RTDC

User Guide

Version 1.0

Table of Contents

Preface

This guide will go into detail on the functionality of the RTDC tool. Keep in mind that different types of users have access to different functions.

User

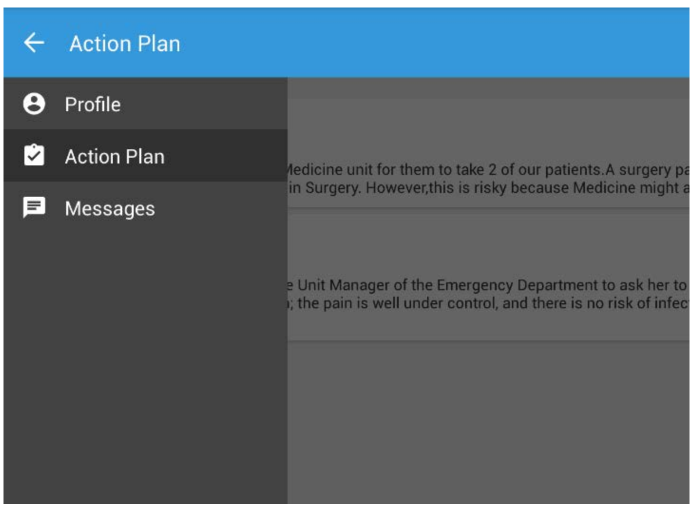
The functions listed in this section are accessible by any type of user.

Navigation

To navigate throughout the different sections of the application, use the drawer menu as follows:

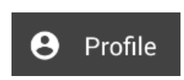
1. Press the *menu* icon in the top left corner to open the navigation drawer. 

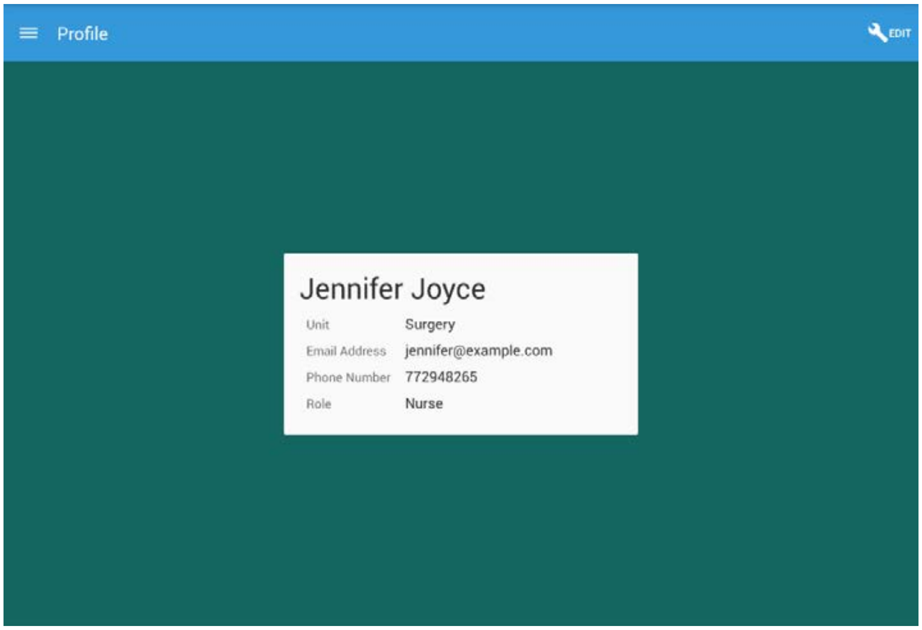
2. The *navigation drawer* should now be visibile on the left of the screen. Press the item of choice to navigate to the desired section.



Profile

Your profile information can be viewed by navigating to the *Profile* section from the *navigation drawer*. See *Edit Profile* section for help on how to manage your profile information.



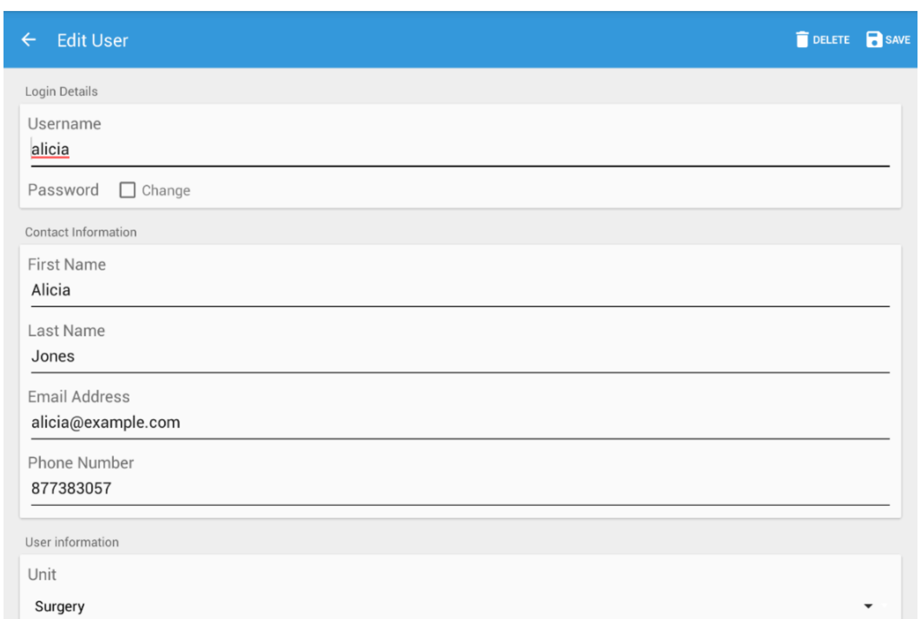


Edit Profile

Editing your profile information can be done by following these steps:

1. From the *Profile* section, press the *EDIT* button in the top right corner. 

2. You should now be in the *Edit User* section. From here, change any desired information. If you wish to change your password, press the *Change* check box to the right of the *Password* label. 

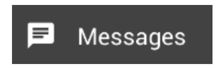


3. When done editing your profile, the following actions are possible:

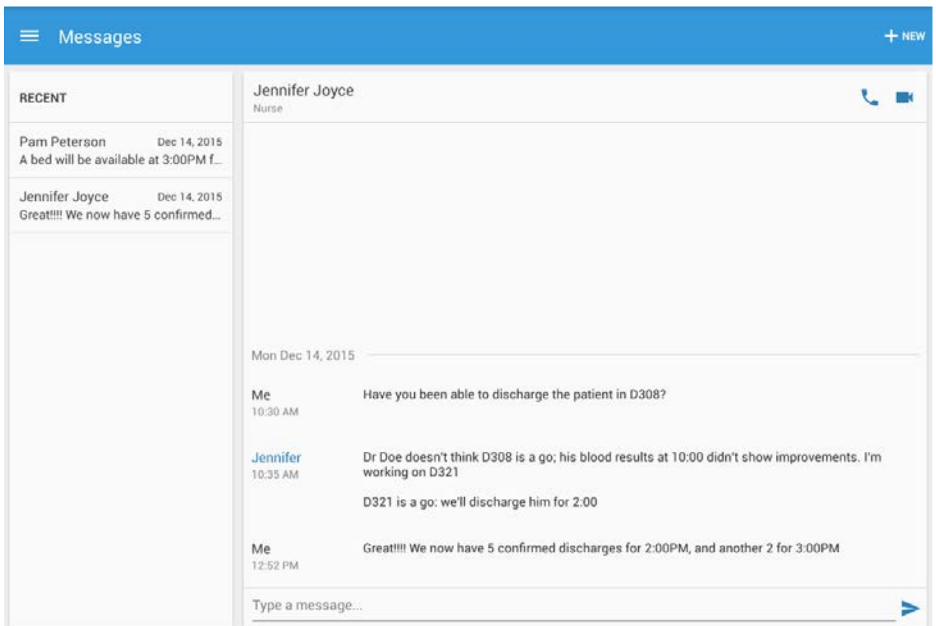
   a. **Save** your changes by pressing the *SAVE* button in the top right corner. 

   b. **Discard** your changes by pressing the *back arrow* icon in the top left corner. 

Messages



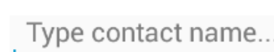
By navigating to the *Messages* section from the *navigation drawer*, is it possible to view / send text messages and initiate audio / video calls. See the *Initiate Conversation* section for help on how to send a new text message, initiate an audio call, or initiate a video call.

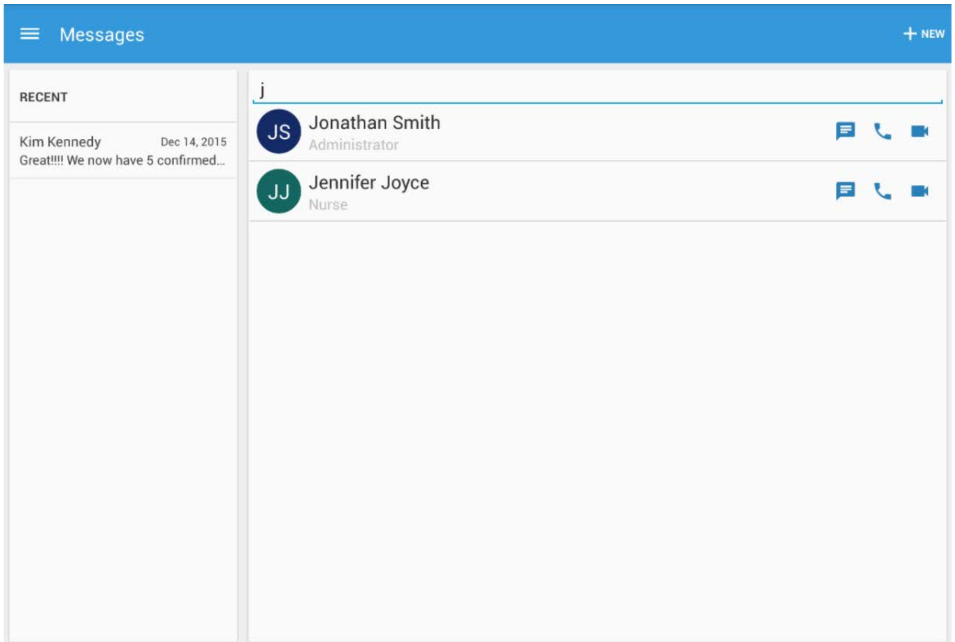


Initiate Conversation

Initiating a new conversation (text message or call) with a user can be done following these steps:

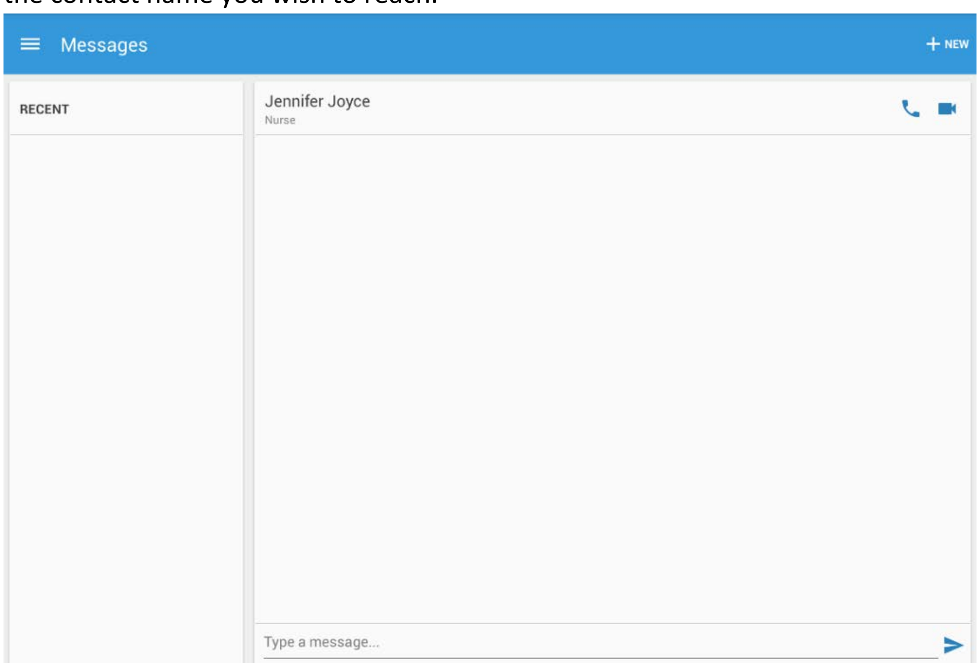
1. From the *Messages* section, press the *NEW* button in the top right corner. 

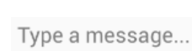
2. Type the name of the contact you wish to reach in the text box at the top. Contact suggestions should start appearing below the text box as you are typing. 



3. From here, the following actions are possible:

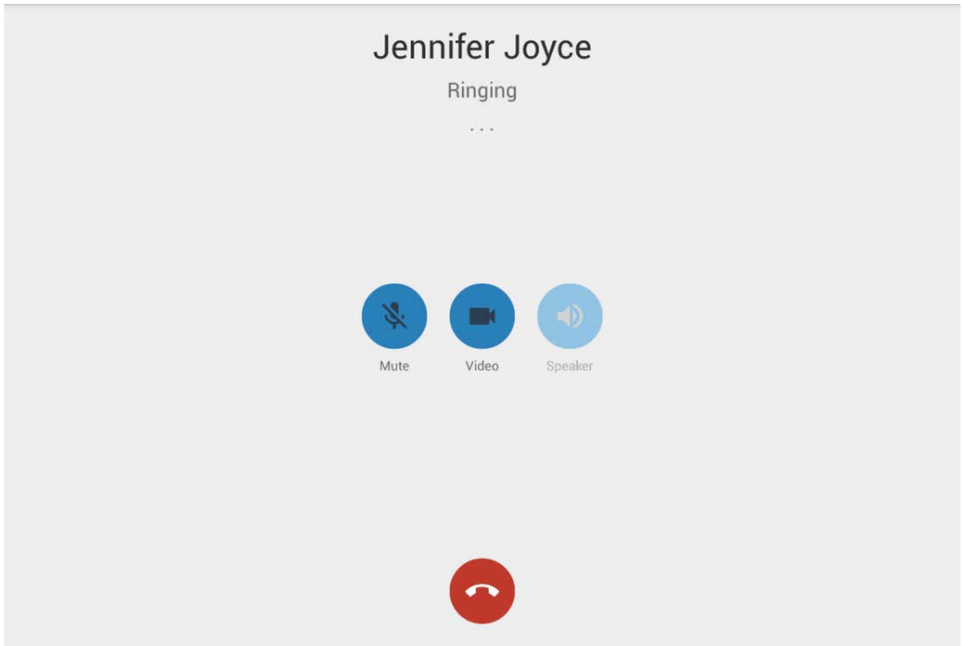
   a. **Create a new text message** conversation by pressing the *message* icon to the right of the contact name you wish to reach. 



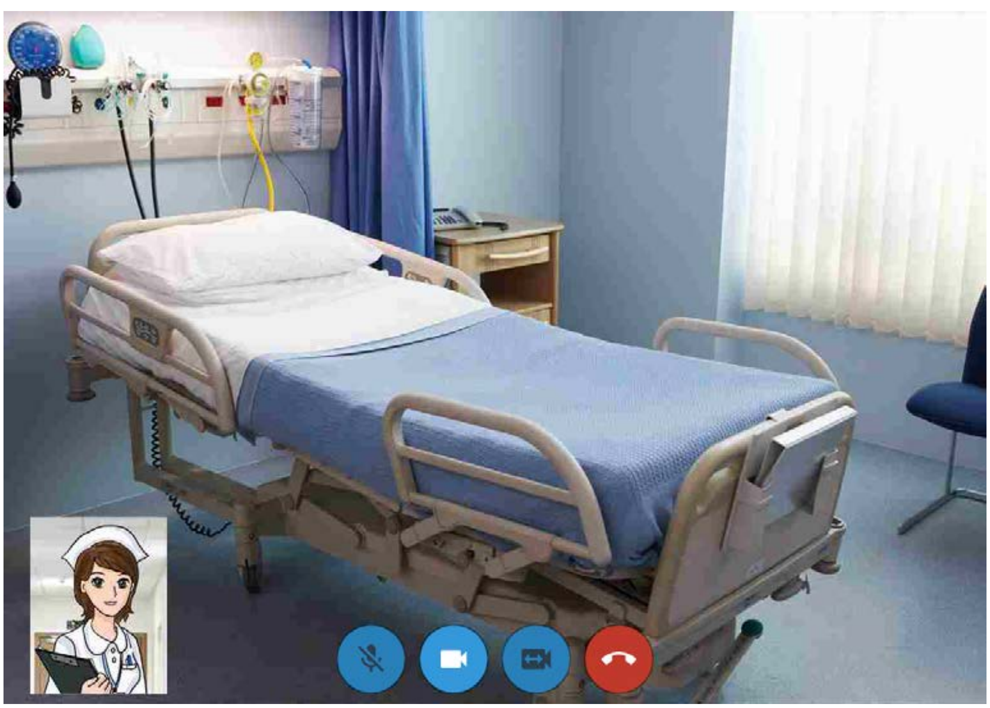
      i. To send a text message to the selected contact, type the desired message in the *message box* at the bottom. 

      ii. Press the *send* button to the right of the *message box* to send the message. 

b. **Initiate an audio call** by pressing the *phone* icon to the right of the contact name you wish to reach. See the *Call Interface* section for help on how to use the interface of an ongoing call. 

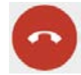


c. **Initiate a video call** by pressing the *camera* icon to the right of the contact name you wish to reach. See the *Call Interface* section for help on how to use the interface of an ongoing call. 

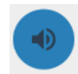


Call Interface

Once in an ongoing **audio or video** call, the following actions can be performed:

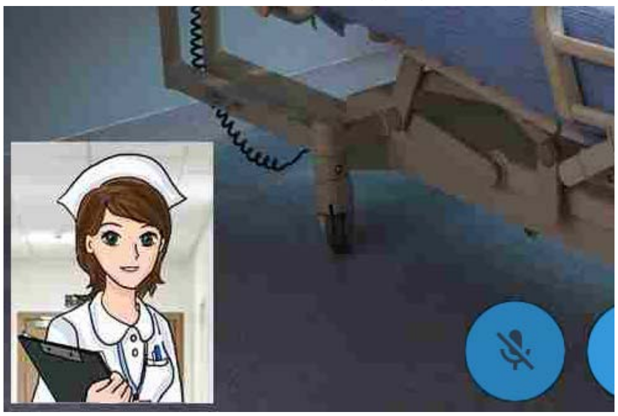
- **Mute / unmute** your microphone by pressing the *mute* button. 
- **End** the ongoing call by pressing the *end call* button. 

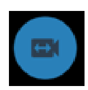
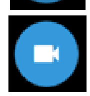
Once in an ongoing **audio call**, the following actions can be performed:

- **Enable / disable speakerphone** by pressing the *speaker* button. 
- **Switch to video call** by pressing the *camera* button. 

Once in an ongoing **video call**, the following actions can be performed:

- **Move preview window** by dragging it to the desired spot.

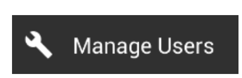


- **Switch cameras** by pressing the *switch camera* icon. 
- **Switch to audio call** by pressing the *camera* icon. 

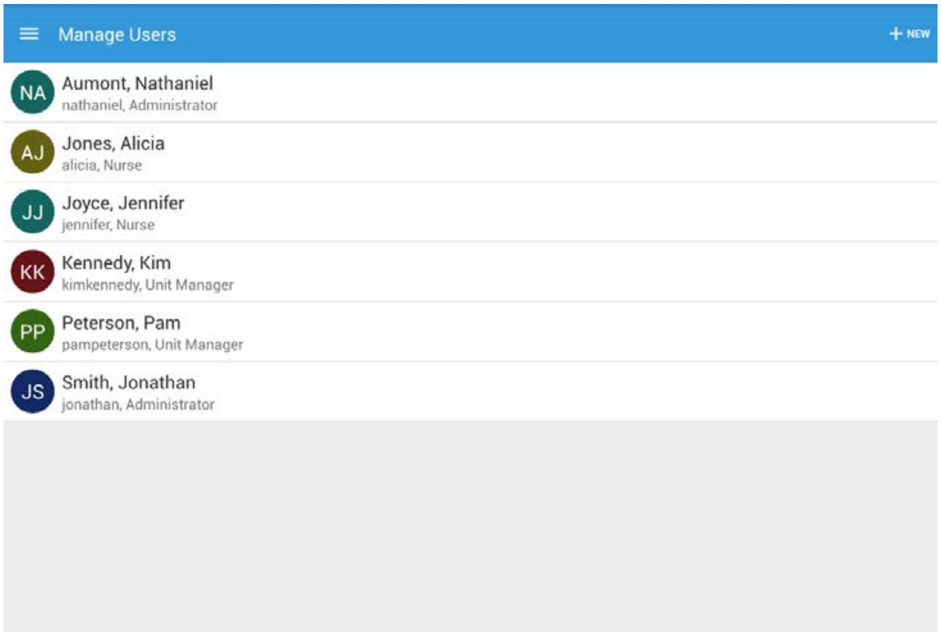
Administrator

The functions listed in this section are accessible by administrators only.

Manage Users



By navigating to the *Manage Users* section from the *navigation drawer*, is it possible to edit the information of any existing user. See *Add User* or *Edit / Delete User* section for help on how to manage users.



Add User

Adding a user can be done by following these steps:

1. From the *Manage Users* section, press the *NEW* button in the top right corner. 

2. You should now be in the *Add User* section. Fill the form with the desired user information.

3. When done filling the form, the following actions are possible:

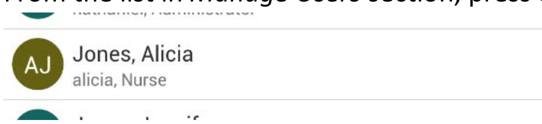
a. **Save** your changes by pressing the *SAVE* button in the top right corner. 

b. **Discard** your changes by pressing the *back arrow* icon in the top left corner. 

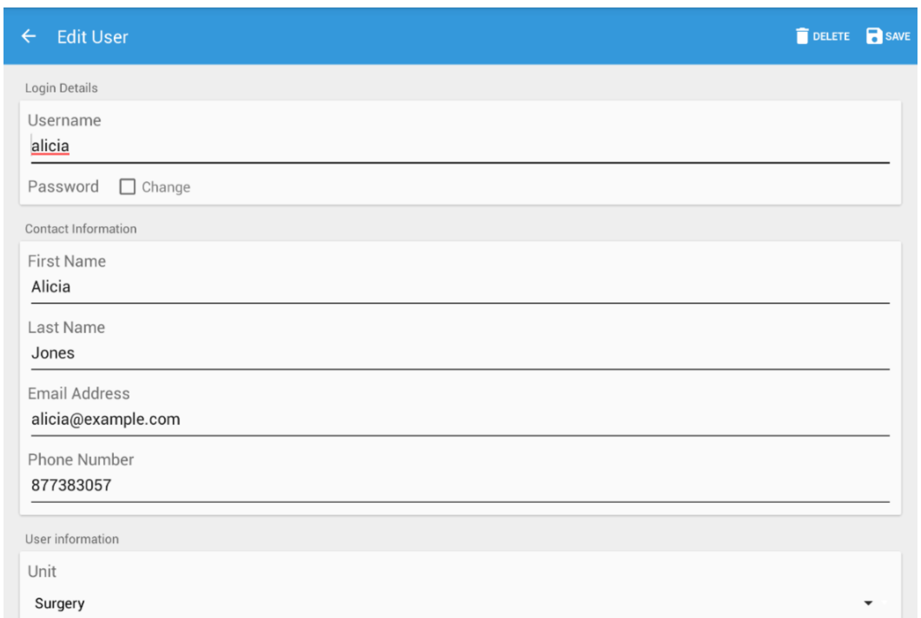
Edit / Delete User

Editing a user's information can be done by following these steps:

1. From the list in *Manage Users* section, press on the desired user to edit its information.



2. You should now be in the *Edit User* section. Change any desired information. If you wish to change the password, press the *Change* check box to the right of the *Password* label. 



3. From here, the following actions are possible:

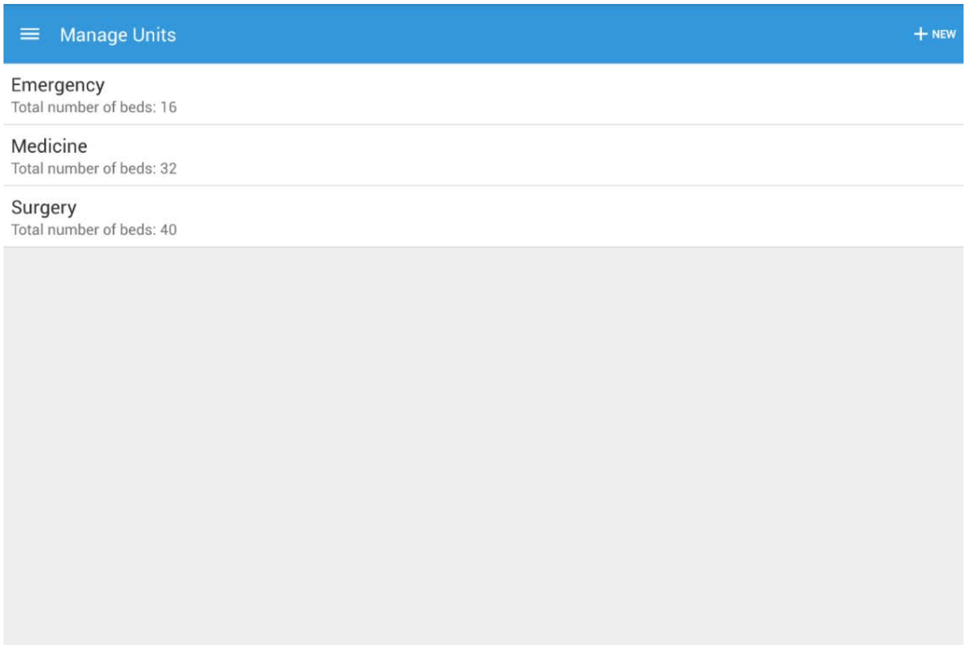
a. **Save** your changes by pressing the *SAVE* button in the top right corner. 

b. **Discard** your changes by pressing the *back arrow* icon in the top left corner. 

c. **Delete** the user by pressing the *DELETE* button in the top right corner. 

Manage Units

By navigating to the *Manage Units* section from the *navigation drawer*, is it possible to edit the information of any existing unit. See *Add Unit* or *Edit / Delete Unit* section for help on how to manage units.

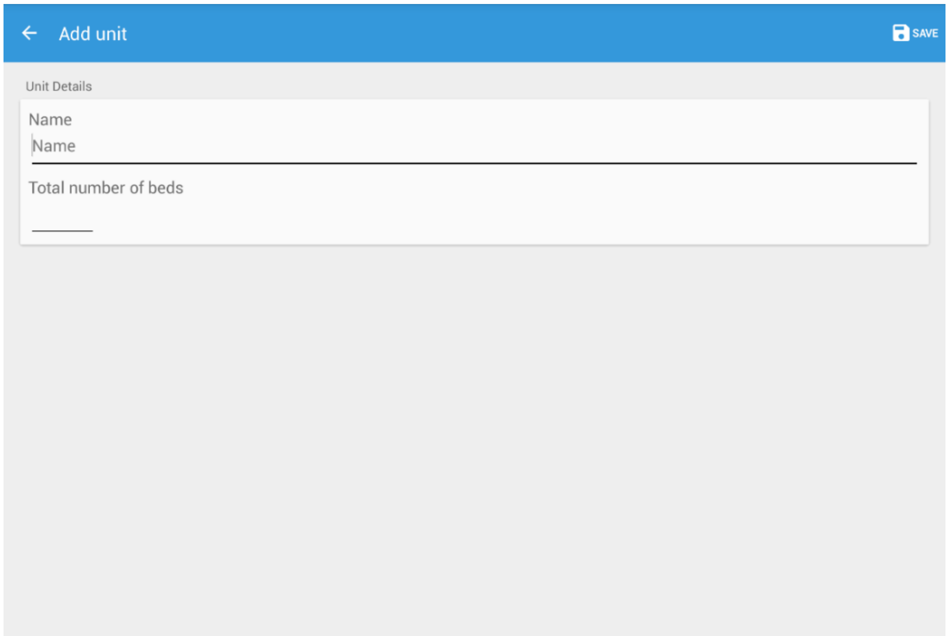


Add Unit

Adding a unit can be done by following these steps:

1. From the *Manage Units* section, press the *NEW* button in the top right corner. 

2. You should now be in the *Add Unit* section. Fill the form with the desired information.



3. When done filling the form, the following actions are possible:

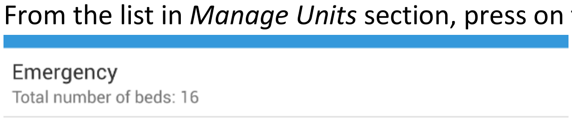
   a. **Save** your changes by pressing the *SAVE* button in the top right corner. 

   b. **Discard** your changes by pressing the *back arrow* icon in the top left corner. 

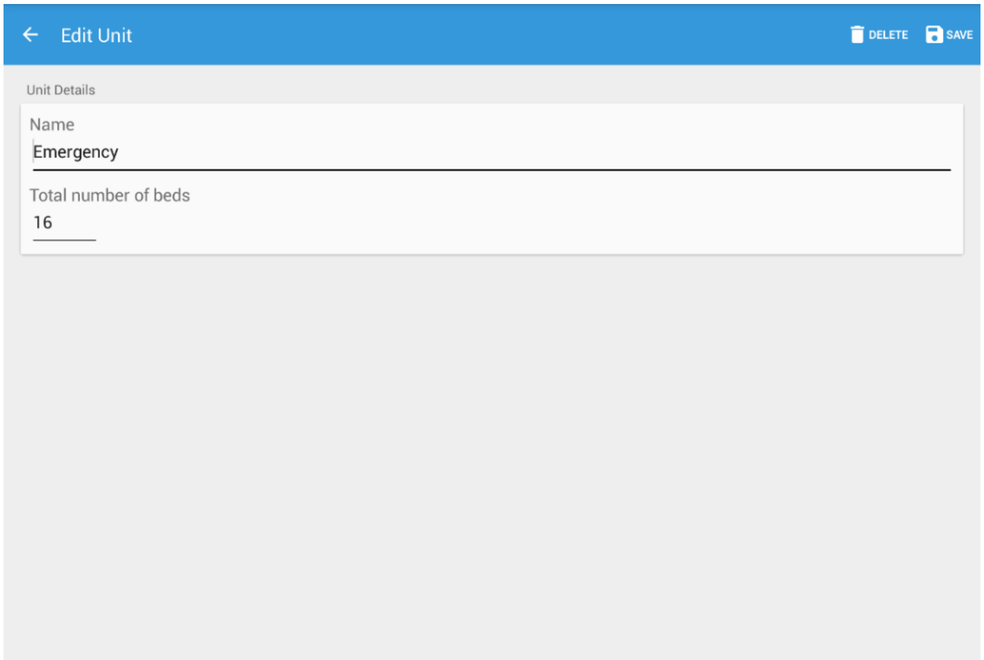
Edit / Delete Unit

Editing a unit's information can be done by following these steps:

1. From the list in *Manage Units* section, press on the desired units to edit its information.



2. You should now be in the *Edit Unit* section. Change any desired information.



3. From here, the following actions are possible:

   a. **Save** your changes by pressing the *SAVE* button in the top right corner. 

   b. **Discard** your changes by pressing the *back arrow* icon in the top left corner. 

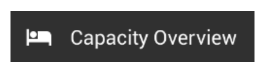
   c. **Delete** the unit by pressing the *DELETE* button in the top right corner. 

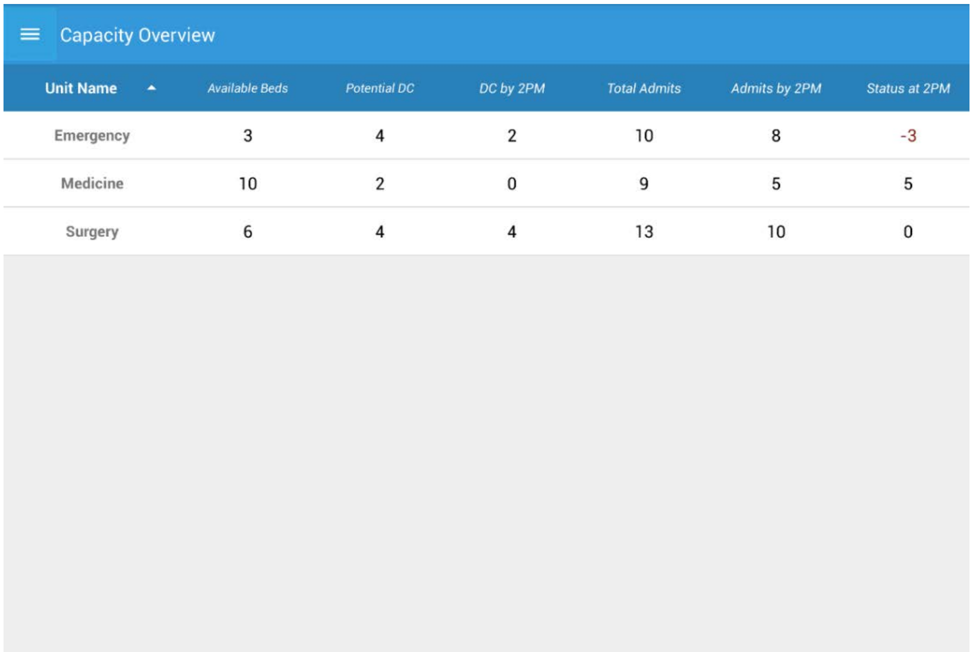
Unit Manager

The functions listed in this section are accessible by unit managers only.

Capacity Overview

By navigating to the *Manage Users* section from the *navigation drawer*, is it possible to view the overview of the unit capacities. See *Edit Capacity* section for help on how to manage a unit's capacity.





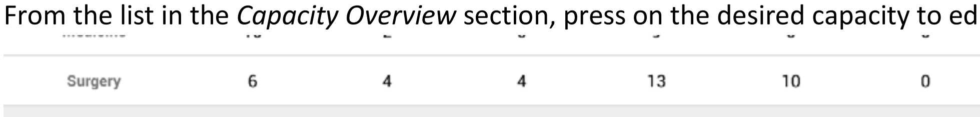
Capacity Overview

Unit Name	Available Beds	Potential DC	DC by 2PM	Total Admits	Admits by 2PM	Status at 2PM
Emergency	3	4	2	10	8	-3
Medicine	10	2	0	9	5	5
Surgery	6	4	4	13	10	0

Edit Capacity

Editing a unit's capacity can be done by following these steps:

1. From the list in the *Capacity Overview* section, press on the desired capacity to edit it.



Surgery	6	4	4	13	10	0

2. You should now be in the *Edit Capacity* section. Change any desired information.

3. From here, the following actions are possible:

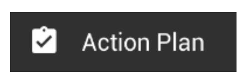
    a. **Save** your changes by pressing the *SAVE* button in the top right corner. 

    b. **Discard** your changes by pressing the *back arrow* icon in the top left corner. 

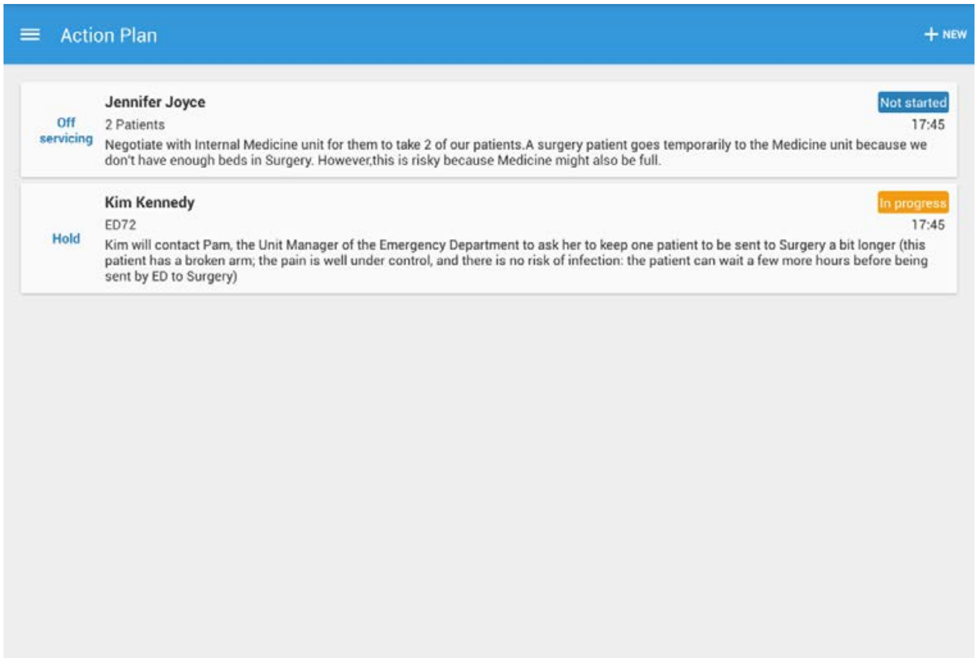
Unit Manager & Nurse

The functions listed in this section are accessible by unit managers and nurses only.

Action Plan



By navigating to the *Action Plan* section from the *navigation drawer*, is it possible to view current actions. See *Add Action* or *Edit / Delete Action* section for help on how to manage actions.

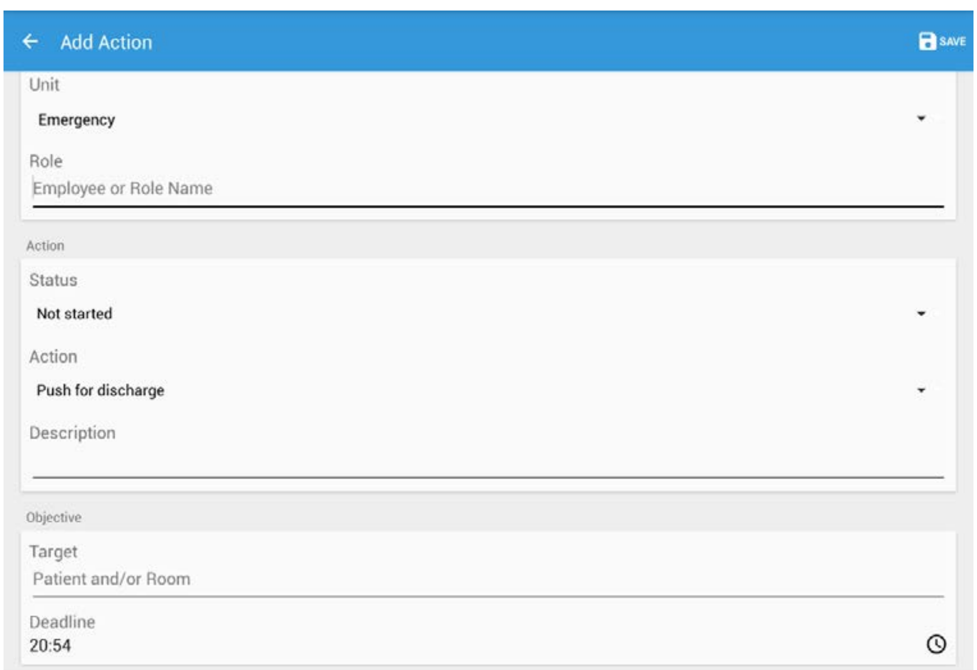


Add Action

Adding an action can be done by following these steps:

1. From the *Action Plan* section, press the *NEW* button in the top right corner. 

2. You should now be in the *Add Action* section. Fill the form with the desired information.



3. When done filling the form, the following actions are possible:

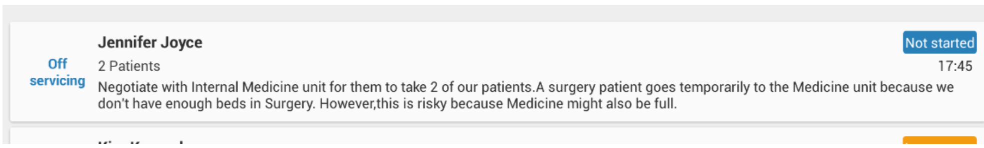
    a. **Save** your changes by pressing the *SAVE* button in the top right corner. 

    b. **Discard** your changes by pressing the *back arrow* icon in the top left corner. 

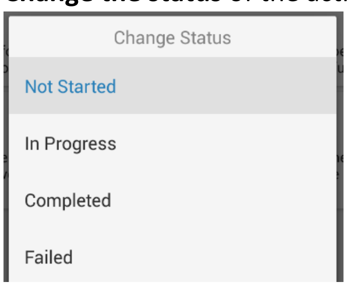
Edit / Delete Action

Editing an action can be done by following these steps:

1. From the *Action Plan* section, press on the desired action to edit it.

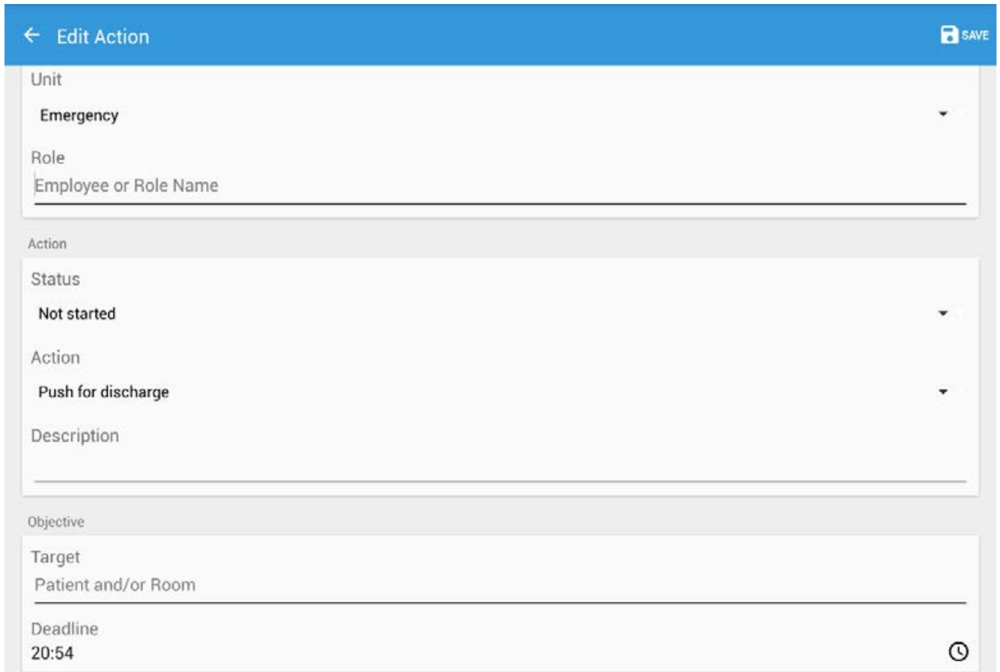


2. You should now see a dialog with the following possibilities:
    a. **Change the status** of the action by pressing on one of the 4 statuses.



    b. **Edit** the information any of the action's parameters by pressing on *Edit*. 

        i. You should now be in the *Edit Action* section. Change any desired information.



ii. **Save** your changes by pressing the *SAVE* button in the top right corner. 

iii. **Discard** your changes by pressing the *back arrow* icon in the top left corner. 

c. **Delete** the action by pressing on *Delete*. Delete