

Sectra IEP

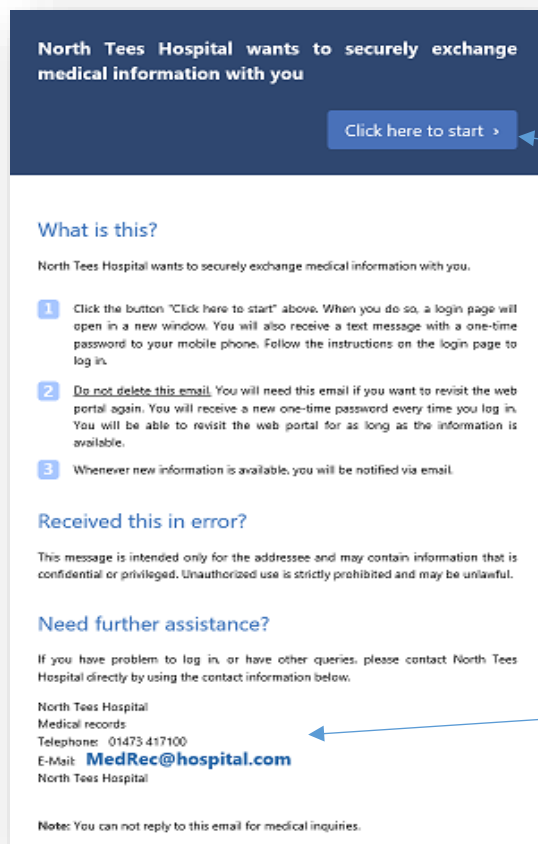
Individual User guide

Introduction

This document is designed to give you an understanding of how to access packages of images and documents sent to you by your hospital or upload images that you have on CD/DVD etc. When requesting images from your hospital you will be asked to provide either a mobile phone number or another e-mail address where a onetime passcode can be sent.

Once the images are available you will receive an e-mail, click on the link in the e-mail to be sent a onetime passcode. Once logged in you will be able to view images online, forward them to another recipient or download a copy if you wish to retain them.

1 Accessing the system



Click on the link to be sent a One Time Passcode (OTP).

You must retain the e-mail if you want to access the system again as you need to click on the link to be sent a new OTP each time. The codes can be used only once and are time limited.

Contact details for your hospital in case of any queries

SECTRA

2 Help and information

When you click on the link it will launch the login page as well as send the One Time Passcode (OTP).

Enter the onetime passcode to login.

3 The Dashboard

There is online access to the help guides by clicking on the Help menu tab.

Type	Dir.	Date	Patient name	Institution	Messages	Status	Actions
Transfer	In	03/12/2018 18:44	Connor, Flake	North Tees Hos...	✉	Complete	View Download Forward Decline
Transfer	In	28/11/2018 10:34	Wallin, Anita	North Tees Hos...	✉	Complete	View Download Forward Decline
Transfer	In	27/11/2018 15:17	Wallin, Anita	North Tees Hos...	✉	Complete	View Download Forward Decline

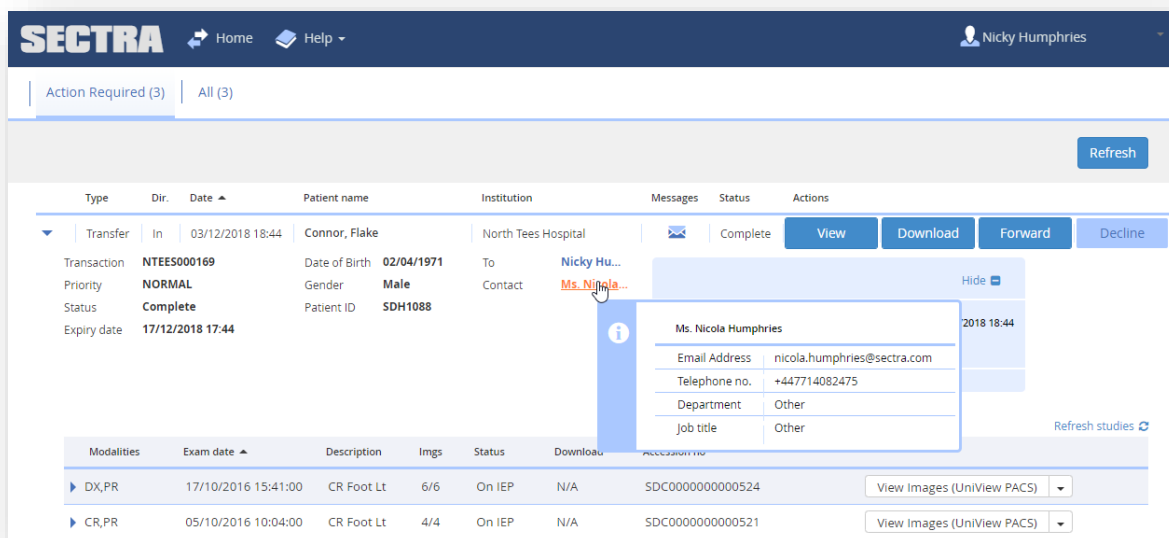
The web page is made up of two folders. Click the **Home** button to be taken back to the main page, the Action required folder.

Action Required; This contains all your new transactions.

All which contains all the transactions you have received in the last 28 days, regardless of their status.

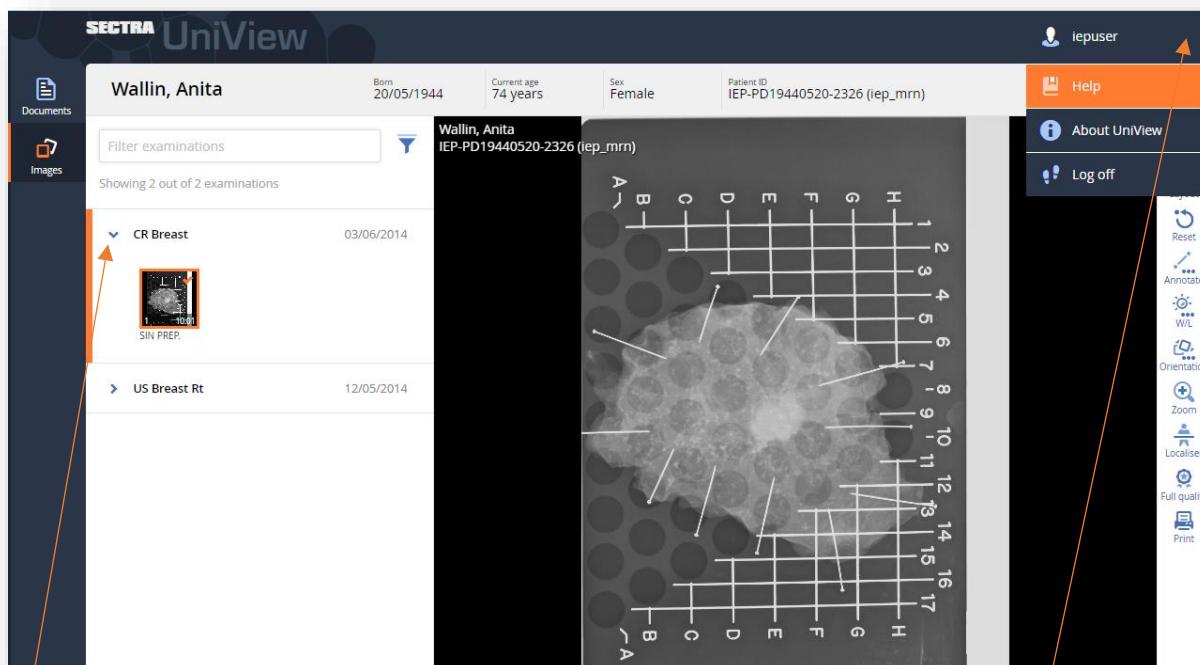
As a recipient you can download a copy of the package to keep for your own use, forward a copy on to other recipients e.g. clinicians, legal representatives etc.

Click on a transaction line to expand it and see further details such as the hospital contact details.



4 Viewing images online

Click the View button to launch Sectra UniView to see your images. It will open the oldest study first; you can then select any of the studies you have been sent.



Click on the study you wish to view. You can find more information about the viewer by clicking in the top right of the screen, that gives you access to the Help option.

5 Viewing reports online

Reports that have been added are available to view as a pdf via the Dashboard

Click to open the summary of the transaction, then on the arrow at the study level to view the Report.

The screenshot displays the SECTRA dashboard interface. At the top, there are tabs for 'Action Required (4)' and 'All (5)', and a 'Refresh' button. Below this is a table of transactions. The first transaction is for 'Miller, Jane' with transaction ID 'IEPD1001405', priority 'NORMAL', and status 'Complete'. It includes details for Date of Birth, Gender, NHS No., and Patient ID. To the right of the transaction details is a 'Messages' section showing an 'IEP System message' dated 25/11/2019 14:15 with the text 'No NHS number was specified. test'. Below the transaction details is a 'Modalities' table. The first row in this table is for 'CT,OT' with exam date '13/02/2007 13:26:08', description 'Schaedel', and status 'On IEP'. To the right of this table is a context menu with options: 'View Images (UnView PACS)', 'View Report' (highlighted with a red box and a mouse cursor), and 'View/Add Attachments'. The 'View Report' option is the one to be clicked according to the instructions.

Type	Dir.	Date	Patient name	Institution	Messages	Status	Actions
Transfer	In	25/11/2019 14:15	Miller, Jane	IEP Demo 1		Complete	View Download Forward Decline
Transaction	IEPD1001405	Date of Birth	02/01/1968	To	Ms. Nicky Humphries		
Priority	NORMAL	Gender	Female	Contact	Ms. Nicky Humphries		
Status	Complete	NHS No.	Not Specified				
Expiry date	09/12/2019 14:15	Patient ID	10009				

Modalities	Exam date	Description	Imgs	Status	Download	Accession no	Actions
CT,OT	13/02/2007 13:26:08	Schaedel	87/87	On IEP	N/A	11713695680312	View Images (UnView PACS) View Report View/Add Attachments
Transfer	In	25/11/2019 14:08	Miller, Jane	IEP Demo 1			View Images (UnView PACS) View Report View/Add Attachments Forward Decline
Transfer	In	28/10/2019 09:31	XXXFLINTSTONE, XXXFREDERICK	p_dunmall@hotmail.com			View Images (UnView PACS) View Report View/Add Attachments Forward Decline

6 Downloading your package

You can download a zip file containing the images and reports if added.

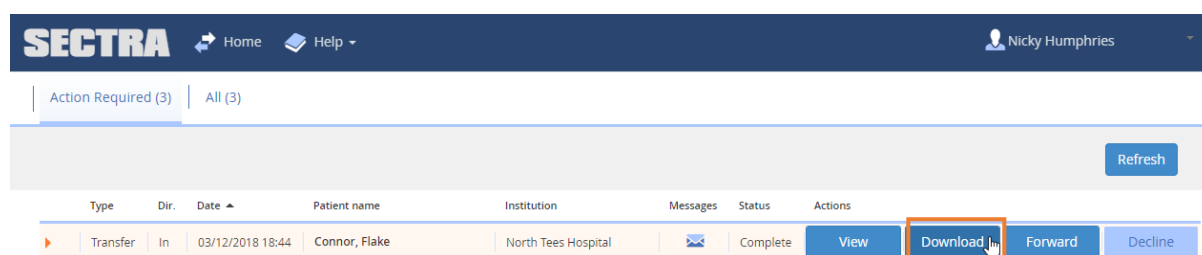
****Please note, you cannot download the files to an I-Pad***

If you need to store the data long term, it is probably best to store the zip file. That zip file can then be password protected and sent on to a recipient either via e-mail or it could be copied to a CD to be sent out.

To download the package to your desktop, click the Download to Desktop button.

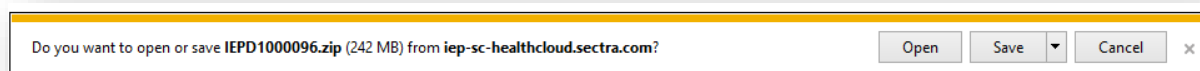
The download display will vary depending on the browser that you are using.

Note - if you are downloading the files in a work environment and use Citrix within your office you may need to speak to your local IT provider to check where the files can be stored.



Click on the Download button

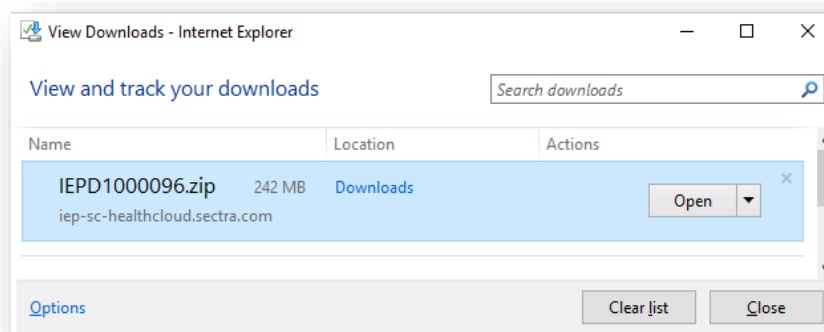
You will then be asked if you want to Open or Save the file.



If you select to save the file, it will download to your default download folder



You can access the files easily using the View Downloads button.

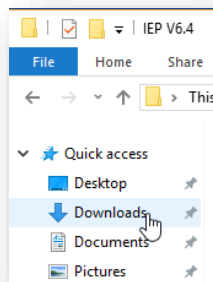


6.1 Accessing the downloaded Images and Reports

6.1.1 Finding the file

If you have not made a note of where the file was downloaded to it is probably in the downloads folder on your PC.

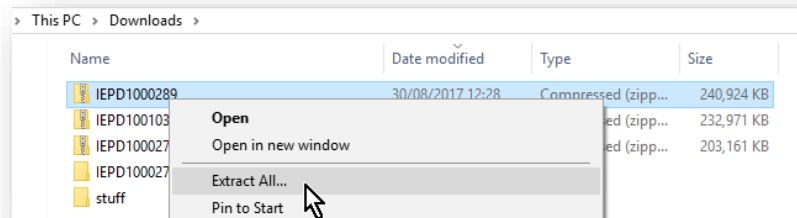
You can find this by clicking on the folder icon at the bottom of the screen



** Note - if you are downloading the files in a work environment and use Citrix within your office you may need to speak to your local IT provider to check where the files can be stored.*

6.1.2 Unzipping files – *Windows PC only

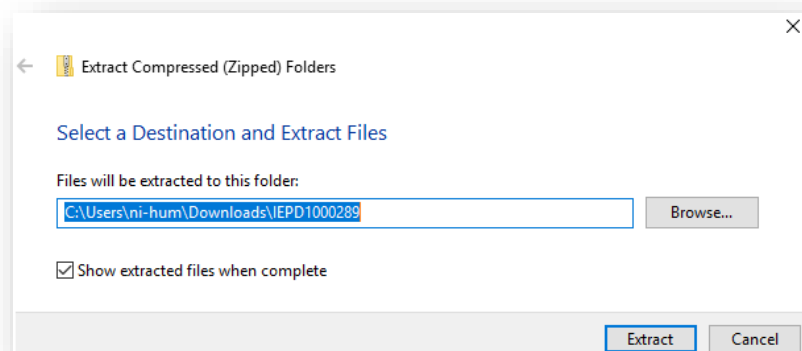
Once you have downloaded the zip file, if you are using a Windows PC, right click and select Extract.



You can choose where you extract the file to.

Selecting the destination:

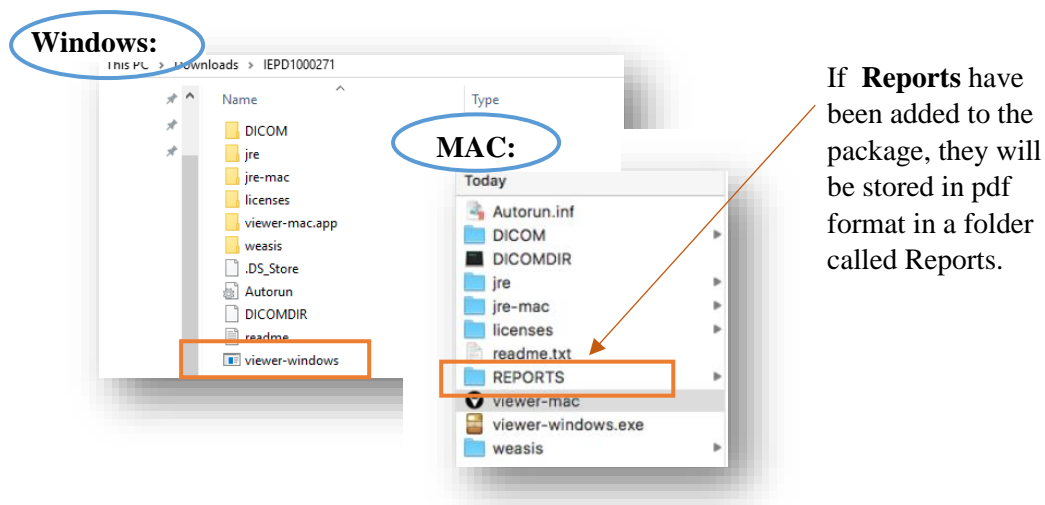
Note if you use Citrix within your office you may need to speak to your local IT provider to check where the files can be stored.



It defaults to the folder you are in, but you can choose another location to extract to.

Opening the file

What this will look like depends on if you are using a Windows device or a MAC.



6.2 Viewing Images once downloaded

Warning: The image viewer provided as part of the package is for review only. It is NOT for diagnostic use.

6.2.1 On a windows machine,

To view the images, double-click on the Viewer-Windows icon The image viewer will then open.



Where there are multiple series in the study you can select by double clicking on the thumbnail to select that series. Right click within the image window to access the viewer tools. There are also options to alter the display along the top of the window.

6.2.2 On a MAC

- Download the Weasis Image Viewer Software
- Navigate to the following link:

<https://nroduit.github.io/en/getting-started/#try-weasis-now>

- Click on the installer for Mac OS



- Install the Weasis Image Viewer Software
 - Follow the on-screen instructions to install the software

Using the Weasis Image Viewer Software

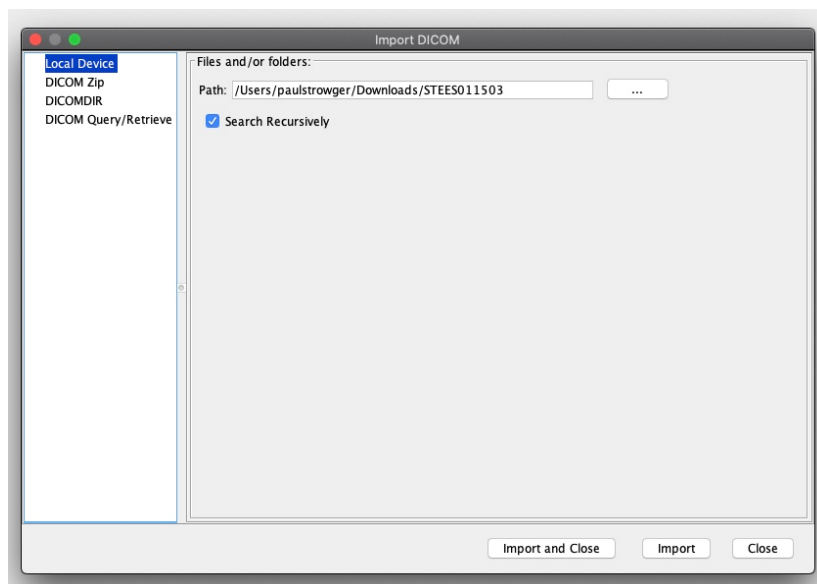
Follow the steps below to view the images you've downloaded from IEP:

1. Open the Weasis Viewer



2. Click on the icon

3. Select Local Device then click on the '...' button and browse to the package you downloaded and select the folder and click 'Import'



4. The images will be imported into Weasis and will be viewable



6.3 Unable to launch the viewer?

If you are unable to launch the included viewer, the package you downloaded includes a DICOM DIR file, which you can point a third-party viewer towards to view the images, along with a DICOM Folder that contains the DICOM files.

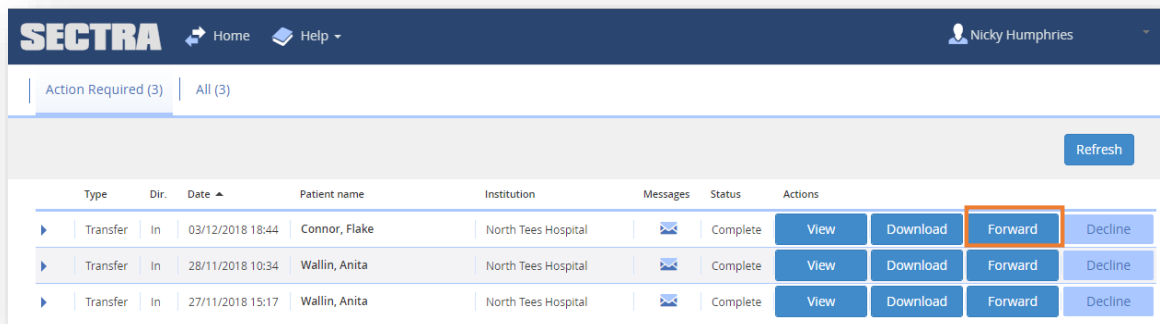
If you are accessing the images as a company rather than as a patient, please contact your local IT department to discuss any issues that you have launching the viewer.

You can use DICOM DIR file to import the images to another PACS system if required.

7 Forwarding your data

If you wish to send the images and reports you receive, on to another person e.g. for a second opinion or for review by a medico-legal expert you can forward the transaction from within IEP. You can forward the package you have received a maximum of three times. The recipient can download the package, but they do not have the option to forward.

To forward the package select Forward from the dropdown list



Type	Dir.	Date	Patient name	Institution	Messages	Status	Actions
Transfer	In	03/12/2018 18:44	Connor, Flake	North Tees Hospital		Complete	View Download Forward Decline
Transfer	In	28/11/2018 10:34	Wallin, Anita	North Tees Hospital		Complete	View Download Forward Decline
Transfer	In	27/11/2018 15:17	Wallin, Anita	North Tees Hospital		Complete	View Download Forward Decline

A pop-up box now appears. Follow the prompts, entering the e-mail address of the person you wish to send the link to. If you have not sent to that person before you will be asked to create them as a recipient.



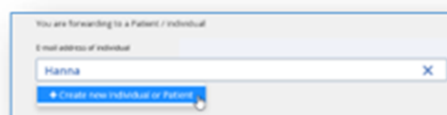
Forward

1. Choose destination 2. Additional info 3. Messages 4. Retention

Transaction: NTEES000169
Patient name: CONNOR, BLANCHE
Gender: M
Patient ID: 12345
Date of Birth: 06/03/1994

You are forwarding to a Patient / Individual

E-mail address of individual



You are forwarding to a Patient / Individual

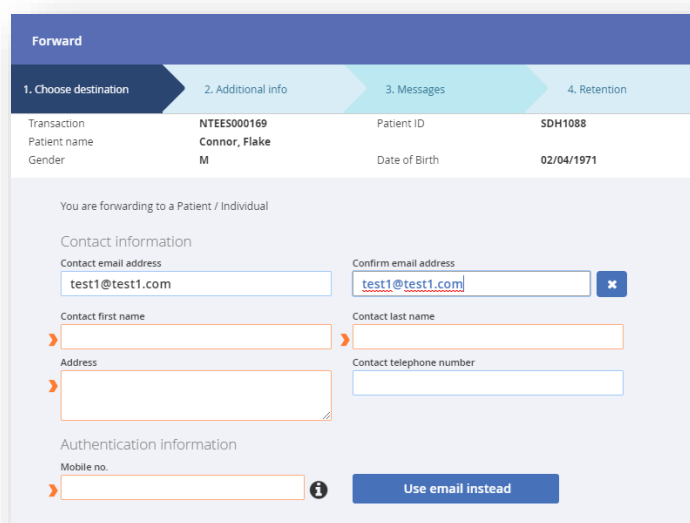
E-mail address of individual

Hanna

Create new individual or Patient

Entering their name, address and contact phone number and either a mobile phone number or another e-mail address to which the passcode can be sent.

Click Next to progress to the next screen



Forward

1. Choose destination 2. Additional info 3. Messages 4. Retention

Transaction: NTEES000169
Patient name: Connor, Flake
Gender: M
Patient ID: SDH1088
Date of Birth: 02/04/1971

You are forwarding to a Patient / Individual

Contact information

Contact email address: test1@test1.com Confirm email address: test1@test1.com

Contact first name: Contact last name:

Address: Contact telephone number:

Authentication information

Mobile no. Use email instead

You can add a message to the transaction if you wish to pass on some additional information to the recipient.

A note advises how long the images will be available for the recipient.

The last thing you must do before the transaction is created is tick the disclaimer box.

The Finish button then becomes available to click.

Once you click Send the new package will be created and the recipient will be invited to sign up to IEP following the same process that you did to access the original package.

8 FAQ

8.1 I have an iPad – am I able to use this with IEP with Anyone?

You will be able to view the images within the website for 14 days. You will not be able to download the package for long term storage. You will require either a PC or MAC to download the zip file to, that functionality is not supported on iPads or Mobile phones.

8.2 I'm unable to launch the viewer

If you are unable to launch the included viewer, the package you downloaded includes a DICOM DIR file, which you can point a third-party viewer towards to view the images, and a DICOM Folder that contains the DICOM files.

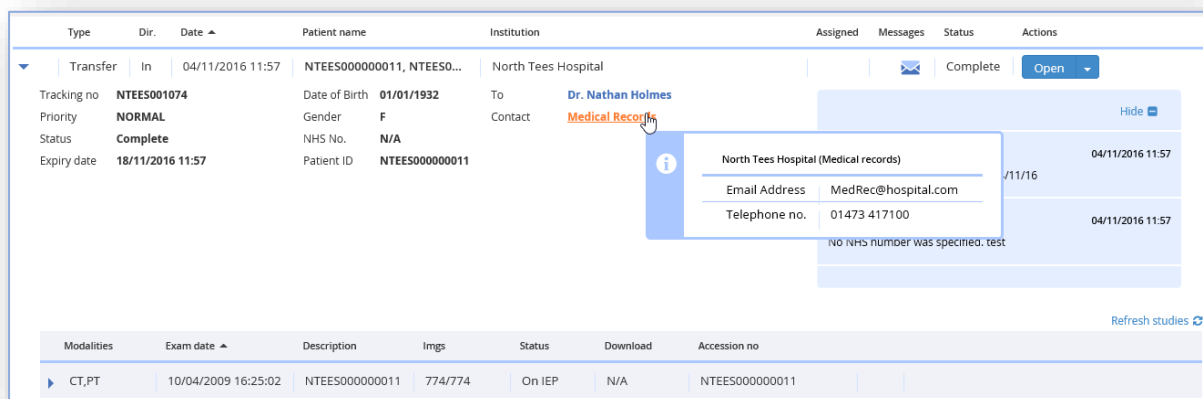
If you are accessing the images as a company rather than as a patient, please contact your local IT department to discuss any issues that you have launching the viewer.

You can use DICOM DIR file to import the images to another PACS system if required.

8.3 Queries related to the package

If you have any queries regards the contents of the package, please contact the hospital directly.

You can access contact details for the site by expanding the transaction and hovering over the Contact name. That may be a person or a department name. If you click on the link it will open an e-mail using your default client if you have one installed.

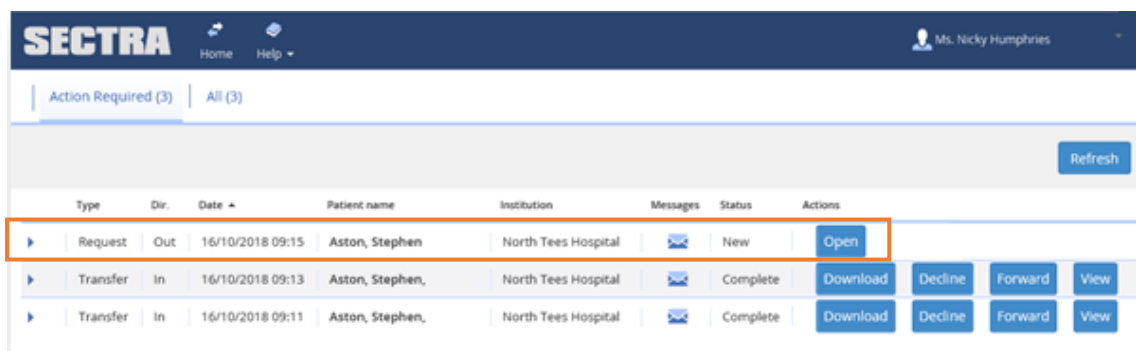


Type	Dir.	Date	Patient name	Institution	Assigned	Messages	Status	Actions
Transfer	In	04/11/2016 11:57	NTEES000000011, NTEES0...	North Tees Hospital			Complete	Open
Tracking no	NTEES001074	Date of Birth	01/01/1932	To	Dr. Nathan Holmes			
Priority	NORMAL	Gender	F	Contact	Medical Records			
Status	Complete	NHS No.	N/A					
Expiry date	18/11/2016 11:57	Patient ID	NTEES000000011					

Modalities	Exam date	Description	Imgs	Status	Download	Accession no
CT,PT	10/04/2009 16:25:02	NTEES000000011	774/774	On IEP	N/A	NTEES000000011

9 Uploading images to a Hospital

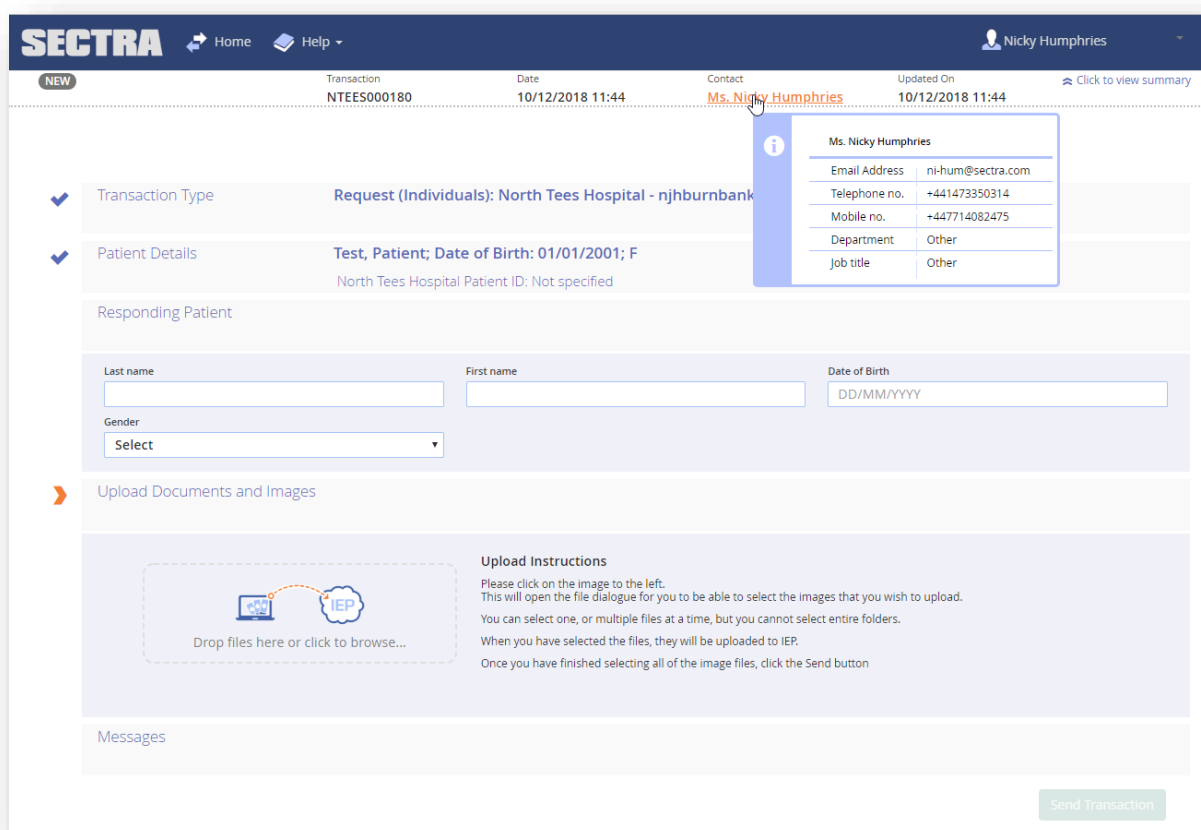
If your hospital has requested images from you i.e. some that you have at home on a CD/DVD you will see a request with a status of New in the Action Required tab within IEP.



Type	Dir.	Date	Patient name	Institution	Messages	Status	Actions
Request	Out	16/10/2018 09:15	Aston, Stephen	North Tees Hospital		New	Open
Transfer	In	16/10/2018 09:13	Aston, Stephen,	North Tees Hospital		Complete	Download Decline Forward View
Transfer	In	16/10/2018 09:11	Aston, Stephen,	North Tees Hospital		Complete	Download Decline Forward View

Click the Open button to start the upload process. You are taken to the upload screen.

If you hover over the Contact at the top of the screen it displays the contact details for the hospital.



SECTRA Home Help

Ms. Nicky Humphries

NEW Transaction: NTEES000180 Date: 10/12/2018 11:44 Contact: **Ms. Nicky Humphries** Updated On: 10/12/2018 11:44 [Click to view summary](#)

Transaction Type: **Request (Individuals): North Tees Hospital - njhburnbank**



Patient Details: **Test, Patient; Date of Birth: 01/01/2001; F**
North Tees Hospital Patient ID: Not specified

Responding Patient

Last name: First name: Date of Birth:

Gender:

Upload Documents and Images

Drop files here or click to browse...

Upload Instructions
Please click on the image to the left.
This will open the file dialogue for you to be able to select the images that you wish to upload.
You can select one, or multiple files at a time, but you cannot select entire folders.
When you have selected the files, they will be uploaded to IEP.
Once you have finished selecting all of the image files, click the Send button

Messages

[Send Transaction](#)

Ms. Nicky Humphries
Email Address: ni-hum@sectra.com
Telephone no.: +441473350314
Mobile no.: +447714082475
Department: Other
Job title: Other

9.1 Confirming the Patient details

The next section is where you enter the patient's details; last name and first name, their date of birth and gender.

The screenshot shows a form titled "Patient Details" with four input fields: "Last name", "First name", "Date of Birth" (with a placeholder "DD/MM/YYYY"), and "Gender" (with a dropdown menu showing "Select").

9.2 Uploading Images

In the Documents and Images section you can either drag individual files or browse to select from a folder.

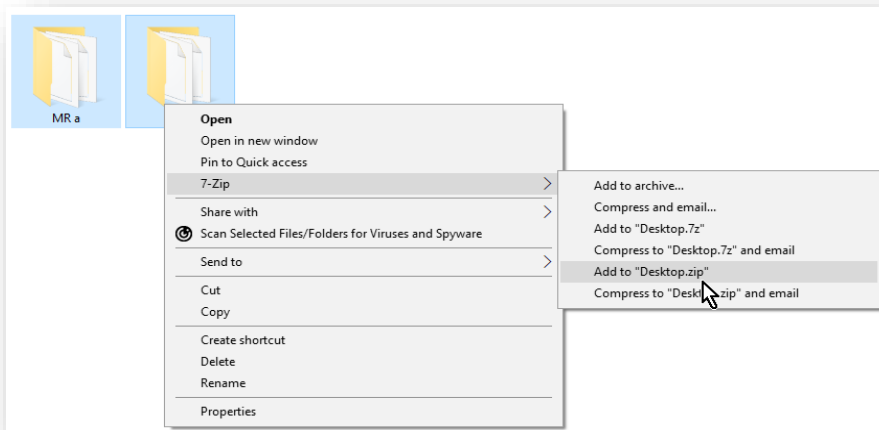
You can select one or multiple files at a time, but you cannot select entire folders.

The screenshot shows the "Documents and Images" section. It features a dashed orange box with a laptop icon and a cloud icon labeled "IEP", with the text "Drop files here or click to browse...". To the right, under "Upload Instructions", it says: "Please click on the image to the left. This will open the file dialogue for you to be able to select the images that you wish to upload. You can select one, or multiple files at a time, but you cannot select entire folders. When you have selected the files, they will be uploaded to IEP. Once you have finished selecting all of the image files, click the Send button". At the bottom, it says "No files to upload".

9.3 Zipping files

If you have one or more folders that you would like to upload you need to create a zip file.

You can do that by selecting the folders you wish to upload, right clicking and selecting 7-Zip, Add to 'filename'.zip. It may be Desktop as in the example below, but it may call it something else depending on where you are picking the files up from. You can always rename the zip file before sending if you wish to.



It will then create a file on your desktop which you can drag onto the web page.



Desktop

Once you have selected the files to upload a progress bar is displayed as they are uploaded.

Documents and Images

Drop files here or click to browse...

Upload Instructions

Please click on the image to the left. This will open the file dialogue for you to be able to select the images that you wish to upload. You can select one, or multiple files at a time, but you cannot select entire folders. When you have selected the files, they will be uploaded to IEP. Once you have finished selecting all of the image files, click the Send button

Overall progress

File name	File size
EE36CF6C	
EE33C06A	
EE24E9CA	
EE9F80B2	

No files to upload

File name	File size
✓ EE7CCB35	0.13 MB
✓ EE6EF54E	0.13 MB
✓ EE6C8453	0.13 MB
✓ EE04E835	0.13 MB
✓ EE3FC5E9	0.13 MB
✓ EE2E254A	0.13 MB
✓ EE2D7705	0.13 MB
✓ EE2CA1E9	0.13 MB
✓ EE1E54A5	0.13 MB

Total number of files : 18

Cancel Send Image

9.4 Adding a Message

You have the option to send a message back to the Requesting site.

Messages

There aren't any messages.

New Message

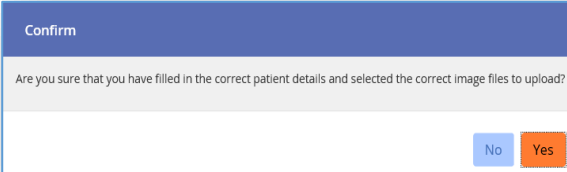
These are the images requested, one set has the patient maiden name. |

Add

Once all the files are uploaded click **Send Images**.

9.5 Confirming the upload

You will be asked to confirm that you have completed the correct patient details and selected the correct image files to upload



Confirm

Are you sure that you have filled in the correct patient details and selected the correct image files to upload?

No Yes

You will receive an e-mail confirmation once the files have been uploaded

If you have any issues or queries regarding the uploading of data, please contact the Institution/Hospital that has requested them. Their contact details will be on the e-mail you receive.

SECTRA

LABEL

Product	Sectra Image Exchange Portal TM
Version	7.3.2
Classification of Medical Device	Class 1
GMDN Code	44085
Manufacturer	Sectra AB Teknikringen 20 SE-583 30 Linköping Sweden www.sectra.com
Contact	www.sectra.com/medical/contact/support/



Copyright and Legal

© Sectra AB, Sweden, 2020

All rights are reserved. Reproduction or transmission in whole or part, in any form or by any means, electronic, mechanical or otherwise, is prohibited without written consent of the copyright owner.

Copyrights and all other proprietary rights in any software and related documentation ("Software") made available to you rest exclusively with Sectra AB. No title or ownership in the Software is conferred to you. Use of the Software is subject to the end user license conditions as are available on request.

To the maximum extent permitted by law, you shall not decompile and/or reverse engineer the software or any part thereof.

Regulatory Clearance

The quality system of Sectra AB [Sectra] conforms to ISO 9001, ISO 13485 and ISO 27001. All Sectra medical devices have obtained regulatory clearance for those markets where Sectra sells and deploys its devices, e.g. EEA, USA, Canada, Australia. For further regulatory information, please contact Sectra.

Trademarks and Patents

Sectra, Sectra Imtec and the Sectra logotype, are registered trademarks of Sectra AB. Image Exchange Portal is a registered trademark of Burnbank Systems Ltd in the UK. IDS7, Sectra BizTrack, Sectra CloudFlex, Sectra DoseTrack, Sectra IEP, Sectra Image Central, Sectra Image Lab, Sectra LiteView, Sectra UniView, Sectra One Connect, Sectra Open Archive, Sectra VNA, Sectra UserInfluence, and WISE are trademarks of Sectra Imaging IT Solutions AB. Sectra Preop Online and Sectra OneScreen are trademarks of Sectra AB. RxEye is a registered trademark of RxEye AB.

SECTRA

Windows is a registered trademark of Microsoft Corporation in the United States and other countries. *Mac*, *Safari*, and *iPad* are registered trademarks of Apple Inc. in the United States and other countries.

All other names/products by ® or ™ are registered trademarks of the respective manufacturer.

The intellectual property of Sectra includes a number of patents, for full information refer to: <https://sectra.com/medical/about-sectra/patents/>