

# Sectra IEP

# Individual User guide



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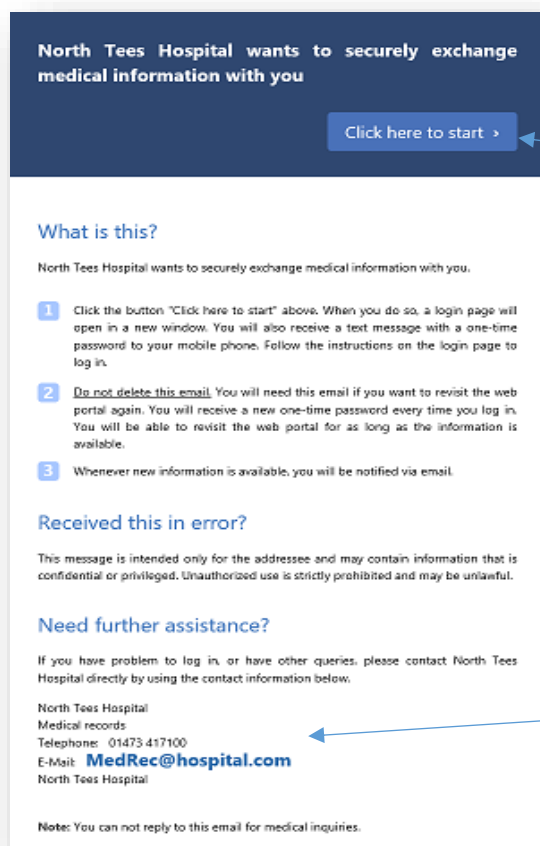
## Introduction

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.

Note – For users authenticating with BankID, OTP will not be sent instead you will be asked to enter Personal number

**Contact details for your hospital in case of any queries**

## 2 Logging in

### 2.1 OTP

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.

The screenshot shows the Sectra login page for South Tees Hospital. The header is dark blue with the word 'SECTRA' in white. The main content area is white. On the left, it says 'South Tees Hospital wants to securely exchange medical information with you'. Below this, it instructs the user to log in by entering the one-time password received in their email inbox for address (pa\*\*\*@te\*\*\*\*om). There is a text input field labeled 'One-time password' and a green 'Submit' button. On the right, there is a section titled 'FAQs' with three bullet points: 'How do I get a one-time password?', 'What if I haven't received the one-time password?', and 'How do I get further assistance?'.

Enter the onetime passcode to login.

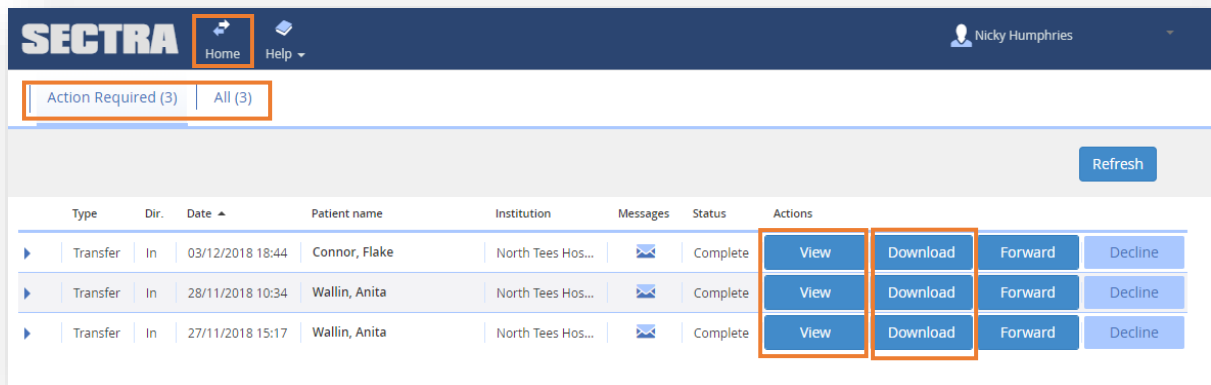
### 2.2 BankID

When you click on the link it will launch the login page. Enter Personal number and follow instructions to authenticate using BankID.

The screenshot shows the Sectra login page for North Tees Hospital. The header is dark blue with the word 'SECTRA' in white. The main content area is white. On the left, it says 'North Tees Hospital wants to securely exchange medical information with you'. Below this, it instructs the user to enter their Personal number (YYYYMMDDNNNN) and login using Mobile BankID. There is a text input field labeled 'Personal number' and a green 'Log in' button with the BankID logo. On the right, there is a section titled 'How do I get further assistance?' with a paragraph of text: 'If you have problems logging in, or have other queries, please contact North Tees Hospital directly by using the contact information below.' Below this, it provides contact information for North Tees Hospital: Telephone no.: 01473 417100 and Email Address: [ieptest@test.com](mailto:ieptest@test.com).

### 3 The Dashboard

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



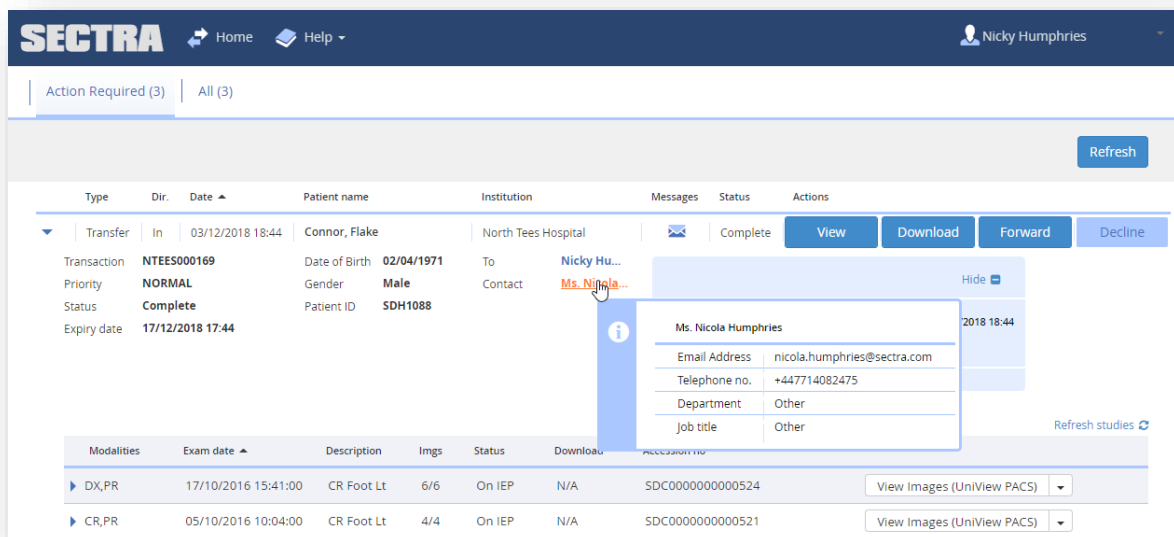
The web page is made up of two folders. Click the **Home** button to be taken back to the main page, the Action required folder.

**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.

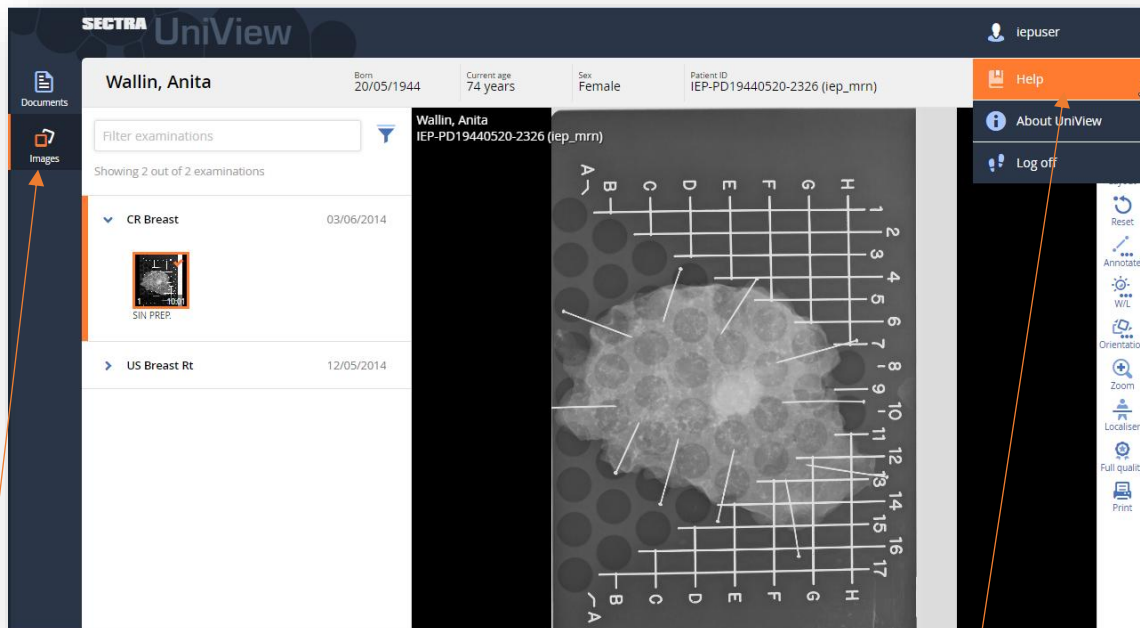
Click on a transaction line to expand it and see further details such as the **hospital contact details**.



## 4 Viewing images online

*Images will only be viewable online in UniView for 11 days regardless of the retention period selected, thereafter you will need to download the package and use a DICOM Viewer (instructions for downloading and using the Weasis viewer can be found within the package).*

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 shows the Sectra IEP dashboard interface. At the top, there are tabs for 'Action Required (4)' and 'All (5)'. Below this is a table of transactions. The first transaction is selected, showing details for patient Miller, Jane, with transaction ID IEPD1001405. Below the transaction details is a table of modalities. The first row in the modalities table is highlighted, and a red box highlights the 'View Report' button in the 'Actions' column.

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 Priority NORMAL Gender Female To Ms. Nicky Humphries Status Complete NHS No. Not Specified Contact Ms. Nicky Humphries 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 Forward Decline
Transfer	In	25/11/2019 14:08	Miller, Jane	IEP Demo 1		Complete	View Images (UnView PACS) View Report Forward Decline
Transfer	In	28/10/2019 09:31	XXXFLINTSTONE, XXXFREDERICK	p_dunmall@hotmail.com		Complete	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.***

The screenshot shows the Sectra IEP dashboard interface. At the top, there are tabs for 'Action Required (3)' and 'All (3)'. Below this is a table of transactions. The first transaction is selected, showing details for patient Connor, Flake, with transaction ID IEPD1001405. Below the transaction details is a table of modalities. The first row in the modalities table is highlighted, and a red box highlights the 'Download' button in the 'Actions' column.

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

Click on the Download button

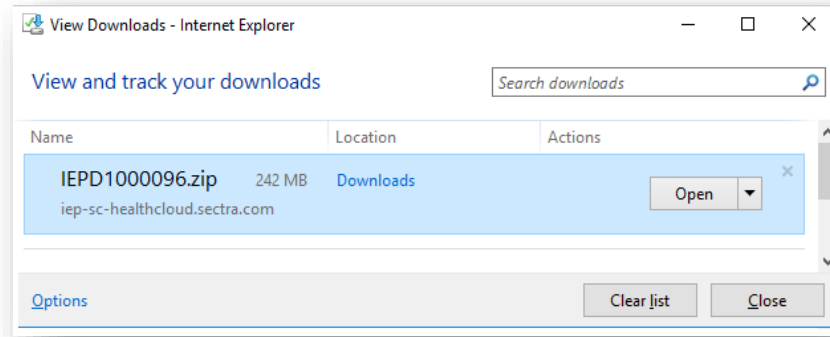
You will then be asked if you want to Open or Save the file.



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.

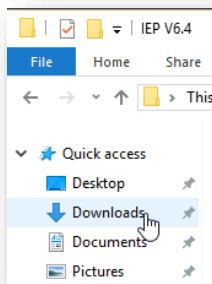


## 6.1 Accessing the downloaded Images and Reports

### 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

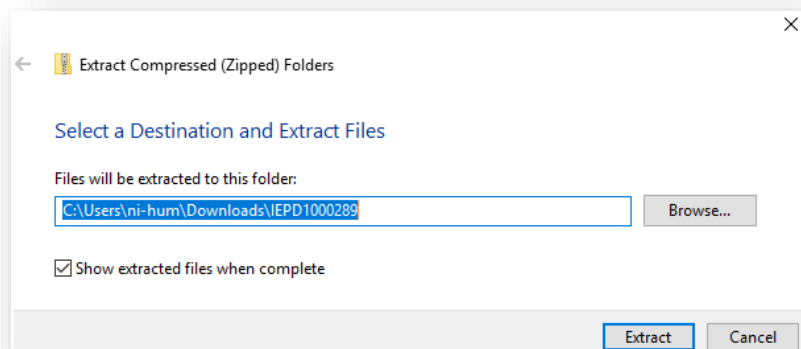
Once you have downloaded the zip file, if you are using a Windows PC, right click and select Extract.



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

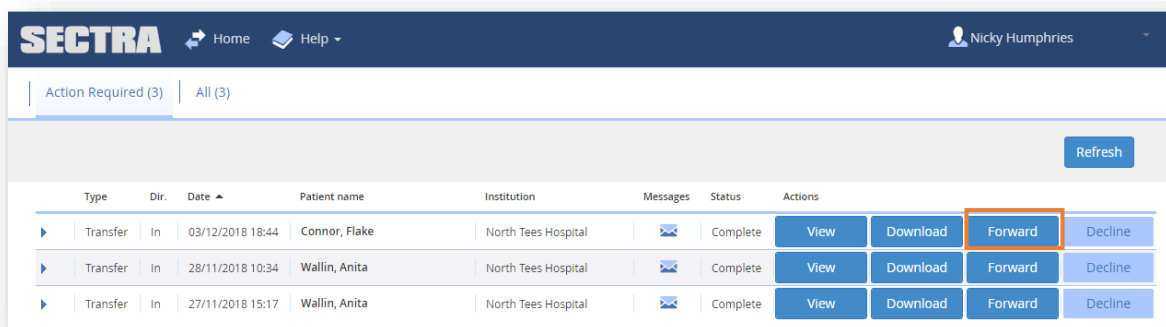
## 7 Viewing Images once downloaded

Please refer to the guides included in the downloaded package for instructions on how to view the images.

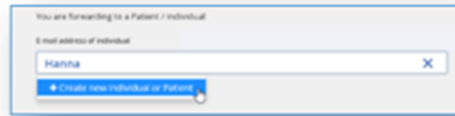
## 8 Forwarding your data

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

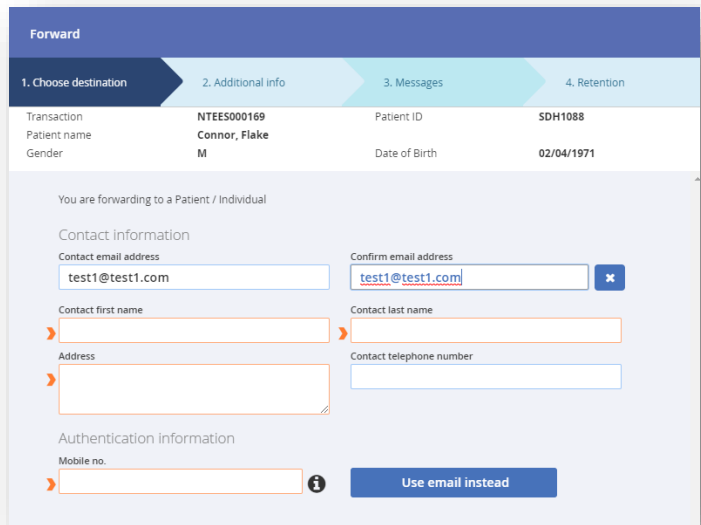


A pop-up box now appears. Follow the prompts, entering the e-mail address of the person you wish to send the link to. If you have not sent to that person before you will be asked to create them as a recipient.

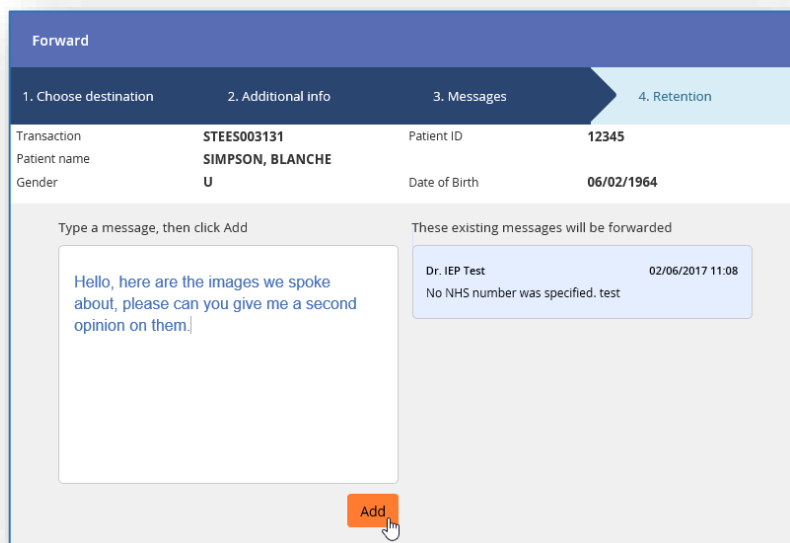


Entering their name, address, and contact phone number and either a mobile phone number or another e-mail address to which the passcode can be sent.

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.



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	Gender	U
Gender	U	Date of Birth	06/02/1964

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 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 a medical software interface with a patient record and a contact details popup. The patient record shows the following information:

Type	Dir.	Date	Patient name	Institution	Assigned	Messages	Status	Actions
Transfer	In	04/11/2016 11:57	NTEES000000011, NTEES0...	North Tees Hospital			Complete	Open

Below the patient record, there is a section for patient details:

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		

A popup window is open over the 'Medical Records' link, displaying contact details for North Tees Hospital:

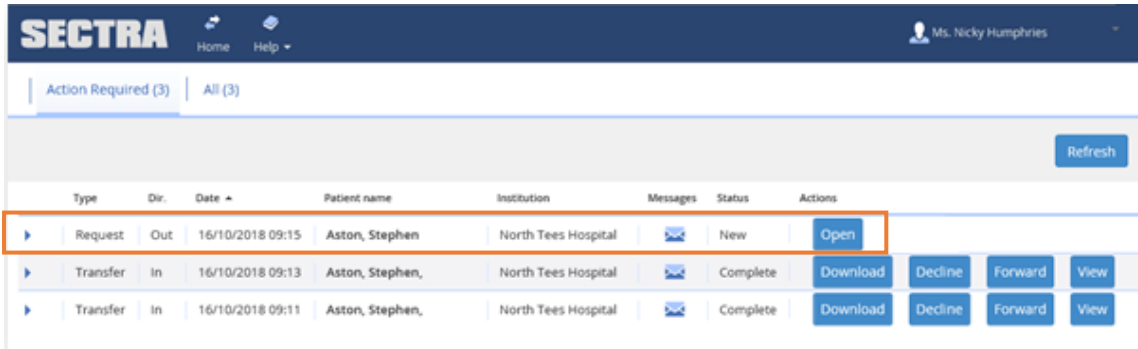
North Tees Hospital (Medical records)		04/11/2016 11:57
Email Address	MedRec@hospital.com	/11/16
Telephone no.	01473 417100	04/11/2016 11:57
No NHS number was specified. test		

At the bottom of the interface, there is a table for modalities:

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

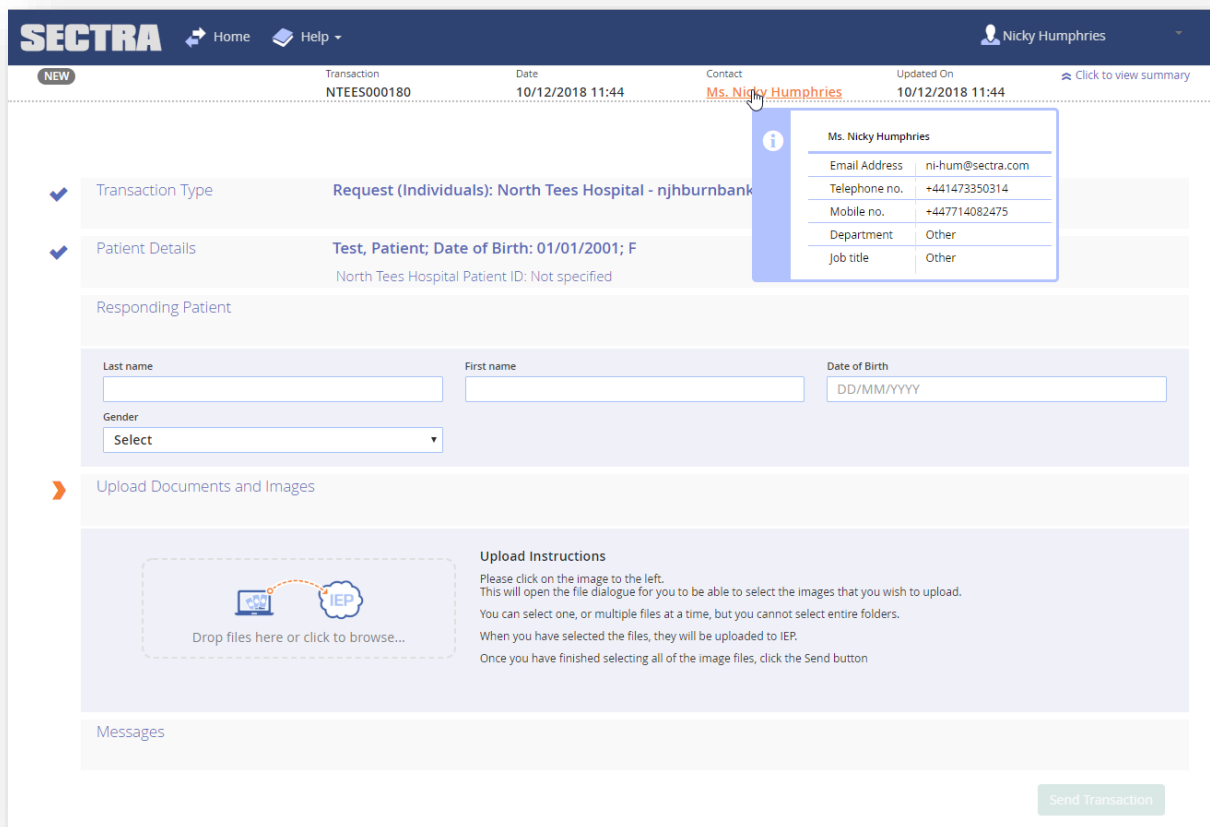
## 10 Uploading images to a Hospital

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.



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.



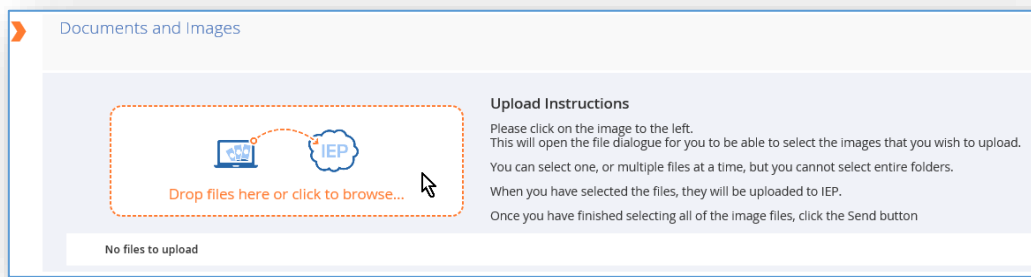
## 10.1 Confirming the Patient details

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.

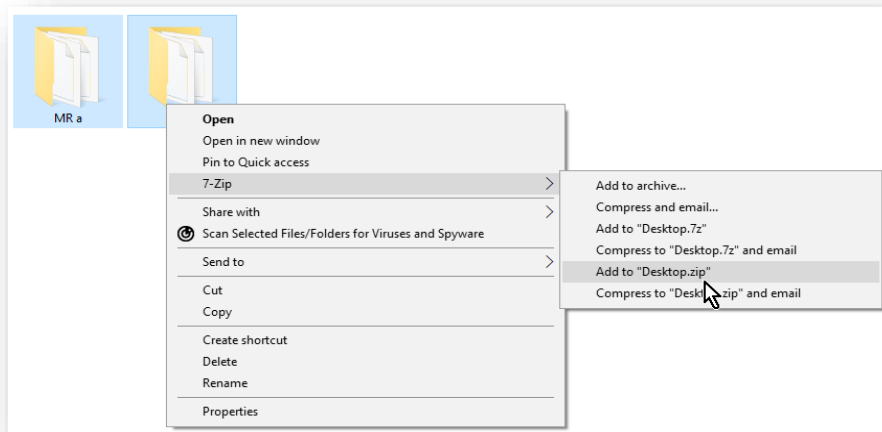
You can select one or multiple files at a time, but you cannot select entire folders.



## 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.

The screenshot shows the 'Documents and Images' upload interface. At the top, there are 'Upload Instructions' and a progress bar labeled 'Overall progress'. Below the progress bar is a list of files with their names and sizes. The files listed are:

File name	File size
EE36CF6C	0.13 MB
EE33C06A	0.13 MB
EE24E9CA	0.13 MB
EE9F80B2	0.13 MB
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

At the bottom of the list, it says 'Total number of files : 18'. There are 'Cancel' and 'Send Image' buttons at the bottom right.

### 10.4 Adding a Message

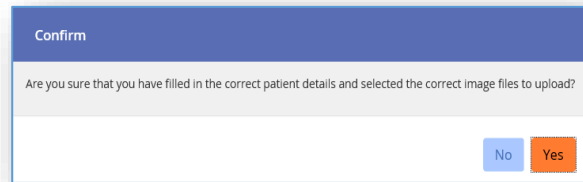
You have the option to send a message back to the Requesting site.

The screenshot shows the 'Messages' section. It contains the text 'There aren't any messages.' and a 'New Message' input field. The input field contains the text 'These are the images requested, one set has the patient maiden name.' and an 'Add' button.

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

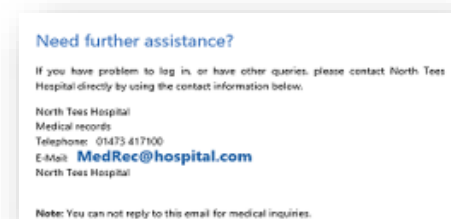
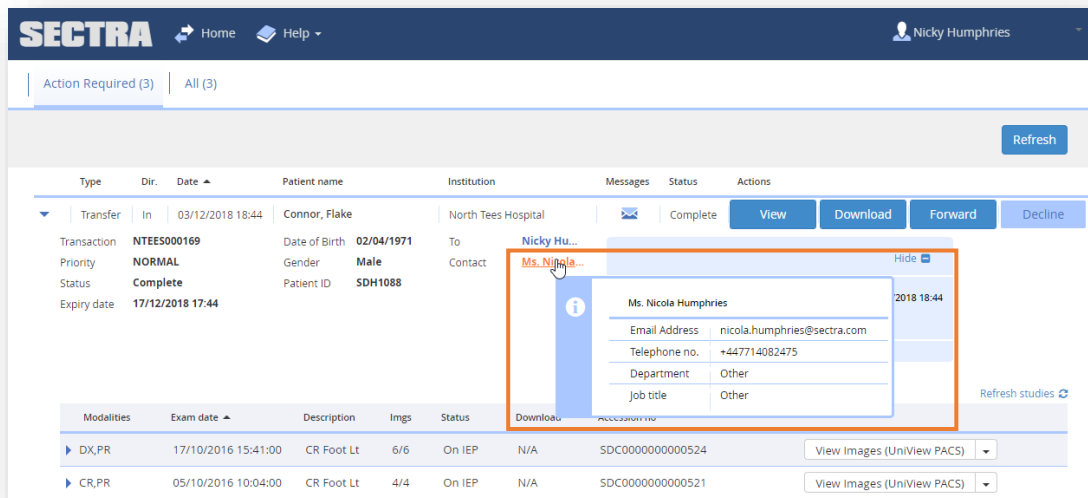


You will receive an e-mail confirmation once the files have been uploaded

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.



## 12 Intended use of IEP

The Image Exchange portal is intended for providing transfer and storage of medical information, including medical images. It transfers and converts information to and from e.g. PACS, RIS and modalities using DICOM, HL7 or similar interface standards.

The typical users of the product include, but are not limited to physicians, radiologists, nurses, radiographers, medical technicians, assistants, and individuals such as patients and legal representatives.

### 12.1 General safety regulations



**Please observe the following important safety points when using Sectra products:**

- The online viewers are provided for reference access only, they must not be used for diagnostic or clinical use.
- It is mandatory that you have the necessary skills on how to use the products before using them for any patient examinations in a medical setting. Only use the products for applications for which you have been properly trained.
- To achieve mandatory skills, familiarise yourself with all the supplied user documentation.
- Do not use the products for any purpose other than those for which they are intended.
- Operation of the products without proper training, for unintended purposes or with incompatible equipment could lead to serious clinical incidents.
- To avoid the risk of IEP merging images from different patients, double check that you only upload files that belong to one patient in a transaction.

**Important:** Any serious clinical incident that has occurred in relation to a Sectra medical device should be reported to the manufacturer and the competent authority of the Member State in which the user and/or patient is established.

### 12.2 Warnings and precautions

For instructions on safe usage of this application please refer to section [12.1](#) General safety regulations.

## 13 Language support within IEP

Depending on the instance of IEP you are using, there is support for multiple languages, based on the language of the countries that are using that instance.

If the sender has selected a supported language, the e-mail notifications from the system will be displayed in that language, otherwise they will be in UK English.

If the web browser's language is set to a language that is not supported by IEP, then the pages will be displayed in English.

# SECTRA

## LABEL

**Product** Sectra IEP

**Version** 7.6



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Teknikringen 20  
SE-583 30 Linköping  
Sweden

[www.sectra.com](http://www.sectra.com)

**Contact**

[www.sectra.com/medical/contact/support/](http://www.sectra.com/medical/contact/support/)



Medical Device



eIFU

## Product Details

<b>Patch number</b>	<b>4</b>
<b>Build number</b>	<b>2</b>
<b>Year of Patch Release</b>	<b>2025</b>

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The Management System of Sectra AB [Sectra] conforms to ISO 9001, ISO 13485, ISO 27001, ISO 27017 and ISO 27018. 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.

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