

Installation and Configuration Guide

Madsen Accuscreen and Acculink

This document contains instructions for installing Acculink, configuring NHSP settings and transferring those settings to the Accuscreen.

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1 Objective

This guide describes the set up and data management for the new AccuScreen for use in the NHS newborn hearing screening programme. It is to be used in conjunction with the manual which may be found on the CD with the software. Settings should be reviewed when users are to be activated or deactivated or when equipment is returned after repairs or on loan.

2 Acculink Installation

Contact your IT department to arrange for someone to install Acculink for you or ask to be granted administrator rights if you are to do it yourself. Follow the installation wizard selecting NHS England from the Data link drop down list. Explain that you will occasionally need administrator rights in the future for updating the software

Otometrics engineers will provide support should there be any problems installing the software.

The programme centre will inform you of any updates to the software. Updates may be obtained from the FTP site as described in the box below.

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**The instrument will be supplied with a copy of the AccuLink software on CD.
Please check the following FTP Site for any later versions.**

Site: <http://otometrics.ftpuk.net> Login: MRC_NHSP / Password: Otometrics1

The software is located in the AccuLink folder.

Current Version: 1.3.6

Open a new folder on your C Drive named Otometrics and download the software to this location. Un-zip the software into this folder using the Password: Otometrics1.

To install.

Refer to AccuLink User Manual included on the CD / Download.

The latest firmware will be included in the software installation. Any instruments that require the new version will be updated during synchronisation.

NOTE: *Any interim firmware version updates will require a different process to update. The programme centre will inform you if this is required.*

2.1 First log-in

The default Log-in user name is Admin, password 1234. This will be disabled after the first synchronization and therefore it is important to set at least the local manager and one other user's password before logging out. See 2.3.3.1.

2.2 Overview

Configuration settings for the Accuscreen and settings for Acculink are accessed via a series of tabs displayed at the very top of the banner. The functions under each tab are accessed by clicking on the icons below it. Exit the function by clicking on the Go Back navigation icon.

User, facility, device and risk factor lists relevant to your programme are downloaded into Acculink by synchronizing with eSP. Every time you synchronize with eSP the lists will be updated. Users and risk factors must be activated and there are various setting specific to NHSP that must be checked in Acculink. **Never enter user names manually into Acculink.**

Configuring Accuscreens for your local programme means uploading user names and passwords, facilities, risk factors and settings to the device. All your local settings, including passwords will be stored in a configuration file which can be copied onto any Accuscreen installation. This saves time especially if you have multiple screening sites and many screeners. The location of the configuration file is shown in the Appendix below.

The first step will be to synchronize with eSP.

! Each Accuscreen must be registered with eSP prior to this by sending the serial numbers to the eSP helpdesk. It is important that there is no screening or QA data on the Accuscreen before the first synchronisation.

2.3 First Synchronization.



2.3.1 System Configuration Tab

To set the eSP address and Site identifier click on the eSP Data Exchange icon. The eSP remote address should be

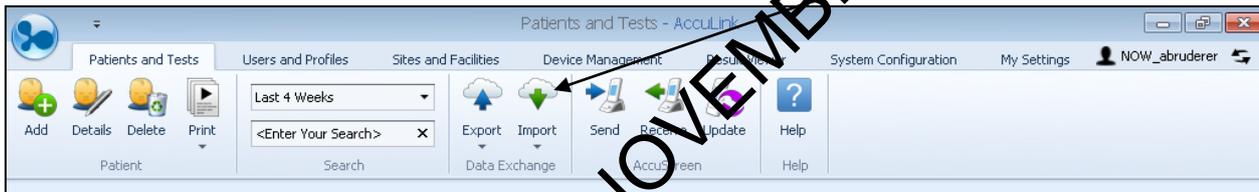
<https://nww.smsnhsp.nhs.uk/csp/sedqpra/northgate.esp.sedq.bserv.ProxySEDQ.CLS>

insert your programme's 3 digit eSP code in the Site box.

Click on the Save icon and Go Back.

2.3.2 Patients and Tests Tab

The synchronization button is under the Patients and Tests tab. Click on the Import icon to download risk factors, users and facilities for your programme from eSP.



Make sure that synchronization has succeeded by checking that user list has been populated. Click on the Users and Profiles tab and User assignment tab. If there is a problem and this is your first synchronization after a new installation contact Otometrics for support to ensure the installation has been carried out correctly. Any other problems with synchronization should be reported to the eSP helpdesk.

2.3.3 Acculink Settings

Use Acculink to activate users, set their passwords and check risk factor lists. There are also a series of setting which must be checked.

2.3.3.1 Users and Passwords

! It is very important to set at least 2 user administrator profiles immediately following first synchronization because the default user name and password (Admin 1234) will have been disabled. One administrator would normally be the local manager with a second as backup.

Under the System configuration tab > user and profile icon check that the password security rule is set at COMPLEX. Save this setting.

Click on the User Profiles tab to reveal the list of users for your programme. Activate those that are current by checking the Active box. Highlight each user in turn and enter their forename and

surname under user information. Select either Administrator or Screener Profile as appropriate. (Admin users have access to more functions than screeners, such as the unlock function.)

Set and verify the password under Private user settings. This must be at least 8 alphanumeric digits with at least one lower, one upper and one number. Passwords must not be shared and unique to each user.

The status for each current user should be set as Active under System Information.

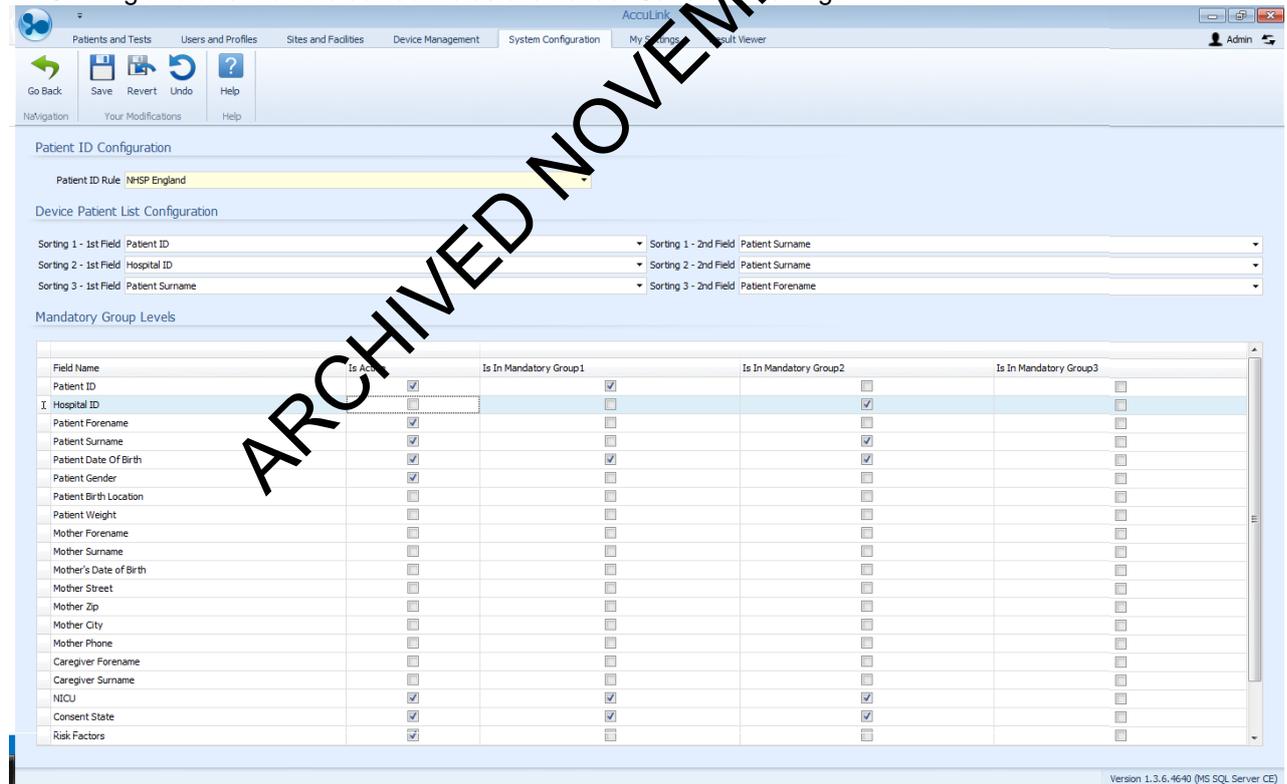
! Note. Users will be locked out of Acculink or from logging onto the Accuscreen if 3 incorrect passwords are entered. Users with administrator rights may unlock such users (see Passwords below)

2.3.3.2 Risk Factors

Configure the risk factors using the Risk factor icon under the System Configuration tab. The list should be the NHSP risk factors plus any local risk factors (any non NHSP risk factors should be deleted) Check that all the required risk factors are active. Under System Information check the tick box “risk factor is in use”

2.3.3.3 Field Setup

Under the System configuration tab select the field setup icon. Check that the Patient ID rule is set for NHSP England and that the correct fields are ticked. Save this setting.



2.3.3.4 Device settings

Under the Device Manager tab select Configuration tab. Set the following common configurations.

- Display time out 6 minutes
- Power time out 10 minutes
- Calibration /pause 3 minutes
- Data deletion After successful download.

- AABR autostart Autostart on green.
- TEAOE probe fit assist. Enabled

Under the Device Manager tab select ABR icon and check that setting is 45dB. Save this setting. Under the Device Manager tab select the user assignment tab. Highlight the device to be configured from the list on the left of the screen. Check the box next to each user that is to be assigned to that device. If you do not select any users then all the users will be assigned to the device. Repeat this process for each device.

3 Setting the Hand held device.

The Accuscreen to be configured must be placed in the docking station which is connected to the PC with the USB data cable. The docking station must be connected to its power supply and Accuscreen switched on.

! It is important that the Accuscreen is cleared of screening data before configuring.

Click on the Update icon (under Patients and test or Device management tabs) to transfer all settings to the Accuscreen. From this point users will have to select their user name and enter their password to access the Accuscreen.

3.1 Unlock users

Users should select their name from the user list and enter their password.

If a user enters their password incorrectly 3 times the Accuscreen will lock out that user. An administrator will have to unlock the user from within Acculink.

- Administrator log into Acculink
- Put the Accuscreen into the docking station which in turn is connected to the PC.
- Under the Users And Profiles icon pick the user that has been locked out from the list.
- Click on the unlock icon
- Update the Accuscreen by clicking on the Update icon.

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4 Appendix

The configuration settings are stored in the Acculink DB file and may be transferred to any Acculink installation.

This is located:

WIN XP: C:\Documents and Settings\All Users\Application Data\GN Otometrics\AccuLink.

WIN 7: C:\ProgramData\GN Otometrics\AccuLink

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