



# Enterprise Clinical Audiology Application

## 2.5.018.39

### ECAA ADMINISTRATIVE GUIDEBOOK

### New Features Configuration

This Admin guidebook is a reference to provide end users with administrative permissions instructions on configuring new features and functionality of the application. It serves to train Administrators on configuring the application features for standardization of Version 2.5.018.39. ECAA is supported by AudSoft, Inc. // [support@AudBase.com](mailto:support@AudBase.com) // 1-888-959-6790

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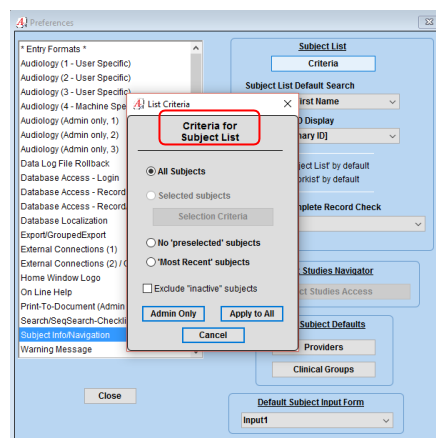
# ECAA 2.5 Guidebook – New Features Config

## Customized Subject List

The subject list may be customized to display All Subjects, Selected Subjects or Most Recent Subjects as shown below.

Selected Subjects may be set to meet a criterion before displayed in the subject listing within the Subject window. Most Recent Subject setting will display the seventeen (17) most recent patients or subjects entered into the database. Inactive subjects and preselected subjects may be excluded from the listing in the configuration. Configuration of this setting may be applied to Admin Only or to All (users).

Select Preferences>Subject Info Navigation>Criteria Button



## Unsigned/Incomplete Record Check

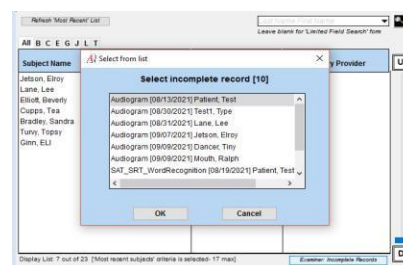
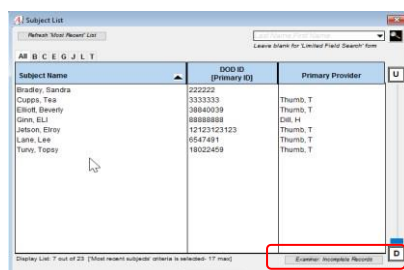
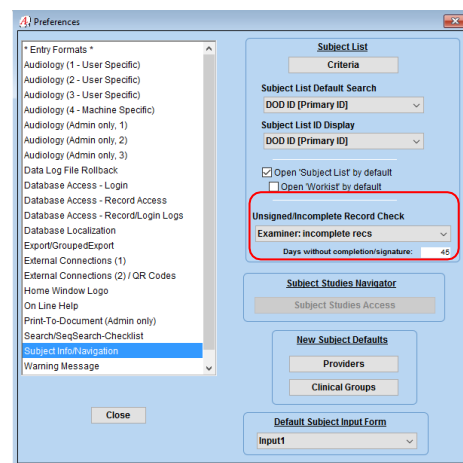
Any or all incomplete or unsigned records may be searched for automatically and displayed in a separate window on the Subject List page. To display the aforementioned Unsigned or Incomplete records per Provider select the desired choice from the drop-down listing. Incomplete records may be searched and presented that have aged from 1 to a maximum of 45 days.

Select Preferences>Subject Info

Navigation>Unsigned/Incomplete Record Check>drop down selection.

Once the Subject List window is opened it will appear as shown below.

The list of incomplete records may now be presented as shown by selecting the button below the Subject List. For this example, the list now shown is comprised of incomplete records for the examiner that is logged into the application.



## Adding a Provider and Related Examiner

In ECAA version 2.5.018.039 the examiner has been added to the Provider table.

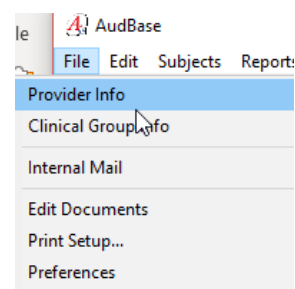
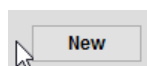
The examiner status window is now located within the Provider account window for ease of examiner name creation and permissions.

This change was performed for several reasons:

1. For ease of checking what individual examiner is tied to an individual Provider
2. To create an Examiner field that can be easily searched as opposed to a list.
3. Ease of creating and assigning an Examiner permissions.
4. To easily track Examiner status. (Active/Inactive)
5. The Administrator only has the rights to create an Examiner.

To create a new Provider and related Examiner follow the instructions below.

Once logged into ECAA as the Administrator Select File>Provider Info  
From the Provider List window select New



The New Provider screen will open as shown below right.

The recommended fields to be populated under the Demographics/Preferences tab are:

- > First and Last name
- > National Provider Identifier
- > Gender
- > Occupation

Toggle the “All Subject” Privileges to Yes by clicking on the No button.

By granting “All Subject Privileges” the Provider will have access to all Patients/Subjects within the database. **Ensure “Anonymous” subjects remains No.**

If the new Provider was not a caregiver but a Researcher for instance, then you may want to toggle the “Anonymous” subjects to Yes. The result will be that the Provider will be able to view all subjects, but the data will be deidentified.

Once populated the screen should resemble to image at right.

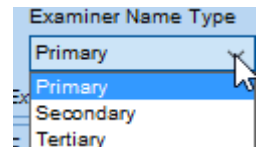
Next select the Login/Examiner Block/ Email tab and a new screen will open as shown below.

The Mandatory fields to be populated under the Login/Examiner Block/ Email tab are:

- > Login Name
- > Special ID (DODID)
- > Examiner Name Type
- > Examiner Group Status
- > Examiner Name
- > Has Signature Authority

The Log In name for ECAA always follows the naming convention of First Initial of first name followed by last name. Do not put a space between first initial of first name and last name.  
A Password is not required

An Examiner may be assigned more than one examiner name for certain reasons such as one examiner name has civilian credentials, and second examiner name has active Military credentials. Once populated the screen should resemble the image to the right. See below for Examiner Status items under Creating and applying Examiner Signatures.

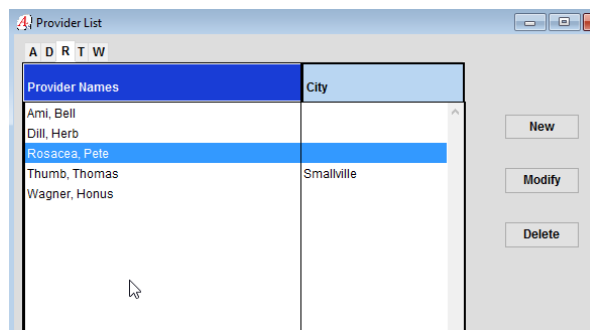


Once populated the screen should resemble the image at right

A screenshot of the 'New Provider' form, specifically the 'Login/Examiner Block/E-mail' tab. The form is divided into several sections: 'Database Login Info' with fields for 'Login Name' and 'Special ID' (both highlighted with red boxes), a 'Sub Admin' dropdown set to 'No', and an 'Inactivate Login' checkbox; 'Examiner Status Items' with a dropdown for 'Examiner Name Type' set to 'Primary' (highlighted with a red box), a text field for 'Examiner Name' (highlighted with a red box), a 'Signature Print Block' field, and a 'Has Signature Authority' checkbox (highlighted with a red box); 'E-mail Info' with a 'Provider E-mail address' field; and 'Information needed to support E-mail import/export functions' with fields for 'Outgoing Mail (SMTP) Server', 'Mail Server (Host) Name', 'User Name', 'Password', and 'Port' (set to 25).A screenshot of the 'Provider Information' form, specifically the 'Login/Examiner Block/E-mail' tab. The form is populated with data: 'Login Name' is 'PRosacea', 'Special ID' is '12345678910', 'Sub Admin' is 'No', 'Inactivate Login' is unchecked, 'Examiner Name Type' is 'Primary', 'Examiner Name' is 'Pete Rosacea', 'Has Signature Authority' is checked, 'Provider E-mail address' is empty, 'Outgoing Mail (SMTP) Server' is empty, 'Mail Server (Host) Name' is empty, 'User Name' is empty, 'Password' is empty, 'Port' is '25', 'Incoming Mail (POP3) Server' is empty, 'Mail Server (Host) Name' is empty, 'User Name' is empty, 'Password' is empty, 'Port' is '0', and 'Server type' is 'POP3'. The 'OK' and 'Cancel' buttons are at the bottom.

Select the OK button at the bottom of the Provider Information entry screen.

Once the new Provider is saved the new Provider will now appear in the Provider List window as shown in the image below.



## Creating and Applying Examiners Signatures

The Signing authority and Active or Inactive status may be assigned to the Examiner by selecting Status from the Examiner Group Status drop down and by checking the “Has Signature Authority” box. An Examiner may be assigned more than one examiner name for certain reasons such as one

**Examiner Status Items** Examiner Group / Status: All Groups ☒ Has Signature Authority

Examiner Name Type: Primary Examiner Name: Pete Rosecea, Ph.D. Signature Print Block: [Blank] Info

Examiner Status Items modifiable by the Administrator only

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**Examiner Status Items** Examiner Group / Status: All Groups ☒ Has Signature Authority

Examiner Name Type: Secondary Examiner Name: LCDR Pete Rosecea Signature Print Block: [Blank] Info

Examiner Status Items modifiable by the Administrator only

examiner name has civilian credentials, and second examiner name has active Military credentials. In this

case the user may select the Examiner name that best fits the capacity they are providing care under.

Each examiner name should be unique and all of the above mandatory fields will apply.

The Examiner Group / Status type and checking the “Has Signature Authority” checkbox pertain to each Examiner Name type and associated Examiner Name.

*Note: The Signature Print Block Window should remain blank. For ECAA the CAC login in and signing procedure is instituted. The CAC must be in the CAC reader to access ECAA and to sign a record/audiogram.*

**To apply a signature to an Examiner the above procedure must be performed followed by the configuration as described below. The following configuration settings must be performed under the Administrator Login.**

To set the Provider/Examiner signatures From the Home Window or Subject List screen Select Preferences >Database Access-Record Access

**Record Signing** Examiner Group Names

☒ Require examiner digital signatures  
CAC or PIV card required for all users [Dropdown]

☒ Allow revision of signed records  
— ☐ Allow non-Admin to remove signature

☒ Check 'Complete Rec' when signed  
Print 'DRAFT' for: No 'DRAFT' mark [Dropdown]

☒ Print examiner signatures  
— ☒ Print examiner signatures as text  
— ☐ Suppress 'Examiner Signature' Title

At the lower right of the resulting screen check all boxes that apply:

Require examiner digital signatures.

Allow revision of signed records.

From the drop down select “CAC or PIV card required for all users”

Check “Complete Rec” when signed

Print “Draft” for records type that is selected from the drop- down listing “Unsigned recs, Incomplete recs, Unsigned or Incomplete Recs or No “Draft” where “No Draft” will turn the Draft Watermark feature off.

Print examiner signatures allows for signatures to be printed.

Print examiner signatures as text allow for the examiner signature to be shown as printed text as opposed to the digital image of the signature.

Proper configuration will result in:

- 1) The Cert challenge upon signature.
- 2) Printout displayed with signature and date.
- 3) EDIPN being displayed at bottom of printout as shown in picture.

Sample, Provider A, Lt Col, USAF, Au.D., CCC-A, F-AAA [1523711047] 2021-12-03 10:18:51		Date 12/03/2021
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1213211211

Once the new Provider is saved the new Provider will now appear in the Provider List window as shown in the image below.

Provider Names	City
Ami, Bell	
Dill, Herb	
Rosacea, Pete	
Thumb, Thomas	Smallville
Wagner, Honus	

With the new provider and related examiner(s) being saved the related examiners will now appear in the type ahead listing in the examiner window on the PTA page

## Selecting an Examiner

When the Provider logs in using the traditional CAC procedure the examiner window or entry box will reflect the Provider that the CAC is assigned to if the Providers account has been configured in Preferences. If for any reason, the examiner is not present in the examiner window or if a second examiner needs to be added to the record, then ECAA will accommodate the adding of an examiner to the record.

Select Examiner

test

Audiologists containing "test"...

Test 37h

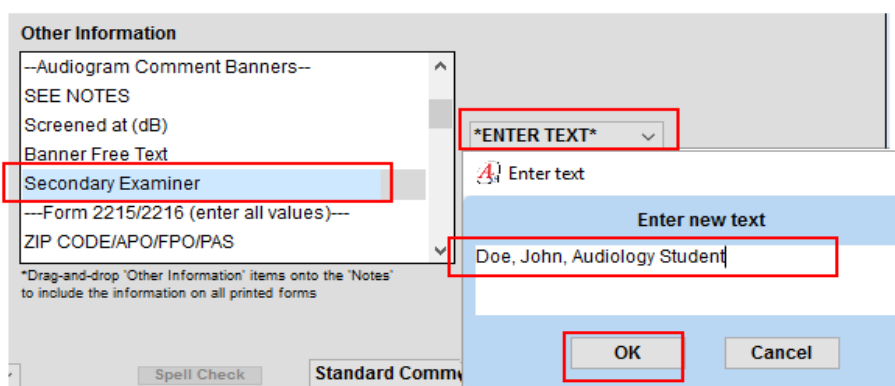
To add an examiner, type the first letters of the examiner name into the examiner entry box and ECAA will provide a selection of possible matching names. Select the desired Examiner name to place into the Examiner entry box.

If there is a need to add a provider that is not an Audiologist, then an alternate or Secondary Examiner entry may be entered into the “Other Info” entry box located under the Notes tab.

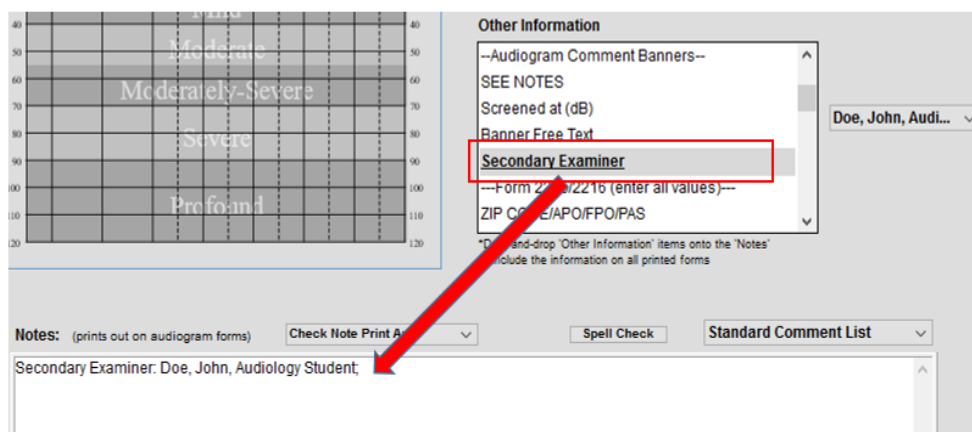
From the Other Info entry box, select Secondary Examiner.

Select “Enter Text” from the associated drop-down list and at the Enter Text window, type in the name and the credentials of the secondary examiner.

Click on the Ok button to save.

The image shows a software interface with a dialog box titled "Other Information". Inside the dialog, there is a list of options: "--Audiogram Comment Banners--", "SEE NOTES", "Screened at (dB)", "Banner Free Text", "Secondary Examiner", "--Form 2215/2216 (enter all values)--", and "ZIP CODE/APO/FPO/PAS". The "Secondary Examiner" option is highlighted with a red box. To the right of the dialog, there is a window titled "Enter text" with a dropdown menu showing "\*ENTER TEXT\*" and a text input field containing "Doe, John, Audiology Student". Below the text field are "OK" and "Cancel" buttons, both highlighted with red boxes.

Once saved, the Secondary Examiner selection will appear in bold font and will be underlined to indicate a name has been entered. To have the Secondary Examiner's name show up in the report or printout the name will have to be placed into the notes field. To place the Secondary examiner name in the Notes field click on the Secondary Examiner in the Other Information listing and drag it into the Notes box. The secondary examiner name will now appear in the Notes field of the Audiogram and will be reflected on the printout.

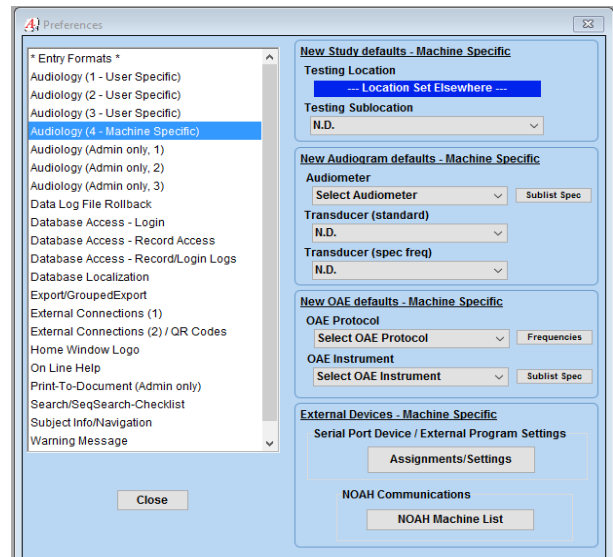
The image shows a software interface with a grid on the left and a dialog box on the right. The grid has rows labeled 40, 50, 60, 70, 80, 90, 100, 110, 120 and columns labeled 20, 30, 40, 50, 60, 70, 80, 90, 100, 110, 120. The grid is divided into sections labeled "Moderate", "Moderately-Severe", "Severe", and "Profound". The dialog box is titled "Other Information" and contains the same list of options as the previous image. The "Secondary Examiner" option is highlighted with a red box. A red arrow points from the "Secondary Examiner" option in the dialog to the "Notes" field at the bottom of the screen. The "Notes" field contains the text "Secondary Examiner: Doe, John, Audiology Student".

## Setting DMIS ID

The DMIS ID is the numerical equivalent to the Base Name/Location. The DMIS ID provides the location information for completed audiology tests.

The value needs to be set once per workstation, and thereafter will auto populate. When signing an audiology test, if the Testing Location is blank, this is an indication that the DMIS ID value has not been set, and the location will be missing in the database until the procedure outlined below is completed.

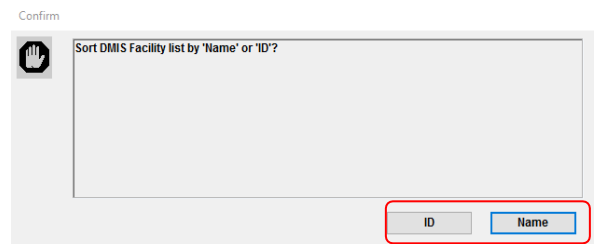
The DMIS ID may be set within Audiology (4- Machine Specific) Assignments and Settings>Inbound Data Options/GSI WSI



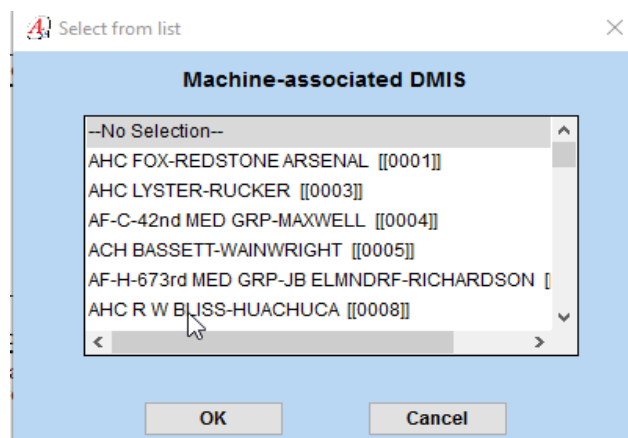
To assign the DMIS ID click into the entry box titled Machine associated DMIS

Select Name or ID for the list sorting desired.

Selecting Name will order the DMIS alphabetically by name. Selecting ID will order the DMIS list numerically by ID.



Select the appropriate DMIS by highlighting the desired selection in the list followed by clicking on the OK button.



To check setting select print preview or print. If the DMIS ID is not present, then repeat the steps above.

## Applying “Draft” Watermark to Printouts of Incomplete Records

To add a “Draft” watermark to printout forms simply select from the associated drop down for the trigger to add the watermark. Navigate to the Record Signing configuration window as shown on Page 6. As shown the trigger is selected from a list drop down.

The conditions of a record where a “Draft” may be printed are “Unsigned recs, Incomplete recs, Unsigned or Incomplete Recs. No “Draft” is the selection that will turn the Draft Watermark feature off.

**Record Signing**

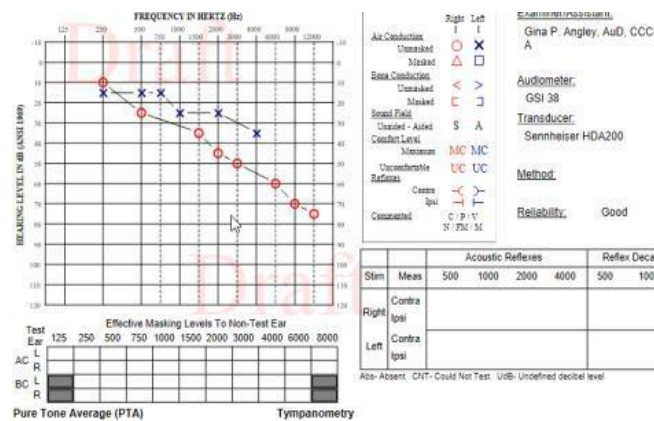
Update Signature Blocks

- ☒ Require examiner digital signatures
- ☒ Allow revision of signed records
  - ☐ Allow non-Admin to remove signature
- ☒ Check 'Complete Rec' when signed
- ☒ Print 'DRAFT' for Incomplete recs
- ☒ Print examiner signature
  - ☒ Print examiner signature
  - ☒ Suppress 'Examiner Signature' title

Dropdown menu for 'Print 'DRAFT' for':

- Incomplete recs (selected)
- Unsigned recs
- Incomplete recs
- Unsigned or Incomplete recs
- No 'DRAFT' mark

*Note: Printing of a record where the Completed Rec. checkbox is not checked will have a “Draft Watermark” as shown below unless “No Draft”*



## Configuring the DODID Number Format

To make the DODID Number entry up to ten digits Select File > Preferences then select Database Localization. Hover the cursor over the entry area for the **Subject Universal ID** format and a balloon will pop up with the instructions, as shown below, on how to represent numbers when configuring. Place ten (10) dollar signs (\$) in the field and select close.

*Note: For the DOD, this formatting also applies to the DOD ID Number entry field located on the Subject Record entry page.*

Audiology (Admin only, 3)  
Data Log File Rollback  
Database Access - Login  
Database Access - Record Access  
Database Access - Record/Login Logs  
**Database Localization**  
Export/Grouped Export  
External Connections (1)  
External Connections (2) / QR Codes  
Home Window Logo  
On Line Help  
Print-To-Document (Admin only)  
Search/Seq Search-Checklist  
Subject Info/Navigation  
Warning Message

Zip code format suppression  
[\*use @ for end string, e.g. '@-'] .0000

Non-USA State List

Current Date Format (auto-set)  
MM/DD/YYYY

[Subject] Universal ID format

Close

Formats use: "\$" for a number, "@" for a letter and "?" for a letter or number. 'Static' characters/spaces can be included. -Example-: the format 'U \$-\$-\$-\$-\$-' would only allow and require entry of the 7 numbers to get 'U 1-23-45-67'.

## Resetting Provider Preferences Defaults

Each provider has default preferences related to their account. These defaults determine how each entry screen (UI) will appear once the Provider is logged into the application. Items such as examiner, test method, display options, reflex measurement, graphing style, speech presentation and associated word lists for the Audiogram entry form, the Tympanogram entry form, the Speech entry forms and the OAE entry form (UI) may be set to default at the startup of the application.

To reset a Provider's default preference the Administrator must first clear the provider's assigned settings which are assigned under the Preferences headings of Audiology (1 -User Specific), Audiology (2 -User Specific), Audiology (3 -User Specific) and Audiology (4 -Machine Specific).

Machine Specific defaults are configured or set under the Audiology (4- Machine Specific) selection. Defaults that may be configured by the Provider under this selection include Audiometer type, Transducer type selections for the standard frequencies and special frequencies such as Ultra High Frequencies. The OAE defaults for protocol and instrument type and configuring the communication ports for downloading data from instrumentation is also achieved under this selection. Lastly, configuring the communication schema with a Noah server is also part of the Machine specific selection.

The following images demonstrates the defaults that will be cleared by the administrator following the instruction shown below the images.

## Audiogram Entry Form Defaults

Preferences

\* Entry Formats \*

- Audiology (1 - User Specific)
- Audiology (2 - User Specific)
- Audiology (3 - User Specific)
- Audiology (4 - Machine Specific)
- Audiology (Admin only, 1)
- Audiology (Admin only, 2)
- Audiology (Admin only, 3)
- Export/GroupedExport
- Home Window Logo
- On Line Help
- Print-To-Document (Admin only)
- Search/SeqSearch-Checklist
- Subject Info/Navigation

**New Study defaults - User Specific** v. 4.6.1

Examiner: Thom Thumb, Au.D.

**New Audiogram defaults - User Specific**

Testing Method: Conventional Audiometry

Pure Tone Average: 3a freq - 500/1000/2000

Entry Form: Graphical, Style 1 (SRT 1 dB)

Display Options:

- Connect Air values
- Connect Bone values
- Connect Snd Fld values
- Include "No Response"

☒ Auto-open Instrument Modules

☐ Indirect entry Spondees/Word Rec Lists

☐ Auto-open Word Rec Recognition Calculator

☒ Audiogram tab entry form

☒ Round pure tone entries to nearest 5 dB

☒ Display NR values as 'NR' text

**Hearing Reference Line**

Standard Audiogram only

dB Level: 20 Line Thickness: 2

Close

## Tympanogram Entry Form

Preferences

\* Entry Formats \*

- Audiology (1 - User Specific)
- Audiology (2 - User Specific)
- Audiology (3 - User Specific)
- Audiology (4 - Machine Specific)
- Audiology (Admin only, 1)
- Audiology (Admin only, 2)
- Audiology (Admin only, 3)
- Export/GroupedExport
- Home Window Logo
- On Line Help
- Print-To-Document (Admin only)
- Search/SeqSearch-Checklist
- Subject Info/Navigation

**New Tympanogram defaults - User Specific**

Tympanogram Entry Form Version: Reflex Entry, Style 1 [Measure Contra]

Graph 1 selection: -Side- R

Tympanogram\_Diagnostic

Graph 2 selection: -Side- L

Tympanogram\_Diagnostic

ACR Ipsii/Contra selection: (I)psi

**Copy Audiogram Default DPI**

Default DPI: 300

Close

## Speech Entry Forms Defaults

Preferences

\* Entry Formats \*

- Audiology (1 - User Specific)
- Audiology (2 - User Specific)
- Audiology (3 - User Specific)
- Audiology (4 - Machine Specific)
- Audiology (Admin only, 1)
- Audiology (Admin only, 2)
- Audiology (Admin only, 3)
- Data Log File Rollback
- Database Access - Login
- Database Access - Record Access
- Database Access - Record/Login Logs
- Database Localization
- Export/GroupedExport
- External Connections (1)
- External Connections (2) / QR Codes
- Home Window Logo
- On Line Help
- Print-To-Document (Admin only)
- Search/SeqSearch-Checklist
- Subject Info/Navigation
- Warning Message

**Audiology: General prefs**

Audiology Single Print Forms

Audiology Multi Print Forms

Reload Print Form Footers

-User 'Print signature' options in use-

☒ Print examiner signature

☐ Print examiner signature as text

-User 'Auto-save' option in use-

☒ Audiology record: auto-save (30 secs)

-User 'Mismatch' option in use-

☒ Display Name/ID Mismatch

**Registration Information**

User: AUDBASE DEMO

Company: AUDSOFT, INC

Reg#: AT04A1+s/v+Tb3599nMPqjC5EKr/FEpWap98J

Special Options: GSI Audiometer[Grp 1];GSI AudioTym[Grp 2];GSI Tympanometer[Grp 1];Interacoustics Audiometer[Grp

Close

## Machine Specific Defaults

Preferences

\* Entry Formats \*

- Audiology (1 - User Specific)
- Audiology (2 - User Specific)
- Audiology (3 - User Specific)
- Audiology (4 - Machine Specific)
- Audiology (Admin only, 1)
- Audiology (Admin only, 2)
- Audiology (Admin only, 3)
- Data Log File Rollback
- Database Access - Login
- Database Access - Record Access
- Database Access - Record/Login Logs
- Database Localization
- Export/GroupedExport
- External Connections (1)
- External Connections (2) / QR Codes
- Home Window Logo
- On Line Help
- Print-To-Document (Admin only)
- Search/SeqSearch-Checklist
- Subject Info/Navigation
- Warning Message

**New Study defaults - Machine Specific**

Testing Location: --- Location Set Elsewhere ---

Testing Sublocation: N.D.

**New Audiogram defaults - Machine Specific**

Audiometer: Select Audiometer Sublist Spec

Transducer (standard): N.D.

Transducer (spec freq): N.D.

**New OAE defaults - Machine Specific**

OAE Protocol: 2-6khz Frequencies

OAE Instrument: Natus Capella Sublist Spec

**External Devices - Machine Specific**

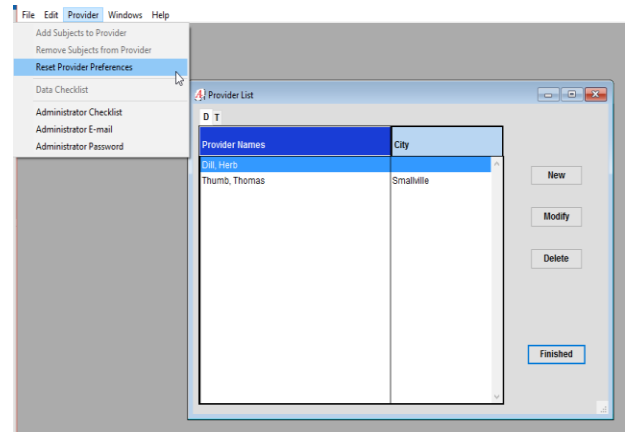
Serial Port Device / External Program Settings: Assignments/Settings

NOAH Communications: NOAH Machine List

Close

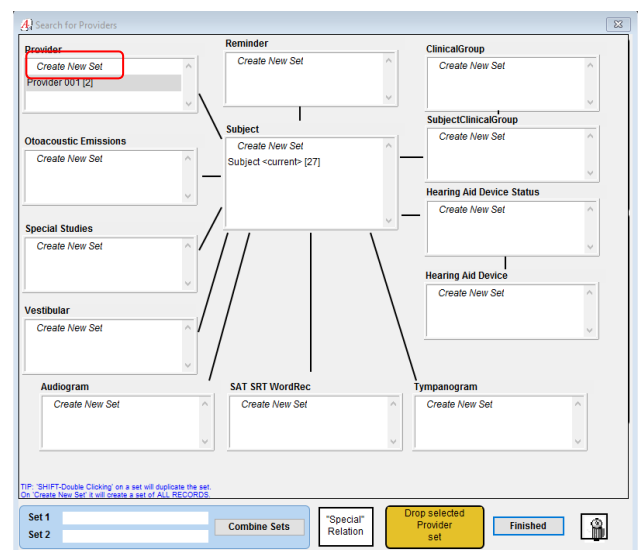
To reset Provider(s) defaults to a blank or empty fields first enter ECAA under the Administrator login and password. From the subject list or home window select File>Provider Info.

From the Provider list screen select Provider> Reset Provider Preferences.



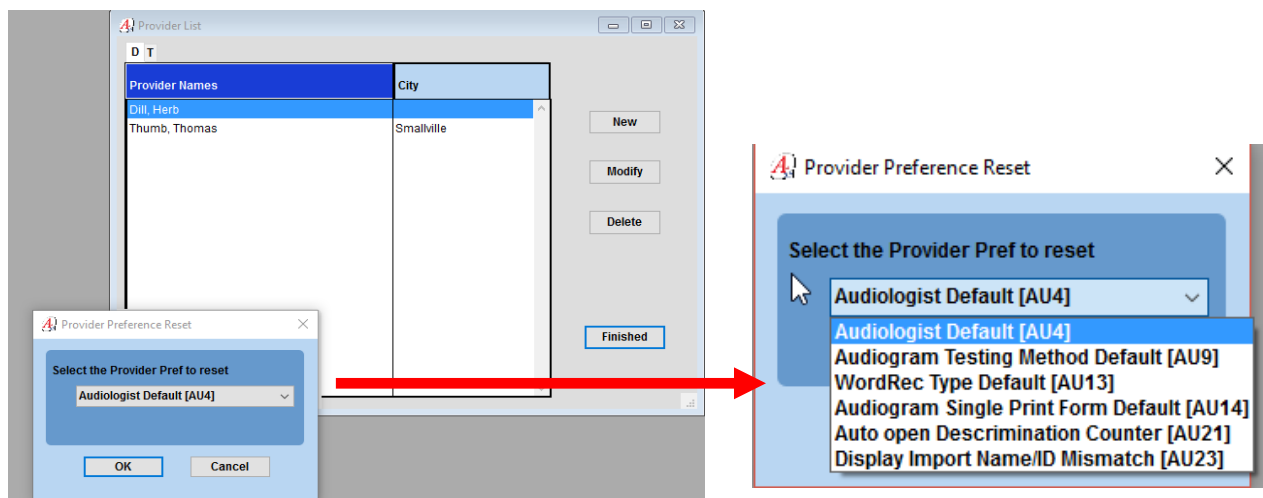
The Search for Providers form will appear. To create the Provider set double click on the Create New Set within the Provider box while holding down the Shift key. This will result in a Provider set being created as shown. *Note: In this example there are two providers, but the number of Providers will vary with respect to the number of Providers in the database.*

To create the listing of Providers, drag and the Provider count down to the “Drop selected Provider set” highlighted in orange by clicking on dragging to and releasing in the orange box.



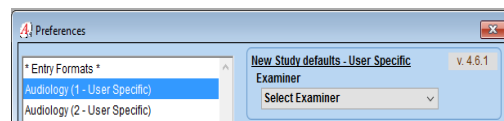
Along with the Provider List the Provider Preference Reset List will appear.

Choose the Preference item to be reset from the drop down shown and select OK after each choice. Repeat for any other Preference items to be reset.



The preference item identified in the drop down is the field that will be reset to its default. Once reset the Provider will have to assign defaults as shown in the ECAA User Guide and User Quickguide. For example:

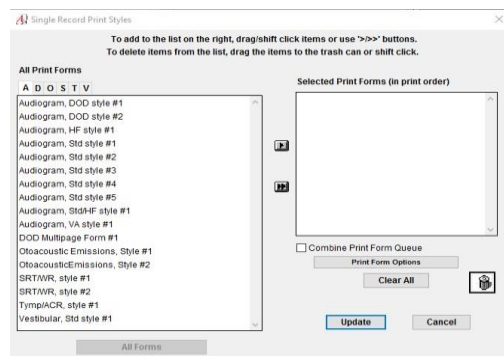
1. The Audiologist Default selection will reset the Audiologist name selection found in the Audiology (1- User Specific) and will appear as shown after the reset routine is performed by the Administrator.
2. The Word Rec Type default selection will reset the specified Word Recognition Word List and any associated condition assigned to the specified Word List. The title on the selection button found under the Audiology (1- User Specific) will now appear in standard font indicating no selection is list and or an associated condition is assigned by the Provider, the button will change color and the font on the button will appear in italics indicating a word list(s) has been assigned
3. The Audiogram Single Print Form default selection will reset the specified Print Form selection.



assigned. Once a word

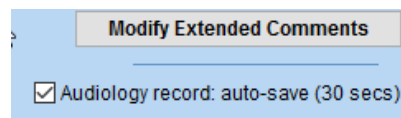
**Word Rec Type**

***Word Rec Type***



## Setting AutoSave

ECAA can save a record and the respective data components within the record every thirty (30) seconds. This feature, when enabled, ensures that if a catastrophic event occurs the data autosaved is no more than thirty (30) seconds old. Events such as power outages and hardware crashes generally lead to the loss of data unless the data is being backed up or automatically saved at certain time intervals. This feature helps to guarantee data integrity but also for a record that was prematurely saved by the autosave feature to be reopened and finished through the normal workflow. To enable or set the Autosave feature Click on Audiology (Admin only, 1) in the Preferences menu and check the box as shown in the graphic above.



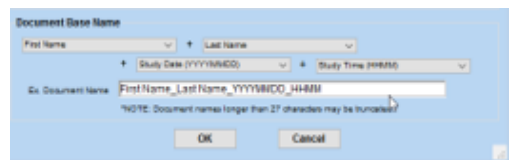
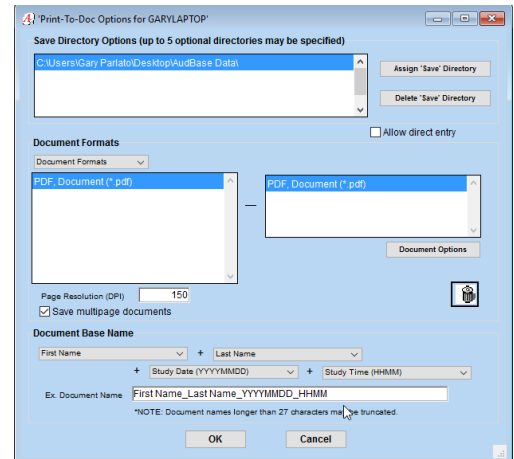
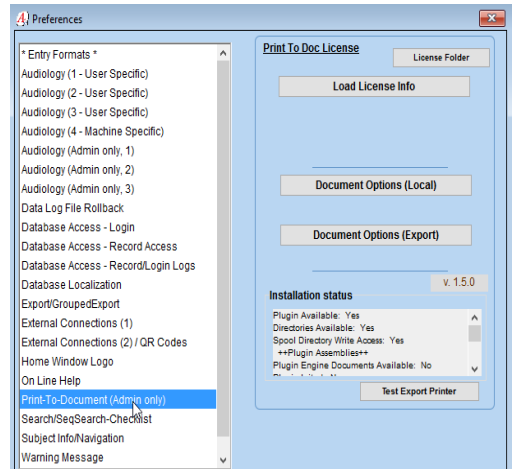
## Print to a Document

ECAA has several print options of which one is the Print to Document.

This feature is generally configured at time of install by an ECAA or AudSoft representative.

If not configured then the following steps will configure ECAA to print to a document, which in this case will be a pdf. If already configured then go to Step# 16 and complete Steps # 16, 17 and 18.

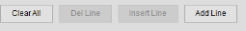
1. On the server desktop navigate to the C: drive, right click and select New from the selection list then select Folder as shown to the right.
2. Verify that a "New folder" appears on the C: drive.
3. Right click on "New folder" and select Rename from the drop-down selection.
4. Rename the Folder Audio Reports.
5. Verify that a "New folder" that appears on the desktop is now titled Audio Reports.
6. Log Into ECAA as Administrator
7. Select File>Preferences
8. Verify Preferences Menu opens
9. Select Print to Document in Menu
10. Click on the Document Options Local button
11. Verify Print-to-Doc Options Local screen opens
12. Click on Assign Save Directory Button and put in the path to the P to D folder on the desktop on click on the OK button at the bottom of the screen.
13. Verify that the path to the P to D folder is now present in the top window.
14. Under the Documents Format Button Click on and drag the PDF, Document from the right box to the left placing the type of document PDF in the box to the right.
15. Change the Page Resolution to 150 and Check the Mutipage checkbox which appears at the bottom of Document Formats.
16. Under the Document Base select Last Name for the first box, First Name for the second box, Study Name in the third box and Study Time for the fourth box.
17. Confirm that the Document Base Name matches the graphic to the lower right.
18. Click on the OK button at the bottom of the window to save the settings.

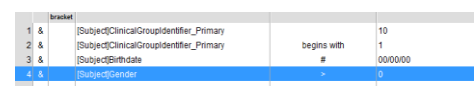
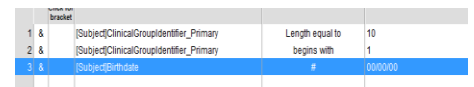
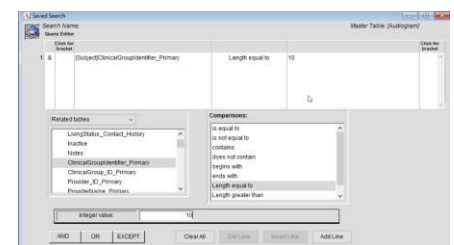
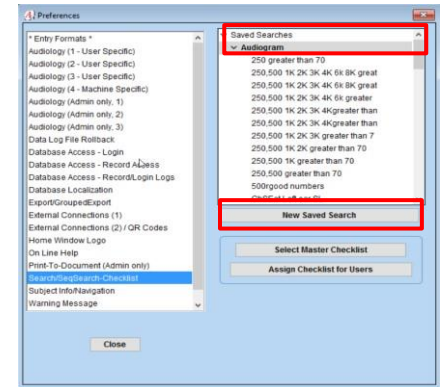


## Creating and Applying Checklists

In ECAA a checklist may be used to select fields for mandatory entry and the condition that must be satisfied to allow for the entry. The Checklist is comprised of an individual search or a compound search, which is known as a sequential search.

Checklists may be applied to any table within ECAA. The following steps will create the search that will be used as the checklist in the subject table and will apply for all DOD Patient Demographic entries:

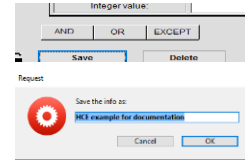
1. While in the subject list screen begin by selecting File> Preferences.
2. From the Preferences listing select Search/SeqSearch-Checklist
3. Click on the > located to the left of Saved Searches in the right window.
4. Click on Audiogram
5. Click on the New Saved Search button
6. In the Saved Search Screen select the drop-down labeled Master table and select Related Table from the drop-down listing.
7. Click on the arrow to the left of Subject in the listing and scroll down to **ClinicalGroupIdentifier\_Primary** (DOD ID Number) and select to place in the first line of the search window.
8. Select **Length equal to** in the right Comparisons window.
9. Enter the value **10** in the integer entry window.
10. Click on the Add Line Button 
11. Select **Begins with** in the right Comparisons window and the enter the value 1 in the alphanumeric value window.
12. Select Length equal to in the right Comparisons window
13. Repeat Steps #10, #11 and #12. Substituting the field **Birthdate**, the comparator of # and the Date Value of **00/00/00** as shown to the right.
14. Repeat Steps #10, #11 and #12. Substituting the field **Gender**, the comparator of > and the Integer Value of **0** as shown to the right.



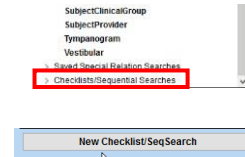
15. Click on the Save button at the lower left of the query window.

16. Name the query and click on the OK button.

17. Scroll down the right selection window to Checklists/Sequential Searches and click on the selection.

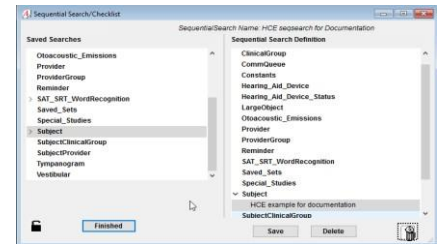


18. Click on the New Checklist button

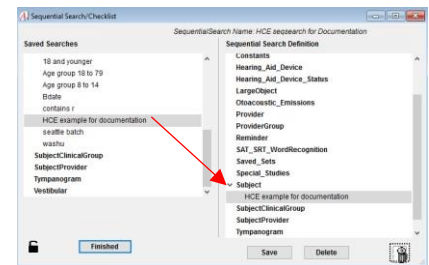


19. Scroll down to the Subject selection and **click** on arrow left of the selection Subject

20. Locate the Search named in Step #16

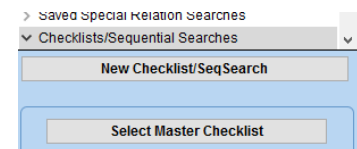


21. Click on and drag the named search from the left and drop into the right window. The named search should now appear in the right window listing under Subject as shown in the graphic.

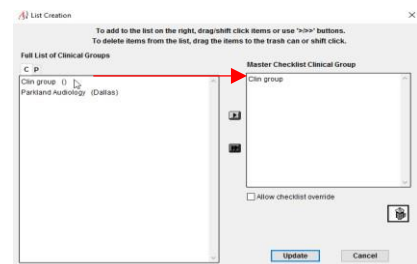


22. Click on the Save button and name the Sequential Search then Click on the Finished button at the lower left of the window.

23. In the Preferences window Click on the Select Master Checklist button. Below the search listing on the right.

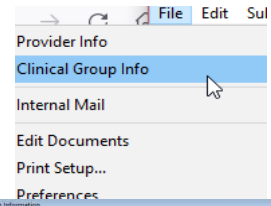


24. Click on and drag the clinical group present in the left window and drop into the right window. Then click on the Update button. *Note: Your clinical group will have a different name than shown in the example.*



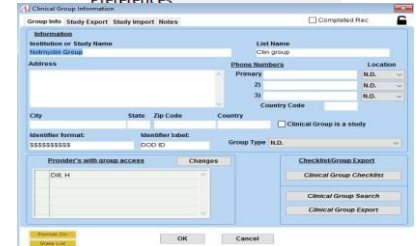
25. Close the Preferences window.

26. From the Subject List screen Select File>Clinical Group Info



27. Double click on the Clinical group in the window that the checklist will be added to.

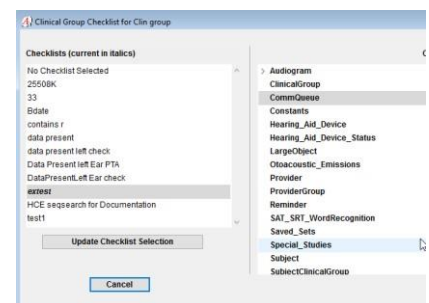
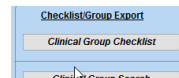
28. Unlock the Clinical Group record. Click on the Clinical Group Checklist button.



29. Click on and drag the saved Sequential search from step #22 and drop in the right window.

30. Click on the Update Checklist Selection

31. The text on the button Clinical Group Checklist should now appear in italics.



The checklist is now assigned to the chosen clinical group and will be enforced upon saving an entry in the subject entry page. DODID will have to have ten (10) digits and must begin with a 1, birthdate must contain a valid date and a Gender must be selected to save a record.

## CAC Related Information Captured in the Other Information field.

CAC related Information that is captured such as DOD Initiating Examiner, DOD Signing Authority and action, CAC Special ID/DODID# is captured in the Other Information field for all test modalities where applicable

Example of Other Information field contents.

```
DOD_INITIATING_EXAMINER>: 2345678|test one; HearingRefLineInfo_Saved: ; />;
<DOD_OrigSIGNER>: <HL7SigAction>2345678|test one|2022-05-26 21 06 25 |CAC_Nm 2342342561-
</HL7SigAction>;
```