

Sectra IEP

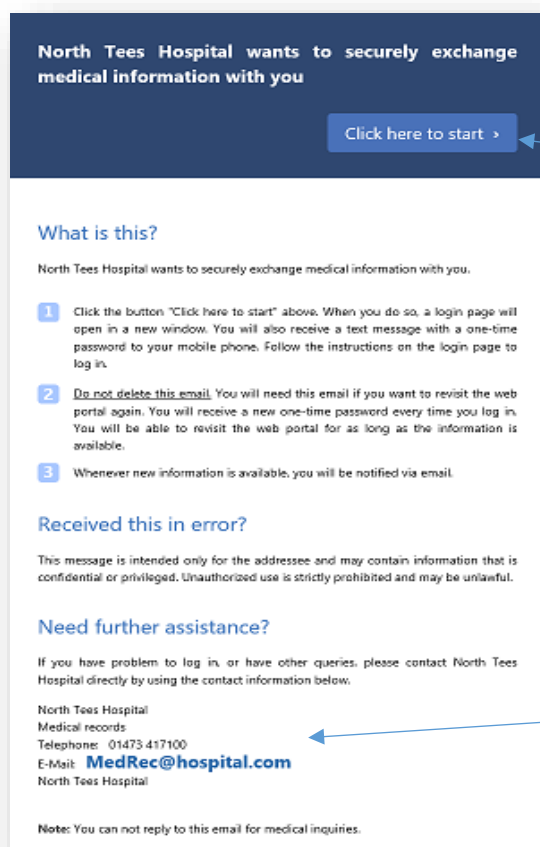
Individual User guide

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 Logging in

When you click on the link it will launch the login page as well as send the One Time Passcode (OTP). There are FAQs on the login page if you have queries.

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

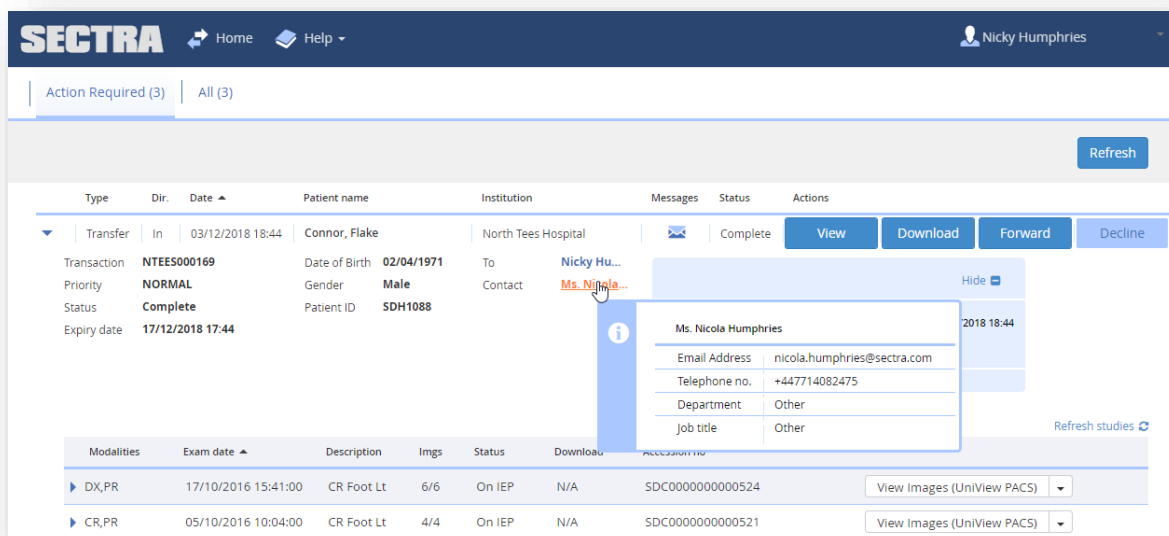
The web page is made up of two folders. Click the **Home** button to be taken back to the main page, the Action required folder.

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.

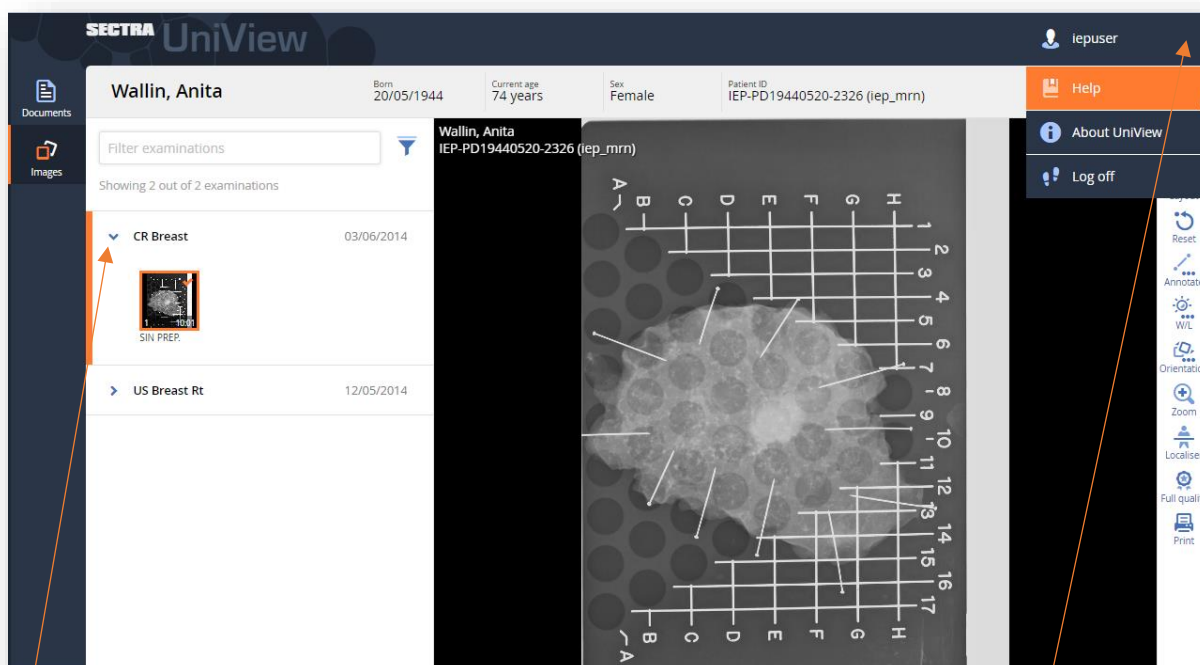
As a recipient you can download a copy of the package to keep for your own use, forward a copy on to other recipients e.g. clinicians, legal representatives etc.

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 expanded, showing details for patient 'Miller, Jane' (DOB 02/01/1968, Female, NHS No. Not Specified, Patient ID 10009). A system message states: 'IEP System message 25/11/2019 14:15: No NHS number was specified. test'. Below the transaction details is a table of studies. The second study is highlighted, and a context menu is open, showing options: 'View Images (UnView PACS)', 'View Report' (highlighted with a red box and a mouse cursor), and 'View/Add Attachments'.

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 Details: Transaction: IEPD1001405 Priority: NORMAL Status: Complete Expiry date: 09/12/2019 14:15 Date of Birth: 02/01/1968 Gender: Female NHS No.: Not Specified Patient ID: 10009 To: Ms. Nicky Humphries Contact: Ms. Nicky Humphries							
System Message: IEP System message 25/11/2019 14:15 No NHS number was specified. test							

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)
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			

6 Downloading your package

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

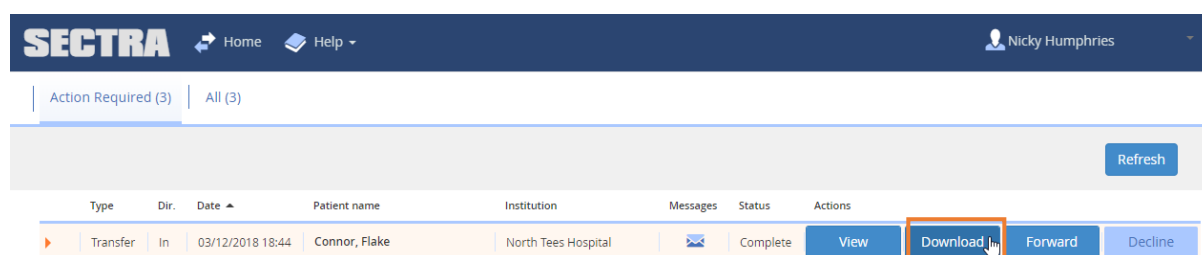
***Please note, you cannot download the files to an I-Pad**

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.

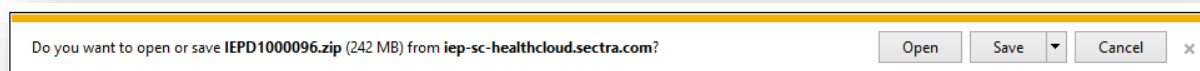
The download display will vary depending on the browser that you are using.

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.

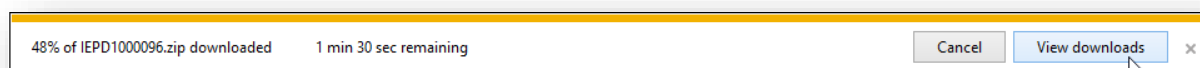


Click on the Download button

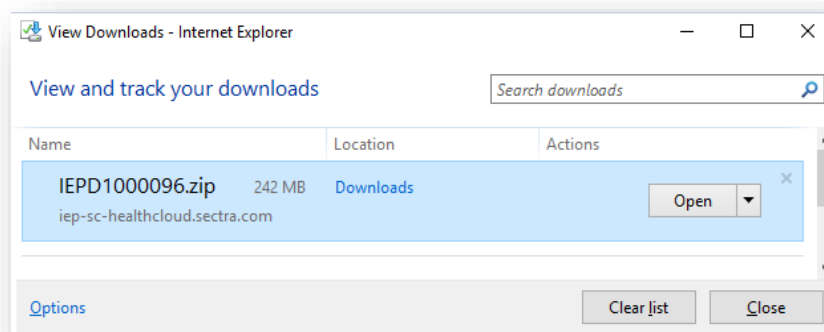
You will then be asked if you want to Open or Save the file.



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.

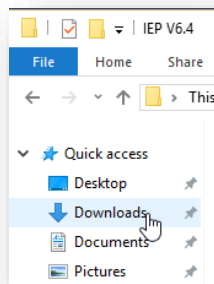


6.1 Accessing the downloaded Images and Reports

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

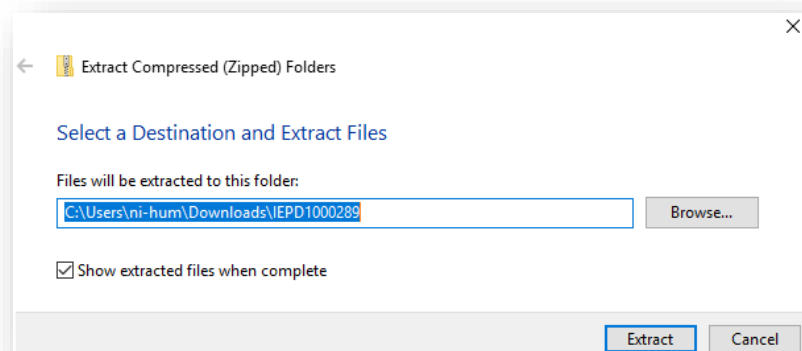
Once you have downloaded the zip file, if you are using a Windows PC, right click and select Extract.



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

The package contains a viewer that can be used on Windows machines.

The IMAGES folder contains both the DICOM images and the DICOM DIR.

Name	Type
IMAGES	File folder
jre	File folder
weasis	File folder
.DS_Store	DS_STORE File
Autorun	Setup Information
gplv2+ce	Text Document
Licence	Text Document
Readme	Text Document
viewer-mac	Adobe Acrobat Document
viewer-windows	Application

7 Viewing Images once downloaded

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

7.1 Windows 64 bit computers only

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.

7.2 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.

7.3 Viewing images on a MAC/ Windows 32 Bit or Linux computer

7.3.1 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 the relevant system e.g. Mac OS



7.3.2 Installing the Weasis Image Viewer Software

Follow the on-screen instructions to install the software

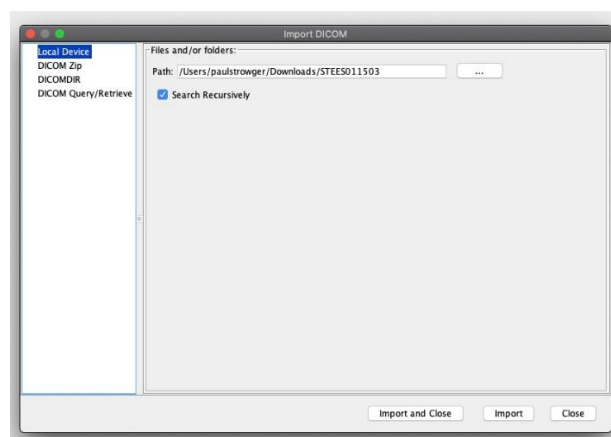
7.3.3 Using the Weasis Image Viewer Software

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

Open the Weasis Viewer

Click on the  icon

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

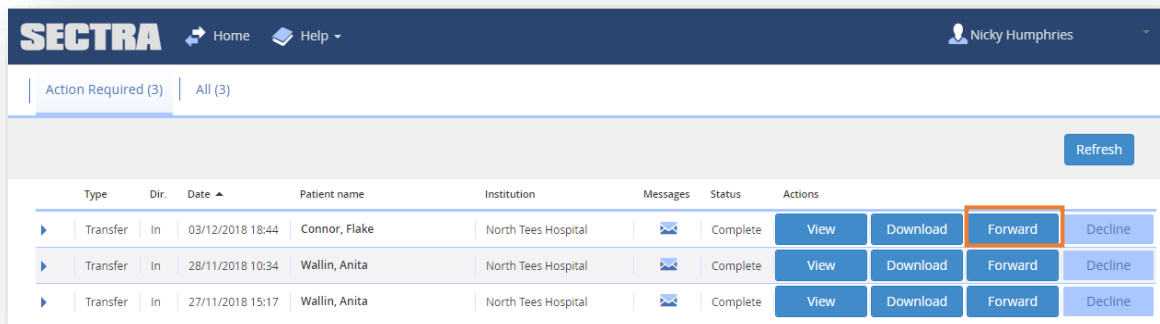


The images will be imported into Weasis and will be viewable

8 Forwarding your data

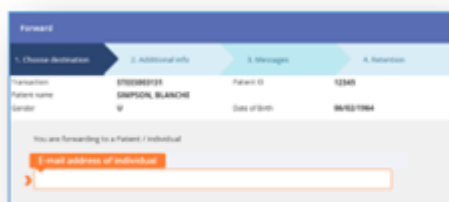
If you wish to send the images and reports you receive, on to another person e.g. for a second opinion or for review by a medico-legal expert you can forward the transaction from within IEP. You can forward the package you have received a maximum of three times. The recipient can download the package, 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.



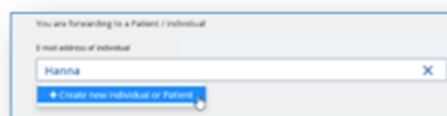
Forward

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

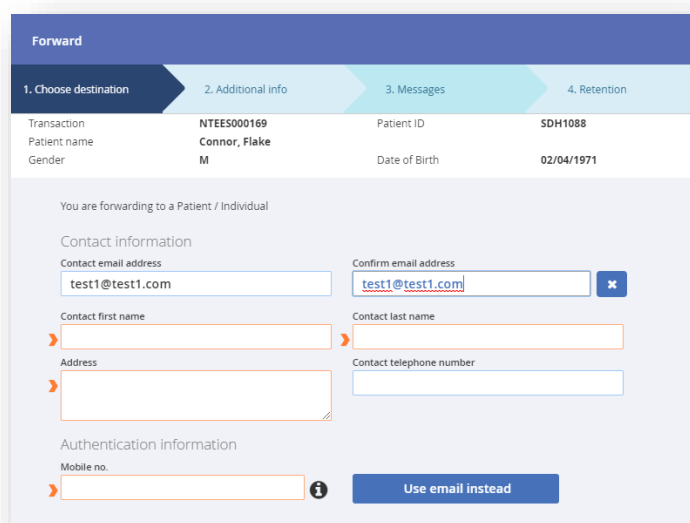
E-mail address of individual

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.

Forward

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

Transaction	STEE5003131	Patient ID	12345
Patient name	SIMPSON, BLANCHE	Date of Birth	06/02/1964
Gender	U		

Type a message, then click Add

These existing messages will be forwarded

Dr. IEP Test 02/06/2017 11:08
No NHS number was specified. test

Hello, here are the images we spoke about, please can you give me a second opinion on them.

Add

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.

Forward

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

Transaction	STEE5003131	Patient ID	12345
Patient name	SIMPSON, BLANCHE	Date of Birth	06/02/1964
Gender	U		

i This package will be available for download to the selected recipient until 16/06/2017 10:08

☒ By approving this transfer you acknowledge that:

- you are sending confidential data for the patient listed to selected recipient;
- you confirm that the details of the recipient are correct;
- the originating hospital will be aware of this action.

Cancel **Previous** **Finish**

☐ By approving this transfer you acknowledge that:

- you are sending confidential data for the patient listed to selected recipient;
- you confirm that the details of the recipient are correct;
- the originating hospital will be aware of this action.

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.

9 FAQ

9.1 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 10 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.

9.2 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.

9.3 Queries related to the package

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

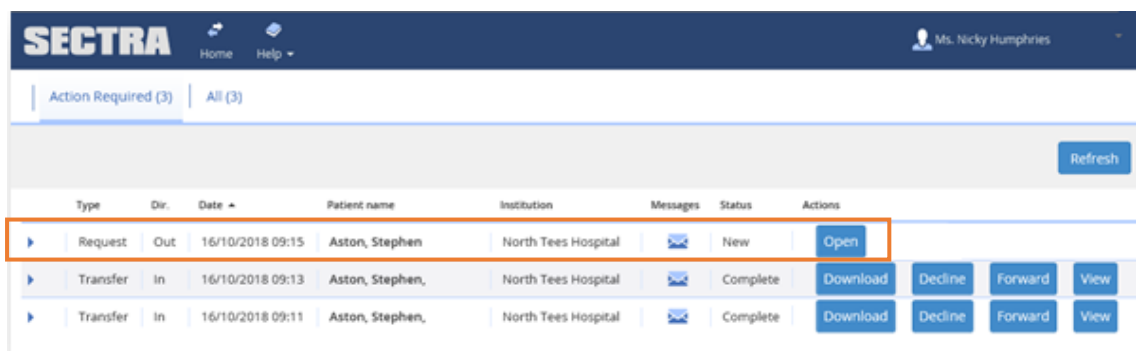
You can access contact details for the site by expanding the transaction and hovering over the Contact name. That may be a person or a department name. If you click on the link it will open an e-mail using your default client if you have one installed.

The screenshot displays the SECTRA web interface. At the top, there's a header with navigation links: Type, Dir., Date, Patient name, Institution, Assigned, Messages, Status, and Actions. Below this, a table lists patient records. The first record is expanded, showing details for patient NTEES000000011, North Tees Hospital. The record includes fields for Tracking no (NTEES001074), Priority (NORMAL), Status (Complete), Expiry date (18/11/2016 11:57), Date of Birth (01/01/1932), Gender (F), NHS No. (N/A), Patient ID (NTEES000000011), To (Dr. Nathan Holmes), and Contact (Medical Records). A popup window is visible over the 'Medical Records' link, displaying contact information for North Tees Hospital (Medical records), including Email Address (MedRec@hospital.com) and Telephone no. (01473 417100). The popup also shows a message: 'No NHS number was specified. test'. At the bottom of the interface, there's a table for Modalities, Exam date, Description, Imgs, Status, Download, and Accession no. The first row shows CT,PT, 10/04/2009 16:25:02, NTEES000000011, 774/774, On IEP, N/A, and NTEES000000011. A 'Refresh studies' button is located at the bottom right.

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 Priority: NORMAL Status: Complete Expiry date: 18/11/2016 11:57 Date of Birth: 01/01/1932 Gender: F NHS No.: N/A Patient ID: NTEES000000011 To: Dr. Nathan Holmes Contact: Medical Records								
North Tees Hospital (Medical records) Email Address: MedRec@hospital.com Telephone no.: 01473 417100 No NHS number was specified. test								
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								

10 Uploading images to a Hospital

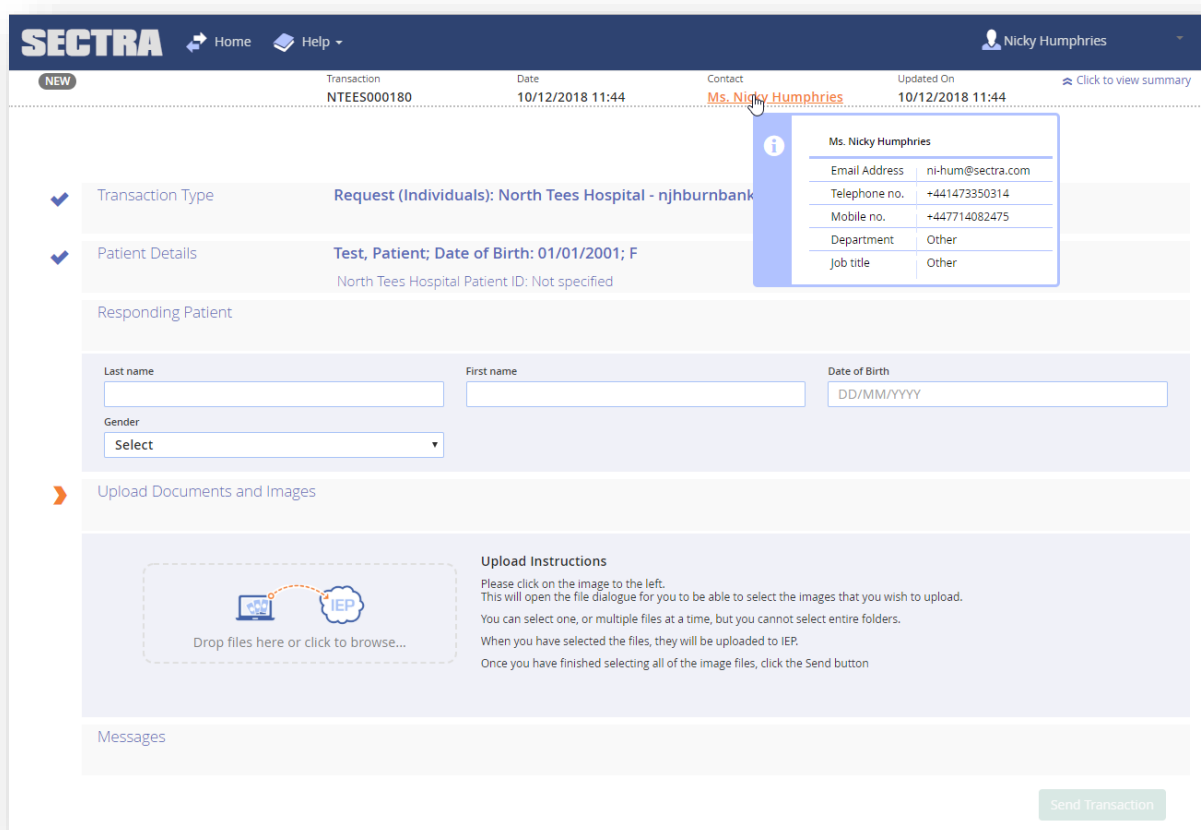
If your hospital has requested images from you i.e. some that you have at home on a CD/DVD you will see a request with a status of New in the Action Required tab within IEP.



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

10.1 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 the following fields:

- Last name:
- First name:
- Date of Birth:
- Gender:

10.2 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.

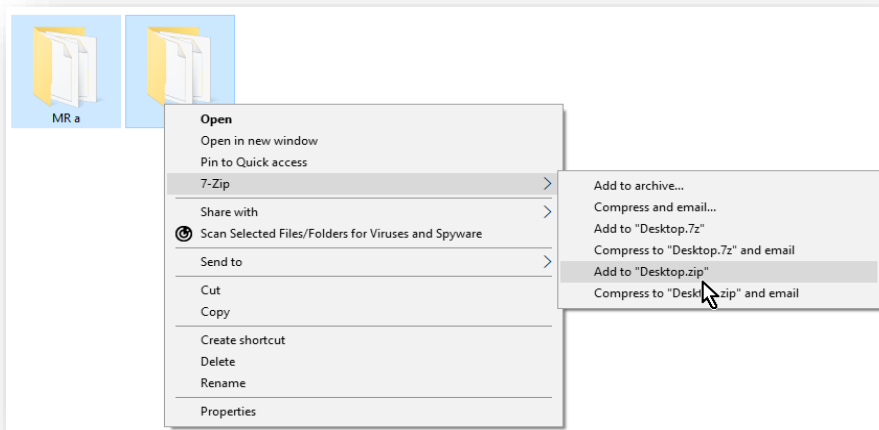
The screenshot shows the "Documents and Images" section with the following elements:

- A dashed orange box containing a laptop icon and a cloud icon labeled "IEP". Below it, the text reads: "Drop files here or click to browse..." with a mouse cursor pointing at the cloud.
- Below the dashed box, it says "No files to upload".
- 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

10.3 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

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

10.4 Adding a Message

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

Messages

There aren't any messages.

New Message

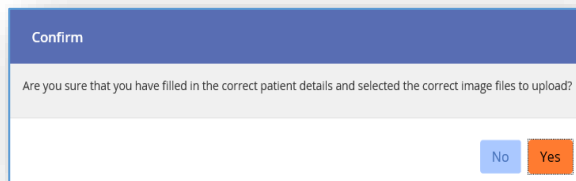
These are the images requested, one set has the patient maiden name. |

Add

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

10.5 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



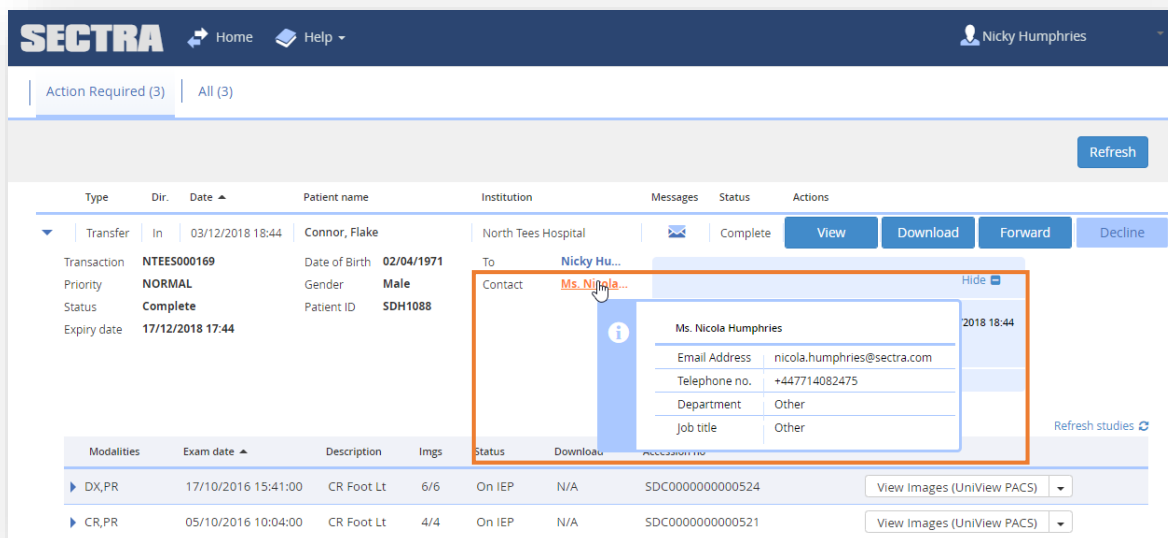
A confirmation dialog box with a blue header labeled 'Confirm'. The main text asks: 'Are you sure that you have filled in the correct patient details and selected the correct image files to upload?'. At the bottom right, there are two buttons: 'No' (light blue) and 'Yes' (orange).

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.

11 Support

Any queries that you have regarding the package and images should be dealt with by the sending hospital. Their contact details are on the e-mail and transaction that you have been sent.



The screenshot shows the SECTRA web application interface. At the top, there's a dark blue header with the 'SECTRA' logo, navigation links for 'Home' and 'Help', and a user profile for 'Nicky Humphries'. Below the header, there's a section for 'Action Required (3)' and 'All (3)'. A 'Refresh' button is visible on the right. The main content area displays a table of transactions. The first transaction is highlighted, showing details for a patient named Connor, Flake, from North Tees Hospital. The transaction is a 'Transfer' with a date of 03/12/2018 18:44. The status is 'Complete'. The 'Messages' column shows a message from 'Nicky Hu...' to 'Ms. Nicola...' with a 'Contact' link. A tooltip is visible over the 'Contact' link, displaying the contact details for Ms. Nicola Humphries, including her email address (nicola.humphries@sectra.com), telephone number (+447714082475), department (Other), and job title (Other). Below the transaction table, there's a table of modalities and exam dates, showing two exams: one on 17/10/2016 15:41:00 and another on 05/10/2016 10:04:00, both for 'CR Foot Lt' with 6/6 and 4/4 images respectively. The bottom of the page features the large 'SECTRA' logo.

SECTRA

LABEL

Product	Sectra Image Exchange Portal TM
Version	7.4
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/



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SECTRA

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