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| **IH-COM User Management for IH Reader-24** |
| **Purpose** | This procedure provides instructions to ensure that each operator of the IH-Reader 24 has a unique user ID and password with assigned user access. |
| **Policy Statements** | * The IH-Reader 24 software allows for assignment of access right at various levels
* This procedure applies to any individual who will use the IH-Reader 24
* Each Operator assigns their own password.
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| **Procedure** |  |
|  | **Step** | Action |
| Creating a User Account | 1 | From the IH-Com software, open ‘Configuration’ from the menu bar and the ‘User administration’. |
|  | 2 | Select the ‘New User’ button. |
|  | 3 | Enter the operator’s Unique Identifier (employee tech code) in the ‘User ID” field |
|  | 4 | Enter the operator’s full name in the ‘Full name’ field.  |
|  | 5 | Enter the user’s level.1. Levels in IH-Com:
	1. 42-can change or confirm results, cannot accept results
	2. 52-Normal User; can change and confirm results and validate
	3. 62-Same as 5 above; can also do additional validation and configure QC
	4. 90-Limited admin rights without database functions
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|  | 6 | Select the ‘Set New Password Button to enter a password. |
|  | 7 | Enter the password in the ‘New Password’ field and again in the ‘Repeat Password’ field |
|  | 8 | Select the ‘set Password’ button to confirm |
|  | 9 | Select ‘OK’, then ‘Save’ to except the user account |
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|  | **Step** | Action |
| Changing a Password | 1 | In IH-Com, select ‘Configuration from the menu bar and then ‘User Administration’. |
|  | 2 | Select the User ID that requires a password change. |
|  | 3 | Select the ‘Set New Password’ button |
|  | 4 | Enter the new password in the ‘New Password’ field and then again in the ‘Repeat Password’ field. |
|  | 5 | Select the ‘Set Password’ button |
|  | 6 | Select ‘OK’ then ‘Save |
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| **Limitations** | 1. Passwords must be a minimum of 8 characters, include a capital letter and a special character or number.
2. User ID is limited to 20 characters.
3. If a password is not defined when a user is added, the user will be prompted to create a password when logging in for the first time.
4. A user must have an access level of 62 or higher in order to create user accounts.
5. Authorization levels cannot exceed that of the logged in user. A user level of 99 has full administrator access to all menus in IH-Com.
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| **References** | 1. IH-Com User Manual NA V1.2-02/2021 Chapter D, Sections 1.1 to 1.7
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| **Approval****Workflow** | Transfusion Service/Lab Director |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | S. Cassidy | 02/17/2023 | Initial Version |