

ToxCOdata™

User manual



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ToxCO® software to store, download and analyse results

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Licence agreement

This is a single user agreement from Bedfont® Scientific Limited and the software may be installed on any single computer for which it is designed. Do not copy the original CD/USB nor install the software on another machine.

This software has been installed and tested on PCs running Windows operating systems XP and Vista, 7, 8, 8.1 and 10. It has also been tested successfully on networked PCs. However, before installation on a networked PC, we recommend that the network administrator is contacted. Bedfont® shall not be liable for any network problems caused by the installation of this software.

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Welcome to ToxCOdata™

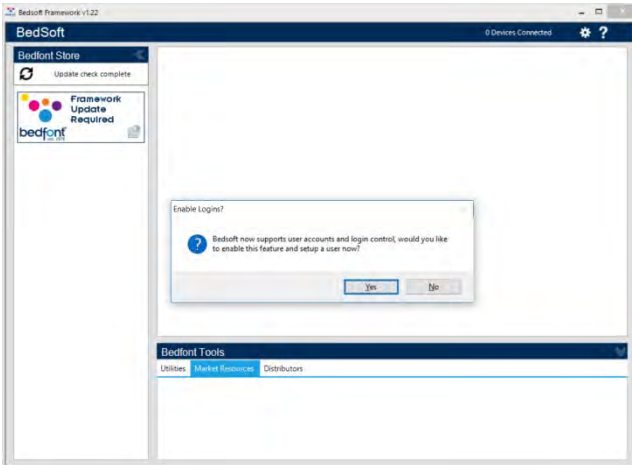
This manual outlines the basic functionality of the software and how to use each function. ToxCOdata™ can be used with compatible ToxCO® breath devices to store and export results.

For further information about the ToxCO® device, please see the printable manual, which can be accessed via the help menu within the software.

NOTE: *Only technical data and no patient data is collected by Bedfont®.*

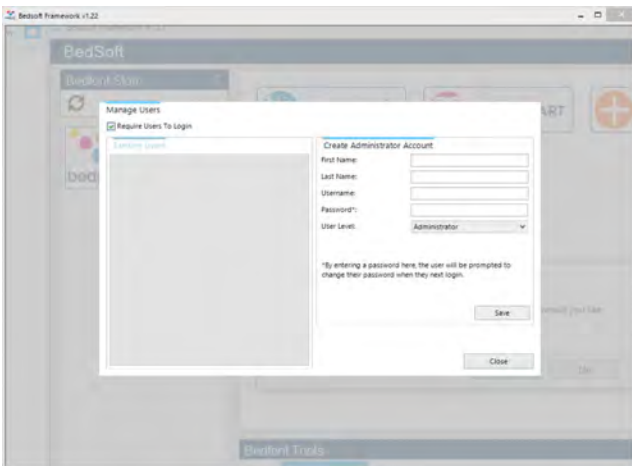
Installation

To access ToxCOdata™, first download and install the Bedsoft framework software. It is recommended that this software is downloaded and installed on a stand-alone computer, not connected to a network, to ensure optimum patient data security. If this software will be installed on a shared network, please ensure that both a domain account and a Bedsoft product account with a secure password have been set up to protect patient data.

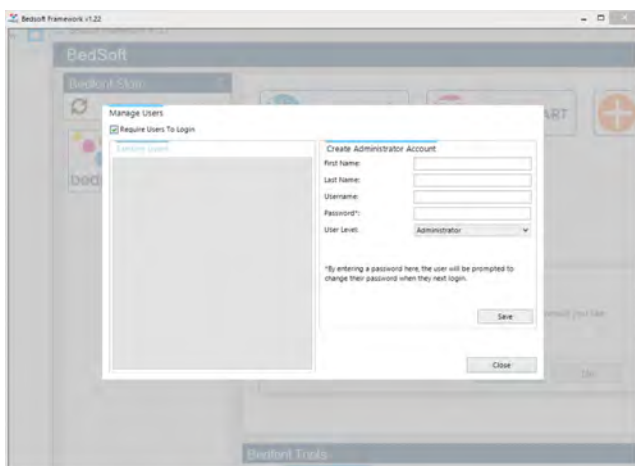


Bedsoft has been updated to conform to GDPR standards, which means it now includes accounts and passwords to help limit unnecessary access to patient information.

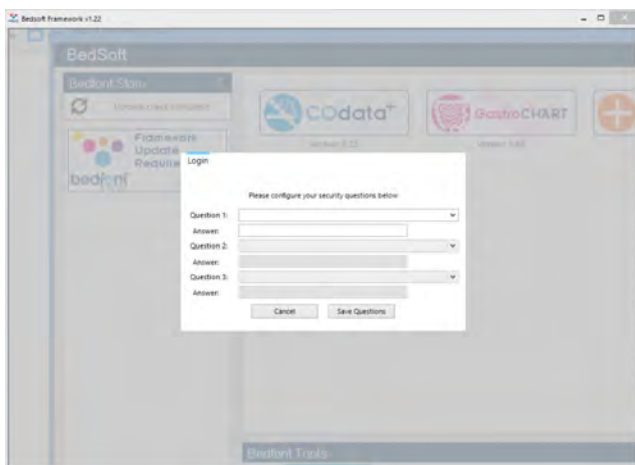
Once Bedsoft has been installed and updated, a prompt will appear asking if the user wishes for user accounts to be set up.



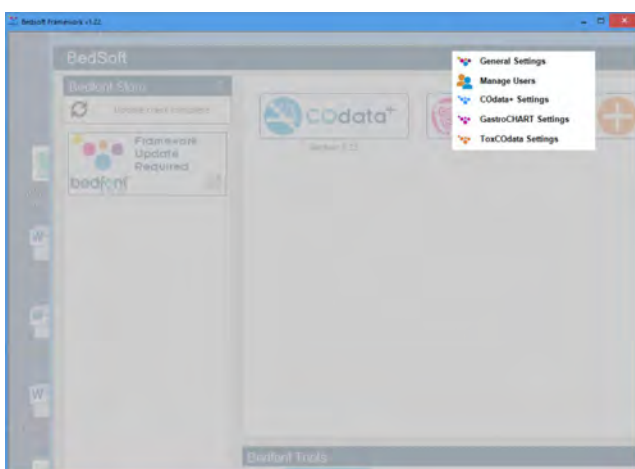
Clicking 'yes' will prompt the user to make the first account, which will be an administrator's account.



It is advisable to assign an admin person for the first account as this account will be used to manage any future users should they forget their login details.



Upon first login, the user will be prompted to provide 3 security questions and answers. This will be required in the event the account password is forgotten.

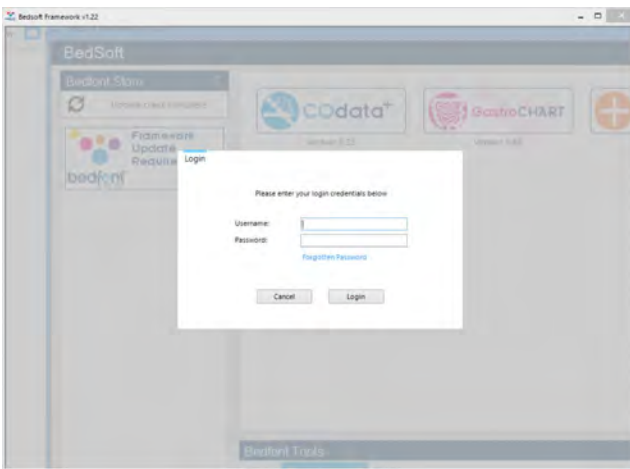


Please note:

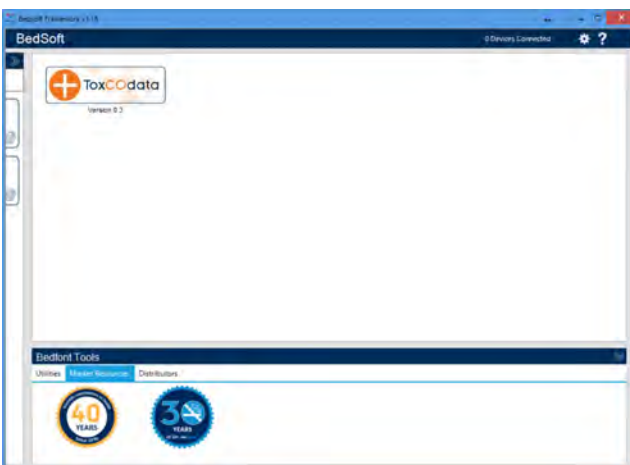
- A user level account cannot access the admin panel to reset security questions or change account privileges – only an administrator account can access the admin control panel to reset security questions, passwords, usernames and create/delete accounts.
- Within the admin panel there is an option to turn user accounts off completely, if this option is off then

patient details will be accessible to anyone on the computer.

- In order to change accounts, Bedsoft must be restarted.
- If the user wishes to set up user accounts later or switch the user accounts on/off, they can be accessed from the settings menu at any time.



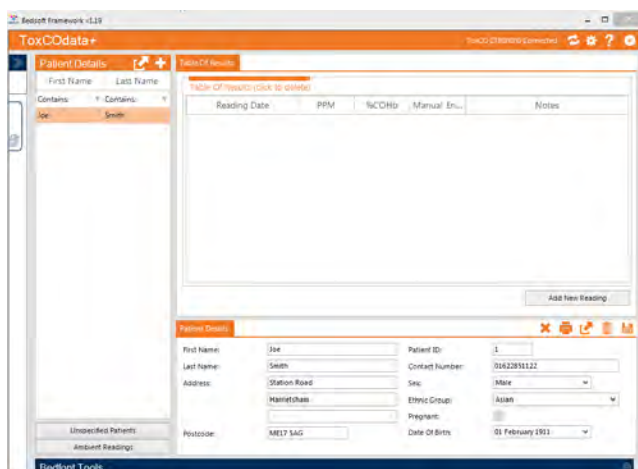
Once user accounts have been enabled, ToxCOdata™ will not be accessible without logging in.



Once Bedsoft has been downloaded and user accounts enabled/disabled, ToxCOdata™ can be downloaded and installed from the left hand side of the screen, under the Bedfont® Store heading.






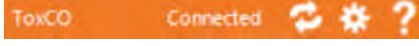



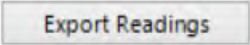
Once ToxCOdata™ installation is complete, the software tab will move into the centre of the screen, as shown.

Main Page

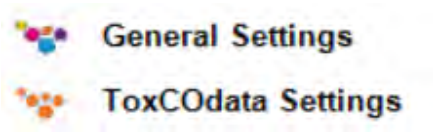


Click on the ToxCOdata™ tab to open the main software window. This is the main layout of the programme.

Buttons

Description	Symbol
Close	
Tools	
Save	
Delete	
Print	
Device connected status	
Help	
Synchronise	
Export	
Export readings	

General Settings



This section allows proxy server settings and email server settings to be edited. Click on the tools icon and select General Settings.

Bedsoft Settings

Proxy Server Settings | Email Server Settings

Direct access to the internet (no proxy server)
 Use a proxy server to access the internet

Automatically detect proxy server

Proxy Server:
Port Number:

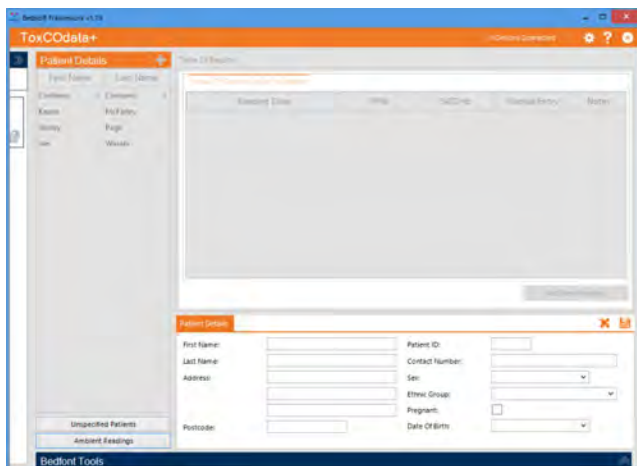
Enable proxy authentication

Username:
Password:

Close

From here, proxy server settings and email server settings can be edited.

Patient profiles

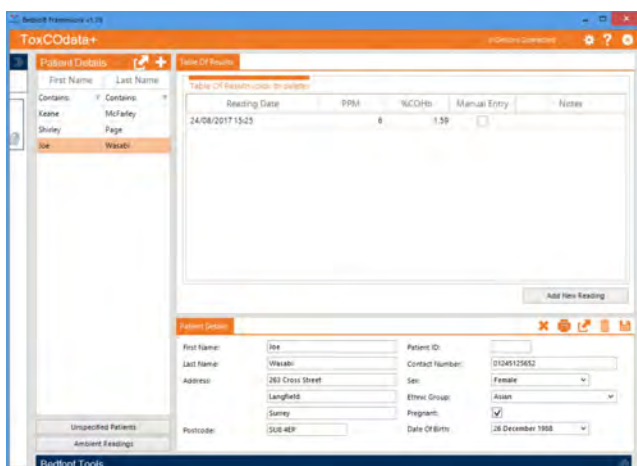


The screenshot shows the 'Patient Details' form in the ToxCOData+ application. The form is currently empty, with fields for First Name, Last Name, Address, Postcode, Patient ID, Contact Number, Sex, Ethnic Group, Program, and Date of Birth. The 'Add New Patient' button is visible in the top right corner of the form area.

Adding a new patient

To add a new patient, click the plus button next to 'patient details', then complete the form in the lower half of the screen.

At least one name field (surname or first name) and either an address or a contact number must be completed. The date of birth field must also be before today, all other fields are optional.



The screenshot shows the 'Patient Details' form in the ToxCOData+ application with a patient profile loaded. The patient's name is 'Ike Wasebi', address is '283 Cross Street, Langfield, Surrey', and date of birth is '28 December 1988'. The 'Add New Reading' button is visible in the top right corner of the form area.

Reading Date	PPM	%COHb	Manual Entry	Notes
24/08/2017 15:25	8	1.59	<input type="checkbox"/>	

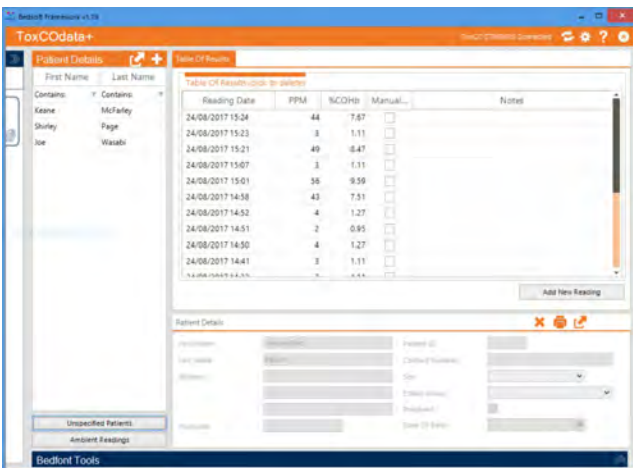
Editing a patient

To edit a patient's information, either use the filters to search (Contains: T Contains: T) or click on the user's name from the patient list on the left. Their profile will load at the bottom half of the screen. Edit the information as desired and click the save icon to register the changes.

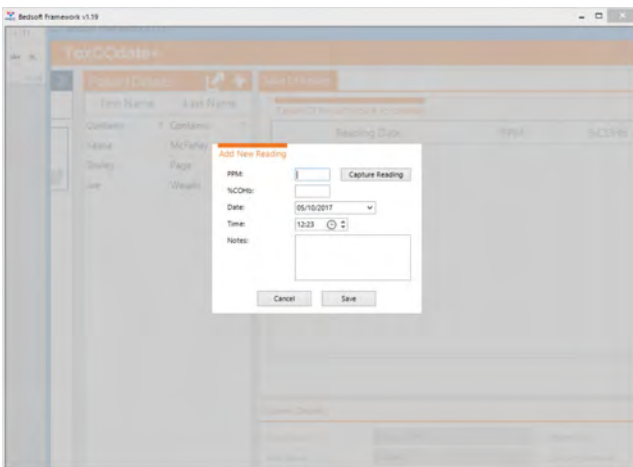
Deleting a patient

To delete a patient's profile, either use the filters to search (Contains: [dropdown] Contains: [dropdown]) or click on the name from the patient list on the left. Their profile will load at the bottom half of the screen. Click the trashcan icon to delete their profile. A prompt will appear to confirm the decision; click 'yes' to delete.

Unspecified patients

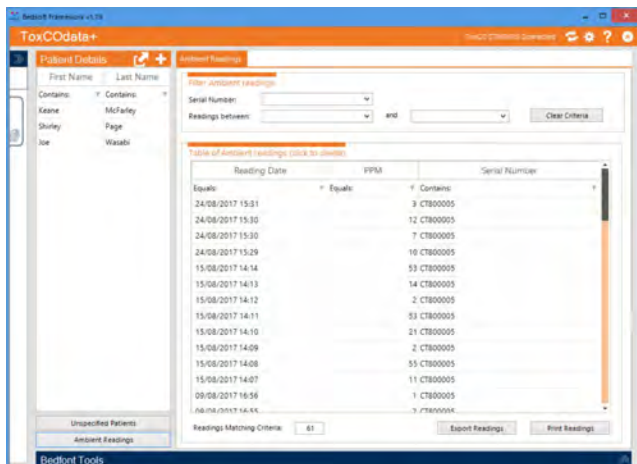


The 'unspecified patients' section contains any records that have not been assigned to a patient profile during the sync process. Click 'unspecified patients' in the bottom left-hand corner to view the readings.



Add new readings manually by clicking on the plus icon on the bottom right and completing the necessary information.

Ambient readings

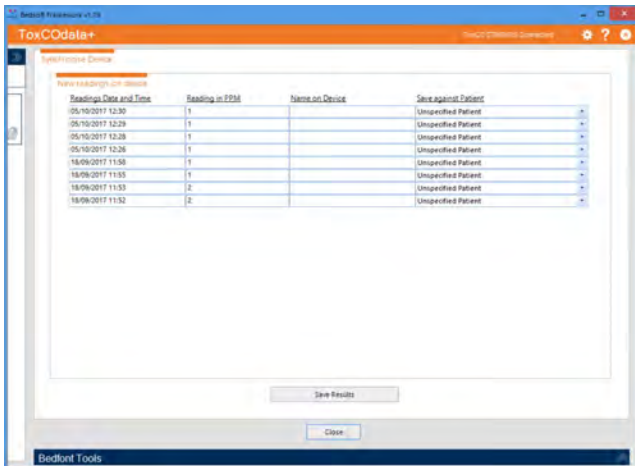


Reading Date	PPM	Serial Number
24/08/2017 15:31	3	CT800005
24/08/2017 15:30	12	CT800005
24/08/2017 15:30	7	CT800005
24/08/2017 15:29	10	CT800005
15/08/2017 14:14	53	CT800005
15/08/2017 14:13	14	CT800005
15/08/2017 14:12	2	CT800005
15/08/2017 14:11	53	CT800005
15/08/2017 14:10	21	CT800005
15/08/2017 14:09	2	CT800005
15/08/2017 14:08	55	CT800005
15/08/2017 14:07	11	CT800005
09/08/2017 16:56	1	CT800005
06/08/2017 14:45	1	CT800005

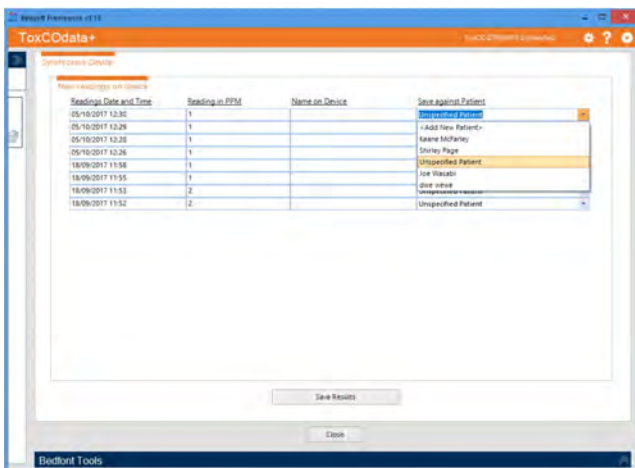
When a ToxCO[®] device is connected to a PC and the sync menu is accessed, the ambient readings will automatically download from the device and be placed in the 'ambient readings' section on the main screen.

It is possible to filter through the readings by date, or device serial number. Results can also be printed or exported into an excel file.

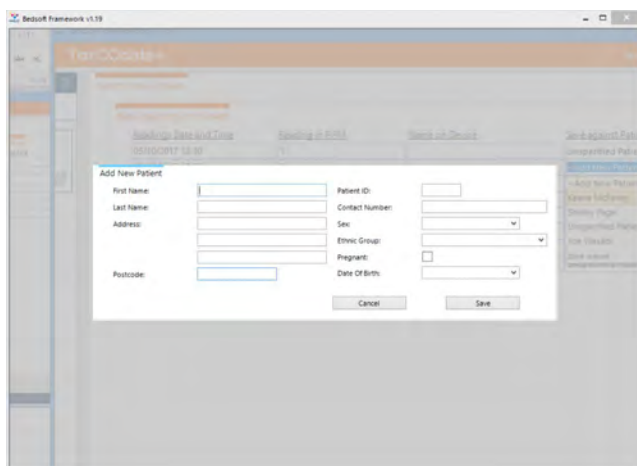
Synchronise a ToxCO[®] device



After connecting a device via USB, the device connected symbol will appear at the top of the screen. Click on the synchronise button to synchronise and/or delete any data on the device.



The user can decide whether to import patients as 'unspecified', attach them to an existing patient, or select 'add a new patient'.



If 'add a new patient' is selected, a form will appear to enter all patient information. Once this information has been completed, the results will be imported to the user profile.

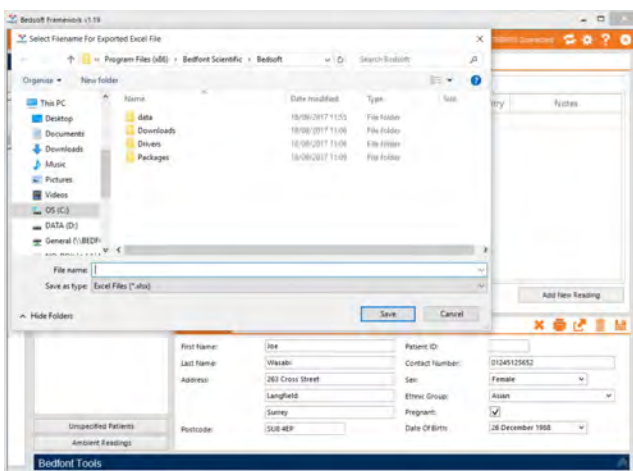
Once the desired destination for each result (unspecified or existing or new patients) has been chosen, click 'save results'.

A prompt will appear confirming deletion of the readings from the device; if the readings are to be kept for now, click 'no', otherwise click 'yes' to delete all readings from the ToxCO®.

Delete a breath reading

To delete a breath reading (whether in a patient profile, in the 'unspecified patients' section or the 'ambient readings' section), simply click on the appropriate row. A confirmation message will appear and if confirmed, the reading will be deleted.

Generate a report



Patient report

To generate a patient specific report, load their profile and click the export button, which will bring up the screen to the left. From there the data can be exported to an Excel file.

Unspecified patients report

Generating a report for 'unspecified patients' will export all of the readings in this section. Open the 'unspecified patients' section and click the export button to export the readings into Excel.

Ambient readings report

Ambient readings can also be exported into an excel format. Open the 'ambient readings' section and, if desired, filter the information either by date or device serial number. Click the export readings button to export the results.



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