

# TEG Manager<sup>®</sup>

## User and Site Administrator Guide

TEG Manager 4.0.0  
May 2018



**HAEMONETICS<sup>®</sup>**

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**Publication Date**

May 2018

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# Chapter 1

## ***Introduction***

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## Overview

### Purpose of the Manual

The *TEG Manager® User and Site Administrator Guide* provides physicians and clinicians with the information needed to use the TEG Manager software to view TEG® 6s analyzer and TEG 5000 analyzer diagnostic results remotely, including capturing results and creating diagnostic test reports. This guide also provides System Administrators with information to install and configure TEG Manager, including managing TEG 6s analyzers, users, and creating analyzer and user reports.

TEG Manager is intended for use in clinical settings and enables remote access to TEG analyzers within a healthcare institution. Use this guide in combination with the following:

- *TEG 6s User Manual* and the *TEG 6s Site Administrator Guide* distributed with TEG 6s analyzers.
- *TEG 5000 System User Manual*, *TEG 5000 System Site Administrators Guide*, and the *TEG 5000 System Guide to the PlateletMapping® Assay* distributed with TEG 5000 analyzers.
- Training supplied by qualified Haemonetics personnel.

### Symbols Found in this Document

The following symbols are used in this manual to emphasize certain details for the user.



*Note:* Provides useful information regarding a procedure or operating technique.



*Tip:* Provides additional information or an alternate method to perform a task.



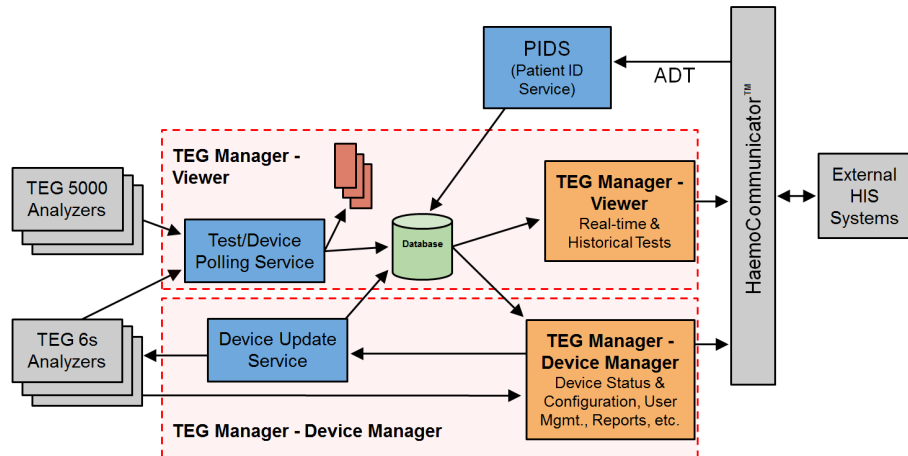
**Attention:** Advises the user against initiating an action or creating a situation that could result in damage to equipment or impair the quality of the blood products; personal injury is unlikely.



**Alert:** Advises the user against initiating an action or creating a situation that could result in serious personal injury.

## What is TEG Manager?

The TEG Manager software application enables remote viewing of diagnostic data from TEG 6s and TEG 5000 analyzers, and the remote management of TEG 6s analyzers and their users. TEG Manager is comprised of two modules, TEG Viewer and the Device Manager.



### Viewer Module

The TEG Manager Viewer module enables access to diagnostic test results provided by TEG 6s analyzers and TEG 5000 analyzers within a healthcare institution. The Viewer provides physicians and clinicians access to a repository of TEG diagnostic test results while physically removed from the TEG analyzers.

### Device Manager Module

The TEG Manager Device Manager module provides connectivity features to standalone TEG 6s analyzers and is used to manage the analyzers and analyzer user accounts remotely.



*Note: Sections of this manual regarding managing TEG analyzers do not apply to TEG 5000 analyzers; TEG 5000 analyzers cannot be managed by TEG Manager.*

The Device Manager module enables System Administrators to:

- Manage network-connected TEG analyzers
- Manage user access and privileges
- Monitor analyzer status
- Create analyzer reports for functions such as utilization rates and maintenance history



*Note: TEG Hemostasis Analyzers provide a quantitative and qualitative indication of the hemostasis properties of a blood sample by monitoring, measuring, analyzing, and reporting hemostasis parameter information.*



**Alert: TEG Manager is strictly a device and user management interface that enables remote viewing of TEG analyzer diagnostic test results.**

## Who Should Read this Manual?

Physicians, clinicians, and other trained professionals requiring remote access to TEG diagnostic test results across a healthcare institution; and System Administrators for TEG Manager and TEG 6s analyzers. The role of System Administrators is to:

- Install and configure the software
- Add users and analyzers
- Manage user accounts and analyzers
- Support users by responding to questions and troubleshooting problems
- Resolve technical issues



*Note: Based on region, the screenshots in this manual may differ from what is displayed in the software.*

## Intended Use

The TEG Manager software application is comprised of two modules: the TEG Manager Viewer module and the TEG Manager Device Manager module.

The TEG Manager Viewer is intended to store and display near real time and historical data gathered from one or more TEG analyzers. The software displays the results from an analyzer on monitors that are connected to the same hospital network. The TEG Manager Viewer software module is intended to:

- Allow remote viewing of one or more TEG tracing and test values.
- Report historical clinical tests and tracings across multiple analyzers.

The TEG Manager Device Manager module is a software application intended to display system status and report non-clinical data.

- Displays a dashboard view of one or more Haemonetics analyzers and their current status.
- Manage user-configurable components and users for one or more Haemonetics analyzers.
- Analyzer-specific reporting tool for non-clinical data.
- Ability to communicate patient and test data between analyzers and hospital systems.

## Precautions

System Administrators and all other users of TEG Manager should be aware of the following:

- Adding a TEG 6s analyzer to TEG Manager, or making changes to a TEG analyzer's name, location, reference range, or QC frequency via TEG Manager, results in the rebooting of the affected TEG analyzer, either immediately, if the analyzer is not performing a test, or immediately after the completion of an active test. A TEG 6s takes approximately two minutes to reboot. Consequently, you may wish to make changes to these variables during off-peak hours so TEG 6s availability is not inhibited. A TEG analyzer is not rebooted when user credentials are modified.
- Read and understand the entire contents of this manual, the *TEG 6s User Manual*, and the *TEG 6s Site Administrator Guide* before remotely managing TEG analyzers - especially precautionary and configuration information, and analyzer specifications.
- A TEG 6s analyzer has a limitation of one active remote session at a time. If you wish to use the TEG Service-Maintenance-Settings (SMS) software with an analyzer after it has been added to TEG Manager, remove the analyzer from TEG Manager prior to connecting to SMS. This eliminates the connection for the remote session. Removing an analyzer from TEG Manager does not impact user access to its historical test results. When the analyzer is again added to TEG Manager, any test data not already in TEG Manager is automatically included during its nightly update.
  - To delete devices from TEG Manager, see [“Delete Analyzers” on page 71](#).
  - To add devices to TEG Manager, see [“Add Analyzers” on page 67](#).
  - To use the SMS software, see the *TEG 6s Site Administrator Guide*.
- TEG Manager automatically pulls log data from TEG analyzers throughout the day. Periodically, TEG Manager deletes analyzer log data (data that has already been captured by TEG Manager) to minimize the log file size on the analyzers. This occurs overnight to minimize data traffic on the network during the healthcare institution's primary operational hours. During this time, which typically lasts less than one minute, any affected analyzers are temporarily locked and cannot be used. As it is unnecessary for analyzers to be rebooted after log deletion, the affected analyzers are immediately available upon completion of the log deletion process.
- TEG Manager supports:
  - 50 TEG 6s analyzers.
  - 5 TEG Manager Agents (5000).
  - 50 concurrent users.
- TEG Manager and TEG analyzers are to be operated by qualified personnel only.

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# Chapter 2

## **Getting Started with the TEG Manager Viewer Module**

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## TEG Manager Viewer Module

This chapter explains how to get started using the TEG Manager® Viewer module (*TEG Viewer*) and includes the following:

- Overview of the Viewer module
- Logging in and logging out
- Exploring the Viewer's primary functionality

### Overview

TEG Viewer enables remote viewing of near-real time and historical test results from TEG® 6s analyzers and TEG 5000 analyzers across a healthcare institution.

TEG Viewer, part of TEG Manager application, runs in a web browser on a computer or iPad® and is best viewed in landscape mode.

The Viewer module enables you to interact with TEG® diagnostic analyzers as follows:

- View active or historical patient test results from computers and wireless devices in the clinical environment
- Simultaneously view multiple TEG diagnostic test results for a single patient from multiple analyzers
- Allow multiple operators to view test results simultaneously
- Create tracing composites (overlay multiple traces)
- Capture screen contents to a graphic file
- Create test reports



*Note: TEG Manager displays clinical data as it is retrieved from TEG analyzers. Data is not altered by TEG Manager.*



---

## Opening TEG Manager

The System Administrator creates user accounts and assigns user names and passwords. Once you have an account set up for you, you can access TEG Manager as described below (you use the same username and password to log into TEG analyzers).

### Log In

1. Open the URL as configured specifically for your system by your System Administrator.  
The *TEG Login* screen is displayed in your default web browser.
2. Enter your username and password in the appropriate fields.
3. Click **Login**. The *Search* screen is displayed, as described in the next section of this guide.

## Exploring the Interface

This section provides an overview to the TEG Manager primary software functionality. Detailed instructions for these and all other screens are provided in this guide.

### Search Screen

After you log into TEG Viewer, the *Search* screen is displayed, from which you search for patients. You can search by Patient ID, Patient Name, Date of Birth, Test Date Range, Today's date, or a combination of these criteria.

### Search Results Screen

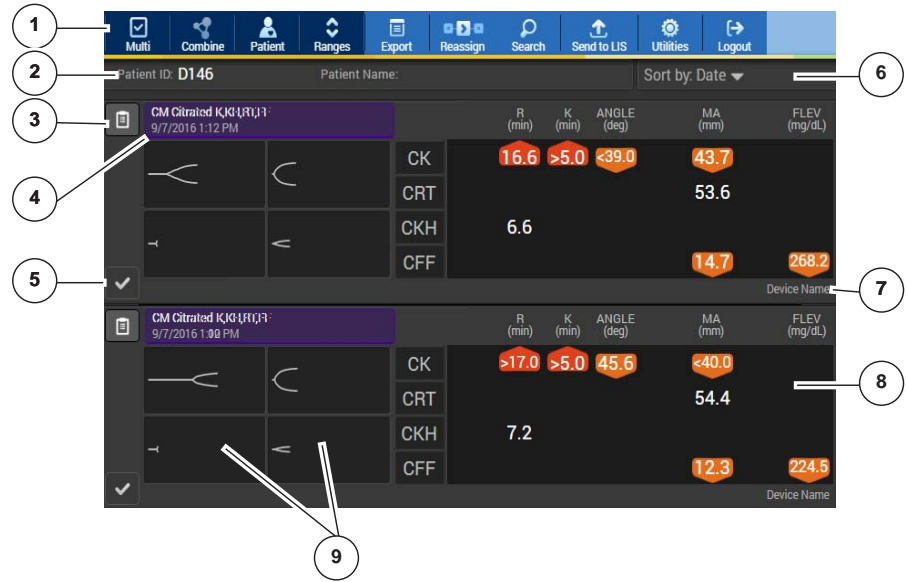
After you perform a search, relevant results are displayed on the *Search Results* screen. The **Test Date** column displays the date of each patient's most recent test.

Patient ID	Patient Name	Date of Birth	Test Date
A-345-941	AA Patient	01/01/1977	01/01/2015

## Main Screen

After you select a patient from the *Search Results* screen, their test results are displayed on the *Main* screen.

1. Toolbar
2. Patient information
3. Charting Notes icon
4. Cartridge name and test date
5. Test indicator icon
6. Sort menu
7. Device name
8. Parameters table
9. Single tracings



From the *Main* screen, you can:

- View tracings
- Create and view tracing composites
- View Percent Inhibition/Aggregation results
- Display the reference range for each test type
- View patient information
- Capture results to a graphics file
- Create test reports

Detailed instructions for these functions are provided in [Chapter 3, “Viewing Patient Test Results”](#) on page 29.

## Toolbar

The Viewer module’s primary functionality is accessed from its toolbar:







The buttons perform the following functions when clicked:

Button	Description
Multi	Enables you to select multiple tests and then combine them into a tracing composite.

Button	Description
<b>Combine</b>	With two or more tests selected, displays the <i>Tracing Composite</i> screen, enabling you to compare test results.
<b>Patient</b>	Displays the <i>Patient Information</i> screen (patient ID, name, date of birth, and gender).
<b>Ranges</b>	Displays the numerical reference range for each component test. Click the button again to hide the reference ranges.
<b>Export</b>	Displays the <i>Export</i> screen, from which you can export test results in PNG format, or create a report of them in PDF format.
<b>Search</b>	Displays the <i>Search</i> screen, from which you can search for patient diagnostic test results.
<b>Send to LIS</b>	Manually sends the selected test to the healthcare institution's laboratory information system (LIS). If this button is not displayed, the Send to LIS functionality has not been configured by your System Administrator.
<b>Utilities</b>	Enables you to access the <i>Change Password</i> screen and open the <i>TEG Manager Device Manager</i> module.
<b>Logout</b>	Logs you out of the TEG Manager application.

### Test Indicator Icons

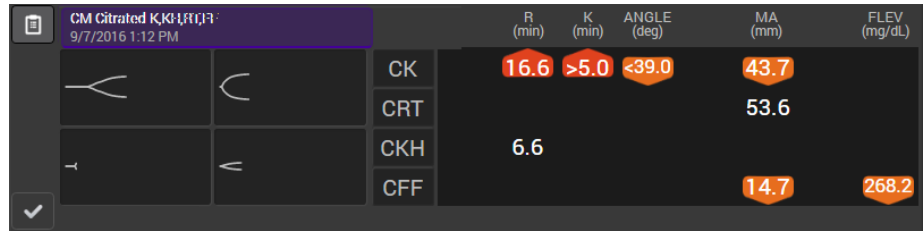
Test indicator icons are as follows:

Icon	Icon
<b>Aborted</b>	
<b>Completed</b>	
<b>Failed</b>	
<b>In Progress</b>	

Icon	Icon
TEG 5000 Cluster	
Unknown	

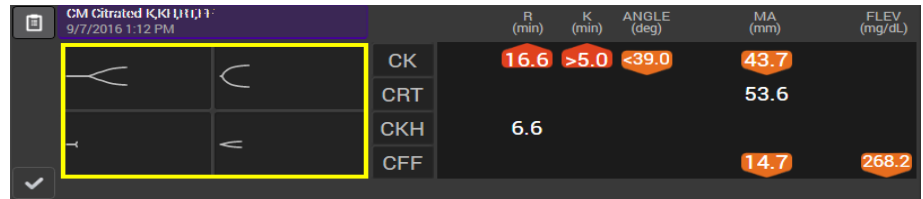
### TEG 6s Test Results

Each set of test results includes the date and time of the test, test status, a set of single tracings, and parameter values for each component test.



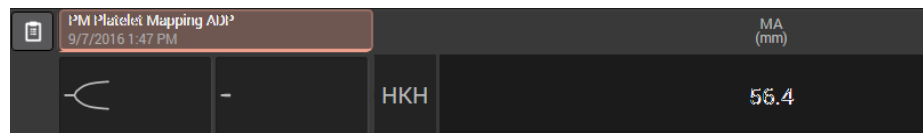
### Tracings

For TEG 6s results, each single tracing received from the TEG 6s analyzer is displayed.



### TEG 5000 Test Results

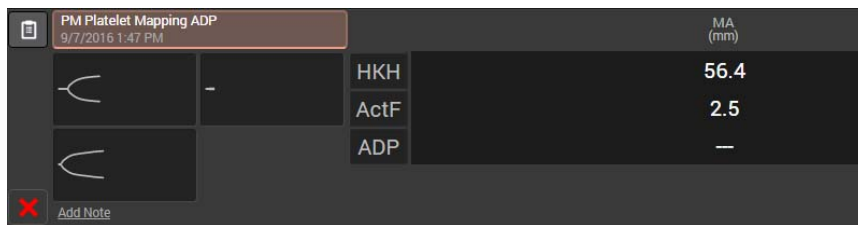
#### Single Test Result



### Cluster of Test Results

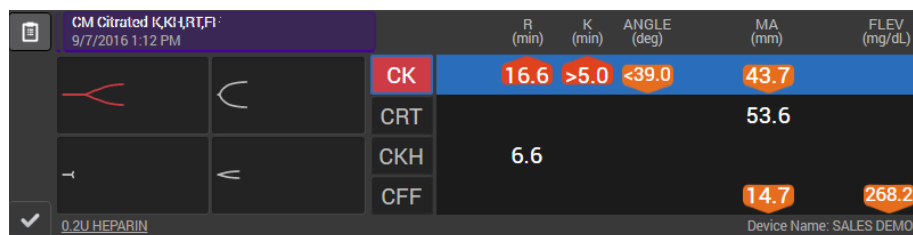
If a cluster is created using the TAS 4.2.3 software and inhibition and aggregation are calculated, TEG Manager:

- Displays Inhibition and Aggregation parameters.
- Does not import clusters:
  - from multiple patients;
  - with tests containing MA values that were not finalized; or with incomplete tests.



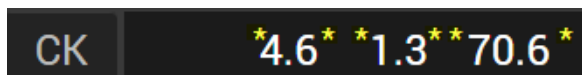
**Parameters Table**

Each of the single tracings has corresponding values in a row in the parameters table. Selecting a row in the parameters table automatically selects the corresponding single tracing.



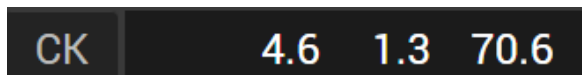
The test results in the parameters table are represented numerically and with icons.

- When a test is in progress, test results that have not been finalized are displayed with an asterisk immediately before and after. When a test result is finalized, the asterisks are removed.





**i** Note: Do not base any treatment on test results that are in progress. Wait until the test result is finalized as displayed in the example below.

When a parameter is finalized, its numerical value does *not* have an asterisk \* symbol before or after the number; for example:



- If a test result is outside of the reference range, an icon indicates if it is either above or below the reference range. If a test result is within the reference range, no icon is used and only the numerical value is displayed.


Icon	Description
	Above Reference Range Indicates that the test result is above the reference range.

Icon	Description
	Below Reference Range Indicates that the test result is below the reference range.




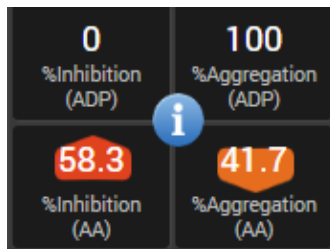
Note: To display the reference range for each test, click **Ranges**.

### Platelet Mapping and Inhibition and Aggregation Results

The **Information**  button is displayed when a platelet mapping cartridge is run or when a cluster that has calculated inhibition and aggregation values associated with it is imported into TEG Manager.




Clicking the **Information**  button displays the Percent Inhibition/Aggregation results. (Clicking the button again displays the single tracings panel.)



### Quality Control Overdue Indicator

When quality control (QC) testing is required on an analyzer, the QC

*Overdue*  indicator is displayed. The indicator is displayed for both active and historical tests.





Notes:

- The TEG 6s analyzer automatically runs internal quality verifications each time a cartridge is inserted and again while a test is executing. An analyzer may be optionally configured to run two levels of external quality controls. The QC Overdue notification in TEG Manager only occurs when the configured duration for external quality controls has been exceeded.
- The frequency of QC testing required for each TEG 6s analyzer is set by the System Administrator.
- To clear an analyzer’s QC Overdue indicator, QC testing must be completed directly on the corresponding TEG 6s. Refer to the documentation for the TEG 6s. The Expired QC indicator cannot be cleared using the TEG Manager application.

### Rejected Patient Information Indicator



Prior to starting a test on a TEG analyzer, the user enters a Patient ID. The analyzer automatically requests additional information based on the Patient ID entered from TEG Manager, and then displays the patient’s full name, date of birth and gender on the TEG analyzer’s screen.

- If the user selects **Confirm** on the analyzer, testing begins, and the test results are available via TEG Manager with the associated patient information.
- If the user selects **Reject** on the analyzer, and decides to continue with the test, testing begins, and the test results are available via TEG Manager with the associated patient information and with the *Rejected Patient ID* indicator displayed (as highlighted below).

		CK	0.9	0.8	79.9	<40.0	<40.0
		CRT				<40.0	<40.0
		CKH	1.0				
		CFF				35.1	35.1
							640.5

### Interpretation Guidance Indicator

When displayed, this indicates that interpretation guidance (IG) is available for the test. If not displayed, no IG is available for the test.

1. Click the Interpretation Guidance button to display the IG message.

CK R Result is within the normal range <span style="float: right;">ID: 2</span>							
		CK	5.8	3.2	61.5		—
		CRT					—
		CKH	5.7				
		CFF				15.9	290.1





*Note: Interpretation guidance is only available if this optional functionality has been enabled on your system. For more information on TEG Interpretation Guidance functionality, see “[Configuring TEG Interpretation Guidance](#)” on page 101; contact your Haemonetics representative for additional information or to have the functionality enabled.*

## Log Out

1. Click **Logout**.

After you log out, the TEG Manager *Login* screen is displayed.



*Notes:*

- *By default, you are automatically logged out of TEG Manager after 30 minutes of inactivity. You can log back into TEG Manager by entering your username and password on the Login screen. You are returned to the screen you were using prior to being logged out.*
- *The System Administrator may have configured TEG Manager to log users out after a different period of inactivity (as configured in IIS, a service running on the server).*

## Modifying Settings

### Change Your Password



*Note: This functionality is not applicable to users logging in with the single sign-on functionality.*

Passwords updated in TEG Manager are automatically pushed to all TEG 6s analyzers so that the username and password for TEG Manager and TEG analyzers are consistent.



*Note: Whenever possible, change the password using TEG Manager, not from an analyzer, for password consistency across all analyzers.*



**Alert: TEG analyzer passwords are only updated when they are connected to the network. If a password is updated while an analyzer is disconnected from the network, the analyzer uses the last password until network connectivity is restored. When the analyzer is reconnected to the network, the updated password is automatically applied to the analyzer.**

1. From the TEG Manager *Main* screen, choose **Settings > Change Password**. The *Change Password* screen is displayed.

2. In the *Current Password* field, type the password that you used to log into TEG Manager.
3. In the *New Password* and *Confirm Password* boxes, type your new password. The password must:
  - be between 8 and 12 characters;
  - contain at least one letter and either one number or symbol;
  - not contain either the username or any of the following symbols: \_ | \ ` ~ & @; and
  - cannot be a duplicate of any of your previous 10 passwords.



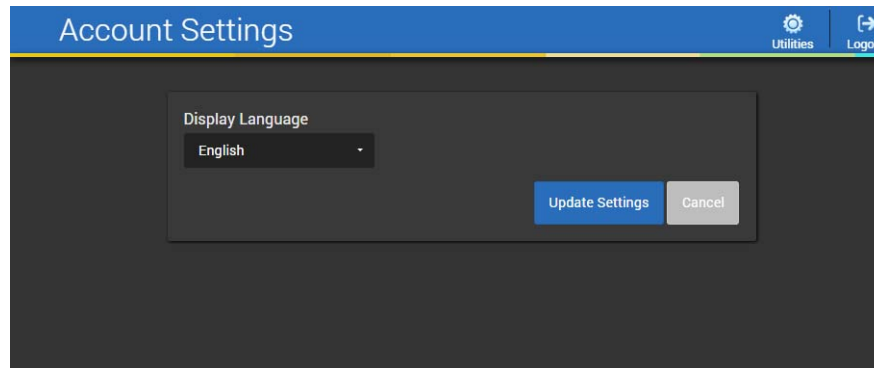
*Note: Passwords are case sensitive; ensure you enter them accurately.*

4. Click **Change Password**.

## Change the Display Language

This enables you to change the language in which TEG Manager is displayed.

1. Click **Utilities > Account Settings** to display the *Account Settings* screen.



2. Click the arrow adjacent to the currently selected language to display the list of available languages.
3. Select the desired display language from the list.
4. Click **Update Settings**. The TEG Manager software is now displayed in the selected language.

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# Chapter 3

## Viewing Patient Test Results

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## Overview

This chapter explains how to search for and view patient diagnostic test results from TEG<sup>®</sup> 6s analyzers and TEG 5000 analyzers and includes instructions for:

- Searching for a patient's diagnostic test results
- Viewing results
- Combining results
- Capturing results
- Creating reports
- Viewing patient information
- Viewing charting notes
- Sending information to an LIS

## Searching for a Patient's Diagnostic Results

To use TEG Manager® to view patient diagnostic test results retrieved from TEG® analyzers, search for them by Patient ID, Patient Name, Date of Birth, Test Date Range, Today's date, or a combination of these search criteria.



*Note: Search by Patient ID whenever possible. Patient name and date of birth may only be available if an ADT (admission, discharge, and transfer) feed is available and functioning when a patient's first test is run.*

### Search for Test Results

All searches are performed from the *Search* screen, which is displayed immediately after logging into TEG Manager.



**Alert: To ensure you positively identify a patient, search according to your healthcare institution's Standard Operating Procedures (SOPs).**

#### To Search by Patient ID

1. Enter the patient's ID in the **Patient ID** box. Some healthcare institutions refer to this as a Medical Record Number (MRN).
2. Click **Search**. Any search results matching the patient's ID are displayed on the *Search Results* screen.

#### To Search by Patient Name

1. Enter the patient's first name, last name, or both their first and last names in the **Patient Name** box.



*Notes:*

- You can also search by entering part of the patient's first or last name if you do not know their full name. For example, to search for the last name Smithston, you can enter Smi, mit, ithst, and so on.

Any patient's first or last name containing the sequence of letters you enter is displayed in the search results.

- Wildcard characters, such as \* and ?, cannot be used to search for test results.
2. Click **Search**. Any search results matching the patient's name are displayed on the *Search Results* screen.

### To Search by a Patient's Date of Birth

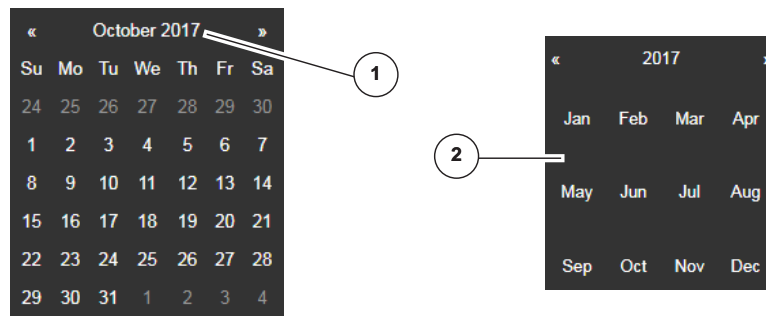
1. Click in the **Date of Birth** box. Enter the patient's date of birth in the format displayed in the **Date of Birth** box.
2. Click **Search**. Any search results for a patient born on the specified date are displayed on the *Search Results* screen.

### To Search by a Date Range

1. Click the From **Test Date Range** box and select the date from the pop-up calendar, or enter the date in the format indicated in the **Test Date Range** box.

#### Tip

1. When selecting a date range, click the currently displayed year to open the Year/Month navigator.
2. Use the navigator to select a different year and month, then select the day.



2. Click the **Test Date Range** box and select the date from the pop-up calendar, or enter the date in the format indicated in the **Test Date Range** box.
3. Click **Search**. Any patient IDs with test results within the specified range are displayed on the *Search Results* screen.

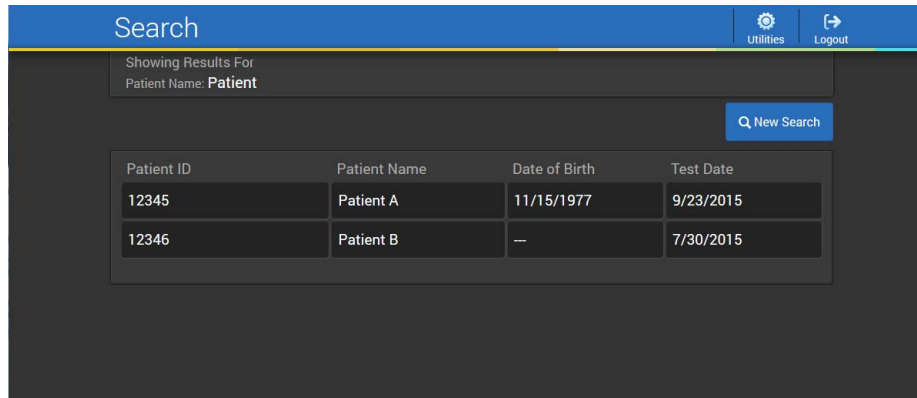
### To Search by Today's Date

1. Select the *Today* checkbox.
2. Click **Search**. Any patient IDs with test results from today are displayed on the *Search Results* screen.



## Select a Search Result

After you perform a search, up to a maximum of 100 search results are displayed on the *Search Results* screen. The **Test Date** column displays the date of each patient's most recent test.



Patient ID	Patient Name	Date of Birth	Test Date
12345	Patient A	11/15/1977	9/23/2015
12346	Patient B	--	7/30/2015

1. On the *Search* results screen, select a patient record. Tests associated with that patient record are displayed on the *Main* screen (as described on the next page).



*Note: If the desired patient record is not found, search again using different search criteria to reduce the number of results. To do so, click **New Search** to display the Search screen and enter the revised search criteria.*



**Alert: When choosing from multiple selection possibilities, follow your healthcare institution's Standard Operating Procedures (SOPs) when accessing patient information.**

## Viewing Test Results

After you select a search result from the *Search Results* screen, the most recent active and completed tests are displayed on the *Main* screen. The *Main* screen enables you to view tracings, combine them into a composite tracing, and export the results.



*Note: The parameters displayed are based on the cartridge library in each analyzer.*

### View Test Results on the Main Screen

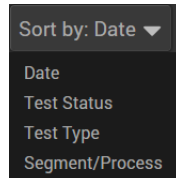
When you select a search result on the *Search Results* screen, all of the selected patient's tests are displayed on the *Main* screen. The tests are sorted by date, with the most recent test displayed first.

<span>Multi</span> <span>Combine</span> <span>Patient</span> <span>Ranges</span> <span>Export</span> <span>Reassign</span> <span>Search</span> <span>Send to LIS</span> <span>Utilities</span> <span>Logout</span>										
Patient ID: D146		Patient Name:			Sort by: Date					
<input checked="" type="checkbox"/>	CM Citrated K,K <sub>1</sub> ,R <sub>1</sub> ,F <sub>1</sub>	9/7/2016 1:12 PM			R (min)	K (min)	ANGLE (deg)	MA (mm)	FLEV (mg/dL)	
			CK		16.6	>5.0	<39.0	43.7		
			CRT					53.6		
			CKH		6.6					
			CFF					14.7		268.2
<input checked="" type="checkbox"/>	Device Name									
<input checked="" type="checkbox"/>	CM Citrated K,K <sub>1</sub> ,R <sub>1</sub> ,F <sub>1</sub>	9/7/2016 1:00 PM			R (min)	K (min)	ANGLE (deg)	MA (mm)	FLEV (mg/dL)	
			CK		>17.0	>5.0	45.6	<40.0		
			CRT					54.4		
			CKH		7.2					
			CFF					12.3		224.5
<input checked="" type="checkbox"/>	Device Name									

## To Sort Test Results

You can also sort test results by test status, test type, or segment/process.

1. To sort test results, click **Sort by > Date, Test Status, Test Type, or Segment/Process**.



Sort by...	Description
<b>Date</b>	Test results are sorted by date, with the most recent test result displayed first.
<b>Test Status</b>	Test results are sorted by test status, with aborted tests listed first, then active tests, completed tests, and incomplete tests.
<b>Test Type</b>	Test results alphabetically by test type, with TEG 5000 test results listed after TEG 6s results.
<b>Segment/ Process</b>	<p>TEG 6s test results are sorted by:</p> <ul style="list-style-type: none"> <li>• Segment - indicates where the test was conducted, for example, Pre-Op.</li> <li>• Process - indicates where the test is used; for example, cardiology.</li> </ul> <p>TEG 5000 test results are sorted by Sample Description, or the Notes field if no Sample Description is available.</p>

## Display Reference Ranges for Test Results

This enables you to display the reference range for each test.

1. Click **Ranges**. Reference ranges for the parameter values are displayed as highlighted below.

	TEG-ACT (sec)	R (min)	K (min)	ANGLE (deg)	MA (mm)	LY30 (%)
CK	6.2	1.8	68.0	—	—	—
	4.6 - 9.1	0.8 - 2.1	63 - 78	52 - 69	0.0 - 2.6	
CKH	6.2	1.7	68.1	—	—	—
	4.3 - 8.3	0.8 - 1.9	64 - 77	52 - 69		
CRT	87.9	0.4	1.5	71.9	62.4	—
	82 - 152	0.3 - 1.1	0.8 - 2.7	60 - 78	52 - 70	0.0 - 2.2
CFF					21.3	—
					15 - 32	

2. Click **Ranges** again to hide the reference ranges.

## View Group Tracing Details

1. On the *Main* screen, double-click a cartridge name to open the *Group Tracing Details* screen.

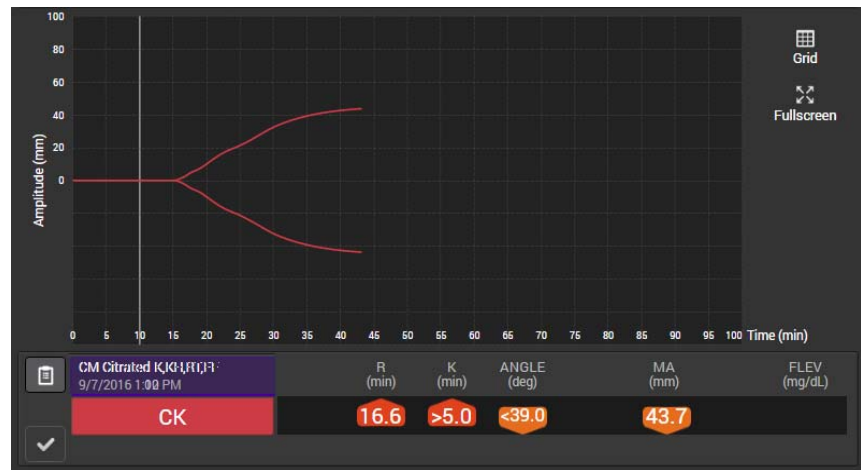


- At the bottom of the screen, for a TEG 6s, the parameters table displays each test name and result. Each row in the parameters table is labeled using a unique color. Each color corresponds to the color of a single tracing within the group tracing.
- For a TEG 5000 cluster, the parameters table displays the cluster as a group, including the records for each individual test in the cluster.
- Click a row in the parameters table to hide or redisplay the corresponding tracing within the group tracing.
- Percent Inhibition/Aggregation results, if applicable, are displayed at the bottom of the parameters table.

- A group tracing is comprised of multiple overlapping tracings, each of which is a different color. Click **Offset** to see them more clearly.

## View Tracing Details

On the Main screen, double-click a tracing thumbnail to open the *Tracing Details* screen.



At the bottom of the screen, the parameters table displays the test name and results.

## Create Composite Tracings

You can combine any number of single tracings or group tracings into a composite tracing. The selected tracings are overlaid in a single composite tracing. This enables you to compare test results.



*Note: You cannot combine TEG 6s and TEG 5000 tracings.*

1. On the *Main* screen, click **Multi**.
2. Select two or more single tracings.



*Tip: To select all single tracings in a cartridge or a TEG 5000 cluster, click the cartridge name or "TEG 5000" as applicable.*

3. Click **Combine**. The selected tracings are combined into a composite tracing and displayed on the *Composite Tracings* screen.



*Note: When using an iPad®, press **Multi**, select the tracing, and then press **Combine**.*



## Refine Tracing Details Views

You can refine the view on the *Group Tracing Details* and *Single Tracing Details* screens by hiding the grid lines, displaying reference lines, and displaying the screens in full-screen mode.

### To Hide the Grid Lines

Grid lines are displayed by default on the *Group Tracing Details* and *Single Tracing Details* screens.

1. Click **Grid** to hide the grid lines.



2. Click **Grid** again to redisplay the gridlines.

### To View in Full-screen Mode

For improved viewing, you can maximize the *Group Tracing Details* and *Single Tracing Details* screens.

1. Click **Full Screen**. The screen is displayed in full-screen mode in a new browser tab.
2. Close the browser tab to exit full-screen mode and return to the original view.

## View/Update Patient Information

Patient information includes Patient ID, Name, Suffix, Date of Birth (DOB), and Gender. All fields except Patient ID can be updated.



**Alert: When editing patient information, be certain that you enter all information correctly to ensure accuracy and avoid potential issues.**

1. Click **Patient** to display the *Patient Information* screen.

Patient Information	
Patient ID	A-345-941
First Name	A
Middle Name	A
Last Name	Patient
Suffix	
DOB	31/12/2000
Gender	Male

2. If you are updating patient information:
  - a. Edit the desired field(s) and click **Update**.
  - b. When prompted, click **Yes** to save your changes, or **No** to cancel.
3. Click **Cancel** to close the screen if you are viewing patient information, *not* updating it.



## View or Add a Charting Note



*Note: Charting Notes are not intended for interpretations or details of treatments administered to a patient.*



**Attention:** Do not use Charting Notes to store any patient health information (PHI), as this information is included in Research Reports.

1. Click the **Charting Notes**  button to display the *Charting Notes* screen.

- *Test Information* indicates information entered on a TEG 6s analyzer. *Notes* are entered from TEG Manager.
- The *Accession ID* is a unique number as entered by a user.



*Note: For TEG 5000, Test Information is replaced by Sample Description and, if included in the TEG 5000 test, the Sample Note is displayed.*

2. Click **Segment** to open the pop-up menu. Select the segment that you want to assign to the test. Segment refers to the department or procedural area where testing was initiated; for example Cardiac.
3. Click **Process** to open the pop-up menu. Select the process that you want to assign to the test. Process refers to the treatment phase.



*Note: The processes displayed are dynamic and change according to the segment selected.*

4. In the **Notes** field, enter the charting note.
5. Click **Add Note**. The note is added, including the date and time it was created, and the name of the user who added it.

- Click **Done** to associate the selected segment and process with the test result.



**Notes:**

- After a charting note is added, it cannot be modified, though a new note can be added.
- The segment and process can be modified independent of a note.

## Export Test Results

This enables you to export test results to PDF or to a PNG image file, including exporting composite tracings.

- On the *Main* screen, either select a group tracing or a single tracing; or click **Multi** and then select two or more tracings to export them.



**Note:** If you do not select any tracings, by default all tracings currently displayed on the *Main* screen are included in the export. Click **Export** to display the **Export** screen.

- Select from the following options to specify what to include in the export:
  - Selected Samples, All TEG 6s Samples, or All TEG 5000 Samples*
  - Tracing*
  - Grid Lines*
  - Numeric Results* (parameter values and percent inhibition/aggregation results)
  - Ranges*
  - Patient ID*
  - Name* (patient's name)

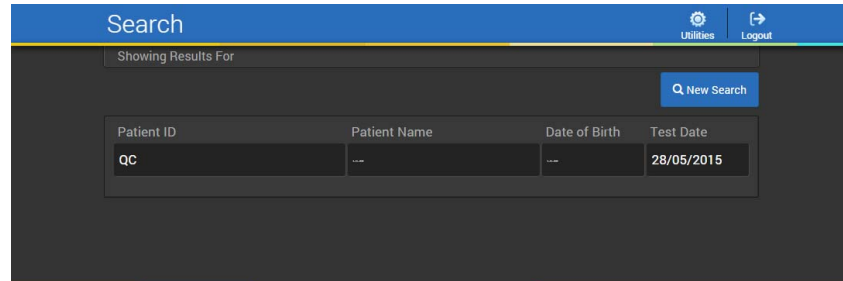
- *Demographics (Report Only)* - patient's age, birthdate and gender. Click **Create Report (PDF)** or **Create Capture (PNG)**. The PDF or PNG file is created automatically.

3. View the file, print it, or save it for later viewing.

## View Recent TEG 6s QC Results

This enables you to view up to 30 of the most recent TEG 6s QC results.

1. Click **Utilities > Recent QC Results** to display the *Search Results* screen with a list of recent QC results.



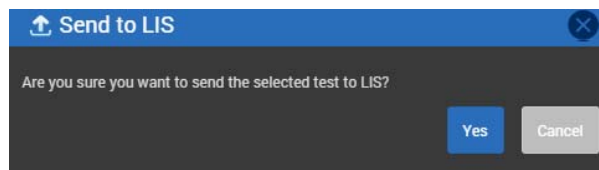
2. Click a QC result to display it on the *Main* screen. By default, QC results are sorted by Segment/Process.

## Send to LIS (Laboratory Information System)

A Laboratory Information System (LIS) is an automated system that receives, processes, and stores information generated by laboratory processes. TEG Manager can be configured to connect to an LIS interface through a middleware system by your System Administrator. If it is configured to do so, results are automatically sent to the LIS upon completion of each test. In the event of network issues, test results are queued and sent when network connectivity permits.


### To Send Test Results to an LIS Manually

1. On the *Main* screen, select one group or single tracing (only one test result can be sent to the LIS at a time).
2. Click **Send to LIS**. The *Send to LIS* screen is displayed.



3. Click **Yes**. The test result is sent to the LIS.



**Note:** If the **Send to LIS**  button is not displayed, TEG Manager is not connected to an LIS and information cannot be sent to it. To have TEG Manager connected to a LIS, contact your System Administrator. (The Haemonetics HaemoCommunicator™ software application is required for Send to LIS functionality to work in TEG Manager.)

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# Chapter 4

## ***Managing Analyzers and Users***

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## Introduction

This chapter provides an overview to the TEG Manager® Device Manager module (hereinafter referred to as the *Device Manager*) and explains how to monitor and manage TEG® 6s analyzers and user accounts and monitor TEG 5000 analyzers remotely (remote management functionality is only available for TEG 6s analyzers).

## Overview

The Device Manager enables remote management and viewing of network-connected TEG 6s analyzers, and remote viewing of network-connected TEG Manager Agents (5000).

For TEG 6s analyzers, you can:

- View connected analyzers, including:
  - Analyzer status
  - QC overdue notifications
  - Network error notifications
  - Firmware versions
  - Analyzer errors
  - Analyzer time versus server time discrepancies
- Add and manage users, including user roles and locations
- Add and manage analyzers
- Set QC overdue duration
- Create operational reports

For TEG Manager Agents (5000), you can:

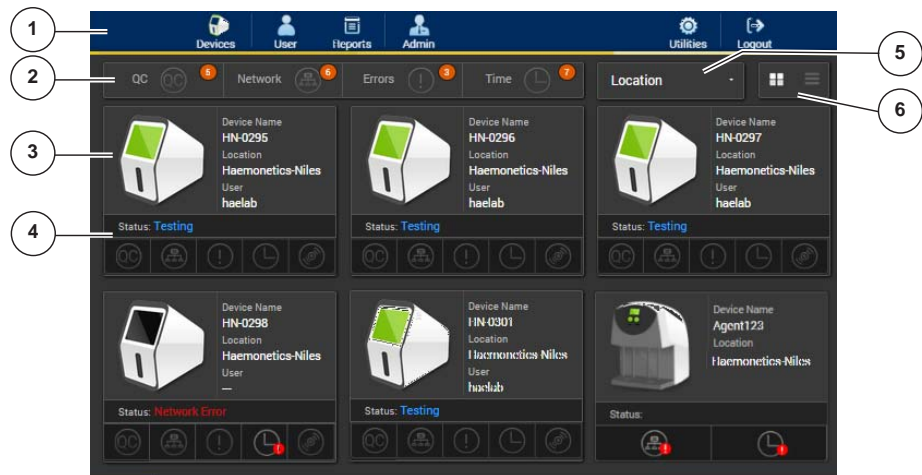
- View agent status
- View network error notifications
- View agent time versus server time discrepancies
- Add and manage agents
- Create operational reports

## Viewing Analyzer Status

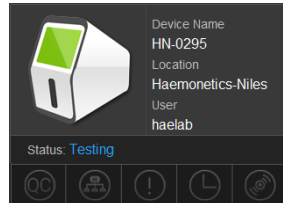
### View Analyzers

1. Click **Devices** to open the *Devices* screen. By default, TEG analyzers that have been added to the Device Manager are displayed in grid view in alphabetical order by *Device Name*.

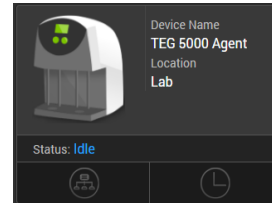
1. Toolbar
2. Notification panel
3. Device panel
4. Device Status panel
5. Location menu
6. View menu



Each analyzer is represented with a Device panel.



TEG 6s



TEG 5000

- The TEG 6s Device panel includes the Device Name, Location, and the name of the user currently logged into the analyzer. If a user is not indicated, either no user is currently logged into the analyzer, the analyzer is powered off, or the analyzer does not have network connectivity.
- The TEG 5000 Device panel includes the Device Name and Location.
- A green analyzer screen indicates that the analyzer is connected to the network.



TEG 6s



TEG 5000

- A gray analyzer screen indicates that the analyzer is either powered off or is disconnected from the network.



TEG 6s



TEG 5000

- The panel includes the status of the analyzers.


Status: **Testing**

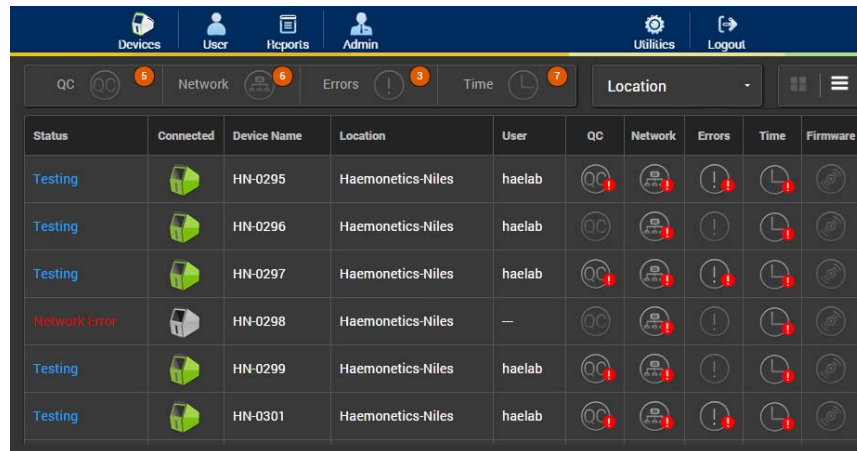
Analyzer statuses are as follows:


Status	Description
<b>Idle</b>	TEG 6s analyzer or TEG Manager Agent (5000) is available but is not actively performing a test.
<b>Network Error</b>	TEG 6s analyzer or TEG Manager Agent (5000) does not have network connectivity.
<b>QC Invalid</b>	TEG 6s analyzer requires quality control (QC) to be performed.
<b>Running</b>	TEG Manager Agent (5000) is active.
<b>Testing</b>	TEG 6s analyzer is actively performing a test.



## View Analyzers in List View

1. Click the **List View**  button. The analyzers are displayed in alphabetical order by analyzer name.

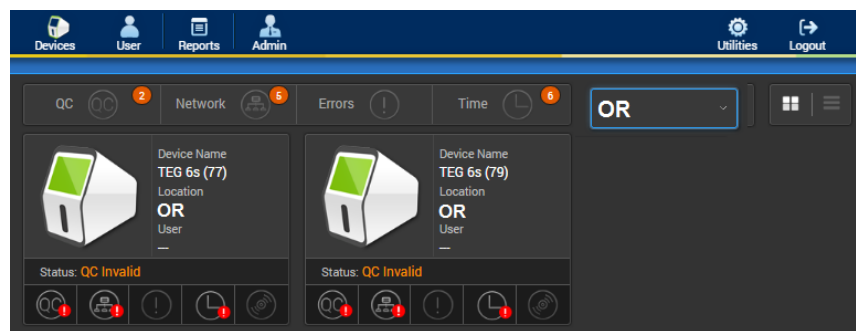


2. To redisplay the analyzers in grid view, click the **Grid View**  button.

## View Analyzers by Location

By default, all of the analyzers in all locations are displayed. Alternatively, you can display analyzers by specific location.

1. Click **All Locations** > and the name of the desired location. Only analyzers at the selected location are displayed. For example, **Location** > **OR**.



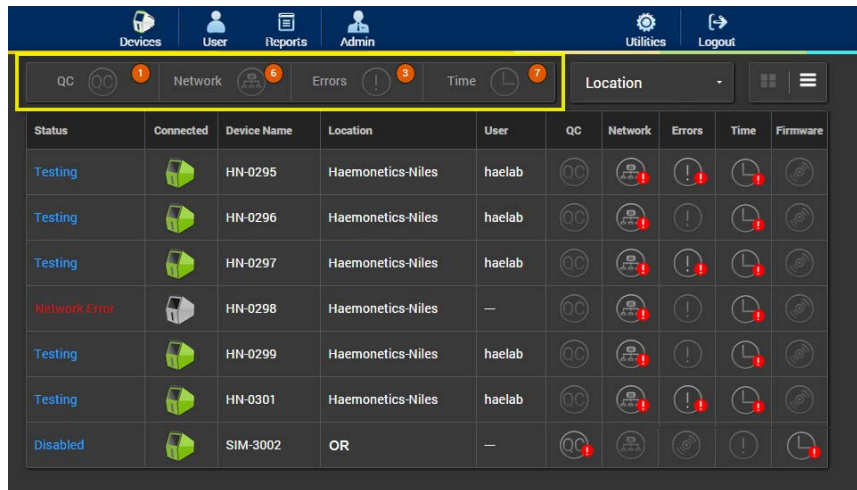
2. To redisplay all analyzers, click current location > **All Locations**.


## View Analyzer Errors and Notifications

The notification panel, as highlighted below, indicates the number of analyzers with the corresponding error or notification.

### To View Notifications

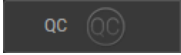

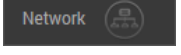
1. Click **Devices** to open the *Devices* screen. The *Notification* panel, as highlighted below, summarizes the errors for all analyzers.

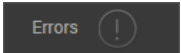

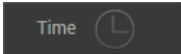


- When a notification icon includes a number (for example, ) , it indicates the total number of analyzers that have the error, not the total number of errors of the associated type.
- If a notification icon does not include a number, it indicates that no errors of that type currently exist.
- When a notification is selected, only the analyzers that have the corresponding error are displayed in the list of analyzers.
- Multiple notifications can be selected concurrently. Only the analyzers that have all of the selected notifications are displayed.



*Note: The indicated errors are issues on the TEG<sup>®</sup> analyzers, not in the TEG Manager application. These are issues that need to be resolved directly on the analyzers.*

Notification	Description
	External QC (Quality Control)  Indicates the number of TEG analyzers that require quality control to be performed.
	Network Indicates the number of analyzers that have network connectivity issues.

Notification	Description
	<p>Errors </p> <p>Indicates errors which are related to TEG Viewer reading test data from the TEG analyzer.</p>
	<p>Time</p> <p>Indicates the number of analyzers that are five or more minutes out of synchronization with the time on the server (analyzer time versus server time discrepancy).</p>

### To Clear Notifications

Although you can clear some of the notifications from the *Notification* panel, as detailed below, clearing them does not resolve the root issues, it only removes the notification from the display.



Notes:

- *QC and Time errors must be resolved directly on the analyzer to clear them from the Notification panel.*
- *Clearing a notification from the Notification panel clears it from all users' displays, not only your own display.*

1. Click *Network* or *Errors* to display its **Clear All** link.



2. Click **Clear All**. The corresponding notification is cleared from the *Notification* panel.



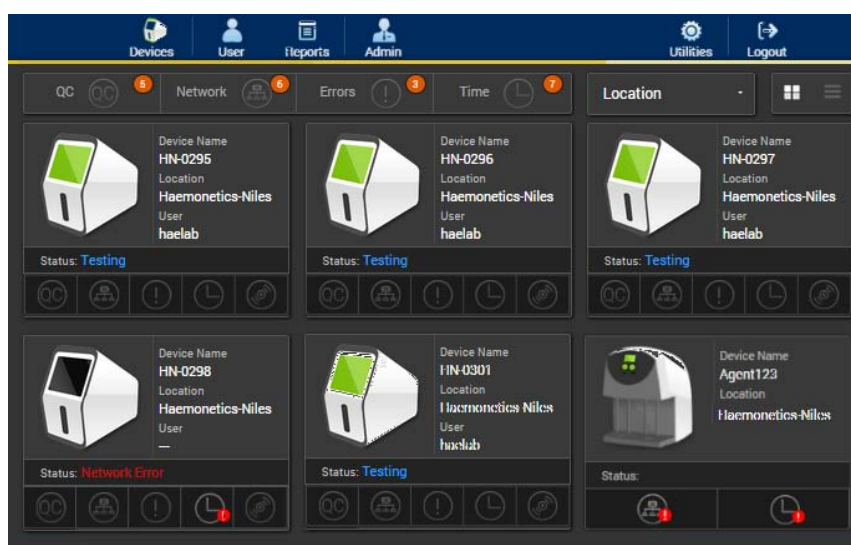
3. Click any remaining **Clear All** links to clear the corresponding notification.

## View TEG 6s Analyzer Details

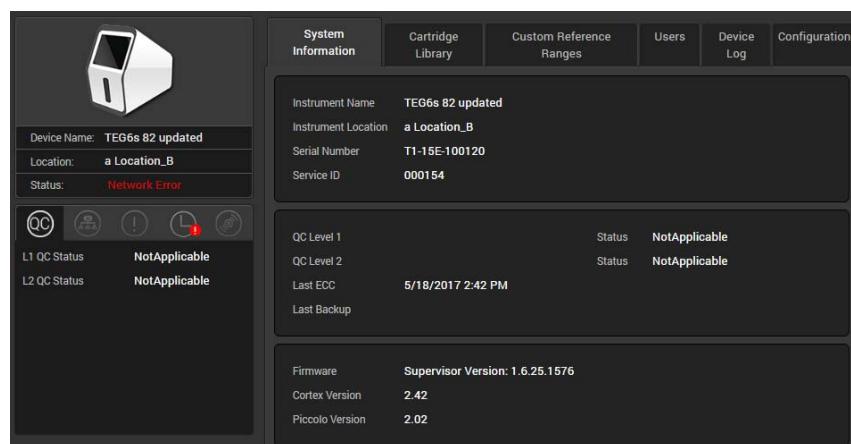
Details of each TEG 6s analyzer are available from the *Device Details* screen, including:

- Analyzer name
- Location
- User
- Status
- Details on each of the notification types
- System information
- Cartridge library information
- Reference ranges
- List of the users with analyzer access


1. From the *Devices* screen, click a TEG 6s analyzer.


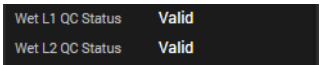



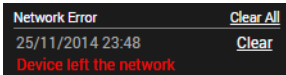


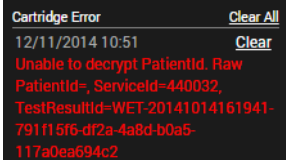


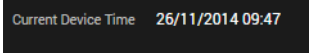


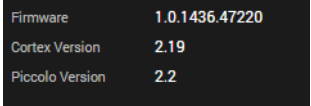



The selected analyzer is displayed on the *Device Details* screen.

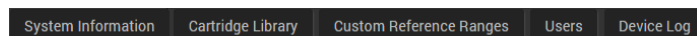


Several notification buttons and information tabs are available on the screen. The QC notifications and the *System Information* tab are displayed by default.

- Click each notification button to display its details. If the *Attention*  icon is displayed with a notification button, the analyzer has one or more of these issues. The notification types are as follows:

Notification Button	Notification Detail Example	Description
	 <pre> Wet L1 QC Status   Valid Wet L2 QC Status   Valid                     </pre>	External QC (Quality Control)  Indicates if QC was valid and performed on the TEG analyzer within the required duration. If the <i>Attention</i>  icon is displayed, QC is required on the analyzer.
	 <pre> Network Error      Clear All 25/11/2014 23:48  Clear Device left the network                     </pre>	Network Indicates the analyzer's recent network connectivity. If the <i>Attention</i>  icon is displayed, recent network issues have occurred. For example, the analyzer may have lost and then regained network connectivity.
	 <pre> Cartridge Error    Clear All 12/11/2014 10:51  Clear Unable to decrypt PatientId. Raw PatientId=, ServiceId=440032, TestResultId=WET-20141014161941- 791f15f6-df2a-4a8d-b0a5- 117a0ea694c2                     </pre>	Data Errors  Indicates errors related to TEG Viewer reading test data from the TEG® analyzer, such as a cartridge error.
	 <pre> Current Device Time 26/11/2014 09:47                     </pre>	Device Time Indicates the analyzer time. If the <i>Attention</i>  icon is displayed, the analyzer time is more than five minutes out of synchronization with the time on the server.
	 <pre> Firmware           1.0.1436.47220 Cortex Version     2.19 Piccolo Version    2.2                     </pre>	Firmware  Indicates the analyzer's current firmware and software versions.

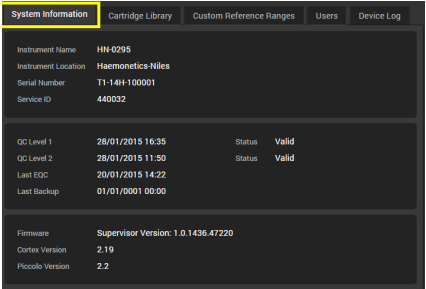
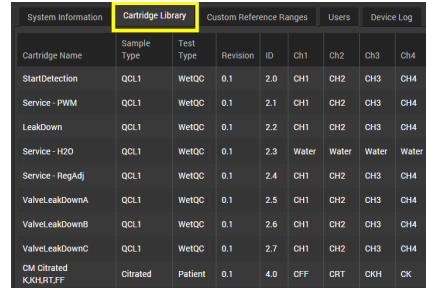

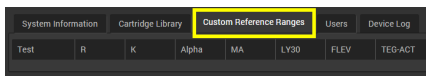

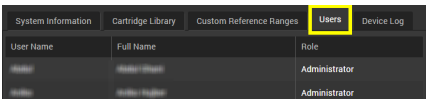

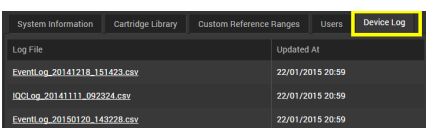

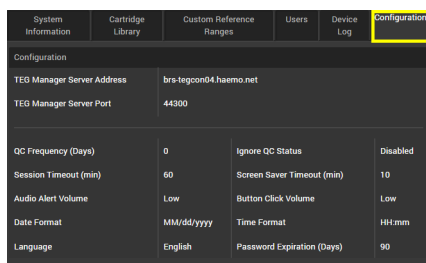
- On the *Device Details* screen, click each of the tabs



to display the corresponding information.



*Note: The data on these tabs is view only and cannot be edited or deleted.*

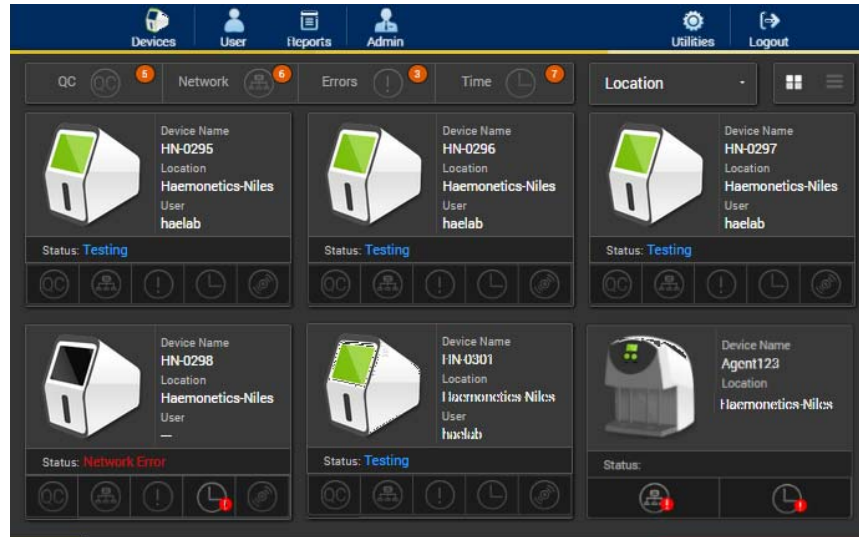
Tab	Description																																																																																										
 <p>The screenshot shows the 'System Information' tab with the following details:</p> <ul style="list-style-type: none"> <li>Instrument Name: HN-0295</li> <li>Instrument Location: Haemonetics-Niles</li> <li>Serial Number: T1-14H-100001</li> <li>Service ID: 440032</li> <li>QC Level 1: 28/01/2015 16:35, Status: Valid</li> <li>QC Level 2: 28/01/2015 11:50, Status: Valid</li> <li>Last EQC: 20/01/2015 14:22</li> <li>Last Backup: 01/01/0001 00:00</li> <li>Firmware: Supervisor Version: 1.0.1436.47220</li> <li>Contex Version: 2.19</li> <li>Piccolo Version: 2.2</li> </ul>	<p><b>System Information</b></p> <ul style="list-style-type: none"> <li>• TEG 6s analyzer: Name, Location, Serial Number, Service ID, QC Status and history, and the analyzer's Firmware and software versions.</li> <li>• TEG 5000 analyzer's agent: Name, Location, and Serial Number.</li> </ul>																																																																																										
 <p>The screenshot shows the 'Cartridge Library' tab with a table of cartridge information:</p> <table border="1"> <thead> <tr> <th>Cartridge Name</th> <th>Sample Type</th> <th>Test Type</th> <th>Revision</th> <th>ID</th> <th>Ch1</th> <th>Ch2</th> <th>Ch3</th> <th>Ch4</th> </tr> </thead> <tbody> <tr> <td>StartDetection</td> <td>QCL1</td> <td>WetQC</td> <td>0.1</td> <td>2.0</td> <td>CH1</td> <td>CH2</td> <td>CH3</td> <td>CH4</td> </tr> <tr> <td>Service - PWM</td> <td>QCL1</td> <td>WetQC</td> <td>0.1</td> <td>2.1</td> <td>CH1</td> <td>CH2</td> <td>CH3</td> <td>CH4</td> </tr> <tr> <td>LeakDown</td> <td>QCL1</td> <td>WetQC</td> <td>0.1</td> <td>2.2</td> <td>CH1</td> <td>CH2</td> <td>CH3</td> <td>CH4</td> </tr> <tr> <td>Service - H2O</td> <td>QCL1</td> <td>WetQC</td> <td>0.1</td> <td>2.3</td> <td>Water</td> <td>Water</td> <td>Water</td> <td>Water</td> </tr> <tr> <td>Service - RegAdj</td> <td>QCL1</td> <td>WetQC</td> <td>0.1</td> <td>2.4</td> <td>CH1</td> <td>CH2</td> <td>CH3</td> <td>CH4</td> </tr> <tr> <td>ValveLeakDownA</td> <td>QCL1</td> <td>WetQC</td> <td>0.1</td> <td>2.5</td> <td>CH1</td> <td>CH2</td> <td>CH3</td> <td>CH4</td> </tr> <tr> <td>ValveLeakDownB</td> <td>QCL1</td> <td>WetQC</td> <td>0.1</td> <td>2.6</td> <td>CH1</td> <td>CH2</td> <td>CH3</td> <td>CH4</td> </tr> <tr> <td>ValveLeakDownC</td> <td>QCL1</td> <td>WetQC</td> <td>0.1</td> <td>2.7</td> <td>CH1</td> <td>CH2</td> <td>CH3</td> <td>CH4</td> </tr> <tr> <td>CM Citrated</td> <td>Citrated</td> <td>Patient</td> <td>0.1</td> <td>4.0</td> <td>OFF</td> <td>DRT</td> <td>OKH</td> <td>OK</td> </tr> </tbody> </table>	Cartridge Name	Sample Type	Test Type	Revision	ID	Ch1	Ch2	Ch3	Ch4	StartDetection	QCL1	WetQC	0.1	2.0	CH1	CH2	CH3	CH4	Service - PWM	QCL1	WetQC	0.1	2.1	CH1	CH2	CH3	CH4	LeakDown	QCL1	WetQC	0.1	2.2	CH1	CH2	CH3	CH4	Service - H2O	QCL1	WetQC	0.1	2.3	Water	Water	Water	Water	Service - RegAdj	QCL1	WetQC	0.1	2.4	CH1	CH2	CH3	CH4	ValveLeakDownA	QCL1	WetQC	0.1	2.5	CH1	CH2	CH3	CH4	ValveLeakDownB	QCL1	WetQC	0.1	2.6	CH1	CH2	CH3	CH4	ValveLeakDownC	QCL1	WetQC	0.1	2.7	CH1	CH2	CH3	CH4	CM Citrated	Citrated	Patient	0.1	4.0	OFF	DRT	OKH	OK	<p><b>Cartridge Library</b> </p> <p>Lists the analyzer's cartridge library, including Cartridge Name, Sample Type, Test Type, Revision, ID, and Channel information.</p>
Cartridge Name	Sample Type	Test Type	Revision	ID	Ch1	Ch2	Ch3	Ch4																																																																																			
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 <p>The screenshot shows the 'Custom Reference Ranges' tab with a table of reference ranges:</p> <table border="1"> <thead> <tr> <th>Test</th> <th>R</th> <th>K</th> <th>Alpha</th> <th>MA</th> <th>LY90</th> <th>FLEV</th> <th>TEG-ACT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Test	R	K	Alpha	MA	LY90	FLEV	TEG-ACT									<p><b>Custom Reference Range</b> </p> <p>Lists the reference ranges for each test type. If no custom reference ranges have been defined, then this tab is blank.</p>																																																																										
Test	R	K	Alpha	MA	LY90	FLEV	TEG-ACT																																																																																				
 <p>The screenshot shows the 'Users' tab with a table of user information:</p> <table border="1"> <thead> <tr> <th>User Name</th> <th>Full Name</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>admin</td> <td>Admin</td> <td>Administrator</td> </tr> <tr> <td>admin</td> <td>Admin</td> <td>Administrator</td> </tr> </tbody> </table>	User Name	Full Name	Role	admin	Admin	Administrator	admin	Admin	Administrator	<p><b>Users</b> </p> <p>Lists the Username, Full Name, and Role of the users who can use the analyzer.</p>																																																																																	
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admin	Admin	Administrator																																																																																									
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 <p>The screenshot shows the 'Device Log' tab with a table of log files:</p> <table border="1"> <thead> <tr> <th>Log File</th> <th>Updated At</th> </tr> </thead> <tbody> <tr> <td>EventLog_20141218_151423.csv</td> <td>22/01/2015 20:59</td> </tr> <tr> <td>IQCLog_20141111_092324.csv</td> <td>22/01/2015 20:59</td> </tr> <tr> <td>EventLog_20150120_143228.csv</td> <td>22/01/2015 20:59</td> </tr> </tbody> </table>	Log File	Updated At	EventLog_20141218_151423.csv	22/01/2015 20:59	IQCLog_20141111_092324.csv	22/01/2015 20:59	EventLog_20150120_143228.csv	22/01/2015 20:59	<p><b>Device Log</b> </p> <p>Provides access to event logs in the Comma Separated Values (CSV) format. Click the name of a Log File to open it.</p>																																																																																		
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EventLog_20150120_143228.csv	22/01/2015 20:59																																																																																										
 <p>The screenshot shows the 'Configuration' tab with the following settings:</p> <ul style="list-style-type: none"> <li>TEG Manager Server Address: brs-tegcon04.haemo.net</li> <li>TEG Manager Server Port: 44300</li> <li>QC Frequency (Days): 0, Ignore QC Status: Disabled</li> <li>Session Timeout (min): 60, Screen Saver Timeout (min): 10</li> <li>Audio Alert Volume: Low, Button Click Volume: Low</li> <li>Date Format: MM/dd/yyyy, Time Format: HH:mm</li> <li>Language: English, Password Expiration (Days): 90</li> </ul>	<p><b>Configuration</b></p> <p>Provides information about the TEG Manager configuration.</p>																																																																																										

## View TEG Manager Agent (5000) Details

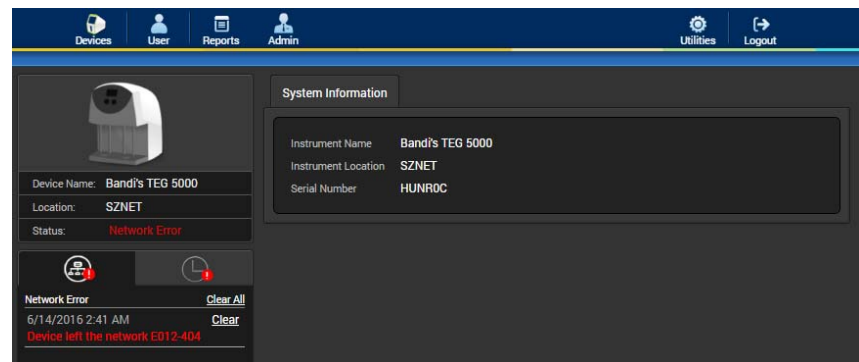
Details of each TEG 5000 analyzer are available from the *Device Details* screen, including:


- Analyzer name
- Location
- Status
- System information


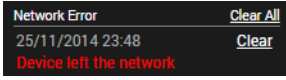


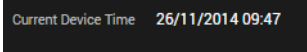

1. From the *Devices* screen, click a TEG 5000 analyzer.



The selected analyzer is displayed on the *Device Details* screen.



2. Click each notification button to display its details. If the *Attention*  icon is displayed with a notification button, the analyzer has one or more of these issues. The notification types are as follows:

Notification Button	Notification Detail Example	Description
		<p><b>Network</b></p> <p>Indicates the analyzer's recent network connectivity. If the <i>Attention</i>  icon is displayed, recent network issues have occurred. For example, the analyzer may have lost and then regained network connectivity.</p>
		<p><b>Device Time</b></p> <p>Indicates the analyzer time. If the <i>Attention</i>  icon is displayed, the analyzer time is more than five minutes out of synchronization with the time on the server.</p>



## Reassigning Tests

This enables administrators to reassign a completed test from one patient to another (a test that is in progress cannot be reassigned until it is complete). Only one test can be reassigned at a time.



**Alert: When reassigning a test, be certain that you select the correct test and patient ID to ensure accuracy and avoid potential issues.**

1. In TEG Manager Viewer module, search for the desired patient's test results.
2. Click **Reassign** in the navigation bar to display the **Reassign** icon for each test.

CK	1.9	0.6	82.8	64.6	0.0	
CRT	116.0	0.7	0.5	84.0	63.8	0.0
CKH	1.8	0.6	83.1	64.4		
CFF				66.3	1209.9	

3. Click **Reassign** for the desired test to open the *Reassign Test* screen.

4. Enter the *New Patient ID* and click **Find**. The New Patient ID:
  - Must consist of characters that can be entered on a TEG 6s keyboard. No other characters are allowed.
  - Must be fewer than 20 characters in length.
  - Must not be an empty string.
  - Cannot contain trailing or leading spaces.
  - Cannot contain only spaces.
5. Select the desired new patient if more than one result is displayed, and then verify that the test, *Current Patient* information, and *New Patient* information are correct.

6. Click **Update**. You are prompted to confirm your selection. Click **Yes** to confirm The test is reassigned.



Notes:

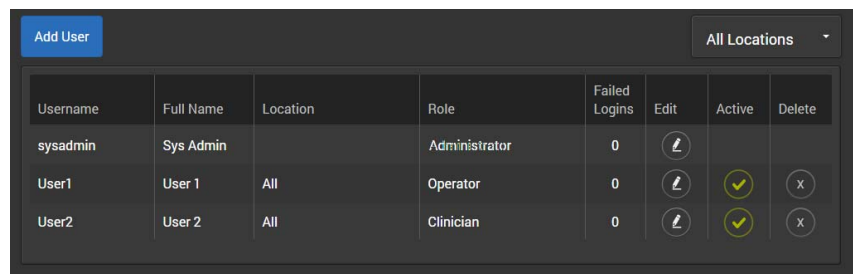
- *If the wrong patient is found, enter a new patient ID and click **Find**.*
- *All information except for the new patient ID is read only and cannot be modified from TEG Manager.*

## Managing Users

This enables you to manage users, including adding users, editing user information, modifying user roles, and deactivating or activating users.

### View Users

1. Click **User** to open the *User* screen.



Username	Full Name	Location	Role	Failed Logins	Edit	Active	Delete
sysadmin	Sys Admin		Administrator	0			
User1	User 1	All	Operator	0			
User2	User 2	All	Clinician	0			

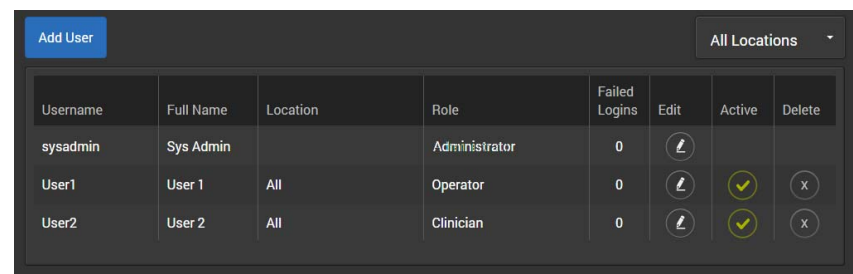
By default, all users in all locations are listed alphabetically by Username.

The *User* screen contains the following fields:

- Username
- Full Name
- Location: Locations in which the user has analyzer access
- Role
- Failed Logins: Indicates the number of times a user has attempted to log in and failed. After 10 attempts, the user is locked out of the application and their entry in the list is displayed in red. To regain access, the user's password must be reset by a System Administrator)
- Edit: For editing the user's information, location, and role)
- Active: For activating or deactivating a user account)
- Delete: For deleting a user)

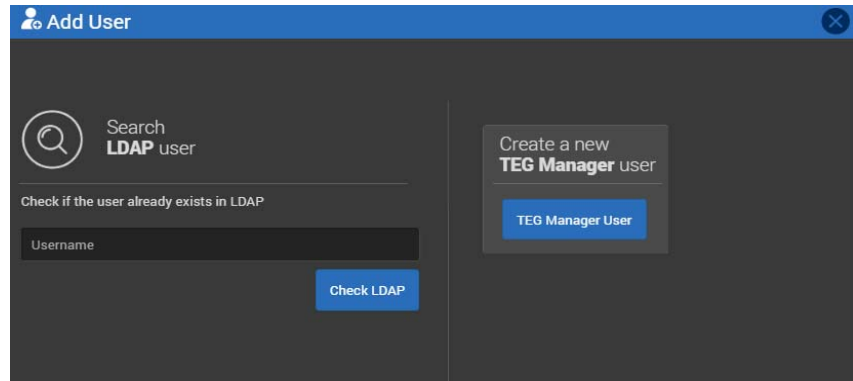
### Add Users

1. Click **User** to open the *User* screen.



Username	Full Name	Location	Role	Failed Logins	Edit	Active	Delete
sysadmin	Sys Admin		Administrator	0			
User1	User 1	All	Operator	0			
User2	User 2	All	Clinician	0			

2. Click **Add User** to open the *Add User* screen.



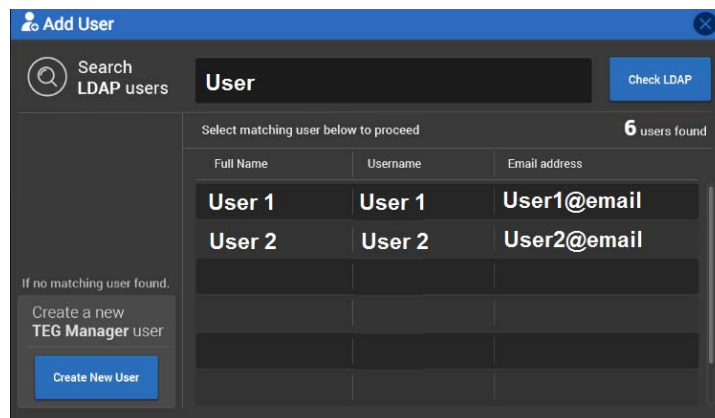
3. You can either add an LDAP user, who will log into TEG Manager using their domain's login credentials, or a TEG Manager User, who will log into TEG Manager using login credentials different from their domain's login credentials, as described below.



*Note: Only users with TEG Manager login credentials can manage TEG 6s analyzers. LDAP users are unable to do so.*

### To add an LDAP User

1. On the *Add User* screen, enter a *Username*. The *Username* you enter must be for someone who already has login privileges on your network.
2. Click **Check LDAP** to open the *Add User: Search LDAP users* screen.



3. Click the name of the user you want to add to open the *Add User: Create new TEG Manager user* screen.



*Note: If No "Users Found" is displayed, re-enter the Username and click **Check LDAP**, or create a TEG Manager user by clicking **Create New User**.*

4. Select the user role as described in the section "[Select the User Role](#)" on [page 62](#).

## To Add a TEG Manager User

1. On the *Add User* screen, click **TEG Manager User** to open the *Add User: Create new TEG Manager user* screen.
2. For a TEG Manager (not an LDAP) user, click the **User Name**, **Full Name**, and **Email Address** boxes and enter the appropriate information.



*Note: After it is created, a Username cannot be modified.*

3. Click the **Password** and **Confirm Password** boxes and enter a password. The password must:
  - be between 8 and 12 characters
  - contain at least one letter and either one number or symbol
  - not contain either the username or any of the following symbols:  
\_ | \ ` ~ & @
  - cannot be a duplicate of any of your previous 10 passwords



*Notes:*

- *Passwords are case sensitive. Ensure you enter them accurately.*
- *Creating Usernames and Passwords with Japanese characters is not recommended, otherwise logging in directly on the analyzers may be disrupted.*

4. Select the user role as described in the next section.


## Select the User Role

1. Click the **Select Role** box to open the pop-up menu. Select a role according to the user's job function:

Role					Permissions
Administrator	Clinician	External Clinician	Operator	Researcher	
✓	✓	✓	✓	✓	View Clinical and QC Test Results
✓	✓	✓	✓	✓	Run Clinical Reports
✓		✓			Administer Device Manager
✓		✓			Manage Users
✓		✓			Manage Devices
✓		✓			Apply Custom Reference Range
✓	✓	✓		✓	Run Manager Reports
✓	✓	✓	✓	✓	Run QC Reports
				✓	Run Research Reports
✓					Reassign Test to a New Patient

- Administrator – Administrates users and TEG analyzers, and can view active and historical tests, typically remotely from the TEG analyzers.
- Clinician – Views active and historical tests, typically remotely from the TEG analyzers.
- External Clinician – Views active and historical tests, and can manage users and analyzers, typically remotely from the TEG analyzers.
- Operator – Runs cartridges on the analyzers, and can view active and historical tests, typically in close proximity to the TEG analyzers.
- Operator Basic – Enables a TEG 6s user to run a test on an analyzer and view only that specific test result when complete. (This is for TEG 6s analyzer users; they cannot log into TEG Manager.)
- Operator Viewer – Enables a TEG 6s user to view test results on an analyzer. (This is for TEG 6s analyzer users; they cannot log into TEG Manager.)

- Researcher – Creates a research report in CSV format that can be exported to a spreadsheet for data manipulation of large numbers of tests.


 *Note: The following roles are also available: Field Service Engineer role, which is for use by Haemonetics personnel only and does not provide access to any clinical data.*

2. Select the location(s) at which the users will have analyzer access. Users will only be able to use analyzers at the assigned locations, not at the unassigned locations.
3. Click **Create New User**. The new user is added to the *User* screen.
4. Repeat the previous steps to add more users.

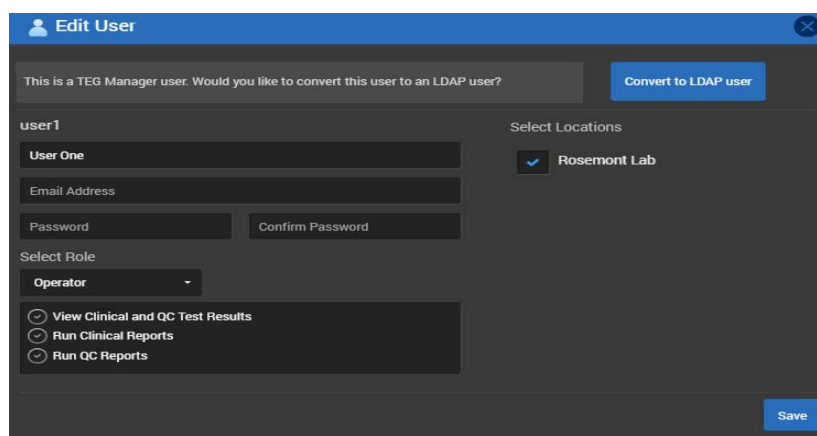
## Edit User Information and Location


This enables you to edit a user’s Password, Full Name, Email Address, and Location(s), or an LDAP user into a TEG Manager user. (After it is created, a Username cannot be modified.) To edit a user’s role, see the next section, “Change a User’s Role” on page 64.

1. From the *User* screen, click the **Edit**  button to the right of the desired *Username* to open the *Edit User* screen.

 *Note: For an LDAP user (someone who logs into TEG Manager using their domain’s login credentials), you can only modify their role or convert them to a TEG Manager user (someone who logs into TEG Manager using login credentials different from their domain’s login credentials).*

- To convert to a TEG Manager user, click **Convert to TEG Manager user**.
- To change the user’s role, see “Change a User’s Role” on page 64.



 *Note: Creating Usernames and Passwords with Japanese characters is not recommended, otherwise logging in directly on the analyzers may be disrupted.*

2. To change the password, enter the new password in the **Password** and **Confirm Password** boxes. The password must:
  - be between 8 and 12 characters;
  - contain at least one letter and either one number or symbol;
  - not contain either the username or any of the following symbols: \_ | \ ` ~ & @; and
  - cannot be a duplicate of any of your previous 10 passwords.



*Note: Passwords are case sensitive; ensure you enter them accurately.*

3. To change the name of the user, modify the existing name.
4. To change the email address of the user, modify the existing email address.
5. To change the location(s) where the user is able to use TEG<sup>®</sup> analyzers, select or deselect locations in the *Select Locations* list. The user will only be able to use analyzers at the assigned locations, not at the unassigned locations.
6. Click **Save**.

## Change a User's Role


1. From the *User* screen, click the **Edit**  button to the right of the desired *Username* to open the *Edit User* screen.

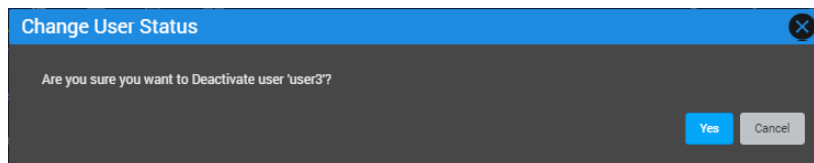
2. Click the **Select Role** box to open the pop-up menu. Select a role according to the user's job function. Refer to the table on [page 62](#) for details on the available roles.




## Deactivate User

This enables you to deactivate an active user. This does not delete the user from TEG Manager, it only deactivates the user account. When deactivated, the user cannot use TEG Manager or any analyzers to which it is connected. To reactivate the account at any time, refer to the next section, “*Activate User*”.

1. From the *User* screen, click the **Change User Status**  button to the right of the desired *Username* to open the *Change User Status* screen.




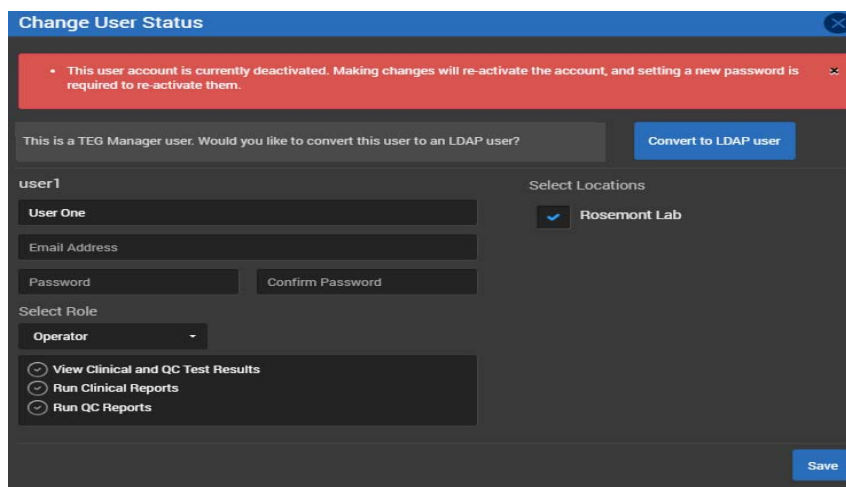
A dialog box titled "Change User Status" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to Deactivate user 'user3'?". At the bottom right, there are two buttons: "Yes" (highlighted in blue) and "Cancel".

2. Click **Yes** to deactivate the user. The **Change User Status** button on the *User* screen changes to deactivated .

## Activate User

This enables you to activate a user account that was previously deactivated.

1. From the *User* screen, click the **Change User Status**  button to the right of the desired *Username* to open the *Change User Status* screen.



A dialog box titled "Change User Status" with a close button (X) in the top right corner. A red warning banner at the top states: "This user account is currently deactivated. Making changes will re-activate the account, and setting a new password is required to re-activate them." Below the banner, there is a checkbox "This is a TEG Manager user. Would you like to convert this user to an LDAP user?" with a "Convert to LDAP user" button. The user details section shows "user1" with fields for "User One", "Email Address", "Password", and "Confirm Password". There is a "Select Role" dropdown menu set to "Operator" and a "Select Locations" section with "Rosemont Lab" selected. At the bottom right, there is a "Save" button.

2. Click the **Password** and **Confirm Password** boxes and enter a password. The password must:
  - be between 8 and 12 characters;
  - contain at least one letter and either one number or symbol;
  - not contain either the username or any of the following symbols: \_ | \ ` ~ & @; and
  - cannot be a duplicate of any of your previous 10 passwords.



*Note: Passwords are case sensitive; ensure you enter them accurately.*

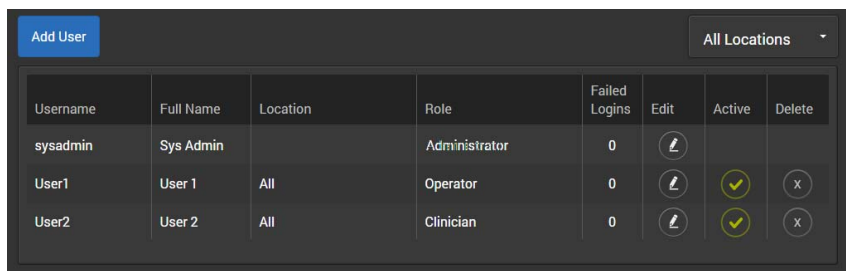
3. Click **Save** to activate the user. The **Change User Status** button on the *User* screen changes to activated .











*Note: When the user logs into their account using this password, they are prompted to change it.*

## Delete User

1. Click **User** to open the *User* screen.



Username	Full Name	Location	Role	Failed Logins	Edit	Active	Delete
sysadmin	Sys Admin		Administrator	0			
User1	User 1	All	Operator	0			
User2	User 2	All	Clinician	0			

2. Click the delete  button adjacent to the user name to open the *Delete User* screen.
3. Click **Yes** to delete the user.

## Managing Analyzers

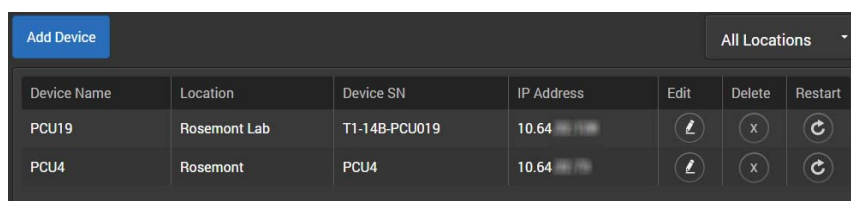
You can edit analyzer information, such as name, location, and IP address, add or delete analyzers, and change or add new analyzer locations.

### View Analyzers

This enables you to view the analyzers that have been added to TEG Manager, including the name of each analyzer, location, serial number, and IP address. By default, all analyzers in all locations are displayed.

#### To View Analyzers

1. Click **Admin > Manage Devices** to open the *Manage Devices* screen.



Device Name	Location	Device SN	IP Address	Edit	Delete	Restart
PCU19	Rosemont Lab	T1-14B-PCU019	10.64			
PCU4	Rosemont	PCU4	10.64			

All analyzers connected to the TEG Manager are displayed in alphabetical order by *Device Name*.

### Add Analyzers

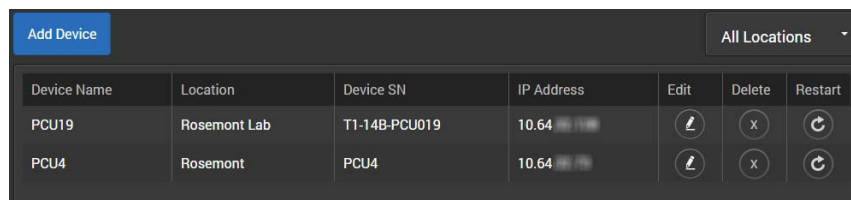
Before you add an analyzer, ensure:

- It is connected to the same network as TEG Manager.
- It has the TEG<sup>®</sup> 6s server account setup on it (using the TEG SMS tool). For example, *TEGConnect* in the Distributor role.
- No firewalls or proxies will block its discovery.
- It is powered on.



*Note: Haemonetics recommends that the analyzer IP addresses are static, not dynamic.*

1. Click **Admin > Manage Devices** to open the *Manage Devices* screen.



Device Name	Location	Device SN	IP Address	Edit	Delete	Restart
PCU19	Rosemont Lab	T1-14B-PCU019	10.64			
PCU4	Rosemont	PCU4	10.64			

- Click **Add Device** to open the *Register a New Device* screen.

Device Name	Location	Serial Number	IP Address	Device Type	
PCU4	Rosemont	PCU4	10.64	TEG 6s Push	<b>Add Device</b>

Find by IP Address or Host Name  **Find Device**

Any TEG 6s analyzers or TEG Manager Agents (5000) that are configured to communicate with TEG Manager, but not already connected to it, are listed in the **Available Devices** field.

- Click **Add Device** adjacent to the name of a TEG 6s analyzer or TEG Manager Agent (5000) from the list (if available).

or

Click the **Find by IP Address or Host Name** box, enter either the analyzer's IP address or the host name, and click **Find Device**. TEG Manager looks for the analyzer on the network. This can take up to two minutes to complete. Once found, click **Add Device**.

When the analyzer is discovered, the *Device Found* screen is displayed.

Device IP Address: https://

Device Name: PCU19-B

Serial Number: T1-14B-PCU019

Location: Niles

Responsible User:

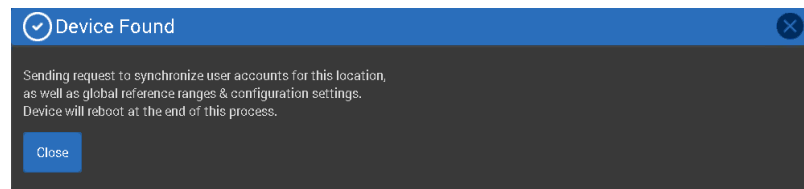
Responsible User Email:

**Save Device** **Cancel**

The Device Name, Serial Number, and Location are automatically retrieved from the analyzer by TEG Manager. This is information that was previously entered directly on the analyzer when it was initially set up. If any of this information is missing, or if you want to modify it, click in the appropriate boxes and make the changes.

- Click the **Responsible User** box to open the pop-up menu. Select the name of the person responsible for this device.

5. Click the **Responsible User Email** box and enter email address for the person responsible for this device. Click **Save Device**. The *Device Found* screen is displayed.



6. Click **Close** to complete the process. The analyzer is added to the *Manage Devices* screen.




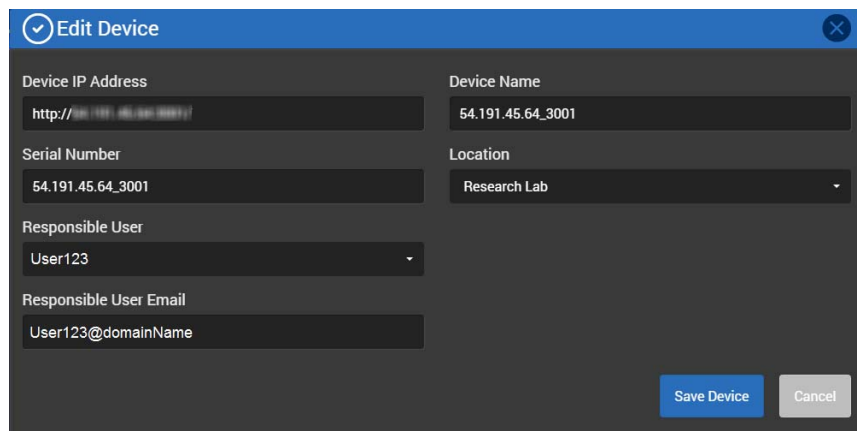
*Note: After the analyzer is added, it is automatically restarted upon completion of an active test and when no one is logged into it. It takes a TEG® analyzer approximately two minutes to restart. Consequently, you may want to make such changes outside of peak operating hours to avoid disruption to tests.*

7. Repeat the previous steps to add more analyzers or TEG Manager Agents (5000).

## Edit Analyzer Information

This enables you to edit a TEG® analyzer’s IP Address, name, and location.

1. Click the **Edit**  button to the right of the analyzer name to open the *Edit Device* screen.



2. Make any desired changes to the analyzer information, location, or responsible user information. The following characters cannot be used for a device name: " ' ` < > & { } [ ] ( )
3. To add a new location:
  - a. Click the **Location** box to open the pop-up menu.

- b. Select **Add New Location** to display the **New Location** box.

- c. Click the **New Location** box and enter the name of the new location. The following characters cannot be used for a location name:  
" ' ` < > & { } [ ] ( )
- d. When saved, the new location is automatically assigned to the analyzer.
4. Click **Save Device**.



**Notes:**

- When you edit analyzer information, the analyzer is automatically restarted upon completion of an active test and when no one is logged into it. It takes a TEG analyzer approximately two minutes to restart. Consequently, you may want to make such changes outside of peak operating hours to avoid disruption to tests.
- Changes to the analyzer, such as analyzer name, may be reflected in TEG Manager before being updated on the analyzer, since the analyzer is not updated until it has completed performing an active test.
- Whenever you click **Save Device**, the information is automatically sent to the analyzer and the analyzer is restarted, even if the information has not been changed. If no change is made, click **Cancel** instead of saving unchanged information.
- After you change a device name or location, reports, such as a utilization report, reflect the updated device name and location, not the name or location prior to the change.

## Restart Analyzers

1. Click **Admin > Manage Devices** to open the *Manage Devices* screen.

Device Name	Location	Device SN	IP Address	Edit	Delete	Restart
PCU19	Rosemont Lab	T1-14B-PCU019	10.64			
PCU4	Rosemont	PCU4	10.64			

2. Click the **Restart** button to the right of the analyzer name to open the *Restart this Device* screen.
3. Click **Yes**. The device is restarted upon completion of an active test and when no one is logged into it. It takes approximately two minutes for the analyzer to restart.

## Delete Analyzers

This enables you to delete analyzers from TEG Manager. After an analyzer is deleted, it is no longer displayed in TEG Manager, but it is still registered with the application and can be readily re-added. To do so, see [“Add Analyzers” on page 67](#).



*Note: The analyzer’s historical test data remains available via TEG Manager after the analyzer is deleted and until the data is manually purged from TEG Manager. To purge data from TEG Manager, contact your Haemonetics representative.*

1. Click **Admin > Manage Devices** to open the *Manage Devices* screen.

Device Name	Location	Device SN	IP Address	Edit	Delete	Restart
PCU19	Rosemont Lab	T1-14B-PCU019	10.64			
PCU4	Rosemont	PCU4	10.64			

2. Click the **Delete** button to the right of the analyzer name to open the *Delete this Device* screen.
3. Click **Yes** to delete the analyzer.

## Manage Services and Monitor the Server

This enables you to determine the status of TEG Manager services, start or restart a service, and view information on the TEG Manager server (file usage, tests that have been run, and database information). If HaemoCommunicator™ is connected, then information regarding this functionality is available.



*Note: This functionality is only available to Administrators, External Clinicians, and Field Service Engineers.*

1. Click **Admin > Manage Services/Monitor Server** to open the *Services Status* screen.

The screenshot shows the 'Services Status' interface. At the top, there are tabs for 'General Information' and 'HaemoCommunicator'. Below this is a 'Services' section with a table of four services, all marked as 'Running' with a green checkmark and a 'Restart' button. The services are:

- TEG Manager Production Device Polling Service
- TEG Manager Production Device Update Service
- TEG Manager Production External Communication Service
- TEG Manager Production Patient ID Service

Below the services table, there are two sections for disk space usage:

- TEG Manager Server Disk Space:** 90 GB of total Storage. C:\ drive: 42.4 GB used (86% used), 7.1 GB available.
- E:\ drive:** 16.5 GB used (41% used), 23.5 GB available.

To the right, there is a 'File Usage' section showing 539.65 MB of usage. It lists:

- TEG Manager Logs: 41.19 MB
- Device Logs: 33.24 MB
- Test Results: 465.22 MB

Below this is a 'Database' section showing 67.00 MB of usage, with sub-items:

- v4DevB79.US: 63.19 MB
- v4DevB79.US\_log: 3.81 MB

At the bottom, there is a 'Total Tests' table with 583 total tests:

Test Name	Count
Anticoagulant FF	1
Anticoagulant FFC	1
Otitrated - FF - OKH	1
Otitrated - RTEG - Kaolin	4
CM Otitrated KQH,RTFF	375
PlateletMapping	1
PlateletMapping ADP	1
PM Platelet Mapping	49
PM Platelet Mapping ADP	10
QC Level 1	62
QC Level 2	56
Service - H2O	3
Service - PWM	3
Service - RegAdj	5

- Click the refresh button if you want to refresh the data. This may take one to two minutes depending on the size of the database.
- Click **Restart** to if you want to start or restart a service.



- To display information about HaemoCommunicator, click the **HaemoCommunicator** tab (if HaemoCommunicator is not installed, the tab is not displayed).

Services Status

General Information | **HaemoCommunicator**

HaemoCommunicator Core Version: 1.0.0-B05

Driver	Version	Status	Consumed Messages	Produced Messages
cloud		Not Installed		
hl7-driver.listener	1.3.0-B02-R2661	Running		hae.v1.adt
hl7-driver.publisher	1.3.0-B02-R2661	Running	hae.TestResultsMessage hae.v1.PatientLookup hae.QCResultsMessage	
tego-driver.patientid	1.2.0-B03-R2683	Running	hae.v1.adt	
tego-driver.tegmanager	1.2.0-B03-R2683	Running	hae.v1.FetchInstrumentInformation	hae.TestResultsMessage hae.LogMessage hae.v1.InstrumentInformation hae.v1.PatientLookup hae.QCResultsMessage

Message	Routed	Last Activity
hae.LogMessage	470	9/8/2017 2:29:49 AM
hae.QCResultsMessage	283	9/8/2017 12:14:54 AM
hae.TestResultsMessage	648	9/8/2017 2:30:18 AM
hae.v1.adt	0	
hae.v1.FetchInstrumentInformation	0	
hae.v1.InstrumentInformation	0	
hae.v1.PatientLookup	0	

HaemoCommunicator Web UI

- Click **HaemoCommunicator Web UI** to open the HaemoCommunicator application. For more information, see the Haemonetics *HaemoCommunicator Site Administrator Guide*.

## Update Cartridge Library

This enables you to update the cartridge libraries on TEG 6s analyzers.

### Load the Cartridge Library to TEG Manager



*Note: Before you begin, ensure you have downloaded the cartridge library from the Haemonetics Download Center to your computer.*

1. Click **Admin > Update Cartridge Library** to open the *Update Cartridge Library* screen.

2. Click **New Cartridge Library** and select **Upload Cartridge Library**.
3. Click **Browse** to open Windows Explorer.
4. Browse to the location on your computer where you downloaded the cartridge library.
5. Select the cartridge library and click **Open**.
6. Click **Update** to load the cartridge library to TEG Manager. You can now update a device's cartridge library as described in the next section.

### Update a TEG 6s Analyzer Cartridge Library

You can update one device's cartridge library at a time.

1. Click **Admin > Update Cartridge Library** to open the *Update Cartridge Library* screen.

2. Click **Device Serial Number** and select the device you want to update. The selected device's name, location, and current cartridge library are displayed.

3. Click **New Cartridge Library** and select the cartridge library version you want to push to the device.
4. Click **Update** to open the *Update Cartridge Library* screen.
5. Click **Update**. The analyzer restarts. The update takes approximately two minutes to complete.

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# Chapter 5

## Creating Operational Reports

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## Creating Reports

This enables you to create the following report types:

- Device Data
- External Data Transfer
- Positive Patient ID
- Patient Edit Report
- PHI User Access
- PHI Patient Access
- Interpretation (IG) Guidance Rule Edit
- IG Guidance Notification
- QC Levey-Jennings
- QC-Detail Report
- Research
- User Management
- Utilization



Notes:

- *If you have not already done so, configure a report header that is automatically included with each report that you create. It can include a logo, address, telephone information, and so on. Refer to the section “Configure the Report Header” on page 95.*
- *You require the appropriate software applications to view reports created in the CSV and PDF formats.*

### Create a Device Data Report

This report indicates the pending and unrecoverable data for each device.

1. Click **Reports > Device Data Report** to open the *Device Data Report* screen.

A screenshot of the 'Device Data Report' configuration interface. The title 'Device Data Report' is at the top. Below it are three settings: 'Location' with a dropdown menu set to 'All', 'Max Records' with a dropdown menu set to '50', and 'Report Format' with two radio buttons, 'CSV' and 'PDF', where 'PDF' is selected. A blue 'Create' button is positioned at the bottom center of the form area.

2. Click the **Location** box to open the pop-up menu. Select the location to include in the report or select **All** to include all locations.

3. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
4. Select the **Report Format**, either **CSV** or **PDF**, to specify the file type created.
5. Click **Create**. It takes up to two minutes to create the report depending on the number of records included.

## Create an External Data Transfer Report

This report indicates the number of messages sent, pending, and failed from TEG Manager® to HaemoCommunicator™.

1. Click **Reports > External Data Transfer Report** to open the *External Data Transfer Report* screen.

2. Click the **Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Start Date** box.
3. Click the **End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **End Date** box.
4. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
5. Select one or more **Status** items:
  - *Sent*: Data sent from the device
  - *Pending*: Data pending to be sent
  - *Failure*: Data that failed to be sent
6. Select the **Report Format**, either **CSV** or **PDF**, to specify the file type created.
7. Click **Create**. It takes up to two minutes to create the report depending on the number of records included.

## Create a Positive Patient ID Report



TEG Manager® retrieves patient information from an Admissions, Discharges, and Transfer (ADT) source. An analyzer queries TEG Manager for the information. The Positive Patient ID Report indicates if the patient information that was displayed on the TEG® 6s analyzer was accepted as correct by the clinician running the test, or rejected as incorrect. It also details the date, device name, serial number, patient ID entered, TEG Manager's response, and if an updated ID was entered on the device in the event the initial attempt was unsuccessful.

1. Click **Reports > Positive Patient ID Report** to open the *Positive Patient ID Report* screen.

Positive Patient ID Report

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

Location All

Positive ID All

Max Records 500

Report Format  CSV  PDF

Create

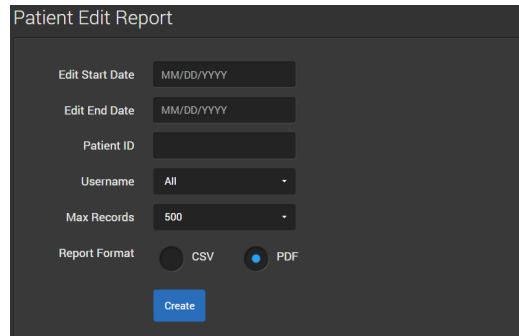
2. Click the **Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Start Date** box.
3. Click the **End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **End Date** box.
4. Click the **Location** box to open the pop-up menu. Select the location to include in the report or select **All** to include all locations.
5. Click the **Positive ID** box to open the pop-up menu. Select **All**, **Accepted**, **Rejected**, or **Not Shown**.
6. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
7. Select the **Report Format**, either **CSV** or **PDF**, to specify the file type created.
8. Click **Create**. It takes up to two minutes to create the report depending on the number of records included.



## Create a Patient Edit Report

This report indicates what data was changed on a specified patient record, if a test was reassigned, and by whom.

1. Click **Reports > Patient Edit Report** to open the *Patient Edit Report* screen.



The screenshot shows the 'Patient Edit Report' form with the following fields and options:

- Edit Start Date:** Input field with placeholder 'MM/DD/YYYY'.
- Edit End Date:** Input field with placeholder 'MM/DD/YYYY'.
- Patient ID:** Input field.
- Username:** Dropdown menu with 'All' selected.
- Max Records:** Dropdown menu with '500' selected.
- Report Format:** Radio buttons for 'CSV' and 'PDF', with 'PDF' selected.
- Create:** A blue button at the bottom.

2. Click the **Edit Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Edit Start Date** box.
3. Click the **Edit End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Edit End Date** box.
4. Enter the **Patient ID**.
5. Click the **Username** box to open the pop-up menu. Select the user for whom you want to create the report.
6. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
7. Select the **Report Format**, either **CSV** or **PDF**, to specify the file type created.
8. Click **Create**. It takes up to two minutes to create the report depending on the number of records included.

## Create a PHI User Access Report

This report indicates which users logged into which TEG® analyzers, including their role and when they logged in and logged out.

1. Click **Reports > PHI User Access Report** to open the *PHI User Access Report* screen.

PHI User Access Report

Login Start Date DD/MM/YYYY

Login End Date DD/MM/YYYY

Username All

User Role All

Max Records 500

Report Format  CSV  PDF

Create

2. Click the **Login Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Login Start Date** box.
3. Click the **Login End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Login End Date** box.
4. Click the **Username** box to open the pop-up menu. Select the user for whom you want to create the report.
5. Click the **User Role** box to open the pop-up menu. Select the user role for the users for whom you want to create the report.
6. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
7. Select the **Report Format**, either **CSV** or **PDF**, to specify the file type created.
8. Click **Create**. It takes up to two minutes to create the report depending on the number of records included.

## Create a PHI Patient Access Report

This report indicates which TEG users have accessed which patient information. The report can be utilized in the following ways:

- By examining specific TEG users to determine the patient information each accessed.
  - By examining specific patients to determine which TEG users accessed their data.
1. Click **Reports > PHI Patient Access Report** to open the *PHI Patient Access Report* screen.

PHI Patient Access Report

Access Start Date DD/MM/YYYY

Access End Date DD/MM/YYYY

Access Type View/Modify

Patient ID

Username All

Max Records 500

Report Format  CSV  PDF

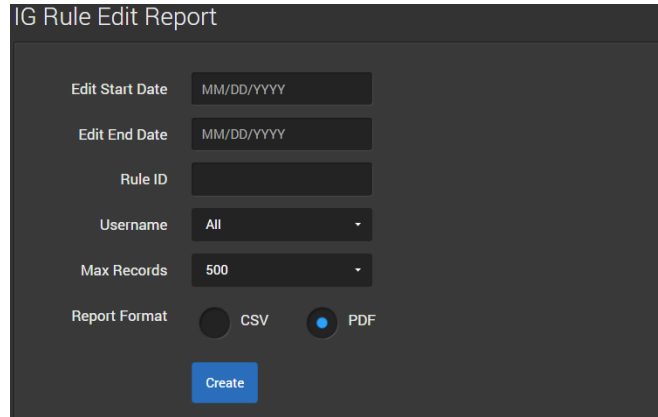
Create

2. Click the **Access Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Access Start Date** box.
3. Click the **Access End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Access End Date** box.
4. Click the **Access Type** box to open the pop-up menu. Select **View/Modify, View, or Modify**.
5. Enter the **Patient ID**.
6. Click the **Username** box to open the pop-up menu. Select the user for whom you want to create the report.
7. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
8. Select the **Report Format**, either **CSV** or **PDF**, to specify the file type created.
9. Click **Create**. It takes up to two minutes to create the report depending on the number of records included.

## Create an IG Rule Edit Report

This report indicates the interpretation guidance conditions edited by the specified user within the given time period.

1. Click **Reports > IG Rule Edit Report** to open the *IG Rule Edit Report* screen.



The screenshot shows the 'IG Rule Edit Report' form with the following fields and options:

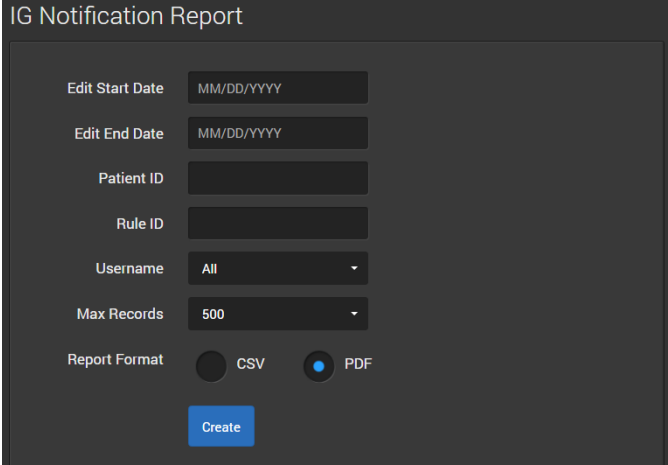
- Edit Start Date:** Text input field with placeholder 'MM/DD/YYYY'.
- Edit End Date:** Text input field with placeholder 'MM/DD/YYYY'.
- Rule ID:** Text input field.
- Username:** Dropdown menu with 'All' selected.
- Max Records:** Dropdown menu with '500' selected.
- Report Format:** Radio buttons for 'CSV' and 'PDF', with 'PDF' selected.
- Create:** A blue button at the bottom.

2. Click the **Edit Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Edit Start Date** box.
3. Click the **Edit End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Edit End Date** box.
4. Enter the **Rule ID**.
5. Click the **Username** box to open the pop-up menu. Select **All** users or the name specific user for whom you want to create the report.
6. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
7. Select the **Report Format**, either **CSV** or **PDF**, to specify the file type created.
8. Click **Create**.

## Create an IG Notification Report

This report indicates the instances of an interpretation guidance notification provided to a specified user within the given time period.

1. Click **Reports > IG Notification Report** to open the *IG Notification Report* screen.



The screenshot shows the 'IG Notification Report' form. It includes the following fields and options:

- Edit Start Date:** MM/DD/YYYY
- Edit End Date:** MM/DD/YYYY
- Patient ID:** [Text input box]
- Rule ID:** [Text input box]
- Username:** All (dropdown menu)
- Max Records:** 500 (dropdown menu)
- Report Format:** CSV (radio button), PDF (radio button, selected)
- Create:** [Blue button]

2. Click the **Edit Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Edit Start Date** box.
3. Click the **Edit End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Edit End Date** box.
4. Enter the **Patient ID**.
5. Enter the **Rule ID**.
6. Click the **Username** box to open the pop-up menu. Select **All** users or the name specific user for whom you want to create the report.
7. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
8. Select the **Report Format**, either **CSV** or **PDF**, to specify the file type created.
9. Click **Create**.

## Create a QC Levey-Jennings Report



This report indicates when external QC has been performed on the connected TEG analyzers. Reports can be generated for one calendar month at a time, including a partial month.

1. Click **Reports > QC Levey-Jennings Report** to open the *QC Levey-Jennings Report* screen.

QC - Levey-Jennings Report

Interval (Month/Year) MM/YYYY

Create

2. Click the **Interval (Month/Year)** box and select the month from the pop-up calendar. Or enter the date in the format indicated in the **Interval (Month/Year)** box.
3. Click **Create** to create the report in PDF format. It takes up to two minutes to create the report depending on the number of records included.

## Create a QC - Detail Report



This report shows the results of QC tests run on standard cartridges with QC material, and the and the inhibition and aggregation values when a PLM cartridge is used as a QC test.

1. Click **Reports > QC Detail Report** to open the *QC Detail Report* screen.

QC - Detail Report

Start Date DD/MM/YYYY

End Date DD/MM/YYYY

Location All

Device SN All

Test Type All

Max Records 500

Create

2. Click the **Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Start Date** box.
3. Click the **End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **End Date** box.
4. Click the **Location** box to open the pop-up menu. Select the location to include in the report or select **All** to include all locations.
5. Click the **Device SN** box to open the pop-up menu. Select the serial number of the analyzer to include in the report.
6. Click the **Test Type** box to open the pop-up menu. Select the test type to include in the report.
7. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
8. Click **Create** to create the report in the CSV format. It takes up to two minutes to create the report depending on the number of records included.

## Create a Research Report

This report indicates all tests run on all devices, including the results of the tests and the inhibition and aggregation values. It includes patient IDs, but not patient names or any other patient information. As it is created in the CSV format, the report does not include tracings, but it does include plot points in order to plot the tracings.



### Notes:

- Each TEG 6s test result in a Research Report is comprised of one row for each channel.
- Each TEG 5000 test result is comprised of one row, and each cluster (three test results) of three rows.
- Consequently, selecting Max Records -> 500, for example, results in more than 500 rows if there are more than 125 tests in the system.
- Only users assigned the Researcher role can create a research report.

1. Click **Utilities > Research Report** to open the *Research Report* screen.

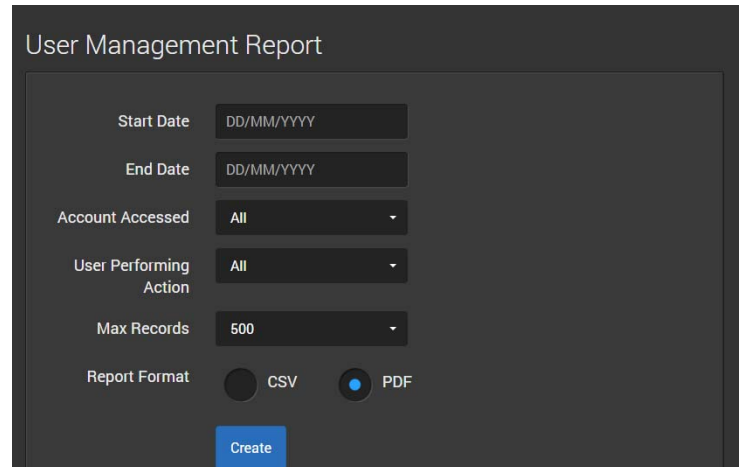
2. Click the **Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Start Date** box.
3. Click the **End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **End Date** box.
4. Click the **Username** box to open the pop-up menu. Select the user for whom you want to create the report.
5. Click the **Location** box to open the pop-up menu. Select the location for which to create the report.
6. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report (maximum is 5000).
7. Click **Create** to create the report in CSV format. It takes up to two minutes to create the report depending on the number of records included.



## Create a User Management Report

This report indicates a selected user's actions performed on other user accounts and on TEG analyzers.

1. Click **Reports > User Management Report** to open the *User Management Report* screen.



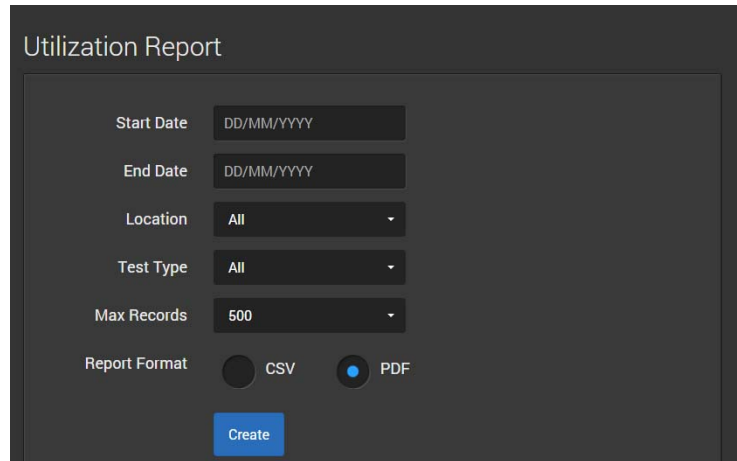
The screenshot shows the 'User Management Report' configuration interface. It features several input fields and a 'Create' button. The fields are: 'Start Date' (DD/MM/YYYY), 'End Date' (DD/MM/YYYY), 'Account Accessed' (All), 'User Performing Action' (All), 'Max Records' (500), and 'Report Format' (radio buttons for CSV and PDF, with PDF selected). A blue 'Create' button is located at the bottom.

2. Click the **Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Start Date** box.
3. Click the **End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **End Date** box.
4. Click the **Account Accessed** box to open the pop-up menu. Select the user account upon which actions were performed.
5. Click the **User Performing Action** box to open the pop-up menu. Select the name of the user performing the actions.
6. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
7. Select the **Report Format**, either **CSV** or **PDF**, to specify file type created.
8. Click **Create**. It takes up to two minutes to create the report depending on the number of records included.

## Create a Utilization Report

This report indicates the utilization of devices connected to TEG Manager, including details of which tests were run on the devices.

1. Click **Reports > Utilization Report** to open the *Utilization Report* screen.



The screenshot shows the 'Utilization Report' configuration interface. It features a dark grey background with white text. At the top, the title 'Utilization Report' is displayed. Below the title, there are several input fields and a radio button group. The 'Start Date' and 'End Date' fields are text boxes with a placeholder 'DD/MM/YYYY'. The 'Location' and 'Test Type' fields are dropdown menus with 'All' selected. The 'Max Records' field is a dropdown menu with '500' selected. The 'Report Format' section has two radio buttons: 'CSV' (unselected) and 'PDF' (selected). A blue 'Create' button is located at the bottom center of the form.

2. Click the **Start Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **Start Date** box.
3. Click the **End Date** box and select the date from the pop-up calendar. Or enter the date in the format indicated in the **End Date** box.
4. Click the **Location** box to open the pop-up menu. Select the location for which to create the report.
5. Click the **Test Type** box to open the pop-up menu. Select the test type to include in the report.
6. Click the **Max Records** box to open the pop-up menu. Select the maximum number of records to include in the report.
7. Select the **Report Format**, either **CSV** or **PDF**, to specify the file type created.
8. Click **Create**. It takes up to two minutes to create the report depending on the number of records included.

## Configuring TEG Manager

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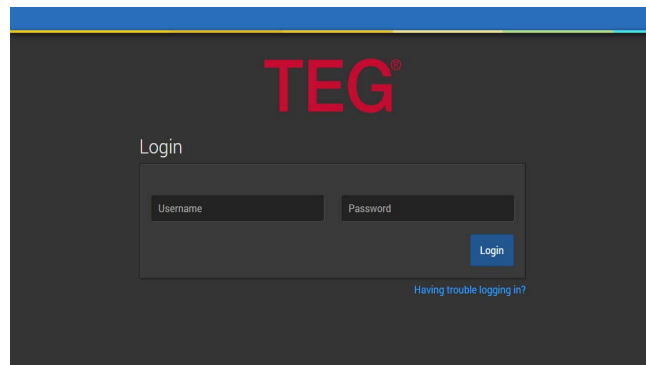
## Configuring TEG Manager

Configure TEG Manager® and add an initial user and an initial device as described in the following sections.

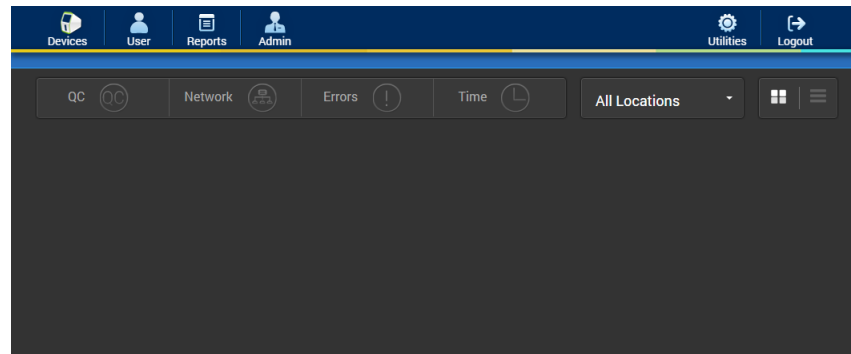
After the software is configured and a user and device are added, diagnostic test results are available via the TEG Manager Viewer module, and devices and users can be managed via the TEG Manager Device Manager module.

### Log In

1. Using your browser, open the URL configured specifically for your system by your System Administrator.  
The *TEG Login* screen is displayed in your default web browser.



2. Enter your login credentials.
3. Click **Login**. The *Devices* screen is displayed.



*Note: Creating Usernames and Passwords with Japanese characters is not recommended, otherwise logging in directly on the analyzers may be disrupted.*

4. Configure the software and add an initial user and device as described in the following sections.

**Notes:**

- To log out of the application, click **Logout**.
- After 30 minutes of inactivity, you are automatically logged out of the application. When you log back into the application, you are returned to the last screen that you were using.

## Update TEG Manager Configuration

Specify the system language, maximum number of days with a login, and password expiration to be used by the TEG Manager software application.

1. Click **Admin > TEG Manager Configuration** to open the *Update TEG Manager Configuration* screen.

Update TEG Manager Configuration

System Language	English
Max Days without login	1
Max Password Age (Days)	2

Update

2. Click the **System Language** box to open the pop-up menu. Select the desired language for the graphical user interface (GUI).



*Note: The language selected must match the language set on analyzers to be connected to TEG Manager.*

3. Click the **Max Days without Login** box. Enter the number of days a user account is unused before it is frozen.
4. Click the **Max Password Age (Days)** box and enter the desired expiration. Users' passwords expire and need to be changed when the specified number of days is reached.
5. Click **Update**.

## Update TEG 6s Device Configuration

This enables you to specify the following for TEG 6s devices:

- QC frequency
- Language
- Session timeout in minutes
- Audio alert and button click volume
- Date and time formats
- Whether QC status is ignored on the analyzers

1. Click **Admin > TEG 6s Device Configuration** to display the *Update TEG 6s Device Configuration* screen.

2. Click **Location** to open the pop-up menu. Select the location at which to configure the analyzers.
3. Click the **QC Frequency (Days)** box and enter the desired frequency at which QC will have to be performed on the analyzers.



**Alert: Follow the healthcare institution's Standard Operating Procedures (SOPs) when entering the QC range.**



**Attention:** *The default QC frequency is 0.*



**Note:** *If you modify the QC frequency, all TEG analyzers connected to TEG Manager are automatically restarted to apply the settings, upon completion of an active test and when no one is logged into them. It takes a TEG analyzer approximately two minutes to reboot.*

4. Click the **Language** box to open the pop-up menu. Select the desired language for the TEG analyzers.
5. Click the **Session Timeout (min)** box and enter the number of minutes of inactivity before devices timeout.
6. Click the **Audio Alert Volume** box to open the pop-up menu. Select the desired volume.

7. Click the **Button Click Volume** box to open the pop-up menu. Select the desired volume
8. Click the **Date Format** box to open the pop-up menu. Select the desired format.
9. Click the **Time Format** box to open the pop-up menu. Select the desired format.
10. Check the **Ignore QC Status** checkbox if you do not want QC status displayed on the analyzers.
11. Click **Update**.
12. Repeat these steps as required for analyzers at other locations.

## Configure the Report Header

Create a header that will be automatically included in each of the reports that are generated using the software. The header can include the healthcare institution's logo, name, address, and telephone numbers. For example:



1. To create the report header, click **Admin > Report Configuration** to open the *Report Configuration* screen.

The screenshot shows the "Report Configuration" screen. At the top, there is a navigation bar with icons for "Devices", "User", "Reports", "Admin", "Utilities", and "Logout". The main content area has a dark background. It includes a "Current Logo" section, a "New Logo" section with a blue "Browse" button, and a note: "Image must be in JPG or PNG format and it cannot be larger than 600 x 300 pixels". Below this are four text input fields labeled "Line 1", "Line 2", "Line 3", and "Line 4". A note at the bottom of these fields states: "Header line's character limit is 50". A blue "Update" button is located at the bottom right of the form.

2. Click **Browse** to upload a logo. The logo must be in JPG or PNG format with dimensions up to 600 x 300 pixels.
3. Enter the healthcare institution's name, address, and telephone numbers in **Line 1** through **Line 4**. Each line is limited to 50 characters.
4. Click **Update** to create the header.

## Add a User Account

1. Create a user account for the system administrator as described in the section “Add Users” on page 59. Specify a *Username* and a *Full Name* for the administrator. For example:
  - **Username:** admin
  - **Full Name:** Site Administrator





*Note:* By default, two accounts already exist in a new TEG Manager software installation: haemoclinal and sysadmin. These are for use by Haemonetics technical personnel only. You need to create an additional account at this time for the system administrator.

## Add an Analyzer

Add an analyzer as described in the section “Add Analyzers” on page 67.

## Define/Edit Custom Reference Ranges

This enables you to define reference ranges for TEG 6s test results. When defined, the reference ranges are displayed in the TEG Manager Viewer module. Results outside of the reference range are indicated using the Above Reference Range  and Below Reference Range  icons.

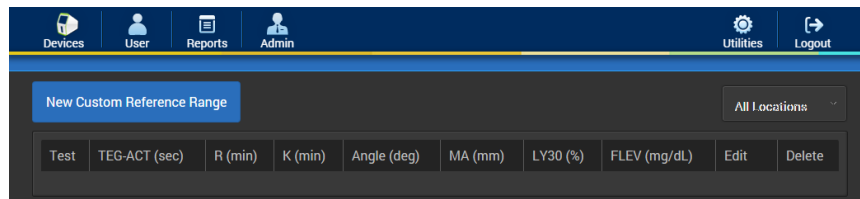


**Alert: Follow the healthcare institution’s Standard Operating Procedures (SOPs) when defining custom reference ranges.**




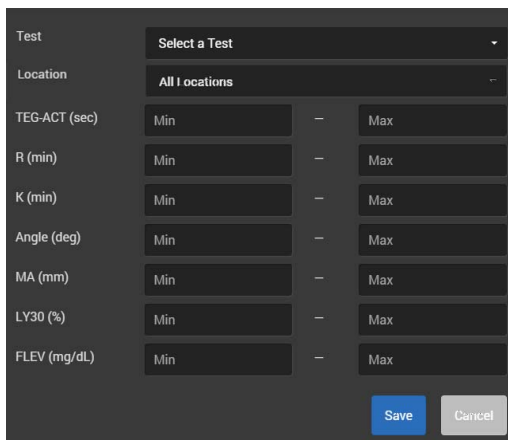
*Note:* If you are setting up devices that have different cartridge libraries, add the devices before you define the reference ranges. To add devices, refer to the section “Add an Analyzer” on page 96.

1. Click **Admin > Custom Reference Ranges** to open the *Custom Reference Ranges* screen.





- Click **New Custom Reference Range** or the edit  button adjacent to an existing reference range to open the *Custom Reference Range* screen.



- For a new custom reference range, click the **Location** box to open the pop-up menu. Select either **All Locations** or a specific location to apply the reference range. The location of an existing reference range cannot be modified.



**Notes:**

- If you create a new reference range for all locations, it does not override a custom reference range previously applied to a specific location. It only applies to locations where the reference range has not been previously applied.
- If you create a new reference range and apply it only to a specific location, it overrides a reference range at that location that was previously applied to all locations. All other locations are unaffected.


- For a new custom reference range, click the **Select a Test** box to open the pop-up menu. Select a test type. The test type of an existing reference range cannot be modified.
- Click the **Min** and **Max** boxes and enter a minimum and maximum value for each parameter.
- Click **Save**.



*Note: After reference ranges are defined, any attached analyzers are automatically restarted to apply the settings upon completion of an active test and when no one is logged into them. It takes a TEG analyzer approximately two minutes to reboot.*

- Repeat this procedure to define reference ranges for other test types.



*Note: To delete a reference range, click the delete  button adjacent to it.*

**Add Additional Users**

Add users in addition to the administrator you defined earlier in this process, as described in the section [“Add Users” on page 59](#).

**Add Additional Analyzers**

Add additional devices, as described in the section [“Add Analyzers” on page 67](#).

---

## Configuring the TEG Manager Display Language

By default, the TEG Manager user interface and documentation are displayed in English. This guide describes how to install and display them in other languages, including

- Chinese
- Danish
- French
- German
- Italian
- Japanese
- Portuguese
- Russian
- Spanish

### Install and Change the Display Language

1. Download the TEG Manager Language Installation zip file from *Additional Resources for TEG Manager* on the Haemonetics Download Center.
2. Navigate to the directory where you installed the TEG Manager application and create a folder for the TEG Manager Language Installation files. For example: `language_installation`
3. Extract the contents of the Language Installation zip file to this folder.
4. Using PowerShell® in the administrator role, navigate to the folder where you extracted the Language Installation files and run the script:  
`InstallLanguage.ps1`
5. When the script opens, it displays a list of TEG Manager installations found on the server.
6. Type the number associated with the desired installation and press Enter.

The script stops the TEG Manager website and service, moves a copy of the language and documentation files to the appropriate locations, and then restarts the TEG Manager website and service. This requires up to 5 minutes to complete.

7. The TEG Manager application and its documentation can now be viewed in any of the other available languages by doing the following:
  - a. To set the language for all system-wide functions (including the TEG Manager login page, test reports sent to a LIS, automated and scheduled emails, and the default language for new users), the system admin must:
    - i. Log into TEG Manager, and click **Admin > Configuration** to display the Update Configuration screen.

- ii. Click the **System Language** box to open the pop-up menu. Select the desired language.
    - iii. Click **Update**.
  - b. To set the language in which the application is displayed, each existing user needs to:
    - i. Log into TEG Manager, and click **Utilities > Account Settings** to display the Account Settings screen.
    - ii. Click the arrow adjacent to the currently selected language to display the list of available languages.
    - iii. Select the desired display language from the list.
    - iv. Click **Update Settings**.

TEG Manager is now displayed in the selected language.



*Note: To change the language displayed on each of the TEG analyzers connected to TEG Manager, refer to the TEG 6s user documentation.*

## **Configuring TEG Interpretation Guidance**

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## Configuring TEG Interpretation Guidance

The optional TEG Interpretation Guidance functionality enables you to create custom notifications that are displayed when specified TEG<sup>®</sup> test-result conditions are met (if configured, external messages can also be sent). For example, on a Citrated Multichannel cartridge, a condition could be created that if  $CK R > 8$ , then TEG Manager<sup>®</sup> would display a customizable message or SOP as defined by your facility.

A set of default interpretation guidance (IG) conditions are provided. Other than the device locations to which they apply, default conditions cannot be edited or deleted, but can be copied and the copies modified.



*Tip: You can apply conditions to a specific location or to multiple locations.*



*Note: Contact your Haemonetics representative for more information regarding TEG Interpretation Guidance functionality or to have it enabled on your system.*

### View Interpretation Guidance (IG) Conditions

1. Click **Admin > TEG IG Configuration** to open the *TEG Interpretation Guidance* screen

TEG <sup>®</sup> Interpretation Guidance							Back to TEG Manager	
Conditions								
ID	Cartridge	Condition	Interpretation Message	Location	External Message	Active	Actions	
001	CM Citrated K,KH,RT,FF	0.1 min < CK R	CK R result is above the normal range	Deeters Laboratory...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
002	CM Citrated K,KH,RT,FF	4.0 min < CK R < 9.1 min	CK R result is within the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
003	CM Citrated K,KH,RT,FF	52 mm < CK MA < 69 mm	CK MA result is within the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
004	CM Citrated K,KH,RT,FF	CK MA < 52 mm	CK MA result is below the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
005	CM Citrated K,KH,RT,FF	CRT MA < 52 mm	CRT MA result is below the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
006	CM Citrated K,KH,RT,FF	82 sec < CRT TEG-ACT < 152 sec	CRT TEG-ACT result is within the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
007	CM Citrated K,KH,RT,FF	152 sec < CRT TEG-ACT	CRT TEG-ACT result is above the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
008	CM Citrated K,KH,RT,FF	CFF MA < 15 mm	CFF MA result is below the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
009	CM Citrated K,KH,RT,FF	15 mm < CFF MA < 32 mm	CFF MA result is within the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
014	PM Platelet Mapping ADP	17 % < ADP Inhibition	ADP Inhibition result is above the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
015	CM Citrated K,KH,RT,FF	CRT MA < 52 mm AND 15 mm < CFF MA < 32 mm	CRT MA is below the normal range and CFF MA is within the normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
016	CM Citrated K,KH,RT,FF	CRT MA < 52 mm AND CFF MA < 15 mm	CRT MA and CFF MA are below normal range		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	
017	CM Citrated K,KH,RT,FF	10.5 min < CK R	CK R result is above the normal range - Suggest treating for <math>\leq 10.5</math>	Rosemont	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Actions	

- Default conditions are indicated in blue in the left column.
- Copied conditions are indicated in gray in the left column.
- Sort conditions in ascending or descending order by clicking a column header.
- To filter conditions, click **Filter**, and then click a column header and select filter criteria from the pop-up menu (you can apply more than one filter). Only the conditions that meet the filter criteria are displayed.
  - To clear the filters and display all conditions, click **Clear Filters**.

## Create a New Condition

This enables you to create a new condition based on an existing condition.

1. For the condition you want to copy, click **Action > Clone** to open the *Edit Condition* screen. (If the *Alert* screen is first displayed, click **OK** to continue.)

2. Modify the condition's values.
3. Modify the *Interpretation Message*.
4. Select the location(s) to apply the condition.
5. Click **Save**. The new condition is displayed at the bottom of the *Conditions* list.
6. Click the checkmark  button to activate the condition. When active, the button changes to .

## Edit a Condition

This enables you to edit a condition. Only the location can be changed for a default condition.



1. For the condition you want to edit, click **Actions > Edit** to open the *Edit Condition* screen. (If the *Alert* screen is first displayed, click **OK** to continue.)

2. Modify the condition's values.
3. Modify the *Interpretation Message*.
4. Select the location(s) to apply the condition.
5. Click **Save**.

## Activate/ Deactivate a Condition

By default, all default and newly created conditions are inactive.

1. For the condition you want to activate/deactivate, click its checkmark button in the *Active* column:

- Condition is active: 
- Condition is inactive: 

## Delete a Condition

Only copied conditions can be deleted; default conditions cannot be deleted.



1. For the condition you want to delete, click **Actions > Delete** to open the *Confirmation* screen.
2. Click **Yes** to delete the condition.

## Activate/ Deactivate External Messages

This enables an external message to be sent from TEG Manager.

The Haemonetics® HaemoCommunicator™ application must be installed to enable this functionality. HaemoCommunicator, in turn, must be connected to an LIS. Contact your Haemonetics representative to configure this functionality.

1. For the condition you want to send messages, click its message button in the *External Message* column:

- Messaging is active: 
- Messaging is inactive: 



# Appendix C

## ***Installing and Configuring the TEG Manager Agent (5000)***

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## Installing the Agent

This chapter describes how to install and configure the TEG Manager® Agent (5000), which enables TEG Manager to interface with TEG® 5000 analyzers on the same network.

### Before You Begin

Complete the following steps before you install the agent. As you complete these steps, fill in the “Pre-installation checklist” on page 111. You will need to reference this information when installing the agent.

1. In the administrator role, log into the system where the TEG Manager Agent (5000) will be installed.
2. Verify the system meets all the hardware requirements to support the TEG Manager (5000) software.
3. Determine the secure web address for the TEG Manager installation that will be receiving data from the TEG Manager Agent (5000).  
For example: `https://valid.tegininstall.com:44300`.



**Alert: The TEG Manager Agent (5000) software must be configured with the HTTP secure website for TEG Manager. If the TEG Manager Agent (5000) software is configured with the non-secure web address, it will be unable to communicate with TEG Manager.**

4. Determine the installation directory where the TEG Analytical Software is located. For example: `C:\TAS\TEGV4\`

### Install the Agent

Install the software as described below. As you complete these steps, fill in the “Software installation checklist” on page 112.

1. From the Haemonetics Download Center, download the installation zip file: `tegm-tegmanager-4.0.0_dist.zip`.
  - The zip file contains the following:
    - `TEGManager-<build_number>-dist.<US or OUS>.zip`
    - `TEGManagerAgent(5000)-<build_number>-dist.zip`
2. Log onto the system where the TEG Manager Agent (5000) is being installed and download the installation zip file:  
`TegManagerAgent(5000)-<build number>-dist.zip`
3. Extract the installation zip file.
4. Run the TEG Manager Agent (5000) installation file:  
`TEG Manager Agent (5000).msi`.
5. When the installer opens, click **Next** to open the *Select Installation Folder* screen.
6. Select an installation folder for the TEG 5000 Agent.


7. Click **Next** to open the *TEG Manager Connection* screen.
8. Enter the secure URL for TEG Manager in the format:  
https://<TegManagerWebAddress>  
For example: https://teg.manager.com
9. Click **Next** to open the *TEG Analytical Software Installation Directory* screen.
10. Enter the installation directory for the TEG Analytical Software.
11. Click **Next** to open the *Ready to Install* screen and click **Install**.
12. When the installation is complete, select or deselect **Launch TEG 5000 Agent**.
13. Click **Finish** to complete the installation and initiate heartbeat polling to the TEG Manager server.

## Configure the TEG Manager Agent (5000)

### Before You Begin

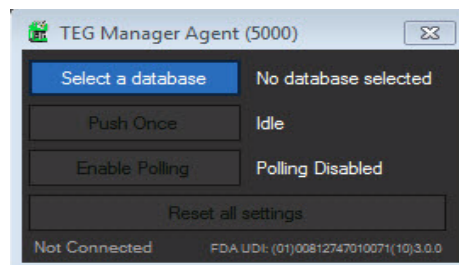
Ensure the TEG 5000 analyzers are powered on and connected to the computer running the TEG Analytical Software as described in the *TEG 5000 System Site Administrator's Guide*.

### Configure the Agent

1. From the TEG Manager application *Add Device* screen, add the laptop on which the agent is running, including a location, as described in “[Add Analyzers](#)” on page 67.
2. Open the TEG Manager Agent (5000)  from the System tray.



The **TEG Manager Agent (5000)** screen is displayed.



3. Click **Select a database** to open the *New Database* screen.
4. Specify a TEG 5000 database.
5. Click **Save**.
6. On the **TEG Manager Agent (5000)** screen, click either:
  - **Push Once** to send all TEG 5000 tests in the historical database to TEG Manager;
  - or
  - **Enable Polling** to continuously poll an active database and send any new or updated TEG 5000 tests to TEG Manager. The Agent polls the database every 30 seconds.

TEG 5000 test results are now available via TEG Manager, and *Disable Polling* and *Reset* functions are enabled in the TEG Manager Agent (5000).



Notes:

- On the TEG Manager Agent (5000) screen, click:
  - **Disable Polling** to stop polling.
  - **Reset all settings** to disconnect the agent from the database.
- For optimal performance, the TEG 5000 database should be on the same system as the TEG Manager Agent (5000).

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## Installing and Configuring the Agent for Languages Other than English

1. Download the TEG Manager Language Installation zip file from *Additional Resources for TEG Manager* on the Haemonetics Download Center.
2. Right-click the TEG Manager Agent (5000) icon in the system tray and select exit.
3. Navigate to the directory where you installed the Agent. By default, it is C:\Program Files (x86)\Haemonetics\TEG Manager Agent (5000)\
4. Extract the contents of the language installation zip file to this folder.
5. Edit the TEG Manager Agent (5000).exe.config file:
  - a. Set the Language configuration to specify the JSON file for the desired language. For example, for Italian:

```
<add key="Language" value="it.json" />
```
  - b. Save the changes.
6. Start the TEG Manager Agent (5000) software.

## Installation Checklists

Complete the following checklists when installing the TEG Manager Agent (5000) to indicate that the installation procedures were followed completely.

Record the version and build number of the agent that is being installed:

Version: \_\_\_\_\_

Build Number: \_\_\_\_\_

### Pre-installation checklist

When completing this checklist, refer to the instructions in the section [“Before You Begin”](#) on page 108.

#	Step	Completed
1.	Provide the system name where the TEG Manager Agent (5000) will be installed. Computer name: _____	
2.	Log into the system as a user with administrator access.	
3.	Verify the system on which the agent will be installed meets the specified hardware requirements. _____ _____ _____ _____	
4.	Record the secure TEG Manager web or IP address: Teg Manager Web Address: _____ _____	
5.	Record the installation directory where the TEG Analytical Software is located on the system where the TEG Manager Agent (5000) software is being installed. _____ _____	

## Software installation checklist

When completing this checklist, refer to the instructions in the section [“Install the Agent”](#) on page 106.

#	Step	Completed
1.	Unzip the installation zip file and, as administrator, run the following file: TEG Manager Agent (5000).msi	
2.	Choose the Installation Path. Path: (if not default): _____ _____	
3.	Enter the TEG Manager web address.	
4.	Enter the installation directory where the TEG Analytical Software is located.	

Name of Installation Site: \_\_\_\_\_

Name of Computer: \_\_\_\_\_

By signing below, the installer is indicating that he/she believes the software is installed properly and is operating as intended:

Name of installer: \_\_\_\_\_

Organization (of installer): \_\_\_\_\_

Signature of Installer: \_\_\_\_\_

Date: \_\_\_\_\_