

# ascom

## **Control Bar Web User Manual**

**DIG UD CBRWEB 0006 ENG V01**

**DIGISTAT® V5.0**

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DIGISTAT® version 5.0

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# Contents

<b>1. “Control Bar” web and DIGISTAT® web environment.....</b>	<b>4</b>
1.1 Introduction.....	5
1.2 Touch screen.....	5
1.3 Launching DIGISTAT® web .....	6
1.4 User login.....	6
1.5 DIGISTAT® Work Area.....	8
1.5.1 Selecting a module.....	9
1.5.2 Disabling the automatic log out.....	9
1.6 DIGISTAT® web Control Bar.....	10
1.7 DIGISTAT® Main Menu .....	11
1.7.1 Change password .....	11
<b>2. Manufacturer Contacts.....</b>	<b>13</b>

## 1. “Control Bar” web and DIGISTAT® web environment

### **IMPORTANT!**

*For general and detailed information about the DIGISTAT® environment and the instruction for use of the Control Bar desktop software see the document “DIG UD CBR IU 0006 ENG V01 - Digistat Control Bar User Manual”. The knowledge of this document is necessary for a correct and safe use of the Digistat Web applications.*

The following browsers are supported for use with DIGISTAT® web applications:

- Chrome 63
- Firefox 56
- Edge 41
- Internet Explorer 11



Only supported Web Browsers shall be used for Digistat Web.



A Digistat Web workstation shall always have the Web Browser in foreground. Besides, the Web Browser shall never be used for anything else but Digistat Web (which also implies that the Digistat Web homepage shall be the default homepage of the Web Browser).



The Browser's Display Scaling shall always be set to 100%.



When the local network is at least partially based on WiFi connections, given the intermittent nature of WiFi connections, disconnects could occur which activate the Disconnected Mode (grey carpet covering Digistat Web) and thus the system may not be available. The healthcare structure must work to ensure optimal WiFi coverage and instruct the staff on how to handle these temporary system outages

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## 1.1 Introduction

This manual describes the features and functions of the DIGISTAT® web environment. It describes the functionalities that apply across the DIGISTAT® systems available on the web, independently from the specific modules installed.

Please remember that DIGISTAT® is an environment that, depending on the modules that are actually implemented, can be used in different areas of the healthcare facility, such as intensive care, operating rooms, outpatients departments etc., and for different goals.

## 1.2 Touch screen

DIGISTAT® can run both on touch and non-touch workstations. The same procedures can be performed using fingers or mouse device. In this manual “mouse”, terminology is used throughout, with terms as “click” instead of “tap”, for instance. Here is a quick translation table making it possible to apply this manual to all kinds of workstations and user preferences. When specific gestures can be applied to specific screens/functionalities, it will be highlighted in the relevant context. In general, the main actions can be translated this way:

Mouse	Touch Screen
Click	Tap
Double click	Double tap
Drag	Flick
Use scrollbars	Scroll
Zoom in	Two fingers tap

### 1.3 Launching DIGISTAT® web

To launch DIGISTAT® web

- type the specific address on the browser address bar.

The following page opens

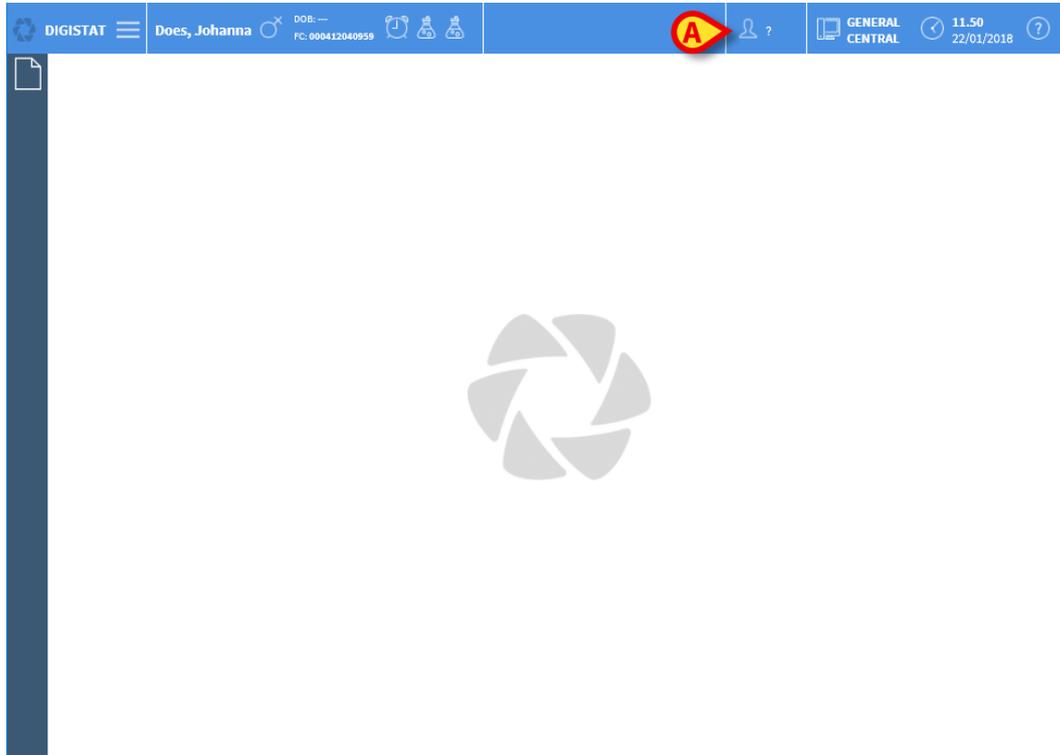


Fig 1

### 1.4 User login

User Login is required to enable the system functionalities. To log in

- Click/Touch the user button indicated in Fig 1 **A**.

The following page is displayed

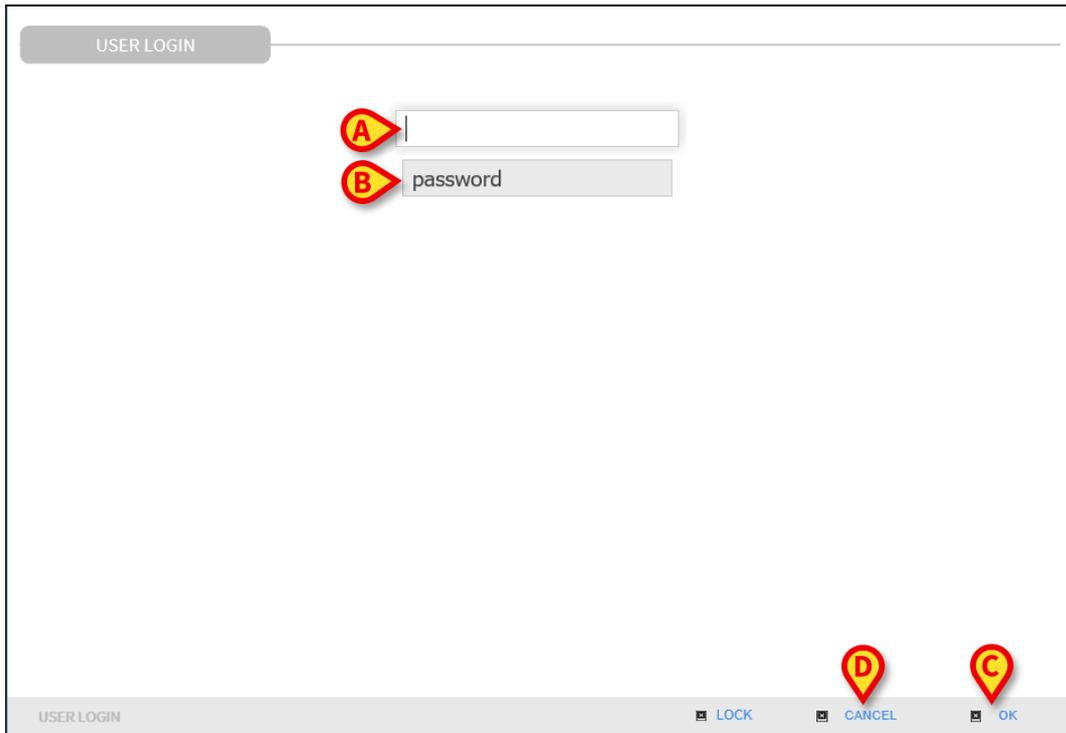


Fig 2

- Enter your username in the “**Username**” field (Fig 2 **A**)
- Enter your password in the “**Password**” field (Fig 2 **B**)
- Click the **Ok** button (Fig 2 **C**)

The user is this way logged in. To cancel the operation:

- Click the **Cancel** button (Fig 2 **D**)



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.

After accessing the system, an acronym corresponding to the logged user is displayed on the **User** button on the control bar (the acronym is ADM in Fig 3 **A**).



Fig 3



The user whose credentials are displayed on the User button is responsible for all the actions performed on DIGISTAT® system. It is strongly recommended to log out before leaving the DIGISTAT® workstation to avoid improper use of the system.

To log out, click the **User** button during the work session. When this button is clicked, the user is disconnected and the acronym of the user disappears from the button.

To log in again, click the **User** button again. The screen shown in Fig 2 will appear again.

## 1.5 DIGISTAT® Work Area

The DIGISTAT® Work Area is defined and enclosed by Control Bar, a tool that is common to all DIGISTAT® installations (Fig 4).

Control Bar manages the installed modules and systems, the patients, the users. The DIGISTAT® Control Bar is formed by a horizontal command bar (Fig 4 **A**), by a vertical selection bar on the left (“Lateral Bar” - Fig 4 **B**) and by a central Work Area. The different screens of the available modules are displayed within the Work Area (Fig 4 **C**).

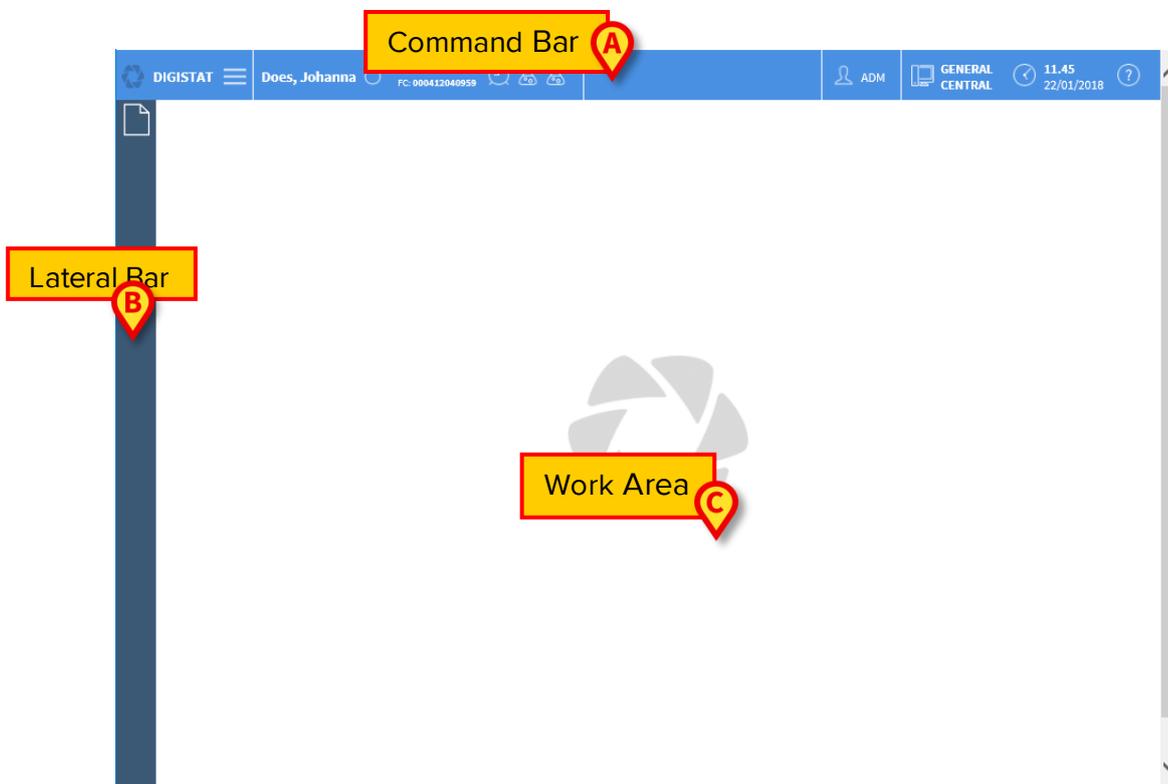


Fig 4

The command bar (Fig 4 **A**) will be described in paragraphs 1.6 and subsequent.

The lateral bar displays the icons of the currently available modules. See Fig 5.

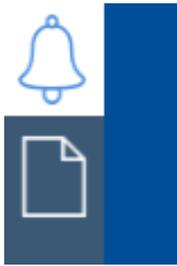


Fig 5

The module currently selected is highlighted.

### 1.5.1 Selecting a module

To select a module:

- Click the corresponding icon in the lateral bar

The icon will be highlighted and the module's functionalities will be displayed within the Work Area.

It is only possible to select a module after the user log in.

### 1.5.2 Disabling the automatic log out

If the system is not used, or remains idle for a certain length of time, the user is automatically disconnected (automatic log out). This length of time depends on a configuration parameter.

To stop automatic log out from happening the user must click the lock button after entering the username and password but before clicking **Ok** (Fig 6 **A**).



Fig 6

If the user is locked, the logged user acronym is displayed in red (Fig 7).



Fig 7



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

## 1.6 DIGISTAT® web Control Bar

The control bar that appears in the upper part of the screen is common to all DIGISTAT® modules. Its main characteristics are listed below.



Fig 8

- The **Menu** button (Fig 8 A) opens a page displaying various menu options. See paragraph 0.
- The **Patient** button (Fig 8 B) displays, after patient selection, the patient name and main data. If the patient is admitted the bed number is displayed as well. The icons placed alongside the patient data are customizable shortcuts making it possible to access specific configured information.

Click the button to display more patient data and patient photo (if available - Fig 9).

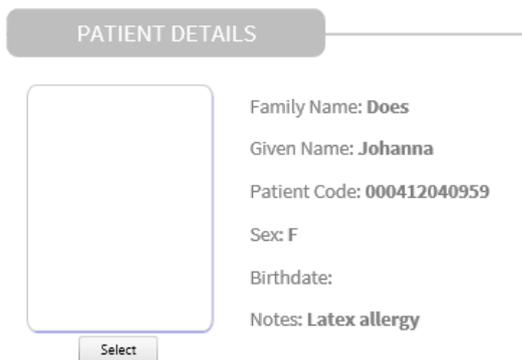
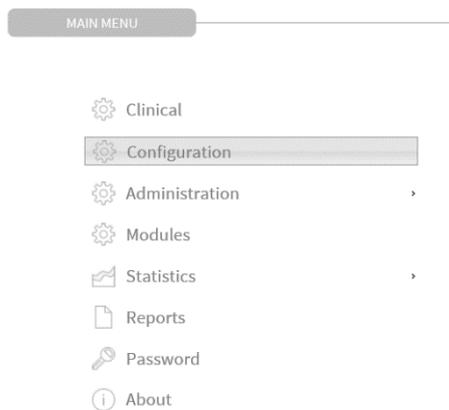


Fig 9

- The area indicated in Fig 8 C can be used to signal that there are notifications for the user.
- The user button gives access to login/logout functionalities (Fig 8 D).
- Indication of the type of Digistat Domain (Fig 8 E - fully customizable, for example: central, bedside etc...)
- Date - time indication (Fig 8 F)
- Use the **Help** button (Fig 8 G) to access the online user documentation available.

## 1.7 DIGISTAT® Main Menu

The **Menu** button placed on the DIGISTAT® Control Bar (Fig 8 **A**) opens a page listing several options (Fig 10).



**Fig 10**

Each button on the menu accesses a specific set of functions.

The procedures associated with the following buttons relate to system configuration and are therefore reserved to the system administrators.

### **Clinical**

### **Configuration**

### **Administration**

### **Modules**

### **Statistics.**

the **Reports** button can be configured to access different pre-configured print reports.

The **Password** button makes it possible to change the user password. See paragraph 1.7.1

The **About** button opens a window containing information on the DIGISTAT® version installed, the related licenses and labelling information.

### 1.7.1 Change password

The **Change Password** button on the DIGISTAT® main menu (Fig 10) opens a page making it possible to change the password of the user currently logged to the system (Fig 11).



CHANGE PASSWORD

Enter the OLD password **A**

**B** Enable Password  **C**

New password

Re-enter new password **D**

Passwords are case-insensitive. Use digits (0-9) and letters (A-Z).



**Fig 11**

To change the user password:

- Type the current password in the “**Enter the OLD password**” field (Fig 11 **A**)
- Verify that the “**Enable password**” checkbox (Fig 11 **B**) is selected
- Type the new password in the field indicated in Fig 11 **C**.
- Type again the new password in the field “**Re-enter new password**” (Fig 11 **D**).
- Click the **Ok** button (Fig 11 **E**)



The passwords are not sensitive to uppercase and lowercase. The passwords can only be formed by numbers (0 to 9) and letters (A-Z).

## 2. Manufacturer Contacts

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

Here are the manufacturer contacts:

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