



Requirements for RL6/PEER

1. All File Submitters and File Managers will need to have access to a computer to enter events and enter follow ups on events.
2. Assessment of your current hardware is advisable, considering use of computers for other software programs, such as an EMR/EHR to ensure access is available. Assessment of current internet connectivity is also recommended to ensure speed and reliability.
3. Software is hosted remotely by RLDatix; no need for separate server.
4. Current requirements: Google Chrome, Apple Safari OS-X, Mozilla Firefox, or Microsoft Edge.
5. Settings on each computer that accesses PEER will need to be adjusted by your internal IT staff.
6. We require that Risk Managers and internal IT primary contacts sign up for RL HUB for trouble shooting. [HUB: Sign In \(rldatix.com\)](https://rldatix.com)
 - a. First, notify Linda Durbin of who is setting up an account so that she may notify RL to approve the account.
 - b. Next, go to the HUB via above address and complete the registration steps; please be sure you indicate that your organization is with FSA Risk Management, and then provide the name of your organization; that is how RL identifies use.
7. Internal IT is integral to the roll out of PEER at your organization; the more knowledgeable they are about the software and its requirements, the smoother the onboarding will be.
8. The majority of IT's involvement will be at the start of PEER and upon doing any software upgrades, which are scheduled far in advance and are not done more than once annually.
9. There may be intermittent needs for trouble shooting.
10. RLDatix is available to assist with any issues via call in assistance and WebEx's, but internal IT is expected to be first level support before calling in.
11. In the event that the internet is down at your organization, we provide a paper form that can be found on the FSA website. We suggest having a few forms printed out so that if there is an outage, events can be recorded manually and later entered into PEER once the internet is working again.