

# Briefing Document

**RE: Adding comments to Microscan log**

**24 October 2007**

1. This write-up assumes that Arc-Max<sup>®</sup> hardware and software components have been properly installed, and are currently running. Please refer to “Briefing document re Arc-Max quick start instructions” if in doubt.
2. It is of interest to add notes and comments to the permanent record produced by Microscan/Arc-Max<sup>®</sup>. For example, you might want to document when calibrations or other maintenance operations are being performed.
3. Notes and comments can be added readily within the “Log” functionality of Microscan. As you will recall, Microscan is the data collection engine that drives Arc-Max<sup>®</sup>, which is essentially a specialized report writer.
4. Click on the Microscan icon in your taskbar (system tray). Note the Navigation tree tab to the left. Click on this tab if its contents are not already being displayed.

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5. You should see this (along with the rest of the screen):



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6. Comments and notes can be added in either the Note Log or the Operating Log. If you click on Note Log, the following screen appears....

The screenshot shows the MicroScan V5 (Demo Mode) software interface. The main window displays the "Note Log" screen. On the left is a "Navigation Tree" with various log categories. The main area shows a table of log entries with columns for Date, Time, Source, User, Index, Message, Value, Comment, and C Date. Below the table is a control panel with buttons for "Select Log", "Add Note", "Comment", "Print", and "Export".

Date	Time	Source	User	Index	Message	Value	Comment	C Date
24/10/2007	13:19:13	Note	Calibra...		Calibration of all sensors done at 3.5...		Cal done by MedBrokers	24/10/2
24/10/2007	13:20:42	Note	Test ga...		Test gas put into room to check resp...		Room test done by Logan, Biomed	24/10/2
24/10/2007	13:21:28	Note						24/10/2
24/10/2007	13:22:37	Note	Filter c...		All sample point filters checked		Filter test done by Logan, Biomed	24/10/2

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7. Click on Add Note to add a note. This brings up the next screen...

Date	Time	Source	User	Index	Message	Value	Comment	C Date
24/10/2007	13:19:13	Note	Calibra...		Calibration of all sensors done at 3.5...		Cal done by MedBrokers	24/10/
24/10/2007	13:20:42	Note	Test ga...		Test gas put into room to check resp...		Room test done by Logan, Biomed	24/10/
24/10/2007	13:21:28	Note						24/10/
24/10/2007	13:22:37	Note	Filter c...		All sample point filters checked		Filter test done by Logan, Biomed	24/10/

The 'Add Note' dialog box is shown with the following fields and buttons:

- Name:
- Note:
- Note Max Size: 100
- Buttons: Save & Exit, Exit, Paste Event, Edit Paste, Clear, Help

8. “Name” can be either the person’s name, or a particular category of note. Key in the note data, and click “Save & Exit.”

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9. Comments are added by first clicking on a note line, and then clicking the “Comment” button...

The screenshot displays the MicroScan V5 (Demo Mode) software interface. The main window shows a 'Note Log' table with columns for Date, Time, Source, User, Index, Message, Value, Comment, and C Date. The table contains four entries of notes. An 'Enter Comment' dialog box is open, allowing a user to add a comment to a specific log entry. The dialog box includes a table with the same columns as the main Note Log, a text input field for the comment, a user selection field (currently showing 'Andy'), and buttons for OK, Cancel, and Help. The 'Comment Max Size' is set to 100. The bottom of the interface shows a file name 'Oct 2007 Log.dbf', a 'Select Log' button, and other options like 'Add Note', 'Comment', 'Print', and 'Export'. The status bar indicates 'Auto Update' is checked, 'Records: 5 of 16', and 'File Size 5 KB'.

Date	Time	Source	User	Index	Message	Value	Comment	C Date
24/10/2007	13:19:13	Note	Calbra...		Calibration of all sensors done at 3.5...		Cal done by MedBrokers	24/10/2007
24/10/2007	13:20:42	Note	Test ga...		Test gas put into room to check resp...		Room test done by Logan, Biomed	24/10/2007
24/10/2007	13:21:28	Note						24/10/2007
24/10/2007	13:22:37	Note	Filter c...		All sample point filters checked		Filter test done by Logan, Biomed	24/10/2007
24/10/2007	16:08:47	Note	Andy		Alcohol in use--activate system shut...			24/10/2007

Date	Time	Source	User	Index	Message	Value	Comment	C Date
24/10/2007	16:08:47	Note	Andy		Alcohol in use--activate system shut-o...			

10. The log files can be printed or exported in CSV (comma separated variable) format.

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11. The Operating Log contains all the Note Log entries, along with other system information...

MicroScan V5 (Demo Mode)

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### Operating Log

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Date	Time	Source	User	Index	Message	Value	Comment	C Date
24/10/2007	13:18:03	System			Data Base Corrupted - Start New File			
24/10/2007	13:18:03	System			System Start 5.0.2295.10 - St Elmos...			
24/10/2007	13:18:03	System			Computer MICHAEL-7A849E3			
24/10/2007	13:18:03	System			User Michael Shaw			
24/10/2007	13:18:03	Station			Interface Started			
24/10/2007	13:19:13	Note	Calibra...		Calibration of all sensors done at 3.5...		Cal done by MedBrokers	24/10/
24/10/2007	13:20:42	Note	Test ga...		Test gas put into room to check resp...		Room test done by Logan, Biomed	24/10/
24/10/2007	13:21:28	Note						24/10/
24/10/2007	13:22:37	Note	Filter c...		All sample point filters checked		Filter test done by Logan, Biomed	24/10/
24/10/2007	13:31:10	Station			Interface Stopped			24/10/
24/10/2007	13:31:11	System			System Stop - St Elmos Hospital			24/10/
24/10/2007	14:44:04	System			System Start 5.0.2295.10 - St Elmos...			24/10/
24/10/2007	14:44:04	System			Computer MICHAEL-7A849E3			
24/10/2007	14:44:04	System			User Michael Shaw			
24/10/2007	14:44:05	Station			Interface Started			
24/10/2007	16:08:47	Note	Andy		Alcohol in use--activate system shut...			24/10/

File: [Oct 2007 Log.dbf]

Auto Update Records: 16 File Size 5 KB