

Training Checklist: Rendr Acquisition

1.0 Module: LOGGING INTO THE SYSTEM

Module		<input checked="" type="checkbox"/>
1.1	System/peripherals plugged into a power outlet	
1.2	Windows login	
1.3	Rendr login (needs to be setup in Rendr Portal, email address required, an email will be sent with a 24 hour window to create the account)	
1.4	Internet connection (must have initial connection to sync Rendr Acquisition and Portal)	

2.0 Module: HOMESCREEN

Module		<input checked="" type="checkbox"/>
2.1	How to Exit Rendr Acquisition Home Screen X	
	Top right corner Home Screen	
2.2	Help Icon	
2.3	Settings Icon	
2.3.1	Data Management	
2.3.2	Calibration Program	
2.3.3	Photic Program	
2.3.4	Impedance Thresholds	
2.3.5	Montages	
2.3.5.1	How to create/edit a new montage	
2.3.5.2	Only able to create/edit montage from the Home Screen	
2.3.6	Option Defaults	
2.3.7	Study Notes Template	
2.3.8	Local	
2.3.9	Theme	
2.3.10	Hyperventilation	
2.3.11	Logging	
2.4	Current User Icon	
2.4.1	Lock device/switch monitoring tech profiles	
2.5	Bottom of Home Screen	
2.5.1	(Left) Facility Account Name	
2.5.2	(Right) Battery	
2.5.3	(Right) Connection status Rendr Portal complete/pending	
2.5.4	(Right) Current Time/Date	

3.0 Module: BEGINNING A STUDY

Module		<input checked="" type="checkbox"/>
3.1	New Study	
3.1.2	Search for patient in database	
3.1.3	Create a new patient	
3.1.4	Create a patient in an emergency situation	
3.2	Type of Study to Acquire	
3.2.1	Routine	
3.2.1.1	Created using the internal amplifier of the TKM and a patient cable	
3.2.1.2	Created by using an external amplifier cabled to the system	
3.2.1.3	Cable connected/internal amplifier will display connect	
3.2.2	LTM	
3.2.2.1	Created using an external amplifier via Bluetooth connection (T4A or Mk3)	
3.2.2.2	Created by using an external amplifier cabled to the system	
3.3	Connecting the amplifier	
3.3.1	Routine	
3.3.1.1	TKM internal amplifier, green light on the front of the device	
3.3.1.2	Select connect under the corresponding amplifier	
3.3.2	LTM	
3.3.2.1	T4A or Mk3 amplifier	
3.3.2.2	Amplifier must be paired via bluetooth to the device	
3.3.2.3	Amplifier may be cabled to the device, but will limit mobility	
3.3.2.4	Bluetooth (cabled) amplifier will display to select	
3.3.2.5	Selected amplifier will connect, select Next to continue to Preview screen	
3.4	Open Existing Study	
3.4.1	Review a completed study (You may only review a LTM, you cannot continue the study), locate the study ID	
3.4.2	Create a Cloud Sync Package	
3.4.3	Continue a Routine study created by patient cable/internal amplifier or abled amplifier (no SD/CF card)	
3.4.4	Select Next to continue/review selected study	

4.0 Module: PREVIEW SCREEN

Module		<input checked="" type="checkbox"/>
	Top of screen: EEG IS NOT BEING RECORDED	
	Bottom of screen: PREVIEW	
4.1	Top Left Menu	
4.1.1	Help, Settings, Current User	
4.1.1.1	REMINDER: YOU CAN ONLY CREATE/EDIT MONTAGES FROM THE HOME SCREEN	
4.1.2	Lock device/ switch monitoring tech profiles (such as shift change)	
4.1.3	Theme	
4.1.4	Mapping	
4.1.4.1	How to map/remove auxiliary electrodes	
4.1.5	Study Details	
4.1.5.1	Create template	
4.1.6	Doctor Report	
4.1.7	Export/Archive study (after acquired) (zip or non-sip format)	
4.1.8	Share a Study	
4.1.9	Exit Study	
4.1.9.1	Leave (in order to continue a Routine study)	
4.1.9.2	Submit and Leave (study is ready to prune for focused review/doctor review)	

5.0 Module: START A STUDY/RECORDING SCREEN

Module		<input checked="" type="checkbox"/>
5.1	Select video/if you do not select video you will receive a warning message	
5.2	Select the Start Red Round Button	
5.3	Recorded time will begin to advance	
5.4	Graph will begin to advance	
5.5	NO LONGER VISIBLE Top of screen: EEG IS NOT BEING RECORDED Bottom of screen: PREVIEW	
5.6	Video (once you select video it will record for the entire study recording time, you must select video at the beginning of the study, you cannot had video after a study has begun)	
5.6.1	Blue dot on video window not recording	
5.6.2	Red dot on video window recording	
5.6.3	Expand video window	
5.6.4	Date and Time stamp	
5.6.5	Zoom in/out	
5.6.6	Move camera view	
5.6.7	Setting on video window	
5.6.8	Hide video window	

6.0 Module: FUNCTIONS ACROSS TOP OF GRAPH

Module		<input checked="" type="checkbox"/>
6.1	Montage	
6.2	Low and High Frequency	
6.3	Notch	
6.4	Sensitivity	
6.5	Time Base	
6.6	Name of tech monitoring study & Length of time monitoring (also available on Portal to export as report)	

7.0 Module: FUNCTIONS ACROSS BOTTOM OF GRAPH

Module		<input checked="" type="checkbox"/>
7.1	Scrubber allows you to select the areas of the graph to view	
7.2	Right facing arrow return to live data acquiring or end of study	
7.3	Total time recording	
7.4	Person Icon/Question Mark hide/view patient information	
7.5	Pencil Icon edit patient information	
7.6	Start button	
7.7	Advance forward or back 1 page	
7.7.1	Add shift + arrow key forward or back 1 second	
7.7.2	Arrow key advance forward or back 1 page	
7.7.3	Arrow key on keyboard (L/R) - advance forward or back 1 page	
7.8	Video	
7.9	Quick Note (Edit/Share/Focused Review)	
7.10	Note (Edit/Share/Focused Review)	
7.11	Type on graph to add note (Edit/Share/Focused Review)	
7.12	Battery	
7.13	Connection status to Rendr Portal complete/pending	
7.14	Current Time/Date	

8.0 Module: TOP RIGHT MENU

Module		<input checked="" type="checkbox"/>
8.1	Events	
8.1.1	Notes	
8.1.2	Stimulation Hypervent/ Photic	
8.1.3	Settings changes	
8.1.4	Other Events	
8.1.5	Focused Review (non-destructive pruning)	
8.2	Amplifier	
8.2.1	Information	
8.2.2	Connection status	
8.2.3	Connect	
8.3	Impedance check	
8.3.1	Internal amplifier: study will stop you must restart study	
8.3.2	External amplifier: study will continue	
8.3.3	Expand Impedance window	
8.3.4	Impedance will be listed in the events list under setting change events	
8.4	Calibration	
8.4.1	Internal amplifier: patient cable must be disconnected/calibration is not recorded	
8.4.2	External amplifier: can calibrate, will record calibration on study	
8.5	Hyperventilation	
8.6	Photic stimulation	
8.6.1	TKM photic (may not apply)	
8.6.2	LNC photic (may not apply)	

9.0 Module: CHANNEL FUNCTIONS

Module		<input checked="" type="checkbox"/>
9.1	EEG channels	
9.1.1	Measurement	
9.1.1.1	Edit/Share/Focused Review	
9.1.1.2	View FFT (Fast Fourier Transform)	
9.1.2	Hide channel/view channel circle +/-	
9.1.3	Hide all channel/view all channels square +/-	
9.2	Auxiliary channels	
9.2.1	Measurement	
9.2.2	Settings	
9.2.3	Hide channel/view channel circle +/-	
9.2.4	Hide all channel/view all channels square +/-	
9.3	Measurement Tool	

10.0 Module: SPLIT SCREEN

Module		<input checked="" type="checkbox"/>
10.1	Allow you to review recent events on one screen with live acquire on second screen	
10.2	Active screen has green box ou	
10.3	Advise only to use to review RECENT events, to review the study further use Rendr Portal	
10.4	To close split screen view, select X in right top corner of active screen	

11.0 Module: STOP RECORDING

Module		<input checked="" type="checkbox"/>
11.1	Select square record button to stop recording	
11.2	Warning Yes/No	

12.0 Module: EXIT RECORDING

Module		<input checked="" type="checkbox"/>
12.1	Confirm stop study	
12.2	To leave study, left top menu	
12.2.1	Submit and Leave (move study from in progress to pending review)	
12.2.2	Leave (able to continue recording if cable connected/patient cable and internal amplifier. Cannot continue study if Bluetooth acquired study, this would overwrite the SD/CF card)	

13.0 Module: INITIALIZING FOR STUDY WITHOUT INTERNET CONNECTION

Module		<input checked="" type="checkbox"/>
13.1	Open system, log into Rendr Acquisition (Lead Tech or Field Tech only)	
13.2	Signing into Rendr Acquisition with a stable internet connection to initialize the sync between Rendr Acquisition and Rendr Portal	
13.3	Close software with X	
13.4	You will be able to move to the patient's location and upon opening Rendr the tech (Lead or Field) will already be logged in and may begin the study	

14.0 Module: CREATE A CLOUD SYNC PACKAGE

Module		<input checked="" type="checkbox"/>
11.1	The Cloud Sync Package must be created on the system which the study was acquired, after the Cloud Sync Package is created, it may be upload to the Portal via a different computer	
11.2	Retrieve data from SD/CF card	
11.3	Create Cloud Sync Package	
11.3.1	Upload Cloud Sync Package to Rendr Portal	
11.4	You may move the Cloud Sync Package to an external hard drive	
11.5	Follow your lab protocols for patient study files	