



# **DIGISTAT® V5.1**

## **Quick Reference Guide**

**DIG QRG IU 0007 GBR V01**

Ascom UMS s.r.l. Unipersonale

Via Amilcare Ponchielli 29, IT-50018 Scandicci (FI), Italia

Puh. (+39) 055 0512161 – Fax (+39) 055 829030

[www.ascom.com](http://www.ascom.com)

# Content

- 1. Start-up procedure..... 3**
  - 1.1 DIGISTAT® installation ..... 3
  - 1.2 How to run DIGISTAT® ..... 3
  - 1.3 Log In procedure ..... 4
    - 1.3.1 Barcode login ..... 6
    - 1.3.2 How to disable the automatic user log out (“User lock” functionality) ..... 6
  - 1.4 Log out ..... 6
- 2. System unavailability ..... 7**
- 3. DIGISTAT® Instructions for Use..... 8**
  - 3.1.1 How to display the DIGISTAT® about box..... 9
  - 3.2 Printed Instructions for Use ..... 11
- 4. Contacts ..... 12**

## 1. Start-up procedure

### 1.1 DIGISTAT® installation

The DIGISTAT® system can only be installed by ASCOM UMS technicians or technicians explicitly authorized by ASCOM UMS. The end-user will find the system already installed and properly configured on his/her workstation.

### 1.2 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).



Fig 1

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

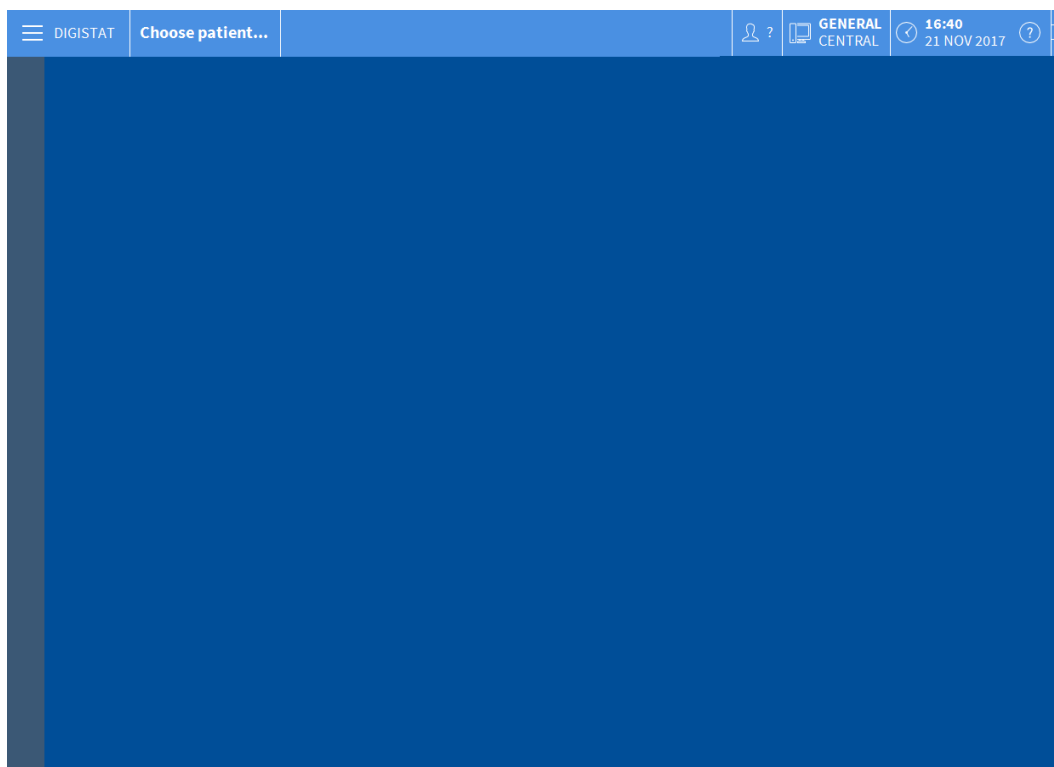


Fig 2

### 1.3 Log In procedure

To use DIGISTAT® it is necessary to log in to the system. The user must insert his/her credentials (user name and password) at the beginning of every work session.

- Click the **User** button indicated in Fig 3 **A**. The following screen is displayed.

Fig 3

Then, on the screen:

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

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



Fig 4

### 1.3.1 Barcode login

It is possible to log in through barcode scanning, where the healthcare organization uses this technology.

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.

### 1.3.2 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 must be done, after username and password specification but before clicking **Ok**,

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



Fig 5

If the user is locked, a padlock icon is shown on the user button (Fig 6).



Fig 6

## 1.4 Log out

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

To log out:

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



Fig 7

The user acronym disappears from the **User** button.

## 2. 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 ASCOM UMS technical assistance. See section 5 for ASCOM UMS contacts.

In rare cases it can be physically impossible to use the DIGISTAT® system (due to long duration black outs, catastrophic events etc.).

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

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

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

See section 5 for the ASCOM UMS contacts.

### 3. DIGISTAT® Instructions for Use

The DIGISTAT® system instructions for use are provided with the product. They can be displayed in digital format within the DIGISTAT® system (only this quick start guide is provided on paper). To access the instructions for use:

- Click the **Help** 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 online documentation is in PDF format.

#### 3.1 On line update of the user manual

The DIGISTAT® user manual 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 manuals are present. The user can this way check if an updated version of his/her manuals exists. ASCOM UMS/Distributors will inform his customers in case of updates impacting safety issues. In these cases the updated user manuals will be provided. 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 present in the product box inside the product passwords envelope. Each manual is identified by a specific code having this form:

“DIGQRGIU.NNNNENG. **Version MM**”

For instance

“DIGQRGIU.0001ENG.**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).

If new versions of the DIGISTAT® system are released, 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).

“DIGQRGIU.**0001**ENG.V01”



The new document is provided to the customer together with the DIGISTAT® update. The document code can be read on the frontispiece and in the footer of each page. The relevant DIGISTAT® version is indicated on the frontispiece.

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

The DIGISTAT® version is indicated by a number, for instance “1.0.1”. The first two digits indicate new releases and major updates of the DIGISTAT® system. The last digit indicates minor updates and bug corrections. A user manual refers to all the DIGISTAT® system versions sharing the first two digits. It is valid if it is the latest version published on the ftp site. In case of loss of username and/or password please contact ASCOM UMS or Distributors to get new credentials. The contacts list is on page 12.

### 3.1.1 How to download the manuals

The user manuals can be downloaded via our Cloud server using any browser (eg. IE Explorer, Chrome, Firefox). To download the DIGISTAT® manuals, type the following address on your web browser address bar:

**Host URL:** <https://confluence.ascom-ws.com>

A welcome page is this way displayed. It is now required to enter username and password to access the User Manuals list.

**Username** – User name provided by ASCOM UMS

**Password** – Password provided by ASCOM UMS

## 4. How to display the DIGISTAT® about box

To display the DIGISTAT® about box

- Click the **Menu** button on the Control Bar (Fig 10 **A**)



Fig 10

A menu containing different options opens (Fig 11).

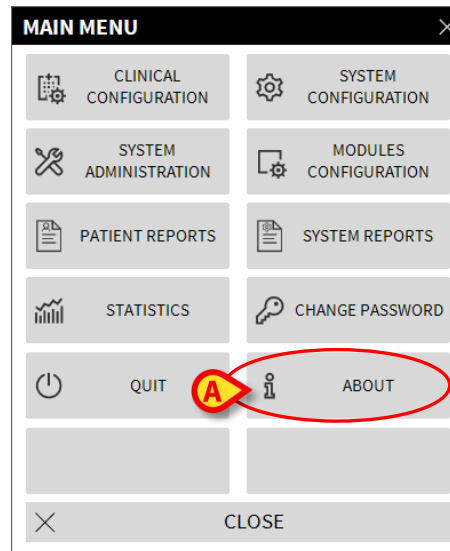


Fig 11

- Click, on the menu, the **About** button (Fig 11 A).

The DIGISTAT® about box opens (Fig 12).



Fig 12

## **4.1 Printed Instructions for Use**

Customers can request a printed version of the user manuals for the purchased products. ASCOM UMS will provide the requested user manuals as soon as possible.

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

## 5. Contacts

For any issue, please refer first to the Distributor who installed the Product.

Here are the manufacturer contacts:

### **ASCOM UMS s.r.l unipersonale**

Via Amilcare Ponchielli 29, 50018, Scandicci (FI), Italy  
Tel. (+39) 055 0512161  
Fax (+39) 055 8290392

### **Technical assistance**

[support.it@ascom.com](mailto:support.it@ascom.com)  
800999715 (toll free, Italy only)

### **Sales and products information**

[it.sales@ascom.com](mailto:it.sales@ascom.com)

### **General info**

[it.info@ascom.com](mailto:it.info@ascom.com)