



**MAINTENANCE
GUIDE**

Rev. 1



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060000-95 Rev. 1

TIMS MVP™ Maintenance Guide

Rev. 1 September 2020

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TIMS MVP™ and TIMS Review Maintenance

Scope

This guide describes recommended preventive maintenance to ensure TIMS MVP™ systems and TIMS Review stations run as smoothly as possible.

Since TIMS MVP™ and TIMS Review computers are Windows 10-based computers, preventive maintenance is typical of any Windows 10 operating system.

Maintenance consists of:

- checking and optimizing the hard drive
- verifying disk space
- deleting older TIMS MVP™ studies
- cleaning system airflow grills.

Notes

About the TIMS MVP™ Software

TIMS Review software is loaded on site supplied computers. Third party utility programs may be installed, and menus depicted will differ. Please consult your IT group and the specific program documentation.

About This Guide

This guide is for TIMS MVP™ software and systems.

For TIMS and TDRS v3.3 systems, refer to document **060000-48**, TIMS Maintenance Procedures.

Maintenance Requirements

What You Need

You will need a canister of compressed air, a label, and familiarity with Windows 10 system administration.

Time Required

Maintenance can take from 30 minutes to several hours depending on the amount of disk fragmentation and amount of space used on the hard drive.

Maintenance Frequency

Maintenance is recommended once every three months.

Why Study Storage Maintenance is Required

TIMS MVP™ and TIMS Review application performance will degrade when the system hard drive is nearing capacity.

In addition, TIMS MVP™ and TIMS Review stations are designed for temporary, short-term study storage ONLY. Long term study storage is performed on PACS.

PACS systems contain standard disk backup and redundancy mechanisms for long term data storage.

Recommendation

To preserve TIMS MVP™ and TIMS Review disk space, it is recommended that you delete any TIMS MVP™ studies over six (6) months old.

How to Delete Studies in TIMS MVP™

To delete studies:

1. First, verify that all TIMS MVP™ studies to be deleted are on PACS and are backed up.
2. In TIMS MVP™ or TIMS Review, click the **OPEN** icon to open the study list. When the study list opens, note the current study list sort selection.



- Click on the Study Date column. If it is not in descending order, where the oldest studies are listed on the bottom, then click again.

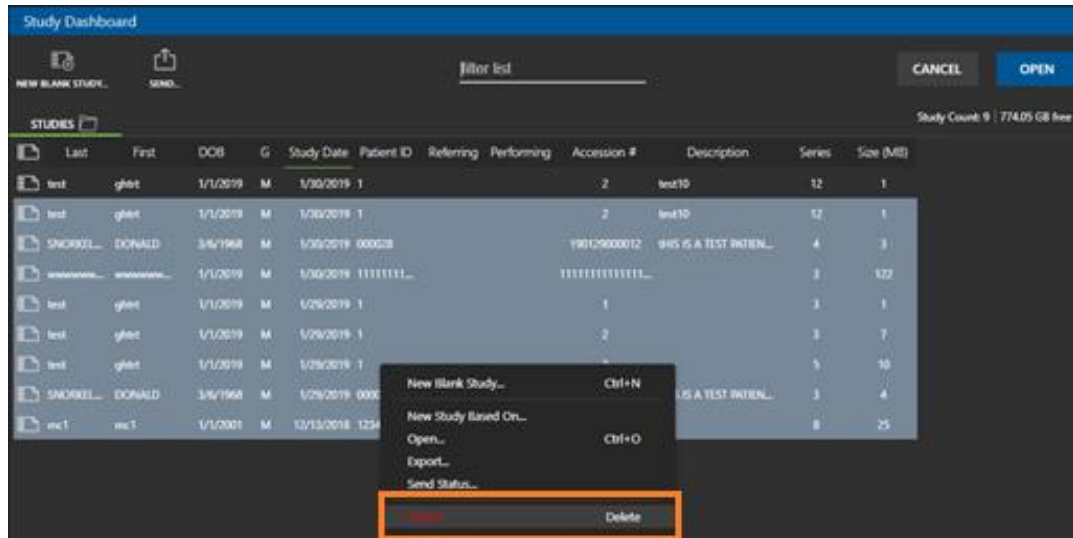
Study Dashboard

NEW BLANK STUDY... SEND... filter list

STUDIES

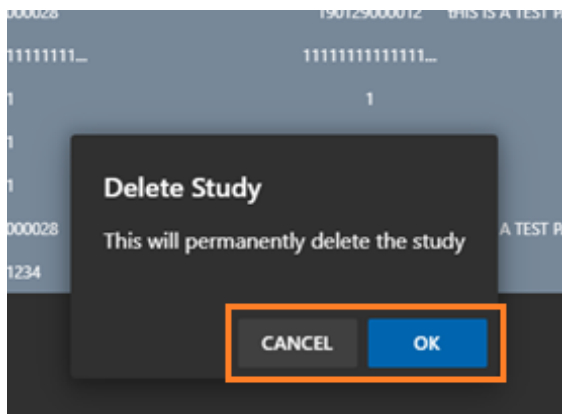
	Last	First	DOB	G	Study Date	Patient ID	Referring	Performing	Accession #	Description	Series
	test	ghtrt	1/1/2019	M	1/30/2019	1			2	test10	12
	test	ghtrt	1/1/2019	M	1/30/2019	1			2	test10	12
	SNORKEL...	DONALD	3/6/1968	M	1/30/2019	000028			190129000012	tHIS IS A TEST PATIEN...	4
	wwwwww...	wwwwww...	1/1/2019	M	1/30/2019	11111111...			11111111111111...		3
	test	ghtrt	1/1/2019	M	1/29/2019	1			1		3
	test	ghtrt	1/1/2019	M	1/29/2019	1			2		3
	test	ghtrt	1/1/2019	M	1/29/2019	1			2		5
	SNORKEL...	DONALD	3/6/1968	M	1/29/2019	000028			190129000012	tHIS IS A TEST PATIEN...	3
	mc1	mc1	1/1/2001	M	12/13/2018	1234					8

4. After verifying all the studies are on PACS:
 - a. click on the oldest study located at the bottom of the list.
 - b. Hold down the shift key and then use the Up Arrow ↑ key to highlight older studies.
 - c. Right-click on the list and select **Delete**.



5. Click **Cancel** to stop the study deletions or click **OK** to delete the selected studies.

IMPORTANT: This is a destructive delete. This means you will not be able to recover the studies in TIMS MVP™ or TIMS Review. However, you will be able to access studies that have been backed up in PACS or some other system.



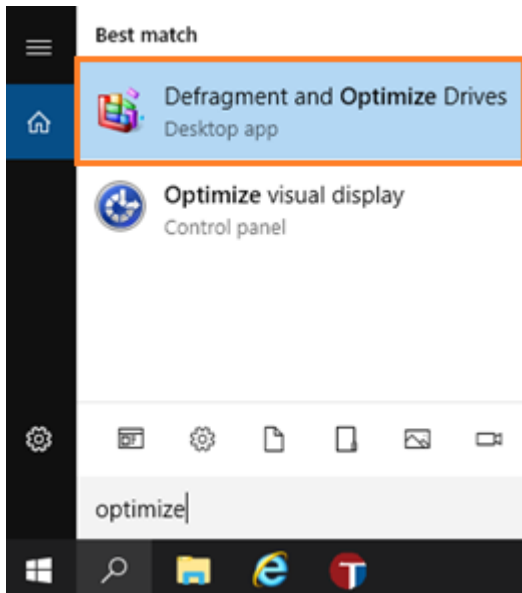
6. Return the **Study Date** column sort to the original setting.
7. Reboot and restart the TIMS MVP™ or TIMS Review system.

Optimize (Defragment) the Hard Drive

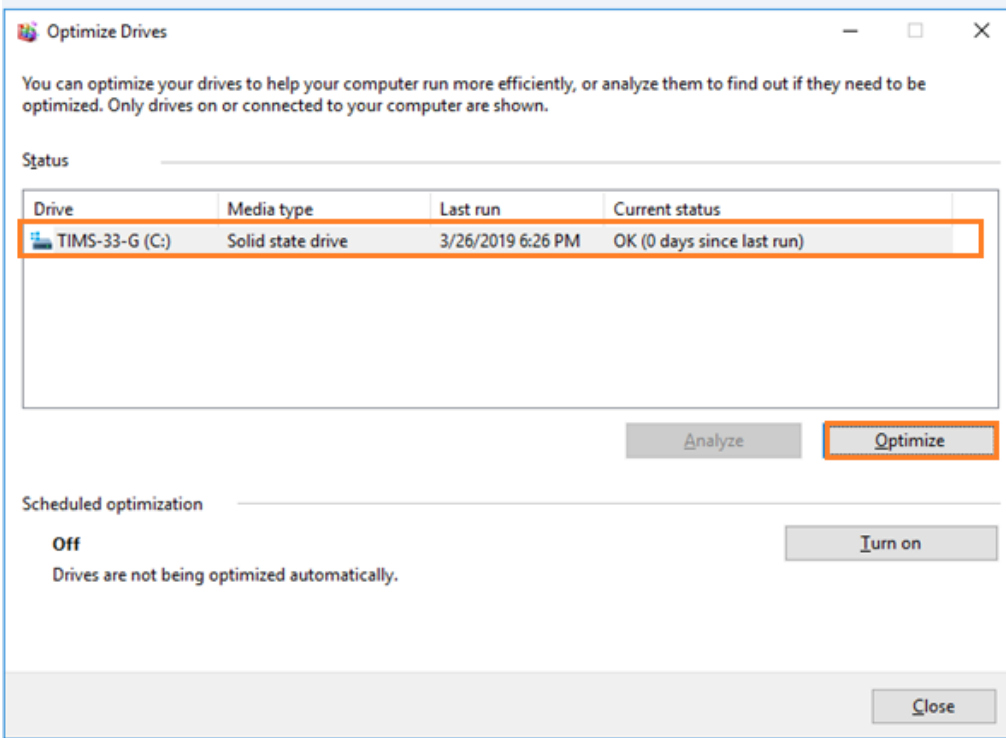
To check and optimize or defragment the hard drive:

1. Click the Windows Search bar in the bottom left-hand corner of the screen and type **optimize**.

Click the **Defragment and Optimize Drives** selection.



2. Click to highlight the **C:** drive. Click the **Optimize** button.

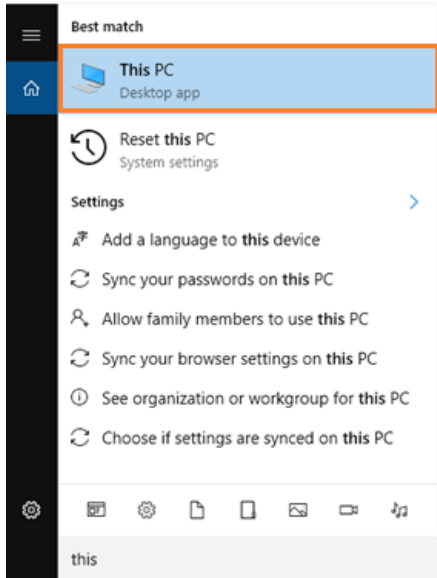


Result: Depending on the amount of fragmentation, it may take from 15 minutes to several hours to complete.

Verify Disk Space

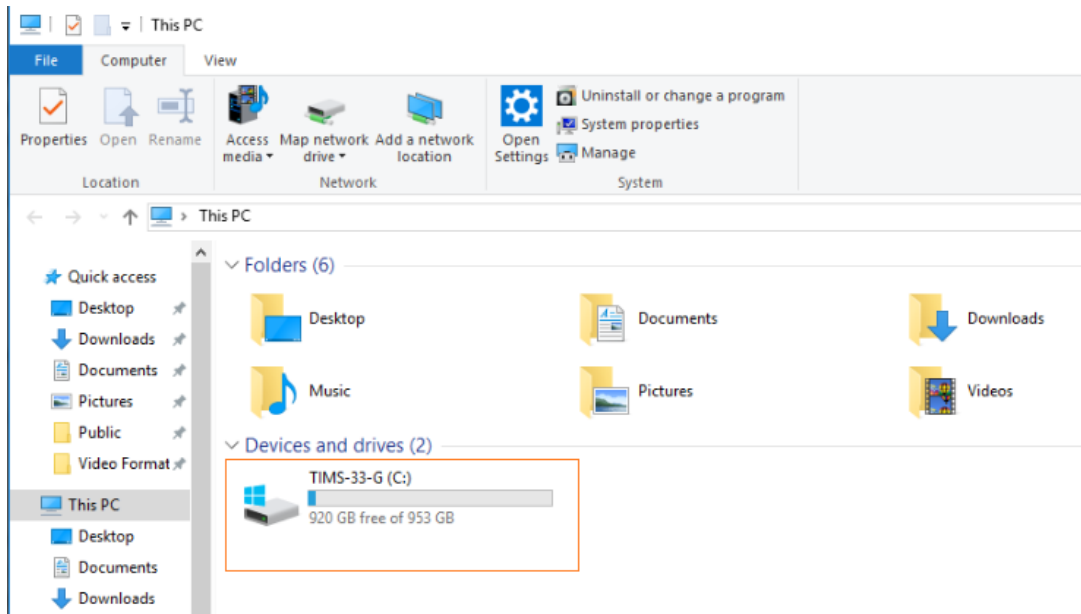
To verify the disk space:

1. Click the Windows Search bar in the bottom left-hand corner of the screen and select **This PC**.



2. Select the **(C:)** drive and note the amount of free disk space.

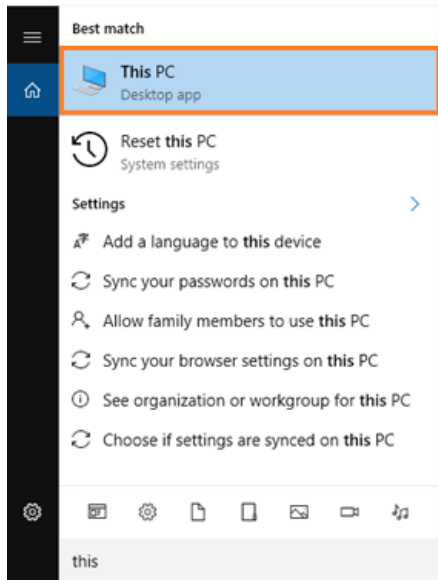
It is recommended that if there is less than 30% free disk space, then you need to consider deleting files to keep the system running optimally.



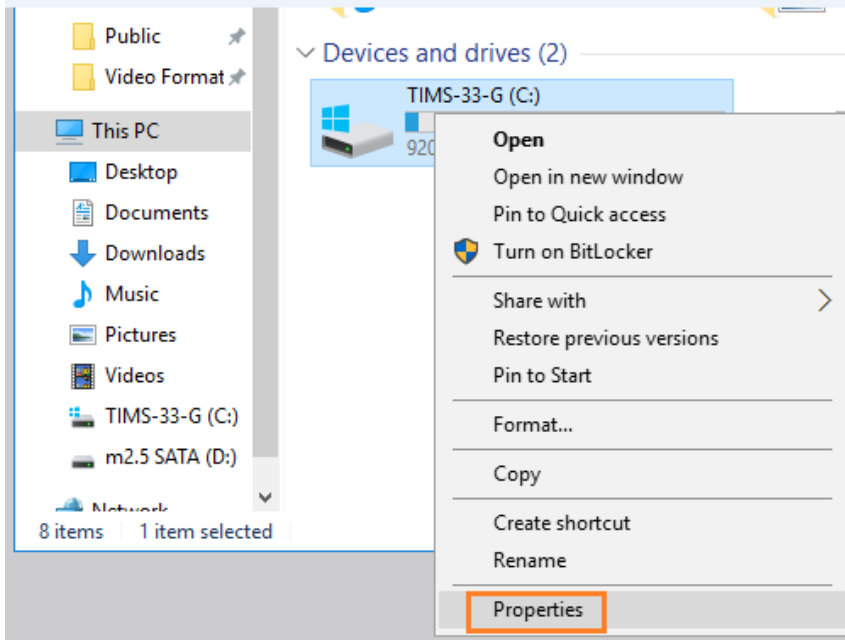
Run a Check Disk on the Hard Drive

To run a check disk on the hard drive:

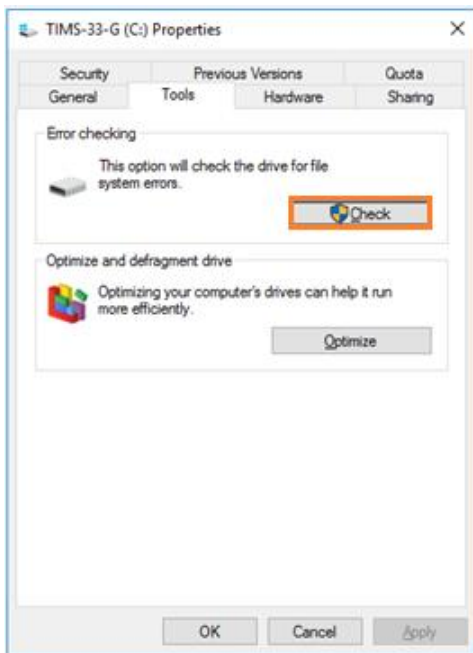
1. Click the Windows Search bar in the bottom left-hand corner of the screen and select **This PC**.



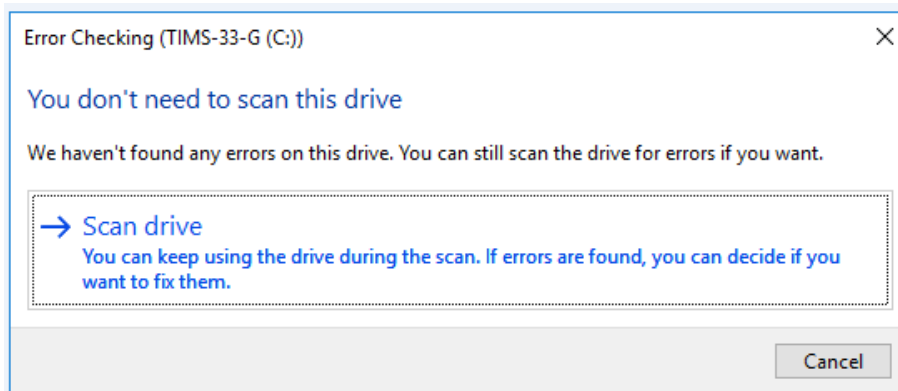
2. Right-click on the **C: Drive** and select **Properties** from the menu.



3. Click the **Tools** tab and under **Error-checking** click the **Check** button.



4. Select **Scan drive**.

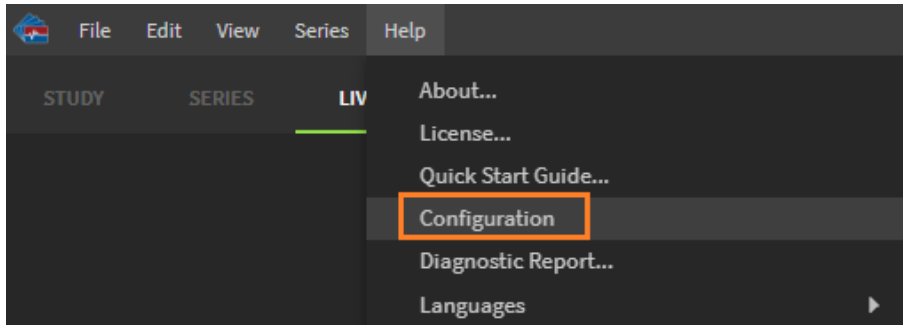


5. When the scan is completed, click **Close**.
6. Reboot the TIMS MVP™ or TIMS Review system.

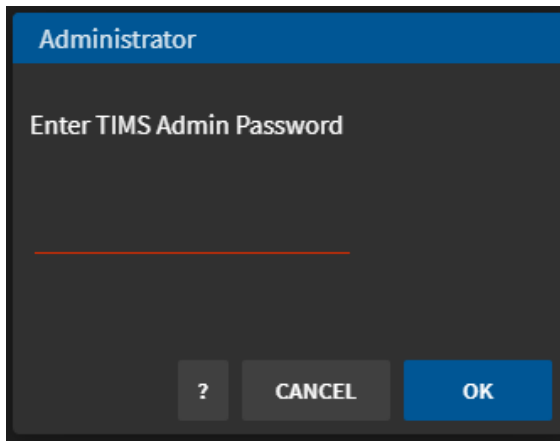
Verify TIMS MVP™ Disk Study Space Limit

To verify the TIMS MVP™ disk study space limit:

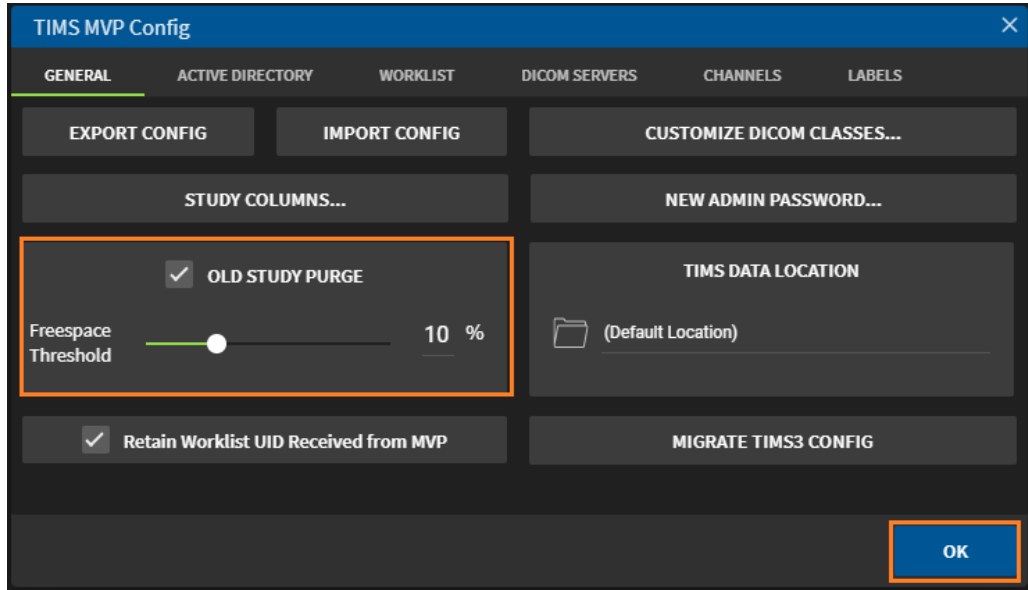
1. In TIMS MVP™ or TIMS Review, click **Help** and select **Configuration**.



2. Type in the administrator password and click **OK**.



3. On the **TIMS MVP Config** page, enable **OLD STUDY PURGE** and set it to **15%**. Click **OK**.



Clean TIMS Computer Air Grills

To clean the TIMS computer air grills:

IMPORTANT: Perform this step in three (3) intervals.

1. Ensure that the grill of the TIMS computer system is not blocked.
2. Shut down the TIMS computer system and then direct the compressed air (from the canister) towards the grill to remove dust particles.

NOTE: TIMS computer shown. For TIMS Review computer, clean as per manufacturer’s recommendations.



TIMS rear panel vents



TIMS side panel vent

3. Upon completion of Preventive Maintenance, affix a label to the TIMS computer indicating date of preventative maintenance.

Revision History

Revision:	Date:	Comments:
1	06/01/20	Release

For additional information & assistance, contact: Support@tims.com, +978-458-4624 x204

TIMS MVP™ / TIMS Review Maintenance Checklist Log

TIMS MVP / MVP REVIEW Maintenance Checklist / Log	
SITE:	
ADDRESS:	
TIMS MVP™/TIMS Review S/N:	
TIMS MVP™/TIMS Review Rev:	
Checklist:	Comments:
<input type="checkbox"/> Delete old TIMS MVP Studies	
<input type="checkbox"/> Defragment hard drive	
<input type="checkbox"/> Verify hard drive space	
<input type="checkbox"/> Perform Check Disk	
<input type="checkbox"/> Verify / Set TIMS MVP drive space limit	
<input type="checkbox"/> Clean Air Grills	
Performed Service:	
<input type="checkbox"/> Name:	
<input type="checkbox"/> Date:	
Performed Service:	
<input type="checkbox"/> Name:	
<input type="checkbox"/> Date:	
Performed Service:	
<input type="checkbox"/> Name:	
<input type="checkbox"/> Date:	
Performed Service:	
<input type="checkbox"/> Name:	
<input type="checkbox"/> Date:	



Three easy ways to get support:

- Remote conference
- Email
- Phone/Fax

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