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## Overview and work methods

- The configuration tool
- Explanation of the icons
- Cogwheels
- A few setup rules

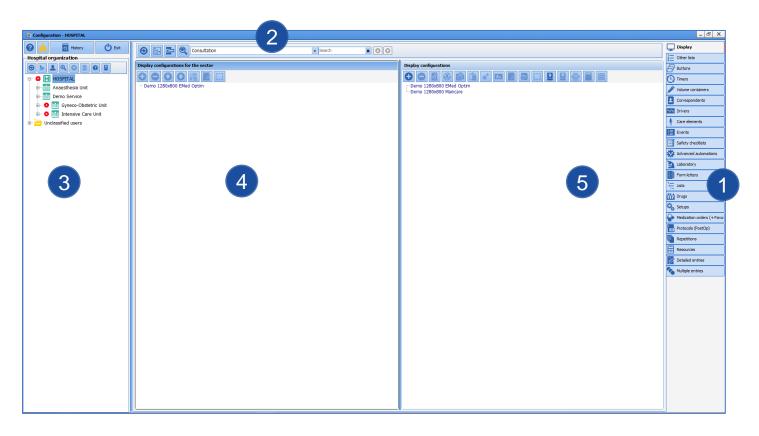


The configuration tool



## The configuration tool

The configuration tool is divided into **five panes**:





### The configuration tool

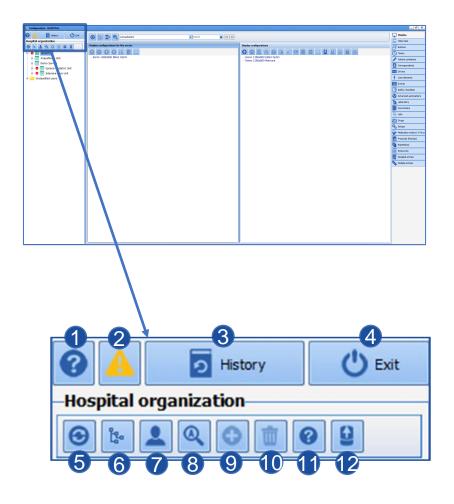
- 1 Far-right pane: Access to the various setup tabs
- 2 Drop-down menu: Specify the type of setup to be made
- **3 Far-left pane:** Select where to apply the current setup in the tree structure

#### **Middle panes**:

- 4 Left: Items copied to the area selected in 3
- Right: Exhaustive list of all the items available in the software





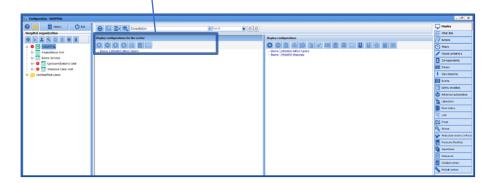


- 1 HELP
- 2 Data field management
- 3 Change history
- Exit the configuration tool
- **6** Refresh the tree structure
- 6 Expand the entire tree structure
- **7** Hide users
- 8 Open the tree structure search window
- 9 Create a new configuration
- 10 Delete the selected configuration
- 11 Icon legend
- 12 Export the tree to a file





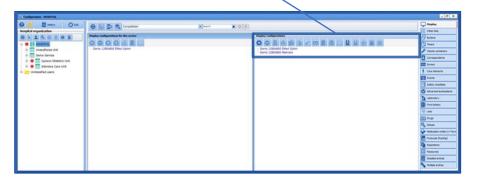
- **1** Add an item to the area
- Delete the selected item from the area
- 3 Move up the item in the list
- 4 Move down the item in the list
- 5 Sort the list alphabetically
- 6 Edit the item for this area
- **Deselect** the items





- **Oreate** an item
- 2 Delete the selected item
- 3 Restore the selected deleted item
- 4 Edit the external identifier (Do not use!)
- 5 Copy
- 6 Paste
- Switch the item to a selector
- 8 Rename the selected item
- 9 Edit the selected item
- 10 Move the selected item to the right-hand column
- 11 Deselect the selected items
- 12 Import a configuration
- 13 Export the configuration
- 14 Features for form letters



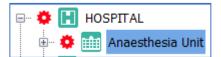




# Cogwheels



## Cogwheels



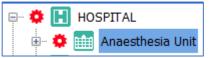
Cogwheels are used to isolate an area, room or computer and assign a specific configuration to it.



Too many cogwheels will make it difficult to maintain the configuration.



# Cogwheels



#### **Creating a cogwheel**

- ☐ Right-click the desired location >> Create a new configuration
- ☐ Accept the confirmation request
- ☐ Agree to retrieve a copy of the first configuration found





Settings are defined in the right middle pane.
 The left middle pane merely displays what is copied to the area.

Deleting an item does not completely erase it from the database. This allows
past records to be viewed (a deleted item can be restored if necessary).
 EXCEPTIONS: safety checklists and form letters.

You must rename an item before deleting it.



This allows DIANE to accept to reuse this name.



• Settings other than display settings can be defined while the module is being used.

This is because the display settings will be applied to all other users by the last person who saves them.

• Work on a **copy** so that you can cancel changes if necessary and not disrupt the settings applied to the services.

• Tip: Create a **common base configuration**, duplicate it and work on each iteration.



• **Double click an item in the left-hand pane** to select it in the right-hand pane (makes searching easier).

• Click the magnifying glass to make the right-hand and left-hand lists the same (the left-hand list will be duplicated).

• Type a word in the **search engine** to see the number of times it occurs and display it.

| Image: Type a word in the **search engine** to see the number of times it occurs and display it.

Click the arrows on the right or press F3 to go from one occurrence to the next.



# General information on consultation settings

- Particular features of the consultation setup
- Data AX/ID pairs
- Display tab > Tab Management



Particular features of the consultation setup



### Particular features of the consultation setup

• All available items (tabs and components) are present.



#### **Components cannot be created**

except for detailed entries

**Deleting components is prohibited** 

Components are stored in unused tabs

• Each component must have an AX/ID pair

(exceptions: buttons, detailed entries, tooth chart, names, etc.)



### Particular features of the consultation setup

### Data ActiveX/ID pair: ABSOLUTELY ESSENTIAL



No AX/ID pair = no storage in database = lost data



An AX/ID pair Id allows information to be:

- stored
- retrieved
- sent to another configuration (Intraop/RR/ICU)
- printed





- Some **AX/ID pairs** have specific purposes: date of birth, BMI, etc.
  - → They cannot be used for other purposes (see the relevant documentation)



- The **Unused only** checkbox is used to show only the free AX/ID pairs in the configuration being used.
- An AX/ID pair can be reused to **duplicate** a component and thus repeat the same information elsewhere in the application.



The stack of coins icon | means that the component does not have an AX/ID pair

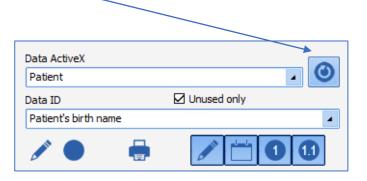




### **DELETING A COMPONENT IS PROHIBITED!**

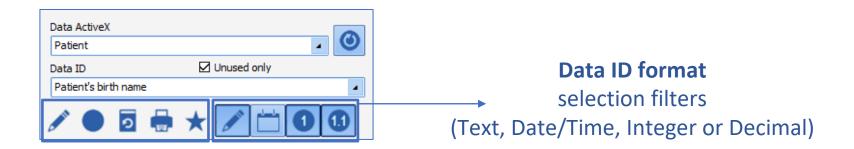
If a component is not needed, TWO actions are necessary:

- ☐ release it from its AX/ID pair —
- □ place it in an unused tab





- Indicates the data format (Text, Date/Time, Integer or Decimal)
- Indicates the data type (Normal or Calculated/Automatic)
- Indicates that the data is logged
- Print tag (popup on mouse hover) used in the form letters
- **Data ID used** (the components that use the data will appear on mouse hover)



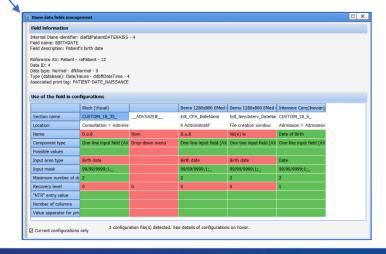


#### **Conflicts with other configurations:**

Shows the **settings differences** for the selected AX/ID pair.



Provides a detailed view of the **field's various** uses





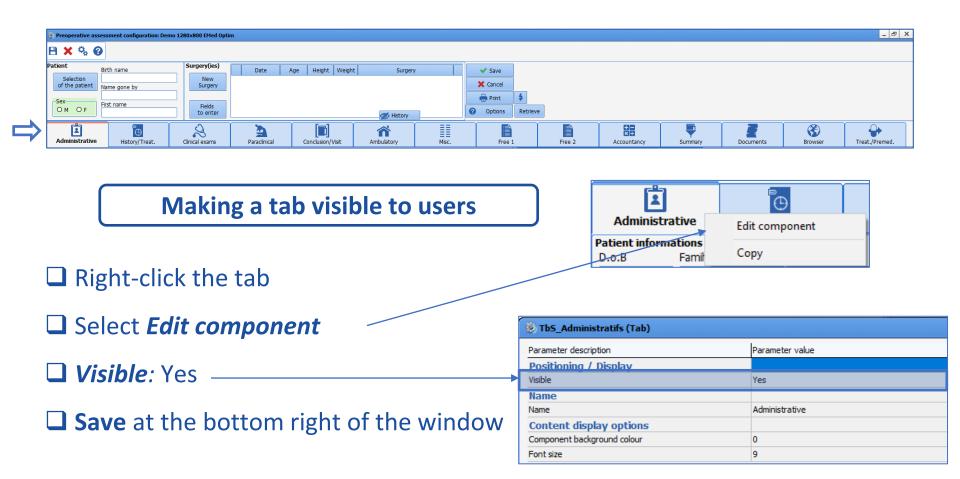


Display tab > Tab Management



### Display tab > Tab Management

#### All available tabs appear on the screen





## Display tab > Tab Management







# The setup components

- Setting up the components
- The various components



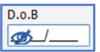


- Components are set one by one
- In general:

0 = No

1 = Yes (or tick at end of row)

• Eye slash icon



→ field not visible

Stack of coins icon



→ component without Data AX/ID pair



### **General principle**

- ☐ Select a **component**
- ☐ Right-click *Edit component*
- ☐ Field type confirmation (in the blue banner at the top)

Parameter description	Parameter value
Positioning / Display	
Visible	No
Parent tab	Misc.
Horizontal position in pixel	128
Vertical position in pixel	136
Width in pixels	121
Height in pixels	35
Tab order	37
Parent component name (deployable container)	
Name	
Name	
Location of the title	Above
Title font size	9
Content display options	
Title font color	0
Colour when a value is entered	16777215
Colour when component is empty	16777215
Component background colour	16777215
Font size	9



*Visible:* Hide or show component visible or not

**Parent tab:** Tab where the component should appear.

*Name*: Name of the component

**Name position:** Position of the name relative

to the component

*Input help text:* Used to tell users the type of expected data





escription du paramètre	Valeur du paramètre
Positionnement / Affichage	
Visible	Oui
Onglet parent	Administratif
Position horizontale en pixel	930
Position verticale en pixel	160
Largeur en pixel	160
Hauteur en pixel	22
Ordre de tabulation	27
Nom du composant parent (Conteneur déployable)	
Intitulé	
Intitulé	Profession
Emplacement de l'intitulé	A gauche
Taille de la police de l'intitulé	9
Options d'affichage du contenu	
Couleur de la police de l'intitulé	0
Couleur quand une valeur est saisie	16777215
Couleur quand le composant est vide	-16777211
Couleur de fond du composant	16777215
Taille de la police	9
Texte d'aide à la saisie	
Suffixe (par exemple "kg")	
Options des données associées	
Accès en écriture du champ	Ecriture
Type de zone de saisie	Normal
Masque de saisie	
Valeur maximale (entier, 0=désactivé)	0
Valeur minimale (entier, 0=désactivé)	0
Affiche des "0" pour compléter le nombre de chiffres r	max. (Non
Nombre de chiffres maximal avant la virgule	7
Nombre de chiffres maximal après la virgule	2
Niveau d'importance du champ	Elément normal
Historique activé	Oui
Valeur de saisie "RAS"	
Niveau de la reprise	Niveau 1(ex. Antécédents)
Type de données	Normale



#### Field Write access:

- **☐** Write
- ☐ Read Only (do not use)
- ☐ Always Read Only: used for retrieved data.
- ☐ Always Write (do not use)

arameter description	Parameter value
Positioning / Display	
Visible .	No
Parent tab	Misc.
Horizontal position in pixel	128
Vertical position in pixel	136
Width in pixels	121
Height in pixels	35
Tab order	37
Parent component name (deployable container)	
Name	
Name	
Location of the title	Above
Title font size	9
Content display options	
Title font color	0
Colour when a value is entered	16777215
Colour when component is empty	16777215
Component background colour	16777215
Font size	9
Input help text	
Suffix (for example "kg")	
Related data options	
Write access to field	Write access
Input area type	Normal
Input mask	
Maximum value (integer, 0=disabled)	0
Minimum value (integer, 0=disabled)	0
Displays "0" to fill the maximum number of digits. (decim	al or No
Maximum number of digits before the decimal point	7
Maximum number of digits after the decimal point	2
Field importance level	Normal item
History enabled	Yes
"NTR" entry value	
Recovery level	Never resumed



#### Input box type:

Related data options	
Write access to field	Write access
Input area type	L.Name
Input mask	

- **Normal:** text can be entered without any formatting constraints.
- Integer (default value of 0): only integers may be entered.
- Decimal (default value of 0): only decimal numbers may be entered.
- **Date:** only dates may be entered.
- **First name:** only the first character automatically changes to Uppercase.

Example: bow => Bow

Last name: all characters automatically change to UPPERCASE.

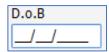
Example: Bow => BOW

Future date: forces the entry to a date later than the current date.



#### Input box type (cont'd)

- Date of birth: forces the entry to a date prior to the current date.
- Past Date: used to enter a date prior to the current date.



- Not completed: used to enter text without any formatting constraints (like Normal).
- Integer (default value of 1): only integers (e.g. 60) may be entered.
- Decimal (default value of -1): only decimal numbers (e.g. 7.5) may be entered.
- Day, month and time: used to enter a short date (day and month) and time.
- Hour: Minute: used to entered a time (hour and minutes).
- IP address: used to enter an IP address.
- Email address: used to enter a valid email address.
- Date and time: used to enter a date (day, month and year)
   and time (hour and minutes)



Input box type (cont'd)

Special cases of numbers (integers and decimals)

A minimum value and/or maximum value may be set.

If an invalid value is entered, the system will prevent the user from going any further

These bounds must be **integers**.

DiaAxEdit7 (One-line input field (AX))	
Parameter description	Parameter value
Positioning / Display	
Visible	Yes
Parent tab	Administrative
Horizontal position in pixel	879
Vertical position in pixel	35
Width in pixels	126
Height in pixels	22
Tab order	36
Parent component name (deployable container)	
Name	
Name	Profession
Location of the title	Above
Title font size	9
Content display options	
Title font color	0
Colour when a value is entered	16182498
Colour when component is empty	16777215
Component background colour	16777215
Font size	9
Input help text	
Suffix (for example "kg")	
Related data options	
Write access to field	Write access
Input area type	Normal
Input mask	
Maximum value (integer, 0=disabled)	0
Minimum value (integer, 0=disabled)	0
Displays "0" to fill the maximum number of digits. (decima	al o No
Maximum number of digits before the decimal point	7
Maximum number of digits after the decimal point	2
Field importance level	Normal item
History enabled	Yes
"NTR" entry value	
Recovery level	Level 1(e.g. past histor



### Input box type (cont'd)

Displays 0's to fill in the maximum number of digits.

Adds 0's to fill in the maximum number of digits before

the decimal point.

Example: 001.02

Maximum number of digits before the decimal point:

Used if the aforementioned setting is enabled.

Maximum number of digits after the decimal point

DiaAxEdit7 (One-line input field (AX))			
Parameter description	Parameter value		
Positioning / Display			
Visible	Yes		
Parent tab	Administrative		
Horizontal position in pixel	879		
Vertical position in pixel	35		
Width in pixels	126		
Height in pixels	22		
Tab order	36		
Parent component name (deployable container)			
Name			
Name	Profession		
Location of the title	Above		
Title font size	9		
Content display options			
Title font color	0		
Colour when a value is entered	16182498		
Colour when component is empty	16777215		
Component background colour	16777215		
Font size	9		
Input help text			
Suffix (for example "kg")			
Related data options			
Write access to field	Write access		
Input area type	Normal		
Input mask			
Maximum value (integer, 0=disabled)	0		
Minimum value (integer, 0=disabled)	0		
Displays "0" to fill the maximum number of digits. (decima	al o No		
Maximum number of digits before the decimal point	7		
Maximum number of digits after the decimal point	2		
Field importance level	Normal item		
History enabled	Yes		
"NTR" entry value			
Recovery level	Level 1(e.g. past histo		
Data type	Normal		



#### Field importance:

Used to determine the importance of the field at **recording** and **closing**.

- Normal (no warning)
- With warning (green: non-critical)
- High (yellow: non-critical)
- Critical (red: window cannot be closed)



Parameter description	Parameter value		
Positioning / Display			
Visible	Yes		
Parent tab	Administrative		
Horizontal position in pixel	879		
Vertical position in pixel	35		
Width in pixels	126		
Height in pixels	22		
Tab order	36		
Parent component name (deployable container)			
Name			
Name	Profession		
Location of the title	Above		
Title font size	9		
Content display options			
Title font color	0		
Colour when a value is entered	16182498		
Colour when component is empty	16777215		
Component background colour	16777215		
Font size	9		
Input help text			
Suffix (for example "kg")			
Related data options			
Write access to field	Write access		
Input area type	Normal		
Input mask			
Maximum value (integer, 0=disabled)	0		
Minimum value (integer, 0=disabled)	0		
Displays "0" to fill the maximum number of digits. (decin	nal or No		
Maximum number of digits before the decimal point	7		
Maximum number of digits after the decimal point	2		
Field importance level	Normal item		
History enabled	Yes		
"NTR" entry value			
Recovery level	Level 1(e.g. past history		



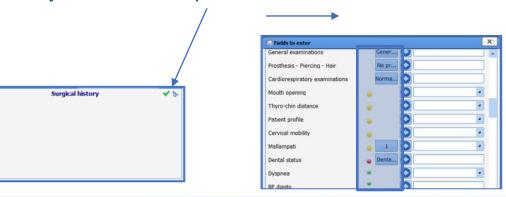
#### **History enabled:**

Used to track changes made to the field.



#### NTR input value:

Corresponds to both the value that will be given in the list of fields to complete AND the value enabling quick entry on some components



DiaAxEdit7 (One-line input field (AX))				
Parameter description	Parameter value			
Positioning / Display				
Visible	Yes			
Parent tab	Administrative			
Horizontal position in pixel	879			
Vertical position in pixel	35			
Width in pixels	126			
Height in pixels	22			
Tab order	36			
Parent component name (deployable container)				
Name				
Name	Profession			
Location of the title	Above			
Title font size	9			
Content display options				
Title font color	0			
Colour when a value is entered	16182498			
Colour when component is empty	16777215			
Component background colour	16777215			
Font size	9			
Input help text				
Suffix (for example "kg")				
Related data options				
Write access to field	Write access			
Input area type	Normal			
Input mask				
Maximum value (integer, 0=disabled)	0			
Minimum value (integer, 0=disabled)	0			
Displays "0" to fill the maximum number of digits. (decimal	or No			
Maximum number of digits before the decimal point	7			
Maximum number of digits after the decimal point	2			
Field importance level	Normal item			
History enabled	Yes			
"NTR" entry value				
Recovery level	Level 1(e.g. past histor			
Data type	Normal			



### Transfer level:

Used to set the level of data transfer for the field.

- Never transferred
- Level 1 (e.g. medical history = no variation)
- Level 2 (e.g. size = little variation)
- Level 3 (e.g. weight = can vary greatly)

Parent tab Horizontal position in pixel Vertical position in pixel Width in pixels Height in pixels Tab order Parent component name (deployable container) Name Name Location of the title Title font size Content display options	Yes Administrative 879 35 126 22 36 Profession Above 9
Parent tab  Horizontal position in pixel  Vertical position in pixel  Width in pixels  Height in pixels  Tab order  Parent component name (deployable container)  Name  Name  Location of the title  Title font size  Content display options	Administrative 879 35 126 22 36 Profession Above 9
Horizontal position in pixel  Vertical position in pixel  Width in pixels  Height in pixels  Tab order  Parent component name (deployable container)  Name  Name  Location of the title  Title font size  Content display options	879 35 126 22 36 Profession Above 9
Vertical position in pixel  Width in pixels  Height in pixels  Tab order  Parent component name (deployable container)  Name  Name  Location of the title  Title font size  Content display options	35 126 22 36 Profession Above 9
Width in pixels  Height in pixels  Tab order  Parent component name (deployable container)  Name  Name  Location of the title  Title font size  Content display options	126 22 36 Profession Above
Height in pixels  Tab order  Parent component name (deployable container)  Name  Name  Location of the title  Title font size  Content display options	22 36 Profession Above
Tab order  Parent component name (deployable container)  Name  Name  Location of the title  Title font size  Content display options	Profession Above
Parent component name (deployable container)  Name  Name  Location of the title  Title font size  Content display options	Profession Above 9
Name Name Location of the title Title font size Content display options	Above 9
Name Location of the title Title font size  Content display options	Above 9
Location of the title Title font size  Content display options	Above 9
Title font size  Content display options	9
Content display options	-
	0
Title font color	n
	•
Colour when a value is entered	16182498
Colour when component is empty	16777215
Component background colour	16777215
Font size	9
Input help text	
Suffix (for example "kg")	
Related data options	
Write access to field	Write access
Input area type	Normal
Input mask	
Maximum value (integer, 0=disabled)	0
Minimum value (integer, 0=disabled)	0
Displays "0" to fill the maximum number of digits. (decimal of	No
Maximum number of digits before the decimal point	7
Maximum number of digits after the decimal point	2
Field importance level	Normal item
History enabled	Yes
"NTR" entry value	
Recovery level	Level 1(e.g. past histor



### Input mask:

No longer used because it creates usage issues.

### Data type:

Must always remain set to Normal for anaesthesia.

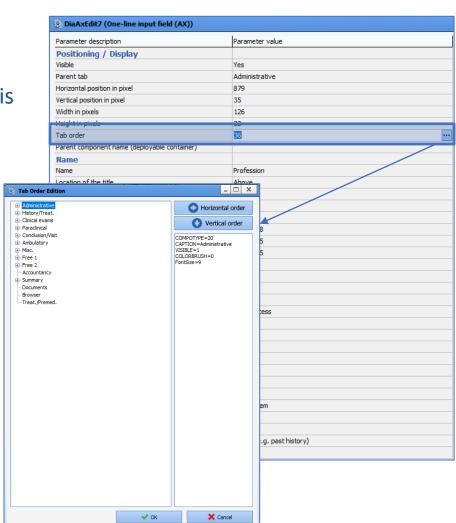
Parameter description	Parameter value		
Positioning / Display			
Visible	Yes		
Parent tab	Administrative		
Horizontal position in pixel	879		
Vertical position in pixel	35		
Width in pixels	126		
Height in pixels	22		
Tab order	36		
Parent component name (deployable container)			
Name			
Name	Profession		
Location of the title	Above		
Title font size	9		
Content display options			
Title font color	0		
Colour when a value is entered	16182498		
Colour when component is empty	16777215		
Component background colour	16777215		
Font size	9		
Input help text			
Suffix (for example "kg")			
Related data options			
Write access to field	Write access		
Input area type	Normal		
Input mask			
Maximum value (integer, 0=disabled)	0		
Minimum value (integer, 0=disabled)	0		
Displays "0" to fill the maximum number of digits. (decin	nal oi No		
Maximum number of digits before the decimal point	7		
Maximum number of digits after the decimal point	2		
Field importance level	Normal item		
History enabled	Yes		
"NTR" entry value			
Recovery level	Level 1(e.g. past history		



#### **Tab order:**

The **tab order** of the components within a tab is managed **AFTER** the tab is created.

- ☐ Select the *Tab order* row.
- Click the button at the end of the row.
- ☐ Expand the tab you want to organize
- ☐ Drag and drop each component in the list





#### **Context to update:**

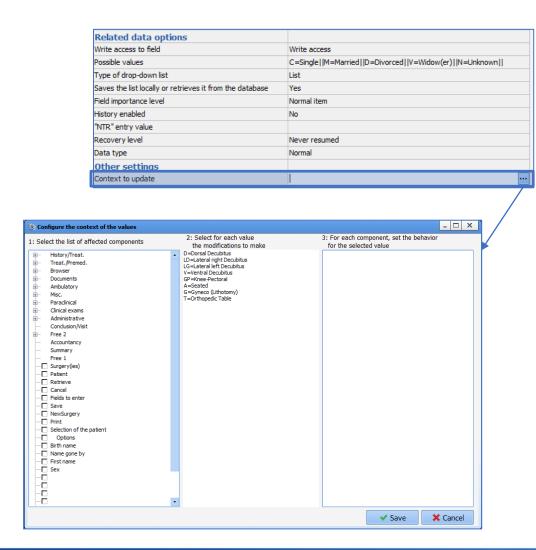
Other components can be made to appear/disappear depending on the answers given.

#### This applies to:

- checkboxes
- drop-down menus
- radio button groups
- within detailed entries



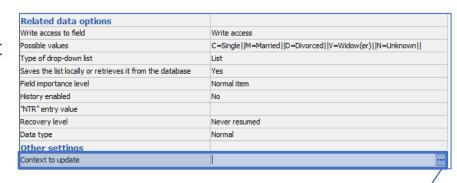
Take care during consultations, as multiple tabs may be affected!

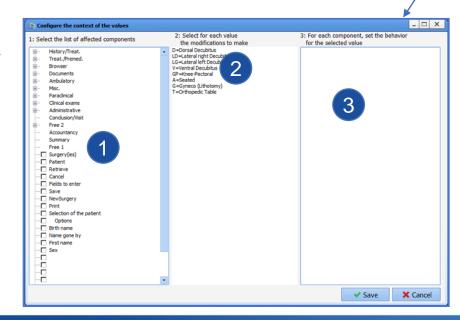




#### Context to update (cont'd)

- ☐ **Edit** the setup menu of the trigger component (right-click the component).
- ☐ Select the *Context to update* row.
- ☐ Click the button at the end of the row.
- ☐ Select the **affected components** in the list
  - 1
- ☐ Select the choice at the top of the list ②.
- All the components selected in 1 then appear in 3.
- □ Select the components that should appear and deselect those that should not be visible
- ☐ Repeat the last two actions for each possible choice.







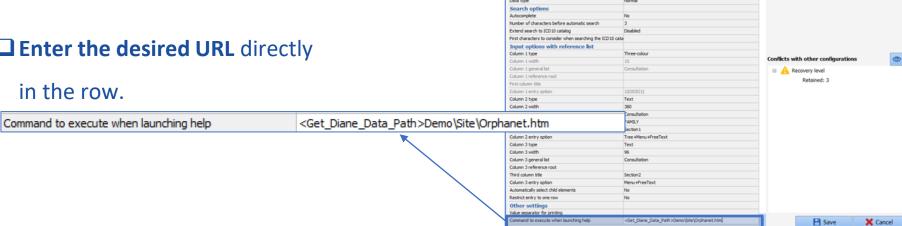
### Command to execute when launching help:

A help launch button can be set up

Examples: Orphanet on the Medical History component, internal protocols or recommendations for antibiotic prophylaxis published on SFAR's

website

☐ Enter the desired URL directly



Medical history

AdvHmo\_Antec\_Medicaux (Input field with reference list (AX))

Parameter description Component background colour

Font size

Help hover text Related data options Write access to field Field importance level

History enabled "NTR" entry value Parameter value

16119543

Normal item

</1:74238> Level 1(e.g. past history)



Medical history

☑ Unused only

Data ID

The various components



### The various components

Label

Checkbox

One-line input field

Multi-line input field

Drop-down menu

Radio button group

Checkbox group

DiaListMemo

DiaAllergy

Lab test component

**Examination component** 

Container

Treatment tab

Intubation score

Tooth chart

Lab results component

Action button

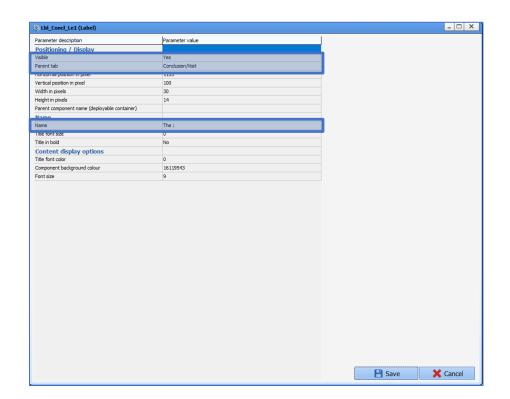


# Label [DiaAxLibel]

Used to add text/a title.

The:

- Visible
- Parent tab
- Name





# Checkbox [DiaCheckBox]

For confirming information.

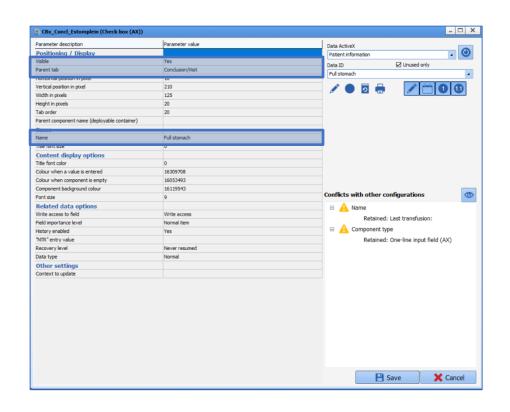
Full stomach

#### **Mandatory:**

- Visible
- Parent tab
- Name

Do not edit the possible values

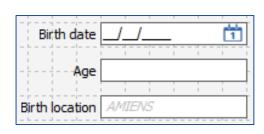






# One-line input field [DiaAxEdit]

For entering **free text.**Short text.

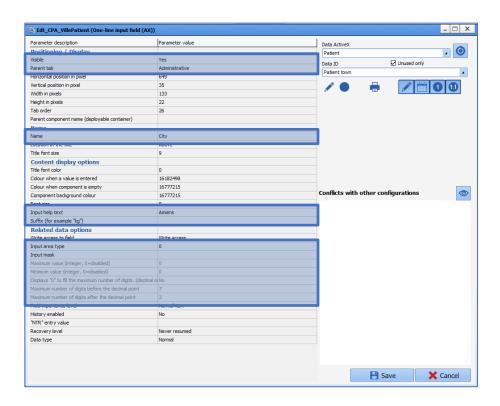


#### **Mandatory:**

- Visible
- Parent tab
- Name

### **Optional:**

- ☐ Input help text
- Suffix
- ☐ Input box type





# Multi-line input field [DiaAxMemo]

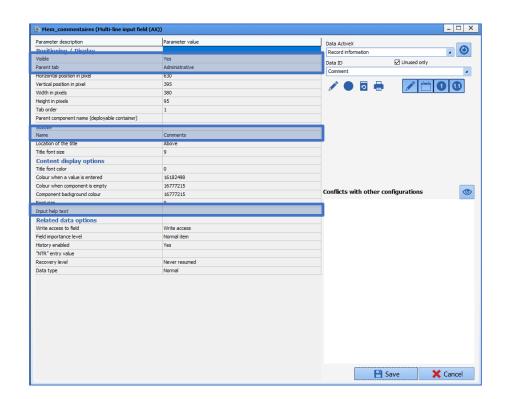
For entering **free text.**This text can be **several lines long.** 

#### **Mandatory:**

- Visible
- Parent tab
- Name

#### **Optional:**

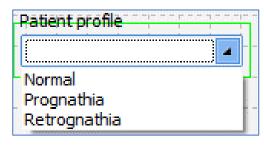
☐ Input help text



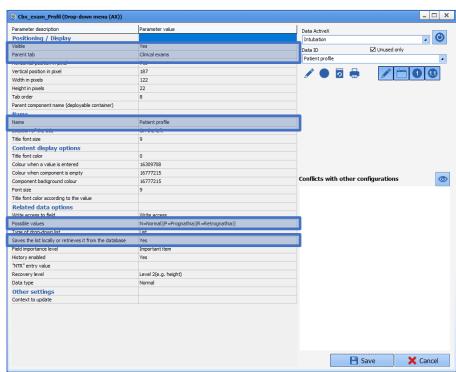


# Drop-down menu [DiaAxComboBox]

Several choices, but only one answer allowed



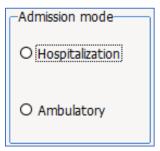
- Visible
- Parent tab
- Name
- Possible values  $\rightarrow$  ALT GR + = X=1st choice || Y=2nd choice || etc.
- Save the list locally or retrieve it from the database: **Yes** (always for display)



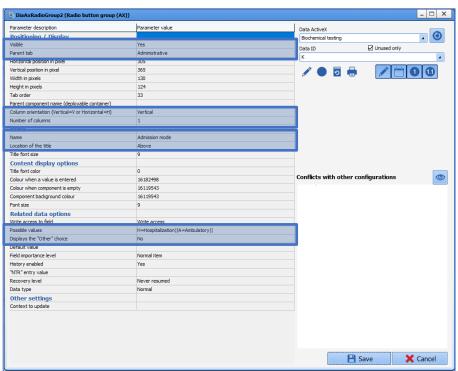


# Radio button group [DiaAxRadioGoup]

Access to the 'Other' choice is possible (option not available in the drop-down menu) 'Other' gives access to a free-text field opposite.



- ☐ Visible
- Parent tab
- Number of columns
- Orientation of the columns
- Name
- Label position
- Possible values  $\rightarrow$  ALT GR +  $\begin{bmatrix} 6 \\ 1 \end{bmatrix}$  = X=1<sup>st</sup> choice | Y=2<sup>nd</sup> choice | etc.
- ☐ Display 'Other' choice



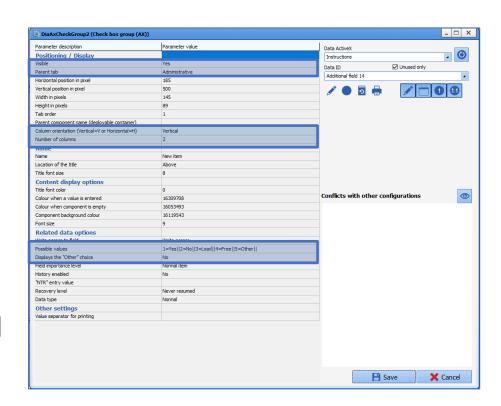


# Checkbox group [DiaCheckGroup]

Several choices, with several answers allowed.

-New item	
☐ Yes	☐ Free
□ No	☐ Other
☐ Load	

- Visible
- Parent tab
- Number of columns
- Orientation of the columns
- Name
- Label position
- Possible values  $\rightarrow$  ALT GR +  $\begin{bmatrix} \cdot \\ \cdot \end{bmatrix}$  = X=1<sup>st</sup> choice | Y=2<sup>nd</sup> choice | etc.
- ☐ Display 'Other' choice





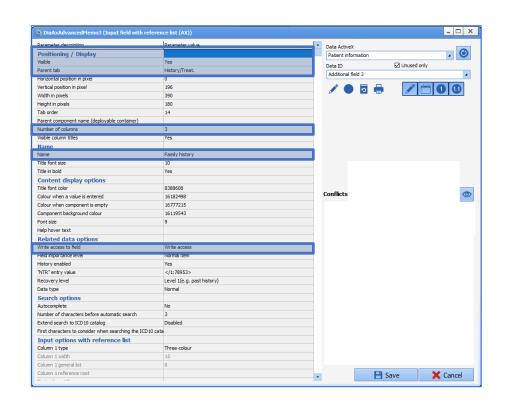
Input field with reference list.

Calls a list (the root)

managed in the **Lists** tab.



- Visible
- Parent tab
- ☐ Number of columns (at least two)
- Component name





Input field with reference list.

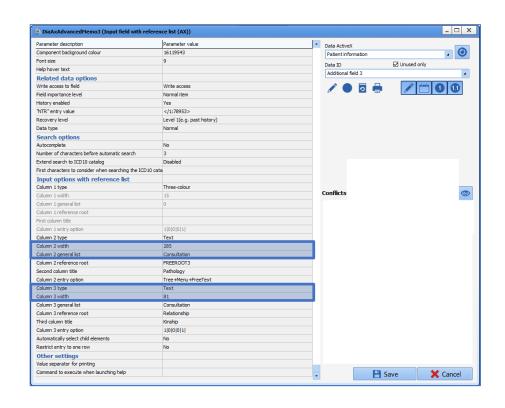
Calls a list (the root)

managed in the **Lists** tab.



- ☐ Visibility of the subcolumn titles
- Name of the subcolumn titles
- Width of the various columns







Input field with reference list

Calls a list (the root)

managed in the **Lists** tab



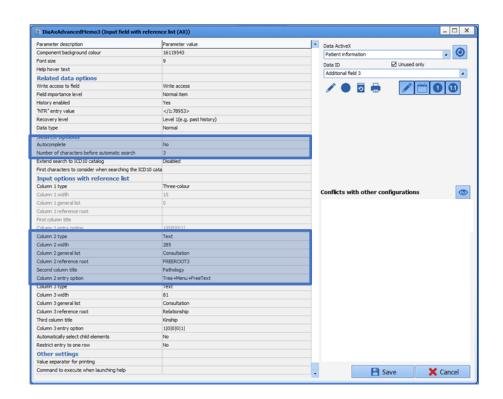
#### **Mandatory:**

- Autocomplete
- Number of characters before automatic search
- ☐ Call list (reference root)
- ☐ Tree + menu + free text

Tree: appears when 🖫 is clicked

Menu: appears with a right-click

Free text: writing allowed





Input field with reference list.

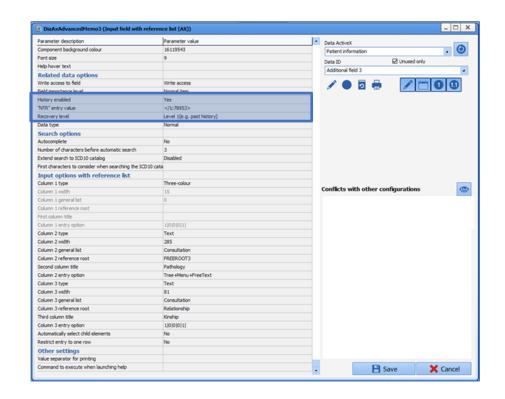
Calls a list (the root)

managed in the **Lists** tab.



#### **Optional:**

- ☐ **History** Enabled (to keep track of actions on the component)
- NTR value (value of the green tick)
- Transfer level





# DiaAllergy [DiaAllergies]

This special **dialistMemo** is used for **allergies**.

- NON-CONFIGURABLE
- ☐ Visible
- Parent tab
- Name

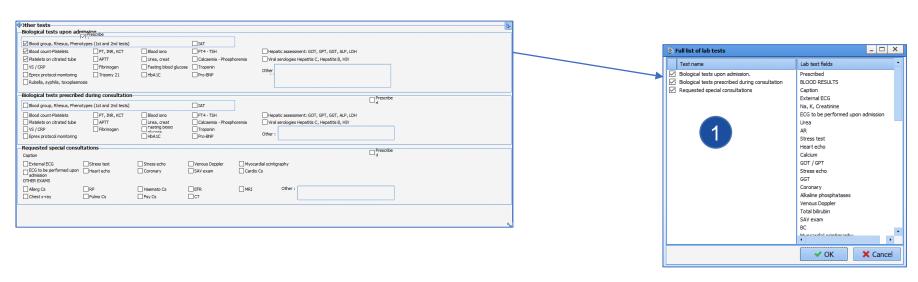




## Tests [BilanGroupBox]

Used for displaying and issuing medication orders for **Test**-type detailed entries.

- ☐ Click to see the list of detailed entries for this component
- ☐ The available detailed entries appear in area 1
- ☐ Select the desired detailed entries by **ticking the boxes**

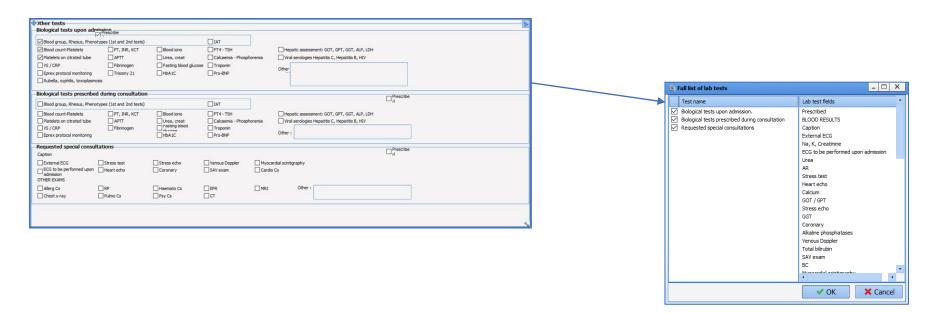




## Tests [BilanGroupBox]

Used for displaying and issuing medication orders for **Test**-type detailed entries.

- ☐ Click a detailed entry to view the configured fields in area 2
- Unselected detailed entries can still be used at any time by clicking





# Tests [BilanGroupBox]

Used for displaying and issuing medication orders for **Test**-type detailed entries.

☐ The Print button ☐ is specific to this component and is used for printing the associated prescriptions.

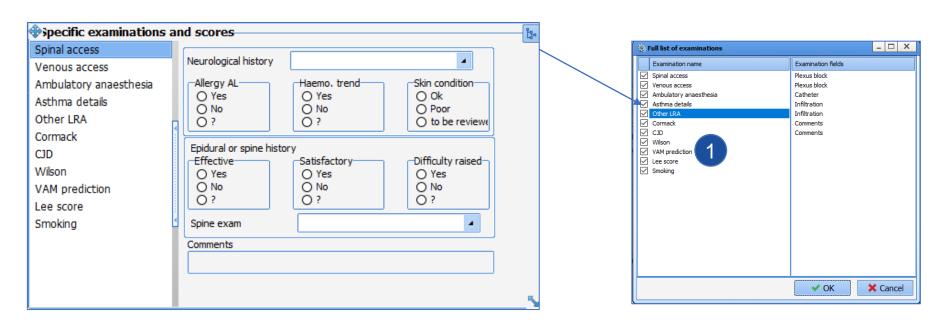
Blood group, Rhesus, Pheno	otypes (1st and 2nd tests)		☐ IAT				
☑ Blood count Platelets ☑ Platelets on citrated tube ☐ VS / CRP ☐ Eprex protocol monitoring ☐ Rubella, syphilis, toxoplasm	PT, INR, KCT APTT Fibrinogen Trisomy 21	☐ Blood iono ☐ Urea, creat ☐ Fasting blood glucose ☐ HbA1C	FT4 - TSH Calcaemia - Phosp Troponin Pro-BNP	phoremia	Hepatic assessment: GOT, GPT, G Viral serologies Hepatitis C, Hepati		
iological tests prescribe	d during consultation	n		_	. All	□ Prescribe	
Blood group, Rhesus, Pheno	otypes (1st and 2nd tests)		☐ IAT			<b>□</b> <sub>4</sub>	
☐ Blood count-Platelets ☐ Platelets on citrated tube ☐ VS / CRP	PT, INR, KCT APTT Fibringgen	Blood iono Urea, creat Prasting blood	☐ FT4 - TSH ☐ Calcaemia - Phosp ☐ Troponin	phoremia	Hepatic assessment: GOT, GPT, G		
Eprex protocol monitoring		□ HbA1C	☐ Pro-BNP		Other:		
Requested special consu	Itations					Prescribe	
Caption			_			□4	
External ECG ECG to be performed upon admission OTHER EXAMS	Stress test Heart echo		SAV exam	☐ Myoca	rdial scintigraphy Cs		
Allerg Cs	RP	☐ Haemato Cs	□ EFR	MRI	Other:		
Chest x-ray	Pulmo Cs	Psy Cs	□ст				



# Examinations [ExamensGroupBox]

Used for displaying **Examination-type** detailed entries

- ☐ Click to see the list of detailed entries for this component
- ☐ The available detailed entries appear in area 1
- ☐ Select the desired detailed entries by ticking the boxes



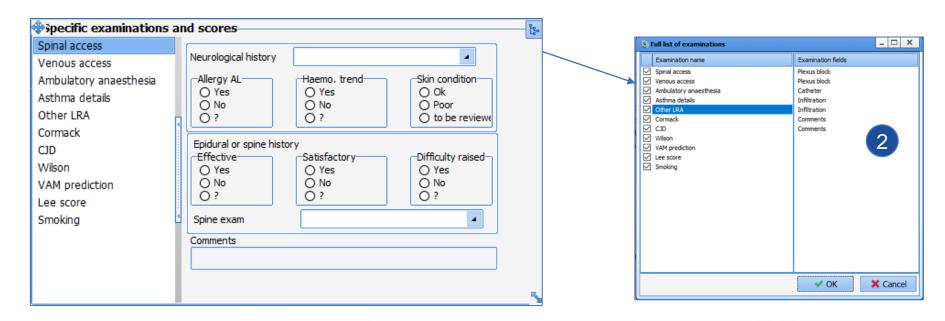


# Examinations [ExamensGroupBox]

Used for displaying **Examination-type** detailed entries.

- ☐ Click a detailed entry to view the configured fields in area 2
- ☐ Unselected detailed entries can still be used at any time by clicking



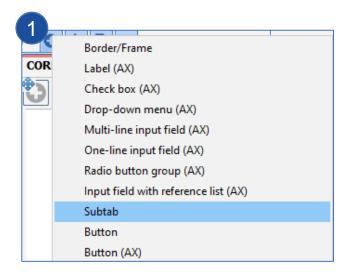


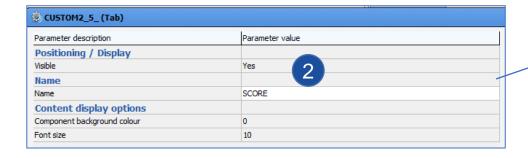


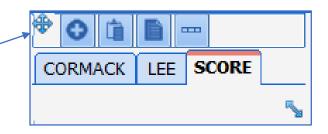
## Container [Tbs\_Libre]

#### Used for displaying Detailed Entries

- ☐ Click ☐ 1 to add a tab
- ☐ Rename the tab's title 2

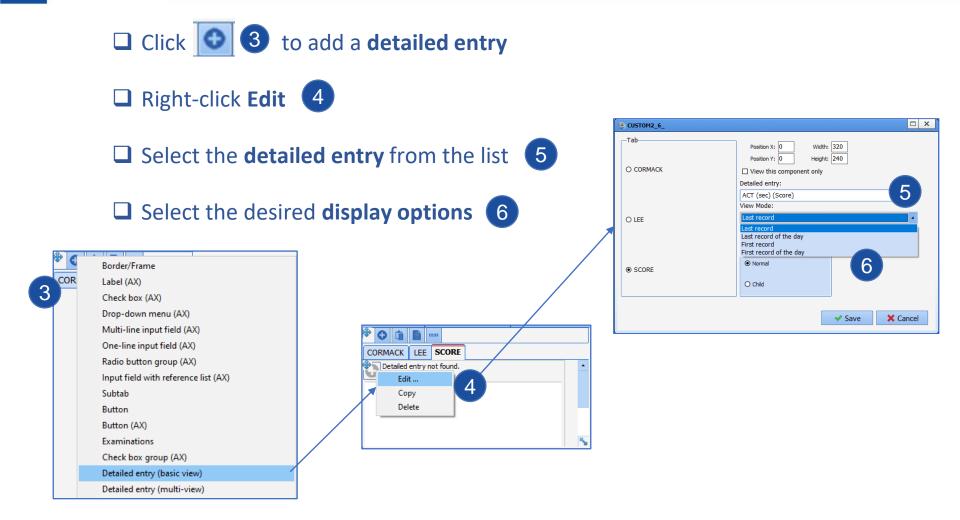






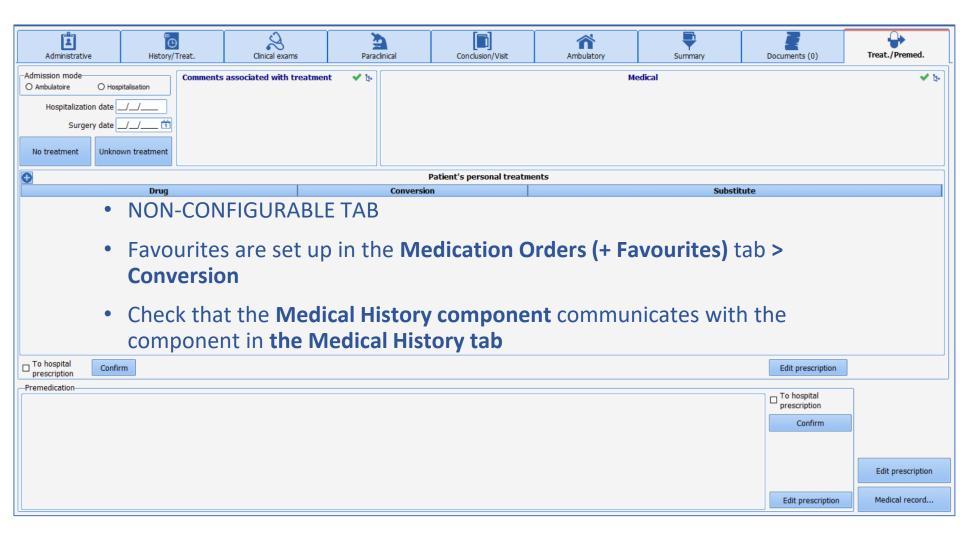


## Container [Tbs\_Libre]





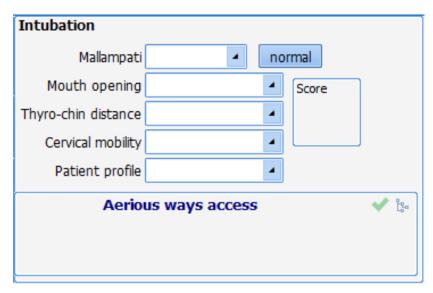
# Treatment tab [Tbs\_TreatmentsAndPremeds]





# Intubation score [Bvl\_Intubation]

- The Normal button brings up the correct profile.
- The intubation score is calculated automatically



DIFFICULT airway access appears as soon as:

Mallampati score ≥ 3

AND/OR Mouth opening = 2 fingers

AND/OR Limited or no neck mobility

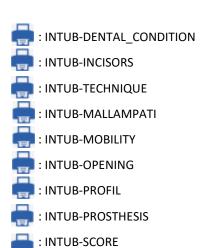
Retrognathic or prognathic profile



# Intubation score [Bvl\_Intubation]

### Each of these components has its own AX/ID:

- ActiveX: Intubation
- Data ID:
  - Dental condition
  - Incisor
  - Intubation
  - •Mallampati
  - Neck mobility
  - Mouth opening
  - Patient profile
  - Dentures
  - •Intubation score





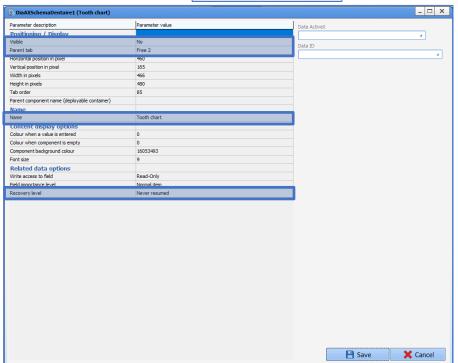
# Tooth chart [DiaAXSchemaDentaire]

The chart **is not configurable.**Choose to use it or not.



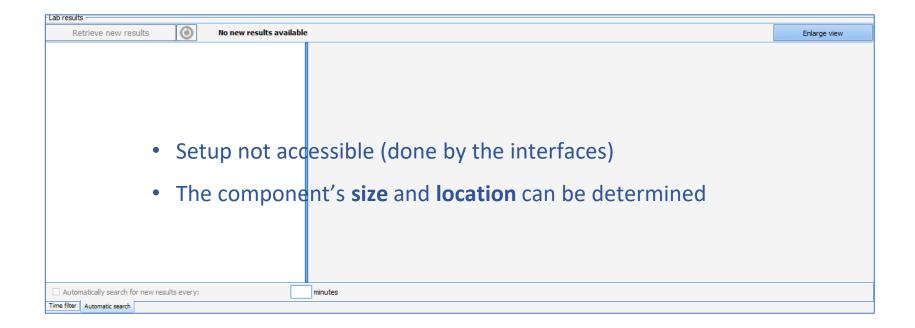
#### **Mandatory:**

- Visible
- Parent tab
- Name
- ☐ Transfer level





# Lab results [DiaLabResultListe]





# Action button

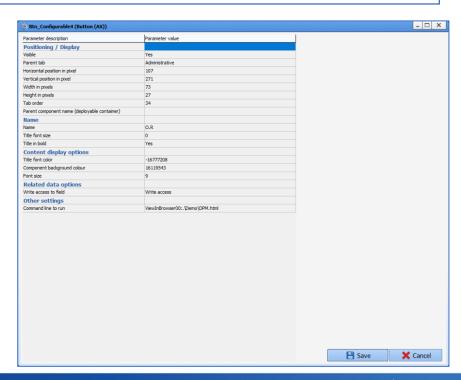
#### Used to:

- printing form letters
- access or websites or the intranet
- context-based information retrieval (e.g. link to the patient's record)

The button's setup is prepared by Bow Medical's interfacing service

#### **Mandatory:**

- Visible
- Parent tab
- Name
- Command line to run





O.R

# Action button

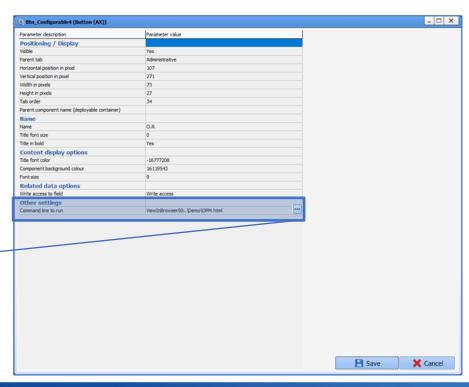
#### **Command line to run:**

O.R

• For **form letters**: click **a** at the end of the row and drag the letter(s) to

the right-hand column

Type letters configuration							X
•	) Print	☐ Automatically					
С	O Export only (auto)						
	Merge		Header			4	
М	Merging is only available for type letters created with the advanced text editor						
=	Show only the selected ones in the multiple print window						
		CPA printing					
	Prescription CPA printing						
₽-	Premedication CPA printing						
<b>.</b>	Other CP	A printing					
<b>+</b> -	Visual pre	scription printing					
<b>+</b> -	Other Vis	ual printing					
_							_



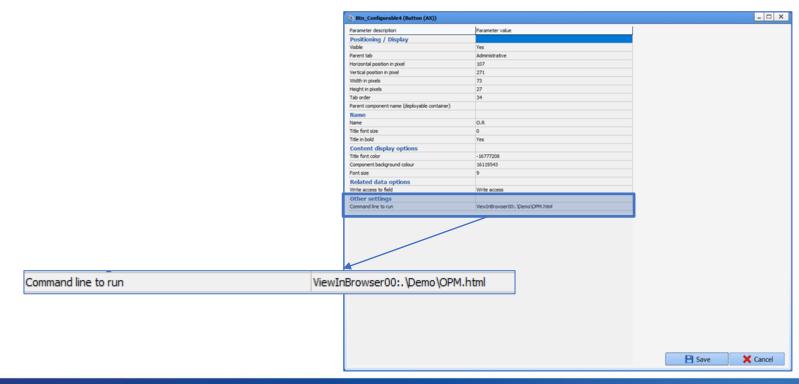


# Action button

#### **Command line to run:**

O.R

For URL links: copy the link on the last row





# The other tabs

- Lists tab
- Detailed Entries tab
- Medication Order (+ Favourites) tab > Conversion
- Form Letters tab
- Settings tab



# Lists/Other Lists tabs





Used for the **DiaListMemo component** (reference root)

This is the list called up by clicking or typing the first letters of a word.

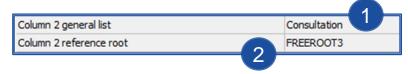
- → New lists may be created
- → Existing tree structures may be added to





Lists may be assigned in the DiaListMemo setup:

1 These lists are consultation-type lists



2 The Root is the name of the list, which can be found in the top drop-down menu of the **Lists** tab



The name of the component using the root is given in round brackets





- 1 Create a new list by clicking → List name = reference root name
- 2 Drop-down menu gives access to all pre-existing lists
- 3 Items in the list selected in 2
  Add and remove items by clicking the buttons
  Before adding an item, be sure to select its location first



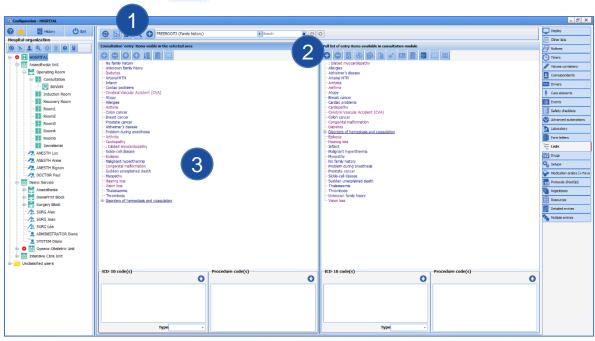


- 4 All items in the list copied to the area
  - Use **O** to rearrange their display order:
    - Move up the selected item in the display order
    - Move down the selected item in the display order
    - Sort the list alphabetically



## **Creating a list**

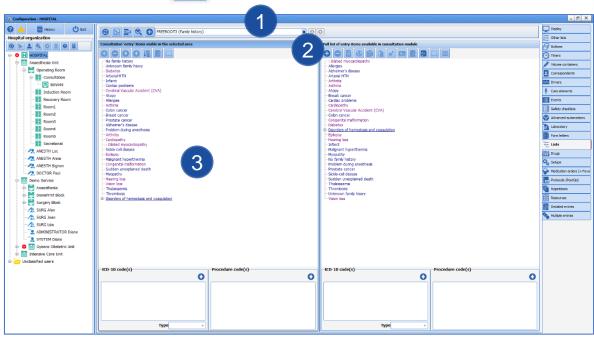
- Create a new list (root) 1 by clicking 💽 to the left of the drop-down menu
- ☐ Create a new item by clicking ⑥ in ②
- ☐ Select the item(s), then click ☐ to copy them to area <a>3</a>





## **Editing a list**

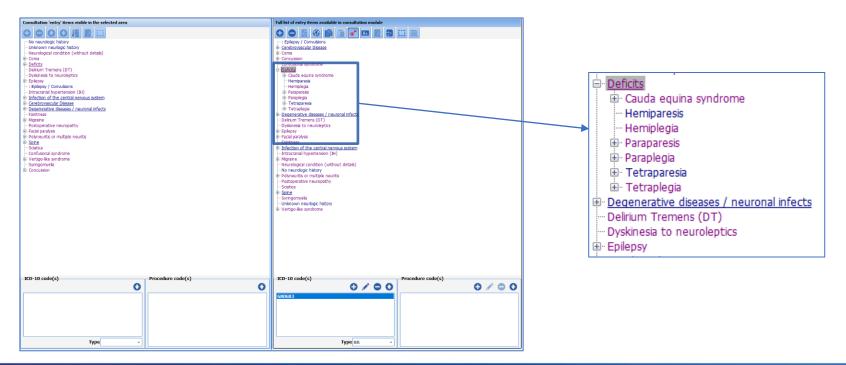
- ☐ Select the list to be edited in 1
- ☐ Create a new item by clicking ⑥ in ②
- ☐ Select the item(s), then click <a>[a]</a> to copy them to area <a>[a]</a>





Applying a **selector** to an item makes sorting items easier. The item will not appear when text is entered.

For example, 'Insufficiencies' will encompass its daughter branches ('hemiparesis', 'hemiplegia', etc.) but the name 'Insufficiencies' will not appear to users.





#### Colour code of the lists:

- Item with no particular features
- An underlined item is a selector (used to sort the list but does not appear to users)
- An item in italics (regardless of colour) has an external ID with a particular purpose
- Item associated with one or more ICD-10 codes
- Item associated with one or more procedure codes





### **Used only during consultations:**

- Lab tests
- Specific examinations

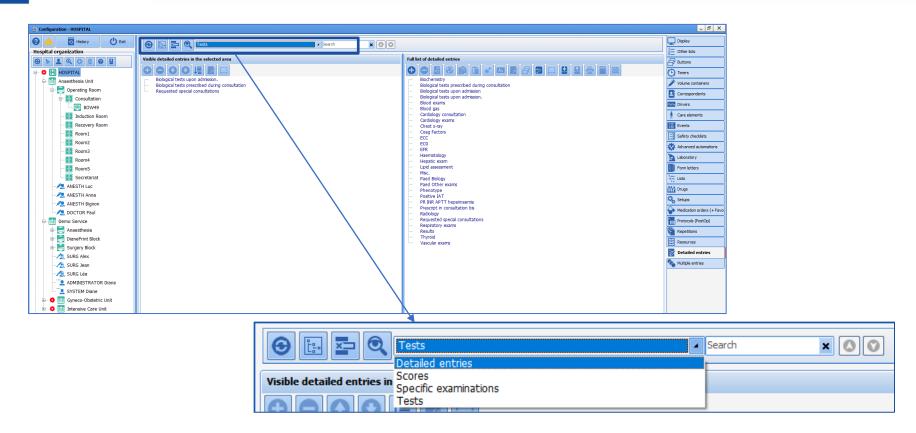
# Used intraoperatively and during consultations:

- Detailed entries
- Scores



Only **score**-type detailed entries can **move from intraoperative to the next consultation** (e.g. Cormack-Lehane)





Once a detailed entry is in use, it can no longer be edited

=> **Duplicate** it and work on the **copy**.



### **Creating a detailed entry**

- ☐ Click ☐
- ☐ Name the detailed entry
- ☐ Build the portion using the components shown
- Position each component by dragging and dropping it



### The following components may be used to build a detailed entry:

Label

Check box

Drop-down menu

Multi-line input field

One-line input field

Radio button group

Border/Frame

Input field with reference list (AX)

Button

Button (AX)

Check box group

Subscore

Predefined values button

DIANE data

Subscore (integrated display)

Event entry via button

Display patient records as text



For adding **text**. Text is entered in the Neurological evolution during 24 hours Label Label portion. Adds a checkbox. Enter its name in the Check box NTR Label checkbox. Adds a drop-down menu. Drop-down menu Enter its name in the Label checkbox. Average Drop-down menu The various values are defined as List of possible choices: 1=Low 2=Average follows: 3=High 1=... 2=...



Creates a **border/frame** (appearance) Border/Frame A title (label) must be associated. Adds a **button** with which a behaviour can be associated (context-based Medical file Button information retrieval, printing, etc.) Do not use this button. Button (AX) Adds a **button** that can be associated with **default** values. Predefined values button



Displays data entered in a record (lab, DIANE data vital signs). Equivalent to an event entry button (like shortcuts). Event entry via button Displays patient **records** in **text** format. Display patient records as text



Input field with reference list (AX) Used to enter data from reference lists. This component makes it easy to enter a score in a detailed entry. Just select the desired size the component. Click score and Subscore the 123 Enter/View **button** to display the score entry window. Like above, this component makes it easy to enter a score in a detailed entry. Just select the desired score and size the component. Unlike with the previous component, scores are Subscore (integrated display) entered directly in this one.



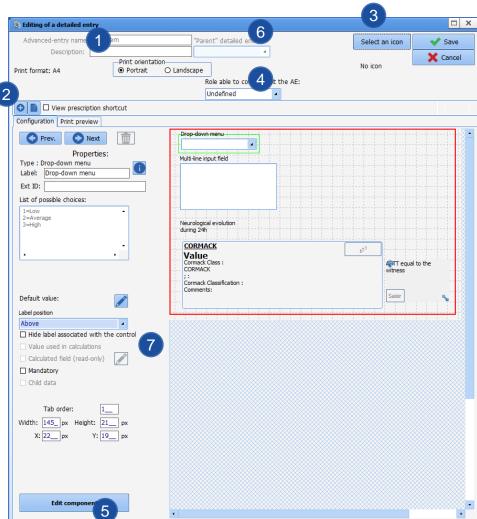
## Component with AX/ID

AX/ID pairs can be assigned to some components by clicking **Edit component** 

Usefulness: Be able to **display** and **exchange** data with a field located in another part of the configuration

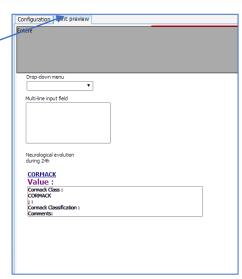


- 1 Area for entering the description of the detailed entry
- 2 Add a new component
- 3 Associate an icon with the detailed entry
- 4 Area for defining whether the detailed entry is restricted to a specific role
- 5 Click the access the advanced setup for the selected component
- 6 Parent detailed entry: Integrate a preexisting detailed entry into the detailed entry being edited
- 7 Available options:
  - Select the position of the title
  - Hide the label





- The Print preview tab allows you to see the final product
- To make entering data easier for people using a keyboard,
   be sure to click to set the tab order after creating a detailed entry



### **Setting the tab order**

- ☐ Edit one of the components
- Click the Tab order row.



☐ Arrange the components in the desired order

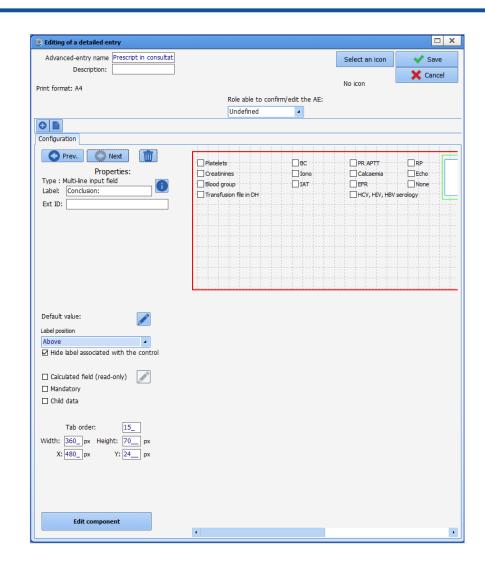




# <u>Particular features of **Test**-type</u> detailed entries

- Dedicated to the **Test** component of a consultation
- Used to edit a prescription after selecting the relevant items
- The test title will appear on the print-out
- The print tag is **SPECIFICTEST**

Some features are not available.

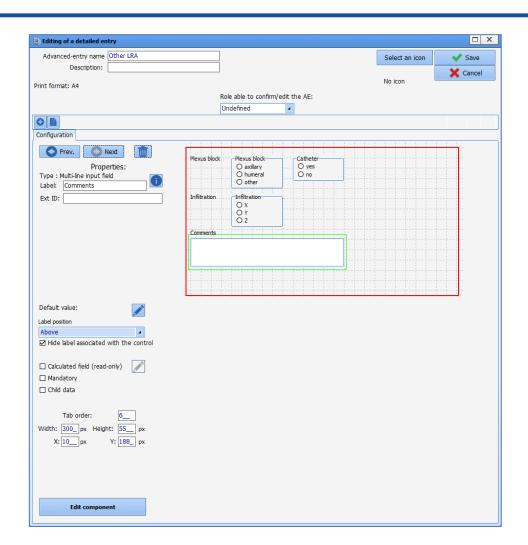




# Particular features of **Specific Examination**-type detailed entries

- Dedicated to the Specific
   Examinations component of a consultation
- Same setup as for a standard detailed entry
- The test title will appear on the print-out
- The print tag is
   SPECIFICEXAMINATION

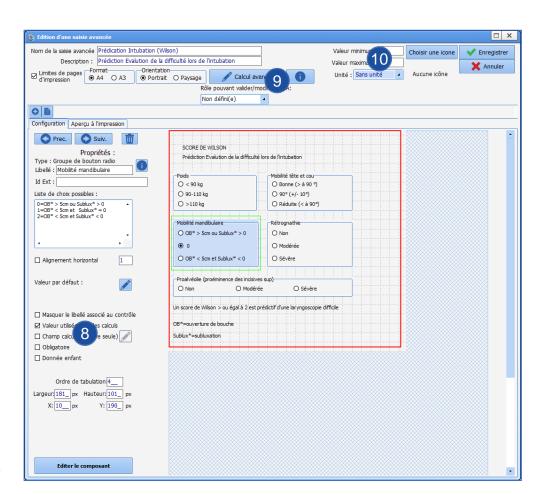
Some features are not available.





# Particular features of **Score**-type detailed entries

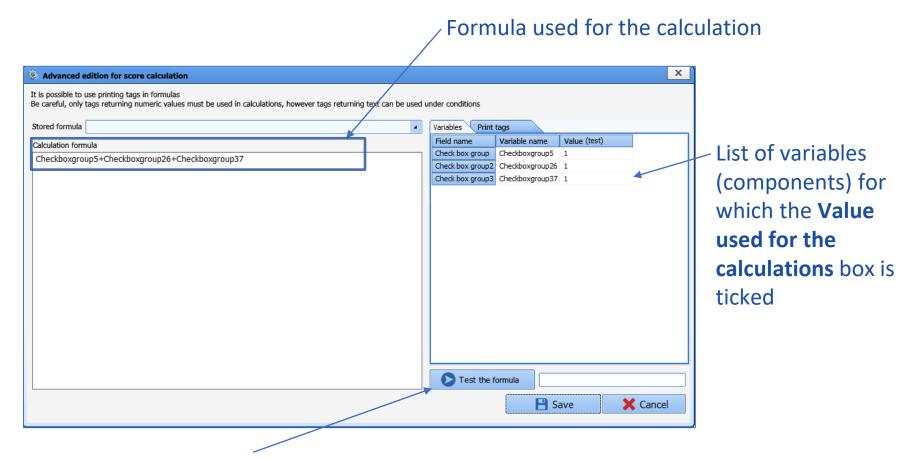
- 8 Available options:
  - Hide the label
  - Include the value in a calculation
  - Set the field to read-only mode and calculation result
  - Required field
  - Child data (obstetrics)
- 9 Access to the calculation setup and the score legend area setup
- 10 Setup for the unit and min and max values





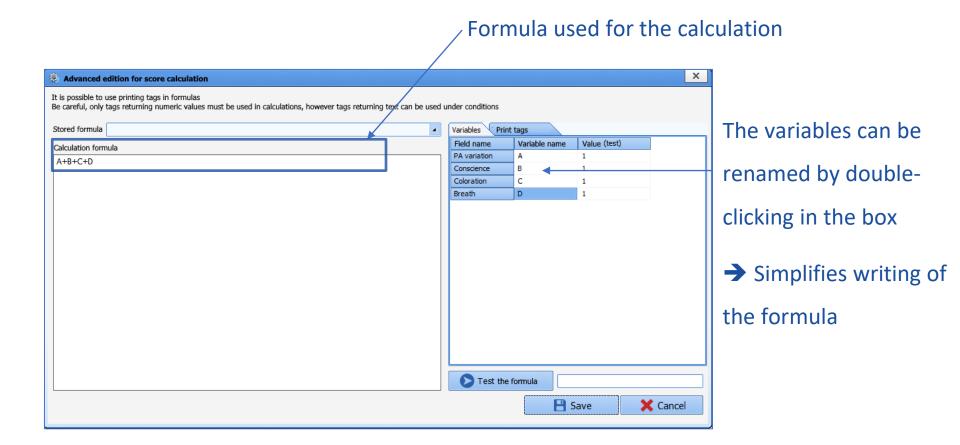
## **Calculating a score** ☐ Create the detailed entry in the *Scores* category Default value: ☐ Select **the item** that matches your needs: - Value used in calculations ☐ Hide label associated with the control Displays the score \_\_\_\_\_ ✓ Value used in calculations Used for obstetrics \_\_\_\_ ☐ Mandatory ☐ Child data Access to the calculation Access to the **score** formula setup legend setup Advanced calculation





**Test the formula** allows you to apply the values entered in the **'value'** column (test) in order to check whether the formula works correctly



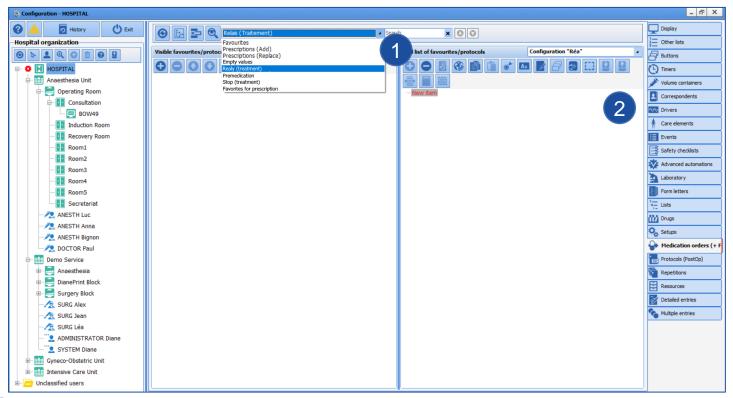




Medication orders tab (+Favourites)



# Medication orders (+Favourites) tab



- 1 Select from the drop-down menu: Conversion (Treatment) for managing conversions or **Stop** (Treatment) for managing discontinuation
- 2 Work by ATC classification



# Medication orders (+Favourites) tab

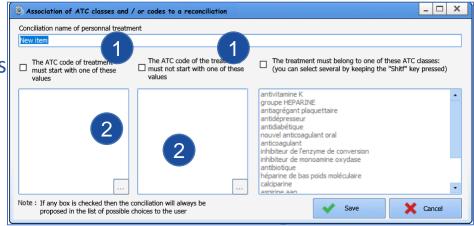
#### STEP 1: Define filters for the relevant ATC classification

☐ Create and name a **new group by clicking** ☐





- ☐ In the window that opens, determine the relevant drugs or ATC classifications:
  - Tick the box 1 corresponding to the desired choice
  - Click button 2 to access the various existing classifications
    - → The group's name appears in italics in the list.



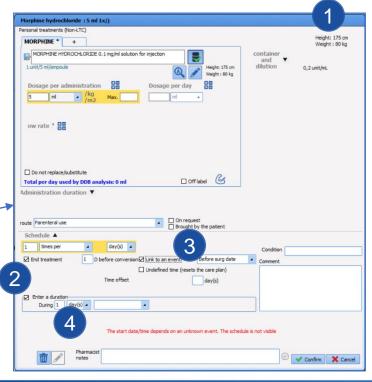


### Medication orders (+Favourites) tab

# STEP 2: Set the conversion drug for drugs filtered using the previous ATC rules

- ☐ Edit the drug
- 0
- ☐ Click to open the medication order window 1
- Enter the end date for the previously selected drugs in area 2







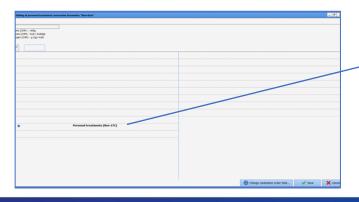
### Medication orders (+Favourites) tab

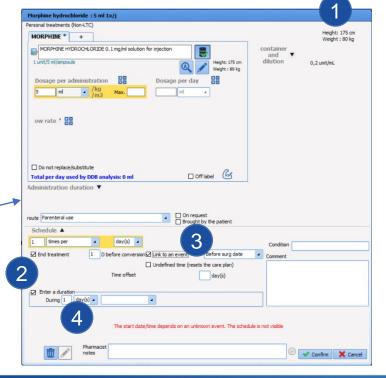
#### STEP 2: Set the conversion drug for drugs filtered using the previous ATC rules (cont'd)

☐ Area 3 determines the **switchover date**, i.e. when conversion will be triggered.



- the end date
- the conversion start date
- the conversion end date







### Medication orders (+Favourites) tab

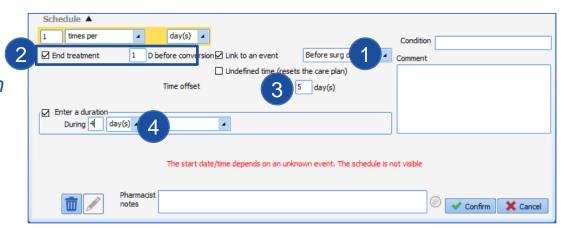
#### **EXAMPLE:** conversion from VKA to calcium heparin

- ☐ Area 1 determines **the event** that will trigger conversion.
- Area 2 determines the **initial treatment end date** (in number of days prior to the initiation of conversion). *Example: one day before the initiation of conversion.*
- Area 3 determines the **conversion start date** relative to the event (in number of days prior to the event). *Example: five days prior to surgery.*
- ☐ Area 4 determines the **number of days** conversion will last

#### *In this example:*

The usual treatment will be discontinued the day before conversion begins.

The conversion agent will be taken for four days.

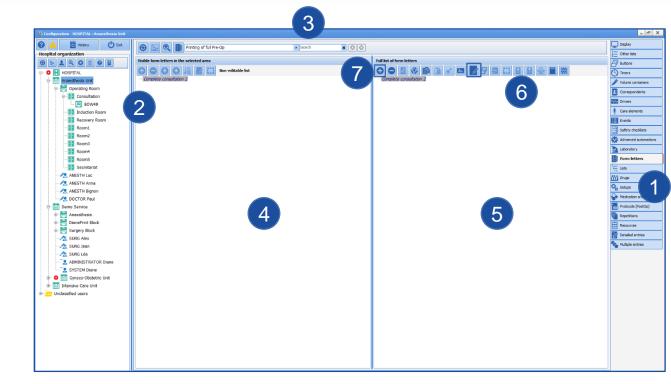




- Via DIANE advanced editor
- Via Word®



- 1 Select the Form Letters tab
- 2 Select the desired area
- 3 Select the category in the list of templates
- 4 Letters moved to the selected area and category



- 5 Select an available letter and edit it with button 6
- 7 Click to create a new letter template

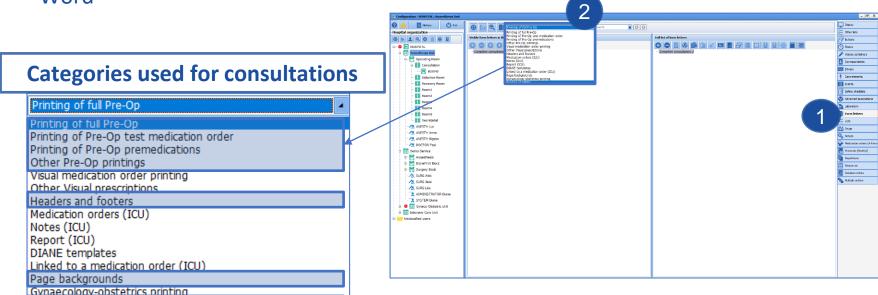


Form letters are used to **set up printable and/or exportable documents** with predefined formats and layouts and then automatically import data from patient records into them using tags.

#### Two text formats can be used depending on the category:

- Theintegrated DIANE editor
- Word<sup>®</sup>

Printing of CERFA

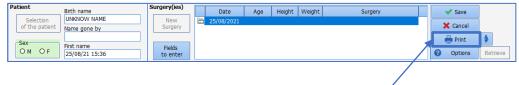




The **edit buttons** are linked to a category of printable form letter.

The locations shown below are examples only. They may change depending on each facility's setup:

#### 1. Print the entire POA



Location: **CONSULTATION** - Main print button

#### 2. Print POA test medication orders

Location: CONSULTATION - Paraclinical tab



#### 3. Print POA premedications and other POA printouts

Location: CONSULTATION - Conclusion/Visit tab



#### **Headers and footers/Page backgrounds**

These are **full-blown form letters**.

Once created, they must be assigned to each desired form letter by clicking



Important: the letter format and header format must be identical!

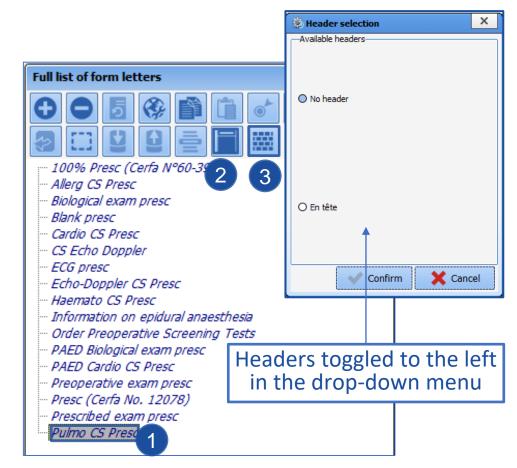
Page backgrounds are used to create a right-hand or left-hand column in the integrated

DIANE editor (e.g. list of doctors in the department)



#### To associate a header or background with a letter:

- Select the desired document
- 2 Click to **define a header** for the selected document
- 3 Click to define a background for the selected document (DIANE editor)
- 4 Select the header to be associated (same format as the letter) and confirm





Tag: keyword for identifying an item or information in a record

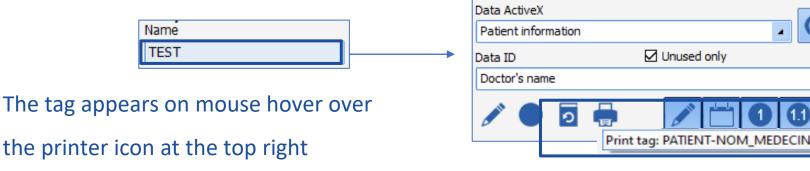
Example: Patient's name = PATIENT-NOM\_PATRONYMIQUE

Tags: Merge fields in Word®

Common tags: Linked to the Data ActiveX/ID pairs of components

#### Locating a tag

In the Display setup menu, right-click a component to edit it





#### **Creating custom tags**

- Required for importing patient record data not found in a component used in a form letter
- When editing the form letter in the setup menu, click

  Create/edit the form letter "Complete consultation 2"

  Simplified editing

  Custom tags

  OR

  Creation of a new form letter

  STEP 1: Select the application to be used to print your form letter

  Use the drop-down menu to select the application that will be used to print your form letter. This is the software you use to type your form letter (changes are immediately written to the DIANE word 97 or later

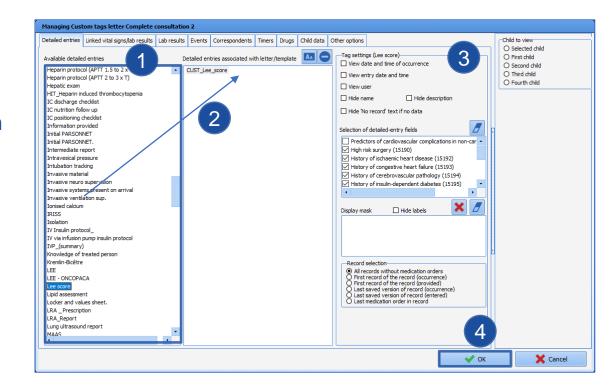
  Word 97 or later

Custom tags may be created for: detailed entries, vital signs, lab results, events, timers, drugs and fluid balance.



#### Example of a custom tag: insert the RCRI in a letter

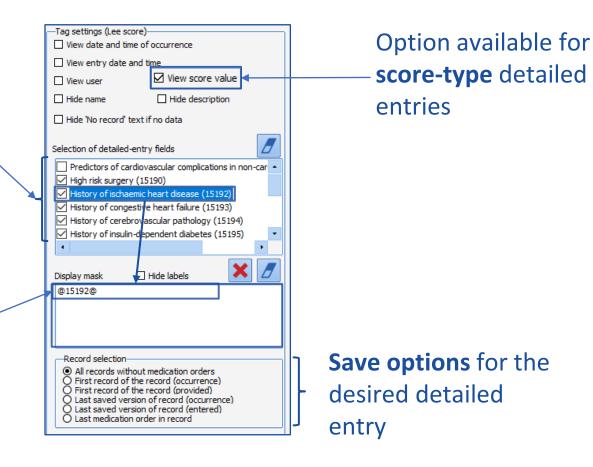
- 1 List of available items
- Drag and drop the desired item(s) into the right-hand column to create the custom tag (CUST\_XXX)
- 3 Select the tag to set the display options (the options vary with the type of item category selected)





Detailed entries: select the fields to be extracted by ticking them

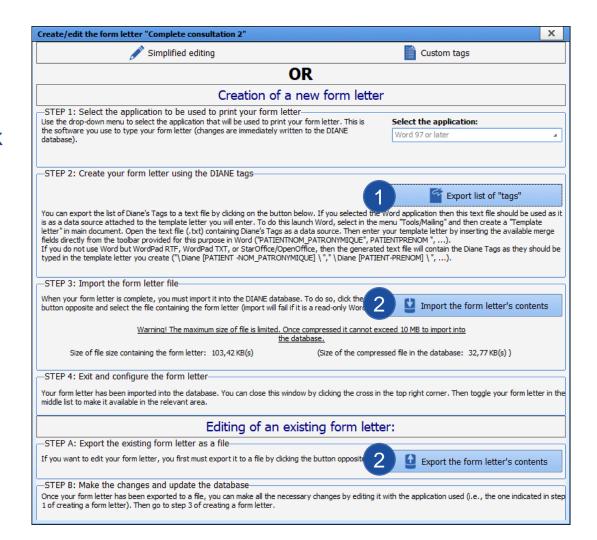
Display mask: used to organise the fields of a detailed entry selected using drag and drop, and add free text if needed





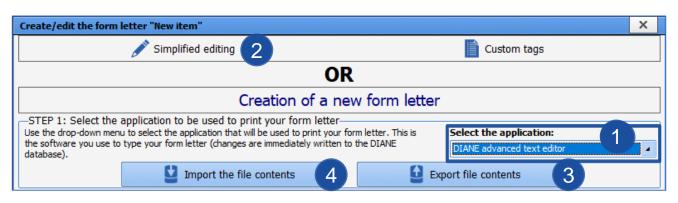
Used to export the list
 of tags in order to work
 outside DIANE

Import/Export the letter in order to work outside DIANE or use a pre-existing letter





#### **Creating/editing a form letter**



- 1 Select the format:
  - **DIANE** advanced text editor
  - Word®
- 2 Open the document to edit its settings
- 3 Export the letter to a folder (e.g. a PC or USB drive)
- 4 Import a letter from a folder (e.g. PC or USB drive)





- 1 Editor options icons (popup on mouse hover)

  Add one of the most common conditions

  Or create a new condition

  Editor options icons (popup on mouse hover)

  Mr/Mrs/Ms/Miss (according to name gone by)

  Mr/Mrs/Ms/Miss (Age)

  Mr/Mrs/Ms/Miss/Master/Miss aged

  This

  Difficulty accessing the airways (intubation score)

  Transfusion history (if existing)

  ...
- 3 List of common/custom tags (if created)



#### Inserting a tag

Place the cursor at the desired location and then:

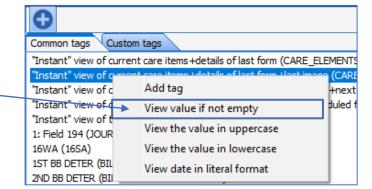
- double-click the tag in the right-hand column, or
- create a condition (next slide), or
- right-click the desired tag.

Various options

Options may be assigned to a tag.

Example: *View value if not empty* 

is equivalent to a ready-made condition
(will display the data corresponding to the tag
if this data is in the patient record).





#### **Creating a condition**

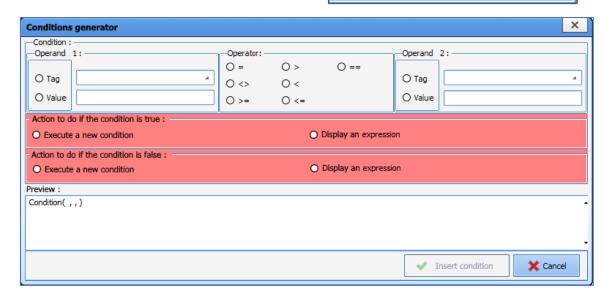
To insert a tag with a condition:

Place the cursor at the desired location then double-click

Mr/Mrs/Ms/
Mr/Mrs/Ms/Miss (according to name gone by)
Mr/Mrs/Ms/Miss (Age)
Mr/Mrs/Ms/Miss/Master/Miss
aged
This
Difficulty accessing the airways (intubation score)
Transfusion history (if existing)

The condition builder consists of <a href="mailto:three-horizontal-areas">three horizontal areas</a>:

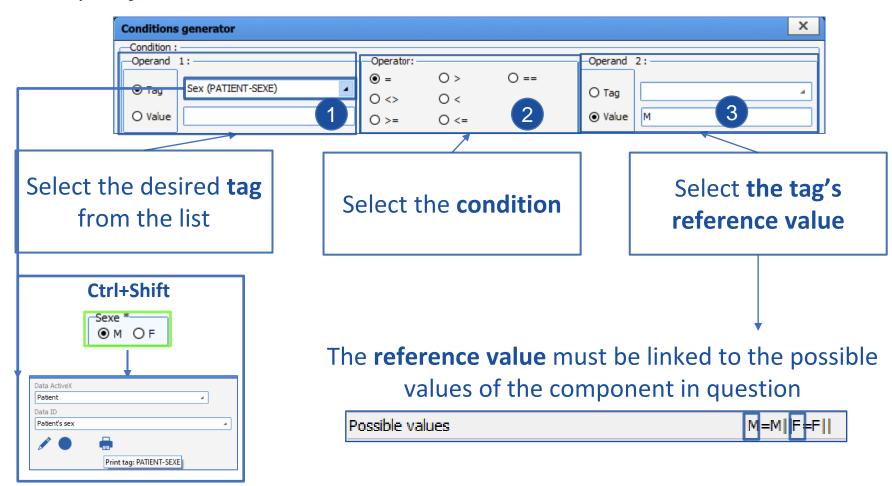
 Condition: Define the bases or criteria for setting the desired condition.



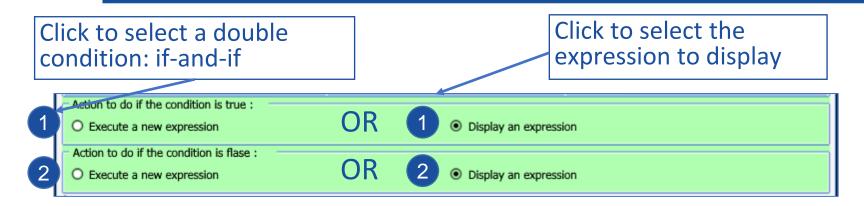
- Actions to take: Select what happens if the condition is true or false.
- Preview: View the condition's final formula.



Example of a condition: Condition(PATIENT-SEXE == 'M', 'Mr', 'Mrs/Ms')



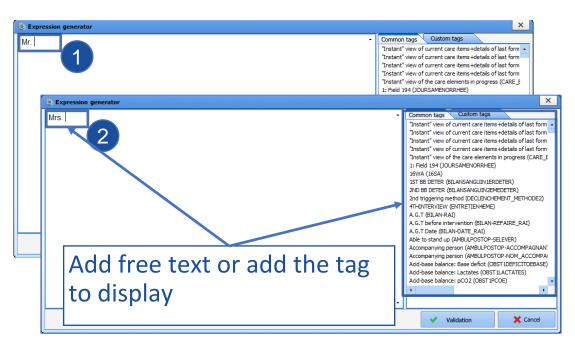




2 In our example, the condition is:

If the patient's sex is **M**, then write **Mister** (action to be done if the condition is TRUE),

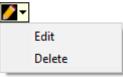
Otherwise, write Ms





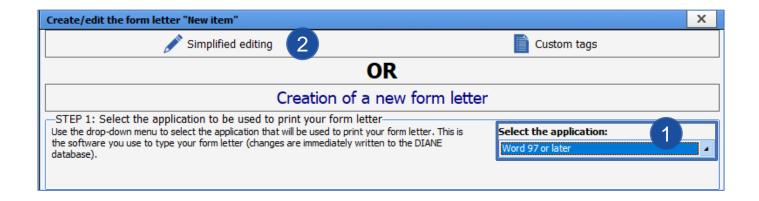
**Editing/deleting a tag** 

Condition(PATIENT-SEXE == 'M', 'Mr', 'Mrs/Ms')





### Creating/editing a form letter in Word®.



- 1 Select the Word® application
- 2 Edit the document to change its settings





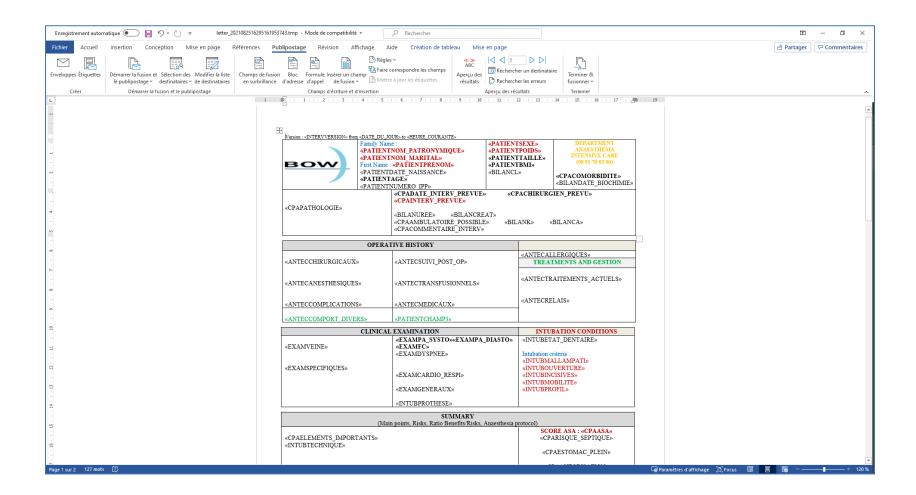




- 1 Select Simplified editing
- 2 The document opens and an icon appears in the PC's taskbar

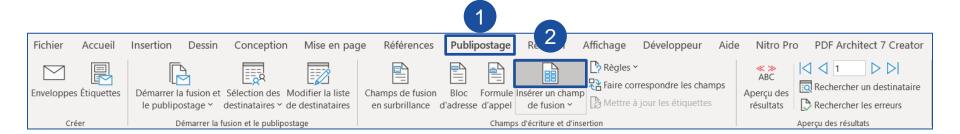
Keyboard shortcuts	Functions
Alt+F9	Show/hide Word's advanced mode: for viewing conditions
Ctrl+F9	Add curly brackets { }











Place the cursor at the desired location in the document, then:

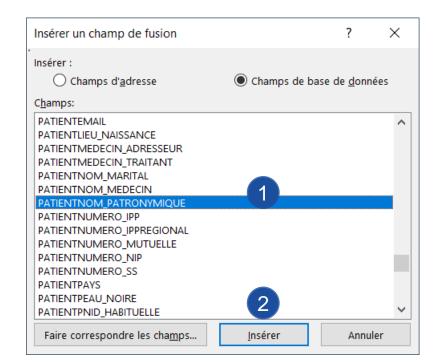
- Select Mailings in the top bar
- Click the Insert Merge Field button (= tag)



#### Inserting a tag

- 1 Select the desired tag from the list

  To search for the tag's name,
  quickly type the first three letters
- 2 Insert the tag

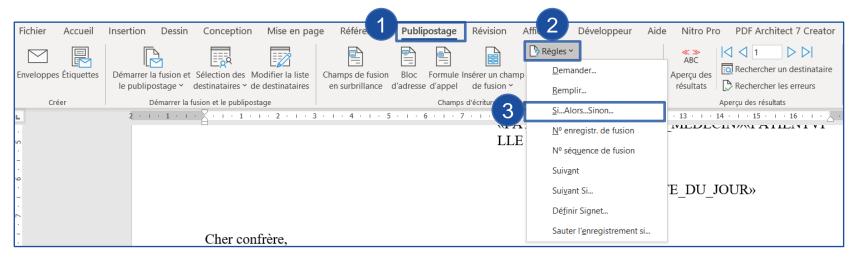


Tag visible in the document:

«PATIENTNOM PATRONYMIQUE»



#### **Creating a condition**

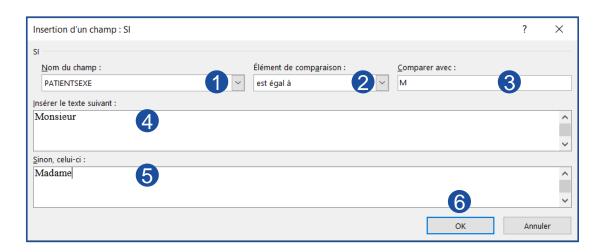


Place the cursor at the desired location in the document, then:

- 1 Select Mailings in the top bar
- 2 Click the Rules button
- 3 Select the If-Then-Else rule



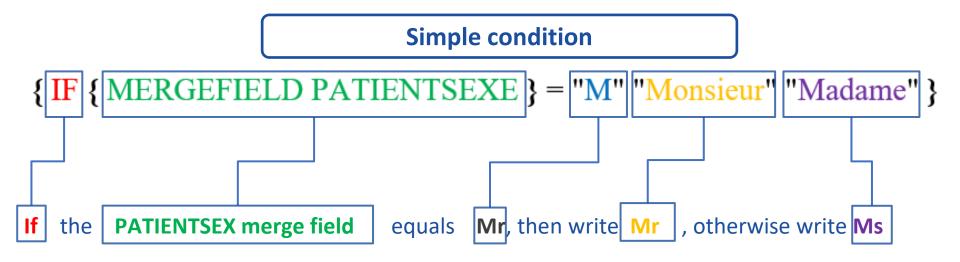
- Select the reference component
- Select the comparison item



- 3 Select the **expected value** (see possible values of the reference component)
- 4 Insert the following text if the condition is TRUE
- **5** Insert the following text if the **condition is FALSE**
- **6** Confirm the condition

Madame is inserted and if Alt+F9: { IF { MERGEFIELD PATIENTSEXE } = "M" "Monsieur" "Madame" }





#### **Double condition**

{ IF { MERGEFIELD PATIENTSEXE }="M" "Monsieur" { IF { MERGEFIELD PATIENTNOM MARITAL }="" "Mademoiselle" "Madame" \\* MERGEFORMAT }\\* MERGEFORMAT }

If the merge field equals 'Mr', then write Mr, and if the Married Name merge field equals '0', then write Miss, otherwise write Ms



#### **Special cases**

Although the aspects shown below are not be presented here (refer to the configuration manual), form letters can nevertheless be set up in order to:



Work outside DIANE and link the tag list



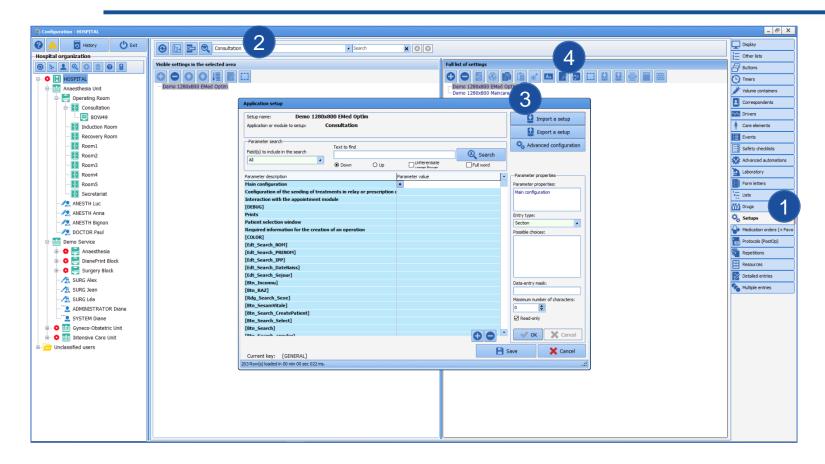
**Protect a document** (prevent it from being edited by users or make it partially editable)



**Create** checkboxes in a document or components in Word





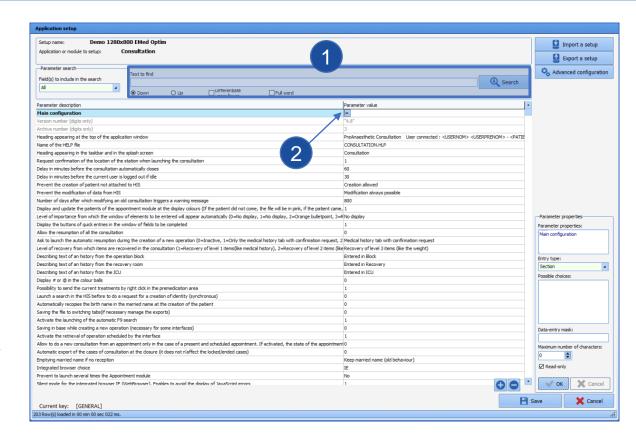


#### **Setups** tab > **Consultation drop-down menu**

These keys are used to manage the application's behaviour.

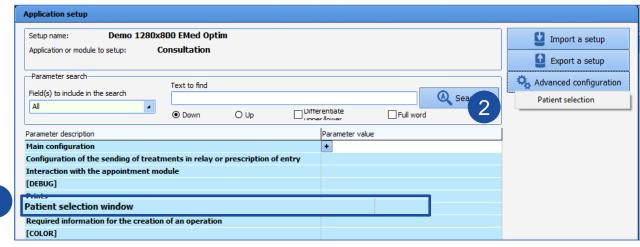


- 1 Do a quick search for a setup key
  Tick 'Down' if located at the start of the list
  - Expand the contents of
  - 2 the General Configuration by clicking the expander control





#### **Patient selection window**



□ X Patient selection Identification □ Patient Status ☐ Time filters Search (F9) X Configuration of columns L.Name TEST ☐ Scheduled staff filters Save **1** UPI: □ Location filters O Awaited in consultation ▲ Taille: 80 Birth date **⊞** HOSPITAL 6 2 Birth name onic health ▲ Taille: 120 O Consultations of the day ▲ Taille: 120 Name gone by O Consultations of the week NHI No. X Cancel Stay First name ▲ Taille: 120 O Consultations of the month Reset Configuration Birth date ▲ Taille: 70 OMΟF Columns Unknown name **+** 6 Sex ▲ Taille: 36 First name Birth date | Sex | Address UPI: Birth name Name gone by 4 ▲ Taille: 115 Address X Cancel Confirm 5 Be sure to confirm and save!



3





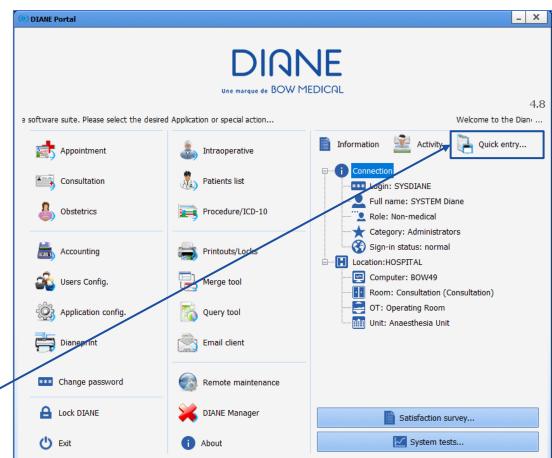
# Quick-entry/query module

The quick-entry module is used to **search for patient records that match specific criteria**.

#### For example, it is used for:

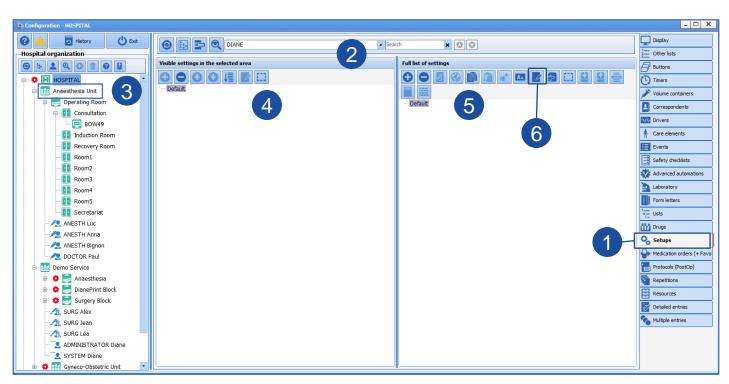
- Second preoperative assessments
- Staff
- Calling outpatients the day before their scheduled appointments

The quick-entry module is accessible from the **DIANE** portal



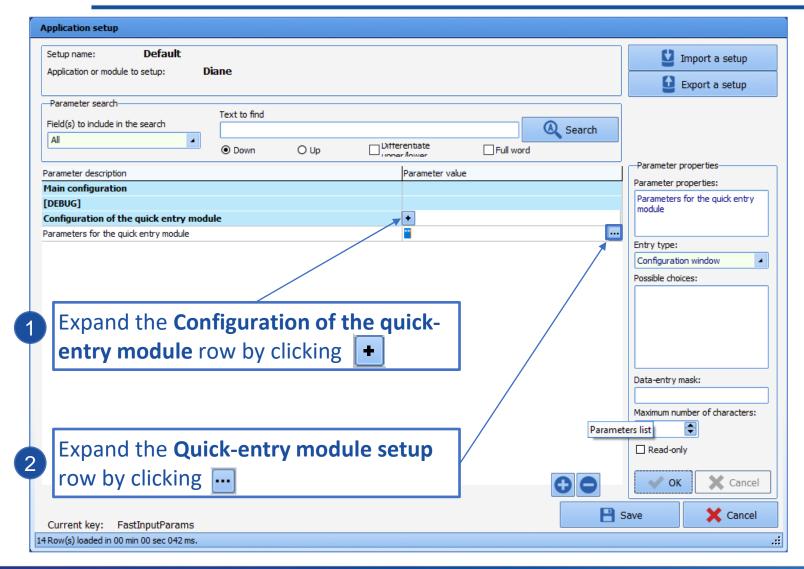


- 1 Select
  Setups
- Select DIANE
- 3 Select the desired area

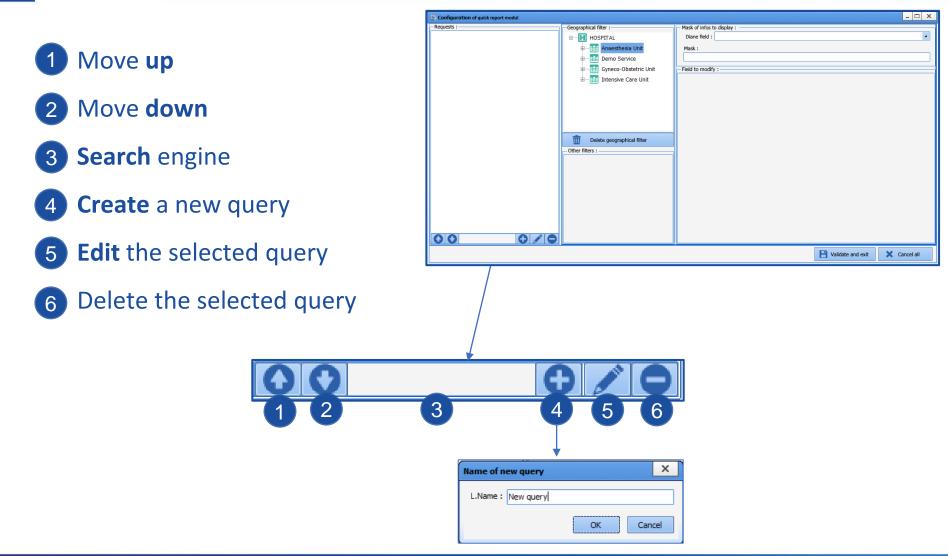


- 4 Identify the applied configuration
- 5 Select the configuration
- 6 Edit the selected configuration

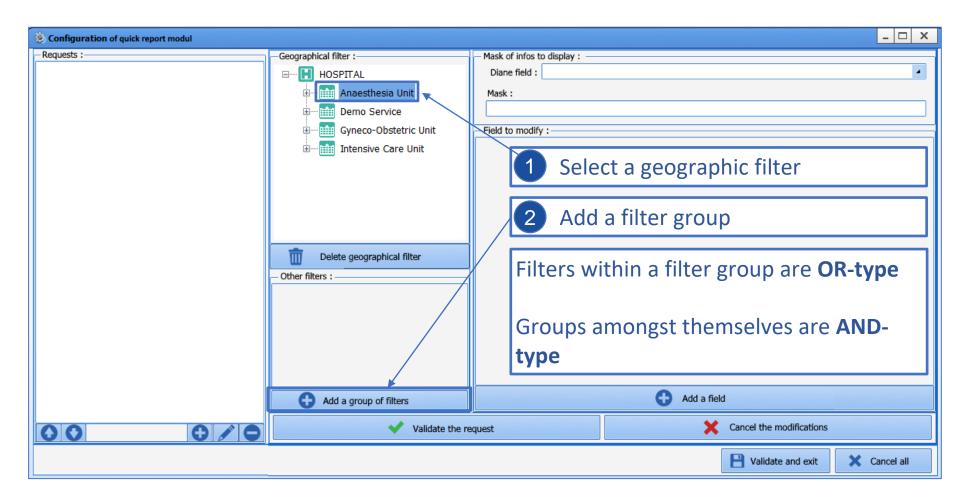












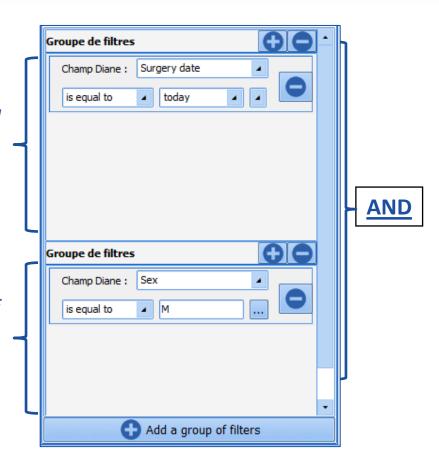


#### Example 1:

The first filter group shows surgeries scheduled for today

The second filter group selects the records of male patients

→ When combined, both groups show surgeries that are scheduled today for male patients



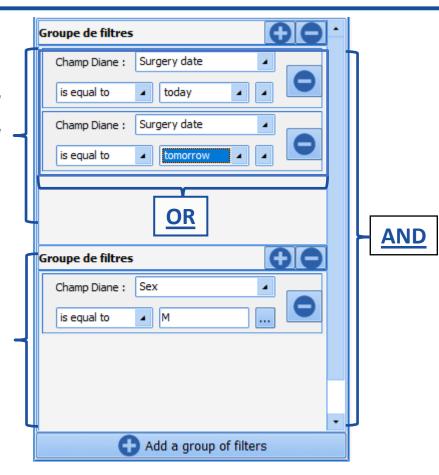


#### Example 2:

The first filter group shows surgeries scheduled for today or tomorrow (i.e. surgeries scheduled over two days)

The second filter group selects male patients

→ When combined, both groups show surgeries scheduled for today <u>or</u> tomorrow <u>and</u> for male patients only





The text displayed can be defined on the right side of the screen.

—Mask of info to view—	
DIANE field:	First name - Last name :
Mask:	
<283> Birth: <4> /Interv.: <142> 2	

#### Example of a mask:

Patient's full name – 'born on' – Patient's date of birth – 'Surg.' – Type of surgery (3)

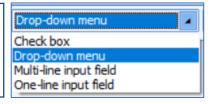
☐ Select the desired patient record information ☐ Drag and drop the field into Mask 2 <283>=Field 23 ☐ Type the text word for word if necessary <4>=Patient's birth date Mask: <142>=Scheduled type <283 > Birth: <4> /Interv.: <142 >

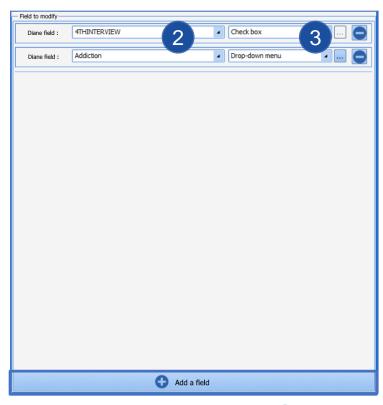
3



- 1 The Add a field button is used to select editable components from the quickentry module
- 2 Select the **DIANE** field
- 3 Then the **component type** of the selected field

The following components are editable:



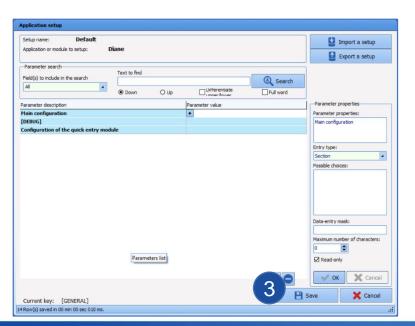








- 1 Once the query is set up, click the Confirm query button
- 2 Click Confirm and exit
- 3 Then click **Save** in the following window:





Reboot the computer with **DIANE Manager** 

Diane Manager

The quick-entry module is accessible from the portal.





