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Managing the TEG 6s Manager Software

PURPOSE

This procedure provides instructions on how to utilize the two modules of TEG Manager software to access to the test results from the TEG 6s hemostasis analyzers and to manage both the analyzers and user accounts

POLICY

- Operators will have access to the TEG viewer and device manager module
- Designated system administrators will have access to the TEG viewer, device manager, and administrative tasks

SCOPE

- TEG viewer and device manager module - all CLS/MLT staff assigned to the hematoloigy/Coagulation department
- TEG manager admin tasks - designated system administrators

PROCEDURE A

A. Follow the steps below to access TEG 6s results utilizing the TEG viewer module

Step	Action
1.	Open the SRMC intranet browser and in the Clinical link, click TEG Manager.
2.	Enter your assigned user name and password
3.	Click Login which will display the TEG viewer screen
4.	At the Search Screen, select today for quick access to TEG results of active or enter the desired patient MRN
5.	At the Search Results Screen, review and select the patient information
6.	At the Main Screen, view the displayed test results which are sorted by the most recent date

Function	Action
View reference ranges for test results	◦ On the tool bar, click Ranges to display the reference ranges ◦ Click Ranges again to hide the reference ranges

View tracing details	Type of Tracing	Action
	Group Tracing details	- Double click the test cartridge name to open the Group Tracing Details Screen and display multiple overlapping tracings - Click Offset to see them more clearly - Click Full Screen to display results in full screen mode in a new browser (close browser tab to return to original view - Click Main to return to Main Screen
	Individual Tracing details	- Double click a tracing thumbnail to open the Tracing Details Screen - Click Full Screen to display results in full screen mode in a new browser (close browser tab to return to original view - Click Main to return to Main Screen
	Composite Tracing	- Click Multi select two or more individual tracings - Click Combine - Click Main to return to Main Screen
View Patient Information		- On the tool bar click Patient to display the Patient Information screen - Click Cancel to close the screen
Print Patient Report		- On Main Screen toolbar, click Export - On the Export Screen: - Sample Options -select all TEG 6s samples - Graphic Options - select tracing, numeric, ranges - Patient options- patient ID - Click Create Report (PDF) to print the report - Click Open - When TEG report displays, click File in the upper left hand tool bar to Print - Close the Export Screen to return to the main Menu screen
Search for patient information		On the tool bar, click Search to search for new patient

	Access TEG Device Manager Module	◦ Click Utilities to access the Device Manager module
7.	On the tool bar, click Logout to log out of the TEG Manager software	

PROCEDURE B

Follow the steps below to utilize the TEG Device Manager Module

Step	Action
1.	Open the browser and enter the website
2.	Enter your user name and password
3.	Click Login
4.	On the Main Screen, click Utilities

Function	Action

Change Password	• Select Change Password
	• In the Change Password screen
	  ◦ Type current password
	  ◦ Type new password
	  ◦ Confirm new password
	  ◦ Click Change Password
	• To return to TEG viewer, click Utilities then Viewer

Change Display Language	• Select Account Settings • Select desired language • Click Update settings • To return to TEG viewer, click Utilities then Viewer
Status of TEG 6s analyzers	• Select Device Manager to open Devices screen • Devices screen provides device info such as location, network status, current device status (testing, idle, QC invalid, network error, etc) • To return to TEG viewer, click Utilities then Viewer

QC results	• Select Recent QC Results to access recent QC results for analyzer troubleshooting and/or QC compliance
	• To print QC
	  ◦ select the QC to print by clicking the QC test cartridge name(QC will be highlighted in blue)
	  ◦ click Export on the tool bar
	  ◦ click Create Report
	  ◦ click Open button when display message appears at the bottom of the screen
	  ◦ click the File option on the tool bar
	  ◦ Click Print

		• To return to TEG viewer, click Utilities then Viewer
	User Guide	• Select User Guide to display and print PDF copy of TEG Manager user guide
	About	• Select About to show detailed information about the version of TEG Manger software installed ◦ May be useful for troubleshooting issues with TEG Manager

5.	On the Main screen, left hand tool bar, access the Devices, Reports, and Admin options	
	Function	**Action**
	Devices	• Provides status information on TEG 6s devices in use such as the system information, device log, device configuration, etc.
	Reports	• Provides option to view and print QC L-J charts and QC detailed charts
	Admin	• Provides access to Manage Services/Monitor Services option • Under the Services tab, ensure all TEG manager services are running to ensure remote viewing can be accessed by physicians • Restart any TEG manager services if remote viewing cannot be accessed • If restarting TEG manager service will not enable remote viewing then call the TEG tech support for troubleshooting

6.	When in the individual Utilities Screen, click Utilities then Viewer to return to TEG viewer
7.	Click Logout then click Yes to log out of the TEG Manager software

RELATED DOCUMENTS

- Running Specimens on the TEG 6s Hemostasis Analyzer
- Running Quality Control Material on the TEG 6s Hemostasis Analyzer
- Performing Maintenance on the TEG 6s Hemostasis Analyzer

REFERENCES

- Haemonetics TEG 6s User Manual

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Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Medical Director	Lindsey Westerbeck: Dir, Lab	1/4/2021
Laboratory Director	Lindsey Westerbeck: Dir, Lab	12/30/2020