On•Call®
Advanced
Blood Glucose Monitoring System

Diabetes Monitoring Software
User's Guide

(Version 1.0.0.1114)

ACON®

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Installation Instructions

Insert the CD provided in the **Diabetes Monitoring Software Kit** into the CD drive of your computer. The installation should start automatically.

If the installation process does not start automatically, navigate to the CD drive and double click *Setup* on the installation CD.

The InstallShield Wizard will start as shown below. Click *Next>*.
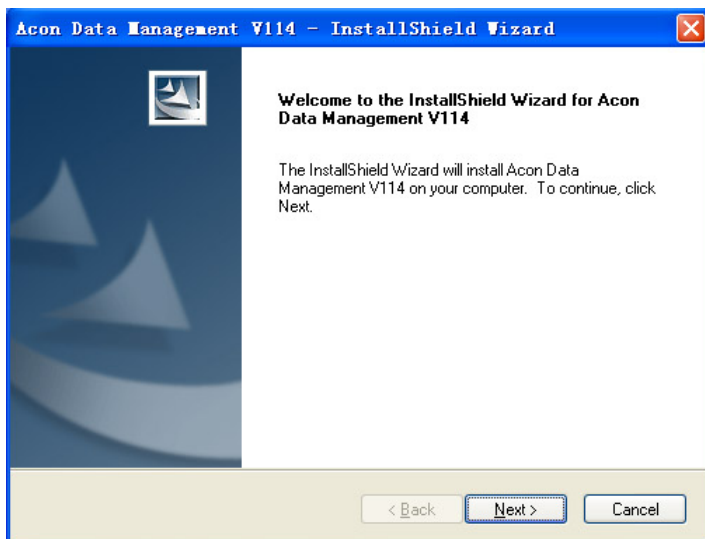

In the installation process shown below, you will be requested to enter your User Name and Company Name. You can install the software for the current user, or for all users on the computer. By default, the software will be installed for all users.
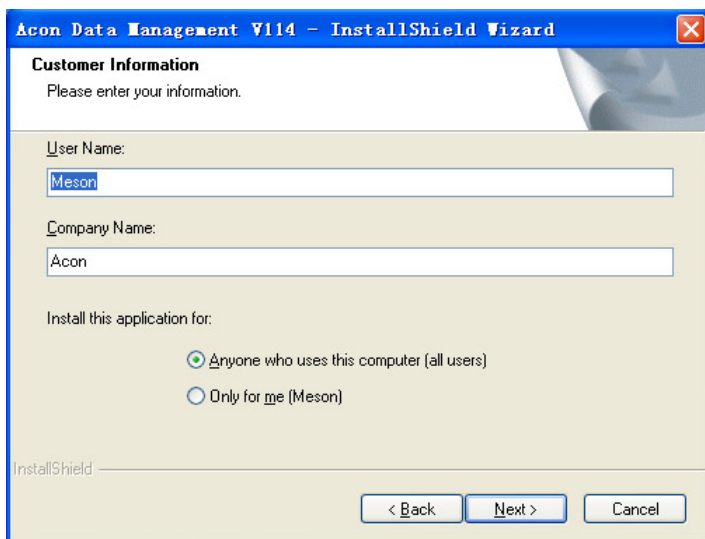
The License Agreement will be displayed as shown below. If you agree with the contents, click the *accept* option and click *Next>*.
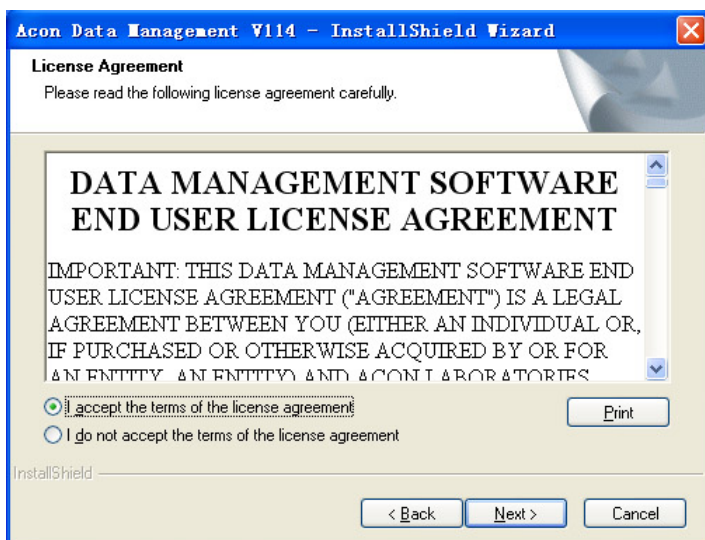
During the installation process you will be requested to select **Home Edition** or **Professional Edition**.
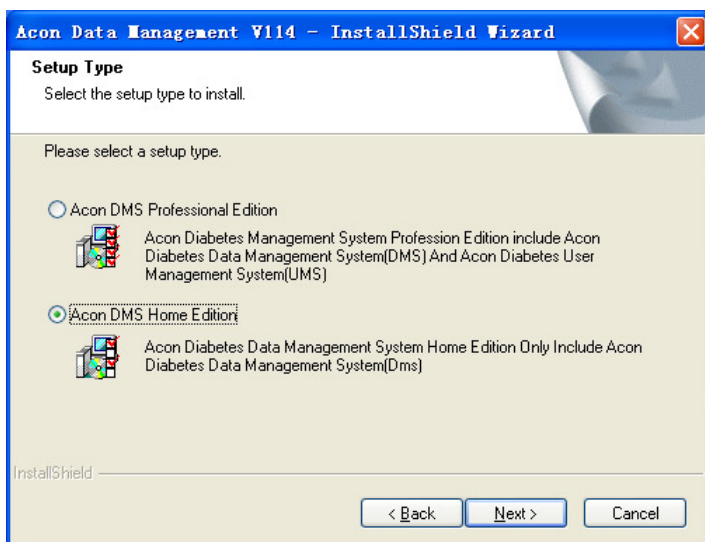
Home Edition: Choose this version if the software will be used by only one person.

Professional Edition: Choose this version for healthcare professionals with multiple providers and patients. This has all the features of the **Home Edition**, but supports more than one patient, each with his or her own set of results. This version includes security features to allow different access levels for multiple users.

The Setup screen will be displayed as shown below. It is recommended to not change any of the default settings.
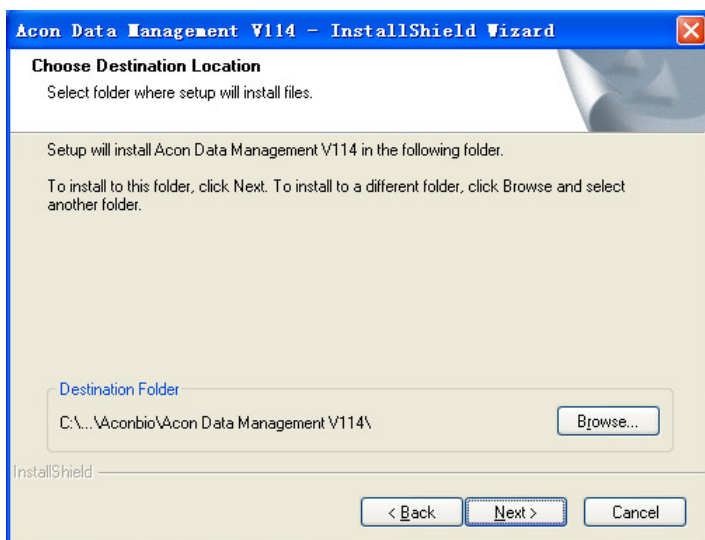
Before the files are installed, the **Current Settings** screen will display information about the installation. Review the screen and Click *Next>* to continue with the installation. Click *<Back* to modify any of the information.
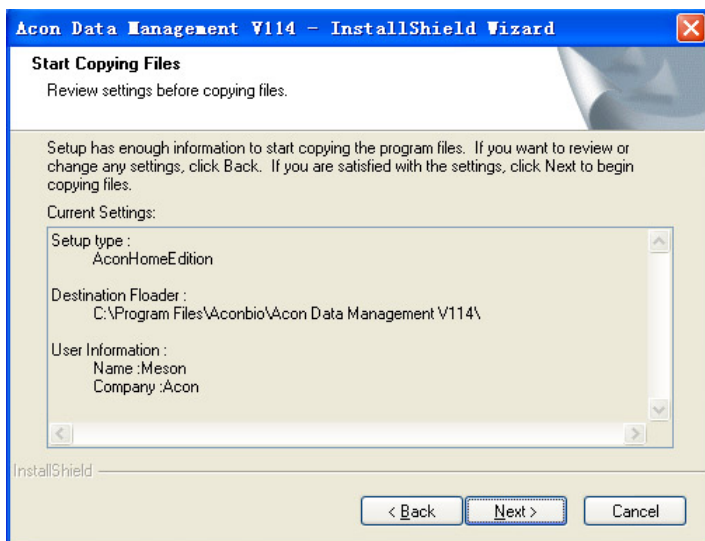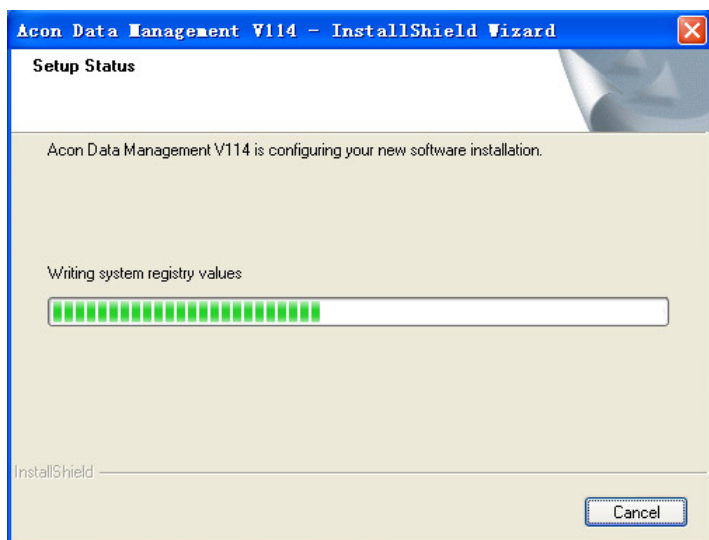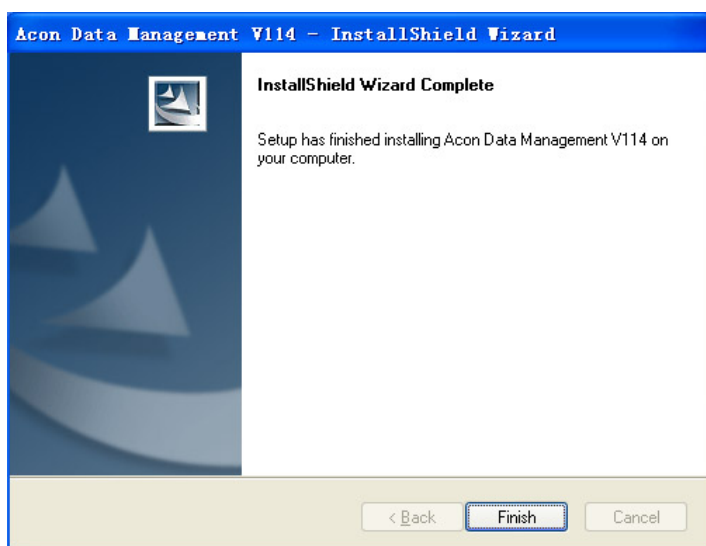

The following screen will display the progress of the installation.

When installation is complete, the following screen will be displayed. Click *Finish* to complete the installation process.

Starting *On-Call Advanced* Diabetes Data Management Software

Once the **On-Call Advanced Diabetes Data Management** software has been installed, an **Acon DMS Pro** icon will appear on your computer desktop. Double click the icon to start the application.

For the Professional Edition

Note: The following screens are displayed on the Professional version only.

If this is the first time startup for the software, the **Security Settings** screen will appear showing the Provider as "Guest, Guest". Provider settings are described in the section "**Administration (Professional version Only)**". Select the **User Management System** tab. A screen asking to enter and confirm a UMS management password will be shown. This password will be used to set up and

manage Providers, and their passwords for entering glucose data. Enter and confirm the new password for the UMS management password, than click ***Ok***.
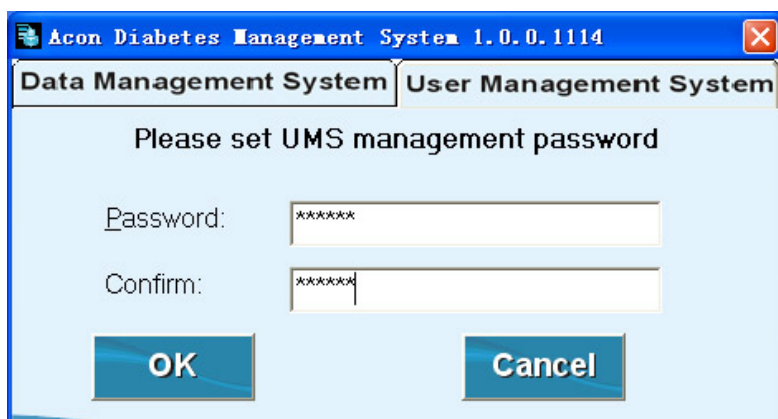
A screen showing the default "Guest, Guest": Provider will be shown as in the section "**Administration (Professional Edition Only)**" on page 19. Please refer to this section for adding a Provider and patients. After adding or editing a Provider, closing the window will exit the application. Restart the application by double clicking the **Acon DMS Pro** icon as before.

The **Data Management System** tab will appear at startup. Select the Provider (the default is "Guest, Guest" with no password), enter the **Provider Password** as shown below and click ***Ok***. To change your provider password, see **Administration**, on page 19.
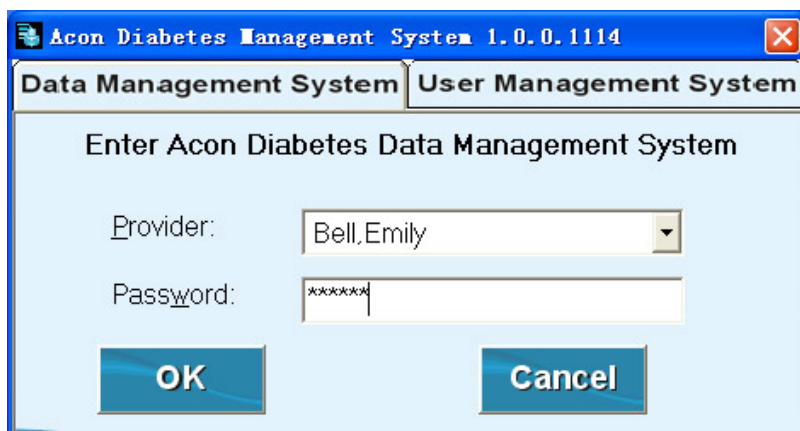
Main Windows

The *On-Call Advanced* **Diabetes Data Management Software** home screen contains three main program functions, Patient Setup , Meter (Download Reading) and View Report .

Patient Setup

Patient Setup lets you create, change or delete diabetes profile data. You have three ways to enter

Patient Setup: click in the main window, click in the toolbar, or select **Patient Setup** from the **Patient** Menu.
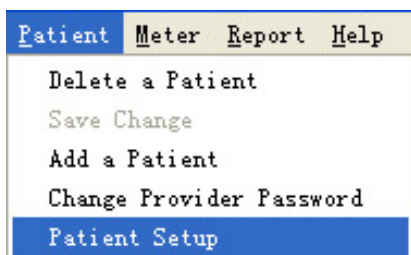
Patient Info

Complete the Patient Info by entering **First Name**, **Last Name** and **Middle Name**, **Date of Birth** and **Gender**.

For the Professional Edition

If you want to add another patient with profile data, click the ***Add*** button. Complete all patient Info by entering the appropriate data in each field provided

If you want to update the patient information, first select the patient name from the **Patient** pull down menu.

Once the desired patient is selected, the related information will be shown. After editing the information, click ***Save*** to save the modifications.

To delete patient profile data, select the patient name from the **Patient** pull down menu.

Click *Delete* to delete the patient's data from database.

Click *Cancel* to keep the previous patient settings.

Click on *Change Provider Password* to change provider password.

Enter the old **Password** in the first field. Enter a new **Password** in the second field, and confirm the new password by entering it again in the **Confirm New Password** field. Click *Ok*.

Target Levels

Blood glucose target levels can be set for High, Low and Hypoglycemic values. The default normal levels are between 5.0-7.2 mmol/L (90-130 mg/dL). Input the target levels given by your health care provider which are most appropriate for you. Target levels are color coded, and are reflected in the **Summary** and **Report** pages.
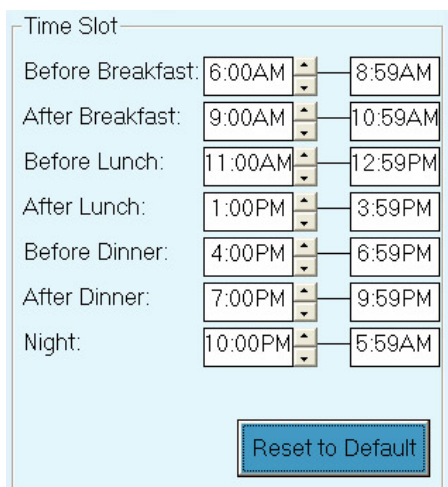
Time Slot

On-Call Advanced **Diabetes Data Management Software** uses meal slots to organize data for reports. The window below shows the start and end times for 7 meal slots.

Start and end times are set for the following meal slots:

Before Breakfast, After Breakfast, **Before Lunch**, **After Lunch**, **Before Dinner**, **After Dinner** and **Night**.

Click **Save** to save any settings which have been changed.

Preference Setup

Preference Setup sets the active **Com Port** and **Measurement Units**. There are two ways to enter

Preference Setup:. Click in the toolbar, or select **Preference Setup** from the **Preference** menu.

Serial Port

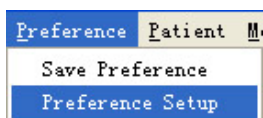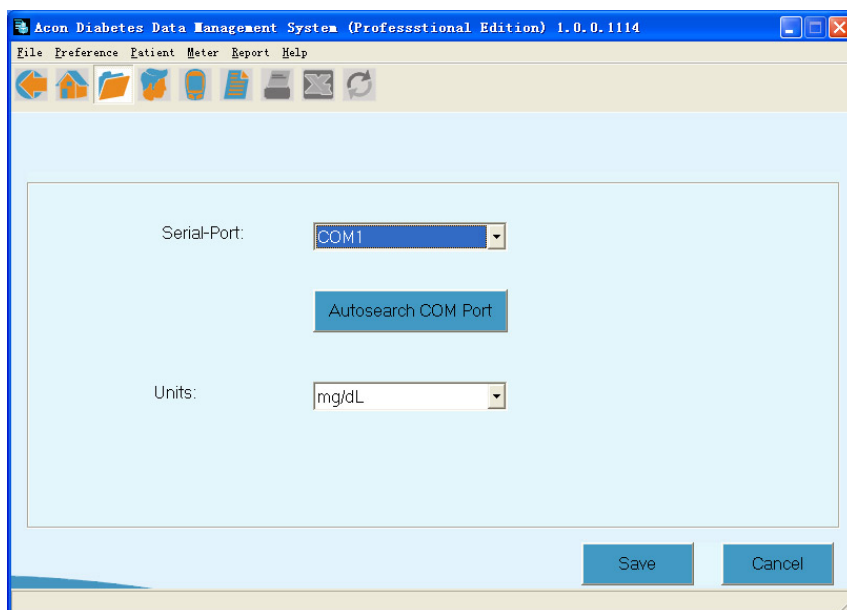Select the Serial (COM) Port the Glucose Meter will use to download data.

Units:

Select the preferred Glucose Measurement Units to be used for the Glucose data, either mmol/L or mg/dL.

Autosearch COM Port:

Click **Autosearch COM Port** to search the available COM ports in your computer system from COM1 to COM9 automatically.   If an ***On-Call Advanced*** meter or an ***On-Call Plus*** meter is connected to an available COM port and the meter is in the data transfer mode, this COM port will be found.
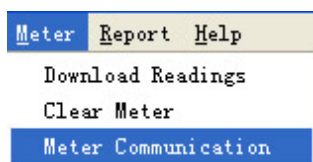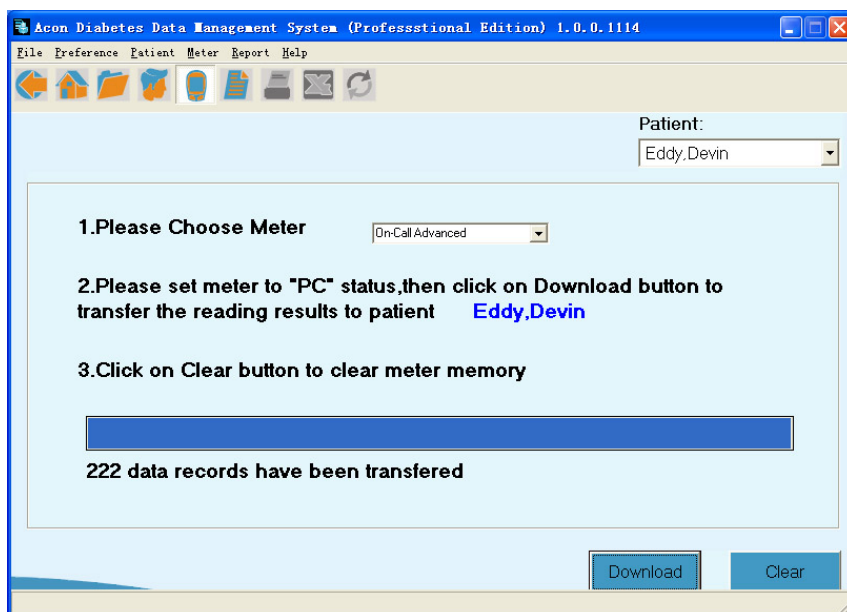
Click **Save** to save any changed preferences.

Click **Cancel** to go back to the previous preferences.

Download Readings

Download Readings transfers data from a connected meter to the software database.   There are

three ways to get to **Download Readings**: click in the main window, click in the toolbar, or select **Meter Communication** from the **Meter** pull down menu.

Before downloading readings from a glucose meter to the PC, you must first establish communication between the PC and the meter.

Note: For the Professional Edition, first select the desired patient from the **Patient** pull down menu before transferring meter readings.

Connecting a meter to PC

For *On-Call Advanced* Blood Glucose Meter

Press **M** and **S** buttons together to enter the data transfer mode. "**PC**" will appear on the display when the meter enters the data transfer mode.

Install the USB to RS232 Cable to USB port.

Plug the audio jack into the meter.

Select the meter type from the **Meter Type** pull down menu.

For *On-Call Plus* Blood Glucose Meter

Press the **S** button and hold for 2 seconds to enter the data transfer mode. "**PC**" will appear on the display when the meter enters the data transfer mode.

Connect the meter to the serial port of your computer with the supplied serial adapter cable.

Select the meter type from the **Meter Type** pull down menu.

Transferring Meter readings

Once the meter is connected to the PC, click **Download** in the **Download Reading** screen, or select **Download Readings** from the **Meter** menu.
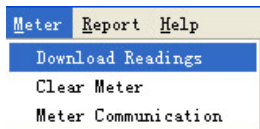
Clear Meter

When readings have been transferred to the PC database, click **Clear** to delete all the glucose readings from the meter memory.

Reports

Several report views are available, including **Data List**, **Log Book**, **Glucose Trend**, **Standard Day**, **Pie Chart**, **Average Day** and **Average Week**. When different report views are selected, the selected date range will remain the same.

There are three ways to view the report: click in the main window, click in the toolbar, or select your desired report from the **Report** menu.

Print Reports

Reports can be printed by clicking in the toolbar.

Note: For the **Professional Edition**, select the desired patient from the **Patient** pull down menu to view the report.

Data List Report

Data List is a listing of all glucose data that has been downloaded for a given patient and time period. To generate a **Data List Report** select the **Data List** tab. The report will be generated based on the settings of the previously viewed report.

Note: For Professional Edition only first select the desired patient from the **Patient** pull down menu.

Select a predefined date range from the **Date Range** pull down menu.

A custom date range can be entered in the **From** and **To** date fields.

The **Data List Report** will be generated for the current patient and selected dates. See the example above for format. The values are color coded based on the **Target** Levels.

Red levels are above target levels

Yellow levels are below target levels

Blue values are hypoglycemic readings

Green values are values that are within target levels

Gray values are invalid or control readings

The **Data List Report** can be exported to Microsoft Excel. To export this list into an Excel spreadsheet:

Click on in the toolbar.

A **Save As** dialog box will open. Select the location where you want to save the Excel Export file, enter a filename and click *Save*.

Logbook Report

The **Logbook Report** prints out a table of the glucose data based on the selected Date, Time and Time Slot. To generate the **Logbook Report**:

Select the **Logbook** tab.

The report will be generated based on the settings of the previously viewed report.
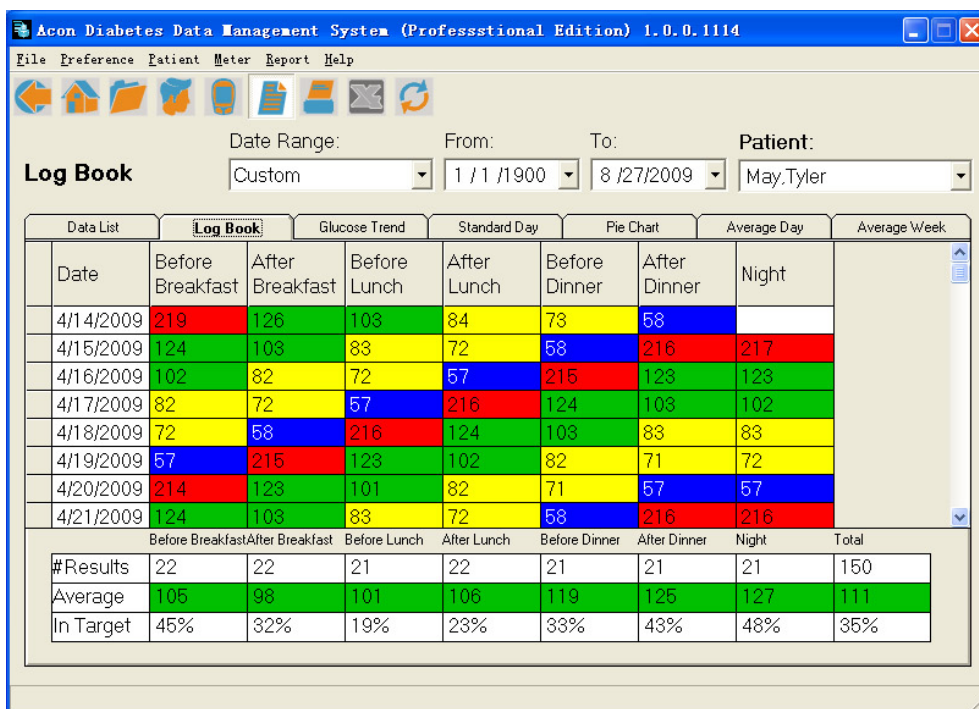
Note: For **Professional Edition** only, first select the desired patient from the **Patient** pull down menu.

To change the report settings select a predefined date range from the **Date Range** pull down menu or provide a custom date range in the **From** and **To** date fields.

The **Logbook Report** will be generated for the selected patient and dates. See the example above. The average of all data in the selected Time Slot is listed in data fields at the bottom of the report. The values are color coded based on the target levels:

Red levels are above target levels

Yellow levels are below target levels

Blue values are hypoglycemic readings

Green values are those values within limits

Glucose Trend Report

The **Glucose Trend Report** prints out a trend line graph of Glucose data over a selected period of time for a given Time Slot. The target levels and time slot are indicated with a color coded area and line.

To generate a Glucose Trend Report select the **Glucose Trend** tab. The report will be generated based on the settings of the previously viewed report.
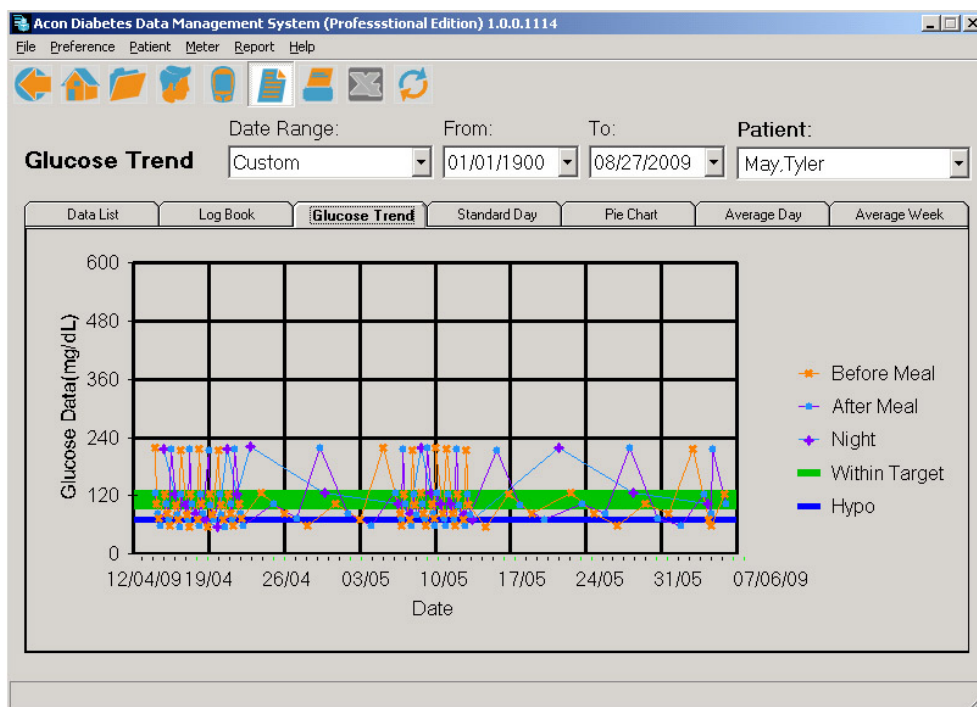
Note: For Professional Edition only, select the desired patient from the **Patient** pull down menu.

To change the report settings, select a predefined date range from the **Date Range** pull down menu or provide a custom date range in the **From** and **To** date fields. The **Glucose Trend Report** will be generated for the selected patient and dates. See example above. The Green area indicates within target, and the Blue line indicates Hypo levels. The **Orange**, **Azure** and **Purple** lines are trend lines for before meal, after meal and night.

Standard Day Report

The **Standard Day Report** is a scatter graph of the glucose readings for given times of day.

To generate a Standard Day Report select the **Standard Day** tab. The report will be generated based on the settings of the previously viewed report.
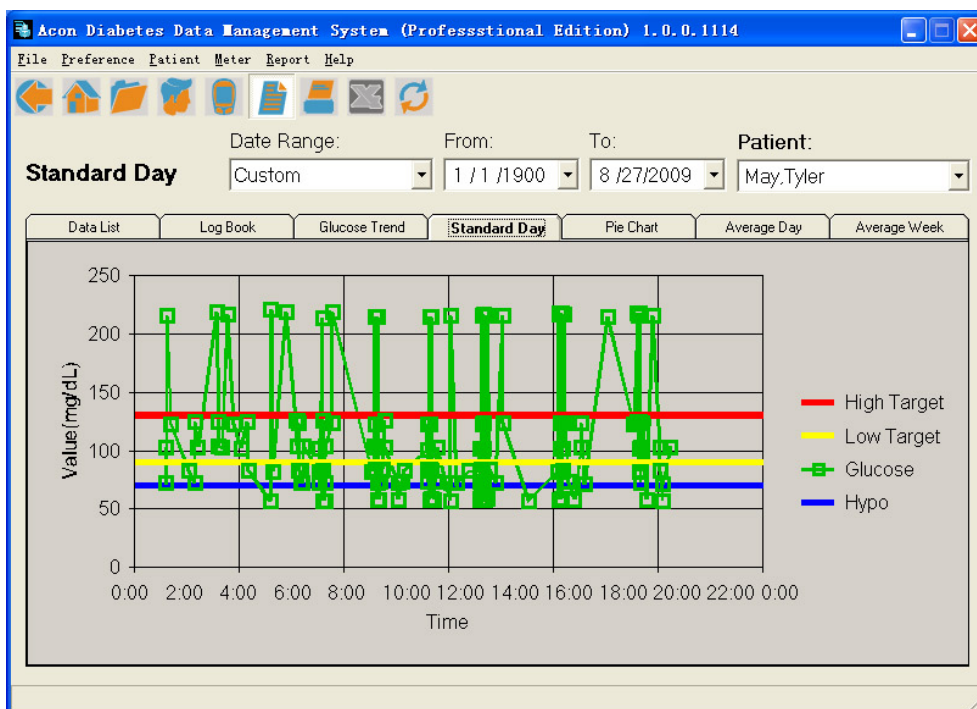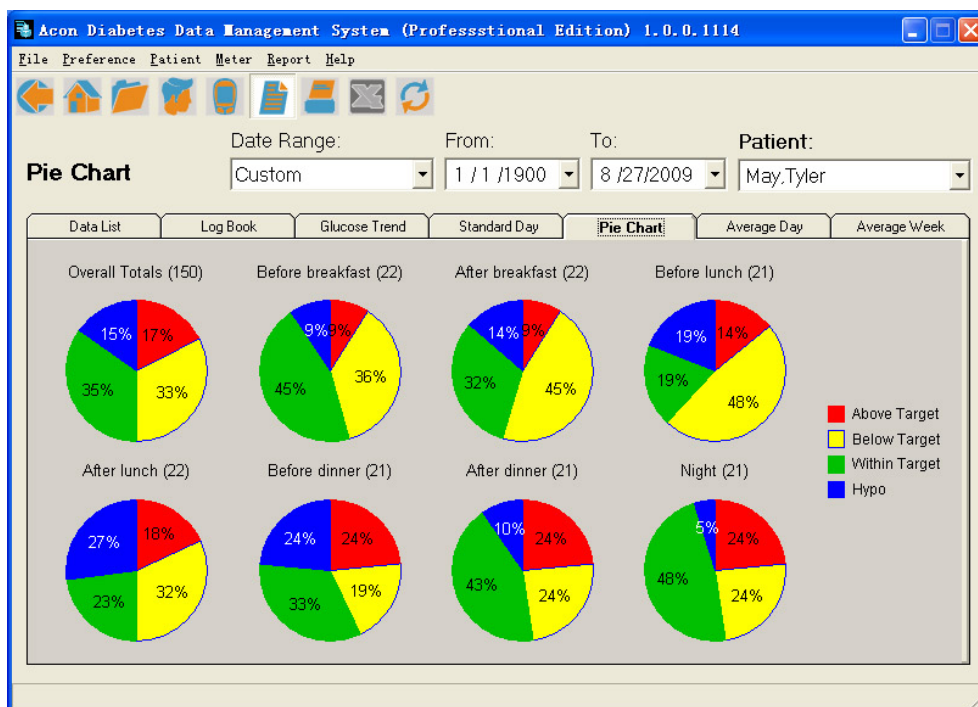
Note: For Professional Edition only, select the desired patient from the **Patient** pull down menu.

To change the report settings, select a predefined date range from the **Date Range** pull down menu or provide a custom date range in the **From** and **To** date fields. The **Standard Day Report** will be generated based on the patient and date criteria. See example above. The Red, Yellow and Blue lines indicate target levels.

Pie Chart Report

The **Pie Chart Report** provides the percentage of glucose readings for a given time slot in a pie chart format. The pie charts are color coded based on the target levels.

To generate a Pie Chart Report, select the **Pie Charts** tab. The report will be generated based on the settings of the previously viewed report.

Note: For **Professional Edition** only, select the desired patient from the **Patient** pull down menu.

To change the report settings, select a predefined date range from the **Date Range** pull down menu or provide a custom date range in the **From** and **To** date fields.

The **Pie Chart Report** will be generated based on the selected patient and dates. See example above. The **Pie Charts** are color coded based on the user-defined Target Levels.

Red levels are above target levels.

Yellow levels are below target levels.

Blue values are hypoglycemic readings.

Green values are values that are within the target levels.

Average Day Report

The **Average Day Report** is a bar graph depicting the average glucose readings (Before and After) for each day of the week and Time Slot over a selected time period.

To generate an **Average Day Report** select the **Average Day Report** tab. The report will be generated based on the settings of the previously viewed report.
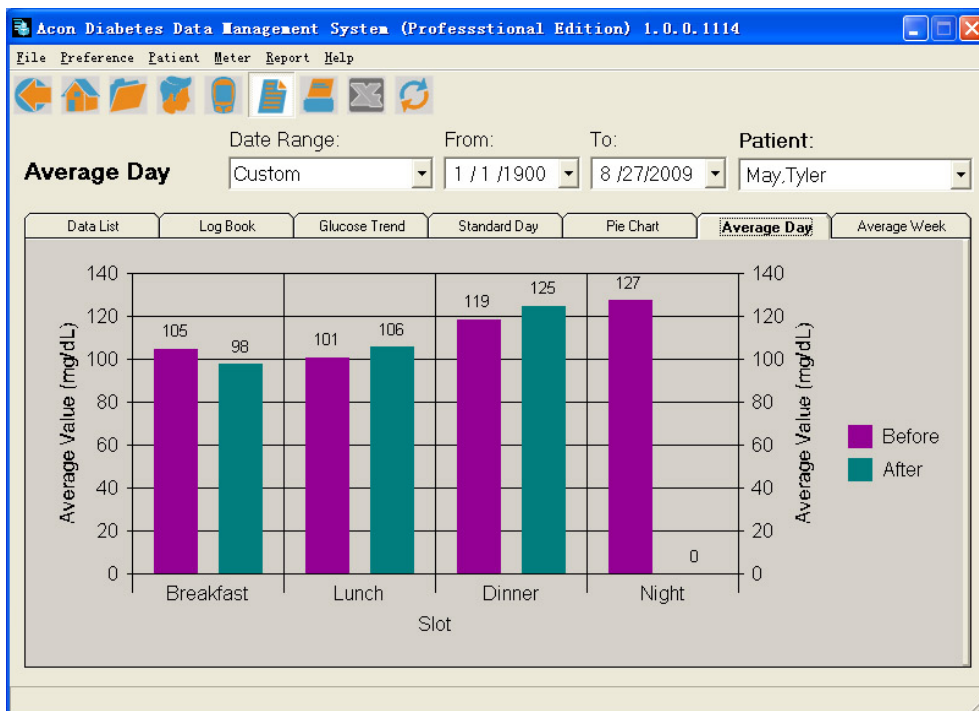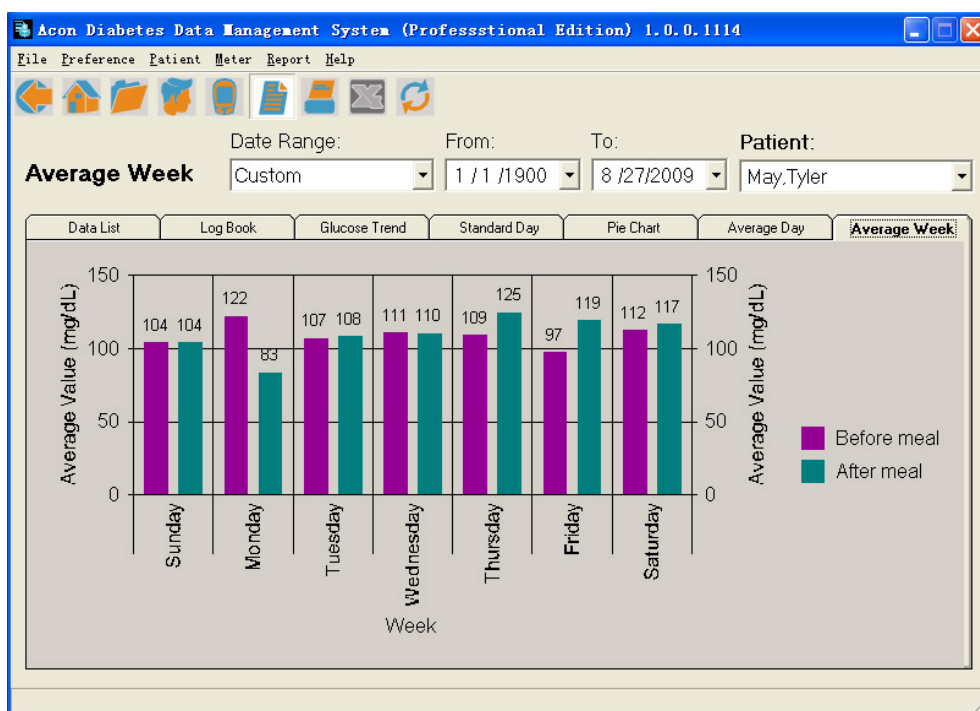
Note: For **Professional Edition** only, select the desired patient from the **Patient** pull down menu.

To change the report settings select a predefined date range from the **Date Range** pull down menu or provide a custom date range in the **From** and **To** date fields. The **Average Report** will be generated based on the selected Patient, Time Slot and Date.

Average Week Report

The **Average Week Report** is a bar graph depicting the average glucose readings (Before and After) for a week and Time. To generate an **Average Week Report** select the **Average Week Report** tab. The report will be generated based on the settings of the previously viewed report.

**Note:** For **Professional Edition** only, select the desired patient from the **Patient** pull down menu.

To change the report settings, select a predefined date range from the **Date Range** pull down menu or provide a custom date range in the **From** and **To** date fields. The **Average Week Report** will be generated based on the selected Patient, Time Slot and Date.

Administration (Professional Edition Only)

The **Data Management System** and **User Management System** tabs are only available if the **Professional Edition** was installed, allowing Provider information to be added or deleted and passwords changed.

If the **Home Edition** was installed, these tabs will not appear.

Double click the *Acon DMS Pro* icon to start the application. The screen below will be shown asking for a password.
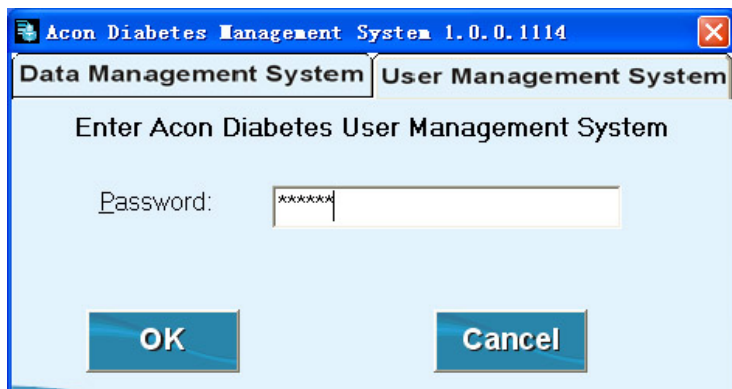
Select the **User Management System** tab and enter the **User Management System** password to show the initial **Provider** screen below.

Updating Provider Information

To edit data for an existing Provider select the desired provider from the Provider Pull Down Menu.

Make the necessary updates in the **Provider Info** fields. There are no required fields. A unique combination of Last Name and First Name for each provider must be used.

Click **Save** to save the edited information, **Cancel** to cancel all changes.

Note: Changes to the default provider can be made but it cannot be deleted.

Adding a New Provider

To add a new **Provider**, click **Add.** The Provider fields will be blank and the new **Provider** information can be added. A password should be entered for the new **Provider** in the **Password** field and again in the **Confirm Password** field to confirm.

Click **Save** to save the new Provider information. This Provider will now be available in the **Provider** pull down menu based on the **Provider Last Name**, **First Name**.

Deleting a Provider

Note: The default provider (Guest, Guest) cannot be deleted.

Caution: Deleting a Provider will remove all patient data associated with the Provider from the database.

To delete a Provider, select the Provider to be deleted from the **Provider** pull down menu. Click *Delete*.

A **Delete Confirmation** dialog box will open with the **First Name** and **Last Name** of the Provider to be deleted. Click *OK* to delete the provider.

The Provider will be deleted and can no longer be selected from the **Provider** pull down menu when logging onto the application.

Changing the Provider Password

Click on *Change Provider Password* to show the **Change Password** dialog box.
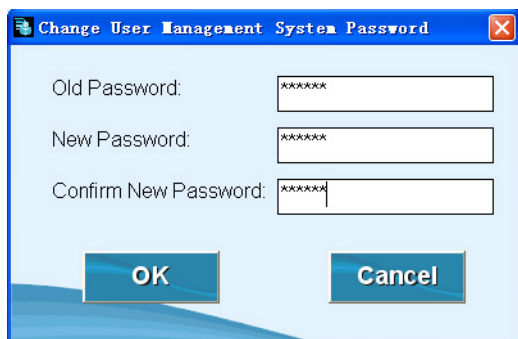
Enter the old Provider Password in the **Old Password** field. Enter the new Provider password in the **New Password** field, and again in the **Confirm New Password** field. Click *Ok* to save the new Provider password.

Changing the User Management System Password

Click on *Change UMS Password* to show the **Change Password** dialog box.

Enter the old UMS password in the **Old Password** field. Enter the new UMS password in the **New Password** field, and again in the **Confirm New Password** field. Click *Ok* to save the new UMS password.

System Requirements

Please note the following minimum requirements for your computer to use the **Diabetes Monitoring Software**:

Operating System: Windows Vista Business, Home Basic, or Home Premium,

Windows XP Professional or XP Home,

Windows2000

Processor: Pentium 4-class processor or equivalent

Memory: 512MB

Hard Disk Space: 70 MB (depends on amount of data to be managed

Connection Port: Available RS-232 9-pin serial port or a USB port (USB to Serial port adapter accessory is available)

Display: 800x600 minimum

Drive: CD-ROM drive