ascom

Control Bar Web
User Manual

Version 3.0

17/07/2020

Contents

1. Control Bar Web

⚠️ *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 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.
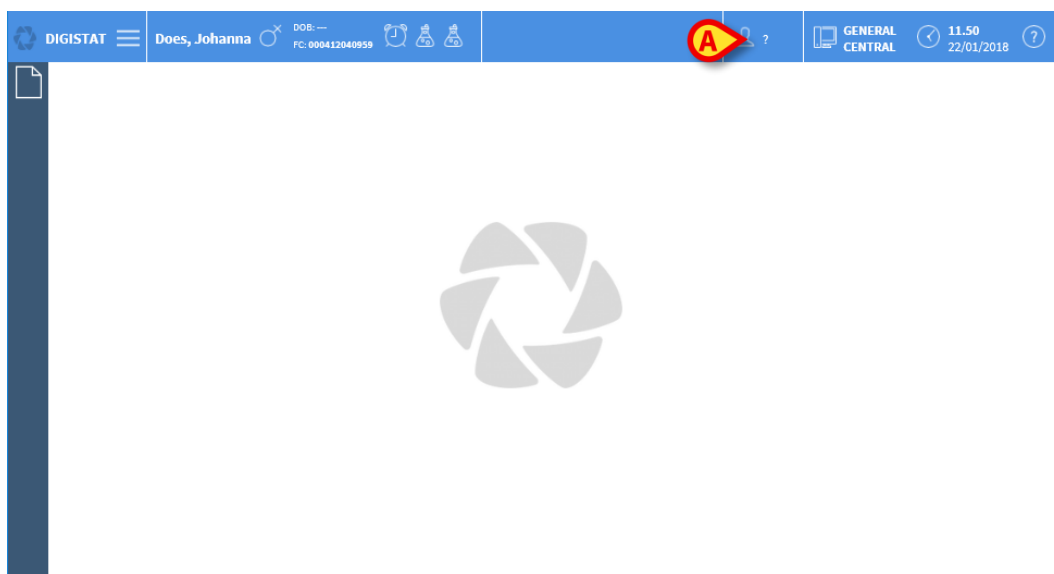
The following page opens

Fig 1

1.2 User login

User Login is required to enable the system functionalities. To log in

> ➢ Click/Touch the user button indicated in Fig 1 **A**.

The following page is displayed

Fig 2

> ➢ Enter your username in the "Username" field (Fig 2 **A**)

> ➢ Enter your password in the "Password" field (Fig 2 **B**)

> ➢ Click the **OK** button (Fig 2 **C**)

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

> ➢ Click the **CANCEL** button (Fig 2 **D**)

⚠ 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 ADM 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. 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 2 will appear again.

1.3 Product Work Area

The Work Area is defined and enclosed by Control Bar Web, a tool that is common to all Product installations (Fig 4).

Control Bar Web manages the installed modules and systems, the patients, the users.
The Control Bar Web is formed by a horizontal command bar (Fig 4 **A**), by a vertical selection bar on the left ("Lateral Bar" - Fig 4 **B**) and by a central Work Area. The different screens of the available modules are displayed within the Work Area (Fig 4 **C**).
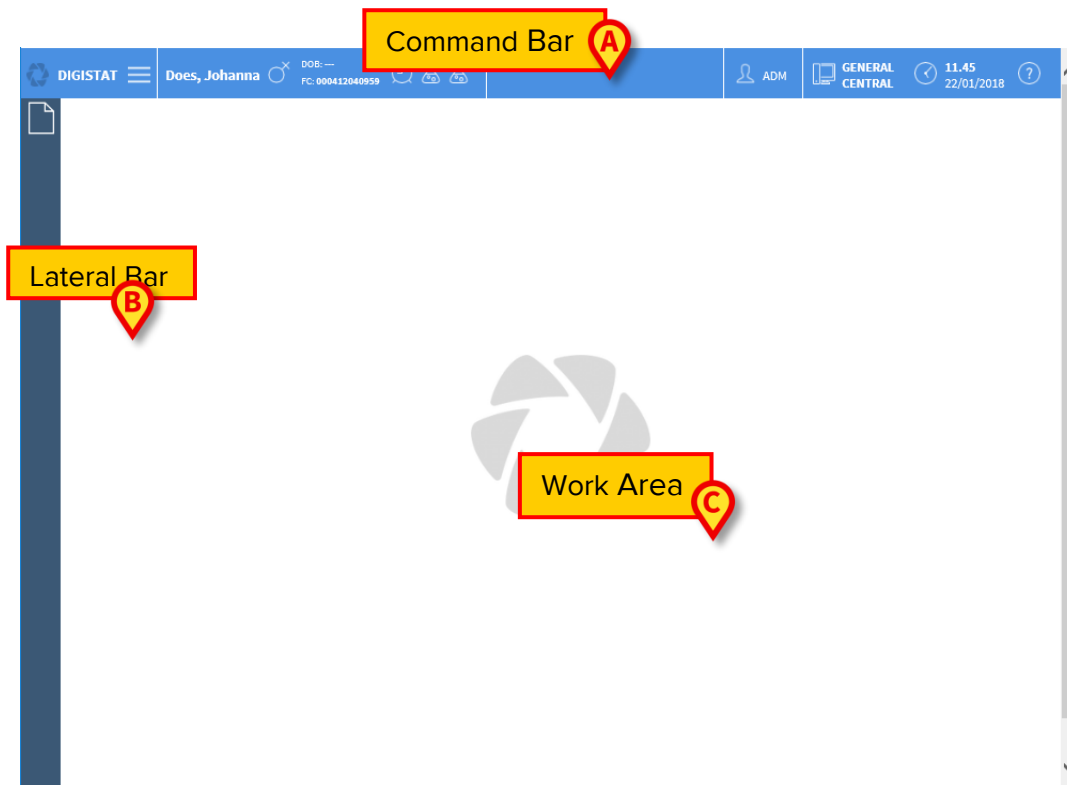

Fig 4

The command bar (Fig 4 **A**) will be described in paragraphs 1.4 and subsequent.

The lateral bar displays the icons of the currently available modules. See Fig 5.

Fig 5

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

It is only possible to select a module after the user log in.

1.4 Control Bar

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

Fig 6

- The **Menu** button (Fig 6 **A**) opens a page displaying various menu options. See Paragraph 1.5.

- The **Patient** button (Fig 6 **B**) displays, after patient selection, the patient name and main data. If the patient is admitted the bed number is displayed as well. The icons placed alongside the patient data are customizable shortcuts making it possible to access specific configured information.

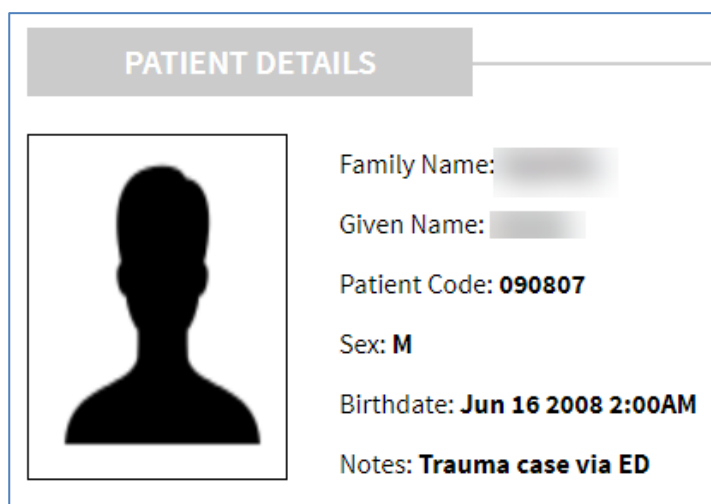➢ Click the button to display more patient data and patient photo (if available - Fig 7).

Fig 7

- The area indicated in Fig 6 **C** can be used to signal that there are notifications for the user.

- The user button gives access to login/logout functionalities (Fig 6 **D**).

- Indication of the type of Digistat Domain (Fig 6 **E** - fully customizable, for example: central, bedside etc...)

- Date - time indication (Fig 6 **F**)

- Use the **Help** button (Fig 6 **G**) to access the online user documentation available.

1.5 Main Menu

The **Menu** button placed on the Control Bar Web (Fig 6 **A**) opens a page listing several options (Fig 8).
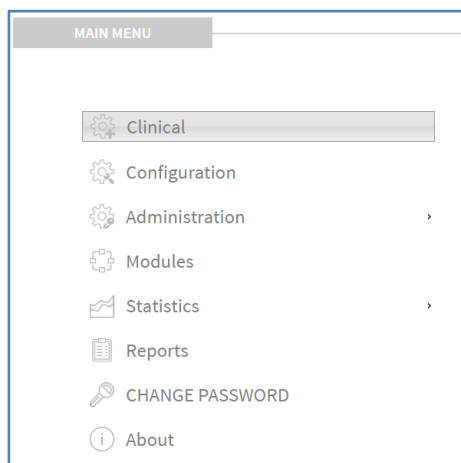

Fig 8

Each button on the menu accesses a specific set of functions.

The procedures associated with the following buttons relate to system configuration and are therefore reserved to the system administrators.

Clinical

Configuration

Administration

Modules

Statistics.

The ⬚ Reports button can be configured to access different pre-configured print reports.

The 🔑 CHANGE PASSWORD button makes it possible to change the user password. See paragraph 1.5.1

The ⓘ About button opens a window containing information on the Product version installed, the related licenses and labelling information.

1.5.1 Change password

The **Change Password** button on the Control Bar Web main menu (Fig 8) opens a page making it possible to change the password of the user currently logged to the system (Fig 9).

Fig 9

To change the user password:

- ➤ Type the current password in the "Enter the OLD password" field (Fig 9 **A**)

- ➤ Type the new password in the "New password" field (Fig 9 **B**).

- ➤ Type again the new password in the field "Re-enter new password" (Fig 9 **C**).

- ➤ Click the **OK** button (Fig 9 **D**)