


# SecondSlide Quick Start

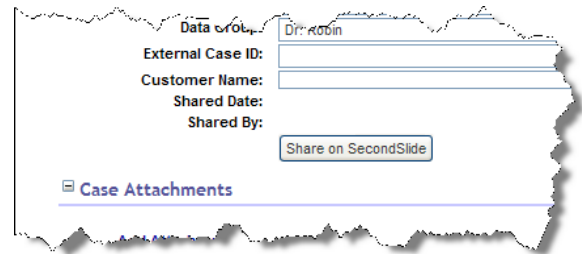
This quick start guide gets you up and running with SecondSlide. For details on using SecondSlide to share digital slides from Spectrum and for details on compatibility, refer to the *Spectrum/Spectrum Plus Operator's Guide*.

SecondSlide is an innovative sharing network that gives you an easy way to share digital slides and all the data that go with them (for example, case details and attached documents) with others.

You can share a case, a project, or a course. And you can share with one person or with a group of people. Once the data is shared on SecondSlide, recipients have the opportunity to log into SecondSlide to view it and make changes or recommendations. And you can review those changes by logging into the SecondSlide site and going to the shared data. Because the data you share on SecondSlide has the same basic structure as the data on your Spectrum Plus site, you and the people you share with navigate it in the same way as on a local Spectrum site.

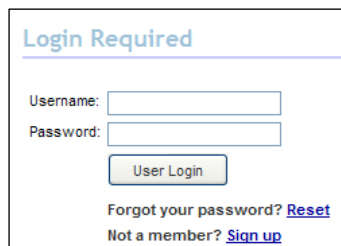
## 1 – Get Started in Spectrum

1. Log into Spectrum. You may be asked which user role you want to log in with, which dictates whether your information is organized as cases, projects, or courses.
2. If your Spectrum start page has been set, instead of the main Spectrum page, you may go directly to your list of cases, projects, or courses. If not, on the main Spectrum page use the appropriate **List All** command.
3. Click the  icon next to the case, project or course you want to share on SecondSlide.
4. Make any changes you want and click **Save**.
5. While still on the Details page, click the **Share on SecondSlide** button.



The screenshot shows a form titled "Data of..." with fields for "Dr: robin", "External Case ID:", "Customer Name:", "Shared Date:", and "Shared By:". A "Share on SecondSlide" button is located at the bottom right of the form. Below the form is a section titled "Case Attachments".

## 2 – Log into SecondSlide



The screenshot shows a "Login Required" page with fields for "Username:" and "Password:". A "User Login" button is located below the fields. Below the button are links for "Forgot your password? [Reset](#)" and "Not a member? [Sign up](#)".

After clicking the **Share on SecondSlide** button, you are redirected to SecondSlide to log in. If you do not have a SecondSlide user name and password (different from your Spectrum login), click **Sign up**.

You see the New Member Sign Up page.

1. Type your name and your email address.
2. Click **Sign Up**. You see a message that your login



The screenshot shows a "New Member Sign Up" page with fields for "First Name:", "Last Name:", and "Email Address:". A note next to the email field states "your email address will be your login id.". "Sign Up" and "Cancel" buttons are located at the bottom of the form.

information has been emailed to you.

3. Check your email. You should have a message titled "SecondSlide Invitation." The message contains your user name and temporary password. (Your user name is the email address you entered when you signed up.)
4. On the SecondSlide login page, enter your user name and password and click **User Login**. You are now asked to change your password.
5. On the Change Password page, type a new password, retype it, and click **Save**. The first time you log in, you are asked to accept the SecondSlide Terms and Conditions.

### 3 – Share

After you have logged into SecondSlide, define who you want to share with.

Type the email address of the person you want to share with in the **Recipient Email Address** box, type it again in the confirmation box, and click **Share**. Or click **Create Group** to create and select a group of one or more recipients to share with.

**Share On SecondSlide**

Enter an email address of SecondSlide recipient

Recipient Email Address:

Confirm Recipient Email Address:

Or choose one of your SecondSlide groups

Create Group		
Group Name	Description	Tasks
Example Group	This example group was created automatically	<a href="#">Share</a> <a href="#">Modify</a> <a href="#">Delete</a>

If you enter an email address in the **Recipient Email Address** box and click **Share**, that person will have full control access to the data. If you want to set the access level for the recipient to read only, click **Create Group**, define the recipient, and on that screen set the access level to Read Only. You have full control access to the data you share. See the SecondSlide documentation for more on creating and managing groups.

Sharing with DataGroup ID 14. Copying data may take some time to complete. Do not close this window until copy has finished

Copying Case Id: 52...  
 Copying Document. Please wait... done  
 Copying Specimen Id: 460...  
 Updating share history... done

Your case has been copied and its images have been queued for transfer. [Click here](#) to view the transfer queue.

After you click **Share**, Spectrum sends a copy of the data to SecondSlide. You are redirected to your local Spectrum site and you see the copy page that shows the data being copied.


Most of the data is copied in real time, but image files are uploaded as a background process. Stay on this page until you see “Your case/project/course has been copied...” Click

the **Click here** link to see the queue of the image files being transferred from your local Spectrum site to the SecondSlide server. (Recipients typically get an email message after all the images have been uploaded indicating that they have a case, project, or course on SecondSlide to view.)

At this point you are on your local Spectrum site. Although the SecondSlide website looks very much like your local Spectrum site, you can tell where you are by looking at the logo at the top of the page. If the logo says “Spectrum,” you are on your local Spectrum site; if the logo says “SecondSlide,” you are on the Aperio SecondSlide website.

### 4 – Review the Shared Data

Every case, project, or course you share on SecondSlide is available to both you and your selected recipients and you can view the copy on SecondSlide by logging into the SecondSlide website:

1. Use your browser to go to [www.secondslide.com](http://www.secondslide.com) and then log into SecondSlide with your SecondSlide user name (the email address you signed up on SecondSlide with) and password. If you have more than one type of data there (case, project, or course), select the role that applies to the data you want to view.
2. Click the  icon next to the case, project, or course you want to review to open it. You can now review any changes that might have been made by the recipient and you can make changes yourself. To facilitate secondary consults, cases have two additional fields on the Case Details page—*Recipient Comments* and *Recipient Recommendations*—for the use of your recipients. But if the recipient has full control access, he or she can make changes to any of the editable fields in the case, project, or course.

**Please Choose a Role**

[Clinician](#) - data is organized by Case

[Researcher](#) - data is organized by Project

### For More Information

See the complete SecondSlide documentation for information on:

- Compatibility and prerequisites.
- Disabling email notification that a case, project, or course has been shared with you.
- Setting SecondSlide preferences such as changing your password.
- (For the Spectrum Administrator) how to disable SecondSlide sharing on Spectrum.