CRS App Detailed Usage Guide

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About CRS:

Complex Rehab Systems (CRS) provides software for Assistive Technology Professionals (ATPs), Rehab Technology Suppliers (RTSs) and clinicians who are working in the field of Complex Rehab. The CRS application allows users to collect detailed electronic records to assist in the design, documentation, review, and justification of custom mobility solutions. This includes the ability to capture a 3D scan of the client (the model) to "take them with you," and to act as a reference when designing the client's custom mobility solutions.

I: Download the Apps

There are two apps needed to run the CRS program:

CRS Health Record App

CRS Scanner

Downloading the CRS Health Record App

1. Go to rb.gy/vpqgla (Microsoft Store)
2. Click on **Get**
3. You will be asked if you want to **Open Microsoft Store**? Select **Open Microsoft Store**
4. Again, click on **Get**
5. You will be asked if you want to **Use Across your Devices**? We recommend selecting **No, thanks**
6. The app will download in the bar above the app description
7. When the download is complete, download the CRS Scanner App (instructions below)

Downloading the CRS Scanner App

1. Go to rb.gy/hvmceo (Microsoft Store)
2. Click on **Get**
3. You will be asked if you want to **Open Microsoft Store**? Select **Open Microsoft Store**
4. Again, click on **Get**
5. You will be asked if you want to **Use Across your Devices**? We recommend selecting **No, thanks**
6. The app will download in the bar above the app description
7. When the download is complete, open your start menu. On the top of the list, under Recently Added, click the **CRS-App**. The app will open in a new window.

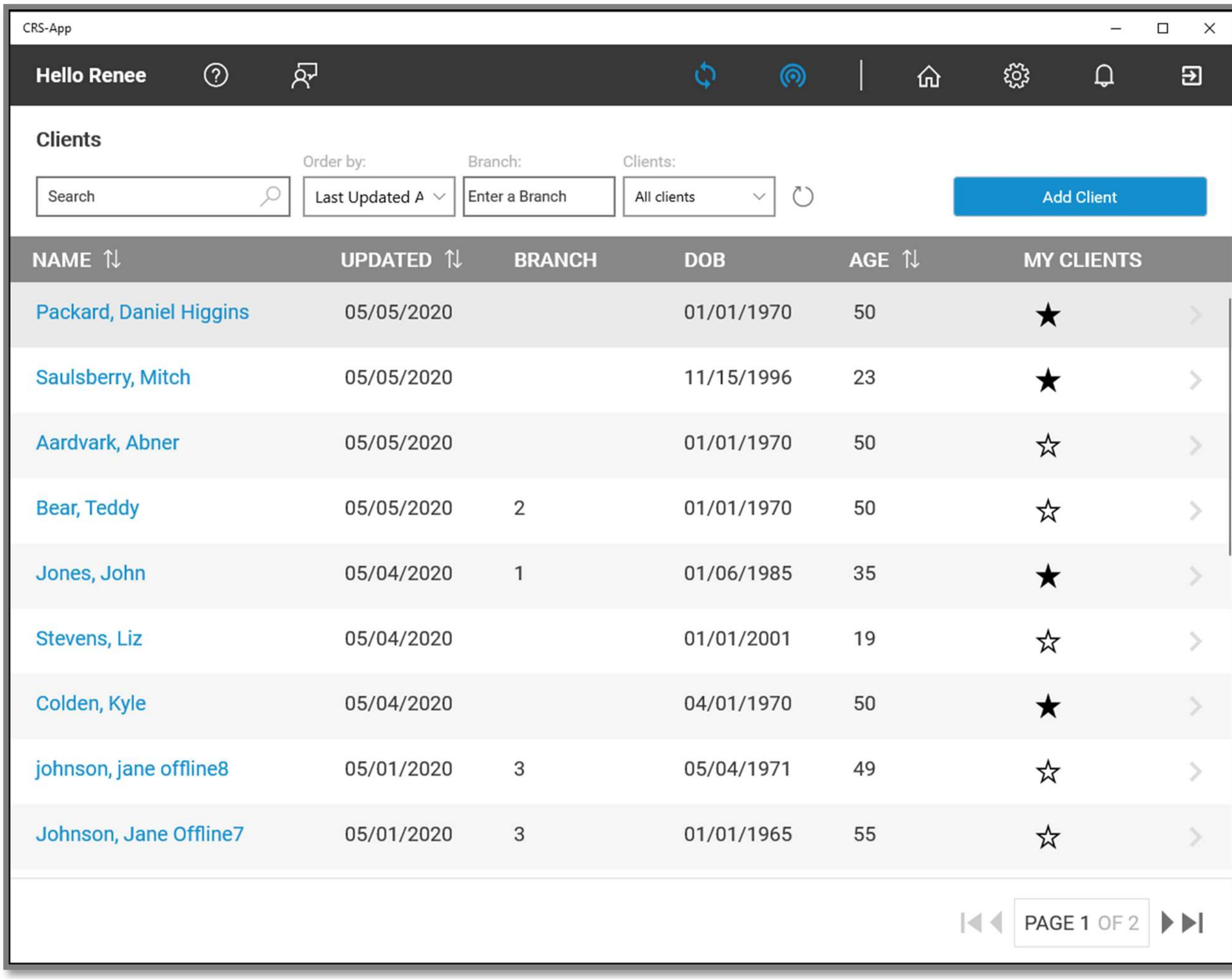
II. Log In

1. Launch the CRS application to get started.
2. Click the Log In button. **Note: If you have previously logged in, simply click the arrow next to your username.**
3. Enter your username.
4. Next, enter your password.
5. Click the Sign In button to proceed.

Offline login

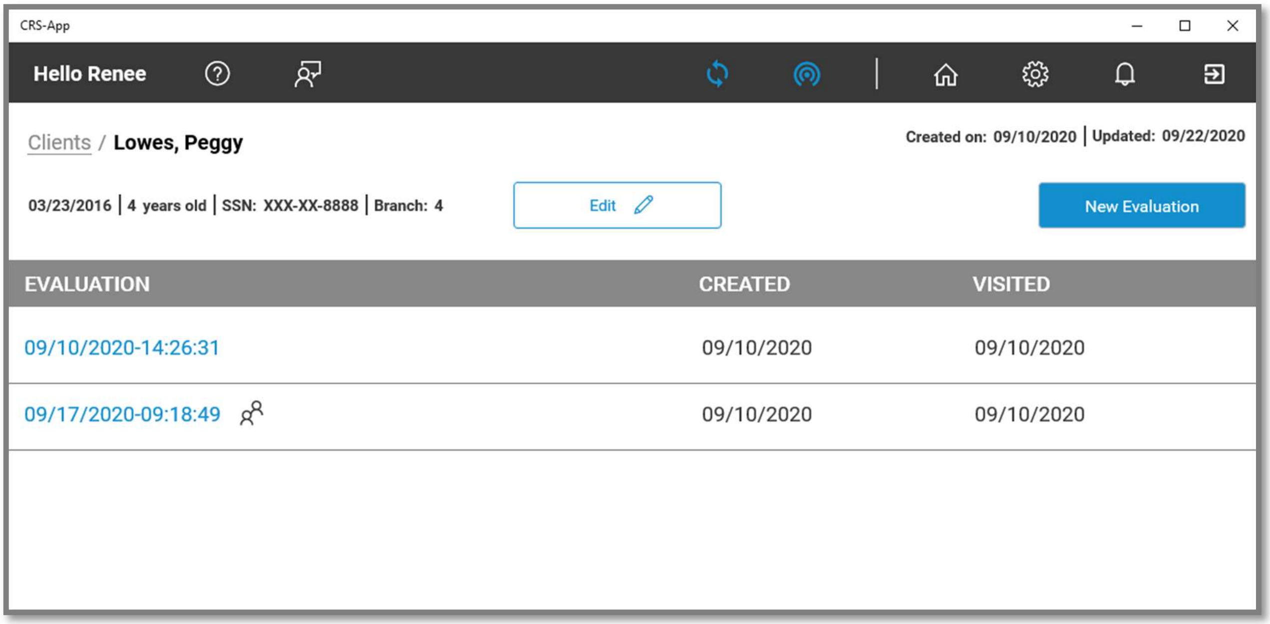
- The first time a user logs in with an internet connection, they will be prompted to set up a PIN allowing for offline login.
- This PIN will be required at each login when no internet connection is detected.
- Users should configure a 4-6-digit PIN and click Confirm to proceed to the client dashboard.
- You may skip setting up a PIN, but you will be prompted each time you log in until one is created.

III: Creating a New Client



1. Click the **Add Client** button.
2. Fill in client details and click Review. Please note that if a date of birth is not entered, the system will ask confirmation to leave the date of birth set at the default date.
3. Review client details and click **Confirm**. The application will look for possible duplicates and notify the user if any are found.
4. After confirmation, users are taken to the Evaluation View.
5. If necessary, client details may be edited from the Evaluation View.

IV: Creating an Evaluation

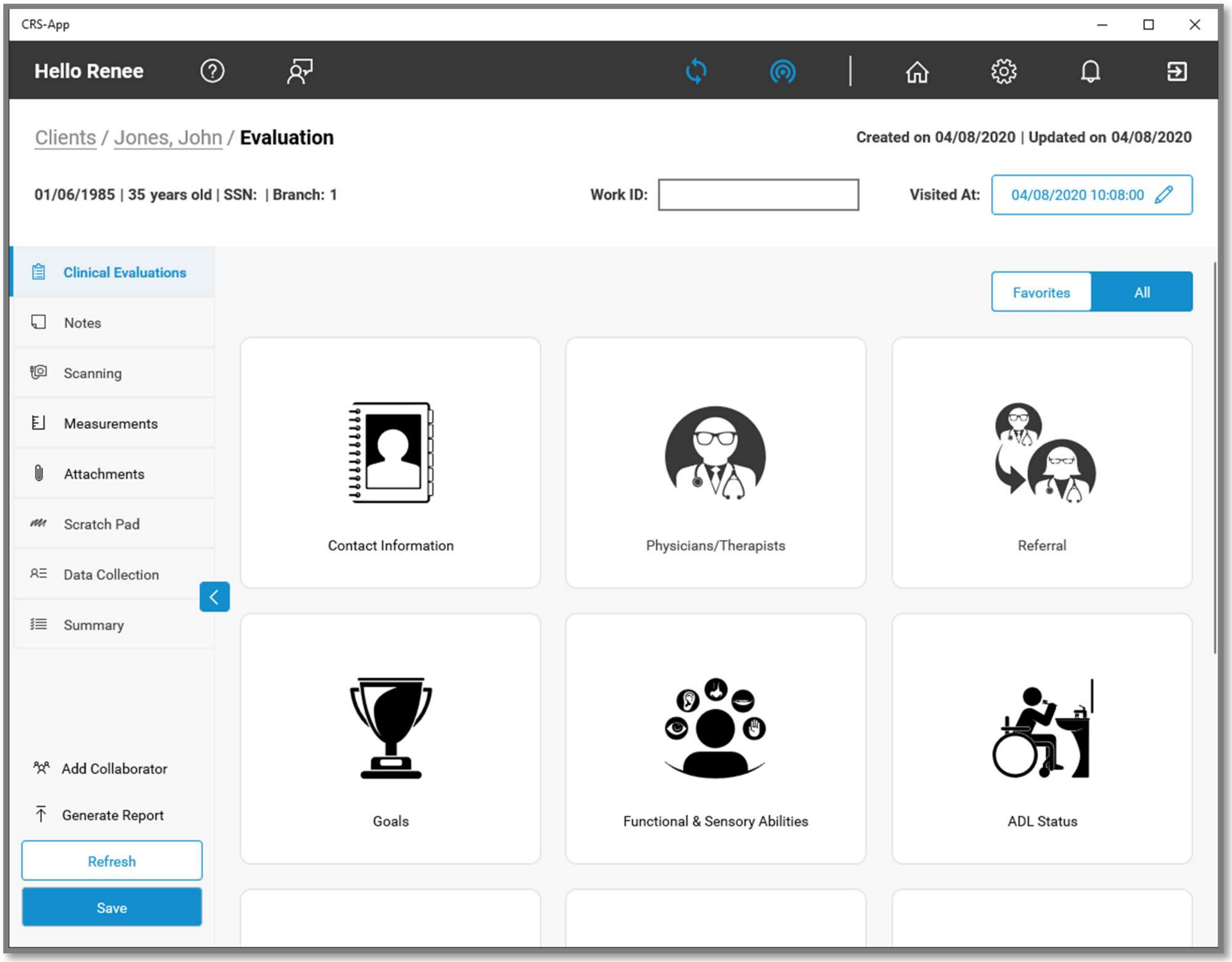


Click the 'New Evaluation' button. This creates a blank evaluation record. [or]

Open an existing evaluation by selecting the evaluation from the list in the client view.

Each evaluation has the following tabs:

- *Clinical Evaluations*: Enter contact information, home environments, medical history, and more.
- *Notes*: Add notes to the evaluation.
- *Scanning*: Capture new 3D scans or snapshots, view or import an existing 3D scan or snapshot.
- *Measurements*: View existing measurements and add new measurements to the evaluation.
- *Attachments*: Capture images and video or attach a file to the evaluation.
- *Scratch pad*: Annotate images or create and save additional notes.
- *Data Collection*: Request, approve and import client information into the evaluation
- *Summary*: Summary view of all information entered in the evaluation.



The following tabs are always available to the user during an evaluation:

- *Add Collaborator*: Allows a user to send a request to a colleague to work together on a specific evaluation.
- *Generate Report*: Creates a report with any information that has been entered during an evaluation.
- *Save*: Users are encouraged to save their work frequently and can do so at any time throughout the evaluation.

V: Capturing 3D Images

In CRS, you can capture a 3D image of your client using Scan a Person or Object (Scan) or Take a 3D Snapshot (Snapshot). These utilize the 3D sensor connected to your device to capture and reconstruct a 3D image that can be rotated and viewed from different angles.

The following steps should be taken to produce the best results when Scanning a Person or Object. . .

Prior to an evaluation:

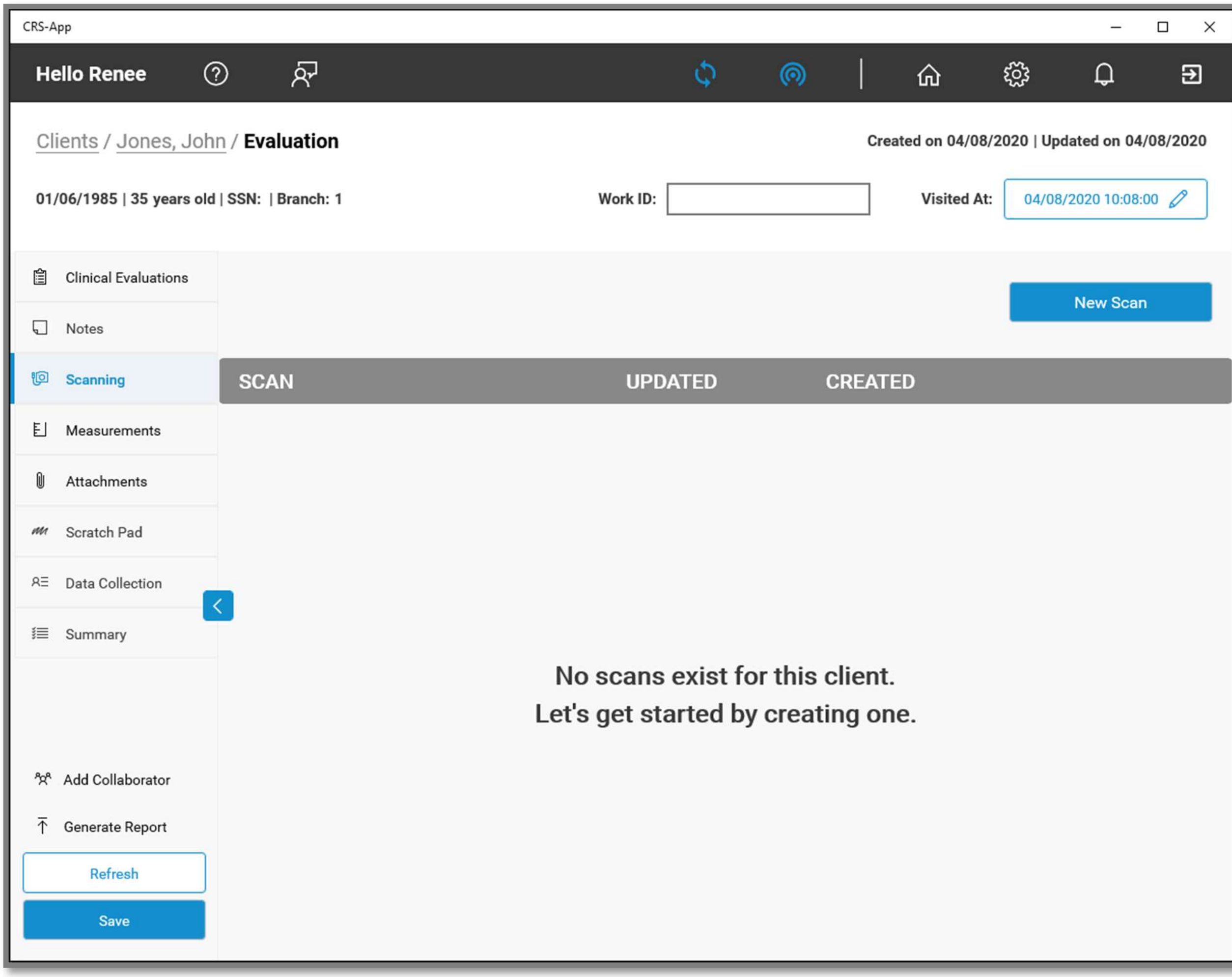
- Ensure you will have access to a well-lit room.
- Instruct the client to wear clothing that is tighter-fitting with bright, contrasting colors.

During the Scan:

- Instruct the client to remain perfectly still throughout the duration of the scan.
- Set the Bounding Box so all parts of the client are inside the lines.
- Maintain a consistent distance from the client throughout the scan.
- Confirm the sensor is aimed at the client.
- Limit use of other background programs on your device.
- Prevent abrupt movement of the sensor.

Snapshot can be an excellent complement to Scan. Snapshot is like a 3D picture and is the perfect solution for complex evaluations or when you need a detailed up-close image.

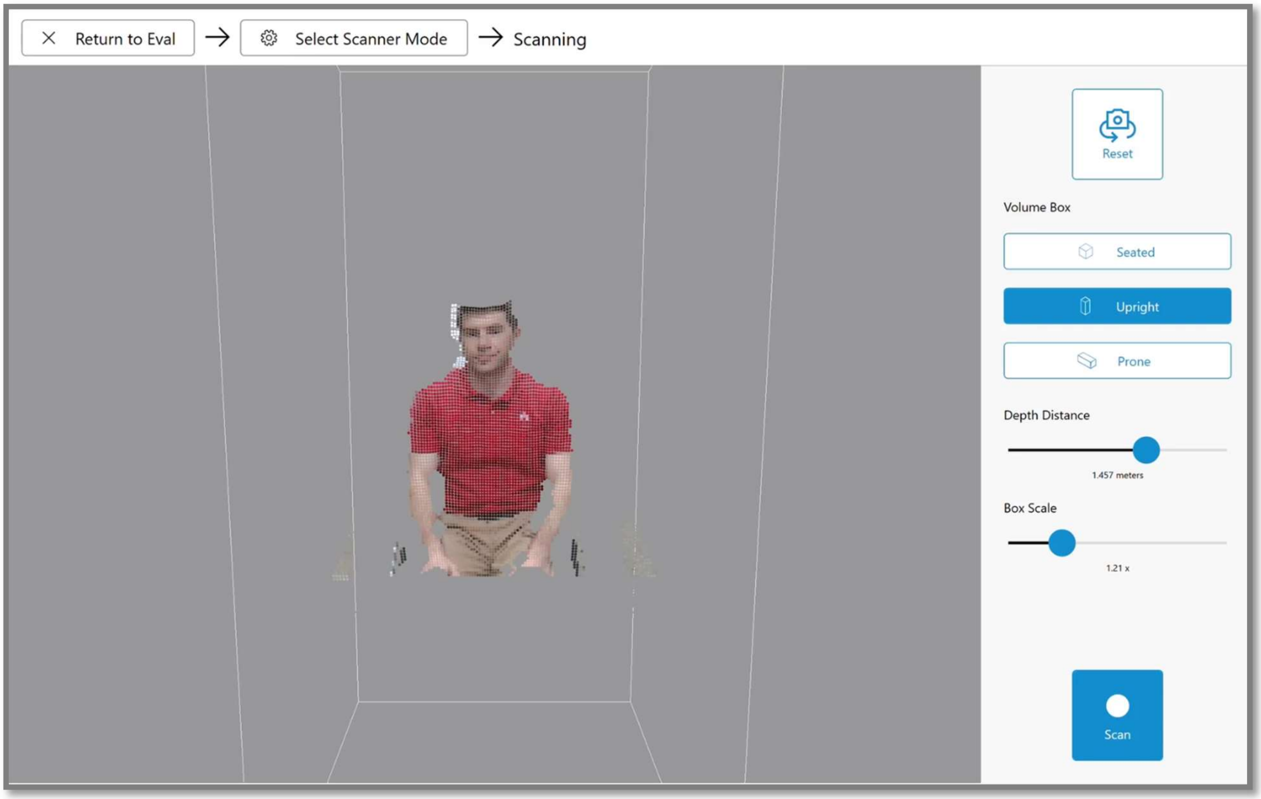
More information on Snapshot can be found on page 10.



Multiple scans can be added to an evaluation record. These can be used for capturing linear measurements electronically (e.g. seat depth).

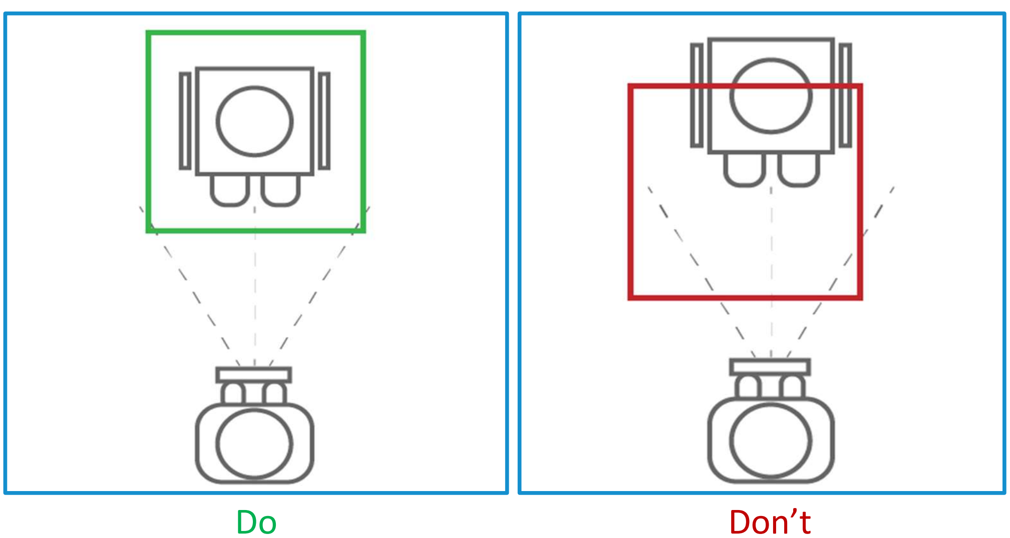
To capture a scan and attach it to the evaluation, the following steps are required:

- Navigate to a client evaluation and click the **Scanning** tab.
- Launch the scanning application by clicking the **New Scan** button.
- In the **I want to…** pop up, select **Scan a Person or Object**
  If a 3D sensor is not connected, the user will be prompted to connect a 3D Sensor.
- Position the Bounding Box so the entire model is centered inside the box
  - Controls at the right allow the user to change the size and distance of the bounding box.
  - Note: Anything inside the bounding box will be included as part of the scan, anything outside the bounding box will be excluded from the scan.
  - Users should verify the bounding box contains the desired model by rotating the view.
  - The optimal distance between a user capturing a scan and the model is 2-4 feet. This distance should be maintained during the scan.



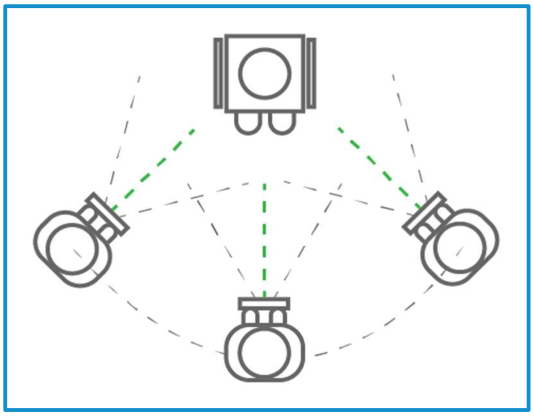
Bounding Box Controls:

- *Volume Box*: adjusts the shape of the bounding box.
- *Depth Distance*: moves the bounding box nearer to or farther from the sensor.
- *Box Scale*: increase/decrease the size of the bounding box.

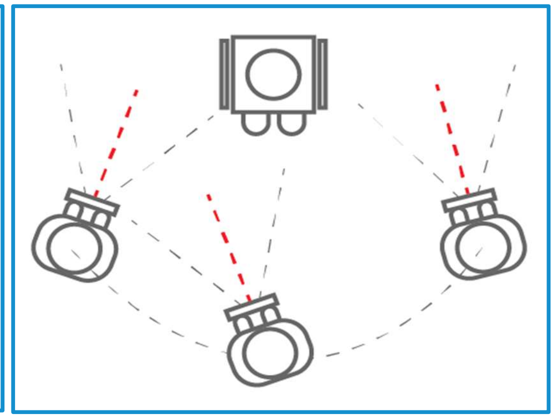


- Click the Scan button on the bottom right of the screen to start the scan

- Slowly walk around the client, being careful to move the sensor up and down to capture a complete model.



Do



Don’t

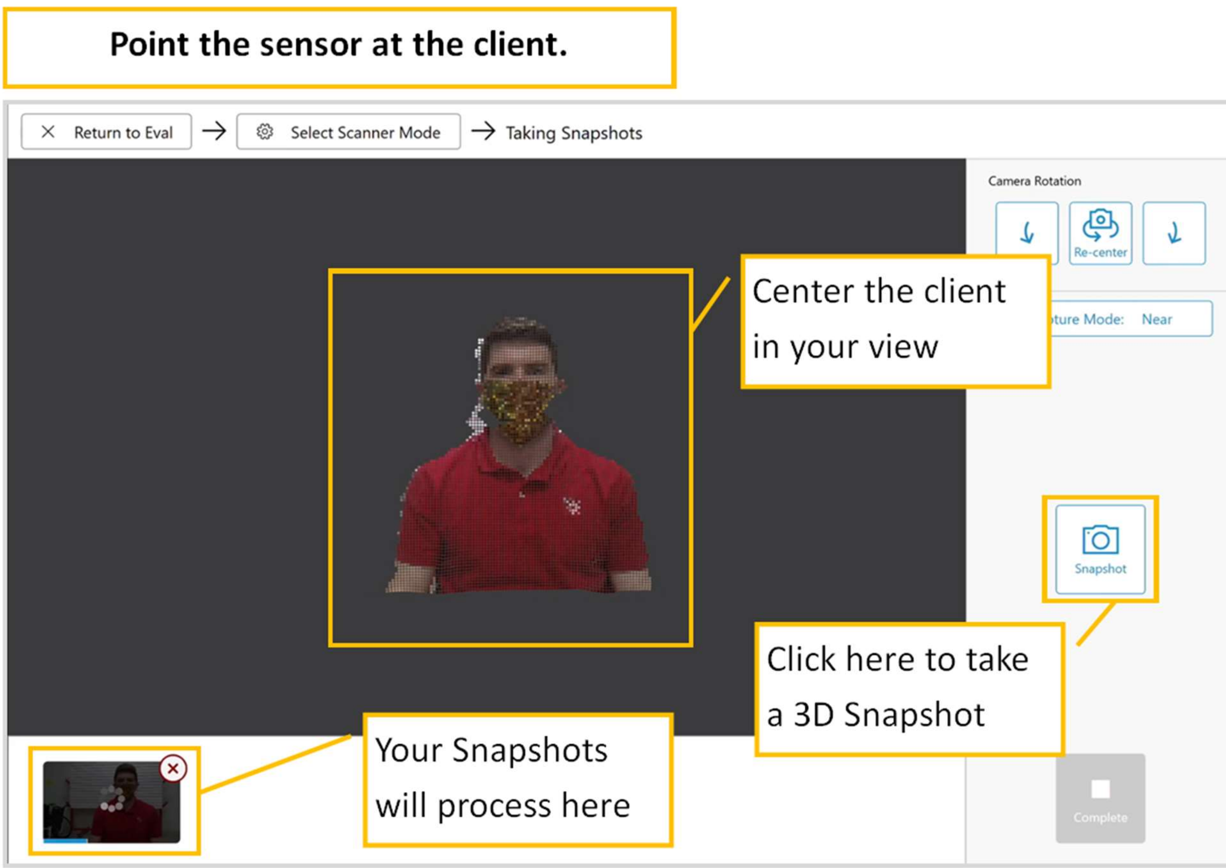
- When satisfied with the model, click Complete. The data is now being formed into a 3D model and will appear on the device screen.
- If desired, the scan may be cropped prior to saving. When ready, click the **Save** button to save the scan to the evaluation and return to the scanning tab.
- The eyeball icon is used to open and view the scan, if desired.
- Save the evaluation now using the save button in the bottom left corner.
- A previously taken 3D scan can also be added to the evaluation by clicking the ‘Import Scan’ button.

3D Snapshots:

Snapshots are like a scan taken from only one perspective. Snapshots are taken instantaneously and are an ideal choice for the client that cannot remain still for 1-2 minutes. Taking a series of Snapshots from different directions and different areas of the body will give you a series of "scans" and each can be measured just like a regular scan.

To Take and Save a Series of 3D Snapshots:

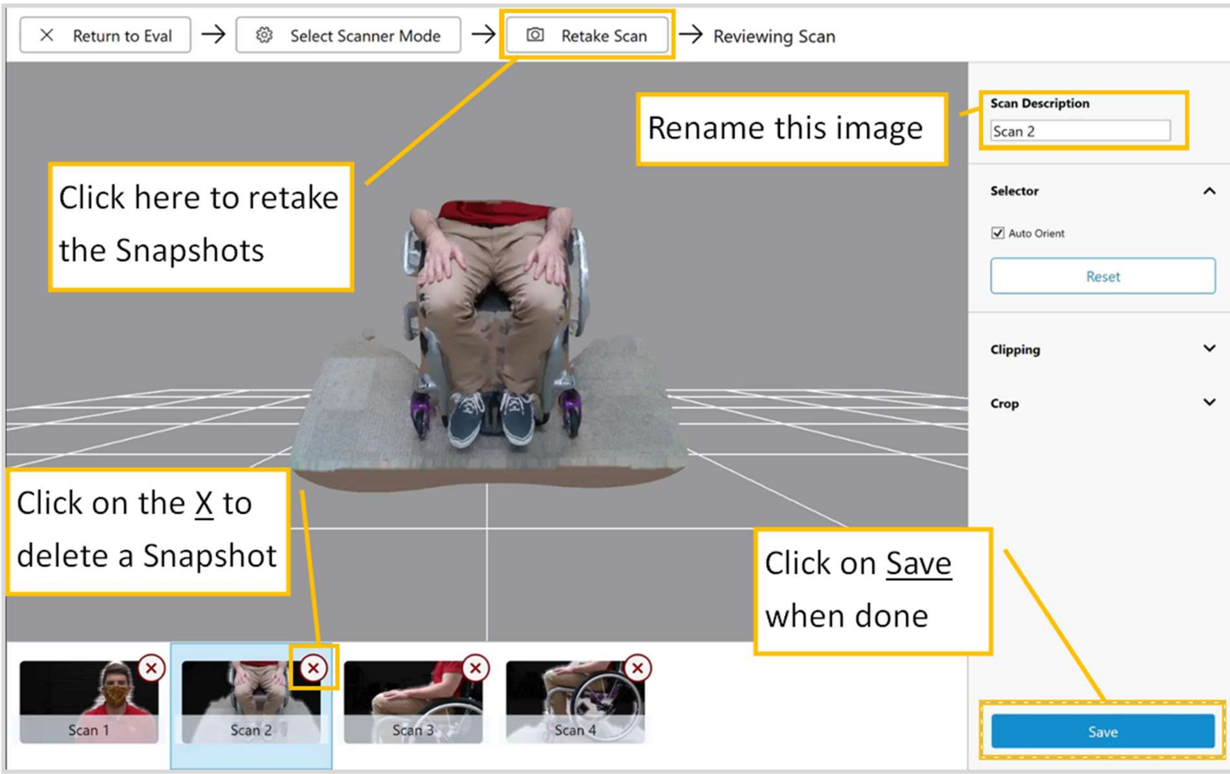
1. While in an Evaluation, navigate to the **Scanning** tab and click on **New Scan**.
2. In the **I want to…** pop up, select **Take 3D Snapshots**
3. Point the scanning camera at the client and center them in your screen view.
4. Click on the **Snapshot** button to take a 3D Snapshot.
    - ➢ It is helpful to center and take Snapshots of areas of the body that include both points needed for a given measurement.



- ➢ The Snapshot will process in the lower left-hand corner of your screen.

5. Repeat steps 2-3 for each area needed for a measurement.
6. When done, click on **Complete**.
    - ➢ It is recommended to click Complete after taking 6-8 Snapshots for faster processing times.

7. You will be taken to the Image Review screen. As they are done processing, click on each 3D image in the lower left-hand corner of your screen to view them.
   - You can rotate the 3D image left or right by clicking/touching next to the image and dragging left or right
8. If you are not satisfied with the 3D image, you can delete it by clicking on the red X in the thumbnail's right-hand corner. To delete all 3D images and start taking new Snapshots, click on **Retake Scan** and go back to step 2.

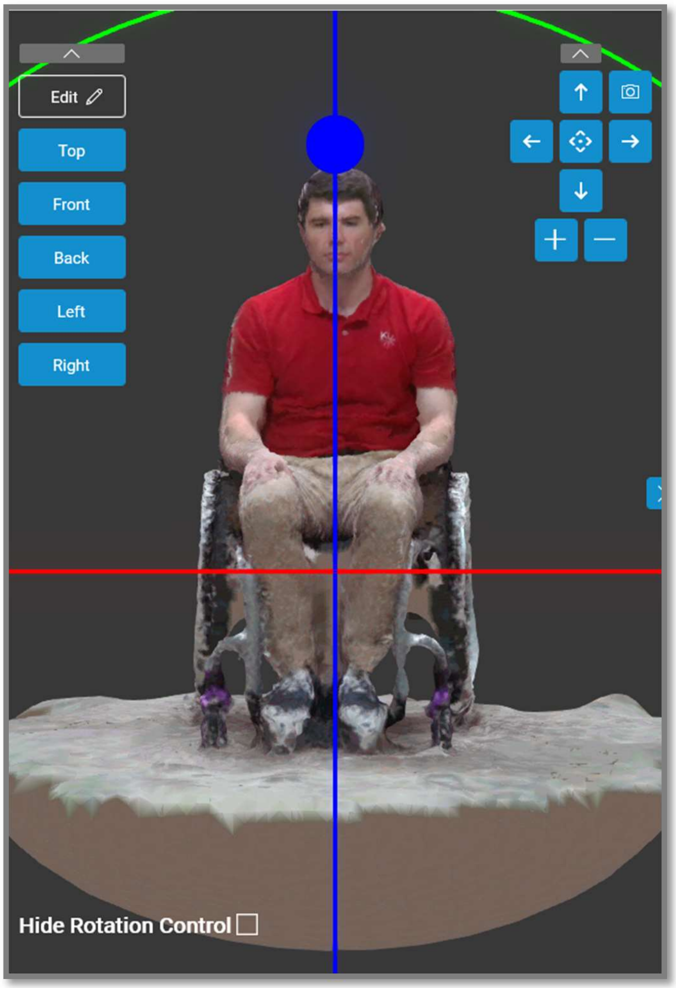


9. When you are satisfied with the 3D images, click on Save.
10. You will be returned to the Scanning screen. Each snapshot will be listed as a separate "scan".
11. Click on the eye to the right of a listed scan to view it.
    - This is also a shortcut to taking Measurements.

Return to step 1 to take additional Snapshots, as needed.

VI: Orienting a 3D scan

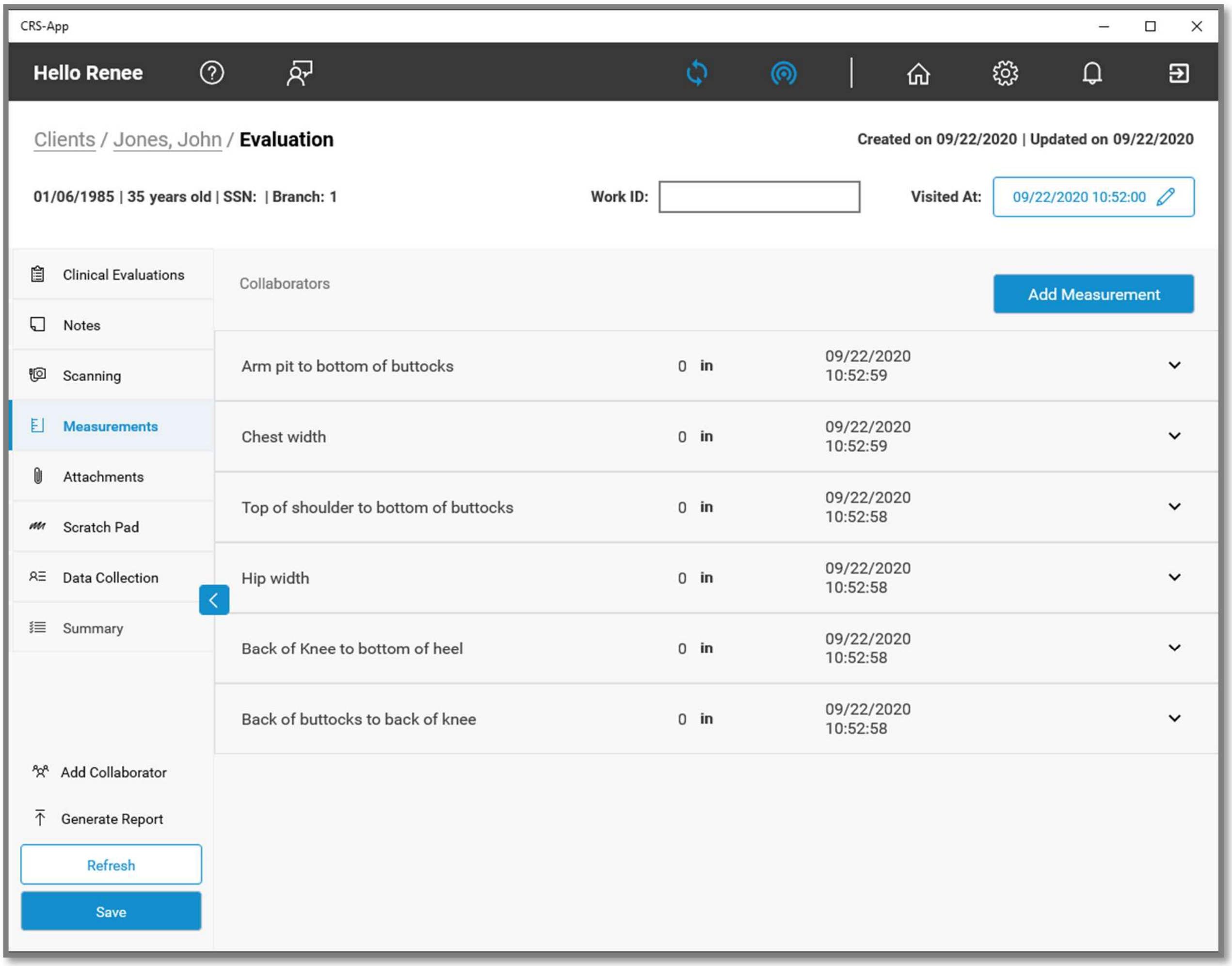
All scans should automatically orient themselves so the front of the scan is facing front. If you wish to adjust the orientation of the scan, follow the instruction below.



A scan can be aligned when it is open in the 3D scan viewer. To set the orientation of a scan:

1. Manually rotate the model on the screen such that it is viewed head on from the front. Click **Edit** (next to the Top/Front/Back/Left/Right view selection buttons) and click **Set Front**.
   When selecting any of these controls (e.g. Set Front) it will configure the model, so the current view is locked as that view (e.g. front). Only one of the views needs to be set; the remaining standard views will be calculated from there. CRS recommends always starting with the front view, and fine tuning the other views if necessary.
2. Once a view has been set, cycle through all the views (Front/Back/Left/Right/Top) by clicking on them individually and adjust alignment if necessary.
3. After the views are configured, users have the option to collapse the ‘Set Views’ controls by clicking the carrot above the controls.
4. Click the back arrow to return to the scanning tab.

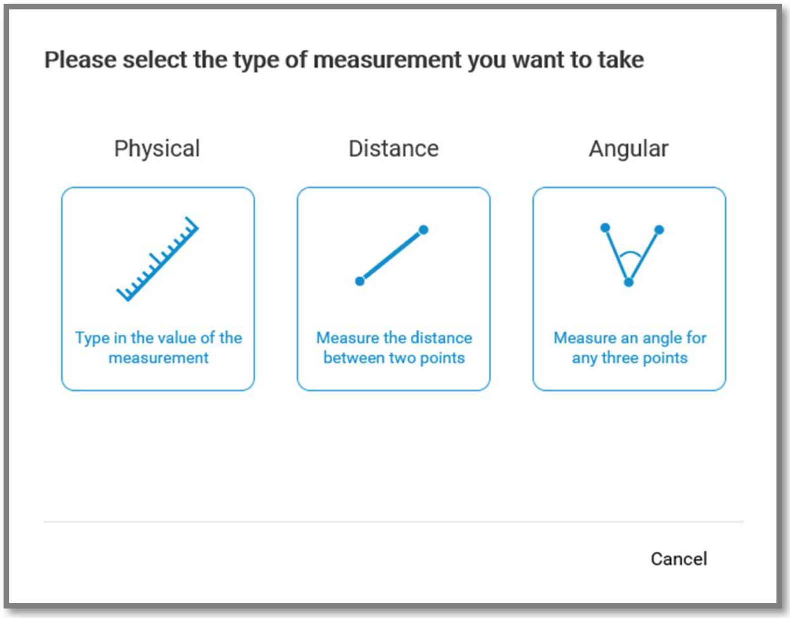
VII: Recording Measurements



In the Measurements tab, users can add electronic records of measurements to the evaluation. There is no limit as to how many measurements can be added.

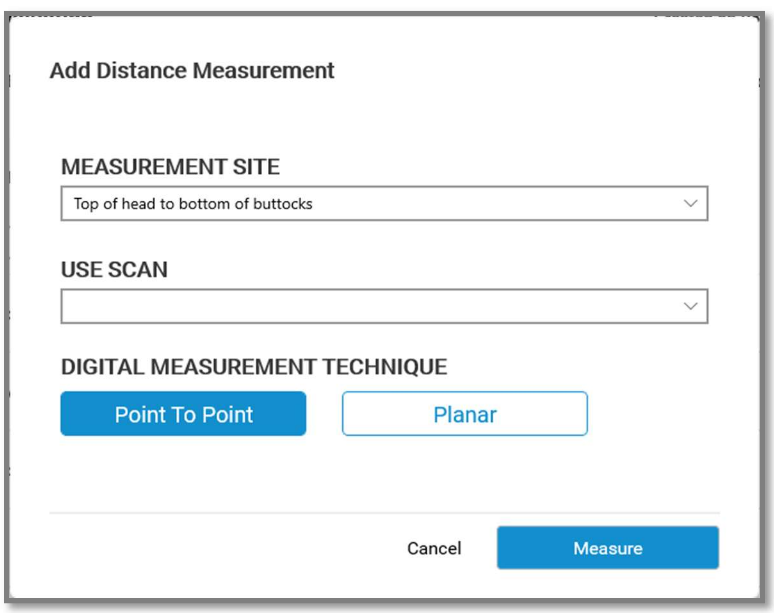
To begin recording a measurement, click on Add Measurement. Then select the type of measurement you want to take:

- **Physical** – measure the physical person with measuring tape and enter the value into the text entry field.
- **Distance** – use a digital image to measure the distance between 2 points
- **Angular** – use a digital image to measure the angle created by 3 points

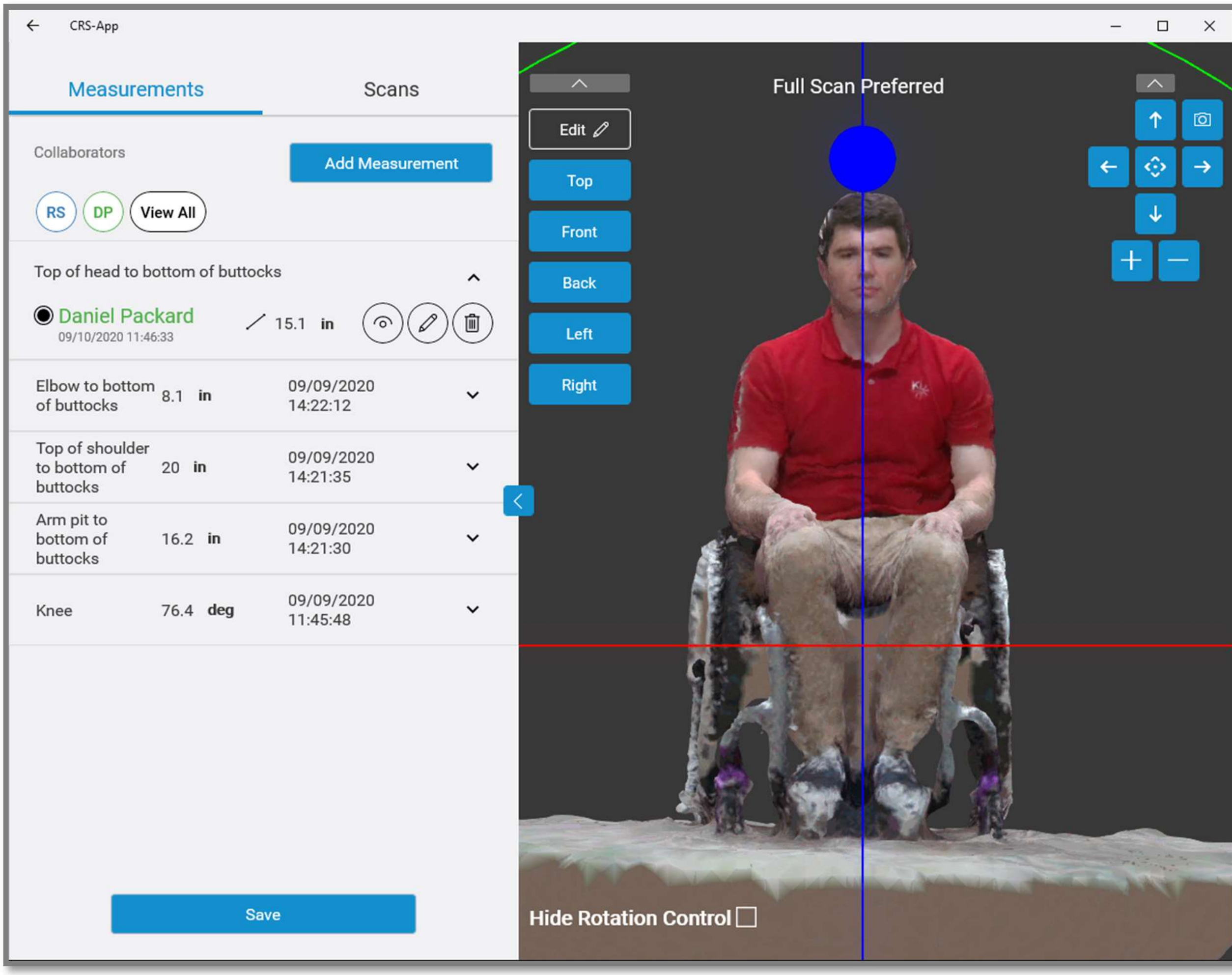


Upon selecting either **Distance** or **Angular**, you will be asked to select a measurement site, select the scan to be used and if this measurement will be **Point to Point** or **Planar**:

- **Point to Point** – this will measure on a straight line between any two points on the model. Users should place the start and end point of the measurement on the model after selecting this measurement mode. Point to point should be used when taking measurements of clients with asymmetry for accuracy; this measurement is bound directly to the model.
- **Planar** – the measurement will be projected on the model from one of the five standard views (Top/Front/Back/Right/Left). These measurements are not bound directly to the model and are instead snapped to the surface of a box surrounding the model.

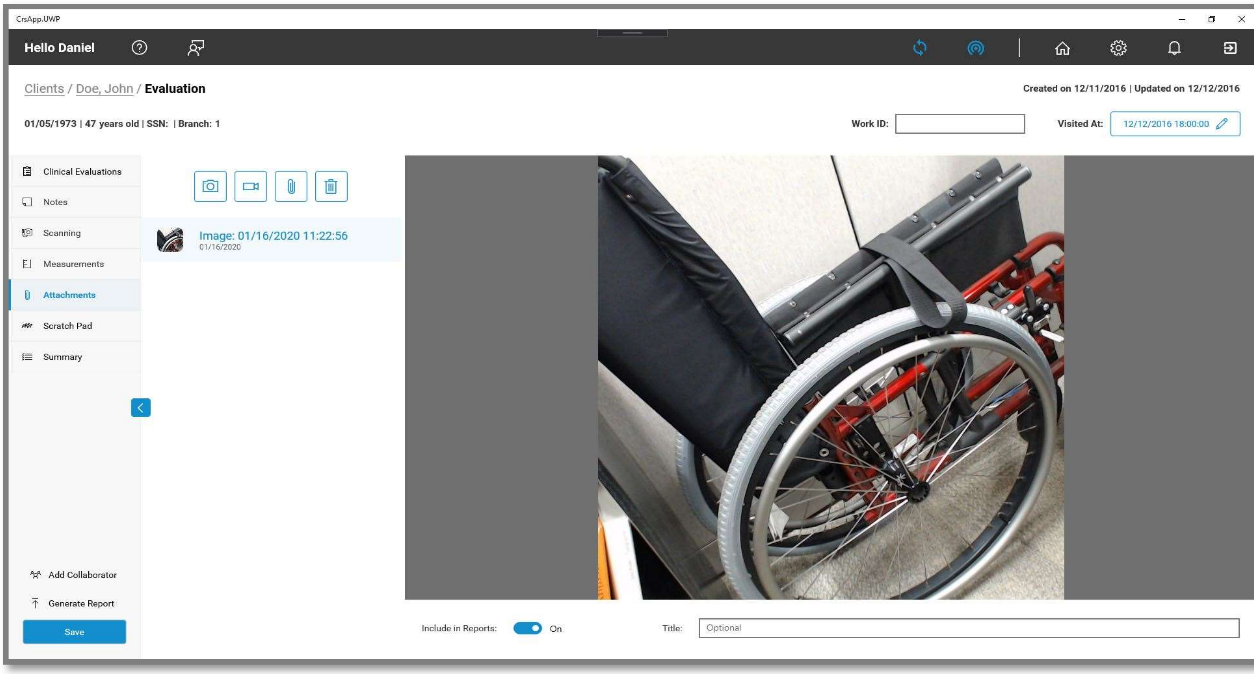


Click on **Measure** to begin taking the measurement.



For Distance measurements, you will place two points on the digital image. For Angular measurements, you will place three points on the digital image. Once all points have been placed, the measurement value will be displayed on the left side of the window. This measurement can be modified by adjusting the placement of one or more points. After clicking **Save** to save the measurements, use the back arrow in the upper left corner to go back to the measurements tab.

VIII: Attaching Images and Video



Videos and images can be attached directly to an evaluation on the Attachments tab. They are captured using standard device camera utilities and are automatically attached to the evaluation.

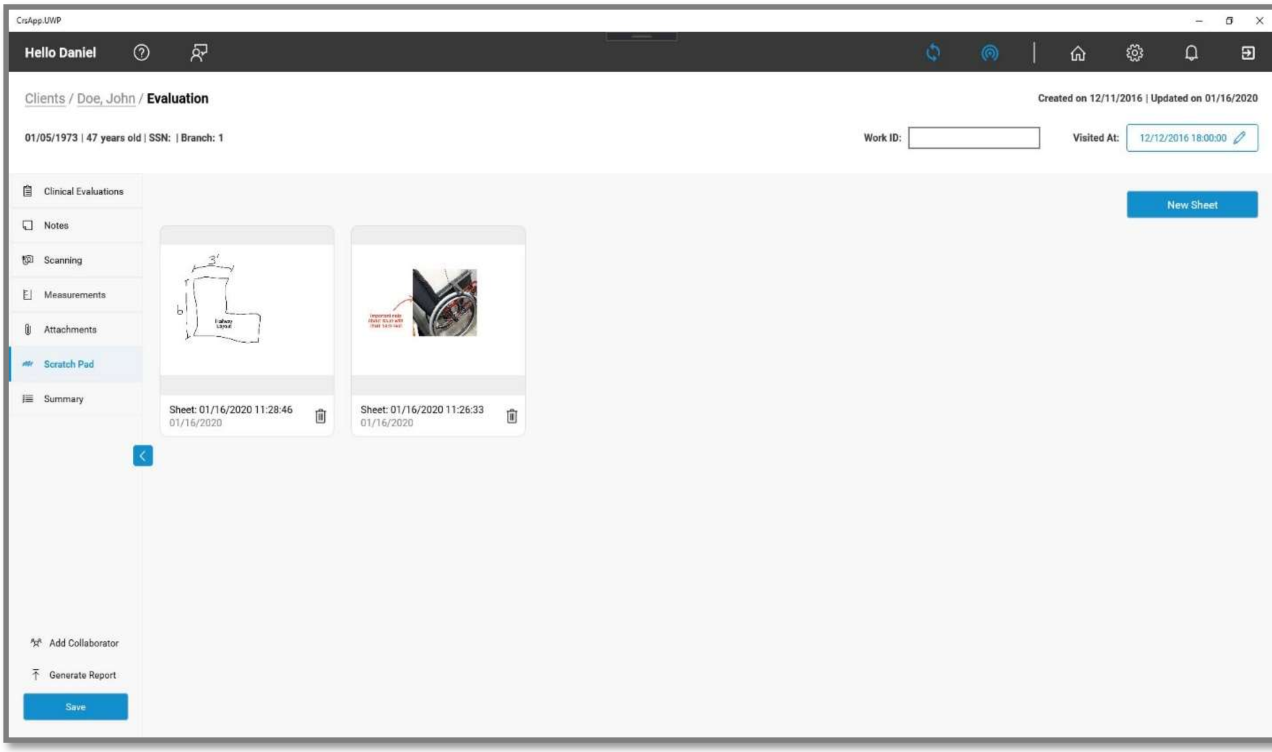
1. Navigate to a client evaluation and click the Attachments tab.
2. Select the desired media to attach (e.g. photo, video, etc.).
3. When choosing photo or video, cycle through the camera utilities (front camera, rear camera, etc.) using the built-in windows camera application.
4. For photo, click the camera icon to take a picture and then select 'Done' to save the new image to the attachments tab.
5. For videos, use the start/end record buttons and then select 'Ok' to save.

Note:

- Images/video that have already been captured can be viewed by selecting them from the list provided.
- Images and videos have a preview screen; attaching other file types (e.g. PDF) will open in the device default viewer.
- Users have the option to type a description/title regarding the attached item in the bottom right corner after selecting it from the list.
- Users may also choose to exclude attachments in PDF reports by switching the toggle (next to the description/title box) to the 'Off' position. The application defaults to the 'On' position.
- Click 'Save' to update.

IX: Using Scratch Pad

1. Navigate to a client evaluation and click the ‘Scratch Pad’ tab.
2. Click ‘New Sheet’ to create a new scratch pad sheet.
3. Entering a title in the upper left corner is optional.



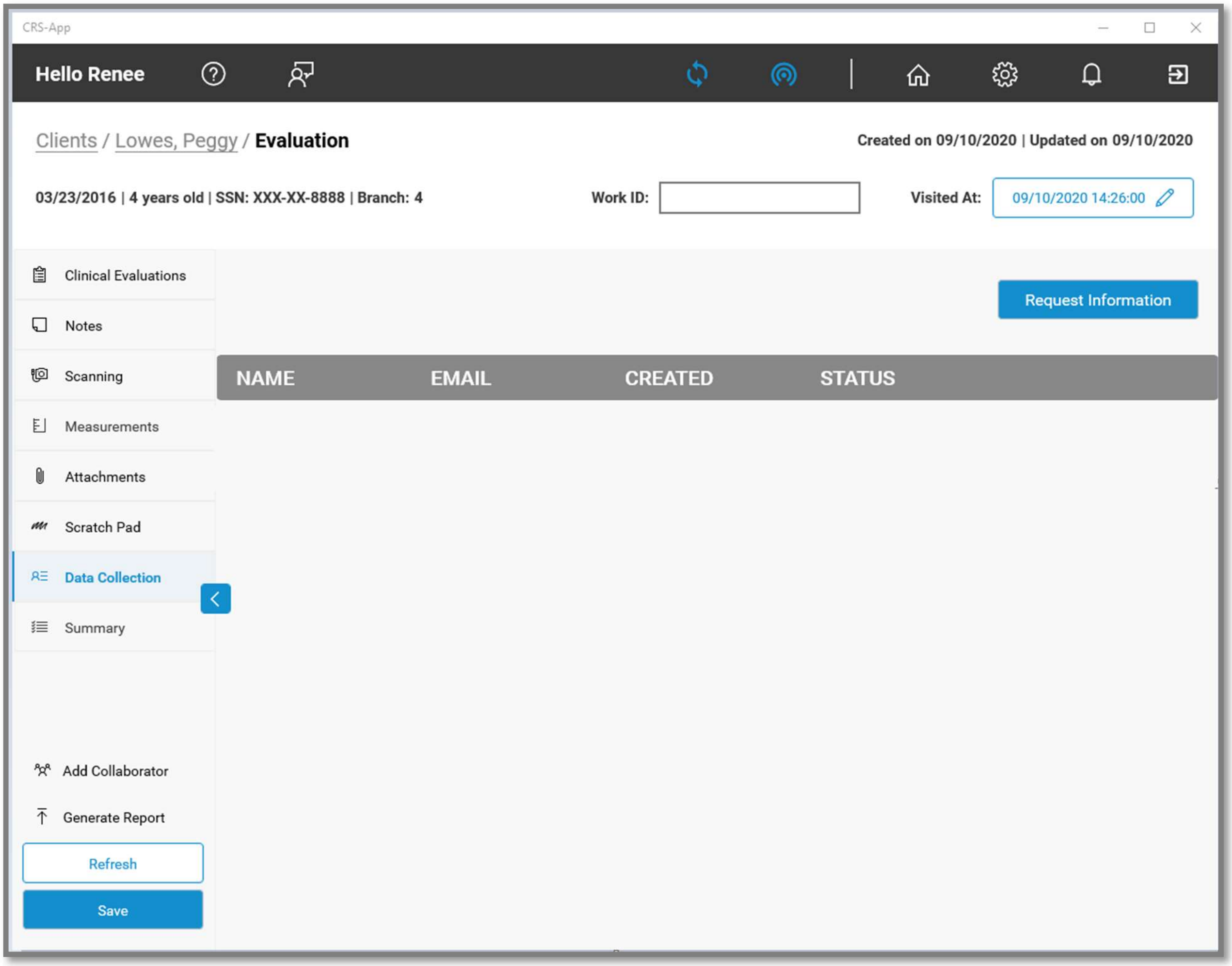
Each sheet will include the following drawing tools:

- *Selector*: Select any of the existing drawing elements that have already been added to the sheet
- *Pen*: Freehand pen for easy annotation
- *Text Entry*: Add text to the sheet
- *Picture*: Add images to the sheet

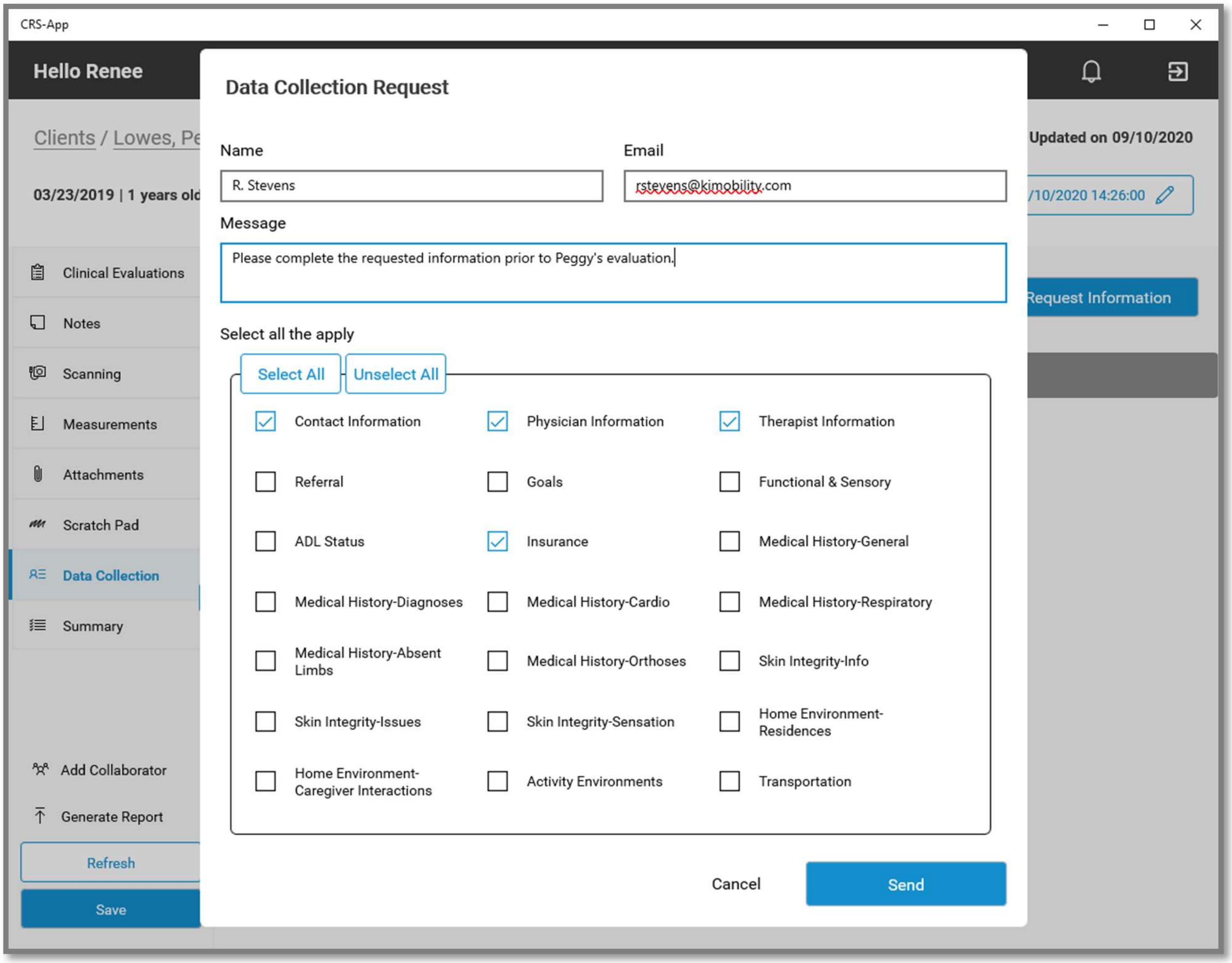
4. Use the drawing tools to attach/annotate images on the sheet.
5. Save the sheet to the evaluation by clicking the ‘Save’ button in the bottom right corner.
6. Click the back arrow in the upper left corner to go back to the scratch pad tab after saving.

X: Data Collection

Data Collection allows you to create a client information request and send it via email to your designated source. When the source completes the request, you can view, accept and import that information directly into the evaluation.

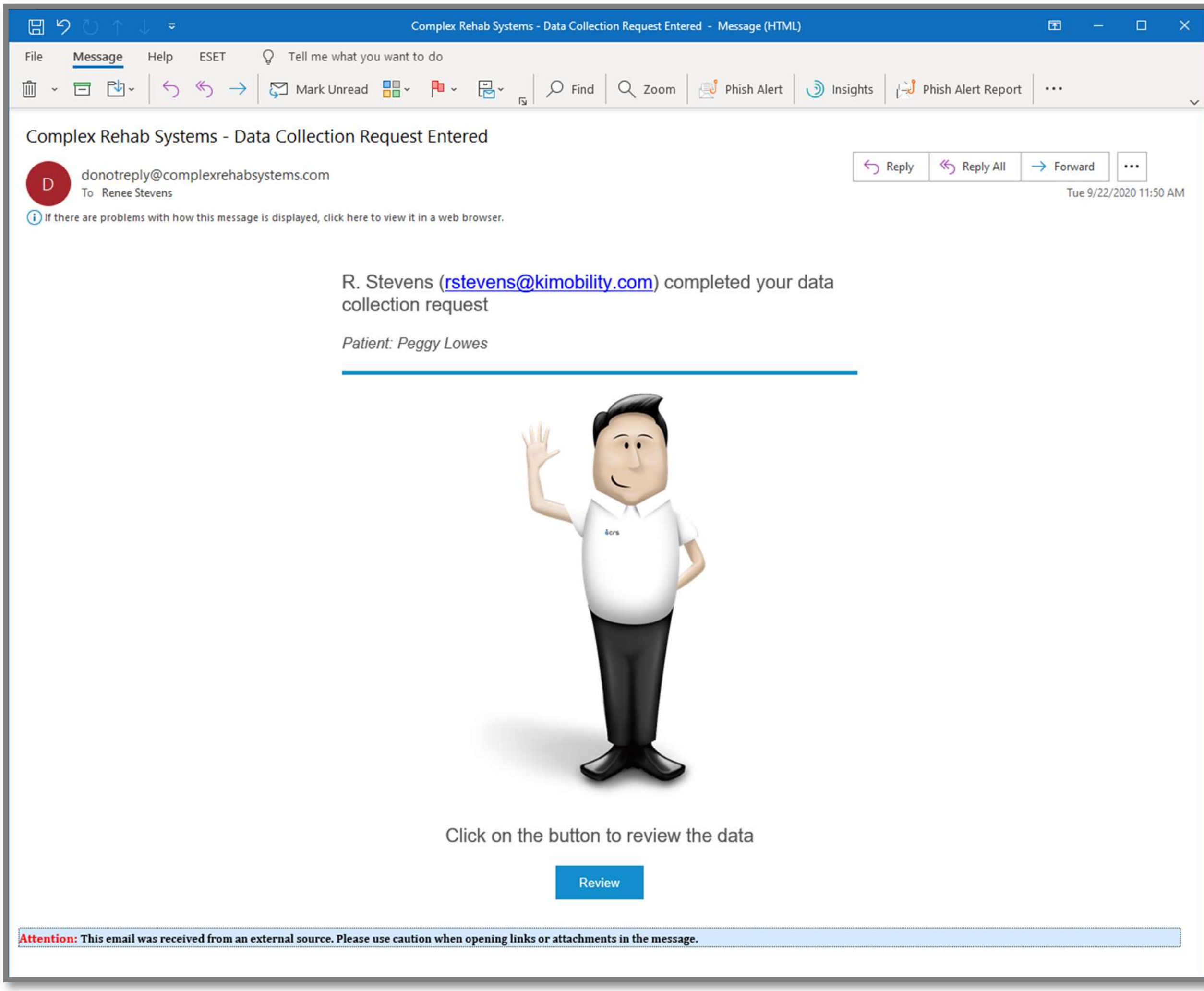


After clicking on the **Data Collection** tab, click on **Request Information** to begin a new Data Collection Request.

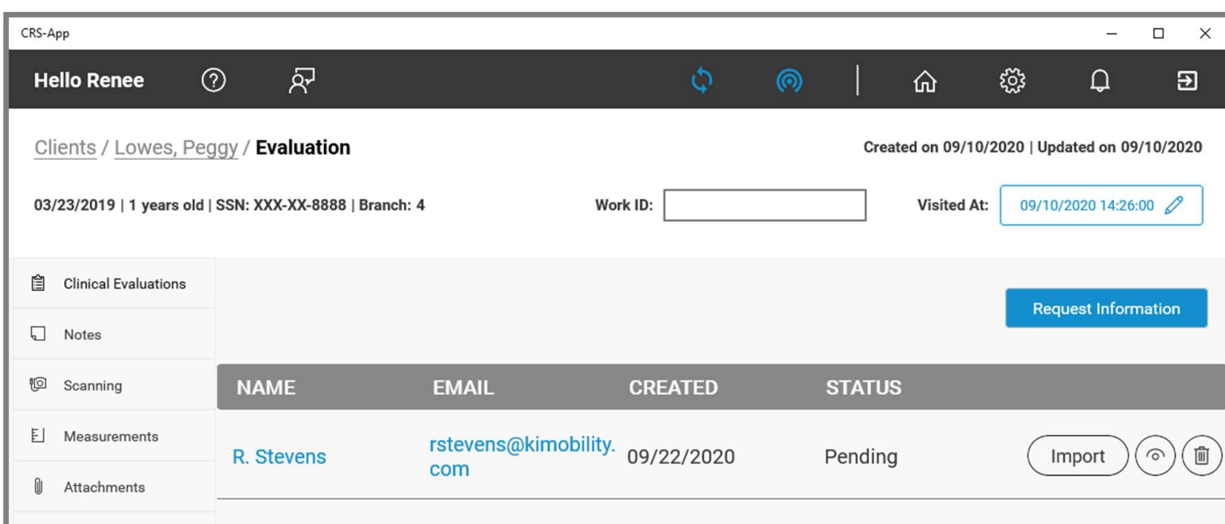


Enter the name and email of your source. You can add an optional message. Then check the boxes for the data categories you would like your source to complete. When done, click on **Send**. CRS will generate and send the information request to the email address that was entered.

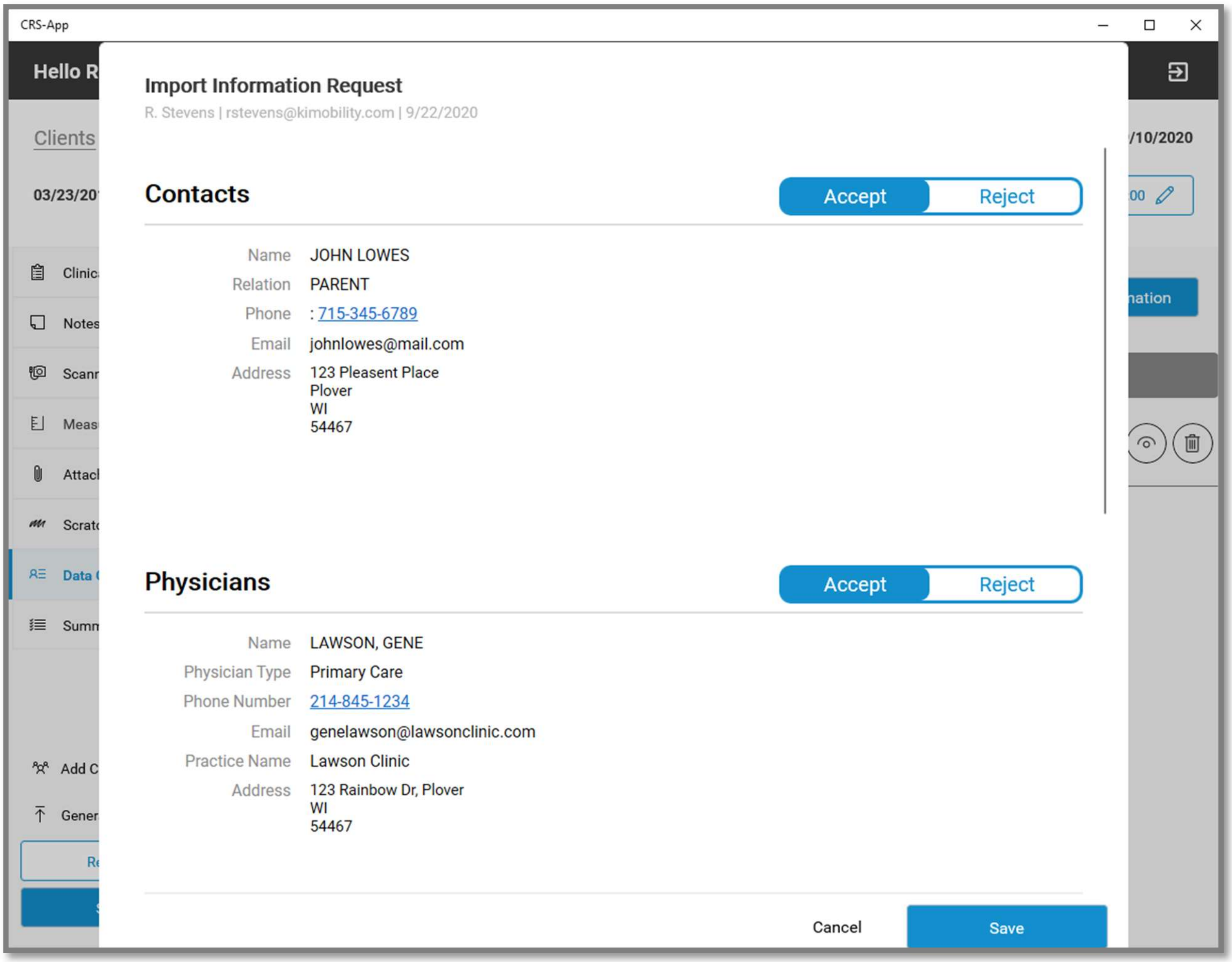
When the information request is completed, you will receive an email with a link to the completed categories. Click on **Review**.



The app will guide you through the steps to go back to the Data Collection tab. Then click on **Import**.



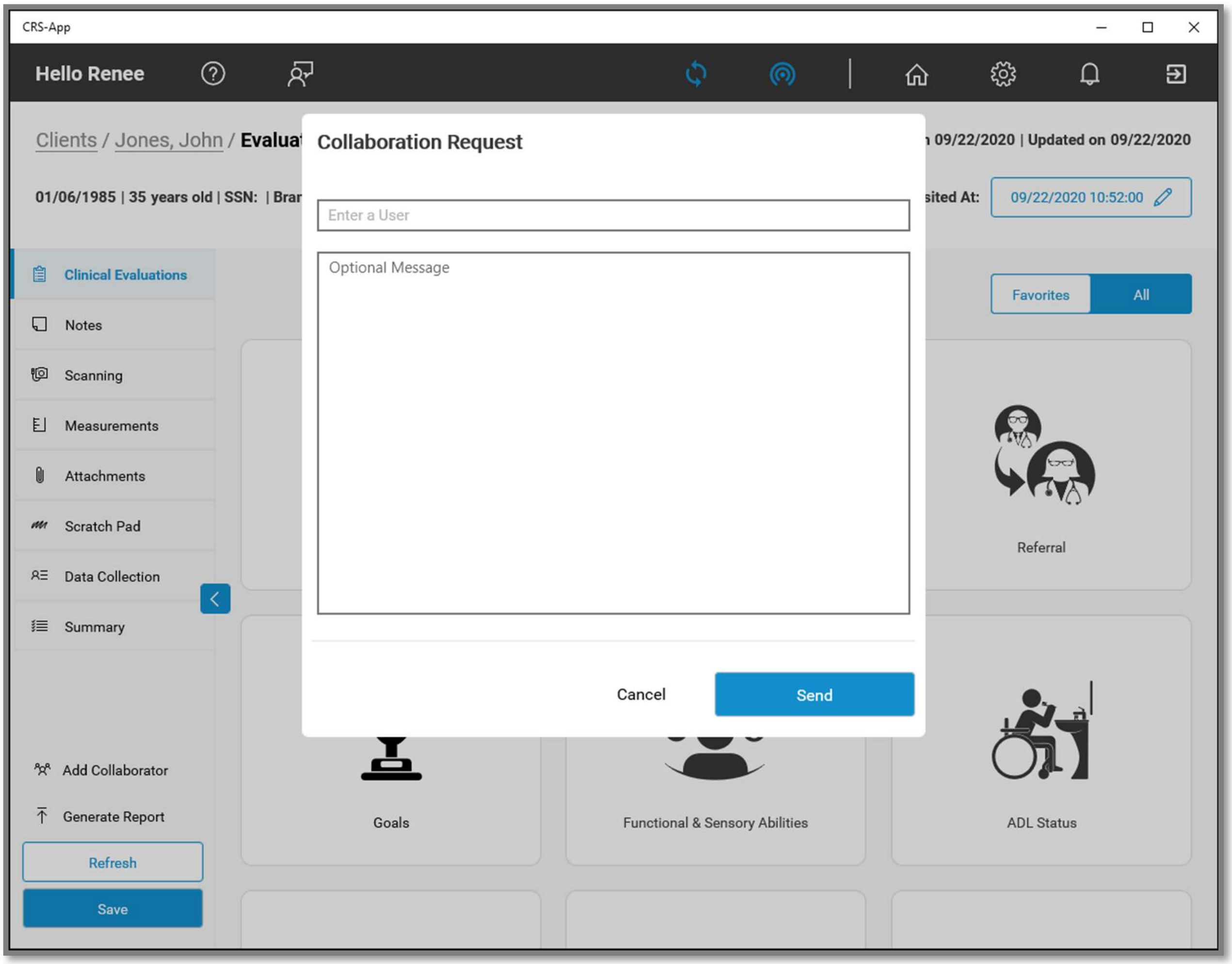
Scroll down to review each information category. Choose if you want to Accept or Reject the information for each. Please note that, when information is rejected, it cannot be recovered later. Click on **Save** to import the accepted information.



You can then visit the evaluation cards that correspond with your imported information categories to see the accepted client information.

XI: Collaboration Features

There are multiple ways for users to collaborate with each other on evaluations. Want to give another user access to an evaluation?



Complete these steps to collaborate on an evaluation:

- Click the 'Add Collaborator' button in the bottom left of the screen when working on an evaluation. This will bring up the collaboration request window.
- Enter the name of your colleague you would like to collaborate with on an evaluation.
- Add an optional message in the dialogue box and click 'Send'.
- The recipient of the collaboration request will receive an email with instructions on how to access the specific evaluation.

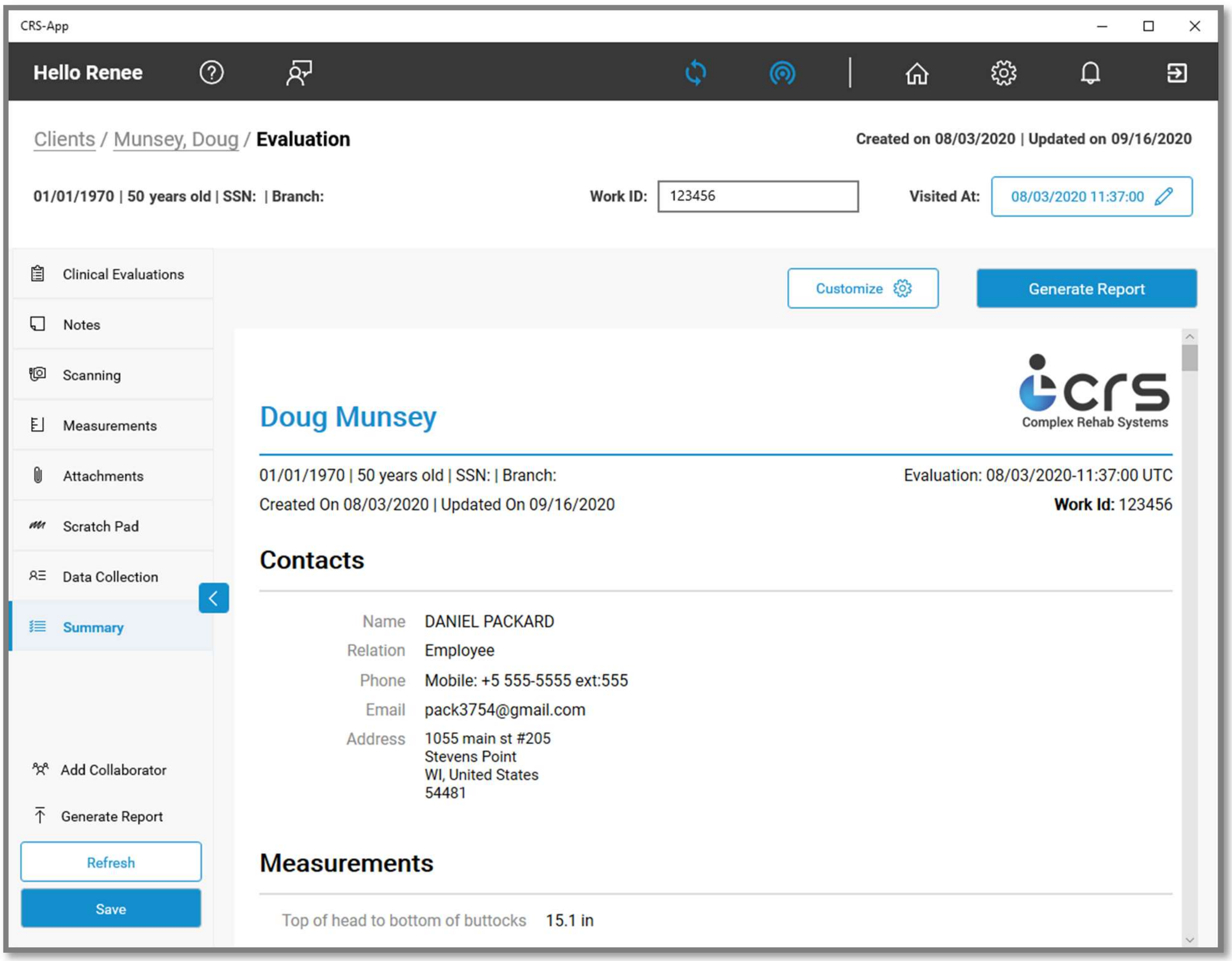
See an evaluation you are locked out of? A locked evaluation is demonstrated by a padlock icon and an 'Access' button. Complete these steps to request access to a locked evaluation:

- Click the 'Access' button.

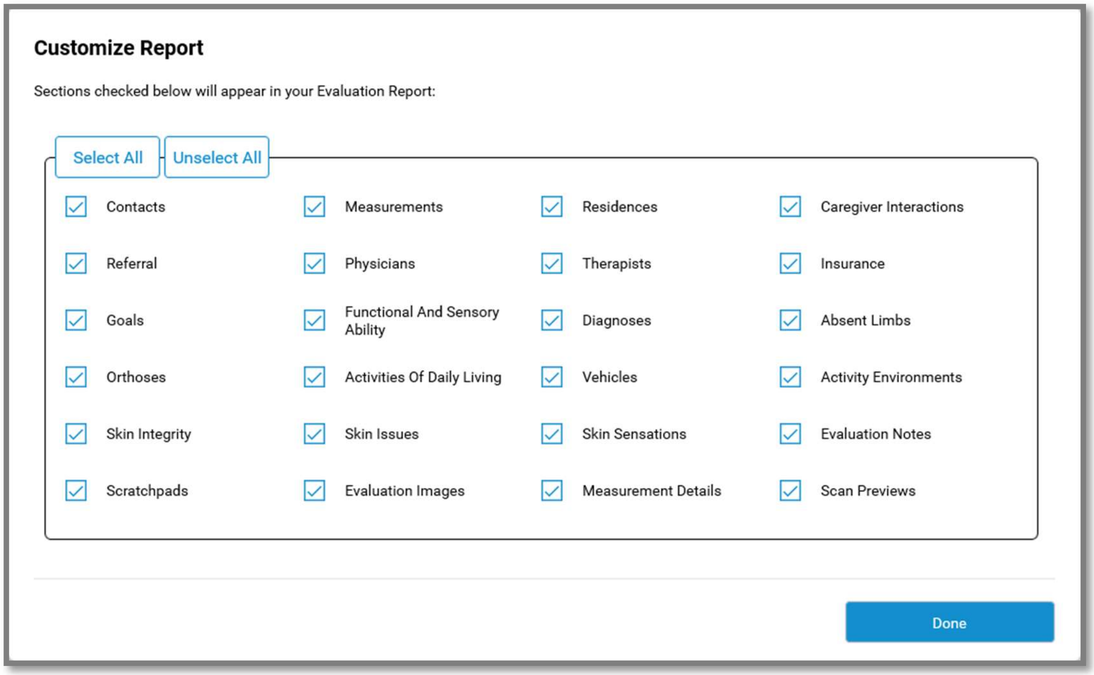
- A new window will appear with space for a custom optional message to be sent with the access request.
- Click the ‘Request Access’ button to send the request.
- The lead ATP on the evaluation will receive an email asking them to approve or deny the access request.
- Once a user has access to an evaluation, they will have full read/write access.

XII: Summary and Generate Report

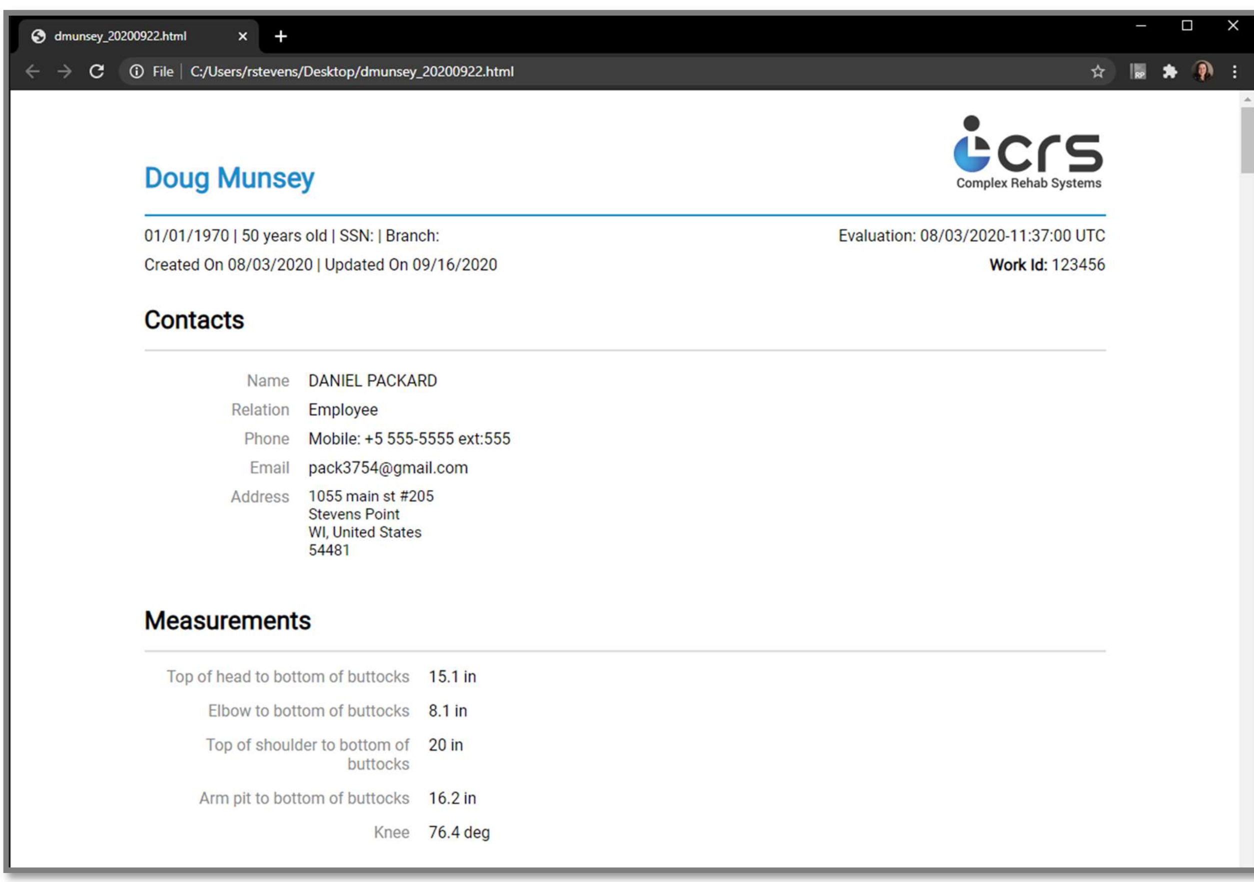
The Summary tab is an excellent place to see all the information for this evaluation and client. You can choose to see all information or only those information categories you choose. This includes clinical evaluation information, measurements and measurement images, scratch pad pages and attached images.



Select the information you would like included in your summary by clicking on Customize.



This selection also determines the information included on Reports. Click on **Done** and then click on Generate Report to have the selected information on an HTML document you can save and print.



Technical Support

Need additional information or have questions?

There are several support resources available for users in the CRS app. Click the icon in the header of the CRS application to access the following resources:

- Interactive Smart Search and Support Slides
- Video Tutorial Library
- Detailed Usage Guide
- Quick Start Guide

For additional help, our Tech Support Team can be reached during regular business hours by email or telephone:

Email CRS Technical Support at: crs.support@kimobility.com or call us at **(715) 997-9979**.

Our **technical support business hours** are:

Monday – Friday
8:00am – 5:00pm CST

Feedback

We want to hear from you!

If you have any feedback to share about the app, including ideas for new features, you can do so by clicking the icon in the header of the CRS application.