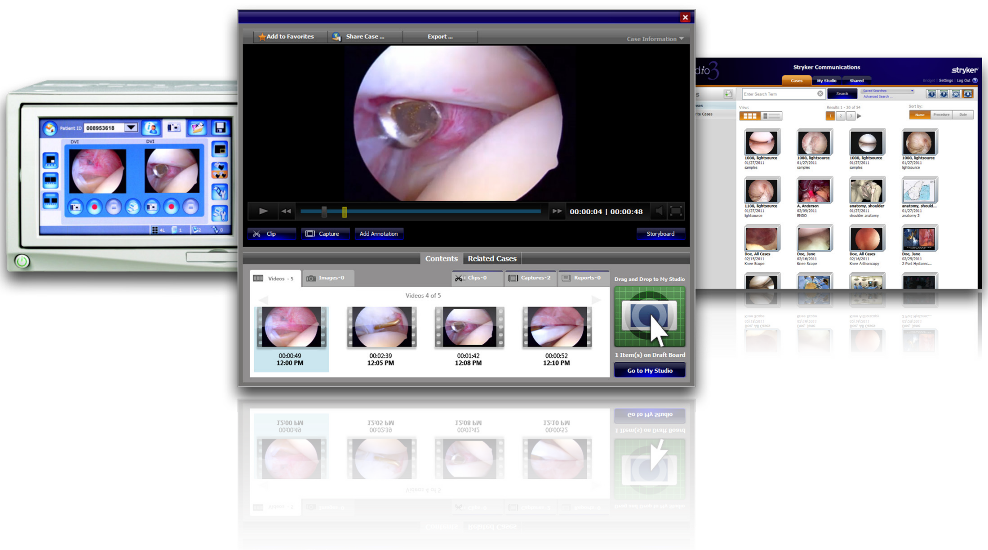
Studio3™

stryker®

Administrator Manual



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Studio3™

Administrator Manual

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Stryker Studio3™ Administrator Manual

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1. Indications for Use

Studio3 is a software application intended to be loaded onto a computer/server. It is designed to allow the storage of videos and/or images in a central location. The intended use of Studio3 is to provide for the storage of hospital surgical videos and images and allow physicians the capability to search and playback these videos and images. It is indicated for use with the Stryker Endoscopy SDC™ (Stryker Digital Capture) Ultra System.

1.1 System Requirements

Studio3 is compatible with SDC Ultra 6.0 and higher, as well as SDC HD.

For all devices accessing Studio3 via a wireless connection to include iPhone, iPad and laptops using WiFi the performance of the client application is reliant on the quality of the network connection.

2. General Warnings and Cautions

Please read this manual and follow its instructions carefully. The words WARNING and Note carry special meanings and should be carefully reviewed:

WARNING	**The personal safety of the patient or user may be involved. Disregarding this information could result in injury to the patient.**
Note	Special information to make maintenance easier or important information more clear.

To avoid potential serious injury to the patient, the user must adhere to the following warnings.

2.1 Warnings

1. Read this manual thoroughly, and be familiar with its contents prior to using this software.
2. Be qualified medical personnel, having complete knowledge of the use of this software.

2.2 Notes

1. Video being streamed is not HD quality.
2. Deleting a folder that has content, such as a “Favorites” folder or “Presentations” folder will delete all of the content contained within the folder.
3. Editing videos in Studio3, such as clipping and capturing, does not affect the original video.
4. Cases combined using the “Combine into Presentation” feature will be exported into a Microsoft PowerPoint file. In order to view the presentation, PowerPoint must be installed on the local machine.

3. Administrator Rights

As a Studio3 Administrator, you have access and rights to edit patient data and cases; edit, create, and remove Studio3 users; and edit system settings.

For information on basic program functionality, please refer to the Studio3 User Manual (P16044).

4. Modifying Patient Data

Within the Studio3 program, it is possible to edit basic patient data such as first and last name, middle initial, date of birth, and sex. You can also merge two cases for the same patient.

4.1 Editing Patient Data

To edit patient data:

1. Click the **Edit** link under the Patients menu (Figure 4.1). This will open the Edit screen.
2. Enter the first or last name of the patient into the search term field.
3. Press **Enter** or click the **Search** button. This will bring up a list of patients with that name (Figure 4.2).

Figure 4.1 - Edit Link

4. Click on the patient whose information you wish to modify.

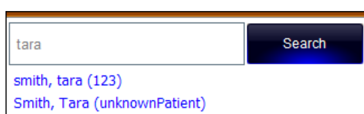

Figure 4.2 - Search Results

5. The patient information will be populated in the editable fields (Figure 4.3). From here, make any changes.
6. Click the **Apply** button to save any changes.

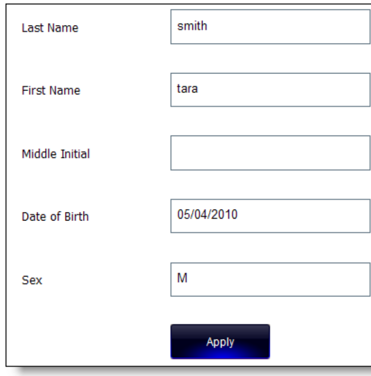

Figure 4.3 - Edit Patient Data

7. An edit confirmation dialog box will appear. Click **OK** to save the changes.

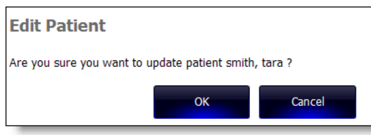

Figure 4.4 - Edit Confirmation

8. Once the changes have been applied, a confirmation message will appear at the bottom of the screen in the System Message box.

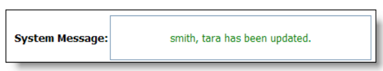

Figure 4.5 - System Message

4.2 Merging Patient Data

WARNING **Take extreme care when merging patient data to ensure that the cases belong to the same patient. Data merges cannot be undone.**

The Studio3 application allows you to merge multiple cases for a same patient together.

To merge two cases for a same patient:

1. Click the **Merge** link under the Patients menu. This will open the Merge screen.
2. Enter the first or last name of the patient into the search term fields on both the left and right side of the screen.
3. Press **Enter** or click the **Search** button. This will bring up a list of patients with that name.
4. Select a patient from the right side of the screen to merge with the selected patient on the left side of the screen (Figure 4.6).

Note It is possible to select more than one patient from the right side of the screen.

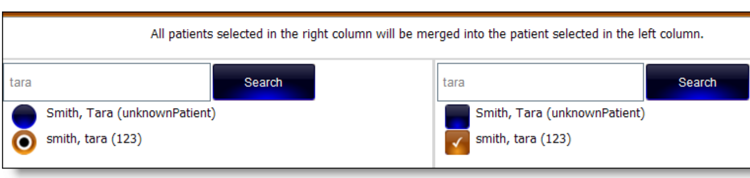

Figure 4.6 - Merge Patient Data

5. Click the **Apply** button in the bottom right corner of the screen to complete the merge.

6. A confirmation message will appear. Click the **OK** button to proceed, and the **Cancel** button to abort.

Figure 4.7 - Merge Confirmation

7. Once the changes have been applied, a confirmation message will appear at the bottom of the screen in the System Message box.

5. Modifying Case Data

5.1 Editing Case Data

Case data is different from patient data in that it applies only to the case information such as the procedure date, surgeon name, etc.

To edit case data:

1. Click the **Edit** link under the Cases menu (Figure 5.1). This will open the Edit screen.
2. Enter any relevant case data into the search term field, such as the surgeon name, procedure type, etc.
3. Press **Enter** or click the **Search** button. This will bring up a list of cases with the specific search criteria (Figure 5.2).

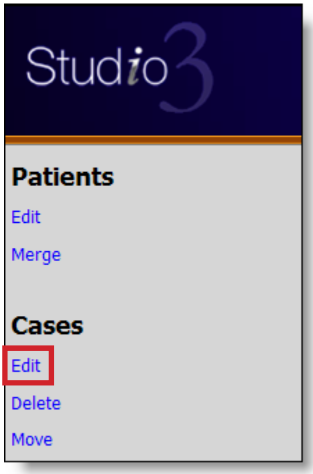

Figure 5.1 - Edit Link

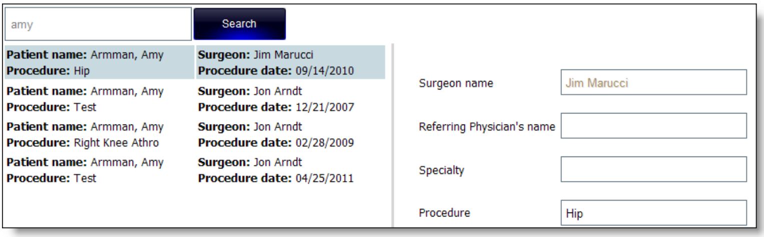

Figure 5.2 - Search Results

4. Click on the patient whose information you wish to modify.
5. The case information will be populated in the editable fields (Figure 5.3). From here, make any changes.
6. Click the **Apply** button to save any changes.
7. An edit confirmation dialog box will appear. Click **OK** to save the changes.

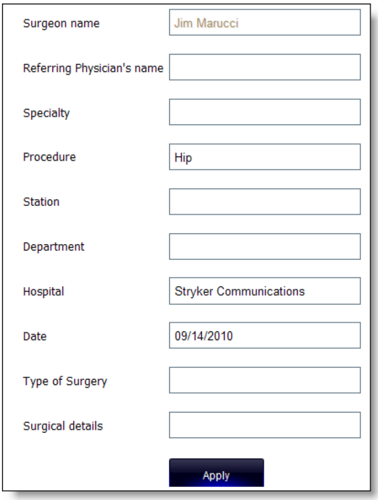

Figure 5.3 - Edit Case Data

8. Once the changes have been applied, a confirmation message will appear at the bottom of the screen in the System Message box.

5.2 Deleting a Case

> **Caution** **Deleting files from Studio3 is permanent. Exercise caution when doing so.**

To delete a case:

1. Click the **Delete** link under the Cases menu (Figure 5.4). This will open the Delete screen.
2. Enter any relevant case data into the search term field, such as the patient name, procedure type, etc.
3. Press **Enter** or click the **Search** button. This will bring up a list of cases that match the search criteria (Figure 5.6).
4. Select the case(s) to be deleted.
5. Press the **Delete** Button.
6. A Delete Confirmation dialog box will appear, warning you of the number of files about to be deleted (Figure 5.7). Click the **OK** button to delete, or the **Cancel** button to abort.

Figure 5.4 - Delete Link

Figure 5.6 - Search Results

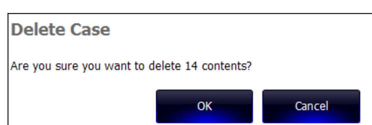

Figure 5.7 - Delete Confirmation

7. Once the files have been deleted, a confirmation message will appear at the bottom of the screen in the System Message box.

5.2.1 Deleting Files within a Case

To delete specific files within a case:

1. Follow steps 1-3 in Section 5.2.
2. Either click the plus sign located next to a case, or click the **Unhide All** button located in the bottom left corner of the window (Figure 5.8).
3. Select the file(s) to be deleted.
4. Click the **Delete** button.

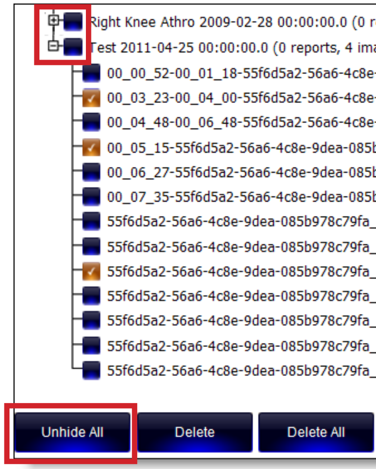

Figure 5.8 - Delete Files

5.2.2 Deleting All Results

It is possible to delete all cases that are returned in a search. To do this:

1. Follow steps 1-3 in Section 5.2.
2. Click the **Delete All** button.

5.3 Moving a Case

If there is no surgeon information available when a case is imported into Studio3, the case will automatically be assigned to the system administrator. The administrator must then log in and move the case to the respective surgeon (or user) for it to appear in their projects list.

To move a case:

1. Click the **Move** link under the cases menu (Figure 5.9).
2. Perform a search for the case that needs to be moved using the search box under the Choose Cases to Move side of the screen. Enter any relevant case data into the search term field, such as the patient name, procedure type, etc.

Figure 5.9 - Move Link

3. Press **Enter** or click the **Search** button. This will bring up a list of cases that match the search criteria (Figure 5.10).

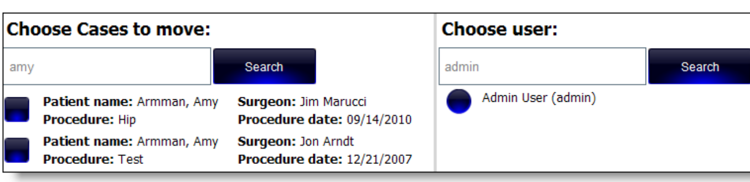

Figure 5.10 - Searching for Cases and Users

4. Perform a search for the user to move the case to using the Choose User search box.
5. Select a case (or cases) from the left side of the screen.
6. Select a user from the right side of the screen.
7. Click the **Move** button.

6. Modifying Users

Only system administrators have the rights to create a new user and edit user information.

6.1 Creating a New User

To create a new user:

1. Click the **Create** link under the Users menu (Figure 6.1). This will open the Create User Form (Figure 6.2).

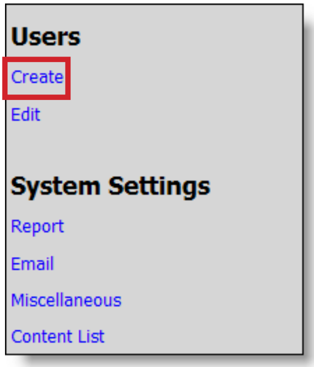

Figure 6.1 - Create User Link

2. Enter a Username for the new user.
3. Check the box for Admin Rights if you wish the user to have them.
4. Check the box if you want the user to be able to see full patient information.
5. Enter a password for the user.
6. Confirm the password.

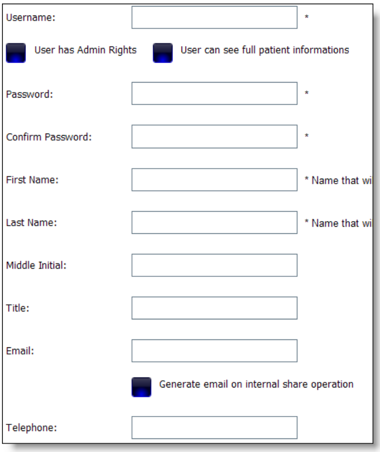

Figure 6.2 - Create User Form

> **Note** The user's first and last name will be displayed in the top right corner of the application while they are logged in.

7. Enter the user's first name.

8. Enter the user's last name.
9. Enter the user's middle initial, if applicable.
10. Enter a title for the user.
11. Enter an email address for the user, or check the box below the email field to have the system generate an email address on an internal share operation.
12. Enter a telephone number for the user.
13. Enter the type of user.
14. Click the **Create** button.

6.2 Editing and Deleting Users

6.2.1 Editing a User

To edit a user:

1. Click the **Edit** link under the Users menu (Figure 6.13). This will open a full list of all users (Figure 6.3).

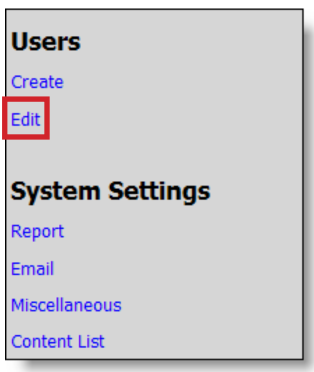

Figure 6.13 - Edit Link

Figure 6.3 - User List

2. Click on the user to be edited. This will open the user's information on an Edit screen.
3. Edit the applicable information.
4. Press the **Update** button to save your changes.

6.2.2 Deleting a User

To delete a user:

1. Click the **Edit** link under the Users menu (Figure 6.13). This will open a full list of all users (Figure 6.14).
2. Click the “**X**” next to the user’s name to delete their profile.
3. A Delete User Confirmation dialog box will appear. Click **OK** to confirm the deletion, or click **Cancel** to abort.

7. Modifying System Settings

7.1 Generating a Report

Reports regarding system usage can be created using the Report feature under System Settings.

To create a report:

1. Click on the **Report** link under the System Settings menu (Figure 7.1).
2. Enter a date range for the report, or use the Calendar Lookup buttons to select a beginning and end date (Item 1, Figure 7.2).

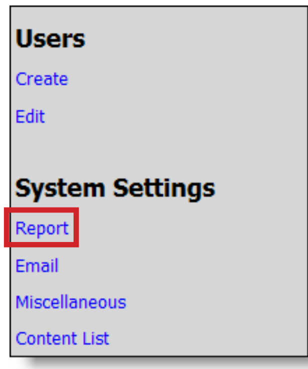

Figure 7.1

3. Select the type of report you wish to run by clicking in the respective box of the Report Types column (Item 2).
4. Click the **Run Report** button.

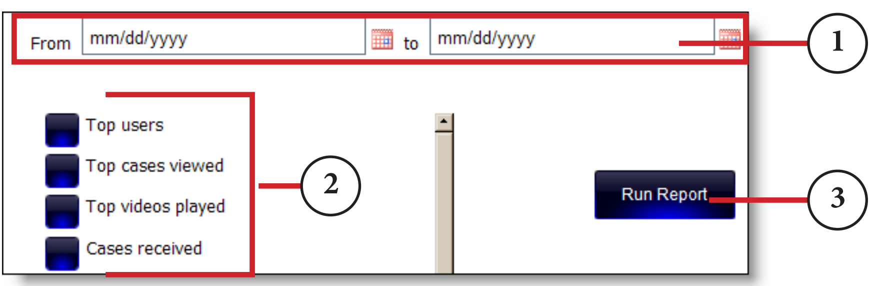

Figure 7.2 - Report Settings

5. The report will open in a compatible comma separated value (.csv) file application, such as Microsoft Excel. The compatible application must be installed on the system that is attempting to run the report. You can choose to open or save the file.

7.1.1 Running an Audit Report

An audit report shows everything that has been done in the Studio3 software, such as editing or deleting, uploading, and exporting cases. It further shows what actions were performed by which users.

To run an audit report, follow the steps outlined in Section 7.1 and select the Audit Report feature at the bottom of the reports list.

7.2 Editing Email Settings

To create or edit email settings:

1. Click the **Email** link under the System Settings menu (Figure 7.3).

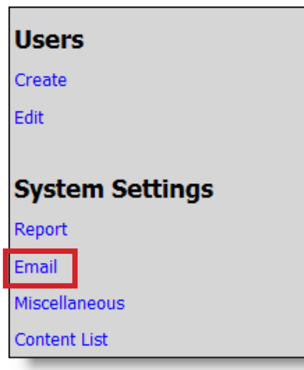

Figure 7.3 Email Link

2. Enter the SMTP server location.
3. Enter the SMTP server username.
4. Enter the SMTP server password.
5. Enter the SMTP server port.
6. Choose whether to use TLS or SSL encryption by clicking in the respective box.

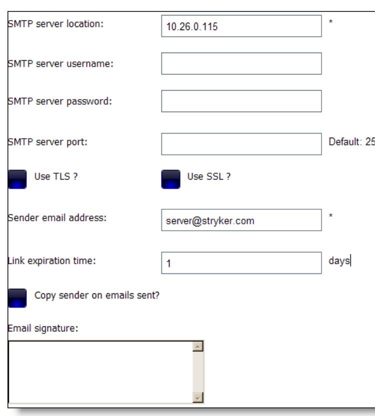

Figure 7.4 - Email Settings

7. Enter a sender email address. This is the “from” email address that will appear any time an email is sent from the Studio3 application.
8. To cc the user sending emails from Studio3, check the “Copy

sender on emails sent?” box.

> **Note** User is defined as the system user who is sending an email, such as a doctor sending an email to another doctor.

9. Create an email signature, if desired.
10. Click the **Save Settings** button to save the updates.
11. Click the **Test Settings** button to run a test of the current settings.

7.3 Changing the Institution Name

To change the institution name:

1. Click the Miscellaneous link under the System Settings menu (Figure 7.5)
2. Enter the institution name in the box.
3. Click the **Save Settings** button.

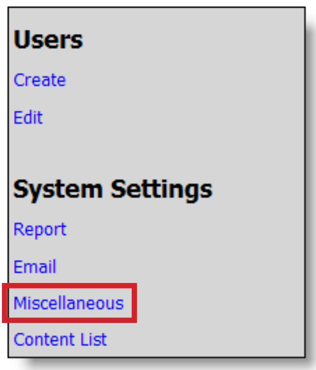

Figure 7.5 - Miscellaneous Link

7.4 Viewing Content Lists

The Content List feature provides an overview of all case information stored in a root, or main storage folder.

To view a content list:

1. Click the **Content List** link under the System Settings menu (Figure 7.6).

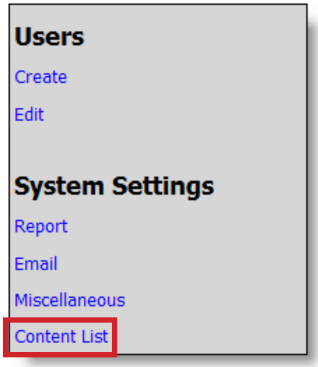

Figure 7.6 - Content List Link

2. Select a storage location to view from the drop down menu (Figure 7.7).
3. A list displaying all content data in that storage location will open (Figure 7.8).

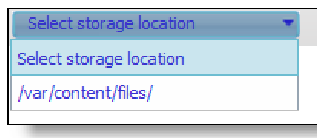

Figure 7.7 - Storage Location Drop Down Menu

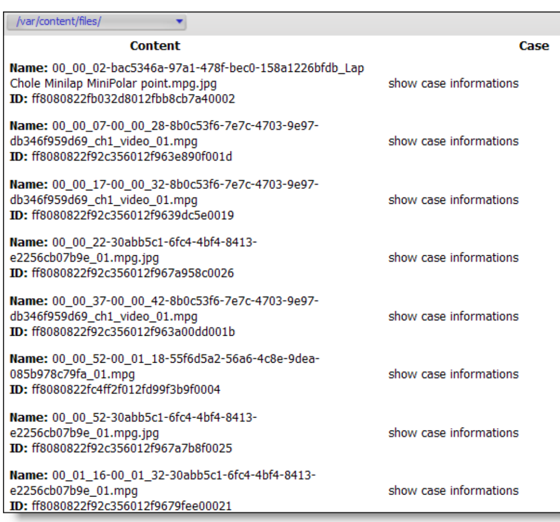

Figure 7.8 - Storage Data Information

4. To view specific case information, click the *show case information* links. This will expand the case data (Figure 7.9).

Name: 00_00_07-00_00_28-8b0c53f6-7e7c-4703-9e97-db346f959d69_ch1_video_01.mpg	**Armman, Amy**	**Procedure:**	Test	**Surgeon:**	
ID: ff8080822f92c356012f963e890f001d	654321	**Date:**	12/21/2007	**Referrer:**	
	[F] 08/25/1976	**Details:**		**Specialty:**	

Figure 7.9 - Case Data

8. Troubleshooting

Please refer to the Studio3 User Manual for troubleshooting information (P16044).

9. Stryker Limited Warranty

Stryker warrants that the Software will operate in substantial conformance with its then-current Documentation for a period of ninety (90) days after the Software is installed by Stryker. Stryker agrees to correct or replace, at no charge, any nonconformity of which it receives notice during the warranty period.

10. Contact Information

Contact Stryker Customer Service with questions or concerns.

Stryker Communications
1410 Lakeside Parkway #100
Flower, Mound, TX 75028
Toll Free: (877) 789-7100
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