

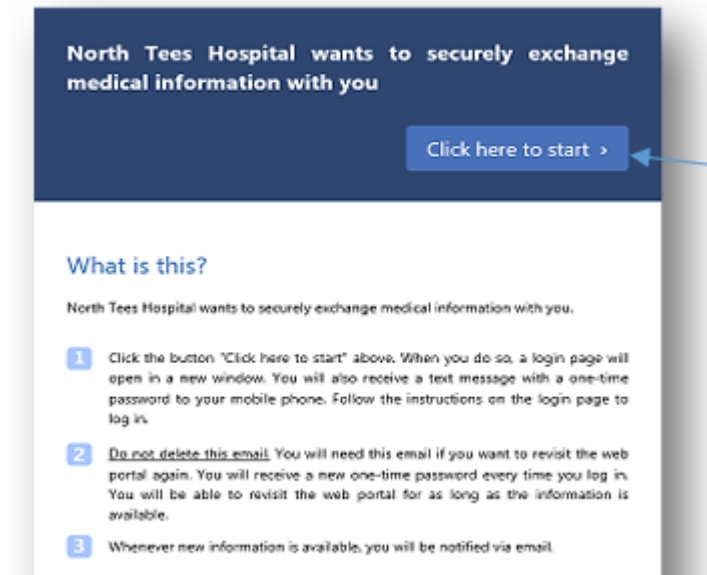
Image Exchange Portal - End User Download Guide

Purpose and Scope

NHSGGC Radiology Services are responsible for the encrypted transfer of images via the Sectra Image Exchange Portal. This end user guide should be used as a reference for those requiring assistance to download their requested images.

Actions

1. Once requested images are available, the requestor will receive an e-mail containing a link to follow to log in to the system and generate a onetime passcode. Once logged in, the user will be able to view the images online, forward them to another recipient or download them to their system.



Click this link to be sent onetime passcode. This will be sent to the mobile number or secondary email provided at time of requesting images to be transferred.

The codes can only be used once and are time limited.

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2. On logging in, the user will arrive at their IEP dashboard.

Type	Dir	Date	Patient name	Institution	Messages	Status	Actions
Transfer	In	03/12/2018 18:44	[REDACTED]	North Tees Hos...	[REDACTED]	Complete	View Download Forward Decline
Transfer	In	28/11/2018 10:34	[REDACTED]	North Tees Hos...	[REDACTED]	Complete	View Download Forward Decline
Transfer	In	27/11/2018 15:17	[REDACTED]	North Tees Hos...	[REDACTED]	Complete	View Download Forward Decline

There are now three options. Click on the relevant button:

Home – to be taken back to the main page

Action Required – contains the user's new transactions

All – contains all the transaction in the last 28 days for that specific user

Within Action Required, the user has three options:

View – will launch a new window to view the transferred images online

Download – allows for downloading of images and saving them on pc

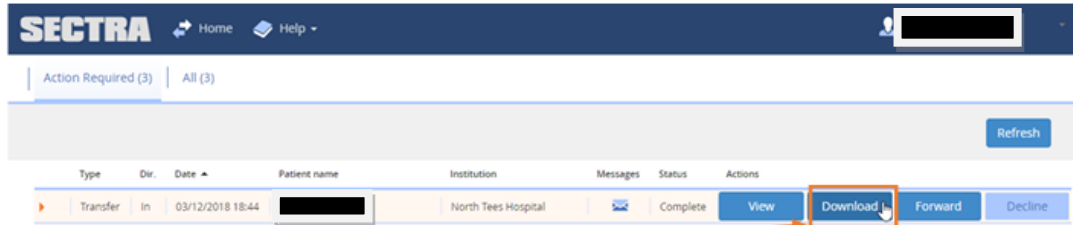
Forward – allows images and online DICOM viewer to be forwarded directly to other recipients
e.g. lawyer

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3. Downloading images

If the user wishes to download the images, this is downloaded in a zip file. The zip file can then be sent via email to additional users.

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



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



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



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

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

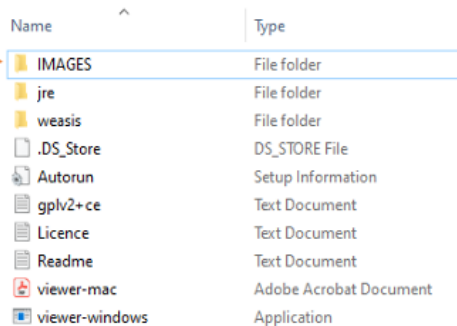
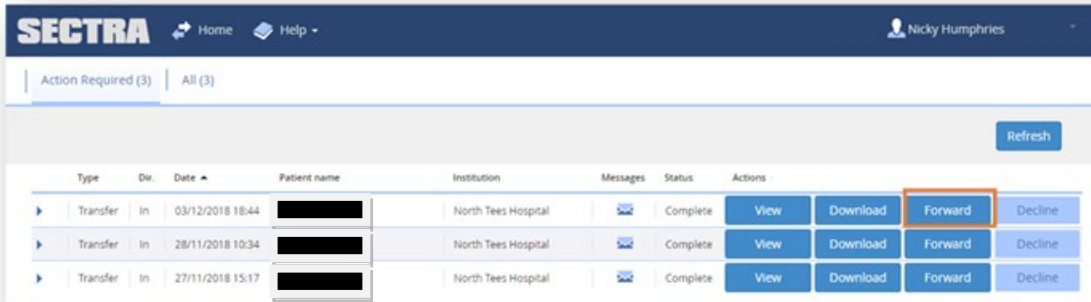


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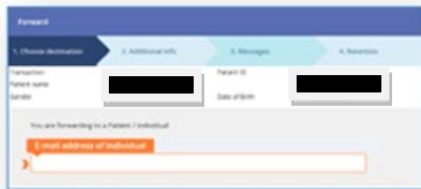
4. Forwarding images

If the user requires to forward images received, they can do so from within IEP. Images can only be forwarded a maximum of three times. The recipient can download the images, but cannot forward them on again using IEP.

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

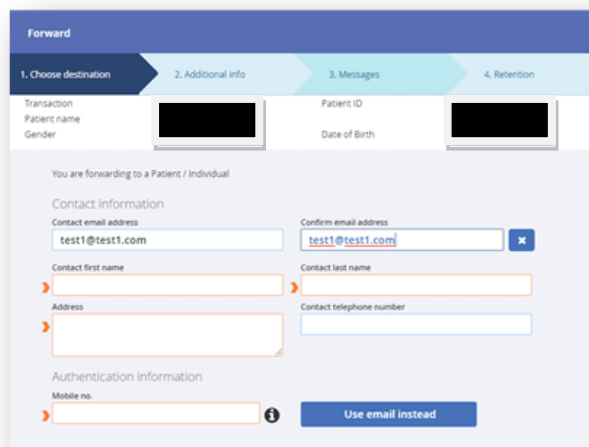


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A note advises how long the images will be available for the recipient.

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 Patient ID
Patient name Gender Date of Birth

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.