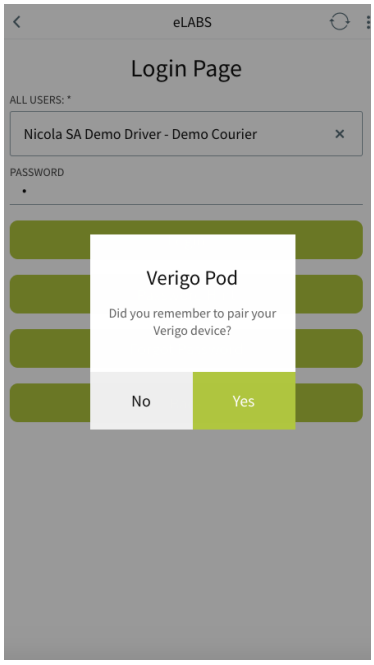
NATIONAL HEALTH LABORATORY SERVICE

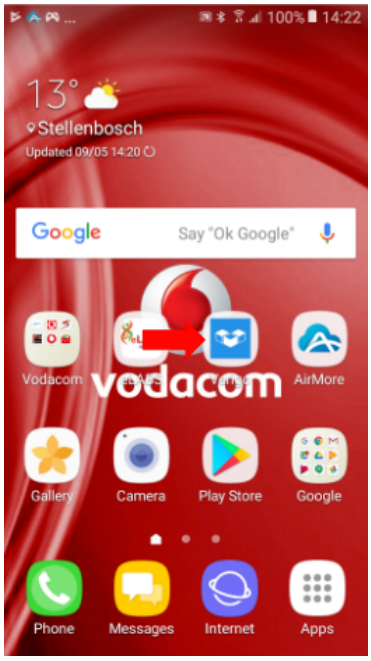
eLABS QUICK REFERENCE GUIDE: Driver (Pod SOP)

1. Reminder at Login



When logging into eLABS indicate whether the 2 pods are paired to your device.

2. Open Verigo App

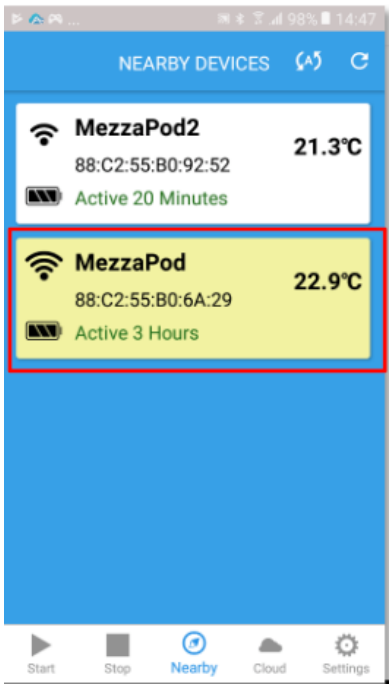


To pair pods, open the Verigo Application installed on your device.

3. Pair Pod 1

To pair your first pod, press the button on the 1st pod until the green light appears.

4. Confirm Pod 1 is paired

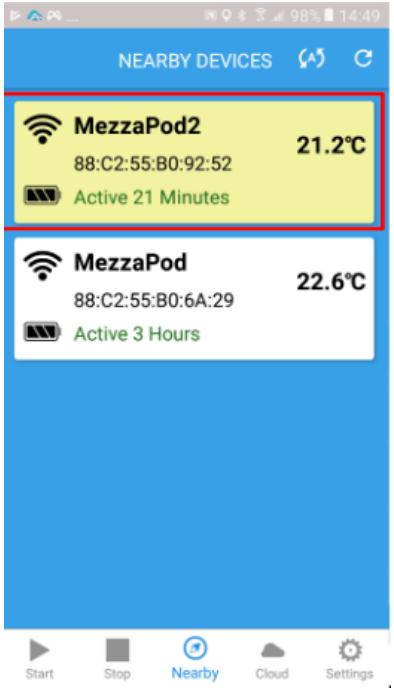


The 1st pod name will appear and turn yellow when it is paired.

5. Collect Batches

Pair your second pod, press the button on the 2nd pod until the green light appears.

6. Confirm Pod 2 is paired

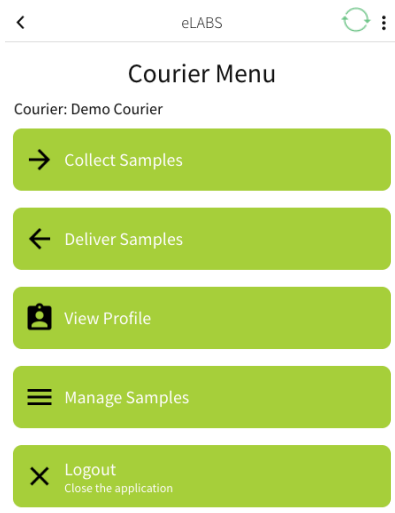


The 2nd pod name will appear and turn yellow when it is paired.

NATIONAL HEALTH LABORATORY SERVICE

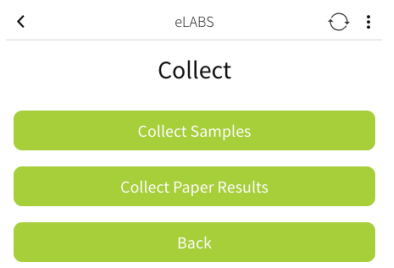
eLABS QUICK REFERENCE GUIDE: Driver (Collection)

1. Main Menu - Collection



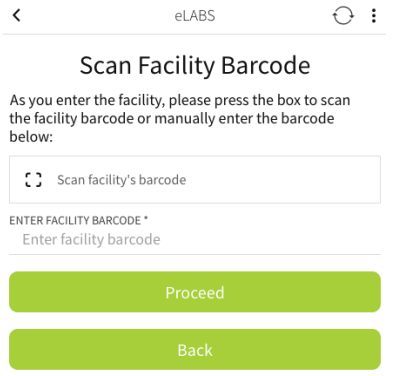
First Sync the application (make sure arrow turns green). Select "Collection".

2. Select Collection Type



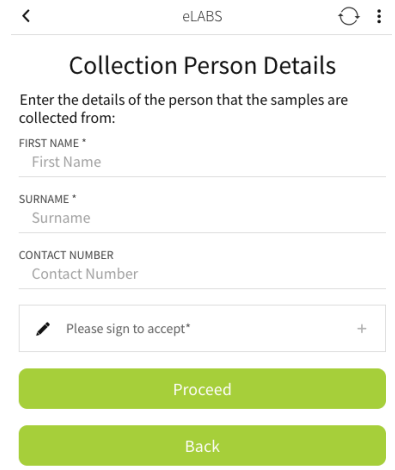
Select "Collect Samples" for sample collection and "Collect Paper Results" for results collection.

3. Enter Facility



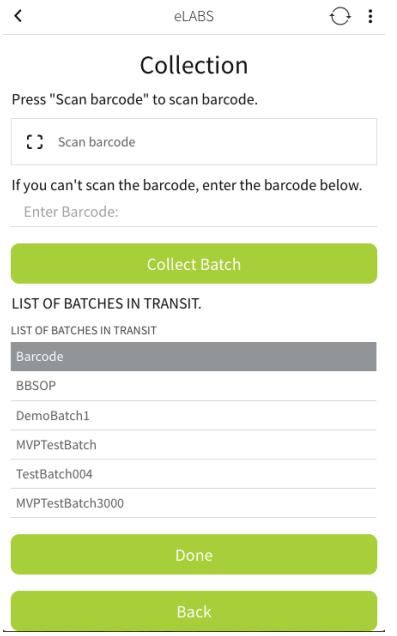
Upon arrival at a facility, scan the facility barcode.

4. Collection Confirmation



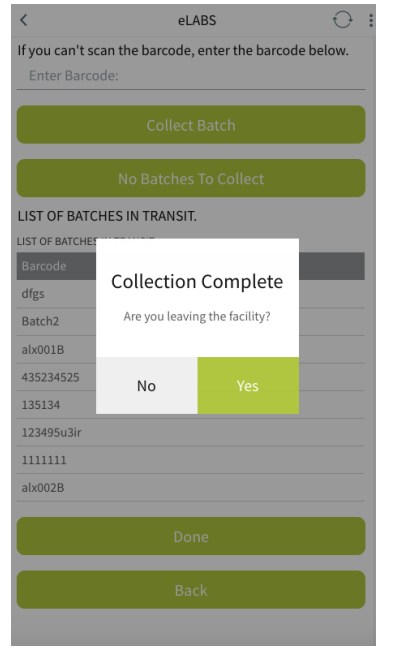
Confirm the collection by recording the name, surname and signature of the individual samples are collected from.

5. Collect Batches



Collect batches by pressing on "[ ] Scan Barcode". Select "Done".

6. Collect Multiple Batches

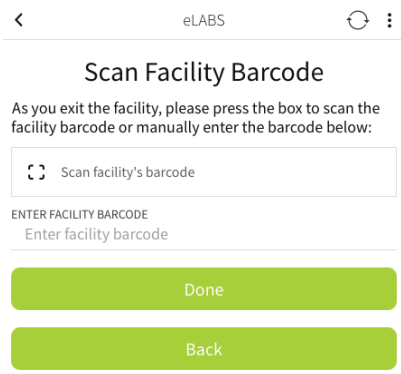


Select "Yes" when collection is complete, select "No" for more collections from a different collection point.

NATIONAL HEALTH LABORATORY SERVICE

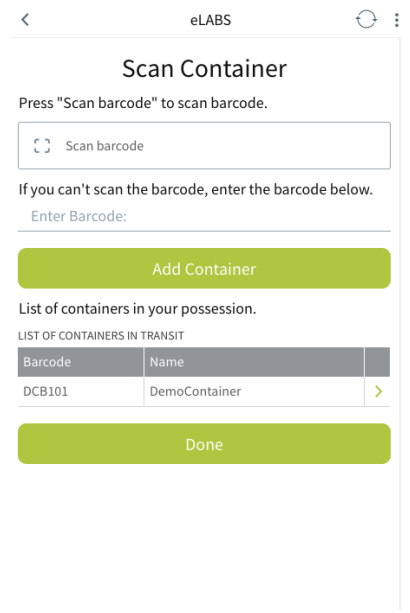
eLABS QUICK REFERENCE GUIDE: Driver (Collection)

7. Exit Facility



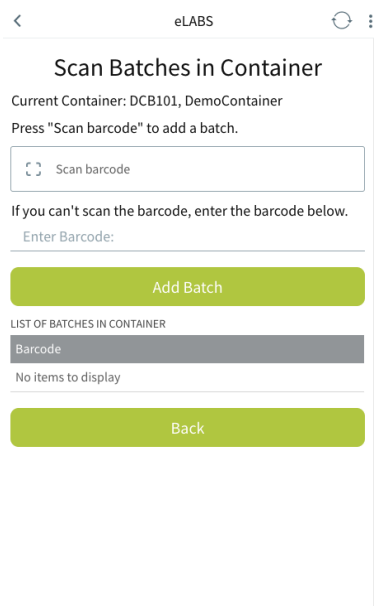
When leaving a facility, scan the facility barcode.

8. Scan Cooler Box



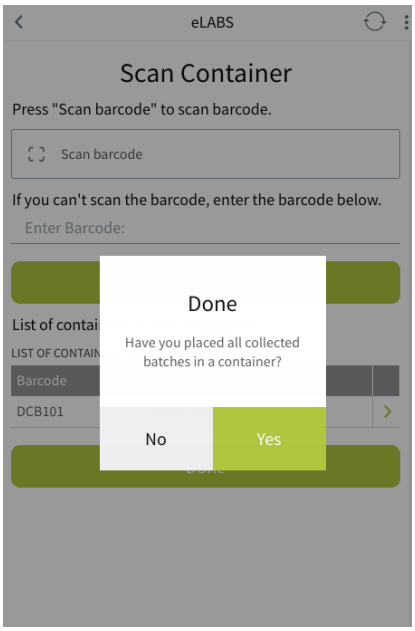
Scan the cooler box barcode by pressing on "[ ] Scan Barcode" or select the cooler box from the list of available cooler boxes.

9. Scan Batches



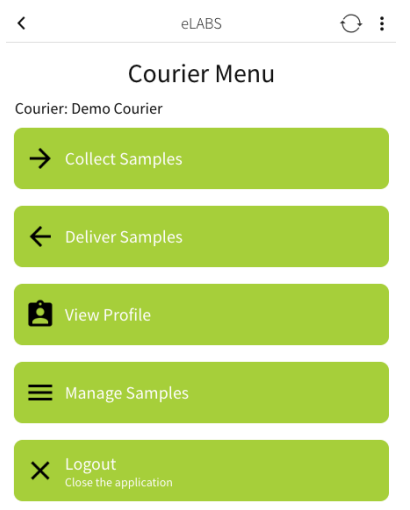
Scan the batches that are inserted into the cooler box by pressing on "[ ] Scan Barcode".

10. Confirmation



Ensure that all batches have been placed in a cooler box.

11. Edit Batches

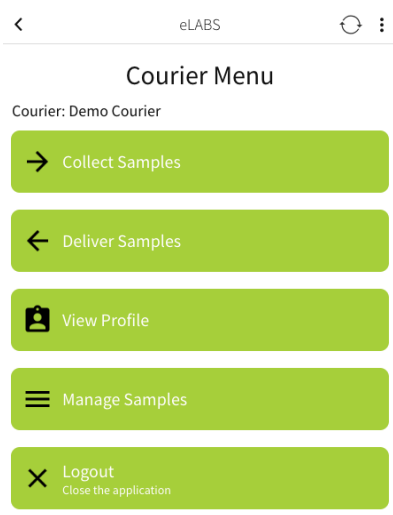


From the Main Menu select "Sample Management" to view and edit batches that were collected and are in transit.

NATIONAL HEALTH LABORATORY SERVICE

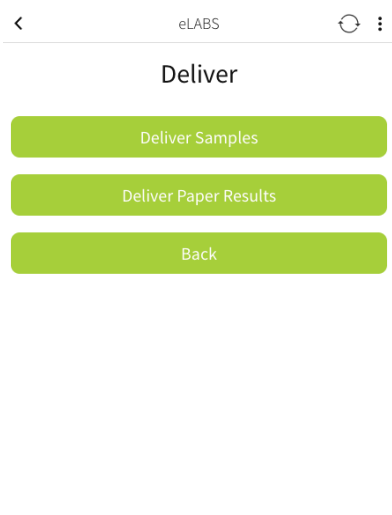
eLABS QUICK REFERENCE GUIDE: Driver (Delivery)

10. Main Menu - Delivery



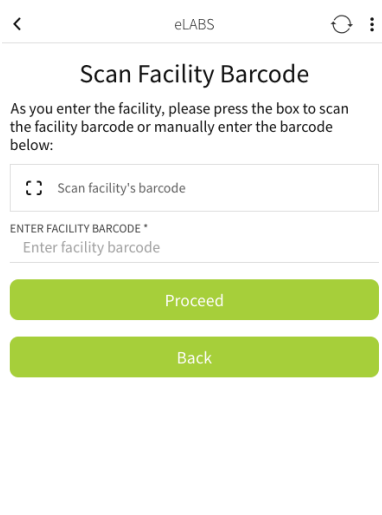
Select "Delivery".

11. Select Delivery Type



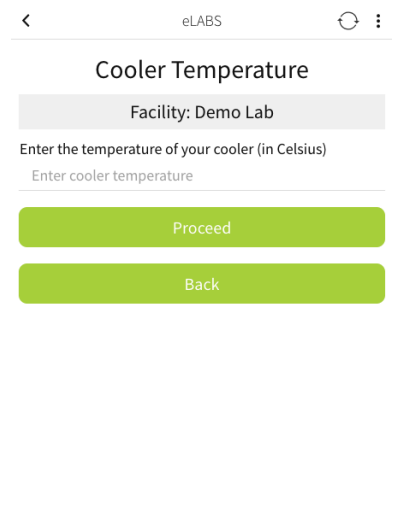
Select "Deliver Samples" for sample delivery and "Deliver Paper Results" for results delivery.

12. Enter Lab



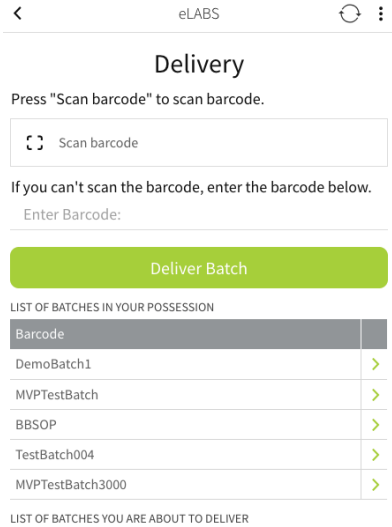
Upon arrival at a lab, scan the facility barcode.

13. Enter Cooler Temp



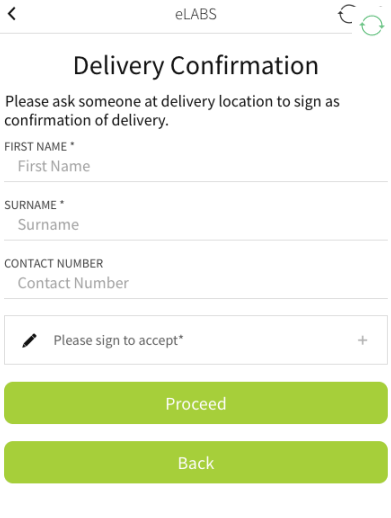
Upon arrival at the lab, record the temperature of your cooler.

14. Deliver Batches



Deliver batches by selecting batches from the list of batches in transit or by scanning the batch barcode.

15. Update application

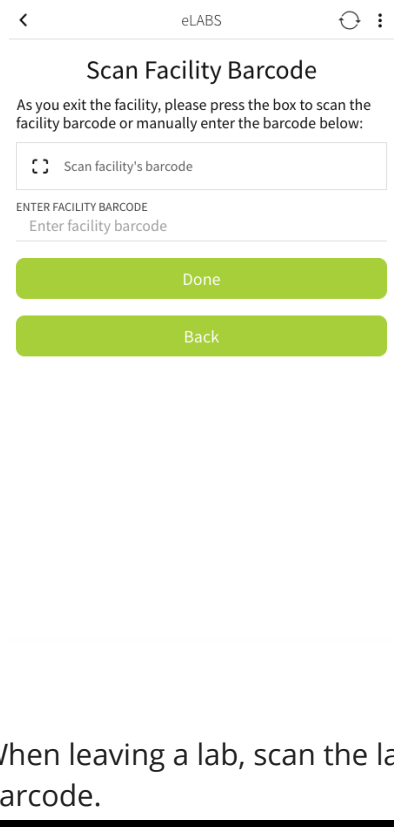


Confirm the delivery by recording the name, surname and signature of the individual samples were delivered to.

NATIONAL HEALTH LABORATORY SERVICE

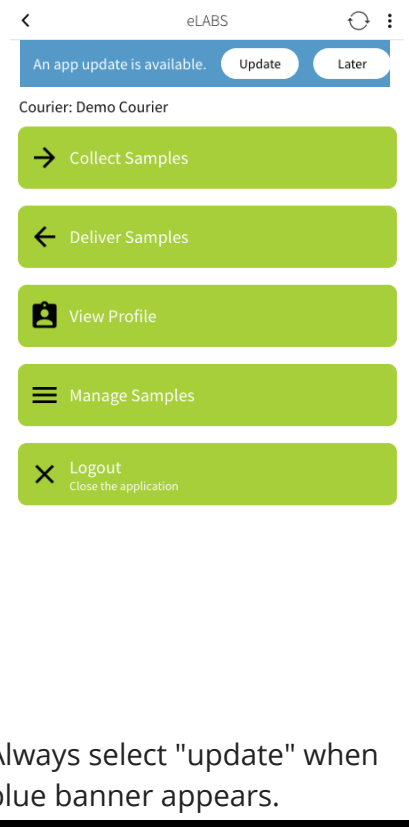
eLABS QUICK REFERENCE GUIDE: Driver (Delivery)

16. Exit Lab



When leaving a lab, scan the lab barcode.

17. Update

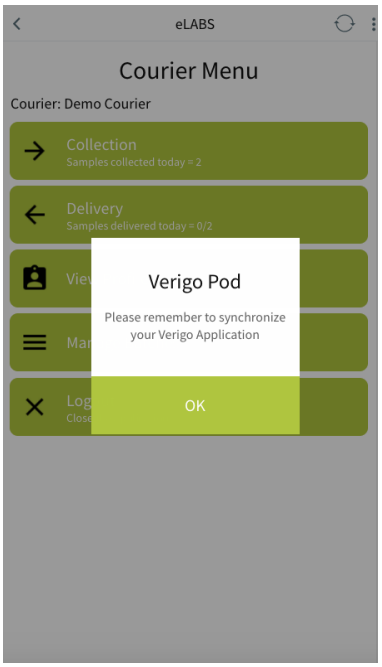


Always select "update" when blue banner appears.

NATIONAL HEALTH LABORATORY SERVICE

eLABS QUICK REFERENCE GUIDE: Driver (Verigo SOP)

1. Reminder at Logout

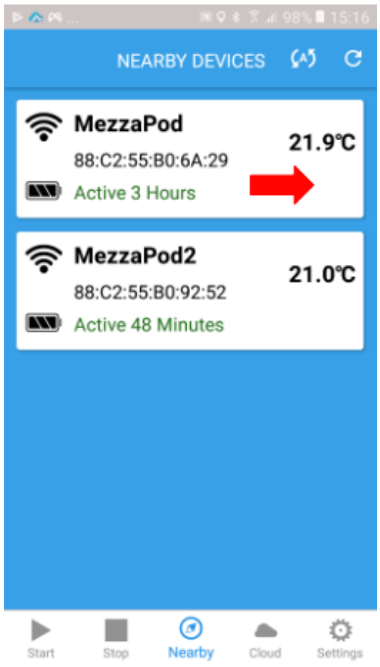


When logging out of eLABS at the end of the day, both Verigo pods MUST be synchronized.

2. Open Verigo App

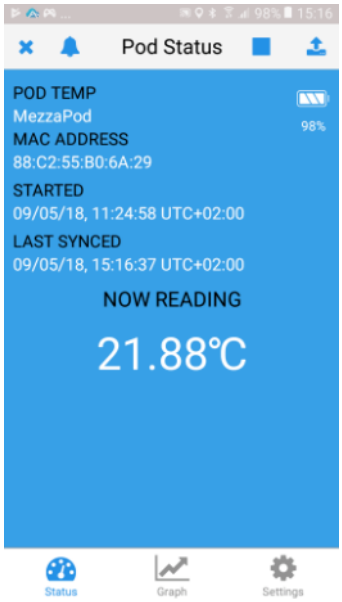
To synchronize Verigo pods open the Verigo Application installed on your device.

3. Select Pod 1



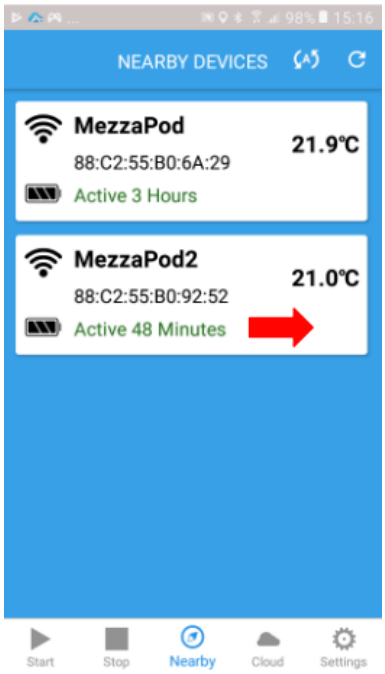
Select pod 1 by clicking on the box containing the first pod's name.

4. Wait for Synchronization



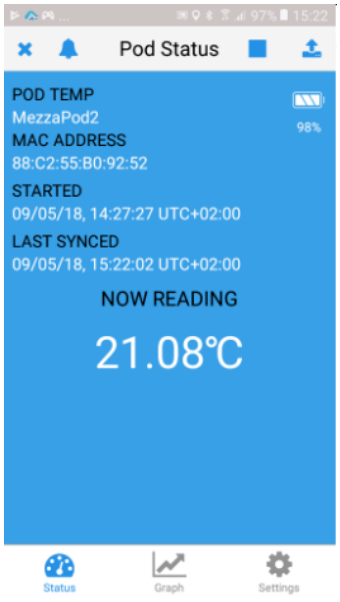
The 1st pod will make a beeping sound and the application will navigate to this screen. Wait for the arrow to turn until 100%.

5. Select Pod 2



Select pod 1 by clicking on the box containing the first pod's name.

6. Wait for Synchronization



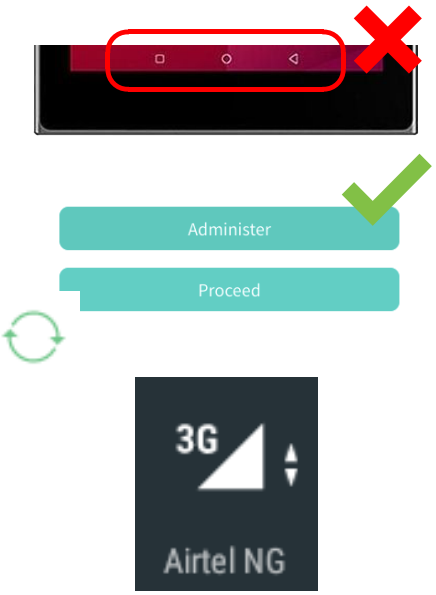
The 1st pod will make a beeping sound and the application will navigate to this screen. Wait for the arrow to turn until 100%.

Support Details

To be determined

Important things to remember

Navigating through your app
When you navigate through your app it is very important to use the navigation buttons within the application. Do not use the back, menu or exit button on your mobile device. When doing this you risk losing information and reversing a process that you have started.Next, fill details of person from which samples are collected.



Mobile Data settings
Your app is designed to work together with your internet connection and your device's GPS tracking. That is why it is very important to keep these settings on at all times. With these settings switched off, it is impossible for your data to be uploaded into the web portal.

Under these circumstances, the web portal will generate a report that reflects your facility as a facility that does not capture data. Always check the **Mobile Data/internet** setting as the first troubleshooting step and ensure that it remains switched on at all times.

Ensuring that the data you captured is properly stored and synchronised

Synchronisation is the process that your app uses to upload data from your app to the main web portal and vice versa. If a new stock item is added to your facility and you do not synchronise your app, the changes will not appear on your app. Synchronisation is also important for updating your application. If a new version of the app has been released and you do not synchronise your app, you will not have access to the new features of the app.

Remember to always sync your app before you exit, and make sure that your **Mobile Data** and **GPS/Location** settings are on before you attempt to synchronise. Synchronisation will be in progress while the circle at the top of the screen is spinning and turn green once it has completed.

Device, SIM and App functions
Your SIM card. device and app have been configured to function as a unit, therefore we advise you to not remove and replace your SIM card with which your device and app was registered. Doing so may result in your app not functioning properly. Use the support details provided to confirm a SIM change.

Device memory
Your app has been created to automatically store information that you have captured on your device when there is no network or internet coverage. The device will automatically synchronise data at a later stage when or where you do have coverage. That is why it is very important to always keep enough memory open for storing data captured while being offline. If there is no memory or too little memory on your device you risk losing the data you may have captured. Therefore, please refrain from storing any unnecessary material - such as audio or video files - on the device.