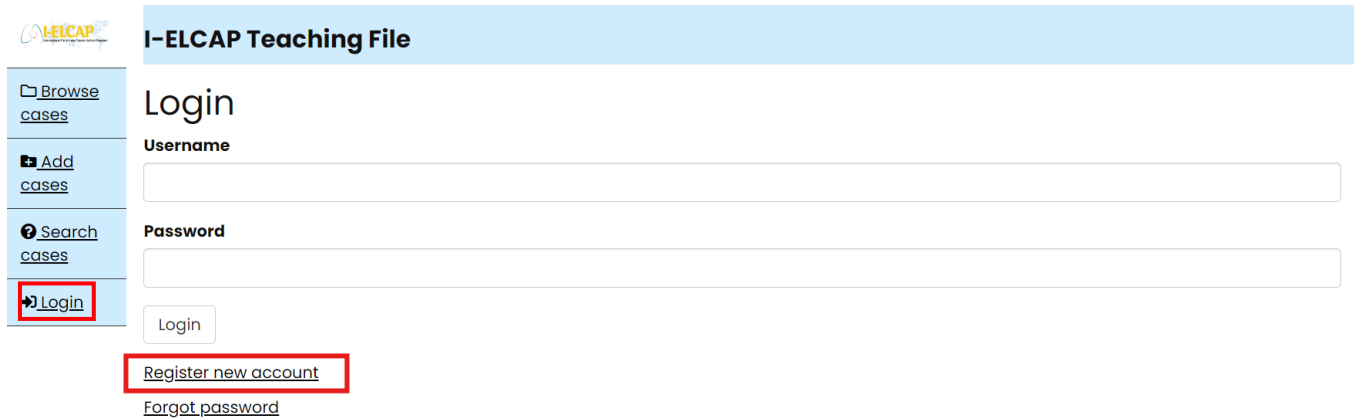


Tutorial for setting up an I-ELCAP Teaching File Account

Part I – Initial Account Setup

After you have navigated to the Teaching file home page, <https://tfs.ielcap.org/login>,

1. Click on the “Login” button on the sidebar.
2. Click on the “Register new account” button on the Login page



I-ELCAP Teaching File

Login

Username


Password

Login

[Register new account](#)

[Forgot password](#)

3. Fill out the “Create new account” form, making sure that all fields are filled. There are no strict password requirements, and you can change your password at any time after initial account activation. “Affiliation” is blank by default – if your affiliated institution is in the list, please select it. If your institution is missing, please leave “Affiliation” blank by default and submit a feedback request after activating your account, so we can add your Institution to the system. **Please enter a valid email address, or you will be unable to activate your account.**



I-ELCAP Teaching File

Create new account

Degree - select all that apply

BA
RN
Other
BS

Profession

Radiologist

Affiliation

Role

Viewer

Submit

Attention: Please make sure you enter a valid email address. You must activate your account via a link that will be sent to the address you provide.

4. After creating your account, you will receive an activation link within a message sent to the email address you provided. Please click on the link to activate your account. **You will be unable to login to your account until you click on the activation link.**

Activate your IELCAP Teaching File System account



IELCAP Teaching Files DONOTREPLY@ielcap.org



USE CAUTION: External Message.

Hi,


You (or someone else pretending to you) have made a request to register an account on the [IELCAP Teaching File System](#).

To activate this account, please [click here](#).


THIS IS AN AUTOMATED MESSAGE, PLEASE DO NOT REPLY TO THIS EMAIL.


Part II – Browsing and viewing cases


1. All users are assigned the role of a “Viewer” upon initial account setup. Viewers can browse approved cases on the I-ELCAP Teaching File and submit feedback but are unable to submit new cases to the system. To submit cases, a Viewer must apply for contributor status, which will be explained in more detail in Part 3.
2. To browse cases, click on the “Browse Cases” button on the sidebar after logging in. Cases are organized by topic and can be viewed this way, or one can see the entire database of case sorted by upload date.




I-ELCAP Teaching File



[Browse cases](#)


[Add cases](#)


[Search cases](#)


[Account](#)


[Admin](#)


[Logout](#)


Cases by topic:

Ancillary findings	
Associated pulmonary findings	
Basics of lung cancer screening (text)	
Biopsy	View Cases within categories
Comparison of protocols	
Diagnostic challenges and dilemmas	
Growth assessment	
I-ELCAP protocol recommendations	
Lung-RADS protocol recommendations	

[Browse all cases](#)

[Add a case](#)

- Upon selecting a case, you will be able to see all details pertaining to the case, including the title, creator, summary, keywords, etc. If the case has images, you will see a carousel of images at the top (or a single image, if the case only has one image). The carousel will have the current image centered, with the next and previous images to the sides (e.g. when viewing the first image out of a set of 3 images, the centered image would be image 1 of 3, the image to the right would be 2 of 3, and the image to the left would be 3 of 3).

**I-ELCAP Teaching File**

[Home](#) [Biopsy - Complications](#) [Post biopsy pneumothorax and skin fold](#)




Browsing all active cases

[previous case](#) / [next case](#)

Post biopsy pneumothorax and skin fold

Created by [Natela Paksashvili \(C\)](#) @ [Icahn School of Medicine at Mount Sinai](#)
Created on: 2024-04-04 10:44 AM , last modified on: 2024-04-21 11:05 AM

Case Images



(Image 1 of 2) CT guided biopsy complicated by a pneumothorax. Positive for malignant cells. Squamous cell carcinoma.


Patient Gender: female **Patient Age:** 83

Summary
CT guided biopsy complicated by a pneumothorax. CXR demonstrating a pneumothorax and a skin fold.

Key words
solid biopsy CXR irregular spiculated squamous cell carcinoma pneumothorax malignant

Diagnosis
Squamous cell carcinoma.

- Hovering over an image will zoom in on the image, while clicking on an image will open the full-size image in a new browser tab.

**I-ELCAP Teaching File**

[Home](#) [Biopsy - Complications](#) [Post biopsy pneumothorax and skin fold](#)




Browsing all active cases

[previous case](#) / [next case](#)

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Created on: 2024-04-04 10:44 AM , last modified on: 2024-04-21 11:05 AM

Case Images



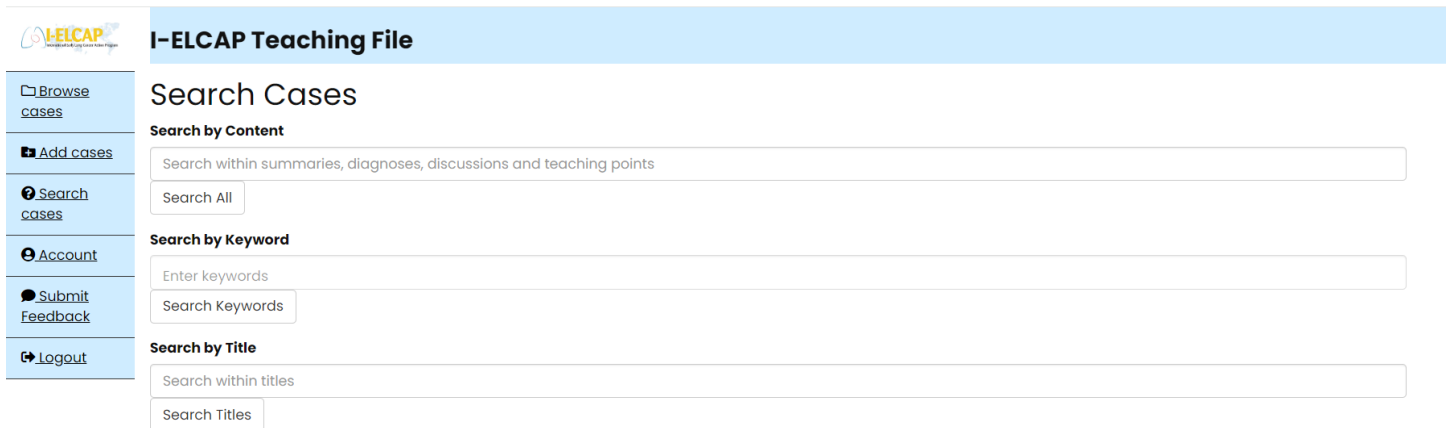
(Image 1 of 2) CT guided biopsy complicated by a pneumothorax. Positive for malignant cells. Squamous cell carcinoma.

Patient Gender: female **Patient Age:** 83

Summary
CT guided biopsy complicated by a pneumothorax. CXR demonstrating a pneumothorax and a skin fold.

Key words
solid biopsy CXR irregular spiculated squamous cell carcinoma pneumothorax malignant

5. You can also jump directly to the next or previous case. If you selected the case from within a particular topic or subtopic, clicking next or previous will jump between cases within that topic. If you selected the case from the “Browse all cases” view, clicking next or previous will navigate through all cases contained within the system.
6. All registered and activated users have the option to search for cases within the system by Content, Keywords or Case Titles. By clicking on the “Search cases” button on the sidebar, one will be able to navigate to the search interface. When searching by Keyword, please keep in mind that the search function will only search for cases that include **all** keywords selected. When searching by content or title, input is not case sensitive.



I-ELCAP Teaching File

Search Cases

Search by Content

Search within summaries, diagnoses, discussions and teaching points

Search All

Search by Keyword

Enter keywords

Search Keywords

Search by Title

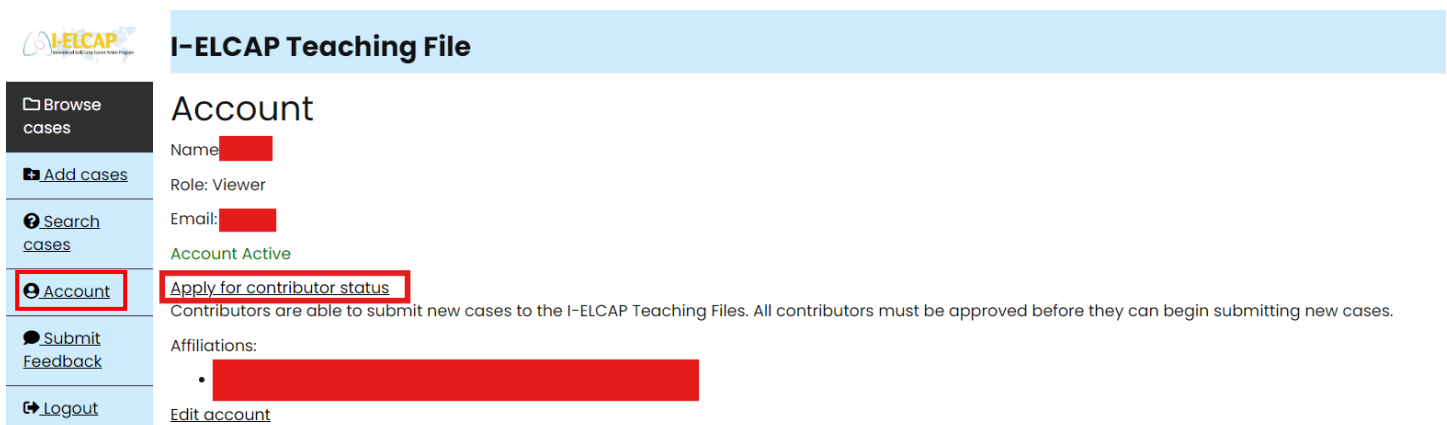
Search within titles

Search Titles

Left sidebar menu: [Browse cases](#), [Add cases](#), [Search cases](#), [Account](#), [Submit Feedback](#), [Logout](#)

Part III – Contributing cases

1. To contribute cases to the system, one must first apply for contributor status. This can be done by navigating to the “Account” page on the side bar, and then clicking on “Apply for contributor status”. After applying, one must wait for an administrator to approve access before cases can be submitted.



I-ELCAP Teaching File

Account

Name: [Redacted]

Role: Viewer

Email: [Redacted]

Account Active

Apply for contributor status

Contributors are able to submit new cases to the I-ELCAP Teaching Files. All contributors must be approved before they can begin submitting new cases.

Affiliations:

- [Redacted]

[Edit account](#)

Left sidebar menu: [Browse cases](#), [Add cases](#), [Search cases](#), [Account](#), [Submit Feedback](#), [Logout](#)

- After being approved, contributors can click on the “Add cases” button on the side bar to begin submitting cases for approval. Here, the contributor should fill in all the fields. Keywords are organized within subcategories.

The screenshot shows the 'I-ELCAP Teaching File' submission form. On the left is a sidebar with navigation links: 'Browse cases', 'Add cases', 'Search cases', 'Account', 'Submit Feedback', and 'Logout'. The main form area has a light blue header. Below the header, there are radio buttons for 'Male' and 'Female'. A 'Category' dropdown menu is set to 'Growth assessment'. A 'Set Keywords' button is present. Below it, a 'Keywords' field shows 'fat' and 'nonsolid' as selected tags. A 'Nodule Size and consistency' dropdown menu is open, showing a list of options: 'calcification', 'ossification', 'part-solid', 'size >=15 mm', 'size < 6 mm', 'size >=6 mm<15mm', 'solid', and 'subsolid'. Below this, there are two more dropdown menus: 'Lesion Characteristics/Description' and 'Location'.

- Links should be added to all references provided, and all relevant images should be uploaded to the case. One can upload images directly (in standard image formats, such as png, gif, jpeg, etc.), or upload slides in ppt, pdf, or word format.

The screenshot shows the 'References' section of the form. It features a rich text editor toolbar with various icons for text formatting (bold, italic, underline, etc.) and a red box highlighting a link icon. Below the toolbar, there is a text input field containing the placeholder text 'Test link'.

- Contributors can feel free to add case submission comments at the end, to help provide administrators with more information regarding the case if necessary. Comments only appear to the Author of the case and Administrators.
- When submitting a case, there will be a checkbox at the end which will allow one to save progress without submitting the case for approval. If this option is selected, one can continue to go back to the case via their account home page (by clicking the “Account” button on the sidebar) and make as many changes as necessary. Once the box is left unchecked, the case will be submitted for approval. **After a case is approved by an administrator, no further changes can be made to the case by the Author.**

The screenshot shows the bottom section of the form. It includes a blue 'Submit' button. Below the button, a message reads: 'Attention: new case submissions cannot be deleted!'. A line of text states: 'Keep this box checked to save your progress on the case WITHOUT submitting it'. Below this text is a progress bar with a blue checkmark icon, indicating that the option to save progress is selected.

- An administrator may leave comments. The author of the case should try to address all issues as necessary to get their case approved. **Unapproved cases are only visible to the Author and Administrators.**

7. Once a case is officially submitted, administrators will be notified and asked to review the case. Notifications will also be sent to the author of the case upon submission, as well as upon receiving feedback from an administrator.

Part IV – Feedback

1. The I-ELCAP Teaching File has a built-in feedback system which allows users to request support for technical issues, make suggestions for improving the system, and provide any other comments that come to mind. This can be accessed by clicking the “Submit Feedback” button on the sidebar.

I-ELCAP Teaching File

Create Feedback

Title

Category

- Technical Issues
- Technical Issues**
- Suggestions
- Other

Upload Images

Choose Files No file chosen

Upload

Thank you for your feedback. For technical issues, we will work to address them as quickly as possible, and we may reach out to you directly via email for further clarification.

Submit

2. Images can also be uploaded to any feedback submitted (although they are not required). For technical issues it's highly recommended to attach images to help quick resolution.
3. Users can view all feedback they have submitted under their account home page. Once feedback is resolved by an administrator(or read, in the case of non-technical feedback), a note will appear next to the case.

[Browse cases](#)

[Add cases](#)

[Search cases](#)

[Account](#)

[Submit Feedback](#)

[Logout](#)

Account

Name: [REDACTED]

Role: [REDACTED]

Email: [REDACTED]

Account Active

Affiliations:

- [REDACTED]

Authored cases:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Feedback Submitted:

- [125](#)
- [second feedback test](#)
- [112551 Resolved](#)

[Edit account](#)

- An administrator will reach out directly via email for clarification if necessary. If a user feels that an issue has not been resolved even though it has been “marked” as resolved, **new feedback should be submitted, referencing the original case.** This should generally only apply to technical issues.

Feedback Submitted:

- [112551 - Follow up #1](#)
- [125](#)
- [second feedback test](#)
- [112551 Resolved](#)

- Users **should never respond to “IELCAP_Teaching_Files_DONOTREPLY@ielcap.org” . No response will be given to any emails sent to this address.** If direct email correspondence with an administrator is needed for any reason, a feedback request should be submitted explaining the circumstances.