

SevernSide

Integrated Urgent Care



Toughbook User Guide

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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.

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.

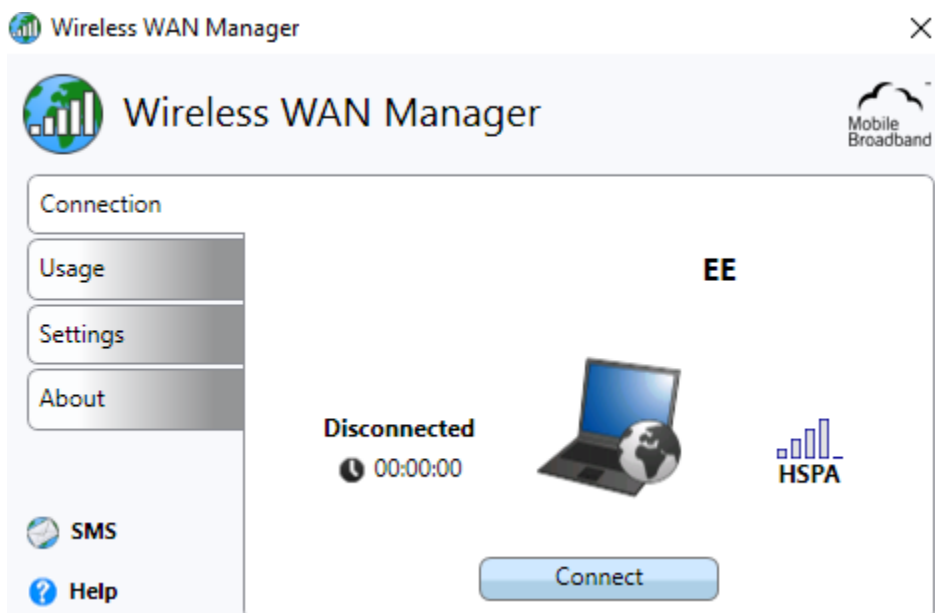
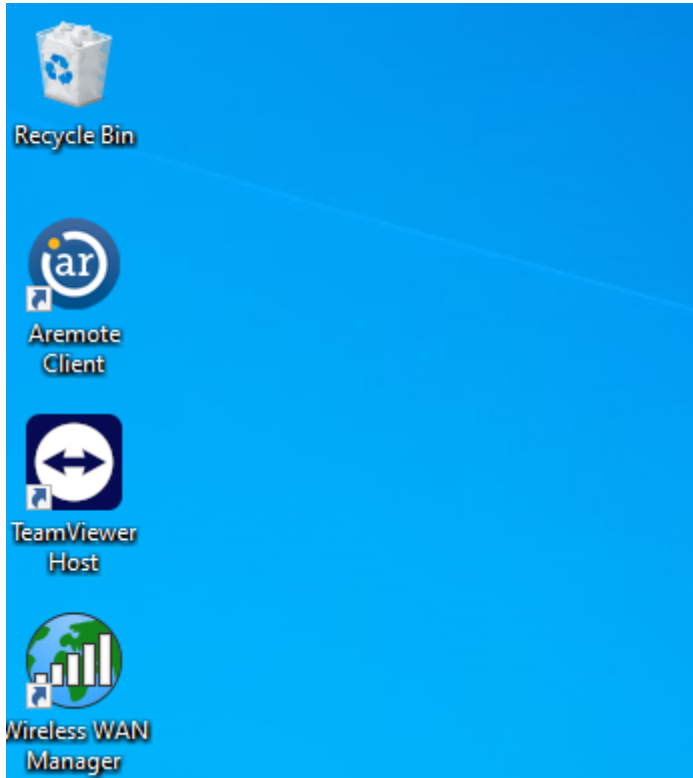


PASSWORD

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 Aداstra. 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

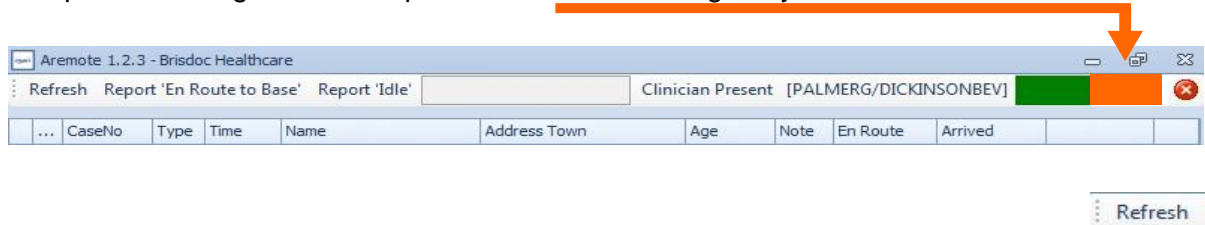
Double click the Aداstra icon on the desktop, once logged in, screen below will be displayed:



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

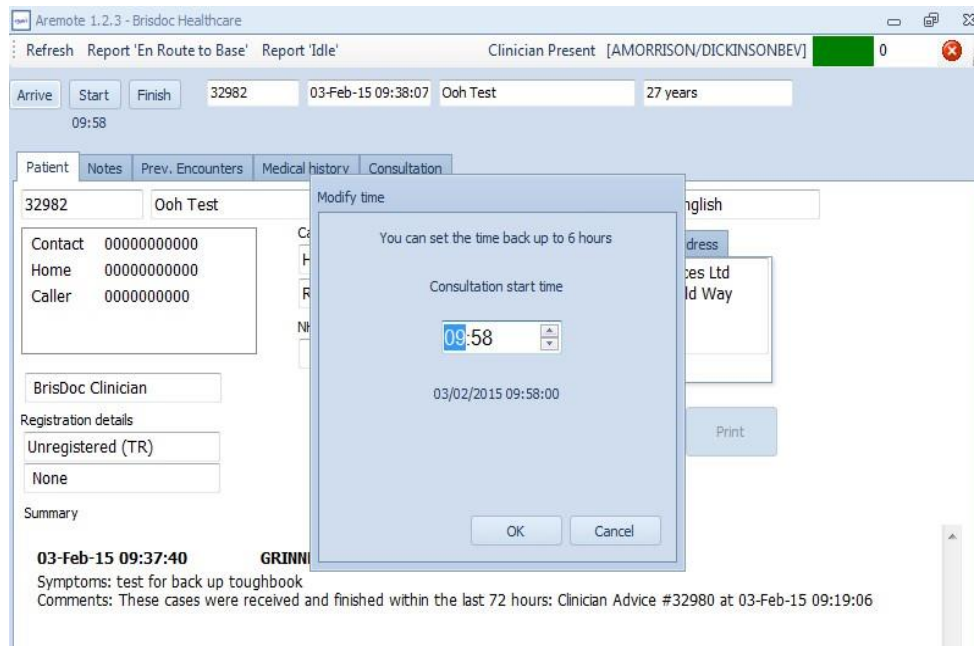
It is important for the driver to update Adastra with their movements to enable efficient planning and dispatching of visits, by using the status:



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

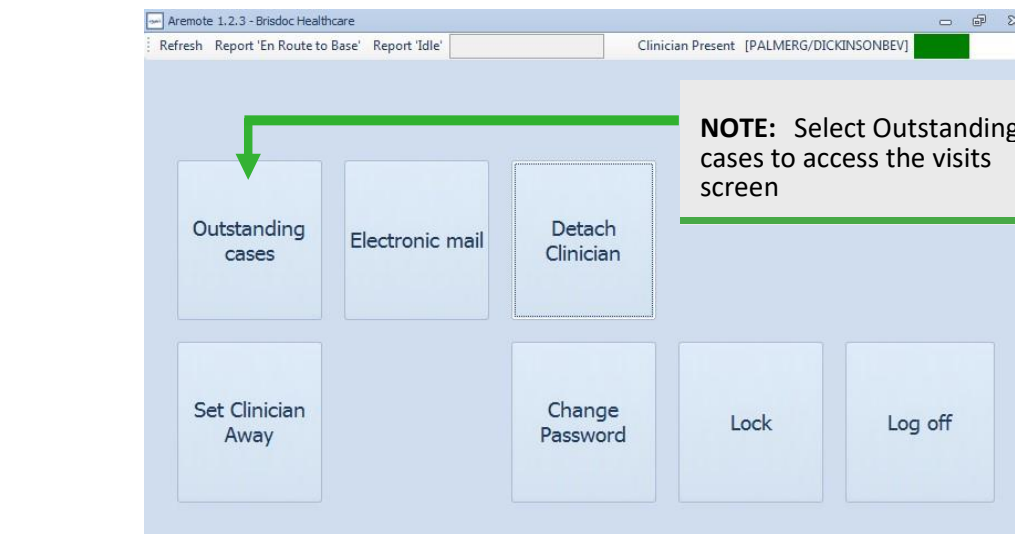
Sometimes it may be necessary to amend either the Arrival time or the Start time, for instance the system requires for a clinician to have arrived at the visit before starting. If the time needs to be adjusted click on the displayed time and then modify the time accordingly.



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 start and shutdown should be used for logging out of the ToughBook.

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.