



Quick Reference Guide

DIGISTAT® V4.2

Ascom UMS s.r.l. Unipersonale

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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).

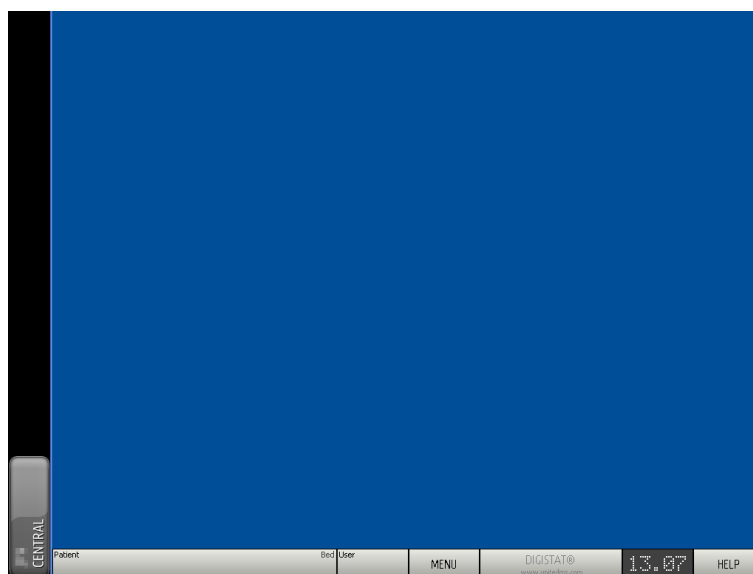


Fig 2

1.3 Log In procedure

To use DIGISTAT® it is necessary to log in to the system. I.e. the user must insert his/her credentials (user name and password). To log in, 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 “User Name” field (Fig 3 **B**).
- Insert your password in the “Password” field (Fig 3 **C**).
- Click the **Ok** button (Fig 3 **D**).

The user is this way logged. 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, 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.

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 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

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



Fig 6

1.4 Log out

The user, to close a work session with DIGISTAT®, 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).

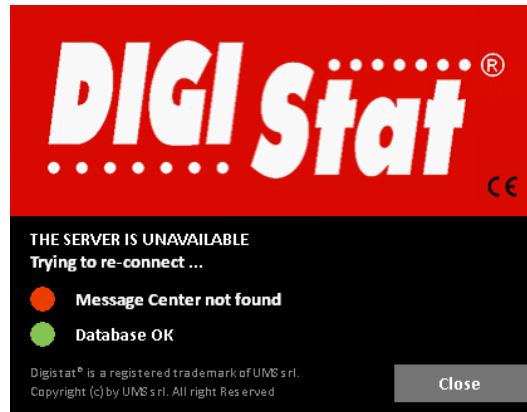


Fig 8

The connection problem sometimes is automatically solved after a short time. If not, please contact ASCOM UMS technical assistance. See paragraph 4 for ASCOM UMS contacts.

Cases exit, rare but possible, in which it is phisically 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.

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

See paragraph 4 for the ASCOM UMS contacts.

3. DIGISTAT® IFU

The DIGISTAT® system instructions for use (IFU) 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 on line documentation is in PDF format.

3.1 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 ASCOM 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 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 paragraph 3.1.2 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 refers to all the DIGISTAT® 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 technical assistance by phone, fax or e-mail to get new credentials. See paragraph 4 for ASCOM UMS contacts.

3.1.1 How to download the manuals

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

Host URL: <https://cloud.unitedms.it/>

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

3.1.2 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

3.2 Printed IFU

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

The request must be forwarded to the technical assistance. See paragraph 4 for the list of ASCOM UMS contacts.

4. Contacts

- **ASCOM UMS srl unipersonale**

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