

# Request and Report Instructions - Inify Portal

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# 1 Introduction

This document describes the procedure for using the Inify Portal for submitting a request to Inify Laboratories as well as fetching the corresponding pathology report.

# 2 Login

The Inify Portal is accessible through <https://portal.inify.com/>.

	<p>As a user, your credentials are personal and you should handle them responsibly:</p> <ul style="list-style-type: none"> <li>- Your credentials should never be shared;</li> <li>- Your credentials should be stored in a safe place (for instance a password manager).</li> </ul>
	<p>To ensure protection against identity theft, you will be required to use a One-Time-password (OTP) in addition to your username and password.</p>
	<p>Beware of phishing attacks:</p> <ul style="list-style-type: none"> <li>- Creating a false sense of urgency is a common trick of phishing attacks and scams. Be suspicious of emails that claim you must click, call, or open an attachment immediately.</li> <li>- If you suspect that an email message is a scam, don't open any links or attachments that you see.</li> </ul>

## Sign in to your account

**Username**

**Password**

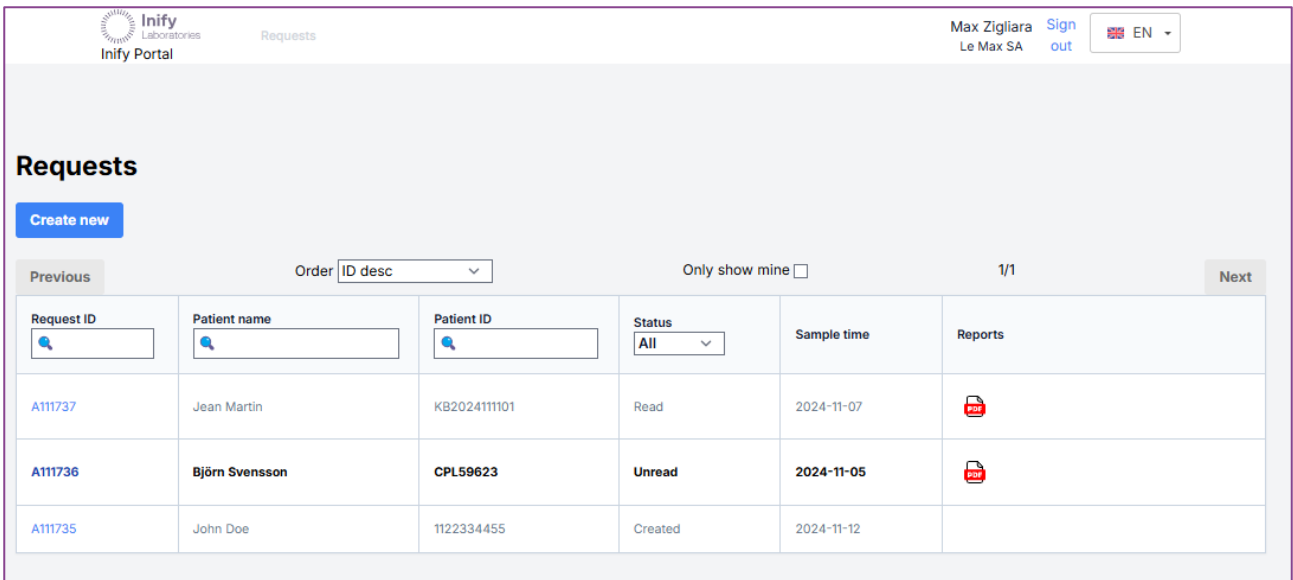
**OTP**

### 3 Main view

The main view of the Inify Portal shows a list of all created requests, along with the pathology report when available.

The status describes whether the request has been “created” or “sent” to Inify Laboratories, as well as if it has been signed with a pathology report. An “unread or “unsigned” report are displayed in bold font.

Multiple sorting and filtering options are available.





Request ID	Patient name	Patient ID	Status	Sample time	Reports
A111737	Jean Martin	KB2024111101	Read	2024-11-07	
A111736	<b>Björn Svensson</b>	<b>CPL59623</b>	<b>Unread</b>	<b>2024-11-05</b>	
A111735	John Doe	1122334455	Created	2024-11-12	

Figure 1. Main view

Note that the Main View is always accessible by pressing “**Requests**”, as shown in figure 2:

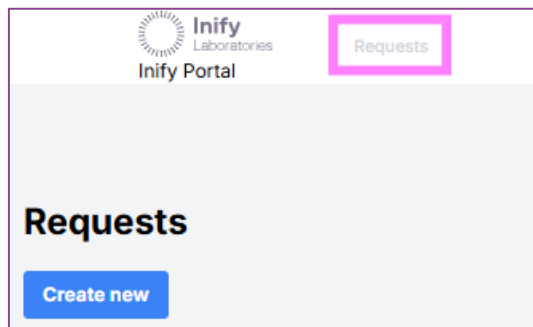


Figure 2. Access to Main View

## 4 Creating a request

Creating a new request is achieved by pressing the “**Create new**” button.

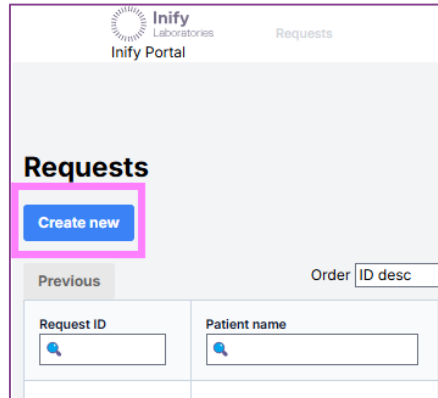


Figure 3. Create a new request

The first figure below (Figure 4), shows the request form as it looks when it is first created.

The second figure (Figure 5), shows the request form when it is completed.

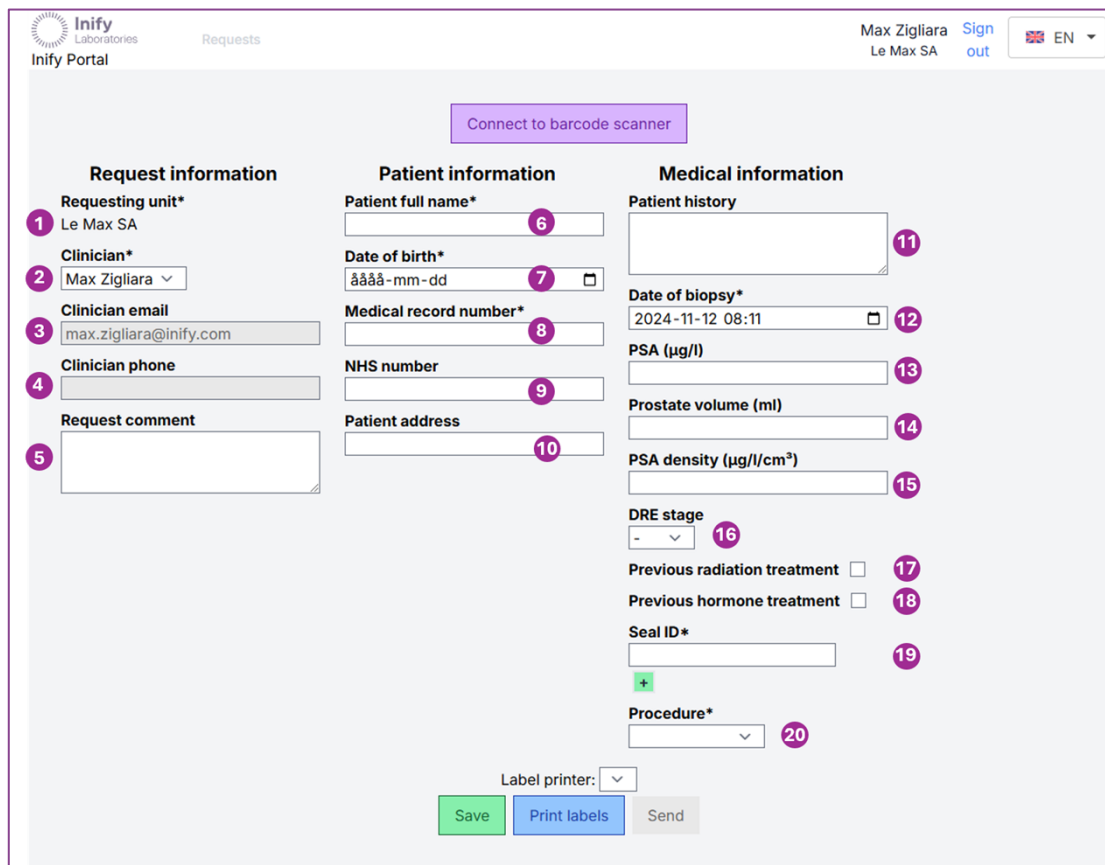


Figure 4. Request form 1/2

Requests

Inify Portal

Max Zigliara [Sign out](#)

Le Max SA EN

Connect to barcode scanner

**Request information**

Requesting unit\*  
Le Max SA

Clinician\*  
Max Zigliara

Clinician email  
max.zigliara@inify.com

Clinician phone

Request comment

**Patient information**

Patient full name\*  
Björn Svensson

Date of birth\*  
1960-11-06

Medical record number\*  
CPL59623

NHS number  
1658426535

Patient address  
221b, Baker Street, London NW1 6

**Medical information**

Patient history  
Hereditly

Date of biopsy\*  
2024-11-05 07:26

PSA (µg/l)  
14

Prostate volume (ml)  
62

PSA density (µg/l/cm³)  
0.22

DRE stage  
T2a

Previous radiation treatment

Treatment year  
2001

Previous hormone treatment

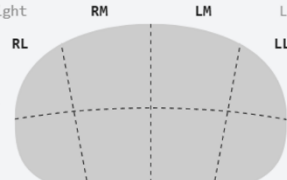
Seal ID\*  
405151535

Procedure\*  
Transperineal

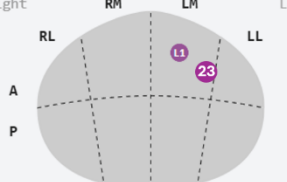
Template\*  
Transperineal targeted 21

**Pot information**


Pots\*

BASE				
Right	RM	LM	Left	
RL				LL
A				
P				

22

MID				
Right	RM	LM	Left	
RL				LL
A				
P				

23

APEX				
Right	RM	LM	Left	
RL				LL
A				
P				

#	Loc	Type (PI-RADS)
1.	LMA-M	L1 (5)
2.	LMA-M	L1 (5)
3.	LMA-M	L1 (5)
4.	LMA-M	L1 (5)

23

Label printer: v

24 Save Print labels Send

Figure 5. Request form 2/2

#	Name	Mandatory	Comment
1	Requesting unit	YES	Pre-filled.
2	Clinician	YES	Ensure that the correct clinician is selected.
3	Clinician email	YES	Pre-filled, according to selected Clinician.
4	Clinician phone	YES	Pre-filled, according to selected Clinician.
5	Request comment	NO	Sampling specific comments that are only relevant to the remitter.
6	Patient full name	YES	Fill in the patient's name and surname.
7	Date of birth	YES	Fill in the patient's date of birth.
8	Medical record number	YES	Fill in the patient's Medical record number (MRN).
9	NHS number	NO	If available, fill in the patient's NHS number.
10	Patient address	YES	Fill in the patient's address.
11	Patient history	NO	Provide the medical history of the patient.
12	Date of biopsy	YES	Pre-filled. Modify if needed.
13	PSA	NO	If available, indicate the patient's recorded PSA ( $\mu\text{g/l}$ ).
14	Prostate volume	NO	If available, indicate the patient's measured prostate volume (ml).
15	PSA density	NO	If available, indicate the patient's estimated prostate density ( $\mu\text{g/l/cm}^3$ )
16	DRE stages	NO	If available, select from the list: <ul style="list-style-type: none"> <li>• T1c</li> <li>• T2</li> <li>• T2a</li> <li>• T2b</li> <li>• T2c</li> <li>• T3</li> <li>• T4</li> </ul>
17	Previous radiation treatment	NO	Select whether the patient has previously been treated with radiation. Fill in the year of the treatment in the field that appears when clicking this selection.
18	Previous hormone treatment	NO	Select whether the patient has previously been treated with hormones. Fill in the year of the treatment in the field that appears when clicking this selection.
19	Seal ID	YES	Fill in the code that is on the seal that will be used when packing the patient sample in its Inicase. If the patient sample contains more than 12 pots, click on the "+" sign to create a field for the additional Seal ID.
20	Procedure	YES	Choose method: transrectal or transperineal.
21	Template	YES	To visualize where in the prostate each biopsy is taken. Use the appropriate template to optimize the workflow. The template can be adapted to the performed biopsy by adding or removing biopsies.
22	Prostate map	YES	Use the appropriate template to optimize the description of where the biopsies are taken.
23	Location information	YES	Describes where in the prostate the biopsy is taken in the prostate map, as well as in the description of the taken biopsies.

#	Name	Mandatory	Comment
24	Save	YES	To save the request.
	Print labels	YES	Used to print labels for the pots.
	Send	YES	To send the request to Inify Laboratories.

Table 1. Request instructions

## 4.1 Adding biopsies

The request form supports a faster and easier documentation of the biopsies' location in the prostate, including location information, through various templates.

By selecting "**Procedure**" and then choosing between different templates, "**Template**", the urologist gets access to a map of the prostate where systematic and semi-systematic (lateral right/left) biopsies. A blank map is also available for those cases where the urologist only plans for targeted biopsies.

In all templates there is the option to add or remove biopsies, according to the sampling.

## 4.2 Systematic biopsy

### 4.2.1 Using a template

The following templates are available for systematic biopsies:

Transrectal	Transperineal
Systematic (8)	Systematic (8)
Semi-systematic right (4)	Semi-systematic right (4)
Semi-systematic left (4)	Semi-systematic left (4)

Table 2. Available Transrectal or Transperineal templates

By selecting "**Procedure**" and then choosing between different templates, "**Template**", the urologist gets access to a map of the prostate where systematic and semi-systematic (lateral right/left) biopsies, see Figure 6.

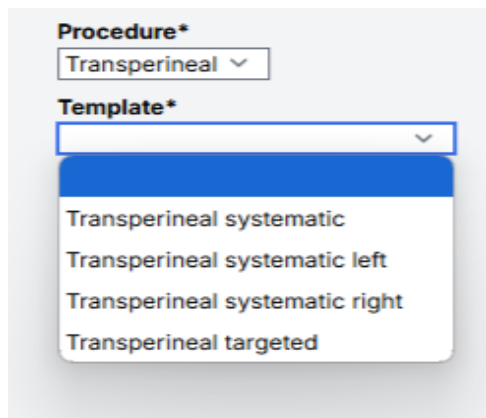


Figure 6. To choose a template

The figure below (Figure 7) shows the template for a Transperineal systematic with 8 biopsies. In the map, each biopsy is shown with a blue circle and a number. The table on the right lists each biopsy, along with its location information ("RLA-M", "RLP-M", etc.).

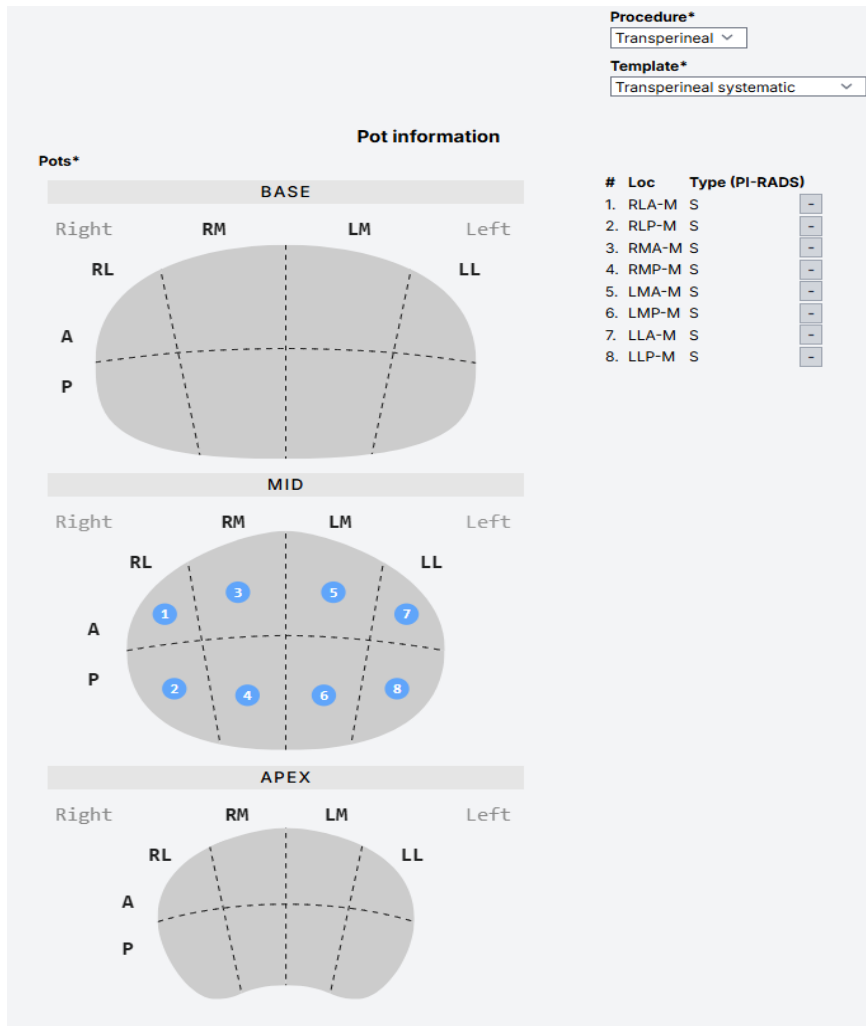


Figure 7. Transperineal systematic (8)

Choosing a different template will remove any previously created biopsies.

## 4.2.2 Starting from a template and modifying

It is possible to both remove and add biopsies, to create a request that corresponds to the actual sampling.

### 4.2.2.1 Removing a biopsy

To remove a biopsy, press the "-" button according to Figure 8 below:

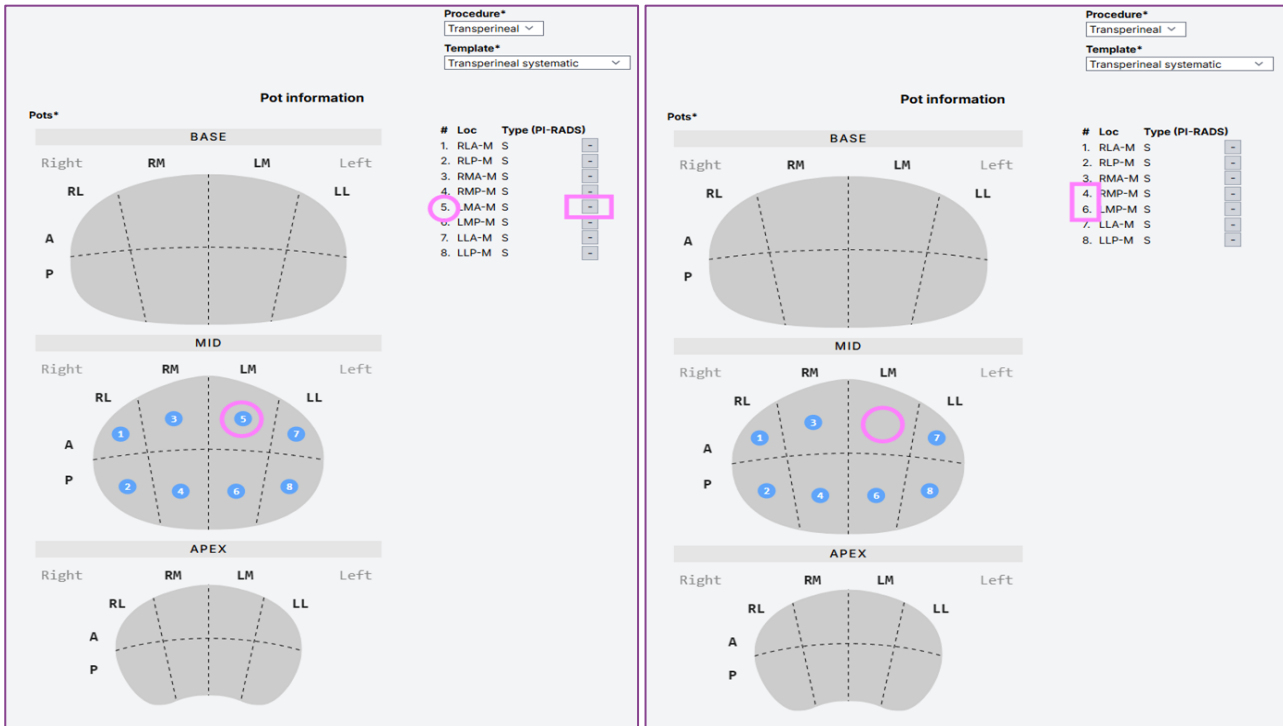


Figure 8. Removing a biopsy

#### 4.2.2.2 Adding a biopsy

To add a biopsy, click in the map where the biopsy is taken, select 1 biopsy and then press **“Add”**. The localization information will automatically be detected and the corresponding label will be created.

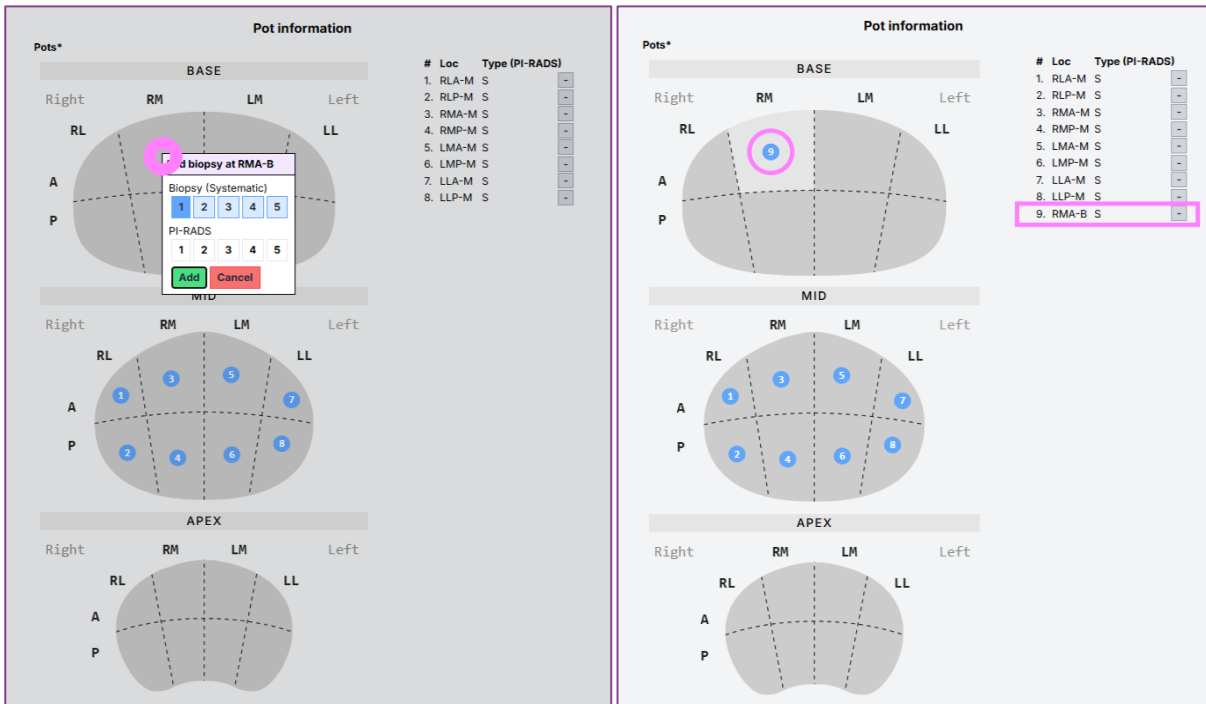


Figure 9. Adding a biopsy

### 4.3 Targeted biopsy

For both transrectal and transperineal biopsies, there is a blank map, where no biopsies are marked in advance.

By clicking on the map (Figure 10), you get a menu that allows for a quick and easy creation of a targeted biopsy.

By pressing "**Add**", the targeted biopsy is created in the map, and the corresponding location field is automatically created.

Note that only one tick is shown in the map. However, as many rows of associated location information are created as the selected number of biopsies, see below Figure 9.

Besides the localization information, the nomenclatures is "Lx (z)":

- "x" is lesion number;
- "z" is the PI-RADS score provided.

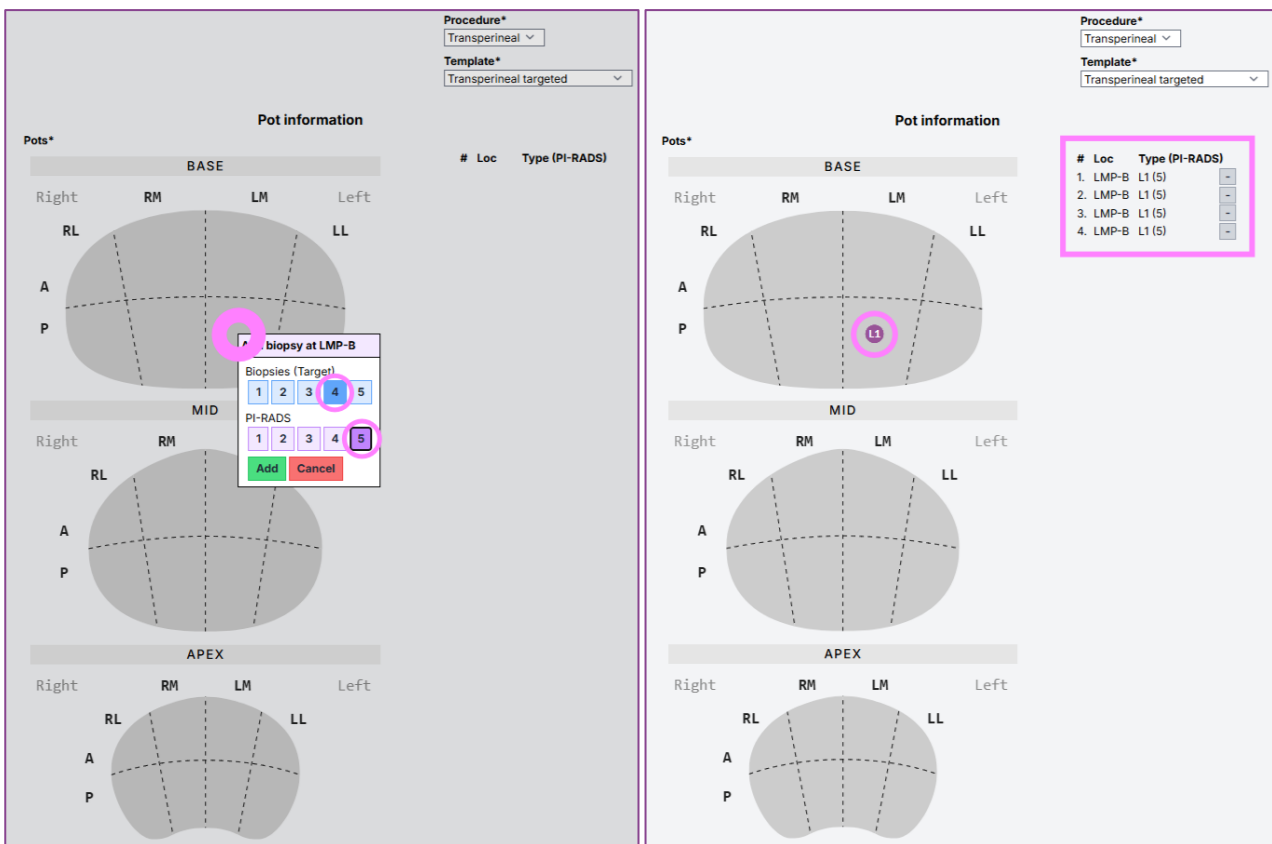


Figure 10. Creating a targeted biopsy

### 4.4 Combined biopsy (Systematic + Targeted)

Use the template that corresponds to the systematic part of the performed/planned biopsy and add targeted biopsies for each treated lesion.

## 4.5 Seal ID

To improve patient safety, Inify Laboratories implements traceability at the patient case level.

This means that:

- Each patient case is transported in its own sealed transport bag - IniCase (or several if the case consists of more than 12 biopsies), i.e. several patient cases are not mixed together in one and the same bag;
- Each transport bag is associated with a request and the transport from pick-up to delivery is tracked.

To associate the IniCase with the corresponding request, use the seal of the transport bag and its Seal ID, see the pictures below:



Figure 11. A loose seal with ID: IL09369



Figure 12. Same seal, mounted on the transport case

The Seal ID must be provided in the request to enable traceability at the patient case level. It is therefore not possible to send the request until the Seal ID is filled in.

### 4.5.1 Patient cases with more than 12 biopsies

In cases where more than 12 biopsies are taken for a patient, 2 transport bags will be needed and thus also 2 seals. In this case, scan both IDs.

Press the “+” sign to register an additional Seal ID.

Below is an example of a patient case with 19 biopsies, requiring 2 IniCases.

Seal ID*	
<input type="text" value="7002326598"/>	
<input type="text" value="7002355687"/>	-
<input type="button" value="+"/>	


Figure 13. Seal ID for major patient cases

## 4.6 Printing the pot labels

To reduce the risk of mislabeling, the pot labels are unique to each biopsy: the label shows both the biopsy number, as well as its location information.

You can choose to either print the labels in advance, or after a biopsy has been taken.

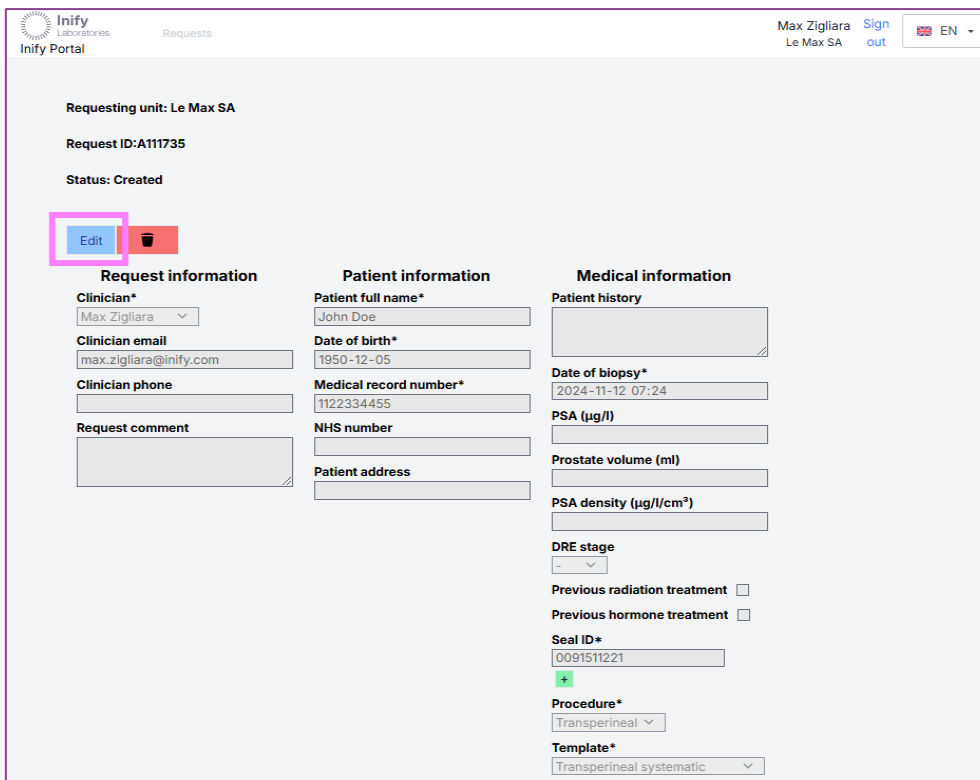
It is possible to print the labels even after the request has been sent to Inify Laboratories.

	<p>If the labels have already been printed out and the request is thereafter modified (Patient name, date-of-birth, Medical Record Number, date of biopsy, number of biopsies, localization), the labels must be re-printed.</p>
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## 4.7 Modifying the request

It is possible to modify a request as long as it has not been sent.

To modify a request, select it in the Main view, see chapter 3. The request is then opened in Read-only mode and can be modified by pressing “**Edit**”, see below:



The screenshot shows the Inify Portal interface for editing a request. At the top, it displays the Inify logo, 'Requests', and user information 'Max Zigliara Le Max SA' with 'Sign out' and language 'EN' options. The main content area shows the following details:


- Requesting unit: Le Max SA
- Request ID: A111735
- Status: Created

Below this, there are three columns of form fields:

- Request information:** Includes 'Clinician\*' (Max Zigliara), 'Clinician email' (max.zigliara@inify.com), 'Clinician phone', and 'Request comment'.
- Patient information:** Includes 'Patient full name\*' (John Doe), 'Date of birth\*' (1950-12-05), 'Medical record number\*' (1122334455), 'NHS number', and 'Patient address'.
- Medical information:** Includes 'Patient history', 'Date of biopsy\*' (2024-11-12 07:24), 'PSA (µg/l)', 'Prostate volume (ml)', 'PSA density (µg/l/cm³)', 'DRE stage', 'Previous radiation treatment' (checkbox), 'Previous hormone treatment' (checkbox), 'Seal ID\*' (0091511221), 'Procedure\*' (Transperineal), and 'Template\*' (Transperineal systematic).

A red box highlights the 'Edit' button and a trash icon next to it.

Figure 14. To modify a request

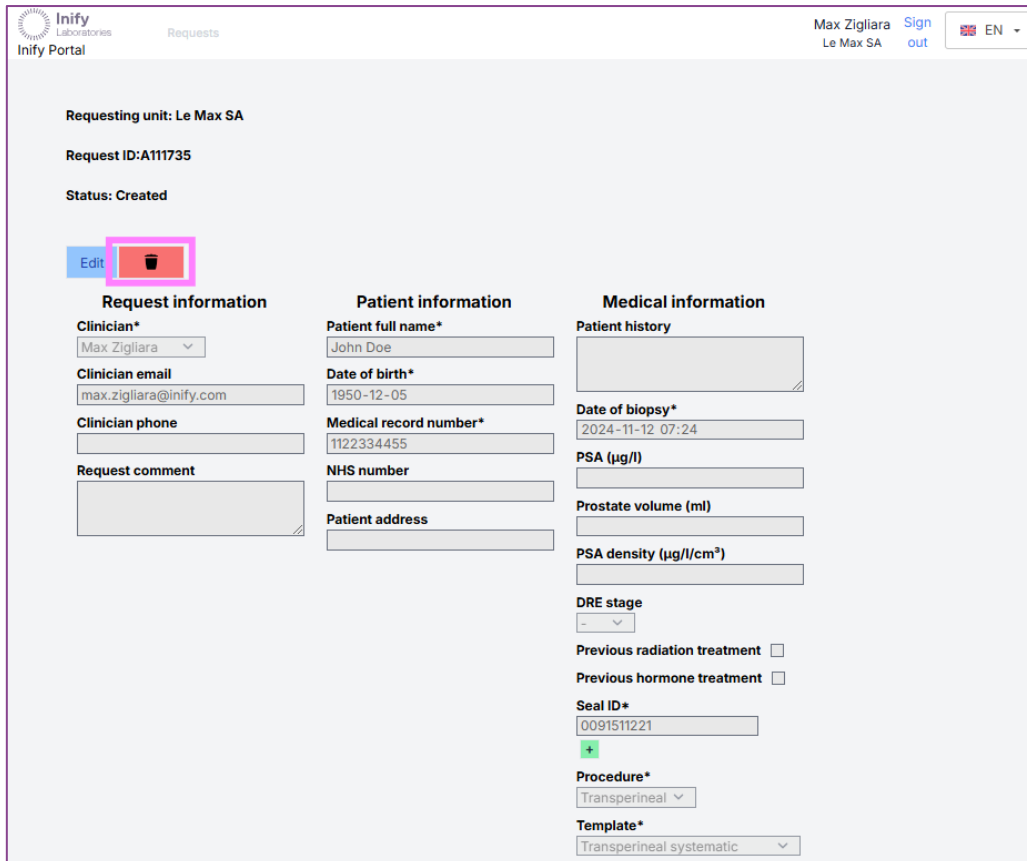
	<p>If the labels have already been printed out and the request is thereafter modified (Patient name, date-of-birth, address, number of biopsies or localization), the labels must be re-printed.</p>
---	--

## 4.8 Cancelling a request

It is possible to cancel a request, both before and after it has been sent to Inify Laboratories.

### 4.8.1 Before sending the request

To cancel a request before it has been sent to Inify Laboratories, select it in the Main view, see chapter 3. The request is then opened in Read-only mode and can be modified by pressing the “Bin” icon, see below:



The screenshot shows the Inify Portal interface for a request. At the top, the Inify logo and 'Inify Portal' are on the left, and user information 'Max Zigliara Le Max SA' with 'Sign out' and a language dropdown 'EN' are on the right. The page title is 'Requests'. Below the header, the following information is displayed: 'Requesting unit: Le Max SA', 'Request ID: A111735', and 'Status: Created'. A blue 'Edit' button and a red trash bin icon (the 'Bin' icon) are highlighted with a pink box. The form is divided into three main sections: 'Request information', 'Patient information', and 'Medical information'. The 'Request information' section includes fields for 'Clinician\*' (Max Zigliara), 'Clinician email' (max.zigliara@inify.com), 'Clinician phone', and a 'Request comment' text area. The 'Patient information' section includes 'Patient full name\*' (John Doe), 'Date of birth\*' (1950-12-05), 'Medical record number\*' (1122334455), 'NHS number', and 'Patient address'. The 'Medical information' section includes 'Patient history', 'Date of biopsy\*' (2024-11-12 07:24), 'PSA (µg/l)', 'Prostate volume (ml)', 'PSA density (µg/l/cm³)', 'DRE stage' (dropdown), 'Previous radiation treatment' (checkbox), 'Previous hormone treatment' (checkbox), 'Seal ID\*' (0091511221), 'Procedure\*' (Transperineal), and 'Template\*' (Transperineal systematic).

Figure 15. Cancelling a request before it's been sent

### 4.8.2 After sending the request

To cancel a request after it has been sent to Inify Laboratories, select it in the Main view, see Chapter 3. The request is then opened in Read-only mode and can be modified by pressing the “Bin” icon, see below:

**Requesting unit: Le Max SA**

**Request ID:A111735**

**Status: Sent**

**Time of order: 2024-11-13 15:05:16**

**Cancel**

<b>Request information</b>	<b>Patient information</b>
<b>Clinician*</b> Max Zigliara ▾	<b>Patient full name*</b> John Doe
<b>Clinician email</b> max.zigliara@inify.com	<b>Date of birth*</b> 1950-12-05
<b>Clinician phone</b> 	<b>Medical record number*</b> 1122334455

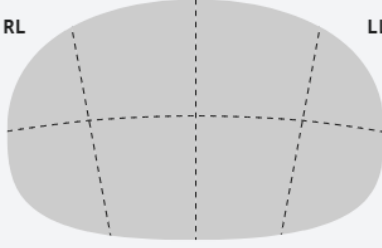
Figure 16. Cancelling a request after it's been sent

## 4.9 Sending the request

Once the request is completed and ready to be sent to Inify Laboratories, press the “Send” button as shown below:

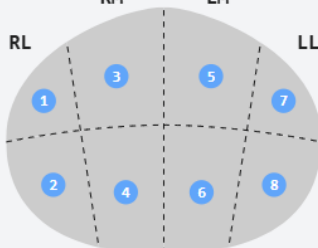
**Pot information**

**Pots\***

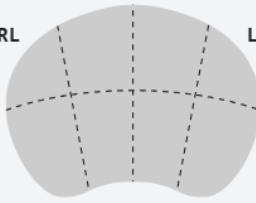
BASE			
Right	RM	LM	Left
RL			LL
A			P

#	Loc	Type (PI-RADS)	-
1.	RLA-M	S	-
2.	RLP-M	S	-
3.	RMA-M	S	-
4.	RMP-M	S	-
5.	LMA-M	S	-
6.	LMP-M	S	-
7.	LLA-M	S	-
8.	LLP-M	S	-



MID			
Right	RM	LM	Left
RL			LL
A			P

APEX			
Right	RM	LM	Left
RL			LL
A			P

Label printer:

Figure 17. To send a request

	It is not possible to send a request until all compulsory fields have been filled in.
	Once the request has been sent, it is no longer possible to modify it.

In the case where a mistake is discovered after the request has been sent out to Inify Laboratories, please contact Support, see chapter 5.1.

# 5 Accessing the pathology report

The Main view, see Chapter 3, shows the available pathology reports for each performed biopsy.

It also highlights whether the report has been read or not through the “Status” column.

Clicking on the PDF-icon will open the pathology report.

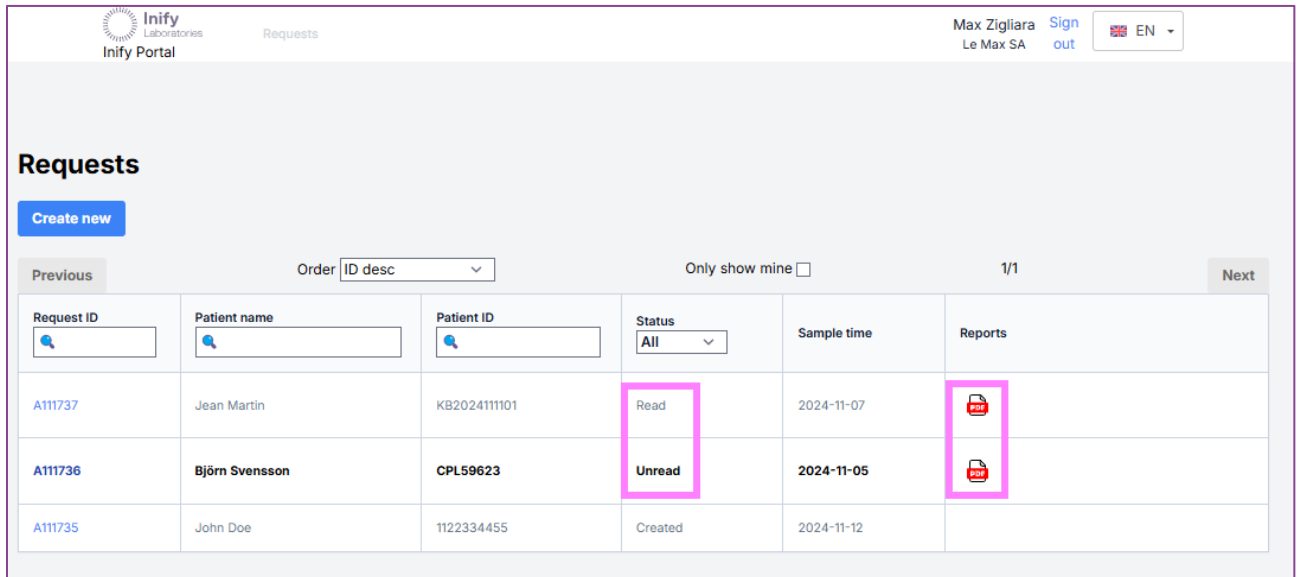


Figure 18. Accessing the pathology report from Main view

In addition, it is also possible to access the pathology report by opening the corresponding request, where a link to the report is available, see below:

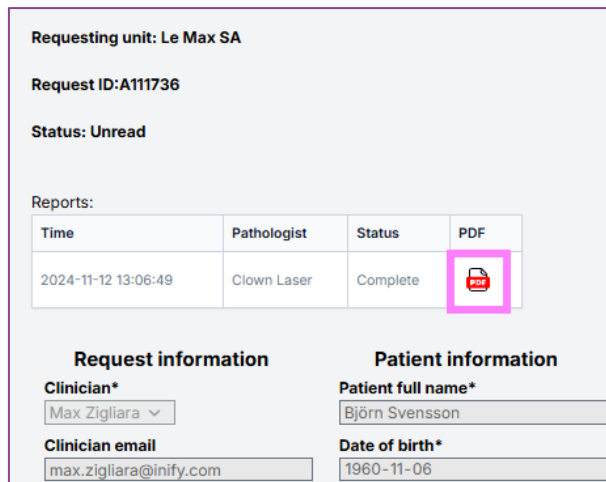


Figure 19. Accessing the pathology report from the request

## 5.1 Signing the pathology report

When the pathology report has been reviewed, it should be signed. This is done by pressing the “Sign” button as shown below.

The default filter in the main view will then hide requests whose pathology report has been signed.

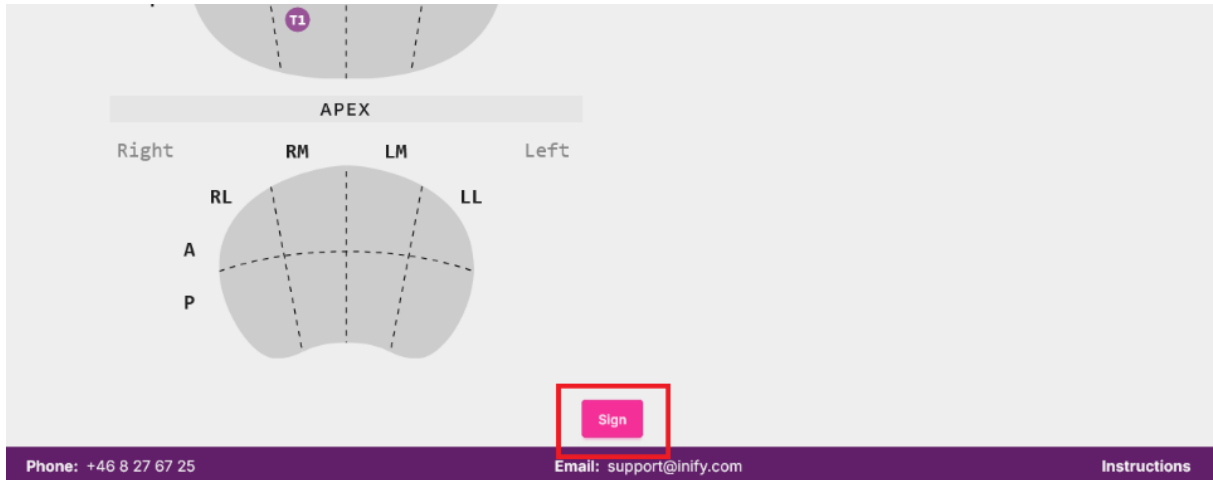


Figure 20. Signing the pathology report

## 6 Support

If you have any questions or need to report an incident:

E-mail: [support@inify.com](mailto:support@inify.com)

Telephone: +46 8 276725

## 7 Regulatory information

Product name: Inify Portal

Product version: 2.2 or later

Release date: 2026-03-01

NMI-ID: 0735017047 0008

### 7.1 Modifications since last version

Inify portal platform improvements.