eWitness™ software

System management manual

eWitness software, software version 25.2

User manual, first issue 2025.10.28/International/English

Table of Contents

1 Introduction 4

2 Login 5

2.1 Logging out 6

3 eWitness navigation panel 7

4 System setup 9

4.1 Step 1: Label design 9

4.2 Step 2: Print definition 11

4.3 Step 3: Define Witness points 14

5 Patients 19

5.1 The Patient page 20

5.2 Create a new patient 22

5.3 Edit a patient 24

6 Lab view 26

6.1 Tablet and desktop view 28

6.2 Materials linked to day 29

7 Planning a witness cycle 30

7.1 Linking patients together for an Episode 30

7.2 The Witness cycle 33

7.2.1 Step 1: initiate cycle 34

7.2.2 Step 2: defrost process 35

7.2.3 Step 3: embryo/oocyte/semen fate 35

7.2.4 Step 4: create and plan this witness cycle 36

7.2.5 EmbryoScope integration 36

7.2.5.1 Synchronization status and error conditions 37

7.3 The witnessing process 39

7.3.1 View and register misscans 40

8 Reports & KPIs 42

8.1 Reports 42

8.2 KPI Dashboard 44

9 Supplies 45
10 Settings 46
10.1 User management 47
10.1.1 User groups 47
10.1.1.1 Navigation rights tab 49
10.1.2 Create and edit users 50
10.1.3 Users 52
10.2 Reports 54
10.3 KPI Dashboard pages 56
10.4 Materials 58
10.5 Value lists 61
11 User settings 64
11.1 Change 2FA 64
11.2 Change password 65
11.3 Change PIN code 65
11.4 Log out 66
12 Symbols and labels 67
13 Disposal of waste 67
14 Contact information 68

eWitness is a trademark belonging to STB Zorg BV (eFertility).

©2025 STB Zorg B.V.. All rights reserved.

1 Introduction

The eWitness system is used to witness all steps required during IVF procedures. eWitness can also be used to keep track of materials used and patient details.

This manual is intended to guide you through the system's setup and management.

ATTENTION
This manual is intended for eWitness as a standalone system.

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 app 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 system to ensure that all steps are logged and linked to the right user. Your local administrator will provide you with your login credentials.

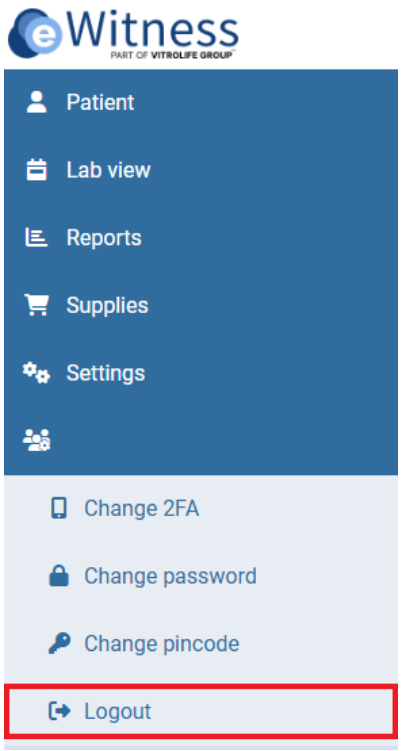
If you insert the wrong password more than five times, your account will become inactive and will have to be restored by your local administrator.

If you forgot your password, click **Forgot your password?**. You will be prompted to insert your email address to start the password recovery process. You will receive a link in your inbox to set up a new password.

2.1 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.

To log out, click the **Log out** option in the **User settings** section of the navigation panel on the left side of the screen:

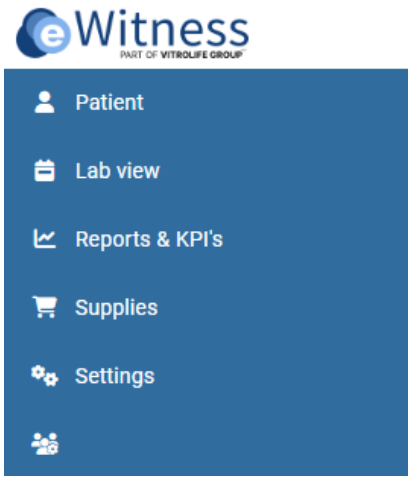


This will prompt a pop-up asking you to confirm that you want to log out. See section 11.4.

3 eWitness navigation panel

After login, the software will open on the **Lab view**. For more information on the **Lab view**, see section 6.

The main navigation tool in the eWitness system is the navigation panel (left side of the screen). The navigation panel is organised in a number of sections, each containing one or more functions:



- **Patients**: here you can access the patients list. For more information, see section 5.
- **Lab view**: here you can access the Lab view. For more information, see section 6.
- **Reports & KPIs**:
  - **Reports**: here you can see and create reports. For more information, see section 8.1.
  - **KPI Dashboard**: here you can see your KPI Dashboard pages. For more information, see section 8.2.
- **Supplies**: here you can order eWitness ART & Cryo label rolls, RFID tags and ink ribbons. For more information, see section 9.
- **Settings**: here you can see the available settings menus:
  - **User groups**: here you can see, edit, and create user groups and new users, if your user rights allow it. For more information, see section 10.1.1.
  - **Label design**: here you can see, edit, import, and create labels, if your user rights allow it. For more information, see section 4.1.
  - **Print definition**: here you can see, edit, and create print definitions, if your user rights allow it. For more information, see section 4.2.
  - **Witness points**: here you can see, edit, and create **Witness points**, if your user rights allow it. For more information, see section 4.3.
  - **Reports**: here you can see, edit, import/export, and create your clinic's reports, if your user rights allow it. For more information, see section 10.2.
  - **KPI Dashboard pages**: here you can see, edit, and create your clinic's KPI Dashboard pages, if your user rights allow it. For more information, see section 10.3

  - **Materials**: here you can see and edit the **Materials list**. For more information, see section 10.4.
  - **Value lists**: here you can see and edit lists of values that will be used in the system (like **Material type**). For more information, see section 10.5.
  - **Users**: here you can see and edit existing users' profiles, if your user rights allow it. For more information, see section 10.1.3.
- **User settings**:
  - **Change 2FA**: here you can change your user's two-factor authentication method. For more information, see section 11.1.
  - **Change password**: here you can change your user's password. For more information, see section 11.2.
  - **Change PIN code**: here you can change your user's pin code. For more information, see section 11.3.
  - **Log out**: here you can log out. For more information, see section 11.4.

In the top left corner of the page, next to the navigation panel, you can find a **Back**

button, which will take you back to the previous page.

4 System setup

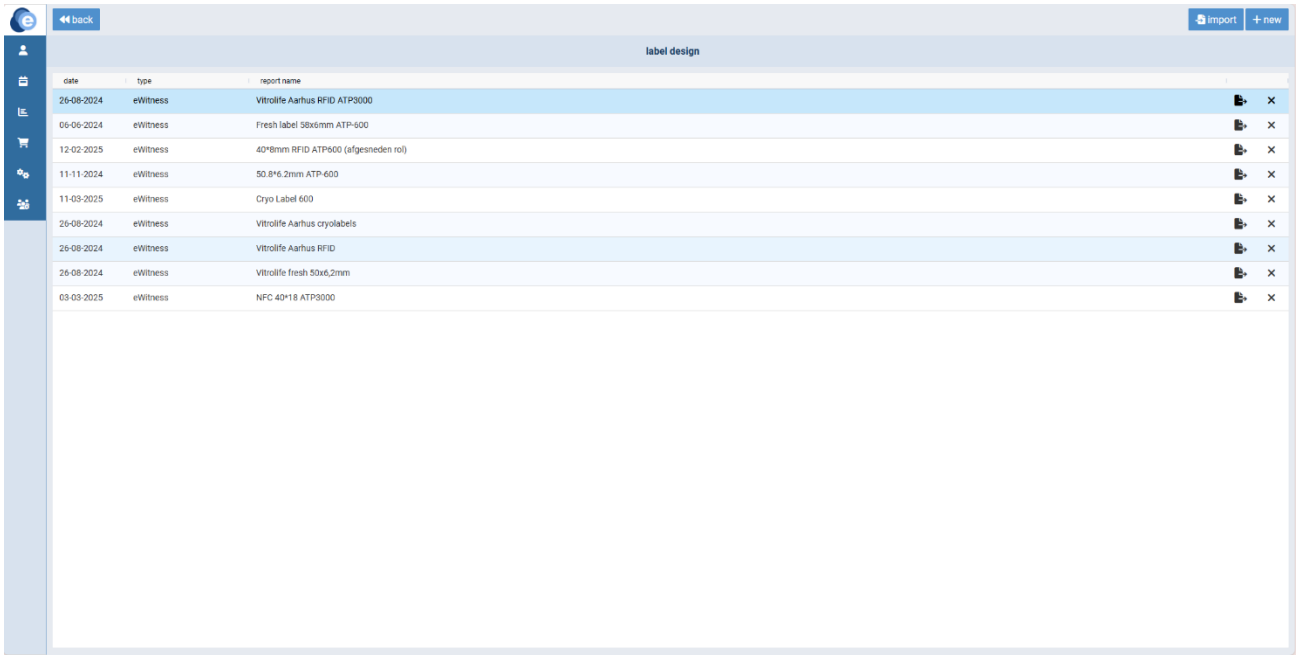
There are three main steps necessary to the system's configuration:

- Label design.
- Print definition.
- Definition of Witness points.

4.1 Step 1: Label design

Labels combine the printer's language with patient identification data, creating small reports. By default, label definitions are configured by eFertility during installation; they can also be edited or created by users who have access to **Label design**.

In the navigation panel, under **Settings**, click **Label design**. This section contains an overview of your labels. On this page, you can edit and create labels.

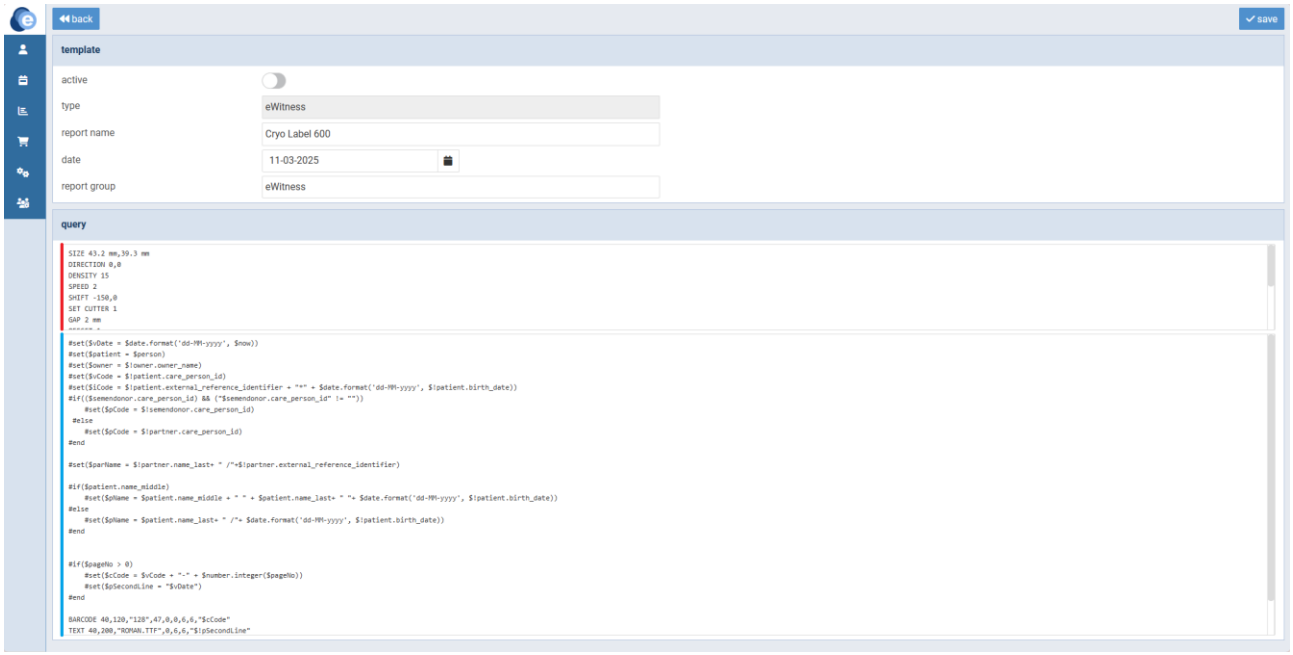


Click a label to open it, click the **Import** import button to import an existing label, or click the **+New** + new button to create a new one.

After opening or creating a label, you will be able to edit the label's settings. The page consists of two sections: **Template** and **Query**.

In the **Template** section you can configure the **Type**, **Report name**, **Date** and **Report group** of the label as well as its **Active** status. The **Date**, **Report name** and **Type** will be displayed on the **Label design** page. Labels will have the **Type** eWitness. The **Report name** will be used as the name of the label and as the name of the report when used through the **Reports**

function. The **Report group** will be used to group labels in the **Reports** function. For more information on **Reports**, see section 8.



In the **Query** section the actual code can be set up or edited. This section consists of a header and a body (highlighted, respectively, in red and blue in the screenshot above).

The header (the first section under **Query**) is used to define the label, and the body (the section below the header) to add database fields to the layout. All the data available in eWitness can be used for the label definition - eg. **Patient ID**, patient's **Date of birth**, or **Sample type**.

The labels are configured using Velocity Template Language (VTL) and a printer control language (TSPL/TSPL2).

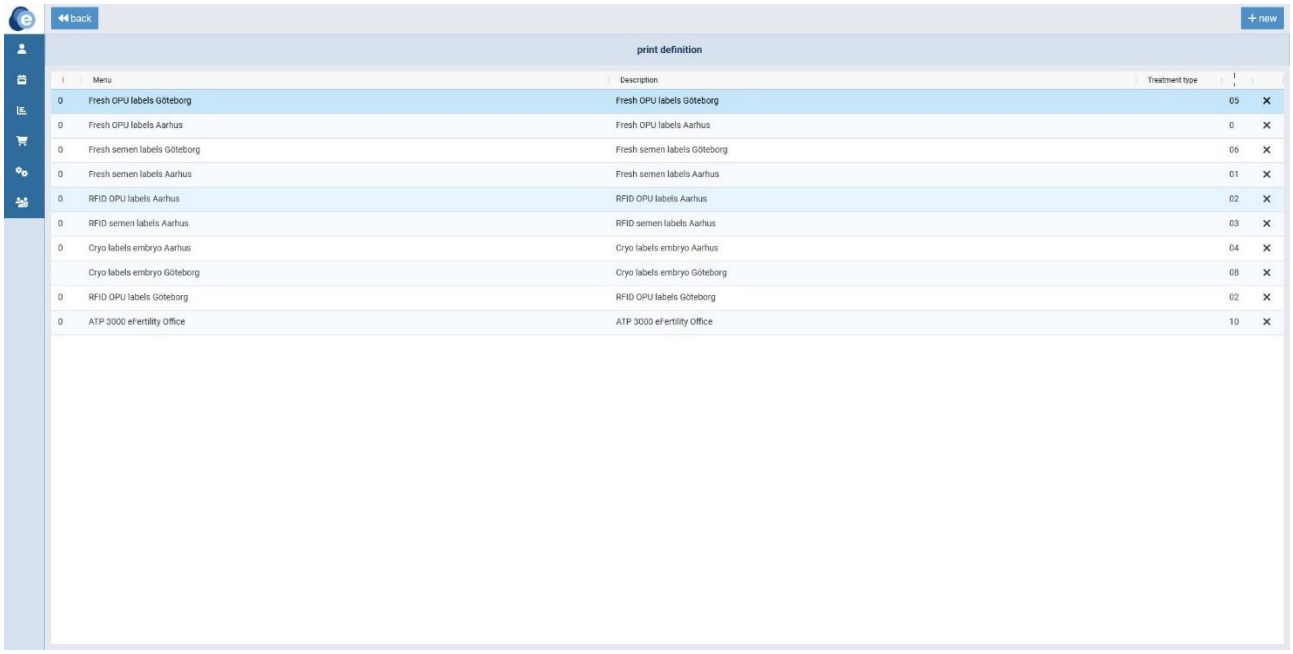
When finished, click the **Save**

button to save the label.

eFertility can assist in managing your labels.

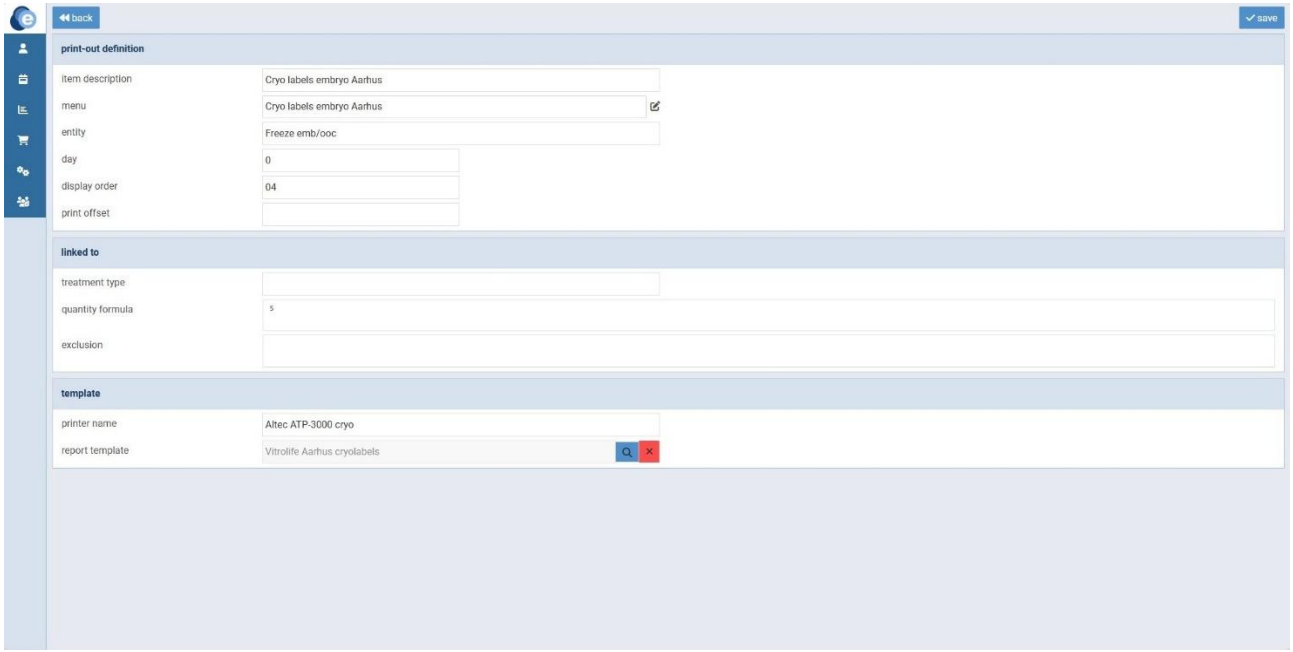
4.2 Step 2: Print definition

In the **Print definition** section, you can configure your labels' print settings. These settings can be configured to reflect your clinic's internal process. In the navigation panel, under **Settings**, click **Print definition**. This section contains an overview of your print settings. On this page, you can edit and create your definitions.



Click a definition to open it, or click the **+New** button to create a new one.

After opening or creating a definition, you will be able to edit the definition's settings. The page consists of three sections: **Print-out definition**, **Linked to**, and **Template**.



In the **Print-out definition** section you can configure six fields:

- **Item description**: this is the name of the **Print definition**. Often, it is the same as the **Menu**.
- **Menu**: here you can select or type in which print menu this definition will create in the separate print tool. Often, it is the same as the **Item description**.
- **Entity**: here you can select from a dropdown menu which kind of patients the **Print definition** is associated with. There are six options:
    - **OPU**: typically used to label dishes and other labware used in the OPU process. Labels will be generated for all patients with a scheduled pickup-date.
    - **Semen**: typically used to label labware used during the handling of fresh semen (including, potentially, IUI related labelling). Patient selection will be based on the production date (e.g. patients whose sample is being used or is scheduled for analysis).
    - **Thaw semen**: typically used to label labware used during the thawing of cryo preserved semen. Labels will be generated for patients that have the **Use cryo semen** toggle active in the system.
    - **Thaw oocytes**: typically used to label labware used during the thawing of cryo preserved oocytes. Labels will be generated for patients that have the **Use cryo oocytes** toggle active in the system.
    - **Freeze semen**: typically used to label labware used during the cryo process for semen (like cryo-straws). Labels will be generated for patients that have the **Storage of semen** toggle active in the system.
    - **Freeze emb/ooc**: typically used to label labware used during the cryo process for embryos and oocytes. Labels will be generated for patients that have the **Storage of oocytes/embryos** toggle active in the system.
- **Day:** here you can select the embryonic day associated with this label. This will be used to filter patients in the print list (e.g., you can filter for all Day 3 patients).
- **Display order**: use this to determine in which order the definitions will be displayed in the **Print definition** page.
- **Print offset**: this field can be used to give a specific print-job a unique offset. Since all labels in eWitness are expected to be unique, you can use this when combining multiple labels in one witness step.

The **Item description**, **Menu**, **Entity** and **Day** will be displayed in the **Print definition** screen.

The **Linked to** section is used to link the **Print definition** to a **Treatment type**.

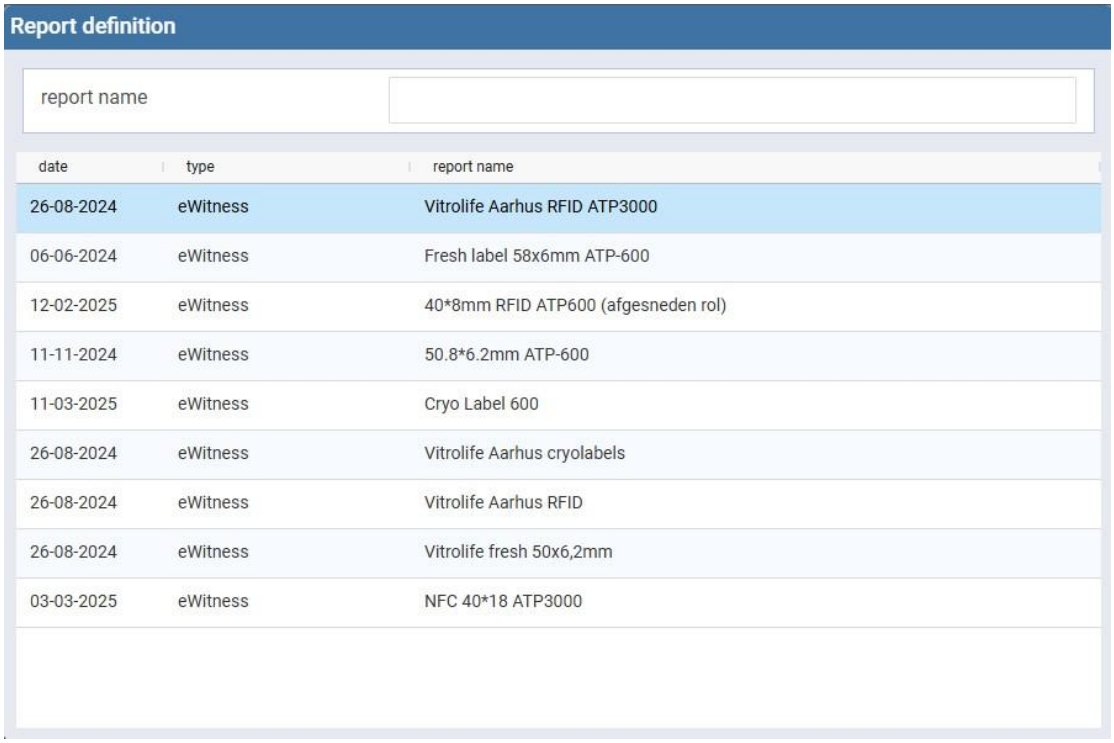
Quantity formula and **Exclusion** are used to define the number of labels that the printer tool will generate as a default. The **Quantity formula** field can hold a single number, or a formula that uses data from the eWitness system to determine the number of labels. eWitness uses unique labels, so the resulting number will also determine the number of unique barcodes to be generated. For example, in the process of cryo preserving oocytes/embryos, the number of oocytes/embryos to be cryopreserved can be used to set the number of labels, or the volume of a semen production could change the number of labels needed. When the number needs to be based on a formula, eFertility can assist in the definition. The **Exclusion** field is used to

filter out patients based on exclusion criteria; as this field is dependent on eBase, it is not used in eWitness as a standalone system.

The **Template** section links the open definition to a printer and to a **Label design**.

The **Printer name** field is used to preselect the right printer to produce the label. Any part of the printer's name can be used to limit the list of printers to those whose name contains the input characters. This reduces the risk of sending labels to the wrong printer.

To link a definition to a **Label design,** use the **Search** button in the **Report name** field. This will open a pop-up where you can type to search and select the desired label. This is done to match the content of the printed label to its design.



To replace a link, click the **Search** button again, and select a new **Label design**. To remove a link, use the button next to the **Search** button.

When finished, click the **Save** save button to save.

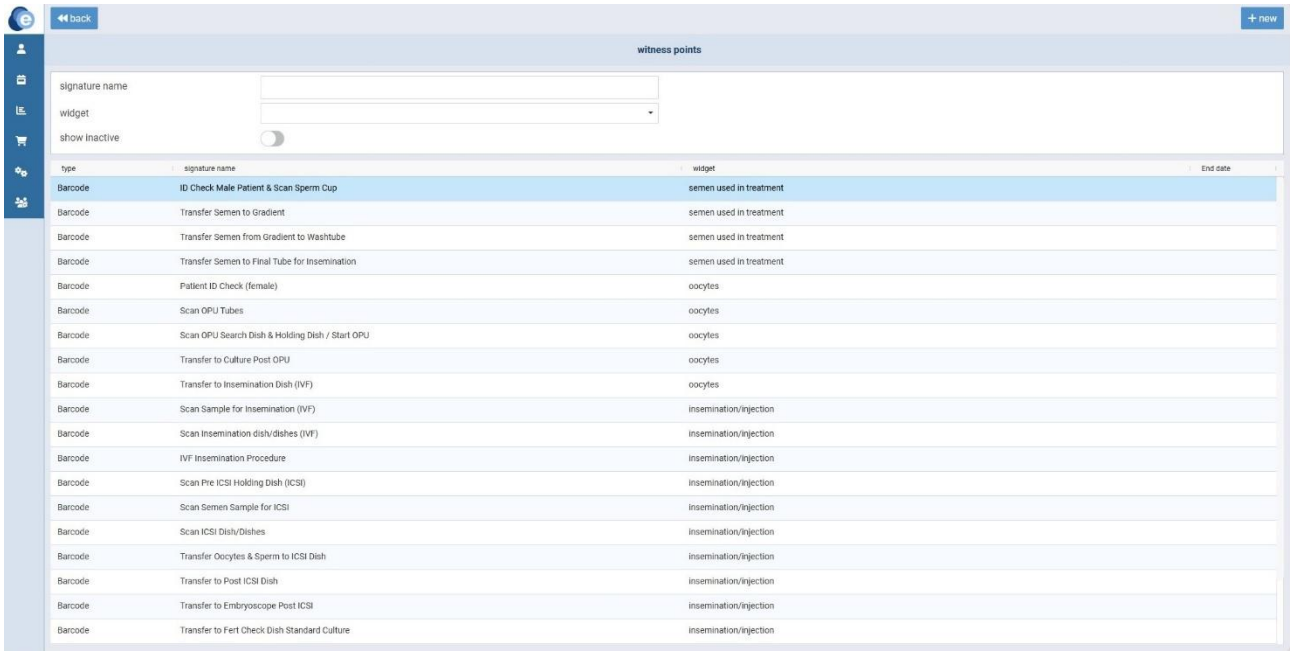
When using the separate print tool, these definitions will be displayed and linked to the patients on the **Lab View**.

WARNING
The printed labels contain sensitive patient data; the ink foil from the printers contains the same data (in reverse). Unused labels and used ink foil have to be treated as confidential waste. For information on disposal of waste, see section 13.

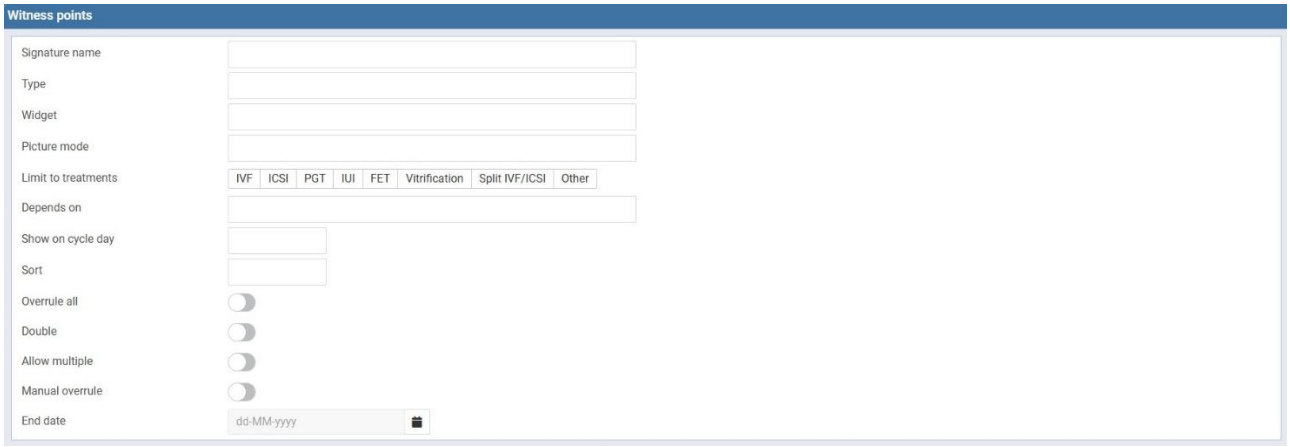
4.3 Step 3: Define Witness points

The last step in the eWitness setup is defining **Witness points**. **Witness points** should be defined according to the process steps from your clinic, so that they will be triggered at the relevant points of your workflow.

Witness points have no direct relation to the label design and generation. In the **Settings** menu, click **Witness points**. This will open the **Witness points** page. On this page, you can see an overview of your **Witness points,** and you can edit existing Witness points or define new ones.



Click a Witness point to open it, or click the **+New** button to create a new one. This will open a pop-up.



When defining a Witness point, you can use the elements in the table below:

Witness point definition	
Field	**Description**
Signature name	Name of the Witness point as it will be displayed in the eWitness app.
Type	This is a dropdown menu. There are three types of Witness points: • **Barcode**: create a Witness point to use in the eWitness app. • **Patient**: create a Witness point that can be used in the system management software to let a patient add a signature using their handwriting. • **Fingerprint**: create a Witness point that can be used to identify a patient.
Widget	This is a dropdown menu. Select the **Widget** you want to define the Witness point for. You can choose between: **Semen used in treatment**, **Semen diagnostic**, **Semen sample**, **Oocytes**, **Insemination/injection**, **Embryo/oocyte**, **ET**, **Freeze (semen)**, **Freeze (embryo/oocyte)**, **Thaw (semen)**, **Thaw (embryo/oocyte)**, **Clinic IUI**, **Clinic OPU**, **Clinic ET**.
Picture mode	This is a dropdown menu. There are three options: • **Picture on each scan**: take a picture after each barcode is scanned. The picture is automatically linked to the scanned barcode. • **Picture on commit**: take a picture after all barcodes are scanned (multiple barcodes still equate to one picture). • **Picture commit without a scan**: take a picture without scanning any barcodes. This option is meant for cases in which barcodes are not available. In this case, the picture serves as Witness point. Leaving this field empty will disable **Picture mode** for this Witness point
Limit to treatments	Link the Witness point to a type of treatment. Multiple treatments can be selected between **IVF**, **ICSI**, **PGT**, **IUI**, **FET**, **Vitrification**, **IVF+ICSI**, or **Other**.

Witness point definition	
Field	**Description**
Depends on	This is used to chain Witness points together. A Witness point will not be available until the Witness point it depends on is completed. This field will be a dropdown menu of the already defined **Witness points**. A Witness point defined during a login session will become visible from the next log in. For this reason, we recommend you start by defining all Witness points, log out, log back in, and set dependencies.
Type of dependency*	There are three types of dependencies: • **Standard**: this will be selected by default. The only condition of this type of dependency is that the Witness point will only be available after the parent Witness point is completed. The other two types use the **Standard** dependency as a base. • **Equal numbers**: this dependency will check the number of scans performed during the previous Witness point and will expect the same number of scans. Any deviation will result in a message to inform about the difference. • **Exact match**: this dependency, in addition to expecting the same number of scans, will expect the exact unique labels scanned in the previous scan.
Fixed quantity*	This field determines the number of labels the Witnessing scan will expect. You can type a whole number or leave the field empty. By default (empty), the number of scans is not pre-set. By setting a number, the Witness point will only be considered completed when that number is reached and it will give warning if the number scanned does not match. E.g. By default, the Witnessing step in the eWitness app will say **1 of N** while scanning. If you set the **Fixed quantity** to 3, it will instead say **1 of 3**. After three scans the Witness process is considered complete. If you do not reach three scans or try to scan more than three labels, you will see a warning on the screen of the eWitness app.

Witness point definition	
Field	**Description**
Specify quantity*	Use this toggle to prompt the app to ask you how many barcodes you are going to scan when carrying out the Witness point.
Show on punction day	Choose the day on which the Witness point has to be used.
Sort	The order of display for the Witness point. A sort order is mandatory to display the **Witness points**.
Overrule all	There are cases in which the end of a cycle is flexible and could be finished before all of the expected steps are followed. For example, some steps could be optional or reveal themselves to be unnecessary. In these situations, you can define a Witness point to **Overrule all**. When this step is performed, the cycle is considered finished. **Overrule all** steps are indicated by a star icon ★. When a cycle is considered complete, instead of counting the Witnessing steps next to a patient's name in the **Lab View**, you will see an eye icon 👁. If you want a Witness point to **Overrule all**, set the toggle on active.
Double	Witness points that have this toggle active will require a second user to verify that the step has been carried out correctly. It can be useful in countries that require four eye witnessing.
Allow multiple	There are cases in which the same step has to be repeated multiple times within the same workflow. This option allows you to select the same Witness point again and choose to perform another scan, creating an additional Witness moment for the same Witness point. If you want a Witness point to be performed multiple times, set the toggle on active.

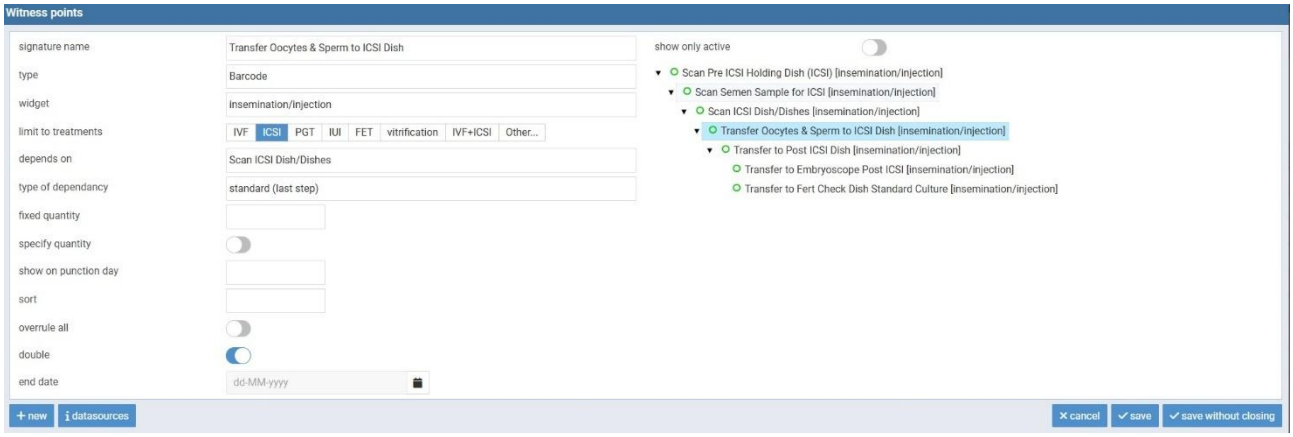
Witness point definition	
Field	**Description**
Manual overrule	There are cases in which a barcode may not be available. This option allows you to skip the scanning step and instead use your login credentials to complete the Witness point. If you want to be able use login credentials to overrule a scan, set the toggle on active.
End date	Set an **End date** for a Witness point to archive it. This will make the Witness point unavailable in new cycles, but will remain visible in the validation history.

***** Field will only appear if Barcode is selected as type of Witness point.

When finished, click the **Save**

button to save and close the pop-up.

To edit a Witness point, click it. You will see the same interface used for the creation of new Witness points, and on its right the workflow tree showing you where the selected Witness point takes place and how it can affect other Witness points.



Click another Witness point on the workflow tree to open it, or click the **+New**

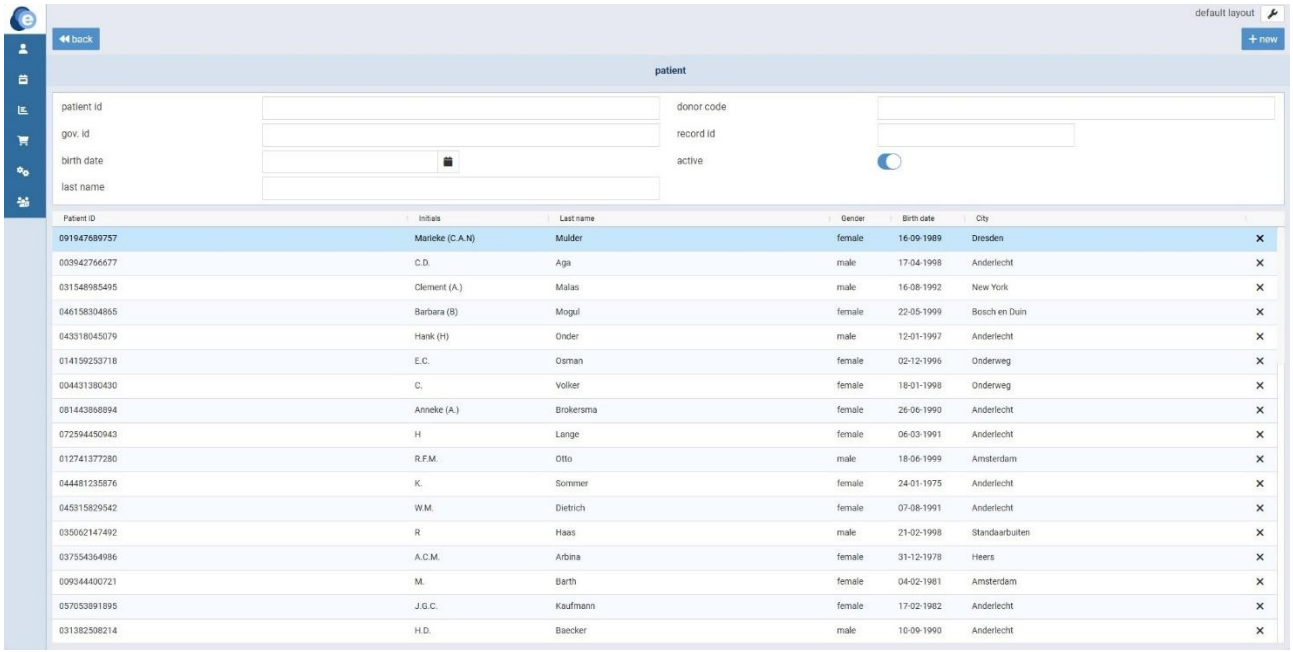
button to create a new Witness point dependent on the open one.

5 Patients

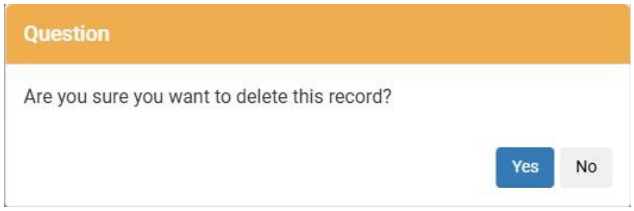
To enter the **Patients** section, click the on the navigation panel. In the **Patients** section, you can see, edit, and create new patients.

When you open this section, you will see a table list of registered patients. The table has six columns of information you can see at a glance: **Patient ID**, **Initials**, **Last name**, **Sex**, **Date of birth,** and **City**.

To reorder the list following a column in ascending or descending order, click the column itself. By clicking once, the column will organize the users in ascending ↑ alphabetical order; if you click again, it will organize the users in descending ↓ alphabetical order, and if you click a third time it will reset the column to its default status. The columns' width can be adjusted by hovering one of the separators in the header until the size adjuster ↔ appears and then clicking and dragging left or right to reach the desired width. The columns can also be reordered; to do that, click and hold the desired column header and then drag left or right to place the column where desired.



By clicking on the ✕ at the end of a patient's row, you can delete a patient's record. A pop-up will ask you to confirm your deletion:



You can search for patients via several fields:

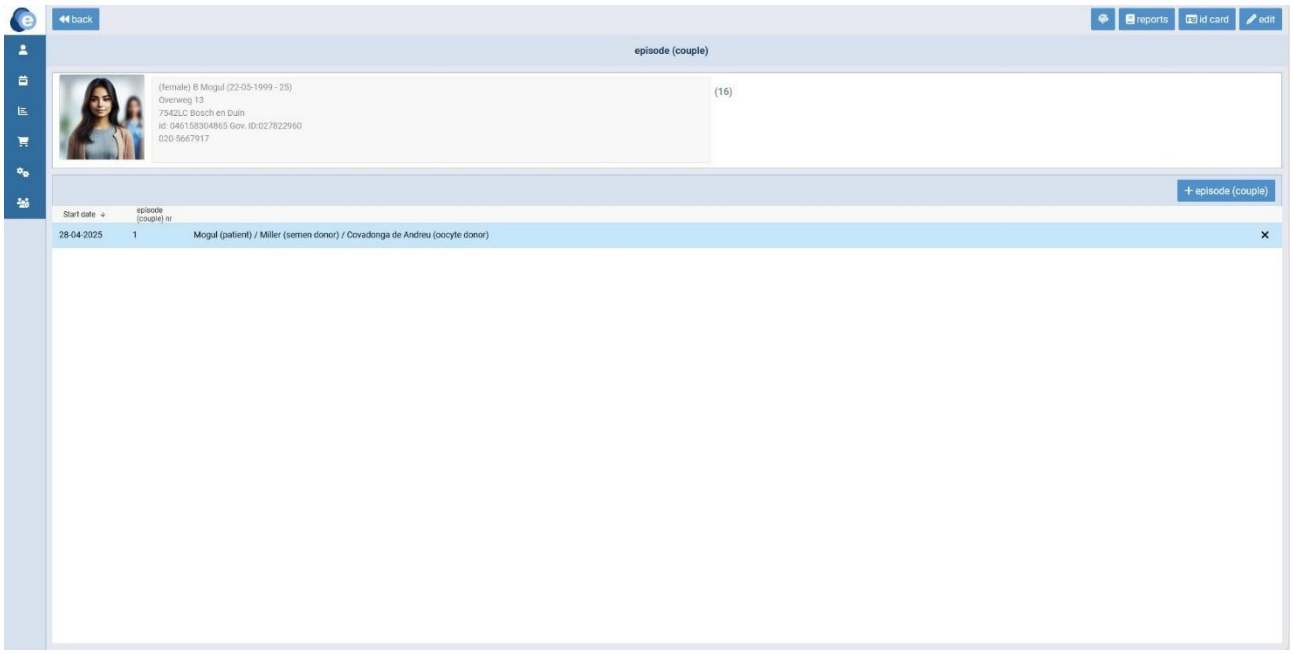
- **Patient ID**: the numeric **Patient ID** assigned by the system.
- **Gov. ID**: a patient's government ID number. A government ID number can be a social security number, a passport number, an insurance number, or the ID most used for medical episodes in your country.
- **Date of birth**: a patient's **Date of birth**. You can either type the date in or select it from the dropdown calendar. To confirm a date in the dropdown calendar, click the icon. To remove a date from the field, click the icon. To close the dropdown calendar without making any changes, click the ✕ icon. Only full dates (day, month, and year) can be used to search through this field.
- **Last name**: the patient's **Last name**.
- **Donor code**: a **Donor code** can be used on labels (e.g., cryo semen labels) to maintain a donor's anonymity, while still being able to trace back the patient through the system.
- **Record ID**: the internal eWitness database ID for a patient.
- **Active**: this toggle can be turned on and off to limit the search to **Active** patients.

5.1 The Patient page

By clicking on a patient's row, you will open that patient's page. If the patient is linked to one or more patients as part of an **Episode**, you will be prompted to choose whether you would like to open their **Episode** page to open or whether you would like to continue to the patient's page.

For more information on **Episodes**, see section 7.1.

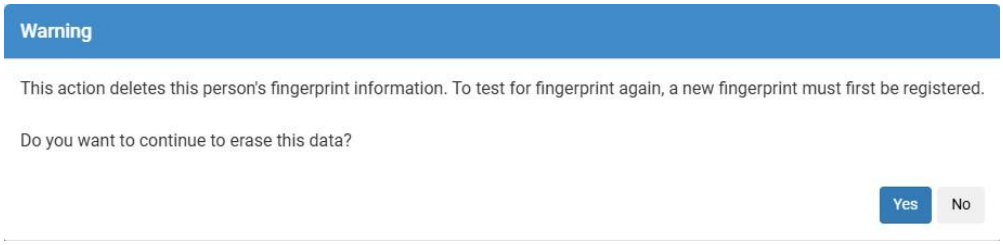
The **Patient** page is where you can see and edit a patient's details, see and create episodes, delete their recorded fingerprints (registered through the eWitness app), and download or print **Reports** and an **ID card** specific to that patient.



The page is divided in two separate sections: in the top part, you can see the patient's details, and in the bottom part you can see their episodes.

On the top bar you can find the buttons for fingerprints , **Reports** reports, **ID card** id card, and to **Edit** edit the patient's details.

To delete a patient's recorded fingerprints, click the fingerprints button. A pop-up will ask you to confirm that you want to erase the data:



To register a patient's fingerprints, use the eWitness app.

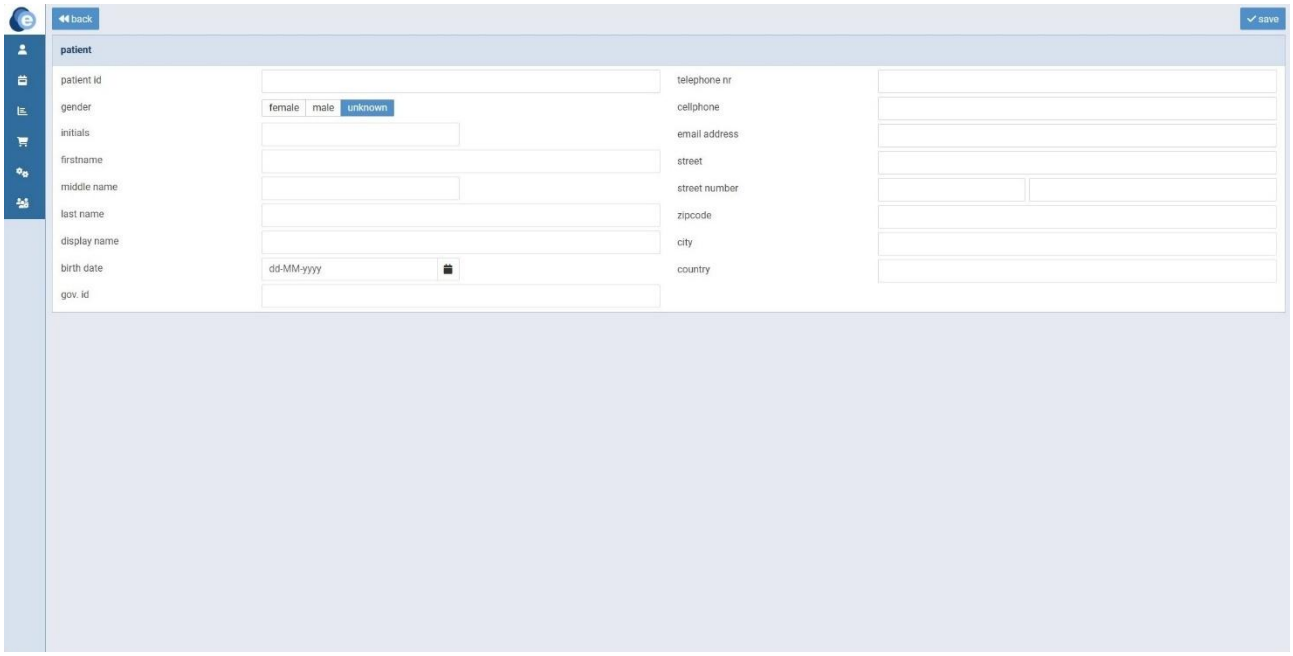
To download or print a report for a patient, click the **Reports** reports button. It will show you a dropdown menu where you can choose which report to use. Clicking on the chosen report will open a browser window with the generated report, that can be saved as PDF or printed.

To print an **ID card** for a patient, click the **ID card** id card button. It will open a browser window with the **ID card**, that can be saved as PDF or printed.

To see a couple's details, click their **Episode**. To create a new **Episode**, click the **+Episode (couple)** + episode (couple) button. For more information on episodes, see section 7.1.

5.2 Create a new patient

Click the **+New** + new button to create a new **Patient**. This will open a new page where you can input all patient details. There are no required fields.



Below, you can find a list of the fields and their description.

- **Patient ID**: numeric **Patient ID**. If eWitness is connected to your clinic's EMR system, this field will automatically populate. If eWitness is not connected to your clinic's EMR system, a **Patient ID** will have to be entered manually.
- **Sex**: choose between **Female**, **Male**, or **Unknown**. **Unknown** should be used for patients whose biological sex is not female nor male, e.g. intersex people. **Unknown** can also be used in case of uncertainty.
- **Initials**: choose initials for the patient. These will be shown in the list in the **Patients** page.
- **First name**: the patient's first name.
- **Middle name**: the patient's middle name.
- **Surname**: the patient's surname.
- **Display name**: name that will be displayed in the **Lab view.**
- **Date of birth**: the patient's **Date of birth**. You can either type the date in or select it from the dropdown calendar. To confirm a date in the dropdown calendar, click the icon. To remove a date from the field, click the icon. To close the dropdown

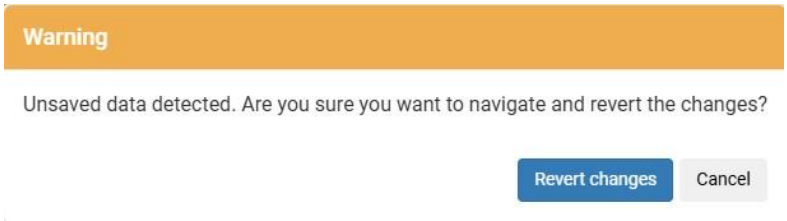
calendar without making any changes, click the ✕ icon. Only full dates (day, month, and year) can be added to this field.

- **Gov. ID**: the patient's government ID number. A government ID number can be a social security number, a passport number, an insurance number, or the ID most used for medical episodes in your country.
- **Telephone**: the patient's landline number.
- **Mobile**: the patient's mobile phone number.
- **Email**: the patient's email address.
- **Street**: the patient's residential street address.
- **House number**: the patient's residential house number.
- **Postcode**: the patient's residential postcode.
- **City**: the patient's city of residence.
- **Country**: the patient's country of residence.

When finished, click the **Save**

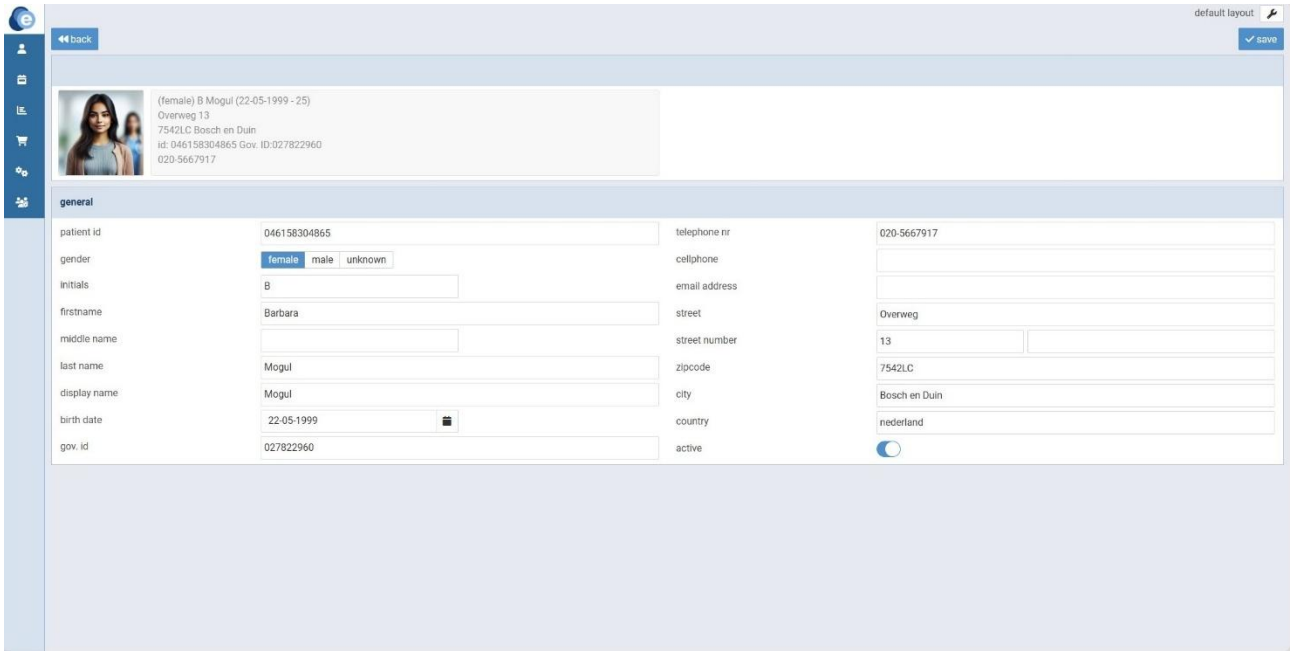
button to save. To go back without saving, use the **Back**

button, or navigate to another page by using the navigation panel. This will prompt a pop-up asking you if you are sure you want to revert the changes you made.



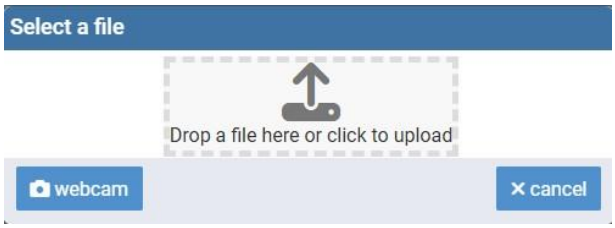
5.3 Edit a patient

To edit a patient, click the **Edit** button. This will open a new page where you can see and edit all patient details.



In the top part of the page, you will see the existing details, and below that you can find all the editable fields containing patient details. All fields can be edited or deleted, as none is required.

To add a profile picture, click the picture box. You will be prompted to upload a file. You can also choose to take a picture with your webcam:



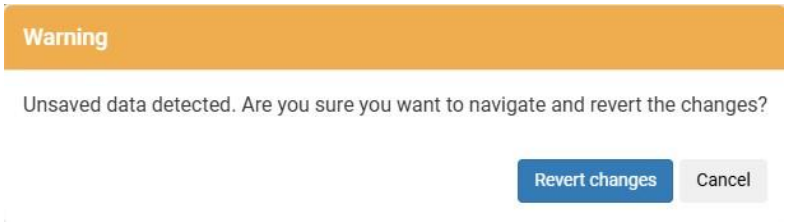
The last item in the editable list will be the **Active** toggle: this toggle can be turned on and off to change a patient's status between **Active** and **Inactive**.

To change a patient's profile picture, click the picture box. You will be prompted to upload a file. You can also choose to take a picture with your webcam.

When finished, click the **Save**

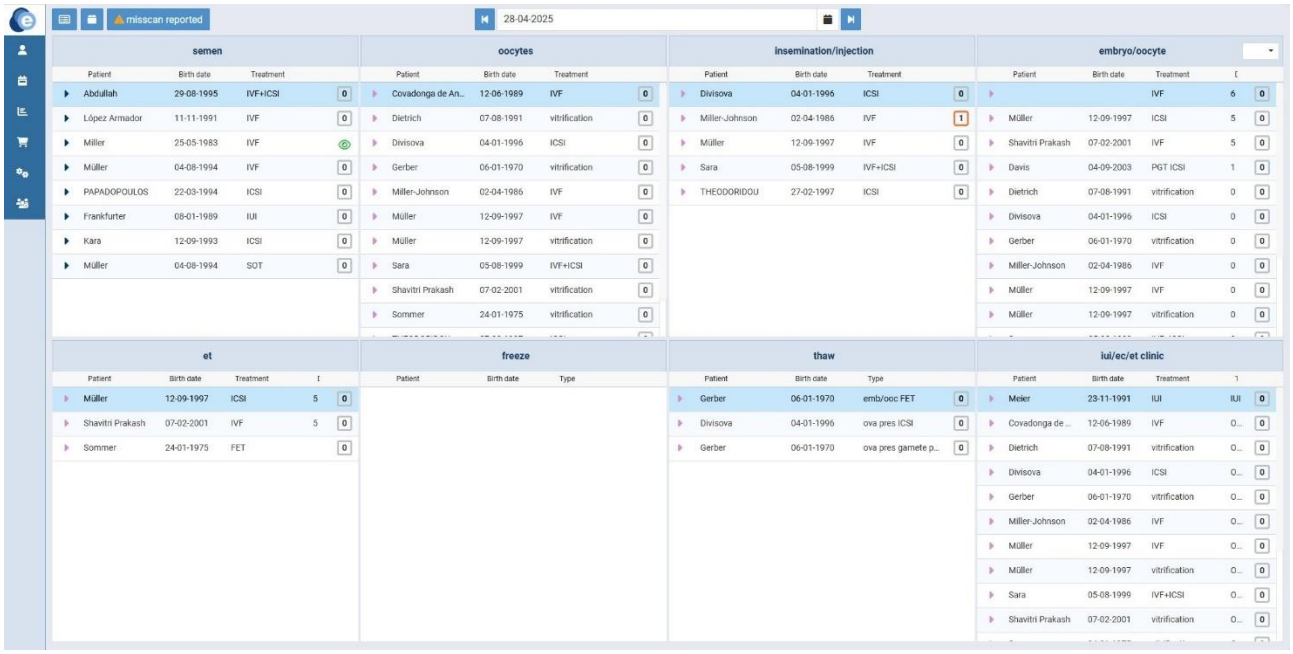
button to save. To go back without saving, use the **Back**

button, or navigate to another page by using the navigation panel. This will prompt a pop-up asking you if you are sure you want to revert the changes you made.



6 Lab view

To enter **Lab view**, click the on the navigation panel. In the **Lab view** you can see the **Widgets**. Each **Widget Task 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, by typing the date in, or through the dropdown calendar . To confirm a date in the dropdown calendar, click the icon. To remove a date from the field, click the icon. To close the dropdown calendar without making any changes, click the ✕ icon. Only full dates (day, month, and year) can be added to this field.



The **Widgets** represent all daily tasks in the lab:

Widget	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 cryostorage.
IUI/OPU/ET Clinic	IUI, OPU, or ET scheduled to be done at the clinic. This **Widget** is meant to separate work done in the lab from work done in the clinic.

Each widget is built as a table with five columns:

- Sex marker: this marker indicates the patient's biological sex. A blue ▶ symbol is used for male patients, and a pink one ▶ for female patients.
- **Patient**: the patient's **Display name**.
- **Date of birth**: the patient's date of birth.
- **Treatment**: the patient's treatment plan.
- **Day**: the number of days the oocyte/embryo has been in incubation. This column is only visible in the **Embryo/Oocytes** and **ET** widgets.
- Witness points: the number of completed witnessing steps. When all steps are complete, the number is replaced by a green eye symbol. By clicking on the number or green eye symbol, you will be able to see an overview of that cycle's witnessing steps. Greyed out steps can only be carried out if the previous required ones are done.

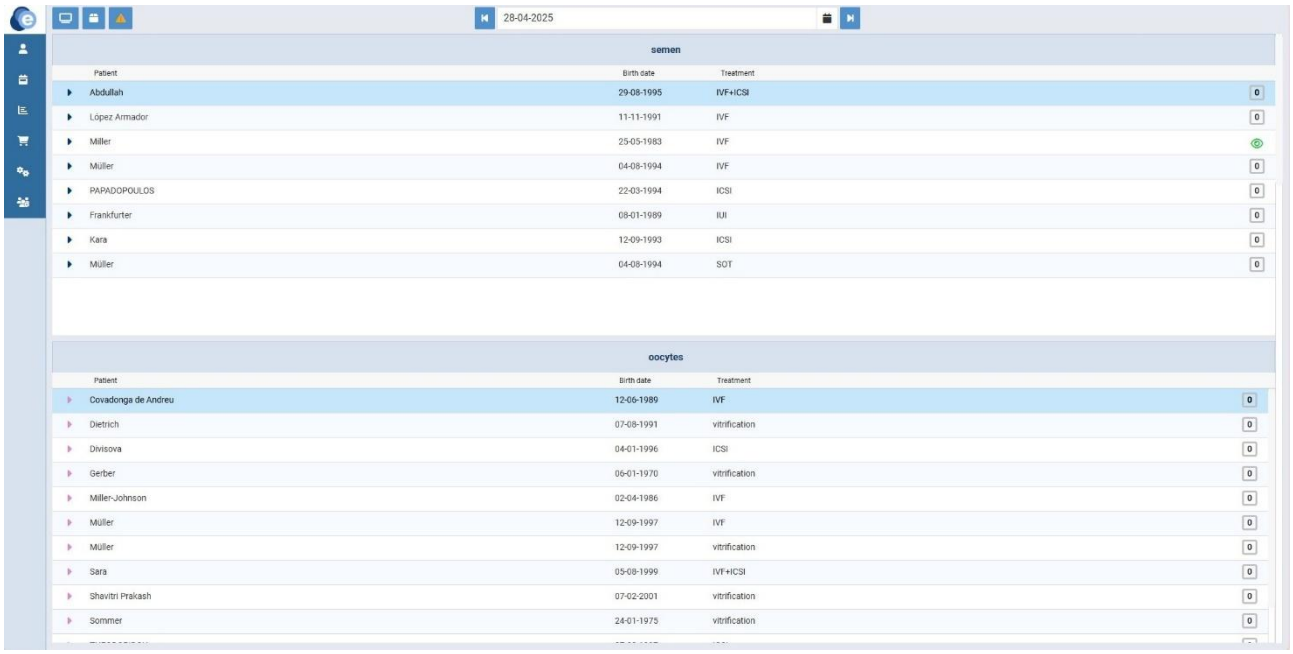
  Whenever a step is completed, the Witness point will turn orange 1. Completed steps can be removed by local administrators by clicking on them. In case witnessing cannot be done using the eWitness app on the handheld device, it can be completed using the System management. For more information see section 7.3.

By clicking on a row, you can open and edit a Witness cycle. For more information on creating and editing Witness cycles, see section 7.2.

6.1 Tablet and desktop view

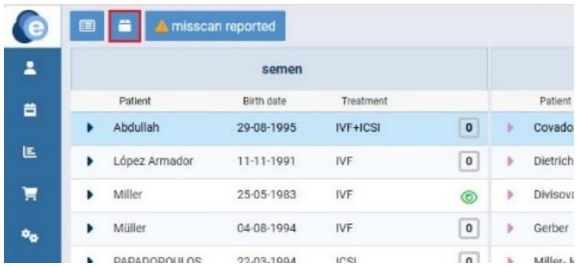
eWitness is designed to be used on either a mobile device or a desktop computer. The **Lab view** screen can be toggled between a view that is optimized for tablet screens and a view that suits a desktop computer with a large screen. In the top left corner of the screen, you will find the **Switch view** button:

Use the button to toggle between **Tablet view** and **Desktop view**. The **Tablet view** will give you the same details as the **Desktop view**, but in a listed format:

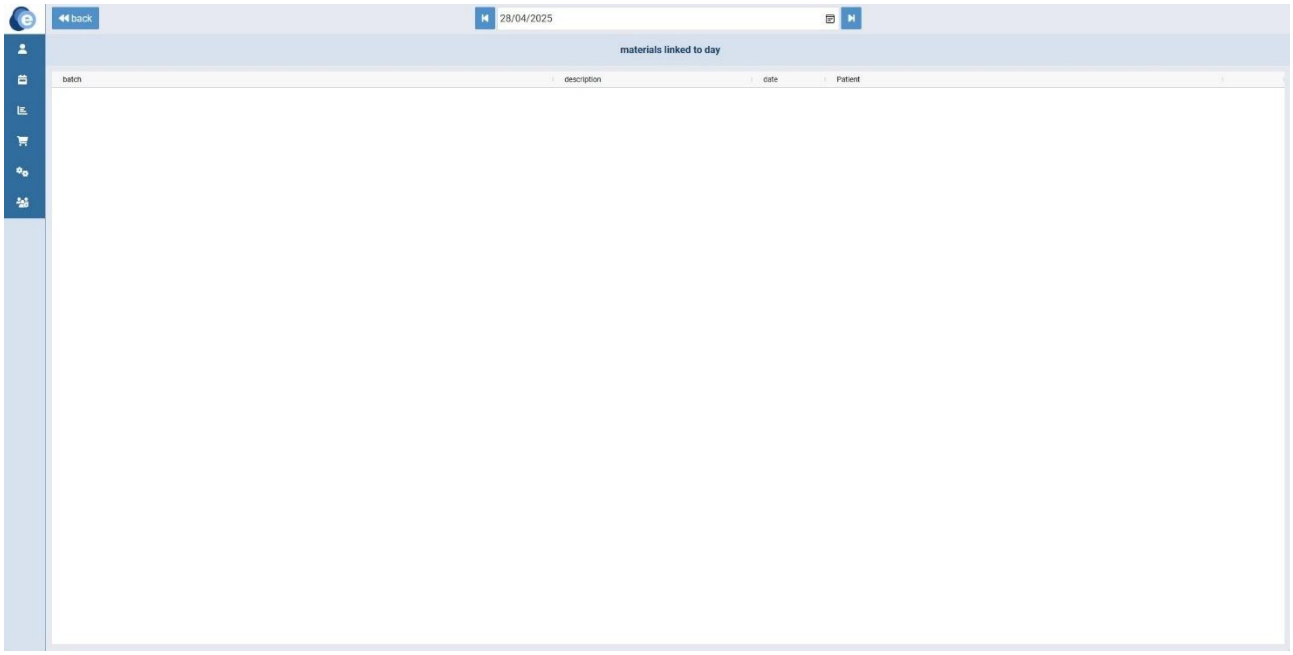


6.2 Materials linked to day

Next to the **Switch view** button, you can find the Materials linked to day button:



By clicking this button, you access the Materials linked to day page. Here you can see all the materials that have been linked to the selected day.



Materials are logged and/or linked to days/patients via the eWitness app.

For more information on Materials, see section 10.4.

7 Planning a witness cycle

After the System setup (see section 4) is completed, the system is ready to be used.

The Witnessing process requires you to use the eWitness app on a handheld device. The eWitness app has a separate user manual.

To print the necessary labels, you will need access to the printer tool. The printer tool needs to be installed on a machine that is connected to the provided label printers. The printer tool has a separate installation and user manual.

7.1 Linking patients together for an Episode

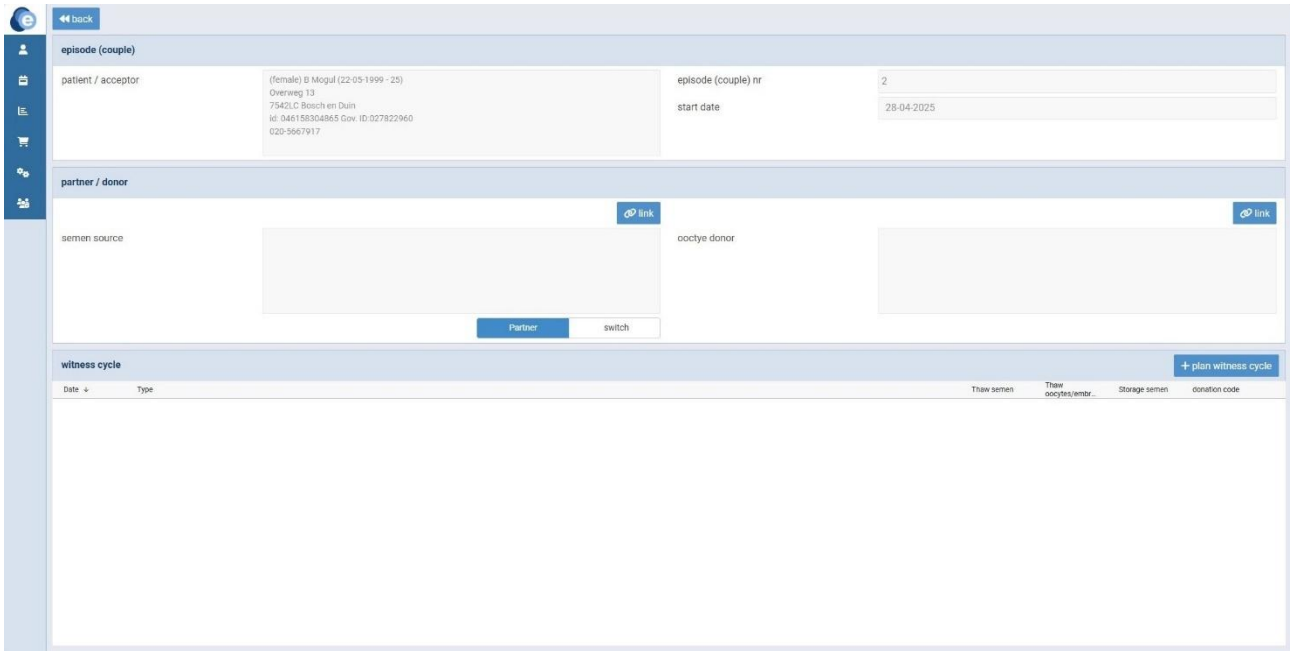
In eWitness, an **Episode** refers to the grouping of two or more patients who are linked together for a shared witness cycle. This setup allows you to track the process for all patients involved in the same medical episode.

To link patients for an **Episode**, first create or find the female patient on which the couple will be based. On the patient's page, click the **+Episode (Couple)**

button to create a new couple.

You will be asked to confirm that you want to create a **New episode (couple)**.

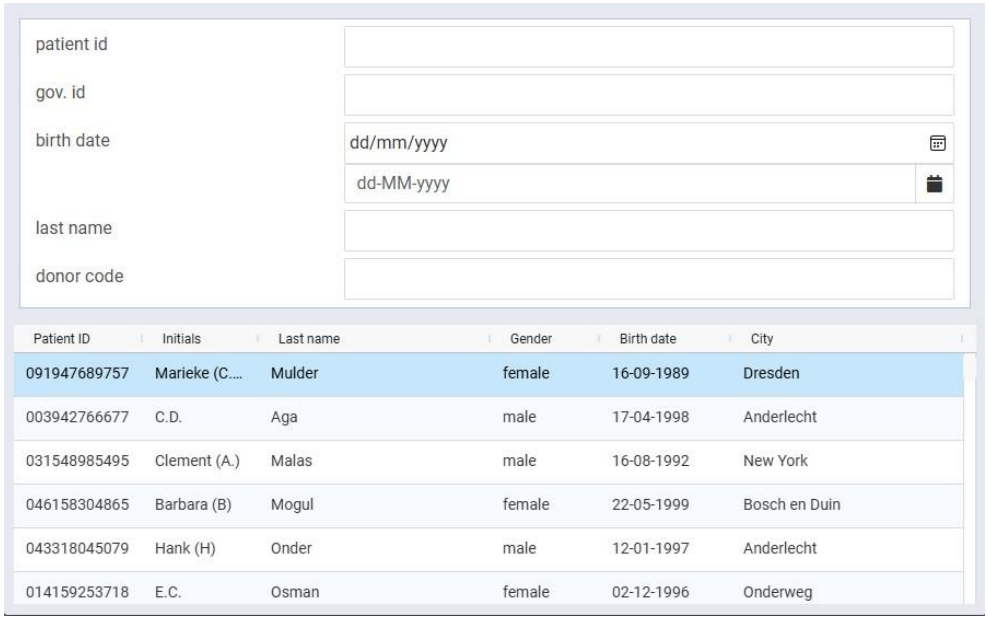
After confirmation, a new page will open:



The first section contains the details of the **Patient/Recipient** on which the Episode is based on, the **Episode (couple) nr** (this number reflects how many episodes are registered in the system for this patient), and the episode's **Start date**.

The second section, **Partner/Donor**, will be used to link patients together. Click one of the two **Link** link buttons to link the patient as either a **Semen source** or an **Oocyte donor**.

Clicking on the **Link** link button will prompt a pop-up window where you can search for a partner or donor. You can search through the patients' database via **Patient ID**, **Gov. ID**, **Date of birth**, **Last name**, or **Donor code**, or by scrolling through the list.



Once this window is open, it cannot be closed without selecting a partner or donor.

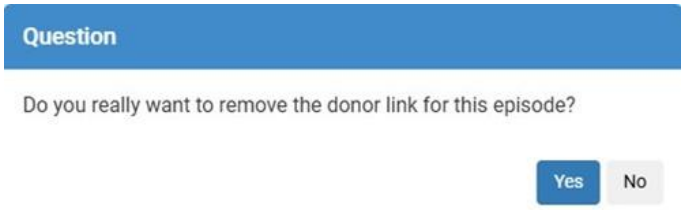
For the **Semen source** it is possible to specify whether the linked patient is a **Partner** or a **Semen donor**. To do so, use the toggle below the **Semen source** box. It is possible to link both a **Partner** and a **Semen donor**.

After a **Partner** or **Semen donor** have been added to the **Episode**, the **Link**

button will become an **Unlink**

button. Click the **Unlink**

button to remove a patient from the **Episode**. You will be asked to confirm that you want to remove the **Partner** or **Semen donor**.



Once the partner or donor is removed, it is possible to link a new patient.

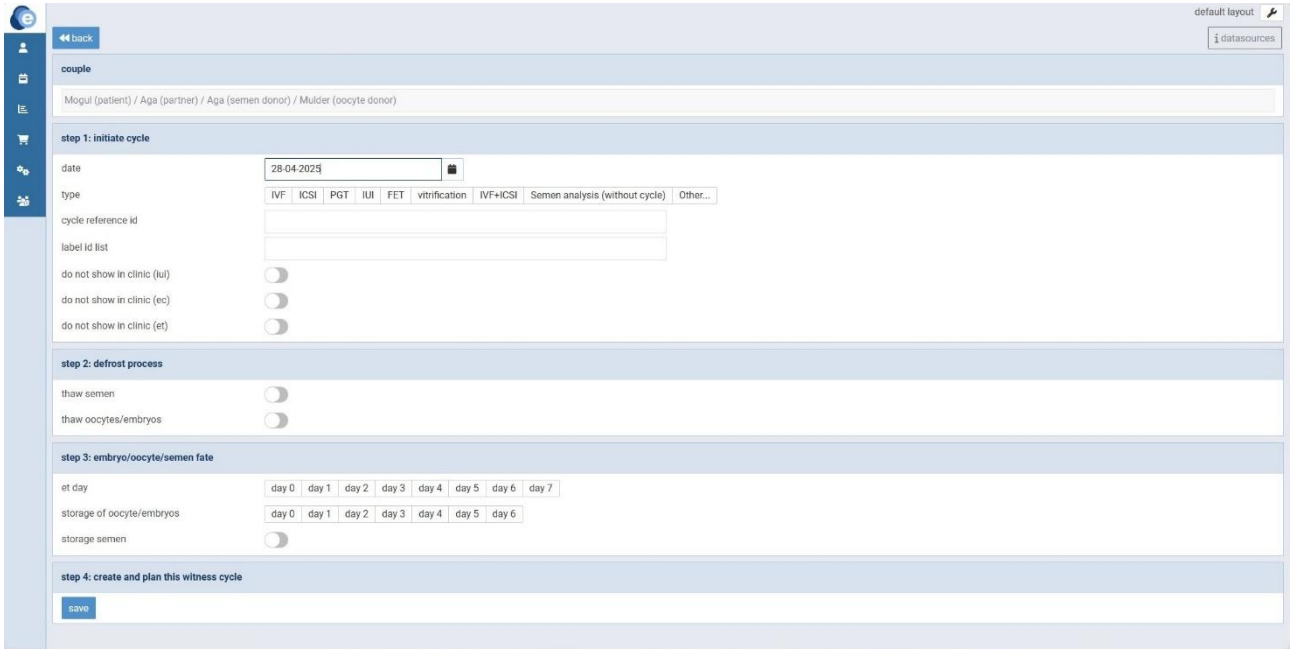
Each episode can include up to four patients: a **Patient/Recipient**, two **Semen source** (**Partner** and **Semen donor**), and an **Ooctyte donor**.

The third section of the page contains the **Episode (Couple)**'s **Witness cycle**.

7.2 The Witness cycle

To plan a **Witness cycle**, press the **+Plan witness cycle**

button. This will open a new page:



At the top of the page, you will see the **Couple** section, which contains a list of all patients linked for this witnessing cycle.

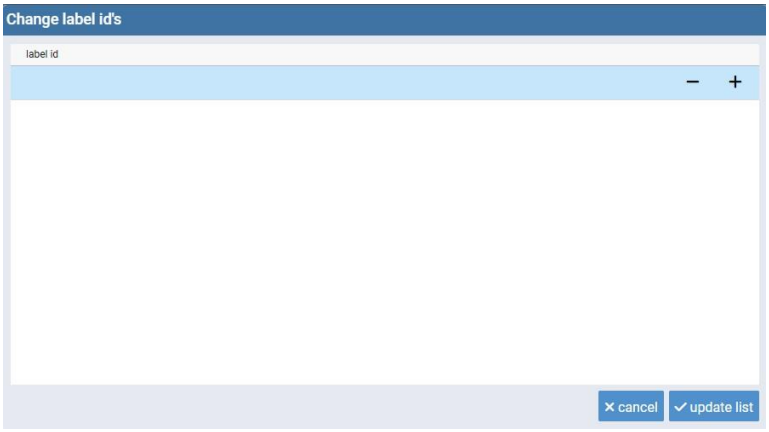
Planning a **Witness cycle** consists of four steps:

- **Step 1: initiate cycle:** here you can define the date and type of the cycle.
- **Step 2: defrost process:** here you can choose whether this cycle includes the thawing of semen or oocytes.
- **Step 3: embryo/oocyte/semen fate:** here you can define the storage/transfer timing and fate of embryo/oocyte/semen. This step can be filled in at a later point in your workflow.
- **Step 4: create and plan this witness cycle:** save your setup.

7.2.1 Step 1: initiate cycle

On this step, you can input initial details of the cycle:

- **Date**: the witness cycle start date.
- **Type**: the type of treatment the cycle is for.
  - **IVF**
  - **ICSI**
  - **PGT**
  - **IUI**
  - **FET**
  - **Vitrification**
  - **IVF+ICSI**
  - **Semen analysis (without cycle)**
  - **Other**: select this for personalised cycles that do not fit within the description of the other types.
- **Cycle reference ID**: this ID will be used in the clinic's EMR system.
- **Label ID list**: this list is set in a pop-up window.

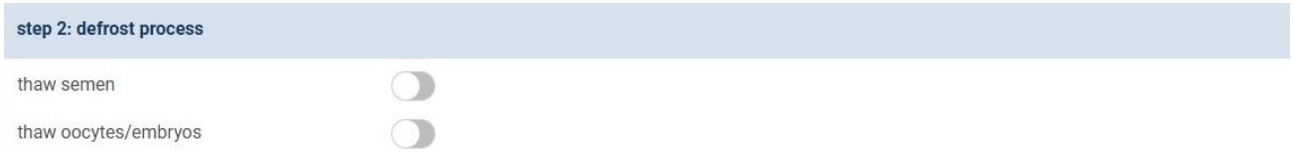


Label ID values can be added + and removed − from the list. These values can be used to set embryo numbering, can be printed on labels or be part of barcodes, and can be used to specify the number of labels printed. You can use a **Quantity formula** to determine values in the list. You can add or edit the values in this list once you know

your label needs. If you need support in creating a **Quantity formula** for your **Label ID** values, contact eFertility.

- **Do not show in clinic (IUI)**: activate this toggle if you want the steps for this cycle to not be shown in the **IUI/OPU/ET Clinic** widget.
- **Do not show in clinic (OPU)**: activate this toggle if you want the steps for this cycle to not be shown in the **IUI/OPU/ET Clinic** widget.
- **Do not show in clinic (ET)**: activate this toggle if you want the steps for this cycle to not be shown in the **IUI/OPU/ET Clinic** widget.

7.2.2 Step 2: defrost process



In this step, you can set whether the cycle includes the thawing of semen or oocytes/embryos.

To add thawing steps to the witness cycle, activate the **Thaw semen** and/or the **Thaw Oocytes/Embryos** toggles.

7.2.3 Step 3: embryo/oocyte/semen fate

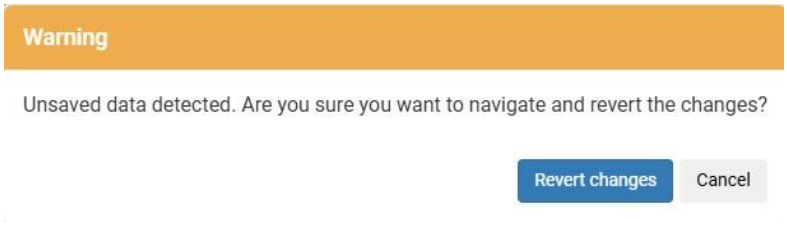
In this step, you can set at which day(s) you would like to include in the cycle an embryo transfer (**ET day**), the **Storage of oocytes/embryos**, and whether you would like to store semen (**Storage of semen**). If the **Storage of semen** toggle is activated, the **Donation code** field will appear. Use the Donation code for anonymous donors.

This step can be filled in or edited at a later point in your workflow once the information becomes available to you or if the situation changes.

7.2.4 Step 4: create and plan this witness cycle

Click the **Save** button to confirm the plan of this witness cycle.

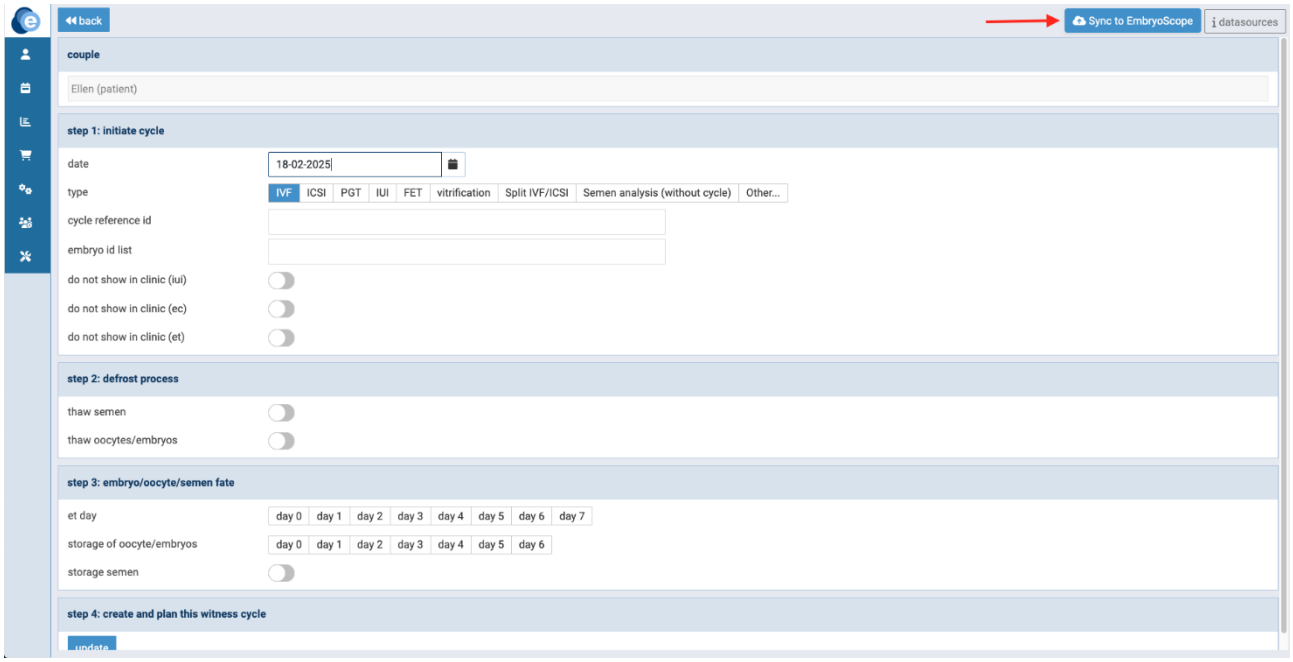
To go back without saving, use the **Back** button, or navigate to another page by using the navigation panel. This will prompt a pop-up asking you if you are sure you want to revert the changes you made.



7.2.5 EmbryoScope integration

EmbryoScope integration can be configured and enabled by eFertility upon request.

When all settings are configured, a new button will appear on the top right corner of the Witness cycle page:



7.2.5.1 Synchronization status and error conditions

The status indicator button changes depending on the synchronization state between eWitness and the connected EmbryoScope(s).

	Sync to EmbryoScope: everything is ready for sync. This patient does not exist in the EmbryoScope system yet. This button is enabled and can be pressed to proceed with synchronization.
	Up to date with EmbryoScope: if the system is up to date and does not require any action, the status button is disabled and shows a check icon. This patient already exists in the EmbryoScope system, and both patient and cycle data are up to date.
	EmbryoScope not synced – Sync now: if a new synchronization is needed, the status button shows an orange retry icon. When hovering the button with the mouse, you will be able to see a tooltip message showing the reason why the systems should be synchronized again: • **Cycle is not synced with EmbryoScope** • **Patient is not synced with EmbryoScope** • **Patient and cycle are not synced with EmbryoScope** This button is enabled and can be pressed to proceed with synchronization.
	EmbryoScope can't be reached: in case of a connection error, the status button becomes disabled with an exclamation icon. When hovering the button with the mouse, you will be able to see a tooltip message showing the reason why the EmbryoScope cannot be reached: • **ES connection failed**: the EmbryoScope server is not reachable or there's another general connection issue.

	• **EmbryoScope APIv2 request error: 401**: the credentials used during configuration are incorrect.
	EmbryoScope sync: insufficient data: in case of insufficient data, the status button becomes disabled with an exclamation icon. When hovering the button with the mouse, you will be able to see a tooltip message showing what kind of data is missing: • **EmbryoScope APIv2 credentials not set**: the credentials necessary for synchronization are missing. • **[Missing data] is required to send patient data to EmbryoScope**: mandatory patient data is missing, e.g. Patient ID, Patient name, Date of birth, etc.

It is possible to enable an Auto-Sync feature. This automates the synchronization process, as it is automatically done as soon as a new witness cycle is created. To enable this, contact eFertility.

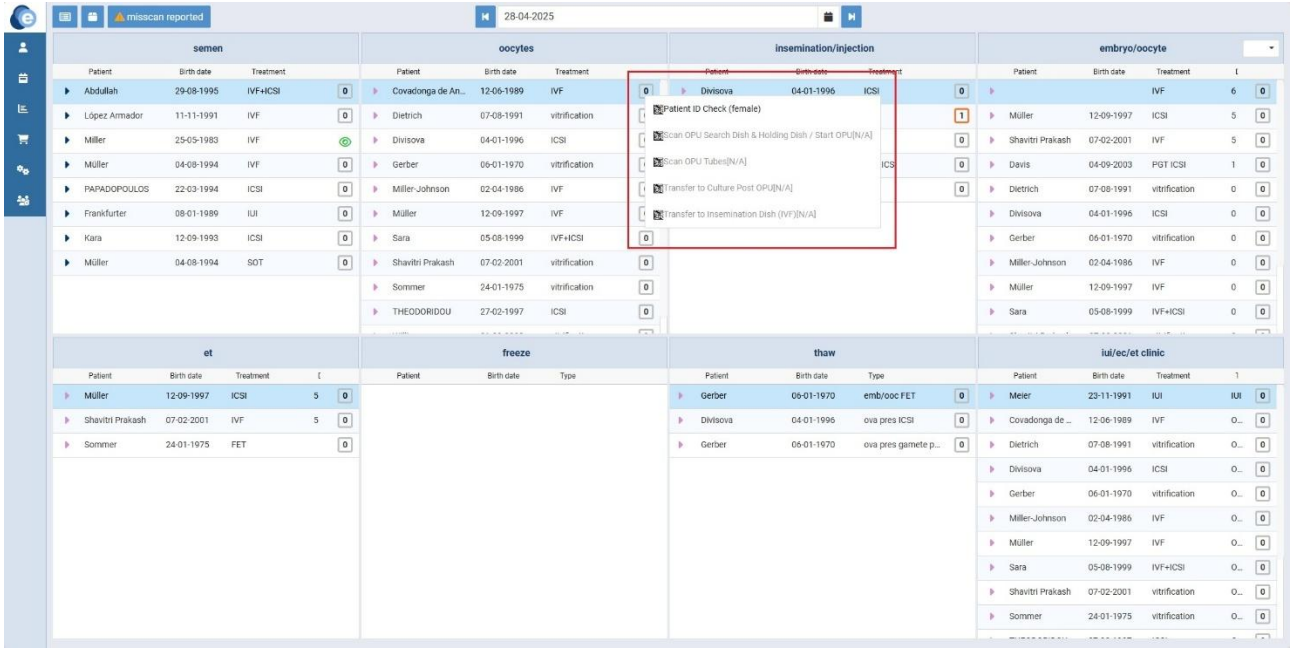
If required, eFertility can provide a synchronization log.

7.3 The witnessing process

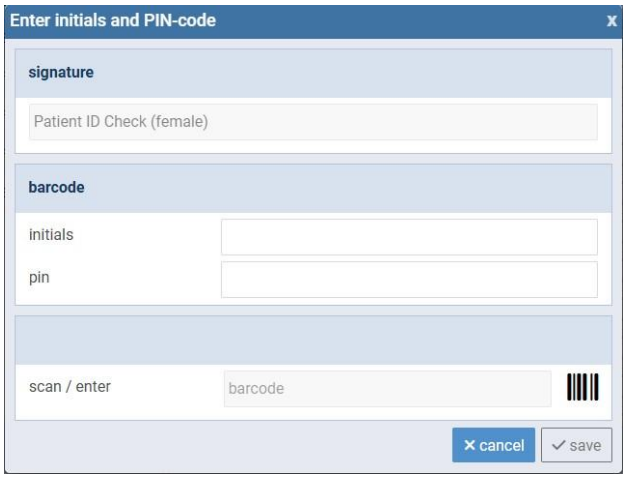
The witnessing process largely takes place through the eWitness app on the handheld device. For information on the in-app workflow, consult the eWitness app user manual.

In case witnessing cannot be done using the eWitness app on the handheld device, it can be completed using the System management.

In **Lab view**, click the number 0 in the Witness point column and select the Witness point you want to open. Greyed out steps can only be carried out if the previous required ones are done. Whenever a step is completed, the Witness point will turn orange 1.



This will open a pop-up where you can enter your **Initials** and **PIN**, and scan or type in the relevant barcode.



If you enter the wrong Initials or PIN, you will see an error message:

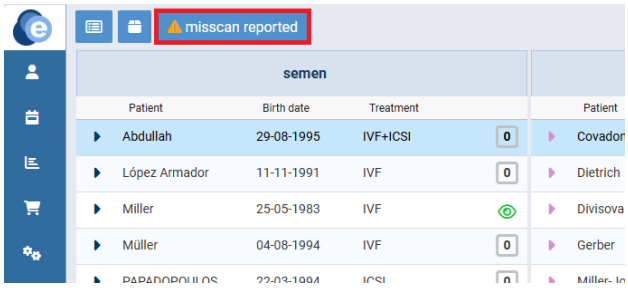
To cancel without saving, click the **Cancel** button, or click the **Save** button to save.

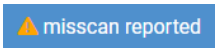
When all steps are complete, the number is replaced by a green eye symbol. By clicking on the number or green eye symbol, you will be able to see an overview of that cycle's witnessing steps.

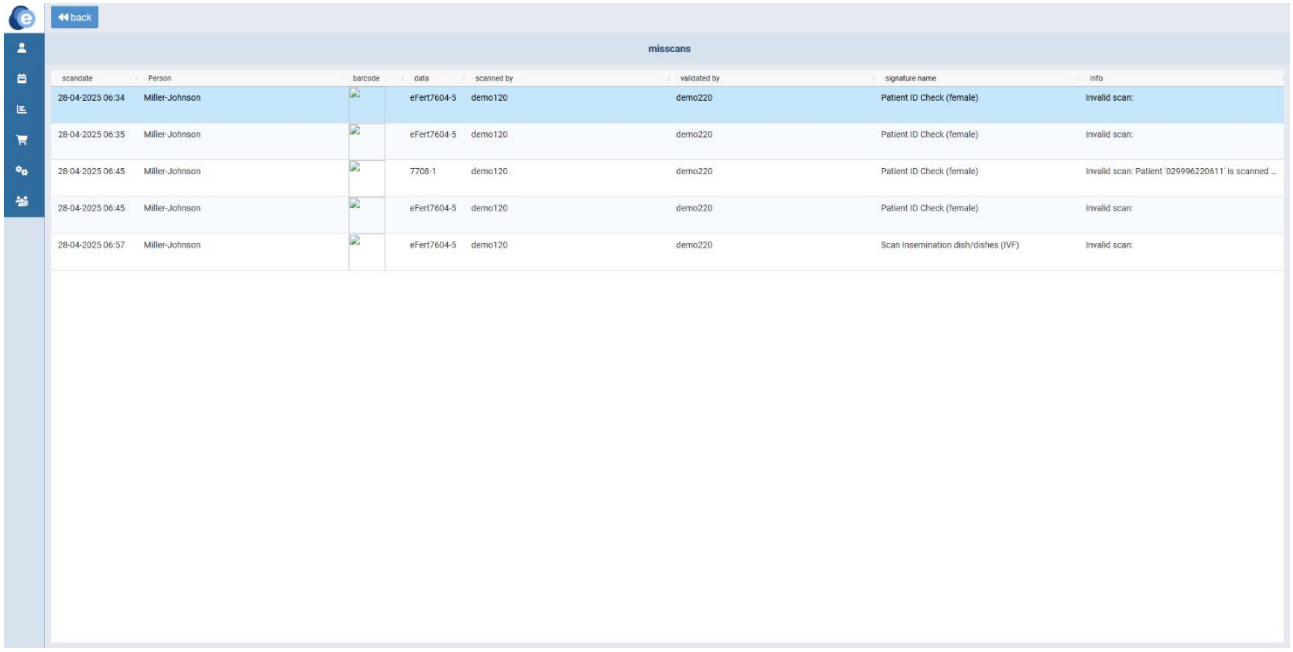
Completed (orange) steps can be removed by local administrators by clicking on them.

7.3.1 View and register misscans

In the case of a misscan, a warning message will appear in the **Lab view**.

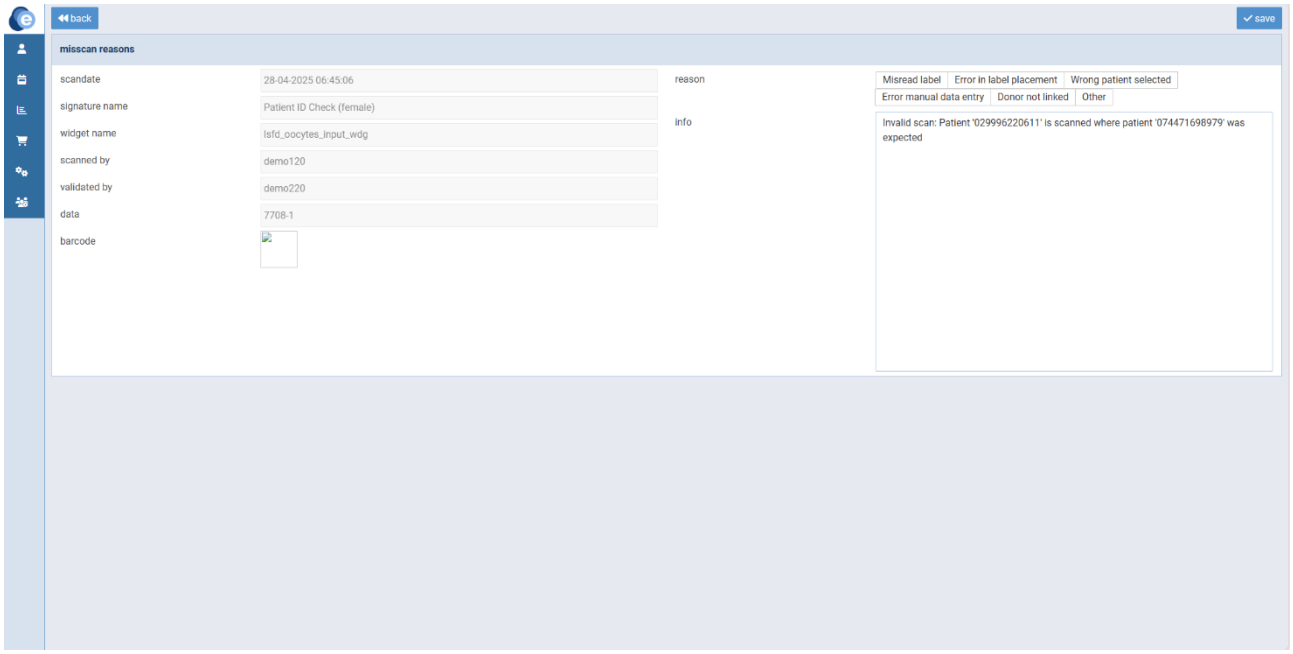


By clicking on the **Misscan reported**  button, you will get an overview of the misscan(s) reported by the system on the previously selected day (in **Lab View**).



The reported misscans are in a table list, where you can see: **Scan date**, **Patient**, **Barcode**, **Data**, **Scanned by**, **Witnessed by**, **Signature name**, **Info**.

Click a row to open a misscan. This will open a new page:



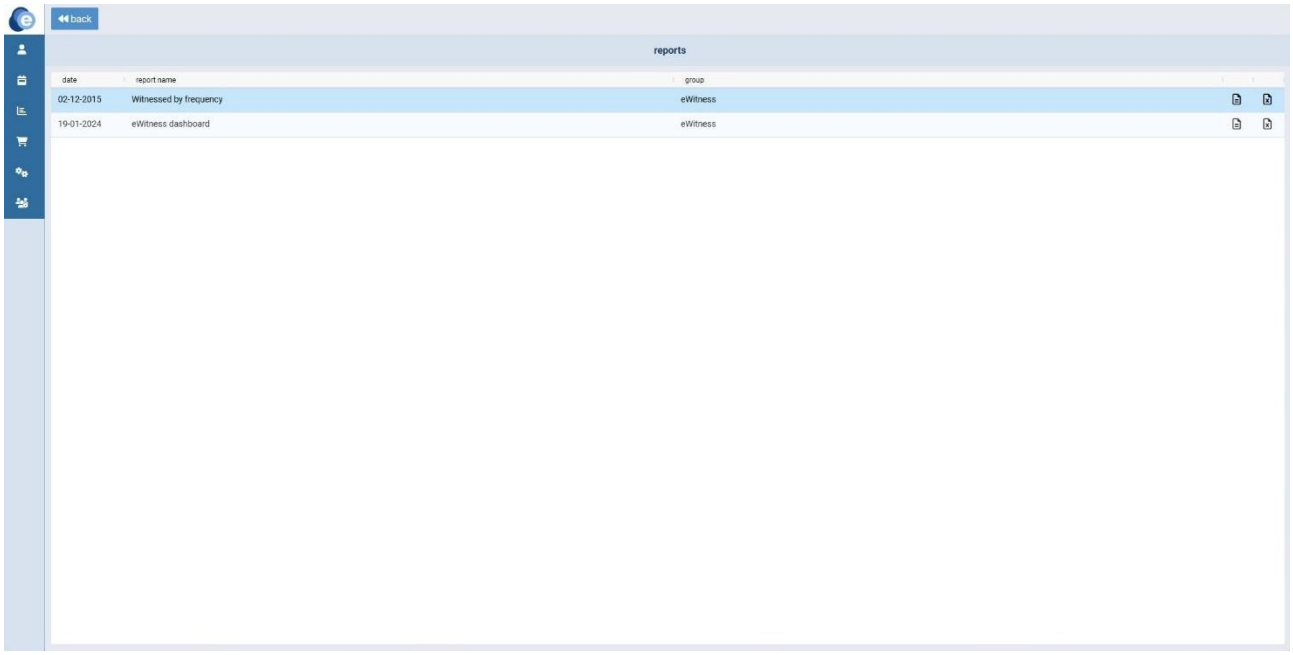
On this screen you can see details about the misscan, select a reason for the misscan, or manually enter additional info. The **Reason** for the misscan can be selected from: **Misread label**, **Error in label placement**, **Wrong patient selected**, **Error manual data entry**, **Donor not linked**, **Other**.

Additional info can be added in the **Info** box under the **Reason** selection.

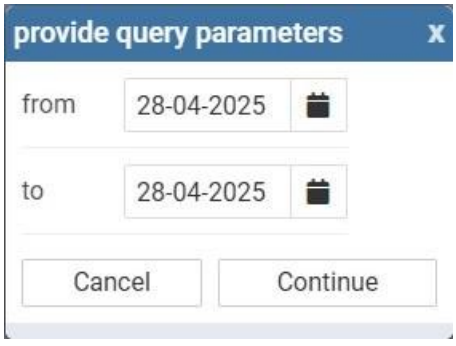
8 Reports & KPIs

8.1 Reports

To enter the **Reports** section, click the on the navigation panel and then the . In the **Reports** section, you can see your **Active Reports**. The page consists of a **Reports** table, with five columns: **Date** the report was created, **Report name**, **Group**, preview , and download .



By clicking on the preview or download icons, you will be prompted to select a date range:



You can either type the date in or select it from the dropdown calendar . To confirm a date in the dropdown calendar, click the icon. To remove a date from the field, click the icon. To close the dropdown calendar without making any changes, click the ✕ icon. Only full dates (day, month, and year) can be used in this field.

After selecting a date range, you will have two different outcomes depending on whether you selected preview or download.

If you clicked preview, the system will open a preview of the selected report:

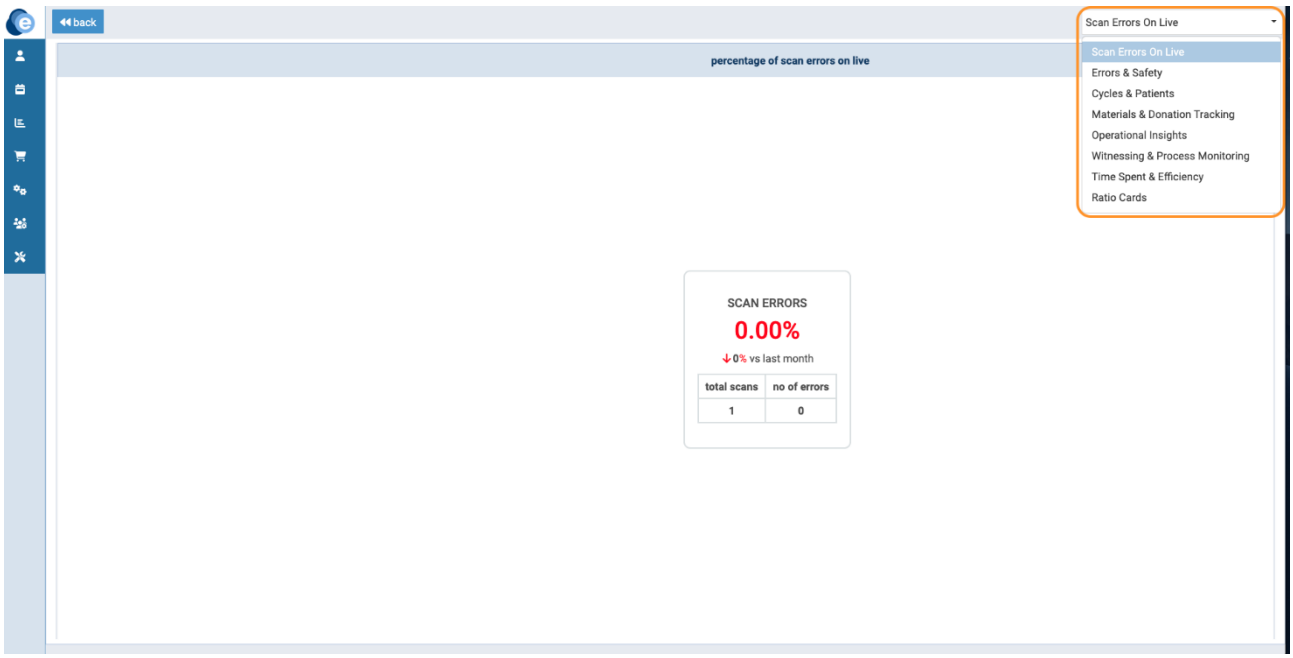
Here you can check your report, and if you wish you can download it in PDF or Excel format.

If you clicked download, the system will prompt you to download and save a Zip file. Inside the Zip file will be an Excel version of your report.

For information on how to create and edit report definitions, see section 10.2.

8.2 KPI Dashboard

To enter the **KPI Dashboard**, click the on the navigation panel and then the . In the **KPI Dashboard**, you can see your existing KPI Dashboard pages. To switch between the pages, use the dropdown menu in the right upper corner:



Users have access to a central library of pre-defined charts, provided by eFertility:

- **Witnessing & Process monitoring**
  - **Number of witness events per process step**
  - **Number of unique witness cycles**
  - **Witness event per user**
- **Errors & Safety**
  - **Percentage of witness scans with errors**
  - **Error scans per staff member**
  - **Number of erroneous witness scans**
  - **Top 5 processes with most errors**
- **Cycles & Patients**
  - **Number of unique patients**
  - **Number of witnessed cycles per month**
  - **Treatment cycles with multiple errors or warnings**
- **Materials & Donation tracking**
  - **Witness counts related to cryopreservation or semen handling**
  - **Number of witness events that include donation codes**
- **Operational Insights**
  - **Monthly or yearly trend in witnessing activity**
  - **Staff members with the highest witnessing activity**
- **Time spent & Efficiency**

  - **Average duration per process step**
  - **Average duration per witness step**
  - **Average time between dependent and follow-up process steps**
- **Ratio Cards**
  - **Percentage of witness cycles without interruption**
  - **Percentage of scan errors on live**

Each graph and chart can be filtered by parameters determined during their definition, e.g. date periods, staff, treatment type:

Each chart will remember the last filter values set by the user. If a chart is replaced, it will load with its own default values.

For information on how to create and edit KPI Dashboard pages, see section 10.3.

9 Supplies

To enter the **Supplies** section, click the on the navigation panel. From the **Supplies** section, you can access the external eWitness Supplies ordering system. To start your order, click the **Order** order button.

10 Settings

The **Settings** menu is divided in eight sections:

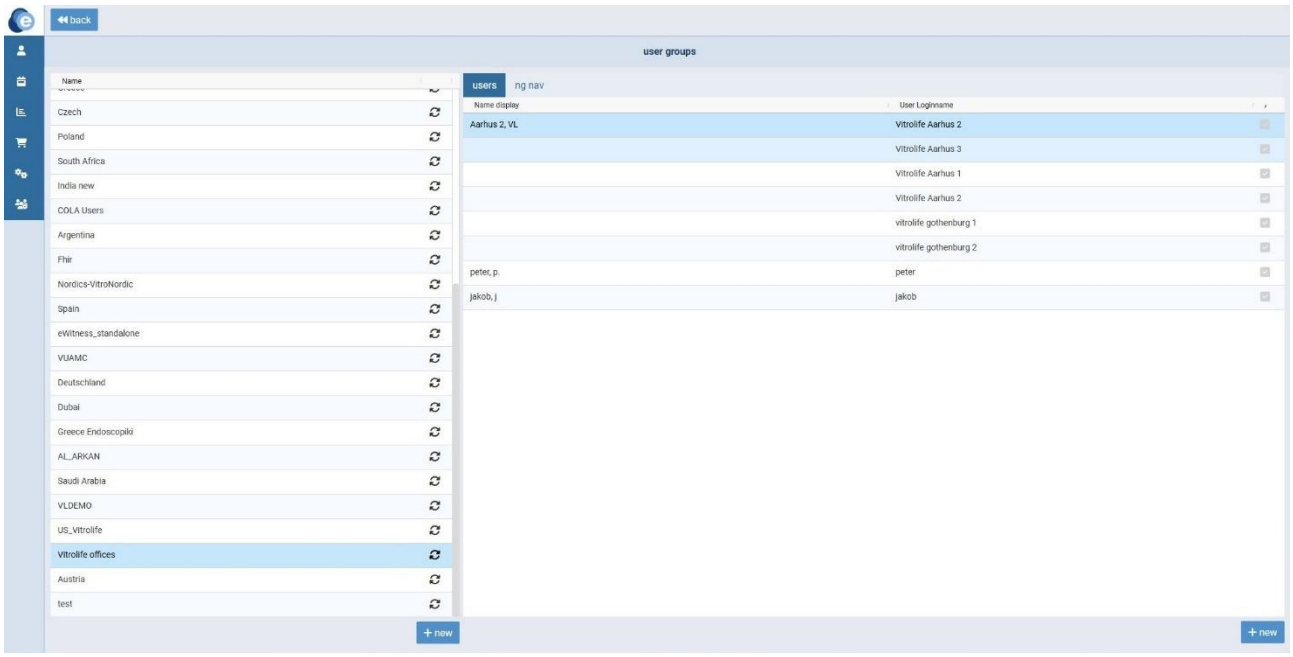
- **User groups**: here you can see, edit, and create user groups and new users, if your user rights allow it. For more information, see section 10.1.1.
- **Label design**: here you can see, edit, import, and create labels, if your user rights allow it. For more information, see section 4.1.
- **Print definition**: here you can see, edit, and create print definitions, if your user rights allow it. For more information, see section 4.2.
- **Witness points**: here you can see, edit, and create **Witness points**, if your user rights allow it. For more information, see section 4.3.
- **Reports**: here you can see, edit, import/export, and create your clinic's reports, if your user rights allow it. For more information, see section 10.2.
- **KPI Dashboard pages**: here you can see, edit, and create your clinic's KPI Dashboards, if your user rights allow it. For more information, see section 10.3.
- **Materials**: here you can see and edit the **Materials list**. For more information, see section 10.4.
- **Value lists**: here you can see and edit lists of values that will be used in the system (like **Material type**). For more information, see section 10.5.
- **Users**: here you can see and edit existing users' profiles, if your user rights allow it. For more information, see section 10.1.3.

10.1 User management

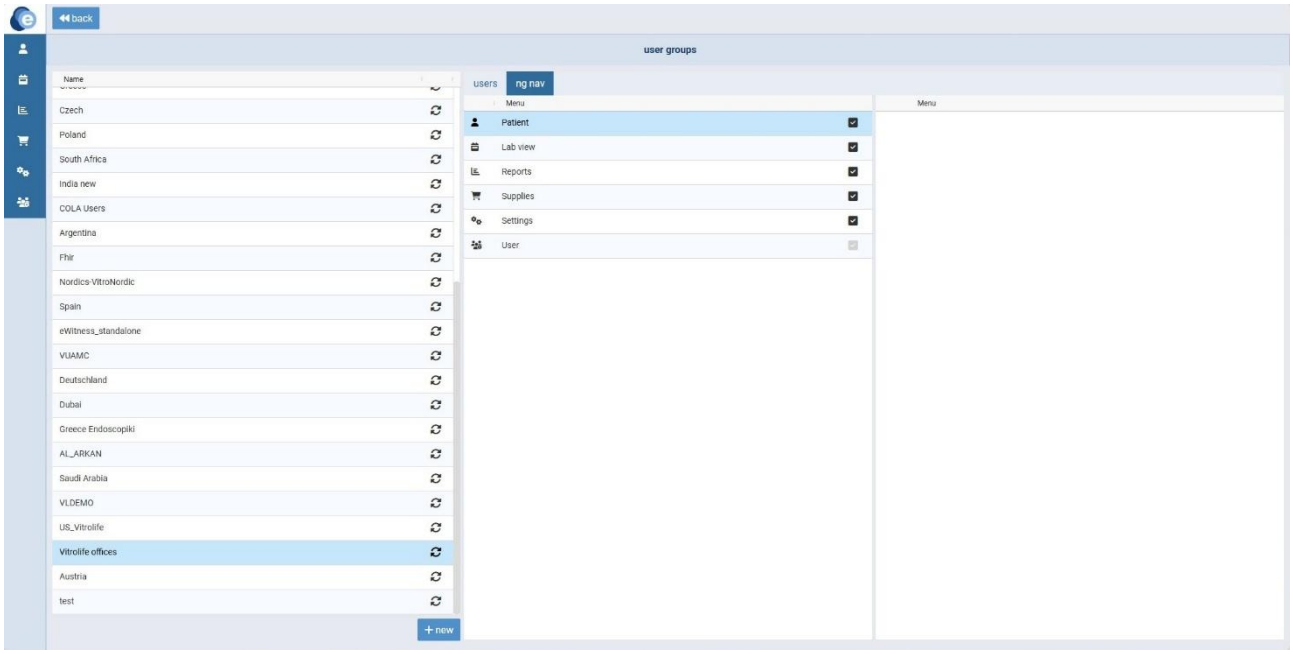
10.1.1 User groups

In the **Settings** menu, click **Users groups**. This will open a page with an overview of the users in eWitness divided by user groups. **User groups** are a convenient way of grouping users by user privileges. User privileges determine what actions a user can or cannot perform within the system and which sections of the system they can access (navigation rights). For more information on user roles, see sections 10.1.1.1 and 10.1.2.

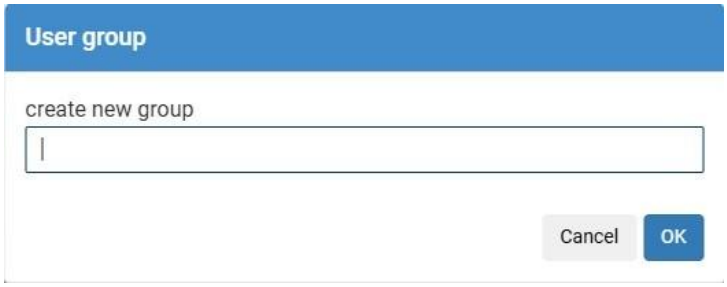
On this page, you can create and manage groups and users.



Click a group to see its **Users** and switch to the **Navigation rights** tab to see their navigation rights.



Click the **+New** button under the user groups list to create a new **User group**. You will be prompted to type a name for the group:



This will create the **User group**. When no **Users** are assigned to the **User group**, the **Navigation rights** tab will also be empty.

To assign users to a group, either click the **+New** button under the **Users** tab to create a new user or open a user's details to change the group they belong to. User details can be opened by clicking on the relevant user's name from the **Users** tab and/or from the **Users** section. For more information on creating and editing **Users**, see section 10.1.2.

When users are assigned to a group, the **Navigation rights** tab becomes available.

10.1.1.1 Navigation rights tab

The **Navigation rights** tab determines which sections of the system a user group has access to. In some cases, it is possible to provide access to a section but not all of its subsections.

It is possible to control a user group's access to the following sections:

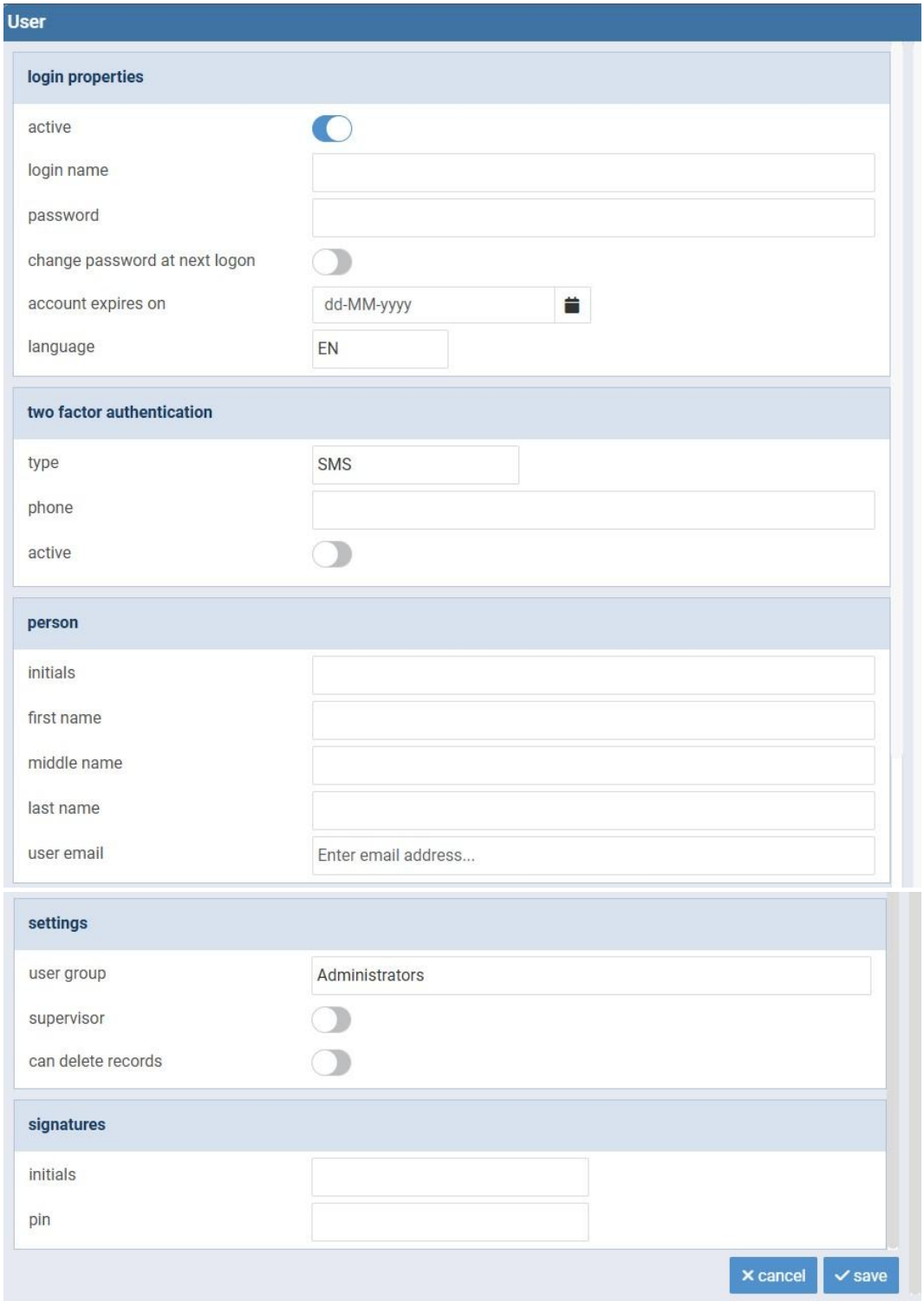
- **Patients**
- **Lab view**
- **Reports & KPIs**
    - **Reports**
    - **KPI Dashboard**
- **Supplies**
- **Settings**
    - **User groups**
    - **Label design**
    - **Print definition**
    - **Witness points**
    - **Reports**
    - **KPI Dashboard pages**
    - **Materials**
    - **Value lists**
    - **Users**
- **User** (access to this section cannot be deactivated)
    - **Change 2FA**
    - **Change password**
    - **Change pin code**
    - **Log out** (access to this section cannot be deactivated)

By default, a new **User group** will have all sections active. To activate or deactivate a section, use the tick boxes ☐/☑ next to each section's name. For information on each section, refer to the relevant sections in this manual.

10.1.2 Create and edit users

In the **User groups** page, click the **+New**

button under the **Users** tab to create a new user. This will prompt a **User** pop-up, where you can create a new **User**. This interface is also used when editing a user. Clicking on a user will open the same **User** window for editing.



The window is divided in five sections, each with relevant fillable fields. The only mandatory fields are **Username** and **Password**.

- **Login details**
  - **Active**: use this toggle to determine a user's active or inactive status.
  - **Username**: type here the user's login name.
  - **Password**: type here the user's password. This can be a temporary password.
  - **Change password at next login**: if you chose a temporary password for the user, or if for any reason you want to prompt the user to change their password, activate this toggle. The user will be prompted to change their password at the next login.
  - **Account expires on**: if the user you are creating is meant to be temporary, you can add an account expiration date. After the selected date, the user will become **Inactive**. You can either type the date in or select it from the dropdown calendar. To confirm a date in the dropdown calendar, click the icon. To remove a date from the field, click the icon. To close the dropdown calendar without making any changes, click the ✕ icon. Only full dates (day, month, and year) can be used in this field.
  - **Language**: use the dropdown menu to select the user's language. The user will see the system in the selected language.
- **Two-factor authentication**
  - **Type**: use the dropdown menu to choose between **SMS** or **Authenticator app** for two-factor authentication. If using the **SMS** option, the user will receive a code via SMS upon every login and will have to type in the code to complete authentication. If using the **Authenticator app** option, the user will be able to use any authenticator app to insert the code needed to complete authentication.
  - **Mobile**: if the user uses **SMS** two-factor authentication, this phone number will be used to provide the authentication code. By default, the field will automatically populate with the country code associated with the selected language (e.g. +44 for EN). If the phone number uses a different country code, it can be deleted using the backspace.
  - **Active**: use this toggle to activate or deactivate two-factor authentication.
- **Person**
  - **Initials**: type here the user's initials.
  - **First name**: type here the user's first name.
  - **Middle name**: type here the user's middle name.
  - **Last name**: type here the user's last name.
  - **Email**: type here the user's email address.
- **User rights**
  - **User group**: use the dropdown menu to assign a **User group** to the user. By default, the user will be assigned to the group that was open when the creation of a new user started.

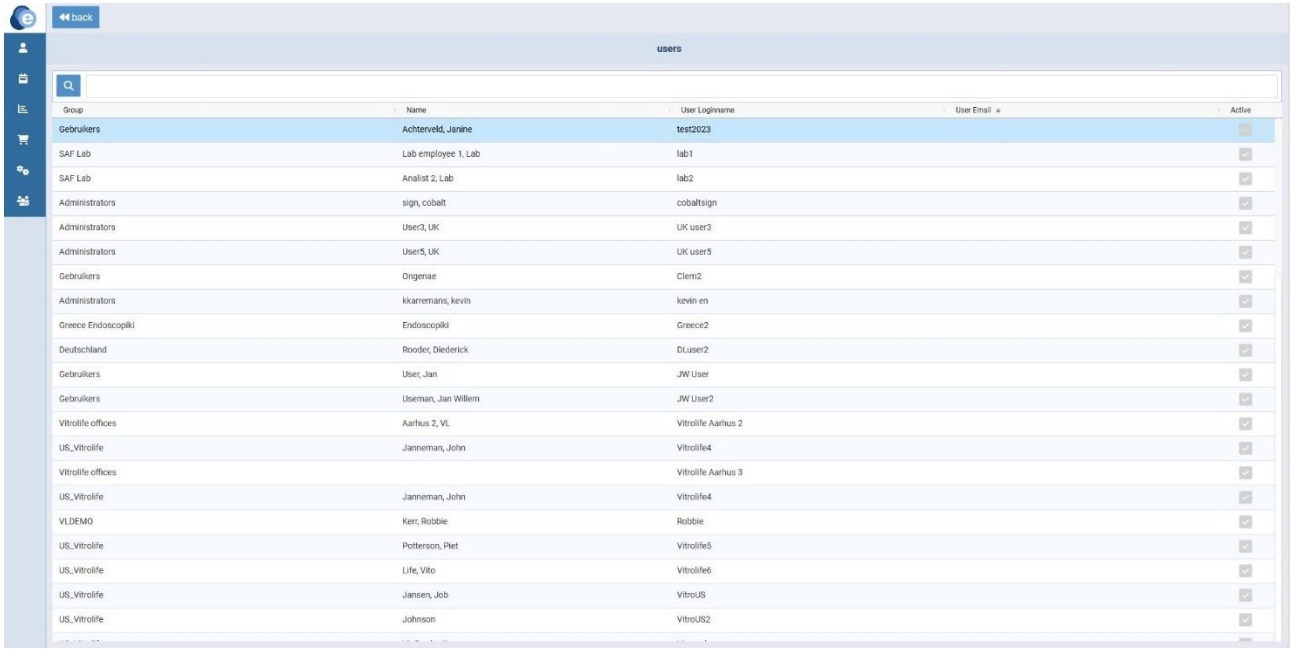
- **Supervisor**: this toggle refers to a role in eBase and should be ignored when using eWitness as a standalone system.
- **Can delete records**: use this toggle to determine whether the user can or cannot delete records from the system.

- **Signature**: this signature is used when a Witness point is validated through the System management instead of through the eWitness app.
  - **Initials**: type here the user's initials to use during signatures. They can be the same initials used in the Person section, or different.
  - **PIN code**: type here the user's PIN code to use during signatures.

When finished, click the **Save** ✓ save button to save, or click the **Cancel** ✕ cancel button to close the window without saving.

10.1.3 Users

In the **Settings** menu, click **Users**. This will open a page with a listed overview of the users in eWitness.



To search for a user, type in the search bar and click the **Search** 🔍 button or press enter ↵.

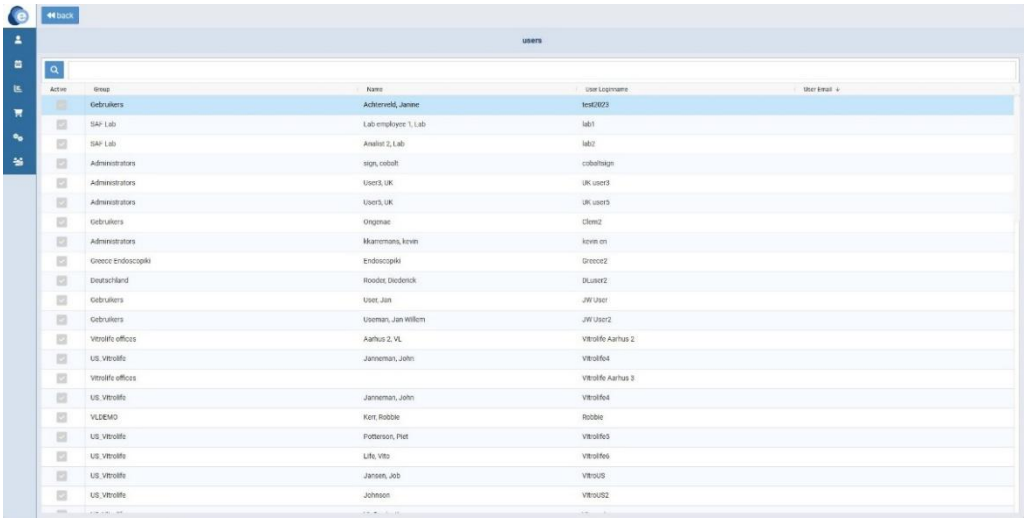
The list has five columns: **Group**, **Name**, **Username**, **Email**, **Active** status.

By default, the list opens in creation order. Each column can be used to group or reorder the list. To reorder the list following a column in ascending or descending order, click the column itself. By clicking once, the column will organize the users in ascending ↑ alphabetical order; if you click again, it will organize the users in descending ↓ alphabetical order, and if you click a third time it will reset the column to its default status.

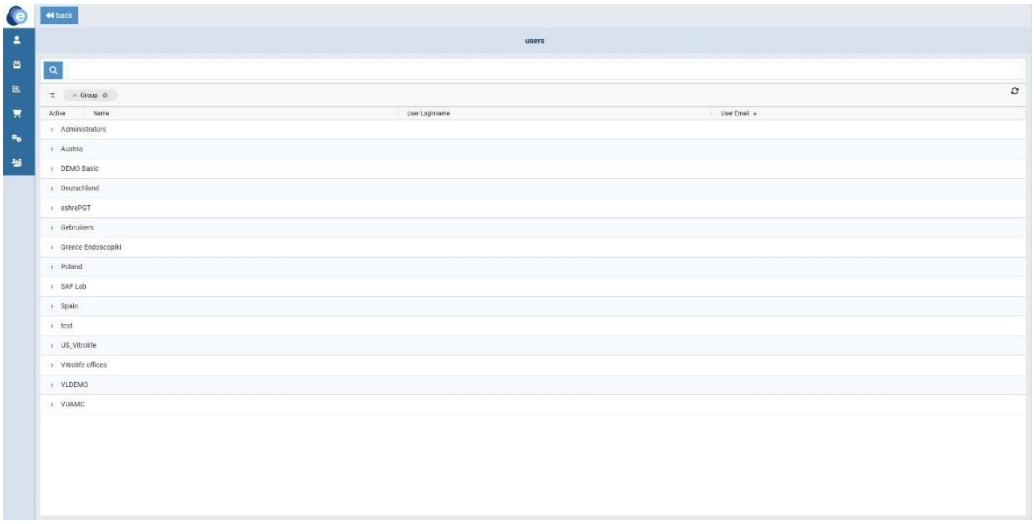
The columns' width can be adjusted by hovering one of the separators in the header until the size adjuster ↔ appears and then clicking and dragging left or right to reach the desired width. The columns can also be reordered; to do that, click and hold the desired column header and then drag left or right to place the column where desired.

To see a column's options, hover the column header to reveal the column options ☰ menu and click it. You will see the following options:

- **Pin column**: choose to pin the selected column on the left or right side of the list. A pinned column will be separated from the other columns by a thin divider to make it look more prominent:



  You can pin more than one column on each side of the list.
- **Autosize this column**: automatically resize the selected column.
- **Autosize all columns**: automatically resize all columns.
- **Group by**: divide the user list into groups based on the selected column. This option is very useful in the case of the **Group** column, as it separates the **Users** into **User groups** but within a single list of collapsible sections:

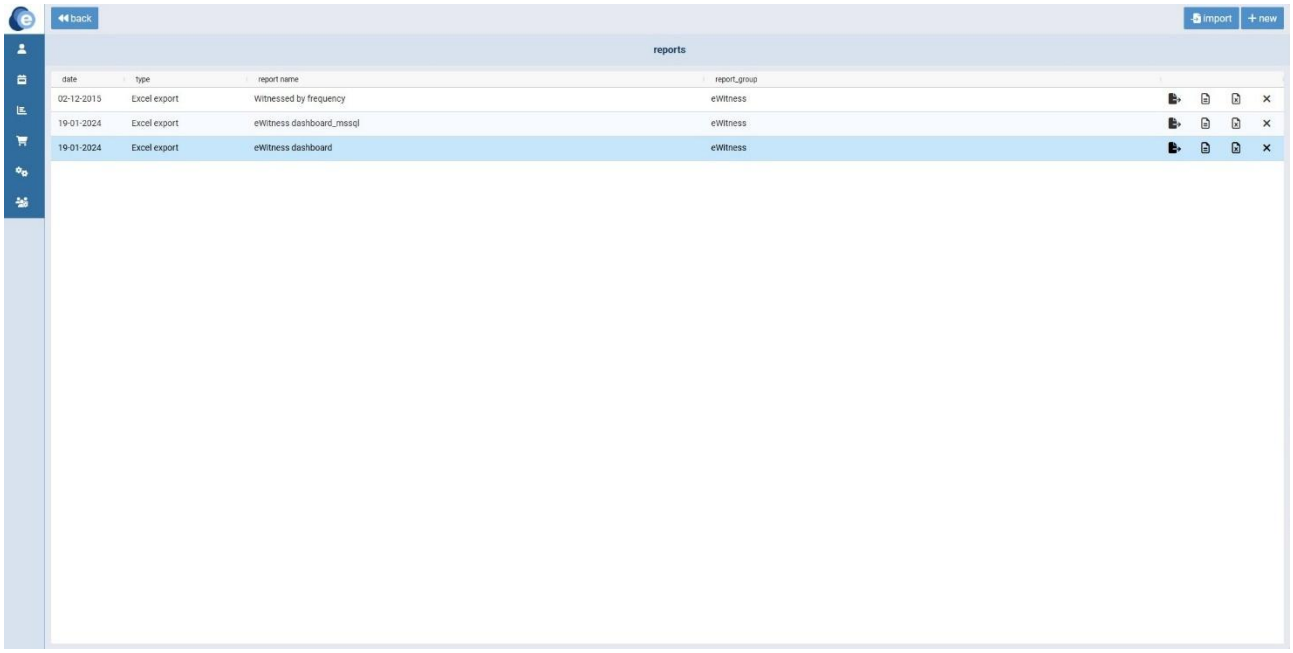


- **Reset columns**: bring all columns' size, columns' order and list order back to default.

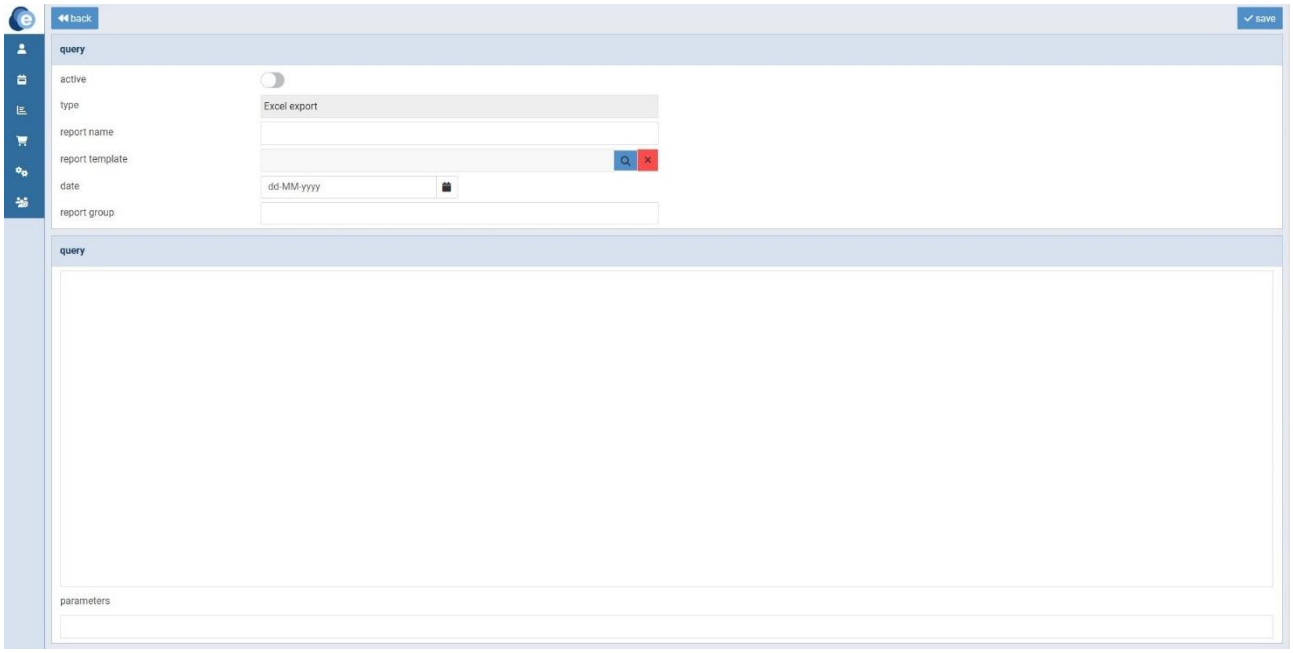
To open a User, click their row. This will prompt the User pop-up window. For information on how to create and edit Users, see section 10.1.2.

10.2 Reports

In the **Settings** menu, click **Reports**. This will open a page where you can see an overview of your **Reports**. On this page, you can edit existing **Reports** or define new ones.



Click a report to open it, or click the **+New** button to create a new report. This will open a new page where you can create a new **Report**. This interface is also used when editing a report. Clicking on a report will open the same page for editing.



The page is divided in two sections.

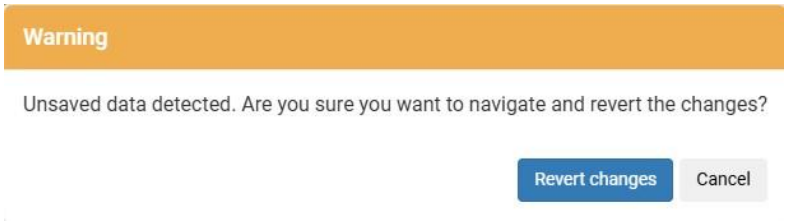
In the top section you can configure:

- **Active**: use this toggle to determine a report is active or inactive status.
- **Type**: this field determines the report format type. It is always set on Excel report.
- **Report name**: type here the name of your report.
- **Report template**: if you are importing a report template from your computer, upload it here. Use the **Search** function to prompt an upload pop-up. Select or drop a file to upload, or press **Cancel** to close the pop-up without uploading anything. If you uploaded a file and want to remove it from the report, click the button. A report template can be a new template report received from eFertility, or a report that was already downloaded and edited to match your clinic's preferences. By uploading a pre-existing report, you will create a new report definition based on the uploaded file.
- **Date**: the date the report definition is created. You can either type the date in or select it from the dropdown calendar . To confirm a date in the dropdown calendar, click the icon. To remove a date from the field, click the icon. To close the dropdown calendar without making any changes, click the ✕ icon. Only full dates (day, month, and year) can be used to search through this field.
- **Report group**: use the dropdown menu and select what report group you want to use. For eWitness as a standalone system, use eWitness.

In the bottom section, you can write or edit the query for the report. The query is written in SQL (Structured Query Language).

By default, all new customers have access to the **Witness dashboard** and **Batch tracking** report definitions. If you would like assistance in creating new reports, contact eFertility.

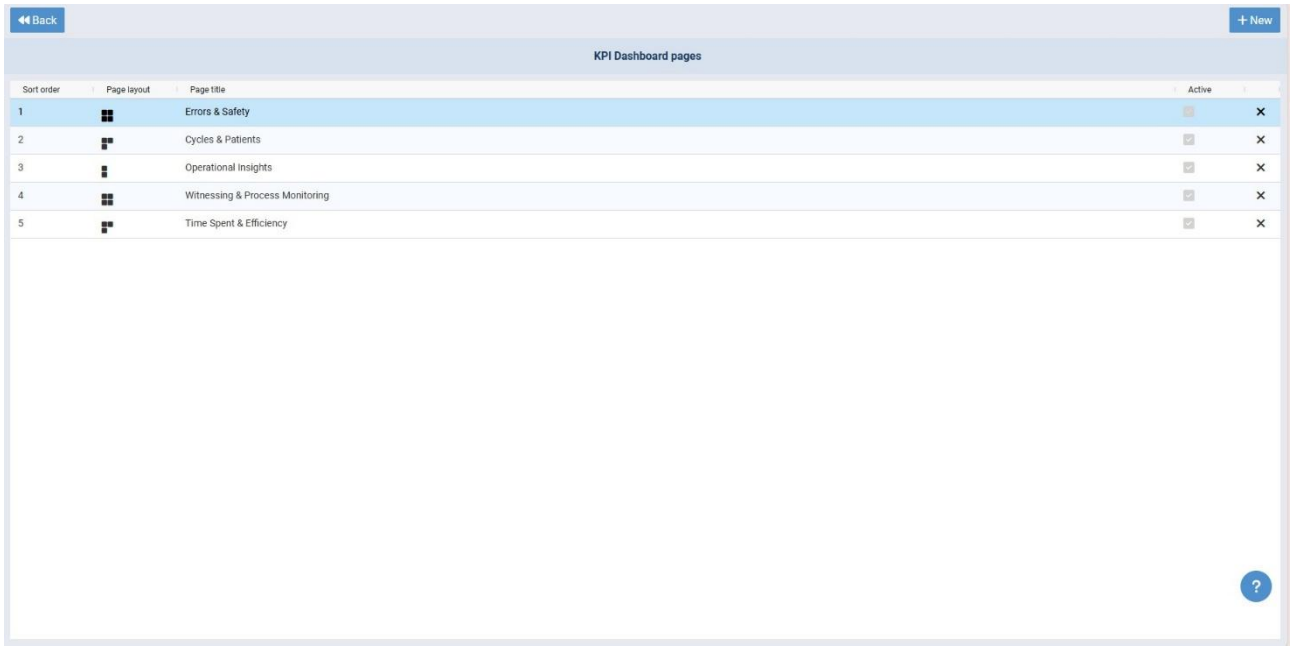
When finished, click the **Save** save button to save. To go back without saving, use the **Back** back button, or navigate to another page by using the navigation panel. This will prompt a pop-up asking you if you are sure you want to revert the changes you made.



To import a report, click the **Import** import button and select a file. From this page, it is also possible to export and delete ✕ report definitions and preview or download reports.

10.3 KPI Dashboard pages

In the **Settings** menu, click **KPI Dashboard pages**. This will open a page where you can see an overview of your **KPI Dashboard pages**. On this page, you can edit existing **Dashboard pages** or define new ones.



Click a dashboard page to open it, or click the **+New** + new button to create a new dashboard page. This will open a new page where you can create a new **KPI Dashboard page**. This

interface is also used when editing a dashboard page. Clicking on a dashboard page will open the same page for editing.

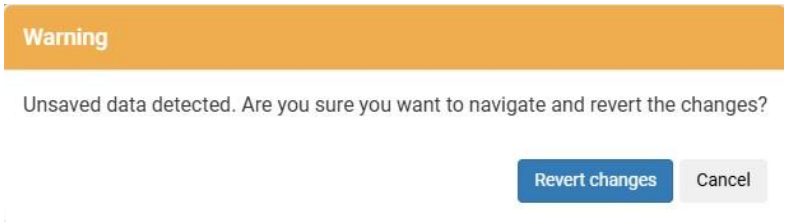
The page is divided in two sections:

- **Page definition**:
  - **Page title**: type here the name of your KPI Dashboard page.
  - **Active**: use this toggle to determine a dashboard page is active or inactive status.
  - **Page layout**: use this dropdown menu to determine your page's layout. You can choose between five options:

  - **Sort order**: type here a numerical value to define which spot this dashboard page will take in the list of dashboard pages. This number will be visible in the first column on the left in the overview of KIP Dashboard pages.
- **Page layout**: once a layout is selected, you can select which of the existing chart(s) and graph(s) you want to appear on the page:

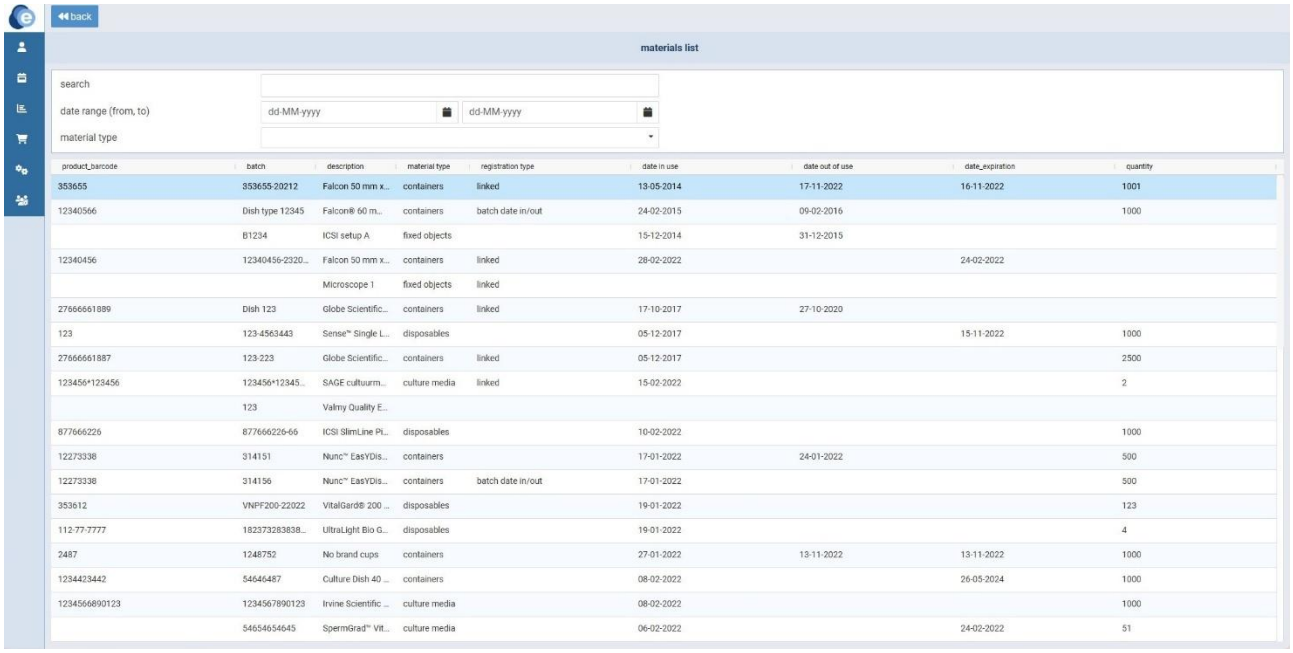
If you would like to create charts and graphs that are not available, contact eFertility.

When finished, click the **Save** save button to save. To go back without saving, use the **Back** back button, or navigate to another page by using the navigation panel. This will prompt a pop-up asking you if you are sure you want to revert the changes you made.



10.4 Materials

In the **Settings** menu, click **Materials**. This will open a page with a listed overview of the materials logged in eWitness.



To search for a **Material**, type in the **Search** bar and press enter ↵. You can also search by **Date range (from, to)** using the dropdown calendars. You can either type the date in or select it from the dropdown calendar. To confirm a date in the dropdown calendar, click the icon. To remove a date from the field, click the icon. To close the dropdown calendar without making any changes, click the ✕ icon. Only full dates (day, month, and year) can be used to search through this field. It is also possible to search by **Material type**. Use the dropdown menu to select the relevant **Material type**. **Material type** is a list that can be edited in the **Value lists** section. For more information on **Value lists**, see section 10.5.

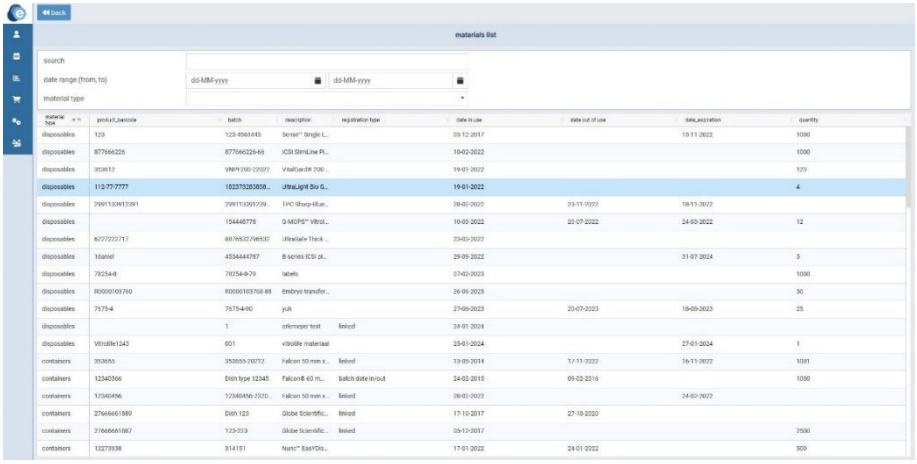
The list has nine columns: **Product barcode**, **Batch**, **Description**, **Material type**, **Registration type**, **Date in use**, **Date out of use**, **Expiration date**, and **Quantity**.

By default, the list opens in creation order. Each column can be used to group or reorder the list. To reorder the list following a column in ascending or descending order, click the column itself. By clicking once, the column will organize the users in ascending ↑ alphabetical order; if you click again, it will organize the users in descending ↓ alphabetical order, and if you click a third time it will reset the column to its default status.

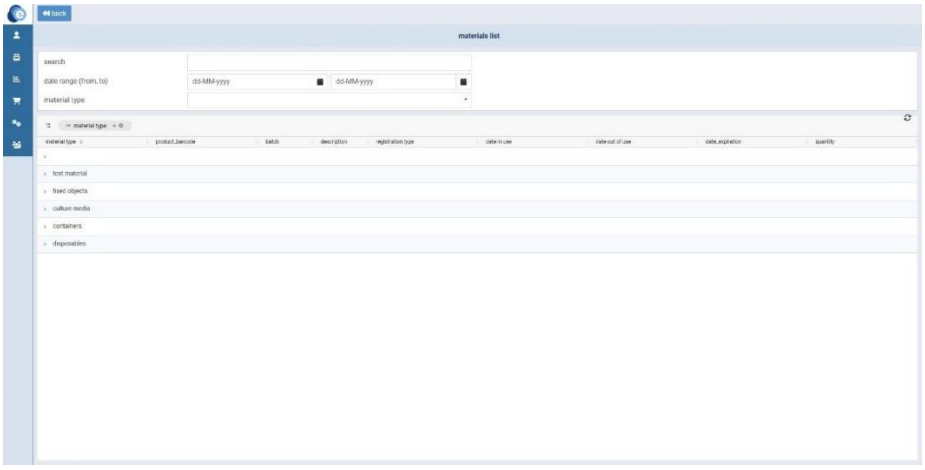
The columns' width can be adjusted by hovering one of the separators in the header until the size adjuster ↔ appears and then clicking and dragging left or right to reach the desired width. The columns can also be reordered; to do that, click and hold the desired column header and then drag left or right to place the column where desired.

To see a column's options, hover the column header to reveal the column options ☰ menu and click it. You will see the following options:

- **Pin column**: choose to pin the selected column on the left or right side of the list. A pinned column will be separated from the other columns by a thin divider to make it look more prominent:



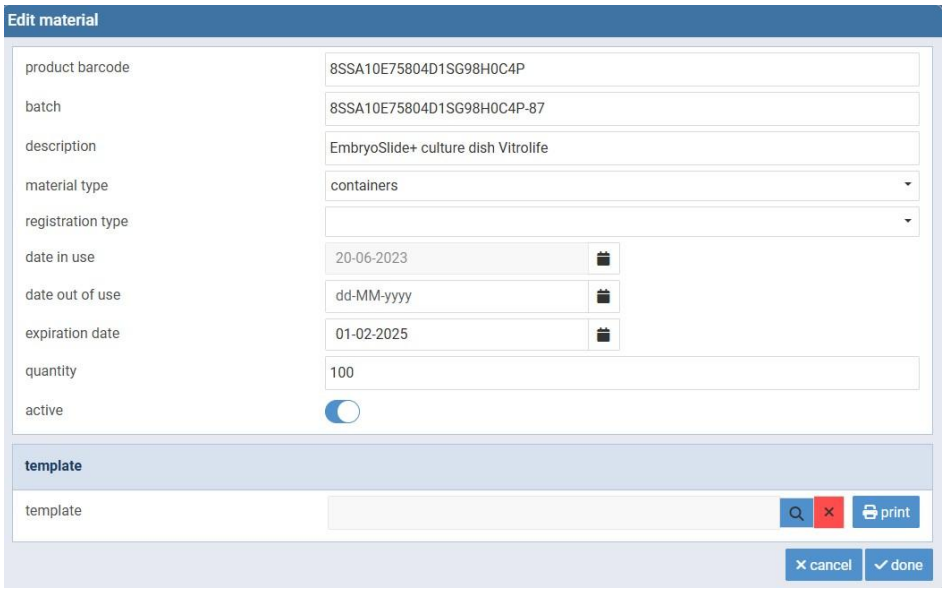
  You can pin more than one column on each side of the list.
- **Autosize this column**: automatically resize the selected column.
- **Autosize all columns**: automatically resize all columns.
- **Group by**: divide the **Materials list** into groups based on the selected column, turning the list into collapsible sections:



- **Reset columns**: bring all columns' size, columns' order and list order back to default.

Materials are logged and/or linked to days/patients via the eWitness app, but can be edited in the System manager.

To edit a **Material**, double click the relevant row. This will prompt a pop-up window named **Edit material**.

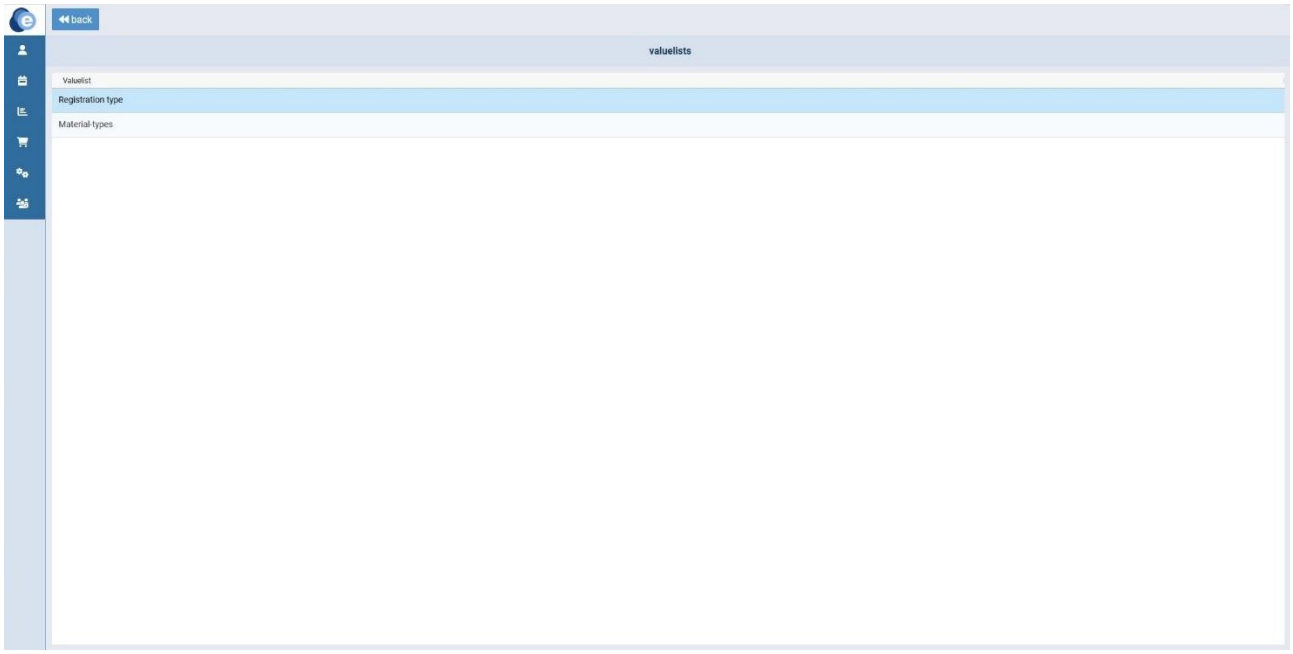


This window has eleven fields, nine of which are editable:

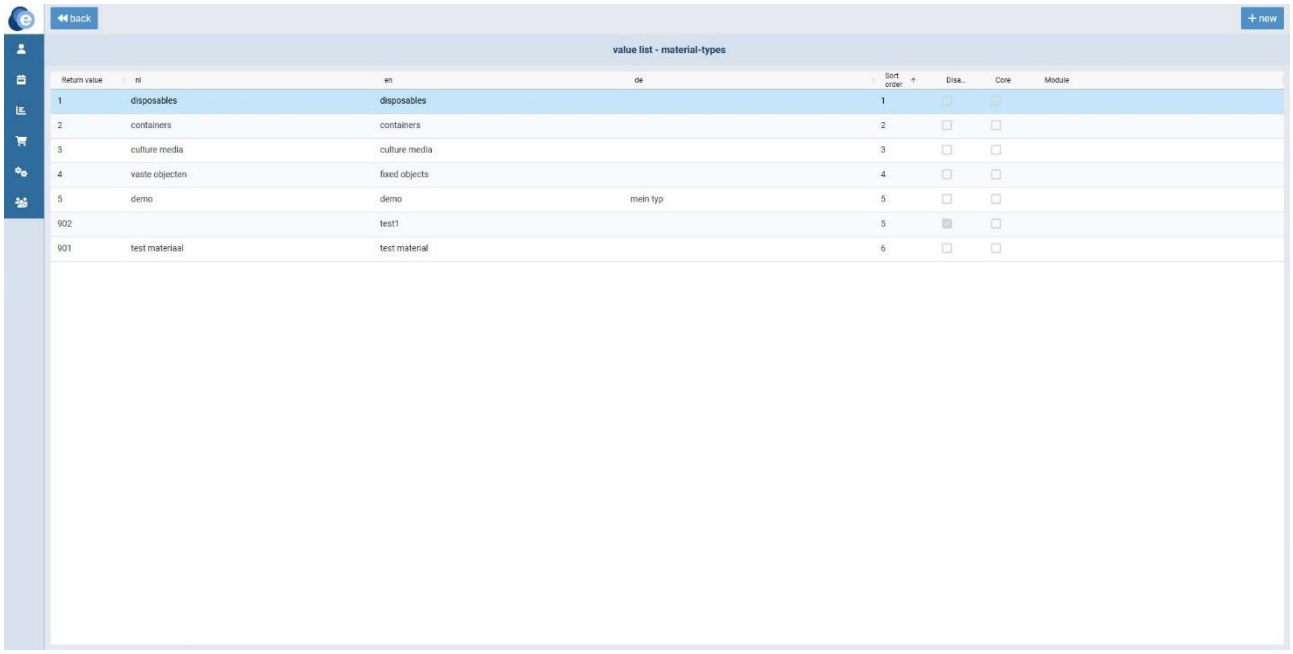
- **Product barcode**
- **Batch**
- **Description**
- **Material type**: use the dropdown menu to choose a **Material type** from the list. Values for this list are created and edited in the **Value list** section.
- **Registration type**: **Registration types** are used in eBase and should be ignored when using eWitness as a standalone system.
- **Date in use**: This field is not editable and contains the date the materials were logged.
- **Date out of use**: You can either type the date in or select it from the dropdown calendar. To confirm a date in the dropdown calendar, click the icon. To remove a date from the field, click the icon. To close the dropdown calendar without making any changes, click the ✕ icon. Only full dates (day, month, and year) can be used in this field.
- **Expiration date:** You can either type the date in or select it from the dropdown calendar. To confirm a date in the dropdown calendar, click the icon. To remove a date from the field, click the icon. To close the dropdown calendar without making any changes, click the ✕ icon. Only full dates (day, month, and year) can be used in this field.
- **Quantity**
- **Active**: use this toggle to mark a material as active or inactive.
- **Template**: select a label design to assign and print a barcode for materials that do not have their own barcode.

10.5 Value lists

In the **Settings** menu, click **Value list**. This will open a page with an overview of the lists available in eWitness.



To open a value list, click it. This will bring you to the selected list's contents.

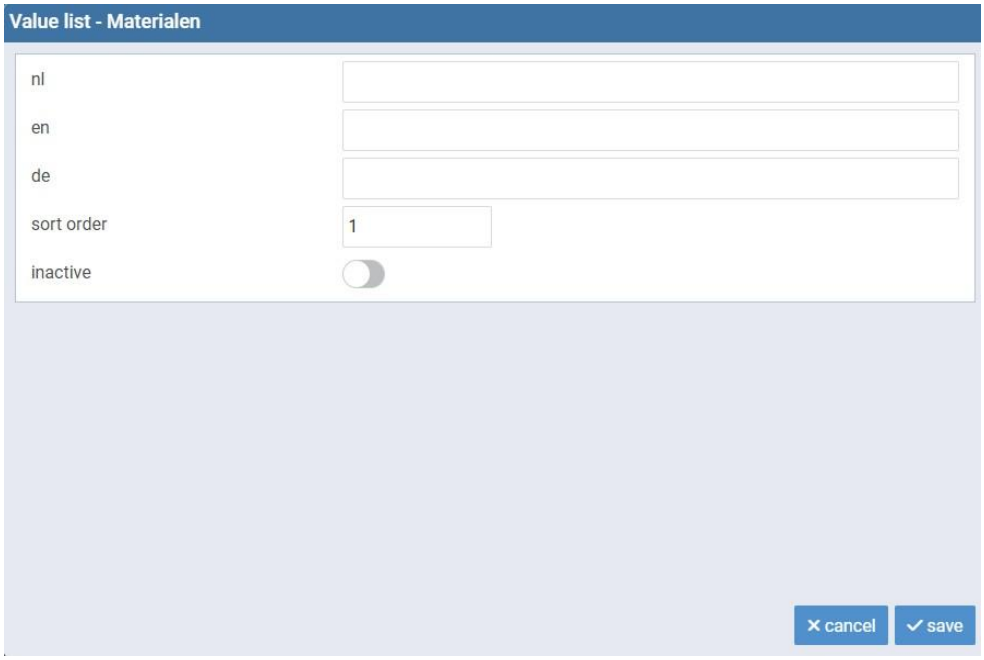


The list has eight columns (or more, depending on **Language** selection):

- **Return value**: the internal eWitness database ID of the values.
- **NL**: the value in Dutch. This column may change depending on the languages available on your eWitness System.
- **EN**: the value in English. This column may change depending on the languages available on your eWitness System.
- **DE**: the value in German. This column may change depending on the languages available on your eWitness System.
- **Sort order**: the numeric sort order of the list.
- **Disabled**: if the box is ticked , the value is disabled.
- **Core**: this field is dependent on eBase and it is not used in eWitness as a standalone system.
- **Module**: this field is dependent on eBase and it is not used in eWitness as a standalone system.

To reorder the list following a column in ascending or descending order, click the column itself. By clicking once, the column will organize the users in ascending ↑ alphabetical order; if you click again, it will organize the users in descending ↓ alphabetical order, and if you click a third time it will reset the column to its default status. The columns' width can be adjusted by hovering one of the separators in the header until the size adjuster ↔ appears and then clicking and dragging left or right to reach the desired width. The columns can also be reordered; to do that, click and hold the desired column header and then drag left or right to place the column where desired.

Click a value to open it, or click the **+New** + new button to create a new value. This will open a **Value list – [List name]** pop-up where you can create a new **Value**. This interface is also used when editing a value. Clicking on a value will open the same page for editing.



The window has five fields (or more, depending on **Language** selection), none of which are mandatory:

- **NL**: insert the value in Dutch. This field may change depending on the languages available on your eWitness System.
- **EN**: insert the value in English. This field may change depending on the languages available on your eWitness System.
- **DE**: insert the value in German. This field may change depending on the languages available on your eWitness System.
- **Sort order**: if you want, you can assign a sort order to each value. The field will populate automatically, but you can choose to type a different number to affect the sorting order.
- **Inactive**: use this toggle to mark a value as active or inactive.

When finished, click the **Save**

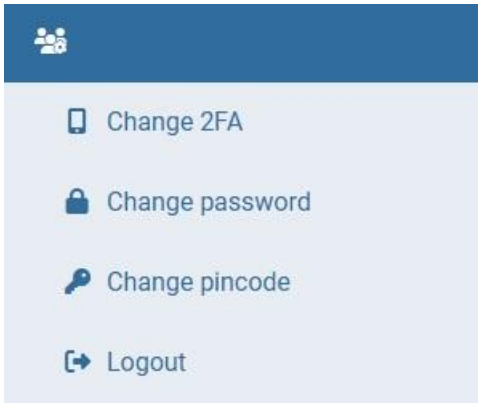
button to save, or click the **Cancel**

button to close the window without saving.

By default, all new customers have access to the **Material type** value list. If you would like assistance in creating new lists, contact eFertility.

11 User settings

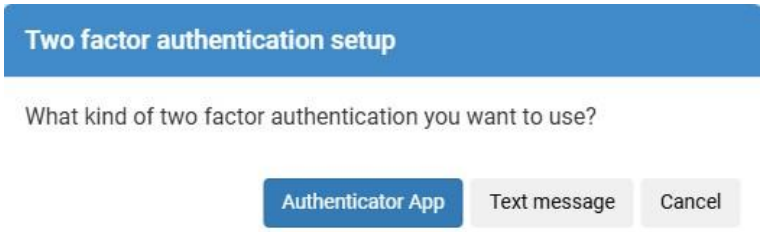
The **User settings** menu allows the current user to change some of their own settings, and has four commands: **Change 2FA**, **Change password**, **Change PIN code**, **Log out**.



Each of these commands, when clicked, will prompt a pop-up window.

11.1Change 2FA

Change 2FA allows you to change the current user's two-factor authentication.



Click the two-factor authentication you want to use (**Authenticator app** or **SMS**) and proceed with the setup. You will be asked to either activate the authenticator app with a code or provide your phone number. If you want to stop the set-up, you can click **Cancel** at any time.

11.2 Change password

Change password allows you to change the current user's password.

Type your new password in the **New password** field, and type it again in the **Repeat password** field. By default, the **New password** field is set to not show your password. If you want to see the password before confirming, click the eye for the text to become visible. The eye will change; click the eye to hide the text again.

Below the two text fields, you can see the list of password requirements. Password requirements are set during the initial system set-up. To change the password requirements of your clinic, contact eFertility.

When finished, click the **Save** ✓ save button to save, or click the **Cancel** ✕ cancel button to close the window without saving.

11.3 Change PIN code

Change PIN code allows you to change the current user's PIN code.

In the **Curent PIN code** field, type your current PIN code. Type your new PIN code in the **New PIN code** field, and type it again in the **Repeat PIN code** field. By default, the **New PIN code** and **Repeat PIN code** fields are set to not show your PIN code. If you want to see the PIN code before confirming, click the eye for the text to become visible. The eye will change; click the eye to hide the text again.

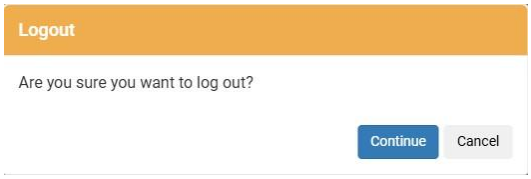
When finished, click the **Save**

button to save, or click the **Cancel**

button to close the window without saving.

11.4 Log out

Log out prompts you to confirm that you want to log out before logging you out.



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.	-
	Manufacturer name and address.	See section 14.

13 Disposal of 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)

eFertility
Floridalaan 8
3404 WV IJsselstein
the Netherlands

Telephone: +31 30 20 06 486

Website: www.efertility.eu