

# Kosmos UP Clinical Admin User Guide

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This document includes steps to be performed by Admins of the hospital at the time of onboarding the users.

This document consists of three steps: Creation of Roles and assigning permissions, Creation of Department and Creation of Users.

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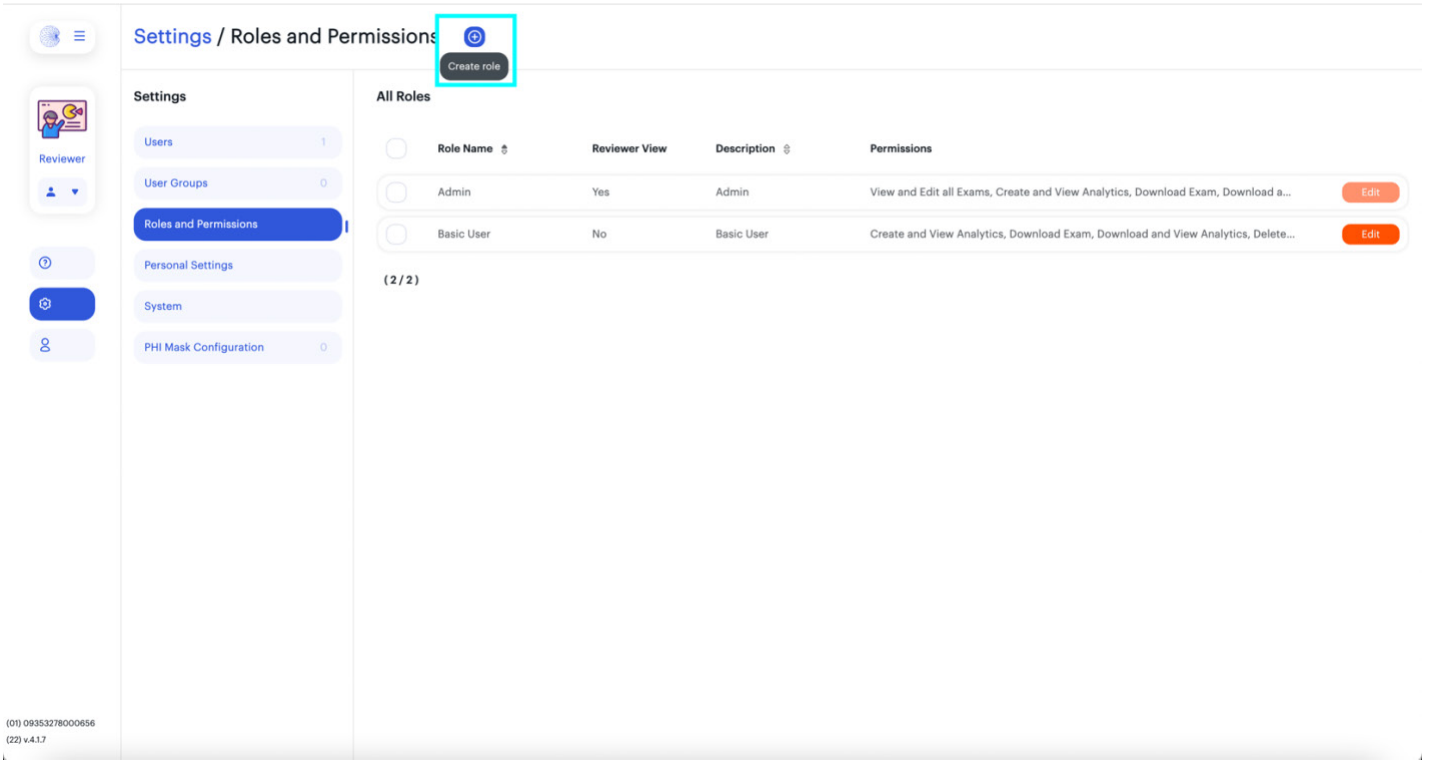
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## Definitions, Acronyms and Abbreviation

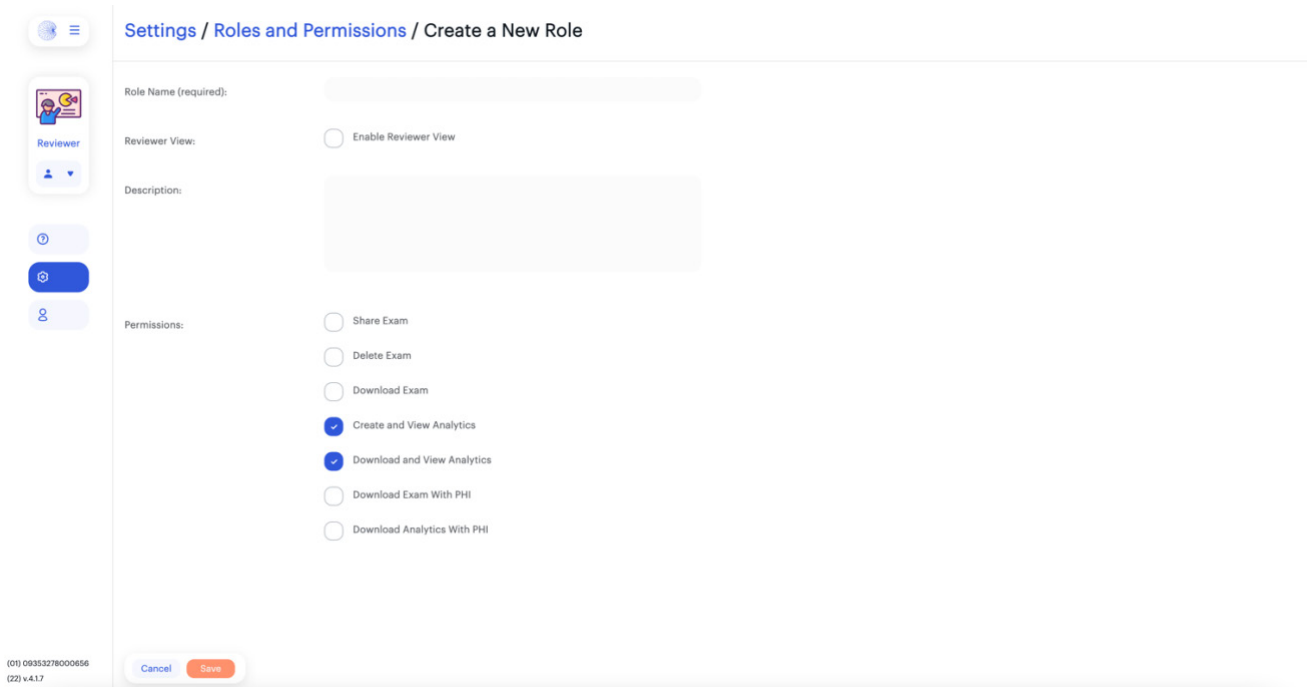
<b>Operator</b>	Operators are those who are going to perform the exams on the patients and will be uploading exams from the ultrasound machine vendor neutral / agnostic.
<b>Reviewer</b>	Reviewers are those who are going to review the exams of the Operators. Note, reviewers can also be the operators. They can perform the ultrasound and can also review exams of others.
<b>Role</b>	Roles are the combination of various permissions. There can be various roles in a Hospital / Clinics / University. For example: Reviewers, Operators, Admin, Teaching Assistant, etc.
<b>PHI</b>	Patient Health Information are demographics details of the patients. For example: Patient Name, Age, Gender, etc.

## Create/Edit Role

Admins can create a new role from Settings >> Roles and Permissions page. Admins need to click on plus (+) sign as highlighted in the image below.



On clicking the plus (+) sign or the Edit button, the below screen will be displayed.



1. **Role Name (required):** Admin will have to specify the role name in this field. For example: Operator, Reviewer, Medical Officer, Teaching Assistant, etc.  
Note, this field is mandatory to fill in.
2. **Reviewer View:** Admin can check this option if the role will have a Reviewer View. Such users will be able to review exams of the operators. For example: If the role is Reviewer, one must enable this option. If the role is Operator, one should not enable this option.
3. **Description:** Admins can write the description of the role if they wish to.
4. **Permissions:** Admins will have to select the permissions against the role that is being created.

Click on Save to save the record or click on Cancel to cancel the record.

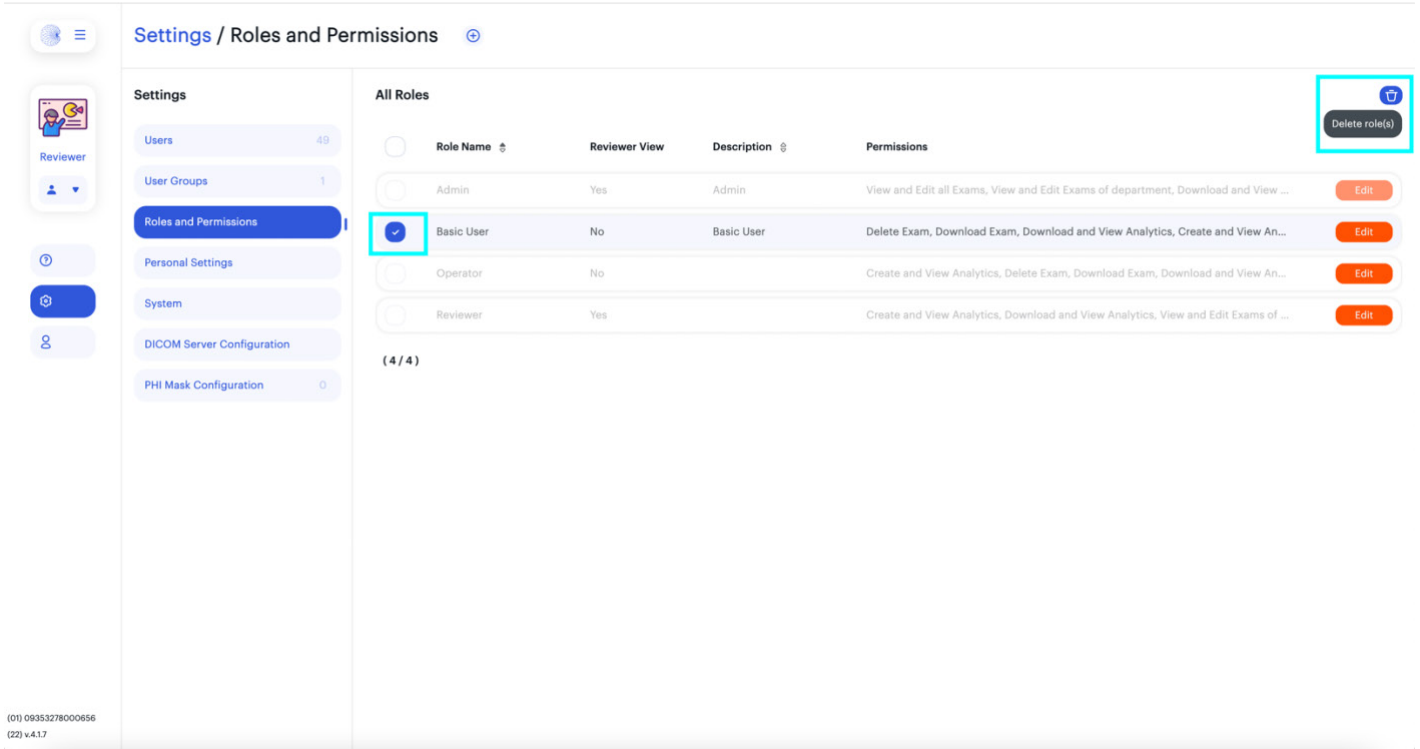
## Permissions and it's meanings

1. **Share exam:** This permission will allow users to share the exam to other users and user groups.
2. **Delete exam:** This permission will allow users to delete the exam.
3. **Download Exam:** This permission will allow users to download the exam.
4. **Create and View Analytics:** This permission will allow users to have access of analytics module and will also be able to create new analytics anytime.
5. **Download and View Analytics:** This permission will allow users to have access of analytics module and will only be able to download analytics. Such users will not be able to create any analytics.
6. **Download Exam with PHI:** This permission will allow users to download the exam with PHI.
7. **Download Analytics with PHI:** This permission will allow users to download the analytics with PHI. This is the last option as a reviewer that I can see under Settings, Roles & Permissions, Create a New Role Screen. I see Save and Cancel
8. **View all exam:** This permission is only applicable to Reviewers. Reviewers will only be able to view exams from all departments.
9. **Change Operator:** This permission is only applicable to Reviewers. Reviewers will be able to change the operators of the exam.  
Note, this is only applicable for exams that are uploaded from PACS.
10. **View and edit all exams:** This permission is only applicable to Reviewers. Reviewers will be able to view and edit exams from all departments. Thus, reviewers will be able to review exams of all departments and perform operations such as reviewing exam reports and imaging clips/images, performing QA, etc.
11. **View and edit exams of department:** This permission is only applicable to Reviewers. Reviewers will be able to view and edit exam that belongs to their department only. Thus, reviewers will be able to review exams of only those departments that are assigned to them under Reviewer View and perform operations such as reviewing exam reports and imaging clips/images, performing QA, etc.

## Delete Role

Admins can delete any role (except admin role) from the Roles and Permissions listing page.

Admin can select any role from the listing page and click on delete icon (trash icon), as shown in the image below:



The screenshot displays the 'Settings / Roles and Permissions' interface. On the left, a sidebar contains navigation options: 'Reviewer', 'Roles and Permissions' (selected), 'Personal Settings', 'System', 'DICOM Server Configuration', and 'PHI Mask Configuration'. The main content area is titled 'All Roles' and contains a table with the following data:

<input type="checkbox"/>	Role Name	Reviewer View	Description	Permissions	
<input type="checkbox"/>	Admin	Yes	Admin	View and Edit all Exams, View and Edit Exams of department, Download and View ...	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	Basic User	No	Basic User	Delete Exam, Download Exam, Download and View Analytics, Create and View An...	<a href="#">Edit</a>
<input type="checkbox"/>	Operator	No		Create and View Analytics, Delete Exam, Download Exam, Download and View An...	<a href="#">Edit</a>
<input type="checkbox"/>	Reviewer	Yes		Create and View Analytics, Download and View Analytics, View and Edit Exams of ...	<a href="#">Edit</a>

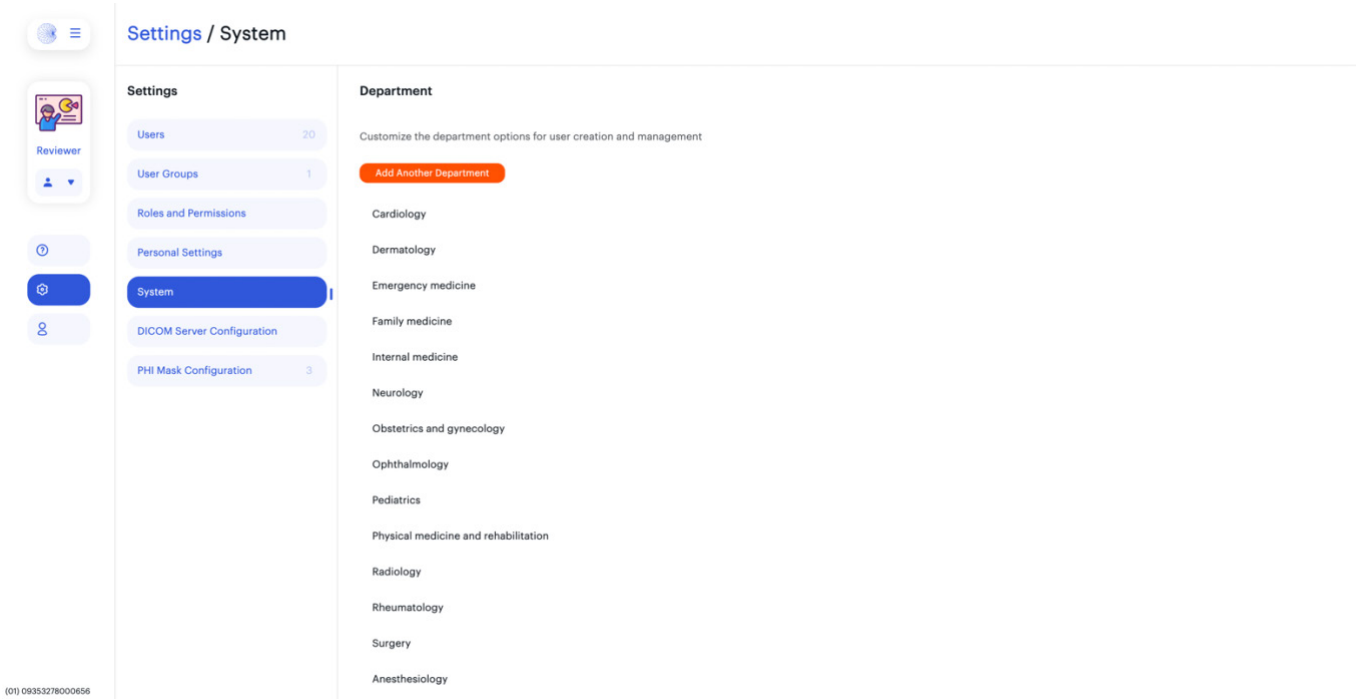
At the bottom of the table, it indicates '(4 / 4)'. In the top right corner of the table area, a 'Delete role(s)' button with a trash icon is highlighted with a red box.

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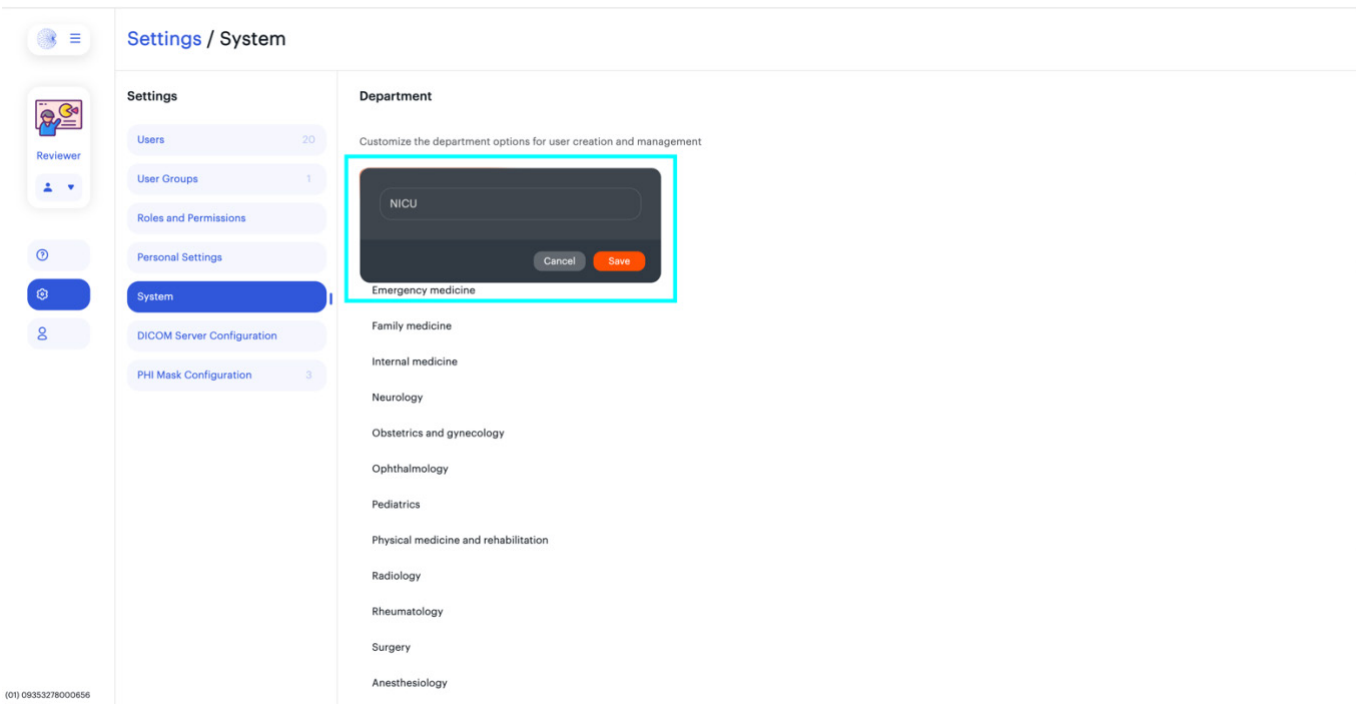
## Create Department

Admins can go to Settings >> System and will be able to view the list of default Departments as seen in the below image.

We have 14 default departments which are non-editable. Thus, default departments cannot be edited or deleted from the system.

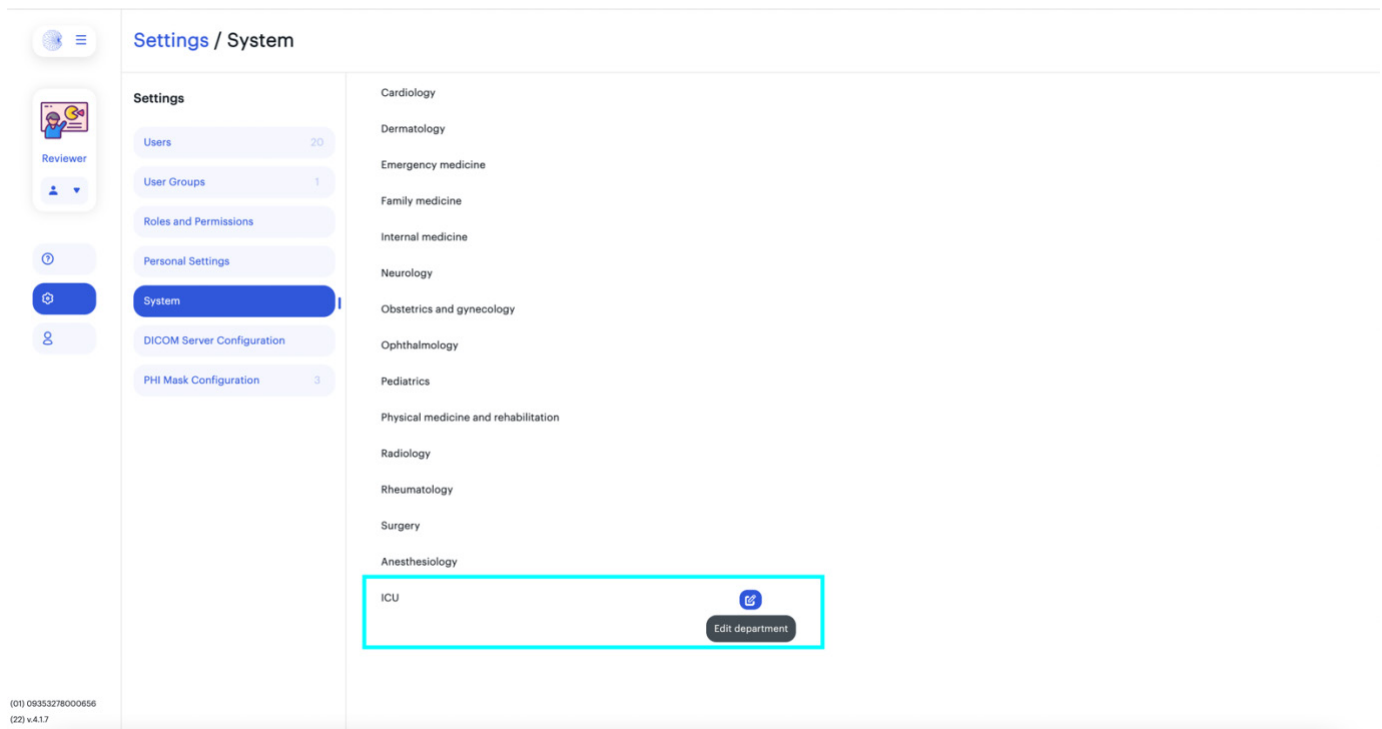


Admin can add a new department by clicking on “Add another department” button placed on the top. This will open a popup (as highlighted in the image below) and Admin can type a new department name and click on Save.



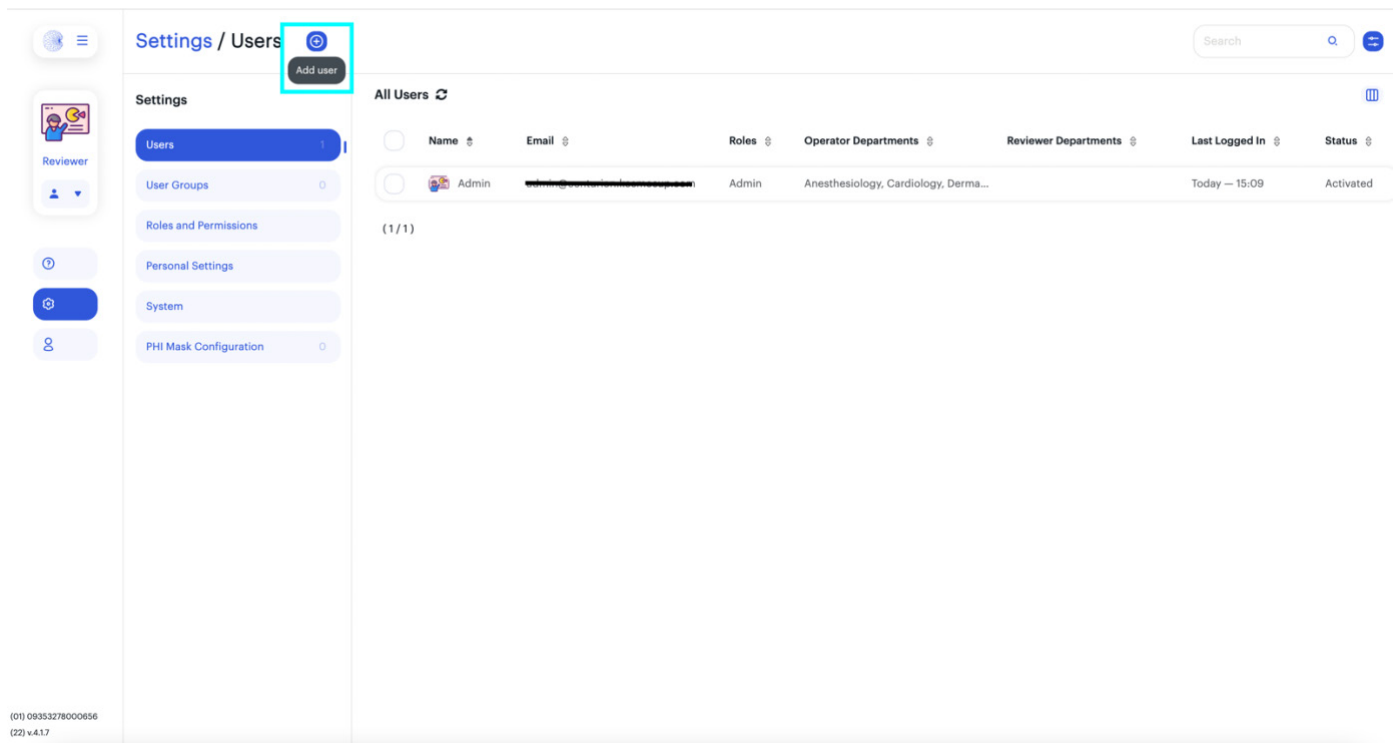
## Edit Department

All the new departments created, can be edited by the admins. To edit any department, admin can click on the edit button as show in the image below:



## Create Users

Admins can create users from Settings >> Users page. Admin can click on plus (+) sign to add any new user, as highlighted in the below image.



When admin clicks on plus (+) sign, the below screen will be displayed to create the new user.

**Settings / Users / Create User**

**Account Information**

First Name (required)

Last Name

Email (required)

User Groups

**Affiliation Information**

Institution / Hospital

Departments - operator (required)

Departments - reviewer

Level of Training

**Role**

Select the Roles for the User (required)

Cancel Save

1. **First Name:** Admin will have to type the first name of the user. Note, this field is mandatory to fill in
2. **Last Name:** Admin can mention last name of the user.
3. **Email:** Admin will have to mention the email id of the user. Note, this field is mandatory
4. **User Groups:** If Admin wants to include the user in any group at the time of creation, they can select any user group from the drop down.
5. **Institution / Hospital:** Admin can specify the name of the institution or hospital.
6. **Department – Operator:** Admin will have to select the department of the user for user's Operator View. If single department is selected, the department will be auto assigned to the exam when uploaded from KOSMOS device. If multiple departments are selected, operators will have to manually choose the department in the KOSMOS UP portal.  
For example: If User A is from Cardiology department, the department for his/her Operator View will be Cardiology. If User A is from Cardiology and Emergency Care, then the departments will be both Cardiology and Emergency Care.  
Note, this field is mandatory.
7. **Department – Reviewer:** Admin will have to select the department of the user for user's Reviewer View. For example: If User A is going to review the exams of Cardiology, Emergency Care and ICU, the department for his/her Reviewer View will be Cardiology, Emergency Care and ICU.
8. **Level of Training:** Admin can select the level of training of the user from the drop down.
9. **Role:** Admin will have to select the role of the user. These are the same roles that was created earlier.  
Note, this field is mandatory.

After filling in the details, admin can click on save and the user will be created successfully.



## Deactivate Users

Admins can deactivate users from Settings > Users page. As shown in the below image, admin can select any user from listing page and click on deactivate button.

This will start the deactivation and user will be deactivated in 7 days.

The screenshot displays the 'Settings / Users' interface. On the left, there is a sidebar with navigation options: Reviewer, User Groups (1), Roles and Permissions, Personal Settings, System, DICOM Server Configuration, and PHI Mask Configuration (0). The main area is titled 'All Users' and contains a table of users. The table has the following columns: Name, Email, Roles, User Group, Operator Departments, Reviewer Departments, and Last Logged In. A red box highlights the 'Deactivate user(s)' button in the top right corner of the table. Another red box highlights the checkbox next to the user 'Alexandra Clements'.

Name	Email	Roles	User Group	Operator Departments	Reviewer Departments	Last Logged In
Admin	admin@echonouscl.kosmo...	Admin		Anesthesiology, Cardiol...		Today — 15:27
Alex Alcaide	Alexalcaide9@gmail.com	Operator, Reviewer	sales group	Cardiology	Cardiology	
<input checked="" type="checkbox"/> Alexandra Clements	alexandra.clements@echo...	Operator, Reviewer	sales group	Cardiology	Cardiology	03.09.2022 — 23:10
Allison Smith	allison.smith@echonous.c...	Operator, Reviewer	sales group	Cardiology	Cardiology	02.03.2022 — 22:28
Andy Davis	andy.davis@echonous.com	Operator, Reviewer	sales group	Cardiology	Cardiology	08.25.2022 — 00:08
Annmarie Lobdell	annmarie.lobdell@echono...	Operator, Reviewer	sales group	Cardiology	Cardiology	05.16.2022 — 19:56
Austin Seitz	austin.seitz@echonous.com	Operator, Reviewer	sales group	Cardiology	Cardiology	02.01.2022 — 23:58
Bailey Ogrin	bailey.ogrin@echonous.com	Operator, Reviewer	sales group	Cardiology	Cardiology	
Bernard Bulwer	bernard.bulwer@echonous...	Operator, Reviewer	sales group	Cardiology	Cardiology	
Brad Breitwise	brad.breitwise@echonous...	Operator, Reviewer	sales group	Cardiology	Cardiology	08.24.2022 — 05:51
Brandy Rousseau-Co...	brandy.rousseau-coelho@...	Operator, Reviewer	sales group	Cardiology	Cardiology	12.30.2022 — 13:03
Brian Thompson	brian.thompson@echonou...	Operator, Reviewer	sales group	Cardiology	Cardiology	
Brooke Brandt	brooke.brandt@echonous...	Operator, Reviewer	sales group	Cardiology	Cardiology	
Chi Chin	chi.chin@echonous.com	Admin		Cardiology	Cardiology	



Customer Support

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