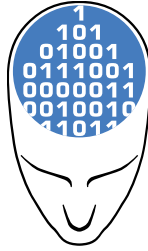


Methodical Mind™ TeamLink

User Guide



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1 Introduction

1.1 Intended Audience

This guide is for Account Administrators and Team Administrators of the Methodical Mind software. Users should have an understanding of general computer and Microsoft Windows terminology. This user guide describes how to use the Methodical Mind TeamLink™ module to configure Methodical Mind Accounts.

1.2 How to Use This User Guide

This user guide is organized by chapters containing main topics and subsections. Use the hyperlinked Table of Contents to find topics of interest quickly. The List of Figures and List of Tables hyperlink to images and tables that enhance understanding of written information in this user guide.

Notes

Symbol 

Notes provide supplemental information on the proper use of Methodical Mind.

1.3 Formatting Information

This guide uses the following formatting conventions:

Internal hyperlinks are formatted **bold/gray**. Click to jump instantly to the referenced section or figure.

External hyperlinks are formatted underlined/blue. Click to create an email message or open an external web page.

When referring to terms specific to Methodical Mind, the first letter in each word is capitalized—for example, “Team Administrator”.

When referring to software labels or controls as they appear in the software, which the User is instructed to view or select, these words are capitalized exactly as they are capitalized on-screen and they are italicized in the instruction text—for example, “*Select Add/Remove Members*”.

1.4 Key Terms

The following terms are specific to Methodical Mind and TeamLink.

Account: A cloud-based construct for a set of Users in an organization providing the ability for those Users to access Methodical Mind features. A Methodical Mind Account may be configured with one or more Teams. An organization may have one or more independent Methodical Mind Accounts.

Account Administrator: A Role responsible for the preparation and management of the use of Methodical Mind via TeamLink for a customer’s Methodical Mind Account.

MesoSphere: A rotating globe positioned in the upper-left-hand corner of the screen used to access the MesoSphere™ Menu.

MesoSphere Menu: A menu that is displayed after clicking on the MesoSphere that provides advanced or infrequently used functionality. This menu is context-sensitive and will change based upon the module and step that is currently being displayed.

Methodical Mind: A software suite of computer- and web-based modules, used to capture, process, and analyze assay data.

Permissions: The authorization given to Users that enables them to access specific features within a module.

Primary Contact: An individual at the customer’s organization who is assigned as the Account Administrator when the Account is created.

ProductLink™ Information: Metadata specific to kits and consumables purchased from Meso Scale Diagnostics, LLC. and/or its affiliates (MSD). This metadata is uploaded to the Methodical Mind cloud for use by customers who are performing assays with MSD® products.

Role: A User’s function within a module as defined by the type of access that User is granted in TeamLink.

Team: A group of Users who share data.

Team Administrator: A Role responsible for managing Users and assigning User Permissions within a Team.

TeamLink: A web-based module used to configure and manage Users, Teams, Roles, and Permissions.

User: A person who is granted access to use Methodical Mind and identified by a unique email address. A User may participate in one or more Teams and in one or more Accounts.

2 Description

2.1 Intended Use

Methodical Mind software is for research use only.

2.2 Methodical Mind

Methodical Mind is a software solution that comprises multiple, locally installed and cloud-based modules. Methodical Mind TeamLink is accessible to Users assigned as administrators through the <https://msd.methodicalmind.com/> website by logging in with User-specific Methodical Mind credentials.

2.2.1 Methodical Mind TeamLink Module

TeamLink is a website used to manage Methodical Mind Accounts. When a Methodical Mind enabled instrument is purchased, a contact at the User's organization will be designated as the Primary Contact for Methodical Mind and assigned as a Methodical Mind Account Administrator to prepare the Account for use of Methodical Mind.

2.2.2 Methodical Mind TeamLink Audit Trail Module

The TeamLink Audit Trail module provides access to all recorded Audit Events that have been logged while using TeamLink. This module enables Users to review and export the Audit Trail.

2.2.3 Methodical Mind Reader Module

The Methodical Mind Reader module supports the operation of instruments that are manufactured by Meso Scale Diagnostics, LLC, and/or its affiliates (MSD). This module controls access to the instrument and automatically stores and exports plate data. Refer to the respective MSD instrument user guide for details.

3 Installation and Operation

3.1 Installation

The software for TeamLink is not installed on the local computer. It is accessed via <https://msd.methodicalmind.com/>.

3.2 The Methodical Mind Account Structure

Methodical Mind Accounts are used to configure customized and controlled access to Methodical Mind. Users are organized in one or more Teams in a Methodical Mind Account. A Team is a collection of Users who work on a common database. A User may participate in one or more Teams and in one or more Methodical Mind Accounts.

Methodical Mind instruments may be used by any User in any Methodical Mind Account. A User's login on a Methodical Mind instrument computer will associate the User with an Account and a Team. Once logged in, any data generated will be stored in the Team's database.

3.3 The Methodical Mind User Interface

Methodical Mind provides a consistent user experience across all modules. The Horizontal Dial at the top of the screen shows which step in the workflow the User is on and provides links to progress forward or backward in the workflow. Available actions the User can take on the given workflow step are displayed in the Active View area. These actions, as well as selectable options, are often presented in Vertical Wheels, which can be rotated up and down to view additional content. Less frequently used functionality is available in the MesoSphere Menu, accessible by tapping on the MesoSphere, located in the upper left corner of the screen.

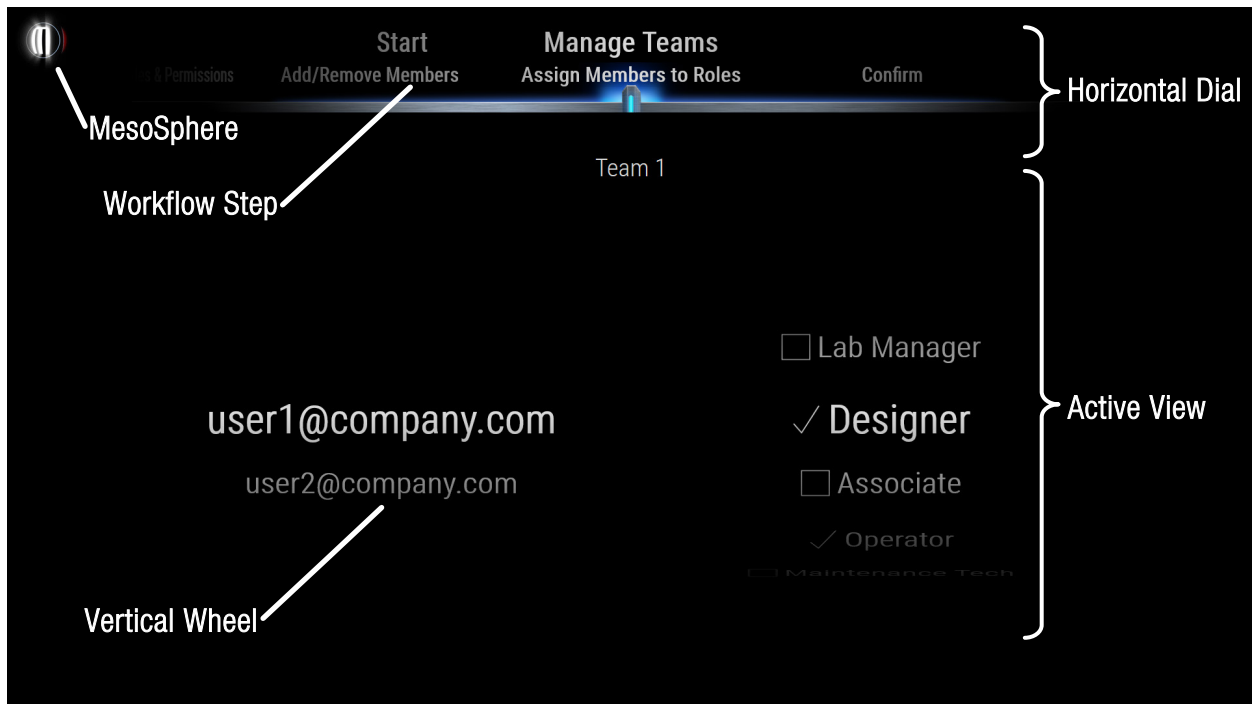


FIGURE 3.1. Methodical Mind User Interface Components.

4 Using Methodical Mind TeamLink

4.1 Network Configuration

Access to TeamLink requires internet connectivity to the methodicalmind.comTM and amazonaws.com websites through the organization's firewall by enabling the *.methodicalmind.com and *.amazonaws.com domains through TCP port 443.

NOTE: The entire domains for methodicalmind.com and amazonaws.com must be enabled. The asterisk denotes a wildcard character. Some firewall devices may require a different format to enable the entire domain.

NOTE: TeamLink has been tested for use on the following Internet browsers: Safari (v. 11 and higher), Google Chrome (v. 76 and higher), Microsoft Edge (v. 44 and higher), and Mozilla Firefox (v. 68 and higher). If you are experiencing problems using TeamLink on an older version of a tested browser, please upgrade the browser.

NOTE: Ensure pop-up blockers are not active when using TeamLink. Either disable the pop-up blocker while using TeamLink or whitelist <https://msd.methodicalmind.com/> in the pop-up blocker settings. Pop-up blockers may interfere with downloading files from TeamLink.

4.2 Log In

4.2.1 Create Account Administrator Password

The Primary Contact will initiate the use of Methodical Mind as the first Account Administrator. The Account Administrator will receive an email from Methodical Mind with a link to create a password and log in. Once the Account Administrator has done this, the Methodical Mind Account can be configured with customer-specific settings.

4.2.2 Log in to Methodical Mind

Access to TeamLink is available on any Internet-connected computer via <https://msd.methodicalmind.com/>. Only Account Administrators and/or Team Administrators will be able to log in through <https://msd.methodicalmind.com/> to use TeamLink.

Navigate to <https://msd.methodicalmind.com/>. On the login page that appears, enter your Methodical Mind username (the username is your unique email address) and password. After logging in, the TeamLink module is displayed.

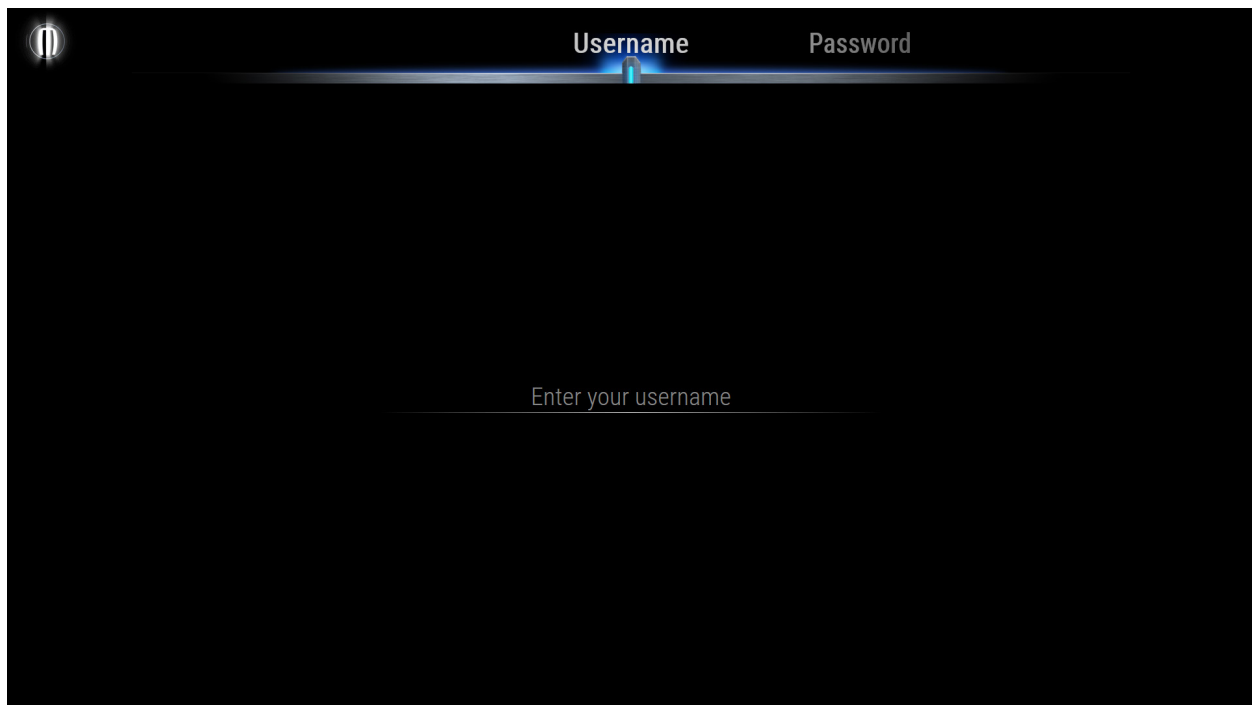


FIGURE 4.1. Methodical Mind TeamLink Login Screen.

4.2.3 Log in with Two-Factor Authentication

If two-factor authentication (2FA) is enabled (Section 4.3.4.4), the first time a User attempts to log in with their Methodical Mind Account, he/she will be prompted to enter a unique 2FA key into the *Google Authenticator* application (Figure 4.2). The *Google Authenticator* application can be installed on any iOS- or Android-based smartphone or tablet.

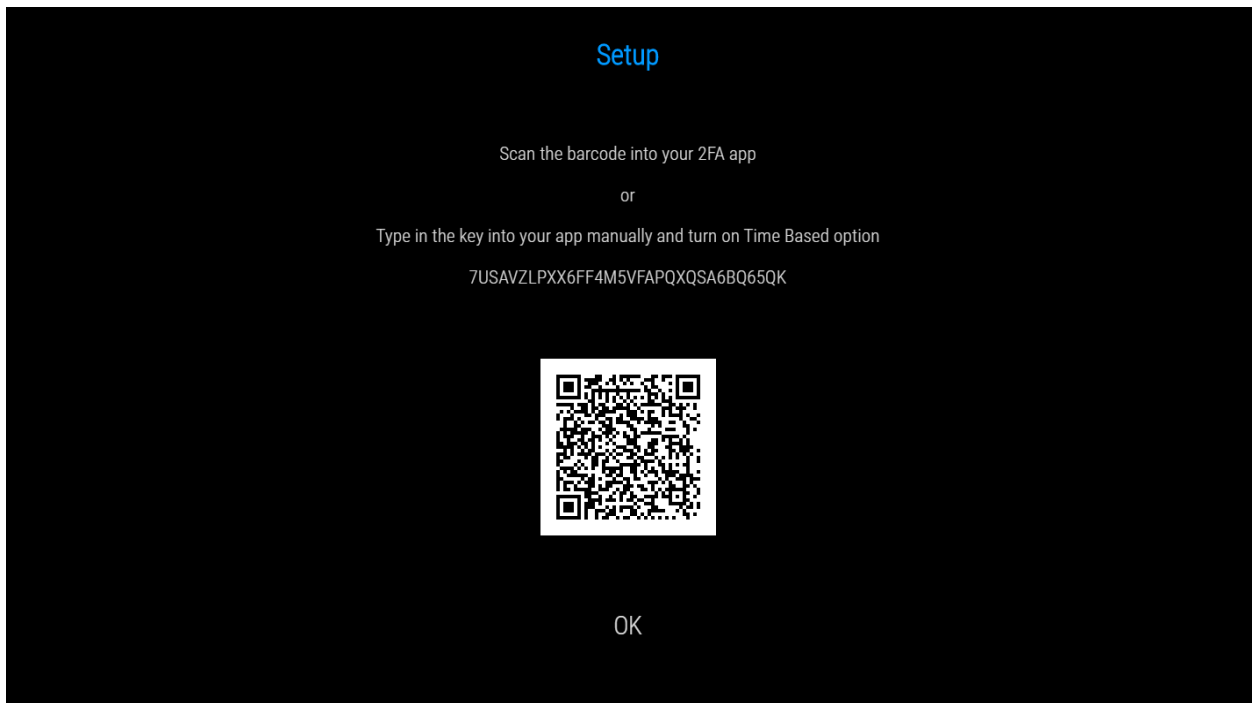


FIGURE 4.2. TeamLink Two-Factor Authentication Setup.

Open the *Google Authenticator* application, select the *Scan barcode* or *Manual entry* option, and scan in the barcode or enter the 2FA key manually. After the key has been successfully entered into *Google Authenticator*, this application will display a 2FA code that must be entered into TeamLink. Use the 2FA code for all subsequent logins as shown in Figure 4.3. The key from Methodical Mind will not need to be entered again unless a User chooses to reset his/her 2FA key (Figure 4.4). The *Google Authenticator* application will update the 2FA code every 30 seconds. Enter this code into Methodical Mind and select *OK* to complete the login process.

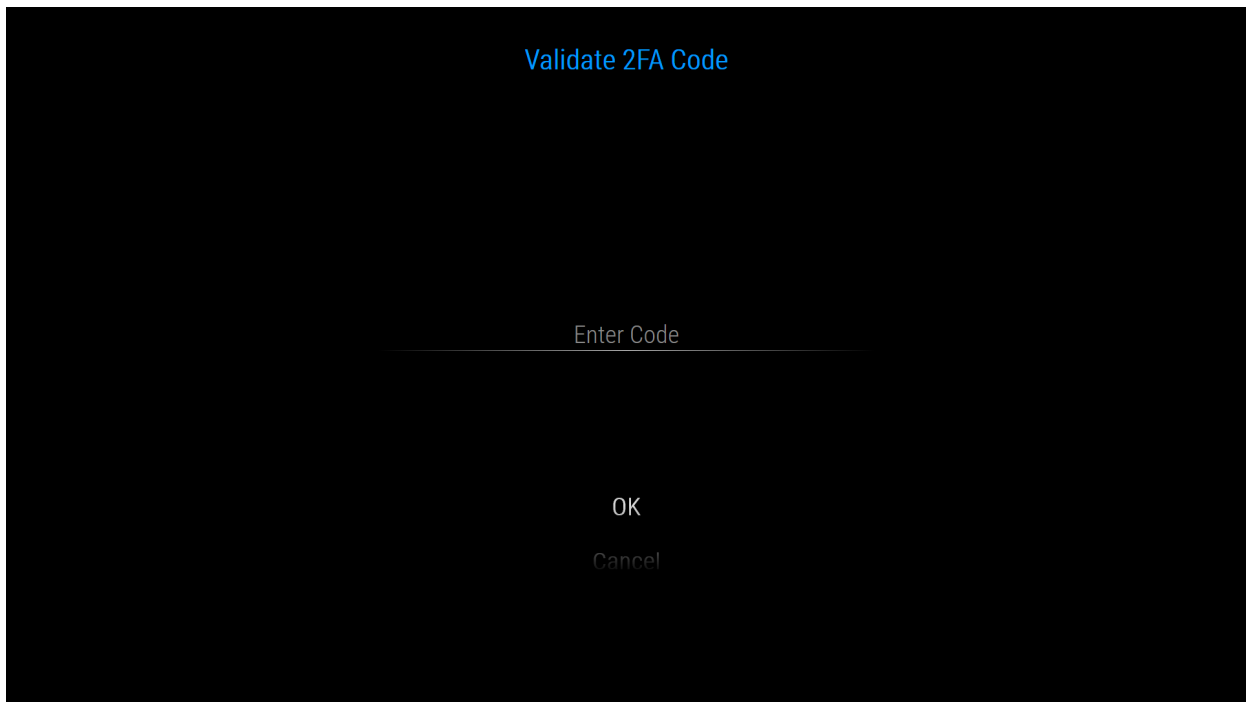


FIGURE 4.3. TeamLink 2FA Code Entry.

If the User's phone is lost or replaced, or if the 2FA key needs to be reset for any other security reason, scroll up on the Vertical Wheel and select *Reset 2FA* (Figure 4.4). Selecting this option will invalidate the previous key linked to the User's Methodical Mind username. An email will be sent to the Methodical Mind User with a new key that must be scanned into the *Google Authenticator* application.

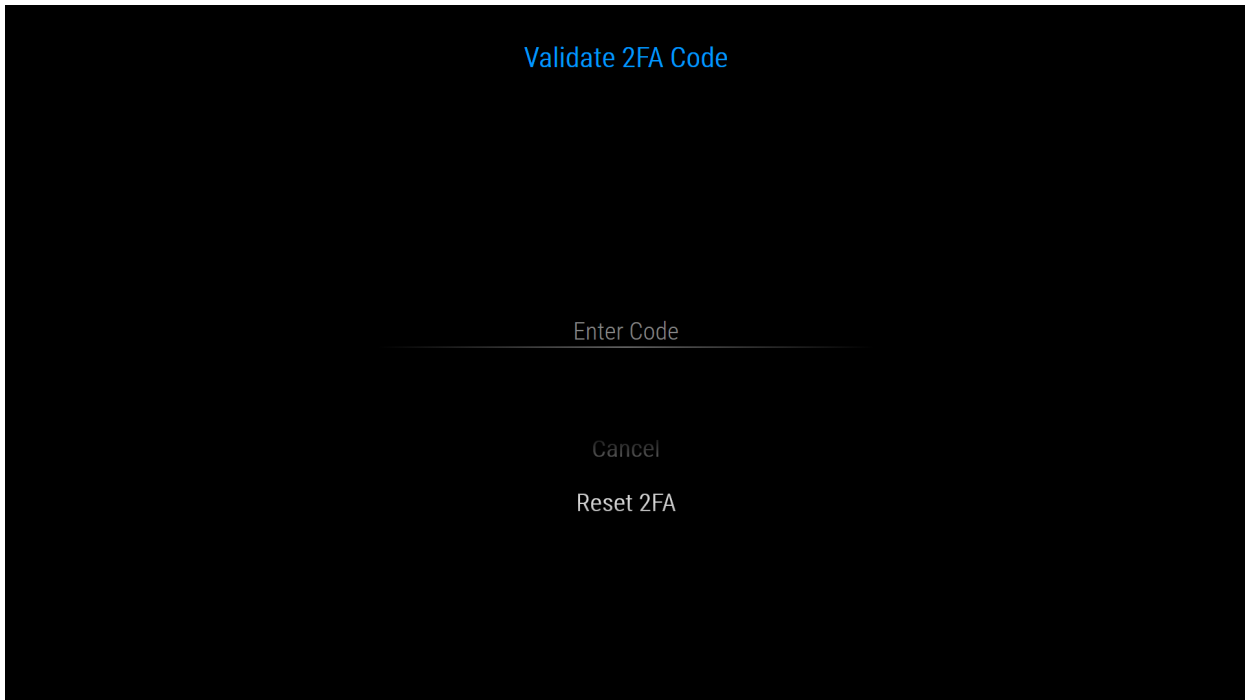


FIGURE 4.4. Reset Two-Factor Authentication.

4.3 Using TeamLink

After logging in to TeamLink, the software will bring the Account Administrator to the Start screen. Start is the first step of any module's workflow. As shown in [Figure 4.5](#), after logging in to TeamLink, *Start* is displayed in the Horizontal Dial. From this screen, an Account Administrator can create new teams, assign administrators, manage existing teams, and update the account.

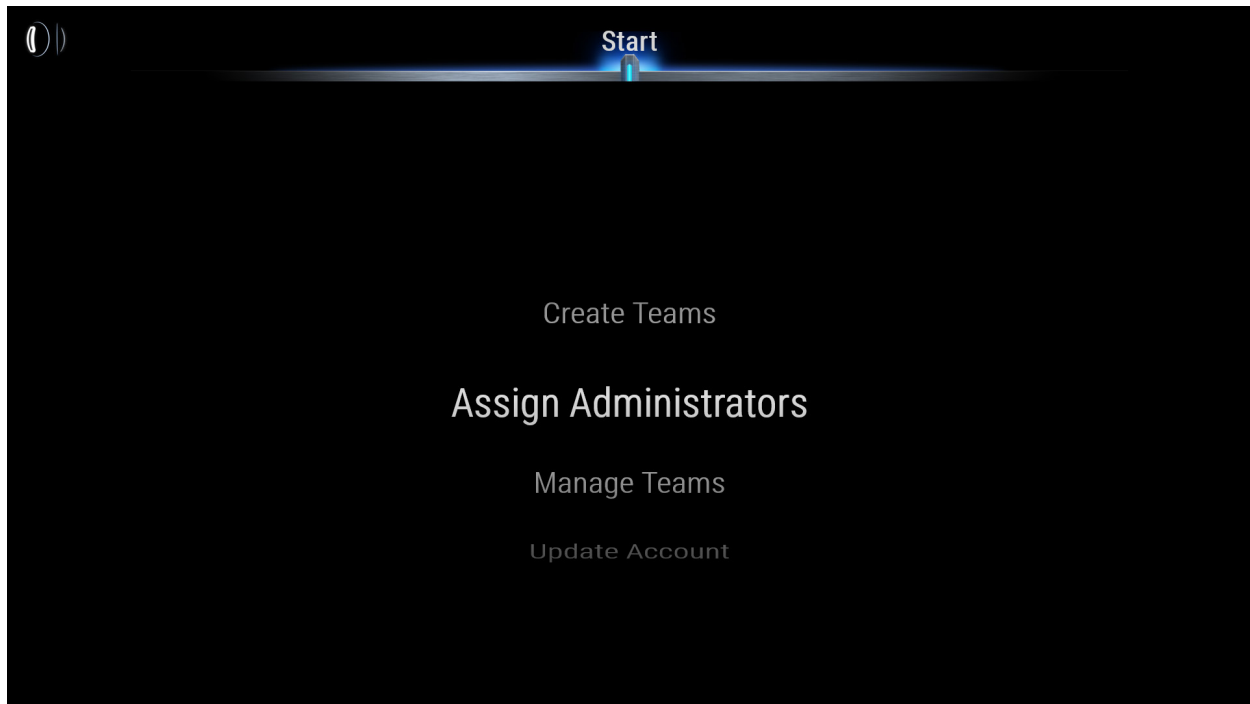


FIGURE 4.5. TeamLink Start Screen for Account Administrators.

When Users with only Team Administrator privileges log in, they will not see the options shown in [Figure 4.5](#), and will instead see the list of Teams to which they have been assigned as the Team Administrator ([Figure 4.6](#)). Team Administrators can configure only the teams they have access to, and cannot create new teams or manage team administrators. If you are logging in as a User with only Team Administrator privileges, see [Section 4.3.3](#).

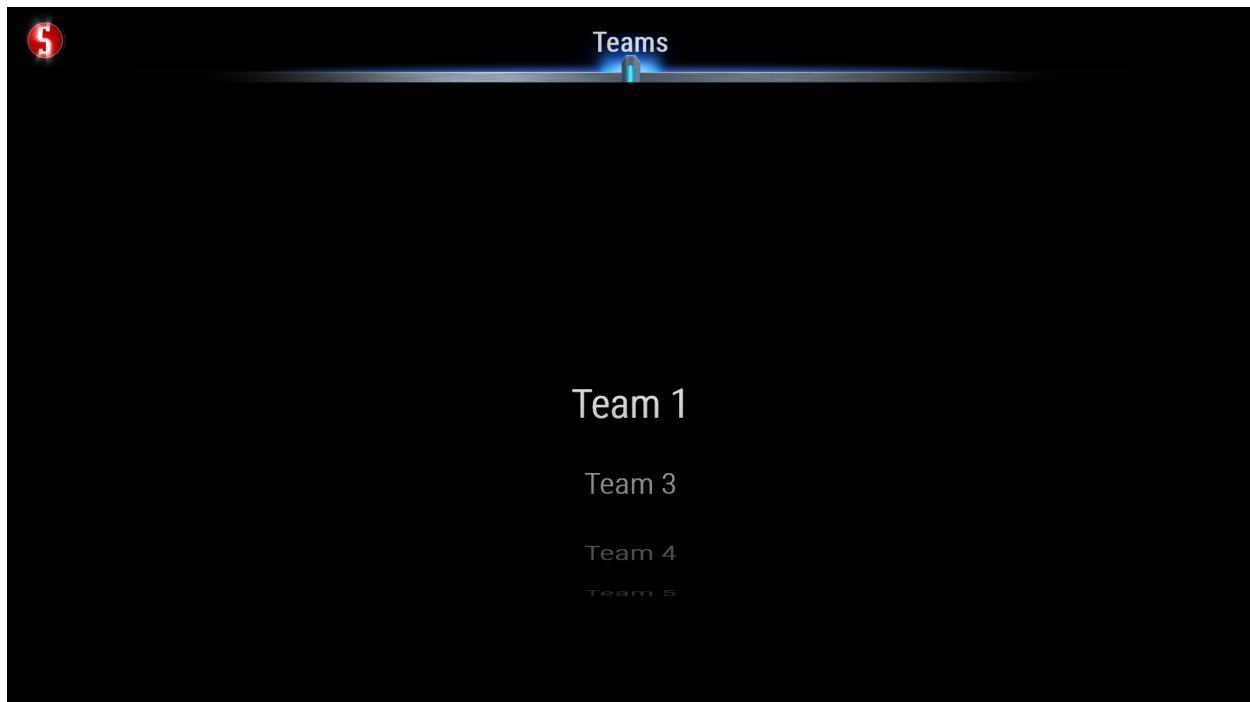


FIGURE 4.6. Team Selection Screen for Team Administrators.

4.3.1 Create Teams

Account Administrators can create teams. Select *Create Teams* from the Start screen (Figure 4.5). This will advance the Horizontal Dial to the *Create Teams* step (Figure 4.7).

To create a new team, scroll down to *Add Team* and enter a Team name. Press the Enter key. Repeat this step to create additional Teams. Click *Confirm* in the Horizontal Dial to advance to the *Confirm* step.

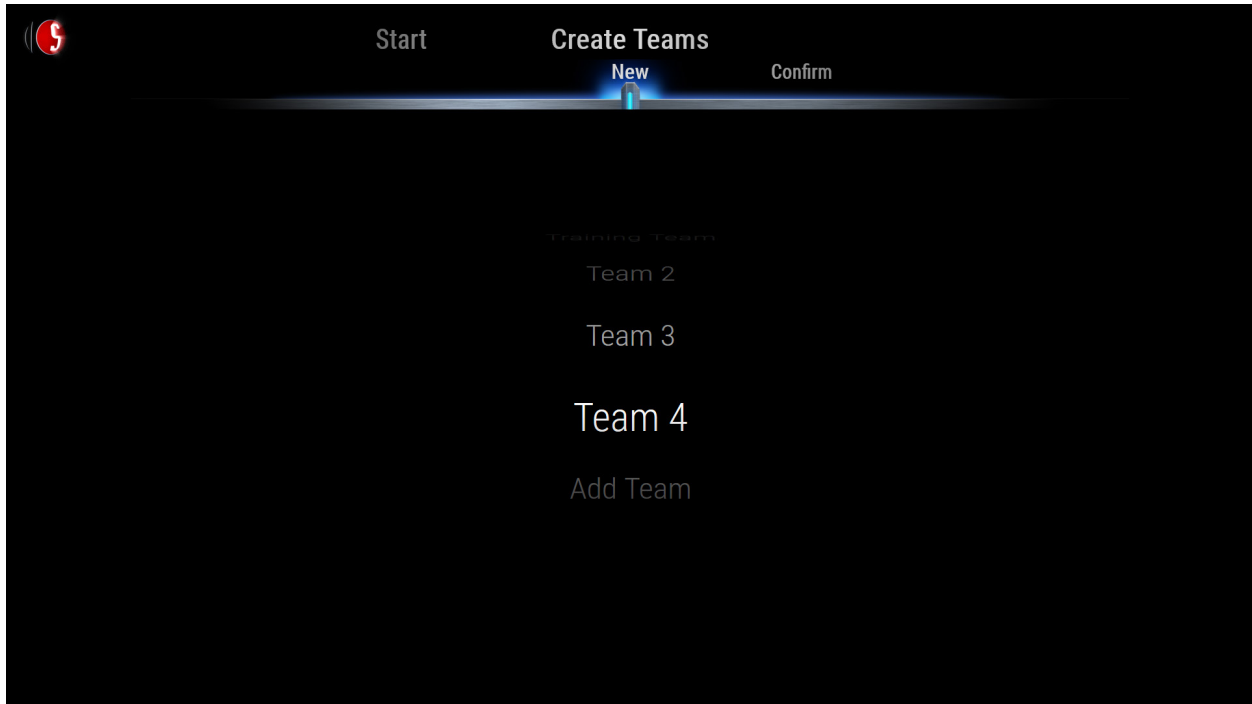


FIGURE 4.7. Create Teams.

Click *Confirm* at the bottom of the screen and select *Yes* when prompted. TeamLink will create the new Teams.

i NOTE: Teams can be deleted prior to selecting *Confirm* by selecting *Delete Team* from the MesoSphere Menu.

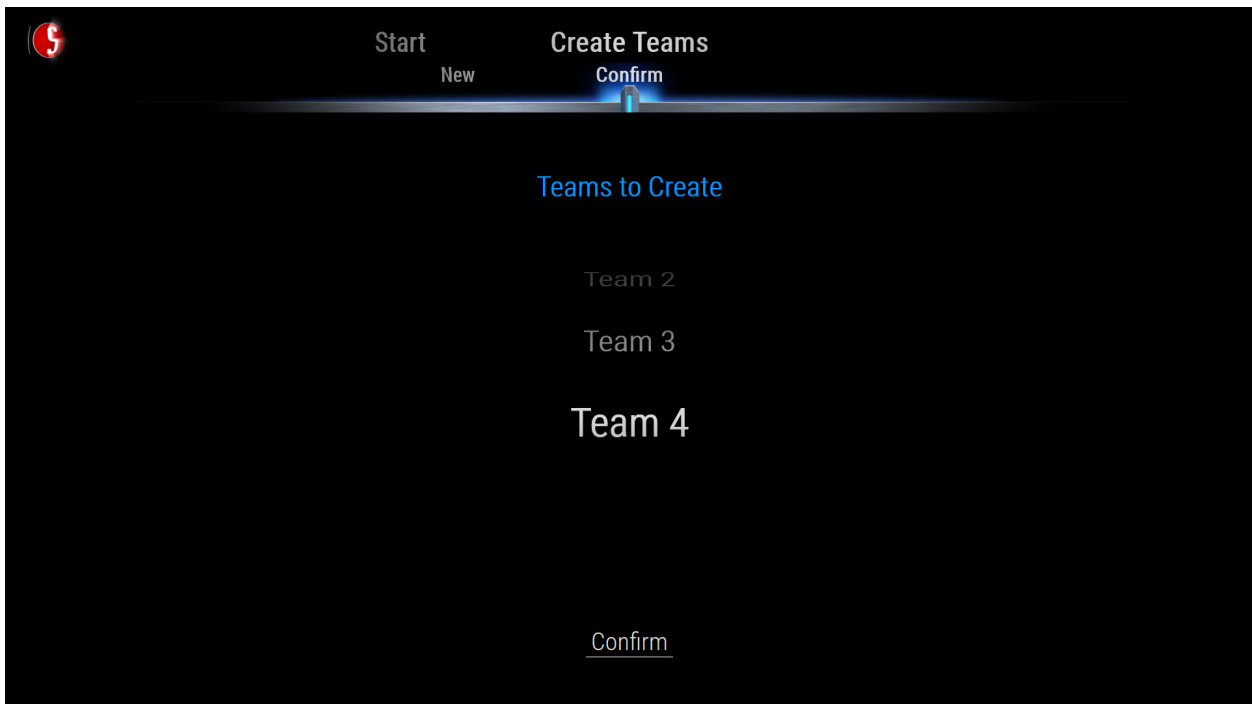


FIGURE 4.8. Confirm Teams.

4.3.2 Assign Administrators

Account Administrators can assign additional Account Administrators as well as Team Administrators for each Team.

Select *Assign Administrators* from the Start screen (Figure 4.5). This will advance the Horizontal Dial to the *Assign Administrators* step.

NOTE: Account Administrators and Team Administrators will not be able to log in to and use the Methodical Mind Reader module by default. Administrators must be added to a Team and assigned a Role with the *Run Instrument* Permission if they wish to use the Reader module. By default, the *Lab Manager* Role will provide full access to the Reader module. See Section 4.3.3 for information on adding Team Members and assigning Roles.

4.3.2.1 Add Account Administrators

Select *Account* from the Horizontal Dial to add or delete Account Administrators (Figure 4.9). To assign a new Account Administrator, scroll down to *Add Account Administrator*, enter an email address as the username, and press the Enter key. TeamLink will automatically send an email notifying the User that he/she is an Account Administrator for the Account.

NOTE: Create at least two Account Administrators to provide redundancy in managing the Methodical Mind Account.

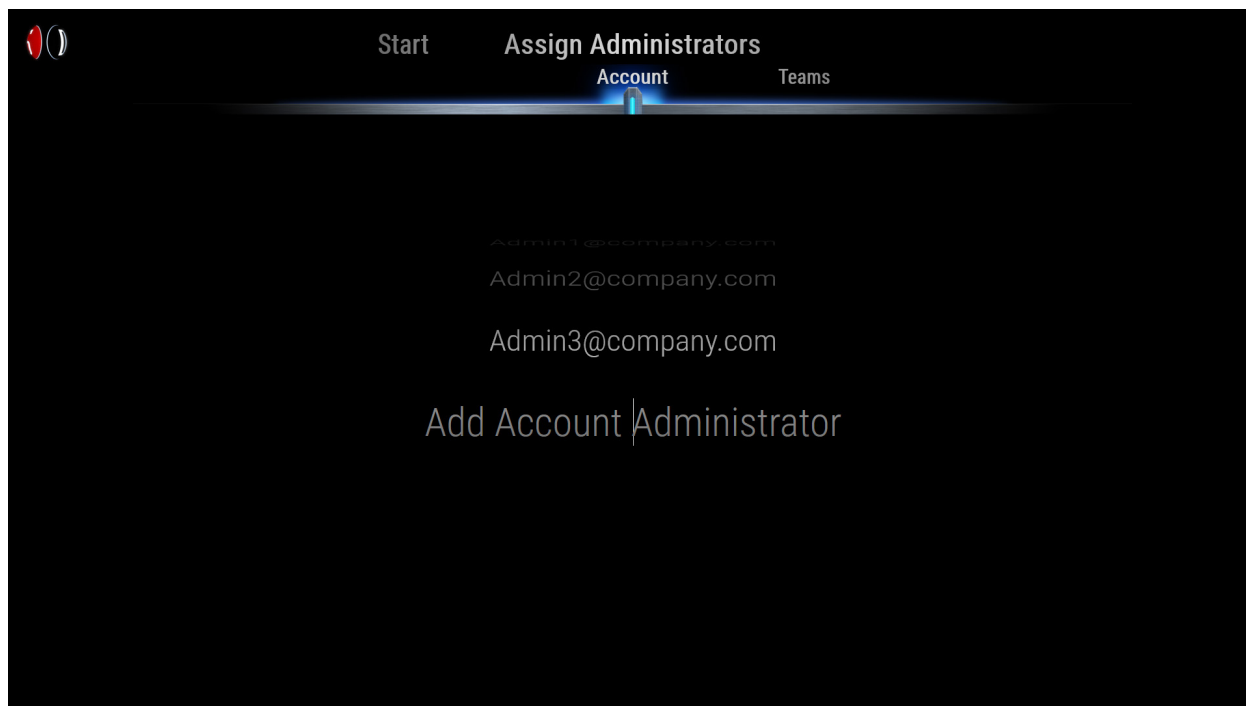


FIGURE 4.9. Add Account Administrators.

An Account Administrator may remove other Account Administrators. To remove an administrator, select their username in the list and then select *Delete Admin* from the MesoSphere Menu.

Methodical Mind requires at least one active Account Administrator. As an Account Administrator, you may remove yourself from Account administration. Upon confirmation, this will immediately log you out of TeamLink. You will not be able to access TeamLink again until you are added as either an Account Administrator or a Team Administrator.

4.3.2.2 Add Team Administrators

Each Account Administrator is, by default, assigned as a Team Administrator for every Team in the Account. Team Administrators who are not Account Administrators cannot assign other Team Administrators.

Select *Teams* from the Horizontal Dial to add or delete Team Administrators.

To add a new Team Administrator, select a Team, scroll down to *Add Team Administrator* (Figure 4.10), enter an email address as the username, and press the Enter key. TeamLink will automatically send an email notifying the User that he/she is a Team Administrator for the Team.

NOTE: Create at least two Team Administrators for each Team to provide redundancy in managing the Teams.

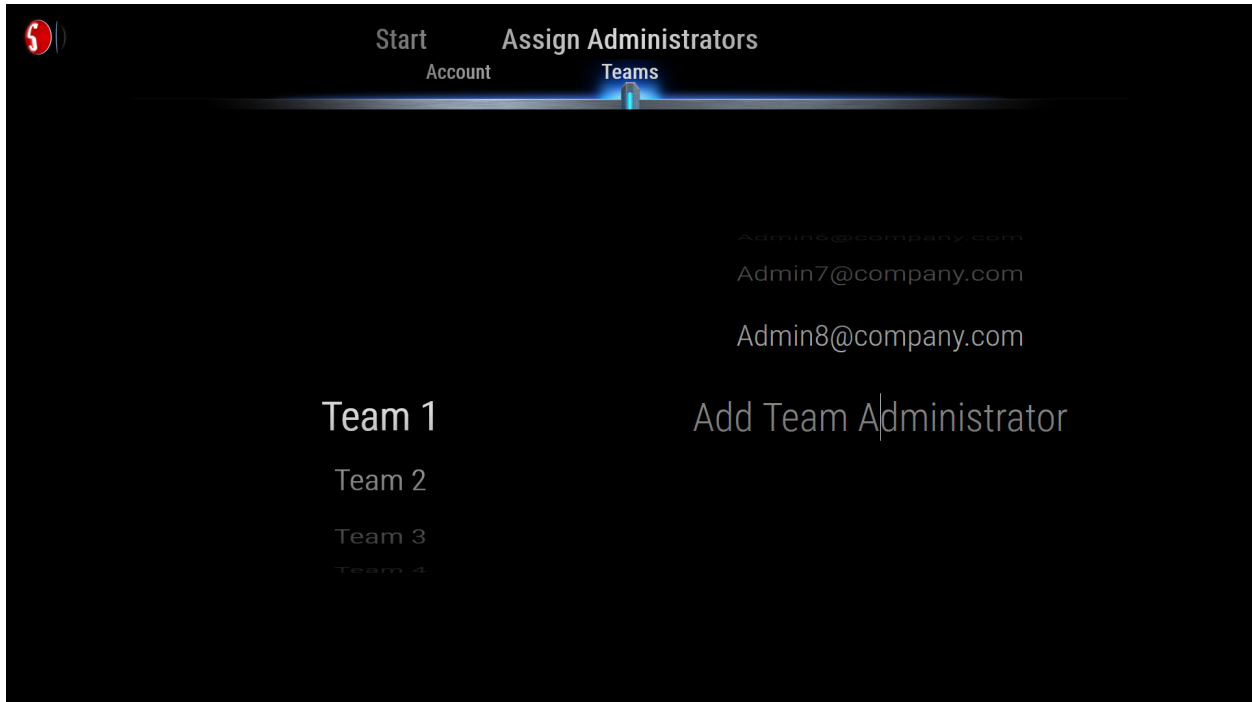


FIGURE 4.10. Add Team Administrators.

Account Administrators may remove Team Administrators from a team. To remove an administrator, select their username in the list and then select *Delete Admin* from the MesoSphere Menu. Methodical Mind requires at least one active Team Administrator for each Team.

4.3.3 Manage Teams

Account Administrators and Team Administrators can manage Teams. Account Administrators must select *Manage Teams* from the Start screen (Figure 4.5). This will advance the Horizontal Dial to the *Manage Teams* step. Users with only Team Administrator privileges will see the team selection list when they log in (Figure 4.6).

Select a Team (Figure 4.11) to advance TeamLink to the *Define Roles & Permissions* step (Figure 4.12).

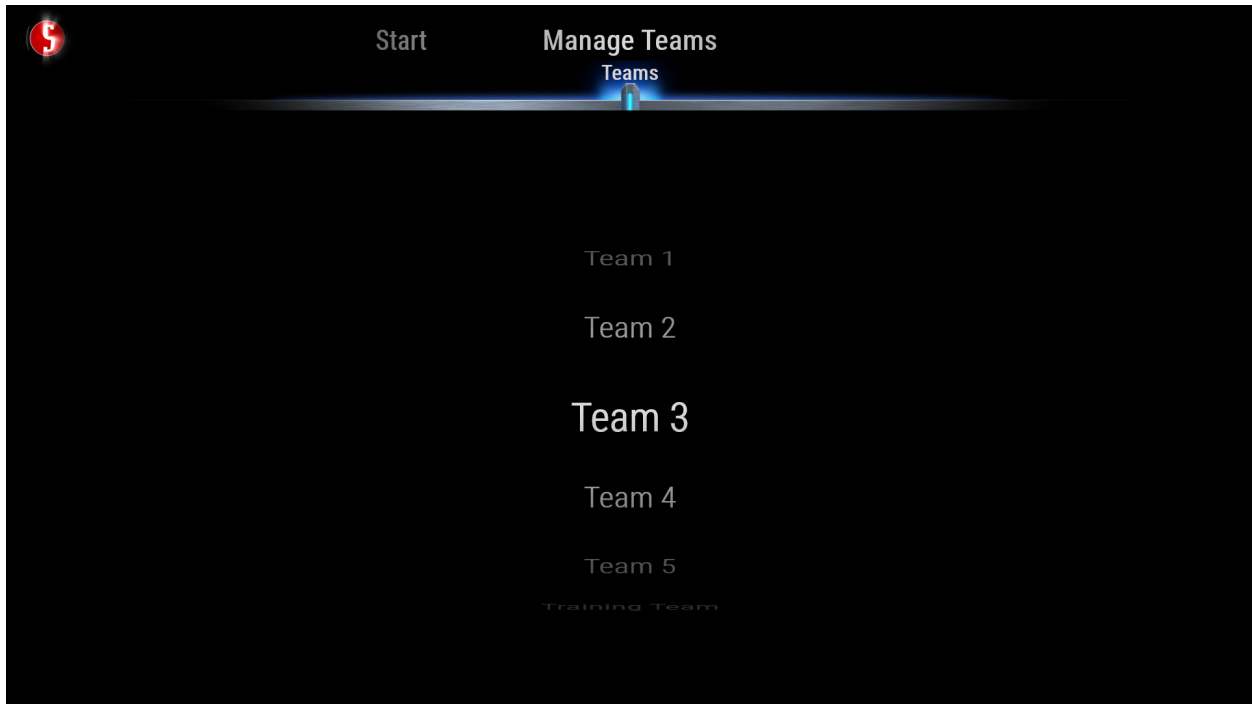


FIGURE 4.11. Select a Team to manage.

4.3.3.1 Define Roles and Permissions

Accounts have default Roles with default module Permissions defined for each Role. These Roles are flexible and may be configured on a per-Team basis. Team Administrators may configure Permissions for Roles to fit the needs of each individual Team accordingly.

The default Roles are:

- Lab Manager
- Designer
- Associate
- Operator (Base)
- Maintenance Tech (Base)

i NOTE: Operator and Maintenance Tech are base Roles that only have Permissions for Methodical Mind modules installed on instrument computers. The names of these Roles cannot be modified.

To modify the name of a Role that is not a base Role, scroll up or down to center the Role in the Vertical Wheel, then click the Role name, type the new name, and press the Enter key to save the updated Role name.

Permissions are organized by module and can be customized for each Role. **Table 4.1** provides information about each Permission and the default Role for which the Permission is enabled.

TABLE 4.1. Default Role Permissions and Permission Descriptions.

Permission	Module	Roles with this Permission Enabled by Default ²	Description
View Audit Trail App	Audit Trail	Lab Manager Designer Operator Maintenance Tech	Users with this Permission can access the Audit Trail module installed on instrument computers. This Audit Trail provides access to all login, configuration, and record-specific actions that occur in the Reader module.
Manage Database ¹	Reader	Lab Manager	Users with this Permission can access the <i>Database Configuration</i> options in the Methodical Mind Reader module. These options allow Users of the Reader module to export, import, and erase the local database installed on the instrument computer.
Modify Instrument Settings ¹	Reader	Lab Manager	Users with this Permission can access the <i>Instrument Configuration</i> and <i>Export Configuration</i> options in the Methodical Mind Reader module. These options allow Users to define plate barcode scanning and file export settings.
Run Instrument	Reader	Lab Manager Designer Operator	Users with this Permission can log in and use the Methodical Mind Reader module to read plates and review and export plate data.
Modify System Settings ¹	System	Lab Manager	Users with this Permission can access the <i>Login/Logout</i> options in the Methodical Mind Reader module. These options allow the User to configure Windows Login, Auto Logout, and Virtual Keyboard settings.
Unlock App Locked by Any User	System	Lab Manager	Users with this Permission can unlock the Methodical Mind Reader module when another User on the same Team has the software locked while a Run is in progress.

1. Users with only these Permissions are not able to log in to the Methodical Mind Reader module. The Run Instrument Permission must be enabled in addition to these Permissions in order to log in and modify these settings.

2. By default, the Associate Role does not have any Permissions enabled.

To enable or disable the Permissions associated with a given module and Role, use the Vertical Wheels to navigate to the correct Role and module. Click the box or checkmark next to the Permission to enable or disable the individual Permission. To check or uncheck all Permissions for a module click on the module name. A box indicates that the Role will not be given the Permission; a checkmark indicates that a Role will be given that Permission.



FIGURE 4.12. Define Roles and Permissions.

4.3.3.2 Add or Remove Team Members

A Team Administrator may add or remove Users from each Team. Select *Add/Remove Members* in the Horizontal Dial to manage which Users are members of the selected Team.

To add a User to the Team, scroll down to *Add Team Member*, enter a User's email address, and press the Enter key. Repeat this for each User who needs to be a member of the selected Team.

To quickly add multiple Users to a Team, import a text file with a list of email addresses, each separated by a return character. Select *Import* from the MesoSphere Menu, select the text file (*.text or *.txt extension), and click the *Open* button.

NOTE: The first time a User is added to TeamLink, TeamLink will send an email requiring their password to be set. Until the User sets his/her password, he/she will not be able to log into any Methodical Mind module.

NOTE: The first time a User is added to a Team, TeamLink will send an email to the User informing him/her of their Team Membership.

To remove a User from a Team, center the User in the Vertical Wheel and select *Delete User* from the MesoSphere Menu.

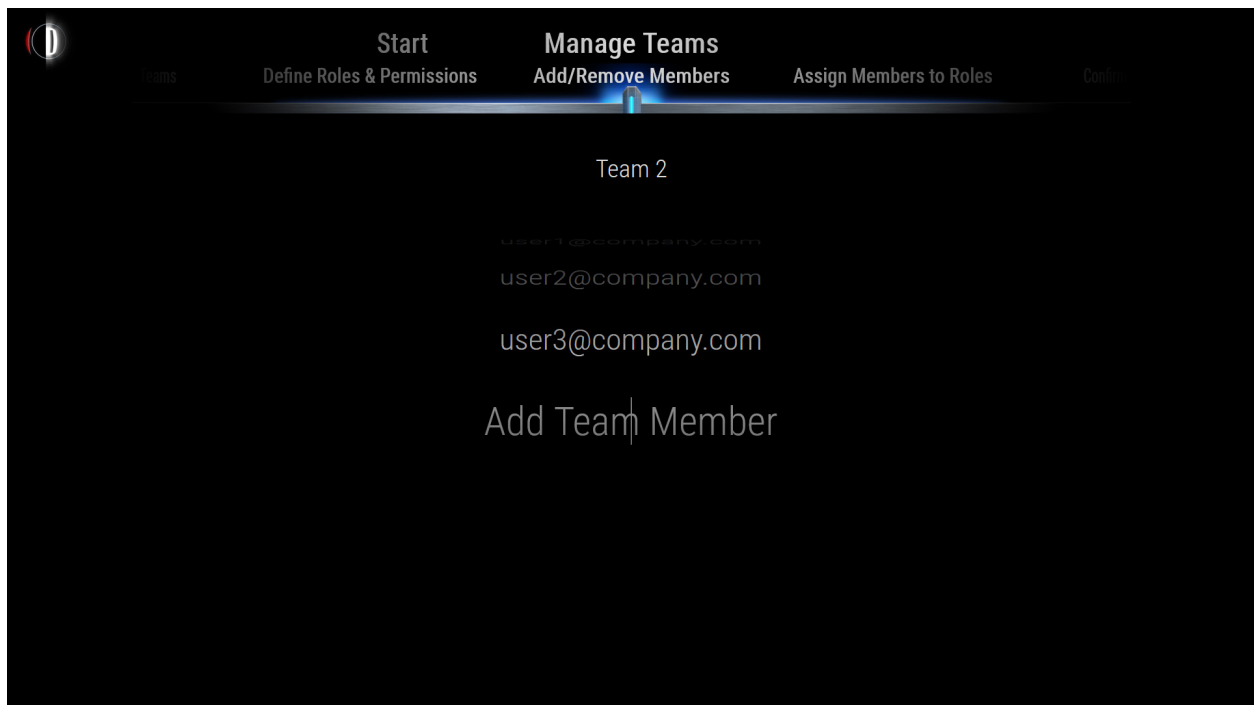


FIGURE 4.13. Make Users members of a Team.

4.3.3.3 Assign Roles to Team Members

A Team Administrator may assign one or more Team Roles to each member of the selected Team. Select *Assign Members to Roles* in the Horizontal Dial to manage the Role(s) for each Team member.

To assign a Role to a User, use the Vertical Wheels to navigate to the correct User and Role and then select the box or checkmark next to the Role to enable or disable the Role for the selected User. By default, each User is assigned the Operator Role when added to a Team. The Roles selected will have the Permissions previously defined for the Team.

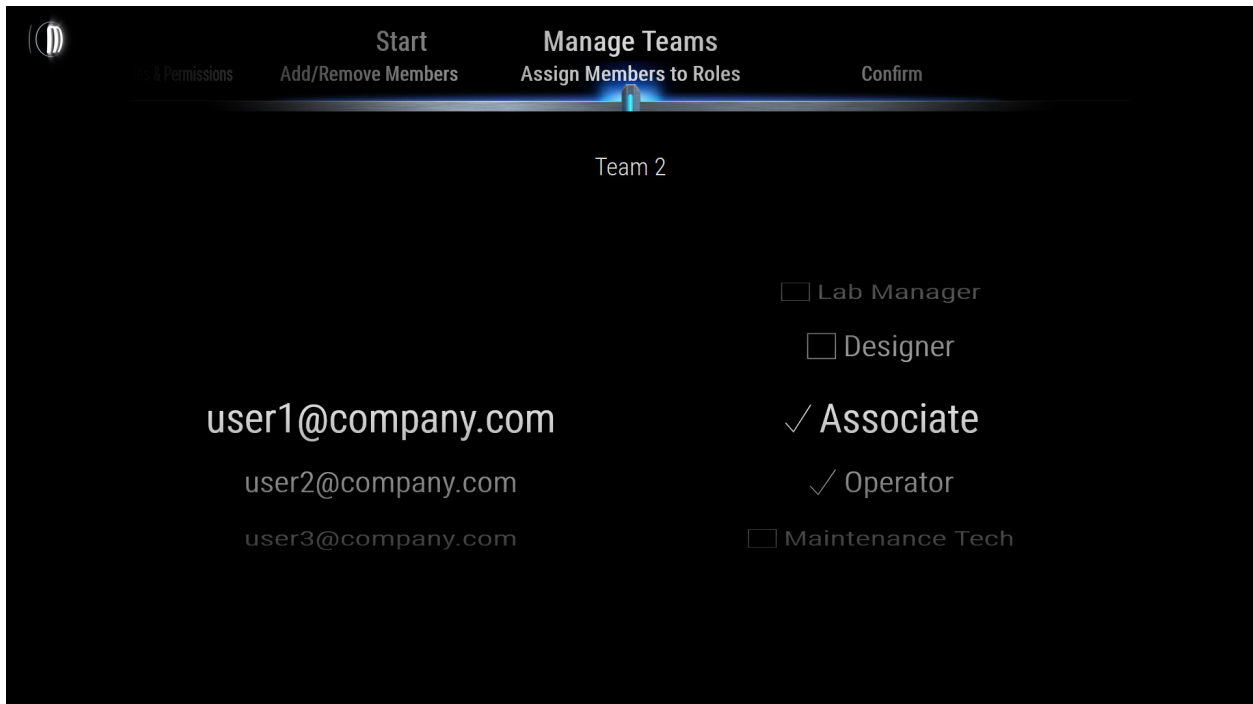


FIGURE 4.14. Assign Roles to Members of the selected Team.

4.3.3.4 Confirm and Inform New Team Members

Select *Confirm* from the Horizontal Dial to review the list of Users added to the Team. Select *Confirm* at the bottom of the screen and TeamLink will send emails to the new team members informing them that they are members of the selected Team.

NOTE: *Confirm* will not be accessible unless one or more Users have been added to a Team. If changes have not been made to the Team, *Confirm* will be visible in the horizontal dial, but it will be disabled.



FIGURE 4.15. Confirm New Team Members.

4.3.4 Additional Features and Settings

The MesoSphere Menu may be used to access additional, infrequently used settings. The MesoSphere Menu options will change as different areas of TeamLink are accessed. If an option is not visible, ensure you are in the relevant area of TeamLink.

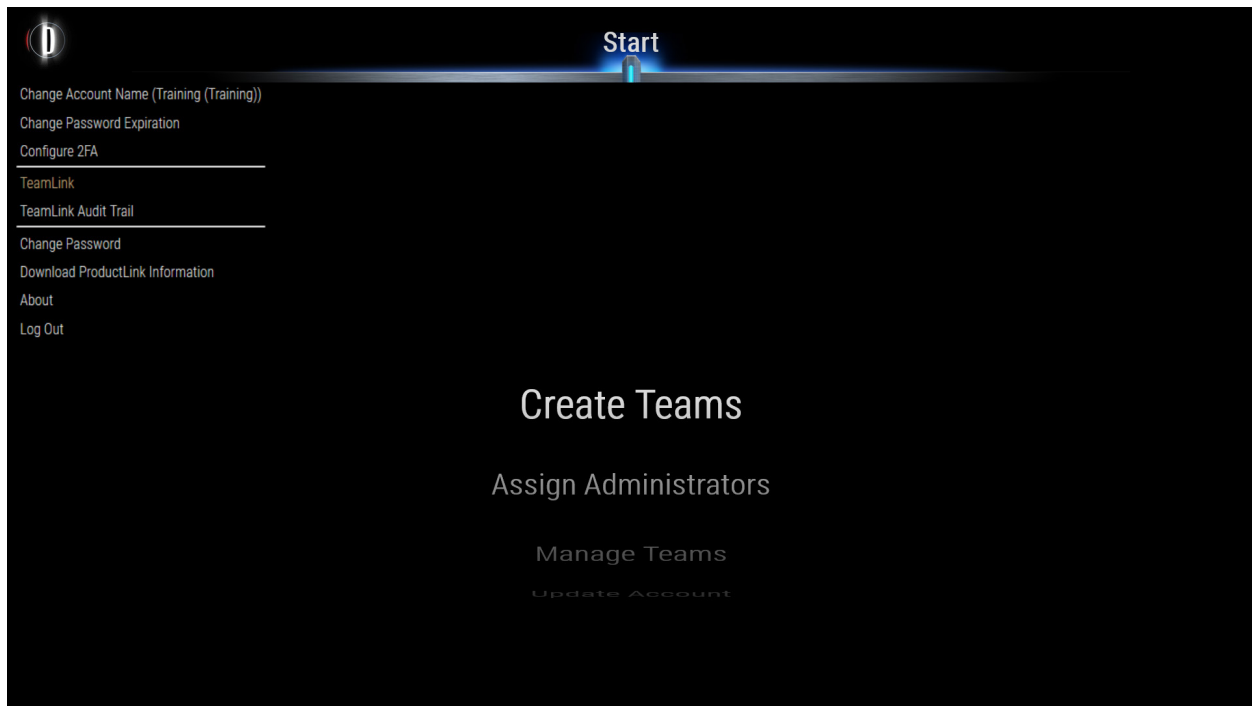


FIGURE 4.16. Additional Options and Features accessible through the MesoSphere Menu.

4.3.4.1 Change the Methodical Mind Account Name

Only Account Administrators can change the account name.

Select *Change Account Name* from the MesoSphere Menu. Enter a new Methodical Mind Account Name. Select *OK*.

4.3.4.2 Change the Name of a Team

Account Administrators and Team Administrators can change Team names.

For Account Administrators, select *Manage Teams* from the Start screen. For Users with only Team Administrator privileges, the Team selection screen will be available immediately after logging in to TeamLink.

Select a Team and then select *Change Team Name* from the MesoSphere Menu. Enter a new Team name. Select *OK*.

This option remains available in the MesoSphere Menu from any of the subsequent steps after a Team is selected.

4.3.4.3 Change the Password Expiration Period

Only Account Administrators can change the password expiration period.

Select *Change Password Expiration* from the MesoSphere Menu. Enter an integer between 7 and 999 days. Select *OK*.

4.3.4.4 Configure Two Factor Authentication (2FA)

Two-factor authentication provides enhanced security by forcing Users to enter a unique code generated from the *Google Authenticator* application on their smartphone, in addition to their Methodical Mind username and password. This ensures that even if an unauthorized person attempts to utilize the password of an authorized User, TeamLink and other Methodical Mind software modules cannot be used without access to the User's authentication code. For organizations that wish to force Methodical Mind Users to use two-factor authentication, an Account Administrator will need to log in to TeamLink and select *Configure 2FA* from the MesoSphere Menu. TeamLink will prompt the Account Administrator to enter his/her password again before selecting 2FA options.

Select *Enforce 2FA on Login* to enable 2FA in TeamLink. Once *Enforce 2FA on Login* has been enabled, *Enforce 2FA on Instruments* will become visible. Select *Enforce 2FA on Instruments* to enable 2FA on the Methodical Mind modules installed on instrument computers. When *OK* is selected, an email will be sent to all Methodical Mind Users notifying them of the new login requirement.

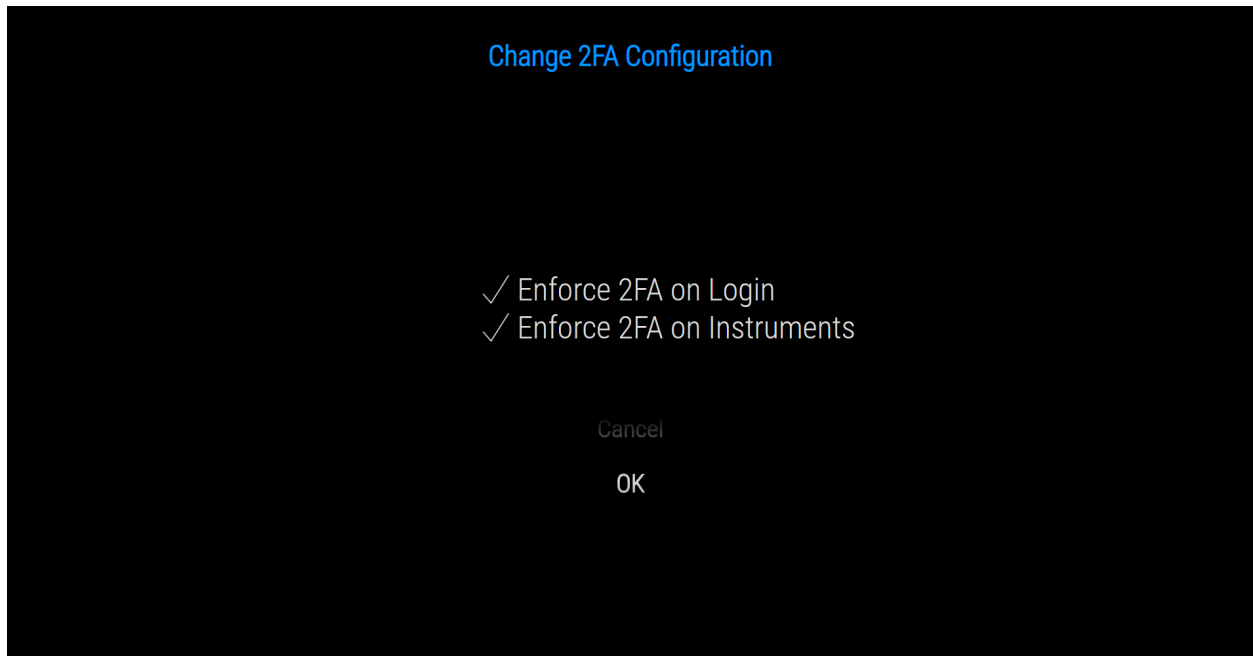


FIGURE 4.17. Change 2FA Configuration.

4.3.4.5 Download ProductLink Information

If an instrument computer is unable to download ProductLink information directly from the Methodical Mind Cloud, the required consumable information may not be available on the instrument computer for the Methodical Mind Reader module to process the assay plate data. This data will be marked as “Unconfirmed,” and it will not be available for Users to review and export. Account Administrators and Team Administrators can download ProductLink information from TeamLink. The downloaded file(s) can then be installed on the instrument computer.

Select *Download ProductLink Information* from the MesoSphere Menu. Enter a date range that spans up to three months. If ProductLink information has never been installed on the instrument computer, download all ProductLink information from December 18, 2019, through the current date, in three-month increments as shown in **Figure 4.18**. Select *Confirm* and wait while TeamLink prepares a file for download. When prompted, save each zip file.

NOTE: Ensure pop-up blockers are not active when trying to download ProductLink information. Either disable the pop-up blocker or whitelist <https://msd.methodicalmind.com/>. Pop-up blockers may prevent the zip file from downloading.

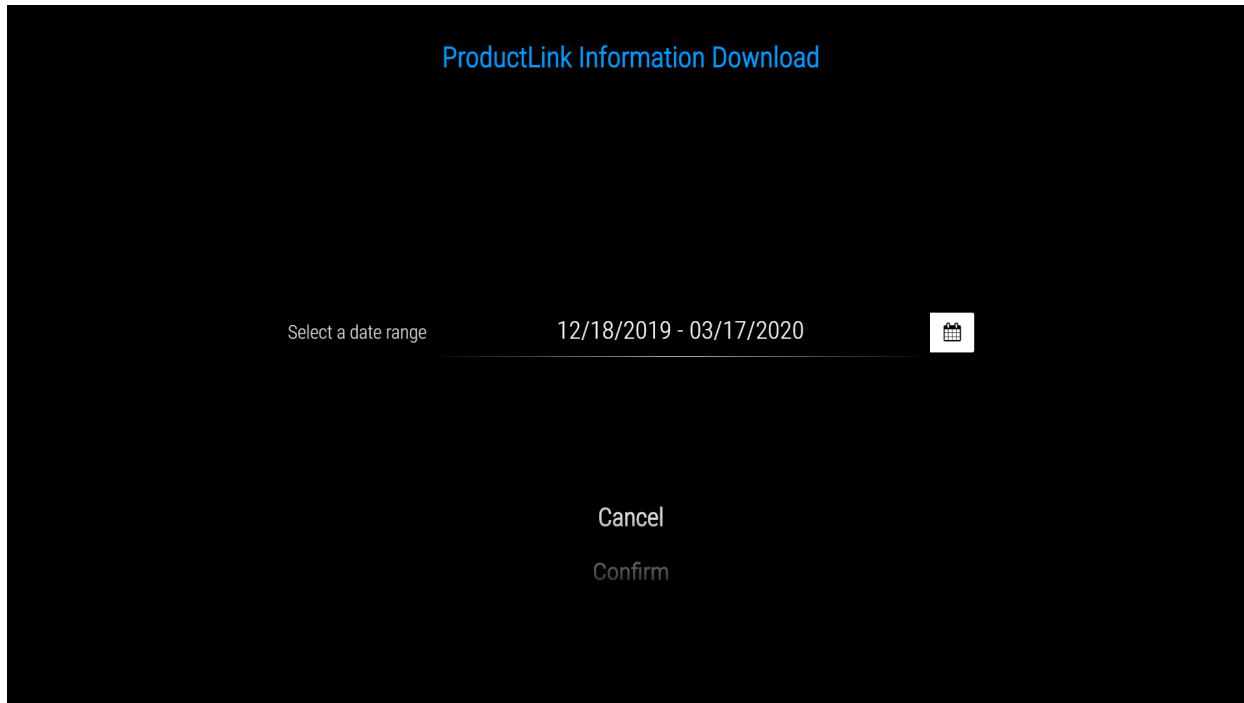


FIGURE 4.18. ProductLink Information Download Date Range.

Copy the zip file(s) to the instrument computer. Log in to the Methodical Mind Reader software and select *Install ProductLink Information* from the MesoSphere Menu. Select *Browse*, select a zip file, select *Open*, and then select *OK*. The Methodical Mind Reader software will begin installing the ProductLink Information. If a warning is displayed indicating that existing ProductLink Information will be overwritten, select *Yes* to continue. Repeat this process for each ProductLink Information zip file.

If an instrument computer remains offline, ProductLink Information will need to be downloaded and installed periodically. Keep track of the date ranges that are downloaded and installed. When downloading ProductLink Information after the initial download and installation, choose the last day of the previously downloaded date range as the first day of your subsequent download. For example, if the previous download date range was April 7, 2020, through July 8, 2020, the next download should start with July 8, 2020.

4.3.5 TeamLink Audit Trail

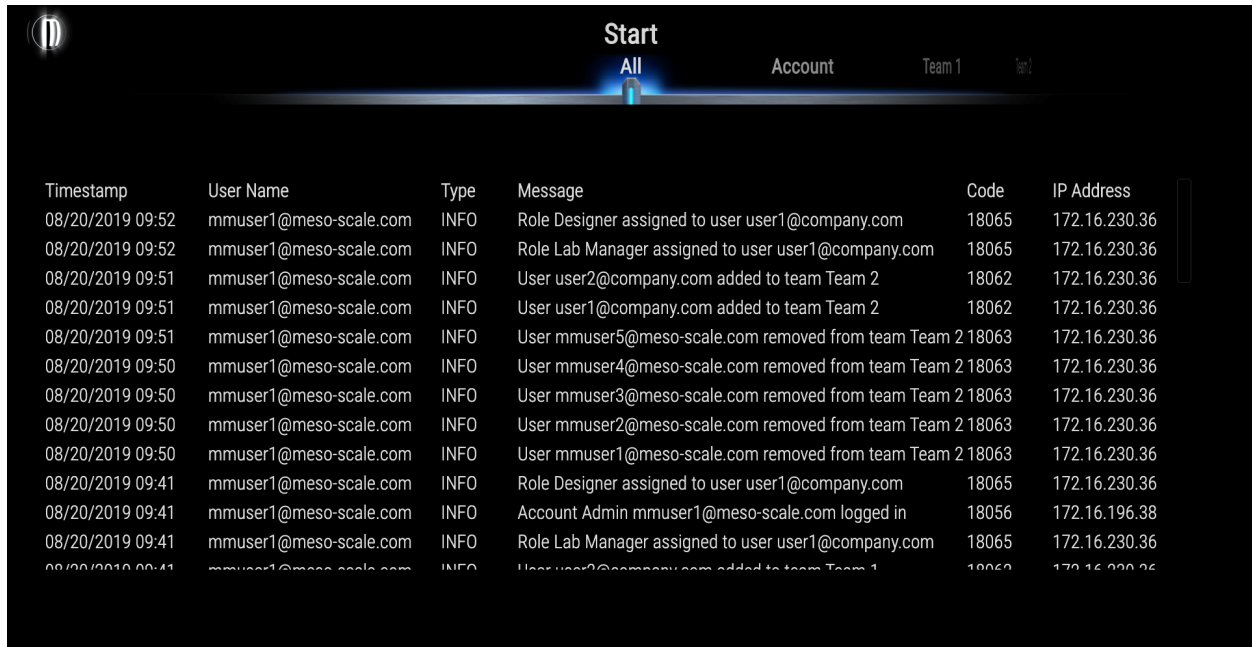
The Methodical Mind TeamLink Audit Trail allows Account Administrators and Team Administrators to view and export the list of all Audit Events that occur as a result of the administration of their Methodical Mind Accounts. The Audit Trail is persistent and immutable and may be browsed within TeamLink or exported for archiving or analysis.

Each Audit Event contains multiple pieces of information, including timestamps, User information, and the details of the Audit Event. Audit Events are automatically generated for most actions within Methodical Mind TeamLink, including (but not limited to):

- User Login or Logout
- Modification of a Methodical Mind Account attribute, such as the Account name or the password expiration period
- Creation or Modification of a Team
- Modification of a Role attribute, such as the Role name or enabling/disabling a Permission
- Creation, Modification, or Deletion of a User

To view the Audit Trail, select *TeamLink Audit Trail* from the MesoSphere Menu. The complete Audit Trail for the Methodical Mind Account may be viewed by selecting: *Start: All* from the Horizontal Dial. To only view Audit Events that affect the Account itself or a specific Team, navigate to *Start: Account* or *Start: <Team Name>* in the Horizontal Dial.

To export the Audit Trail, select *Admin Audit Trail* from the MesoSphere Menu (if not already selected). When the Audit Trail appears on-screen, navigate to the desired set of events (e.g., *All* or *<Team Name>*) in the Horizontal Dial and select *Export* from the MesoSphere Menu. A comma-separated values file (.csv) will be created and saved to the hard drive of the computer from which the audit trail is being viewed.



The screenshot shows the TeamLink Audit Trail interface. At the top, there is a horizontal dial with options: 'Start', 'All', 'Account', 'Team 1', and 'Team 2'. The 'All' option is currently selected. Below the dial is a table with the following columns: Timestamp, User Name, Type, Message, Code, and IP Address. The table contains 15 rows of audit events, including role assignments, user additions to teams, and user removals from teams.

Timestamp	User Name	Type	Message	Code	IP Address
08/20/2019 09:52	mmuser1@meso-scale.com	INFO	Role Designer assigned to user user1@company.com	18065	172.16.230.36
08/20/2019 09:52	mmuser1@meso-scale.com	INFO	Role Lab Manager assigned to user user1@company.com	18065	172.16.230.36
08/20/2019 09:51	mmuser1@meso-scale.com	INFO	User user2@company.com added to team Team 2	18062	172.16.230.36
08/20/2019 09:51	mmuser1@meso-scale.com	INFO	User user1@company.com added to team Team 2	18062	172.16.230.36
08/20/2019 09:51	mmuser1@meso-scale.com	INFO	User mmuser5@meso-scale.com removed from team Team 2	18063	172.16.230.36
08/20/2019 09:50	mmuser1@meso-scale.com	INFO	User mmuser4@meso-scale.com removed from team Team 2	18063	172.16.230.36
08/20/2019 09:50	mmuser1@meso-scale.com	INFO	User mmuser3@meso-scale.com removed from team Team 2	18063	172.16.230.36
08/20/2019 09:50	mmuser1@meso-scale.com	INFO	User mmuser2@meso-scale.com removed from team Team 2	18063	172.16.230.36
08/20/2019 09:50	mmuser1@meso-scale.com	INFO	User mmuser1@meso-scale.com removed from team Team 2	18063	172.16.230.36
08/20/2019 09:41	mmuser1@meso-scale.com	INFO	Role Designer assigned to user user1@company.com	18065	172.16.230.36
08/20/2019 09:41	mmuser1@meso-scale.com	INFO	Account Admin mmuser1@meso-scale.com logged in	18056	172.16.196.38
08/20/2019 09:41	mmuser1@meso-scale.com	INFO	Role Lab Manager assigned to user user1@company.com	18065	172.16.230.36
08/20/2019 09:41	mmuser1@meso-scale.com	INFO	User user2@company.com added to team Team 1	18062	172.16.230.36

FIGURE 4.19. TeamLink Audit Trail.

4.3.5.1 TeamLink Audit Events

Each event that is written to the Audit Trail has a unique event code. Table 4.2 provides a list of event codes, and a description of the corresponding event that will be logged to the audit trail.

TABLE 4.2. Audit Event Codes and Descriptions.

Event Code	Event Description
18051	An Account was created.
18052	The name of an Account was changed.
18053	An Account Administrator was added to the Account.
18054	An Account Administrator was removed from the Account.
18056	An Administrator logged in to TeamLink.
18057	An Administrator logged out of TeamLink.
18058	The name of a Team was changed.
18059	A Team Administrator was created for a Team.
18060	A Team Administrator was removed from a Team.
18061	A new Team was created.
18062	A User was added to a Team.
18063	A User was removed from a Team.
18064	A User was authorized to access a Team. This event occurs when the Team Administrator selects <i>Confirm</i> , after adding one or more Users to a Team and assigning Roles.
18065	A Role was assigned to a Team Member.
18066	A Role was removed from a Team Member.
18067	The name of a Role was changed.
18068	A Permission was added to a Role.
18069	A Permission was removed from a Role.
18074	The password expiration period was changed.
18078	A User's password was changed.
18082	A list of Users was imported from a text file and added to a Team.
18083	The Primary Contact for an Account was changed.
18084	Two Factor Authentication was enabled for the Account.
18085	Two Factor Authentication was disabled for the Account.
18086	Two Factor Authentication was enabled for the Methodical Mind Reader software on all instrument computers when logging in with Methodical Mind credentials for this Account.
18087	Two Factor Authentication was disabled for the Methodical Mind Reader software on all instrument computers when logging in with Methodical Mind credentials for this Account.

5 Support

Support is provided for all authorized Users of Methodical Mind.

Methodical Mind Support

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