ascom

Control Bar Web
User Manual

Version 6.0

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Contents

1. Control Bar Web

⚠️ *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.*

1.1 Launching Control Bar Web

To launch Control Bar Web

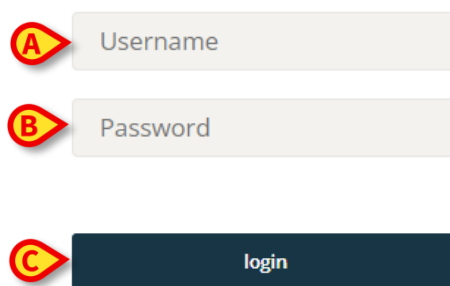> ➢ Type the specific address on the browser address bar.

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**).
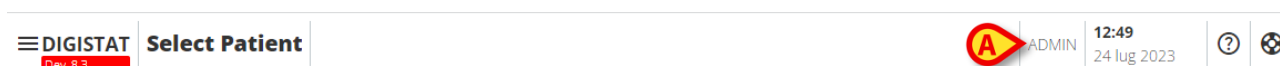

Fig 3

> ⚠️ 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.

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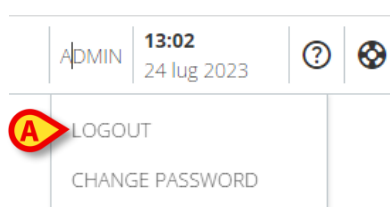

Fig 4

- ➢ Click **LOGOUT** (Fig 4 **A**).

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

1.3 Work Area

After user login, the icons corresponding to the available Digistat Web modules are displayed on the lateral bar (Fig 5 **A**). The work area (Fig 5 **B**) displays the screens and the functionalities of the module selected on the lateral bar.
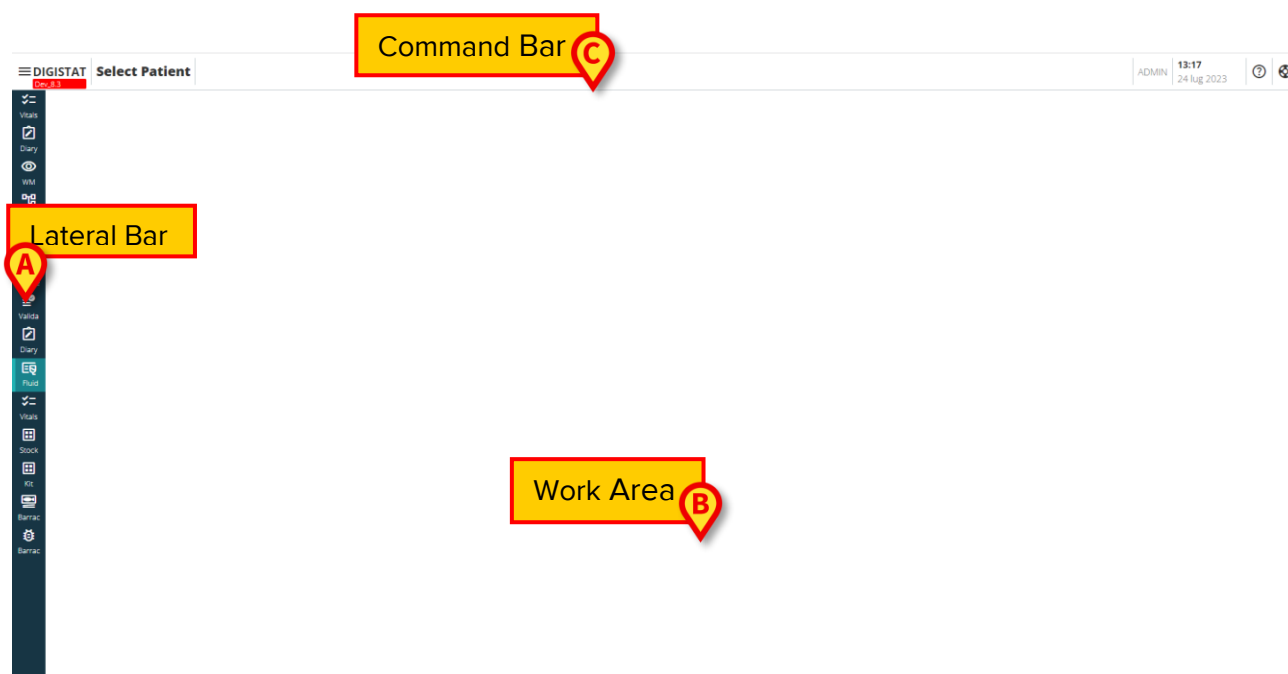

Fig 5

The Control Bar (Fig 5 **C**) is described in sections 1.4 and subsequent.
The module currently selected is highlighted.

1.3.1 Selecting a module

To select a module:

> ➢ Click the corresponding icon in the lateral bar

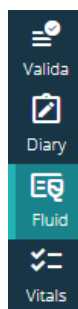The icon will be highligted and the module's functionalities will be displayed within the Work Area.

Fig 6

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 7

- The **Menu** button (Fig 7 **A**) opens the Control Bar Web main menu. See Section 1.5.
- The **Patient** button (Fig 7 **B**) displays, after patient selection, the patient's name and main data. If the patient is admitted, then the bed number is displayed. Possible icons placed alongside the patient data are customizable shortcuts making it possible to access specific configured information. If a padlock icon - 🔒 - is displayed alongside the patient's name, it means that some functionalities are not available for that patient.
- The area indicated in Fig 7 **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 7 **D**).
- Date - time indication (Fig 7 **E**).
- Use the **Help** button (Fig 7 **F**) to access the online help
- Click the ⊗ (Fig 7 **G**) icon to create an issue report to be sent to the technical assistance for support. See section 0.

1.5 Main Menu

The **Menu** button (Fig 7 **A**) opens the following menu (Fig 8).
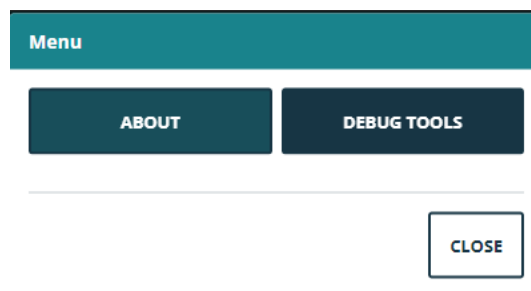

Fig 8

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

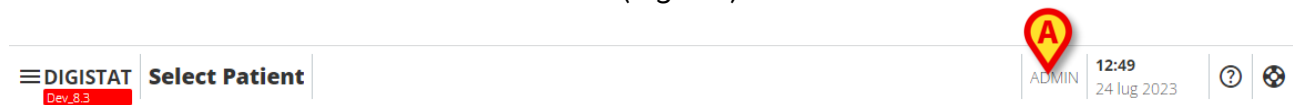➢ Click the **User** button on Control Bar (Fig 9 **A**).

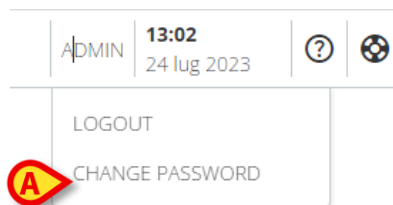**Fig 9**

➢ The following menu opens (Fig 10).

Fig 10

➢ Click **Change Password** (Fig 10 **A**). The following screen opens (Fig 11).

Fig 11

➢ Type the current password in the "OLD password" field (Fig 11 **A**)
➢ Type the new password in the "New password" field (Fig 11 **B**).
➢ Type again the new password in the field "Confirm new password" (Fig 11 **C**).
➢ Click **Save** (Fig 11 **D**).

1.5.2 User Issue reporting

If present, the ⊕ icon on the Control Bar (Fig 12 **A**) allows to create an "issue" report and, in case, receive technical support.

Fig 12

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

To do that:

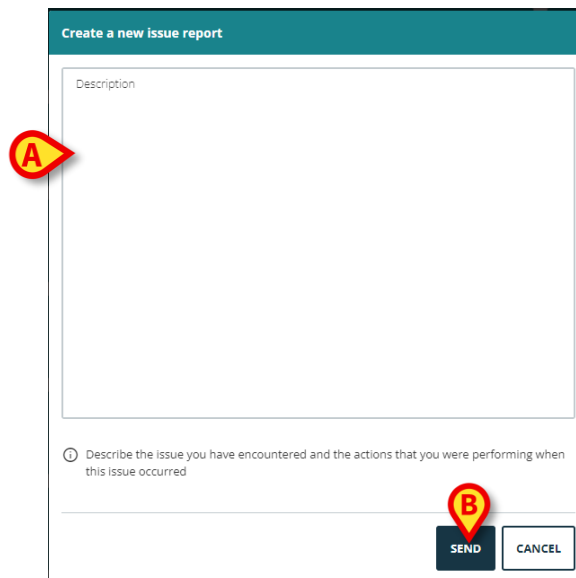➢ Click the ⊕ icon (Fig 12 **A**). The following window opens (Fig 13).

Fig 13

➢ Enter a description of the issue in the "Description" field (Fig 13 **A**).
➢ Click **Send** (Fig 13 **B**).

A confirmation is provided, including an issue ID number.