



Control Bar Web User Manual

Version 14.0

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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:

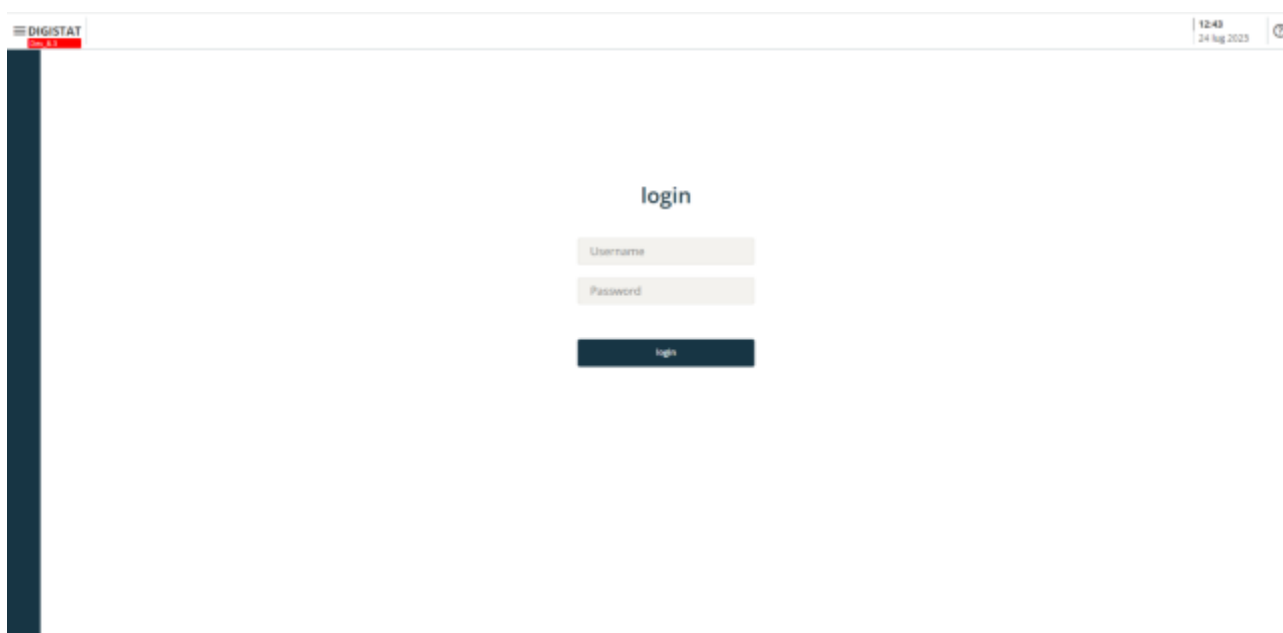
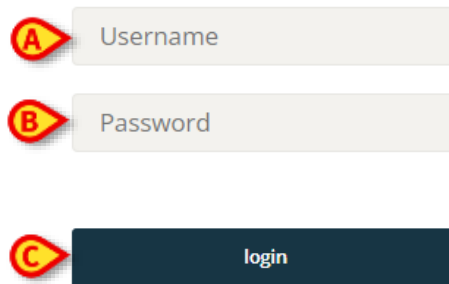


Fig 1

1.2 User login

User Login is required to enable the system functionalities.

login



The login form consists of three elements: a text input field labeled 'Username' with a red circle 'A' to its left, a text input field labeled 'Password' with a red circle 'B' to its left, and a dark blue button labeled 'login' with a red circle 'C' to its left.

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.



Note: Some exceptions are possible depending on the configuration of your installation (e.g. Autologin or “Logout and remain” functionalities – paragraphs 1.2.1 e 1.2.2).

It is strongly recommended to log out before leaving the workstation to avoid improper use of the system.



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.

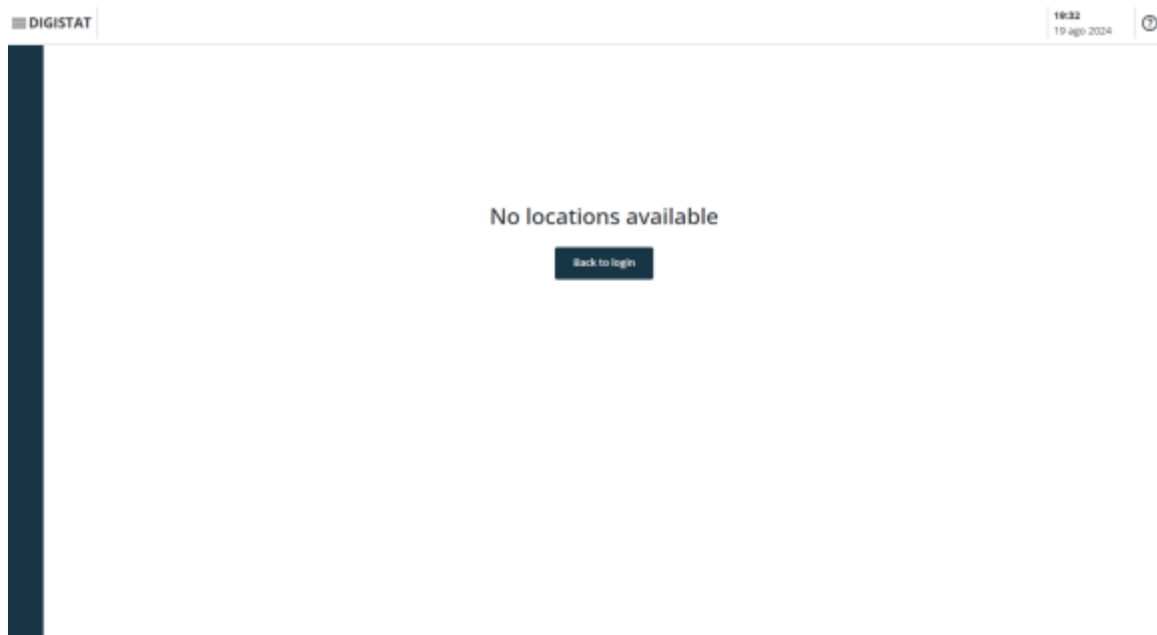


Fig 5

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.



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.

1.2.1 Auto Login

It is possible to configure Digistat Web to allow automatic user login. That means that when Digistat Web is started, a configured user is already logged in. When this is the case, some configured functionalities are immediately available, before performing any login procedure. To enable the Auto Login, it is necessary to configure the “*AutoLoginUsername*” system option. See the document *DSO ENG System Options* for more information.

When the Auto Login is active, it is still possible for a user to login with their personal credential. To do that.

- Click the **User** button (Fig 6 A).



Fig 6

The following menu will open (Fig 7).



Fig 7

- Click **LOGIN AS...** (Fig 7 A).

The Login screen will be displayed (Fig 2). Login as described in paragraph 1.2.



When the System Option “AutoLoginUsername” is configured, the “Logout current user” functionality (described in paragraph 1.2.2) is disabled.



The “Auto Login” and “Logout and remain” functionalities are only available when the application is running inside the “Digistat Web Browser”. See the Digistat Suite Installation manual for more information (INST ENG Digistat Suite).

1.2.2 Logout and remain

This functionality allows the user to logout while remaining logged in with a username specified during configuration. That means that after user logout, a conventional user remains logged in. To activate this functionality, it is necessary to configure the “LogoutAndRemainUsername” system option. See the document DSO ENG System Options for more information. When this functionality is available the **Logout Current User** option is available on the “User” menu (Fig 9 A).

To “logout and remain”

- Click the **User** button (Fig 8 A).



Fig 8

The following menu will open (Fig 9).

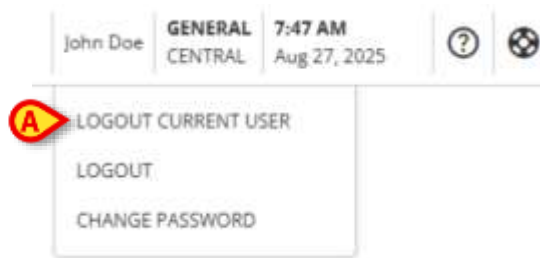


Fig 9

- Click **LOGOUT CURRENT USER** (Fig 9 **A**).

The credential of the current user will disappear from the **User** button, while the credentials of the conventional configured user will be displayed.

1.3 Work Area

After user login, the icons corresponding to the available Digistat Web modules are displayed on the lateral bar (Fig 10 **A**). The work area (Fig 10 **B**) displays the screens and the functionalities of the module selected on the lateral bar.

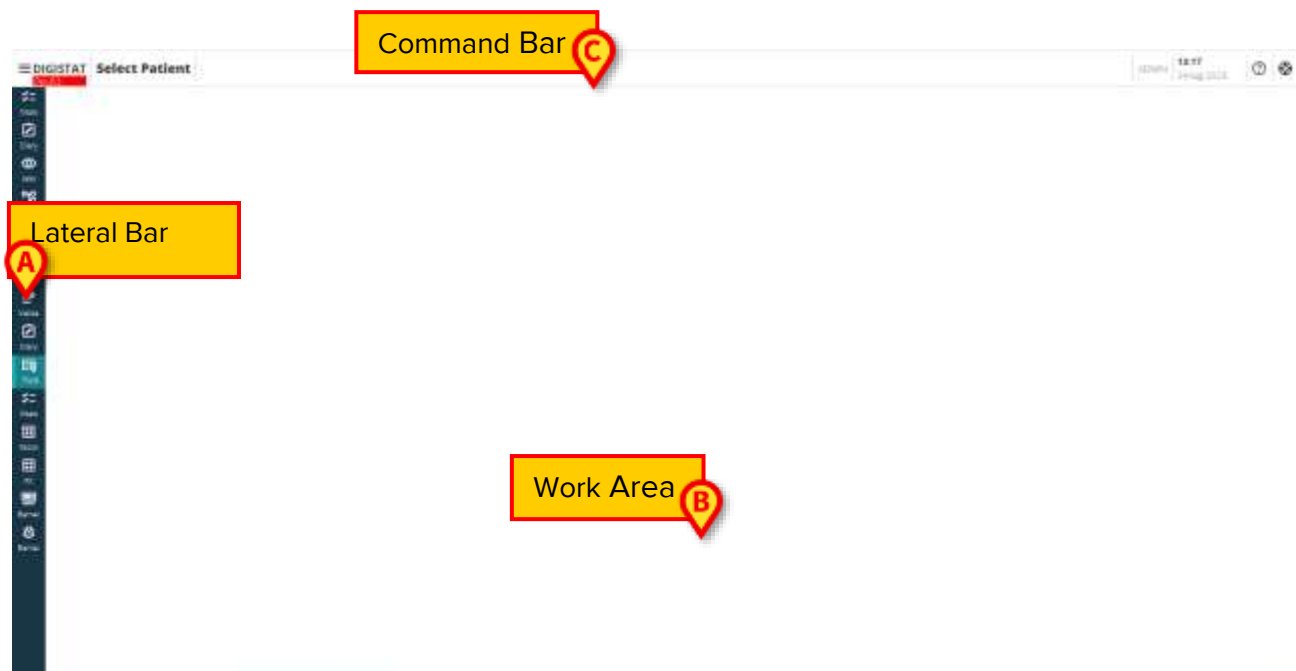


Fig 10

The Control Bar (Fig 10 **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.

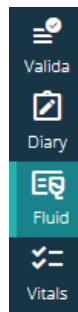


Fig 11

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 12

- The **Menu** button (Fig 12 **A**) opens the Control Bar Web main menu. See Section 1.5.
- The **Patient** button (Fig 12 **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.



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.

- The area indicated in Fig 12 **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 12 **D**).
- Date - time indication (Fig 12 **E**).
- Use the **Help** button (Fig 12 **F**) to access the online help.
- Click the  (Fig 12 **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 12 **A**) opens the following menu (Fig 13).



Fig 13

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.

The **Reports** button opens a window listing the available reports (Fig 14). The **Report** button is present both with a patient selected and without a patient selected. If a patient is selected, the reports available are those related to the patient hospital unit (labelled as “Patient”). If no patient is selected, the reports available are those related to the logged user hospital unit (labelled as “Generic”).



Every user is associated during configuration to one or more hospital units.

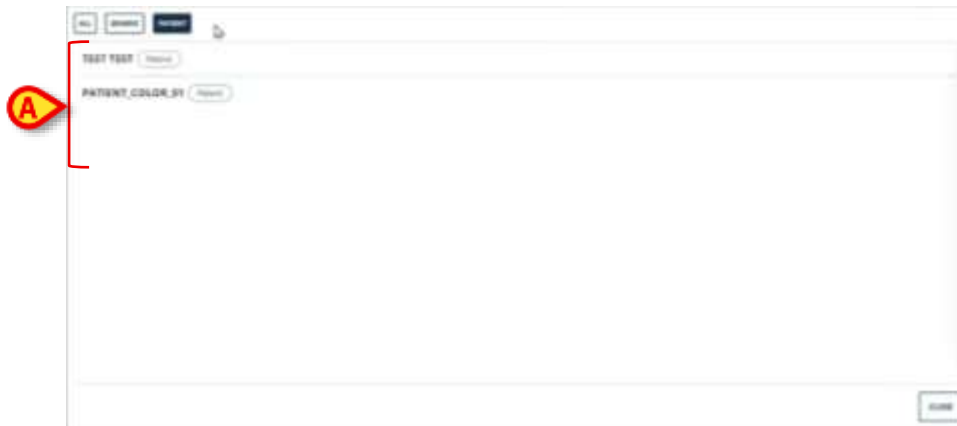


Fig 14

Each row in the window refers to a print report.

- Click a row to display a print preview.

Each report can be labelled as “Patient report” or “Generic report” (Fig 15 **A**).



Fig 15

The buttons indicated in Fig 15 **B** allow to filter the reports displayed on the window (only “Generic Reports”, only “Patient Reports” or all the available reports).

1.5.1 Change password

To change the User password

- Click the **User** button on Control Bar (Fig 16 **A**).



Fig 16

- The following menu opens (Fig 17).



Fig 17

- Click **Change Password** (Fig 17 **A**). The following screen opens (Fig 18):

CHANGE PASSWORD

A Old password

B New Password

C Confirm new password

D **SAVE**

Fig 18

- Type the current password in the “OLD password” field (Fig 18 **A**).
- Type the new password in the “New password” field (Fig 18 **B**).
- Type again the new password in the field “Confirm new password” (Fig 18 **C**).
- Click **Save** (Fig 18 **D**).

1.5.2 User Issue reporting

If present, the  icon on the Control Bar (Fig 19 **A**) allows to create an “issue” report and, in case, receive technical support.



Fig 19



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 19 **A**). The following window opens (Fig 20).

Fig 20

- Enter a description of the issue in the “Description” field (Fig 20 **A**).
- Click **Send** (Fig 20 **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 21 **A**).



Fig 21

- Click the  icon.

A drop-down window is displayed, listing the available additional submodules (Fig 22).

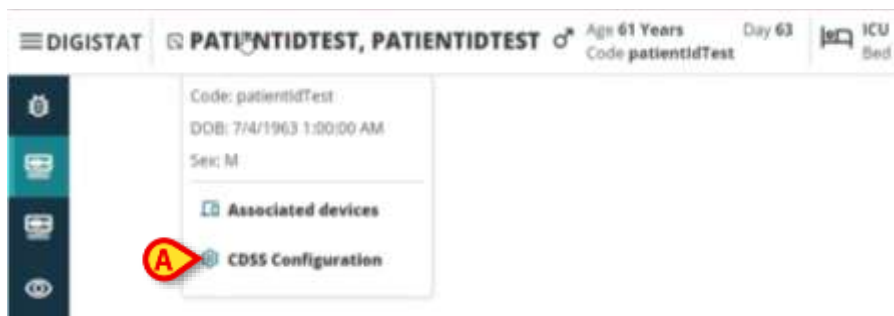


Fig 22

- Click on “CDSS Configuration” (Fig 22 **A**).

The following window is displayed, listing the rules associated to the currently selected patient (Fig 23).

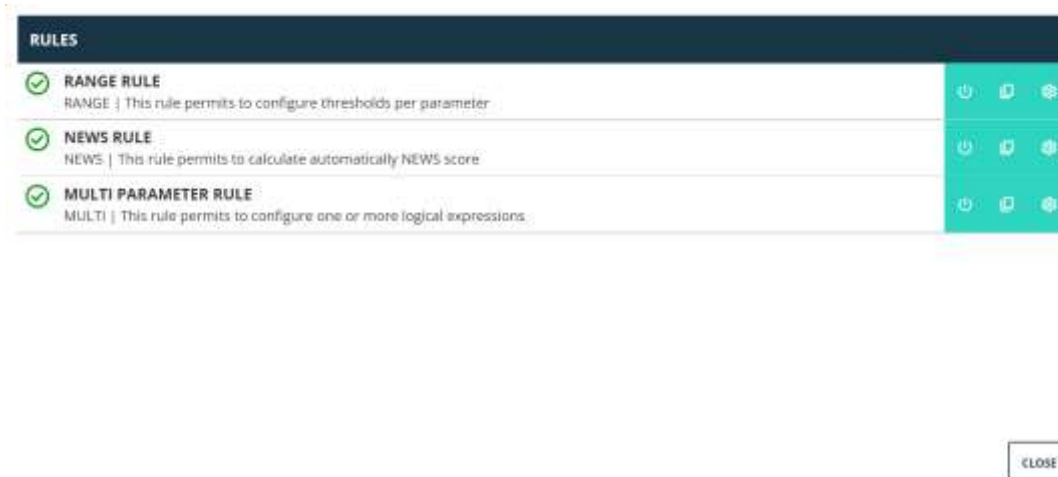


Fig 23

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 24 **A**).



Fig 24

- Click the  icon.

A drop-down window is displayed, listing the available additional sections (Fig 25).

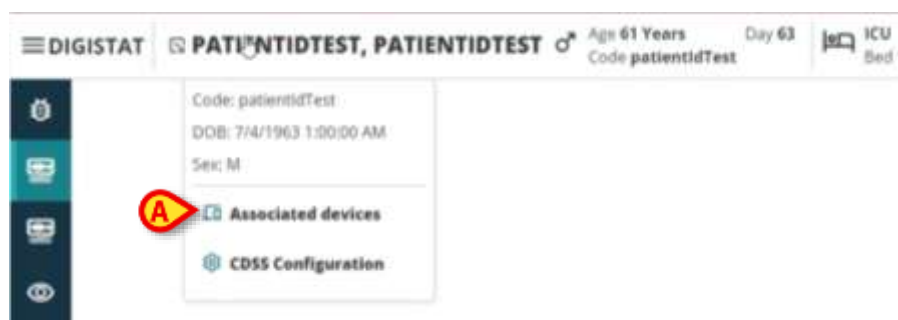


Fig 25

- Click on “Associated devices” (Fig 25 **A**).

The following window is displayed, listing the devices associated to the currently selected patient (Fig 26).

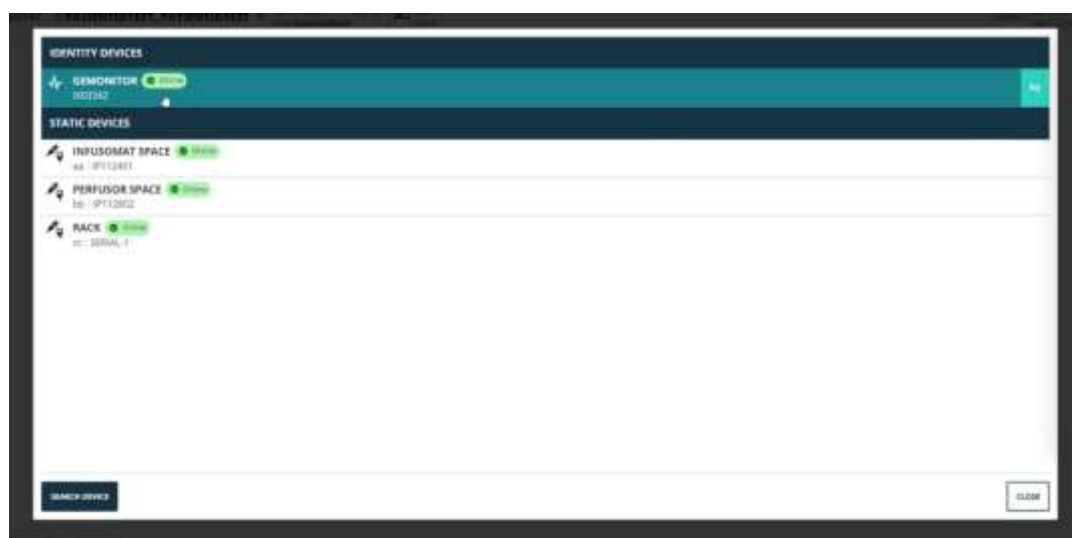


Fig 26

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