



# Pacific Knowledge Systems

## RippleDown User Guide: Administrator

*This document focuses on the options and tasks available to RippleDown administrators and how to utilize these tools.*

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## **Intended Use**

The PKS Software is intended to be used purely as a decision support system that provides complementary reports for patient data to qualified individuals based upon established rules set up by relevant trained customer domain experts (hereafter referred to as "domain experts").

The PKS Software generates and collates comments into a patient centric report or workflow action based on rules created and maintained by domain experts. The PKS software presents all first-of-a-kind reports for review, modification (if applicable) and approval by the domain expert prior to release to clinicians or other individuals. Beyond this, the domain expert may automate the release of none, some or all identical reports. However, since a report may be generated and automatically approved for a case for which the domain expert has not previously considered, it is intended that the domain expert regularly review a representative sample of all output types.

It is intended that the clinicians receiving reports against patient results will consider the report in conjunction with all current and previous patient history and apply their own judgement when determining patient management. It is intended that the clinician does not rely on the existence of a report for the management of a patient.

The PKS software in itself does not provide automated diagnosis or treatment-making functions, or have the capability to control, in any way, the performance of a device or to treat or diagnose any disease.

All numeric fields present in the RippleDown applications use "." as the decimal place separator irrespective of the language/locale set on the host computer or CDS clients.



If the locale of the data source has a different decimal representation (for example ",",), the data source or an intermediate integration engine will need to transform the number to a decimal point format.

Numerical fields returned as variables in reports will also use "." as the decimal separator irrespective of the language /locale set on the host computer or CDS clients. The Knowledge Builder may use derived attributes to return alternatively formatted values.

It is the responsibility of the licensee to use the product in accordance with its intended use. In support of this, it is recommended domain experts include a statement consistent with the following on all reports.



“This report has been generated using clinical decision support software. This report is intended to provide adjunctive information only and should not replace clinical judgement.

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Pacific Knowledge Systems: <http://support.pks.com.au/product-register/>

RippleDown is distributed by Abbott Laboratories as AlinIQ CDS

RippleDown is distributed by Philips Healthcare as LABOSYS CDS

## Administrator Client

The Administrator is a component of RippleDown used to:

1. Manage users and user groups
2. Managing projects.
3. Sending and searching the logs.
4. Editing the server security settings.

## Managing Users and User Groups

The administrator client is used to manage users and user groups for the RippleDown applications.

A user is the login name for each RippleDown user.

A user group is a named set of user permissions that can be defined to allow permissions to the applications, projects and queues for each user.

It is best to first set up the user groups and associated permissions and then add the users to the relevant User Group/s

### Create a new user group

1. Use the menu **Users | Manage user groups...**
2. Click the Add button. The Add user group dialog will appear.
3. Enter a descriptive name for the user group.
4. Click the appropriate permissions check box against the required options as follows:

**Login Permissions** allow a user to login to the corresponding RippleDown application. The following application permissions are possible:

- Report Validator
- Knowledge Builder
- Data Entry Auditor
- Administrator
- Translator

**Project Permissions** allows a user to access a specific project and its associated validation queues or translations. The following project permissions are possible:

- Knowledge Builder - this allows a user to open the specific project using the Knowledge Builder
- Original queues - this allows a user to validate the default queue for the project, or a queue defined by rules.
- Copy queues - this allows a user to review a copy queue for the project. (All copy queues are defined by rules).
- Translations - this allows a user to open a specific translation for the project using the Translator.

- Report sections (only applicable to the Data Entry Auditor) - when a report is viewed in the Auditor, only those report sections for which a user has privileges will be shown.

5. You can now add users to this group by modifying their user accounts.

### To modify an existing user group

1. Use the menu **Users | Manage user groups...**
2. Select the group that requires modification
3. Click the Modify button.
4. Click the appropriate check box against the required options.

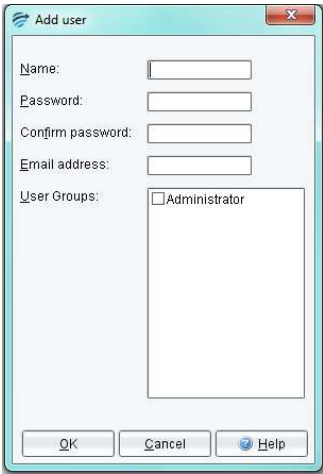
### Managing Users

From the Users menu select Manage users...



The Users box opens and shows the list of users currently active in RippleDown

There are three options available:

<p><b>Add</b></p>	<ol style="list-style-type: none"> <li>1. Click Add to show the following:           <div data-bbox="603 257 927 728" data-label="Image">  </div> </li> <li>2. Enter the name and password</li> <li>3. Confirm the password. The user will be prompted to change their password on first login</li> <li>4. Enter the optional email address. This can be use if cases are to be referred to this user from the Auditor or Validator</li> <li>5. Select the user group that this user should belong to. If the list of user groups is empty it will be necessary to add user groups and then modify the user you have created</li> <li>6. Click OK</li> </ol>
<p><b>Modify</b></p>	<ol style="list-style-type: none"> <li>1. Click on the user</li> <li>2. Click on Modify</li> <li>3. Edit as required and click OK</li> </ol>
<p><b>Remove</b></p>	<ol style="list-style-type: none"> <li>1. Click on the user name</li> <li>2. Click on Remove and you will be asked to confirm the action</li> <li>3. Click on Yes if this is correct</li> </ol>

### Generating a User and Group report

To generate a HTML report of the users and user groups that have been defined:

1. Use the Administrator menu **Users | User and Group report...**
2. A dialog will appear prompting you for the name and location for the report. Enter the file name and folder name you require.
3. Click the User and Group report button.
4. After a few seconds, a dialog will appear indicating that the report has been exported
5. You can open the file using any web browser and print if required.

The report comprises of two sections:

**Users:** The first section of the report lists each user, the groups that user is a member of, and the complete list of permissions these groups confer on that user.

**Groups:** The second section of the report lists each user group, the users in that group, and the permissions associated with that group.

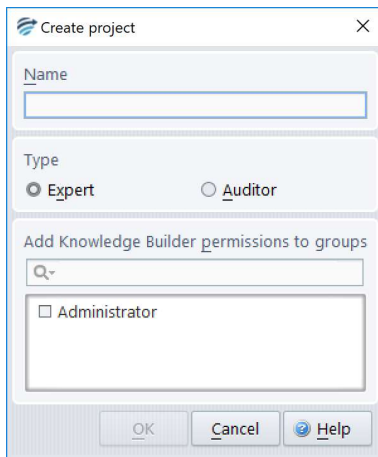
## Managing Projects

The administrator client us is used to create and manage projects.

### Setting Up a New Project

To setup a new project:

1. Use the menu **File | Create project**

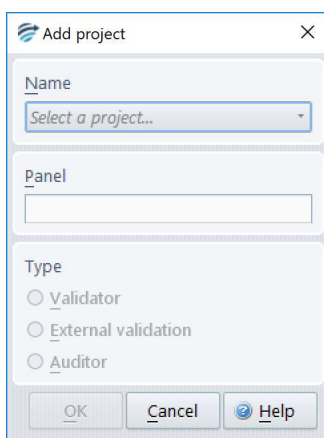


2. Enter the name and type of the project.
3. Tick the required user group to have permission to the new project.
4. Select OK.

### Adding a project Online

To place a project Online (ready to receive cases):

1. Use the menu **File | Add project**



2. Select the name of the project from the drop-down menu. The Type of project should be automatically selected.
3. Enter the Panel code. The panel code is the code(s) the LIS uses to refer to a project. There may be multiple panel codes per project, however a panel code can belong to only 1 project
4. Select OK.

## Log files

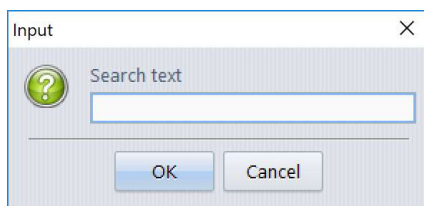
The administrator client is used to search and email the log files for diagnostic purposes.

### Emailing the log files.

Use the menu **Tools | Email log file**. The log will be emailed to the email address as defined in the `rippledown/properties/AESender.properties` file.

### Searching the log files.

Use the menu **Tools | Search the log**.



Enter the case number into the Search text field. All log items related to that case number over the last 28 days will be displayed.

## Server security settings

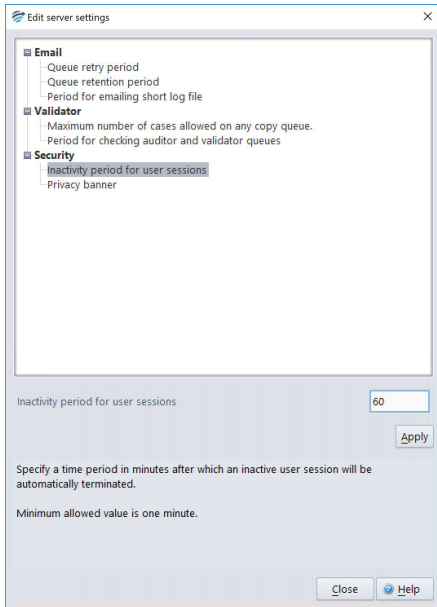
The administrator client is used to set the Inactivity period for users and the Privacy banner to be displayed at log in.

### Inactivity period.

The default inactivity period for users is set to 15 minutes. The application will log the user out of the current module and display the module selector. The user will need to reapply their username and password to regain access to the application.

To change this setting, use the menu **Tools | Edit server settings | Security | Inactivity period for user sessions**.



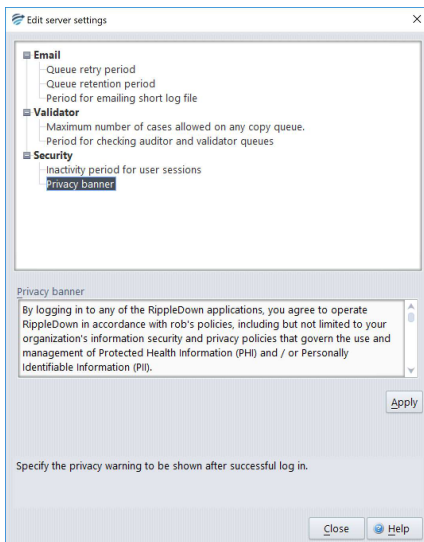


Enter the required number of minutes in the text field and click apply- the maximum value is 1500 minutes.

### Privacy banner.

The application has a default privacy banner which is displayed to the user and must be agreed to before a user can log into a RippleDown module.

To change this setting, use the menu **Tools | Edit server settings | Security | Privacy banner.**



To change the privacy statement, enter the required text into the Privacy banner field and click apply.

The privacy statement can be deactivated by removing all text from the privacy banner field and clicking apply.