
MCG Administration Guide

Premier Heart, LLC
New York, 2022

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Port Washington, New York, USA

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Revision 2.4.0

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	Consult operating instructions prior to use
	Caution: Federal law restricts this device to sale by or on the order of a physician.

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1 Web App Management

The Premier Heart Web App, accessible at “app.premierheart.com”, can be opened from any internet capable device, ranging from the Field Unit’s inbuilt version of Firefox, to any laptop, smart phone, and tablet with access to web browsers. This section of the guide will detail how to use the Web App to administrate the users for your device to ensure smoother, more accountable workflow for all technicians involved in the maintenance and use of the device.

1.1 Logging In to the Premier Heart Web App

- Log in to the MCG reporting application. Your username and password will be provided by your site's MCG administrator.

If you are connecting to the MCG reporting system from a PC you may get to the login screen by going to <https://app.premierheart.com/>

Logged out
Not logged in [Help](#)

PREMIER
H E A R T

Login

Email
Password

This site officially supports the Mozilla Firefox and Google Chrome web browsers. Javascript and session cookies must be enabled.

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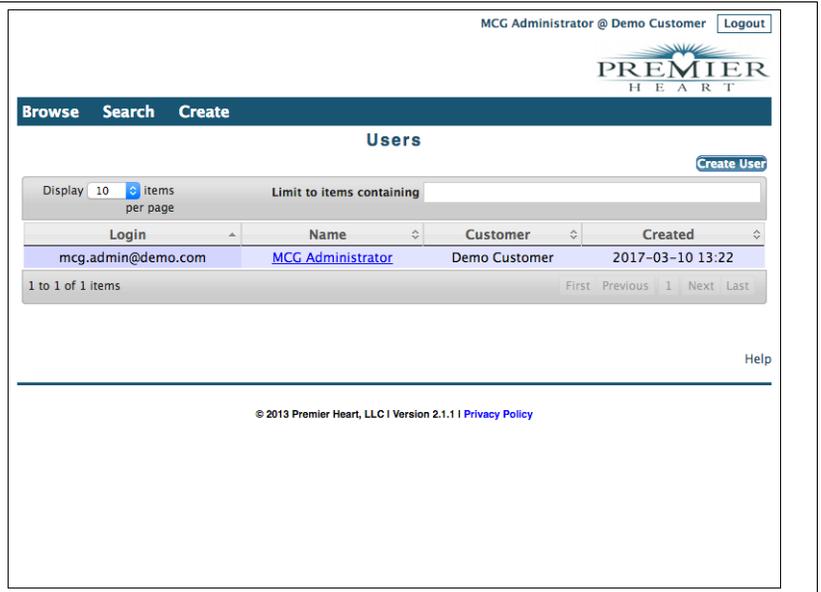
- The MCG Dashboard is displayed on login, and will show a Patient Reporting tab and, if you are the administrator, the User Manager tab
Note: The MCG Dashboard displayed on login may include important system messages.

The screenshot shows the MCG Administrator Dashboard. At the top right, it displays "MCG Administrator @ Demo Customer" and "Login successful" with a "Logout" button. The Premier Heart logo is centered below the navigation tabs. The navigation bar includes "Patient Reporting" and "User Manager" tabs, with "Dashboard" selected. The main content area features a "System Messages" section with sub-items "New Test Data" and "New Patients". A "Help" link is located in the bottom right corner. The footer contains the copyright notice: "© 2013 Premier Heart, LLC | Version 2.1.1 | Privacy Policy".

1.2 Viewing Your List of Users

This section is used to assist designated system administrators in creating and managing users for the Web App. Users will be given access to records of patients that have been tested on the MCG Field Unit, as well as, if designated to be an administrator, the ability to access the User Manager to add and edit users as necessary.

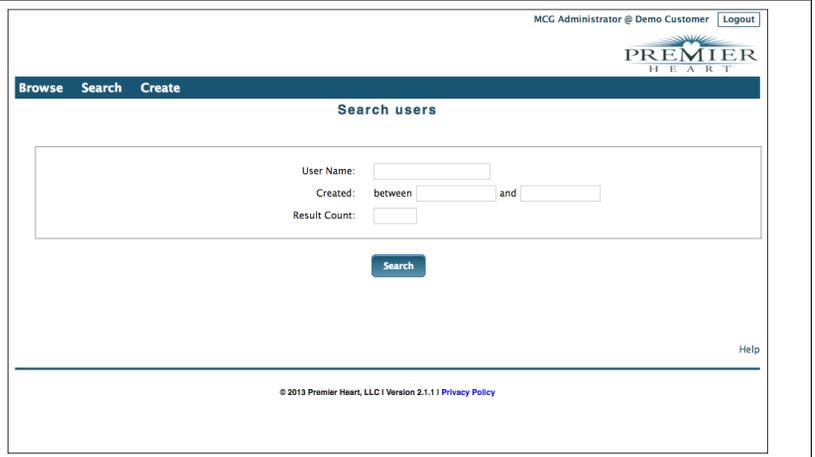
- Click the User Manager tab to open a list of all users associated with the device.
- This will display a list of users that can be sorted alphabetically by their login name or their display name, or chronologically by the date they were created. This is the Browse tab which is what the Web App defaults to when opening the User Manager tab.



The screenshot displays the Premier Heart User Manager interface. At the top right, it shows the user 'MCG Administrator @ Demo Customer' with a 'Logout' button. The Premier Heart logo is centered below the navigation bar. The navigation bar includes 'Browse', 'Search', and 'Create' tabs, with 'Browse' selected. Below the navigation bar, the title 'Users' is displayed, along with a 'Create User' button. A search and filter section includes a 'Display 10 items per page' dropdown and a 'Limit to items containing' text input. Below this is a table with columns for 'Login', 'Name', 'Customer', and 'Created'. The table contains one row with the following data: Login: mcg.admin@demo.com, Name: MCG Administrator, Customer: Demo Customer, Created: 2017-03-10 13:22. Below the table, it shows '1 to 1 of 1 items' and navigation links for 'First', 'Previous', '1', 'Next', and 'Last'. A 'Help' link is located at the bottom right. At the very bottom, the footer text reads '© 2013 Premier Heart, LLC | Version 2.1.1 | Privacy Policy'.

Login	Name	Customer	Created
mcg.admin@demo.com	MCG Administrator	Demo Customer	2017-03-10 13:22

- The search tab allows the user to search for other users by their user name, the date of their creation, and can restrict the number of results that the search function produces.



The screenshot shows a web interface for user management. At the top right, it displays 'MCG Administrator @ Demo Customer' and a 'Logout' button. The Premier Heart logo is centered at the top. Below the logo is a navigation bar with 'Browse', 'Search', and 'Create' tabs. The 'Search' tab is active, and the page title is 'Search users'. The search area contains three input fields: 'User Name:' with a text box, 'Created: between' with a date range selector, and 'Result Count:' with a numeric input box. A blue 'Search' button is positioned below these fields. A 'Help' link is located at the bottom right of the search area. At the very bottom of the page, there is a copyright notice: '© 2013 Premier Heart, LLC | Version 2.1.1 | [Privacy Policy](#)'.

1.3 Creating New Users

Follow the steps below to grant Web App access to field unit users. PLEASE NOTE: In order for a user to be created for the Web App, they must first exist within the clinical client.

- There will be a list of unassigned users, click the user you wish to assign an identity to, then in the “Identity” box type their email, and the display name. If the name is left blank, then the contact name will be used instead. You will also need to have an email and a name for the user, as well as a list of allowed applications in order to create them. The system will auto-generate a password once the user is created. Be sure to write this password down.
- At this point you will be given the option of what applications they are allowed to use. If they are technicians check “Patient Reporting”. If they will also manage user accounts, check “User Manager”.

PLEASE NOTE: Usernames, emails, and passwords are case sensitive.

MCG Administrator @ Demo Customer [Logout](#)

PREMIER HEART

Browse Search Create

Create User

Create from unassigned user

MCG Technician

Identity

Email Email address will be used for login

Name Name will only be used for display purposes

Client

Allowed Applications

Patient Reporting

User Manager

Patient Monitor

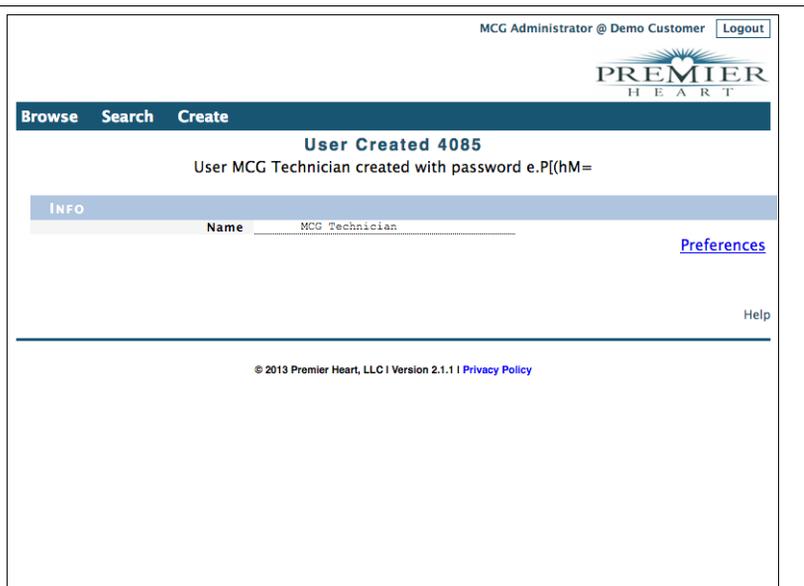
[Create User](#)

[Help](#)

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1.3. CREATING NEW USERS

- After the user is created, a random password will automatically be generated by the system. At this point, the user will be able to log into their account via the Web App and change it as they see fit.



The screenshot shows a web application interface for Premier Heart. At the top right, it displays 'MCG Administrator @ Demo Customer' and a 'Logout' button. The Premier Heart logo is centered at the top. Below the logo is a dark blue navigation bar with 'Browse', 'Search', and 'Create' options. The main content area features a confirmation message: 'User Created 4085' and 'User MCG Technician created with password e.P[(hM='. Below this is an 'INFO' section with a 'Name' field containing 'MCG Technician'. A 'Preferences' link is visible on the right. At the bottom, there is a 'Help' link and a footer: '© 2013 Premier Heart, LLC | Version 2.1.1 | Privacy Policy'.

1.4 Editing Users

- From the list of users that can be accessed using steps as described in section 2.2, an administrator with access to the user manager may also edit users as needed.
- Locate user that you wish to edit from the list and click on their Display Name.

The screenshot displays the Premier Heart user management interface. At the top right, it shows the user 'MCG Administrator @ Demo Customer' with a 'Logout' button. The Premier Heart logo is centered below the navigation bar. The navigation bar includes 'Browse', 'Search', and 'Create' options. The main heading is 'Users', with a 'Create User' button on the right. Below the heading is a search and filter section with a 'Display 10 items per page' dropdown and a 'Limit to items containing' input field. A table lists two users:

Login	Name	Customer	Created
mcg.admin@demo.com	MCG Administrator	Demo Customer	2017-03-10 13:22
mcg.technician@demo.com	MCG Technician	Demo Customer	2017-03-10 13:32

At the bottom of the table, it indicates '1 to 2 of 2 items' and provides navigation links: 'First', 'Previous', '1', 'Next', and 'Last'. A 'Help' link is located at the bottom right of the interface. The footer contains the copyright notice: '© 2013 Premier Heart, LLC | Version 2.1.1 | Privacy Policy'.

1.4. EDITING USERS

- Once selected, you will be taken to the user's profile screen. From here you can change their preferences for report generation, grant them access to other MCG applications, or change their password.

The screenshot shows the user profile page for 'User 4085'. At the top right, it displays 'MCG Administrator @ Demo Customer' and a 'Logout' button. The Premier Heart logo is centered at the top. Below the logo is a dark blue navigation bar with 'Browse', 'Search', and 'Create' options. The user's name 'User 4085' is prominently displayed. Underneath, there is an 'INFO' section with a light blue header. The 'Name' field is filled with 'MCG Technician'. To the right of the name field are three buttons: 'Preferences', 'Permissions', and 'Change Password'. A 'Help' link is located at the bottom right of the main content area. At the very bottom of the page, there is a copyright notice: '© 2013 Premier Heart, LLC | Version 2.1.1 | Privacy Policy'.

- The Preferences section allows you to change the way the website automatically generates reports for the selected user, allowing them to change the language of the report itself, what information it will contain, as well as giving a choice of page sizes. The user can also change these settings from the preferences page in the patient reporting app.

The screenshot shows the 'Preferences for MCG Technician' page. At the top right, it says 'MCG Administrator @ Demo Customer' with a 'Logout' button. The Premier Heart logo is in the top right. A navigation bar contains 'Browse', 'Search', and 'Create'. The main heading is 'Preferences for MCG Technician'. Below this is a form with a 'Preferred language' dropdown set to 'American English'. A dashed box highlights the 'Report generation options' section, which includes six checkboxes: 'Do not include cover page', 'Do not include Table of Contents', 'Do not include Suggestions section', 'Do not include ECG tracing', 'Do not include disclaimer', and 'Do not include header logo'. Below these is a 'Page size' dropdown set to 'US Letter' and a 'Save' button. At the bottom right, there is a 'Help' link. The footer contains the copyright notice: '© 2013 Premier Heart, LLC | Version 2.1.1 | Privacy Policy'.

- The Permissions section allows you to change what applications the selected user can access, functionally identical to the Allowed Applications section when creating a new user.

The screenshot shows a web interface for editing user permissions. At the top right, it displays 'MCG Administrator @ Demo Customer' and a 'Logout' button. The Premier Heart logo is centered at the top. Below the logo is a dark blue navigation bar with 'Browse', 'Search', and 'Create' options. The main heading is 'Access Control for MCG Technician'. A central box titled 'Allowed Applications' contains three items: 'Patient Reporting' (checked), 'User Manager' (unchecked), and 'Patient Monitor' (unchecked). A 'Save' button is located below this box. A 'Help' link is in the bottom right corner. The footer contains the text '© 2013 Premier Heart, LLC | Version 2.1.1 | Privacy Policy'.

- The Change Password section allows you to change the password of the user, in case they happen to forget their own or wish to change it to a new one. Please follow the instructions on the bottom of the box to know how to create a secure password.

The screenshot displays the 'Change Password for MCG Technician' form within the Premier Heart MCG Administrator interface. The page header includes 'MCG Administrator @ Demo Customer' and a 'Logout' button. The Premier Heart logo is visible in the top right. A navigation bar contains 'Browse', 'Search', and 'Create' options. The main heading is 'Change Password for MCG Technician'. The form contains two input fields: 'New password:' and 'Confirm password:'. Below these fields, a note states: 'Passwords must be 8 or more characters and must contain a digit, an uppercase letter, and a lowercase letter.' A 'Save' button is positioned below the form. A 'Help' link is located in the bottom right corner. The footer contains the copyright information: '© 2013 Premier Heart, LLC | Version 2.1.1 | Privacy Policy'.

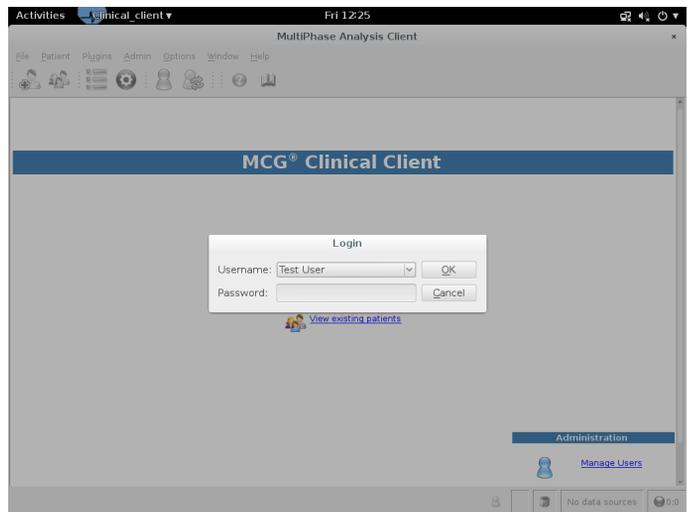
2 Field Unit Administration

2.1 Field Unit Management

Your initial MCG User(s) are considered administrators until otherwise edited, as are all users added to the field unit after redeployment.

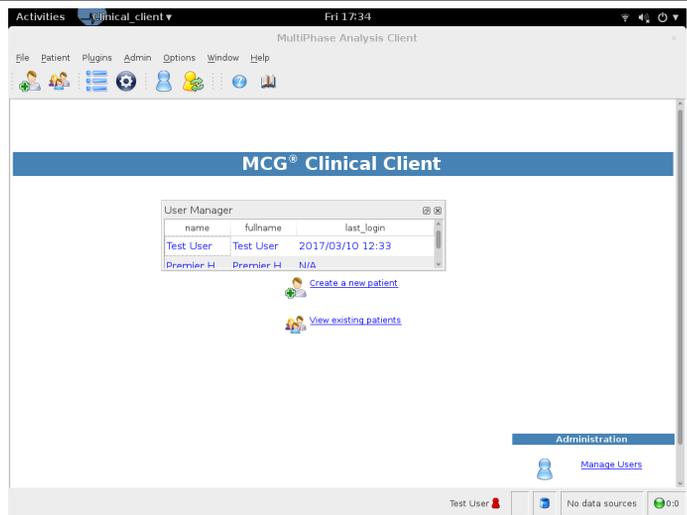
2.1.1 Create Users

- Log into the Clinical Client as an Administrator then click “Manage Users” on the bottom right corner of the screen under Administration, or by clicking the Admin option on the top left corner of the screen and selecting “Manage Users”.

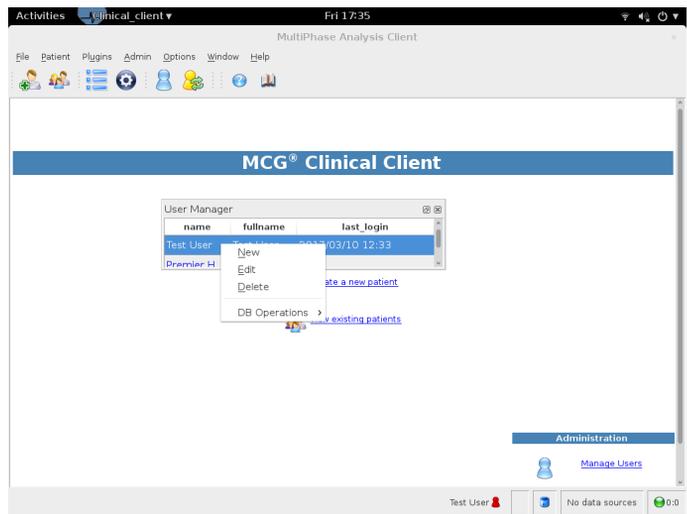


2.1. FIELD UNIT MANAGEMENT

- The Clinical Client will then display a window showing the list of users that currently exist on the Field Unit.



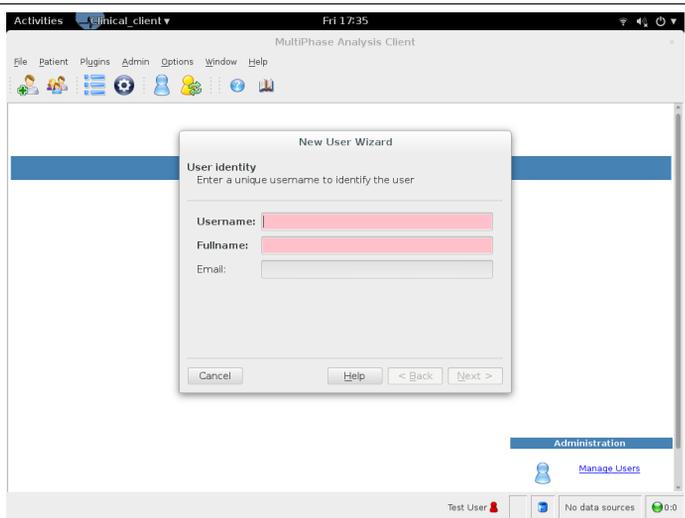
- Right click anywhere in the window to open the Context Menu and click “New” to create a new user for the field unit using the New User Wizard.



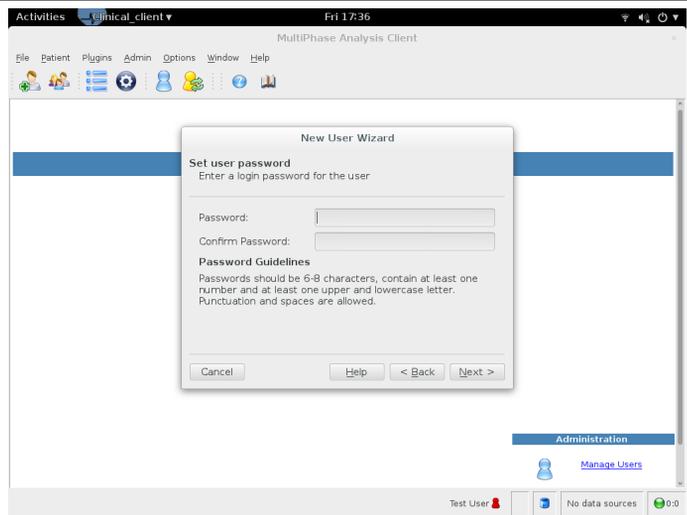
2.1. FIELD UNIT MANAGEMENT

- Enter a username and a display name in the Wizard for the new user, as well as an email if they need to access the Web App.

Note: All red fields are mandatory, and usernames and emails are case sensitive.

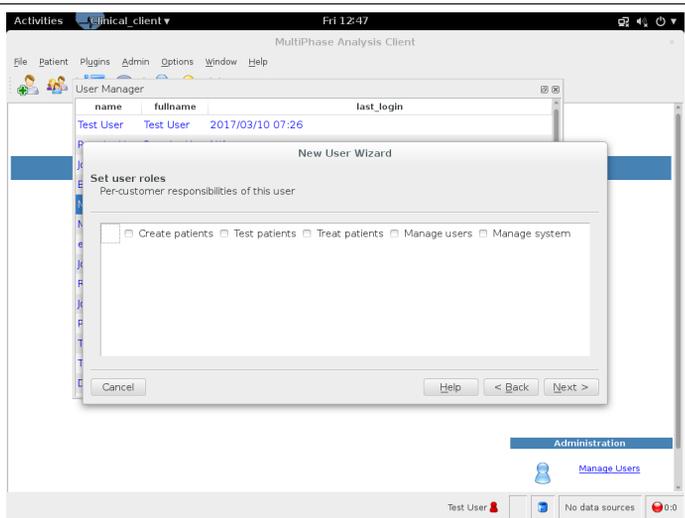


- Enter a password following the password guidelines displayed in the User Wizard.

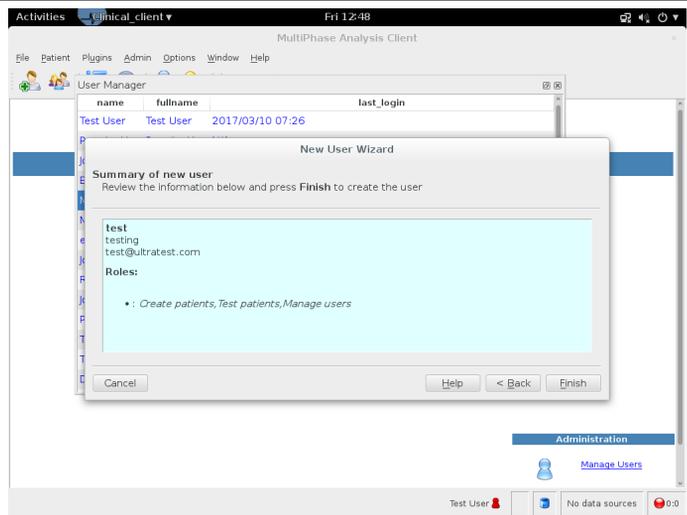


2.1. FIELD UNIT MANAGEMENT

- Check the boxes next to the roles that the user will have involving the machine. Technicians must be allowed to both create and test patients, while administrators for the field unit need to be allowed to Manage Users.



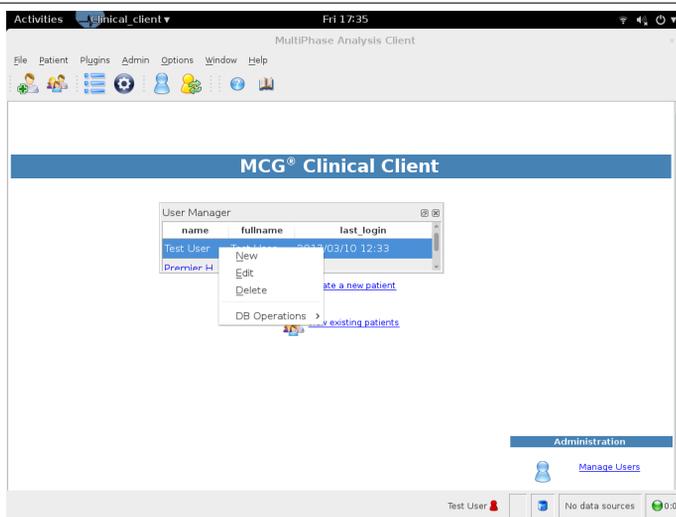
- The Wizard will show a summary of the new user before they are fully created, allowing the administrator to review the login name, the display name, the email associated with the user, as well as the user's roles/privileges. Hit Finish to confirm.



2.1. FIELD UNIT MANAGEMENT

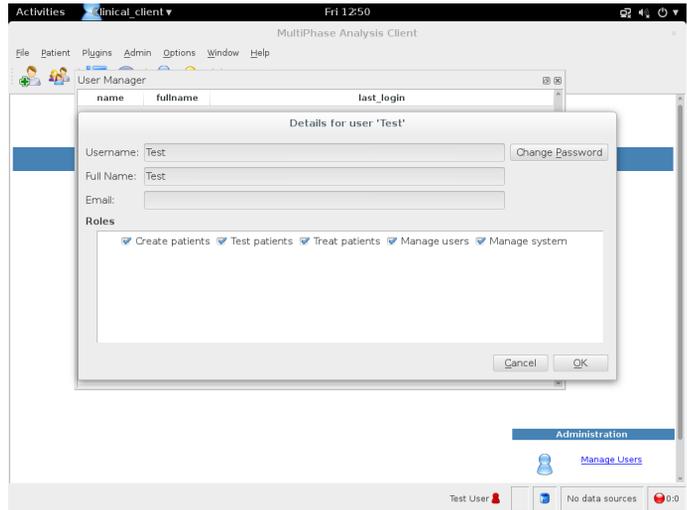
2.1.2 Edit Users

- In the Manage Users screen, right click the user that is going to have their information edited to open the context menu, then click “Edit”.



- The clinical client will now display a window to allow the administrator to edit the username, the display name, the email, and the password associated with the user's account, along with allowing them to change what roles and privileges they have access to.
- Once you are satisfied with the edits to the user, click "OK" to confirm the changes.

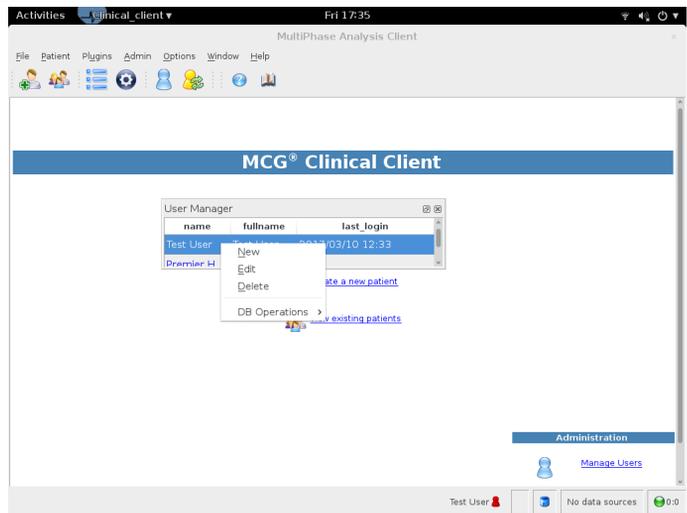
Please note: The Password changing function still follows the same security guidelines as the create user wizard.



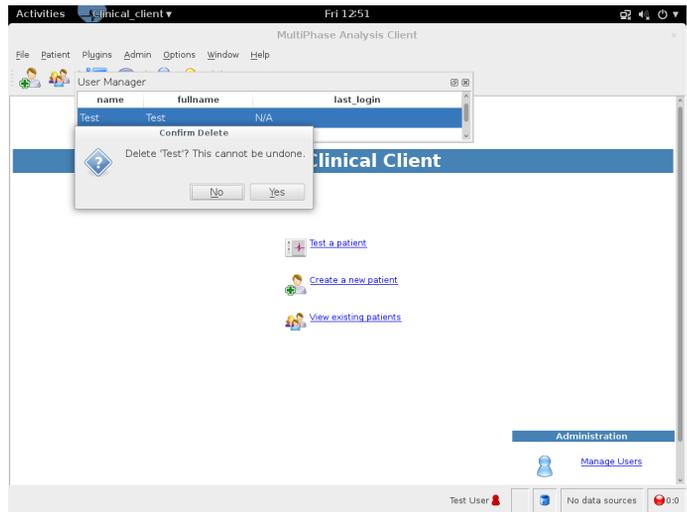
2.1. FIELD UNIT MANAGEMENT

2.1.3 Delete Users

- In the Manage users screen, right click the user that is to be deleted to open the context menu and click “delete”

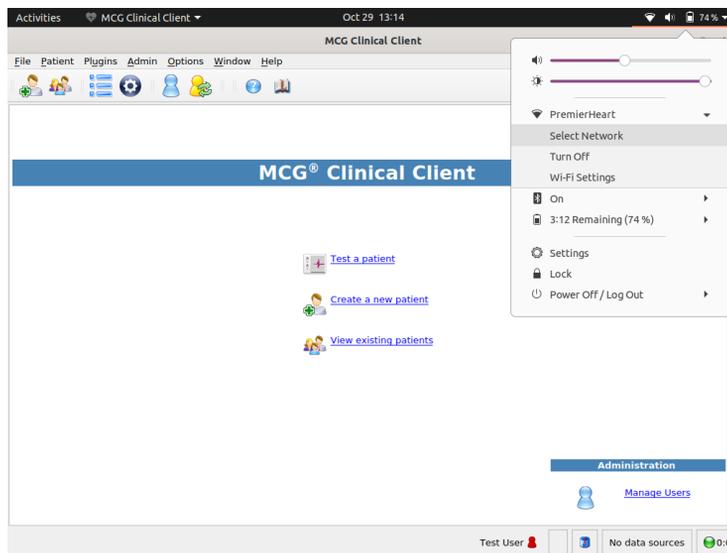


- This will open up a confirmation window, if you are sure, click “Yes” to confirm the deletion of the user.



2.2 Network Connection Management

- To set up your field unit's network connection, click the network icon on the top right corner of the screen.
- From there you can either select a wifi network to connect to as you would any other PC, or simply plug an ethernet cord into the device and verify its connection there.
- Bear in mind: A connection is required for a test to be submitted for analysis, and once connected, the device will automatically begin sending test data.



2.2.1 Wired Network Setup

The MCG Field Unit is configured to operate in “roaming” (DHCP) mode at the factory – under normal circumstances you simply need to connect an Ethernet cable to the system and your network connection will be automatically detected and enabled. If the network is not automatically detected,

click on the network utility icon and select “Wired Network” to attempt to acquire an IP address

2.2.2 Wireless Network Setup

Premier Heart has designed the MCG field unit to handle a wide variety of WiFi 802.11 networks. If your MCG unit is equipped with wireless capability wireless networks will be listed when you click on the network utility icon. Select your network from the list.

If your wireless network does not broadcast its SSID you may manually enter the SSID and other required information by selecting “Network Settings”, selecting the wireless interface, and choosing “Other...” from the list of network names.

IMPORTANT

Wireless Networking must be deactivated while testing patients to prevent possible interference from the WiFi transmitter in the MCG system. You may deactivate wireless networking by using the virtual switch which is displayed when you click on the Network Settings icon, or by activating the RF kill switch if that feature is installed on your device.

2.2.3 Other Network Connections

In addition to the standard wired/wireless networking options above the MCG field unit is capable of connecting to networks via dial up modem(PPP dial up) and GPRS/UMTS(“Cellular Modem”) connectivity.

Please Note

2.2. NETWORK CONNECTION MANAGEMENT

*Premier Heart does not officially support these connection methods.
They are documented here for informational purposes only.*

2.2.4 Manual Network Configuration

Please Note

*Contact your local network administrator before modifying these settings.
Incorrect network configuration settings may render your MCG system non-functional.*

Under normal circumstances MCG systems will work with most networks without requiring any modification to the default network settings, however some sites may require static or customized network configuration. For these situations you may select the “Network Settings” menu item, choose the interface you wish to modify, and click “Options...” to bring up the manual network configuration screen.

Your network administrator will be able to supply the required information for manual configuration.

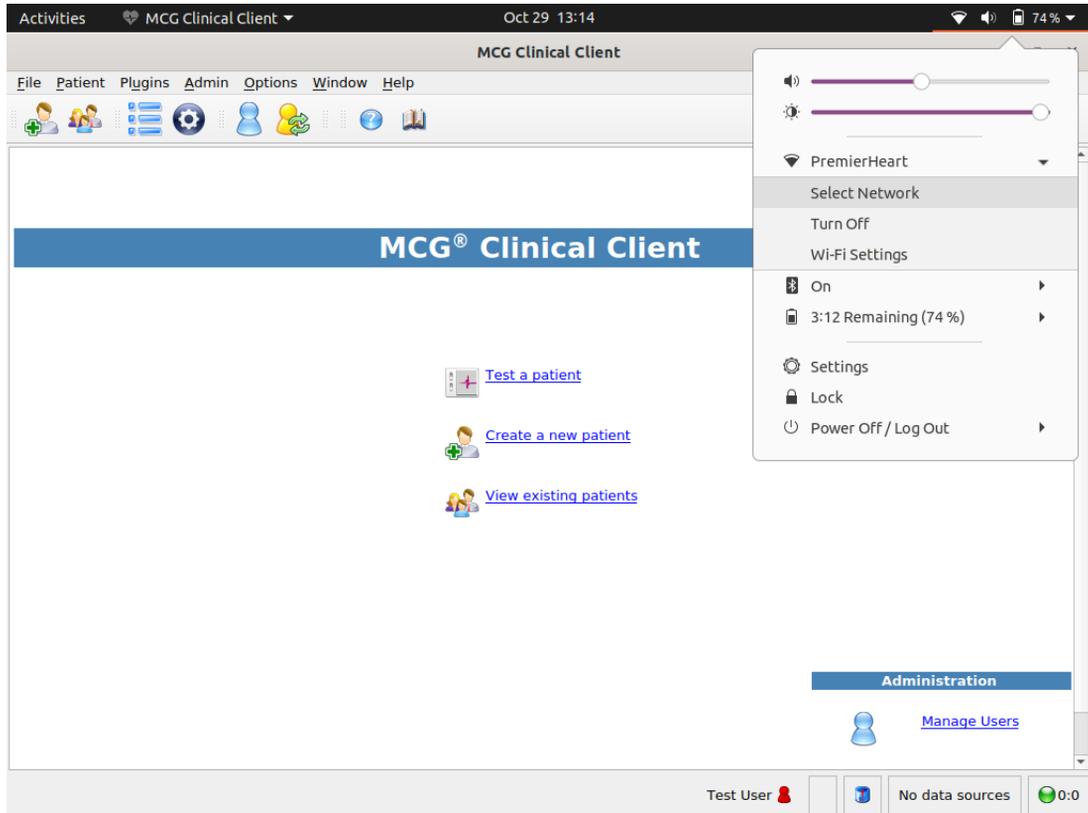


Figure 2.1: Manual Network Configuration screen

2.2. NETWORK CONNECTION MANAGEMENT

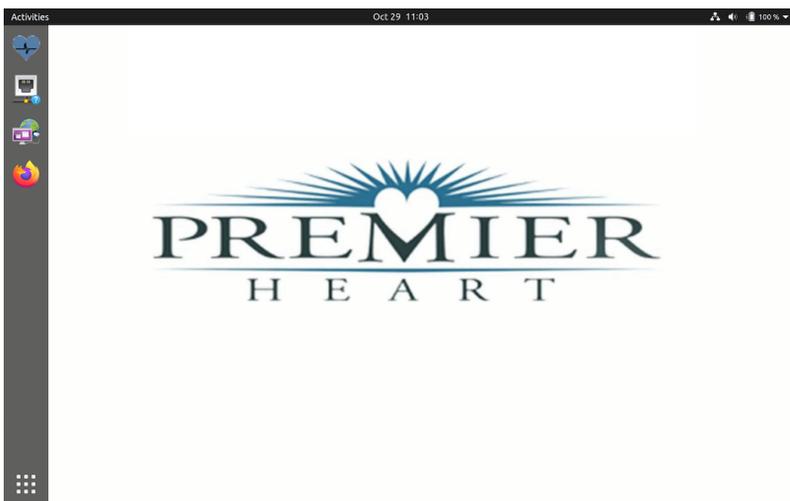
- A quick way to determine if your MCG has an internet connection is by verifying whether the circle at the bottom right hand corner of the clinical client is green.
- Once your tests have been sent, a patient's results can be retrieved usually up to 30 minutes after the test has been sent via any device capable of accessing the webapp at app.premierheart.com



2.3 System Management

- Premier Heart provides quick access to some commonly used applications and diagnostic tools using a toolbar on the side of the home screen beneath the clinical client

- The Network Test Tool allows you to determine whether your system has a suitable internet connection for transmitting MCG data.
- The Remote Assistance application allows Premier Heart to access your MCG device remotely to trouble shoot possible issues you may be faced with while testing.
- The Firefox Web Browser allows you to log into our webapp via the field unit to view reports.



- The “Show Applications” button on the bottom left of the homescreen opens a menu that displays a number of helpful tools. Those of particular relevance include:

- System Settings - Used to access functions such as date and time, display management, and so on.
- Download Updates
- Database Maintenance (use only when directed by Premier Heart)
- System Integrity check (use only when directed by Premier Heart)
- Configuration Reset (use only when directed by Premier Heart)
- And the other applications already accessible on the toolbar on the home screen



2.4 Mouse and Keyboard Customization

Options such as key repeat rate, mouse movement speed, and double-click speed may be set from the System Settings application. The default settings are suitable for most users, however feel free to adjust them as necessary to suit your requirements.

2.4.1 Date and Time

Premier Heart will configure your MCG system with an appropriate time zone based on the information you provided when you purchased the system. If you wish to change the time zone you may do so by clicking “Show Applications” on the bottom left corner of the homescreen, clicking the “Settings” application, and navigating to the Date and Time Menu

As shipped all MCG systems are configured to use Network Time Protocol (NTP) to synchronize their clocks automatically when connected to the internet. If your system is unable to reach the default NTP servers, you must update the system time manually

2.5 Software Updates

From time to time Premier Heart will issue software updates which introduce new features, improve the functionality of the MCG system, or correct issues noted by our users. The MCG field unit includes an automatic update system which can download and install these updates as they become available.

Updates can also be downloaded manually using the “Download Updates” application, which can be found by clicking the “show applications” button on the bottom left corner of the screen, and finding the application on the list.

Update Release Notes will be displayed prior to downloading any update package from the server. These release notes must be reviewed to ensure you are aware of any functionality changes which may occur as a result of the software update.

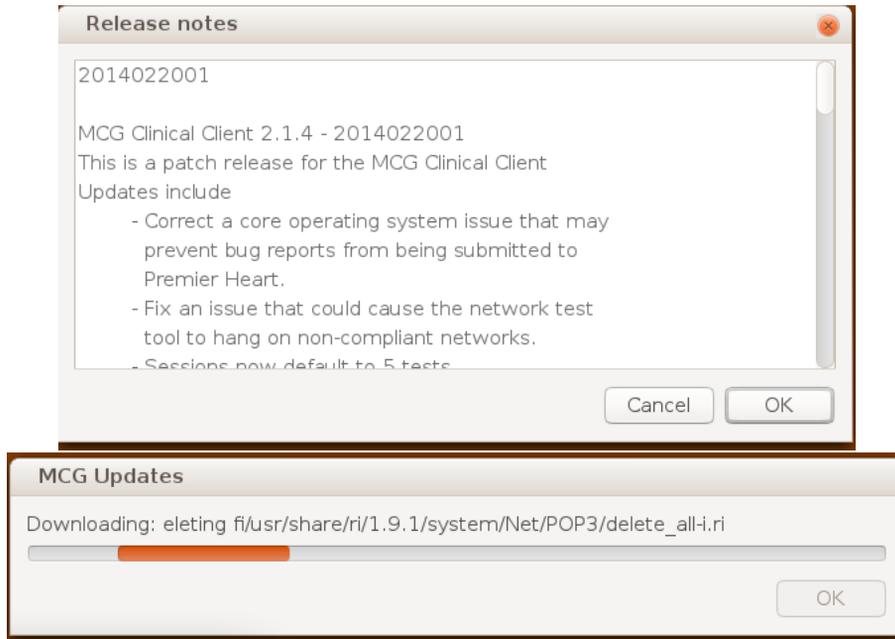


Figure 2.2: Update Utility - Release Notes and Download Progress screens

To ensure uninterrupted availability of the MCG diagnostic services updates absolutely must be installed as soon as possible. In cases where an update is necessary to insure clinical integrity or the security of patient data Premier Heart will make every effort to notify all users as quickly as possible, and may disable the ability to upload data from systems running older versions of the

2.6. CLINICAL CLIENT ADMINISTRATION

MCG operating system and Clinical Client in order to ensure the integrity of the diagnostic data.

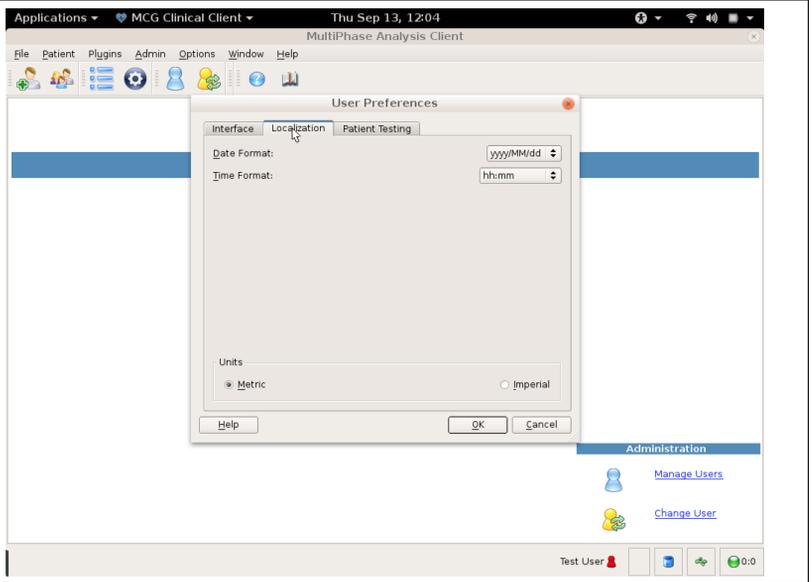
Once the download is complete, the update window should say “Update Ready, Please Reboot”, at which point you would shut down the field unit, turn it back on, and wait for it to complete the installation process.

2.6 Clinical Client Administration

- As a user, you can access a preference window to change specific aspects of your interface, the localization of your field unit’s date, time, weight, and height units, along with patient testing settings by clicking Options on the top left corner of the clinical client’s window, and clicking User Preferences

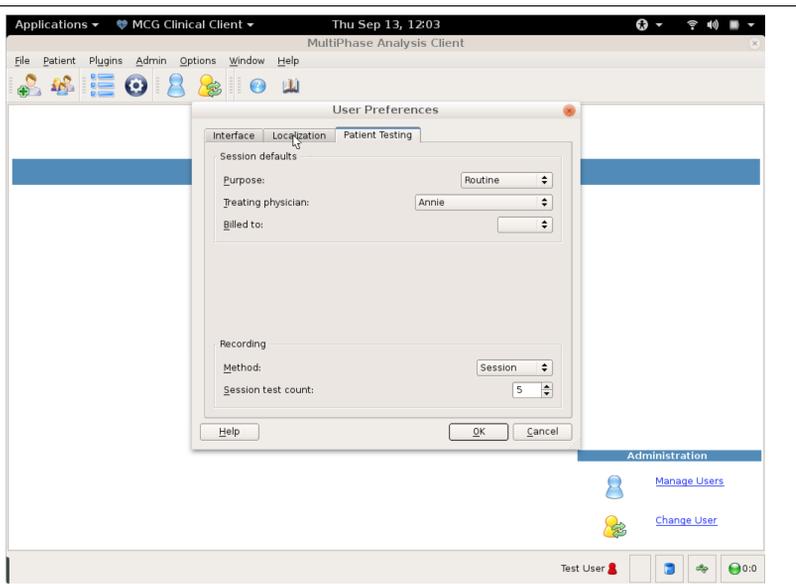


- You can change the date and time format to match your desired specifications, as well as change the units used for height and weight.

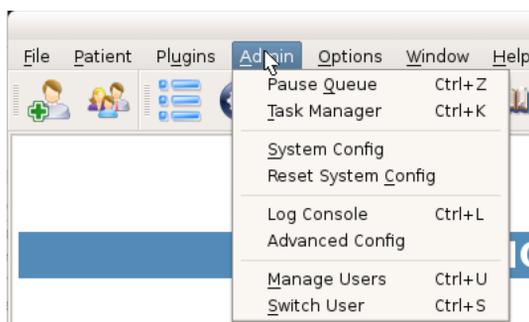


2.6. CLINICAL CLIENT ADMINISTRATION

- You can also change the default values for the purposes of the tests you perform, who the treating physician is from the list of the physicians on the field unit as set by the administrator, as well as the number of tests you would prefer to record per session.



- There may also be times when you need to access the task manager. On the top left corner of the screen, if you click Admin, then Task Manager, you will be able to view the list of pending and failed tasks on the field unit at that time. You can also click the task manager icon, also pictured.



2.7 Clinical Client User Preferences

The MCG Clinical Client can be customized to suit your users typical workflows. These preferences are per-user, and can be set from the Options menu in the Clinical Client.

2.7.1 Interface Settings

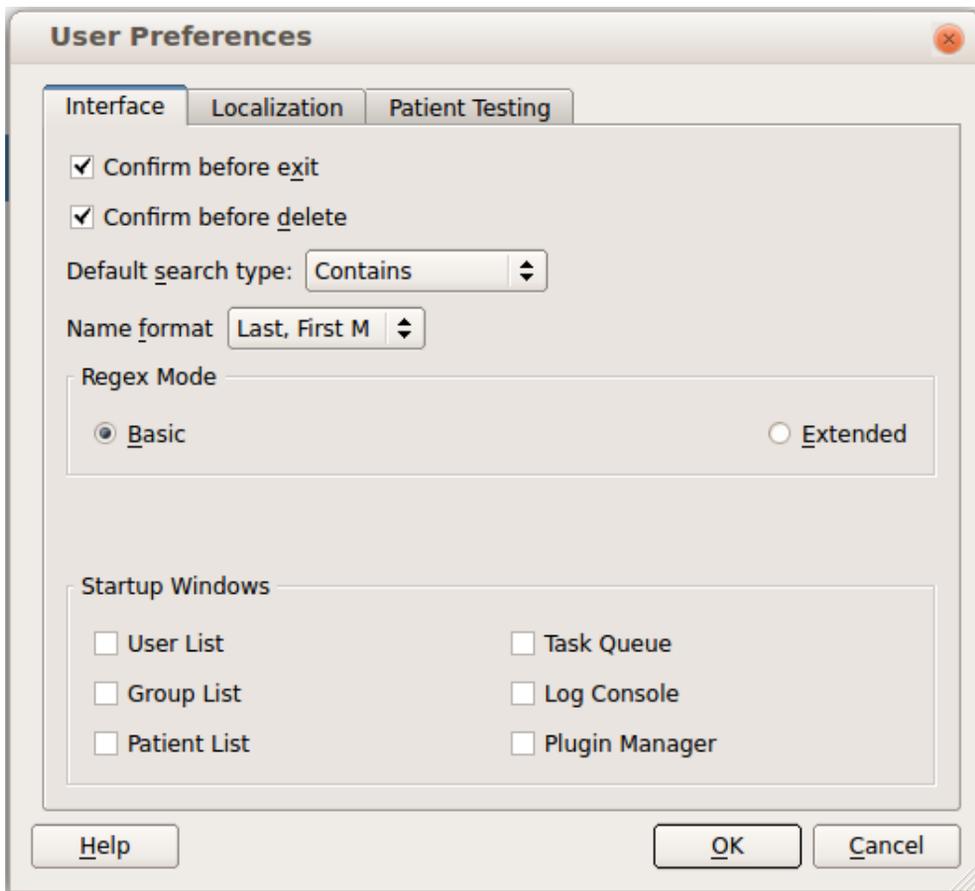


Figure 2.3: Clinical Client Interface Settings

The MCG Clinical Client's default Interface settings are shown in the image above. From this preference panel you can disable some confirmation dialog boxes, alter the default Search type (used when searching for patients) and Patient Name format, and select which windows you would like the system to open when starting the clinical client.

If the Default search type is set to Regular Expressions (Regex) you may also choose between standard and extended regular expressions.

2.7.2 Patient Testing Preferences

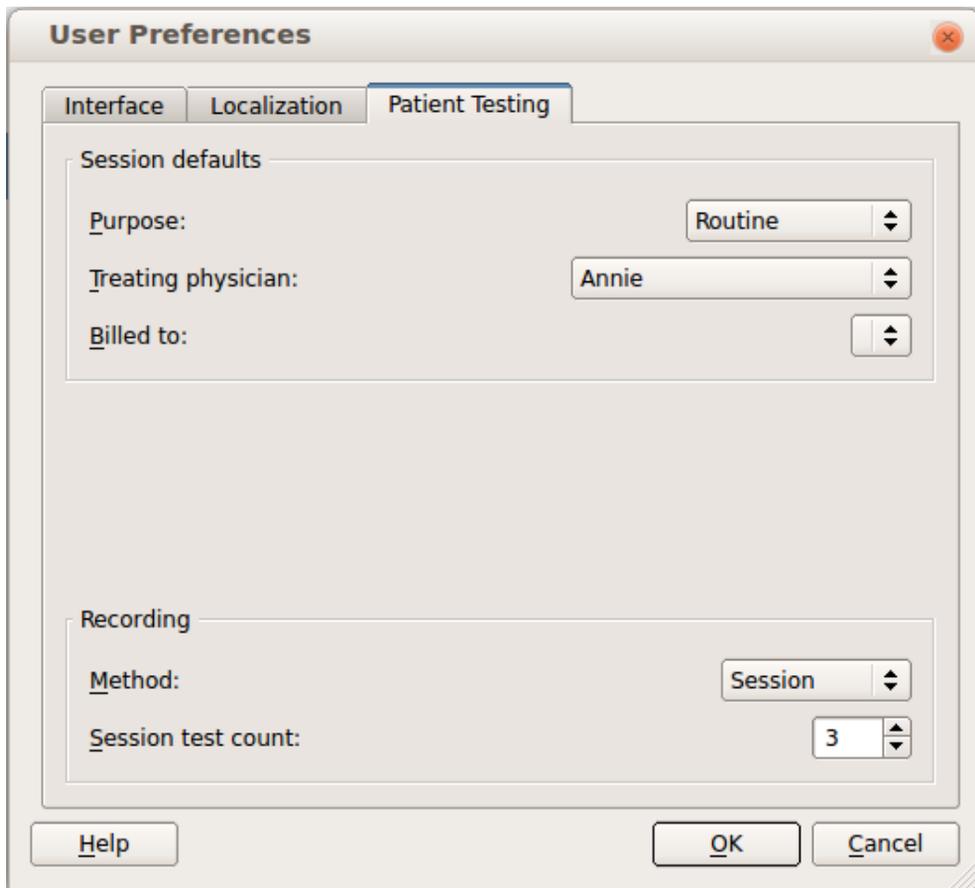


Figure 2.4: Clinical Client Patient Testing Settings

The MCG Clinical Client defaults to Premier Heart’s standard testing profile (Testing purpose is “Routine”, default recording type is Session, and a Session consists of 3 Tests).

On this preference pane you can modify the default testing purpose, treating physician, and recording type (Session, Single-Test, or Continuous). You can also set the number of tests in a Session to a higher value if you desire (the minimum number of tests in a session is 3).

2.8 Clinical Client System Preferences

The MCG Clinical Client has a number of internal functions which can be configured by MCG users with the **Manage System** privilege (typically this is the first user on your system set up by Premier Heart). These settings can be modified by selecting **System Config** from the **Admin** menu in the Clinical Client.

2.9 International Support

Premier Heart has begun translating the MCG system into various languages. If you have requested a specific language and localization scheme your system will be shipped with that configuration from the factory.

If you would like to change the language or keyboard layout you may do so using the **Region & Language** application.

2.9.1 Changing Language Settings

The MCG Clinical Client language is determined by the operating system language.

To change the system language select the *Language* tab in the **Region & Language** tab of the **Settings** application.

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To changing or adding keyboard layouts can be done in the *Input Sources* section of the Region & Language tab.

To set date/time/currency/measurement formats select the *Formats* tab. (Note that Format settings are currently not used by the MCG Clinical Client application and must be set as described in 2.9.2).

You will need to reboot the MCG system for your changes to take effect.

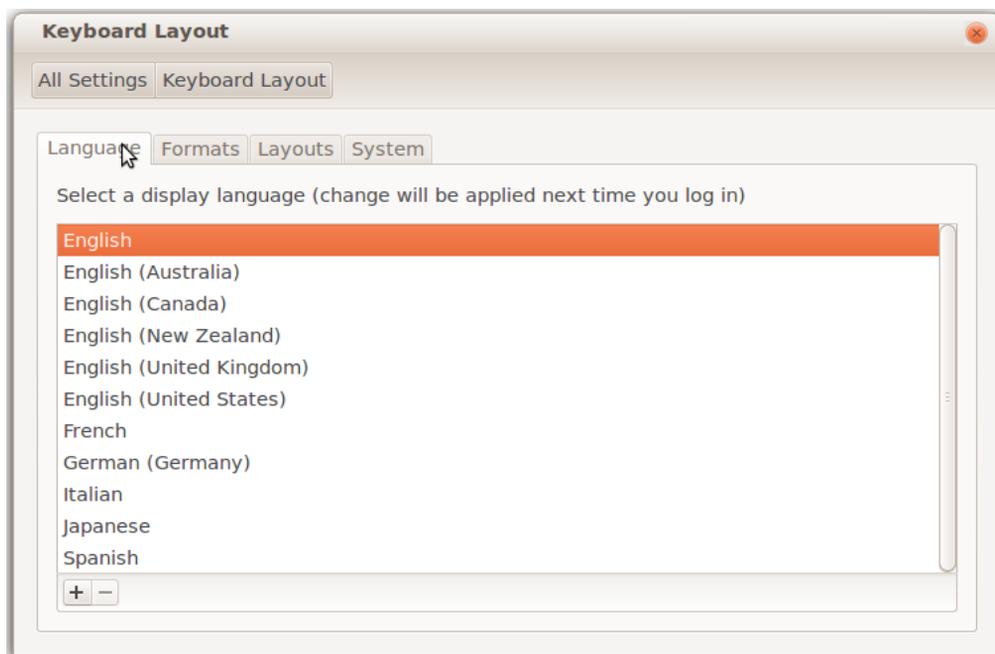


Figure 2.5: Language Selection

Note that MCG systems will typically auto-detect keyboard layouts for Bluetooth and USB keyboards attached to the system.

2.9.2 Changing Height and Weight Units

The MCG Clinical Client allows users to select whether they prefer to enter patient height and weight in metric units (cm & Kg) or imperial units (inches & pounds). To change this setting select *User Preferences* from the MCG client's Options menu and click on the *Localization* tab.

The MCG system stores all height and weight measurements in metric units internally. As a result there may be a slight rounding error when entering or viewing data in imperial units. This rounding error does not affect the diagnostic accuracy of the MCG system.

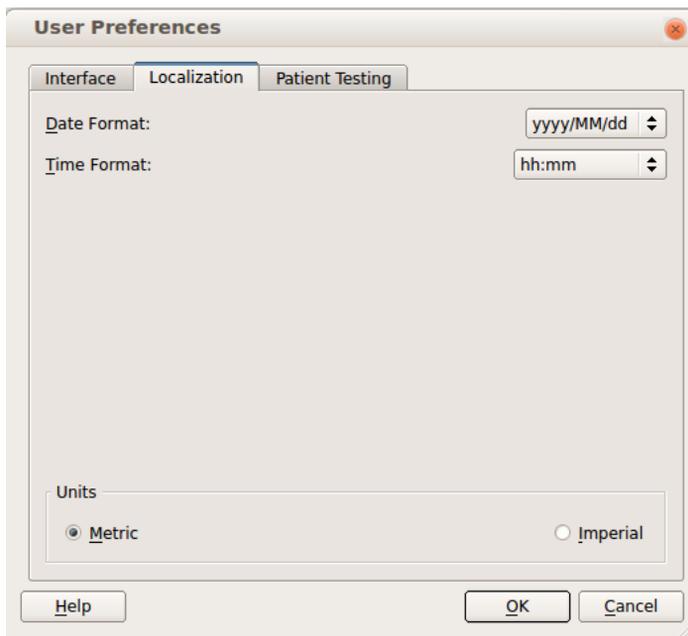


Figure 2.6: Height & Weight Units