ascom

Digistat Suite

Quick Reference Guide

Version 16.0

2024-11-06

Digistat Suite version 9.2
The Digistat suite is composed by the following products:
Digistat® Care version 2.2
Digistat® Docs version 2.2

Digistat® Care and Digistat® Docs are manufactured by Ascom UMS srl (http://www.ascom.com).

Digistat® Care is $C\epsilon$ 2460 marked according to Regulation (EU) 2017/745 of the European Parliament and of the Council of 5 April 2017 on medical devices (MDR).

Ascom UMS is certified according to EN ISO 13485:2016 with the following scope: "Product and Specification development, marketing, sales, production, installation and servicing of information, communication and workflow solutions for healthcare including software and integration with medical devices and patient related information systems. Marketing, sales and installation of information, communication and workflow solutions for healthcare including hardware and software."

Software License
The Digistat® Suite must be used only after obtaining a valid license from Ascom UMS or the Distributor

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Content

1. Start-up procedure

1.1 Installation

The Digistat Suite 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 their workstation.

1.2 User Manuals

This section provides information on the documents that users must read for the comprehension and safe use of the products belonging to the Digistat Suite.

- Digistat Care users must read:

USR ENG Digistat Care - This document is necessary for the comprehension and safe use of all Digistat Care modules. It contains also Warnings and Safety Advisories that are defined as risk control measures, coming from the risk analysis performed on the Product. All the User Manuals of Digistat Care leverage on it and cannot be used separately from this document.

- Digistat Docs users must read:

USR ENG Digistat Docs - This document is necessary for the comprehension and safe use of all Digistat Docs modules. It contains also Warnings and Safety Advisories that are defined as risk control measures, coming from the risk analysis performed on the Product. All the User Manuals of Digistat Docs leverage on it and cannot be used separately from this document.

- All users must read:

USR ENG Control Bar - describing the Digistat Control Bar features and procedures, that are the same in all Digistat Desktop configurations.
USR ENG Control Bar Web - describing the Digistat Control Bar Web features and procedures, that are the same in all Digistat Web configurations.
USR ENG Mobile Launcher - describing the Digistat Mobile environment and the instructions for use of the Mobile Launcher module, that are the same in all Digistat Mobile configurations.
USR ENG Patient Explorer - describing the Patient Explorer module features and procedures, allowing to manage patient data archives and to interface with the patient data archives already existing in the healthcare organization.
USR ENG Patient Explorer Web - describing the Patient Explorer Web module features and procedures, allowing to manage patient data archives in a web environment and to interface with the patient data archives already existing in the healthcare organization.

Besides the abovementioned documents, that are mandatory for all users, the instructions for use of the modules belonging to every specific Digistat Suite installation must be read. E.g., for an Intensive Care configuration, the Digistat Therapy, Digistat Diary Web/Mobile and Digistat Fluid Balance modules could be installed. In that case the Digistat Suite users must read the user manuals related to each one of these modules.

Some examples of standard Digistat Solutions, with indications on the related user manuals, can be found here:

[Digistat Solutions](#)

The user manuals of the Digistat Suite can be found here:

[Digistat Technical Documents](#)

1.3 How to run the Digistat Suite

To run the Digistat Suite:

➢ Double click the ![icon] icon on the workstation desktop.

A starting screen is displayed while the system is loading.
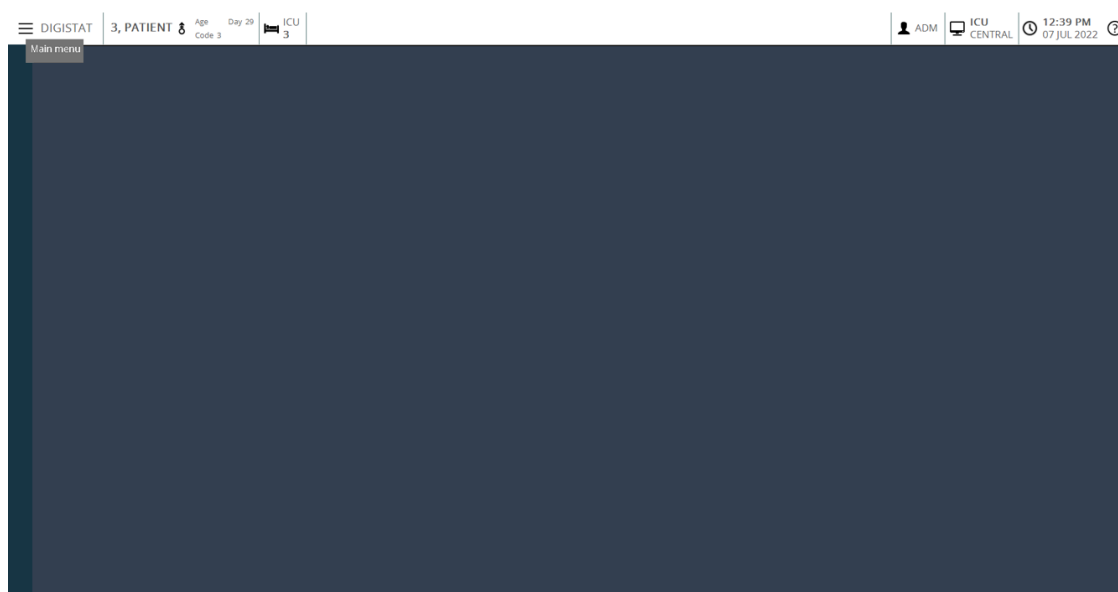
After a few seconds the work area is displayed (Fig 1).

Fig 1

1.4 Log In procedure

To use the Digistat Suite 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 2 **A**. The following screen is displayed.

Fig 2

Then, on the screen:

➢ Insert your username in the "Username" field (Fig 2 **B**).

➢ Insert your password in the "Password" field (Fig 2 **C**).

➢ Click the **Ok** button (Fig 2 **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 3).

Fig 3

1.4.1 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 2),

➢ scan the user's personal barcode.

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

1.4.2 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 4 **A**).

Fig 4

If the user is locked, a padlock icon is shown on the user button (Fig 5).

Fig 5

1.5 Log out

To close a work session, the user must "log out" from the system.

To log out:

➢ Click the **User** button on the command bar (Fig 6 and Fig 2 **A**).

Fig 6

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.

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 system.

The healthcare organization using the Digistat Suite 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. Instructions for Use

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

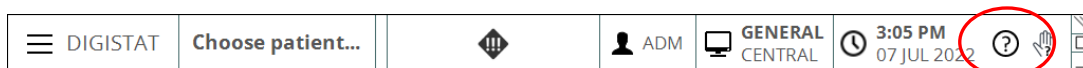➢ Click the **Help** button on the command bar (Fig 7)

Fig 7

A screen opens, making it possible to access:

1) the relevant 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 user manual can also be downloaded from the internet. Every 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 their manual exists.
To download the manuals, go to the following link:

[Digistat Technical Documents (sharepoint.com)](https://sharepoint.com)

A welcome page is displayed. Enter username and password to access the User Manuals list.

Username – User name provided by Ascom UMS/Distributor
Password – Password provided by Ascom UMS /Distributor

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 5 for the list of Ascom UMS contacts.

4. How to display the About Box

The **About** button on the main menu displays a window containing information on the Digistat Suite version, the products installed and the related licenses. To display the About Box:

➢ Click the **Menu** button on the Control Bar (Fig 8 **A**)

Fig 8

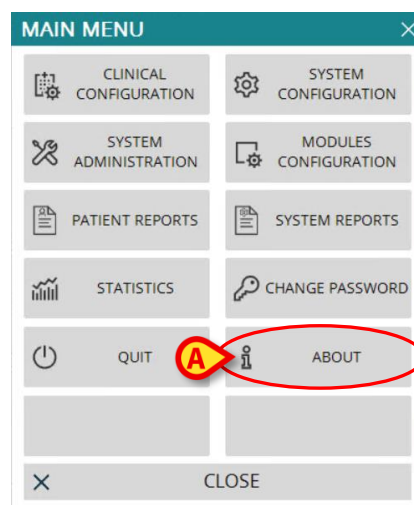A menu containing different options opens (Fig 9).

Fig 9

➢ Click, on the menu, the **About** button (Fig 9 **A**).

The About Box opens. The labeling of the product is the About Box displayed on the client workstations and mobile devices where the Digistat Suite is installed.

5. Contacts

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

UK Responsible Person: Ascom (UK) LTD., Wall Island, Birmingham Rd, Lichfield WS14 0QP, United Kingdom

Manufacturer contacts:

Ascom UMS s.r.l unipersonale

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