RippleDown
Validator Guide

This Vallidator Guide provides detailed information on the installation of RippleDown for:

- Main screen
- Reviewing a Case
- Approving the interpretation
- Referring a Case
- Skipping a Case
- Deleting a Case
- Finding a specific Case

More information regarding RippleDown, including training modules and product help, can be found at:

www.pks.healthcare/support

Report Validator

Overview

The Validator is a RippleDown application that is used for reviewing cases and interpretive reports before they are released back to the Online Information System. Before approving a report, a Validator user is able to edit and correct a report if required.

Depending on the RippleDown installation, some projects will be set up to use the Validator, whereas other projects may use the validation facilities provided by the Online Information System.

Step-by-step guide

- Double click on the RippleDown icon, then select ´Report Validator´ from the menu.
- Enter your username and password.

Main screen

When Validator opens, the main screen will show the list of queues within the knowledge base. There will be at least one queue for each project.

A number of queues can also be setup for projects, for example special-purpose queues allow particular types of cases to be grouped together. There may also be queues corresponding to users who have had cases referred to them by other Validator users. These special-purpose queues will only appear if there are cases waiting in them to be reviewed.

In addition to the queues that are designed for reviewing cases prior to their release to the Online Information System, there may be Copy queues for the independent offline review of some or all cases.

Each queue will show the following information:

- The project name.
- The name of the queue within the project, e.g. the user name for a referred queue.
- The number of cases waiting in the queue.
- Any users that are currently reviewing the cases in the queue.

Note: several users may review the same queue simultaneously, however the RippleDown server will ensure that a particular case will only be reviewed by one user.

Reviewing a Case

To begin reviewing cases in a queue, select the relevant queue and then press the 'Review' button. This will activate a new screen - the Validator Case Viewer - in which individual cases within the queue will be presented for your review.

The screen will contain the following information:

- A view of the data in the case.
- The report given by the knowledge base.
- Any internal comments given by the knowledge base.
- Any notes added by another user (if this case has been referred)
- Buttons for working with the case.
- A status bar showing the history of the current validation session.

Reason for reviewing current Case

The reason why current particular case was queued to the Validator will be shown in a message just above the report.

Reasons for review include:

- The report has not yet been approved for autovalidation.
- One of the report sections has not yet been approved for autovalidation.
- The report has an autovalidation level of less than 100%.
- There is an autovalidation setting given for the case, with a level of less than 100%.
- The report has an internal comment.
- The report has an unevaluated expression or an untranslated comment.

Autovalidation level: 0%. Report is not allowed for autovalidation.

Approving the Interpretation

If you are satisfied that the current report is suitable for release, simply press the 'Accept' button which will send that report back to the Online Information System with a flag indicating that the report is ready for release.

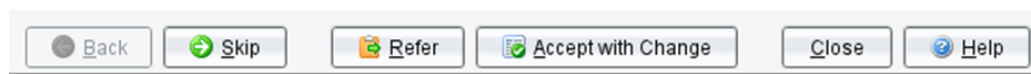Back | Skip | Refer | Accept | Close | Help

If the current report requires modification before it can be released, simply edit the interpretation as required.

If a complete comment needs to be added, you can select one from the list of existing comments using the 'Insert comment' button. While making changes to the report, you have access to the 'Undo' and 'Redo' buttons to help with the required changes.

Undo   Redo   Insert comment

Once the edited report is ready for release, press the '**Accept with Change**' button. You will then be asked to give a reason why the report was changed and have the option to send the case to the Knowledge Builder. Once you press '**OK**', the edited report will be sent back to the Online Information System with a flag indicating that it is ready for release.

A copy of the case - with your reason for change - will be sent to the 'Rejected' queue in the Knowledge Builder. The Knowledge Builder user will then be able to update the Knowledge Base (i.e. the project) so that subsequent reports for this type of case will be correct.

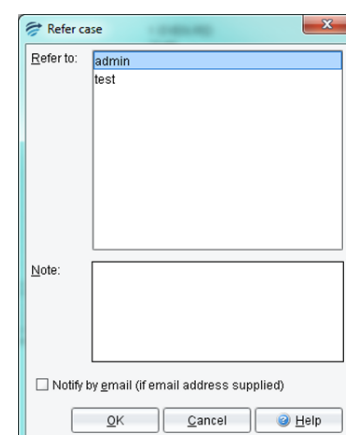Back | Skip | Refer | Accept with Change | Close | Help

Once you have approved a report, it will immediately be sent back to the Online Information System. If you believe that you might have mistakenly approved an inappropriate report, contact your System Administrator immediately. The status bar contains a button for showing the cases that you have reviewed so far in this session.

Referring a Case

If there is another Validator user who you would like to check the report, you can refer that case to that person's queue. Simply click the 'Refer' button and then select either the 'default' queue or a specific user's queue.

Your IT administrator can associate email addresses with each user so that the user is informed by email of the arrival of a case in their queue.
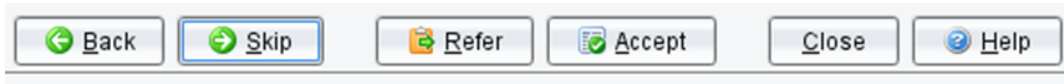
Skipping a Case

If you wish to deal with a case at another time (e.g. when some pending tests have been completed), you can press the 'Skip' button. The case will be available next time you review the queue. The latest version of the test results will be shown at that time.
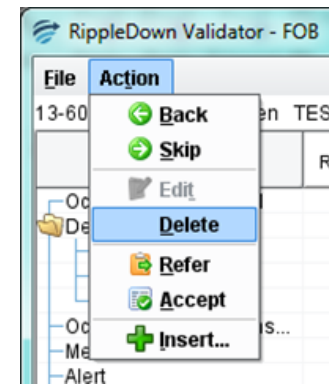

Going Back

Press the 'Back' button to look at cases you have previously approved, referred or skipped on this queue, in this current session. Please note, you will not be able to change a report that you had previously approved or referred.
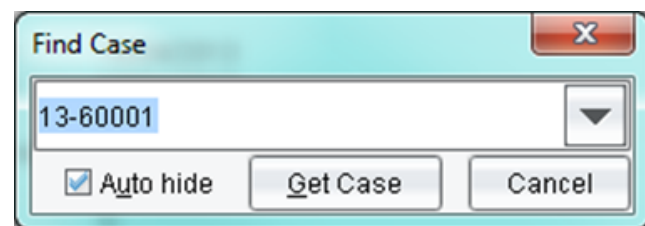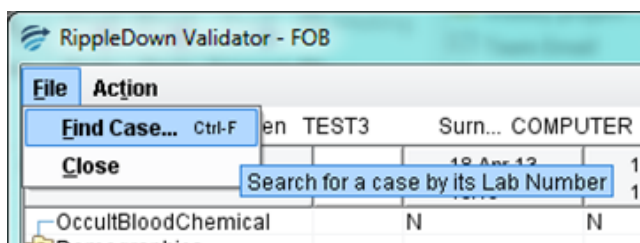

Deleting a Case

To delete a case, choose the '**Action**' menu and then select 'Delete'.

Note: this will mean that the corresponding report will not be sent back to the Online Information System.
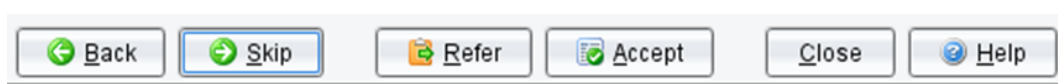

Finding a particular Case

By default, cases are presented for review in the order specified by the Validator main screen. If you want to review a particular case that you believe is in this queue, choose the 'File' menu and then select 'Find Case'. A window will appear allowing you to enter the name of the required case, or you can simply select it from the drop-down list. Once the required name has been selected, click the '**Get Case**' button to review the case.

Closing the review screen

When a Validator user starts reviewing a queue, a batch of up to 10 cases is immediately sent from the RippleDown Server to the Validator workstation as a "buffer" behind the scenes. This is done so that when the Validator user approves a case, the next case can be shown immediately, without having to ask the RippleDown Server for another case. As the Validator user approves cases, the RippleDown Server automatically tries to keep the Validator workstation buffer full of cases.

Once you have finished reviewing cases on a queue, it is important to close the queue by clicking the '**Close**' button. Any cases that have been queued to you but not yet reviewed will be returned to the RippleDown server and so will be accessible by other users.

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