

On Line Web User Manual

Version 5.0

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Contents

On Line Web	4
1. Introduction	4
1.1. Data display	4
1.2. Data acquisition	4
1.3. Launching On Line Web	4
1.4. Patient selection	5
1.5. Display mode	5
2. On Line	6
2.1. Screen structure	6
2.2. Lateral selection bar	6
2.3. Parameters table	7
2.3.1. Tables general features	7
2.4. Charts	10
2.4.1. Charts general structure	10
2.5. The command bar	11
2.5.1. Application name and info	o11
2.5.2. Scroll buttons	11
2.5.3. Interval selection	12
2.5.4. Custom Interval selection	112
2.5.5. Select button	12
2.5.6. Refresh time selection	13
2.5.7. Additional options	14
2.6. Widgets	15
2.6.1. Notification history displa	y15
2.6.2. Clinical Diary	16
2.6.3. Infusions	17
2.6.4. Microbiology	18
2.6.5. Laboratory	21
2.7. Switching Standard Time – Dayl	ght Saving Time23
3. Validation	24
3.1. Parameters table (Validation)	25
3.2. Data entry	29
3.3. Validation procedure	31
3.3.1. Validation history	33
3.4. The command bar	34

3.4.1. Filters	34
3.4.2. Autoselect	36
3.4.3. Add	
3.4.4. Discard	
3.4.5. Validate	
3.4.6. Cancel	
3.4.7. Other options	

On Line Web



For general and detailed information about the Digistat Web environment and the instructions for use of the Control Bar Web application, see the specific documents of the Product. The knowledge and understanding of these documents is mandatory for an appropriate and safe use of On Line Web, described in this document.

1. Introduction

On Line web is a web application that displays the incoming data from the medical devices connected to the patient (for example: monitor, ventilator, laboratory etc.).

The raw collected data can be integrated and validated by the user to create an accurate and readable user documentation.

The application can also be configured to connect to other Digistat® modules and display their data (for example Digistat® Diary, Digistat® Connect).

1.1. Data display

Data can be viewed in tables and charts. The way data is displayed is widely customizable. Refer to the system administrators for customization options. The figures included in this manual show a configuration example.

1.2. Data acquisition

Data can be either automatically acquired or manually entered by users.

Automatic acquisition is for parameters transmitted by interfaceable medical equipment (for example: ventilators, patient monitors), or by a laboratory (for example: exams results). Manual editing enables users to check and validate data, to eliminate artifacts and redundant data, to insert values whenever, for any reason, automatic acquisition is unavailable.

Data validation is performed on a separate screen, described in section 3.



Some configurations envisage On Line Web without the Validation screen. For these configurations the validation procedures and functionalities do not apply.

1.3. Launching On Line Web

To launch On Line Web:

Click the icon on the lateral bar.

A screen is displayed, showing the data of the patient currently selected.

On Line web requires patient selection. If no patient is currently selected, an empty screen is displayed, reminding that "This module requires a patient". See section 1.4.

USR ENG On Line Web Page 4 of 39

1.4. Patient selection

To select a patient,

Click the Patient button indicated in Fig 1 A.



The Patient Explorer Web module opens. See the Digistat® Patient Explorer Web user manual (USR ENG Patient Explorer Web) for further instructions on patient management functionalities.



Other modules can be configured for the patient selection in place of Patient Explorer Web, depending on the configuration. If this is the case, see the specific documentation for instructions.

When a patient is selected the module displays the data of the selected patient.

1.5. Display mode

Two display modes are available, according to the chosen configuration. One "Dark" mode and one "Grey" mode.

USR ENG On Line Web Page 5 of 39

2. On Line

2.1. Screen structure

The On Line Web screen (Fig 2) displays in chart and tables the data available for the selected patient. The screen is composed of the following items:

- 1) the lateral bar (Fig 2 \mathbf{A} see section 2.2);
- 2) the parameters table (Fig 2 \mathbf{B} see section 2.3);
- 3) the parameters charts (Fig 2 \mathbf{C} see section 2.4);
- 4) the command bar (Fig 2 \mathbf{D} see section 2.5);
- 5) the configured widgets (if available Fig 2 **E**. l.e. areas displaying data acquired from other Digistat® modules see section 2.6).

These tools are available in all On Line web configurations.



Fig 2

2.2. Lateral selection bar

Different On Line pages can be configured for the same patient, each one focusing on a subset of parameters. The different pages can be selected on the lateral selection bar (Fig 2 **A**). Different icons can be associated during configuration to symbolize the kind of data contained in the page.

Click the icon to display the corresponding page.



Refer to the system administrators for the existing configuration options.

USR ENG On Line Web Page 6 of 39

2.3. Parameters table

The tables display the acquired data (either numeric or strings depending on the data type). Two display modes are possible, according to the chosen configuration:

- 1) only validated data is displayed;
- 2) all raw data is displayed.

In case 1) only the values that the user explicitly validated are displayed. The validation procedure is described in section 3.3.

In case 2) all the data acquired are displayed. Acquisition rate is usually 1 minute.

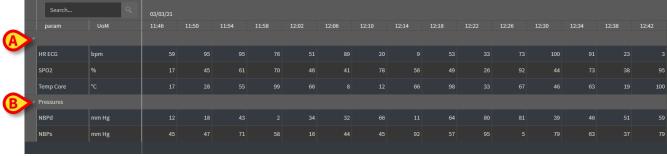


Fig 3

2.3.1. Tables general features

The parameters are divided in groups. The name of the group is displayed on the top-left corner of each group (Fig 3 **A** and **B**).

The first column displays the parameters names (Fig 4 $\bf A$), the second coloumn displays the unit of measure (Fig 4 $\bf B$).

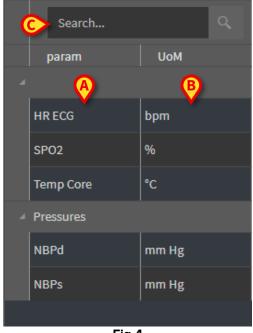


Fig 4

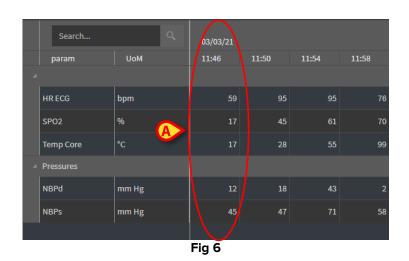
Use the search field indicated in Fig 4 C to search for a specific parameter.

USR ENG On Line Web Page 7 of 39

The values of a parameter can be read on the corresponding row. Therefore, each row shows the parameter changes in time. In Fig 5 **A**, for example, the SPO2 values are circled.



Each column corresponds to the acquisition of a set of parameters. The date and time at which the set of data was acquired are displayed on top. Therefore, the values of all the



parameters acquired at a certain time can be read on each column (Fig 6 A).



The number of decimals that can be displayed for a value is defined during the configuration of the corresponding parameter.

Use the button indicated in Fig 7 to minimize/maximize a single group.



When a small red triangle is displayed on the top-left corner of a cell, it means that the value is outside a given range of normality (Fig 8, the range of normality is set in the configuration of the specific parameter). These values are notified only for validated data.

USR ENG On Line Web Page 8 of 39



Fig 8

A yellow triangle on the top-right corner of a cell (Fig 9) indicates that there is a textual note associated to the data specified in the cell.



Fig 9 - Note

> Click the triangle to display the note (Fig 10).

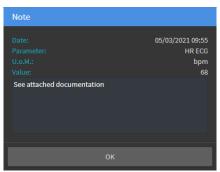


Fig 10

USR ENG On Line Web Page 9 of 39

2.4. Charts

The trends of the configured parameters can be displayed in charts.

2.4.1. Charts general structure

The horizontal axis represents time. The vertical axis indicates the value of the represented parameters. Two scales of values can be used: one on the left (in the example shown in Fig 11 **A**, referring to NBPs and NBPd); one on the right (in the example shown in Fig 11 **B**, referring to HR ECG). The names of the represented parameters are displayed above the chart. The colour of the font corresponds to the color used in the chart to draw the trend of the parameter.

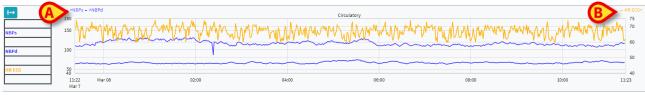


Fig 11

Drag the chart left or right to display the trends referring to times preceding or following those currently displayed.

Drag the chart up or down to display values above or below those currently displayed. A legenda for the configured parameters is displayed on the left (Fig 12).



Fig 12

The unit of measure of each parameter is displayed below the parameter name (NBPs -> mm Hg; HR ECG -> bpm).

The icon (Fig 13 **A**) is a noise filter. Click it to draw a chart drawn on the middle value of each five-values pack.



Fig 13

Point the cursor on the chart to dynamically display the values corresponding to the indicated position (Fig 14 **A**).

USR ENG On Line Web Page 10 of 39

Click the chart to draw a vertical cursor-bar (Fig 14 **B**). The values acquired at the same time are highlighted in the other areas of the screen if the **Select** synchronization functionality is active (see section 2.5.5). The legend on the left dislays the values corresponding to the clicked time



Fig 14

2.5. The command bar

The command bar is shown in Fig 15. The buttons on the command bar trigger different functionalities, described later.

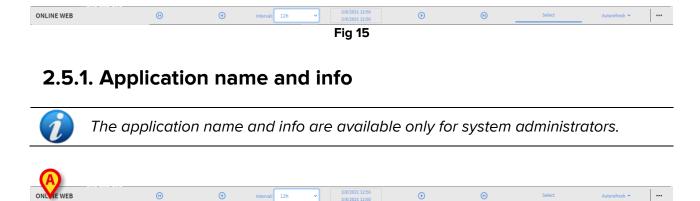


Fig 16

The name of the application currently selected is displayed on the left (Fig 16 A).

Click the name of the application to display general information (Fig 17).

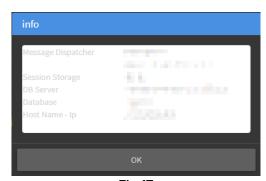


Fig 17

2.5.2. Scroll buttons



USR ENG On Line Web Page 11 of 39

Use the arrow buttons to scroll the screen contents left and right.

The single arrows (Fig 18 **A**) display a time span preceding (left) or following (right) the one currently displayed. The length of the time span is set on the "Interval" menu. See section 2.5.3.

The double arrows (Fig 18 **B**) display the beginning (left) or the end (right) of the acquisition.

2.5.3. Interval selection



The "Interval" menu allows to select the time span displayed (Fig 19 A).

Click the arrow placed alongside the "Interval" field to open the following menu (Fig 20).

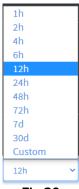


Fig 20

Click the required option.

The screen changes accordingly.

2.5.4. Custom Interval selection

The area indicated in Fig 19 **B** shows the time span currently displayed.

Click this area to open a Date/time selector that allows to indicate the start and end dates of a custom time span to be displayed.

The new time span displayed is shown in the area in the form "start date/time – end date/time". The "Interval" field is automatically set to "Custom".

2.5.5. Select button



USR ENG On Line Web Page 12 of 39

The **Select** button (Fig 21 **A**) allows to activate the tables and charts synchronization functionalities. The **Select** button is active by default.

When the functionality is active the different screen areas are synchronized (charts, tables, widgets). That means that if a portion is selected in one area, the corresponding portions in the other areas are highlighted.

In Fig 22 **A**, for example, the column containing the data acquired at 9:27 is selected on the table. The corresponding moment in the chart is automatically indicated by the yellow cursor bar (Fig 22 **B**). The corresponding areas in the configured widgets are also highlighted (Fig 22 **C** and **D**). The same synchronization functionality also activates if the chart is clicked.



Fig 22

2.5.6. Refresh time selection



The "Refresh" menu allows to select the autorefresh interval for the data displayed.

➤ Click the **Autorefresh** button (Fig 23) to open the following menu (Fig 24). The options available for the current user depend on the user permissions.



Fig 24

USR ENG On Line Web Page 13 of 39

> Click the required option.

The autorefresh time changes accordingly.

The **Reload now** option reloads the screen contents.

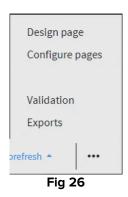
Click **Stop** to stop the autorefresh. If autorefresh is stopped, the page contents are static. They are updated again only if a reload is explicitly triggered by the user (i.e. using the **Reload Now** option on this menu or restarting the autorefresh).

The **Start** option starts the autorefresh (if stopped).

2.5.7. Additional options



Click the button indicated in Fig 25 A to open the following menu.



- Click the Validation option to access the validation functionalities, described in section
 3.
- Click the Exports option to export the page contents to a configured print report.

A window showing the list of available reports, defined during configuration, opens.

Click an item on the list to generate and download the report.

The "Design page" and "Configure pages" options are reserved to the system administrators.

USR ENG On Line Web Page 14 of 39

2.6. Widgets

On Line Web can be configured to connect to other Digistat® modules and display their data (for example Digistat® Diary, Digistat Connect). The data is displayed in widgets. This section offers a description of the widgets available. The actual widgets available depend on the configuration in use.



Refer to the system administrators for the existing configuration options.

2.6.1. Notification history display

On Line web can be connected with the Digistat® Connect to display the history of the notifications coming from the medical devices connected to the patient.



The notifications are displayed in a grid. The vertical axis refers to the notification priority:

The horizontal axis indicates the time of occurrence.

The number placed alongside each icon indicates the number of notifications of the same kind that were collected together.

Click any icon to display a window showing additional details for each notification (Fig 28).



Fig 28

USR ENG On Line Web Page 15 of 39

The buttons on the left are filters (Fig 29 **A**). The icons are the same defined on Digistat® Connect.

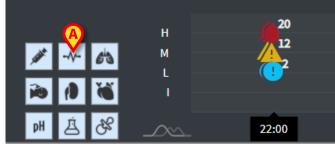


Fig 29

> Select one of the buttons to exclude the notification coming from the corresponding device.

As default, all filters are disabled.

Place the mouse pointer on a button to display a tooltip indicating the corresponding device.



See the Digistat® Connect user manual for additional information (document: USR ENG Connect).

2.6.2. Clinical Diary

On Line web can be connected with the Digistat® Diary module and display the clinical diary notes.



Fig 30

An icon indicates the presence of notes at a certain time (Fig 30 **A**). The horizontal axis indicates the time at which the note was added. A number placed alongside each icon indicates the number of notes of the same kind that are grouped together to enhance readability.

Click any icon to display a window showing the actual notes.

The buttons on the left are filters.

USR ENG On Line Web Page 16 of 39

> Select one of the buttons to exclude the corresponding note type. The types are the same defined on the Digistat® Clinical Diary module.

As default, all filters are disabled.

Place the mouse pointer on a button to display a tooltip indicating the corresponding type.



See the Digistat® Diary user manual for additional information (document: USR ENG Diary).

2.6.3. Infusions

On Line web can be connected with the Digistat® Connect to display data coming from the infusion pumps.



Fig 31

The vertical axis displays the names of the infusion therapies (either pump name or drug name, depending on the available data). The horizontal axis refers to time. Each infusion therapy is displayed as a line (Fig 32).



The name of the infusion therapy is displayed on the left (Fig 32 **A**).

The beginning of the infusion therapy is indicated in Fig 32 B.

The end of the infusion therapy is indicated in Fig 32 C.

Possible changes to the infusion values are displayed on the line (Fig 32 C).

The button indicated in Fig 31 $\bf A$ activates tooltips displaying the infusion rates at a given time, as shown in Fig 33 $\bf A$.



Fig 33

USR ENG On Line Web Page 17 of 39

2.6.4. Microbiology

The microbiology data can be displayed in a dedicated type of widget. Fig 34 shows an example.



Fig 34

Data is displayed in a table. The columns indicate the date/time of the sample acquisition. The rows refer to the different types of exams. In Fig 35 a portion of the previous figure is enlarged.



Fig 35

So, for example, the cell indicated in Fig 35 **A** refers to the available results for a CVC (Central Venous Catheter) acquired at 15:23 PM on the 13/08/2022.

If two different columns have the same date and time, it means that they refer to different updates of the same exam. The rightmost column contains the most recent update.

Use the button indicated in Fig 35 **B** to display, in the grid, only the exams that were completed.



The data grid also displays results with partial data, referring to ongoing exams. Some exams take time to be completed: for these exams the results are progressively added when available. The button allows to display, in the grid, only the exams that were completed.

USR ENG On Line Web Page 18 of 39

Use the **Search...** field indicated in Fig 35 **C** to specify a search string and display only the results that match the specified string (Fig 36). Use the icon (Fig 36 **A**) to clear the filter.

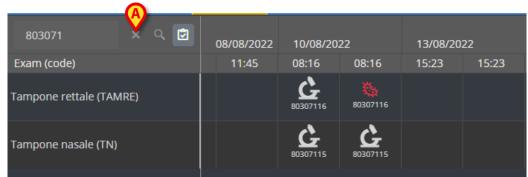


Fig 36

The circon refers to results not indicating presence of germs. The icon refers to results indicating presence of germs. The number placed below the icon is the specific exam id.

Tap an icon to open a window containing the detailed results (Fig 37).

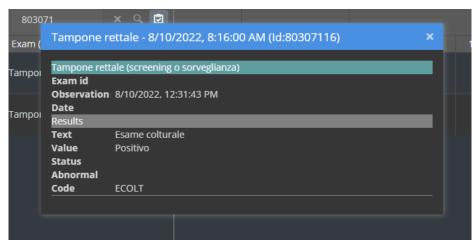


Fig 37

When a "Result detail" window is displayed, the corresponding column is highlighted on the grid (see Fig 38 **A**).

USR ENG On Line Web Page 19 of 39

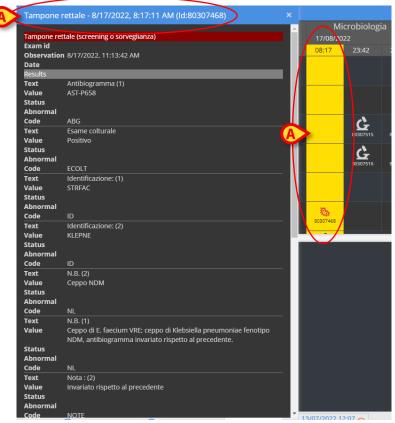


Fig 38

Multiple "Result details" windows can be opened at the same time for comparison (Fig 39). In these cases, the last opened column is highlighted.

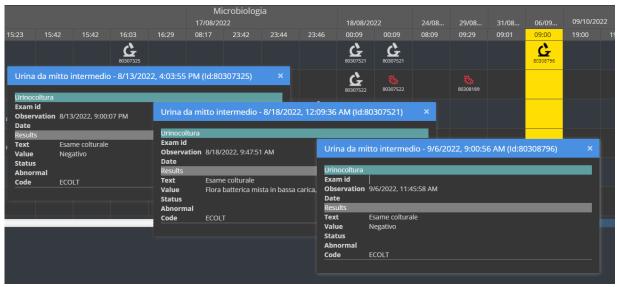


Fig 39

USR ENG On Line Web Page 20 of 39

2.6.5. Laboratory

The laboratory data is displayed in a dedicated widget. Fig 40 shows an example.



Fig 40

The Laboratory widget provides an overview, chronologically ordered, of all the results available for the currently selected patient in the specified time range.

Each column represents an exam. For example, the column indicated in Fig 40 **A** contains the results obtained at 14:00 on the 18/12/22.

Each row refers to an examination item. For example, the row indicated in Fig 40 $\bf B$ contains all the results obtained for "Fibrinogeno" (Fibrinogen). Alongside each examination item name, on the same row, the unit of measure and the value range are displayed if the information is available (Fig 40 $\bf C$).

A cell is therefore the value of a certain item in the context of a specific exam, indicated by the results' date and time. For example, the value 639 indicated in Fig 40 **D** is the value of "Fibrinogen" in the context of the results obtained at 14:00 on the 18/12/22. If an item is not available for an exam, then, in the corresponding row, the cell related to that item is empty. The light-grey rows are group headings, naming a group of kindred items.



Fig 41

For example: "HC V RNA" and "PL.Citrato", indicated in Fig 41 **A**, are group headings. All the dark-grey rows placed below a light-grey row belong to the same group, whose name is displayed on the row.

Use the \blacksquare icon on the left of the group heading to collapse/expand the rows belonging to that group (Fig 42 \mathbf{A}).

USR ENG On Line Web Page 21 of 39



Fig 42



The composition of groups can be configured on the Online Web configuration tool. Refer to the system administrators for the available configuration options. See the document CFG ENG Online Validation for more information.

Use the **Search...** field indicated in Fig 43 **A** to specify a search string and display only the results that match the specified string.

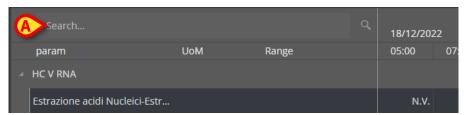


Fig 43

Tap a cell to highlight the corresponding column. If, on the same page, multiple tables are present, then the columns referring to the same date/time are highlighted on all the tables (see an example in Fig 44 $\bf A$).

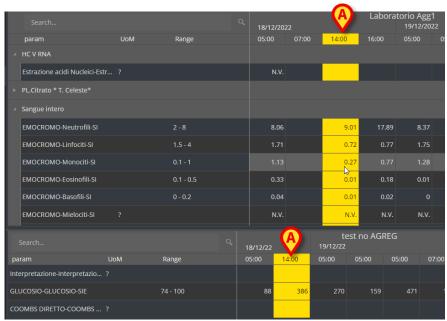
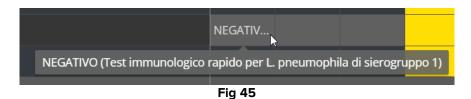


Fig 44

USR ENG On Line Web Page 22 of 39

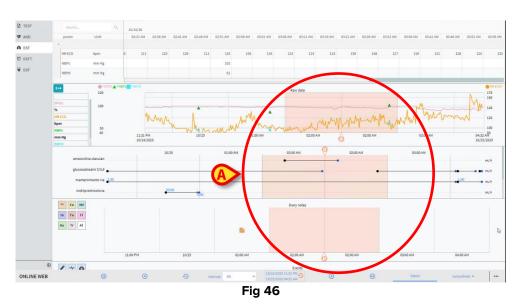
If a value is too long to be fully displayed inside a cell, three suspension points are displayed on the right. Place the mouse pointer over the cell to display the full value in a tooltip (Fig 45).



2.7. Switching Standard Time – Daylight Saving Time

This section explains the way the information is displayed on On Line Web when the time switches from standard time to daylight saving time and vice versa.

In both cases a specific icon is displayed to mark the time switch, while the pink color highlights the switching hours (Fig 46 **A**).



When switching from Daylight Saving Time to Standard Time (the clock "jumps" one hour back) the time corresponding to 02:00 a.m. is repeated twice.

When switching from Standard Time to Daylight Saving Time (the clock "jumps" one hour forward) the time corresponding to 03:00 a.m. is not displayed. I.e.: 02:00 a.m. is displayed and the next hour is 04:00 a.m.

USR FNG On Line Web Page 23 of 39

3. Validation

The raw data automatically acquired from the medical devices can be evaluated, edited and validated by the clinical staff members having specific permissions.



The data displayed on the parameters table on On Line Web, according to configuration, can display either the raw data or the validated data. To validate data use the procedures described in this section.

There are two ways to access the validation functionalities:

- 1) Click the corresponding icon on the lateral bar.
- 2) Click the **Validation** option on the "Additional options" menu on the command bar. See section 2.5.7.

The following screen opens (Fig 47):



Fig 47

The **Validation** screen displays in a table all the raw data acquired by the configured medical devices. Sample rate is usually 1 minute.

Different pages can be configured for the same patient, each one focusing on a subset of parameters. The different pages are available on the lateral selection bar (Fig 47 **A**). Click the name of the page to display the corresponding data.

The acquired parameters are displayed in a table (Fig 47 B).

The buttons on the command bar (Fig 47 **C**) trigger different procedures, described later in this document (see section 3.4).

USR ENG On Line Web Page 24 of 39

3.1. Parameters table (Validation)

The parameters table, indicated in Fig 47 **B** and enlarged in Fig 48, displays all the raw data acquired for the configured parameters.

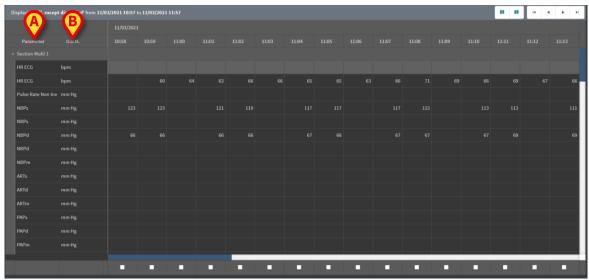


Fig 48

The tables display the acquired data either in numeric form or as strings.

The first column displays the parameters names (Fig 48 **A**), the second column displays the unit of measure (Fig 48 **B**).

The parameters can be grouped. The name of the group is displayed on the top-left corner of the corresponding portion of table (Fig 49 **A**).



Fig 49

Use the button indicated in Fig 50 to minimize/maximize the group.



USR ENG On Line Web Page 25 of 39

The values of a specific parameter can be read on the corresponding row. Therefore, each row shows the parameter changes in time. In Fig 51 **A**, for example, the HR ECG values are circled.



Fig 51

Each column corresponds to the acquisition of a set of parameters. Raw data is acquired at 1-minute rate, as standard. The acquisition date and time are displayed on top. Therefore, the values of all the parameters acquired at a certain time can be read on each column (Fig 52). The single cell displays the value of a specific parameter at a specific time.

Displaying 'All, except discarded' from 11/03/2021 10:57 to 11/03/2021 11:57							
		11/03/2021					
Parameter	U.o.M.	10:58	10:59	11:00	11:01		
✓ Section Multi 1							
HR ECG	bpm						
HR ECG	bpm		60	64			
Pulse Rate Non Inv	mm Hg						
NBPs	mm Hg	123	123		121		
NBPs	mm Hg						
NBPd	mm Hg	66	66		66		

Fig 52

The type of data displayed and the acquisition interval are indicated on the top-left corner of the table (Fig 53 **A**).

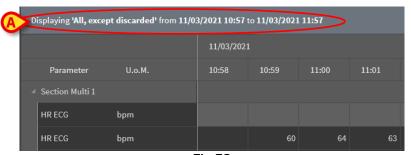


Fig 53

Use the **Filters** functionality to set the type of data and the acquisition interval displayed (see section 3.4.1).

A small red triangle displayed on the top-left corner of a cell means that the value is alarmed, i.e. it is outside a given range of normality (Fig 54, the range of normality is set during the configuration of the parameter).

USR FNG On Line Web Page 26 of 39



Fig 54

A yellow triangle on the top-right corner of a cell (Fig 55) indicates that there is a textual note associated to the data specified in the cell.



Fig 55

Click the triangle to display the note (Fig 56).

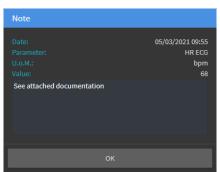


Fig 56

A value is displayed inside a square if edited by the user. See section 3.2 for data entry procedures (Fig 57).



The checkbox placed at the botton of each column (Fig $58 \, \text{A}$) enables to select/deselect the column. The selected columns are highlighted (three columns are selected in Fig 58).

USR ENG On Line Web Page 27 of 39

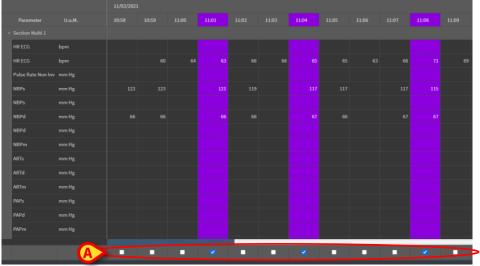


Fig 58

The buttons placed on the top-right corner of the table (Fig 59 **A**) allow to move back and forth in the available data. Moving to the left means displaying columns previously acquired; moving to the right means displaying columns successively acquired.



- Go to the previous (left) or next (right) validated column.



- first column;
- previous column;
- next column;
- last column.
- Click the name of one of the parameters on the left of the table (Fig 60 **A**) to display two additional buttons (Fig 60 **B**).

USR ENG On Line Web Page 28 of 39

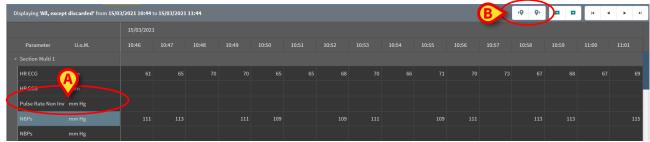


Fig 60



- Use these buttons to select the previous/next value acquired for the selected parameter.

3.2. Data entry

It is possible to manually enter data, depending on user permissions.



User permissions define the actions that a user is or is not enabled to perform. Examples are: data entry; add/remove alarms; validate/remove validation etc... Refer to the system administrators for the user permissions configuration.



If a column is locked for editing to the currently logged user, the $^{\bigcirc}$ icon is displayed below the column.

To enter data:

> Double click the cell in which the data must be entered.

The data entry window opens (Fig 61).

USR ENG On Line Web Page 29 of 39

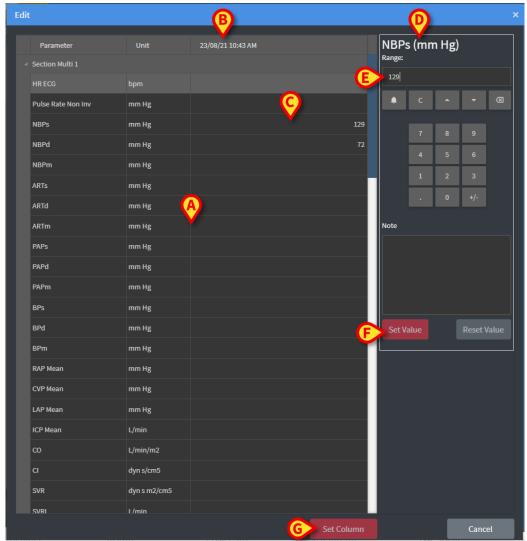


Fig 61

On the left, a table displays the parameters and values of the considered column (Fig 61 **A**). The acquisition date/time is displayed on top (Fig 61 **B**). The blue highlight in the table (Fig 61 **C**) indicates the parameter currently selected. The name of the currently selected parameter is also indicated above the data entry field (Fig 61 **D**). If a value is present for the selected parameter, it is displayed in the data entry field (Fig 61 **E**). Here the value can be edited if configured to be editable (values can be configured as read-only).

Insert data in the data entry field (Fig 61 E).

Use, for data entry, either the virtual numeric keyboard or the physical workstation keyboard.

Click the Set Value button (Fig 61 F).

The new value is displayed in the corresponding row. Data inserted by users are circled (Fig 62 **A**).

USR ENG On Line Web Page 30 of 39



Fig 62

If required,

Select another row to edit another parameter on the same column.

For rows selection either use the arrow buttons indicated in Fig 62 **B** or click the relevant row on the table (Fig 61 **A**).

Select the "Bell" button (Fig 63 **A**) to either indicate the value as "out-of-range" or to remove the notification from an "out-of-range" value. The "out-of-range" values are displayed on the table with a small red triangle in the corner of the cell (as shown in Fig 54).

The range indication (Fig 63 **B**) shows the range of normality for the selected parameter. The range of normality is defined during configuration. A value that is outside the range of normality is automatically notified on the table.

Also, a range of plausibility can be defined for a parameter during configuration. Values that are outside the range of plausibility cannot be entered.



After editing all the required values on the same selected column,

Click the Set Column button (Fig 61 G).

The new values are displayed on the main validation table (Fig 47 **B**). Data inserted by users are circled.



The inserted data is actually applied only after validation of the corresponding column. See section 3.3 for the validation procedure.

3.3. Validation procedure

To validate one or more set of data (i.e. columns):

Check the checkboxes corresponding to the relevant column(s).

The columns are highlighted on the table (Fig 64 A).

USR ENG On Line Web Page 31 of 39

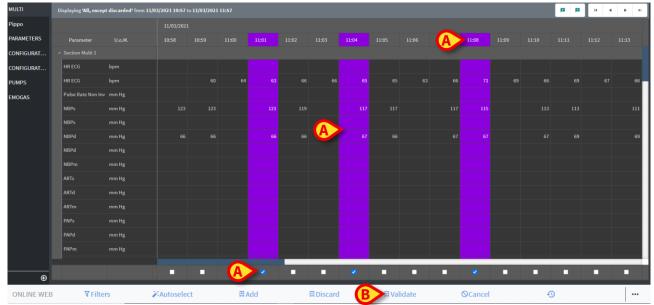


Fig 64

Click Validate on the command bar (Fig 64 B).

A **Validation Completed** notification is provided. The validated columns are highlighted blue, as in Fig 65.

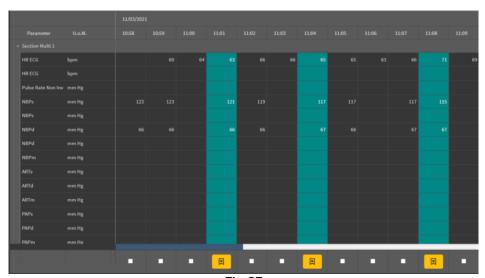


Fig 65

If the On Line Web application is configured to only display the validated data, then the validated columns are the only ones displayed on the On Line Web application (Fig 66).

USR ENG On Line Web Page 32 of 39

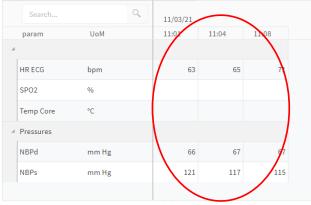


Fig 66

➤ Click the 🔳 icon placed below the validated columns (Fig 67) to "Undo" the validation.





A validation timeout can be set during configuration, i.e. a time span after which a validated column cannot be edited or removed anymore.



In these cases the \bigcirc icon is displayed below the column.

3.3.1. Validation history

To display the history of validations for a specific parameter:

> Right-click, on a validated column, the cell corresponding to the required parameter.

A **History** option is displayed (Fig 68 **A**).

Page 33 of 39 USR FNG On Line Web

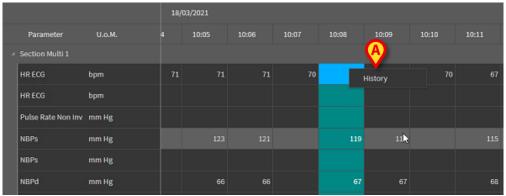


Fig 68

> Click **History**.

A window opens, showing the validation history for the selected parameter (Fig 69).

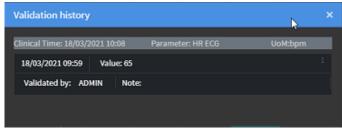


Fig 69

3.4. The command bar

Use the buttons on the command bar (Fig 70) to trigger different procedures.



3.4.1. Filters

The **Filters** button allows to decide the type and acquisition time of the data displayed in the validation table.



Click Filters (Fig 71 A).

The following window opens (Fig 72).

USR ENG On Line Web Page 34 of 39

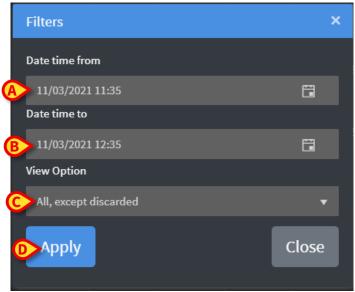


Fig 72

- > Select the start and end date/time of the data to be displayed (Fig 72 A B).
- > Select the type of data to be displayed (Fig 72 C).

The available options are displayed in Fig 73.

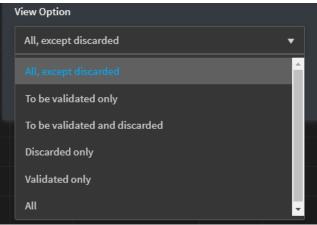


Fig 73

Click Apply (Fig 72 D).

The selected options (time span and data type) are indicated on the top-left corner of the validation table (Fig $74 \, \text{A}$).

USR ENG On Line Web Page 35 of 39

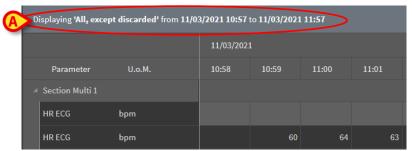


Fig 74

3.4.2. Autoselect

The **Autoselect** button allows to automatically select a defined sub-set of columns.



Fig 75

Click the check box placed below the starting column to select it.

The selected column is highlighted.

Click Autoselect (Fig 75 A).

The following window opens (Fig 76).

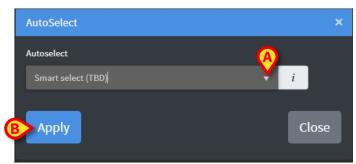


Fig 76

> Open the drop-down menu (Fig 76 A) to display the available options (Fig 77).

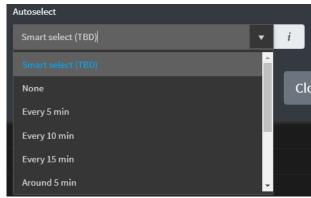


Fig 77

USR ENG On Line Web Page 36 of 39

- Select the required option.
- Click Apply (Fig 76 B).

The corresponding columns are selected on the table.

Example: if the selected starting column is the one created at 10:00 and the selected option is "Every 5 minutes", then the columns at 10:00, 10:05, 10:10, 10:15 etc... are selected.

3.4.3. Add

The **Add** button allows to add a set of data (i.e. a new column).



Click Add (Fig 78 A).

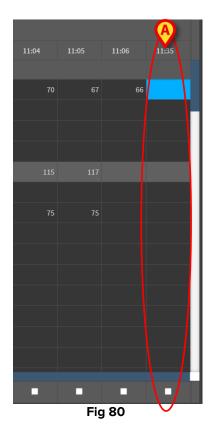
The following window opens (Fig 79).



- ➤ Use the date and time fields indicated in Fig 79 **A** to set the date/time of the data to be added.
- Click **Insert** (Fig 79 **B**).

A new, empty column is added to the table, at the date/time indicated (Fig 80 A).

USR ENG On Line Web Page 37 of 39



➤ Use the data entry functionalities described in section 3.2 to specify the data in the column.

3.4.4. Discard

The **Discard** button allows to discard one or more sets of data.



> Select the column/s containing the data to be discarded.

The selected columns are highlighted.

Click **Discard** (Fig 81 **A**).

User confirmation is required. After confirmation the data displayed in the selected columns disappear. The empty columns remain. If necessary, use the data entry functionalities described in section 3.2 to insert new data in the empty column.

USR ENG On Line Web Page 38 of 39

3.4.5. Validate

The Validate button (Fig 82 A) allows to validate one or more sets of data.



See section 3.3 for the validation procedure.

3.4.6. Cancel

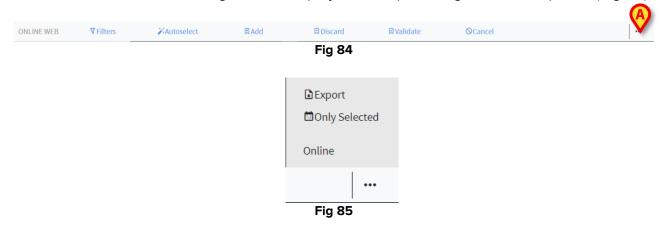
Use the **Cancel** button (Fig 83 **A**) to go back to the original data after data editing.



NOTE: The **Cancel** button applies to procedures that are not yet completed to bring the screen back to the original state. After validation, for example, the **Cancel** button does not apply. To remove the validation it is instead necessary to perform a specific procedure.

3.4.7. Other options

Use the button indicated in Fig 84 A to display a menu providing additional options (Fig 85).



Use the **Export** option to export the available data to an Excel file.

Use the **Only selected** option to export a sub-set of (previously) selected data to an Excel file.

Use the **Online** option to open the On Line Web module, described in section 2.

USR ENG On Line Web Page 39 of 39