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Control Bar User Manual

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1. Control Bar



For general and detailed information about the Product see the specific documents of the Product. The knowledge and understanding of these documents is mandatory for an appropriate and safe use of Control Bar, described in this document.

1.1 The Digistat Suite - Overview

The Digistat Suite is a modular PDMS intended to create solutions to address the needs related to patient data management. The different solutions are created enabling the necessary modules that are part of the two products of the Suite, which are:

- Digistat Docs (not a medical device);
- Digistat Care (Class IIb medical device in the EU according to MDD).

Digistat Docs is a software that records, transfers, stores, organizes and displays patient information and patient related data in order to support caregivers to establish an electronic patient record.

Digistat Docs is not a medical device.

Digistat Care is a software that manages patient information and patient related data, including data and events from medical devices and systems, providing information to support treatment, diagnoses, prevention, monitoring, prediction, prognosis and mitigation of disease.

Digistat Care is a Class IIb medical device in the EU according to MDD.

Both products are modular, therefore the specific healthcare organization can choose whether enabling all the available modules or only a sub-set, according to their needs and goals.

A Digistat Suite solution is typically formed of modules belonging to both Products (Digistat Care and Digistat Docs). Control Bar, which is part of Digistat Care, is a peculiar module that provides a work environment for other modules, and is required for all the Digistat Suite solutions.

1.2 Touch screen

The Digistat Suite 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 the Digistat Suite

To launch the Digistat Suite:

- Double click the desktop icon (Fig 1)



Fig 1

A splash-screen is displayed while the system is loading.

The work area will then open. If this does not occur, a specific window warns the user about the possible cause.

1.4 The Work Area

The Work Area is defined and enclosed by Control Bar, a module that is common to all the Digistat Suite installations (Fig 2).

Control Bar is formed by a horizontal command bar (named “Control Bar” Fig 2 **A**), by a vertical selection bar on the left (“Lateral Bar” - Fig 2 **B**) and by a central Work Area. The different screens of the installed modules are displayed within the Work Area (Fig 2 **C**).



Fig 2

The command bar (Fig 2 **A**) will be described in paragraph 1.4.1 and following paragraphs.

The lateral bar displays the icons of the currently available modules. See Fig 3.



Fig 3

The module currently selected is highlighted.

1.4.1 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 specific module after the user log in (see next paragraph).

1.5 Accessing the Digistat Suite

The Digistat Suite can only be accessed by entering username and password (“Log in” procedure).

For this reason, at the beginning of every work session, it is necessary to click the **User** button (Fig 4 **A**).

The following screen is displayed.

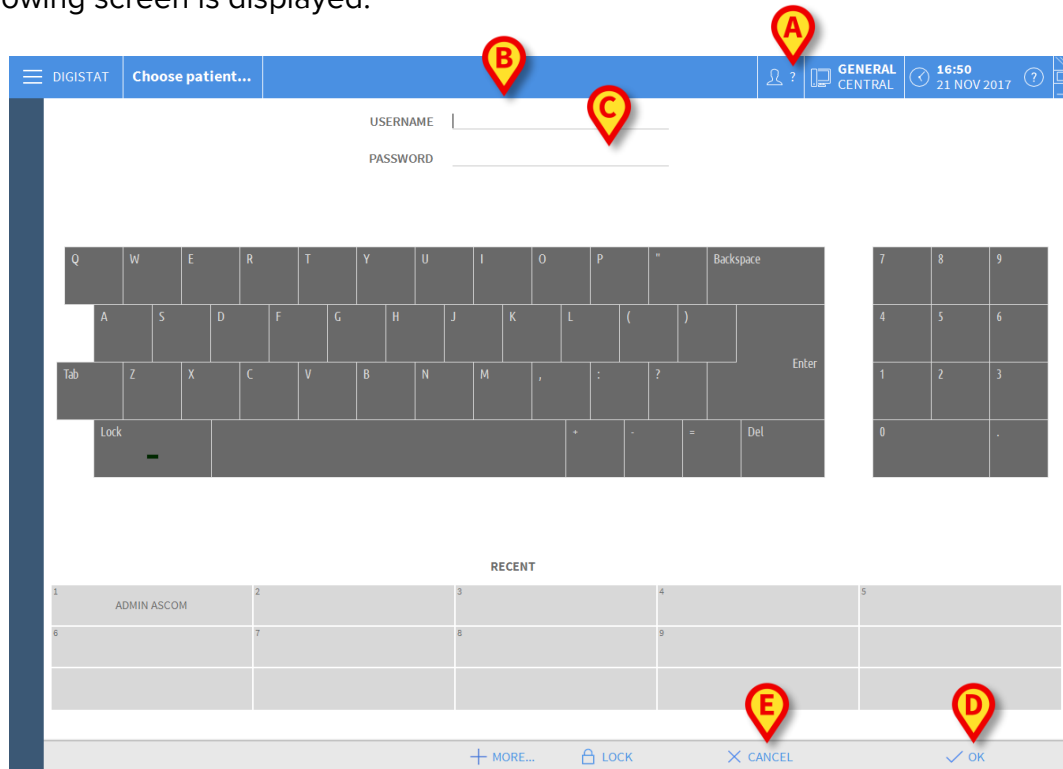


Fig 4

To access the system:

- Enter your username in the “**Username**” field (Fig 4 **B**)
- Enter your password in the “**Password**” field (Fig 4 **C**)
- Click the **Ok** button (Fig 4 **D**)

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

- Click the **Cancel** button (Fig 4 **E**)



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 Suite.

The user can enter your username and password using either the virtual keyboard displayed on screen (clicking the letters with the mouse or touching them if using a touch screen) or the workstation keyboard.

After accessing the system, an acronym corresponding to the logged user appears on the **User** button on the “Control Bar” (the acronym is ADM in Fig 5 **A**).



Fig 5



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

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 4 will appear again.



The Product does not support the Microsoft® Windows® “switch user” functionality. This means that, for instance, if

- User 1 launches the Digistat Suite,
- User 1 switches to User 2 without logging out User 1 from Digistat Suite,
- User 2 attempts to launch a new instance of the Digistat Suite.

The second instance cannot be launched because the first one is still running.

1.5.1 Disabling the automatic log out

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

To stop automatic log out from happening, after entering the username and password but before clicking **Ok** the user is requested to:

- Click the lock button on the “Log In” button bar (Fig 6 **A**).



Fig 6

If the user is locked, a padlock is shown at the bottom of the user icon (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.

1.5.2 Recent users

The “Recent” area of the “Login” screen (Fig 8 **A**) displays the names of users who have accessed the system recently.

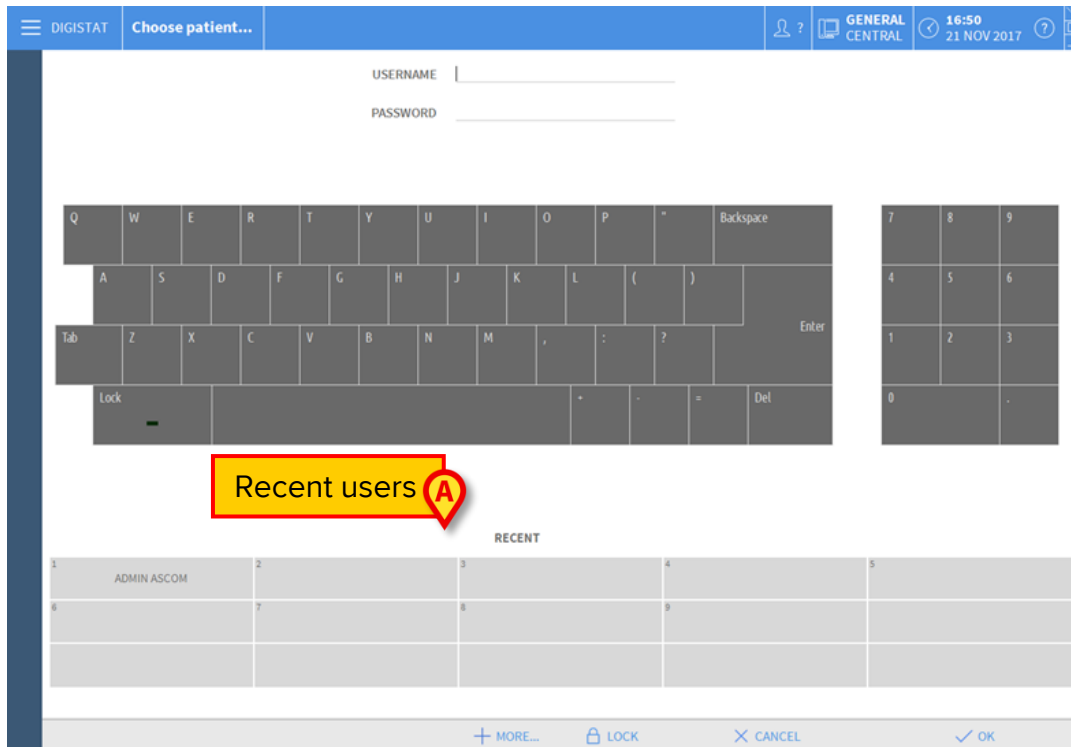


Fig 8

The area is divided into rectangles. The names of the users who accessed the system recently appear inside the rectangles. When any of these rectangles is **clicked**, the “Username” field is automatically filled with the name appearing inside the rectangle.

1.5.3 How to use the “User List”

The **More** button on the command bar (Fig 9) makes it possible to display the complete list of possible users.

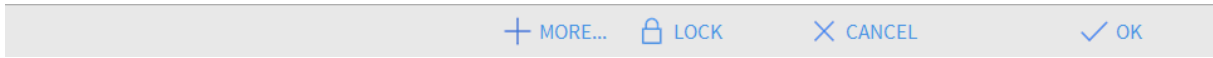


Fig 9

To display the “User List”:

- Click the **More** button

The following window is displayed (Fig 10).

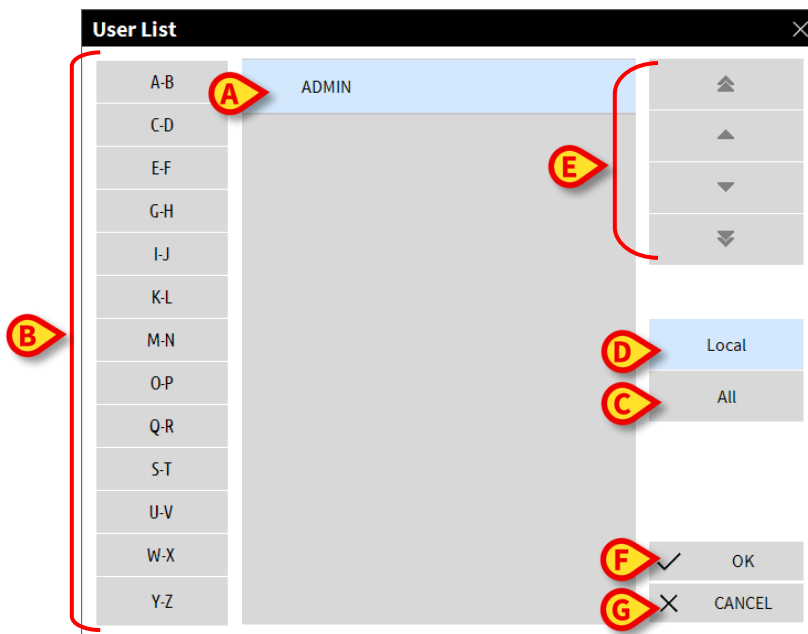


Fig 10

The window shown in Fig 10 can be used as an index book enabling the search and selection of a user in the list of all the possible users.

The central part of the window shows the names of possible users, in alphabetical order (Fig 10 **A**).

The letters on the left side of the window (Fig 10 **B**) work like an index and make it possible to see only the users whose names begin with a specific letter. For example: click the **C-D** button to see the list of users whose names begin with the letters C or D.

Use the **All** button (Fig 10 **C**) to see the list of all possible users.

Use the **Local** button (Fig 10 **D**) to see the list of users relating to the specific workstation on which you are currently working.

Use the arrows on the right side of the window (Fig 10 **E**) to scroll up and down the list of users.

To select a user:

- **Click** the name of the user

The name will be highlighted, then

- Click the **Ok** button (Fig 10 **F**)

Otherwise, you can:

- **Double-click** the row displaying the name of the user

After selection, the “**User list**” window closes and the name of the selected user appears in the “**Username**” field on the “**Login**” screen (Fig 4 **B**).

Use the **Cancel** button (Fig 10 **G**) to cancel the operation and close the “User list” window without selecting any user.

1.6 “Control Bar”

The “Control Bar” is common to all the Digistat Suite solutions. Its main characteristics are listed below, with more detailed explanation of its functionalities provided in the following sections.



Fig 11

- The **Patient** button (Fig 11 **A**) makes it possible to access the patient selection functionalities. This button displays, after a patient is selected, the name of the patient and, if available, their age, the days of permanence and ID. If the patient is admitted to a department, the department name and bed number are also displayed.
- The **User** button (Fig 11 **B**) displays the initials of the logged user. Click the **User** button to Log in/Log out.
- Use the **Menu** button (Fig 11 **C**) to open the following window (Fig 12).



Fig 12

The buttons contained in this window give the user access to functionalities that will be described later.

- The area indicated in Fig 11 **D** is used by the Product to signal that there are notifications for the user.
- Date - time indication (Fig 11 **E**).
- Use the Help button (Fig 11 **F**) to access the online documentation available.
- The small buttons highlighted in Fig 11 **G** can be used to:
 - 1) minimize the Digistat Suite window;
 - 2) select the full-screen display mode;
 - 3) select the window display mode.



These three buttons are present only if enabled by configuration.

1.6.1 How to read the “Patient” button

Patient selected

When a patient is selected, the **Patient** button displays the name of the selected patient and, if available, their Age, days of permanence and ID (Fig 13 **A**). See the document *USR ENG Patient Explorer* for the patient selection procedures.



Fig 13

Patient admitted

When a patient is admitted the **Patient** button displays, besides the patient name, the bed number and the name of the department where he/she is admitted (Fig 14).

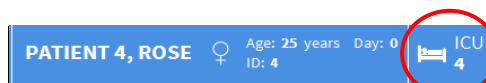


Fig 14

The department name and the bed number are not highlighted if the patient belongs to the workstation domain (see Fig 14).

The department name and the bed number are highlighted yellow if the patient is located in a domain that does not belong to the workstation domain (Fig 15 - the workstation domain is defined by configuration).

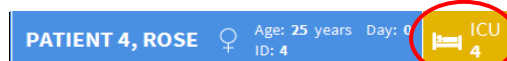


Fig 15



Every workstation is configured to be associated with a set of “beds” (domain). The user is enabled to perform certain actions only on the patients that are admitted to a bed belonging to this set. The red colour in the PATIENT button is used to advise the user that the patient selected is not in this set.

The signal “Other location” (Fig 16) appears when, at patient admission time, the user specified that the patient is not in one of the configured departments.



Fig 16



When entering patient-related data, double-check that the patient identity, hospitalization department and bed displayed in the Digistat Suite match with the actual ones. This is extremely important in case of critical actions such as administration of drugs.

1.6.2 Multimonitor Functionality

Control Bar can display the modules on different monitors connected to the workstation where the Product is installed. This functionality is available if the Product is properly configured: about this topic read the Product Installation and Configuration Manual.

To enable the Multimonitor Functionality:

- Access the Product via Login procedure (see related paragraph);
- Click, on “Control Bar”, the button displaying the workstation type (Fig 17 **A**)



Fig 17

The following window (“Multimonitor menu”) is displayed:

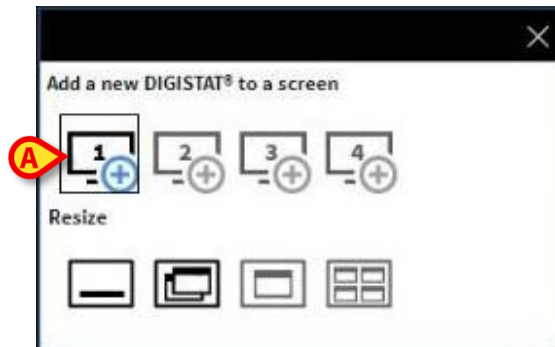


Fig 18

- Click the button indicated in Fig 18 **A** to add a new “Control Bar”.
- Drag the new “Control Bar” to a different monitor (Fig 19):

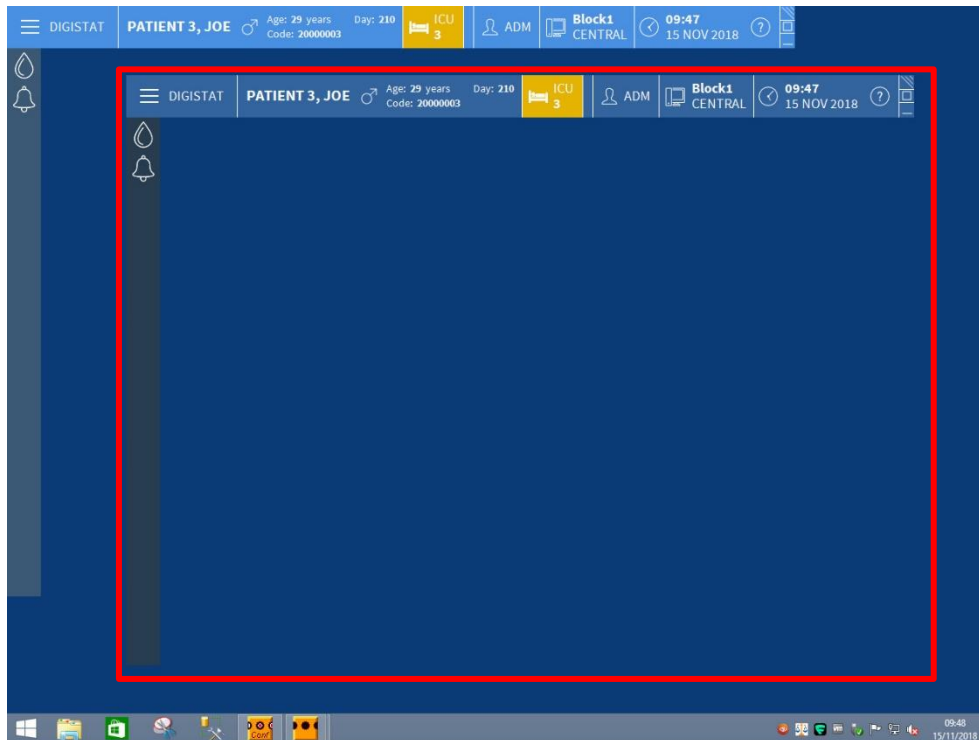


Fig 19

To close the new “Control Bar”:

- On the new Control Bar, click the button displaying the workstation type.

The menu shown in Fig 20 is displayed.

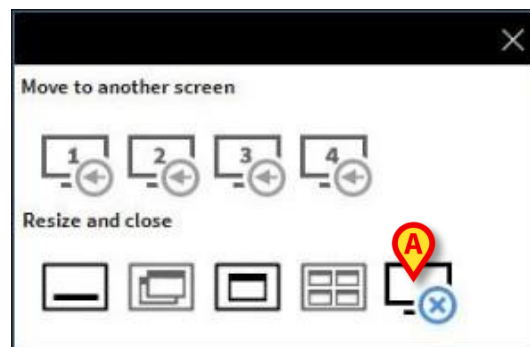


Fig 20

- Click the button indicated in Fig 20 **A**.

The new “Control Bar” will close.

1.7 Help

Click the **Help** button on “Control Bar” (Fig 11 F) to access the online documentation available. The “Help screen” (an example is shown in Fig 21) is displayed within the Browser module (see paragraph 1.9).

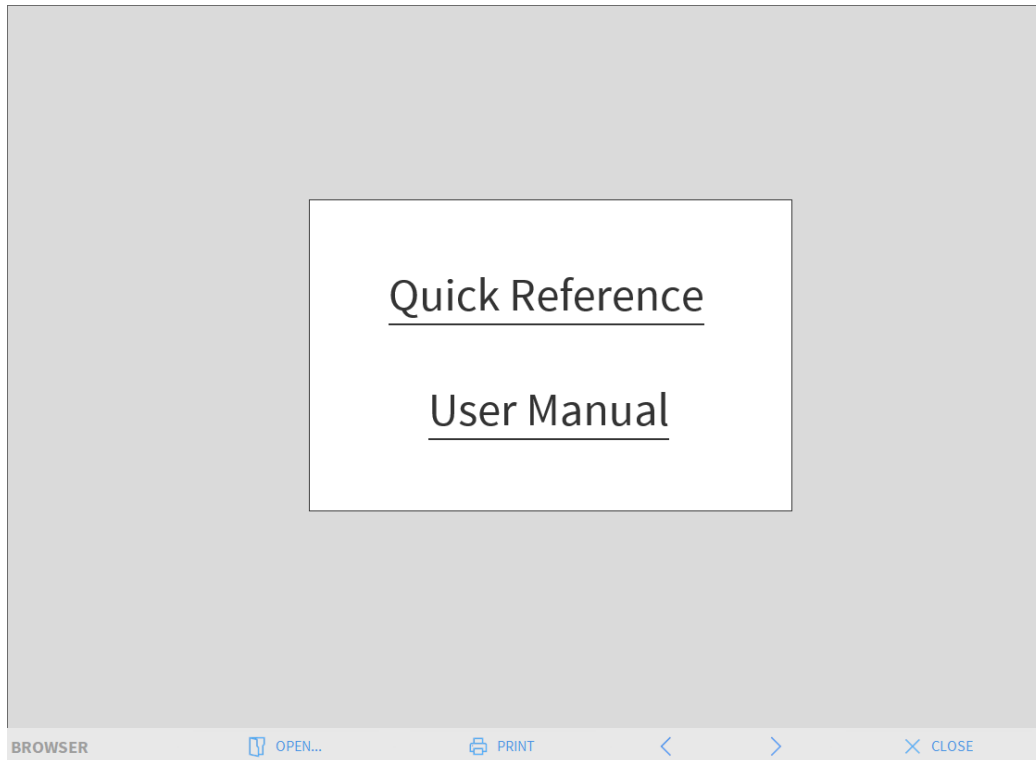


Fig 21

The command bar (Fig 22) offers some navigation possibilities.



Fig 22

- the **Open** button makes it possible to open other documents (if the user has the required permissions and if the documents were previously uploaded);
- the **Print** button prints the currently displayed document;
- the **<** and **>** buttons display either the previous or the next page of the document;
- the **Close** button closes the online help.

1.8 The Browser module

The Browser module can be triggered by “Control Bar” for different purposes, depending on the configuration in use. For example, it is used, as seen in the previous chapter, to display the help screen. In other configurations it can be used to display the web modules belonging to the Digistat Suite on desktop workstations. See the available documentation for more information.

1.9 Main Menu

The **Menu** button placed on the “Control Bar” (Fig 23) opens a menu containing several options (Fig 24).



Fig 23

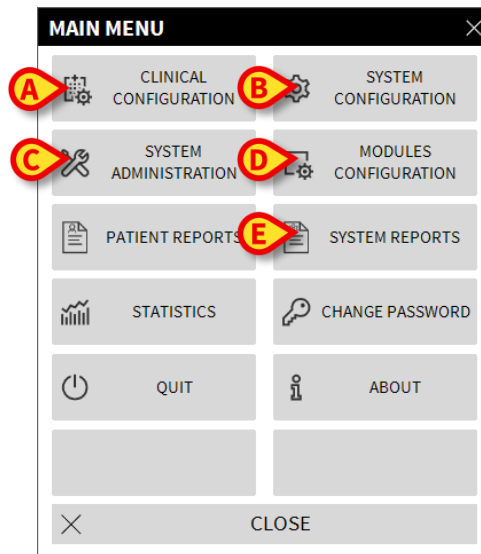


Fig 24

Each button on the menu provides access to a specific set of functionalities.

The procedures associated with the indicated buttons relate to system configuration and are therefore available only to the system administrators.

Clinical configuration - (Fig 24 **A**)

System configuration - (Fig 24 **B**)

System administration - (Fig 24 **C**)

Modules configuration- (Fig 24 **D**)

System reports - (Fig 24 **E**)

Contact your system administrator for the procedures associated to these buttons.

The other buttons, indicated in Fig 25, make it possible to access features and functions that some users can perform (according to their permission level). These will be described in the following sections.

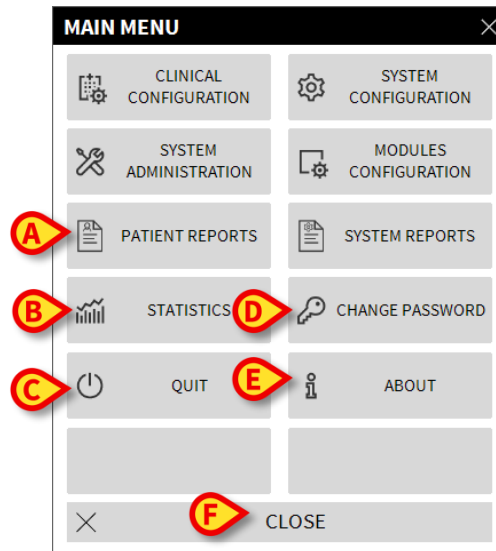


Fig 25

Patient reports - (Fig 25 **A**, section 1.9.1)

Statistics - (Fig 25 **B**, section 1.9.3)

Quit - (Fig 25 **C**, section 1.9.6)

Change Password - (Fig 25 **D**, section 1.9.4)

About - (Fig 25 **E**, section 1.9.5)

The **Close** button (Fig 25 **F**) closes the “Main menu” window (Fig 25).

1.9.1 Patient reports

The “**Patient reports**” button (Fig 25 **A**) can be configured to open a sub-menu displaying various print options, each one making it possible to produce different print reports.

1.9.2 Print reports

This paragraph describes the Product’s general print functionalities. Whenever the print functionality is accessible, it is indicated in the specific section/paragraph of the manual. Refer to the present paragraph for general instructions.

To print a patient report:

- Click the configured **Print** button

A print preview will open (Fig 26).

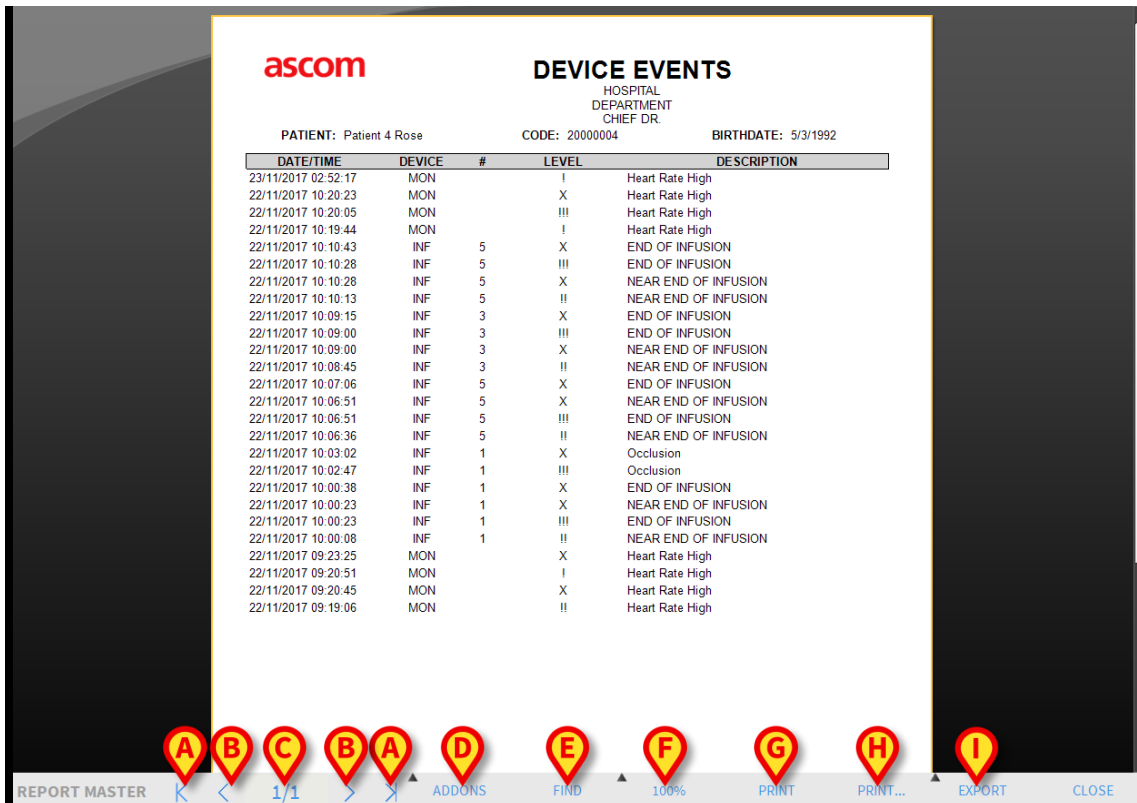


Fig 26

The buttons on the command bar of the “Print preview” screen make it possible to perform various actions, listed below.

Use the **K** and **>** buttons to reach the beginning and the end of the document.

Use the **<** and **>** buttons to go to the previous or the next page.

The display **1/1** indicates the current page number.

The **Addons** button activates the possible additional print management options (in this configuration the “Watermarks” option is available - see paragraph 1.9.2.1 for a description of these options).

The **Find** button makes it possible to search the current document. See paragraph 1.9.2.2 for more instructions.

The button indicating the **100%** percentage is a zoom button, making it possible to change the display mode. See paragraph 1.9.2.3 for more instructions.

Use the **Print** button (Fig 26 **G**) to print the report.

Use the **Print...** button (Fig 26 **H**) to display the print options window (Fig 32). See paragraph 1.9.2.4 for a description of this window and the related procedures.

Use the **Export** button (Fig 26 I) to export the document contents to different file extensions. See paragraph 1.9.2.5 for more instructions.

Use the **Close** button to close the “Print preview” screen.

1.9.2.1 Addons

The **Addons** button (Fig 26 D) activates the possible additional print management options.

To display the available options:

- Click the **Addons** button.

A menu listing the available (configured) options is displayed.

- Click the button corresponding to the functionality you want to activate.

Addons - Watermark

To add watermarks to the print report (either text or image, if the option is enabled by configuration),

- Click **Addons** and then **Mark**.

The following window is displayed (Fig 27).

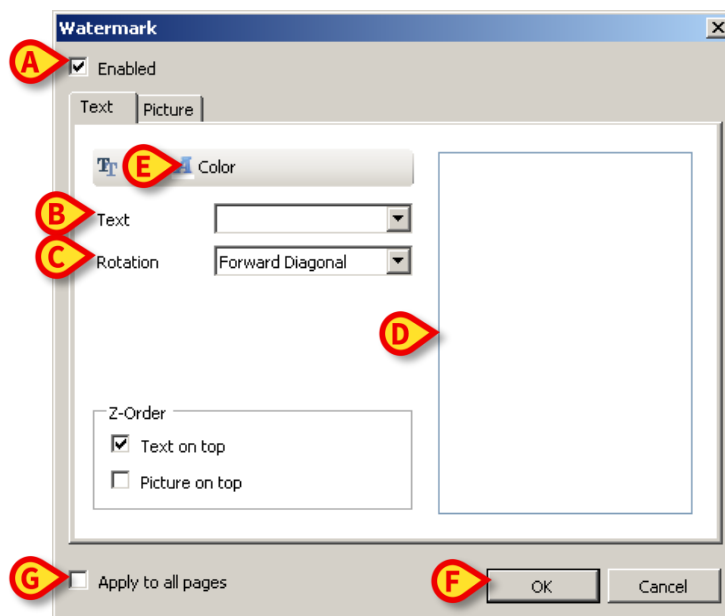


Fig 27

To add a textual watermark:

- Verify that the “**Enabled**” checkbox is checked (Fig 27 A). If not, the window’s contents cannot be edited.
- Insert the text in the “**Text**” field (Fig 27 B).

- Use the “**Rotation**” menu (Fig 27 **C**) to specify the watermark orientation (diagonal, horizontal, vertical).

A print preview is displayed in the area indicated in Fig 27 **D**.

- Use the buttons indicated in Fig 27 **E** to select the watermark font and color.
- Click the **Ok** button (Fig 27 **F**).

The text is this way inserted as watermark.

If the “**Apply to all pages**” checkbox is selected (Fig 27 **G**) the watermark is applied to each page in the document, otherwise it is applied only to the current page.

To insert a picture as watermark:

- Click the “**Picture**” tab indicated in Fig 28 **A**.

The following window is displayed (Fig 28).

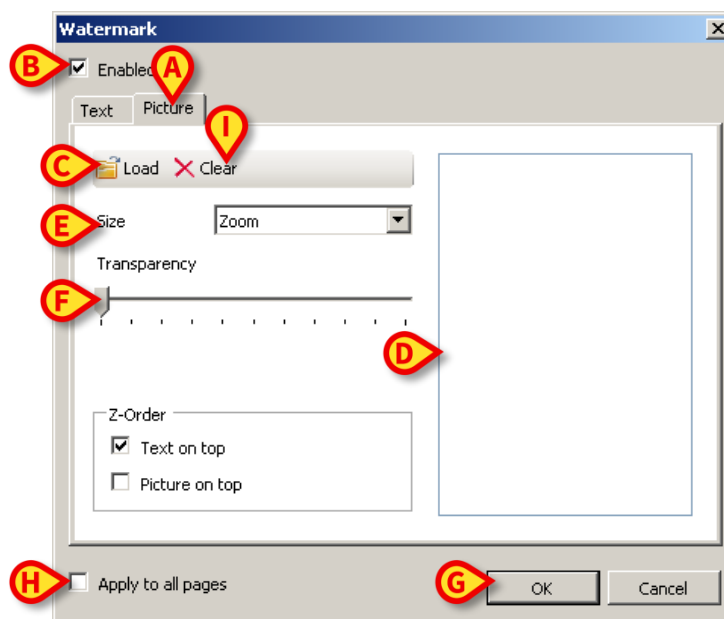


Fig 28

Follow these steps to insert an image as watermark:

- Verify that the “**Enabled**” checkbox is checked (Fig 28 **B**). If not, the window’s contents cannot be edited.
- Click the “**Load**” button indicated in Fig 28 **C**.

This opens the window making it possible to browse the computer contents.

- Search and select the image to be uploaded.

The image is displayed in the area indicated in Fig 28 **D**.

- Use the “**Size**” drop-down menu to set the size of the image (Fig 28 **E**).
- Use the “**Transparency**” cursor to set the transparency level of the watermark image (Fig 28 **F** - maximum transparency when the cursor is on the left).
- Click the **Ok** button (Fig 28 **G**). The watermark image is this way inserted.

If the “**Apply to all pages**” checkbox is selected (Fig 28 **H**) the watermark is applied to each page in the document, otherwise it is applied only to the current page.

To delete an already selected image:

- Click the “**Clear**” button indicated in Fig 28 **I**.

1.9.2.2 Find

The **Find** button (Fig 26 **E**) makes it possible to search the document currently displayed. To search the print report:

- Click the **Find** button.

The following window opens (Fig 29).




Fig 29


- Insert in the window the text to be found (Fig 30 **A**).



Fig 30

- Click the  button (Fig 30 **B**).

The text specified, if found, will be highlighted in the document.

- Click the  button again to search for the possible other instances of the specified text.

1.9.2.3 Zoom

The **Zoom** button (on which, by default, the **100%** size is displayed - Fig 26 **F**) is a zoom, making it possible to change the display size and mode.

To change the display mode:

- Click the **Zoom** button. The following menu is displayed (Fig 31).

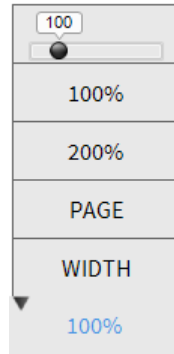


Fig 31

- Click the wanted zoom option on the menu.

The page is displayed accordingly. The mode currently selected is indicated on the button.

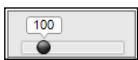
The following options are available:

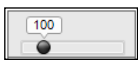
The **Width** button makes it possible to display the page using the full screen width;

The **Page** button displays the whole page;

The **200%** button doubles the page size (200% zoom);

The **100%** button displays the page in its actual size (100% zoom);



The  area contains a cursor that can be used to zoom the page contents (left is zoom out, right is zoom in). The percentage value corresponding to the page size is displayed above the cursor. Values range from 100 to 200 %. The selected value is also displayed on the **Zoom** button on the command bar after selection.

1.9.2.4 Print...

The **Print...** button opens a window offering several print options.

- Click the **Print...** button (Fig 26 H) to display the print options window (Fig 32)

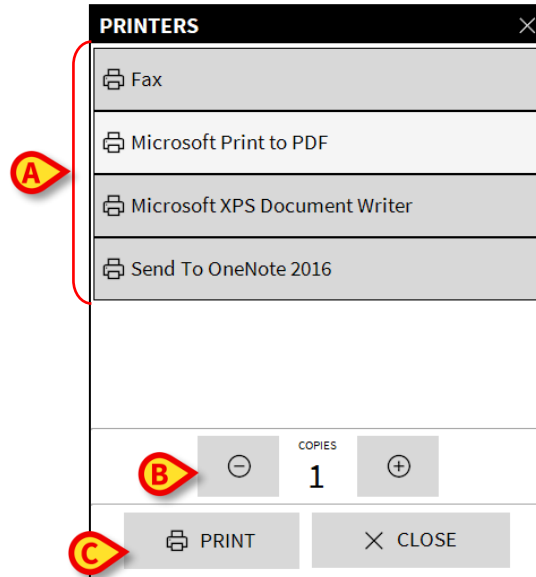




Fig 32

This window makes it possible to select the printer and the number of copies to be printed.

- Click the appropriate printer on the menu to select the printer (Fig 32 A)
- Use the  (one less copy) and the  (one more copy) buttons to specify the number of copies (Fig 32 B)
- Click the **Print** button (Fig 32 C) to print the report

1.9.2.5 Export

The **Export** button (Fig 26 I) makes it possible to export the displayed document contents to different file extensions.

- Click the **Export** button to open the “Export” menu.

The menu displays all the file formats currently supported by the system in use.

- Click the option corresponding to the wanted file format.

The document is exported to the corresponding file format.

1.9.3 Statistics

The **Statistics** button on the main menu (Fig 33) makes it possible to access the system's statistical calculation tools. See the Digistat Suite Configuration manual for instructions (*CFG ENG Digistat Suite*).

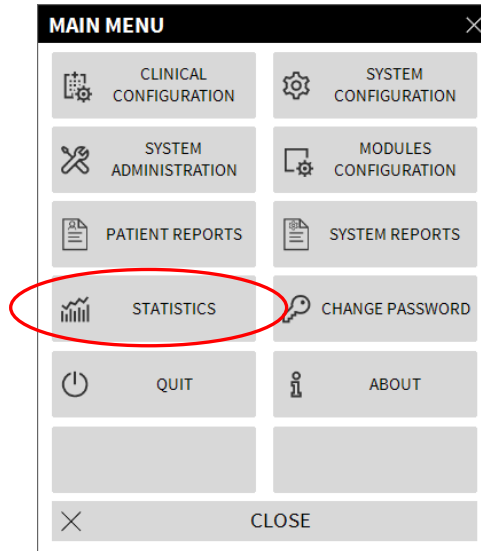


Fig 33

1.9.4 Change password

The **Change Password** button on the main menu (Fig 34 **A**) opens a window making it possible to change the password of the user currently logged to the system.

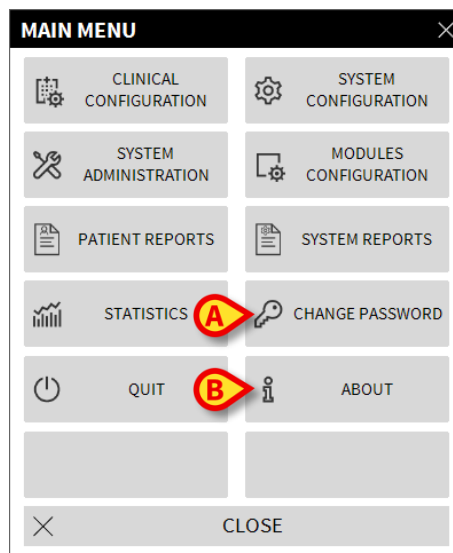


Fig 34

To change the user password:

- Click the **Change Password** button (Fig 34 **A**).

The "Change password" window will open.

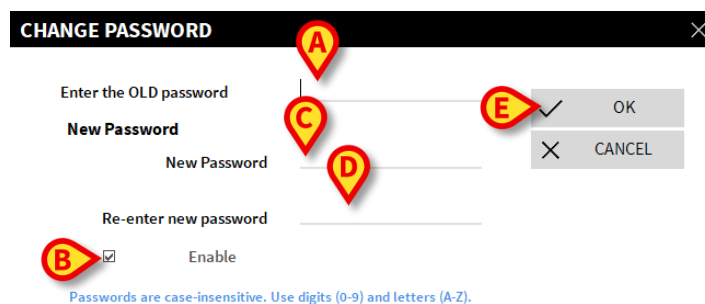


Fig 35

- Type the current password in the “**Enter the OLD password**” field (Fig 35 **A**).
- Verify that the “**Enable password**” checkbox (Fig 35 **B**) is selected.
- Type the new password in the field indicated in Fig 35 **C**.
- Type again the new password in the field “**Re-enter new password**” (Fig 35 **D**).
- Click the **Ok** button (Fig 35 **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).

1.9.5 About

The **About** button on the main menu displays a window containing information on the Digistat Suite version installed and the related licenses (see the specific documentation for more information).

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

1.9.6 Quit

The **Quit** button on the main menu (Fig 37 **A**) makes it possible to close the Product.

To quit:

- Click the **Menu** button on the “Control Bar” (Fig 36).



Fig 36

The main menu will open (Fig 37).

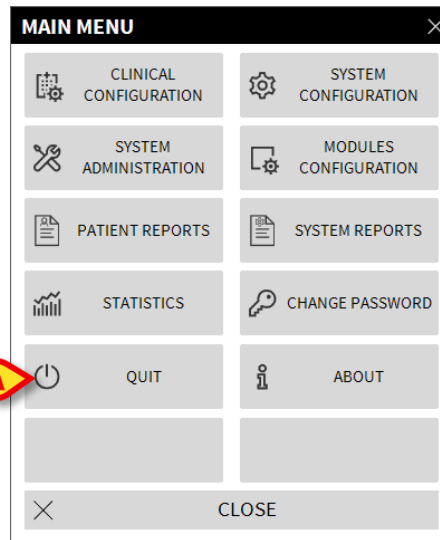


Fig 37

- Click the **Quit** button (Fig 37 **A**). Another menu is displayed (Fig 38).

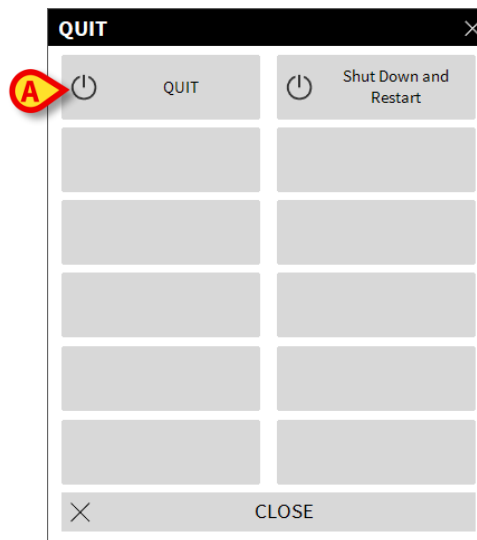


Fig 38

- Click the **Quit** button again (Fig 38 **A**). User confirmation is required (Fig 39).

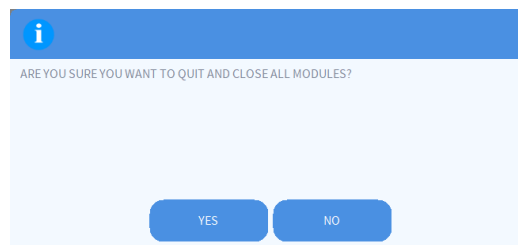


Fig 39

- Click **Yes** to exit.



Specific permissions are required to exit. Not all users are enabled to close the Product.