Series 6.0 Software

User Guide

PN 0510-1079-B

Series 6.0 Software
User Guide

PN: 0510-1079-B
Release Date: 05/26/09

Users must read this Guide before using the Product.

Conforms to **UL Std. 294**

(3048736)

Important Warnings

It is important for your facility to implement and enforce the following WARNINGS in order to keep all equipment functioning properly.

> WARNING
>
> INSTALLATION AND CONFIGURATION—It is the responsibility of the facility to follow the installation instructions carefully, as outlined in the *Series 6.0 Software Administrator Guide*, 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.**

> WARNING
>
> 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 *Series 6.0 Software Administrator Guide*. This includes regular inspection, testing, and cleaning. RF Technologies, Inc. recommend 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.**

> WARNING
>
> SYSTEM INSPECTION—It is the responsibility of the facility to establish and facilitate a regular inspection schedule for your system. RF Technologies, Inc. recommend 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.**

> WARNING
>
> USER TRAINING—It is the responsibility of the facility to implement structured training procedures for all employees using the system. Only users who have received adequate training on the use of the system, as outlined in this manual, should use the system.
>
> **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.**

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

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

> **WARNING**
>
> 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 patients and staff, MR system malfunction or "PRODUCT" malfunction. Do not bring "PRODUCT" into the MR system area and follow your facilities policies to classify and label "PRODUCT" as MR Unsafe.

> **CAUTION**
>
> 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.

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

Compliance

Federal Communication Commission (FCC) Compliance

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 his own expense. Changes or modifications not expressly approved by the party responsible for compliance voids the user's authority to operate the equipment.

FCC and IC Radiation Exposure Statement for Mobile Devices

(For the Pull Cord model 0800-0285 and model 0800-0317; Universal Transceiver model 0800-0301, which covers part numbers 0800-0303 and 0800-0304; 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; Router model 0800-0364; Asset Transceivers model 0800-0286 and model 0800-0302 and Motion Control Unit model 0800-0318)

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.

FCC and IC Radiation Exposure Statement for Portable Devices

(For the Pendant Transceivers model 0800-0288 and model 0800-0349 and Pager model 0800-0297)

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 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 has been designed to operate with the antennas listed below, and having a maximum gain of 3dBi. Antennas not included in this list or having a gain greater than 3dBi are strictly prohibited for use with this device. The required antenna impedance is 50 ohms. Acceptable antennas are PCB antennas in all cases of the Router which uses a 2.4 GHz 1/2 wave RP-SMA.

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 permitted for successful communication.

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Preface

Overview

The Series 6.0 Software supports the 9450, QR and ICM Systems. This guide provides detailed information about the Series 6.0 Software, using the software and using system reports. It also provides an overview of the 9450, Quick Response (QR) and Integrated Care Management (ICM) Systems as well as an equipment overview.

9450 System

The 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 alerts 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. An alarm also sounds if a transmitter is detected in an Exit Alarm Zone. If the system fails to detect a transmitter within its monitored area, a Check Transmitter alarm is issued.

Depending on which equipment options your facility has installed, the 9450 System can automatically lock doors and deactivate elevators. In addition, the system sounds an alarm at the Central Server and its network of Client computers when the event occurs. If configured, alarms are also annunciated at remote notification locations (i.e. pagers, walkie-talkie, Quick Look Interface).

With the Mother/Infant Matching feature activated, an alarm is generated if there is a mismatch, meaning the Infant and Mother transmitters do not match; a linking error, meaning there is a problem linking the Infant transmitter to a Mother transmitter; or if a discharge is attempted without first matching the Infant transmitter with the Mother transmitter.

> **NOTE:** The Mother/Infant Matching feature is included in the software; however, **if your facility is not currently configured for Mother transmitters, the Mother/Infant Matching feature IS NOT ACTIVE.** For more information, contact RF Technologies Technical Support at (800) 669-9946 or (262) 790-1771.

Quick Response (QR) System

The QR System immediately notifies staff when a patient requires attention, and provides details that are essential in responding quickly to the needs of a patient. The QR System offers a variety of transmitters, each of which interfaces with the Central Server to ensure that when a patient is in need, staff can be alerted via multiple methods (i.e. pagers, walkie-talkie, Quick Look Interface).

A QR transmitter may be worn by a patient; it could be mounted to a wall where it is easy to access; it may be integrated with a wireless smoke detector; it could additionally be used in conjunction with the 9450 System.

Integrated Care Management (ICM) System

The Code Alert™ ICM System immediately notifies staff when a patient requires attention, and provides details that are essential in responding quickly to a patient's needs.

The Code Alert ICM 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. A transceiver is a device that periodically transmits a signal containing data to uniquely identify if from other transceivers. It may be worn by a patient; it could be mounted to a wall where it is easy to access; it may be integrated with a wireless smoke detector; it could even be used in conjunction with other systems such as the 9450 System and Code Alert Wanderer Monitoring System.

Transceiver devices send data to the Central Server on a regular basis. When an event occurs that warrants a response, staff is alerted by an audible alarm from the Central Server, a message is displayed on-screen and the designated staff is summoned to respond to the situation. Staff can also be notified of an event via the ICM pager.

> **WARNING: The 9450, QR and ICM Systems are designed and intended to work in conjunction with a facility's overall security program, including reasonable operating policies and procedures. The systems, by themselves, cannot prevent abductions or elopements.**

Intended Audience

The *Series 6.0 Software User Guide* is intended for users who use the software. It includes detailed information about the 9450, QR and ICM Systems, the software, and how to use the software. This guide is intended to be used in conjunction with the *Series 6.0 Administrator's Guide* along with other user and installation guides when specified.

Additional Detailed 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-ROM or with your original system proposal and invoice.

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Equipment Overview

Introduction

This chapter provides equipment overviews of the devices supported by the system and device supervision. The supervision feature applies to many devices such as the alarming band transmitters, Pendants, Fall Monitoring and Incontinence devices. A supervised device is the system's way of ensuring that devices are communicating properly and within range of the receivers. This chapter also provides details of the Central Server and Client computers used to run the software as well as Messaging and Walkie-Talkie information.

Central Server and Client Computers

The Central Server is a Windows based computer that runs the software. It contains the database and provides communication with devices in the system as well as the Client computer(s).

Depending on your configuration, the system can include several Client computers. The Client computers allow the user to perform such functions as admitting, discharging, and authorizing transfers and escorts. Each Client computer includes a touchscreen monitor that displays alarms as they occur on a floor plan of the facility.

The Central Server can be located in any area such as the nurse's central station or security office. It must be located near a dedicated analog phone line or broadband connection to allow for remote Technical Support access when requested by the customer. Each Client computer must be located in a secure area that can be accessed by staff to enter and retrieve information.

> ⚠ **WARNING**: Proper placement/mounting of the server is important. Adequate precautions must be taken to prevent the server from falling, causing injury to persons. Cables must be routed in a way to prevent tripping hazards.

Computer Specifications

Computer Specifications	
Ambient temperature, operating	32° F to 86° F (0° to 30° C)
Ambient temperature, storage	-4° F to 122° F (-20° to 50° C)
Relative humidity (non-condensing), operating	20 to 90%
Relative humidity (non-condensing), storage	5 to 90%
Altitude, operating	Up to 10,000 ft.
Altitude, storage	Up to 40,0000 ft.
Shock, operating	2 G, 11 ms, half-sine
Shock, non-operating	40 G, 11 ms, half-sine

Quick Look Display

The Quick Look Display shows information from the system at remote locations such as a secondary nurse's station. When a Red alarm is issued from the system, it is received through the Quick Look Interface. The type of alarm (Cut Band, Door, Check), location of the alarm and the transmitter ID are displayed on a large, easy-to-read 2 x 20 Character Vacuum Fluorescent Displays (VFDs). As new alarms occur, they appear immediately; the display then begins scrolling through each active alarm. For more information about the Quick Look Display, see the *Quick Look Display and Interface Installation Guide*.

1-02

9450 System

There are many transmitters and devices that can be used with the software. The transmitters and devices in this section are supported by the 9450 System running the Series 6.0 Software application.

The 9450 System consist of the following equipment.

- Central Server and Client Computer(s)
- Quick Look Display(s)
- Exit Alarm Controller
- Exit Alarm Receiver
- Magnetic Reed Switch
- CodeLock Electromagnetic Lock
- Alarming Band Receivers
- Quick Look Display
- Transmitters
    - Alarming Band
    - Wander Management
    - Mother

Exit Alarm Controller

The Exit Alarm Controller receives data from the Exit Alarm Receivers and issues an alarm if a transmitter is detected in the Exit Alarm Zone, and the door is open. The Exit Alarm Controller contains a keypad, and/or card reader access device, that allows authorized staff to reset the system after an alarm. The Exit Alarm Controller is the device that triggers the alarm process for the Central Server and Staff Alert. For more information about the Exit Alarm Controller, see the *Delayed Egress Exit Alarm Controller Installation Guide*.

Power: The red light indicates that power is available to the system.

Signal: The yellow light indicates that a signal has been received from the Exit Alarm Receivers.

Status: The green light indicates that the system is in bypass or that the unit is disarmed.

1-03

Card Reader Access Device

The Card Reader Access device can be connected to the Exit Alarm Controllers in order to use access cards for triggering bypass cycles and resetting alarms on the Exit Alarm Controller. The Card Reader Access device can be an HID proximity card reader or a magnetic/bar code card reader (available at RF Technologies).

The Card Reader is interfaced through an RS-232 serial communications port between the Card Reader and the Exit Alarm Controller. The Card Reader and the Exit Alarm Controller may share a common power supply feed.

The Exit Alarm Zone

An Exit Alarm Zone is the area within range of a door, elevator, hallway, or stairwell that is being monitored by the system. If a transmitter is detected in an Exit Alarm Zone and the door is open, an alarm sounds at the exit. If the door is equipped with a CodeLock, when a transmitter enters the Exit Alarm Zone and the door is closed, it will lock.

The devices that are used in an Exit Alarm Zone are an Exit Alarm Controller, Magnetic Reed Switches, and Exit Alarm Receivers. Optional devices include CodeLock™ electromagnetic locks, passive infrared (PIR) detectors, and an External Reset/Bypass Keypad.

Exit Alarm Receiver

Exit Alarm Receivers are low frequency (LF) antennas placed on or near a door frame in an Exit Alarm Zone. They receive signals from transmitters within a monitored zone and send the signals to the Exit Alarm Controller, which triggers the alarm process. For more information about Exit Alarm Receivers, see the *DuoLink Exit Alarm Receiver Installation Guide*.

1-04

Magnetic Reed Switch

The Magnetic Reed Switch is used by an Exit Alarm Controller to detect that a monitored door is open. The Magnetic Reed Switch should be mounted at the top of a door near the non-hinged edge. It comes in two pieces: a switch and a magnet. The switch is mounted on the door frame; the magnet is attached directly to the door.

When normally closed (NC) reed switches are used on a double door, connect the switches in series. The provided Magnetic Reed Switches are normally closed (indicated with a gold Code Alert logo) when the doors are closed so that opening either door opens the switch on that door.

1-05

CodeLock Electromagnetic Lock

The CodeLock option is an electromagnetic lock attached to an exit and connected to the Exit Alarm Controller. If a transmitter is detected in the Exit Zone, the CodeLock activates to help stop the door from opening for as long as the transmitter is within range of the receivers. Refer to the *CodeLock Electromagnetic Door Lock Installation Guide* for information on installation and operation.

1-06

Alarming Band Receivers

Alarming Band Receivers are placed strategically throughout the monitoring area to receive signals from the alarming band transmitters worn by patients. When the Cut Band feature is enabled, the system provides an alert if the banding material that holds the transmitter to the patient is tampered with, cut, or opened without authorization. Multiple receivers are used to ensure reception of the signal if there is an effort made to shield the transmitter during abduction or elopement attempts. For more information, see the *Alarming Band Receiver Installation Guide*.

> **NOTE:** The Mother/Infant function requires applicable Alarming Band Receivers.

Alarming Band Zone

An Alarming Band Zone is the area within range of an Alarming Band Receiver, several of which are mounted above the ceiling tiles of a facility. If a Cut Band alarm is triggered in an Alarming Band Zone, an alarm is sounded on all Client computers assigned to monitor the transmitter's unit, a message is displayed in the Event List, and the location of the Alarming Band Receiver that detected the event is indicated on the map on the Client computer(s). Cut Band alarms are also posted on remote notification devices.

Transmitters

A transmitter is a device that periodically transmits a signal containing data to uniquely identify it from other transmitters. Some transmitters are also capable of transmitting information to identify that the band has been cut.

Alarming Band Transmitters

Alarming band transmitters are placed on the ankle or wrist of a patient or affixed to an asset. The transmitter becomes active once the banding material remains connected on both sides with banding material in place for 60 seconds. The 60-second window exists to allow for proper adjustment of the banding material.

1-08
Patient Transmitter

1-09
Infant Transmitter

After one minute, the transmitter ID is displayed in the Event List and information of the patient or asset wearing the transmitter can be associated with the transmitter using the Admit or Auto-Enroll function. Alarming band transmitters can be supervised. If a transmitter is configured for Supervision, and fails to regularly communicate to the system, a Check Transmitter alarm will result in the Event List at the computer. For more information about securing, cleaning, and troubleshooting transmitters, see the appropriate *Transmitter User Guide*.

Asset Tracking

Alarming band transmitters can be used for asset management. When an alarming band transmitter is attached to an asset and admitted using the Add Asset admit function, *Blue* alarms are generated and appear in the Event List when an attempt is made to remove the assets from an Exit Zone or the band is tampered with or cut.

Mother Transmitter

1-10

A Mother transmitter is placed on the wrist of a new mother and then linked to an Infant transmitter worn by her newborn. When the Infant transmitter is in proximity of the Mother transmitter, the Mother transmitter flashes a green light to indicate that the Infant and Mother transmitters match. If there is a mismatch, meaning the Infant and Mother transmitters do not match, the Mother transmitter flashes the red light three times, and sounds a three beep alarm. A Mismatch Transmitter alarm is also generated in the Event List at the computer. If there is a linking problem, for example, the Infant transmitter may already be linked to another Mother transmitter, a Link Transmitter alarm is generated in the Event List at the computer.

> **NOTE:** Although the Mother transmitter will link to an Asset transmitter, the software does not support this functionality. If this happens, clear the Mother transmitter and re-link the Infant and Mother transmitters.

In cases where the Mother transmitter is linked but no longer active (e.g. the patient has been discharged but the transmitter was never cleared) the transmitter will beep after 24 hours of inactivity. If the transmitter goes undetected and allowed to beep for 15 minutes, it will clear and discharge itself from the system. Tapping the Mother transmitter will temporarily stop the beeping but the transmitter remains in a linked state until manually cleared (refer to the *Mother Baby Match Mother Transmitter User Guide*). If not cleared, the transmitter will beep again after another 24 hours of inactivity.

> ⚠ **CAUTION**: The Mother transmitter can be worn in the shower; complete submersion should be avoided. Prolonged submersion may result in equipment and/or system failure and voids any or all Product Warranty.

Wander Management Transmitter

A Wander Management transmitter is a wireless, mobile transmitter that can be worn around the wrist or ankle. An event is reported in the Event List when a patient is near a monitored door or attempts to leave an Exit Zone.

1-07

CodeWatch Transmitter

The CodeWatch transmitter is lightweight, compact, and has a 1-year battery life expectancy. Each transmitter is stamped with a warranty expiration date. This date indicates the date that RF Technologies' warranty on that transmitter expires (the last day of the month stamped). **If the warranty period has expired, discard the CodeWatch transmitter immediately**.

> ⚠ **WARNING**: Using a CodeWatch transmitter beyond the printed EXP date can result in system failure and/or an elopement.

The CodeWatch transmitter sends a signal to be received by Exit Alarm Receivers. Exit Alarm Receivers are low frequency (LF) antennas placed on or near a door frame or in an Exit Alarm Zone. They receive signals from transmitters within a monitored zone and send the signals to the Exit Alarm Controller, which triggers the alarm process.

The Exit Alarm Controller receives data from the Exit Alarm Receivers and issues an alarm if a resident wearing a transmitter is detected in the Exit Alarm Zone, and the door is open.

1-18

Quick Response System

Transmitters and devices listed in this section are supported by the Quick Response System running the Series 6.0 Software application. The Quick Response system includes transmitters that are both carried by the patient and fixed devices. A fixed device is a stationary device that is assigned to a room or a unit. This device is not transported with the patient but stays in the unit or room to which it is assigned.

Quick Response devices are entered into the system by placing the device into an alarming state. The system senses the device when the device goes into alarm and adds it to the device list in the Configuration-Device window (refer to the *Series 6.0 System Administrator Guide*). The user must then update the device information; for example, give the device a name and/or enable features.

The Quick Responses System consist of the following equipment.

- Central Server
- Quick Look Display
- Wireless Receiver
- Repeater
- Locator
- Paging Base
- Back-up Interface
- Pendant Transmitter
- Wall Mount Transmitter
- Universal Transmitter
- Pull-Cord
- Smoke Detector
- PIR (Passive Infrared) Sensor
- Emergency Devices
- Door/Window Transmitter

Wireless Receiver

The Receiver is a device that receives signals from the repeater, locator, or QR transmitters and communicates them to the Central Server. The Receiver can be supervised; if no information is received by the system from the Receiver for a specified number of minutes, a Device Fault alarm is generated in the Event List at the computer monitoring the unit that the Receiver is assigned to.

1-11

Repeater

A Repeater is a device that receives the signals from Quick Response transmitter and communicates them to the Receiver. This enables the system to cover larger facilities. Repeaters are supervised; a routine signal is sent from each Repeater and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer.

1-12

Locator

Locators receive signals from Quick Response transmitters, add location data, and communicates the signals to the receiver. When an event occurs, the map of your facility will indicate the Locator that received the signal from the alarming device. Locators are supervised; a routine signal is sent from each Locator and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer.

1-13

Paging Base

The Paging Base (optional) sends radio frequency signals to the pager receiver(s) when events occur. The pager receiver indicates the name, room number, and event type of the transmitter that issued the alarm.

1-14

Back-Up Interface

The Back-up Interface is an optional device that takes over the responsibility of communicating with the paging base and provides alarm information (transmitter number only) in the event of an inoperable computer.

NOTE: Please reference Transmitter Report and Device Report to correlate the transmitter number to the patient or the device. It is recommended to reprint the Transmitter Report after new patients are admitted and discharged.

1-15

Pendant Transmitter

A Pendant transmitter is a wireless, mobile transmitter that can be worn around the neck or wrist, or attached to a belt. The Pendant transmitter is suitable for use in showers or baths. To prevent damage to the Pendant transmitter, avoid prolonged submersion.

1-16

Since the Pendant transmitter is a mobile device, no installation is required. Simply insert the battery and assign the transmitter to a resident, assuming the transmitter has been configured into the system and the transmitter ID number falls within the configured range. The Pendant transmitter is powered by a replaceable 3-volt battery.

Wall Mount Transmitter

The Wall Mount transmitter may be mounted on a wall. When a resident presses a button on the transmitter an *Assistance Required* alarm event is reported Event List at the computer. If the transmitter is supervised, a routine signal is sent from the transmitter and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. The Wall Mount transmitter is powered by a replaceable 3-volt battery.

1-17

Pull Cord

A Pull Cord is usually mounted on a wall. This device is used to request staff assistance and is commonly used in bedrooms and bathrooms. It is suitable for use in close proximity to showers or baths; however to prevent damage, avoid any submersion.

1-19B

An Assistance Required alarm event is reported in the Event List when a patient pulls a cord. The Pull Cord can be supervised; a routine signal is sent from the transmitter and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. Pull Cords are powered by a replaceable 3-volt battery.
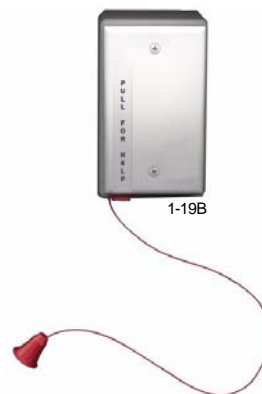
Check-in Pull Cord

A Check-in Pull Cord enables the staff or patient to push a green button to check-in. Pressing the green button indicates to the system that the patient has checked in or been visited by staff. The type of check-in depends on how your Pull Cord is configured (refer to the *Series 6.0 Software Administrator Guide*).

Types of check-in

- Patient Check-in—A patient pushes the button to notify the staff that he/she is awake and does not require assistance.

- Staff Check-in—A staff member pushes the check-in button once they have checked on a patient.

- Staff Care Complete—A staff member pushes the check-in button in response to an Assistance Required alarm once the patient has been checked on and the alarming device is reset. If JCAHO is enforced, this will clear the White alarm from the Client computer.

Smoke Detector

If your facility is using wireless smoke detectors in conjunction with your Series 6.0 Software, a *Smoke* alarm event is reported in the Event List each time a smoke detector is activated. A smoke detector can be supervised; a routine signal is sent from the device and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. The Smoke Detector is powered by a replaceable 3-volt battery.

PIR Sensor

The Passive Infrared (PIR) Sensor is a motion detector used to sense motion in a room or hallway. Or, it can be used as an Inactivity-Check-in device to sense when no motion is detected within a set period of time (refer to "Inactivity Check-in" in the Series 6.0 Software User Guide). An *Assistance Required* alarm event is reported in the Event List each time the detector is activated.

A PIR motion detector can be supervised; a routine signal is sent from the device and if the signal is not received by the system, a Device Fault event is generated in the Event List. The PIR Sensor is powered by a replaceable 3-volt battery.

Door/Window Transmitter

A Door/Window transmitter is used to protect a door or window against unauthorized egress. An *Exit* alarm event is reported in the Event List when a door or window is opened. The alarm automatically clears when the door or window is closed.

1-22

The Door/Window transmitter comes in two pieces: the transmitter enclosure and a magnet. The transmitter enclosure is mounted on the door/window frame; the magnet is attached directly to the door/window. Separating these devices triggers an alarm. The Door/Window transmitter is powered by a replaceable 3-volt battery.

Universal Transmitter

A Universal transmitter can be used to integrate your facility's existing equipment such as backup generators, pull-cord devices, or smoke detectors with the Series 6.0 Software. Universal transmitters come as either NO (normally open) or NC (normally closed) devices. They automatically activate when the input from a monitored device has a contact close or open respectively. When this happens, the Universal Transmitter sends event information to the Central Server.

1-23

The Universal transmitter can be placed in the enclosure of an existing device or inconspicuously mounted near the device. Be sure that the transmitter is not encased in metal that might block the wireless signal to the Repeater or Receiver. The Universal transmitter is powered by a replaceable 3-volt battery.

Code Alert ICM System

The basic components of the Code Alert Integrated Care Management (ICM) system consist of the Central Server, the Gateway, the Router and the transceiver devices. The Code Alert ICM System transceiver devices consist of the following:

- Central Server
- Pull Cord
- Nurse Call
- Door/Window Transceiver
- Smoke Detector
- PIR Sensor
- Universal Transceiver
- Pendant Transceiver

Gateway

The Gateway receives signals from a Router or transceiver devices and sends them to the Central Server. The Gateway can be supervised; if no information is received by the system from the Gateway for a specified number of minutes, a Device Fault alarm is generated in the Event List at the computer.

1-24

Router

Routers receive signals from transceivers and re-transmit them to the Gateway. Two factors that affect the placement of Routers are the availability of a power source and sufficient coverage for the supervision of transceivers.

There are two variations of Routers, one with an internal antenna and one with an external antenna for greater range. Routers are supervised; a routine signal is sent from each Router and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer.

1-25

1-26

Quick Look Router

A Quick Look Router is an ICM Router connected to a wireless Quick Look Display or High Visibility Display. When an alarm is sent from the Server to the Router, the wireless display shows the type of alarm, location data and transceiver number. As new alarms occur, they appear immediately; the display then begins scrolling through each active alarm.

1-41

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The Quick Look Router also acts as an integral part of the back-up reflector. This reflector functionally allows the ICM network to take over the responsibility of distributing alarm information (transceiver number only) to the Quick Look Routers in the event of an inoperable Server.

> **NOTE**: Please reference to a printed copy of the Transmitter Report and Device Report to correlate the transceiver number to the patient or the device. It is recommended to reprint the Transmitter Report after patients are admitted and discharged.

Quick Look Routers are supervised; a routine signal is sent from each Quick Look Router and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer.

> **WARNING**: Quick Look Routers should not be added to multiple units. Since Routers are used to determine location, inaccurate location data could result.

Transceivers

A transceiver is a device that periodically transmits a signal containing data to uniquely identify it from other transceivers. Additionally, transceivers can receive data back. The transceiver devices listed in this section are supported by the Code Alert ICM System running the Series 6.0 Software application. The Code Alert ICM System includes transceivers that are carried by the patient and fixed devices. A fixed device is a stationary device that is assigned to a room or a unit. Fixed devices are not transported with the patient but stay in the unit to which they are assigned.

The transceiver devices are entered into the system by placing the device into an alarming state. The system senses the device when the device goes into alarm and adds it to the device list in the Configuration-Device window (refer to the *Series 6.0 System Administrator Guide*). The user must then update the device information; for example, give the device a name and/or enable features.

Pull Cord

A Pull Cord is usually mounted on the wall. This device is used to request staff assistance and is commonly used in bedrooms and bathrooms. It is suitable for use in close proximity to showers or baths; however to prevent damage, avoid any submersion.

1-27

An Assistance Required alarm event is reported in the Event List when a patient pulls a cord. The Pull Cord is supervised; a routine signal is sent from the transceiver and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. Pull Cords are powered by a replaceable 3-volt battery.

To Call for Assistance

To call for assistance, pull the cord on the Pull Cord transceiver. The red HELP lever comes down indicating that the transceiver is in an alarm state.

To Clear an Alarm

To clear the alarm and reset the Pull Cord, rotate the red HELP lever back to the up position. The Pull Cord is now idle and ready for its next usage.

Check-in Pull Cord

A Check-in Pull Cord enables the staff or patient to push a green button to check-in. Pressing the green button indicates to the system that the patient has checked in or been visited by staff. The type of check-in depends on how your Pull Cord is configured (refer to the *Series 6.0 Software Administrator Guide*).

1-28

Check-in types

- Patient Check In—A patient pushes the button to notify the staff that he/she is awake and does not require assistance.

- Staff Check In—A staff member pushes the check-in button once they have checked on a patient.

- Staff Care Complete—A staff member pushes the check-in button in response to an Assistance Required alarm once the patient has been checked on and the alarming device is reset. If JCAHO is enforced, this will clear the White alarm from the Client computer

Wall Mount Emergency Call

A Wall Mount Emergency Call is mounted on the wall. This device is used to request staff assistance and is commonly used in bedrooms and bathrooms. It is suitable for use in close proximity to showers or baths; however to prevent damage, avoid any submersion.

1-40

An Assistance Required alarm event is reported in the Event List when a patient pushes the red button. The Emergency Call is supervised; a routine signal is sent from the Emergency Call and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. The Wall Mount Emergency Call is powered by a replaceable 3V battery.

To Call for Assistance

To call for assistance, push the red button on the Wall Mount Emergency Call transceiver. When pushed, the button remains in indicating the device is in an alarm state.

To Clear an Alarm

To clear the alarm and reset the Emergency Call, push the red button again. The button pops out indicating the transceiver has changes states and is now idle and ready for its next usage.

Nurse Call

A Nurse Call is affixed near the bed of the patient. An Assistance Required alarm event is reported in the Event List when a patient pushes the button on the Nurse Call. The Nurse Call is supervised; a routine signal is sent from the transceiver and if the signal is not received by the system, a Device Fault event is generated in the Event List at the computer. The Nurse Call is powered by a replaceable 3-volt battery.

1-29

To Call for Assistance

To call for assistance, firmly press down and release the plunger on the Nurse Call transceiver. The plunger stays down indicating that the transceiver is in an alarm state.

To Clear an Alarm

To clear an alarm or to reset the Nurse Call transceiver, pull the plunger up. When in the up position, the transceiver is idle and ready for its next usage.

Door/Window Transceiver

A Door/Window transceiver is used to protect a door or window against unauthorized egress. An *Exit* alarm event is reported in the Event List when a monitored door or window is opened. The alarm automatically clears when the door or window is closed. The Door/Window transceiver is supervised; if no information is received by the system from the transceiver for a specified number of minutes, a Device Fault alarm is generated in the Event List at the computer.

The Door/Window transceiver comes in two pieces: the transceiver enclosure and a magnet. The transceiver enclosure is mounted on the door or window frame; the magnet is attached directly to the door or window. An alarm triggers when the devices are separated. The Door/Window transceiver is powered by a replaceable 3-volt battery.

1-30

Reset Button

There are two types of reset buttons. If your Door/Window transceiver comes with a reset button, the alarm must be reset at the door by pressing the reset button once the door/window is closed. The Door/Window transceiver comes in three pieces: the transceiver enclosure a magnet, and a reset button.

1-31

1-32

Smoke Detector

If your facility is using wireless Smoke Detectors in conjunction with your Series 6.0 Software, a *Smoke* alarm event is reported in the Event List each time a Smoke Detector is activated. A Smoke Detector is supervised; a routine signal is sent from the device and if the signal is not received by the system, a *Device Fault* event is generated in the Event List at the computer. The Smoke Detector is powered by a replaceable 3-volt battery.

1-33

PIR Sensor

The Passive Infrared (PIR) Sensor is a motion detector used to sense motion in a room or hallway. Or, it can be used as an Inactivity-Check-in device to sense when no motion is detected within a set period of time (refer to "Inactivity Check-in" in the *Series 6.0 Software User Guide*). An *Assistance Required* alarm event is reported in the Event List each time the detector is activated.

A PIR motion detector can be supervised; a routine signal is sent from the device and if the signal is not received by the system, a Device Fault event is generated in the Event List. The PIR Sensor is powered by a replaceable 3-volt battery.

1-34

Universal Transceiver

A Universal transceiver can be used to integrate your facility's existing equipment such as backup generators, pull-cord devices, or smoke detectors with the software. Universal transceivers come as either NO (normally open) or NC (normally closed) devices. They automatically activate when the input from a monitored device has a contact close or open respectively. When this happens, the Universal transceiver sends event information to the Central Server.
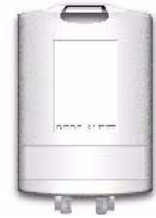
1-35

The Universal transmitter can be placed in the enclosure of an existing device or inconspicuously mounted near the device. Be sure that the transmitter is not encased in metal that might block the wireless signal to the Repeater or Receiver. The Universal transmitter is powered by a replaceable 3-volt battery.

Pendant Transceiver

A Pendant transceiver is a wireless, mobile transceiver that can be worn around the neck or wrist, or attached to a belt. The protective boot protects the Pendant transceiver against dropping and water ingress. However to prevent water damage, avoid prolonged submersion and direct contact with a water stream.

1-36

The Pendant can be supervised; if no information is received by the system from the Gateway for a specified number of times, a Check Transmitter alarm is generated in the Event List at the computer. Since the Pendant is a mobile device, no installation is required. Simply insert the battery and set up the Pendant transceiver for use. The Pendant is powered by a replaceable 3-volt battery.

To Call for Assistance

To call for assistance, firmly press and hold the blue button on the transceiver (for about a second). Release the button, the green light flashes a series of times to indicate the transceiver is in an alarm state. If the transceiver flashes red, the signal is blocked. Move to another area of the room until the signal transmits (flashes green).

Flashing green light

To Clear an Alarm

To clear an alarm or to reset the Pendant transceiver, rapidly but firmly press and release the blue button on the transceiver six (6) times within three (3) seconds (be sure to see the green light flash for each push). The green light flashes a series of times to indicate the transceiver has changed states and is now idle and ready for its next usage. If the transceiver flashes red, the signal is blocked. Move to another area of the room until the signal transmits (flashes green).
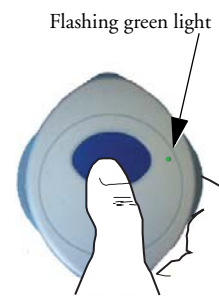
Fall Management System

The Fall Management System provides restraint-free monitoring of a patient who may try to leave a bed or chair without assistance. The Fall Management System can be configured to interface with the software along with your facility's nurse call system. An Assistance Required alarm is activated in response to a Fall Management System alert when interfaced with the Series 6.0 Software.

> ⚠ **WARNING: The Fall Management System may not be suitable for patients who are "AT HIGH RISK FOR FALL." Other monitoring measures may also be required. The Fall Management System should not be a substitute for routine visual monitoring protocol by caregiving personnel.**

The Sensor Pad of the Fall Management System is placed on a patient's bed or chair and connected to a Control Unit. If a patient removes his or her weight from the Sensor Pad, the Control Unit issues an audible alert. Refer to the applicable Control Unit's manual for detailed information about using the Fall Management System.

Sensor Pad

Control Unit

Sensor Pad
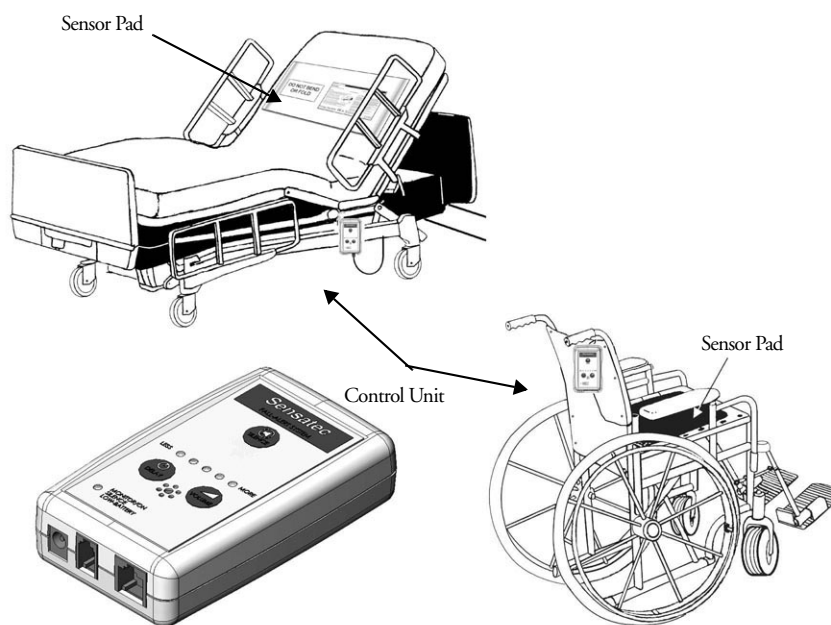
1-38

> ⚠ **WARNING: Due to the possibility of strangulation, all cables should be routed away from the patient's throat. When securing the strap, take up any extra slack in the cord that may become tangled with a patient's bed or chair. Failure to do so may result in patient injury. This device should not be used in the presence of flammable anesthetic mixtures.**

Fall Management System Control Unit

The Fall Management System Control Unit is connected to a Fall Management System Sensor Pad and attached to a patient's bed or chair, out of reach of the patient. If a patient attempts to get up, the Control Unit sounds an alert. An alert can be annunciated in the form of a buzzer. Staff can also be alerted via your facility's nurse call system or the 9450 software if available. An Assistance Required alarm is activated in response to a Fall Management System alert when interfaced with the Series 6.0 Software. The Control Unit is powered by a 9-volt alkaline battery or by a plug-in power supply.

> ⚠️ **WARNING: If the keys on the Control Unit are worn or damaged, you must stop using the Control Unit and contact RF Technologies.**

Fall Management System Sensor Pad

Fall Management System Sensor Pads can be used on most standard beds or chairs in your facility. They are disposable, intended for single-patient use, and warranted for 7, 30, 90, or 180 days (offering for pads are subject to change, contact Customer Care at 1-800-669-9946 for the most current offering). The Sensor Pads have a limited expected useful life. You must record the date the warranty expires in the area provided on the label. You must not use the sensor pad after the in-service warranty has expired.

> ⚠️ **WARNING: Pad may become damaged when used on a dynamic mattress (air, water, etc.). Correct operation should be confirmed at every patient rotation.**

Advanced 3-Way Care Solution

The Advanced 3-Way Care Solution has been designed to assist in the areas of Fall Management, Incontinence Detection and Re-position Reminder. The system can be used to address all three areas of care or to assist with a single problem area. The system functions as a stand-alone system or can be configured to interface with the Series 6.0 Software along with your facility's nurse call system. When interfaced with the Series 6.0 Software, a Fall, Wet or Turn alarm is activated in response to the applicable event.

> ⚠ **WARNING: The Advanced 3-Way Care Solution may not be suitable for patients who are AT HIGH RISK FOR FALL." Other monitoring measures may also be required. The Advanced 3-Way Care Solution should not be a substitute for routine visual monitoring protocol by caregiving personnel.**
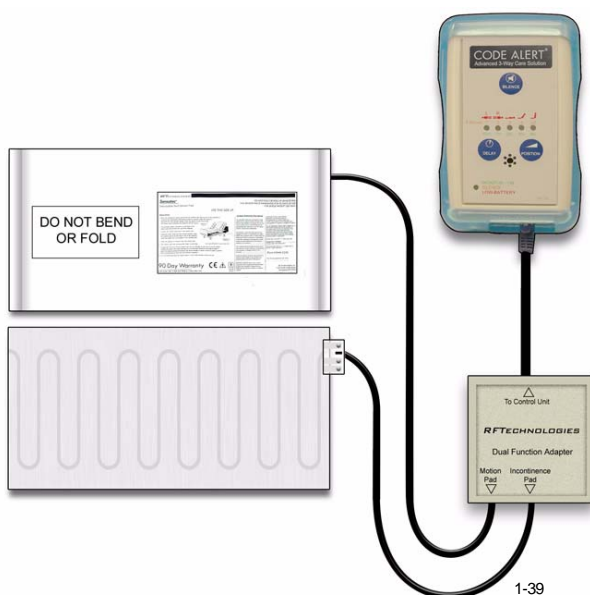
1-39

> ⚠ **WARNING: Due to the possibility of strangulation, all cables should be routed away from the patient's throat. When securing the strap, take up any extra slack in the cord that may become tangled with a patient's bed or chair. Failure to do so may result in patient injury. This device should not be used in the presence of flammable anesthetic mixtures.**

Advanced 3-Way Control Unit

The Advanced 3-Way Care Control Unit connects to a sensor pad and attaches to a patient's bed or chair, out of reach of the patient. If using the Control Unit for Fall Management or Re-position Reminder, connect the Motion Sensor Pad. If using the Control Unit for Incontinence Detection, connect the Incontinence Sensor Pad. To simultaneously address all three applications, insert the Dual Function Adapter and plug in the Motion Sensor Pad and the Incontinence Sensor Pad into their respective jacks in the adapter. The Control Unit is powered by a 9-volt alkaline battery or by a plug-in power supply.

> ⚠ **WARNING: If the keys on the Control Unit are worn or damaged, you must stop using the Control Unit and contact RF Technologies.**

Advanced 3-Way Care Sensor Pads

The sensor pads of the Advanced 3-Way Care Solution is placed on a patient's bed or chair and connected to a Advanced 3-Way Care Control Unit. Refer to the applicable Control Unit's in-service manual for detailed information about using the Control Unit with the sensor pads.

> ⚠ **WARNING: Pad may become damaged when used on a dynamic mattress (air, water, etc.). Correct operation should be confirmed at every patient rotation.**

Motion Sensor Pad

The Motion Sensor Pad is used for Fall Management and Re-Position Reminder monitoring. They are disposable, intended for single-patient use, and warranted for 30 days (offering for pads are subject to change, contact Customer Care at 1-800-669-9946 for the most current offering). When used for Fall Management, if a patient removes his or her weight from the Motion Sensor Pad, the Control Unit flashes the green light and beeps to alert the caregiver.

When used for a Re-position Reminder, the Motion Sensor Pad connects to the Control Unit to allow you to select a pre-programmed time interval to remind you to change/vary the position of a patient in their bed. When the selected time interval expires, the Control Unit will alert the caregiver that it is time to reposition the patient.

Incontinence Sensor Pad

The DriTec Incontinence Sensor Pad comes on a roll and is perforated in one-foot sections to allow you to tear off only what is needed. It is recommended that you use three sheets for a bed and one for a chair. Prior to tearing, fold at the perforation to ensure that the pad tears freely from the roll.

The Incontinence Sensor Pad connects to the Control Unit via the Incontinence Sensor Clip. When incontinence is sensed from the Incontinence Sensor Pad, the Control Unit flashes the green light and beeps to alert the caregiver.

Messaging Services

Event Messaging

The Event Messaging system allows staff members to be notified of system events. When an event occurs, the designated staff is summoned, via pager (standard and ICM), email, text message or phone to respond to the situation. Each messaging media can be assigned to a messaging group, which can be configured to receive messages specific to that group (nursing staff, maintenance, etc.). Messages may be sent to single message media or sent to entire groups at once.

A Message Unit is the top tier of the Event Messaging system. Each Message Unit can be comprised of a number of Messaging Groups and a configured list of alarms and events that trigger messages. For example, Messaging Unit "A" can be configured to receive messages for Cut Band, Check Transmitter and Client Missing events. Message Unit "B" may be configured to respond to the same events as Messaging Unit "A" with the addition of Door Open and Device Fault events.

Depending on the needs of your facility, a Messaging Group can be included in more than one unit. In other words, Messaging Group "2" can be included in Messaging Unit "A" and Messaging Unit "B". If no alarms are selected for a Messaging Unit, alarms will default to a Messaging Group. Shift selections can also be selected to indicate that, within a specified shift's time period, all messages will be sent to that shift.

Messaging Delays, Retries and Escalation

Messaging Delay allows the user to enter the number of seconds between an event and the messaging of designated staff. This delay provides enough time for the system to transmit location information to the Client computer(s). Messaging Delay is set by the installer and should not be changed without consulting a factory-trained administrator.

The Messaging Retries features will retry a message after a specified number of minutes for any event to which there is no response. Once a message has been retried the configured amount of times, the message can be escalated to another Messaging Group.

Messaging escalation is intended to ensure that staff will respond to an emergency call. If a message is sent to a Messaging Group and the relevant staff does not respond within a specified period, the call will escalate to another Messaging Group. It is recommended that the final group be comprised of all the messaging media in the building. The final group will continue to be messaged until the call is answered. The system does not roll over to the first group again.

> **NOTE:** White alarms for messaging do not escalate or retry. A white alarm message is only sent once.

Walkie-Talkie System

The Walkie-Talkie system alerts staff members when specific events occur. Staff members equipped with a walkie-talkie will receive an audible message for triggered events. Triggering events for the walkie-talkie are configured in the Configuration menu. The options are: Assistance Required, Check Transmitter, Cut Band Alarm, and Door Alarm. If your system includes the Advanced 3-Way Care system, additional options include Fall, Wet and Turn.

The Walkie-Talkie system allows you to set the number of seconds between the start of an alarm and when the alarm is repeated. This is referred to as a repeat interval. The repeat interval count down starts as soon as the walkie-talkie alarm sounds. Therefore, depending on the number of seconds selected for a repeat interval, an alarm may repeat only seconds after the first alarm stops.

Software Features

Introduction
============

This chapter provides details about starting the software and features of the software. It describes the use of the touchscreen monitor, the window conventions and the Main operating window. From the Main application window you can access menu items and toolbars necessary to operate your system.

Start the Software
==================

After installation, the software automatically starts when you turn on the computer. A splash screen with the logo and the name of the system is displayed while the program loads. This screen contains the version number of your software.

FIGURE 2.1:   Startup Splash Screen for the Safe Place Infant Security System

Sleep Mode
==========

Sleep mode refers to a low power mode that turns your computer's monitor off after a certain period of time. If your monitor is in sleep mode a simple touch of the mouse or keyboard usually wakes the monitor within seconds. Additional, any new alarms detected on a Client computer that would maximize the application will reawaken the monitor.

Window Conventions

When you perform a function using the software, a window appears. Here, you can enter data or select options. The software is designed for use with a touchscreen monitor. The user buttons are large and easy to use. 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 6.0 Software Administrator Guide*.

Drag the title bar to move the window.

Type information in the text boxes.

Click **Save** to accept changes and close the window or dialog box.

Use the arrow to select information from the drop-down

Click **Cancel** to close the window or dialog box.
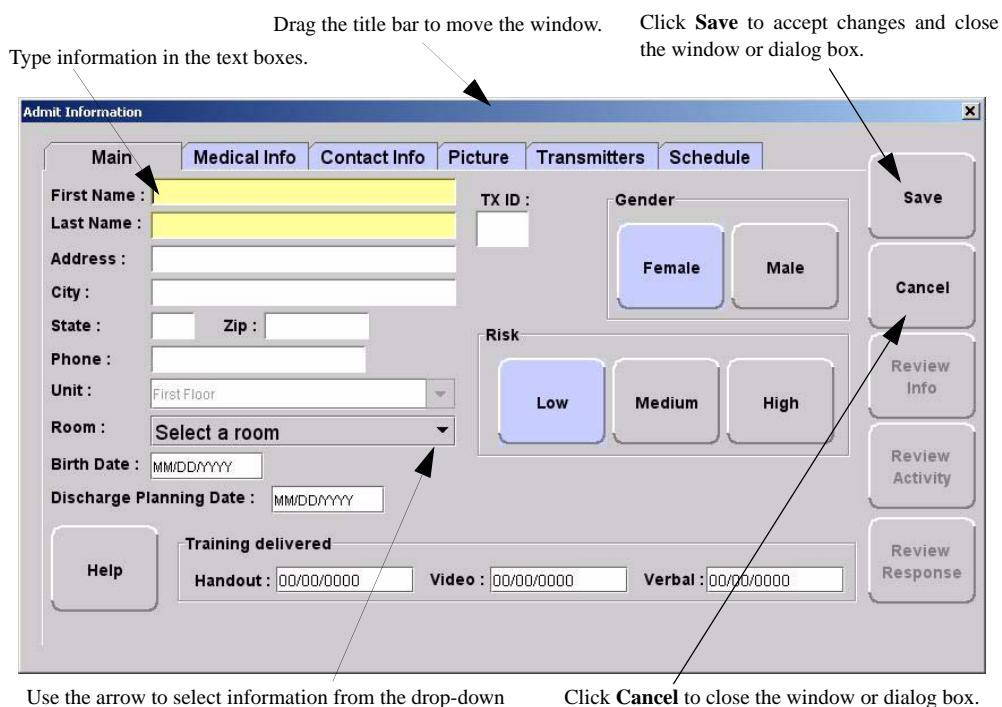
FIGURE 2.2:   Sample Window

Touchscreen Monitor

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 using the Select Multiple feature, anomalies may occur when using the on-screen keyboard while the desktop keyboard is connected to the computer.

The on-screen keyboard can be turned off by deselecting the Display Virtual Keyboard check box found under **Tools** >>**Client Properties** >> **Display**.
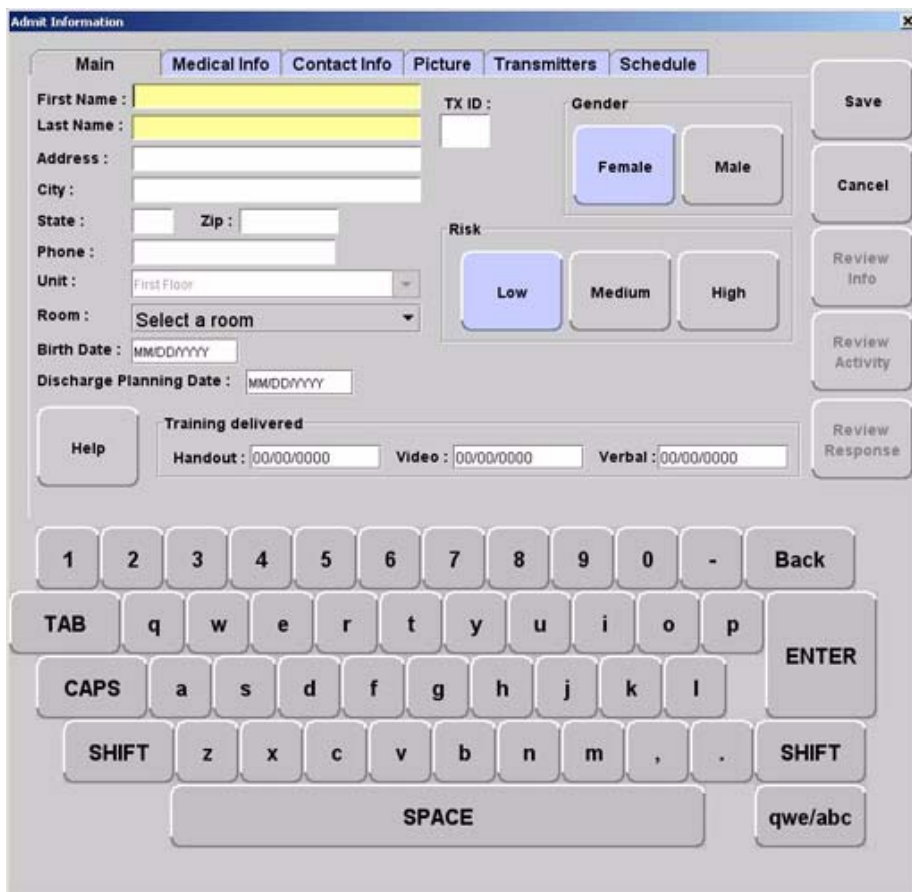
FIGURE 2.3:   On-Screen Keyboard

Quick Reference Tutorial

A Quick Reference Tutorial is embedded in the software to aid users in responding to alarms. The option to display the tutorial can be turned off by deselecting the Tutorial check box found under **Tools** >>**Client Properties** >> **Display**.

The Quick Reference Tutorial opens within the Event Information Window when responding to Red, Blue and White alarms (refer to the section "Event Types" on page 78 for information on Red, Blue and White alarms). The tutorial contains a quick reference on how to respond to an alarm and common causes for the alarm.
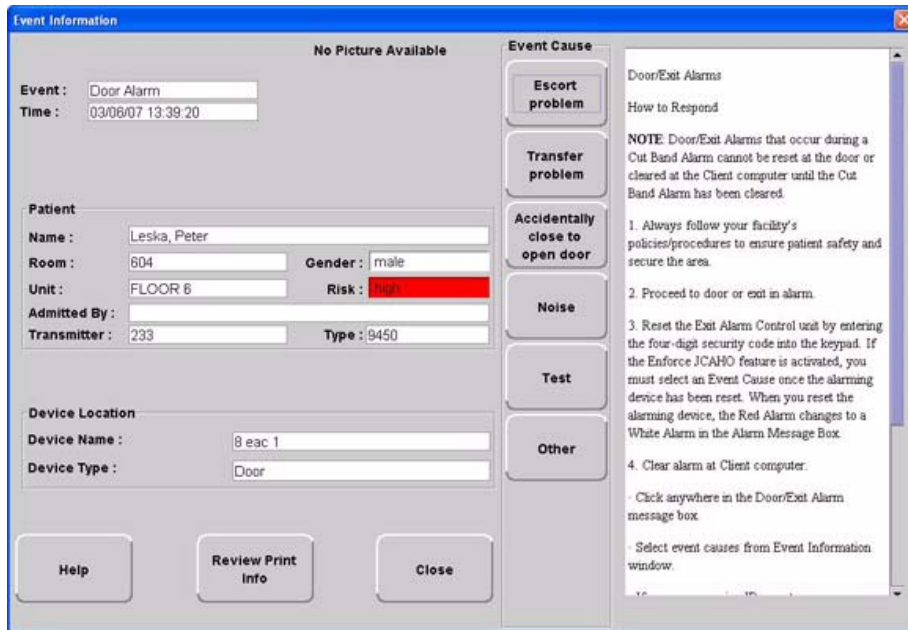
FIGURE 2.4:   Quick Reference Tutorial Window

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 the 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 displayed on the client computer

1. Select Tools from Menu Bar (see "The Menu Bar" on page 38)

2. Select Client Properties.

3. Select the **Map** tab.
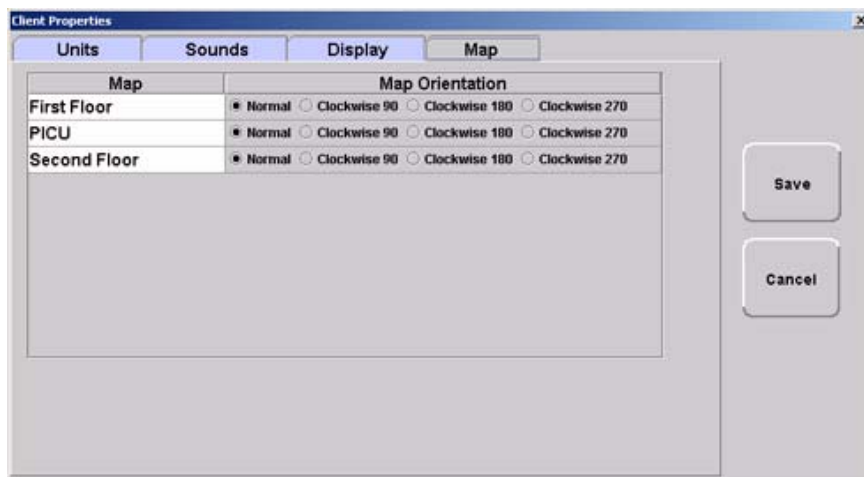
FIGURE 2.5:   Client Properties - Display

4. On the **Map** tab, select the unit to which you want to rotate the map.

5. Click the radio button next to the Map Orientation that you wish displayed for that unit.

6. Do one of the following:

    a. Click **Save** to save and return to the main window.

    b. Click **Cancel** to return to the main window without saving.

Ruleset for Displaying Patient Name

The ruleset 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 6.0 Software Administrator Guide*). When HIPAA is enabled, the patient's name is not shown on the Quick Look Display.

The patient's first name or last name is required when entering patient information during the admit process. Depending on what information is entered, the following ruleset applies.

Patient Information	What is displayed on the Quick Look Display
First and Last name	Last name, First name
Last name only	Last name
First name only	First name
If HIPAA privacy is enabled	Last name-Gender

The Main Window

When the software is started, the main window appears. It contains all the necessary information to operate your system.

Top Toolbar

Menu Bar

Event
List

Bottom Toolbar

Click to open the Low Batteries Report (only appears
when there are low batteries currently in the system).
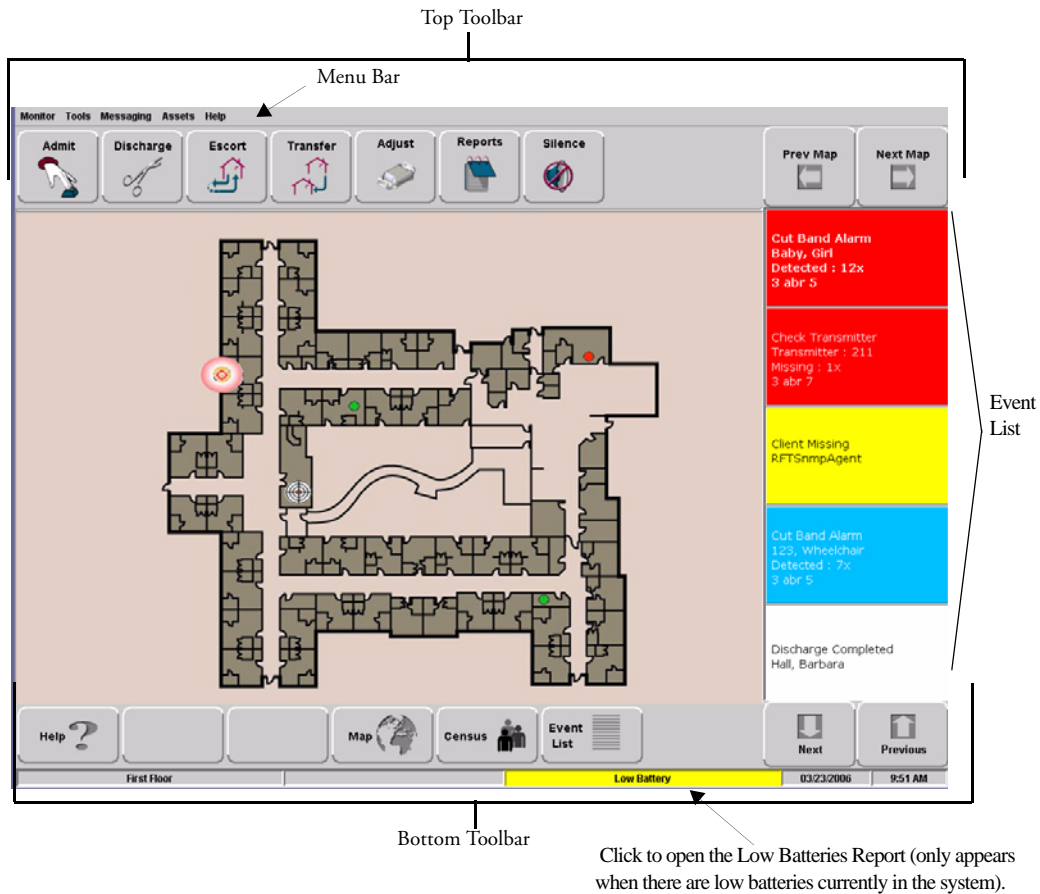
FIGURE 2.6:   Main Window

The Menu Bar

The Menu Bar contains selections which provide shortcuts directly to certain tasks.

Monitor Tools Messaging Assets Help

Monitor

EXIT—Selecting Exit closes the software application.

> **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.

Tools
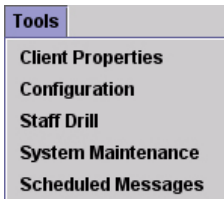
CLIENT PROPERTIES—The settings or properties for the Client computer are defined here by the System Administrator. For more information about Client Properties, see the *Series 6.0 Software Administrator Guide.*

CONFIGURATION—The Configuration options allow you to configure devices in the system. System configurations are done by the System Administrator. For more information about Configuration, see the *Series 6.0 Software Administrator Guide.*

STAFF DRILL—When a staff drill is performed, the attendant performing the drill enters the resulting information here.

SYSTEM MAINTENANCE—A log of maintenance performed on the system is manually recorded here.

SCHEDULED MESSAGES—This option allows you to schedule system messages to be sent to staff on an daily, weekly or monthly basis For more information on Scheduled Messages, see the *Series 6.0 Software Administrator Guide.*

Messaging

CHANGE MESSAGING SHIFT—It maybe necessary to change an page unit's work shift. Use this feature to select a different page unit and work shift. This feature is configured by the System Administrator and can only be used if you **currently** use pagers with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

START SHIFT—At the start of the shift, use this feature to check out a Cisco phone. Cisco phones are configured by the System Administrator and can only be used if you **currently** use Cisco phones with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

> **NOTE:** The option to clear alarms at the point of care a feature of the Cisco phone. Below are guide lines 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 or pager must be checked out to the user assigned.
>
> • The Cisco phone chimes when a message is cleared. It is important to select the "**When the event occurs**" field concurrently with the "**When the event is cleared**" field to avoid getting chimes without getting the original alarm message.

To check out a Cisco phone

1. Select **Start Shift**.

2. Use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

3. The **Device Dialog** window opens. Cisco phones currently available for checkout are listed in the window.

FIGURE 2.7:   Device Dialog

4. Double click anywhere in the row containing the phone you wish to checkout. The user name replaces **Available/Select** in the **Assigned To** column.

5. Click **Save** to close the window and checkout the phone. Only one phone can be checked out per login. To check out another phone you must click **Save** and repeat the process.

6. Click **Close** to close the window without checking out the phone.

END SHIFT—At the end of the shift, use this feature to return the CISCO phone back into the system. To return a phone, select **End Shift**. Use your proximity card or magnetic/barcode card or enter your Login and Password then press **OK**. All phones checked out to the user are automatically returned to the Device Dialog list, no confirmation of the return is given.

SEND PAGER MESSAGE—This feature allows you to send a page to a staff member via the standard pagers. This feature is configured by the System Administrator and can only be used if you **currently** use pagers with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

SEND ICM MESSAGE—This feature is for a future product release.

SEND TEXT MESSAGE—This feature allows you to send a text message to a staff member via his/her cell phone. This feature is configured by the System Administrator and can only be used if you **currently** use cell phones with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

> **NOTE:** The text messaging functionality is dependant 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 then they were sent. Text message notifications should not be used as the primary form of notification.

SEND EMAIL MESSAGE—This feature allows you to send a email to a staff member. This feature is configured by the System Administrator and can only be used if you **currently** use email with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

SEND CISCO MESSAGE—This feature allows you to send a Cisco phone message to a staff member. This feature is configured by the System Administrator and can only be used if you **currently** use Cisco phones with your system. For more information, see the *Series 6.0 Software Administrator Guide*.

> **NOTES:**
> - 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.
> - The following alarm events and information cannot be messaged to Cisco phones.
>   - Asset Alarms
>   - Scheduled Events
>   - Any event that initially triggers a White Alarms (i.e. Auto-enroll, Discharge expired)

Asset

ASSET TRANSMITTER REPORT—Opens the Asset Transmitter Report. This report list all the assets that are currently admitted in the system. The Asset Transmitter Report includes make, model, serial number, transmitter ID number and location (the unit or room to which the asset is assigned).

Help
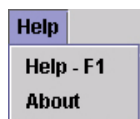
HELP -F1—This takes you directly to the online Help for the Series 6.0 System. Here you can navigating through user help topics.

ABOUT—Select to view the splash screen with the logo and the name of the system and the version number of your software.

Top Toolbar

The top toolbar contains icons that provide shortcuts directly to commonly used tasks

ADMIT—Click to access the **Admit Information** window. This is where you enter a new patient or asset into the system. This selection is also used to update existing patients or assets.

DISCHARGE—Click to access the **Discharge** window. This allows you to take a patient or asset out of the census of monitored transmitters. If the patient is wearing an alarming band transmitter, you then have a limited time to remove the banding material from the transmitter. The discharge time is configured per unit or can be set to discharge the patient or asset immediately.

ESCORT—Click to access the **Escort** window. This is where you select the amount of time required to take a patient /asset out of a protected area **and back to the same protected unit.**

TRANSFER—Click to access the **Transfer** window. This is where you select the amount of time required to move a patient or asset from one protected area **to another protected unit**.

ADJUST—Click to access the **Adjust Bands** window. This 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 are no 9450 transmitters configured for the system, this key is disabled.

REPORT—Click Reports to access a list of all available reports.

SILENCE—The **Silence** button enables you to silence an alarm only at the computer where the Silence button is pushed. This Silence button is green when the Silence feature is turned ON.

PREV MAP—Click **Prev** to scroll back to the previous map viewed. Only those maps assigned to the units monitored on the Client computer(s) are available.

NEXT MAP—Click **Next** to scroll ahead to the next available map. Only those maps assigned to the units monitored on the Client computer(s) are available.

Bottom Toolbar

The bottom toolbar contains icons that provide shortcuts to the screens used to view alarms and events

Help

Click **Help** to access the on-line help window. This is where you enter topics you wish to obtain information about.

Map

Click **Map** to display a floor plan of each unit the Client computer(s) 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. Devices assigned to a room will not show on the map until the room device goes into alarm.

Alarm Message Box

Click in the alarm message box to access the Event Information window for that alarm. Alarms are displayed sequentially as they occur and by priority. Alarms are color coded according to the alarm.

- Red Alarm—high priority alarms
- Yellow Alarm—medium priority
- White Alarm—low priority alarms
- Blue Alarm—high priority asset alarms
- Light Blue Alarm—low priority asset alarms

Click **Next** to scroll down through alarms in the list.
Click **Previous** to scroll back up through alarms in the list.

Census

Click **Census** to display a census screen of every Auto-enroll transmitter, patient and asset in the system.

Name	Room	State	Last Known Loca...	Admit Time	Destination	Time Remaining	TX ID	Risk	Gender
Census [5] Excluding Assets				Print	Next Page	Previous Page			
Auto-Enroll									
Transmitter: 1		mon	Near Room ...				1		
Transmitter: 77		dis	Near Room ...				77		
Transmitter: 79		mon	Near Room ...				79		
First Floor									
Benda, Jon	500	txf		06/11/08 15:11	FLOOR 6	0:00:42	57	L	M
Hamerlick, Kelly	605	mon	Near Room ...	06/11/08 15:12			24	L	F
34568AD, IV PUMP		mon	Near Room ...	06/23/08 10:57			2	H	
Heart Monitor		esc	Near Room ...	06/23/08 10:57	Maintenance	0:00:59	4	L	

FIGURE 2.8:   Census Window

The information displayed includes:

- **Name**—the name of the patient, asset or transmitter enrolled in the system.
- **Room**—the room assigned to the patient.
- **State**—the state (mode of operation) that the transmitter is in (monitor, transfer, escort, adjust, or discharge).
- **Last Known Location**—the location of the receiver that best picked up the last signal from the transmitter.
- **Admit Time**—the time the patient was admitted to the system.
- **Destination**—the destination of the patient in escort or transfer.
- **Time Remaining**—the time remaining to complete the escort or transfer.
- **Tx ID**—the identification number of the transmitter.
- **Risk**—the risk level assigned to the patient.
- **Gender**—the gender of the patient.

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

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

Click **Print** for a print out of the census screen. A printer must be connected to the computer from which the print command is initiated.

Click **Next** to scroll down through the census.

Click **Previous** to scroll back up through the census

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	Time	Name	Location	Tx ID
Check Transmitter	05/26/06 13:46	106	Auto-Enroll : 3 abr 5	106
Check Transmitter	05/26/06 13:42	135	Auto-Enroll : 3 abr 4	135
Check Transmitter	05/26/06 13:41	12	Auto-Enroll : 3 abr 5	12
Cut Band Alarm	05/26/06 13:36	113	Auto-Enroll : 3 abr 4	113
Cut Band Alarm	05/26/06 13:35	23	Auto-Enroll : 3 abr 7	23
Check Transmitter	05/26/06 10:17	6	Auto-Enroll : 3 abr 8	6
Cut Band Alarm	05/26/06 09:14	Baby, Girl	Second Floor : 3 abr 5	7
Check Transmitter	05/26/06 08:36	211	Auto-Enroll : 3 abr 7	211
Client Missing	05/26/06 08:36	RFTSnmpAgent		
Cut Band Alarm	05/26/06 08:36	123, Wheelchair	Second Floor : 3 abr 5	17
Discharge Completed	05/26/06 13:49	236	Auto-Enroll : 3 abr 7	236
Discharge Completed	05/26/06 08:39	Hall, Barbara	Second Floor	

FIGURE 2.9:   Event List Window

Click **Next** to scroll down through events in the list.
Click **Previous** to scroll back up through events in the list.

Low Battery Icon

Located on the bottom of the Main Window is a Low Battery icon. The Low Battery icon only appears when there are transmitters and/or devices with low batteries currently in the system. When visible, the Low Battery icon appears in yellow.

Click on **Low Battery** to go directly to the Low Batteries Report.

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Using the Software

Introduction

This chapter provides detailed information about the Series 6.0 Software functions. For information about tasks such as adding devices or adding users to a Client computer, see the *Series 6.0 Software Administrator Guide*. In addition, for specific information about securing and cleaning alarming band transmitters, see the appropriate *Transmitter User Guide*.

Commonly Used Terms

Throughout this guide terms are used to describe functions that may be enabled/disabled in the software or actions necessary for using the software. Following are commonly used terms and their definitions.

Login and Passwords

Some functions of your system may be password protected. This simply means that a staff member must enter a login and password or use his or her proximity card or magnetic/barcode card before performing a task. When you select a function that requires a password, the Login and Password dialog box appears.

To access a password protected function

1. Enter your login name in the **Login** box.

2. Enter your password in the **Password** box.

3. Press **Enter** or click **OK**.

4. If enabled, use your proximity card or magnetic/barcode card approved for use with the software.

> **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.

Device Supervision

The Supervision feature applies to many devices such as the alarming band transmitters, Pendants, Fall Monitoring and Incontinence devices. A supervised device is the system's way of ensuring that devices are communicating properly and within range of the receivers. When the Supervised transmitter function is enabled, a Check Transmitter alarm will be placed in the Event List if the system does not receive a signal from the device within a specified time interval. The supervision interval is configured in the Configuration-Units menu. The Supervision function defaults ON.

Inactivity Check-in

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 an Assistance Required alarm.

The Inactivity Check-in feature is enabled during the Admit process under the Transmitter tab. Inactivity Check-in devices must first be assigned to a room/and or unit at the Configuration level (refer to the *Series 6.0 Software Administrator Guide)*.

Units

Upon admission, a patient or asset must be assigned to a Unit. A Unit represents a protected area in your facility that is monitored as a unit, such as the Nursery or Intensive Care. All devices in the area are assigned to the unit, and are identified on a map or floor plan specific to the unit.

Some units may have more than one patient or asset occupying the same room. It is important when admitting a patient or asset to a double-occupancy room that you specify which bed or side of the room the patient or asset is assigned, for example room 101-A or room 101-B.

If an alarm occurs, the relevant alarm information, such as the patient's or asset's name, the type of event, and the location of the event, is displayed at any Client computer that has been configured to monitor the unit. Some System Properties, such as the time allowed for the discharge and adjust function, are defined at the unit level.

Global Lockdown

A Global Lockdown is when all of the doors are automatically locked during a Cut Band alarm. If a door is already open at the time a Cut Band alarm occurs or if a door is opened at any time while the system is in Global Lockdown:

- an alarm sounds at the Exit Alarm Controller
- a message is displayed on the Client computer(s) in the unit configured to monitor the door and on all Quick Look Displays for that unit
- the location of the Exit Alarm is indicated by a flashing icon on the map on the Client computer(s)

If your facility has enabled the *Lockdown on Cut Band Alarms* feature, a Cut Band Alarm triggers a Global Lockdown. You can configure the Global Lockdown feature to lock doors at *All exits* or *By transmitter units*. However if a Cut Band alarm is triggered during an Escort or a Transfer, the system automatically locks *All exits* and posts the alarms on all Client computer(s). This is because the transmitter in Escort or Transfer may be outside of its protected unit.

> **NOTE:** When a transmitter is configured as a low priority asset transmitter, a Cut Band Alarm will not trigger a Global Lockdown. High Priority configured asset transmitters will trigger a Global Lockdown.

Common Operations

The top toolbar provides shortcuts to commonly used tasks such as admitting, discharging, escorting, and transferring a patient or asset. Additionally you can use the top toolbar to access the windows for adjusting the banding material on an alarming band transmitter, viewing system reports and silencing audible alarms.

Admit

Using the Admit function, you can admit a patient or asset and enable the system to associate the transmitter with information of the patient or asset being admitted. There are two ways to access the Admit window.

To admit a patient or asset from the Admit button

1. Click **Admit** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

   The **Admit Selection** window appears. Patients, assets or Auto-enrolled alarming band transmitters that currently exist in the census are listed in the window.

FIGURE 3.1:   Admit Selection Window

3. For patient transmitters, do one of the following steps:

   a. If the Auto-enroll feature is activated and the alarming band transmitter is automatically enrolled, use the arrow buttons to find and select the transmitter number to be assigned to the patient. Auto-enrolled alarming band transmitters appear first in the list. Click **Update** to bring up the Admit Information window and enter admit information; the yellow fields designate required entry (see "Patient Admit Information Window" on page 54).

   b. If the alarming band transmitter was not auto-enrolled, click **Manual Admit** to bring up the Admit Information window and enter admit information; the yellow fields designate required entry. (see "Patient Admit Information Window" on page 54).

4. For asset transmitters, do one of the following steps:

   a. If the transmitter has been auto-enrolled in the system, use the arrow buttons to find and select the transmitter number to be assigned to the asset. Click **Update Asset** to bring up the Admit Information window and enter admit information; the yellow fields designate required entry (see "Asset Admit Information Window" on page 55).

   b. If the transmitter was not enrolled, click **Add Asset** to bring up the Admit Information window and enter admit information; the yellow fields designate required entry (see "Asset Admit Information Window" on page 55).

5. Once admit information has been entered, click **Save**.

   If the admit is successful, you will get the following dialog box:

6. Click **OK**.

> **NOTE:** The **Manual Admit** and **Add Asset** options can be disabled to require Auto-enroll admits only. This features is enabled/disabled in Client Properties. Refer to the *Series 6.0 Software Administrator Guide*.

To admit from the Event List

Another way to admit is from the Event List. If the Auto-Enroll feature is activated and the alarming band transmitter is automatically enrolled, a white Auto-Enroll message appears in the Event List. Auto-Enroll events appear last in the Event List as they are considered low priority alarms.

> **NOTE:** The **Display auto-enroll confirmation** checkbox must be checked to display the white Auto-enroll message box (refer to the *Series 6.0 Software Administration Guide).*

1. From the Client computer, click anywhere in the Auto-Enroll Message Box to access the Admit Event Information window.

For details on the Silence button refer to "Auto-Enroll" on page 95.

FIGURE 3.2: Admit Event Information Window

2. Click **Admit**.

3. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

   The **Admit Information** window appears (see Figure 3.4 on page 54).

4. Enter patient information. The yellow fields designate required entry.

5. Click **Save**.

   If the admit is successful, you will get the following dialog box:
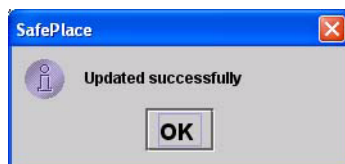
6. Click **OK**.

To admit with a Pendant, Fall Monitoring or Incontinence device

1. Alarm then reset the device.

2. Click **Admit** on the toolbar.

3. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

   The **Admit Selection** window appears (refer to Figure 3.1 on page 49).

4. Select **Manual Admit**.

5. Enter patient information; the yellow fields designate required entry.

6. Select the **Transmitter** tab.

   > **NOTE:** The **Transmitter** tab will not appear until a QR Transmitter ID Range is configured into the system (refer to the *Series 6.0 Software Administration Guide)*.

7. Select the **Tx ID** number (printed on Pendant) from the pull-down.

8. Click **Add**

   The **Admit Information** window appears allowing you to select the transmitter type.
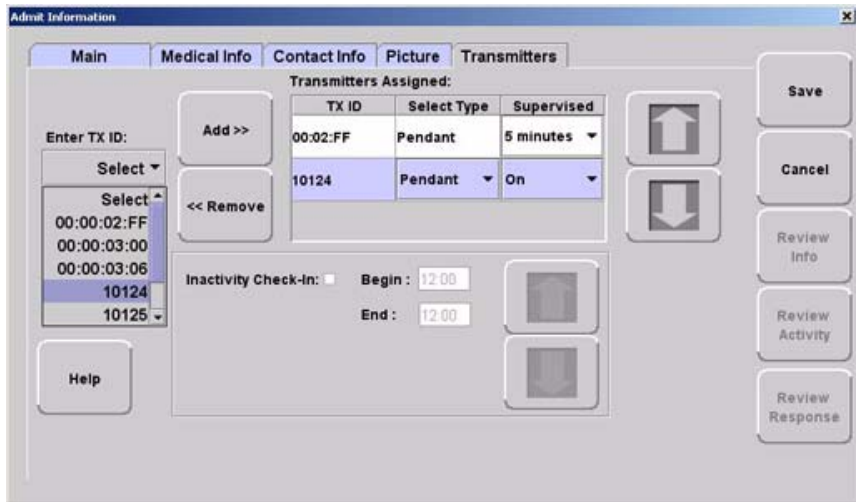
FIGURE 3.3:   Admit Information to Select Transmitter Type

9. Select the Transmitter **Type** from the pull-down menu.

   - Pendant
   - Fall Monitoring
   - Incontinence

10. For a QR transmitter the **Supervised** option is selected by default. If desired, deselect it.

11. For an ICM 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.

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

12. Select **SAVE**.

    If the admit is successful, you will get the following dialog box:
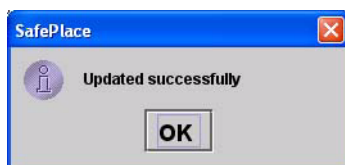
13. Click **OK**.

    For more information on the Transmitter tab, refer to "Enter Transmitter Information" on page 59.

To admit with a fixed device

> **NOTE:** 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 6.0 Software Administrator Guide*.

1. Click **Admit** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

   The **Admit Selection** window appears (refer to Figure 3.1 on page 49).
3. Select **Manual Admit** to bring up the Admit Information window.
4. Enter patient information; the yellow fields designate required entry.
5. Select the **Room** that was configured with device from the drop-down menu.
6. Click **Save**.

Admit Information Windows

From the Admit Information window you can enter the general information about the patient or asset being admitted. The yellow fields designate required entry.

Patient Admit Information Window

There are five tabs for entering patient admit information and one for Scheduling Events (see "Scheduling an Event" on page 60). There five tabs for entering patient admit information and one for Scheduling Events (see "Scheduling an Event" on page 60).
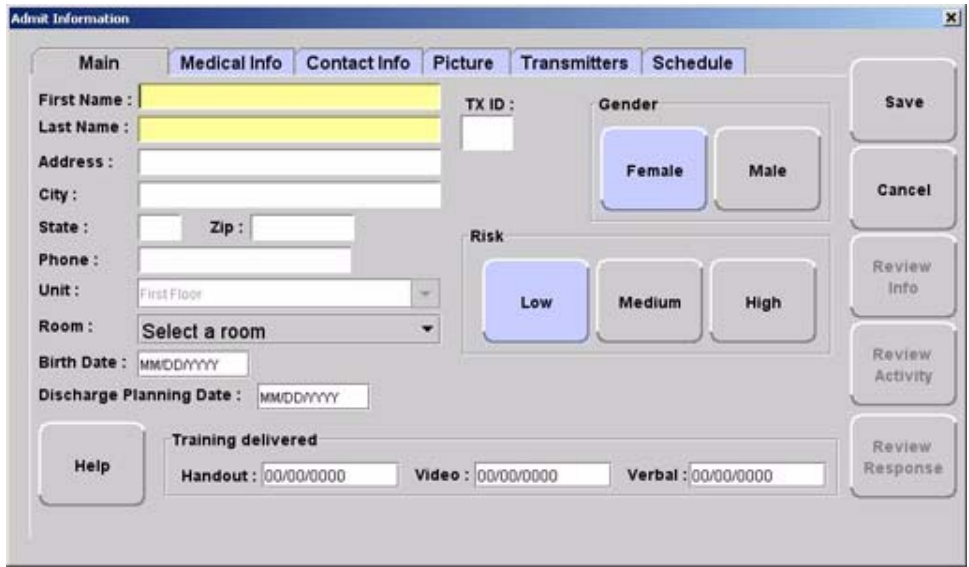
FIGURE 3.4: Admit Information Window

Asset Admit Information Window

From the Asset Admit Information window you can enter the general information about the asset being admitted. There are three tabs for entering patient admit information and one for Scheduling Events (see "Scheduling an Event" on page 60).
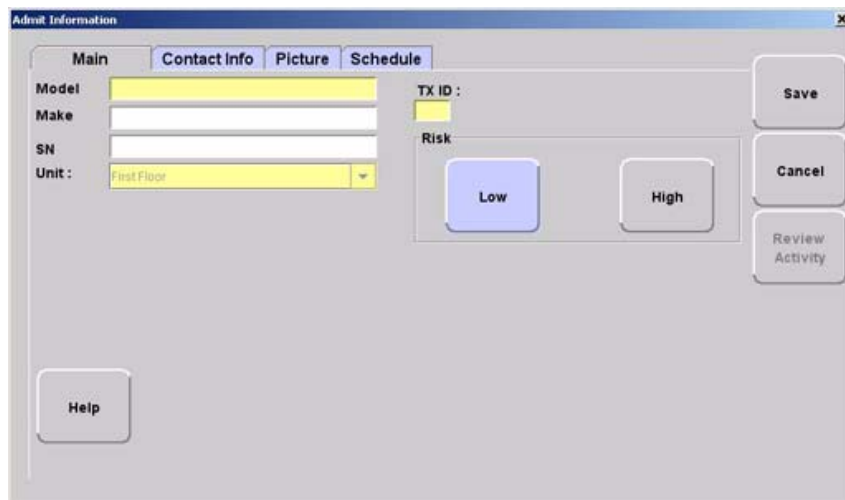
FIGURE 3.5:   Asset Admit Information Window

Admit Information Tabs

Patient Main Information Tab

The Patient Main information tab allows you to enter general information about the patient being admitted; the yellow fields designate required entry. Depending on your configuration, the **Birth Date** field may be a required entry for the Series 6.0 Software. When updating admit information for patients who were enrolled in the system prior to software version 6.0, you **must** enter the patient's birth date even if that information was not previously entered.

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

1. Click **Main** on the toolbar.

2. In the **First Name** box, type the first name of the patient being admitted (either first or last name is required).

3. In the **Last Name** box, type the last name of the patient being admitted (either first or last name is required).

4. Type the patient's **Address**, **City**, **State**, **Zip**.

5. In the **Phone** field, type the phone number of the patient.

6. In the **TX ID** field, type the 3-digit ID number printed on the alarming band transmitter to be assigned to the patient.

7. Click **Female** or **Male** to indicate the gender of the patient.

8. Click the **Risk** level for abduction or elopement associated with the patient. Choices are **Low**, **Medium** or **High**.

9. In the **Unit** field, select the unit to which the patient is currently assigned, even if the patient will not remain in that unit (required).

10. In the **Room** field, select the patient's room number.

11. In the **Birth Date** field, enter the patient's birthday (two digit month, two digit day, four digit year).

12. In the **Discharge Planning Date** field, enter the planned date of discharge (the appearance of this field depends on your system configuration)

13. In the **Training Delivered** field, indicate the type of training material used by entering the date training was delivered to the patient or patient's family.

Asset Main Information Tab

The Asset Main information tab allows you to enter identification information about the asset being admitted. The yellow fields designate required entry.

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

1. Click **Main** on the toolbar.
2. In the **Model** field, type the model or description of the asset being admitted (required).
3. In the **Make** field, type the manufacturer's information of the asset being admitted.
4. In the **SN** field, type the serial number of the asset being admitted.
5. In the **TX ID** field, type the 3-digit ID number printed on the alarming band transmitter to be assigned to the asset.
6. In the **Unit** field, select the unit to which the asset is currently assigned, even if the asset will not remain in that unit (required).
7. Click the **Risk** level associated with the asset. Choices are **Low** or **High**. If your facility has enabled the *Lockdown on Cut Band Alarms* feature, a Cut Band Alarm will trigger a Global Lockdown when a **High Risk** level is selected for an asset transmitter.

Medical Information Tab

The Medical information tab is only accessible from the **Patient Admit Information** window. To access the Medical Info tab, the user must be a configured into the system as a Care Provider (refer to the *Series 6.0 Software Administrator Guide*).

The Medical Info tab allows you to enter medical information about the patient being admitted. Fields are provided here for you to enter information necessary per your facilities policies and procedures.

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

Contact Information Tab

The Contact information tab allows you to enter contact information about the patient or asset being admitted.

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

1. Click **Contact Info** on the toolbar.

2. In the **Special Instructions** field, type any special instructions associated with the patient or asset.

3. In the **Name** field, type the name of the primary contact for inquires regarding the patient or asset.

4. In the **Phone** field, type the phone number of the primary contact.

5. Type the **Address**, **City**, **State**, **Zip** of the primary contact.

   If there is more than one contact, you can enter that information in the subsequent contact fields.

Insert a Picture

The Picture tab allows you to insert a picture of the patient or asset being admitted. The patient's picture is displayed on patient generated reports. When available, the patient's picture also appears in the Event Information window for Cut Band, Door, and Check Transmitter alarms as well as alarms generated from Pendant, Fall Monitoring and Incontinence devices.

All of the pictures in the system are stored on the P: drive on the Server. When you need to enter a picture for a patient, go to the P: drive.

1. To insert a picture, click or press the (**...Browse)** button.

2. Select a picture from the Browse Picture Files dialog box.

> **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 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 access.

Enter Transmitter Information

The Transmitter information tab is only accessible from the **Patient Admit Information** window. The Transmitter tab allows you to enter Pendant, Fall Monitoring and Incontinence transmitter information of the patient being admitted.

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

To enter transmitter information of the patient being admitted:

1. Click **Transmitters** on the toolbar.

2. Select the patient's transmitter number in the **Enter TX ID:** field.

3. Click **Add**.

4. From the **Transmitter Assigned** field, select the transmitter type.

5. For a QR transmitter the **Supervised** option is selected by default. If desired, deselect it.

6. For an ICM 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.

7. If you want to enable the Inactivity Check-In feature for the transmitters, select the check box.

8. Enter the **Begin** and the **End** times for the Inactivity Check-In.

9. Click **Save**.

Scheduling an Event

The Scheduled tab is only accessible for patients already admitted to the system. The Schedule tab allows you to schedule one time only, daily, weekly or monthly activities (events) to alarm on a per patient basis.

To schedule an event:

1. Click on the **Schedule** tab to open the following window.

FIGURE 3.6:   Schedule Tab

2. Click **Add** to open the Scheduling Detail window for adding events.

FIGURE 3.7:   Schedule Detail window

3. Select the **Schedule Type.** Do you want the scheduled event to:

    *   **Run only once**

    *   **Daily**

    *   **Weekly**

    *   **Monthly**

4. If you choose to run the scheduled event daily, you must select the day(s) you wish to run the event. Choose the day(s) from the **Starting On Day** field.

5. From the **Starting Date and Time** field, select a date and time to start the scheduled event. The current date is displayed in the **Start Date** field. To change the date, click on **Change Date** and choose a date from the popup calendar.

6. Choose a **Start Time**. The current time is displayed, click **Increase** or **Decrease** to select the desired start time.

7. If you choose to run the scheduled event more than once daily, you must select a run **Interval** and **Run only between** times. 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). Click **Increase** or **Decrease** to select interval.

8. The **Run only between** range can be set for any minute of the day. Click **Increase** or **Decrease** to select the *starting* **Run only between** time **AND** click **Increase** or **Decrease** to select the *ending* R**un only between** time.

    NOTES:

    *   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.

9. The Audio button toggles On/Off. When Audio is turned On, the scheduled event will alarm at the Client computer(s).

10. Select a reason for the scheduled event from the **Select A Reason** pull down or enter free text in the **Message** field.

11. Click **Save** to save your changes or **Cancel** if you do not wish save your changes.
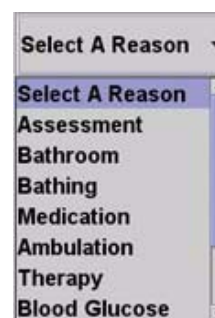
Discharge

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. Finally, the transmitter must be cleaned in order to be ready to be used again.

> **NOTE:** If a transmitter is in alarm, the event must be cleared before the patient or asset can be discharged.

To discharge a patient or asset

1. Click **Discharge** on the toolbar.

2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

   The Discharge window appears. Patients, assets. or auto-enrolled transmitters that currently exist in the census are listed in the window.

FIGURE 3.8:   Discharge Window

3. Use the arrow buttons to find and select the patient or asset to be discharged. Multiple patients or asset can be selected for discharge.

    a. Hold down the **Ctrl** key on the keyboard or, if the virtual keyboard is activated, click on the **Select Multiple** button in the **Discharge** window. The **Select Multiple** button highlights when activated.

    b. Select the patients or assets to be discharged.

4. Click **Discharge**.

    a. If the discharge is for a Wander Management transmitter, Pendant, Fall Monitoring or Incontinence device, the discharge occurs immediately. A dialog box appears indicating the discharge is complete.
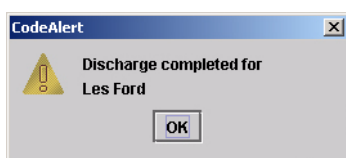
    b. If the discharge is for an alarming band transmitter, a dialog box appears showing the patient's name and the amount of time you have to remove the alarming band transmitter. The amount of time you have to remove the alarming band transmitter can be set in the Configuration, Units menu (refer to the *Series 6.0 Software Administrator Guide*).

    c. If the amount of time for discharge is set to immediate, a dialog box appears asking you if you are sure you want to discharge the patient or asset.

NOTE: You cannot discharge a patient or asset that is not in the unit being monitored by the Client computer you are currently using.

5. Click **OK**.

6. Remove the alarming band transmitter from the patient or asset within the time allowed; the patient's or asset's name is automatically removed from the census.

To cancel a discharge

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

1. Click **Discharge** on the toolbar.

2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

    The **Discharge** window appears (Figure 3.8 on page 62). Patients, assets or alarming band transmitters that currently exist in the census are listed in the window.

3. Use the arrow buttons to find and select the patient or asset whose discharge is to be canceled. Multiple patients or asset can be selected for canceling.

4. Click **Cancel**.

    A dialog box appears indicating that the discharge for the selected patient or asset has been canceled.

5. Click **OK**.

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

Transmitter is no longer communicating with the system

The following dialog box appears when a transmitter is no longer communicating with the system and a Discharge attempt is made.

1. Follow the steps outline in the dialog box.

2. Click **OK**.

![Escort icon] **Escort**

It may be necessary to temporarily move patients or asset within your facility from a protected area to an unprotected area, or an area that is not monitored by the software, for example taking a patient to X-Ray. The Escort function allows for movement of patients or assets by authorized staff within a facility while maintaining a record of the patient or asset being escorted and the staff who authorized the action.

If an alarm from a Pendant, Fall Monitoring or Incontinence device is generated for the patient while he/she is in Escort, the alarm cancels the Escort function. The alarm must then be cleared before the patient can be placed back into Escort.

> **NOTE:** If a patient or asset is in alarm, the event must be cleared before the patient or asset can be placed into Escort.

To perform an escort

1. Click **Escort** on the toolbar.
2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

    The Escort window appears. Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.
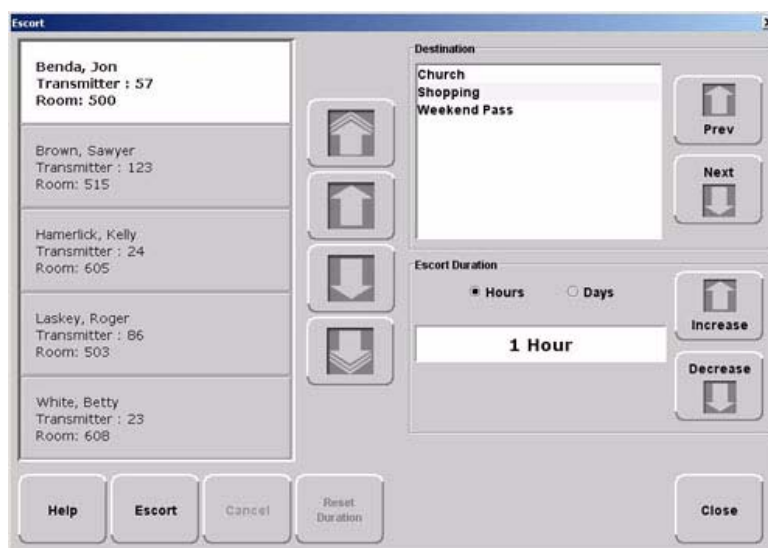

FIGURE 3.9:   Escort Window

3. Use the arrow buttons to find and select the patient or asset to be escorted. Multiple patients and assets can be selected for escort providing that the **Destination** and **Escort Duration** is the same.

   a. Hold down the **Ctrl** key on the keyboard or, if the virtual keyboard is activated, click on the **Select Multiple** button in the **Escort** window. The **Select Multiple** button highlights when activated.

   b. Select the patients or assets to be escorted.

4. Use the arrow buttons to find and select the **Destination**, or the location to which the patient is to be escorted.

5. Select the Escort Duration; the choices are **Hours** or **Days**. You can choose to set the Escort Duration from 1 to 23 Hours or 1 to 23 Days.

6. Use the **Increase** and **Decrease** arrows to select the amount of time required to escort the patient.

7. Click **Escort**.

   A dialog box appears showing the name of the patient or asset and the amount of time allowed for the escort.

8. Click **OK**.

   The patient or asset must be returned to the *same unit* within the selected time allowed, or an alarm is issued. When initiating an Escort for a patient or asset utilizing an alarming band transmitter, you must wait 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 incomplete Escort.

To reset escort duration time

1. Click **Escort** on the toolbar.

2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password. Press **Enter** or click **OK**.

   The **Escort** window appears (Figure 3.9 on page 65). Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.

3. Use the arrow buttons to find and select the patient or asset whose escort duration time is to be reset. Multiple patients or asset can be selected for resetting duration time, providing that the **Destination** and reset duration time is the same.

4. Use the **Hours** or **Days** arrows to select the new time needed to escort the patient or asset.

5. Click **Reset Duration**.

A dialog box appears showing the patient's or asset's name and the Escort Reset Duration hours or days.

6. Click **OK**.

To cancel an escort

1. Click **Escort** on the toolbar.

2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

   The **Escort** window appears (Figure 3.9 on page 65). Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.

3. Use the arrow buttons to find and select the patient or asset whose escort is to be canceled. Multiple patients or assets can be selected for canceling.

4. Click **Cancel**.

   A dialog box appears indicating that the escort for the selected patient or asset has been canceled.
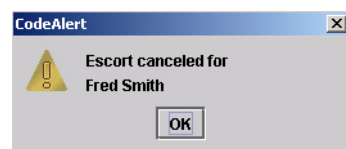
5. Click **OK**.

Transmitter is no longer communicating with the system

The following dialog box appears when a transmitter is no longer communicating with the system and an Escort attempt is made.

1. Follow the steps outlined in the dialog box.

2. Click **OK**.

Transfer

The Transfer function is used to move a patient or asset from one protected area to another protected area, for example from Labor and Delivery to Post Partum. Use the following steps to transfer a patient.

> **NOTE:** If a transmitter is in alarm, the event must be cleared before the patient or asset can be placed into Transfer.

To perform a transfer

1. Click **Transfer** on the toolbar.

2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

    The **Transfer** window appears. Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.
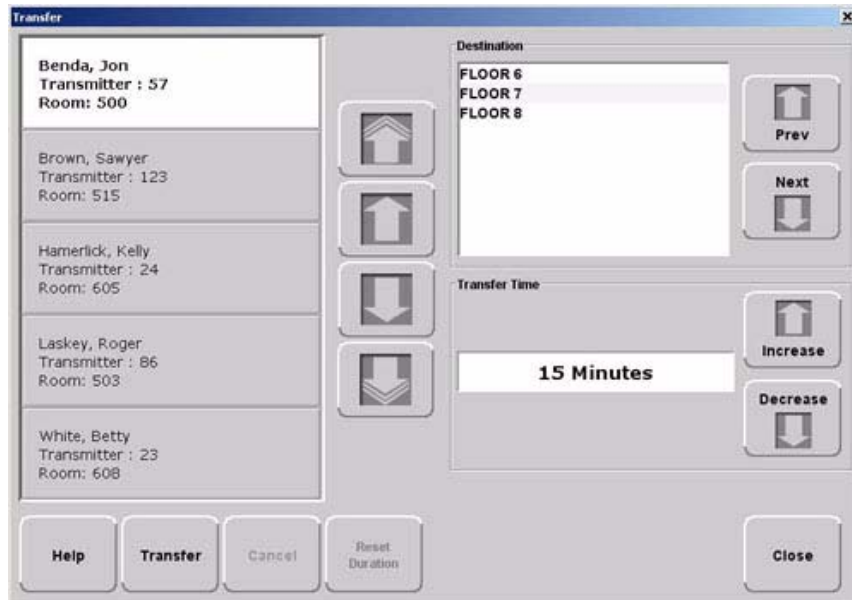
FIGURE 3.10:   Transfer Window

3. Use the arrow buttons to find and select the patient or asset to be transferred.

4. Use the arrow buttons to find and select the **Destination**, or the location to which the patient or asset is to be transferred.

5. Use the **Increase** or **Decrease** arrows to select the amount of time required for the transfer.

6. Click **Transfer**.

7.   A dialog box appears showing the patient's or asset's name, the amount of time allowed to transfer the patient or asset, and the destination.

If the Transfer is for a Wander Management transmitter, Pendant, Fall Monitoring or Incontinence device, the transfer occurs immediately.

8.   Click **OK**.

As soon as the patient's or asset's transmitter passes through a protected zone that belongs to the selected designation, the system recognizes that the transfer was successful and the Transfer completes.

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

To reset a transfer duration time

1.   Click **Transfer** on the toolbar.

2.   If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password.Press **Enter** or click **OK**.

The **Transfer**   3.10 on page 68). Patients or assets that currently exist in the census are listed in the window.

3.   Use the arrow buttons to find and select the patient or asset whose transfer duration time is to be reset.

4.   Use the **Increase** or **Decrease** arrows to select the new time needed to transfer the patient or asset.

5.   Click **Reset Duration**.

A dialog box appears showing the patient or asset name and the number of minutes that the transfer is extended.

6.   Click **OK**.

To cancel a transfer

1. Click **Transfer** on the toolbar.

2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

   The **Transfer** window appears (see Figure 3.10 on page 68). Patients or assets with alarming band transmitters, Wander Management transmitters or Pendant, Fall Monitoring or Incontinence devices that currently exist in the census are listed in the window.

3. Select the patient or asset currently being transferred.

4. Click **Cancel**.

   A dialog box appears to confirm that the transfer was canceled.
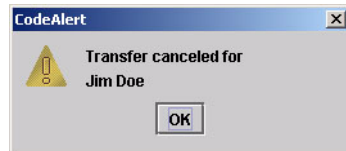
5. Click **OK**.

Transmitter is no longer communicating with the system

The following dialog box appears when a transmitter is no longer communicating with the system and a Transfer attempt is made.

1. Follow the steps outline in the dialog box.

2. 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. The Adjust function temporarily suspends the Cut Band feature for a selected transmitter, allowing the banding material to be adjusted without triggering an alarm. 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.

To adjust banding material on a Transmitter

1. On the toolbar, click **Adjust**.

2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

   The **Adjust Bands**
   exist in the Census are listed in the window.
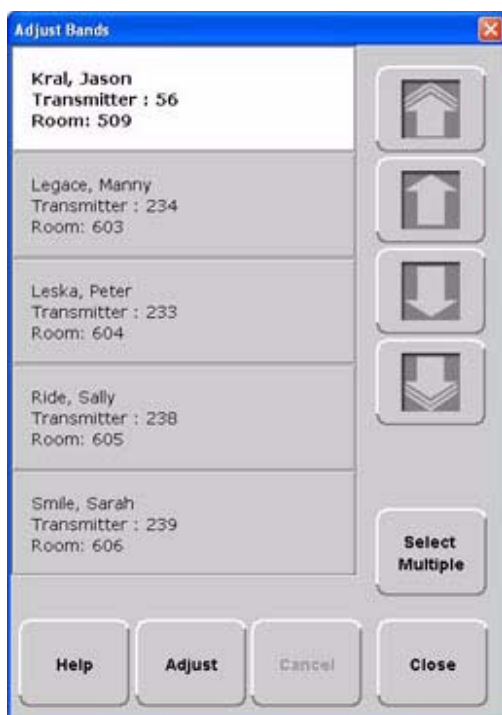
FIGURE 3.11:   Adjust Bands Window

3. Use the arrow buttons to find and select the patient or asset whose banding material needs adjustment. Multiple patients or assets can be selected for adjusting.

   a. Hold down the **Ctrl** key on the keyboard or, if the virtual keyboard is activated, click on the **Select Multiple** button in the **Adjust** window. The **Select Multiple** button highlights when activated.

   b. Select the patients or assets whose banding material needs adjustment.

4. Click **Adjust**.

   a. If the alarming band transmitter is in alarm, a dialog box appears indicating that the transmitter is in alarm and the adjust function could not be performed. You must clear the alarm and re-try the Adjust.

   b. If successful, a dialog box appears showing the name of the patient or asset and the amount of time allowed to adjust the banding material.
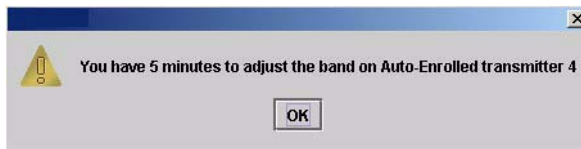
5. Click **OK**.

6. Adjust the banding material and re-attach the transmitter.

   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: If the banding material is not removed within the time allowed, a message appears on the Client computer indicating that the adjust time expired. **Do not continue with the adjustment; a new adjust function must be initiated.** Adjusting the banding material after the adjustment time has expired will cause a Cut Band alarm.

To cancel an adjust

1. Click **Adjust** on the toolbar.

2. If necessary, use your proximity card or magnetic/barcode card or enter your Login and Password then press **Enter** or click **OK**.

   The **Adjust** window appears (see Figure 3.11 on page 71). Patients and assets that currently exist in the census are listed in the window.

3. Select the patient or asset currently being adjusted.

4. Click **Cancel**.

   A dialog box appears to confirm that the adjust was canceled.

5. Click **OK**.

Reports

There are several System Reports that enable you to view information about the activities of the system throughout the day, week, or month. Refer to *Chapter 5, Using System Reports* for detailed information about viewing, printing, saving and filtering reports.

Silence

You can click **Silence** to stop the alarm sound. 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 6.0 Software Administrator Manual*.

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Chapter 4

Handling Events

</div>

Introduction

This chapter provides information about the Events. It provides a detail description of alarming events, the devices that triggered the events and information about responding to the specific events.

Events

An event is an action that occurs in the software that requires a response from an authorized user. When an event occurs, a message is displayed in the Event List indicating the relevant device, the patient's or asset's name when applicable, and the type of event received.

Click anywhere in the Alarm Message Box to access more information about the event and to select a cause for the event, if applicable, from the Event Information window. These event causes are then logged into the applicable reports. For information about reporting, see Chapter 5, *Using System Reports*.

> ⚠️ **WARNING: The Series 6.0 Software is designed and intended to work in conjunction with a facility's overall patient security program, including reasonable operating policies and procedures. The Series 6.0 Software, by itself, cannot prevent abductions or elopements.**

Devices Displayed on the Map

Devices are displayed on the map or floor plan on the 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.

You are here
(location of client computer)

Device assigned to a room is in alarm

Flashing icon indicates the location
of the device reporting the event

Alarm Message Box
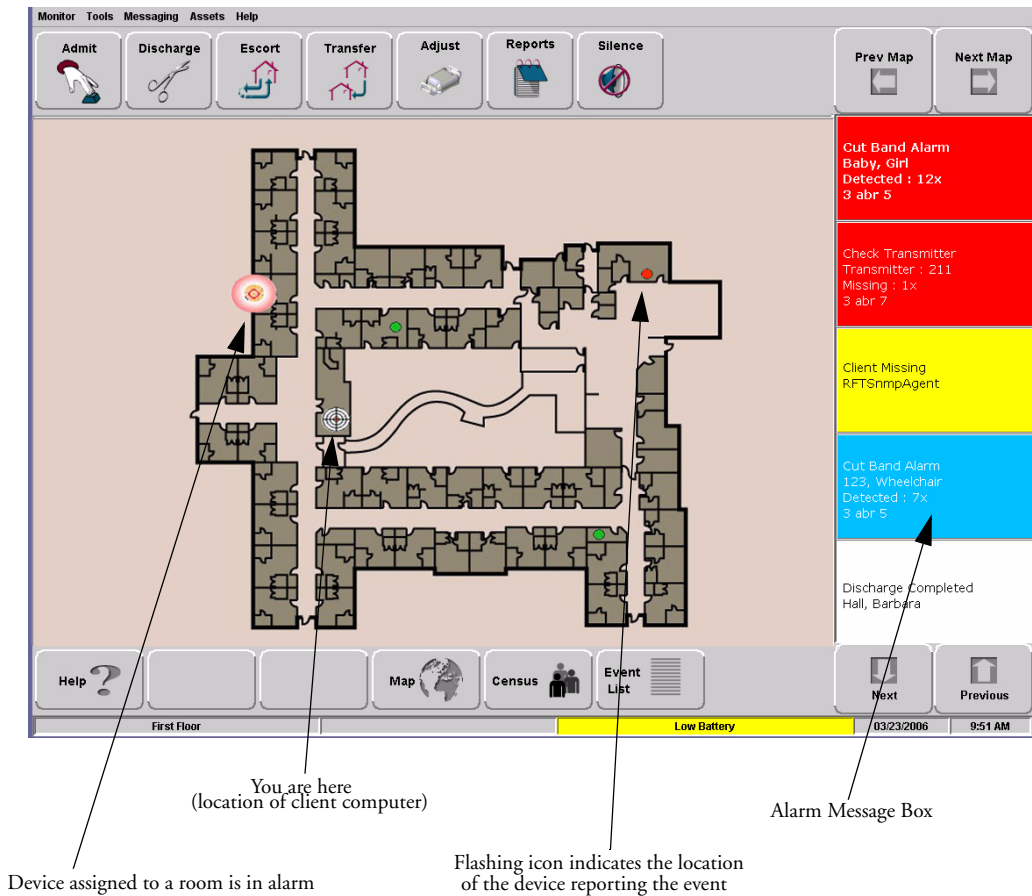
FIGURE 4.1:   Main Window

If a transmitter location changes, for example if an alarm is activated while the transmitter is in motion, the Router closest to the transmitter triggers the alarm. The icon representing the Router flashes on the Client computer map. Below is a table of how devices are displayed on the map in the Main Window.

Normal Mode	Alarming	Device Fault
Green	Flashing Red	Flashing Yellow

Devices Assigned to a Room

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

Event Types

There are several different event types that can occur when using the Series 6.0 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.**

Event Information Window

When an event occurs, an Alarm Message Box is displayed in the Event List. Click anywhere in the Alarm Message Box to access the Event Information window. The Event Information window contains detailed information about the event. If a picture is available, certain events will display the picture of the patient or asset associated with the event.

> **NOTE:** The Event Cause buttons in the Event Information window are different for each event. See the following sections for detailed information.

Selecting an Event Cause will clear an alarm.
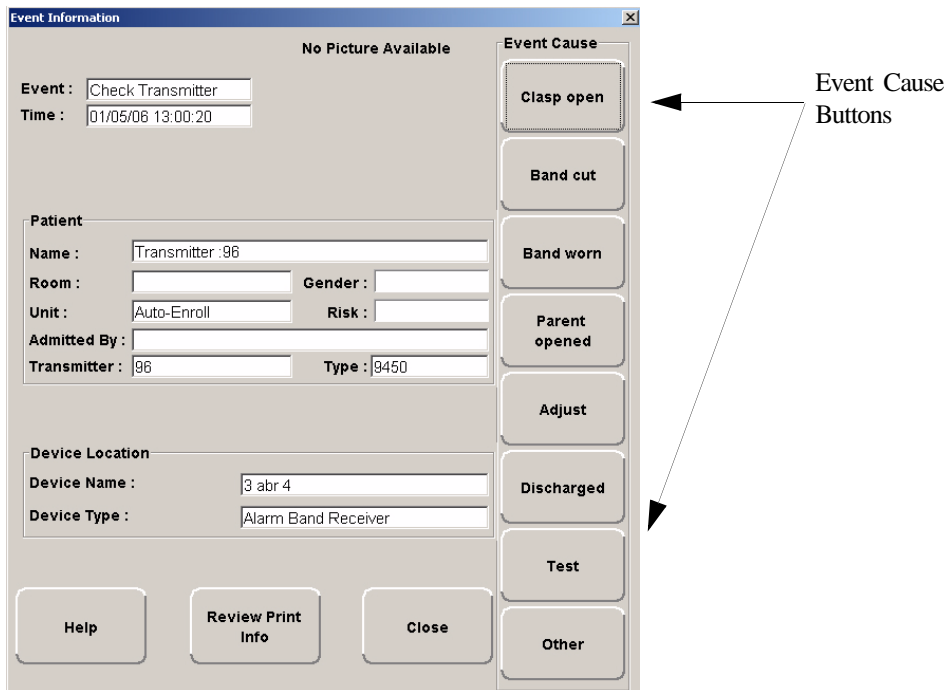
FIGURE 4.2:   Event Information Window

Event Information Window Properties

The following table provides brief descriptions of the properties that appear in the Event Information window.

Event—Lists the type of event recorded.

Time—Shows the time that the event occurred.

Patient

- **Name**—the transmitter ID number, or the name of the patient or asset to whom the transmitter is assigned.
- **Room**—the room number of the patient or asset.
- **Unit**—the unit that the patient or asset is assigned to.
- **Gender**—the gender of the patient.
- **Risk**—the risk level assigned to the patient or asset.
- **Admitted By**—the staff member who performed the admission.
- **Transmitter**—the identification number of the transmitter that initiated the event.
- **Type**—the type of transmitter that sent the signal.

Device Location

- **Device Name**—the name of the device that received the alarm.
- **Device Type**—the type of device that received the alarm.

Help—displays help information for the Event Information window.

Review Print Info—opens an Event Information Report with patient or asset, event and device location information.

Close— closes the Event Information window without clearing the alarm.

Red Alarms

The following sections provide detailed information about Red Alarms, responding to alarming events, and the the way the event should be cleared. Red Alarms are high priority alarms. They are displayed in the Alarm Message Box and the Event List sequentially as they occur. Red Alarms are displayed first in the Alarm Message Box and Event list.

Door Alarm

When a patient wearing an alarming band transmitter is in an Exit Alarm Zone and the monitored door is open, an alarm sounds at the Exit Alarm Controller, a message is displayed on the Client computer(s) in the unit configured to monitor the transmitter, and the location of the Exit Alarm Zone is indicated by a flashing icon on the map on the Client computer(s). Door Alarms are also displayed on remote notification devices.

To respond to a Door Alarm

1. Always follow your facility's policies and procedure to ensure patient safety and secure the area.

2. Go to the alarming device and use your card reader access card (if applicable) or enter the appropriate 4-digit alarm code to reset the alarm at the device. For more information about the Alarm Code, contact your System Administrator.

3. 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 and Event List. If JCAHO is not activated, the Alarm Message Box clears once the alarm is cleared at the device.

4. From the Client computer, click anywhere in the Door Alarm Message Box to access the Event Information window.

5. Select one of the following causes for the Door Alarm:

    • **Escort problem**—there was an issue while the patient was in escort.

    • **Transfer problem**—there was an issue while the patient was in transfer.

    • **Accidentally too close to open door**—the patient was near a door when it was opened.

    • **Noise** —there were noise issues with the device.

    • **Test** —the system was being tested.

    • **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

    NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Exit Alarm (Wide Gap)

A Wide Gap Exit Alarm occurs when a door or window monitored by a Door/Window transmitter is opened. A Door/Window transmitter is a device that protects a door or window against unauthorized egress. When a Wide Gap Exit Alarm occurs, a message is displayed on the Client computer(s) in the unit configured to monitor the door or window, and the location of the Exit Alarm is indicated by a flashing icon on the map on the Client computer(s).

> **NOTE:** No local audible alarms are sounded from the Door/Window transmitter when an alarm occurs.

To respond to a Wide Gap Exit Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.
2. Locate the door or window that initiated the alarm.
3. Close the door or window. The system records the event and clears the alarm when the door or window is closed.

Smoke Alarm

When a smoke detector that is integrated with the system is activated, an alarm sounds, a message is displayed on the Client computer(s) in the unit configured to monitor the device, and the location of the Smoke Alarm is indicated by a flashing icon on the map on the Client computer(s). An event is reported in the Event List each time the smoke detector is activated.

To respond to a Smoke Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.
2. Locate the alarming device. Smoke Alarms must be reset at the alarming device.The system records the event as a Reset when the smoke detector is reset.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Perimeter Alarm

A Perimeter Alarm occurs when the doors monitored by the system are in Perimeter mode and a door is opened. Perimeter mode is when a door is in a lockdown state as a result of system configuration or an event. Perimeter mode also occurs when a door is open at the time a Cut Band Alarm occurs.

When a Perimeter alarm occurs, an alarm sounds at the Exit Alarm Controller, a message is displayed on the Central Server or Client computer(s) in the unit configured to monitor the door, and the location of the Exit Alarm is indicated by a flashing icon on the map on the Client computer(s).

> **NOTE:** You cannot silence or reset the Exit Alarm Controller's alarms from the Central Server and Client computer(s). You must reset the alarm at the Exit Alarm Controller.

> **NOTE:** Any perimeter alarms that occur due to a door open during a Cut Band Alarm require that the Cut Band Alarm be cleared at the computer first, before the doors are reset or cleared.

To respond to a Perimeter Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.

2. Locate the alarming device. Perimeter Alarms must be reset at the alarming device.

3. Go to the Exit Alarm Controller and use your card reader access card (if applicable) or enter the appropriate 4-digit alarm code. For more information about the Alarm Code, contact your System Administrator. The system records the event as a Reset when the appropriate code is entered.

4. 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 and Event List. If JCAHO is not activated, the Alarm Message Box clears once the alarm is cleared at the device.

5. From the Central Server or Client computer, click anywhere in the Perimeter Alarm Message Box to access the Event Information window.

6. Select one of the following causes for the Perimeter Alarm:

   - **Escort problem**—there was an issue while the patient was in escort.
   - **Transfer problem**—there was an issue while the patient was in transfer.
   - **Accidentally close to open door**—the patient was near a door when it was opened.
   - **Noise** —there were noise issues with the device.
   - **Test** —the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Cut Band Alarm

When the banding material on a patient's alarming band transmitter is cut, tampered with or opened without authorization (which includes opening the transmitter when a timed event has expired), an alarm is sounded on the computer configured to monitor the unit, a message is displayed in the Event List, and the location of the Alarming Band Receiver that detected the event is indicated on the map on the computer(s). Cut Band Alarms are also displayed on remote notification devices.

If your facility has enabled the *Lockdown on Cut Band Alarms* feature, a Cut Band Alarm will trigger a Global Lockdown.You can configure the Global Lockdown feature to lock doors at *All exits* or *By transmitter units*. However if a Cut Band Alarm is initiated during an Escort or a Transfer, the system automatically locks *All exits* since the transmitter in Escort or Transfer may be outside of its protected unit and displays the alarm on all Client computers and Quick Look displays.

> **NOTE:** Any perimeter alarms that occur due to a door open during a Cut Band Alarm require that the Cut Band Alarm be cleared at the computer first, before the doors are reset or cleared.

To respond to a Cut Band Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.

2. Verify the transmitter is applied correctly and without signs of damage or tampering.

3. From the Client computer, click anywhere in the Cut Band Alarm Message Box to access the Event Information window.

4. Select one of the following event causes:

    - **Clasp open** —one of the clasps on the transmitter was open.

    - **Band cut**—the banding material on the transmitter was cut.

    - **Band worn**—the banding material on the transmitter is worn and must be replaced.

    - **Unauthorized open**—an unauthorized person opened the transmitter clasp.

    - **Adjust**—a transmitter was being adjusted without authorization, an adjust was not requested or an adjust occurred after the adjust time expired.

    - **Discharged** —the transmitter was being removed in a discharge without authorization, a discharge was not requested or a discharge occurred after the adjust time allowed.

    - **Test** —the system was being tested.

    - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Mismatch Alarm

A Mismatch alarm occurs if an Infant transmitter is located within proximity of a Mother transmitter that is linked to a different transmitter.

To respond to a Mismatch Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.

2. Click anywhere in the message box to access the **Event Properties** window.

3. Select one of the following Event reasons:

    • **No problem**—no issue was found.

    • **Wrong Infant**—the Infant transmitter is linked with the wrong Mother transmitter.

    • **Mothers bonding**—while two mothers were socializing, one of the Mother transmitters picked up the other Mother's Infant transmitter signal.

    • **Infant not present**—an Infant transmitter was not present.

    • **Test** —the system was being tested.

    • **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

    > **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Match Alarm

You can configure the system to require a Mother/Infant match before an infant can be discharged. The Match Alarm occurs when an infant is discharged and the alarming band material is cut, before performing the required Mother/Infant match. The *Require Mother/Infant match before discharge* is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

To respond to a Match Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.

2. Click anywhere in the Match Alarm Message Box to access the Event Information window.

3. Click **Clear**.

    If necessary, perform the discharge function again by first performing the Mother/Infant match.

Link Alarm

This alarm occurs when there is a problem linking the Infant transmitter to a Mother transmitter. For example, the Infant transmitter may already be linked to another Mother transmitter.

To respond to a Link Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.
2. Click anywhere in the Link Alarm Message Box to access the Event Information window.
3. Click **Clear**.
4. If necessary, verify the identity of the mother and infant then relink the Mother and Infant transmitters.

Check Alarm (not "Check Transmitter Alarm")

No message has been received from the patient's transmitter or the device in the patient's room during the Inactivity Check-In period. The Check message will remain until the patient's transmitter checks in, an Alarm message is received, or the event is manually cleared at the Client computer(s).

To respond to a Check Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.
2. Locate the device.
3. Verify that no patient emergency exists.
4. From the Client computer, click anywhere in the Inactivity Check-In Alarm Message Box to access the Event Information window.
5. Select **Clear** to clear the Inactivity Check-In alarm.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Check Transmitter Alarm

A Check Transmitter alarm occurs when the system is unable to locate the transmitter within the required supervision time.

To respond to a Check Transmitter Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.

2. Verify transmitter is fastened correctly and without signs of damage.

> ⚠️ **WARNING: You must test all transmitters prior to use, and periodically thereafter, to verify proper operation. Failure to test the transmitters before use can result in system failure and/or an elopement or abduction. In addition, failure to test transmitters voids the RF Technologies Product Warranty.**

    For more information, refer to the appropriate *Transmitter User Guide*.

3. From the Client computer, click anywhere in the Check Transmitter Alarm Message Box to access the Event Information window.

4. Select one of the following event causes:

    *   **Clasp open** —one of the clasps on the transmitter was open.

    *   **Band cut**—the banding material on the transmitter was cut.

    *   **Band worn**—the banding material on the transmitter is worn and must be replaced.

    *   **Unauthorized open**—an unauthorized person opened the transmitter clasp.

    *   **Adjust**—a transmitter was being adjusted without authorization.

    *   **Discharged** —the transmitter was being removed in a discharge without authorization.

    *   **Test** —the system was being tested.

    *   **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

5. Multiple Check Transmitter alarms may be an indication that Receiver coverage may be inadequate. Contact your System Administrator.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Assistance Required Alarm

An Assistance Required alarm occurs when a QR or ICM device belonging to a patient alarms. The Alarm message will remain until the alarming device is reset. An Assistance Required alarm is also activated in response to a Fall Management System alert.

To respond to an Assistance Required Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.

2. Locate the alarming device. Assistance Required Alarms must be reset at the alarming device.

3. Reset the alarming device. The system records the event as a Reset when the alarming device is reset.

4. If responding to a Fall Management System alert, the system will automatically reset and begin monitoring once the patient is placed back on the Sensor Pad (refer to "Messaging Services" on page 29).

5. 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 and Event List. If JCAHO is not activated, the Alarm Message Box clears once the alarm is cleared at the device.

6. From the Client computer, click anywhere in the Assistance Required Alarm Message Box to access the Event Information window.

7. Select one of the following event causes:

    *   **Fall** —the patient had fallen and needed assistance.

    *   **Water**—the patient required water.

    *   **Food**—the patient required food.

    *   **Talk**—the patient had matters to discuss with the attendant.

    *   **Bathroom**—the patient required bathroom assistance.

    *   **Test** —the system was being tested.

    *   **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

    NOTE: You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Fall Alarm

This alarm occurs when a patient removes his/her weight from the sensor pad. The alarm clears when weight is re-applied to the pad. The Alarm Message Box will remain on the Client computer until the alarming device is reset.

To respond to an Fall Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.

2. Secure the patient from a potential fall situation.

3. The system will automatically reset and begin monitoring once the patient is placed back on the Sensor Pad.

4. 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 and Event List. If JCAHO is not activated, the Alarm Message Box clears once the alarm is cleared at the device.

5. From the Client computer, click anywhere in the Fall Alarm Message Box to access the Event Information window.

6. Select one of the following event causes:

   - **Confused** —the patient attempted to get up without assistance.

   - **Bathroom**—the patient required bathroom assistance.

   - **Water**—the patient required water.

   - **Food**—the patient required food.

   - **Talk**—the patient had matters to discuss with the attendant.

   - **Test** —the system was being tested.

   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Wet Alarm

This alarm occurs when fluids are detected on an incontinence pad.

To respond to an Wet Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.

2. Proceed to the patient and verify incontinence occurrence. Detach the incontinence pad; the alarm clears when the incontinence pad is detached.

3. 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 and Event List. If JCAHO is not activated, the Alarm Message Box clears once the alarm is cleared at the device.

4. From the Client computer, click anywhere in the Wet Alarm Message Box to access the Event Information window.

5. Select one of the following event causes:

   • **Urine** —the patient has urinated on him/herself.

   • **Sweat**—the patient's sweat has caused the bed to be wet.

   • **Stool**—the patient has defecated on him/herself.

   • **Spill**—the patient has spilled liquid on the bed.

   • **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Turn Alarm

This alarm occurs when the time on the Control Unit expires.

To respond to a Turn Alarm

1. Always follow your facility's policies and procedures to ensure patient safety and secure the area.

2. Proceed to the patient and re-position the patient (refer to the applicable Control Unit's in-service manual).

3. 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 and Event List. If JCAHO is not activated, the Alarm Message Box clears once the alarm is cleared at the device.

4. From the Client computer, click anywhere in the Turn Alarm Message Box to access the Event Information window.

5. Select one of the following event causes:

    *   **Left** —the patient needs to be turned to his/her right side.

    *   **Right**—the patient needs to be turned to his/her left side.

    *   **Supine**—the patient needs to be turned to the Supine position, on his/her back.

    *   **Fowler**—the patient needs to be turned to the Fowler position, semi-upright sitting 45-60 degrees.

    *   **Semi-Fowlers** —the patient needs to be turned to the Semi-Fowler's position (semi-upright sitting 30-45 degrees).

You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit

Server Missing Alarm

This alarm occurs when the Client computer has lost communications with the Central Server.

To respond to a Server Missing Alarm

1. Verify with the System Administrator that the Series 6.0 Software is running on the Client computer(s).

2. From the Client computer, click anywhere in the Server Missing Alarm Message Box to access the Event Information window.

   The Event Information window only provides time of the Server Missing event. This information may be helpful when communicating the event to your System Administrator.

3. Click **Close**.

4. Contact your System Administrator or call RF Technologies Technical Support Team at (800) 669-9946 or (262) 790-1771.

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

Yellow Alarms

The following sections provide detailed information about Yellow Alarms, responding to alarming events, and the the way the event should be cleared. Yellow Alarms are medium priority alarms. They are displayed in the Alarm Message Box and the Event List sequentially as they occur. Yellow Alarms are displayed below Red Alarms.

Check Transmitter Alarm (ICM Pendant)

A Check Transmitter alarm for the ICM Pendant occurs when the system is unable to locate the transmitter within the required supervision time. It is important to note if the person to whom the pendant is assigned has taken the pendant out of the area (i.e. weekend pass, doctor's appointment). If the pendant is not out of the area, locate the pendant and verify proper operation.

> **NOTE:** Check Transmitter alarms will repeat at each supervision check-in time as long as the system is unable to locate the transmitter. If the transmitter is lost, stolen or does not exist, remove the transmitter from the person to whom it is assigned.

Multiple Check Transmitter alarms may also be an indication that Router coverage is inadequate. If problem persist, contact your System Administrator or call RF Technologies Technical Support Team at (800) 669-9946 or (262) 790-1771.

To respond to a Check Transmitter Alarm

1. Always follow your facility's policies/procedures to ensure patient safety.

2. From the Client computer, click anywhere in the Check Transmitter Alarm Message Box to access the Event Information window.

3. Click **Clear** to clear the alarm.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Client Missing

This alarm occurs when the Client computer is not communicating with the system network.

To respond to a Client Missing Alarm

1. Verify with the System Administrator that the Series 6.0 Software is running on the Client computer(s).

2. Check the power and network cable connecting the missing Client computer.

3. From the Client computer, click anywhere in the Client Missing Alarm Message Box to access the Event Information window.

    The Event Information window provides more information about the Client Missing event. This information may be helpful when communicating the event to your System Administrator.

    > **NOTE:** A Client Missing alarm may not necessarily involve a Client computer. The Client Missing alarm could be generated by a service utilized by the system, for example the SNMP Agent, DB Service or Paging Manager.

4. Click **Close**.

5. Contact your System Administrator or call RF Technologies Technical Support Team at (800) 669-9946 or (262) 790-1771.

Low Battery

This alarm appears in bottom toolbar when a transmitter currently enrolled in the system has a low battery. **You cannot clear a Low Battery Alarm**; the alarm 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 from the facility or assigned a Missing status in the Configurations, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

> **NOTES:**
> *   The system will not allow you to link a Mother transmitter that has a low battery.
> *   Quick Response devices page low battery conditions as Device Faults.
> *   A Low Battery Alarm is cleared for a QR or ICM device when the battery is replaced.
> *   When the battery on the CA420 is low, the red light flashes every 10 seconds, the buzzer chirps and the nurse call triggers momentarily. When CA420 is used with a Universal transmitter a low battery will also triggers an Assistance Required alarm at the computer every few seconds. Replace the low battery immediately to avoid this anomaly.

Once the transmitter is discharged from the system, follow your warranty policy regarding the discard of the transmitter. For more information about transmitters and transmitter care, see the appropriate *Transmitter User Guide*.

Device Fault

This alarm occurs when a problem has been detected with a device. There are several types of Device Fault events that can occur in the system, for example: Device Tamper, RF Interference, Communications Failure, RFT Paging Manager.

Other possible causes for Device Fault alarms are that the device has experienced a loss of power, it has an invalid address, or the network connection is broken. Quick Response devices also report low battery conditions. Additionally, if a Serial Receiver has been enrolled in the system, a Device Fault alarm will occur until a QR transmitter is enrolled.

> **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.

To respond to a Device Fault Alarm

1. From the Client computer, click anywhere in the Alarm Message Box to access the Event Information window.

2. The Event Information window provides more information about the Device Fault event. This information may be helpful when communicating the event to your System Administrator.

3. Contact your System Administrator or call RF Technologies Technical Support Team at (800) 669-9946 or (262) 790-1771.

White Alarms

The following sections provide detailed information about White Alarms, responding to alarming events, and the way the event should be cleared. White Alarms are low priority alarms. They are displayed in the Alarm Message Box and the Event List sequentially as they occur. White Alarms are displayed below Yellow Alarms.

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 Bands, or Check Transmitter alarms.

To respond to an Auto-Enroll

1. From the Client computer (s), click anywhere in the Auto-Enroll Alarm Message Box to access the Event Information window.

2. Select one of the followings:

    *   **Clear**—clears the Auto-Enroll from the Alarm Message Box and the Event List.

    *   **Admit**—opens the Admit Information window for that transmitter so that you can assign the transmitter to a patient.

    *   **Close**—closes the Admit Information window without clearing the Auto-Enroll.

To permanently silence an Auto-Enroll

1. From the Client computer(s), click anywhere in the Auto-Enroll Alarm Message Box to access the Event Information window.

2. Click the Silence button. When an alarm is permanently silenced, a silence icon appears in the Alarm Message box for that alarm.
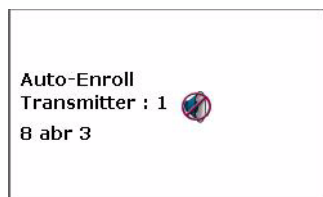
Admit Complete

This alarm occurs when the Admit function for a patient is complete. This dialog box only appears if the software has been configured to confirm the Admit.The Confirm Admit is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

Discharge Expired

This alarm occurs when the amount of time allowed for an alarming band transmitter to be removed has expired and the discharge has not been completed properly.

To respond to a Discharge Expired Alarm

1. If the transmitter has not yet been removed, click anywhere in the Discharge Expired Alarm Message Box to access the Event Information window.

2. Select one of the following event causes:

    - **Patient Delayed**—the patient is delayed and requires more time for the discharge.

    - **Attendant Delayed**—the attendant was delayed in discharging the patient.

    - **Test**—the system was being tested.

    - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event. If the patient is not being discharged, the patient's information is still in the database and the software continues to assist staff in monitoring the patient.

3. Perform the Discharge function again.

Discharge Complete

This alarm occurs when the Discharge for a patient is complete. This dialog box only appears if the software has been configured to confirm the discharge.The *Confirm Discharge* is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide).*

Escort to Expire

This alarm occurs when the time allowed for a patient to be escorted will expire in 15-minutes. The alarming band transmitter, in the Escort mode, has not been moved *from* or has not yet been returned *to* the protected area.

To respond to an Escort to Expire

1. Determine the location of the patient.

2. If the patient is secure and will not be returned to the protected area soon, clear the Escort to Expire alarm and reset the duration time for the Escort.

3. If the patient has not yet been moved, clear the Escort to Expire alarm and cancel the escort.

Escort Expired

This alarm occurs when the selected amount of time required for a patient to be escorted has expired and the transmitter, in the Escort mode, has not been moved *from* or has not yet been returned *to* the protected area.

To respond to an Escort Expired Alarm

1. Determine the location of the patient.

2. From the Client computer, click anywhere in the Escort Expired Alarm Message Box to access the Event Information window.

3. Select one of the following event causes:

    •   **Patient Delayed**—the patient was delayed and the Escort may need more time.

    •   **Failed to start**—the Escort was never started.

    •   **Escort Completed**—the patient was successfully escorted.

    •   **Test**—the system was being tested.

    •   **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event.

4. If the patient has not yet been moved, perform the Escort function again.

5. If the patient has been escorted and is being returned to the monitored area:

    a. Bring the patient back through the door; a Door Alarm will occur.

    b. Follow the procedures for handling a Door Alarm (refer to "Door Alarm" on page 80).

    c. Select **Escort problem** for the cause. of the Door Alarm.

Escort Complete

This alarm occurs when the Escort for a patient is complete. This dialog box only appears if the software has been configured to confirm the escort.The Confirm Escort is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

Transfer to Expire

This alarm occurs when the time allowed for a patient to be transferred will expire in 15-minutes (if the allotted time was configured for greater than 15-minutes) and the alarming band transmitter, in the Transfer mode, has not been moved from one protected area to another.

To respond to a Transfer to Expire

1. Determine the location of the patient.

2. If the patient is secure and will not be transferred to a protected area soon, clear the Transfer to Expire alarm and reset the duration time for the Transfer.

3. If the patient has not yet been moved, clear the Transfer to Expire alarm and cancel the Transfer.

Transfer Expired

This alarm occurs when the selected amount of time required for a patient to be transferred has expired and the alarming band transmitter, in the Transfer mode, has not reached its destination.

To respond to a Transfer Expired Alarm

1. Determine the location of the patient.
2. From the Client computer, click anywhere in the Transfer Expired Alarm Message Box to access the Event Information window.
3. Select one of the following event causes:

    *   **Patient Delayed**—the patient was delayed and needs more time for the transfer.

    *   **Failed to Start**—the Transfer was never started; or the patient was never transferred.

    *   **Transfer Completed**—the patient was successfully transferred to the destination.

    *   **Test**—the system was being tested.

    *   **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event.
4. If the patient has not yet been transferred, perform the Transfer function again.
5. If the patient has left the initial unit but has not arrived at the transfer unit:

    a. Bring the patient through the door of the unit to which they are being transferred; a Door Alarm may occur.

    b. Follow the procedures for handling a Door Alarm (refer to "Door Alarm" on page 80).

    c. Select **Transfer problem** for the cause of the Door Alarm.

    d. If Check Transmitter alarms occur, contact an Administrative user to manually transfer the transmitter to the new unit.

Transfer Complete

This alarm occurs when a Transfer for a patient is complete. This dialog box only appears if the software has been configured to confirm the transfer.The Confirm Transfer is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

Begin Adjust

This alarm occurs after a configured amount of time to remind staff to check the alarming band transmitter for band slippage. The time for the *Require band slippage check* is configured in the Configuration, Units menu (refer to the *Series 6.0 Software Administrator Guide*).

To respond to an Adjust Alarm

1. Determine that the patient is secure.
2. Click anywhere in the Begin Adjust Alarm Message Box to access the Event Information window.
3. Click **Clear**.
4. If necessary, perform the Adjust function.

Adjust Expired

This alarm occurs when the selected amount of time required for the adjustment of the banding material has expired and the adjustment has not been completed properly.

To respond to an Adjust Expired Alarm

1. Determine that the patient is secure.
2. If the banding material has not yet been adjusted, click anywhere in the Adjust Expired Alarm Message Box to access the Event Information window.
3. Click **Clear**.
4. Perform the Adjust function again.

Adjust Compete

This alarm occurs when the Adjust function for a patient is complete. This dialog box only appears if the software has been configured to confirm the Adjust.The Confirm Adjust is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

Scheduled Event

This alarm occurs when the scheduled time for an 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.

To respond to a Scheduled Event

1. Proceed to the Client computer to view the reason for the scheduled event.
2. Click anywhere in the Scheduled Event Alarm Message Box to access the Event Information window.
3. Click **Clear**.
4. If necessary, perform the Scheduled Event.

Blue Alarms

The following sections provide detailed information about Blue Alarms, responding to alarming events, and the the way the event should be cleared. Blue Alarms are high priority asset alarms. They are displayed in the Alarm Message Box and the Event List sequentially as they occur. Blue Alarms are displayed below White Alarms.

Door Alarm

When an asset tagged with an alarming band transmitter is in an Exit Alarm Zone and the monitored door is open an alarm sounds at the Exit Alarm Controller, a message is displayed on the Client computer(s) in the unit configured to monitor the transmitter, and the location of the Exit Alarm Zone is indicated by a flashing icon on the map on the Client computer(s).

To respond to a Blue Door Alarm

1. Go to the alarming device and use your card reader access card (if applicable) or enter the appropriate 4-digit alarm code to clear the alarm at the device. For more information about the Alarm Code, contact your System Administrator.

2. 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 Blue Alarm changes to a Light Blue Alarm in the Alarm Message Box. If JCAHO is not activated, the Alarm Message Box clears once the alarm is cleared at the device.

3. From the Client computer, click anywhere in the Door Alarm Message Box to access the Event Information window.

4. Select one of the following causes for the Door Alarm:

    *   **Clear**—no reason specified.

    *   **Test** —the system was being tested.

    *   **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Cut Band Alarm

When an asset transmitter is tampered with (cut band, improperly removed), an alarm is sounded on every Client computer configured to monitor the unit, a message is displayed in the Event List, and the location of the Alarming Band Receiver that detected the event is indicated on the map on the Client computer(s).

If your facility has enabled the *Lockdown on Cut Band Alarms* feature and the transmitter is configured as a "High Risk" asset transmitter, a Cut Band Alarm will trigger a Global Lockdown. You can configure the Global Lockdown feature to lock doors at *All exits* or *By transmitter units*. However, if a Cut Band Alarm is initiated during an Escort or a Transfer, the systems automatically locks *All exits* and displays the alarm on all Client computers and Quick Look displays.

> **NOTE:** When an asset transmitter is configured as HIGH priority, a Cut Band Alarm will trigger a Global Lockdown. A low priority asset transmitters will not trigger a Global Lockdown.

> **NOTE:** Any perimeter alarms that occur due to a door open during a Cut Band Alarm require that the Cut Band Alarm be cleared at the computer first, before the doors are reset or cleared.

To respond to a Blue Cut Band Alarm

1. Verify transmitter is applied correctly and without signs of damage or tampering.

2. From the Client computer, click anywhere in the Cut Band Alarm Message Box to access the Event Information window.

3. Select one of the following event causes:

   - **Clear**—no reason specified.

   - **Test** —the system was being tested.

   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

> **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Check Transmitter Alarm

The specified asset transmitter has not sent a signal to the system within the required time.

To respond to a Blue Check Transmitter Alarm

1. Verify transmitter is fastened correctly and without signs of damage or tampering.

    > ⚠️ **WARNING: You must test all transmitters prior to use, and periodically thereafter, to verify proper operation. Failure to test the transmitters before use can result in system failure and/or asset abduction. In addition, failure to test transmitters voids the RF Technologies Product Warranty.**

2. From the Client computer, click anywhere in the Check Transmitter Alarm Message Box to access the Event Information window.

3. Select one of the following event causes:

    -   **Test** —the system was being tested.

    -   **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event. The event is cleared from the Event List of every Client computer configured to monitor the unit.

4. A Check Transmitter alarm may be an indication that Receiver coverage may be inadequate. Contact your System Administrator.

    > **NOTE:** You can click **Silence** to stop the alarm sound at the Central Server or Client computer. The alarm is silenced at that computer only, for the configured length of time; however, the event still appears in the Event List. The next event automatically restarts the alarm sound.

Light Blue Alarms

The following sections provide detailed information about Light Blue Alarms, responding to alarming events, and the way the event should be cleared. Light Blue Alarms are low priority asset alarms. They are displayed in the Alarm Message Box and the Event List sequentially as they occur. Light Blue Alarms are displayed below Blue Alarms.

Admit Complete

This alarm occurs when the Admit function for an asset is complete. This dialog box only appears if the software has been configured to confirm the Admit. The Confirm Admit is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

Discharge Expired

This alarm occurs when the amount of time allowed for an alarming band transmitter to be removed has expired and the discharge has not completed properly.

To respond to a Discharge Expired Alarm

1. If the transmitter has not yet been removed, click anywhere in the Discharge Expired Alarm Message Box to access the Event Information window.

2. Select one of the following event causes:

    •   **Test**—the system was being tested.

    •   **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

    You cannot clear an event until you select the appropriate cause for the event. If the asset is not being discharged, the asset's information is still in the database and the software continues to assist staff in monitoring the asset.

3. Perform the Discharge function again.

Discharge Complete

This alarm occurs when the Discharge for an asset is complete. This dialog box only appears if the software has been configured to confirm the discharge. The *Confirm Discharge* is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide).*

Escort to Expire

This alarm occurs when the time allowed for an asset to be escorted will expire in 15-minutes (if the allotted time was configured for greater than 15-minutes). This will occur when the alarming band transmitter, in the Escort mode, has not been moved *from* or has not yet been returned *to* the protected area.

To respond to an Escort to Expire

1. Determine the location of the asset.
2. If the asset is secure and will not be returned to the protected area soon, clear the Escort to Expire alarm and reset the duration of the Escort function.
3. If the asset has not yet been moved, clear the Escort to Expire alarm and cancel the escort.

Escort Expired

This alarm occurs when the selected amount of time required for an asset to be escorted has expired and the transmitter, in the Escort mode, has not been moved *from* or has not yet been returned *to* the protected area.

To respond to an Escort Expired Alarm

1. Determine the location of the asset.
2. From the Client computer, click anywhere in the Escort Expired Alarm Message Box to access the Event Information window.
3. Select one of the following event causes:
   - **Test**—the system was being tested.
   - **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event.
4. If the asset has not yet been moved, perform the Escort function again.
5. If the asset has been escorted and is being returned to the monitored area:
   a. Bring the patient back through the door; a Door Alarm will occur.
   b. Follow the procedures for handling a Door Alarm (refer to "Door Alarm" on page 80).
   c. Select **Escort problem** for the cause. of the Door Alarm.

Escort Complete

This alarm occurs when the Escort for an asset is complete. This dialog box only appears if the software has been configured to confirm the escort. The Confirm Escort is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

Transfer to Expire

This alarm occurs when the time allowed for an asset to be transferred will expire in 15-minutes (if the allotted time was configured for greater than 15-minutes) and the alarming band transmitter, in the Transfer mode, has not been moved from one protected area to another.

To respond to a Transfer to Expire

1. Determine the location of the asset.

2. If the asset is secure and will not be transferred to a protected area soon, clear the Transfer to Expire alarm and reset the duration of the Transfer function.

3. If the asset has not yet been moved, clear the Transfer to Expire alarm and cancel the Transfer.

Transfer Expired

This alarm occurs when the selected amount of time required for an asset to be transferred has expired and the alarming band transmitter, in the Transfer mode, has not reached its destination.

To respond to a Transfer Expired Alarm

1. Determine the location of the asset.

2. From the Client computer, click anywhere in the Transfer Expired Alarm Message Box to access the Event Information window.

3. Select one of the following event causes:

   • **Test**—the system was being tested.

   • **Other**—opens a **Clear Reason** window, user must enter the cause in this window.

   You cannot clear an event until you select the appropriate cause for the event.

4. If the asset has not yet been transferred, perform the Transfer function again.

5. If the patient has left the initial unit but has not arrived at the transfer unit:

   a. Bring the asset through the door of the unit to which it is being transferred; a Door Alarm may occur.

   b. Follow the procedures for handling a Door Alarm (refer to "Door Alarm" on page 80).

   c. Select **Transfer problem** for the cause of the Door Alarm.

   d. If Check Transmitter alarms occur, contact an Administrative user to manually transfer the transmitter to the new unit.

Transfer Complete

This alarm occurs when a Transfer for a asset or asset is complete. This dialog box only appears if the software has been configured to confirm the transfer.The Confirm Transfer is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

Adjust Expired

This alarm occurs when the selected amount of time required for the adjustment of the banding material has expired and the adjustment has not been completed properly.

To respond to an Adjust Expired Alarm

1. Determine that the asset is secure.

2. If the banding material has not yet been adjusted, click anywhere in the Adjust Expired Alarm Message Box to access the Event Information window.

3. Click **Clear**.

4. Perform the Adjust function again.

Adjust Complete

This alarm occurs when the Adjust function for an asset is complete. This dialog box only appears if the software has been configured to confirm the Adjust.The Confirm Adjust is configured in the Configuration, Global Settings menu (refer to the *Series 6.0 Software Administrator Guide*).

Scheduled Event

This alarm occurs when the scheduled time for an 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.

To respond to a Scheduled Event

1. Proceed to the Client computer to view the reason for the scheduled event and, if required, perform the Scheduled Event.

2. Click anywhere in the Scheduled Event Alarm Message Box to access the Event Information window.

3. Click **Clear**.

Chapter 5

Using System Reports

Introduction

This chapter provides detailed information about viewing and printing System Reports. In addition, it provides detailed information about using and filtering reports. Following is a list of the types of reports that are available in the software.

Reports

There are several Reports that enable you to view information about the activities of the system throughout the day, week, or month. The Reports List is divided in sections. The sections depend on how your system is configured. The following section provides detailed information about viewing, printing, saving, using, and filtering Reports.
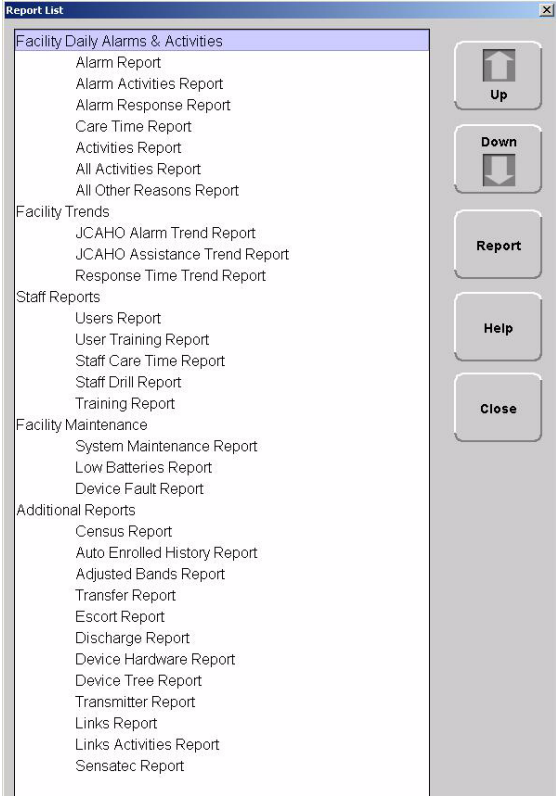
FIGURE 5.1:   Example of a Reports List Window

To view a report

1. Click **Reports** on the toolbar.

    The Report List window appears.

    > **NOTE:** The Reports List configuration will depend on your software application. The available reports will depend on your licenses.

2. In the **Report List** window, use the up and down arrows to select the report you want to run.

3. Click **Report** or double click on the selected report in the Report List.

    The Report window appears with the report you requested.

FIGURE 5.2:   Report Window

Report Buttons

The Report buttons allow you to save a report, print a report, page through a report, and adjust the view of the report. You can also select to **Filter** the report and **Close** the report window.

Save

A report can be saved directly to the Client computer(s). To save a report, click on the save button located in the upper left corner of the toolbar. Type in a File Name and select a File of Type from the drop-down list. It is recommended that you do not select HTML or XLS as the file type due to anomalies that may occur in the saved report. Reports saved in XLS may require additional formatting to view all text.

Print

A report can be printed directly from the generated report's window. To print a report, click on the print icon located in the upper left corner of the toolbar. The printer must be connected and configured to the Client computer.

Filter

By clicking the **Filter** button on the toolbar, you can select the criteria to run a specific report. Using the Filter window, you can select which unit, which patient or asset, and what time frame you want to view (24 hours, 7 days, or 30 days). Once you select your criteria, click **OK**.
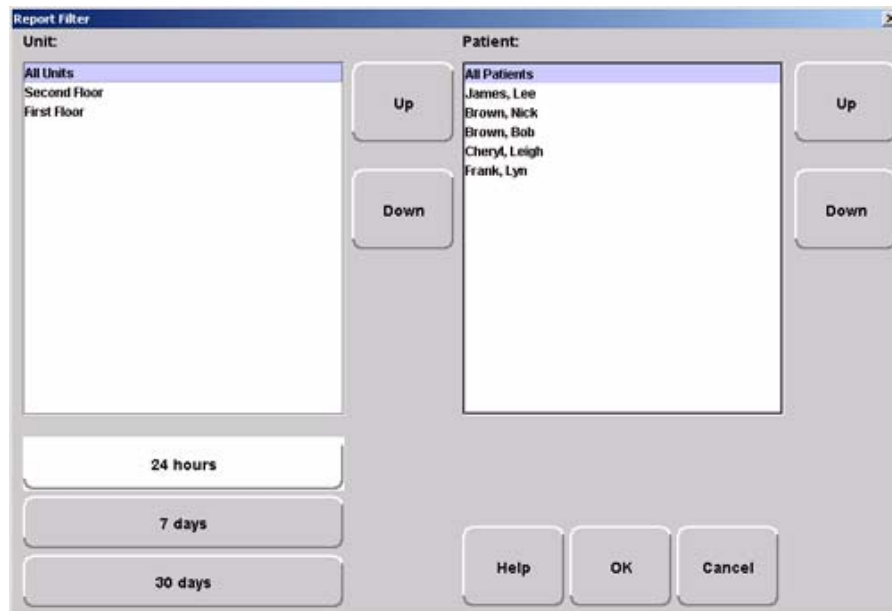
FIGURE 5.3: Report Filter Window

Close

Use this button to close the reports window.

Arrow Buttons

Use this button to page up to the previous page.

Use this button to scroll up to the previous entry on the page.

Use this button to scroll down to the next entry on the page.

Use this button to page down to the next page.

Sort By Headings

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.

Time △	Name	Type	Activity	TX ID	TX Type	Location	User	Clear

Additional JCAHO Report Buttons

Additional Report Buttons are found on selective JCAHO Reports in the software. Following is an explanation of these buttons.

First Page

Use this button to view the first page of a multiple page report.

Last Page

Use this button to view the last page of a multiple page report.

Next Page

Use this button to view the next page of the report.

Previous Page

Use this button to view the previous page of the report.

Actual Size

Use this button to adjust the view of the report to its actual size.

Fit Page

Use this button to fit the report to the size of the display screen.

Fit Width

Use this button to fit the report to the width of the display screen.

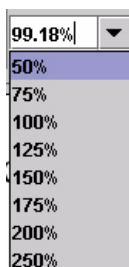## Zoom In

Use this button to maximize the view of the report by zooming in.

Zoom Out

Use this button to minimize the view of the report by zooming out.

Zoom Ratio

The zoom ratio corresponds to the size in which the report is currently being viewed. You can also select to minimize or maximize a view by selecting the percent you which to adjust the view in the Zoom Ratio drop-down list.

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:.

Unit—the units included in the report.

TimeRange—the range selected for the report.

Patient —the patients or assets included in the report.

Facility Name—the name of the facility.

Facility Address—the address of the facility.

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

Daily Alarms and Activities (Tracer Level 2)

Alarm Report

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

Name—the name of the patient or asset to whom the transmitter is assigned.

Activity—the description of the alarm's activity.

Time—the time of the alarm.

Tx ID—the identification number of the transmitter.

Tx Type—the type of transmitter

Location—the device that received the event.

Risk—the risk level assigned to the patient or asset.

By clicking the **Filter** button on the bottom of the Alarm report you can also select the criteria to run a specific Alarm Report.

Alarm Activities Report

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

Time—the time the alarm occurred.

Name—the name of the patient or asset to whom the transmitter is assigned.

Type—the type of event recorded.

Activity—the description of the alarm's activity.

Tx ID—the identification number of the transmitter.

Tx Type—the type of transmitter that sent the signal.

Location—the device that received the event.

User—the staff member who cleared the event (when applicable).

Clear—the event reason used to clear the alarm (when applicable).

By clicking the **Filter** button on the bottom of the report, you can also select the criteria to run a specific Alarm Activities Report.

Alarm Response Report

The Alarm Response Report enables you to gauge how your staff responds to system events. The Alarm Response Report includes:

Name—the name of the patient or asset to whom the transmitter is assigned.

Tx ID—the identification number of the transmitter.

Location—the device, unit, and/or room that received the alarm.

Activity—the description of the event's activity.

Event Time—when the event occurred.

Clear Time—when the event was cleared.

Response Time—the amount of time it took for the staff to respond to and clear the alarm at the device.

Clear Reason—the event reason used to clear the alarm (when applicable).

By clicking the **Filter** button on the bottom of the report, you can also select the criteria to run a specific Alarm Response Report.

Care Time Report

The Care Time Report enables you to gauge how your staff responds to system events. The Care Time Report includes:

Name—the name of the patient or asset to whom the transmitter is assigned.

Care Time—the difference between the time the device was reset and the alarm was actually cleared at the computer.

Reset Time—when the device was reset.

Clear Time—when the event was cleared at the computer.

Location—the device, unit, and/or room that received the alarm.

Activity—the description of the event's activity.

Clear Reason—the event reason used to clear the alarm (when applicable).

User—the staff member who responded to the event.

By clicking the **Filter** button on the bottom of the report, you can also select the criteria to run a specific Alarm Response Report.

Activities Report

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

> **NOTE:** This report is sorted alphabetically by patient or asset and then by event time.

The Activities Report includes:

Name—the name of the patient or asset to whom the transmitter is assigned.

Activity—the description of the event's activity.

Type—the type of event recorded.

Time—the time of the event.

Tx ID—the identification number of the transmitter.

Tx Type—the type of transmitter.

Location—the device, unit and/or room that received the event.

User—the staff member who authorized or cleared the event (when applicable).

Risk—the risk level assigned to the patient or asset.

By clicking the **Filter** button on the bottom of the report, you can also select the criteria to run a specific Activities Report.

All Activities Report

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

Time—the time of the event or activity.

Name—the device, or the name of the patient or asset to whom the transmitter is assigned.

Type—the type of event recorded.

Activity—the description of the event's activity.

Tx ID—the identification number of the transmitter.

Tx Type—the type of transmitter that sent the signal.

Location—the device that received the event.

User—the staff member who authorized the activity (when applicable).

Clear—the event reason used to clear the alarm (when applicable).

By clicking the **Filter** button on the bottom of the report you can select the criteria to run a specific All Activities Report.

All Other Reasons Report

The All Other Reasons Report provides a summary of all the "other" reasons used when clearing an alarm. "Other" are the reasons for alarm events that are manually entered by staff members when they clear alarms. These reasons are reflected on the JCAHO report as well. The All Other Reasons Report includes:

Time—the time of the event.

Name—the name of the patient or asset to whom the transmitter is assigned or the auto-enrolled transmitter.

Type—the type of event recorded.

Activity—the description of the event.

Tx ID—the identification number of the transmitter involved.

Tx Type—the type of transmitter that sent the signal.

Location—the device that received the event.

User—the staff member who cleared the event (when applicable).

Clear Reason—the manually entered reason ("other" reasons) for the event.

By clicking the **Filter** button on the bottom of the All Other Reasons Report, you can select the criteria to run a specific report.

Facility Trends (Tracer Level 3)

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

JCAHO Alarm Trend Report

The JCAHO 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.By clicking the **Print** icon, you can print this report.

FIGURE 5.4:   JCAHO Alarm Trend Report

NOTE: If the Event cause is "Other," go to the All Other Reasons Report and review the memo field for more information. You can also select the "Other" hyper-link from any JCAHO Details Report.

JCAHO Alarm Trend Reason Report

Click on the links at the bottom of the JCAHO Alarm Trend Report to access the JCAHO Alarm Trend Reason Report. This report provides detailed information about the Event Causes that were selected each time an Event was cleared.

Event Cause

FIGURE 5.5:   JCAHO Alarm Trend Reason Report

JCAHO Alarm Trend Reasons Detail Report

Clicking on the Event Cause link at the bottom of the JCAHO Alarm Trend Reason Report opens the Reasons Detail Report that lists all events that went into the calculation of the JCAHO Alarm Trend Report. The Reasons Detail Report includes:

> **Date**—the date and time the event occurred.

> **Response Time**—the amount of time it took for the staff to respond and clear the event.

> **User**—the staff member who responded to the event.

> **Location**—the unit or room to which the device is assigned.

> **Tx**—the identification number of the transmitter.

> **Name**—the name of the device or the patient or asset to whom the device is assigned.

JCAHO Assistance Trend Report

The JCAHO Assistance Trend Report supports events generated by Emergency Assistance, Pull Cord, Pendant, Fall Monitoring, and Incontinence 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. By clicking the **Print** icon, you can print this report.
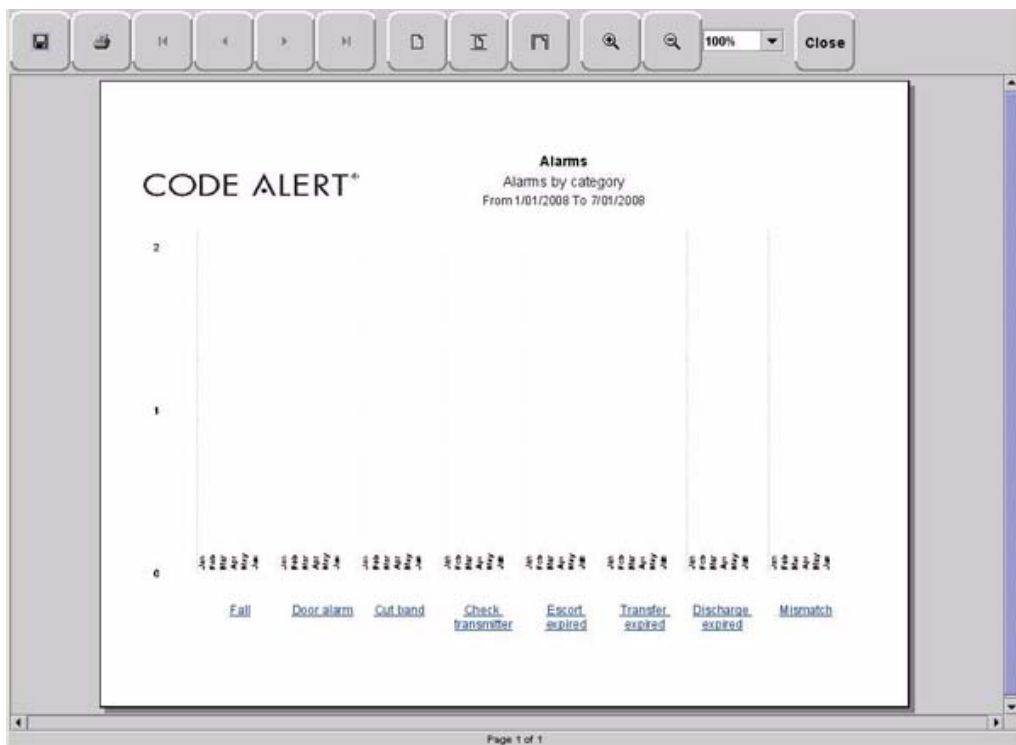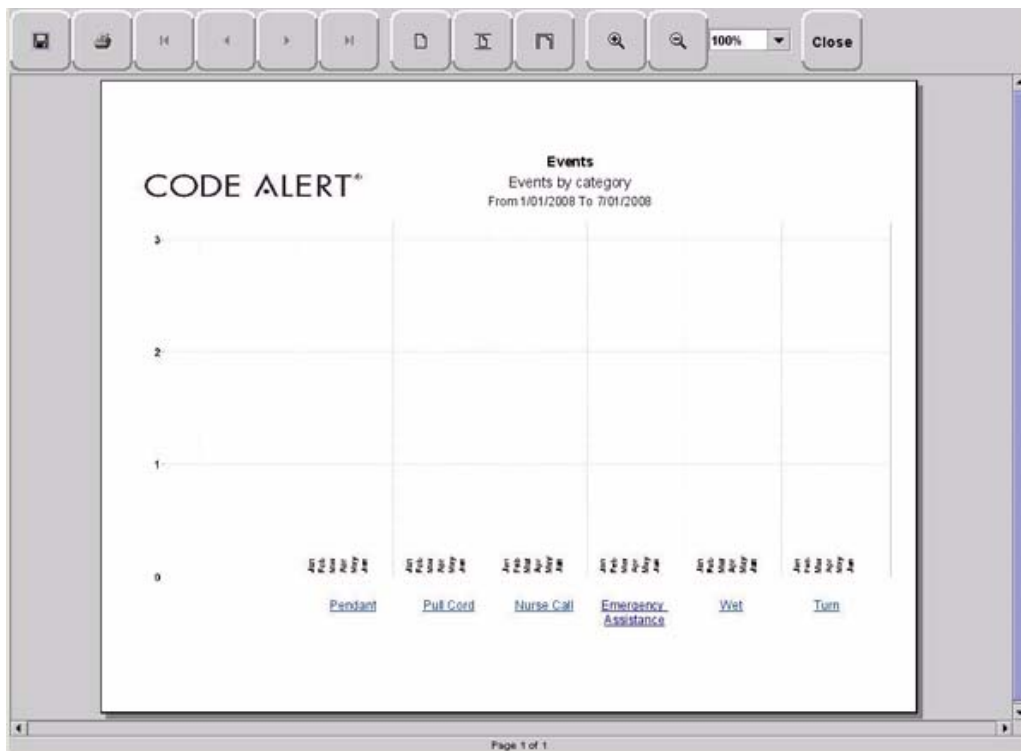

FIGURE 5.6:   JCAHO Assistance Trend Report

NOTE: If the Event cause is "Other," go to the All Other Reasons Report and review the memo field for more information. You can also select the "Other" hyper-link from any JCAHO Details Report.

JCAHO Assistance Trend Reason Report

Click on the links at the bottom of the JCAHO Assistance Trend Report to access the JCAHO Assistance Trends Reason Report. This report provides detailed information about the Event Causes that were selected each time an Event was cleared.

FIGURE 5.7:   JCAHO Assistance Trend Reason Report

JCAHO Assistance Trend Detail Report

Clicking on the Event Cause link at the bottom of the Reason Report opens a Reason Detail Report that lists all events that went into the calculation of the JCAHO Assistance Trend Report. The Reasons Detail Report includes:

Date—the date and time the event occurred.

Response Time—the amount of time it took for the staff to respond and clear the event.

User—the staff member who responded to the event.

Location—the unit or room to which the device is assigned.

Tx ID—the identification number of the transmitter.

Name—the name of the device or the patient or asset to whom the device is assigned.

Response Time Trend Report

The Response Time Trend Report lists the 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.
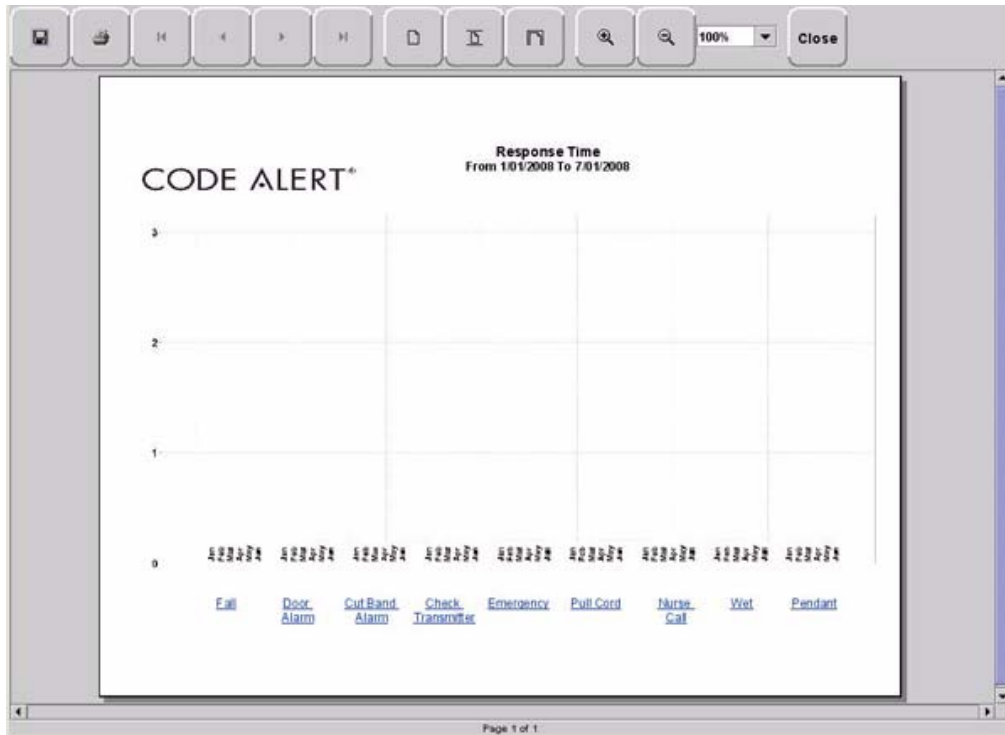

FIGURE 5.8: Response Time Trend Report

NOTE: If the Event cause is "Other," go to the All Other Reasons Report and review the memo field for more information. You can also select the "Other" hyper-link from any JCAHO Details Report.

Response Time Trend Reason Report

Click on the links at the bottom of the Response Time Trend Report to access the Response Time Trend Reason Report. This report provides detailed information about the Event Cause that was selected each time an Event was cleared.

Event Cause

FIGURE 5.9:   Response Time Trend Reason Report

Response Time Trend Reasons Detail Report

Clicking on the Event Cause link at the bottom of the Reasons Report opens the Reasons Detail Report that lists all events that went into the calculation of the Response Time Report. The Reasons Detail Report includes:

> **Date**—the date and time the event occurred.
>
> **Response Time**—the amount of time it took for the staff to respond and clear the event.
>
> **User**—the staff member who responded to the event.
>
> **Location**—the unit or room to which the device is assigned.
>
> **Tx ID**—the identification number of the transmitter.
>
> **Name**—the name of the device or the patient or asset to whom the device is assigned.

Staff Reports (Tracer Level 4)

Users Report

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

User—the name of the staff member.

Login—the login name of the staff member.

Assigned Function— all functions assigned to the user.

Door Card Access— if the user has door card access.

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.
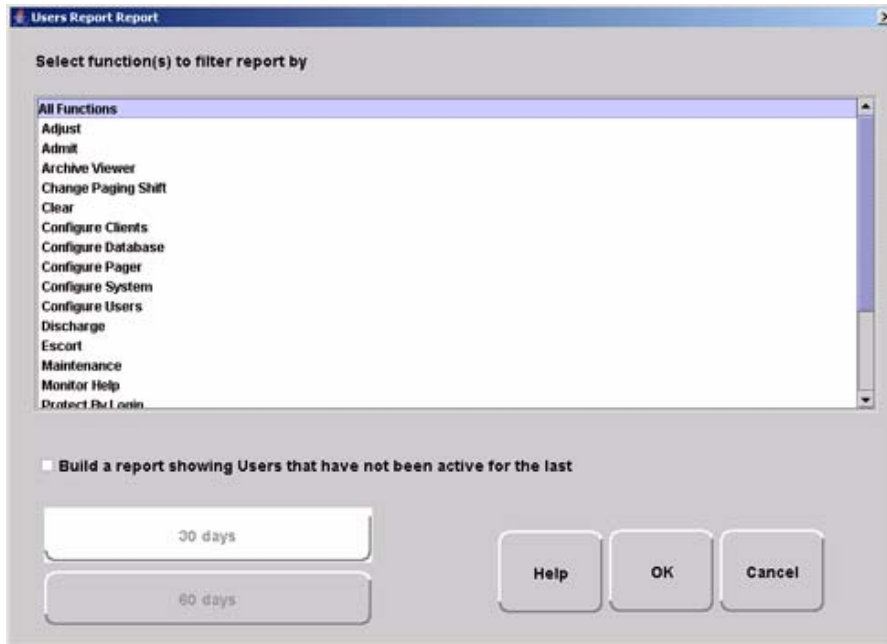

FIGURE 5.10:   User Report Filter window

User Training Report

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

Event Time—the time the user help file was opened.

User—the staff member who opened the user help file.

Topic—the topic or subject matter of the user help file.

Staff Care Time Report

The Staff Care Time Report enables you to gauge how your staff responds to system events. The Staff Care Time Report includes:

Responder—the staff member who responded to the event.

Care Time—the difference between the time the event occurred and the time it was cleared at the computer.

Care Started—the time the event occurred.

Care Completed—when the event was cleared at the computer.

Location—the device, unit, and/or room that received the alarm.

Activity—the description of the event's activity.

Clear Reason—the event reason used to clear the alarm (when applicable).

Name—the name of the patient or asset to whom the transmitter is assigned.

By clicking the **Filter** button on the bottom of the report, you can also select the criteria to run a specific Alarm Response Report.

Staff Drill Report

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

    Time—the time of the staff drill.

    Comments—the comments about the drill function performed.

    User—the staff member who authorized and performed the drill.

Training Report

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

    Name—the name of the patient.

    Time—the date the delivery of training was entered into the system.

    Handout Training—the date any handout was delivered to the patient.

    Video Training—the date any video was shown to the patient.

    Verbal—the time any verbal training was delivered to the patient.

    User—the staff member who entered dates into the system.

    Location—the unit to which the patient is assigned.

Facility Maintenance (Tracer level 5)

System Maintenance Report

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

Time—the time the maintenance was performed.

Comments—the comments about the maintenance function performed.

User—the service personnel who authorized and performed the maintenance.

Low Batteries Report

The Low Batteries Report provides a list of the transmitters and devices that currently have transmitted low battery signals. The Low Batteries Report includes:

Name—the name of the device or the patient or asset to whom the transmitter is assigned.

Time—the time the low battery was recognized by the system.

Tx ID—the identification number of the transmitter.

Unit—the unit of the device or the patient or asset to whom the transmitter is assigned.

Device—the type of device reading the transmitter signal.

Room—the room of the device or the patient or asset to whom the transmitter is assigned.

Device Fault Report

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

Time—the time the activity was reported.

Type—the type of event recorded.

Comport—the comport to which the device is assigned.

Physical Address—the network address of the device within the comport.

Location—the unit and room to which the device is assigned.

Last CheckIn—the last time the device checked into the system.

Activity—the description of the event's activity,.

By clicking the **Filter** button on the bottom of the Device Fault Report, you can select the criteria to run a specific report.

Additional Reports

Census Report

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 unit and then by patient. The Census Report includes:

Name—the name of the patient.

Gender—the sex of the patient.

Unit—the unit to which the patient is assigned.

Room—the patient's room number.

Tx ID—the identification number of the alarming band or Wander Management transmitter assigned to the patient.

Admit Time— the time at which the patient was admitted.

Admitted By—the staff member who performed the admission.

Risk—the risk level assigned to the patient.

Auto Enrolled History Report

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. The report includes:

Enroll Time—the time when the transmitter was auto enrolled.

Location—the alarming band receiver (ABR) that picked up the auto-enroll and the unit the device is assigned to.

Type—the type of event recorded.

Tx ID—the identification number of the transmitter.

By clicking the **Filter** button on the bottom of the Auto-Enrolled History Report, you can also select the criteria to run a specific report.

Adjusted Bands Report

The Adjusted Bands Report enables you to see which alarming band transmitter bands were adjusted. The Adjust Bands Report includes:

Name—the name of the patient or asset to whom the transmitter is assigned.

Activity—the description of the band adjustment's activity.

Type—the type of event recorded.

Time—the time of the event.

Tx ID—the identification number of the transmitter.

Location—the device that received the event.

User—the staff member who authorized the adjustment (when applicable).

Risk—the risk level assigned to the patient or asset.

By clicking the **Filter** button on the bottom of the Adjusted Bands Report, you can also select the criteria to run a specific report.

Transfer Report

The Transfer Report lists all of the patients or assets who were transferred from one protected area to another protected area. The Transfers Report includes:

Name—the name of the patient or asset.

Activity—the description of the transfer's activity.

Type—the type of event recorded.

Time—the time of the event

Tx ID—the identification number of the transmitter (when applicable).

Location—the device that received the event.

User—the staff member who authorized the transfer (when applicable).

Risk—the risk level assigned to the patient or asset.

By clicking the **Filter** button on the bottom of the Transfer Report, you can select the criteria to run a specific report.

Escort Report

The Escort Report lists all of the patients or assets who were escorted from a protected area and back to the same protected area. The Escort Report includes:

Name—the name of the patient or asset to whom the transmitter is assigned.

Activity—the description of the escort's activity.

Type—the type of event recorded.

Time—the time of the event.

Tx ID—the identification number of the transmitter.

Location—the device that received the event.

User—the staff member who authorized the escort (when applicable).

Risk—the risk level assigned to the patient or asset.

By clicking the **Filter** button on the bottom of the Escort Report, you can select the criteria to run a specific report.

Discharge Report

The Discharge Report lists all of the patients or assets that were discharged from the system within a specified period of time. The Discharge Report includes:

Name—the name of the patient or asset.

Activity—the description of the discharge's activity.

Type—the type of event recorded.

Time—the time of the event.

Tx ID—the identification number of the transmitter (when applicable).

Location—the device that received the event.

User—the staff member who authorized the discharge (when applicable.)

Risk—the risk level assigned to the patient or asset.

By clicking the **Filter** button on the bottom of the Discharge Report, you can select the criteria to run a specific report.

Device Hardware Report

The Device Hardware Report lists all of the devices in the system. The report includes:

Description—the name of the device.

Type—the type of device.

Comport—the comport to which the device is assigned.

Physical Address—the network address of the device within the comport.

Location—the unit to which the device belongs

H/w Version—the device hardware version.

S/w Version—the device software version.

Linger—the linger time assigned to the EAC.

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

Device Tree Report

The Device Tree Report keeps a running history of ICM devices that are enrolled in the system, even if the device becomes disconnected from the system. The report includes:

Description—the name of the device.

Type—the type of device.

Comport—the comport to which the device is associated.

Path—the path that the device follows through the network to communicate with the Gateway.

Short Address—the address assigned by the Gateway and Routers on the network. Different networks may use the same addresses.

MAC—the Media Access Control address of the device.

Location—the unit to which the device is assigned during configuration.

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

Transmitter Report

The Transmitter Report provides general details about transmitters admitted to the system. The Transmitter Report includes:

Tx —the identification number of the transmitter.

Tx Type—the type of transmitter.

Name—the name of the patient or asset.

Location—the unit to which the device belongs.

Links Report

The Links Report provides general details about mothers and infants admitted to the system and currently linked. The Link Report includes:

Link Tx ID—the ID number of the mother transmitter.

Tx ID—the identification number of the infant transmitter linked to the mother transmitter.

Name—the name of the infant.

Unit Name—the unit to which the infant transmitter is associated.

Link Time—the time at which the infant was linked.

Links Activities Report

The Links Activities Report is a history report of all activities related to mother and infant transmitters that were linked in the system. This report includes any activity that triggered an event for the linked transmitters. The Links Activities Report includes:

Name—the name of the infant or mother.

Tx—the identification number of the infant transmitter involved.

Activity—the description of the event.

Time—the time of the event.

MTx—the identification number of the mother transmitter involved.

Location—the device that received the event.

User—the staff member who cleared the event (when applicable).

By clicking the **Filter** button on the bottom of the Link Activities Report, you can select the criteria to run a specific report.

Sensatec Report

The Sensatec Report enables you to gauge how your staff responds to Sensatec events. The Sensatec Report includes:

       Name—the name of the patient to whom the control unit is assigned.

       Tx ID—the identification number of the control unit.

       Location—the device, unit, and/or room that received the alarm.

       Activity—the description of the event's activity.

       Event Time—when the event occurred.

       Clear Time—when the event was cleared.

       Care Time—the amount of time it took for the staff to respond and clear the *white* alarm.

       Clear Reason—the event reason used to clear the alarm (when applicable).

By clicking the **Filter** button on the bottom of the report, you can also select the criteria to run a specific Sensatec Report.

Patient Reports

Patient reports are specific to the individual patient. They are accessed from the Main tab of the patient's Admit Information window. The patient reports are as follows:

Review Info Report

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 Report

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

Time—the time of the event.

Activity—the description of the event's activity.

Type—the type of event recorded.

Reason—the event reason used to clear the alarm (when applicable).

User—the name of the patient to whom the transmitter is assigned.

Location—the device, unit and/or room that received the event.

User—the staff member who authorized or cleared the event (when applicable).

Tx Type—the type of transmitter.

Tx ID—the identification number of the transmitter.

Review Response Report

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 events for the patient, the red mark indicate the average events for the facility.
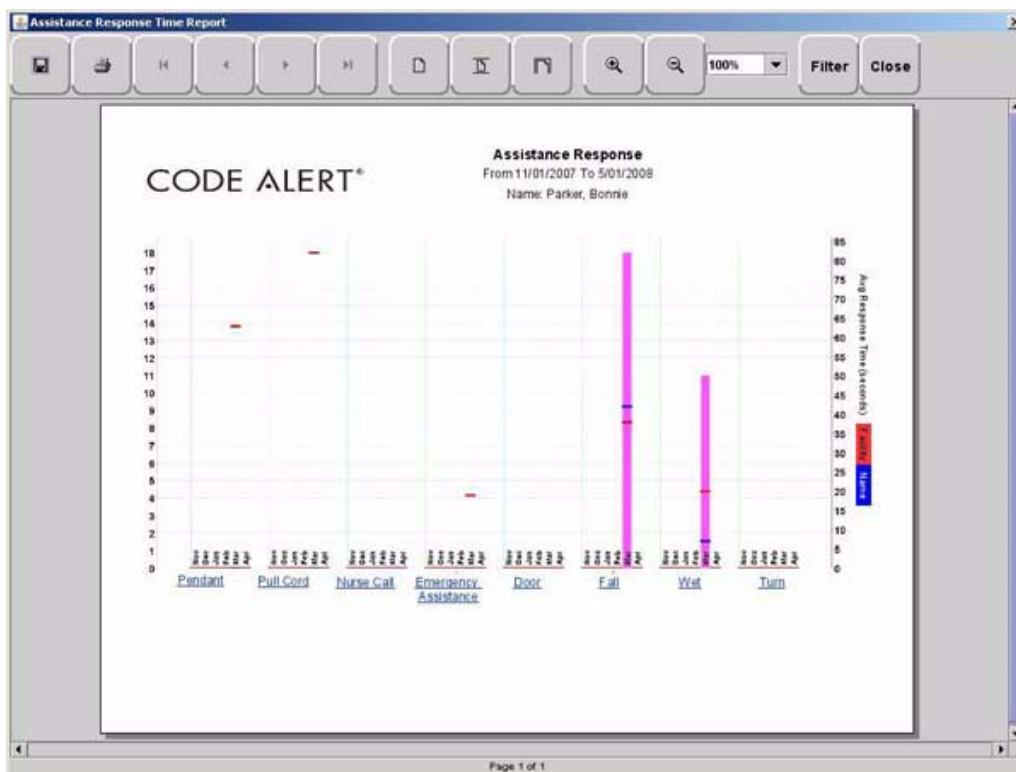

FIGURE 5.11:   Review Response Report

Review Response Reason

By clicking on an event link at the bottom of the report, you can access the Response Reason Report. This 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 response time (in seconds) for those events. The blue mark indicates the response time for the patient, the red mark indicate the average response time for the facility.
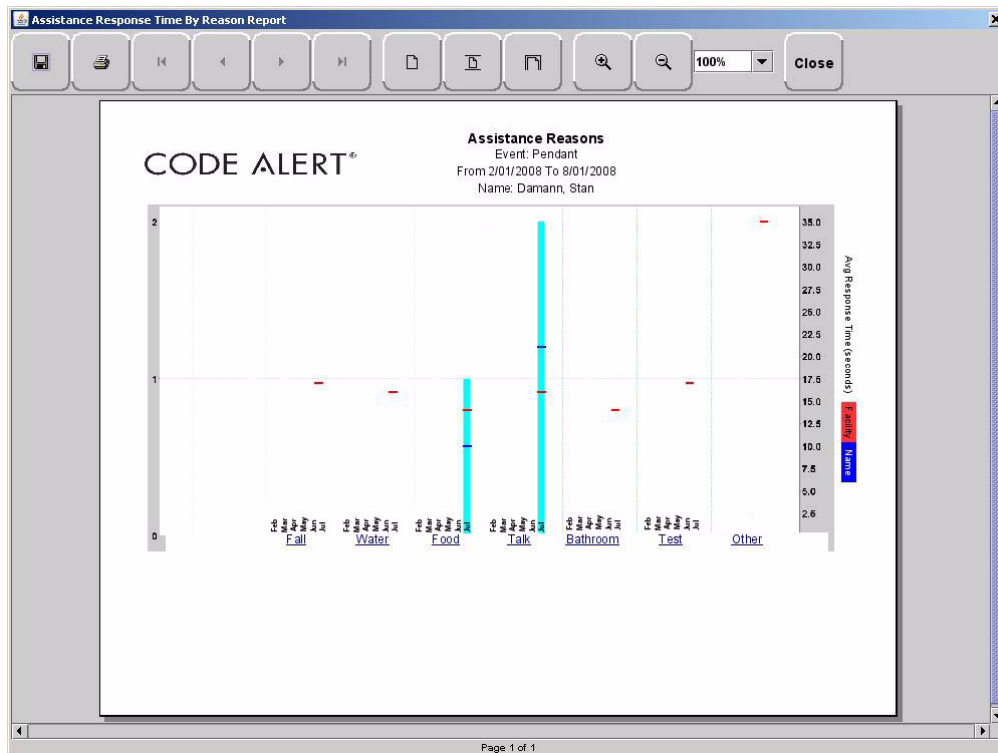

FIGURE 5.12:   Review Response Reason Reports

Review Response Reason Detail Report

Clicking on the Event Cause link at the bottom of the Reasons Report opens a Reason Detail Report that lists all events that went into the calculation of the Review Response Report.

The Detail Report includes:

Date—the date and time the event occurred.

Response Time—the amount of time it took for the staff to respond and clear the event.

Responder—the staff member who responded to the event.

Tx ID—the identification number of the transmitter.

Name—the name of the device or the patient to whom the device is assigned.

Asset Reports

Asset reports are specific to the individual asset. The Asset Transmitter Report is accessed from the **Assets** selection on the Menu bar of the Main window. The Asset Activities Report is accessed from the Main tab of the Asset Admit Information window.

Asset Transmitter Report

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

Make—the assets manufacturer's information.

Model—the model/description of the asset.

SN—the serial number of the asset.

Tx ID—the identification number of the transmitter assigned to the asset.

Location—the unit or room to which the asset is assigned.

Asset Activities Report

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

Time—the time of each event.

Activity—the description of the event's activity.

Type—the type of event recorded.

Tx ID—the identification number of the transmitter.

Location—the device, unit and/or room that received the event.

User—the staff member who authorized or cleared the event (when applicable).

Reason—the event reason used to clear the alarm (when applicable).