

Downloading and saving Radiology Reports that you received from IDT

We recommend saving Radiology Reports in the **C:\DentalReports** or any other designated folder as soon as possible to prevent expiration of the links. The way to download and save these files depends on the way you requested them to be sent to you.

A. Downloading and saving Radiology Reports sent via MailBigFile (MBF)

Please ensure that all the files are downloaded as soon as possible, as the links are valid for a limited time only (usually 60 days). It is your responsibility to ensure that the reports are stored securely on your own PC.

Step 1

Left click (with the **Left** mouse button) on the link in the email you received from IDT:

Dear Doctor,

The following case is ready. You can download it from this link:

https://www.mailbigfile.com/e7d54e9ac4389f5c2b4a1cad0df9c08e/listFiles.php?repro_id=3299

****The file is password protected for patient confidentiality - same password as before****
****Hint: The password is not the same as your login password****

Step 2

Enter the password assigned to you by IDT and click **Submit**.



Here is the file sent to you by info@idtscans.com

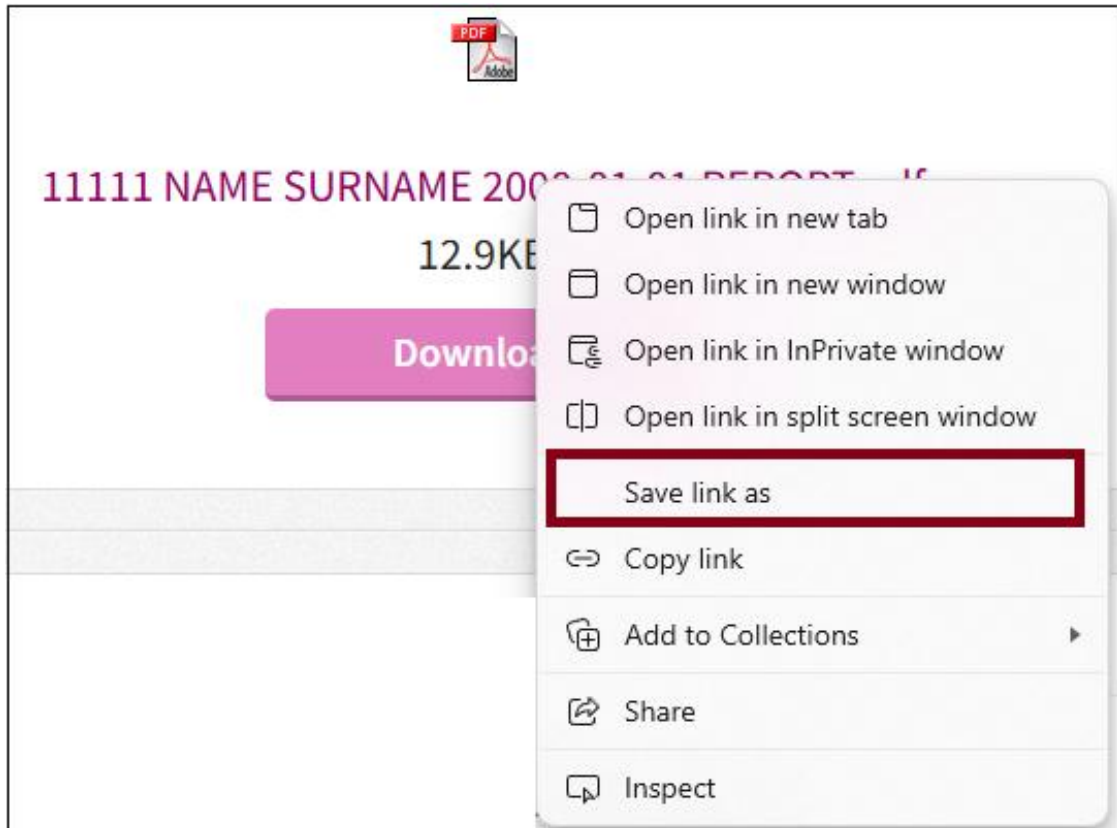
The sender has requested you enter a password to retrieve your file.

Submit

***Important:** If this is your first time using MBF and / or you do not remember your password, please contact IDT Scans (Tel +44 20 8819 9158 UK, +353 21 419 7890 IRL). For security reasons, we do not send passwords via email.*

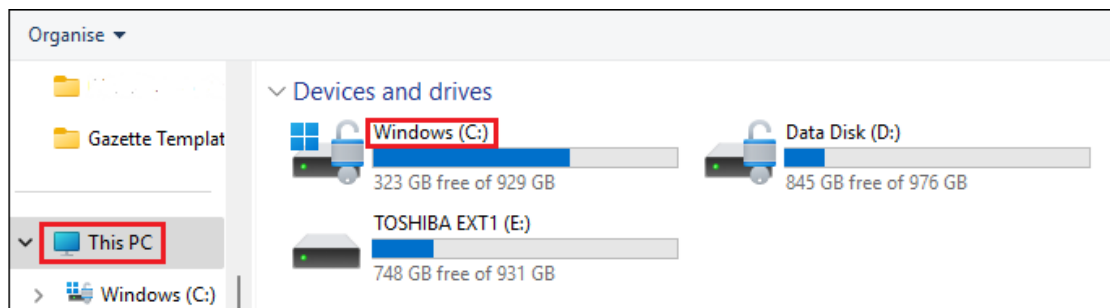
Step 3

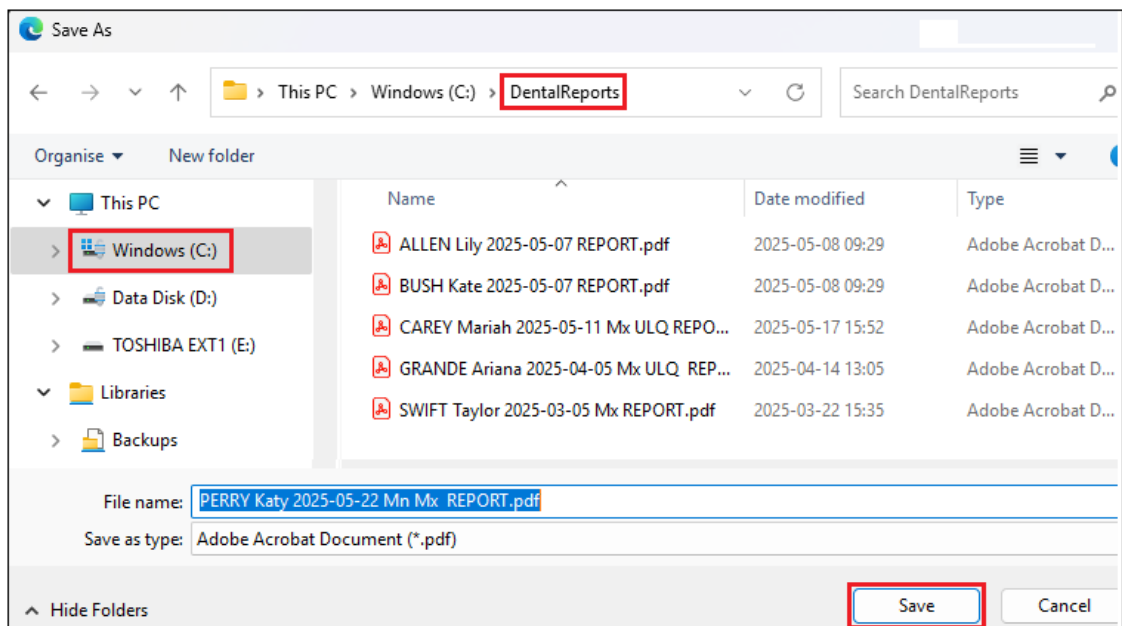
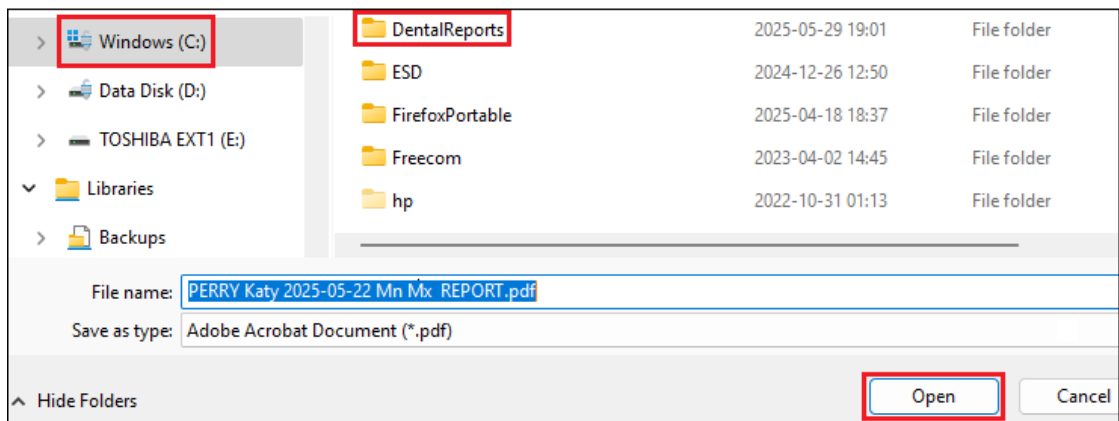
Right click (with the right mouse button) on the filename and select '**Save link as**'.



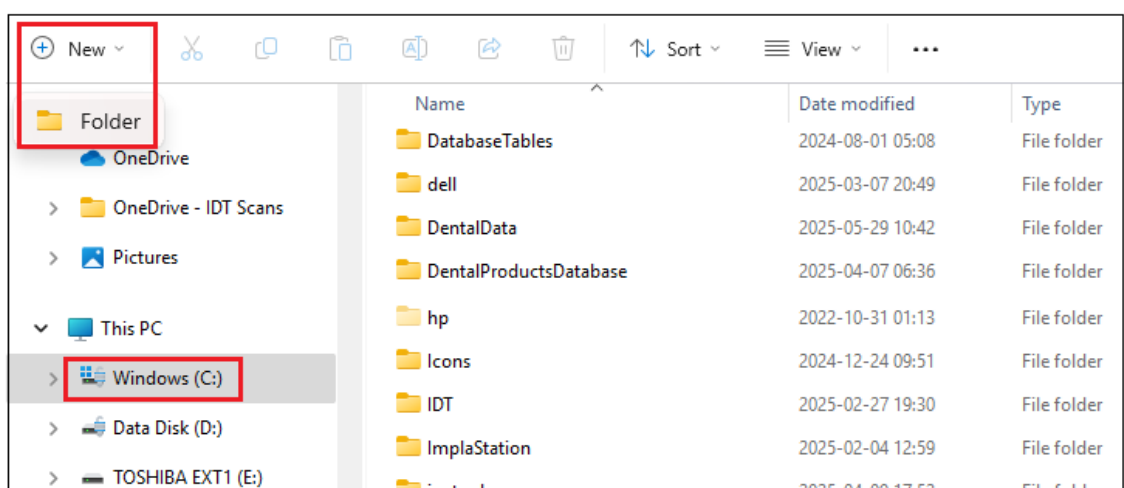
Step 4

Navigate to **This PC** then **Windows (C:)** then **DentalReports** then click **Open** then click **Save**:





If you don't see the **DentalReports** folder you may create it by clicking on **"New -> Folder"**:



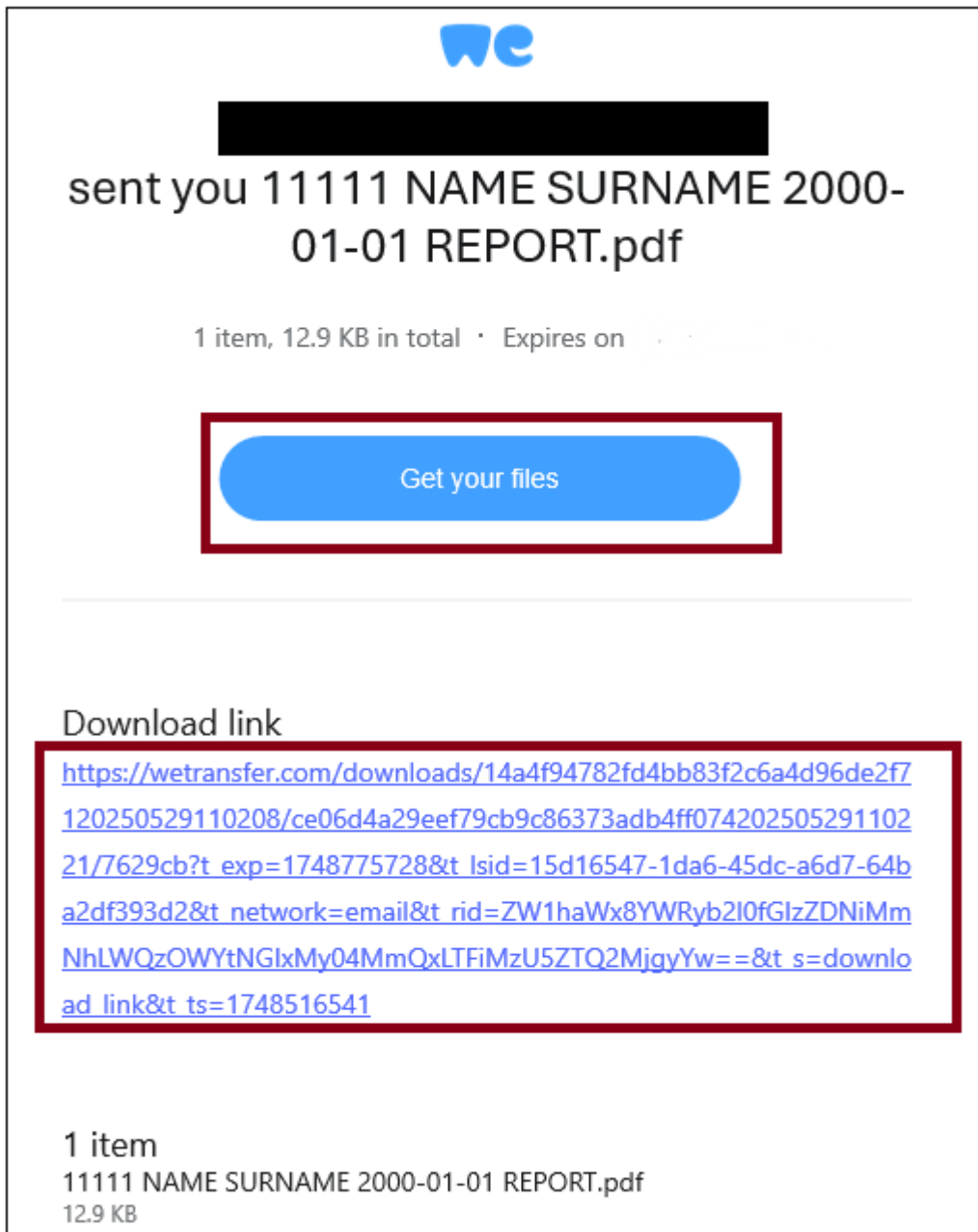
B. Downloading and saving Radiology Reports using WeTransfer

Please ensure that all the files are downloaded as soon as possible, as they are available for a limited time only (usually 3 days). It is your responsibility to ensure that the reports are stored securely on your own PC.

Please note that 'WeTransfer' is not password-protected so it is not as secure as 'MailBigFile'.

Step 1

Left click (with the **Left** mouse button) on the link or on the '**Get your files**' button to access your file:



The image shows a WeTransfer interface. At the top is the WeTransfer logo. Below it, a black redaction box covers the sender's name. The text "sent you 11111 NAME SURNAME 2000-01-01 REPORT.pdf" is displayed. Below this, it says "1 item, 12.9 KB in total · Expires on". A blue button with the text "Get your files" is highlighted with a red rectangular border. Below the button is a horizontal line. Under the line, the text "Download link" is followed by a long URL, which is also highlighted with a red rectangular border. At the bottom, it lists "1 item" and "11111 NAME SURNAME 2000-01-01 REPORT.pdf" with "12.9 KB" below it.

we

[Redacted]

sent you 11111 NAME SURNAME 2000-01-01 REPORT.pdf

1 item, 12.9 KB in total · Expires on

Get your files

Download link

https://wetransfer.com/downloads/14a4f94782fd4bb83f2c6a4d96de2f7120250529110208/ce06d4a29eef79cb9c86373adb4ff07420250529110221/7629cb?t_exp=1748775728&t_lsid=15d16547-1da6-45dc-a6d7-64ba2df393d2&t_network=email&t_rid=ZW1haWx8YWRyb2l0fGlzZDNiMmNhLWQzOWYtNGlxMy04MmQxLTFiMzU5ZTQ2MjgyYw==&t_s=download_link&t_ts=1748516541

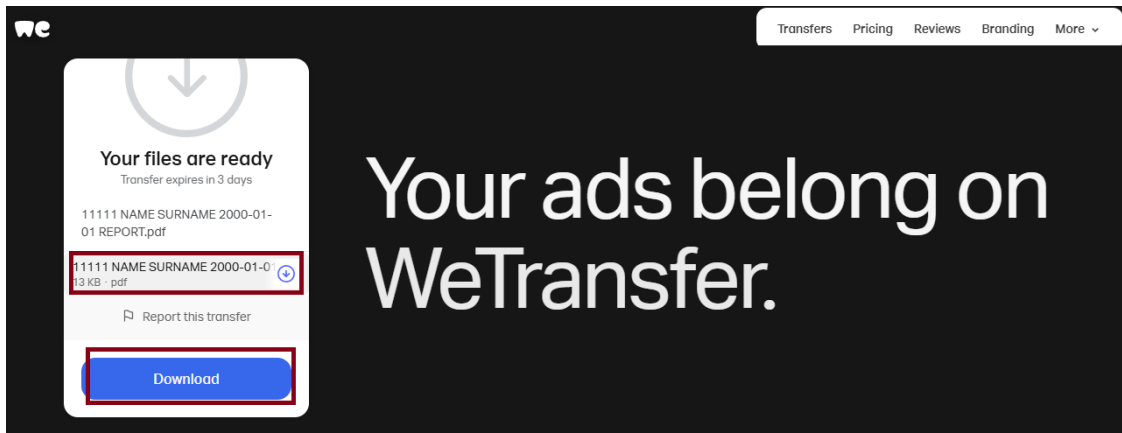
1 item

11111 NAME SURNAME 2000-01-01 REPORT.pdf

12.9 KB

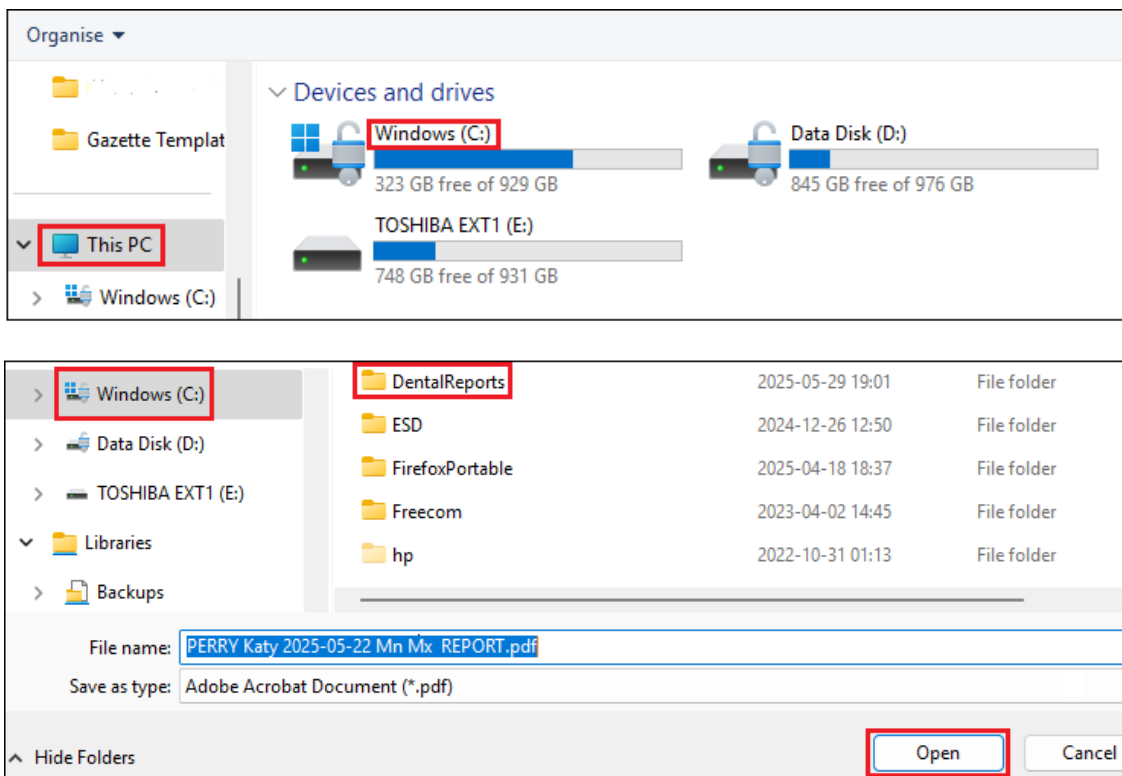
Step 2

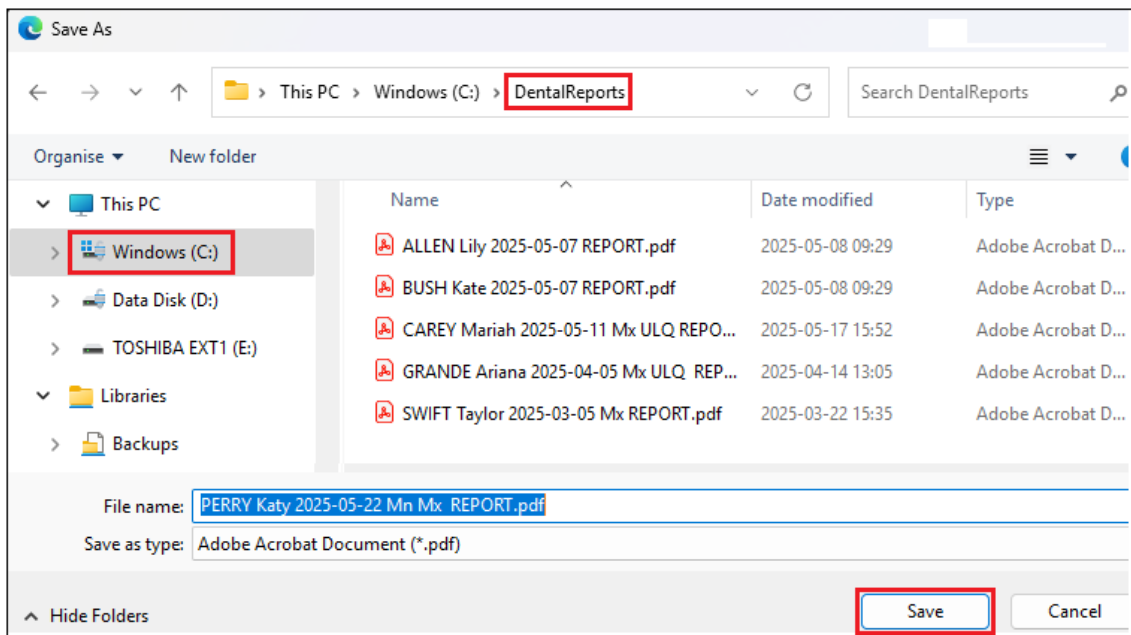
Left click on the filename or the **'Download'** button and follow instructions from your browser.



Step 3

Select the folder you want to use to store the file and click **'Save'** (please see instructions for MailBigFile above to navigate to this folder and create it if it's not already there).





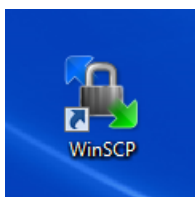
C. Downloading and saving Radiology Reports using SFTP

Files will be available for a number of years, however we encourage you to download the files and store them securely on your own PC as soon as possible.

*If this is your first time using SFTP please refer to the guides '**How to Install Configure and Use WinSCP (Windows)**' and '**How to Install Configure and Use FileZilla (Macintosh)**' on our website in the **Knowledge** section. We will provide brief instructions for using WinSCP (Windows) here.*

Step 1

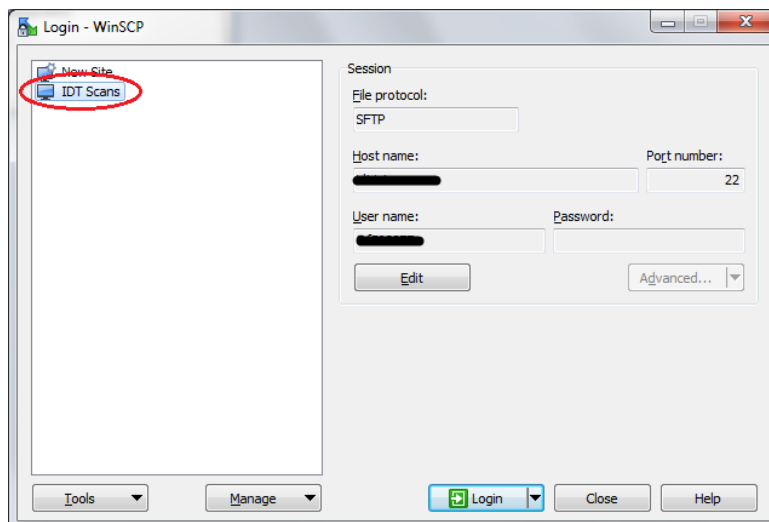
Double click on the WinSCP icon on your desktop.



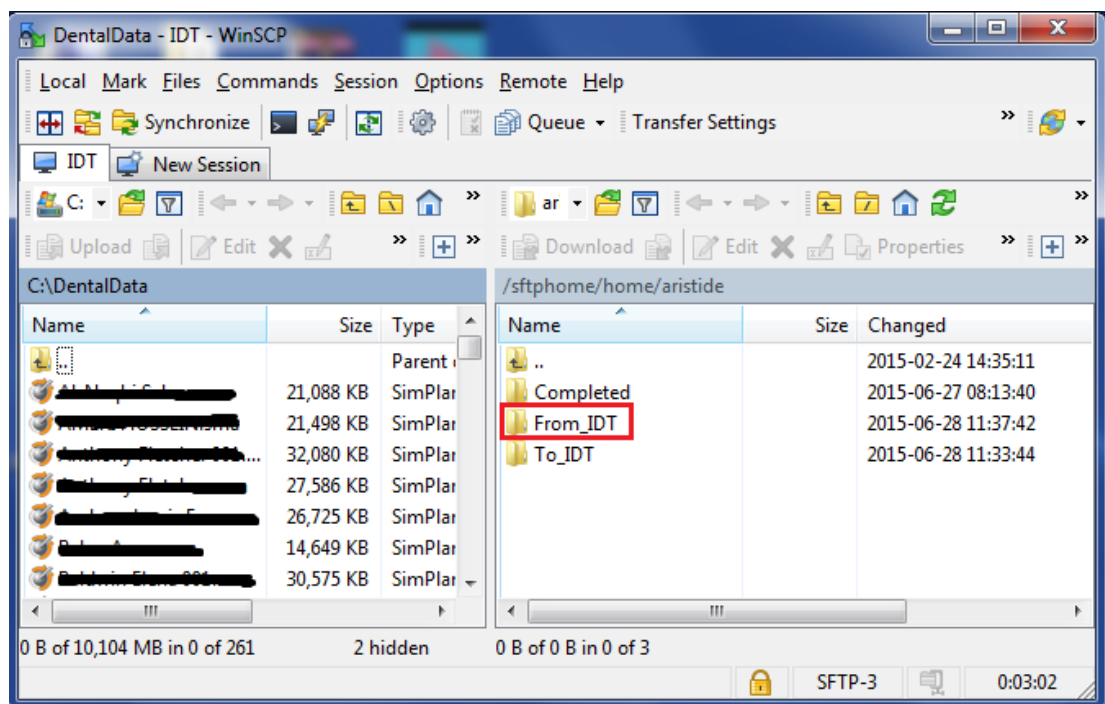
Select '**IDT Scans**' from the list of sessions in the left-hand pane.

Click '**Login**' and enter the password given to you by IDT. Click '**OK**'.

***Important:** If this is your first time using WinSCP and / or you do not remember your password, please contact IDT Scans (Tel +44 20 8819 9158 UK, +353 21 419 7890 IRL). For security reasons, we do not send passwords via email.*



Step 2a



- When you have connected you will be taken to a window showing two panes (see above)
- The **Left Pane** shows the folders on your computer. Please select the folder where you normally keep your patient images (usually in 'DentalData' or 'DentalReports' on the C:\ drive) if this is not already selected.
- The **Right Pane** shows your folders on IDT's server. You will see the datasets that have been prepared for you by IDT. *No one else can see these files.*
- You can navigate within either of these panes the same way that you would in Microsoft File Explorer.

- To copy files to or from IDT's server, simply drag and drop them to the destination folder and click **COPY** when prompted.

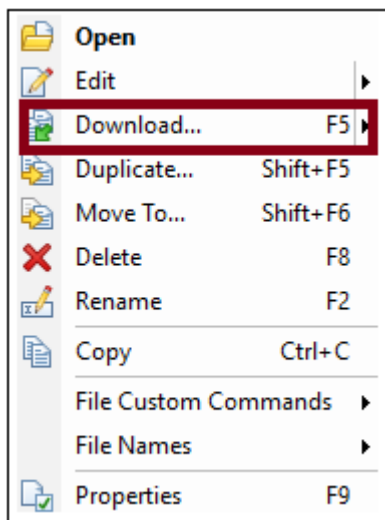
Step 2b

Alternatively, you can find the required file in 'From_IDT' and **drag** it (by holding your left mouse button down) to the folder on your computer where you want to store it.

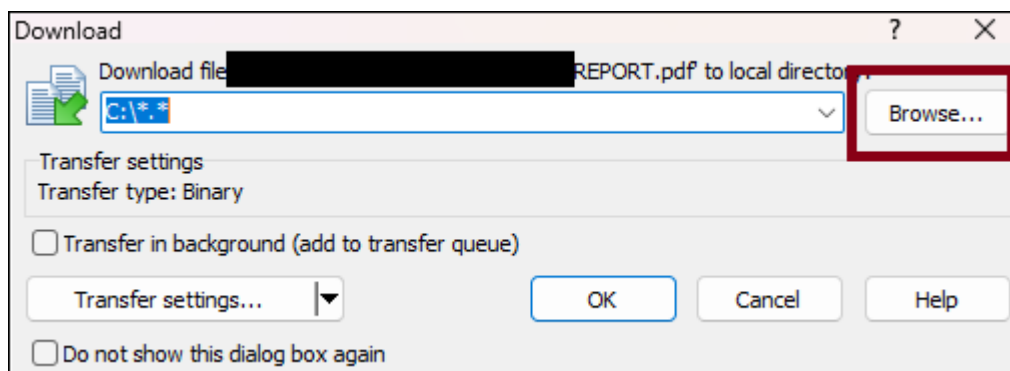


Step 2c

As a third option, you can **right click** the file and choose '**Download**':



Then click '**Browse**' to choose the folder on your computer where you want to store it.

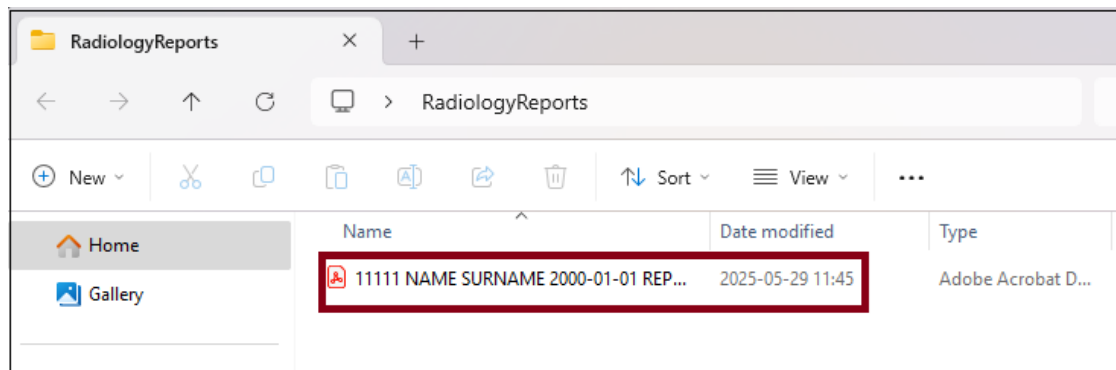


Accessing Radiology reports

Please ensure all the Radiology Reports are stored on your computer in a designated folder (for example **C:\DentalReports**). It is your responsibility to ensure that the reports are stored securely.

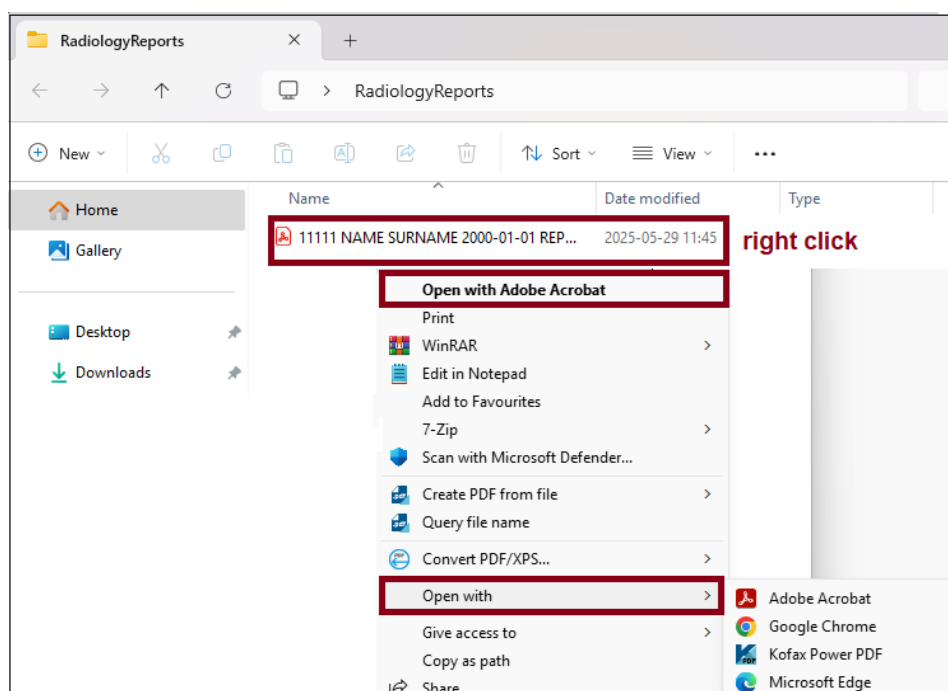
Step 1

To access the downloaded Report please navigate to the folder you downloaded it to previously and locate the file.



Step 2

Right click the file's name and use either **'Open with Adobe Acrobat'** or **'Open with'** to choose any other programme that supports pdf format:



To install Adobe Acrobat please download it from:

<http://www.adobe.com/products/reader.html>