

Adastra V3 Toughbook Training Manual



Name of Employee: _____

Date of Training: _____

Trainers Name: _____

Date Training Completed: _____

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Version No	14.12.15 .v4
Added to Rotamaster	

Adastra V3 Toughbook Training Manual



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Overview

V3 Aremote is a separate AdastrA software module designed to work in a semi-connected mobile environment using a portable or in-car Windows based computer. It enables mobile clinicians to receive case information from the centre whilst on the move, and to record encounter outcome information which is then automatically retrieved by the main AdastrA system.

The v3 Aremote database stores minimal data. There is no case information retained at the v3 Aremote once the software is shut-down.

On the mobile device an audible alert will be heard as a new case arrives at the v3 Aremote

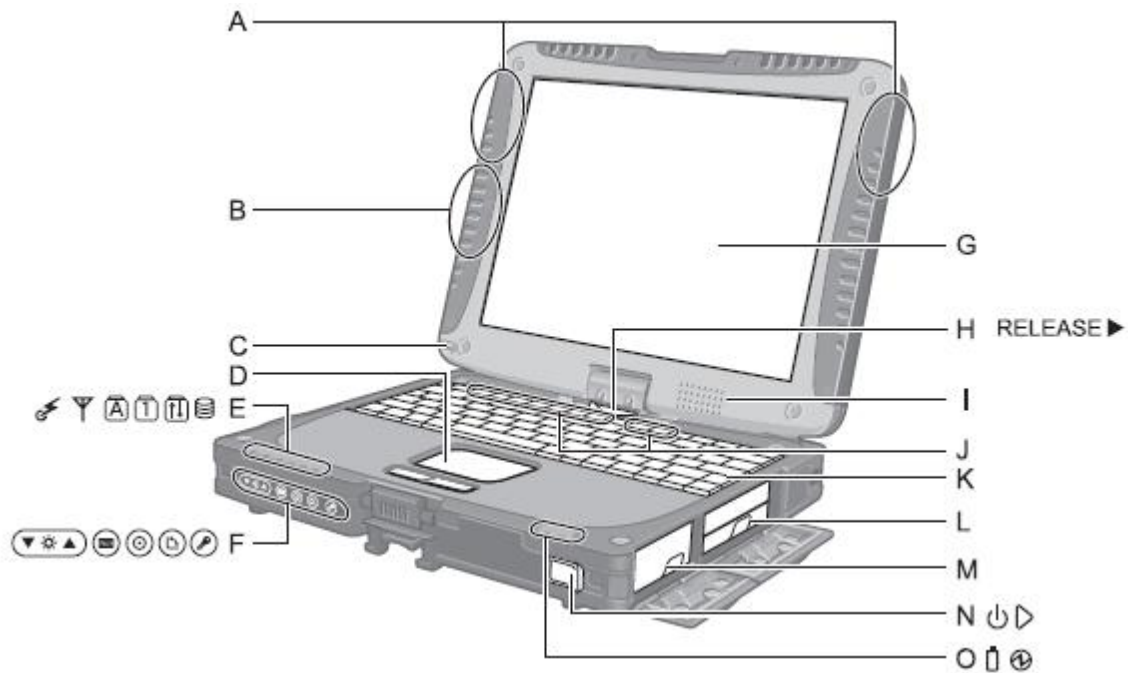
The device is not connected to a printer so a case sheet cannot be printed automatically. All information can be directly inputted onto the AdastrA system using the AdastrA Toughbook.

The Aداstra Aremote Toughbook







The Panasonic Toughbook CF-19 is a ruggedised, swivel-screen laptop that withstands shocks, spills and dust. The screen can be rotated 360 degrees to allow the user to quickly transform from using a notebook to a tablet PC.





Getting Started

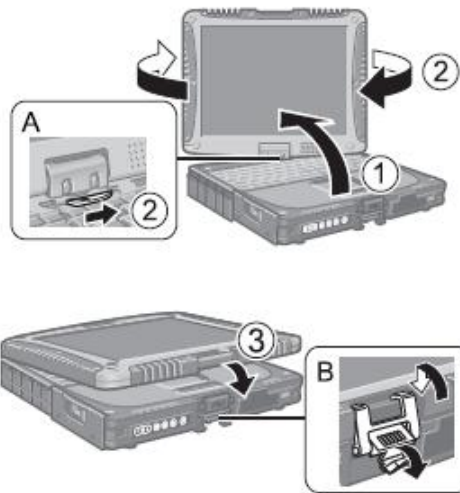


- A: Wireless LAN Antenna
- B: Bluetooth Antenna
- C: Stylus / Pen Holder
- D: Touch Pad
- E: LED Indicator

-  Wireless ready
-  Wireless LAN status
-  Caps lock
-  Numeric key (NumLk)
-  Scroll lock (ScrLk)
-  Hard disk drive status

- F: Tablet Buttons
- G: LCD Touchscreen
- H: Display Release Latch
- I: Speaker
- J: Function Key
- K: Keyboard
- L: Hard Disk Drive
- M: Battery Pack
- N: Power Switch
- O: LED Indicator
-  Battery Status
-  Power Status

Switching to Tablet Mode



1. Lift up the display so it stands perpendicular to the body.
2. Slide and hold the display release latch (A), and rotate the display clockwise until it clicks
3. Close as the display faces up and fix it using the latch (B).

Navigating the system

Use the TAB key to move around the screen, use the SHIFT + TAB keys to move back through fields

When the button is highlighted press ENTER to select

When in list items use UP and DOWN arrow keys to navigate list

Use ENTER to select highlighted item

When CURSOR in a text field you will be able to type

F9 will take you back to the previous screen

The ESC key will close display windows i.e. Quick text window

When in a patient's case the TAB key will navigate you around the screen as follows:

1. Patient tab

When the highlight is on the Patient tab use the LEFT and RIGHT arrow keys to move across the tab headers

2. Req. Update
3. Arrive
4. Start
5. Finish

When in a patient's consultation the Tab key will navigate around the screen as follows:

1. History text field
2. Examination text field
3. Diagnosis text field
4. Treatment text field
5. When in a text field you can use F2 to select quick text fields
6. Coding Select
7. Examination buttons
8. Use SPACE bar to select buttons, use TAB to navigate buttons. DOWN arrow will scroll through drop down list options.
9. Prescribe
10. Finish Case

Logging In

You will first have to log into Aremote.

Username: aremote
Password: aremote

Next....

Click on the ADASTRA V3 icon on the main screen

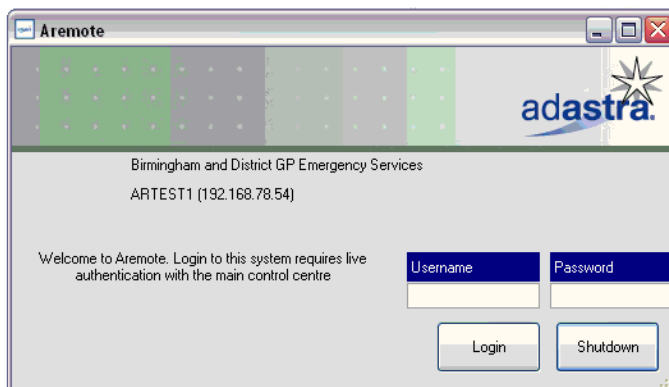
Logging into Adastra

Log in to Adastra V3 using the user name and password assigned to your user account. Type in your username then use the **Tab** or **Enter** key to move to the **Password** field and enter your password

Note: Passwords are not case sensitive

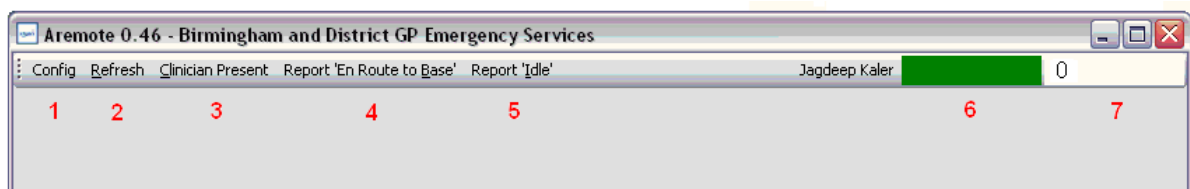
Once you have entered your password press the **Enter** key or select the **Login** button

Note: v3 Aremote does not accept blank passwords



Main Aremote Screen

Tool bar Information



1. Configuration Details
2. Refresh
3. Clinical Log in Status
4. Report 'En Route to Base'
5. Report 'Idle'
6. Connection Status
7. Transmission Queue Count

Configuration Details

- Configuration of the device will have been configured by an Adastra engineer and should not be changed by v3 Aremote users.

Refresh

- Clicking refresh sends a request to the main database for new or updated information
- Cases arriving at the v3 Aremote will make a connection and update the Outstanding Cases List. Restarting the v3 Aremote module will also force a connection to the main database to retrieve data.
- The refresh button can be used as and when necessary. It will automatically refresh every 6 minutes by default.

Clinical Log In Status

- This will display whether there is a clinician logged in. The status options possible are:
 - Clinician Present – either a clinician is the primary user or has been attached
 - Clinician Away – clinician has been marked as away from the v3 Aremote. Access to cases will be restricted.

Report 'En Route to Base'

- If all cases are complete and the car is returning to base, click button and status will show at base.

Report 'Idle'

- If all cases are complete, but not returning to base, click button and status will show at base.

Connection Status

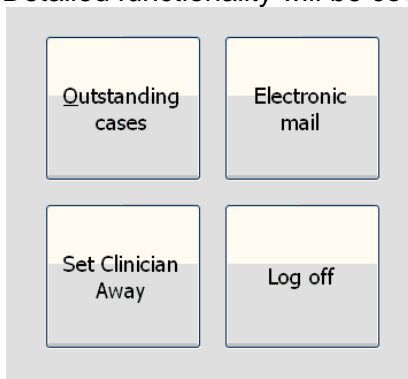
- A green status shows that there is connection to the main database
- A red status shows that there is no connection to the main database

Transmission Queue Count

- This is a count display of the outbound transmission events queued for sending. These events can include:
 - Consultation data
 - Case confirmation
 - Time stamps i.e. en-route or arrival time
- This status will update as events are received by the main database.
- If the background colour of the status count is Red, there is an error which needs reporting to Adastra User Support. To view the report double click on the status bar

Functionality Buttons

Detailed functionality will be covered in separate sections later in this document



Outstanding Cases

- Displays a list of cases outstanding at the v3 Aremote

Electronic Mail

- Aadastra email can be sent and received

Set Clinician Away

- Set the clinician as away or present

Log off

Logs the current user out of v3 Aremote, back to the main log in screen

Outstanding Cases

Overview

- The outstanding cases list displays all active cases at the v3 Aremote. The list is sorted by Active date and time with the most recent case going to the bottom of the list.
- Because there is no case database in v3 Aremote, if the user restarts v3 Aremote, a request for outstanding cases is sent to the main database to re-transmit the cases. You will probably see cases appearing one by one into the list.
- Non clinical users logged in to v3 Aremote can view the outstanding cases list and record 'En Route' and 'Arrived' times but they do not have access to open the case.

Case List

The screenshot shows the 'Aremote 0.46 - Birmingham and District GP Emergency Services' window. At the top, there are menu options: Config, Refresh, Clinician Present, Report 'En Route to Base', Report 'Idle', and the user name Jagdeep Kaler. Below the menu is a table with columns: CaseNo, Type, Time, Name, Address Town, Age, Note, En Route, Arrived, and Open. Two cases are listed: CaseNo 10454, Type V4, Time 15:06, Name Mark Supple, Address Town Ramsgate, Age 38 ye...; and CaseNo 10455, Type V4, Time 15:08, Name Sammy Tommy, Address Town Birmingham, Age 33 ye... Each row has an 'Open' button. Below the table, there are two callout boxes. The first box, titled 'From left to right:', lists: Acknowledgement check box, Case number, Case type, Active time, Patient name, Address town, Age of patient, Note indicator (free form or specific patient), Record en route time button, Record Arrival time button, and Open Case. The second box, titled 'When a case is highlighted in the case list, details of the current location of the patient including map reference (if applicable) will be shown in the bottom right of the screen', points to a 'Direct' button. Below the table, there are two sections: 'Symptoms: test case' and 'Comments: These cases for this patient open at time of receive:Home Visit #10448 at 02-Dec-08 13:07:36' on the left; and 'Tel: 01233 733733', '22 Broad Street', 'Ramsgate', 'Kent CT11 8QY', and 'TR:381 651' on the right. A 'Direct' button is located at the bottom right of the patient details section.

CaseNo	Type	Time	Name	Address Town	Age	Note	En Route	Arrived	Open
10454	V4	15:06	Mark Supple	Ramsgate	38 ye...	<input type="checkbox"/>	--:--	--:--	Open
10455	V4	15:08	Sammy Tommy	Birmingham	33 ye...	<input type="checkbox"/>	--:--	--:--	Open

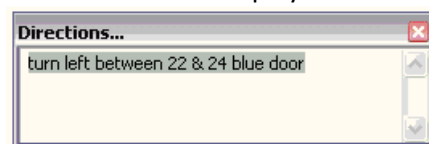
Symptoms: test case
Comments: These cases for this patient open at time of receive:Home Visit #10448 at 02-Dec-08 13:07:36


Tel: 01233 733733
22 Broad Street
Ramsgate
Kent CT11 8QY
TR:381 651

Direct

When a case is highlighted in the case list, summary details are displayed in the bottom left section of the screen

If there are any directions attached to the address, the **Direct** button will be active
Clicking on the **Direct** button will display the information available



Click on  to close the window

Acknowledge Cases

Cases can be acknowledged from the case list by marking the box to the left of the case number as checked.

	CaseNo	Type
<input checked="" type="checkbox"/>	10454	V4
<input type="checkbox"/>	10455	V4

Alternatively the case will be marked as acknowledged when a case is opened.

Recording En Route Time

En Route	Arrived	
18:01	--:--	Open
--:--	--:--	Open

Click on the **En Route** button for the case you are on the way to visit next

Only mark the case you are visiting next as en route at one time as v3 will display the most recently time stamped case for tracking.

Recording Arrival Time

Clinician arrival time can either be recorded from the case list or from within the open case.

En Route	Arrived	
16:33	16:41	Open
--:--	--:--	Open

Arrive	Start	Finish
16:41		

Click on the **Arrived** / **Arrive** button at the time of arrival at the patient's location

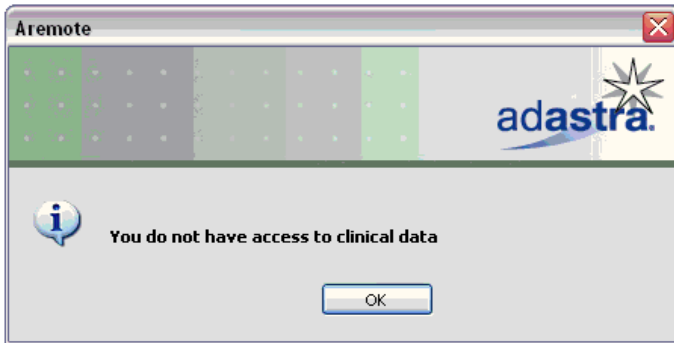
Opening a case

Clinicians only can open a case from the case list by :

En Route	Arrived	
16:33	16:41	Open
--:--	--:--	Open

Clicking the **Open** button

Or pressing the **Enter** key (on the keyboard) once the case is highlighted in the case list.
If the user gets the following message there is no clinical user logged on or attached.



Clinical Access to a case

Attaching a clinical user

If the primary user logged on is a non clinician, the Driver will need to log off his/her session and allow the clinician to log in.

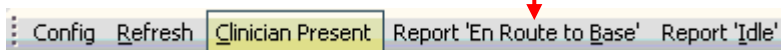
The name of the clinical user will be displayed on the tool bar and a status of Clinician Present is displayed.

The clinician will now have access to open a case.

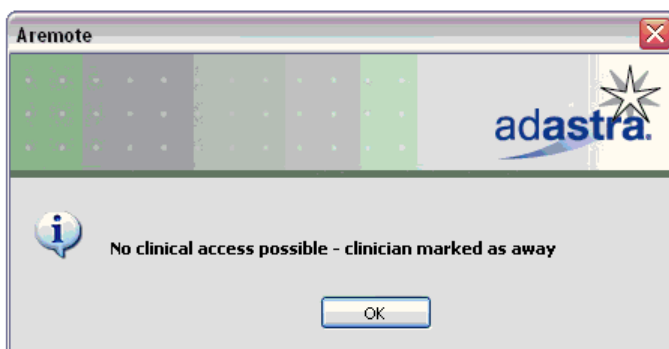
Making the clinician as away from the vehicle / Toughbook.

Clinical access can be restricted while the clinician is away from the vehicle / Toughbook without the clinician needing to log out by marking the clinician as away.

Click on the Clinician Present on the tool bar



The status will change to Clinician Away. If the Driver attempts to open a case while the clinician is away, the following message will be displayed.



Making the Clinician's return to the vehicle / Toughbook

Once the clinical user returns to the vehicle / Toughbook they will need to confirm their password before gaining access to cases.



Click on Clinician Away on the tool bar



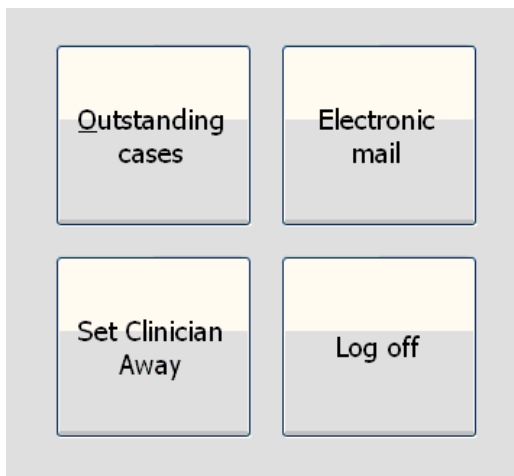
The username of the clinician will be retained, the clinician will need to enter their password the click **OK**.

The status will change to **Clinician Present**

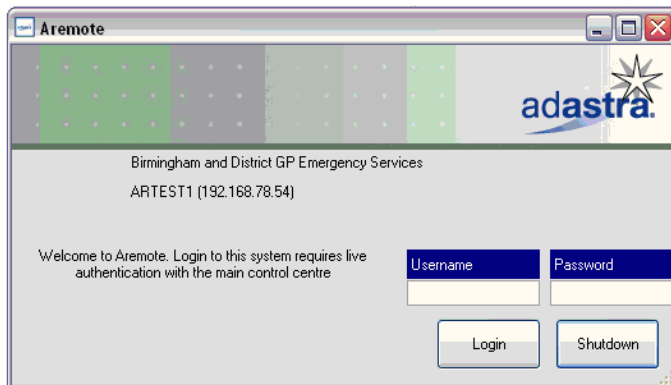
The clinician will now be able to view the case details by clicking on **Open** on the case list.

Logging Off

To finish the current session on v3 Aremote, click on the Log off Button



You will be presented with the Logging In screen



If another user is logging into the system they can do so from here, if you want to completely shut down however, you must click on the shutdown button.

IMPORTANT

When using the Aremote system, it is inadvisable to shutdown v3 Aremote while there is outstanding data waiting to be synchronised with the main v3 database. If you do then all data that has not been synchronised with the main base will be lost.

Once all of the data has been synchronised and the outstanding cases have been completed you may shutdown the Toughbook. If there are outstanding cases on the Toughbook and your shift has ended you may ask the Visit Co-ordinator to withdraw the outstanding cases from the Aremote system. This would only be done if no one is continuing a MP 1 clinician after your session.

Shutting down the Toughbook

Log out of Aداstra and shutdown the Aداstra system

To shutdown the Toughbook completely, click on the Shutdown icon on the main screen.

When you return to base you should place back on charge.