

Abv	Dining Location on Card (Ctrl-Ins or Del)	Ctrl-U-Dup Abv
1	CT1	Cart 1 BLUE
2	CT2	Cart 2 RED
3	CT3	Cart 3 ORANGE
4	CT4	Cart 4 ORANGE
5	CT5	Cart 5 ORANGE
6	CT6	Cart 6 GREEN
7	DD	Developmental Dining
8	F1	Table 1
9	F2	Table 2
10	F3	Table 3
11	F4	Table 4
12	F5	Table 5
13	F6	Table 6
14	F8	Table 8
15	F9	Table 9
16	F10	Table 10
17	F11	Table 11
18	F12	Table 12
19	F13	Table 13
20	F14	Table 14
21	F15	Table 15
22	F16	Table 16
23	F17	Table 17
24		
25		*END
26		
27		

Fig 11. Dining Locations

Printing by dining location is a common task to better organize your tray cards. Fig. 11 shows the dining location list that can be accessed from any residents admission screen. Click the yellow Dining Loc button. You can change the default locations and abbreviations to whatever you want. You can also insert and delete locations by pressing Ctrl-Ins or Ctrl-Del. The first column is the order in which the tray cards will print. The second column is the 1-3 character abbreviation you use to assign a particular resident to that location. The third (wide) column is the text that will actually print on the card. The idea is to develop your list of dining locations first, and then assign each resident to a location at Brk, Lch and Sup. This is done in their admission screen. The Dining Location assignments are the three small yellow boxes in the center of the admission screen labeled Brk, Lch, Sup. Type the dining location abbreviations in these boxes. Once you exit a resident's admission screen, you will notice the dining location abbreviations you assigned will be listed in the columns to the right of the resident's diet. Once you have all your locations assigned, then make sure print by dining location is checked in the tray card program, and then your tray cards will print in the order in which the dining locations are listed.

Active Healthcare Professionals Group, LLC

# Getting started on

## The Active System

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## I. Installation of the Active System

Place the Installation CD in your CD ROM drive and wait a few seconds for the installation program to begin automatically. If the installation does not begin automatically, then click Start. Then click RUN and then type d:\ainstall.exe and press enter. d: is the drive letter of your CD ROM.

Once Started, follow the screen instructions. The vast majority of facilities should select the default settings by pressing enter or clicking the GO button. The entire installation should take approximately 15 minutes. Once installed, you will be asked to re-boot your system. Click Yes, and your computer will turn off completely. Wait a few seconds and then turn it back on.

Two Icons should be added to your Desktop. You should have an Active System icon which is a big Red "A" with a yellow background. You should have a Medical Record Scan Icon which is a big Black "S" with a Red background. If the icons are not present on your desktop,



Active System



Scan

then click start and then click programs and look for the icons in the programs listing. You can right click the icon from the program listing and hold down the right mouse button as you drag the icon to your desktop. Then release the mouse button and click Copy to Here. You can also do the same with the icons located on the installation CD.

Click the Active System Icon on your desktop and the following screen will appear. This screen may take a minute to appear if it is the first time you have clicked it. The system will try to connect to the internet and establish a connection to the Active System website.

After printing your tray cards, you will want to print nourishment labels. From the roster screen, with the Diet Tab selected, click the Labels button at the top left next to the Tray Cards button. The follow screen appears.

Top	Hgt	Width	Rows	Across	BarCode
400	1430	3753	11	100	4.8

Station	Date	Items
Station I [Morn] Thu 11-04-04	101A Grassiev, Charles	Regular Hshale
Station I [Morn] Thu 11-04-04	102B Hatch, Orlin	Mech Sft HEALTHSHAKE (S)
Station I [Morn] Thu 11-04-04	103A Larson, John	Regular HEALTHSHAKE
Station I [Morn] Thu 11-04-04	104A Milulski, Barbara	Pureed, Dpl Portions RESOURCE /C DRINK
Station I [Morn] Thu 11-04-04	106B Truman, Harry	Mech Sft Hshales
Station II [Morn] Thu 11-04-04	106B Serious, Man	Mech Sft NCS, L.Fat, Renal, Large Po Hshale/M&M Cookie

Fig 10. The Labels Program

The challenge to printing labels, is formatting the printout to print on your labels. The system is pre-set to print on standard Avery sheet Labels with three across and 10 rows down. It is recommended that you try this option first, but print on blank paper rather than wasting labels. Then compare the label print out to a sheet of labels and see if the printing is lining up to the labels. Adjustments can be made to the printout by changing the numbers in the boxes labeled Top, Hgt, Width, Down and Across. These boxes make changes in Twips. A Twip is 1/1440 th of an inch. So, large changes make small changes in the printout. To move the printout 1/4 inch, you need to increase or decrease by about 400. There are 4 Across boxes. These boxes tell the computer exactly where to start each row of the labels. You can have up to 4 rows. Once you have your settings correct, it is advisable to write them down in a safe place, or select another label set from the drop down box and enter the numbers into one of the other label settings. The Active System will automatically save your settings upon exiting, but invariably, someone will go into the label program and accidentally change the settings and exit to same the changes. To print your labels, simply check the boxes of the nourishment periods you want the then click the green Print button. Of course, the correct Printer Driver should be selected.

Once you have entered all your residents, it's time to print your tray cards. Click Tray Cards at the Top Left of the Roster Screen (You must have the Diet Tab Selected). The following screen appears.

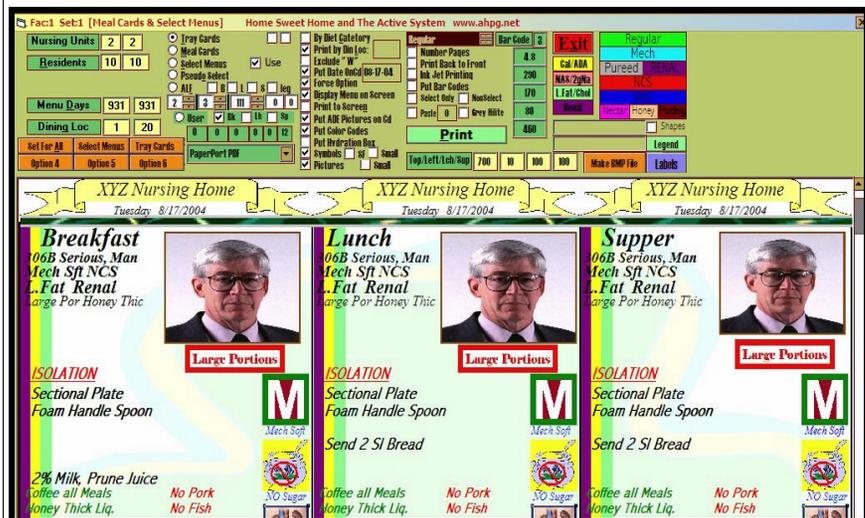


Fig 9. Tray Card Program

The program loads with the program set to print just the resident you have hilited on the roster. To print all your cards. click the orange set for all button in the upper left. This is assuming you have all your options set the way you want. Select one of the 5 ways of printing by clicking on the associated radio button (circles) in the upper middle left. Then click the check boxes for the options you want. The Tray Card below will change to reflect the options you have chosen. To find out what an option does, you can place the mouse cursor over the option for a few seconds and a help line will appear to tell you what the option is for. Once you have the options set the way you want, right click the label "Nursing Units" in the upper left. (Click the actual label, not the boxes to the right of the label). You will be asked what box number do you want to save the settings under. Input 1 for the Set for All button, or enter 2, 3, 4, 5 or 6 to save under the other orange buttons reading from left to right and then to the second row. Once your options are set, then click the green Print button. The green slot below the Print button if for selecting the printer driver. The name of your printer should appear here. If not, click the box for the drop down list and select your printer.



Figure 1. Opening Logon Screen

Figure 1 shows the Opening Logon Screen. Type in your entry password here. The password changes each month. As you type, stars will show up in the box instead of the actual letters you type. Once you have typed in your password then press enter. Note: If you click the box, it is as if you pressed the enter key. You can also press Ctrl-Enter and the system will accept the password as your logon for the entire day. If you want to cancel this feature for the day, then right click the Exit button when you exit the system. Otherwise, you will have to enter your password each time you go into the system. Of course, most people leave their system on the Resident Roster so the Active System can be a quick reference tool. This is OK if you have your computer is an office that is not visible to the public.

Once your password is accepted, then the Roster Screen will appear. The first time you enter the system each day, the system will go into an automatic update mode and it may take 30 to 60 seconds for the roster screen to appear. If the screen does not appear, you may have another copy of the roster already running in the background. To check this, Right Click the Taskbar (the bar at the bottom of your screen) or press Ctrl-Alt-Del. Then click the Task Manger and then the Applications

tab. If you see Resident Roster listed as one of the application s running, then click it and then click End Task. Then close out the Task Manager by clicking the X in the upper right Corner.



Figure 2. This is the Task Bar. It runs across the bottom of your Desktop Right click a blank spot on the Task Bar to get to the Task Man-



Figure 3. This is the Task Manager. Use it to End Task or End Pro-

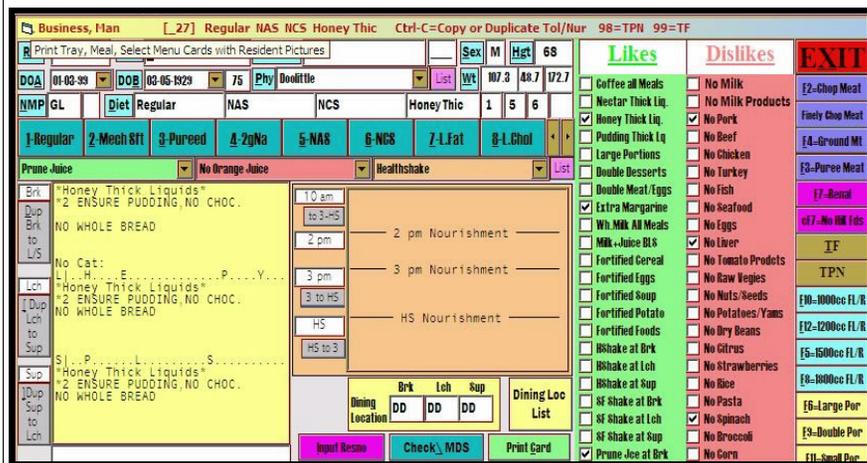
Simply click the diet component you want and it appears in the first available blank. Click the same blue button again and the diet is taken away. The Active System will automatically combine all four diet components to form the diet order for the resident. At least one Diet Component is required to admit a resident. The First Diet component must have a number associated with it in the first small box to the right, if you are planning on printing meal cards (tray cards with the actual menu for the day printed on them) or select menus. A Diet Number is also required if you are doing Nutritional Assessments, RAPs or Care Plans on the Active System.

Notice that there are additional Blue Buttons available by clicking the right and left arrows to the right of the Blue Buttons. There are up to 200 different diets that can be selected this way. However, most people simply type in extra diet information or type in obscure diet components rather than searching through the buttons. You can type anything you want in the wide boxes in order to make the Diet Order Match what is in the Chart. Again, if the Diet Component you want effects the actual foods allowed on a residents diet, then you must have a diet number in one of the small boxes that is associated with that diet component.

Now enter the likes, dislikes and nourishments in the yellow and orange boxes below the diet. To save time and space, you have several Green Check boxes (Likes) and Pink Check Boxes (Dislikes) that you can use in addition to what you type in the boxes. Simply type what you want in the appropriate boxes. You can use the gray buttons along the side to duplicate the Breakfast box to the Lunch and Supper boxes and the same with the gray buttons to the side of the nourishment boxes. To save typing, you can click the drop down boxes along the top. These are search boxes, so you can begin typing what you want in the slot at the top and the first match will appear in the window. Note the slot down below the Brk/Lch/Sup box. This is the active selection from the drop down lists. Once active in this box below, you can click anywhere in the Brk/Lch/Sup/10a/2p3p/HS boxes and the selection will be placed where you click. To disable the selection, so you can once again free text type in the boxes, simply click a blank area outside the boxes. To change, or add to the drop down box lists, click the Lists button to the right of the drop down boxes. To change the text of the Green and Pink Check boxes, right click the box. Some check boxes cannot be changes, and you will be notified of that when you right click it. Otherwise, you will be given an input box to change the text to what you want. Press Exit when you are finished, and go to the next residents room.

Once your Nursing Units are setup with a Name for each Nursing Unit and Room Numbers, then click the Exit Button and you will be dropped out of the Active System. Click the Active System Icon on the Desktop and go back into the system. Now your Nursing units will be in place with just your room numbers. Press the Tab Key to rotate through all of your Nursing Units and make sure your rosters are setup up the way you want them. If you need to add more nursing units, you will need to go back into the Setup Roster program (Click Facilities, then Setup Rosters) and increase the number in the Max Units Box and Setup those new rosters as you setup the others.

Now it is time to begin admitting your residents to the system. Use your Tab Key to go to the Nursing Unit you want to begin with, and then use your up and down arrow keys to hilitre the room you want to begin with and press F3. You can also, simply, double click the room you want. The following Admission Screen appears.



F8. The Admission Screen

Start by filling in the boxes at the top of the screen with the appropriate information. The First and Last Name are the only thing needed for now. Then enter the diet. Notice that you have 4 wide boxes that can be used to enter four different diet components. Each wide box is associated with a smaller box to the right. This is where the computer diet number goes. The blue buttons offer a quick and easy way to enter diet components.

Then try to enter the Active System again by clicking the icon.

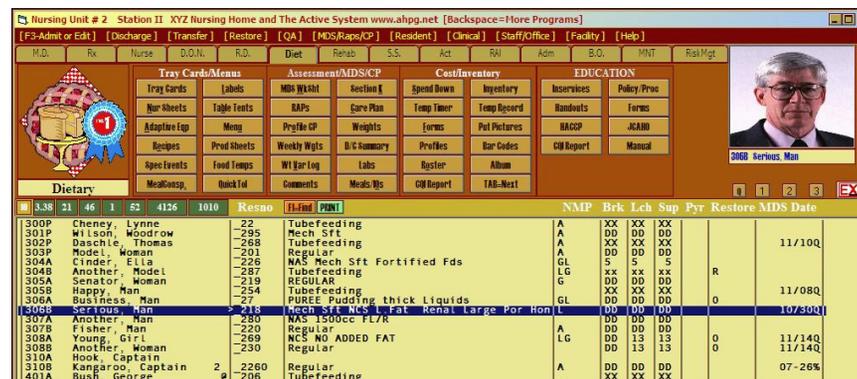


Figure 4. The Roster Screen with the Diet Tab Selected

The Roster Screen is considered the main screen of the Active System. Figures 4 and 5 show the Roster screen with the Diet Tab clicked and the R.D. Tab clicked. Each Tab at the top of the roster screen offers different options related to the Tab selected. Also notice the menu options above the Tabs. All options in the Active System can be accessed either through the drop down menus at the top, or through the command buttons in the different Tabs. Hilitre the resident you want to work with, and then click the option button want. Notice at the very top of the screen, you have

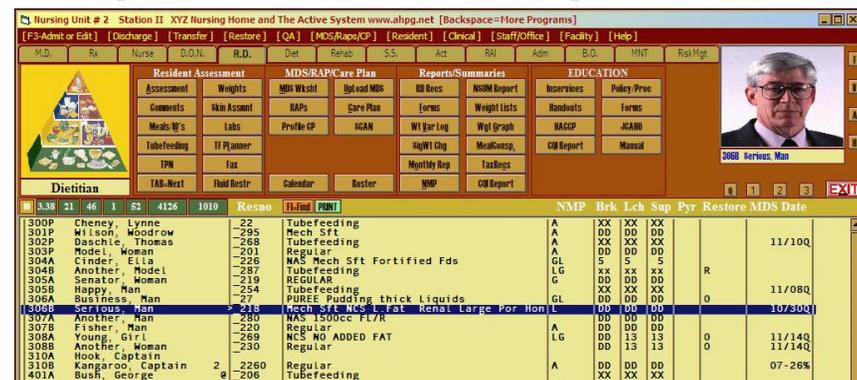


Figure 5. Roster Screen with the RD Tab Selected

the Nursing Unit Number listed as well as the name of the nursing unit.

It is recommended that you setup the rosters in your system according to the Nursing Units (Nursing Stations). You should have a roster for each nursing station. You can then change from one roster to another by pressing your Tab key or by clicking the Tab=Next Button. When you first install the Active System, it comes with Demonstration Data using the names of Presidents, Senators and Congressmen on two nursing units and one hold unit. The hold unit is used to transfer discharged residents to in order to have their information readily accessible until it is no longer needed.

The first order of business after your installation is to replace the demonstration data with your data. Do this by clicking the Facilities menu option at the top right of the roster screen. A menu drops down. Select

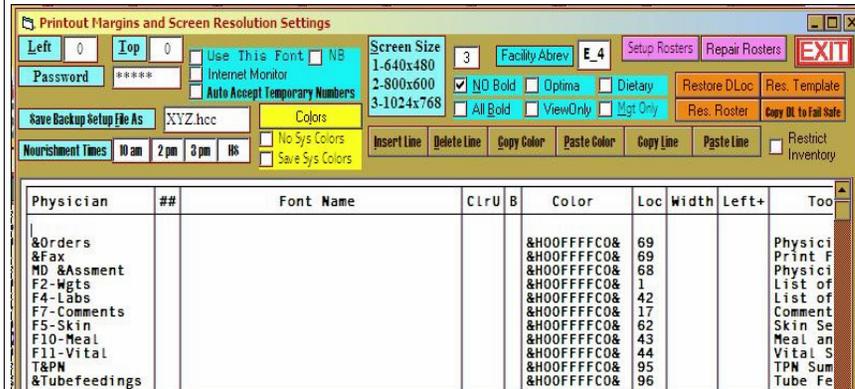


Figure 6. Setup Roster, Margins, Colors Program

the Setup Rosters.... option. the following screen appears.

Then Click the purple Setup Roster button. to get the screen shown in Figure 7. The first thing you need to do is make sure you are on unit #1. Click the Up/Down Arrow until a 1 appears in the box to the right of Units. Then click the Red Reset button to erase all the data currently on Nursing Unit #1. Then change the Name of the Nursing Unit to the Name of the Nursing Unit in your facility. The next step is to input the room numbers by pattern. Notice the four boxes to the right of the purple Put Rm No button. In the first box (the yellow box) type in the any unit designator. This is usually blank, but it can be used to put in N 5 for North wing or S for South

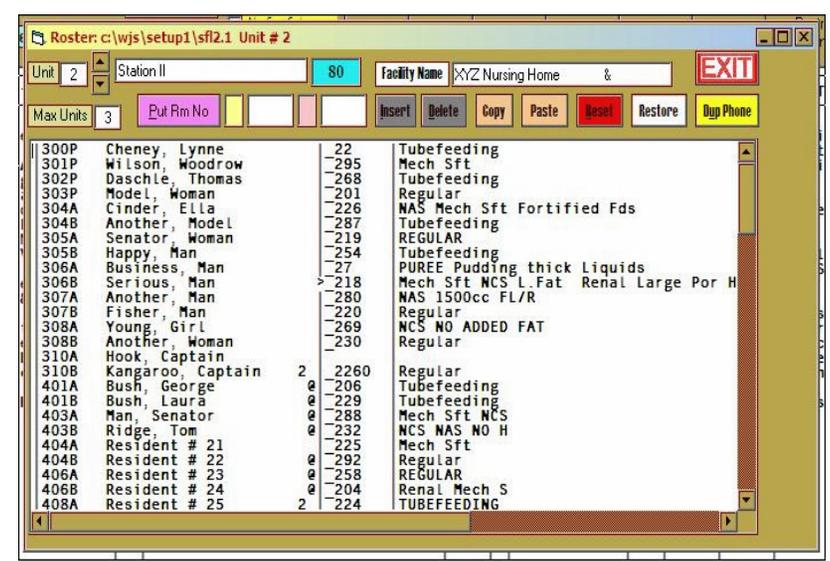


Figure 7. Setup Roster Screen

Wing. The next box (larger white box) is for the Hall designator or the first room number on the hall. This is usually a 100 for the 100 hall, or 200 for the 200 hall, or 101 or 201. The small pink box is for any separator between the room number and the bed designator. This is usually blank, but it can contain a dash or underscore. The last box (larger white box) is for the bed designators. This is usually AB for A and B beds, or DW for door and window. Do Not place any spaces between the different bed designators. Once all your designators are in place, then click the purple Put Rm No button and you will see all your room numbers appear instantly. Once your room numbers are put in by pattern, you can click on any of the room numbers and then click the gray Delete button to delete any unwanted rooms. You can also click below where you want to insert a room number and click the gray Insert button.

Don't Forget to change the Facility Name to match your facility name. Also, change the XYZ facility abbreviation to another three character abbreviation consistent with your facility name.

Once you are done with Nursing Unit #1, click the up arrow and do the same for Unit #2.

**NOTE: Do Not Enter Resident Names or diets here. Just setup your rosters with room numbers.**