

2010



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OFFLINE TOOL

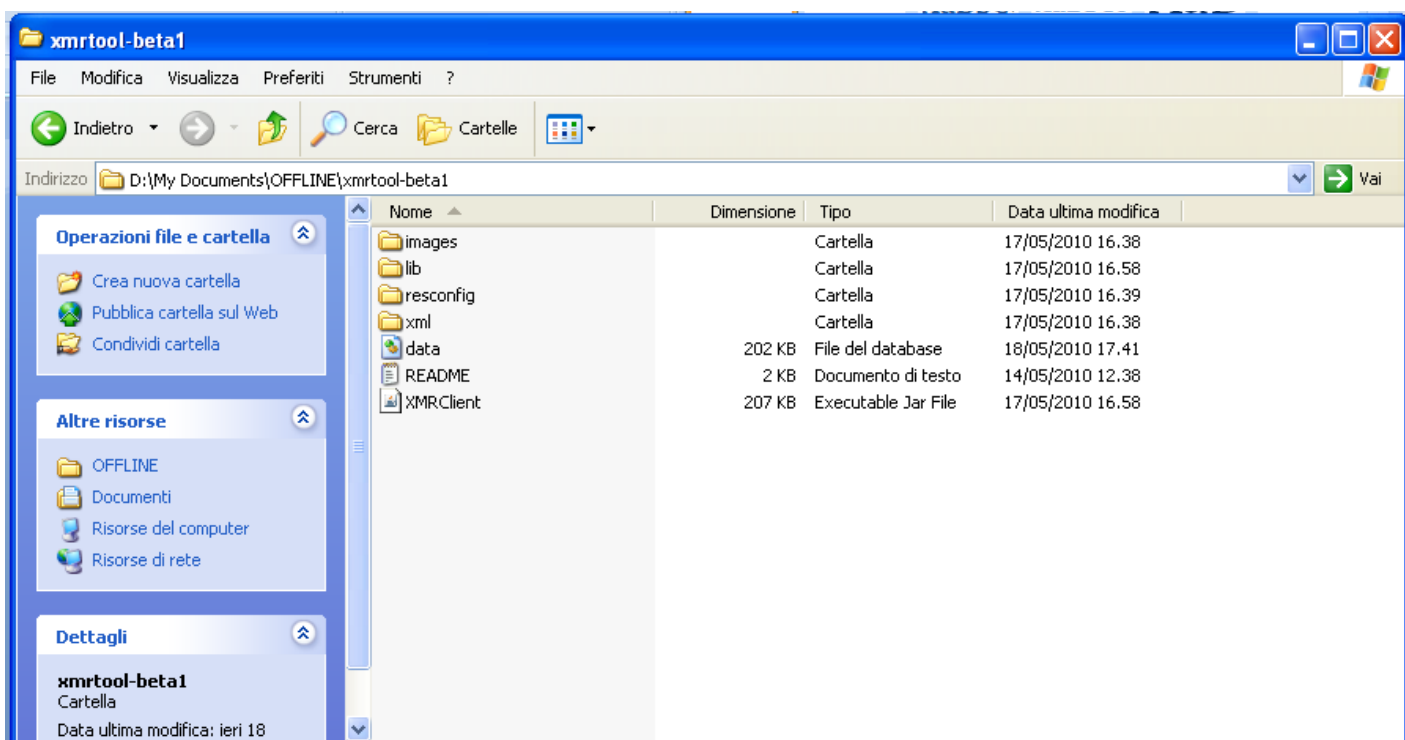
INSTALLATION

INSTALL THE JAVA VIRTUAL MACHINE

1. Download the Java Virtual machine clicking [here](#)
2. The File Download dialog box appears prompting you to run or save the download file , click Run.
3. The installation process starts. The installer presents an option to view the License Agreement. Click the Install button to accept the license terms and to continue with the installation.
4. Click the Next button to continue the installation.
5. A few brief dialogs confirm the last steps of the installation process; click Close on the last dialog.

INSTALL THE OFFLINE TOOL

1. Unzip the compressed file OfflineTool.zip
2. Extract the files to a your Desktop
3. You will see on your desktop a folder called OfflineTool
4. The folder contains the following files:



You have successfully installed the Offline tool.

MEDISHARE DATABASE

For each patient the system collects the following information:

ALL HOSPITAL PATIENTS:

- **Registration**
- **Hospital Admission/Discharge Information**

This block of information contains two forms:

- **Admission**
- **Discharge**

This is a progressive block for each patient. Every time one patient is admitted to Hospital a new block should be filled in. (Admission1/Discharge1, Admission2/Discharge2, Admission3/Discharge3.....)

ONLY HIV/AIDS, Malaria, TB PATIENTS :

- **Epidemiological Registry Information**
 - **HIV/AIDS**
 - HIV/AIDS Evaluation
 - HIV/AIDS Laboratory Values
 - HIV/AIDS Treatment History
 - HIV/AIDS Follow Up
 - **Malaria**
 - Malaria Evaluation
 - Malaria Laboratory Values
 - Malaria Treatment History
 - Malaria Follow Up
 - **TB**
 - TB Evaluation
 - TB Laboratory Values
 - TB Treatment History
 - TB Follow Up

All patients admitted to Hospital can be registered regardless of the diagnosis and they should fill Hospital Admission/Discharge Information.

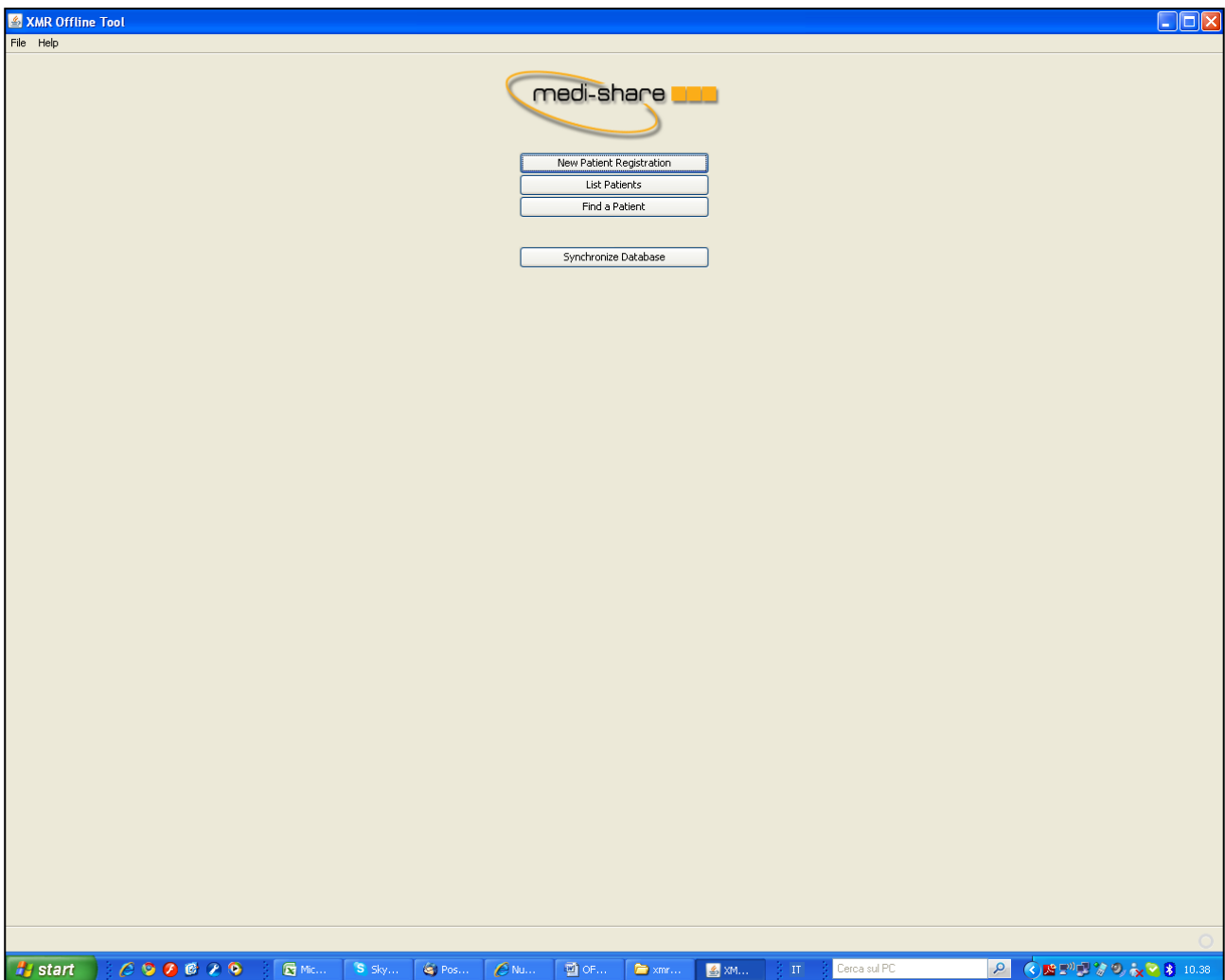
IF they are affected with HIV/AIDS, Malaria or TB, then it is possible to enter information in the epidemiological registries.

HOW TO USE THE OFFLINE TOOL

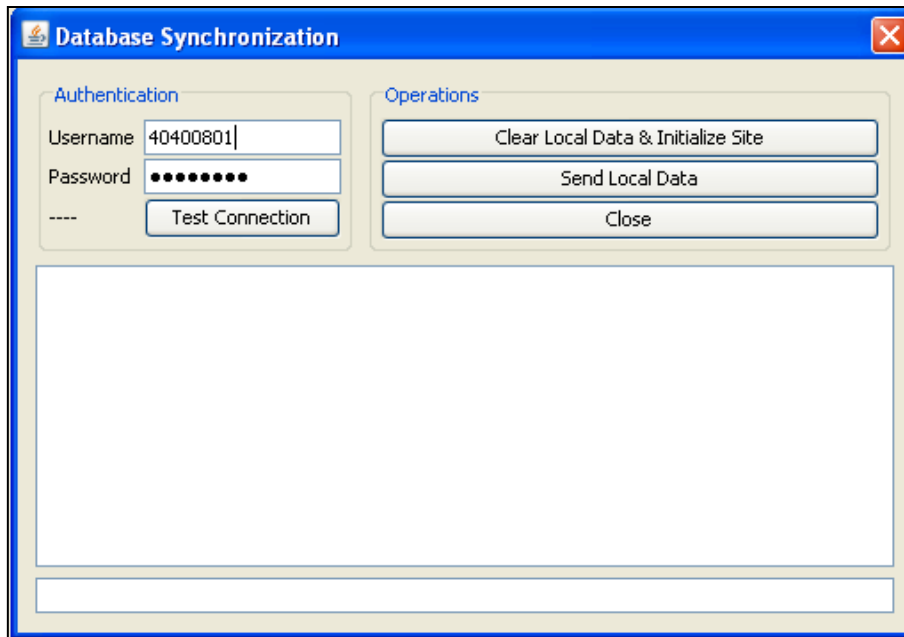
FIRST TIME USE: SITE INITIALIZATION

The first time you use the Offline Tool on your computer you need to have an **Internet connection**.

1. Open the folder OfflineTool on your desktop and click on the file XMRClient to open the Offline Tool window:



2. Click on the button "Synchronize Database" and you will get the Synchronization Dialog Box:



3. Enter your username and password for your site as a **Data Entry**
4. Click the button "*Clear Local Data and Initialize Site*". By clicking this button the system knows connects the local DB on your computer to the portion of DB dedicated to your clinical site on the central DB. You will automatically download all the patients belonging to your clinical site from the central DB to the local DB.

You have now successfully initialized your site and you are ready to add new patients offline.

EVERYDAY USE: REGISTERING NEW PATIENTS

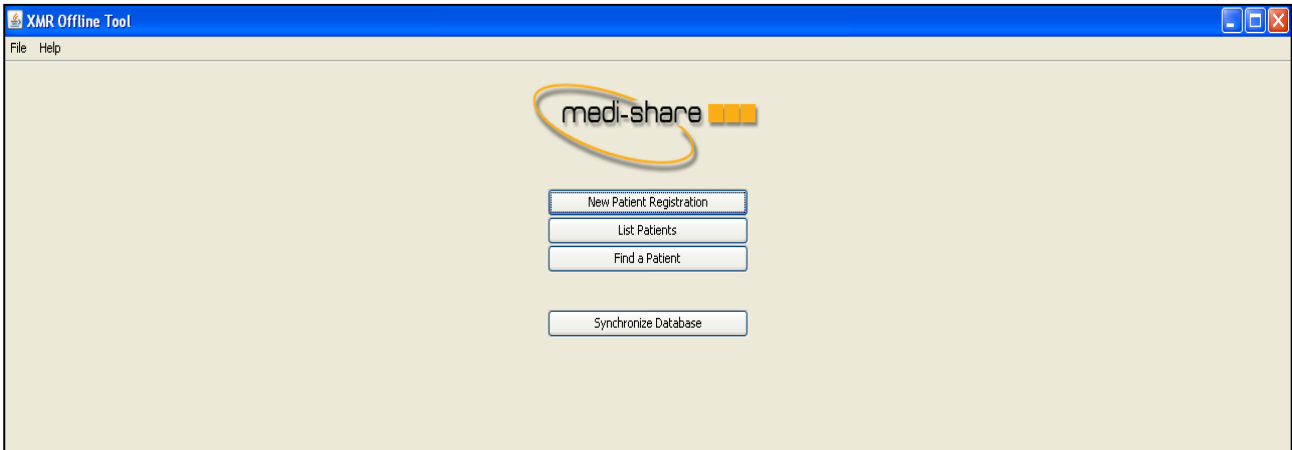
It is possible to register new patients directly on the Offline Tool **without Internet**.

1. Open the folder OfflineTool on your desktop and click on the file XMRClient to open the Offline Tool Main Menu window:



1. Click "New Patient Registration" The registration form will open and you can enter all patients details.

2. Scroll down the form until you see the button "Save Locally"
3. Once you have entered the Registration information press the "Save Locally" button to register the patient and save the information on your local computer.
4. After saving locally the patient registration you will see the Main Menu again



5. Click on "List Patients" and you will get the list of all the patients stored in your local database. The list will include also the patients belonging to your site that you downloaded from the central DB. You will get something like this:

The list shows the Patient Code, Patient Initials, Sex.

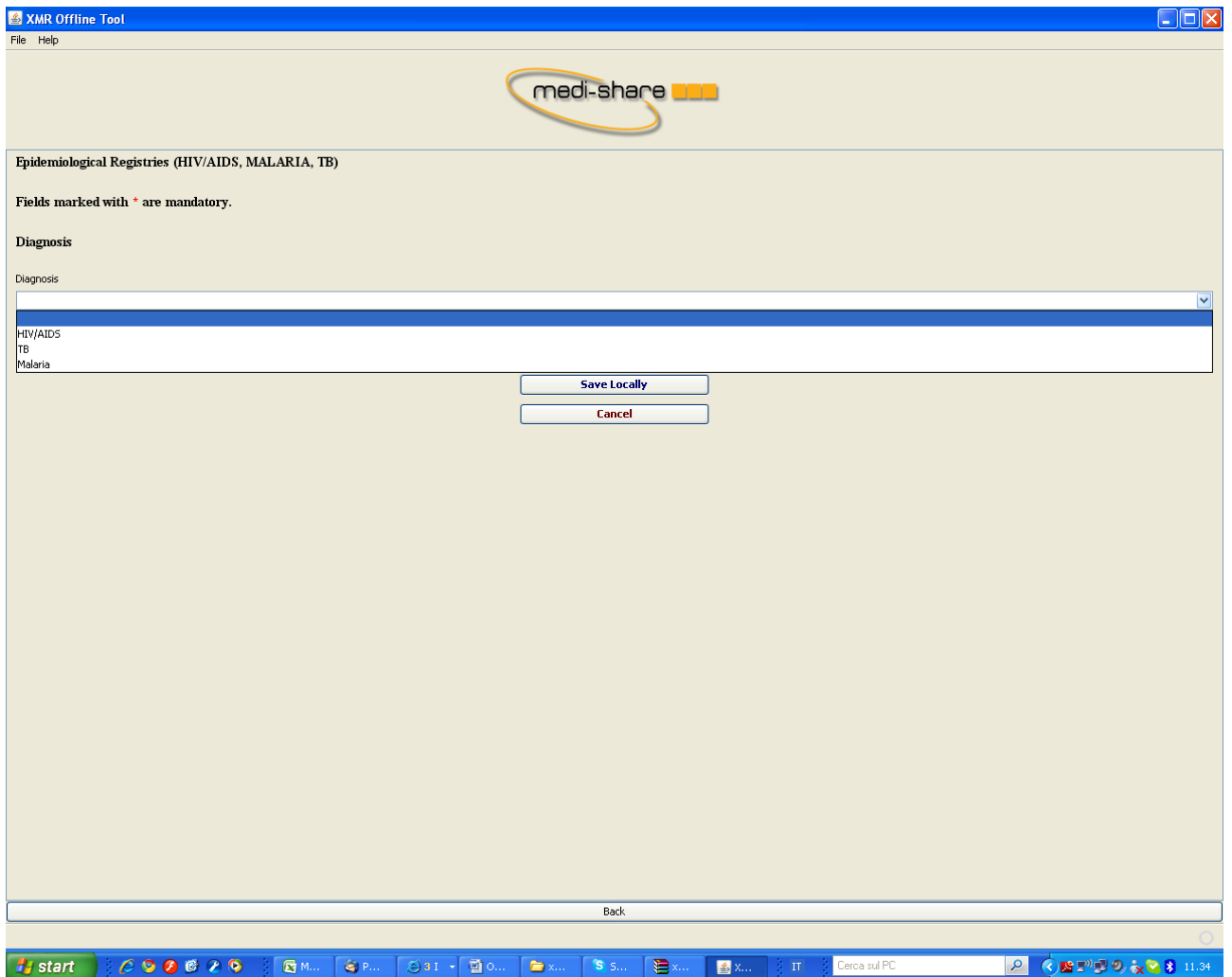
6. Click on "List Patients" and you will get the list of all the patients stored in your local database. The list will include also the patients belonging to your site that you downloaded from the central DB. You will get something like this:

Patient Code	Patient Name	Sex
1288		
1261	Ton Bla	M
1260	Ton Bla	M
1265	Ton Bla	M
1267	Ton Bla	M
1263	Ton Bla	M
1264	Ton Bla	M
1262	Ton Bla	M
1274	zzz a	M
1277	abc abc	M
1226	aaa bbb	M
1280	cba cba	M
1279	abc cde	M
1283	asd dss	M
1249	t est	F
1284	qgh ghh	F
1278	onll ine	F
1271	dar io	M
1287	per mel	F
1273	pip did	F
1282	pip po	M
1272	pip ppo	F
1285	Eug rin	null
1248	da rio	M
1275	Pom ro	M
1247	r ro	M
1251	te st	F
1250	te st	F
1259	te st	F
1252	te st	F
1240	nuo voo	F
1229	nuo voo	F
1230	nuo voo	F
1238	nuo voo	F
1231	nuo voo	F
1232	nuo voo	F
1239	nuo voo	F
1222	nuo voo	F

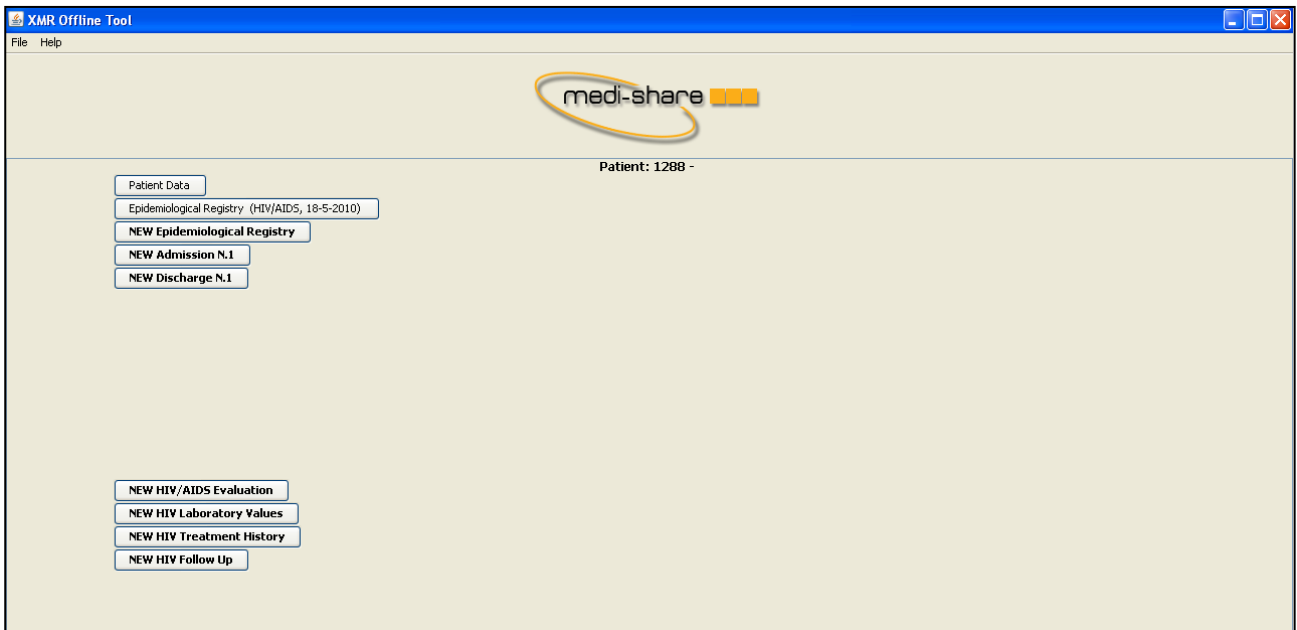
7. Look for the patients you just registered and clicking on it. You will get a window that looks like this:



8. By clicking on "New epidemiological Registry" you can select which epidemiological registry you want to add data for (HIV/AIDS, Malaria, TB):



For example we can select the option “HIV/Aids”. The system will display the CRFs referring to the HIV/Aids Epidemiological Registry:



It is now possible to enter the information on HIV/Aids for that patient by clicking on the relative buttons:

- **NEW HIV/AIDS Evaluation**
- **NEW HIV/AIDS Laboratory Values**
- **NEW HIV/AIDS Treatment History**
- **NEW HIV/AIDS Follow Up**

The bold writing on the button together with the word “NEW” mean that the form is still empty.

For example, if we click on “NEW HIV/AIDS Evaluation” we will see something like:

The screenshot shows a web-based form titled "HIV/AIDS EVALUATION" within a window labeled "XMR Offline Tool". The form contains several input fields and dropdown menus. The "Date of diagnosis" field is pre-filled with the number "1274175399136". Below it are fields for "Hospital/Clinical site of diagnosis" and "Hospital patient number". There are also dropdown menus for "Family history of HIV/AIDS", "Symptoms at diagnosis", and "Concomitant disease". A section for "Who Staging at Diagnosis" includes links to WHO clinical staging guidelines for adults and children. At the bottom of the form area, there are two buttons: "Save Locally" and "Cancel". The Windows taskbar at the bottom shows the system time as 11:47.

It is possible to add all the information available and press “*Save Locally*” to save everything on the local DB.

Forms can be saved for later editing. Forms can be modified until they are sent to the central DB.

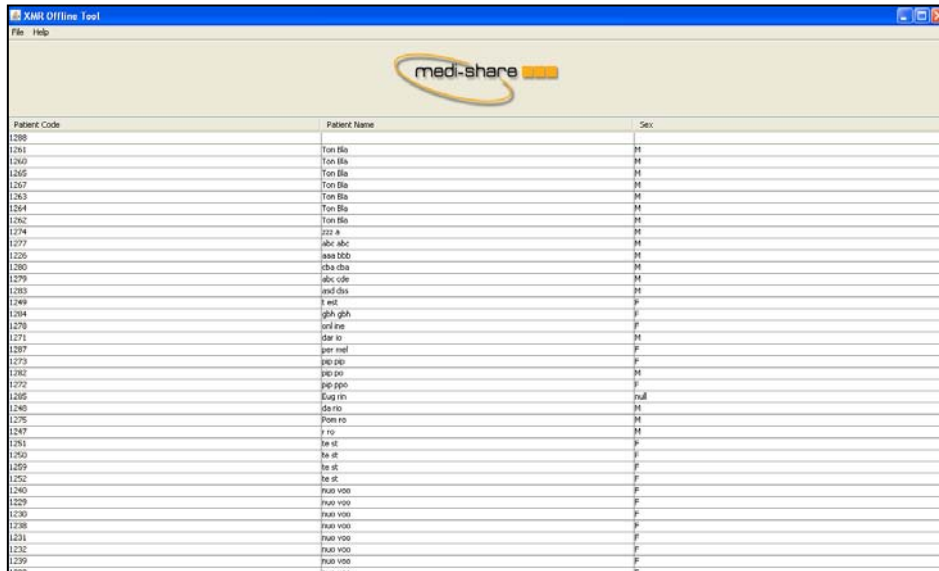
New forms be added at any time , also after sending information to the Central DB

9. Similarly , it is possible to enter information on all forms for all the three epidemiological registries as well as for Hospital Admission/Discharge Information :

 EVERYDAY USE: UPDATING ALREADY REGISTERED PATIENTS

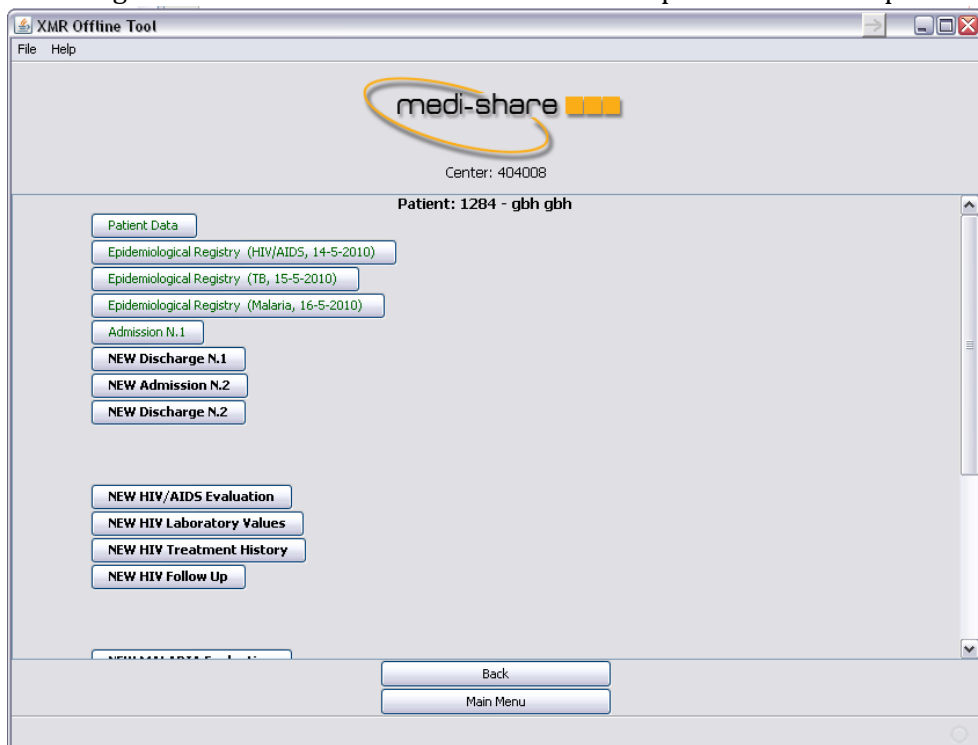
It is possible to update patients information directly on the Offline Tool **without Internet**.

1. From the Patient List select and click on the patient you wish to update information for



Patient Code	Patient Name	Sex
1288		
1261	Ton Bla	M
1262	Ton Bla	M
1265	Ton Bla	M
1267	Ton Bla	M
1263	Ton Bla	M
1264	Ton Bla	M
1262	Ton Bla	M
1274	zzz a	M
1277	abc abc	M
1226	aaa ddb	M
1280	cha cha	M
1279	abc cde	M
1283	asd dsd	M
1249	f ed	F
1284	gbh gbh	F
1278	urj ine	F
1271	dar io	F
1287	por mef	F
1273	mdp ddp	F
1282	md pp	M
1272	ppp ppp	F
1285	Eup ro	Null
1240	dse ro	M
1275	Pom ro	M
1247	r ro	M
1261	he st	F
1260	he st	F
1269	he st	F
1252	he st	F
1240	huu voo	F
1229	huu voo	F
1230	huu voo	F
1238	huu voo	F
1231	huu voo	F
1232	huu voo	F
1239	huu voo	F

2. You will get an overview of the data entered for that patient- For example:



By clicking on the buttons it is possible to add the relative information.

Bold buttons mean empty forms.

Green buttons mean that forms are complete and cannot be edited

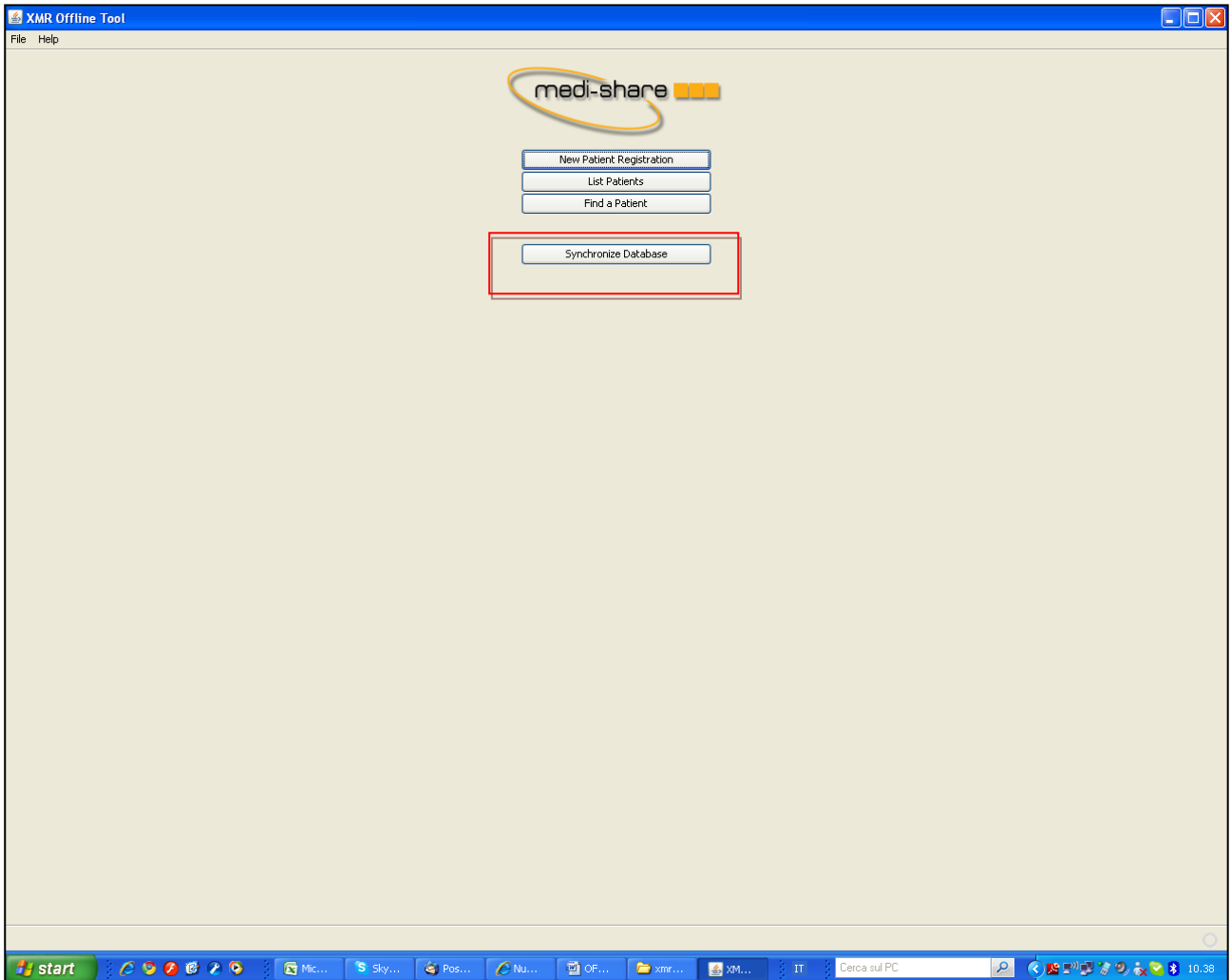
Red buttons mean that form can still be edited

SYNCHRONIZING DATA

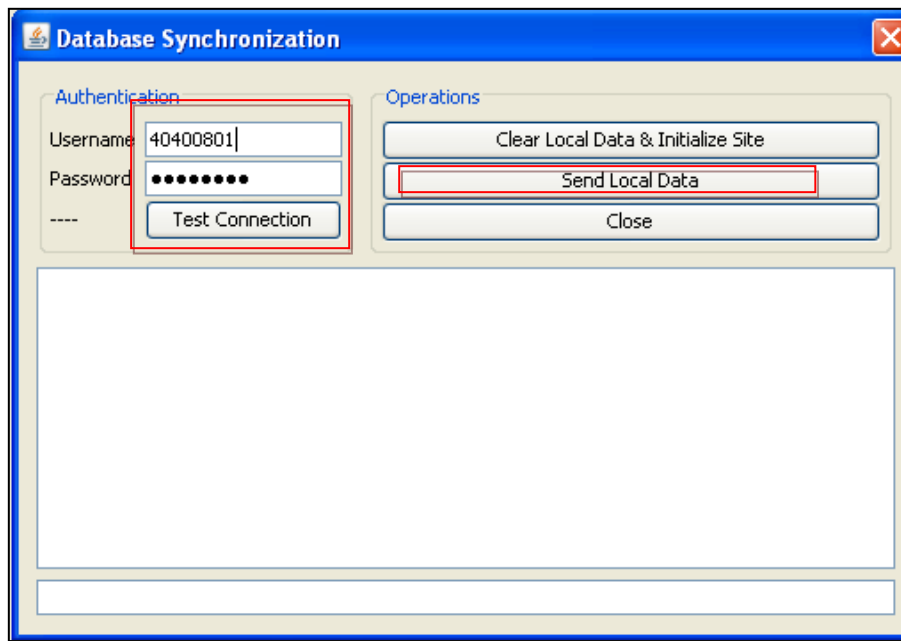
When an **Internet connection is available** it is possible to Synchronize data with the Central Database.

It is advisable to do this **AS OFTEN AS POSSIBLE**.

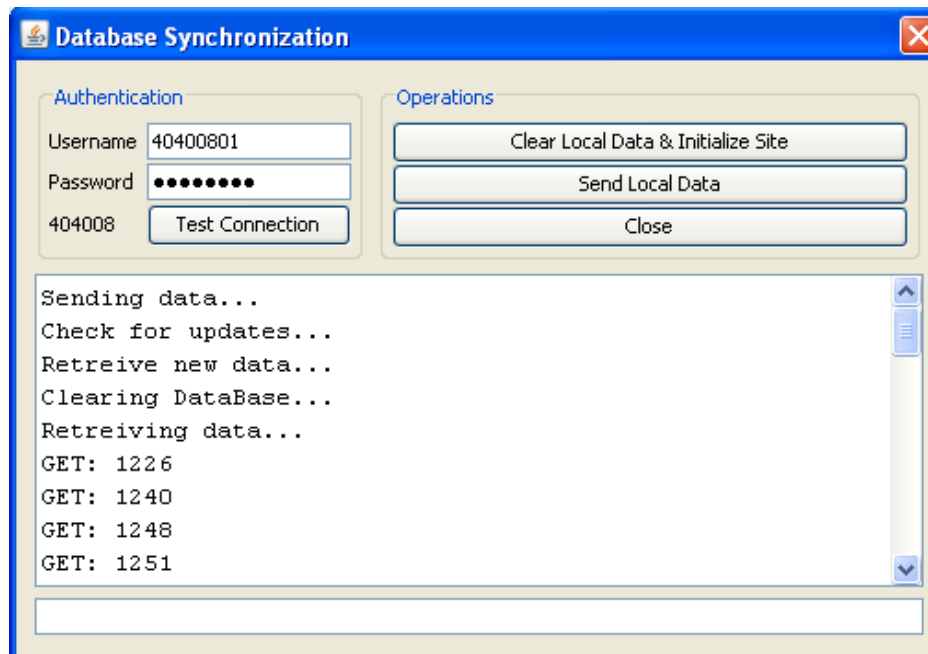
In order to synchronize data you need to click on the button "*Synchronize Database*" on the Main Menu



You will get the Synchronization Dialog Box:



1. Enter the username and password for the Site you have entered patients for .
2. You can also press the button "Test Connection" to check the connection between your local DB and the Central DB.
- 3)Click on the button "Send Local Data" to send the local data from your local database to the Central Database



The System will establish a connection with the Central DB and perform the following operations:

1. It will send the data to the portion of the Central DB dedicated to your clinical Site
2. Check for software updates
3. Clear your local Database
4. Download all patients belonging to your clinical Site from Central Database to your local DB