

Training Checklist: Rendr Portal

1.0 Module: FACILITY SETUP

Module		<input checked="" type="checkbox"/>
1.1	Setup Facility on Rendr Portal	
1.2	Setup devices	
1.3	Setup amplifiers	
1.4	Setup cameras	
1.5	Add Facility Admin, train how to add additional users and provide user roles list	
1.6	Assess internet connection	
1.6.1	AWS connection via Cloud Harmony	
1.6.2	Internet speed test via	

2.0 Module: ACCOUNT LOGIN

Module		<input checked="" type="checkbox"/>
2.1	Set up account with user profile (needs to be setup on Portal with email, 24hr window)	
2.2	Login page rendrneuro.com/login	
2.3	Forgot Password?	

3.0 Module: DASHBOARD

Module		<input checked="" type="checkbox"/>
3.1	Across the Top	
3.1.1	Facility	
3.1.2	Feedback	
3.1.3	User Profile	
3.1.3.1	General	
3.1.3.2	Security - reset password	
3.1.3.3	Language	
3.1.3.4	Sign Out	
3.2	Left Menu (dependent on user permission level)	
3.2.1	Studies (continued below)	
3.2.2	Patients	

3.2.2.2	Search for patient	
3.3	Create patient	
3.3.1	Edit patient	
3.3.1.1	Trackit+ Study import	
3.3.1.2	Documents	
3.3.2	Audit Trail for patient	
3.4	Import	
3.4.1	Trackit+ Study import	
3.4.2	Cloud Sync Package	
3.5	Facilities - accounts user linked too	
3.5.1	Users	
3.5.2	Facility linked users and email	
3.5.3	Role	
3.5.4	Monitoring history	
3.5.5	Edit User	
3.5.6	User information	
3.5.7	Trash Icon	
3.6	Hardware	
3.6.1	Amplifiers (depending on permission level)	
3.6.2	Cameras (depending on permission level)	
3.6.3	Devices (depending on permission level)	
3.7	Montages	
3.7.1	Search	
3.7.2	Create	
3.7.3	Edit	
3.7.4	Delete	
3.8	Help	
3.8.1	Technical Support Hub	
3.8.2	Support telephone and email	
3.9	Dashboard Center:	
3.9.1	Studies in Progress	
3.9.2	Studies for Review	
3.9.3	Latest 3 Studies Tiles	
3.9.4	Latest 5 Studies	

4.0 Module: STUDIES

Module		<input checked="" type="checkbox"/>
4.1	Shows studies for last 30 days	
4.1.1	Depending on user permissions will determine studies available to view	
4.1.2	User will have access to studies shared to them	
4.2	Search study	
4.2.1	Status	
4.2.2	Time	
4.2.3	Sync state	
4.2.4	Search bar type patient name	
4.2.5	Search bar to show additional studies in list type "SHOW #)	
4.2.6	Advanced shows empty and deleted studies	
4.3	Patient Name	
4.4	Patient ID	
4.5	Date	
4.6	Duration	
4.7	Video #	
4.8	Review Status (Pending Review, In Progress, Complete)	
4.8.1	Study ID	
4.8.2	Amplifier Name	
4.8.3	Sync Status (Data %, Video %)	
4.8.4	Live	
4.9	Open study (name or book)	
4.10	Share study	
4.11	Monitoring log for study	
4.12	Trash icon	

5.0 Module: REVIEW A STUDY

Module		<input checked="" type="checkbox"/>
	Left facing arrow next to montage (upper left hand corner) - return to Dashboard	
	Across top:	
5.1	Montage	
5.2	Low and High frequency	
5.3	Notch	
5.4	Sensitivity	

5.5	Time Base	
5.6	Review info (i icon) Select icon or use i on keyboard	
5.6.1	Study/Device information	
5.6.2	Change Patient	
5.6.3	Recording Tiles	
5.6.4	Study Details (set template in Acquisition)	
5.6.5	Doctor Report	
5.6.6	Study Status	
5.6.6.1	In Progress (can only be changed by Acquisition)	
5.6.6.2	Pending Review (maybe changed to In Progress and Complete)	
5.6.6.3	Complete (may be changed to Pending Review)	
5.7	Quick Note	
5.7.1	Select Quick Note/Select event	
5.7.2	Use keyboard shortcut	
5.7.2.1	N	
5.7.2.2	First letter of event or arrow keys	
5.7.3	On Note - edit, delete, or mark for Focused Review	
5.8	Add spanning note	
5.8.1	Click/drag	
5.8.2	Label	
5.8.3	On Note - edit, delete, or mark for Focused Review	
5.8.3.1	Advance beginning/end	
5.8.3.2	Set duration	
5.9	Study Events - file icon:	
5.9.1	Notes	
5.9.2	Stimulation Hypervent/Photic	
5.9.3	Setting Changes	
5.9.4	Other Events (System)	
5.9.5	Focused review (nondestructive pruning)	
5.10	Other options:	
5.10.1	Print Epoch (creates PDF)	
5.10.2	Themes Light/Dark	
5.10.3	Time display (bottom of graph/bottom menu ribbon)	
5.10.3.1	12 hour	
5.10.3.2	24 hour	
5.10.3.3	Elapsed	
5.11	Channels:	
5.11.1	EEG channels	
5.11.1.1	Select channel	
5.11.1.2	Hide/view	
5.11.1.3	Measurement	
5.11.1.3.1	Edit/Share/Focused Review	

5.12	Auxiliary Channels	
5.12.1	Select channel	
5.12.2	Hide/view	
5.12.3	Measurement	
5.12.3.1	Edit/Share/Focused Review	
5.12.3.2	Change setting (Low/High Filter and Sensitivity)	
	Bottom of graph:	
5.13	scrubber allows you to select areas of the study to view	
5.13.1	Right faciarrow return to live data acquiring or end of study	
5.13.1.1	When selecting point on scrubber bar, you may need to refresh screen	
5.14	Left lower corner, down facing arrow expands/narrows graph	
5.15	Patient information	
5.16	Arrow buttons- Advance forward or back 1 page	
5.16.1	Arrow button/Arrow key (L/R on the keyboard) - forward or back 1 page	
5.16.2	Use shift + arrow Keys (L/R on the keyboard) - forward or back 1 second	
5.17	Focuses Review - star icon select/deselect	
5.17.1	Play button- yellow plays only events marked Focused Review	
5.17.2	Yellow arrow button - advance forward of back events marked Focused Review	
5.17.3	Yellow arrow buttons-advance forward or back events marked Focused Review	
5.17.4	Be aware Focused Review can span greater lengths of time between events	
5.18	Real time -advance up to 10 pages per second	
5.18.1	Move slider to adjust (video window will turn off when any page speed is selected other than real time)	
5.19	Outward facing arrows expands to full screen, hides URL - select/deselect	
5.20	Video Icon - Select to view/hide	
5.21	Video Window	
5.21.1	Corner arrows move video to any corner of graph window	
5.21.2	Plus/Minus increase/decrease video window size	
5.21.3	Picture in Picture (arrow/square) allows you to move video window to another position or monitor	
5.21.4	Grab corner to increase/decrease size	
5.21.5	Select video icon on bottom menu to return video window.	
5.21.6	Only use buttons located on the video window on acquisition, not expanded - Do not use any navigation buttons in the Picture in Picture window.	
	Select arrow top left study to return to Studies list	
	Select Dashboard to return to Dashboard	