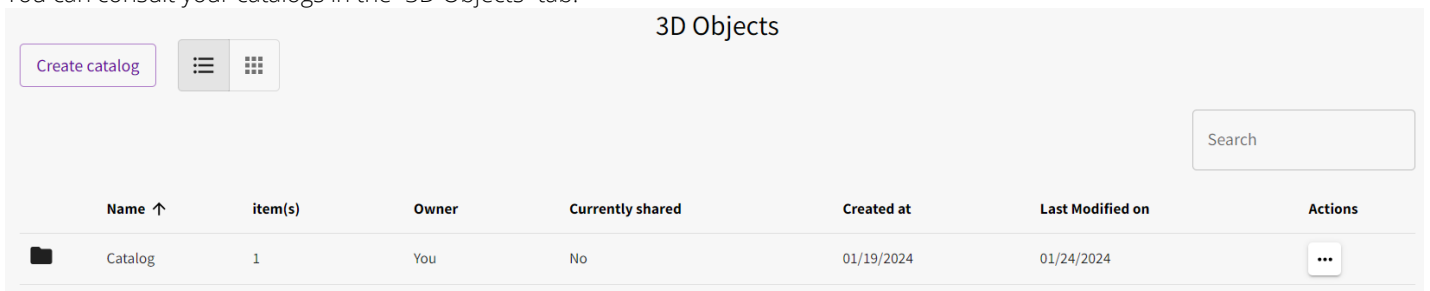






② Click on the “Logout” button

### 4.58 Management of catalogs

You can consult your catalogs in the “3D Objects” tab.

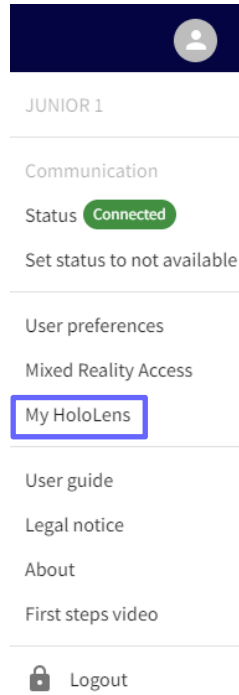


All your catalogs appear on the list:



- Catalogs that have been shared with you appear with a  icon.
- Catalogs that you have shared appear with a  icon.

### 4.59 Management of HoloLens devices

- ① Click on the avatar at the top right of the navigation bar .
- ② Click on “My HoloLens”.



③ The list of the HoloLens that have been linked to your account will appear.

My HoloLens				Search
Technical name	Last PIN connection ↓	Created at	Actions	
HOLELENS-TULVIN	01/22/2024 3:56 PM	01/22/2024		

④ You can unlink a HoloLens by clicking on the  icon.

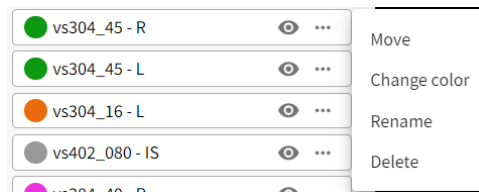
⑤ You can modify the PIN code of a HoloLens by clicking on the  icon and entering the new code.

Please choose a 6 digits PIN code for that HoloLens


Cancel

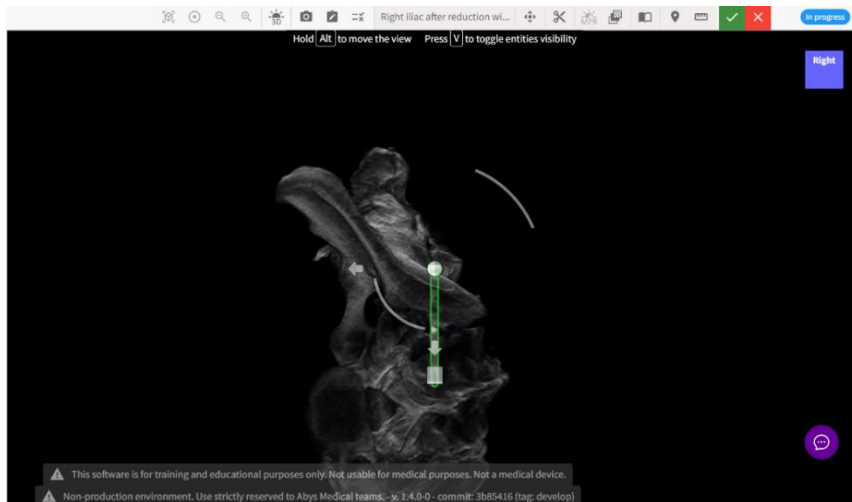
### 4.60 Moving an asset

① Click on the “...” menu of the asset you want to move.




② The controls to move the asset will appear on the 3D view. You can rotate and translate the asset.

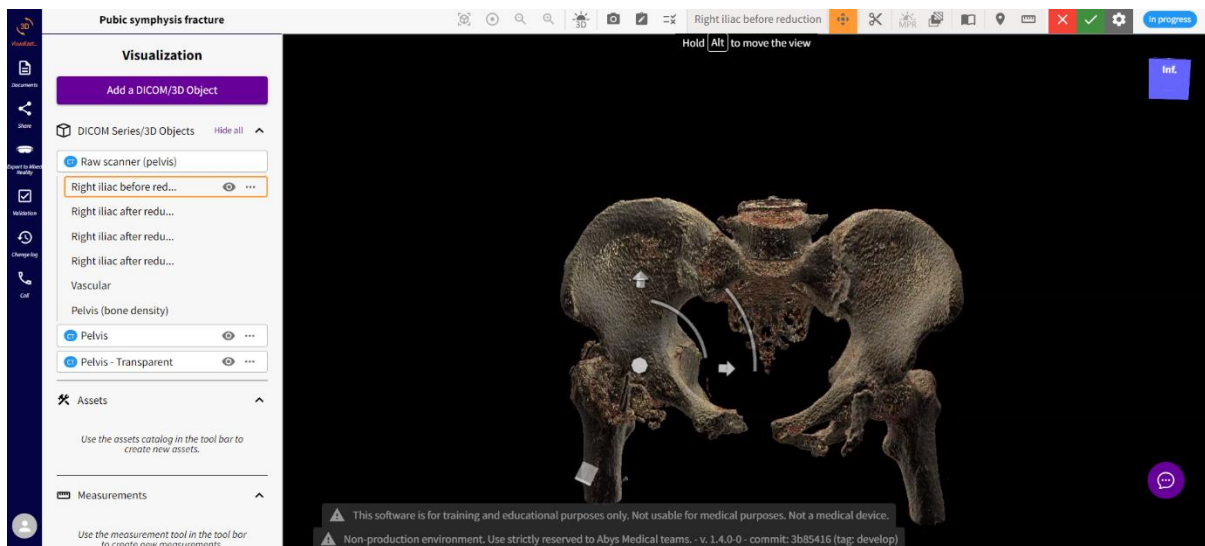
 Note: You can toggle entities visibility by pressing down the V key.  
 Note: You can move the view by holding the Alt key.




- ③ Click on the green check to validate the modification on the asset position.
- ④ Click on the red cross to cancel the modification on the asset position.

### 4.61 Moving a DICOM/3D Object series

- ① Click on the series or sub-series you want to move. Then click on the  icon.



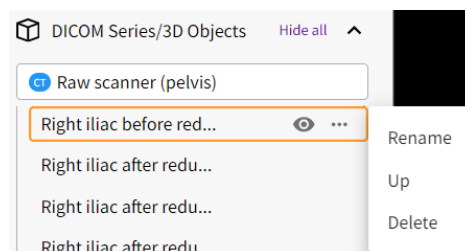
- ② The controls to move the asset will appear on the 3D view. You can rotate and translate the asset.

 Note: You can move the view by holding the Alt key.

- ③ Click on the green check to validate the modification on the asset position.
- ④ Click on the red cross to cancel the modification on the asset position.

### 4.62 Moving up a sub-series

- ① Click on the "... " menu of the sub-series you want to move up.
- ② Click on "Up".



③ The sub-series will then become a series.

### 4.63 Mouse shortcuts in the 3D visualization

- ① A right click and hold on the mouse allows you to zoom in/out on the 3D view.
- ② Left click and hold to rotate the 3D view.
- ③ Left click and hold to translate the view in a MPR view segment.
- ④ The scroll wheel allows scrolling through slices in an MPR view segment.
- ⑤ The scroll wheel zooms in/out in the 3D view
- ⑥ CTRL + left click and hold to zoom in/out on a given segment in the MPR views.

### 4.64 Multifactor authentication

① For some users, two-factor authentication is required. It is therefore required to use a password and a code from an allowed authentication application.


**Install an authenticator application on your smartphone or any compatible device. Some app providers also have web and desktop applications available**

See the following table for examples

Android	Twilio Authy Authenticator, Duo Mobile, LastPass Authenticator, Microsoft Authenticator, Google Authenticator, Symantec VIP
iOS	Twilio Authy Authenticator, Duo Mobile, LastPass Authenticator, Microsoft Authenticator, Google Authenticator, Symantec VIP

**In the application, add an account. If requested, choose "Other account"**

**Scan the image below**




If you are unable to scan the image, enter the following information in your application :  
Account name : A name of your choice to remember it is a Surgiverse code. It can be "Surgiverse"  
Secret key :

**Please enter the six-digit code displayed in the application**

[Cancel](#)

② Scan the QR code with the application and enter the numbers in the blank spaces.

### 4.65 Muting/unmuting your microphone

- ① While you are in communication you can mute your microphone by clicking on the  button.
- ② You can unmute your microphone by clicking on the same button.

### 4.66 Navigating in the displayed series of the Case file

In the viewer, you can navigate around the objects:

- Rotation of the 3D object by right clicking on the mouse moving the cursor.
- Zoom + and - (activated by clicking in the 3D view), it is also possible to use the mouse wheel.
- You can move the MPR anatomical planes by clicking on the axis and move it to adapt the position of the object in the 3D view. This action will move the objects in the 3D view so that the intersection of the planes in the MPR view is always centered.

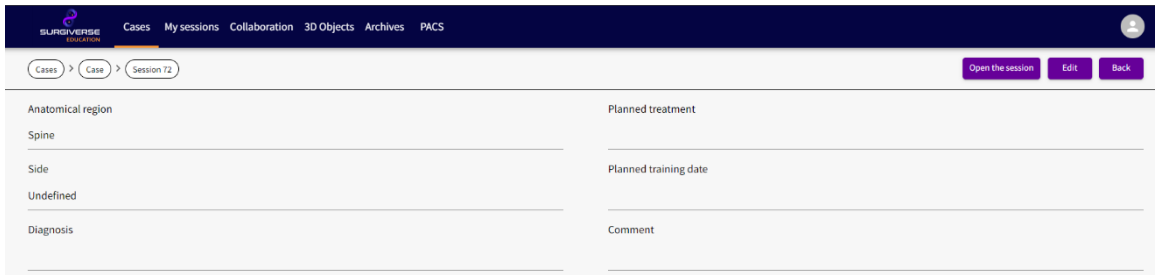


**Precaution of use:** When working collaboratively on the same series, the modification of the MPR axis can affect other users.

### 4.67 Opening a Session file from a Session details

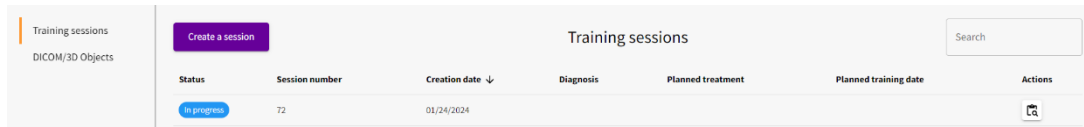
- ① Click on a case file.
- ② Click on the eye at the end of the Session file you want to consult.

- Click on "Open the Session file" at the top right side of the screen.



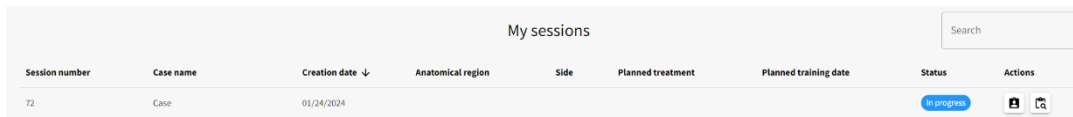
### 4.68 Opening a Session file from a case file

- Click anywhere on the line corresponding to the desired Session file.



### 4.69 Opening a Session file from the "My sessions" tab

- Click on the "My Files" tab.
- Click on the line of the desired Session file.

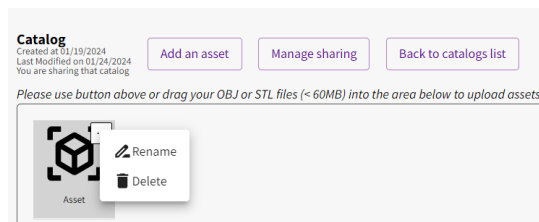


### 4.70 Opening the case file

- Click on the "Cases" tab.
- Click on the line of the case whose file you want to open.

### 4.71 Renaming an asset of a catalog

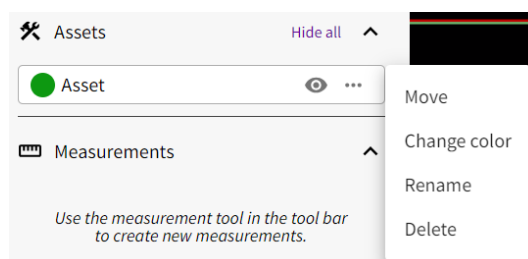
- On the catalog, click on the "..." menu of the asset to rename.
- Click on "Rename".



- Enter the new name and click on "Save".

### 4.72 Renaming an asset in a Session file

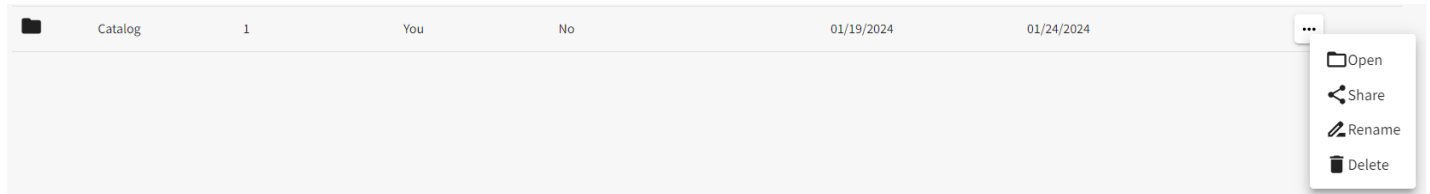
- On the left side of the screen, click on the asset to rename.



- ② Click on the "...".
- ③ Click on "Rename".
- ④ Change the name.
- ⑤ Click on "Save".

### 4.73 Renaming a catalog

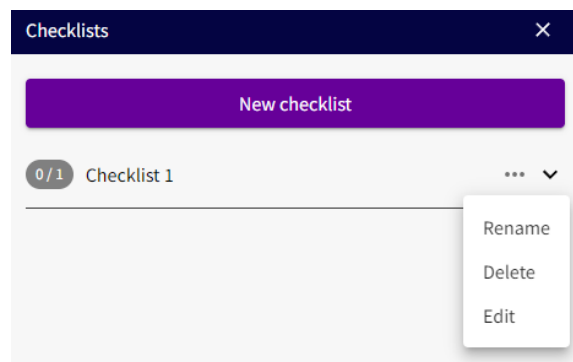
- ① Go to the "3D Objects" tab.





- ② On the line of the catalog you want to rename, click on "...".
- ③ Click on "Rename".
- ④ Change the name.
- ⑤ Click on "Save".

### 4.74 Renaming a checklist

- ① On the line of the checklist you want to rename, click on "...".
- ② Click on "Rename".
- ③ Change the name.
- ④ Click on "Save".

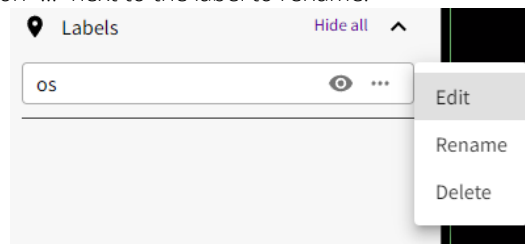


### 4.75 Renaming a document from your Session file

- ① Click on the "Documents" tab .
- ② Click on the icon , located to the right of the document title of the document to rename.
- ③ Change the name and click on "Save".

### 4.76 Renaming a label

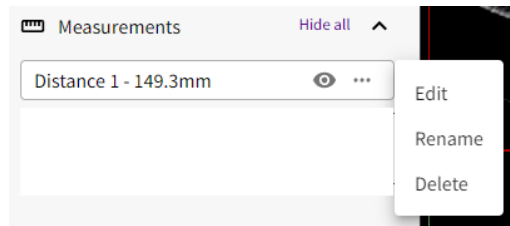
- ① Labels are written in a list on the left side of the screen.
- ② You can rename the label by clicking on "..." next to the label to rename.



- ③ Write the name you want.
- ④ Click on "Save".

### 4.77 Renaming a measurement

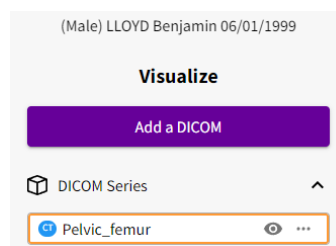
- ① On the left side of the screen, there are your measurements.
- ② Click on the “...” next to the measurement to rename.
- ③ Click on “Rename”.



- ④ A pop-up opens, change the name.
- ⑤ Click on “Save”.

### 4.78 Renaming an object from your series in the Session file

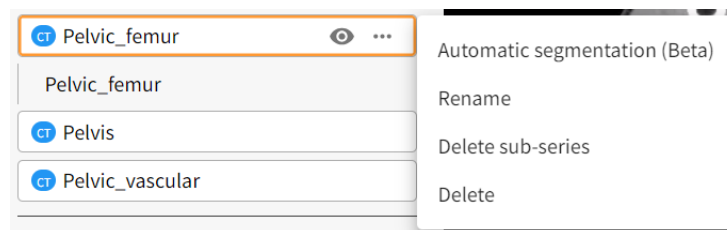
- ① Click on the “...” of the series.



- ② You can rename the series: a pop-up appears. You can write a new name and click on “Save” to validate the action.

### 4.79 Renaming a series

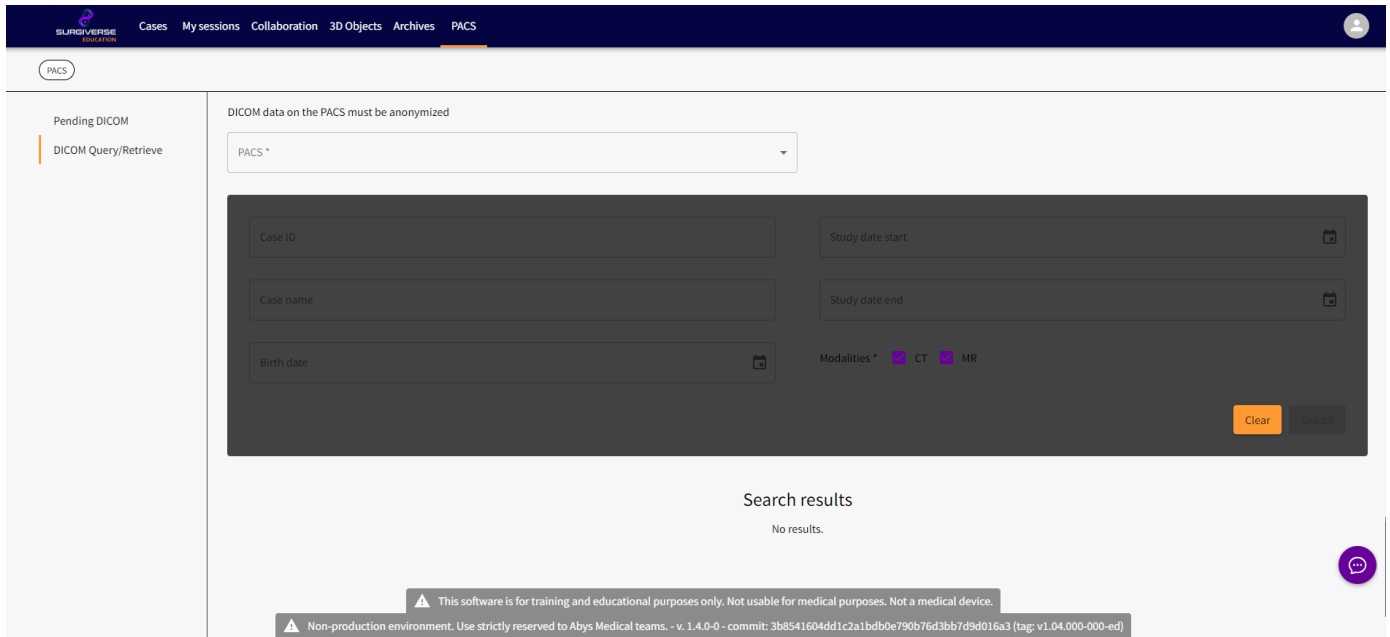
- ① On the left side of the screen, click on the series to rename.
- ② Click on the “...”.
- ③ Click on “Rename”.



- ④ Change the name.
- ⑤ Click on “Save”.

### 4.80 Retrieving a DICOM from the PACS

- ① Go to the “PACS” tab.
- ② Open the “DICOM Query/Retrieve” section and fill out the form.



③ Click on “Search” and consult the results.

### 4.81 Segmentation with an exclusive polygon



**Cautions:** Extraction tools are for informational purposes only and not intended for diagnostic use.

The polygon segmentation isolates parts of a volume using polygons.

Two types of polygon segmentation are available:

- **Inclusive** polygon: the area inside the polygon is preserved
- **Exclusive** polygon: the area inside the polygon is deleted

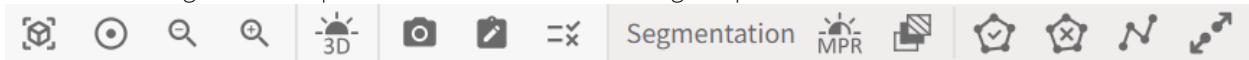
① Click on the series to segment.

② Click on the scissor icon in the contextual toolbar to open a new segmentation



③ You are now on the tab “Segmentation”. The left side of the screen shows the timeline of the changes made on the medical images.

④ the toolbar also changes, the first part remains the same, but the lighter part is different.



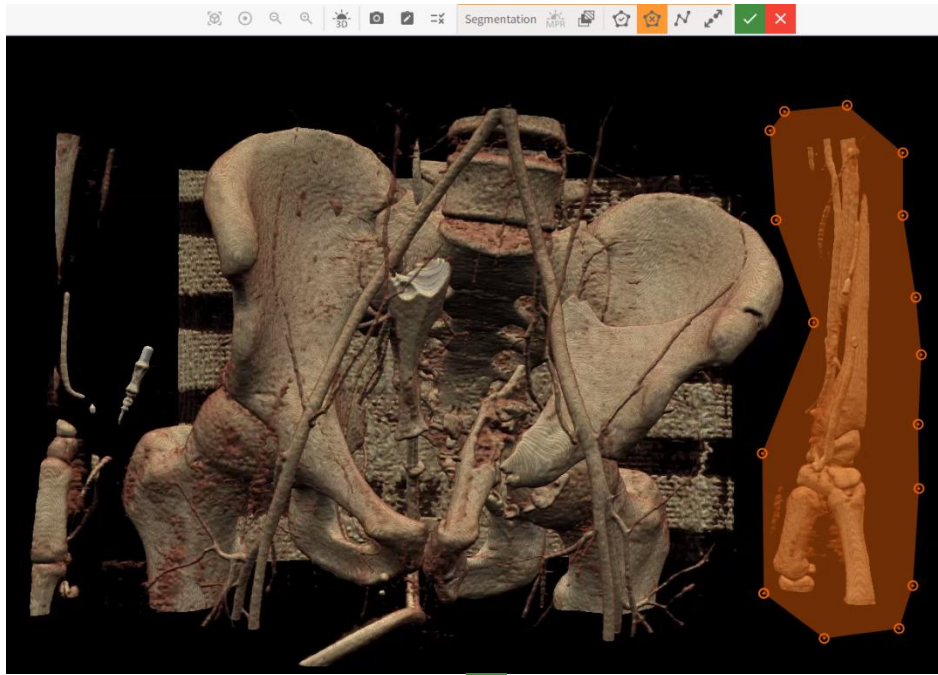
⑤ Click on the exclusive polygon tool





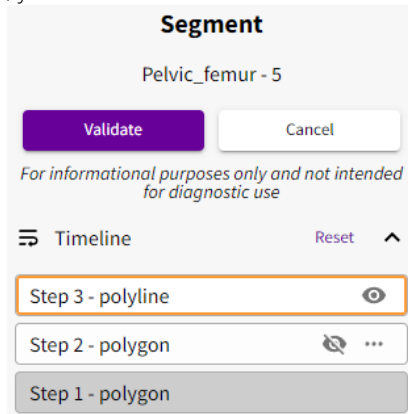
⑥ When the mouse cursor is this shape , you can define the area to remove by clicking at different points until the area is well defined.

⑦ You can click as many times as you want.

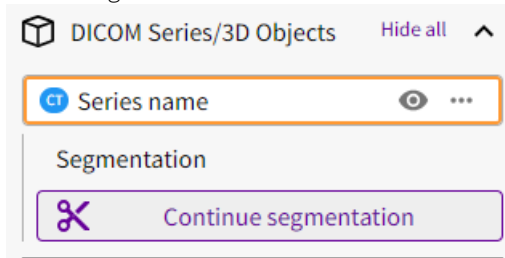




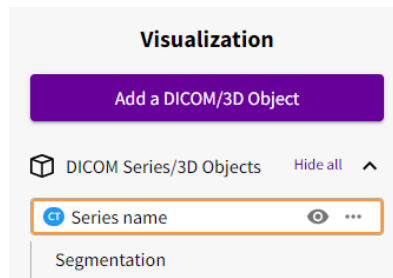
- ⑧ You must validate your selection by clicking on the green icon  or cancel it by clicking on the red one .
- ⑨ You can move a point by clicking on it once and then clicking on its new position. You can delete a point with a right click on it.
- ⑩ When you validate your segmentation, it is the last version of it that will be uploaded into the 3D visualization.
- ⑪ As long as the segmentation is not validated, you can restore another version of the segment by clicking on the "...", then "Restore".



- ⑫ A new section "Segmentation" is available on the navigation bar . You can navigate through the different sections while you are doing your segmentation. You can go back to the segmentation from the Visualization tab.



- ⑬ Click on "Validate".
- ⑭ Once the segmentation is validated, the segmented sub-series is available in the 3D section. The active view is surrounded by orange.



### 4.82 Segmentation with an inclusive polygon



Cautions: Extraction tools are for informational purposes only and not intended for diagnostic use.

The polygon segmentation isolates parts of a volume using polygon.

Two types of polygon segmentation:

- Inclusive polygon: the area inside the polygon is preserved
- Exclusive polygon: the area inside the polygon is deleted

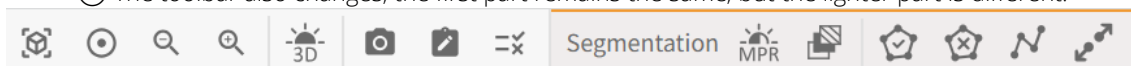
① Click on the series to segment.

② Click on the scissors icon in the contextual toolbar to open a new segmentation.



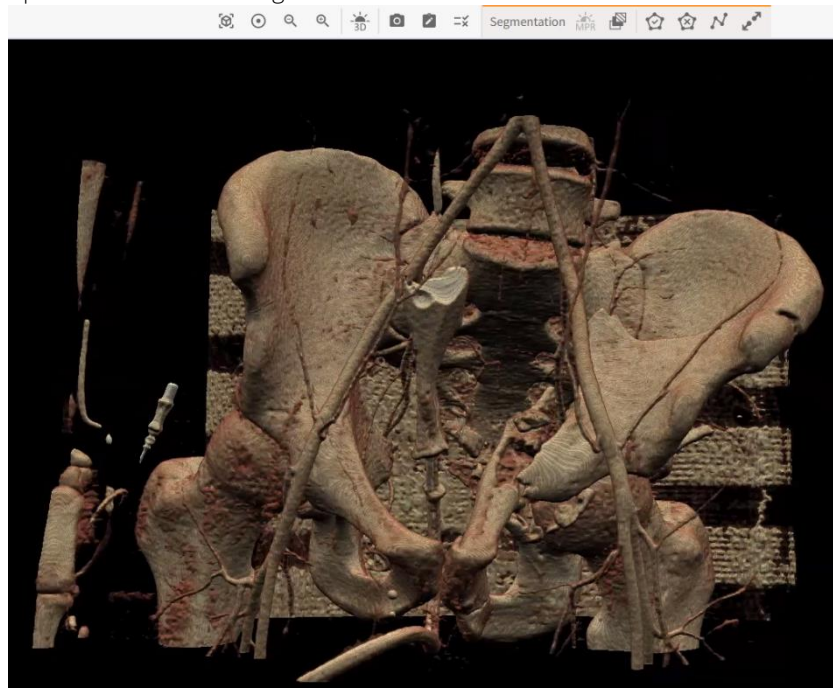
③ You are now on the tab "Segmentation". The left side of the screen shows the timeline of the changes made on the medical images.


④ The toolbar also changes, the first part remains the same, but the lighter part is different.



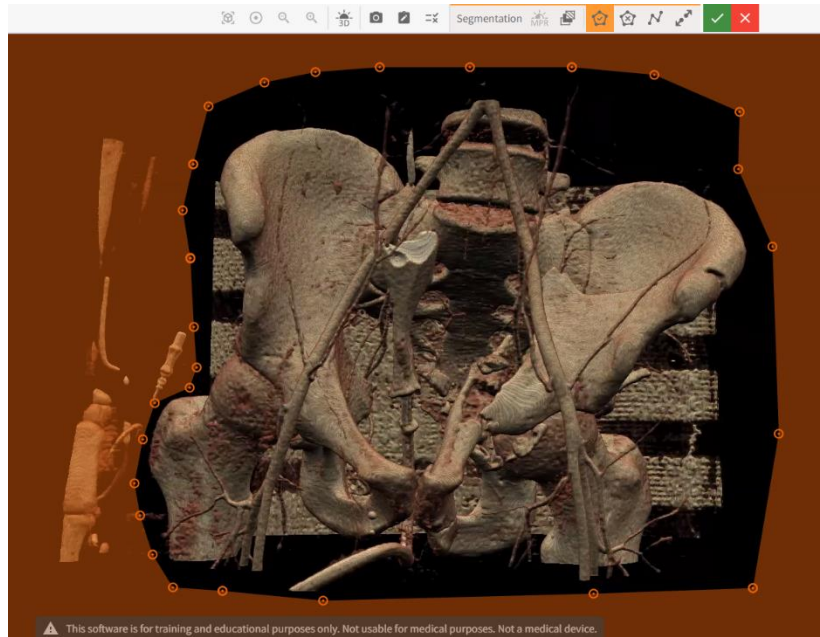
⑤ Click on the inclusive polygon tool



⑥ You can take away some part of the medical image.

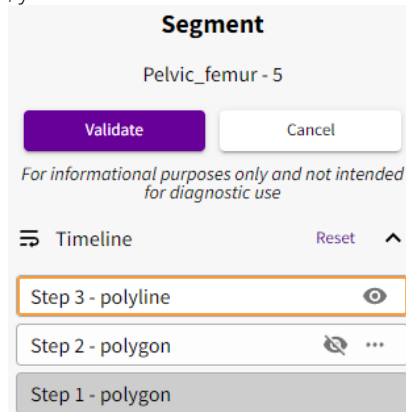


⑦ When the mouse cursor is this shape , you can create the area to keep by clicking at different points until the area is well defined.

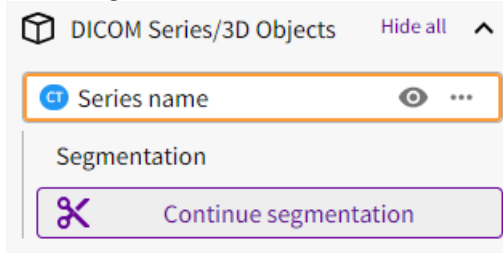
⑧ You can click as many times as you want.



- ⑨ You must validate your selection by clicking on the green icon  or cancel it by clicking on the red one .
- ⑩ You can move a point by clicking on it once and then clicking on its new position. You can delete a point with a right click on it.
- ⑪ When you validate your segmentation, it is the last version of it that will be uploaded in the 3D visualization.
- ⑫ As long as the segmentation is not validated, you can restore another version of the segment by clicking on the "...", then "Restore".



- ⑬ A new section "Segmentation" is available on the navigation bar . You can navigate through the different sections while you are doing your segmentation. You can go back to the segmentation from the Visualization tab.



- ⑭ Click on "Validate".
- ⑮ Once the segmentation is validated, the segmented sub-series is available in the 3D section. The active view is surrounded by orange.

### 4.83 Segmentation with a polyline



Cautions: Extraction tools are for informational purposes only and not intended for diagnostic use.

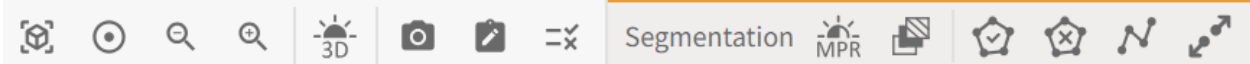
The polyline separates two parts of a volume using segments.


- Click on the series to segment.
- Click on the scissors icon in the contextual toolbar to open a new segmentation



③ You are now on the tab "Segment", it looks a lot like the "3D" tab but the left side of the screen changes and shows the timeline of the changes made on the medical images.

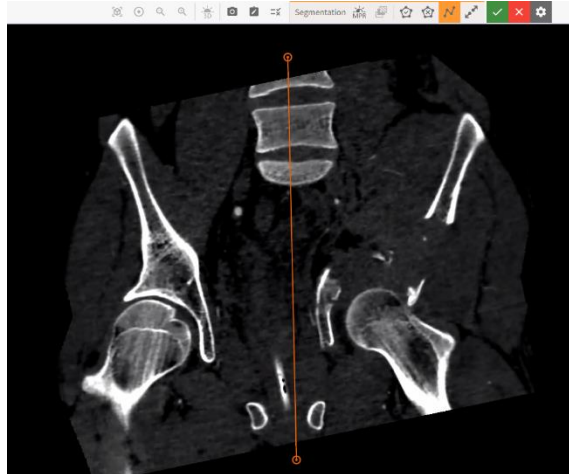
④ The toolbar also changes, the first part remains the same, but the lighter part is different.



⑤ Click on the polyline tool . This tool allows you to cut the object along the polyline. It is particularly useful in combination with the proximity tool.

⑥ When the mouse cursor is this shape , you can define the segments where you want to cut the object.

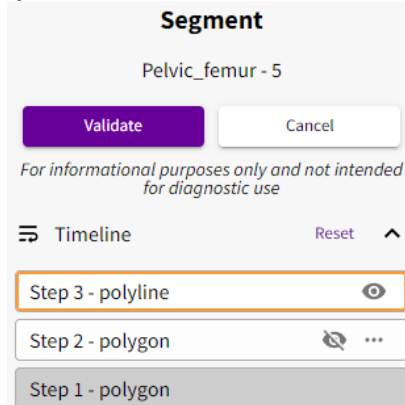
⑦ You can click as many times as you want, thus creating several segments at the same time.



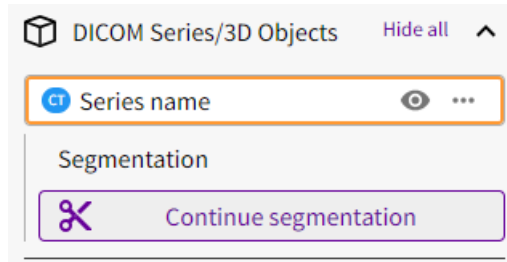
⑧ You must validate your selection by clicking on the green icon  or cancel it by clicking on the red one .

⑨ When you validate your segmentation, it is the last version of it that will be uploaded in the 3D visualization.

⑩ As long as the segmentation is not validated, you can restore another version of the segment by clicking on the "...", then "Restore".



⑪ A new section "Segmentation" is available on the navigation bar . You can navigate through the different sections while you are doing your segmentation. You can go back to the segmentation from the Visualization tab.



⑫ Click on "Validate".

⑬ Once the segmentation is validated, the segmented sub-series is available in the 3D section. The active view is surrounded by orange.

### 4.84 Segmentation with a proximity tool



**Cautions: Extraction tools are for informational purposes only and not intended for diagnostic use.**

The segmentation propagation tool isolates parts of a volume using a segmentation algorithm.

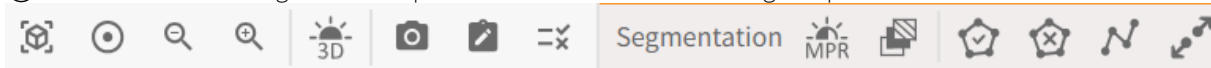
① Click on the series to segment.


② Click on the scissor icon in the contextual toolbar to open a new segmentation



③ You are now on the tab "Segment", it looks a lot to the "3D" tab but the left side of the screen changes and shows the timeline of the changes made on the medical images.

④ The toolbar also changes, the first part remains the same, but the lighter part is different.

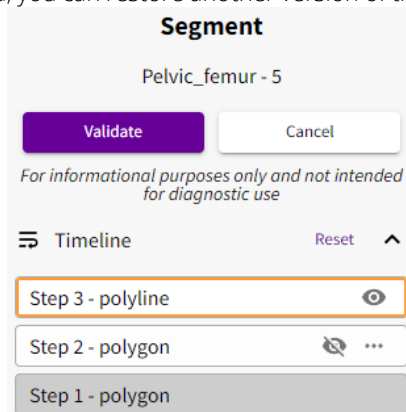



⑤ Click on the proximity tool . This tool allows to select a point, all the area connected with this point will remain visible, the rest of the object will disappear.

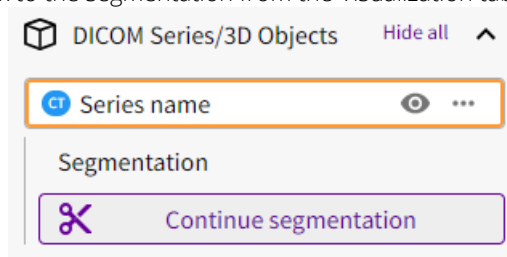
⑥ Click on the point you want to keep.

⑦ When you validate your segmentation, it is the last version of it that will be uploaded in the 3D visualization.

⑧ As long as the segmentation is not validated, you can restore another version of the segment by clicking on the "...", then "Restore".



⑨ A new section "Segmentation" is available on the navigation bar . You can navigate through the different sections while you are doing your segmentation. You can go back to the segmentation from the Visualization tab.




- ⑩ Click on "Validate".
- ⑪ Once the segmentation is validated, the segmented sub-series is available in the 3D section. The active view is surrounded by orange.

### 4.85 Setting the microphone and speakers during a communication

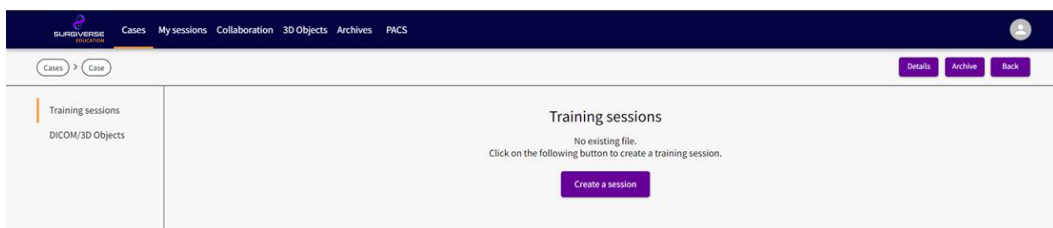
- ① While you are in communication you can change your parameters of microphone and speaker by clicking on the  button.
- ② Select the speaker and the microphone you want to use.

### 4.86 Setting the user status

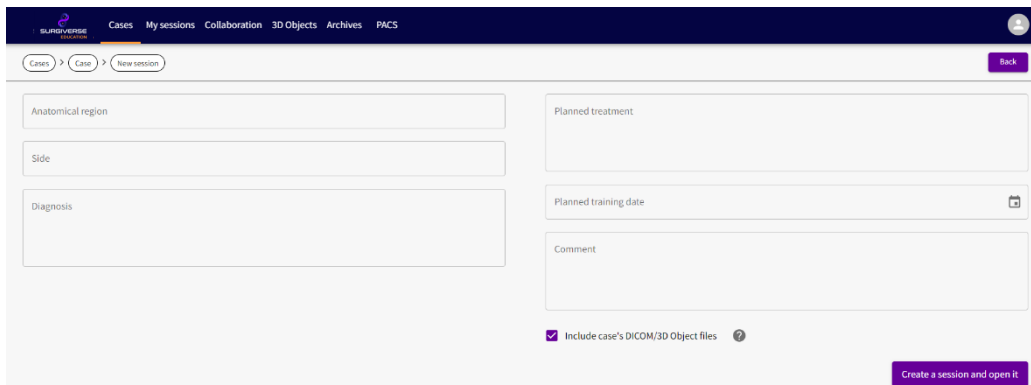
- ① Click on the avatar at the top right of the navigation bar .
- ② Click on "Set status to not available".


### 4.87 Session file creation from the case file

- ① Click on the "Session file" tab.



- ② Click on the "Create a Session file" button.
- ③ A form opens, fill the fields.



 Note: A case can have several Session files.

### 4.88 Sharing a catalog

You can manage the sharing of your catalogs through the list of the catalogs on the "3D Objects" tab:






- ① Go to the "3D Objects" tab.
- ② Click on the "..." menu of the catalog and click on "Share".



3D Objects

Create catalog ☰ ☱

Search

Name ↑	item(s)	Owner	Currently shared	Created at	Last Modified on	Actions
 Catalog	1	You	Yes	01/19/2024	01/24/2024	<div style="border: 1px solid #ccc; padding: 5px; width: 100px;"> <ul style="list-style-type: none"> <li> Open</li> <li> Share</li> <li> Rename</li> <li> Delete</li> </ul> </div>

③ A pop-up opens, choose the teams you want to share or stop sharing your catalog with. Then, click on “Close”.

**Share catalog with teams**

Share catalog with teams

New Team

Team Education

Team Sprint 2


Close

i Note: You can also access this interface by opening a catalog and clicking on the “Manage sharing” button.

**Catalog**  
Created at 01/19/2024  
 Last Modified on 01/24/2024  
 You are sharing that catalog.

Add an asset
Manage sharing
Back to catalogs list

Please use button above or drag your OBJ or STL files (< 60MB) into the area below to upload assets



Asset

### 4.89 Sharing a Session file from the Collaboration tab

- ① Click on the “Collaboration” tab.
- ② Click on the “Session shared by me” section.

Surgiverse Education
Cases My sessions Collaboration 3D Objects Archives PACS

Collaboration

Session shared with me

Session shared by me



Automatic shares

Teams

Live broadcasts (0)

Share a session

Session shared by me

Case	Session number	Shared with	Actions
Case name	45	Healthcare User (Manual share until 03/22/2024)	 


Search


- ③ Click on “Share a session”.
- ④ Select the number of the Session file to share.




**Caution:** It is necessary for the recipient to have a Surgiverse® Education account for the sharing to be successful

### 4.90 Sharing the screen during a communication


- ① While you are in communication you can share your screen by clicking on the  button.
- ② Select your preferences about the sharing.

 Note: You can only share your screen in a communication with another user of Surgiverse® Education **Web-Planning**. You cannot share your screen with a Surgiverse® Education Digital Cockpit user.


### 4.91 Showing/hiding the participants of a communication

- ① While you are in communication you can show the list of the participants by clicking on the  button.
- ② You can hide the list by clicking on the same button.

### 4.92 Showing/hiding the participants of a live broadcast

- ① While you are in communication you can show the list of the participants by clicking on the  button.
- ② You can hide the list by clicking on the same button.


### 4.93 Showing/hiding the screen of a participant during a communication or a live broadcast

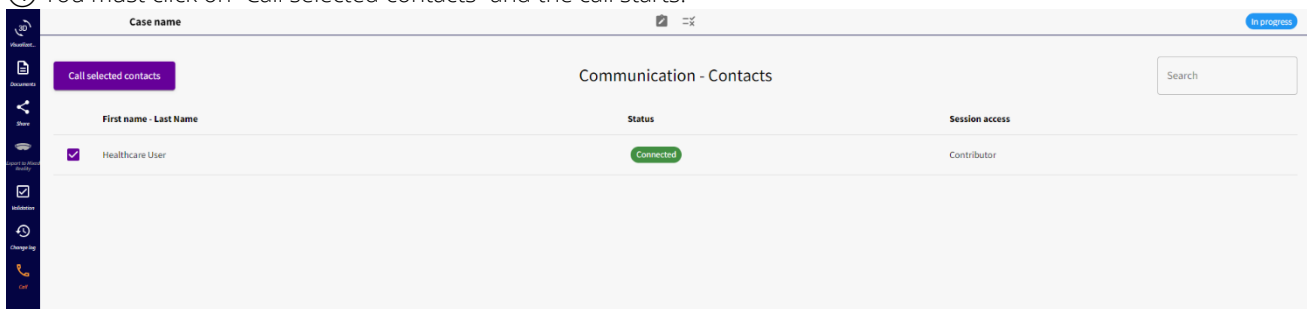
- ① While you are in communication you can hide the screen of a participant by clicking on the  button.
- ② You can show the screen by clicking on the same button.

### 4.94 Sorting a table

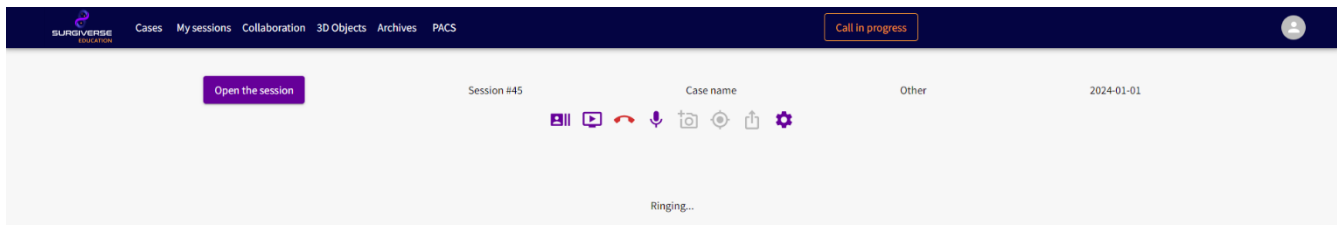
- ① In a tab, click on the header of the column to sort.
- ② The order is represented by an arrow up or down.

### 4.95 Starting a communication

- ① While consulting the Session file, you can reach out to another user of Surgiverse in the “Communication” tab .
- ② It opens a screen with a list of people with whom you had shared your Session file with.
- ③ You can select users connected on the platform.
- ④ You must click on “Call selected contacts” and the call starts.




- ⑤ A new window opens, you are now in communication.




**Precaution of use:** it is recommended not to add more than 20 users to a call for performance purposes.



### 4.96 Taking a screenshot during a communication or live broadcast

- ① While you are in communication you can take a screenshot by clicking on the  button.
- ② This action is possible only if someone is sharing his screen.
- ③ The screenshot is stored in the “Documents” tab.

### 4.97 Taking a screenshot from the Session file

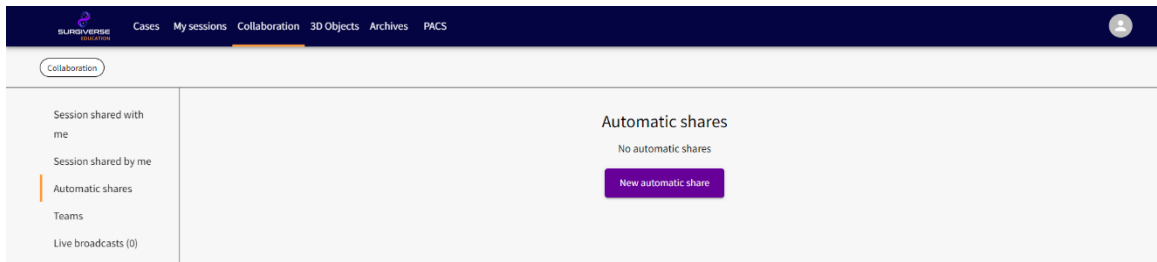
- ① Click on the screenshot tool .
- ② There is a capture of the current screen accessible in the “Documents” tab.
- ③ You can edit the screenshot.


### 4.98 Unarchiving a case file

- ① Click on the “Archives” tab.
- ② Click on the case to unarchive.
- ③ Click on the “Unarchive” button at the top right of the screen.


### 4.99 Updating an automatic Share

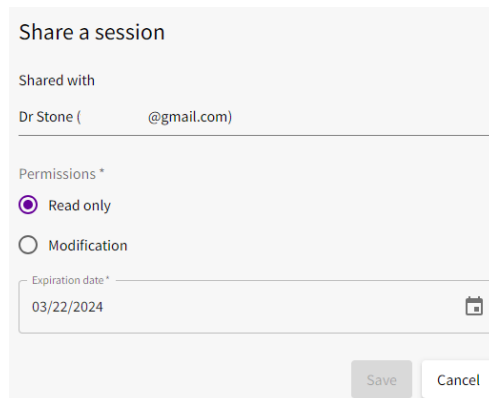
- ① Click on the “Collaboration” tab.
- ② Click on the “Automatic shares” section.



- ③ Click on the  to update the automatic share.
- ④ Click on “Confirm”.

### 4.100 Updating existing shares from the Session file


- ① Click on the “Share” tab.
- ② On the line of the share to update, click on .
- ③ A pop-up opens. Modify the fields to change.




- ④ Click on “Save”.


### 4.101 Using a pointer during a communication

During a communication between a Surgiverse® Education Digital Cockpit user and a Surgiverse® Education Web-Planning user, the latter can use a pointer that will appear directly in the field of view of the former.


- ① Click on 
- ② Click on the zone you want to point on the video
- ③ The point will temporarily appear in the field of view of the Surgiverse® Education Digital Cockpit user

### 4.102 Validating a Session file

- ① Click on the "Validation" tab 
- ② Click on "Validate".
- ③ You can add a comment.
- ④ Click on "Validate".

 Note: Once validated, the Session file can be consulted new information can be added but existing information cannot be modified.

### 4.103 Writing or editing a note

- ① Click on the notepad tool 
- ② An area in the right side of the screen is opened to write or edit the notes.
- ③ Edit the text.
- ④ Close the area by clicking on the cross at the top of the screen.

Note: All users (creator + user with Modification share) can write notes and save them.





Note: There is only one notepad for all users, you can write or modify the preexisting notes.

Note: The note is saved as it is modified.

Note: adding or editing a note is also possible from the "Documents" tab.

### 4.104 Zooming in or out of the 3D visualization

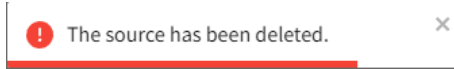
- ① Click on the zooming tool 
- ② You can zoom in (+) or zoom out (-) on a given segment.
- ③ You must click on the desired segment and then click on the " - " or " + " depending on the action desired in order to perform the action. This action can be applied to both MPR and 3D segments.

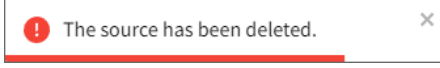
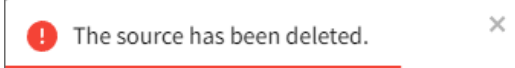
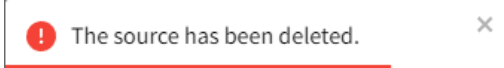
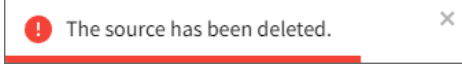
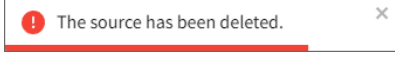
 Note: Mouse shortcuts exist to perform the "zoom in/zoom out" action.

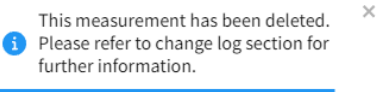
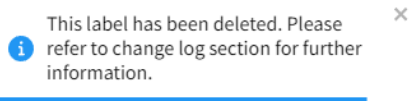
## 5 Details on collaborative interactions

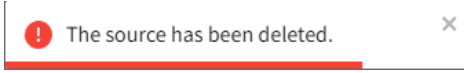
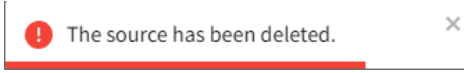
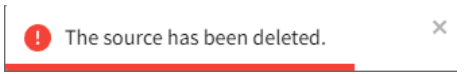
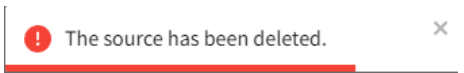
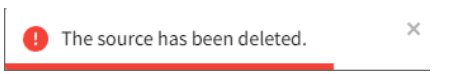
Action	Result
Delete a series while another person is viewing it (active)	The series is deleted and the user who was viewing the deleted series now has no active series selected.
Delete a series while someone else is renaming it	The series is deleted and the user who was renaming it no longer has an active series selected.
Delete a series while another person changes the 3D threshold	The series is deleted and the user who was changing the 3D threshold now has no active series selected, the 3D threshold tool is deselected.

Action	Result
Delete a series while another person changes the MPR threshold	The series is deleted and the user who was changing the MPR threshold now has no active series selected, the MPR threshold tool is deselected.
Delete a series while another person creates a measure on this series	The series is deleted and the user who was performing a measurement no longer has an active series selected, the measurement tool is deselected.
Delete a series while another person creates a label on that series	The series is deleted and the user who was placing a label changes the active series (to the one below), the label tool is deselected.
Delete a series while someone else is editing a measure in that series	The series is deleted and the user who was editing a measurement changes the active series (to the one below). He also receives a notification.
Delete a series while someone else is editing a label in that series	The series is deleted and the user who was editing a label changes the active series (to the one below). He also receives a notification.
Delete a series while someone else renames a measure in that series	The series is deleted, the user who was renaming the measurement no longer has an active series selected.
Delete a series while someone else is renaming a label in that series	The series is deleted, the user who was renaming the label no longer has an active series selected.
Delete a series while another person is deleting a label from that series (open modal before confirmation)	The series is deleted, the user who was deleting the label no longer has an active series selected, however, the delete label pop-up is still open. Nothing happens no matter which button is clicked.
Delete a series while another person is deleting a measure from this series (open modal before confirmation)	The series is deleted, the user who was deleting the measure no longer has an active series selected, however, the measure deletion pop-up is still open. Nothing happens no matter which button is clicked.
Delete a series while someone else is deleting a sub-series (open modal)	The series and its sub-series are deleted, the user who was deleting the sub-series no longer has an active series selected, however, the pop-up for deleting the sub-series is still open. Nothing happens no matter which button is clicked.
Delete a series while someone renames a sub-series (open modal)	The series and sub-series are deleted, the user who was renaming the sub-series no longer has an active series selected.
Delete a series while a segmentation is open on this series	The series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept and he receives a notification.



Action	Result
Delete a series while a segmentation is open on a sub-series of this series	<p>The series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Delete a series while another person changes the 3D threshold of a sub-series of this series	<p>The series is deleted and the user who was changing the 3D threshold now has no active series selected, the 3D threshold tool is deselected.</p>
Delete a series while another person changes the MPR threshold of a sub-series of this series	<p>The series is deleted and the user who was changing the MPR threshold now has no active series selected, the MPR threshold tool is deselected.</p>
Rename a series during a segmentation on this series	<p>The series is renamed, and the segmentation is not interrupted. When the segmentation is validated, the new name is considered and is used to name the produced sub-series.</p>
Delete a series while another user moves the MPR axes	<p>The series is deleted, the user who was manipulating the MPR axes no longer has an active series selected.</p>
Delete a series during a segmentation on this series	<p>The series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Delete a series during a segmentation validation (open modal)	<p>The series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Delete a series while a segmentation algo is running	<p>The series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Delete a series while a segmentation tool is open	<p>The series is deleted but the segmentation does not end.</p> <p>When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Delete a series during an export to Surgiverse Digital Cockpit by another user	<p>Once the export is started, the process ends even if the series is deleted. Meshes of deleted series are not kept. If no series are available, the window is grayed out</p>

Action	Result
Delete a sub-series while another person is viewing it (active)	The series is deleted and the user who was viewing the deleted series now has no active series selected.
Delete a sub-series while someone else is renaming it	The series is deleted and the user who was renaming it no longer has an active series selected.
Delete a sub-series while another person changes the 3D threshold	The series is deleted and the user who was changing the 3D threshold now has no active series selected, the 3D threshold tool is deselected.
Delete a sub-series while someone else changes the MPR threshold	The series is deleted and the user who was changing the MPR threshold now has no active series selected, the MPR threshold tool is deselected.
Delete a sub-series while another person creates a measure on this series	The series is deleted and the user who was performing a measurement no longer has an active series selected, the measurement tool is deselected.
Delete a sub-series while another person creates a label on that series	The series is deleted and the user who was placing a label changes the active series (to the one below), the label tool is deselected.
Delete a sub-series while someone else is editing a measure in that series	The series is deleted and the user who was editing a measurement changes the active series (to the one below). He also receives a notification. 
Delete a sub-series while someone else is editing a label in that series	The series is deleted and the user who was editing a label changes the active series (to the one below). He also receives a notification. 
Delete a sub-series while someone else is renaming a measure in that series	The series is deleted, the user who was renaming the measurement no longer has an active series selected.
Delete a sub-series while someone else is renaming a label in that series	The series is deleted, the user who was renaming the label no longer has an active series selected.
Delete a sub-series while another person is deleting a label from this series (modal open before confirmation)	The series is deleted, the user who was deleting the label no longer has an active series selected, however, the delete label pop-up is still open. Nothing happens no matter which button is clicked.
Delete a sub-series while another person is deleting a measure from this series (open modal before confirmation)	The series is deleted, the user who was deleting the measure no longer has an active series selected, however, the measure deletion pop-up is still open. Nothing happens no matter which button is clicked.





Action	Result
Delete a sub-series while another person is viewing it (not active)	The sub-series is deleted, the user who was viewing it no longer has an active series selected.
Delete a sub-series while a segmentation is open on this series	<p>The sub-series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Rename a sub-series during a segmentation on this sub-series	The sub-series is renamed and the segmentation is not interrupted. When the segmentation is validated, the new name is taken into account and is used to name the produced sub-series.
Delete a sub-series while another user moves the MPR axes	The sub-series is deleted, the user who was manipulating the MPR axes no longer has an active series selected.
Delete a sub-series during a segmentation on this series	<p>The sub-series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Delete a sub-series during a segmentation validation (open modal)	<p>The sub-series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Delete a sub-series while a segmentation algo is running	<p>The sub-series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Delete a sub-series while a segmentation tool is open	<p>The sub-series is deleted but the segmentation does not end. When the user validates the segmentation, he is returned to the 3D visualization screen, his segmentation is not kept, and he receives a notification.</p> 
Delete a sub-series during an export to Surgiverse® Education Digital Cockpit by another user	Once the export is started, the process ends even if the sub-series is deleted. Meshes of deleted sub-series are not kept.

Action	Result
<p>Change read-only rights on a SESSION FILE while someone is renaming a series</p>	<p>The rights are changed, the modification of the series name is interrupted, and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE.</p> <div data-bbox="432 383 879 555"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
<p>Change the read-only rights on a SESSION FILE while someone renames a measure</p>	<p>The rights are changed, the modification of the measure is interrupted, and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE.</p> <div data-bbox="432 689 879 862"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
<p>Change read-only rights on a SESSION FILE while someone renames a label</p>	<p>The rights are changed, the label modification is interrupted, and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE.</p> <div data-bbox="432 965 879 1137"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
<p>Change the rights to read-only on a SESSION FILE while someone is creating a measure</p>	<p>The rights are changed, the measurement is interrupted and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE.</p> <div data-bbox="432 1240 879 1413"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
<p>Change the rights to read-only on a SESSION FILE while someone creates a label</p>	<p>The rights are changed, the labelling is interrupted and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE.</p> <div data-bbox="432 1518 879 1691"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
<p>Change the read-only rights on a SESSION FILE during a non-validated segmentation</p>	<p>The rights are changed, the user who has his rights changed while he was in segmentation receives a notification that his rights have been changed. However, the segmentation is not interrupted, but the user who is read-only no longer has access to it.</p> <div data-bbox="432 1821 879 1993"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>

Action	Result
Change the read-only rights on a SESSION FILE during a measure modification	<p>The rights are changed, the modification of the measure is interrupted, and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE. There is no change to the measure.</p> <div data-bbox="432 383 863 544"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
Change the read-only rights on a SESSION FILE during a label modification	<p>The rights are changed, the modification of the label is interrupted, and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE. The label does not change.</p> <div data-bbox="432 683 863 844"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
Change the read-only rights on a SESSION FILE while deleting a measure (open modal)	<p>The rights are changed, the deletion of the measure is interrupted, and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE. There is no change to the measure.</p> <div data-bbox="432 983 863 1144"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
Change read-only rights on a SESSION FILE while deleting a label (open modal)	<p>The rights are changed, the deletion of the label is interrupted, and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE. There is no change to the label.</p> <div data-bbox="432 1283 863 1444"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
Change read-only rights on a SESSION FILE while deleting a series (open modal)	<p>The rights are changed, the deletion of the series is interrupted, and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE. There is no change to the series.</p> <div data-bbox="432 1583 863 1744"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>



Action	Result
<p>Change read-only rights on a SESSION FILE while deleting a sub-series (open modal)</p>	<p>The rights are changed, the deletion of the sub-series is interrupted, and a pop-up window opens indicating that the user's rights have changed and that he must reload the SESSION FILE. There is no change to the sub-series.</p> <div data-bbox="434 383 871 548"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
<p>Change read-only rights on a SESSION FILE while someone is running a segmentation with a segmentation tool</p>	<p>The rights are changed, the segmentation continues. The user whose rights have changed receives a pop-up indicating that his rights have changed and that he must reload the SESSION FILE. The segmentation ends and the other users who have the modifying accesses can access it and validate it or not.</p> <div data-bbox="434 719 871 884"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
<p>Change the read-only rights on a SESSION FILE during an upload of a new DICOM</p>	<p>The rights are changed, the user who was trying to upload a DICOM sees a pop-up indicating that his rights have changed and that he must reload the SESSION FILE. The loading of the DICOM is interrupted.</p> <div data-bbox="434 1021 871 1187"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
<p>Change the read-only rights on a SESSION FILE during a document addition</p>	<p>The rights are changed, the user who was trying to upload a document sees a pop-up indicating that his rights have changed and that he must reload the SESSION FILE. The upload of the document is interrupted.</p> <div data-bbox="434 1323 871 1489"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
<p>Change the read-only rights on a SESSION FILE during a document renaming</p>	<p>The rights are changed, the user who tried to change the name of a document sees a pop-up indicating that his rights have changed and that he must reload the SESSION FILE. The name of the document is not changed.</p> <div data-bbox="434 1628 871 1794"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>

Action	Result
Change the rights to read-only on a SESSION FILE while I edit a checklist	<p>The rights are changed, the user who tried to modify a checklist sees a pop-up indicating that his rights have changed and that he must reload the SESSION FILE. The checklist is not modified.</p> <div data-bbox="432 383 892 557"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
Change read-only rights on a SESSION FILE while renaming a checklist (open modal)	<p>The rights are changed, the user who tried to modify the name of a checklist sees a pop-up indicating that his rights have changed and that he must reload the SESSION FILE. The name of the checklist is not changed.</p> <div data-bbox="432 696 892 871"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div>
Delete a user while he is on a SESSION FILE	<p>The user receives a notification at the bottom left of the screen that they no longer have access to the SESSION FILE they were removed from.</p> <div data-bbox="432 981 798 1032"> <p>Guide Update deleted your access on file Benjamin LLOYD 07/26/2023 3:40 PM </p> </div>
Delete a user from a SESSION FILE while he is on this SESSION FILE	<p>The user who is currently viewing a SESSION FILE receives a pop-up indicating that his rights have changed and that he needs to reload the SESSION FILE. When he reloads the SESSION FILE, he is sent to the Surgiverse® Education Web-Planning homepage and receives a notification.</p> <div data-bbox="432 1207 834 1357"> <p><b>Information</b></p> <p>Your access rights have changed, please reload the PAF</p> <p><a href="#">Reload the PAF</a></p> </div> <div data-bbox="432 1424 898 1487"> <p> The performed action is not authorized </p> </div>
Delete a team, shared on a SESSION FILE, during the consultation of this SESSION FILE	<p>The team is deleted, and the user receives a notification saying so. However, the user is not disconnected from the SESSION FILE and can continue to manipulate it. However, once they leave the SESSION FILE, they no longer have access to the SESSION FILEs shared with them.</p> <div data-bbox="432 1637 919 1688"> <p>The team "Hopistal_Team" has been deleted. 07/26/2023 3:44 PM </p> </div>
Validate a SESSION FILE while someone renames a series	<p>The user who was renaming a series sees the window close. No changes are made to the series name.</p>
Validate a SESSION FILE while someone renames a measure	<p>The user who was renaming a measure sees the window close. No changes are made to the measure name.</p>

Action	Result
Validate a SESSION FILE while someone renames a label	The user who was renaming a label sees the window close. No changes are made to the label name.
Validate a SESSION FILE while someone is creating a measure	The user who was in the process of carrying out a measurement can finish his action despite the validation of the SESSION FILE.
Validate a SESSION FILE while someone is creating a label	The user who was in the process of placing a label can finish his action despite the validation of the SESSION FILE.
Validate a SESSION FILE during a non-validated segmentation	The Segmentation section closes as soon as one of the users validates the SESSION FILE. The current segmentation is not saved.
Validate a SESSION FILE during a measurement modification	The current action is automatically stopped
Validate a SESSION FILE during a label modification	The current action is automatically stopped
Validate a SESSION FILE while deleting a measure (open modal)	The confirmation modal is closed
Validate a SESSION FILE while deleting a label (open modal)	The confirmation modal is closed
Validate a SESSION FILE while deleting a series (open modal)	The confirmation modal is closed
Validate a SESSION FILE while deleting a sub-series (open modal)	The confirmation modal is closed
Validate a SESSION FILE during the launch of a segmentation tool	The segmentation stops when the SESSION FILE is validated.
Validate a SESSION FILE while a segmentation algo is running	The segmentation stops when the SESSION FILE is validated.
Validate a SESSION FILE during an upload of a new DICOM	DICOM loading stops when the SESSION FILE is validated.
Reset segmentation while a segmentation tool is open for another user	The user who wants to reset takes over and the one who was in the process of segmentation no longer has the sub-series he was working on.

Action	Result
Restore segmentation while a segmentation tool is open for another user	The user who decides to restore the segmentation takes over. The active series of the user who had opened a segmentation tool changes.
Cancel a segmentation while someone is changing the 3D threshold	The user who decides to cancel the segmentation takes over. Both users are returned to the 3D visualization section.
Cancel a segmentation while someone changes the MPR threshold	The user who decides to cancel the segmentation takes over. Both users are returned to the 3D visualization section.
Validate a segmentation while someone is modifying the 3D threshold	The user who decides to validate the segmentation takes over. Both users are returned to the 3D viewing section. The changes made by the 3D threshold change are saved.
Validate a segmentation while someone changes the MPR threshold	The user who decides to validate the segmentation takes over. Both users are returned to the 3D visualization section. The changes made by the MPR threshold change are saved.
Add a DICOM during a segmentation	This is not a problem, the two actions can be carried out together.
Run an export to Surgiverse® Education Digital Cockpit while a segmentation algo is running	This is not a problem, the two actions can be carried out together.
Run a segmentation algo while an export to Surgiverse® Education Digital Cockpit is in progress	This is not a problem, the two actions can be carried out together.
Delete a document from the SESSION FILE while another user is viewing the document	The document is deleted, however the user who is viewing the document still has access to it as long as he does not leave the document. Once the user has left the document, it becomes inaccessible.

*Table 6 - Table of interactions in collaborative mode*

## 6 Software installation / maintenance / decommissioning

No installation, maintenance or decommissioning procedures are needed for users. Surgiverse® Education Web-Planning is a web platform under responsibility of Abys Medical® ensuring all operations.

Users will be notified for updates and related timelapses of unavailability of platform if needed.

In the event of a major modification of Surgiverse® Education Web-Planning that could have an impact on the technical performance of Surgiverse® Education Web-Planning, a re-validation will be performed. If applicable, the new performance parameters will be communicated to users if they are modified.

## 7 Complaints

Any user with a complaint regarding the quality of this software, its identity, reliability, safety, efficacy, or performance should notify Abys® Medical. For additional information on this software, please contact Abys® Medical Customer Service at [support@abys-medical.com](mailto:support@abys-medical.com).

## 8 Legal information

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