

RALS[™] LiNK

USER MANUAL

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Intended Use

The **RALS LiNK™ System** is a Software as a Service (SaaS) cloud-based application intended to collect, store, transfer and report on result data to support Rapid Diagnostic Testing (RDT) programs.

NOTE:

The RALS LiNK™ system is not intended for the diagnosis, screening, monitoring or treatment of patients. It is meant only to guide responses. It is not to be used as a decision-making tool.

DISCLAIMER:

It is the responsibility of the user to double-check and verify all data within the system. The Legal and Regulatory Owner and creators of this software are not responsible for any errors or omissions that may occur as a result of inaccurate data.

Launch

The **RALS LiNK™** web portal can be accessed securely from any browser-enabled device using the following URL:

<https://ralslink.com/>

Browser Support

The **RALS LiNK™** web portal has been developed and optimized for use on the latest versions of the following browsers:

Mozilla Firefox (<http://www.mozilla.com/en-US/firefox/>)

Microsoft Edge (<http://www.microsoft.com/en-gb/windows/microsoft-edge>)

Google Chrome (<http://www.google.com/chrome>)

Apple Safari (<http://www.apple.com/safari/download/>)

If you are using an older version or different browser that is having difficulty rendering the **RALS LiNK™** web portal, please download and install the latest version of your browser from one of the links provided above.

Access

Login

Upon accessing the RALS LiNK™ web portal, you will be presented with the Login page.

Enter the username and password setup during the account registration into the respective fields. Click the Login button. For account registration instructions, see the [Users section](#).

Forgot Password

If you have lost or forgotten your password, you should click the “Forgot your password?” option located on the Login page, next to the LOGIN button.

Enter the email associated with the forgotten password and click the Continue button.

If the email is valid, then you will then receive an on-screen message reading:

“If your email address exists in RALS LiNK, an email will be sent with instructions on how to reset your password”

If you have access to the associated email address, please check your email and you should see an email from **NoReply@ralslink.com** with a subject of **Reset Password**.

Reset Password

Click the link within the received email; a page should open in your default web browser.

Enter a new password and repeat it within the Confirm Password input field, then click the Set Password button.

With the new password validated, you will be redirected to the login page. where you could use your updated credentials to access the portal.

Home

Upon successfully logging into RALS LiNK, you will be presented with the Home page, which displays the customer Navigator and an associated Dashboard of charts and key performance indicator statistics.

Layout

RALS LiNK provides a consistent layout throughout. Each page has been structured into four key sections, Site Navigator, Main Menu, Top Bar and Body.

Site Navigator

The navigator is a blue dropdown option positioned on the top left side of the screen. It is a collapsible tree used to display and navigate through a hierarchical structure of customers and their child sites of regions and clinics. Click in the Blue icon, to expand the tree.

Clicking or selecting a site from the navigator will change the context of the displayed information, so that all records, statistical data and graphical charts shown on the resulting page will represent the site selection and any subsequent child sites.

Main Menu

The main menu is positioned on the far-left side of each page and is available throughout the web portal. It is a fixed bar of menu options. RALS LiNK is made up of key areas. The areas are represented by an option on the main menu and they each have their own corresponding dashboard.

Note: Access to the below sections is dependent on your user's role and on how your specific account has been configured. To see what roles, have access to what sections, see the User Role page that appears when adding a new user. To see what permissions your user has, see the Roles & Permissions section in your user's details.

- **Dashboard**
When selected, this section will display dashboards to view and analyse data related to RALS LiNK Mobile devices, Results and Demographics
- **Devices**
When selected, a dashboard with a summary of your available devices will be shown, along with a chart and graph for on-screen analysis, clicking into an individual device type will display a summary list of assigned devices and individual device measurements previewed for export and on-screen analysis.
- **Results**
When selected, search criteria will be shown allowing you to filter what results you wish to see by device type, assay type and as an added optional, by device serial number. After searching a user will be presented with on-screen charts & graphs for on-screen analysis, as well as a summary list of all results within the filter specified.
- **Log Results**
When selected, users will be able to collect test results by manually entering results and associated information. Users will also be able to upload test results files and see a transmission summary.
- **Stock**

When selected, a summary view of stock is displayed for each available assay at the selected site.

- **Maps**
When selected, a maps page powered by Google Maps will be displayed. Map views can be selected and filtered to visualise site, device, and transmission data.
- **Reports**
When selected, a summary list of report templates will be displayed for selection; from which reports can be generated on-screen for publishing or subscribed to in the form of scheduled reports.
- **Sites**
When selected, a summary list of your sites will be displayed in the body section, if you are permitted to view multiple sites. For those permitted to see only a single site, selecting the sites option will display the site details.
- **Users**
When selected, a summary list of users will be displayed in the body section. The list shown will depend on your assigned customer site. This section will also give users access to user groups (RALS LiNK Mobile) and permission groups.
- **System**
When selected, view API (Application Programming Interface) access tokens and manage illogical dates within your account.
- **Support**
When selected, you will find the terms & conditions, privacy policy, support information including contact info and link to the user manual.

Top Bar

The top bar, positioned in the top-right of each page, is a clickable, horizontal bar of user options, available throughout the web portal.

Options in the top bar include:

- **User Profile**
This menu option will be labelled as the authenticated user's username and represents the related user profile. When this menu option is clicked, the body of the portal will be updated to display the related user profile, providing the facility to manage profile details, language selection and reset the account password.
- **Search**
Search across RALS LiNK for your devices.
- **Account Selector**
A dropdown menu showing your available RALS LiNK Accounts. Most users will only have access to a single account.

Body

The body is the main content area provided for each page. The body contains most of the feature specific functionality, including adding, editing, viewing, and managing resources and data.

Users

Select the Users option from the main menu to access the user management area of RALS LiNK.

Within the portal, you can select to manage your users. You can also send registration requests and approve pending registration requests. The body section will display a user summary list.

From the summary list page, there are options to:

- **Filter users**
At the top of the user summary list is a filter row to which you can apply search criteria to query the users listed and filter your view of user information.
- **Add users**
To send invitation requests for users you would like to register on the RALS LiNK Image platform. You can also bulk upload users via CSV.
- **Edit an existing user**
To manage permissions, contact details, status and user credentials for existing user accounts.
- **Export users**
To export the summary list to csv file format.
- **Resend Invite**
Invite users again who have not activated a user account.
- **Show archived users**
View users who have had their account locked and they can be reinstated if required.

Add users

You can add users by sending a registration request. An invitation can be sent to one or more email recipients, using either the bulk upload Users option or the individual Add User option

From the summary list page, click the Add User option, available from the related actions region. As a result, the Invite page will display.

In the email address field, add an email address for the user you want to invite.

Within the permission type section, determine if you want to use site-based permissions or permission group-based permissions.

- If using site-based permissions, choose a site from the drop-down list. The user will be granted access to this site, and all its children's sites.

- If using the permission group-based permissions, choose a permission group from the drop-down list. The user will be granted access to the sites defined within the permission group. Permission groups can be added and edited via the permission groups tab on users.

The Languages field defines your user's language.

User group defines what user group the user is assigned to. User groups are for managing what health program workflows a user has access to.

In the Account Expiry field, you may set an expiry date for the new account, applicable to temporary user accounts.

You can select the desired user role. To do this simply select an option and it will go blue and then click the Next button to view user roles and permissions.

You can then confirm the selected user role and permissions. Review which permissions the selected user role will have access to and then click the Next button to continue.

To confirm and send the new user an invite, click the Finish button and the user will be notified via email. You can amend user permissions later if required.

Upload users

To add multiple users, there is a bulk upload feature. From the summary list page, click the Upload Users option, available from the related actions region. As a result, an option to browse and select a CSV file of users will be displayed.

The CSV file, should contain the following header row and related values within:

Username, Site, Role, FirstName, Last Name, Cohort, UserGroup, AccountExpiry, Pin, Language.

With a valid CSV file selected, click the green Upload button located to the left of the selected file name.

With the list of users uploaded, any incomplete or invalid information is highlighted in red. Within the list, there are options to edit or delete records listed.

When all records have been verified correct, click the Send Invites button to submit the users. All users will be notified via email.

Note: When uploading user data into RALS LiNK Portal, the account expiry date format in the CSV file must be: YYYY/MM/DD

Find and edit an existing user

From the User Summary List, you can filter the list of users displayed by entering full or partial search terms into the available filter row fields at the top of the summary list.

For example, you may wish to locate a user record in order to update the user's email address. To do this, type their name or email address into the filter row above the associated column. The list will begin filtering automatically, enabling you to locate the user quickly.

With the user account located, click one of the hyperlinked user properties in the list. The resulting page will display the user details.

To make changes, select the Edit button from the related actions menu and update the user's details as required. You can adjust user details, roles and permissions, assays and set an account expiry date.

To complete the user update, click the Save button at the top of the page.

Alternatively, to cancel the current action and return to the previous view, click the Back option available from the related actions region.

Lock an existing user

To revoke a user's access to RALS LiNK, you can simply lock a user.

You must be an administrator to be able to lock another user.

Access the user's record via the User Summary List and click the Lock button available from the related actions region.

Once you have locked the user, a confirmation message will appear at the bottom right saying, "User locked successfully".

The status is updated to Locked and the associated user will no longer be able to login and access RALS LiNK.

Note: The locked status is indicated in the User Summary List under the Status column. The text will read 'Locked' next to the associated user record.

User Profiles

Within RALS LiNK every authenticated user can manage their own profile, in terms of updating their first name, last name, job title, telephone, language and password. To view your user profile on RALS LiNK, click your name on the right of the top bar.

Change your password

From within your profile page, you can change your password by clicking on the Change Password button in the actions bar.

This will display a form for you to enter your current password and then update and confirm your new password.

Edit your user profile

From within your profile page, you can change your password by clicking on the Edit Profile button in the actions bar.

This will allow you to update the following user profile details:

- First Name
- Last Name
- Job Title
- Telephone
- Email Address
- Language

Save your changes by clicking on the Save button or press the Go Back button to cancel.

Sites

Select the Sites option from the main menu bar to access the customer sites management area of RALS LiNK. This section is only available to authenticated users with site admin permission. From this section, you can setup your site(s) and create your site structure to establish locations within your organisation where devices and users can be assigned.

For users with access to manage their sites, they will see the below dashboard where they have access to edit the site they're currently viewing, its location, the sites chart, the user's chart & the devices chart. These charts will update depending on your current site selection within the tree view.

From the summary list page, there are options to:

- **Add Site**
At the top of the site summary is an option to add a site, this will allow you to add a site directly from the site dashboard. You may also click the "Add" icon within the "Sites" chart to add a site.
- **Import Sites**
At the top of the site summary is an option to import sites, this will allow you to add one or more sites to the existing site structure.
- **Edit Site**
At the top of the site summary is an option to edit sites relative to your current tree view selection. The info box will display key information but selecting edit will take you through to a full detailed version of that site where you can update all information.
- **View Sites**
To view a summary list of all sites, click the eye icon within the sites chart. You may perform further actions in this view.
- **Export accounts**
To export the summary list to csv file format.

Permission Groups

To manage permission groups, click on the Permission Groups tab to view the summary list.

The summary list to see:

- Group Name
- Group Description
- Number of users assigned

From here, you can click on add Permission Group to define which sites users can access and view when logged into RALS LiNK Web Portal.

Add a new site

To add a new site, click the Add Site option available from the related actions region. This will take you to the Add Site page.

Note: This action is only available to authenticated users with site management permission who are assigned to the root site.

Enter the Site Name and select from the available drop-down and input values as applicable. Click the Save button at the top of the Site Details panel to commit the record to the portal. The new account will be listed in the Sites summary list.

To cancel the current action and return to the previous view, click the Back option available from the related actions region in the top-right of the page.

To save and then add another site, simply click the Save & New button in the top right.

Find Address

To find a new address using the Find functionality, start to enter the address details into the find section and the address will automatically appear. Select the correct address and ensure that this address corresponds with the map view.

Note: A user should verify that the sites are correctly mapped on the associated map when utilizing the Find Address functionality.

Import sites

To add one or more new sites from a file upload, click the Import option available from the related actions region. This will take you to the Import Site Structure page.

Note: This action is only available to authenticated users with site management permission who are assigned to the root site.

Click the Download Template option available from the related actions region. This will download the site structure template file that can then be populated with the additional sites and associated hierarchical structure that you wish to import.

Once the site structure template file has been updated successfully, return to the Import Site Structure page and click the Select file option to select your completed import file and then upload.

With the site structure file uploaded successfully, a summary table will be displayed with the uploaded site records.

Note: Any warnings or errors within the site content will be highlighted on the summary table view and should be corrected before proceeding with the import process. To correct the site content, you must clear the current site content and restart the import process with a revised site structure file.

To complete the import process, simply click the Confirm Preview table contents and upload button above the summary table.

Edit an existing site

Select the appropriate site within the navigator. The details of the selected site will display within the main body section.

You can click 'Edit Site' and having amended the site name, comments or selected a type from the available drop-down list, there is a further section to set the site's location and view or plot the location on a map (using Google Maps integration). Click the Save button at the top of the Site Details to commit the changes to the portal.

If you want to view any stock, you can use the 'Stock Enabled' toggle. Without the toggle switched, no stock will appear. Further instructions for Stock can be found on page 32.

To cancel the current action and return to the previous view, click the back button in the top-right of the page title. Upon committing the changes, the navigator will be refreshed with the updated customer site.

Note: The customer sites can be moved to other parent customer sites in the navigator by using the drag and drop method to select a customer site, drag and then drop to place the customer site in a new position on the navigator.

Delete an existing site

To delete a site from RALS LiNK, select the appropriate site within the navigator.

This will take you to the Site Details page. Then click Edit Site and a button in the top menu will be provided in a red box that says 'Delete'.

Select the Delete option available from the related actions region, to invoke the Delete Site confirmation dialog.

Click the OK button to Delete the Site. Upon committing the changes, the navigator will be refreshed with the deleted site no longer visible.

To cancel the current action and return to the previous view, click the Cancel button.

Stock Settings

You can set which sites have stock management enabled within the Sites section.

Access the Root site details via the Site Name column within the summary list.

Within the Root site details section, click on the Stock Settings button in the action bar. This will display a pop-up box with a list of site types.

Select the relevant site types to enable stock management.

Click OK to save the changes.

If you don't want to make any changes to the stock settings, click Cancel.

Device

Through the devices section, RALS LiNK allows for management of medical and non-medical devices. Select the Devices option from the main menu bar to use the devices section of RALS LiNK.

View devices

To view your assigned devices, select the Devices menu option. By default, the resulting data content area will display a tabbed view of available devices within the assigned selected customer site, with an overall dashboard presenting on-screen analysis in the form of charts & graphs.

Note: The default view will show all the devices that you are permitted to see, grouped by device type.

From the dashboard page, there are options to:

- **Filter devices**
The top of the dashboard has a tab view with each individual device listed. Select the device via the tab to filter the selection and view its summary list.
- **View & Export Analytical Data**
The data visualised by the charts and graphs is sourced from your selected site. To export the data into PDF or PNG click the menu option.

Note: From the sub-site devices Summary List, you can filter the list of devices displayed by entering full or partial search terms into the available filter row fields at the top of the list.

View device details

From the devices Summary List, you can select a device record and click-through to view its details.

The resulting data content area will display information and statistics specific to the selected device.

There are tabs available at the bottom of the page to show the following:

- **Errors**
Shows the number of errors, error codes and actions to fix errors.
- **Assignment History**
Shows where the device has been assigned and is currently assigned.
- **Control Tests**
View how your device control tests are performing.
- **QC**
View how tests have been performed.

To return to the list of devices assigned to the selected site you can click the back option available from the related actions region.

View device results

You can view the readings for an available device. Access the relevant device via the tab. From the Summary List table, click the Results link under the Actions column.

Completing this action will open the results page for the selected device and assay to display a list of measurements received within the last 30 days.

Note: The criteria can be changed to increase or reduce the selected date range, as required, by clicking the Edit option available from the related actions region and applying an updated date range.

Assign a device

To assign a device to a site, navigate to the device Summary List by choosing the relevant device type from the dashboard. In the Summary List table search for the relevant device by using the filters. Click on a device to open its details.

Select the Move Device button from the related actions area. This will display a box to move the device between sites. Choose the relevant site from the dropdown list and pick an assignment date.

To confirm the reassignment, press OK. This will return you to the device details and will update its assignment.

To return to the previous page without making any changes, click the Cancel button.

You can also select Edit Assignment to alter the assignment date and Insert Assignment.

Important: The device assignment start date should reflect the date and time when the device was physically received at the site. This will ensure that all tests performed on the selected device are successfully received into the RALS LiNK system and assigned correctly to the specified site.

Note: To verify the device has been moved successfully, select the destination customer site and review the associated device list to ensure the moved device was re-assigned successfully.

Connected Status

When a device has a Service, Request raised against it in the Admin portal, the status of the device will change to Out of Service in the Devices section. The device row in the Summary List will also be greyed-out to visualise the status.

When clicking on the Device to view the Details page, you will see an Out of Service icon in the detail's header bar. Once a support ticket has been completed in the Admin portal, the status will be changed to Connected. The system will flag devices that have transmitted results when not connected using the warning icon in the Summary List and in the device detail's view.

Results

RALS LiNK has the capacity for users to view device results. Users can also manually upload results from non-connected devices. Device results can be accessed via Results within the main menu bar. Device results may also be accessed from the Device pages, within the Devices Summary List, see (p. 26).

Results Dashboard

The default view on the Results dashboard shows transmitted test results from the last 30 days. The dashboard visualises the results data into graphs, charts and tables.

It enables a quick overview of the data split into:

- Daily Tests – this displays the number of tests on each day within the date range.
- Total Tests – an overview of the percentage of successful tests vs errors.
- Statistics – displays result data by site type.

The View on Map option within the action bar will take you to the Maps page and will display the filtered results on the map.

You can view more information on the selected date range within the Results List. You can switch between the list view and the graph view by clicking on the list and graph icons beneath the action bar.

Search and Filter Results

You can filter and search for results by clicking on the Filter Criteria button. The filters and specifics options will be displayed in the window. From here, you can filter by Date Range, Filter Type, Assays and Test Result.

The Specifics option lets you filter the results by searching for specific Operator IDs, Serial Numbers and Sample IDs. Input the relevant search criteria into the available fields.

Click the Apply Filter button to filter the results. To cancel the changes made to the filters click the Cancel button on the left.

All results for the requested search will appear in the data content area. The Dashboard will display pie charts and graphs that visualise the results. The Results List will display a table that summarises the data in the graphs.

To amend the search criteria, you can access the Filter Criteria button and edit the filters.

To save this filter, click the Save button from the action bar. This will display a pop-up where you can add a name and description for the filter. Once saved, the new filter will appear in the left sidebar under My Views or Shared Views. You can delete saved filters by clicking on the Delete button from the action bar when viewing a custom filter.

Results List

The Results Summary List displays all the results in an interactive table format. The table has filter options to allow users to find the relevant data in an accessible format. Key features include:

- **Filter Columns**
Each column has a search bar below the header to filter the results by a particular item, such as date.
- **Group Headers**
The user can organise the Summary List by a particular heading. This means that the user can easily view groups of data. The user can drag and drop the column header(s) into the box above the table. It is labelled: 'Drag a column header here to group by that column'. The Summary List will then create new collapsible and expandable rows with the results listed within. The groups can be collapsed and expanded to view the data more easily by clicking the + and – icons to the left of the group header row.
- **Hide Columns**
To hide columns that may not be relevant to your search, click the hide column button above the table. From here you can drag and drop columns into a separate box, temporarily removing them.
- **Export All Data**
To export all data in the results list, click the export all data column and the table will be downloaded as XML.

Edit Sample ID

An operational request must be submitted for this functionality to be enabled. For more information, see the “Support” section below.

The Sample ID option is accessible from the Results Summary Table (Results Section) in the Actions column:

By clicking on the Edit Sample ID icon, you will have to enter a valid Sample ID based on the below criteria:

New Sample ID must be:

- Entered twice
- Distinct from the value being edited
- Between 1 and 50 characters (Alphanumeric)

Upon editing a Sample ID, user must provide a reason which is tracked within the Audit Log described below. They must also enter their password for authentication.

From the Results Summary Table, you also have access to the View Sample ID Audit Log from the Actions column – by clicking on the View Sample ID Audit Log icon you will be able to see the previous changes to the Sample ID, mainly:

- When the changes were actioned
- Who was responsible for the changes
- What was the previous Sample ID value
- When was the values updated
- And the reason for the Sample ID changes

Notes: Only RALS LiNK System Admin & Account Admin users can edit a Sample ID – this enables control over which customers have access to this functionality.

Manually Upload Device Results

To support the manual uploading of device readings, RALS LiNK provides the facility to browse, select and upload .csv files that contain device readings. The .csv files must be in the structured format as supplied by the associated medical device. This is managed through the Results page from the menu bar.

Note: This action is only available to authenticated users with upload files permission.

Access the Results page and click the Upload button to invoke the Upload Files panel.






Within the Upload Files panel, you will see a file selection field within which you can click to browse and select one or more .csv files to upload, with a further option to commit the Upload.

Alternatively, drag and drop a file from your desktop into the box labelled Drag file here.

Stock

RALS LiNK provides the ability to manage stock. This is managed within the Stock within the main menu bar.

When viewing stock you may view and filter the various fields shown below:

FIELDS		NOTES	
Summary			
Stock Status	Symbol	Represents	
		Green Circle represents no issues	
		Yellow Triangle represents that the stock will expire within the next 60 days	
		Yellow Square represents that the stock is not being used	
		Red Square represents that the stock is negative or that the lot will expire before the Est Stock Out Date	
		Gray Square represents that there is no active stock	
Site	The Site where the stock is located		
Device Type	The Device that uses the related stock		
Lot Number	This is the lot that the stock originates from		
Expiry Date	The date the stock will expire		
Panel	The panel this stock is part of		
Current Stock	The quantity of stock that hasn't been used		
Est Daily Use	The estimated amount of stock used per day		
Est Stock Out Date	The estimated date the stock will run out, this is based on the Est Daily Use		
Last Result	The last date a stock has been used		
Total Used Stock	The amount of stock that has been used since initially added		
Details			
Current Stock	The current quantity of unused stock		
Est. Daily Use	The estimated amount of stock used on a given day		
Total Stock Used	The total amount of stock used		
Est. Stock Out Date	The estimated date when the last stock will be used		
Expired	The quantity of unused stock that has expired		
Next Expiry	The next day one or more stock will expire		

Note: The Estimated Daily Use and Estimated Stock Out Date does not take into account weekends.

In addition to filtering by fields, you may use any of the premade filters at the top of the page listed below:

- Group by Lot
 - Filters based on device type, assay type, and lot number
- Group by Site
 - Filters based on device type, assay type, and site.

- Active Stock Only
 - Displays devices with active stock

This may be used in conjunction with the other two premade filters.

Stock Management

RALS LiNK gives you the option to manage stock.

To manage stock, select the site to be updated with the site navigator and then you can perform the various actions:

- [Move Stock](#)
- [Adjust Stock](#)
- [Set Stock](#)

In addition to the aforementioned action, RALS LiNK automatically updates stock when used. So there is no need to track and manually update how much stock has been used at a site at the end of a day.

Move Stock

If you need to move some or all your stock to another customer site, you can make a manual adjustment to your stock via the Move action. This action is accessible within the Stock Management panel for the selected customer site.

Below are the values needed when moving stock:

FIELDS	NOTES
Site	This is the site the stock is being moved from, this value cannot be changed except by navigating to the stock within the desired customer site
Panel	The panel within the site that the stock is being moved from
Quantity	The quantity of stock to be moved
From	This is the site the stock is being moved from, this value cannot be changed except by navigating to the stock within the desired customer site
To	The site the stock is being moved to
On	The date and time the stock will be moved
Expiry Date	The expiry date of the stock being moved
Lot Number	The unique lot number of the stock
Notes	Notes that can be added to this move

Note: Within the Move To dialog, you can only select customer sites that have a type of: Clinic, Mobile Clinic or Hospital, as these are the only site types that allow stock management.

Adjust Stock

If you need to add or remove stock for a site, you may do this with the Adjust action. This action is

accessible within the Stock Management panel for the selected customer site.

Below are the values needed when adjusting stock:

FIELDS	NOTES
Site	This is the site the stock is being adjusted at, this value cannot be changed except by navigating to the stock within the desired customer site
Assay Type	The assay type at the site being adjusted
Quantity	The quantity of stock to be added or removed, see later in this section for further details
On	The date and time the stock will be moved
Expiry Date	The expiry date of the stock being adjusted
Lot Number	The unique lot number of the stock
Notes	Notes that can be added to this adjust

To add stock when performing the adjust action, enter the number you want added in the “Quantity” field. Proceed to fill out the rest of the dialog as needed.

To remove stock when performing the adjust action, enter the number you want removed in the “Quantity” field, but lead it with the minus or hyphen character “-”. An example would look like “-5” to remove five stock from the related site.

Set Stock

If you need to add a new stock record based on a unique combination of a Lot Number and Expiry Date, you may do this with the Set action. This action is accessible within the Stock Management panel for a selected customer site or on the Stock Management summary page.

FIELDS	NOTES
Site	This is the site the stock is being adjusted at
Assay Type*	The assay type at the site being adjusted
Panel*	The panel this stock is part of
Quantity	The quantity of stock to be set
On	The date and time the stock will be set
Expiry Date	The expiry date of the stock being set
Lot Number	The unique lot number of the stock
Notes	Notes that can be added to this set

Note: Fields noted with an asterisk (*) will be displayed exclusively to each other.

Reporting

RALS LiNK has the facility to run reports, which are exported into pdf or csv format for simple distribution. Select the Reports option from the main menu bar to start using reports. This section is only available to authenticated users with report creation and/or report distribution permission.

Run a report

Select a type of report from the Report Templates, located in the navigator on the left-hand side of the page.

The content area will display a form to filter information for the report you want to generate.

With the appropriate report parameters selected, click the Run Report option from the related actions region. As a result, a new tab will open with a preview of the pdf report.

If you do not want to continue creating a report, click on the go back option from the related actions. Report Templates include:

- Device Utilization Summary
- Device Location Log
- Device Results Summary
- Device Connectivity Stats
- Error Log
- Error by Type
- Operator Performance
- Adverse Events
- Stock Levels
- Data Dump
- EQA Results Transmitted
- Failed Internal Quality Control

Maps

RALS LiNK has the facility to visualise site and device data using Google Maps. This is managed through the maps area. Select the Maps option from the main menu bar to use the maps area. This section is only available to authenticated users with map view permission.

The Maps page has numerous filterable options to customise what data is displayed in the map. The default display on page load shows all site locations by type.

You can filter the map by:

- Site [1] – a collapsible tree view of sites grouped by location.
- System Views [2] – default views
 - Sites by Type – maps by hospital, clinic or mobile clinic.

- Devices by Connectivity – maps by device and their reporting status.
- Tests by Assay – maps by transmitted test results for last 30 days.
- Display Options [3] – customise map appearance to show markers, heat maps or circles for Sites, Devices and Results
- Filter Criteria [4] – include more filters for Sites, Devices and Results

From the Maps section you can perform the following actions using the buttons in the action bar:

- Save – create a custom map from a selection of filters.
- Export Map - export the map as a single image file.
- Delete – deletes a saved map.

Filter Criteria

Access more filterable options for each view type (Sites, Devices and Results), by clicking on the Filter Criteria button at the bottom of the page.

The Sites view lets you add or remove filters related to the types of sites available. The Filter Type dropdown option allows you to choose to only view 'Selected Site Only' or to view 'Sub Sites' on the map view.

Site Type Filter options can include:

- Clinic
- Country
- Custom Folder
- District
- Hospital
- Mobile Clinic
- Region
- Service Centre
- Training Centre

To remove the filters, click Reset.

Select the relevant site types to filter the data on the map.

To select a specific site(s) that have a site tag setup, enter the site tag into the Tag field within the Specifics dropdown.

Click Apply to update the map with the filterable options.

Devices

The Devices view lets you add or remove filters related to:

Filter Type:

- Selected Site Only
- Include Sub-Sites

Medical Devices:

- Afinion
- Afinion 2
- ID NOW
- m-PIMA
- Pima

Non-Medical Devices:

- CONNECT Gateway
- Netcomm Gateway
- SMS Printer
- SMS Printer 2
- RALS LiNK Mobile
- WEB

Connectivity – filter by when the device was last online:

- Today
- > 1-7 days ago
- > 8-30 days ago
- > 30 days ago
- Never
- Not Connected

To select a specific device(s) that have a device tag setup, enter the device tag into the Tag field within the Specifics dropdown. Click Apply to update the map with the filterable options, or to remove the filters, click Reset.

Results

The Results view lets you add or remove filters related to:

Date – choose what results display based on result date:

- Last 7, 14, 30 or 60 days
- Custom date range

Filter Type – choose the filters that are applied to the results:

- Selected Site Only or Include Sub-Sites
- Test Success or Test Result
- By Device

Assays – can be filtered by test type:

- Influenza A/B
- SARS Coronavirus-2
- Respiratory Syncytial Virus (RSV)
- Strep AA Respiratory Syncytial Virus (RVS)
- Other

Test Result:

- Negative
- Positive
- Errors/Invalid

Select the relevant types to filter the data on the map.

You can also select a specific test result(s) by Operator ID, Serial Number or Sample ID by entering the relevant information into the fields within the Specifics dropdown.

Click Apply to update the map with the filterable options, or to remove the filters, click Reset.

Save Map

You can save a filtered view so that you can visualise data more quickly in the future. This saves a custom map under the My Views section in the Site Navigator.

Apply the relevant filters to a map and click on the Save button from the action bar. This will display the Save Map View pop-up box. Enter the relevant text into the Name and Description fields.

To share the view with other users, tick the box adjacent to the Add to shared views text.

To save the new map view, click on Save. If you don't want to save the new map view, click on Cancel.

To remove a saved map, navigate to the map you want to remove and click on the Delete button from the action bar.

Results Time-lapse

You can visualise test results on the map over time using the time-lapse functionality.

Click on Play Time-lapse from the related actions bar, this will show the time-lapse display, which is a graph of dates and results with a progress bar that cycles through the dates. The map will plot results at the locations on the relevant date.

You can speed up the time-lapse by clicking on the 2x button to the left of the progress bar. 2x is the default speed, but this can be changed to 1x, 5x, 10x and 20x.

Click on the X button on the right of the progress bar to close the display.

To stop the time-lapse, click on Stop Time-lapse from the related actions bar.

System

The System menu item lets you view system settings, manage illogical dates within your account and create API Access Token.

Click on the System menu item from the main menu to view the System summary list.

Illogical dates

The System menu item lets you view system settings and manage results that have been flagged as having illogical dates and create and manage your user groups. Click on the System menu item from the main menu to view the System summary list. The list is organised by Test ID.

A result will be flagged as having an illogical date if:

- It has a future date
- The result date/time is after the transmission date/time
- The date precedes 2010

To manually change a date, navigate to the relevant result and click on the Edit Date button under Result Date. This will display the Edit Illogical Result Date window.

Change the date using the Result Date field and calendar. Then state the reason for making the adjustment.

Click OK to confirm the change, or press Cancel to abort the change. You will then be returned to the summary list.

API Access Token

The System menu lets you create one or more API Access Tokens for specific sites within your RALS LiNK account.

Note: This site-based API Access Token must be used in conjunction with your Account API Access Token to enable authenticated access to result for the specified site via the RALS LiNK Account API.

Each RALS LiNK account can have one or more API Access Token assigned, but each Token will only permit access to the specified site. API Access Token authorisation and management will be managed within RALS LiNK Web Portal to:

- Create an API Access Token
- Edit/change an existing API Access Token
- Lock an API Access Token
- Delete an API Access Token

Note: Only Admin Account users will have access to API Access Token settings and management.

Support

The Support section provides contact information to assist with the use of RALS LiNK.

Note: If the testing device is not connected or responsive with the Connect Universal Gateway, perform the following troubleshooting steps:

1. Ensure the ethernet cable is intact and plugged in.
2. Ensure the power cable is intact and plugged in.
3. Ensure status lights 1, 2 & 3 are all on.

Access the following website for contact details if you require technical and operational support:

<https://www.globalpointofcare.abbott/> (click the *Support* tab and select *Contact Us*)

Training material is available from this page with an option to download the following documents:

- RALS LiNK User Manual
- Terms and conditions
- Privacy Policy

Logout

Select the User ID/Username image on the top right of the top bar and then click Log Out on the dropdown list to safely exit from RALS LiNK.

This will return the user to the initial login page.