# Control Bar Web
# User Manual

## Version 13.0

## 7/4/2025

# Contents

# 1. Control Bar Web

<table>
<tr>
<td>⚠️</td>
<td><em>For information about the Product environment, precautions, warnings and intended use see USR ENG Digistat Care and/or USR ENG Digistat Docs (depending on the modules installed - for the Digistat Suite EU) or USR ENG Digistat Suite NA (for Digistat Suite NA). The knowledge and understanding of the appropriate document are mandatory for a correct and safe use of Control Bar Web, described in this document.</em></td>
</tr>
</table>

## 1.1 Launching Control Bar Web

To launch Control Bar Web:

> ➢ Type the specific address on the browser address bar.

The following page opens:



**Fig 1**

# 1.2 User login

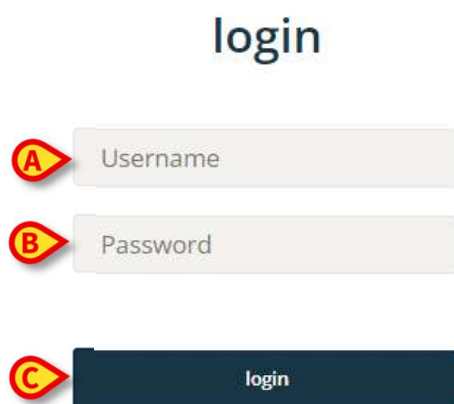User Login is required to enable the system functionalities.



**Fig 2**

To log in:

➢ Enter your username in the "Username" field (Fig 2 **A**)
➢ Enter your password in the "Password" field (Fig 2 **B**)
➢ Click the **Login** button (Fig 2 **C**)

The user is this way logged in.

> ⚠️ 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 Product.

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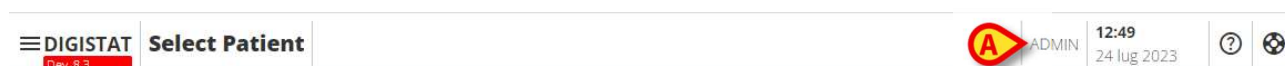


**Fig 3**

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

> ℹ️ *It is possible to configure the Product to allow login through an external system (single sign on). In these cases, a dedicated button is displayed on the Login screen.*

To log out, click the **User** button during the work session. The following menu opens (Fig 4).
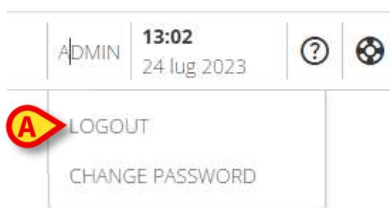


**Fig 4**

> ➢ Click **LOGOUT** (Fig 4 **A**).

User confirmation is required. After confirmation the user is logged out. To log in, click the **User** button again. The screen shown in Fig 2 will be displayed again.
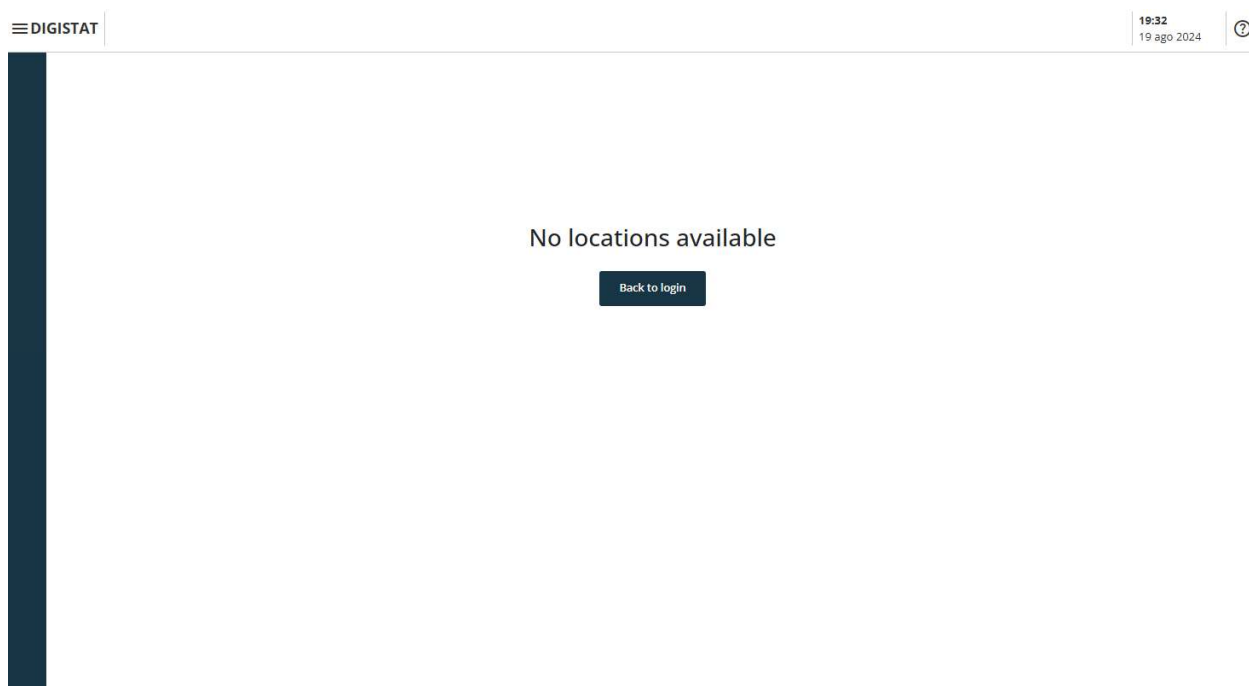


**Fig 5**

If the user does not have a previously associated location (see *CGF ENG Digistat Suite MDR* manual for the configuration of user-location association), it is not possible to log in to the module. In this case the message "No location available" is displayed (Fig 5). In addition, a **Back to Login** button is provided to return to the login page and retry logging in with a new user, or with the same user after user-location association.

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> *A "Location" is a Digistat configuration entity corresponding to a specific area of the healthcare structure. It can be, for example, a department, a ward, an operating block etc. depending on the requirements of the healthcare structure. Refer to the system administrators for more information.*

# 1.3 Work Area

After user login, the icons corresponding to the available Digistat Web modules are displayed on the lateral bar (Fig 6 **A**). The work area (Fig 6 **B**) displays the screens and the functionalities of the module selected on the lateral bar.
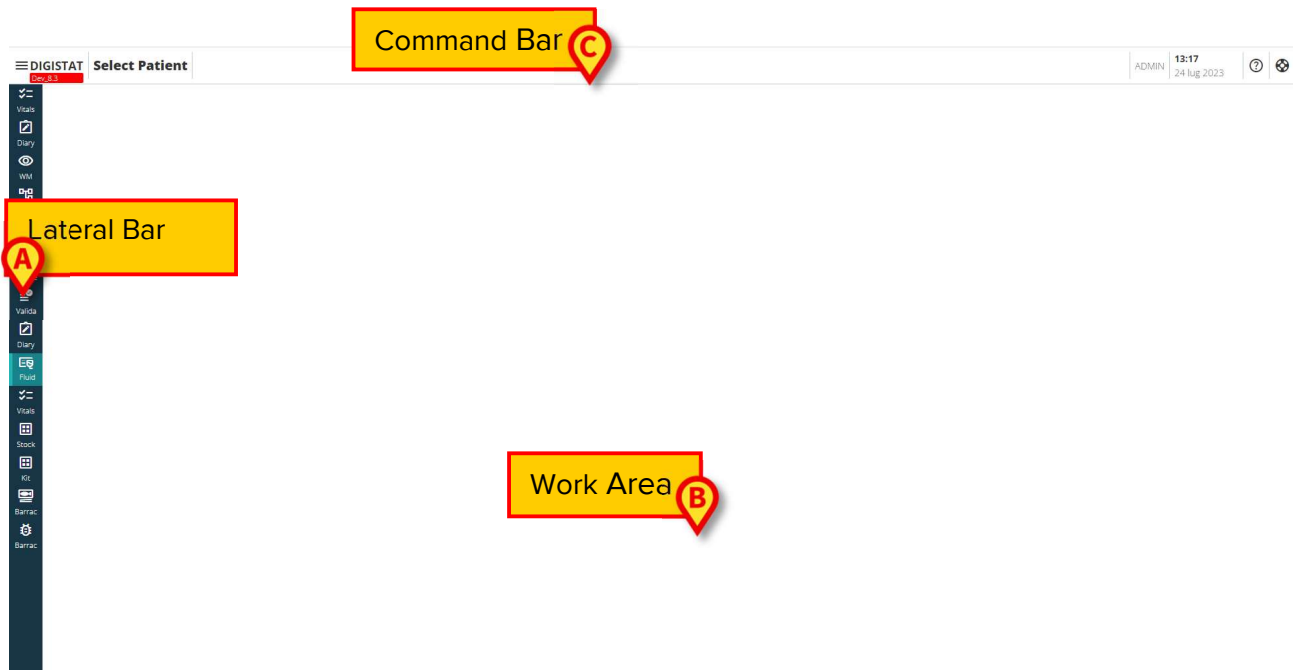


**Fig 6**

The Control Bar (Fig 6 **C**) is described in sections 1.4 and subsequent.
The currently selected module is highlighted.

## 1.3.1 Selecting a module

To select a module:

> ➢ Click the corresponding icon on the lateral bar.

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



**Fig 7**

# 1.4 Control Bar

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



**Fig 8**

- The **Menu** button (Fig 8 **A**) opens the Control Bar Web main menu. See Section 1.5.
- The **Patient** button (Fig 8 **B**). If no patient is selected, this button can be clicked to launch the patient selection procedure. After patient selection, the patient's name and main data are displayed. For admitted patients, the bed number and department name are also displayed. If specific additional Control Bar Web functionalities are available for the selected patient, the patient button can be clicked to display a drop-down menu allowing to access these functionalities (see section 1.6 for more information).  If a padlock icon - 🔒 - is displayed alongside the patient's name, it means that some patient data/functionalities are locked for that patient.

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*The patient selection procedure is usually performed on the Digistat Patient Explorer Web module. See the Patient Explorer Web user manual (document USR ENG Patient Explorer Web) for instructions on patient management functionalities. Other modules can be configured for the patient selection in place of Patient Explorer Web. If this is the case, see the specific documentation for instructions.*

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- The area indicated in Fig 8 **C** can be used to signal that there are notifications for the user.

- The user button provides access to login/logout and change password functionalities (Fig 8 **D**).
- Date - time indication (Fig 8 **E**).
- Use the **Help** button (Fig 8 **F**) to access the online help.
- Click the ⊕ (Fig 8 **G**) icon to create an issue report to be sent to the technical assistance for support. See section 1.5.2.

# 1.5 Main Menu

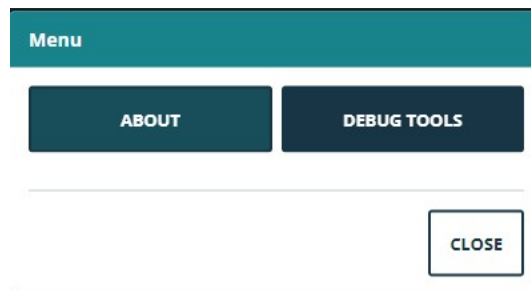The **Menu** button (Fig 8 **A**) opens the following menu (Fig 9).



**Fig 9**

The **About** button 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, mobile devices, and web modules where the Digistat Suite is installed.

The **Debug Tools** button is reserved to system administrators.

## 1.5.1 Change password

To change the User password

➤ Click the **User** button on Control Bar (Fig 10 **A**).



**Fig 10**

➤ The following menu opens (Fig 11).



**Fig 11**

➤ Click **Change Password** (Fig 11 **A**). The following screen opens (Fig 12):

## CHANGE PASSWORD



**Fig 12**

➢ Type the current password in the "OLD password" field (Fig 12 **A**).
➢ Type the new password in the "New password" field (Fig 12 **B**).
➢ Type again the new password in the field "Confirm new password" (Fig 12 **C**).
➢ Click **Save** (Fig 12 **D**).

## 1.5.2 User Issue reporting

If present, the ⊗ icon on the Control Bar (Fig 13 **A**) allows to create an "issue" report and, in case, receive technical support.



**Fig 13**

*The presence of the icon depends on the System Option EnableUserIssueReporting. Refer to the system administrators for more information.*

To do that:

➢ Click the ⊗ icon (Fig 13 **A**). The following window opens (Fig 14).

**Fig 14**

> ➢ Enter a description of the issue in the "Description" field (Fig 14 **A**).
> ➢ Click **Send** (Fig 14 **B**).

A confirmation is provided, including an issue ID number.

# 1.6 Additional submodules

The submodules described in this section can be present or not, depending on the configuration of the Product in the Healthcare Organization. Each submodule can be opened by clicking on a specific menu item on a drop-down menu that is displayed alongside the patient button. They are patient-related, i.e. they are available only if a patient is already selected.

## 1.6.1 CDSS Configurator

The CDSS Configurator submodule can be enabled by configuration as additional section of Control Bar Web. To open the CDSS configurator submodule:

> ➢ Select the relevant patient.

> *See the Patient Explorer Web user manual for the patient selection procedure (document USR ENG Patient Explorer Web).*

After patient selection, if additional Control Bar submodules are available, the  icon is displayed on the patient button (Fig 15 **A**).



**Fig 15**

> ➢ Click the  icon.

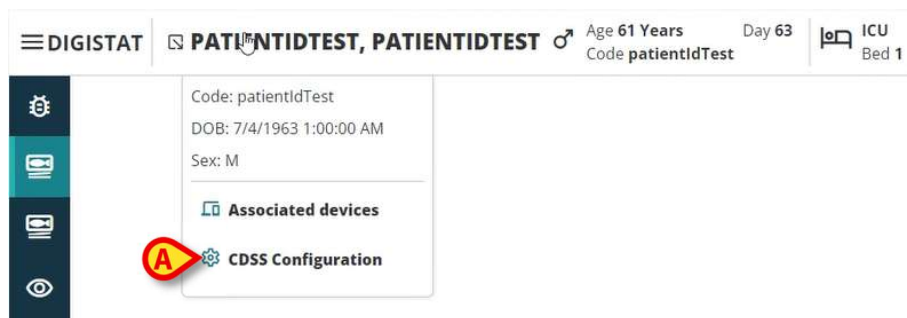A drop-down window is displayed, listing the available additional submodules (Fig 16).



**Fig 16**

> ➤ Click on "CDSS Configuration" (Fig 16 **A**).

The following window is displayed, listing the rules associated to the currently selected patient (Fig 17).
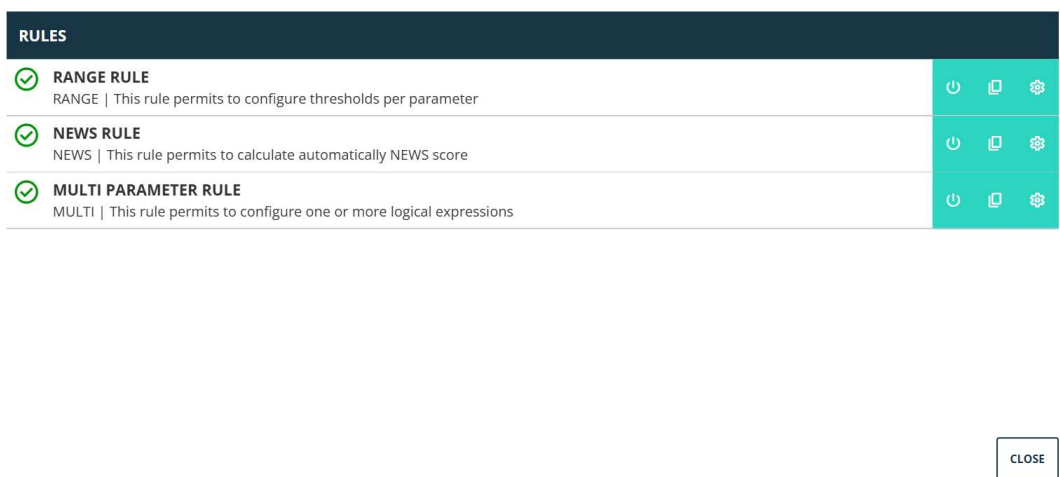


**Fig 17**

See the CDSS Configurator user manual for the complete description and the instructions for use of this submodule (document USR ENG CDSS Web).

## 1.6.2 Identity

The Identity submodule can be enabled by configuration as additional section of Control Bar Web. To open the Identity submodule:

> ➤ Select the relevant patient.

> *See the Patient Explorer Web user manual for the patient selection procedure (document: USR ENG Patient Explorer Web).*

After patient selection, if additional Control Bar submodules are available, the ⬎ icon is displayed on the patient button (Fig 18 **A**).

**Fig 18**

> ➢ Click the [icon] icon.

A drop-down window is displayed, listing the available additional sections (Fig 19).
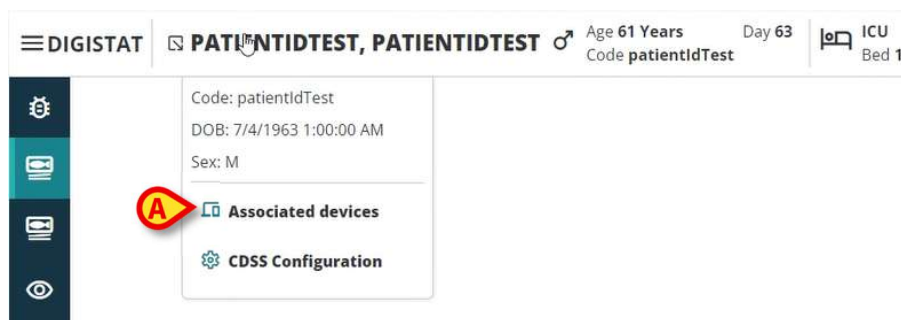


**Fig 19**

> ➢ Click on "Associated devices" (Fig 19 **A**).

The following window is displayed, listing the devices associated to the currently selected patient (Fig 20).
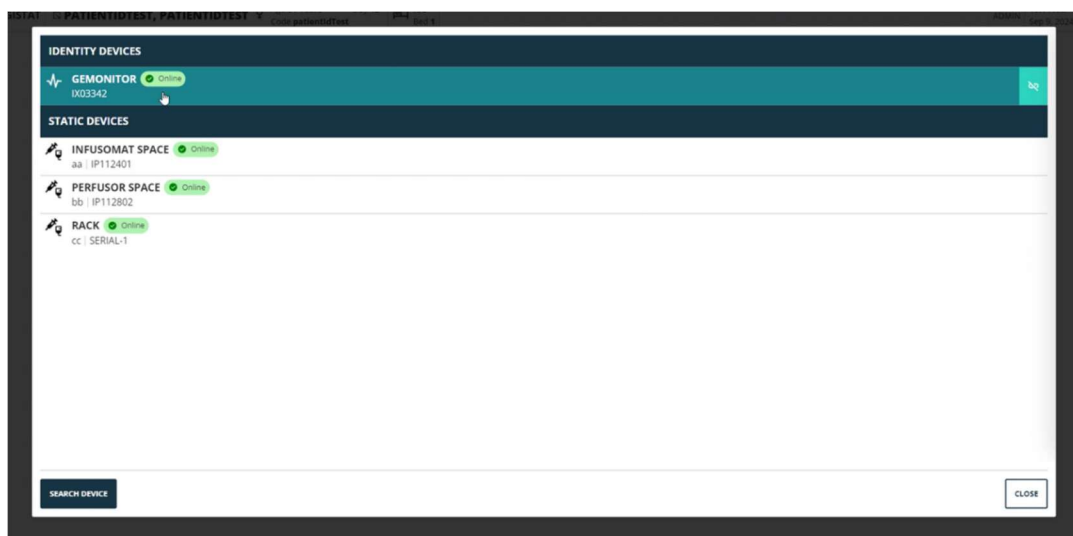


**Fig 20**

See the Identity user manual for the complete description and the instructions for use of this submodule (document USR ENG Identity Web).