Uploading Image Sessions

⚠️ The Desktop Client only supports uploading one image session at a time. If you have a large number of sessions to upload, consider using an upload script that uploads image sessions via the REST API.

With an open XNAT connection, you can select image sessions to upload. Click "Upload Files" to get started.

Selecting a Project and Subject

The Desktop Client will display a list of projects that you have permission to upload image session files to. This permission is given to project owners and members, and potentially to other custom roles. If you need to upload to a project but do not see that project in this listing, contact that project owner or request access to that project through the XNAT UI.

Once you select a project, the Desktop Client will display a list of subjects in that project that you can upload your image session to. You can select one of these, or create a new subject.

Selecting an Image Session

After selecting a project and subject to upload to, you will be prompted to select a folder on your desktop that contains one or more DICOM image sessions. Select the folder that has your image session in it.

If you select a folder that contains more than one session, you will be prompted to pick one of those sessions before continuing.

Verifying the Visit Date

> ✅ This step may or may not be required depending on your XNAT's configuration, or the configuration of the project you are uploading to.

You may need to enter the visit date of the image session that you are uploading, before proceeding. This is an error-prevention measure, to ensure that users don't inadvertently upload the wrong session to a given project.

Selecting Scans to Upload

By default, all scans in the image session will be selected to upload. You can select a subset of these scans to upload if you like.

Upload Image Session to [10.1.100.17]

| Project / Subject Selection | Select Folder | **Review and Verify** | Summary |

Project: DEMO

Subject: Subj1

Experiment Label (Session):   Subj1_MR_1

This field has been auto-populated. If you specify a session label that matches a session already in this project, XNAT will attempt to merge selected scans into the existing session

Confirm The Scans To Be Uploaded

Note: Unchecked scans will not be uploaded

☑	Series Number ▲	Series Description	Modality	File Count	Size (bytes)
☑	1	Axial-T1 (locator)	MR	15	2.03 MB
☑	2	Sagittal-2DFSE with fat/supp.	MR	36	19 MB
☑	3	Sagittal-2DFSE with fat/supp.	MR	36	19 MB
☑	4	Sagittal-IR_3DFGRE	MR	180	24.4 MB
☑	522	PJN	MR	12	6.34 MB
☑	523	PJN	MR	12	6.34 MB

Session Summary:

Study ID: 218019
Accession: 1486938880308844
Description: BMN_PILOT
Date: 1990-03-29 12:34:43
Modalities: MR, SEG
14 scans in 439 files (112.57MB)

Cancel   ‹ Prev   **Upload**

Specifying Session Label and Other Values

The Desktop Client will auto-generate a session label, based on the subject label and other variables. You can override this label if you like.

Uploading PET Sessions: Select PET Tracer

If the Desktop Client recognizes your image session as a PET session, the PET Tracer field will be added to the list of configurable inputs. You can set a list of default tracers in the Desktop Client's application settings, if you like. Click on the "Settings" gear icon in the upper right of the main navigation.

Setting Custom Values

The DICOM anonymization script specified by the XNAT site or the selected project may specify additional variables that will be included in the session's metadata. These will appear above the scan selection table.

Initiating the Upload Transfer

Once you start the upload, you will be taken to the transfer manager screen. You can watch the progress of the upload, or start another workflow. As long as the application is running and you have an active network connection, the upload will proceed in the background. You can check on the progress of your data transfer at any time.

See: Managing Data Transfers