



Whzan Digital Health User Manual

Whzan Digital Health

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TABLET

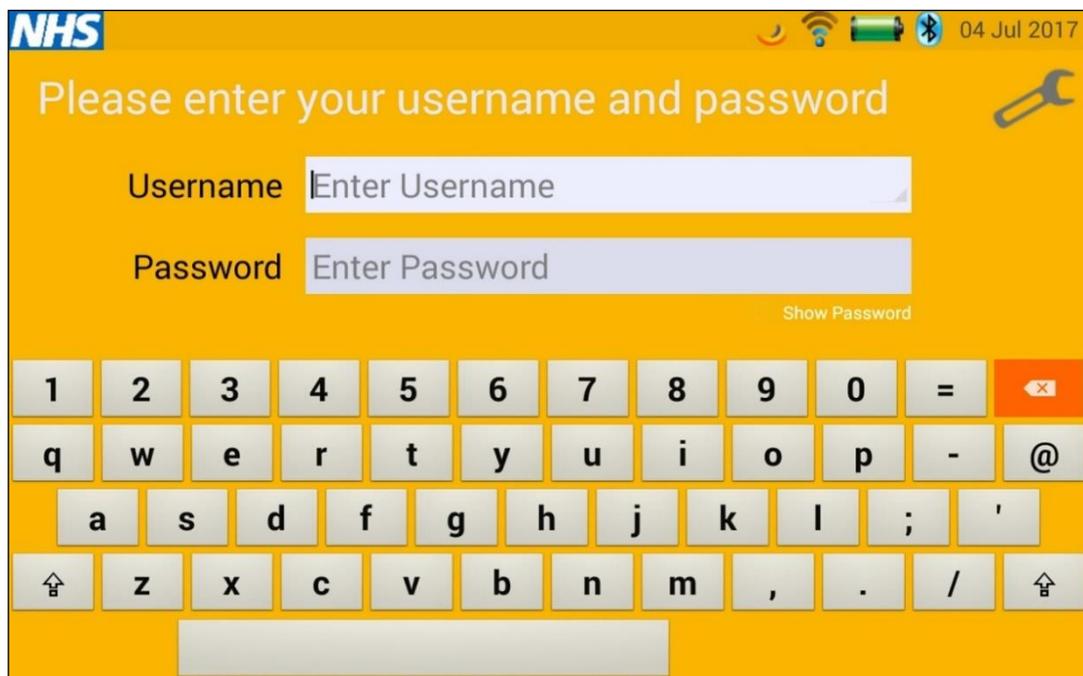
1 Tablet system configuration

1.1 General

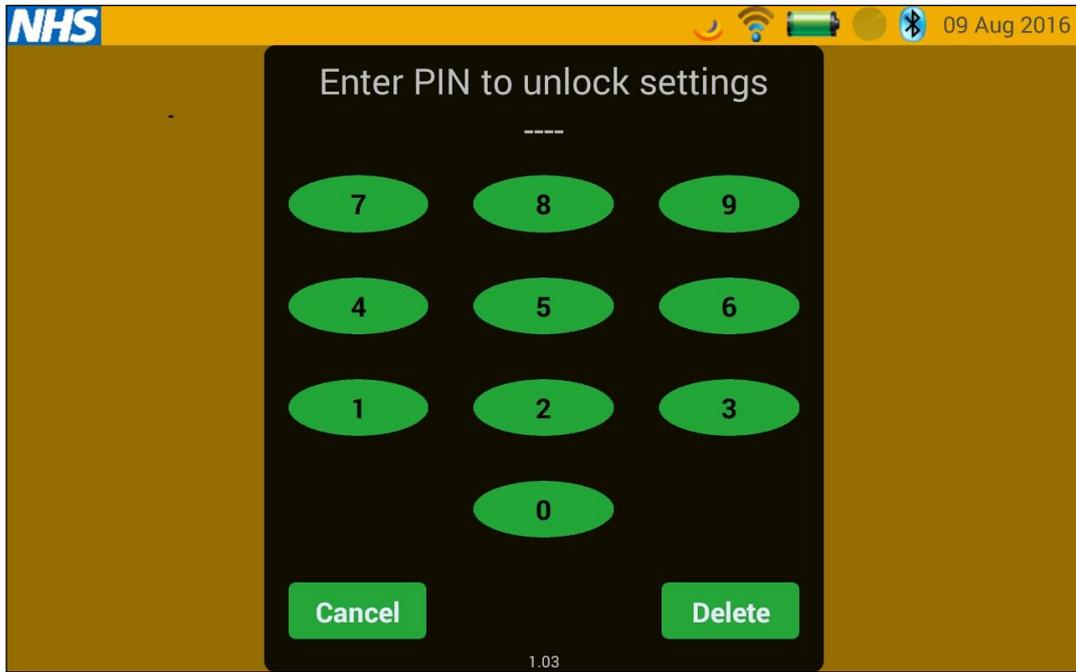
Tablet technology changes rapidly; we have included some screens that show how to set up the basic Android settings such as Bluetooth and Wi-Fi. These may differ on the tablet you have been issued.

1.2 Access to settings

The tablet system is normally supplied ready for use with Bluetooth instruments paired, so that readings are automatically received by the tablet. However, there are some system settings that may need to be updated during the deployment lifecycle of the system. To access these settings, touch the spanner  in the top right corner.

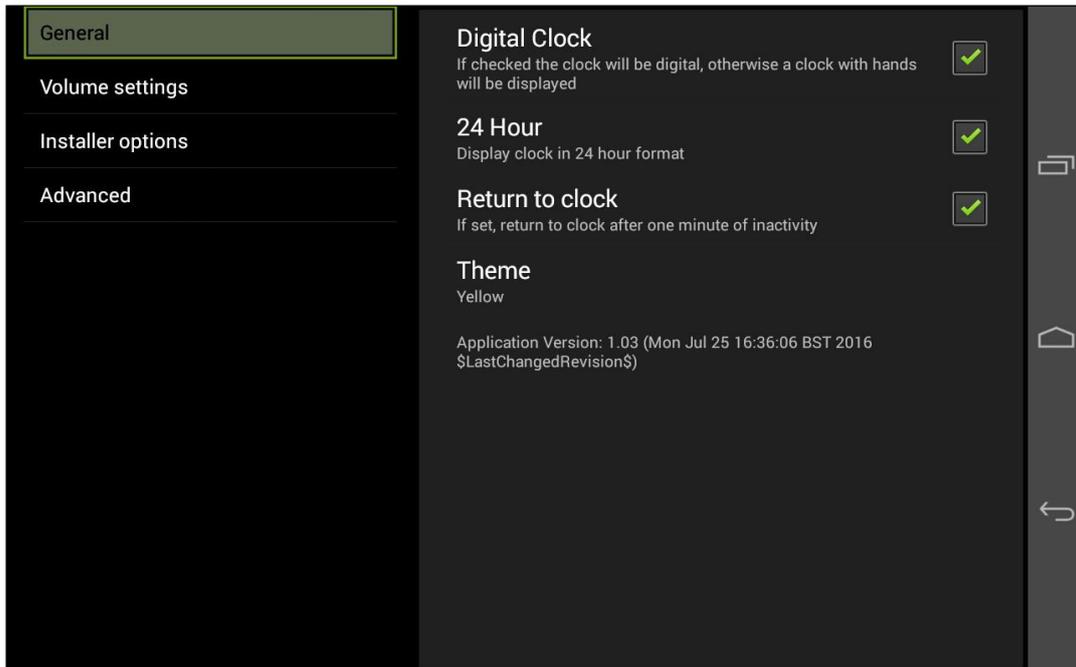


This will bring up the PIN entry screen, which is there to stop patients accessing the settings. Enter the PIN correctly, and the tablet will enter the settings screen. If you make a mistake, use the **Delete** or **Cancel** keys and try again.



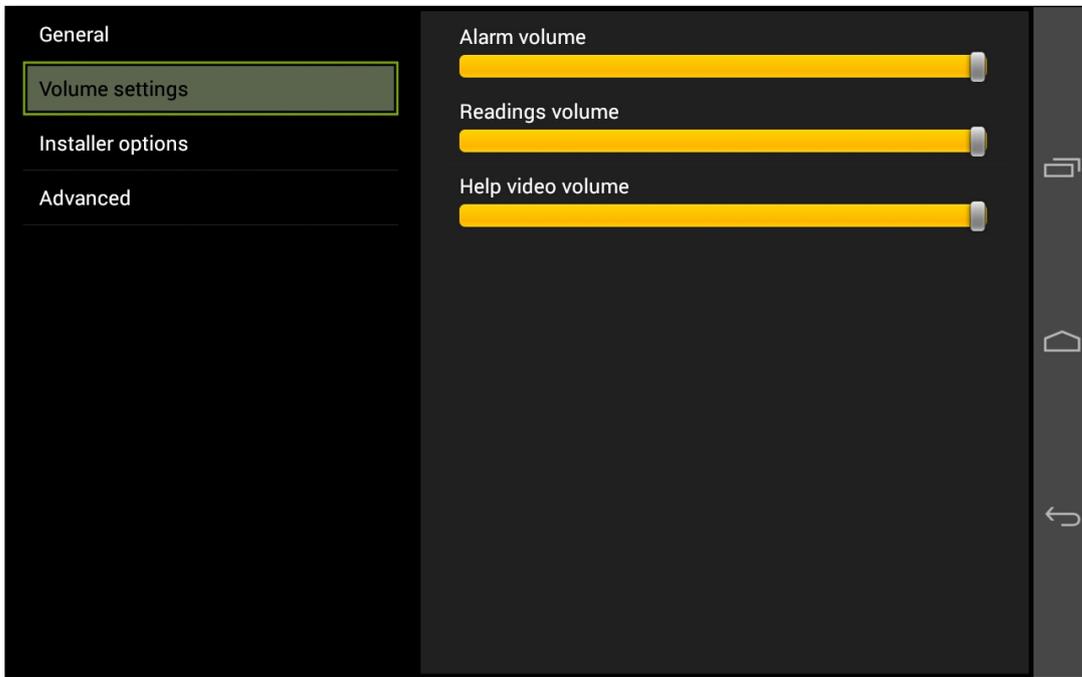
1.3 General settings

The Whzan settings page will be shown, with several options as per the illustration below. On the **General** page you can select from different colour themes, and change the clock format that is shown on the tablet's home page.



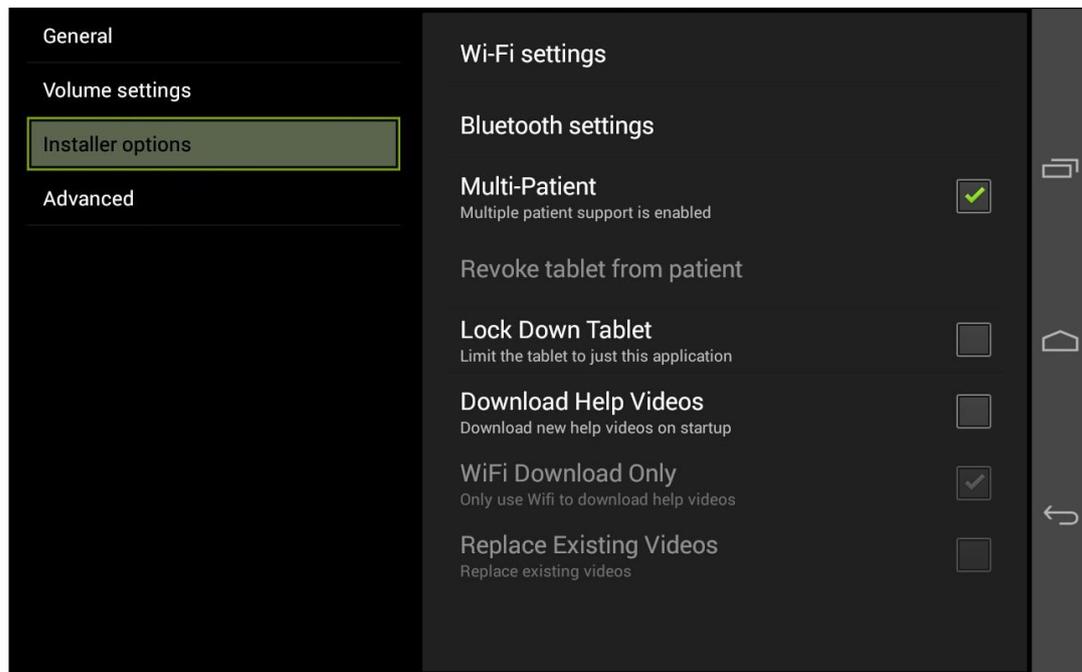
1.4 Volume settings

Under the **Volume settings** tab you can alter the loudness of the announcements the tablet makes. The following screen shows values set to the maximum tablet volume that can be selected.



1.5 Wireless and tablet mode settings

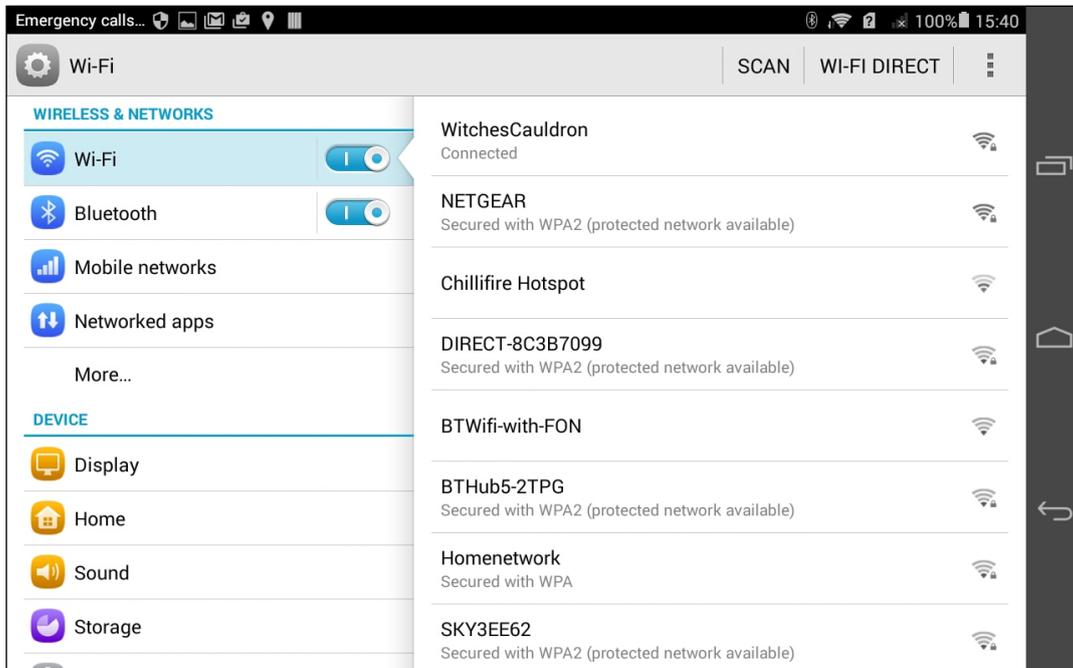
The **Installer options** settings contain the bulk of the parameters that need to be configured when setting up a new tablet.



1.6 Wi-Fi settings

The **Wi-Fi settings** are used to link the tablet to one or more Wi-Fi access points. The system will show the Wi-Fi access points available. The system may also scan for devices on entry. If you have connected to a Wi-Fi access point before and it is in range the tablet will automatically connect to it. If not, then select your Wi-Fi access point and enter the access credentials.

The screen appearance will vary between tablets, but in all cases the functionality will be similar.



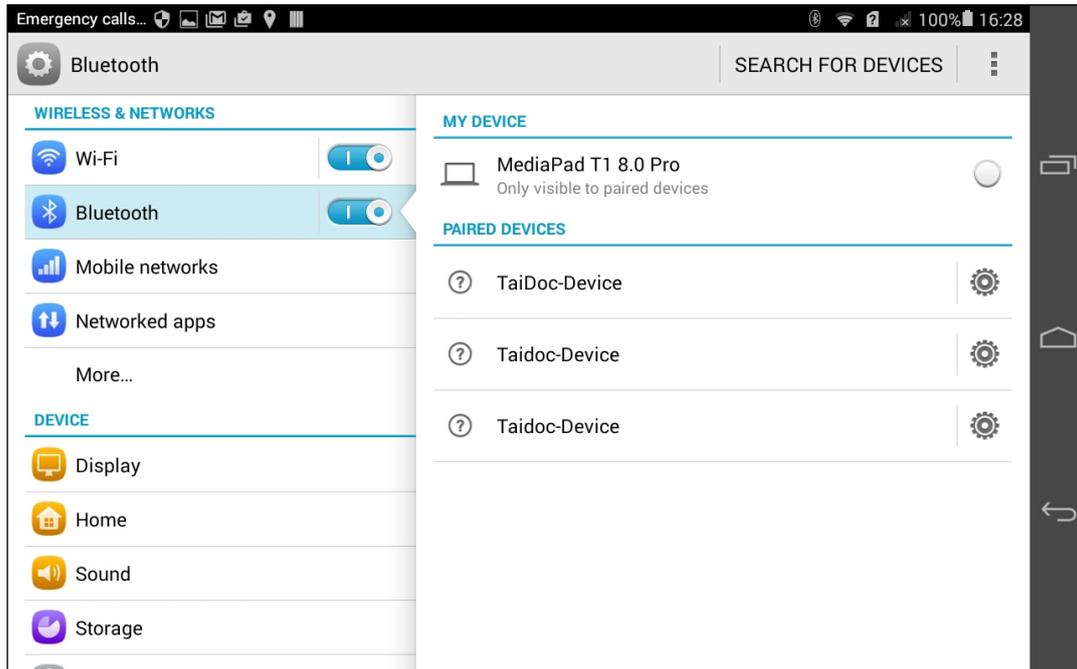
If you are using a mobile SIM card to access Whzan then the Wi-Fi should be turned off, otherwise the tablet will keep trying to find a Wi-Fi connection.

1.7 Bluetooth settings

Whzan supports a wide range of Bluetooth instrumentation. Prior to use, these need pairing with the tablet. Once paired, instruments are able to send readings to the tablet automatically.

The support for Bluetooth is dependent on how each instrument manufacturer has implemented the software. Taidoc devices can be paired with more than one tablet, however only the first tablet to respond to a transmission will capture the data. If an A & D device is removed from a tablet pairing, they will typically require pairing with another device before they can be repaired to the original tablet. In the event of difficulty please contact Solcom for support.

The **Bluetooth** screen is shown below. Bluetooth should be switched on, unless there are no paired devices for the tablet.



To pair a new instrument, take a reading and press **SEARCH FOR DEVICES**; the tablet will scan for new Bluetooth devices and the screen will update to show this.

2 Multi-patient tablet system use

2.1 Power

The tablet uses a standard UK mains-powered charger with a USB connector. Multi-patient blue cases have an industrial connector on the side of the blue case to avoid damage to the tablet by repeated connections. If your system has this connector, then leave the tablet connected to the internal cable.

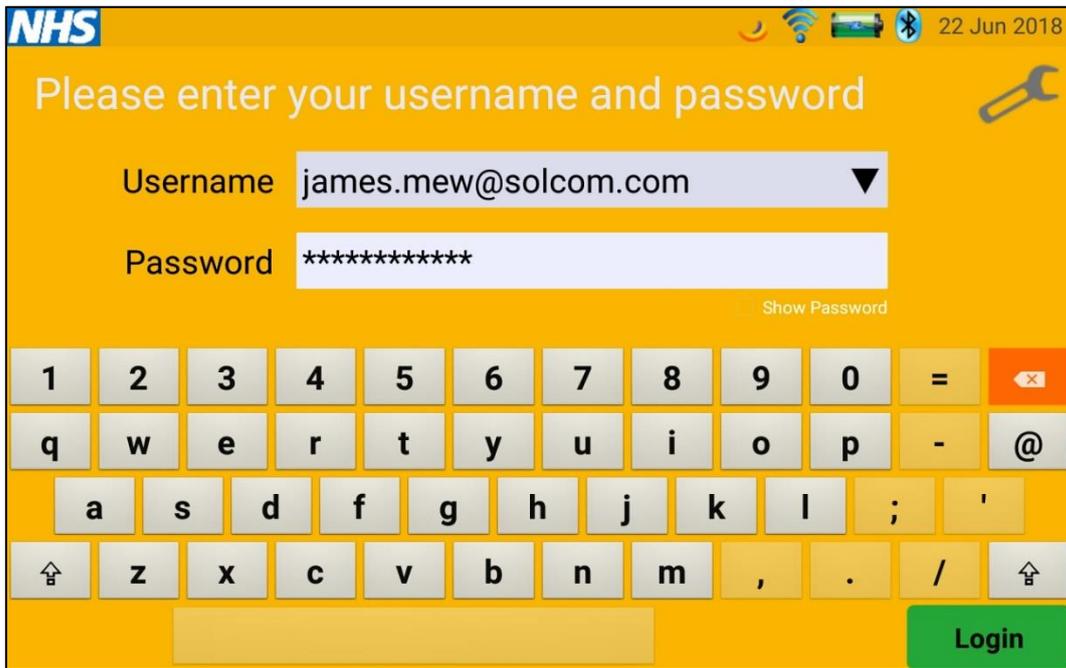
2.2 Logging in to the tablet

To use a tablet, you must have access to a valid Whzan user account name and password. You can use any tablet with the Whzan Digital Health application to log in, as the system will download a list of patients that you have been authorised to view.

To log in to a tablet for the first time the tablet will need internet access via Wi-Fi, or via the mobile telephone network if the tablet has a SIM card.

The tablet will remember your logon credentials after you have successfully logged in once, so you won't need to be connected to the internet for subsequent logins.

The login screen is shown below.



The system will let you make multiple attempts to log in to the tablet, so ensure that everyone has a reasonable password. The default is to use the user's email address as the user name, as this helps them remember it and ensures that it is unique.

To the right of the username there is a small triangle ▼ which will bring up a list of usernames that have been used to login before. This feature speeds login, but it can be disabled in the tablet settings.

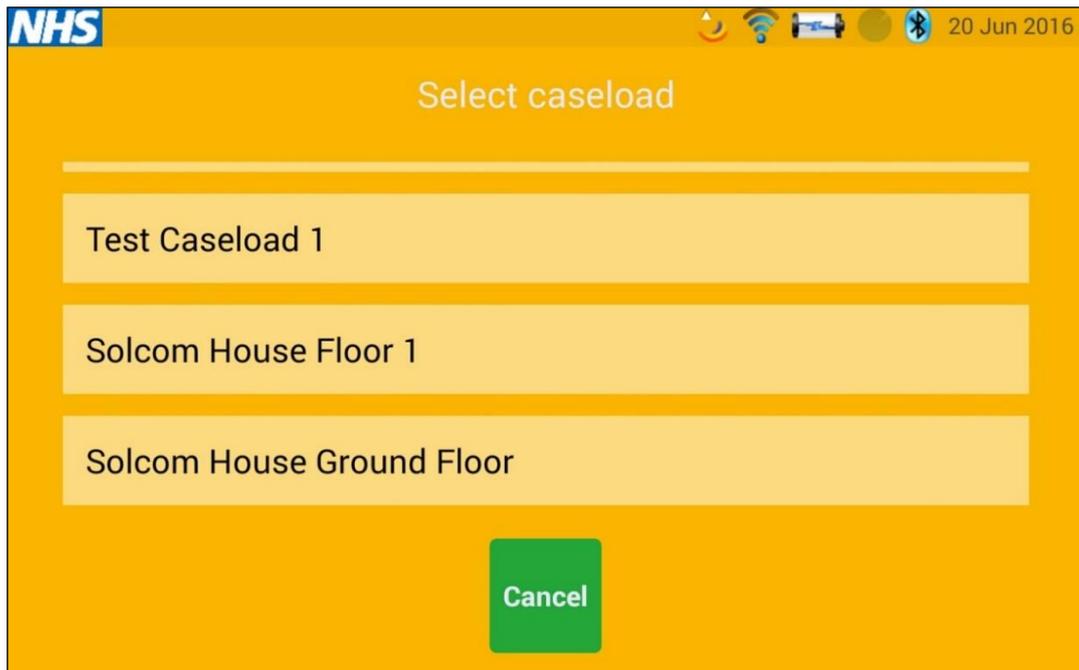
The password is case sensitive. Failure to log in correctly three consecutive times will cause the account to lock out for one minute. This is to prevent automated attacks on the Whzan website. If this happens it will be because the user name or password has been incorrectly entered. By touching the show password option, the password text will be shown to ease the login process.

2.3 Selecting a caseload

Patients are added to the web system in what we call a caseload. Caseloads are simply a way to group patients and could for example be those suffering with a similar illness, or those on the same floor in a care home.

Clinicians and carers are given access to caseloads, and with this access can see all patients within each caseload. After you have logged in to the system you will be presented with a scrollable list of caseloads (there may only be one).

The caseload selection screen is shown below.



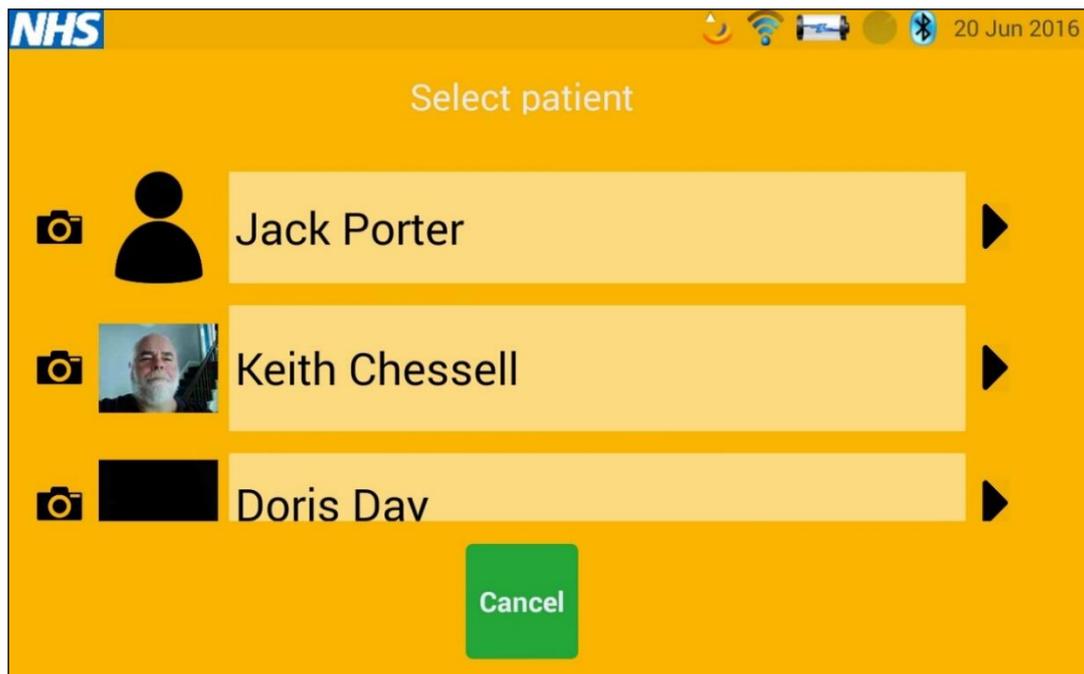
Use up and down swipes to scroll through the list of caseloads. Touch the caseload you require in order to show the list of patients.

If you press the **Cancel** button you will return to the login prompt.

2.4 Selecting a patient

Within a caseload there can be one or more patients. As before, simply use the scrollable list of patients to find the one you want.

The patient selection screen is shown below.



Use up and down swipes to scroll through the list of patients. Touch the patient you require in order to view or take readings for that patient.

The camera symbol  can be used to take and save a picture of the patient for easier recognition.

If you press the **Cancel** button you will return to the caseload list.

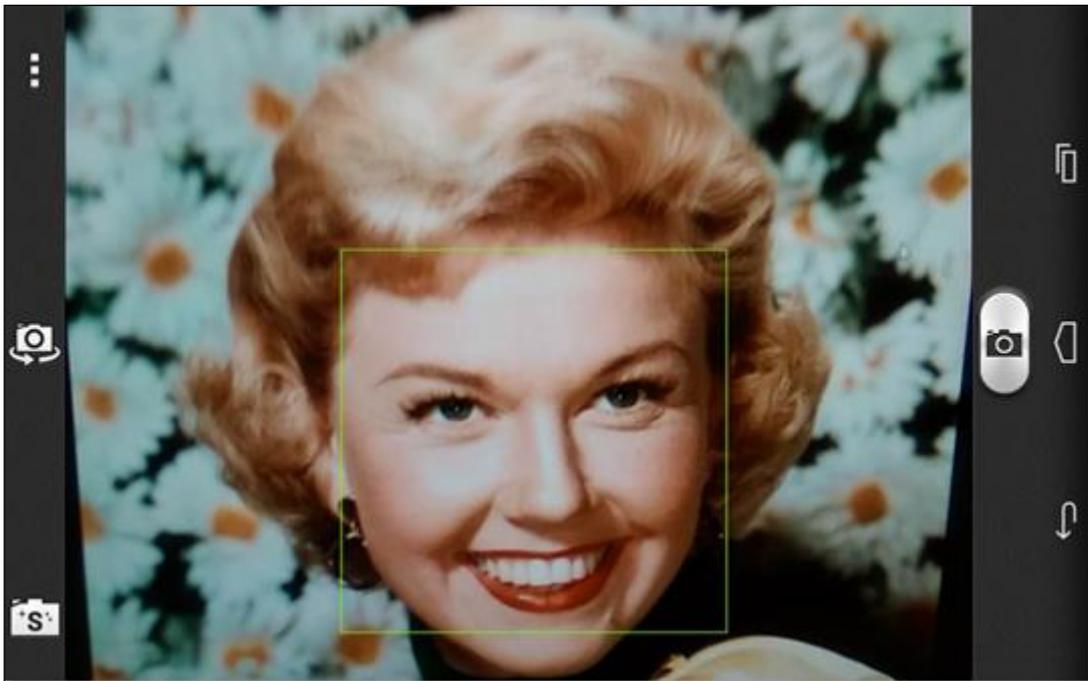
2.5 Taking a picture of a patient

Press the camera icon  to the left of the name of the patient; this opens the tablet's camera screen.

Point the camera at the patient or an identifiable feature for the patient and press the centre right camera icon on the tablet screen to capture a picture.

If you want to let the patient take a selfie then change to the rear camera using the centre left camera icon.

The camera screen is shown below.

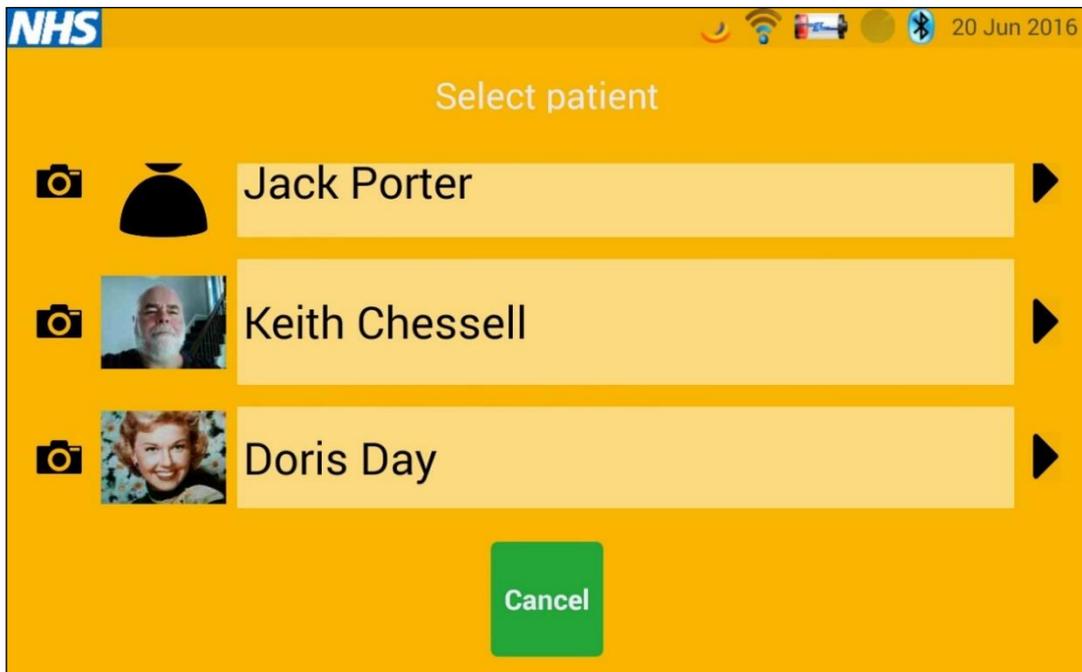


Once you have taken a picture it will be shown with a choice to use it (the tick icon), try again (the circle icon), or give up (the X icon).

The picture screen is shown below.



If you select the tick then the picture will be saved to the system so that other tablet users for the same caseload can view the patient’s picture. The patient list will be updated.



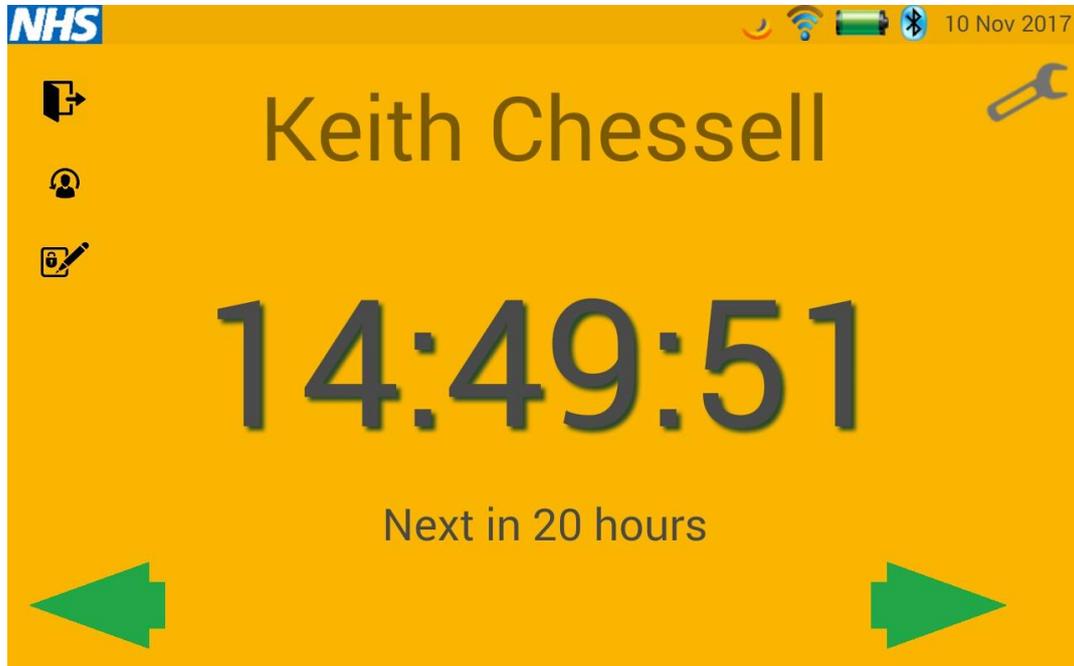
You can update the picture at any time by just repeating the process.

3 Patient screens

Please note that the patient screens are tailored for each patient, so not all of the screens described in this section will be available on all tablets. To adjust the screens that a patient will see on their tablet, login to the Whzan Digital Health website and use the patient’s **Settings** menu options.

3.1 Patient home screen

Select the patient for whom you want to take or view readings. When this is done you will see their **Home** screen with the time shown. The patient name is also shown on this screen. If an activity is scheduled for the patient then the next measurement due time is shown towards the bottom of the display.



You can log out of the system by pressing the door symbol 

You can change patient by pressing the patient with an arrow symbol 

You can change your password with the lock and pen symbol 

If you are going to take a reading using a Bluetooth enabled device then you can just proceed by using the paired instruments. The system is continually listening for Bluetooth messages from the instruments that have been supplied with the equipment.

Alternatively, you can use the green arrows to see what parameters and assessments have been set for this patient.

3.2 Temperature screen

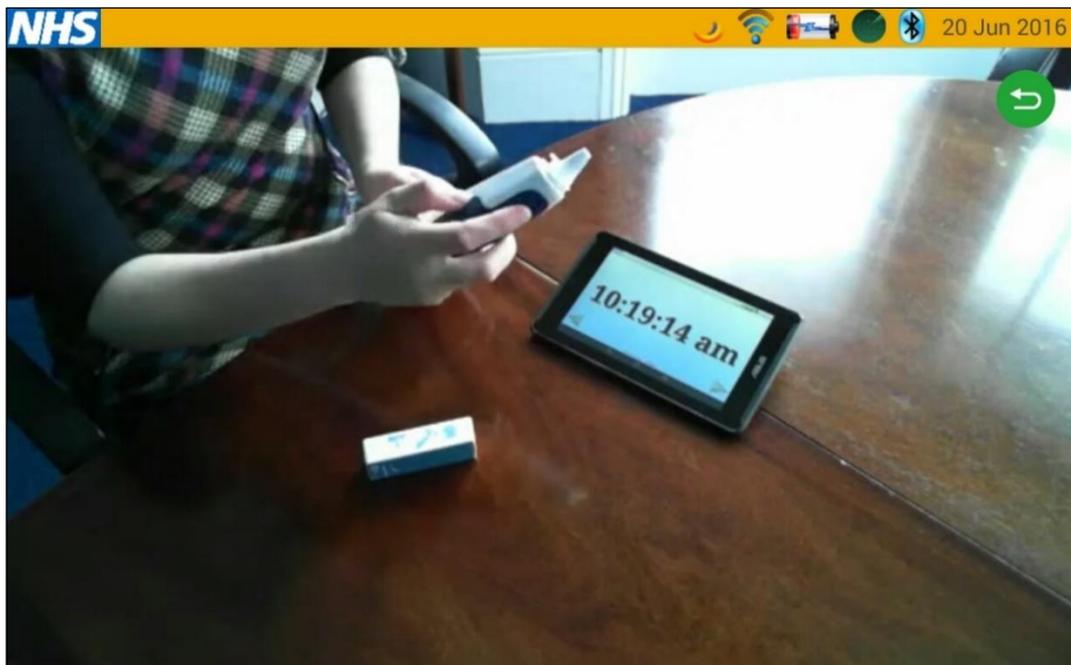
Use the green arrows to navigate to the **Temperature** screen.



The screen shows the most recent reading, how long ago that reading was taken, and when the next reading is due.

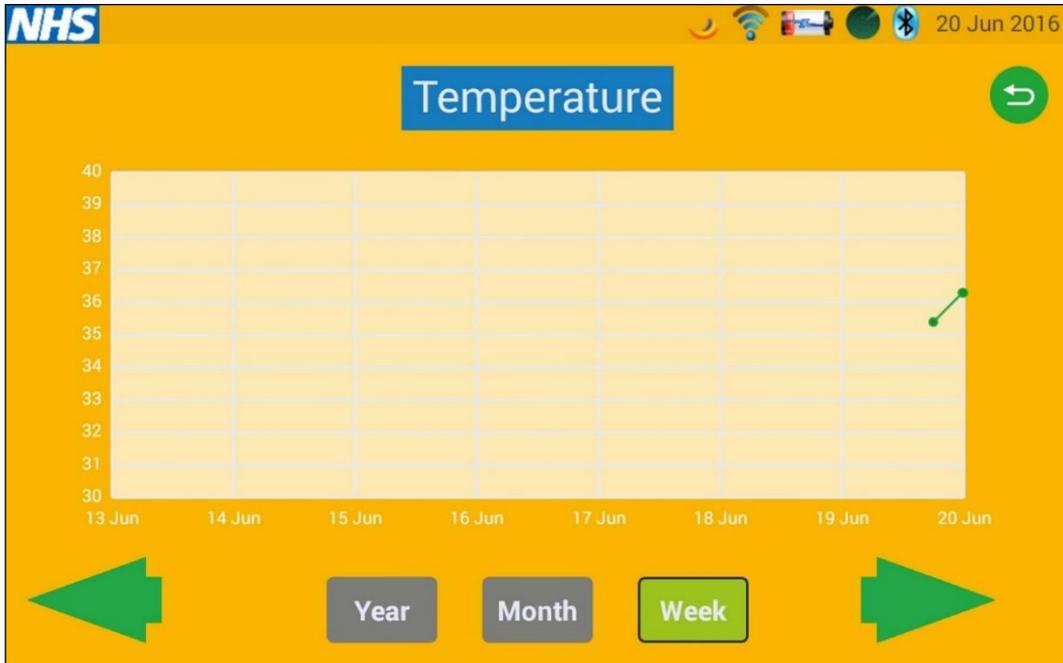
Remember that most thermometers detect that there is a cover present, and won't take a reading without one. If a thermometer reads lower than inspected, take off the cover and clean the detector with an alcohol-based wipe.

The **Help?** button will show you a video on how to take a temperature. Here is a still screen image from this video.

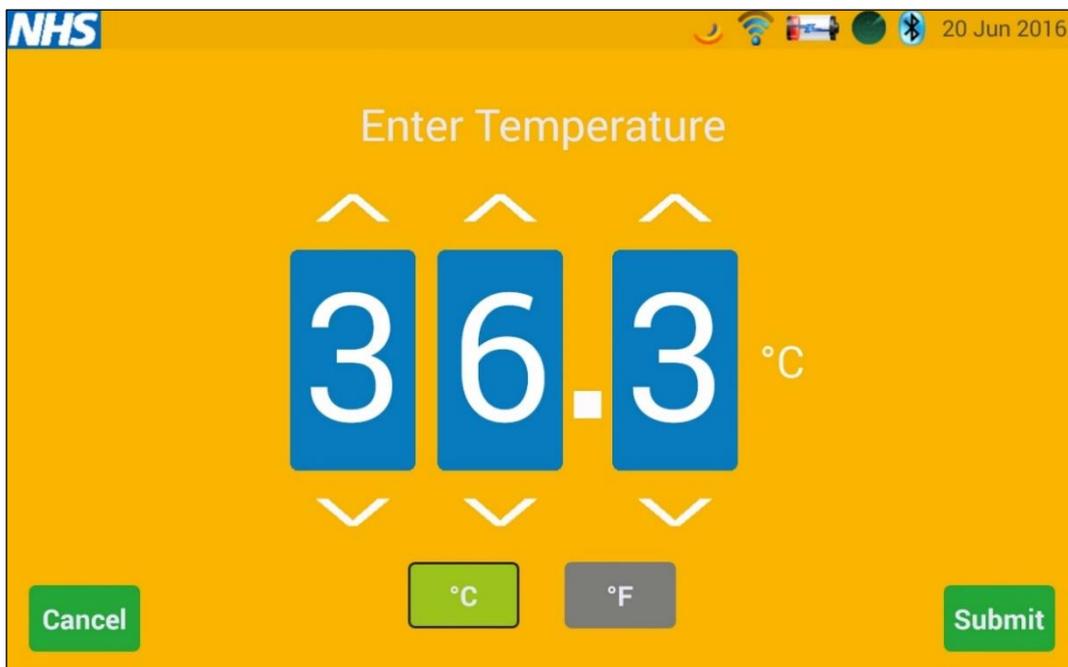


If you touch the back-arrow icon  during playback, the video player will stop and the tablet will return to the **Home** screen.

The graph button  will show you the time history of the temperature readings for periods of a **Week, Month** or **Year** as shown below:



If you select the **Manual** button the system will allow you to enter a temperature reading without the use of a paired thermometer device.

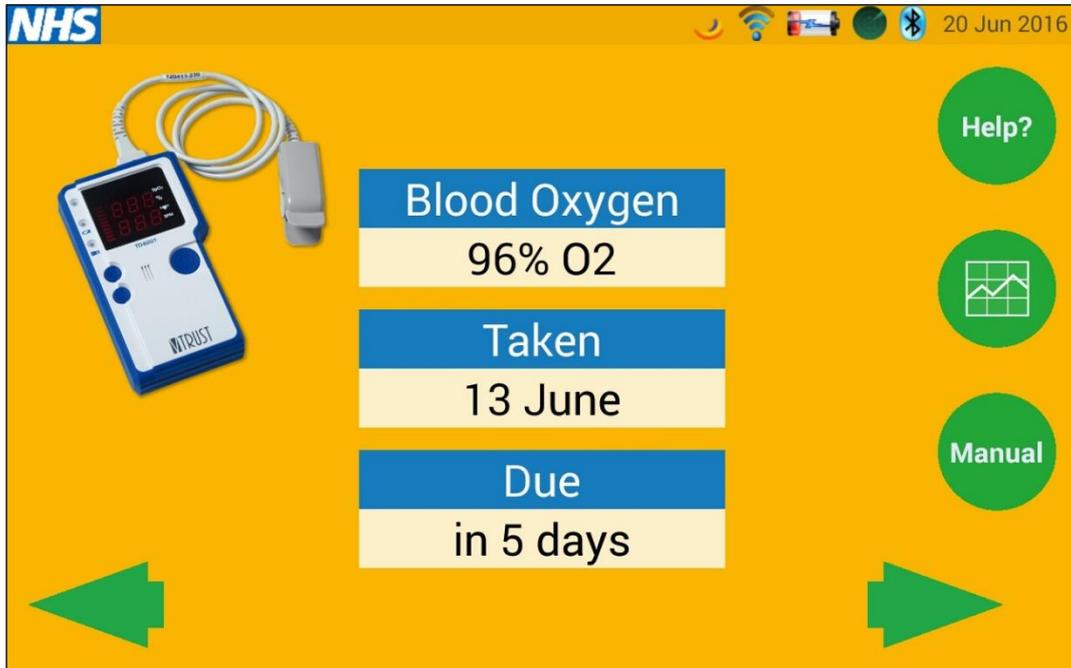


The screenshot shows a mobile application interface with a yellow background. The title 'Enter Temperature' is centered. Below it are three large blue buttons with white numbers: '3', '6', and '3', with a decimal point between the second and third. Above each number is an upward arrow, and below each is a downward arrow. To the right of the numbers is a '°C' symbol. At the bottom, there are three buttons: 'Cancel' (green), '°C' (green), and '°F' (grey). A 'Submit' button (green) is in the bottom right corner. The NHS logo and system status bar are at the top.

Temperature can be entered in either Fahrenheit or Centigrade, by selecting either of the two units buttons below the reading.

3.3 Blood oxygen screen

Use the green arrows to navigate to the **Blood Oxygen** screen.

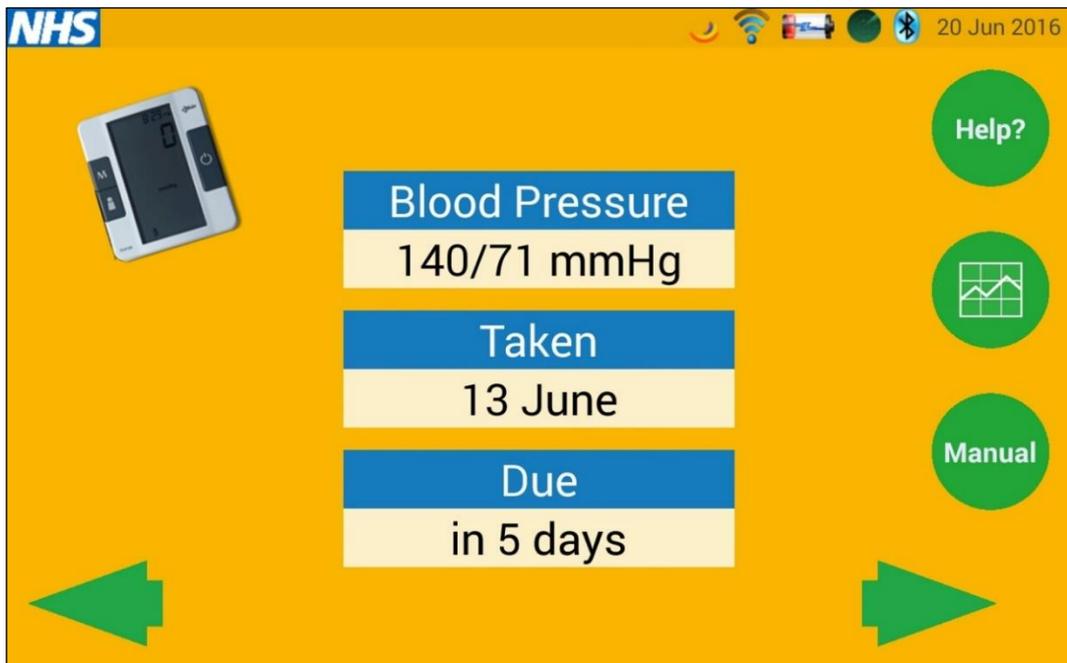


If you have a Bluetooth instrument the tablet will show an image of the paired device. The screen shows the most recent reading, how long ago that reading was taken, and when the next reading is due.

The other buttons work in the same way as the **Temperature** screen; to show a help video, reading trends, and to permit a manual entry of blood oxygen and pulse.

3.4 Blood pressure screen

Use the green arrows to navigate to the **Blood Pressure** screen.

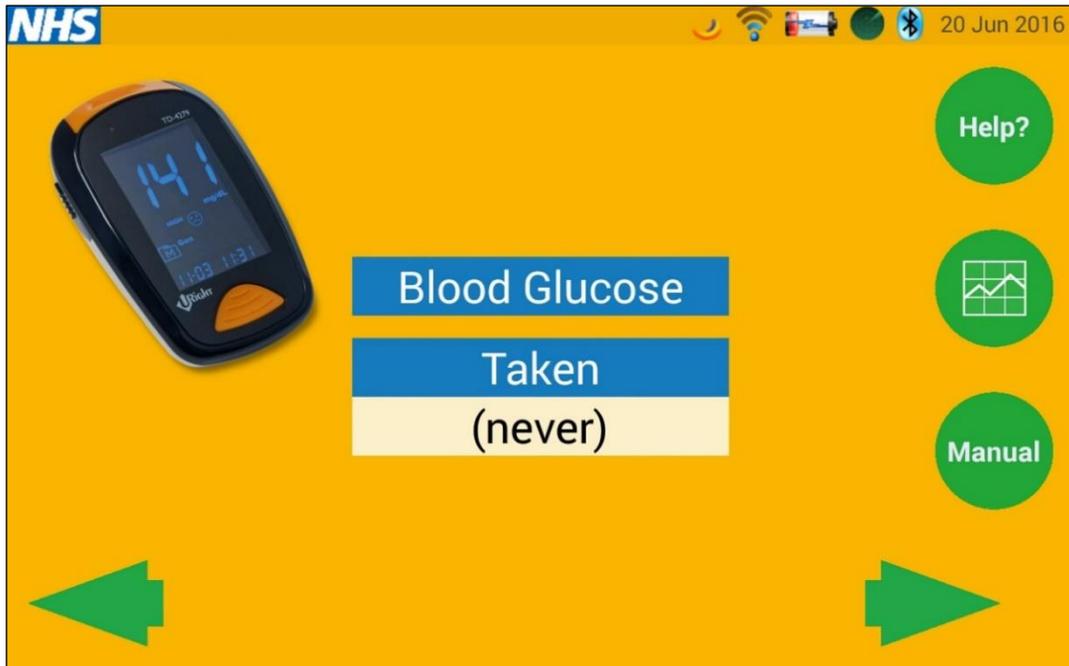


If you have a Bluetooth instrument the tablet will show an image of the paired device. The screen shows the most recent reading, how long ago that reading was taken, and when the next reading is due.

The other buttons work in the same way as the **Temperature** screen; to show a help video, reading trends, and to permit a manual entry of blood pressure and pulse.

3.5 Blood glucose screen

Use the green arrows to navigate to the **Blood Glucose** screen.

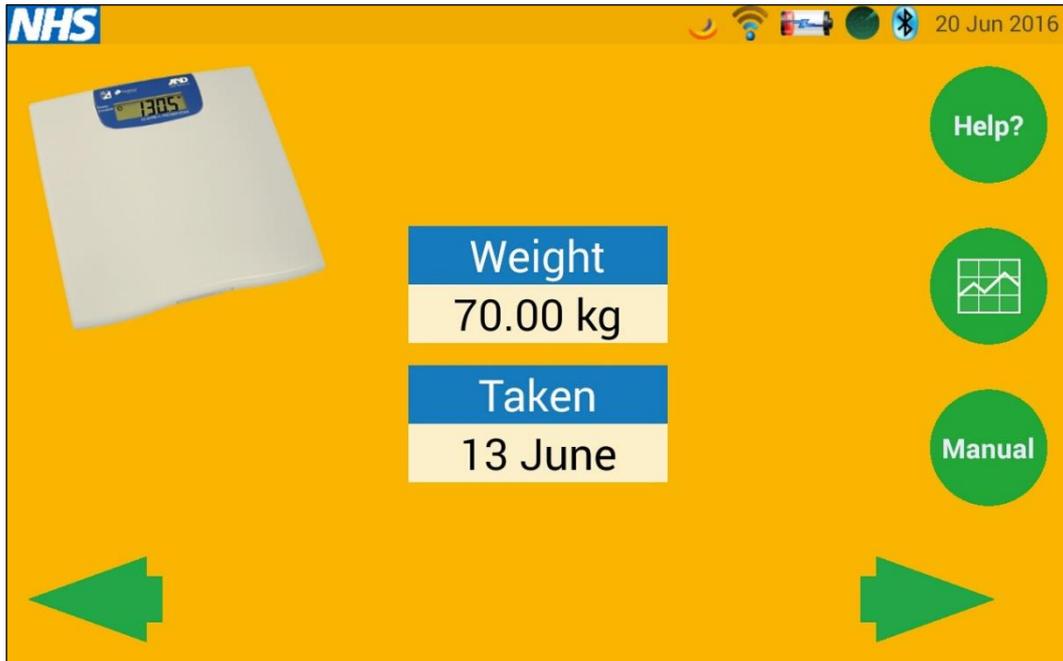


If you have a Bluetooth instrument the tablet will show an image of the paired device. The screen shows the most recent reading, how long ago that reading was taken, and when the next reading is due.

The other buttons work in the same way as the **Temperature** screen; to show a help video, reading trends, and to permit a manual entry of the blood glucose level.

3.6 Weight screen

Use the green arrows to navigate to the **Weight** screen.

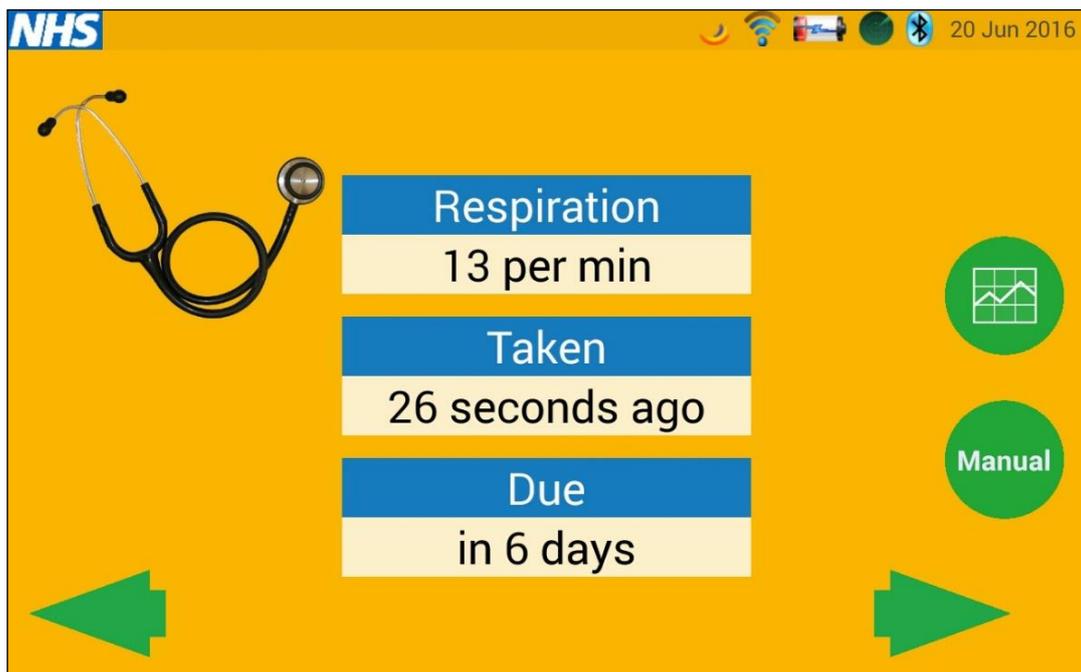


If you have a Bluetooth instrument the tablet will show an image of the paired device. The screen shows the most recent reading, how long ago that reading was taken, and when the next reading is due.

The other buttons work in the same way as the **Temperature** screen; to show a help video, reading trends, and to permit a manual entry of the weight.

3.7 Respiration screen

Use the green arrows to navigate to the **Respiration** screen.

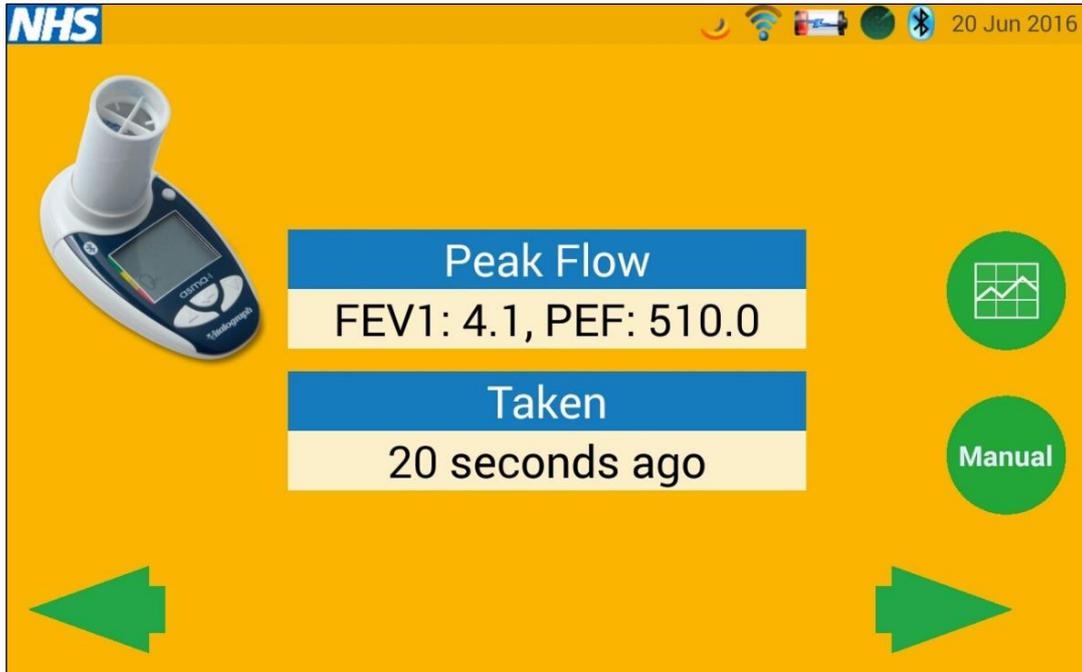


The screen shows the most recent reading, how long ago that reading was taken, and when the next reading is due.

The other buttons work in the same way as the **Temperature** screen; to show a help video, reading trends, and to permit a manual entry of the respiration rate.

3.8 Peak flow screen

Use the green arrows to navigate to the **Peak Flow** screen.

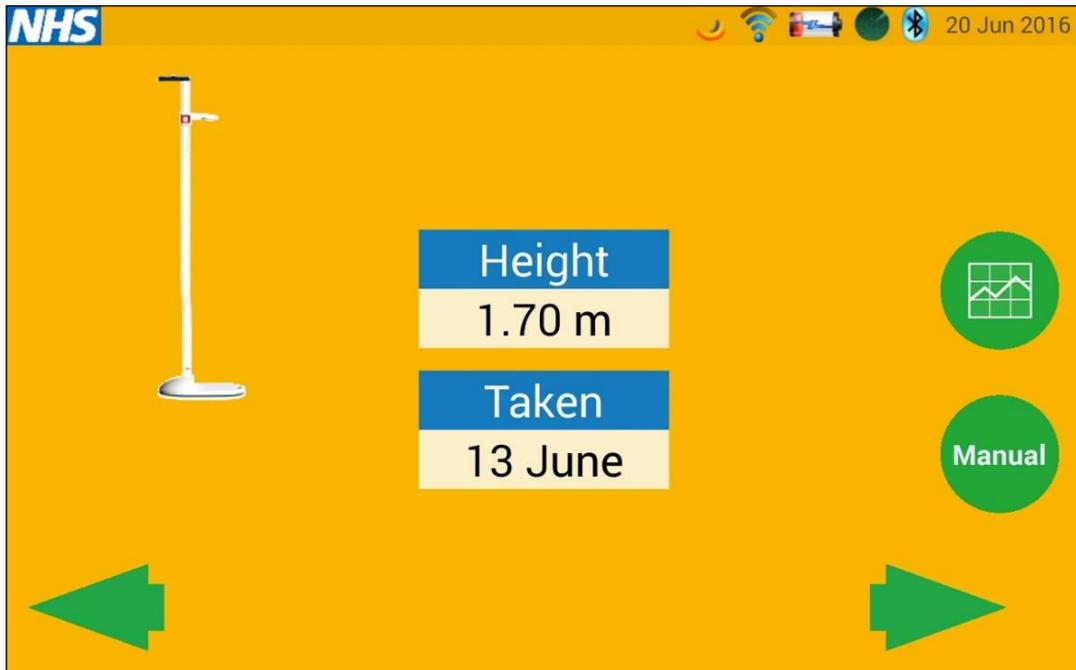


If you have a Bluetooth instrument the tablet will show an image of the paired device. The screen shows the most recent reading, how long ago that reading was taken, and when the next reading is due.

The other buttons work in the same way as the **Temperature** screen; to show a help video, reading trends, and to permit a manual entry of the Peak Expiratory Flow and Forced Expiratory Volume in one second.

3.9 Height screen

Use the green arrows to navigate to the **Height** screen.

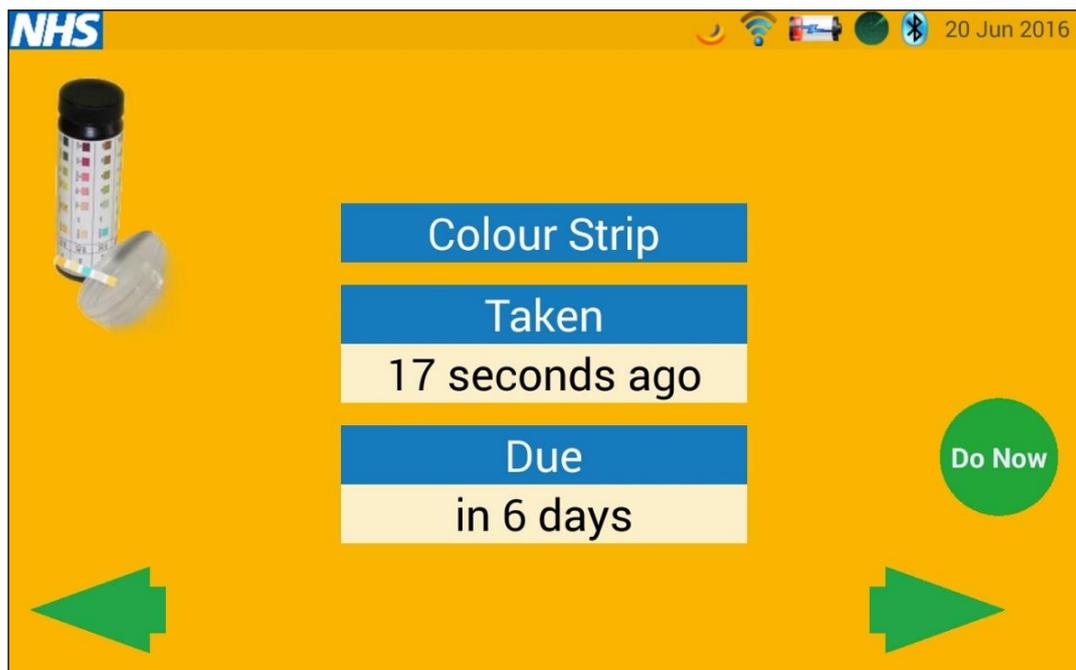


The screen shows the most recent reading, how long ago that reading was taken, and when the next reading is due.

The other buttons work in the same way as the **Temperature** screen; to show reading trends, and to permit a manual entry of the height.

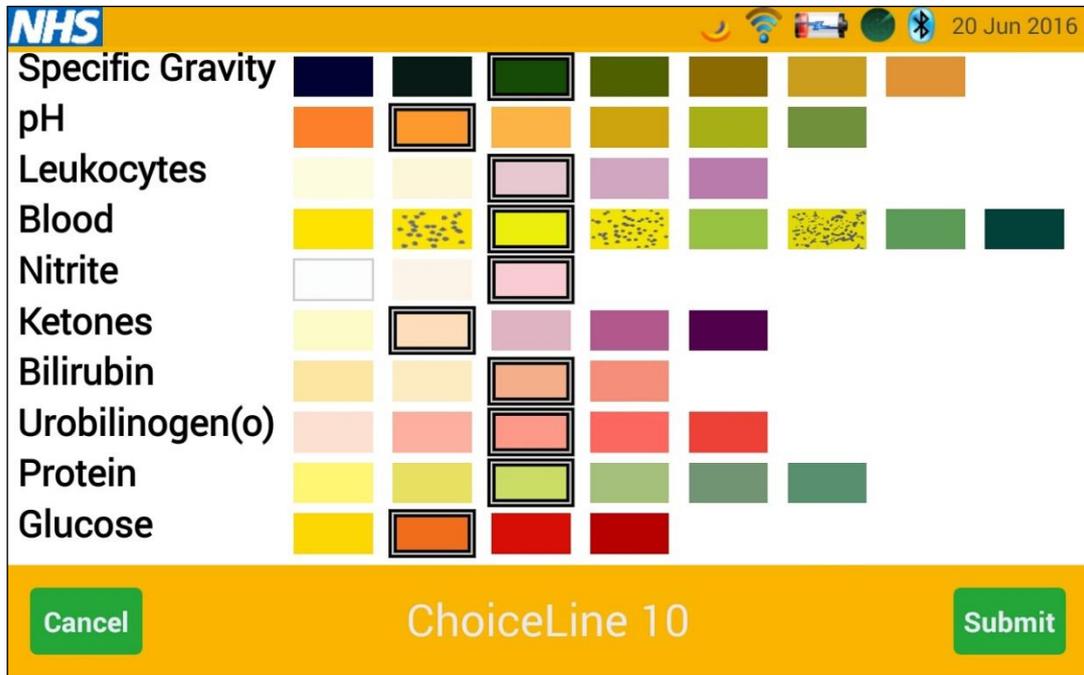
3.10 Colour strip screen

Use the green arrows to navigate to the **Colour Strip** screen.



The screen shows how long ago the tests were taken, and when the next tests are due.

The **Do Now** button presents an entry screen that has been created to match the type of colour strip given to the patient.

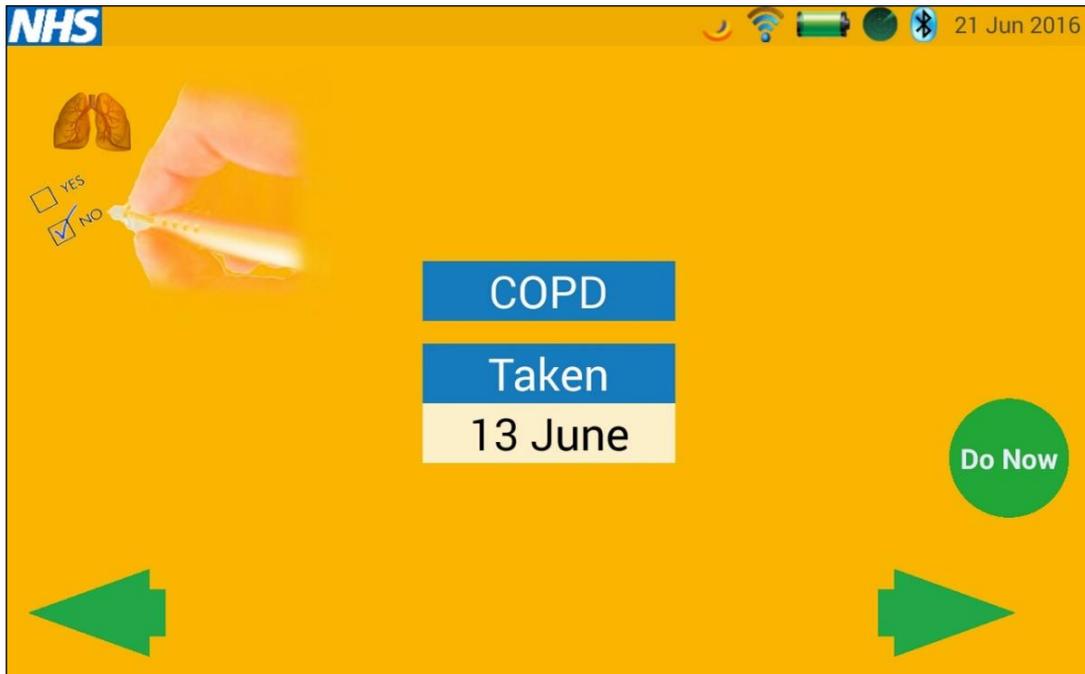


The name of the strip is shown, and the values are selected by touching the most appropriate colours by comparison with the test strip results obtained.

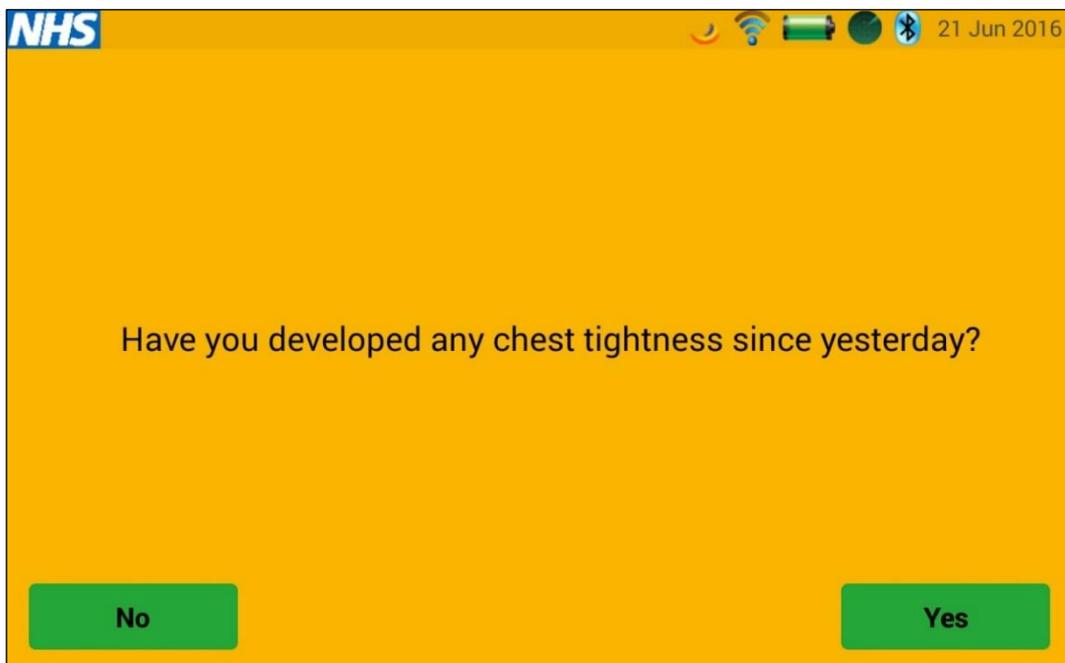
A wide range of test strip layouts have been programmed into the system. Use the patient settings on the Whzan Digital Health website to select the type the patient is using.

3.11 COPD questionnaire screen

Use the green arrows to navigate to the **COPD Questionnaire** screen.



The questionnaire has dynamic routing such that it will finish early if the patient reports no change in symptoms. The questions require a simple yes or no answer. The first question screen is shown below; others are of a similar format.



The questionnaire contains the following question set and routing outcomes.

- Have you developed any chest tightness since yesterday? (Answering **No** will end the questionnaire).
- Do you have a cough? (Answering **No** will end the questionnaire).

- Do you have other symptoms related to your cough? (All questions from now are asked).
- Are you coughing up sputum?
- Has the amount of sputum increased?
- Has your sputum changed colour since yesterday?
- Is your sputum blood stained?

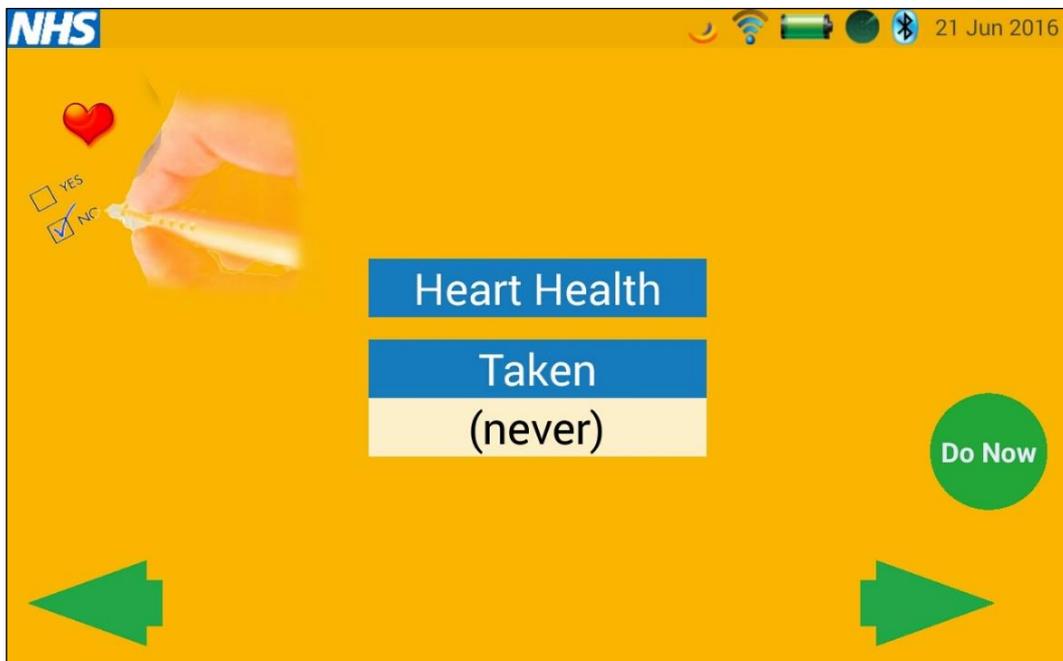
The patient is advised to contact their clinician if they have got to this point.

The questions are spoken as well as presented on screen.

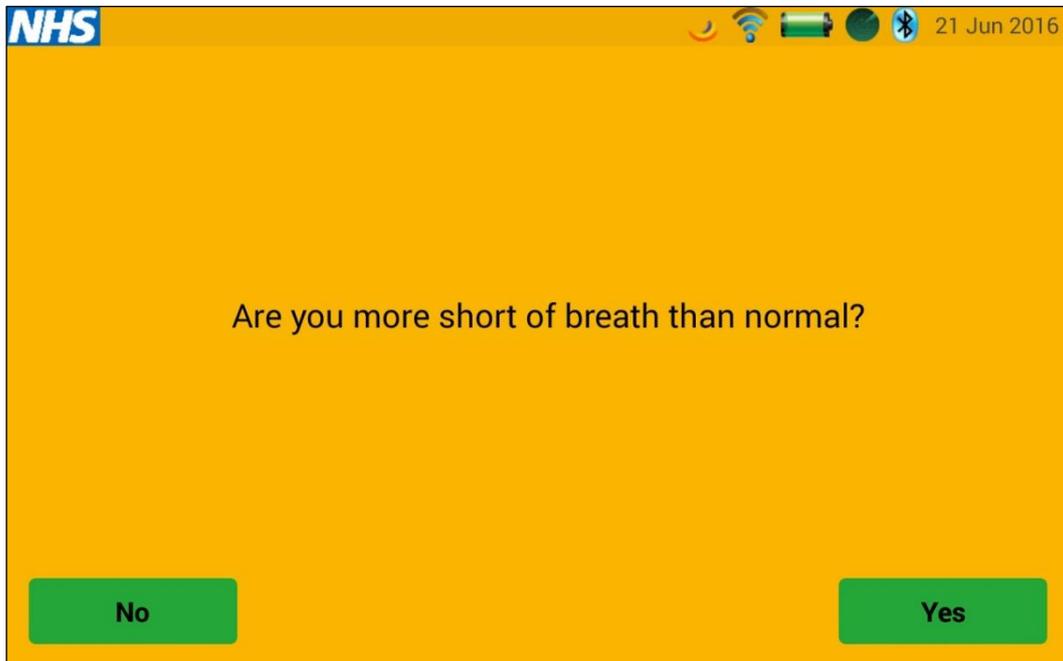
3.12 Heart health questionnaire screen

The standard heart health questionnaire asks a series of questions designed to monitor the patient’s condition to supplement the readings taken with the connected instruments.

Use the green arrows to navigate to the **Heart Health Questionnaire** screen.



The questionnaire has dynamic routing such that it will finish early if the patient reports no change in symptoms. The questions require a simple yes or no answer. The first question screen is shown below; others are of a similar format.



The screenshot shows a mobile application interface with a yellow background. At the top left is the NHS logo. At the top right are icons for signal strength, Wi-Fi, battery, and Bluetooth, along with the date '21 Jun 2016'. The main text in the center asks, 'Are you more short of breath than normal?'. At the bottom, there are two green buttons: 'No' on the left and 'Yes' on the right.

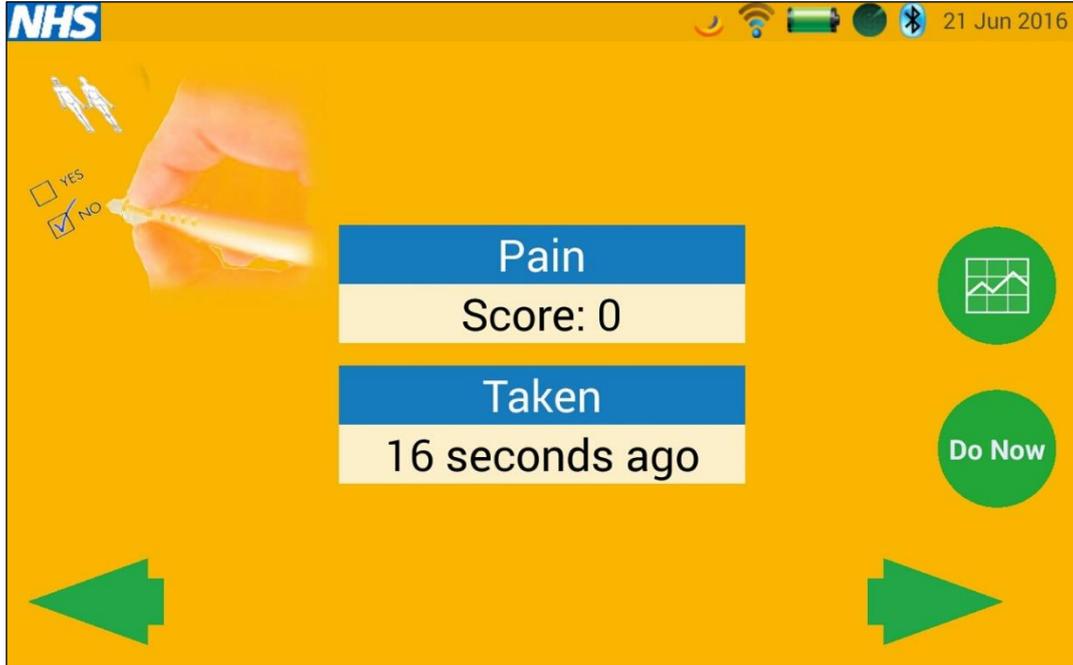
The questionnaire contains the following question set and routing outcomes.

- Are you more short of breath than normal? (Answering **No** will skip the next 3 questions).
- Are you more short of breath on activity?
- Are you more short of breath at rest?
- Are you more short of breath at night?
- Are you coughing more than normal? (All questions from now are asked).
- Are your ankles swollen?
- Are you dizzy?

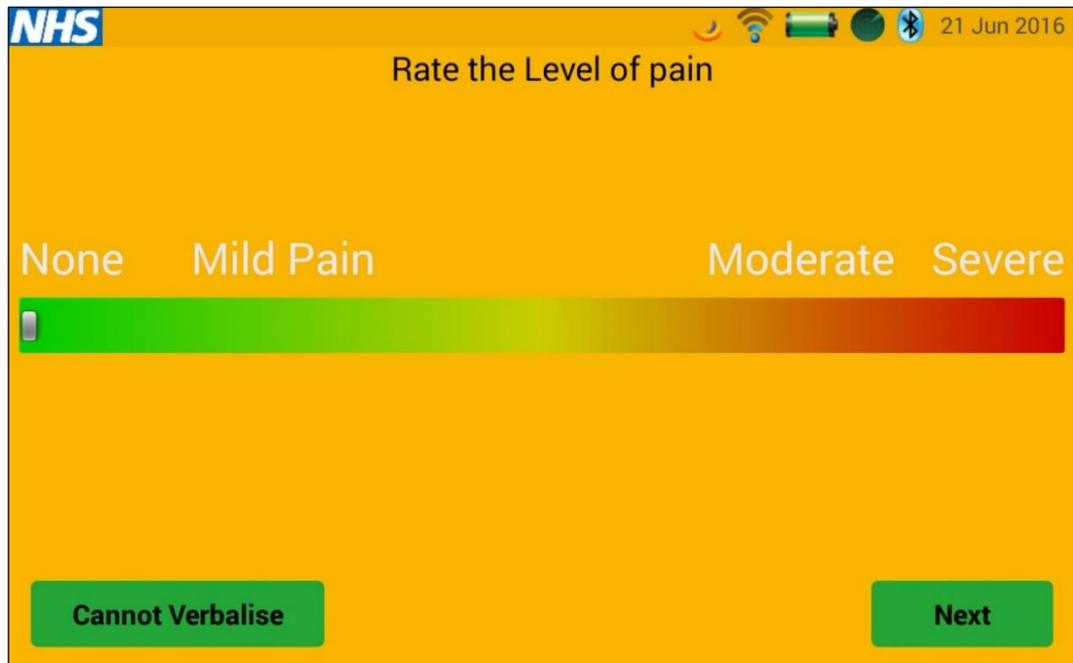
The questions are spoken as well as presented on screen.

3.13 Pain assessment questionnaire screen

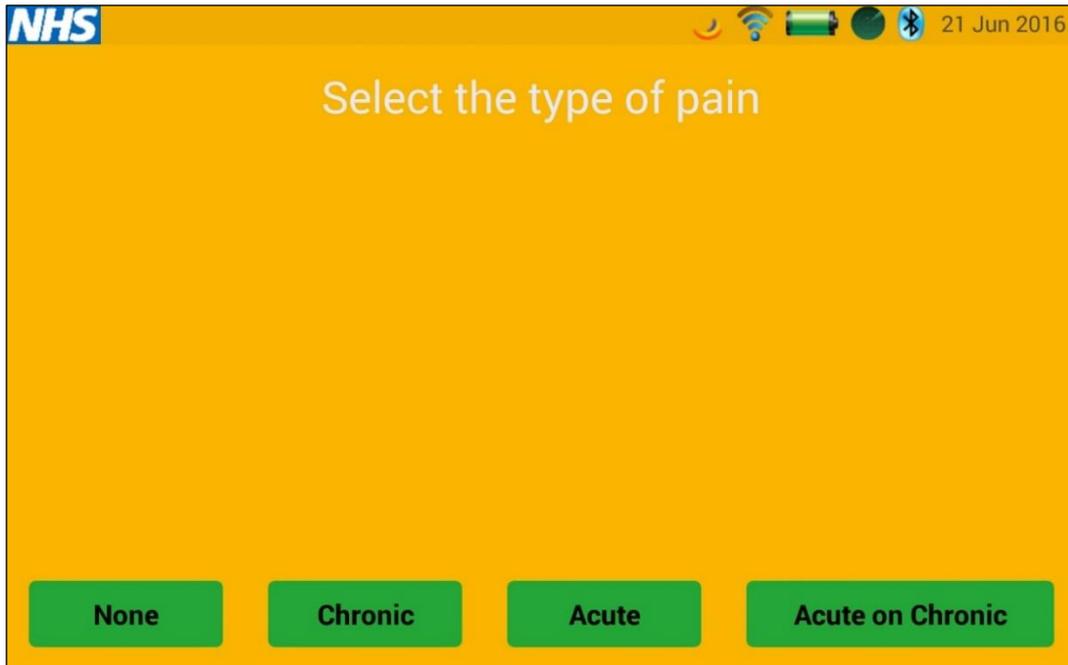
Use the green arrows to navigate to the **Pain Assessment Questionnaire** screen.



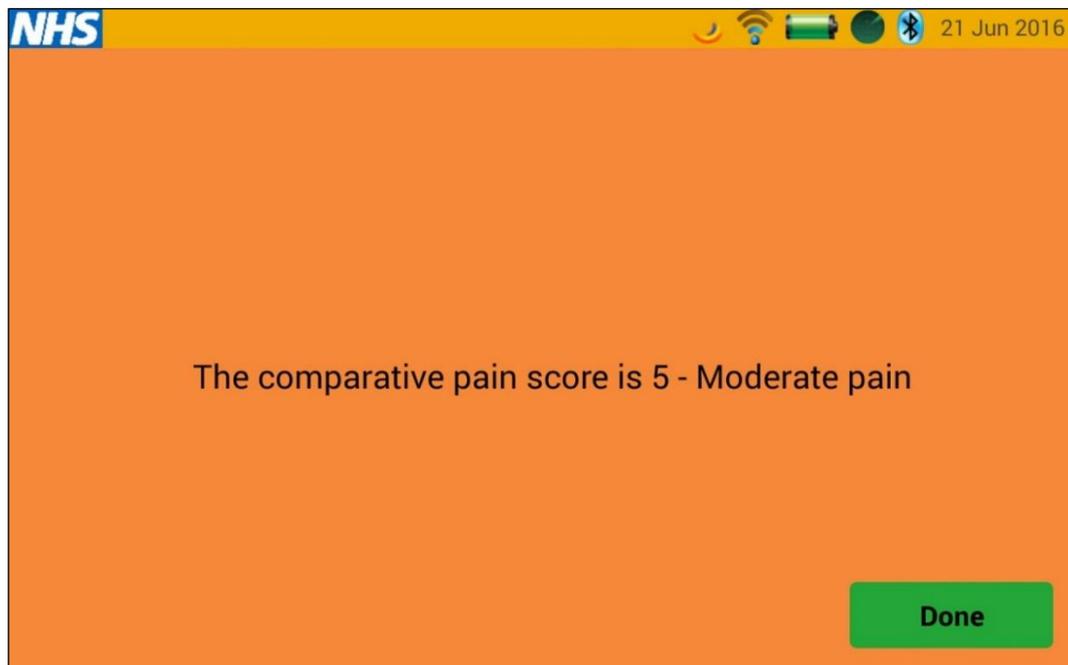
The questionnaire asks the clinician to use the on-screen slider to indicate the level of pain. Touch the screen, and move the slider bar to the appropriate level.



When the slider is in the correct position, press the next button to move on to the pain type screen.



Select the appropriate button for the pain type and press the on-screen button to get the pain assessment result.



The screen background will be colour-coded from green to dark red, in proportion to the pain level.

3.14 NEWS assessment questionnaire screen

The National Early Warning Score (NEWS) is a standardised way of assessing a patient’s health status, giving a result that most clinicians will understand. The process was, and continues to be, developed by the Royal College of Physicians who kindly permit others to use the tool.

The tablet system automates much of the process and calculates the NEWS score automatically once the process is completed.

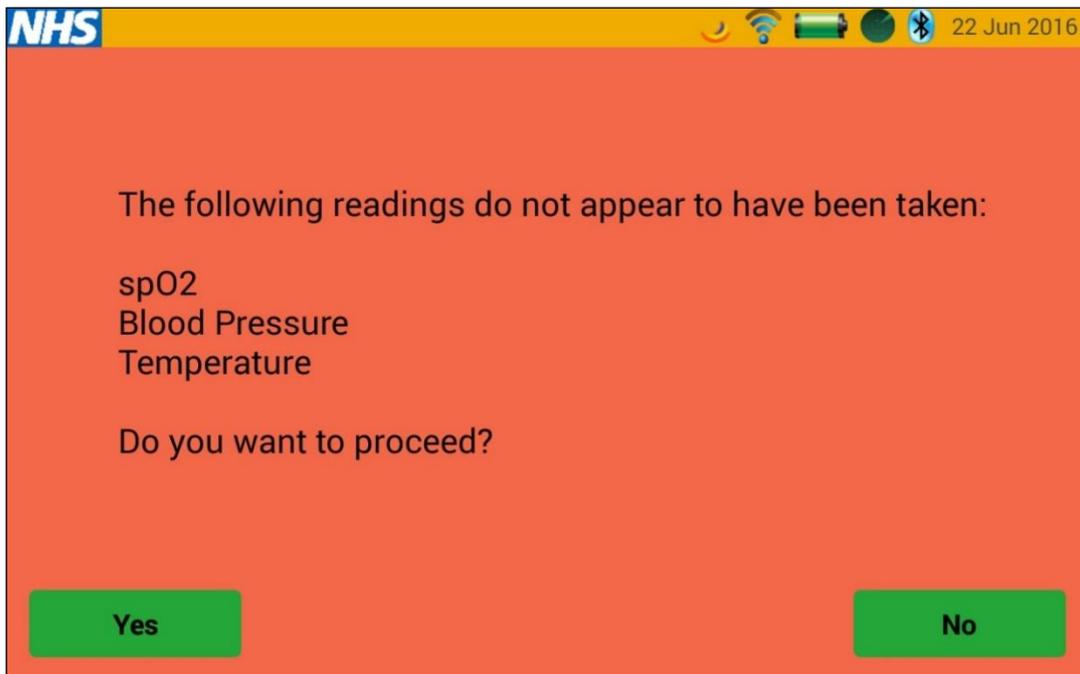
Before you start a NEWS assessment, make sure that you have recently used the equipment to measure the patient's vital signs.

Use the green arrows to navigate to the **NEWS** screen.



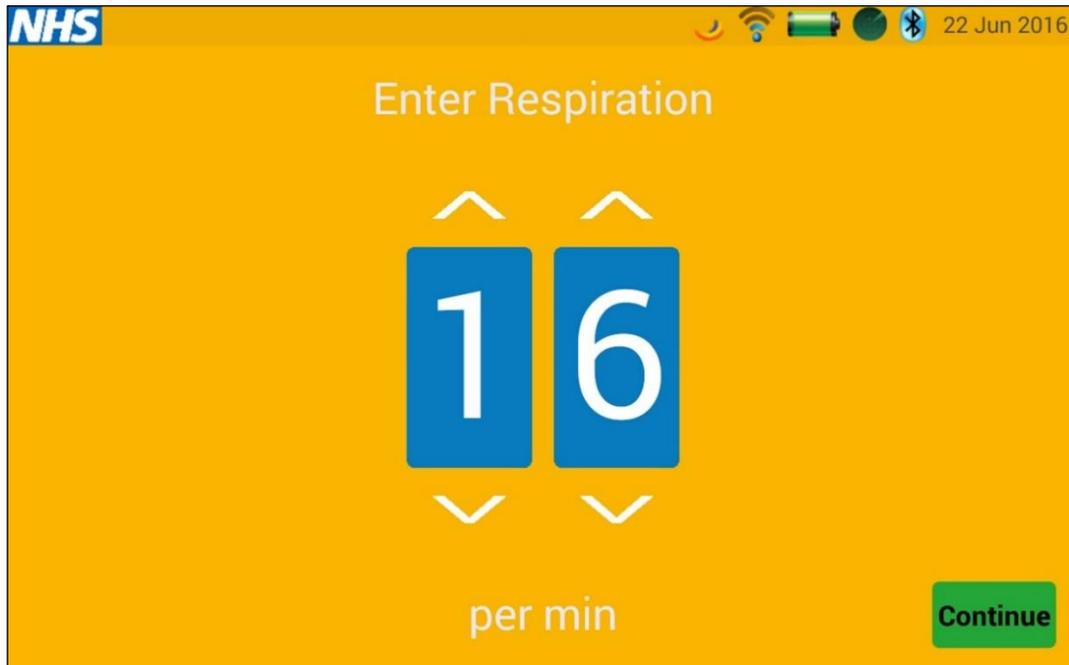
The initial screen has a trend function so that you can see the NEWS score trend for the selected patient.

When you select the **Do Now** button, the system will check to see if recent readings for the patient have been taken. If any readings are out of date you will see this warning screen.

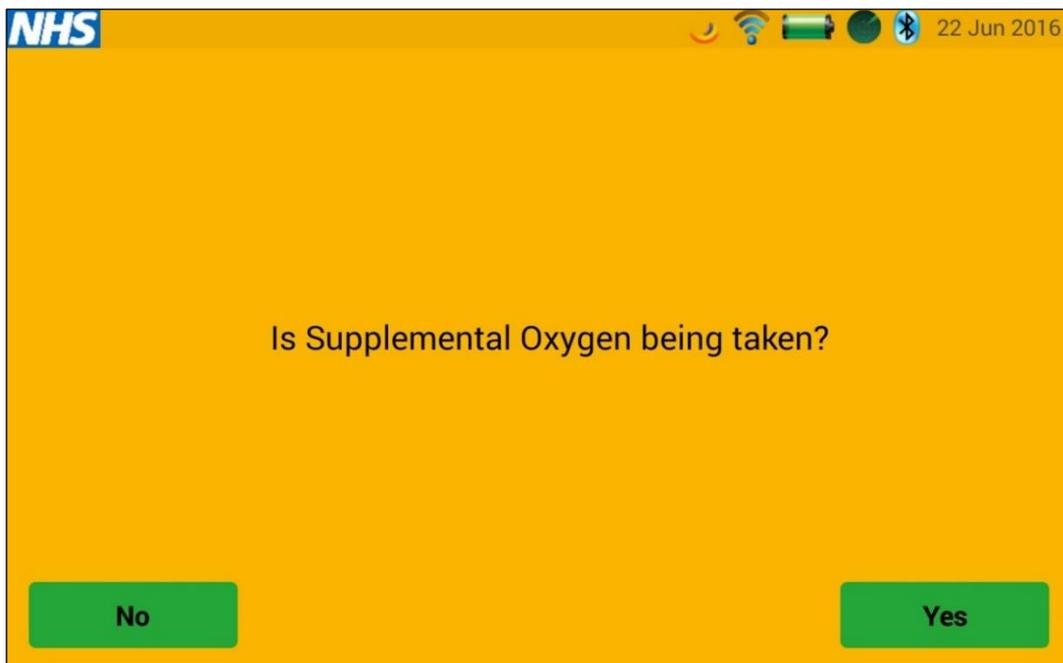


You can proceed with older readings, but the NEWS score will be outdated.

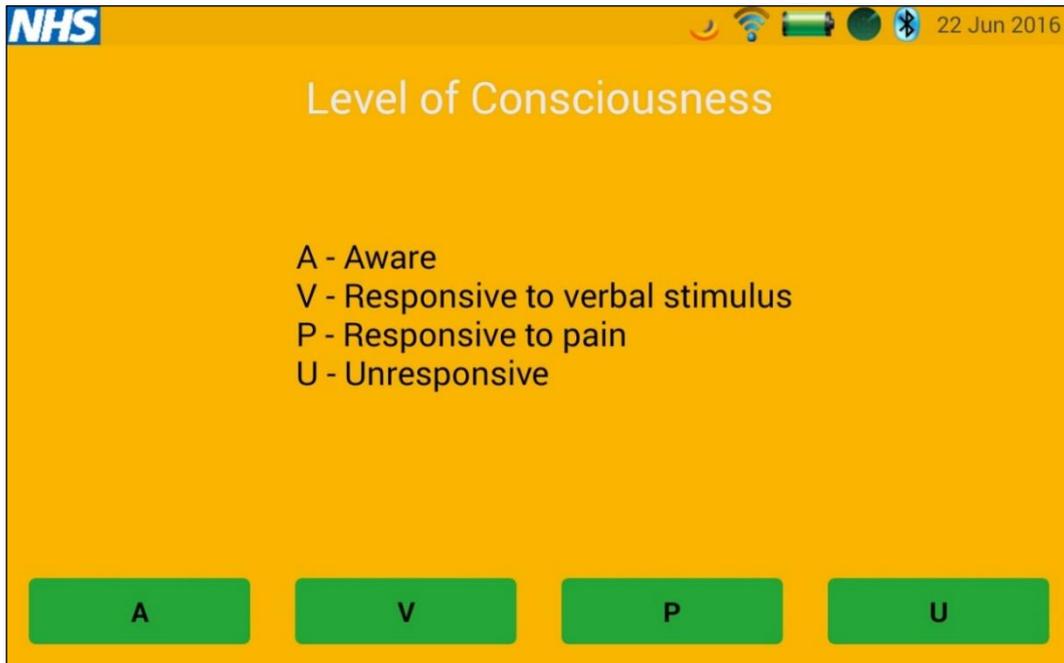
The next screen will prompt for a respiration count to be entered, which is the number of breaths per minute. The numbers are entered one digit at a time using the up and down arrows.



When the correct number has been entered, press the **Continue** button to move on to the question about Supplemental Oxygen.

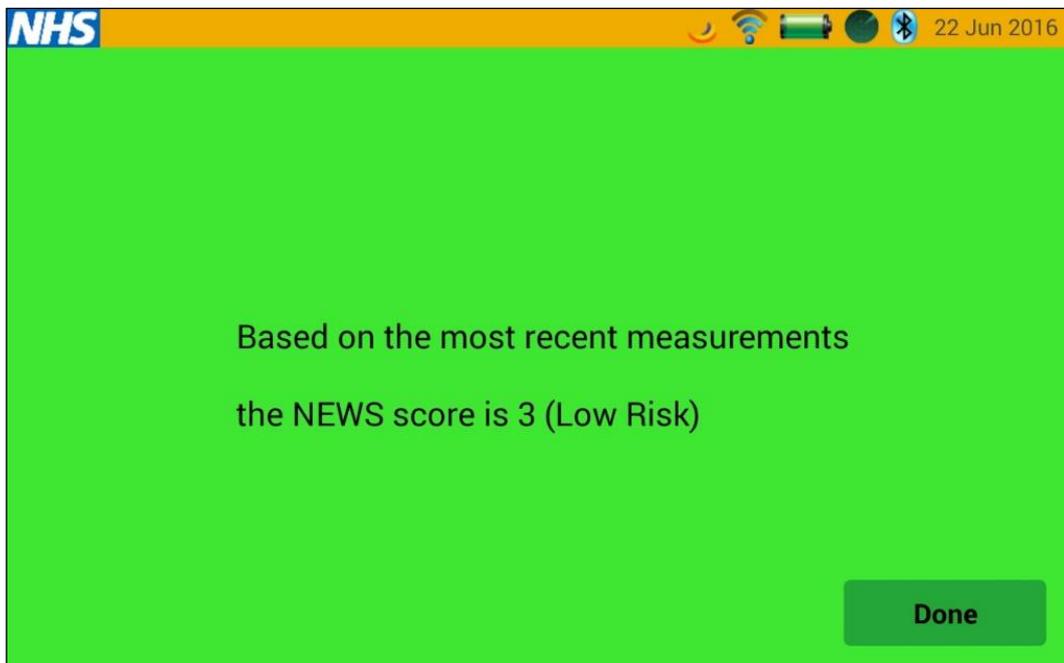


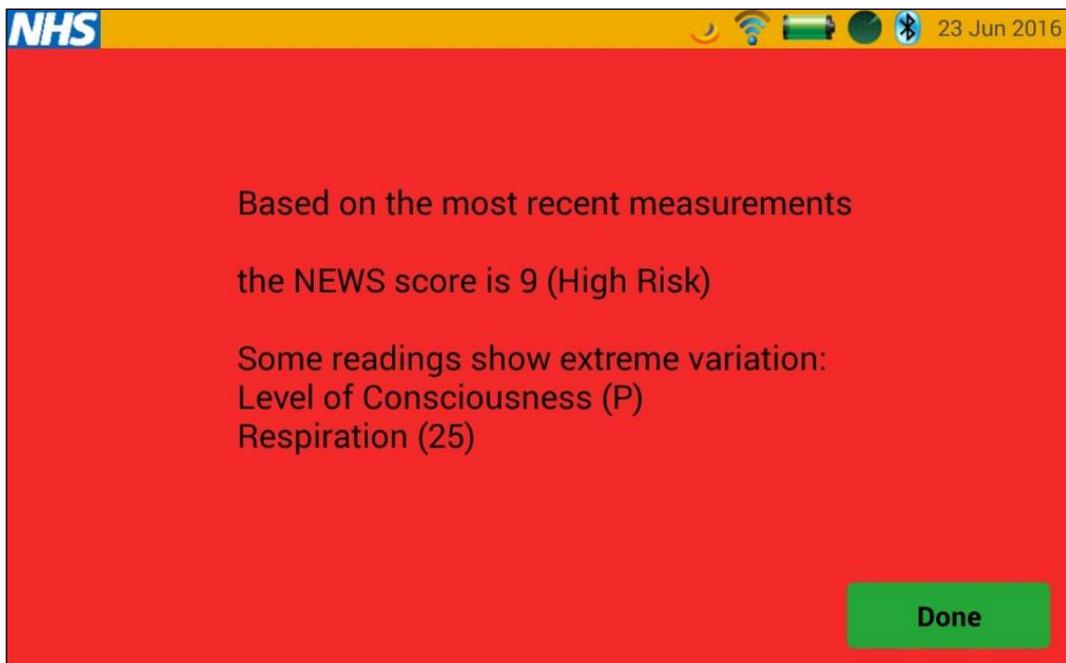
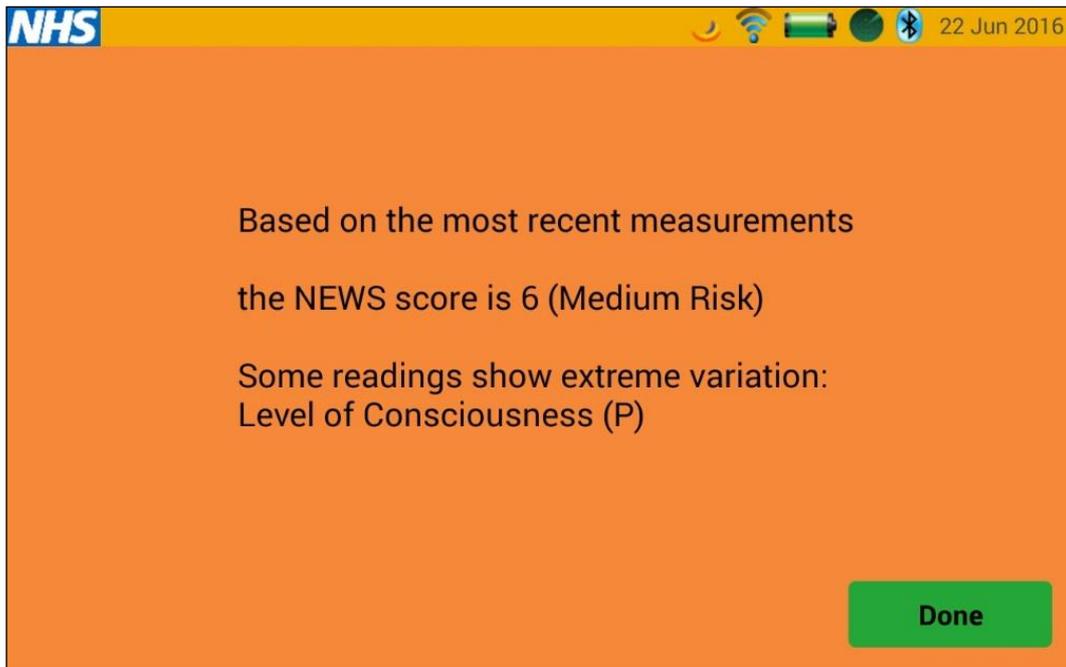
Simply use the buttons to answer **Yes** or **No**. After the selection is made, the tablet will ask about the patient's level of consciousness.



There are four possible options; choose the option that is most appropriate. This will then complete the NEWS assessment and the NEWS score will be shown.

The result screens are shown with a green, amber, or red background to indicate the level of risk that the NEWS assessment has determined. Samples of these images follow.



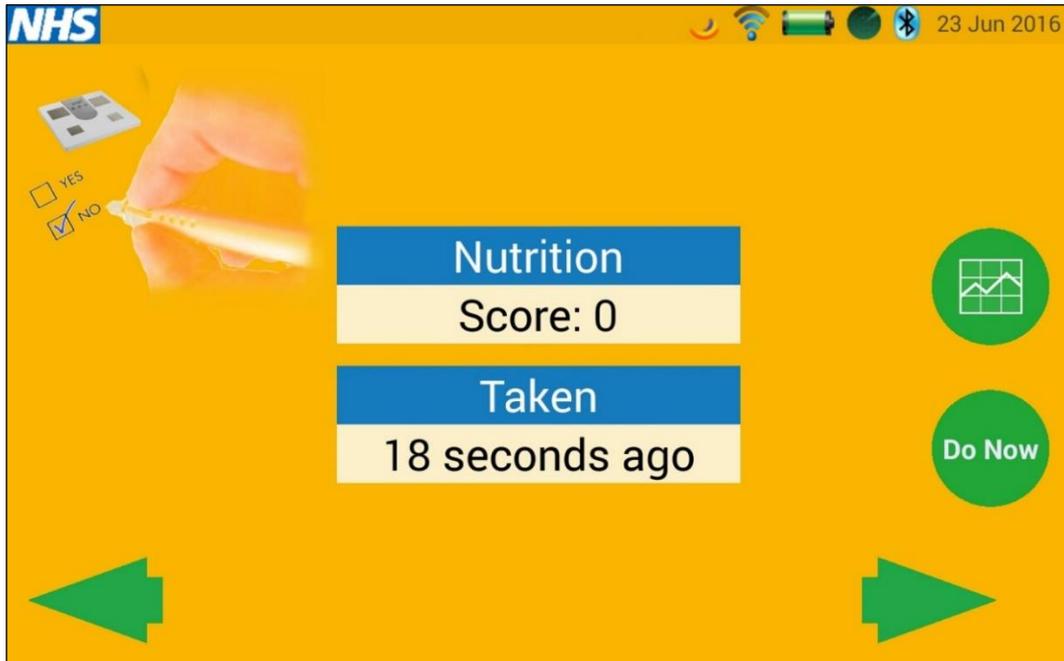


The NEWS result will also indicate if any of the parameters show a large variation from what is normal.

The NEWS score trend can be seen on the tablet using the graph  button. The detailed score assessment in the standard NEWS format can be viewed on the website.

3.15 Nutrition assessment (MUST) questionnaire screen

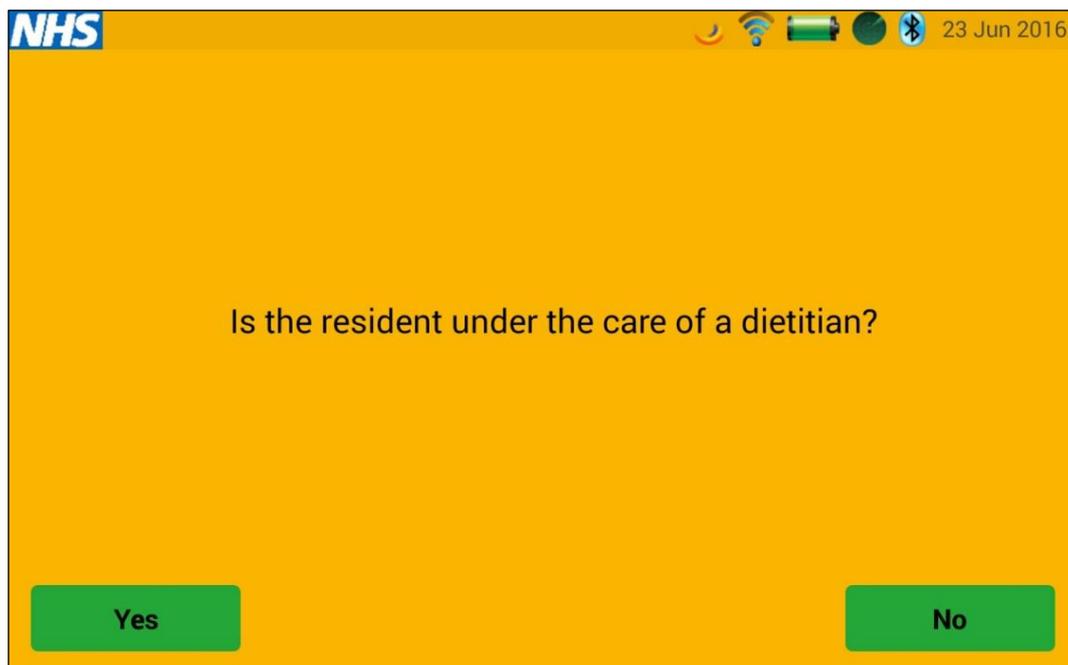
Use the green arrows to navigate to the **Nutrition Assessment** screen.



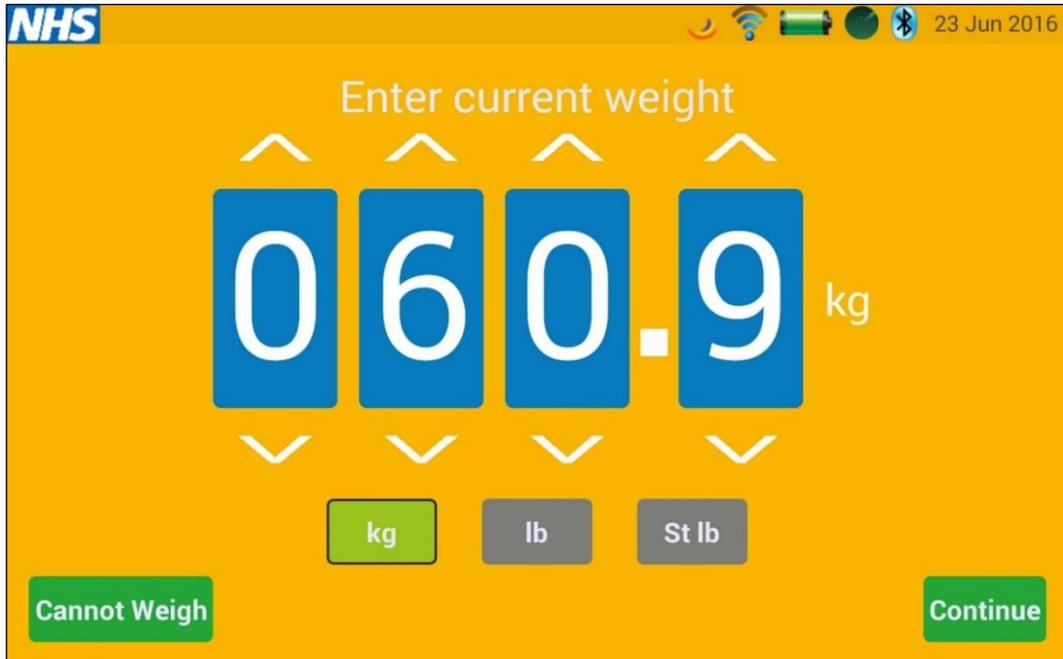
The screen shows the most recent reading, how long ago that reading was taken, and when the next reading is due.

The other buttons work in the same way as the other screens, to show score trends and to permit the start of the assessment.

The first screen in the assessment asks if the patient is under the care of a dietitian. If they are, the assessment process is different.



If the patient is under the care of a dietitian then a weight is requested via the screen below. The weight can be entered in any of the units shown towards the bottom of the screen, and will automatically be converted to kilograms when saved to the system.



WEBSITE

4 General usage

4.1 Accessing the website

The Whzan Digital Health website is accessed from any web browser by entering the following URL in the address bar:

<https://www.whzan.com>

The home page will then be displayed.



4.2 Logging in

From the home page, select the **Login** button in the top right corner.

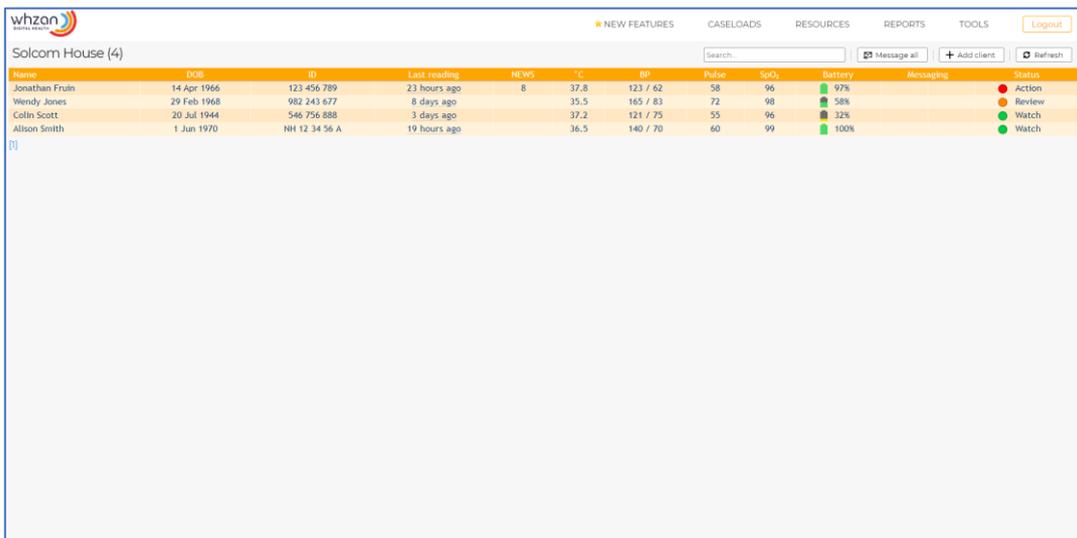


The screenshot shows a login form titled "Please sign in" with a close button (X) in the top right corner. The form contains two input fields: "Username" and "Password". Below the "Password" field is a "Show password" link. At the bottom left is a "Sign in" button, and at the bottom right is a "Forgot my password" link.

Show password will toggle the password field so that you can see the letters you typed. It will then change to **Hide password**. Selecting this will once again hide your typed characters.

If you have forgotten your password then selecting **Forgot my password** will send you an email with a web link that will allow you to reset it to something that you can remember.

Enter your username and password in the fields provided, and select the **Sign in** button. You will then be presented with an initial page, which will vary according to your individual permissions that have been assigned to you, but will typically be the client list for the last caseload you viewed.



Name	DOB	ID	Last reading	NEWS	°C	BP	Pulse	SpO ₂	Battery	Messaging	Status
Jonathan Fruin	14 Apr 1966	123 456 789	23 hours ago	8	37.8	123 / 62	58	96	97%		Action
Wendy Jones	29 Feb 1968	982 243 677	8 days ago		35.5	165 / 83	72	98	58%		Review
Collin Scott	20 Jul 1944	546 756 888	3 days ago		37.2	121 / 75	55	96	32%		Watch
Allison Smith	1 Jun 1970	NH 12 34 56 A	19 hours ago		36.5	140 / 70	60	99	100%		Watch

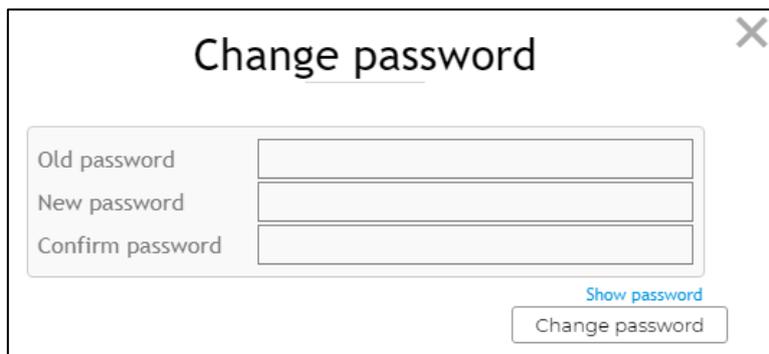
From here, functions are selected from the options at the top of the page.

4.3 Logging out

To close your session so that nobody else has access to your account and management screens, select the **Logout** button at the top of the page. This will return you to the Whzan Digital Health home page.

4.4 Changing your password

From the **Tools** menu option at the top of the page, select **Change password**.



Change password

Old password

New password

Confirm password

Show password

Show password will toggle the password fields so that you can see the letters you typed. It will then change to **Hide password**. Selecting this will once again hide your typed characters.

Enter your current password in the **Old password** field, and enter your new password in both the **New password** and **Confirm password** fields. Your newly entered password must match in both of these fields.

Select **Change password** to save your new password.

4.5 Miscellaneous functions

Many web pages include a search function.



Simply type text into the **Search** field in order to filter the information on the page to a more manageable quantity.

When a list of items takes up more than one page, further pages are selected by using the page number links at the bottom left of the list.

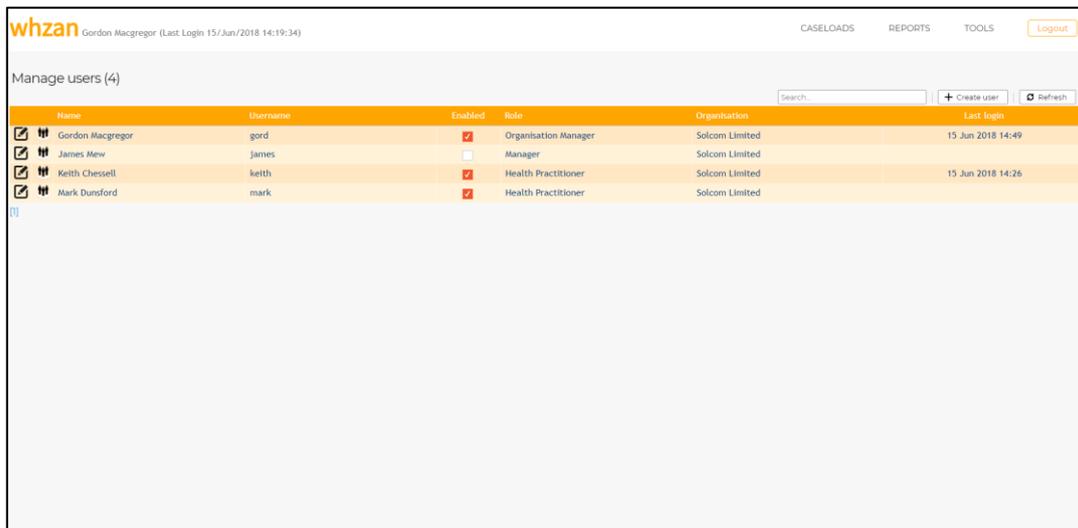


5 Manager functions

Please note that not all of the functions described in this section will be available to all users.

5.1 Managing users

Users are managed from the **Tools / Manage users** menu option at the top of the page.



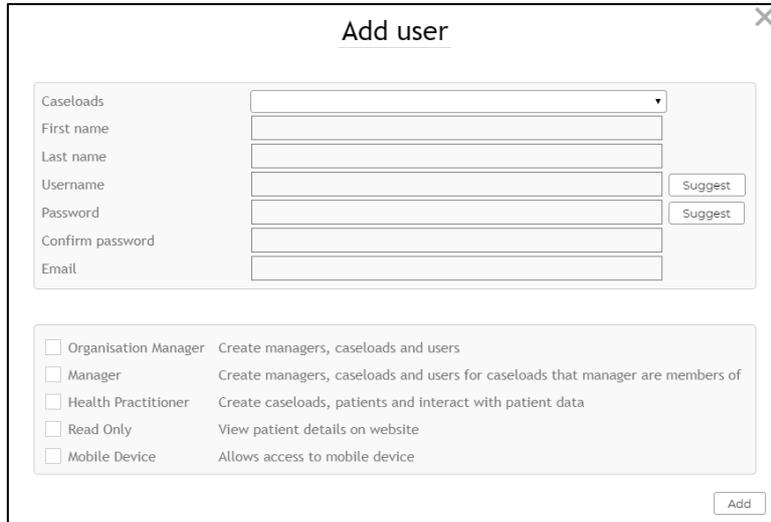
Name	Username	Enabled	Role	Organisation	Last login
<input checked="" type="checkbox"/> Gordon Macgregor	gord	<input checked="" type="checkbox"/>	Organisation Manager	Solcom Limited	15 Jun 2018 14:49
<input checked="" type="checkbox"/> James Mew	james	<input type="checkbox"/>	Manager	Solcom Limited	
<input checked="" type="checkbox"/> Keith Chessell	keith	<input checked="" type="checkbox"/>	Health Practitioner	Solcom Limited	15 Jun 2018 14:26
<input checked="" type="checkbox"/> Mark Dunsford	mark	<input checked="" type="checkbox"/>	Health Practitioner	Solcom Limited	

Users for which you have access are listed. A summary of each user’s details is given. A user that has the **Enabled** tick removed is unable to login to the system.

Refresh will update the details on the page, following changes made by other users of the system.

5.1.1 Creating a new user

Select the **Create user** button.



You must assign the new user to a caseload. This may be changed at a later time.

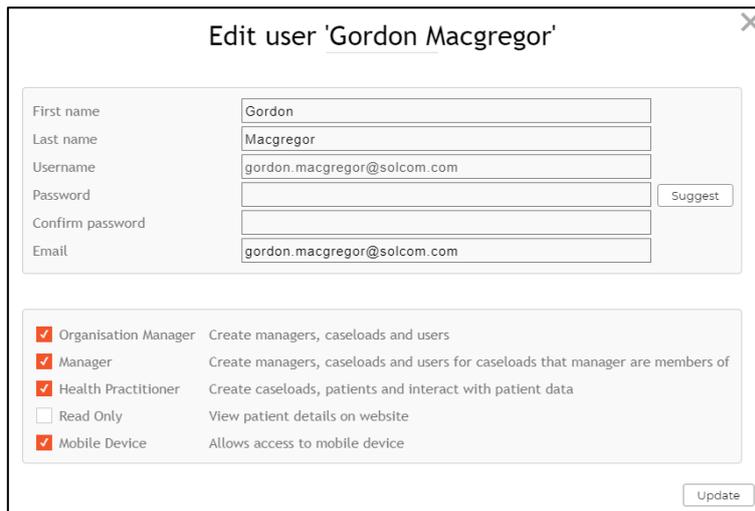
Fill in the remaining details for the user, ensuring that their password is repeated in both fields to confirm that you have typed it consistently.

More than one permission group may be selected, according to the level of access that you wish the new user to have to the system.

Once the details have been confirmed, select **Add** to save their details to the system. The new user will now be able to log in.

5.1.2 Updating an existing user

Select the edit button  to the left of their name.

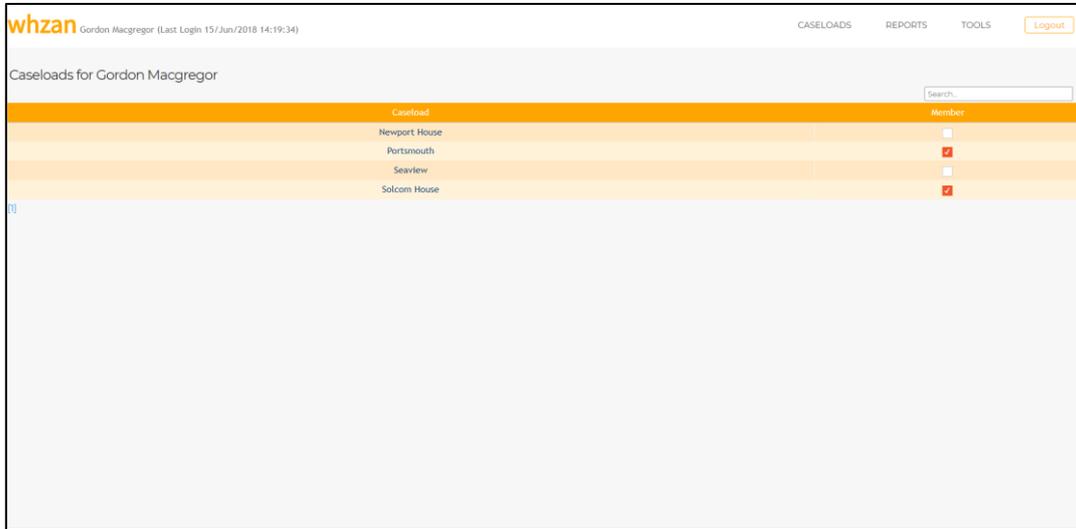


Note that if you are updating a password, the new password must be entered in both the **Password** and **Confirm password** fields.

When the updated details have been confirmed, select the **Update** button to save the changes to the system.

5.1.3 Updating a user's caseloads

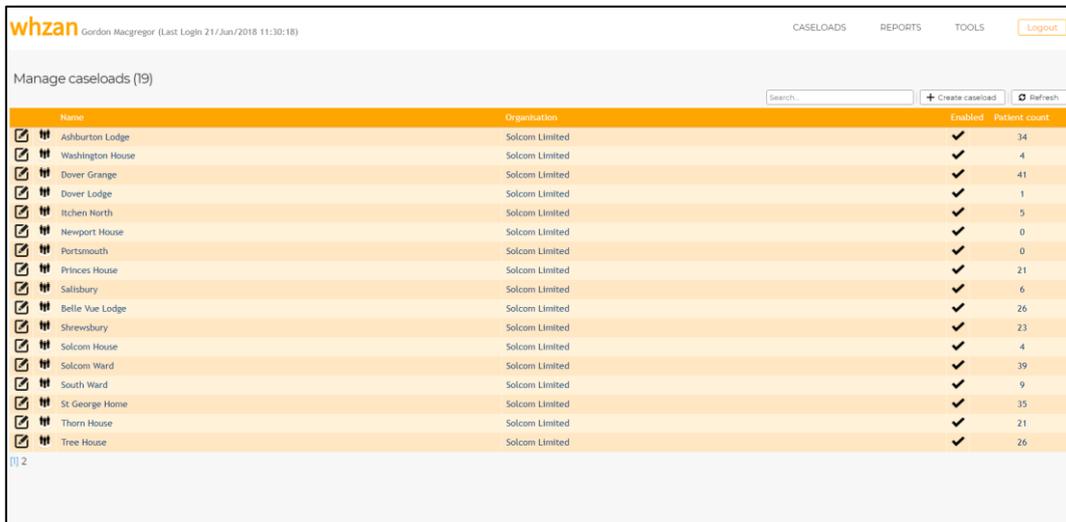
Select the caseloads button  to the left of their name.



A user is a member of each caseload that is ticked. These may be toggled, and any changes take immediate effect.

5.2 Managing caseloads

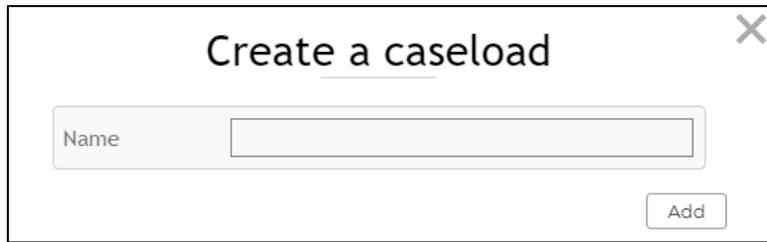
Caseloads are managed from the **Tools / Manage caseloads** menu option.



This page shows a list of all caseloads for which you have access. It summarises the caseload name, organisation to which the caseload applies, whether the caseload is enabled, and the total number of clients that have been assigned to the caseload.

5.2.1 Creating a new caseload

A caseload is created by selecting the **Create caseload** button.



Dialog box titled "Create a caseload" with a close button (X) in the top right corner. It contains a text input field labeled "Name" and an "Add" button.

Give the caseload a name. It must be unique within the organisation to which it will be applied. The caseload will be enabled when it is created.

Save your caseload to the system by selecting the **Add** button.

5.2.2 Updating an existing caseload

Select the edit button  to the left of the caseload name.



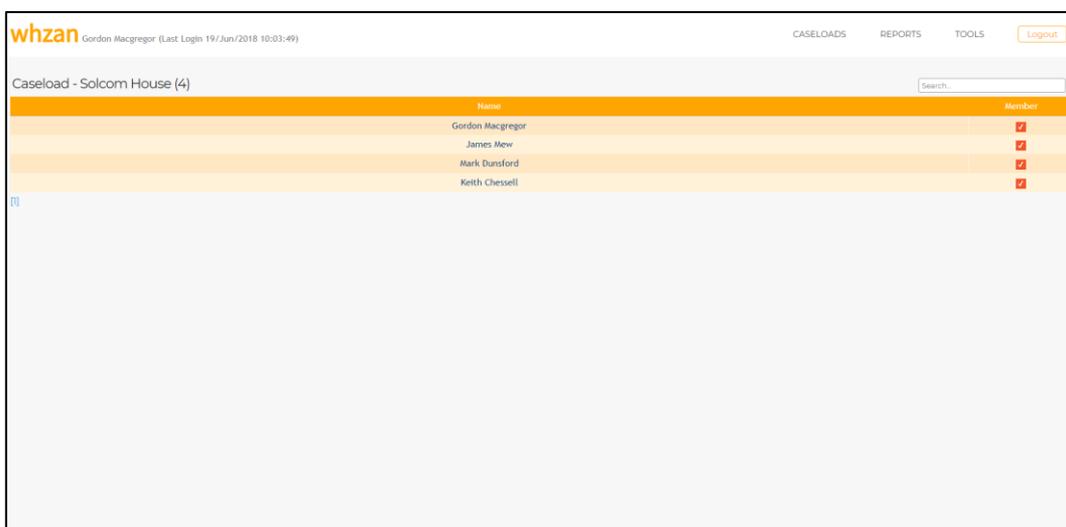
Dialog box titled "Edit caseload" with a close button (X) in the top right corner. It contains a text input field labeled "Name" with the value "Solcom House" and a checkbox labeled "Enabled" which is checked. There is an "Update" button.

Here you may update the name of the caseload, or disable it from use. A disabled caseload will not appear on any health professional pages, or on any multi-client tablet lists.

To finalise your changes, select the **Update** button.

5.2.3 Updating a caseload's users

Select the users button  to the left of the caseload name.



Whzan Gordon Macgregor (Last Login 19/Jun/2018 10:03:49) CASELOADS REPORTS TOOLS Logout

Caseload - Solcom House (4) Search

Name	Member
Gordon Macgregor	<input checked="" type="checkbox"/>
James Mew	<input checked="" type="checkbox"/>
Mark Dunsford	<input checked="" type="checkbox"/>
Keith Chessell	<input checked="" type="checkbox"/>

Add a user to the caseload by ticking the **Member** checkbox. Remove a user by unchecking the **Member** checkbox.

All changes are saved to the system instantly.

5.3 Reports

The Reports menu will list all reports for which you have access. This list will be expanded over time, as more useful statistics and summaries are made available.

5.3.1 Audit trail report

This shows a list of audit trail entries for the selected items.

Items include users, caseloads, and clients. The list can be filtered by name, and also the words “user”, “caseload”, and “client”.

Please note that if the date range selected is more than a few days, then the report can take a very long time to produce.

5.3.2 Caseload report

This provides a high-level summary of the caseload, such as; the total number of users, the total number of active and inactive clients, and the total number of readings that have been taken.

5.3.3 Organisation report

This provides a high-level summary of the organisation, such as; the total number of caseloads, the total number of users, the total number of active and inactive clients, and the total number of readings that have been taken.

6 Health practitioner functions

Please note that not all of the functions described in this section will be available to all users.

6.1 List of caseloads

The list of caseloads is displayed by selecting the **Caseloads / View all caseloads...** menu option.



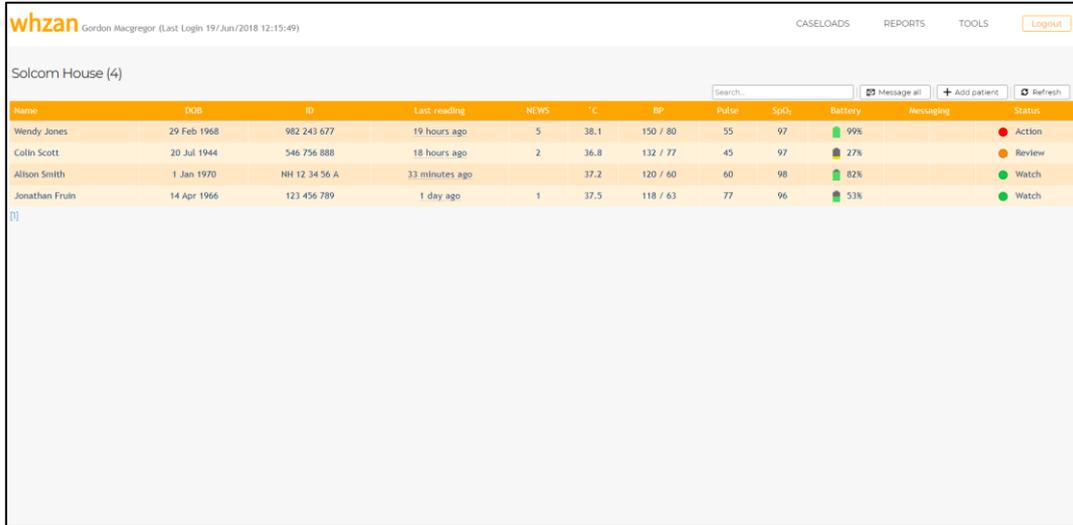
Name	Patient count
Ashburton Lodge	34
Belle Vue Lodge	26
Dover Lodge	1
Itchen North	5
Newport House	0
Portsmouth	0
Princes House	21
Salisbury	6
Seaview	0
Shrewsbury	23
Solcom House	4
Solcom Ward	39
South Ward	9
St George Home	35
Thorn House	21
Tree House	26
Village Home	31

This shows a summary of all caseloads for which you have access, along with the total number of clients in each.

When there is more than one page of caseloads listed, use the page number links at the bottom left of the list to select a different page.

6.2 Caseload clients

To show the list of clients within a caseload, simply select the caseload name in the list.



Name	DOB	ID	Last reading	NEWS	°C	BP	Pulse	SpO ₂	Battery	Messaging	Status
Wendy Jones	29 Feb 1968	982 243 677	19 hours ago	5	38.1	150 / 80	55	97	99%		Action
Collin Scott	20 Jul 1944	546 756 888	18 hours ago	2	36.8	132 / 77	45	97	27%		Review
Allison Smith	1 Jan 1970	NH 12 34 56 A	33 minutes ago		37.2	120 / 60	60	98	82%		Watch
Jonathan Fruin	14 Apr 1966	123 456 789	1 day ago	1	37.5	118 / 63	77	96	53%		Watch

Along with the clients' names, this page also shows their last readings for a select number of measurement types, and their current status as indicated using a traffic light system. This list is ordered with those clients having a red traffic light at the top.

Refresh will update the clients' details, following any new readings that have been taken since the page was first displayed.

6.3 Sending a message to all caseload clients

Select the **Message all** button.



Message everyone ✕

Message

After typing in your message, selecting **Send** will alert the tablet of every client in the caseload, sounding a short alert sound.

6.4 Adding a new client

Select **Add client** from the list of clients in the caseload.

Add client ✕

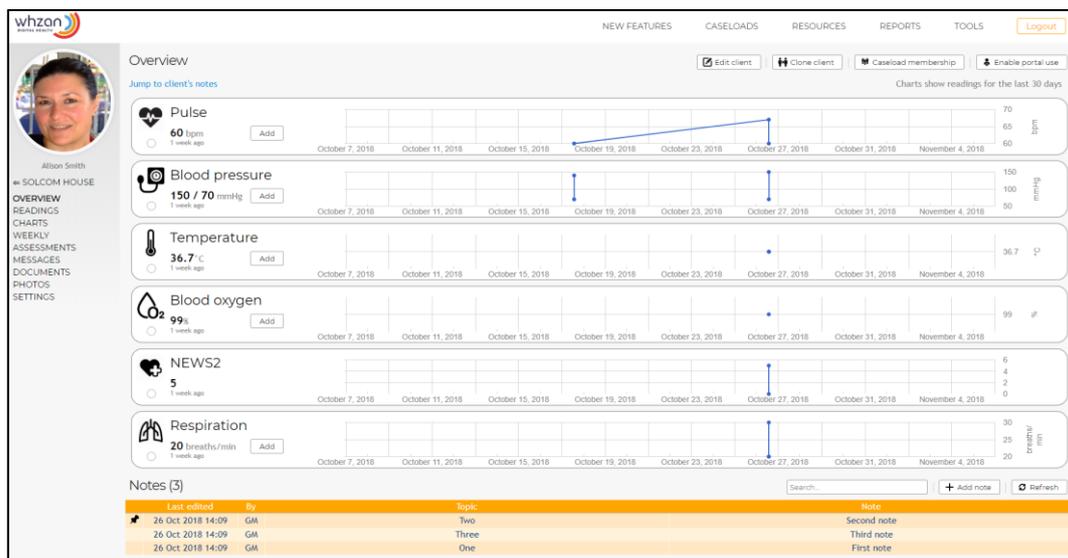
Title	<input type="text"/>
First name	<input type="text"/>
Middle name	<input type="text"/>
Last name	<input type="text"/>
DOB	<input type="text"/>
Gender	Male ▼
ID	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>
County	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>

Note that the new client will automatically be added to the caseload that you currently have selected. The client’s caseloads may be changed at a later time.

Once you have entered the client’s details, select **Add** to save the new client’s details to the system.

6.5 Viewing an existing client

View a client’s details by selecting their name in the caseload client list.



The screenshot shows the 'Overview' page for a client named Alison Smith. It features several vital signs charts for the last 30 days:

- Pulse:** 60 bpm (1 week ago)
- Blood pressure:** 150 / 70 mmHg (1 week ago)
- Temperature:** 36.7 °C (1 week ago)
- Blood oxygen:** 99% (1 week ago)
- NEWS2:** 5 (1 week ago)
- Respiration:** 20 breaths/min (1 week ago)

Below the charts is a 'Notes (3)' section with the following table:

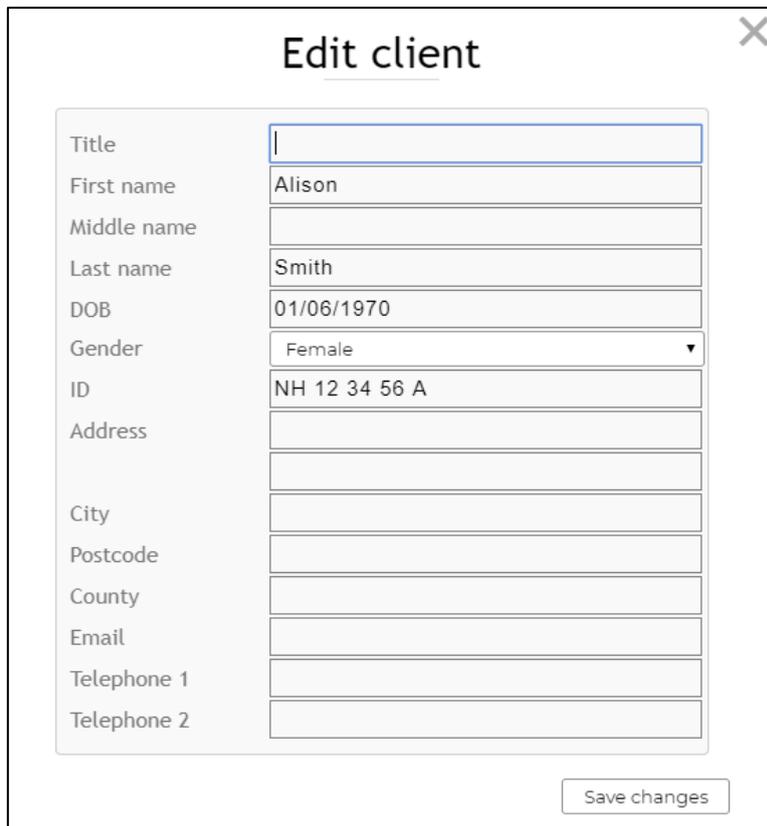
Last edited	By	Topic	Note
26 Oct 2018 14:09	GM	Two	Second note
26 Oct 2018 14:09	GM	Three	Third note
26 Oct 2018 14:09	GM	One	First note

This page shows the last 30 days' readings for the client

Clinician's notes are shown after the readings, and a link at the top of the page is provided to navigate directly to these notes.

6.6 Editing the client's details

Whilst viewing a client's details from the overview page, their details can be updated by selecting the **Edit client** button.



Edit client	
Title	<input type="text"/>
First name	Alison
Middle name	<input type="text"/>
Last name	Smith
DOB	01/06/1970
Gender	Female
ID	NH 12 34 56 A
Address	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>
County	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>

Save changes

Save the changes to the system by selecting the **Save changes** button.

6.7 Creating a new client based on an existing client

Whilst viewing a client's details from the overview page, a new client can be created with an identical set of measurements and alarm limits by selecting the **Clone client** button.



The 'Clone client' dialog box contains the following fields:

- Title
- First name
- Middle name
- Last name
- DOB
- Gender (dropdown menu)
- ID
- Address
- City
- Postcode
- County
- E-Mail
- Telephone 1
- Telephone 2
- Caseloads (dropdown menu)

An 'Add' button is located at the bottom right of the dialog.

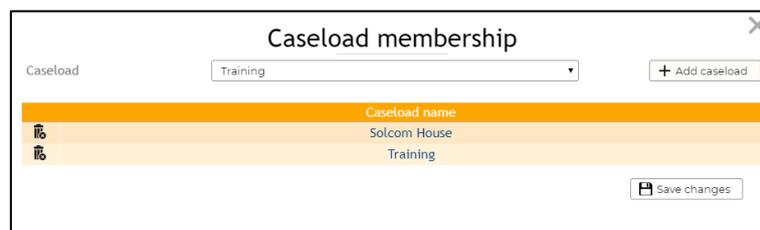
This function is useful when you have a number of clients that have similar monitoring regimes; it eliminates the need to re-enter the settings for each client repeatedly.

Note that *no personal details* are copied over to the newly created client. These must be entered manually.

Select the **Add** button to save the new client's details to the system.

6.8 Changing a client's group membership

The top of the client overview page has a **Caseload membership** button to allow editing of the client's caseload membership.



The 'Caseload membership' dialog box features a dropdown menu for 'Caseload' (currently set to 'Training') and an '+ Add caseload' button. Below this is a table with the following data:

Caseload name	
	Solcom House
	Training

A 'Save changes' button is located at the bottom right of the dialog.

To add a caseload, select the caseload from the dropdown list then select **Add caseload**.

To remove a caseload, select the delete button  to the left of the caseload in the list.

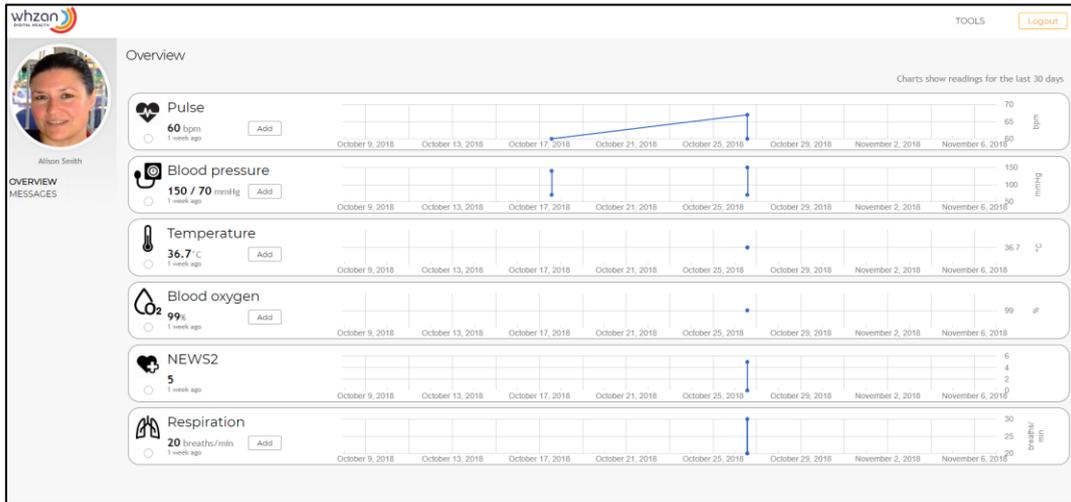
To commit the changes, select the **Save changes** button.

6.9 Enabling portal use

A version of Whzan exists with reduced functionality, that allows a client to view their overview page, and if enabled, allows the exchange of messages with their health practitioner.

This is accomplished by selecting the **Enable portal use** button. The client will be emailed using the email address set under the **Edit client** details, and they will be asked to create themselves a password for access to the system.

Once enabled, their reduced view will look like the following.



All health practitioner functions are removed, as well as the clinician’s notes.

Messages is only available if you have enabled messaging from the health practitioner’s page.

Under **Tools**, the client can change their password.

If the client changes email address, update their address under Edit details, and select **Enable portal use** again. This will create a user with their new email address, and their old account will no longer be linked to their details.

6.10 Adding a new reading

To add a manual reading simply select the **Add** button on the relevant reading chart. The dialogue will look similar to one of the following.

Blood pressure ✕

on
at

mmHg

Pulse

bpm

Temperature ✕

on
at

°C

6.11 Viewing a client's notes

The bottom of the client overview page also shows their notes, with those that are pinned appearing at the top of the list. A link to jump straight to these is provided, **Jump to client's notes**.

The list shows each note's main topic, a full description, the date and time that the note was last edited, and the initials of the user that made the last edit.

6.11.1 Adding a new note

Select the **Add note** button.

Write a note ✕

Topic

Text

Pinned

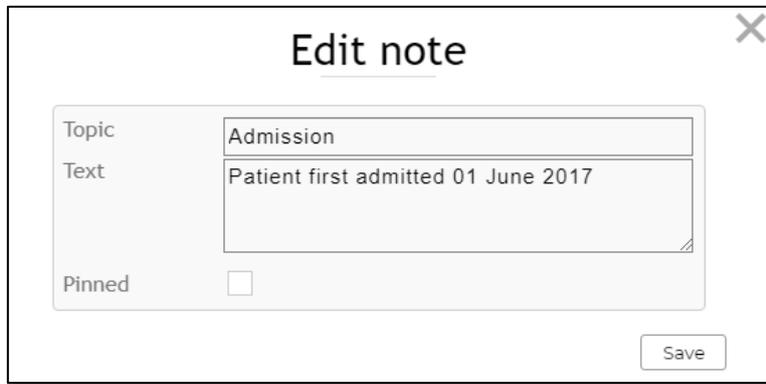
Enter a summary of the note in the **Topic** field, and a full description in the **Text** field.

If a note is pinned, it appears at the top of the notes list. This marks a note so that it is accessed more easily from a large list of notes.

The note is saved to the system when the **Add** button is selected.

6.11.2 Updating an existing note

Simply select the note from the notes list.



After making changes to the note, the note will not be saved to the system until you select the **Save** button.

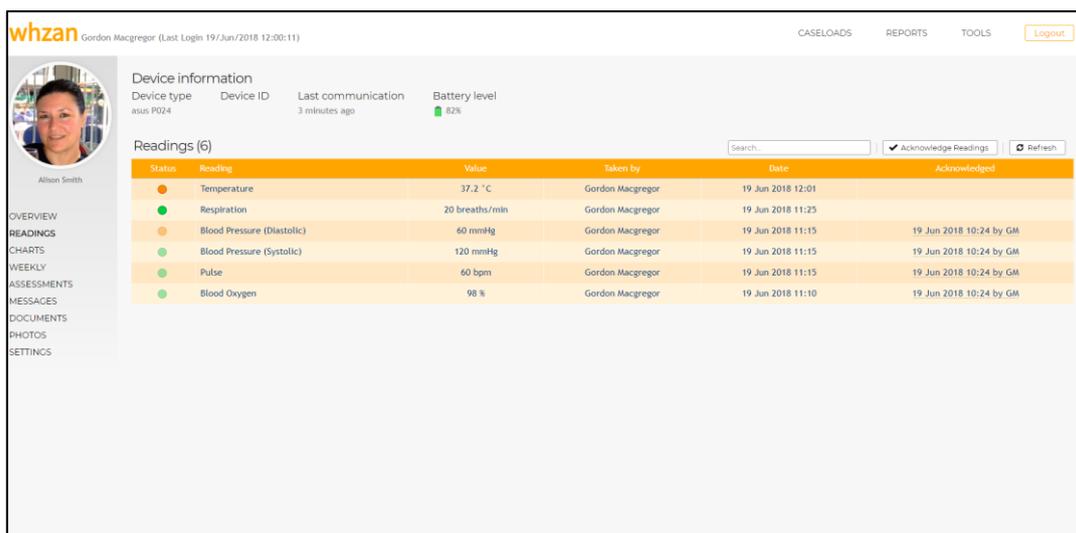
6.11.3 Deleting a note

It is not currently possible to delete a client's notes.

6.12 Viewing a client's readings

A summary of the client's readings is shown at the bottom of the **Overview** page. This shows the last reading taken of each measurement type, along with a chart showing the readings for the last 30 days.

For more detailed information about the last readings taken, select **Readings** from the menu on the left side of the page.



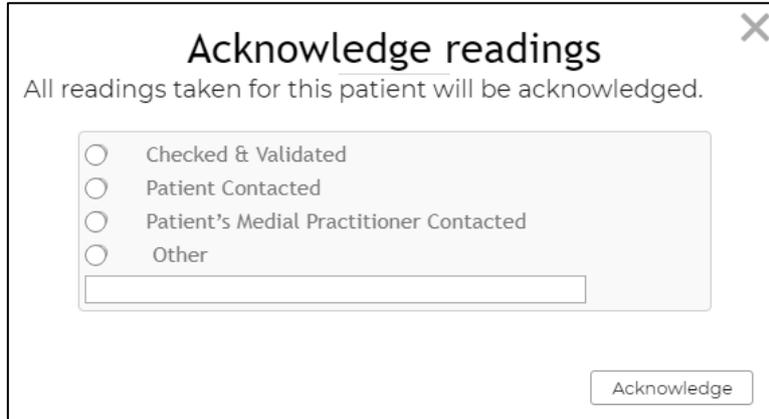
Status	Reading	Value	Taken by	Date	Acknowledged
●	Temperature	37.2 °C	Gordon Macgregor	19 Jun 2018 12:01	
●	Respiration	20 breaths/min	Gordon Macgregor	19 Jun 2018 11:25	
●	Blood Pressure (Diastolic)	60 mmHg	Gordon Macgregor	19 Jun 2018 11:15	19 Jun 2018 10:24 by GM
●	Blood Pressure (Systolic)	120 mmHg	Gordon Macgregor	19 Jun 2018 11:15	19 Jun 2018 10:24 by GM
●	Pulse	60 bpm	Gordon Macgregor	19 Jun 2018 11:15	19 Jun 2018 10:24 by GM
●	Blood Oxygen	98 %	Gordon Macgregor	19 Jun 2018 11:10	19 Jun 2018 10:24 by GM

This page provides a summary of the last readings taken by the client, as well as details of the tablet device from which the readings were sent.

Selecting **Refresh** will update the page with any new readings that have been taken since the page was first displayed.

6.12.1 Acknowledging a client’s readings

The readings may be marked as being checked over by selecting the **Acknowledge readings** button.



Select the appropriate action that was taken following consultation of the readings, entering the additional details if applicable, then save the details to the system by selecting the **Acknowledge** button.

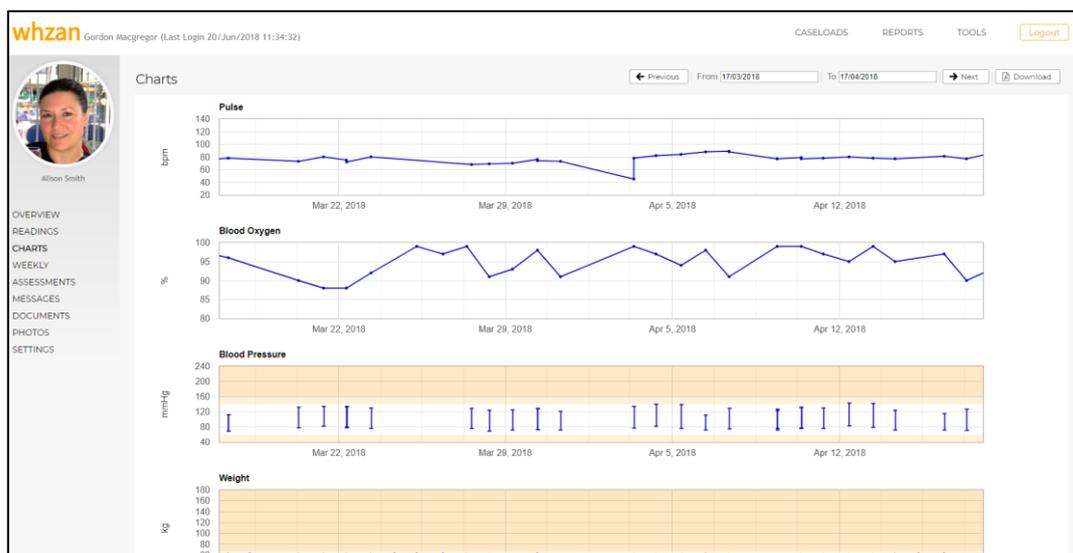
The acknowledgement will be marked with your initials, to indicate who performed the check.

When a reading has been acknowledged, its accompanying “traffic light” indicator will be shown in a dimmed colour.

6.13 Viewing a client’s charts

A brief history of the client’s readings for the last 30 days is shown on the **Overview** page.

For more detailed charts where it is possible to select a different time period, select **Charts** from the menu on the left side of the page.



This page allows you to view trends of a client’s readings over time.

On first displaying the page, the last month of data is shown. This time period can be changed by selecting a new **From** and **To** date at the top of the page.

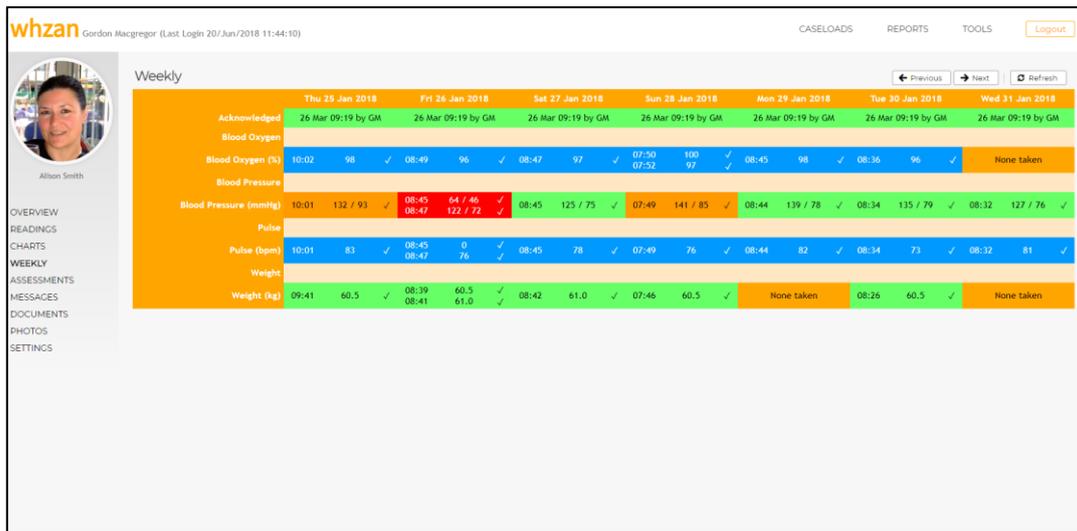
Low and high measurement limits are shown as shaded areas at the top and bottom of the chart. Very low and very high measurement limits are shown as darker shaded areas.

Older readings are displayed by selecting the **Previous** button, and newer readings are displayed by selecting the **Next** button.

A PDF document containing a printout of the charts is obtained by selecting **Download**.

6.14 Viewing a client's weekly readings

Select **Weekly** from the menu on the left side of the page.



This page provides a summary of the readings taken for the last seven days.

Older readings are displayed by selecting the **Previous** button, and newer readings are displayed by selecting the **Next** button.

Selecting **Refresh** will update the page with any new readings that have been taken since the time the page was first displayed.

6.15 Viewing a client's head injury report

Select **Assessments / Head injury** from the menu on the left side of the page.

Resident's Name: Alison Smith Date: 18 October 2018 Care Home: Solcom House

GreenFinCHES Head Injury Observations Chart ©

Continue to monitor as per policy
 Medical advice/assessment/follow instructions given by paramedics
 999

Date	18/10																			
Time	10:30																			
Fit / Vomiting		RESPONSE																		
Fit	Record (F) and time	F10:30																		
Vomited	Record (V) and time																			
C Confusion Level		RESPONSE																		
No change	No change in usual level of confusion or behaviour	X																		
Acute change	Increased level of confusion or change in behaviour																			
M Mobility Levels		RESPONSE																		
Usual mobility	Usual level of mobility																			
Usual weakness	Usual weakness or power in arms or legs	X																		
Weakness in arms	Record left (L) or right (R)																			
Weakness in legs	Record left (L) or right (R)																			
P Pupils		RESPONSE																		

This shows the results from the head injury questionnaires that have been completed on the client's tablet.

Navigate between reports using the **Previous** and **Next** buttons at the top of the chart.

Generate a PDF document of the report using the **Download** button.

6.16 Viewing a client's multifactorial falls risk report

Select **Assessments / Multifactorial falls risk** from the menu on the left side of the page.

WHZAN Multi Factorial Falls Risk Assessment for Alison Smith
(Completed 18 Oct 2018 10:36:32)

History of Falling
How many falls has the resident had in the last 12 months? 3

Balance and Mobility
Is the resident unsteady/unsafe walking? No
Does the resident have difficulty with transfers? No

Osteoporosis
Does the resident have osteoporosis? Yes
Is the resident at risk of osteoporosis? No

Medication
Is the resident taking 4 or more medications? No
Is the resident taking sedatives, anti-depressants, anti-Parkinson's, diuretics (water tablets), anti-psychotics, anti-coagulants, anti-hypertensives? No

Dizziness and Fainting
Does the resident experience: Dizziness on standing, A sensation of rooms spinning when moving their head or body, Fainting attacks, Palpitations? No

Postural Hypotension Check
First Reading: 10:35:42 0.0 mmHg, 0 bpm
First Position: n.a.
Second Reading: 10:35:42 0.0 mmHg, 0 bpm
Second Position: n.a.
Resident Felt Symptoms? No
Systolic BP Drop 0 mmHg
Diastolic BP Drop 0 mmHg
High Risk No

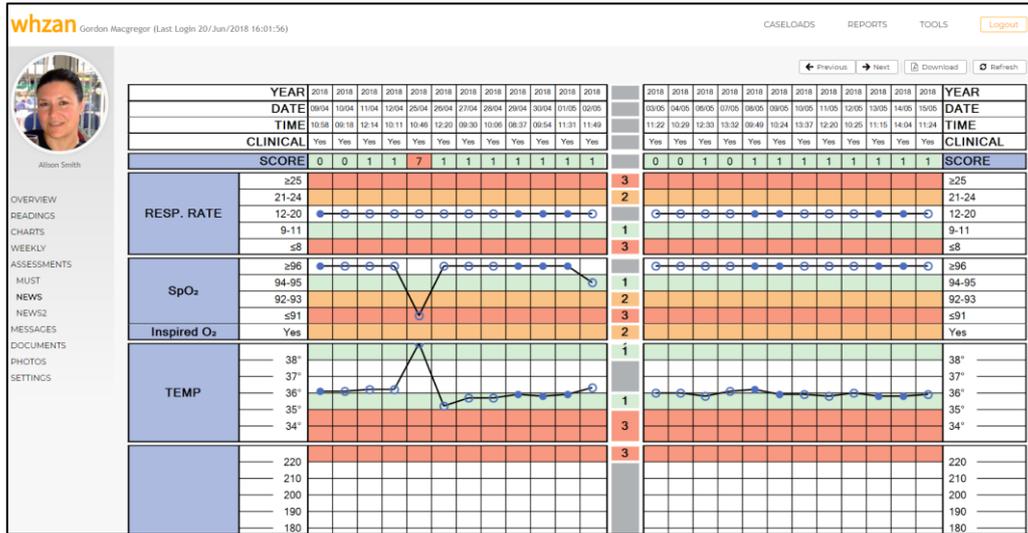
This shows the results from the multifactorial falls risk questionnaires that have been completed on the client's tablet.

Navigate between reports using the date selector to the left of the chart.

Print a hard copy of the report using the **Print** button.

6.17 Viewing a client's NEWS chart

Select **Assessments / NEWS** from the menu on the left side of the page.



This page allows you to view the results of a client's NEWS questionnaire readings and answers.

A blue "circle" denotes a reading that was not recent at the time the NEWS questionnaire was completed. A blue filled "blob" denotes a recent reading.

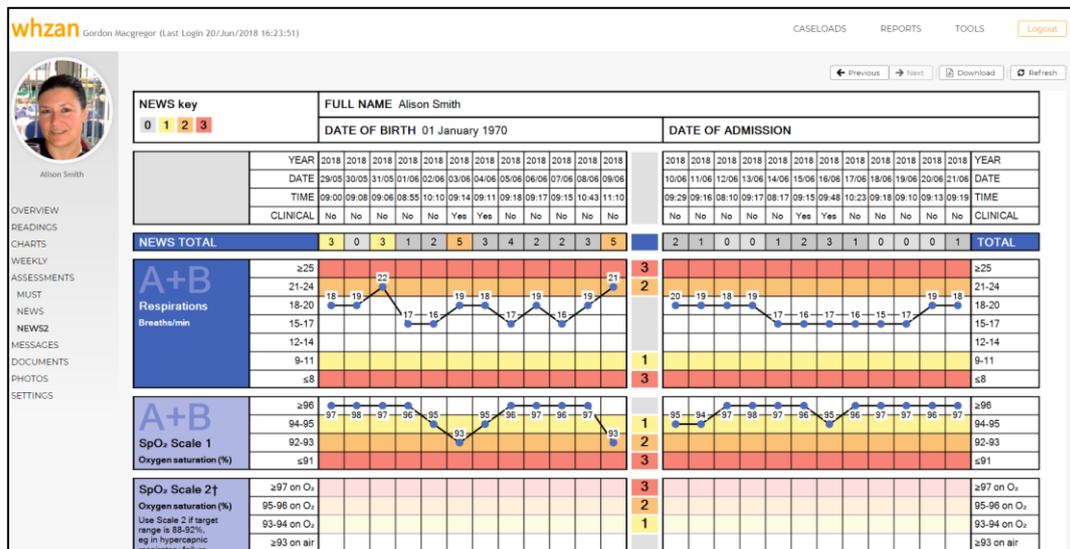
The results are listed 24 at a time, with the most recent 24 results listed first. Older readings are displayed by selecting the **Previous** button, and newer readings are displayed by selecting the **Next** button.

A PDF document containing the charts is obtained by selecting **Download**.

Selecting **Refresh** will update the page with any new readings that have been taken since the time the page was first displayed.

6.18 Viewing a client's NEWS2 chart

Select **Assessments / NEWS2** from the menu on the left side of the page.



This page allows you to view the results of a client’s NEWS2 questionnaire readings and answers.

NEWS2 is an updated version of the original NEWS questionnaire. There are two scales associated with blood oxygen levels; scale 1 and scale 2. Scale 2 is only used under the direction of a clinician. The scale used is indicated on the chart, and the alternate scale is greyed out for de-emphasis.

The results are listed 24 at a time, with the most recent 24 results listed first. Older readings are displayed by selecting the **Previous** button, and newer readings are displayed by selecting the **Next** button.

A PDF document containing the charts is obtained by selecting **Download**.

Selecting **Refresh** will update the page with any new readings that have been taken since the time the page was first displayed.

6.19 Viewing a client’s nutrition charts

Select **Assessments / Nutrition** from the menu on the left side of the page.



This page allows you to view trends of a client’s nutrition readings over time.

On first displaying the page, the last month of data is shown. This time period can be changed by selecting a new **From** and **To** date at the top of the page.

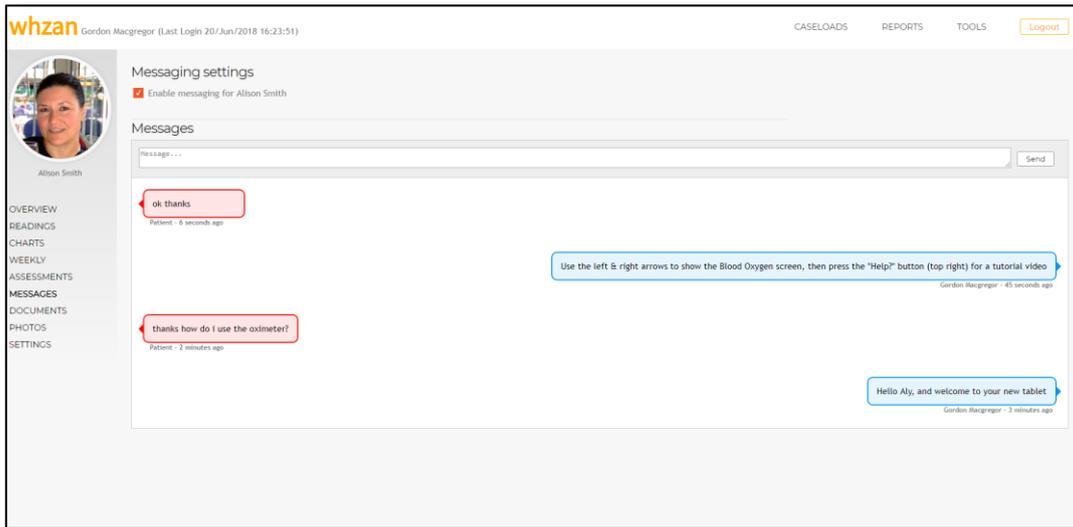
Low and high measurement limits are shown as shaded areas at the top and bottom of the chart. Very low and very high measurement limits are shown as darker shaded areas.

Older readings are displayed by selecting the **Previous** button, and newer readings are displayed by selecting the **Next** button.

A PDF document containing a printout of the charts is obtained by selecting **Download**.

6.20 Sending messages to and from a client

Select **Messages** from the menu on the left side of the page.



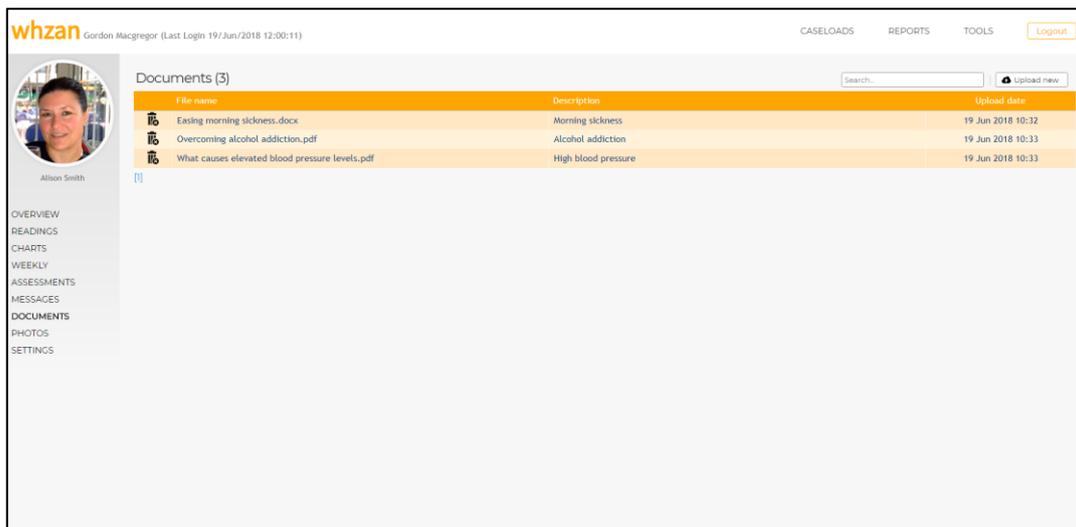
This page lists the message history between the clinician and client.

Messaging is enabled by ticking the checkbox at the top of the page. The messages are listed in reverse chronological order, so the most recent messages are at the top of the list.

To send a message to the client's tablet, enter your message in the field marked **Message...** and then select the **Send** button.

6.21 Linking documents to a client

Select **Documents** from the menu on the left side of the page.

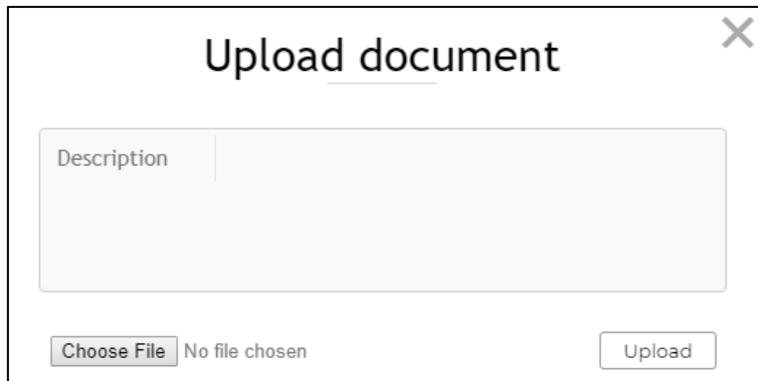


Useful reference documents that are applicable to the client may be uploaded and retrieved from this page.

Select a document on the list to download it to your computer, whereupon you may view it using your computer's installed applications.

Remove a document from the list using the  button to the left of the file name. Note that once you have confirmed that you wish to delete the document, access to it will be forever lost.

To upload a new document, select the **Upload new** button.

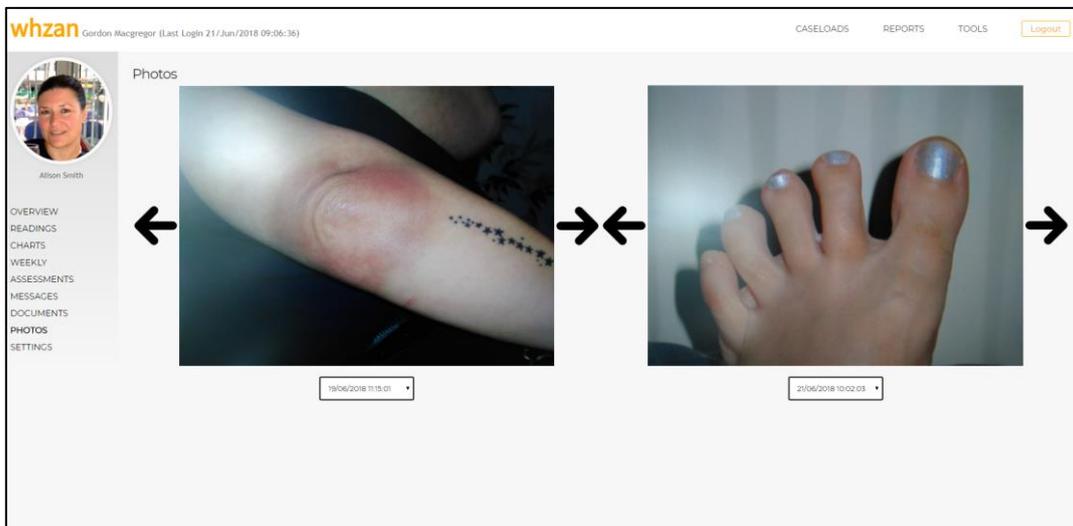


Give the document a short description using the field supplied, then select **Choose file** to locate the document on your computer.

Selecting **Upload** will save the document to the system. Thereafter, it may be downloaded and viewed on any computer that has access to the Whzan Digital Health website, from this same page.

6.22 Viewing photos taken by a client

Select **Photos** from the menu on the left side of the page.



This page displays the photos that the client has taken on their tablet. It allows for two photos to be compared, side by side.

For each photo, use the left arrow to select the next earliest photo and the right arrow to select the next most recent photo.

Alternatively, each photo may be selected by the date it was taken, using the date selector below the image.

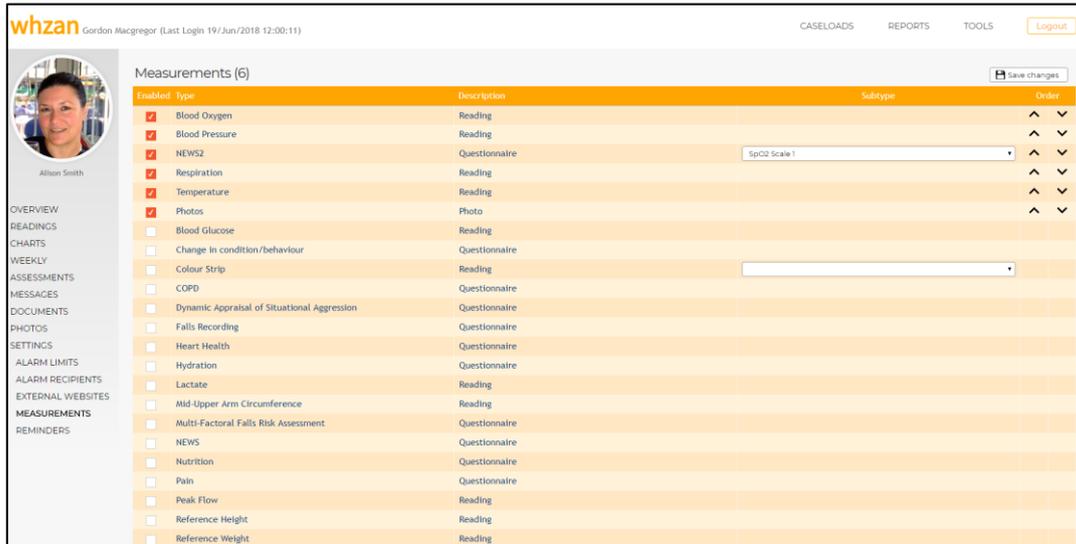
Selecting an image will show a larger version of it, so you can study the image in greater detail.

6.23 Configuring a client's tablet

Each client's tablet is individually tailored such that it will display, and allow the client to take, a specific set of measurements. The measurements that are presented to the client are configured in the **Settings** menu on the left side of every page.

6.23.1 Selecting which measurements to show

Select **Settings / Measurements** from the menu on the left side of the page.



Tick the checkbox to the left of the measurement type to enable that measurement to be taken on the client's tablet.

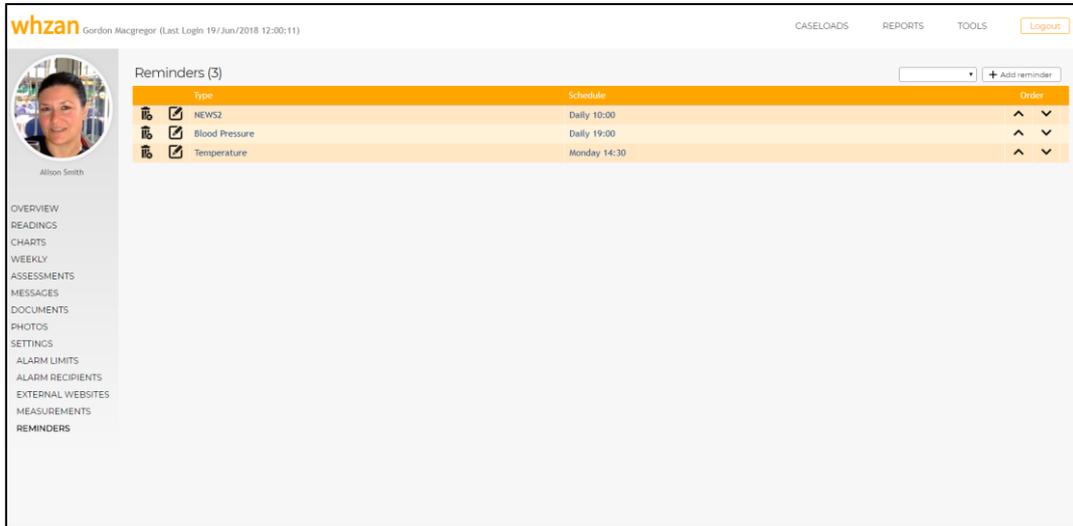
The order in which the measurements are presented on the table is indicated by the order they are shown on this page. From the tablet home screen, using the right arrow will first show the top measurement on this page. Selecting the right arrow on the tablet once again will show the second measurement on this list; and so on.

The order is adjusted using the up and down arrows in the **Order** column on this page.

Some measurements have an additional selector (e.g. Colour Strip allows selection of the strip manufacturer and brand). When enabled, these measurement types insist that you select an item from the options available to you.

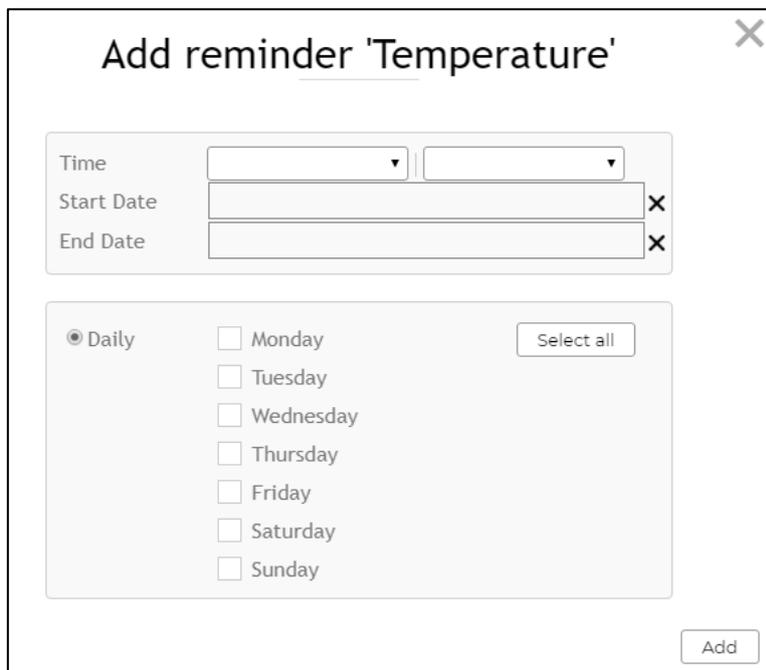
6.23.2 Reminder alerts

Select **Settings / Reminders** from the menu on the left side of the page.



This page allows you to alert the client via the tablet when they are due to take a measurement. The client is only alerted if they have not already taken the measurement recently before the time the reminder is due.

To create a reminder, select the measurement type from the selector at the top right of the page, then select the **Add reminder** button.



Use the **Time** fields to indicate the time of day that the reminder will be issued to the client. If the measurement has already been taken a short time before the reminder is due, the client will not be alerted.

If you don't want the reminders to start until a particular date, then fill in the **Start date** field. If this field is left blank, the reminder will start immediately.

If you want the reminders to stop on a particular date, then enter the final date in the **End date** field. If this field is left blank, the reminder will continue forever.

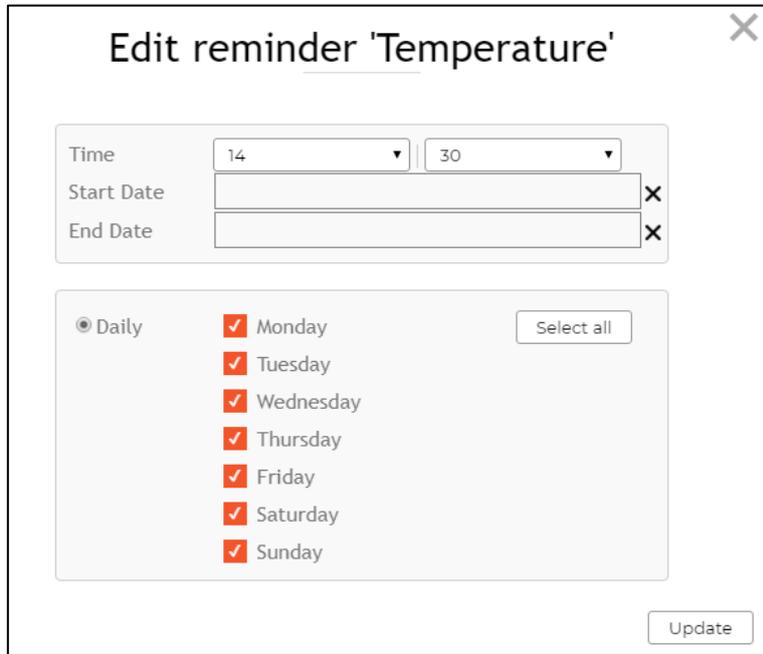
Finally, tick each day of the week that you want the reminder to be issued to the client. You must tick at least one of the week days. **Select all** will automatically tick every day of the week listed, and the client will be reminded every day.

The reminder will not be saved to the system until the **Add** button is selected.

More than one reminder may be set for the same measurement type if desired. For example, one reminder might be for 09:00 Monday to Friday, and another might be set for 10:30 on Saturday and Sunday. There is no limit to the number of reminders that you can set for the same measurement type.

Delete a reminder by selecting the  button to its left.

Adjust an existing reminder by selecting the  button to its left.



The screenshot shows a dialog box titled "Edit reminder 'Temperature'". It contains the following fields and options:

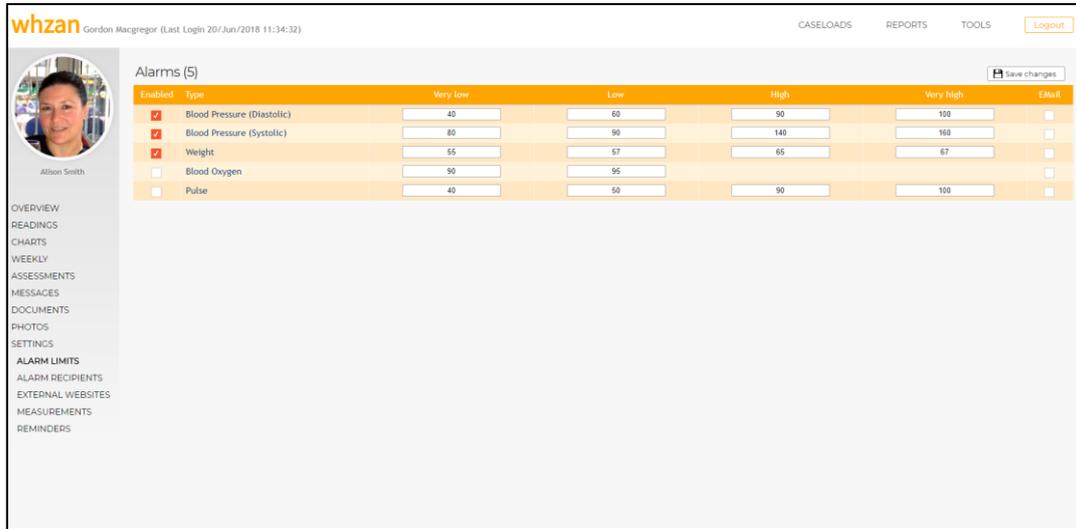
- Time:** Two dropdown menus showing "14" and "30".
- Start Date:** A text input field with a cross icon to its right.
- End Date:** A text input field with a cross icon to its right.
- Frequency:** A radio button labeled "Daily" is selected.
- Days:** A list of days from Monday to Sunday, each with a checked checkbox. A "Select all" button is located to the right of the list.
- Update:** A button at the bottom right of the dialog.

If you wish to clear the **Start date** or **End date**, use the cross to the right of the date.

Changes are saved to the system when you select the **Update** button.

6.23.3 Measurement alarms

Select **Settings / Alarm limits** from the menu on the left side of the page.



To enable alarm limits for a measurement, tick the **Enabled** checkbox to the left of the measurement type. When an alarm limit is enabled, the limits show as shaded areas on the client's charts. Optionally, an email may also be sent to selected recipients.

Only alarm limits for the measurements that have been selected for the client are listed on this page.

Enter numeric values for each of the fields; **Very low**, **Low**, **High** and **Very high**. If a field is blank, then that particular alarm level will not be triggered.

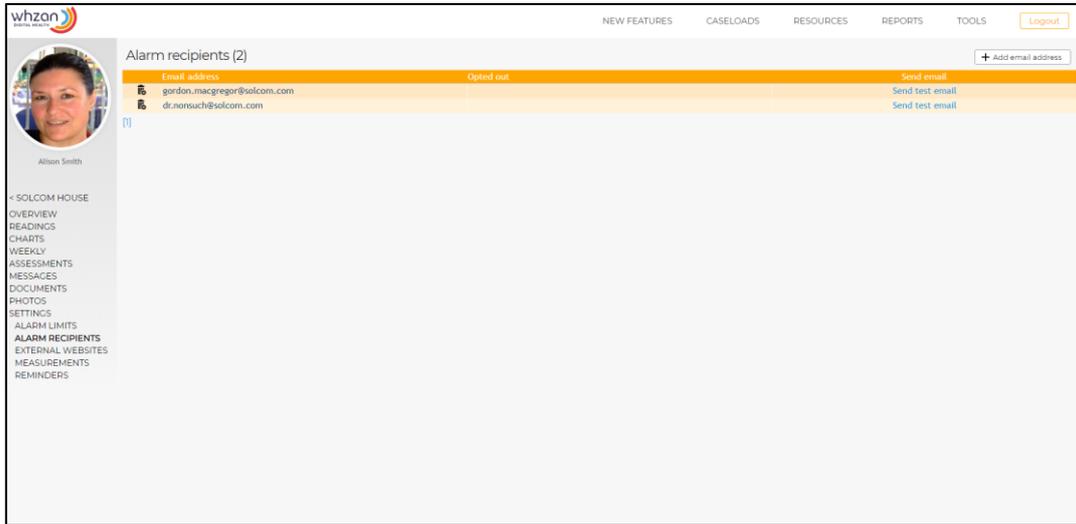
Not all limits apply to all measurement types. For example, blood oxygen levels do not have associated high or very high limits.

If the **Email** checkbox is ticked, then an email is sent to each of the email recipients listed in the following section.

The alarm limits are saved to the system after the **Save changes** button is selected.

6.23.4 Sending alarm emails

Select **Settings / Alarm recipients** from the menu on the left side of the page.



If an enabled alarm limit has the **Email** checkbox ticked, then an email is sent to all recipients on this list.

To add a new email recipient, select the **Add email address** button.



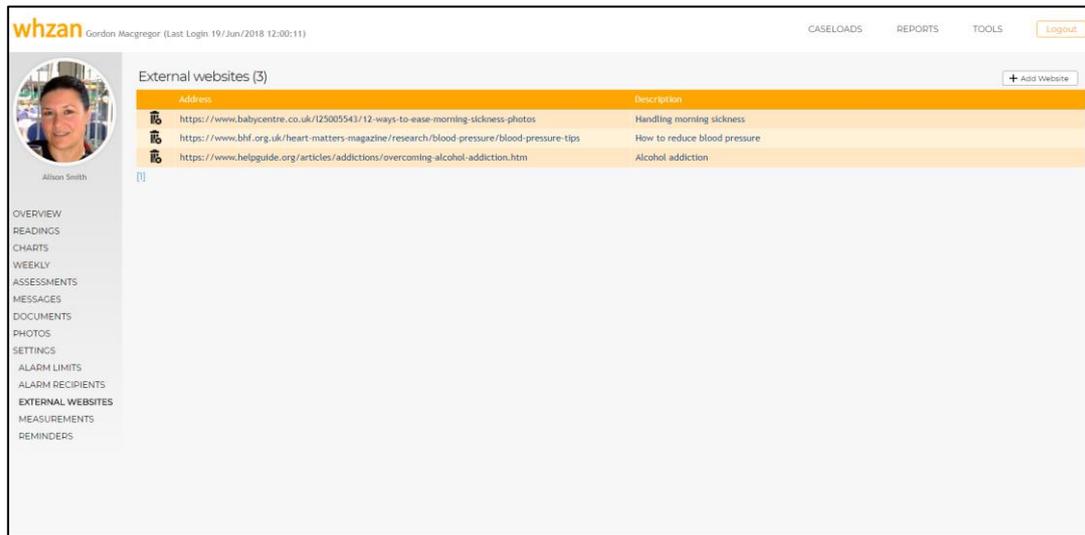
Enter the email address in the **Address** field, then select the **Add** button to save the new address to the system.

To remove an email recipient from the list, select the  button to the left of the email address.

To ensure that you have entered the email address correctly, a test email may be sent by selecting the **Send test email** link to the right of the email address in the list.

6.23.5 Website access

Selecting **Settings / External websites** on the left menu provides a way of listing web addresses on the client's tablet, for convenient access to external information.



When the client no longer requires access to a site on the list, it may be removed by selecting the  icon to the left of the website address.