



LifePort Kidney Transporter
Remote Monitoring and Tracking
Web Portal User's Guide

This User's Guide references
LifePort Remote Monitoring and Tracking Web Portal

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Disclaimer

Data provided to Customer and any Administrative User or End User through the use of the LifePort and the Services is for information purposes only and should not be used for, or relied upon, in any way for any medical decision. Customer acknowledges and agrees that Organ Recovery Systems makes no recommendations, interpretations, diagnoses or therapeutic decisions based on any such data, all of which are the sole responsibility of Customer, the transplant surgeon and any other medical professionals reviewing or interpreting that data, and Organ Recovery Systems has no liability to Customer, any medical professional, or any transplant recipient resulting from the use of such data. Organ Recovery Systems disclaims all decisions regarding the suitability of an organ for transplant, which are solely the province and responsibility of the Customer, the transplant surgeon and all such other medical professionals, based on clinical assessments of the subject organ, associated donor history and such other factors as they or any one of them determine.

Purpose of Guide

This guide provides the essential information necessary to use Organ Recovery Systems Remote Monitoring and Tracking Portal. The instructions within this manual should be carefully followed for effective use.

Required Components

Device with Internet Access

The Remote Monitoring and Tracking Portal is accessible by any device with internet access and a browser. A Microsoft Windows operating system and Google Chrome internet browser are preferred.

LifePort Kidney Transporter

GPS is an optional feature available for LifePort Kidney Transporter. Contact Organ Recovery Systems if you are unsure if your device has this capability.



CONSULT INSTRUCTIONS FOR USE: Refer to LifePort Kidney Transporter Operator's Manual for instructions on device use.

Transmitter

The transmitter is located within LifePort Kidney Transporter. The transmitter's internal battery will recharge when LifePort Kidney Transporter is connected to AC power. If the transmitter battery has life, it will transmit data.

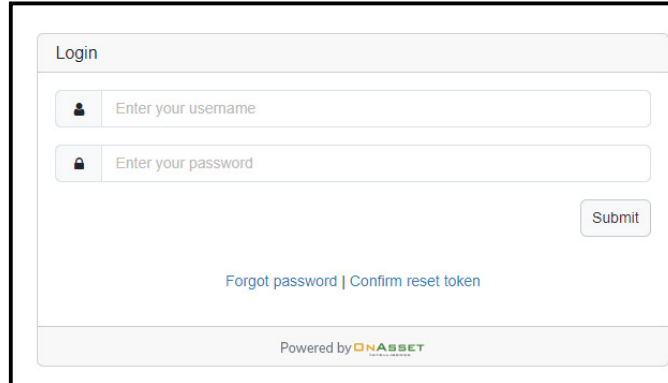
Customer acknowledges that all location and data tracking-enabled LifePort devices (the "LifePort") are equipped with transmitters for location and data tracking. Customer agrees that Organ Recovery Systems may use these transmitters to provide its Products and services, regardless of whether Customer has chosen to activate these features. See the LifePort End User License Agreement for more information.

Quick Start Guide

Web Portal Login

The interface is suitable for use on any computer. It provides a basic, web-based interface that allows you to use the core features efficiently, such as creating cases and tracking LifePorts.

Launch your internet browser and go to <https://gps.organ-recovery.com>.



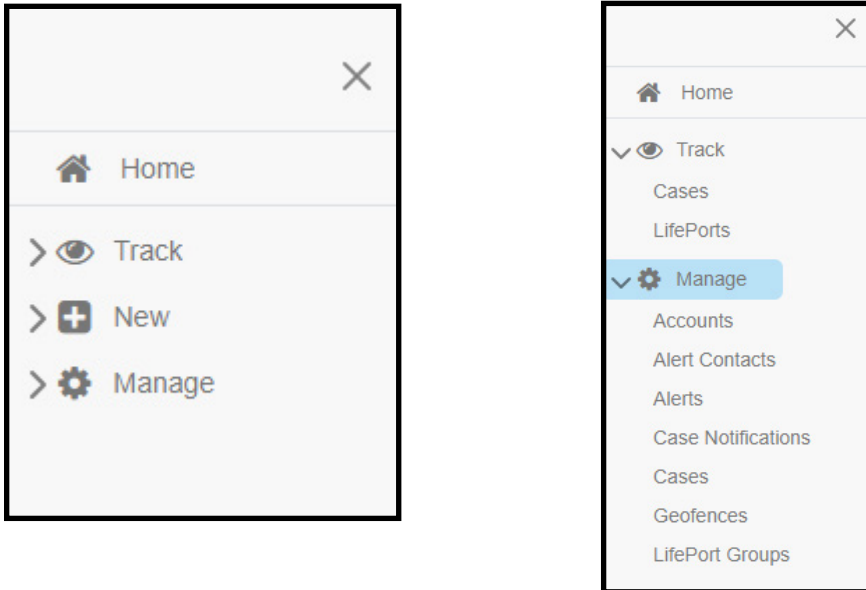
Log in using the credentials provided by Organ Recovery Systems or your administrator. You will be able to change your password after logging in.

Homepage



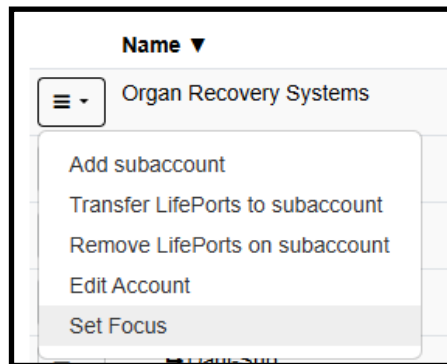
1 - Main Menu Toggle

The Main Menu displays key areas within the portal. You can use this menu to navigate the website. Selecting the carrot next to each item will expand that section. The available menu items will vary depending on each user's access level.



2 - Account Focus

This displays the account name for the Cases and LifePort views. If your organization utilizes subaccounts, you will be able to switch your view to see Cases and LifePorts for the main account or for each subaccount. To change views, select **Change Focus**. Select the hamburger menu to the left of the account or subaccount you want to view and select **Set Focus**.



3 - User Settings

You can change your username, change your password, or logout by selecting the carrot next to the user icon.

4 - Cases

The Cases box displays the number of active cases. A case tracks the movement and parameters of LifePort Kidney Transporter for a specified duration of time. There are also quick links for case tracking, reports, and to create a new case. Use the search box to find a case by reference number.

5 - LifePorts

The LifePorts box displays the number of LifePort Kidney Transporters belonging to your organization. There are also quick links for tracking and reports. Use the search box to find a specific device by LifePort tag.

Create Case

To create a case, select **New** within the Cases box on the homepage.

The screenshot shows a web form for creating a case. It includes the following sections:

- Reference number ***: A text input field containing '90053' and a placeholder 'Enter a reference number for the case'.
- Begin Tracking Strategy Type**: A dropdown menu with 'Date/Time' selected.
- Tracking begin date ***: A text input field containing '2024-07-08 18:11 UTC'.
- End Tracking Strategy Type**: A dropdown menu with 'Date/Time' selected.
- Tracking end date ***: A text input field containing '2024-07-09 18:11 UTC'.
- GPS Tracker ***: A text input field containing 'b2410703' and a 'Search GPS Tracker' button.
- Click a LifePort to use**: A heading above a table.
- Table**: A table with columns 'GPS Tracker', 'LifePort S/N', 'Last Reported Time', and 'Last GPS Battery %'. It contains one row of data.
- Notes**: A text area with a placeholder 'Enter notes for this case (optional)'.
- Tracking notification recipients**: A text input field with 'Choose contacts' and a note below it: 'Recipients listed above will receive departure, arrival, and completion email notifications with an embedded link to your tracking page'.
- Buttons**: 'Next' and 'Close' buttons at the bottom right.

GPS Tracker	LifePort S/N	Last Reported Time	Last GPS Battery %
866833041453702	B2410703	2024-07-08 18:05:27 UTC	96%

Enter in a **Reference number** for the case. Reference numbers cannot be repeated.

Begin Tracking Strategy Type options are Date/Time, Arrival at Geofence, Departure from Geofence, and Immediately. Use **Immediately** as **Begin Tracking Strategy Type**.

NOTE: Date and time are always displayed in UTC format and cannot be changed. To convert to local time, add the local time offset to the UTC time.

End Tracking Strategy Type options are Date/Time and Arrival at Geofence. Use **Date/Time** as **End Tracking Strategy Type**.

Select a **Tracking End Date** for the appropriate case duration. It is recommended to set the end date/time at least 24 hours after the start time.

NOTE: The case will automatically close at the end date/time and cannot be reopened. A case can be manually closed prior to the selected end date/time.

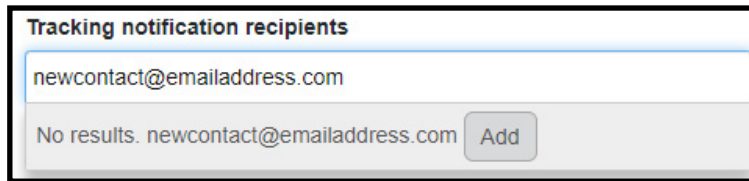
Use the **GPS Tracker** search box to find the designated LifePort for this case. You can search using GPS Tracker number or LifePort serial number (recommended). Select the GPS Tracker number to select the device. If the wrong device is selected, select the pencil icon to change the device.



Choose the **Tracking notification recipients** for this case. To create a new recipient, see the **New Case Notification Subscriber** section.

NOTE: The user creating the case must add themselves to the case to receive case notifications.

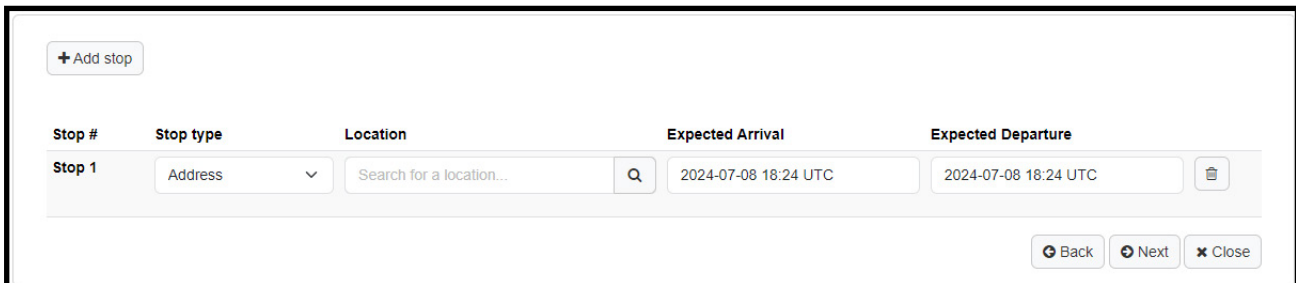
Case Notification Subscribers will appear in the dropdown menu. Select to add the desired subscribers. To add a contact who is not a Case Notification Subscriber, type the person's email address and select **Add**.



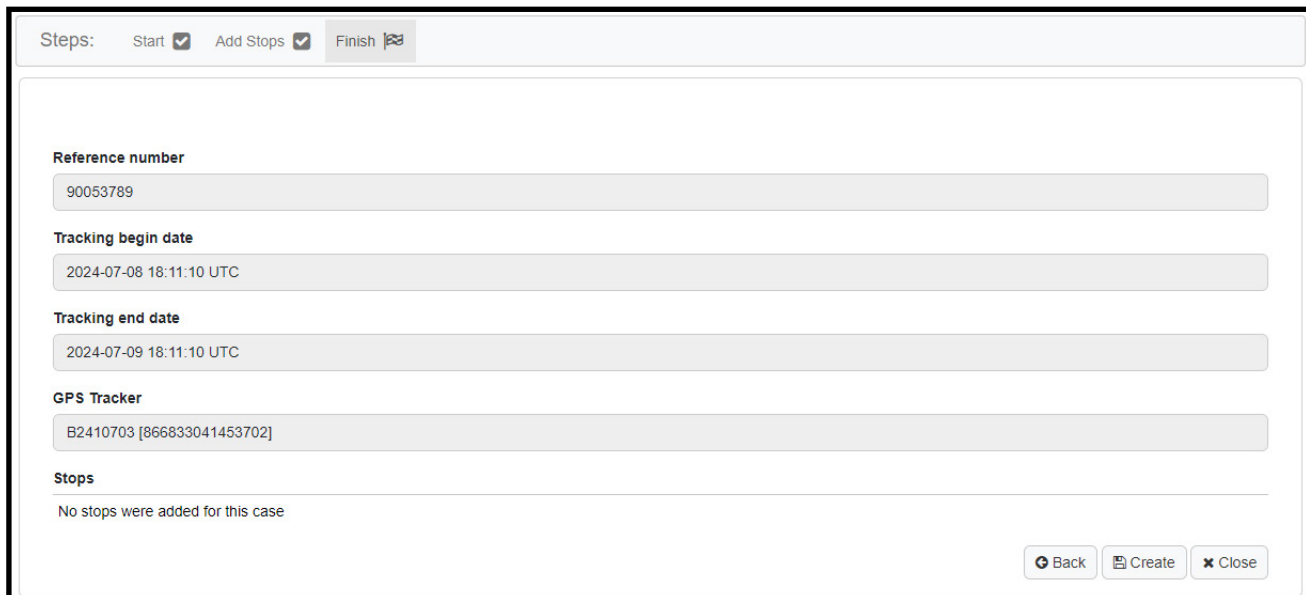
NOTE: Administrators must turn on **Case subscriber notifications** for external recipients to receive notifications.

Once all necessary information is entered, select **Next**.

Add stops to the case, if desired. Stops can be exact addresses or stored geofences. Continue by selecting **Next**.



Review the information on the final page. If the information is correct, select **Create**.



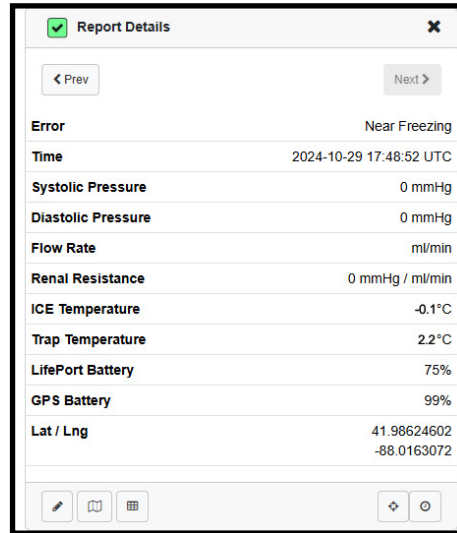
A notification bar will appear verifying that case creation was successful.



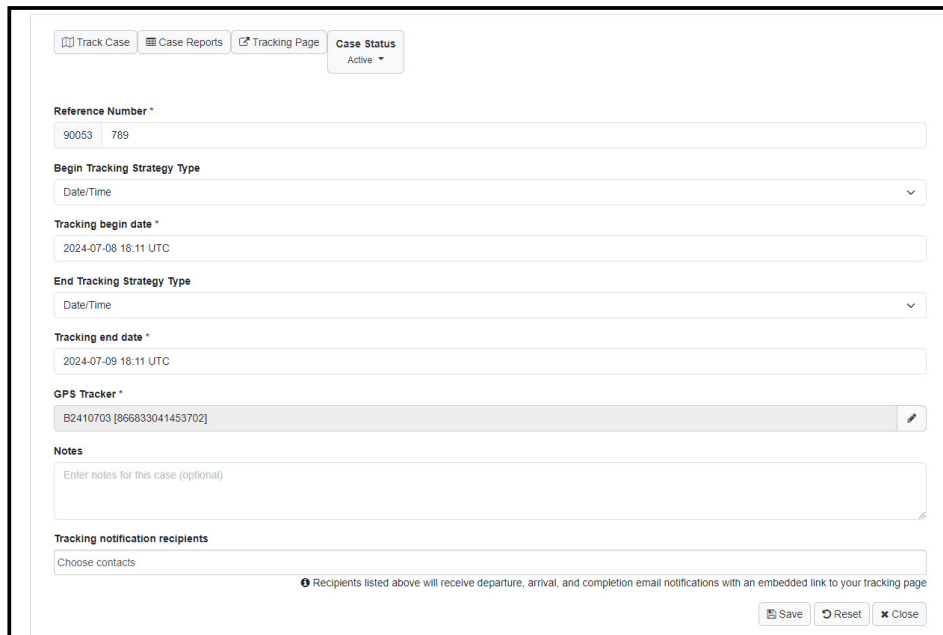
Track Case

Once a case has been created, you can track it by selecting **Track** within Cases on the homepage or by selecting **Cases** within the Track section in the Menu.

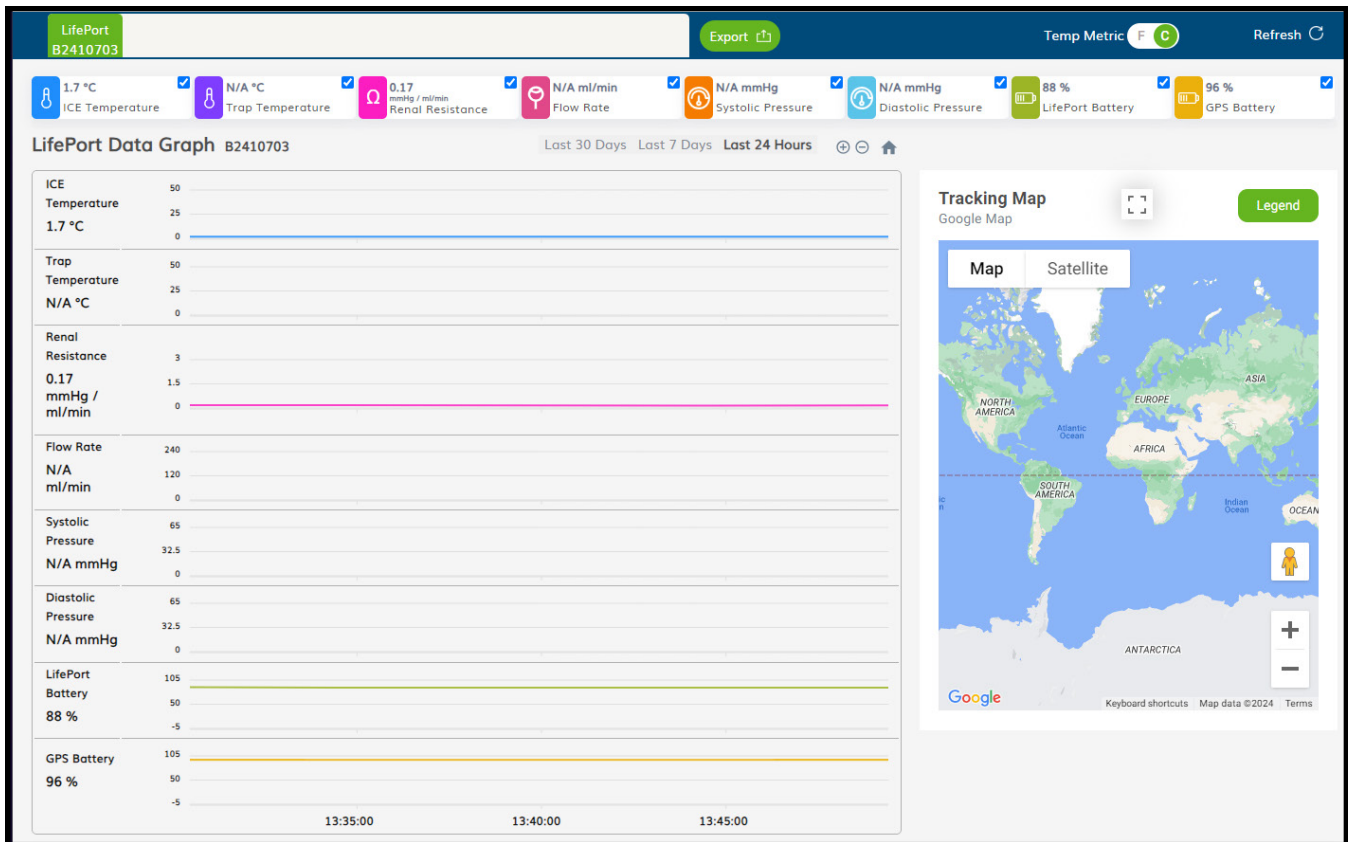
Select the case number to view more information. This will open the Report Details.



To edit or close the case or to access the tracking page, select on the pencil icon at the bottom of the Report Details.



Select **Tracking Page** to view case details. This will open the Tracking Page in a new window. Data graphs can be displayed or hidden by checking or unchecking the boxes at the top of the page.



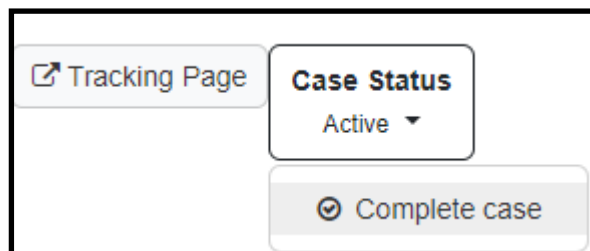
Any LifePort alerts that occur during a case will be shown in the LifePort Data Points section.

LifePort Data Points													
Time (UTC)	Error	Organ ID	Kidney Side	ICE Temp (°C)	Trap Temp (°C)	Renal Resistance (mmHg / ml/min)	Flow Rate (ml/min)	Systolic Pressure (mmHg)	Diastolic Pressure (mmHg)	LifePort Battery (%)	GPS Battery (%)	Lat (°)	Lng (°)
2024-07-08 18:49:24	No Error	190621	Left	1.8	N/A	0.16	N/A	N/A	N/A	88	96		
2024-07-08 18:44:24	No Error	190621	Left	1.7	N/A	0.15	N/A	N/A	N/A	88	96		
2024-07-08 18:39:24	No Error	190621	Left	1.7	N/A	0.16	N/A	N/A	N/A	88	96		
2024-07-08 18:34:24	No Error	190621	Left	1.7	N/A	0.17	N/A	N/A	N/A	88	96		
2024-07-08 18:30:28	No Error	190621	Left	1.6	N/A	0.17	N/A	N/A	N/A	89	96		

This data can be exported as a .pdf or .csv file by selecting **Export** on the Tracking Page.

Close Case

To close a case, navigate to the case. Open **Case Status** and select **Complete case**.



Once a case is closed it cannot be reopened. Cases should be closed as soon as LifePort Kidney Transporter is returned to its home location.

Remote Monitoring and Tracking Web Portal Use

The Remote Monitoring and Tracking Web Portal is designed to be used by organizations and individuals to track pump parameters and location. The remaining sections of this guide will explain in detail how to navigate and configure the portal.

Account Setup

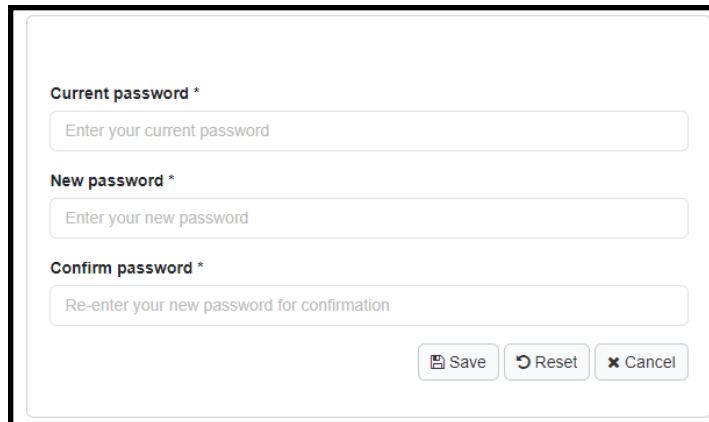
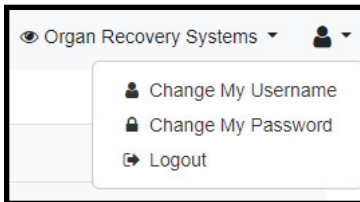
Access to the Remote Monitoring and Tracking Web Portal is obtained by contacting Organ Recovery Systems Client Services.

User Login

Navigate to <https://www.gps.organ-recovery.com>. Log in using the username and password provided by Organ Recovery Systems or your administrator. Account administrators will need to accept the End User License Agreement when logging in for the first time.

Changing Your Password

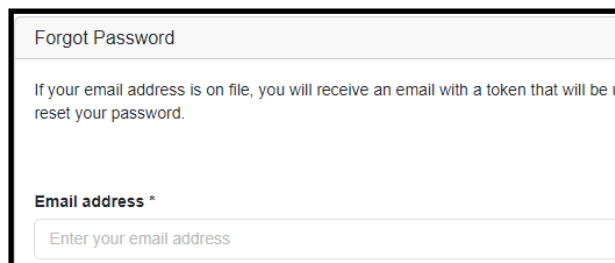
To change your password, select the user icon and select **Change My Password**. Enter your current password followed by a new one. A new password must be a minimum of 8 characters and have at least one uppercase letter, one number, and one special case character.

A screenshot of the 'Change My Password' form. It contains three input fields: 'Current password *' with the placeholder 'Enter your current password', 'New password *' with the placeholder 'Enter your new password', and 'Confirm password *' with the placeholder 'Re-enter your new password for confirmation'. At the bottom right, there are three buttons: 'Save', 'Reset', and 'Cancel'.

As a security precaution, users must change their passwords every 30 days. Email reminders will be sent when a password is about to expire.

Forgot Password

If you forgot your password, select Forgot password on the login screen. Enter your email address and select **Submit**.

A screenshot of the 'Forgot Password' form. The title is 'Forgot Password'. Below the title is a message: 'If your email address is on file, you will receive an email with a token that will be used to reset your password.' There is an input field for 'Email address *' with the placeholder 'Enter your email address'.

A reset token will be sent to your email address. Return to the login page and select **Confirm reset token**. Fill in the information and select **Submit**.

NOTE: If you do not have an email address on file, you will have to contact your account administrator to reset your password.

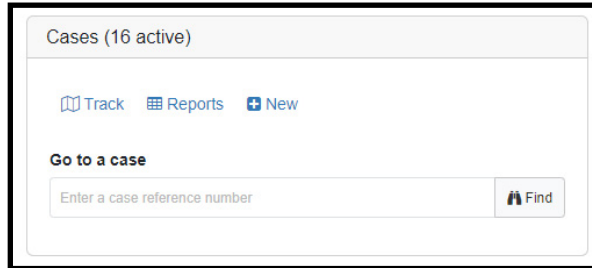
User Interface

Homepage

The homepage allows you to quickly access Cases and LifePorts. You can also navigate to other locations such as the main menu and user settings. More details on the homepage are available in the **Main Menu** section.

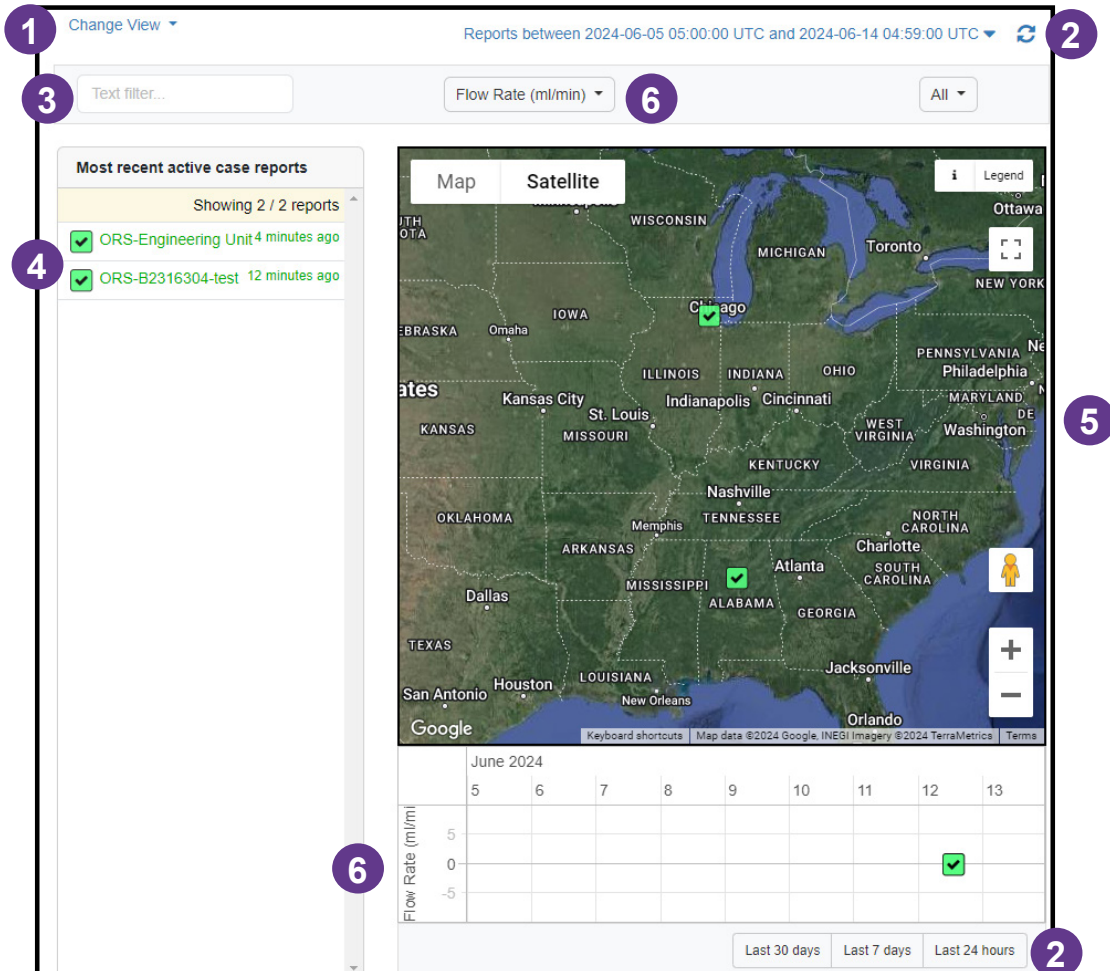
Cases

There are three options in the Cases section: **Track**, **Reports**, and **New**. You can also look for a specific case using the search box.



Track

When you select **Track** you will be taken to a page that displays Cases based on modifiable parameters. LifePort units powered on, in Infuse Mode, and in a location with cellular connection will report data every five minutes. If LifePort is powered off or not in Infuse Mode, data will transmit every six hours. If LifePort is in a location without cellular connection, data transmission will resume once connection is established.



1 - Change View

All users can switch between a map view or table view of all cases.

#	Sev	Case	Status	Origin Destination LifePort	Age	Time (UTC)	Tracking Start Date (UTC)	Tracking End Date (UTC)	City	State	Country	Msg Ref #
1	✓	ORS-Engineering Unit	Active	B1906001 (862044066500328)	8 minutes ago	2024-06-12 16:13:20	2024-06-07 17:14:38	2025-12-31 12:12:00				752
2	✓	ORS-B2316304-test	Active	866833041558658	a day ago	2024-06-11 16:21:32	2024-06-12 13:23:06	2024-06-30 08:15:00				0

Within a case, the view options are Admin view, Table view, Map view, and Sensor Report. Admin view takes you to the edit page for the selected case. Table view displays the data for the case in a table. Map view displays the data alongside a map. Sensor Report allows you to select a specific parameter and view the data for that parameter only.

2 - Report Date Filter

Case Reports can be filtered by date. To change the dates, select on the carrot to expand the options. The maximum date range allowed is six weeks.

Change View Reports between 2024-06-05 05:00:00 UTC and 2024-06-14 04:59:00 UTC

Load reports between and

The option to select **Last 30 days**, **Last 7 days**, or **Last 24 hours** is available below the graph at the bottom of the page.

Alternatively, you can use the mouse scroll wheel to change the dates shown by positioning your mouse over the graph below the map and scrolling up or down.

3 - Search Filters

You can use the text filter to show only specific cases. The drop down allows you to filter by all, active, pending, overdue, or complete cases.

4 - Search Results

The search results will be displayed in this box. You can select a result to see more details about that case. The **Report Details** will show information from the most recent location.

Report Details

← Prev Next →

Error Near Freezing

Time 2024-10-29 17:48:52 UTC

Systolic Pressure 0 mmHg

Diastolic Pressure 0 mmHg

Flow Rate ml/min

Renal Resistance 0 mmHg / ml/min

ICE Temperature -0.1°C

Trap Temperature 2.2°C

LifePort Battery 75%

GPS Battery 99%

Lat / Lng 41.98624602
-88.0163072

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At the bottom of the Report Details, you have the additional options to manage case, track case, view case reports, and show on timeline.

5 - Map

This displays the LifePort location. You can switch between map or satellite view. The plus and minus buttons allow you to zoom in or out on the map. If you select and drag the person icon, “Pegman”, onto the map, it will open the street view of the map. You can also rotate or tilt the map using the icons on the bottom left portion of the map.

The Map Legend displays shape-coded icons representing information about the devices. The shapes represent how the location information is being received.

6 - Timeline

The timeline shows data on a specific parameter. The user can select what data is displayed. You can zoom in on the timeline by using the scroll wheel on your mouse. If you select a specific point, the **Report Details** view will switch to show information for the point that was selected.

Reports

The Reports section allows you to view reports for a specified duration of time. From the list, you can select individual cases to review or edit. You can also export the list of cases to a .csv or .xlsx file.

#	Sev	Case	Status	Origin	Destination	LifePort	Age	Time	Tracking Start Date	Tracking End Date	City	State
1	✓	ORS-33735	Active			866833041533735	13 hours ago	2024-10-04 05:50:43	2024-10-04 14:39:29	2024-10-31 14:38:00		

New

The New section allows you to create a case. Refer to the **Create Case** section for details.

LifePorts

The LifePort section allows you to search for activity on a specific device. Enter the LifePort serial number in the search box and select **Find** to display search results. From the results, you can track a specific LifePort or view all reports associated with that device.

Main Menu

The main menu lets you navigate to any page on the GPS Portal.

Home

The Home button will take you back to the homepage.

Track

Cases

This takes you to the **Track Cases** page described previously.

LifePorts

This takes you to the **Track LifePorts** page and displays the most current tracking information for all LifePorts associated with your account.

New (Admin Only)

Alert

Alerts notify subscribers of LifePort status changes. At least one alert must be created and assigned to a device to receive email notifications about device alerts. All accounts will have one alert assigned to all devices preconfigured in the portal. Organization administrators can create and edit alerts. Notifications are sent to subscribers if a LifePort alert is present for longer than five minutes without being cleared. The notification will only be sent once per error. If multiple alerts occur during the same time, all the errors will be reported on the notifications until they are cleared. To create an Alert, select **New** and then select **Alert**. Give the alert a name, such as LifePort alerts and select **Save**. Select LifePorts and add the devices you would like to send out alert email notifications. There is also an option to **+ Add all**. Changes are automatically saved. If you want to add subscribers, select the **Subscribers** section. Alert subscribers will receive all alert email notifications for all associated devices, regardless of case subscription settings.

Alert Contact

Contacts must be added as Alert Contacts and subscribe to LifePort alerts to receive them. To create a new Alert Contact, select **New** and then select **Alert Contact**. Fill in the required fields and select **Save**. When an Alert Contact is created, a new Case Notification Subscriber is created as well.

Case

Refer to the **Create Case** section of this guide.

Case Notification Subscriber

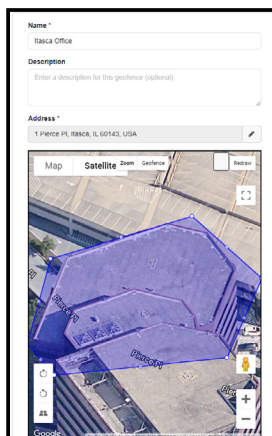
Create Case Notification Subscribers to have individuals receive notifications regarding case statuses. If the **Case Completed** and **Case Created** checkboxes are checked, the new subscriber will be subscribed to all case alerts.

NOTE: We recommend unchecking these boxes and adding users to cases as they are created.

When a new Case Notification Subscriber is created, the information entered will be used to create an **Alert Contact** as well. If a password is entered, a user for the portal will be created. Login credentials will need to be shared with the individual.

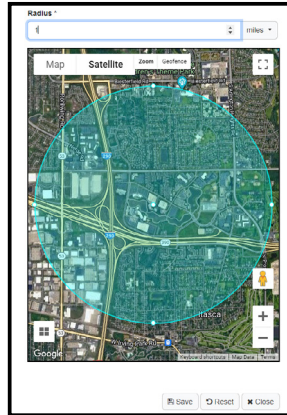
Geofences (Polygon)

Polygonal geofences are drawn by the user creating the geofence. To create a polygonal geofence, start by giving it a name and searching for an address. Draw a polygon around the area to be included in the geofence. Select "Save" to create the geofence.



Geofence (Radial)

Radial geofences are created by searching for an address and assigning a radial distance around that starting point. To create a radial geofence, start by giving it a name and searching for an address. Select the radius distance in miles. The minimum distance allowed is one mile. Select **Save** to create the geofence.



Manage

Accounts

Under Accounts you can view your account and subaccounts, if applicable. If you are an administrator at your organization, you can also create subaccounts. To create a subaccount, navigate to the Accounts page, and select the menu next to the main account. Select **Add subaccount** and enter the required information and select **Submit**.

NOTE: All information entered in a subaccount is separate from the main account and vice versa.

Alert Contacts

Alert Contacts displays all users who subscribe to alerts. To view each user's alert subscriptions, select the user's name. Organization administrators can add or modify alert contacts.

Alerts

Alerts notify alert subscribers of LifePort status changes. Alerts must be assigned to specific LifePorts and Subscribers. Alert subscribers will receive email notifications for alerts. Organization administrators can create and edit alerts.

Case Notifications

Case notifications allow users to receive emails regarding the location of LifePort devices during an active case. Administrators can configure these settings from the **Case Notifications** page. Individual users can set their subscriber preferences from this page as well.

Notification Settings		
	Case Completed	Case Created
Case notification	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Send event notification emails		
Case subscriber notifications	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Send event notification emails to case subscribers		

Case notifications and **Case subscriber notifications** should be checked **Yes**. If **Case notifications** are unchecked **No**, all case notifications will be turned off. If **Case subscriber notifications** are unchecked **No**, manually entered email addresses on a case will not receive notifications.

Cases

From **Manage Cases**, you can view all cases in your organization by month. Select individual cases to see specific details about that case.

Geofences

A Geofence is used to define geographical areas used for tracking purposes. Geofences can be either a polygon or radial. Polygonal geofences are drawn by the user creating the geofence. Radial geofences are created by assigning a radial distance around a specific location. To view or edit existing geofences, navigate to the Geofences page. Geofences can only be utilized when assigned to an active case.

LifePorts

The LifePorts page displays all LifePorts assigned to your account. Administrators can reassign LifePorts to subaccounts from this page.

Logins

The Login page shows all login users for your organization. Administrators can create new users and manage current users within their account. Users can be set to have an Administrator or Editor role.

NOTE: We recommend using an email address as the Login name so a user can reset their own password if it is forgotten.

Administrators have access to edit all applicable functionality within their account. Editors can edit their contact information and subscriptions and create cases.

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