

iTherapy Process – iTP

CHECKLIST WORKFLOW MANAGER

v1.0

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<http://www.itp.wf>

The goal of this documentation is to give a maximum of details for a local installation of iTTP.
After the installation, we will go over the configuration and the use of this software.
For clinical use, you should prefer a dedicated webserver and not a virtual one as presented here.

Introduction

iTP is a web-based software to create dedicate checklist in order to manage a process workflow. In our case, we manage our patient workflow.

Working within a multi-disciplinary team calls for a very well organized “information transfer system”. From treatment simulation to the last treatment fraction, the entire staff is implicated in the overall workflow and need to actively take part in several processes/tasks occurring at different moments throughout the treatment preparation process and that need to be highly coordinated. Their main goal is to achieve the best treatment plan to be delivered in the most accurate way without any delay. This means working with different aspects, means and constraints (patient, linac, pathology, QA, ...), a real challenge.

In this context, the staff needs to get the right information at the right time. In this frame of mind, we developed an open source software for process management: iTherapy Process (iTP), under AGPL licence.

Fig. 1 List of patients in the process - Process detailed

This tool allows to know at anytime and anywhere, what has been done, what needs to be done and which deadlines to respect for each individual patient. At a glance and thanks to a color code (Fig. 1), one can visualize the list of all the patients in a specific step of the process, the degree of emergency, their pathology, the requested treatment machine, the dose prescription, the treating physician, the medical physicist in charge, ...

Additionally, through this tool, the retrieval of the department's statistical data is really easy such as: the number of patients per linac, the pathologies treated, time period, the physicians implicated, the treatment types, ... as well as the time interval between different activities (simulation to planning, planning to treatment, ...). It is also possible to follow-up patients during and after treatment.

This software is being used since 2005 in our department and has recently been completely

redesigned. The amount of data related to the patient treatment has been increased and new functionalities, configurations and modules have been added. Patient workflows are more detailed and frequently brought up-to-date. Moreover, some new modules have been added as in-vivo dosimetry, brachytherapy sources management, a communication book, an incident reporting system, team planning/timetables, a breakdown database and downtime calculation.

Being an open source software and as it can be adapted to any local situation, our goal is to convince other departments to use it in the same way as we do. This will improve their own patient workflow and allow them to share, to compare or to benchmark some of the data with others centres.

Webserver installation

Different webserver exists on the market. Our clinical server runs Ubuntu Server LTS. Apache – MySQL – PHP already installed.

For local installation and test or demo environnement, you could try iTherapy Process with a local webserver under Windows, Linux or MacOS. This is not a recommended clinical configuration. So, only different solutions have been briefly tested :

- EasyPHP, WAMP : seems to give back PHP error.
- AMPPS : ok. This will be used during the next steps.

AMPPS installation :

1. Download it from : www.ampps.com, and install it.
2. You should get the server running with this popup (Fig. 2):



Fig. 2 AMPPS software

3. Or by going on the local webpage (right clic on the AMPPS icon, AMPSS-Admin) (*Fig. 3*):



Fig. 3 AMPPS Welcome webpage

4. This means your local webserver is running.

| iTP installation :

1. Download the files from Github : <https://github.com/mcoevoet/iTP.git>
2. Copy paste the folder in # C:\Program Files\AMPPS\www\
3. You can rename it as « iTP »
4. On <http://localhost/iTP> you should reach this page (*Fig. 4*) :

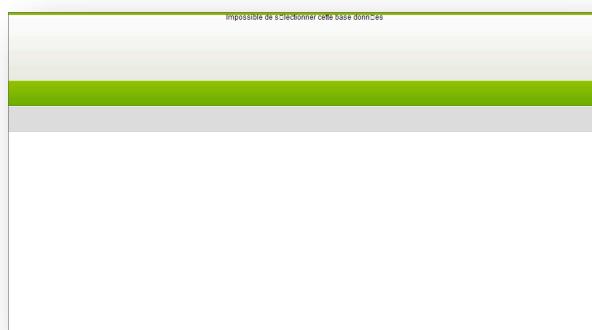


Fig. 4 First iTP screen seen before configuration

5. And then, we will configure the database access.

Database configuration :

1. Go to <http://localhost/phpmyadmin> and add the database from the structure file
\...\\iTP-Master\\Database\\itpDB.sql
2. Create a new database called « itpDB » (or « iTP », up to you) (Fig. 5)

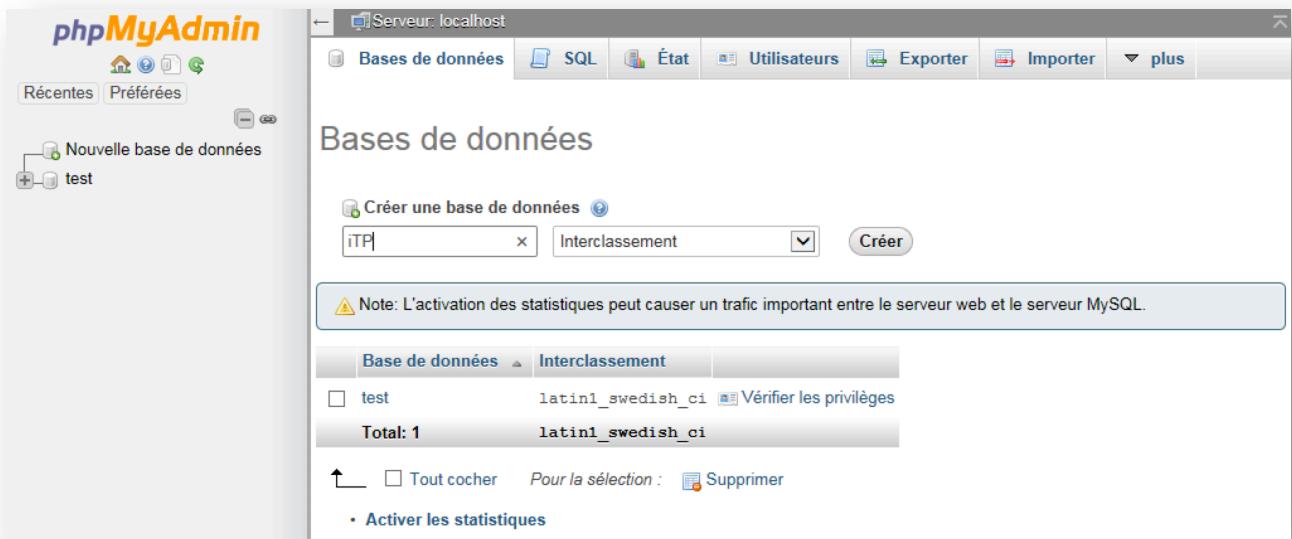


Fig. 5 iTP Database creation

3. Import the itpDB.sql inside (Fig. 6)



Fig. 6 iTP DB Import

4. When import is successfull, the table list is displayed on the left side (Fig. 7)

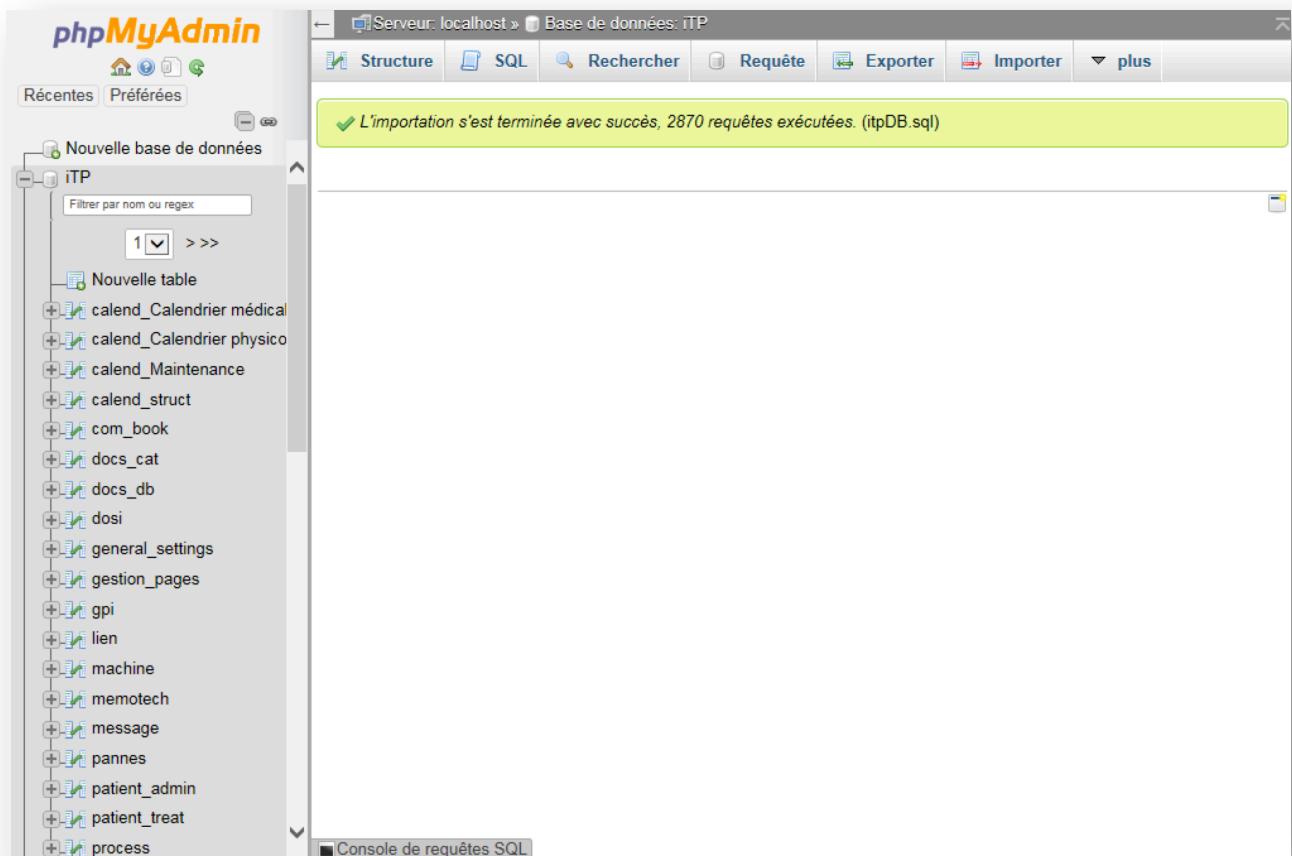


Fig. 7 iTP DB successfull importation

5. Configure the login & password to access the database in the file

```
# C:/Program Files/Ampaps/www/iTP/_connexion.php
```

By default, the login & password to access the MySQL database in AMPPS are : root & mysql. This should be the beginning of the file:

```
<?
//connection a la db Intranet-Server

$dbhost = "localhost";
$user = "root";
$password = "mysql";
$usebdd = "itpDB"; // Or the name of your DB
...
```

6. Then iTP can reach the database and you should get this screen on the browser (Fig. 8)

```
# http://localhost/itp:
```

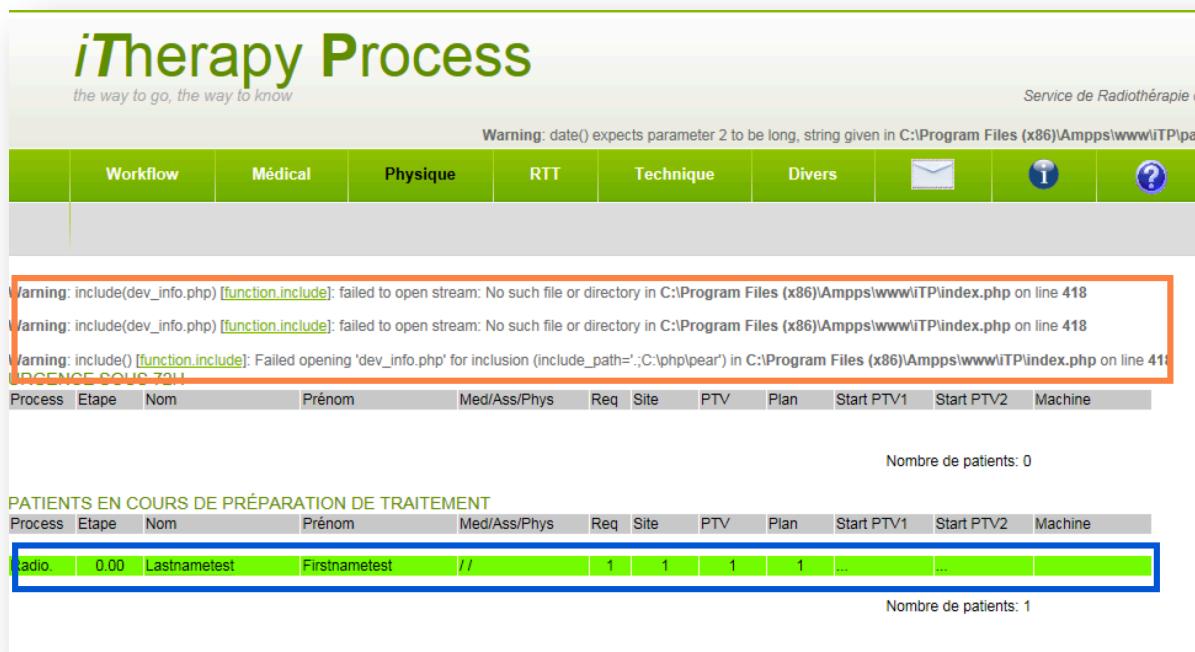


Fig. 8 iTP, warnings error

Connection to DB is ok due to the patient name displayed (blue rectangle).

7 . There are some « warnings » displayed in orange. To disable those, in the file # php.ini

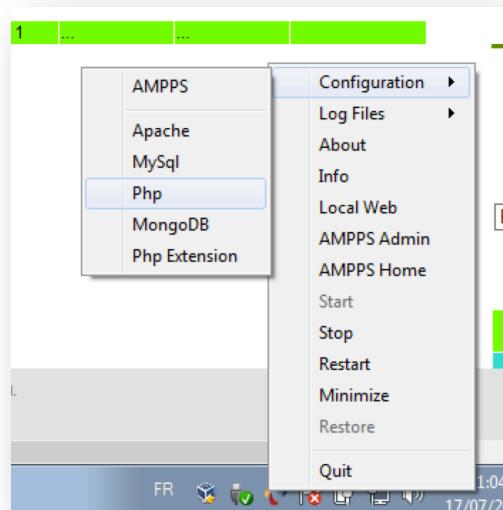


Fig. 9 PHP configuration within AMPPS

Two lines to be modified :

```
# display_errors = Off
# display_startup_errors = Off
```

And then, iTP display becomes clean of any warnings. Those warnings are due to missing files to be included. Files which are used on the developpement part.

iTP configurations

Users and Process

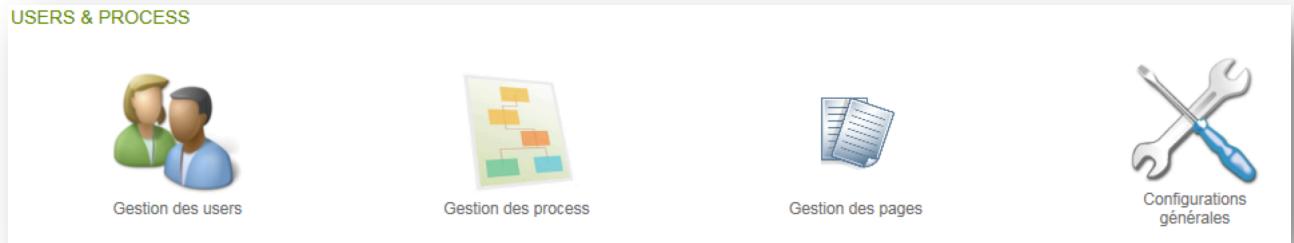


Fig. 10 Users & Process management

« Gestion des users » (Users management)

As it is, iTP database contains 1 user and 1 patient.

The user has admin rights to be able to go further. To connect in the system, click on « login » at the right up corner and select the user wanted, « ADM » (Fig. 11).

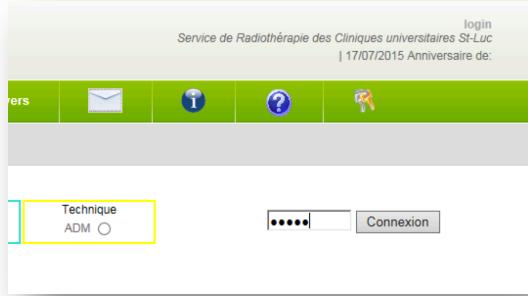


Fig. 11 Login area

Password is « admin », then you can see you are connected as ADM :

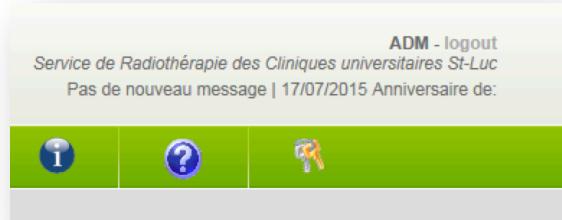


Fig. 12 Logged as ...

Users can be managed from the « Administration » page (Fig. 13).



Fig. 13 Administration page

Click on the « Gestion des users » icon, and first manage your different level access from the tool page (Fig. 14).

				Nombre d'utilisateurs actifs : 1											
		Tri par : Nom User Fonction													
ID	Initials	Nom	Prenom	Fonction	Telephone	Mail	GSM	Tel.	Prive	Modifier	Actif	Mail actif	reset	Password	
1	ADM	Admin	Admin	Admin											

Fig. 14 Users management page

There are 3 items to define a users action rights (Fig. 15) :

1. Admin : Yes or No
 2. Fonction : link the user to a team (radiation oncologist, RTT, physicist, ...) and assigned a general color to this team.
 3. Level : within a team, which level access do you need in your organisation.

Définition des catégories d'admin, de fonction et de niveau. L'"access chain" qui donne accès aux différentes pages pour chaque user est défini par les différentes catégories ci-dessous et dans l'ordre dans lequel elles sont présentées.

ID	Admin	ID	Fonct	Fonction	Couleur	Level	Intitulé
1	<input type="text" value="no"/>	1	<input type="text" value="med"/>	Corps médical	#00FF00	1	Super
2	<input type="text" value="yes"/>	2	<input type="text" value="phys"/>	Physique	#FF0000	2	Normal
New :	<input type="text"/>	3	<input type="text" value="inf"/>	Infirmier	#0000FF	3	Restricted
		4	<input type="text" value="tech"/>	Technique	#FFFF00	4	Stagiaire
		5	<input type="text" value="secr"/>	Secrétariat	#40E0D0	New :	<input type="text"/>
		New :	<input type="text"/>	<input type="text"/>	<input type="text"/>		
						<input type="button" value="enregistrer"/>	

Fig. 15 User creation page

Now the different level access and teams are created, users can be added following the department organisation.

Click on the « Add » green button and fill up the form.

The « Nom d'utilisateur » will be the name displayed in the user login list. We preferably recommend to use the initials.

« Admin », « Fonction » and « Niveau » are mandatory to evaluate the users rights at login.

« Mailing actif » allow the system to send emails to the users email address.

Password is by default « changeme ». Do not hesitate to reset it after a user creation.

Fig. 16 Form to add a new user

« Gestion des process » (Process management)

Area to manage your patient workflow inside iTP.

The checklist is divided in different steps belonging to a dedicated team. Within each step, there are some question (the checklist) called « action ».

STEP

To add a step, go at the bottom of the list and click on the big green « + » button.

ID	Nom	Tri	Type	Contenu	Accès	Obligatoire?	Refus To Go	Actions
242	Bon de transport	0	checkbox	0.0.0		Oui		
243	Impression de Plan Report (3 jours avant la fin)	0	checkbox	0.0.0		Oui		

Ajouter une action Ajouter une information

Fig. 17 Step manager

You will reach a form, were you can add all the needed data (name, number, color, team to belongs to, ...) for a new step.

Rem// Sub-process list is made directly in the database (access form Phpyadmin).

AJOUT D'UNE ETAPE DANS LE PROCESSUS: RADIOTHERAPIE EXTERNE

Nom	<input type="text"/>
Numéro	<input type="text"/>
Sub-process	<input type="text"/>
Profession	<input type="text"/>
Couleur	<input type="color"/>
<input type="button" value="Envoyer"/>	

Fig. 18 Add a step

ACTION

Once a step is created, you can add one or more action inside : those will be the different questions asked to the end user.

3.00 / Contourage de volumes - Profession: Corps médical - Préparation du traitement							
ID	Nom	Tri	Type	Contenu	Accès	Obligatoire?	Refus To Go
100	Isocentre	0	textchain		0.0.0	Oui	
101	Lasers rouges à aligner sur ...	0	select	Billes, ISO Focal	0.0.0	Oui	
102	Check list des volumes à dessiner: OAR, CTV, PTV	0	checkbox		0.0.0	Oui	
104	Contraintes	0	textarea		0.0.0	Non	
103	Faisceau de Repérage	1	radio	Oui, Non	0.0.0	Oui	

Status Etape / Légende

[Ajouter une action](#) [Ajouter une information](#)

Fig. 19 Add a "question"

Click on « Ajouter une action » and fill up the following form (Fig. 20):

AJOUT D'UNE ACTION DANS L'ETAPE 3.00 (CONTOURAGE DE VOLUMES) DU PROCESSUS

Nom	<input type="text"/>
Type	<input type="text"/>
Contenu	<input type="text"/>
Si refus (Réponse Non), GoTo:	<input type="text"/>
Niveau de validation	<input type="text"/>
Type de vérification à faire	<input type="text"/>
Obligatoire	<input type="radio"/> Oui <input type="radio"/> Non
Liée à l'étape	3.00
<input type="button" value="Envoyer"/>	

Fig. 20 Form to add a question

- Nom : action name, or question to ask.
- Type : checkbox, text, bullet (bouton radio), ... the classical way to dialog with a user from a web form.
- Contenu : for the bullet or select box, you have to enter the different choices like this : « Choice 1, Choice 2, Choice 3, ... ».

- Si refus : one specific type is « refus ». If you need to go back in the past of the process to modify something (for instance if a plan is not approved, then you have to adjust the beam and come back to the right step).
 - Type = refus
 - Si refus = the step were to come back, and all the answer in between will be deleted.
- Niveau de validation : if you want only a specific user level to validate the question (i.e « super user »).
- Type de vérification à faire : do you want the answer is a mail or a date ?
- Obligatoire : is it mandatory ?

Within a step, you could need to display the answer from another step : this called « information ». From the « Ajouter une information » link, you will get this form (Fig. 21) :

AJOUT D'UNE INFORMATION DANS L'ETAPE 3.00 (CONTOURAGE DE VOLUMES) DU PROCESSUS

Nom (sans apostrophe!)	Type	Réponse de l'action ...	Obligatoire	Liée à l'étape
<input type="text"/>	Information	Liste des actions précédentes ...	<input type="radio"/> Oui <input type="radio"/> Non	3.00
<input type="button" value="Envoyer"/>				

Fig. 21 Add information

Enter a name, and select the answer of the question you want to be displayed. Information are usually not mandatory.

WORKFLOW CONFIGURATION

Once your steps and actions are entered, it would be usefull to manage the process. The idea is to cancel some items (steps or actions) under certain conditions. This can be applied only when there is choice within the same question : bullet or select.

Type	Contenu	Accès	Obligatoire?	Refus To Go
textchain		0.0.0	Oui	
select	Billes, ISO Focal	0.0.0	Oui	
checkbox		0.0.0	Oui	
textarea		0.0.0	Non	
radio	Oui, Non	0.0.0	Oui	

Fig. 22 Workflow configuration

The « arrow button » (Fig. 22) allow you to enter in the part to adjust your workflow :

Let say the question 13 in step 3.00 is « Lasers rouges à aligner sur ... » and the two possible answers are : Billes or Iso Focal.

You can select the actions to be avoided if the answer is : *Billes* :

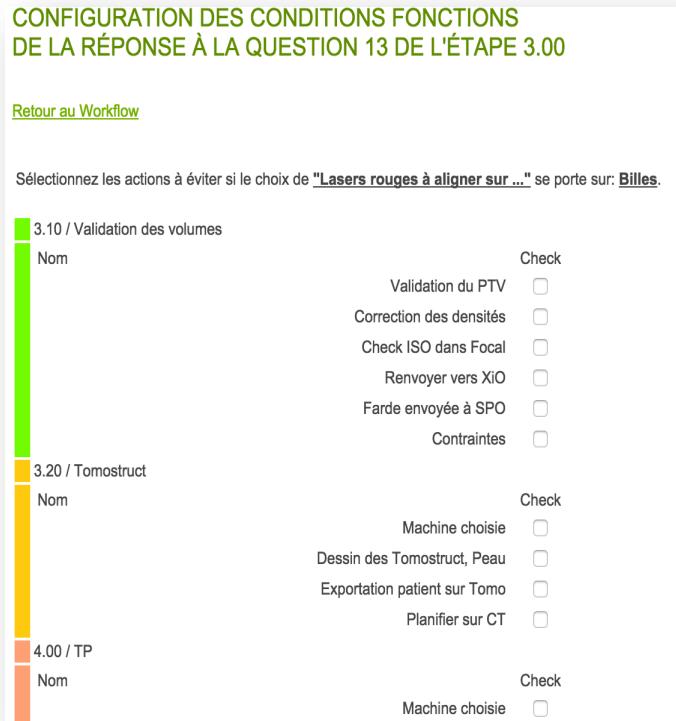


Fig. 23 What to avoid when ... ?

You can select the actions to be avoided if the answer is : *Iso Focal*:

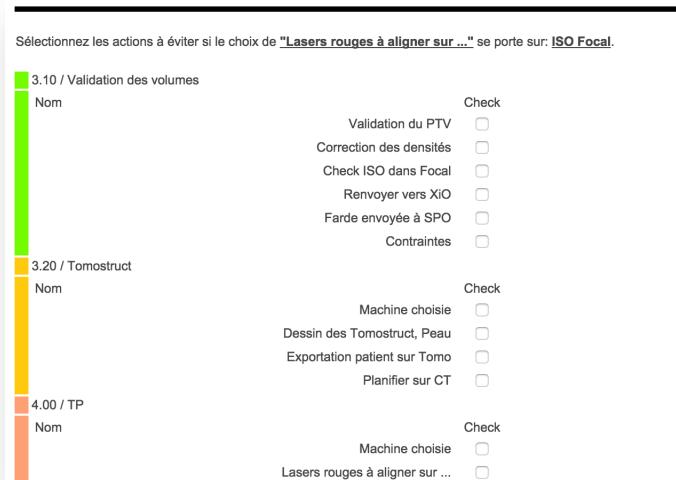


Fig. 24 What to avoid when ... ?

This is the way the workflow will evaluate following your answers, and so, your patient treatment.

« Gestion des pages » (Pages management)

This is the area to allow users level/team members to access a module or page of the system.

First, select the folder where your page is (Fig. 25).



The table presented below lists all the file in the folder :

Fig. 25 Folder display

Fig. 26 File list

Some of them have a « Nom d'appel » (green area), which means this is the name to link to this file (not needed for all the files).

For all the files (Fig. 26), you have to enable for each team (blue area = 1 team), which user level (yellow area) has access to that specific file.

You can be really specific in the access and the safety part of the system.

« Configurations générales (General settings) »

SMTP, language, refresh timing, emergency timing, ... all those parameters can be configured here.

Rem// So far, all the system language is in French.

Liens & Documents



Fig. 27 Links & Documents

« Gestion des liens » (Link settings)

Add, update or room html link.

« Gestion des documents » (Document manager)

To be adapted with GED update ... under developement.

Technical part



Fig. 28 Technical part

« Gestion des machines » (Linac management)

The linac installed in a department can be added here to be listed in the breakdown features. Differents informations are needed as well as a picture. The default list has to be, of course, adaped to your configuration.

Machine :	Constructeur :	Année installation	Description	Actif :
CT-SIM	Toshiba	2010	Scanner de simulation	<input checked="" type="checkbox"/> 
SL25	Elekta	1997	Linac MLC photons 6MV 18 MV Electrons 4MeV 6MeV 8MeV 10MeV 12MeV 15MeV 18MeV 20MeV 22MeV	<input checked="" type="checkbox"/> 
SL75	Elekta	1996	Linac 6MV	<input type="checkbox"/> 
SP18	Elekta	2008	Linac MLC photons 6MV 18 MV Electrons 6MeV 8MeV 10MeV 12MeV 18MeV	<input checked="" type="checkbox"/> 
Tomo1	Tomotherapy	2005	Tomotherapy Hi Art SN110055	<input checked="" type="checkbox"/> 
Tomo2	Tomotherapy	2011	Tomotherapy HD SN110394	<input checked="" type="checkbox"/> 

Fig. 29 Linac management

Statistiques

This module is made for departement managers for whom statistics are important.
All the workflow items answered in the different checklists can be used for a statistic basis.

First part of the form concern the period to require data from ;
then select the workflow ;
adjust your criteria of selection ;
and finally, select all the items you would like to be displayed in the results. They are managed in the Stats. Management area.

The easiest way to manage those results is to copy paste the html table result in an Excel sheet.

MODULES DE STATISTIQUES**INTERVALLE DE TEMPS DE L'ANALYSE (DATE DE DÉBUT DE TRAITEMENT):**

Time 1 :
 Time 2 :

CRITÈRES DE SÉLECTION:

Choix du processus: Radiotherapie Externe

Critère 1 : Critère 1 valeur :
 Critère 2 : Critère 2 valeur :

SELECTIONNEZ LES INFORMATIONS QUE VOUS VOUDRIEZ VOIR DANS LES RÉSULTATS:

Machine:

nb_fract:

iv_ok:

Pathologie:

Urgence:

Xio:

Dose par fraction:

Palliatif ou curatif:

Timing des étapes:

Ecart entre étapes:

| W-E inclus? Oui Non * Si exclusion du w-e, alors timing= '0 heures' en cas de validation durant le w-e.

| Start step as reference (T=0, R:ID displayed):

Seulement PTV/Plan n°1:

VALIDATION:

Valeur critère 1 =
 Valeur critère 2 =

StartDate = 'Date de début de traitement'.

Fig. 30 Statistics form

Stats. Management

Area were you add the item you want to see in the list of the previous screenshot.

« Super » Users

Fig. 31 "Super users" part

Gestion Rosis

Rosis incident management area : all the incidents reported by the users from the Rosis form are listed here.

N°	Date de la découverte	Incident traité	Incident complété	Date d'insertion	Afficher
554	25 January 2013			25-Jan-2013	▶
553	25 January 2013			25-Jan-2013	▶
552				24-Jan-2013	▶
551	24 January 2013			24-Jan-2013	▶
550	21 January 2013			23-Jan-2013	▶

508	7 November 2012		15-Nov-2012	▶
507			7-Nov-2012	▶
506	31 October 2012	X	5-Nov-2012	▶
505	2 November 2012	X	2-Nov-2012	▶
504	31 October 2012	X	31-Oct-2012	▶
503	26 October 2012	X	26-Oct-2012	▶

Fig. 32 Rosis incident list

At the end of the review form, you can select the state of the incident follow up : does it has been analysed by the local workgroup ? / does it has been filled up in the ROSIS webform platform ?

Incident traité par le groupe de travail

Incident complété sur le site de ROSIS

Fig. 33 Incident under control

Calendriers

Area to add or manage the different calendars.

NOUVEAU CALENDRIER

Nom du calendrier :

Unité temporelle : ▾

Durée à afficher: nombre d'unités

Nombre d'items :

Nombre de sous tableaux :

Fig. 34 New calendar

- Nom du calendrier : name of the calendar.
- Unité temporelle : is a daily, weekly, monthly calendar ? (Red area)
- Durée à afficher : number of « previous unit » to display. (Red area)
- Nombre d'items : number of elements to manage. (Blue area)
- Nombre de sous tableaux : number of small table. (Orange area)

The screenshot shows a calendar interface with three main sections:

- ABSENCE:** A table with columns for Lundi 13-07-2015 through Vendredi 17-07-2015. The first row is labeled "ABSENCE" and the second row "Absents". The entire row for "Lundi 13-07-2015" is highlighted in red.
- PERMANENCE ST-LUC:** A table with columns for the same dates. The first row is labeled "PERMANENCE ST-LUC". The first column contains items: "Dosi", "Perm Physique Matin (>13h)", "Perm Physique PM (>18h)", "Soir présent", and "Soir GSM". The entire first column is highlighted in blue.
- PERMANENCE TECHNIQUE:** A table with columns for the same dates. The first row is labeled "PERMANENCE TECHNIQUE". The first column contains items: "Perm Technique AM" and "Perm Technique PM".

At the top of the interface, there are buttons for "-1 semaine", "Cette semaine" (highlighted in green), and "+1 semaine", along with a "Aller à" button.

Fig. 35 Calendar display

Mail d'Administration

Area were the allowed users can send a mail to all the active users of iTP.
Usefull to announce a new feature or a department meeting.

Communication book

This module is linked to the mailing one. But as a « Super user » within a team, you can send a document attached to the mail and ask the destinatory to sign the good understanding of your message, procedure, protocole, ...

The screenshot shows a list of communication entries:

Sujet	Date	Destiné à	Pourcentage de validation	
test	22-12-2014		0 %	
New as RTT	15-12-2014		3 %	

Fig. 36 Communication book list

| Administrator



Fig. 37 Administrator

PHP Sysinfo

This an open source tool to get in one page some hardware parameters about the server were iTP is installed on.

Piwik

Piwik is a visit statistics tool.

Phpmvadmin

Direct link to the database manager of iTP.

The daily use of iTP ...



Fig. 38 Menu

The top menu will regroup the different modules by team use.

Workflow

This is the main part of iTP : once a patient has been entered in the system, he will follow the workflow and the different checklists adapted to his treatment.

Until all the mandatory « checks » are not filled up, the patient will stay in a certain step. When everything is filled up, the patient jump to the next step.

In version 1.0 there is no way to go back in the past of the checklist and modify something ; as well as it is not possible to validate a future step before ending the actual one.

When a new step or action is added (or disabled) to the checklist, the new entered patients will get the new process. Once a patient is in the system, his workflow will only be adapted following the treatment.

Technic

The different « technical » modules are grouped under this item.

« Pannes » (Breakdown)

Following the linac list you have entered in the « Administration » part, you will get those linac icons available. Each linac button give you access to all the breakdown entered attached to this machine.

To enter a machine/linac issue, just click on the « Insérer une panne » icon. There you will reach a form to enter the data of the issue.



Fig. 39 Insert a new breakdown

Date (jj/mm/aaaa):	<input type="text"/>
Heure :	<input type="text"/> : <input type="text"/>
Machine	SL25 <input type="button" value="▼"/>
Symptome:	<input type="text"/>
Type :	Recoverable <input type="button" value="▼"/>
Intervenant :	Elekta <input type="button" value="▼"/>
Actions :	Actions effectuées <input type="button" value="▼"/> <input type="button" value="▲"/>
Heure de fin :	<input type="text"/> : <input type="text"/>
Downtime :	<input type="text"/> : <input type="text"/>
Perturbation :	Oui <input type="button" value="▼"/>
<input type="button" value="Enregistrer"/>	

Items required :

- Date
- Time start
- Machine
- Symptome (or inhibit, error message, ...)
- Type (IT, Machine, Recoverable/Unrecoverable (need or not a reboot))
- Intervenant (who solve the problem)
- Actions (what has been done to solve the problem?)

- Time stop
- Downtime : you could have an issue which happens out of the clinical hour.
- Perturbation : sometimes it does not affect any patient treatment.

Downtime definition : a downtime is a certain amount of time (minutes and hours) which were allocated to clinical activity (patient treatment, patient specific QA) but were not available for those due to a technical issue which need support or QA from technical staff, medical physics or Field Service Engineer from the company to come on site.

This time (breakdown + reparation + QA) is the downtime ; compared to the uptime which is the clinical planned activities time.

The uptime has to be entered for each month in the « Treatment time area ». Then, the global clinical hours per month can be filled up per machine in the table.

Rem// We do not include planned maintenance in the clinical time.



Fig. 40 Treatment time

2011 2012												
	Janvier	Fevrier	Mars	Avril	Mai	Juin	Juillet	Août	Septembre	Octobre	Novembre	Décembre
SL25	<input type="text"/>											
SP18	<input type="text"/>											
Tomo2	<input type="text"/>											
Tomo1	<input type="text"/>											

Année à ajouter :

Statistics :

From the statistic button, after having entered the year you want to retrieve data from, you will get these results :

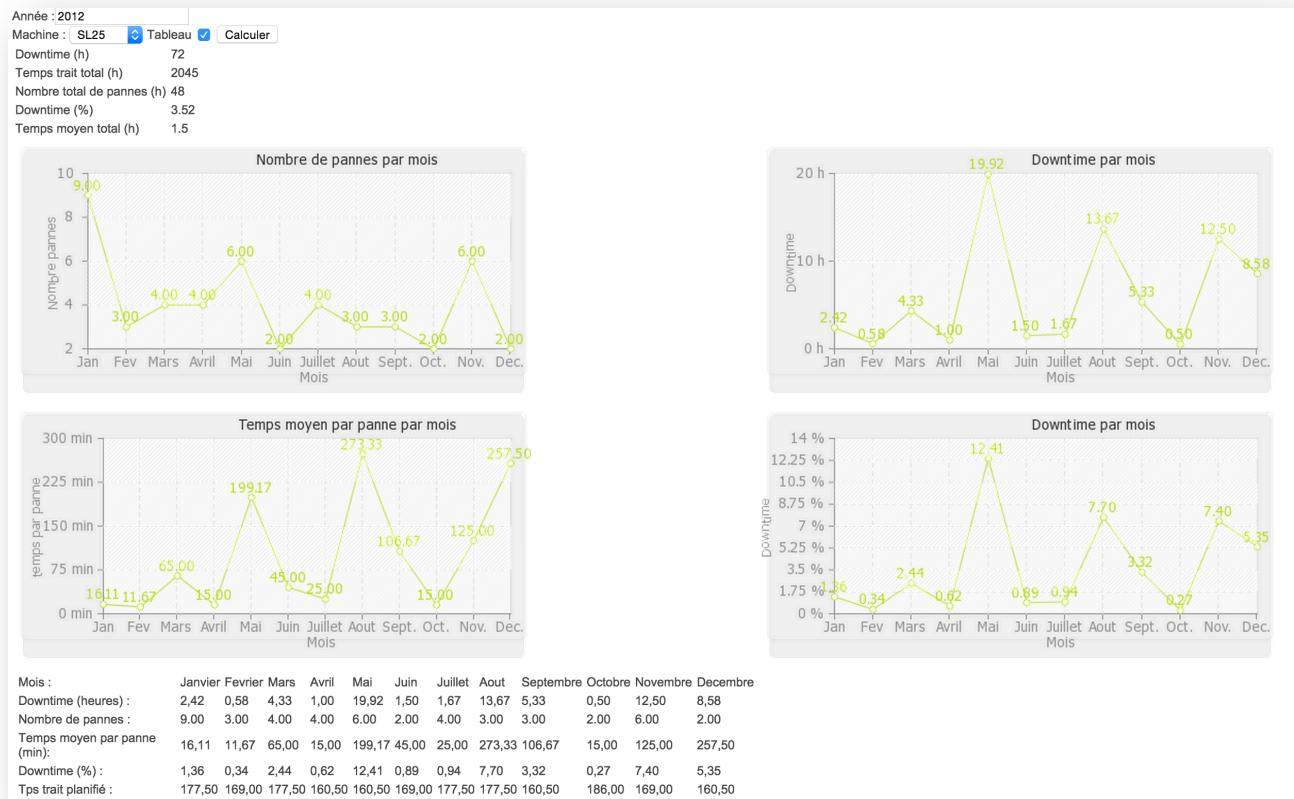


Fig. 41 Downtime statistics

Where the different graphics means:

- Nombre de pannes par mois : amount of breakdown entered inthe system per month (for this machine).
- Downtime par mois : number of hours not availalble for clinical use as expected, per month.
- Temps moyen par panne par mois : average time of each breakdown, per month.
- Downtime par mois : percentage of non available clinical time vs planned clinical time.

Above the graphs, you have the data for all the year.

Maintenance

We link this button to a PDF file with annual planning maintenance.

Memotech

Usefull tool adapted to remind the user of some repetitive tasks but with various frequencies. For instance, if you remind you to do a certain task every Monday. This is the right tool. You will never forgot to QA your machine every month, to replace your backup tapes every week or to reboot every 3 months a server, ...

GPI (« Gestion du Parc Informatique »)

A really helpfull module to manage all the computers, printers, servers and others IT system on you network.

Mac Address, Name, IP address, location, remote availability, ... even « ping » and « vnc » are allowed from this module.

The perfect tool if you need to manage an entire IT network.

Various



Fig. 42 Various menu

- Contacts : contact user list (telephone, mail, ...)
- Documents : to become GED ...
- Liens Externes : external link. You can add as many link to different web-based software like the Pacs, local Intranet, Google, Meteo website, ...
- Rosis : Rosis incident reporting form.
- Calendrier : planned team activities per week. To be configure in the Administration part. Here, calendar can be overviewed or filled up with a planning.

Nom	Unité	Nombre à afficher	
Calendrier médical	d	7	
Calendrier physico-technique	d	5	
Maintenance	d	5	

Fig. 43 Calendar list

You can add item per item on a daily or weekly basis for instance. But there is also a way to add a « wave » : same item from date A to date B.

Date de début : Date de fin	Item	Item Value
Enregistrement par vague <input type="text"/> <input type="text"/> <input type="button" value="Absence / Absents"/>	<input type="button" value=""/>	<input type="text"/>
Lundi : <input checked="" type="checkbox"/> Mardi : <input checked="" type="checkbox"/> Mercredi : <input checked="" type="checkbox"/> Jeudi : <input checked="" type="checkbox"/> Vendredi : <input checked="" type="checkbox"/>		<input type="button" value="enregistrer vague"/>

Fig. 44 Wave configuration

- Cahier de communication : the list of the communication sent to the logged user.

CAHIER DE COMMUNICATION		
test	22-12-2014	
New as RTT	15-12-2014	

Fig. 45 Communication book

| Mail

Area to send a message to a user or a team.

You can directly include the patient data you want to ask a question about (Check « Envoyer info patient en cours »).

SBO
ELO
ADE
MS
Technique
Secrétariat
Physique
Corps médical
Infirmier
AIA

The screenshot shows a mail composition window. At the top, there's a subject field labeled "Sujet :". Below it is a checkbox labeled "Envoyer info patient en cours :". The main body of the email is a large text area titled "Info patient". At the bottom, there's a recipient selection dropdown labeled "Destinataire :". Below that is a checkbox for sending a copy via email, labeled "Envoyer une copie à l'adresse email :". To the right of this checkbox is a button labeled "envoyer".

Fig. 46 Destinatory list

Fig. 47 Mail form

You can even send a copie the personnal mail address if this one has been added to the user profil.

| Administration

All the Administration & Configuration items of iTP.
See details in previous chapter.