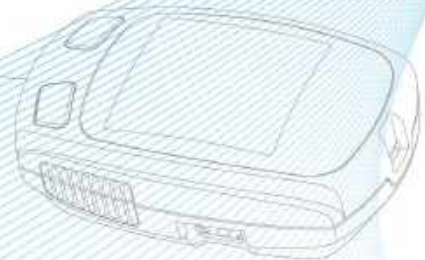
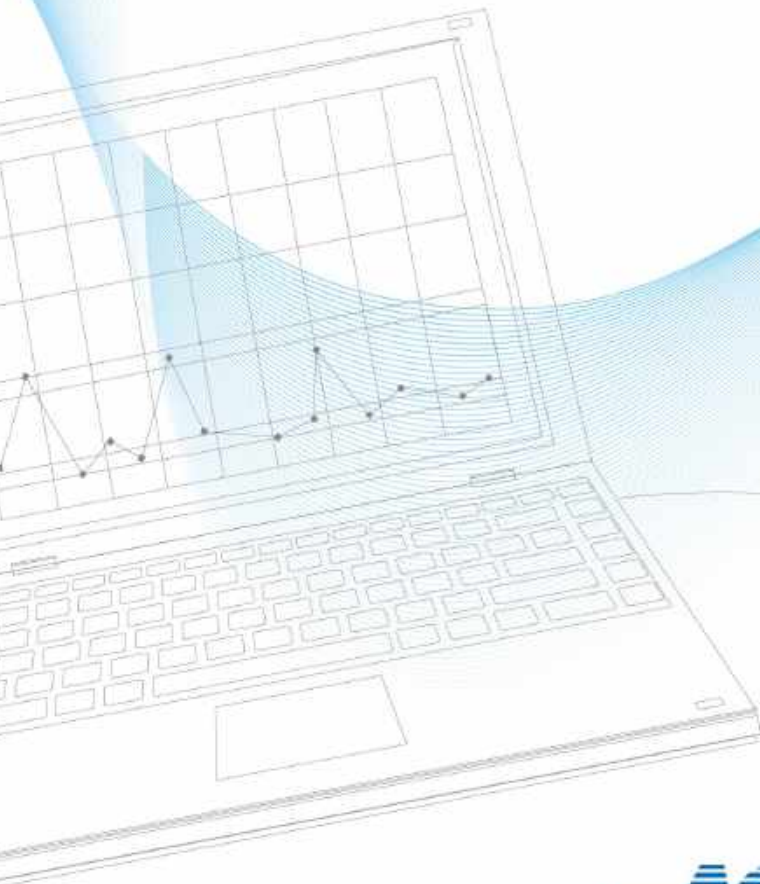


# On·Call<sup>®</sup>

Diabetes Management Software

## User's Guide



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# 1. Overview

## 1.1 Materials Required

- *On Call®* Diabetes Management Software Installation CD
- *On Call®* USB Data Transfer Cable
- *On Call®* enabled Blood Glucose Meter
- *On Call®* Diabetes Management Software User's Guide

**Note:** “*On Call®* DMS” will be used as the abbreviation of the “*On Call®* Diabetes Management Software” in the User's Guide.

## 1.2 System Requirements

The following are minimum requirements for *On Call®* DMS operation:

**Operating System:** Windows 10 (32 bit / 64 bit)

Windows 8 (32 bit / 64 bit)

Windows 7 (32 bit / 64 bit)

Windows XP (32 bit)

**Processor:** Pentium 4-class processor or equivalent

**Memory:** 512 MB

**Hard Disk Space:** 100 MB (depends on amount of data to be managed)

**Connection Port:** Available USB port (USB to Serial port adapter accessory is available)

**Display:** at least 1024×768

**Drive:** CD-ROM drive

## 1.3 User Mode

The *On Call®* DMS can be installed in one of two modes or editions: **Professional Edition** and **Home Edition**.

**Professional Edition:** Choose Professional Edition for healthcare professionals with multiple healthcare providers and patients. It has all the features of the Home Edition, but supports more than one patient and healthcare provider, each with individually displayed results and healthcare administrator function. Professional Edition includes security features to allow different access levels for multiple users.

**Home Edition:** Choose Home Edition if the software will be used by only one patient.

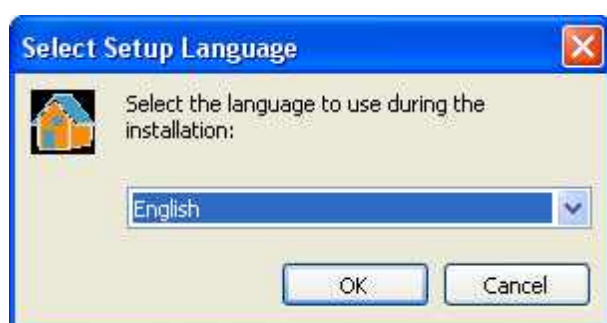
## 2. Installation Instructions

### 2.1 Installing the On Call® Diabetes Management Software

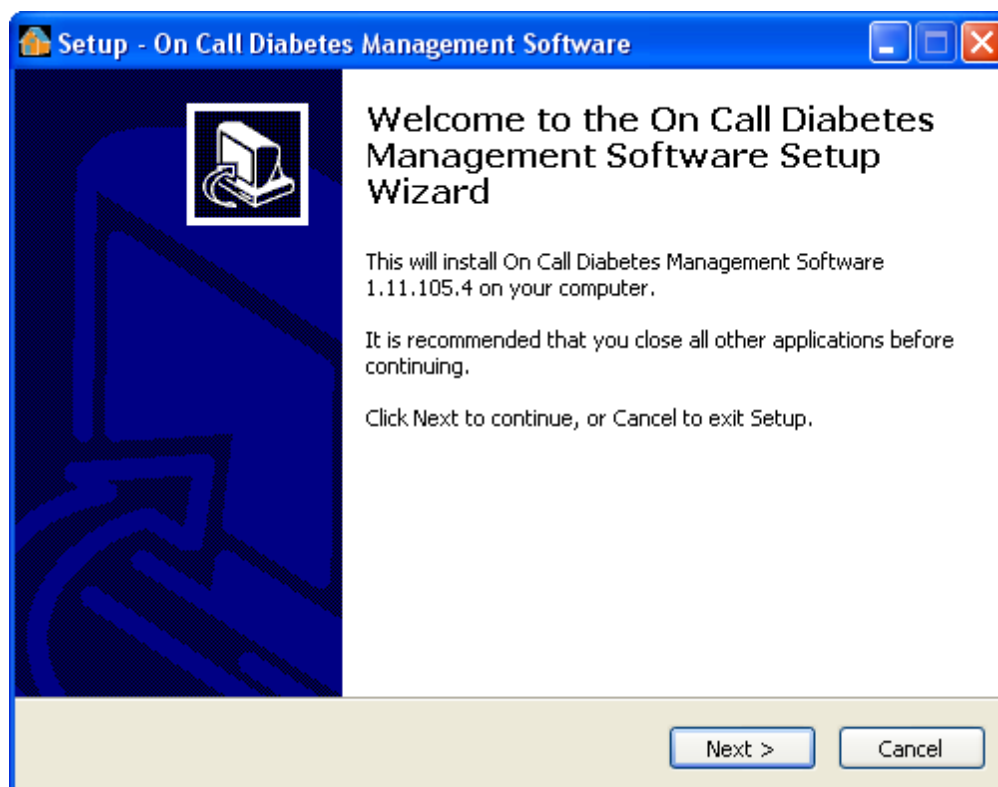
**Note:** Please be sure to install the On Call® DMS under administrator's privilege.

Insert the CD provided in the **On Call® DMS 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 the installer file in the installation CD.

Select the language and press OK to start the installation.

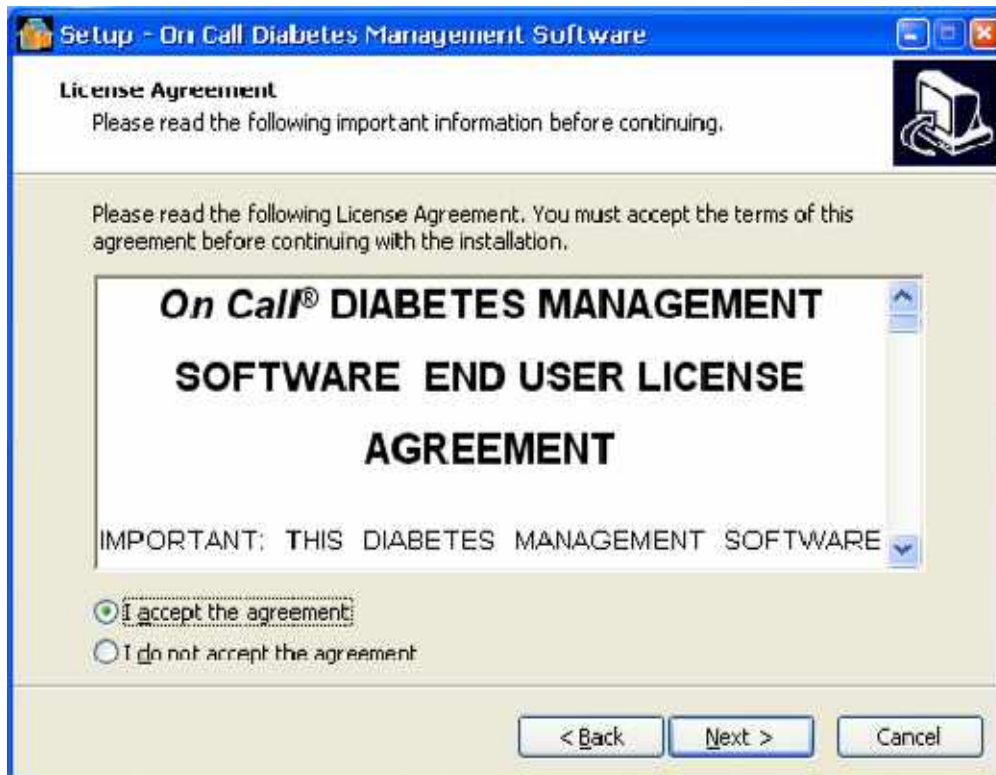


The installshield wizard will start as shown below. Click **Next >**.

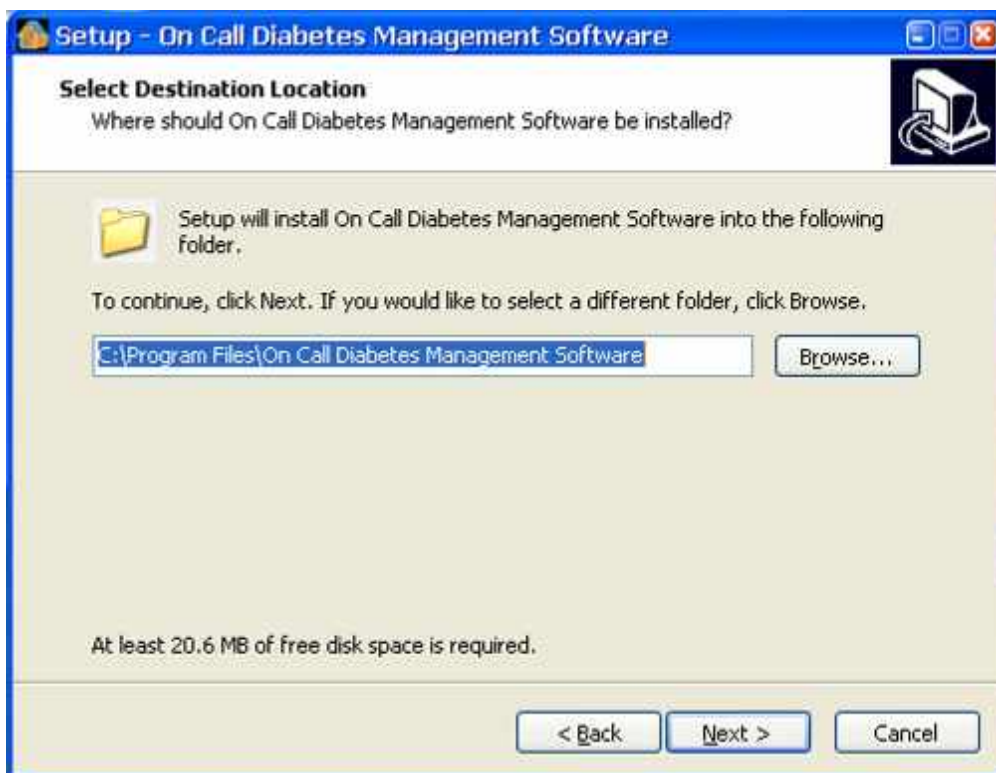




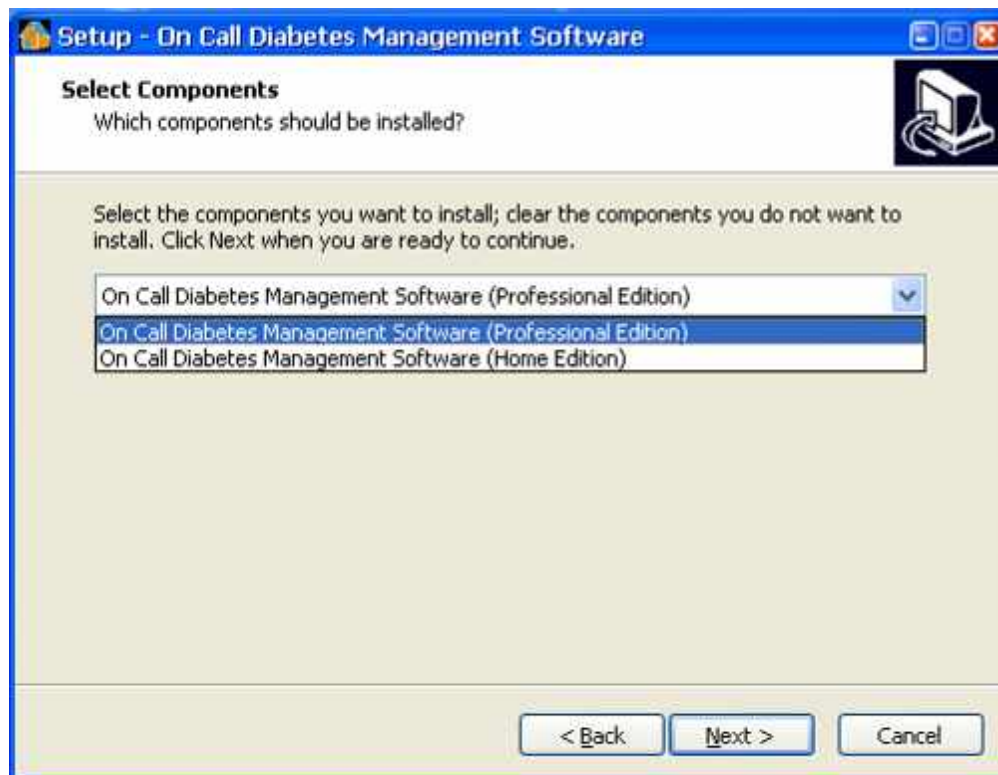
The License Agreement will be displayed as follows. If you agree with the contents, select the **accept** option and click **Next >**.



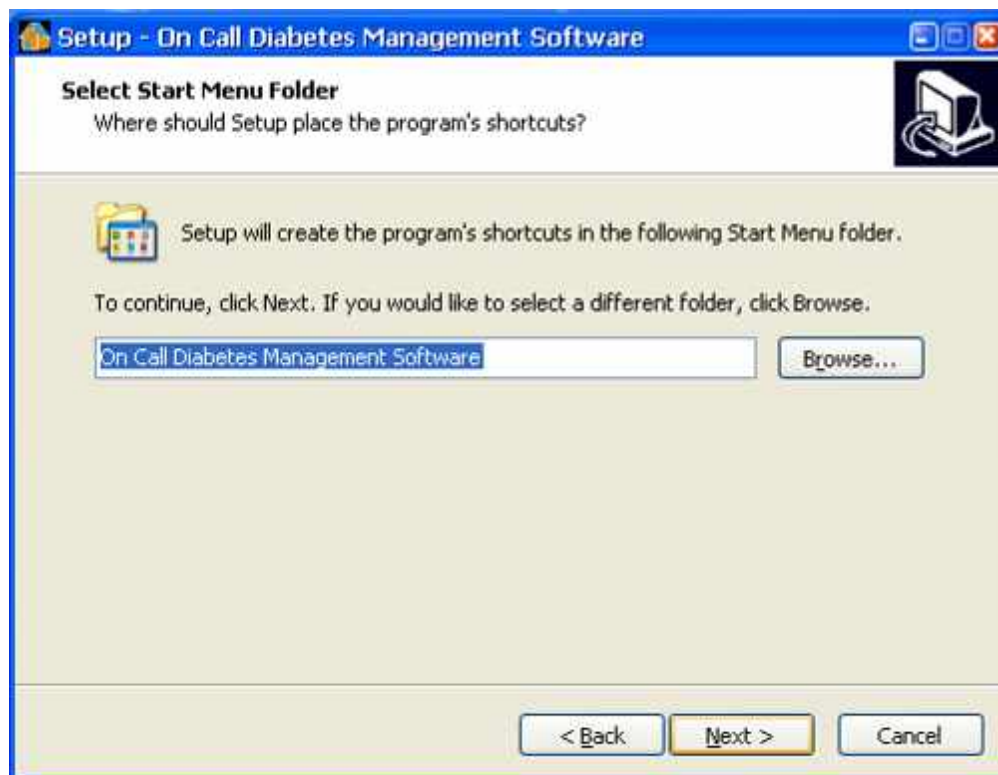
The setup page will be displayed as shown below. It is recommended not to change any of the default settings. Click **Next >**



Then you will be requested to select **Professional Edition** or **Home Edition**. Select one, and click **Next >**.

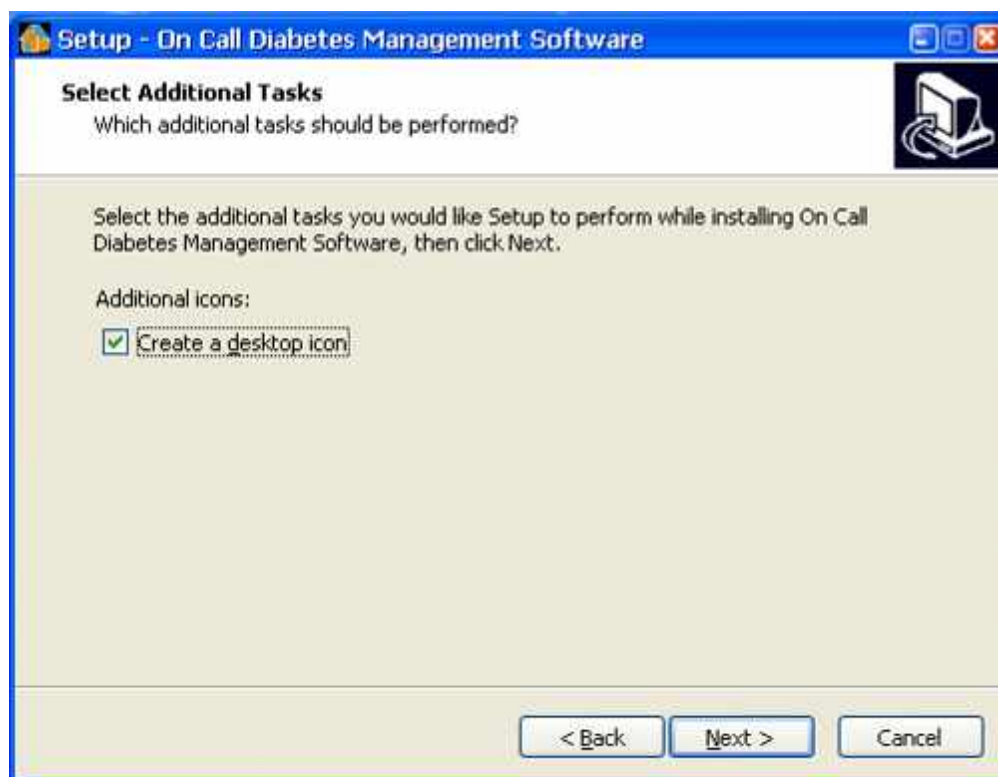


And then you will be requested to create the program's shortcuts displayed as follows. It is recommended not to change any of the default settings. Click **Next >**

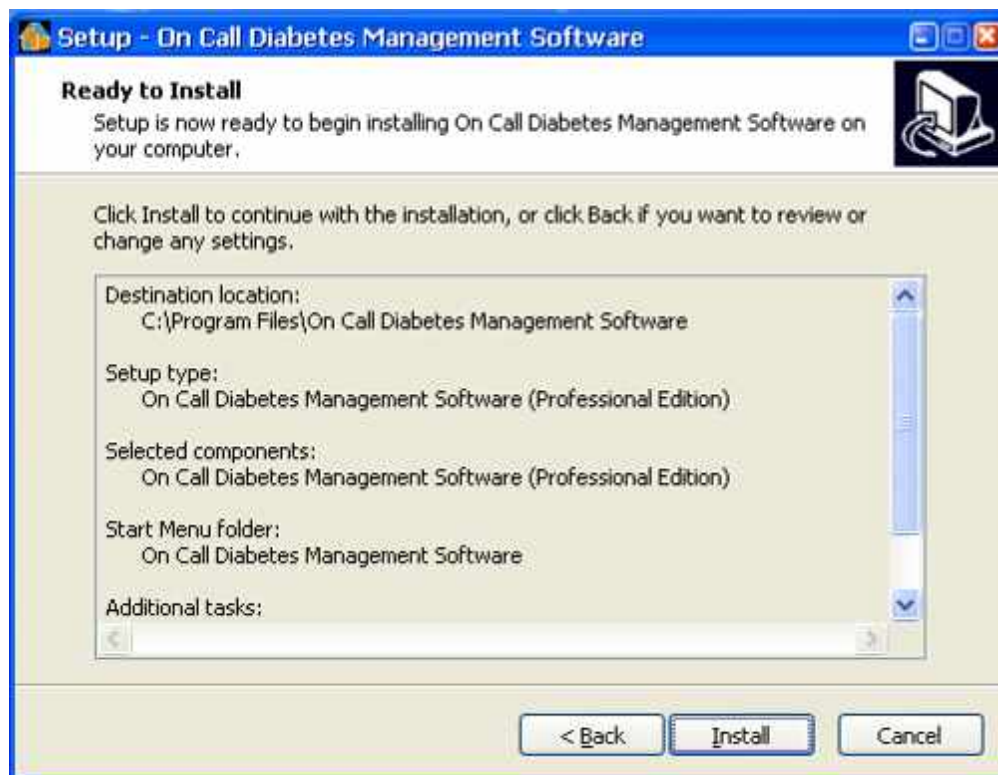


An additional task will be displayed as follows. If you would like to create a desktop icon, click the

Create a **desktop icon** option and click **Next >**

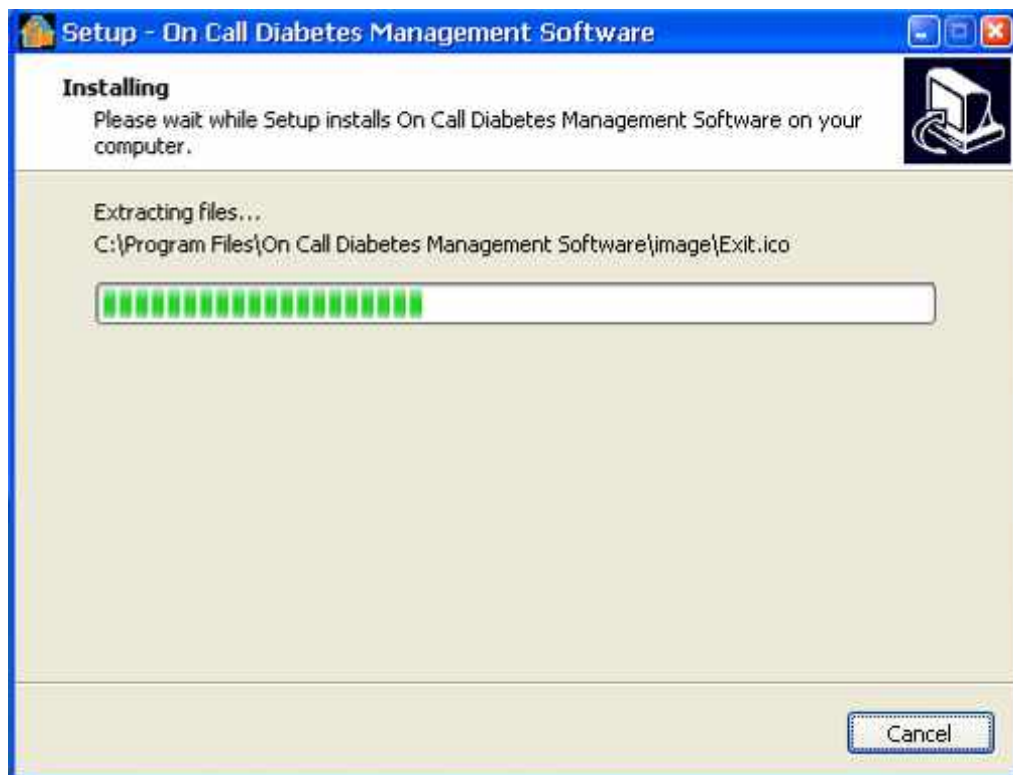


Before the software is installed, the **Current Settings** will show details of the installation. Review the settings and Click **Install >** to continue with the installation. Click **< Back** if you want to modify any of the settings.



The following screen will display the progress of the installation.

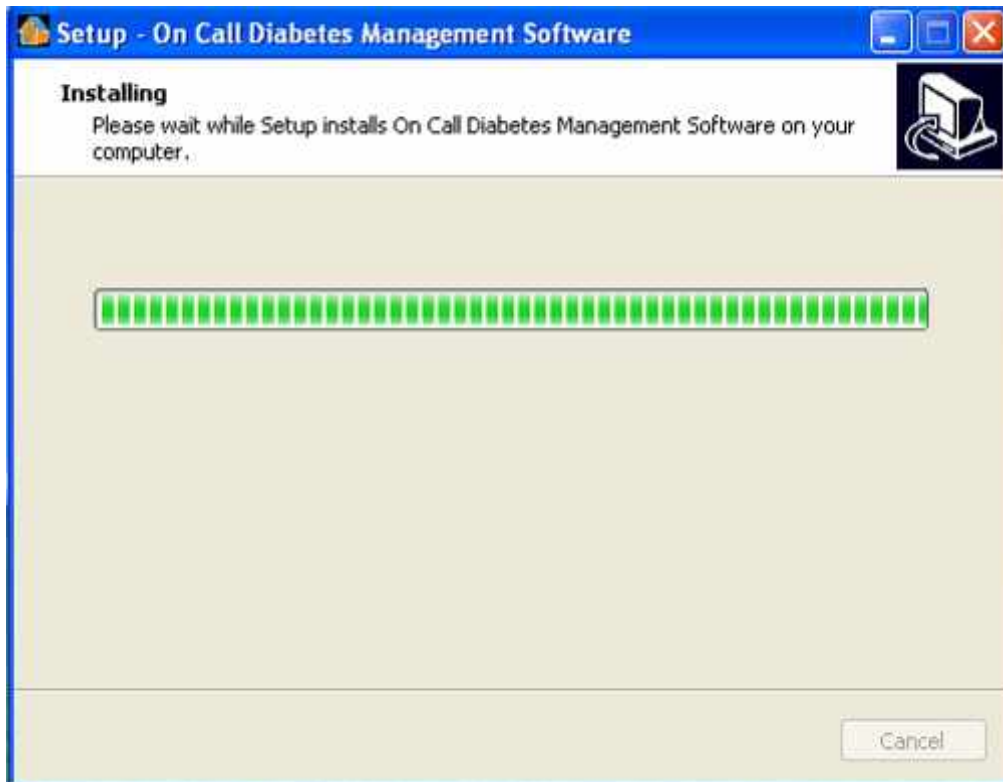




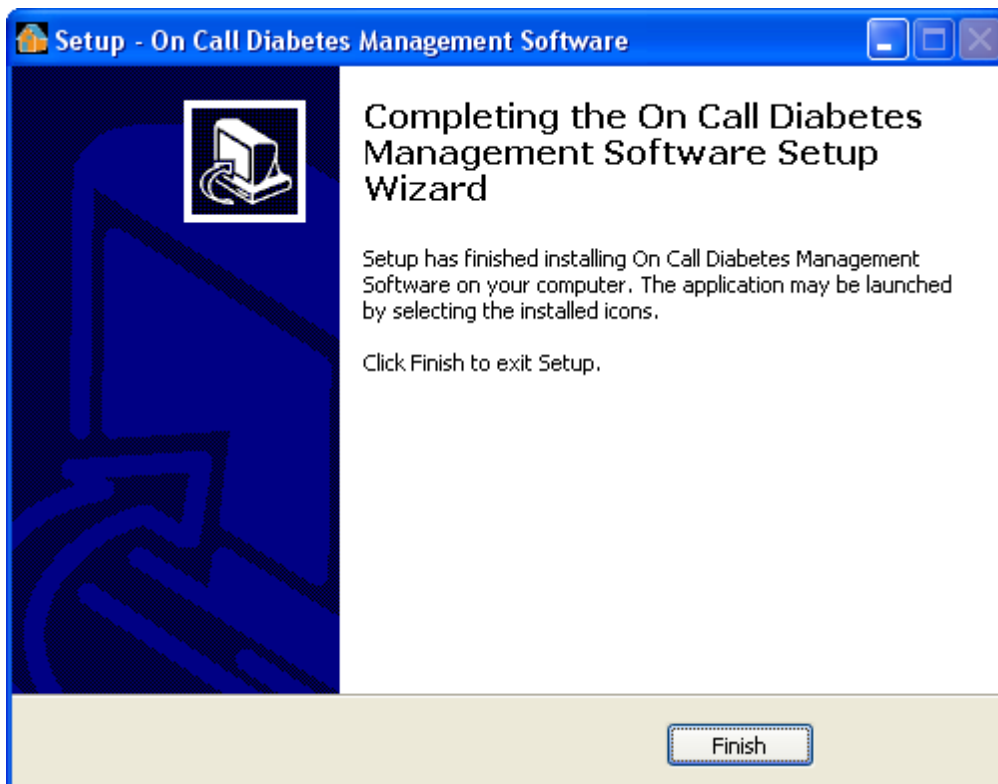
**Note:** During the installation process, please make sure your USB cable is disconnected. Do not connect it to your computer until the *On Call*® DMS installation completely finishes.



Click **OK** to continue installing.



When *On Call*® DMS installation is completed, the following screen will be displayed. Click **Finish** to exit Setup.



## 2.2 Installing the USB driver

Plug the USB Cable to the USB port of your computer and start to install the USB driver. The installation procedure of USB driver in different windows operating systems are not the same. In this guide, installations in Win XP, Win 7, Win 8 and Win 10 are taken as samples.

### 2.2.1 Installing the USB driver

#### For Win XP users

When you plug the USB cable into your computer, "Found New Hardware" will display on the bottom right corner of your computer as follows.



And then a COM port will be assigned by your windows system automatically as below.

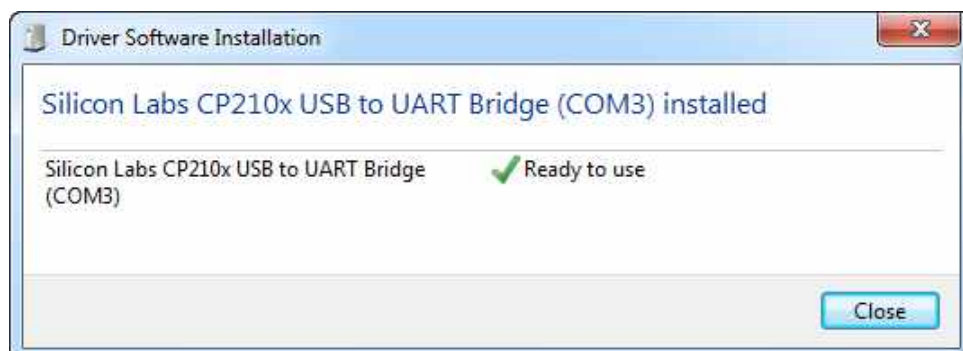


#### For Win 7 users

When you plug the USB cable into your computer, the USB driver will be installed automatically. The process will display on the bottom right corner of your computer as follows.



Click the icon. The pop-up window shown below will indicate that USB driver has been installed successfully and the program is now ready to use.

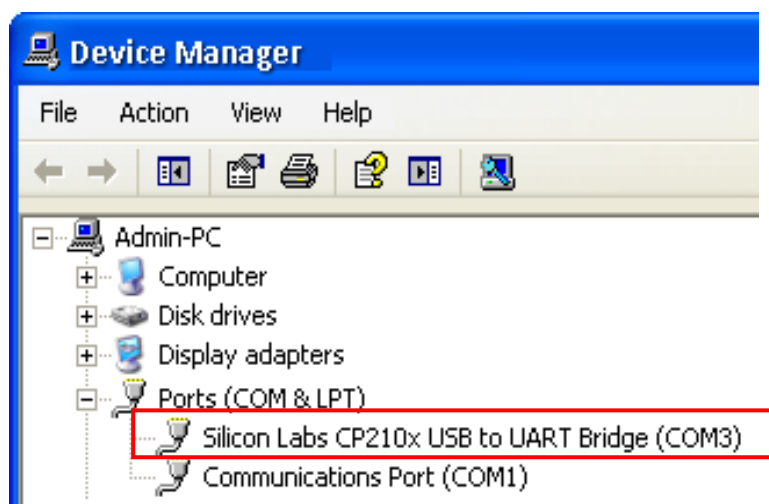


### For Win 8 and Win 10 users

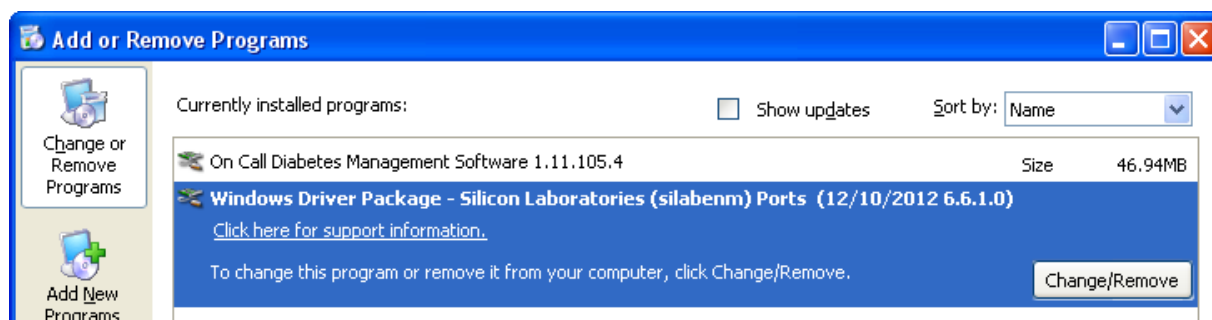
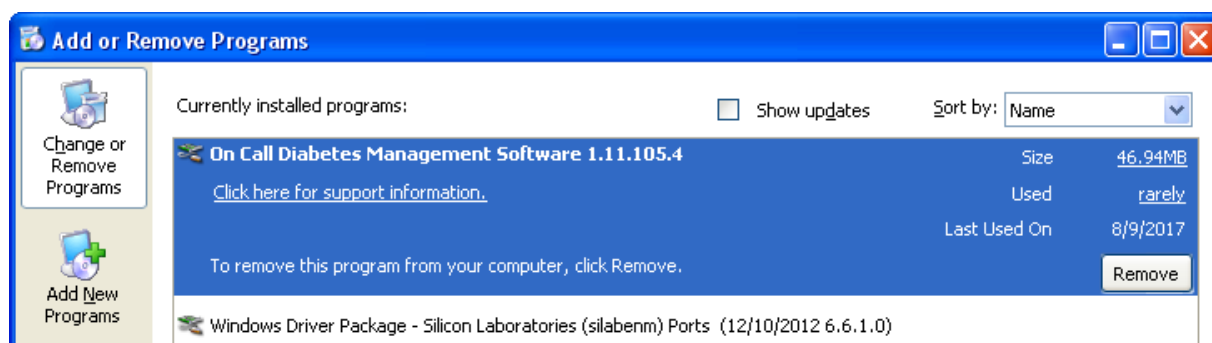
When you plug the USB cable into your computer, the USB driver will be installed automatically. Go to check the **Device Manager** and **Control Panel** directly to see if the USB driver has been installed successfully

## 2.2.2 Checking the Device Manager and Control Panel

Check the **Device Manager** of your computer. If you install the USB driver successfully, the USB program will appear in the device list as below.



Check the **Control Panel** of your computer. If you install the software and USB driver successfully, the *On Call*® DMS and USB program will appear in **Add or Remove Programs** of the **Control Panel** as follows.



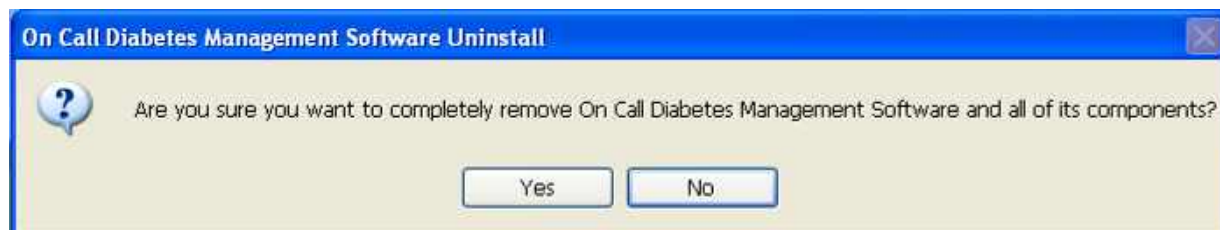
**Installation is now completed.**

### 3. Uninstall Instructions

Go to the **Start** menu located on the bottom left corner of your computer. Select **All Programs** then **On Call Diabetes Management Software**. Click on **Uninstall Software**.

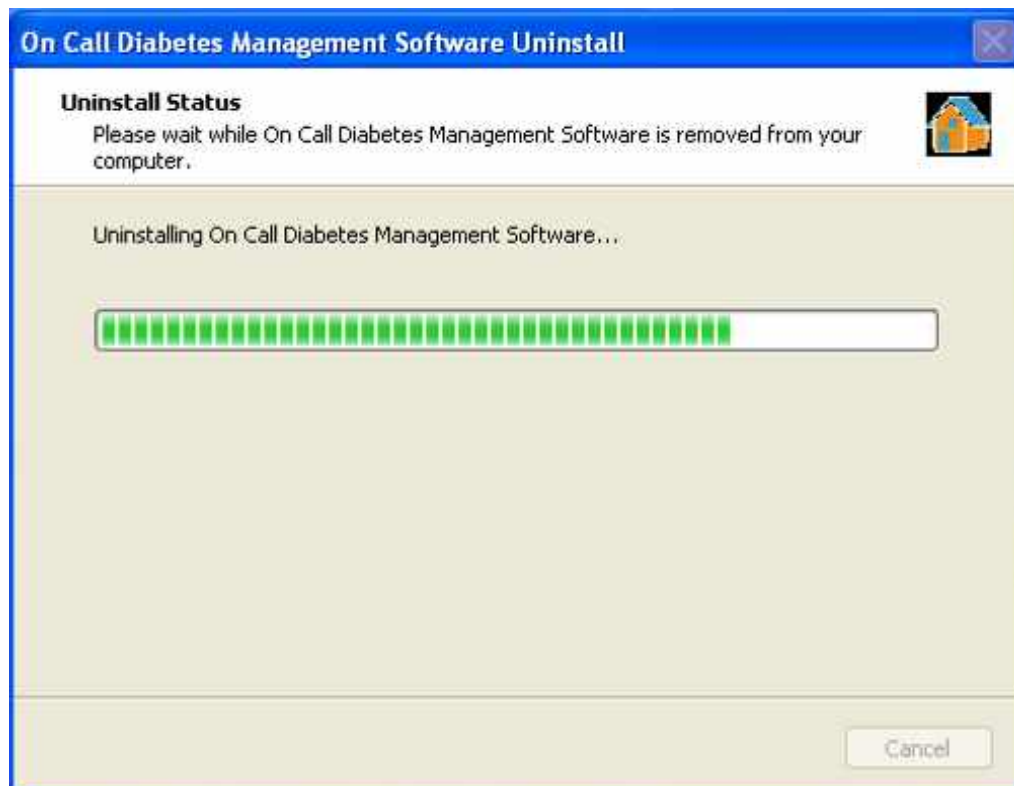


A message will pop up to confirm uninstalling the program as follows.



Click **Yes** to completely remove the *On Call*® DMS and all of its components.

The following screen will display the progress of the uninstall.

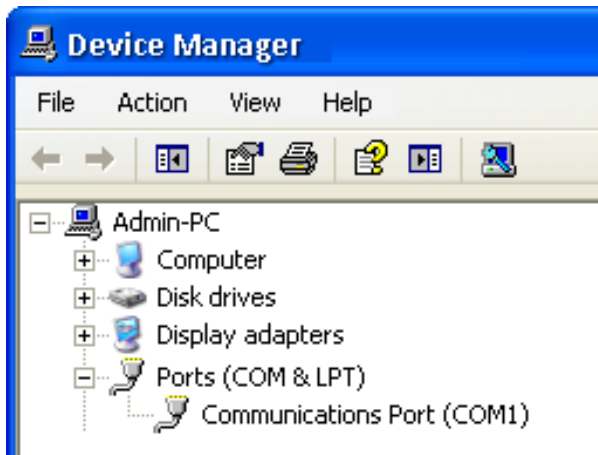




Click **OK** to complete the uninstall process.



After you uninstall the *On Call*® DMS successfully, the USB driver can be completely removed together.



## 4. Professional Edition

### 4.1 Starting the On Call® Diabetes Management Software

Once the Professional Edition of the On Call® DMS has been installed, the On Call DMS



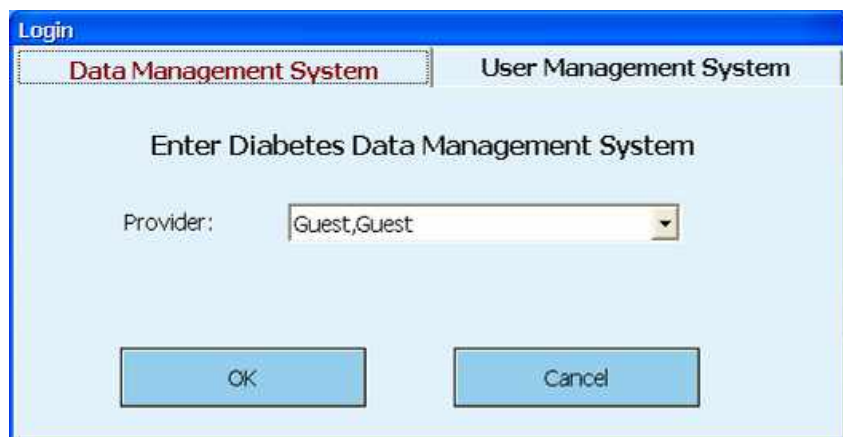
On Call DMS  
Professional

**Professional** icon will appear on the desktop of your computer.

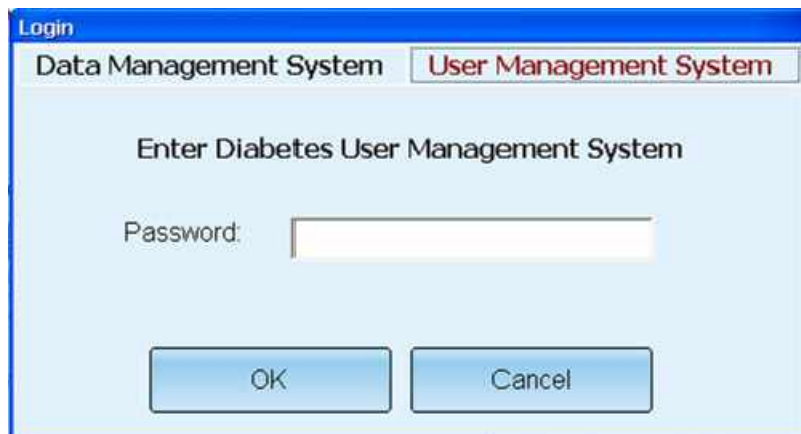
Double click the icon to start the application, a login window with **Data Management System** and **User Management System** tabs will be displayed. The **Professional Edition** allows the provider information to be added, deleted or updated. The password of Provider and User Management System can also be changed.

**Note:** The login window with these two tabs will appear only in the **Professional Edition** and will never appear in the **Home Edition**.

If this is the first time to start the application, the **Data Management System** tab will be displayed at startup, with the default provider "Guest, Guest".

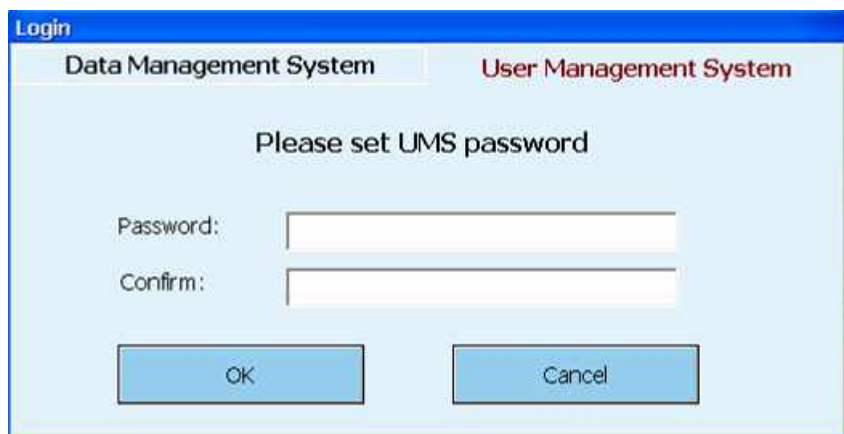


Click the **User Management System** tab, a dialog box asking for a password to **Enter Diabetes User Management System** will be displayed as below.



This password will be used to set up and manage providers and their passwords for entering **Data Management System**. Enter the password, and click **OK** to login in the **User Management System**.

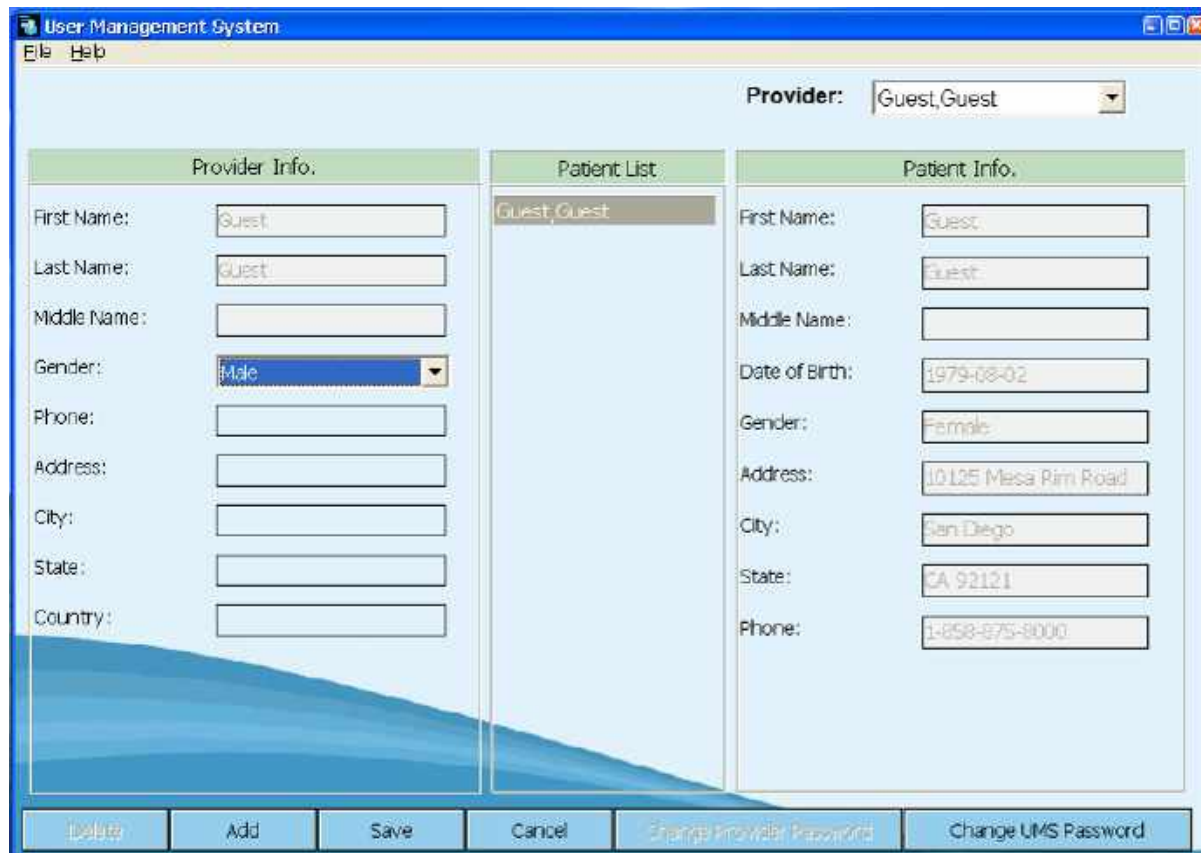
If this is the first time to start up the **User Management System** ("UMS" as the abbreviation), a dialog box of **Please set UMS password** will be shown as follows.



Set the password and confirm your password, then click **OK** to finish your setting and login in **User Management System**. Refer to **Changing the User Management System Password** section on page 19 for details on resetting UMS password.

## 4.2 Administration (Professional Edition Only)

Select the **User Management System** tab and login in the initial UMS as displayed below.



The default **Provider** and **Patient** in the User Management System are “Guest, Guest”. It is used to manage the providers and review all the patients’ information’s under each provider. The provider can be added, deleted and updated. The password of the Provider and UMS can also be changed.

Click **File** on the task bar, a drop down menu will be displayed as below.



Select **Return to login** to go back to login window. Select **Exit** to exit the application.

## 4.2.1 Adding a New Provider

To add a new Provider, click **Add**. The **Provider Info.** 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.

The screenshot shows a form titled "Provider Info." with the following fields and values:

First Name:	William
Last Name:	Smith
Middle Name:	
Gender:	Male
Phone:	902-922-3000
Address:	48750 Seminole Drive #10
City:	Los Angeles
State:	california
Country:	USA
Password:	*****
Confirm Password:	*****

Click **Save** to save the new provider's information. This provider will now be available in the **Provider** drop down list as **Provider "Last Name, First Name"**.

## 4.2.2 Deleting a Provider

**Note:** The default provider "Guest, Guest" can not 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** drop down list. Click **Delete**.

A warning message will pop up for your confirmation. Click **OK** to delete the provider.

The provider will be deleted and it will no longer be available on the **Provider** drop down list.



### 4.2.3 Updating Provider Information

To edit data for an existing provider, select the desired provider from the **Provider** drop down list. Make the necessary updates in the **Provider Info** field. First Name, Last Name and Middle Name can not be changed.



The screenshot shows a form titled "Provider Info." with the following fields and values:

First Name:	William
Last Name:	Smith
Middle Name:	
Gender:	Male
Phone:	909-922-3111
Address:	48750 Seminole Drive #10
City:	Los Angeles
State:	California
Country:	USA

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

**Note:** Information of the default provider "Guest, Guest" also can be changed.

### 4.2.4 Changing the Provider Password

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



The screenshot shows a dialog box titled "Change Provider Password" with the following fields and buttons:

Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

Buttons: OK, Cancel

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 Password** field. Click **OK** to save the new provider password.

## 4.2.5 Changing the User Management System Password

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

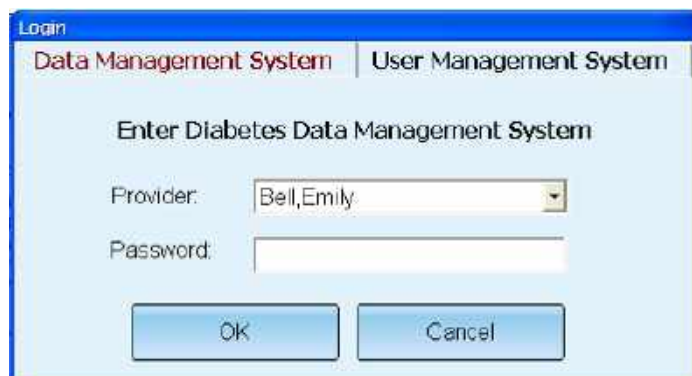


The image shows a dialog box titled "Change UMS password". It contains three text input fields labeled "Old Password:", "New Password:", and "Confirm Password:". Below the fields are two buttons: "OK" and "Cancel".

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 Password** field. Click **OK** to save the new UMS password.

### 4.3 The On Call® DMS Home Page

Start the OC DMS application and come to the login window. The **Data Management System** tab will appear at startup.




Select the provider from the **Provider** drop down list (the default Provider is “Guest, Guest” with no password), enter the **Password** and click **OK**. The On Call® DMS Home Page will be displayed as below. There are three main functions on the home page: Patient Setup, Meter (Transferring Meter Readings) and View Report.



## 4.4 Preference Setup

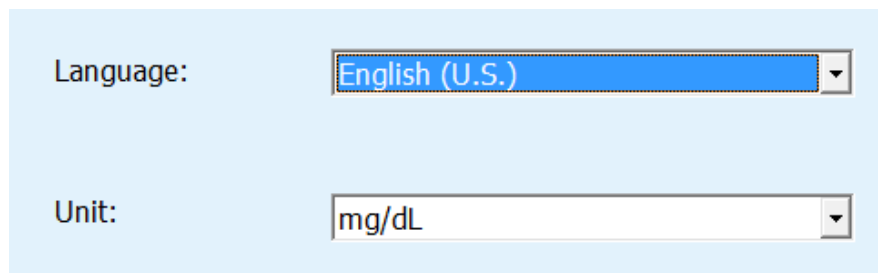
**Preference Setup** sets the **Language** and measurement **Unit**. There are two ways to enter

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



### 4.4.1 Setting Language

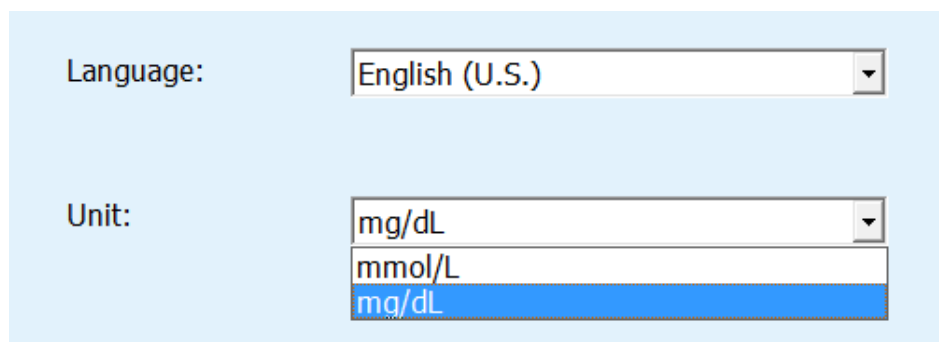
Select language from the **Language** drop down list.

A screenshot of a preference dialog box. It has a light blue background. There are two rows. The first row is labeled 'Language:' and has a dropdown menu with 'English (U.S.)' selected. The second row is labeled 'Unit:' and has a dropdown menu with 'mg/dL' selected.

Click **Save** to save any changed language. Click **Cancel** to go back to the previous preferences.

### 4.4.2 Setting Unit

Select the glucose measurement unit used for the glucose data from the **Unit** drop down list, either mmol/L or mg/dL.

A screenshot of a preference dialog box, similar to the one in 4.4.1. The 'Language' dropdown is set to 'English (U.S.)'. The 'Unit' dropdown menu is open, showing three options: 'mg/dL', 'mmol/L', and 'mg/dL'. The 'mg/dL' option at the bottom is highlighted with a blue background.

Click **Save** to save any changed units. Click **Cancel** to go back to the previous preferences.


## 4.5 Patient Setup

Patient Setup allows you to create, change or delete patient information. You have three ways to



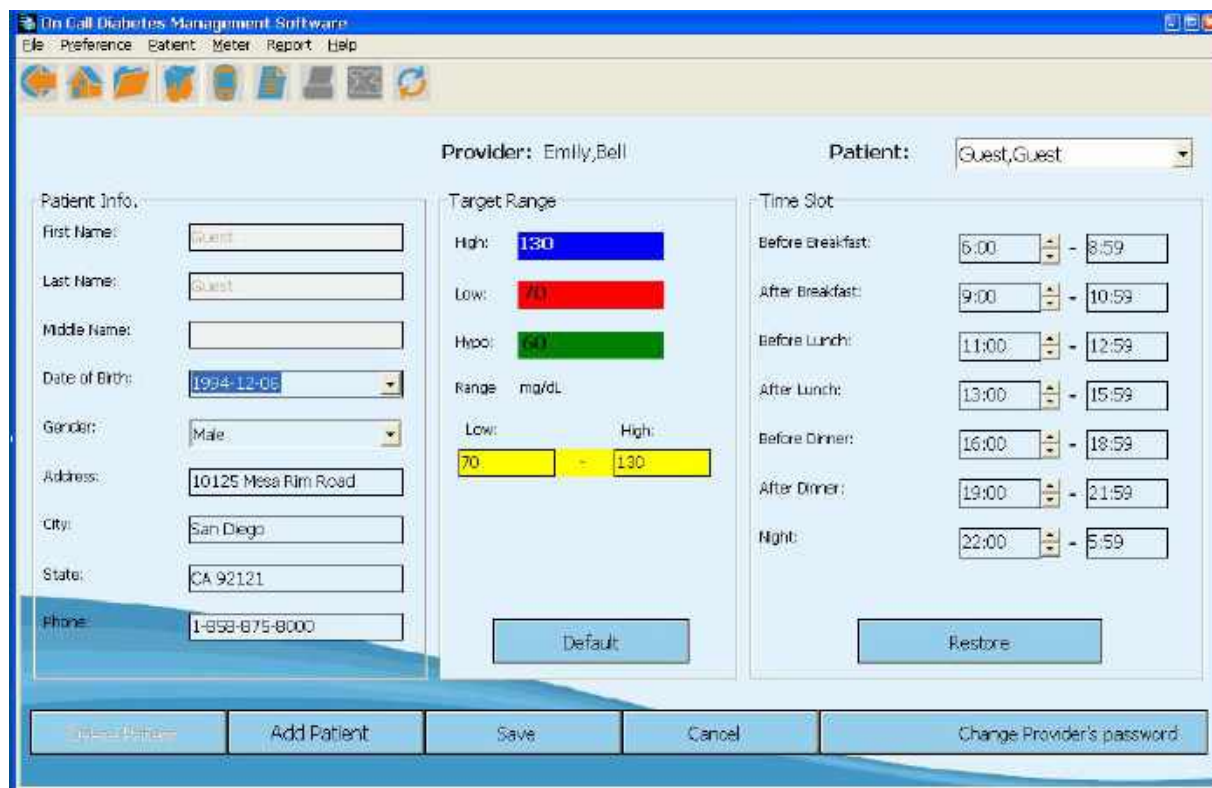
Patient Setup



enter **Patient Setup**: click **Patient Setup** in the home page, click  in the toolbar, or select **Patient Setup** from the **Patient** drop down menu.



The **Patient Setup** window will be displayed as below. The default Patient is “Guest, Guest”.





### 4.5.1 Patient Information

Click **Add Patient** in the Patient Setup window to add a new patient. Complete the **Patient Info.** by entering **First Name**, **Last Name** and other fields shown below. First Name and Last Name can not be empty.

The screenshot shows a form titled "Patient Info." with the following fields and values:

First Name:	Mary
Last Name:	Clark
Middle Name:	
Date of Birth:	1966-08-08
Gender:	Female
Address:	185 Berry Street, San Francisco
City:	San Francisco
State:	california
Phone:	415-353-9464

Click **Save** to save the patient information and create the new patient successfully. Click **Cancel** to give up adding the new patient.

If you want to add another patient with profile data, click **Add Patient** again.

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

The screenshot shows a dropdown menu titled "Patient:" with the following list of names:

- Clark.Mary
- Guest.Guest
- Clark.Mary
- Cook.Elijah
- Eddy.Devlin
- May.Tyler
- Scott.Sara

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

To delete patient profile data, select the patient name from the **Patient** drop down list.

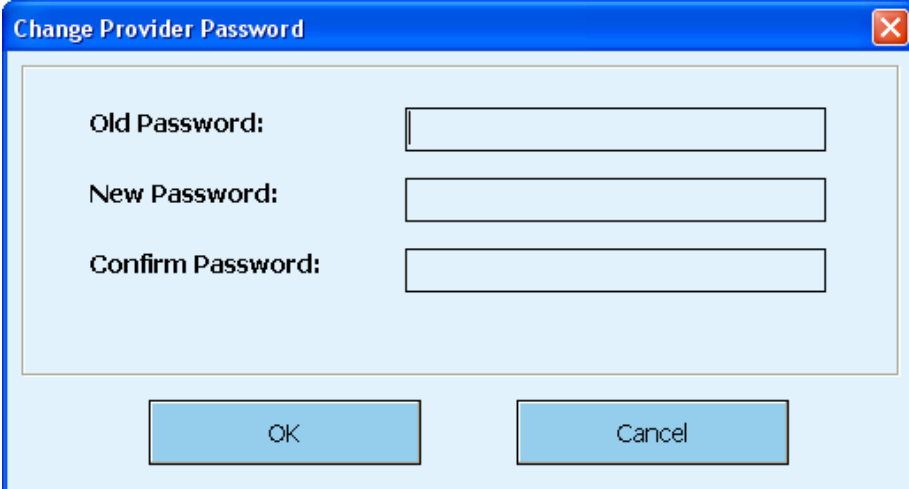
**Patient:**

Clark, Mary	▼
Guest, Guest	
Clark, Mary	
Cook, Elijah	
<b>Eddy, Devin</b>	
May, Tyler	
Scott, Sara	

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

Click **Cancel** to keep the previous patient settings.

Click **Change Provider's Password** to change provider's password.



The dialog box titled "Change Provider Password" has a blue header bar with a close button (X) on the right. The main area is light blue and contains three text input fields. The first field is labeled "Old Password:", the second "New Password:", and the third "Confirm Password:". At the bottom, there are two buttons: "OK" and "Cancel".

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 Password** field. Click **OK** to save the change.

## 4.5.2 Target Range

Values of three levels can be set in **Target Range**: High, Low and Hypo. The default normal range is between 70 to 130 mg/dL (3.9-7.2 mmol/L). The target ranges are color coded and reflected in the summary and report pages.

**Note:** These target values are only examples, and if used, may have a serious impact on your health. Consult your healthcare provider for target values that are appropriate for your condition.

In mmol/L

Target Range

High: **7.2**

Low: **3.9**

Hypo: **3.3**

Range mmol/L

Low:  -  High:

In mg/dL

Target Range

High: **130**

Low: **70**

Hypo: **60**

Range mg/dL

Low:  -  High:

### 4.5.3 Time Slot

On Call® DMS uses meal slots to organize data for reports. The window below shows the start and end times for 7 meal slots: **Before Breakfast**, **After Breakfast**, **Before Lunch**, **After Lunch**, **Before Dinner**, **After Dinner** and **Night**.

Meal Slot	Start Time	End Time
Before Breakfast:	6:00	8:59
After Breakfast:	9:00	10:59
Before Lunch:	11:00	12:59
After Lunch:	13:00	15:59
Before Dinner:	16:00	18:59
After Dinner:	19:00	21:59
Night:	22:00	5:59

Restore

Set the proper time slot by clicking the **up** and **down** button. Click **Restore** button to go back to the default setting.

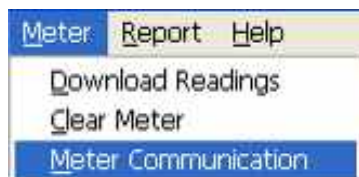
Click **Save** to save any changes that have been made in the Patient Setup. Click **Cancel** to keep the previous time slot.

## 4.6 Transferring Meter Readings

**Transferring Meter Readings** transfers data from a connected meter to the software database and completely clears all the readings from the connected meter. There are three ways to get to



**Transferring Meter Readings:** click **Meter** in the home page, click **Meter** in the toolbar, or select **Meter Communication** from the **Meter** drop down menu.



### 4.6.1 Connecting a Meter to PC

Enter PC mode of the meter referring to the user's manual of the meter. "PC" will appear on the display. Plug the USB Cable to the USB port on your computer.



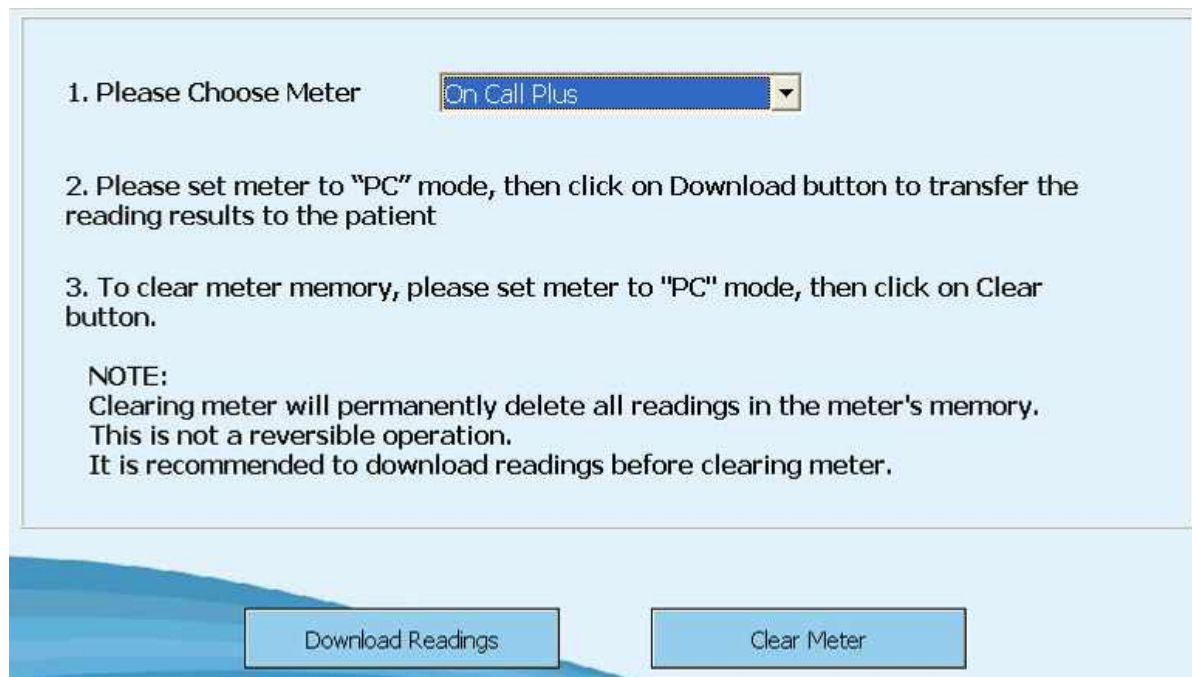
Plug the audio jack into the meter.



## 4.6.2 Downloading Meter Readings

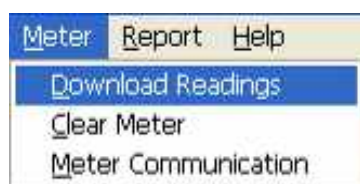
Before downloading meter readings from a glucose meter to PC, you must establish communication between the PC and the meter.

The following screen will display **Downloading Meter Reading**.



Select the meter type from the **Choose Meter** drop down list.

Once the meter is connected to PC, in its **"PC"** mode, click **Download Readings** button in the **Transfer Meter Reading** screen, or select **Download Readings** from the **Meter** drop down menu.

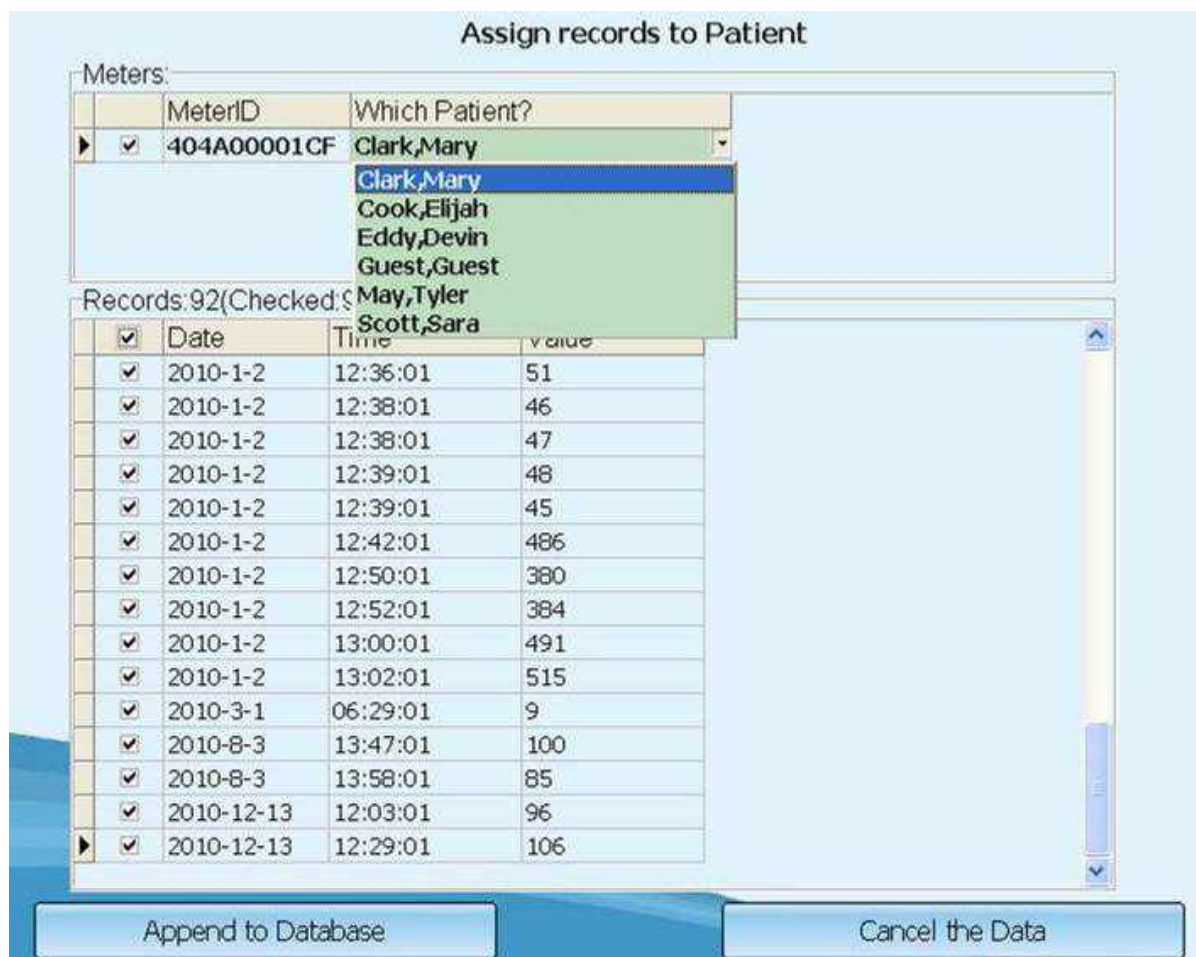


The following screen will pop up to show that data is downloaded successfully.



Click **Ok** and records of the meter will be listed as shown below.





Select the patient name from the **Which Patient?** drop down list.

Click **Append to Database** to transfer all the new data into the database of the software.

If you click **Cancel the Data**, the data will not be transferred to the database.

### 4.6.3 Clearing Meter Readings

**Extreme Cautions:**

- Clearing meter will permanently delete all readings in the meter's memory.
- This is not a reversible operation.
- It is recommended to download readings before clearing meter.

Once the meter is connected to the PC, in its **“PC”** mode, click **Clear Meter** in the **Transfer Meter Reading** screen, or select **Clear Meter** from the **Meter** drop down menu.



## 4.7 Viewing Reports

Seven reports are available in the software, including **Data List**, **Log Book**, **Glucose Trend**, **Standard Day**, **Pie Chart**, **Average Day** and **Average Week**. There are three ways to view the



View Report



reports: click **View Report** in the home page, click  in the toolbar, or select your desired report from the **Report** drop down menu.



### 4.7.1 Data List Report

**Data List** is a list of all glucose data that has been downloaded for a selected patient and date range. To generate a **Data List Report**, select the **Data List** tab. The report will be generated based on the previous settings.

On Call Diabetes Management Software

File Reference Patient Meter Report Help

Average Week

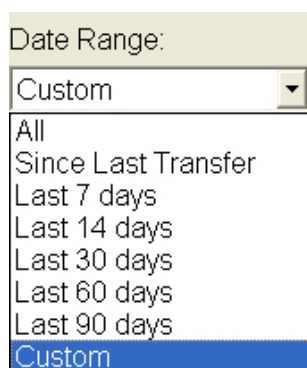
Date Range: From: 2009-12-22 To: 2010-12-22 Patient: Clark, Mary

Date	Time	Slot	Value mg/dL	Result Type	Status	Comments (Total Results:92)
2010-01-02	12:50:01	Before Lunch	380	Glucose	Included	
2010-01-02	12:52:01	Before Lunch	384	Glucose	Included	
2010-01-02	13:00:01	After Lunch	491	Glucose	Included	
2010-01-02	13:02:01	After Lunch	515	Glucose	Included	
2010-01-15	14:33:01	After Lunch	432	Glucose	Included	
2010-02-21	19:33:01	After Dinner	174	Glucose	Included	
2010-03-01	06:29:01	Before Breakfast	100	Glucose	Included	
2010-03-08	19:33:01	After Dinner	87	Glucose	Included	
2010-04-10	06:38:01	Before Breakfast	131	Glucose	Included	
2010-04-15	11:06:01	Before Lunch	143	Glucose	Included	
2010-05-08	14:02:01	After Lunch	179	Glucose	Included	
2010-05-10	08:38:01	Before Breakfast	120	Glucose	Included	
2010-06-10	08:38:01	Before Breakfast	291	Glucose	Included	
2010-06-19	14:06:01	After Lunch	131	Glucose	Included	
2010-07-10	14:02:01	After Lunch	128	Glucose	Included	
2010-07-27	11:18:01	Before Lunch	160	Glucose	Included	
2010-08-03	13:47:01	After Lunch	100	marked Glucose	Omitted	
2010-08-03	13:58:01	After Lunch	85	marked Control	Omitted	
2010-08-11	11:40:01	Before Lunch	133	Glucose	Included	
2010-08-13	08:45:01	Before Breakfast	169	marked Control	Omitted	
2010-08-13	09:53:01	After Breakfast	100	Glucose	Included	
2010-08-23	19:36:01	After Dinner	145	Glucose	Included	

**Note:** For **Professional Edition** only, select the desired patient from the **Patient** drop down list first.



Select a predefined date range from the **Date Range** drop down list.



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



The values are color coded based on the target range set previously.

**Blue** values are above High level.

**Red** values are below Low level.

**Green** values are hypoglycemic readings.

**Yellow** values are the values within target.

**Gray** values are invalid or control readings.

**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.

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

spreadsheet, click on  in the toolbar.

An **Export to Excel File** dialog box will pop up. Select the folder where you want to save the exported Excel file, enter a filename and click **Save**.

## 4.7.2 Logbook Report

The **Logbook** displays a table of the glucose data based on the selected patient, time slot and date range. To generate the **Logbook Report**, select the **Logbook** tab.

The report will be generated based on the previous settings.

Date	Before Breakfast	After Breakfast	Before Lunch	After Lunch	Before Dinner	After Dinner	Night	Total
2009-12-22				258				3
2010-01-02	106							13
2010-01-02		112	486	515				34
2010-01-15				132				1
2010-02-21						104		1
2010-03-01	9							1
2010-03-08						100		1
2010-04-10	131							1
2010-04-15			143					1
2010-05-08				129				1
2010-05-10	130							1
2010-06-10	391							1
2010-06-19				131				1
2010-07-10				126				1
2010-07-27			100					1
2010-08-11			133					1
2010-08-13		100						1
2010-08-23						145		2
2010-10-25				134				2
<b>#Results</b>	18	5	33	12	0	11	5	84
<b>Average</b>	107	85	240	223	--	141	247	192
<b>In Target</b>	6%	0%	12%	58%	--	64%	0%	23%

**Note:** For **Professional Edition** only, select the desired patient from the **Patient** drop down list first.

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

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 range set previously.

**Blue** values are above High level.

**Red** values are below Low level.

**Green** values are hypoglycemic readings.

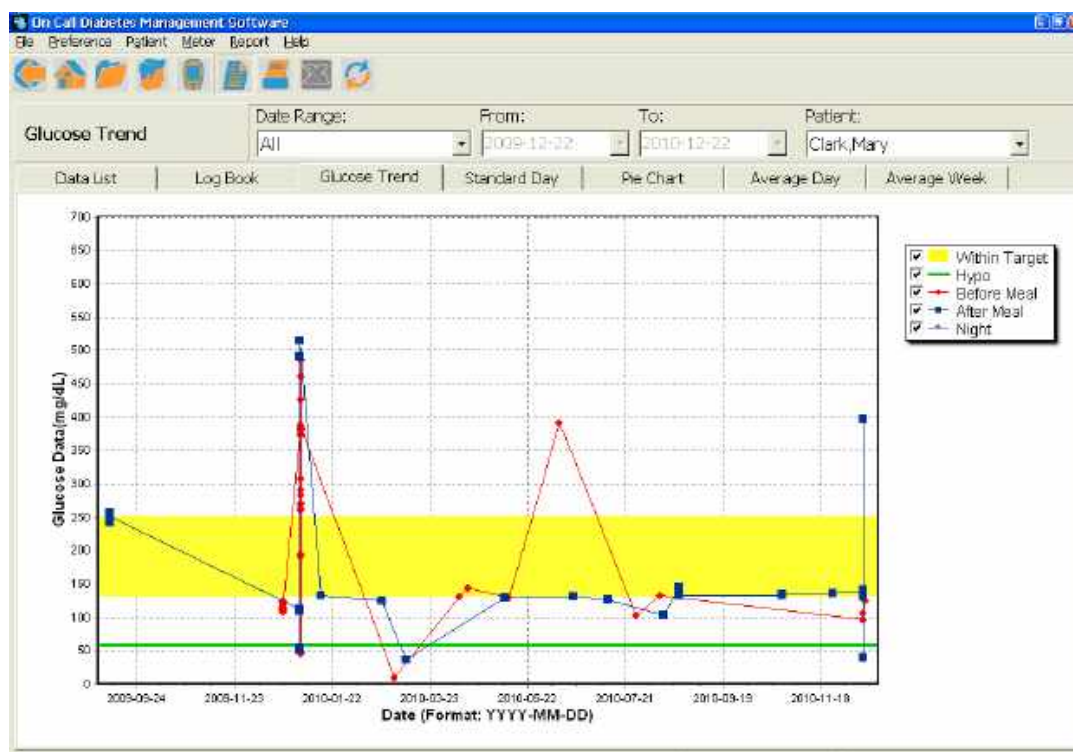
**Yellow** values are the values within target.

**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.

### 4.7.3 Glucose Trend Report

The **Glucose Trend** displays a trend line graph of glucose data for a selected patient, time slot and date range.

To generate a **Glucose Trend Report**, select the **Glucose Trend** tab. The report will be generated based on the previous settings.



**Note:** For **Professional Edition** only, select the desired patient from the **Patient** drop down list first.

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

To display glucose trend only by Before Meal (or After Meal or Night), choose the option you want displayed in the area on the right side of the chart.

The target range and time slot are indicated with a color coded area and line.

- Yellow** area indicates within target.
- Green** line indicates Hypo level.
- Red** line is trend line for Before Meal.
- Dark blue** line is trend line for After Meal.
- Purple** line is trend line for Night.

**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.

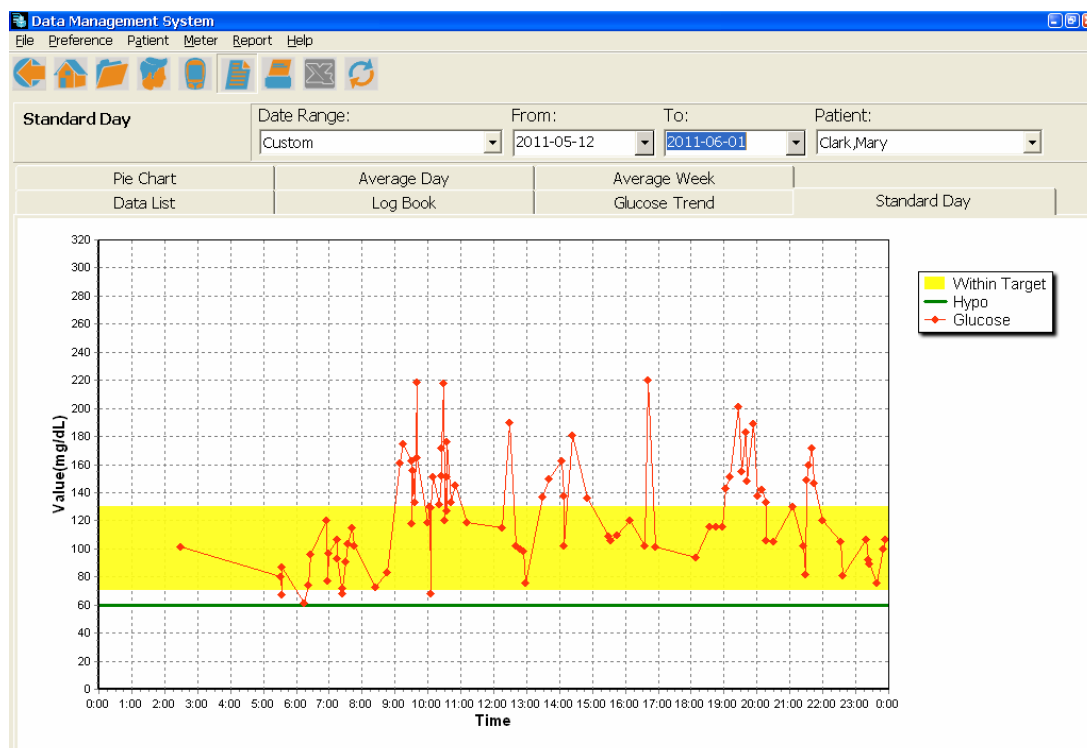


### 4.7.4 Standard Day Report

The **Standard Day** displays a scatter graph of the glucose readings in 24 hours time. The **Standard Day Report** will be generated based on the selected patient and date range.

To generate a **Standard Day Report**, select the **Standard Day** tab.




The report will be generated based on the previous settings.



**Note:** For **Professional Edition** only, select the desired patient from the **Patient** drop down list first.

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

The target range is indicated with a color coded area and line.

-  **Yellow** area indicates within target.
-  **Green** line indicates Hypo level.
-  **Red** line indicates glucose concentration.

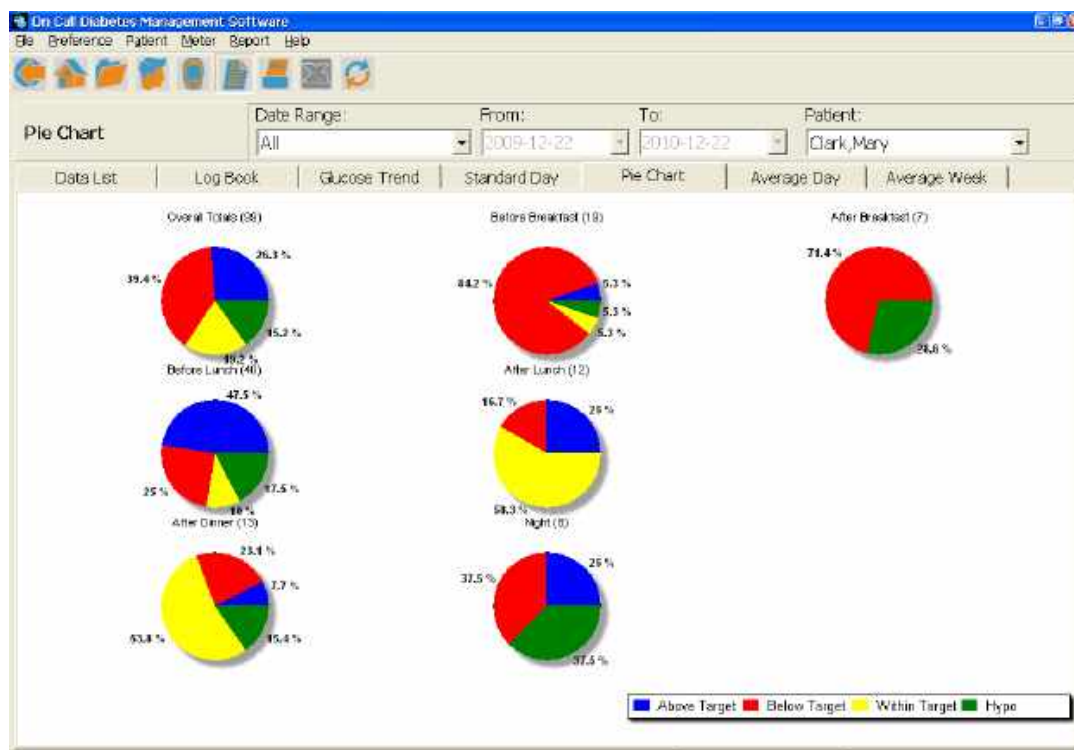
**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.



## 4.7.5 Pie Chart Report

The **Pie Chart** displays the percentage of glucose readings for the selected patient, time slot and date range in a pie chart format.

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



**Note:** For **Professional Edition** only, select the desired patient from the **Patient** drop down list first.

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

The pie charts are color coded based on the user-defined target range.

**Blue** values are above High level.

**Red** values are below Low level.

**Green** values are hypoglycemic readings.

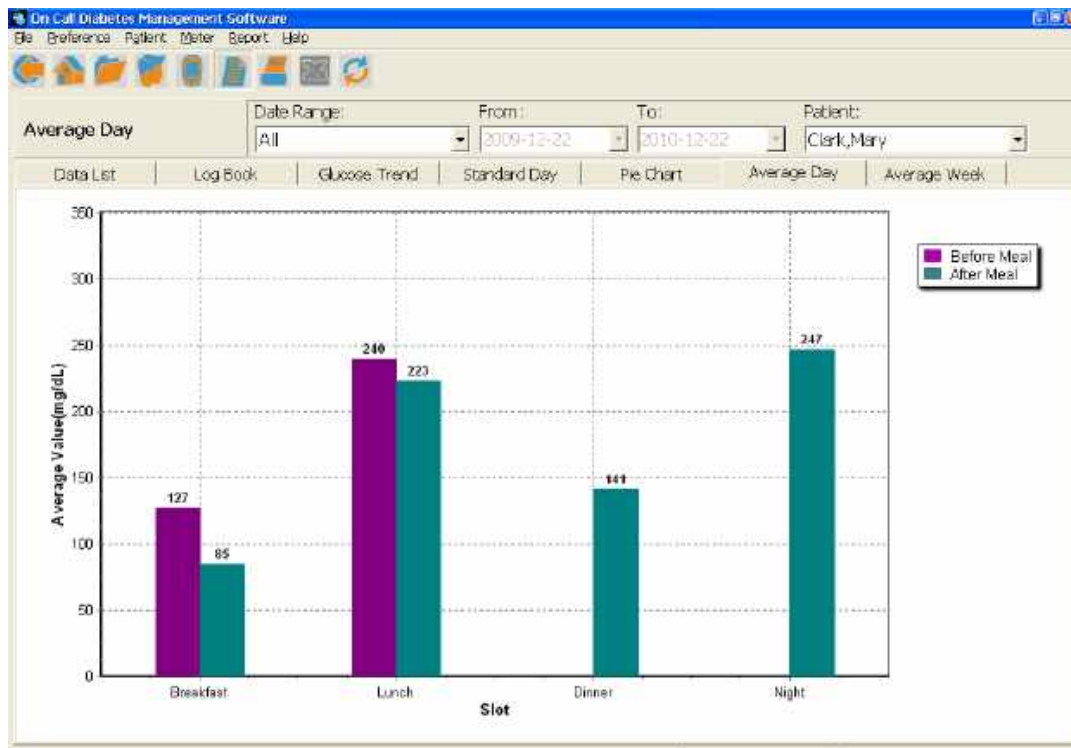
**Yellow** values are the values within target.

**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.

### 4.7.6 Average Day Report

The **Average Day** displays a bar graph depicting the average glucose readings of Before Meal and After Meal for the selected patient, time slot and date range.



To generate an **Average Day Report**, select the **Average Day** tab. The report will be generated based on the previous settings.



**Note:** For **Professional Edition** only, select the desired patient from the **Patient** drop down list first.

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

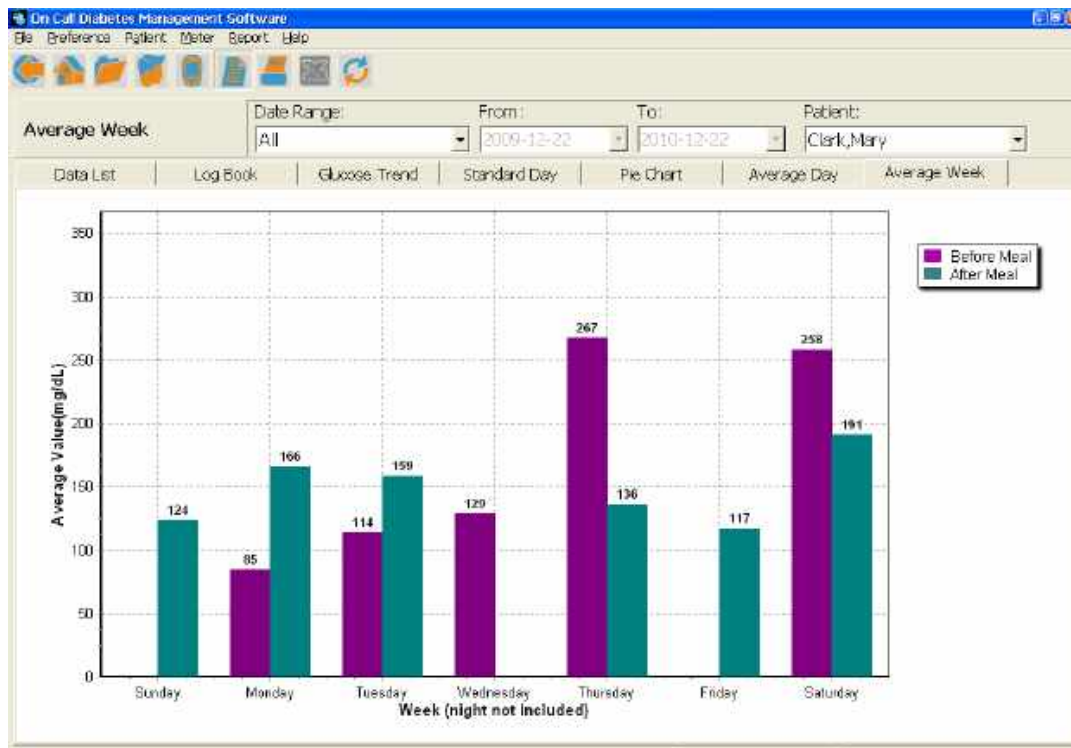
The values are color coded based on the time slot set previously.

-  **Dark Green** bars indicate average value after meal.
-  **Dark Purple** bars indicate average value before meal.

### 4.7.7 Average Week Report

The **Average Week** displays a bar graph depicting the average glucose readings of Before Meal and After Meal 7 days a week for the selected patient, time slot and date range.



To generate an **Average Week Report**, select the **Average Week Report** tab. The report will be generated based on the previous settings.



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

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

The values are color coded based on the time slot set previously.

-  **Dark Green** bars indicate average value after meal.
-  **Dark Purple** bars indicate average value before meal.

### 4.7.8 Printing Reports

Reports can be printed by clicking  in the toolbar.

**Note:** For the **Professional Edition**, select the desired patient from the **Patient** drop down list to view and print the reports.

## 5. Home Edition

### 5.1 Starting the *On Call*® Diabetes Management Software

Once the Home Edition of the *On Call*® DMS has been installed, the **On Call DMS Home** icon




On Call DMS Home will appear on the desktop of your computer.

Double click the icon to start the application, and then the *On Call*® DMS Home Page will be displayed as below. There are three main functions on the home page: Patient Setup, Meter (Transferring Meter Readings) and View Report.



## 5.2 Preference Setup

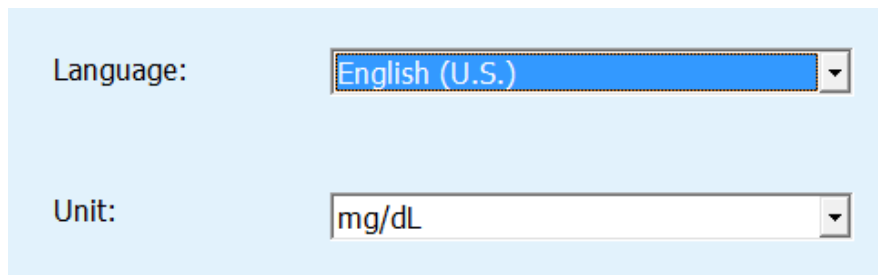
**Preference Setup** sets the **Language** and measurement **Unit**. There are two ways to enter

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



### 5.2.1 Setting Language

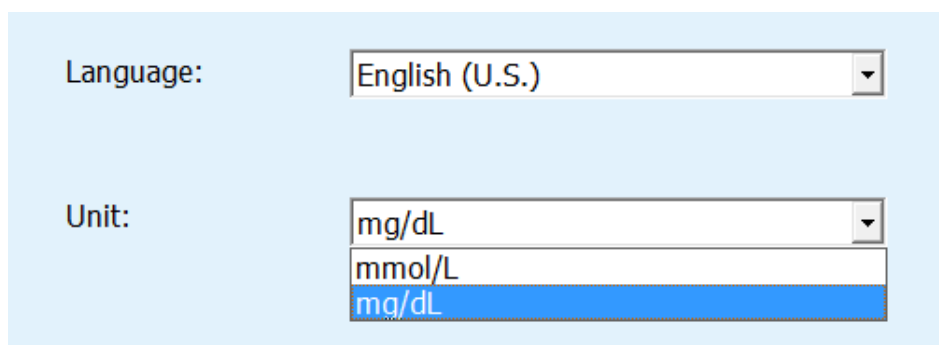
Select language from the **Language** drop down list.

A screenshot of a preference dialog box with a light blue background. It contains two dropdown menus. The first is labeled 'Language:' and is set to 'English (U.S.)'. The second is labeled 'Unit:' and is set to 'mg/dL'.

Click **Save** to save any changed language. Click **Cancel** to go back to the previous preferences.

### 5.2.2 Setting Unit

Select the glucose measurement unit used for the glucose data from the **Unit** drop down list, either mmol/L or mg/dL.

A screenshot of the same preference dialog box as in 5.2.1. The 'Unit:' dropdown menu is open, showing a list of options: 'mg/dL', 'mmol/L', and 'mg/dL'. The bottom 'mg/dL' option is highlighted with a blue background.

Click **Save** to save any changed units. Click **Cancel** to go back to the previous preferences.

## 5.3 Patient Setup

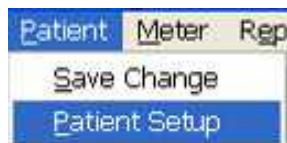
**Patient Setup** allows you to change your information. You have three ways to enter **Patient Setup**:



**Patient Setup**



click **Patient Setup** in the home page, click  in the toolbar, or select **Patient Setup** from the **Patient** drop down menu.



The **Patient Setup** window will be displayed as below. If it is the first time to start the Home Edition, the pre-set patient is “Home, Home”, with other information shown below.

Section	Field	Value
Patient Info	First Name	Home
	Last Name	Home
	Middle Name	
	Date of Birth	1986-01-01
	Gender	Female
	Address	10125 Mesa Rim Road
	City	San Diego
	State	CA 92121
	Phone	1-858-675-6000
Target Range	High	130
	Low	70
	Hypo	150
	Range (mg/dL)	70 - 130
Time Slot	Before Breakfast	6:00 - 8:59
	After Breakfast	9:00 - 10:59
	Before Lunch	11:00 - 12:59
	After Lunch	13:00 - 15:59
	Before Dinner	16:00 - 18:59
	After Dinner	19:00 - 21:59
	Night	22:00 - 5:59



### 5.3.1 Patient Information

Set your own information by changing the **First Name**, **Last Name** and other patient Information directly. First Name and Last Name can not be empty.

Patient Info.

First Name:	Mary
Last Name:	Clark
Middle Name:	
Date of Birth:	1966-08-08
Gender:	Female
Address:	185 Berry Street, San Franci
City:	San Francisco
State:	california
Phone:	415-353-9464

Click **Save** to save the modifications. Click **Cancel** to give up changing the patient Information.

### 5.3.2 Target Range

Values of three levels can be set in **Target Range**: High, Low and Hypo. The default normal range is between 70 to 130 mg/dL (3.9-7.2 mmol/L). The target ranges are color coded and reflected in the summary and report pages.

**Note:** These target values are only examples, and if used, may have a serious impact on your health. Consult your healthcare provider for target values that are appropriate for your condition.

**In mmol/L**

Target Range

High:	7.2			
Low:	3.9			
Hypo:	3.3			
Range	mmol/L			
Low:	3.9	-	High:	7.2

Default

**In mg/dL**

Target Range

High:	130			
Low:	70			
Hypo:	60			
Range	mg/dL			
Low:	70	-	High:	130

Default

### 5.3.3 Time Slot

On Call® DMS uses meal slots to organize data for reports. The window below shows the start and end times for 7 meal slots: **Before Breakfast, After Breakfast, Before Lunch, After Lunch, Before Dinner, After Dinner** and **Night**.

Meal Slot	Start Time	End Time
Before Breakfast:	6:00	8:59
After Breakfast:	9:00	10:59
Before Lunch:	11:00	12:59
After Lunch:	13:00	15:59
Before Dinner:	16:00	18:59
After Dinner:	19:00	21:59
Night:	22:00	5:59

Restore

Set the proper time slot by clicking the **up** and **down** button. Click **Restore** button to go back to the default setting.

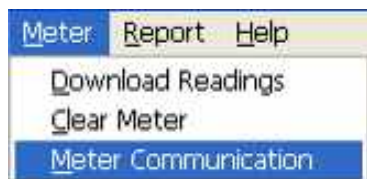
Click **Save** to save any changes that have been made in the Patient Setup. Click **Cancel** to keep the previous time slot.

## 5.4 Transferring Meter Readings

**Transferring Meter Readings** transfers data from a connected meter to the software database or completely clears all the readings from the connected meter. There are three ways to get to



**Transferring Meter Readings:** click **Meter** in the home page, click **Meter** in the toolbar, or select **Meter Communication** from the **Meter** drop down menu.



### 5.4.1 Connecting a Meter to PC

Enter PC mode of the meter referring to the user's manual of the meter. "PC" will appear on the display. Plug the USB Cable to the USB port on your computer.



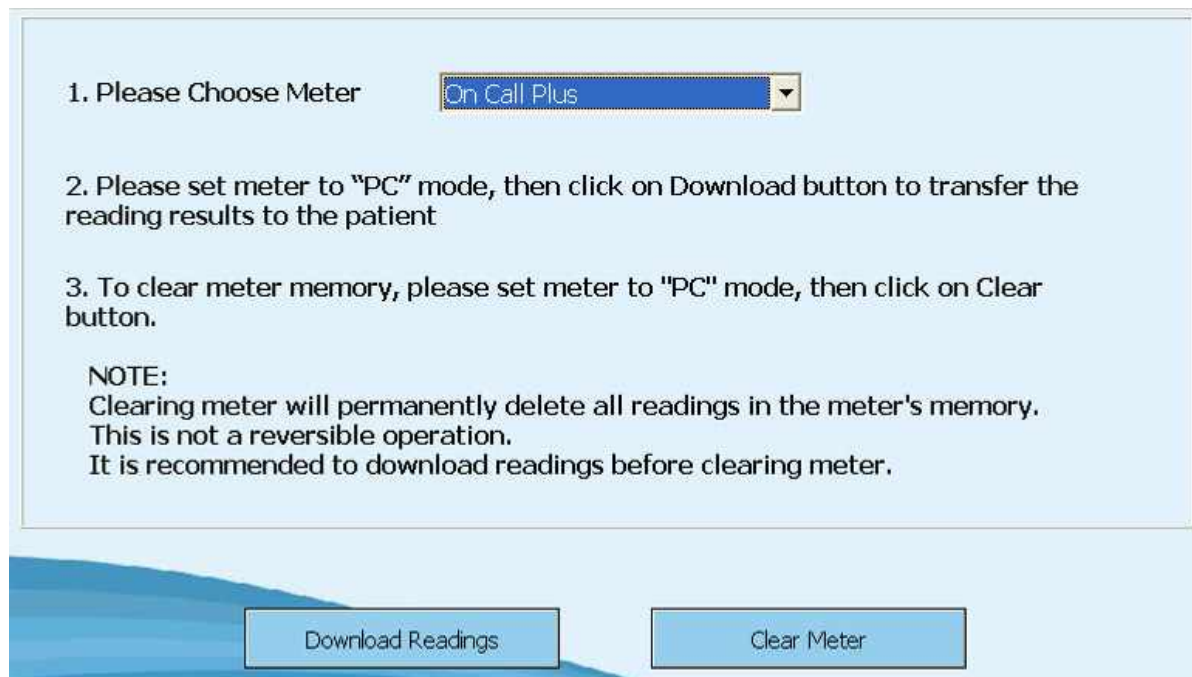
Plug the audio jack into the meter.



## 5.4.2 Downloading Meter Readings

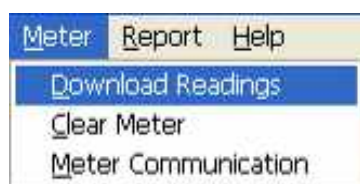
Before downloading meter readings from a glucose meter to PC, you must establish communication between the PC and the meter.

The following screen will display **Downloading Meter Readings**.



Select the meter type from the **Choose Meter** drop down list.

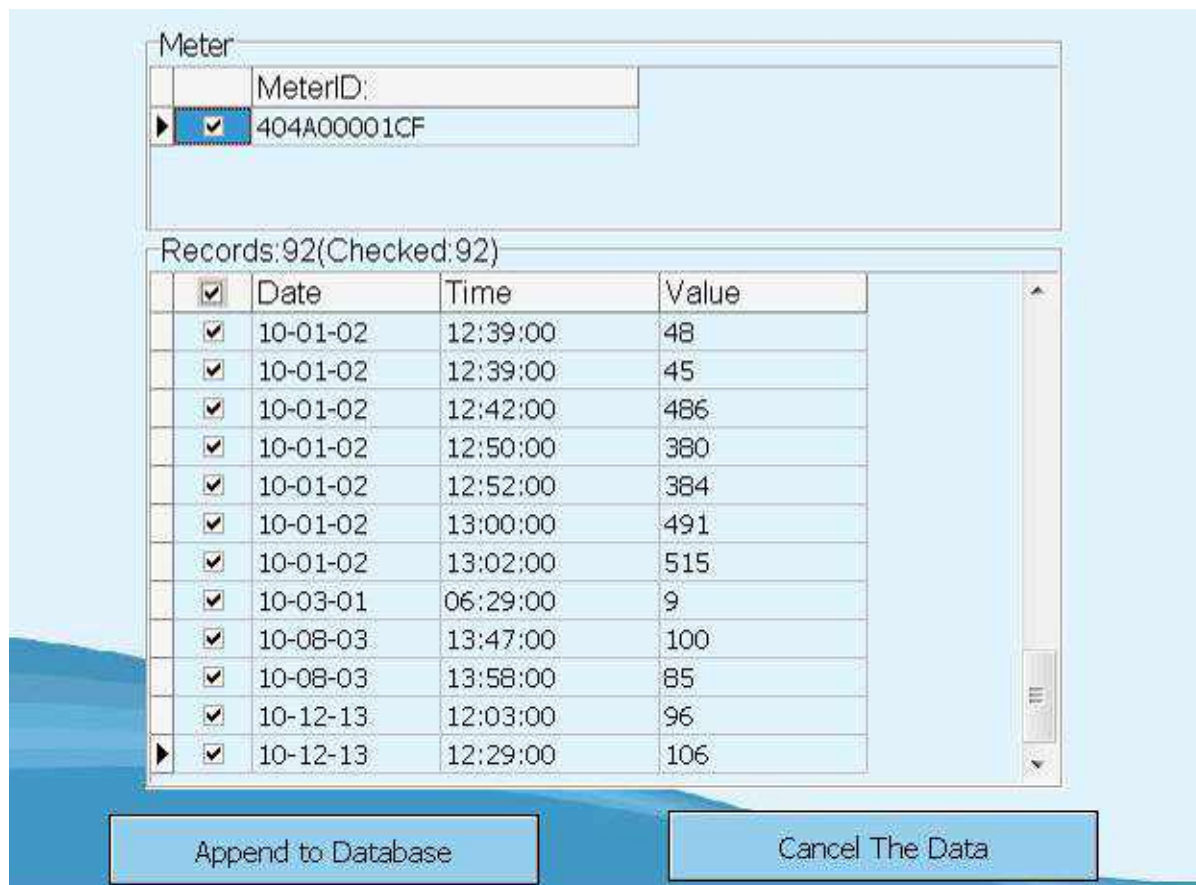
Once the meter is connected to PC, in its **"PC"** mode, click **Download Readings** button in the **Transfer Meter Reading** screen, or select **Download Readings** from the **Meter** drop down menu.



The following screen will pop up to show that data is downloaded successfully.



Click **Ok** and records of the meter will be listed as shown below.



Click **Append to Database** to transfer all the new data into the database of the software. If you click **Cancel the Data**, the data will not be transferred to the database.

### 5.4.3 Clearing Meter Readings

**Extreme Cautions:**

- Clearing meter will permanently delete all readings in the meter's memory.
- This is not a reversible operation.
- It is recommended to download readings before clearing meter.

Once the meter is connected to the PC, in its "PC" mode, click **Clear Meter** in the **Transfer Meter Reading** screen, or select **Clear Meter** from the **Meter** drop down menu.




## 5.5 Viewing Reports

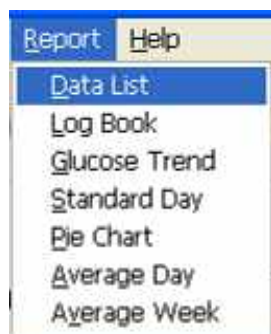
Seven reports are available in the software, including **Data List**, **Log Book**, **Glucose Trend**, **Standard Day**, **Pie Chart**, **Average Day** and **Average Week**. There are three ways to view the



View Report



reports: click **View Report** in the home page, click  in the toolbar, or select your desired report from the **Report** drop down menu.



### 5.5.1 Data List Report

**Data List** is a list of all glucose data that has been downloaded for selected time slot and date range. To generate a **Data List Report**, select the **Data List** tab. The report will be generated based on the previous settings.

On Call Diabetes Management Software

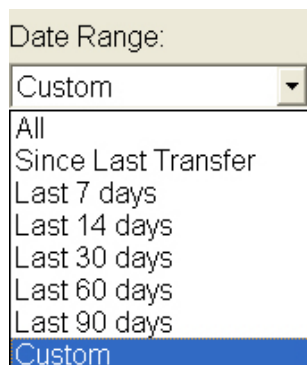
File Preference Patient Meter Report Help

Average Week Date Range: All From: 2009-12-22 To: 2010-12-22

Date	Time	Slot	Value mg/dL	Result Type	Status	Comments (Total Results:92)
2010-01-02	12:50:01	Before Lunch	380	Glucose	Included	
2010-01-02	12:52:01	Before Lunch	384	Glucose	Included	
2010-01-02	13:00:01	After Lunch	491	Glucose	Included	
2010-01-02	13:02:01	After Lunch	515	Glucose	Included	
2010-01-15	14:33:01	After Lunch	132	Glucose	Included	
2010-02-21	19:33:01	After Dinner	128	Glucose	Included	
2010-03-01	06:29:01	Before Breakfast	109	Glucose	Included	
2010-03-08	19:33:01	After Dinner	127	Glucose	Included	
2010-04-10	06:38:01	Before Breakfast	131	Glucose	Included	
2010-04-15	11:06:01	Before Lunch	143	Glucose	Included	
2010-05-08	14:02:01	After Lunch	129	Glucose	Included	
2010-05-10	08:38:01	Before Breakfast	120	Glucose	Included	
2010-06-10	08:38:01	Before Breakfast	391	Glucose	Included	
2010-06-19	14:06:01	After Lunch	131	Glucose	Included	
2010-07-10	14:02:01	After Lunch	128	Glucose	Included	
2010-07-27	11:18:01	Before Lunch	102	Glucose	Included	
2010-08-03	13:47:01	After Lunch	100	marked Glucose	Omitted	
2010-08-03	13:58:01	After Lunch	85	marked Control	Omitted	
2010-08-11	11:40:01	Before Lunch	133	Glucose	Included	
2010-08-13	08:46:01	Before Breakfast	169	marked Control	Omitted	
2010-08-13	09:53:01	After Breakfast	102	Glucose	Included	
2010-08-23	19:36:01	After Dinner	145	Glucose	Included	



Select a predefined date range from the **Date Range** drop down list.



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



The values are color coded based on the target range set previously.

**Blue** values are above High level.

**Red** values are below Low level.

**Green** values are hypoglycemic readings.

**Yellow** values are the values within target.

**Gray** values are invalid or control readings.

**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.

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

spreadsheet, click on  in the toolbar.

An **Export to Excel File** dialog box will pop up. Select the folder where you want to save the exported Excel file, enter a filename and click **Save**.

## 5.5.2 Logbook Report

The **Logbook** displays a table of the glucose data based on the selected time slot and date range. To generate the **Logbook Report**, select the **Logbook** tab.

The report will be generated based on the previous settings.

Date	Before Breakfast	After Breakfast	Before Lunch	After Lunch	Before Dinner	After Dinner	Night	Total
2009-09-07				288				3
2009-12-22	225							13
2010-01-02		112	486	515				34
2010-01-15				132				1
2010-02-21						124		1
2010-03-01	16							1
2010-03-08						97		1
2010-04-10	131							1
2010-04-15			143					1
2010-05-08				129				1
2010-05-10	180							1
2010-06-10	391							1
2010-06-19				131				1
2010-07-10				138				1
2010-07-27			103					1
2010-08-11			133					1
2010-08-13		102						1
2010-08-23						145		2
2010-10-25				134				2
<b>#Results</b>	18	5	33	12	0	11	5	84
<b>Average</b>	122	85	240	223	--	141	247	192
<b>In Target</b>	6%	0%	12%	58%	--	64%	0%	23%

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

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 range set previously.

**Blue** values are above High level.

**Red** values are below Low level.

**Green** values are hypoglycemic readings.

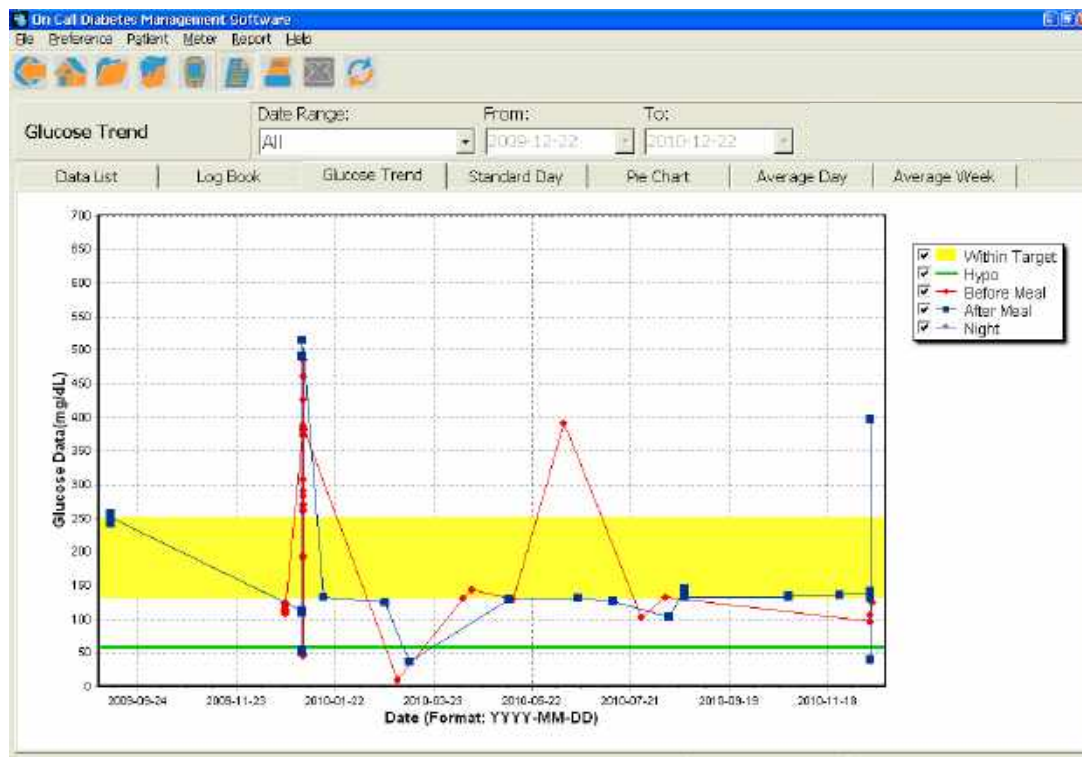
**Yellow** values are the values within target.

**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.

### 5.5.3 Glucose Trend Report

The **Glucose Trend** displays a trend line graph of glucose data for selected time slot and date range.






To generate a **Glucose Trend Report**, select the **Glucose Trend** tab. The report will be generated based on the previous settings.



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

To display glucose trend only by Before Meal (or After Meal or Night), choose the option you want displayed in the area on the right side of the chart.

The target range and time slot are indicated with a color coded area and line.

-  **Yellow** area indicates within target.
-  **Green** line indicates Hypo level.
-  **Red** line is trend line for Before Meal.
-  **Dark blue** line is trend line for After Meal.
-  **Purple** line is trend line for Night.

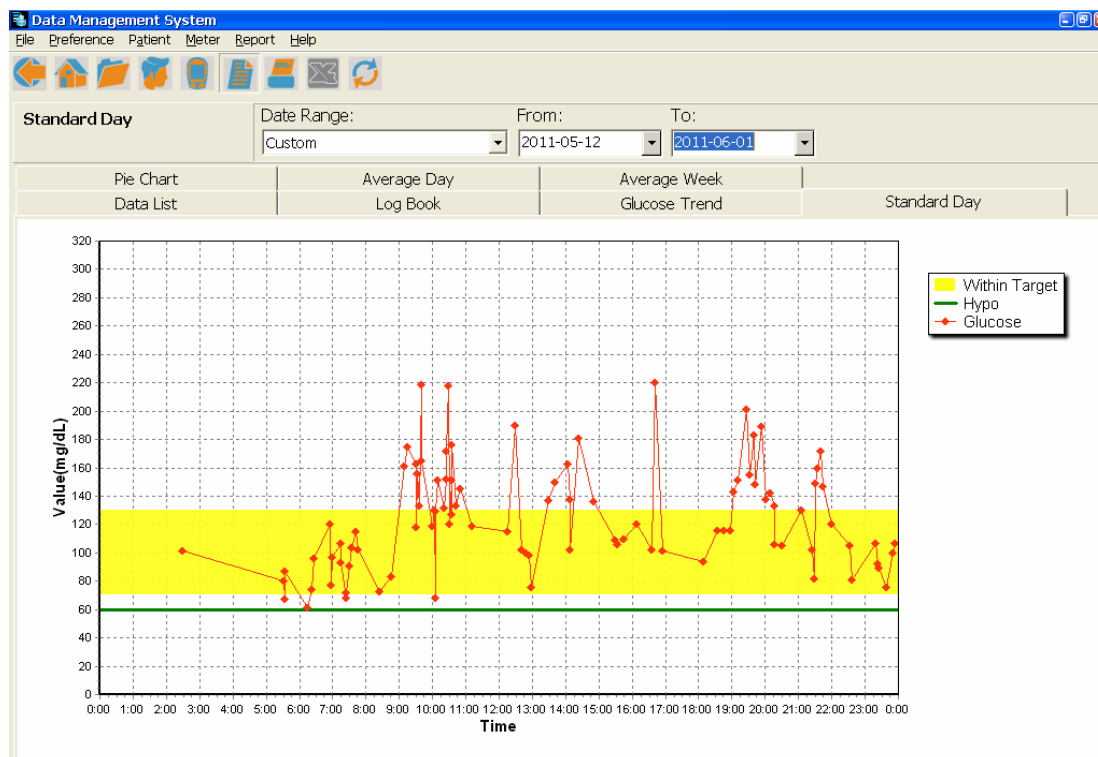
**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.

### 5.5.4 Standard Day Report

The **Standard Day** displays a scatter graph of the glucose readings in 24 hours time. The **Standard Day Report** will be generated based on the selected date range.

To generate a **Standard Day Report**, select the **Standard Day** tab.

The report will be generated based on the previous settings.



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

The target range is indicated with a color coded area and line.

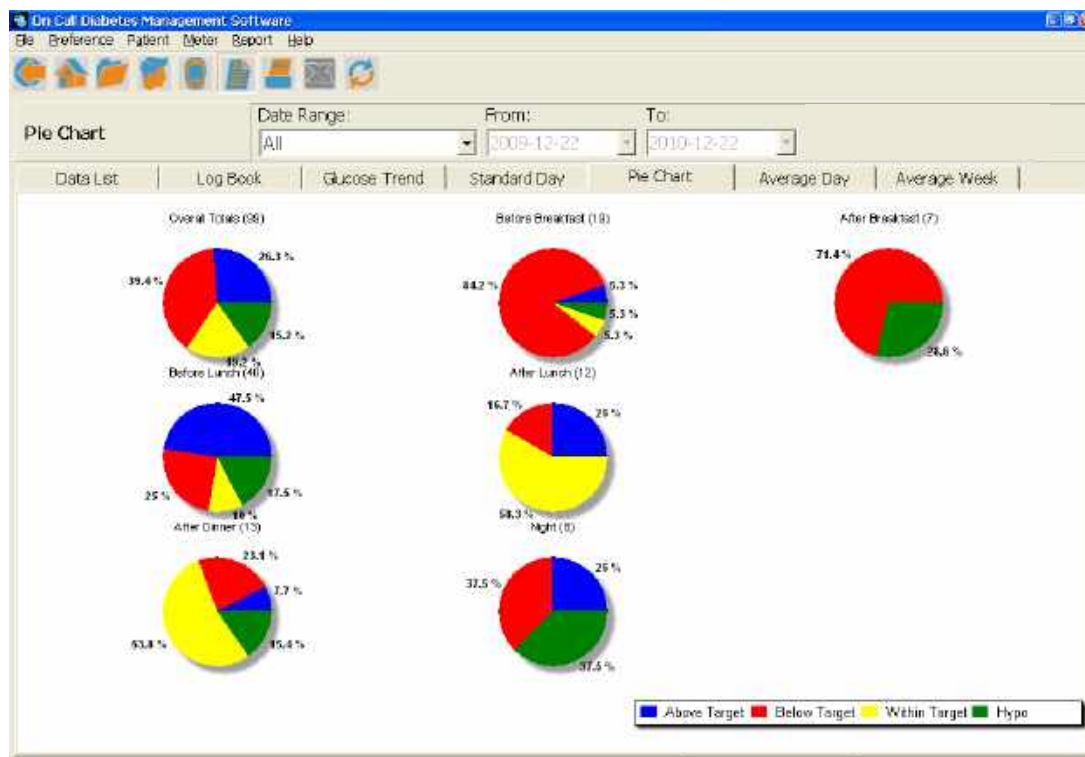
- Yellow** area indicates within target.
- Green** line indicates Hypo level.
- Red** line indicates glucose concentration.

**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.

### 5.5.5 Pie Chart Report

The **Pie Chart** displays the percentage of glucose readings for the selected time slot and date range in a pie chart format.

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



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

The pie charts are color coded based on the user-defined target range.

**Blue** values are above High level.

**Red** values are below Low level.

**Green** values are hypoglycemic readings.

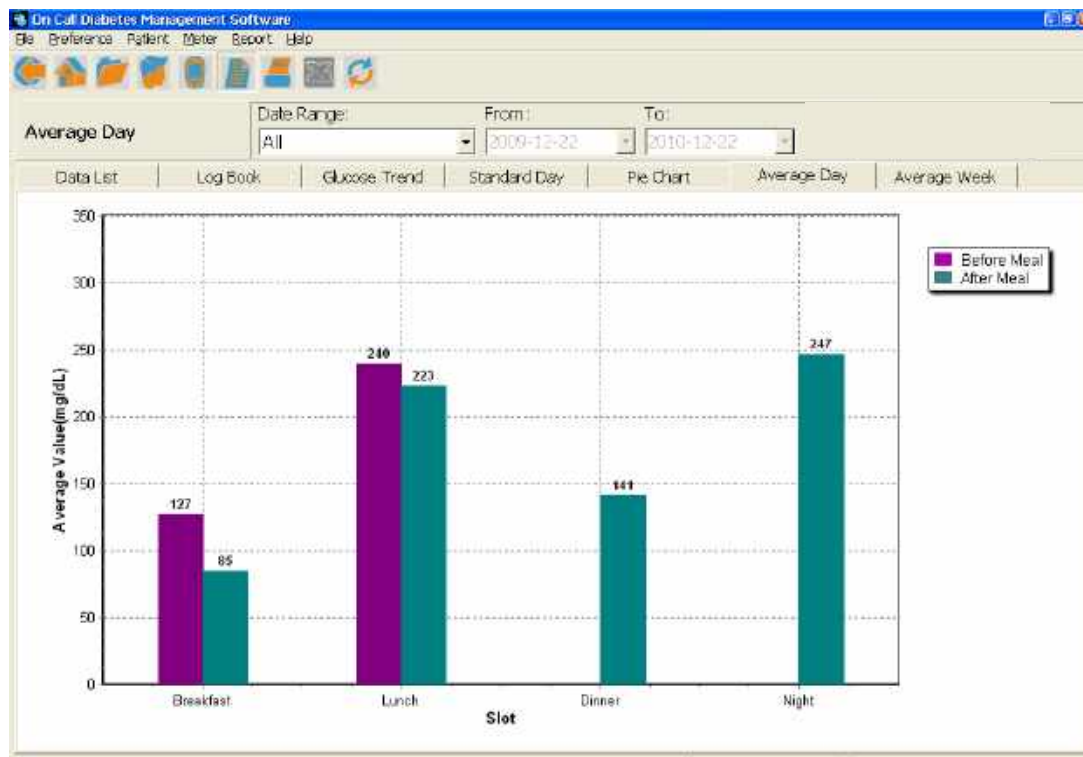
**Yellow** values are the values within target.

**Note:** Consult your healthcare provider for target values that are appropriate for your condition to prevent serious health risk.

### 5.5.6 Average Day Report



The **Average Day** displays a bar graph depicting the average glucose readings of Before Meal and After Meal for the selected time slot and date range.

To generate an **Average Day Report**, select the **Average Day** tab. The report will be generated based on the previous settings.



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

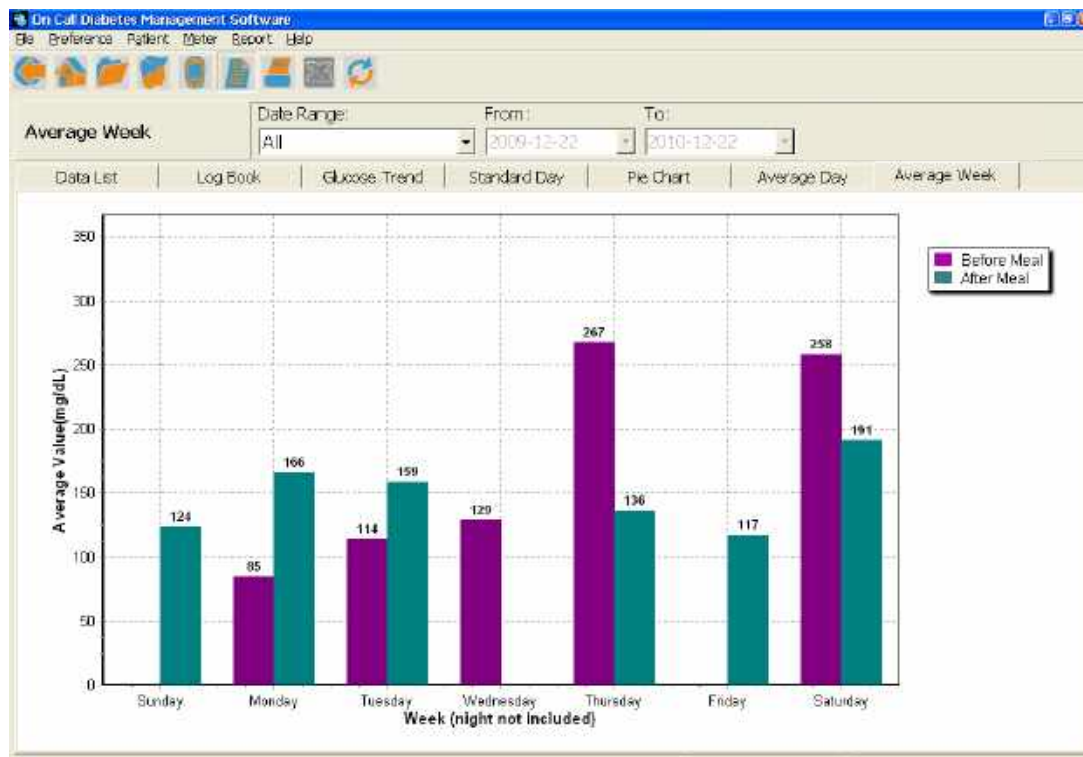
The values are color coded based on the time slot set previously.

-  **Dark Green** bars indicate average value after meal.
-  **Dark Purple** bars indicate average value before meal.

### 5.5.7 Average Week Report



The **Average Week** displays a bar graph depicting the average glucose readings of Before Meal and After Meal 7 days a week for the selected time slot and date range.

To generate an **Average Week Report**, select the **Average Week Report** tab. The report will be generated based on the previous settings.




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

The values are color coded based on the time slot set previously.

-  **Dark Green** bars indicate average value after meal.
-  **Dark Purple** bars indicate average value before meal.

### 5.5.8 Printing Reports

Reports can be printed by clicking  in the toolbar.



## **6. Computer Security**

The software is meant to be installed on computers managed and maintained by the user of the software. It is therefore the user's responsibility to maintain up-to-date protection of the system against malicious software and attackers. This should include, but is not limited to, a fire-walled network connection, access control mechanisms, up-to-date virus protection software, and other state-of-the-art IT security controls.