



User Guide

Version 1.0

Table of Contents

Preface	3
User.....	3
Navigation	3
Profile	3
Edit Profile.....	4
Messages.....	5
Initiate Conversation.....	5
Call Interface	8
Administrator	8
Manage Users	8
Add User.....	9
Edit / Delete User.....	10
Manage Units.....	11
Add Unit	11
Edit / Delete Unit	12
Unit Manager	13
Capacity Overview	13
Edit Capacity	14
Unit Manager & Nurse	15
Action Plan	15
Add Action.....	16
Edit / Delete Action.....	17

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.

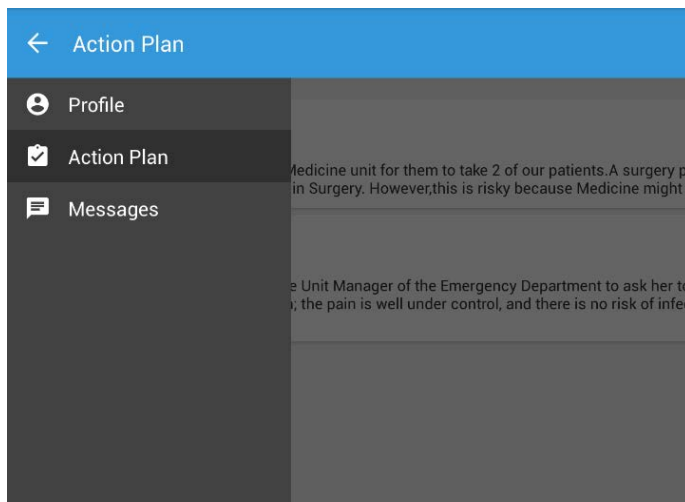
User

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:

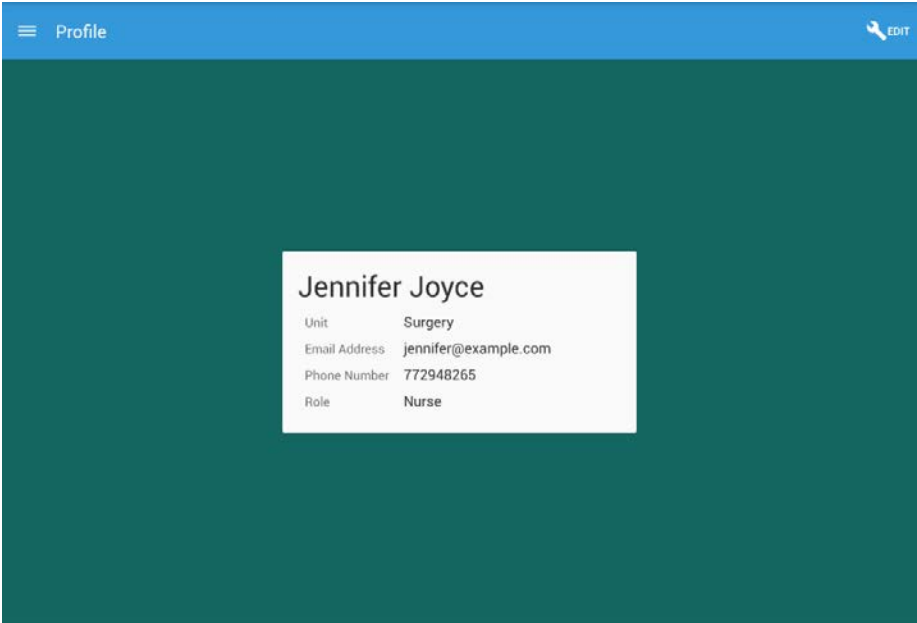
1. Press the *menu* icon in the top left corner to open the navigation drawer. 
2. The *navigation drawer* should now be visible on the left of the screen. Press the item of choice to navigate to the desired section.



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. 

A screenshot of the 'Edit User' form. The form has a blue header bar with a back arrow, the title 'Edit User', and 'DELETE' and 'SAVE' buttons. The form is divided into three sections: 'Login Details' with fields for 'Username' (containing 'alicia') and 'Password' (with a 'Change' checkbox); 'Contact Information' with fields for 'First Name' (Alicia), 'Last Name' (Jones), 'Email Address' (alicia@example.com), and 'Phone Number' (877383057); and 'User information' with a 'Unit' dropdown menu currently set to 'Surgery'.

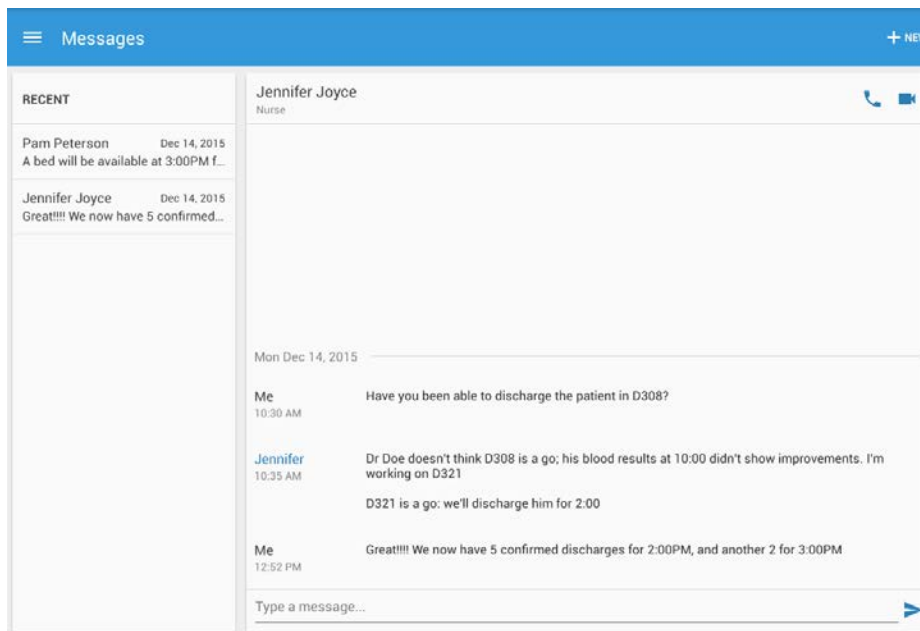
3. When done editing your profile, the following actions are possible:

- 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.

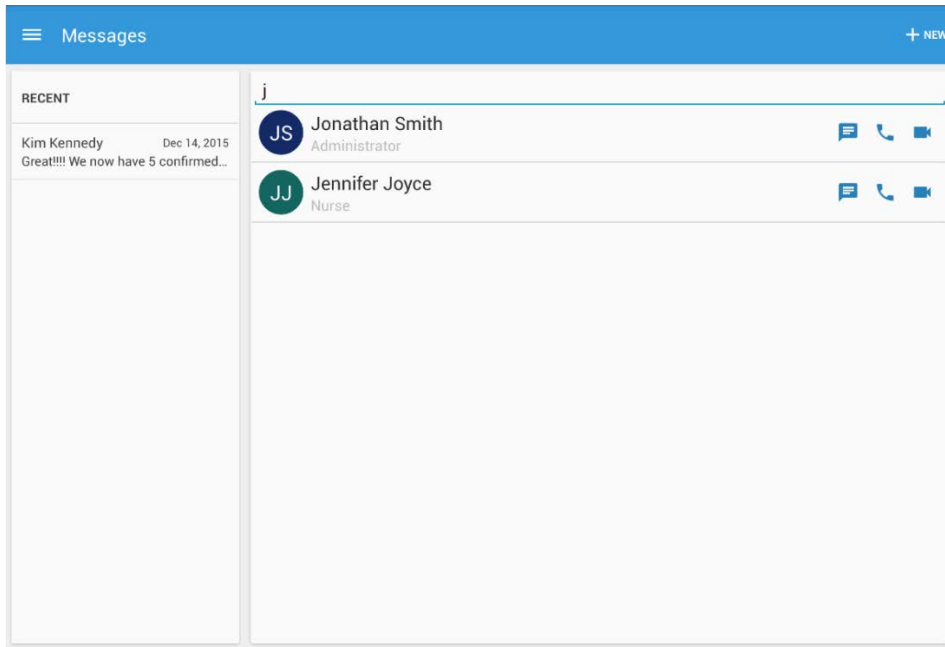
 Messages



Initiate Conversation

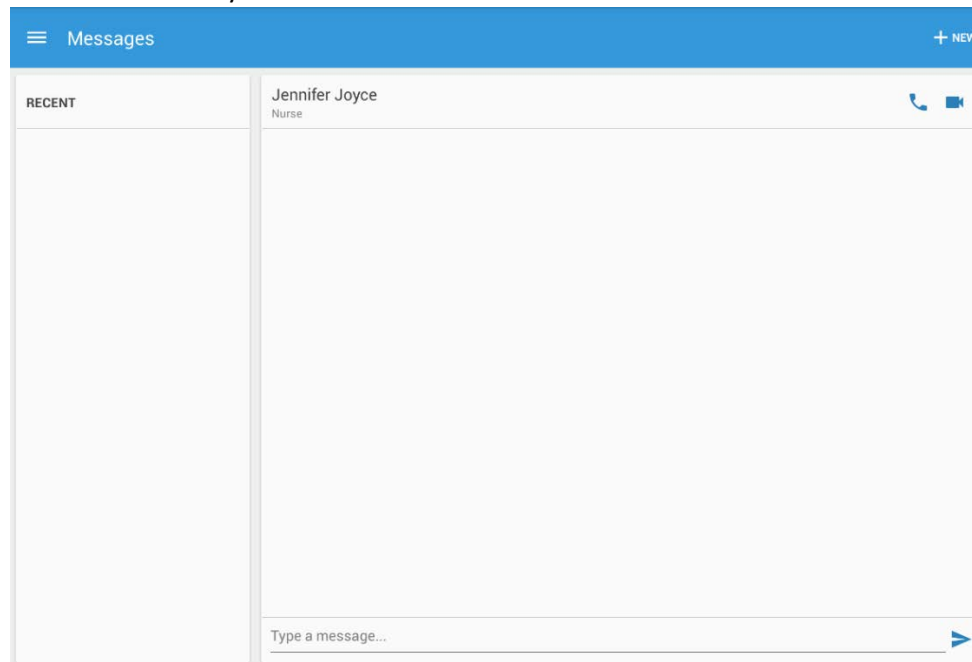
Initiating a new conversation (text message or call) with a user can be done following these steps:

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.




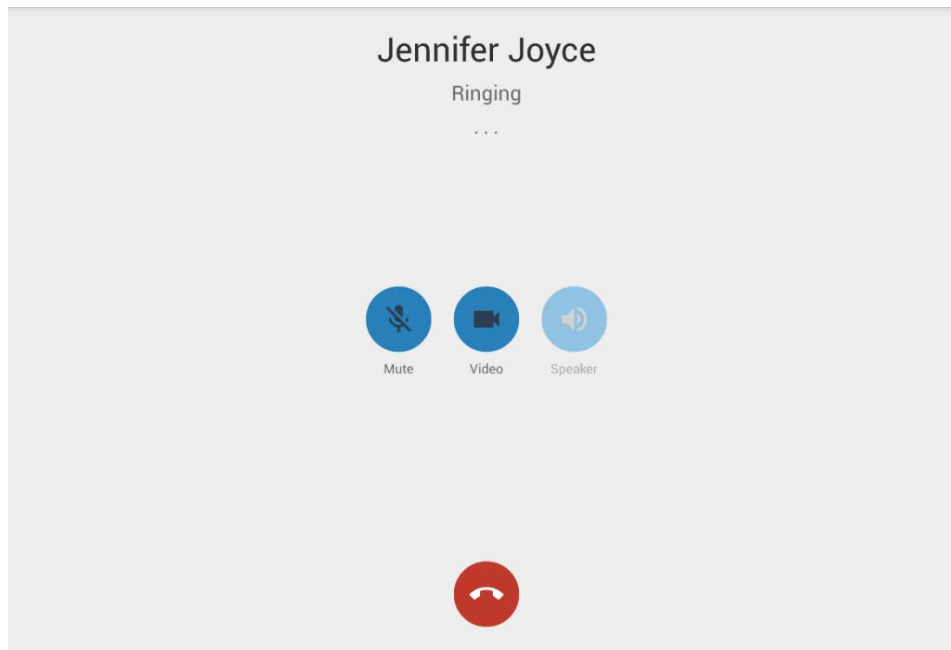
- i. To send a text message to the selected contact, type the desired message in the *message box* at the bottom.


Type a message...

- 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

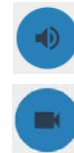
Once in an ongoing **audio or video** call, the following actions can be performed:

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



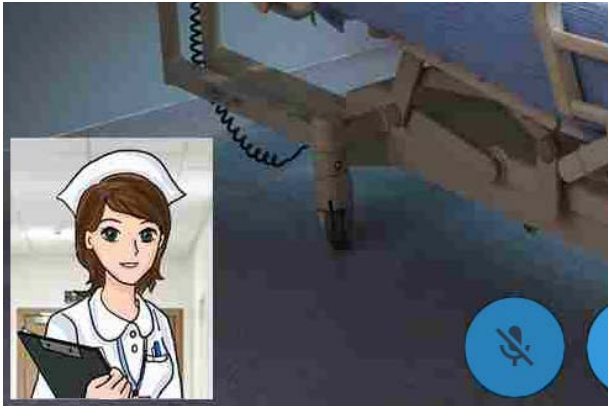
Once in an ongoing **audio call**, the following actions can be performed:

- **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*, it is possible to edit the information of any existing user. See *Add User* or *Edit / Delete User* section for help on how to manage users.



Manage Users + NEW	
NA	Aumont, Nathaniel nathaniel, Administrator
AJ	Jones, Alicia alicia, Nurse
JJ	Joyce, Jennifer jennifer, Nurse
KK	Kennedy, Kim kimkennedy, Unit Manager
PP	Peterson, Pam pampeterson, Unit Manager
JS	Smith, Jonathan jonathan, Administrator

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

← Add User SAVE

Login Details

Username
Username

Password
Password

Confirm password
Confirm password

Contact Information

First Name
First Name

Last Name
Last Name

Email Address
username@hospital.com

Phone Number

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.

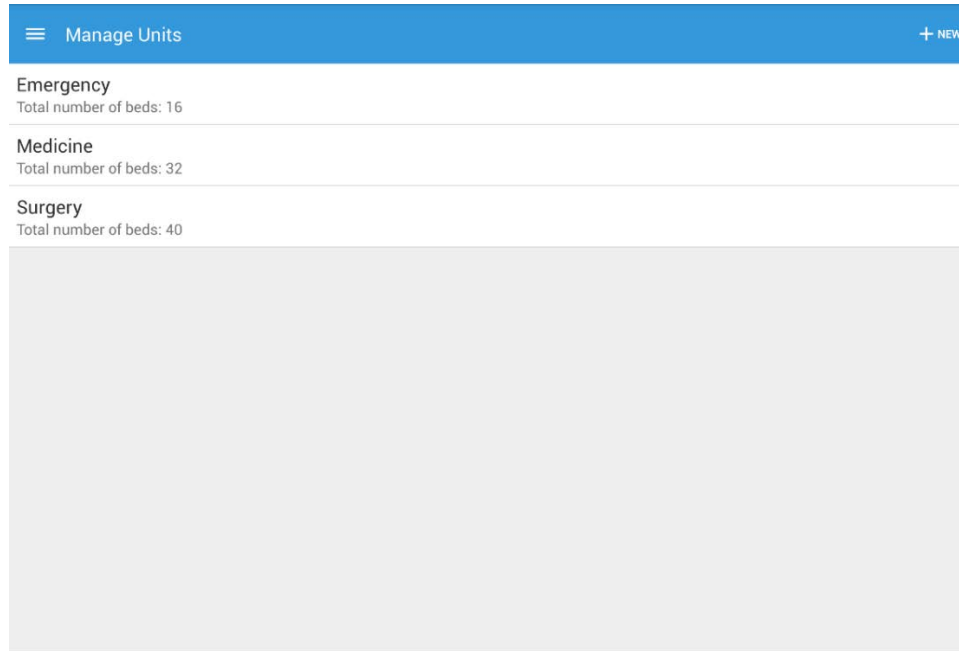


- c. **Delete** the user by pressing the *DELETE* button in the top right corner.



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.

A dark grey rectangular button with a white plus icon and the text "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.

A blue rectangular button with a white plus icon and the text "NEW".

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.



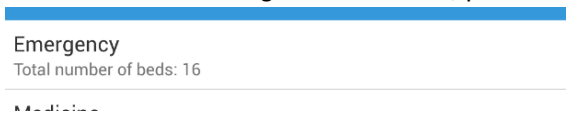
b. **Discard** your changes by pressing the *back arrow* icon in the top left corner.



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.




← Edit Unit DELETE SAVE

Unit Details

Name
Emergency

Total number of beds
16

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

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.



The screenshot shows the 'Action Plan' section of a software interface. At the top, there is a blue header bar with a hamburger menu icon on the left, the text 'Action Plan' in the center, and a '+ NEW' button on the right. Below the header, there are two action items listed in a light gray container. Each item has a status icon on the left, a name and role in the middle, and a status and time on the right. The first item is for Jennifer Joyce (2 Patients) with a status of 'Off servicing' and a 'Not started' label. The second item is for Kim Kennedy (ED72) with a status of 'Hold' and an 'In progress' label. Both items have a timestamp of 17:45.

Status	Name	Role	Description	Status	Time
Off servicing	Jennifer Joyce	2 Patients	Negotiate with Internal Medicine unit for them to take 2 of our patients. A surgery patient goes temporarily to the Medicine unit because we don't have enough beds in Surgery. However, this is risky because Medicine might also be full.	Not started	17:45
Hold	Kim Kennedy	ED72	Kim will contact Pam, the Unit Manager of the Emergency Department to ask her to keep one patient to be sent to Surgery a bit longer (this patient has a broken arm, the pain is well under control, and there is no risk of infection: the patient can wait a few more hours before being sent by ED to Surgery)	In progress	17:45

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.

The screenshot shows the 'Add Action' form. It has a blue header bar with a back arrow on the left, the text 'Add Action' in the center, and a 'SAVE' button on the right. The form is divided into four sections: 'Unit', 'Role', 'Action', and 'Objective'. The 'Unit' section has a dropdown menu with 'Emergency' selected. The 'Role' section has a text input field with 'Employee or Role Name' as a placeholder. The 'Action' section has a 'Status' dropdown menu with 'Not started' selected, an 'Action' dropdown menu with 'Push for discharge' selected, and a 'Description' text input field. The 'Objective' section has a 'Target' text input field with 'Patient and/or Room' as a placeholder, and a 'Deadline' text input field with '20:54' as a placeholder. There is a clock icon next to the deadline field.

Section	Field	Value
Unit	Unit	Emergency
	Role	Employee or Role Name
Action	Status	Not started
	Action	Push for discharge
	Description	
Objective	Target	Patient and/or Room
	Deadline	20:54

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.



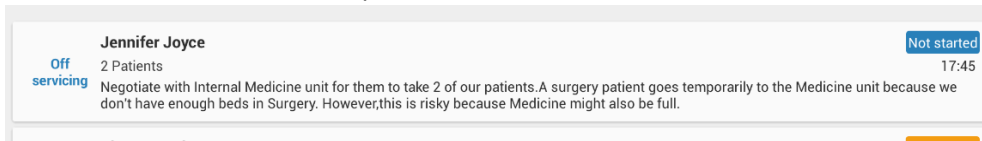
b. **Discard** your changes by pressing the *back arrow* icon in the top left corner.



Edit / Delete Action

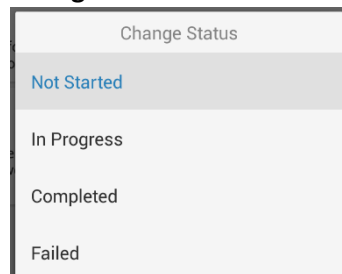
Editing an action can be done by following these steps:

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.

← Edit Action

SAVE

Unit

Emergency

Role

Employee or Role Name

Action

Status

Not started

Action

Push for discharge

Description

Objective

Target

Patient and/or Room

Deadline

20:54

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