User manual

*Medi*TOOLs 9.1

Medical
Documentation system

Medi TECH
Electronic GmbH

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1 System requirements

MediTOOLs was developed using modern programming technologies which require a minimum standard of performance (processor speed, RAM etc.). For optimal use of this program, your computer system should at least meet the following hardware and software requirements:

Unit	**Performance**
Processor	Pentium-III 400 MHz or comparable processor(s)
Main memory	256 MB
Hard disk	100 MB free hard disk memory (Depending on the type and number of documents you are handling with MediTOOLs the database may significantly grow during future use. This may result in a much larger need for hard disk space.
Operating System	Windows 10
Software	- Internet Browser - Microsoft Word 2007 or above
Screen resolution	1024 x 768 dpi
Other	- Printer

2 Installation

This chapter guides you through the first steps with MediTOOLs. Just after a few minutes of working with MediTOOLs you will be able to handle your professional documentation electronically and handle computer-guided data analysis and evaluation with this program.

2.1 Program installation

If you are installing MediTOOLs you must possess **administrative rights** to allow for the MediTOOLs setup program to complete the necessary settings on your system. If you are uncertain in this respect, please contact your computer system administrator.

Please complete the following steps in order to install MediTOOLs from CD onto your computer:

1. **Close all other applications** before installing MediTOOLs.
   If a previous version of MediTOOLs (version 3.0 and up) is already installed on your computer, please backup all data prior and de-install the program. The old database can be imported in the new version. Versions 3.4.2 and up do not require de-installation.
2. Insert the installation MediTOOLs-CDROM into your CD drive. If the **auto start** function is deactivated on your computer, please click on the „my computer" icon, open the explorer windows for your CDROM-drive and launch "**Setup.exe**" by double clicking it with your PC mouse.
3. The **MediTOOLs-Setup-Assistant** launches its start-up window. Click on continue in the lower right hand corner. Carefully read through the **licensing terms**. You must accept those terms prior to installing MediTOOLs onto your system.
4. Now you will be presented with the **installation information.** Here you may also find suggestions / recommendations for possible problem solving. Click on "continue" to proceed.
5. Select the designated **installation folder** on your hard disk to where MediTOOLs will be installed. You may also enter a path of your own. When finished, click on "continue".
6. You can define the location and name of the folder in the start menu where the direct link to MediTOOLs is going to be installed. If you do not wish to create such a link, just click on the corresponding checkbox in the lower section of the dialog window. Then click on "continue" to proceed.
7. In the next dialog window you can **check** once more if all parameters were chosen correctly. Click on „install" to begin with the program installation. MediTOOLs will now copy all relevant files and configure your program as needed.
8. You can launch MediTOOLs either by clicking on the icon on your desktop or through the link from the start menu.

2.2 Program de-installation

You may remove MediTOOLs from your system either using the de-install option in the start menu or in the control panel (control panel | system settings | software). In order to prevent the accidental and permanent destruction of your entire documentation, the MediTOOLs database will **not** be deleted in the process. If you are truly certain that you no longer need those records, you can simply delete them after the de-installation process from the program folder. Standard installations place all MediTOOLs files in the following path: C:\Program Files\Meditech\Meditools 9.1.

2.3 Install over existing installation

It is not recommended to re-launch the setup program without previously de-installing the existing program installation! If nevertheless you decide to re-launch the setup program, any existing MediTOOLs database will **not** be replaced due to file security reasons. In case you truly intend to restart MediTOOLs with a new and record-free installation, you must likewise delete the main database manually. With standard installations, the main database is the following file: MEDITOOLS.GDB which usually is located in this path: C:\ProgramData\Meditech\Meditools 9.1\data\database\.

2.4 Network installation procedure

The MediTOOLs network installation consists of one server installation and multiple client installations which can access the server based MediTOOLs database.

Integration of existing databases:

If MediTOOLs is already installed on the designated server pc, the existing database can directly be included in the installation process.

If there are any databases from previous installations on the client pcs which you wish to integrate into the new server database, you must copy those databases into a **separate local folder** on the server pc. (If you copy more than one database into ONE folder, please ensure to provide different names for each database to prevent files from being overwritten.) After completion of the server installation you can import these files into the new server database. Further information related to the import of databases can be found in the MediTOOLs manual.

2.4.1 Server installation

First MediTOOLs needs to be installed on the server pc. Choose the option „**Network server**" within the installation routine.

You must enter the **network name (host name)** or the **server IP number** in the dialog window for **Server definitions**. If you do not have this information, you can obtain it from the control panel. Check System → Computer name) or open a DOS dialog window and enter the command „ipconfig /all". (in order to open a DOS window by clicking on the START symbol in the bottom. Now select "run" and type in the command „cmd". This will open a window with a black background and white letters. Here you can enter the command „ipconfig /all" and press return.)

The MediTOOLs database server will be installed on the server computer. The basis is a „Firebird"-Server; its services will be launched automatically and will enable access to the MediTOOLs database. If the Firebird engine is already installed, this will not cause any problems during the installation process.

Security advice:

- **Change the database password when first launching the program.** You can change the password within MediTOOLs under „Settings"→"change database password ". The original database password is „masterkey", if it was not changed before through a different application (please do not mistake the database password for your user login password)
- After changing the **database password** for the server pc, you must change it on all client pcs likewise in order to be able to log into the server database.
- The database is well protected against possible internet threats after changing the password. If however someone receives direct access to the database and can actually take a copy from the server database, it is possible to bypass the new database password. In order to protect the database against such possible threats, **additional security measures are recommended,** such as saving an encrypted

version of the database or saving it on an encrypted hard drive. Under normal circumstances the regular measures should be suitable enough, though.

After completing the server installation, please ensure to safely write down the **modified password**, the **server's computer name (IP)** and the **exact file location of the database on the server**. Computer name and location of the Datenbank can be reviewed on the MediTOOLs server under „Settings" → „Options" → „Database". You will need all three details for each client installation.

FIREWALL: If a **Firewall** is installed on the server pc, you need to open **incoming network connections for port 3050**.

EXAMPLE: For example when facing the standard **Windows-Firewall** (Control Panel →Security Center → Windows-Firewall) select →"Ports…" within "Exceptions", then enter „Firebird" plus the port number **3050**. „TCP" needs to be selected. You can restrict this to your own network within „Change range". This way, possible hacker attacks through the internet remain prohibited. Going back to „Exceptions" you must set the checkmark in the „Programs and Services" list in front of the selected name (in our example „Firebird") in order to make this port available.

When launching MediTOOLs for the first time, you will be asked to enter your licence key. To receive a Server-Licence, you must enter the number of users that are meant to be able to use the MediTOOLs database simultaneously. After receiving your licence key, you simply enter it in MediTOOLs („Settings"→"Options"→"Change user data"→"OK"). Afterwards all registered client pcs can access the server database simultaneously.

After successfully installing the MediTOOLs-Server it is recommended to define user accounts for the individual client installations on the server (see chapter error messages **Fehler! Verweisquelle konnte nicht gefunden werden.**). The clients should not be granted Administrator's rights for MediTOOLs. This ensures that certain critical functions within the program will only be accessable to particularly skilled users.

If you want to allow for the extensive reporting function on the Client pcs **while there is *no* Microsoft-Word installation on the server pc**, then check the checkbox „reporting module" when first launching MediTOOLs on the server pc. You find this function under „Settings"→"Options" and enable the manual reporting functionality.

2.4.2 Client-Installation

After successfully installing MediTOOLs on the server pc, the MediTOOLs Client versions can be created. At the appropriate dialog window choose „**Client installation**" for each client pc installation. After completing the installation process launch MediTOOLs on each pc and log in as ADMINISTRATOR. Now you must enter the server pc's data:

- You need to enter the **database password** which needs to be identical with the password deposited on the server pc.
- Enter the **network name** (hostname) of the server pc (the pc with the database installation). Instead of the network name you may also enter the pc's IP address.
- Enter the **path information for the database** which must be identical with the path displayed on the MediTOOLs-**Server** as database path.

After completing the installation the client software licence must still be registered. In case there is a **Firewall** installed on the client pc, you need to enable outgoing connections for the software program „MediTOOLs 9.1" Afterwards you should easily be able to access the database.

2.4.3 Validating the network connection upon technical difficulties

Should you be unable to establish a connection between client and server pc, please conduct the following tests and assessments (depending on the kind of error message you are facing, this may already lead you to a specific action to resolve the problem):

1. Verify if the server name, the path to the MediTOOLs server database and the corresponding password are correctly entered within the client based MediTOOLs installation. In order to do so, simply open the settings menu and select | Options | Database both on the client and the server pc and compare all entries for the database path, the database server pc and the database server password. They must be *identical*.
2. Launch a DOS-Window on the client pc (Windows XP: START → RUN → enter „cmd"; Windows-Vista: START → SEARCH → enter „cmd") and launch the „ping" command, followed by the server name. If the ping command should not work, the client pc cannot access the server through the network connection. If this is the case, check the network settings and possible also the network cable.
3. If there is a firewall installed on the server pc, verify if the network connection (access) is permitted for MediTOOLs 4.0. Allow this connection if it is not yet made available.
4. Verify if the Firebird database services are active on the server pc. In order to do so, open the system settings and launch the „Firebird Server Manager". If the logo is crossed out with a red line and you find the following error message next to it: „The Firebird service is not running.", restart the service by clicking on the start button within this dialog window. The settings should be activated as shown in the picture on the right (if not, please adjust them correspondingly).



5. If the ping function works, the firewall settings are correct and the database server is turned on, then go ahead and verify if on the client pc the following settings within MediTOOLs are correct (tob e found under „Settings"→"Options"→ „Settings")
    6. The hostname for the database server is entered correctly,
    7. The database user password is „SYSDBA",
    8. The path for the database is identical to the one on the server pc.
9. Next please re-enter the database password on the MediTOOLs-Client („Settings"→"Change database password") to make sure that the password indeed is identical.
10. If no connection is established due to a lack in numbers of client licenses, the software will notify you accordingly explicitly. Here you have two options:
    11. More connected users are listed than actually in place. This may occur when a MediTOOLs-connection to the server pc was not logged out properly due to software or computer crash. In this case open the „Firebird Server Manager" from the control panel. Reset the server by stopping and re-starting this service (top right button). When next launching the MediTOOLs-Client the proper number of connected clients should be shown.

You do not have enough licenses. To resolve this contact your local dealer to obtain the proper number of licenses.

3 General functions

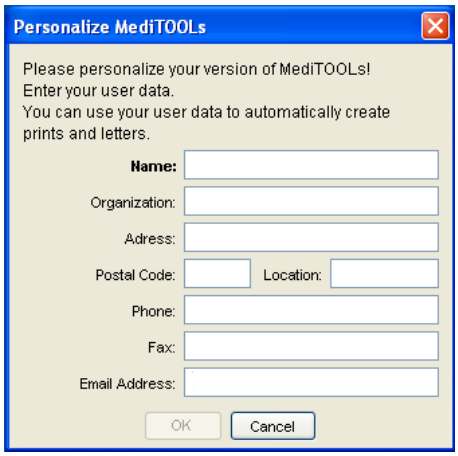
3.1 Getting started

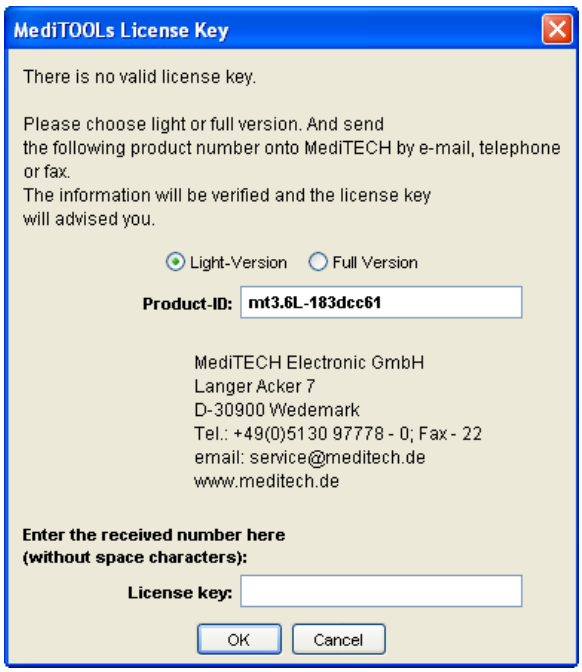
Start MediTOOLs by clicking on the desktop icon or the corresponding launch icon in the start menu. At first the system initiates the MediTOOLs program. On modern computer systems this process should only take a few seconds; older systems may take up to a minute for the initialisation.

3.1.1 Installing personal data and serial code

Now enter some personal information which will then i.e. be included in your reports automatically. Then click "OK". The input box printed in bold letters for your name is mandatory. You must fill out this field in order to save your data.

Note: This data will later be included in reports and other documents; hence you should ensure that all data is entered accurately.





After clicking on „OK", the dialog window for entering your license key appears. Here you must choose whether you wish to use the light version or the full version of the MediTOOLs program.

IMPORTANT NOTICE:

ONLY customers with a current MediTOOLs SOFTWARE SERVICE AGREEMENT have access to the full version of this program.

If you have a current service contract or intend to sign such a contract alongside, choose full version, else choose light version. Forward the „product-ID" code by email, phone or fax to Medi*TECH* to receive your license key in return. The preferable form of transmission is by email as it avoids misspelling or other forms of typos. The key that you receive in return has to be entered in the entry box at the bottom of the dialog window.

If you do not enter any license key, you may still launch the program as a demo version with a more limited functionality.

You can change the existing license key later at any time if you decide to obtain a higher license from MediTECH. Simply enter the new licence code at „Settings→ Options → user data".

3.1.2 Creating the administrative user



For the initial start of MediTECH the program provides a new user account "ADMINISTRATOR" **with no** password. Please choose any given password and make sure to memorize it. For some configurations you must later have administrative rights. Confirm the password by entering it twice in the consecutive lines of the dialog window and click „OK" to continue. The Administrator password is now set and you can start using MediTOOLs.

3.1.3 Checking system configuration for automatic reporting function

When first being launched, MediTOOLs checks if there is a compatible text editing program installed on your computer. If no compatible text editor could be found, you will be notified that the reporting module within MediTOOLs has been deactivated. You may change this later (after installation of the compatible text editor) by clicking on „Settings → Options".

IMPORTANT NOTICE:

Should you activate the reporting module without having a proper word editor installed, this may severely impair program stability for MediTOOLs!

3.1.4 Login



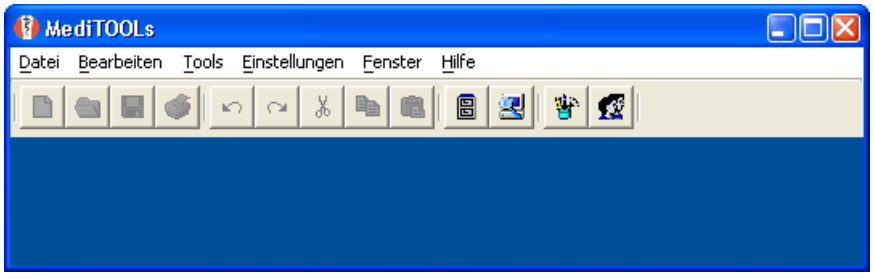
After starting and initiating MediTOOLs you must login to the system.

The registration window will then close and you enter MediTOOLs successfully.

MediTOOLs includes a full scale database which has been designed for the use within a local network. Should you own a corresponding multi-user network license for MediTOOLs (upon availability); you can access the MediTOOLs database from several PCs within your network simultaneously.

3.1.5 The MediTOOLs desktop

After successfully login into MediTOOLs you may use the program desktop correspondingly. This desktop integrates the various functions within MediTOOLs under a common platform. You can access those MediTOOLs functions through the menu structure or the different symbols (icons) in the toolbar. Simply click through the different menu options and familiarize yourself with the functionality available from MediTOOLs.



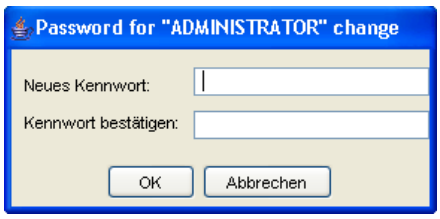
The desktop is set to memorize the size and position of each window when closing it. Hence it will appear at just the previous position and in the previous size when reopening it next time. This way you can adjust your work environment to your most preferred appearance.

Note: If you chose „auto maximizing windows" under "options" in the "settings menu", all documents will always be presented using the entire screen (fully enlarged). (At a resolution of 800x600 dpi this functionality is automatically set by MediTOOLs (but may be turned off by you) Size definitions you may set will not be saved in this mode. Simply turn off this option and define window sizes yourself if you only need the use of the full screen for a view documents.

The menu will always list all available menu commands offered by MediTOOLs. This way you can always take note of the entire functionality. Depending on the active application only some of those commands may be active for usage. The other commands not available in the current context will be deactivated (and be presented i.e. grey shaded). Whether a command is active or not depends on the active window. You can always recognize the active window by its title bar: Non-active windows will appear to be significantly fainter in their title bar than the active window, following your previously defined windows settings.

3.1.6 Changing the user password for the main database

You can change the password for the currently active user at any given time.



Select the command "Change user password" from the "Settings" menu. When you are registered as the administrator, the corresponding administrator password will be changed.

3.2 Create new users

You can create a number of different users for your MediTOOLs system. By doing so, you can distinguish whether or not a specific user shall be permitted to adjust important program settings or not. Correspondingly there are two different types of users: The regular "User" and the "Administrator". Some of the options you may change as an administrator may have significant impact on the overall functionality of MediTOOLs. In order to prevent regular users from changing your preferred MediTOOLs configuration, most users should be defined as regular users. We suggest establishing a second user account for you as a regular user. This way you can prevent yourself from accidentally modifying your well established MediTOOLs settings. Or establish additional user accounts for your colleagues / staff in your professional practice.

To create a new user the following steps are necessary:

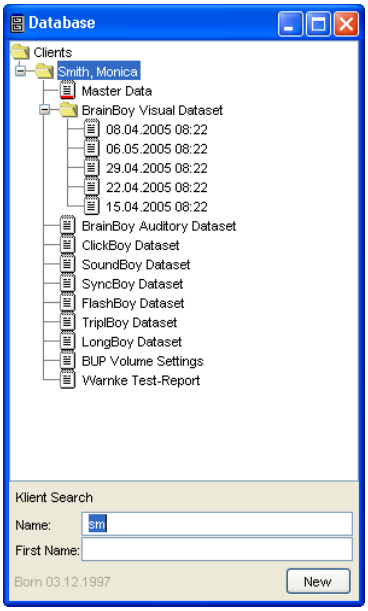


Choose "User-Manager" from the settings menu. The popup dialog window provides you with a list of all registered MediTOOLs users. Now you may add or remove users – with the exception of the currently logged in user.

Choose "New User". In the following dialogs simply enter the new user's name and password. The new user must not be listed among the existing user group. You may also leave the entry field for password empty. In this case, the user must not enter a password upon login. In the final dialog box you must decide if the new user shall be able to change MediTOOLs settings or not ("Administrator") or not ("Regular User").

Now the new user is established for your MediTOOLs system with the password you defined for him. The user can change his password once logged in to the system.

3.3 Navigating within the database



The MediTOOLs database is the central tool for your work with your clients and the corresponding documents. Choose "database" from the tools menu. The database now shows on the MediTOOLs desktop. **Note:** If your database is already open, this action will only change the database window to bet he currently active window.

You see the entire content of your client database as a tree structure. If you wish to review the documents stored for a particular client, simply click on the "+"-symbol next to the corresponding client name. The tree will open a branch for this client and present you with all documents in different subfolders. The moment there is more than one document of the same document type, MediTOOLs automatically creates a new subfolder to separate these documents from all other documents for this client. Within this subfolder they are listed by their date of creation.

You may search for clients by entering his / her first or surname or fragments thereof. "sm" i.e. leads you to the first client whose name starts with this particular letter combination. The database tree structure will immediately open for this particular client. The search function does not distinguish between capital and small letters.

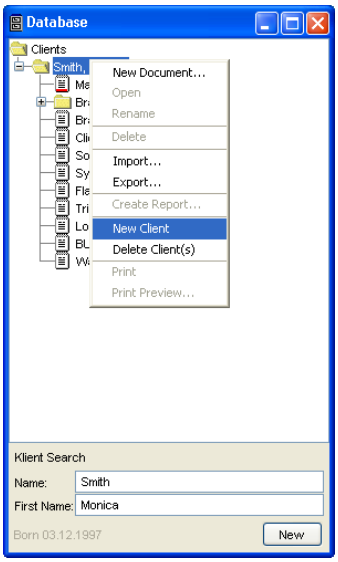
When opening the main database you can work with clients and documents. Available commands can be find in the menu structure under "Files" or in the toolbar by clicking on the active / available symbols. Please ensure that the database window is the active window (i.e. not displayed with a faint title bar).

Important: Some functions within the database administration depend on certain sections of information. I.e. you may only delete a document when choosing one from the tree structure. Otherwise, this menu command is displayed in grey and not available to you.

3.4 Creating new clients

Each document you administrate with MediTOOLs is connected to a specific client. Therefore it is recommended to create any new client in the MediTOOLs database immediately. By doing so, you can ensure that all documents and sets of data from *Medi*TECH devices (such as the BUP) can be added with ease.

A client set of data in MediTOOLs always consists of an entry in the database table file and a document for basic personal information (master file data). In the following you can review how to enter and establish a new client:

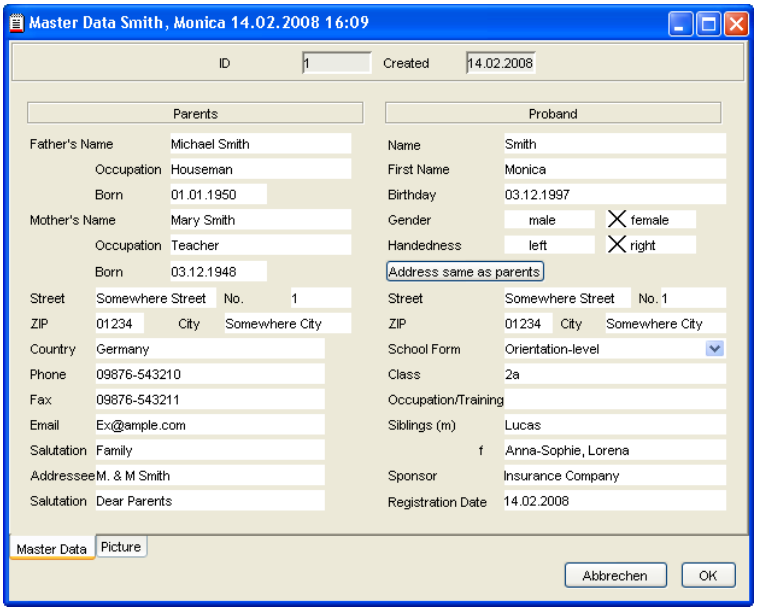


3.4.1 Creating a new client

Open the database (Menu command "database" in the "Tools" menu) or – if the database is already open – activate the database window by clicking on its title bar. Now either choose "New client" from the „Files"menu or right-click for the context menu. Then choose the command function there. A dialog window for entering a new client's basic data opens. The new client will be established in the database once you finish your entry by clicking on "Save" or "OK".

Note: You may also enter a new client's first and surname in the search function and then click on the „New"button there to insert a new client into the database.

3.4.2 Entering client's personal data

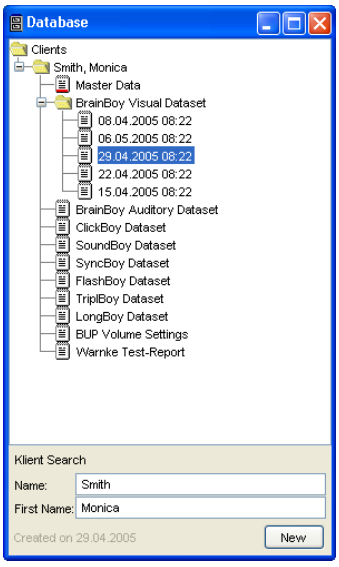


Enter the basic personal data for the new client. You may insert any given text information in any entry field; only the date of birth and the date of registration must follow the local conventions for date formats (i.e. "mm.dd.yyyy" in English speaking countries). You cannot save clients without their date of birth as this is a mandatory requirement for age calculations and for establishing the correct percentage ranks.

You may save any changes / entries by clicking on „Save" in the „Files" menu. Likewise you may click on the disk symbol in the toolbar or to simply close the dialog window. In the latter case you will be asked if you wish to save the changes made or not.

While saving, the entries for Surname and first name for the client (right hand side of the entry window) automatically are used to create the database entry. With this procedure, the original, „New client" in the database is replaced by "Smith, Monica".

3.5 Opening existing documents



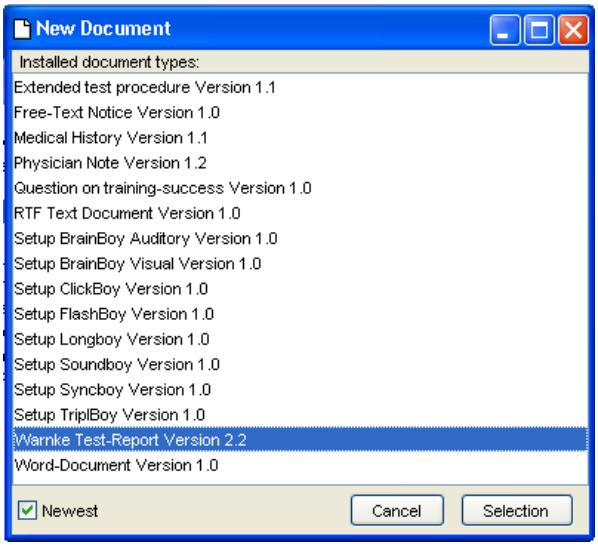
Use the database to retrieve and open any existing and previously saved document. Additional information as to how to navigate within the database you can review in section **Fehler! Verweisquelle konnte nicht gefunden werden.** of this manual. In order to open a specific document, simply double-click on it. The document will be displayed on your screen; depending on the document type you may insert changes or additions, conduct an analysis or print the document. Documents such as data records from external devices such as the BUP unit from MediTECH cannot be modified.

3.6 Creating and changing test protocols

An important type of document in your practical work is the Warnke Test Protocol. With this document you can enter the results of all tests conducted under the frame of the Warnke®-method, in MediTOOLs. The following section explains how this can best be done.

3.6.1 Creating new documents

First of all you need to create an empty Test Protocol for the corresponding client. Choose the designated client from the database (additional information on how to navigate within the database can be found in section **Fehler! Verweisquelle konnte nicht gefunden werden.** of this manual). Now you can open the Document Type Manager from the Files menu or by double-clicking on the document symbol in the toolbar menu.



This application shows you all types of documents currently registered for MediTOOLs which you can create by selection from the list from this dialog window.

Note: There are more types of documents installed within the MediTOOLs system which you cannot initiate from within the Document Type Manager. For example, the creation of an empty document for BUP recorded data makes no real sense. Such types of documents are automatically generated by MediTOOLs as soon as corresponding data is transferred from a MediTECH device to MediTOOLs.

Now choose the document type you wish to create for the specific client (in this example this is the Warnke Test Protocol) and click on "Select". Within the database a new document is being created and assigned to the particular client. The document itself is opened on the screen awaiting your entries.

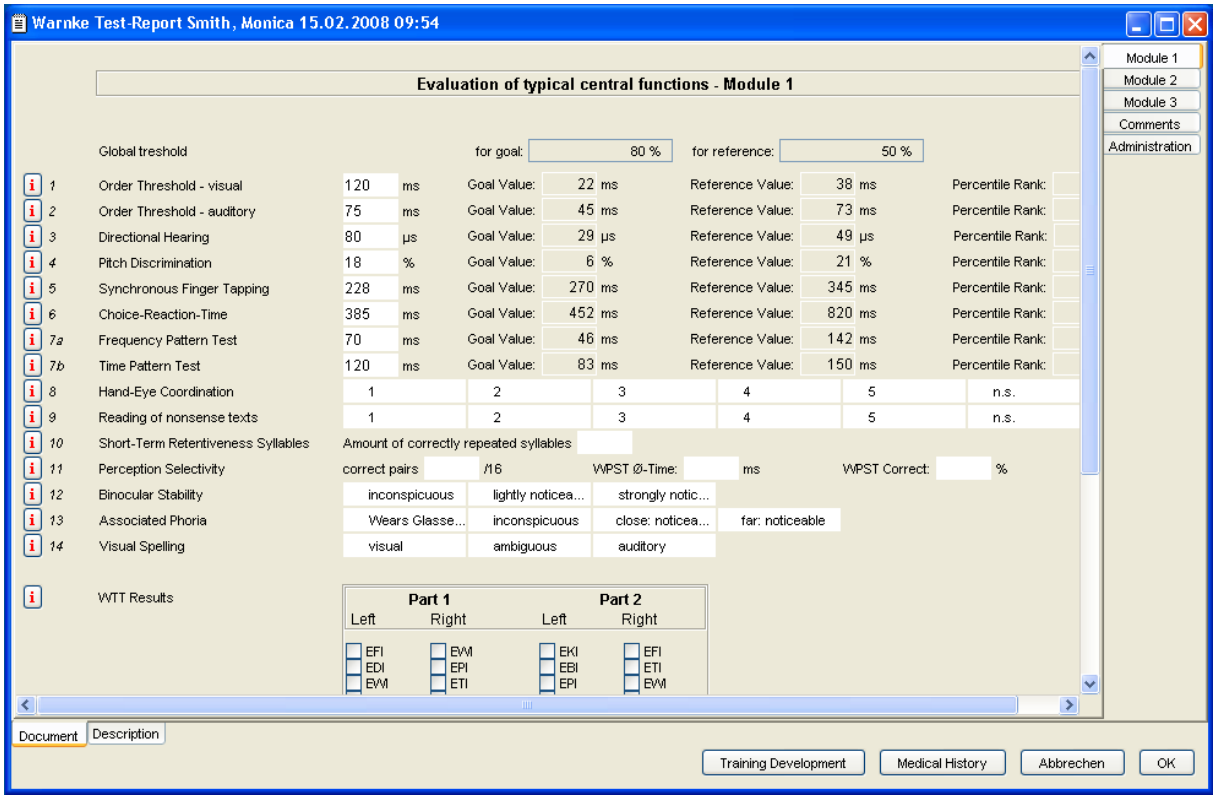
3.6.2 Editing existing documents

The newly created document can now be used by you (to the extent as to which the document allows for editing). The Warnke Test Protocol (WTP) i.e. offers you a set of registers on the right hand side which enable you to switch back and forth between the different modules of this protocol.

Once you have completed working on the document; you can save your changes by left-clicking on the disk symbol in the toolbar or by choosing the „Save" command from the „Files" menu. If you simply close the window, the program asks you if you wish to save the document.

With new documents you should always check the corresponding description prior to closing the document, as explained in section **Fehler! Verweisquelle konnte nicht gefunden werden.**.

3.6.2.1 Warnke-Central-Perception-Test (WCPT) in basic and advanced test protocols



The Warnke Test Protocol (WTP) as well as the extended Warnke Test Protocol (EWTP) both provide you with the possibility to record and assess results from the **Warnke Phoneme Discrimination Test** (WPDT). In order to do so, proceed as follows:

- Click onto the first checkbox with the left mouse key. Then move the mouse pointer to the side so that the sensitive tool tips do not disturb you in the following.
- Now launch the Warnke Phoneme Discrimination Test (WPDT).
- Record your client's answers with the following key strokes:
  - [ENTER] – Correct answers
  - [BACKSPACE] – Incorrect answers
  - [LETTER] – Incorrect answers plus recording the incorrectly stated phoneme.

  With every keystroke the "Hotspot", i.e. the currently active checkbox is being shifting in line with the structure of the WPDT.
- Of course you may also navigate using the standard key options. The following key codes are available here:
  - [TAB] – Hotspot moved to the next checkbox
  - [SHIFT] + [TAB] – Hotspot moved to the previous checkbox

3.6.2.2 Link to case history documents

The WTP and EWTP document are directly linked to a **case history document** which you can create or edit by clicking on the "Open Case History" document. This allows you to have one central Case History Document which can be addressed from each Test Protocol.

If there is just one Case History Document saved for a client, this one will automatically be used for printing and reporting purposes. You may produce additional Case History Documents. In this case MediTOOLs opens a dialog window, asking you to decide which Case History Document should be used.

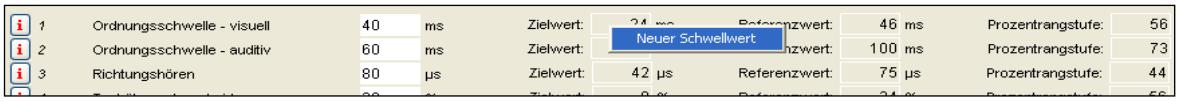
3.6.2.3 Percentage ranks

For the various test functions within the Warnke® Test Protocol referential data was gathered in scientific studies. The corresponding norm data / referential data is included in the MediTOOLs database. When using the Warnke Test Protocol, the program automatically inserts to correct target values, referential scores and percentage ranks depending on the client's date of birth.

Percentage ranks allow you to compare individual scores to typical results within his/her age group. The particular rank indicates the level of achievement in comparison to the overall age group. A percentage rank of 30 therefore indicates that 29% of this age group scored lower, while 70% of that group should better results. Consistently, a percentage rank of 50 represents an average standard within that age group. You can receive table files from such norm data within MediTOOLs; additional information on various research studies may be obtained from the MediTECH website at www.meditech.de.

It is possible to adjust the level for the target score within MediTOOLs. In order to do so, you may either change the global target level within the Options window (in the settings menu) or you can provide each single task with an individual level of target percentage rank by using the right mouse popup menu within the Warnke Test Protocol. If target levels deviate from the global settings, this is indicated per function within the protocol. Starting with version 2.2 of his document type (Warnke Test Protocol), the defined global threshold level is also shown in the protocol.

Please take notice that there is a **potential source for errors** when using percentage ranks within MediTOOLs. If no date of birth is included in the client's data, MediTOOLs is unable to define the correct age group. Correspondingly no normative data can be put to use. Please always ensure to enter the client's date of birth when establishing a new client!

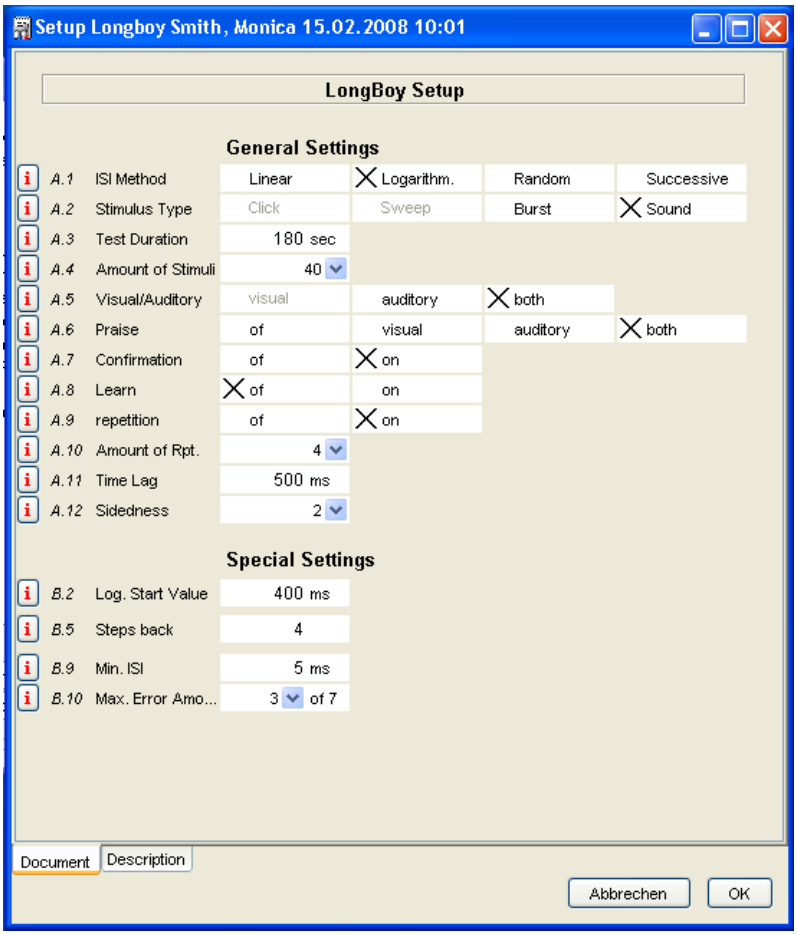


3.6.2.4 Editing test setups for Brain-Boy Universal Professional (BUP units)

You can modify a number of BUP setups within MediTOOLs both within the database as well as on the BUP Compact Flash card (see section **Fehler! Verweisquelle konnte nicht gefunden werden.** for further reference).

After opening the document you can adjust any relevant parameters for the specific BUP test function. Only when the setup is identical to norm setup definition, a percentage rank will be produced by MediTOOLs evaluation.

Note: In order to conduct a norm test you must choose NORM for setup from within the BUP menu structure. It is not intended for you to define a specific norm test setting from within the user defined setups through MediTOOLs.

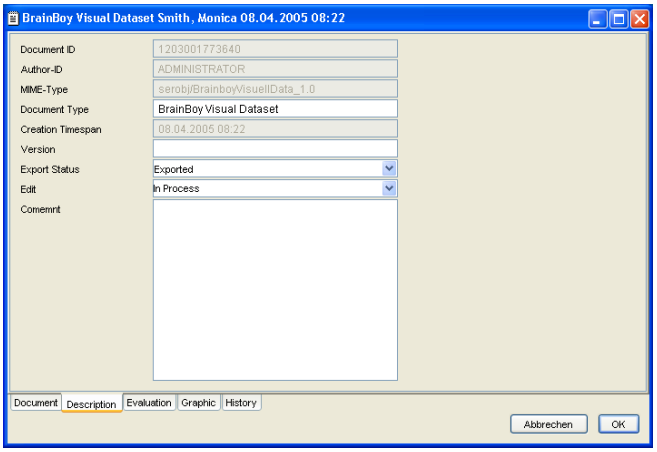


3.6.3 Characterizing documents

Each document consists of two or more registers mostly on the bottom end of the document window. With the help of these registers, you may review different aspects of this document; i.e. the original document, a summary, given evaluations etc. Each document has its own register labelled "Description" which consists of complex information defining the characteristics of this particular document. Some content is produced automatically by MediTOOLs, other fields can be changed by the user:

- **Document type**: If you wish to change the name shown for this particular document within MediTOOLs, simply enter a different text here.
- **Version:** You can insert your own version number. If i.e. you completely modified the document, simply increase the version count from 1.0 to 2.0.
- **Editing:** In this field you can define the current editing status of the particular document. Either select a status from the given list („In Process", „Being revisioned" or „completed") or enter a description of your own.
- **Comment:** Here you can add your individual comment to the document.

Your changes will be transmitted to the data base when saving them, either by clicking on the disk symbol in the toolbar menu or when using the „Save" command from the „Files" menu.



3.6.4 Renaming documents

Choose a document from the database window. You may now use the rename command from the "Files" menu to provide the document with a new name.

3.6.5 Deleting documents

Choose a document from the database window. You may now use the delete command from the „Files" menu to permanently remove the document from the database.

3.7 Printing documents

MediTOOLs permits you to print data and documents. In order to print a particular document, proceed as follows:

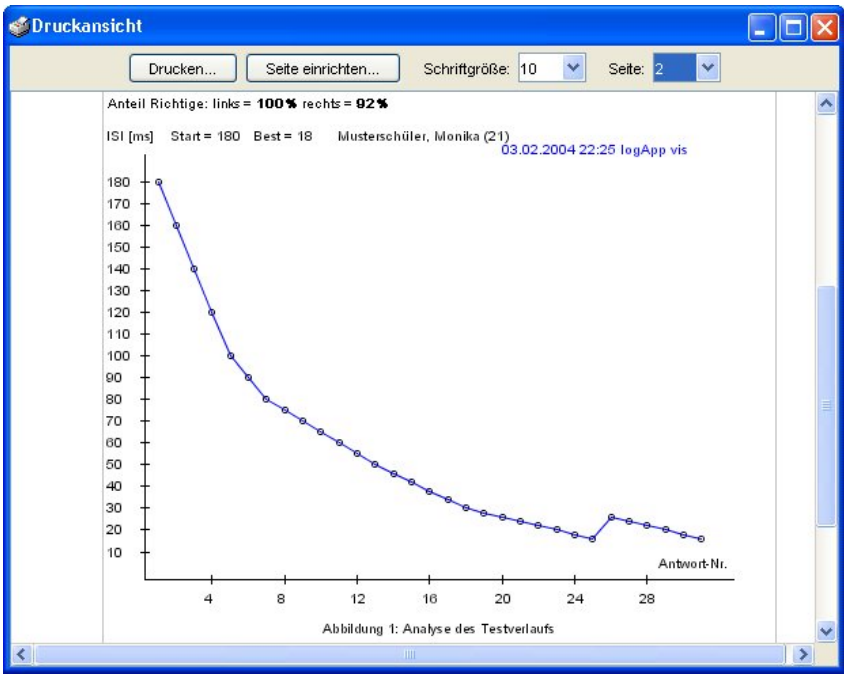
- Conduct all necessary entries and changes to the document and save it when your task is complete.
- Choose the print command from the "FILES" menu.
- **Note:** You may also choose a document from the database and print it without the necessity to open it.
- The document will be printed.

If you wish to print a client list, choose the root directory of the database and choose the print command. You will receive a list of all stored clients.

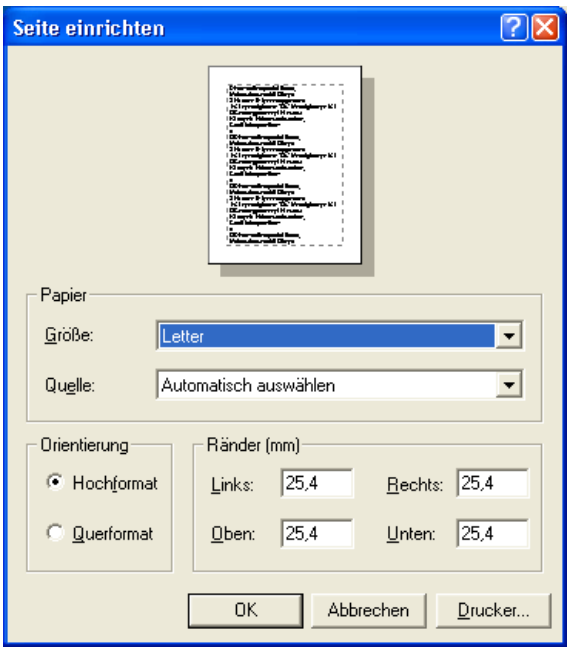
3.7.1 Show print preview

You may preview a document prior to printing in order to adjust settings such as page margins or paper format. To see a document preview, please proceed as follows:

- Conduct all entries and changes to the document and save it.
- Choose the print preview command from the „Files" menu.
- **Note:** You may also choose a document directly from the database for print preview without actually opening it.
- MediTOOLs then opens a preview window. Here you may preview the pages prior to printing them. I.e. BUP recorded data, Test Protocols and professional report forms can be adjusted (for example by changing font type and size).

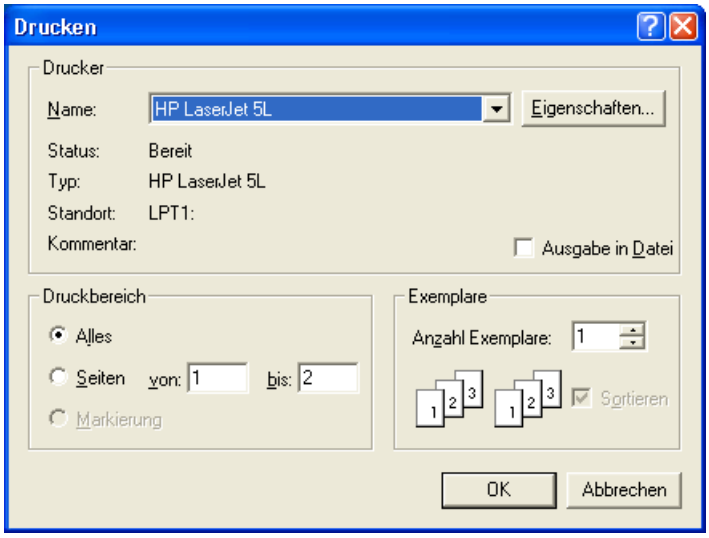


- You may open the settings to change the desired paper format and margins by clicking on the button "Page Settings". MediTOOLs will store the settings made by you.



- Once you have completed your settings, please select the PRINT command. In the following dialog you can choose the printer, define the page range to be printed and

establish how many copies you want to be printed. Choose OK to get the document printed as is.



3.8 Readout data from MediTECH-devices

A key function within MediTOOLs is the administration and control of the MediTECH test and training devices. With the current version, you can handle the following devices:

- Order-Threshold-Assistant versions
  - 2.0 (Choose version 3.0 in the menu settings, see below)
  - 3.0
  - 3.1
- Synchro-Trainer Professional Version 2.2 C
- Brain-Boy Universal Professional Version 1.0 and above

In the following sections it is described how to import data from MediTECH devices to the MediTOOLs database.

3.8.1 Data transfer through serial interfaces

As a first step you need to configure the MediTOOLs device interface. For RS-232-interfaces you define within MediTOOLs, which devices are connected to serial port of your computer.

Please proceed according to the instructions of your device's manual.

Launch the device manager by selecting the „Device manager" option in the Tools menu. The device manager will search for existing connections on your computer; in the process a list of existing and available serial interfaces ("COM-Ports").

Problem solving notice: If the desired port is not listed, this usually indicates that a different device is currently connected to that port (i.e. a card reader or an external drive). Even if the device is not connected to the system at the moment, Windows operating system may have reserved the port for this device preventing MediTOOLs to use it. Please review this devices manual for reference as to how to remove the device from your system.



Now define within the device manager which serial interface your are using to transmit data from your MediTECH device(s). Under the presumption that you will use the same interface(s) in the future, MediTOOLs memorizes those settings. When you start the device manager the next time and the corresponding COM-Port is available to MediTOOLs, you will find the settings stored there. You may also define different devices for specific

different ports without having to connect them for this procedure. Only when actually transmitting data, you must connect the device to the port as otherwise MediTOOLs obviously cannot receive any data.

Currently, only the BUP device works bi-directional. Other devices can only transmit data to the PC but are not designed to receive data from your computer. After selecting the desired device click on the "Receive data" button to start transmission. The Data Transmission Manager will open communication with the corresponding device.

Note: For the BUP device MediTOOLs has its own button to open the communication protocol with the CF-card reader.



In the left column you see the list of all clients registered in the database. In the right area of this window you see all sets of data available from the selected device. The Order Threshold-Assistant (OSA) and the Synchro-Trainer Professional (SytPro) both can only save one set of data each. You must now define to which client the data shall be assigned. Select the corresponding client by double-clicking on it. Alternatively, you may also single-click on the client, likewise select the set of data and finally click on the "<>" button to assign the data to the selected client.

Note: If you had selected a client prior to opening this window, it will already be preselected in the Data Transmission Manager.

After assigning the set of data you can launch data transmission as follows:

- Ensure that the device is correctly connected to the right COM-Port through a serial cable.
- Prepare data transmission from the device (please refer to the device manual for reference).

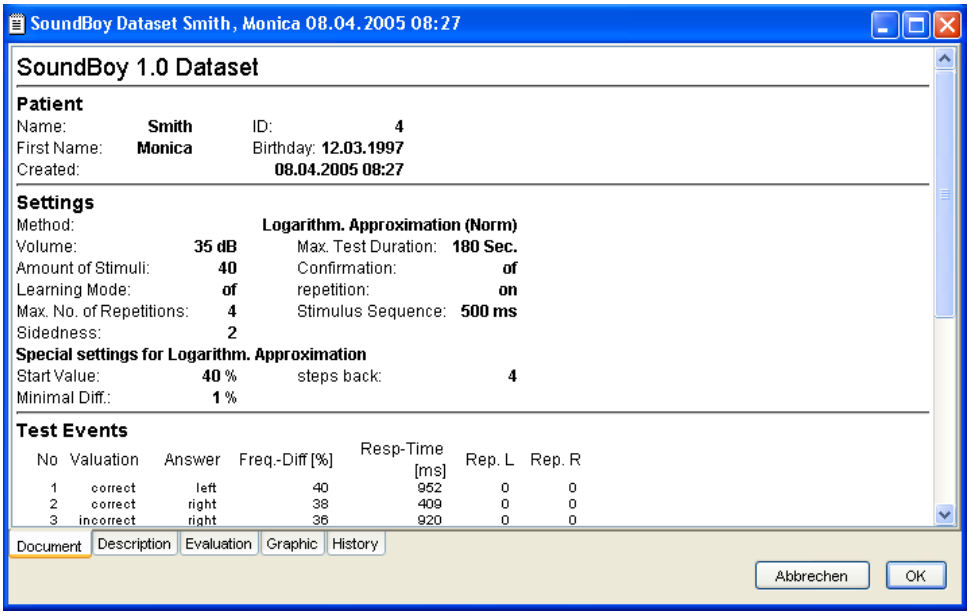
  Important: The receiving mode on the PC end must not be started yet, as the OSA also transmits any keystroke and MediTOOLs would interpret this as the beginning of data transmission.

  With the OSA device, switch to the menu option "Last result", then choose the Send Results function by pressing the "+"-key. BUT: Do not yet start data transmission!
- Prepare the MediTOOLs Data Transmission Manager and launch the receiving mode. For this purpose, click on the button “Transmission”.
- Initiate data transmission from the OSA device now by choosing the "send" option. For this purpose, simply press the W key.

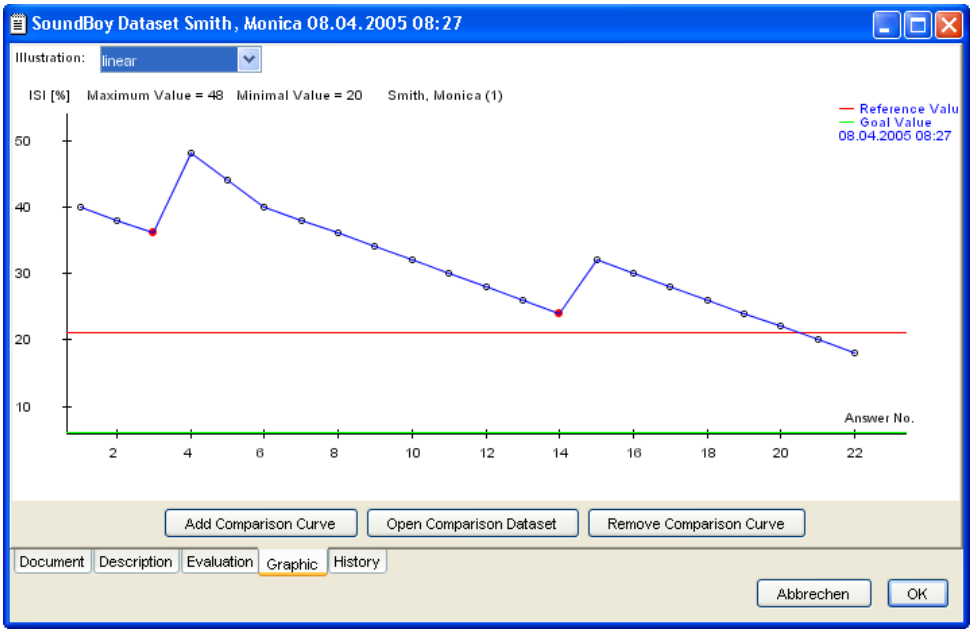
The Data Transmission Manager indicates the current transmission status with the help of the progress indicator at the bottom of the window. When transmission is complete, the set of data is inserted into the database as a new document and assigned to the previously selected client. Afterwards, the document is launched on the MediTOOLs desktop. You may now review the set(s) of data or evaluate them / the corresponding graphs.

Monitor-Mode: You may also conduct your OSA session using the MediTOOLs Monitor-Mode. To do so, please connect the OSA to your PC **prior** to starting the session; then select the "Monitor" button in the data transmission manager. Now you can proceed with your session; every single client response is presented on the MediTOOLs screen parallel to the ongoing session. As soon as the session is complete, the full document opens up.

Note: Some setting parameters may not be transmitted in this mode. If you wish to save these parameters likewise, the Monitor-Mode is not sufficient and you will nevertheless have to transmit all data in the way described above.



Click on the different registers on the bottom of the window in order to review the different aspects of the particular document.



The OSA sets of data (same holds true for BUP documents) provide you with the option of comparative line graph for multiple sessions. If there are more than one set of data for a specific test function, you can include it in the document's line graph by clicking on the "Add Line graph for Comparison" button. The new curves will be represented in a different colour.

Problem solving notice: If after data transmission you receive the message that the overall checksum (length) of the current set of data was incorrect, you most likely did not conduct data transmission in the correct order.

12. If the data transmitted was **too long**, most likely "Transmission" was selected in MediTOOLs, before the device was ready to send the data. (With the OSA device i.e. the keystrokes for menu navigation were then considered to be part of the actual data transmitted).
13. If the data transmitted was **too short**, the data transmission was launched at the end of the OSA, before the computer was ready to receive the data.

The functionality of the BUP is by far more comfortable and avoids all of the above potential issues. Here all data is stored on the CF-card and can be transmitted for multiple clients simultaneously.

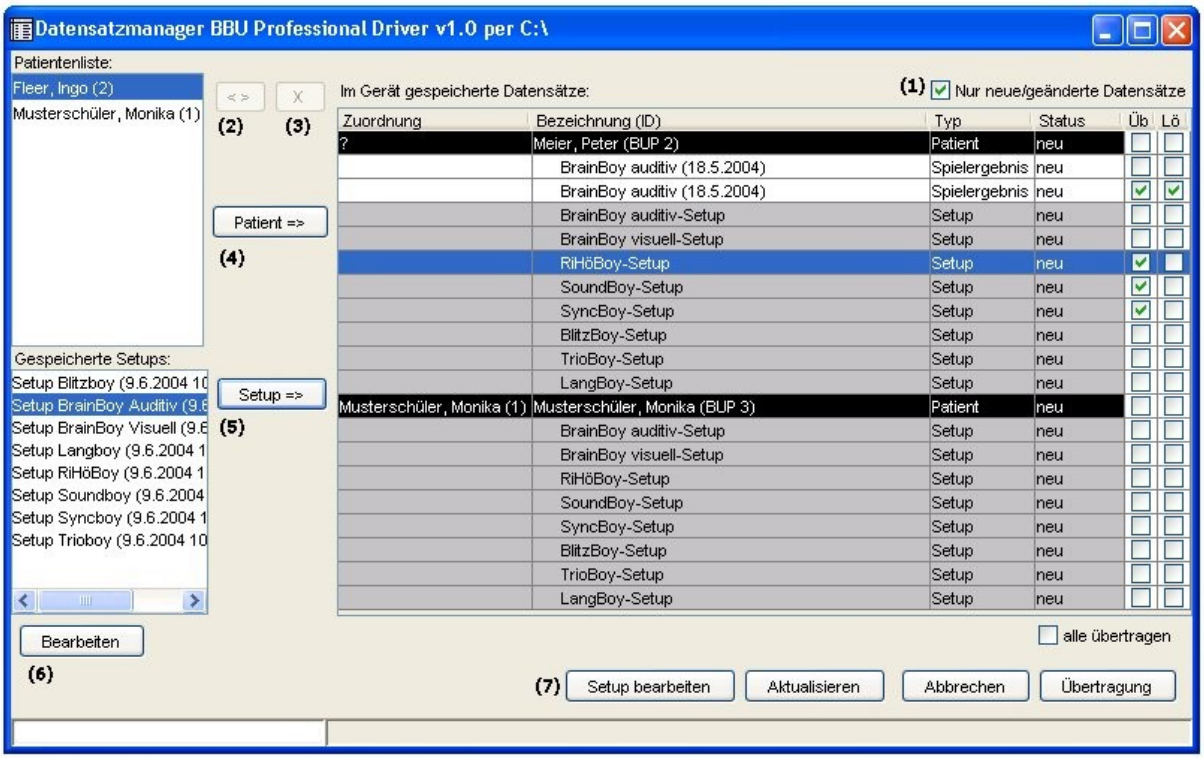
3.8.2 Data transfer via BUP compact flash card

For analysing the extensive sets of data as provided by the Brain-Boy Universal Professional[1] (BUP) MediTOOLs allows you to transmit data with so-called Compact Flash-cards. For secure data it is essential that the CF card was formatted by the corresponding BUP function in the EXTRAS menu (review the BUP manual for further assistance). You will need a CF-card reader for secure data transmissions.

Please extract the CF card from the BUP device (after turning off the BUP!) and insert it into the card reader connect to your PC. Your operating system should automatically acknowledge your card reader.

Note: If you wish to return the CF card to the BUP **after successful data transmission**, always make sure that the data transmission process has been **completed in full**. Usually the card reader shows any reading / writing access related to the CF card with a flashing LED. Writing on the CF card may happen with a significant time delay, as windows uses a temporary memory in the process rather than to directly write on the CF card. The time delay will differ from system to system; an average time delay may range at about 30 seconds.

In order to edit the BUP sets of data from the CF card, you must first select the drive which contains your CF card, choose the corresponding BUP icon within MediTOOLs and click on data transmission. Alternatively you may also directly click on the BUP icon to launch the data transmission manager. Once all data was transferred from the flashcard , you may now copy clients, setups and game results into the database as well as administrate setups on the CF card. For this purpose, please proceed as follows:



[1] The Brain-Boy® Universal Professional (BUP) is available from MediTECH Electronic GmbH, http://www.meditech.de or our regional distributor.

MediTOOLs puts an internal mark on all sets of data that were already transmitted to the database, indicating that they are already "included" in the database. If the corresponding checkmark in the upper right hand corner of the Data Transmission Manager (only show new/changed data) is activated, such sets of data will not be listed on the right hand side of the interface window. To include such sets of data in the list, simply remove the checkmark (1).

MediTOOLs links each client on the CF card to a client from the database, if there is a corresponding first and surname. Prior to data transmission you should ensure that the automatic attribution was done correctly be MediTOOLs. You may manually overrule the attribution with the buttons "<>" (2) to attribute and "X" (3) to cancel an allocation. To use either option, you always must select a client from the database (left table file) as well as from the CF card (right table file).

As soon as you click on "Transmit data", all data marked for transmission will be transferred to the database where they are assigned to the corresponding client. If you are transmitting data not yet assigned to a client (marked "?"), a new client is created in the data base.

After storing them in the MediTOOLs database all correspondingly marked sets of data will be removed from the CF-card.

If you wish to install an existing client from the MediTOOLs database onto the BUP CF card, first mark the corresponding client(s) in the client list, then press the corresponding button "client =>" (4).

To upload a setup file onto the BUP CF card, first select the corresponding client from the database (where the setup file is stored). The window "stored setups" now lists all available setups. Mark the desired entry/entries there as well as on the BUP end of the interface, then press the button "Setup =>" (5).

Note: Since every client can only handle ONE Setup per BUP game function, any old setup will be overwritten. Aside from that, setups may only be assigned to the correspondingly correct function (i.e. Clickboy setups cannot be assigned to "TrippleBoy" setups.

You may edit exiting setups from within the data transfer manager. Setups saved in the database must first be selected in the window "stored setups"; then simply press the "Edit" button (6). You may edit setups within the BUP device when selecting the desired setup from the BUP side of the interface and pressing the button "Edit setup" (7) (see section **Fehler! Verweisquelle konnte nicht gefunden werden.** for further reference).

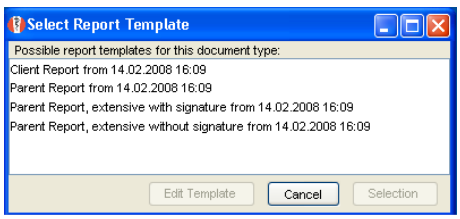
3.9 Creating a report

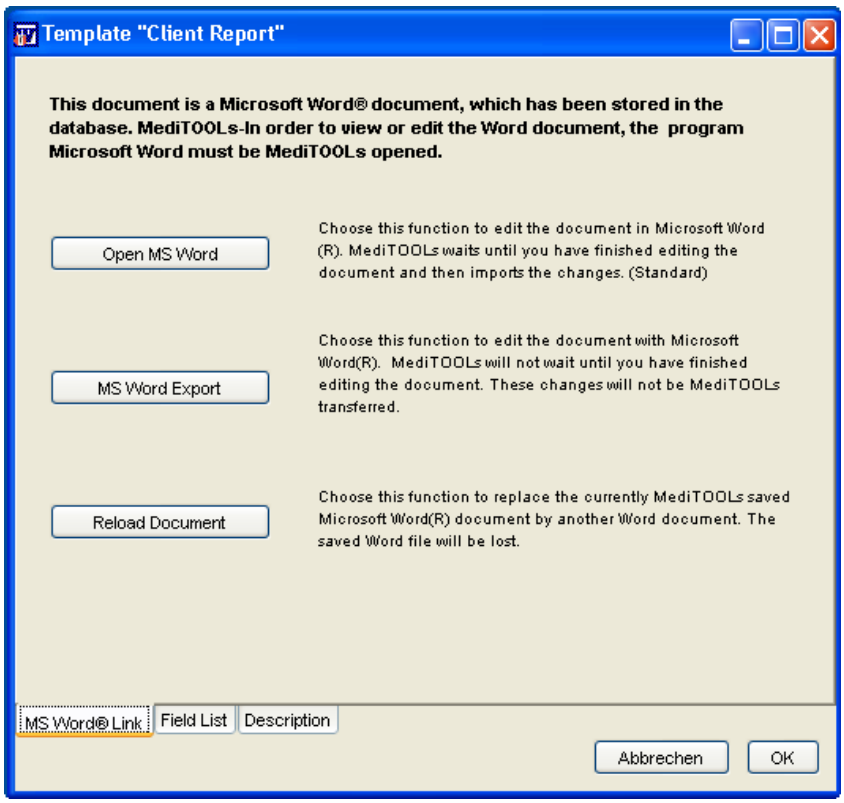
A rather impressive functionality within MediTOOLs is the automatic generation of professional text documents which you may use as a basis for clinical or pedagogical reports of different scale.

MediTOOLs already includes fully prepared report templates which you can modify and add to as you wish. These templates can be administrated with the help of the Report Template Manager. For the Warnke Test Protocol you will find a sample template which you can adjust by changing the header, the layout and most other components. Some templates also allow you to include an automatic signature file. This requires a scanned signature which must be stored as „C:\\sign.tif" on the PC containing your MediTOOLs installation. The file should be scaled as 200x100 pixels.

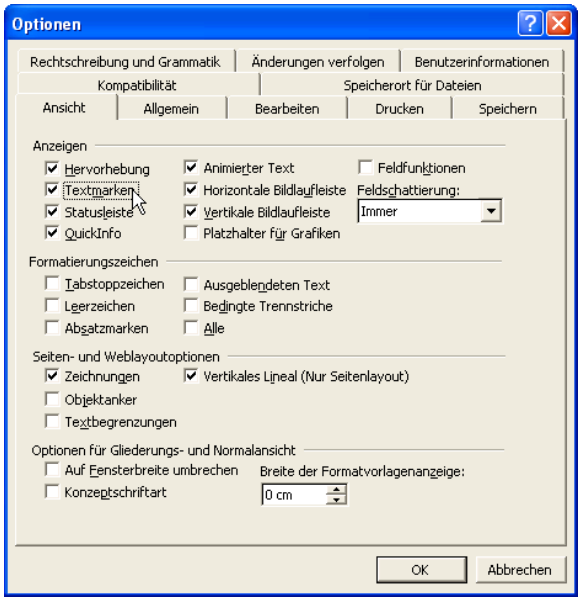
3.9.1 Modifying template

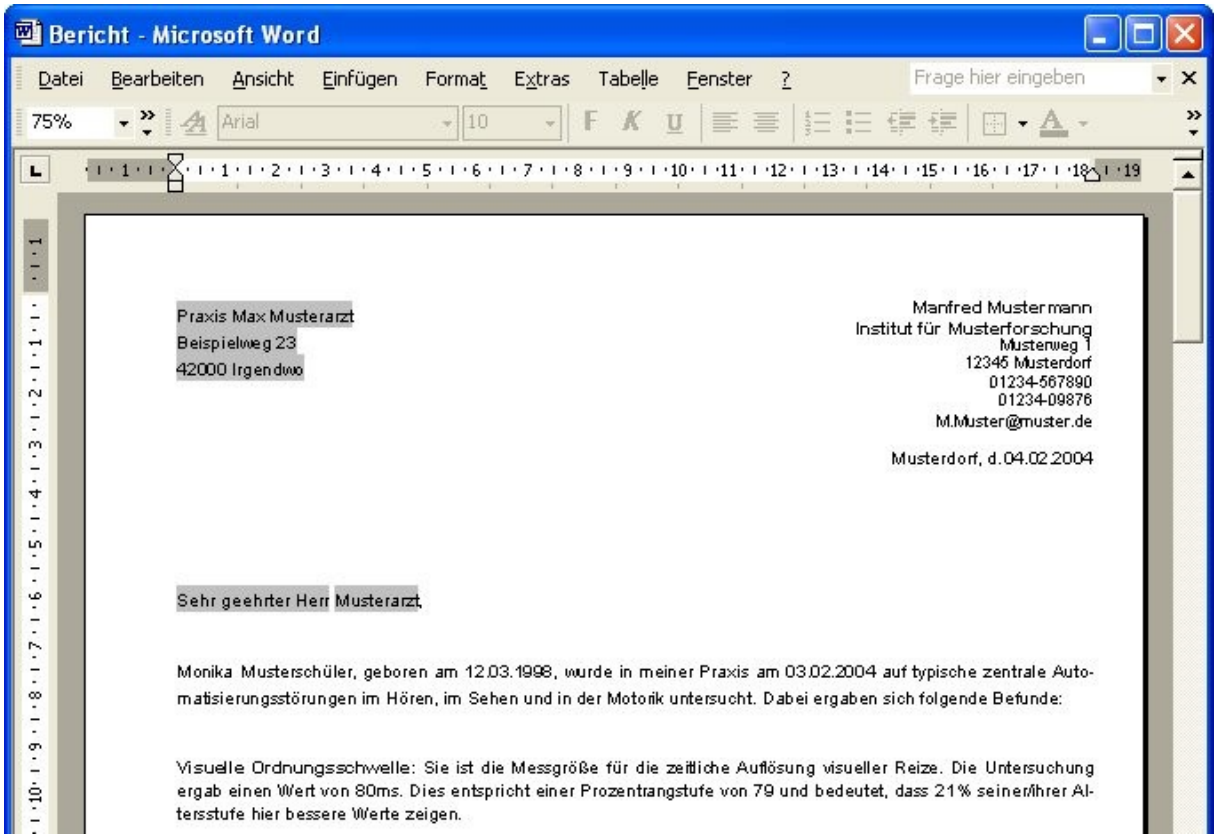
You can adjust layout and content of templates at large and as needed. Simply open the Report Manager and choose the desired template. By clicking on "Edit template" after a few seconds of preparation, a new dialog window opens up:



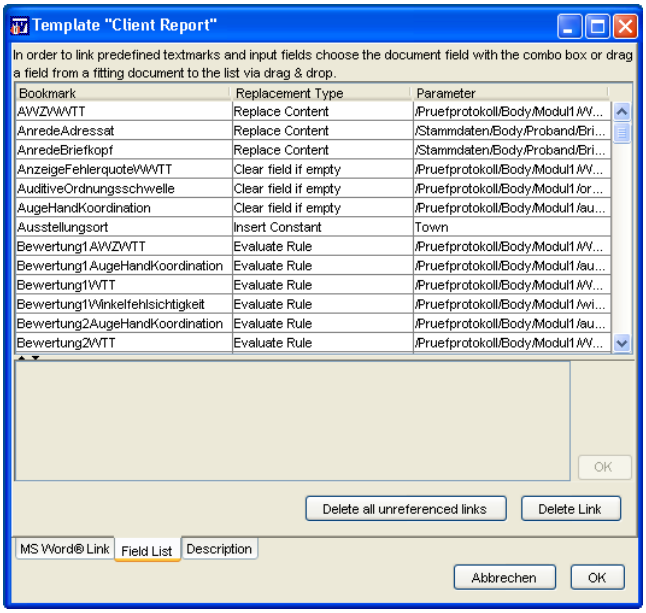


Choose „Open Microsoft Word" and change the template report as you wish. MediTOOLs waits for you to complete your work. Once you closed Word in full, MediTOOLs applies your changes to the MediTOOLs database. One typical editing process is adjusting the template header to your typical letterhead layout. Please note that overwriting / destroying word text marks can result in severe dysfunctions of the automatic report functionality. You can always make text marks visible within MS Word. Simply choose Options from the Settings menu and select the checkbox „text marks".




Bericht - Microsoft Word
Datei Bearbeiten Ansicht Einfügen Format Extras Tabelle Fenster ?
Frage hier eingeben
75%
Arial
10
Praxis Max Musterarzt
Beispielweg 23
42000 Irgendwo
Manfred Mustermann
Institut für Musterforschung
Musterweg 1
12345 Musterdorf
01234-567890
01234-09876
M.Muster@muster.de
Musterdorf, d.04.02.2004
Sehr geehrter Herr Musterarzt,
Monika Musterschüler, geboren am 12.03.1998, wurde in meiner Praxis am 03.02.2004 auf typische zentrale Automatisierungsstörungen im Hören, im Sehen und in der Motorik untersucht. Dabei ergaben sich folgende Befunde:
Visuelle Ordnungsschwelle: Sie ist die Messgröße für die zeitliche Auflösung visueller Reize. Die Untersuchung ergab einen Wert von 80ms. Dies entspricht einer Prozentrangstufe von 79 und bedeutet, dass 21% seiner/ihrer Altersstufe hier bessere Werte zeigen.

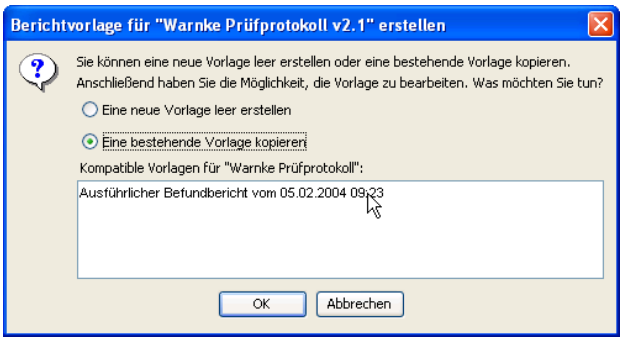
When you generate a report later on, MediTOOLs will insert the content from specific fields from base documents – i.e. the Warnke Test Protocol) in the report. When selecting the function "field list" you may review such connections.



You should not change such placeholders. A report created from such a template will no longer show you any placeholders but the respective field content.

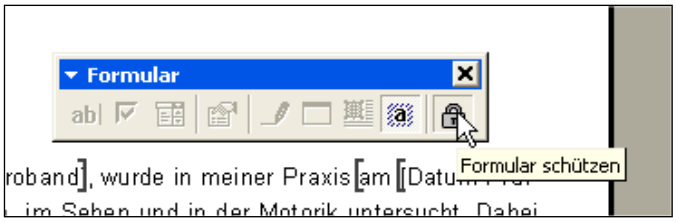
When you wish to insert a new field into a report, please proceed as follows:

1. Open the report template in question through the report manager, then choose "Open Microsoft word".
2. **Important Note:** You may also create a new report template which may be based on an existing report template. You will find yourself unable to change the original templates from *Medi*TECH. If you intend to use the option to modify an existing template, simply choose the button "New" within the report manager. The following dialog will guide you through the actual section process.

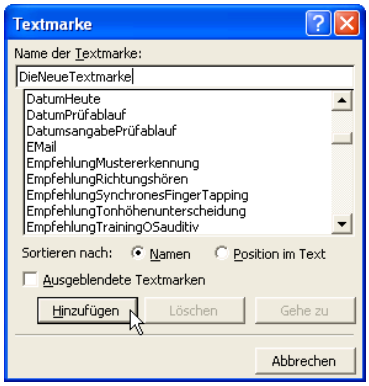


Choose a template and simply click okay. Now you may choose Microsoft Word in order to open and modify the document.

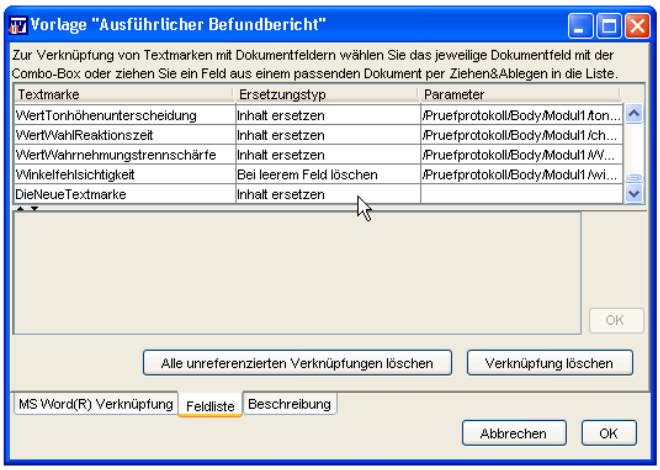
3. If the Word report is protected against any modification, you may remove this protection within word by selecting (View → Symbols → report).



4. Mark a single word or sentence in the document which shall be replaced by content from a base document. You also may NOT mark anything; in this case, simply the content will be placed upon use of the document.
5. Now create a new text mark within word. The following dialog allows you to label the text marks and to add them to the existing document.



6. Then save the document, afterwards close Microsoft Word. Now you can edit your new text marks in the register „Field list". The new linkages will be at the bottom of the list when first re-entering the field list.



7. Open any given version of the base form and drag a field from the form to the desired box in the field list.
8. You can adjust the **Name of the template** by adjusting the „description" in the field „document type" as desired / needed.
9. Save the report template, then click "OK".

4 Advanced functionalities

4.1 Adjusting system settings

You can adjust several different program options in the settings menu. I.e. you may define if you want MediTOOLs to frequently remind you about backing up your data or to transmit the QM-report. Additionally you can define the global threshold level for your test protocols. If i.e. you define a target threshold of 80%, for all future documents there will be a target threshold presenting a value that is equivalent to percentage rank 80 for the specific age group. Alternatively you may also define individual target thresholds per function (in the Warnke Test Protocol).

4.2 Create and use own test steps

It is possible to create your own test steps. These can be catalogued in different categories. These categories and their corresponding test steps will be displayed in the test records and the registered values can then be adopted in reports to be produced.

You can define which categories are to be shown in the initial protocol and which categories shall be part of the report.

4.2.1 Creating the test steps

Your own steps can be created and modified under "Settings → My test steps - manager" in the main menu.

You can create, remove or rename categories using the buttons in the lower icon bar. Those categories will be shown as tabs in the upper left hand side. The order of categories may be changed. For each category you can select in which test report it is meant to be implemented. All test steps are associated with a specific category. They either are displayed as mere headlines or complete including all contents. The buttons **open all** and **close all** in the top bar enable changes between two views of all test steps collectively. Additionally, this view can be switched for individual test steps via the **open** button**.**

To add a new test step, the **add** button above needs to be selected. Thereby a new test step is added to the end of the list.

Adding a **title** to the new test step is compulsory. The title will appear in the test record as the name of the test step and is used in the report as a headline. This title can only be used once.

For the text in the report an explanatory text can be inserted, which explains the test steps. This text will in any case appear after the headline in the report, if this test step is to be included in the report.

Through the button **not performed** a text can be added. This text will appear in the report if no result value is exists in the protocol.

Through the button no result a text can be added that will appear if the box "no result" is ticked.

The text, shown as explanatory text, facilitates two associated entries: set of results (beginning) and set of results (end). After the text that is entered in the beginning, the result with unit appears in the report, followed by the end of the text. See example for clarification:

Set of results (beginning): "A result of"

Set of results (end): "was achieved."

Results in the report: "A result of 324ms was achieved."

Next, a **unit** can be specified. The unit is displayed in the record and in the report after the results.

Each test step involves **rules**. These rules determine which recommendations will be displayed in the report, depending on the achieved results.

In order to add a new rule, select the **new rule** button. This way a new rule is added to the end of the list of rules.

For each rule, a relational operator needs to be specified. This operator is selected from a list of available operators.

In addition, a threshold or reference value must be specified. If the result entered in the record – depending on the selected operator – is below or above the target value or matching the value, the **recommendation** of the test step for this rule is displayed in the report under **then** (or **else**).

The button **delete rules** can be used to delete previous rules of test steps.

4.2.2 Testing and saving of test steps

To check whether the test steps and their rules are consistent, tests can be conducted. In order to do so, the **test** button in the bar above has to be selected. In case of failure a list of errors appears, which needs to be corrected.

In order to save the test steps, the **save** button needs to be selected in the bar below. Before saving, an automatic test will be performed. If errors are detected, the test steps cannot be saved.

4.2.3 Order of categories, test steps, of delete, import and export

The categories and test parameters are displayed in the records and the report in the same order in which they will be displayed in the test steps manager. In order to move one category to the desired position, you must select the corresponding tab. Then you adjust the position of the respective category by toggling up and down until they are at the desired position.

To move a test step to the desired position, the test step has to be selected. To select a test step, tick the **select** box, which is displayed on the left side of the title. In order to move a test step, the buttons **up** and **down** can be used to **relocate** the selected test step to the desired place.

Selected test steps can also be deleted. For this, the test steps to be deleted need to be **selected** (using the particular checkboxes) and then deleted by pressing the **remove** button in the upper bar.

Created categories and test steps can also be exported by using the **export** button in the lower icon bar. A dialogue appears in which you can subsequently define saving location and file name under which the data is stored.

The import works similar. To do so, press the **import** button. A desired location and file name can be chosen. Furthermore, when importing categories and test steps, details need to be provided to determine the procedure in case of countering already existing titles in the list.

4.2.4 Transfer to records and reports

Each category can be either used as a standalone script or in combination with other categories. Additionally you can define if you wish to include the test step / category as an additional module in an existing Warnke or audiofitness test protocol. You find a corresponding check box in each category settings (at the top).

If you select a category that is intended for standalone usage, you can create your individual test protocol for this category. It will only consist of those test steps and no other parameters. When creating your individual test protocol you can select test steps from all standalone categories.

Furthermore, you may also select a multitude of categories when creating your new test protocol. When choosing this option, all test steps from categories with the checkmark "in combination" will be included.

To display a test step in the protocol, the check box **use in records** needs to be ticked. The box is located on the right below the title.

Afterwards, the test step is displayed in the record under the rider **own test steps**.

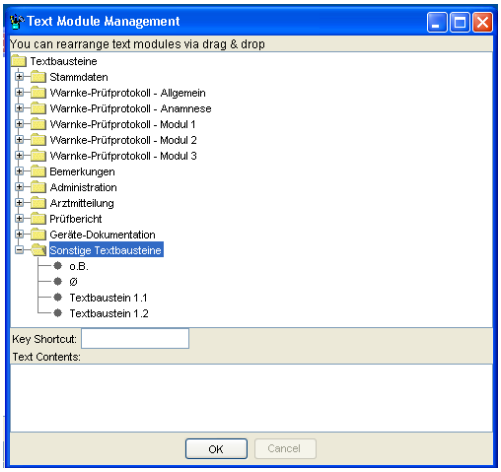
In order to let the test step appear in the report, **in report** has to be selected for the test step in the records. Following, the texts will appear in the report according to the recorded results.

4.3 How to use context menus

You may access important functions within the desktop menu in almost any MediTOOLs windows for the active object by right-clicking your mouse on the specific object (i.e. on a specific document within the database). A popup context menu will appear, offering a corresponding range of commands.

4.4 Administrating text modules

To administrate and edit please text modules please use the menu command "Text module Manager" in the settings menu. You can edit the context menu options which are made available when right-clicking on specific document entry fields. Additionally you may define short keys for every single text module (i.e. CTRL-1).

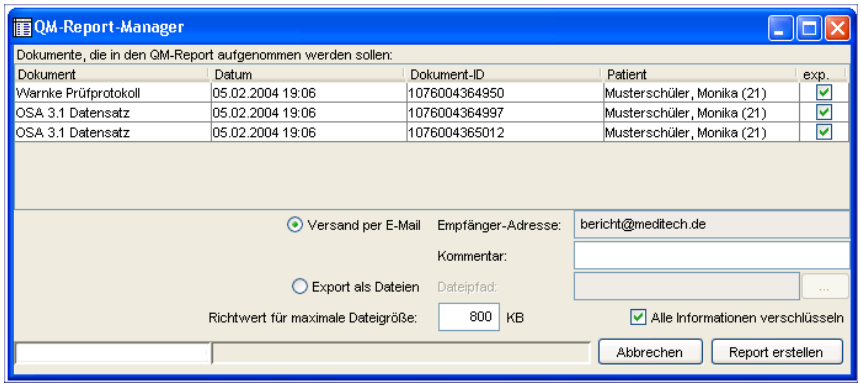


To edit context menu entries you may shift them with the Drag&Drop function or us copy/paste/insert.

The text modules are characterized by a corresponding menu entry which you need to define when entering the new text module. If you define an additional content entry, this text will be inserted in the corresponding entry field in a MediTOOLs document when you choose this text module,

4.5 Creating quality management reports

MediTOOLs frequently reminds you to transmit a QM report. This report is used by MediTECH to improve the Warnke Test Protocol and the corresponding test and training devices. The report only contains anonymous documents and will be professionally encrypted for the data transmission process. No personal client information will ever be transmitted. You may define the content of the report personally in the QM Report Manager. If you do not wish to contribute to improve the Warnke method furthermore, you may also turn off the automatic reminder notice on QM reports ("Settings/Options").



4.6 Administrating Document types

As MediTOOLs is under constant development to provide additional functionality, further types of documents may be added to the system later. Such documents can be obtained from MediTECH and are usually available to *SERVICE-SUPPORT-CUSTOMERS.*

4.7 Administrating software keys for document modules

The Application-Key-Manager is designed to administrate the integration of new document modules newly installed on your system. For installation you need to forward the Product-ID provided by the Application-Key-Manager to Medi*TECH*. In return you receive your corresponding licence number which will then grant you access to the additional new modules.

4.8 Import/Export

In order to import or export MediTOOLs-XML-documents, please use the "Import/Export" commands in the "Files" menu.

MediTECH currently supports the following file formats:

MediTOOLs client archive	(.mtp)	*Contains all documents belonging to a specific client*
MediTOOLs report template	(.mbv)	*A template to allow reporting functions for specific types of documents*
MediTOOLs XML-document	(.xml)	*Universal data format for easy data exchange*
Microsoft Word Documents	(.doc)	*Specific Microsoft Word file format*
Textual notes	(.txt)	*Unformatted text file*
RTF-Documents	(.rtf)	*Rich-Text-Format, a formatted text file*

4.9 Saving main database

It is strongly recommended to frequently make copies of your current database, as this will enable you in the case of unexpected events (i.e. defect hard disk, virus, system crash etc.) to handle the situation without loss of data. The command "Saving main database" in the "Settings" menu enables you to produce a corresponding database backup. You may define a specific folder and filename to save the backup file to. *Medi*TECH will suggest a file name which contains date and time for easy recognition of the backup status. The entire database will then be copied into a compressed archive (in order to save hard disk capacity).

We recommend using a different hard disk partition or preferably a different drive or CD-ROM for backup of your MediTOOLs data. When saving your backup files to the same hard disk partition as the original database, in the event of a hard disk crash most likely your backup file would be damaged as well. Backup should take place frequently at defined intervals. A daily saving procedure is suggested, as your files are an important and almost irreplaceable resource. MediTOOLs supports you in handling your responsibility of frequent data backups.

You can adjust the reminder function for data backup in the settings menu using the option command.

4.10 Restoring saved data

All backup up databases are saved as ZIP archives. In order to restore a database backup, you must unzip the file and copy the file "MEDITOOLS.GDB" to the correct database location "[INSTALLATIONPATH]/DATA/DATABASE/".

Important: You must replace the existing database at that location; this will result in losing all data which was introduced to the database after your last backup!

4.11 Importing main databases

You can implement documents and clients from an existing database (i.e. from a previous version of MediTOOLs such as version 3.1) in MediTOOLs. Choose the menu command "import database" from the help menu. Afterwards you will be asked to define the location of the database in question. All new clients and documents will be added to the active database. If MediTOOLs determines that a client or document already exists (special algorithms support this process), the object in question will NOT be added to the database.

- For potentially new clients, their surname, first name and date of birth are being compared. If they are not fully identical, the client will be added from the imported database. If the client's master data are more current than the existing ones, the data will be replaced.
- With to be imported documents and reports, the comparison between the different documents is conducted by the use of so-called Hash scores. This value indicates precisely, if the documents are identical or show deviations from one another.

Note: MediTOOLs can only verify document status for databases with a version status of 3.3 or above.

It is quite possible to import students from the training program Orthofix (which trains reading and writing capabilities with great success). You can obtain an English and/or German version of Orthofix from *Medi*TECH www.meditech.de) or your regional vendor (if available).

4.12 Special configuration functionality within MediTOOLs

This section informs you about rather special adjustments within MediTOOLs. The corresponding tasks may require sound knowledge about your operating system and should only be conducted, if you have sufficient knowledge about your data base.

Note: Incorrect definitions may result in total destruction of your database.

4.12.1 Transferring the main database to another folder or partition

You may move the MediTOOLs database to a folder different from standard installation. In order to do so, please proceed as follows:

- End program (MediTOOLs)
- Copy the database
- [MediTOOLs-Installation path\data\database\MEDITOOLS.GDB
- to the desired location.
- Launch the registry editor: Choose "Run..." and enter "regedit" in the following popup window. Then click "OK".
- Select the following key path from the tree structure:
- HKEY_LOCAL_MACHINE\SOFTWARE\Meditech\MediTOOLs\5.0
- Click on "databaseFile" on the right hand side of the window and choose „Change" from the „Edit" menu.
- Enter he new target path for the MediTOOLs database, then click "OK" and exit the registry editor.
- From now on the new copy of the database will be used by MediTOOLs. Please ensure that this is the case, by checking the system date (last changed on …) for both "meditools.gdb"-files (of the original file in the MediTOOLs-folder as well as of the copy in the corresponding folder).

- Please also change this for the settings of "databaseFile" in the following registry key: HKEY_LOCAL_MACHINE\SOFTWARE\Meditech\MediTOOLs\CurentVersion to enable other MediTECH software products to also access the relocated MediTOOLs database.

Note: Relocating the database file within a network path is not possible with a MediTOOLs single user version, as the database access is conducted file based and locally only. In addition, parallel use of the database by multiple users could cause significant damage and data loss! If you require network functionalities, please purchase a corresponding multi-user licence of MediTOOLs (upon availability).

4.12.2 Parallel use of Orthofix and MediTOOLs

MediTOOLs allows you to import client data from the *Ortho*fix program. When installing MediTOOLs the corresponding connection to *Ortho*fix is established effortless.

Note: As an exception you may not be able to access the *Ortho*fix database through MediTOOLs: When using Windows NT, Windows 2000 or Windows XP as an operating system and installing the *Ortho*fix program **after** MediTOOLs without being the computer administrator with corresponding user rights, MediTOOLs cannot connect to the *Ortho*fix database without a manual change of configuration. For security reasons Windows does not allow for users with limited system privileges to access a conjointly used database, unless this particular database files has not been cleared for that purpose explicitly.

There are different options to resolve this problem:

- Import functions from and to Orthofix should only be used with an existing windows user account and corresponding administrative privileges.
- Experienced windows users with administrative rights may grant free access to the Orthofix database under the operating systems Windows 2000 or Windows XP Professional. This functionality is not available with operating system Windows XP Home Edition.
- Redo the previous MediTOOLs installation which allows setup to grant access to the *Ortho*fix data base even for users with limited rights under Windows.
- Or contact our support for additional help. Please note that software support requires a software service contract with MediTECH. Please contact customer support for details. We will be more than happy to assist you.