



# DeVilbiss® SmartLink® Desktop

## QUICK START GUIDE



Release 2.0

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## WELCOME

The SmartLink® Desktop is a software application that collects data from DeVilbiss' patient monitoring devices and manages the data on a standard PC.

SmartLink stores patient, physician, and device data, tracks patient compliance, logs user activity, and provides reports. Device parameters can be adjusted accordingly, based on monitoring data.




### Audience

The online help information for SmartLink is written for health care providers and clinicians who are responsible for monitoring, evaluating, and tracking patient data.




## TECHNICAL SUPPORT

For technical support associated with the SmartLink Desktop software, contact DeVilbiss Healthcare:

### For customers in the United States:



-  Telephone: 1-800-338-1988
-  Fax: 1-800-552-7379
-  Email: [cs@DeVilbissHC.com](mailto:cs@DeVilbissHC.com)

### For international customers:

-  Telephone: 1-814-443-4881
-  Fax: 1-814-443-7594
-  Email: [DHCInternational@DeVilbissHC.com](mailto:DHCInternational@DeVilbissHC.com)



## IMPORTANT SAFEGUARD INFORMATION


When using electrical products, ensure you follow all basic safety precautions. Important safety information is indicated as follows:

-  **CAUTION:** Information to prevent damage to the product.
-  **NOTE:** Information to which you should pay special attention.

## BEFORE YOU BEGIN

Before using the DeVilbiss® SmartLink® Desktop software:

-  **CAUTION:** *Do not use the DeVilbiss SmartLink Desktop software on computers with Operating Systems (OS) that have not been tested by DeVilbiss for compatibility. Only Microsoft® Windows 7, Windows® Vista or Windows® XP operating systems are compatible. Using the software with an incompatible OS may cause the data to display incorrectly. Refer to System Requirements for additional information.*
-  **CAUTION:** *The circular data port connectors located on the back of the DeVilbiss SmartLink module and the DeVilbiss IntelliPAP® and SleepCube® devices should only be used to attach the module to the CPAPs. Do not attempt to attach other devices to either the module or the CPAPs using these connectors as it may damage the module, the CPAP, or the device you are attempting to connect.*

 **CAUTION:** Use DeVilbiss SmartLink® Data Cards with the SmartLink Therapy Monitoring System to ensure correct data collection and display. Other Secure Digital (SD) cards may not be compatible.

## SYSTEM REQUIREMENTS

To use the SmartLink System, you will need a PC configured with the following components:

- **Operating System**—Microsoft® Windows 7, Windows® Vista or Windows® XP
- **Processor**—400 MHz Pentium processor or equivalent (minimum) or 1GHz Pentium processor or equivalent (recommended)
- **RAM**—512 MB (minimum), 1 GB (recommended)
- **Hard Disk**—Up to 2 GB of available space is recommended
- **Monitor Display**—1024 x 768, 256 colors (minimum); 1024 x 768 high color, 32-bit (recommended)
- **Hardware**—For data card: SD Memory card reader supporting FAT 16 file format or USB port for auxiliary card reader. For direct connect to CPAP: Serial port or USB port.

*Microsoft® Windows 7, Windows® Vista and Windows® XP are registered trademarks of the Microsoft Corporation.*

## COMPATIBILITY

The SmartLink System is compatible with the following DeVilbiss CPAPs:

### IntelliPAP® CPAP Systems:

- IntelliPAP Standard (DV51 series)
- IntelliPAP Standard Plus (DV53 series)
- IntelliPAP AutoAdjust® (DV54 series)
- IntelliPAP Bilevel S (DV55 series)
- IntelliPAP Bilevel ST (DV56 series)

### SleepCube® CPAP Systems:


- SleepCube Standard (DV51 series)
- SleepCube Standard Plus (DV53 series)
- SleepCube Auto Plus (DV54 series)
- SleepCube Bilevel S (DV55 series)
- SleepCube Bilevel ST (DV56 series)

## SOFTWARE INSTALLATION

1. Ensure you have Administration rights and privileges to the computer.
2. Insert SmartLink CD in the computer's CD-ROM drive.
  - a. Click Next on the welcome screen.
  - b. Click Next and accept the default installation folder.
  - c. Click Install to install the application.
  - d. Click Finish to complete the installation.
4. While logged in as Administrator, launch the application from the start menu.
5. If prompted to allow the application to pass through the firewall, select ALLOW.

All drivers are pre-installed in Microsoft® Windows® XP®, Vista®, and 7 operating systems.


## SETTING UP AN ENTERPRISE (NETWORK) DATABASE

 **Note:** *Setting up a network database should be performed by a qualified IT professional*

To create a network database, the user must connect to a valid SQL Server instance with database administrator privileges. The application will create the database called SmartLink and the necessary data to run the application.

Any users connecting to the database must have an account on the SQL Server with read and write access to SmartLink database.

## SET SYSTEM SECURITY

 **Note:** *All users can access the Security tab and turn **On** system security. However, only the administrator can turn system security **Off**. When security is off, all users have administrator rights.*

*When Security is On, only users listed in the Manage Users table can log into and use the SmartLink application. Refer to “**User Permissions**” for a list of tasks each user can access.*

*If a user logs into Windows but does not have a user login on the SmartLink application, a warning message displays indicating the user does not have a valid user login and terminates the application.*

**Turn on system security:**

1. From the Application menu, click **Options**. The SmartLink Options screen displays.
2. Select **Security**. The Security Settings screen displays.
3. Click the **On** radio button. A message displays indicating security will be turned on and you will be made administrator.
4. Click **OK** to continue or **Cancel** to abort. You can now “**manage users**” and view the “**access log**”.

**Turn off system security:**

From the Security Settings screen, click the Off radio button. Security is turned off, the Access log is cleared, and the user management field is removed.

**User Permissions**


The following user permissions are in effect when security is turned On.

User Role	Permissions
Read	Can only view information in the SmartLink application. Read only users cannot add, edit, or delete information. In addition, this user can not edit report templates or view the Access log. Read only users can generate and print patient reports.
Read-write	Can only add or edit information in the SmartLink application. This user cannot delete patient-related data, modify/delete report templates, or view the Access log.
Admin	Can perform system security, user management, report template management, and delete patient information and report templates, with the exception of the default report template. Admin users can view, clear, and print the Access log.

**ADD PATIENT TO DATABASE****To add a patient to the database:**

1. From the Home tab, select **New** and then **Patient**. The New Patient screen displays.
2. Populate the form with patient-specific information. Refer to “**Field Descriptions**” for more information.
3. Click **Save** to continue or **Cancel** to abort. The patient is added to the database.


## ADD DEVICE TO DATABASE

 **Note:** You must provide a valid serial number for the device you want to add. Once the serial number is entered the software automatically decodes and displays the corresponding model number and device.

### To add a device to the database:

1. From the Home tab, select **New** and then **Device**. The New Device screen displays.
2. Populate the form with device-specific information. Refer to “**Field Descriptions**” for specific information.
3. When complete click **Save** or **Cancel** to abort. The device is added to the database.

## DOWNLOAD DEVICE INFORMATION USING DATA CARD

 **Note:** While downloading data, the database performs a date limit check. If the data entered is earlier than 01/01/2008, data from the device is rejected. In addition, the software checks for duplicate records. If duplicate records are found, these records are not imported into the database.

*If an error is encountered during the download, a message displays indicating errors were detected and some data may be lost.*

### To download device information using a data card:

1. Insert the data card from the patient device into PC.
2. From the Home tab, select **Download**. The Download Data screen displays.
3. Select **Data Card** as the device type.
4. Select the data card from the List of Available Devices and click **Next**.
  - a. If the device does not exist in the database or is a new device is connected, the data is added automatically.
  - b. If the device and system settings do not match in the database, an error message displays indicating the settings do not match for the selected device and model.
  - c. If the device is assigned to a patient, the software confirms the new device data and assigns the device to the current patient.
  - d. If the patient has another device assigned, a message displays asking to confirm the user is assigned multiple devices.
5. Click **Finish** when complete or **Cancel** to abort. The data from data card is downloaded to the SmartLink database.

**To assign device to another user:**

1. To assign the device to another patient, click **Change Patient**.
2. Select a patient and click **Next**. The device is reassigned to the selected patient. To modify information, click **Back** to make changes and click **Next** to save changes.
3. Click Finish when complete or **Cancel** to abort. The data is saved to the SmartLink database and data card.

**To assign device to a new user:**

1. To assign the device to a new patient, click **Create New**. The New Patient screen displays.
2. Populate the form with patient-specific information. Refer to “**Add Patient**” for more information.
3. Click **Save** when complete or **Cancel** to abort. The new patient information is saved.
4. Click **Next** to continue. The device is reassigned to the selected patient. To modify information, click **Back** to make changes and click **Next** to save changes.
5. Click **Finish** when complete or **Cancel** to abort. The data is saved to the SmartLink database and data card.

## VIEW REPORT

**To view a report:**

1. From the SmartLink toolbar, select a patient you want to view report data for. A list of patient-related information displays.
2. Select Reports. The Reports screen displays.
3. Select the type of report you want to view. The selected report displays.

# SMARTLINK NAVIGATION

## SMARTLINK NAVIGATION

SmartLink contains the following components to navigate around the application:

- Application Menu** Provides a list of tasks associated with managing the SmartLink application.
- Quick Access Toolbar** Contains **Save** and **Undo/Redo** buttons and is similar to Microsoft Outlook. This toolbar can be customized.
- Application Ribbon** Provides groups of tasks using the Home, Data, Reminders, and Reports Selection tabs.
- SmartLink Dashboard** Contains patient-related data modules that can be customized and displayed on the left and/or right columns in the SmartLink Display Area.
- SmartLink Display** Displays selected module(s) or screens, when selected.
- SmartLink Toolbar** Provides access to patients, devices, physicians, payors, reminders, and the dashboard.

The screenshot shows the SmartLink application interface with the following components highlighted by numbered callouts:

- 1**: Application Menu (Home, Edit Tags, Download)
- 2**: Quick Access Toolbar (New, Delete, Save, Paste, Copy, Find)
- 3**: Application Ribbon (Actions, Clipboard, Find, Tags, Download Data)
- 4**: SmartLink Dashboard (Left Column: Today's Reminders, Overdue Reminders, Recent Activity, Metrics, Low Adherence; Right Column: Today's Reminders, Overdue Reminders, Recent Activity, Metrics)
- 5**: SmartLink Display (Today's Reminders, Overdue Reminders, Recent Activity, Low Adherence, Metrics)
- 6**: SmartLink Toolbar (Patients, Devices, Physicians, Payors, Reminders, Dashboard)

The interface displays several data modules:

- Today's Reminders:**

Subject	Assigned	Start Time
Follow-up with Clinic		05/14/2011
Patient Appt.		05/14/2011
New Patient		05/14/2011
Pharmaceutical Rep.		05/14/2011
- Recent Activity:**

Description	Status	Time Stamp	Patient
100332-E, Joseph, Vincent	Added Record	5/14/2010 8:33 AM	
100567-B, Nancy, Vincent	Added Record	5/14/2010 8:29 AM	
100764-A, John, Daels	Added Record	5/14/2010 8:27 AM	
100987-A, Mary Jane, Smith	Added Record	5/14/2010 8:25 AM	
- Low Adherence:**

Adherence Score	ID	First Name	Last Name
Low Adherence 65			
- Metrics:**

Low Adherence	70
% Compliant	
% Non-Compliant	

## SET PREFERENCES

This section provides the procedures to set preferences in the SmartLink application.

### Set Application Language

SmartLink provides multiple language support in: English, French, German, Spanish, Italian, Dutch, Danish, Finnish, Norwegian, Swedish, Polish, and Turkish.

#### To set the application language:

1. From the Application menu, select **Language**. A list of languages displays.
2. Select a language for the application. A check mark displays next to the selected language.

### Set Unit Measurement

The unit measurement for SmartLink data is set as English or Metric. This measurement unit is used for calculating of the Body Mass Index (BMI) field located in the patient's information.

#### To set the unit measurement:

1. From the Application menu, click **Options**. The SmartLink Options screen displays.
2. Select **General**. The General Options screen displays.
3. Select the radio button next to the measurement units you want to use: either **English** or **Metric**. The radio button is highlighted.
4. Click **OK** to continue or **Cancel** to abort. The measurement unit for SmartLink data is set.

### Set Document Storage Location

All uploaded documents are saved to a default location: [CommonApplicationData]\DeVilbiss Healthcare\SmartLink Desktop. The document storage location can be changed to another location.

#### To set the document storage location:

1. From the Application menu, click **Options**. The SmartLink Options screen displays.
2. Select **General**. The General Options screen displays.
3. Click **Browse** to select the document storage location from the Browse for Folder dialog.


4. Click **OK** to select the location or **Cancel** to abort.
5. Click **OK** to save the changes, or **Cancel** to abort the changes. The document storage location is set.

## SMARTLINK ONLINE HELP

The SmartLink application comes with comprehensive online help to quickly guide you through the SmartLink application. Online help includes managing patient-related data, setting device prescription settings, managing and monitoring patient data, and generating patient reports.

Online help contains step-by-step instructions, search capabilities for topics and keywords, and a comprehensive index.

### To access SmartLink online help:

From the SmartLink application, click the  (help) button. The SmartLink help file displays. You can select a topic from the table of contents, search for a topic or keyword, and display topics using the index.



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