

Using the SPT1500 with QuickTrace

General

You work with the SPT1500 by using the stylus supplied with the device to "tap" on buttons, menu items etc displayed on or adjacent to the screen, just like clicking with the mouse in a PC application. In addition pressing either of the large turquoise green buttons at the top corners of the device activates (if appropriate) the bar code scanner.

Power on the device by pressing the small turquoise green button bottom left of the unit. It automatically powers off after 1 minute of inactivity to save the batteries.

The screen area of the device is sub-divided into a larger main area above, and a lower area with four fixed icons gathered round a rectangular 'Graffiti' input area. For a full description of these areas and how to use the 'Graffiti' input method, please consult the SPT 1500 Product Reference Guide provided with the unit. The two icons to the left of the 'Graffiti' screen are of particular interest, however: the upper 'Home' icon, showing a stylized house, is the button to provide the device's main menu; and the lower 'Menu' icon, showing a stylized drop down list, provides drop down sub-menus at appropriate times.

Starting QuickTrace on the Device

If another program other than the QuickTrace application is running, tap the Menu button and then tap the QuickTrace program icon. If necessary use the up/down controls at the right edge of the screen to bring the QuickTrace icon into view

Logging File Transfers

The application will start in Transfer Files mode. File movements are logged simply by selecting the required "To" and "For" entries then scanning the bar codes on the relevant notes. The "To" entry is of course the Location in QuickTrace and the "For" entry is the Reason in QuickTrace. The "To" and "For" lists are automatically updated at the same time as passing data to QuickTrace for processing.

To select a "To" entry, tap on the current entry which will cause a drop down list to be presented. Simply tap on the required entry to select it. If necessary use the up/down controls at the right edge of the window to bring the required entry into view. Similarly for "For" entries. As when using QuickTrace on the PC, a "To" and "For" pairing will remain in force for all entries scanned until specifically changed by the user, or until the QuickTrace application on the device is left and restarted. In the latter case it will start with the top items on the lists of locations and reasons [Main Records and Return as originally supplied].

Optionally a file ID may be keyed in on the device, when its full numeric code should be entered using either the 'Graffiti' or on-screen keyboard input methods (see the SPT 1500 Product Reference Guide for information on these). It is not envisaged that this will be used a great deal, since clearly scanning is a better option wherever possible, but if used, the 'Accept' button at the end of the File ID line should be tapped after the code has been correctly keyed in; this is the only time the 'Accept' button is used.

When a File ID is accepted, or immediately on scanning one, it disappears from the File ID line, and is shown on the following Previous Scan line. This display is primarily of use when scanning a series of files, to help the operator remember where they are in the operation should they be interrupted for any reason.

Reviewing and Editing Data

At the bottom of the File Transfer screen is the Review button, tapping which enters the review screen, where each successfully scanned file is shown as a single line entry; tapping the up and down arrows in the top and bottom right hand corners of the screen allows the user to page through all the entries. Tapping an entry will highlight it, and it may then be deleted by tapping the Delete button, or edited by tapping the Edit button. Tapping the Edit button gives a small Edit screen, where the To and For entries are shown as decoded text values, rather than the short codes shown on the review screen. As with the main file transfer screen, tapping either the To or For entries gives a drop down menu allowing an alternative value to be selected if required. The File ID ['Code'] may be changed using the 'Graffiti' / On-screen keyboard methods.

When editing of an item is completed, tapping OK will accept the edits; tapping Cancel will leave the item unchanged. In either event the user is returned to the review screen, where another item may be selected for editing, or return to the File Transfer screen may be achieved by tapping OK.

The final action which may be carried out at the Review screen, is to delete all the scanned data. This should only be carried out after the data has been successfully downloaded to the PC and applied to the Quicktrace database.

To delete all data, the Drop Down Menu icon (bottom left of Graffiti area) should be tapped whilst in the Review screen, when a Drop Down Menu will appear at the top left of the screen with two options, Delete All Scans, and About... . Tapping About... will display information about the version of QuickTrace running on this SPT1500. Tapping Delete All Scans will produce a confirmation screen, showing Delete All Scans and with Yes and No buttons to confirm or reject the option. Tapping No will return to the Review screen leaving all unchanged; tapping Yes will also return to the Review screen, but showing no scan data left.

Communication with the PC and Updating the QuickTrace Database

Data collected on the SPT1500 will not show on the main system until it has been downloaded and applied to the main database. This must be done at a PC with a properly installed "QuickTrace for Palm" and "Palm Desktop" software plus a HotSync cradle.

Note that the QuickTrace for Palm software must be installed either for the live system OR for the demo system. It cannot communicate with both. If required de-install then re-install selecting the correct option.

In QuickTrace on the PC, first select PDT (Portable Data Terminal), then Download from the Drop Down menu. At this point, if there are still unresolved problem items from previous synchronisations, a warning message is displayed; ideally any problem items should be resolved before continuing, but it is possible to proceed in any event. The system then asks for the device to be placed in the Cradle and the HotSync button (on the front of the cradle) pressed. A Palm HotSync Progress window will now open and the SPT1500 will emit a rising tone sequence; data is now first downloaded to the SPT1500, then from it, and a falling tone sequence emitted on completion; the HotSync Progress window will close. Now clicking OK in the QuickTrace download window will cause the data from the SPT1500 to be applied to the QuickTrace database. A window will open showing the progress of this, and when it is complete a summary of the number of patient details downloaded from the device and the number of errors encountered will be shown.

An error log is kept and may be viewed and printed as required. Where an item cannot be processed for some reason although it has a valid Patient ID, it is kept as a 'PDT Problem Item'; these Problem Items may be viewed by selecting View PDT Problem Items from the PDT drop

down menu. The detailed reason for their failure to process may be viewed, and they may be edited singly or in batches to correct the problem, then reprocessed to update the Database.

Finally, when the user is happy that the data has been successfully downloaded to QuickTrace, the entries should be deleted from the SPT1500 using the Delete All Scans option mentioned under Reviewing and Editing data above. Failure to do this will result in a large number of errors from trying to re-apply already processed data.