

Uro.Report

UroReport User Manager's Manual



Copyright SRS Medical Systems, Inc., 2026. All rights reserved.

UroCuff® is a registered mark of SRS Medical Systems, Inc.

Table of Contents

1.0	Contact Information	4
2.0	Introduction	5
2.1	Activating User Manager Account	5
2.2	Activating CT3000Pro Instrument	6
2.3	UroReport.com Tasks	7
2.4	Three User Roles	7
2.5	PHI Access and User Configurations	8
2.6	Account Setup	8
3.0	User Manager's Section	12
3.1	Home Page	12
3.2	New User	12
3.3	Edit User	13
3.4	Re-enable User Account	15
3.5	Configurable User Options	16
3.6	Multi-Site Access	18

1.0 Contact Information

SRS Medical Systems, Inc.

321 Billerica Road

Chelmsford, MA 01824 USA

Sales: 413-821-9806/ 800-345-5642

Sales Fax: 425-882-1935/ 800-886-2774

Technical Support: 888-233-1507

www.srsmedical.com

2.0 Introduction

Welcome to Uro.Report, the user manager application for UroReport.com.

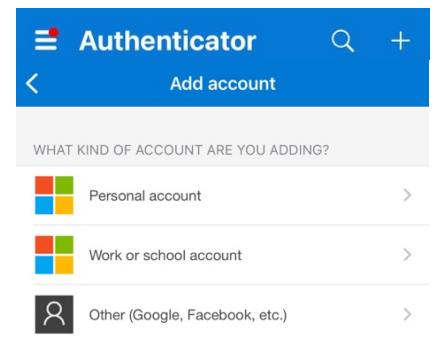
UroReport.com is a web application that allows users to access UroCuff Test reports that have been performed in their facility on their CT3000Pro instrument.

UroReport.com User Managers are responsible for the management of UroReport.com Users through a separate web application. The User Manager role is typically entrusted to a member of the IT department, who becomes responsible for the setup of new users, editing account details, and deactivating users. Site User Managers are responsible for users at the site, or facility level. When a client has multiple sites, or facilities, under the same management, they may choose to integrate these sites under a single client account to view data across multiple sites. In this case, Client User Managers are responsible for client users who can see data across multiple sites. Site User Managers will still be responsible for users that only operate at their facilities, or sites, not at the Client level.

The following sections outline account setup, how to Activate a CT3000Pro instrument, how to setup a User Manager account, the UroReport.com tasks and roles, and how to provision, edit, and disable UroReport.com users.

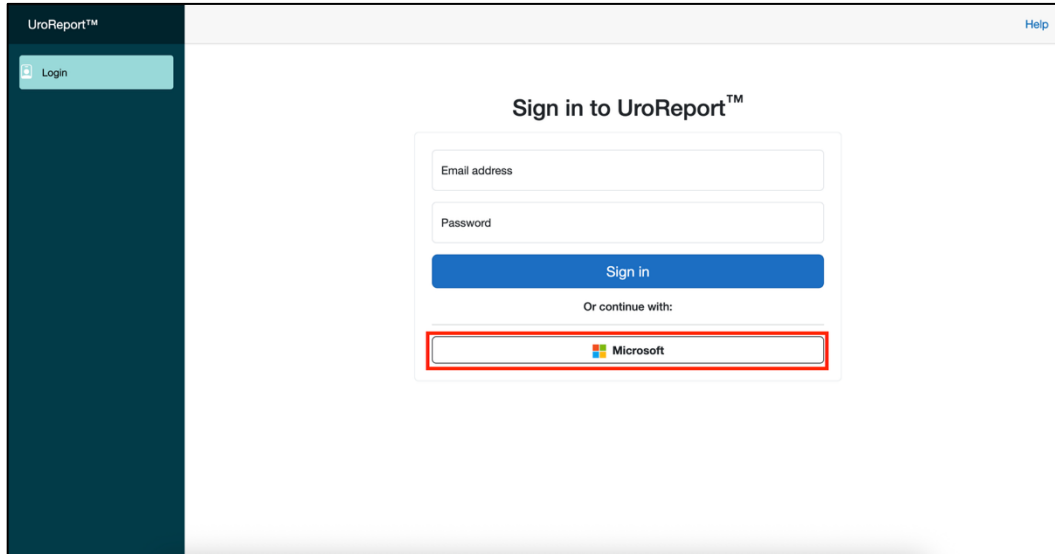
2.1 Activating User Manager Account (Default Setup)

SRS Medical will establish an employee (typically in IT) as Site or Client User Manager. This employee will receive an email and a one-time password. After navigating to the Uro.Report User Manager application, the user manager will enter their email and one-time password to log in. Upon login, they will set a secure permanent password and enable two factor authentication using the Microsoft Authenticator app. To setup Microsoft Authenticator, first download the app on a trusted device (typically a cell phone). Once the app is installed, click the plus (“+”) button in the top right corner to add UroReport.com to the authenticator. Select “work or school account” from the options, and then select “scan QR code”. Scan the QR code from the UroReport.com web application to link Microsoft Authenticator to the User Manager account.

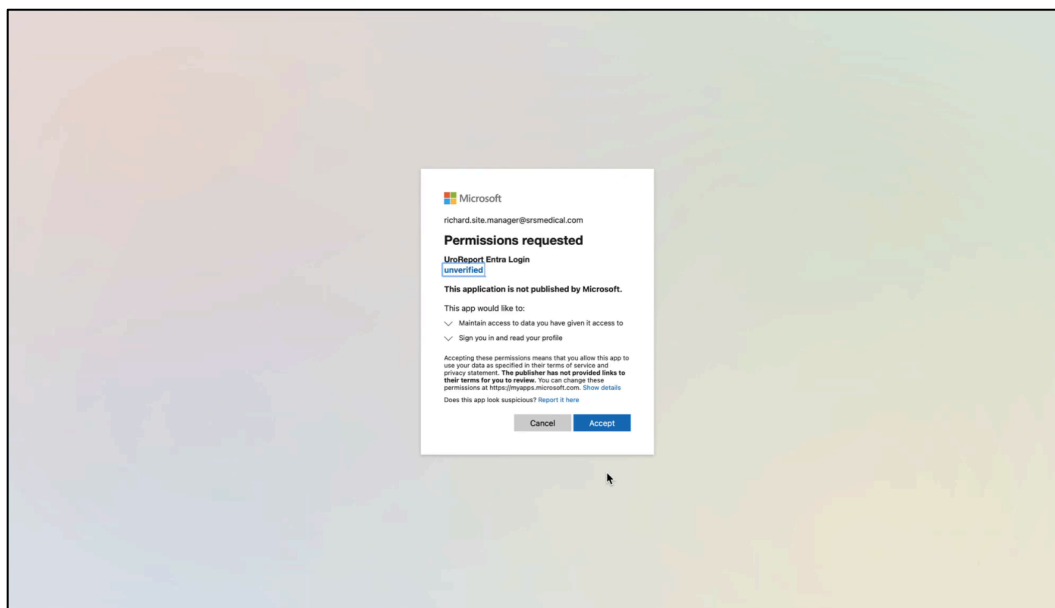


2.2 Activating User Manager Account (Microsoft Sign in)

If your organization uses Microsoft to sign in to UroReport, the User Manager account will be provisioned by SRS Medical. The User Manager will receive an email to verify their account. Once verifying their account, they can log in to the User Manager Application by selecting “Login” in the top left of the verification page. Selecting the Microsoft sign in option will complete sign in using the User Manager’s work Microsoft Account.



When logging in to UroReport using Microsoft for the first time, users will be prompted to accept permission for UroReport to sign in and read their account. Select “Accept” to allow sign in.



2.3 Activating CT3000Pro Instrument

Activating a CT300Pro Instrument requires contact with SRS Medical Technical Support.

Tel: 888-233-1507

Email: techsupport@srsmedical.com

2.4 UroReport.com Tasks

UroReport.com users can perform two main tasks:

1. Access finalized reports and print or save PDF copies of the finalized reports.
2. Run “Analytics” usage reports that provide insights into how UroCuff and UroReport.com are being utilized.

There is an additional optional feature which, if configured, enables a physician or clinician working under the direct supervision of the physician to finalize and approve a “Recommendation” based on the results of the UroCuff Test.

2.5 Three User Roles

The User Manager for the site assigns one of three roles to UroReport.com users. The three user roles and their responsibilities are described below:

- Site Clinician: Account type assigned to a physician, or a clinician that is working under the direct supervision of the physician. The Clinician account type has the authority and responsibility to edit and approve draft clinical interpretations.
- Site Administrator: Account type assigned to an administrator that has no clinical authority. The Administrator account type can save and print reports that the Clinician account has finalized.
- Analyst: Account type assigned to an analyst that has no clinical authority. The Analyst account type can run analytics usage reports.
 - Site Analyst: can run analytics reports on data from their site
 - Client Analyst: can run analytics reports on data across multiple sites associated with the client.

User roles and their responsibilities

	Finalize Indication and Recommendation	Print/Save Reports	Run Dashboard Reports
Site Clinician	X	configurable	X
Site Admin		X	X
Site Analyst and Client Analyst			X

2.6 PHI Access and User Configurations

As described above, there are three user roles for Site Users (Site Clinician, Site Admin, and Site Analyst) and one user role for Client Users (Client Analyst). The following permission properties are configured by the relevant User Manager:

PHI Access and PHI Access Configuration:

Site Clinicians and Site Admins always have access to PHI, as they perform clinical activities. Site Analyst has configurable access to PHI, with no access to PHI being the default setting. If configured to have PHI access, Site Analysts can view PHI information in the dashboard reports they run. Site Analysts can never view reports. Client Analysts never have access to PHI information.

The Site Clinician role can be configured to Print/Save reports, which is the task traditionally given to the Site Admin. If configured to Print/Save reports, the Site Clinician effectively has a dual role, with the permissions of both the Site Clinician and the Site Admin. This configuration is designed to serve clinical staff who have the responsibility of reviewing studies and processing (print/save) the reports, so they can do both in one account.

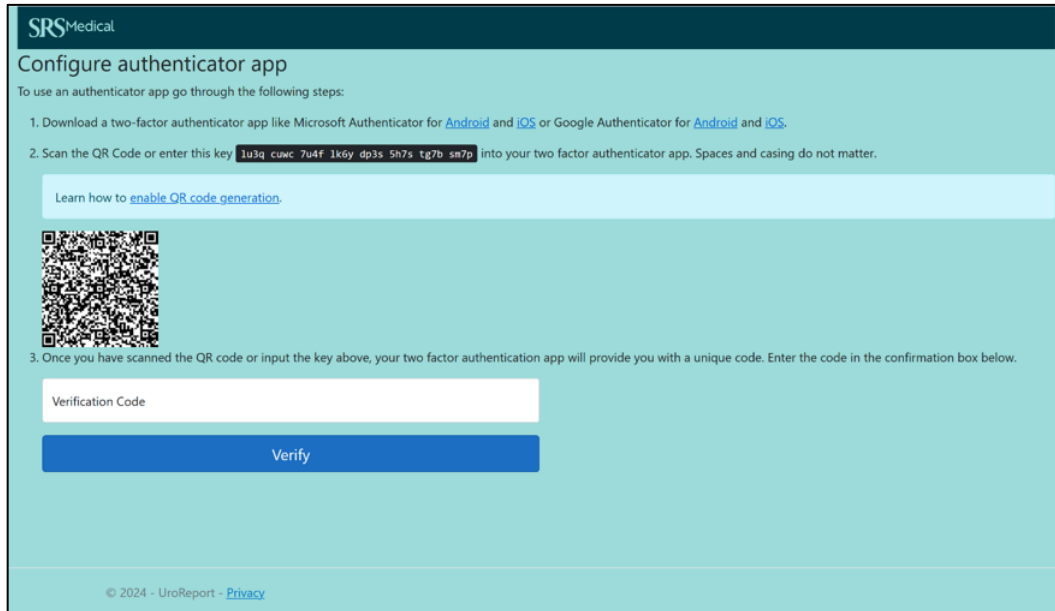
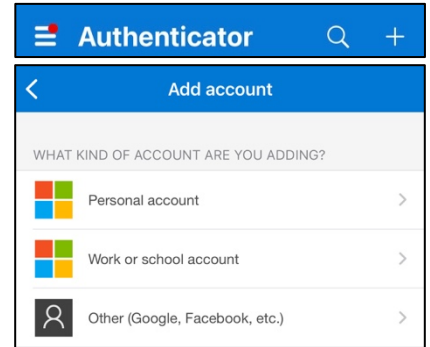
UroReport.com Web Application Permissions	Site Clinician	Site Admin	Site Analyst	Client Analyst
Access to PHI	Yes	Yes	Config:No	No
User Studies				
View Studies (Study Elements)	Yes	Yes	No	No
Edit/Approve Recommendations	Yes	No	No	No
Print/Save Reports	Config:No	Yes	No	No
Print Saved Reports	Yes	Yes	No	No
Analytics				
Allow Analytics	Yes	Yes	Yes	Yes
PHI in Analytics Reports	Yes	Yes	Config: No	No
Instrument Dashboard (Tab)				
Instrument Dashboard (Tab)	Yes	Yes	Yes	Yes

2.7 Account Setup (Default Setup)

The User Manager sets up all new UroReport.com user accounts. The User Manager logs into a separate User Manager web application to setup new users, edit user account details, and deactivate users.

When setting up a UroReport.com user’s account as an Analyst, the User Manager can configure the Analyst’s access to PHI. Clinician Users and Admin Users have access to PHI.

Once the User Manager has setup an account, the user will receive an email to finalize account setup. The user’s email address will be their username, and the email will contain a one-time password. After logging in, the user must accept the Terms of Service. Then, the user will enable two factor authentication using the Microsoft Authenticator app and set a secure permanent password. To setup Microsoft Authenticator, first download the app on a trusted device (typically a mobile device). Once the app is installed, click the plus (“+”) button in the top right corner to add UroReport.com to the authenticator. Select “work or school account” from the options, and then select “scan QR code”. Scan the QR code from the email to link Microsoft Authenticator to your UroReport.com account.



The user will scan the QR code from the UroReport.com web application to link Microsoft Authenticator to their UroReport.com account. To continue, they will enter the code displayed on the Authenticator App and click “Verify”.

The user will then be prompted to change their password, entering the temporary password in the first field and a new, secure password in the second and third fields.

SRSMedical

Change UroReport Password.

You are required to change your UroReport password.

Old Password
••••••••

New Password

Confirm Password

Password must meet the following criteria:

- At least 8 characters long.
- At least one non alphanumeric character.
- At least one digit (0-9).
- At least one uppercase character (A-Z).

Update Cancel

Account recovery codes will be shown on the following screen. The user will save these codes in a safe place. If they lose their 2FA device and don't have the recovery codes they will lose access to the account.

SRSMedical

Your authenticator app has been verified. Close

Recovery codes

Put these codes in a safe place.

If you lose your device and don't have the recovery codes you will lose access to your account.

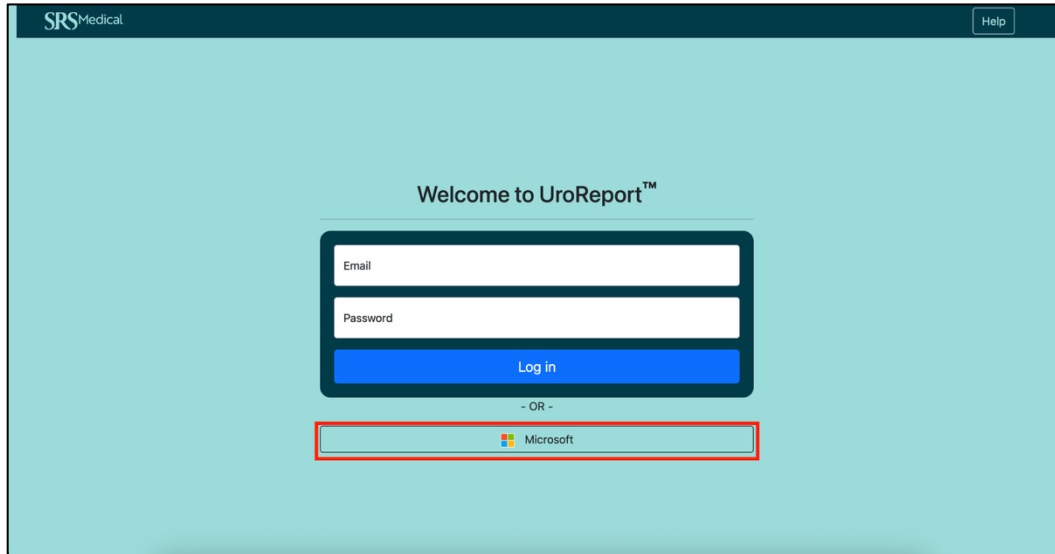
www-xxxx-yyyy-zzzz
www-xxxx-yyyy-zzzz
www-xxxx-yyyy-zzzz
www-xxxx-yyyy-zzzz
www-xxxx-yyyy-zzzz

Continue

© 2024 - UroReport - [Privacy](#)

2.8 Account Setup (Microsoft Sign in)

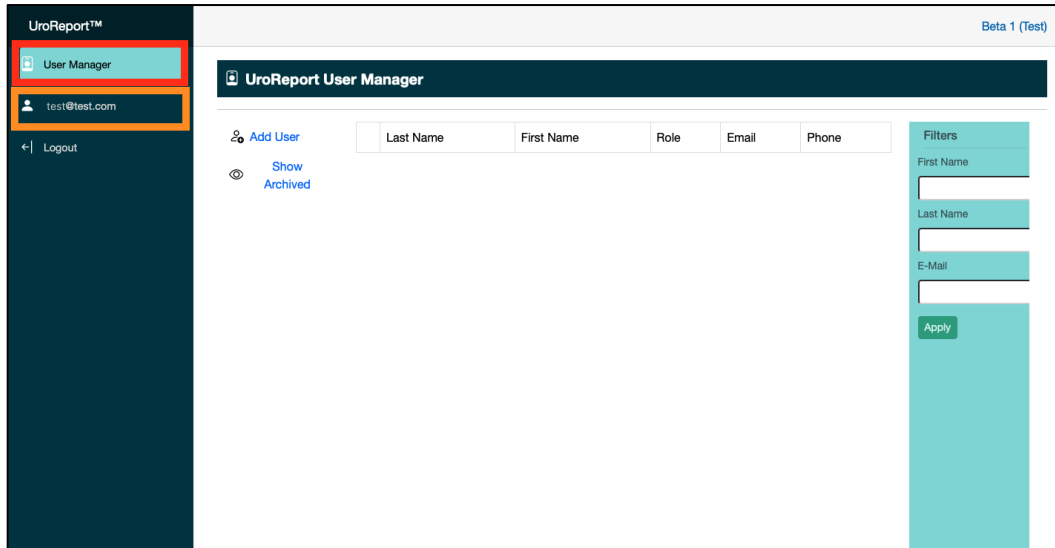
If your organization uses Microsoft to sign in to UroReport, Site Users do not need to setup their accounts. Once navigating to www.UroReport.com, they can sign in by selecting the Microsoft button.



3.0 User Manager's Section

3.1 Home Page

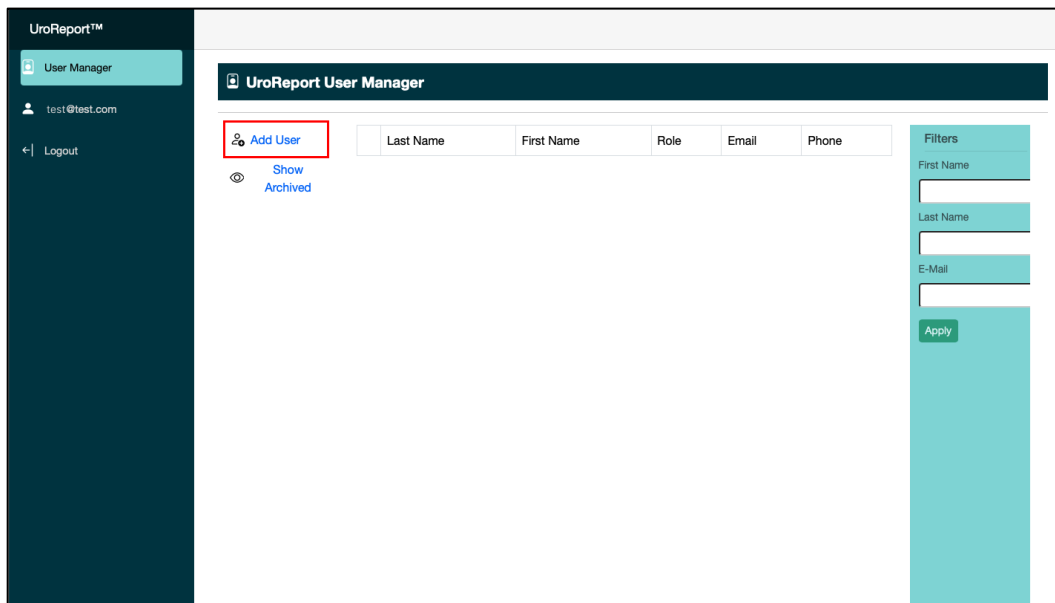
Upon login, the User Manager will be taken to the user management page.



Users can be managed through the User Manager page. Site User Managers can manage the users of their site. Client User Managers can manage Client Analysts. The User Management page can also be opened by clicking the “User Manager” button (highlighted in red).

The User Manager’s Account can be managed through the account settings page. The account settings page can also be opened by clicking the username button (highlighted in orange).

3.2 New User



To create a new user, select “Add User”.

The screenshot shows the 'New User Information' form in the UroReport™ User Manager interface. The form includes the following fields: Email, First Name, Last Name, Phone Number, Password, and Confirm Password. Below these fields is a 'Scope' section with 'Site: Example Site' selected. At the bottom, there is a 'User Role' dropdown menu with 'Select...' as the current selection. The form also features 'Cancel' and 'Save' buttons.

Enter the appropriate information for the email, first name, last name, and phone number. The client / site field is locked; the user will be associated with the same client / site as their user manager. Select the user role. Enter a temporary password for the user in the “Password” and “Confirm Password” fields.

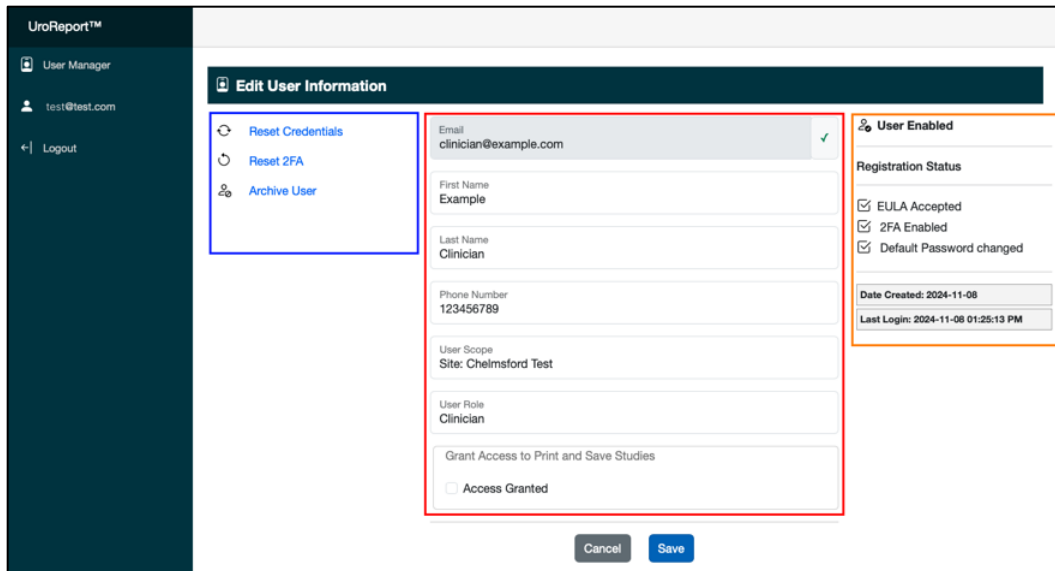
For Site User Managers, select between Site User Manager, Site Clinician, Site Admin, or Site Analyst. Client User Managers can select between Client User Manager and Client Analyst. Press “Save” to generate a welcome email and create the account.

3.3 Edit User

The screenshot shows the 'UroReport User Manager' interface. It features a table with the following columns: Last Name, First Name, Role, Email, and Phone. A single user is listed in the table, with a red box highlighting the row. The user's details are: 1, Clinician, Example, Clinician, clinician@example.com, and 123456789. To the right of the table is a 'Filters' section with input fields for First Name, Last Name, and E-Mail, and an 'Apply' button.

	Last Name	First Name	Role	Email	Phone
1	Clinician	Example	Clinician	clinician@example.com	123456789

To edit a user, click on that user to open the edit user information page.



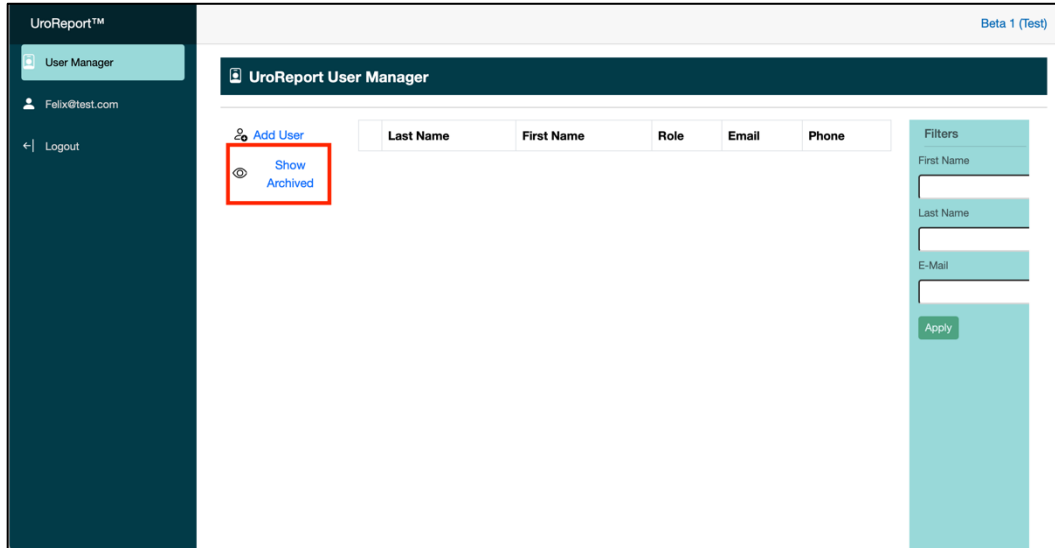
On the right-hand side of the screen (highlighted in orange) is the User Status. Displayed here is the enabled/disabled status of the account, the registration status of the account, the date the account was created, and the last login to the account.

In the middle of the screen (highlighted in red) is the User Information. The name, phone number, and role fields can be edited, along with the configurable options on the bottom. The user email and their client / site information cannot be changed.

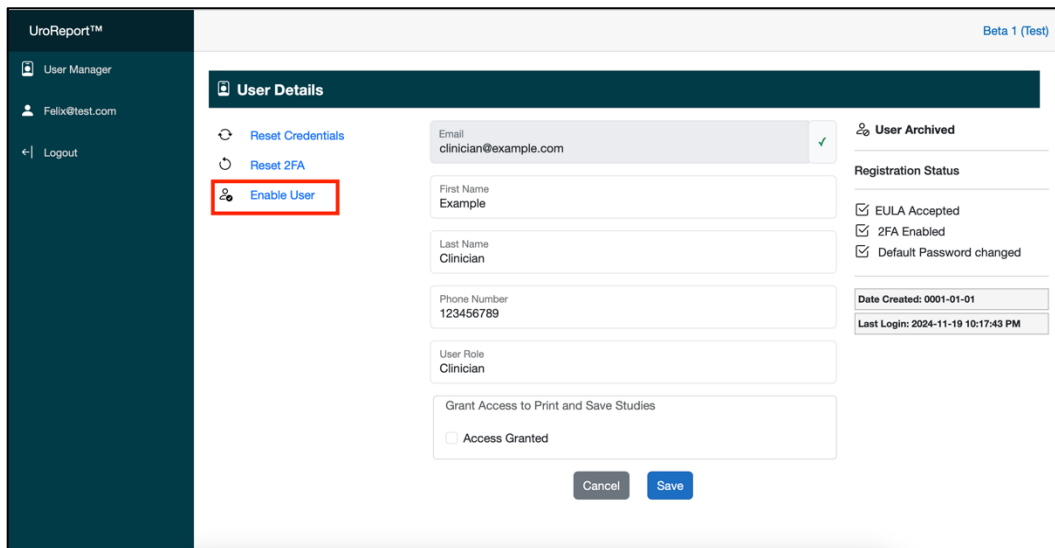
On the left-hand side of the screen (highlighted in blue) are user options. To conduct one of these options, press the desired button and confirm operation on the following screen. The User Manager can reset the User's password, reset 2 factor authentication, or archive the user account. Archiving the user will disable their access to UroReport.com (or the User Manager application if a User Manager account is being disabled). Accounts that are disabled can be re-enabled.

3.4 Re-enable User Account

On the left side of the screen, select “Show Archived” to show all users, including disabled users. This list will display the “Enabled Status” of each user (“Yes” = Enabled, “No” = Disabled/Archived).



To re-enable a user who’s “Enabled Status” is listed as “No”, click on that user to select them. Select “Enable User” on the left side of the screen to re-enable the user. Select “Save” to finalize the change.



3.5 Configurable User Options

Site Clinician:

When creating or editing a Clinician account, the Site User Manager can configure the Clinician to be able to process reports. When selected, the Clinician account will gain the ability to process reports from the “Site Admin, Print Finalized Reports”, meaning that if they save or print a report from that category, it will be processed and moved to “Saved Studies”.

The screenshot shows the UroReport™ User Manager interface. On the left is a dark sidebar with the following items: "User Manager", "test@test.com", and "Logout". The main content area contains a form with the following fields:

- Email: clinician@example.com
- First Name: Example
- Last Name: Clinician
- Phone Number: 123456789
- Password: *****
- Confirm Password: *****
- Scope: Site: Example Site
- User Role: Clinician

A red box highlights the "Grant Access to Print and Save Studies" section, which contains an unchecked checkbox labeled "Access Granted". At the bottom of the form are "Cancel" and "Save" buttons.

For sites that receive them, Draft Recommendations are generated using study data and deterministic clinical rules. To allow for individual providers' clinical preferences, some of the rules are customizable on a per-provider basis. When editing a Clinician account, the Site User Manager can configure the Clinician to be able to set custom urologist recommendation rules for all urologists. When selected, the Clinician account will gain access to the "Settings" button from their home screen, which they can click to set custom urologist recommendation rules.

The screenshot shows the 'User Details' form in the UroReport™ User Manager. The form is divided into several sections:

- Left Sidebar:** Contains 'User Manager', 'Felix@test.com', and a 'Logout' button.
- Top Bar:** 'UroReport™' logo on the left and 'Help' on the right.
- User Details Section:**
 - Actions:** 'Reset Credentials', 'Reset 2FA', and 'Archive User'.
 - Fields:** Email (clinician@example.com), First Name (Example), Last Name (Clinician), Phone Number (123456789), and User Role (Clinician).
 - User Access:** Two checkboxes: 'Grant Access to Print and Save Studies' (unchecked) and 'Grant Access to set per Urologist Recommendation Rules' (unchecked, highlighted with a red box).
- Registration Status Section:**
 - User Enabled:** Checked.
 - Registration Status:** EULA Accepted, 2FA Enabled, and Default Password changed (all checked).
 - Date Created:** 2024-11-08.
 - Last Login:** 2026-02-11 06:39:14 PM UTC.
- Bottom:** 'Cancel' and 'Save' buttons.

Site Admin:

There are no configurable options for Client Analysts.

Site Analyst:

The screenshot shows the UroReport™ User Manager interface. On the left is a dark sidebar with 'User Manager', 'test@test.com', and 'Logout'. The main area contains a form with the following fields: First Name (Example), Last Name (Analyst), Phone Number (123456789), Password (masked with dots), Confirm Password (masked with dots), Scope (Site: Example Site), and User Role (Site Analyst). Two checkboxes for 'Grant Access to View PHI' and 'Grant Access to View PHI in Analytics Reports' are both set to 'Access Granted'. The form has 'Cancel' and 'Save' buttons at the bottom.

When creating or editing a Site Analyst account, the Site User Manager must configure the “Instruments” and “PHI Access” fields. The configuration of “Instruments” limits the instruments from which the Analyst can create reports from. “Instruments” is configured to “All” as default. When configured to “All”, the Administrator will have access to reports from all instruments at the site. If “All” is not selected, the User Manager is presented with a list of radio buttons to select one or more instruments. If “All” is not selected, there is no inheritance when new instruments are added, meaning the Analyst will not have access to new instruments added to UroReport.com unless otherwise configured. “PHI Access” can be configured to “Yes” or “No”, with the default being “No”. When configured to “Yes”, the Analyst can view PHI in the dashboard reports they run.

Client Analyst:

There are no configurable options for Client Analysts, who can never access PHI.

3.6 Multi-Site Access

Site User Managers and Site Users may have responsibilities across multiple Sites within the same Client. When a Site User Manager has permissions for multiple sites, they can assign Site Users

to any site they have access to. While creating a user, the “Site” field is configurable among these sites.

The screenshot shows the 'New User Information' form in the UroReport User Manager interface. The form contains the following fields and values:

- Email: admin@example.com
- First Name: Example
- Last Name: Admin
- Phone Number: 123456789
- User Role: Site Admin
- Site: Select... (highlighted with a red box)
- Password: [masked]
- Confirm Password: [masked]

Buttons for 'Cancel' and 'Save' are located at the bottom of the form.

To assign a Site User to additional sites, select “User Site Access”.

The screenshot shows the 'UroReport User Manager' interface. The 'User Site Access' option is highlighted with a red box. The interface includes a table with the following columns: Last Name, First Name, Role, Email, Phone, and Site(s). A 'Filters' panel is visible on the right side of the table, with input fields for First Name, Last Name, and E-Mail, and an 'Apply' button.

From the User Site Access screen, select a user to open the site access selector. To assign an additional site, select the site from the “Available” and click the right arrow to grant access to the site. Click “Save” to save the changes.

