



# Voice Notes Mobile User Manual

**Revision 1.0**

05/06/2019

Ascom UMS s.r.l. Unipersonale

Via Amilcare Ponchielli 29, 50018, Scandicci (FI), Italy

Tel. (+39) 055 0512161 – Fax (+39) 055 829030

[www.ascom.com](http://www.ascom.com)

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# 1. Using the manual

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This User Manual shall be used in combination with the Product User Manual and other module-specific manuals listed in Section 1

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## 1.1 Aims

The effort which has gone into creating this manual aims to offer all the necessary information to guarantee a safe and correct use of the Voice Notes Mobile Application (hereafter “Product”). Furthermore, this document aims to describe every part of the Product, it also intends to offer a reference guide to the user who wants to know how to perform a specific operation and a guide for the correct use of the Product so that improper and potentially hazardous uses can be avoided.

## 1.2 Characters used and terminology

The use of the Product requires a basic knowledge of the most common IT terms and concepts. In the same way, understanding of this manual is subject to such knowledge.

Remember that the use of the Product must only be granted to professionally qualified and properly trained personnel.

When consulting the online version as opposed to the paper version, cross-references in the document work like hypertext links. This means that every time you come across the reference to a picture (e.g. “**Error! Reference source not found.**”) or to a paragraph / section (e.g. “paragraph **Error! Reference source not found.**”), you can click the reference to directly go to that particular figure or that particular paragraph / section.

Every time a reference is made to a button, this is written “**Bold**” and if possible a small picture of the button is reported. For example, in expressions like:

- Click the “**Update**” button,

“**Update**” is a button featured on the screen being described. Where possible, it is clearly indicated in a figure (with cross references as “See **Error! Reference source not found. A**”).

The character ➤ is used to indicate an action which the user must perform to be able to carry out a specific operation.

The character ● is used to indicate the different items of a list.

## 1.3 Symbols

The following symbols are used in this manual.

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### Useful information



This symbol appears alongside additional information concerning the characteristics and use of Product. This may be explanatory examples, alternative procedures or any “extra” information considered useful to a better understanding of the product.

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### Caution!



The symbol is used to highlight information aimed at preventing improper use of the software or to draw attention to critical procedures which might cause risks. Consequently, it is necessary to pay extreme attention every time the symbol appears.

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The following symbols are used in the Product information box:



The manufacturer's name and address



Attention, consult accompanying documents

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## 2. Voice Notes

### 2.1 Introduction

The [Voice Notes](#) module makes it possible to record vocal notes associated to the patients, with selectable topics and a configurable message lifespan.

### 2.2 Application start-up

To start the [Voice Notes](#) module:

- Touch the corresponding row on the handheld device screen (Fig 1).



**Fig 1**

The [Voice Notes](#) screen is shown in Fig 2.



**Fig 2**

This screen lists all the patients existing in the handheld device domain.

### 2.2.1 Users access

The Voice Notes requires a valid user logged in to be used. If no user is logged, the related row in the Digistat Mobile main screen is like the one reported in Fig 3.



**Fig 3**

It's not possible to use "Voice Notes" if the same user is currently logged in another device. If this happens, the user is automatically logged out from the device previously logged in: in such case a pop-up notification is shown notifying the disconnection, as indicated in Fig 4.

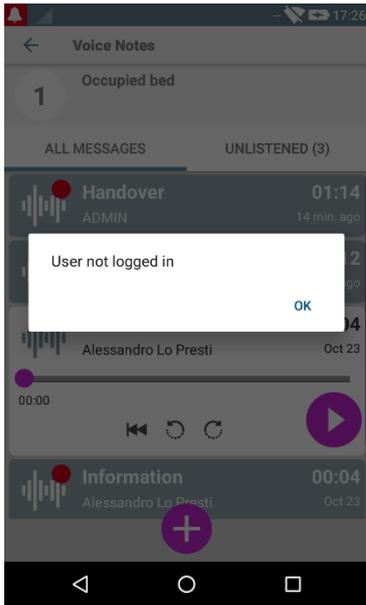


Fig 4

### 2.2.2 Notifications

At the application start up or when there's a new message, the Product shows a notification. Clicking on the notification opens the patient screen with the messages list (Fig 5).

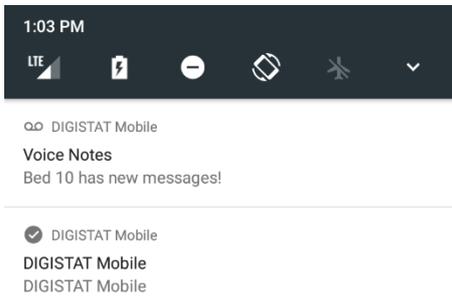


Fig 5

## 2.3 Patients list

The **Voice Notes** patient list screen (Fig 6) shows the list of beds configured on the handheld device (namely, the device “domain”). The domain of a specific handheld device is defined by configuration.

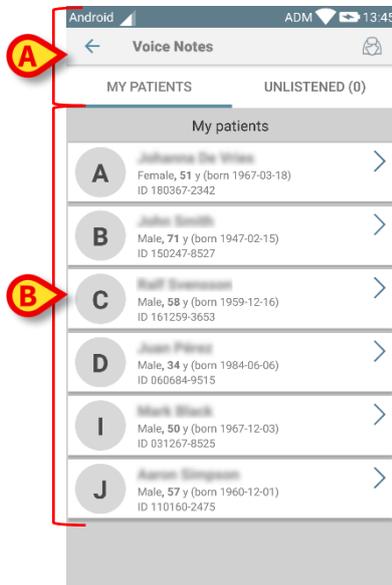


Fig 6

In case there is no patient on one of the configured beds, then the bed is not displayed. The patient list screen is formed of a heading (Fig 6 **A**) and the patients list (Fig 6 **B**).

### 2.3.1 Patient list heading

Fig 7 shows the heading of the patient list screen.

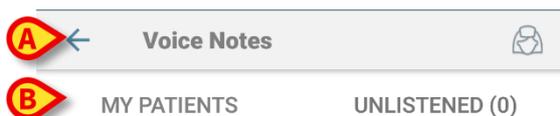


Fig 7

Touch the left arrow indicated in Fig 7 **A** to exit the module and display the handheld device screen (Fig 1). Use the filter indicated in Fig 7 **B** to display either all the patients configured on the handheld device domain or only the patients for which there are unlistened voice messages (**Unlistened**) for the current logged user.

## 2.3.2 List of beds

Each bed is represented by a tile (Fig 8).



Fig 8

In the tile, the following information are available:

- bed number (Fig 8 A);
- number of unlistened messages (if any) (Fig 8 B);
- name of patient on that bed (Fig 8 C);
- patient data (if available: sex, age, date of birth, patient ID - Fig 8 D).

Touch one tile to access the list of voice messages for the corresponding patient.

## 2.4 Voice messages list

The voice messages list screen is formed of two areas: a heading area (Fig 9 A) and the list of voice messages (Fig 9 B).

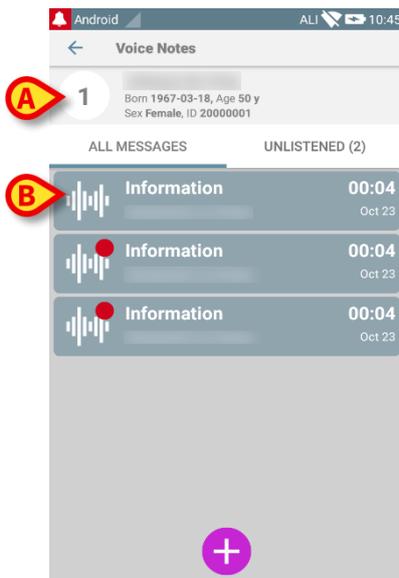


Fig 9

The heading area displays the following information:

- bed number;
- name of patient on that bed;
- patient data (if available: sex, age, date of birth, patient ID).

The voice messages are displayed in tiles below the heading area. Each tile represents a voice message. Fig 10 shows some examples.

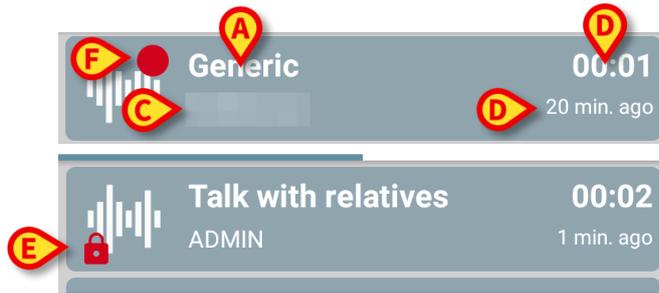


Fig 10

The voice message tile displays the following information (Fig 10):

- **A:** subject of the message;
- **B:** duration of the message;
- **C:** the author: i.e. the user who has recorded the message;
- **D:** creation time: when the voice message has been recorded.
- **E:** the padlock icon (optionally shown) indicates that the message has been marked as private. It means that only the author can see this entry and listen to it
- **F:** the red circle icon (optionally shown) indicates that the message has not been listened yet).

## 2.4.1 Listening to voice messages

To listen to a voice message

- touch the message tile;

The tile expands to show the audio player control buttons (Fig 11 and Fig 12).



Fig 11 – unlistened voice message

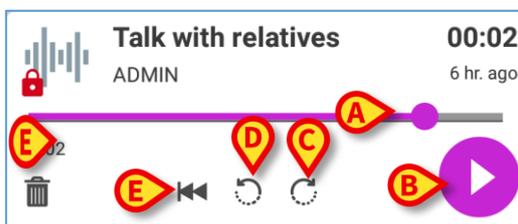


Fig 12 - private message, deletable by the author

In the following are detailed the control buttons:

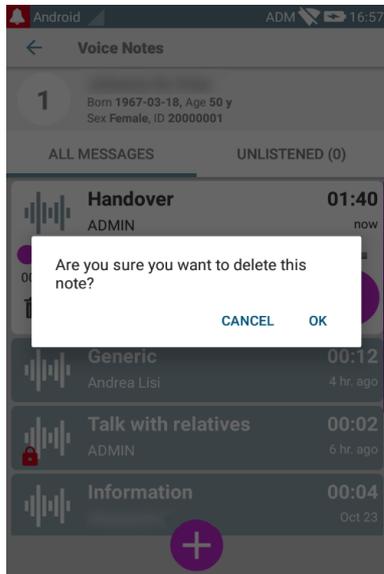
- seekbar (Fig 11 and Fig 12 **A**): touch the thumb and drag left or right to set the current progress level;
- play the message (Fig 11 and Fig 12 **B**);
- skip 10 seconds forward (Fig 11 and Fig 12 **C**);
- skip 10 seconds backward (Fig 11 and Fig 12 **D**);
- go back to the beginning (Fig 11 and Fig 12 **E**);
- delete the message (optionally shown - Fig 12 **F**).

Note:

- ❖ A confirmation icon ✓ (in the same place of the symbol Fig 12 **F**) if present, makes it possible to mark the note as “listened”. Touch the icon to mark the note as “listened”;
- ❖ It is allowed to skip forward in the message only till the last listened position. The part of the message listened is highlighted on the seekbar with a thicker gray line;
- ❖ When clicking on a message tile, on the expanded view, the application automatically sets the begin point of the audio player seek bar at the last listened position.

## 2.4.2 Delete a voice message

Voice messages are automatically deleted after their life time. Deleted messages are not recoverable. Only the author is allowed to delete his/her messages before the expiration time, by clicking on the icon , situated in the expanded message view (see Fig 12). This operation requires a confirmation (Fig 13):



**Fig 13**

If some user in the network is listening to a message while it's being deleted, a message alert is shown.

### 2.4.3 Record a voice message

To record a voice note, select the patient on the Patient List screen (Fig 6). The following screen will be displayed (Fig 14), listing all the notes currently existing for the selected patient (in Fig 14 no note exists).

Touch the  icon placed at the bottom of the page, as indicated in Fig 14:

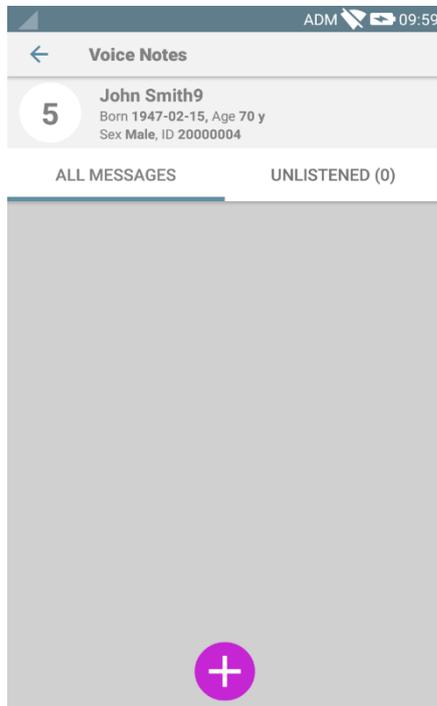


Fig 14

The recording screen will open as shown in Fig 15:

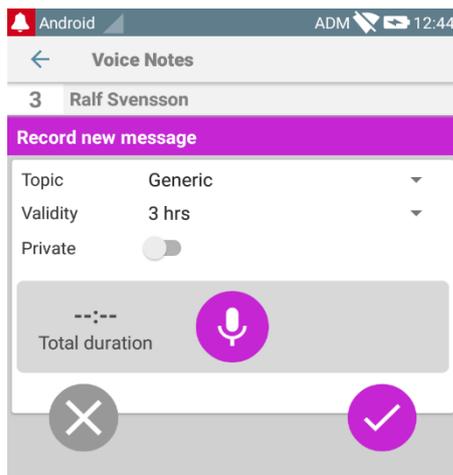
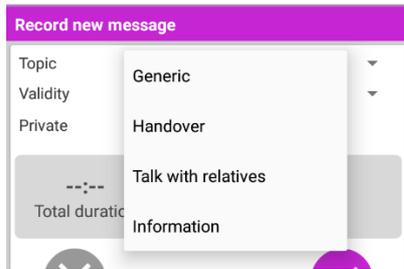


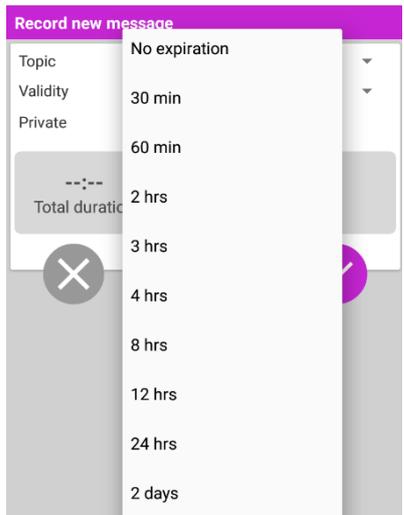
Fig 15

Before recording a note, it is possible to select the note topic on a pre-defined list (Fig 16):



**Fig 16**

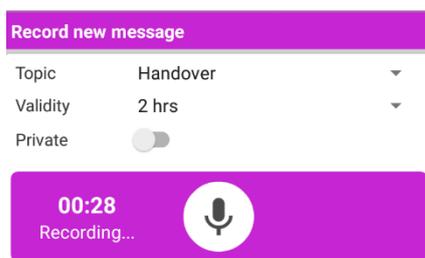
Also, before recording a note, it is possible to define the note’s lifespan. Messages are automatically deleted after the time span specified here (Fig 17).



**Fig 17**

To record a new voice message:

- keep pressed the button  as indicated in Fig 18:



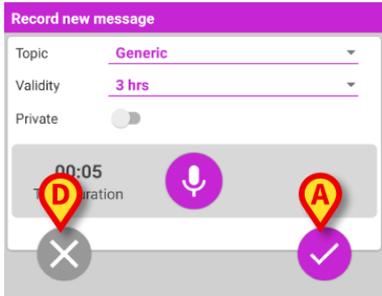
**Fig 18**

The button turns to white while recording. The recording time is displayed alongside the button. Recording stops when the button is released (Fig 19). The default maximum registration length is 5 minutes (configurable value). If necessary, it is possible continue recording by again pressing the record button.



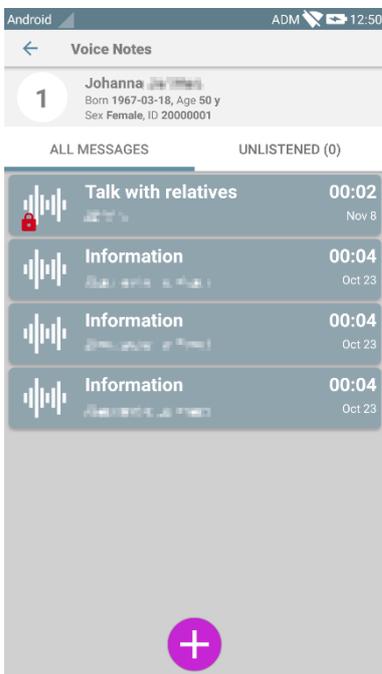
**Fig 19**

When the recording is completed, it's possible to save the message by clicking the button  (Fig 20 A) or cancel the operation and discard the message by clicking the button  (Fig 20 B).



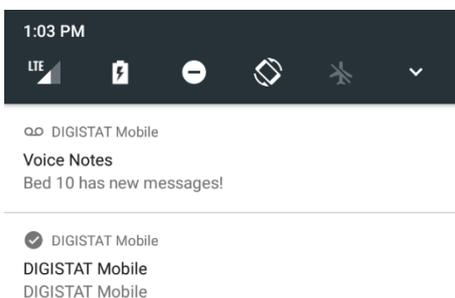
**Fig 20**

After saving, the messages list screen of the selected patient is displayed again, including the last recorded note (Fig 21).



**Fig 21**

When a new message is saved, a notification is displayed on the other handheld devices having the same bed in their domain (Fig 22).



**Fig 22**

The same notification is displayed at application start-up as well. Touch the notification to display the messages list screen (Fig 22).