

# Sectra IEP

# Individual User guide

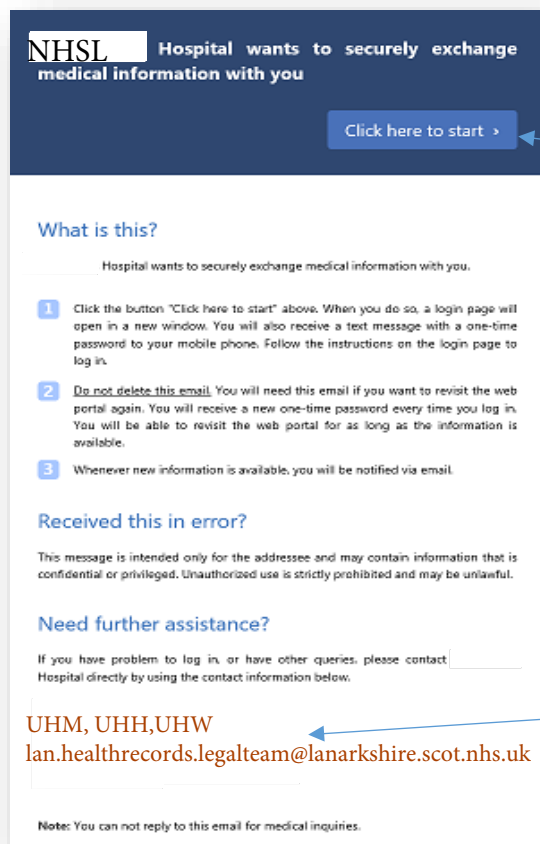
## Introduction

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.

**UHM, UHH, UHW, Legal Departments  
Email:  
lan.healthrecords.legalteam@lanarkshire.scot.nhs.uk**

# 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

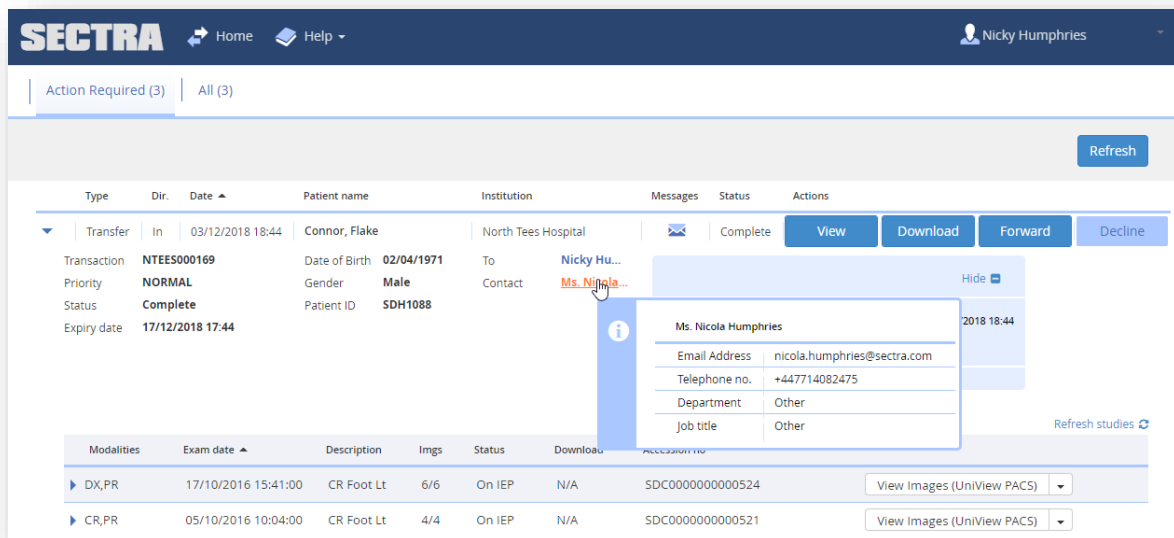
The web page is made up of two folders. Click the **Home** button to be taken back to the main page, the Action required folder.

**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.

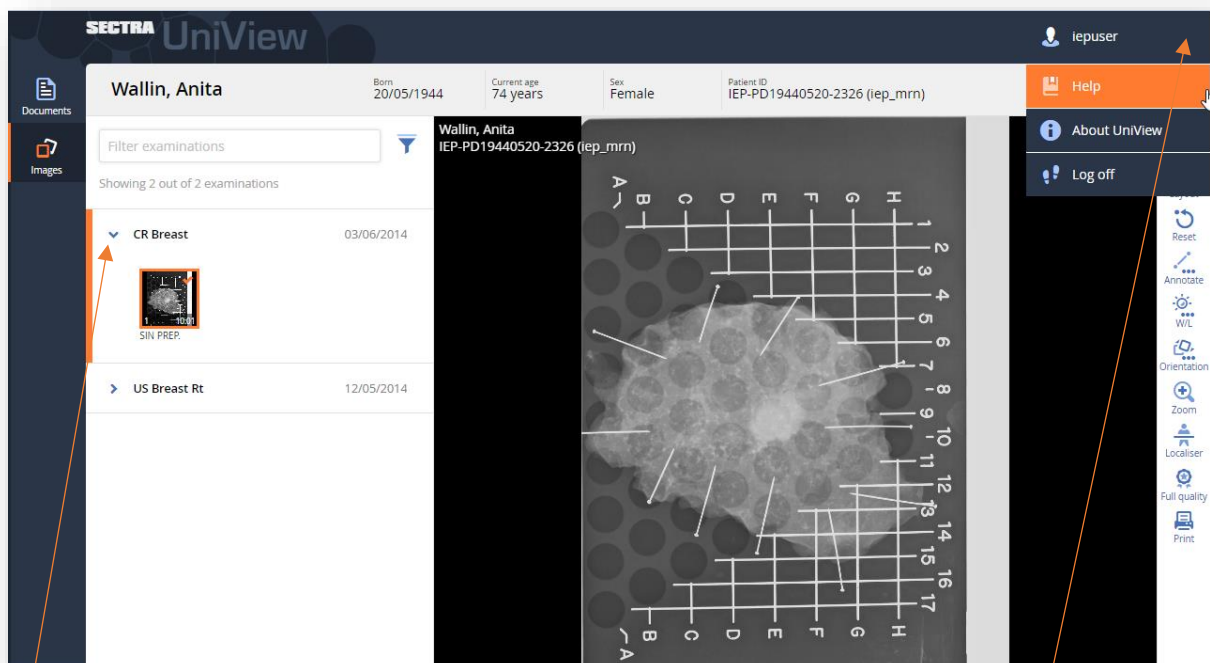
As a recipient you can download a copy of the package to keep for your own use, forward a copy on to other recipients e.g. clinicians, legal representatives etc.

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 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 of transactions with columns for Type, Dir, Date, Patient name, Institution, Messages, Status, and Actions. The first transaction is selected, showing details for 'Miller, Jane' with a transaction ID of 'IEPD1001405'. A system message is displayed: 'IEP System message 25/11/2019 14:15: No NHS number was specified. test'. Below the transaction details is a table of modalities with columns for Modalities, Exam date, Description, Imgs, Status, Download, and Accession no. The 'CT,OT' modality is selected, and a dropdown menu is open, 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

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.

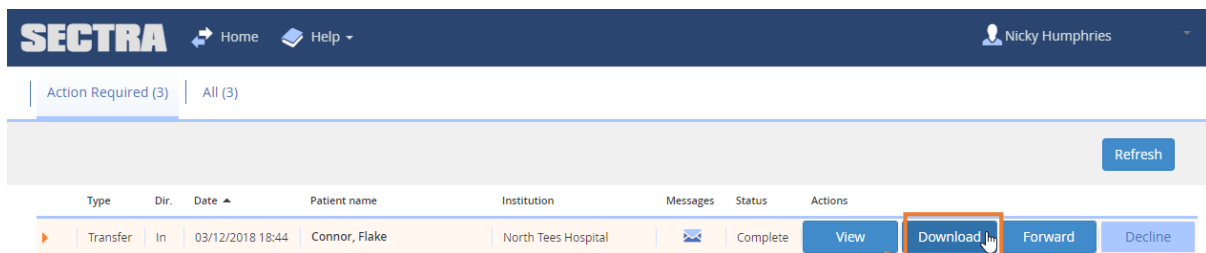
***\*Please note, you cannot download the files to an I-Pad***

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.***

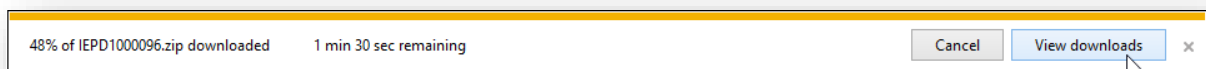


Click on the Download button

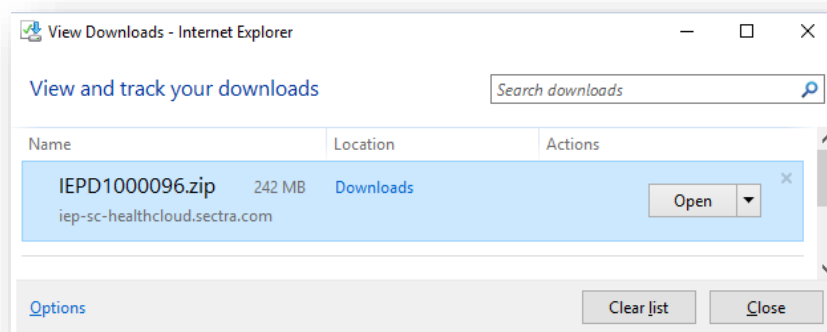
You will then be asked if you want to Open or Save the file.



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.

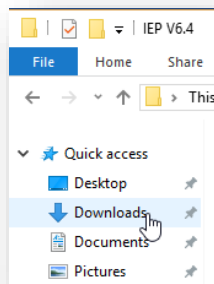


## 6.1 Accessing the downloaded Images and Reports

### 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

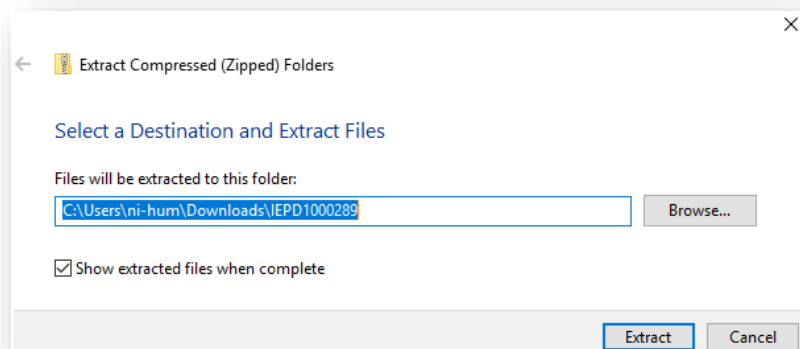
Once you have downloaded the zip file, if you are using a Windows PC, right click and select Extract.



You can choose where you extract the file to.

#### Selecting the destination:

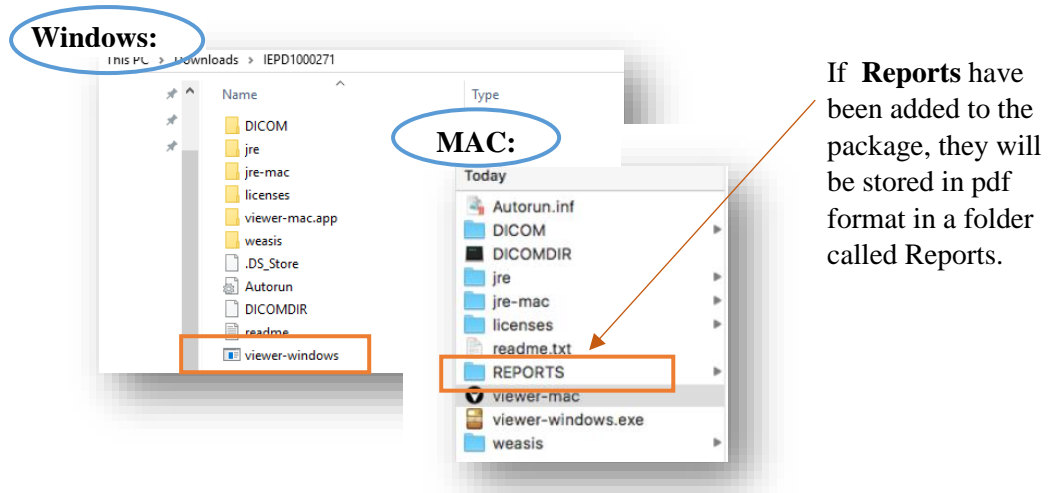
**Note** if you use Citrix within your office you may need to speak to your local IT provider to check where the files can be stored.



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

## Opening the file

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

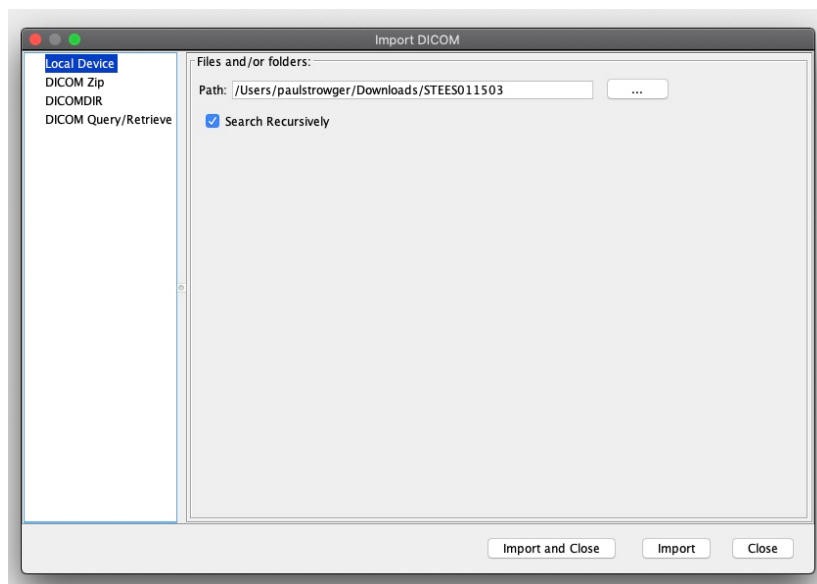
### Using the Weasis Image Viewer Software

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.