



DIGISTAT®

DIGISTAT® Version 4.0

QUICK START GUIDE

DIG DD IU 0003 ENG V02

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2. Start-up procedure

2.1. DIGISTAT® installation

The DIGISTAT® system can only be installed by UMS technicians or technicians explicitly authorized by UMS.

The end-user will find the system already installed and properly configured on his/her workstation.

2.2. How to run DIGISTAT®

To run DIGISTAT®

- Double click the  icon on the workstation desktop.

The following window is displayed while the system is loading (Fig 1). The connection status and the loading process are indicated on the window.



Fig 1

After a few seconds the DIGISTAT® work area is displayed (Fig 2).

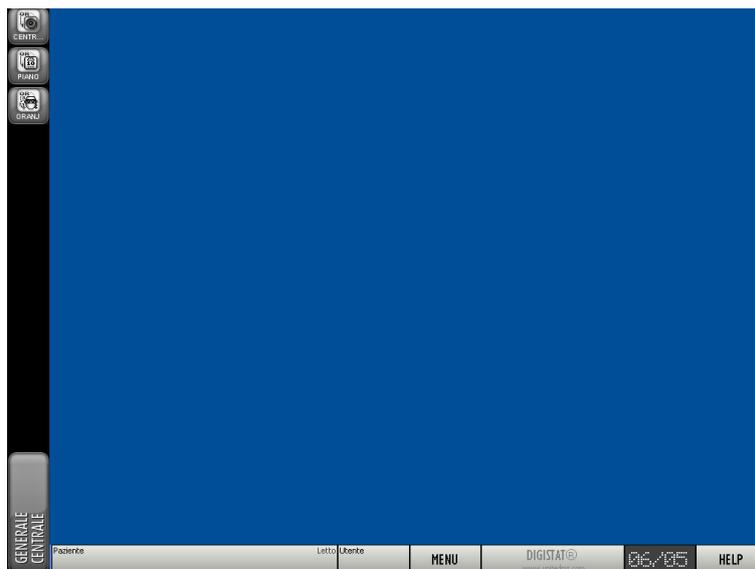


Fig 2

2.3. Log In procedure

To use DIGISTAT® it is necessary to log in to the system. I.e. the user must insert his/her credentials (user name and password).



The username and password are issued by the system administrator. If you do not have a username and a password you are not authorized to use the DIGISTAT® system.

To log in, at the beginning of every work session,

- Click the button indicated in Fig 3 A.

The following screen is displayed.

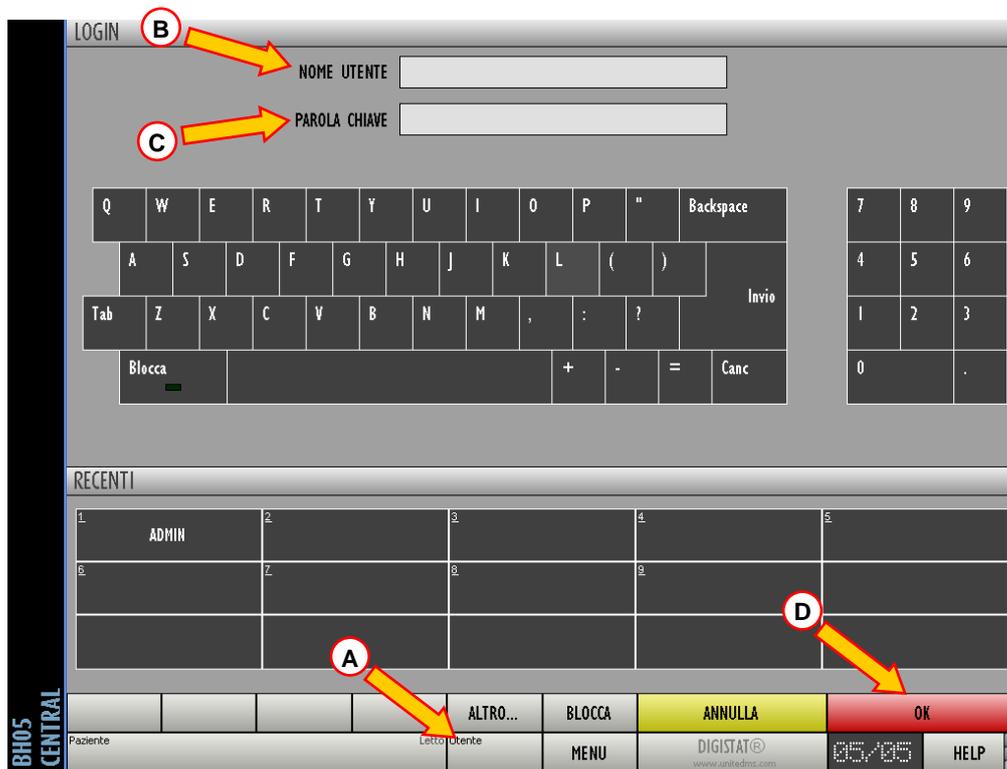


Fig 3 – Accesso al sistema

Then, on the screen

- Insert your username in the “User Name” field (Fig 3 B).
- Insert your password in the “Password” field (Fig 3 C).
- Click the button (Fig 3 D).

The user is this way logged. An acronym indicating the user currently logged is displayed on the  button on the control bar (the acronym is “ADM” in Fig 4).



Fig 4 – Logged user

WARNING!



*The user whose credentials are displayed on the **USER** button is accountable for the actions performed on the DIGISTAT® system. It is therefore recommended to the user to log out from the system each time he/she walks away from the workstation. This to avoid possible improper use of the system. See paragraph 2.4 for the “Log out” procedure.*

2.3.1. Barcode login

It is possible, in the healthcare structures adopting this kind of technology to log in through barcode scanning.

To use this functionality, when the system displays the login screen (Fig 3),

- scan the user’s personal barcode.

If the barcode is recognized the user is immediately logged in.



Barcode technology is recommended when selecting an item. Scanning the item’s barcode (as, for instance, the user’s personal badge), instead of selecting it manually, helps the user to diminish selection errors.

2.3.2. How to disable the automatic user log out (“User lock” functionality)

If the system remains idle for a certain time (configurable), the user is automatically logged out.

To disable this functionality it is necessary, after username and password specification and before clicking **OK**,

- Click the **LOCK** button on the “Log in” screen command bar (Fig 5 A).



Fig 5 – Control Bar

If the user is locked, the user acronym on the command bar is red (Fig 6).



Fig 6 – Locked user



The user is advised against the frequent use of the lock function. Automatic log out is implemented to protect the system from unauthorized accesses.

2.4. Log out

The user, to close a work session with DIGISTAT®, must “log out” from the system.

To log out

- Click the  button on the command bar (Fig 7 and Fig 3 A).



Fig 7

The user acronym disappears from the “User” button -  -.

3. System unavailability

If, during start up, there are problems connecting with the server, the system provides a specific “System recovery” window (Fig 8).



Fig 8

The connection problem sometimes is automatically solved after a short time. If not, please contact UMS technical assistance. See paragraph 5 for UMS contacts.

Cases exit, rare but possible, in which it is physically impossible to use the DIGISTAT[®] system (due to long duration black outs, catastrophic events etc.).

The healthcare structure using DIGISTAT[®] should define an emergency procedure to face this kind of events and to:

- 1) allow the hospital departments to be operative again;
- 2) restore the system availability as soon as possible.

UMS can provide support and assistance for the emergency procedure, but the healthcare structure is responsible for the procedure definition and execution.

See paragraph 5 for the UMS contacts.

4. DIGISTAT® IFU

The DIGISTAT® system instructions for use (IFU) are provided with the product. They are available on line in digital format (only this quick start guide is provided on paper). To access the instructions for use

- Click the  button on the command bar (Fig 9)



Fig 9

A screen opens, making it possible to access:

- 1) the relevant DIGISTAT® user manuals;
- 2) possible quick reference guides referring to specific procedures.

The on line documentation is in PDF format.

4.1. On line manuals

The DIGISTAT® user manuals can also be downloaded from an ftp site on the internet.

Every DIGISTAT® customer can access a protected area on which all the existing versions of the relevant manuals are present. The user can this way check if an updated version of his/her manuals exists. Of course UMS informs his customers in case of updates impacting safety issues and provides in these cases the updated user manuals.

The area can only be accessed after user authentication. Each customer has a username and password that he/she must insert to access the protected area. These credentials are provided when DIGISTAT® is installed together with the product labelling.

Each manual is identified by a specific code having this form:

“DIG DD [*Product name*] IU NNNN ENG Version MM”

For instance

“DIG DD IU 0001 ENG V01”

The final digits of the code (“V01”) are the ones the progressively increase in case of updated versions of the same manual.

New versions of a document are released in case of updates of the former document (after, for instance, detection and correction of minor errors, typos, omissions etc... both in DIGISTAT[®] and in the document).

In case of new versions of the DIGISTAT[®] system a new manual is released (not a new version of an existing manual). In these cases the document code changes (in the example the document code is “0001”, underlined below).

“DIG DD IU 0001 V01”

The new document is provided to the customer together with the DIGISTAT[®] update.

The document code can be read on the frontespiece and in the footer of each page. The relevant DIGISTAT[®] version is indicated on the frontespiece.

The DIGISTAT[®] version currently installed is indicated in the “About box” (see paragraph 4.1.2 for instructions on how to display the “About box”).

The DIGISTAT[®] version is indicated by a number, for instance “3.0.1”. The first two digits indicate new releases and major system updates. The last digit indicates minor updates and bug corrections. A user manual is valid for all the DIGISTAT[®] versions sharing the first two digits. For example: the same manual is valid for versions 3.0.1, 3.0.2, 3.0.3, 3.0.15 etc... A new manual is released for version 3.1.0.

In case of loss of username and/or password please contact UMS technical assistance by phone, fax or e-mail to get new credentials. See paragraph 5 for UMS contacts.

4.1.1. How to download the manuals

The user manuals can be downloaded via client ftp (any). In this guide we use, as example, FileZilla, available on the internet for free download. In case another client is used, please refer to the specific instructions.

If you use FileZilla, use version 3.5 or higher.

To download the DIGISTAT[®] manuals,

1. Install FileZilla (version 3.5 or higher).

The default values indicated during installation procedures are correct.

2. Run the program. The following screen opens (Fig 10).

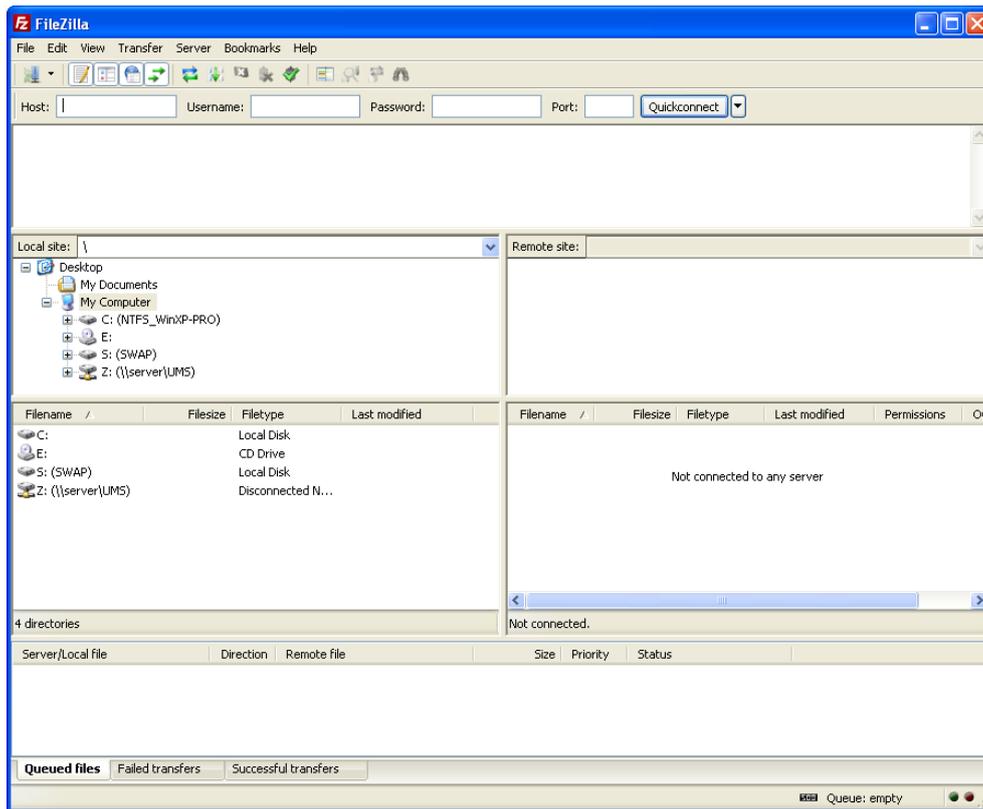


Fig 10

At first start, configure the software as follows:

3. Click “Edit” (Fig 11 A) and then, on the drop down menu
4. Click “Settings” (Fig 11 B).



Fig 11

The following window opens (Fig 12).

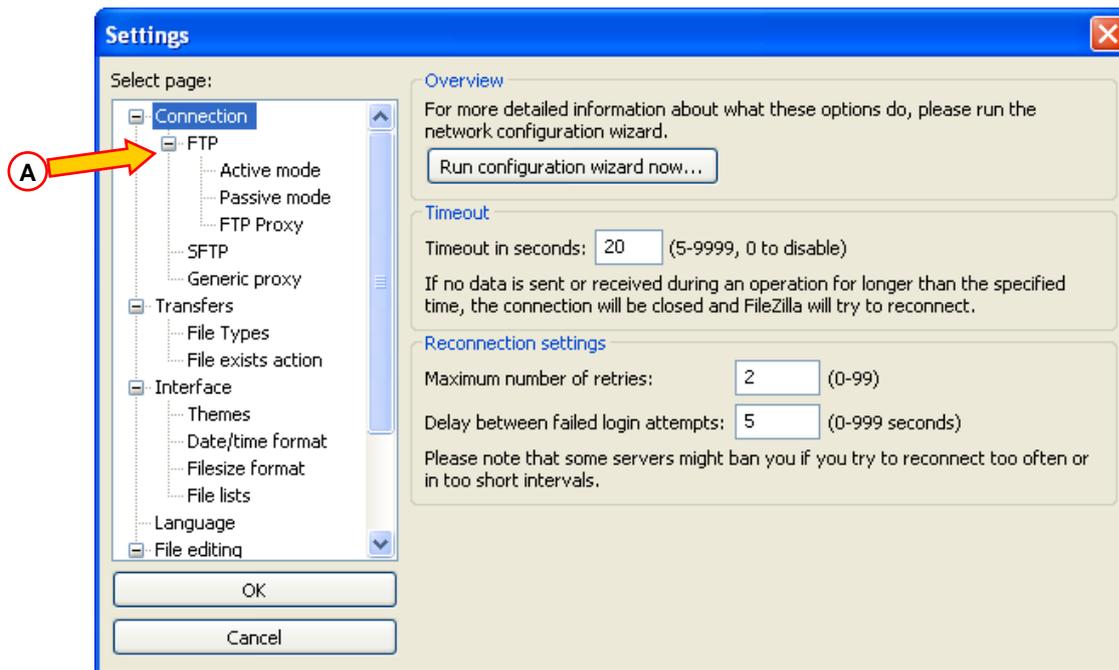


Fig 12

5. Select FTP (Fig 12 A). The screen changes in the following way (Fig 13).

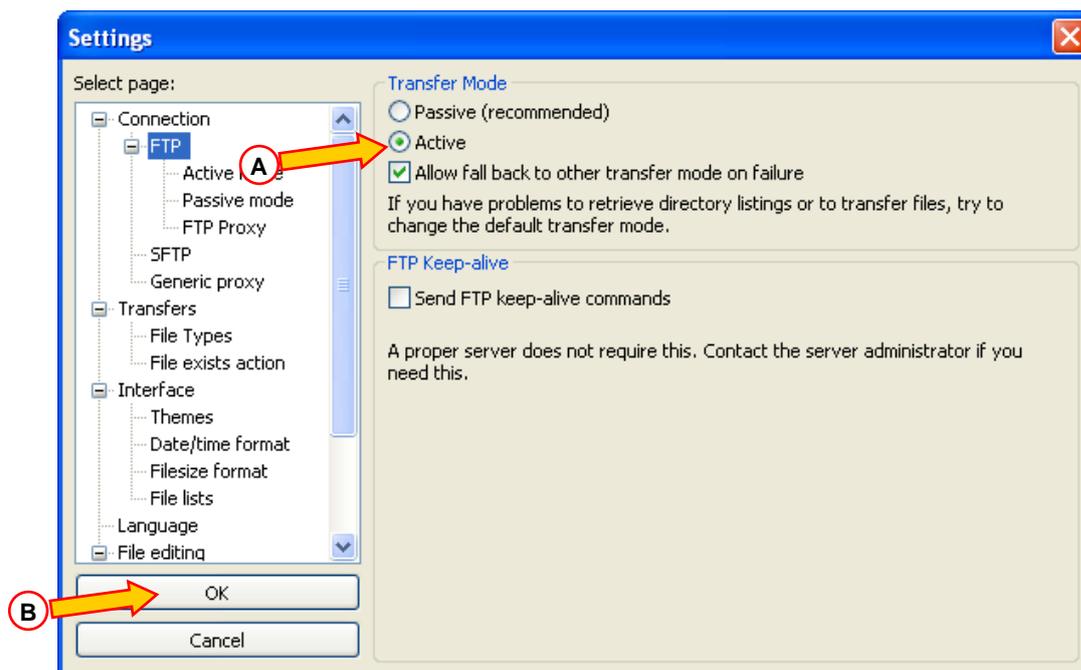


Fig 13

6. Select the “Active” checkbox (Fig 13 A). Other settings must not be changed.

7. Click “OK” (Fig 13 B).

The window disappears.

8. Insert your credentials on the FileZilla main screen (Fig 14 A):

Host: <ftp.unitedms.it>

Username – User name provided by UMS

Password – Password provided by UMS

Port – not necessary

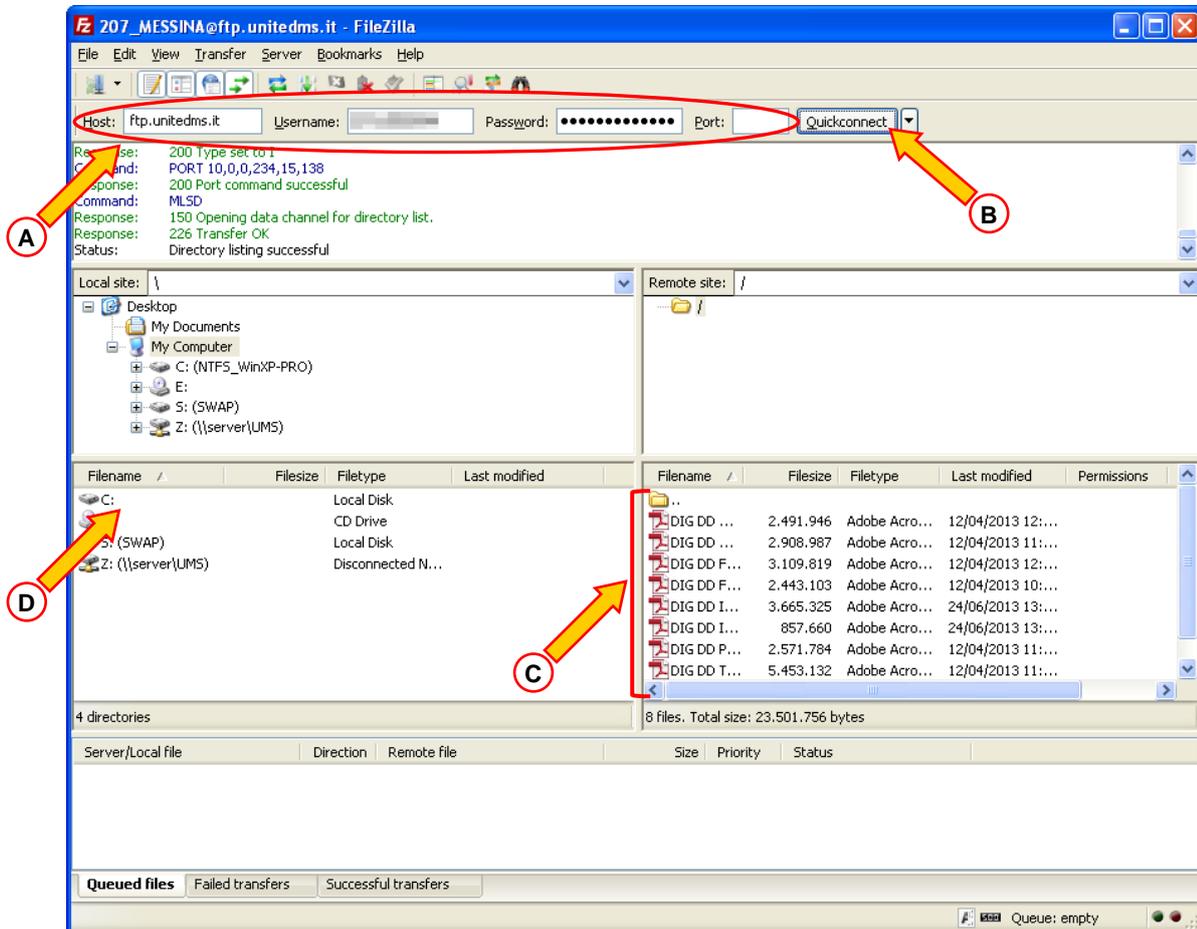


Fig 14

9. Click “Quickconnect” (Fig 14 B).

The connection with the ftp server is this way established. The list of available manuals is displayed on the window indicated in Fig 14 C. To transfer the relevant file to your PC

10. Drag the file to the window indicated in Fig 14 D.

4.1.2. How to display the DIGISTAT® about box

To display the DIGISTAT® about box

➤ Click the **MENU** button on the Control Bar (Fig 15)



Fig 15

A menu containing different options opens (Fig 16).

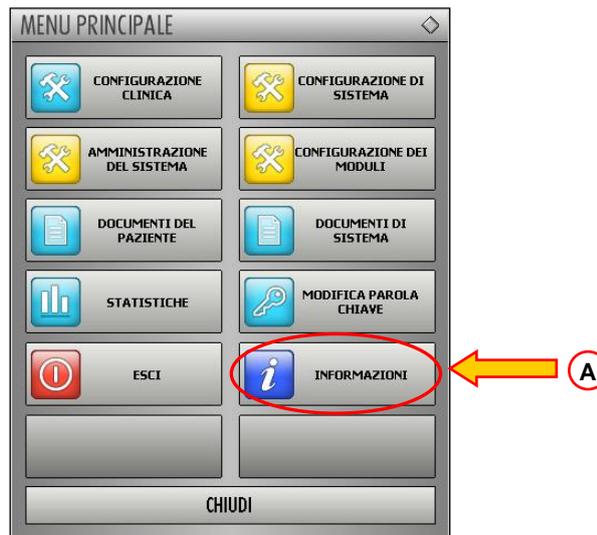


Fig 16

➤ Click, on the menu, the  button (Fig 16 A).

The DIGISTAT[®] about box opens (Fig 17).



Fig 17

The current DIGISTAT[®] version is indicated by the arrow in the figure.

4.2. Printed IFU

The customer can request a printed version of the user manuals of the purchased products. UMS srl will provide the requested manuals as soon as possible.

The request must be forwarded to the technical assistance. See paragraph 5 for the list of UMS contacts.

5. Contacts

- **UMS srl - United Medical Software**

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