eWitness™ app

User manual

eWitness app, software version 25.2

User manual, first issue 2025.10.28/International/English

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1 Introduction

The eWitness app is at the centre of eFertility's witnessing solution. The app is a native Android app that runs on the witnessing scanner provided by eFertility. Through the scanner, the app controls the identification process of patients enrolled in the witness process.

The app is used to carry out witnessing steps, and log and validate all used materials.

For security purposes, logging, and easy access, all witnessed steps are stored in the eBase central database.

NOTE
The eWitness system comprises the app and the System management platform, which are intended for joint use. Proper functionality requires both components. The eWitness System management platform has a separate user manual.

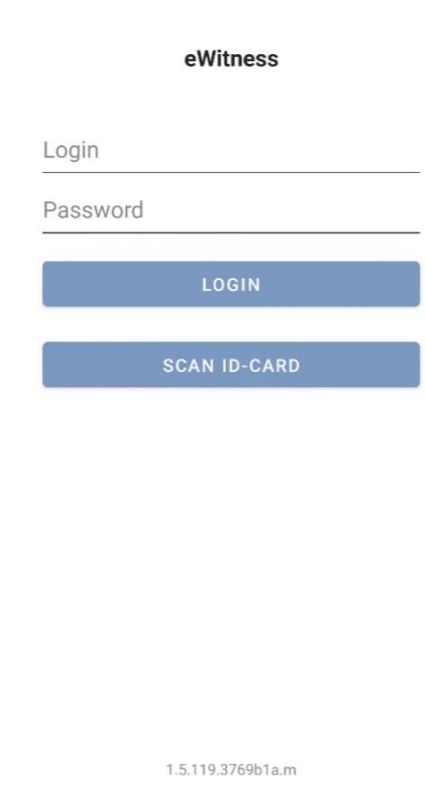
NOTE
Data collected in the eWitness system is by default stored on a central server in the clinic. Every step and change in data is tracked by the system and can be traced back to a user, time, and IP address of the terminal used.

2 Login

Logging in is required both at start-up and if an automated logout occurs after an idle time period.

All users will need to log into the app to ensure that all steps are logged and linked to the right user. Your local administrator will provide you with your login method and credentials.

On the **Login** screen, you can also see the current version of the eWitness app.



There are three ways you can log into the app:

- Username and password
- ID card with a QR code
- NFC/smart card.

2.1 Login using a username and password

Your local administrator will provide you with your login credentials.

If you insert the wrong password more than five times, your account will become inactive and will have to be restored by your local administrator.

If you forgot your password, access the system through the computer terminal and click **Forgot your password?**.

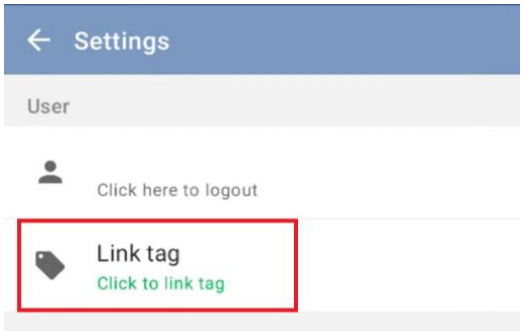
2.2 Login using an ID card with a QR code

For easier access to the app, it is possible to log in using an ID card with a QR code generated by the eWitness System management through the computer terminal. To log in using an ID card, tap **Scan ID card** and follow the instructions on the screen.

The ID card generated by the eWitness System management can either be printed using the card printer or be stored on a personal phone.

2.3 Login using an NFC tag

You can log in using an existing smart card or fob with an NFC tag. Any NFC tag can be linked to the app. To link an NFC tag to the app, log into the app with your username and password and navigate to the **Settings** screen. In the **User** section of the screen, you can find an option to link an NFC tag to your user account:



To log in using an NFC tag, tap **Scan ID card** and follow the instructions on the screen. Scan the NFC tag on the upper back part of the handheld device:

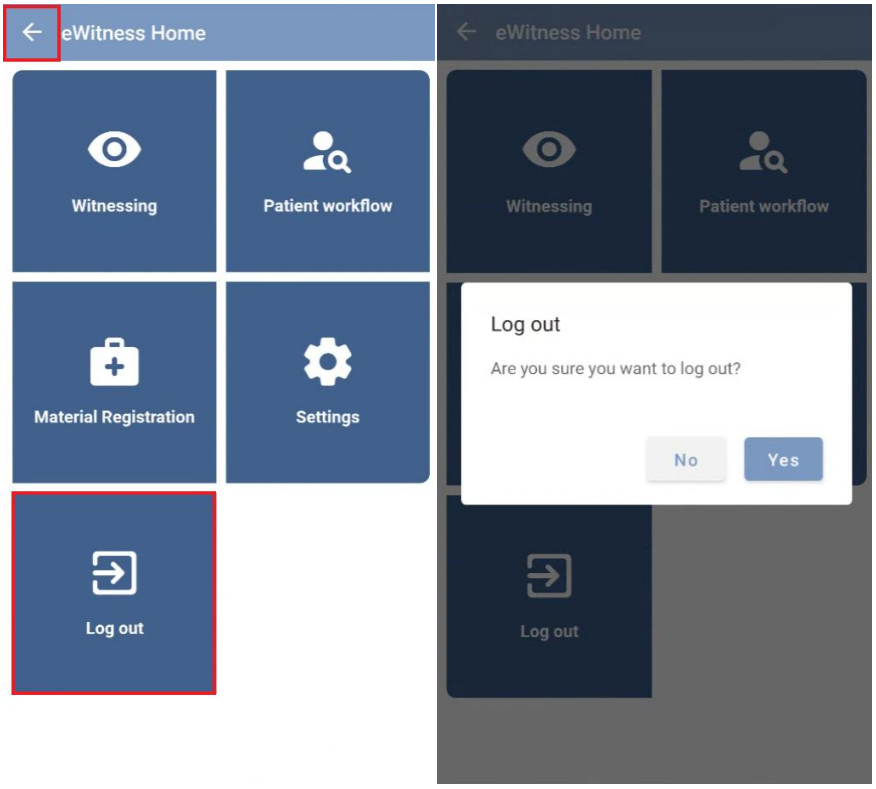
The fobs provided by eFertility can also be used to log in via RFID on a tablet connected to an eWitness RFID Box.

2.4 Logging out

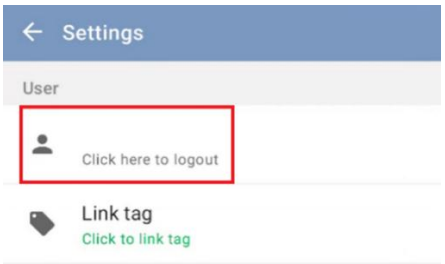
Because all Witness points are registered using the credentials of the user logged into the app, it is essential to log out after each use. This will ensure that all Witness points are registered by the right user.

There are multiple ways to log out:

- On the **Home** screen, you can log out through the **Log out** button in the bottom left corner of the screen or the arrow on the top left corner of the screen. When logging out through the arrow in the top left corner of the screen, you will be asked to confirm that you want to log out.

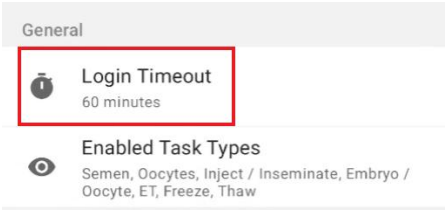


- In the **Settings** screen, you can log out through the **Click here to log out** button in the **User** section of the screen. This will take you back to the home screen, where you can proceed to log out.



2.5 Login Timeout

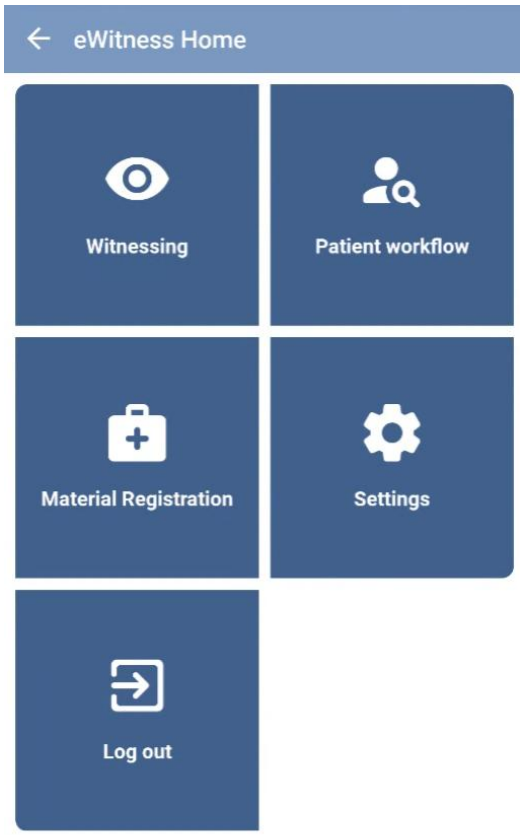
In the **General** section of the **Settings** screen, you can see the pre-determined **Login timeout** time after which a user will be logged out due to idleness. The **Login timeout** is chosen during the initial setup of the eWitness System management. If you would like to change the **Login timeout**, contact eFertility.



3 eWitness Home screen

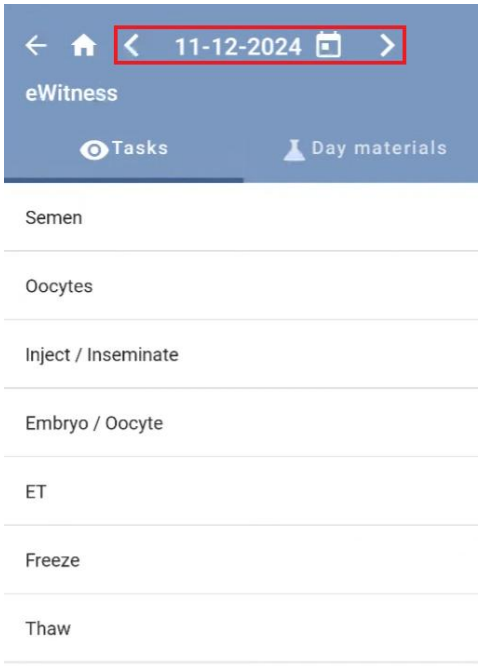
After login, the app redirects you to the **eWitness Home** screen. On the **eWitness Home** screen, you can see and select four sections:

- **Witnessing**: here you can access the **Tasks list** and **Day materials**. For more information, see section 4.
- **Patient workflow**: here you can search for a patient and access their data. For more information, see section 8.
- **Material registration**: here you can access the material inventory and register materials. For more information, see section 9.
- **Settings**: here you can access the app's settings. For more information, see section 10.



4 eWitness screen

On the **eWitness** screen you can see the **Tasks** lists defined in the app and the **Day materials**. Each list shows all patients and materials that are scheduled to be witnessed or linked to the selected date. By default, the screen will open on the current date, but it can be changed using the arrow icons next to the date or by tapping the date itself:



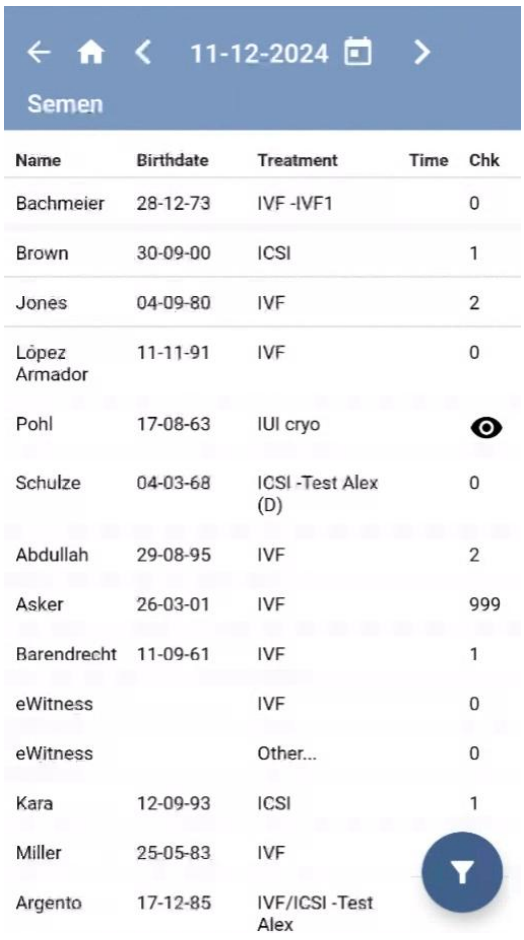
The **Tasks** lists represent all daily tasks in the lab:

Task	Description
Semen	Patients with a semen sample to be used during a procedure or analysed
Oocytes (OPU)	Patients scheduled for an oocyte pick-up.
Insemination	The process of insemination via standard IVF or ICSI.
Embryos/Oocytes	Monitoring of the handling and development of oocytes and embryos.
Embryo transfer (ET)	Embryos to be transferred into the patient.
Freeze	Cryopreservation of gametes and embryos.
Thaw	Monitoring and logging of transfers out of cryo storage.

5 Task lists

When you select one of the main tasks, a list of relevant patients is presented. This list is grouped per day. By default, the screen will open on the current date, but it can be changed using the arrow icons next to the date or by tapping the date itself:

Each task list has its own workflow consisting of a number of steps/Witness points.



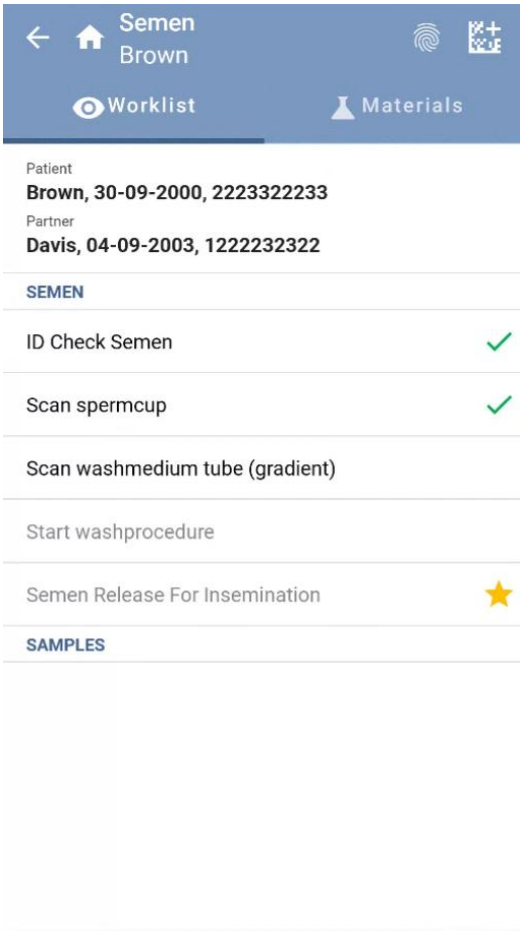
The task list has five columns:

- **Name**: the patient's **Display name**.
- **Date of birth**: the patient's date of birth.
- **Treatment**: the patient's treatment plan.
- **Time**: the time the gametes arrived at the lab or were produced/retrieved in the clinic. This feature is only available to clinics that use eBase.
- **Day**: the number of days the oocyte/embryo has been in incubation. This column is only visible in the **Embryo/Oocytes** task list and replaces the **Time** column.
- **Chk**: the number of completed witnessing steps. When all steps are complete, the process number is replaced by an eye icon.

By selecting a patient from a task list, you access that patient's **Worklist** and **Materials**.

6 Patient Worklist screen

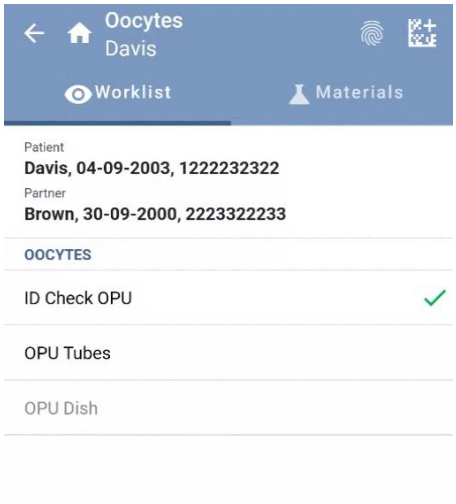
The patient **Worklist** screen displays the details to start and perform the witnessing steps. From this screen, you can:



- See information about the patient, partner and type of task.
- See the list of complete and incomplete steps.
- Select and carry out the next witnessing step. For information, see section 7.
- See registered samples.
- Access the list of patient-linked materials. For more information, see section 9.3.
- Register an external barcode or enter a barcode manually as a fall-back mechanism. For more information, see section 7.1.1.
- Handle misscans. For more information, see section 7.2.4.
- See and register patient fingerprints. For more information, see section 8.1.

7 Witnessing process

The Witness points are defined via the eWitness System management. Each Witness point can be connected to another through a dependency. This enables eWitness to guide the user through a customer specific workflow. A witnessing scan that depends on another is not available for selection until the previous Witness point is completed.



To start the witnessing process, select the first available step on the list and proceed with the scan (for more information, see section 7.2.)

After a successful completion, the next step in line is automatically enabled.

7.1 Barcodes

eWitness always uses a unique barcode per label. This is independent of the label layout or the barcode type. eWitness uses 2D barcodes (DataMatrix) for all fresh materials and 1D barcodes (code128) for cryo labels.

The 2D barcodes have a higher density and take up less space on a label but are less suited for a small and rounded surface like the one of a cryo straw. For this reason, eWitness uses 1D of linear barcodes for cryo labels.

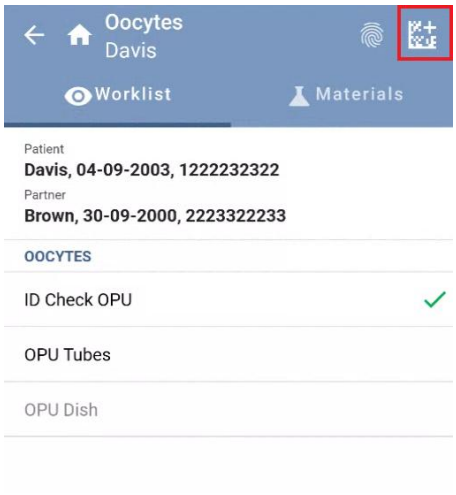
The labels' layout and the selection of barcode types must be configured in the eWitness System management platform, on the computer terminal. All labels (2D or 1D) are interchangeable.

7.1.1 Using external barcodes

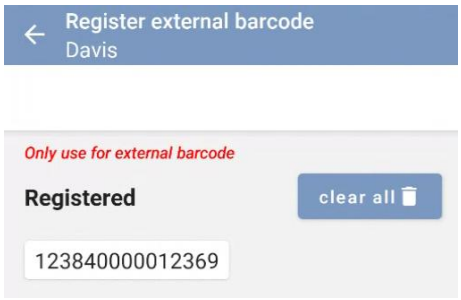
By default, all witness cycles are labelled using the eWitness system.

In situations where the cycle is not started through eWitness, it is possible to register an external barcode (e.g. labels from cryo transport, the Embryoscope's barcode system, or others).

You can register an external label directly from the **eWitness** screen by tapping the barcode button in the top right corner.



This will open the external barcode screen:



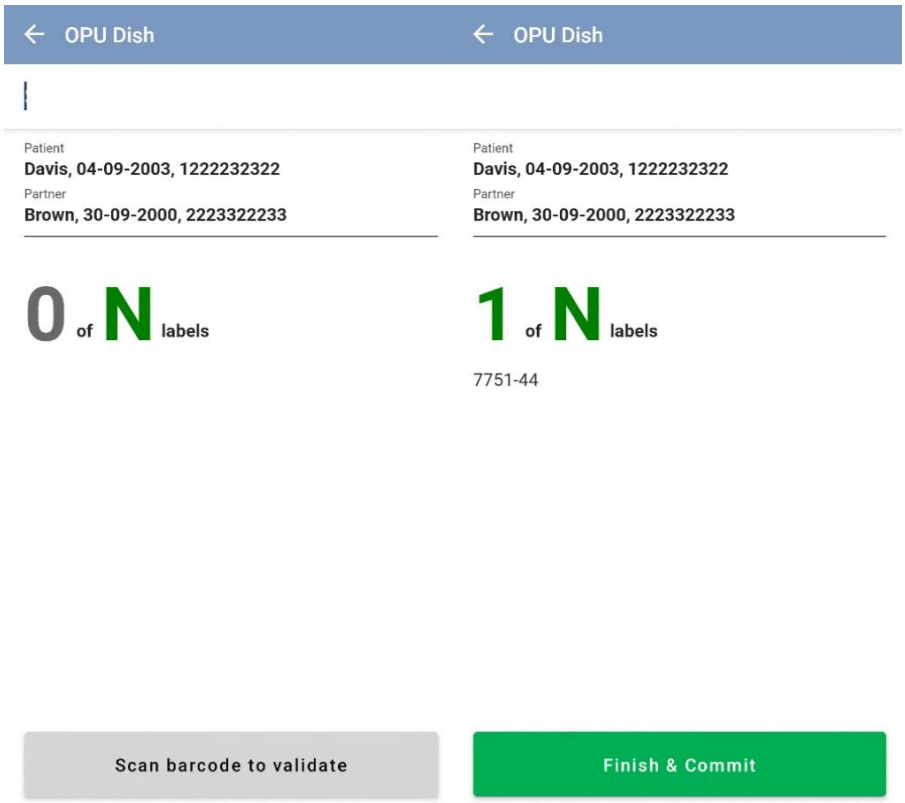
If there is already an external barcode registered for this patient's workflow, the code is displayed. From here you can use the scanner to add a new external barcode to the system. For safety reasons, the external barcodes cannot overlap with internal barcodes.

When using an external barcode, the eWitness system cannot guarantee that there won't be any duplicates, meaning it won't provide the added security of knowing that you scanned all labels once. Using an external barcode can be useful, but should not be standard practice, as you can have multiple barcodes registered for a single patient, but the system cannot check whether the external barcode is unique.

7.2 Scanning process

The scanning process checks barcodes and RFID-tags to validate that they belong in the selected task. A valid scan is the scan of a barcode or tag of any of the people associated in the process. This can be the patient, the partner or the donor.

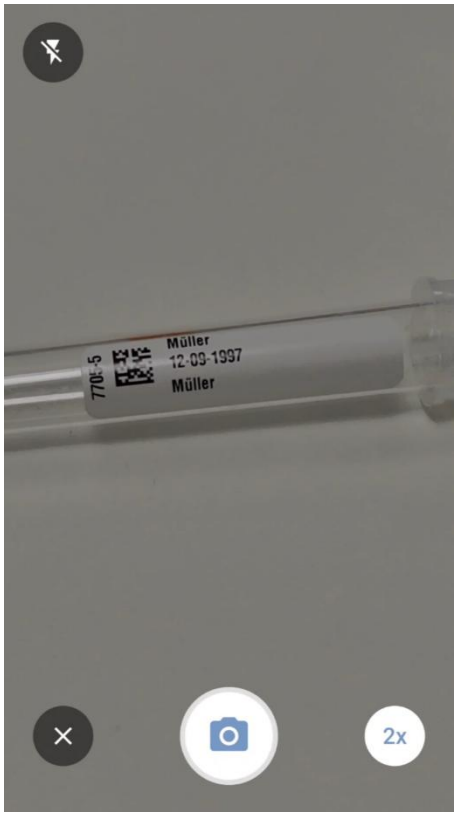
Each scanning process consists of a series of scans of unique barcodes/tags. Each label's unique code can only be scanned once per witness step.



After all relevant barcodes/tags have been scanned, they can be submitted and sent to the server. This is done by pressing **Finish & Commit** at the bottom of the scan screen.

7.2.1 Picture mode

If picture mode is active, you will be prompted to take a picture after each scan or after submission depending on the option selected for the specific Witness point. It is also possible to take a picture instead of scanning a barcode:



These options are set in the System management platform during the definition of each Witness point.

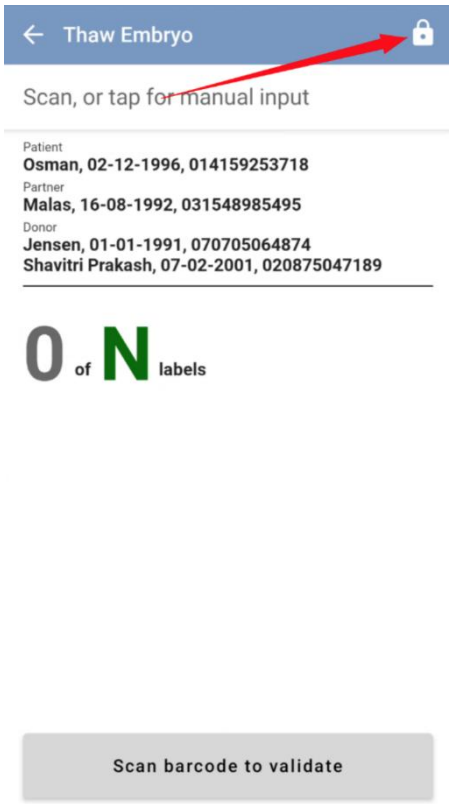
7.2.2 Allow multiple

If a Witness point can be repeated multiple times (to be set in the System management platform), it is possible to select it again. This will prompt the user to choose between **Show Signature(s)** and **SCAN**.

Choosing **SCAN** creates a second signature for the same Witness point.

7.2.3 Manual overrule

If a Witness point has been assigned **manual overrule** (in the System management platform), a icon will appear in the upper right corner of the scanning page:

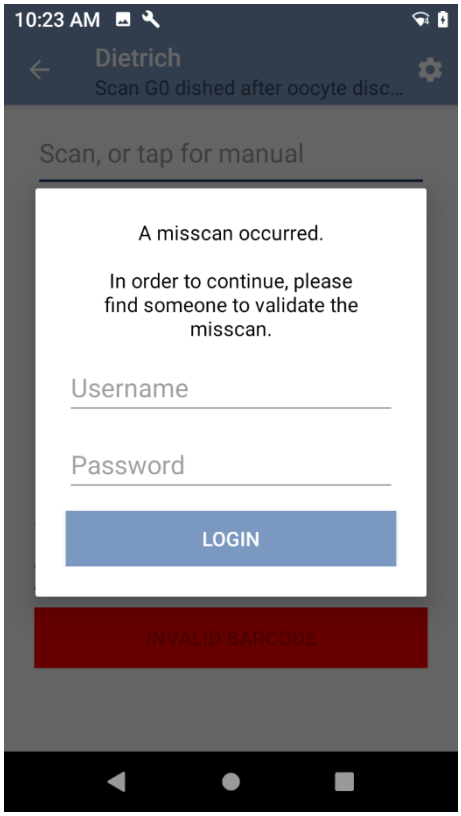


Tapping the icon will prompt a pop-up asking the user to confirm their choice, and after confirmation it will be possible to skip the scanning step by logging in with credentials or with an NFC tag. Once the credentials are validated, the Witness point will be considered completed.

7.2.4 Handling of misscans

During a scan, the system validates and logs the labels.

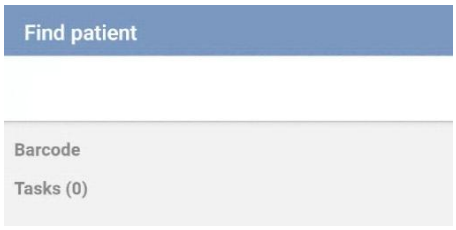
If the wrong barcode/tag is scanned, the misscan is sent directly to the server. This action is automatic and cannot be interrupted, to ensure that a misscan is always reported on the server. Afterwards, the system asks for confirmation by a second user. This second user needs to use their login credentials to confirm their visual witnessing of the error situation.



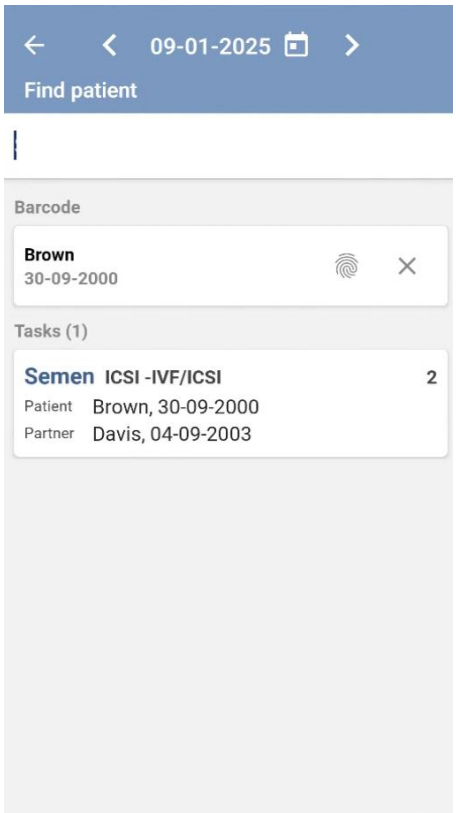
By adding this mandatory step, the system can ensure that a misscan is given the proper attention. On the server the incorrect scan, the correction and both users involved are logged and reported.

8 Patient workflow screen

In the **Patient workflow** screen, you can search for a patient by entering the barcode of a label that is registered to them, either through the scanner, via RFID, or through manual input.

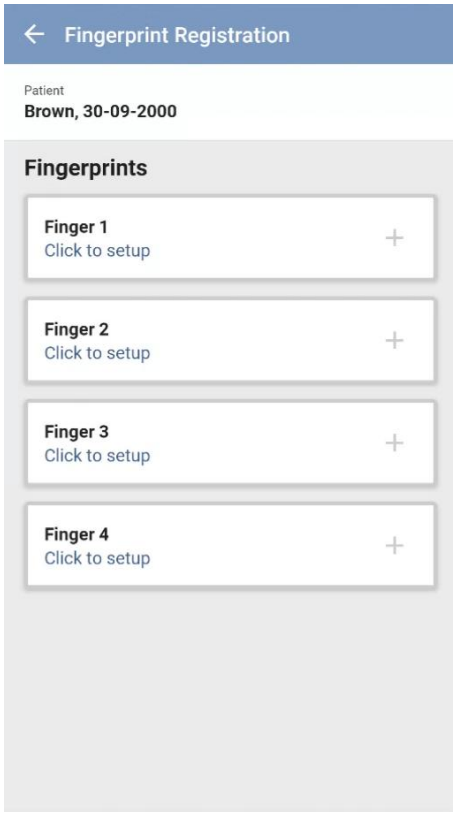


If the scanned/typed barcode matches an existing patient, you will be able to see that patient's detail and associated tasks. On this screen you can access the patient's fingerprint list and registration and the patient's **Worklist**.



8.1 Fingerprint Registration screen

By tapping the fingerprint icon on the screen, you access the fingerprint list and registration:



Fingerprints are used to identify patients during visits and can be managed through the System management platform.

To set up a new fingerprint, tap the **+** button and use an external fingerprint scanner.

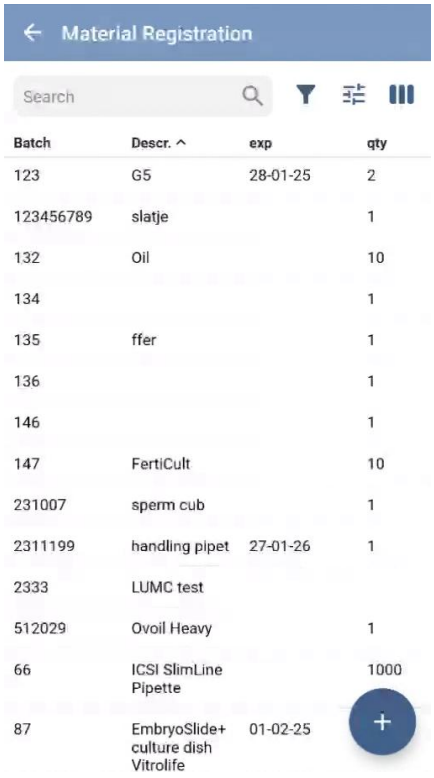
9 Material registration screen

The eWitness app can be used for batch tracking and material registration. You can include new inventory, link a batch to a specific date and/or link a batch to a specific workflow/patient.

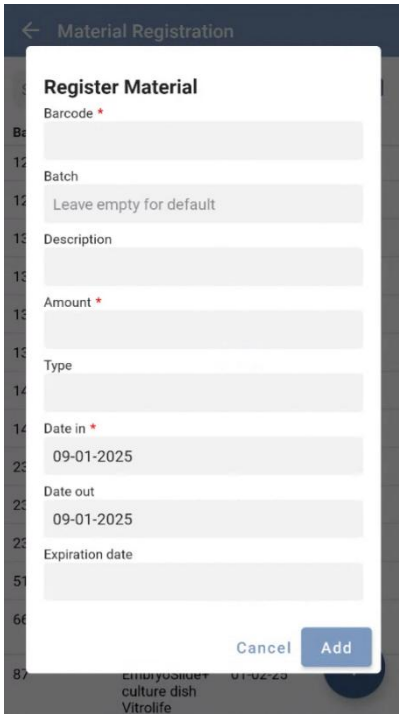
As long as the barcode is unique you can include a wide range of barcodes in your inventory, including external barcoding systems like GS1-EAN13, GS1-EAN8, UPC and other coding systems found on most consumables. If you need, you can also use eWitness' internal barcoding system.

9.1 Adding a new material to the inventory

On the **Material registration** screen, you can see the current inventory list.



By tapping on the **+** button in the bottom right corner, you can add a new batch of materials to the inventory:



To register a barcode, scan it into the system and add the relevant data. Mandatory fields are marked with a *:

- **Barcode***: tap the field and use the scanner (internal or external) to scan a barcode and populate the field. You can also input the barcode manually.
- **Batch**: batch name or number.
- **Description**: description of the material/batch you are registering.
- **Amount***: number of materials included in the batch. If registering a single material, insert **1**.
- **Type**: type of material registered.
- **Date in***: date of registration. By default, this field will populate with the current date, but it can be edited.
- **Date out**: date the material is used. Once this date is reached, the material is considered no longer in use.
- **Expiration date**: the expiration date reported on the materials.

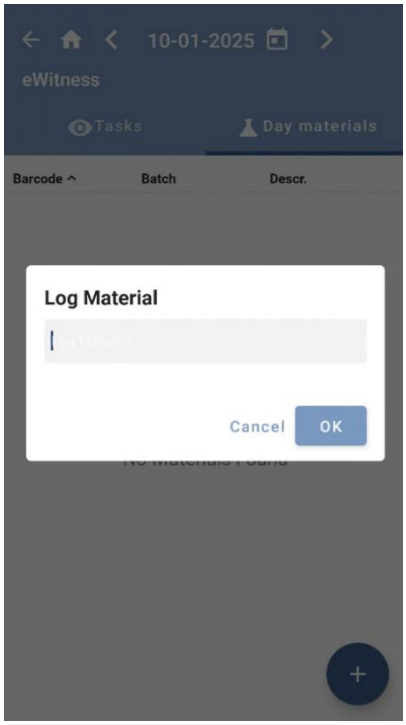
9.2 Linking a material/batch to a day

By linking a material/batch to a day, you can trace what materials were used during a specific day.

This option can be used for batch tracking that is not variable per patient. All patient-linked materials witnessed during a day are indirectly linked to that day's scan.

Materials are registered from the **Day materials** tab in the **eWitness** screen.

To link a batch/material, press the **+** button in the bottom right corner and scan the corresponding material(s), or manually type its barcode/batch number.



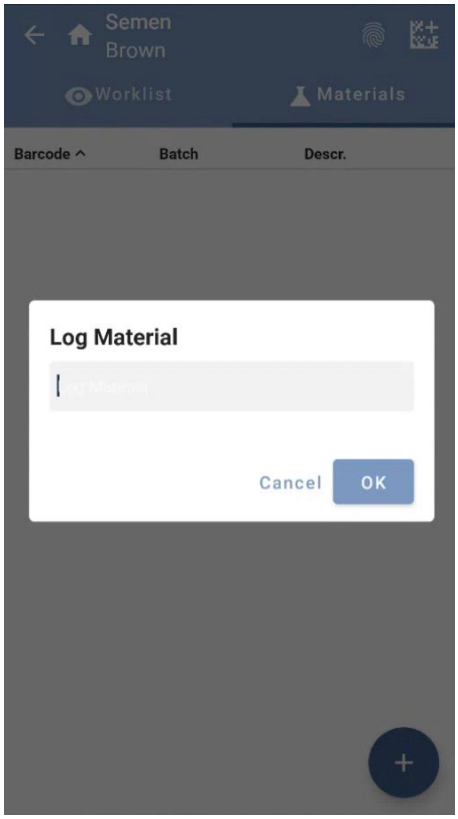
9.3 Linking a material/batch to a patient

By linking a material/batch to a patient, you can trace what materials were used during the treatment of a specific patient.

This is more specific than linking materials to a specific day, but it is more time consuming. All patient-linked materials witnessed during a day are indirectly linked to that day's scan.

Materials are linked from the **Materials** tab in each **Patient** screen. To access the **Patient** screen, from the **eWitness** screen open the relevant **Tasks** list and select the relevant patient, or search for the patient in the **Patient Workflow** screen.

To link a batch/material, press the **+** button in the bottom right corner and scan the corresponding material(s), or manually type its barcode/batch number.



10 Settings screen

In the **Settings** screen you can find the **User**, **General**, and **Scan** settings needed to enable the app to interact with the central database, and the app/server information:

User

- **Log out**: tap here to log out.
- **Link tag**: tap here to link and unlink a RFID/smart tag to your user account. To link a tag, tap and then hold your tag close to the reader. When a tag is successfully linked to the account, the text **Click to link tag** will turn green.

General

- **Login timeout**: shows the pre-established idle time after which users are automatically logged out.
- **Enabled Task Types**: tap here to choose which task types to have available. These can be changed at any time.
    - **Semen**: patients with a semen sample to be used during a procedure or analysed.
    - **Oocytes (OPU)**: patients scheduled for an oocyte pick-up.
    - **Insemination**: the process of insemination via standard IVF or ICSI.
    - **Embryos/Oocytes**: monitoring of the development and fate of oocytes and embryos.
    - **Embryo transfer (ET)**: embryos to be transferred into the patient.
    - **Freeze**: cryo preservation of gametes and embryos
    - **Thaw**: monitoring and logging of transfers out of cryo storage.
    - **IUI Clinic**: intrauterine insemination done at the clinic. Use this option if you want to separate work done in the lab from work done in the clinic.
    - **OPU Clinic**: oocyte pick-up done at the clinic. Use this option if you want to separate work done in the lab from work done in the clinic.
    - **ET Clinic**: embryo transfer done at the clinic. Use this option if you want to separate work done in the lab from work done in the clinic.

Scan

- **Integrated scanner**: tap here to disable/enable the internal scanner. By disabling this option, you can connect a separate Bluetooth, serial, or USB scanner. By default, it is set to use its internal scanner.
- **Scan sound**: tap here to choose or deactivate the sound made by the scanner.

Info

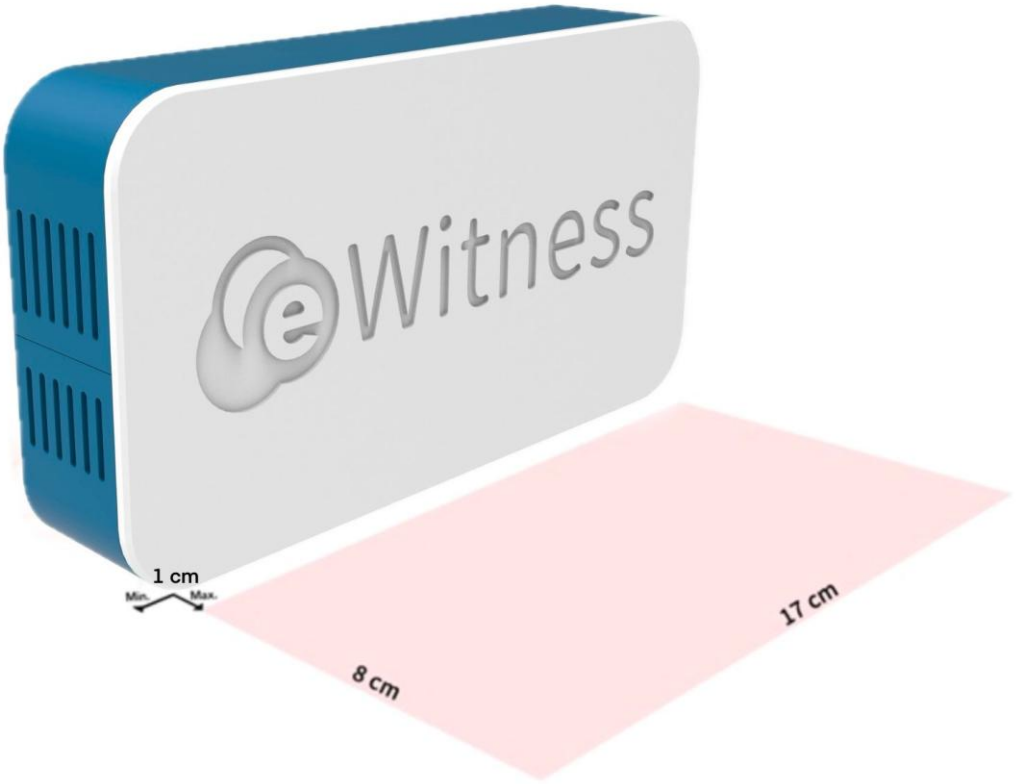
- **Server IP/DNS**: shows the address of the eWitness server.
- **Version**: shows the version of the app and eWitness software in use.

11 eWitness RFID Box (optional)

The eWitness RFID box is an optional scanner that allows you to automatically scan multiple labelled samples at the same time (hands-free) by using RFID tags. It does not require you to replace flow cabinets, as the eWitness RFID boxes are easy to add to your existing environment.

11.1 Positioning materials

To scan multiple gametes at once, position the tagged materials directly in front of the installed box. Ensure the materials are positioned within 1 cm of the white side of the box and do not protrude left and/or right:



If the size of your laboratory allows for it, it is possible to install more than one RFID box per workstation.

11.2 Linking RFID tag label to patients

To link a RFID tag label to a patient, take the following steps:

1. Use the printer tool to print the necessary label(s).
2. Select **RFID paring & info** on the tablet.
3. Scan the label(s) in front of the RFID box.
4. The tablet will prompt you to search for a patient. You can either type the patient's name in the search field or use the Bluetooth scanner linked to the tablet to scan the barcode(s) present on the RFID label(s).
5. You will be asked to confirm that you wish to connect the selected patient's data to the label(s).
6. The RFID label is successfully linked to the selected patient, and you can proceed scanning Witness point as needed.

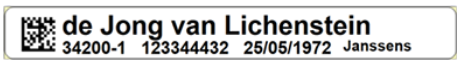
11.3 Technical specifications and safety information for the HF RFID-shielded antenna

Frequency band: 13.553 - 13.567 MHz

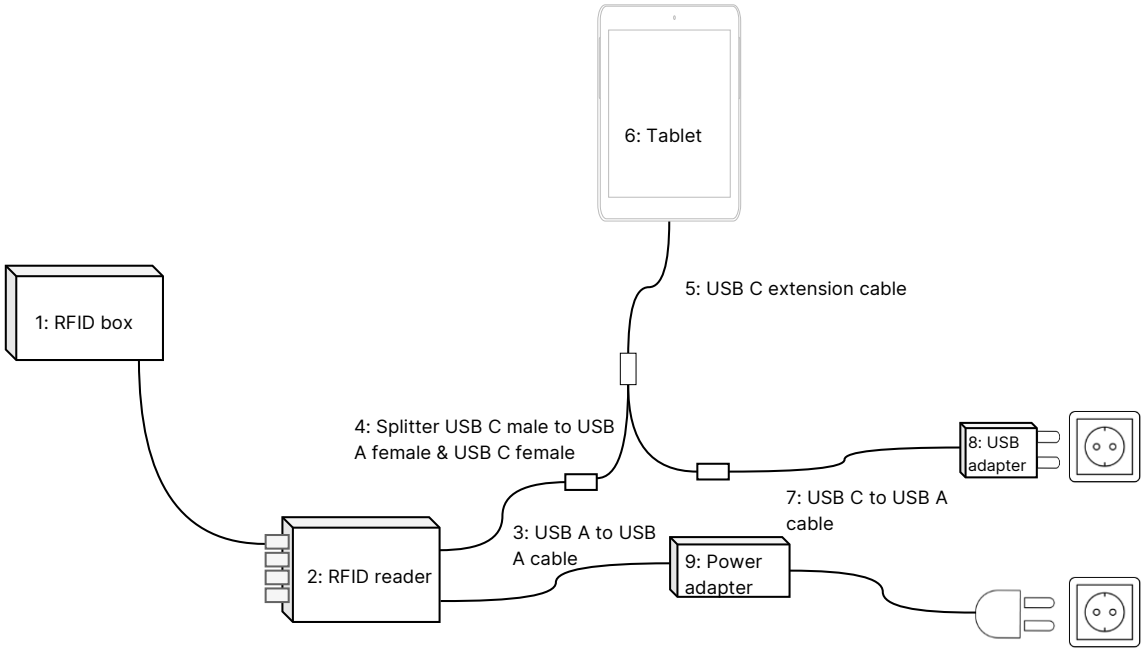
Maximum radio frequency power: 4 W

- Modification of the HF RFID-shielded antenna without permission may result in fire, electric shock or personal injury.
- Installation and maintenance of the HF RFID-shielded antenna may only be performed by a person authorised by eFertility.
- The use and installation of the HF RFID-shielded antenna must comply with national legal requirements and local electrical regulations.
- Never cover the vent holes on the HF RFID-shielded antenna in part or in whole as this may cause the HF RFID-shielded antenna to overheat.

11.4 Graphical overview of the eWitness system



passive RFID tag



1: RFID box

2: RFID reader

3: USB A to USB A cable

4: Splitter USB C male to USB A female & USB C female

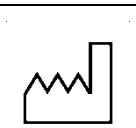
5: USB C extension cable

6: Tablet

7: USB C to USB A cable

8: USB adapter

12 Symbols and labels

Label	Description	Note
CE	Declaration by the manufacturer that the product complies with all relevant requirements of applicable European Union directives and bears the CE marking accordingly.	-
REF	Model reference number	-
	Manufacturer name and address.	See section 14.
	Year and month of production	YYYY-MM
SN	Serial number	Model-version-production number
	Caution when discarded	See section 13.

13 Disposal of waste

To minimise environmental impact and ensure proper disposal of electrical and electronic equipment, waste must be handled in accordance with Directive 2012/19/EU on Waste Electrical and Electronic Equipment (WEEE). Dispose of any hardware components, such as RFID readers or handheld devices, through appropriate recycling or collection facilities designed for electronic waste.

Unused labels and used ink foil contain sensitive personal data (e.g., patient identifiers) in printed or reverse form. These materials must be treated as confidential waste. Dispose of this waste in accordance with applicable data protection regulations (e.g., GDPR, HIPAA) and your clinic's internal policies. Acceptable disposal methods include cross-cut shredding (DIN 66399 P-4 or higher), secure incineration, and/or the use of certified confidential waste disposal services.

14 Contact information

Urgently need help? Call our service hotline for support:

+31 85 76 03 004

(available Monday-Friday between 8:30 and 17:00 ECT)

E-mail support: support@efertility.eu

(response within two working days)

App

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RFID box

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