



Quick Start Guide

RI Witness requires RI Witness RFID tags

The RI Witness readers have been calibrated to reading only the RI Witness tags (provided by Cooper Surgical). The readers will register the tags when brought in to a close proximity of the readers (app 5 cm) and identify the samples.

Other tags, even with the same frequency (13.56Mhz) will not be detected by the RI Witness readers, and can not be used to operate RI Witness.

Tagging Plasticware

Before use in the work area, all plasticware must be RFID tagged and labelled with patient identity and all patient ID cards (embedded RFID tag) must hold a patient identity. Rectangular, Circular, Time-Lapse, Square and Slim Tags are available.

Dishes and Pots

RFID Tags must be positioned on a flat, horizontal surface of dishes and pots. The best place is usually the base of the dish or pot. The Slim Tag, positioned on the front tab, is recommended for square dishes. The Square Tag, positioned diagonally, is recommended for a four well dish. The adhesive side of the tag must be in full contact with the container. Tags must not be bent around the edge of the container or fixed to the side as this may cause inability to read the tag or may cause the tag to detach from the container.

Tubes

The Rectangular Tag is recommended for tubes. Position the long edge of the tag along the length of the tube and hold in place using tape or a patient identity label. Position tags near the top of tubes to ensure they are not obscured by thermal blocks or tube warmers.

Handling RFID Tags

When removing tags, bend the backing strip away from the tag, rather than the tag away from the backing strip. This will reduce the risk of damaging tags. Start peeling the backing strip away at the "peel from here" point shown in the diagram, to achieve a peel line as shown.

When sticking the tag to the dish, bring the tag into contact with the dish at one point. Then use your finger or thumb to work the tag onto the dish with a circular movement, moving away from the initial contact point so as to avoid any kinks in the tag as it sticks to the dish.

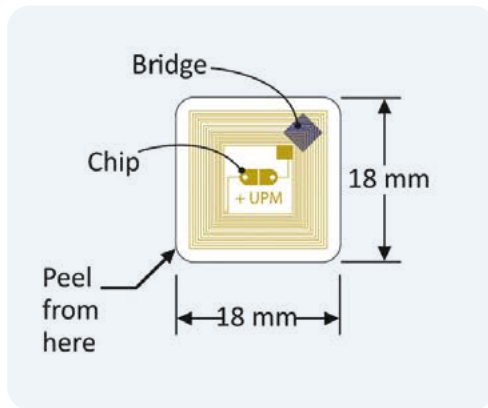
Additional identification

In addition to having an RFID Tag all plasticware must have a second means of identification, such as a printed RI Patient Identity Label (6-70-110/50 or 6-70-111/50). In the unlikely event of RFID tag failure, the sample must be moved to a new dish with a new RFID tag and identification label. For the circular tag, remove the center cut-out and discard, before peeling off the tag itself. Alternatively, if a new tag can be safely applied, then this can be done and then Admin Assigned to the correct dish name.

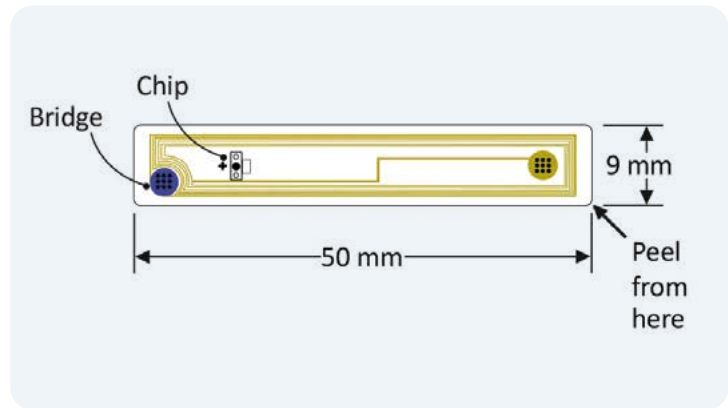
Storing Tags and Tagged Labware

Unused tags and unused tagged plasticware should not be stored on or near a surface (safety cabinet or workbench) where an RI Witness reader is located. Do not store tags near magnetic or radiation sources like MRI devices, Gamma ray equipment or X-ray rooms. Exposure to these may render labels and patient ID cards unusable.

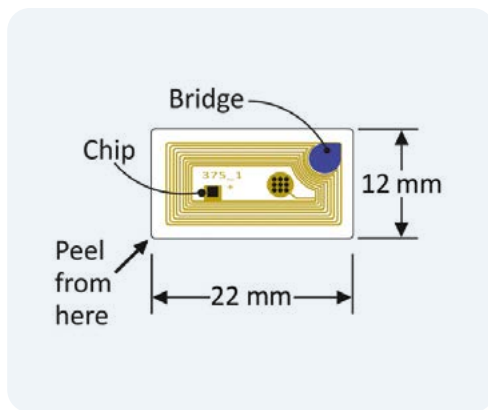
Square Tag



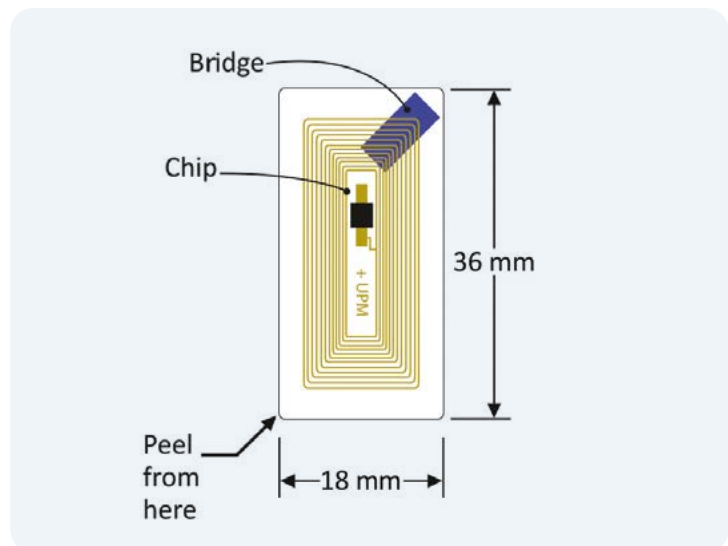
Slim Tag



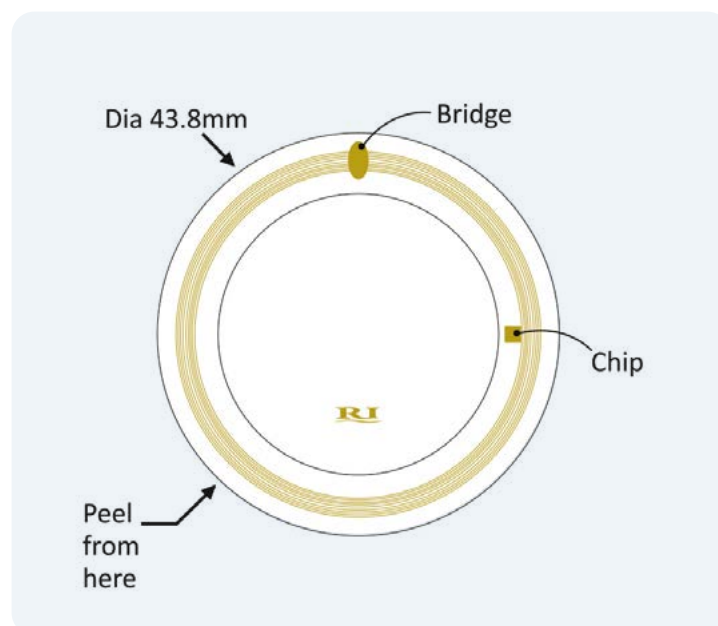
Time-Lapse Tag



Rectangular Tag

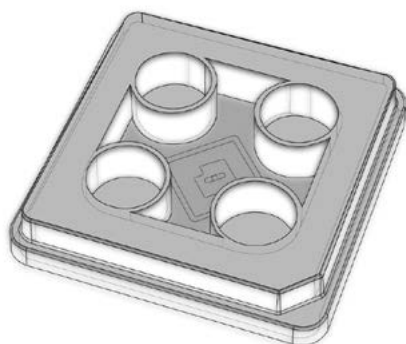
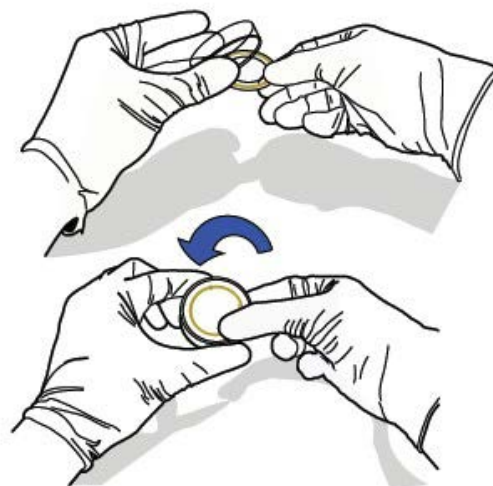
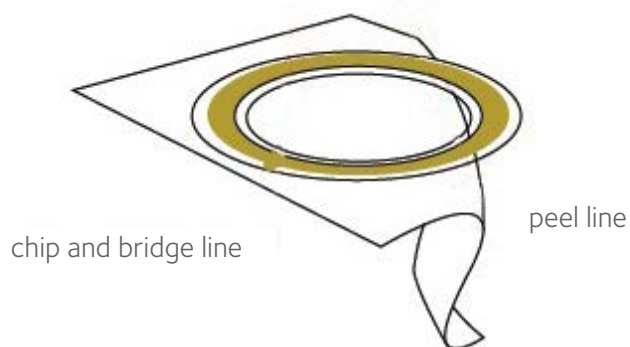


Circular Tag

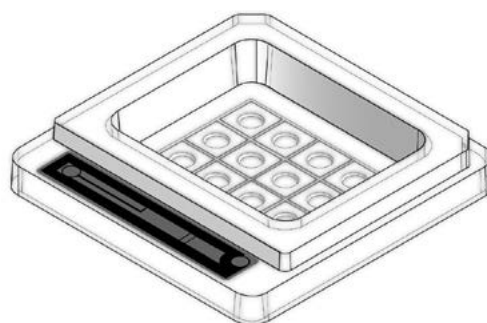


IMPORTANT

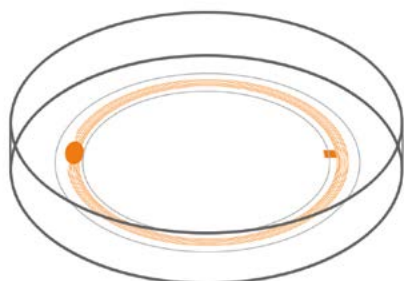
In cases where the chip has been damaged physically, such as scraping the tag on the side of a warming block or centrifuge bucket aperture, the tag could fail rendering the reading impossible. We recommend treating all dishes and tubes with care, to avoid physical damage to the tags.



4-well dish with **Square Tag** positioned on base



Square dish with **Slim Tag** positioned on front tab



Round dish with **Circular Tag** positioned on base



Test Tube with **Rectangular Tag** positioned on side



Rectangular dish with **Time-Lapse tag** positioned on base

The WorkArea Interface – 7 Regions

The screenshot displays the RI Witness WorkArea interface with the following regions highlighted:

- Region 1:** Patient header showing ID 12345, name Mrs Jessica DEMO, and date of birth 22/05/1983.
- Region 2:** Recent history table with columns RECENT HISTORY, DATE/TIME, and OPERATOR.
- Region 3:** Work area grid showing Patient ID [3] and a question mark icon.
- Region 4:** Status bar at the bottom showing 'Items in WorkArea: 2'.
- Region 5:** Temperature display showing '37.0°C'.
- Region 6:** Witness points sidebar with buttons for 'Egg Collection' and 'Assign Patient ID'.
- Region 7:** Current operator sidebar showing 'Sally' and 'Senior Staff'.

- 1 Current patient** This region shows the current patient name, date of birth and ID. When items from both partners are present the name shown will be the primary patient. The partner's name will appear in brackets.
- 2 Recent history** The recent history region presents the four most recent actions that have been recorded against the current patient, e.g. witness points (action/protocol step), operator mismatches, etc. A timestamp and operator name are also shown. Actions older than 7 days will not be displayed.
- 3 Work area** The work area region displays an icon for each RFID tag or barcoded item detected by the work area. As items progress through the witness points of a procedure, they are assigned and reassigned appropriately. A question mark icon will be shown for any items that have yet to be assigned an identity by the RI Witness system. Barcoded items are annotated with a barcode icon.
- 4 Status** The status region summarises the work area contents. It is recommended that the number of items displayed in the status area is visually confirmed at each stage of a procedure to verify that each item has been detected.
- 5 Temperature** For heated systems this region displays the temperature of the work area. Click the temperature read out to show a Temperature Control window from where the temperature may be set.
- 6 Witness points** The witness points region displays options available for the next step as specified by the lab de fined protocol and are determined by the preceding action and the current contents of the work area. An administrator will also see an Admin Assign option to assign or reassign dishes outside of the prescribed protocol.
- 7 Current operator** The current operator region shows who is logged on. A suffix (Admin) is added for operators who belong to the administrator group. All witness points performed will be attributed to the operator who is logged in at that time

