

# SevernSide

## Integrated Urgent Care



# Toughbook

## User Guide

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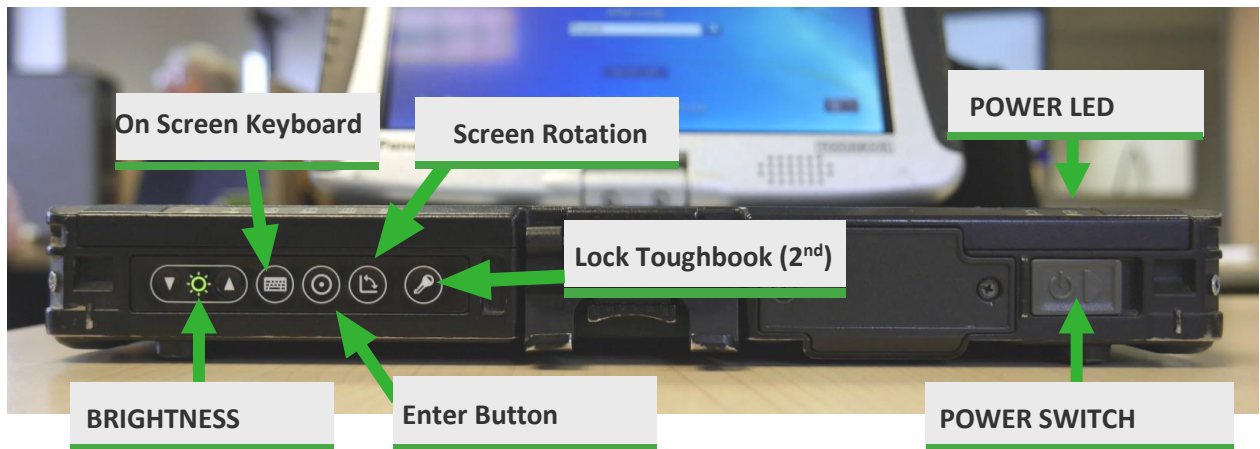
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<b>Date created:</b>	<b>04/01/24</b>
<b>Last Review Date:</b>	
<b>Next Review date:</b>	<b>04/01/25</b>
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## Getting Started



### POWER ON

To power on the ToughBook, simply slide the grey button to the right and hold for 3 seconds. The LED indicators will flash indicating that the ToughBook is starting up. Should it not switch on Please connect the ToughBook to a power outlet.

### BRIGHTNESS CONTROL

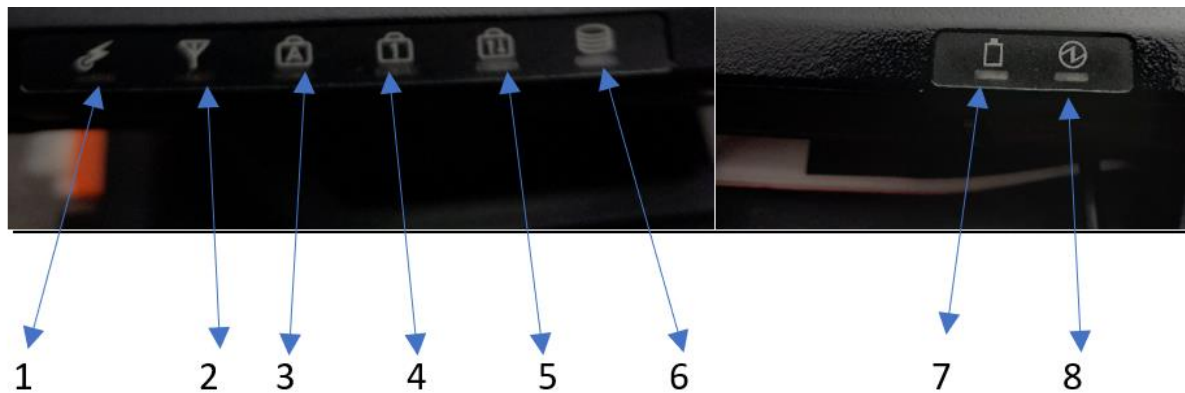
When the ToughBook is powered on, the arrow keys will adjust the brightness of the ToughBook screen.

### ROTATE SCREEN

There is also an option to spin the screen round to use the Toughbook like a tablet, this takes away the option of using the physical keyboard and then means you will need to use the screen keyboard option.



## LED INDICATORS



- 1- Power display Lit when on charge
- 2- Signal indicator
- 3- CAPS function. Lit when CAPS is used
- 4- NUM LOCK. Lit when numbers are locked off
- 5- Scroll Lock
- 6- Hard drive status
- 7- Battery indicator, Green when charged, Red when depleted |
- 8- Power status

## BUTTON SHORTCUTS



- F1 and F2- Brightness adjustment
- F3 Screen settings, (Duplicate screen/ screen mirroring)
- F4 Mute
- F5/F6 – speaker volume Up/Down
- F7 – Standby mode
- F9 – Shows % remaining battery status/ charge level
- F10 – Lock screen shortcut.

## USER LOGIN SCREEN

Depending on the operating system, you will see one of the screens show left. Select either the displayed **V3 ARemote User** icon or **ARemote** icon.

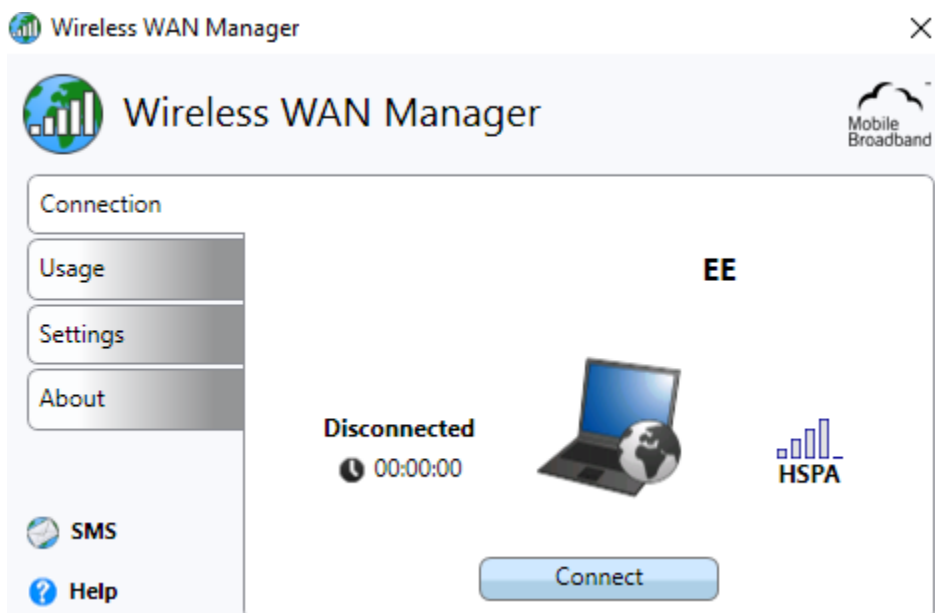
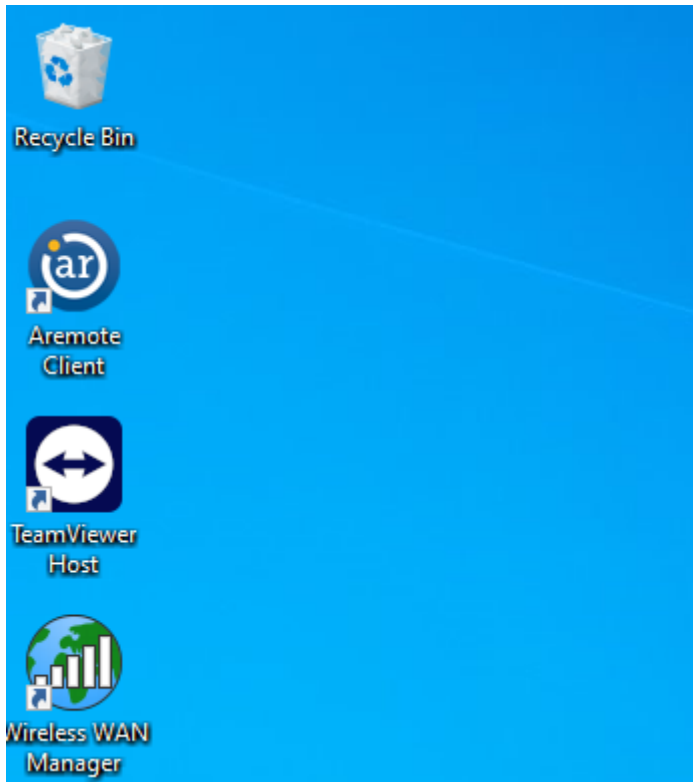


## PASSWORD

The password to launch the desktop is **“aremote”** (all lowercase).

## Internet connection and Wireless Wan Manager

Some ToughBooks will automatically connect to the internet within a minute of logging in; if connected then proceed to launching Adatastra. If the ToughBook has not connected to the internet automatically, then click the “Wireless Wan Manager” icon and click connect.



## Launching Aداstra as the driver

Double click the Aداstra icon on the desktop, once logged in, screen below will be displayed:



1. **Outstanding Cases** – This will display the list of cases that has been set for the clinician. It will be displayed by order of date and time that the cases arrived into BrisDoc.
2. **Attach Clinician** – This will allow for the driver and the clinician to be both simultaneously logged into the ToughBook.
3. **Change Password** – Enables the user to change his /her password
4. **Lock** – Locks the Aداstra session
5. **Log off** – Logs off the Aداstra session
6. **Driver Access rights** - If a clinician is not logged into Aداstra then the user will have limited access. The Toughbook will restrict the non-clinical users from viewing confidential clinical information.

## When a visit is dispatched

It is important for a driver to note visits that are present on the ToughBook., if the WACC has informed you that you have a visit, its should appear in your outstanding cases. An orange indicator will be displayed if not in range. Note, potential new cases will not arrive if not in range. The system will automatically refresh every six minutes however if you wish to force an update Clicking refresh will push and retrieve through any data.



**Acknowledge tick box** – There will be a small box next to the case number highlighted in yellow, By default this is un ticked and its design is to ping a sound to indicate that a new case has arrived. It will continue to ping every minute until the driver/clinician acknowledges the new entry.

**Case No** – this will display a unique number for the patient record

**Type** – indicates the priority and the route pathway

**V1** = Emergency (Highlighted in RED - Arrive within an hour)

**V2**= Urgent (Highlighted in YELLOW - Arrive within two hours)

**V6**= Routine ( Non Highlight - Arrive within six hours)

**Name** – Name of the patient

**Address Town** - Address of the patient

**Age** - Age of the patient

**Note** – (tick box) Special notes, this will indicate if there are any special notes for the patient.

**Open** – This will open the patient record, providing more detailed information to clinician and allowing the clinician to amend the case.

- Comfort call, allows either the clinician or the driver to record notes against a patient.



**Tip:** Clicking the red circular will take you back to previous window



## Once on your way to the Visit

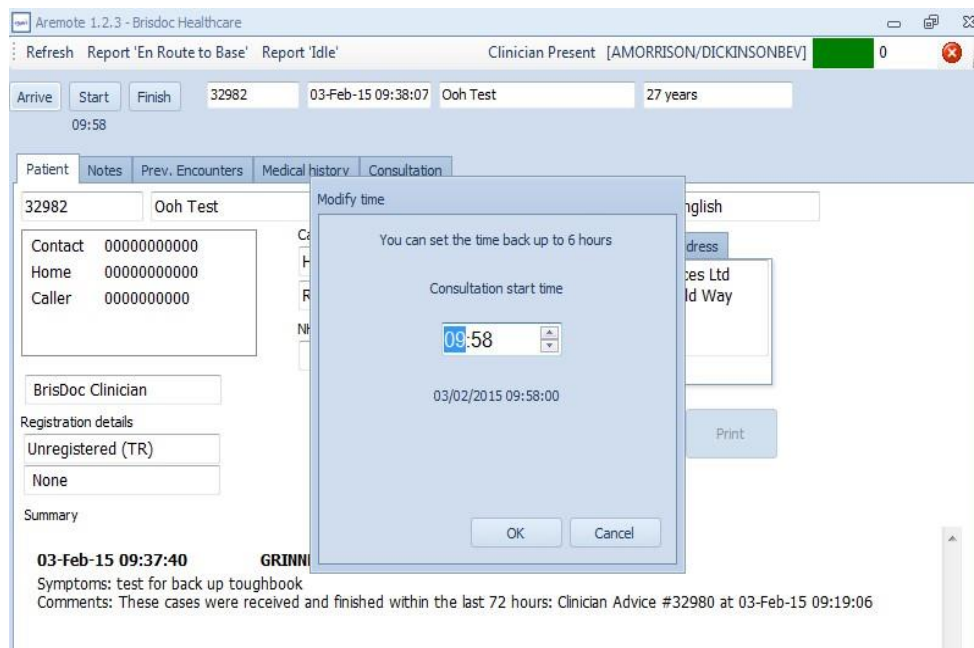
It is important for the driver to update Adastra with their movements to enable efficient planning and dispatching of visits, by using the status:



1. **En route** – to mark on way to a visit
2. **Arrived** – to show that the car has reached the destination
3. **En Route to base** – to show the car is returning to base

## Setting and Amending Arrival time / Start time

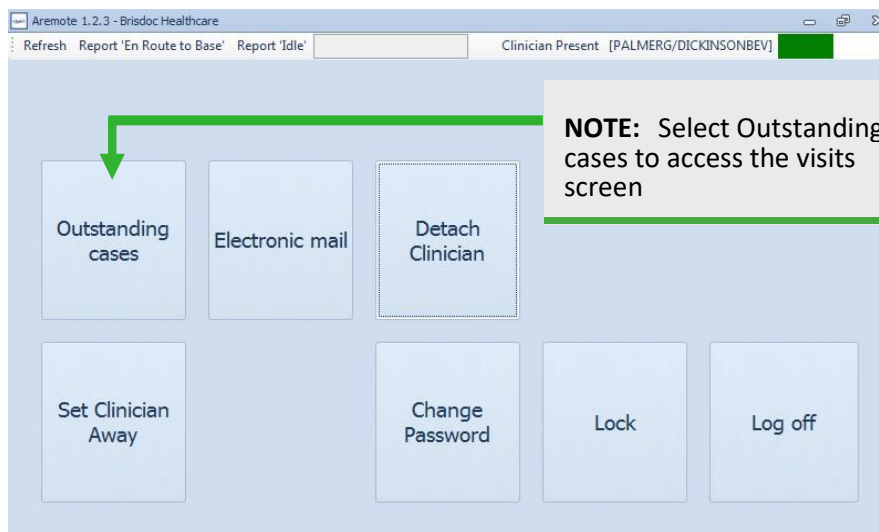
Sometimes it may be necessary to amend either the Arrival time or the Start time, for instance the system requires for a clinician to have arrived at the visit before starting. If the time needs to be adjusted click on the displayed time and then modify the time accordingly.



***If the ToughBook does not have adequate signal coverage from the mobile carrier, all edited changes will be stored until you are in a range of a good signal for transmission.***

## Launching Aداstra as the Clinician

When a Clinician logs into Aداstra the below screen will be displayed:



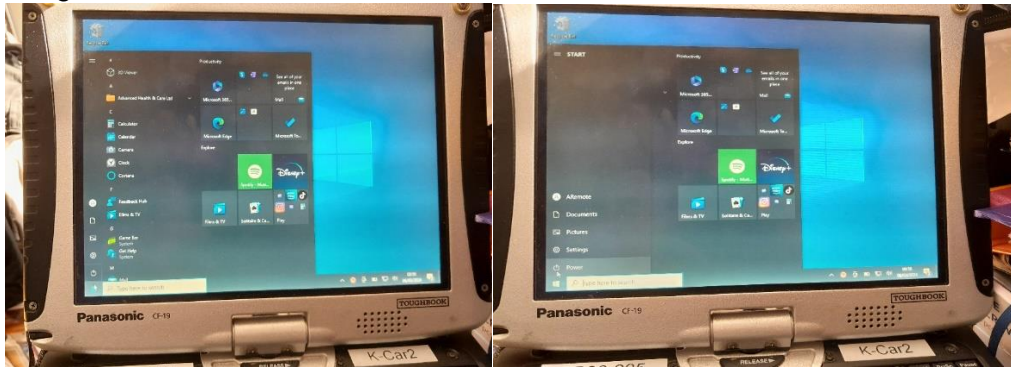
1. **Outstanding Cases** – This will display the list of cases that has been set for the clinician. It will be displayed in the order of date and time that the cases arrived into BrisDoc.
2. **Change Password** – Enables the user to change his/her password
3. **Set Clinician Away** – When clicked this will set the clinician to away when a clinician will leave the ToughBook unattended. The clinician's password will be required to resume.
4. **Lock** – Locks the Aداstra session, a password will be required to resume
5. **Log off** – Logs off the Aداstra session
6. **Clinician Access rights** -The clinician will have full access rights to confidential patient information.

## Logging out of Aداstra

Clicking the red x will take you back to previous main window, until you get to the option to Log off.

## Logging out of the ToughBook

Clicking on the windows Icon and shutdown should be used for logging out of the ToughBook.



## Charging the ToughBook in car

There is an in car charging lead that connects to the breakaway plug in the front passenger footwell. Please note that each car is unique in the position of the plug. It works in the same way, but always double check that the plug is plugged in correctly and the Toughbook is charging. Also note that if the Toughbook is not charging whilst in the car, its possible that the passenger has knocked the plug off with their foot or bag and dislodged the charger from the mount, the plug attaches with a magnet internally, and allows the voltage to pass along the lead when connected so the socket in the car is not live until the charger plug is properly connected.



## **Charging the ToughBook**

Please ensure the ToughBook is adequately charged using the in-car charger or via the mains at the end of shift ensuring a full charge for next driver/ clinician, and plugged in at base end of shift.

**Please also make sure you don't leave anything on top of the Toughbook whilst its charging.**

## **Swapping Batteries**

If the battery is low when starting your shift there are spare batteries at base which can be taken out with you on the visits, and used if needed. This will allow you enough time to get the Toughbook charged at base when you return. If you need to replace the battery, please ensure the old one is charged when at base. There is a charger for this in the drivers cupboard.



### **IMPORTANT POINTS TO NOTE**

**If the Toughbook shuts down (IE battery dies whilst being used), please do not put it on charge without restarting and then shutting down, especially at the end of a overnight shift. If this is not done will mean the TB will remain turned on whilst on charge overnight.**

## Troubleshooting

It is important to remember that this uses a mobile sim card to transmit data, so is very reliant on weather conditions, location and if inside a building sometimes cannot receive a signal. This can also happen in dead spots whilst driving. Please remember that cases can be closed and will transmit when back in signal. The adastra system will refresh constantly and will update where and when it can.

### **1- Toughbook doesn't load:**

Please ensure you have allowed enough time for the sim to activate and make sure you are not trying to log in at base whilst still in the cupboard, or corridors as this is often a poor signal area, especially at 168 Medical and Cossham. The front of the Toughbook has indicator Led signal status lights which show if a signal is being transmitted (green /red), This can indicate as to whether you are in a good or bad signal area.

### **2- Error Message whilst trying to load adastra/not loading:**

Check Led indicator, If Toughbook is out of range (either indoors, a dead spot or just unable to receive a signal at that time.) the Led indicator will light up red. Please click on the CANCEL button and try again using the adastra shortcut.

### **3- Adastra still not loading, error message with access code required**

**appears:** Do not click anything else other than CANCEL. Pressing OK will then ask for a password which is for admin use only, Allow the Toughbook sometime to load up first before trying to log into adastra too soon, the Led indicator on the bottom right will then hopefully change colour to green when it gets a signal. If its still red and after a second attempt to log in this doesn't work, then please shut down and restart, once retrsarted, the below screen will appear, please allow the status bar to complete before relaunching Adastra.

