

Sectra IEP

Individual User guide

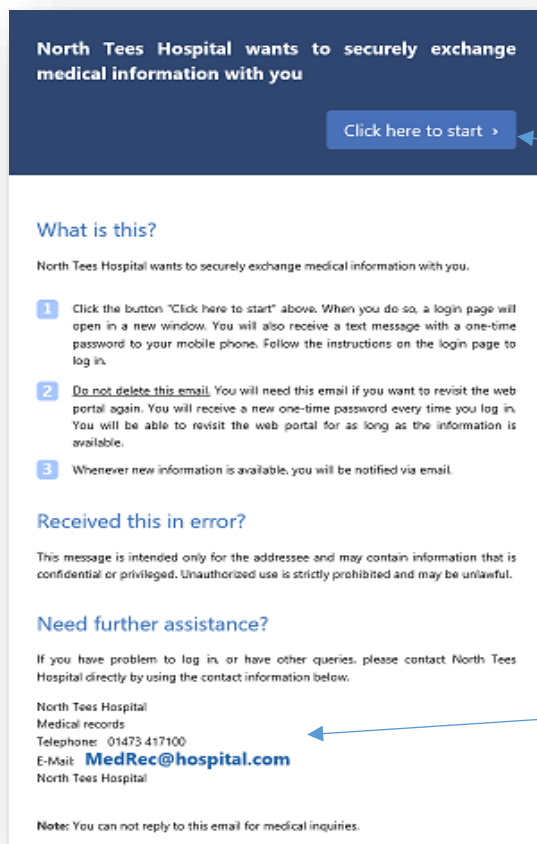
Introduction

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

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**.

The screenshot shows the SECTRA web interface. At the top, there's a navigation bar with 'Home' and 'Help' links, and a user profile for 'Nicky Humphries'. Below this, there's a section for 'Action Required (3)' and 'All (3)'. A 'Refresh' button is visible. The main content area displays a table of messages. One message is selected, showing details for a transfer from Connor, Flake at North Tees Hospital. The message is complete and has buttons for 'View', 'Download', 'Forward', and 'Decline'. A contact card for Ms. Nicola Humphries is displayed, showing her email address (nicola.humphries@sectra.com), telephone number (+447714082475), department (Other), and job title (Other). Below the message details, there's a table of modalities and exam dates, with buttons to 'View Images (UniView PACS)'.

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.

The screenshot shows the SECTRA UniView interface. At the top, there's a navigation bar with 'Help' and 'Log off' options. The main content area displays patient information for Wallin, Anita (Born 20/05/1944, Current age 74 years, Sex Female, Patient ID IEP-PD19440520-2326 (iep_mrn)). Below this, there's a section for 'Filter examinations' and 'Showing 2 out of 2 examinations'. Two examinations are listed: 'CR Breast' (03/06/2014) and 'US Breast Rt' (12/05/2014). The 'CR Breast' examination is selected, and a grid of images is displayed. The grid is labeled with letters A-H and numbers 1-17. A 'Help' button is visible in the top right corner, and a 'Log off' button is visible in the bottom right corner. A 'Print' button is also visible in the bottom right corner.

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 a web application interface for viewing reports. At the top, there are tabs for 'Action Required (4)' and 'All (5)', and a 'Refresh' button. Below this is a table with columns: Type, Dir., Date, Patient name, Institution, Messages, Status, and Actions. The first row shows a 'Transfer' message from 'Miller, Jane' at 'IEP Demo 1' on '25/11/2019 14:15'. The status is 'Complete'. The 'Actions' column contains buttons for 'View', 'Download', 'Forward', and 'Decline'. A detailed view of this transaction is shown below the table, including fields for 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), and Contact (Ms. Nicky Humphries). A system message is also visible: 'IEP System message 25/11/2019 14:15: No NHS number was specified. test'. Below the transaction details is a table for 'Modalities' with columns: Modality, Exam date, Description, Imgs, Status, Download, and Accession no. The first row shows 'CT,OT' on '13/02/2007 13:26:08' for 'Schaedel' with '87/87' images, status 'On IEP', and accession number '11713695680312'. A dropdown menu is open over the 'View Report' button, showing options: 'View Images (UnView PACS)', 'View Report', and 'View/Add Attachments'. The 'View Report' option is highlighted with a red box and a mouse cursor.

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	Priority	Status	Expiry date	Date of Birth	Gender	NHS No.	Patient ID	To	Contact
IEPD1001405	NORMAL	Complete	09/12/2019 14:15	02/01/1968	Female	Not Specified	10009	Ms. Nicky Humphries	Ms. Nicky Humphries

Modalities	Exam date	Description	Imgs	Status	Download	Accession no
CT,OT	13/02/2007 13:26:08	Schaedel	87/87	On IEP	N/A	11713695680312

6 Downloading your package

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

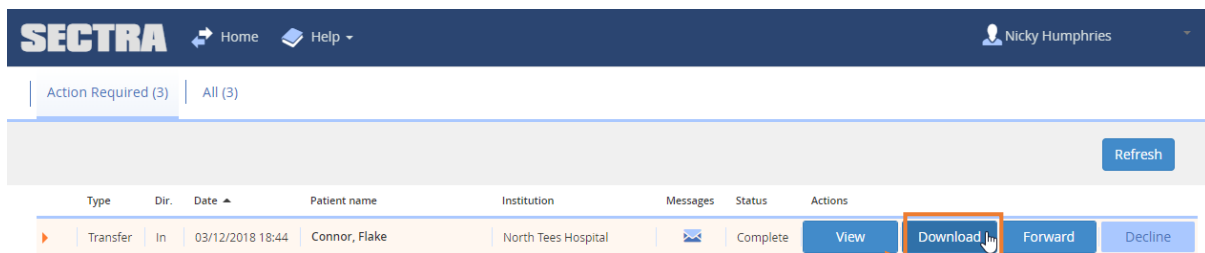
****Please note, you cannot download the files to an I-Pad***

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.

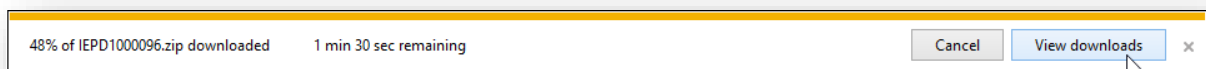


Click on the Download button

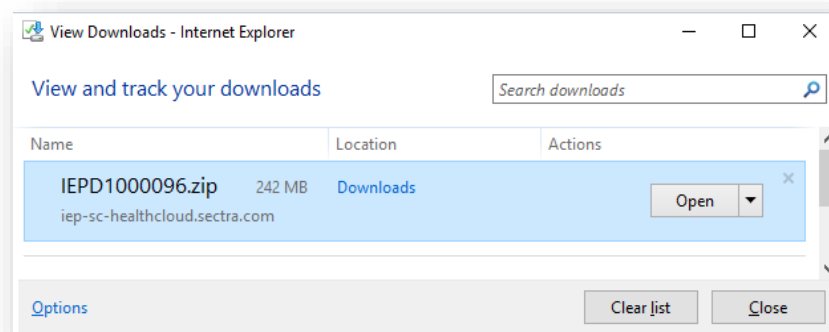
You will then be asked if you want to Open or Save the file.



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.

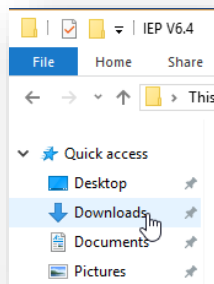


6.1 Accessing the downloaded Images and Reports

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

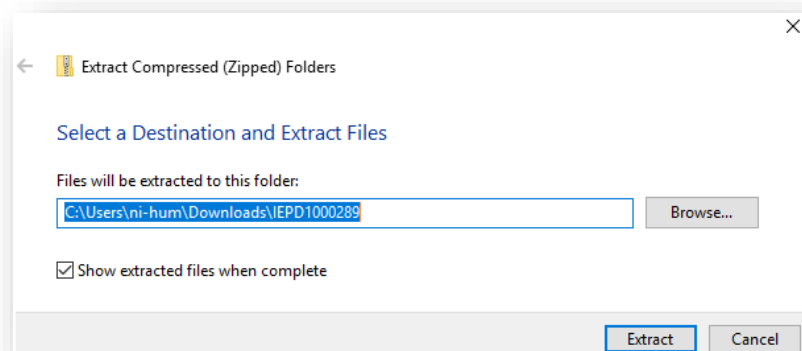
Once you have downloaded the zip file, if you are using a Windows PC, right click and select Extract.



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

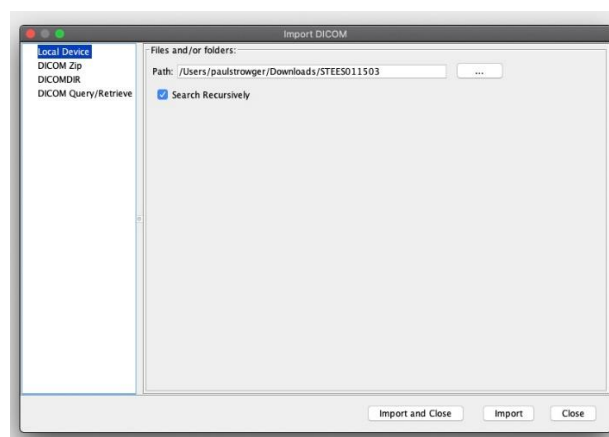
Follow the steps below to view the images you've downloaded from IEP:

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'

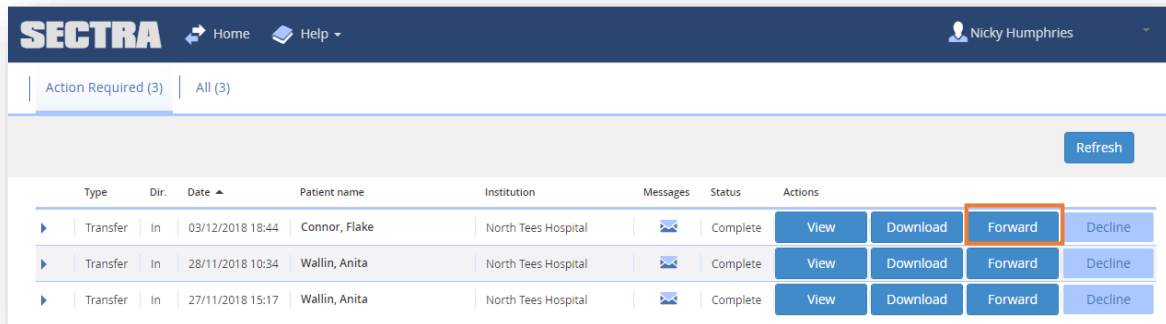


The images will be imported into Weasis and will be viewable

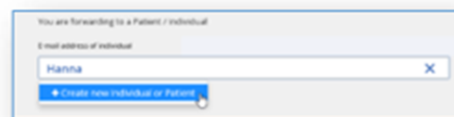
8 Forwarding your data

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

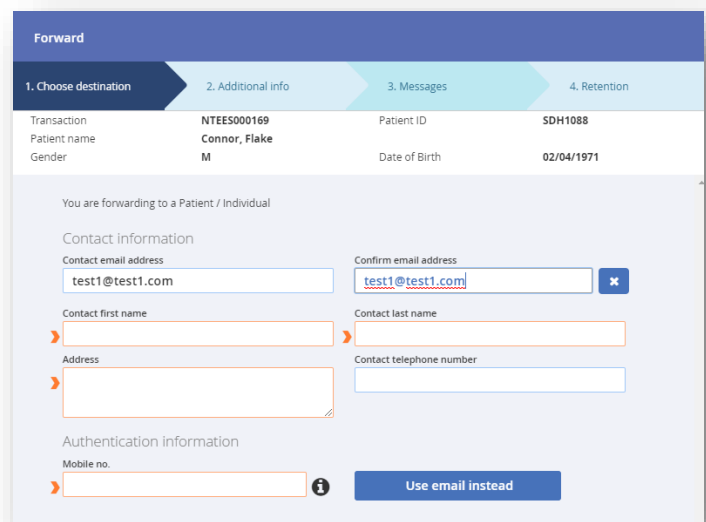


A pop-up box now appears. Follow the prompts, entering the e-mail address of the person you wish to send the link to. If you have not sent to that person before you will be asked to create them as a recipient.



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



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

The screenshot shows the 'Forward' screen with a progress bar at the top indicating four steps: 1. Choose destination, 2. Additional info, 3. Messages (current step), and 4. Retention. Below the progress bar, patient details are listed: Transaction (STEE003131), Patient name (SIMPSON, BLANCHE), Gender (U), Patient ID (12345), and Date of Birth (06/02/1964). A text input field contains the message: "Hello, here are the images we spoke about, please can you give me a second opinion on them." To the right, a box titled "These existing messages will be forwarded" shows a previous message from "Dr. IEP Test" dated 02/06/2017 11:08 with the content "No NHS number was specified. test". An orange "Add" button is visible at the bottom right of the message input area.

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.

This screenshot shows the 'Forward' screen after the message has been added. A blue information box states: "This package will be available for download to the selected recipient until 16/06/2017 10:08". Below it is a disclaimer box with a checked checkbox and the text: "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." At the bottom right, there are three buttons: "Cancel", "Previous", and "Finish".

A close-up of the disclaimer box from the previous screenshot. It features an unchecked checkbox followed by the text: "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.

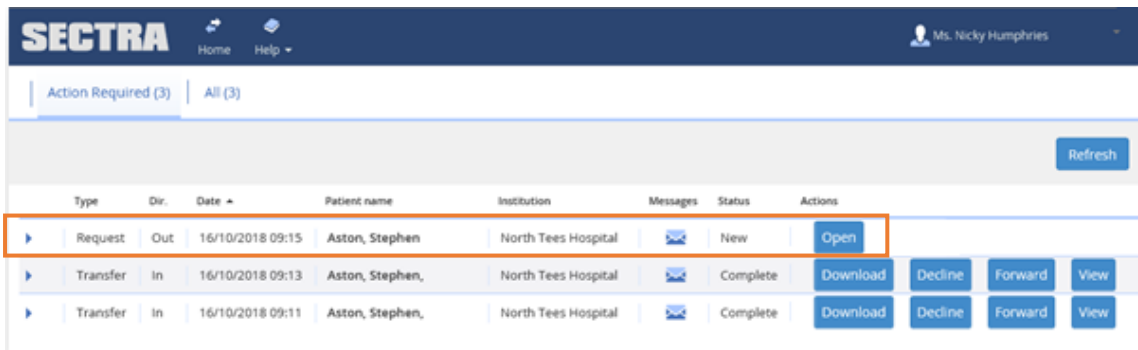
You can access contact details for the site by expanding the transaction and hovering over the Contact name. That may be a person or a department name. If you click on the link it will open an e-mail using your default client if you have one installed.

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

10 Uploading images to a Hospital

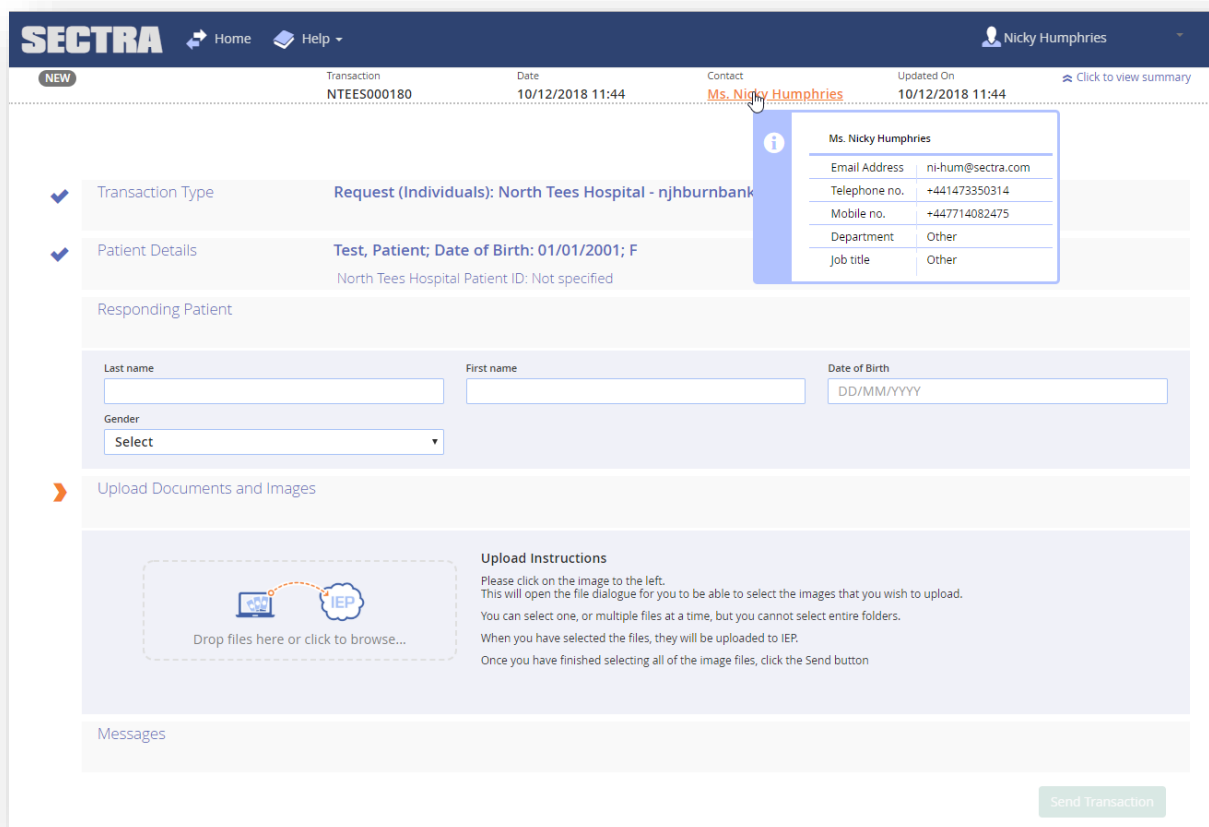
If your hospital has requested images from you i.e. some that you have at home on a CD/DVD you will see a request with a status of New in the Action Required tab within IEP.



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.



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](#)

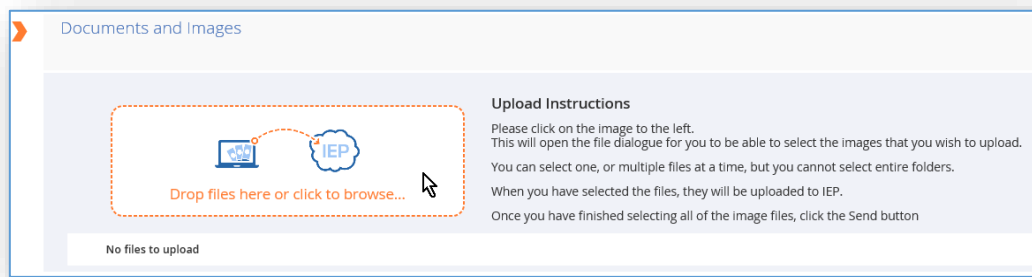
10.1 Confirming the Patient details

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

10.2 Uploading Images

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

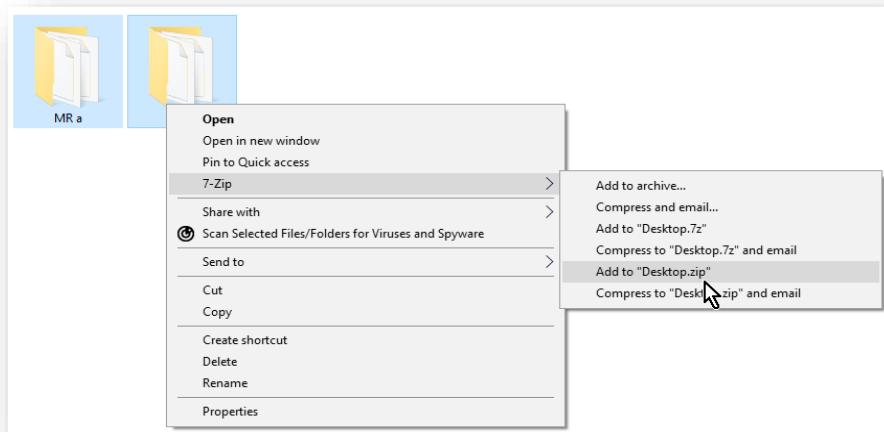
You can select one or multiple files at a time, but you cannot select entire folders.



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.



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

Documents and Images

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

Drop files here or click to browse...

Overall progress: [Progress bar]

File name	File size
EE36CF6C	
EE33C06A	
EE24E9CA	
EE9F80B2	
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

Buttons: 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

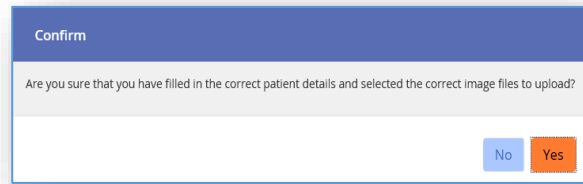
These are the images requested, one set has the patient maiden name. |

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

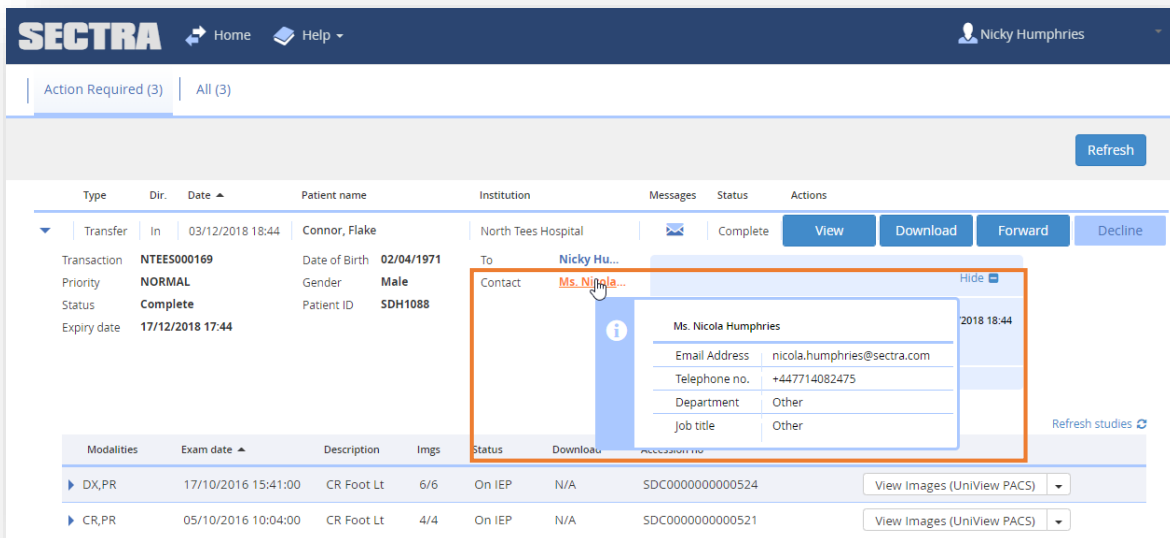


You will receive an e-mail confirmation once the files have been uploaded

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.



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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