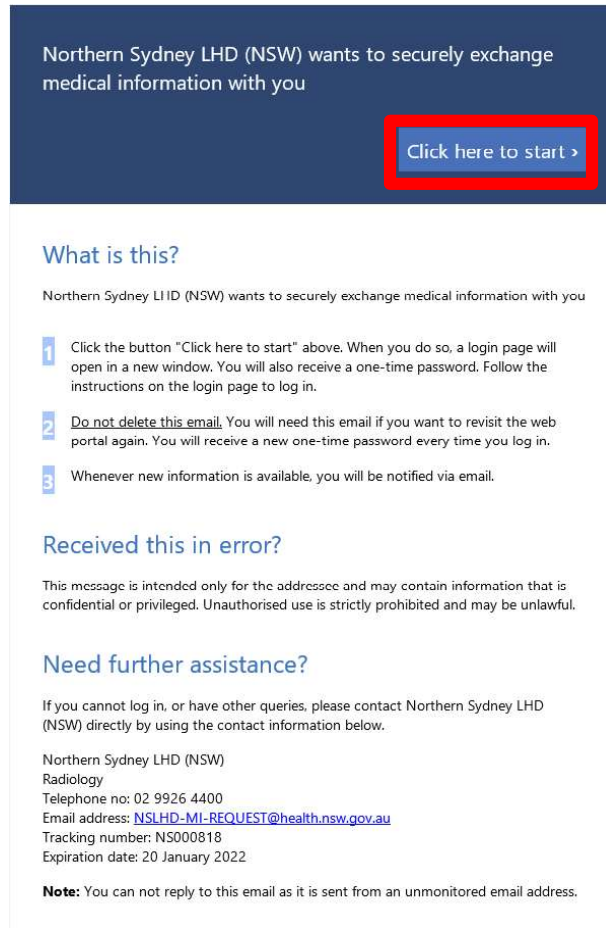




Quick Reference

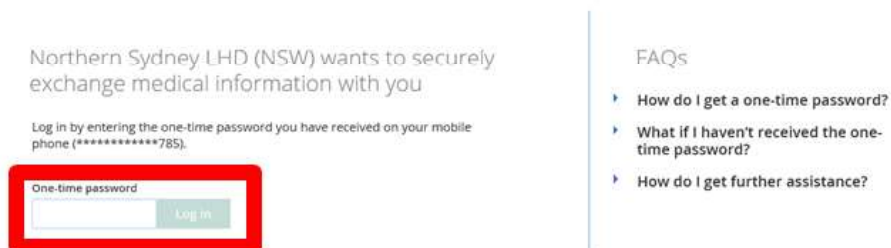
Receiving an Image Link Email from Image Exchange Portal

Sectra's Image Exchange Portal will send an email looking like the following to the specified email address with a link to the requested images.



As soon as you click on the "Click here to start" button (highlighted in red in the screenshot above) within the email, a verification code will be sent to the specified mobile number or secondary email address. Enter the verification code into the "One-time password" box seen below.

SECTRA

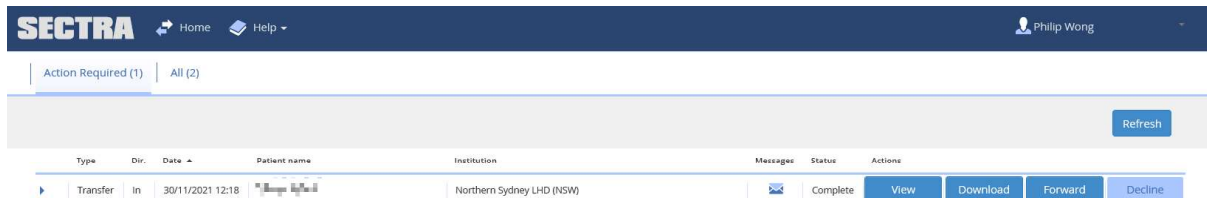




Quick Reference

Please note that if you close the window and click on the “Click here to start” button from the email again, another verification code will be sent.

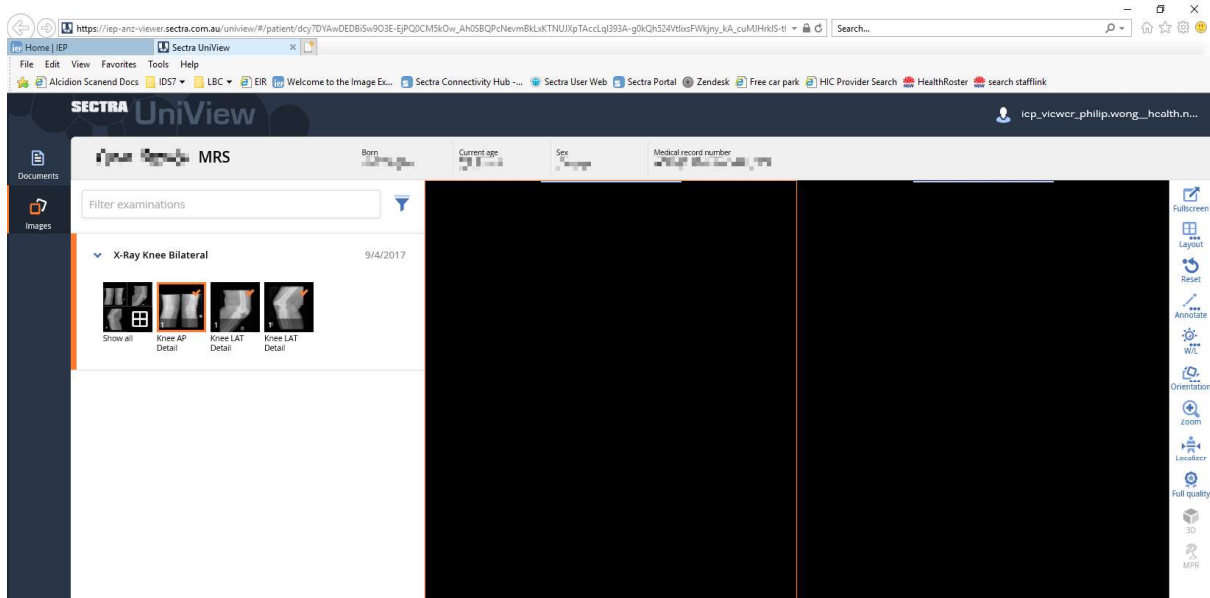
The following screen will appear after entering the verification code.



There are 4 options to choose from:

1. View
2. Download
3. Forward
4. Decline

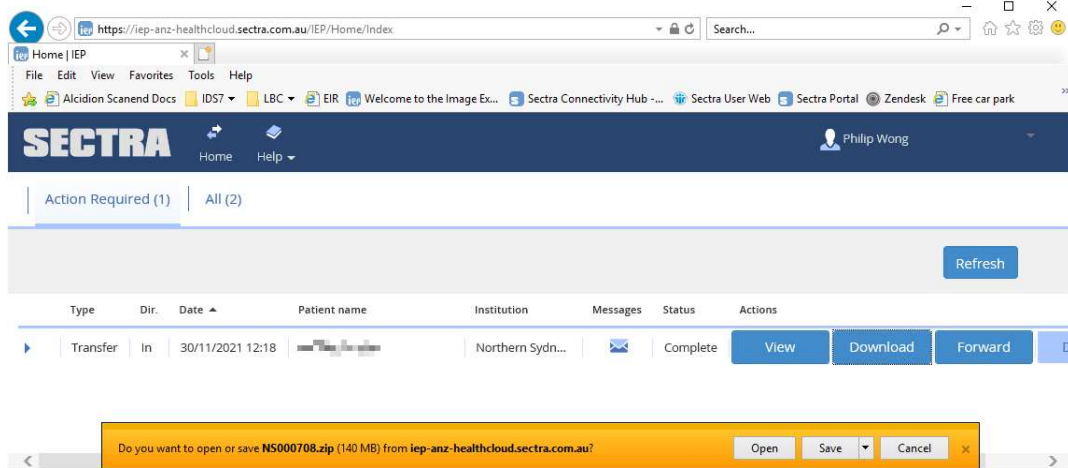
1. View will open up another webpage like the one below.





Quick Reference

- Download will allow you to save the images onto your personal device.



- Forward will open a new page for you to enter in the details of your intended recipient. You will need to have an email address for the image link to be sent to as well as either a secondary email address or a mobile number for the verification sms to be sent to. (Please see the following screenshots for step by step instructions)

Forward

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

Transaction: NS000708
 Patient name: [Redacted]
 Gender: [Redacted]

You are forwarding to a Patient / Individual
 Email address of individual:

johnsmith@email.com

[+ Create new Individual or Patient](#)

Start typing email address here.
 If email address does not exist on Sectra's database, you will have to click on "Create new Individual or Patient".

[Cancel](#) [Previous](#) [Next](#)



Quick Reference

Forward

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

Transaction	NS000708	Patient ID	[REDACTED]
Patient name	[REDACTED]	Date of Birth	[REDACTED]
Gender	[REDACTED]		

You are forwarding to a Patient / Individual

Contact information

Contact email address

Confirm email address

 ✕

Contact first name

Contact last name

Address

Contact telephone number

Preferred language

 ▼

Authentication information

SMS Email address

Mobile no. ✕ i

Cancel
Previous
Next

Forward

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

Transaction	NS000708	Patient ID	[REDACTED]
Patient name	[REDACTED]	Date of Birth	[REDACTED]
Gender	[REDACTED]		

Type a message, then click Add

Add

These existing messages will be forwarded

Mr. SECTRA NS20022066 30/11/2021 12:18

No NHS number has been specified.

Cancel
Previous
Next



Quick Reference

Forward

1. Choose destination	2. Additional info	3. Messages	4. Retention
Transaction	NS000708	Patient ID	[REDACTED]
Patient name	[REDACTED]	Date of Birth	[REDACTED]
Gender	[REDACTED]		

i This package will be available for download to the selected recipient until 14/12/2021 01:18

By approving this transfer you acknowledge that:
- you are sending confidential data for the above patient to an external recipient.
- you are confirming that all details in the data are correct.
- there is a legitimate reason for providing the data to the external recipient.

Cancel Previous **Finish**

4. Decline will send a decline message back to NSLHD email address. You will not be able to access your images after this.