

Cognosos Luminate

Healthcare Portal User Guide



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Introduction

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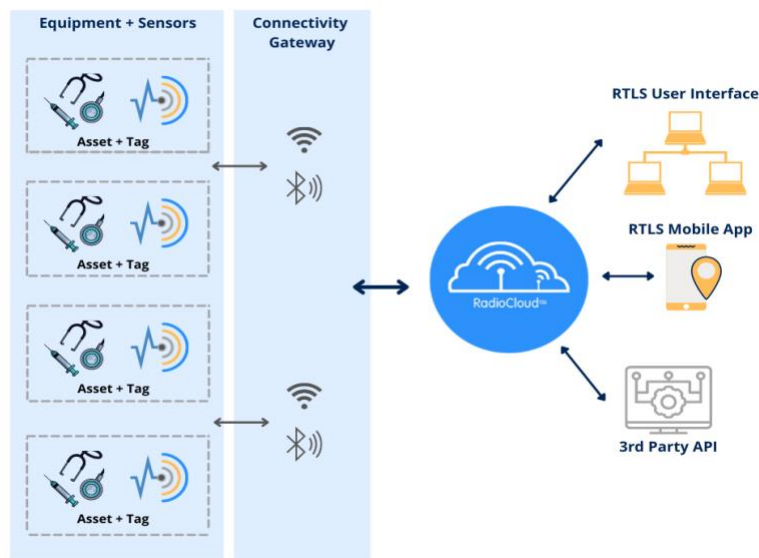
1.1 Overview

The Cognosos Luminate real-time location services (RTLS) platform provides visibility to vital medical equipment and inventory even as it moves around the healthcare facility. This allows clinicians and staff to quickly and easily locate medical equipment without losing valuable time searching across rooms, floors or even buildings. Administrators and management gain fast access to key data such as inventory distribution and utilization to optimize the budget and lower the bottom line.

Through the use of a web-based user interface and a mobile application, the Cognosos Luminate solution gives up-to-date location and utilization information through a dashboard, map, and site list views. In addition to the ability to quickly identify, track, and locate medical equipment, users can filter and search on various asset properties and apply business rules to oversee and maintain par levels.

1.2 System Infrastructure

Cognosos Luminate is an IoT (Internet of Things) solution that provides seamless data collection, analyzation, and presentation of the healthcare facility's valuable assets. Cognosos Luminate includes location sensors (tags a.k.a. asset tags) that are attached to various pieces of equipment (assets) and a communication 'highway' over which data is transferred. By utilizing a unique asset ID, the system locates and provides real-time information about an asset's position within the facility. Movement alerts, utilization rates, inventory information, and battery health provide the information necessary to operate effectively and make important business decisions.



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Asset movement data is transmitted through the system where it is analyzed, aggregated, and displayed through the Cognosos Luminare user interface.

Within hospital settings, the solution leverages Bluetooth Low Energy (BLE) technology to create digital maps of the facility, thus allowing room-level visibility to equipment and zone-based alerts (i.e., by floor, by department or unit, etc.).





Cognosos uses a proprietary wireless networking technology called RadioCloud® to reliably transmit location data without the need to install large amounts of infrastructure or hardware. This patented platform offers great flexibility and scalability, enables easy configuration, and supports a wide range of device and sensor types, while supporting long-range communication.

The Cognosos portal supports versions of major browsers (Chrome, Safari, Edge, Firefox) up to one year old. Healthcare organizations should maintain current browser versions to ensure maximum reliability of the Cognosos solution.

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1.3 Portal Components

Cognosos Luminare provides a web-based portal for accessing information about and managing an organization's medical equipment (assets). Within the portal there are four primary views, or pages, from which users can access data: Dashboard, Map, My Site, and ProPAR (par replenishment levels).

Dashboard	Map	My Site	ProPAR
			
<ul style="list-style-type: none">• View facility wide information in graphical format• Gain valuable information about inventory utilization and distribution, tamper alerts, and battery health from a single dashboard view• Access more details regarding assets and asset tags with one click	<ul style="list-style-type: none">• View information in asset clusters by zone and floor• Obtain asset information by zone• Zoom in and out of clusters to view all the way down to the single asset level• Locate assets using filter feature	<ul style="list-style-type: none">• Manage assets, tags, zones, across your facility• Locate assets or tags using filter and search features• Attach and detach tags* to assets• Access individual asset properties, movement history, and exact location with a single click• Set up subscriptions for real-time notifications on asset activities	<ul style="list-style-type: none">• View asset inventory levels for clean and soiled equipment rooms via tiles or table• Collect inventory needs at the room level using the pick list• Set up subscriptions for real-time notifications on ProPAR inventory activities

Functions on the Map and My Site dynamically interact so that when an action is taken from one area, the information refreshes across the system.

The user interface contains standard functions for data information, input and sorting:

Data Views: Main/primary window, modal (pop-up) window, page, dashboard, map, list

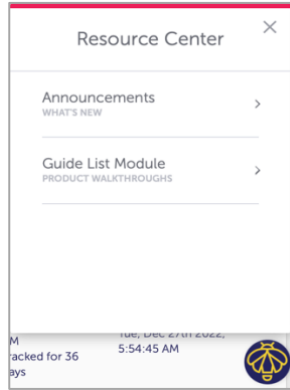
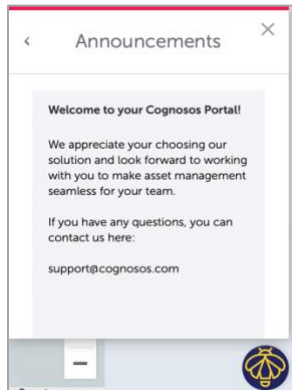
Input Controls: checkboxes, radio dials, dropdown lists, checkboxes, buttons, toggles, text and date fields/calendar selectors

Navigational Components: primary or UI menu, hamburger menu, page menu, left and right menus, search field, pagination, breadcrumb

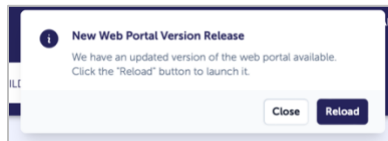
Informational Components: icons, notifications, modal (pop-up) windows, message boxes, progress bar, graphs

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The Cognosos firefly icon displayed in the bottom right corner of all portal pages is there to provide you with more information and links to resources. From any page in the portal click the icon located in the bottom right corner of the screen. Look for announcements, resource links, and the like.

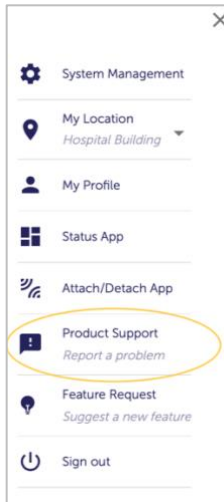


Software updates are made to your system on a periodic basis. When logging into the portal, the system may request or require that you reload/refresh your portal to access the latest software. Please follow that step when prompted to ensure you are logging into the latest features and fixes.



1.4 Cognosos Support

In the event there is an issue with the portal, communication gateways, asset tags, etc., you may connect to Cognosos Support Teams directly from the portal. Select the hamburger menu from the top right.



Select **Product Support**.

The screenshot shows a form titled "SUBMIT A SUPPORT TICKET" with the Cognosos logo at the top. The form contains the following fields: "First name*" and "Last name*" (two input boxes), "Email*" (one input box), "Phone Number*" and "Company name*" (two input boxes), and "Issue Trouble Type*" (a dropdown menu with "Please Select" as the current selection). A green "SUBMIT" button is located at the bottom right of the form.

You will be taken to the Cognosos Support Ticket page. Complete all fields with an asterisk (*) and use the drop-down list to choose the Issue Trouble Type. The remainder of the page will populate to input more information based on the selection. The more descriptive the support ticket, the faster your support concerns can be fielded and addressed.

When you've put in all known information, select **Submit**. Your support ticket goes directly into the Cognosos Support Ticketing System and you will be contacted by a Field Services Engineer to address your concern.

The version number of your portal is shown at the bottom of all portal pages. You are likely to need this information when requesting support.

Release Date:v.1.0.0

Certain issues, such as user password reset or a forgotten password, can be addressed on site by an Administrator and in some cases by users themselves. Refer to [User Profile Management](#) in this guide, the Users section of the Healthcare Knowledge Base, or the printed quick cards that are located on site near your Cognosos Luminate portal terminal.

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Cognosos values the experiences and input of its customers and users so there is an option for sending requests to enhance workflow or product functionality. To access this form, select the hamburger menu and then **Feature Request**.

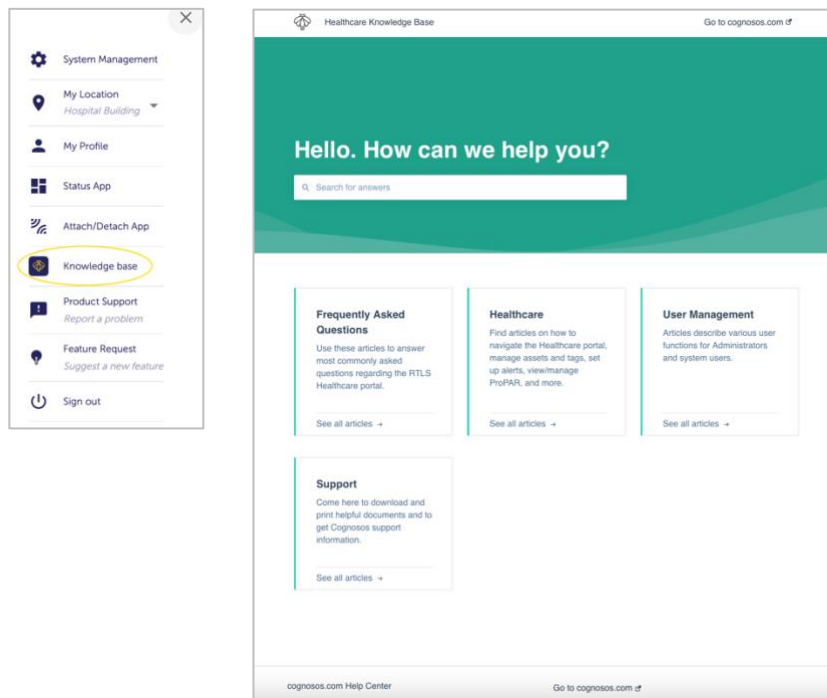
The image shows two parts of the Cognosos Luminare interface. On the left is a hamburger menu with the following items: System Management, My Location (Hospital Building), My Profile, Status App, Attach/Detach App, Product Support (Report a problem), Feature Request (Suggest a new feature, highlighted with a yellow circle), and Sign out. On the right is the 'REQUEST A PRODUCT FEATURE' form. The form has a teal header with the title and a sub-header: 'Our team is committed to continuously improving our products to ensure that we are meeting our customer's evolving needs. With your feedback we can inform our product roadmap decisions and bring you the tools that would benefit your business most. Have a suggestion? We'd love to hear it! Just fill out the form below.' The form is divided into two columns. The left column is titled 'Tell Us About You' and contains fields for First name*, Last name*, Email*, Job title*, and Company name. The right column is titled 'CUSTOMER SUPPORT' and contains links for support@cognosos.com and Customer Portal Login. Below these columns is a section titled 'Tell Us What You Need' with a dropdown for 'Which Cognosos Product Are You Using?*', a text area for 'What Are You Trying To Do?*', a text area for 'What's Preventing you?*', a text area for 'What Could We Do To Help?*', and a text area for 'Give Us A Short Title For This Feature*'. At the bottom of the form is a 'Submit Request' button and a 'protected by reCAPTCHA' notice.

Use the form to input your contact information and give information about what needs to be accomplished through the RTLS and how the system can better serve your needs. Click **Submit Request** when complete and your information will be sent to the appropriate Cognosos Product Manager.

1.5 Information Access & Document Scope

This User Guide supports clients and users of Cognosos Luminare in hospitals and healthcare facilities. Broadly speaking, the User Guide covers the graphical user interface on the computer set-top and divides the system into three broad topics: (1) Data views, (2) Functionality and feature set, and (3) system administration.

Utilize the Cognosos Healthcare Knowledge Base to access a wealth of information about your product. Select the portal's hamburger menu and then Knowledge base. Once inside the database you can search on a question, go to the FAQs, or select a specific healthcare or user management topic.



Due to the platform's configurability, there are potential differences in the ways in which hospitals and healthcare facilities configure the portal (e.g., zones and assets); as well as the use of certain features (e.g., Location AI or tamper alerts). The possibility of these variations is noted throughout the document as applicable.

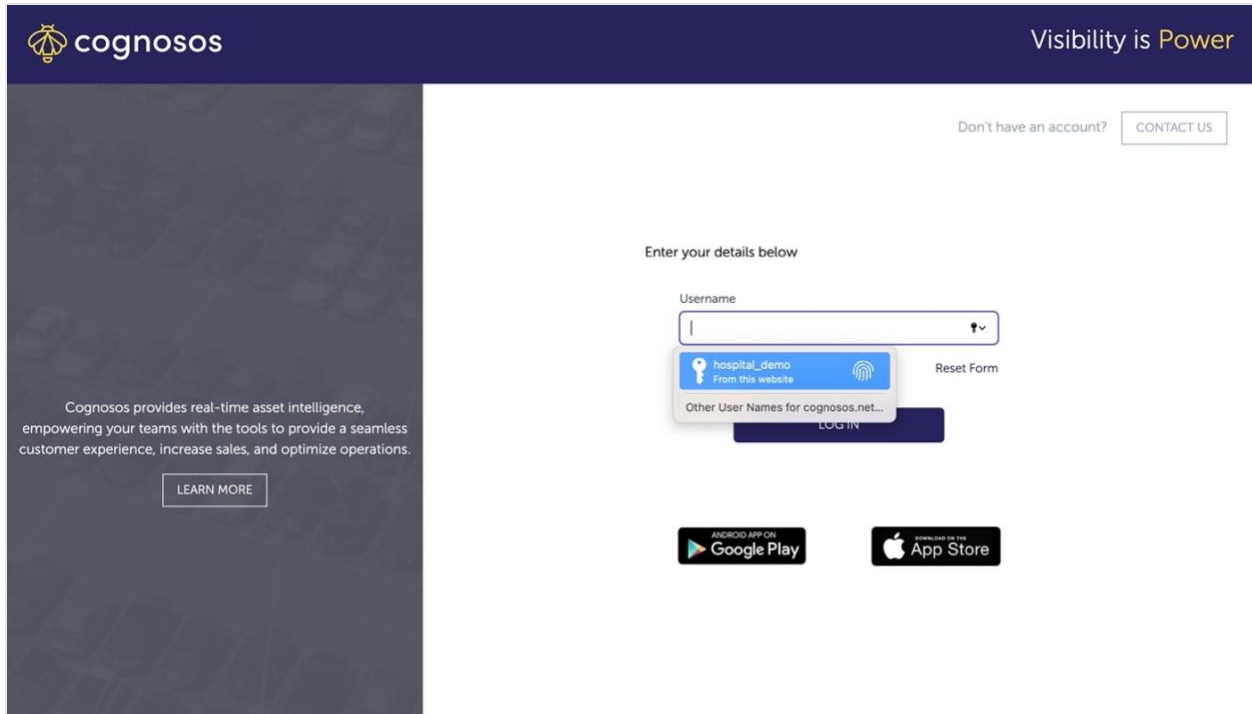
If you are using the Cognosos Healthcare Mobile App on a mobile device, refer to the Quick Reference Guide for iOS or Android, whichever is applicable. For instructions and information on installation and set-up please refer to the Installation Guide; for information on hardware (tags/tags), please refer to the Product Data Sheet or Product Guide for that device.

Access & User Roles

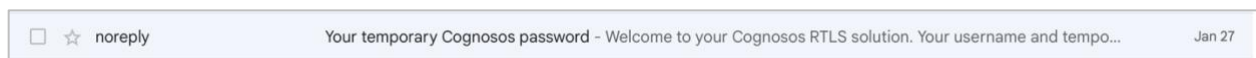
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2.1 System Access

Cognosos provides is a web-based platform that is accessed through your organization’s portal (e.g., portal.cognosos.net). From the browser, enter the website address to access the login page. Your Username and password are assigned by your System Administrator.



You will be given a temporary password for your initial login to the portal. Check your email for the temporary password.



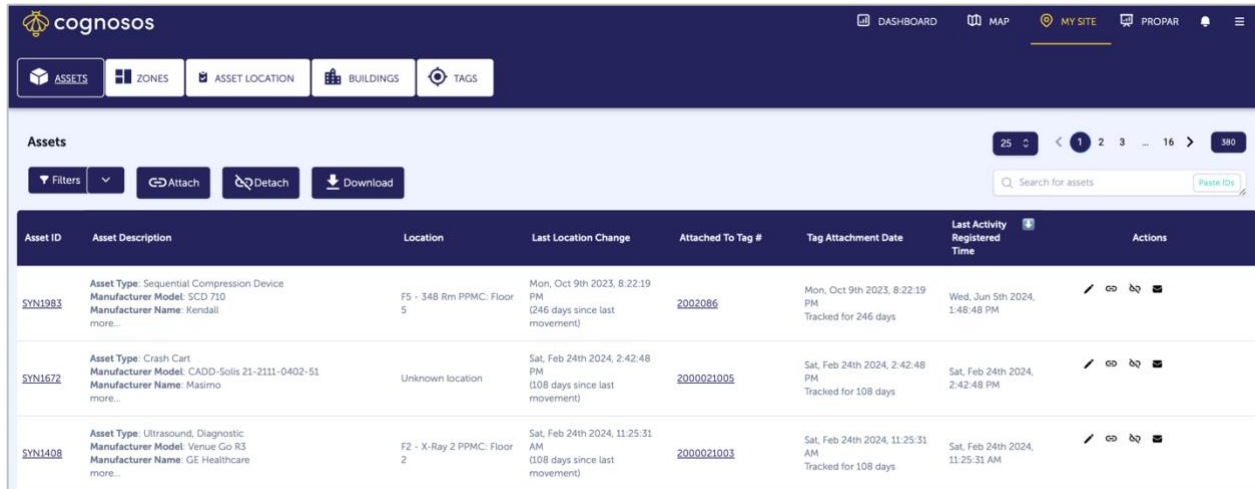
Use the temporary password from the email as your initial login password. Upon login, you will be prompted to enter a new password. Input and save a new password (minimum of 8 characters; at least 1 capital letter, 1 number, and 1 special character).



If you do not see the email in your Inbox, check your Spam folder. The temporary password is good for 7 days once it is sent. If more than one week has passed, an Administrator may request a new temporary password using the [Resend Invitation](#) button on the Users page.

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When logging into the portal users are taken directly to the list of assets under My Site, which displays asset inventory¹ across the organization. The features of this page are outlined in the [Asset Management](#) section.



Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1983	Asset Type: Sequential Compression Device Manufacturer Model: SCD 710 Manufacturer Name: Kendall more...	F5 - 348 Rm PPMC: Floor 5	Mon, Oct 9th 2023, 8:22:19 PM (246 days since last movement)	2002086	Mon, Oct 9th 2023, 8:22:19 PM Tracked for 246 days	Wed, Jun 5th 2024, 1:48:48 PM	
SYN1672	Asset Type: Crash Cart Manufacturer Model: CADD-Solis 21-2111-0402-51 Manufacturer Name: Masimo more...	Unknown location	Sat, Feb 24th 2024, 2:42:48 PM (108 days since last movement)	2000021005	Sat, Feb 24th 2024, 2:42:48 PM Tracked for 108 days	Sat, Feb 24th 2024, 2:42:48 PM	
SYN1408	Asset Type: Ultrasound, Diagnostic Manufacturer Model: Venue Go RS Manufacturer Name: GE Healthcare more...	F2 - X-Ray 2 PPMC: Floor 2	Sat, Feb 24th 2024, 11:25:31 AM (108 days since last movement)	2000021003	Sat, Feb 24th 2024, 11:25:31 AM Tracked for 108 days	Sat, Feb 24th 2024, 11:25:31 AM	

The system offers three different page views from which to access facility, asset, and asset tag (tag) information. The Dashboard includes widgets that provide graphical views of inventory data, asset tag status, and tamper alarms. With one click users are taken to a Map overview of the facility noting asset locations across zones, while My Site offers a more detailed list view of assets, location, and asset tag information. ProPAR offers real-time information on clean and soiled inventory/assets. System management functions (symbolized by the bell icon) give you fast access to exception reporting, such as unresponsive tags, and the like. The system menu drops down from the hamburger menu.

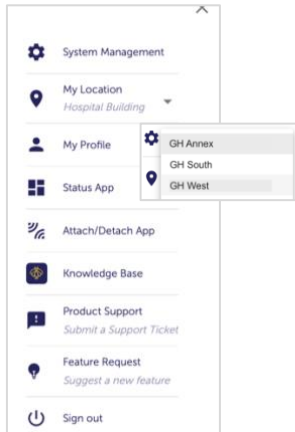


Each of these page views and their features is described throughout this User Guide. Although the way in which the facility data is displayed changes depending on which page view you select (dashboard, map, or list) the real-time information is the same across the entire system and many of the features are available no matter which page view you are on.

¹ When a healthcare facility utilizes Departments, users will see only the asset inventory for the department to which the user is assigned. For example, if a user is assigned to the Radiology Department, they will see only assets assigned to the Radiology Dept. If a user is a guest user, asset information is also limited based on user profile settings.

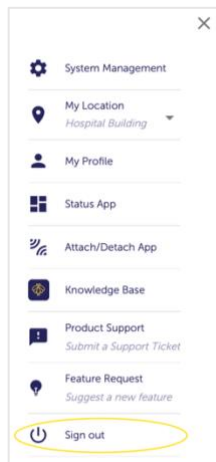
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Hospital and healthcare organizations may have more than one defined location. To change the location of your current portal data, select the hamburger menu and then **My Location**.



When more than one location has been set up, there will be a drop-down list with additional locations. Select one to change the asset information shown in the portal.

To log out of the portal, click hamburger menu then select **Sign out**.



If multiple users utilize a public computer to access the portal, Cognosos recommends you log out when you are done with your tasks.

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2.2 User Roles

Each user is assigned a login and user role by the Administrator. Availability of functions and features is based on the user role. The user roles are as follows:

Guest (guest features/functions are asset(s)-specific; see [Creating Users](#))

View Only

Standard User

Administrator

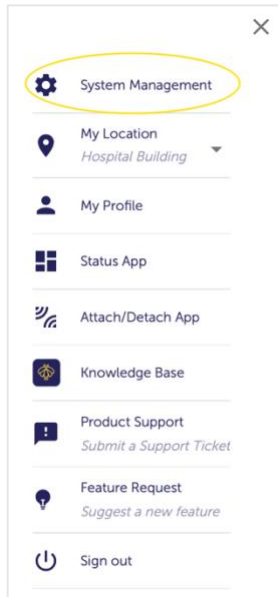
Feature/Function	User Role			
	Guest	View Only	Standard	Admin
Dashboard (page view)	x	x	x	x
Map (page view)	x	x	x	x
My Site (page view)	x	x	x	x
Tag Management (attach/detach)			x	x
Zone Management (name, type)				x
User Management				x
Application Settings				x
Departments				x
ProPAR			x	x
Events		x	x	x
Subscriptions	x	x	x	x
Notifications		x	x	x

Certain asset views may be restricted depending upon use of Departments and/or user role. If you believe that you should have certain functionality available and do not, please speak with your Administrator.

2.3 User Profile Management

System users and roles are managed by the Administrator. To access the Users option, you must have Administrator access rights. Users may edit their own profiles, which is outlined in [Managing User Profiles](#).

Select **System Management** from the hamburger menu or click the bell icon. Select **Users** from the menu bar across the top of the window.



The **Users** option appears only for those logged in with an Administrator role.

Access the Users page to:

- Add new users to the Cognosos Luminata portal
- Edit user profiles, including application and asset access
- Bulk upload and delete user profiles
- Remove user access to the portal
- Reset user passwords and resend new user invitations
- View and restore deactivated user profiles
- Assign users to departments

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The main User page lists the current active users in alphabetical order ascending by Username (default mode). Change the sort mode using the Username, Email, Department, or Role columns by placing the cursor over the column title and clicking. First Name and Last Name are optional user profile fields so that information may or may not be shown.

The screenshot shows the 'Users' management interface. At the top, there are several action buttons: Download, Create user, Bulk upload users, Deactivate users, Bulk edit users, and Deactivated users. A search bar is present with the placeholder text 'Search users'. Below the search bar is a table with the following columns: First Name, Last Name, Username, Email, Department, Role, Info, and Actions. The table contains four rows of user data. The first row shows a user with Username 'admin@hospital.net'. The second row shows a user with Username 'adrian.jennings+hospitaldemo@cognosco.com'. The third row shows a user with Username 'ahaley@hospital.net'. The fourth row shows a user with Username 'alpha_bet@hospital.net'. Below this table, there is a second table showing a user with First Name 'A Jack', Last Name 'Catz', Username 'JackARN', and Email 'jack.cognosco@yahoo.com'.

This page is also the starting point to create (add), edit, and delete user profiles, as well as reset passwords, view and restore deleted users.

To fine-tune the list of users by role type, select the **Filter** button from the User page menu. Select the user role by which to filter and the Users page will refresh to display only users with that particular role.

To remove the filter and return to a list of all users deselect the previously chosen filter from the **Filter** drop-down.

The screenshot shows the 'Filter' dropdown menu. It has a search bar with the placeholder text 'Search users' and a 'Filter' button. Below the search bar, there are four radio button options: guest, view only, standard user, and administrator. The 'standard user' option is selected.


Use the Search bar to quickly locate a specific user. Begin to type inside the field and the user list automatically refreshes as information is input. When the user you need is shown, continue with any actions.

The screenshot shows the 'Users' management interface with the search bar containing the text 'ja'. The table below the search bar now shows two rows of user data. The first row shows a user with First Name 'A Jack', Last Name 'Catz', Username 'JackARN', and Email 'jack.cognosco@yahoo.com'. The second row shows a user with Username 'jason.edwards+hospitaldemo@cognosco.com' and Email 'jason.edwards@cognosco.com'.

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To return to a full list of users, select the **X** in the search bar.

Actions necessary for a single user are listed in the row with the username under the Actions column. Here you may choose to edit, delete, resend the user temporary password (new user), or reset a password. These functions are described in the sections that follow.

First Name	Last Name	Username	Email	Department	Role	Info	Actions
<input type="checkbox"/> A Jack	Catz	JackARN	jack.cognosos@yahoo.com	Radiology	standard user	Has read-only access. Can attach/detach	

Bulk actions (upload, deactivate, and bulk edit) are available from the Users menu on the top of the page. If the healthcare facility utilizes the RTLS Department feature, Administrators can bulk assign users to a department.

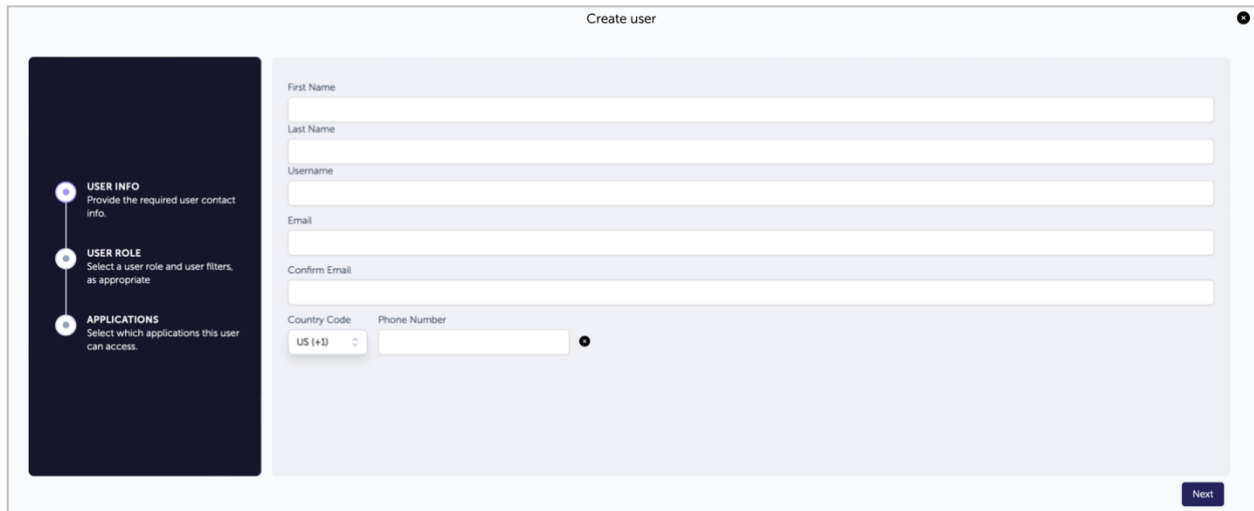
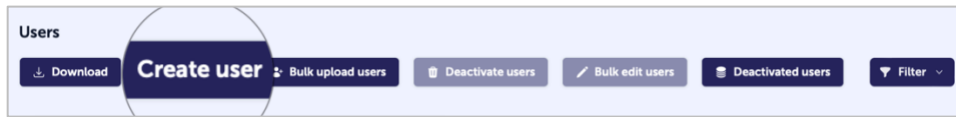


Use the **Download** button from the User page menu to download the user list (with or without filters) to a CSV file.

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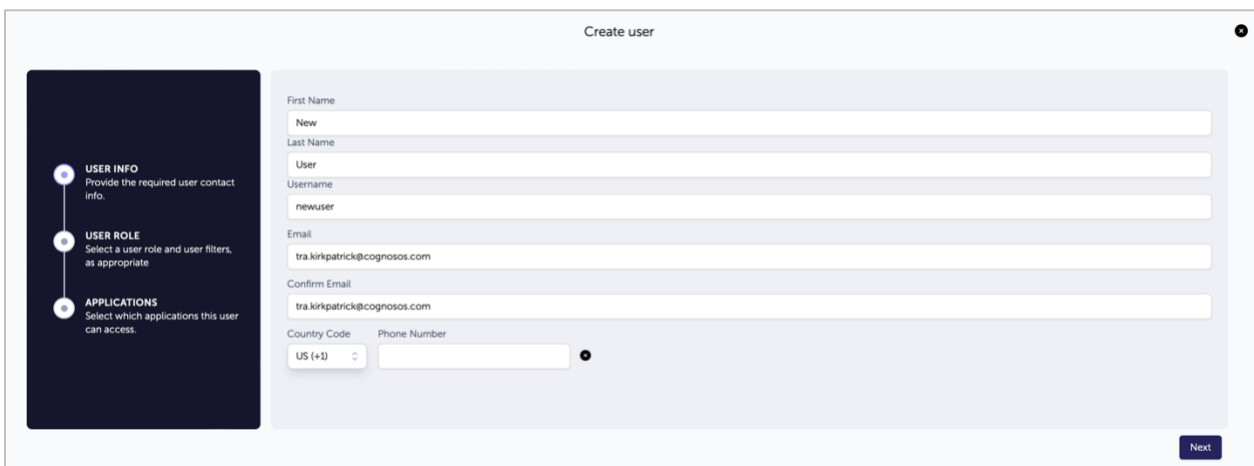
2.3.1 Creating Users

To create a new user profile, select **Create user** from the Users page menu. The Create user pop-up window will display to input the user information.



A screenshot of the 'Create user' form. On the left is a dark sidebar with three steps: USER INFO (Provide the required user contact info.), USER ROLE (Select a user role and user filters, as appropriate), and APPLICATIONS (Select which applications this user can access.). The main form area has the following fields: First Name, Last Name, Username, Email, Confirm Email, Country Code (set to US (+1)), and Phone Number. A 'Next' button is at the bottom right.

The First and Last Name values are optional; input these values if desired. Enter unique user information for the username (alphanumeric + special characters okay; no spaces), email address (used for alerts, subscriptions, notifications, and password reset activities). Use the drop-down list to select the correct country code and input mobile number (numeric values only; optional field). Select **Next**.



A screenshot of the 'Create user' form with sample data entered. The fields are: First Name (New), Last Name (User), Username (newuser), Email (tra.kirkpatrick@cognosos.com), Confirm Email (tra.kirkpatrick@cognosos.com), Country Code (US (+1)), and Phone Number. A 'Next' button is at the bottom right.

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Use the drop-down list to select the user role. Refer to the User Roles table in the [Users](#) section if needed. If your facility utilizes the [Departments](#) feature, use the drop-down list to assign the user to a department. This limits the user's view of assets and devices to only those assigned to the same department.

If the user should see all assets, leave this set to None. Those with Administrator user role will see all assets/devices.

The screenshot shows the 'Create user' interface. On the left, a dark sidebar contains three steps: 'USER INFO' (Provide the required user contact info.), 'USER ROLE' (Select a user role and user filters, as appropriate), and 'APPLICATIONS' (Select which applications this user can access.). The main form area has 'User Role' set to 'standard user' and 'Department' set to 'None'. The 'Department' dropdown is open, showing options: 'None', 'Anesthesia', 'Behavioral Health', 'Biomed', 'Cardiology', 'CCU (Coronary Care Unit)', and 'Central Sterile Services Departm...'. A green callout box with the text 'DEPARTMENT is assigned to user here.' points to the dropdown menu. At the bottom right, there are 'Back' and 'Next' buttons.

If the user is a guest, choose the assets to which the guest user has access. Guest filters may be used both with and without the Department setting. When the user has the Guest role, you will choose the assets to which the guest has access based on the asset type, manufacturer model or name, or serial number. For example, a guest user might be the 3rd party vendor who comes to do quarterly checks and maintenance on specific hospital equipment.

When logged in, the user will only be able to view the assets associated with the filter(s).

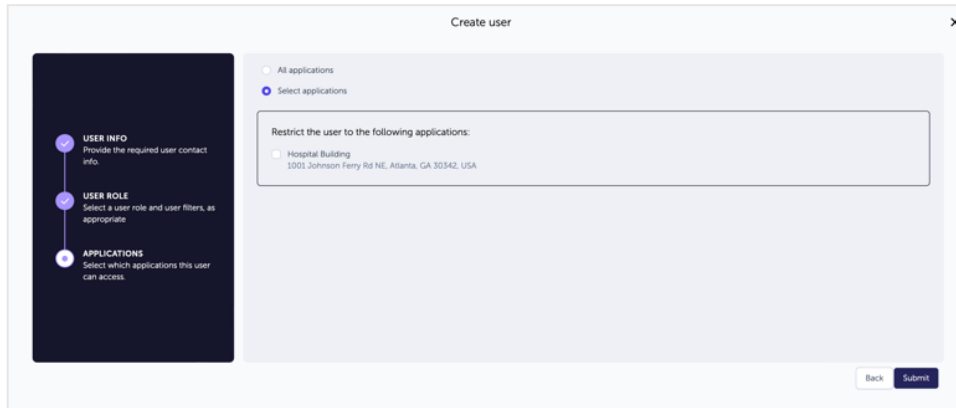
The screenshot shows the 'Create user' interface with 'User Role' set to 'guest' and 'Department' set to 'Anesthesia'. The 'Asset Type' dropdown is open, showing options: 'Asset Type', 'Manufacturer Model', 'Manufacturer Name', and 'Serial Number'. A list of asset types is visible on the right, including 'Select All', 'Zur', 'Acility', 'Baxter Healthcare/Dade', 'Cardinal Health', 'COVIDEN', 'Evers S. Jennings', 'GE Healthcare', 'Hartoff', 'ICU Medical Inc', 'Kendall', 'Medline', 'Medtronic', 'MightySat', and 'SensorMedics'. At the bottom right, there are 'Back' and 'Next' buttons.

Select **Next** to continue or **Back** to change user information.

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When a healthcare organization utilizes various applications (in house and third-party applications) to help streamline business operations, user access to those applications is defined here. Administrator roles are granted access to all applications and that setting may not be changed.

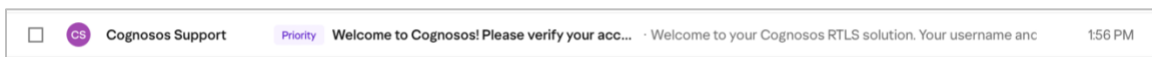
To choose specific applications, click the Select applications radio dial to open the list of defined applications. Place a checkmark next to application(s) to which user is granted access.



Select **Submit** to save the new user. A small green message shows on the bottom of your screen confirming success.

Select **Back** to make changes if needed.

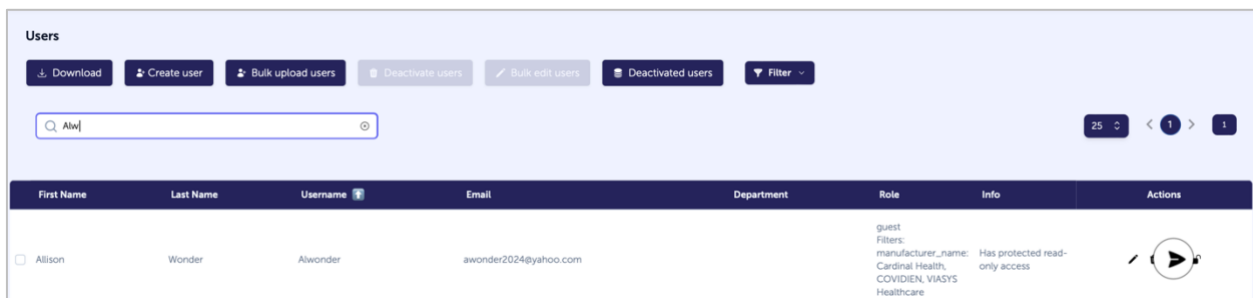
For first time users, a temporary password is sent via email. The user will need to use the temporary password for the initial login and then change the password as prompted (refer to [System Access](#)).




Passwords must contain eight (8) characters, including one number and one special character.

Resend User Invitation

The temporary password is good for 7 days. In the event the user does not set up a new password before the temporary password expires, Administrators should use the **Resend invite** option in the Actions column for that user.



First Name	Last Name	Username	Email	Department	Role	Info	Actions
Allison	Wonder	Alwonder	awonder2024@yahoo.com		guest	Filters: manufacturer_name: Cardinal Health; COVIDIEN, VIASYS Healthcare	

Make sure the user checks their Spam/Junk folder if they are not seeing the temporary password email in their Inbox.

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2.3.2 Editing User Profiles + Bulk Edit

Edit Single User

The system allows Administrators to make changes to a user's name, role, department, email address, and application access. Users may edit their own profile, which is described in [Managing User Profiles](#). Administrators may also make bulk Department changes, which is described later in this section. To edit a specific user, select the **Edit user** (pencil) icon for that user. Use the search function first if needed.

First Name	Last Name	Username	Email	Department	Role	Info	Actions
<input type="checkbox"/> Allison	Wonder	Alwonder	awonder2024@yahoo.com		guest	Filters: manufacturer_name: Cardinal Health, COVIDIEN, VIASYS Healthcare	Has protected read-only access   

Edit first or last name if needed. Use the drop-down lists to change the User Role or Department. Edit the email and/or phone fields. To manage application access, select appropriate radio dial and proceed from there.

First Name

Last Name

User Role

Department

Select application visibility
 All applications
 Select applications

Select All
 Cart - Malignant Hyperthermia
 Crash Cart
 Crash Cart- NICU
 Giraffe bed
 Monitor Cardiac Fixed
 Monitor, Vital Signs
 Pacemaker, External
 Pulse Oximeter
 Pump Food Enteral
 Pump Infusion
 Pump Infusion, PCA
 Pump Infusion, Syringe
 Radiant warmer



If you need to move multiple users to the same department, use the Bulk Edit function described below.

Not all organizations use Departments as a tool to manage user views of assets. The Departments option will be present only if this feature is activated through the Cognosos Luminare portal.

When changes are complete, select **Save**. The system will return to the main Users list page. Select **Cancel** to dismiss changes and return to main Users page.

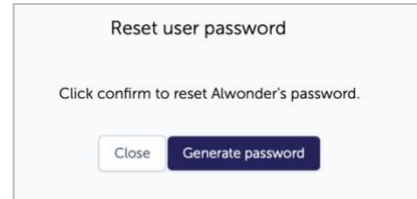
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Password Reset

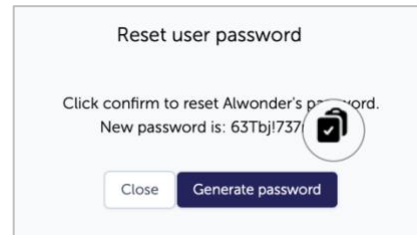
To reset a user's password, locate the user and select the **Reset password** (lock) icon. This can only be done by Administrator user roles.

First Name	Last Name	Username	Email	Department	Role	Info	Actions
<input type="checkbox"/> Allison	Wonder	Alwonder	awonder2024@yahoo.com		guest Filters: manufacturer_name: Cardinal Health, COVIDIEN, VIASYS Healthcare	Has protected read-only access	

Click **Generate password** in the first pop-up window. The system will generate a new password and display a green 'password copied to clipboard' message at the bottom of the screen.



Copy and paste the password and send it to the user as their temporary login password. They should follow the steps outlined in [System Access](#).



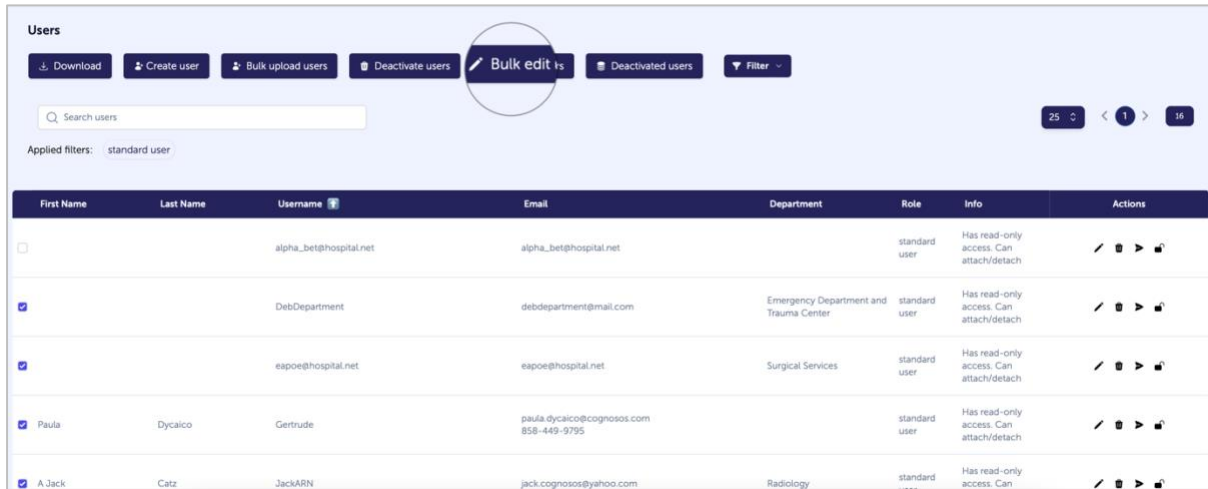
Click **Close** to return to Users list.

Please note: If you click Generate Password a subsequent time, the previous password will be null.

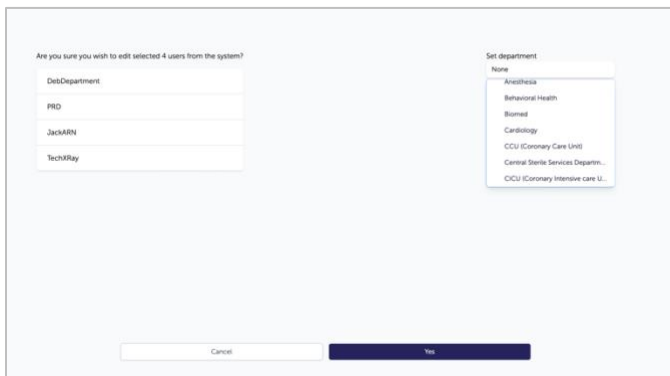
The user can also change their password under their [user profile](#).

Bulk Edits

The Bulk Edit feature is used for making Department changes to more than one user at a time. (Note that this button may not appear on your menu if your facility does not use Departments.) Locate and place a checkmark next to the users you want to include in the bulk edit. The button will remain grayed out until at least one selection is made. Choose **Bulk edit users** from the menu.



Confirm the selected users in the pop-up window (the list scrolls) and select the Department from the drop-down list.



Click **Yes** to save the changes; **Cancel** to end the edit process without changes.

A small confirmation pop-up will appear to confirm the changes.

Users who should have visibility and access to all assets, devices, and events should stay set to None for the department option.



Administrator roles may not be assigned to Departments. If a user with an Administrator role is chosen, the user will not appear on the selected user list to assign.

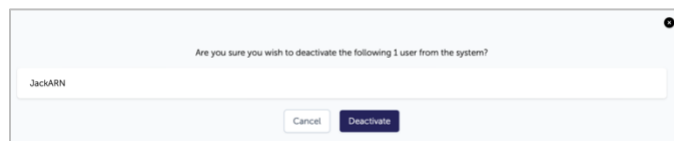
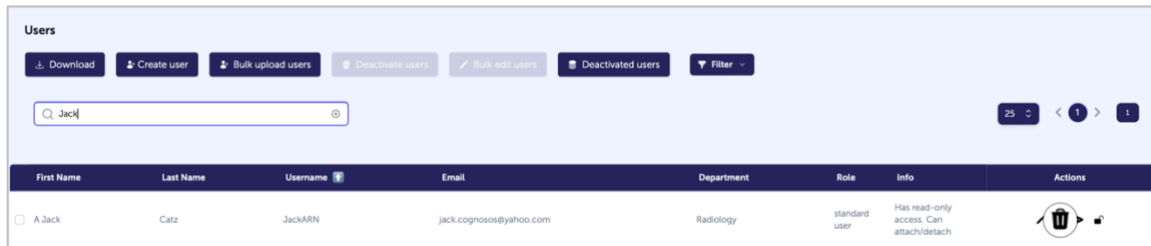
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2.3.3 Deactivate Users

Deactivating users removes their ability to log into both the Cognosos Luminate portal and mobile app. This is an Administrator-level function that can be used at the single user level or via bulk removal. Broadly speaking, users should only be removed if they no longer work for the organization or a vendor to whom was given access. If you accidentally deactivate a user, use the [restore user](#) function.

Deactivate Single User

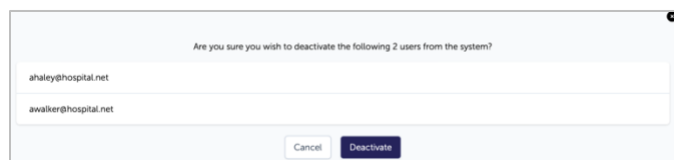
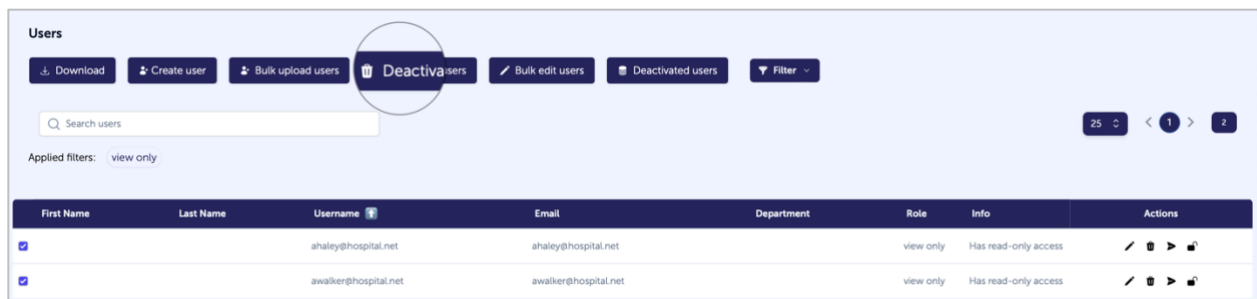
Locate the user to deactivate by searching on the main Users page. Click the **Deactivate user** (trash can) icon.



Select **Deactiavte** in the confirmation window to continue with the process or **Cancel** to stop. The system will return to the main Users page.

Bulk Deactivate Users

To deactivate multiple user profiles at once, place a checkmark next to all the users to which you want to remove access. Click **Deactivate users** from the menu. The button will remain grayed out until one or more selections is made.



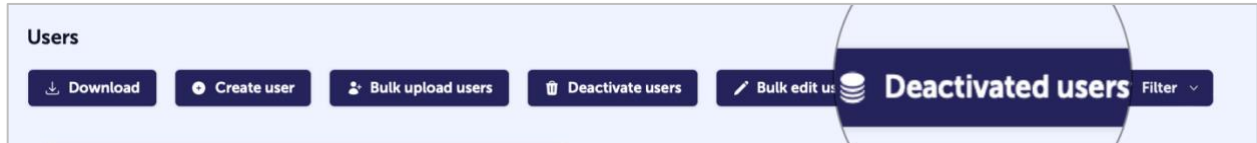
Confirm the list of users and click **Deactivate**; otherwise **Cancel**.



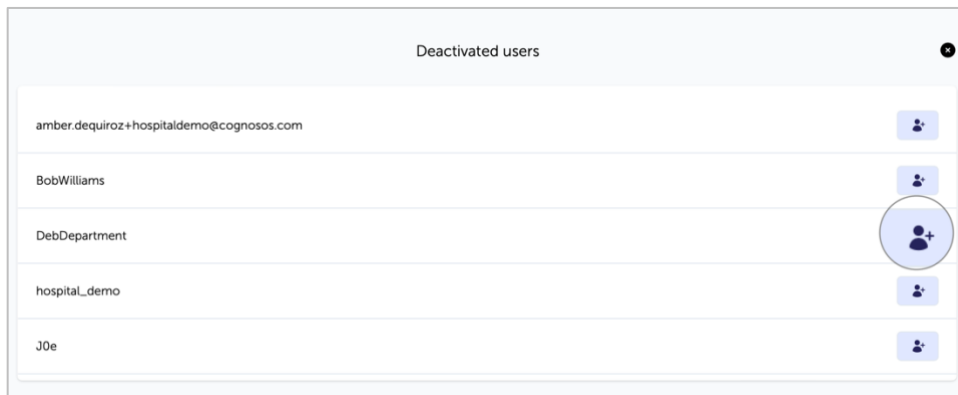
Deactivating user(s) with either function also removes them from mobile app access. Use the [restore](#) option to reactivate a user's profile and system access.

2.3.4 Restoring Users

Administrators can run a Deactivated Users view for a list of user profiles that have been deactivated from the portal and restore any user that has been inadvertently removed. Select the **Deactivated users** option on the Users menu to run the report.



A list of deactivated users will display.



To restore a user to the system with the original user role and profile information, locate the user on the list and select the **Add** icon next to the user name. The user is restored to the portal and is given access rights again. Look for the successful message displayed on the screen.

To close the Deactivated Users window, select the X in the upper right corner.

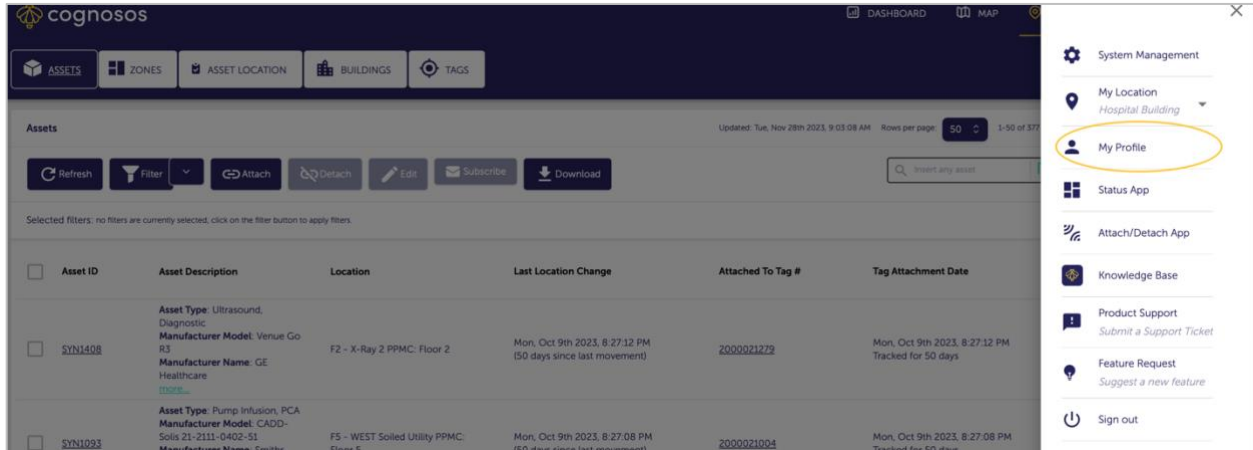


If the user does not remember their previous password, have them use the [Forgot Password](#) link on the login page and follow prompts. Administrators may also manually reset the password as outlined in [Editing User Profiles](#).

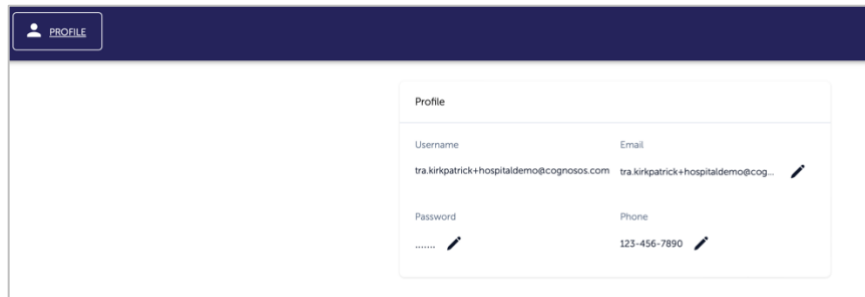
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2.3.5 Managing User Profiles

Users can view and make changes to their own user profiles. Once logged into the portal, click the hamburger menu then select **My Profile**.



In the Profile pop-up window, select the pencil icon for the value that needs to change. Note that the username may not be changed.



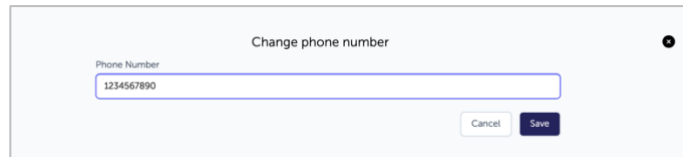
The profile displays data for the logged in user.

If you need to edit the first or last name, have an Administrator edit through the Users page.

When changing the password, the user must enter their old (current) password in order to reset it. The new password must be at least 8 characters and contain at least one number and one special character. If user has forgotten their password and wants to change it, have them use the Forgot Password link on the portal login page or the Administrator may manually reset the password from the Users page.

For any edits, select **Save** to complete or **Cancel** without making any changes.

Continue to your next task.



Only Administrators may add or edit a user's [department assignment](#).

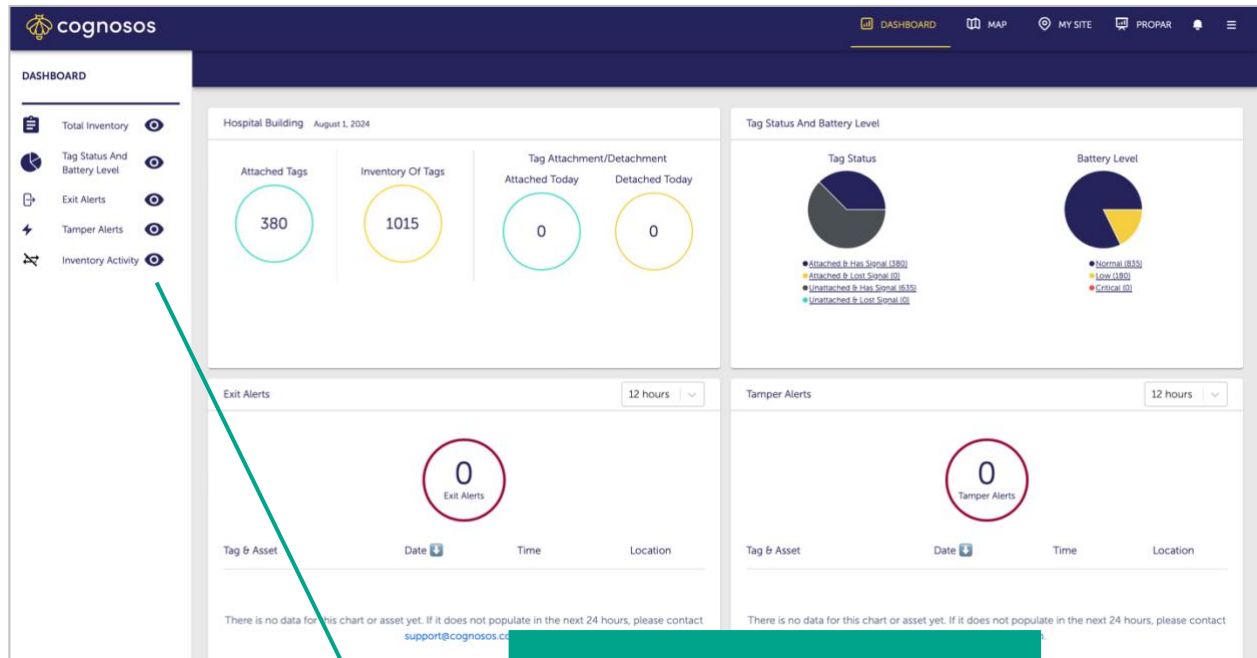
Dashboard

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3.1 Dashboard Overview

The Dashboard provides a graphical bird's eye view of asset inventory and utilization across your organization. Access this page by selecting the **Dashboard** option at the top of the page.

From within the various dashboard graphs users can click to access more detailed information about overall inventory, asset inventory/utilization by zone, and individual assets. This is also the location to quickly view any tamper alert messages.



Toggle the graphical panes on and off using the eye toggle icon.
Blue = On (displayed)
Gray = Off (not displayed)

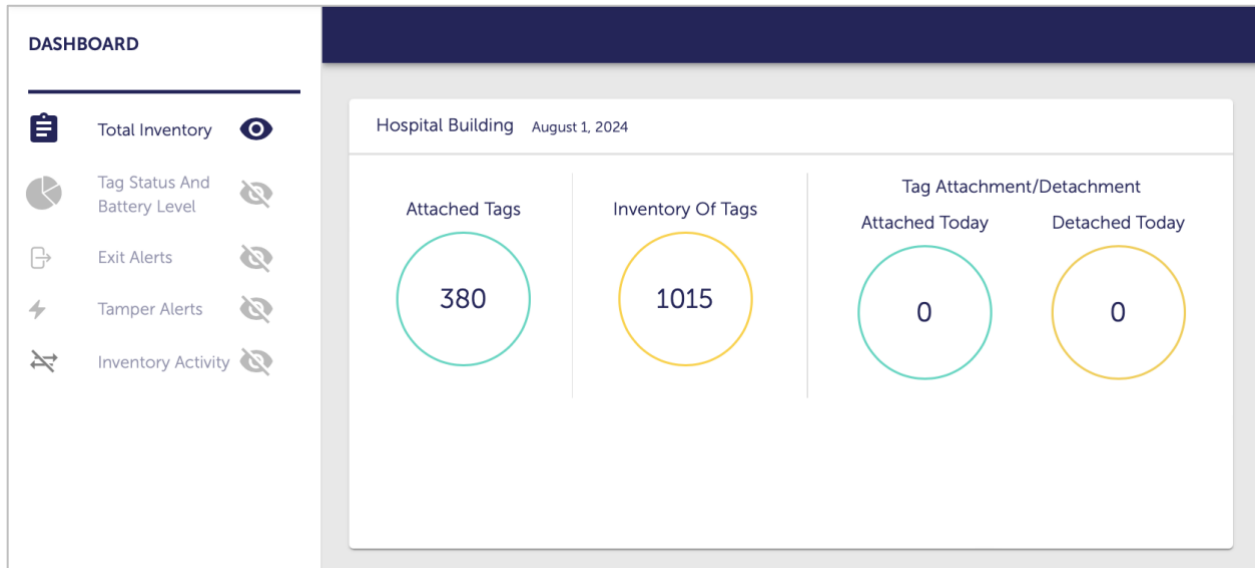
Because the Dashboard provides a graphic view of asset and tag data, the following sections provide information only on the features available on/from this page. Further sections of the manual go into detail about the data itself, including how and where to access specific information and make changes.

Users can always return to this view by selecting **Dashboard** from the menu.

3.2 Dashboard Graphs

3.2.1 Total Inventory

Total inventory displays real-time data for the organization’s tag and asset inventory as well as the number of tags added or removed for the day.



Click one of the value circles to open the My Site page for the data for the option selected. For example, Inventory of Tags opens the list of total tag inventory (attached, not attached, has signal, lost signal).

Tag ID	Attached to Asset#	Signal	Battery	Firmware	Actions
2000499	Not Attached	Has Signal		va90.2.8-0	
2002086	SYN1361	Has Signal		va90.2.8-0	
2010368	SYN1400	Has Signal		va90.2.19	
2013625	Not Attached	Has Signal		va90.2.42	
2017043	Not Attached	Has Signal		va90.2.42	

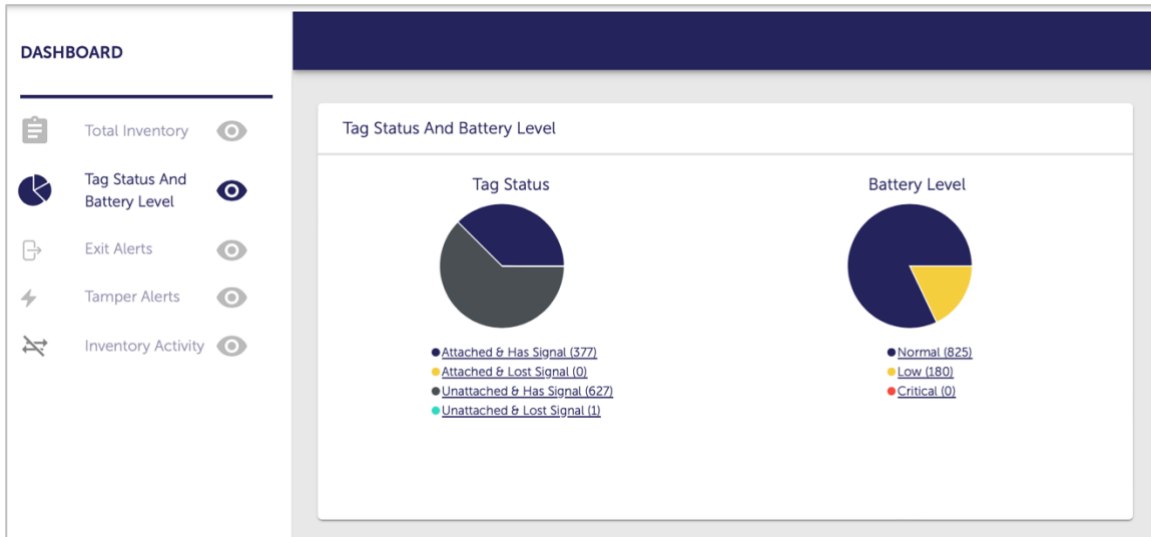
The Tag Attachment/Detachment area shows the number of tags attached or detached that calendar day.

Go to [Managing Assets](#) for more information about assets; [Managing Tags](#) to learn about handling asset tags.

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3.2.2 Tag Status and Battery Level

The Tag Status and Battery Level pane provides a quick view of tag status across the facility and tag battery health. Drill down into detailed tag data by selecting one of the asset tag status links under Tag Status (Attached and Has Signal, Attached and Lost Signal, Unattached and Has Signal, or Unattached and Lost Signal). The portal opens to the appropriate filtered tag list, as shown below.



View detailed battery information through the Battery level links (Normal, Low, Critical). Selection of any Tag Status or Battery level link opens the My Site Tags page to display a list of tags meeting the selection criteria.

Tag ID	Attached to Asset#	Signal	Battery	Firmware	Actions
2000021998	SYN1406	Has Signal		0.1.1.2	
2000021995	SYN1140	Has Signal		0.1.1.2	
2000021988	SYN1723	Has Signal		0.1.1.2	
2000021984	SYN1219	Has Signal		0.1.1.2	
2000021983	SYN1982	Has Signal		0.1.1.2	
2000021980	SYN1252	Has Signal		0.1.1.2	

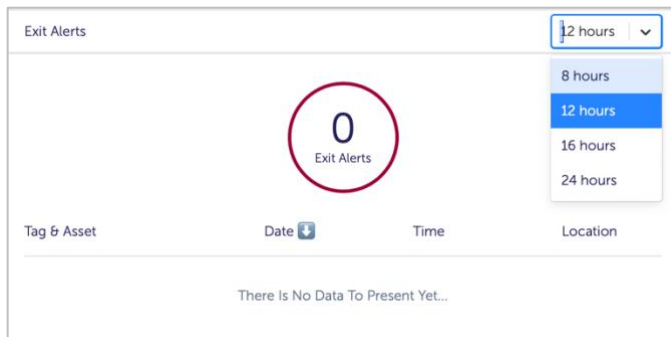
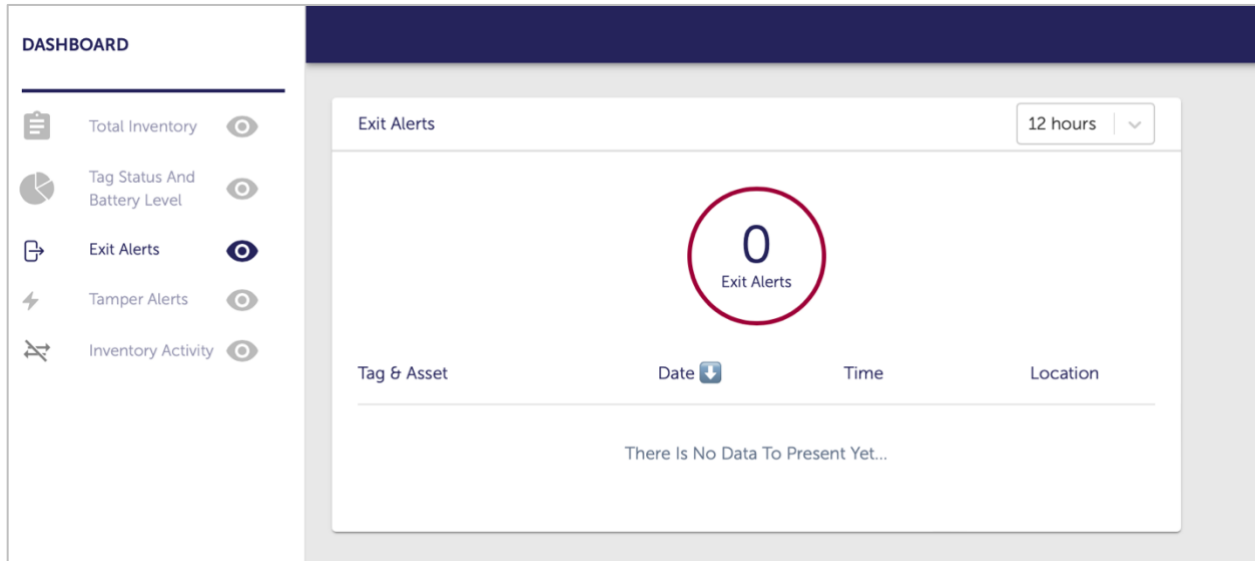


Tags with a 'lost signal' status may: (1) have a battery that has died, (2) have left the site still attached to equipment or out of range for another reason, (3) be unable to communicate with the gateway. Refer to the [Managing Tags](#) section.

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3.2.3 Exit Alerts

Exit alerts provide a mechanism to notify staff when assets are in jeopardy of leaving the facility. Exit monitors are set up as a specific kind of zone with a special naming convention and can be used to set up subscriptions and alerts. Exit monitor zones are managed similarly to other zones and exit monitor subscriptions are similar to all subscription types. The dashboard widget shows how many exit alerts were signaled.

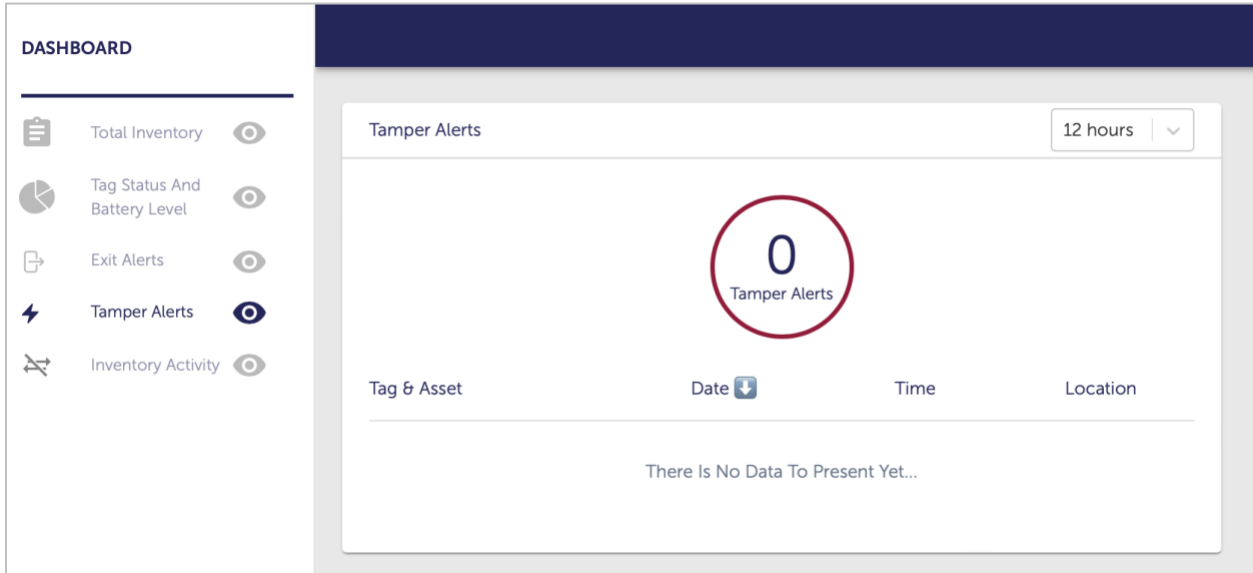


The default timeframe for the exit alerts widget is 12 hours (alerts that have been signaled in the last 12 hours). Use the drop-down box to choose a different timeframe.

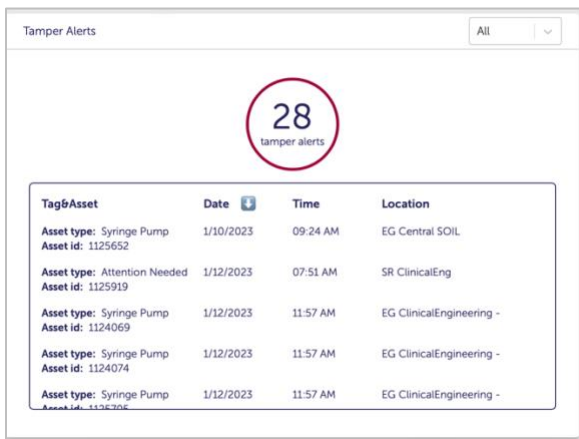
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3.2.4 Tamper Alerts

Tamper alerts provide a mechanism for knowing when an asset tag has been removed from its cradle on an attached asset. These alerts are managed similarly to subscriptions and are shown both on the dashboard and under Events. Refer to [Subscriptions](#) for information on setting up tamper alerts.



The dashboard pane displays the number of tamper alerts set off for the date range selected in the dropdown box. You may select to view tamper alerts for the past 8 hours, 12 hours, 16 hours, 24 hours, or all tamper alerts.

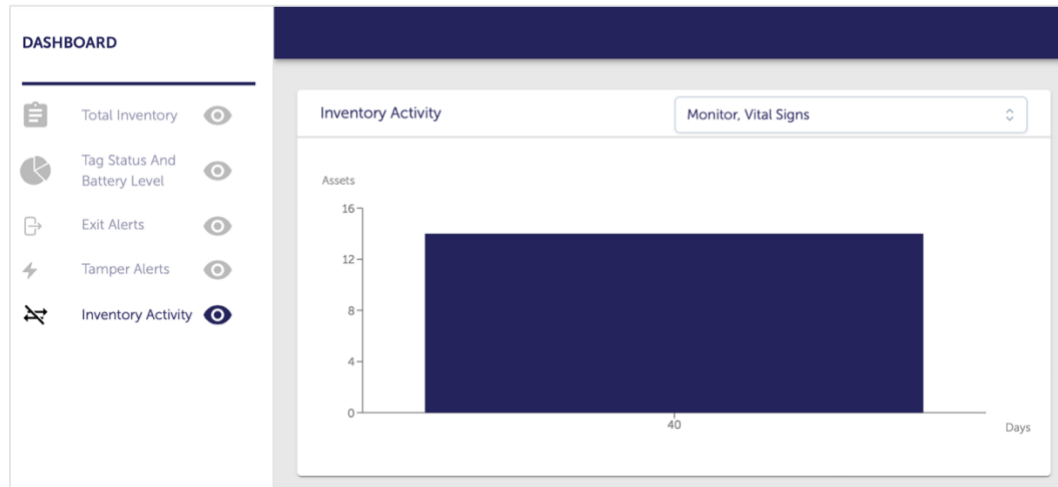


When the pane shows a list of alerts, you will see the asset type and unique ID, date and time of alert, and last known location (zone). You may click on a single event to open Asset Details for that asset. The map will display the asset location and you may take additional actions as needed from that page. Go to [Managing Assets](#) for details on various asset functions.

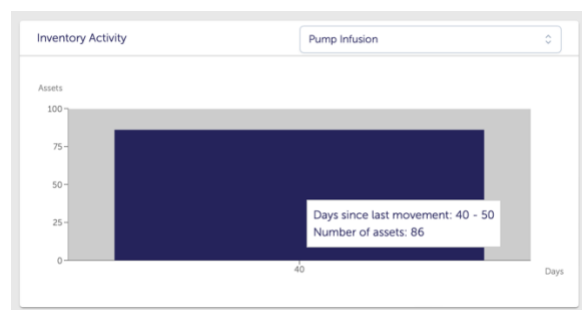
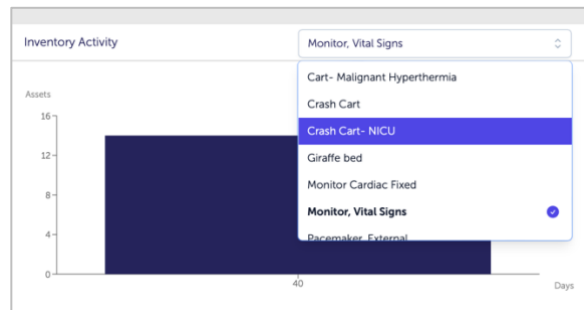
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3.2.4 Inventory Activity

Inventory Activity is used to view the number of days an asset has been sitting idle (no movement). This data helps key hospital decision makers identify medical equipment that is sitting idle so that proper inventory adjustments or re-allocations can be made. The displayed asset defaults to the asset on the top of the asset list.



Use the drop-down list at the top of the graph to select a specific asset. The list will show a checkmark next to the asset name (bold type) of the asset currently shown on the graph. Hover the mouse over a bar on the graph to display asset summary data.



Click on the graph to launch the My Site Assets list with filters matching the graph (e.g., asset, last movement date range).

Take necessary actions with the asset, return to the Dashboard, or move to any other page in the portal.

Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Reported Time	Actions
375424	Asset Type: Monitor, Vital Signs Manufacturer Model: CardioSign VC100 Manufacturer Name: C.O. Healthcare Asset ID: 375424	PH - Exam Rm 3 (PHM) - Floor 3	Mon, Oct 09, 2023, 3:20:52 PM EOP (tag since last movement)	220002229	Mon, Oct 09, 2023, 3:20:52 PM Threshold for EOP tag	Mon, Oct 09, 2023, 3:20:52 PM	✓ 🗑️ 📄
375423	Asset Type: Monitor, Vital Signs Manufacturer Model: CardioSign VC100 Manufacturer Name: C.O. Healthcare Asset ID: 375423	PH - Exam Rm 3 (PHM) - Floor 3	Mon, Oct 09, 2023, 3:20:48 PM EOP (tag since last movement)	220002228	Mon, Oct 09, 2023, 3:20:48 PM Threshold for EOP tag	Mon, Oct 09, 2023, 3:20:48 PM	✓ 🗑️ 📄
375425	Asset Type: Monitor, Vital Signs Manufacturer Model: CardioSign VC100 Manufacturer Name: C.O. Healthcare Asset ID: 375425	PH - Exam Rm 3 (PHM) - Floor 3	Mon, Oct 09, 2023, 3:20:44 PM EOP (tag since last movement)	220002226	Mon, Oct 09, 2023, 3:20:44 PM Threshold for EOP tag	Mon, Oct 09, 2023, 3:20:44 PM	✓ 🗑️ 📄
375426	Asset Type: Monitor, Vital Signs Manufacturer Model: CardioSign VC100 Manufacturer Name: C.O. Healthcare Asset ID: 375426	PH - Exam Rm 3 (PHM) - Floor 3	Mon, Oct 09, 2023, 3:20:40 PM EOP (tag since last movement)	220002225	Mon, Oct 09, 2023, 3:20:40 PM Threshold for EOP tag	Mon, Oct 09, 2023, 3:20:40 PM	✓ 🗑️ 📄

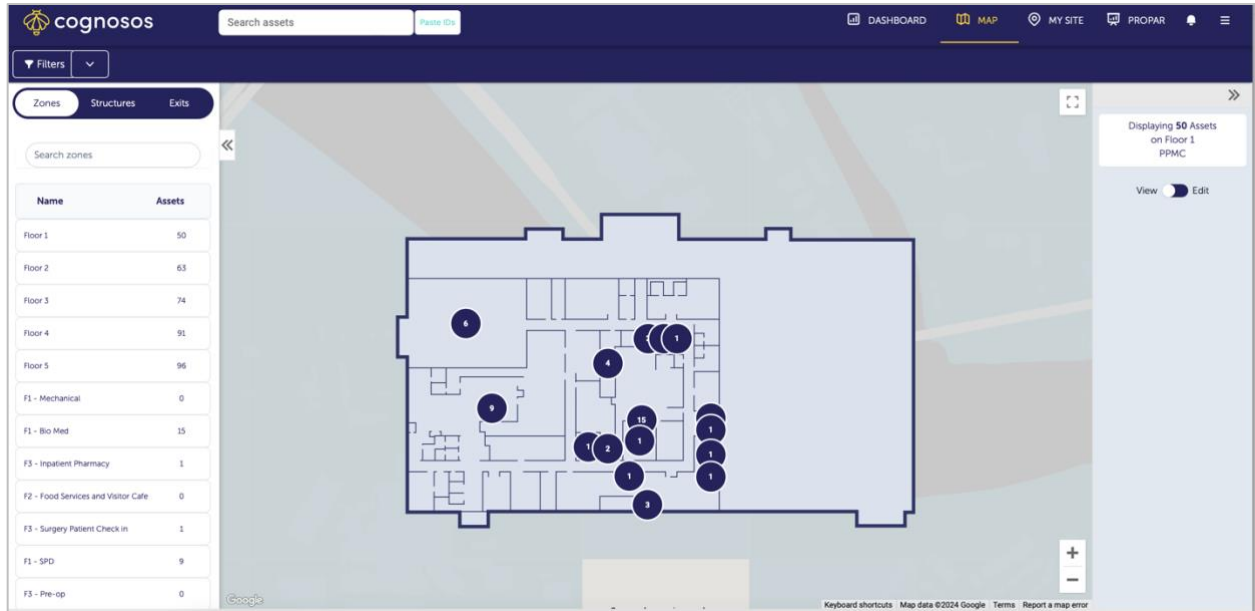
Refer to the [locating assets sections](#) for more information on searching and filtering assets.

Map

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As one of three primary methods for viewing and accessing information regarding zone and asset inventory, the Map provides a zoned geographical view of each floor within the facility with a list of zones and current asset inventory for each. This is also the place to quickly view exit monitor status.

Select **Map** from the primary portal menu.



The map shows clusters of assets within a given zone. The right side of the map displays the number of assets, the zone name, and structure name.

There are two methods for zooming in and drilling down into more detailed information from the map's cluster view: Click on the cluster itself or use the zoom in (+) and zoom out (-) options on bottom right corner of the map. With both options, zoom in/drill down until the map displays smaller clusters or individual assets.

For a full screen view of the map (or to return to the window view) use the full screen toggle option located on the top right corner of the map.

Functions and features of map use are covered in [Map Navigation](#). The remainder of this chapter covers using the map to access asset information.

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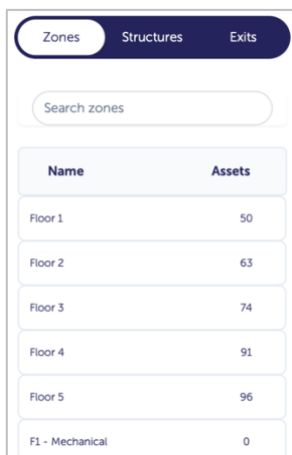
4.1 Map Navigation

This section describes the information displayed on this page, view options and ways to navigate the Map interface.

Broadly speaking, a facility contains a building and structure (one or more); structures contain minimally one floor and one or more zones. The portal map displays the facility one 'map layer' at a time. A map layer can be thought of as a specific zone within a specific structure. Each layer displays assets (individual and cluster) for assets located on that floor.



Two panes are available for changing the map layer displays and performing actions. Use << and >> to open and close the panes.

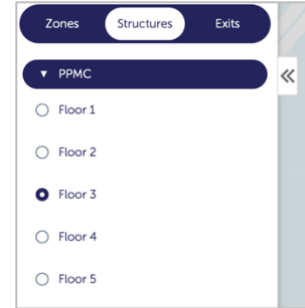


The left pane gives options to select specific zones, structures, and exit monitors. A zone is any defined area (floor, hospital room, treatment room, storage area, virtual, etc.) that holds assets.

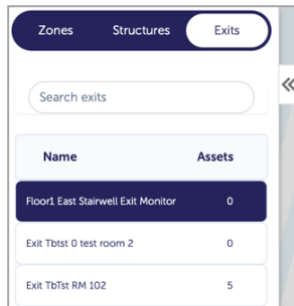
The [Zone Information](#) section covers information about the Zones tab and asset data found here.

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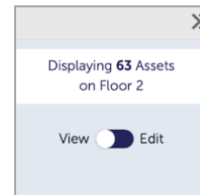
A structure is generally a building; there may be one or more structures listed. A structure will always have at least one “floor” (in the case of a single story building) but may have multiple floors (multi-story building). Zones and structures are set up during the installation process.



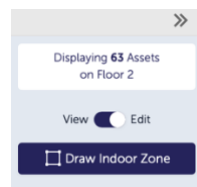
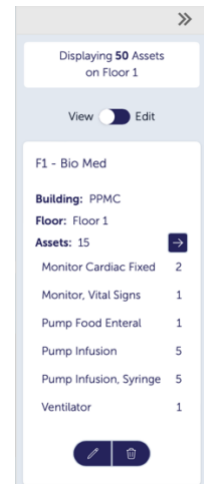
Exit monitors are the areas (doors, halls, elevators, etc.) that have been designated as an exit within the zone definition. Exit monitors alert personnel that an asset is at risk of leaving the area (or has left the area). Go to [Exit Monitors](#) for more information.



The map’s right pane displays the floor name and number of assets on the floor (selected on Structures tab) when no zone is chosen on the Zone list.



If a Zone is highlighted on the Zones tab, the right pane displays asset counts and the zone name for the floor on which the zone is located and detailed asset counts for the zone.



For organizations that do not utilize the Cognosos Location AI, Administrators have the option to view or edit zones. When the map is in edit mode, the right menu provides facility management functions related to zones. Go to [Zone Management](#) in the User Guide.

Cognosos offers even more powerful asset location services with the **Location AI** add-on. This feature provides the ability to pinpoint the location of a given asset within a larger, open area (e.g., a sizeable storage facility). Cognosos Luminale platforms equipped with Location AI use fixed zones so the View/Edit option will be unavailable.

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4.2 Zone Information

4.2.1 All Zones

When selecting a zone from within the Zones list, the right menu on the map dynamically refreshes to display zone information and asset inventory for that zone. The zone boundaries are outlined in teal blue on the map.



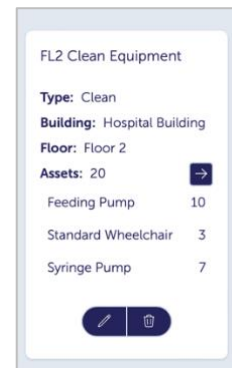
The displayed zone on the right pane may be an entire floor, an area within a floor, a specific room or exit way. Zones (shape, size, placement, location) are defined during install and managed by Cognosos Customer Success teams.

The top of the menu pane shows the zone name; followed by the zone type (clean, soiled, exit monitor, none), building and floor on which the zone is located. The remainder of the window displays the asset inventory for the zone (asset type and count).

To view asset inventory for the selected zone, click the **arrow** icon to the right of the asset count. The Asset Location page for that zone opens. Refer to [Viewing Asset Inventory](#) to read more about asset location.

For those with the Administrator user role, the **Edit** button is shown at the bottom of the menu. Refer to [Zone Management](#) for editing zone details.

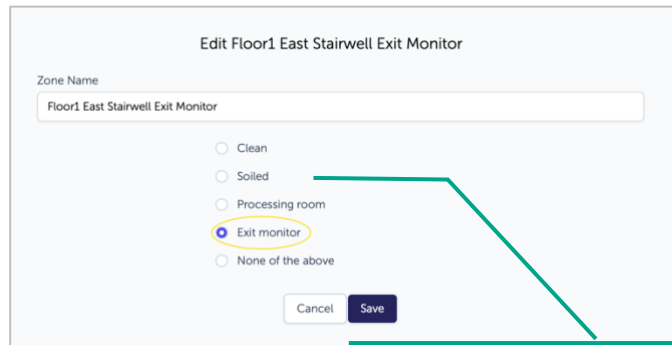
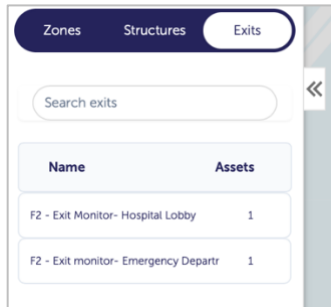
If there is a need to make changes to a zone (size, shape, location), please contact Cognosos Customer Support.



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4.2.2 Exit Zones

The Exits tab displays all the zones that have been identified as an exit monitor under the zone's description.

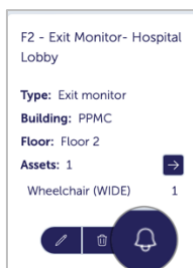
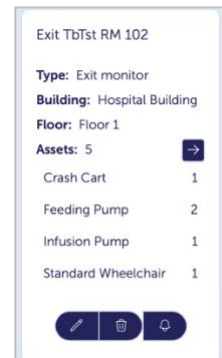


A zone must be designated as an exit for it to display on the map as such. Go to [Exit Monitors](#) for more information.



Exit monitor zones display a warning icon on the map when there is at least one asset located in that zone.

Click the exit zone on the Exits tab or the icon on the map to display the exit zone information on the right and highlight the zone on the map.



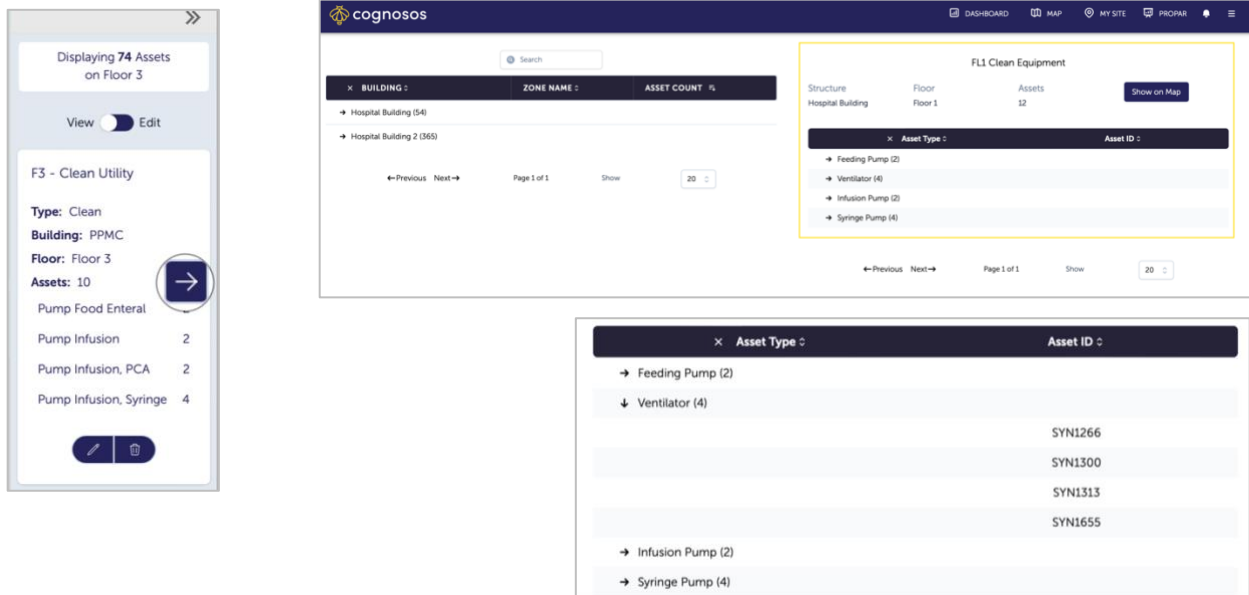
Users may subscribe to an exit zone directly from the map. Within the right menu pane, select the bell icon to open the subscriptions window. More information is found in [exit monitor subscriptions](#). (Map Subscribe option is available only for exit zones.)

4.3 Asset Information

Assets refer to pieces of medical equipment (syringe pump, bed, scanner, etc.). Each asset has associated data (e.g., type, manufacturer name, asset model number, etc.), some of which is unique to the asset, such as the asset ID. Asset information is utilized by the RTLS to aggregate reports (such as [dashboard](#) graphs), provide real-time inventory information ([ProPAR](#)), and maintain up to date location data.

Each facility organizes its map layers (structures and zones) and assets unique to its operating principles. Although the way your system displays these areas and equipment may be different than what is shown in the User Guide, the functionality is the same.

The map displays small clusters of assets and single asset icons, one floor at a time. The number value in the cluster circle represents the number of assets within that cluster (e.g., a cluster of assets are located within a single room). Click on an asset icon to display the zone information in which the asset(s) is located. Use the **arrow** icon on the map's right pane to open the asset details list for the zone in which the asset is located.



On the Asset Details screen open the asset type (e.g., Feeding Tube) to display the individual asset IDs for that asset type in that zone.

You can then use the asset ID to look up the asset's information using [Search](#) from My Site.

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4.3.1 Looking Up Assets via Search

Use the map to look up a specific asset. When using Search here on the map, it is best to already know the general location (e.g., Floor 1) and the unique asset ID. If you are not sure of the asset's location or ID, use the steps described in [Locating Assets via Search](#). For additional, more robust searching abilities (like search by asset type), use [My Site](#).



Input the unique asset ID in the search field. If you know the zone in which the asset is located, first select the zone from the Zones or Structures tab on the left side of the map. The map displays the asset icon on the map.



Click the asset icon to display the zone information in the right map pane.

The zone is outlined on the map and the pane shows the asset inventory in that same zone.



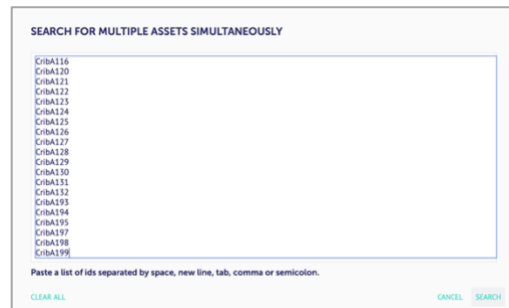
To view asset information, such as asset description, tag ID, last movement data, and more, use [My Site](#) instead.

If you want to search for a specific zone or exit, use the search bar inside the left pane on the map.

Select the X in the Search field to clear the search filters. The map will refresh to the original map and asset cluster layer from which the search was initiated.

To search by multiple assets IDs at one time, copy and paste or download a list of asset IDs from My Site. Select **Paste IDs** next to the search field then use standard paste functionality to paste IDs in window. Due to the map displaying one floor at a time, it is best to search for assets that you know are located all on the same floor.

You may paste the asset IDs separated by a space, tab, comma, semicolon, or new line (as shown). Select **Search** to filter the map view based on the search criteria. Select **Clear All** to remove the asset IDs (keeps window open) or **Cancel** to close window and return to the map without changing the asset view.



Searches applied to the map cross over to My Site Assets so view that page for a single list of all assets meeting the search criteria.

You can use the Save Filter option at the top of the map to save the search with the same asset(s) to use in the future. The saved filter will be found on the filters list, described in Locating Assets via Filter.

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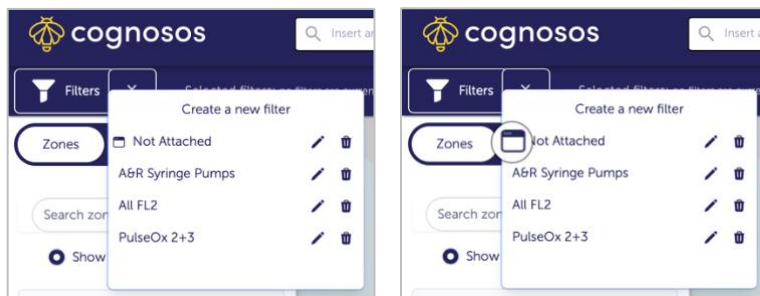
4.3.2 Locating Assets via Filter

Filters provide another mechanism for locating assets within the facility using pre-defined parameters or creating new filters.



Filters create a list of records that meet a common value. Filtering begins from the full list of results and eliminates from that list based on which results do not match certain criteria. Multiple filters can be used at one time.

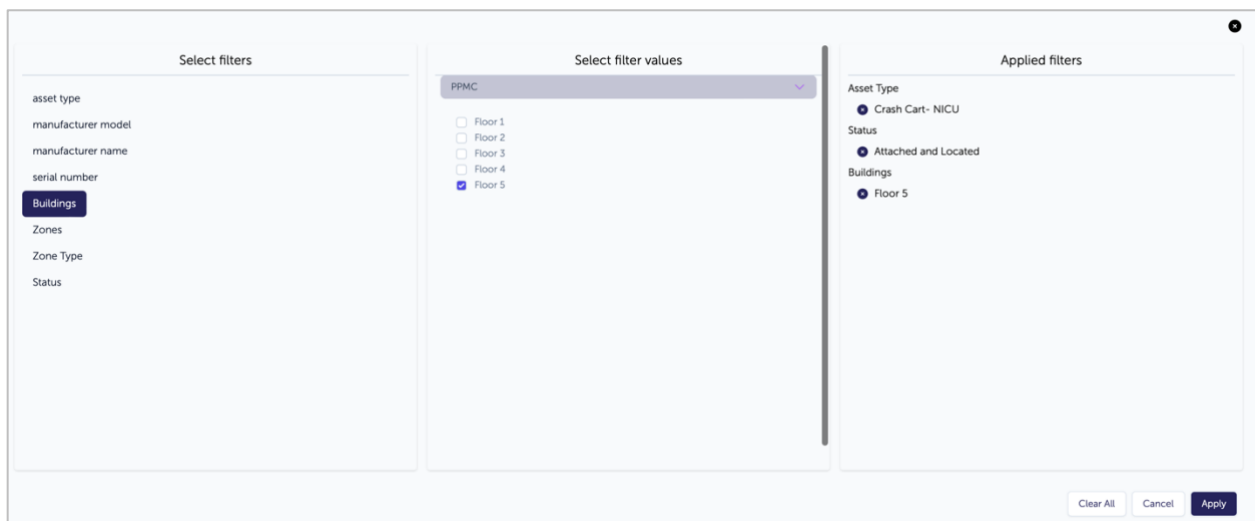
Look for the **Filters** option on the top left of the map page. Use the carat to: (1) Choose a saved filter from the list, (2) Create a new filter from the drop-down list. Alternatively, click the **Filters** button to open the New Filter dialog box.



Filters listed with a folder icon represent application wide filters (available for all users). Otherwise, the filter is only for the logged in user.

If the desired filter is already on the list, select it to run and display the results on the map. Otherwise, click the **Filter** button or **Create a new filter** from the drop-down list.

The Select Filters and Select Filter Values columns data come from the asset attributes that were defined when the assets were set up in the portal.



Select the criteria for the filter. You may have multiple selections within the Select Filters and Select Filter Values columns. At any time during the selection process a filter may be removed by selecting the **X** next to the value in the Applied Filters column. Use the **Clear All** option to remove all filters that have been

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selected. Once filter criteria are defined, select **Apply** to filter the map showing assets meeting selected criteria.

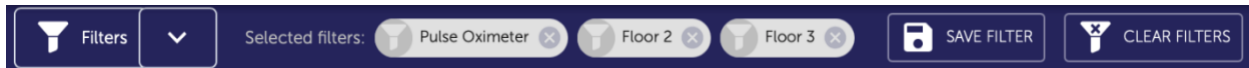


Because the map displays one map layer (floor for example) at a time, it is best practice to include a zone or building as one of your filter criteria.

Filters applied to the map cross over to My Site Assets so view that page for a single list of all assets meeting the filter criteria. To pinpoint the exact location of asset(s), go to My Site and review the list. You can modify the filter criteria if needed.

Saving a New Filter

Once the map is filtered, the selected filter values display adjacent to the Filters option. Save or clear the filters from here. Clear a single filter by selecting the X next to that item; remove all by selecting **Clear Filters**.



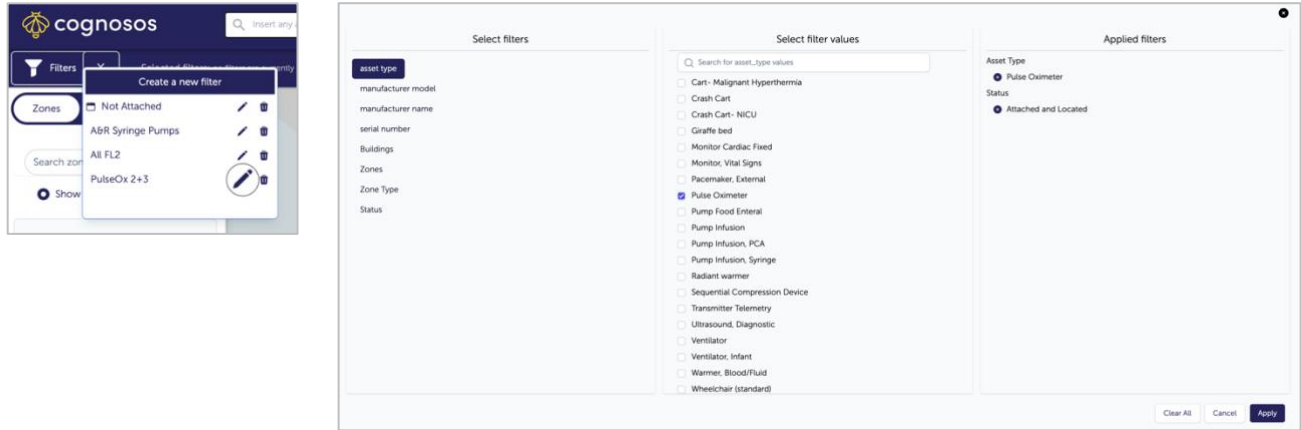
Click **Save Filter** to save for future use. In the Save Filter pop-up window input a descriptive name for the filter and select Application-Wide (to save to all users across the portal) or User-Only to save filter only for the logged in user and choose **Save**. Click **Cancel** if you do not want to save this particular filter.

Only the Standard and Administrative user roles may save filters; only Administrators may save Application-Wide filters. Refer to [Managing Users + Roles](#) on user role access and changes.

Saved filters appear in the Filters drop-down list in both the Map and My Site views. If the filter was created as a User-Only subscription, it only appears on the lists for the logged in user (on portal and mobile app); if it was created as an Application-Wide filter, it will display for all active Luminare users (on portal and mobile app).

Editing a Filter

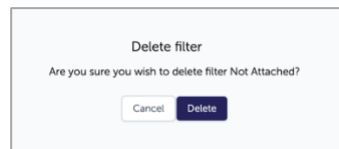
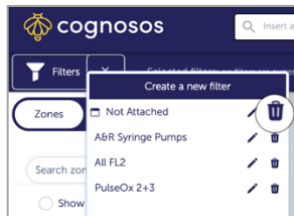
Users may make changes to their own defined filters and Administrators may edit application-wide filters. Open the filter dropdown list and select the pencil icon to open the filter settings window.



Selected criteria are listed in the Applied Filters column. You may remove any filter criteria by selecting the X next to that item. Add other filter criteria as described above. When complete with changes, select **Apply**. The view (map or assets list) refreshes to meet the updated criteria. You may save the filter or carry on with other activities without saving.

Deleting a Filter

To remove a filter, open the **Filters** drop-down from either the Map or My Site Assets page. Select the trash can icon next to the filter you want to delete. Note that application-wide (all user) filters will NOT show the trash can icon if the filter was created by a different user; only for the Administrator user who created the filter.



In the Delete filter pop-up window select **Delete** to continue or **Cancel** to end the process.

A small message window will confirm that the filter was deleted. Regardless of the filter type (all or single user) the filter will no longer appear in the Filter drop-down list once removed. Filter is removed from the portal and mobile app.

My Site

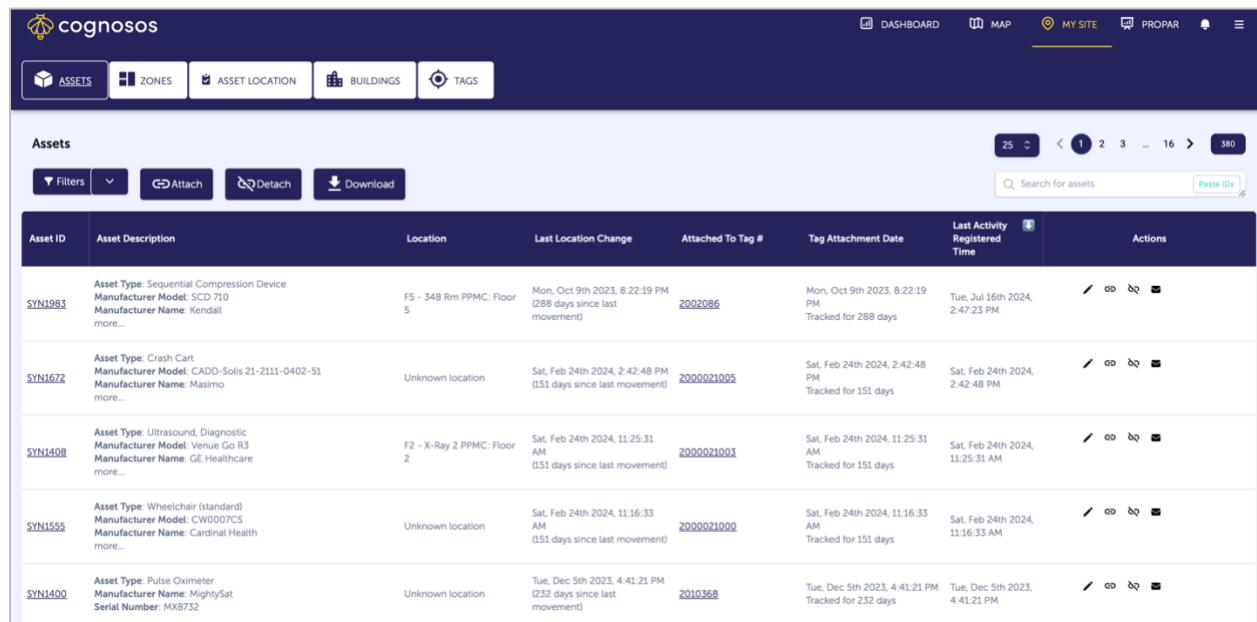
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While the dashboard and map provide graphical navigation methods for locating assets and viewing zone information, My Site uses tables or lists views to manage assets, asset tags, zones, and buildings. My Site is accessible through various functions on the dashboard and map and directly through the main menu.

Use My Site to:

- Curate asset and asset tag lists
- View asset location and counts by zone
- Run asset and tag “reports” using filters and search options
- Download lists to CSV files; manage assets and zones
- Attach/detach asset tags

Select **My Site** from the main portal menu. The system defaults to the Assets page.



Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1983	Asset Type: Sequential Compression Device Manufacturer Model: SCD 710 Manufacturer Name: Kendall more...	F5 - 348 Rm PPMC; Floor 5	Mon, Oct 9th 2023, 8:22:19 PM (288 days since last movement)	2002086	Mon, Oct 9th 2023, 8:22:19 PM Tracked for 288 days	Tue, Jul 16th 2024, 2:47:23 PM	✍️ 👁️ 🗑️
SYN1672	Asset Type: Crash Cart Manufacturer Model: CADD-Solis 21-2111-0402-51 Manufacturer Name: Masimo more...	Unknown location	Sat, Feb 24th 2024, 2:42:48 PM (151 days since last movement)	2000021005	Sat, Feb 24th 2024, 2:42:48 PM Tracked for 151 days	Sat, Feb 24th 2024, 2:42:48 PM	✍️ 👁️ 🗑️
SYN1408	Asset Type: Ultrasound, Diagnostic Manufacturer Model: Venue Go R3 Manufacturer Name: GE Healthcare more...	F2 - X-Ray 2 PPMC; Floor 2	Sat, Feb 24th 2024, 11:25:31 AM (151 days since last movement)	2000021003	Sat, Feb 24th 2024, 11:25:31 AM Tracked for 151 days	Sat, Feb 24th 2024, 11:25:31 AM	✍️ 👁️ 🗑️
SYN1555	Asset Type: Wheelchair (standard) Manufacturer Model: CW0007C3 Manufacturer Name: Cardinal Health more...	Unknown location	Sat, Feb 24th 2024, 11:16:33 AM (151 days since last movement)	2000021000	Sat, Feb 24th 2024, 11:16:33 AM Tracked for 151 days	Sat, Feb 24th 2024, 11:16:33 AM	✍️ 👁️ 🗑️
SYN1400	Asset Type: Pulse Oximeter Manufacturer Name: MightySat Serial Number: MX8732	Unknown location	Tue, Dec 5th 2023, 4:41:21 PM (232 days since last movement)	2010368	Tue, Dec 5th 2023, 4:41:21 PM Tracked for 232 days	Tue, Dec 5th 2023, 4:41:21 PM	✍️ 👁️ 🗑️

My Site contains five tabs, each with its own set of functions and features. Depending on your [user role](#), functions may or may not be available.

Assets: View and edit asset details, subscribe to assets, view asset movements, attach and detach tags

Zones: View zones, number of assets per zone, zone occupancy, edit zone names, edit and delete zones (only for Administrative user roles)

Asset Location: View asset types and counts by zone; view asset types and IDs per zone; display selected zone on map

Buildings: View defined buildings and zones, number of assets per building, building occupancy

Tags: View tags and tag health, attach and detach tags, link to individual asset movements and details (for the equipment to which the tag is attached), link to Google map to locate tag

The remaining sections in this chapter outline the various tabs and features on each tab.

5.1 Asset Management

Assets refer to pieces of medical equipment (syringe pump, bed, scanner, etc.). The My Site Assets page defaults to a list of assets so long as there is an asset tag association with the asset. To view assets that have a status of 'Not Attached' use the Filter option. Whereas the map displays the assets in clusters by the floor and structure, My Site provides a listing of individual assets.

The screenshot shows the 'Assets' page in the Cognosos Luminata interface. At the top, there are navigation tabs for 'ASSETS', 'ZONES', 'ASSET LOCATION', 'BUILDINGS', and 'TAGS'. Below the tabs, there are buttons for 'Filters', 'Attach', 'Detach', and 'Download'. A search bar is present with the text 'Search for assets' and a 'Paste ID' button. The main content is a table with the following columns: Asset ID, Asset Description, Location, Last Location Change, Attached To Tag #, Tag Attachment Date, Last Activity Registered Time, and Actions. Two asset entries are visible:

Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1983	Asset Type: Sequential Compression Device Manufacturer Model: SCD 710 Manufacturer Name: Kendall more...	FS - 348 Rm PPMC, Floor 5	Mon, Oct 9th 2023, 8:22:19 PM (288 days since last movement)	2002086	Mon, Oct 9th 2023, 8:22:19 PM Tracked for 288 days	Tue, Jul 16th 2024, 2:47:23 PM	[Edit] [Attach] [Detach]
SYN1622	Asset Type: Crash Cart Manufacturer Model: CADD-Solis 21-2111-0402-51 Manufacturer Name: Masimo more...	Unknown location	Sat, Feb 24th 2024, 2:42:48 PM (151 days since last movement)	2000021005	Sat, Feb 24th 2024, 2:42:48 PM Tracked for 151 days	Sat, Feb 24th 2024, 2:42:48 PM	[Edit] [Attach] [Detach]

The Asset ID and Asset Description come from data input when assets are defined or updated in the system. The Tag Attachment Date is the date the asset and asset tag were attached in the system; while Attached to Tag # is the unique identification for that particular tag/asset. Location, Last Location Change, Last Activity Registered Time all come from the tag.

With the exception of Asset Description and Location, all columns can be sorted in ascending and descending order.

From the assets list, several actions can be taken including: edit asset details, attach/detach tag, view asset movements, and follow asset. This functionality is described throughout the sections that follow.



Click the link in the Attached to Tag # column to view the asset's tag status, battery level, and firmware version.

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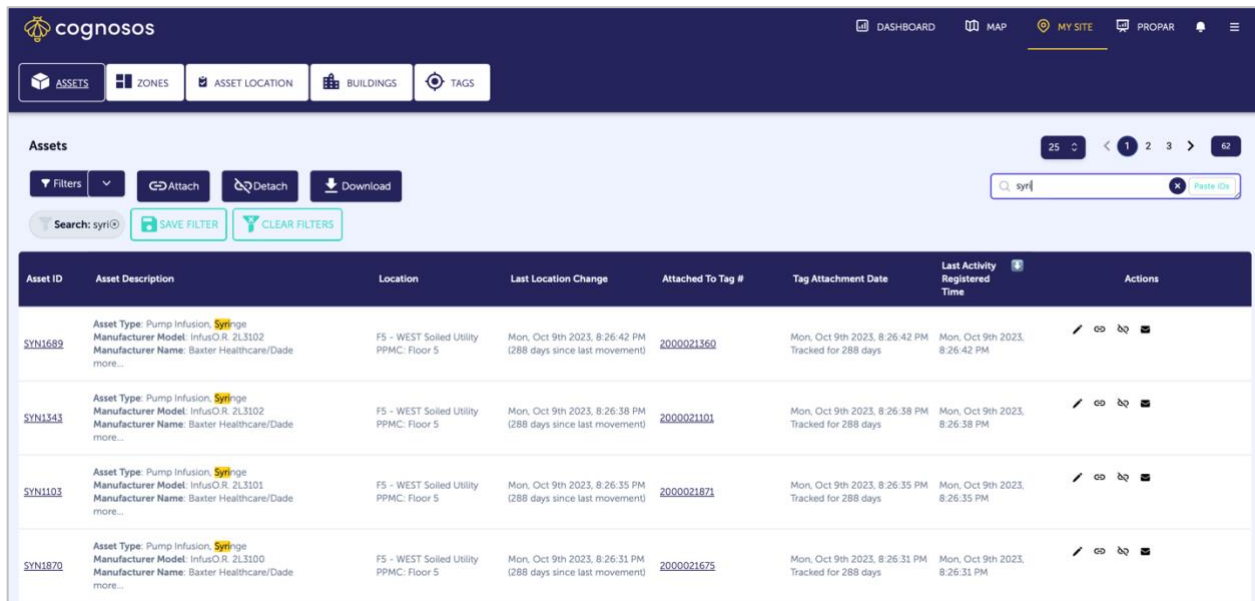
5.1.1 Locating Assets via Search

Look up and locate any asset within the facility using the search feature located in the Assets menu bar. The Assets page supports a wide array of search attributes so that you can find the assets without having to know specific details such as the asset ID.



Search by any asset attribute (asset ID, description, asset type, etc.). Search by a single asset ID or multiple asset IDs using the **Paste IDs** option. [Asset Information](#) covers these functions in detail.

As attribute values are input into the Search field, the asset list auto-refreshes displaying all assets that meet the search criteria. Matching criteria are highlighted within the asset list. An attribute can be the asset type, manufacturer name or model, asset ID. The Search field allows letters and numbers.



If needed, export the list to a CSV file using the **Download** option.

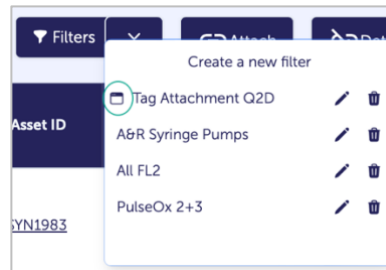
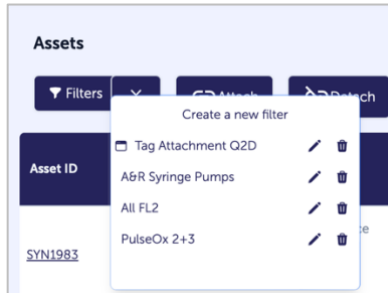
To clear the search filters, select the X in the Search field or select the **Clear Filters** button. The list will refresh to all assets. The map mirrors the searched data displayed on this page unless or until the search is cleared.

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5.1.2 Locating Assets via Filter

Filters provide another mechanism for locating assets within the facility. Filters are maintained only for the user who created and saved the filter, unless it is an application-wide filter created by an Administrator.

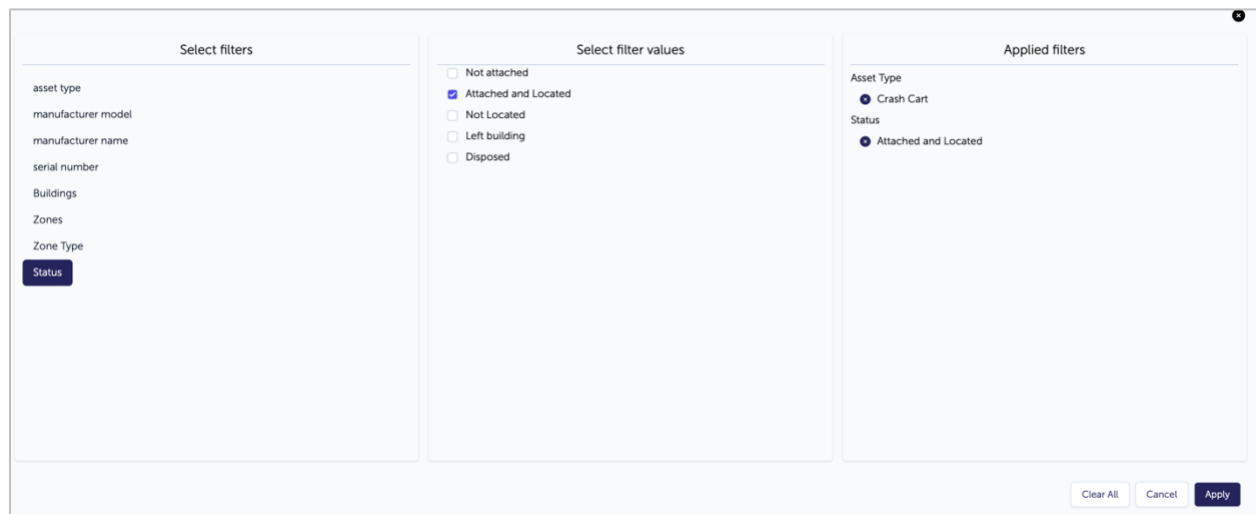
To start a new filter, open the Assets page and select the **Filters** button from the top left to launch the Filter settings window. Alternatively, select the Filters carat to open the Filters drop-down list and click **Create a new filter** from the top. If the desired filter is already listed, select the filter name to view.



Filters listed with a folder icon represent application wide filters (available for all users). Otherwise, the filter is only for the logged in user.

With a new filter, the Filter dialog box opens. Select Filters and Select Filter Values columns data come from the asset attributes defined when the assets were set up in the portal. Because each organization is unique in its set-up and business processes, the filter value options shown in this User Guide may be different than your system.

Select the criteria for the filter. You may have multiple selections within the Select Filters and Select Filter Values columns.



At any time during the selection process a filter may be removed by selecting the **X** next to the value in the Applied Filters column. Use the **Clear All** option to remove all filters that have been selected.

Once filter criteria are defined, select **Apply** to filter the assets list on the Assets page.

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Saving a Filter

Once filter criteria are applied, the selected filter values display adjacent to the Filters option. Save or clear the filters from here. Clear a single filter by selecting the X next to that item; remove all by selecting **Clear Filters**.

Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1672	Asset Type: Crash Cart Manufacturer Model: CADD-Solis 21-2111-0402-51 Manufacturer Name: Masimo more...	Unknown location	Sat, Feb 24th 2024, 2:42:48 PM (151 days since last movement)	2000021005	Sat, Feb 24th 2024, 2:42:48 PM Tracked for 151 days	Sat, Feb 24th 2024, 2:42:48 PM	
SYN1851	Asset Type: Crash Cart Manufacturer Model: M-Series Manufacturer Name: Harloff more...	F5 - Corridors 340 - 343 PPMC: Floor 5	Mon, Oct 9th 2023, 8:24:41 PM (289 days since last movement)	2000021412	Mon, Oct 9th 2023, 8:24:41 PM Tracked for 289 days	Mon, Oct 9th 2023, 8:24:41 PM	
SYN1845	Asset Type: Crash Cart Manufacturer Model: M-Series Manufacturer Name: Harloff more...	F4 - Corridor 428 - 429 PPMC: Floor 4	Mon, Oct 9th 2023, 8:18:52 PM (289 days since last movement)	2000021614	Mon, Oct 9th 2023, 8:18:52 PM Tracked for 289 days	Mon, Oct 9th 2023, 8:18:52 PM	

Save filter

Filter Name
A&R Syringe Pumps

Application-Wide User-Only

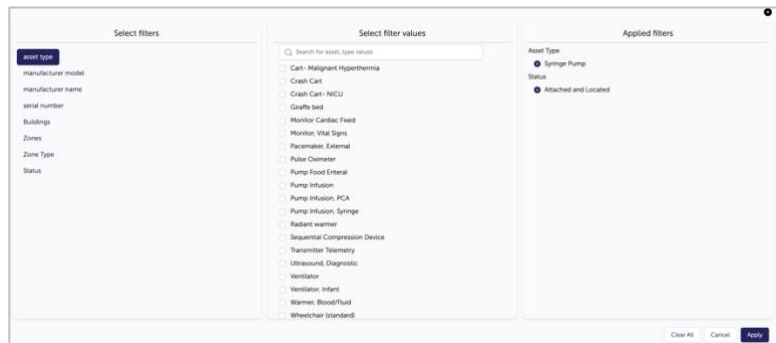
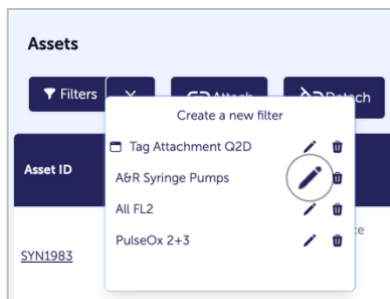
Cancel Save

In the Save Filter pop-up window input a name for the filter. If you are an Administrator user, choose the Application-Wide (all users) or User-Only radio dial. Select **Save**. Choose **Cancel** if you do not want to save the filter for future use.

Once filter is saved, it displays in the drop-down list on both the My Site Assets and Map views (portal and mobile app). If a filter is Application-Wide, it is available to all users; when set as user only (or created by a non-Administrator level user), it is displayed only for the logged in user who created the filter.

Editing a Filter

Users may make changes to their own defined filters and Administrators may edit application-wide filters. Open the filter dropdown list and select the pencil icon to open the filter settings window.

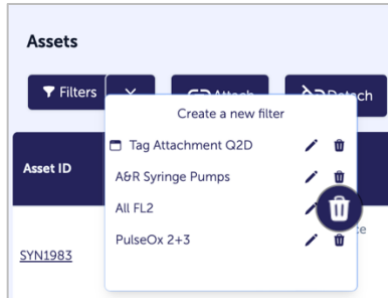


Selected criteria are listed in the Applied Filters column. You may remove any filter criteria by selecting the X next to that item. Add other filter criteria as described above. When complete with changes, select **Apply**. The view (map or assets list) refreshes to meet the updated criteria. You may save the filter or carry on with other activities without saving.

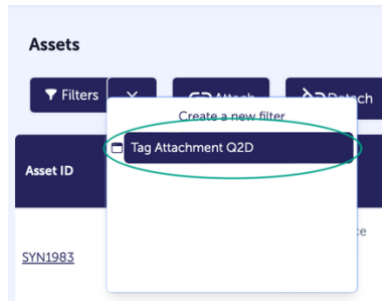
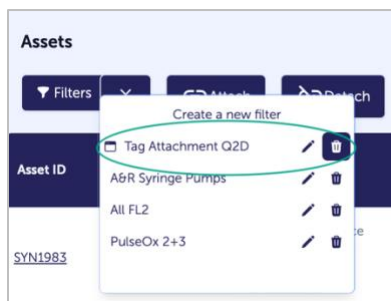
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Deleting a Filter

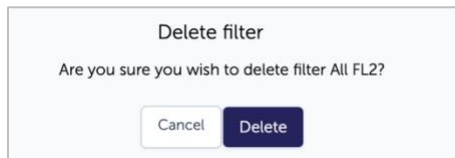
Any user may delete their own user-defined filters and Administrators may delete Application-Wide filters. To remove a defined filter, open the **Filter** drop-down. Highlight the filter to delete and select the trash can icon next to the filter.



Note that application-wide (all user) filters will NOT show the trash can icon if logged in user is not the Administrator who created the filter; standard/guest/view only user roles lack permission to create or delete application-wide filters.



In the Delete Filter window select **Delete** to continue or **Cancel** to end.



Upon confirmation, the filter is removed from My Site and Map (portal and mobile app). If an Administrator is deleting an application-wide filter, it is removed for all users.

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5.1.3 Locating a Single Asset on the Map

Asset Details provide a fast track to locating the exact known location of an asset on the geo-graphic map. This feature is available for a single asset at a time. For a general map view of assets, refer to the [Map](#) section on locating and viewing assets.



If you are unsure of an asset's location, this method provides the most efficient and quickest results.

From the Assets list in My Site, locate the specific asset (use search or filter option if needed). Select the link in the Asset ID column to open the Asset Details page.

Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1400	Asset Type: Pulse Oximeter Manufacturer Name: MightySat Serial Number: MX8752	Unknown location	Tue, Dec 5th 2023, 4:41:21 PM (234 days since last movement)	2010368	Tue, Dec 5th 2023, 4:41:21 PM Tracked for 234 days	Tue, Dec 5th 2023, 4:41:21 PM	
SYN1628	Asset Type: Pulse Oximeter Manufacturer Model: MightySat Manufacturer Name: Masimo more...	F5 - 333 Rm PPMC: Floor 5	Mon, Oct 9th 2023, 8:21:45 PM (290 days since last movement)	2000021253	Mon, Oct 9th 2023, 8:21:45 PM Tracked for 290 days	Mon, Oct 9th 2023, 8:21:45 PM	
SYN1693	Asset Type: Pulse Oximeter Manufacturer Model: MightySat Manufacturer Name: Masimo more...	F5 - 318 Rm PPMC: Floor 5	Mon, Oct 9th 2023, 8:21:06 PM (290 days since last movement)	2000021850	Mon, Oct 9th 2023, 8:21:06 PM Tracked for 290 days	Mon, Oct 9th 2023, 8:21:06 PM	
SYN1437	Asset Type: Pulse Oximeter Manufacturer Model: MightySat Manufacturer Name: Masimo more...	F4 - 487 Rm PPMC: Floor 4	Mon, Oct 9th 2023, 8:17:52 PM (290 days since last movement)	2000021075	Mon, Oct 9th 2023, 8:17:52 PM Tracked for 290 days	Mon, Oct 9th 2023, 8:17:52 PM	
SYN1599	Asset Type: Pulse Oximeter Manufacturer Model: MightySat Manufacturer Name: Masimo more...	F4 - 427 Rm PPMC: Floor 4	Mon, Oct 9th 2023, 8:15:16 PM (290 days since last movement)	2000021520	Mon, Oct 9th 2023, 8:15:16 PM Tracked for 290 days	Mon, Oct 9th 2023, 8:15:16 PM	
SYN1698	Asset Type: Pulse Oximeter Manufacturer Model: MightySat Manufacturer Name: Masimo more...	F5 - 433 Rm PPMC: Floor 5	Mon, Oct 9th 2023, 8:15:08 PM (290 days since last movement)	2000021868	Mon, Oct 9th 2023, 8:15:08 PM Tracked for 290 days	Mon, Oct 9th 2023, 8:15:08 PM	

ASSET DETAILS

Asset ID: SYN1437
Current location: PPMC: Floor 4 F4 - 487 Rm
Attached to tag: 2000021075
Asset Type: Pulse Oximeter
Manufacturer Model: MightySat
Manufacturer Name: Masimo
Serial Number: M56V87

SHOW ASSET MOVEMENTS
SUBSCRIBE ASSET
REPLACE TAG
DETACH TAG
EDIT ASSET DETAILS

The right side of the page features a floor plan map with a red location pin and a blue circle highlighting the asset's current location. The map includes a search bar and navigation controls.

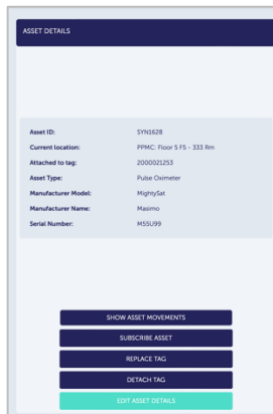
The left displays the current location of the asset (if known) along with other pertinent asset data. View the sections that follow on managing the asset from here.

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5.1.4 Editing Asset Details

There are two places to edit asset information from the My Site Assets page. For the quickest method, locate the asset to change (use search or filter if needed). Click the edit icon (pencil) from the Actions column.

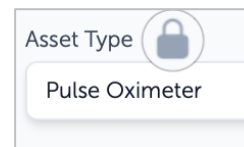
Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN140Q	Asset Type: Pulse Oximeter Manufacturer Name: MightySat Serial Number: MX8E752	Unknown location	Tue, Dec 5th 2023, 4:41:21 PM (234 days since last movement)	2010368	Tue, Dec 5th 2023, 4:41:21 PM Tracked for 234 days	Tue, Dec 5th 2023, 4:41:21 PM	
SYN162B	Asset Type: Pulse Oximeter Manufacturer Model: MightySat Manufacturer Name: Masimo more...	F5 - 333 Rm PPMC: Floor 5	Mon, Oct 9th 2023, 8:21:45 PM (290 days since last movement)	2000021253	Mon, Oct 9th 2023, 8:21:45 PM Tracked for 290 days	Mon, Oct 9th 2023, 8:21:45 PM	



If on the Asset Details page, choose **Edit Asset Details**.

Add or change the department assignment for the asset. Reminder that when an asset is assigned to a [department](#), only users assigned to the same department will “see” the asset in the Luminate portal.

If there is a lock next to a field, that attribute may not be manually changed.



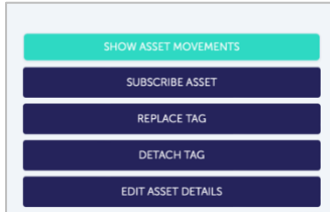
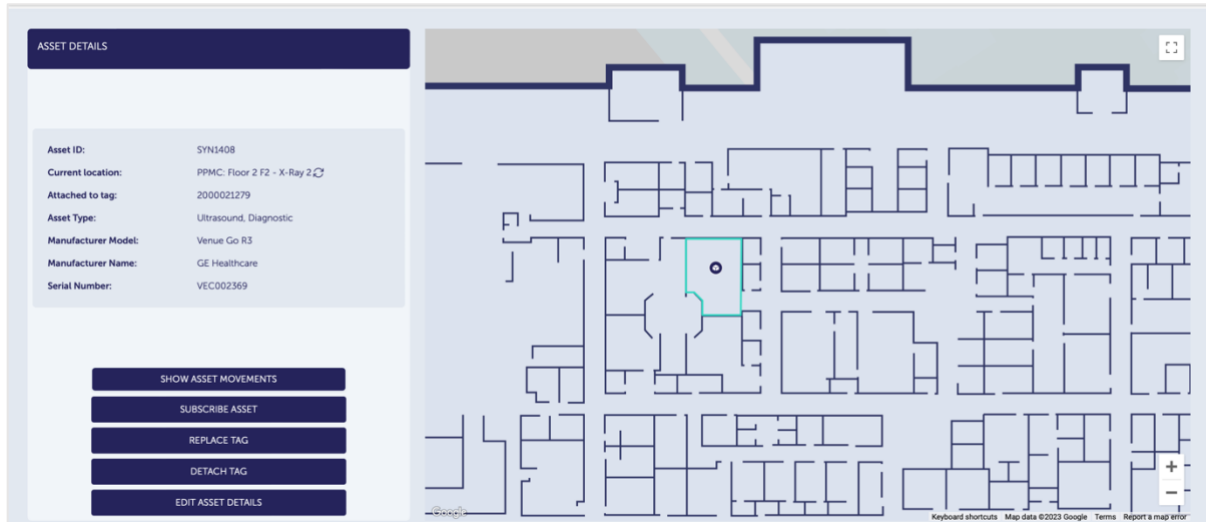
Use the input fields and drop-down lists to make necessary changes to the asset by changing, adding, or removing data. Select **Save** to finish and close the pop-up window. The system returns to the Assets page and a small pop-up message will appear indicating that the asset details were successfully updated. **Cancel** to return to the previous screen without saving any changes.

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5.1.5 Viewing Asset Movements

One important benefit of the Luminate portal is the ability to dynamically view asset movement across the facility. This aids in locating key equipment and asset movement is an indicator of inventory control factors such as equipment shortages, under-utilization of certain medical devices, and the like.

Use Search or Filter to locate the asset for which to show movements. Open the Asset Details page for the desired asset. The view defaults to displaying the asset's location on a map. Click **Show Asset Movements**.



The screenshot shows the 'Asset Movements' table. At the top, there is a 'Show All' dropdown and a pagination control showing '10' items per page, with page numbers 1 through 5 and a '30' option. The table has three columns: 'Left room', 'Entered room', and 'Date and time'. The data rows are as follows:

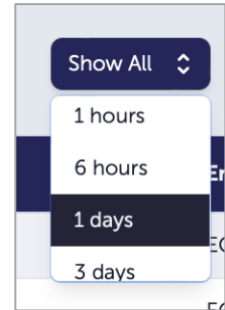
Left room	Entered room	Date and time
HB CentralEquipHall	HB CentralEquipStorage	July 26, 2022 6:34:36 PM UTC
HB CentralEquipStorage	HB CentralEquipHall	July 26, 2022 4:49:55 PM UTC
Ground SR ClinicalEng	Basement HB CentralEquipStorage HB BasementTower	July 26, 2022 4:14:08 PM UTC
HB CentralEquipStorage	HB ClinicalEng	July 26, 2022 2:27:28 PM UTC
HB CentralEquipment Hallway	HB CentralEquipStorage	July 23, 2022 7:53:49 PM UTC
	HB CentralEquipment Hallway	July 23, 2022 7:09:26 PM UTC
Floor 1 HB PCA 115 SR 1PCA	Ground	July 23, 2022 5:04:46 PM UTC
Floor 2	Floor 1 HB PCA 115 SR 1PCA	July 23, 2022 4:43:24 PM UTC
SR 2PICU		July 23, 2022 4:41:46 PM UTC
HB 2PICU SOIL		July 23, 2022 4:27:17 PM UTC

The Asset Movements pane lists all movements for the asset, including the areas the asset entered, exited and the associated times of each movement. By default, all available movements are listed.

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Use the pagination arrows (left and right arrow buttons) to scroll through the pages or click a page number. To jump to a higher number page, click the highest page icon shown and then page backward (e.g., click 30 to display icons for the last five pages 29-25).

The page defaults to all logged movement (Show All). Filter the display by using the drop-down and selecting a different movement range option (minimum 1 hour; maximum 3 weeks).



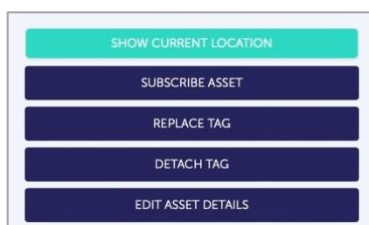
Show more or less movement history per page by changing the number setting. The system defaults to the last 10 movements.

The higher the number, the more movements shown. The minimum is the last five (5) movements; maximum is 100 movements.

This option may be used in conjunction with the Show filter described above.



Click **Show Current Location** on the left to close asset movements and display the asset's location on the map.



If you need to take a different action with the asset, use one of the other options on the Asset Details screen. Otherwise, use your browser's back arrow to return to the My Site Assets listing page.

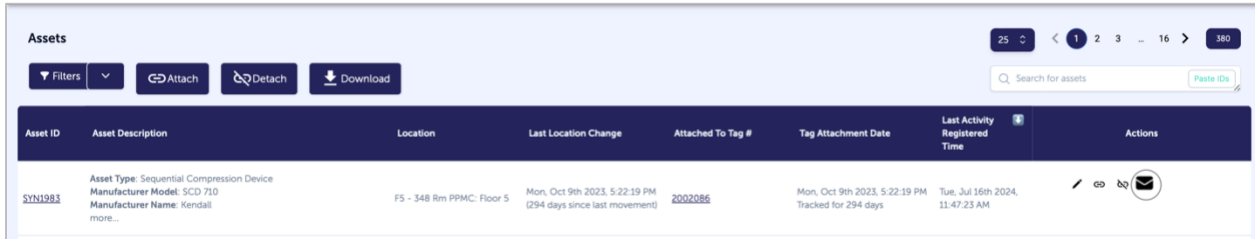
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5.1.6 Creating Asset Subscriptions

When team members need to receive real-time alerts regarding assets, user should subscribe to the asset.

This section describes subscribing to a single asset. Other subscriptions include: [ProPAR rooms](#), [zones](#), [tamper alerts](#), and [exit monitors](#).

Locate the asset to which the subscription is needed. Select the **Subscribe** option (envelope icon) from the Actions column.



Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time	Actions
SYN1983	Asset Type: Sequential Compression Device Manufacturer Model: SCD 710 Manufacturer Name: Kendall more...	F5 - 348 Rm PPMC, Floor 5	Mon, Oct 9th 2023, 5:22:19 PM (294 days since last movement)	2002086	Mon, Oct 9th 2023, 5:22:19 PM Tracked for 294 days	Tue, Jul 16th 2024, 11:47:23 AM	  

Alternatively, from Asset Details choose **Subscribe Asset**.



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Select All zones to receive alerts anytime the asset passes through a zone. Otherwise, click Select zones and check the zone(s) to which you'd like to subscribe.

Click **Next** to continue. Click the X in the upper corner to close the window and discontinue the process.

Asset SYN1400

Notify me when the asset enters or leaves the following zones:

All zones

Specific zones

Show all: Hospital Building

Search zones...

Zone 1

F12 Zone 6

F12 Zone 4

F12 Zone 2

F12 Zone 5

F11 Zone 2

RM 107

RM 109

RM 110

RM 120

RM 119

RM 102

Next

Enter the time range to trigger the alert. Click inside the field to type time or clock face to use time selector. Use the days of week checkboxes under the clock to set for specific days or leave set to All.

Select **Next**. Click **Back** to change zone settings.

Asset SYN1400

Notify me of changes between the following times:

Start time: 12:00 AM

Select day of the week:

All

Select day of the week:

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Back Next

Asset SYN1400

Select how you would like to be notified:

Phone:

Email: hr.kemp@progress.com

Back Submit

Confirm or change the delivery medium(s) for the subscription notifications. The fields default to the information of the logged in user's profile. At least one method is required.

Select **Submit** to save the subscription and return to the Assets list. To change the notification time range or days to send notifications, click **Back**.

A small green pop-up appears confirming that the subscription set-up has been successful.

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A subscription comprises one delivery method and one zone. For example, if the subscription is for a single asset in one zone and the delivery method is both phone and email, there will be two subscriptions. If the subscription is for a single asset in three zones and the delivery method is both phone and email, there will be six subscriptions.

Subscriptions are created and saved for individual or groups of assets and through unique user IDs and therefore do not automatically carry across multiple users. New subscriptions are added to the Subscriptions list (System Management -> Subscriptions).

When asset movement meets the input criteria, a notification will be sent to the phone number and/or email address set up in the subscription.

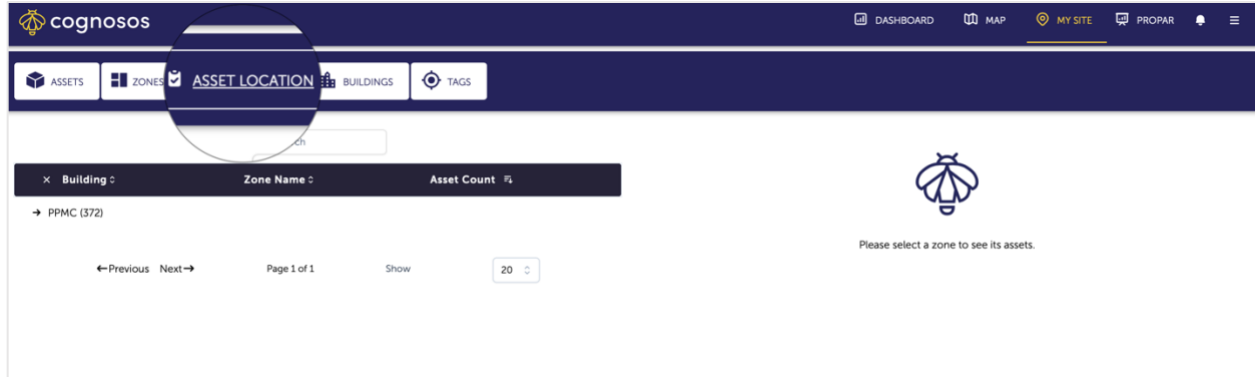
For more information on managing subscriptions and notifications, refer to [Subscriptions](#).

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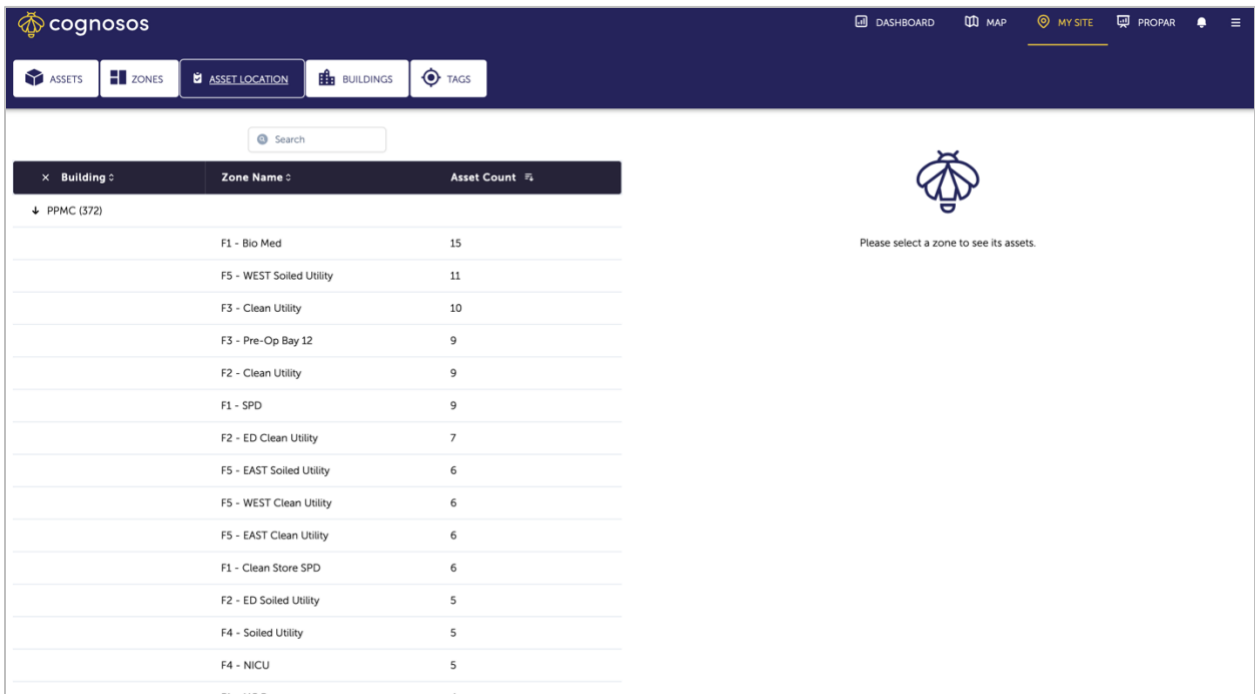
5.1.7 Viewing Asset Inventory

The Asset Location option under My Site provides asset inventory break-down by zone allowing fast access to inventory location and needs. While the map shows asset inventory data by geographical floor and zone, Asset Location provides the information in table and list sets. [ProPAR](#) (clean and soiled) inventory is viewed in another area of the portal.

Select **Asset Location** from the My Site menu to view the primary page.



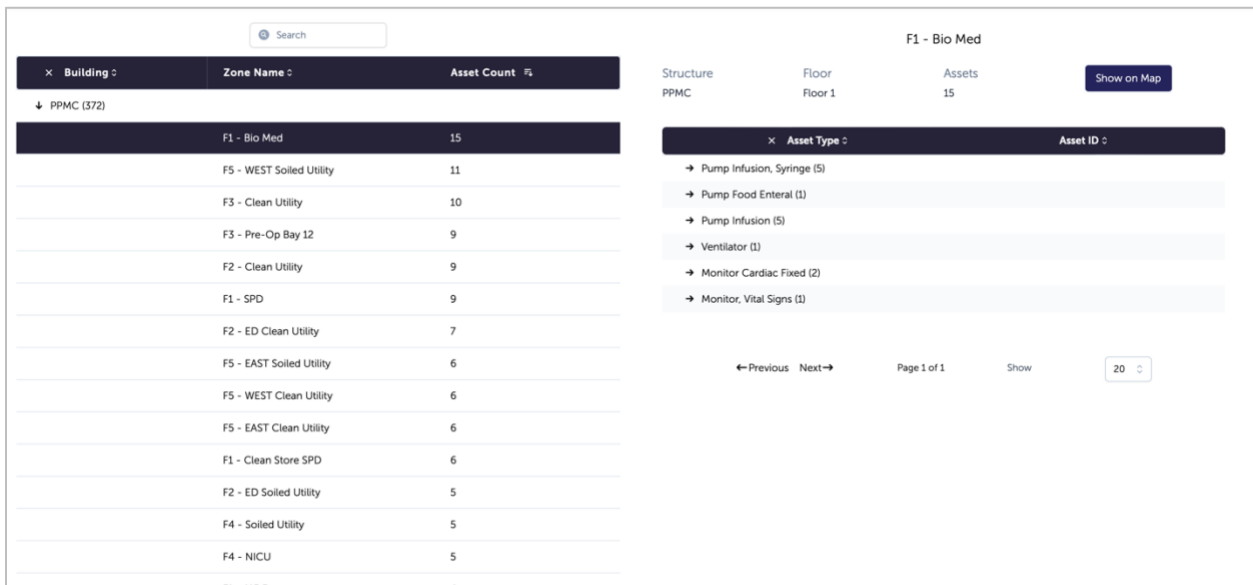
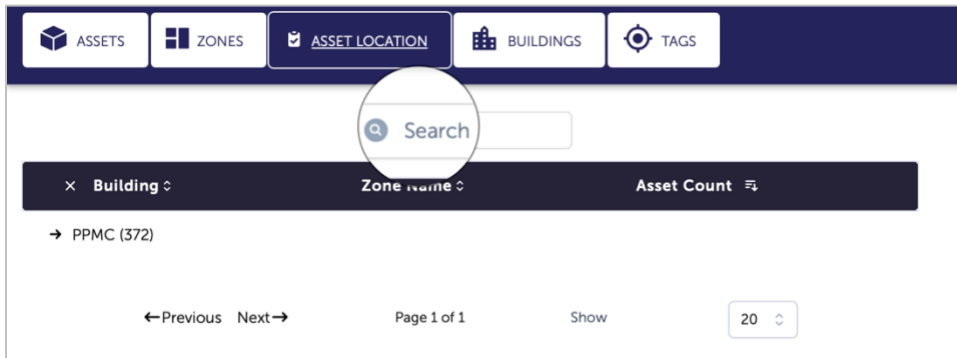
The bottom of the table includes standard pagination options and the ability to select the number of items to display per page. The Building column lists the name(s) of the structures and the total number of zones defined in that building, noted in parenthesis next to the building name. Select the arrow next to the building name to display the zones for that building. Each zone includes the current asset count.



Sort any of the columns (Building, Zone Name, Asset Count) in ascending or descending order.

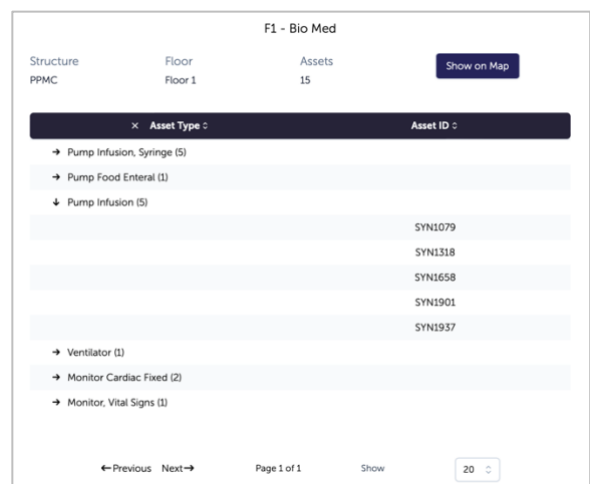
COGNOSOS LUMINATE

Select the zone name to view a list of the asset inventory in that zone. If you have many buildings or zones, use the Search field to search for a specific zone or room (search is for building, zone, or room; not for attributes such as asset ID or name).



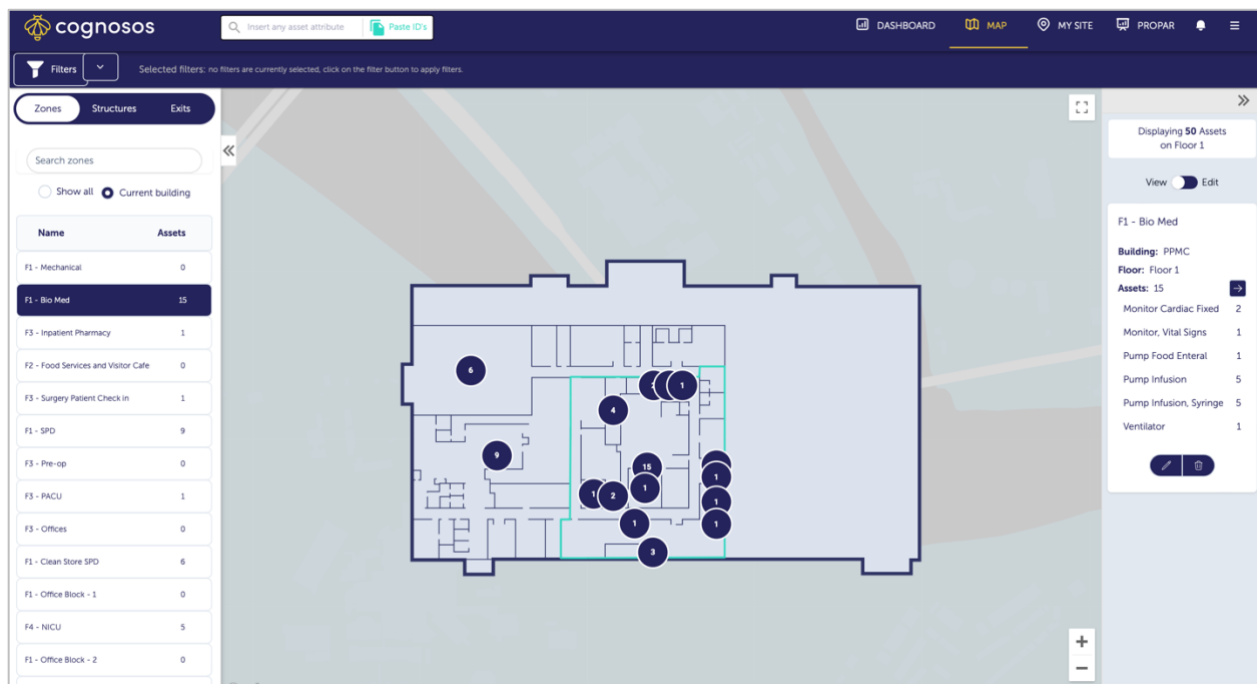
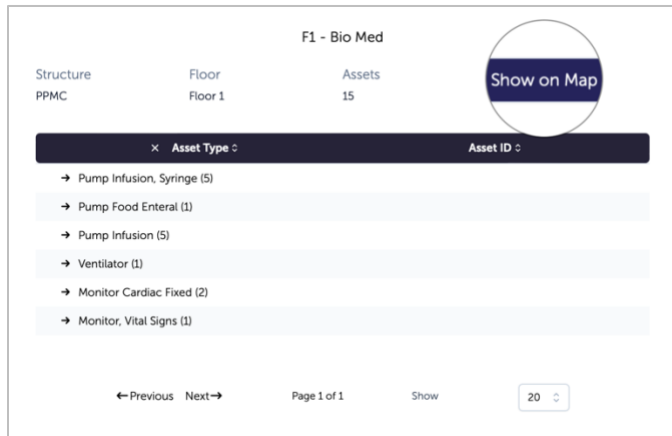
The right side of the page includes zone name, structure (building), floor and asset count at the top; below is a list of asset inventory listed by asset type. Open the Asset Type to view the individual asset IDs for that asset type.

Both the Asset Type and Asset ID columns can be sorted in ascending or descending order (alphanumeric).



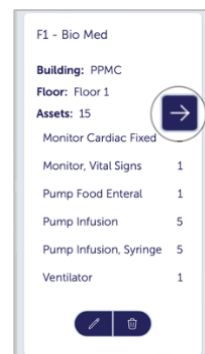
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Click **Show on Map** to open view the zone and asset(s) on the map. The zone will display in teal with the assets shown in cluster groups or individual icon (dependent upon the number of assets in the zone).



Continue necessary zone or asset activities from here. Return to Asset Details using the arrow icon on the right side of the map.

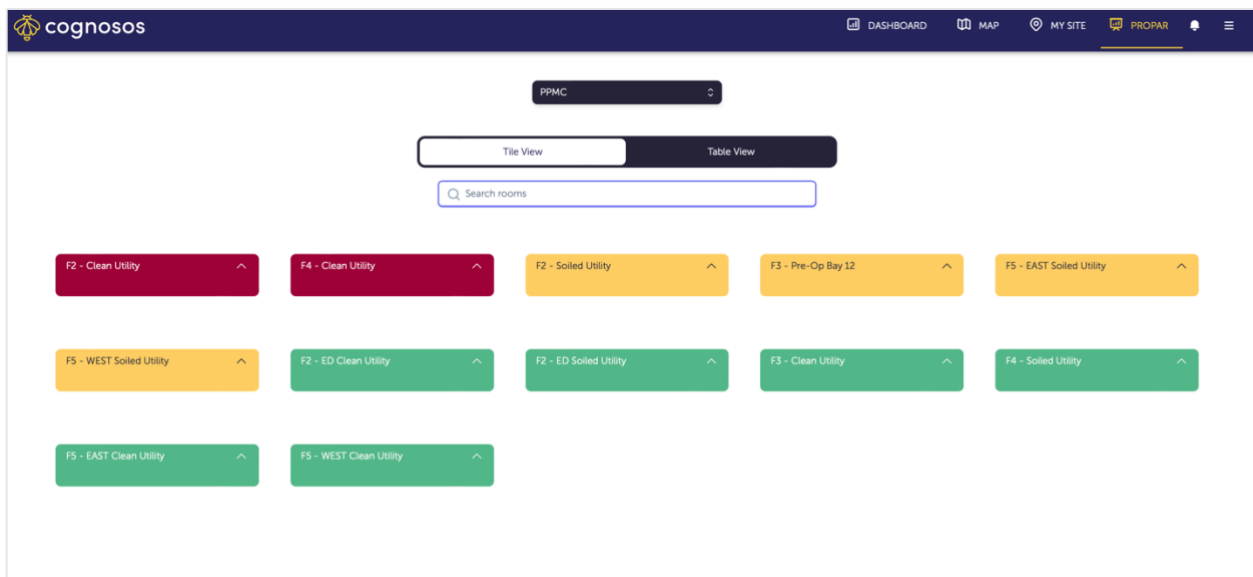
For information on managing clean and soiled inventory see the [ProPAR section](#).



5.2 Proactive Asset Replenishment (ProPAR)

The Cognosos platform proactively tracks periodic asset replenishment (ProPAR) levels for clean and soiled equipment rooms and shows overall PAR status on a simple dashboard. With the ability to drill down at the room level, hospital staff can replenish equipment in a timely and efficient manner. A pick list feature provides equipment runners with an easy method to collect inventory replenishment information. Users can also subscribe to alerts for immediate notification when a piece of equipment reaches a critical level in a room.

Select **PROPAR** from the main menu to display the full list of clean and soiled rooms. The page displays all the rooms defined as clean or soiled and the inventory levels of each. Scroll down the page to see all the rooms.



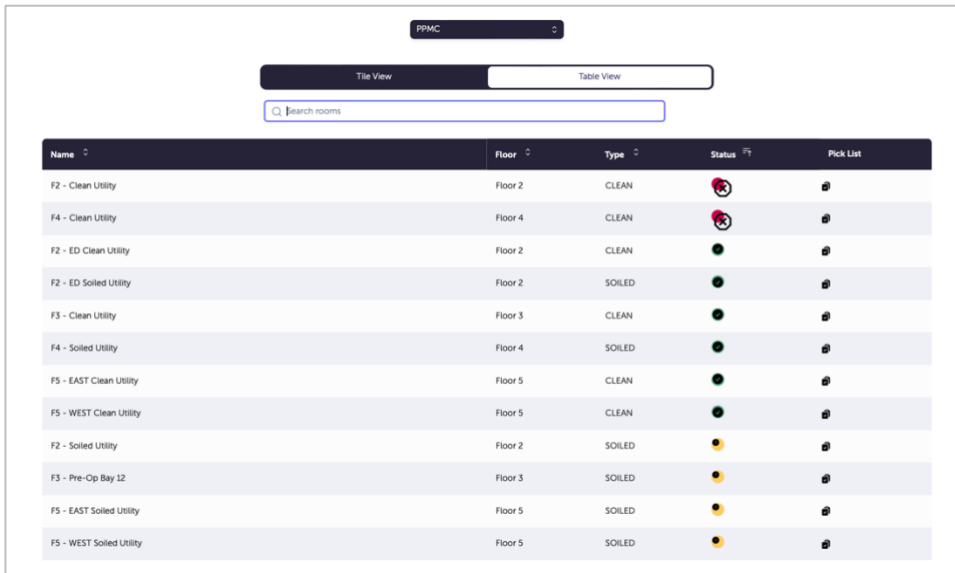
Use the drop-down field at the top of the page to select the building or structure (when there is more than one structure).



If this screen is blank, or you are missing rooms that should be tracking PAR levels, please use [Zones setup](#) on the map to ensure rooms are properly marked in the portal.

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The data may be shown in a tile (default) or table view by changing the view output.



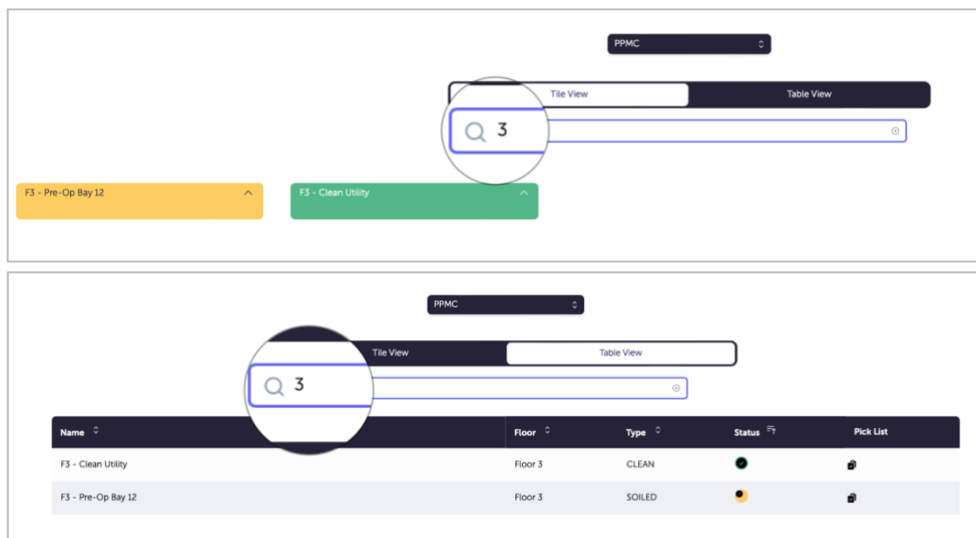
Name	Floor	Type	Status	Pick List
F2 - Clean Utility	Floor 2	CLEAN		
F4 - Clean Utility	Floor 4	CLEAN		
F2 - ED Clean Utility	Floor 2	CLEAN		
F2 - ED Soiled Utility	Floor 2	SOILED		
F3 - Clean Utility	Floor 3	CLEAN		
F4 - Soiled Utility	Floor 4	SOILED		
F5 - EAST Clean Utility	Floor 5	CLEAN		
F5 - WEST Clean Utility	Floor 5	CLEAN		
F2 - Soiled Utility	Floor 2	SOILED		
F3 - Pre-Op Bay 12	Floor 3	SOILED		
F5 - EAST Soiled Utility	Floor 5	SOILED		
F5 - WEST Soiled Utility	Floor 5	SOILED		

In table view, each of the columns is sortable. Use the carat arrows next to each column header to re-sort the display.



The use of Department assignments may impact a user's ability to access ProPAR. When a user is assigned to a specific department, they will not have access to ProPAR functionality.

Utilize **Search** to narrow down the display of rooms from either tile or table view. The field accepts alphanumeric characters.



The top screenshot shows the search bar with '3' entered, and two room tiles are displayed: 'F3 - Pre-Op Bay 12' and 'F3 - Clean Utility'. The bottom screenshot shows the search bar with '3' entered, and a table view is displayed with two rows: 'F3 - Clean Utility' and 'F3 - Pre-Op Bay 12'.

Clear the search by selecting the X in the search bar.

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The inventory status of a room is indicated by the color of the tile (Tile View) or the Status icon (Table view). Refer to the [Clean Room](#) and [Soil Room](#) sections that follow for more information regarding specific level warnings.

		Status of room is good
		Status of room is at warning level
		Status of room is critical

Quickly review inventory numbers for any room. On the Tile View, select the carat next to the room name.

Click **See more** to view detailed inventory levels and asset statuses by opening the bar graph for the room.

From Table View, click the row for the room to open the bar graph.

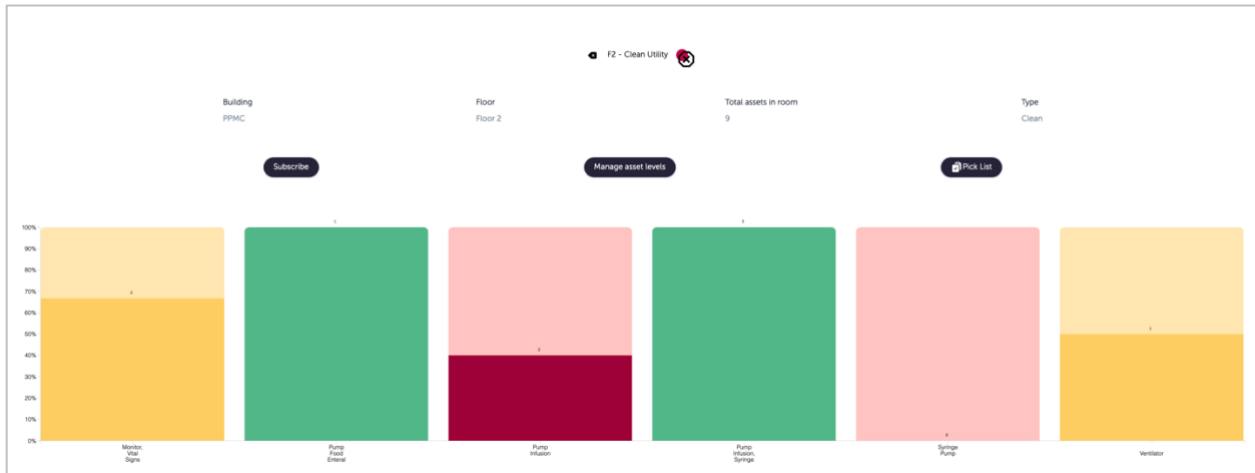
Name	Floor	Type	Status	Pick List
F2 - Clean Utility	Floor 2	CLEAN		
F2 - ED Clean Utility	Floor 4	CLEAN		
F2 - ED Clean Utility	Floor 2	CLEAN		



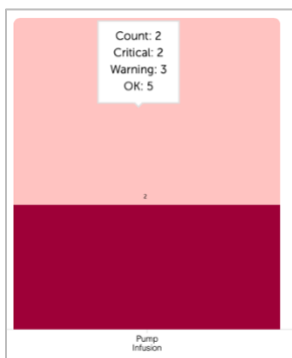
COGNOSOS LUMINATE

Clean Room PAR Levels

Clean equipment rooms track low and critical status by asset type; as the asset count decreases, the status level increases (Ok -> Warning -> Critical). When a zone is selected, the system shows a bar graph displaying assets and inventory of each in that room. An asset's status may be full (green), low (yellow), critical (red). The bar represents a percentage based on inventory level settings and current asset counts. See [Managing ProPAR Settings](#) for information on setting status levels.



The top of the page shows the building and floor of the selected room and the room status icon. Information about the room and location (building, floor, room type) and asset inventory are also shown.



Hover over any bar to view the asset's inventory count and PAR status levels.

Count: Current asset inventory count

Critical: Low level asset count for critical status (red)

Warning: Mid-level asset count for warning status (yellow)

OK: Baseline # of assets required for good status (green)

Select the back arrow next to the room name to return to the main ProPAR tile view (default view).

Administrative users may add or make changes to [asset levels](#) from this page.

Use [Pick List](#) for equipment runners to gather a list of assets to replenish.

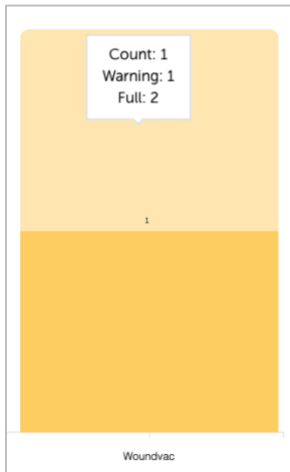
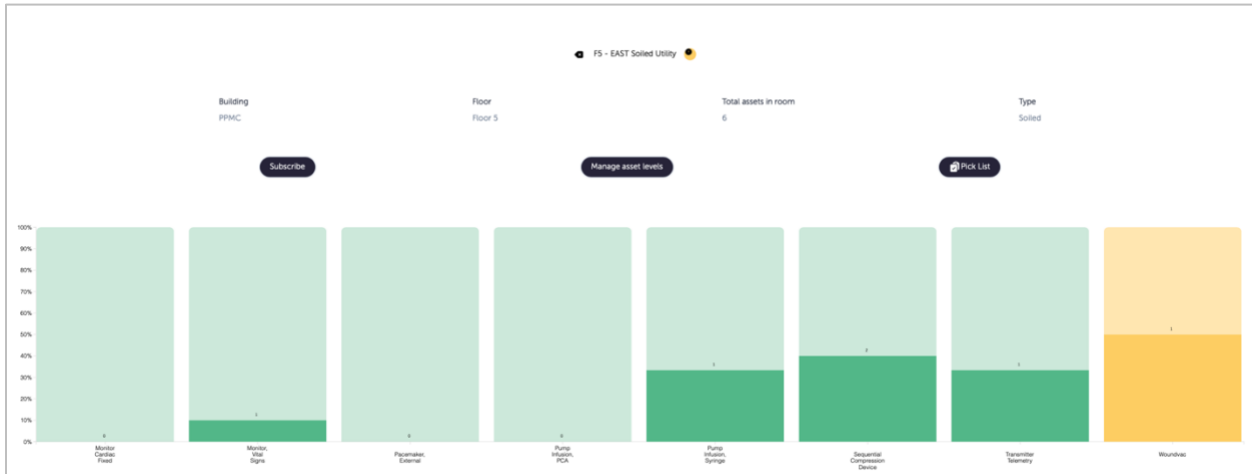
[Subscribe](#) to a room for up-to-date notifications of inventory changes. Use ProPAR subscriptions to stay alerted of inventory levels in sensitive or high demand areas/departments. For example, if Emergency and Operating room rooms (zones) are active during the weekend, setting up a notification to restock any rooms (zones) in that area first thing Monday morning can give your team a proactive action plan to support areas that are critical for patient care.

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Soiled Room PAR Levels

Soiled equipment rooms track full status by asset type and overall asset count. An asset's status may be acceptable (green), warning (yellow), or full (red). As the asset count increases, the status level increases (from warning -> full).

The top of the page shows the building and floor of the selected room and the room status icon. Information about the room and location (building, floor, room type) and asset inventory are also shown.



Hover over any bar to view the asset's inventory count and PAR status levels.

Count: Current asset inventory count

Warning: Asset has reached PAR count for warning status (yellow)

Full: Critical status; # of soiled assets in room too high (red)

Select the back arrow next to the room name to return to the main ProPAR tile view (default view).

Administrative users may make changes to [PAR inventory level](#) requirements from this page.

Use [Pick List](#) for equipment runners to gather a list of assets to distribute.

Create a [ProPAR subscription](#) to a room for up-to-date notifications in inventory changes.

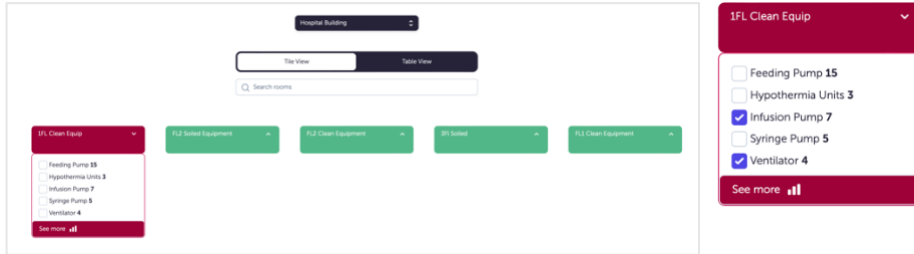
COGNOSOS LUMINATE

5.2.1 Using the PAR Pick List

Availability of medical equipment is imperative to hospital inventory flow and patient care. ProPAR gives hospital staff multiple ways to quickly and easily access a zone's inventory checklist to replenish or distribute assets with the **Pick List** option. Print the pick list from the portal or access the ProPAR pick list on the Healthcare mobile app.

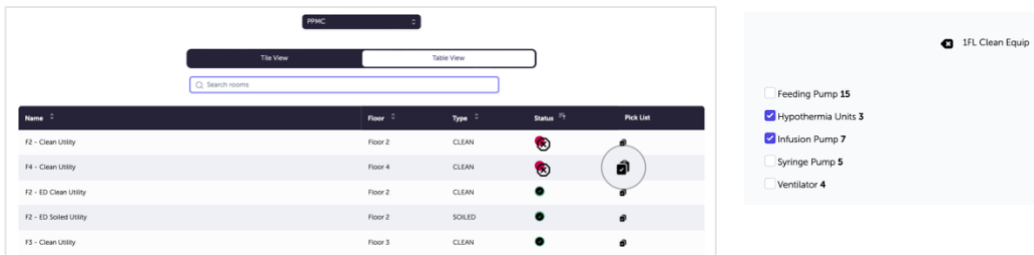
1. Tile View

The pick list is available directly from the tile. Select a room tile. Click each item to replenish or distribute.



2. Table View

Select **Pick List** icon for desired room from the table. Make inventory selections.



3. Asset Bar Graph

Select the **Pick List** button on the bar graph page. The inventory list for the room shows as in option 2.



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Place a checkmark next to each inventory item that needs to be replenished. You can print the list through your computer's browser or use the ProPAR feature through the Healthcare Mobile App on a mobile device. Either click the tile to close the pick list (from main tile view) or select the **X** (either next to room name or at top right of window) to return to the previous screen.



Item	Quantity
<input type="checkbox"/> Bed	7
<input type="checkbox"/> Bladder Scanner	7
<input checked="" type="checkbox"/> Breast Pump	7
<input type="checkbox"/> Crib	7
<input checked="" type="checkbox"/> Feeding Pump	4
<input type="checkbox"/> Infusion pump	7
<input type="checkbox"/> LVP Module	0
<input type="checkbox"/> PCA Pump	6
<input type="checkbox"/> PCU Module	4
<input type="checkbox"/> SCD pump	7
<input checked="" type="checkbox"/> Syringe Pump	2

Regardless of steps to access the pick list, the state of the pick list is local only; no values are persisted to the server or shared across the portal (only physical asset movement updates the inventory numbers). The pick list option is provided so that equipment runners can easily gather the necessary data to replenish or distribute assets for that room.

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5.2.2 Subscribing to a ProPAR Zone

Note: ProPAR subscriptions are generally pre-defined during the ProPAR set-up process. When a subscription is added to the portal or a new user after initial ProPAR set-up, the subscription will not trigger an alert until the status of a room or asset changes.

Maintain real-time information on inventory levels for the most critical or high traffic areas in your facility with the ProPAR subscriptions option. Locate and select the zone from the main ProPAR listing (tile or table view) to open the room's page. Click **Subscribe**.



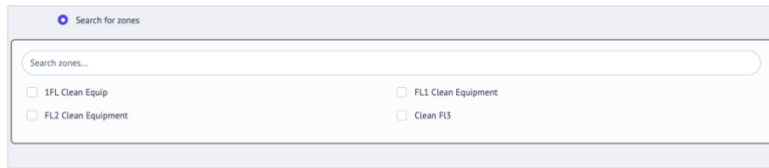
You may subscribe to the selected ProPAR clean or soiled zone, to all clean or soil zones (dependent on whether selected zone is a clean or soil room), or to all zones.

The screenshot shows the 'ProPAR Subscriptions' form. It has a dark sidebar on the left with three steps: 'ZONE TYPE' (Select the zone, or zone type), 'DAY AND TIME' (Select the day or time), and 'MEDIUM' (Select phone number or email). The main form area has two sections: 'Select the zone whose status you would like to monitor via notifications' and 'Select the level at which to receive notifications'. The first section has four radio button options: 'IFL Clean Equip', 'All clean zones', 'All zones', and 'Search for zones'. A green arrow points to the 'All clean zones' option. The second section has a dropdown menu with 'warning' selected. A green callout box on the right contains the text: 'When the selected zone is a clean room, this option is All clean zones. Alternatively, if the selected zone is a soil zone, this option is All soil zones. When all zones, the only level option is warning.' A 'Next' button is at the bottom right.

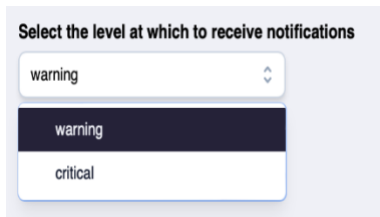
Best practices indicate that to get the optimal results in the subscription, you should choose the single ProPAR room; the more rooms or zones you select, the less details that are provided in the subscription.

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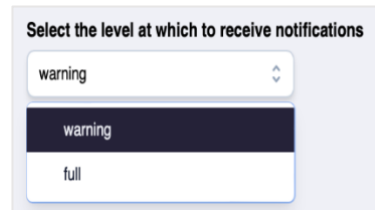
If a different zone(s) is needed, choose Search for zones.



For any zone option, use the drop-down list on the right to select the zone(s) status that will signal a notification. Clean rooms include warning and critical status; soil rooms include warning and full status. If All Zones was chosen, this drop-down list will only have warning.

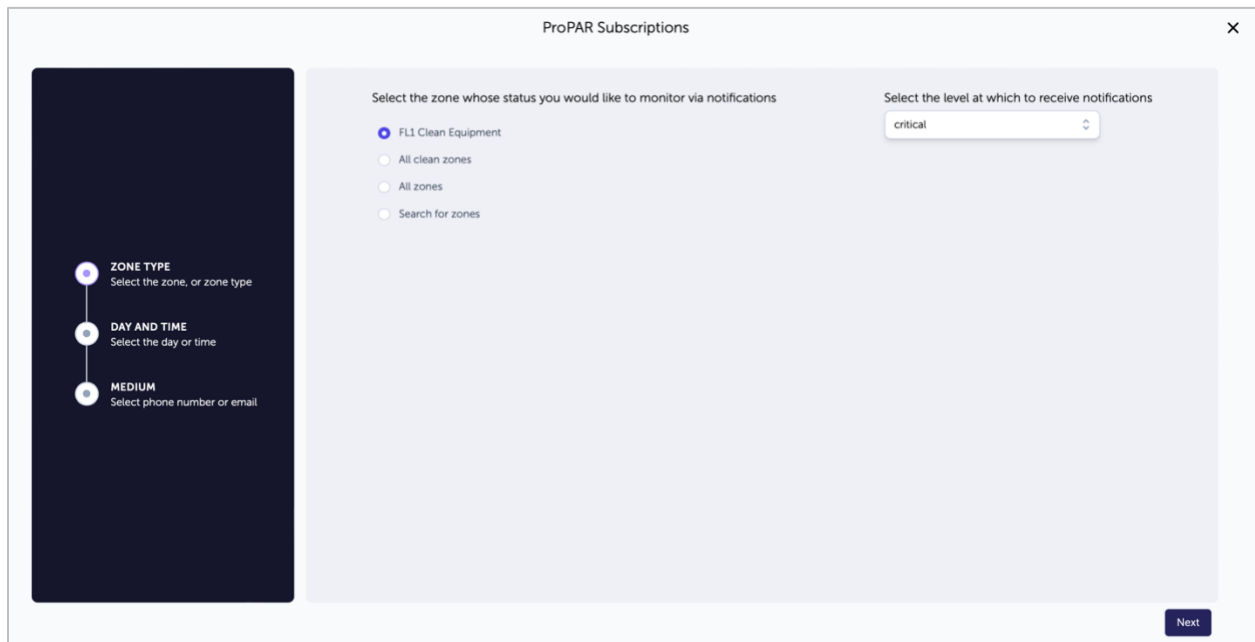


Clean Room Status



Soil Room Status

Once the zone and status level have been input, select **Next** to input the subscription schedule.



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Set time and days of week for the subscription. Click the clock and highlight the hour, minutes, and AM or PM. Hit OK. Repeat for end time. You may also type the time by clicking within the time box. Set for all days of the week, one or multiple days using checkboxes to select the day of week for the subscription to run. Deselect **All** (default) to set to specific day(s). Select **Next**. To change the zone(s), select **Back**.

ProPAR Subscriptions

Notify me of changes between the following times

Start time End time

Select day of the week

- All
- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Start time: 08:00 AM

08	00	AM
09	05	PM
10	10	
11	15	
	20	
	25	
	30	
	35	
	40	

OK

Back Next

The phone and email address default to the logged in [user's profile](#). Make changes if needed. Select **Submit** to save the subscription and return to the ProPAR graph. The subscription shows on the subscriptions listing. See [Subscriptions](#) for more information about ProPAR subscription management.

proPAR subscriptions

Select how you would like to be notified

Phone: 4041111221

Email: mnancy@generalhospital.net

Back Submit

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5.2.3 Managing ProPAR Settings

Edit + Remove Asset Levels

Users with an Administrative user role may edit the inventory settings for each of the zones, including asset levels and asset types. Locate and open the zone page from the main ProPAR listing (tile or table). Select **Manage asset levels** from the zone's page.



The portal shows a list of the assets assigned to the room and the baseline counts for each level: Full and Warning for soiled rooms; Full, Warning, and Critical in the case of clean rooms. To note, clean and soiled rooms have an inverse relationship with counts. With clean rooms, the lower the count, the more critical; with soiled rooms, the higher the count, the more critical.

F2 - ED Clean Utility				
Asset name	Full level	Warning level	Critical level	Remove
Pump Infusion	3	2	1	•
Pump Infusion, Syringe	2	1	1	•
Ventilator	2	1	-1	•

To change an asset's level, delete the existing value and enter a new value. Select **Save** to keep the new values and return to the room page. Otherwise, select **Cancel**.



For clean rooms, asset levels include full, warning and critical levels; for soiled rooms, full and warning levels.

To remove an asset from the room's inventory list, select the **X** under the Remove column for the asset. The asset is removed from inventory levels for that room and will no longer appear on the bar graph or the pick list for that room. This **DOES NOT** delete the asset from the portal, only from that ProPAR room asset inventory.

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Add Asset Type + Levels

ProPAR room asset levels need to be set up before ProPAR can provide data. Contact your [Customer Success](#) team at Cognoscos for information on best practices in setting up assets to maximize the ProPAR experience.

Open the bar graph for the ProPAR zone that you need to add the asset(s). Click **Manage asset levels** from the zone's page.



Select **Add asset type** to populate the table with a new row.

The screenshot shows a table for 'F2 - ED Clean Utility' with the following data:

Asset name	Full level	Warning level	Critical level	Remove
Pump Infusion	3	2	1	•
Pump Infusion, Syringe	2	1	1	•
Ventilator	2		-1	•

The 'Add asset type' button is circled in red. Below the table are 'Cancel' and 'Save' buttons.

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Use the dropdown list to select the Asset Type and populate the warning levels.

F2 - ED Clean Utility

Asset name	Full level	Warning level	Critical level	Remove
Pump Infusion	3	2	1	●
Pump Infusion, Syringe	2	1	1	●
Ventilator	2	1	-1	●
Please select a value				●

Add asset type

Cancel Save

F2 - ED Clean Utility

Asset name	Full level	Warning level	Critical level	Remove
Pump Infusion	3	2	1	●
Pump Infusion, Syringe	2	1	1	●
Ventilator	2	1	-1	●
Please select a value				●

- Cart - Malignant Hyperthermia
- Crash Cart
- Crash Cart- NICU
- Giraffe bed
- Monitor Cardiac Fixed
- Monitor, Vital Signs
- Pacemaker, External
- Pulse Oximeter

Add asset type

Cancel Save

Continue this process for each asset you need to add to the ProPAR room. Once complete, select **Save** to add the asset(s) to the room. Otherwise, select **Cancel**.

The new assets will be displayed on the bar graph and pick list for the room and inventory level data for the new assets/zone will be maintained.



Both clean + soiled rooms have Full and Warning levels; only clean has Critical level.

5.3 Tag Management

The Tags tab in My Site provides a way to view tags and tag health, attach and detach tags, and link to individual asset movements and details (for the equipment to which the tag is attached). A location link also takes users to a Google map noting the tag’s location. A tag is a device (tag) that is adhered to a piece of medical equipment and provides wayfinding services.

When the Tags tab is opened the page defaults to a list of all tags.

Tag ID	Attached to Asset#	Signal	Battery	Firmware	Actions
2000021999	Not Attached	Has Signal		0.112	
2000021998	SYN1406	Has Signal		0.112	
2000021997	Not Attached	Has Signal		0.112	
2000021996	Not Attached	Has Signal		0.112	
2000021995	SYN1140	Has Signal		0.112	
2000021994	Not Attached	Has Signal		0.112	

The page data can be sorted by any of the column headers in ascending or descending order. Hover and click over the column to change the primary sort; use the arrow next to the column header to shift between ascending and descending order (arrow will only show next to the primary sort selection).

At any point the list can be saved to a file using the **Download** option in the Tags menu bar. This option downloads the data to a CSV file that can be saved to another location.

Tag and connection statuses may exhibit:

- Has signal: Tag and asset are connected, and all operations are normal. No action needed.
- Lost signal: Tag and asset are connected, but there is no communication between tag and gateway. Check battery level; ensure tag is operational; follow tag replacement protocol if necessary.
- Not Attached: Tag is not associated to the asset in the Luminata portal. [Attach tag](#).
- Low or Critical Battery: Replace tag battery following battery replacement protocol.

The Actions column provides icons to quickly attach and detach tags.



An asset must have a status of ‘Has Signal’ to report location and movement data to the Luminata portal. Contact [Customer Support](#) if needed.

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5.3.1 Locating Tags via Search

Locate a specific tag within the facility using the search feature located in the Tags menu bar. Unlike assets which can be searched by any attribute, the complete and correct tag ID needs to be input into the Search field otherwise an error will return.



When the tag list refreshes the single tag will appear. Available actions for the device are dependent upon the tag status. Select the X in the search field to clear the search and refresh the page to all tags.

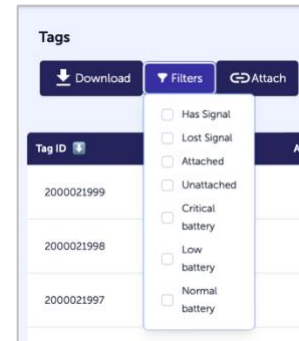


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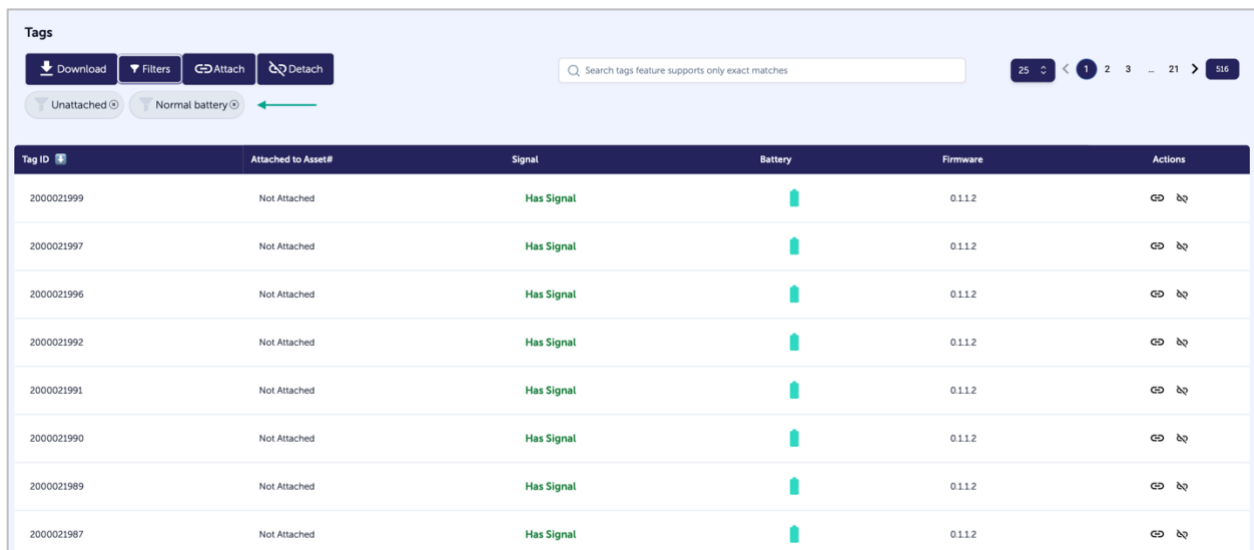
5.3.2 Locating Tags via Filter

Filters provide the ability to quickly locate tag(s) with a common factor within the facility. Unlike filtering assets, the tag filter provides pre-defined options (tag and battery operation status), and no new filters may be saved. Select the **Filter** button from the Tags menu and choose one or more of the pre-defined filters:

- Has Signal, Lost Signal refer to the tag (communication) status.
- Attached, Unattached indicate whether there is an assigned association to an asset.
- Critical/Low/Normal battery are regarding the tag's battery level.



The tags list refreshes with tags meeting selected filters (you may have one or more. Selected filters are shown above the resulting list).

A screenshot of the 'Tags' interface showing a list of tags. The 'Filters' button is active, and the filter menu is open, showing 'Unattached' and 'Normal battery' selected. The table below shows the results of these filters.

Tag ID	Attached to Asset#	Signal	Battery	Firmware	Actions
2000021999	Not Attached	Has Signal		0.11.2	
2000021997	Not Attached	Has Signal		0.11.2	
2000021996	Not Attached	Has Signal		0.11.2	
2000021992	Not Attached	Has Signal		0.11.2	
2000021991	Not Attached	Has Signal		0.11.2	
2000021990	Not Attached	Has Signal		0.11.2	
2000021989	Not Attached	Has Signal		0.11.2	
2000021987	Not Attached	Has Signal		0.11.2	

Take appropriate actions from there to attach or detach tag. If the asset it attached to an asset, use the asset ID link in the Attached to Asset column to open Asset Details.

A screenshot of the 'Tags' interface showing a single tag. The 'Attached to Asset#' column contains the link 'SYN1140', which is circled in red.

Tag ID	Attached to Asset#	Signal	Battery	Firmware	Actions
2000021995	SYN1140	Has Signal		0.11.2	

Open the Filters list and deselect filters to clear refresh the page.

5.4 Tag Attach + Detach

The Cognosos portal provides multiple inroads for attaching and detaching tags. When an asset and tag are attached, it means that tag has been physically adhered to the medical device and both the asset (device) and tag have been associated to one another within the Luminare portal. Users with the role of Standard and Administrator have access to this feature.

Attaching or detaching the tags arises from various needs: an asset does not currently have a tag attached; an asset has gotten a new tag; a tag has become defective and needs to be detached and replaced; and so forth. As such, asset and tag relationships can be defined from the:

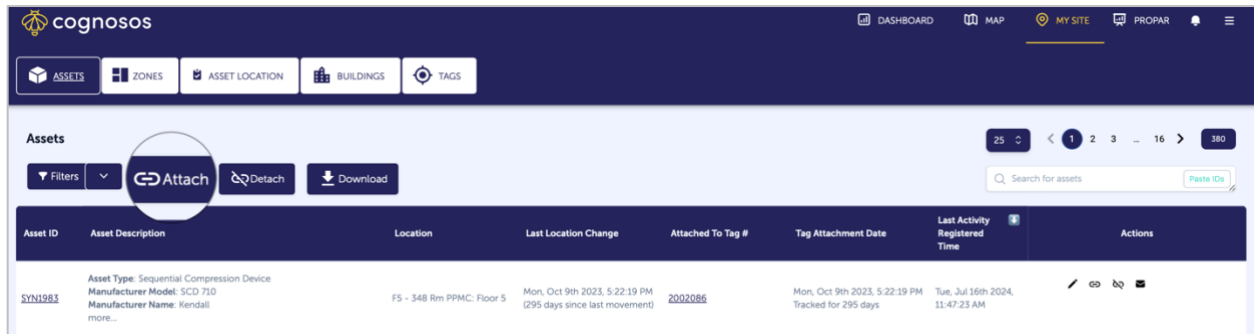
- Assets Tab - attach or detach from assets tab
- Asset Details – replace or attach tag and detach tag
- Tags Tab - attach and detach from tags tab

Regardless of the page or tab from which you are attaching or detaching, the use of [Department](#) assignments may impact a user’s ability to view devices and take the action. When the user is assigned to a specific department, they can only view and attach or detach tags to/from assets that are assigned to their same department.

5.4.1 Attaching + Detaching via Assets Tab

Attach Tag

From the Assets tab in My Site click the **Attach** button from the Assets menu. Alternatively, locate the asset that needs tag attachment and select the **Attach** icon from the Actions column.



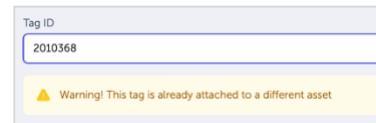
COGNOSOS LUMINATE

The Attach Tag settings open. Depending on the Attach selection, the Asset ID may (attach icon in Actions column) or may not (attach button from Assets menu) contain a value. Input valid value(s) and select **Next**. Otherwise click the X in the upper right corner of the window.



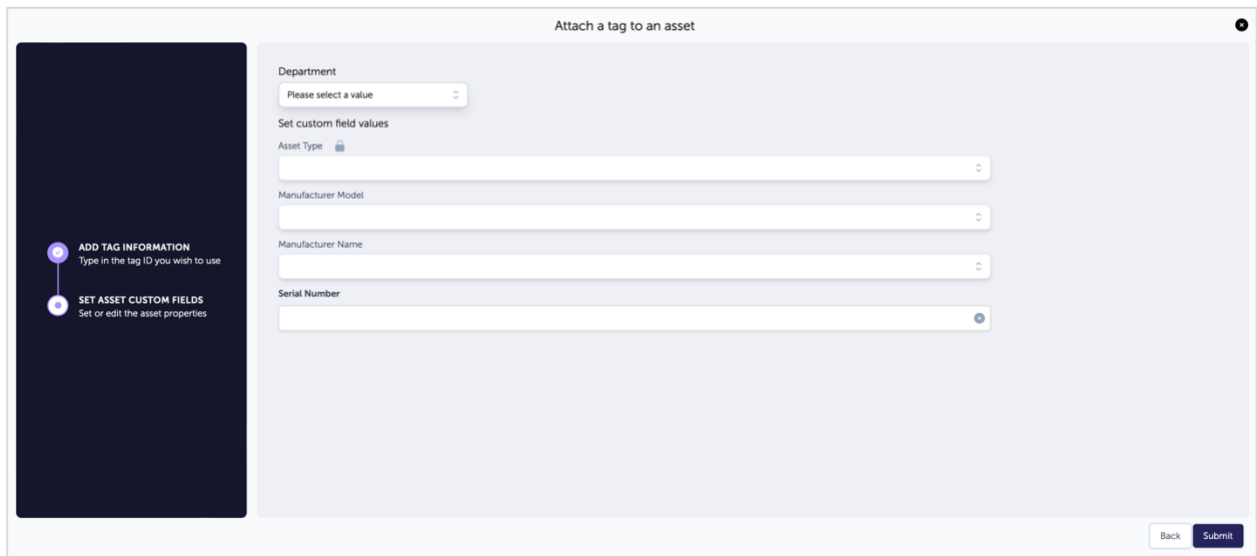
The screenshot shows a window titled "Attach a tag to an asset". On the left is a dark sidebar with two steps: "ADD TAG INFORMATION" (Type in the tag ID you wish to use) and "SET ASSET CUSTOM FIELDS" (Set or edit the asset properties). The main area contains a sub-header "Attachment of a tag to an asset allows Cognoscos to follow the asset and collect essential information about it." Below this are two input fields: "Tag ID" with the value "2000020306" and "Asset ID" with the value "108802". A "Next" button is at the bottom right.

If you input a tag ID that is already attached to another asset, the system will return an error. Make corrections and continue.



The screenshot shows a "Tag ID" input field with the value "2010368". Below the field is a yellow warning box with a triangle icon and the text "Warning! This tag is already attached to a different asset".

The attach tag to asset window opens.



The screenshot shows the "Attach a tag to an asset" window with the "SET ASSET CUSTOM FIELDS" step selected. The main area is titled "Set custom field values" and contains several dropdown menus: "Department" (Please select a value), "Asset Type" (with a lock icon), "Manufacturer Model", "Manufacturer Name", and "Serial Number". "Back" and "Submit" buttons are at the bottom right.

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Depending on your Luminare system configuration, the [Department](#) field may or may not be present in this window. If the asset should be assigned to a department, use this dropdown list to select the department.

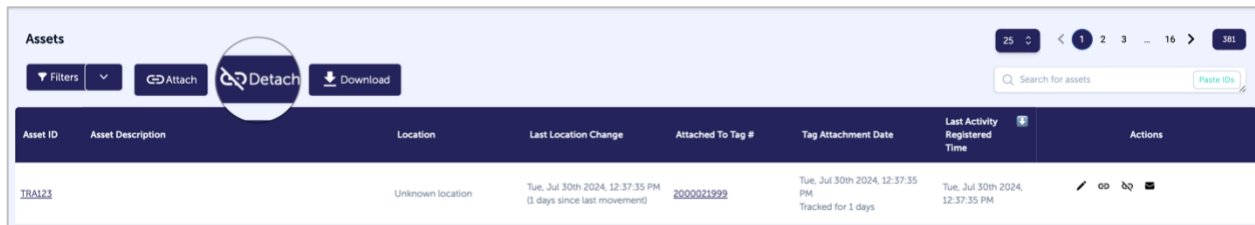
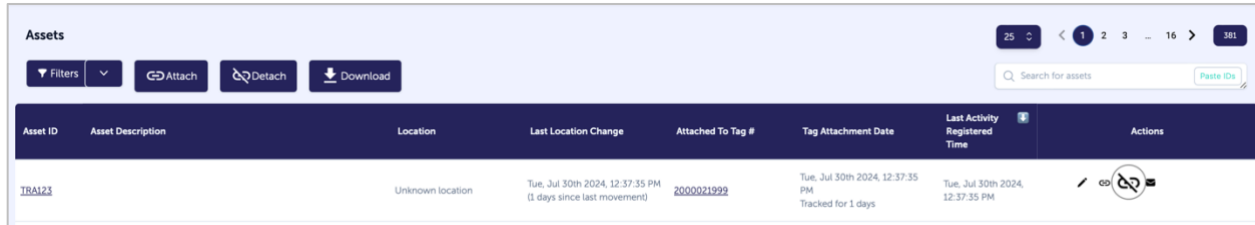
Set the custom properties for the asset. Asset details ensure that assets can be easily searched for using a variety of data and identifying information. The more details, the easier it is to locate the asset and to monitor data that may impact business operations. Use the data fields and drop-down lists to input the asset attributes (custom field values). With drop-down list fields, a new value may be input, or one may be selected from the list.

To add a new value, enter the custom attribute and select Create “_____”.

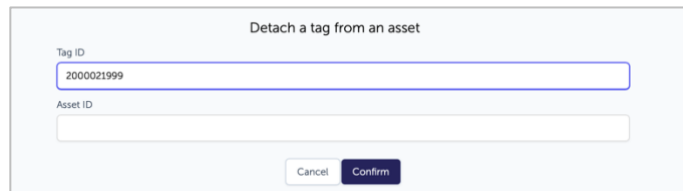
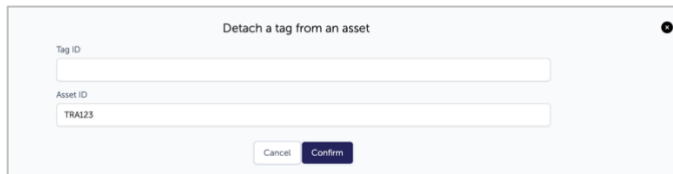
When all values are complete select **Submit** and complete the tag attachment process. Choose **Back** to make changes. Use the X to close window and cancel attach action.

Detach Tag

From the Assets tab, locate a specific asset from the Assets list and click the **Detach** icon from the Actions column or select **Detach** from the menu (you will need the asset and tag numbers for the next step).



In the Detach tag pop-up window, the Asset ID field may or may not have been auto-populated depending on the previous step. Either the Asset ID or Tag ID is required in order to detach.



Select **Confirm** to continue the process or **Cancel** to disregard the action. Once detached, both the asset and tag will have status of Not Attached. This operation removes the association between the tag and the asset; therefore, Luminare can no longer monitor the asset until a new tag is associated via a new attach tag action.

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5.4.2 Detaching + Replacing Tag via Asset Details

Detach Tag

From the Asset Details page select **Detach Tag**. The asset must have a status of Attached for this button to be present.



The Detach tag pop up window opens. Confirm or cancel the process. Once detached, the association with the asset is removed and the asset can no longer report to the Cognosos portal. Attach or replace the tag in the system.

Replace or Attach Tag

To detach the old tag and attach a new tag in one step use **Replace Tag** to assign a new tag to the asset. The asset must have a status of Attached for Replace Tag option availability.



If the asset's status is Unattached, the button reads Attach Tag.

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Enter the replacement tag number in the Tag ID field. Note the message regarding tag detachment of old tag. The remaining steps follow the same process as [attaching an asset](#).

Attach a tag to an asset

Attachment of a tag to an asset allows Cognoscos to follow the asset and collect essential information about it.

Tag ID

Asset ID
SYN1408

This asset is already attached to a tag. If you attach this asset to another tag, you will detach the existing tag from the asset. If you wish to continue and attach this asset to another tag, select the Next button.

Next

Once input is complete, the asset is attached to the new tag.

If the asset has a status of Unattached, the Asset Details tab will display Attach Tag.

ASSET DETAILS

Asset is not currently in a zone.

Asset ID:	SYN1555
Current location:	Not in a zone
Attached to tag:	---
Asset Type:	Wheelchair (standard)
Manufacturer Model:	CW0007CS
Manufacturer Name:	Cardinal Health
Serial Number:	42182210

SHOW ASSET MOVEMENTS

ATTACH TAG

SET ASSET CUSTOM FIELDS

Input valid tag ID and the asset's attributes as described in [attaching an asset](#).

Attach a tag to an asset

Attachment of a tag to an asset allows Cognoscos to follow the asset and collect essential information about it.

Tag ID

Asset ID
SYN2355

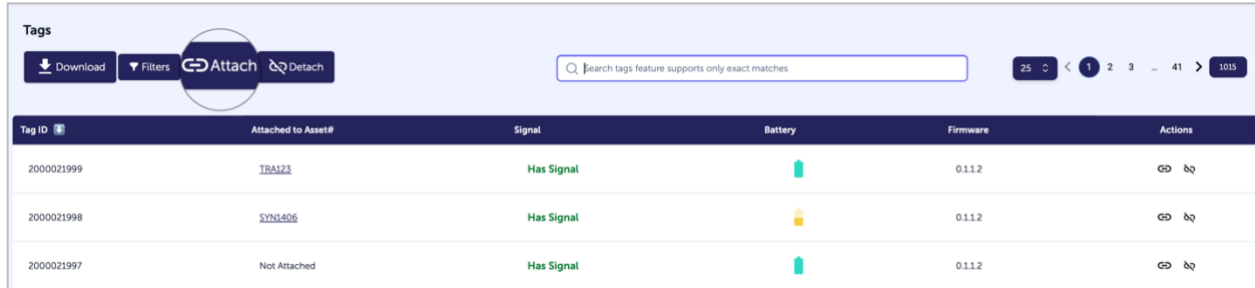
Next

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5.4.3 Attaching + Detaching via Tags Tab

Attach Tag

Open the Tags tab. Click **Attach** from the Tag menu or locate a specific unattached tag and select the **Attach** icon in the Actions column.



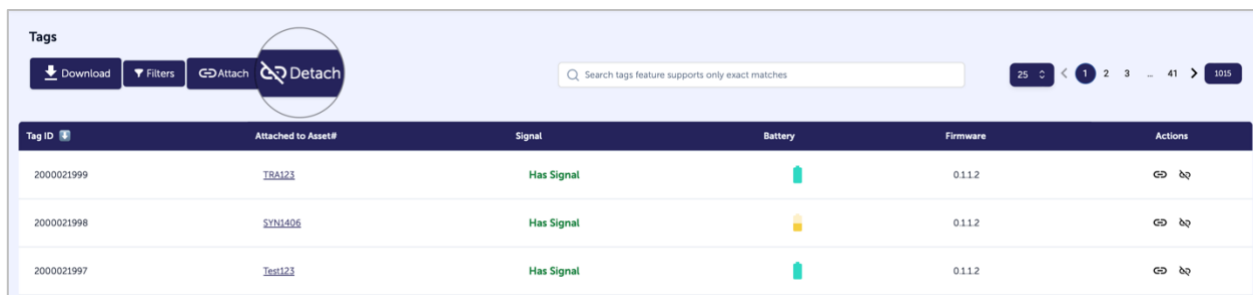
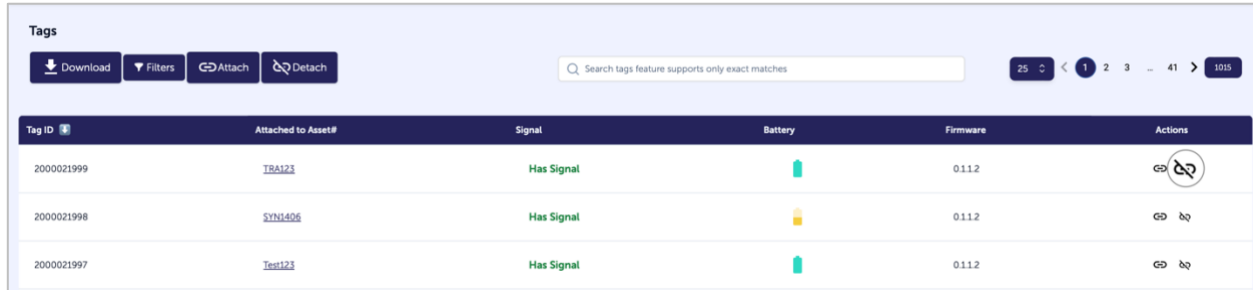
The Attach tag window opens. If the Attach link icon was used, the Tag ID will hold a value already. Otherwise, input a tag ID that is not currently attached to another asset. Ensure the tag has proper battery life. Input values in the Asset ID field. The process continues as described in [attaching an asset](#).



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Detach Tag

To detach a tag from its asset, either locate the tag and select the **Detach** icon from the Actions column or choose **Detach** from the Tags menu.



Detach a tag from an asset

Tag ID

Asset ID

Choose **Confirm**. Otherwise, click **Cancel** to end the process and return to the Tag list without detaching.

The Asset ID field may remain blank.

Once detached, that tag and asset will no longer be associated for location and data gathering purposes. Ensure this is the operation you want to carry out. Attach a new tag to the asset if needed.

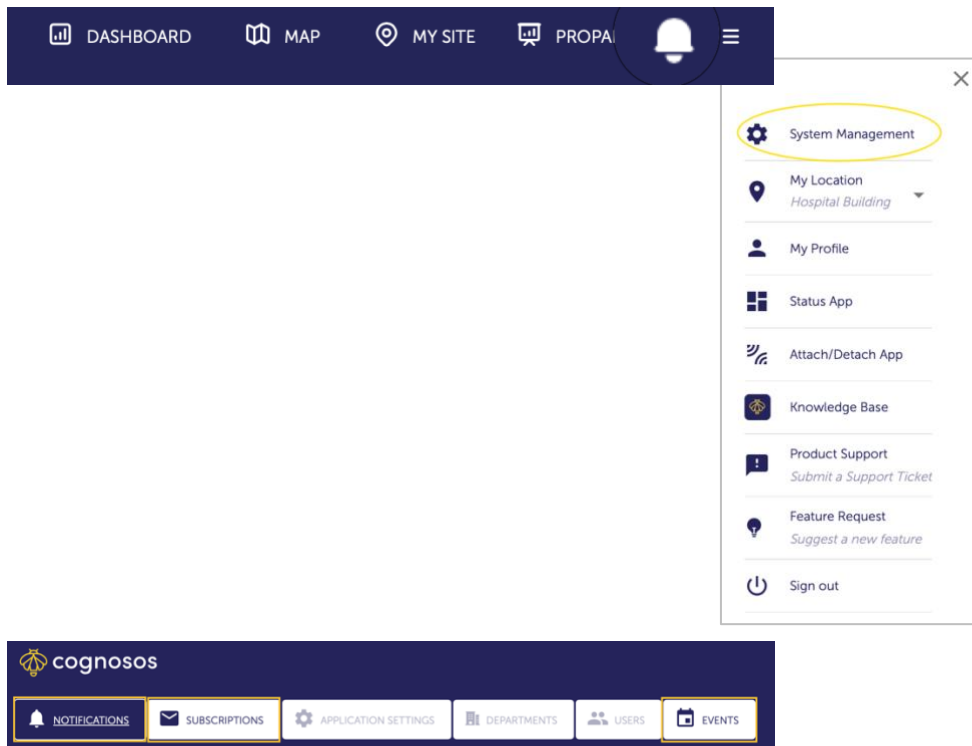
Return to [Tag Management](#) for feature-use information on this tab.

Events, Subscriptions & Notifications

COGNOSOS LUMINATE

Cognosos Luminate provides several mechanisms for monitoring and disseminating important asset information, thus providing a lens to real-time inventory data. Users can set up subscriptions and notifications to oversee asset movement and subscribe to specific asset activities such as tamper alerts and exit monitoring (for customers who use exit monitors). Subscriptions for clean and soiled inventory are available through the ProPAR feature. Additionally, an events log provides all historical information for a wider view of asset information and exceptions. All system users have access to events, subscriptions, and notifications.

Events, subscriptions, and notifications are all accessed through the same icon and menu option. Either select the bell icon located in the main portal menu or use the hamburger menu and select **System Management**. In both instances, the portal opens to the Notifications tab. Simply select the tab from the system menu that you wish to view.



Notifications: View notifications that have been triggered by unresponsive or uncommunicative tags.

Subscriptions: View email and text subscriptions for assets and zones including ProPAR subscriptions and tamper alerts. Pause and resume subscriptions.

Events: View asset events (location changes, tag events, inventory changes, etc.).

The Users features and options are covered in [System Access](#). Healthcare organizations that use the Department feature can [go here](#) for more information. Functions carried out under Application Settings are generally handled with the Cognosos Customer Success and Support teams.

6.1 Events

The Events tab lists important asset and tag events, including the time stamp of event, that take place across your facility. Some logged events include tag attach/detach, lost signal, exit alert, temperature, and more. Events provide a historical view. Use subscriptions and alerts to stay abreast of asset activity in real-time. Click **Events** to open the tab.

Event Date and Time	Event Type	Event Origin	Other Features	Additional Information
Tue, Dec 5th 2023, 4:41:21 PM	Tag attachment	Asset ID: SYN1400	Asset Type: Pulse Oximeter Manufacturer Name: MightySat Serial Number: RM3732 Attached/detached by: tra.kirkpatrick+hospitaldemo@cognosos.com	SYN1400 attached to device 2010368
Wed, Oct 11th 2023, 4:48:10 PM	Tag detachment	Asset ID: SYN1555	Asset Type: Wheelchair (standard) Manufacturer Model: CW0007CS Manufacturer Name: Cardinal Health Attached/detached by: paula.dycaico+hospitaldemo@cognosos.com	SYN1555 detached from device 2000021033
Wed, Oct 11th 2023, 4:48:05 PM	Tag detachment	Asset ID: SYN2001	Asset Type: Pulse Oximeter Manufacturer Name: MightySat Serial Number: M56Y89 Attached/detached by: paula.dycaico+hospitaldemo@cognosos.com	SYN2001 detached from device 2000021006
			Asset Type: Transmitter Telemetry Manufacturer Model: ApexPro FH	

Pagination options at the top allow a page by page browse of events; choose the number of events to display per page using the drop-list next to the pagination options (5 to 100 per page).

The use of Department assignments may impact a user’s ability to view events. When the user is assigned to a specific department, they can only see events for assets that are assigned to their same department.

Events can be downloaded to a file using the **Download CSV** button in the Events menu bar.

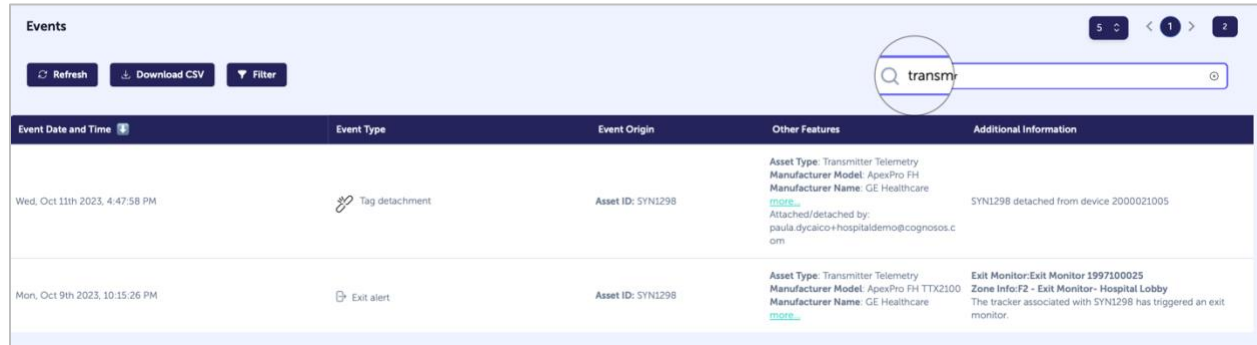
The Other Features column provides summary data for the asset. In the case of any attach or detach activities, this column shows the user who performed the action. Depending on the event type, this column may show asset number, description, manufacturer information, and more.

The Additional Information column provides more data, which also changes depending upon the event type. For example, a battery level update displays the battery level; a zone transition shows the asset ID with the zones that it left and entered (when applicable); a location change provides a link to the Google map coordinates of the asset’s current location. When the event type is a location change the system provides a map link to view the location of the tag/asset. Highlight and copy the link then open a new browser window. Paste the link to access the asset’s location via the map coordinates and location through Google maps.

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6.1.1 Locating Events via Search

Use the Search box on the top right of the page to search for one or more assets. The search function here works the same as described in earlier sections of the manual, except that the refreshed list does not highlight the matching criteria. The search field accepts numbers, letters, and special characters. The nature of the Search function provides users with a wide variety of search options to track down equipment (last known location), monitor equipment transfers in departments or zones, and more.



The screenshot shows the 'Events' page in Cognosco Luminare. At the top right, there is a search bar containing the text 'transm'. Below the search bar are three buttons: 'Refresh', 'Download CSV', and 'Filter'. The main content is a table with the following columns: 'Event Date and Time', 'Event Type', 'Event Origin', 'Other Features', and 'Additional Information'. Two events are listed in the table.

Event Date and Time	Event Type	Event Origin	Other Features	Additional Information
Wed, Oct 11th 2023, 4:47:58 PM	Tag detachment	Asset ID: SYN1298	Asset Type: Transmitter Telemetry Manufacturer Model: ApexPro FH Manufacturer Name: GE Healthcare more... Attached/detached by: paula.dycaico@hospitaldemo@cognosco.com	SYN1298 detached from device 2000021005
Mon, Oct 9th 2023, 10:15:26 PM	Exit alert	Asset ID: SYN1298	Asset Type: Transmitter Telemetry Manufacturer Model: ApexPro FH TTX2100 Manufacturer Name: GE Healthcare more...	Exit Monitor: Exit Monitor 1997100025 Zone Info: F2 - Exit Monitor- Hospital Lobby The tracker associated with SYN1298 has triggered an exit monitor.

Perform a simple search by asset, zone, tag ID, or structure. You can also run more complex searches to find targeted events for a specific zone. For example, input “entered PICU” in the Search field and add a date filter to quickly track down all equipment that enters PICU during the specified date range.

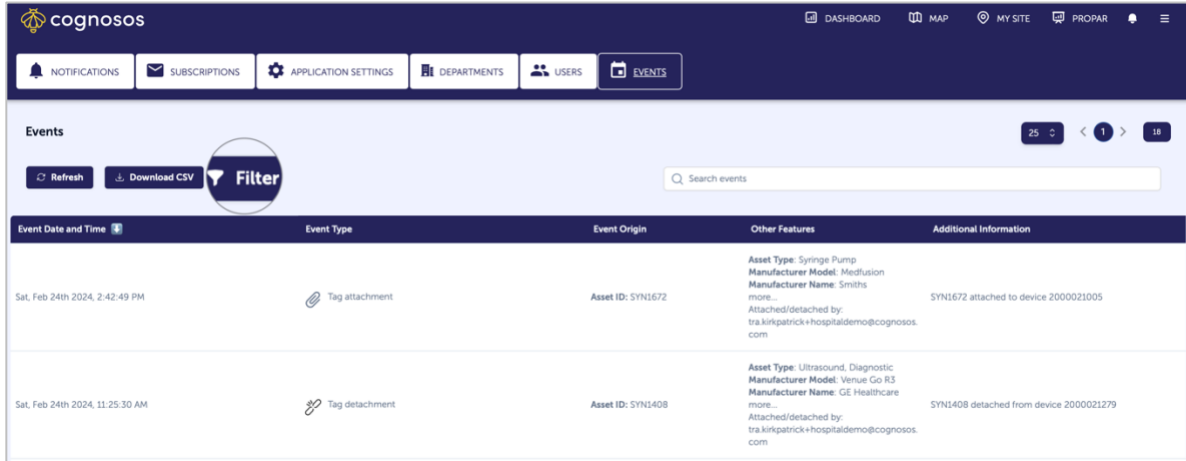
The Event list refreshes to reflect Search field input.

Return to a full list of events by using the X in the Search bar.

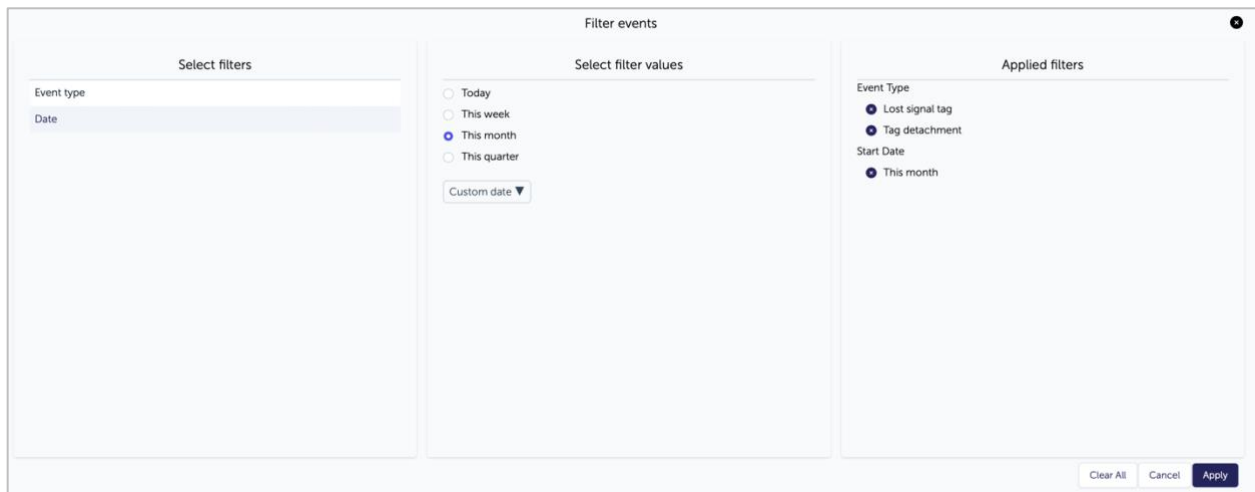
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6.1.2 Filtering Events

Use the filtering option to view events of a specific date and/or event type, such as battery level updates or failed asset attach attempts. The filter feature can be used instead of or in tandem with the search function. Select **Filter** in the Events menu.



The Filter selection window opens. To filter a specific event, highlight Event Type in the Select Filters column then check the event(s) to display on the list. These values are predefined; select one or more filter values. Click Date under Select Filters to filter all events by date range or to apply a date range to the event filter.

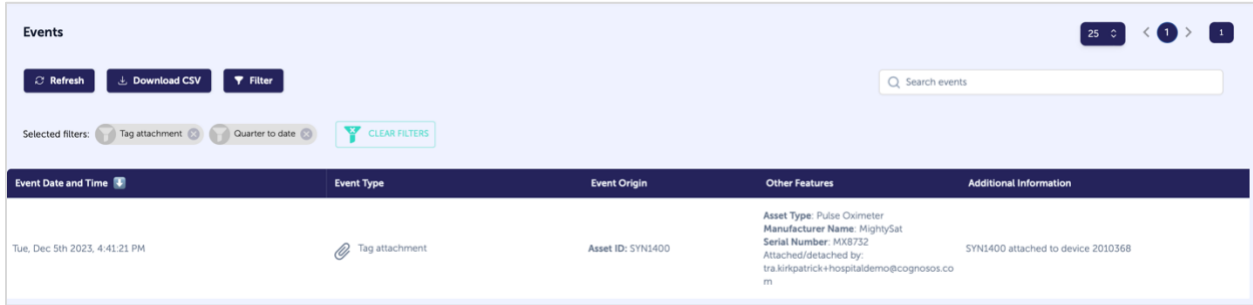


To remove an event type from the filter, click the X next to the event type in the Selected filters column.

When selections are complete choose **Apply** or **Close** to return to the Events page with the filters applied. Select **Clear All** to remove all selected filters. Make new selections or close the pop-up window by selecting **Close**.

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When the filters are applied the page refreshes with events matching the filters.



The screenshot shows the 'Events' page in Cognosos Luminare. At the top, there are buttons for 'Refresh', 'Download CSV', and 'Filter'. A search bar labeled 'Search events' is on the right. Below these are 'Selected filters' for 'Tag attachment' and 'Quarter to date', with a 'CLEAR FILTERS' button. The main table has columns: 'Event Date and Time', 'Event Type', 'Event Origin', 'Other Features', and 'Additional Information'. One event is listed with the date 'Tue, Dec 5th 2023, 4:41:21 PM', type 'Tag attachment', and origin 'Asset ID: SYN1400'. The 'Other Features' column lists 'Asset Type: Pulse Oximeter', 'Manufacturer Name: MightySat', and 'Serial Number: MX8732'. The 'Additional Information' column notes 'SYN1400 attached to device 2010368' and 'Attached/detached by: tra.kirkpatrick+hospitaldemo@cognosos.com'.

Event Date and Time	Event Type	Event Origin	Other Features	Additional Information
Tue, Dec 5th 2023, 4:41:21 PM	Tag attachment	Asset ID: SYN1400	Asset Type: Pulse Oximeter Manufacturer Name: MightySat Serial Number: MX8732 Attached/detached by: tra.kirkpatrick+hospitaldemo@cognosos.com	SYN1400 attached to device 2010368

Download to CSV if you need to save the information. Clear a single filter by using the X next to the filter. Choose **Clear Filters** to refresh the page to all events.

6.2 Subscriptions

A subscription provides a mechanism for users to receive notifications for various asset and zone activities. Subscriptions set up in multiple areas of the portal, such as in Asset Details, ProPAR, and Zones are shown on this page.

Select **Subscriptions** to open the tab.

Subscription Date	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
Tue, Mar 26th 2024, 2:44:41 PM	Notify me when SYN1672 enters or leaves any zone	9:00 AM - 12:00 PM	tra.kirkpatrick+hospitaldemo@cognosos.com	Assets	Pause subscription
Tue, Mar 26th 2024, 2:42:54 PM	Notify me when any asset enters or leaves F1 - 105 Rm	7:00 AM - 7:00 PM	tra.kirkpatrick+hospitaldemo@cognosos.com	Zone	Pause subscription
Tue, Mar 26th 2024, 2:42:54 PM	Notify me when any asset enters or leaves F1 - 104 Rm	7:00 AM - 7:00 PM	tra.kirkpatrick+hospitaldemo@cognosos.com	Zone	Pause subscription
Tue, Mar 26th 2024, 2:42:53 PM	Notify me when any asset enters or leaves F1 - 103 Rm	7:00 AM - 7:00 PM	tra.kirkpatrick+hospitaldemo@cognosos.com	Zone	Pause subscription
Tue, Mar 26th 2024, 1:51:16 PM	Notify me when any tag associated with an asset is removed from its holster.	5:00 AM - 7:00 PM	tra.kirkpatrick+hospitaldemo@cognosos.com	Any	Pause subscription

The tab displays a row for each subscription and notification medium defined (there is a row for email and row for phone number even when they are for the same asset or zone). Sort the Subscription Date column by ascending or descending order. Sort the Notification Medium column by phone and email.

From this tab users may add subscriptions and delete subscriptions, as well as pause and resume subscriptions, and set up tamper alerts.



Use the Tamper Alerts filter option under [Events](#) to run a report on tamper alerts. Alternatively, use the Tamper Alerts widget on the [Dashboard](#) to view alerts.

COGNOSOS LUMINATE

6.2.1 Creating Subscriptions

Unlike single [asset subscriptions](#) that are created directly from the Asset Details page, subscriptions set up here are for all assets across the facility. Subscription notifications are triggered on any asset movement, either within a specific zone(s) or all zones. This is also the page for setting up tamper alerts.

If you need to create a subscription for an individual asset, see [Creating Asset Subscriptions](#). ProPAR subscriptions are covered in [Subscribing to a ProPAR Zone](#). You may also set up [zone-specific subscriptions](#) and [exit monitors subscriptions](#).



Tamper alerts! Come here to set up Tamper Alert subscriptions. Tamper alerts will send notifications when an equipment tag is removed from its holster on an attached asset.

To create a new subscription select **Subscribe** on the Subscriptions menu.

The screenshot shows the Cognoscos Luminare Subscriptions page. The top navigation bar includes 'NOTIFICATIONS', 'SUBSCRIPTIONS', 'APPLICATION SETTINGS', 'DEPARTMENTS', 'USERS', and 'EVENTS'. The 'SUBSCRIPTIONS' menu item is highlighted. Below the navigation bar, there are buttons for 'Refresh', 'Subscribe', and 'Delete'. The main content area displays a table of subscriptions with the following columns: Subscription Date, Notification, When The Event Happens?, Notification Medium, Notification Source, and Status. The table contains 10 rows of subscription data. A red circle highlights the 'Subscribe' button in the top left corner of the table area.

Subscription Date	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
Tue, Jun 6th 2023, 3:31:24 PM	Notify me when any asset enters or leaves Floor1 East Stairwell Exit Monitor	9:00 PM - 5:00 AM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Zone	Pause subscription
Sun, May 7th 2023, 2:19:06 PM	Notify me when any tag associated with an asset is removed from its holster.	1:00 PM - 9:00 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Any	Pause subscription
Sun, May 7th 2023, 2:19:06 PM	Notify me when any tag associated with an asset is removed from its holster.	1:00 PM - 9:00 PM	+11234567890	Any	Pause subscription
Tue, Mar 28th 2023, 2:44:47 PM	Notify me when any tag associated with an asset is removed from its holster.	7:00 AM - 7:00 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Any	Pause subscription
Tue, Mar 7th 2023, 12:09:07 PM	Notify me when room FL1 Clean Equipment reaches critical level	9:00 AM - 9:00 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Zone	Pause subscription
Tue, Mar 7th 2023, 12:03:44 PM	Notify me when SYN1400 enters or leaves FI2 Zone 5	7:00 AM - 6:00 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Assets/Zone	Pause subscription
Tue, Mar 7th 2023, 12:03:43 PM	Notify me when SYN1400 enters or leaves FI2 Zone 6	7:00 AM - 6:00 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Assets/Zone	Pause subscription
Tue, Mar 7th 2023, 12:03:43 PM	Notify me when SYN1400 enters or leaves FI2 Zone 4	7:00 AM - 6:00 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Assets/Zone	Pause subscription
Tue, Mar 7th 2023, 11:56:09 AM	Notify me when SYN1400 enters or leaves Floor 1 Elevators	7:14 AM - 7:00 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Assets/Zone	Pause subscription
Tue, Mar 7th 2023, 11:56:08 AM	Notify me when SYN1400 enters or leaves FI1 Zone 2	7:14 AM - 7:00 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Assets/Zone	Pause subscription

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Subscriptions can be set up for specific or all zones. You must have an Administrator role to set up tamper alerts. Select the radio dial for the appropriate option.



All zones: Subscription set for all assets in all zones

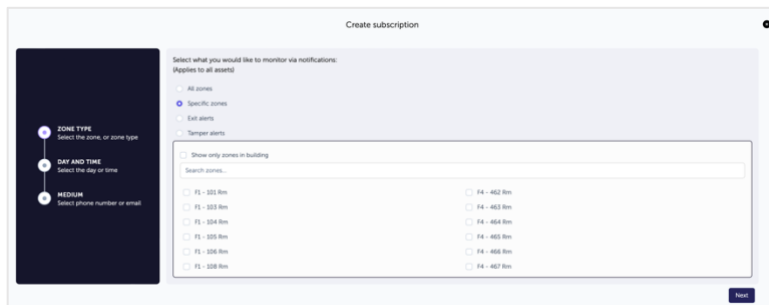
Specific zones: Subscription is set for all assets in chosen zone(s); click radio dial and select zone(s)

All exit alerts: Subscription is set for all assets that pass into any/all defined exit zones

Specific exit alerts: Subscription is set for all assets that pass into a defined exit zone; click radio dial and choose exit(s)

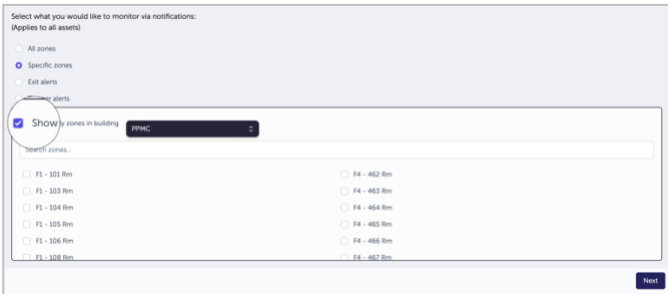
Tamper alerts: Subscription is set for all assets with an associated, attached tamper alarm and for all zones (no option to choose zones)

In the select zone/exit monitor window place a checkmark next to each zone to include (one or multiple).



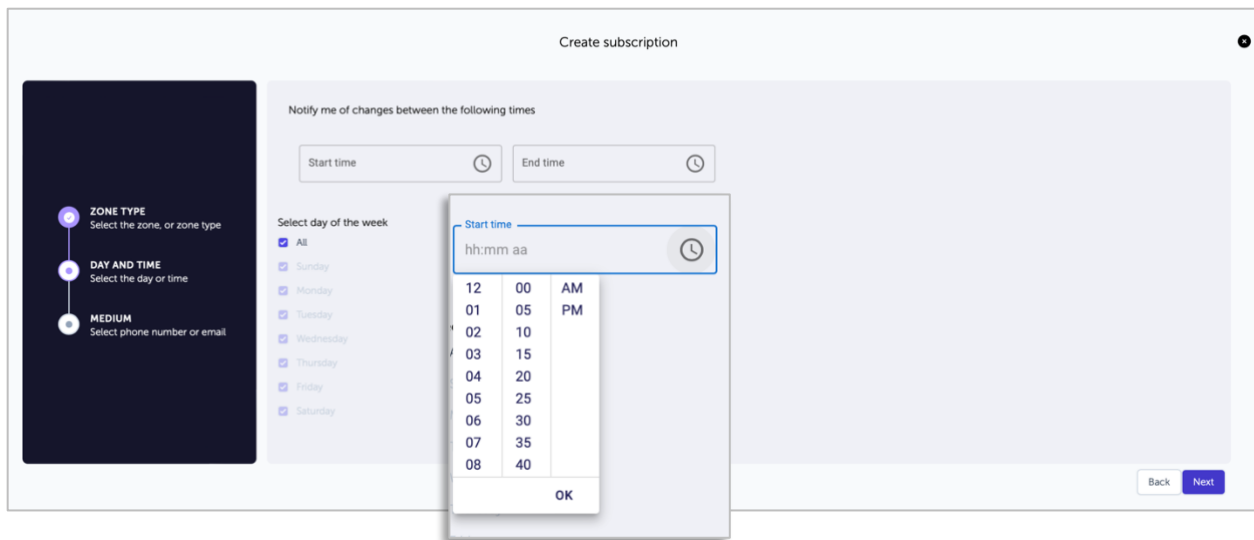
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Search zones and/or use the drop-down list to filter zones to a particular building when there are many.



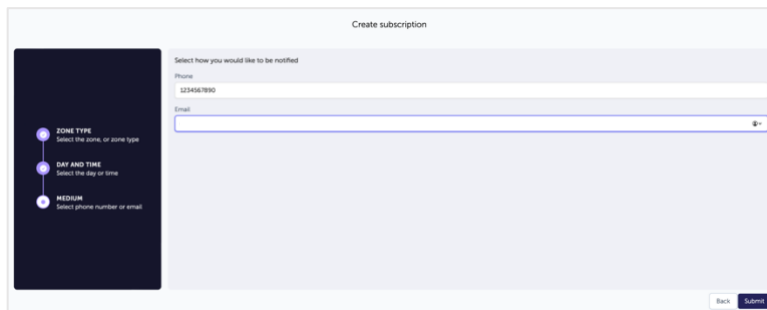
Following selections, click **Next** to continue.

Enter the start time for the subscription. Click on the clock face and select the hours, minutes, and AM or PM. Alternatively, click inside the time box and type the time. Click OK. Repeat for end time. The time range determines when the system should “look” for the assets in the selected zone(s).



Set the days of week for running the subscription. Leave to All or deselect and choose one or multiple weekdays. Click **Next** to continue. To change a zone selection, select **Back**.

Confirm or change the delivery medium (email and/or phone). The fields will auto populate with the email address and the mobile phone number from the user profile of the logged in user, where present. You can keep or change the fields. One delivery method must be present.



Click **Submit** to create the subscription.

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Following the submission, the subscriptions list refreshes with the new subscription added to the top of the page (if the Subscription Date column is in descending order).

Subscription						
Updated: Fri, Dec 8th 2023, 12:26:31 PM Rows per page: 50 1-20 of 20						
<input type="button" value="Refresh"/> <input type="button" value="Subscribe"/> <input type="button" value="Delete"/>						
<input type="checkbox"/>	Subscription Date ↓	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
<input type="checkbox"/>	Fri, Dec 8th 2023, 12:26:32 PM	Notify me when any asset enters or leaves F1 - 105 Rm	6:35 AM - 6:30 PM	✉ tra.kirkpatrick+hospitaldemo@cognosos.com	Zone	<input type="button" value="Pause subscription"/>
<input type="checkbox"/>	Fri, Dec 8th 2023, 12:26:31 PM	Notify me when any asset enters or leaves F1 - 103 Rm	6:35 AM - 6:30 PM	✉ tra.kirkpatrick+hospitaldemo@cognosos.com	Zone	<input type="button" value="Pause subscription"/>
<input type="checkbox"/>	Fri, Dec 8th 2023, 12:26:30 PM	Notify me when any asset enters or leaves F1 - 101 Rm	6:35 AM - 6:30 PM	✉ tra.kirkpatrick+hospitaldemo@cognosos.com	Zone	<input type="button" value="Pause subscription"/>

The subscription list includes a row for each zone and each delivery method set up in the subscription. Utilize the Notification and Notification Source columns to determine the kind and frequency of subscription.

<input type="checkbox"/>	Subscription Date ↓	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
<input type="checkbox"/>	Fri, Dec 8th 2023, 12:48:50 PM	Notify me when any asset enters or leaves any zone	6:30 AM - 6:20 PM	✉ tra.kirkpatrick+hospitaldemo@cognosos.com	Any	<input type="button" value="Pause subscription"/>
<input type="checkbox"/>	Fri, Dec 8th 2023, 12:48:49 PM	Notify me when any asset enters or leaves any zone	6:30 AM - 6:20 PM	☎ +14042177453	Any	<input type="button" value="Pause subscription"/>

Exit Monitor Subscription

<input type="checkbox"/>	Subscription Date ↓	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
<input type="checkbox"/>	Fri, Dec 8th 2023, 12:38:11 PM	Notify me when any tag is seen by an exit monitor.	8:00 AM - 6:00 PM	✉ tra.kirkpatrick+hospitaldemo@cognosos.com	Any	<input type="button" value="Pause subscription"/>

Tamper Alert Subscription

<input type="checkbox"/>	Subscription Date ↓	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
<input type="checkbox"/>	Fri, Dec 8th 2023, 12:38:47 PM	Notify me when any tag associated with an asset is removed from its holster.	12:00 AM - 11:55 PM	✉ tra.kirkpatrick+hospitaldemo@cognosos.com	Any	<input type="button" value="Pause subscription"/>

Regardless of subscription type, [pause and resume](#) the subscription as needed (e.g., out of the facility) or [delete](#) part or all of the subscription.

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6.2.2 Pausing/Resuming Subscriptions

Once a subscription has been defined, you may pause and resume the subscription. This option may be more appropriate than deleting the entire subscription.

All subscriptions include the Pause/Resume option on the main Subscriptions table. You may pause only your own subscriptions.

<input type="checkbox"/>	Subscription Date ↓	Notification	When the event happens?	Notification Medium	Notification Source	Status
<input type="checkbox"/>	Tue, Dec 27th 2022, 8:51:28 AM	Notify me when any asset enters or leaves any zone'	8:00 AM - 6:00 AM	+1678-901-2345	Any	Pause subscription
<input type="checkbox"/>	Tue, Dec 27th 2022, 8:51:28 AM	Notify me when any asset enters or leaves any zone'	8:00 AM - 6:00 AM	tra_choa@cognosos.com	Any	Pause subscription
<input type="checkbox"/>	Tue, Dec 27th 2022, 8:32:18 AM	Notify me when any tag associated with an asset is removed from its holster.	6:00 AM - 6:30 AM	+14041111221	Any	Resume subscription
<input type="checkbox"/>	Tue, Dec 27th 2022, 8:32:18 AM	Notify me when any tag associated with an asset is removed from its holster.	6:00 AM - 6:30 AM	tra_choa@cognosos.com	Any	Pause subscription

Resume subscription

To temporarily pause the subscription select Pause Subscription. Likewise, to re-start the subscription, select Resume subscription.

Pause subscription

The pause/resume option applies to the alert medium. If you run a subscription that alerts both email and mobile phone, you need to pause all parts to pause the entire subscription. This is similarly true of subscriptions that contain more than one zone.

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6.2.3 Deleting Subscriptions

Remove subscriptions that are no longer necessary directly from the subscriptions list, no matter the origin of the subscription creation. You may delete a subscription in its entirety or delete one delivery method within a single subscription. Locate the subscription(s) to remove and select the checkbox for that subscription. You may choose one, multiple, or all. Click **Delete** from the Subscription menu.

Subscription Date	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
<input checked="" type="checkbox"/> Fri, Dec 8th 2023, 12:48:50 PM	Notify me when any asset enters or leaves any zone	6:30 AM - 6:20 PM	tra.kirkpatrick+hospitaldemo@cognosos.com	Any	Pause subscription
<input type="checkbox"/> Fri, Dec 8th 2023, 12:48:49 PM	Notify me when any asset enters or leaves any zone	6:30 AM - 6:20 PM	+14042177453	Any	Pause subscription
<input type="checkbox"/> Fri, Dec 8th 2023, 12:36:29 PM	Notify me when any asset enters or leaves any zone	4:00 PM - 3:35 AM	tra.kirkpatrick+hospitaldemo@cognosos.com	Any	Pause subscription
<input type="checkbox"/> Fri, Dec 8th 2023, 12:26:32 PM	Notify me when any asset enters or leaves F1 - 105 Rm	6:35 AM - 6:30 PM	tra.kirkpatrick+hospitaldemo@cognosos.com	Zone	Pause subscription

Remove subscription
Are you sure that you want to delete **Notify me when any asset enters or leaves any zone?**

In the Remove Subscription pop up window select **Delete** to continue the process or **Cancel** to return to list without removing selected subscription(s).

Remove subscription
Are you sure you want to delete 3 subscriptions?

When more than one subscription is selected, the confirmation window displays the number selected.

A small pop-up will appear stating the subscription was successfully deleted and the list will refresh.

The subscription is removed and the user will no longer receive notifications via the deleted delivery method; or regarding that asset and/or zone(s) if an entire subscription was deleted.

Subscriptions may be added or removed only. If a subscription needs to be changed once it's created, delete and create a new subscription.

6.3 Notifications

The Cognosos portal provides exception reporting regarding the responsiveness of tags and notes these exceptions on the Notifications tab. Tags listed on the report are likely to have bad/critical batteries or the equipment has lost communication with the gateway for another reason. Select the **Notifications** menu option to open the tab.

<input type="checkbox"/>	Date And Time ↓	Notification Origin	Notification Message
<input type="checkbox"/>	Sat, Dec 2nd 2023, 10:06:01 AM	Asset ID: 001685	Tag 2011845 has lost signal
<input type="checkbox"/>	Tue, Nov 28th 2023, 8:30:10 PM	Asset ID: 001465	Tag 2009243 has lost signal
<input type="checkbox"/>	Sat, Nov 18th 2023, 2:51:05 PM	Asset ID: V19257545X	Tag 2013413 has lost signal
<input type="checkbox"/>	Thu, Nov 16th 2023, 1:17:05 AM	Asset ID: V19254565X	Tag 2012819 has lost signal
<input type="checkbox"/>	Mon, Nov 13th 2023, 9:45:01 AM	Asset ID: 001776	Tag 2009480 has lost signal
<input type="checkbox"/>	Sat, Nov 11th 2023, 8:54:19 AM	Asset ID: 001463	Tag 2011121 has lost signal
<input type="checkbox"/>	Sat, Nov 11th 2023, 8:54:17 AM	Asset ID: C19266279	Tag 2011801 has lost signal
<input type="checkbox"/>	Sat, Nov 11th 2023, 8:53:59 AM	Asset ID: V19253885X	Tag 2012200 has lost signal
<input type="checkbox"/>	Thu, Nov 2nd 2023, 1:54:48 AM	Asset ID: 001516	Tag 2009097 has lost signal
<input type="checkbox"/>	Fri, Oct 20th 2023, 5:46:37 PM	Asset ID: V18304515X	Tag 2012157 has lost signal
<input type="checkbox"/>	Fri, Oct 13th 2023, 6:24:58 PM	Asset ID: 001390	Tag 2012146 has lost signal
<input type="checkbox"/>	Wed, Oct 11th 2023, 5:21:44 PM	Asset ID: 001360	Tag 2008796 has lost signal
<input type="checkbox"/>	Wed, Sep 13th 2023, 10:21:16 AM	Asset ID: V19269635X	Tag 2009499 has lost signal

The list displays tags that have become unresponsive defaulting in date descending. Select the Date and Time column header to resort to ascending. Notification Origin indicates the asset to which the tag is attached. This column can also be sorted in both ascending and descending order. The Notification Message identifies the tag.

Use the Search field to locate a specific asset ID (search by asset ID only).

Download the exception report using **Download** from the Notifications menu bar.

Zones + Departments

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The foundation for Cognosos Luminare and the success of the wayfinding system lie in the set-up of geofences during the initial system installation process. The Cognosos real-time asset location technology leverages digital maps of the property, which are segmented into structures, floors, and zones to provide asset location information.

Generally speaking, the hierarchy of the geo (digital) map is as follows:

Structures	Refers to the physical facility (hospital, healthcare center, etc.). There may be one or more buildings for an organization. Buildings are set up by the Cognosos installation teams.
Floors	Defined during portal set up by the installation teams. There may be one or more floors per building.
Zones	Zones are created at the floor level and can consist of any defined space (hospital room, storage room, nursing station, hallway, warehouse, etc.) Zones 'hold' assets and each zone has an asset occupancy; some zones are specialized (e.g., exit or ProPAR zone).

All users can view information regarding the structures, floors, and zones on the digital map as described in the sections below; certain users may edit limited zone details as described in the sections that follow. The addition or removal of zones is managed by the Cognosos Customer Success team.

Cognosos Location AI

Cognosos offers even greater asset location with the Location AI add-on. This feature provides the ability to pinpoint the location of a given asset within a larger, open area (e.g., a sizeable storage facility). RTLS platforms equipped with Location AI use fixed zones so the View/Edit option will be unavailable. Users may edit zone names and zone type.

Healthcare organizations with a high volume of assets, employees, and patient traffic may utilize the Departments feature, which provides a method for assigning assets and team members to specific departments. Please note that the Departments functionality may or may not be turned on within your Cognosos Luminare portal.

For information on navigating and utilizing the digital map, refer to [Map Navigation](#) before proceeding to the following sections.

7.1 Zone Inventory

The Cognosos Luminate portal provides powerful insights that help provide visibility to asset patterns, movement, and use. One such metric is asset utilization, which aggregates information related to how often and where medical equipment is used across the facility. This helps management identify spikes and drops in demand for certain types of equipment, and/or equipment within certain departments or areas of the hospital.

7.1.1 Viewing Zone Inventory via Map

For a quick summary view of real-time asset inventory information for a zone open the map. From the left-hand menu, select the Zones tab and then locate the zone and click. You can use the Search function on the tab to quickly find a specific zone (e.g., Radiology East). The Show all and Current building radio dials just above the list provide broader listings, which can be helpful when the zone name or location is uncertain. When selecting Current building, go to the Structures tab and ensure the building you want is highlighted.

Once a zone is chosen, the map will outline the zone in teal and the right-hand menu will display a zone summary box.



- Zone Name
- Building: Structure in which zone is located
- Floor: Floor # on which zone is located
- Assets: # of assets in zone (based on RTLs)
- Breakdown of assets in the zone, per asset type

View the specific assets in the zone by clicking the arrow icon in the right menu, adjacent to the asset count (launches Inventory Details).



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7.1.2 Viewing Zone Inventory via Zone List

Open the Zones tab from the My Site menu to view a listing of all zones with asset inventory listed for each.

Name	Assets in zone	Building	Actions
F1 - Bio Med	15	PPMC	
F5 - WEST Soiled Utility	11	PPMC	
F1 - Clean Store SPD	10	PPMC	
F3 - Clean Utility	10	PPMC	
F1 - SPD	9	PPMC	
F2 - Clean Utility	9	PPMC	
F3 - Pre-Op Bay 12	9	PPMC	
F2 - ED Clean Utility	7	PPMC	
F5 - WEST Clean Utility	6	PPMC	
F5 - EAST Clean Utility	6	PPMC	
F5 - EAST Soiled Utility	6	PPMC	
F4 - Soiled Utility	5	PPMC	

From this page, you may edit zone details related to zone type or inventory, delete the zone, or subscribe to the zone using the icons in the Actions column.

Select the Zone name link to launch the map with that zone in view.

7.2 Zone Management

A zone is a digital area marked by a geo-fence that corresponds to a physical or virtual location on the facility's property. Zones can be rooms, hallways, closets, subsections of rooms, warehouses, or any area in the facility that requires a geo-fence boundary for the most accurate asset location. In customer sites with exit monitors installed, asset location can be monitored for assets at risk for leaving the facility. Note that the customer site must have exit monitors installed to use exit monitors.

When zone additions or changes are needed, consult with [Cognosos' Customer Success](#) team to request those changes.

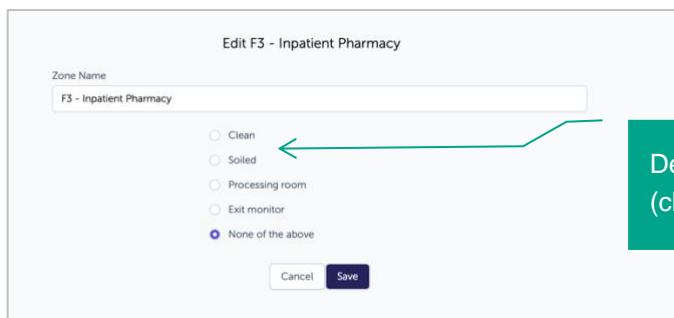
Cognosos further provides a location intelligence option that provides even more detailed asset tracking data to the portal. Zone options and functions will vary depending upon the use of the Cognosos location AI feature. Those are noted throughout this section.

7.2.1 Editing Zone Type

If you need to change the type of zone (virtual, clean, soiled) you can change those directly from the digital map. Once the zone is selected in the left-hand menu, select the **Edit** (pencil) icon in the Zone Summary box on the bottom of the right menu.



In the Edit Zone pop-up window, make changes to name or zone type.









Designate the zone as a ProPAR zone (clean or soiled) or exit zone here.

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Select **Save** to continue and return to the digital map; otherwise select **Cancel** to return to the map without changes.

Zone details can also be changed from the Zones tab in My Site. The Zones list defaults to all zones defined in the system. Use the search option to locate the zone that needs to change. Select the **Edit** icon from the Actions column.

Name	Assets in zone	Building	Actions
F1 - Bio Med	15	PPMC	 
F5 - WEST Soiled Utility	11	PPMC	 
F1 - Clean Store SPD	10	PPMC	 

Zone Name

F1 - Bio Med

Clean

Soiled

Processing room

Exit monitor

None of the above

Cancel Save

Make the necessary changes. Select **Save** to continue or **Cancel** to close without making changes.

Reminder that zone changes to clean and soiled rooms will impact ProPAR.

The system returns to Zones list.

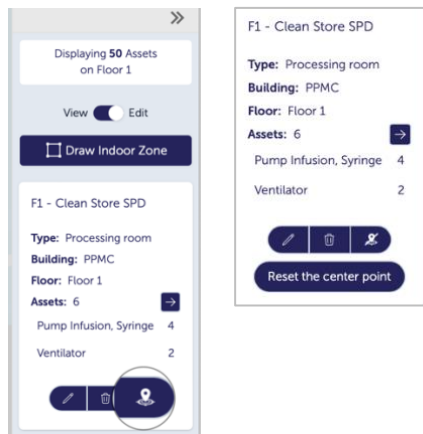
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7.2.2 Recentering Zone

Zone areas are set up during implementation and with rare exceptions changes are not needed following go-live. If you are directed by a Cognosos team member to recenter a zone, open the map and click the proper zone from the Zones tab. Change the map to Edit mode using the View/Edit toggle.



Click the **recenter zone** icon on the right. Click the **Reset the center point** button when it appears. Select **Save**.



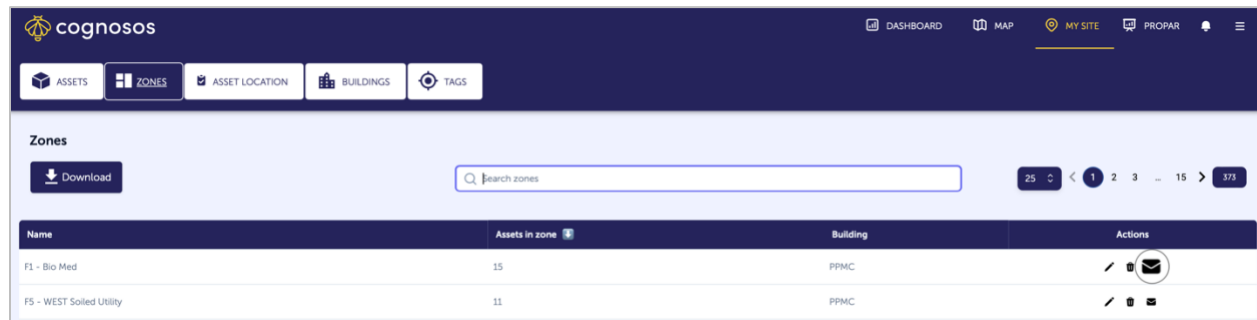
Remember that changes to the zone type (virtual) are unavailable when the portal uses Location AI. Updates to a clean or soiled zone will impact ProPAR activities and counts.

7.3 Zone Subscriptions

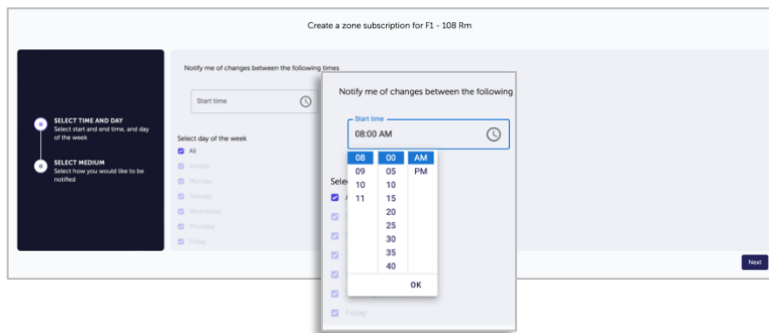
The RTLS provides zone-based subscriptions, which are beneficial for use with [exit monitors](#) and for staying abreast of asset movement in other critical areas of the hospital. Zone-based subscriptions monitor all assets within the zone. To manage subscriptions for your ProPAR zones, refer to [Subscribing to a ProPAR Zone](#). If you need to create an exit monitor zone subscription, go to [exit zones](#) for the map and [Creating Exit Monitor Subscriptions](#).

7.3.1 Creating Subscriptions

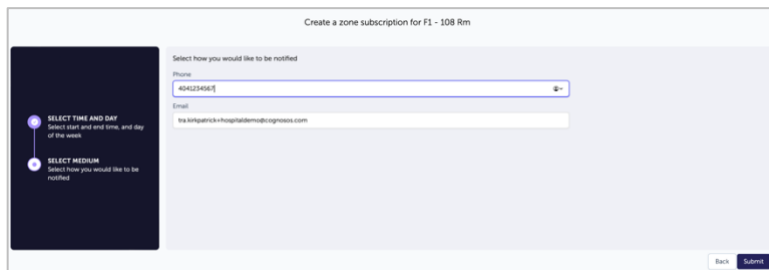
From the Zones page select the zone for which you want to set up a new subscription and click **Subscribe** from the Actions column. You may subscribe to only a single zone at a time from this page.



Click clock dial and scroll to input hours, minutes, and AM or PM. Select days of the week for the subscription to run or leave set to All.



Click **Next** to input the subscription delivery method.

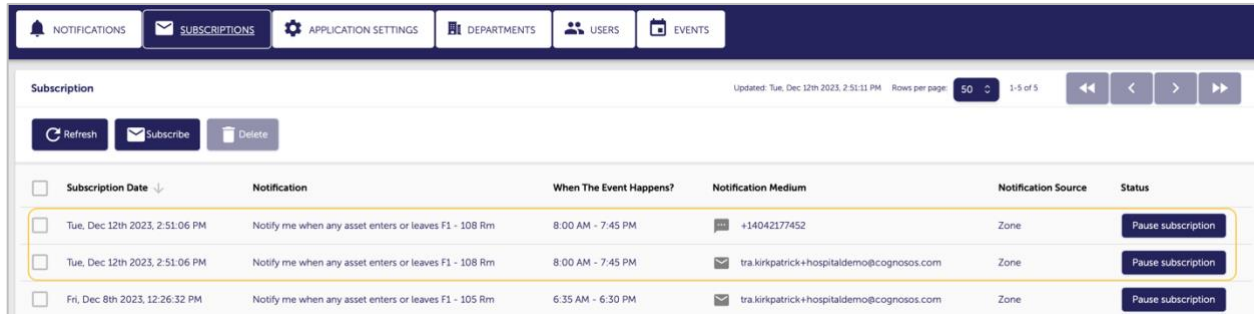


Phone and email address default to the information from the logged in user's profile. You can leave as-is or edit. You must have at least one delivery method.

Select **Submit** to complete or **Back** to change the subscription timeframes. Look for a small confirmation message that the subscription was added.

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Zone subscriptions are shown on the Subscriptions page (under System Management). A subscription is set up for each delivery method in the subscription so there will be a listing for each delivery method. Zone subscriptions pertain to all assets within the zone.

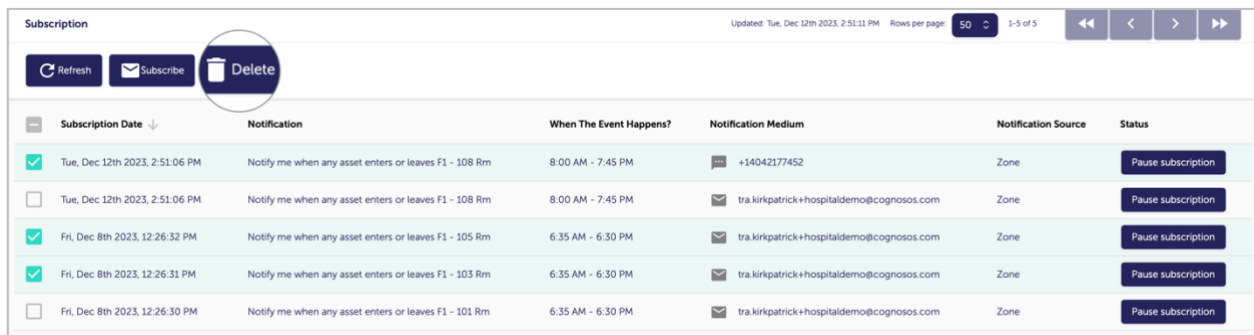


Subscription Date	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
Tue, Dec 12th 2023, 2:51:06 PM	Notify me when any asset enters or leaves F1 - 108 Rm	8:00 AM - 7:45 PM	+14042177452	Zone	Pause subscription
Tue, Dec 12th 2023, 2:51:06 PM	Notify me when any asset enters or leaves F1 - 108 Rm	8:00 AM - 7:45 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Zone	Pause subscription
Fri, Dec 8th 2023, 12:26:32 PM	Notify me when any asset enters or leaves F1 - 105 Rm	6:35 AM - 6:30 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Zone	Pause subscription

You may pause and resume a subscription at any time. Use the Pause/Resume button on the Subscriptions page for this purpose. Refer to [Subscriptions](#) for more information on generally managing all subscriptions.

7.3.2 Deleting Subscriptions

Open the Subscriptions page under System Management. Locate the subscription(s) you want to delete, place a checkmark and select **Delete** from the menu. You may delete a single delivery method or remove the entire subscription deleting both delivery methods.



Subscription Date	Notification	When The Event Happens?	Notification Medium	Notification Source	Status
<input checked="" type="checkbox"/> Tue, Dec 12th 2023, 2:51:06 PM	Notify me when any asset enters or leaves F1 - 108 Rm	8:00 AM - 7:45 PM	+14042177452	Zone	Pause subscription
<input type="checkbox"/> Tue, Dec 12th 2023, 2:51:06 PM	Notify me when any asset enters or leaves F1 - 108 Rm	8:00 AM - 7:45 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Zone	Pause subscription
<input checked="" type="checkbox"/> Fri, Dec 8th 2023, 12:26:32 PM	Notify me when any asset enters or leaves F1 - 105 Rm	6:35 AM - 6:30 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Zone	Pause subscription
<input checked="" type="checkbox"/> Fri, Dec 8th 2023, 12:26:31 PM	Notify me when any asset enters or leaves F1 - 103 Rm	6:35 AM - 6:30 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Zone	Pause subscription
<input type="checkbox"/> Fri, Dec 8th 2023, 12:26:30 PM	Notify me when any asset enters or leaves F1 - 101 Rm	6:35 AM - 6:30 PM	tra.kirkpatrick+hospitaldemo@cognoscos.com	Zone	Pause subscription

Refer to [Subscriptions](#) for more information on generally managing subscriptions.

7.4 Exit Monitors

To detect accidental asset loss and protect data integrity, the Cognosos Luminate provides the ability to alert key employees when an asset is within range of leaving a specific zone via the use of exit monitors and exit monitor subscriptions. Exit monitors are set up through zone creation and monitored through zone subscriptions. All triggered exit monitor alarms display under System Management on the Events page.

Exit monitor zones are created by the Cognosos Installation Team when your system zones are created. Your implementation team will work with you to create the exit zones based on best practices and the hospital's needs.

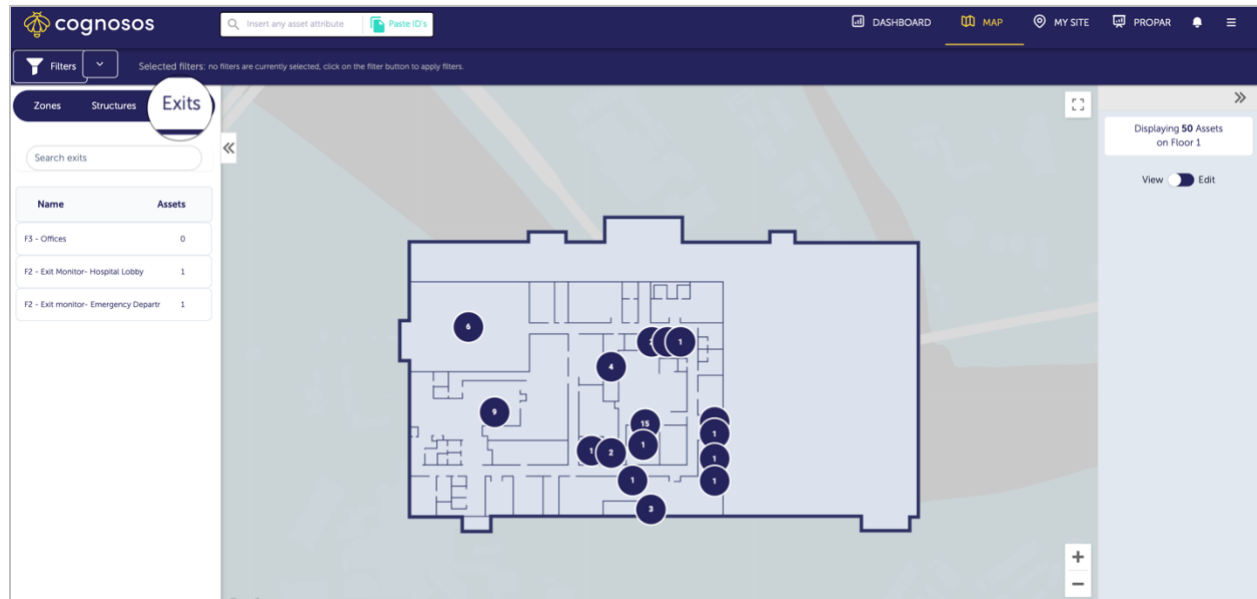
The key to successfully monitoring exit zones is the naming convention. When exit monitor zones are named, use a naming convention that easily identifies the location, as well as that the zone is an exit monitor zone, e.g., FL 6 Lobby Exit Monitor. A consistent naming convention ensures that the exit monitor zones are quickly identifiable for setting up subscriptions and viewing events.



When you have exit monitors installed in your facility, it's important to avoid storing tagged equipment in an exit monitor zone (within 7-10 feet) to avoid false alerts.

7.4.1 Viewing Exit Monitor Zone Information

The location of the exit monitor zone coincides with specific areas of the building that signal when an asset is in jeopardy of leaving an assigned area or the building at large. Open the Map and select the Exits tab from the left hand menu.



If a zone is supposed to be an exit zone and is not showing on the Exits tab, ensure the zone is defined as an Exit zone in [Zone Settings](#).

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Select an Exit zone from the left to display the zone on the map. Exit zones are outlined in teal when selected. When there is at least one asset in the exit zone, the map displays a warning icon.



The right side of the map shows the exit monitor zone name, building location, and information regarding asset(s) in the zone, if any.

Note: Exit monitors alone will not prevent assets from leaving your facility or prevent loss of assets. They are a tool to enable your staff to detect if an asset is in an exit zone and can help you see patterns of assets that are egressing from areas like laundry, trash, or exits to allow you to recover assets or plan strategies to prevent future loss.

Exit monitor zones are treated no differently than other zones in the portal. Take steps to edit or delete the zone; view asset inventory for the zone; or create an exit monitor subscription as you would for other zones (excluding ProPAR zones).

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7.4.2 Creating Exit Monitor Subscriptions

To receive exit monitor alerts, you will set up a subscription for each exit monitor zone for which you want alerts. Subscriptions for exit monitors are treated like any zone subscription and are created using the same steps described in [Zone Subscriptions](#).

You can also create an exit monitor subscription from the [map](#).

Open the Zones tab in My Site and search for one or more exit monitors. Select the **Subscribe** icon from Actions column.

Name	Assets in zone	Building	Actions
F2 - Exit monitor - Emergency Department Entrance	1	PPMC	
F2 - Exit Monitor - Hospital Lobby	1	PPMC	
F4 - Exit Monitor - Elevator	0	PPMC	

Continue to set up the subscription as described in [Zone Subscriptions](#).

Once the subscription is set up, it can be paused and resumed from the Subscriptions page (System Management) as with any asset or zone subscription.

7.5 Department Management

The set up and use of departments allows hospitals to associate users and assets with certain departments, thus limiting their view of and accessibility to information only within their assigned department (rather than system/hospital-wide). Use of departments ensures assets remain in their proper areas, that devices attached/detached are from the right department for the user taking the action, and streamlines user-based processes within the RTLS saving time and money.

As a general overview, the workflow for setting up departments is:

1. [Create the departments](#) (e.g., anesthesiology, ER, OR, radiology) under System Management.
2. [Assign assets](#) to their respective departments under My Site.
3. [Assign users](#) to their respective departments in their user profiles.

Department level assignments of users and assets will impact viewable inventory on the map, in My Site, ProPAR, and Events. Users will see only those items for the same department to which they are assigned. The exception is Administrator level users who will always see all assets, devices, and events.

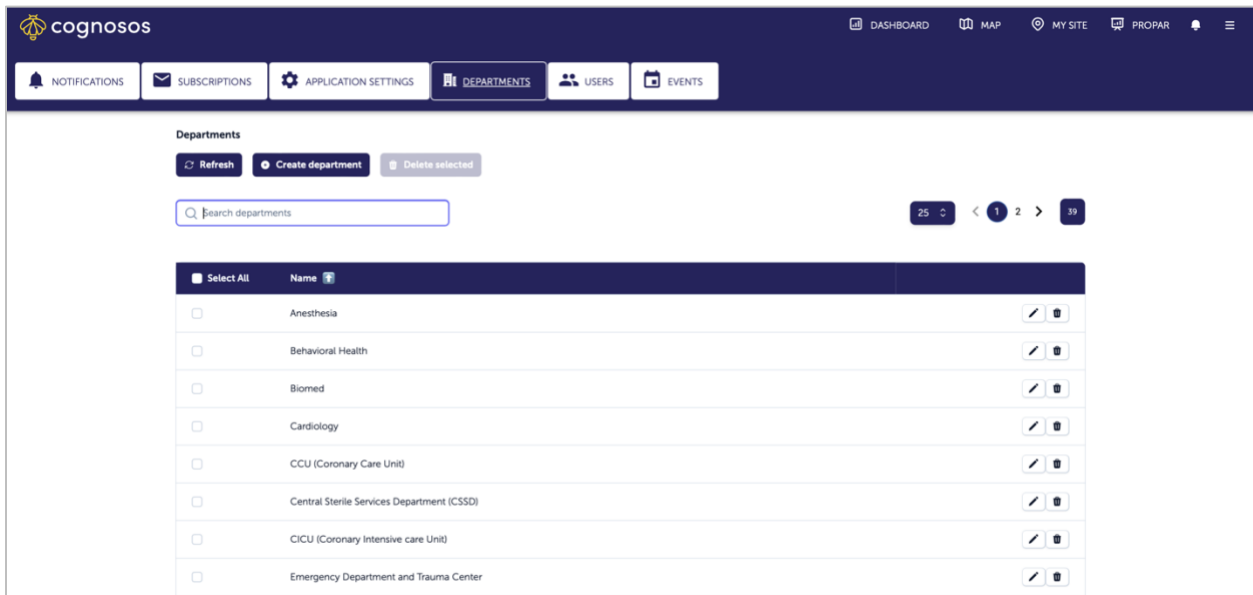
Contact the Cognosos Customer Success team if you would like information on including this feature with your RTLS portal.

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7.5.1 Adding Departments

Whether this is the initial set up of departments or a new department is being created/added, follow the steps outlined in this section. Only Administrators may manage departments.

Select **Departments** from the System Management page (use either the bell icon or the hamburger menu). The Departments page opens. If departments have been set up, they are listed here; otherwise the page is initially blank.



Click **Create department** from the Departments menu to open the Create department window. Input the department name and select **Save**. The new department is added and will display on the main list. Choose to **Cancel** to disregard and return to main list.

The 'Create department' form is a simple modal window. It has a title 'Create department' and a label 'Department Name' above a text input field containing the text 'ER'. Below the input field are two buttons: 'Cancel' and 'Save'.

Repeat this process for each department you need to add.

[Assign users](#) and [assets](#) to the new department.

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7.5.2 Editing Departments

To change the name of a department (the only permitted edit action) locate the department on the Departments page and select the **pencil** icon for the Department.



The screenshot shows the 'Edit department' form. It has a title 'Edit department' and a label 'Department Name' above a text input field. The input field contains the text 'Behavioral Health F12'. Below the input field are two buttons: 'Cancel' and 'Save'.

Make changes and click **Save**; otherwise **Cancel**. Saved changes are reflected immediately on the Departments page and throughout the portal (users and assets assigned to department will have new name).

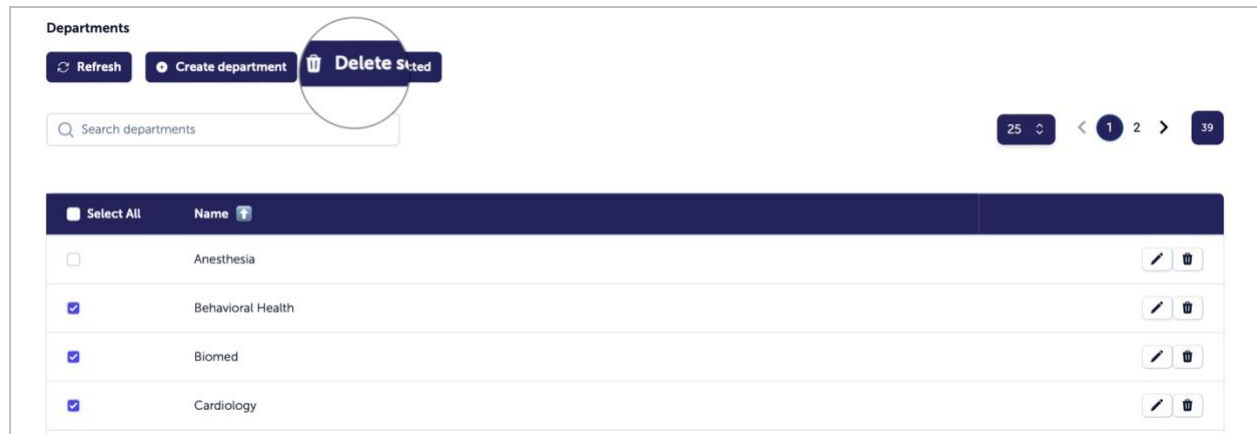
7.5.3 Deleting Departments

Departments may be removed either singularly or using bulk delete. To remove a single department, locate the department on the main Departments page and click the trash can icon for that department.

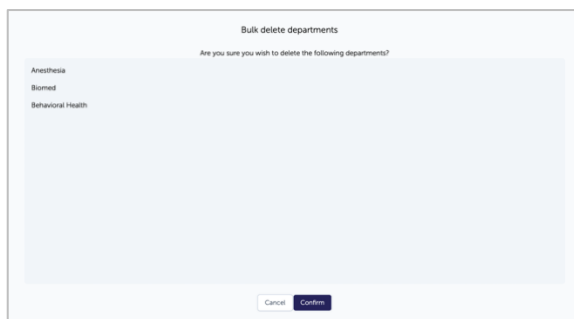
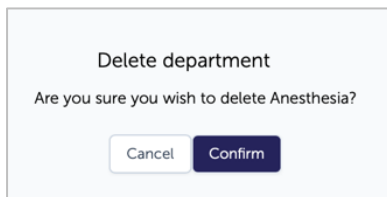


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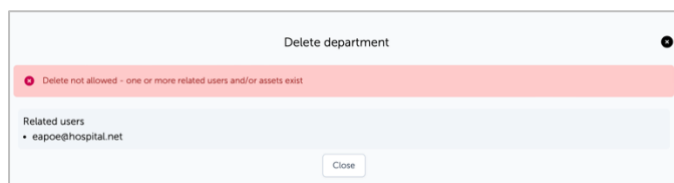
To remove multiple departments at one time, place a checkmark next to each department on the Departments page. Click **Delete selected**.



Continue the process by selecting **Confirm** for the single or bulk delete action. Return to the Departments list without deleting by selecting **Cancel**. Once confirmed, the department is removed and the system returns to the Departments page.



If any user or asset is assigned to the department, the system will return an error message and display any assigned users and/or assets.



Close the window and unassign as necessary using the [edit user](#) or [edit asset](#) options.

The portal confirms the deletion of department(s). If any listed department has assets or users assigned to it, the system will prohibit the removal.