

# **SIGN Surgical Database - Offline Data Entry Tool**



## **Installation and Use Instructions**

### **Introduction:**

The purpose of the Offline Data Entry Tool is to solve the problem stated below. SIGN is asking for your evaluation and comment on the usability and effectiveness of this new tool. Your input will be used to improve the application in subsequent releases.

### **The Problem We Are Trying To Solve:**

Poor internet access makes online reporting of cases difficult because the entire reporting process must be done while online. Data entry for an entire case can be lost if the internet connection is interrupted at any point during the data entry process. This typically happens at the final stage of attaching and saving large x-ray files.

### **The Solution We Are Providing:**

The Offline Surgical Database Data Entry Tool is a software application that runs entirely on the user's computer and requires internet access only when the user desires to upload previously input case data. The application temporarily stores case data on the user's computer until the user chooses to upload the data to the online database. Once the upload is complete, the data stored on the user's computer is deleted. Access to this data, once it has been uploaded, is available just as it currently is through the online database. After uploading case data, if additional data must be added to an existing case, this must be done through the online database. The Offline Surgical Database Data Entry Tool is simply a tool that provides an offline method for entering and staging information until it is ready to be uploaded to the online database at a time most convenient to the user.

### **System Requirements:**

- Hard Drive Space = 11 Megs
- Operating System = Windows XP, Vista, Win 7
- Internet Browser = MS Internet Explorer 7 or 8, Mozilla Firefox 3.0, Google Chrome 3.0

Note: Due to security changes in the operation of Win Vista and Win 7, each individual user of the SIGN Offline Data Entry tool will need to install the application while logged onto the computer with their username. In other words, each user of a computer needs their own copy of the application installed while they are logged onto the computer.

### **What the application WILL DO:**

1. Will detect and display the date / time settings on the user's computer to assist them in assuring that their system date will not create problems for data entry.
2. Will detect and display the status of the user's internet connection.
3. Will provide a menu for Adding, Editing, and Uploading case data.

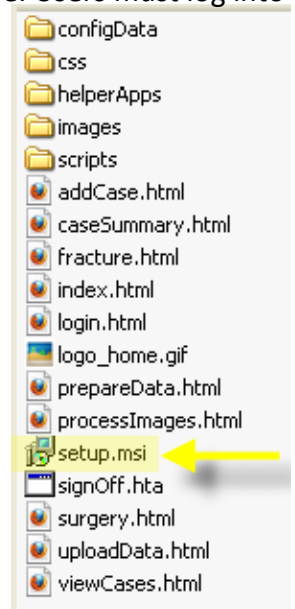
4. Allows a user to enter a new Case, Surgery, and Multiple Fractures with Fracture X-rays into an offline set of screens (not an offline database) that will capture and hold this data until it is uploaded to the online database.
5. Allows for stored case data to be edited up until the time that it is uploaded.
6. Allows for x-rays to be added to the stored case data at any time until the case is uploaded.
7. Allows a user to upload the above stored data to the online surgical database when convenient.
8. Allows multiple users to upload case information for different cases from their own laptop or PC.
9. Allows users to prepare their data for offsite upload in the event that they must transport the data to an offsite location where internet access is available.


What the application WILL NOT DO:

1. Will not permanently store case data on the user's hard drive thus hard drive space is not an issue.
2. Will not provide access to cases previously uploaded into the online database. Users must log into our current online surgical database to see their previously uploaded cases.

Installation Procedure:

1. Download the installation program from the website (4 meg file).  
<http://signsurgery.org/offlineUpload/installer/SignOfflineApplication.zip>
  - a. Save the installation file (SignOfflineApplication.zip) to your hard drive.
2. Install the application to your hard drive
  - a. Unzip ("extract all files") these files to any location on your hard drive.
  - b. Now double-click the file called **setup.msi**.
  - c. The Setup Wizard will walk you through the installation process.



3. Run the application
  - a. Double-click the  icon on your desktop or use Start / All Programs / SIGN Offline Tool to launch the application.
4. Enter a new case
  - a. Click Add a new case.
  - b. Log in to the application using your online surgical database login user name.
  - c. Enter Patient information and click Save.
  - d. Enter Surgery information by clicking "add" next to surgery information.
  - e. Enter Fracture Information
5. Save the case and return to the main menu (home page).
6. You will now see new menu options for Viewing and Uploading your case.
7. Edit your case by clicking the View option and then selecting the case you wish to edit.
8. Add additional cases, fractures, and x-rays to test these features.
9. After adding or editing cases, click Save to return to the home page.

### With Internet Access

10. If your computer **is connected** to the internet you can now select the Upload case option.
11. When you click Upload cases, the application will compress your case data into a single file and then upload that file to the online database.
12. When the upload is complete, your browser will open and allow you to log in to the SIGN Online Surgical Database to review the cases you just uploaded.
13. If you lose internet access after you press the Upload link, a message will alert you to the problem. Simply exit the application and correct your internet access problem. Then restart the application and upload your cases.

Note: the final step in uploading your data is to log into the online database. **DO NOT CLOSE YOUR BROWSER WINDOW until after you have logged in and viewed your files. Doing so WILL prevent your file from uploading.**

Feedback:

Please let us know how this tool works for you. We value your input and will modify the application according to what we hear from you. Send comments to Bob Schmitt at [bob@sign-post.org](mailto:bob@sign-post.org)

The SIGN Team

### Without Internet Access

14. If your computer **is not connected** to the internet, you can now select the Prepare cases for offsite upload option.
15. This feature will compress your stored case data into a file that can then be transported to a location with internet access.
16. When you click Prepare cases for offsite upload you will see an Upload Data Page with instructions on how to proceed. It will give you a link to your compressed data file which you can now move to a portable media for upload from another location.
17. The offsite upload is accomplished by logging into the SIGN Surgical Database and then using the Upload Data tab to import your compressed file into your database.
18. Once you have uploaded your compressed data file, you will see your case files appear as normal in the online database.