ascom

Quick Reference Guide

DIGISTAT® V4.3

Content

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] icon on the workstation desktop.

The following window is displayed while the system is loading (Fig 1).

Fig 1

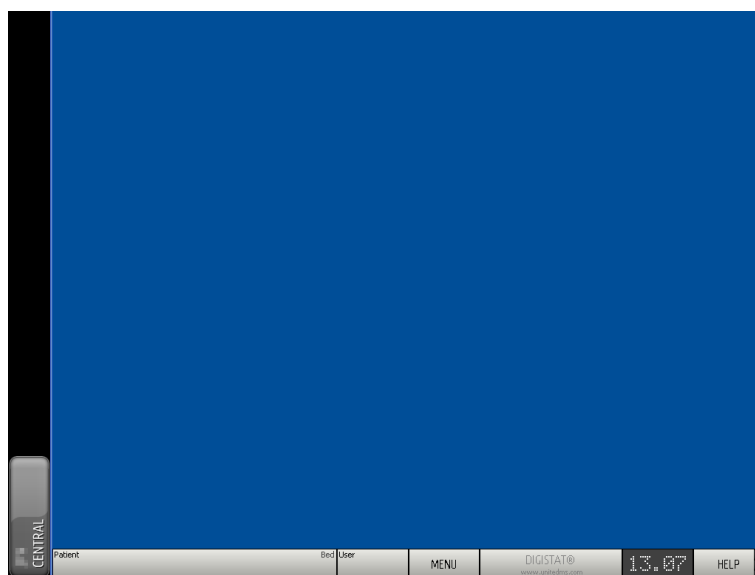After a few seconds the DIGISTAT® work area is displayed (Fig 2).

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, the user acronym on the command bar is red (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).
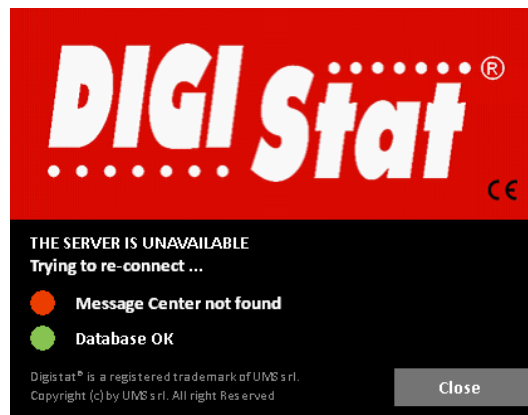

Fig 8

The connection problem sometimes is automatically solved after a short time. If not, please contact ASCOM UMS technical assistance. See section 0 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 0 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.

3.1.1 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 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 0 for the list of ASCOM UMS contacts.

4. 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
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Fax (+39) 055 8290392

Technical assistance

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