



Codefinder Web User Manual

Version 1.0

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Contents

1. Introduction	3
1.1 Codefinder Web and Product web environment.....	3
1.2 Using Codefinder Web	4
1.3 Codefinder Web features.....	6
1.3.1 Search	7
1.3.2 Hierarchy	8
1.3.3 Favorites	9
1.3.4 Frequent	12
1.3.5 Recent	14
1.4 Lateral Menu	16
1.4.1 Selecting a code set.....	17
1.4.2 Settings	18
1.4.3 Edit Item	19
1.4.4 Add item.....	20
1.4.5 Delete item.....	21
1.4.6 Add an item to the “Favorites” list.....	21
1.4.7 Remove an item from the “Favorites” list	22
1.4.8 Show Item location in hierarchy.....	22
1.4.9 Close Codefinder Web	22
1.4.10 Buttons summary table	23

1. Introduction



IMPORTANT!

For general and detailed information about the Product environment and the instruction for use of the Control Bar software see the document *USR ENG Control Bar Web*. The knowledge of this document is necessary for a correct and safe use of the Product web applications.

This manual describes the features and functions of the [Codefinder Web](#) module. [Codefinder Web](#) makes it possible to search through large code-sets (for example ICD-9, ICD-10, ICPM etc. - it can be expanded to include any kind of code-set). Codefinder Web is usually “called” by the system user every time it is necessary to search and select an item among a given set of items.

1.1 Codefinder Web and Product web environment

The following browsers are supported for use with Product web applications:

- Chrome 63
- Firefox 56
- Edge 41
- Internet Explorer 11



Only supported Web Browsers shall be used for Digistat Web.



A Digistat Web workstation shall always have the Web Browser in foreground. Besides, the Web Browser shall never be used for anything else but Digistat Web (which also implies that the Digistat Web homepage shall be the default homepage of the Web Browser).



The Browser's Display Scaling shall always be set to 100%.



When the local network is at least partially based on WiFi connections, given the intermittent nature of WiFi connections, disconnects could occur which activate the Disconnected Mode (grey carpet covering Digistat Web) and thus the system may not be available. The healthcare structure must work to ensure optimal WiFi coverage and instruct the staff on how to handle these temporary system outages

1.2 Using Codefinder Web

This paragraph describes how **Codefinder Web** works in the Product web context.

A specific button -  - makes it possible to call **Codefinder Web** within a Product web module. To do that

- Click the  button placed alongside the area (i.e. a certain field) in which the information must be inserted (Fig 1).

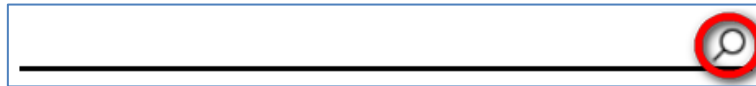


Fig 1 – Field and Search Button

The **Codefinder Web** window opens (Fig 2 A).

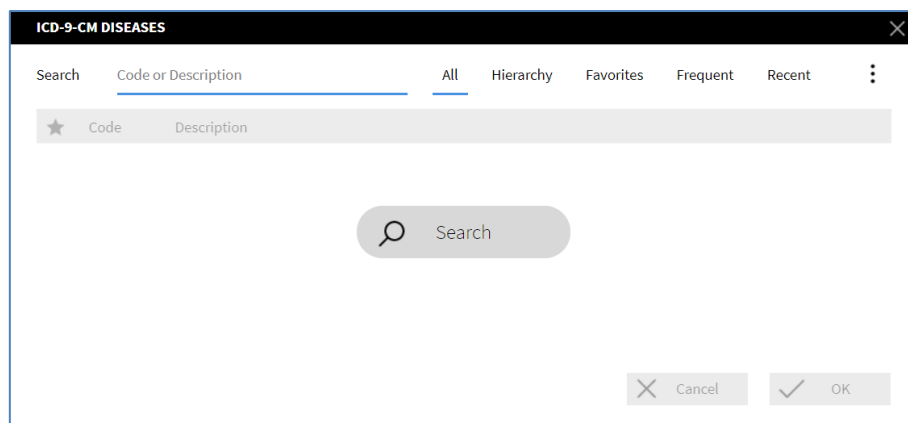


Fig 2 – Search Dialog Box

- Search the item to be inserted (see paragraph 1.3.1 and subsequent for the search and selection procedures - Fig 3).

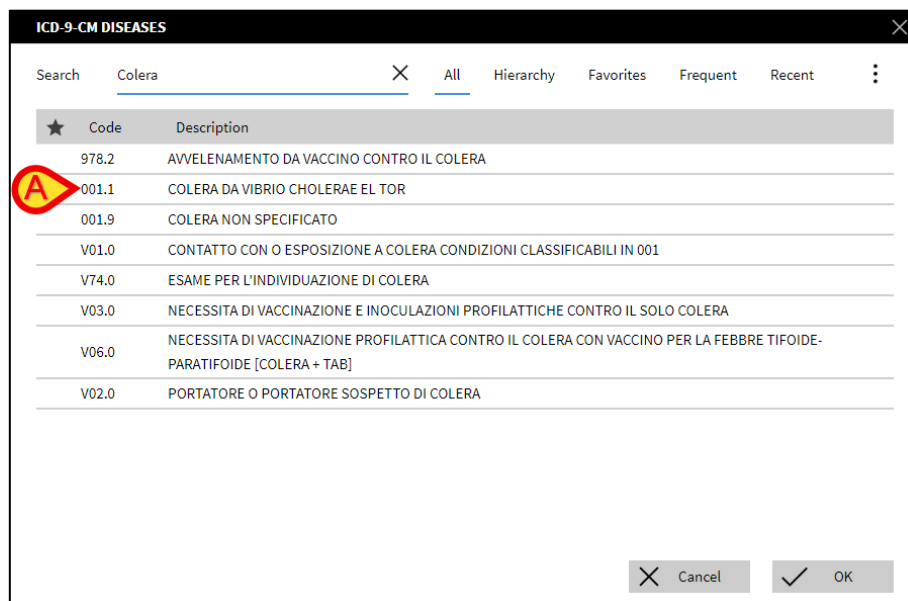


Fig 3 - List of Items

- Double click the item (Fig 2 **A**).

The item is this way displayed in the area (Fig 4).

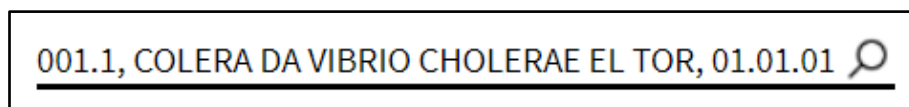


Fig 4 – Selected Item

1.3 Codefinder Web features

This paragraph describes the Codefinder Web general features.

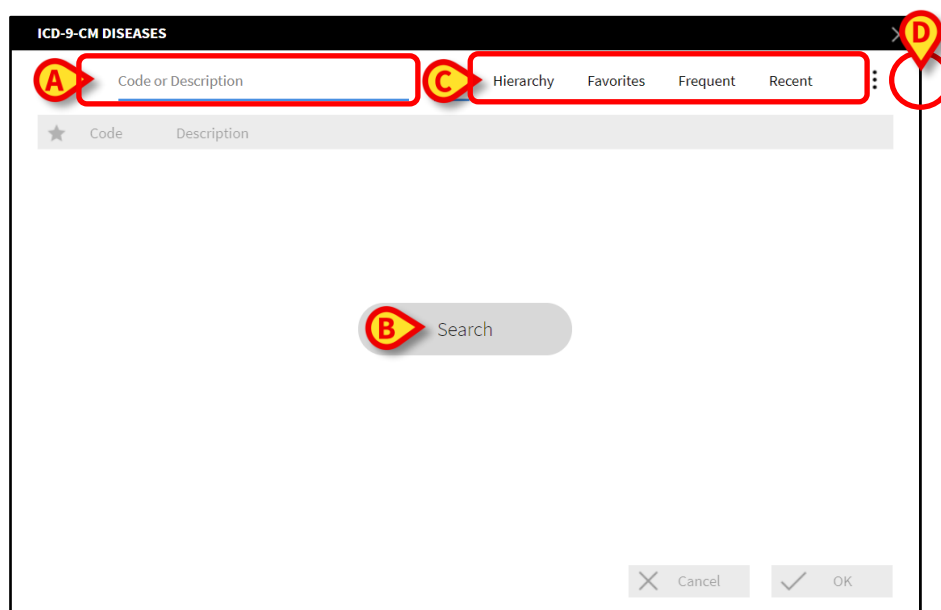


Fig 5 – Codefinder Web search pane

A field search is present in order to enter custom text to search (Fig 5 **A**).

Moreover five tabs are on the upper right part of the window (Fig 5 **B**): each of them makes it possible to access a panel characterized by specific contents and functionalities.

Finally a search button (Fig 5 **C**) and an options button (Fig 5 **D**) are also present: they will be detailed in the next pages.

1.3.1 Search

The “Search” panel (Fig 6) makes it possible to search the wanted item by inserting strings of alpha-numeric characters in the search field.

To do that

- Type the search string in the search field (Fig 6 **A**)

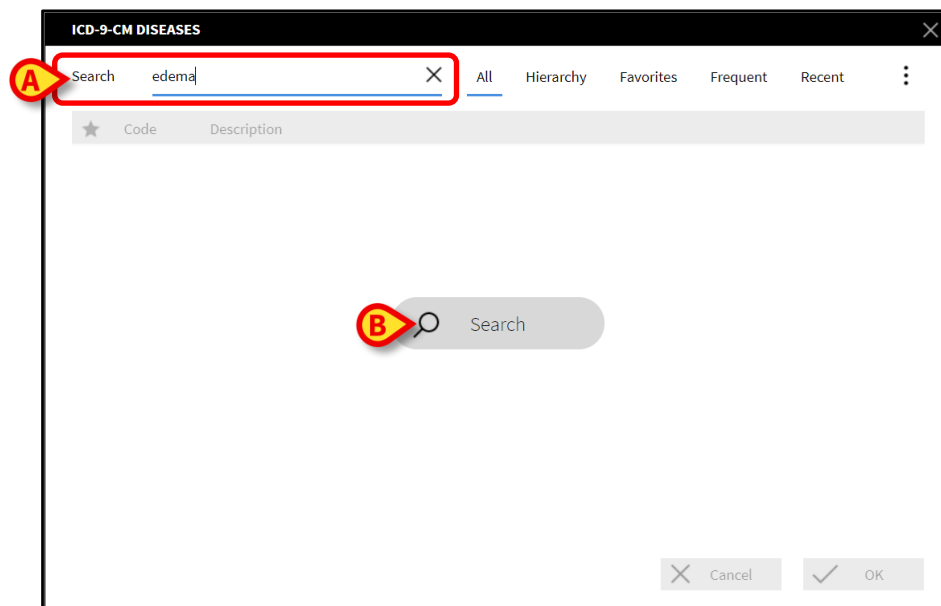


Fig 6 – Search Box

- Click the **Search** button (Fig 6 **B**).

The results list is this way displayed in the [Codefinder Web](#) window (Fig 7 **A**)

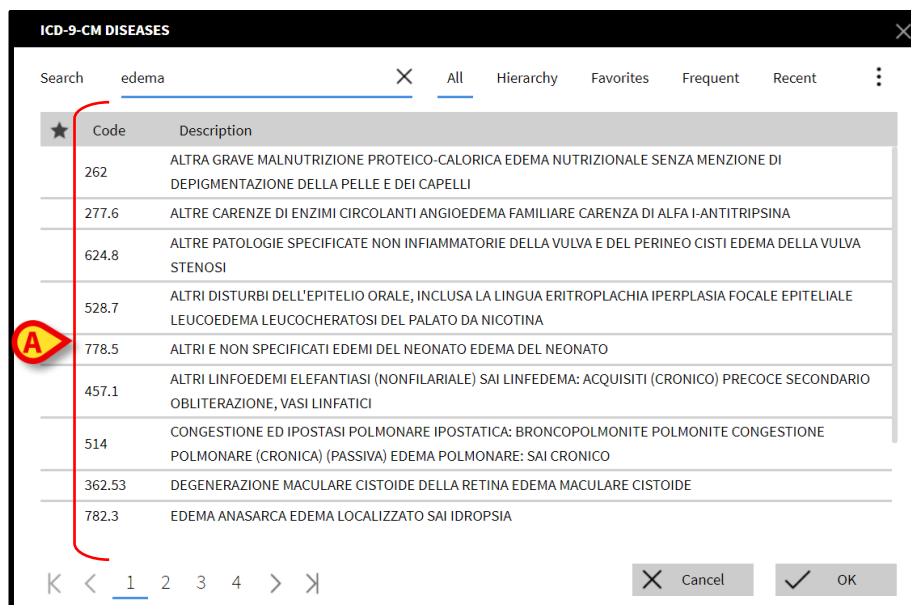


Fig 7 – List of results

1.3.2 Hierarchy

The “Hierarchy” panel makes it possible to navigate the nodes and branches of the logical structure of the selected archive until the relevant item is reached.

To do that

- Click the **Hierarchy** tab (Fig 8 A).

A panel similar to that displayed in Fig 8 is displayed (the actual content depends on the specific code-set in use).

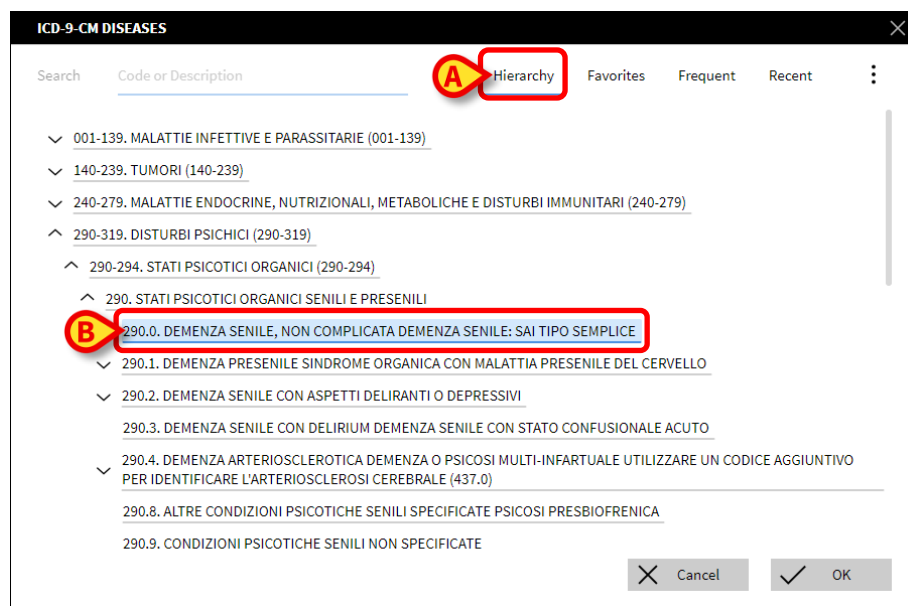


Fig 8 - Tree view

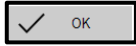
The items on the window are logically grouped and organized in a hierarchic structure. Each folder on the window can contain either single items or other folders, or it can be contained in higher level folders.

- Double click the relevant folder to view its contents.

When a list of codes is displayed,

- Click one of the codes to select it (Fig 8 B).

The selected code is highlighted (Fig 8 B).

- Click the  button (Fig 8) to insert the code in the relevant field.

Otherwise, when a list of codes is displayed, double click the relevant code to insert it directly.

1.3.3 Favorites

Codefinder Web makes it possible to insert some of the codes in a “Favorites” codes list. The chosen codes can be quickly retrieved later.

The “Favorites” panel displays the list of chosen codes. To do that:

- Click the **Favorites** tab (Fig 9 **A**).
- Click the **Search** button (Fig 9 **B**).

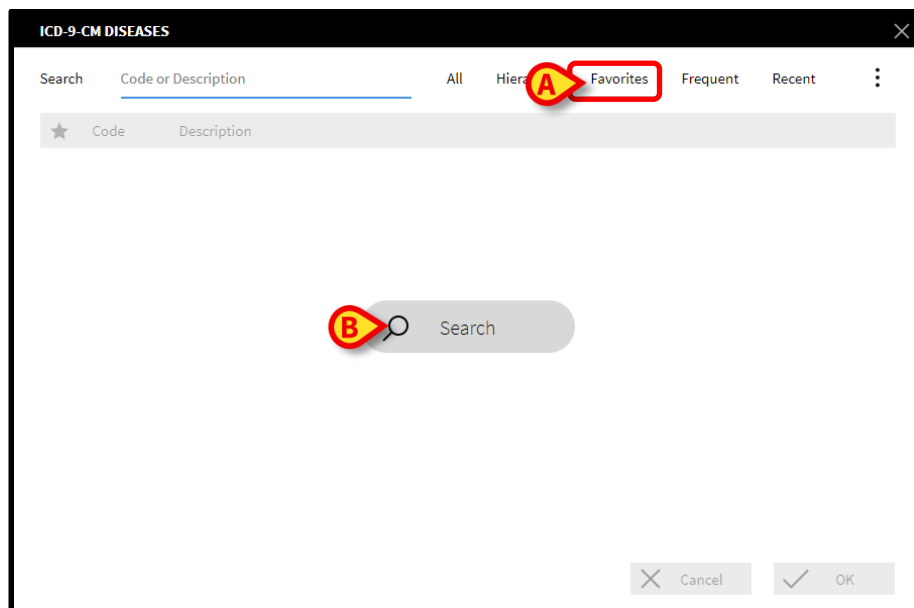


Fig 9 - Retrieve Favorites list

The list of Favorites code is then shown (Fig 10).

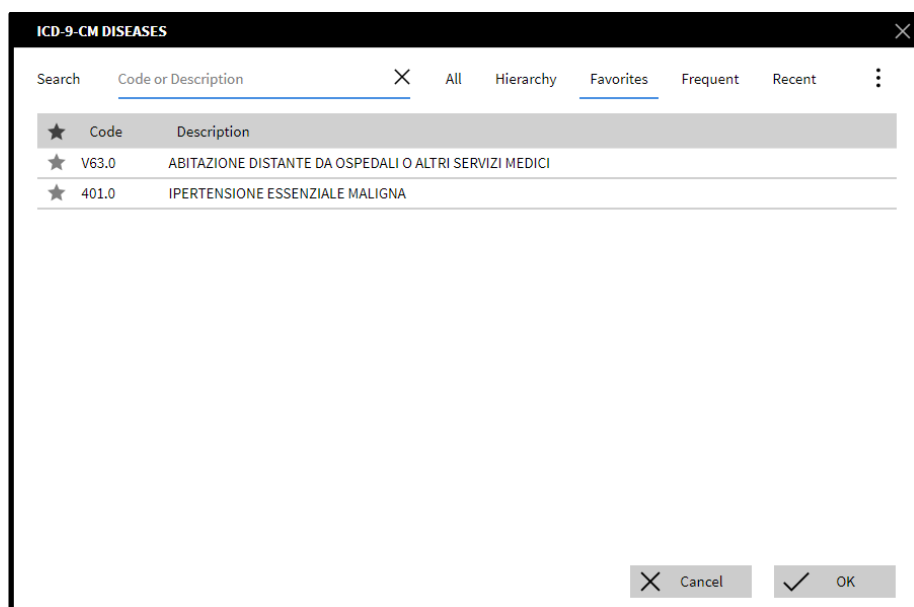


Fig 10 - List of Favorites codes

To insert a code in the “Favorites” list

- Search the relevant code using the procedures described in paragraphs 1.3.1 and 1.3.2.
- Click the relevant code to select it.
- The selected code is highlighted blue (as, for instance, in Fig 11 **A**).

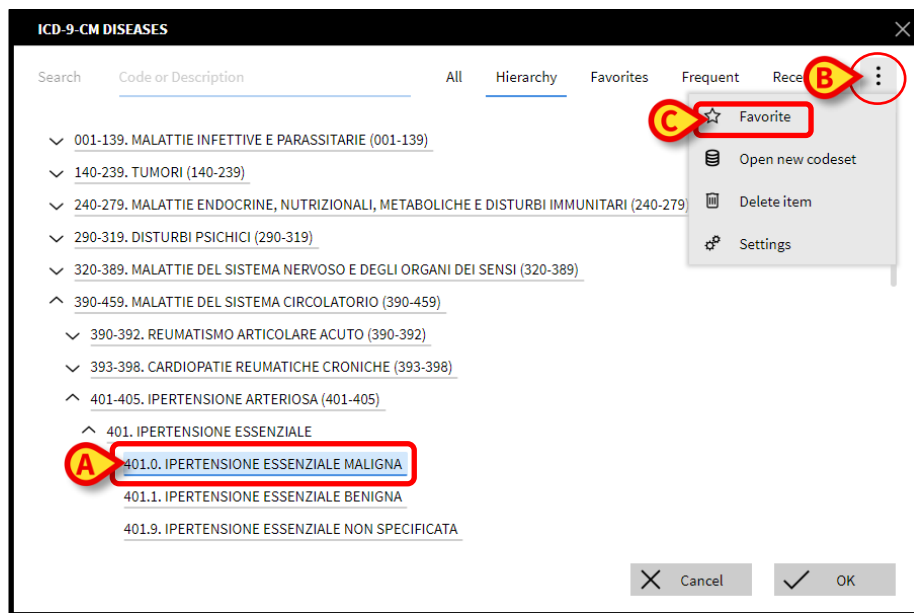


Fig 11 - Selected code

- Click the  button indicated in Fig 11 **B**.

A menu will appear allowing the user to perform specific actions on the code set.

- Click the  **Favorite** button.

The code is this way inserted in the “Favorites” list.

To remove one of the codes from the “Favorites” list

- Click the **Favorites** tab to access the “Favorites” panel (Fig 9 **A**).
- Click the **Search** button (Fig 9 **B**).

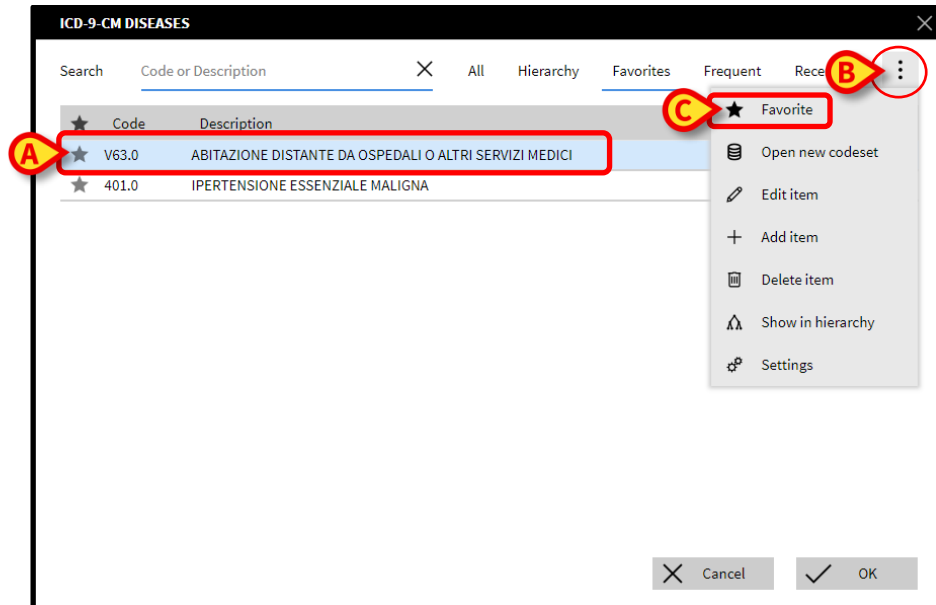


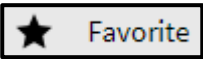
Fig 12 - Remove item from Favorites list

- Click the line corresponding to the code to be removed (Fig 12 **A**).

The code is highlighted.

- Click the  button indicated in Fig 12 **B**.

A menu will appear allowing the user to perform specific actions on the code set.

- Click the  button.

The code disappears from the “Favorites” list.

To insert one of the “Favorites” codes in the relevant record

- Double click the line corresponding to the code,
or
Click the line corresponding to the code.

The code is this way highlighted.

- Click the  button indicated in Fig 10.

1.3.4 Frequent

The “Frequent” panel displays the most frequently used codes list. The codes in the list are ordered by frequency of use. The most frequent codes are on top.

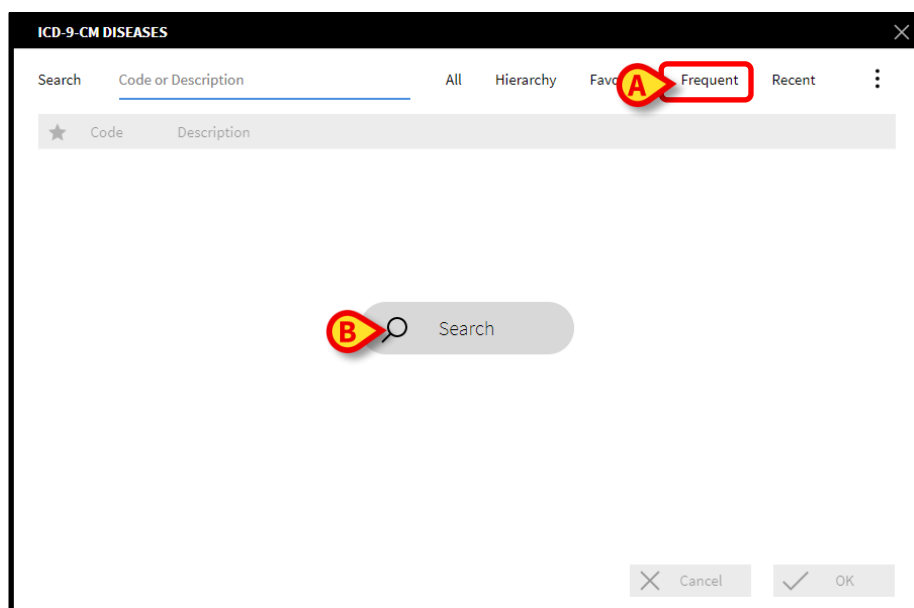


Fig 13 – Retrieve of Frequent list

To retrieve the “Frequent” list:

- Click the **Frequent** tab (Fig 13 A).
- Click the **Search** button (Fig 13 B).

To insert one of the “Frequent” codes in the relevant record

- Access the “Most Frequently Used” list (Fig 14).

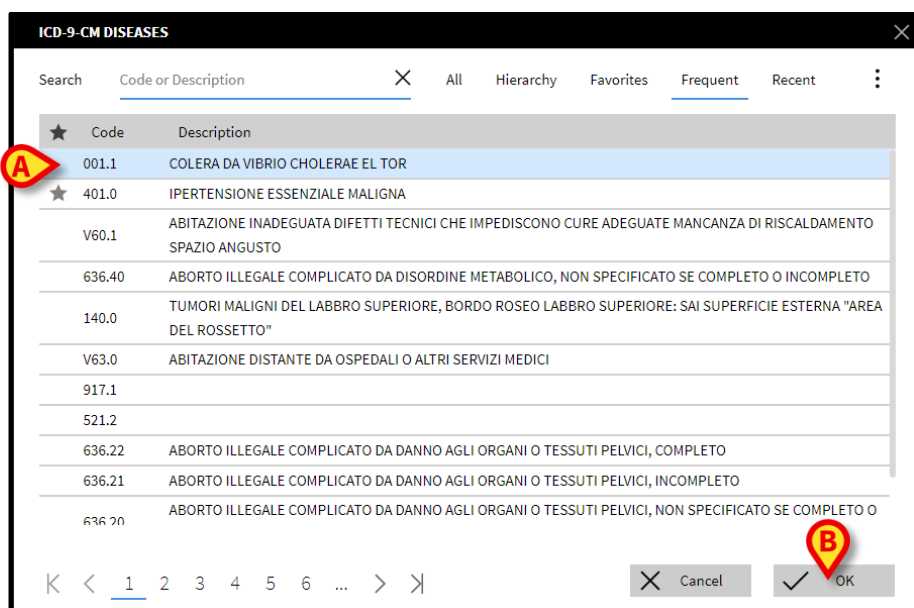
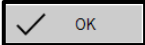


Fig 14 - Frequent list

- Click the line corresponding to the code (Fig 14 **A**).

The code is highlighted.

- Click the  button indicated in Fig 14 **B**. Otherwise double click the code to insert it directly.

1.3.5 Recent

The “Recent” panel displays the least recently used codes list. On top of the list are the codes used most recently.

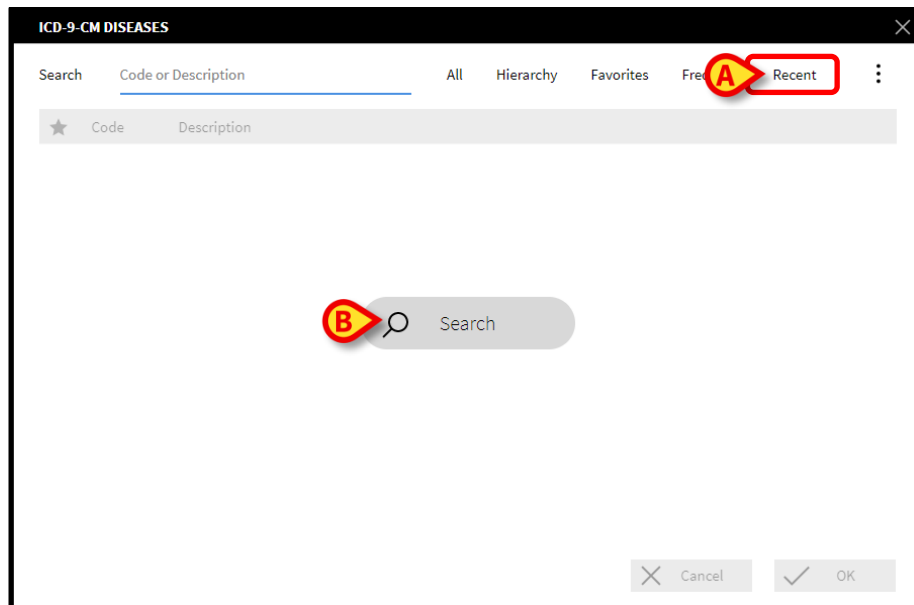


Fig 15 – Retrieve of Recently used codes list

To retrieve the “Recent” list:

- Click the **Recent** tab (Fig 15 A).
- Click the **Search** button (Fig 15 B).

To insert one of the “Recent” codes in the relevant record

- Retrieve the “Recent” list (Fig 16).

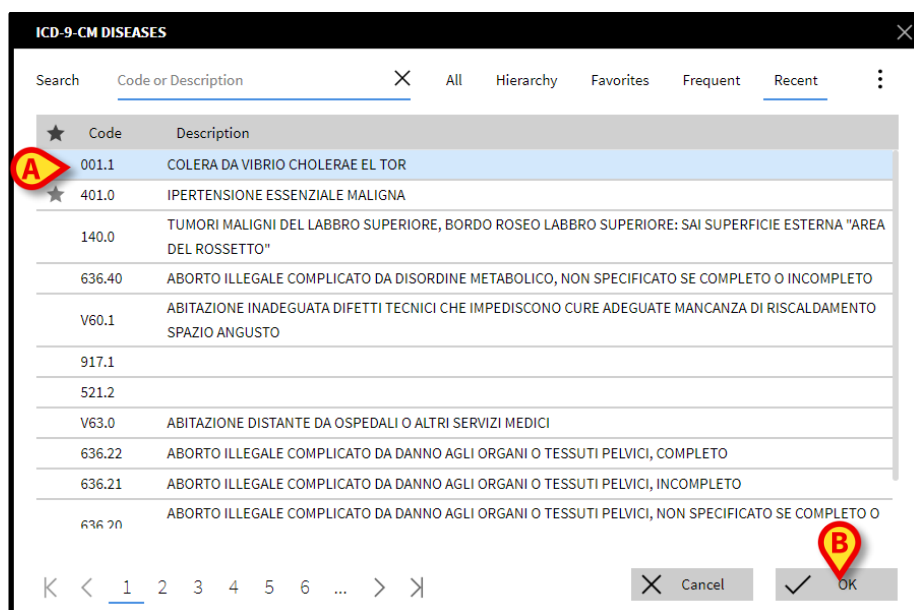


Fig 16 - Recently used list

- Click the line corresponding to the code (Fig 16 **A**).

The code is this way highlighted.

- Click the  button indicated in Fig 16 **B**. Otherwise, double click the code to insert it directly.

1.4 Lateral Menu

Various buttons are displayed on the right of the [Codefinder Web](#) window, collected in a menu that is displayed by pushing the button in Fig 17 **B**. They make it possible to perform specific procedures (Fig 17 **A**).

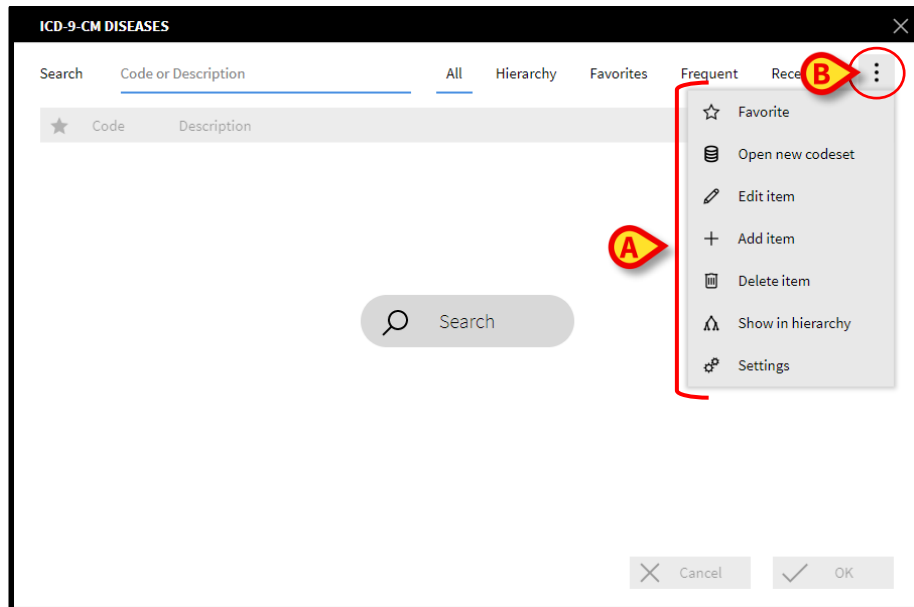


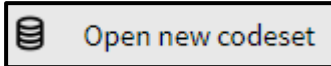
Fig 17 – Lateral Menu

The different procedures are described in the following paragraphs.

1.4.1 Selecting a code set



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.



Use the  **Open new codeset** button to select the code sets to be displayed on the [Codefinder Web](#) window.

To select a code set

- Click the  **Open new codeset** button.

A window containing the list of all the available code sets opens.

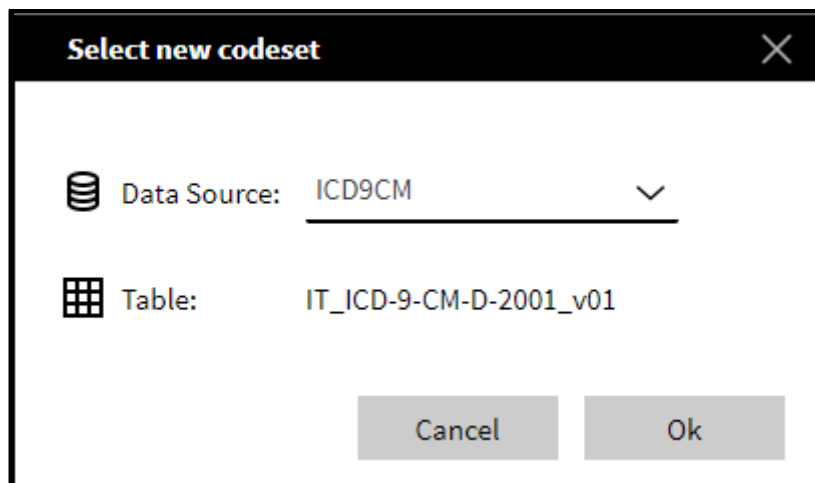


Fig 18 - List of available codesets

- Click the name of the wanted code set.

The name is highlighted.

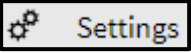
- Click the **Ok** button on the window.

The selected code set is displayed on the [Codefinder Web](#) window.

1.4.2 Settings

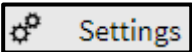


Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.

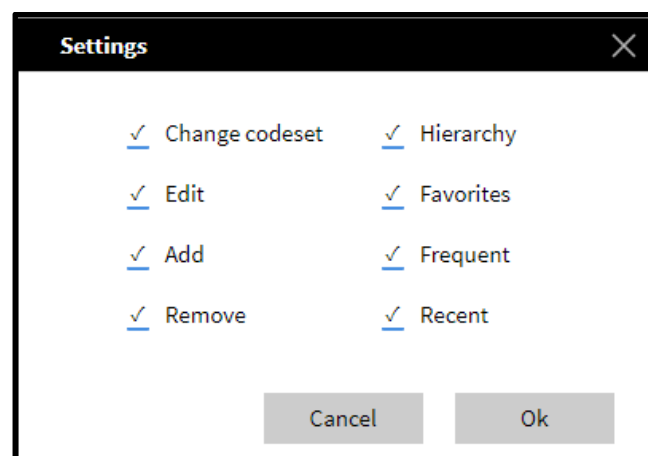
Use the  button to either enable or disable certain [Codefinder Web](#) functionalities. The possible functionalities are:

- “Change codeset” (described in paragraph 1.4.1)
- “Edit” (described in paragraph 1.4.3)
- “Add” (described in paragraph 1.4.4)
- “Remove” (described in paragraph 1.4.5)
- “Hierarchy” (described in paragraph 1.3.2)
- “Favorites” (described in paragraph 1.3.3)
- “Frequent” (described in paragraph 1.3.4)
- “Recent” (described in paragraph 1.3.5)

To enable/disable a functionality

- Click the  button.

A specific window opens.



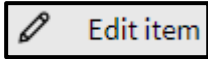
- Click the checkbox/es corresponding to the functionality to be enabled/disabled.

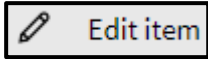
If a checkbox is selected the corresponding option is enabled.

1.4.3 Edit Item



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.

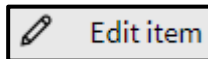


Use the  button to edit the items of the [Codefinder Web](#) code sets.

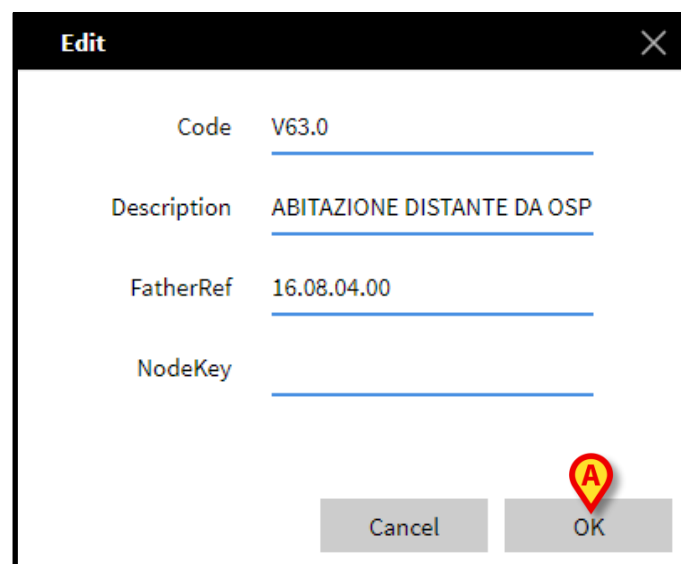
To edit an item

- Search the wanted item using the procedures described in paragraphs 1.3.1 and subsequent.
- Click the line corresponding to the relevant item.

The line is highlighted.

- Click the  button.

A specific “Edit” window opens, displaying the data of the selected item and making it possible to edit them (Fig 19).



The screenshot shows a window titled "Edit" with a close button (X) in the top right corner. Inside the window, there are four labeled text input fields: "Code" with the value "V63.0", "Description" with the value "ABITAZIONE DISTANTE DA OSP", "FatherRef" with the value "16.08.04.00", and "NodeKey" which is empty. At the bottom right of the window, there are two buttons: "Cancel" and "OK". A red location pin icon with the letter "A" is positioned over the "OK" button.

Fig 19 - Edit item

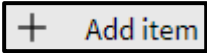
- Edit the item's data.
- Click the **Ok** button on the “Edit” window (Fig 19 **A**).

The item is this way edited.

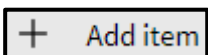
1.4.4 Add item



Only a system administrator, or person with the same permissions, is allowed to perform the procedures described in this paragraph.

Use the  button to add an item to the set of codes currently in use.

To add an item

- Click the  button.

A window opens, making it possible to specify the new item's data (Fig 20).

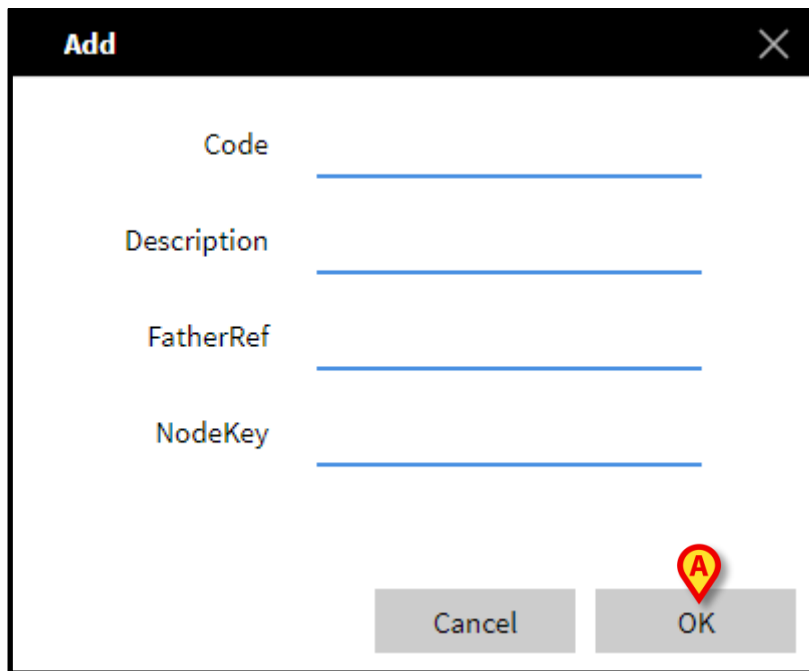


Fig 20 – Add Item

- Specify the new item's data.
- Click the Add button on the window (Fig 20 **A**).

The new item is this way added.

1.4.5 Delete item

Use the  button to delete an item from the code set currently in use.

To delete an item

- Search the wanted item using the procedures described in paragraphs 1.3.1 and subsequent.
- Click the line corresponding to the wanted item.

The line is highlighted.

- Click the  button.

User confirmation is required.

- Click **Yes** to confirm. The item is this way deleted.

1.4.6 Add an item to the “Favorites” list

Use the  button to add an item to the “Favorites” list (see paragraph 1.3.3).

To add an item to the list

- Search the wanted item using the procedures described in paragraphs 1.3.1 and subsequent.
- Click the line corresponding to the wanted item.

The line is highlighted.

- Click the  button.

The item is this way added to the “Preferred” list (see paragraph 1.3.3).

1.4.7 Remove an item from the “Favorites” list

Use the  **Favorite** button to remove an item from the “Preferred” list.

To remove an item from the list

- Retrieve the “Preferred” list (see paragraph 1.3.3).
- Click the line corresponding to the wanted item.

The line is this way highlighted.

- Click the  **Favorite** button.

The item is this way removed from the list.

1.4.8 Show Item location in hierarchy

Use the  **Show in hierarchy** button to show the location of the selected [Codefinder Web](#) item in the configured hierarchy.

To show the item hierarchy location

- Search the wanted item using the procedures described in paragraphs 1.3.1 and subsequent.
- Click the line corresponding to the wanted item.

The line is this way highlighted.

- Click the  **Show in hierarchy** button.

The item location in the configured hierarchy is this way shown.

1.4.9 Close [Codefinder Web](#)

Use the  button to close the [Codefinder Web](#) window.

1.4.10 Buttons summary table

The following table summarizes the functionalities relating to each button. Fig 21 indicates the buttons position on the [Codefinder Web](#) window.

Button	Function
 Open new codeset	Open a new codeset (paragraph 1.4.1)
 Settings	Settings (paragraph 1.4.2)
 Edit item	Edit item (paragraph 1.4.3)
 Add item	Add item (paragraph 1.4.4)
 Delete item	Delete item (paragraph 1.4.5)
 Favorite	Add item to the “Favorite” list (paragraph 1.4.6)
 Favorite	Remove item from the “Favorite” list (paragraph 1.4.7)
 Show in hierarchy	Show item location in hierarchy (paragraph 1.4.8)
	Close the “Codefinder” window (paragraph 1.4.9)

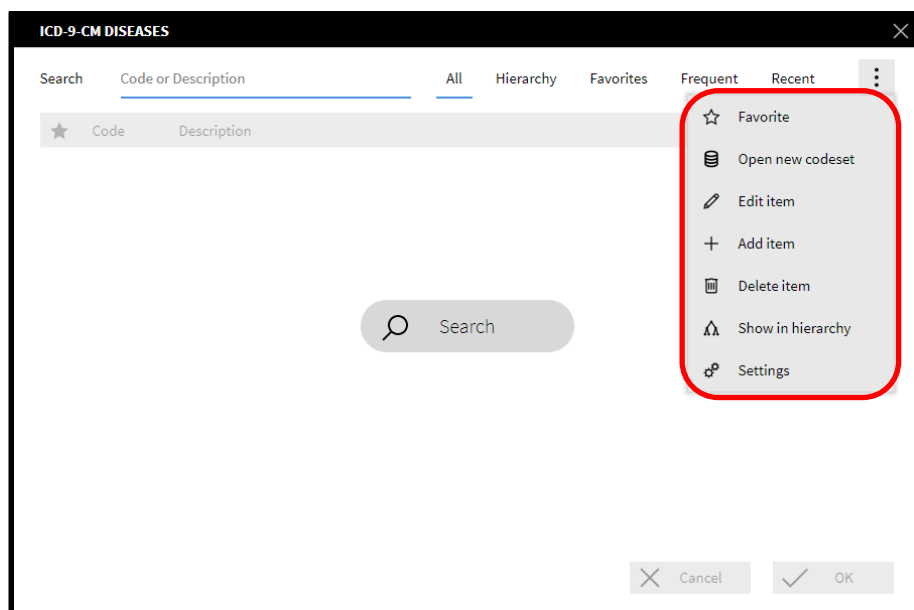


Fig 21



Some of the buttons can be disabled in some configurations, depending on the user permissions.