

# Medical X-ray Qualities

Anthony Richards

# Members of Medical X-Ray Working Group

Clare Lee, NPL - HOSTEDSERVICE1\clare.lee

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Tony Richards, FS2 - HOSTEDSERVICE1\agr Richards

Dagmara Tyler, NPL - HOSTEDSERVICE1\dagmara.tyler

e.g Clare Lee will use the username: HOSTEDSERVICE1\clare.lee

With the password: medical

## **IRMF's Extranet – a new way to collaborate!**

Version 1.5b Dave Taylor ([dave.taylor@npl.co.uk](mailto:dave.taylor@npl.co.uk))

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Most organisations use e-mail and file servers as their primary document sharing tools. When a user creates a document, they e-mail the document to co-authors and reviewers. This method can lead to confusion about who has the authoritative version of a document.

IRMF's extranet uses a secure workspace that can be accessed by collaborators and other partners over the internet, and that is always up to date with the latest version of any document.

As a member of the IRMF Medical Comparison Working Group you can log into this server with your username from the following list, and the password 'medical'.

- **Homepage**
- The site contains the following features:
- A **Document Library** that you can upload documents to from your hard drive. Documents can be developed by several collaborators.
- A **Discussion Board** that you can use to raise subjects ('threads') for other members to comment on.
- Announcements, '**Hot Topics**', where workspace members can leave important messages for everyone to view when they login.
- **Members list**, contact numbers and addresses all in one place.
- A **shared contacts list** containing key contacts.
- Useful **links** to other sites, that anyone can contribute.

Home - IRMF - Microsoft Internet Explorer provided by NPL v1.5

File Edit View Favorites Tools Help

Address <https://kt.sharepointservice.co> Go Links

Google Search Check AutoLink AutoFill Options

Home Documents and Lists Create Site Settings Help Up to Knowledge Transfer Extranet

IRMF Home  [Modify Shared Page](#)

**Documents and Lists**  
**Pictures**  
**Lists**  
 Contacts  
 Events  
**Discussions**  
 General Discussion  
**Surveys**

IR Metrology Forum Workspace

**Events**

There are currently no upcoming events. To add a new event, click "Add new event" below.

[Add new event](#)

**Announcements**

There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

[Add new announcement](#)

**General Discussion**

Subject  Posted By

There are no items to show in this view of the "General Discussion" discussion board. To create a new item, click "Add new discussion" below.

[Add new discussion](#)

**Shared Documents**

Type  Name  Modified By

There are no items to show in this view of the "Shared Documents" document library. To create a new item, click "Add new document" below.

[Add new document](#)

**Links**

URL

IRMF Comparison of Medical X-Ray Qualities

[Add new link](#)

**Members**

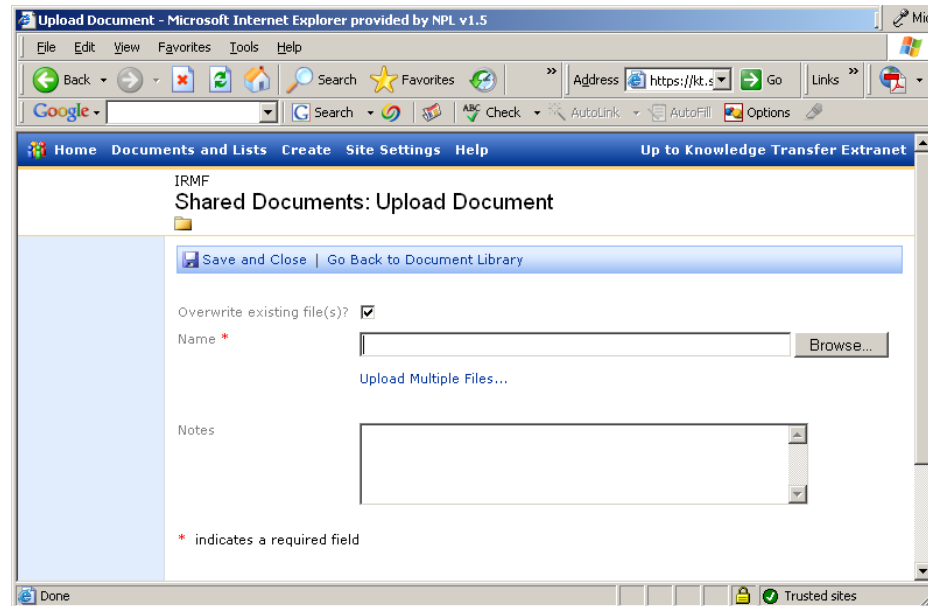
Ani Simon-Hart, NPL  
 Dave Taylor, NPL  
 Steven Judge, NPL

[Add new member](#)

Trusted sites

- The site is intuitive to navigate and use. It is securely hosted and all transmissions over the internet are encrypted.
- **Navigation:** You can navigate around the site by clicking in the left hand panel or on headings within the shared homepage. As more items are added to the document library or discussion board there will come a point where they will not all show up on the homepage. When this happens you will be able to see that there are more items by the word 'More ...' appearing underneath the last item on the homepage.
- The Navigation bar at the top of the page includes 'Home' (useful if you get lost), 'Documents and Lists' which lists all the document repositories, two Admin items (Page Admin and Site Admin) which you should not need, and the very useful 'Help' menu.

- **Document Library:**
- You can add a document to the library from the homepage or from the Document Library's own page. Click 'Add Document' from the homepage, or 'Upload Document' from the document library's page. Then browse to the document you want to load on your own hard disk, and then click 'Save and Close'.



- Be sure to enter any additional information needed for each document, and if possible some notes to explain the origin and purpose of the document. These are collectively referred to as the document properties.
- When a document has been revised you can save a new version, whilst retaining the old one (behind the scenes). To create a new version you must save a document with the same name as the existing one (with the item labelled 'Overwrite existing files' ticked).
- **Document Library's own Page:** By clicking the title 'Medical X-Ray Qualities Documents' you will link to a new page for the Documents Library alone. If there are more items than will fit on the page you will be able to step through the library pages (click the link labelled 'Next' in the bottom right hand corner of the page).

Medical X-Ray Qualities Documents - Microsoft Internet Explorer provided by NPL v1.5

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Home Mail Print Stop Go Links

Address <https://kt.sharepointservice.co.uk/irmf/medical/Shared%20Documents/Forms/AllItems.aspx> Go Links

Home Documents and Lists Create Site Settings Help Up to IRMF

Medical X-Ray Qualities  
**Medical X-Ray Qualities Documents**

Select a View  
 All Documents  
 Explorer View

Actions  
 Alert me  
 Export to spreadsheet  
 Modify settings and columns

Share a document with the team by adding it to this document library.

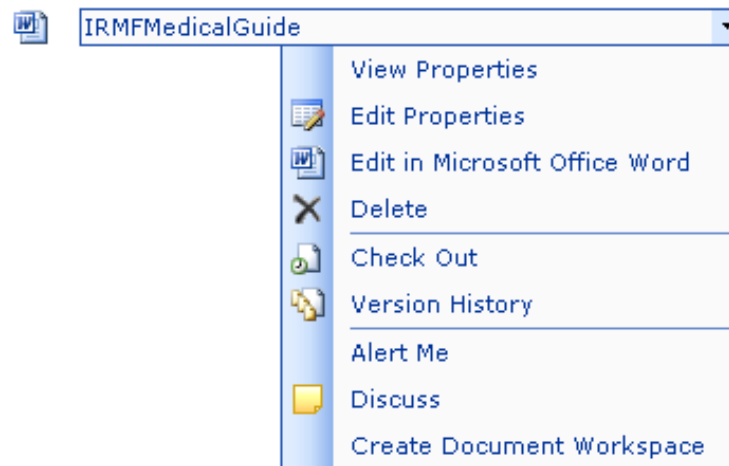
New Document | Upload Document | New Folder | Filter | Edit in Datasheet

Type	Name	Modified	Modified By	Checked Out To
	IRMF Medical Members	13/07/2005 15:09	Dave Taylor, NPL	
	IRMFMedicalGuide	20/07/2005 13:42	Dave Taylor, NPL	
	Medical Xrays protocol	21/07/2005 17:11	Clare Lee, NPL	

Discussions

Trusted sites

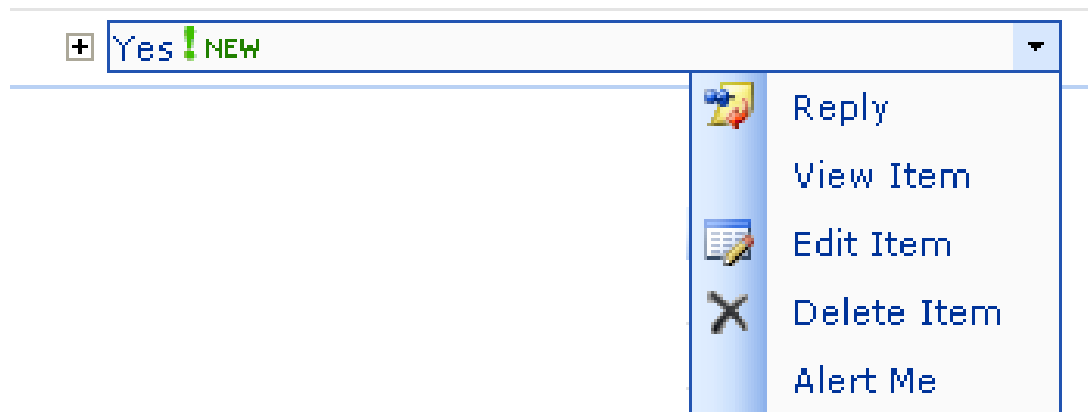
- The Document Library page shows the additional information (properties) about each document. To change any of the properties or to edit the document itself, hover the mouse over the title of a document and a pull down menu arrow will appear. When you click on this you will get options to 'View Properties' or to 'Edit' (in Microsoft Word or the relevant program for the document type).



**Properties, Version History, Edit menu for Document Library**

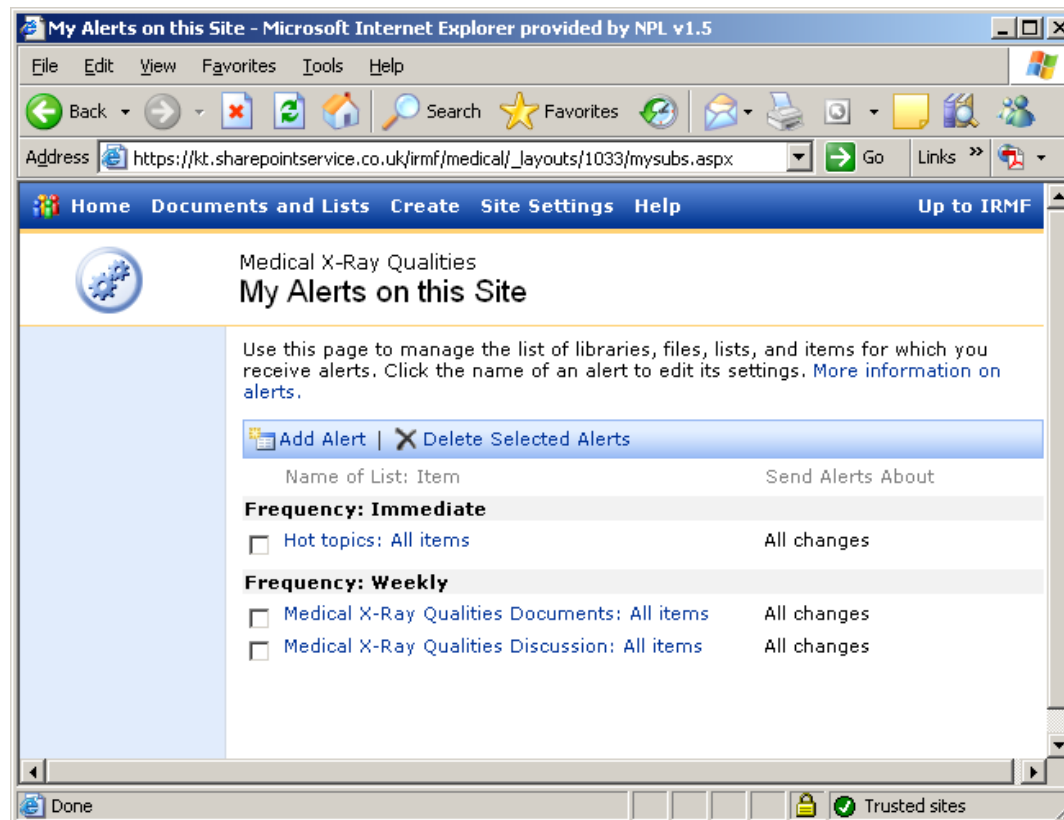
- There are also options to review the version history or check out a document. The version history gives a list of the previous versions of a document enabling you to view any of them. (To create a new version you must save a document with the same name as an existing one). Checking-out a document means that it cannot be updated by another author until you check it back in, enabling safer collaboration.
- (NB. The 'discuss' option only functions with Office 2003 and Instant Messenger).
- When you have finished editing remember to click 'Save and Close' or you will lose your changes.

- **Discussions:** Each discussion topic can be viewed as a threaded discussion just like a newsgroup. Each user is able to add discussion items, or reply.



- **New items and email Alerts:** When an item is posted it will be marked as 'new' and easily visible on the shared homepage. In addition we recommend that you create alerts so that each week you will receive an automatically generated summary by email of the latest documents and comments that other members have added to the site that week. This email contains useful links to take you directly to the affected documents and saves you from having to remember to visit the site regularly!
- To set or change an alert, please click on your own name in the members list.
- You'll then see a page with the item 'My alerts on this site' at the bottom. Clicking on this link will take you to a page where you can change an existing alert, or add one. If you choose to add an alert you will then get a choice of all the item types.

- Choose one (e.g. 'Members') and click 'Next'. You will now have the option of setting an immediate, daily or weekly alert.



- **FURTHER HELP**

- For further help click the top menu item 'Help'. If you still need help please click [NPL Workspace HelpDesk](#) (you can also find this link in the workspace in the links section). This will take you to our 'helpdesk' which contains several useful documents and a 'Questions and Answers section'. Since someone else may have already asked your question please check through the 'Questions and Answers' section of this site. If your question has not been answered you can add it here.
- We will try to answer questions in this help centre within 48 hours.
- Since your time is valuable you may wish to get immediate assistance, at least for the first few times you use this site. If this is the case please call or email one of the following people at NPL:
- [Ani Simon-Hart](#), System Administrator, Tel 0208 943 8714
- [Dave Taylor](#), Knowledge Transfer Leader, Tel 0208 943 6106