



Safe Place® and Code Alert®

User Guide – Series 10.x Software



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Warnings / Cautions / Compliance

It is important for your facility to implement and enforce the following WARNINGS and CAUTIONS in order to keep all equipment functioning properly. Disregarding the information and instructions in this document is considered abnormal use and may result in injury or system failure.

Warnings



ACCESSORIES (SUPPLIES)—To ensure resident safety and proper operation of equipment, use only parts and accessories manufactured or recommended by RF Technologies, Inc. Parts and accessories not manufactured or recommended by RF Technologies, Inc. may not meet the requirements of the applicable safety and performance standards.

Failure to use the components and supplies specified by RF Technologies, Inc. may result in equipment and/or system failure.

EXPLOSION HAZARD—These devices should not be used in the presence of flammable gas mixtures. It should also not be used in oxygen enriched atmospheres.

INSTALLATION AND CONFIGURATION—It is the responsibility of the facility to follow the installation instructions carefully, as outlined in the applicable system guides, and to use the components and supplies specified by RF Technologies, Inc. for all installations.

Failure to use the components and supplies specified by RF Technologies, Inc. may result in equipment and/or system failure.

INSTRUCTIONS FOR SET UP AND USE—It is the responsibility of the facility to follow the instructions for set up and use carefully, as outlined in this manual, and to use the components and supplies specified by RF Technologies, Inc. for set up and use. Do not attempt to use extension cords or other equipment not supplied by RF Technologies, Inc.

Failure to use the components and supplies specified by RF Technologies, Inc. may result in equipment and/or system failure.

STATIC DISCHARGE—Do not touch the conductor portion of any conductor or port. Damage to the device may result.

STRANGULATIONS AND TRIPPING HAZARD – Due to the possibility of strangulation, all cables and cords should be routed away from the resident's throat. Cables and cords must be routed in a way to prevent tripping hazards.

SYSTEM INSPECTION—It is the responsibility of the facility to establish and facilitate a regular inspection schedule for your system. RF Technologies, Inc. recommends quarterly inspections of your system for safety and performance by a qualified RF Technologies, Inc. representative.

To arrange for a quarterly inspection by RF Technologies, Inc., call our Technical Support Department at (800)-669-9946 or (262) 790-1771.

Failure to provide regular inspection of these products may result in equipment and/or system failure.

SYSTEM MAINTENANCE AND TESTING—It is the responsibility of the facility to establish and facilitate a regular maintenance schedule for your system, as outlined in the applicable system guides. This includes regular inspection, testing, and cleaning. RF Technologies, Inc. recommends monthly maintenance and testing of your system. It is also recommended that your facility keep records of maintenance and test completions.

Failure to provide regular maintenance and testing of these products may result in equipment and/or system failure.

SYSTEM WIRING—All permanent supply connections must be done in accordance with National Electric Code, NFPA 70.

USER TRAINING—Only users who have received adequate training on the use of the system, as outlined in this manual, should use the system. It is the responsibility of the facility to ensure that all users have been trained.

Failure to adequately train employees may cause system failure due to user error. In addition, incorrect use of the equipment may also result in system failure.



MR UNSAFE

All RF Technologies transmitters, pendants and banding material “PRODUCT” have been determined to be MR Unsafe as defined by ASTM F 2503-05. Use of “PRODUCT” in a Magnetic Resonance Imaging system will cause injury to residents and staff, MR system malfunction or “PRODUCT” malfunction. Do not bring “PRODUCT” into the MR system area and follow your facility’s policies to classify and label “PRODUCT” as MR Unsafe.

Cautions



WORN OR DAMAGED PARTS—If the control unit pads or cables are worn or damaged, you must have the product serviced. For more information, see the section entitled “Service and Return.”

DISPOSAL—At the end of their service life the products described in this manual, as well as accessories (i.e. lithium batteries, banding material, disposable pads, etc.), must be disposed of in compliance with all applicable federal, state and local guidelines regulating the disposal of products containing potential environmental contaminants. Dispose of the packaging material by observing the applicable waste control regulations.

RESIDENT GENERATED ALARMS—Do not rely exclusively on resident generated alarms for resident care and safety. The alarm function of equipment in the possession of residents must be verified periodically and regular resident surveillance is recommended.

RESIDENT MONITORING—The most reliable method of resident monitoring combines close personal surveillance with correct operation of monitoring equipment. It is the responsibility of the facility to periodically check on residents in possession of RF Technologies, Inc.'s equipment (i.e. Pendants, Pull Cords, Control Units) to mitigate risk of inappropriate use of equipment or strangulation and stumbling hazards from cables and cords.

PRODUCT WARRANTIES—Failure to follow the Warnings and Cautions in this guide voids any and all Product Warranties.

Bio- Incompatibility Notice

Do not use Pendants with people that have sensitivities or allergies to device materials. The device materials include Acrylonitrile butadiene styrene (ABS), Silicon, Rubber, and Neoprene.

Federal Communication Commission (FCC) Compliance

FCC – Part 15

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at their expense. Changes or modifications not expressly approved by RF Technologies Inc. voids the user's authority to operate the equipment.

RF Technologies FCC

KXU-CBTX

Radiation Exposure Statement for Mobile Devices

(For the Pull Cord model 0800-0285 and model 0800-0317; Extended Range Universal Transceiver model 0800-0388, which covers part numbers 0800-0389 and 0800-0390; Extended Range Router model 0800-0351 and model 0800-0354; Asset Transceivers model 0800-0286 and model 0800-0302 and Motion Control Unit model 0800-0415; QR Plus Pull Cord model 1200-7833; QR Plus Pull Cord with Check In model 1200-7838; QR Plus Push Button model 1200-7843; QR Plus Nurse Call Jack with Reset model 1200-7883; QR Plus Nurse Call Jack with Reset and Check In model 1200-7888)

This equipment complies with FCC and IC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator and your body. This transceiver must not be co-located or operating in conjunction with any other antenna or transceiver.

Radiation Exposure Statement for Portable Devices

(For the Pendant Transceivers model 0800-0288 and model 0800-0349; Call Pendant model 0800-0375; Wander Management Transmitters model 9000-0413, model 9000-0414, model 9000-0423, model 9000-0424, model 9000-0432, model 9000-0433, model 9000-0434, model 9000-0435, model 9000-0436 and model 9000-0437; CodeWatch Transmitters model: 9000-0138, model 9000-0139, model 9000-0140, model 9000-0141, model 9000-0142 and model 9000-0143; Infant Transmitters model 9400-0066, model 9400-0262, model 9420-0066, model 9420-0262, model 9450-0066, and model 9450-0262; Patient Transmitter model 9450-4066 and model 9450-4262; Mother Transmitter model 9450-1066 and model 9450-1262; Smart Sense Transmitter model 9450-6066 and model 9450-6262; and Baby Check Transmitter model 9450-7066 and model 9450-7262)

This equipment complies with FCC and IC radiation exposure limits set forth for an uncontrolled environment. This equipment is in direct contact with the body of the user under normal operating conditions. This transceiver must not be co-located or operating in conjunction with any other antenna or transceiver.

Industry Canada Compliance

Changes or modifications not expressly approved by RF Technologies Inc. could void the user's authority to operate the equipment. The Term "IC" before the radio certification number only signifies that Industry Canada technical specifications were met.

Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio peut fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.

RF Technologies IC # 2719A-CBTX

License-Exempt RSSs

This device complies with Industry Canada's license-exempt RSSs. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

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Preface

Introduction

This guide provides detailed information about the Series 10.x Software system features, using the software, alerts, and reporting. This guide also includes information on Administrative functions like Changing Client Properties and Configuration, as well as Messaging.



WARNING: The Systems and Software described below are designed and intended to work in conjunction with a facility's overall security program, including reasonable operating policies and procedures. The systems or software, by themselves, cannot prevent abductions or elopements.



WARNING: When the software application is closed, indicators of alarms and events will not be seen at the computer. Important! Only close the software application if instructed to do so by authorized staff.

Software Overview

The software is available as Code Alert or Safe Place and is designed to help staff members focus on patient care, integrate multiple safety solutions onto one platform, enhance workflows, increase staff collaboration, and is customizable to your organization's needs and preferences.

- **Code Alert** software integrates Quick Response Wireless Call, Wander Management, and Sensatec Fall Management Solutions on a single platform
- **Safe Place** software integrates Infant, Pediatric, and Elopement Management on a single platform.

Easy to Use

A simple interface with a touch-screen monitor shows common functions on the main page for fast access. Pop-up tutorials provide on-screen help on how to respond to an alert, and can be turned on or off at any time.

Immediate Alert Notification

All events are displayed in a colored text box on the screen that gives the patient's name, location, and type of alert. The location is also displayed on the floor plan (map).

Event Cause Classification

Easily clear and classify an event by touching or clicking the alert box. Standard event causes are included, but you can customize to fit your organization's needs.

Mobile Event Notification

Events can be forwarded to staff members' pagers or mobile phones for immediate notification and a faster response. Alert escalation ensures that each alert is answered.

Hardware Overview

The Series 10.x Software supports the following systems:

- 9450 Series (Wander Management)
- Quick Response Plus
- Quick Response Premiere Wireless Call
- 9500 Series Wired Call

Refer to the *Series 10.x Administrator Guide – Series 10.x Software* for detailed system overview information.

Wander Management (9450) System

The Wander Management (9450) System monitors doors, elevators, hallways, and stairwells, to assist staff in monitoring patients and assets in a facility. The various transmitters and devices of the system alert staff if a transmitter's banding material is tampered with, cut, or opened without authorization (referred to as Cut Band for Infant and Emergency Department systems only) or if monitored devices in the system are not functioning properly.

Depending on which equipment options your facility has installed, the 9450 System can automatically lock doors and deactivate elevators.

Quick Response Plus Wireless Call

The Quick Response Plus (QR Plus) Wireless Call System immediately notifies staff when a patient requires attention and provides details that are essential in responding quickly to a patient's needs.

The QR Plus System offers a variety of devices, each of which interfaces with the Central Server to assure that when a patient is in need, staff is alerted.

Quick Response Premiere Wireless Call

The Quick Response Premiere (QR Premiere) Wireless Call System immediately notifies staff when a patient requires attention and provides details that are essential in responding quickly to a patient's needs.

The QR Premiere System offers a variety of transceiver devices, each of which interfaces with the Central Server to ensure that when a patient is in need, staff is alerted.

9500 Wired Call

The 9500 Series Wired Call System is the simplest implementation of a nurse call system. The system consist of a 15 AMP Class II Central Power Supply, 32 Zone Staff Alert Panel for audible and visual alarms, a visual 9500 Dome Light positioned outside the patient's room, and Assistance Call devices to initiate an alarm.

Intended Audience

The Series 10.x Software User Guide is intended for those who use the software. It includes detailed information about the supported systems, the software, and how to use the software. This guide is intended to be used in conjunction with the *Series 10.x Software Admin Guide (PN 0510-1129)* along with other user and installation guides when specified.

Additional Documentation

Documentation for your system is available in Portable Document Format (PDF) on the System Documentation CD-ROM. Please contact your RF Technologies sales representative for replacement CD-ROMs.

Contact Information

For more information about RF Technologies, Inc. products, go to www.rft.com. For technical support, contact the Technical Support Team at (800) 669-9946 or (262) 790-1771. For questions or comments about the System Documentation, contact the RF Technologies Technical Publications team at techpubs@rft.com.

Product Warranty

Product Warranty information can be found on the System Documentation CD or with your original system proposal and invoice.

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Chapter 1 – System Features

Introduction

This chapter provides details about the hardware, software, and features of the software.

Hardware

On-Screen Keyboard

The software is designed for use with a touchscreen monitor. All daily functions, such as admitting and transferring, can be performed using the touchscreen monitor; configuration operations may require you to use the keyboard and mouse (for more information about configuration options, see the *Series 10.x Software Administrator Guide*).

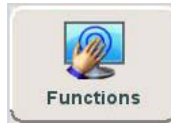
An on-screen keyboard is available to fully utilize the monitor. Simply use the keyboard on the screen as you would use a keyboard connected to a computer.



NOTE: When selecting multiple items at one time, anomalies may occur when using the on-screen keyboard while the desktop keyboard is connected to the computer.

To Turn On/Off the On-Screen Keyboard:

1. Select **Login** (or **Functions** if password protection is disabled)

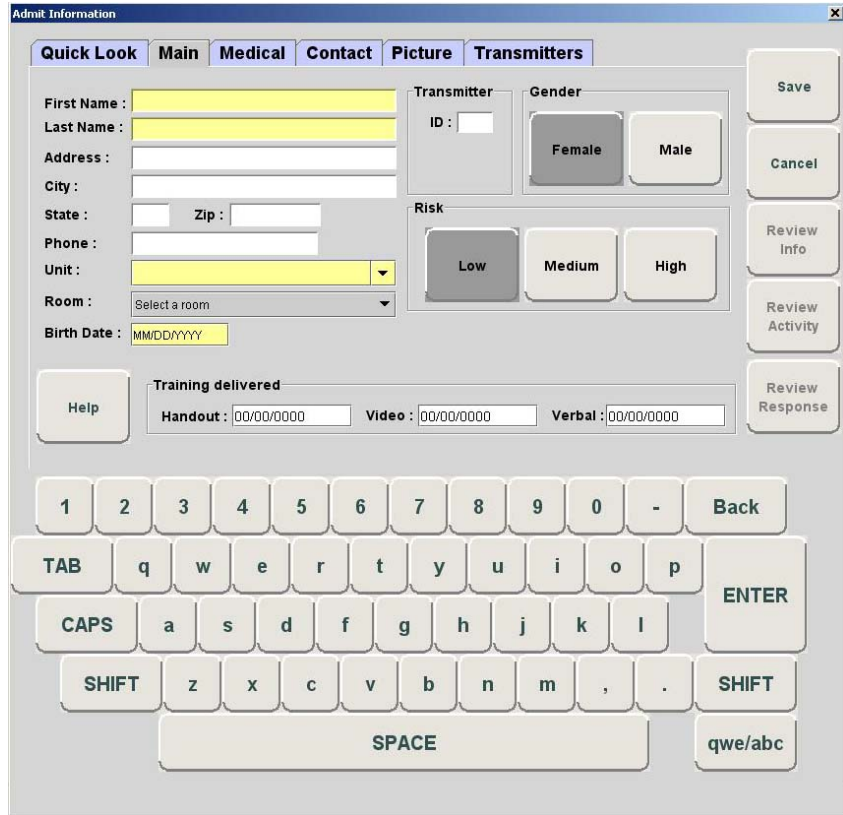


2. Enter your Login and Password or use your identification card
3. Press **Enter** or click **OK**

4. Select **Administrative Functions**

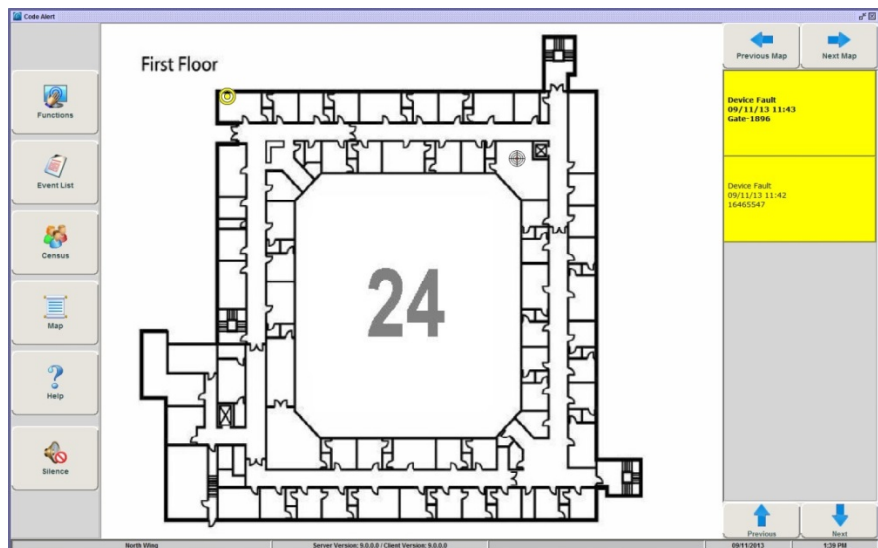


5. Select **Change Client Properties**
6. Select **Display**
7. Select the **Display Virtual Keyboard** checkbox
8. Then when windows are open, the virtual keyboard will appear on screen (as shown below)

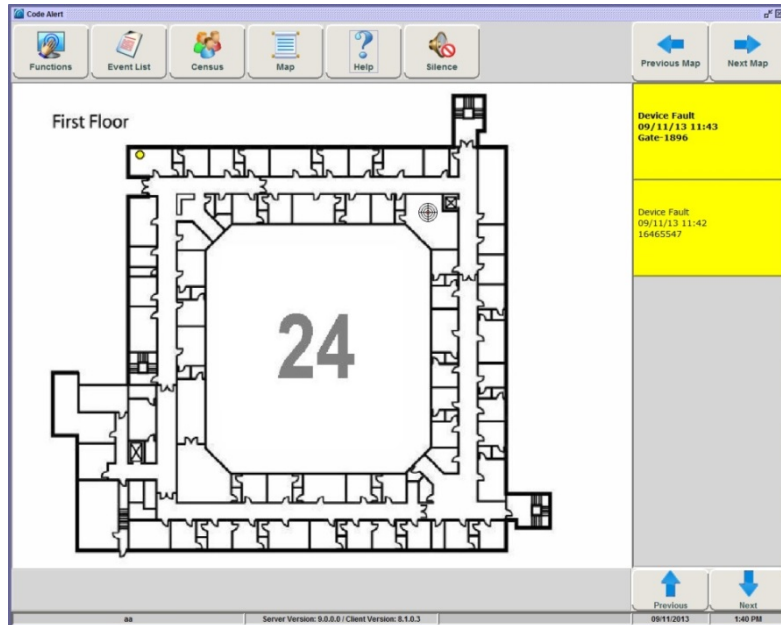


Screen Resolution

The screen resolution depends on the monitor. RF Technologies monitors support a minimum screen resolution of 1280 x 1024 and is representative of how the toolbar is displayed on the Main Window.



Wide Screen Resolution, toolbar is displayed at the side of the Main Window



Standard Resolution, toolbar is displayed at the top of the Main Window

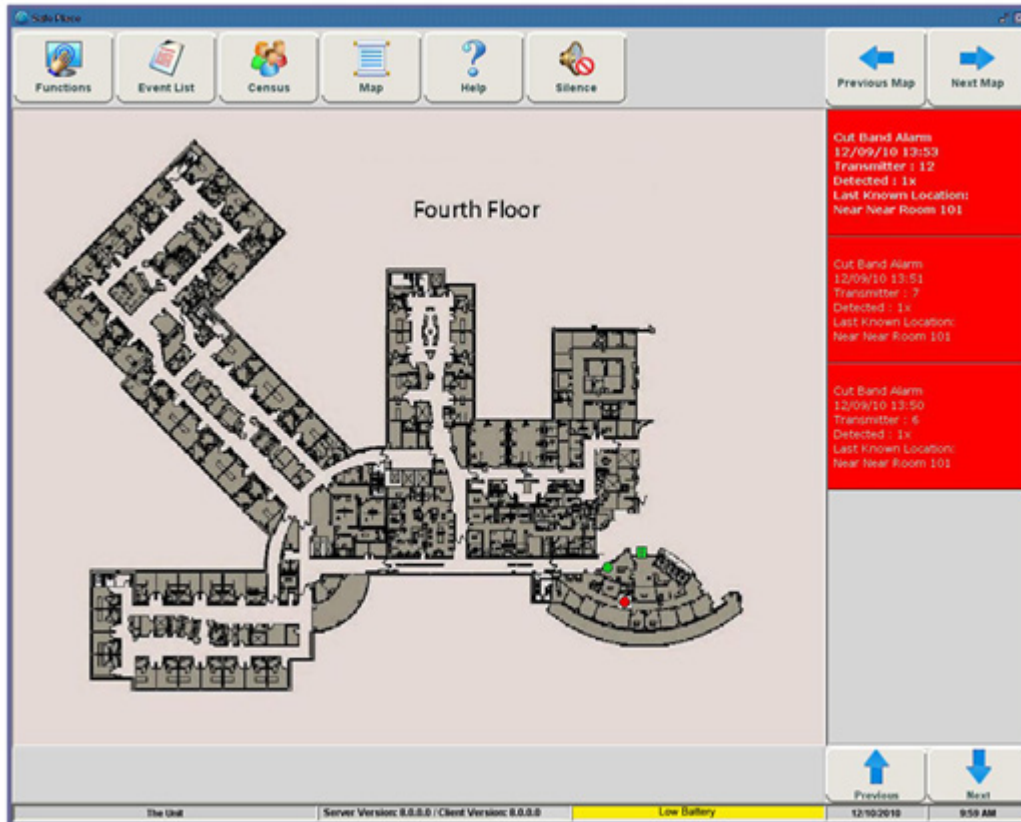
Windows Display Off

The Windows Display Off setting refers to a low power mode that turns your computer's monitor off after a certain period of time when configured to do so. Any new alerts detected on a Client computer that would maximize the application will reawaken the monitor.

Software Main Screen

When the software is started, the main application window appears. It contains all the necessary information to operate your system. The main sections of the window are:

- Menu Bar
- Navigation Buttons
- Alarm Message Boxes
- Screen Views (Event List, Census, and Map)



Menu Bar

The following options are available through the menu bar:

- Functions
- Event List
- Census
- Map
- Help
- Silence

Functions



The Functions menu provides access to commonly used User Functions. The available options will depend on your software licenses. To access the User Functions menu, click either Functions (if the system is not password protected) or Login.

Name an Auto-Enrolled Transmitter

NOTE: This function only applies to 9450 transmitters.



This option displays a list of transmitters that have been entered and made active in the system (protected) without a patient name or specific unit being assigned to them.

Manual Admit

This option allows you to manually enter a new patient into the system.

Pre-Enroll

NOTE: This function only applies to systems licensed for Safe Place using 9450 transmitters.



This option allows you to allocate transmitters to specific patients before admission.

Update Record

This option allows you to select a specific patient in order to update their patient information.

Adjust

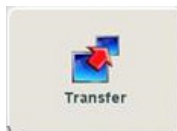
NOTE: This function only applies to systems licensed for Safe Place using 9450 transmitters.



This option allows you to temporarily suspend the alarm function for a patient or asset's alarming band transmitter so the banding material can be readjusted. If there is no 9450 transmitter range configured for the system, this key is disabled.

Escort

This option allows you to select the amount of time required to take a patient /asset out of a protected unit and back to the same protected unit.

Transfer

This option allows you to select the amount of time required to move a patient or asset from one protected unit to another protected unit.

Discharge

This option allows you to take a patient or asset out of the census.

Administrative Functions

This option allows you to Add/Update Assets, enter Staff Drill and System Maintenance information, Change Client Properties, access the Configuration options and access available Reports.

Messaging Functions



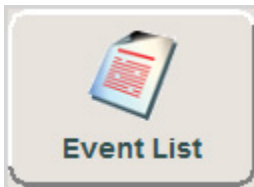
This option allows you to schedule system messages, manage messaging shifts, and send messages to staff members.

Exit to Main Screen or Log off



This option closes the User Function window and returns you to the Main Screen.

Event List



Click **Event List** to display all events that are in the system. Clicking on an event takes you directly to that event's information window.

Event List [7 events]				
Event	Time	Name	Location	Tx ID
Assistance Required	12/05/12 12:49		Second Wing: WALL-04FF	
Client Missing	12/05/12 15:26	PBX interface		
Client Missing	12/05/12 12:17	RFTPagingManager		
Assistance Required	12/05/12 12:48		Second Wing: WALL-04FF	
Assistance Required	12/05/12 12:48	Smith, George	Second Wing: Pull-046E	
Assistance Required	12/05/12 12:27	Smith, George	Second Wing: Pull-046E	
Assistance Required	12/05/12 12:27	Smith, George	Second Wing: Pull-046E	

Census



Click **Census** to display a census screen of every Auto-enroll transmitter, Pre-enroll transmitter, patient, and asset in the system. The light blue row indicates an asset in the system.

In the top right corner of the Census screen are buttons to allow you to print or scroll through the census.

Census [4] Excluding Assets								Print	Next Page ↓	Previous Page ↑
Name	Room	Status	Last Known Location	Destination	Time Remaining	Transmitter	Risk	Gender		
North Unit										
Bankhead, Tony		Monit...					Low	Male		
Hall, Barbara		Monit...	8 eac 1		138		Low	Fem...		
Smith, Stacy		Monit...	8 abr 2		12		Low	Fem...		
Test Me		Monit...	8 abr 2		88		Low	Fem...		
9087A7A10, IV Pump		Monit...	8 abr 2		137		Low			



NOTE: The information for Status, Last Known Location and Time Remaining only update every 10 minutes.

The information displayed includes:

- **Name**
- **Room**
- **Status:** The status (mode of operation) that the transmitter is in (pre-enroll, monitor, transfer, escort, adjust, or discharge).

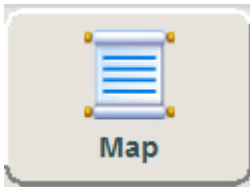
- **Last Known Location:** The location of the receiver that best picked up the last signal from the transmitter.



NOTE: When multiple wireless call devices are assigned to the same person, the Last Known Location on the Census view is determined by the location of the first transmitter listed in the Transmitter Assigned field on the Transmitter tab.

- **Destination**
- **Time Remaining:** The time remaining to complete the escort, transfer or pre-enroll.
- **Transmitter ID:** The identification number for 9450 transmitters only.
- **Risk**
- **Gender**

Map

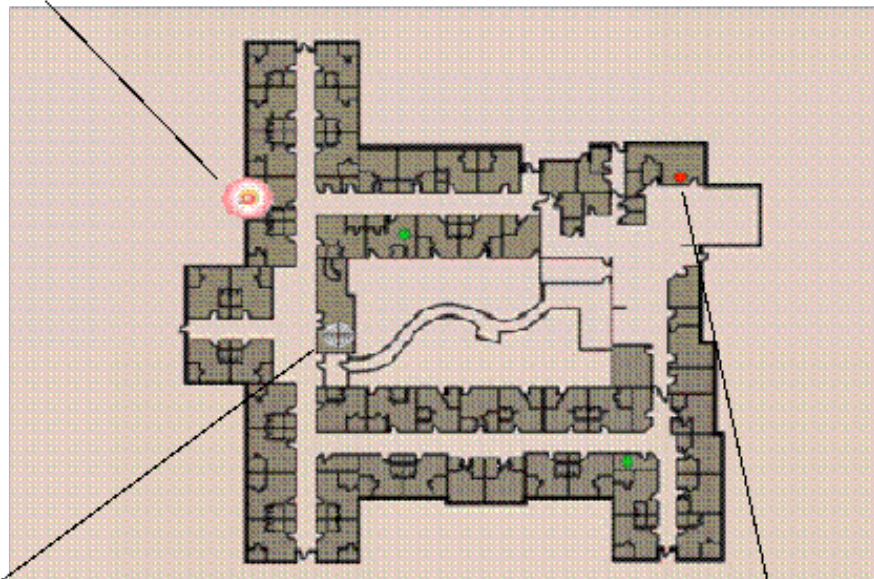


Click **Map** to display a floor plan of each unit the computer is configured to monitor. Icons distributed on the map represent the location of each device assigned to the unit; the icons flash when an event occurs.

Device Display

Devices are displayed on the map or floor plan on the Server/Client computer(s). The display is configured to assist the staff in monitoring devices. The location of a device issuing an alarm is indicated by a flashing icon on the map.

Device assigned to a room is in alarm



You Are Here
(location of Client computer)

Flashing icon indicates the location
of device reporting event

If a transmitter location changes (for example if an alarm is activated while the transmitter is in motion), the receiving device closest to the transmitter triggers the alarm. The icon representing the receiving device flashes on the Client computer map. Below is a list of how devices are displayed on the map:

- **Normal Mode** = Green
- **Alarming** = Flashing Red
- **Device Fault** = Flashing Yellow

Assigned to a Room:

1. Devices assigned to a room will not show on the map until the room device goes into alarm.
2. By clicking on the **alarming device icon**, you can bring up details of the room.
3. If more than one device is assigned to a room, details on all devices are displayed.
4. Click **OK** to dismiss the device detail. The icon will continue to flash until the alarm is cleared.

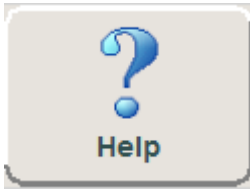


Not Assigned to a Room:

1. Devices not assigned to a room are shown on the map.
2. When the device goes into alarm, the map will display the flashing alarming device icon.
3. By clicking on the **alarming device icon**, you can bring up details of the device.
4. Click **OK** to dismiss the device detail. The icon will continue to flash until the alarm is cleared.



Help



Click **Help** to open a web view (HTML version) of this User Guide.

Silence



You can click **Silence** to stop the alarm sound at the computer. The alarm is silenced for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound. This Silence button is green when the Silence feature is turned ON. To configure the Alarm Silence Time-out, refer to *Series 10.x Software Administrator Guide*.

NOTE: This function can be password protected through the configuration options.

Alerts Message Box

An alert (commonly referred to as alarms or events) is an action that occurs in the software that requires a response from an authorized user. When an alert occurs, a message is displayed indicating the relevant device, the patient's or asset's name when applicable, and the type of alert received.

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Chapter 2 – Basic Functions

Introduction

This chapter provides detailed information about the Series 10.x Software functions. For information about tasks such as adding devices or adding users to a Client computer, see the *Series 10.x Software Administrator Guide*. In addition, for specific information about securing and cleaning alarming band transmitters, see the appropriate *Transmitter User Guide*.

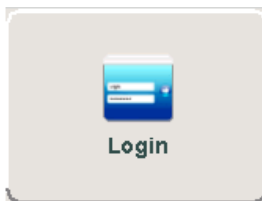
The **Functions** menu provides access to commonly used patient options. The following options are available through the Functions menu:

- Admit Functions
 - Name an Auto-Enrolled Transmitter
 - Manual Admit
 - Pre-Enroll
- Update Record
- Adjust
- Escort
- Transfer
- Discharge
- Administrative Functions
- Messaging Functions



NOTE: The User Functions available will depend upon your software license.

Login



1. Select **Login**
2. Enter your Login and Password or use your identification card
3. Press **Enter** or click **OK**
4. The **User Functions** window opens

NOTE: The Login, Password and Swipe Card information is case sensitive. If a “User not Authorized to perform this function” error message occurs, try turning off the Caps Lock on your keyboard.

5. If password protection is disabled, the Main window is displayed. To access the user functionality, click the **Functions** button and the **User Functions** window opens.

Admit Information

From the **Admit Information** window you can enter the general information about the patient being admitted.

There are six tabs for entering patient admit information:

- Quick Look
- Main
- Medical
- Contact
- Picture
- Transmitters

One additional tab, the Scheduling Events tab, will be displayed once a patient record is saved.



NOTE: Highlighted (or yellow) fields designate required fields.

NOTE: Information entered can only contain alphabetic and numeric characters, spaces, and the following special characters: ! - _ , . ; [] { } ()

Quick Look

The Quick Look tab allows you to see what the entered patient information will look like on a two-line, 20 characters simulated Quick Look.

Main

The Main tab allows you to enter general information about the patient being admitted.

The screenshot shows the 'Admit Information' window with the 'Main' tab selected. The window is divided into several sections:

- Personal Information:** First Name, Last Name, Address, City, State, Zip, Phone, Unit (dropdown), Room (dropdown), Birth Date (MM/DD/YYYY).
- Transmitter Information:** Transmitter ID (text field), Transmitter (dropdown), Gender (Female/Male buttons), Risk (Low/Medium/High buttons), and a 'Configure' button.
- Training delivered:** Handout, Video, and Verbal (all with 00/00/0000 values).
- Buttons:** Save, Cancel, Review Info, Review Activity, Review Response, and Help.

Things to Note:

- **First Name / Last Name:** At least one identifier in either the First Name or the Last Name field must be entered
- **Unit:** Even if the patient will not remain in the unit, one must be selected. The unit can be updated once the patient is settled more permanently.
- **Transmitter ID:** The ID number printed on the 9450 transmitter
- **Configure Button:** See next section for additional details

Configure Button (Smart Sense Transmitters only)

The default Smart Sense settings are configured at the Unit Properties level (refer to *Configure Units in the Series 10.x Software Administrator Guide*). The Configure button will appear if Smart Sense is enabled for the current assigned unit. However, you cannot configure the settings at this level. Only the unit's default settings for Smart Sense can be restored here.

To restore the unit's current Smart Sense settings:

1. Click the **Configure** button on the **Main** tab of the Admit screen.
2. The Configure Transmitter window opens with the options to configure Smart Sense settings grayed out. Although the Smart Sense settings are grayed out, they still show the current settings that the transmitter is following.
3. Click the **Restore Unit Defaults** button to reset the transmitter to the current unit's defaults
4. Click **Save**



NOTE: Smart Sense tamper detection may be disabled on individual transmitters by unchecking the Smart Sense™ Enabled checkbox. Even when the Smart Sense feature is disabled, Cut Band notifications will still provide tamper detection.

Medical

The Medical tab allows you to enter allergy, medication, and health history information about the patient being admitted.

NOTE: To access this tab, you must be authorized to View Medical information (refer to the *Series 10.x Software Administrator Guide*).

The screenshot shows the 'Admit Information' window with the 'Medical' tab active. The interface includes a tabbed menu at the top with options: Quick Look, Main, Medical, Contact, Picture, and Transmitters. The main area is divided into three sections: 'Allergies' with two columns of text input fields; 'Medications' with two columns of text input fields; and 'Health History' with a single large text input field. A 'Help' button is located to the left of the Health History field. On the right side, there is a vertical column of five buttons: Save, Cancel, Review Info, Review Activity, and Review Response.

Contact

The Contact tab allows you to enter information for up to three contacts for the patient or asset being admitted, as well as any special or specific instructions. This information can then be viewed on the Review Info report for the patient or asset.

The screenshot shows the 'Admit Information' window with the 'Contact' tab active. The interface includes a tabbed menu at the top with options: Quick Look, Main, Medical, Contact, Picture, and Transmitters. The main area is divided into two main sections: 'Special Instructions' on the left, which contains a large text area and a 'Help' button; and contact information on the right, which consists of three identical sets of fields for Name, Address 1, Address 2, City, State, Zip, and Phone. On the right side, there is a vertical column of five buttons: Save, Cancel, Review Info, Review Activity, and Review Response.

Picture

The Picture tab allows you to insert a picture of the patient or asset being admitted into their record.

The picture is displayed on patient generated reports and when available, the picture also appears in the Event Information window for Cut Band, Door, and No Signal alarms as well as alarms generated from Pendant and Fall Monitoring devices.



IMPORTANT: All pictures must be placed in the P: directory. If you are using a digital camera, removable USB drive, or any other removable media, you must first save the picture file to the P: directory before removing the media.

It is the responsibility of the customer to have the system work on their domain which governs the security access to their network.



To insert a picture:

1. Click or press the **Browse...** button
2. Select a picture from the **Browse Picture Files** dialog box
3. Click **Save**

To save a picture to the P: drive on the Server:

1. Insert the removable media (USB drive)
2. On the Computer Desktop, double-click **My Computer**
3. Double-click the removable media
4. Right-click the pictures on the media you want to access and select **Copy**
5. Double-click **P:**
6. Double-click **Pictures**
7. Double-click **Patient or Asset**
8. Right-click and select **Paste** to paste the pictures to the P: drive for future access

Transmitters

The Transmitters tab allows you to enter Pendant and Fall Monitoring transmitter information for the patient being admitted.

The screenshot shows the 'Admit Information' window with the 'Transmitters' tab selected. The 'Transmitters Assigned' table is as follows:

Transmitter	Select Type	Supervised
00:A6:AC	Fall Monitori...	24 hours
01:45:51	Pendant	24 hours

Below the table, the 'Inactivity Check-In' section is visible, with 'Begin' and 'End' times both set to 12:00. The interface includes various control buttons such as 'Add >>', '<< Remove', 'Help', 'Save', 'Cancel', 'Review Info', 'Review Activity', and 'Review Response'.

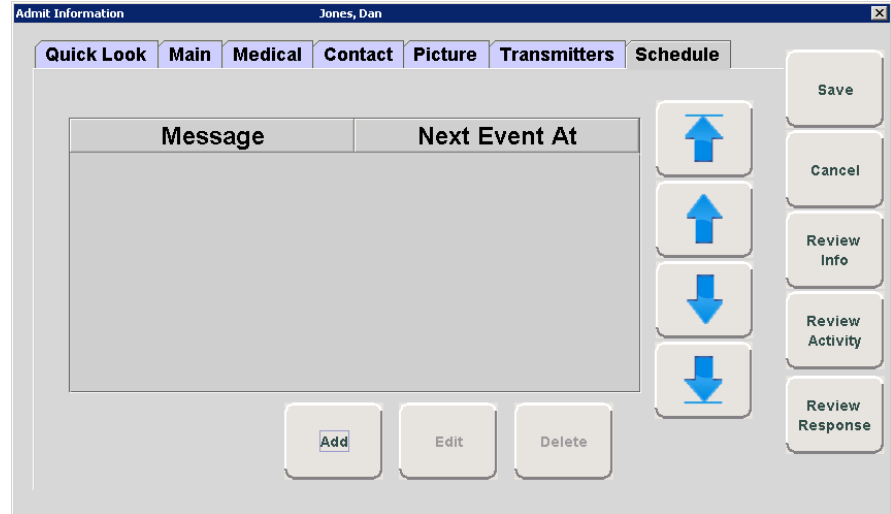
Things to Note:

- **Select Type:** For QR Premiere devices, the type will automatically be filled in for you. For QR Plus devices, you must select the appropriate type.
- **Supervised:** The Quick Response Premiere pendant supervision time is configurable but the Quick Response Plus pendants always use a 4 hour supervision time though supervision can be turned off.
 - **Quick Response Plus transmitter:** the supervised option is selected by default. If repeated No Signal alarms are being encountered, this can be temporarily deselected until the system can be serviced.
 - **Quick Response Premiere transceiver:** the Supervised time defaults to the unit's Transmitter Supervise Time, set during configuration. However, you can select a different time from the drop-down list.
- **Inactivity Check-In:** This feature allows you to configure a time period to act as a "check-in" for activity (a staff reminder to check on a patient if the patient hasn't done so in the specified period) and if no activity is reported, a Check Alarm is posted to the Client computers and messaging devices (refer to the *Series 10.x Software Administrator Guide – Ignore Alerts* for configuring the devices).
- For example, this feature might be used to set a timeframe when a patient is supposed to start their day or access the cabinet for their daily medications. When the action hasn't taken place in that timeframe, staff members are notified so that they can check on the patient.

Schedule

The Schedule tab allows you to schedule one time only, daily, weekly, or monthly activities (events) like medication reminders to alarm on a per patient basis.

NOTE: The Schedule tab is only accessible for patients already admitted to the system.

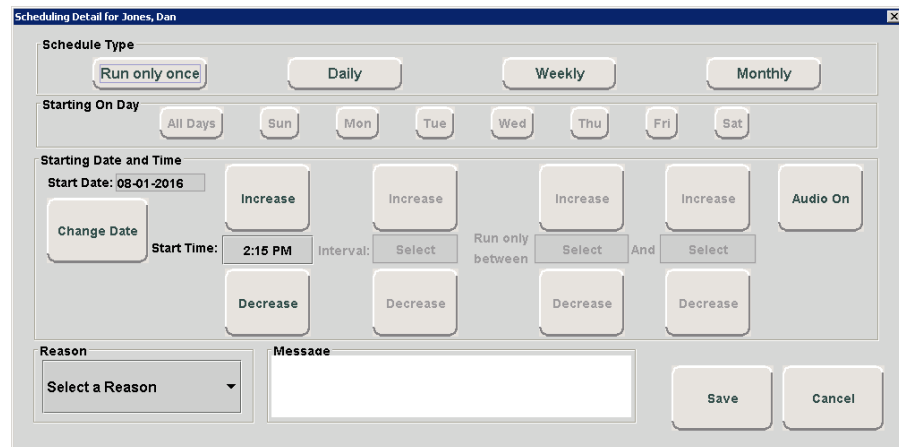


Things to Note:

- **Schedule Type:** When you select Daily, you must also choose the day(s) you wish to run the event.
- **Starting Date and Time:** The current date and time are automatically defaulted. To change the date, select from the calendar that displays when you click on the field. To change the time, simply use the Increase and Decrease buttons.



NOTE: Set the Start Time to be after the Server's time displayed on the Client computer. If the Start Time is set earlier than the Server's time, an error message is displayed.



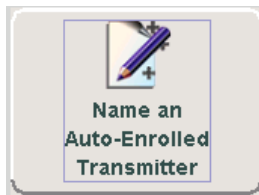
- **Run Only Between:** This option is used when running an event more than once daily.
 - **The scheduled event Start Time** must fall within the starting Run only between time and the ending Run only between time range. For example, a scheduled event with a start time of 8:00 A.M. must have a Run only between time window that includes 8:00 A.M. A Run only between time of 7:00 A.M. to 10:00 A.M. is legitimate; it includes 8:00 A.M. A time of 4:00 A.M. to 7:00 A.M. is not a legitimate Run only between time.
 - **The scheduled event's Interval time** must be less than the time window created by the Run only between times. For example, a scheduled event with an interval of 5 hours must have a Run only between time window of at least 6 hours.



NOTE: For any events scheduled for patients, White Alert messages will be displayed on the Client computer(s) in the unit configured to monitor the device.

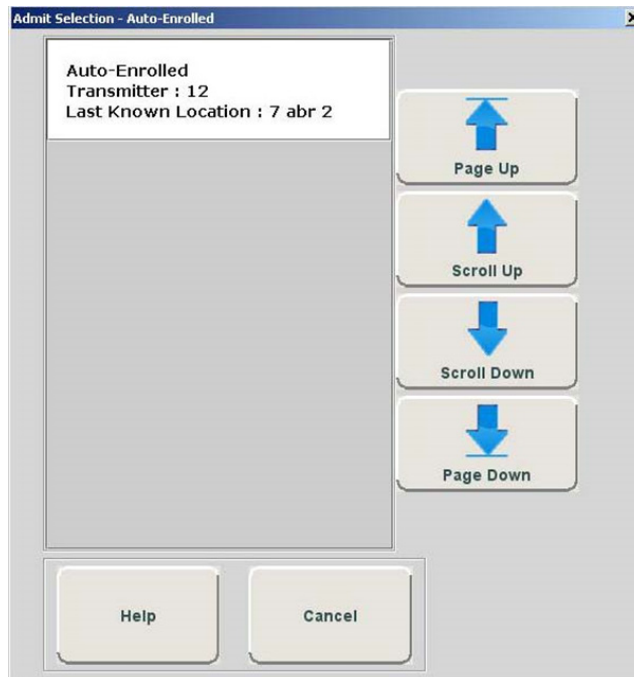
Name an Auto-Enrolled Transmitter

This option displays a list of 9450 transmitters that have been entered and made active in the system (protected) without a patient name or specific unit being assigned to them.



To admit using an auto-enrolled transmitter:

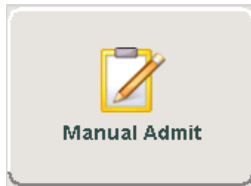
1. Login then select **Name an Auto-Enrolled Transmitter**



2. Select the desired transmitter from the list
3. Now enter the **Admit Information**

4. Use at least one identifier in either the **First Name** or the **Last Name** field
5. Using the drop-down, select the **Unit** the resident is assigned to
6. Using the drop-down, select the appropriate **Room** number
7. Click **Save**
8. When the admit process is complete, click **OK**

Manual Admit



Manual Admit allows you to admit a patient and enable the system to associate a transmitter with that patient, as well as enter additional information.

To manually admit a patient:

1. **Login** then select **Manual Admit**
2. Use at least one identifier in either the **First Name** or the **Last Name** field
3. Using the drop-down, select the **Unit** the patient is assigned to
4. If applicable, select the appropriate **Room** number
5. Ensure the transmitter is in the system

9450 Transmitter

6. If you would like to assign a 9450 transmitter, enter the Transmitter **ID** number
7. Click **Save**
8. When the admit process is complete, click **OK**

Pendant/ Fall Monitoring Device

9. If you would like to assign a pendant or fall monitoring device, select the **Transmitters** tab

Admit Information

Quick Look Main Medical Contact Picture Transmitters

Transmitters Assigned:

Transmitter	Select Type	Supervised
16261759	Pendant	On

Inactivity Check-in: Begin: 12:00 End: 12:00

10. Select the **Transmitter ID** number (printed on device) from the pull-down then click **Add**
11. The transmitter will appear under the **Transmitters Assigned** field
12. Select the Transmitter **Type** from the pull-down menu

13. For a Quick Response Plus transmitter, the **Supervised** option is selected by default. If repeated **No Signal** alarms are being encountered, this can be temporarily deselected until the system can be serviced.
14. For a Quick Response Premiere transceiver the **Supervised** time defaults to the unit's **Transmitter Supervise Time**, set during configuration. However, you can select a different time from the drop-down list.
15. Click **Save**
16. When the admit process is complete, click **OK**



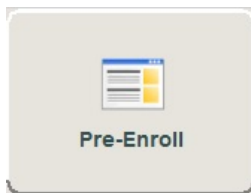
NOTE: To ensure supervision configuration changes are accepted by the Quick Response Premiere Pendant, it is important to alarm the Pendant after a change in device configuration.

Fixed Device

Pull Cords and Smoke Detectors are considered fixed devices. They are assigned to a room and/or unit at the Configuration level (refer to the *Series 10.x Software Administrator Guide*).

NOTE: Any alarms from devices in a patient's room will be associated with that patient.

Pre-Enroll



The Pre-Enroll option allows you to allocate transmitters to specific patients before they are admitted.

To pre-enroll a patient:

1. **Login** then select **Pre-Enroll**
2. Use at least one identifier in either the **First Name** or the **Last Name** field
3. Enter the Transmitter **ID** number
4. Using the drop-down, select the **Unit** the patient is assigned to
5. If applicable, select the appropriate **Room** number
6. Click **Save**, the transmitter(s) will now appear in the Census with a status of Pre-Enroll
7. When the admit process is complete, click **OK**

To cancel a pre-enrolled patient transmitter:

1. **Login** then select **Discharge**
2. Click on the desired pre-enrolled transmitter
3. Select **Start Discharge**
4. Click **Confirm**

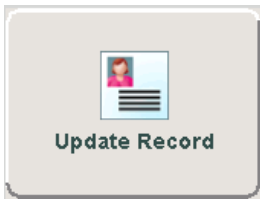
Once a patient or asset has been admitted into the system, the following functions can be accessed:

- Update Record
- Adjust
- Escort
- Transfer
- Discharge



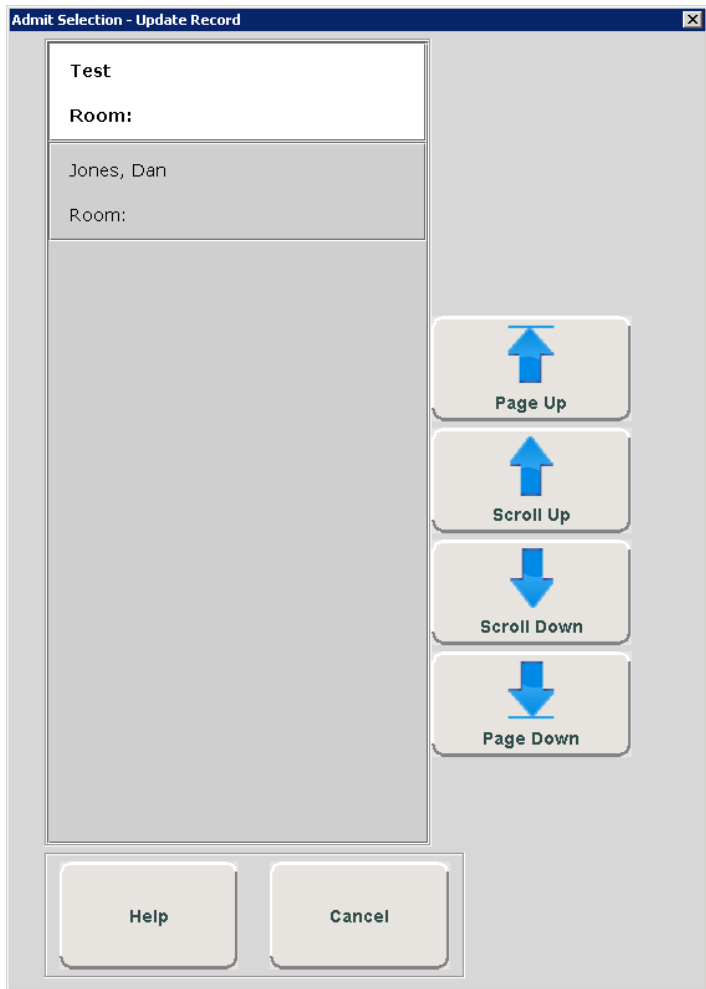
NOTE: You cannot perform any of these functions for a patient or asset that is not in the unit being monitored by the Client computer you are currently using.

Update Record



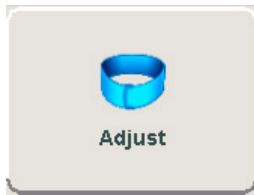
To change current patient information:

1. **Login** then select **Update Record**
2. Click on the desired patient



3. Make the changes to the patient information
4. Click **Save**
5. When the update process is complete, click **OK**

Adjust



The Adjust feature is only applicable with alarming band transmitters. In the normal course of a patient's stay in your facility, it may become necessary to adjust the banding material so that the alarming band transmitter fits the patient's ankle or wrist more comfortably and securely, or to recalibrate the transmitter following an alert.

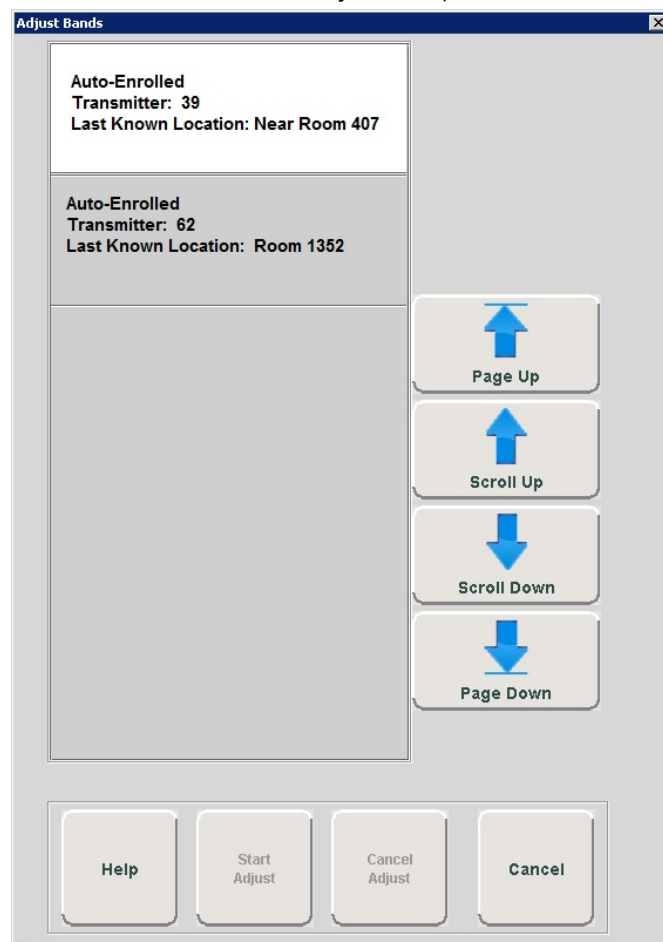
The Adjust function temporarily suspends the Cut Band feature for a selected transmitter, allowing the banding material to be adjusted without triggering an alert. The time period allowed for the band adjustment is specified by your facility.



NOTE: If a transmitter is in alarm, the event must be cleared before the Adjust function can be initiated. This does not apply to **Check Band** and **Band Off** (it is possible to initiate an Adjust with a Smart Sense transmitter in Check Band and Band Off alarm).

To adjust or recalibrate:

1. **Login** then select **Adjust**
2. Click on the desired patient (**NOTE:** you can select multiple patients or assets at once for adjustment)



3. Click **Start Adjust**
 - If the alarming band transmitter is in alarm, a message will display stating that the adjust function could not be performed. You must clear the alarm then select Adjust again.
4. Adjust time starts when you click **Confirm**
5. Perform the adjustment (the transmitter is active 60 seconds after both sides of the banding material are re-clamped. The patient or asset being monitored by the transmitter is once again supervised by the system).



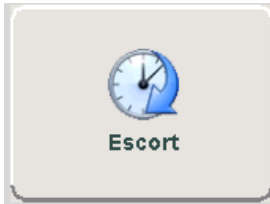
NOTE: When performing an Adjust, ensure the transmitter is re-banded and clasps secured within the allotted time to avoid **Adjust Expired** or **No Signal Alarms**.

Do **NOT** adjust a band after the time allowed. Doing so will cause a **Cut Band Alarm**.

To cancel an adjustment:

1. **Login** then select **Adjust**
2. Click on the desired patient or asset
3. Select **Cancel Adjust**
4. Click **OK**

Escort

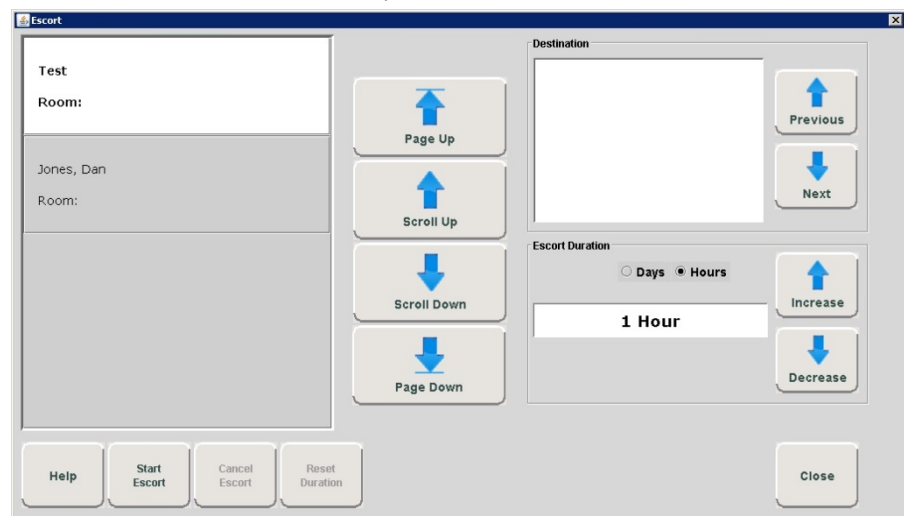


It may be necessary to temporarily move patients or assets within your facility from a protected unit to an unprotected unit, or to a unit that is not monitored by the software (i.e., taking a patient to X-Ray). The Escort function maintains a record of the patient or asset being escorted and the staff who authorized the action.

For 9450 Transmitters, this option allows patients or assets to pass through doors without alarming. For QR Plus and QR Premiere Pendants and Fall devices, this option allows for supervision to be disabled for the specified period of time.

To escort a patient:

1. **Login** then select **Escort**
2. Click on the desired patient (**NOTE:** you can select multiple patients or assets at once for escort)



3. Select the Escort **Destination**
4. Set the **Escort Duration** (hours or days between 1 and 23)
5. Select **Start Escort**
6. Click **Confirm** for each selected patient or asset.



NOTE: The patient or asset must be returned to the same unit within the selected duration time or an **Escort Expired** alert is issued. When initiating an Escort for a patient or asset using an alarming band transmitter, you must leave the protected unit for at least 45 seconds before returning the patient or asset to the unit. Returning a patient or asset to the unit before the 45 seconds time-lapse will result in an **Escort Expired** alert.



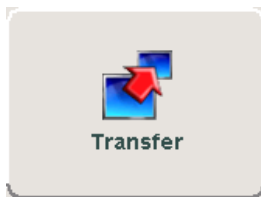
NOTE: No more than 32 patients with 9450 transmitters may be in **Escort** or **Transfer** at any given time.

To reset an escort duration time:

1. **Login** then select **Escort**
2. Click on the desired patient(s) or asset(s)
3. Use the **Increase** or **Decrease** buttons to select the new time needed to escort the patient or asset
4. Click **Reset Duration**
5. Click **OK**

To cancel an escort:

1. **Login** then select **Escort**
2. Click on the desired patient(s) or asset(s)
3. Click **Cancel Escort**
4. Click **OK**

Transfer

The Transfer function is used to move a patient or asset from one protected unit to another protected unit (for example, moving from Labor and Delivery to Post-Partum).

To transfer a patient:

1. **Login** then select **Transfer**

 A screenshot of a software dialog box titled "Transfer". The dialog box has a white background and a blue title bar. On the left side, there are two text input fields labeled "Test" and "Room:". Below these, there is a list of items, with "Jones, Dan" and "Room:" visible. To the right of this list are four buttons: "Page Up", "Scroll Up", "Scroll Down", and "Page Down". On the far right, there is a "Destination" section with a large empty text area and two buttons: "Previous" and "Next". Below the destination area is a "Transfer Time" section with a text box containing "15 Minutes" and two buttons: "Increase" and "Decrease". At the bottom of the dialog box, there are five buttons: "Help", "Start Transfer", "Cancel Transfer", "Reset Duration", and "Close".

2. Click on the desired patient (**NOTE:** you can select multiple patients or assets at once for transfer.)
3. Select the **Destination** (Unit)
4. Using the **Increase** and **Decrease** buttons, select the **Transfer Time** (15 minute increments)
5. Select **Start Transfer**
6. Click **Confirm**

7. As soon as the patient's or asset's transmitter passes through a protected door that belongs to the selected destination, the system recognizes that the transfer was successful and completes
8. If the Transfer is for a Pendant or Fall Monitoring device, the transfer will occur immediately



NOTE: When a transmitter successfully transfers to a unit with a different setting for Band Slippage, a **Begin Adjust** alert may be generated upon completion of the transfer.

NOTE: When a Smart Sense transmitter is transferred to a unit with Smart Sense enabled, the transmitter retains the Smart Sense setting from its original unit. If the Smart Sense feature is disabled in the destination unit, Smart Sense functionality will also be disabled on the transmitter once in the destination unit.

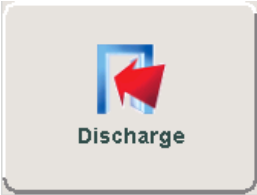
To reset a transfer duration time:

1. **Login** then select **Transfer**
2. Click on the desired patient(s) or asset(s)
 - Remember, if the transfer was for a pendant or fall monitoring device, the transfer occurred immediately so the patient or asset will not be shown in this Transfer window
3. Use **Increase** or **Decrease** buttons to select the new time needed to transfer the patient or asset
4. Click **Reset Duration**
5. Click **OK**

To cancel a transfer:

1. **Login** then select **Transfer**
2. Click on the desired patient(s) or asset(s)
3. Click **Cancel Transfer**
4. Click **OK**

Discharge



When it is time for a patient to leave your facility, he/she must be discharged from the software. If applicable, the alarming band transmitter is removed from the patient within the period of time specified in the software by your facility.

To discharge a patient:

- 1. **Login** then select **Discharge**
- 2. Click on the desired patient (**NOTE:** you can select multiple patients or assets at once for discharge)



- 3. Select **Start Discharge**
- 4. Click **Confirm**
- 5. Remove the alarming band transmitter from the patient or asset within the time allowed; the patient or asset is automatically removed from the census.



NOTE: Do **NOT** remove a band after the time allowed has expired. Doing so will initiate a **Cut Band Alarm**. If the transmitter remains un-banded following a **Cut Band Alarm**, **No Signal Alarms** will follow.

If a transmitter is in alarm, the event must be cleared before the patient or asset can be discharged. This does not apply to **Check Band** or **Band Off** as it is possible to initiate a Discharge with a Smart Sense transmitter that is in Check Band or Band Off alarm.

To cancel a discharge:

1. **Login** then select **Discharge**
2. Click on the desired patient(s) or asset(s)
3. Click **Cancel Discharge**
4. Click **OK**



NOTE: If the discharge is for an alarming band transmitter, you can cancel the discharge before the discharge time expires.

NOTE: If the unit is configured for immediate discharge, you will be unable to cancel the discharge.

Chapter 3 – Advanced Functions

Introduction

This chapter provides detailed information about Administrative functions like Adding/Updating Assets, entering Staff Drill and System Maintenance information, Changing Client Properties, accessing the Configuration options and accessing available Reports, as well as Messaging options.

Administrative Functions



The **Administrative Functions** menu provides access to commonly used patient options. The following options are available through the Functions menu:

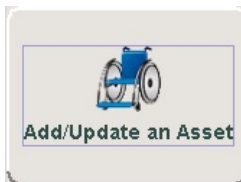
- Add/Update an Asset
- Staff Drill (record, view, print)
- System Maintenance (record, view, print)
- Change Client Properties
- Configuration
- Reports



NOTE: Highlighted (or yellow) fields designate required fields.

NOTE: Information entered can only contain alphabetic and numeric characters, spaces, and the following special characters: ! - _ . ; [] { } ()

Add/Update an Asset

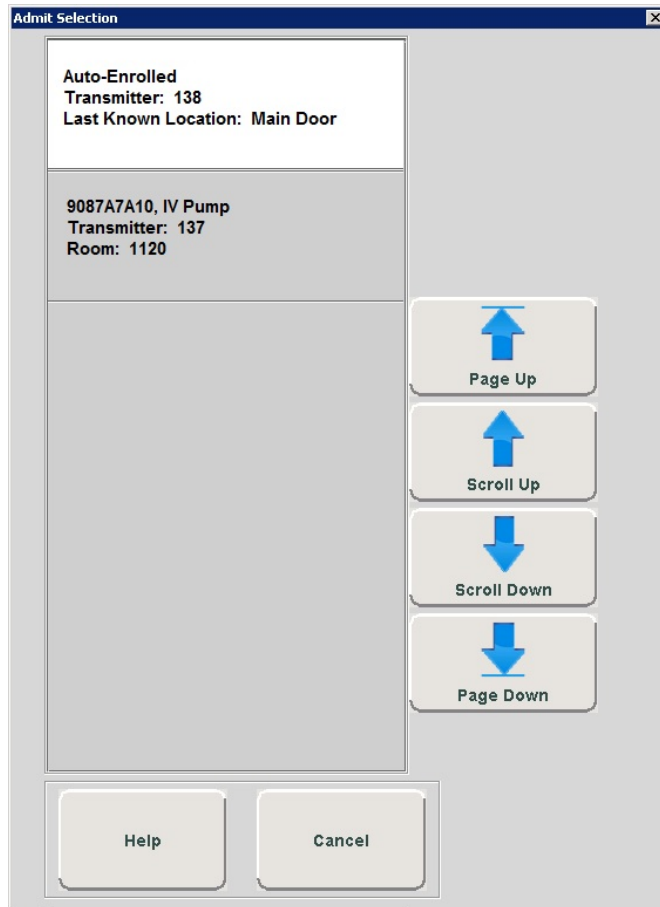


Transmitters that are automatically enrolled in the system can be assigned to an asset using this option. When you click **Add/Update an Asset**, a window opens with only auto-enrolled transmitters and previously enrolled Assets listed.

Auto-enrolled transmitters must be enabled in Configuration to access this function (for more information about Configuration, see the *Series 10.x Software Administrator Guide*).

To Add/Update an asset:

1. **Login** then select **Administrative Functions**
2. Click **Add/Update an Asset**



3. Click on the desired asset to be assigned (only assets that currently exist in the Census are displayed)
4. Now enter the **Admit Information**
5. Enter the **Model** number (or description of the asset)
6. Click **Save**
7. When the admit process is complete, click **OK**

Staff Drill



When a staff drill is requested, the attendant performing the drill can manually enter the information in the Staff Drill window. This information is then available in the Staff Drill Report.

To record a staff drill:

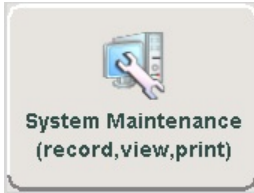
1. **Login** then select **Administrative Functions**
2. Click **Staff Drill**
3. Enter the drill information
4. Click **Save**

A screenshot of a software window titled "Staff Drill". The window has a blue title bar with a close button (X) on the right. Below the title bar, there is a label "Date (MM/DD/YYYY HH:mm) :" followed by a text input field containing " / / : ". Below the date field is a label "Comments :" followed by a large, empty text area with a vertical scrollbar on the right side. To the right of the text area are two buttons: "Save" and "Cancel", stacked vertically.

Things to Note:

- The time must be entered in military format. Additionally, zeros must be used to fill in spaces that data is not entered in (i.e. 2:00 a.m. will be entered as 02:00 and 2:00 p.m. will be entered as 14:00).

System Maintenance



A log of maintenance performed on the system can be manually logged in the System Maintenance window. This information is then available in the System Maintenance Report.

To record maintenance information:

1. **Login** then select **Administrative Functions**
2. Click **System Maintenance**
3. Enter the maintenance information
4. Click **Save**

A screenshot of a software window titled "System Maintenance". The window has a blue title bar with a close button (X) on the right. Below the title bar, there is a label "Date (MM/DD/YYYY HH:mm) :" followed by a text input field containing " / / : ". Below that is a label "Comments :" followed by a large, empty text area with a vertical scrollbar on the right. To the right of the text area are two buttons: "Save" and "Cancel", stacked vertically.

Things to Note:

- The time must be entered in military format. Additionally, zeros must be used to fill in spaces that data is not entered in (i.e. 2:00 a.m. will be entered as 02:00 and 2:00 p.m. will be entered as 14:00).

Change Client Properties



Once the software is running on the Central Server and each Client computer, and the System settings have been defined, you can define the properties or settings for each Client computer. **NOTE:** Any changes you make in Client Properties affect only the Client computer you are configuring.

For more information about Client Properties, see the *Series 10.x Software Administrator Guide*.

Items to take note of in Client Properties:

Quick Reference Tutorial

A Quick Reference Tutorial is embedded in the software to aid users in responding to alerts and opens within the Event Information Window when responding to common safety and security alarms for patients, residents and assets. The tutorial contains a quick reference on how to respond to an alert and common causes for the alert.

The screenshot shows the 'Event Information' window. It contains the following fields and sections:

- Event:** Door Alarm
- Time:** 03/06/07 13:39:20
- Patient:**
 - Name: Leska, Peter
 - Room: 604
 - Unit: FLOOR 8
 - Admitted By: [blank]
 - Transmitter: 233
 - Gender: male
 - Risk: High (highlighted in red)
 - Type: 9450
- Device Location:**
 - Device Name: 8 eac 1
 - Device Type: Door
- Event Cause:**
 - Escort problem
 - Transfer problem
 - Accidentally close to open door
 - Noise
 - Test
 - Other
- Door/Exit Alarms:**
 - How to Respond
 - NOTE:** Door/Exit Alarms that occur during a Cut Band Alarm cannot be reset at the door or cleared at the Client computer until the Cut Band Alarm has been cleared.
 - 1. Always follow your facility's policies/procedures to ensure patient safety and secure the area.
 - 2. Proceed to door or exit in alarm.
 - 3. Reset the Exit Alarm Control unit by entering the four-digit security code into the keypad. If the Enforce JCAHO feature is activated, you must select an Event Cause once the alarming device has been reset. When you reset the alarming device, the Red Alarm changes to a White Alarm in the Alarm Message Box.
 - 4. Clear alarm at Client computer.
 - Click anywhere in the Door/Exit Alarm message box.
 - Select event causes from Event Information window.

Buttons at the bottom: Help, Review Print Info, Close.

NOTE: By default, this option is turned off

To turn on the Tutorial Help:

1. **Login** then select **Administrative Functions**
2. Select **Change Client Properties**
3. Select the **Display** tab
4. Click the **Display Tutorial Help** checkbox
5. Click **Save**

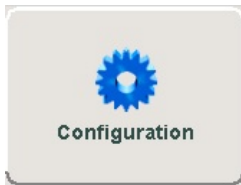
Map Orientation

Maps can be rotated for visual orientation of the unit. Icons distributed on the map represent the location of each device assigned to the unit. Icons do not move from their original placement on the map; they rotate with the map. An indication of where you are, based on the placement of the computer at the time of configuration, is also displayed on the map.

To rotate the Map Display on the computer:

1. **Login** then select **Administrative Functions**
2. Select **Change Client Properties**
3. Click the **Map** tab
4. Select the unit that you want to rotate the map for
5. Click the radio button next to the desired **Map Orientation**
6. Click **Save**

Configuration



The Configuration options allow you to perform system wide configurations. System configurations are done by the System Administrator.

For more information about Configuration, see the *Series 10.x Software Administrator Guide*.

Reports



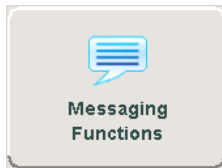
The Reports option accesses a list of all available reports. There are several System Reports that enable you to view information about the activities of the system throughout the day, week, or month.

To access Reports:

1. **Login** then select **Administrative Functions**
2. Select **Reports**
3. Select the system report you would like from the list
4. Click **Report** to view the results on screen
5. Click the **Print** button to print out a copy of the report or the **Save** button to save a copy to the computer
6. Click **Close** when done

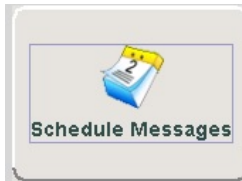
For detailed information on reporting, refer to *Chapter 5*.

Messaging



The Messaging Functions allows you to schedule system messages, manage paging shifts and send messages to staff via pager, text, Cisco phone or email.

Schedule Messages



The Scheduled Messages feature allows you to schedule system messages to be sent to staff one time only or on a daily, weekly or monthly basis.

To add a Scheduled Message:

1. **Login** then select **Messaging Functions**
2. Click **Scheduled Messages**
3. Click **Add**
4. Click **Save** when all information has been entered

 A screenshot of a web-based configuration window titled "Scheduled Messages". The window has a blue title bar and a light gray background. It contains several sections:

- Schedule Type:** Four buttons labeled "Run only once", "Daily", "Weekly", and "Monthly".
- Starting On Day:** Eight buttons labeled "All Days", "Sun", "Mon", "Tue", "Wed", "Thu", "Fri", and "Sat".
- Starting Date and Time:** A "Start Date" field showing "08-09-2016" with a "Change Date" button to its left. To the right are "Increase" and "Decrease" buttons for the date. Below this is a "Start Time" field showing "9:03 AM" with "Increase" and "Decrease" buttons. To the right of the start time are "Interval:" and "Run only between" fields, each with "Select" buttons. Further right are "And" and "Select" buttons. On the far right is an "Audio On" button.
- Message:** A large text input area.
- Send scheduled messages to:** A dropdown menu.
- Save** and **Cancel** buttons at the bottom right.

Things to Note:

- **Schedule Type:** When you select Daily, you must also choose the day(s) you wish to run the event.
- **Starting Date and Time:** The current date and time are automatically defaulted. To change the date, select from the calendar that displays when you click on the field. To change the time, simply use the Increase and Decrease buttons.
- **Run Only Between:** This option is used when running an event more than once daily. The Interval is how often you want the scheduled event to run. Increments are 1 minute (0:01) to 11 hours and 59 minutes (11:59).
 - **The scheduled event Start Time** must fall within the starting Run only between time and the ending Run only between time range. For example, a scheduled event with a start time of 8:00 A.M. must have a Run only between time window that includes 8:00 A.M. A Run only between time of 7:00 A.M. to 10:00 A.M. is legitimate; it includes 8:00 A.M. A time of 4:00 A.M. to 7:00 A.M. is not a legitimate Run only between time.

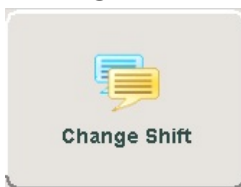
- **The scheduled event's Interval time** must be less than the time window created by the Run only between times. For example, a scheduled event with an interval of 5 hours must have a Run only between time window of at least 6 hours.



NOTE: Set the Start Time to be after the Server's time displayed on the Client computer. If the Start Time is set earlier than the Server's time, an error message is displayed.

NOTE: White Alarms are not generated for system level Scheduled Messages.

Change Shift



In some cases, it may be necessary to change a page unit's work shift. Use this feature to select a different messaging unit and work shift. This feature can only be used if you currently use messaging shifts with your system.

To change a Messaging Unit Work Shift:

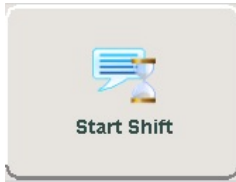
1. **Login** then select **Messaging Functions**
2. Click **Change Shift**

The dialog box titled "Change Messaging Unit Work Shift" contains the following elements:

- A dropdown menu for "Messaging Units".
- A dropdown menu for "Work Shift".
- A checkbox labeled "Switch back to timed work shifts at the end of this shift".
- Two buttons at the bottom: "Cancel" and "Change Work Shift".

3. Select the **Messaging Unit** affected and the desired **Work Shift**
4. If you wish to **Switch back to timed work shift at the end of this shift**, click the checkbox
5. Click **Change Work Shift**

Start Shift



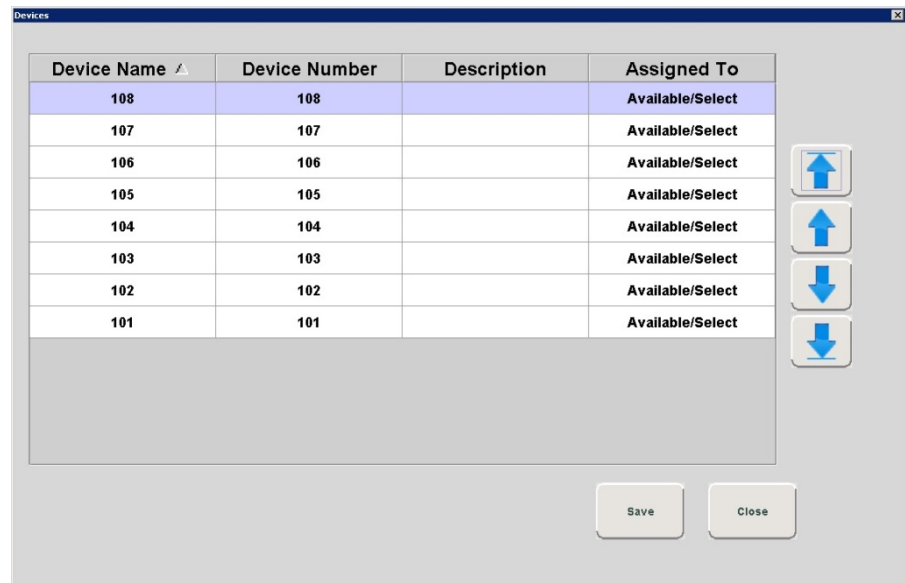
At the start of the shift, use this feature to check out a Cisco phone. Phones are configured by the System Administrator and can only be used if you currently use Cisco phones with your system.

For more information on configuring the Cisco phones, see the *Series 10.x Software Administrator Guide*.

NOTE: After doing a Start Shift for the Cisco phone, you must completely close the functions popup dialog. Close the Start Shift dialog first.

To check out a phone:

1. **Login** then select **Messaging Functions**
2. Select **Start Shift**
3. Use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**



4. Double click anywhere in the row containing the phone you wish to checkout. Your user name will replace *Available/Select* in the **Assigned To** column.
 5. Click **Save** to close the window and check out the phone.
- NOTE:** Only one phone can be checked out per login. To check out another phone you must click Save and then repeat the process.



NOTE: The option to clear alarms at the point of care is a feature of the Cisco phone. Below are guidelines when clearing an alarm from the Cisco phone:

- If the **Clear** function is password protected, the user must be assigned that function in order to clear an alarm from the Cisco phone. Additionally the phone must be checked out to the user assigned.
- The phone chimes when a message is cleared.

End Shift

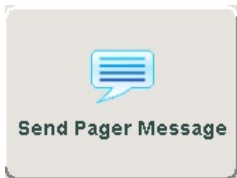


At the end of the shift, use this feature to return the phone back into the system.

To return a phone:

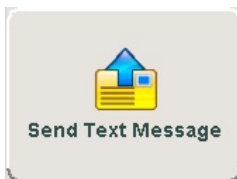
1. **Login** then select **Messaging Functions**
2. Select **End Shift**
3. Use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**
4. All phones checked out to the user name are automatically returned to the Device Dialog list, no confirmation of the return is given.

Send Messages



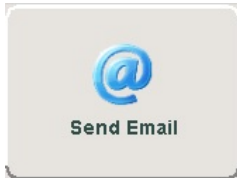
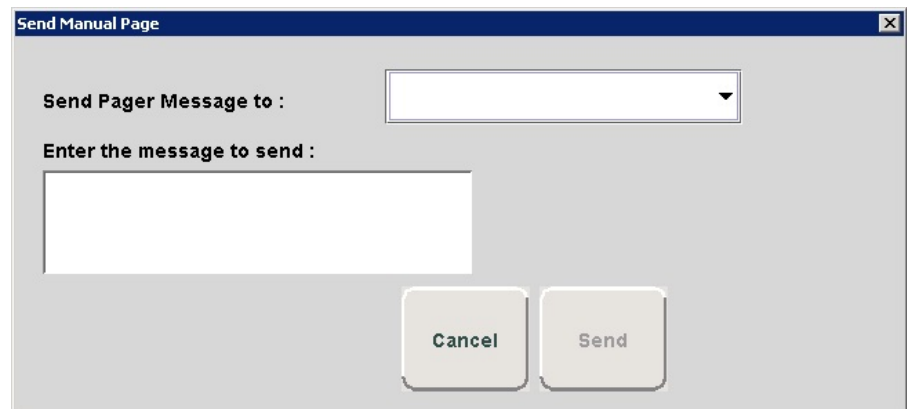
In some cases, it may be necessary to send a manual message to a staff member. This feature can only be used if your system is configured for messaging. There are four messaging methods (pager, text, Cisco phone, and email). Select the method that best suits your needs.

The example below is for sending a manual Pager Message.



To Send a Message:

1. **Login** then select **Messaging Functions**
2. Select **Send Pager Messages**
3. The **Send Manual Page** window opens



4. From the **Send Pager Message to** pull-down, select the pager or page group you wish to send a manual page to
5. Type your message in the **Enter the page message to send:** field
6. Click **Send** to send your message
7. Follow the same steps to send a text, email, or phone message



NOTE: Messages cannot contain the following invalid characters:

, + " & ' % # \ < >

NOTE: The text messaging functionality is dependent on the performance constraints of your network. This means that text messages may take a long time to get through or they may appear in a different order than they were sent. Text message notifications should not be used as the primary form of notification.

NOTE: The Cisco phone system will not issue a busy signal when the phone is in use. If there is no answer on the other end, it may mean that the patient is on the phone.

NOTE: The Asset Alarm events and information cannot be messaged to Cisco phones with the exception of Door and Cut Band.

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Chapter 4 – Alerts

Introduction

This chapter provides information about the types of alerts that can occur in the Series 10.x Software. It provides a detailed description of alarming events, the devices that triggered the events and information about responding to the specific events.

Alerts

The Alerts panel features a vertical list of alerts, each with a distinct background color. At the top are 'Previous Map' and 'Next Map' buttons. At the bottom are 'Previous' and 'Next' buttons. The alerts listed are:

- Red:** Assistance Required, 06/17/16 11:15, Last Known Location: Near WALL-04FF
- Yellow:** Client Missing, 06/17/16 10:55, RFTPagingManager
- White:** Assistance Required, 06/17/16 10:45, Smith, George, Last Known Location: Near Pull-046E
- Blue:** Band Off Alarm, 06/17/16 10:43, 789456, Asset High Priority, Detected : 10x, Last Known Location: Near 5 abr 7
- Light Blue:** Door Alarm, 06/17/16 11:05, 123456, Asset Low Priority, 1 eac 8

From the Map or Census view, click in the **Alert** section to access the **Event Information** window for that alert. Alerts are displayed sequentially as they occur, by priority, and are color-coded according to the alert type.

- **Red** = High priority
- **Yellow** = Medium priority
- **White** = Low priority
- **Blue** = High priority asset
- **Light Blue** = Low priority asset

The Event Information window displays the following details for an Assistance Required event:

- Event:** Assistance Required
- Time:** 06/17/16 10:45:49
- Name:** Smith, George
- Room:** [Empty field]
- Unit:** [Empty field] **Risk:** [Empty field]
- Admitted By:** [Empty field]
- Transmitter:** [Empty field] **Type:** [Empty field]
- Device Location:**
 - Device Name:** Pull-046E
 - Device Type:** Pull Cord

On the right side, under **Event Cause**, there are buttons for: Dressing, Eating/Drinking, Toileting, Transferring, Fall, Medication, Talk, and Other. At the bottom are 'Help' and 'Close' buttons.

When an event occurs an alarm is sounded, a message is displayed on the Client computer(s) monitoring the device or patient's unit, and the location is also indicated by a flashing icon on the map on the Client computer(s).

Room Level Location Service

The Location Service provides more detailed locations for Quick Response Plus pendant alarms. The Location Service compares the signal strength reported at various Quick Response Plus Repeaters against a database of surveyed locations, and selects the best possible match that is available. This location (the resident's room location or the top three best matches) is displayed on the Client in the Census and Alarm Message Box as well as on messaging devices.

Examples:

Assistance Required
06/26/15 10:04
Smith, George
Location: West Cafeteria

Alarm Message Box location data with the Location Engine for Pendant alarms **Checked** and the Location Service is **On**.

Displays the room location or the top three best matches.

Assistance Required
06/26/15 10:04
Smith, George
Last Known Location:
Near Dining Room

Alarm Message Box location data with the Location Engine for Pendant alarms **Un-Checked** and the Location Service is **Off**.

Displays the strongest repeater location.

Assistance Required
06/26/15 10:04
Smith, George
Location: Dining Room

Alarm Message Box location data with the Location Engine for Pendant alarms **Checked** and the Location Service is **Off**

Displays the strongest repeater location.

Event Information



The Event Information window contains detailed information about the alert. If a picture is available, certain alerts will display the picture of the patient or asset associated with the alert. Selecting an Event Cause will clear an alert.

NOTE: The Event Cause buttons displayed are different for each alert and can be customized per your policies.

Things to Note:

- Depending on the alert, the **Type** and **Fault Type** properties may not appear in the Event Information Window
- **Type:** When a Band Off or Check Band alert is triggered, this field displays the configured parameter (resistance or capacitance) that caused the alert.
- **Fault Type:** Only displays when a Device Fault alert like communication fault or low battery is triggered

Event Types



There are several different event types that can occur when using the Series 10.x Software. The following sections provide a brief overview of each event as well as an action to take if this event occurs.

WARNING: If you do not already have procedures in place, you must establish procedures for your staff to follow to ensure patient safety and to secure the area in the event of an alarm. Existing procedures may require modification to incorporate optional features. Failure to create or modify these procedures may result in patient abduction or elopement.

Displaying Patient Name

The rules for displaying the patient's name on the Quick Look Display, Pager and in the Alarm Message Box on the central server and client computer(s) is based on the patient information entered during the admit process and whether the HIPAA option is enabled in the software (refer to the *Series 10.x Software Administrator Guide*). Depending on the HIPAA option enabled, either the patient's last name or room assignment is shown on the Client and Quick Look Displays.

Displaying Alerts

The following chart shows the correlation between how the alert displays on Quick Look, the alert color, and how the alert displays in the Alert Message box on the client computer.

Quick Look	Color	Client Computer
Exit	Red	Door Alarm
Exit	Red	Door Alarm with Manual Reset
Exit	Red	Exit
Band	Red	Cut Band Alarm
BndOff	Red	Band Off Alarm
Match	Red	Mismatch Alarm
Match	Red	No Discharge Match
Band	Red	Discharge Cut Band
Link	Red	Link Alarm
Check	Red	Check
NO SIG	Red	No Signal
Assist	Red	Assistance Required
Fall	Red	Fall
Wet	Red	Wet
Smoke	Red	Smoke
CO	Red	Carbon Monoxide
ChkBnd	Yellow	Check Band



NOTE: With any alert, always follow your facility's policies/procedures to ensure patient safety and secure the area.

Red Alerts

Red alerts are High Priority and include:

- Door
- Door Alarm with Manual Reset
- Exit
- Perimeter
- Cut Band
- Band Off
- Mismatch
- No Discharge Match / Discharge Cut Band
- Link
- Check
- No Signal
- Assistance Required
- Fall
- Smoke
- Carbon Monoxide
- Server Missing
- Device Fault

How to Respond

1. Ensure patient safety.
2. Locate the device or proceed to the door or exit in alarm.
3. Verify that no patient emergency exists.
4. For a **Mismatch** or **Link** alert, move the Infant transmitter out of proximity of the Mother or Baby Check transmitter.
5. Verify transmitter is applied correctly and without signs of damage to banding material or transmitter metal teeth. Ensure that both clamps are securely fastened with banding material in place on both sides.
 - For Smart Sense transmitters: **Do not** open the Smart Sense Transmitter, doing so will result in a **Cut Band Alarm**
6. Reset the alarming device
 - For an Exit Alarm Control unit enter the four-digit security code in the keypad or use your card reader access card (if applicable)
 - If the Door Alarm was generated by a Door/Window with Manual Reset device, you must press the manual reset button after the door/window is closed to reset
 - Any perimeter alarms that occur due to a door being open during a **Cut Band** or **Band Off Alarm** require that the Cut Band or Band Off Alarm be cleared at the computer first, before the doors are reset or cleared
7. Clear the alarm at the Client computer.
 - Click anywhere in the alert message box
 - Select an **Event** cause from the Event window (this will clear the event from the Alert message box of every computer configured to monitor the unit)

- If necessary, use your access card or enter your login/password and then select **OK** or press **Enter**
8. For Smart Sense transmitters only:
 - Initiate an Adjust function to re-calibrate the Smart Sense transmitter.
 - Adjust the infant's transmitter
 - If the Smart Sense transmitter is currently in an active **Band Off Alarm** state, the alarm must be cleared before the transmitter can be discharged
 9. For **Link** alerts only:
 - Use the clearing device to erase the Mother or Baby Check transmitter's incorrect link
 - Verify the identity of the mother and infant then re-link the correct transmitters

Door

Door Alarm
02/29/16 02:13
Room 407
South Exit

A Door Alarm indicates that a transmitter has been activated at a door or exit. **NOTE:** This alarm applies only to 9450 system hardware.

Common Causes

- Active transmitter has come too close to open door
- Escort or Transfer function not initiated or completed properly
- Radio frequency noise interference near a door
- Door/Exit was open during a **Cut Band Alarm**

Door with Manual Reset

Door Alarm
02/29/16 02:13
Perimeter Alarm
Room 218

A Door Alarm with Manual Reset Alarm occurs when a door or window monitored by a Door/Window transmitter (to prevent unauthorized egress) is opened. **NOTE:** This alarm applies only to QR Plus and QR Premiere Nurse Call hardware.

NOTE: No local audible alerts are sounded from the Door/Window transmitter when an event occurs.

Common Causes

- Monitored door or window is opened

Exit Alarm

Exit
09/08/16 12:41

Last Known Location:
Near Dining Room

A Wide Gap Exit Alarm occurs when a door or window monitored by a Door/Window transmitter is opened. **NOTE:** This alarm applies only to QR Plus and QR Premiere Nurse Call hardware.

Common Causes

- Monitored door or window is opened

Perimeter

Door Alarm
02/29/16 02:13
Perimeter Alarm
South Exit

Perimeter Alarm indicates that a door or exit's alarm has been activated when the system is in a lockdown state as a result of system configuration or an event (for example, at the time a Cut Band or Band Off alarm occurs).

Common Causes

- Failed to enter a bypass code before opening the door

Cut Band

Cut Band Alarm
03/01/16 04:27
Room 407
Detected: 1x
Last Known Location:
Near Room 407

Cut Band Alarm indicates that a patient's transmitter has been activated.

Common Causes

- Banding material cut or tampered with
- Transmitter not banded properly
- Banding material worn
- Transmitter opened after Adjust or Discharge function expired
- Unauthorized opening of transmitter

Band Off

Band Off Alarm
03/02/16 12:24
Room 407
Detected: 1x
Last Known Location:
Near Room 407

Band Off Alarm indicates that the banding material on a Smart Sense transmitter has been removed, tampered with, or came off of the infant's extremity.

Common Causes

- Transmitter is not properly fitted on infant's ankle
- Worn banding material
- Failure to perform an Adjust or a Discharge function following **Check Band** or **Band Off** alarm



NOTE: You must ensure after every **Band Off** alarm that the transmitter is banded properly without an air gap between the transmitter and skin, yet allowing the band and the transmitter to be turned on the ankle. Over-tightening the band could cause injury to the infant.

Mismatch

Mismatch Alarm
05/28/16 13:57
Transmitter: M8
Room 515

Mismatch Alarm indicates that transmitters not assigned to each other have been activated.

Common Causes

- An Infant transmitter comes in close proximity of a Mother or Baby
Check transmitter that is linked to a different Infant transmitter

No Discharge Match / Discharge Cut Band

No Discharge Match
09/14/16 10:41
Room 407
Last Known Location:
Near Room 407

Discharge Cut Band
09/14/16 10:41
Room 407
Detected: 1x
Last Known Location:
Near Room 407

The No Discharge Match/Discharge Cut Band Alarm occurs simultaneously when an infant is discharged and the alarming band material is cut before performing the required Mother/Infant match.

This alert only occurs if the system is configured to require a Mother/Infant match before an infant can be discharged.

Link

Link Alarm
06/21/16 18:23
Prior Link Exists
Transmitter: M10
Jonas, Female

Link Alarm indicates that a transmitter has already been linked to another transmitter.

Common Causes

- There is a problem linking the Infant transmitter to a Mother or Baby Check transmitter because the Infant transmitter has already been linked to another Mother or Baby Check transmitter

Check

Check
08/07/16 09:45
Room 1105

Check alarm indicates that a resident has not performed an activity (alarm, pushed a checkin button, tripped a device, etc.) during the configured Inactivity Check-In period so should be checked on.

An Inactivity Check-in is when the system generates an event when no check-in is received or activity is detected within the selected period of time. This feature is commonly used with Check-in Pull Cords but can also be used with a PIR Sensor. If the PIR Sensor does not detect motion within the check-in time period, the system generates a Check alarm.

Common Causes

- No message has been received from resident's transmitter or room device during the Inactivity Check-In period

No Signal

No Signal
03/02/16 02:23
Room 407
Detected: 1x
Last Known Location:
Near North Exit

No Signal alarm indicates that a signal from a patient's alarming band transmitter or QR Plus pendant has been lost.

When the Supervised transmitter function is enabled, a No Signal event will be posted in the Event List if the system does not receive a signal from the transmitter within a specified time interval.

NOTE: In older versions of the software, this alarm was labelled as Check Transmitter.

Common Causes

- Transmitter not banded properly
- Banding material worn
- Transmitter out of range of antenna
- Patient not back from Escort or Transfer function in allowed time
- Discharged improperly
- Failure to re-band a transmitter with banding material following a **Cut Band Alarm**
- Failure to re-band or failure to secure transmitter clasps within approximately 3 minutes when performing an Adjust function
- Device Fault occurring in the system
- RF interference

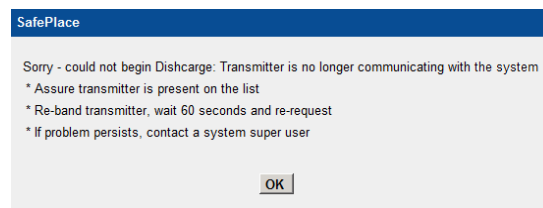
Troubleshooter Dialog

A Troubleshooter dialog box appears after 3 consecutive **No Signal** alarms.

Select from the following actions then follow the directions for the applicable action:

- Help
- Close
- Discharge Transmitter
- Transmitter in Use
- Transmitter not in Use

For example: The Safe Place System will alert the user if the system cannot discharge a transmitter due to No Signal.



Follow the instructions in the dialog box to properly Discharge the patient transmitter.

NOTE: The same is true for an escort, transfer, or adjust function when no signal is received.

Assistance Required

Assistance Required
03/02/16 12:24
Room 407
Last Known Location:
Near Room 407

Assistance Required alarm indicates that a patient's device has been activated.

NOTE: Assistance Required Alarms must be reset at the alarming device.

Common Causes

- Patient presses a button on a Call Pendant or pulls the cord on a Pull Cord
- For systems that have QR Plus with Sensatec Fall Management, a patient removes his/her weight from a fall management sensor pad

Fall

Fall
08/06/16 15:01
Room 407
Last Known Location:
Near Room 407

Fall alarm indicates that a patient has potentially fallen and should be checked.

NOTE: This alert only applies to systems that have QR Premiere with Sensatec Fall Management.

Common Causes

- Patient removes his/her weight from a Sensatec Fall Management System sensor pad

NOTE: The system will automatically reset and begin monitoring once the patient is placed back on the sensor pad.

Smoke

Smoke
08/15/16 17:07
Last Known Location:
Near Dining Room

Smoke Alarm indicates that a smoke detector that is integrated with the system has been activated.

Common Causes

- Smoke was detected
- Test performed on the detector

Carbon Monoxide

Carbon Monoxide
08/15/16 17:11
Last Known Location:
Near Room 210

Carbon Monoxide Alarm indicates that a carbon monoxide detector that is integrated with the system has been activated.

Common Causes

- CO2 was detected
- Test performed on the detector

Server Missing



Server Missing


Server Missing alarm indicates that communication between the server and client computer has been lost.

NOTE: A Server Missing alarm will automatically clear when communications with the Server is restored. It cannot be cleared by the user.

Common Causes

- Server was turned off
- Server not running applicable software
- Loss of power to system
- Cables are not connected to the Server

Device Fault



Device Fault
09/14/16 14:21

DIGI 10.8.2.116 : COM3/4/5/6

The Device Fault Alarm occurs when the connection from the Digi to the computer is lost. When this happens, alarms coming into the Digi are no longer transferring to the Server.

Common Causes

- Faulty wiring to a device
- Loss of power to the system
- Invalid network address
- System failed to receive check-in signal for a monitored device Digi turned off, logged off or software improperly shut down
- Digi is not mapped in the system (**NOTE:** if a Digi is not being used it must be uninstalled to prevent Device Fault Digi Alarms)

Yellow Alerts

Yellow alerts are Medium Priority and include:

- No Signal
- Client Missing
- Device Fault
- Check Band
- Low Battery
- Tamper

How to Respond

1. View event information at the Client computer by clicking anywhere on the alert.
2. Note any information that may be helpful when communicating the event to your System Administrator.
3. Click **Close** and contact your System Administrator.

No Signal

No Signal
08/06/16 11:26
Room 325
Missing: 2x

No Signal alarm indicates that a signal from a Quick Response Premiere pendant has been lost.

NOTE: No Signal alarms will repeat at each supervision check-in time as long as the system is unable to locate the device.

Common Causes

- Residents may have legitimately taken the pendant out of the area
- Pendant may not be functioning properly
- Pendant battery has died
- Router coverage may be inadequate

Client Missing

Client Missing
03/06/16 09:08
RFTPagingManager

Client Missing alarm indicates that communication between the server and client computer was interrupted.

Common Causes

- Client computer was turned off
- Client computer not running applicable software
- Service utilized by the system (SNMP Agent, DB Service or Paging Manager) not running properly
- Loss of power to system
- Cables are not connected to the Client computer

Device Fault

Device Fault
03/02/16 16:49
RM 1105



Device Fault alarm indicates that a device is not communicating with the system or a tamper was detected.

NOTE: When a RFT Paging Manager Device Fault occurs, pages will not be sent or received. Additionally, any new alarms will be ignored by the paging system until the Device Fault is resolved.

Common Causes

- Radio frequency noise interference on system
- Faulty wiring to device
- Loss of power to the system
- Invalid network address
- Device disabled due to device tampering
- No poll received by the system from monitored devices
- Network connection broken

NOTE: If **Device Fault** alarm persists, contact your Super User or call Technical Support 24 hours at 800-669-9946.

Check Band

Check Band
02/28/16 11:39
Room 437
Last Known Location:
Room 437



Check Band Alarm is the initial indication that the banding material on a Smart Sense Transmitter is removed, tampered with, or comes off of the infant's extremity.

Common Causes

- Transmitter is not properly fitted on infant's ankle
- Worn banding material
- Failure to perform an Adjust or a Discharge following **Check Band** or **Band Off** Alarm

NOTE: You must ensure after every **Check Band** alarm that the transmitter is banded properly without an air gap between the transmitter and skin, yet allowing the band and the transmitter to be turned on the ankle. Over-tightening the band could cause injury to the infant.

NOTE: If the **Check Band** Alarm is not addressed by requesting an Adjust or a Discharge function, it may escalate to a red **Band Off** Alarm (per your facility's configuration preferences).

Low Battery

Low Battery

Low Battery
03/02/16 16:49
ABR 62

This alert is a configurable option. The notification can be located on the bottom of the Main Window as a Low Battery indicator or as an alert in the Alert message box.

The Low Battery alert only appears when there are transmitters and/or devices with low batteries currently in the system.

Clicking on the **Low Battery** indicator will go directly to the Low Batteries Report, or clicking on the alert will open the Event Information window for that alert.



NOTE: You cannot clear a Low Battery Alert; the alert remains for the duration of time that the transmitter is enrolled in the system. It does not disappear until the transmitter is discharged from the system and removed or the battery is replaced.

The transmitter that signalled a Low Battery will not Auto-Enroll if reused. Contact your System Administrator once the transmitter has been discharged.

The system will not allow you to link a Mother or Baby Check transmitter that has a low battery.

When the system includes Sensatec Fall Management:

- If the system is configured for QR Premiere with Sensatec, a low battery for the Sensatec control unit will trigger a low battery alert.
- If the system is configured for QR Plus and the Sensatec control unit is connected to a QR Plus Universal Transmitter, a low battery on the universal transmitter will trigger a low battery alert.
- If the system is configured for QR Plus and the Sensatec control unit is connected to a QR Plus Universal Transmitter, a low battery on the control unit will trigger an Assistance Required alert at the computer every few seconds.

Tamper

Device Fault
08/13/16 11:10
7111470 Flr Mat

The tamper functionality operates in several modes depending on the device and the type of tamper interference. In either case, when initiated, a Tamper alarm event will be listed on the Event List at the Central Server.

Below is a table showing the type of tamper event associated with a particular device.

Tamper	Nurse Call	EAC	Door/Window	Door Manual Reset	Door Check-In	PIR
Case Open	x	x	x	x	x	x
External Enclosure						x
Cord Removed	x					

White Alerts

White alerts are Low Priority (mainly informational) and include:

- Auto-Enroll
- Admit Completed
- Pre-Enroll Expired
- Discharge to Expire
- Discharge Expired
- Discharge Completed
- Escort to Expire
- Escort Expired
- Escort Completed
- Transfer to Expire
- Transfer Expired
- Transfer Completed
- Adjust to Expire
- Adjust Expired
- Adjust Completed
- Scheduled Event
- Loiter



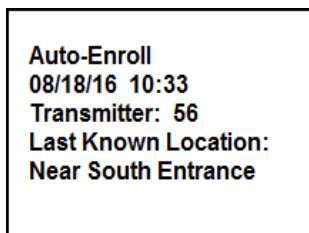
NOTE: White Alerts are displayed below Yellow Alerts and are not displayed on remote notification devices.

Depending upon how your system is configured, these alerts may or may not display on your Client Computers (refer to *Global Settings* in the *Series 10.x Software Administrator Guide*)

How to Respond

1. Clear the alarm at the Client computer.
 - Click anywhere in the alarm message box
 - Select **Clear** from the Event Information window
2. If applicable, perform the function again

Auto-Enroll



The Auto-Enroll feature automatically enrolls alarming band transmitters into the system without requiring a manual admit. Once the transmitter is auto-enrolled, the system monitors the transmitter for Door, Cut Band, Band Off, Check Band or No Signal alarms.

You can assign the transmitter to a patient through this alert by clicking the Admit option.



NOTE: To permanently silence an auto-enroll alert, click the **Silence** button. When an alarm is permanently silenced, a silence icon appears in the Alert Message box for that alarm.

Admit Completed

```
Admit Completed
08/16/16 12:49
Smith, John
```

The Admit Completed alarm indicates that the Admit function for a patient is completed.

Pre-Enroll Expired

```
Pre-Enroll Expired
08/18/16 13:22
Transmitter: 25
```

The Pre-Enroll Expired alarm indicates that the amount of time allowed for a Pre-Enrolled transmitter to be banded has expired and the Pre-Enrollment has not been completed properly.

Discharge to Expire

```
Discharge to Expire
08/16/16 12:00
Smith, John
Last Known Location:
Room 312
```

The Discharge to Expire alarm indicates that the time allowed for an alarming band transmitter to be removed will expire in the configured time and the discharge has not been completed yet.

Discharge Expired

```
Discharge Expired
08/16/16 12:05
Smith, John
Last Known Location:
Room 312
```

The Discharge Expired alarm indicates that the amount of time allowed for an alarming band transmitter to be removed has expired and the discharge has not been completed properly.

Discharge Completed

```
Discharge Completed
08/16/16 12:05
Smith, John
```

The Discharge Completed alarm indicates that the discharge for a patient has been completed.

Escort to Expire

Escort to Expire
08/16/16 13:15
Smith, John
Last Known Location:
Near XRay Lab

The Escort to Expire alarm indicates that the time allowed for a patient to be escorted will expire in the configured time. The transceiver/transmitter in Escort mode has not been moved from or has not yet been returned to the protected unit.

Escort Expired

Escort Expired
08/16/16 13:15
Smith, John
Last Known Location:
Near XRay Lab

The Escort Expired alarm indicates that the selected amount of time required for a patient to be escorted has expired. The transmitter in Escort mode has not been moved from or has not yet been returned to the protected unit.

Escort Completed

Escort Completed
08/16/16 13:15
Smith, John

The Escort Completed alarm indicates that the escort for a patient has been completed.

Transfer to Expire

Transfer to Expire
08/16/16 13:38
Smith, John
Last Known Location:
Room 422

The Transfer to Expire alarm indicates that the time allowed for a patient to be transferred will expire in the configured time (if the allotted time was configured for greater than the configured event warning time). The alarming band transmitter in Transfer mode has not been moved from one protected unit to another.

Transfer Expired

Transfer Expired
08/16/16 13:38
Smith, John
Last Known Location:
Room 422

The Transfer Expired alarm indicates that the selected amount of time required for a patient to be transferred has expired. The alarming band transmitter in Transfer mode has not reached its destination.

Transfer Completed

Transfer Completed
08/16/16 13:43
Smith, John

The Transfer Completed alarm indicates that the transfer for a patient has been completed.

Adjust Expired

Adjust Expired
08/16/16 11:55
Transmitter: 18
Last Known Location:
Room 428

The Adjust Expired alarm indicates that the selected amount of time required for the adjustment of the banding material has expired. The adjustment has not been completed properly.

Adjust to Expire

Adjust to Expire
08/16-16 11:50
Transmitter: 18
Last Known Location:
Room 428

The Adjust to Expire alarm indicates that the selected amount of time required for the adjustment of the banding material will expire in the configured time. The adjustment has not been completed yet.

Adjust Expired

Adjust Expired
08/16/16 11:55
Transmitter: 18
Last Known Location:
Room 428

The Adjust Expired alarm indicates that the selected amount of time required for the adjustment of the banding material has expired. The adjustment has not been completed properly.

Adjust Completed

Adjust Completed
08/16/16 11:55
Transmitter: 18
Last Known Location:
Room 428

The Adjust Completed alarm indicates that the adjust function for a patient has been completed.

Scheduled Event

Scheduled Event
08/16/16 13:45
Smith, John

The Scheduled Event alarm indicates that the scheduled time for a system level event (activity) is at hand. The event can be scheduled as a one-time only event or it can be scheduled to run daily, weekly or monthly (refer to the *Messaging* section for additional details on setting up scheduled events).

Loiter

Loiter
08/06/16 09:26
Applebee, Frank
11 eac 2

Loiter events are created when a resident with an Adult or CodeWatch transmitter remains in range of a monitored door for longer than the Loiter Delay. If the resident is in range of multiple doors, the door that is displayed at the Client computer is the door that first reported the transmitter.

When the resident moves out of range of the first door, but remains in range of the second (or more) door, the event's location will move to the door that has reported the resident for the longest period of time, unless the delay for that door has not been reached. As an example, the Loiter alarm will not show the second door if the resident has entered the second door's range for a few seconds at the same time that they have been out of range of the first door for 30 seconds.

Common Causes

- A resident with an Adult or CodeWatch transmitter remains in range of a monitored door for longer than the Loiter Delay

Blue Alerts

Blue Alerts are High Priority Asset and include:

- Door
- Cut Band
- No Signal



NOTE: Blue Alerts are displayed below White Alerts and are not displayed on remote notification devices unless it is for a transmitter with an assigned risk level of high.

Depending upon how your system is configured, these alerts may or may not display on your Client Computers (refer to *Global Settings* in the *Series 10.x Software Administrator Guide*).

How to Respond

1. Locate the device or proceed to the door or exit in alarm.
2. Verify that no patient emergency exists.
3. Verify transmitter is applied correctly and without signs of damage to banding material or transmitter metal teeth. Ensure that both clamps are securely fastened with banding material in place on both sides.
4. Reset the alarming device
 - For an Exit Alarm Control unit enter the four-digit security code in the keypad or use your card reader access card (if applicable)
 - If the Door Alarm was generated by a Door/Window with Manual Reset device, you must press the manual reset button after the door/window is closed to reset
 - Any perimeter alarms that occur due to a door being open during a **Cut Band** require that the Alarm be cleared at the computer first, before the doors are reset or cleared
5. Clear the alarm at the Client computer.
 - Click anywhere in the alert message box
 - Select an **Event** cause from the Event window (this will clear the event from the Alert message box of every computer configured to monitor the unit)
 - If necessary, use your access card or enter your login/password and then select **OK** or press **Enter**

Door

Door Alarm
02/29/16 02:13
Room 225
South Exit

A Door Alarm indicates that a transmitter has been activated at a door or exit.

Common Causes

- Active transmitter has come too close to open door
- Escort or Transfer function not initiated or completed properly
- Radio frequency noise interference near a door
- Door/Exit was open during a **Cut Band Alarm**

Cut Band

Cut Band Alarm
03/01/16 04:27
Room 225
Detected: 1x
Last Known Location:
Near Room 225

Cut Band Alarm indicates that an asset's device has been activated.

Common Causes

- Banding material cut or tampered with
- Transmitter not banded properly
- Banding material worn
- Transmitter opened after Adjust or Discharge function expired
- Unauthorized opening of transmitter

No Signal

No Signal
03/02/16 02:23
Room 225
Detected: 1x
Last Known Location:
Near North Exit

No Signal alarm indicates that a signal from an asset's transmitter has been lost.

When the Supervised transmitter function is enabled, a No Signal event will be posted in the Event List if the system does not receive a signal from the transmitter within a specified time interval.

NOTE: In older versions of the software, this alarm was labelled as Check Transmitter.

Common Causes

- Transmitter not banded properly
- Banding material worn
- Transmitter out of range of antenna
- Patient not back from Escort or Transfer function in allowed time
- Discharged improperly
- Failure to re-band a transmitter with banding material following a **Cut Band Alarm**
- Failure to re-band or failure to secure transmitter clasps within approximately 3 minutes when performing an Adjust function
- Device Fault occurring in the system
- RF interference
- Router coverage may be inadequate

Light Blue Alerts

Light Blue alerts are Low Priority Asset and include:

- Admit Completed
- Discharge to Expire
- Discharge Expired
- Discharge Completed
- Escort to Expire
- Escort Expired
- Escort Completed
- Transfer to Expire
- Transfer Expired
- Transfer Completed
- Adjust to Expire
- Adjust Expired
- Adjust Completed
- Scheduled Event



NOTE: Light Blue Alerts are displayed below Blue Alerts and are not displayed on remote notification devices.

Depending upon how your system is configured, these alerts may or may not display on your Client Computers (refer to *Global Settings* in the *Series 10.x Software Administrator Guide*)

How to Respond

1. Clear the alarm at the Client computer.
 - Click anywhere in the alarm message box
 - Select **Clear** from the Event Information window
2. If applicable, perform the function again

Admit Completed

Admit Completed
08/16/16 12:49
Wheelchair 1A

The Admit Completed alarm indicates that the Admit function for an asset is completed.

Discharge to Expire

Discharge to Expire
08/18/16 12:00
IV Stand ICU
Last Known Location:
Near Room IC210

The Discharge to Expire alarm indicates that the amount of time allowed for an alarming band transmitter to be removed will expire in the configured time. The discharge has not been completed yet.

Discharge Expired

Discharge Expired
08/18/16 12:05
IV Stand ICU
Last Known Location:
Near Room IC210

The Discharge Expired alarm indicates that the amount of time allowed for an alarming band transmitter to be removed has expired. The discharge has not been completed properly.

Discharge Completed

Discharge Completed
08/18/16 12:05
IV Stand ICU

The Discharge Completed alarm indicates that the discharge for an asset has been completed.

Escort to Expire

Escort to Expire
08/18/16 13:15
Wheelchair 12A
Last Known Location:
Near XRay Lab

The Escort to Expire alarm indicates that the time allowed for an asset to be escorted will expire in the configured time. The transceiver/transmitter, in Escort mode has not been moved from or has not yet been returned to the protected unit.

Escort Expired

Escort Expired
08/18/16 13:15
Wheelchair 12A
Last Known Location:
Near XRay Lab

The Escort Expired alarm indicates that the selected amount of time required for an asset to be escorted has expired. The transmitter in Escort mode has not been moved from or has not yet been returned to the protected unit.

Escort Completed

Escort Completed
08/18/16 13:15
Wheelchair 12A

The Escort Completed alarm indicates that the escort for an asset has been completed.

Transfer to Expire

Transfer to Expire
08/18/16 13:38
Gurney - 1st Floor
Last Known Location:
Admittance

The Transfer to Expire alarm indicates that the time allowed for an asset to be transferred will expire in the configured time (if the allotted time was configured for greater than the configured event warning time). The alarming band transmitter in Transfer mode has not been moved from one protected unit to another.

Transfer Expired

Transfer Expired
08/18/16 13:38
Gurney - 1st Floor
Last Known Location:
Admittance

The Transfer Expired alarm indicates that the selected amount of time required for an asset to be transferred has expired. The alarming band transmitter in Transfer mode has not reached its destination.

Transfer Completed

Transfer Completed
08/18/16 13:38
Gurney - 1st Floor

The Transfer Completed alarm indicates that the transfer for an asset has been completed.

Adjust to Expire

Adjust to Expire
08/18/16 11:50
Transmitter: 24
Last Known Location:
Room 421

The Adjust Expired alarm indicates that the selected amount of time required for the adjustment of the banding material will expire in the configured time. The adjustment has not been done yet.

Adjust Expired

Adjust Expired
08/18/16 11:55
Transmitter: 24
Last Known Location:
Room 421

The Adjust Expired alarm indicates that the selected amount of time required for the adjustment of the banding material has expired. The adjustment has not been completed properly.

Adjust Completed

Adjust Completed
08/18/16 11:55
Transmitter: 24
Last Known Location:
Room 421

The Adjust Completed alarm indicates that the adjust function for an asset has been completed.

Scheduled Event

Scheduled Event
08/18/16 14:30
Patient Cart 5A

The Scheduled Event alarm indicates that the scheduled time for an asset level event (activity) is at hand. The event can be scheduled as a one-time only event or it can be scheduled to run daily, weekly or monthly (refer to the *Messaging* section for additional details on setting up scheduled events).

NOTE: Light blue alerts are not generated for system level scheduled events.

Chapter 5 - Reporting

Introduction

This chapter provides detailed information about using and filtering reports, as well as viewing and printing System Reports and Patient reports.

Reports



There are several reports that enable you to view information about the activities of the system, patients, and assets throughout the day, week, or month.

NOTE: The reports available are dependent upon how your system is configured and what features your system is licensed for.

To access a system report:

1. **Login** then select **Administrative Functions**
2. Click **Reports**
3. In the Report List window, use the up and down arrows to select the report you want to run.
4. Click the **Report** button or double click on the selected report
5. You can chose to filter, print, or save the report
 - **Filter:** The filters available depend on the report. Using the Filter window, you can select from criteria such as which unit, which patient or asset, and what time frame you want to view (24 hours, 7 days, or 30 days).
 - **Save:** Save the report as a .PDF or .CSV file
 - **Print:** The printer must be connected and configured to the Client computer as a default printer.
6. Once finished, click **Close** to return to the Report List

Sorting

Many of the reports allow you to sort information by column heading. Click on the column heading to sort by that specific heading. Click on the column heading a second time to reverse the sort order.

Reports can be saved or printed in the sorted format.

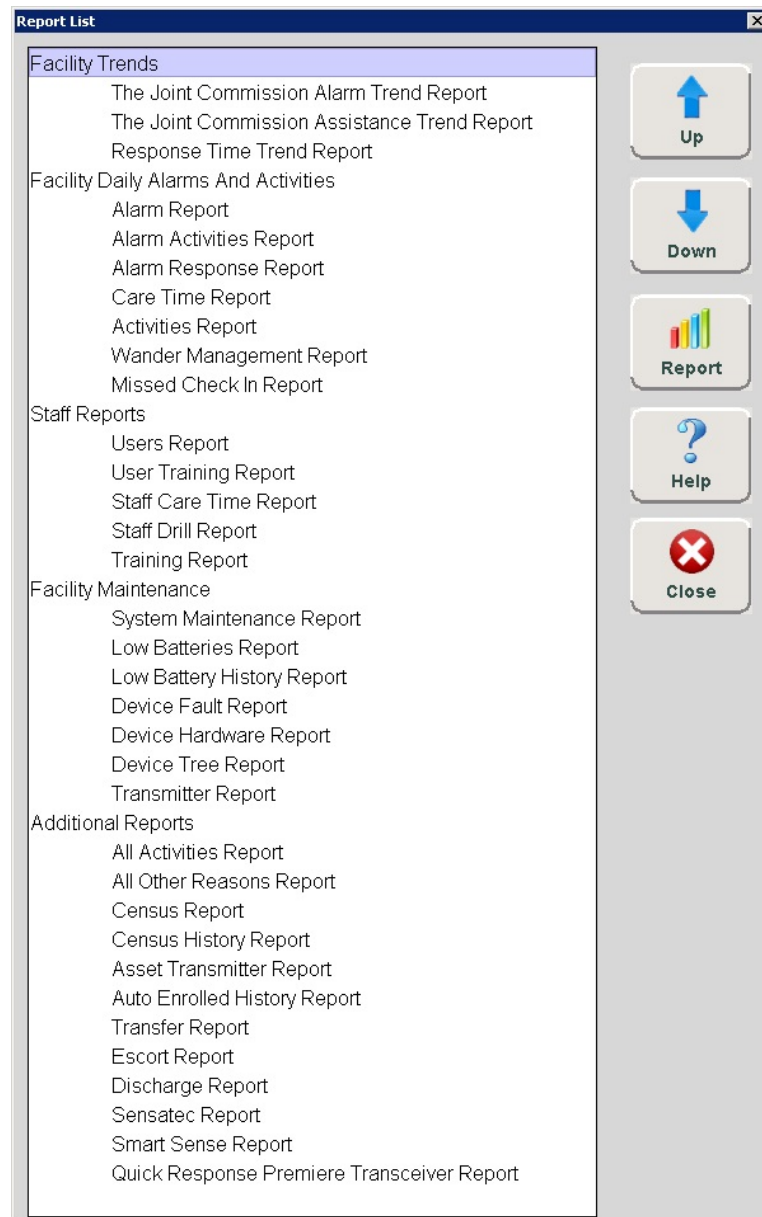
All Activities Report								Record 1 Of 452
Time Range: 1 Day Unit: All Resident: All								
Time	Name	Type	Activity	Transmitter ID	Transmitter Type	Location	User	Clear Reason
2016-08-10 08:35:00		Event	Scheduled Event			Unit 1		
2016-08-10 08:30:00		Event	Scheduled Event			Unit 1		

Report List

The Reports List shows all the system reports available and is divided into sections for easier use.

The main sections available are:

- Facility Trend (Joint Commission Reports)
- Facility Daily Alarms and Activities
- Staff Reports
- Facility Maintenance
- Additional Reports



System Reports

The reports generated by the software have the same basic format. The header portion of the report identifies the name of report. It also includes:

- Time Range
- Unit
- Patient or asset
- Facility Name
- Facility Address

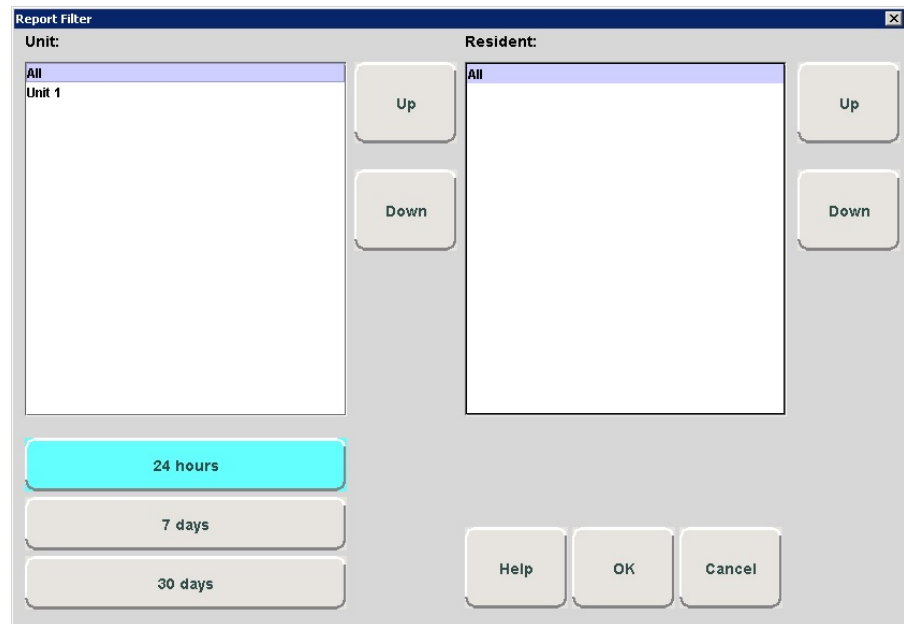
The bottom portion of the report varies depending on the report. Following are details on each individual report listed in the Report List.

Filtering

By default, system reports will display everything in the system for the selected report unless filtered to narrow the information.

When available, you can click the **Filter** button on the bottom of the report screen to select the criteria to run the report against. Filtering criteria include:

- Unit
- Patient/Resident/Asset
- Time Period



Facility Trends

Joint Commission reports are generated in three tiers: Trend, Trend Reason and Trend Reason Detail reports. Alarms that occur when Enforce Joint Commission is “off” only populate the Trend report. Once the Enforce Joint Commission reporting is activated, the Trend Reason and Trend Reason Detail reports will begin to populate. Since alarms may have been generated before the Enforce Joint Commission reporting was activated, the numbers between the Trend report and the Trend Reason and Trend Reason Detail reports may not match.



NOTE: For any of the Joint Commission reports, if the Event cause is “Other,” go to the All Other Reasons Report and review the **Clear Reason** field for more information. You can also select the “Other” hyperlink on any Joint Commission Details Report.

Joint Commission Alarm Trend

The Joint Commission Alarm Trend Report lists the different events that have occurred in the system in six-month segments and then provides a bar graph to track the events.

In addition to this main report, you can drill down to view two additional reports:

- Joint Commission Alarm Trend Reason
- Joint Commission Alarm Trend Reasons Detail

These reports allow you to view detailed information for each event type and the reasons for those events by clicking the links on the bottom of the reports.

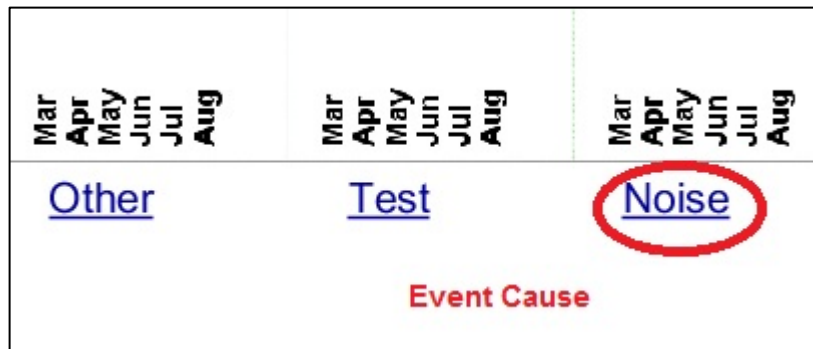
Alarm Trend Reason

The Alarm Trend Reason report provides detailed information about the Event Causes that were selected each time an Event was cleared.



Alarm Trend Reasons Detail

The Alarm Trend Reasons Detail report lists all events that went into the calculation of the Joint Commission Alarm Trend Report.



**Joint
Commission
Assistance
Trend**

The Joint Commission Assistance Trend Report supports events generated by Emergency Assistance, Pull Cord, Pendant or Fall Monitoring devices. This report lists the different events for these devices that have occurred in the system in six-month segments and then provides a bar graph to track the events.

In addition to this main report, you can drill down to view two additional reports:

- Joint Commission Assistance Trend Reason
- Joint Commission Assistance Trend Reasons Detail

These reports allow you to view detailed information for each event type and the reasons for those events by clicking the links on the bottom of the reports.

**Assistance Trend
Reason**

The Assistance Trend Reason report provides detailed information about the Event Causes that were selected each time an Event was cleared.

**Assistance Trend
Reasons Detail**

The Assistance Trend Reasons Detail report lists all events that went into the calculation of the Joint Commission Assistance Trend Report.

**Response Time
Trend**

The Response Time Trend Report lists the average response time for specific events that have occurred in the system in six-month segments and then provides a bar graph to track the response time (in seconds) for those events.

In addition to this main report, you can drill down to view two additional reports:

- Response Time Trend Reason
- Response Time Trend Reasons Detail

These reports allow you to view detailed information for each event type and the reasons for those events by clicking the links on the bottom of the reports.

**Response Time Trend
Reason**

The Response Time Trend Reason report provides detailed information about the Event Causes that were selected each time an Event was cleared and the average staff response time.

**Response Time Trend
Reasons Detail**

The Response Time Trend Reasons Detail report lists all events that went into the calculation of the Response Time Trend Report.

Facility Daily Alarms and Activities

Facility Alarms and Activities include reports regarding alarms or activities that occurred in the system within a specified period of time, with respect to each patient, asset or device. Some Facility Alarms and Activities reports enable you to gauge how staff responds to high priority alarms.

Alarm

The Alarm Report lists all of the Red (high priority) alarms that occurred in the system within a specified period of time

Alarm Activities

The Alarm Activities Report lists all of the alarms that occurred in the system within a specified period of time

Alarm Response

The Alarm Response Report enables you to gauge how your staff responds to Red (high priority) alarms

Care Time

The Care Time Report (for Code Alert only) enables you to gauge how your staff responds to Red (high priority) alarms.

Activities

The Activities Report lists all of the activities or events that have occurred in the system with respect to each patient, asset or device.

Wander Management

The Wander Management Report shows the events that provide information about the wander activities of a facility's patients. The events displayed on this report are the Door alarms, the Loiter events, and the Near Door events. This report appears for both Safe Place and Code Alert.

Missed Check-In

The Missed Check In Report (for Code Alert only) allows you to view the resident check in status for the current day. The report only lists residents who have not completed either a check in action or alarmed a device in a specific inactivity time.

Staff Reports

Staff Reports contains information regarding your staff.

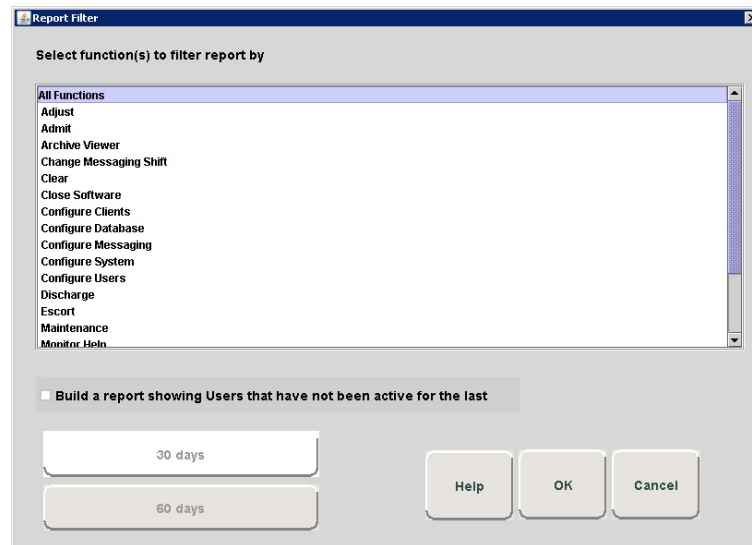
Users

The User Report lists all of the staff members who are current users of the system.

NOTE: The User Report will indicate if the user is disabled by displaying (Account Disabled) next to the user's name in the User column.

Filtering:

By clicking the Filter button on the bottom of the Users Report, you can filter the report by assigned function as well as build a report showing users that have not been active in the system for the last 30 days or maximum of 60 days (the previous month plus the preceding number of days in the current month).



User Training

The User Training Report tracks the use of the on-line user help feature by staff members with login.

Staff Care Time

The Staff Care Time Report (for Code Alert only) enables you to gauge how your staff responds to Red (high priority) alarms.

Staff Drill

The Staff Drill Report lists the drills performed by the staff members.

Training

The Training Report identifies the training delivered to the patient upon admission.

Facility Maintenance

Reports under the Facility Maintenance section provide information on system maintenance, low batteries, communication failures and other device faults.

System Maintenance

The System Maintenance Report lists the maintenance functions performed on the system.

Low Batteries

The Low Batteries Report provides a list of the transmitters and devices that currently indicate low batteries.

Low Battery History

The Low Battery History Report provides a history of the transmitters and devices that have transmitted low battery signals.

Device Fault

The Device Fault Report provides detailed information about issues that occurred with system devices.

Device Hardware

The Device Hardware Report lists all of the devices in the system not assigned directly to a patient or asset through their admit screen.

NOTE: If the device belongs to more than one unit, only the first unit (alphabetically) is displayed.

Device Tree

The Device Tree Report keeps a running history of Quick Response Premiere devices that are enrolled in the system, even if the device becomes disconnected from the system.

NOTE: Device associations are not cleared from the Device Tree until the device re-associates with the network or the Server is rebooted.

Transmitter

The Transmitter Report provides general details about transmitters and transceivers admitted to the system.

Additional Reports

Additional Reports are those that do not fall under the Facility Trends, Facility Daily Alarms and Activities, Facility Maintenance or Staff Reports sections.

All Activities

The All Activities Report lists all of the activities or events that have occurred in the system.

All Other Reasons

The All Other Reasons Report provides a summary of all the “other” reasons used when clearing an alarm.

Other Reasons are the reasons for alarm events that are manually entered by staff members when they clear alarms. These reasons are reflected on the Joint Commission report as well.

Census

The Census Report lists all of the patients in the unit you are monitoring that are currently admitted in the system. This report is sorted alphabetically by patient.

Census History

The Census History Report is a report of all patients admitted and discharged within a specific time.

Census Report with Mom-Baby Time Tracking

The Census Report with Mom-Baby Time Tracking (for Safe Place only) lists all of the infants admitted in the system with Mom-Baby Time Tracking enabled.

Mom-Baby Time Tracking Details

The Mom-Baby Time Tracking Details Report (for Safe Place only) calculates the percent (%) of total time baby spends away from mom and with mom.

Asset Transmitter

The Asset Transmitter Report lists all the assets that are currently admitted in the system.

Auto Enrolled History

The Auto Enrolled History Report lists the alarming band transmitters that were auto-enrolled. This report is a history report; therefore, not all transmitters listed may be actively monitored by the system at the time of the report.

Adjusted Bands

The Adjusted Bands Report (for Safe Place only) enables you to see which alarming band transmitter bands were adjusted.

Transfer	The Transfer Report lists all of the patients who were transferred from one protected unit to another protected unit.
Escort	The Escort Report lists all of the patients who were escorted from a protected unit and back to the same protected unit.
Discharge	The Discharge Report lists all of the patients that were discharged from the system within a specified period of time.
Links	The Links Report (for Safe Place only) provides general details about mothers and infants admitted to the system and currently linked.
Links Activities	The Links Activities Report (for Safe Place only) is a history report of all activities related to Mother or Baby Check and Infant transmitters that were linked in the system. This report includes any activity that triggered an event for the linked transmitters.
Sensatec	Sensatec events are created from our Fall Management System. The Sensatec Report enables you to gauge how your staff responds to Sensatec events.
Smart Sense	The Smart Sense Report lists all of the activities or events that have occurred in the system with respect to Band Off and Check Band alarms.
Quick Response Premiere Transceiver	The Quick Response Premiere Transceiver Report lists all Quick Response Premiere devices currently enrolled in the system (Pendant devices).

Patient Reports

Patient reports are specific to the individual patient.

To access patient reports:

1. **Login** then select **Functions**
2. Click **Update Record**
3. Select the desired patient from the list
4. Make sure you are on the **Main** tab
5. Click one of the "Report" option buttons
6. Click **Close** when done

Review Info

The Review Info Report identifies admit information that was entered for the patient. The Review Info Report includes the patient's picture, if entered, and demographic information for the patient and the patient's contacts. It also includes the patient's allergies, medication information, medical history information and any special instructions that were entered.

Review Activity

The patient's Review Activity Report lists all of the activities or events that have occurred in the system with respect to the patient.

Review Response

The Review Response Report lists the response time for specific events that have occurred for the patient in six-month segments and then provides a bar graph to track the number of events. The blue mark indicates the average response time of the events for the patient, the red mark indicates the average response time of the events for the facility.

In addition to this main report, you can drill down to view two additional reports :

- Review Response Reason
- Review Response Reasons Detail

These reports allow you to view detailed information for each event type and the reasons for those events by clicking the links on the bottom of the reports.

Review Response Reason

The Review Response Reason report provides detailed information about the Event Cause that was selected each time an Event was cleared for the patient and then provides a bar graph to track the number of events.

The blue mark indicates the average response time of the event for the patient, the red mark indicates the average response time of the events for the facility.

Review Response Reasons Detail

The Review Response Reasons Detail report lists all events that went into the calculation of the Review Response Report.

Asset Reports

Just like the patient reports are specific to a patient, asset reports are specific to the individual asset.

To access asset reports:

1. **Login** then select **Functions**
2. Click **Update Record**
3. Select the desired asset from the list
4. Make sure you are on the **Main** tab
5. Click the **Review Activities** button
6. Click **Close** when done

Asset Activity

The Asset Activity Report lists all of the activities or events that have occurred in the system with respect to the asset.

Revision History

Revision	Change
A	Release
B	Updated: screen captures, references to reflect Series 10.1 software
C	Updated: document format, screen captures, document flow, etc... to reflect 10.2 software
D	Updated: Smart Sense Transmitter section – removed screenshot to avoid confusion on the default settings



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