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PURPOSE

This document describes the OrganMatch System Basic Functions.

1. LEVELS OF ACCESS TO ORGANMATCH FUNCTION

Different permission levels are granted when creating Roles:

Create/Add – you will be able to add a new record e.g. add a Person – Program Enrolment.

View/Read – you will be able to view data, a page or a menu item but you may not make any updates or changes. Buttons may be visible but unavailable.

Update/Edit – you will be able to add additional data to existing records or change existing data.

Delete – you will be able to delete data from a record e.g. delete test results, delete medical event information.

Search – you will be able to perform searches for specific record types e.g. Person or Pool.

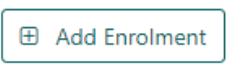
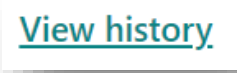
If a Role does not have permission to a menu, page or field, the item will be hidden from your view.


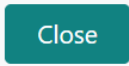
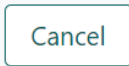




1.2 BUTTONS AND ACTIONS






There are a number of system processes or tasks that are initiated via a button. Depending on your role, you may be able to view, use or may have no access to a specific button.

Actions initiated via a button include:

Laboratory Portal

Section	Sub Section	Button
Person Profile	Program Enrolment	
Person Profile	Program Enrolment	

Section	Sub Section	Button
Person Profile -	Typing and Unacceptable Antigens HLA Typing profile Unacceptable antigens Sensitisation Category Unacceptable and Acceptable - Interpretation and Internal Comment Samples and Test results – Blood group	
Person Profile Pool management	Program Enrolment Test Results Readiness assessment	  
Pool management Person Profile	Match History Sample and Test results Pool management	
Person Profile	Match History	
Person Profile	Match History	






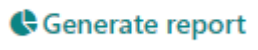


Section	Sub Section	Button
Person Profile	Match History Program Enrolment Samples and testing Typing and Unacceptable Antigens Samples and test results – Blood group	 View Notes
Person Profile Sample and Test Results	Typing and Unacceptable Antigens HLA Typing Profile HLA Antibody screen results	 Generate report
Person Profile	Unacceptable Antigens	 Copy UA
Person Profile	Unacceptable Antigens	 Change Log
Person Profile	Unacceptable and Acceptable Antigens	 <u>Person Profile</u>

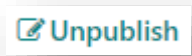
Section	Sub Section	Button
Person Profile	Samples and Test Results	<div><div><div><div><div><div></div></div><div>Add Sample</div></div></div></div><div><div><div><div></div></div><div>Add Test</div></div></div></div> <div><div><div><div></div></div><div>Export Test Results</div></div></div>

Pinned results (0)


Confirm ABO

Unconfirm

Section	Sub Section	Button
Person Profile	HLA typing results – Test results	  
Person Profile	Transplant Event	   
Pool Management		
Person Profile	Test Results – HLA Antibody screening	

Section	Sub Section	Button
KPD Program		
Donor Dashboard	Transplant Wait list matching	   
Donor Dashboard	Match Event	  

ORGANMATCH BASICS

Section	Sub Section	Button
Donor Dashboard	Match Event – DSA assessment Transplant Event – DSA assessment	

Some general statements about levels of access and permissions:

- For Person records, where a Role has View access, you will be able to read all data in the Person record (including related records, i.e. enrolments).
- If a Role does not have access to sub-menu items, then the parent menu will be hidden. For example, if the role cannot search for a person or add a person, then the Person menu will be hidden altogether.
- If a Role does not have access to use a button (add or update), then that button will be hidden.
- If a Role has access to a button but requires further data entry so that business rules will be satisfied when the button is executed, then that button will be disabled.
- If you are editing data on a page, you will be prompted to save or cancel your data entry if you attempt to go elsewhere in the system via the navigation pane before saving your changes.
- If you are editing data in a popup box, then you will be unable to go to another part of the system via the navigation pane, until you complete or cancel your changes.
- All users must be added to one or more Roles in order to access OrganMatch.
- More than one user may be attached to each Role. You should talk to your team leader if you believe you are missing access to a particular area of the system.
- Your view of OrganMatch might be different to another user's view based on the Role(s) that the other user has.

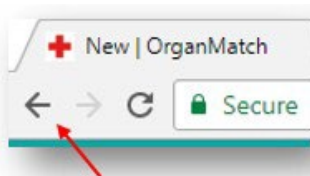
1.3 BROWSER SETTINGS

The OrganMatch application is compatible only with the Chrome and Microsoft Edge internet browsers. Specifically, the most current release of the browsers as well as the two most recent prior releases of that browser.

1.4 BACK BUTTON

The back button in the browser will always return you to the last page visited. When returning to the last page visited, the state of the page will persist. Browser buttons work in a consistent way and are independent of the OrganMatch system.

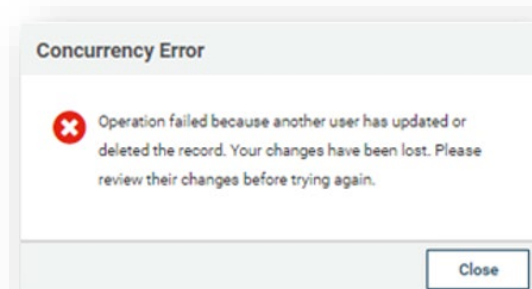
Note: the browser back button will take you back even if you are in edit mode in the system.



1.5 CONCURRENCY

Concurrency is when two users try to change the same record in the system. An error message will display to prevent adding or editing the same record twice. This applies to:

- Person registration and enrolment
- Personal links
- Hospital and Provider links
- Recipient Donor link
- HLA Typing Profile
- Organ Program
- Buttons e.g. Verify/Unverify



1.6 PERFORMANCE AND AVAILABILITY

OrganMatch Production – all portals are available 24 hours a day, 7 days a week.

Other environments such as Train, UAT, CI are only accessible during work hours Monday – Friday 8am –7pm EST

Train is only available for Laboratory Portal users currently.

Other environments are not available to general users.

2. COMMON FUNCTIONS

2.1 HEADER BAR

Donors and recipients are enrolled in organ programs. In this area:

- A page name is displayed for every page, in the header bar (1).
- Notifications are displayed throughout OrganMatch (2), see Notifications.
- Summary details often appear in the header bar. The example below shows the header bar from a Person record.



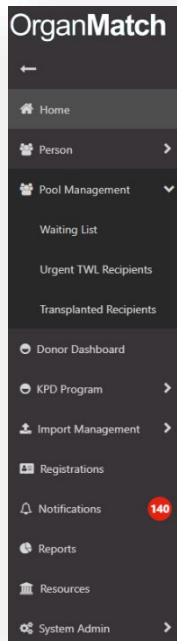
2.2 FOOTER

The footer identifies what environment the user is accessing and the version and build of that release

PROD-BLUE - 4.48.1.3 - 421 - 03/09/2025 11:24

TRAIN-GREEN - 4.48.1.1 - 421 - 03/09/2025 11:24


2.3 ORGANMATCH NAVIGATION PAGE



A right facing arrow indicates that there are sub- menu items for the menu. Click the arrow to expand the menu.



A down facing arrow indicates that the menu item has been expanded. Click the arrow to close the menu.

Click the arrow () to minimise the Navigation Pane.

Click **Home** to go back to the OrganMatch Home screen.

Click **Person** and then **Add Person** to add a Person record to OrganMatch, or

Click **Search** to find a Person who already has a record in OrganMatch.

Click **Pool Management** to filter and view a list of recipients and donors.

Click **Donor Dashboard** to view a list of deceased donors in the system.

Click **KPD Program** to run the KPD Matrix, see Combinations and Chains, and KPD Match Run History.

Click **Import Management** to Import files and view Staging and Integration.

Click **Tray Management** to create Recipient Set Queries, Tray Templates and Tray Series.

Click **Registrations** to access patient records created through the Transplantation Portal registration process.

Where the **Notifications** count is not zero, you may click here to see notifications sent to any user.

Click **Reports** to generate reports.

Click **Resources** to view OrganMatch documents, forms and training videos.

Click **System Admin** to perform Program, Deceased Donor and Report Administration.

Note:

- The navigation pane can be expanded and collapsed.
- The navigation menu remains fixed on the screen even if you scroll down the screen.
- Only menu items linked to a user's role(s) will be visible i.e. menu access is based on Role permissions.
- If a menu item has sub-menu items, then a down arrow will be used to indicate that sub-menu items exist.
- If a menu item does not have sub-menu items, then an arrow pointing to the right indicates that clicking the menu item will take you to new OrganMatch screen. This will appear to the right of the navigation pane.

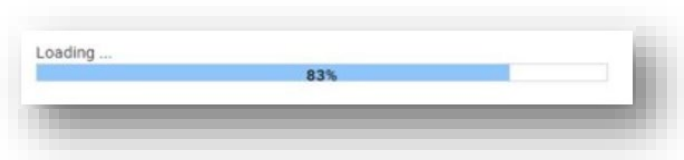
2.3 WORKING WITH VIEWS

2.3.1 POP-UP BOXES

Pop-ups are not ordinarily re-sizeable or drag-able though there are one or two exceptions that have been identified. This is due to the need to see the information behind the popup e.g. when Pinning test results the pop-up can be moved. The pop-up will ordinarily be sized so that the most frequently accessed information can be viewed without scrolling.

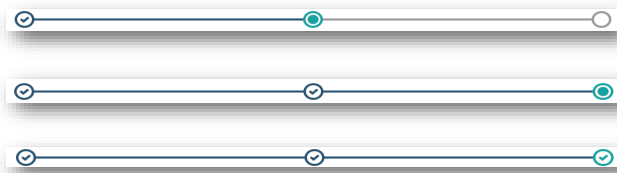
2.3.2 PROGRESS INDICATORS

1. Progress indicators are a visual representation of progress through a task. A progress indicator that uses percentage complete would be used to represent the progress of a background task:



2. For a task which is broken down into a series of steps that is controlled by the user, a segmented progress indicator is used:

- When a step has not yet been started the indicator is blank.
- When a step is in progress the indicator shows as a dot and it changes colour.
- When a step is completed the indicator changes to a tick.



2.4 SORTING

- Each table list displayed has a default sort order. The sort order can be changed by clicking the



up/down arrow shown beside each column heading in the list.

- Clicking the symbol will change the sort order of the list from ascending to descending, and vice-versa.
- When a Results list is sorted, the column used to sort the list is highlighted by a blue box around the column heading and a number indicating the order of the used in the columns sort.
- In the example below, you can see that the list is sorted by Date of Last Serum. Note - the arrow points down, so the sort order is most recent.

Results 1222 records found

Last Name	First Name	Date of Birth	ABO	OM ID	OM Lab	Transplant Hospital	Clinical Hospital	Date of Last Serum	Pathway	Ready	Status	Sensitisation Category	Current Notification
uAprCIBL	yXrzd	08/07/2000		0079203	NSW	NWESR	NWESR	23/03/2023	LDD	✓	Active	Unknown	No
uAprCIBL	yXrzd	08/07/2000		0079203	NSW			23/03/2023	TWL	✗	On Hold	Unknown	No

Holding down the <Ctrl> key on your keyboard while clicking on a column heading allows you to select and sort a list by more than one column. In the example below the **Date of Last serum** results list is first sorted in descending **date** order. The data is then sorted in increasing alphabetical order by **OMID**. We know there is a blue box around Date of Last serum (the first sort parameter), and both column labels have an up arrow beside the heading label.

Recipient

Last Name	First Name	Date of Birth	ABO	OM ID	OM Lab	Transplant Hospital	Clinical Hospital	Date of Last Serum	Pathway	Ready	Status	Sensitisation Category	Current Notification
uAprCIBL	yXrzd	08/07/2000		0079203	NSW	NWESR	NWESR	23/03/2023	LDD	✓	Active	Unknown	No
uAprCIBL	yXrzd	08/07/2000		0079203	NSW			23/03/2023	TWL	✗	On Hold	Unknown	No

2.5 FILTERING

A filter hides or displays table results based on data attributes in the table i.e. filtering is only possible if the attribute exists in the table.

Where a table can be filtered, the filter options show above the table. See example below. The default view of the data shows "All".

Deceased Donor Dashboard

Filters

OM Laboratory: All Hospital: All ABO: All Donor: Outcome: All [Reset Filters](#)

Results 1032 records found

Date of Enrollment T1	OM Lab T1	Match Date & Time T1	Donor ID T1	Hospital T1	ABO T1	Last Name T1	First Name T1	OM ID T1	Lab Reference T1	Outcome T1	Ready T1
15/10/2023	NSW	16/10/2023 08:15	D23-1272	Shoalhaven District Memor...	O			008558	VP0036943	Intended	✓
15/10/2023	VIC	16/10/2023 08:16	D23-1273	The Royal Melbourne Hospi...	O			008558	VP0036944	Intended	✓
15/10/2023	QLD	15/10/2023 18:00	D23-1271	Royal Brisbane And Women...	AB			008556	Q2354	Intended	✓
14/10/2023	VIC	14/10/2023 23:08	D23-1268	Alfred Hospital	A			008555	VP0036829	Intended	✓
14/10/2023	QLD	14/10/2023 22:38	D23-1269	Harvey Bay Hospital	O			008554	Q2353	Intended	✓
13/10/2023	NSW		D23-1264	John Hunter Hospital	O			008570		Intended	✗
12/10/2023	VIC	13/10/2023 22:45	D23-1265	The Royal Melbourne Hospi...	A			008565	VP0036836	Actual	✓

The list is dynamically updated as soon as you add filters; you do not need to click any extra buttons for the filter to be applied. In the example below, we have filtered the **Deceased Donor Dashboard** to show the donors for Royal Melbourne Hospital only:

Deceased Donor Dashboard

Filters

OM Laboratory: All Hospital: The Royal Melbourne Hospital... ABO: All Donor: Outcome: All [Reset Filters](#)

Results 685 records found

Date of Enrollment T1	OM Lab T1	Match Date & Time T1	Donor ID T1	Hospital T1	ABO T1	Last Name T1	First Name T1	OM ID T1	Lab Reference T1	Outcome T1	Ready T1
15/10/2023	VIC	16/10/2023 00:16	D23-1273	The Royal Melbourne Hospi...	O			008558	VP0036944	Intended	✓
12/10/2023	VIC	13/10/2023 22:45	D23-1265	The Royal Melbourne Hospi...	A			008565	VP0036836	Actual	✓
31/08/2023	VIC	02/09/2023 16:02	D23-1062	The Royal Melbourne Hospi...	O			0088075	VP0033062	Intended	✓
13/08/2023	VIC	15/08/2023 08:03	D23-0996	The Royal Melbourne Hospi...	A			0087807	VP0031658	Actual	✓
02/08/2023	VIC	05/08/2023 01:08	D23-0944	The Royal Melbourne Hospi...	O			0087694	VP0031108	Actual	✓
21/07/2023	VIC	22/07/2023 00:00	D23-0877	The Royal Melbourne Hospi...	A			0087525	VP0030312	Actual	✓
24/06/2023	VIC	25/06/2023 22:13	D23-0771	The Royal Melbourne Hospi...	O			0087165	VP0028420	Intended	✓

2.5.1 FILTER OPTIONS

Depending on your report, you may be able to filter using one or more of the following options. Remember, the attribute must be in the report to use it as a filter.

ORGANMATCH BASICS

Label	Available Options	Additional Rules
Group By	Organ Matching Lab Clinical Unit ABO Group PRA Level Previous Transplants OrganMatch Lab x Age group State/ Territory State/ Territory x Age group	See rules below – report structure and filter options will change depending on selection
Organ Matching Lab	Lookup Organ Matching Lab (include all option)	<ul style="list-style-type: none"> Default Value = All Only available when Group Type = “Hospital (Clinical Unit)”, “ABO Group”, “PRA Level”, “Previous Transplants”, “)
Organ Program	Lookup Organ Program Type reference data (include All option)	Default Value = All

Label	Available Options	Additional Rules
Pathway	Option set based on Organ Program Type selected (include All option)	Cascade from Organ Program selected
Peak PRA	Check box	<ul style="list-style-type: none"> Available in ALL Group By selections. IF user selects GROUP BY = “PRA Level”, then value is ticked.
PRA %	Value (Numeric)	<ul style="list-style-type: none"> Default is hidden. Only available when Peak PRA is ticked. IF user selects GROUP BY = “PRA Level”, then value is defaulted to 50% IF user selects yes in any other GROUP BY, then the user can define a min and max PRA%. For example, 0% to 25%

ORGANMATCH BASICS

Clinical Unit	Lookup Clinical Unit (include All option)	<ul style="list-style-type: none"> • Default Value = All • Only available when Group Type = “ABO Group”, “PRA Level”, “Previous Transplants”)
Group By	Organ Matching Lab Clinical Unit ABO Group PRA Level Previous Transplants OrganMatch Lab x Age group State/ Territory State/ Territory x Age group	<ul style="list-style-type: none"> • See rules below – report structure and filter options will change depending on selection
Organ Matching Lab	Lookup Organ Matching Lab (include all option)	<ul style="list-style-type: none"> • Default Value = All • Only available when Group Type = “Hospital (Clinical Unit)”, “ABO Group”, “PRA Level”, “Previous Transplants”
Organ Program	Lookup Organ Program Type reference data (include All option)	<ul style="list-style-type: none"> • Default Value = All
Pathway	Optionset based on Organ Program Type selected (include All option)	<ul style="list-style-type: none"> • Cascade from Organ Program selected
Peak PRA	Check box	<ul style="list-style-type: none"> • Available in ALL Group By selections. • If user selects GROUP BY = “PRA Level”, then value is ticked.
PRA %	Value (Numeric)	<ul style="list-style-type: none"> • Default is hidden. Only available when Peak PRA is ticked. • If user selects GROUP BY = “PRA Level”, then value is defaulted to 50% • If user selects yes in any other GROUP BY, then the user can define a min and max PRA%. For example, 0% to 25%

ORGANMATCH BASICS

Previous Tx	Check Box	<ul style="list-style-type: none"> Only available when Group Type = "Organ Matching Lab" "Hospital (Clinical Unit)" "ABO Group" "PRA Level" "OrganMatch Lab x Age group" "State/ Territory" "State/ Territory x Age group" Default value is not selected. If user selects GROUP BY = "Previous Transplants", then value is ticked and read only.
Previous Tx	Value (Numeric)	<ul style="list-style-type: none"> Is this less than 2, or equal 2 Default is hidden. Only available when Previous Tx is ticked. IF user selects GROUP BY = "Previous Tx", then value is defaulted to 3 IF user selects yes in any other GROUP BY, CONFIRM - Then the user can define a max Previous Tx. For example, when user selects 3, this will mean <=3.
Recipient	Option set either: <ul style="list-style-type: none"> All Recipients Paediatric Only 	<ul style="list-style-type: none"> Default Value = All Recipients

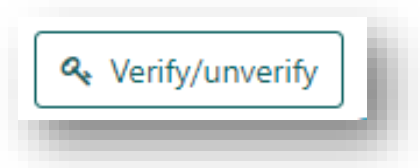
Label	Available Options	Additional Rules
Recipient ABO Group	Lookup ABO Group reference data (include All option)	<ul style="list-style-type: none"> Default value = All Only available when Group Type = "Hospital (Clinical Unit)", "Organ Matching Lab", "PRA Level", "Previous Transplants")
State / Territory	Optionset based on Organ Matching Lab selected (include All option)	<ul style="list-style-type: none"> Cascade from Organ Matching Lab selected Only available when Group Type = "Hospital (Clinical Unit)", "ABO Group", "PRA Level", "Previous Transplants", ")

2.6 TWO-STEP DATA ENTRY

There are a number of records for which the data entry must be verified or authorised after the data entry is made so that further OrganMatch processing can occur.

2.6.1 VERIFY/UNVERIFY

While you may have access to verify/unverify data, you may not verify data your own data entry. Note - If you made an error with your data entry and that data has already been verified, any changes you make to fix the data will need to be re-verified in order for the changes to be used by any OrganMatch process e.g. Matching.



The following records must be verified after data entry is complete:

- Enrolments | Willing To Accept
- Samples & Tests | Test Result
- Samples & Tests | Extended Acceptance Criteria
- Samples & Tests | Crossmatch
- Reports | Authorise Report and Apply Digital Signature

NOTE:

The button is:


- not displayed if you do not have verify/unverify permission.
- displayed if you do have verify/unverify permission.
- displayed but will not be available, if you do have permission but you entered the data that needs to be verified.
- displayed and is available, when all relevant data entry is complete and you did not perform the data entry.
- displayed but is not available, if relevant data entry is incomplete.

2.6.2 AUTHORISE

Test results must be authorised for further processing to occur within OrganMatch.

Note: if you entered the data, you may not also authorise the data.

 Authorise

 Authorise

The following records must be authorised:


- Enrolments | TWL - Paediatric Override
- Enrolments | TWL - State/National Urgency
- HLA Typing Profile
- Unacceptable Antigens

Note: There is no un-authorise button for test results in OrganMatch. If the data is wrong, delete it and then add the correct data. The correct data will then need to be authorised.


2.6.3 CONFIRM BLOOD GROUP

When the blood group is initially entered, it will have a status of Interim. A different user must confirm the blood group by re-entering it.

2.7 AUDIT RECORDS

A number of fields in the Person - Enrolment screen have been flagged and will capture the details of who entered or changed data for the field. An information icon  is shown beside such a field label.

In the example below, you can see the audit details for the HLA Typing Profile by hovering over the information icon:

HLA Typing profile 				
<div> <div>Authorised</div> <div> Last Updated By Anne Taverniti, On 08/09/2020 Authorised By Purvesh Patel, On 08/09/2020 </div> </div>				
A	B	C	DRB1	DQB1
*34:01	*13:01	*03:03	*04:05	*04:02
*~	*15:35	*07:02	*15:02	*05:01

2.7.1 PERSON RECORD

- Where any **Willing to accept** field has been Verified, the Date and Name of the user who verified it is displayed.
- Where any **Matching Urgency** field has been Authorised, the Date and Name of the user who authorised it is displayed.
- If **Paediatric Status for Matching** has been Authorised, the Date and Name of the user who authorised it is displayed.
- When any field has subsequently been Authorised or Verified, the Authoriser or Verifier Name and Date will display, rather than Last Updated By.
- Where any **Willing to accept** field has been Un-verified, Last Updated By displays the Name of the user that un- verified the field and the Date it was updated. Verified By and Verified On are not displayed.

For example, if:

1. Person A, entered data, then Last Updated = Person A
2. Person B verified data, then Last Verified By = Person B and Last Updated = (empty)
3. Person C unverified data, then Last Updated = Person C and Verified by = (empty)

2.7.2 ENROLMENT INFORMATION

When adding Enrolment information, audit records are captured for the following fields.

All **Willing to accept** fields:

- Accept Hep B Core & Date of Consent
- Accept Hep C & Date of Consent
- Accept TRK & Date of Consent
- Accept High Risk & Date of Consent
- Accept ABOi & Date of Consent

For each of these fields, when either the Yes/No toggle or the Date of Consent is updated and saved, then the Date and Name of the user who last updated the field is displayed.

The audit record will capture:

- Last Updated By (Full Name), Last Updated On (Date)
- Verified By (Full Name), Verified On (Date)

2.7.3 AUTHORISATION

Certain enrolment information must be authorised after entry. An audit record is captured if any of the following fields are updated:

- Willing to accept – HepC Ab pos, Increased viral risk donors, ABOi, TRK
- Patient Category – State and National Urgent
- Paediatric Status for matching

For each of these fields, when the field is updated then the Date and Name of the user who last updated the field is displayed.

The audit record will capture:

- Last Updated By (Full Name), Last Updated On (Date)
- Authorised By (Full Name), Authorised On (Date)

2.8 ERROR AND CONFIRMATION MESSAGES

2.8.1 VALIDATION ERROR MESSAGES

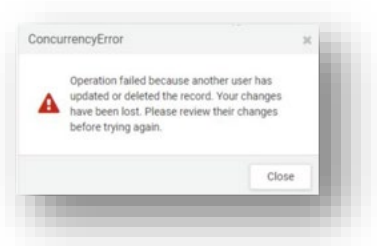
If data entered into a field fails validation or a business rule, the field will be outlined in red and an error message will appear below the field.



2.8.2 ERROR MESSAGES

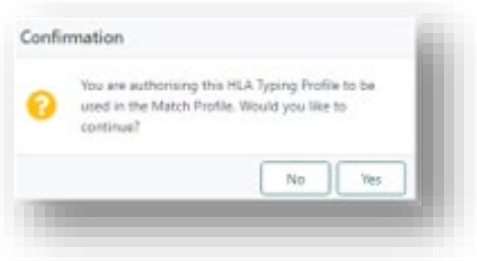
If the user attempts to execute functionality which results in an error, dialog boxes display to convey the error message.

All system error messages will be accompanied by a unique error code or label.

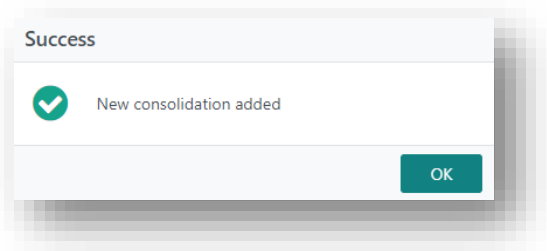


2.8.3 CONFIRMATION MESSAGES

When the user selects an action that is not reversible, a confirmation box displays.



When the user executes functionality successfully a confirmation message will be displayed in a dialog box.



2.9 TYPES OF SEARCHES

2.9.1 AUTO-COMPLETE

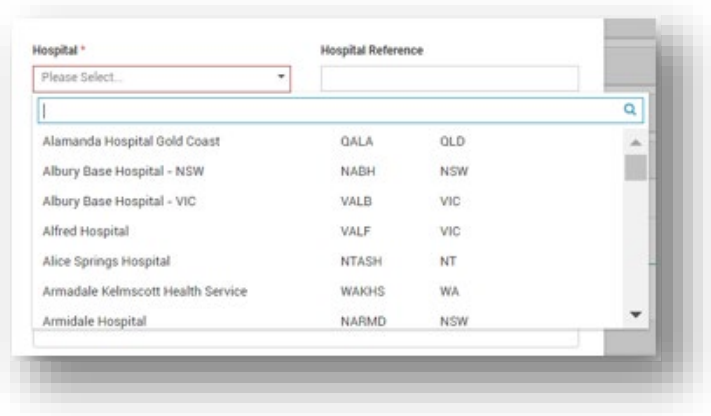
Two characters are typed before auto-complete begins. Security applies so that if a user does not have access to a Person record they will not see any details for that record. The search looks for data that begins with the search criteria that you enter.

2.9.2 INTELLI-SEARCH

Intelli-search helps you to locate data by finding data that matches the text you enter to find matching data. The difference to Auto-complete is that the criteria entered can be found anywhere within the string being searched. It only applies to specific fields, where it is thought to add value and improve usability.

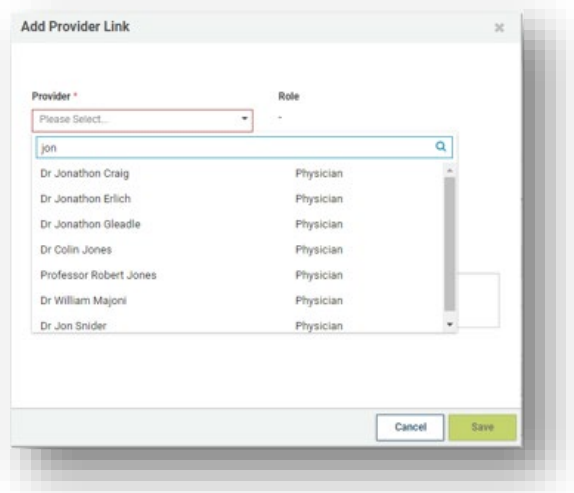
2.9.3 SEARCH WITHIN A LIST

To search within a list, click in the search box and begin typing a name, then click on the magnifying glass to see the options available to select.



2.9.4 CLINICIAN (PROVIDER) SEARCH

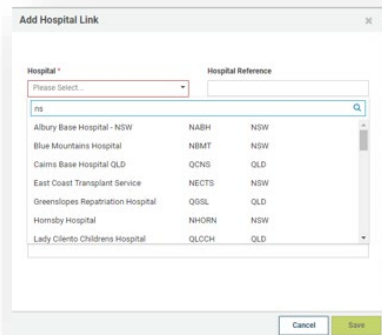
To search for a clinician, enter a letter of the clinician's Name. Intelli-Search will search and retrieve any record that contains that letter anywhere in the name.



Results will display in a filtered list directly beneath the search box. Search results will show Provider Salutation, Provider First Name, Provider Last Name and will be sorted alphabetically by Provider Last Name.

2.9.5 HOSPITAL SEARCH

To search for a hospital (this includes clinical units, transplant units, dialysis units, and hospitals) enter a letter of the hospital name. Intelli-Search will search on both the 'hospital name' and the 'short name' (abbreviation).



Results will be display showing Hospital Name, Short Name and Location. The hospital name will be ordered alphabetically.

2.10 LIST PAGINATION

Pagination shows records in paged format when the records retrieved exceed the space available.

- The current page (screen) is displayed in the paginator control.
- In the image below you can see the user would be on page 1.
- You can step through page results going forwards and backwards either one page at a time or by jumping to the first page or last page.
- You can also click on an individual page by clicking the page number.
- A single arrow moves through results one page at a time, a double arrow moves either to the first or last record.
- To move through pages of records in a list, click on the number or single arrow to move to the next page. Click on the double arrow to go to the last page.

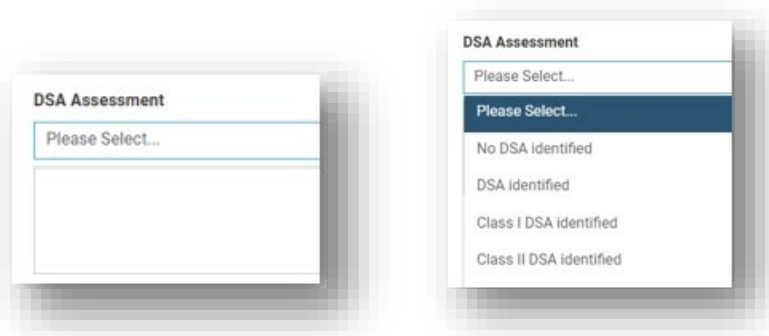


2.11 AUTO TEXT

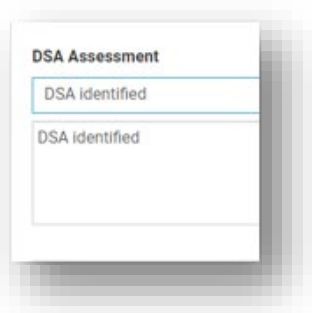
Some parts of OrganMatch, particularly in the **Match event** section of the **Person** record, provide small portions of text (auto text) that can be dropped into a text box and then added to, edited or deleted. This speeds up editing and supports increased consistency in the way assessments are expressed.

2.11.1 ADDING AUTO TEXT TO A TEXTBOX

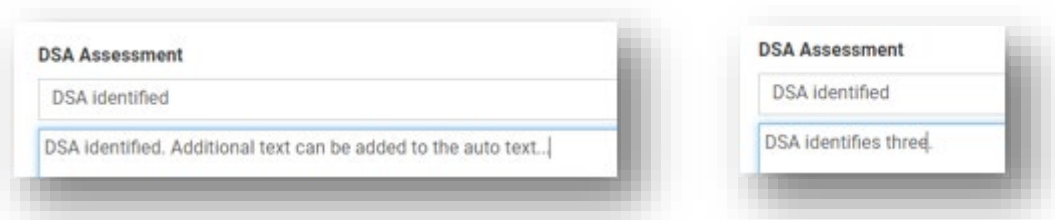
1. From the auto text dropdown list, select the text you want to add to the textbox below. This is optional, you can instead just add text to the textbox below the auto text dropdown list.



2. The selected text will be added to the textbox below the auto text dropdown list.



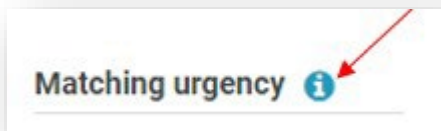
3. The added text can now be edited in the textbox like any other text. The auto text in the dropdown list will not be changed.



2.12 TOOLTIPS

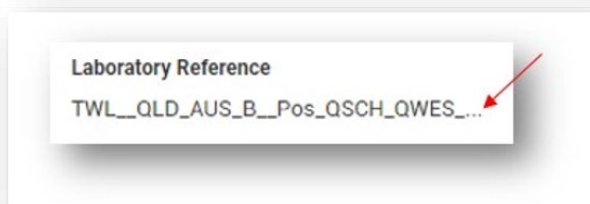
Tool tips provide additional information on fields where data has been entered, and helper text that is contextual to the field.

The tool tip text appears when you hover over the icon and disappears when you move the cursor away from the icon.



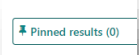

Three ellipses (...) at the end of reference name or number indicate there is more information.






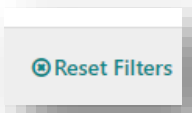

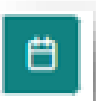
Any name or number that is too long for the field will have an ellipsis at the end. Hover over the field to see the full information.



2.13 ICONS

OrganMatch uses the following icons to denote information or functions. These icons may change over time.

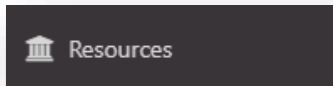
Icon Name	Symbol	Usage in OrganMatch
Pinning		HLA antibody results Antibody Consolidation HLA Typing results Non HLA antibody results
Delete		Multiple areas of OrganMatch

Icon Name	Symbol	Usage in OrganMatch
Notification		Banner
Gender – Female		Banner
Gender – Male		Banner
Living Non Directed Donor		Deceased donor Dashboard
Export		Pool Management Reports
Reset Filter		Multiple areas of OrganMatch
Audit		Shows last updated and Authorised by user and date
Date Picker		Multiple areas of OrganMatch

3. RESOURCES

The Resources menu allows users to view documentation, forms and training videos in OrganMatch.

1. Click **Resources**.



2. Click the section to expand the view the available resources

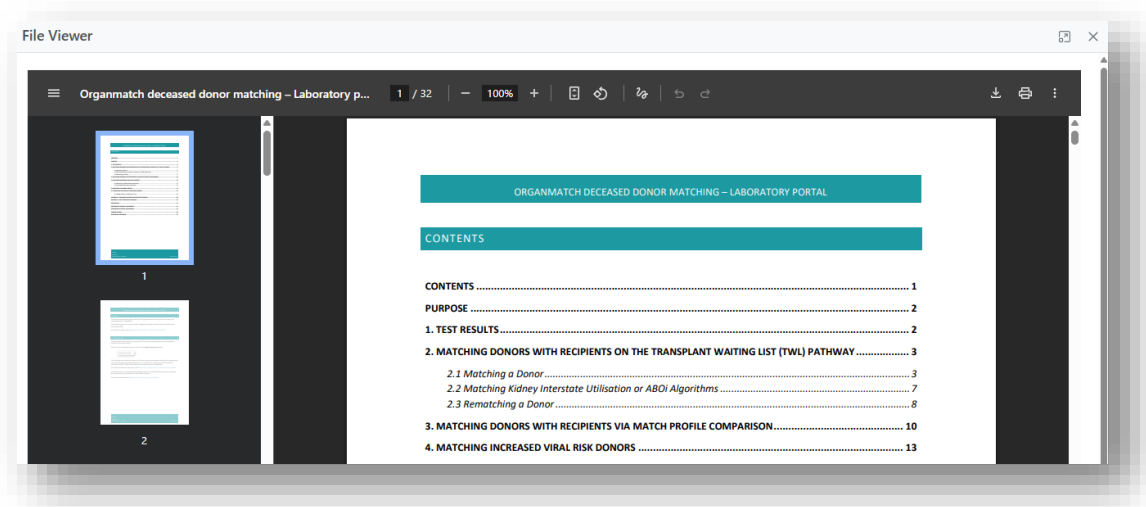
A screenshot of the "Resources" menu. The "Matching" section is expanded, showing a table of resources.

Resources			
> Help			
v Donor Dashboard			
v Matching			
Resource	Document ID	Summary	Items
Deceased Donor Matching- Laboratory Portal	OM-063	Sprint 58 updates: Screenshot updates for new Offer Status column in TWL matching screen.	OM-063 Deceased Donor Matching- Laboratory Portal v9.pdf

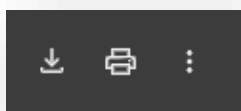
3. Select the resource you wish to view



- Click the link to open the document, form or training video.



- Download or print the document as required.



DEFINITIONS

Term/abbreviation	Definition
OOL	Organ Offer List

REFERENCED INTERNAL DOCUMENTS

Document number	Source
OM-011	Notifications – Transplantation Portal
OM-064	Notifications – Laboratory Portal

CHANGE HISTORY

Version number	Effective date	Summary of change
1	14/11/2023	New document
2	Refer to footer	<p>Sprint 59 updates:</p> <ul style="list-style-type: none"> Section 2 updated to reference new menu item for resources. Section 3 added for resources. <p>Other:</p> <ul style="list-style-type: none"> Title updated in header. Section 1.3 updated to include Microsoft Edge as accepted browser. Section 2 updated with footer information.

ELECTRONIC SIGNATURE

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