



# DASHBOARD GUIDE

UE/CR/01/04-00



## 1. The iBreastExam Dashboard

Organization's administrators (called Org Admins) and Distributors have access to the **iBreastExam Dashboard**, an online repository of all patients, scans, technicians, and devices.

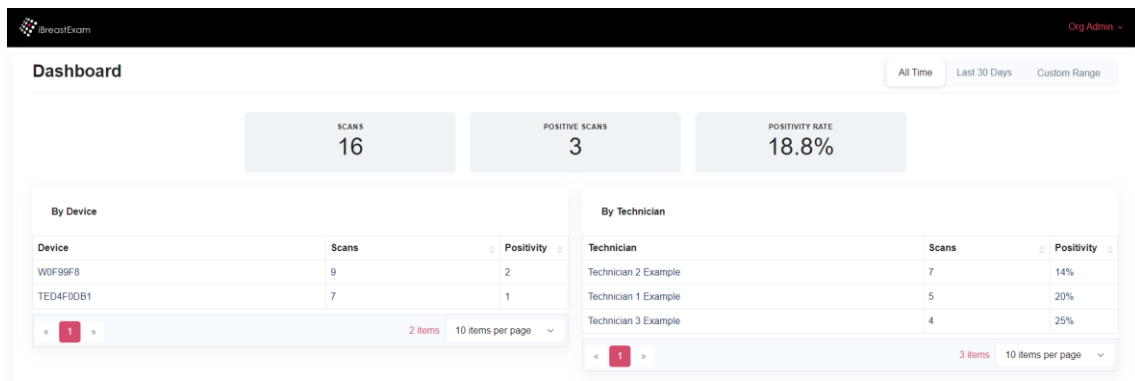
### Ensure Cloud Sync is Enabled

1. Open the settings in the iBreastExam app on your mobile phone.
2. Tap on *Cloud Sync* and ensure the toggle is *On*.
3. Your scans now automatically synchronize with the Dashboard if the mobile phone is connected to the internet.

### Access the Dashboard

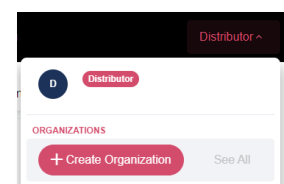
1. Go to <https://ibreastexam.app/dashboard/login>.
2. Login with your credentials from the iBreastExam app:
  - *Mobile phone number*: Enter your mobile phone number and click on *Log in*. Enter the one-time-password that was sent to your mobile phone and click on *Verify*.
  - *Email*: Enter your email address and password and click on *Log in*.
3. You will see your organization's Dashboard with the following metrics:
  - Total number of scans
  - Total number of positive scans
  - Positivity rate (Total number of positive scans/ Total number of scans)
  - A "leaders board" for scan count and positivity rate per technician, device, and, for Distributors, sub-organizations.

You can display these metrics for all time, the last 30 days, or set a custom range.



### Create a Sub-Organization (Distributors only)

1. Click on your name in the top-right corner.
2. Click on the + *Create Organization* button in the dropdown.
3. Add the information and click on *Create*.
4. The sub-organization and its users, devices, patients, and scans will now appear in your Dashboard as well.

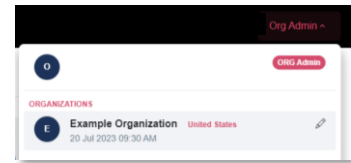


**Note:** You can only create sub-organizations under your distributorship.

## Access your Organization

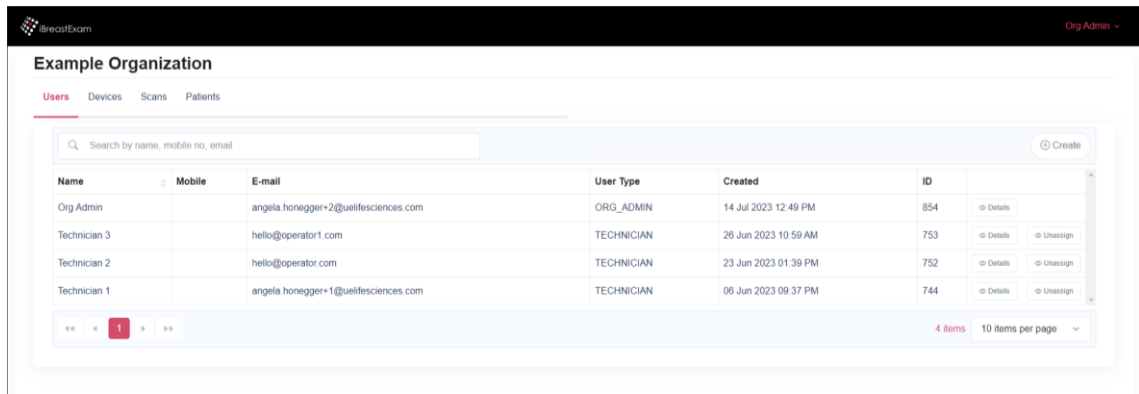
1. Click on your name in the top-right corner and click on your organization in the dropdown list.

- Org Admins only see their organization.
- Distributors see a list of all their sub-organizations.



2. You will see the following headers:

- **Sub-Organizations:** List of all sub-organizations belonging to a Distributor (Distributors only).
- **Users:** List of all users (Technicians, Org Admins, and Distributors).
- **Devices:** List of all your devices (iBreastExam scanners).
- **Scans:** List of all performed scans across users and devices.
- **Patients:** List of all patients.



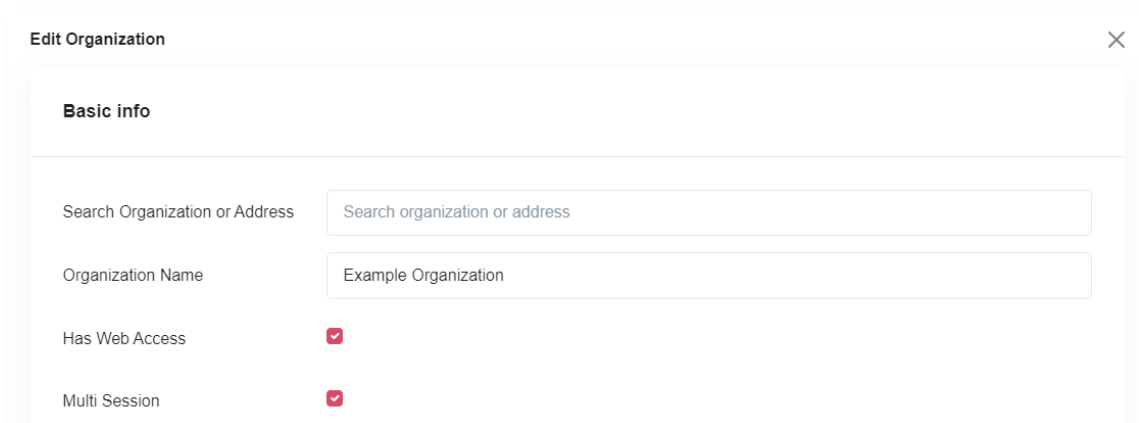
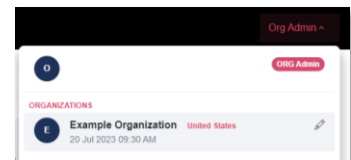
## Edit your Organization

1. Click on your name in the top-right corner and find your organization in the dropdown list.

- Org Admins only see their organization.
- Distributors see a list of all their sub-organizations.

2. Click on the edit icon next to the organization name.

3. Edit or add the information and click on *Update*.



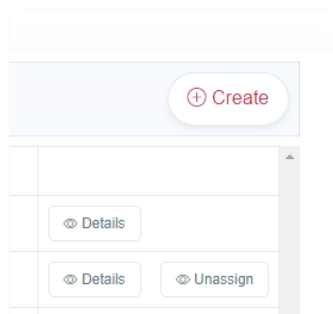
### Note:

- Has Web Access = Organization has access to the Dashboard
- Multi Session = Users can log into multiple devices simultaneously.
- Webhook = Scans are also uploaded to a second (external) platform.

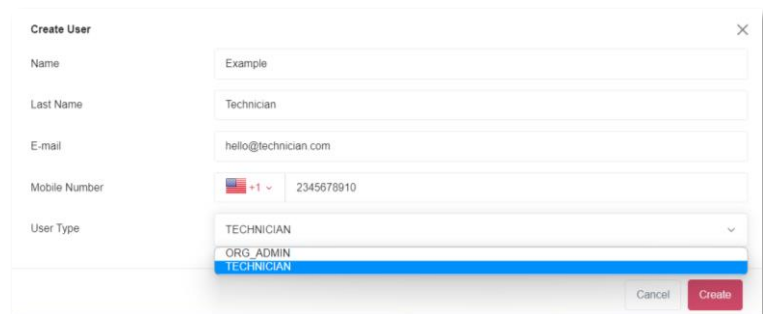
## 2. Users

### Create a New User

1. Go to the *Users* section to see the list of users assigned to your organization.
2. Click on the + *Create* button in the top-right corner.
3. Enter the user's first and second name, email, and mobile number.
4. Select the user type:
  - **Technician:** Physicians using the scanner on patients. They have no access to the Dashboard.
  - **Org Admin:** An organization's head office or iBreastExam project lead. They have access to the Dashboard for their organization.
  - **Distributor (Distributors only):** The person overseeing multiple organizations. They have access to the Dashboard for all their sub-organizations.
5. Click on *Create*.



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**Note:** You can create an unlimited number of users (of all types).

### Link an Unassigned User to Your Organization

1. Technicians can also create their own accounts via the iBreastExam app.
2. To automatically assign these unassigned users to your organization, ask them to pair their iBreastExam app with a device assigned to your organization and connect to the internet.
3. These users will now appear in your *Users* section.

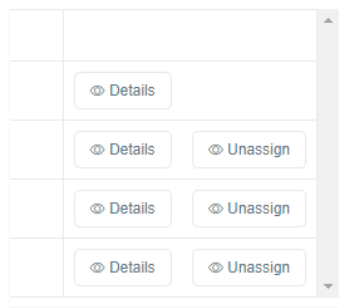
**Note:** Unassigned users are allowed to do 15 scans to accommodate for situations where prior assignment was not possible.

**Note:** After 15 scans, unassigned users will get a pop-up notification prompting them to pair their mobile phone to an assigned scanner and connect to the internet. If this does not solve the issue, they are prompted to contact their Org Admin.

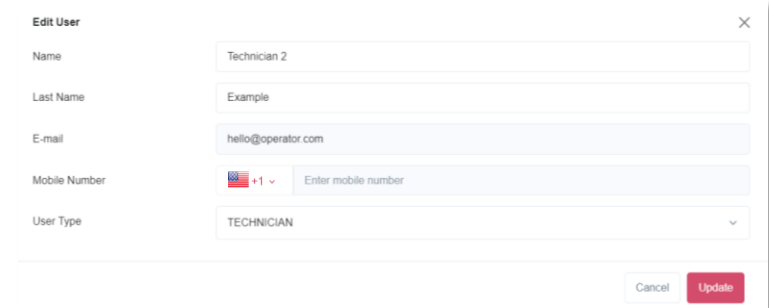
**Important:** If a device does not seem to be assigned to your organization (= does not automatically assign an unassigned user to your organization), please reach out to our customer support.

## View and Edit a User

1. Go to the *Users* section to see the list of users assigned to your organization.
2. Click on the *Details* button of a given user to see more information.
3. To edit the information, click on the *Edit* button in the user *Details* pop-up window, edit the user information, and click on *Update*.



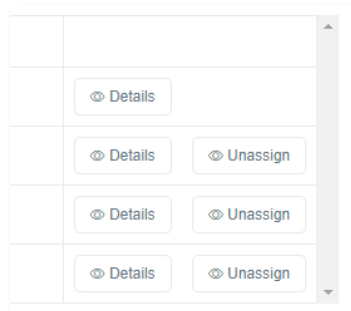
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A screenshot of the 'Edit User' pop-up window. The window contains the following fields: Name (Technician 2), Last Name (Example), E-mail (hello@operator.com), Mobile Number (with a dropdown for country code and a text input for the number), and User Type (TECHNICIAN). At the bottom right, there are 'Cancel' and 'Update' buttons.

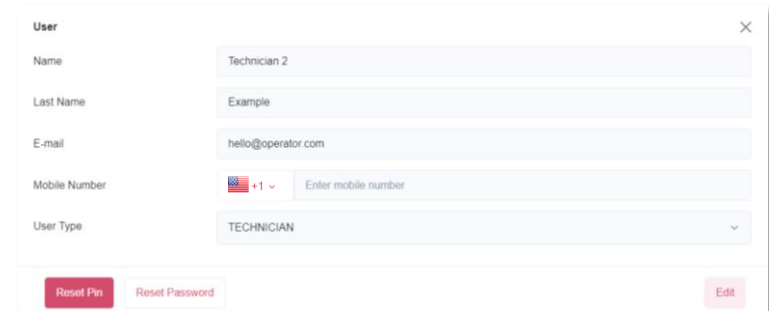
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## Reset a User's PIN or Password

1. Go to the *Users* section to see the list of users assigned to your organization.
2. Click on the *Details* button of a given user to see more information.
3. Click on
  - *Reset PIN*: Ask the user to close and re-start the app on their mobile phone. They will then be asked to set and confirm a new PIN.
  - *Reset Password*: The user will receive a link on their registered email address to set and confirm a new password (please note that this link is only valid for 10 minutes).



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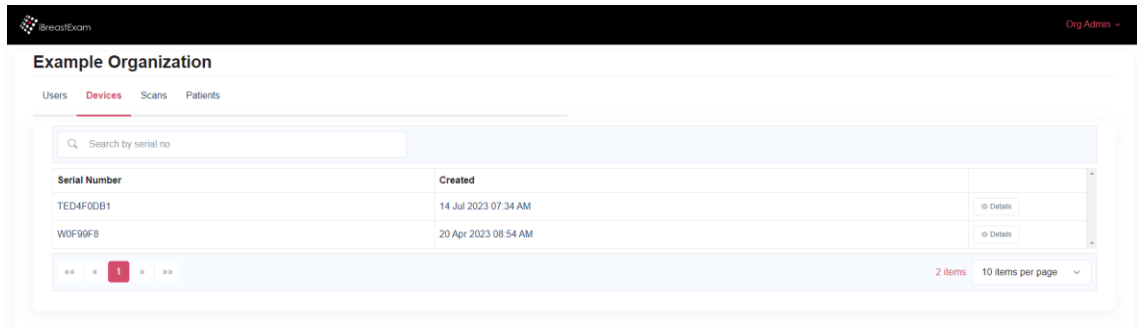
A screenshot of the 'User' pop-up window. The window contains the same fields as the 'Edit User' window. At the bottom left, there are 'Reset Pin' and 'Reset Password' buttons. At the bottom right, there is an 'Edit' button.

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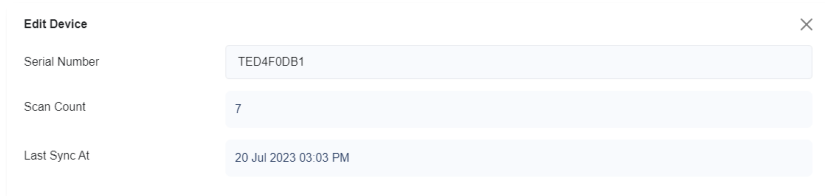
### 3. Devices

#### View a Device

1. Go to the *Devices* section to see the list of devices assigned to your organization.



2. Click on the *Details* button of a given device to see more information



**Note:** A scanner's device numbers marks the type of device:

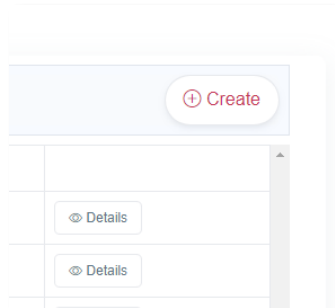
- *T plus 8 digits*: This is a Bluetooth Low Energy (BLE) device.
- *W plus 7 digits*: This is a HM13 device.

**Important:** If a device does not seem to be assigned to your organization (= does not appear in the *Devices* section of your Dashboard), please reach out to our customer support.

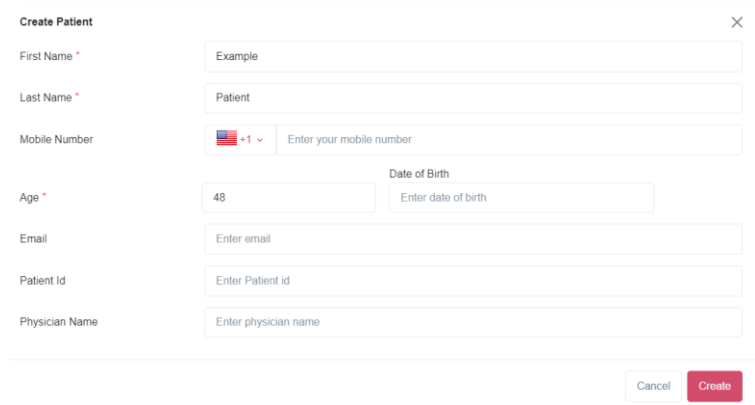
## 4. Patients

### Create a New Patient

1. Go to the *Patients* section to see the list of patients assigned to your organization.
2. Click on the + *Create* button in the top-right corner.
3. Enter the patient's first and last name, age, and mobile number, as well as other optional fields if desired. Click on *Create*.



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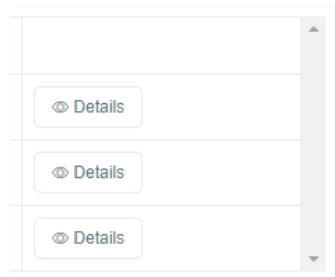
A screenshot of a 'Create Patient' form. The form has a title bar with 'Create Patient' and a close button. The fields are: First Name (with 'Example' entered), Last Name (with 'Patient' entered), Mobile Number (with a dropdown for '+1' and 'Enter your mobile number'), Age (with '48' entered), Date of Birth (with 'Enter date of birth'), Email (with 'Enter email'), Patient Id (with 'Enter Patient id'), and Physician Name (with 'Enter physician name'). At the bottom right, there are 'Cancel' and 'Create' buttons.

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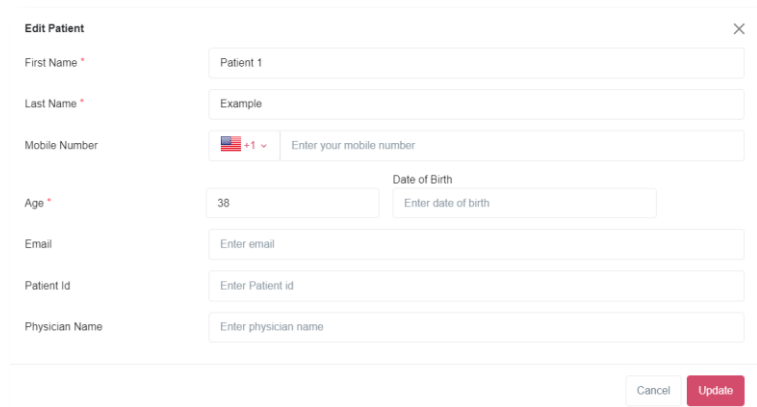
**Note:** Users can also register patients from their iBreastExam app. Patients from both sources appear in your Dashboard's *Patients* section.

### View and Edit a Patient

1. Go to the *Patients* section to see the list of patients assigned to your organization.
2. Click on the *Details* button of a given patient to see more information.
3. To edit the information, edit the user information in the *Details* pop-up window and click on *Update*.



2

A screenshot of an 'Edit Patient' form. The form has a title bar with 'Edit Patient' and a close button. The fields are: First Name (with 'Patient 1' entered), Last Name (with 'Example' entered), Mobile Number (with a dropdown for '+1' and 'Enter your mobile number'), Age (with '38' entered), Date of Birth (with 'Enter date of birth'), Email (with 'Enter email'), Patient Id (with 'Enter Patient id'), and Physician Name (with 'Enter physician name'). At the bottom right, there are 'Cancel' and 'Update' buttons.

3

## 5. Scans

### Search for a Scan

- Go to the Scans section. You can switch between *List* and *Map* view.
- In the *List* view, search scans via:
  - Search bar:** Search by name, mobile number, serial number, etc.
  - Time:** Search scans from all time, the last 30 days, or set a custom range.
  - Filter:** Filter for symptoms, survivors, results, history, patient age, user, or device.



The filters allow you to filter for the following criteria:

#### Symptoms:

- All Symptoms
- Symptomatic
- Asymptomatic

#### Survivor:

- All Survivor
- Only Survivor
- Except Survivor

#### Scans:

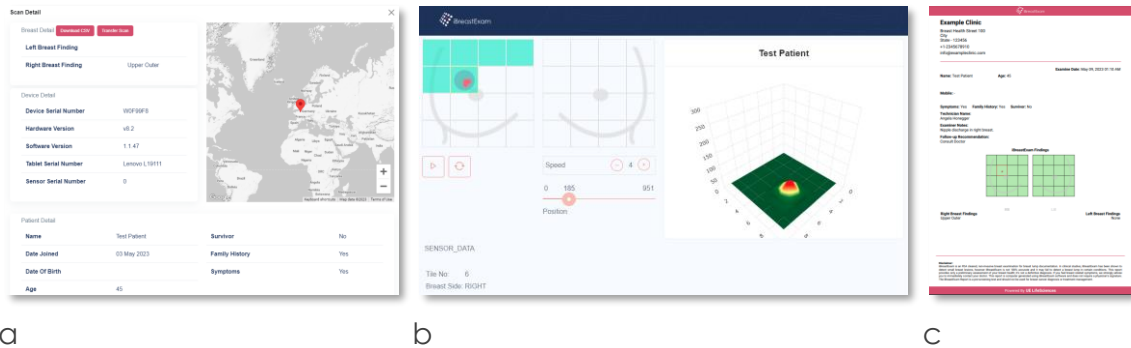
- All Scans
- Positive Scans
- Negative Scans
- Left / Right Pos.

#### History

- All History
- With History
- No History

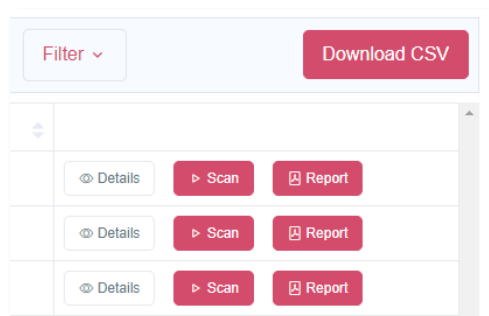
### View a Scan

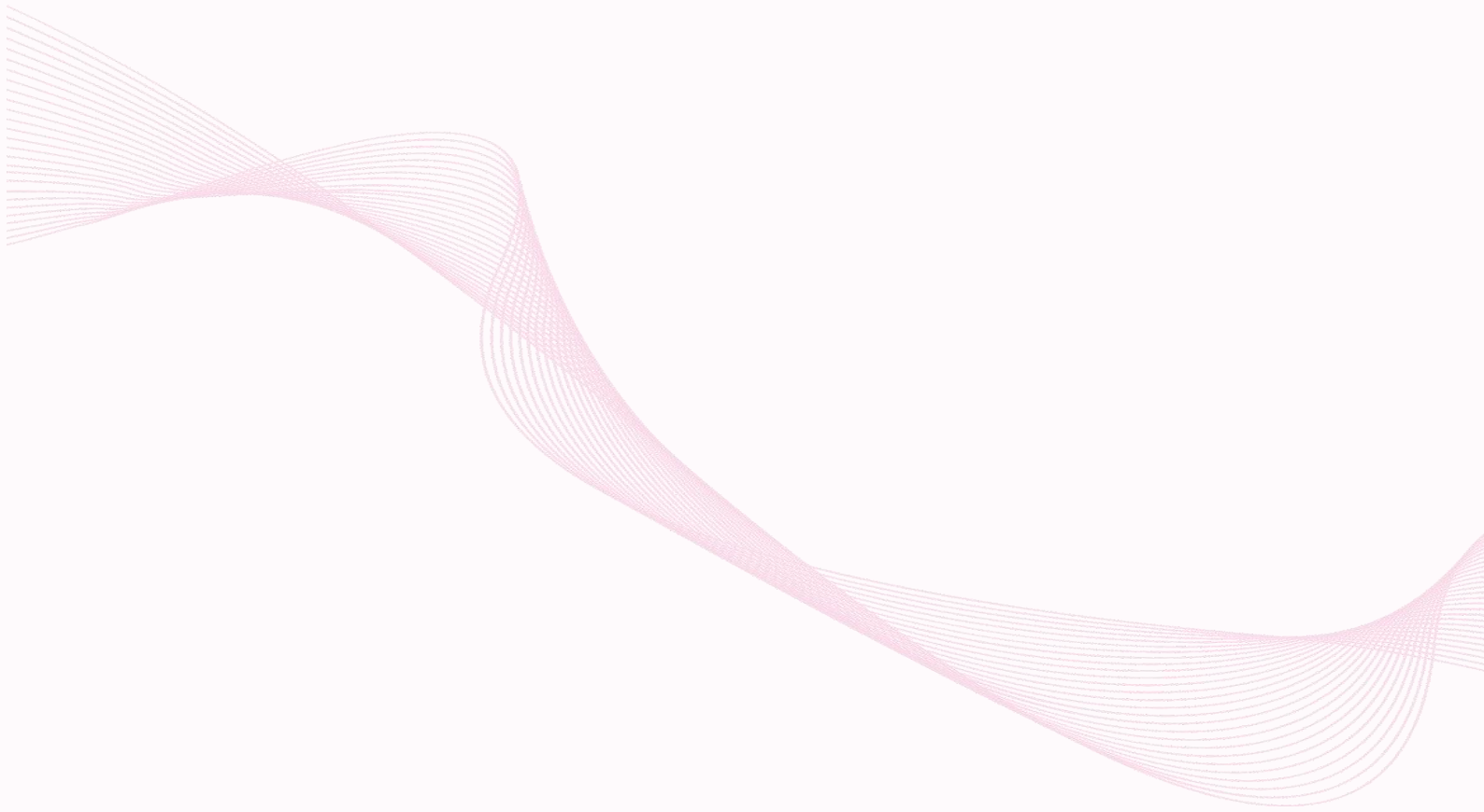
- You can view scans as:
  - Details:** Scan details including the PDF Report and the Patient Consent Form.
  - Scan:** Replay of the scan.
  - Report:** PDF Report including the Patient Consent Form.



### Download a Scan

- To download a single scan as a PDF file, click on the *Report* button next to a scan and click on the download icon in the pop-up window.
- To download a list of scans in a CSV file, go to the Scans section. If required, set a filter or date range. Click on the *Download CSV* button in the top-right corner.





iBreastExam



Developed and Manufactured by

UE LifeSciences

USA | India | Malaysia | Colombia | Chile

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