

DIANE setup manual

User Settings

Version 4.7.5

DIANE | ANESTHESIE
Une marque de BOW MEDICAL

DIANE | OBSTÉTRIQUE
Une marque de BOW MEDICAL

DIANE | REA
Une marque de BOW MEDICAL



BOW MEDICAL
— EDITEUR DE LOGICIELS —

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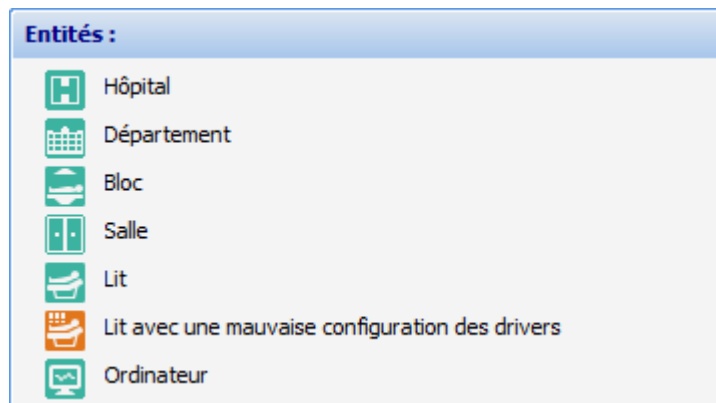
Configuring users (and the facility's tree structure)

1.1 Terminology

Cogwheel

The  icon represents a set of settings. Each entity can have its own cogwheel.

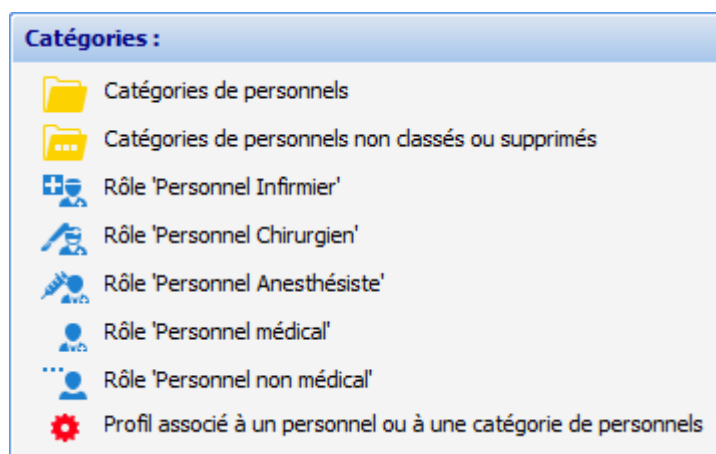
Facility entities





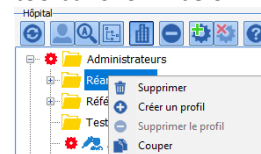
Each entity can have its own settings (cogwheel).

An entity that does not have its own settings is dependent on the set of settings located immediately above it in the tree structure.

Categories of staff and Roles



The actions available to users are determined by their occupational category. Each top-tier category must be preceded by a cogwheel . If necessary, a profile can be created on a row. To do so, select the desired row and then either right-click it to get a menu (**Create a profile**) or click the  button in the toolbar shown below.



Properties pane

This pane contains all relevant information about a **Category** or **Role**. The fields in the pane differ depending on whether you click a **Category of staff** or a **Role**.

Tools for Categories of staff and Roles


The following tools are available for **Category of staff** or **Role**:






Refresh the list, close the tree structure and select the current user or computer.





Hide or show user accounts that have been set up.


-
-  Search for a user account or facility entity.


 -  Expand the tree structure. To collapse it, click 

 -  Display the hospital's entities or categories of staff

 -  Delete an entity, a category of staff or a member of staff

 -  Create a user account or a facility entity

 -  Delete a user account or a facility entity

 -  Display the descriptions of the icons' functions

Buttons that do not apply to the current selection may be greyed out.

Computer connection information

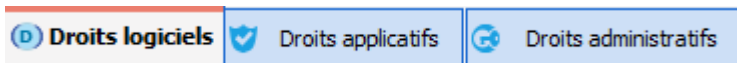
This field will appear only if a **Computer** is selected.

Informations de connexion		
Version du poste : 4.7.5.1	Dernier utilisateur : MEDECIN Paul (PAUL)	Dernier type d'alias : MSAcc
Nombre de connexions : 36	Dernière connexion : 22/06/2020 09:53:37	Dernier driver : O:\Diane\Demo\Versions\FR\Database\DianeDemo475
	Dernier alias : DianeDemo475Rea	Dernier TNS : O:\Diane\Demo\Versions\FR\Exe\

It provides a summary of the last time the computer was used and by whom.

Permissions possible with a cogwheel

Each **Category** of staff or **Role** is associated with **Permissions** that are divided into three tabs:



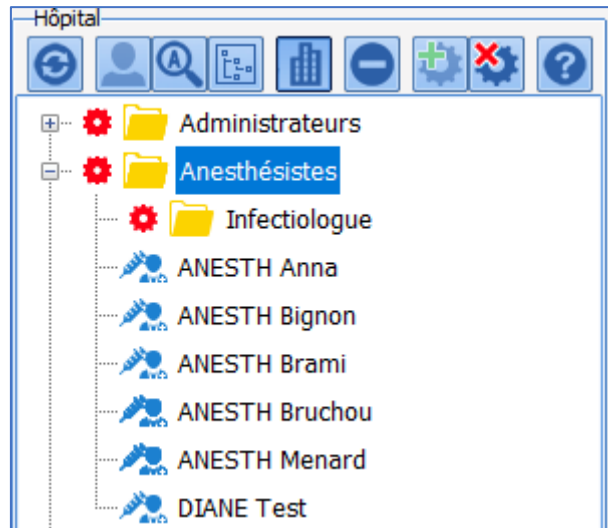
1.2 Configuring a user

This section explains how to create a new user account and edit an existing account.

1.2.1 Creating a user account

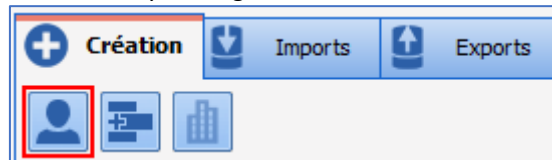
In **DIANE**, each user must be associated with a **Category of staff**, which corresponds to a row on the left side of a user's settings.

The following example shows how to create an anaesthetist. First, select the **Anaesthetist** category:



As you can see, there already is a list of anaesthetists as well as an **infectious diseases specialist**, a subcategory with its own settings (cogwheel).

On the right side, users can be created by clicking the button framed in red below.



Last name and First name The user's name will appear when they use the **DIANE** modules. Whenever a key user is also a member of the hospital's medical staff (and thus has two accounts), you should enter the words '**Key User**' before their **Last name** and **First name**. As the two accounts have different permissions and prerogatives, it is very important that the **Last name** and **First name** make it possible to tell them apart.

Role Roles determine certain permissions in the **DIANE** modules. Anaesthetists are the only ones who can sign recovery room discharges. Pharmacists and doctors have different medication-order permissions.


Login A **Login** and **Password** are required to be able to access the software. Each login within a facility must be unique.

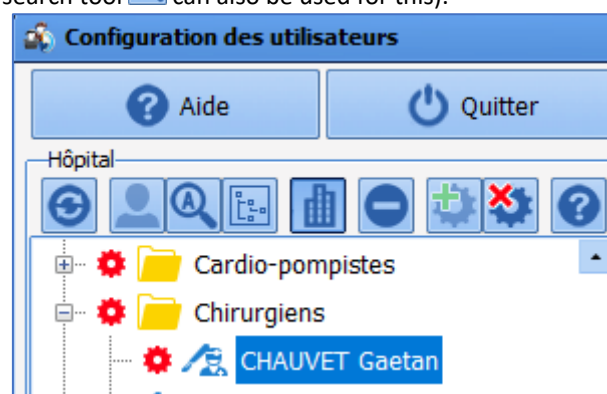
Password and Confirmation The minimum password requirements in terms of capital letters and numbers can be set in **Application configuration**. The password entered in **Password** and **Confirmation** must be identical.

Health Can be automatically populated into letters and prescriptions generated in **DIANE**.

professional registry number	
HCP directory ID	Can be automatically populated into letters and prescriptions generated in DIANE .
eHPC Number	Health professional code
Signature	Can be added to letters or prescriptions.
External ID	Used by the interface service in relation with the IT department to create context-based information retrieval.
Email address	Used in the prescription sending settings to set up the sender's email address.
Title	User's title.
Senior doctor	Senior doctors have permission to countersign documents signed by junior doctors. This permission commences when the Use today's date button is clicked and ends when the Delete date button is clicked. It is not possible to select specific past or future start and end dates.
Deactivated account	Sets a time limit on a user account without having to actually delete it. Useful for residents, for example.
Diane QR code	Generates a QR connection code.

1.2.2 Editing a user account

To edit a user account, edit any of its components or generate an QR access code, you must select a user from their category (the search tool  can also be used for this).



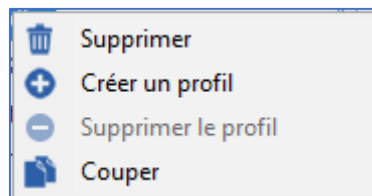
Once the user has been found, click their name and make the necessary changes.

Then click the **Save** button to save your changes.

1.2.3 Deleting a user account

Users configured in **DIANE** do not disappear completely; their accounts are simply deactivated. Keeping a trace of deactivated user accounts helps to maintain consistency in the display and archiving of records.

To delete a user, right-click their name.



In this menu, select **Delete**. A window will appear asking you to confirm the deletion.



There are two ways to reactivate an account:

- Drag and drop the user back into their relevant **User category**.
- Right-click the user and select **Cut**. The user's name changes to greyed-out italics. Right-click the destination category and select **Paste**.

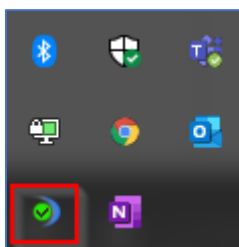
1.2.4 Setting up QR-code-based access

This requires a built-in camera or a webcam that has been properly configured to run on Windows.

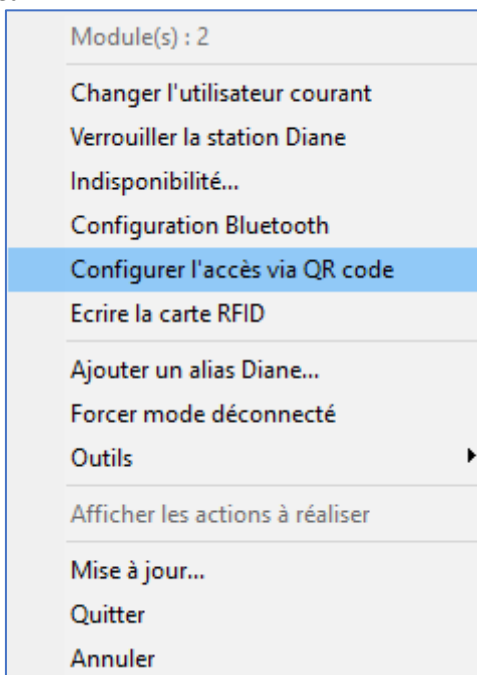
Once this prerequisite is met, **two steps** are necessary to allow a user to log on with a QR code:

First, the user's computer must be set to scan QR codes.

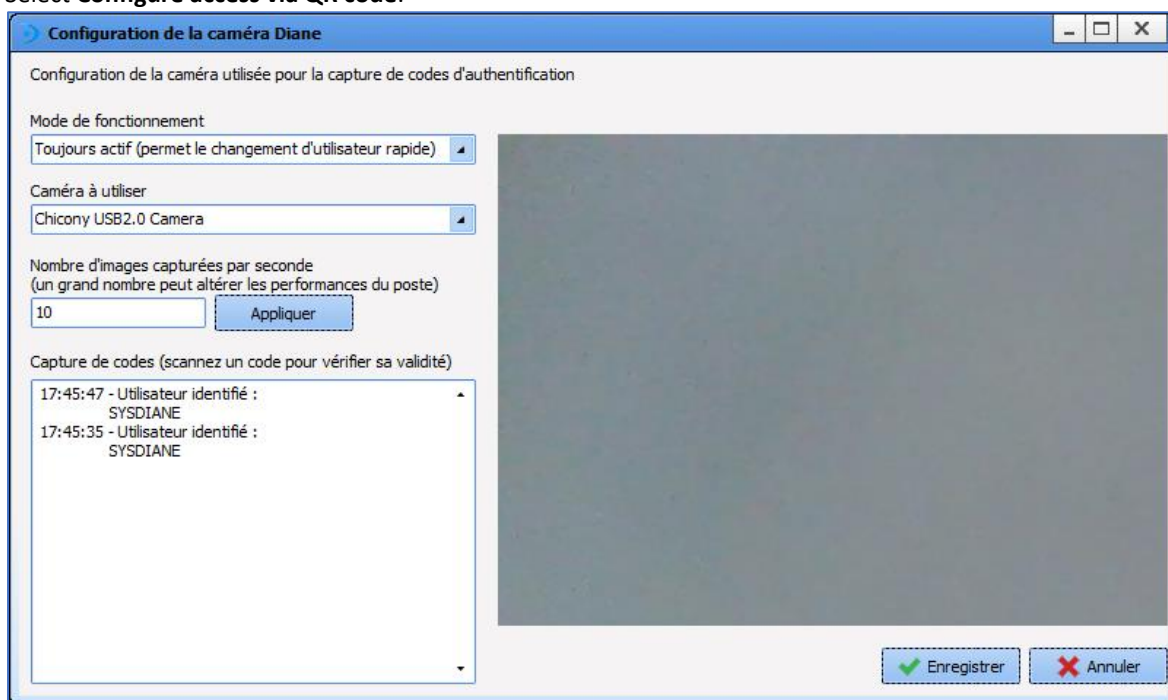
Launch **DIANE** and then right-click the DiaServeur icon in the taskbar tray (framed in red in the image below).



The following menu will appear:



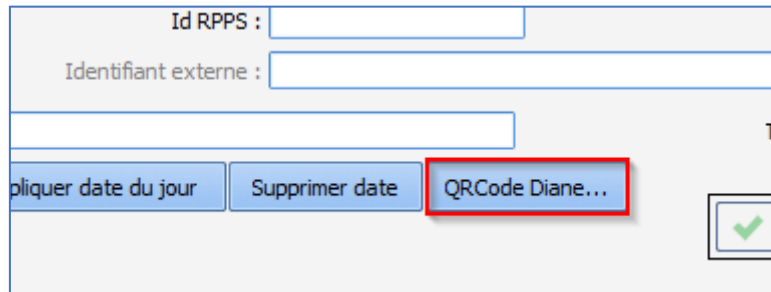
Select **Configure access via QR code**:



The most important setting is **Operating mode** at the top. For the sake of convenience of recovery room nursing staff, select **Always enabled**.

Important: Test this type of connection beforehand to ensure that it does not use too much of the computer's resources.

Then, use the QR code tool in the user's properties to generate a QR code.




Clicking this button will open a window to let you save an image in PNG format on the computer.

1.2.5 User Signature feature

The signature feature can be used to pair text with an image (barcode, scanned handwritten signature, etc.) to create a signature that is automatically added at the bottoms of prescriptions.

Signatures must be created with **WordPad** or **Word** (doing so is not possible with the built-in editor) and then pasted into the window that opens when you click the **Signature...** button.

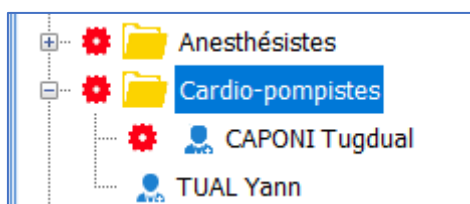


Once confirmed, the  symbol will appear on the left to indicate that a signature has been created for the user.

Rich text (.rtf) signatures can also be imported.

1.2.6 Creating user categories

In the example below, a category of student perfusionists will be created.
To create a new user category, select the parent user category.



Création Imports Exports

Person User Category Bar Chart

Propriétés

Nom :

Définir comme profil Invité pour Active Directory / Interfaces intégration utilisateurs

Rôle par défaut pour ce profil

Enregistrer Annuler

When you click the user category creation button (frame in red in the screenshot above), the following window will appear:

Création Imports Exports

Person User Category Bar Chart

Propriétés

Nom :

Définir comme profil Invité pour Active Directory / Interfaces intégration utilisateurs

Rôle par défaut pour ce profil

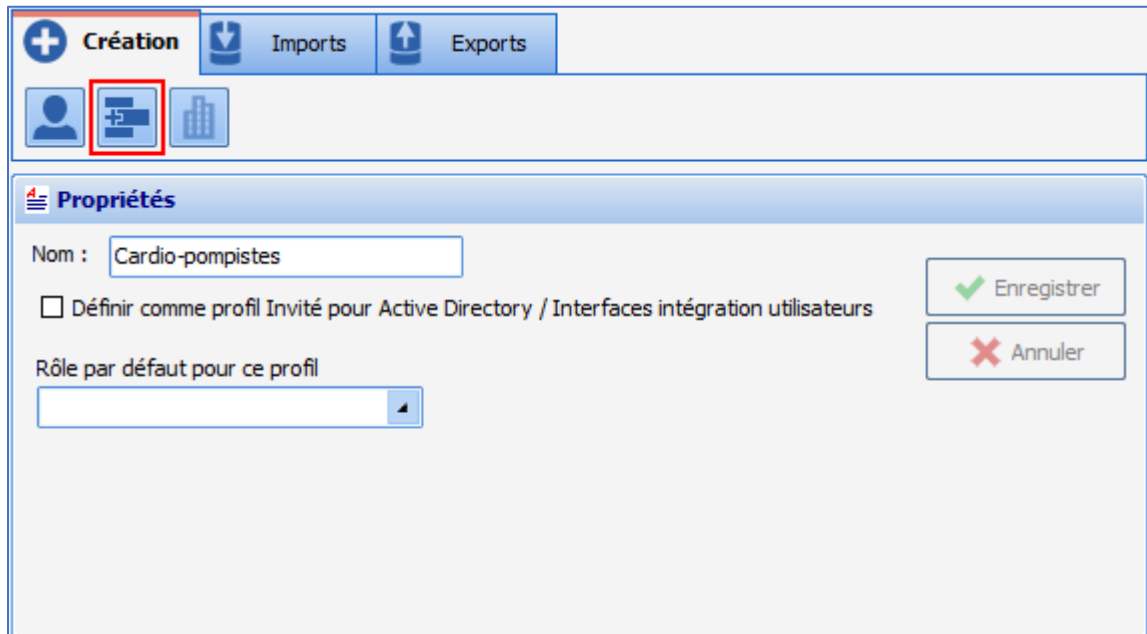
Enregistrer Annuler

Enter the name of the desired user category and save.

Note: The **Set as guest for Active Directory/User integration interfaces** checkbox and the **Default role for this profile** drop-down menu are used by the IT department to connect **DIANE** to the facility's directory.

1.2.7 Editing a user category

To edit a user category, right-click the category.

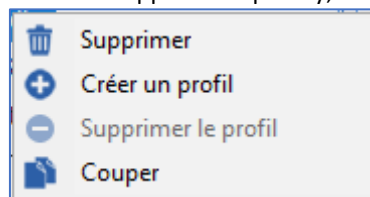


The screenshot shows a software interface for managing user categories. At the top, there are three tabs: 'Création' (highlighted with a red box), 'Imports', and 'Exports'. Below the tabs are three icons: a person, a server rack (highlighted with a red box), and a bar chart. The main area is titled 'Propriétés' and contains a form with the following elements: a text field for 'Nom' containing 'Cardio-pompistes'; a checkbox labeled 'Définir comme profil Invité pour Active Directory / Interfaces intégration utilisateurs' which is unchecked; a dropdown menu for 'Rôle par défaut pour ce profil' which is currently empty; and two buttons on the right: 'Enregistrer' (with a green checkmark) and 'Annuler' (with a red X).

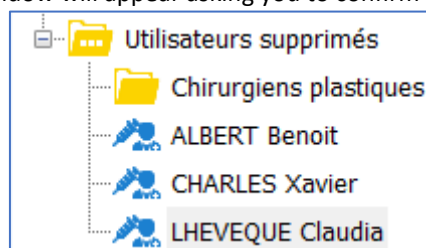
Edit the user category's **Name** and save your changes by clicking **Save**.

1.2.8 Deleting a user category

User categories configured in **DIANE** do not disappear completely; they are simply deactivated.




In this menu, select **Delete**. A window will appear asking you to confirm the deletion.

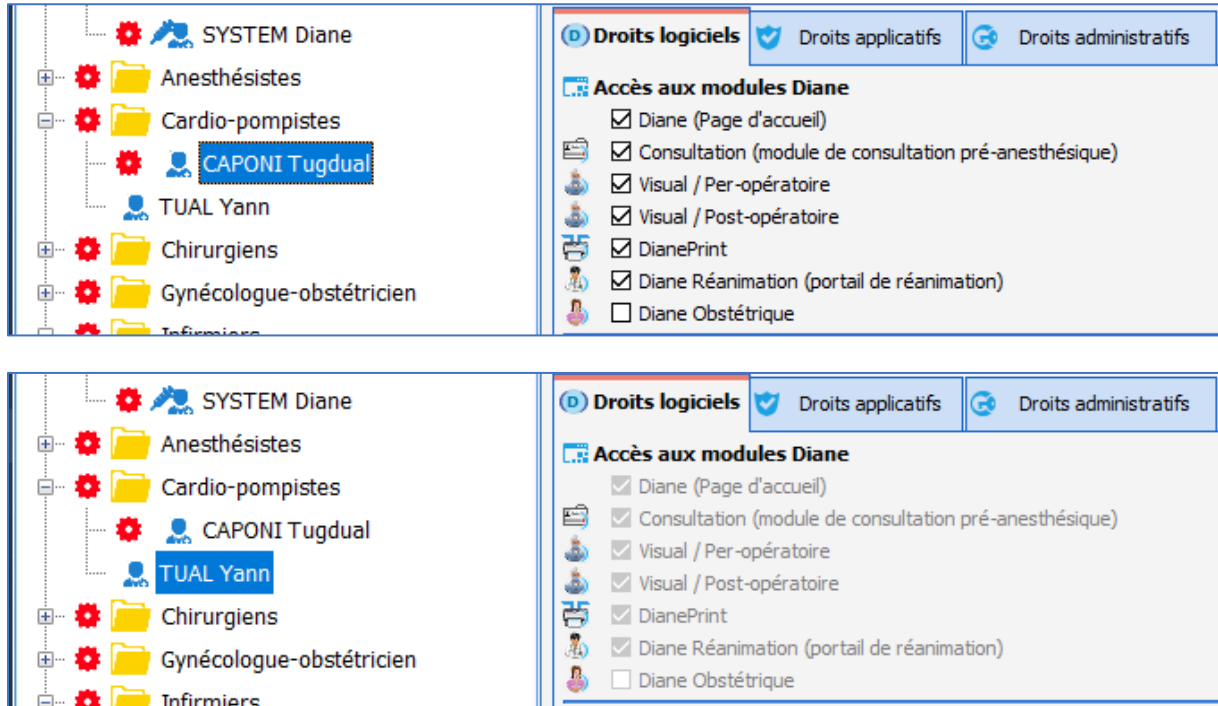


There are two ways to reactivate a category:

- Drag and drop the user back into their relevant **User category**.
- Right-click the user and select **Cut**. The category's name changes to greyed-out italics. Right-click the destination category and select **Paste**.

1.2.9 Cogwheels

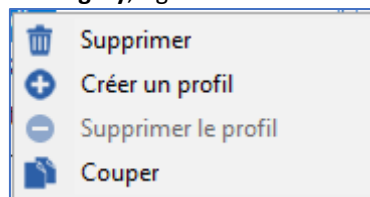
Cogwheels  are used to configure the management of permissions. Permissions set for a category or user cannot be edited if it is not preceded by a cogwheel.



In the example above, Yann Tual's permissions are those set for the perfusionist **user category**.

If the settings for the perfusionist **user category** are edited, the changes will apply just to *Yann Tual*. They will not apply to *Tugdual Caponi* because he has his own settings.

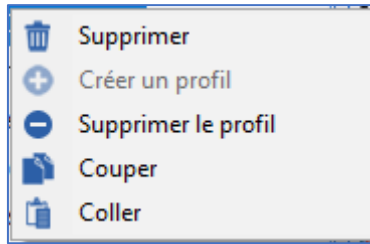
To **add a cogwheel** to a **user** or a **user category**, right-click the desired row.



Select **Create a profile**. The newly created **cogwheel's** settings will be identical to those for the first **cogwheel-preceded category** located immediately above it in the tree structure.

In the example above, the newly created cogwheel for *Yann Tual* will have exactly the same settings as the one immediately above it, but they can be edited. These settings are copied from those of the perfusionist **user category**.


To **delete a cogwheel** from a user or a user category, right-click the desired row.




Select **Delete a profile**. The settings for this row will now be identical to those for the first **cogwheel-preceded category** located immediately above it in the tree structure. In the example above, deleting the cogwheel for *Tugdual Caponi* will give Mr Caponi the same settings as for *Yann Tual*, i.e., perfusionist.

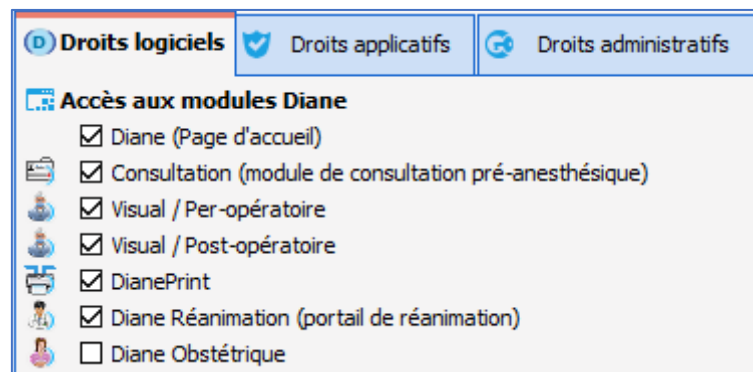
Profiles can also be created or deleted by clicking the corresponding buttons:  and .

1.2.10 Managing permissions

Depending on the situation, permissions for a category or user can be edited provided a row is preceded by a cogwheel .

Each permission has a checkbox followed by a label.

The screenshot below shows that, for this row preceded by a cogwheel , all modules except for **DIANE Obstetrics** can be run.



To allow **DIANE Obstetrics** to be run, tick the checkbox and select **Save**.

Permissions are divided into three categories:

Software permissions:

These permissions determine who has access to the various modules. The most straightforward example is the difference between basic user accounts and key user accounts. Unlike key users, basic users do not have permission to run both configuration tools.

Droits logiciels	Droits applicatifs	Droits administratifs
Accès aux modules Diane		
<input checked="" type="checkbox"/>	Diane (Page d'accueil)	
<input checked="" type="checkbox"/>	Consultation (module de consultation pré-anesthésique)	
<input checked="" type="checkbox"/>	Visual / Per-opérateur	
<input checked="" type="checkbox"/>	Visual / Post-opérateur	
<input checked="" type="checkbox"/>	DianePrint	
<input checked="" type="checkbox"/>	Diane Réanimation (portail de réanimation)	
<input checked="" type="checkbox"/>	Diane Obstétrique	
<input checked="" type="checkbox"/>	RDV (Gestion des rendez-vous)	
<input checked="" type="checkbox"/>	DiaCompta (Module de comptabilité)	
<input checked="" type="checkbox"/>	CCAM / CIM10 (Gestion des codes CIM10/CCAM)	
<input checked="" type="checkbox"/>	MAJImpressions (Gestion des impressions et des verrous)	
<input checked="" type="checkbox"/>	Requêtes (Interrogation de la base de données Diane)	
<input checked="" type="checkbox"/>	FusionDossier (Fusion des dossiers en doublon)	
<input checked="" type="checkbox"/>	DiaMessagerie (Messagerie inter-postes)	
<input checked="" type="checkbox"/>	Configuration (Configuration des listes)	
<input checked="" type="checkbox"/>	UserConfig (Configuration des utilisateurs)	
Fenêtre de selection de patient		
<input checked="" type="checkbox"/>	Changer de site dans les filtres de recherche	
<input checked="" type="checkbox"/>	Visualiser un dossier d'un autre secteur (concerne Visual et la Consultation)	

Application permissions:

These permissions determine which actions are possible in each module. The permissions for the **Consultation** module are shown below:

Droits logiciels	Droits applicatifs	Droits administratifs
Consultation		
<input checked="" type="checkbox"/>	Créer un patient (modification des données administratives seules)	
<input checked="" type="checkbox"/>	Visualiser un dossier	
<input checked="" type="checkbox"/>	Créer/Modifier un dossier	
<input type="checkbox"/>	Modifier un dossier clôturé	
<input checked="" type="checkbox"/>	Imprimer un dossier	
<input checked="" type="checkbox"/>	Imprimer les prémédications	
<input checked="" type="checkbox"/>	Imprimer l'ordonnance de bilans	

Administrator permissions:

These permissions are used to assign key users with specific actions or prevent accidental errors.

Droits logiciels	Droits applicatifs	Droits administratifs
Droits de modification des listes complètes (listes sur la droite dans l'application Configuration)		
<input checked="" type="checkbox"/>	Listes de CONSULTATION	
<input checked="" type="checkbox"/>	Listes des EVENEMENTS	
<input checked="" type="checkbox"/>	Listes des MEDICAMENTS	
<input checked="" type="checkbox"/>	Listes des CHRONOMETRES	
<input checked="" type="checkbox"/>	Listes des EXAMENS et des BILANS	
<input checked="" type="checkbox"/>	Listes des SAISIES MULTIPLES	

Note: default permissions ensure that the modules interoperate smoothly. They can be edited, but caution is advised as they can affect other permissions.

1.3 Configuring the facility's tree structure

The facility configuration tool is useful for rescheduling rooms and, if need be, assigning computers to locations around the facility.

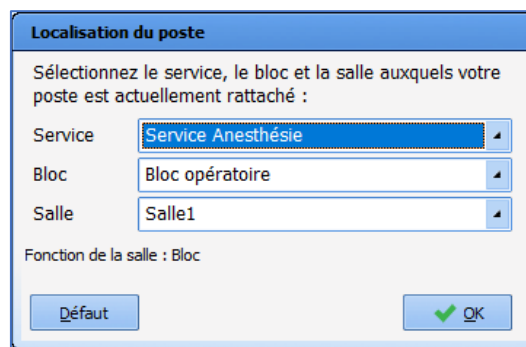
1.3.1 Organization of the tree structure

Each facility is divided into the following hierarchy: **Hospital > Unit > OT > Room > Bed > Computer**. A facility's hierarchy is created at the time of installation. This tool makes it possible to add, delete or rename entities (**Hospital, Unit, OT, Room or Bed**) and move or delete computer workstations.

Note: as cogwheels are not used in this tool, they are not referred to in this section.

1.3.2 Adding a computer

Computers cannot be added in this tool. To set up a computer to run **DIANE**, you first have to open and run **DIANE**. Once the connection is confirmed, you will be prompted to enter the computer's location.

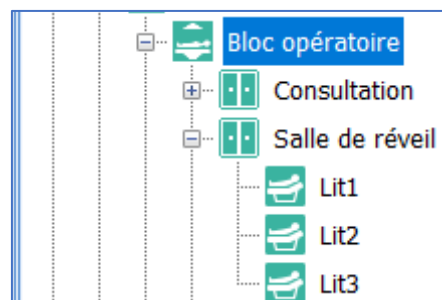


After you enter this information, the computer will appear in the tool at the indicated location.

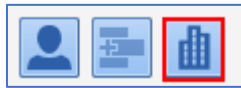
1.3.3 Adding an entity to the facility's tree structure

Adding entities to your facility's tree structure helps you to keep it up to date and enables a number of special features.

To add a new entity, click an existing host entity. In this example, we will add a second **recovery room** under the **Operating room**.



Select the Add Entity button at the top right of the screen:



The new entity can now be created:

Propriétés

Nom : Identifiant Externe : Couleur

Type : UF :

Fonction : Email :

Téléphone :

Finess :

The **name** will appear in the facility's tree structure.

The **type** is the entity's level in the tree structure:

Hospital	This is the facility.
Unit	Composed of multiple OTs .
OT	Composed of all the rooms in the patient's journey.
Room	Contains at least one Computer . The setup refers more often than not to a Room than a Computer .
Bed	To be taken into account, a bed must be associated with a computer.
Computer	Multiple beds can be assigned to one computer (recovery or CCU, for example).

The **function** applies only to **Rooms**:

OT	Classic operating theatre setup.
Secretariat	Used to assign a patient to a computer.
ICU/CCU	Used to operate in Primary-Mirror mode. A Mirror computer can remotely access a record open on a Primary computer.
Consultation	When a new consultation is created, this automatically selects the logged-in user as an anaesthetist conducting a preoperative assessment and enters the current date in the consultation date.
Recovery	Used to manage anaesthesia signatures to authorize patient discharges. You must assign at least one recovery bed to the computer located in the recovery room, otherwise the portal will consider that it is an OT bed (the recovery discharge signature feature will, however, be kept).
Induction	Functions like a recovery room except there is no recovery discharge signature

and it must occur before admission to the OT. This way, the patient will appear on the OT wait list.

Other

Delivery room

Monitoring

Used to set up computers used on mobile workstations so that users may attend to all their assigned patients without having to log on and off for each one. Cannot be used for admitting patients.

Ambulatory

Used to remotely discharge patients.

1.3.4 Searching for a computer, room or user

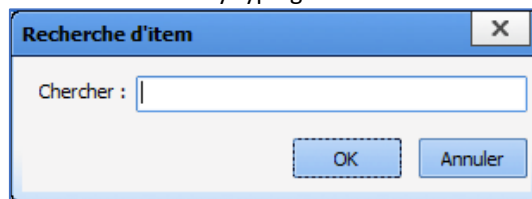
When opened, the tool selects the current computer. To locate the current computer, click the refresh button:



Other computers can be located by looking for them in the facility's tree structure.



A computer, room or user can be searched for by typing their name in the dialog box below.



If the row found by the search engine is not the right one, press **F3** on your keyboard to show the individual results returned by the search engine.

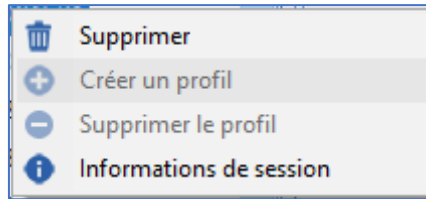
Comment: the existence of users in this tool is useful only for the **DIANE Appointment** module.

1.3.5 Adding a user for the Appointment module

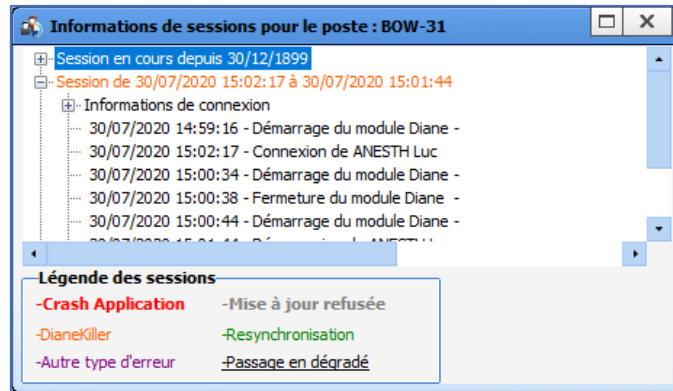
Users can be added in this portion of the tool. In this case, they will appear in the **Non-classified users** category at the bottom of the facility's tree structure. All you have to do is move them to the appropriate unit. You can search for them by last name and then either drag and drop or cut and paste them into the desired unit.

1.3.6 Viewing a computer's connections log

The following menu will appear when you right-click a computer in the facility's tree structure:

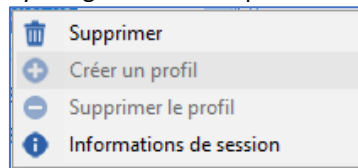


To see the connections log for this computer, select **Session information**.



1.3.7 Deleting a computer or a room

The following menu will appear when you right-click a computer or entity in the facility's tree structure:



Selecting **Delete** will move the computer or user to the **Deleted entities** category at the bottom of the facility's tree structure. By following the information in **Move a computer, room or user**, you can drag and drop these rows with your mouse.

You also can delete a computer or entity. To do so, click the Delete button in the button bar at the top of the facility's tree structure:





BOW MEDICAL, 43 Avenue d'Italie
80090 Amiens – FRANCE
<http://www.bowmedical.com>

CE The **DIANE** medication order engine is a class I medical device.

To ensure proper use of this medical software, users must read all the instructions carefully.

Last revised on 30 October 2020