



Diary Mobile User Manual

Version 2.0

2022-10-20

Contents

2. Diary mobile	3
2.1 Introduction	3
3. Start-up.....	4
4. Clinical diary	5
4.1 Diary note description	6
4.1.1 Note categories	7
4.1.2 Filters	8
4.2 How to create a diary entry.....	13
4.2.1 Draft notes	14
4.2.2 Category	14
4.2.3 Subject.....	15
4.2.4 Tags.....	16
4.2.5 Text	18
4.2.6 Attachments	20
4.2.7 Time.....	23
4.3 Editing a note.....	26
4.4 Deleting a note	27
4.5 Note Validation.....	29
4.6 Note history.....	31
5. Icons meaning	33

2. Diary mobile



For general and detailed information about the Product environment and the instructions for use of the Mobile Launcher software see the specific documents. The knowledge and understanding of these documents is mandatory for an appropriate and safe use of the Diary Mobile software, described in this document.

2.1 Introduction

“Diary” is a mobile application allowing to insert, search and retrieve clinical information. Users can insert and manage textual notes. Audio, images and PDF files can be attached to a note. Also, the application can be configured to automatically acquire information from external sources (for example ADT or other Digistat® modules) and display it in the patient diary.

3. Start-up

To start the Diary Mobile application:

- Tap the corresponding row on the Digistat® mobile application list (Fig 1 A).

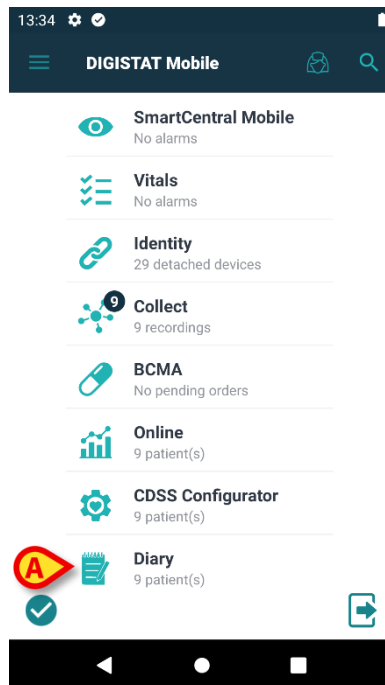


Fig 1

Diary mobile opens, displaying the list of patients belonging to the configured domain (Fig 2).

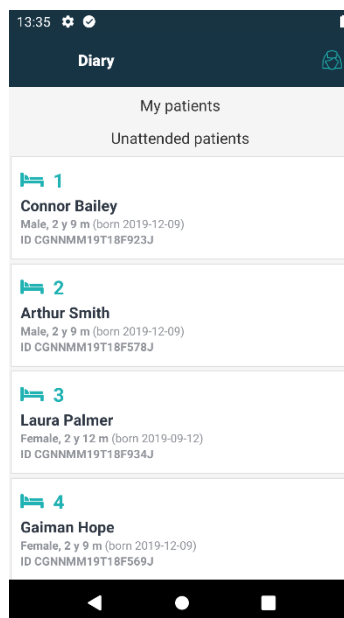


Fig 2

4. Clinical diary

Fig 3 shows a sample diary screen for patient Arthur Smith.

Patient data is displayed on top, alongside the bed number (Fig 3 A).

The diary notes are displayed below, in chronological order, most recent on top (Fig 3 B).

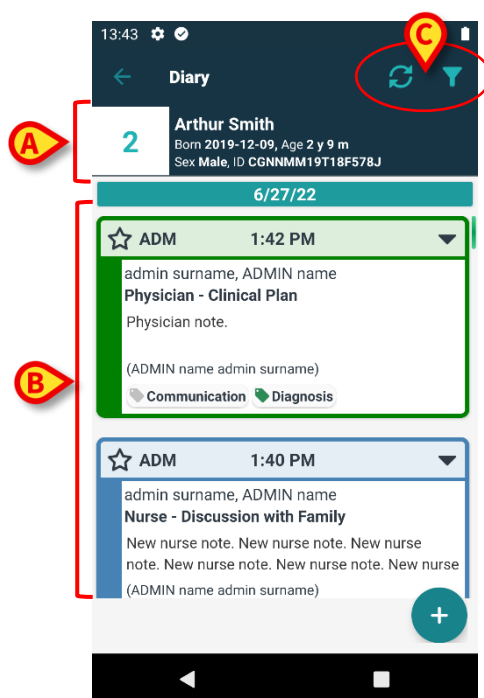


Fig 3

Use the  button (Fig 3 C) to refresh the diary.

Use the  button (Fig 3 C) to filter the diary contents. See section 4.1.2 for the filters description.

4.1 Diary note description

Fig 4 shows a sample note.

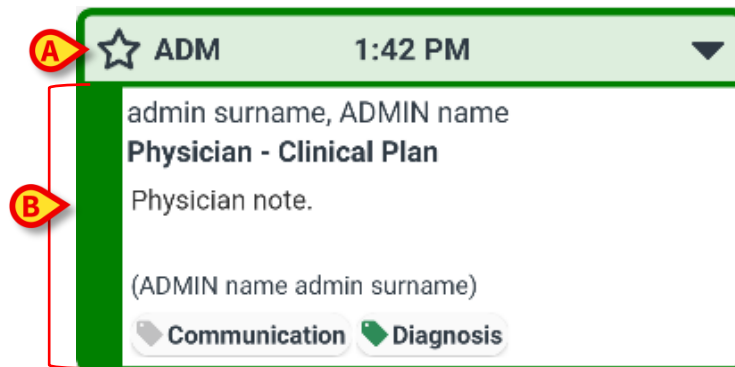


Fig 4

The color of the note indicates the note category (see section 4.1.1 for the explanation of note categories).

A "heading area", indicated in Fig 4 A and Fig 5 A, contains the following:

- Relevance indication - The ☆ icon can be selected to indicate the note as "Relevant". The selected icon is highlighted (★).
- Abbreviation of the name of the user who inserted the note (ADM in the example).
- Time of the clinical event to which the note refers.
- Additional icons can be present alongside the time indication, depending on the note contents. The possible icons are listed in section 5.
- "Display full note" icon ▼. Tap the heading area to display the full note (Fig 5). The icon changes to ▲. The full note includes additional text and attachments (if present). The operating buttons ("Cancel", "History", "Edit") are also displayed (See sections 0, 4.4, 4.6). Tap the heading area again to bring the note back to the original size.



The operating buttons available for a note depend on the user permissions and the rules configured in the specific healthcare structure.

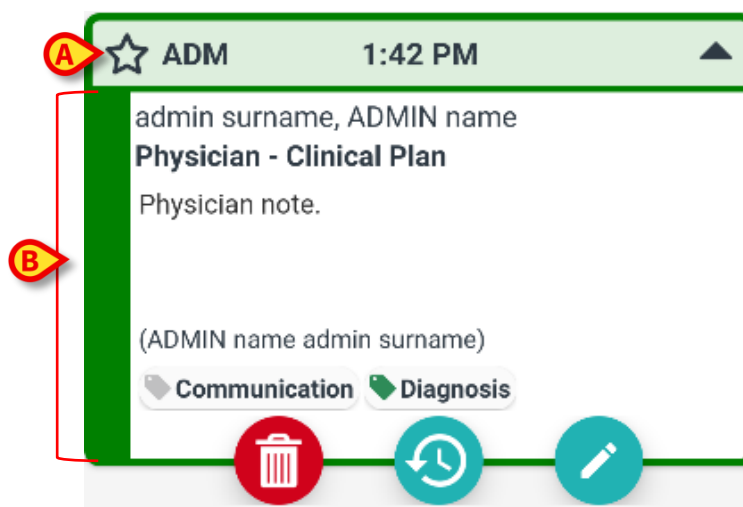





Fig 5

The “note body area”, indicated in Fig 4 B and Fig 5 B, contains the following:

- Full name of the user who inserted the note
- Note type and subject.
- Note text.
- Tags (if present).
- Attachments icons (if present).

Use the  button to delete the note (see section 4.4).

Use the  button to display the note history (see section 4.6).

Use the  button to edit the note (see section o).

4.1.1 Note categories

The diary entries are defined as belonging to categories, each one characterized by a specific color. The number, type, and color of the existing categories are configurable.

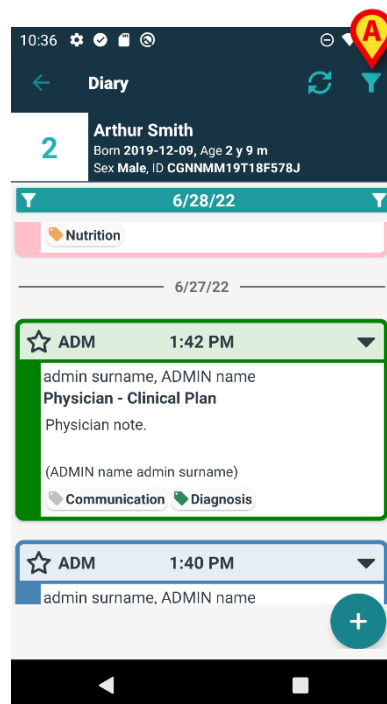


Fig 6

The sample screen shown in Fig 6 displays three notes belonging to three different categories. as defined in the present configuration:

- Dietitian (pink).
- Physician (green).
- Nurse (light blue).

The full list of available categories is shown at note creation time (see Fig 19).




"Draft" notes are dark grey. See section 4.2.1.

4.1.2 Filters

It is possible to filter the diary to search for information or to display only certain selected note types.

To filter the diary:

- Tap the  icon indicated in Fig 6 A.

The following screen opens (Fig 7):

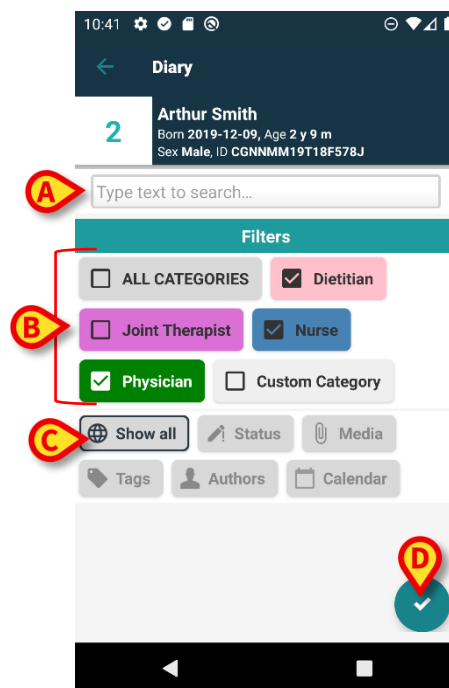




Fig 7

Different tools are here available:

- 1) Textual search tool (Fig 7 A).

Type here a text string to be searched in the diary, then tap the  button (Fig 7 D). Only the notes containing the specified text string will be then displayed.

- 2) Category filter (Fig 7 B).

Check one or more categories and tap the  button (Fig 7 D) to display only the notes belonging to the checked category/es. The ALL checkbox displays all the notes again.



The category filters are added progressively when the related notes are inserted. I.e. a filter is available only if there is at least one note belonging to the corresponding category.

3) Filter buttons (Fig 7 C).

Filter by author, status, tag, medium, calendar. The filters here displayed depend on the information actually present in the diary. I.e. a filter is available only if the corresponding information is present. For example: if there are no tags in the diary, then the "tags" filter is not enabled.

The existing filters are:

- Status (see section 4.1.2.1).
- Media (see section 4.1.2.2).
- Tag (see section 4.1.2.3).
- Author (see section 4.1.2.4).
- Calendar (see section 4.1.2.5).

If a filter of any kind is activated, the corresponding button is highlighted (Fig 8).

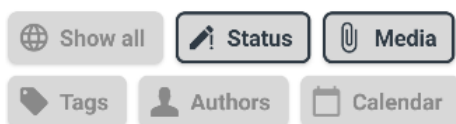


Fig 8

Tap the **Show all** button to clear all the filters selected in this area (Fig 9).

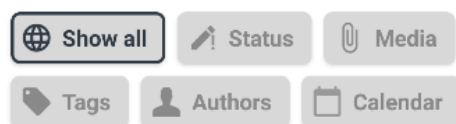


Fig 9




Multiple filters selection is enabled. It is possible, for example, to specify a search string, a category and an author at the same time to retrieve specific information on the diary.



The category, status, tags, media, author filters are added progressively when the related items are inserted in the diary. I.e. a filter is available only if there is at least one item of the kind in the diary.



After filter selection, tap the  button (Fig 7 D) on the "filters" screen to display only the notes matching the specified filters.

4.1.2.1 Status

Filter by status. Possible statuses are "Deleted", "Validated", "Not validated", "Draft". Tap the button to display a window (Fig 10) making it possible to select the status.

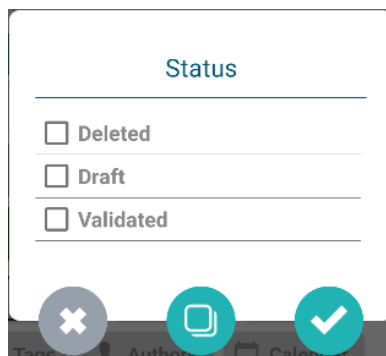




Fig 10

Select the checkbox corresponding to the required status and tap the  button. Only the notes that are in the selected status(es) will be displayed.

Use the  button to close the window without selecting any filter.

Use the  button to clear the filters.

4.1.2.2 Media

Filter by attachment type. Possible media are "Audio", "PDF", "Image". Tap the button to display a window (Fig 11) allowing to select the medium.

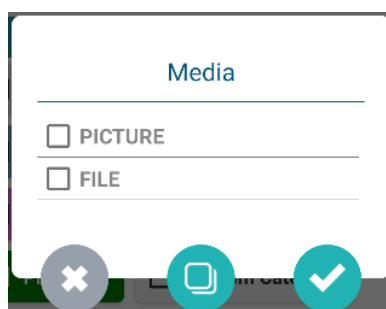




Fig 11

Select the checkbox corresponding to the required medium and tap the  button. Only the notes having the selected file type attached will be displayed.

Use the  button to close the window without selecting any filter.

Use the  button to clear the filters.

4.1.2.3 Tags

Filter by tag. The available tag-filters correspond to the tags that are already present in the diary. Tap the button to display a window (Fig 12) allowing to select the tag.

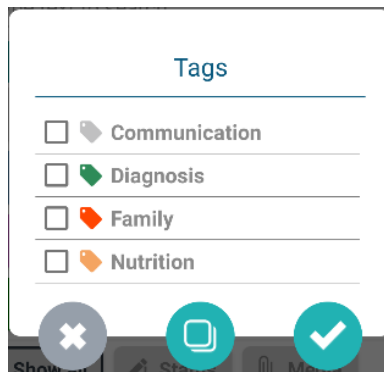





Fig 12

Select the checkbox corresponding to the required tag and tap the  button.

Use the  button to close the window without selecting any filter.

Use the  button to clear the filters.

4.1.2.4 Authors

Tap the **Authors** filter to display a window (Fig 13) listing all the authors that already created a note in the current diary.

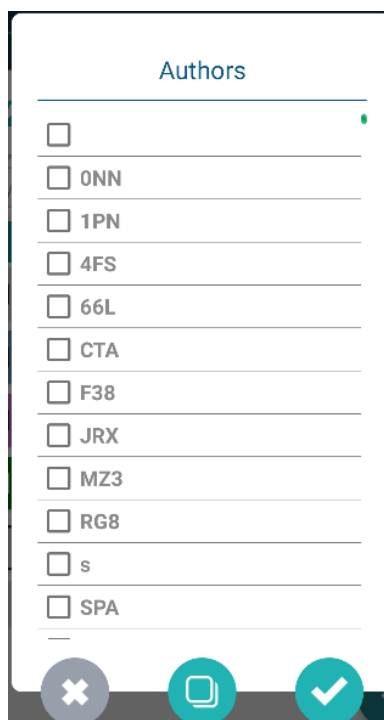




Fig 13

Select the checkboxes corresponding to the required authors and tap the  button.

Use the  button to close the window without selecting any filter.

Use the  button to clear the filters.

4.1.2.5 Calendar

Filter by note insertion date. Tap the button to display a calendar window (Fig 14).

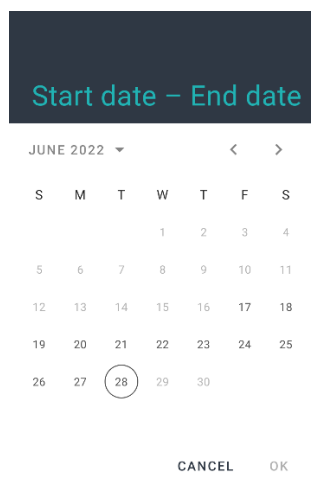


Fig 14

Tap a day on the calendar to select the start date. The start date is highlighted (Fig 15 A).

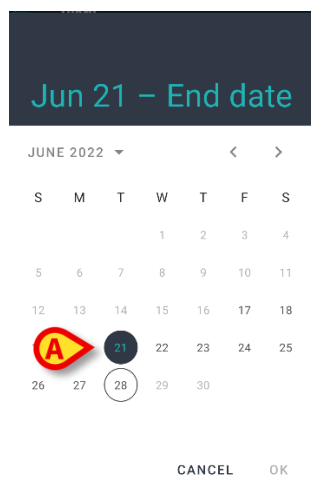


Fig 15

Tap another day to select the end date. The days between the selected dates are highlighted (Fig 16 A).

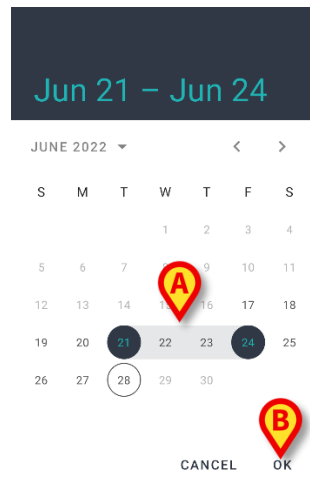


Fig 16

Tap **OK** (Fig 16 **B**). Only the notes inserted during the selected time period will be displayed.

4.2 How to create a diary entry

To add an entry to the clinical diary

- Click the  button on the command bar.


The following window opens.



Fig 17


The initials of the user currently logged are indicated in Fig 17 **A**.

- Fill the required fields.

- Tap the  icon. The note is added to the diary.

Sections 4.2.1 to 4.2.7 describe the different fields and tools allowing to define the note features.

4.2.1 Draft notes

The “Draft” selector on the right (Fig 17 **B**) is, by default, on “off” position. That means that the note is, by default, not a draft. Tap the selector to change its status to draft. “Draft” notes are displayed as dark grey on the diary (Fig 18). As drafts, they are displayed only to the user who created them. They are published, and then visible to all users, only when the selector is turned off. The  icon on the heading bar characterizes draft notes.

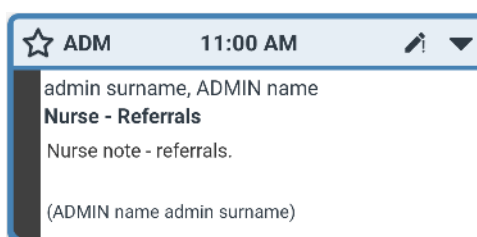


Fig 18

4.2.2 Category

This field allows to specify the note category. This is mandatory. The category specification enables the “Subject” and “Body” field.

- Tap the “Category” field.

The following window opens (Fig 19), allowing to select the category. This screen lists all the available categories for the current user, depending on their role and permissions.



The number, name and color of available categories is defined during configuration.

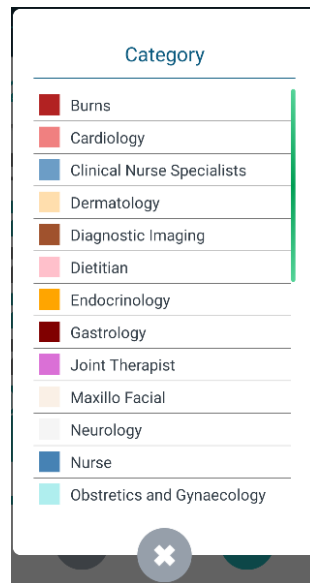


Fig 19

- Tap a category to select it.

The selected category is displayed in the “Category” field (Fig 20 A).

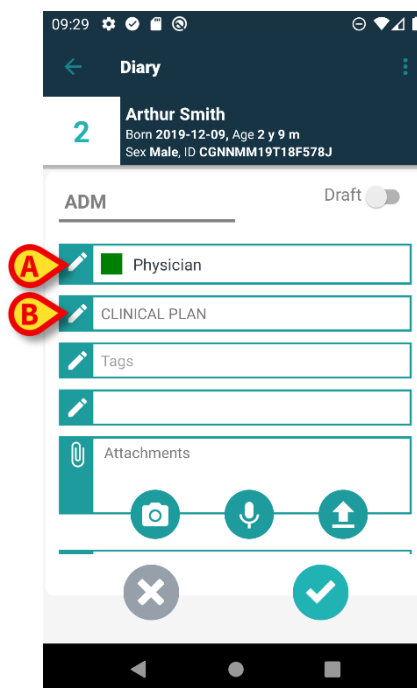


Fig 20

4.2.3 Subject

The selected category enables a related set of available subjects. The available subjects are defined during configuration. By default, one of the subjects is already selected (“Referrals” in Fig 20 B). To select another subject:

- Tap the “Subject” field.

A window listing the available subjects opens (see Fig 21 for an example).

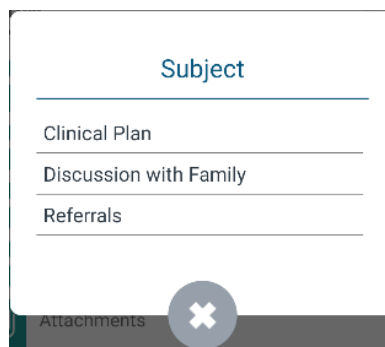


Fig 21

- Tap the chosen subject. The chosen subject is displayed in the “Subject” field (Fig 22 A).

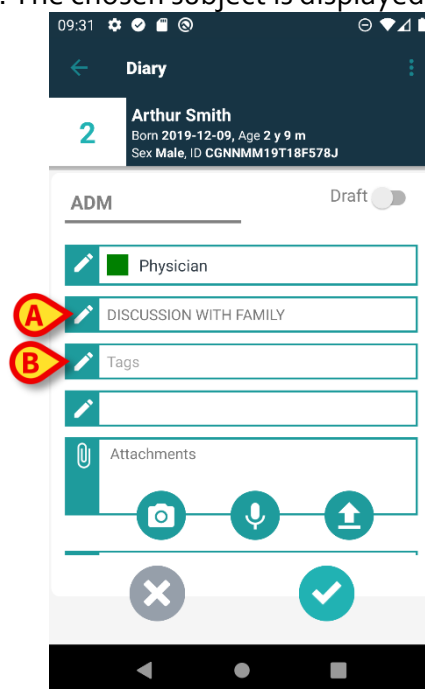


Fig 22

4.2.4 Tags

It is possible to tag a diary note. To add a tag.

- Tap the “Tags” field (Fig 22 B).

The following window, listing the possible tags, opens (Fig 23).

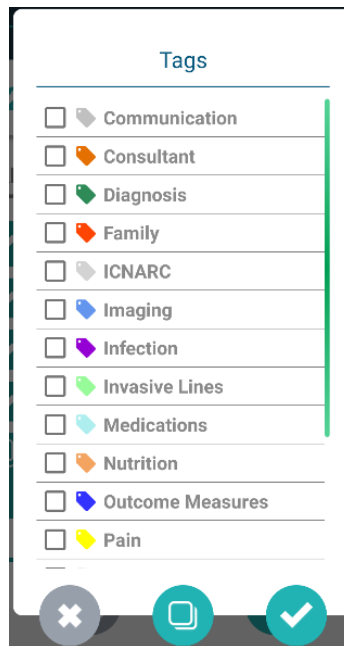


Fig 23

- Tap the required tag(s) to select them (Fig 24 A).

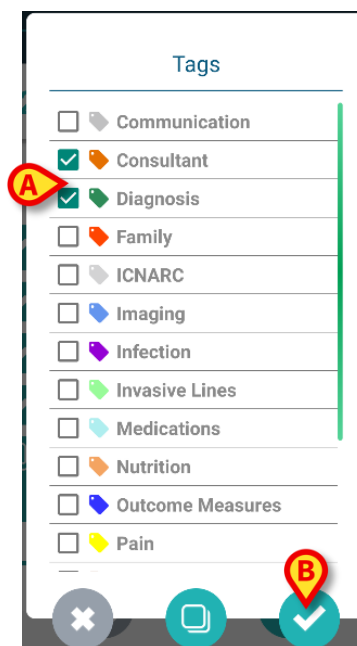


Fig 24

- Tap the  button (Fig 24 B).

The tags are displayed in the “Tags” field (Fig 25 A).

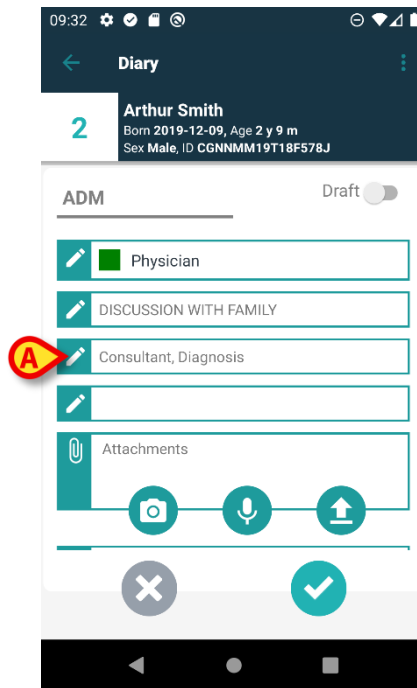




Fig 25

In Fig 23, use the  button to close the window without selecting any tag.
Use the  button to uncheck all boxes.

4.2.5 Text

- Tap the "Note text" field to type the note body text.

The following window opens.

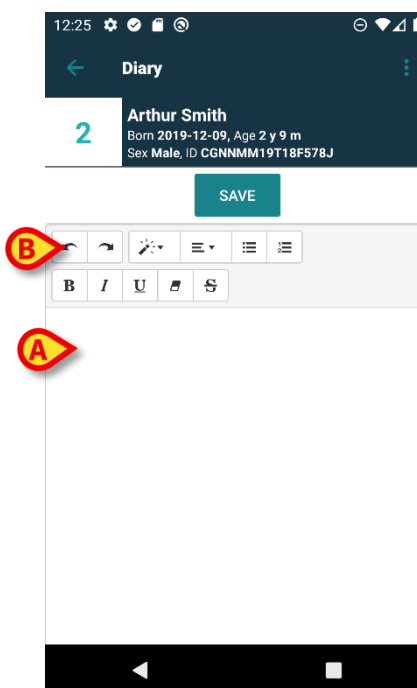


Fig 26

- Type the body text in the area indicated in Fig 26 **A** and Fig 27 **A**.

Some of the most common text formatting tools are available (Fig 26 **B** and Fig 27 **B**).

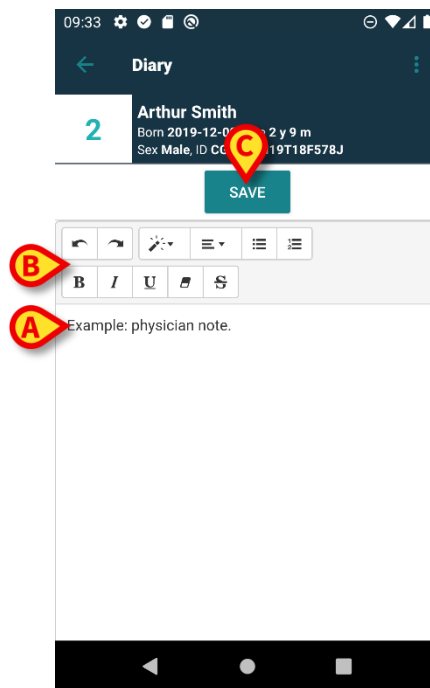


Fig 27

- Tap the **Save** button (Fig 27 **C**).

The text is displayed in the "Note text" field (Fig 28 **A**).

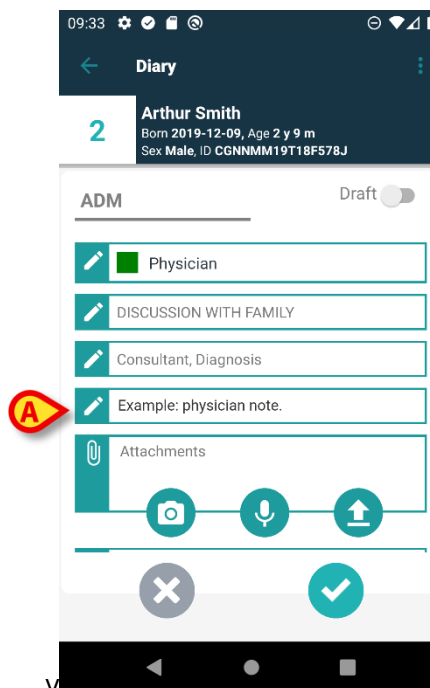


Fig 28


4.2.6 Attachments

It is possible to attach files to the note. Images, audio and PDF files are supported.



Fig 29

4.2.6.1 Image

- Tap the  button (Fig 29 **A**) to take and attach a picture.

The Smartphone camera activates (Fig 30).

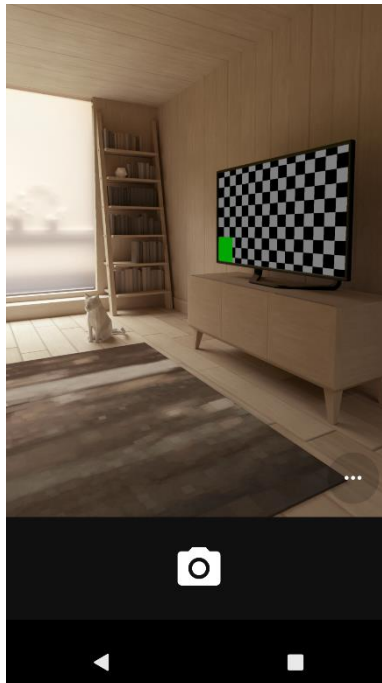


Fig 30

- Take the picture and accept it.

The corresponding thumbnail is displayed in the "Attachments" area (Fig 31 **A**).

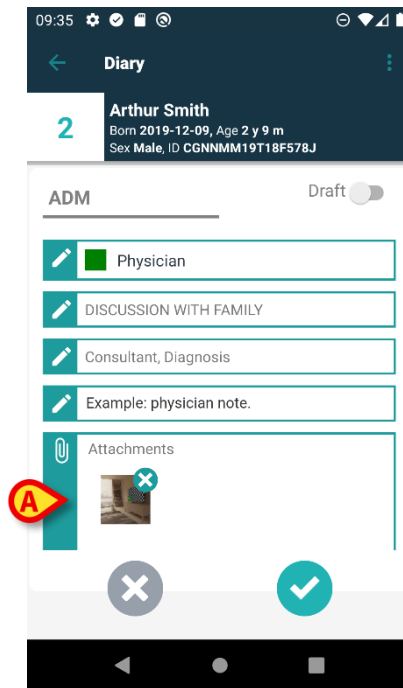



Fig 31

4.2.6.2 Audio

- Tap the  button (Fig 29 B) to record and attach an audio file.

The following screen is displayed (Fig 32).

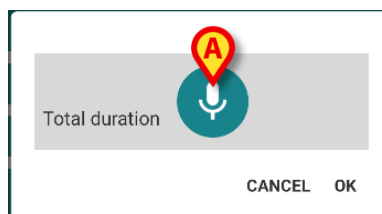



Fig 32

- Tap the  button (Fig 32 A). Keep it pressed while recording (Fig 33), then release it (Fig 34).

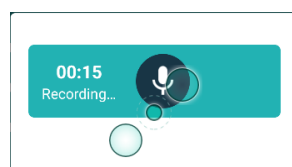


Fig 33

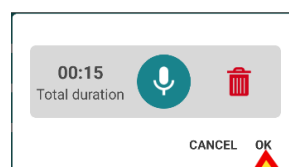



Fig 34

- Tap **Ok** to accept (Fig 34 A). tap  to delete the file.

The "Attached audio" icon is displayed in the "Attachments" area (Fig 35).

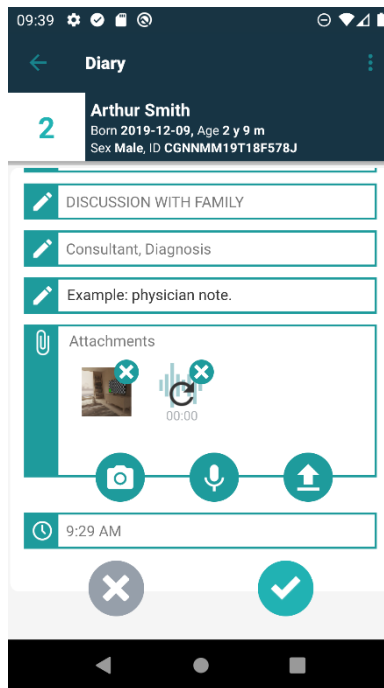



Fig 35

4.2.6.3 Upload

- Tap the  icon (Fig 29 C) to attach a PDF file or an archived image.

A screen making it possible to browse the smartphone contents is displayed (the default file navigator). The “Downloads” folder is displayed in Fig 36.

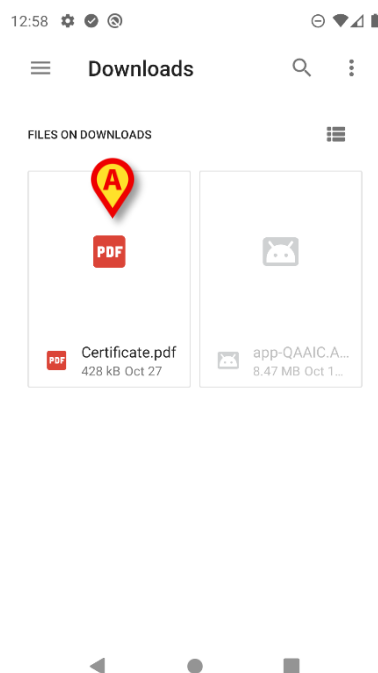


Fig 36

- Tap the file to be attached (Fig 36 A).

An icon corresponding to the attached file is displayed in the “Attachments” area (Fig 37 A).

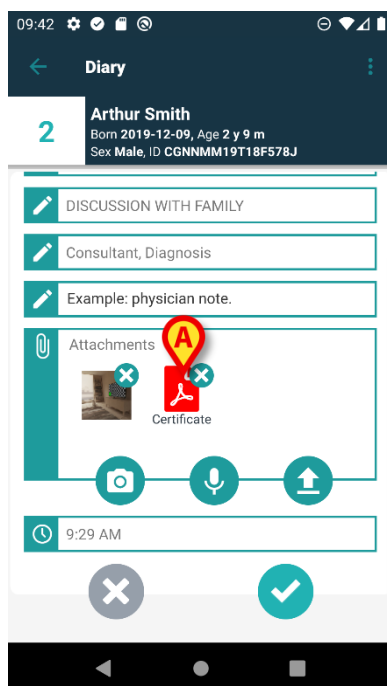


Fig 37

4.2.6.4 Deleting an attachment

To delete an attachment:

- Tap the small cross placed on the top-right corner of the attachment icon (Fig 38 A).



Fig 38

User confirmation is required. Confirm to remove the attachment.

4.2.7 Time

The "Time" field (Fig 39 A) displays the current time. In case the note is inserted significantly later than the clinical event to which it refers, it is possible to change the time of the note.

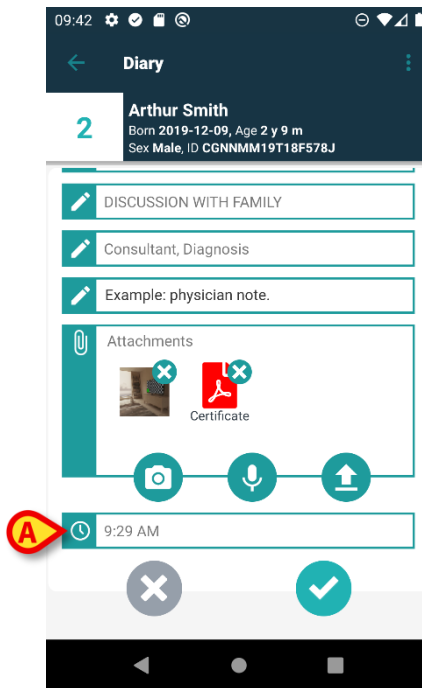


Fig 39

To change the time:

- Tap the "Time" field. A calendar is displayed (Fig 40).

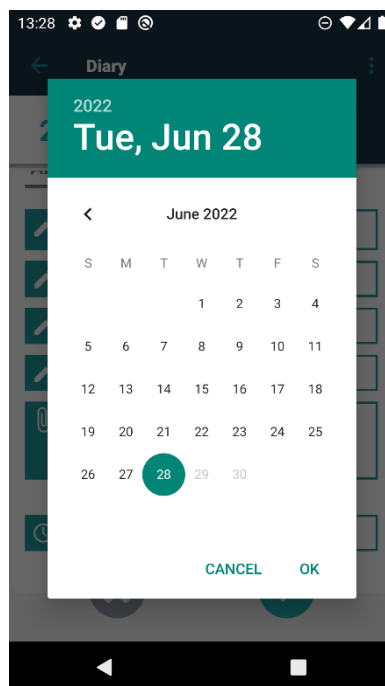


Fig 40

- Select the day, then tap **Ok**. A clock is displayed.

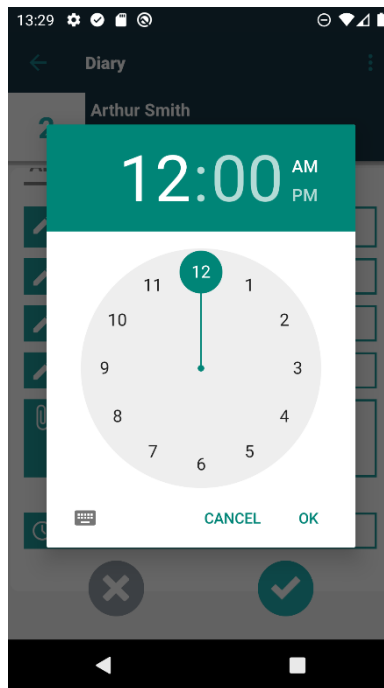



Fig 41

- Select the time, then tap **Ok**. The new date/time is displayed in the “Time” field.

The note is inserted in the diary, in chronological order, according to the time here set.

When a note is inserted in a time that is different from the time of the actual clinical event (i.e. when the time of the note is changed), the  icon is displayed on the heading bar (Fig 42 A).

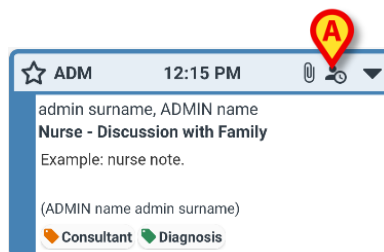



Fig 42



The  icon is displayed when the difference between the insertion time and the actual clinical time is bigger than a customizable time value. The time value is set on the “Entrytimetolerance” System Option.

4.3 Editing a note



The note editing policy is customizable and depends on the Healthcare Structure procedures. Refer to the system administrators for more information on the actual policy adopted.

For example: some notes can be editable for certain users and not for others; notes can be editable for a configured time after publication and then become read-only.

To edit a note:

- tap the heading bar of the note to be edited (Fig 43 A).

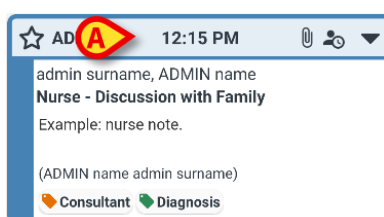


Fig 43

The note enlarges (Fig 44).

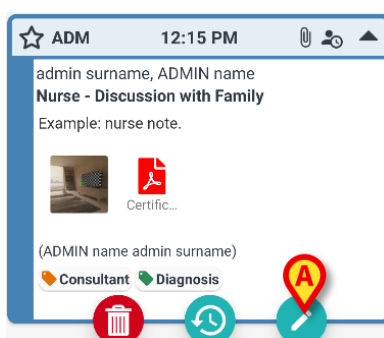



Fig 44

If the note is editable for the current user, the  button is present.

Tap the  button (Fig 44 A). The “Edit note” window is displayed (Fig 45).

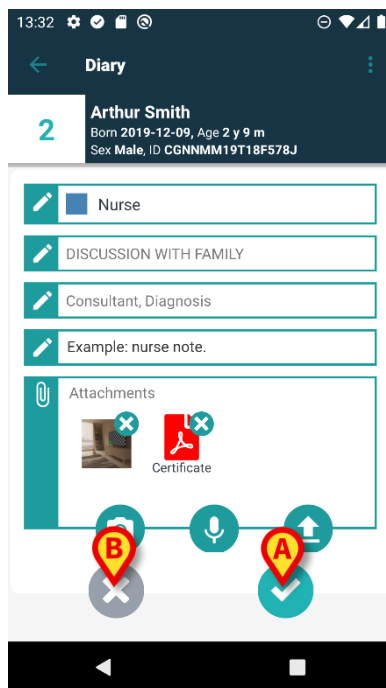



Fig 45

Edit the note. See sections 4.2.1 to 4.2.7 for instructions on note editing procedures.

Tap the  button to save the changes (Fig 45 A).

Tap the  button to discard without saving (Fig 45 B).

4.4 Deleting a note



The note deletion policy is customizable and depends on the Healthcare Structure procedures. Refer to the system administrators for more information on the actual policy adopted.

For example: some notes can be deleted only by certain users, depending on their permissions, and for a configured time.

To delete a note:

- tap the heading bar of the note to be deleted (Fig 43 A).

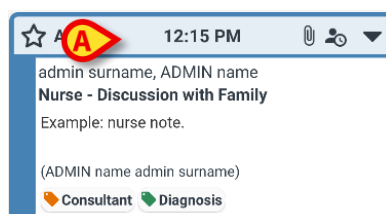


Fig 46

The note enlarges (Fig 44).

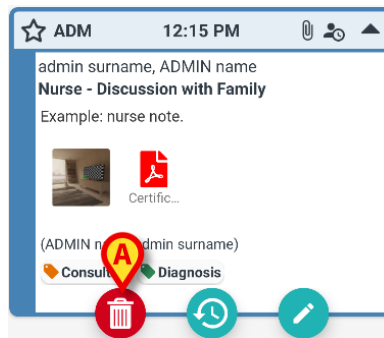


Fig 47

- Tap the  button (Fig 47 **A**).

It is required to insert a reason for the deletion. The menu shown in Fig 48 opens, containing a list of pre-configured reasons.

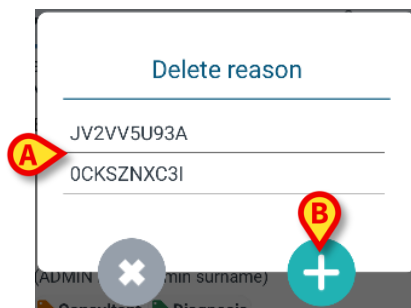


Fig 48

If one of the configured reasons suits the specific case, then tap the chosen reason on the menu (Fig 48 **A**). The note is deleted.

The deleted note is still displayed on the clinical diary in strikethrough characters (Fig 51 **A**). The deletion reason is displayed below the deleted text (Fig 51 **B**).

If none of the reasons can be used, it is possible to insert a custom reason for deletion. To do that:

- Tap the  button (Fig 48 **B**).

The following screen opens (Fig 49), making it possible to insert a custom reason.

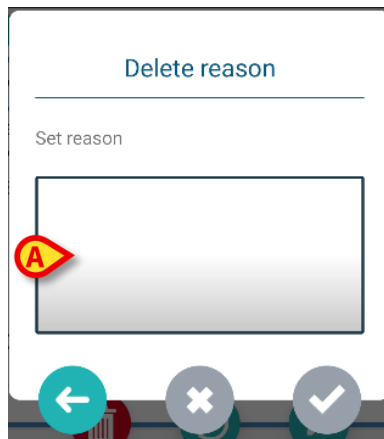




Fig 49

- Type the reason in the field indicated in Fig 49 A, then tap the  button (Fig 50 A).
- Touch the  button to go back the list of custom reasons (Fig 48).

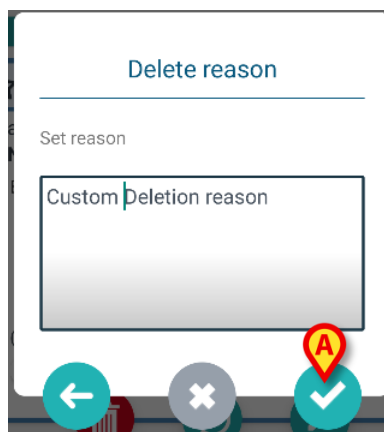


Fig 50

The deleted note is still displayed on the clinical diary in strikethrough characters (Fig 51 A). The deletion reason is displayed below the deleted text (Fig 51 B).

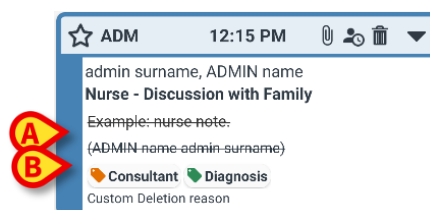




Fig 51

The  icon on the heading bar indicates that the note is deleted.

4.5 Note validation

Some users do not have “note validation” permissions. When they add a note to the diary, it is marked with the  symbol (Fig 52 A), meaning that the note must be validated by another user having adequate permissions.

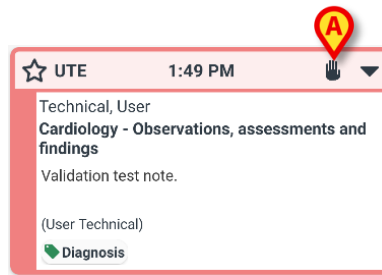


Fig 52

To validate a note, another user with note validation permissions must login with their credentials. Then, the new user should:

- Tap the header of the not-validated note to display the operating buttons (Fig 53).

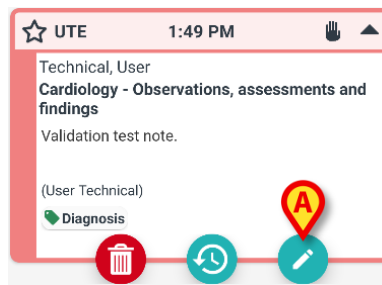




Fig 53

- Tap the  button (Fig 53 A).

The "Edit note" window opens (Fig 54). The **Save** button -  - is not present; the **Validate** button -  - is present instead (Fig 54 A).

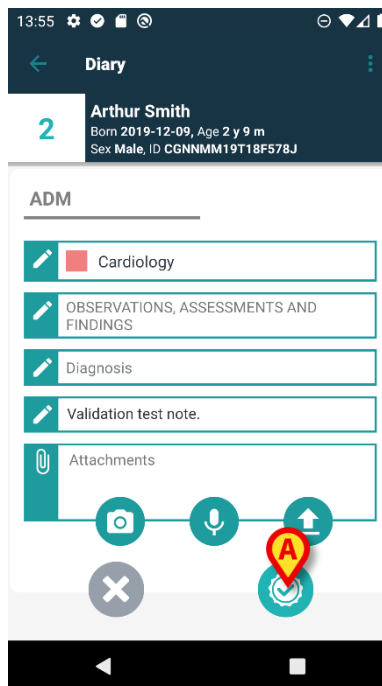


Fig 54

- Tap the  button.

The note is this way validated. The  symbol is not displayed anymore (Fig 55).

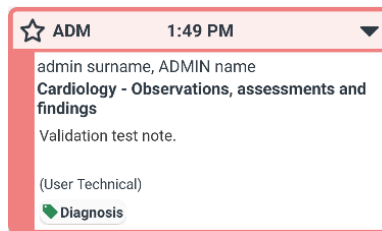


Fig 55

4.6 Note history

It is possible to consult the previous versions of a note. To do that:

- Tap the header of the note to display the operating buttons (Fig 53).

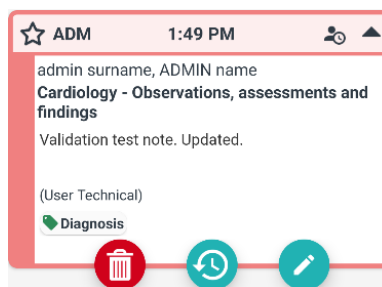


Fig 56

- Tap the  button.

The note history is displayed. The current version of the note is displayed on top (Fig 57 **A**). The previous versions are displayed below the "Previous" line (Fig 57 **B**).

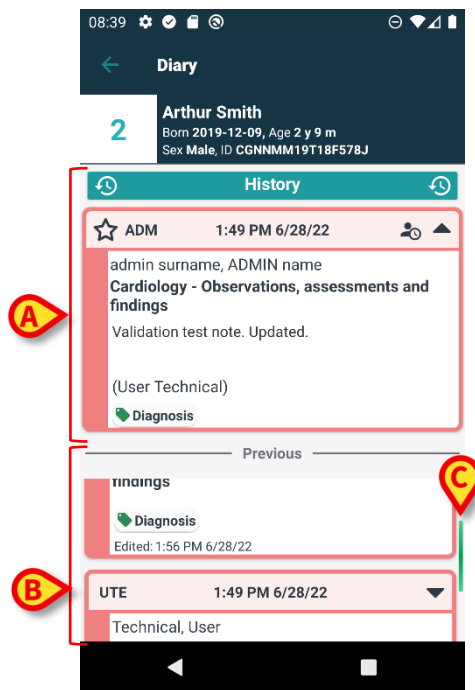


Fig 57

- Use the scrollbar indicated in Fig 57 C to display all the existing versions.
- Click the heading of a previous version to display the full note (Fig 58).

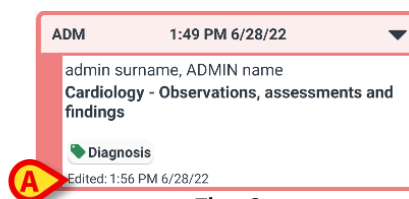


Fig 58

The editing day/time is displayed on each version of the note (Fig 58 A). Previous versions are read-only.

5. Icons meaning

This section lists the possible icons displayed on a note's heading bar (Fig 59 **A**), with their meanings.

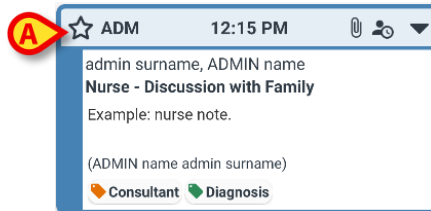


Fig 59

Possible icons on the heading bar	
	The note was inserted at a time that is different from the time of the clinical event to which it refers. I.e. when the note was inserted, the user changed the time (as described in section 4.2.7).
	Attachments.
	Tap the heading bar to reduce the note.
	Tap the heading bar to display the full note.
	Note not validated.
	Deleted note.
	Note with normal relevance.
	Note marked as relevant.
	Draft.
	System note.