

## HowTo Use Templates for Slide Properties in VS-ASW

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Author:	Daniel Göttel, Wei Juan Wong, Maria Prusicki	03 November 2020
Approved by:	Alexander Ranft	
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### REVISION HISTORY

Version	Reason for Revision	Effective date
1.1	Update to VS200-ASW	10 January 2022
1.2	Update of procedure to obtain compatible .csv file	10 June 2022

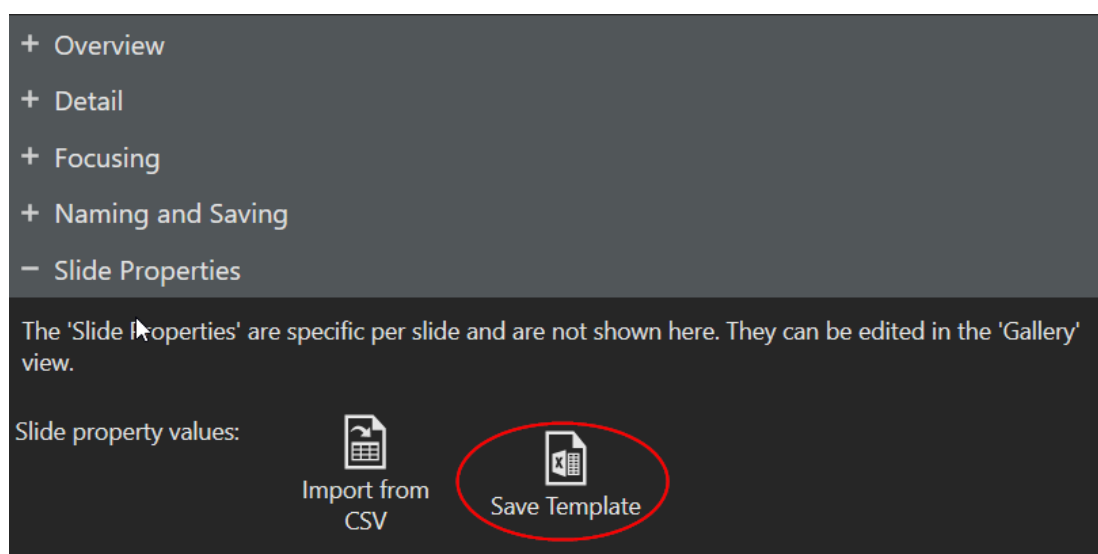
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# 1 Downloading and Filling in the Slide Properties Template

In VS-ASW, slide properties can be entered to save information along with virtual slide image files. For a large number of slides, this information can be uploaded using an excel file to speed up the whole process.

- On the main scanning wizard, go to Batch Scan > choose any scan project > Edit Scan Settings > Slide Properties > Save Template.



Open this template in MS Excel or any other compatible programs. The Tray No. and Slide No. are pre-populated in this template. VS-ASW identifies the slides inside the scanner using these two properties. Fill in the other slide properties. Trays and slides positions that are not loaded can be left blank.

	A	B	C	D	E	F
1	Tray No.	Slide No.	Slide Barcode	Slide Name	Slide Info	
2	1	1				
3	1	2				
4	1	3				
5	1	4				
6	1	5				
7	1	6	+			
8	2	1				
9	2	2				
10	2	3				

Once you have entered all the information, save the file as a “.csv”, with label CSV (Comma delimited) (\*.csv).

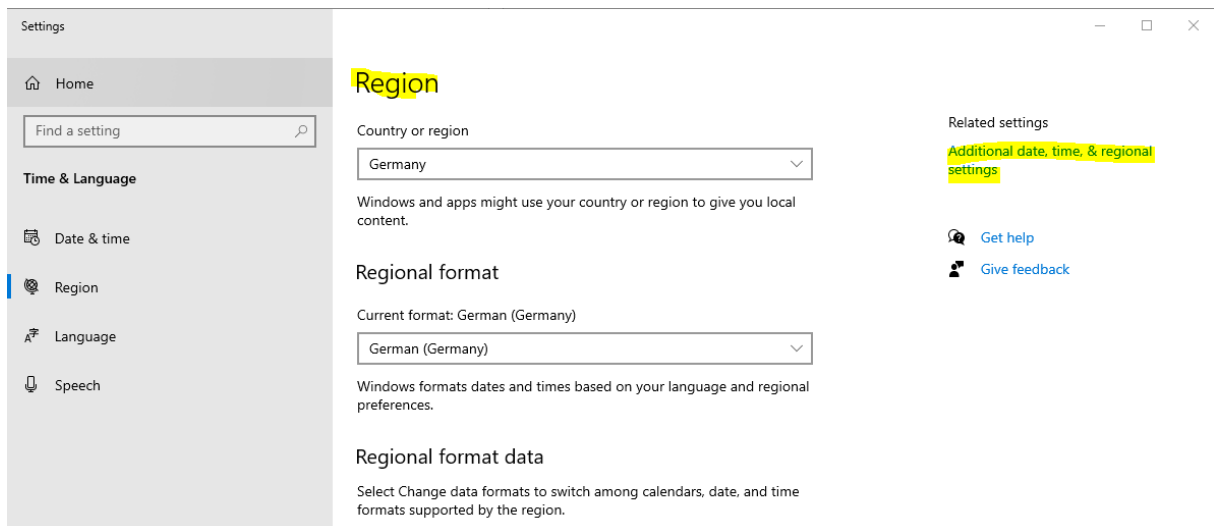
**NOTE:** The .csv file must have the semi-colon ';' as a list separator for the slide properties to be imported correctly inside VS-ASW. You can check this quickly by opening the file using Notepad.

If you find the list separator in your .csv file is the comma ',' (this could be the case depending on your region), please follow the next section to change it.

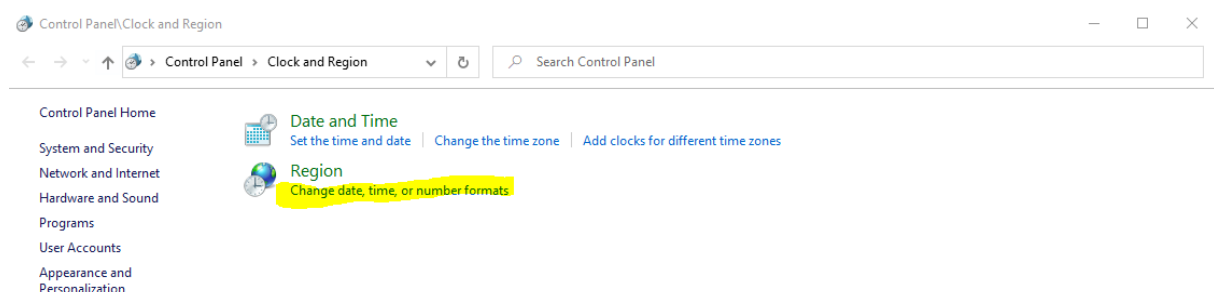
## 2 Changing the List Separator

### Method 1

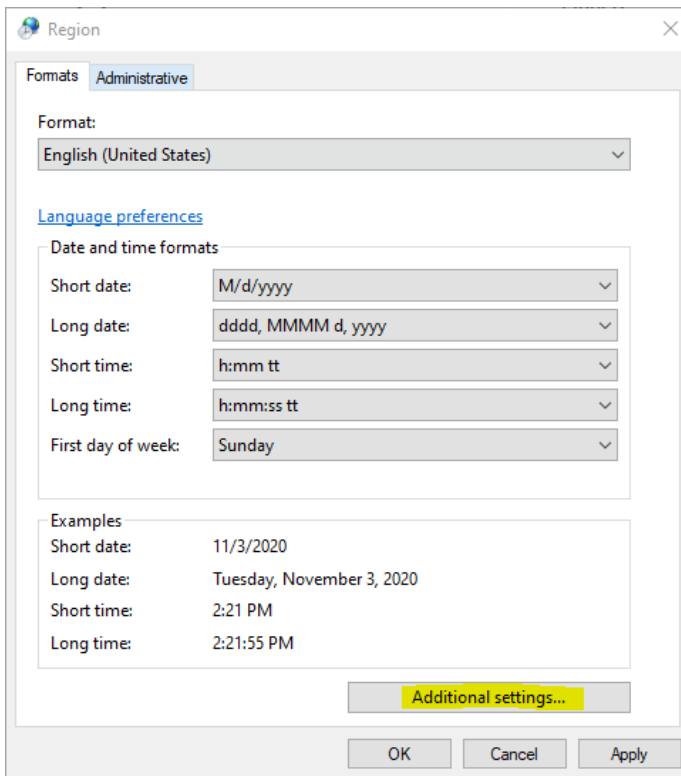
- Click the Windows button and type **Region** to search for the Region Settings
- Select [Additional date, time & regional settings]



- In the next window select [Change date, time or number formats]

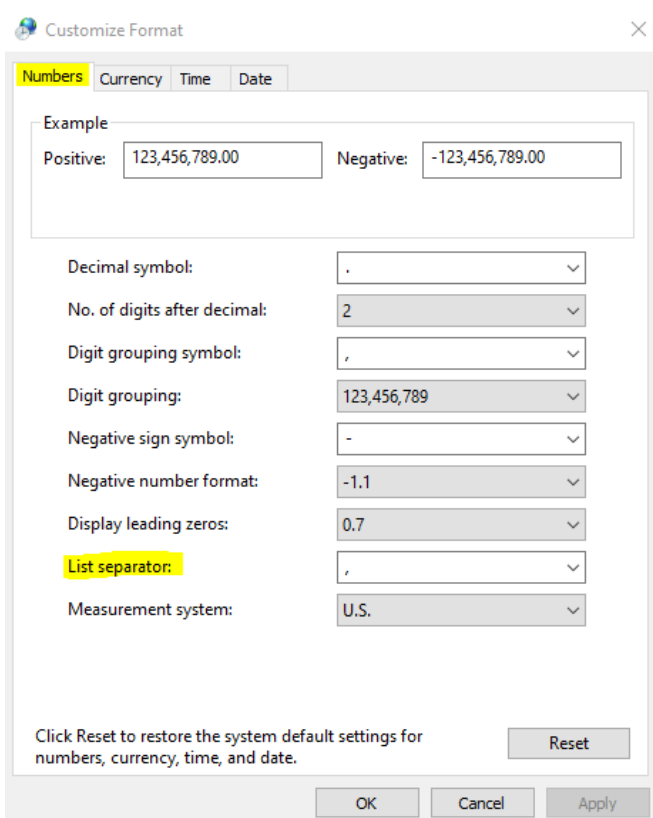


## Select [Additional Settings]

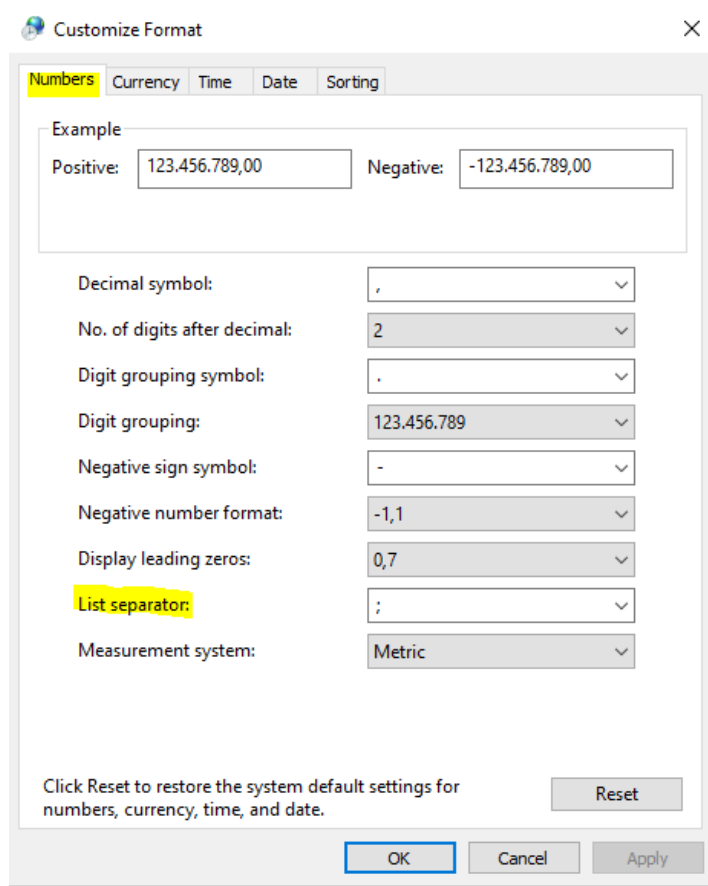


- Select [Numbers] and change the [List separator] from ‘,’ to ‘;’

Before:



After:

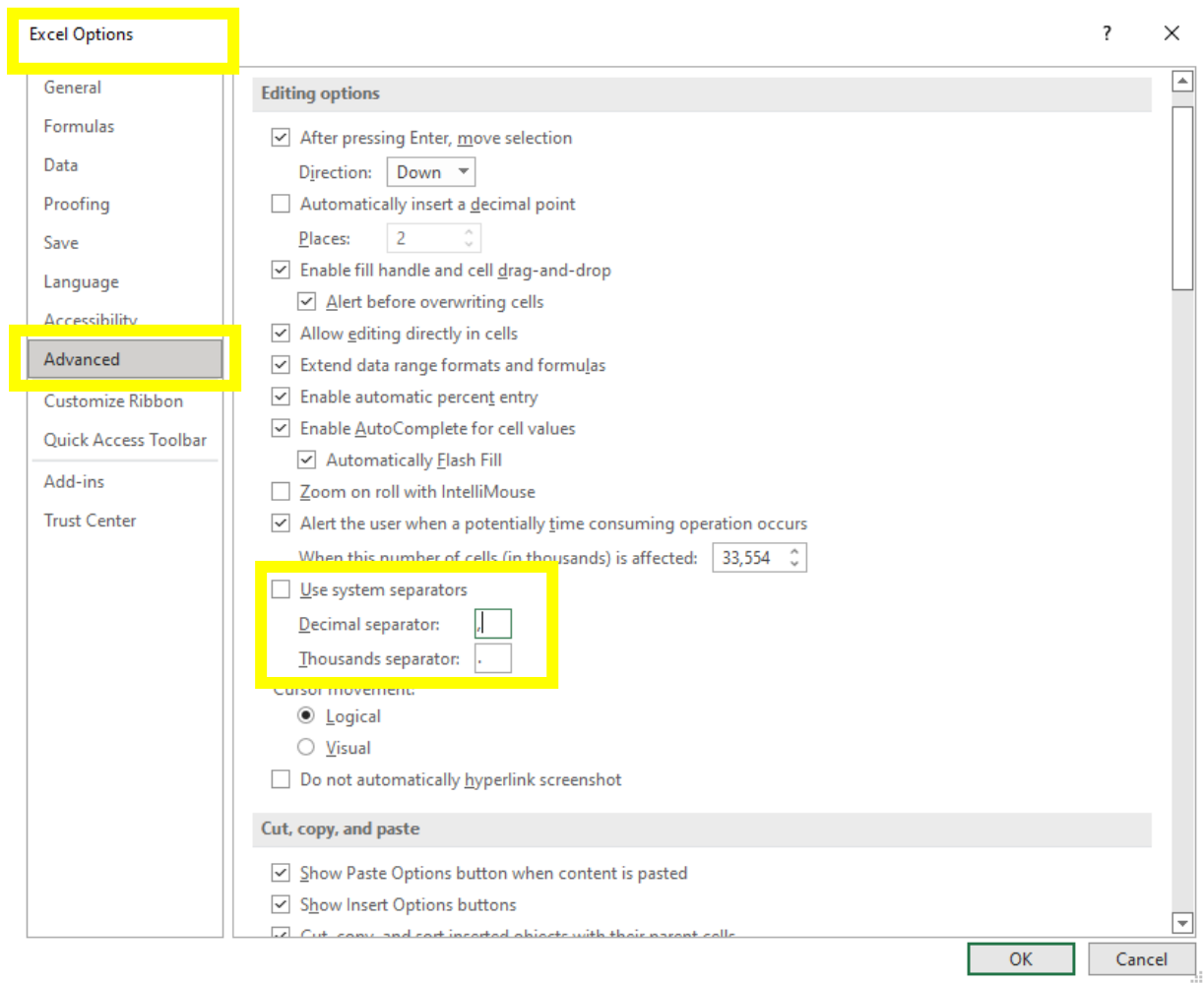


**NOTE:** This change has effect on all programs that use this separator, like MS Word and Excel.

## Method 2

It is possible to change the settings directly on Excel, for all the documents or for just one document:

1. Open the file in Excel
2. Go to File > Excel Option > Advanced
3. Under the session Editing options disable "Use system separators" and insert:  
Decimal separator → ',' (comma)  
Thousand separator → '.' (dot)
4. Click on OK
5. Save the File





You can then revert the settings of your Excel by re-enabling the function “Use system separators”.

### 3 Importing the Slide Properties Template

- On the main scanning wizard, go to Batch Scan > choose the desired scan project > Edit Scan Settings > Slide Properties > Import from CSV.
- Select the previously generated .csv file. When prompted, select the language of the .csv and click OK.
- You should see the correct properties for individual slides after switching from “Tray View” to “Gallery View”.

– Slide Properties	
Name	Value
Slide Barcode	
Tray S/N	
Slide Name	test1
Slide Info	test2
Tray No.	1
Slide No.	1

Slide property values:

 Import from CSV       Save Template

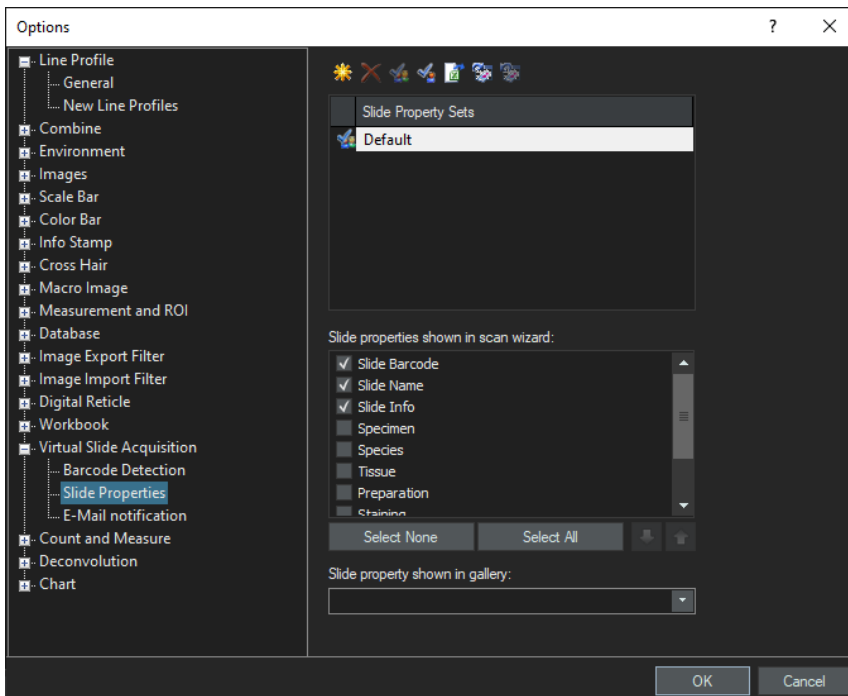
## 4 Modifying the Slide Properties Template

By default, VS200-ASW has only the [Slide Name] and the [Slide Info] fields available for the slide property template. To add more properties, do the following:

- Go to Additional Layouts
- Select Tools > Options > Virtual Slide Acquisition > Slide Properties

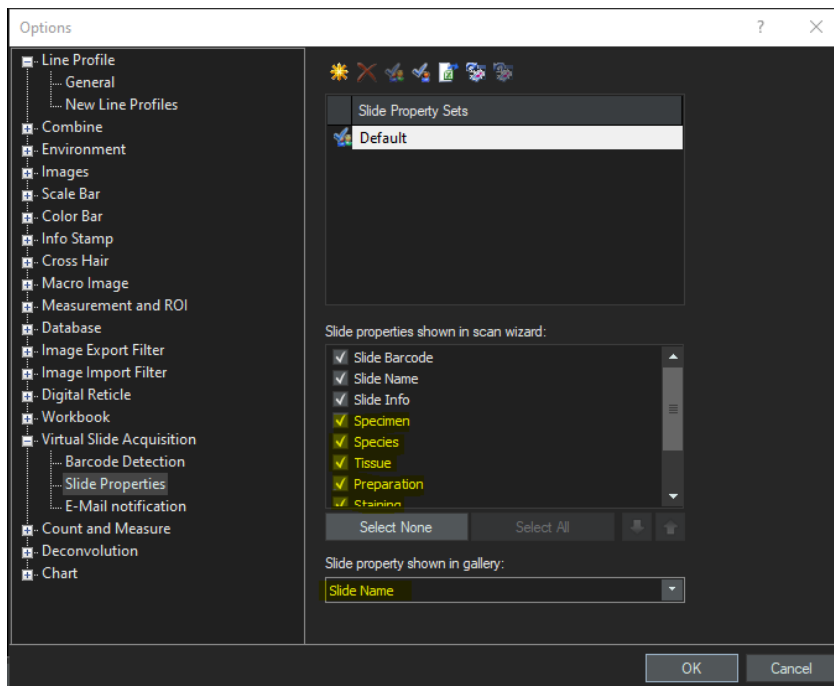
### 4.1 Adding Slide Properties from Existing Sets

- Tick the slide properties you like to add



**NOTE:** You can also define which propertie should be displayed in the “Gallery View” of VS200-ASW by selecting the [Slide property shown in gallery] field



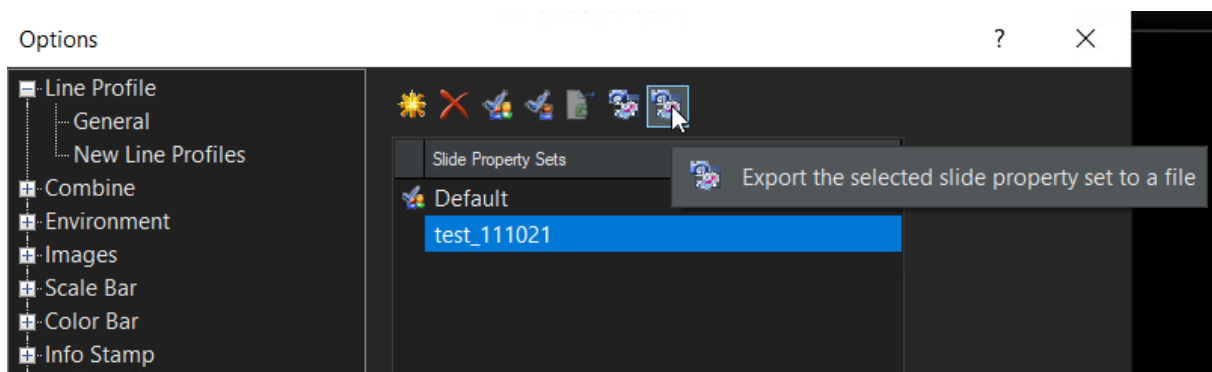


## 4.2 Adding Customised Slide Properties from the Database

Please refer to the Demo Excellence Package of NISSQL, slides “Set Customised fields” and “Add customised fields to Slide Properties”.

## 4.3 Adding Customised Slide Properties for Users without a Database

You can use any VS-ASW version that has access to a database to create customised slide properties sets that you can export. The exported file is in .xml format, you can save it in a shared network folder or a thumb drive then import it to the system without a database.



You can also install a temporary version of the NISSQL on the customer system. Please refer to the Demo Excellence Package of NISSQL on how to install, setup and create a database.