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Welcome

The **ACCU-CHEK® 360° System** comes in two versions: Professional and Standard. The Professional version allows the Healthcare Professional (doctor, diabetes nurse, etc.) to use the software to monitor, record, report, and assist in developing plans to help manage the health of their patients.

The Standard version gives you the tools to help manage your own health. As you use the software, you are able to keep a Logbook and a Diary and monitor trends in your insulin use and lifestyle. You can print reports for yourself and e-mail or fax reports to your healthcare provider.

Before you begin entering information, please refer to any instructions given to you by your healthcare provider.

Where available, clicking  or **Help** takes you to the **ACCU-CHEK® 360° System** help system.

Thank you for choosing **ACCU-CHEK® 360° System** software to monitor your health.

Note: The help system shows sample screens that may look slightly different from the screens in the software and on supported devices. If you have any questions about the screens, contact your local Roche representative.

Intended Use Statement

The **ACCU-CHEK® 360° System** is indicated for use by persons with diabetes or by health care professionals in the home or in health care facilities as an accessory to a number of commercially available **ACCU-CHEK®** meter systems and compatible **ACCU-CHEK®** insulin pump systems and **ACCU-CHEK®** health management devices. The software is intended to allow manual entry of data and the download of data from the above mentioned devices to a PC where it can be saved, displayed, reviewed, analyzed and evaluated, by patients or health care professionals, to support effective diabetes management. This device is indicated for professional use and over-the-counter sale.

Disclaimer

Users of this software should interpret the results in the context of their clinical history and symptoms and should not make major changes in their treatment without consulting a physician or other qualified health professional.

Licensee's Responsibility to Protect System













The Software is delivered to the Licensee to be installed on computers managed and maintained by the Licensee. It is therefore in the Licensee's responsibility to maintain up-to-date protection of the system against malicious software and attackers. This should at least include, but is not limited to, a fire-walled network connection, logical/physical/network access control mechanisms, up-to-date virus protection software, and other state-of-the-art IT security controls.




















Getting Started

Required materials: **ACCU-CHEK® 360° System** software already installed on your computer and one (or more) of the following meters, insulin pumps, or health management devices supported by the **ACCU-CHEK® 360° System**.

Note: If your device is not shown in the table, please refer to the user's manual that came with the device for instructions on how to put the device in communication mode. If you do not have a user's manual, please contact your local Roche representative.

Note: Images of devices are representative only. There may be cosmetic differences between your device and those pictured below.

ACCU-CHEK® Meter Systems – Click on your device below for text instructions. Click Show Me for a visual demonstration.		
ACCU-CHEK® Active		
 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>
ACCU-CHEK® Aviva		ACCU-CHEK® Aviva Combo
 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>
ACCU-CHEK® Aviva Connect	ACCU-CHEK® Aviva Expert	ACCU-CHEK® Aviva Insight

 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>
ACCU-CHEK® Aviva Nano	ACCU-CHEK® Compact	ACCU-CHEK® Compact Plus
 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>
ACCU-CHEK® Compact Plus	ACCU-CHEK® Go	
 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>
ACCU-CHEK® Integra	ACCU-CHEK® Mobile	
 <p>Click for text instructions</p>	 <p>Click for text instructions</p>	 <p>Click here for text instructions</p>

 Show Me a visual demonstration		 Show Me a visual demonstration		 Show Me a visual demonstration	
ACCU-CHEK® Performa				ACCU-CHEK® Performa Combo	
 Click for text instructions		 Click for text instructions		 Click for text instructions	
 Show Me a visual demonstration		 Show Me a visual demonstration		 Show Me a visual demonstration	
ACCU-CHEK® Performa Connect		ACCU-CHEK® Performa Expert		ACCU-CHEK® Performa Insight	
 Click for text instructions		 Click for text instructions		 Click for text instructions	
 Show Me a visual demonstration		 Show Me a visual demonstration		 Show Me a visual demonstration	
ACCU-CHEK® Performa Nano					
 Click for text instructions					
 Show Me a visual demonstration					

ACCU-CHEK® Insulin Pump Systems – Click on your device below for text instructions. Click Show Me for a visual demonstration.

ACCU-CHEK® D-TRONplus

ACCU-CHEK® Insight

 <p>Click for text instructions</p> <p>Show Me a visual demonstration</p>	 <p>Click for text instructions</p>
ACCU-CHEK® Spirit	ACCU-CHEK® Spirit Combo
 <p>Click for text instructions</p> <p>Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p>Show Me a visual demonstration</p>

ACCU-CHEK® Health Management Devices – Click on your device below for text instructions. Click Show Me for a visual demonstration.

ACCU-CHEK® Voicemate Plus Unit	
 <p>Click for text instructions</p> <p>Show Me a visual demonstration</p>	

To get the greatest benefit from the **ACCU-CHEK® 360° System**, the following items are recommended:

1. A **cable** connected to the computer to allow communication between the computer and device(s)
2. A **printer** connected to your computer
3. A **fax modem** with driver, which allows you to fax health information from the **ACCU-CHEK® 360° System**
4. An **e-mail account**, which allows you to e-mail health information from the **ACCU-CHEK® 360° System**

Having personal information handy is helpful as you set up your profile in the software.

You need to enter specific information, such as the following:

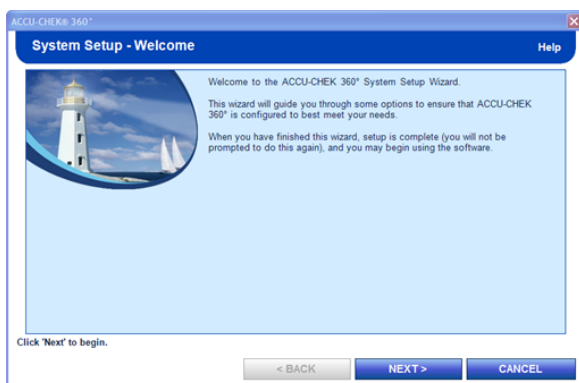
- Patient information, such as date of birth, address, and telephone numbers
- Names, addresses, and phone numbers of your doctors
- Name and contact information of patient insurance providers
- Health information, such as target blood sugar (bG) levels and diet guidelines provided by your healthcare provider

System Setup Wizard

The System Setup Wizard takes you through steps to enter necessary information to make the **ACCU-CHEK® 360° System** a useful tool in helping manage your health.

The Wizard prompts you for your preferences for certain settings to personalize the **ACCU-CHEK® 360° System** to help meet your needs.

Using the System Setup Wizard is quick and easy, and you do not have to perform these tasks again.



The System Setup Wizard contains three buttons. Depending on the screen, some buttons may be disabled.

- The **BACK** button enables you to move to the previous screen
- The **NEXT** button enables you to move to the next screen
- The **CANCEL** button closes System Setup Wizard without saving changes

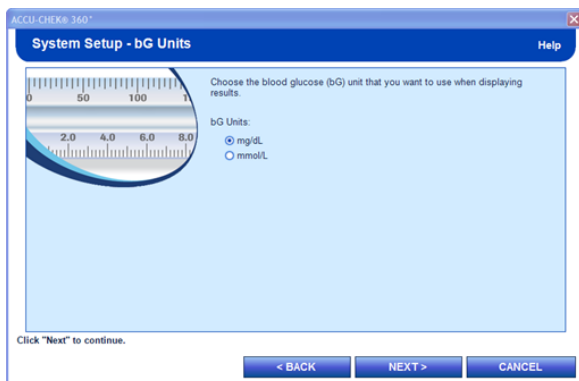
Click **NEXT** to begin.

Plug in Cable



It is recommended that a supported infrared cable be plugged in before starting the **ACCU-CHEK® 360° System** and that the cable be kept plugged in while the **ACCU-CHEK® 360° System** is running. If you do not have a cable plugged in, exit the **ACCU-CHEK® 360° System** after completing this wizard and plug your cable into your computer. Restart the **ACCU-CHEK® 360° System**.

System Setup - bG Units



Click on the desired blood sugar (bG) unit of measurement, as discussed with your healthcare provider. Your selection determines the display and/or printout of your diabetes testing history.

Here are your choices:

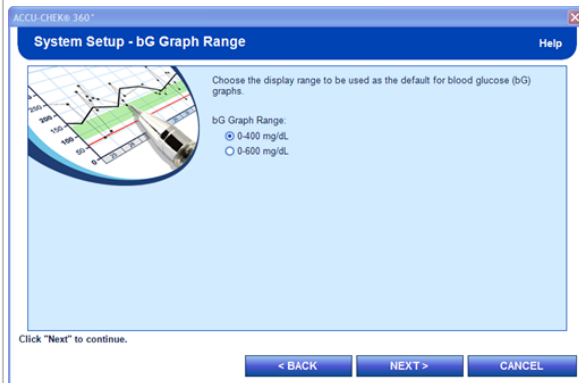
- mg/dL is milligrams per deciliter
- mmol/L is millimoles per liter

Click **NEXT** to continue.

System Setup - bG Graph Range

bG Graph Range Screens

If you chose mg/dL on the previous screen, the following screen displays.

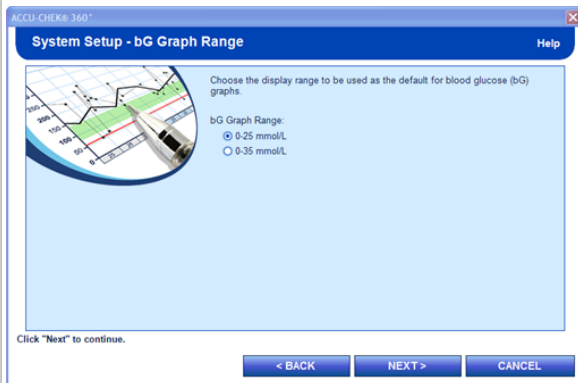


You must click one of the options to choose the correct blood sugar (bG) graph range to display and/or print the results of your diabetes testing. Here are your choices:

1. 0-400 mg/dL. If your diabetes test results are always below 400, click this option. Graph results do not show anything higher than 400 mg/dL.
2. 0-600 mg/dL. If your diabetes test results are sometimes above 400, click this option. Graph results show results up to 600 mg/dL.

Click **NEXT** to continue.

If you chose mmol/L on the previous screen, the following screen displays.



You must click one of the options to choose the desired blood sugar (bG) graph range to display and/or print the results of your diabetes testing. Here are your choices:

1. 0-25 mmol/L. If your diabetes test results are always below 25, click this option. Graph results do not show anything higher than 25 mmol/L.
2. 0-35 mmol/L. If your diabetes test results are sometimes above 25, click this option. Graph results show results up to 35 mmol/L.

Click **NEXT** to continue.

System Setup - Target Defaults

Target Defaults Screens

If you chose mg/dL as your preference, the following screen displays.

If you chose mmol/L as your preference, the following screen displays.

Enter your personal blood sugar (bG) target range and define the Hypo Limit here. These values can be changed later, if necessary.

If you later add additional people to the program, the values entered here are automatically used as the default values for those people.

Enter information in this manner:

- bG target range
 - In the first box, enter the number that represents the lowest end of the bG target range you and your healthcare provider have defined.
 - In the second box, enter the number that represents the highest end of the bG target range you and your healthcare provider have defined.
- Hypo limit
 - In the Hypo Limit box, enter the number that you and your healthcare provider have defined as the point below which you have an undesireably low amount of sugar in your blood.

Click **NEXT** to continue.

System Setup - Download Options

You must select one or both check boxes to enable downloads of your device to the **ACCU-CHEK® 360° System**.

You have two choices for download: **Standard Download** and **Express Download**.

- **Standard Download** saves the information from your device to the **ACCU-CHEK® 360° System**.
- **Express Download** enables the printing of reports during the download process but does not save the download information to your computer.

When setting up your program, you may want to select both check boxes because at times you may want to download your information without saving it, and at other times you may want to save the information to the **ACCU-CHEK® 360° System**. By selecting both boxes, you may perform either download at any

time.

You must make at least one selection.

Click **NEXT** to continue.

Enable/Disable Features



Enable/Disable Features enables you, as an administrator of the **ACCU-CHEK® 360° System**, to enable or disable features for all users of the **ACCU-CHEK® 360° System**. Features available to you depend on the activation key used for installation of the program.

Click **NEXT** to continue.

System Setup - Administrator Functions



If you see this screen, the check box is selected, and any new **ACCU-CHEK® 360° System** user is automatically an administrator and may perform certain functions such as enabling, disabling, or changing features for all users of the **ACCU-CHEK® 360° System**.

If you want all new users of the **ACCU-CHEK® 360° System** to have administrator rights, leave the check box checked.

Clicking **NEXT** to continue takes you to *System Setup - Summary*.

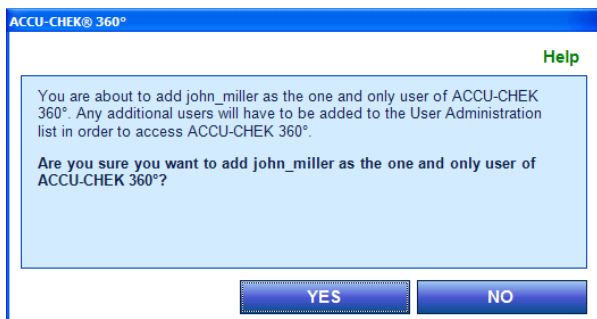
Clearing the check box and completing the System Setup Wizard means that you, as the user who installed the program and entered information, have access to Administrator Functions. If you decide later to allow other users to access Administrator functions, you may do so on a per-user basis.

If you clear the check box, once the Wizard is complete, you are added to the program as the first **ACCU-CHEK® 360° System** user.

If you clear the check box, clicking **NEXT** takes you to the *Add First User Confirmation* box.

Click **NEXT** to continue.

Add First User Confirmation Box

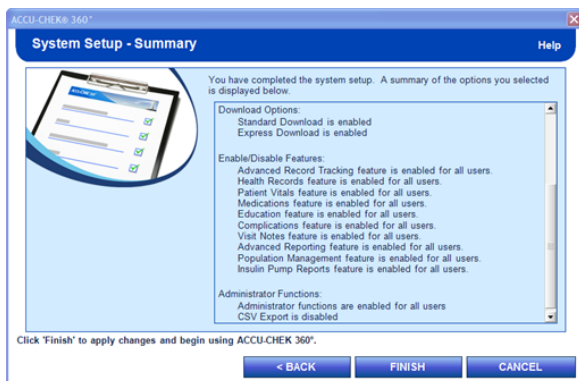


This window informs you that you are about to add yourself as the one and only user of the **ACCU-CHEK® 360° System** until you add other users.

If you want to add yourself as the one and only user of the **ACCU-CHEK® 360° System**, click **YES**. If you do not want to add yourself as the one and only user, click **NO**.

For more information on how to add other users, [click here](#).

System Setup - Summary



This screen reviews the **ACCU-CHEK® 360° System** options you have chosen for the display of your information. You have the opportunity to change any of the choices.

If you want to make any changes, use the **BACK** button to return to the correct screen and make changes before proceeding.

When you are satisfied with your choices, click **FINISH**.

The next window you see after clicking **FINISH** is the *Main Menu* for the **ACCU-CHEK® 360° System**.

You are ready to begin using the **ACCU-CHEK® 360° System**.

Options After Set-Up

Following are some common tasks you can perform after completing the **System Setup Wizard**.

If you want to set up your *Personal Profile*, click on the following link:

- [Adding Personal Info](#)

If you want information on downloading your device, click the following link:

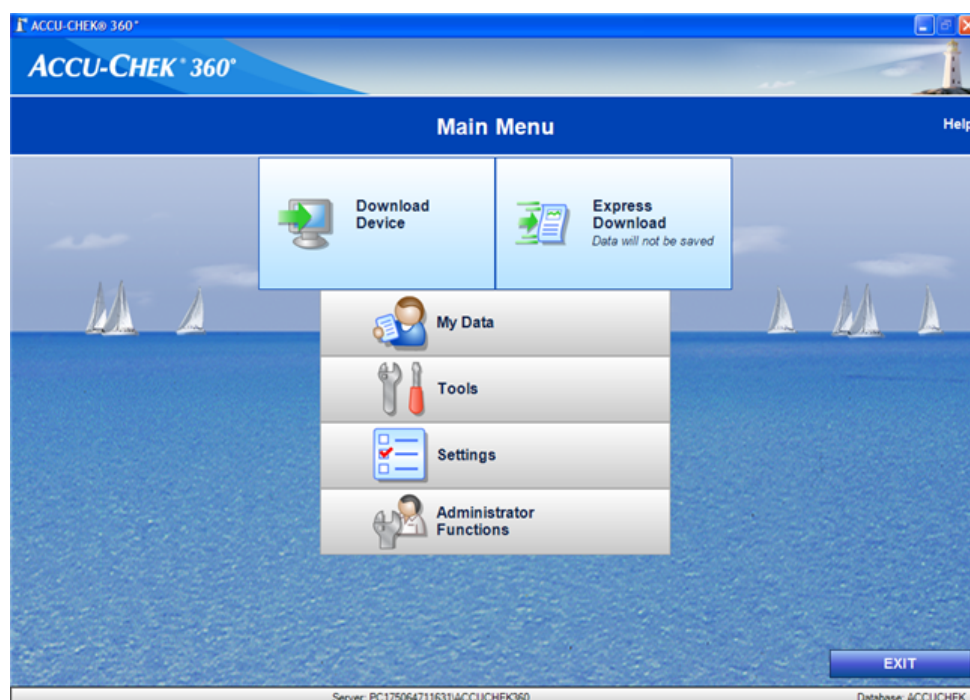
- [Download Overview](#)

Navigating the System

Navigating within the **ACCU-CHEK®360° System** is simple and easy. Click one of the links that follow to learn more.

- [Navigating the Main Menu](#)
- [Navigating Using Common Screen Features](#)

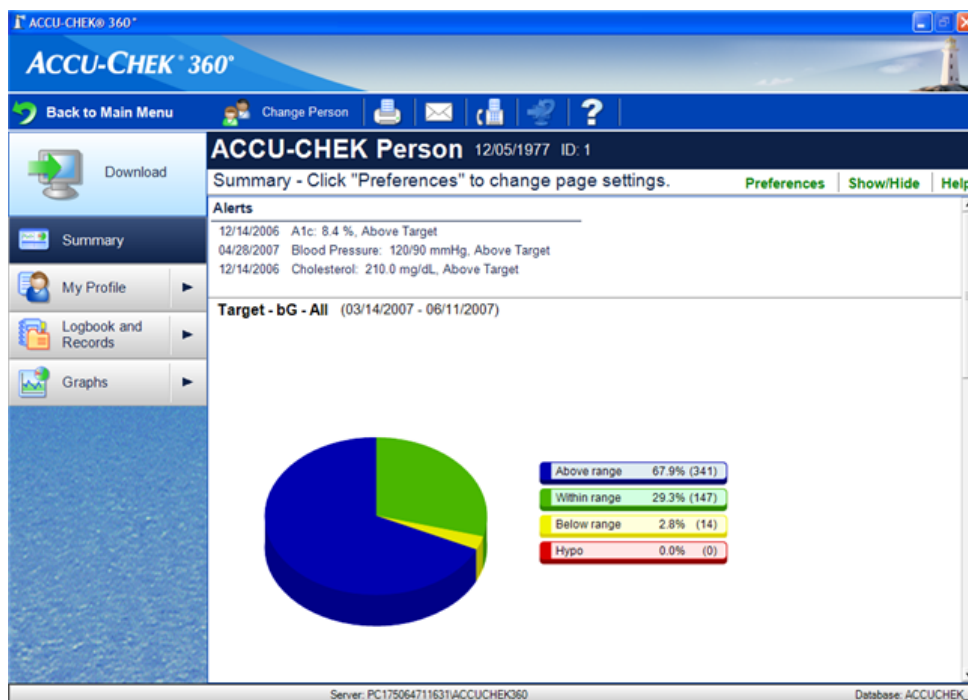
Navigating the Main Menu



Navigating within the **ACCU-CHEK®360° System** begins at the *Main Menu* window.


MAIN MENU OPTIONS	
<i>Use this option...</i>	<i>...to do this</i>
Download Device	Download your device to the ACCU-CHEK®360° System . This function enables you to perform a download and save the information to the ACCU-CHEK®360° System .
Express Download	Download your device to the ACCU-CHEK®360° System . This option enables you to quickly and easily print, e-mail, and fax reports and other information.
My Data	Manage your information such as creating a new person or viewing graphs and reports.
Tools	Perform functions such as Import , Export , and Set Device Date/Time .
Settings	Perform functions such as setting your Preferences .

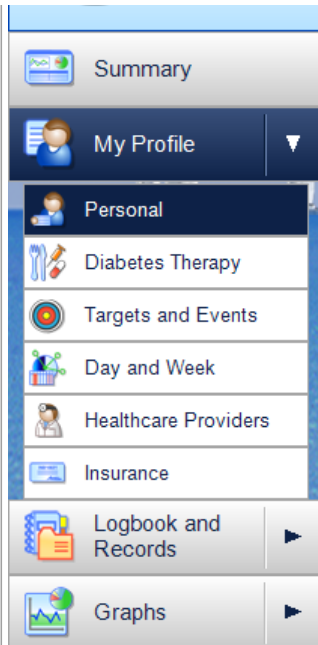
	performing List Management functions, and finding System Info .
Administrative Functions	Perform functions such as Backup , Restore , and Enable/Disable , and determine System Settings .



Navigating Using Common Screen Features

You can use navigation features to view, input, or delete information to best manage your healthcare. The table below defines how the **ACCU-CHEK® 360° System** features work.

NAVIGATION FEATURES	
Feature	Function
Toolbars  This toolbar is an example that displays the Print , E-mail , Fax , Undo Last Download , and Help buttons.	Toolbars contain quick links to frequently used functions in the ACCU-CHEK® 360° System . A toolbar is typically displayed as a horizontal row at the top of the screen.
Left Navigation Panels 	Left navigation panels enable you to select the specific information you want to display on screen. Clicking an option on a navigation panel takes you



This left navigation panel is an example that displays in the *My Data* section of the **ACCU-CHEK® 360° System**. Note that the **My Profile** option has been expanded.

directly to that section of the **ACCU-CHEK® 360° System**.

For example:

- Clicking **Download** takes you to the section that enables you to download a person's device.
- Clicking **My Profile** takes you to the section that enables you to create a new person's or update already an existing person's information.

Contract and Expand the Information Area



(Expand information area button)




(Contract information area button)

Contract and Expand the Information Area


You can reduce the size of the left navigation panel in order to provide more space for the information area of the screen.

To expand the information area:








- Click the  button in the upper right corner of the information area.

The contracted left navigation panel will display only icons for each of the navigation choices.

To contract the information area:

- Click the  button in the upper right corner of the information area.

The expanded left navigation panel will display both icons and

	labels for each navigation choice.
<p>Tabs</p>  <p>These tabs are examples that display on a graph window.</p>	<p>Tabs are visual markers that look like a tab on a file folder. Click a tab to access its content. When selected, a tab is highlighted.</p>
<p>Expand and Collapse Buttons</p> <p> (Expand button)</p> <p> (Collapse button)</p>	<p>Click the  button to display an expandable list of features within a feature set.</p> <p>Once the list is expanded, the Collapse button displays next to the feature set.</p> <p>Click the  button to hide the list from view so that only the feature set is visible.</p> <p>Once the list is hidden from view, the Expand button displays next to the feature set.</p>
<p>Scroll Bars</p> <p>Horizontal Scroll Bar</p>  <p>Vertical Scroll Bar</p> 	<p>A scroll bar appears on the side or bottom of a window.</p> <p>Click the arrows to make the information displayed scroll in the indicated direction. You can also press, hold, and drag the scroll bar to scroll the information more quickly.</p> <p>When you have more information than can display on the screen, the scroll bar can be used to review all the information.</p>
<p>Fields</p> <p>Address: <input type="text"/></p> <p>Required field</p> <p>Last Name: * <input type="text"/></p> <p>The <i>Last Name</i> field is an example of a required field.</p>	<p>A field is a space allocated for a particular item of information you supply by typing information into the space.</p> <p>Note: A required field cannot be blank. You cannot exit a dialog box until you either add this information or click CANCEL. This field is marked with an asterisk (*).</p>
<p>Options</p> <p>Option Buttons</p>	<p>An option button can be selected</p>

<div data-bbox="213 289 322 359"> <input type="radio"/> 1 chart <input checked="" type="radio"/> 3 charts </div> <p>These are examples of option buttons. In this example the option selected is <i>3 charts</i>.</p> <p>Check boxes</p> <div data-bbox="213 527 496 625"> <input checked="" type="checkbox"/> Logbook - Education <input type="checkbox"/> Logbook - Complications <input checked="" type="checkbox"/> Logbook - Visit Notes </div>	<p>to make choices in the ACCU-CHEK® 360° System.</p> <p>Note: You select only one option at a time.</p> <p>A check box can be selected to make choices in the ACCU-CHEK® 360° System. When available you can select multiple check boxes.</p>
<p>Drop-down Lists</p> <div data-bbox="213 695 402 968"> <div>Past 30 days ▾</div> <div> Past 2 days Past 3 days Past 7 days Past 14 days Past 30 days Past 60 days Past 90 days All Data Custom Range </div> </div> <p>This is an example of a date range.</p>	<p>A drop-down list is a set of options from which the user can select one.</p> <ul style="list-style-type: none"> • A drop-down list appears when you click the drop-down arrow. • Highlight and click the selection. • The presence of a drop-down list is noted by an arrow pointing downward next to a feature or field.
<p>Buttons and Symbols</p> <div data-bbox="213 1094 442 1134"> <div>Edit</div> </div> <p>Example: The Edit button takes the user to a screen to edit or change information.</p> <div data-bbox="213 1245 442 1291"> <div>CANCEL</div> </div> <p>Example: The CANCEL button typically stops activity in process, takes you to the previous screen, or aborts any information changed in a screen before saving it.</p>	<p>Buttons provide the user ways to:</p> <ul style="list-style-type: none"> • trigger an event, such as moving to the next screen, or creating new information • respond to dialog boxes, such as approving or rejecting information changes
<p>Other Navigation Features</p> <div data-bbox="213 1472 252 1507"> </div> <p>Example: The calendar symbol helps you identify a specific date range by displaying two selection calendars allowing you to specify start and end dates.</p> <div data-bbox="213 1644 462 1694"> <div>→ Change Patient</div> </div> <p>Example: This feature allows the user to change the person whose information will be downloaded.</p>	<p>These are other navigation features in the ACCU-CHEK® 360° System.</p>



Using Help



- [Learn About the Help Window](#)
- [Learn About Using Your Keyboard to Navigate Within Help](#)
- [Learn About Accessing Help](#)
- [Learn About Using the Index Tab](#)
- [Learn About Using the Answer Wizard \(Search\)](#)
- [Learn About Printing Help Topics](#)
- [Learn About Additional Help Resources](#)

The way you navigate the Help in the **ACCU-CHEK® 360° System** is much the same way you navigate the Help in any software to do the following:




- Get help you need to accomplish your task.
- Specify where you want to search for help.
- Restrict the scope of your search to a specific category or topic within a program.

Learn About the Help Window

The Help window is set up for you to quickly and easily search for and obtain help on selected topics by using








- The title bar
- The toolbar
- The tabs
- The keyboard
- Help content area

The title bar consists of the standard title bar buttons found in most software applications.

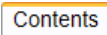
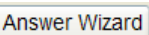

TITLE BAR BUTTONS	
<i>Use this button...</i>	<i>to do this...</i>
Close button 	Click to close the window and exit the application.
Maximize button 	Click to maximize the window and fill the screen.
Restore button 	Click to restore a view to its previous size.
Minimize button	Click to reduce a program to a button on the taskbar.



The Toolbar consists of buttons used to navigate the Help system and print selected topics.

TOOLBAR BUTTONS	
<i>Use this button...</i>	<i>to do this...</i>
Show button 	Enables you to bring back the tabs area section of the Help window.
Hide button 	Enables you to hide from view the tabs area section of the Help window.
Forward button 	Enables you to move to the next help screen.
Back button 	Enables you to display a previously viewed help topic. You can go back to previously viewed help topics in sequential order.
Print topic 	Enables you to print the help topic currently displayed in the right panel of the Help window.
Print feature 	Enables you to print all help content associated with a specific feature currently displayed in the right panel of the Help window.
Print user guide 	Enables you to print all help content as a user's manual.

Tabs are visual markers that look like a tab on a file folder. Click on a tab at the top part of a file to access another part of the file.

TAB PAGES	
<i>Use this tab...</i>	<i>to do this...</i>
Contents   	Display the available help topics in the contents. Note: Content on a selected help topic displays in the right panel of the Help window.

Answer Wizard <div> <div>Contents</div> <div>Answer Wizard</div> <div>Index</div> </div>	<p>Type a question based on the topic with which you need help. The ACCU-CHEK® 360° System shows you the results of that search.</p> <p>Note: Content on a selected help topic displays in the right panel of the Help window.</p>
Index <div> <div>Contents</div> <div>Answer Wizard</div> <div>Index</div> </div>	<p>Search for help by using keywords from an existing list or from words you type.</p> <p>Note: Content on a selected help topic displays in the right panel in the Help window.</p>

Learn About Using Your Keyboard to Navigate Within Help

Within Help, you can navigate the help topics of the tab area in a particular order by using the Up and Down Arrow keys. Each tab is associated with a content page that displays when that tab is selected.

For the Contents, Answer Wizard and Index Tabs:

- Press the down arrow key to move to the next topic.
- Press the up arrow key to move to the previous topic.
- Press the Enter key with your cursor on a topic to display content for that topic; it has the same effect as double-clicking on the topic with the mouse.

For the Contents Tab Only:

- When the cursor is resting on a topic title, press the right arrow key to expand the topic and show additional sub-titles for that topic.
- When the cursor is resting on an expanded topic title, press the left arrow key to collapse the list of additional sub-titles for that topic.
- When the cursor is resting on one of the expanded sub-title listings, press the left arrow key to return to the main title for that topic.

Learn About Accessing Help


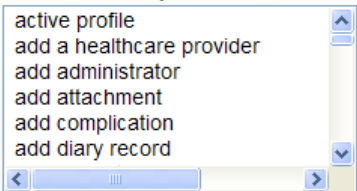
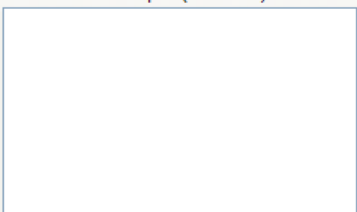
You can access the Help system in many ways:

- Click **Help** on the toolbar to open the Help window. Three tabs—**Contents**, **Answer Wizard**, and **Index**—display.
- Click **Help** in any dialog box.
- Use buttons on the toolbar: Rest your cursor on a button on the toolbar to see a brief description of the button.

Learn About Using the Index Tab Within Help

The **Index** tab within the Help window displays a list of available Help Topics organized by the **ACCU-CHEK® 360° System** features.

Three fields display within the **Index** tab.

USE OF THE FIELDS WITHIN THE INDEX TAB	
Use this field or text box...	...to do this
<p>Type keyword</p> <p>1. Type keyword</p> 	<p>Type in a keyword to search for help.</p> <p>Note: This field accepts what you type only if it matches an item in the <i>Or choose keyword</i> section.</p>
<p>Or choose keyword</p> <p>2. Or choose keyword</p> 	<p>Select a keyword to search for help on a particular topic. This text box scrolls to the item that matches the text in the <i>Type keyword</i> field.</p>
<p>Choose a topic</p> <p>3. Choose a topic (0 found)</p> 	<p>Display all help topics.</p>

You can navigate the **Index** tab by using the keyboard or the mouse.

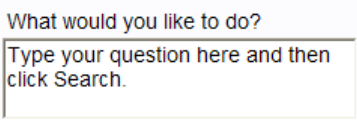

NAVIGATING WITHIN THE INDEX TAB	
Use this method...	...this way
Mouse	<p>Click a keyword in the <i>Or choose keyword</i> section to:</p> <ul style="list-style-type: none"> • Display all help topics for that keyword in <i>Choose a topic</i> section • Populate the <i>Type keyword</i> field with that keyword • Display the help content for the first help topic in <i>Choose a topic</i>. Information displays in the right panel of the Help window
Keyboard	To change the focus of your search:

- Press the UP ARROW to highlight the item directly above the selected item in *Choose a topic* section.
- Press the DOWN ARROW to highlight the item directly below the selected item in the *Choose a topic* section.
- Press the UP ARROW to highlight the item directly above the selected item in the *Or choose keyword* section.
- Press the DOWN ARROW to highlight the item directly below the selected item in the *Or choose keyword* section.

Learn About Using the Answer Wizard (Search) Tab Within Help

The **Answer Wizard** tab within the Help Dialog box allows you to search for help by typing in specific questions. The Help Topics are organized by the **ACCU-CHEK® 360° System** feature sets and features.

Three elements display within the **Answer Wizard** tab.

FINDING INFORMATION WITHIN THE ANSWER WIZARD TAB	
<i>This field, text box, or button...</i>	<i>...does this</i>
<p><i>What would you like to do?</i></p> 	<p>Displays a question you type.</p> <ul style="list-style-type: none"> • When typing a question, do not be concerned about punctuation. • Searches are not case sensitive. You can type your question in uppercase or lowercase letters.
<p>SEARCH</p> 	<p>Displays help topics and content you identify.</p> <p>Click SEARCH to:</p> <ul style="list-style-type: none"> • Display all help topics identified with your question from the <i>What would you like to do?</i> field • Display the help content for the first help topic in the <i>Select topic to display</i> area. Information displays in the right panel of the help window. <p>Note: Press ENTER while the focus is on the <i>What would you like to do?</i> field to perform the same action as clicking SEARCH.</p>
<p><i>Select topic to display</i></p>	<p>Displays the results of your search. The contents of this field are functions of the ACCU-CHEK® 360° System.</p>

Select topic to display:

You can navigate the **Answer Wizard** tab by using the keyboard or the mouse.




NAVIGATING WITHIN THE ANSWER WIZARD TAB	
Use the...	...to do this
Mouse	<p>Click SEARCH to</p> <ul style="list-style-type: none"> • Display all help topics identified with your question from the <i>What would you like to do?</i> field • Display the help content for the first help topic in <i>Select topic to display</i> area. Information displays in the right panel of the help window. <p>Note: Press ENTER while the focus is on the <i>What would you like to do?</i> field to perform the same action as clicking SEARCH.</p> <p>Click a topic in the <i>Select topic to display</i> the window where you can view the help content. Information displays in the right panel of the help window.</p>
Keyboard	<ul style="list-style-type: none"> • Press the UP ARROW when an item is highlighted in <i>Select topic</i> to display the previous item. • Press the DOWN ARROW when an item is highlighted in <i>Select topic</i> to display the next item.

Learn About Printing Help Topics

Three printing options display on the Help system toolbar within the Help window. By using individual buttons from the Help screen toolbar, you can print

- All the contents (help topics) of a feature -- **Print Topic** button
- Only the contents of an individual topic -- **Print Feature** button
- ALL help topics -- **Print User Guide** button



USING THE PRINT BUTTONS ON THE TOOLBAR	
To print a...	...do this.
Single help topic 	<ol style="list-style-type: none"> 1. Click the title of the topic you want to print in the Help screen <i>Table of Contents</i>. 2. Click Print Topic on the Help screen toolbar. 3. Click OK in the Print dialog box.
Feature 	<ol style="list-style-type: none"> 1. Click the feature of the topic you want to print in the Help screen <i>Table of Contents</i>. 2. Click Print Feature on the Help screen toolbar. 3. Click OK in the Print dialog box.
User guide 	<ol style="list-style-type: none"> 1. Click Print User Guide on the Help screen toolbar. 2. Click OK in the Print dialog box.

Learn About Additional Help Resources

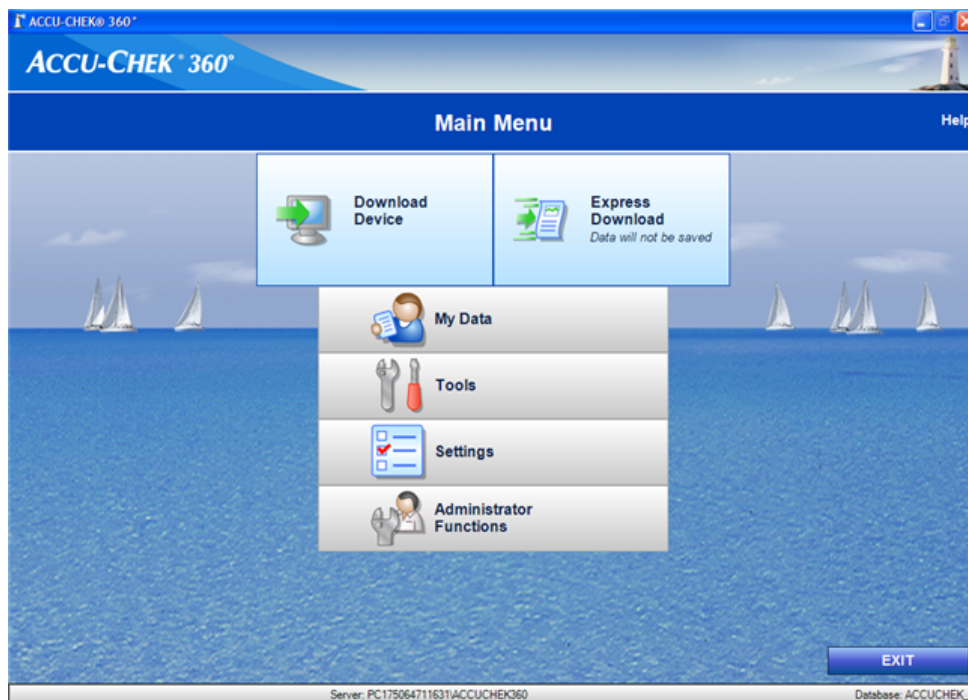
You have additional HELP resources to assist you in managing your health.

- Contact your local Roche/**ACCU-CHEK®** representative with questions about the **ACCU-CHEK® 360° System**.
- Visit our website, www.accu-chek.com, for diabetes information, health management tools, and product demonstrations.
- Refer to the user's manual that came with your meter or insulin pump, if you have trouble with your meter or insulin pump.
- Contact the healthcare professionals with whom you work.

Note: Consult with a doctor about using this software to help you manage your health. Always ask a doctor when you have a question about your healthcare plan.

Main Menu

Main Menu Overview



The *Main Menu* window displays all the primary function buttons. In the top right corner is a link for **Help**. Clicking the **Help** link takes you to the help system for the **ACCU-CHEK® 360° System**.

Some or all of the following buttons display, depending on the choices you made in system setup. Click any of the buttons to start using the features in the **ACCU-CHEK® 360° System**.

- **Download Device**—downloads information from your device and saves the information in the **ACCU-CHEK® 360° System**.
- **Express Download**—downloads information from your device and generates reports but does not save the information in the **ACCU-CHEK® 360° System**.
- **My Data**—allows you to view and update health information using logbooks and graphs.
- **Tools**—allows you to **Clear Device Memory** and **Set Device Date/Time**.
- **Settings**—allows you to set your **Preferences**, perform **List Management** functions, and find **System Info**.
- **Administrator Functions**—allows you to enter a new user or change a user's role, **Enable/Disable** certain program settings, **Backup** or **Restore** your information, and determine **System Settings**.

To close the program, click **EXIT**.

Download

Download Overview

The standard Download function downloads data for a person to the computer from the following **ACCU-CHEK® 360° System** compatible products:

- **ACCU-CHEK®** Meter Systems
- **ACCU-CHEK®** Insulin Pump Systems
- **ACCU-CHEK®** Health Management Devices

Reports can then be produced for the person.

The primary difference between standard Download and Express Download is as follows: standard Download saves the information from your device to the **ACCU-CHEK® 360° System**. Express Download allows you to print reports during the standard Download process but does not save the information to the computer. Standard Download can be started by clicking **Download Device** on the *Main Menu* window or **Download** on the left navigation bar of the *My Data* window.

Related Links

[Download - Prepare Device](#)

[Download - Communication Status](#)

[Download - No Device Detected](#)

[Download - Set Device Date and Time](#)

[Download - Resolve Conflict](#)

[Download - Select Patient](#)

[Create New Patient \(Quick Entry\) Dialog Box](#)

[Download - No Records](#)

[Download - No New Records](#)

[Download Review and Confirm](#)

[Download - Select Patient Dialog Box \(from Download - Review & Confirm\)](#)

[Download - Select Reports Dialog Box](#)

[Download - Review Records](#)

[Download - Edit Diary Record Dialog Box](#)

How to Start a Download

The standard Download function downloads data to your **ACCU-CHEK® 360° System** . Follow these steps:

1. Prepare your device for download.
2. Connect the device to the computer.

Important: If you are using an infrared cable, it is recommended that the cable be plugged in before starting the **ACCU-CHEK® 360° System** and to keep the cable plugged in while the **ACCU-CHEK® 360° System** is running.

3. Click **Download Device** on the *Main Menu* menu window.

Note: You can also click **Download** on the **My Data** left navigation panel.

4. Follow the instructions that appear in the download screens.

Related Links

[Download Overview](#)

Express Download Overview

The Express Download function generates reports using patient data downloaded from the following **ACCU-CHEK® 360° System** compatible products:

- **ACCU-CHEK®** Meter Systems
- **ACCU-CHEK®** Insulin Pump Systems
- **ACCU-CHEK®** Health Management Devices

The primary difference between Express Download and standard Download is that Express Download does not save the patient's data from the device in the **ACCU-CHEK® 360° System** . You may start Express Download by clicking **Express Download** on the *Main Menu* window.

Related Links

[Express Download - Prepare Device](#)
[Express Download - Communication Status](#)
[Express Download - No Device Detected](#)
[Express Download - Set Device Date and Time](#)
[Express Download - Select Reports](#)

How to Start an Express Download

The Express Download function generates reports using data downloaded. The primary difference between Express Download and standard Download is that Express Download does not save the data from the device in the **ACCU-CHEK® 360° System** . Follow these steps:

1. Prepare your device for download.
2. Connect the device to the computer.

Important: If you are using an infrared cable, it is recommended that the cable be plugged in before starting the **ACCU-CHEK® 360° System** and to keep the cable plugged in while the **ACCU-CHEK® 360° System** is running.

3. Click **Express Download** on the *Main Menu* menu window.
4. Follow the instructions that appear in the Express Download screens.

Related Links

[Express Download Overview](#)

Preparing the ACCU-CHEK® Active Meter for Communication

The process for preparing the **ACCU-CHEK® Active** meter for communication varies depending on which model you are using.

Follow these instructions for these meters:

If your meter looks like the following, click on the image below for a visual demonstration on how to put your meter in communication mode.



[Show me how to put my meter in communication mode.](#)

If your meter looks like the following, click on the image below for a visual demonstration on how to put your meter in communication mode.



[Show me how to put my meter in communication mode.](#)

Before attempting to connect the **ACCU-CHEK® Active** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Active** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the **M** button on the meter until "**PC**" appears on the meter's screen. Doing so puts the **ACCU-CHEK® Active** meter in communication mode.
3. Set the **ACCU-CHEK® Active** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

Note: After communicating information, you may turn off the meter by pressing the **M** button.

Follow these instructions for this meter:



[Show me how to put my meter in communication mode.](#)

To prepare the meter for communication with the **ACCU-CHEK® 360° System**, follow these steps:

1. Plug the small end of the USB cable into the USB port on the left side of the meter.
2. Plug the large end of the USB cable into an available USB port on the computer.
3. If the meter is off, it is turned on when it is connected to the computer. **"PC"** flashes on the meter's screen until the connection to the computer has been successfully established.
4. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

Note: After communicating information, unplug the USB cable from the meter to turn the meter off. **"End"** is displayed on the meter display for approximately 3 seconds before the meter turns itself off.

ACCU-CHEK, ACCU-CHEK 360°, and ACCU-CHEK ACTIVE are trademarks of Roche.

All other product names are property of their respective owners.

Preparing the ACCU-CHEK® Aviva Meter for Communication

Before attempting to connect the **ACCU-CHEK® Aviva** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, PDAs, and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Aviva** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the two **arrow** buttons on the meter at the same time until two arrows appear on the meter's screen. The arrows on the screen indicate that the **ACCU-CHEK® Aviva** meter is in communication mode.

If your meter looks like the following, click on the image below for a visual demonstration on how to put your meter in communication mode.



[Show me how to put my meter in communication mode.](#)

If your meter looks like the following, click on the image below for a visual demonstration on how to put your meter in communication mode.



[Show me how to put my meter in communication mode.](#)

Note: Images of devices are representative only. There may be cosmetic differences between your device and the device pictured above.

3. Set the **ACCU-CHEK® Aviva** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

ACCU-CHEK, ACCU-CHEK 360°, and ACCU-CHEK AVIVA are trademarks of Roche.

All other product names are property of their respective owners.

Preparing the ACCU-CHEK® Aviva Combo Meter for Communication

Before attempting to connect the **ACCU-CHEK® Aviva Combo** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Aviva Combo** meter for communication by using the following steps:

1. From the main menu, select *My Data*.
2. Select *Data Transfer*.



[Show me how to put my meter in communication mode.](#)

3. Set the **ACCU-CHEK® Aviva Combo** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

Note: The text associated with menu options may vary. The language displayed on the device may be different than the language used by the **ACCU-CHEK® 360° System** software.

ACCU-CHEK, ACCU-CHEK 360°, and ACCU-CHEK AVIVA COMBO are trademarks of Roche.

All other product names are property of their respective owners.

Preparing the ACCU-CHEK® Aviva Connect Meter for Communication

The **ACCU-CHEK® Aviva Connect** meter communicates with the **ACCU-CHEK® 360° System** through a USB cable that connects the meter to the computer.

Prepare the meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the **Back** and **OK** buttons on the meter at the same time until the meter turns on.
3. Select *Data Transfer*, then select *USB Cable*.
4. Plug in the USB cable:
 - Make sure the larger end of the USB cable is securely inserted into a USB port on your computer.
 - Make sure the smaller end of the USB cable is securely inserted into the port on the right side of the **ACCU-CHEK® Aviva Connect** meter.
5. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.



[Show me how to put my meter in communication mode.](#)

Note: The meter can also be put into communication mode by plugging the USB cable into the computer if *Data Transfer* is selected as the default communication mode. Please refer to the user's manual that came with the device for instructions on selecting the default communication mode.

Note: The text associated with menu options may vary. The language displayed on the device may be different than the language used by the **ACCU-CHEK® 360° System** software.

ACCU-CHEK, ACCU-CHEK 360°, and ACCU-CHEK AVIVA CONNECT are trademarks of Roche.

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Preparing the ACCU-CHEK® Aviva Expert Meter for Communication

Before attempting to connect the **ACCU-CHEK® Aviva Expert** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Aviva Expert** meter for communication by using the following steps:

1. From the main menu, select *My Data*.
2. Select *Data Transfer*.



[Show me how to put my meter in communication mode.](#)

3. Set the **ACCU-CHEK® Aviva Expert** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

Note: The text associated with menu options may vary. The language displayed on the device may be different than the language used by the **ACCU-CHEK® 360° System** software.

ACCU-CHEK, ACCU-CHEK 360°, and ACCU-CHEK AVIVA EXPERT are trademarks of Roche.

All other product names are property of their respective owners.

Preparing the ACCU-CHEK® Aviva Insight Diabetes Manager for Communication

The **ACCU-CHEK® Aviva Insight** diabetes manager, also referred to as a meter, communicates with the **ACCU-CHEK® 360° System** through a USB cable that connects the meter to the computer.

Note: Unless prompted, do not press any buttons on the device while in communication mode.

Prepare the meter for communication by using the following steps:

1. Plug the small end of the USB cable into the USB port on the meter.
2. Plug the large end of the USB cable into an available USB port on the computer.

Note: Select **Communication>Connect to PC** from the Main Menu to establish a data connection if the meter is connected to a computer with a USB cable that is charging in idle status. The text associated with menu options may vary. The language displayed on the device may be different than the language used by the **ACCU-CHEK® 360° System**.



[Show me how to put my meter in communication mode.](#)

ACCU-CHEK, ACCU-CHEK 360°, and ACCU-CHEK AVIVA INSIGHT are trademarks of Roche.

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Preparing the ACCU-CHEK® Aviva Nano Meter for Communication

Before attempting to connect the **ACCU-CHEK® Aviva Nano** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Aviva Nano** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the two **arrow** buttons on the meter at the same time until two arrows appear on the meter's screen. Doing so puts the **ACCU-CHEK® Aviva Nano** meter in communication mode.



[Show me how to put my meter in communication mode.](#)

3. Set the **ACCU-CHEK® Aviva Nano** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

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Preparing the ACCU-CHEK® Compact Meter for Communication

Before attempting to connect the **ACCU-CHEK® Compact** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Compact** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the **Mem** button and the **Set** button on the meter at the same time until two arrows appear on the meter's screen. Doing so puts the **ACCU-CHEK® Compact** meter in communication mode.



[Show me how to put my meter in communication mode.](#)

3. Set the **ACCU-CHEK® Compact** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

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Preparing the ACCU-CHEK® Compact Plus Meter for Communication

Before attempting to connect the **ACCU-CHEK® Compact Plus** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Compact Plus** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the **M** button and the **S** button on the meter at the same time until two arrows appear on the meter's screen. Doing so puts the **ACCU-CHEK® Compact Plus** meter in communication mode.

If your meter looks like the following, click on the image below for a visual demonstration on how to put your meter in communication mode.



[Show me how to put my meter in communication mode.](#)

If your meter looks like the following, click on the image below for a visual demonstration on how to put your meter in communication mode.



[Show me how to put my meter in communication mode.](#)

3. Set the **ACCU-CHEK® Compact Plus** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

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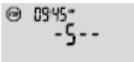

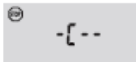


Preparing the ACCU-CHEK® D-TRONplus Insulin Pump for Communication

Before attempting to connect the **ACCU-CHEK® D-TRONplus** insulin pump for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the insulin pump.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.


The built-in infrared window in the bottom of the **ACCU-CHEK® D-TRONplus** insulin pump allows for communication between the insulin pump and the computer.

Prepare the **ACCU-CHEK® D-TRONplus** insulin pump for communication:

1. Put the **ACCU-CHEK® D-TRONplus** insulin pump in the **STOP** mode. 
2. Disconnect or remove the infusion set from the adapter.
3. Make sure that the pump's KeyLock is deactivated or the buttons (keys) are unlocked.
4. Press the  button four times to move to the *Data Transfer* screen. 
5. Press the  button to confirm your request to use the *Data Transfer* screen. 



[Show me how to put my insulin pump in communication mode.](#)

6. Set the **ACCU-CHEK® D-TRONplus** insulin pump on a flat surface.
7. Point the side of the insulin pump with its infrared window toward the front of the infrared cable. The insulin pump should be about 4 inches (10 cm) from the infrared cable. Do not move the insulin pump or the cable during the communication between the insulin pump and the computer. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the insulin pump.
8. When the communication is complete, press the  button on the pump to return to the **STOP** mode. You may now reconnect the infusion set or set up the insulin pump with a cartridge, adapter, and a new infusion set, according to the instructions in the user manual for the **ACCU-CHEK® D-TRONplus** insulin pump.

Note: The insulin pump automatically returns to the **STOP** mode 15 minutes after the last communication. You can also press the  button to place the insulin pump in **STOP** mode.

ACCU-CHEK, ACCU-CHEK 360°, and D-TRONplus are trademarks of Roche.

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Preparing the ACCU-CHEK® Go Meter for Communication

Before attempting to connect the **ACCU-CHEK® Go** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Go** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. This step differs depending on the version of the **ACCU-CHEK® Go** meter you have. If the meter looks like the meter depicted below, with the meter off, press and hold the **M** button on the meter until **PC** appears on the meter's screen. Doing so puts the **ACCU-CHEK® Go** meter in communication mode.



[Show me how to put my meter in communication mode.](#)

3. If the meter looks like the one below, with the meter off, press and hold the **left arrow** and **on/off** buttons on the meter at the same time until **PC** appears on the meter's screen. Doing so puts the **ACCU-CHEK® Go** meter in communication mode.



[Show me how to put my meter in communication mode.](#)

4. Set the **ACCU-CHEK® Go** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

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How to Download Data from the ACCU-CHEK® Insight Insulin Pump

The **ACCU-CHEK® 360° System** does not support direct communication with the **ACCU-CHEK® Insight** insulin pump. If the insulin pump is paired with a meter, the **ACCU-CHEK® 360° System** can download insulin pump information from the paired meter.

Refer to the table below for instructions on how to put your meter in communication mode. When the **ACCU-CHEK® 360° System** connects to the meter, it automatically downloads information for the paired insulin pump.

Note: Please refer to the user's manual that came with the devices for instructions on how to pair the meter and pump. If you do not have a user's manual, please contact your local Roche representative.

Note: Images of devices are representative only. There may be cosmetic differences between your device and those pictured below.

Click on your device below for text instructions. Click Show Me for a visual demonstration.	
ACCU-CHEK® Aviva Insight	ACCU-CHEK® Performa Insight
 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>	 <p>Click for text instructions</p> <p> Show Me a visual demonstration</p>

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Preparing the ACCU-CHEK® Integra Meter for Communication

Before attempting to connect the **ACCU-CHEK® Integra** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Integra** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the **MEMO** button and the **SET** button on the meter at the same time until two arrows appear on the meter's screen. Doing so puts the **ACCU-CHEK® Integra** meter in communication mode.



[Show me how to put my meter in communication mode.](#)

3. Set the **ACCU-CHEK® Integra** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

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Preparing the ACCU-CHEK® Mobile Meter for Communication

The process for preparing the **ACCU-CHEK® Mobile** meter for communication varies depending on which model you are using.

Follow these instructions for this meter:



[Show me how to put my meter in communication mode.](#)

Before attempting to connect the **ACCU-CHEK® Mobile** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, PDAs, and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Mobile** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the two **arrow** buttons on the meter at the same time until the meter turns on.
3. Select *For Analysis*. Doing so puts the **ACCU-CHEK® Mobile** meter in communication mode.
4. Set the **ACCU-CHEK® Mobile** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

Follow these instructions for this meter:



[Show me how to put my meter in communication mode.](#)

To prepare the meter for communication with the **ACCU-CHEK® 360° System**, follow these steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the two **arrow** buttons on the meter at the same time until the meter turns on.
3. Select *Data transfer*. Doing so puts the **ACCU-CHEK® Mobile** meter in communication mode.
4. Plug in the USB cable:
 - o Make sure the larger end of the USB cable is securely inserted into a USB port on your computer.
 - o Make sure the smaller end of the USB cable is securely inserted into the port on the left side of the **ACCU-CHEK® Mobile** meter.
5. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

Note: The meter can also be put into communication mode by plugging the USB cable into the computer if *Data transfer* is selected as the default communication mode. Please refer to the user's manual that came with the device for instructions on selecting the default communication mode.

Note: The text associated with menu options may vary. The language displayed on the device may be different than the language used by the **ACCU-CHEK® 360° System** software.

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Preparing the ACCU-CHEK® Performa Meter for Communication

Before attempting to connect the **ACCU-CHEK® Performa** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, PDAs, and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Performa** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the two **arrow** buttons on the meter at the same time until two arrows appear on the meter's screen. The arrows on the screen indicate that the **ACCU-CHEK® Performa** meter is in communication mode.

If your meter looks like the following, click on the image below for a visual demonstration on how to put your meter in communication mode.



[Show me how to put my meter in communication mode.](#)

If your meter looks like the following, click on the image below for a visual demonstration on how to put your meter in communication mode.



[Show me how to put my meter in communication mode.](#)

Note: Images of devices are representative only. There may be cosmetic differences between your device and the device pictured above.

3. Set the **ACCU-CHEK® Performa** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

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Preparing the ACCU-CHEK® Performa Combo Meter for Communication

Before attempting to connect the **ACCU-CHEK® Performa Combo** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Performa Combo** meter for communication by using the following steps:

1. From the main menu, select *My Data*.
2. Select *Data Transfer*.



[Show me how to put my meter in communication mode.](#)

3. Set the **ACCU-CHEK® Performa Combo** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

Note: The text associated with menu options may vary. The language displayed on the device may be different than the language used by the **ACCU-CHEK® 360° System** software.

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Preparing the ACCU-CHEK® Performa Connect Meter for Communication

The **ACCU-CHEK® Performa Connect** meter communicates with the **ACCU-CHEK® 360° System** through a USB cable that connects the meter to the computer.

Prepare the meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the **Back** and **OK** buttons on the meter at the same time until the meter turns on.
3. Select *Data Transfer*, then select *USB Cable*.
4. Plug in the USB cable:
 - Make sure the larger end of the USB cable is securely inserted into a USB port on your computer.
 - Make sure the smaller end of the USB cable is securely inserted into the port on the right side of the **ACCU-CHEK® Performa Connect** meter.
5. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.



[Show me how to put my meter in communication mode.](#)

Note: The meter can also be put into communication mode by plugging the USB cable into the computer if *Data Transfer* is selected as the default communication mode. Please refer to the user's manual that came with the device for instructions on selecting the default communication mode.

Note: The text associated with menu options may vary. The language displayed on the device may be different than the language used by the **ACCU-CHEK® 360° System** software.

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Preparing the ACCU-CHEK® Performa Expert Meter for Communication

Before attempting to connect the **ACCU-CHEK® Performa Expert** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Performa Expert** meter for communication by using the following steps:

1. From the main menu, select *My Data*.
2. Select *Data Transfer*.



[Show me how to put my meter in communication mode.](#)

3. Set the **ACCU-CHEK® Performa Expert** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

Note: The text associated with menu options may vary. The language displayed on the device may be different than the language used by the **ACCU-CHEK® 360° System** software.

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Preparing the ACCU-CHEK® Performa Insight Diabetes Manager for Communication

The **ACCU-CHEK® Performa Insight** diabetes manager, also referred to as a meter, communicates with the **ACCU-CHEK® 360° System** through a USB cable that connects the meter to the computer.

Note: Unless prompted, do not press any buttons on the device while in communication mode.

Prepare the meter for communication by using the following steps:

1. Plug the small end of the USB cable into the USB port on the meter.
2. Plug the large end of the USB cable into an available USB port on the computer.

Note: Select **Communication>Connect to PC** from the Main Menu to establish a data connection if the meter is connected to a computer with a USB cable that is charging in idle status. The text associated with menu options may vary. The language displayed on the device may be different than the language used by the **ACCU-CHEK® 360° System**.



[Show me how to put my meter in communication mode.](#)

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Preparing the ACCU-CHEK® Performa Nano Meter for Communication

Before attempting to connect the **ACCU-CHEK® Performa Nano** meter for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the meter.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Performa Nano** meter for communication by using the following steps:

1. If the meter is on, turn it off.
2. With the meter off, press and hold the two **arrow** buttons on the meter at the same time until two arrows appear on the meter's screen. Doing so puts the **ACCU-CHEK® Performa Nano** meter in communication mode.



[Show me how to put my meter in communication mode.](#)

3. Set the **ACCU-CHEK® Performa Nano** meter on a flat surface and point the top of the meter toward the front of the infrared cable. The meter should be about 10 cm (4 inches) from the infrared cable. Do not move the meter or the cable while the devices are communicating. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the meter.

ACCU-CHEK, ACCU-CHEK 360°, and PERFORMA NANO are trademarks of Roche.

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Preparing the ACCU-CHEK® Spirit Insulin Pump for Communication

Before attempting to connect the **ACCU-CHEK® Spirit** insulin pump for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the insulin pump.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

The built-in infrared window at the bottom of the **ACCU-CHEK® Spirit** insulin pump allows for communication between the insulin pump and the computer.


Prepare the **ACCU-CHEK® Spirit** insulin pump for communication:

1. Press the  button (key) to put the **ACCU-CHEK® Spirit** insulin pump in the **STOP** mode.



2. Disconnect or remove the infusion set.
3. Press the  button four times to move to the **Communication** screen shown on the pump's display.




4. Press the  button to move to the **Data Transfer** screen. A melody plays to signify that you have put the



ACCU-CHEK® Spirit insulin pump in communication mode.

[Show me how to put my insulin pump in communication mode.](#)

5. Set the **ACCU-CHEK® Spirit** insulin pump on a flat surface.
6. Point the bottom of the insulin pump toward the front of the infrared cable. The insulin pump should be about 4 inches (10 cm) from the infrared cable. Do not move the insulin pump or the cable during the communication between the insulin pump and the computer. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the insulin pump.
7. When the communication is complete press the  button on the pump to return to the **STOP** mode. You may now reconnect the infusion set or set up the insulin pump with a cartridge, adapter, and a new infusion set, according to the instructions in the user manual for the **ACCU-CHEK® Spirit** insulin pump.

Note: The insulin pump automatically returns to the **STOP** mode 15 minutes after the last communication. You can also press the  button to place the insulin pump in **STOP** mode.

ACCU-CHEK, ACCU-CHEK 360°, and ACCU-CHEK SPIRIT are trademarks of Roche.

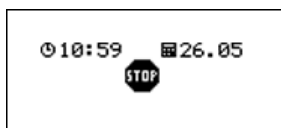
All other product names are property of their respective owners.

Putting the ACCU-CHEK® Spirit Combo Insulin Pump in Communication Mode

The built-in infrared interface on the bottom of the **ACCU-CHEK® Spirit Combo** insulin pump enables the user to transfer data between the insulin pump and the computer.

To prepare the **ACCU-CHEK® Spirit Combo** insulin pump for communication:

1. Put the **ACCU-CHEK® Spirit Combo** insulin pump in **STOP** mode.



2. Press to move to the **Data Transfer** screen shown on the insulin pump's display. Press to select.

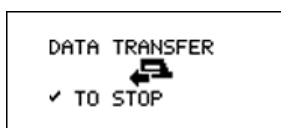


3. Press .



[Show me how to put the insulin pump in communication mode.](#)

4. Set the **ACCU-CHEK® Spirit Combo** insulin pump on a flat surface.
5. Point the bottom of the insulin pump toward the front of the supported infrared cable. The insulin pump should be approximately 4 inches (10 cm) from the infrared cable. Do not move the insulin pump or the cable during the communication between the insulin pump and the computer. The **ACCU-CHEK® Spirit Combo** software is now ready to communicate information from the insulin pump.
6. When the data transfer is complete press to return to the **STOP** mode.



Note: The insulin pump automatically returns to the **STOP** mode 15 minutes after the last data transfer when the Data Transfer screen is selected.

Press and twice simultaneously to exit while data is being transferred. The data transfer is interrupted, and an error message occurs.

Errors:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on the computer.
- Use only a supported infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the insulin pump.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

ACCU-CHEK, ACCU-CHEK 360°, and ACCU-CHEK SPIRIT COMBO are trademarks of Roche.

All other product names are property of their respective owners.

Preparing the ACCU-CHEK® Voicemate Plus for Communication

Before attempting to connect the **ACCU-CHEK® Voicemate Plus** Unit for communication with the **ACCU-CHEK® 360° System**, follow these recommendations:

- Check the USB connection. Make sure the infrared cable is securely inserted into a USB port on your computer.
- Use only an approved infrared cable. Built-in infrared windows in portable computers are not currently supported.
- Relocate any devices near the infrared cable that may interfere with its proper function, such as keyboards, mice, personal data assistants (PDAs), and notebook computers with infrared windows.
- Avoid direct sun exposure to the infrared cable and the infrared window of the **ACCU-CHEK® Voicemate Plus** Unit.
- Make sure that only the device used for the communication is within receiving range of the infrared cable.

Prepare the **ACCU-CHEK® Voicemate Plus** Unit health management device for communication by using the following steps:

1. Set the **ACCU-CHEK® Voicemate Plus** Unit on a flat surface and point the top of the **ACCU-CHEK® Voicemate Plus** Unit toward the front of the infrared cable. The **ACCU-CHEK® Voicemate Plus** Unit should be about 10 cm (4 inches) from the infrared cable.



[Show me how to put my health management device in communication mode.](#)

2. With your **ACCU-CHEK® Voicemate Plus** Unit turned on, press 0, then press 3 and then press 3 again. You hear spoken prompts after each selection. This puts the **ACCU-CHEK® Voicemate Plus** Unit in communication mode. You are now ready to use the **ACCU-CHEK® 360° System** software to communicate information from the **ACCU-CHEK® Voicemate Plus** Unit. Do not move the **ACCU-CHEK® Voicemate Plus** Unit or the cable while the devices are communicating.

ACCU-CHEK, ACCU-CHEK 360°, and VOICEMATE are trademarks of Roche.

All other product names are property of their respective owners.

Auto Detect

Auto-Detect Overview

Auto-Detect is a feature that continuously checks for a connected device. When it finds a device it starts the download process. The Auto-Detect process has a menu that is accessed from an icon in the system tray of your computer. The menu has the following choices:

- **Close the ACCU-CHEK® 360° System Auto-Detect** – Select this option to close the auto-detect mode.
- **Download** – Select this option to specify standard Download as the download process auto-detect starts.

The Download setting has three options:

- Output reports and open **ACCU-CHEK® 360°**
- Output reports
- Download only

Note: One download option must be selected at all times. When any of the three standard Download processes is selected, data is stored in the **ACCU-CHEK® 360° System**, and auto-detect starts the program.

- **Express Download** – Select this option to specify Express Download as the download process auto-detect starts.

Note: One download option must be selected at all times. Express Download does not store the data in the **ACCU-CHEK® 360° System**.

- **Load at OS Startup** – Select this option to have auto-detect open whenever your computer is started.
- **Help** – Select this option to open **Help** text related to this menu.
- **System Info** – Select this option to open the *System Info* dialog box.

Data Synchronization

Synchronizing Data with an Online Account

The Data Synchronization function in the **ACCU-CHEK® 360° System** enables you to synchronize health information with an **ACCU-CHEK® 360° System** online account.

To synchronize data, you must first pair your **ACCU-CHEK® 360° System** database with an online account using the Data Synchronization Settings feature.

You can synchronize data with an online account from the function button on the Main Menu, or the menu option in the Administrator Functions menu. You also can synchronize from the Roche Task Manager icon in your system tray. The data synchronization process is different depending on what you selected for the *Data Synchronization Type* in the Data Synchronization Settings:

- If the data synchronization type is set to *Send and receive data*, synchronizing data downloads data from the paired online account to the current **ACCU-CHEK® 360° System** database. It also uploads the data from the **ACCU-CHEK® 360° System** database to the online account.
- If the data synchronization type is set to *Only receive data*, synchronizing data downloads data from the paired online account to the current **ACCU-CHEK® 360° System** database. This type of data synchronization does not upload data from the **ACCU-CHEK® 360° System** database to the online account.

Note: To use this feature, your PC must be connected to the Internet.

Follow these steps to synchronize data with an online account:

1. Click **Synchronize Data Now** on the *Main Menu* window.

Note: You also can:

- Right-click the Roche Task Manager icon in the system tray, hover over **Data Synchronization**, then click **Synchronize Data**.
- Click **Data Synchronization** from the *Administrator Functions* menu, then **Synchronize Data Now**.

2. The *Synchronizing Data* dialog box displays an indication of whether the synchronization started.
 - If the synchronization failed, review the reason for the failure on the *Synchronizing Data* dialog box. When you are finished, click **CLOSE** to close the dialog box.
 - If synchronization started, click **CLOSE** to close the *Synchronizing Data* dialog box. You can view the progress of the synchronization from the Roche Task Manager.

Note: To cancel a synchronization that is in progress, right click the Roche Task Manager icon, hover over **Data Synchronization**, then click **Cancel Synchronization**.

3. When the synchronization finishes, the Roche Task Manager displays a completion status. You are notified whether the synchronization was successful.

Related Links

[Synchronizing Data Dialog Box](#)
[Pairing the Database with an Online Account](#)

My Data

My Data Overview

The options found under **My Data** enable you to maintain basic information about people, their healthcare providers, and their insurance providers. This area also provides you with a place to record and review information about a person's health. The following choices are available under **My Data**:

- **Download** – downloads data from a device provided by a person.

Note: If **Download** is disabled, this becomes **Express Download**.

- **Summary** – displays graphs and reports that display information about a person's health.
- **Patient Profile** – maintains personal information for each person, including individualized therapy plans, goals, histories, healthcare provider data, and insurance provider data.
- **Logbook and Records** – displays information related to each person's blood sugar (bG) levels, such as medications, meals, and exercise.
- **Graphs** – displays graphs with information about the person's health.
- **Structured Testing** – adds structured information collection and new reports to the **ACCU-CHEK® 360° System** for periodically tracking and visualizing relevant information to enable better diabetes management decisions.
- **Toolbar** – performs tasks such as undoing a download, or generating and printing reports.

Note: If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window.

Related Links

[Learn About the My Data Window](#)

Learn About the *My Data* Window

My Data enables you to track the status of a person's health. The options here allow you to review and maintain information about a person through profile information, logbooks and records, and graphs. From this window you can initiate a download, undo a download, select information to display on screen, or print, e-mail or fax reports.

Before you can use any **My Data** options, you must first specify an individual person.

- If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
- If more than one person's information is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.



The *My Data* window enables you to track the status of a person's health.

- [Learn About the Information](#)
- [Learn About the Window Components](#)
- [Learn About What You Can Do](#)

Learn About the Information

The *My Data* window enables you to access the following:

- **Summary** – displays an at-a-glance summary of the person's health information.
- **Download** – starts the download process to download information from a person's device.
- **My Profile** – accesses information about the selected person.
 - **Personal** displays the selected person's personal information, such as identification and contact information


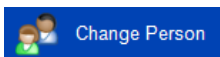





- **Diabetes Therapy** displays current and past information about the selected person's diabetes therapy, such as diet, medication, and exercise
 - **Target and Events** displays the person's blood sugar (bG) level target range, the bG result flagged with an (*) on a device text, and other health record targets
 - **Day and Week** displays time settings for the selected person, which the **ACCU-CHEK® 360° System** uses to personalize the graphs and logbook displays
 - **Healthcare Providers** displays contact information for each of the selected person's healthcare providers
 - **Insurance** displays contact and policy information for each of the selected person's insurance providers
- **Logbook and Records** – accesses information about the selected person's health.
 - **Logbook** displays blood sugar levels, insulin values, exercise information, events, comments, and insulin pump events, in three different formats
 - **Total Daily Dose** displays detail about daily bolus insulin amounts, daily basal insulin amounts, the percentage of each by day, and the total insulin delivered on each day
 - **Statistics** displays statistical data related to the person
 - **Health Records** displays measurement information related to the person, such as blood pressure, weight, and cholesterol
 - **Medications** displays current and past information about the person's medications, such as dosage and dates used
- **Graphs** – displays graphs containing the selected person's recent blood sugar information.
 - **Trend** displays the selected person's information organized chronologically
 - **Standard Day** displays the selected person's information organized by hour of the day
 - **Standard Week** displays the selected person's information organized by day of the week
 - **Metabolic Control** displays the variability of the person's bG data
 - **Insulin Effect** displays a person's insulin information across time
 - **Targets** displays the selected person's information organized by percentages relative to the person's targets
 - **Insulin Pump Use** displays the selected person's insulin pump usage information organized by days within a specified date range
 - **Insulin Pump Summary** displays a summary of the selected person's insulin pump usage and insulin information in three charts
 - **Basal Profiles** displays the person's basal profile information
- **Structured Testing** – displays specialized data collection and reports for closely tracking particular aspects of an individual person's disease management.
 - **3-Day Profile** displays data related to specific meal segments, including blood sugar, meal size, and energy. This data can be viewed in a graph or in a report

Learn About the *My Data* Window Components

The *My Data* window has the following components:

- The [toolbar](#) runs across the top of the window. It has buttons that enable you to perform various tasks.
- The [name bar](#) runs across the top of the window below the toolbar. It displays the selected person's name, date of birth, and ID.
- The [location indicator](#) is on the left side of the window below the name bar. It shows the name of the left navigation panel option displayed in the information display area.
- The [text options](#) are on the right side of the window below the name bar. Click to access the named option.
- The [left navigation panel](#) runs down the left side of the window. Using it, you can select the type of information you want to access.
- The [information area](#) is where the selected information is displayed. The information area may be expanded and contracted using the expand and collapse buttons.

THE TOOLBAR

Use this toolbar button...	...to do this
Back to Main Menu 	Return to the <i>Main Menu</i> .
Change Person 	Open the <i>Select Person</i> dialog box to access a different person's information or to create a new person record. Note: If only one person's information has been entered into the ACCU-CHEK® 360° System , this button displays as Add Person .
Print 	Generate a report that corresponds to the current screen contents and send it to a printer.
E-mail 	Generate a report that corresponds to the current screen contents and open a new e-mail message with the report attached.
Fax 	Generate a report that corresponds to the current screen contents and open your fax dialog box with the report as the pages to send.
Output Language Report Language: <input type="text" value="English"/>	Select the language you wish to use for printing/e-mailing/faxing reports from the <i>My Data</i> window.
Undo Last Download 	Open the <i>Undo Last Download</i> dialog box to delete information saved in the ACCU-CHEK® 360° System during the selected person's most recent download.
Help 	Open help text related to the <i>My Data</i> window.

NAME BAR

ACCU-CHEK Patient 01/17/1980

NAME BAR

This bar displays the person's name, date of birth, and ID.

LOCATION INDICATOR

Summary - Click "Preferences" to change page settings.

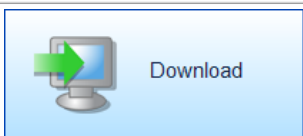
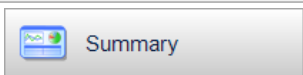
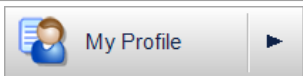

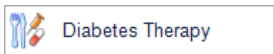
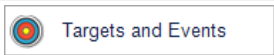

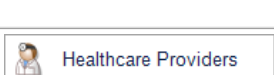
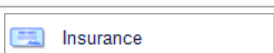
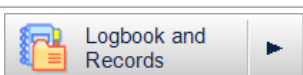
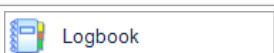

OPTION NAME
















This indicator displays the name of the left navigation panel option currently in use.

TEXT OPTIONS

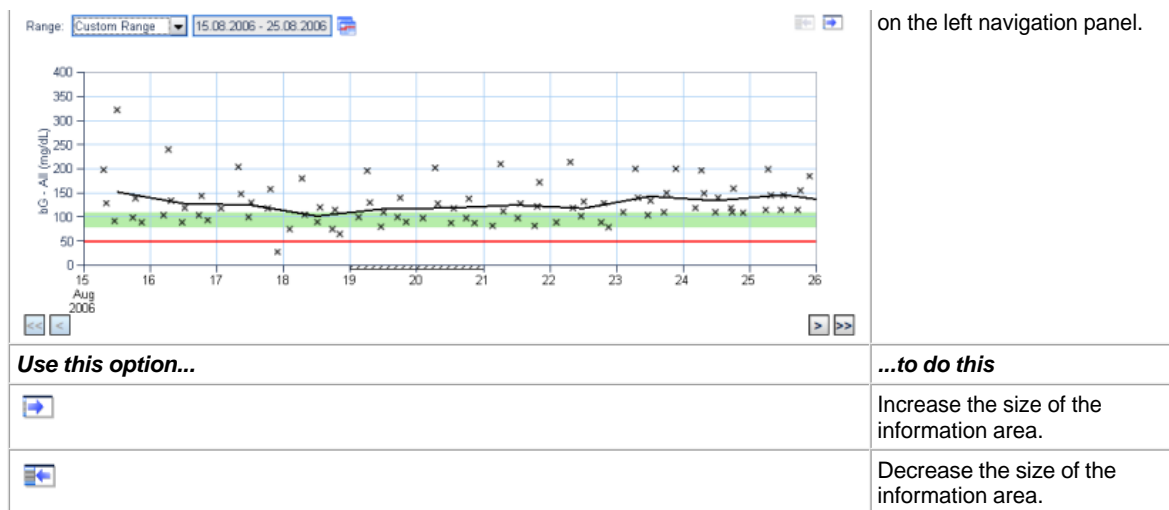
Use this option...	...to do this
Preferences	Open Preferences so you can make changes to the information display settings and then return to see the new display. Note: This option is not always available. If Preferences is not currently accessible, this option does not appear.
Show/Hide	Open Show/Hide so you can make changes to your list of features in the ACCU-CHEK® 360° System .
Help	Open Help text related to the displayed information.

LEFT NAVIGATION PANEL

Use this left navigation option...	...to do this
	Start the download process to download data from a person's device. Note: If Download is disabled, Express Download is available instead.
	Display graphs and/or reports for quick review of health information for the person.
	Expand a menu to access health information about the person.
	Display the person's personal information, such as identification and contact information.
	Display information about the person's diabetes therapy, such as diet plan, medication, and exercise.
	Display information about the person's blood sugar target range, the bG result flagged with an (*) on a device text, and other health record targets.
	Display information about the time settings for the person that the ACCU-CHEK® 360° System uses to personalize the graphs and logbook displays.
	Display contact information for each of the person's healthcare providers.
	Display contact and policy information for each of the person's insurance providers.
	Expand a menu to access information about the person's health.
	Display the person's health information in Logbook, Diary, or Record List formats.
	Display detail about daily bolus insulin amounts, daily basal insulin amounts, the percentage of each by day, and the total insulin delivered on each day.

 Statistics	Display statistical data related to the person.
 Health Records	Display measurement information related to the person, such as blood pressure, weight, and cholesterol.
 Medications	Display current and past information about the person's medications, such as dosage and dates used.
 Graphs ▶	Expand a menu to access graphs containing the person's health information.
 Trend	Display the <i>Trend</i> graph with the person's health information organized chronologically.
 Standard Day	Display the <i>Standard Day</i> graph with the person's health information organized by hour of the day.
 Standard Week	Display the <i>Standard Week</i> graph with the person's health information organized by day of the week.
 Target	Display the <i>Target</i> graph with the person's health information organized by percentages of results relative to the person's targets.
 Metabolic Control	Display the <i>Metabolic Control</i> graph showing the variability of the person's bG data.
 Insulin Effect	Display the <i>Insulin Effect</i> graph with person's insulin information across time.
 Insulin Pump Use	Display the <i>Insulin Pump Use</i> graph with the person's insulin pump usage information organized by days within a specified date range.
 Insulin Pump Summary	Display the <i>Insulin Pump Summary</i> graph with a summary of the person's insulin pump usage and insulin information in three charts.
 Basal Profiles	Display the <i>Basal Profiles</i> graph with the person's basal profile information.
 Focused Testing ▶	Display specialized data collection and reports for closely tracking particular aspects of an individual person's disease management.
 3-Day Profile	Display information associated with a 3-Day Profile report to allow for better disease management.

THE INFORMATION AREA	
<i>This display section...</i>	<i>...shows this</i>
INFORMATION DISPLAY AREA	The selected information for whatever option you choose



Learn About What You Can Do in *My Data*

Use the main *My Data* window to review or access all information about people and their health.

- [Download](#)
- [View Summary](#)
- [Review information](#)
- [Add information](#)
- [Change information](#)
- [Delete information](#)
- [Print, e-mail, or fax information](#)

If you want to Download

1. Select **Download** on the left navigation panel.

Note: If **Download** is disabled, **Express Download** is available instead.

2. Follow the instructions that appear in the download dialog boxes.

If you want to view the Summary

1. Select **Summary** on the left navigation panel.

Note: The *Summary* window automatically appears when you select a person. If **Summary** is disabled, the *Logbook* window appears instead.

2. Use the scroll bar to move up and down through the information display.

If you want to review information

My Data provides four ways to review information in the *ACCU-CHEK® 360° System*.

1. Select the information category you want to review on the left navigation panel to expand its menu. Menu choices are:

- **My Profile**
- **Logbook and Records**
- **Graphs**
- **Structured Testing**

2. Select the type of information you want to review to access the corresponding display window.

If you want to add information

My Data provides three ways to change the information in the *ACCU-CHEK® 360° System*.

1. On the left navigation panel, select the information category under which you want to add information to expand its menu. Menu choices are:
 - **My Profile**
 - **Logbook and Records**
 - **Structured Testing**
2. Select the type of information you want to add to access the corresponding display window.
3. Click **Add**, **Create New**, or **Edit** to open the corresponding dialog box.
4. Make the appropriate entries in the fields in the dialog box.
5. Click **OK** to save the changes.

If you want to change information

My Data provides three ways to change the information in the *ACCU-CHEK® 360° System*.

1. On the left navigation panel, select the information category under which you want to make changes to expand its menu. Menu choices are:
 - **My Profile**
 - **Logbook and Records**
 - **Structured Testing**
2. Select the type of information you want to change to access the corresponding display window.
3. Click **Edit** to open the corresponding dialog box.
4. Make changes in the fields in the dialog box.
5. Click **OK** to save the changes.

If you want to delete information

My Data provides two ways to delete information from the *ACCU-CHEK® 360° System*.

1. Be sure you want to permanently delete the information because this action cannot be reversed.
2. On the left navigation panel, select the information category from which you want to delete information to expand its menu. Information can be deleted using:
 - **My Profile**
 - **Logbook and Records**
3. Select the type of information you want to delete to access the corresponding display window.
4. Click **Edit** to open the corresponding dialog box.
5. Locate the information you want to delete, click **DELETE** and click **YES** to confirm the deletion.

Note: Removing the bG value, marking the value as a control, or changing the date of a record will cause all 3-Day

Profile information associated with the record to be deleted. This data includes meal segment, meal size and energy level.

If you want to print, e-mail, or fax information from the *My Data* window

The toolbar in the *My Data* window provides three ways to output information from the **ACCU-CHEK® 360° System**.


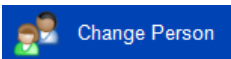
1. On the left navigation panel, select the type of information you want to output to access the appropriate display window.
2. On the toolbar, select the output language you wish to use.
3. On the toolbar, click the button for the format you want to use to output a report that corresponds to the current screen contents. Button choices are:
 - Click **Print** to send the report to a printer.
 - Click **E-mail** to open a new e-mail message with the report attached.
 - Click **Fax** to open your fax dialog box with the report as the pages to send.

Note: The only languages available are those that were chosen at install.




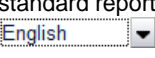


My Data – Toolbar Overview

My Data enables you to record and review information about people and their health. The following choices are available on the **My Data** toolbar:



- **Back to Main Menu** – Click  to navigate back to the *Main Menu* window.
- **Change Person** – Click  to open the *Select Person* dialog box to access a different person's data.

Note: If only one person's data has been entered into the **ACCU-CHEK® 360° System**, this button displays as **Add Person**.

- **Print** – Click  to print a standard report related to the currently displayed information.
- **E-mail** – Click  to e-mail a standard report related to the currently displayed information.
- **Fax** – Click  to fax a standard report related to the currently displayed information.
- **Output Language** – Click  to select an output language from a drop-down list. The selected language is used for printing, e-mailing, or faxing reports.
- **Undo Last Download** – Click  to delete information saved in the **ACCU-CHEK® 360° System** during the selected person's most recent download.
- **Help** – Click  to open help related to the *My Data* window.

Note: If more than one person's information is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window.

Related Links

[Learn About the My Data Window](#)

Locating and Selecting a Person

If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must specify a person in the *Select Person* dialog box before you can use any **My Data** options.

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Search the list of people in one of two ways:
 - Type the person's last name In the *Go to Last Name* field, or
 - Type the person's identification in the *Go to ID* field.
3. Select the person in one of two ways:
 - Double-click the person, or
 - Click to highlight the person, and click **Open**.

Related Links

[Select Person Dialog Box](#)

Deleting People

This procedure deletes people from the **ACCU-CHEK® 360° System**.

1. Be sure you want to delete the designated person from the **ACCU-CHEK® 360° System** because this action cannot be reversed.
2. Click **My Data** on the *Main Menu* window to open the *Select Person* dialog box.

Note: If data for only one person exists in the **ACCU-CHEK® 360° System**, you cannot delete that person. You will not see the *Select Person* dialog box. The *My Data* window opens instead.

3. From the list that appears, select the people you want to delete.
4. Click **Delete** to permanently delete all information about the selected people.
5. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to continue with the deletion.
 - o Click **No** to cancel without deleting a person.

Related Links

[Select Person Dialog Box](#)

Creating People

Creating a Person

This procedure creates a record in the **ACCU-CHEK® 360° System** for a person. In this record you can store information about the person.

Follow these steps:

1. Gather the information you need, including contact information for the person, an emergency contact, all healthcare providers, and all insurance providers. You also need any available information about the person's diabetes, such as type, diagnosis date, target blood sugar levels set by a physician, and dietary guidelines.
2. Access the *Create New Person* dialog box.
 - If information for only one person is entered in **ACCU-CHEK® 360° System** ,
 1. When you select **My Data** on the *Main Menu* window, the main *My Data* window opens with the only person's information displayed.
 2. Click **Add Person** on the toolbar to open the *Create New Person* dialog box.
 - If more than one person's data is entered in **ACCU-CHEK® 360° System** ,
 1. When you select **My Data** on the *Main Menu* window, the *Select Person* dialog box opens.
 2. Click **Create New** to open the *Create New Person* dialog box.
3. Enter information for each option in the left navigation panel of the *Create New Person* dialog box.
4. Click **OK** to add the person to the **ACCU-CHEK® 360° System** .

Note: The *Create New Person* dialog box opens to the personal information option. You must complete the required fields (*First Name*, *Last Name*, *Date of Birth*) in the *Create New Person—Personal Information* dialog box to be able to access the other left navigation panel options.

Related Links

[Select Person Dialog Box](#)

Creating a Diabetes Therapy Plan

The **Diabetes Therapy** under **My Profile** allows you to define control methods currently used to regulate the person's diabetes.

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System** :
 1. The *My Data* window opens with your information displayed.
 2. Click **Add Person** on the toolbar to open the *Create New Person* dialog box.
 - If more than one person's information is entered in the **ACCU-CHEK® 360° System** :
 1. The *Select Person* dialog box opens.
 2. Click **Create New** to open the *Create New Person* dialog box.
2. From the left navigation panel, select the **Diabetes Therapy** option.

Note: The *Create New Person* dialog box opens to the personal information option. You must complete the required fields (*First Name, Last Name, Date of Birth*) in the *Create New Person—Personal Information* dialog box to be able to access the other left navigation panel options.

3. Type entries in the fields in the dialog box.
4. Click **OK** to save the information, or
5. Select another option on the *Create New Person* left navigation bar to add more information about the person.

Related Links

[Create New Person—Diabetes Therapy Dialog Box](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Establishing Targets and Events in My Data

The settings in **Targets and Events** under **My Profile** allow you to define various target ranges and type in a description of a user-defined event.

Note: Events can be flagged with an * in some devices. All results flagged with an * downloaded from a device display the bG results flagged with an * on a device text in the **ACCU-CHEK® 360° System**. The * on the device should represent the same event each time. If no bG results flagged with an * on a device text is entered in the **ACCU-CHEK® 360° System**, flagged results are marked as "user defined."

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System** :
 1. The *My Data* window opens with your information displayed.
 2. Click **Add Person** on the toolbar to open the *Create New Person* dialog box.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System** :
 1. The *Select Person* dialog box opens.
 2. Click **Create New** to open the *Create New Person* dialog box.
2. From the left navigation panel, select the **Target and Events** option.

Note: The *Create New Person* dialog box opens to the personal information option. You must complete the required fields (*First Name, Last Name, Date of Birth*) in the *Create New Person—Personal Information* dialog box to be able to access the other left navigation bar options.

3. Type entries in the fields in the dialog box.
4. Click **OK** to save the new information, or
5. Select another option on the *Create New Person* left navigation bar to add more information about the person.

Related Links

[Create New Person—Targets and Events Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Setting Time Blocks and Workdays in Create New Person—Day and Week

The **ACCU-CHEK® 360° System** uses the **Day and Week** settings to customize the Graphs and Logbook displays.

1. Access the *Create New Person* dialog box.
 - o If information for only one person is entered in **ACCU-CHEK® 360° System**,
 1. When you select **My Data** on the *Main Menu* window, the main *My Data* window opens with the only person's information displayed.
 2. Click **Add Person** on the toolbar to open the *Create New Person* dialog box.
 - o If more than one person's data is entered in **ACCU-CHEK® 360° System**,
 1. When you select **My Data** on the *Main Menu* window, the *Select Person* dialog box opens.
 2. Click **Create New** to open the *Create New Person* dialog box.

Note: The *Create New Person* dialog box opens to the personal information option. You must complete the required fields (*First Name, Last Name, Date of Birth*) in the *Create New Person—Personal Information* dialog box to be able to access the other left navigation panel options.

2. Click **Day and Week** on the *Create New Person* left navigation panel to open the *Create New Person—Day and Week* dialog box.
3. Enter information in the dialog box.
4. Click **OK** to save the information, or
5. Select another option on the *Create New Person* left navigation panel to add more information about the person.

Related Links

[Create New Person—Day and Week Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Adding Healthcare Providers in Create New Person

Healthcare providers information can be added to a new person using the *Create New Person—Healthcare Providers* dialog box.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System** :
 1. The *My Data* window opens with your information displayed.
 2. Click **Add Person** on the toolbar to open the *Create New Person* dialog box.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System** :
 1. The *Select Person* dialog box opens.
 2. Click **Create New** to open the *Create New Person* dialog box.
2. From the left navigation panel, select the **Healthcare Providers** option.

Note: The *Create New Person* dialog box opens to the personal information option. You must complete the required fields (*First Name, Last Name, Date of Birth*) in the *Create New Person—Personal Information* dialog box to be able to access the other left navigation panel options.

3. To add an existing healthcare provider to the new person:
 - a. In the *Create New Person—Healthcare Providers* dialog box, click **Add** to open the *Select Healthcare Providers* dialog box.
 - b. Select the healthcare provider you want to add in one of two ways:
 - Double-click the provider, or
 - Click to highlight the provider, and click **OK**.
4. To add a new healthcare provider to the new person:
 - a. In the *Create New Person—Healthcare Providers* dialog box, click **Add** to open the *Select Healthcare Providers* dialog box.
 - b. Click **Create New** to open the *Create New Healthcare Provider* dialog box.
 - c. Make the appropriate entries in the fields in the dialog box.
 - d. Click **OK** to save the information and add the new healthcare provider to the new person.
5. Click **OK** on the *Create New Person—Healthcare Providers* dialog box to close the dialog box, or
6. Select another option on the *Create New Person* left navigation bar to add more information about the person.

Related Links

[Select Healthcare Providers Dialog Box](#)
[Learn About the My Data Window](#)

Adding Insurance Information in Create New Person

Insurance information can be added to a new person using the *Create New Person—Insurance Providers* dialog box. A person may have multiple insurance policies and providers, so multiple sets of information may be entered. Enter information for only one insurance policy at a time.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System** :
 1. The *My Data* window opens with your information displayed.
 2. Click **Add Person** on the toolbar to open the *Create New Person* dialog box.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System** :
 1. The *Select Person* dialog box opens.
 2. Click **Create New** to open the *Create New Person* dialog box.
2. From the left navigation panel, select the **Insurance** option.

Note: The *Create New Person* dialog box opens to the personal information option. You must complete the required fields (*First Name, Last Name, Date of Birth*) in the *Create New Person—Personal Information* dialog box to be able to access the other left navigation panel options.

3. Click **Create New** in the *Create New Person—Insurance Providers* dialog box.
4. Enter the insurance provider's name and other appropriate information in the fields in the *Create New Insurance Provider* dialog box.
5. Click **OK** to save the new insurance information and add it to the person.
6. Click **OK** on the *Create New Person—Insurance Providers* dialog box to close the dialog box, or
7. Select another option on the *Create New Person* left navigation bar to add more information about the person.

Related Links

[Create New Insurance Provider Dialog Box](#)
[Learn About the My Data Window](#)

Download

My Data—Download Overview

Download under **My Data** starts the download process when you are using these devices:

- **ACCU-CHEK®** Meter Systems
- **ACCU-CHEK®** Health Management Devices
- **ACCU-CHEK®** Insulin Pump Systems

Downloaded data is validated and then stored in the **ACCU-CHEK® 360° System**. You can create reports and edit stored data.

If you disable standard Download, this option changes to Express Download. The main difference between the two download processes is that Express Download does not store the data in the **ACCU-CHEK® 360° System**.

Related Links

[Download](#)
[Express Download](#)
[Learn About the My Data Window](#)

Using Download in My Data

1. Connect the device to the computer.

Important: If you are using an infrared cable, it is recommended that the cable be plugged in before starting the **ACCU-CHEK® 360° System** and that you keep the cable plugged in while the **ACCU-CHEK® 360° System** is running.

2. Click **Download** on the **My Data** left navigation bar.

Note: If you disable standard Download, this option changes to Express Download.

3. Follow the instructions that appear in the download screens.

Related Links

[Download](#)
[Express Download](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Summary

My Data—Summary Overview

Summary under **My Data** provides an at-a-glance summary of the person's health information. The display includes a combination of the following:

- Alerts
- Reports
- Graphs
- Logbook
- Records

Use **Preferences** to specify which information you want to display in the *Summary* window

Note: If you do not want to display anything, you must specify *None* in **Preferences**.

Related Links

[Preferences—Summary Dialog Box](#)
[Learn About the My Data Window](#)

Using Summary

Use **Summary** under **My Data** to view an at-a-glance summary of the selected person's health information.

1. The *My Data: Summary* display window automatically appears when you select a person. If you have navigated away, you can return to the *My Data: Summary* display window by clicking **Summary** on the left navigation bar

Note: If Summary is disabled, the *Logbook* window appears instead. If Summary is hidden, the *My Profile: Personal Information* display window appears instead.

2. Use the scroll bar to move up and down through the information display.

Note: Access **Preferences** to specify the information you want displayed in the Summary. If you do not want to display anything, you must specify *None*.

Note: If more than one person's data is entered in the *ACCU-CHEK® 360° System*, you must specify a person in the *Select Person* dialog box before you can use any **My Data** options.

Related Links

[Preferences—Summary Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

My Profile

My Data—My Profile Overview

My Profile under **My Data** is where you maintain basic information about people, their healthcare providers, and their insurance providers. Information about people is displayed here, and changes needed to reflect the latest information about the selected person are made here.

The information maintained in **My Profile** includes:

- **Personal**—displays the selected person's personal information, such as identification and contact information
- **Diabetes Therapy**—displays current and past information about the selected person's diabetes therapy, such as diet, medication, and exercise
- **Target and Events**—displays the person's blood sugar (bG) level target range, the bG result flagged with an * on a device text, and other health record targets
- **Day and Week**—displays time settings for the selected person, which the **ACCU-CHEK® 360° System** uses to customize the graphs and logbook displays
- **Healthcare Providers** displays contact information for each of the selected person's healthcare providers
- **Insurance** displays contact and policy information for each of the selected person's insurance providers

Related Links

[Learn About the My Data Window](#)

My Profile—Personal Information

My Profile—Personal Information Overview

My Profile under **My Data** enables you to review or modify information about the selected person. **Personal** information under **My Profile** deals with personal information, such as identification items and contact information, including the following:

1. *Identification*: Basic information about the person:
 - o ID: A unique combination of letters and numbers in a format of your choice.
 - o Name: The person's first and last name are required by the **ACCU-CHEK® 360° System**. You can also include a title, a middle name or middle initial, or a suffix.
 - o Gender
 - o Date of birth: This is required by the **ACCU-CHEK® 360° System**.
 - o Ethnicity
2. *Diabetes*: Basic information about the person's diabetes:
 - o Type: The specific type of diabetes the person has
 - o Diagnosis date: The date when the person was initially diagnosed with diabetes
3. *Contact Information*: Optional information about where and how the person can be reached:
 - o Address
 - o Up to four phone options with a number for each
 - o Up to two email addresses
4. *Emergency Contact*: Optional information about where and how another person can be reached, if necessary, if the person is involved in an emergency:
 - o The name of the person to be contacted
 - o How the contact person is related to the person
 - o The contact person's address
 - o Up to three phone options with a number for each

Related Links

[My Profile: Personal Information Display Window](#)
[Learn About the My Data Window](#)

Changing Personal Information

The data recorded in **Personal** information deals with the person's unique personal information, such as identification items and contact information.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **My Profile** menu on the left navigation panel and select **Personal** to open the *My Profile: Personal Information* display window.
3. Click **Edit** to open the *Edit My Profile—Personal Information* dialog box.
4. Make the appropriate changes in the fields in the window.
5. Click **OK** to save the changes to the information.

Related Links

[Edit My Profile—Personal Information Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

My Profile—Diabetes Therapy

My Profile—Diabetes Therapy Overview

My Profile under **My Data** enables you to review or modify information about the selected person. **Diabetes Therapy** under **My Profile** deals with information about the person's health regimen. The information includes control methods that are currently in place to regulate the person's diabetes and a history of former diabetes control methods along with the dates when these methods were used.

Related Links

[My Profile: Diabetes Therapy Display Window—Current Tab](#)
[My Profile: Diabetes Therapy Display Window—History Tab](#)
[Learn About the My Data Window](#)

Updating a Diabetes Therapy Plan

The *My Profile: Diabetes Therapy* Display Window—**Current** Tab displays the control methods currently used to regulate the person's diabetes. This information needs to be updated when the person begins a specialized diet or changes diabetes medications.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **My Profile** subitems on the left navigation panel and select **Diabetes Therapy** to open the *My Profile: Diabetes Therapy* Display Window—**Current** Tab with the person's current diabetes control information displayed.
3. Click **Edit** to open the *Edit My Profile—Diabetes Therapy* dialog box.
4. Make the appropriate changes in the fields in the dialog box.
5. Click **OK** to save the changes to the information.

Related Links

[Edit My Profile—Diabetes Therapy Dialog Box](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Reviewing Diabetes Therapy History

The *My Profile: Diabetes Therapy* Display Window—**History** Tab displays a list of the person's former diabetes control methods and the dates when these methods were started and ended. This history enables you to see whether a particular control method previously was attempted and to search for trends in the person's health regimen.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **My Profile** subitems on the left navigation panel and select **Diabetes Therapy** to open the *My Profile: Diabetes Therapy* Display Window—**Current** Tab with the person's current diabetes control information displayed.
3. Click the **History** tab to display historical information about the person's diabetes therapy.
4. Use the scroll bar to move through the history information display.

Note: You cannot change the information displayed on the **History** tab.

Related Links

[My Profile: Diabetes Therapy Display Window—History Tab](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

My Profile—Targets and Events

My Profile – Targets and Events Overview

My Profile under **My Data** enables you to review or modify information about the selected person. **Targets and Events** deals with information about the targets and progress of the person's health regimen, including the following:

- *bG Targets:*
 - *Single target range:* a lower boundary and a higher boundary within which the person's blood sugar readings should fall
 - or
 - Before/After meal target ranges:* A lower boundary and a higher boundary for both the *Before meal range* and *After meal range* within which a person's blood sugar readings should fall
 - and
 - *Hypo Limit:* the level below which the person's blood has an undesirably low amount of sugar
 - *User-Defined Event:* results flagged with an * downloaded from a device display this bG results flagged with an * on a device text in the **ACCU-CHEK® 360° System**.
- Note:** If no bG results flagged with an * on a device text is entered in the **ACCU-CHEK® 360° System**, flagged results are marked as "user defined."
- *Health Records Targets:* Goals for values for basic health measurements for the person such as blood pressure, height, and weight.

Related Links

[My Profile: Targets and Events Display Window](#)
[Learn About the My Data Window](#)

Updating Targets and Events in My Data

The settings in **Targets and Events** under **My Profile** include a target range for the person's blood sugar level and a device event the person defines. This information needs to be updated as the person's health regimen evolves.

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **My Profile** subitems on the left navigation panel, and select **Targets and Events** to open the *My Profile: Targets and Events* display window.
3. Click **Edit** to open the *Edit My Profile—Targets and Events* dialog box.
4. Make the appropriate changes in the fields in the dialog box.
5. Click **OK** to save the changes.

Related Links

[Edit My Profile—Targets and Events Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

My Profile—Day and Week

My Profile—Day and Week Overview

My Profile under **My Data** enables you to review or modify information about the selected person. **Day and Week** under **My Data** deals with time frames set for the person that the **ACCU-CHEK® 360° System** uses to customize the Graphs and Logbook displays. The information includes the following:

1. *Time Blocks*: 24 hours broken down into blocks of time, each with a start time and an end time. The person's health information is grouped according to these time frames.

Note: The time blocks do not have to begin at midnight, nor do they have to be matching in length.
2. *Days of the Week*: each day of the week with an indicator designating that day as either a work day or a non-work day.

Note: It is important for blood sugar readings to be taken under similar conditions. Using time blocks helps control the consistency of the times when readings of the person's blood sugar are taken.

Related Links

[My Profile: Day and Week Display Window](#)
[Learn About the My Data Window](#)

Changing a Schedule in My Profile—Day and Week

The **ACCU-CHEK® 360° System** uses the **Day and Week** settings to customize the Graphs and Logbook displays. This information needs to be updated when the person's schedule changes.

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **My Profile** subitems on the left navigation panel, and select **Day and Week** to show information about the person's current blood sugar testing schedule.
3. Click **Edit** to open the *Edit My Profile—Day and Week* dialog box.
4. Make the appropriate changes in the fields in the dialog box.
5. Click **OK** to save the changes.

Related Links

[Edit My Profile—Day and Week Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

My Profile—Healthcare Providers

My Profile—Healthcare Providers Overview

My Profile under **My Data** enables you to review or change your information. **Healthcare Providers** under **My Profile** deals with contact information for any healthcare providers treating you, including the following:

- The healthcare provider's title and name
- The healthcare provider's specialty
- The healthcare provider's address
- The name of the healthcare provider's practice
- The choice of up to four phone options with a number for each
- The choice of up to two e-mail addresses

Each healthcare provider's contact information appears in its own selection box on the *My Profile: Healthcare Providers* display window and can be selected individually.

Important: Information within a healthcare provider's record is shared by persons in the **ACCU-CHEK® 360° System**. Entries or changes made for a healthcare provider's record also appear in that healthcare provider's record for all other people who use that healthcare provider. Any additions, changes, or deletions made to this information must be appropriate for all persons who use that healthcare provider.

Related Links

[My Profile: Healthcare Providers Display Window](#)
[Learn About the My Data Window](#)

Adding a Healthcare Provider to the Person

Healthcare Providers under **My Profile** contains contact information for healthcare providers treating the person. This information needs to be updated when a change occurs in the person's healthcare providers .

1. To add an existing healthcare provider to the person:
 - a. Click **Add** to open the *Select Healthcare Provider* dialog box.
 - b. Select the healthcare provider you want to add in one of two ways.
 - Double-click the provider, or
 - Click to highlight the provider, and click **OK**.
2. To add a new healthcare provider to the person:
 - a. Click **Add** to open the *Select Healthcare Provider* dialog box.
 - b. Click **Create New** to open the *Create New Healthcare Provider* dialog box.
 - c. Make the appropriate entries in the fields in the dialog box.
 - d. Click **OK** to save the new information.

Related Links

[Select Healthcare Providers Dialog Box](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Editing a Healthcare Provider's Information Using My Data

Healthcare Providers under **My Profile** contains contact information for healthcare providers treating the person. This information needs to be updated when a change occurs in the healthcare providers information.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **My Profile** menu on the left navigation panel and select **Healthcare Providers** to open the *Healthcare Providers* display window.
3. Select the healthcare provider you want to change.
4. Click **Edit** to open the *Edit the Healthcare Provider* dialog box with the selected healthcare provider's information.
5. Make needed changes, additions, or deletions to the healthcare provider's information.
6. Click **OK** to save the changes to the information.

Important: Information within a healthcare provider's record is shared by persons in the **ACCU-CHEK® 360° System**. Entries or changes made for a healthcare provider's record also appear in that healthcare provider's record for all other people who use that healthcare provider. Any additions, changes, or deletions made to this information must be appropriate for all persons who use that healthcare provider.

Related Links

[Select Healthcare Providers Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Removing a Healthcare Provider from a Person

Healthcare Providers under **My Profile** contains contact information for any healthcare provider treating the person. This information needs to be updated when there is a change in the person's healthcare providers.

1. Be sure you want to remove the designated healthcare provider from the person because this action cannot be reversed.
2. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
3. Expand the **My Profile** menu on the left navigation panel and select **Healthcare Providers** to open the *Healthcare Providers* display window.
4. Select the healthcare provider you want to remove.
5. Click **Remove** to remove all information about the healthcare provider from the person's profile.

Note: This action does not remove the healthcare provider from other people, and it does not delete the healthcare provider from the **ACCU-CHEK® 360° System**. The healthcare provider only is no longer assigned to this person.

Related Links

[Select Healthcare Providers Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

My Profile—Insurance Providers

My Profile—Insurance Providers Overview

My Profile under **My Data** enables you to review or modify information about the selected person. **Insurance** information under **My Profile** deals with information about personal insurance providers and policies, including the following:

- The insurance provider's company name
- The name of a contact person for the insurance provider
- The insurance policy's identification numbers
- Any additional information provided about the insurance policy
- The insurance provider's address
- Up to two phone numbers for the insurance provider
- The insurance provider's fax number
- The insurance provider's e-mail address

Note: Insurance information is unique to each person and is NOT shared among people.

Related Links

[My Profile: Insurance Providers Display Window](#)
[Learn About the My Data Window](#)

Adding Insurance Information for an Existing Person

A person may have multiple insurance policies and providers, so multiple sets of information may be entered by repeating the following steps (enter information for only one insurance policy at a time).

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the *ACCU-CHEK® 360° System*, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the *ACCU-CHEK® 360° System*, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **My Profile** subitems on the left navigation panel, and select **Insurance**.
3. Click **Create New** in the *My Profile: Insurance* display window.
4. Enter the insurance provider's name and other appropriate information in the fields in the *Create New Insurance Provider* dialog box.
5. Click **OK** to save the new insurance information and add it to the person.

Related Links

[Create New Insurance Provider Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Changing a Person's Insurance Information

Insurance information under **My Profile** contains information about personal insurance providers and policies. This information needs to be updated if the person's insurance coverage changes:

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **My Profile** subitems on the left navigation panel, and select **Insurance**.
3. Click the insurance information you want to change.
4. Click **Edit** to open the *Edit Insurance Provider* dialog box.
5. Make the appropriate changes to the insurance information.
6. Click **OK** to save the changes.

Related Links

[Edit Insurance Provider Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Deleting a Person's Insurance Information

Insurance information under **My Profile** deals with information about personal insurance providers and policies.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **My Profile** subitems on the left navigation panel, and select **Insurance** to open the *My Profile: Insurance* display window.
3. Click the insurance information you want to delete.
4. Be sure you want to delete the selected insurance information because this action cannot be reversed.
5. Click **Delete** to delete all information about the insurance policy or provider from the person.
6. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to continue with the deletion. The warning box closes, and the *My Profile: Insurance Providers* window displays without the deleted Insurance information.
 - o Click **No** to cancel the deletion. The warning box closes, and the *My Profile: Insurance Providers* window displays without changes.

Related Links

[My Profile: Insurance Providers Display Window](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Logbook and Records

My Data – Logbook and Records Overview

Logbook and Records under **My Data** enables you to review or modify detailed information about the status of the selected person's health. Information downloaded from devices into the **ACCU-CHEK® 360° System** can be edited or annotated here. You can also manually enter information or edit previous entries.

The information maintained in **Logbook and Records** includes:

- **Logbook** stores information about blood sugar levels, insulin values, exercise information, events, comments, and insulin pump events, and displays the information in three different formats
 1. **Logbook Tab**: Shows blood sugar levels, insulin values, carb information, and temporary basal rate information grouped by day and then divided into the time blocks set for the person.
 2. **Diary Tab**: Shows blood sugar levels, insulin values, exercise information, events, comments, and other factors affecting the person's health grouped by day.
 3. **Record List Tab**: Shows downloaded and manually entered information listed as separate records and includes insulin pump events.

Note: Insulin pump bolus information includes any bolus delivered by the pump.

- **Total Daily Dose** provides detail about daily bolus insulin amounts, daily basal insulin amounts, the percentage of each by day, and the total insulin delivered on each day
- **Statistics** displays statistical data related to the person
- **Health Records** displays measurement information related to the person's lab values, such as blood pressure, weight, and cholesterol
- **Medications** displays current and past information about the person's medications, such as dosage and dates used

Related Links

[Logbook and Records: Logbook Display Window – Logbook Tab](#)
[Learn About the My Data Window](#)

Logbook and Records—Logbook and Records

Using the Logbook Tab

The **Logbook** tab displays only the person's blood sugar levels and insulin values organized by days and divided into the time blocks previously set for the patient.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** subitems on the left navigation panel and select **Logbook** to open the *Logbook and Records: Logbook Display Window—Logbook Tab*.
3. Select the date range for the information you want to review.
4. Review the information, scrolling as necessary.

Related Links

[Logbook and Records: Logbook Display Window—Logbook Tab](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Add, Edit, or Delete Logbook Records

Use the following steps when you work with Logbook records.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** subitems on the left navigation panel and select **Logbook** to open the *Logbook and Records: Logbook Display Window – Logbook Tab*.
3. Click the **Diary** tab and choose one of the following options:
 1. Click **Create New** to open the *Create New Diary Record* dialog box.
 - Make appropriate entries in the fields in the dialog box.
 - Click **OK** to save the information.
 2. Select the record you want to change and click **Edit** to open the *Edit Diary Record* dialog box.
 - Make appropriate entries in the fields in the dialog box.
 - Click **OK** to save the changes.

Note: Removing the bG value, marking the value as a control, or changing the date of a record will cause all 3-Day Profile information associated with the record to be deleted. This information includes meal segment, meal size and energy level.

3. Select the records you want to delete and click **Delete**.
 - Be sure you want to delete this information permanently because this action cannot be reversed.

Note: Deleting a logbook record will cause all 3-Day Profile information associated with the record to also be deleted. This information includes meal segment, meal size, and energy level.

Note: Information is deleted from the **Logbook**, **Diary**, and **Record List** tabs regardless of which tab is used to perform the deletion.

- In the warning box that opens, you have two ways to proceed:
 - Click **Yes** to continue with the deletion. The warning box closes, and the **Diary** tab displays without the deleted information.
 - Click **No** to cancel the deletion. The warning box closes, and the **Diary** tab displays without changes.

Related Links

[Edit Diary Record Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Using the Diary Tab

Use the *Logbooks and Records: Logbook—Diary Tab* to access information about the person's blood glucose results, insulin values, exercise, events, and comments grouped by day.

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** subitems on the left navigation panel and select **Logbook** to open the *Logbook and Records: Logbook Display Window—Logbook Tab*.
3. Click the **Diary** tab.
4. Select the date range and carb units for the information you want to review.
5. Review the information, scrolling as necessary.

Related Links

[Logbook and Records: Logbook Display Window—Diary Tab](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Adding a Diary Record

Use the following steps when you add new health information using the **Diary** tab under **Logbook and Records**.

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** subitems on the left navigation panel and select **Logbook** to open the *Logbook and Records: Logbook Display Window—Logbook* Tab.
3. Click the **Diary** tab.
4. Click **Create New** to open the *Create New Diary Record* dialog box.
5. Make the appropriate entries in the fields in the dialog box.
6. Click **OK** to save the information.

Related Links

[Create New Diary Record Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Changing a Diary Record

Use the following steps when you want to change the person's health information using the **Diary** tab under **Logbook and Records**.

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** subitems on the left navigation panel and select **Logbook** to open the *Logbook and Records: Logbook Display Window—Logbook Tab*.
3. Click the **Diary** tab.
4. Select the diary entry you want to change and click **Edit** to open the *Edit Diary Record* dialog box with the current information displayed.
5. Make the appropriate changes in the fields in the dialog box.
6. Click **OK** to save the changes to the information.

Related Links

[Edit Diary Record Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Deleting a Diary Record

Use the following steps when you want to edit patient health information using the **Diary** tab under **Logbook and Records**.

1. Be sure you want to delete this information permanently because this action cannot be reversed.
2. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
3. Expand the **Logbook and Records** subitems on the left navigation panel and select **Logbook** to open the *Logbook and Records: Logbook Display Window—Logbook Tab*.
4. Click the **Diary** tab.
5. Select the diary entries you want to delete.
6. Be sure you want to delete the selected information because this action cannot be reversed.
7. Click **Delete**.
8. In the warning box that opens, you have two ways to proceed:
 - Click **Yes** to continue with the deletion. The warning box closes, and the **Diary** tab displays without the deleted information.
 - Click **No** to cancel the deletion. The warning box closes, and the **Diary** tab displays without changes.

Related Links

[Logbook and Records: Logbook Display Window—Diary Tab](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Using the Record List Tab

Use the *Logbooks and Records: Logbook—Record List Tab* to access the person's downloaded and manually entered health information listed as separate records and including insulin pump events.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** subitems on the left navigation panel and select **Logbook** to open the *Logbook and Records: Logbook Display Window—Logbook Tab*.
3. Click the **Records List** tab.
4. Select the date range, carb units, and sources for the information you want to review.
5. Review the information, scrolling as necessary.

Related Links

[Logbook and Records: Logbook Display Window—Record List Tab](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Logbook and Records – Total Daily Dose

Logbook and Records – Total Daily Dose Overview

Logbook and Records under **My Data** enables you to review and modify information about the status of a selected person's health. **Total Daily Dose** under **Logbook and Records** provides detail about daily bolus insulin amounts, daily basal insulin amounts, the percentage of each by day, and the total insulin delivered on each day.

Related Links

[Logbook and Records: Total Daily Dose Window](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Using the *Logbook and Records: Total Daily Dose* Window

The *Logbook and Records: Total Daily Dose* window displays information about how much insulin you are taking on a daily basis and how that insulin is delivered. It also provides an average daily dose.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** subitems on the left navigation panel and select **Total Daily Dose** to open the *Logbook and Records: Total Daily Dose* window.
3. Select the date range for the information you want to review.
4. Review the information.

Related Links

[Logbook and Records: Total Daily Dose Window](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Logbook and Records – Statistics

Logbook and Records – Statistics Overview

Logbook and Records under **My Data** enables you to review and modify information about the status of a selected person's health. **Statistics** under **Logbook and Records** displays statistical information related to the person.

Related Links

[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Using the *Logbook and Records: Statistics* Window

The *Logbook and Records: Statistics* window summarizes the data for a selected person over a period of time.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** menu on the left navigation panel and select **Statistics** to open the *Logbook and Records: Statistics* window.
3. Select the date range for the information you want to review.
4. Review the information, scrolling as necessary.

Related Links

[Logbook and Records: Statistics Window](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Logbook and Records—Health Records

Logbook and Records—Health Records Overview

Logbook and Records under **My Data** enables you to review or modify information about the status of the selected person's health. **Health Records** under **Logbook and Records** displays measurement information related to the person, such as blood pressure, weight, and cholesterol. The information includes the following:

- The **Most Recent** tab displays a list of the most recent health records for the selected person
- The **History** tab displays a list of all the person's health records available in the **ACCU-CHEK® 360° System**

Related Links

[Logbook and Records: Health Records Display Window—Most Recent Tab](#)

[Logbook and Records: Health Records Display Window—History Tab](#)

[List Management—Health Record Types Dialog Box](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Reviewing Most Recent Health Records

Health Records under **Logbook and Records** displays measurement information related to the person, such as blood pressure, weight, and cholesterol. The *Logbook and Records: Health Records* window—**Most Recent** tab displays a list of the person's most recent health records.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in *ACCU-CHEK® 360° System*, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in *ACCU-CHEK® 360° System*, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** menu on the left navigation panel and select **Health Records** to open the *Logbook and Records: Health Records* window.
3. Review the information.

Note: When you have more records than can display on screen, the scroll bar appears and can be used to review all the records.

Related Links

[Logbook and Records: Health Records Display Window—Most Recent Tab](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Reviewing All Health Records

Health Records under **Logbook and Records** displays measurement information related to the person, such as blood pressure, weight, and cholesterol. The *Logbook and Records: Health Records* window—**History** tab displays a list of all of the person's health records.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the *ACCU-CHEK® 360° System*, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the *ACCU-CHEK® 360° System*, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** menu on the left navigation panel and select **Health Records** to open the *Logbook and Records: Health Records* window.
3. Click the **History** tab to open the *Logbook and Records: Health Records* window—**History** tab.
4. Review the information.

Note: Health records appear here only when they are set as active in the *List Management—Health Record Types* dialog box found under Settings.

Note: When you have more records than can display on screen, the scroll bar appears and can be used to review all the records.

Related Links

[Logbook and Records: Health Records window—History tab](#)
[List Management—Health Record Types Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Creating a New Health Record

Logbook and Records under **My Data** enables you to review or modify information about the status of the selected person's health. **Health Records** under **Logbook and Records** displays measurement information related to the person, such as blood pressure, weight, and cholesterol

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** menu on the left navigation panel and select **Health Records** to open the *Logbook and Records: Health Records* window—**Most Recent** tab.
3. Click **Create New** to open the *Create New Health Record* dialog box.

Note: The **Create New** button also is available on the *Health Records* window—**History** Tab.

4. Enter information in the fields in the dialog box.

Note: An individual health record is added to the **ACCU-CHEK® 360° System** for each entry in a field in the *Create New Health Record* dialog box .

5. Click **OK** to save the new information.

Related Links

[Create New Health Records—Dialog Box](#)
[List Management—Health Record Types Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Editing a Health Record

Logbook and Records under **My Data** enables you to review or modify information about the status of the selected person's health. **Health Records** under **Logbook and Records** displays measurement information related to the person, such as blood pressure, weight, and cholesterol.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** menu on the left navigation panel and select **Health Records** to open the *Logbook and Records: Health Records* window.
3. Click the **History** tab to open the *Logbook and Records: Health Records* window—**History** tab.
4. Select the health record you want to change and click **Edit** to open the *Edit Health Record* dialog box.
5. Make changes in the fields in the dialog box.
6. Click **OK** to save the changes.

Related Links

[Edit Health Record Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Deleting a Health Record

Logbook and Records under **My Data** enables you to review or modify information about the status of the selected person's health. **Health Records** under **Logbook and Records** displays measurement information related to the person, such as blood pressure, weight, and cholesterol.

1. Be sure you want to permanently delete this information because this action cannot be reversed
2. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
3. Expand the **Logbook and Records** menu on the left navigation panel and select **Health Records** to open the *Logbook and Records: Health Records* window.
4. Click the **History** tab to open the *Logbook and Records: Health Records* window—**History** tab.
5. Select the health records you want to delete and click **Delete**.
6. In the warning box that opens, you have two ways to proceed:
 - Click **Yes** to continue with the deletion. The warning box closes, and the **History** tab displays without the deleted information.
 - Click **No** to cancel the deletion. The warning box closes, and the **History** tab displays without changes.

Related Links

[Logbook and Records: Health Records Display Window—History Tab](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Logbook and Records—Medications

Logbook and Records—Medications Overview

Logbook and Records under **My Data** enables you to review or modify information about the status of the selected person's health. **Medications** under **Logbook and Records** deals with information about the person's medications, including dosage and usage dates.

The information is displayed in the following lists:

- **Current tab**—This list displays only medications the person is currently using. You can see which medications are in use and see any notes regarding usage.
- **History tab**—This list displays all the medications the selected person is using or has used in the past. You can see which medications previously were prescribed and review notes regarding usage.

Related Links

[Logbook and Records: Medications Display Window—Current Tab](#)

[Logbook and Records: Medications Display Window—History Tab](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Reviewing Current Medications

The *Logbook and Records: Medications* Window – **Current** Tab displays a list of medications the selected person currently uses.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** menu on the left navigation panel and select **Medications** to open the *Logbook and Records: Medications* window – **Current** tab.
3. Review the information.

Note: Medications with stop dates that occur prior to the current date do not appear on this tab. These records can be reviewed on the **History** tab.

Note: When you have more records than can display on screen, the scroll bar appears and can be used to review all the records.

Related Links

[Logbook and Records: Medications Window – Current Tab](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Reviewing All Medications

The *Logbook and Records: Medications* window—**History** tab displays a list of all medications the selected person currently uses or has used in the past.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** menu on the left navigation panel and select **Medications** to open the *Logbook and Records: Medications* window.
3. Click the **History** tab to open the *Logbook and Records: Medications* window—**History** tab.
4. Select the date range for the information you want to review.
5. Review the information.

Note: When you have more records than can display on screen, the scroll bar appears and can be used to review all the records.

Related Links

[Logbook and Records: Medications Window—History Tab](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Creating a New Medication Record

Logbook and Records under **My Data** enables you to review or modify information about the status of the selected person's health. **Medications** under **Logbook and Records** deals with information about medications the person uses or has used.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Logbook and Records** menu on the left navigation panel and select **Medications** to open the *Logbook and Records: Medications* window – **Current** tab with medications the person currently uses displayed.
3. Click **Create New** to open the *Create New Medication Record* dialog box.

Note: The **Create New** button is also available on the *Logbook and Records: Medications* Window – **History** Tab.

4. Enter the appropriate information in the fields in the dialog box.

Note: When an entry made in the *Stop date* field occurs prior to the current date, the medication record does not appear on the **Current** tab; it appears only on the **History** tab.

5. Click **OK** to save the new information.

Related Links

[Creating a New Medication Record Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Editing a Medication Record

Logbook and Records under **My Data** enables you to review or modify information about the status of the selected person's health. **Medications** under **Logbook and Records** deals with information about medications the person uses or has used.

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's information is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.

2. Expand the **Logbook and Records** menu on the left navigation panel and select **Medications** to open the *Logbook and Records: Medications* window – **Current** tab.
3. Select the medication record you want to change and click **Edit** to open the *Edit Medication Record* dialog box.

Note: The **Edit** button is also available on the *Logbook and Records: Medications* Window – **History** Tab.

4. Make changes in the fields in the dialog box.

Note: When an entry made in the *Stop date* field occurs prior to the current date, the medication record does not appear on the **Current** tab; it appears only on the **History** tab.

5. Click **OK** to save the changes.

Related Links

[Edit Medication Record Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Deleting a Medication Record

Logbook and Records under **My Data** enables you to review or modify information about the status of the selected person's health. **Medications** under **Logbook and Records** deals with information about medications the person uses or has used.

1. Be sure you want to permanently delete this information because this action cannot be reversed.
2. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's information is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
3. Expand the **Logbook and Records** menu on the left navigation panel and select **Medications** to open the *Logbook and Records: Medications* window.
4. Click the **History** tab to open the *Logbook and Records: Medications* window—**History** tab.
5. Select the medication records you want to delete and click **Delete**.
6. In the warning box that opens, you have two ways to proceed:
 - Click **Yes** to continue with the deletion. The warning box closes, and the **History** tab displays without the deleted information.
 - Click **No** to cancel the deletion. The warning box closes, and the **History** tab displays without any changes.

Logbook and Records—Complications

Logbook and Records—Complications Overview

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Complications** under **Logbook and Records** deals with data about complications with the selected patient's health.

Related Links

[Logbook and Records: Complications Window](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Using the *Logbook and Records: Complications* Window

The *Logbook and Records: Complications* window displays a list of the complications the selected patient has experienced.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand the **Logbook and Records** menu on the left navigation panel and select **Complications** to open the *Logbook and Records: Complications* window.
4. Review the information.

Note: When you have more records than can display on screen, the scroll bar appears and can be used to review all the records.

Related Links

[Logbook and Records: Complications Window](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Creating a New Complication Record

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Complications** under **Logbook and Records** deals with data about complications with the selected patient's health.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand the **Logbook and Records** menu on the left navigation panel and select **Complications** to open the *Logbook and Records: Complications* window.
4. Click **Create New** to open the *Create New Complication Record* dialog box.
5. Enter the appropriate information in the fields in the dialog box.
6. Click **OK** to save the new information.

Related Links

[Create New Complication Record Dialog Box](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Editing a Complication Record

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Complications** under **Logbook and Records** deals with data about complications with the selected patient's health.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand the **Logbook and Records** menu on the left navigation panel and select **Complications** to open the *Logbook and Records: Complications* window.
4. Select the complication record you want to change and click **Edit** to open the *Edit Complication Record* dialog box.
5. Make the appropriate changes in the fields in the dialog box.
6. Click **OK** to save the changes.

Related Links

[Edit Complication Record Dialog Box](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Deleting a Complication Record

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Complications** under **Logbook and Records** deals with data about complications with the selected patient's health.

1. Be sure you want to permanently delete this information because this action cannot be reversed.
2. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
3. Select the patient you want from the list to open the *Patient Management* window.
4. Expand the **Logbook and Records** menu on the left navigation panel and select **Complications** to open the *Logbook and Records: Complications* window.
5. Select the complication records you want to delete and click **Delete**.
6. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to continue with the deletion. The warning box closes, and the *Logbook and Records: Complications* window displays without the deleted information.
 - o Click **No** to cancel the deletion. The warning box closes, and the *Logbook and Records: Complications* window displays without any changes.

Logbook and Records—Education

Logbook and Records—Education Overview

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Education** under **Logbook and Records** deals with data about any education the patient receives regarding health issues.

Related Links

[Logbook and Records: Education Window](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Reviewing Education Records

The *Logbook and Records: Education* window displays a list of information about any education the patient receives regarding health issues.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand the **Logbook and Records** menu on the left navigation panel and select **Education** to open the *Logbook and Records: Education* window.
4. Review the information.

Note: When you have more records than can display on screen, the scroll bar appears and can be used to review all the records.

Related Links

[Logbook and Records: Education Window](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Creating a New Education Record

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Education** under **Logbook and Records** deals with data about education the selected patient receives.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand the **Logbook and Records** menu on the left navigation panel and select **Education** to open the *Logbook and Records: Education* window.
4. Click **Create New** to open the *Create New Education Record* dialog box.
5. Enter information in the fields in the dialog box.
6. Click **OK** to save the new information.

Related Links

[Create New Education Record Dialog Box](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Editing an Education Record

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Education** under **Logbook and Records** deals with data about education the selected patient receives.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand the **Logbook and Records** menu on the left navigation panel and select **Education** to open the *Logbook and Records: Education* window.
4. Select the education record you want to change and click **Edit** to open the *Edit Education Record* dialog box.
5. Make changes in the fields in the dialog box.
6. Click **OK** to save the changes.

Related Links

[Edit Education Record Dialog Box](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Deleting an Education Record

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Education** under **Logbook and Records** deals with data about education the selected patient receives.

1. Be sure you want to permanently delete this information because this action cannot be reversed.
2. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
3. Select the patient you want from the list to open the *Patient Management* window.
4. Expand the **Logbook and Records** menu on the left navigation panel and select **Education** to open the *Logbook and Records: Education* window.
5. Select the education records you want to delete and click **Delete**.
6. In the warning box that opens, you have two ways to proceed
 - o Click **Yes** to continue with the deletion. The warning box closes, and the *Logbook and Records: Education* window displays without the deleted information.
 - o Click **No** to cancel the deletion. The warning box closes, and the *Logbook and Records: Education* window displays without changes.

Logbook and Records—Visit Notes

Logbook and Records—Visit Notes Overview

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Visit Notes** under **Logbook and Records** deals with customized data about the patient that is related to a specific visit to the healthcare provider's office

Related Links

[Visit Notes Window](#)

[Learn About the Patient Management Window](#)

[How to Print, E-mail, or Fax](#)

Reviewing Visit Notes

The *Visit Notes* window displays a list of visit notes for the selected patient.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand **Logbook and Records** on the left navigation panel and click **Visit Notes** to open the *Visit Notes* window.
4. Review the information.

Note: When you have more records than can display on screen, the scroll bar appears and can be used to review all the records.

Related Links

[Visit Notes Window](#)

[Viewing a Visit Note Attachment](#)

[Learn About the Patient Management Window](#)

[How to Print, E-mail, or Fax](#)

Creating a New Visit Note

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Visit Notes** under **Logbook and Records** deals with customized data about the patient that is related to a specific visit to the healthcare provider's office.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand **Logbook and Records** on the left navigation panel and click **Visit Notes** to open the *Visit Notes* window.
4. Click **Create New** to open the *Create New Visit Note* dialog box.

Note: The *Create New Visit Note* dialog box can also be accessed when you are adding a new health record, medication record, complication record, or education record.

5. Enter the appropriate information in the fields in the dialog box.

Note: An attachment can be added to a visit note.

6. Click **OK** to save the new information and attachments.

Related Links

[Create New Visit Note Dialog Box](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Editing a Visit Note

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Visit Notes** under **Logbook and Records** deals with customized data about the patient that is related to a specific visit to the healthcare provider's office.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand **Logbook and Records** on the left navigation panel and click **Visit Notes** to open the *Visit Notes* window.
4. Select the visit note you want to change and click **Edit** to open the *Edit Visit Notes* dialog box.
5. Make changes in the fields in the dialog box.

Note: An attachment can be added to or removed from the visit note.

6. Click **OK** to save the changes.

Related Links

[Edit Visit Note Dialog Box](#)

[Learn About the Patient Management Window](#)

[How to Print, E-mail, or Fax](#)

Deleting a Visit Note

Logbook and Records under **Patient Management** enables you to review or modify information about the status of the selected patient's health. **Visit Notes** under **Logbook and Records** deals with customized data about the patient that is related to a specific visit to the healthcare provider's office.

1. Be sure you want to permanently delete this information because this action cannot be reversed.
2. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
3. Select the patient you want from the list to open the *Patient Management* window.
4. Expand **Logbook and Records** on the left navigation panel and click **Visit Notes** to open the *Visit Notes* window.
5. Select the visit notes you want to delete and click **Delete**.
6. In the warning box that opens, you have two ways to proceed
 - o Click **Yes** to continue with the deletion. The warning box closes, and the *Visit Notes* window displays without the deleted information.
 - o Click **No** to cancel the deletion. The warning box closes, and the *Visit Notes* window displays without changes.

Viewing a Visit Note Attachment

Each visit note in the *Visit Notes* window contains a list of any files attached to it.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand **Logbook and Records** on the left navigation panel and select **Visit Notes** to open the *Visit Notes* window.
4. Select the visit note for which you want to view an attachment.
5. Click **View/Edit** to open the *Edit Visit Note* dialog box.
6. Select the attachment you want to view from the list and click **View**.
7. Review the attachment.
8. Close the attachment and click **OK** to exit the dialog box

Related Links

[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Logbook and Records – Health Records Quick Entry

Health Records Quick Entry Overview

Health Records Quick Entry on the **Patient Management** toolbar enables you to quickly add a new set of health measurement records to the **ACCU-CHEK® 360° System**.

Related Links

[Logbook and Records: Health Records Display Window – Most Recent Tab](#)

[Health Records Quick Entry Dialog Box](#)

[Learn About the Patient Management Window](#)

[How to Print, E-mail, or Fax](#)

Entering Quick Entry Health Records

Health Records Quick Entry on the **Patient Management** toolbar enables you to quickly add a new set of health measurement records to the **ACCU-CHEK® 360° System**.

1. In the *Patient Management* window, click **Health Records Quick Entry** on the toolbar.
2. Enter information in the fields in the *Health Records Quick Entry* dialog box.

Note: An individual health record is added to the **ACCU-CHEK® 360° System** for each entry in a field in the *Health Records Quick Entry* dialog box. The records are displayed under *Logbook: Health Records*.

3. Click **OK** to save the new information.

Related Links

[Health Records Quick Entry Dialog Box](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Graphs

My Data – Graphs Overview

The **Graphs** option under **My Data** enables you to review individual graphs and charts with detailed information about the status of your health.

The available graphs are

- **Trend** – displays your information in chronological order.
- **Standard Day** – displays your information organized by hour of the day.
- **Standard Week** – displays your information organized by day of the week.
- **Target** – displays your information organized by percentages of results as it relates to your target.
- **Metabolic Control** – displays the variability of your bG data.
- **Insulin Effect** – displays your insulin information across time.
- **Insulin Pump Use** – displays your insulin pump use information organized by days within a specified date range.
- **Insulin Pump Summary** – displays a summary of your insulin pump use and insulin information in three charts.
- **Basal Profiles** – displays your insulin dose information (basal profile) organized by hourly unit measures in a 24-hour period.

Related Links

[Using the Trend Graph](#)
[Using the Standard Day Graph](#)
[Using the Standard Week Graph](#)
[Using the Target Graph](#)
[Using the Metabolic Control Graph](#)
[Using the Insulin Effect Graph](#)
[Using the Insulin Pump Use Graph](#)
[Using the Insulin Pump Summary Graph](#)
[Using the Basal Profiles Graph](#)
[Trend Graph Window](#)
[Standard Day Graph Window](#)
[Standard Week Graph Window](#)
[Target Graph Window](#)
[Metabolic Control Graph Window](#)
[Insulin Effect Graph Window](#)
[Insulin Pump Use Graph Window](#)
[Insulin Pump Summary Graph Window](#)
[Basal Profiles Graph Window](#)
[Learn About the My Data Window](#)

Using the Trend Graph

The *Trend* graph displays your information organized in chronological order.



Follow the steps below to use the features of the *Trend* graph.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the main *My Data* window opens.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, the *Select Person* dialog box opens for you to choose whose information you want to see. Select the person's name from the list.
2. Expand the **Graphs** submenu on the left navigation bar by clicking the arrow and then select **Trend**. The *Trend* graph window opens to show information about your blood sugar levels organized by any common occurrences in chronological order.
3. Use the display options above the graph to set the limits of the information you want to include in the display.
 - o Specify the date *Range*
 - o Specify *Carb units*
4. Use the **Settings** tab (at the bottom of the screen) to choose how and what information is displayed.
5. Use the **Statistics** tab to view a detailed summary of the information displayed in the graph.
6. Use the **Key** tab to view explanations for symbols used in the graph.

Related Links

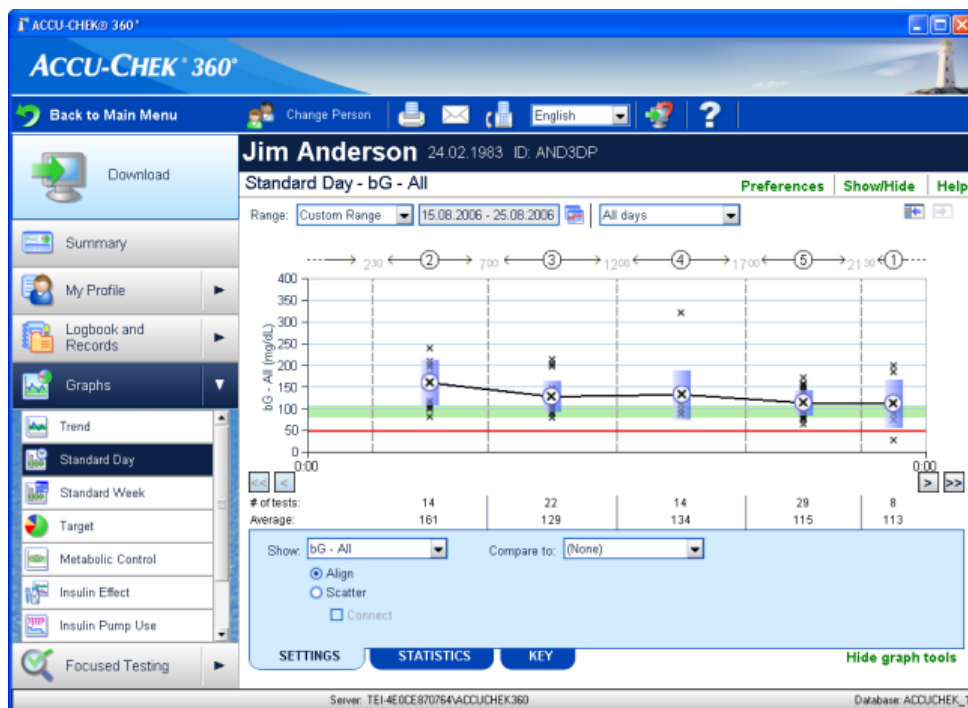
[Trend Graph Window](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Using the Standard Day Graph

The *Standard Day* graph displays your health information organized by hour of the day.



Follow the steps below to use the features of the *Standard Day* graph.

- Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom information is entered in the **ACCUCHEK® 360° System**, the main *My Data* window opens.
 - If more than one person's information is entered in the **ACCUCHEK® 360° System**, the *Select Person* dialog box opens for you to choose whose information you want to see. Select the person's name from the list.

- Expand the **Graphs** submenu on the left navigation bar by clicking on the arrow and then select **Standard Day**. The *Standard Day* graph window opens to show your health information organized by the hour of the day.

Note: The hours of the day are grouped according to the time blocks you establish in **Day and Week** under **My Profile**. Block 1 is the first time block with an ending time that falls after midnight. To change the time blocks you are using:

- Go to the *Edit My Profile—Day & Week* dialog box
- Go to the *Number of blocks* drop-down list to select the number of time blocks you want to use
- Drag and drop the hands around the clock's edge to the times when you want each time block to begin
- Click **OK**

- Use the display options above the graph to select the limits you want for the information to include in the display.

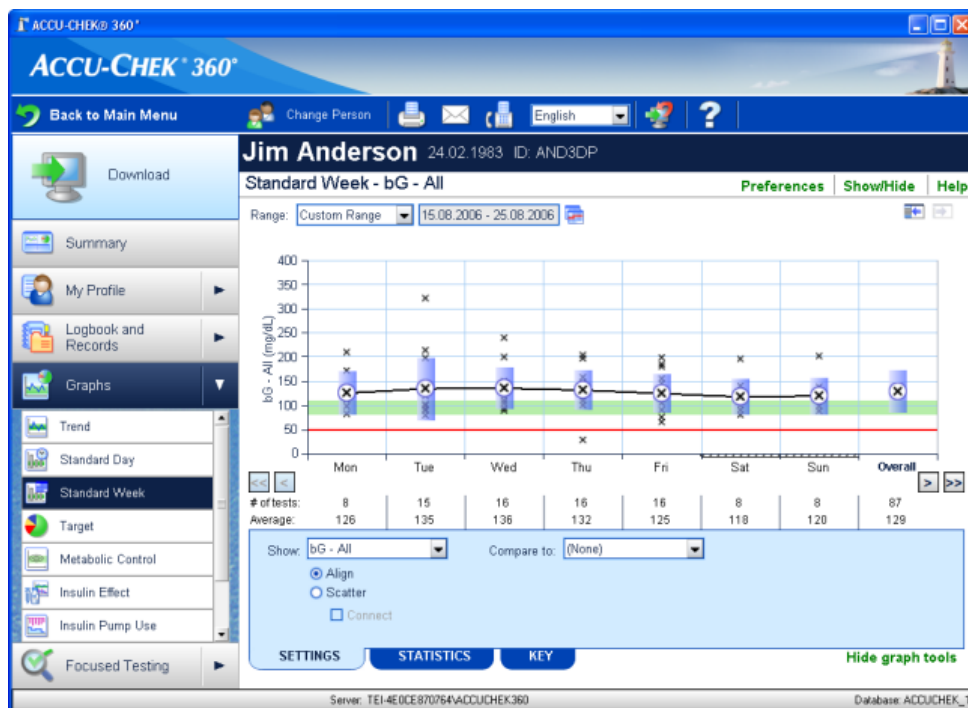
-
4. Use the **Settings** tab (at the bottom of the screen) to choose how and what information is displayed.
Choose the format that is easiest for you to read and understand.
 5. Use the **Statistics** tab to view a detailed summary of the information displayed in the graph.
 6. Use the **Key** tab to view explanations for symbols used in the graph.

Related Links

[Standard Day Graph Window](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Using the Standard Week Graph

The *Standard Week* graph displays your information organized by day of the week.



Follow the steps below to use the features of the *Standard Week* graph.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the main *My Data* window opens.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, the *Select Person* dialog box opens for you to choose whose information you want to see. Select the person's name from the list.
2. Expand the **Graphs** submenu on the left navigation bar by clicking on the arrow and then select **Standard Week**. The *Standard Week* graph window opens to show information about your health organized by day of the week.
3. Use the display options above the graph to set the limits you want of the amount of information to include in the display.

Note: You cannot change the information that appears below the graph showing the total number of readings and the average level for each column.

4. Use the **Settings** tab (at the bottom of the screen) to choose how the information is displayed. Choose the format that is easiest for you to read and understand.

Note: When the graph displays in *Align* format, an additional *Overall* column appears. It shows a summary of the week's information.

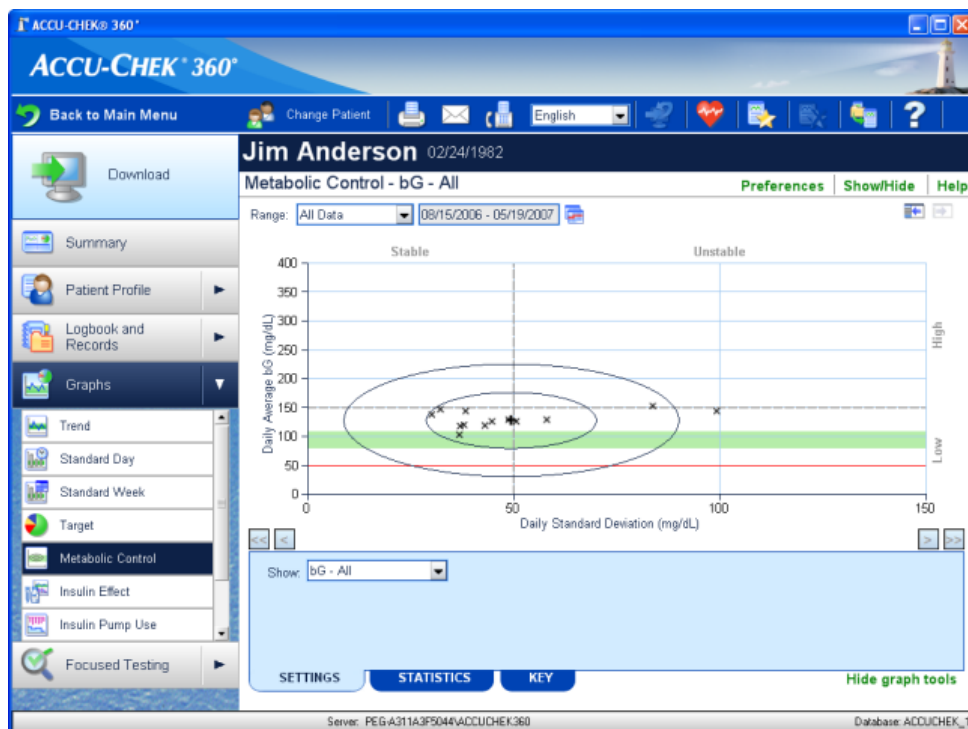
-
5. Use the **Statistics** tab to view a detailed summary of the information displayed in the graph.
 6. Use the **Key** tab to view explanations for symbols used in the graph.

Related Links

[Standard Week Graph Window](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Using the *Metabolic Control* Graph

The *Metabolic Control* graph displays the variability of the bG information.



Follow the steps below to use the features of the *Metabolic Control* graph:

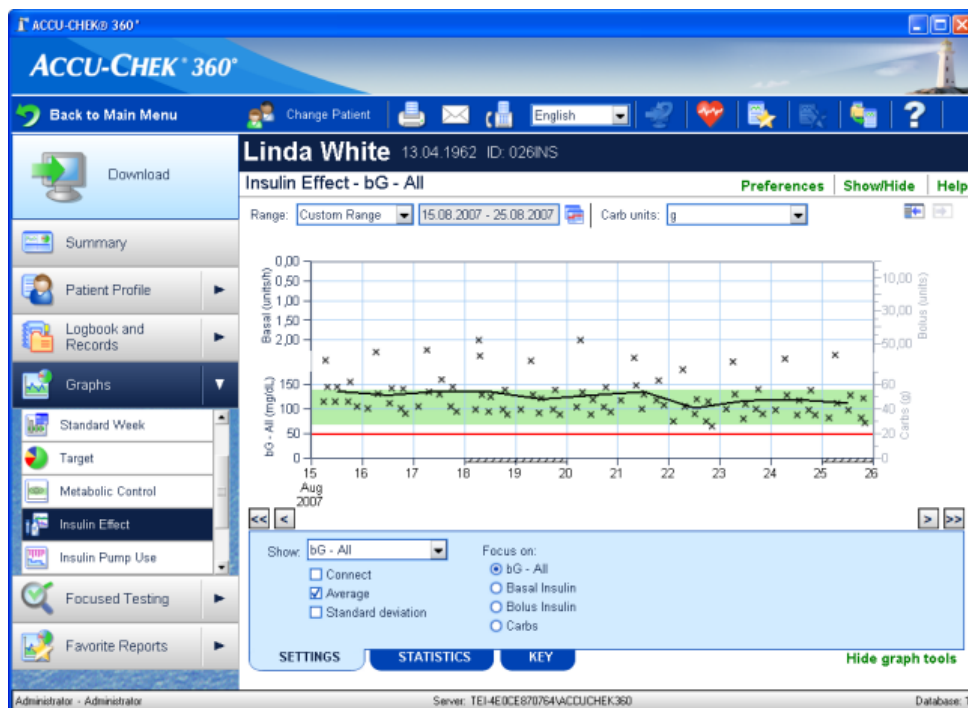
1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the main *My Data* window opens.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, the *Select Person* dialog box opens for you to choose whose information you want to see. Select the desired person's name from the list.
2. Expand the **Graphs** submenu on the left navigation bar by clicking the arrow, and then select **Metabolic Control**. The *Metabolic Control* graph window opens to show information about your health in a scatter chart.
3. Use the display options above the graph to select the limits of the information you want to include in the display.
 - o Specify the date *Range*
 - o Specify *Carb units*
4. Use the **Settings** tab (at the bottom of the screen) to choose which information is displayed.
5. Use the **Statistics** tab to view a detailed summary of the information displayed in the graph.
6. Use the **Key** tab to view explanations for symbols used in the graph.

Related Links

[Metabolic Control Graph Window](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Using the *Insulin Effect* Graph

The *Insulin Effect* graph displays your data organized in chronological order.



Follow the steps below to use the features of the *Insulin Effect* graph:

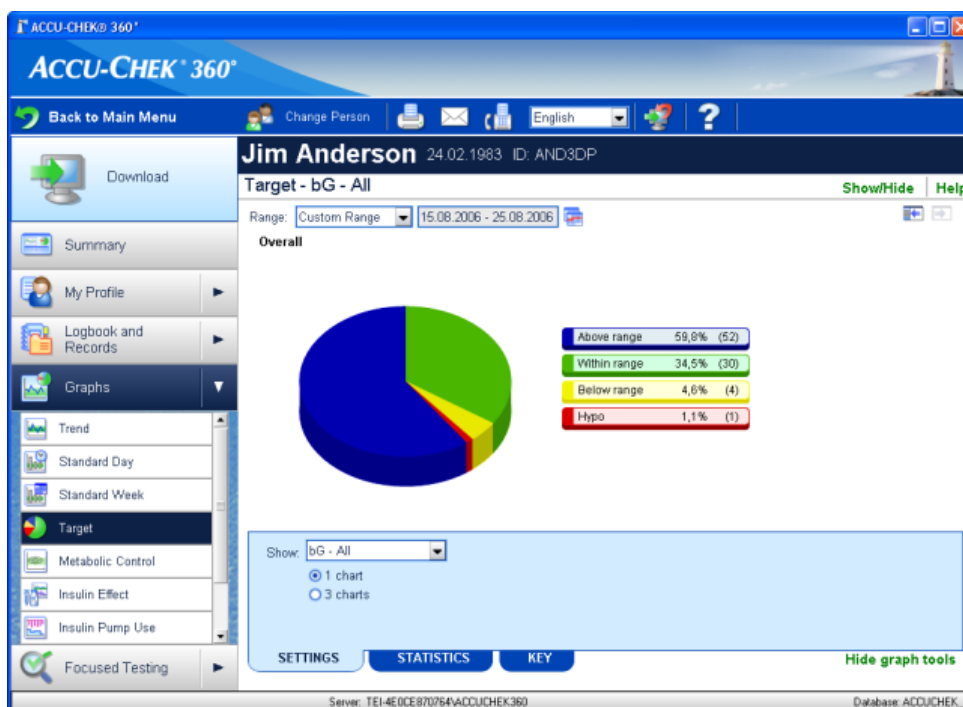
1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the main *My Data* window opens.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, the *Select Person* dialog box opens for you to choose whose information you want to see. Select the person's name from the list.
2. Expand the **Graphs** submenu on the left navigation bar by clicking the arrow, and then select **Insulin Effect**. The *Insulin Effect* graph window opens to show information about your health in chronological order.
3. Use the display options above the graph to select the range of data to include in the display.
 - o Specify the date *Range*
 - o Specify *Carb units*
4. Use the **Settings** tab to choose how and what information is displayed.
5. Use the **Statistics** tab to view a detailed summary of the information displayed in the graph.
6. Use the **Key** tab to view explanations for symbols used in the graph.

Related Links

[Insulin Effect Graph Window](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Using the Target Graph

The *Target* graph displays your information organized by percentages relative to your targets. The graph shows the percentage of readings above, below, or within the target range and the percentage of readings below the hypo limit.



Follow the steps below to use the features of the *Target* graph.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the main *My Data* window opens.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, the *Select Person* dialog box opens for you to choose whose information you want to see. Select the person's name from the list.
2. Expand the **Graphs** submenu on the left navigation bar by clicking the arrow and then select **Target**. The *Target* graph window opens to show your information organized by the percentage of readings above, below, or within your target range and the percentage of readings below your hypo limit.
3. Use the display options above the graph to set the limits of the information to include in the display.
4. Use the **Settings** tab (at the bottom of the screen) to choose how and what information is displayed.
 - o View the information in a one-chart *Overall* format
 - o View the information in a three-chart format with one *Overall* chart and two charts with additional information that you choose
5. Use the **Statistics** tab to view a detailed summary of the information displayed in the graph.
6. Use the **Key** tab to view explanations for symbols and display options used in the graph.

Related Links

[Target Graph Window](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Using the Insulin Pump Use Graph

The *Insulin Pump Use* graph displays insulin delivery information from your insulin pump.



Follow these steps to use the features of the *Insulin Pump Use* graph:

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, the *Select Person* dialog box opens for you to choose whose information you want to see. Select the person from the list.
2. Click **Graphs** on the left navigation panel and then select **Insulin Pump Use**. The *Insulin Pump Use* graph window opens.
3. Use the date **Range** option above the graph to set the date range for information to include in the display.
4. Use the **Statistics** tab to view a comprehensive summary of the information displayed in the graph. Use the **Key** tab to view explanations for symbols used in the graph.

Note: No options are available on the **Settings** tab for the *Insulin Pump Use* graph.

Related Links

[Learn About the My Data Window](#)
[Insulin Pump Use Graph Window](#)
[How to Print, E-mail, or Fax](#)

Using the Basal Profiles Graph

The *Basal Profiles* graph displays the basal rate profiles supported by your pump.



Follow these steps to use the features of the *Basal Profiles* graph:

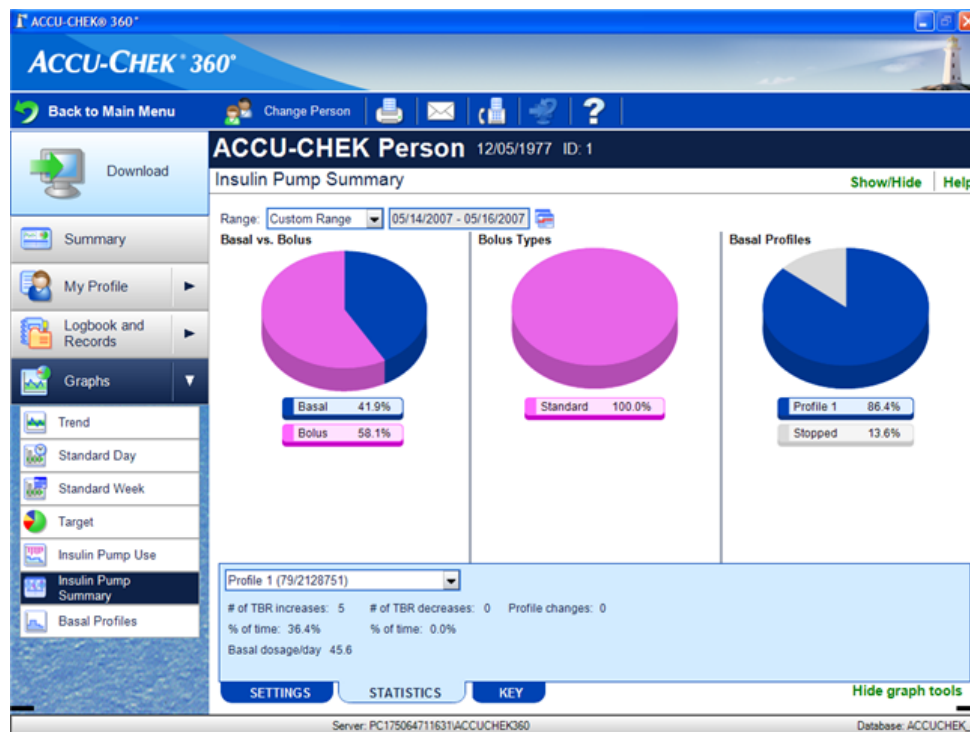
1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the main *My Data* window opens.
 - o If more than one person's information is entered in the **ACCU-CHEK® 360° System**, the *Select Person* dialog box opens for you to choose whose information you want to see. Select the person from the list.
2. Click **Graphs** on the left navigation panel and then select **Basal Profiles**. The *Basal Profiles* graph window opens.
3. Use the insulin pump list option above the graph to open the list of available insulin pumps .
4. Select the appropriate insulin pump for the graph.
5. View the information displayed in the graph.

Related Links

[Learn About the My Data Window](#)
[Basal Profiles Graph Window](#)
[How to Print, E-mail, or Fax](#)

Using the Insulin Pump Summary Graph

The *Insulin Pump Summary* graph displays insulin delivery information from your insulin pump.



Follow these steps to use the features of the *Insulin Pump Summary* graph:

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the main *My Data* window opens.
 - If more than one person's information is entered in the **ACCU-CHEK® 360° System**, the *Select Person* dialog box opens for you to choose whose information you want to see. Select the person from the list.
2. Click **Graphs** on the left navigation panel and then select **Insulin Pump Summary**. The *Insulin Pump Summary* graph window opens.
3. Use the date **Range** option above the graph to set the date range for the information to include in the display.
4. Select the profile you want to view statistics for using the display options in the **Statistics** tab.
5. Use the **Statistics** tab to view a summary of the information displayed in the graph. Use the **Key** tab to view explanations for symbols used in the graph.

Note: No options are available on the **Settings** tab for the *Insulin Pump Summary* graph.

Related Links

[Learn About the My Data Window](#)
[Insulin Pump Summary Graph Window](#)

[How to Print, E-mail, or Fax](#)

Structured Testing

My Data – Structured Testing Overview

Structured Testing under **My Data** adds structured data collection and new reports to the **ACCU-CHEK® 360° System** for periodically tracking and visualizing relevant information to enable better diabetes management decisions.

The information maintained in **Structured Testing** includes:

- **3-Day Profile** tracks data related to specific meal segments, including blood sugar, meal size, and energy level. This data can be viewed in a graph or in a report.

Related Links

[Structured Testing – 3-Day Profile Overview](#)

[Using the 3-Day Profile – Data Tab](#)

[Using the 3-Day Profile – Graph Tab](#)

[Learn About the My Data Window](#)

3-Day Profile

Structured Testing – 3-Day Profile Overview

Structured Testing under **My Data** adds structured data collection and new reports to the **ACCU-CHEK® 360° System** for periodically tracking and visualizing relevant information to enable better diabetes management decisions. **3-Day Profile** under **Structured Testing** displays data related to specific meal segments, including blood sugar, meal size, and energy level. This data can be viewed in a graph or in a report.

The data is displayed in the following tabs:

- **Data** tab – This tab displays the person’s downloaded and manually-entered health information related to a 3-day profile. This information is organized by day and divided into meal segments.
- **Graph** tab – This tab displays the person’s downloaded and manually-entered health information related to a 3-day profile over time. Use this tab to view the selected information graphically or to view statistics related to the selected 3-day profile record.

Related Links

[Structured Testing: 3-Day Profile Window – Data Tab](#)
[Structured Testing: 3-Day Profile Window – Graph Tab](#)
[Learn About the My Data Window](#)

Using the 3-Day Profile Display Window – Data Tab

Use the *3-Day Profile* window – **Data** tab to display the person's downloaded and manually-entered health information related to a 3-day profile. This information is organized by day and divided into meal segments.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Structured Testing** menu on the left navigation panel and select **3-Day Profile** to open the *3-Day Profile* window – **Data** tab.
3. Select the start date for the 3-day profile you would like to view.
4. Review the information.

Related Links

[Structured Testing: 3-Day Profile Display Window – Data Tab](#)

[Learn About the My Data Window](#)

[How to Print, E-mail, or Fax](#)

Creating a 3-Day Profile Record

The *3-Day Profile* window allows you to create and edit 3-day profile records.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Structured Testing** menu on the left navigation panel and select **3-Day Profile** to open the *3-Day Profile* window – **Data** tab.
3. In the *3-day profile start* field, select a date to begin the 3-day profile.
4. Click **Edit** to open the *Edit Profile Records* dialog box.
5. Use the *Edit Profile Records* dialog box to enter profile information including blood sugar information, time, energy level, and meal size. To assign meal segments to existing records for the selected date, click **Browse existing bG data** to open the *Assign Meal Segments* dialog box.
6. Click **OK** to save the new information.

Related Links

[Edit Profile Records Dialog Box](#)
[Assign Meal Segments Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Editing a 3-Day Profile Record

Use the following steps when you want to edit 3-day profile information using the *3-Day Profile – Data* tab under **Structured Testing**.

1. Click **My Data** on the *Main Menu* window.
 - If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Structured Testing** menu on the left navigation panel and select **3-Day Profile** to open the *3-Day Profile* window – **Data** tab.
3. In the *3-day profile start* field, select the start date of the 3-day profile record you want to edit.
4. Click **Edit** to open the *Edit Profile Records* dialog box with the selected information displayed.
5. From the *Edit Profile Records* dialog box you can:
 - make changes in the fields in the dialog box or
 - click **Browse existing bG data** to open the *Assign Meal Segments* dialog box, assign meal segments as needed, and click **OK** to return to the *Edit Profile Records* dialog box.
6. Click **OK** to save the changes.

Related Links

[Edit Profile Records Dialog Box](#)
[Assign Meal Segments Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Assigning Meal Segments for a 3-Day Profile Record

The *Assign Meal Segments* dialog box allows you to assign meal segments to existing bG records.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom information is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Structured Testing** menu on the left navigation panel and select **3-Day Profile** to open the *3-Day Profile* window – **Data** tab.
3. In the *3-day profile start* field, select the date of the bG records you want to associate with meal segments.
4. Click **Edit** to open the *Edit Profile Records* dialog box.
5. Click **Browse existing bG data** to open the *Assign Meal Segments* dialog box.
6. Assign meal segments to existing bG records as appropriate.
7. Click **OK** to return to the *Edit Profile Records* dialog box.
8. Click **OK** in the *Edit Profile Records* dialog box to save the new information.

Related Links

[Assign Meal Segments Dialog Box](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Using the 3-Day Profile Display Window – Graph Tab

Use the *3-Day Profile* window – **Graph** tab to display the person's downloaded and manually-entered health information related to a 3-day profile over time. Use this tab to view the selected information graphically or to view statistics related to the selected 3-day profile.

1. Click **My Data** on the *Main Menu* window.
 - o If you are the only person for whom data is entered in the **ACCU-CHEK® 360° System**, the *My Data* window opens with your information displayed.
 - o If more than one person's data is entered in the **ACCU-CHEK® 360° System**, you must select the person you want from the list in the *Select Person* dialog box to open the *My Data* window with information displayed for that person.
2. Expand the **Structured Testing** menu on the left navigation panel and select **3-Day Profile** to open the *3-Day Profile* display window.
3. Click the **Graph** tab to open the *3-Day Profile* window – **Graph** tab.
4. Select the start date for the 3-day profile you would like to view.
5. Use the **Statistics** tab to view a comprehensive summary of the data displayed in the graph. Use the **Key** tab to view explanations for symbols used in the graph.

Related Links

[Structured Testing: 3-Day Profile Display Window – Graph Tab](#)
[Learn About the My Data Window](#)
[How to Print, E-mail, or Fax](#)

Favorite Reports

Favorite Reports in Patient Management Overview

Favorite Reports under **Patient Management** enables you to save your preferred settings for graphs and logbooks. Saving favorite reports enables you to save customized reports for each healthcare provider in your office for quick and easy access. This allows you to standardize the reports used in your office and reduce the time required to produce the reports.

Related Links

[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Using Favorite Reports

Favorite Reports under **Patient Management** enables you to save your preferred settings for graphs and logbooks. Saving favorite reports enables you to save customized reports for each healthcare provider in your office for quick and easy access. This allows you to standardize the reports used in your office and reduce the time required to produce the reports.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand **Favorite Reports** on the left navigation panel and select a report.
4. Review the information.

Related Links

[Patient Management—Toolbar Overview](#)
[Learn About the Patient Management Window](#)
[How to Print, E-mail, or Fax](#)

Saving a Favorite Report

Favorite Reports under **Patient Management** enables you to save your preferred settings for graphs and logbooks. Saving favorite reports enables you to save customized reports for each healthcare provider in your office for quick and easy access. This allows you to standardize the reports used in your office and reduce the time required to produce the reports.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. On the left navigation panel, select the information type and format that you want to save as a favorite report.
4. On the **Patient Management** toolbar, click **Save this as a Favorite Report**.
5. Enter a name for the report in the *Save Report* dialog box.
6. Click **OK** to save the new report.

Related Links

[Patient Management—Toolbar Overview](#)
[Learn About the Patient Management Window](#)

Editing a Favorite Report

Favorite Reports under **Patient Management** enables you to save your preferred settings for graphs and logbooks. Saving favorite reports enables you to save customized reports for each healthcare provider in your office for quick and easy access. This allows you to standardize the reports used in your office and reduce the time required to produce the reports.

1. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
2. Select the patient you want from the list to open the *Patient Management* window.
3. Expand **Favorite Reports** on the left navigation panel and select the report you want to edit.
4. Make changes to the report settings.
5. On the **Patient Management** toolbar, click **Save this as a Favorite Report** to open the *Save Report* dialog box.
6. Click **OK** to save the changes.
7. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to continue with the changes. The warning box closes, and the report displays using the new settings.

Note: Make sure you want to change this information because the overwrite process cannot be reversed.

- o Click **No** to cancel the changes. The warning box closes, and the report displays without changes.

Related Links

[Patient Management—Toolbar Overview](#)
[Learn About the Patient Management Window](#)

Deleting a Favorite Report

Favorite Reports under **Patient Management** enables you to save your preferred settings for graphs and logbooks. Saving favorite reports enables you to save customized reports for each healthcare provider in your office for quick and easy access. This allows you to standardize the reports used in your office and reduce the time required to produce the reports.

1. Be sure you want to permanently delete this information because this action cannot be reversed.
2. Click **Patient Management** on the *Main Menu* window to open the *Select Patient* dialog box.
3. Select the patient you want from the list to open the *Patient Management* window.
4. Expand **Favorite Reports** on the left navigation panel and select the report you want to delete.
5. On the **Patient Management** toolbar, click **Delete this Favorite Report**.
6. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to continue with the deletion. The warning box closes, and the left navigation panel displays without the deleted report.
 - o Click **No** to cancel the deletion. The warning box closes, and the left navigation panel displays without changes.

Population Management

Population Management Overview

Population Management enables you to track the status of a group's health data and other information. The two types of groups in Population Management are query groups and static groups.

A query group is based on criteria that you select. The members of a query group may change automatically if the patients no longer fit the criteria, or if patients begin to fit the criteria. A static group includes patients that you select. The members of a static group never change unless you change them. Whenever a patient is deleted, that patient is automatically removed from all groups.

Population Management provides the following tools for reviewing and maintaining group data and information:

- **Group Summary** enables you to review the group member list or to set profile information for all group members.
- **Graphs & Reports** allows you to use the options that follow to view graphs and reports for the group's data:
 - **Group Trend**—displays group data organized in chronological order
 - **Distribution List**—displays members of the group listed in value ranges according to their data
 - **Distribution Histogram**—displays the percentages of patients or results within ranges of results across a specific date range
 - **Before and After - Distribution**—displays percentages of patients or percentages of results from before and after a specified event, organized in value ranges
 - **Before and After - Trend**—displays group data before and after a specified event
 - **Overdue Health Records**—displays group members whose next health records are overdue

Related Links

[Learn About the Population Management Window](#)

[Learn About Query Groups](#)

[Learn About Static Groups](#)

Learn About the *Population Management* Window

Population Management enables you to track the status of a group's health data and other information. The options here allow you to review and maintain information about health targets, healthcare providers, insurance providers, and education records. From this window you can print, e-mail, and/or fax reports and information to patients and other healthcare providers.

Note: Within Population Management you can edit Patient Profile information for all members in a group. If you want to edit information for individual patients you must use Patient Management by clicking **Patient Management** on the *Main Menu* window.

You must select the group with which you want to work in the *Select Group* dialog box before you can use any Population Management options. Use the following steps to select a group:

1. Click **Population Management** on the *Main Menu* window to open a list in the *Select Group* dialog box.
2. Select the group that you want and click **OPEN** in the *Select Group* dialog box. This opens the *Population Management* window.

The screenshot shows the ACCU-CHEK 360° interface. The top navigation bar includes 'Back to Main Menu', 'Change Group', and various icons. The left sidebar has 'Group Summary' and 'Graphs & Reports'. The main content area is titled 'Group: "ACCU-CHEK Group"' and shows a 'Group Summary' section with a 'Description' field and a 'Group Type: Query Group' label. Below this is a 'View / Edit' button. The 'Member List (37 members)' table is displayed with columns for Name, Date of Birth, and ID. At the bottom, there is a green link: '→ Edit Patient Profile and apply changes to all members of "ACCU-CHEK Group"'. The status bar at the bottom indicates 'Server: PC175064711631\ACCU-CHEK360' and 'Database: ACCUCHEK_1'.

Name	Date of Birth	ID
Adams, Hank	08/14/1955	DEMO0007
Allen Jr, John	04/28/1958	SFED
Anderson, Fred	12/18/1953	10-1
Austin, Yovonne	03/12/1969	DEMO0001
Burns, Chris	03/04/1947	DEMO0003
Control, Control	05/01/2007	
Davis, Heidi	02/21/1958	DEMO0010
Dodger, Laura	01/01/1970	
Edwards, Barbara	04/04/1982	
Franklin, Ryan	04/04/1974	
Gills, Daniel	02/11/1959	DEMO0004
Gregory, Samantha	07/01/1925	patient2
Guiness, Greta	06/26/1976	DEMO0008
Hicks, Eddie	02/27/1967	DEMO0002
Hill, Stephanie	03/12/1979	DEMO0011
Johnson, Rob	02/27/1982	DEMO0012

The *Population Management* window enables you to track the status of a group's health data and other information.

- [Learn About the Information](#)
- [Learn About the Window Components](#)
- [Learn About What You Can Do](#)

Learn About the Information


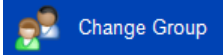

The *Population Management* window enables you to access the following information:







- **Group Summary** displays information about the selected group, such as group type, group description, and the group's member list
- **Graphs & Reports** displays graphs and reports containing information about the selected group. Six graphs and reports are available including:
 - **Group Trend** – displays group data organized in chronological order
 - **Distribution List** – displays members of the group listed in value ranges according to their data
 - **Distribution Histogram** – displays the percentages of patients or results within ranges of results across a specific date range
 - **Before and After – Distribution** – displays percentages of patients or percentages of results from before and after a specified event, organized in value ranges
 - **Before and After – Trend** – displays group data before and after a specified event
 - **Overdue Health Records** – displays group members whose next health records are overdue

Learn About the Window Components

The *Population Management* window has the following components:

- The [toolbar](#) runs across the top of the window. It has buttons that enable you to perform various tasks.
- The [group name bar](#) runs across the top of the window below the toolbar. It displays the selected group's name.
- The [location indicator](#) is on the left side of the window below the group name bar. It shows the name of the left navigation panel option displayed in the information display area.
- The [text options](#) are on the right side of the window below the group name bar. Click to access the named option.
- The [left navigation panel](#) runs down the left side of the window. Using it, you can select the type of information you want to access.
- The [information area](#) is where the selected information is displayed. The information area may be expanded and contracted using the expand and collapse buttons.

THE TOOLBAR	
<i>Use this toolbar button...</i>	<i>...to do this</i>
Back to Main Menu 	Return to the <i>Main Menu</i> .
Change Group 	Open the <i>Select Group</i> dialog box to access a different group's data or to create a new group. Note: When there is only one group currently in the ACCU-CHEK® 360° System , this toolbar button reads "Add Group."
Print 	Generate a report that corresponds to the current screen contents and send it to a printer.
E-mail	Generate a report that corresponds to the current screen contents and send it as an e-mail.

	
Fax 	Generate a report that corresponds to the current screen contents and send it as a fax.
Output Language Report Language: <input type="text" value="English"/>	Select the language you wish to use for printing/e-mailing/faxing reports from the <i>Population Management</i> window.
Help 	Open help text related to the main <i>Population Management</i> window.
Save this as a favorite report 	Save the information and format settings currently applied to the display for re-use from the left navigation panel.
Delete this favorite report 	Delete the settings for the currently displayed favorite report and remove the report name from the left navigation panel.
Print/E-mail/Fax Report 	Open the <i>Print/E-mail/Fax Reports – Select Reports</i> dialog box to begin generating reports for this group.

GROUP NAME BAR

Group: "ACCU-CHEK Group"

GROUP NAME BAR

This bar displays the name of the selected group.

LOCATION INDICATOR

OPTION NAME

Group Summary

This indicator displays the name of the left navigation bar option currently in use.

TEXT OPTIONS

Use this option...

Preferences








...to do this

Open **Preferences** so you can make changes to the information display settings and then return to see the new display.

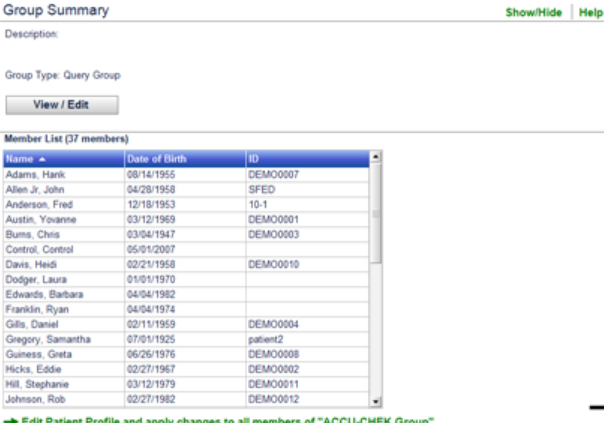


Note: This option is not always available. If **Preferences** is not currently accessible this option does not appear.

Show/Hide	Open Show/Hide so you can make changes to your list of features.
Help	Open Help text related to the displayed information.

LEFT NAVIGATION PANEL

<i>Use this left navigation option...</i>	<i>...to do this</i>
 Group Summary	Display information about the selected group such as group type, group description, and member list.
 Group Trend	Display group data averages organized in chronological order.
 Distribution List	Displays where members of the group fit within value ranges according to their data.
 Distribution Histogram	Display the percentage of patients within ranges of results across a specific time range.
 Before and After - Distribution	Display the percentages of patients within ranges of results before and after a specified event.
 Before and After - Trend	Display group data averages before and after a specified event.
 Overdue Health Records	Display group members whose most recent health records are overdue.

THE INFORMATION AREA

<i>This display section...</i>	<i>...shows this</i>
INFORMATION DISPLAY AREA 	The selected information for whatever option you choose on the left navigation panel.
<i>Use this option...</i>	<i>...to do this</i>
	Increase the size of the information area.
	Decrease the size of the information area.

Learn about what you can do in *Population Management*

- [If you want to review Information](#)
- [If you want to change information](#)
- [If you want to print information](#)
- [If you want to e-mail information](#)
- [If you want to fax information](#)
- [If you want to print/e-mail/fax custom, batch, or multiple reports](#)

If you want to review information

Note: Population Management provides two ways to review information in the *ACCU-CHEK® 360° System*.

In the left navigation panel, you can:

1. Select **Group Summary** and click **View/Edit** to view or edit the list of members or the criteria used to generate the query group, or
2. Select the graph or report that you want to view and click the **Settings**, **Statistics**, or **Key** tab to utilize graph and report features.

If you want to change information

1. Be sure you want to change this information for all group members because this action cannot be reversed.
2. Click **Group Summary** on the left navigation panel.
3. Click **Edit Patient Profile and apply changes to all members** at the bottom of the screen to open the *Set Group Information* dialog box.
4. Select the type of information that you want to edit from the following options: *Targets and Events*, *Day and Week*, *Healthcare Providers*, *Insurance*, or *Education*. Click **OK**.
5. Make the appropriate changes in the resulting dialog box, and click **OK**.
6. In the warning box that opens, you have two ways to proceed:
 - Click **Yes** to accept the changes. The warning box closes, and the changes are applied to all members of the group.
 - Click **No** to cancel. The warning box closes without applying changes.

Note: Within Population Management, you can edit Patient Profile information for all members in a group. If you want to edit information for individual patients you must use Patient Management by clicking **Patient Management** on the *Main Menu* window.

If you want to print information

1. Select the left navigation item you want to print to access the appropriate display window.
2. On the toolbar, select the output language you wish to use.
3. Click **Print** to send information displayed in the window to the printer.

Note: The only languages available are those that were chosen at install.

If you want to e-mail information

1. Select the left navigation item you want to e-mail to access the appropriate display window.
2. On the toolbar, select the output language you wish to use.
3. Click **E-mail** to send information displayed in the window as an e-mail message.

Note: The only languages available are those that were chosen at install.

If you want to fax information

1. Select the left navigation item you want to fax to access the appropriate display window.
2. On the toolbar, select the output language you wish to use.
3. Click **Fax** to send information displayed in the window as a fax.

Note: The only languages available are those that were chosen at install.

If you want to print/e-mail/fax custom, batch, or multiple reports

1. Click the **Print/E-mail/Fax Reports** button to open the *Print/E-mail/Fax Reports – Select Reports* dialog box to begin generating reports for the selected group.

Related Links

[Population Management Overview](#)

[Population Management – Group Summary Overview](#)

[Population Management – Graphs and Reports Overview](#)

Creating a New Group in Population Management

The two types of groups in Population Management are query groups and static groups. A query group is based on criteria that you select. The members of a query group may change automatically if the patients no longer fit the criteria, or if patients begin to fit the criteria. A static group includes patients that you select. The members of a static group never change unless you change them. Whenever a patient is deleted, that patient is automatically removed from all groups.

Create a new group to use the features in Population Management such as group graphs and reports.

1. Click **Population Management** on the *Main Menu* window to open a list in the *Select Group* dialog box.
2. In the *Select Group* dialog box click **Create New** to open the *Create New Group* dialog box.
3. Make the appropriate entries and selections in the *Create New Group* dialog box then click **OK**.
4. Make the appropriate changes in the resulting dialog box, then click **OK** to create the new group.

Related Links

[Learn About the Population Management Window
Create New Group Dialog Box](#)

Query Groups

Learn About Query Groups

A query group is based on criteria that you select. The members of a query group may change automatically if the patients no longer fit the criteria, or if patients begin to fit the criteria. Whenever a patient is deleted, that patient is automatically removed from all groups.

The criteria for a query group can be set from any of the following parameter types:

- Personal Information
- Diabetes Information
- Targets
- Healthcare Providers
- Insurance
- Devices
- Logbook
- Health Records
- Medication
- Complications
- Education
- Visit Notes
- Comments
- Group Association

Related Links

[Learn About the Population Management Window](#)
[Create New Query Group Dialog Box](#)

Create Query Group Overview

The Create Query Group function enables you to create groups of patients based on criteria that you select. Members of a query group may change automatically if patients no longer fit the criteria or if patients begin to fit the criteria.

You can filter your query group using data that is captured in patient records. For example, you can create a query group of female patients who are older than 18 with a given A1c level. In general, the more parameters that you specify, the fewer patients you have in your query group. You can preview the estimated number of patients who match your query as you add or subtract each parameter.

As you add parameters to your query, you build an expression using the values AND and OR. When you use AND to join multiple parameters, only the patients who match all of the parameters are included in your query group. When you use OR to join multiple parameters together, patients who match either of the parameters are included in the query group. For example, consider the different results from the following queries:

- *Female patients AND Over 18* includes only females who are older than 18
- *Female patients OR Over 18* includes all of the females in your database and all of the patients, including males, in your database older than 18

Related Links

[Create New Query Group Dialog Box](#)
[Viewing Query Results](#)

Creating Query Groups

Query groups enable you to create dynamic sets of patients, based on the criteria that you select.

1. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
2. In the *Select Group* dialog box click **Create New** to open the *Create New Group* dialog box.
3. Make the appropriate entries and select *Query Group* in the *Create New Group* dialog box then click **OK**.
4. Select the parameters that determine which patients belong to the group.
5. For each parameter, set the value.
6. Click the **Show Results** button to preview the patients who belong to the query group.
7. Click **OK** to save the query group.

Note: You can select the *Temporary* check box if you want to make this group temporary. A temporary group is removed when you leave the current population management session. To save this group for future sessions, be sure this check box is cleared.

Related Links

[Create New Query Group Dialog Box](#)
[Query Results Dialog Box](#)

Viewing Query Results

The *Query Results* dialog box enables you to view the patients who belong to a query group. You can view query results for query groups only. This feature is not available for static groups.

1. Click **Population Management** from the *Main Menu* window.
2. In the *Select Group* dialog box, click the name of an existing query group and then click **Open**.

Note: A query group is based on criteria that you select. The members of a query group may change automatically if the patients no longer fit the criteria or if patients begin to fit the criteria. A static group includes patients whom you select. The members of a static group never change unless you change them. Whenever a patient is deleted, that patient is automatically removed from all groups.

3. In the *Population Management—Group Summary* window, click **View/Edit**.
4. In the *Edit Query Group* dialog box, click **Show Results**.
5. In the *Query Results* dialog box, view the list of patients who belong to the query group.
6. Click **Cancel** to close the *Query Results* dialog box.

Related Links

[Create New Query Group Dialog Box](#)
[Query Results Dialog Box](#)

Static Groups

Learn About Static Groups

A static group includes patients that you select. The members of a static group never change unless you change them. Whenever a patient is deleted, that patient is automatically removed from all groups.

Related Links

[Learn About the Population Management Window](#)

[Create New Static Group Dialog Box](#)

[Edit Static Group Dialog Box](#)

Creating Static Groups

A static group includes patients that you select. The members of a static group never change unless you change them. Whenever a patient is deleted, that patient is automatically removed from all groups. Create a new static group to use the features in Population Management such as group graphs and reports.

Follow these steps to create a new static group:

1. Click **Population Management** on the *Main Menu* window to open a list in the *Select Group* dialog box.
2. In the *Select Group* dialog box, click **Create New** to open the *Create New Group* dialog box.
3. Make the appropriate entries and select the *Static Group* option in the *Create New Group* dialog box, then click **OK** to open the *Create New Static Group* dialog box.
4. Make the appropriate changes and select the group members for the new static group in the *Create New Static Group* dialog box, then click **OK** to create the group.

Related Links

[Learn About the Population Management Window](#)
[Create New Static Group Dialog Box](#)

Summary and Set Group Information

Population Management—Group Summary Overview

Population Management enables you to track the status of a group's health data and other information. Group Summary within Population Management displays information about the selected group, including group type, description, and a list of the members in the group.

Note: A query group is based on criteria that you select. The members of a query group may change automatically if the patients no longer fit the criteria, or if patients begin to fit the criteria. A static group includes patients that you select. The members of a static group never change unless you change them. Whenever a patient is deleted, that patient is automatically removed from all groups.

- *Description* displays the description of the group if one has been entered.
- *Group Type* designates the group as either a query group or static group.
- *Member List* lists all members in this group.

Related Links

[Learn About the Population Management Window](#)
[Population Management—Group Summary Window](#)

Set Group Information

You can use the *Set Group Information* dialog box to set Patient Profile information for all group members. For example, you can set the bG target range and health record targets for all group members. The **ACCU-CHEK® 360° System** changes the Patient Profile information of each group member.

Note: This feature will work only for the current group members at the time the changes are confirmed. New members' profiles are not automatically updated unless you apply this action after they are added to the group.

The information that can be edited using Set Group Information includes

- *Targets and Events* sets the group's blood glucose level target range, health records targets, and bG results flagged with an * in a device text
- *Day and Week* sets time blocks that the **ACCU-CHEK® 360° System** uses to customize the graphs and report displays for the group
- *Healthcare Providers* sets contact information for the group's healthcare providers
- *Insurance* sets contact and policy information for the group's insurance providers
- *Education* sets information about education the group members received

Related Links

[Learn About the Population Management Window Set Group Information Dialog Box](#)

Setting Targets and Events for a Group

Follow these steps to set the same targets and events once for all group members:

1. Be sure you want to change this information for all group members because this action cannot be reversed.
2. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
3. Select the group that you want and click **OPEN** in the *Select Group* dialog box. The *Population Management* window opens.
4. In the *Population Management—Group Summary* window, click **Edit Patient Profile and apply changes to all members** at the bottom of the screen to open the *Set Group Information* dialog box.
5. In the *Set Group Information* dialog box, select *Targets and Events* and click **OK**.
6. Make the appropriate changes in the fields in the *Targets and Events* dialog box and click **OK**.
7. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to accept the changes. The warning box closes, and the changes are applied to all group members.
 - o Click **No** to cancel. The warning box closes without applying changes.

Related Links

[Learn About the Population Management Window](#)
[Set Group Targets and Events Dialog Box](#)

Setting Group Information in Population Management

You can use the *Set Group Information* dialog box to set Patient Profile information for all group members. For example, you can set the bG target range and health record targets for all group members. The **ACCU-CHEK® 360° System** changes the Patient Profile information of each group member.

Note: This feature will work only for the current group members at the time the changes are confirmed. New members' profiles are not automatically updated unless you apply this action after they are added to the group.

Follow these steps to change Patient Profile information once for all group members:

1. Be sure you want to change this information for all group members because this action cannot be reversed.
2. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
3. Select the group that you want and click **OPEN** in the *Select Group* dialog box. The *Population Management* window opens.
4. In the *Population Management—Group Summary* window, click **Edit Patient Profile and apply changes to all members** at the bottom of the screen to open the *Set Group Information* dialog box.
5. Select the type of information that you want to edit from the following options: *Targets and Events*, *Day and Week*, *Healthcare Providers*, *Insurance*, or *Education*. Click **OK**.
6. Make the appropriate changes in the resulting dialog box, and click **OK**.

Note: On some dialog boxes you will need to first select the check box next to the information you want to apply to all group members.

7. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to accept the changes. The warning box closes, and the changes are applied to all group members.
 - o Click **No** to cancel. The warning box closes without applying changes.

Related Links

[Learn About the Population Management Window Set Group Information Dialog Box](#)

Setting Day and Week Information for a Group

The **ACCU-CHEK® 360° System** uses the settings from the *Set Group Days and Weeks* dialog box to customize the graphs and reports in Population Management.

Follow these steps to set the same day and week information for all group members:

1. Be sure you want to change this information for all group members because this action cannot be reversed.
2. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
3. Select the group that you want and click **OPEN**. The *Population Management* window opens.
4. In the *Population Management—Group Summary* window, click **Edit Patient Profile and apply changes to all members** at the bottom of the screen to open the *Set Group Information* dialog box.
5. In the *Set Group Information* dialog box, select *Day and Week* and click **OK**.
6. Make the appropriate changes in the fields in the *Set Group Day and Week* dialog box and click **OK**.
7. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to accept the changes. The warning box closes, and the changes are applied to all group members.
 - o Click **No** to cancel. The warning box closes without applying changes.

Related Links

[Learn About the Population Management Window](#)
[Set Group Day and Week Dialog Box](#)

Setting a Healthcare Provider for a Group

Follow these steps to enter the same healthcare provider information once for all group members:

1. Be sure you want to change this information for all group members because this action cannot be reversed.
2. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
3. Select the group that you want and click **OPEN** in the *Select Group* dialog box. The *Population Management* window opens.
4. In the *Population Management—Group Summary* window, click **Edit Patient Profile and apply changes to all members** at the bottom of the screen to open the *Set Group Information* dialog box.
5. In the *Set Group Information* dialog box, select *Healthcare Providers* and click **OK**.
6. Make the appropriate changes in the fields in the *Set Group Healthcare Provider* dialog box and click **OK**.
7. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to accept the changes. The warning box closes, and the changes are applied to all group members.
 - o Click **No** to cancel. The warning box closes without applying changes.

Related Links

[Learn About the Population Management Window](#)
[Set Group Healthcare Provider Dialog Box](#)

Setting an Insurance Provider for a Group

Follow these steps to enter the same insurance provider information once for all group members:

1. Be sure you want to change this information for all group members because this action cannot be reversed.
2. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
3. Select the group that you want and click **OPEN** in the *Select Group* dialog box. The *Population Management* window opens.
4. In the *Population Management - Group Summary* window, click **Edit Patient Profile and apply changes to all members** at the bottom of the screen to open the *Set Group Information* dialog box.
5. In the *Set Group Information* dialog box, select *Insurance*, and click **OK**.
6. Make the appropriate changes in the fields in the *Set Group Insurance Provider* dialog box and click **OK**.
7. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to accept the changes. The warning box closes, and the changes are applied to all group members.
 - o Click **No** to cancel. The warning box closes without applying changes.

Related Links

[Learn About the Population Management Window](#)
[Set Group Insurance Dialog Box](#)

Setting Education Records for a Group

Follow these steps to enter the same education information once for all group members:

1. Be sure you want to change this information for all group members because this action cannot be reversed.
2. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
3. Select the group you want and click **OPEN** in the *Select Group* dialog box. The *Population Management* window opens.
4. In the *Population Management—Group Summary* window, click **Edit Patient Profile and apply changes to all members** to open the *Set Group Information* dialog box.
5. In the *Set Group Information* dialog box, select *Education* and click **OK**.
6. Make the appropriate changes in the fields in the *Set Group Education* dialog box and click **OK**.
7. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to accept the changes. The warning box closes, and the changes are applied to all group members.
 - o Click **No** to cancel. The warning box closes without applying changes.

Related Links

[Learn About the Population Management Window](#)
[Set Group Education Dialog Box](#)

Using Group Summary

Follow these steps to view information about a group including group type, description, and the list of the patients in the group.

1. Click **Population Management** on the *Main Menu* window to open a list in the *Select Group* dialog box.
2. Select the group you want and click **OPEN**. The *Population Management—Group Summary* window appears.
3. Click **View/Edit** to view or edit the list of members or the criteria used to generate the group.

Note: A query group is based on criteria that you select. The members of a query group may change automatically if the patients no longer fit the criteria, or if patients begin to fit the criteria. A static group includes patients that you select. The members of a static group never change unless you change them.

4. Click **Edit Patient Profile and apply changes to all members** to change Patient Profile information for all group members.

Related Links

[Learn About the Population Management Window](#)
[Population Management—Group Summary Window](#)

Graphs Reports

Population Management—Graphs and Reports Overview

Population Management in the **ACCU-CHEK® 360° System** enables you to view graphs and reports for groups. These graphs and reports contain detailed information about the group's health data.

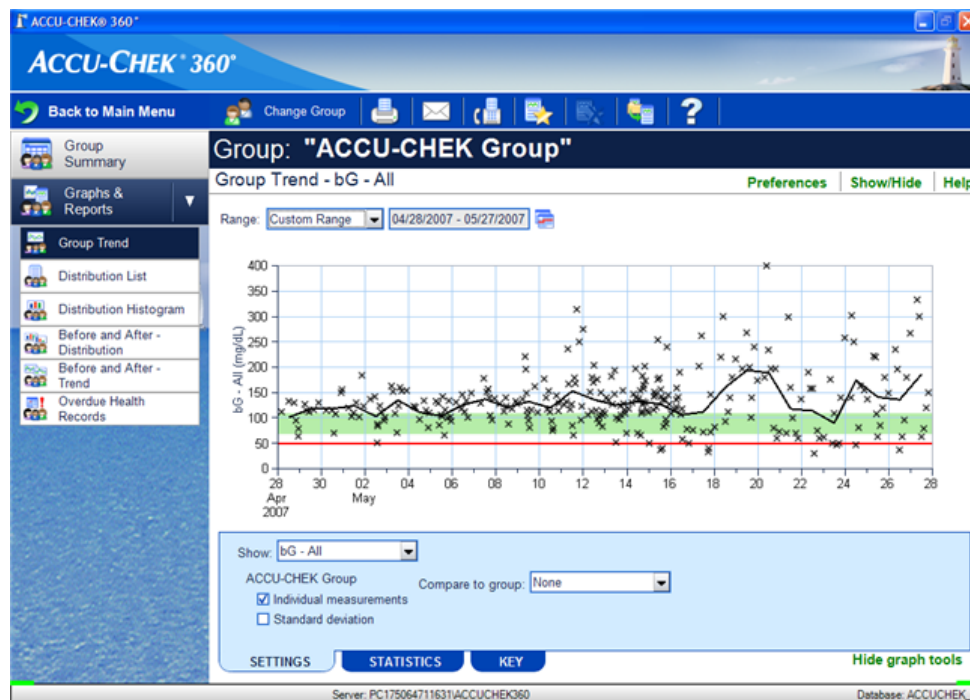
The available graphs and reports include the following:

- **Group Trend**—displays group data organized in chronological order
- **Distribution List**—displays members of the group listed in value ranges according to their data
- **Distribution Histogram**—displays the percentages of patients or results within ranges of results across a specific date range
- **Before and After - Distribution**—displays percentages of patients or percentages of results from before and after a specified event, organized in value ranges
- **Before and After - Trend**—displays group data before and after a specified event
- **Overdue Health Records**—displays group members whose next health records are overdue

Related Links

[Learn About the Population Management Window](#)

Using the *Group Trend Graph*



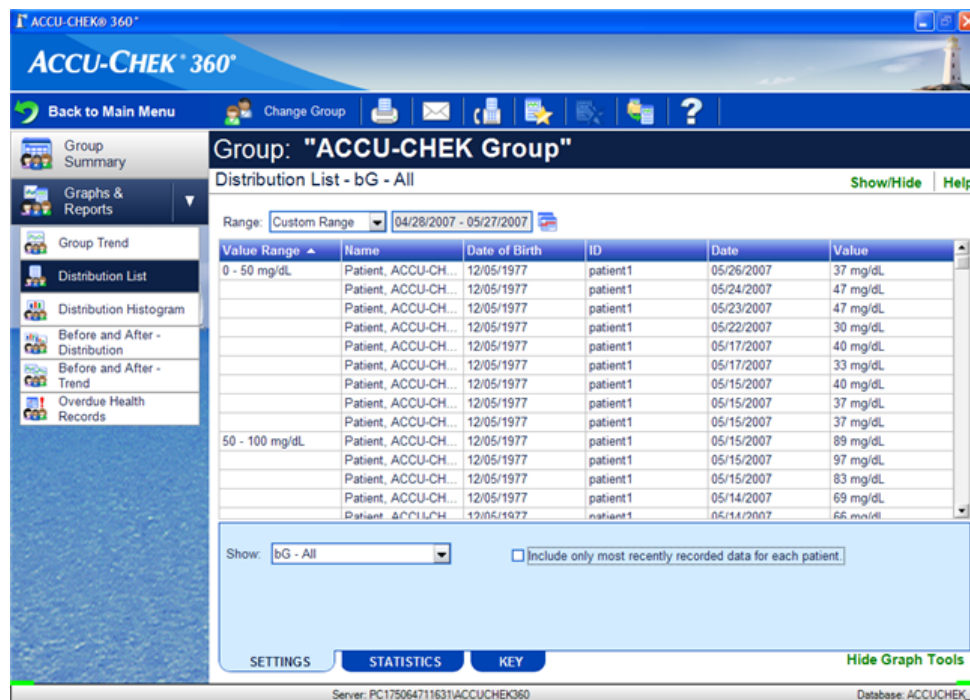
Follow these steps to use the features of the *Group Trend Graph*:

1. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
2. Select the group you want from the list. The *Population Management* window opens.
3. On the left navigation panel, click **Group Trend** to open the *Group Trend Graph* window.
4. Use the display options to select the date range for data to be included in the display.
5. Use the **Settings** tab to choose how the data displays.
6. Use the **Statistics** tab to view a numeric summary of the data displayed in the graph.
7. Use the **Key** tab to view explanations for symbols and display options used in the graph.

Related Links

[Learn About the Population Management Window](#)
[Group Trend Graph Window](#)

Using the *Distribution List Report*



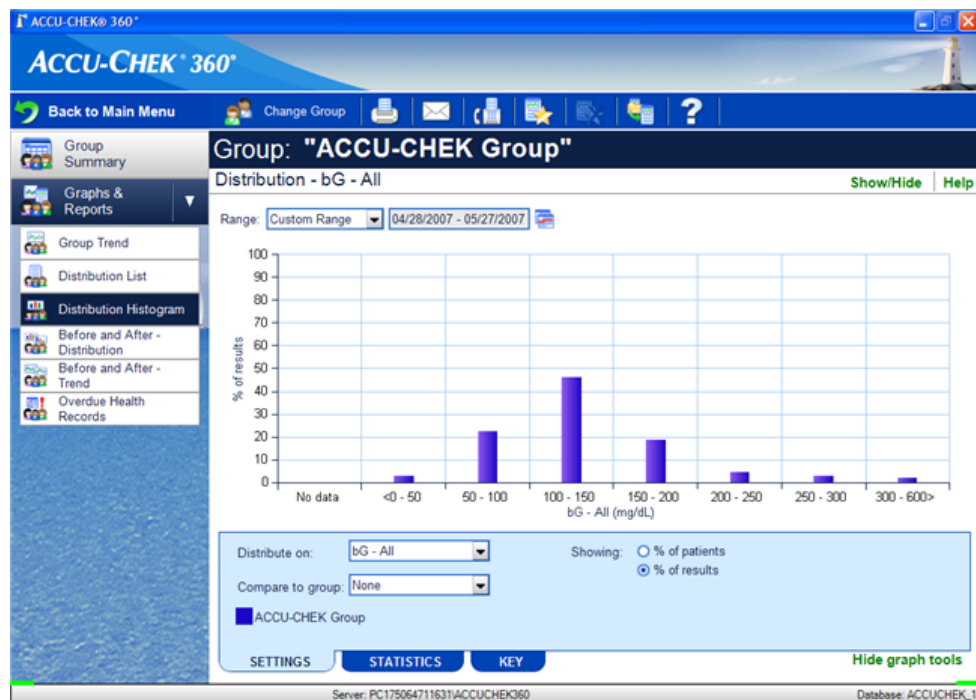
Follow these steps to use the features of the *Distribution List Report*:

1. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
2. Select the group you want from the list. The *Population Management* window opens.
3. On the left navigation panel, click **Distribution List** to open the *Distribution List Report* window.
4. Use the display options to select the date range for data you want included in the display.
5. Use the **Settings** tab to choose how the data is displayed.
6. Use the **Statistics** tab to view a numeric summary of the data displayed in the report.

Related Links

[Learn About the Population Management Window](#)
[Distribution List Report Window](#)

Using the *Distribution Histogram Graph*



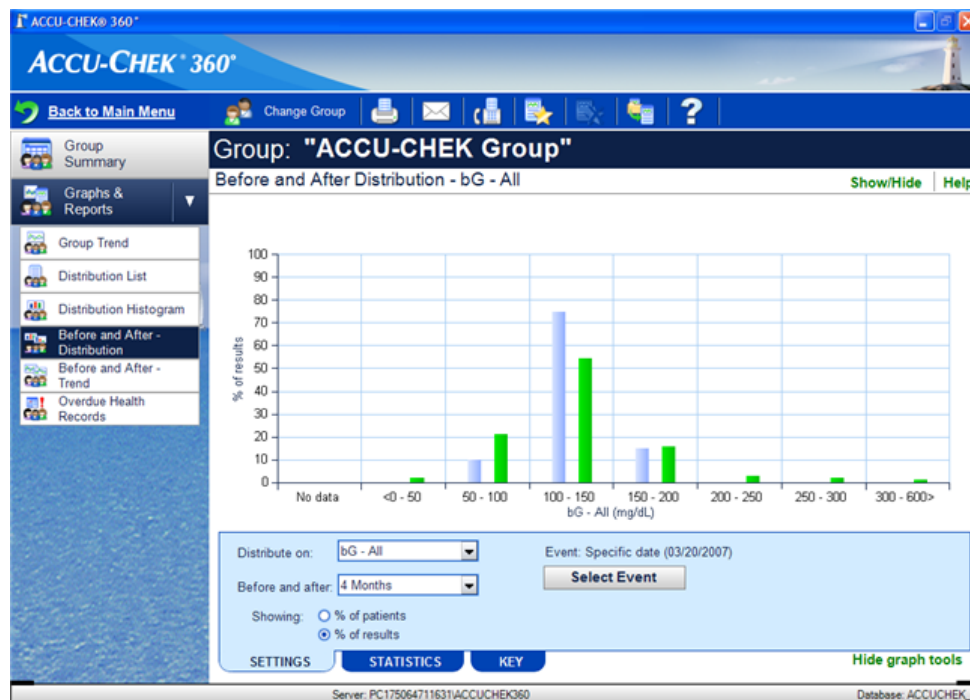
Follow these steps to use the features of the *Distribution Histogram Graph*:

1. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
2. Select the group you want from the list. The *Population Management* window opens.
3. On the left navigation panel, click **Distribution Histogram** to open the *Distribution Histogram Graph* window.
4. Use the display options to select the date range for data to include in the display.
5. Use the **Settings** tab to choose how the data displays.
6. Use the **Statistics** tab to view a numeric summary of the data displayed in the graph.
7. Use the **Key** tab to view explanations for symbols and display options used in the graph.

Related Links

[Learn About the Population Management Window](#)
[Distribution Histogram Graph Window](#)

Using the *Before and After - Distribution Graph*



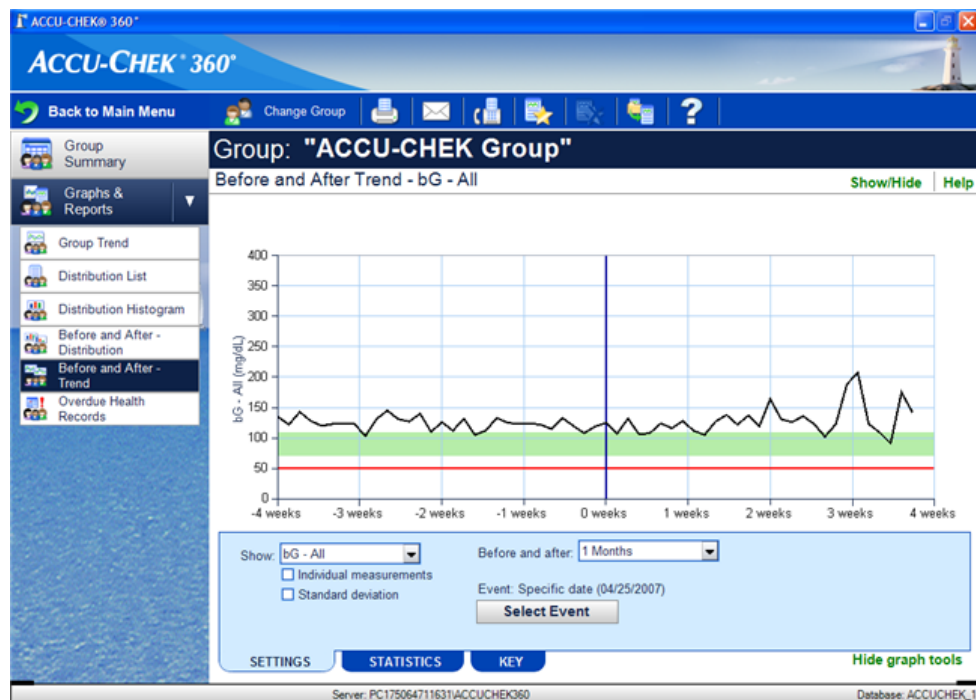
Follow these steps to use the features of the *Before and After - Distribution Graph*:

1. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
2. Select the group you want from the list. The *Population Management* window opens.
3. On the left navigation panel, click **Before and After - Distribution** to open the *Before and After - Distribution Graph* window.
4. Use the **SETTINGS** tab to choose how the data is displayed.
5. Use the **STATISTICS** tab to view a numeric summary of the data displayed in the graph.
6. Use the **KEY** tab to view explanations for symbols and display options used in the graph.

Related Links

[Learn About the Population Management Window](#)
[Before and After - Distribution Graph Window](#)

Using the *Before and After - Trend Graph*



Follow these steps to use the features of the *Before and After - Trend Graph*:

1. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
2. Select the group you want from the list. The *Population Management* window opens.
3. On the left navigation panel, click **Before and After - Trend** to open the *Before and After - Trend Graph* window.
4. Use the **Settings** tab to choose how the data displays.
5. Use the **Statistics** tab to view a numeric summary of the data displayed in the graph.
6. Use the **Key** tab to view explanations for symbols and display options used in the graph.

Related Links

[Learn About the Population Management Window](#)
[Before and After - Trend Graph Window](#)

Using the *Overdue Health Records Report*

The screenshot shows the ACCU-CHEK 360° software interface. The top bar includes the logo and a title bar. Below it is a navigation menu with options like 'Back to Main Menu', 'Change Group', and various icons. The main content area displays the 'Overdue Health Records Report' for the 'ACCU-CHEK Group'. The report includes a table with columns for Name, Date of Birth, ID, Type, Last Value, and Last Date. The table lists various health metrics for a patient named 'Patient, ACCU-CHEK'.

Name	Date of Birth	ID	Type	Last Value	Last Date
Patient, ACCU-CHEK	12/05/1977	patient1	A1c	8.4 %	12/14/2006
			Blood Pressure	120/90 mmHg	04/28/2007
			Cholesterol	210.0 mg/dL	12/14/2006
			Height	5.2 inches	04/28/2007
			Height	64.0 inches	04/28/2007
			Pulse	76 bpm	04/28/2007
			Temperature	98.6 °F	04/28/2007
			Weight	118 lbs	04/28/2007

Server: PC175064711631\ACCU-CHEK360 Database: ACCUCHEK_1

Follow these steps to use the features of the *Overdue Health Records Report*:

1. Click **Population Management** on the *Main Menu* window to open the *Select Group* dialog box.
2. Select the group you want from the list. The *Population Management* window opens.
3. On the left navigation panel, click **Overdue Health Records** to open the *Overdue Health Records* report window.

Note: Overdue health records appear here only when they are selected in the *Preferences—Overdue Health Records* dialog box found under **Settings**.

Related Links

[Learn About the Population Management Window](#)
[Overdue Health Records Report Window](#)

Advanced Reporting

Advanced Reports and Letters Overview

The Advanced Reports and Letters function in the **ACCU-CHEK® 360° System** enables you to do the following:

- **Print/E-mail/Fax Letters**—personalize letters with patients' data and send them to patients or other health care providers
- **Print/E-mail/Fax Reports**—create individualized patient reports or group reports from existing groups in the database
- **Build Letters**—create, edit, and delete letter templates
- **Build Custom Reports**—create, edit, and delete custom report templates
- **Build Batch Reports**—create, edit, and delete reports in a batch

Note: A template is a user-designed document that is automatically filled in with selected patient or group information. Print/E-mail/Fax Letters uses the letter templates from within **Build Letters**. Print/E-mail/Fax Reports uses the report templates from within **Build Custom Reports**.

Note: A batch report is a set of existing reports that are always printed, e-mailed, and/or faxed together. A batch report can include Standard Reports, Favorite Reports, and Custom Reports.

Print/E-mail/Fax Letters

Print/E-mail/Fax Letters Overview

The Print/E-mail/Fax Letters Wizard enables you to generate a single letter for each individual patient selected or each individual patient within a selected group and print, e-mail, and/or fax these letters.

Note: Print/E-mail/Fax Letters uses the letter templates from within **Build Letters**. A template is a user-designed document that is automatically filled in with selected patient or group information.

Printing/E-mailing/Faxing Letters for Individual Patients

The Print/E-mail/Fax Letters Wizard enables you generate a single letter for each individual patient selected.

Follow these steps:

1. Click **Advanced Reports and Letters** on the *Main Menu* window.
2. Click **Print/E-mail/Fax Letters** in the *Advanced Reports and Letters* menu window to open the *Print/E-mail/Fax Letters – Select Patient* screen.
3. Click the *Select from* **drop-down arrow** and select Patients from the list.
4. Add one or more patients to the list on the right and click **NEXT**.

Note: If you want to include groups of patients in the list on the right, click the *Select from* **drop-down arrow** and select Groups. Add one or more groups to the list on the right.

5. From the *Print/E-mail/Fax Letters – Select Letter* screen, add one or more letter templates to the Letter List on the right, and click **NEXT**.

Note: A template is a user-designed document that is automatically filled in with selected patient information.

Note: Select a letter and click **Preview** to see an example of this letter.

6. From the *Print/E-mail/Fax Letters – Select Output* screen, choose to print, e-mail and/or fax the letters. You may also select the output language and/or save as PDF(s). Click **FINISH** to generate your letters.

Note: The only languages available are those that were chosen at install.

Printing/E-mailing/Faxing Letters for Groups of Patients

The Print/E-mail/Fax Letters Wizard enables you generate a single letter for each individual patient within a selected group.

Follow these steps:

1. Click **Advanced Reports and Letters** on the *Main Menu* window.
2. Click **Print/E-mail/Fax Letters** in the *Advanced Reports and Letters* menu window to open the *Print/E-mail/Fax Letters – Select Patient* screen.
3. Click the *Select from* **drop-down arrow** and select Groups from the list.
4. Add one or more groups to the list on the right and click **NEXT**.

Note: If you want to include individual patients in the list on the right, click the *Select from* **drop-down arrow** and select Patients. Add one or more patients to the list on the right.

5. From the *Print/E-mail/Fax Letters – Select Letter* screen, add one or more letter templates to the Letter List on the right, and click **NEXT**.

Note: A template is a user-designed document that is automatically filled in with selected group information.

Note: Select a letter and click **Preview** to see an example of this letter.

6. From the *Print/E-mail/Fax Letters – Select Output* screen, choose to print, e-mail and/or fax the letters. You may also select the output language and/or save as PDF(s). Click **FINISH** to generate your letters.

Note: The only languages available are those that were chosen at install.

Print/E-mail/Fax Reports

Print/E-mail/Fax Reports Overview

The Print/E-mail/Fax Reports Wizard enables you to select Patient reports or Group reports from a list in the **ACCU-CHEK® 360° System** and print, e-mail, and/or fax these reports.

Note: Print/E-mail/Fax Reports uses the report templates from within **Build Custom Reports**. A template is a user-designed document that is automatically filled in with selected patient or group information.

You can generate two kinds of reports.

1. Patient reports that display data for individual patients, including any combination of the following:
 - o Standard Reports that appear under **Patient Management**
 - o Favorite Reports that are saved within **Patient Management**
 - o Patient Custom Reports designed within **Build Custom Reports**
 - o Patient Batch Reports designed within **Build Batch Reports**
2. Group reports that display data for groups including any combination of the following:
 - o Standard Reports that appear under **Population Management**
 - o Favorite Reports that are saved within **Population Management**
 - o Group Custom Reports designed within **Build Custom Reports**
 - o Group Batch Reports designed within **Build Batch Reports**

Note: Patient reports can be generated for individual patients or all individual patients within groups. Group reports can be generated only for groups that are defined within **Population Management**.

Printing/E-mailing/Faxing Patient Reports

The Print/E-mail/Fax Reports Wizard enables you to select Patient reports from a list in the **ACCU-CHEK® 360° System** and generate reports. Patient reports can be generated for individual patients or all individual patients within groups, including any combination of the following:

- Standard reports that appear under **Patient Management**
- Favorite reports that have been saved within **Patient Management**
- Patient Custom reports designed within **Build Custom Reports**

Note: Print/E-mail/Fax Reports uses the report templates from within **Build Custom Reports**. A template is a user-designed document that is automatically filled in with selected patient information.

- Patient Batch reports designed within **Build Batch Report**

Note: A batch report is a set of existing reports that are always printed, e-mailed, and/or faxed together.

Follow these steps:

1. Click **Advanced Reports and Letters** on the *Main Menu* window.
2. Click **Print/E-mail/Fax Reports** on the *Advanced Reports and Letters* menu window to open the *Print/E-mail/Fax* screen.
3. From the *Print/E-mail/Fax – Select Report Type* screen, select the *Patient reports* option; click **NEXT**.
4. From the *Print/E-mail/Fax – Select Patients* screen, click the *Select from* **drop-down arrow**, add one or more patients to the Patient List on the right, and click **NEXT**.
5. From the *Print/E-mail/Fax – Select Reports* screen, click the *Select from* **drop-down arrow** to select Standard Reports, Favorite Reports, Custom Reports or Batch Reports.
6. Add one or more reports to the Report List on the right, and click **NEXT**.

Note: Select a report and click **Preview** to see an example of this report.

7. From the *Print/E-mail/Fax – Select Output* screen, select one or more types of output (print, e-mail, fax, or PDF), and the output language. Click **FINISH**.

Note: The only languages available are those that were chosen at install.

Printing/E-mailing/Faxing Group Reports

The Print/E-mail/Fax Reports Wizard enables you to select Group reports from a list in the **ACCU-CHEK® 360° System** and print, e-mail, and/or fax these reports. Group reports can be generated only for groups that are defined within **Population Management** and display data for groups, including any combination of the following:

- Standard Reports that appear under **Population Management**
- Favorite Reports that are saved within **Population Management**
- Group Custom Reports designed within **Build Custom Reports**

Note: Print/E-mail/Fax Reports uses the report templates from within **Build Custom Reports**. A template is a user-designed document that is automatically filled in with selected group information.

- Group Batch Reports designed within **Build Batch Reports**

Note: A batch report is a set of existing reports that are always printed, e-mailed, and/or faxed together.

Follow these steps:

1. From the *Main Menu* window, click **Advanced Reports and Letters**.
2. Click **Print/E-mail/Fax Reports** on the *Advanced Reports and Letters* menu window to open the *Print/E-mail/Fax Reports – Select Report Type* screen.
3. From the *Print/E-mail/Fax Reports – Select Report Type* screen, select the *Group Reports* option, and click **NEXT**.
4. From the *Print/E-mail/Fax Reports – Select Groups* screen, click the *Select from* **drop-down arrow**, add one or more groups to the Group List on the right, and click **NEXT**.
5. From the *Print/E-mail/Fax Reports – Select Reports* screen, click the *Select from* **drop-down arrow** to select Standard Reports, Favorite Reports, Custom Reports or Batch Reports.
6. Add one or more reports to the Report List on the right, and click **NEXT**.

Note: Select a report and click **Preview** to see an example of this report.

7. From the *Print/E-mail/Fax Reports – Select Output* screen, select one or more types of output (print, e-mail, fax, or PDF), and the output language. Click **FINISH**.

Note: The only languages available are those that were chosen at install.

Build Letters

Build Letters Overview

The Build Letters function enables you to create, edit, and delete letter templates in the **ACCU-CHEK® 360° System**. A template is a user-designed document that is automatically filled in with selected patient or group information. The *Build Letters* dialog box displays the names and descriptions of available letter templates.

Note: You use *Build Letters* to create letter templates. If you want to print, e-mail, or fax letters, you can perform that function by going to **Print/E-mail/Fax Letters**.

Creating templates means that you do not have to create the same kind of letter again. Once you create the template, you may use it for generating letters to any number of people, for example:

- From you to another healthcare provider about a patient both of you are treating
- From you to a single patient or to a group of patients

Creating New Letter Templates

The Build Letters function enables you to create, edit, and delete letter templates in the **ACCU-CHEK® 360° System**. A template is a user-designed document that is automatically filled in with selected patient or group information. The *Build Letters* dialog box displays the names and descriptions of available letter templates.

Note: You use *Build Letters* to create letter templates. If you want to print, e-mail, or fax letters, you can perform that function by going to **Print/E-mail/Fax Letters**.

Creating templates means that you do not have to create the same kind of letter again.

Follow these steps to create a new letter template:

1. Click **Advanced Reports and Letters** in the *Main Menu* window.
2. Click **Build Letters** in the *Advanced Reports and Letters* menu window to open the *Build Letters* dialog box.
3. Click **Create New** to open the *Create New Letter* dialog box.
4. Make the appropriate entries in the fields.
5. Click **OK** to open the *Create New Letter Template* dialog box.
6. Use the visual design tools to design a new letter template.
7. Click **OK** to save the new template.

Editing Letter Templates

The Build Letters function enables you to edit and delete letters in the **ACCU-CHEK® 360° System**.

Follow these steps to edit a letter template:

1. Click **Advanced Reports and Letters** from the *Main Menu* window.
2. Click **Build Letters** in the *Advanced Reports and Letters* menu window to open the *Build Letters* dialog box.
3. Select the letter template you want to edit in one of two ways:
 - Double-click the letter template, or
 - Click to highlight the letter template, and click **Edit**.
4. Use the visual design tools in the *Edit Letter Template* dialog box to change the design of the letter template.
5. Click **OK** to save the changes in the template.

Deleting Letter Templates

The *Build Letters* function enables you to delete letter templates from the **ACCU-CHEK® 360° System**.

Follow these steps to delete a letter template:

1. Click **Advanced Reports and Letters** in the *Main Menu* window.
2. Click **Build Letters** in the *Advanced Reports and Letters* menu window.
3. Select the letter template you want to delete in the *Build Letters* dialog box.
4. Click **Delete**.
5. In the warning box that opens, you have two ways to proceed
 - Click **Yes** to continue with the deletion. The warning box closes, and the letter template is deleted.
 - Click **No** to cancel. The warning box closes, and the *Build Letters* dialog box displays without changes.

Build Custom Reports

Build Custom Reports Overview

The Build Custom Reports function enables you to create, edit and delete custom report templates in the **ACCU-CHEK® 360° System**. A template is a user-designed document that is automatically filled in with selected patient or group information. The *Build Custom Reports* dialog box displays the names and descriptions of available report templates.

You can generate two kinds of reports.

1. Patient reports that display data for individual patients, including
 - o Standard Reports that appear under **Patient Management**
 - o Favorite Reports that are saved within **Patient Management**
2. Group reports that display data for groups including
 - o Standard Reports that appear under **Population Management**
 - o Favorite Reports that are saved within **Population Management**

Note: Patient reports can be generated for individual patients or all individual patients within groups. Group reports can be generated only for groups that are defined within **Population Management**.

Creating New Custom Report Templates

The Build Custom Reports function enables you to create, edit and delete custom report templates in the **ACCU-CHEK® 360° System**. A custom report template is a user-designed document that is automatically filled in with selected patient or group information. The *Build Custom Reports* dialog box displays the names and descriptions of available reports.

You can generate two kinds of report templates.

1. Patient reports that display data for individual patients, including
 - o Standard Reports that appear under **Patient Management**
 - o Favorite Reports that are saved within **Patient Management**
2. Group reports that display data for groups including
 - o Standard Reports that appear under **Population Management**
 - o Favorite Reports that are saved within **Population Management**

Note: Patient reports can be generated for individual patients or all individual patients within groups. Group reports can be generated only for groups that are defined within **Population Management**.

Follow these steps to create a new custom report template:

1. Click **Advanced Reports and Letters** in the *Main Menu* window.
2. Click **Build Custom Reports** in the *Advanced Reports and Letters* menu window to open the *Build Custom Reports* dialog box.
3. Click **Create New** to open the *Create New Custom Report* dialog box.
4. Make the appropriate entries in the fields and select the report type.
5. Click **OK** to open the *Create New Custom Report Template* dialog box.
6. Use the visual design tools to design a new custom report template.
7. Click **OK** to save the new template.

Editing Custom Report Templates

The Build Custom Reports function enables you to edit custom report templates in the **ACCU-CHEK® 360° System**.

Follow these steps to edit a custom report template:

1. Click **Advanced Reports and Letters** from the *Main Menu* window.
2. Click **Build Custom Reports** in the *Advanced Reports and Letters* menu window to open the *Build Custom Reports* dialog box.
3. Select the custom report template you want to edit in one of two ways:
 - Double-click the custom report template, or
 - Click to highlight the custom report template, and click **Edit**.
4. Use the visual design tools in the *Edit Custom Report Template* dialog box to change the design of the custom report template.
5. Click **OK** to save the changes in the template.

Deleting Custom Report Templates

The Build Custom Reports function enables you to delete custom report templates from the **ACCU-CHEK® 360° System**.

Follow these steps to delete a custom report template:

1. Click **Advanced Reports and Letters** in the *Main Menu* window.
2. Click **Build Custom Reports** in the *Advanced Reports and Letters* menu window.
3. Select the reports you want to delete in the *Build Custom Reports* dialog box.
4. Click **Delete**.
5. In the warning box that opens, you have two ways to proceed
 - o Click **Yes** to continue with the deletion. The warning box closes, and the report templates are deleted.
 - o Click **No** to cancel. The warning box closes, and the *Build Custom Reports* dialog box displays without changes.

Build Batch Reports

Build Batch Reports Overview

The Build Batch Reports function enables you to create, edit and delete batch reports in the **ACCU-CHEK® 360° System**. A batch report is a set of existing reports that are always printed, e-mailed, and/or faxed together. A batch report can include Standard Reports, Favorite Reports, and Custom Report Templates. The *Build Batch Reports* dialog box displays the names and descriptions of available batch reports.

You can generate two kinds of reports.

1. Patient reports that display data for individual patients, including any combination of the following:
 - o Standard Reports that appear under **Patient Management**
 - o Favorite Reports that are saved within **Patient Management**
 - o Patient Custom Reports designed within *Build Custom Reports*
2. Group reports that display data for groups including any combination of the following:
 - o Standard Reports that appear under **Population Management**
 - o Favorite Reports that are saved within **Population Management**
 - o Group Custom Reports designed within *Build Custom Reports*

Note: Patient reports can be generated for individual patients or all individual patients within groups. Group reports can be generated only for groups that are defined within **Population Management**.

Creating New Batch Reports

The Build Batch Reports function enables you to create batch reports in the **ACCU-CHEK® 360° System**.

Note: A batch report is a set of existing reports that are always printed, e-mailed, and/or faxed together. The *Build Batch Reports* dialog box displays the names and descriptions of available batch reports.

Follow these steps to create a new batch report:

1. Click **Advanced Reports and Letters** in the *Main Menu* window.
2. Click **Build Batch Reports** in the *Advanced Reports and Letters* menu window to open the *Build Batch Reports* dialog box.
3. Click **Create New** to open the *Create New Batch Report* dialog box.
4. Make the appropriate entries in the fields and select the batch report type.
5. Click **OK** to open the *Create New Batch Report List* dialog box.
6. Make the appropriate selections.
7. Click **OK** to save the new batch report.

Editing Batch Reports

The Build Batch Reports function enables you to edit batch reports in the **ACCU-CHEK® 360° System**.

Follow these steps to edit a batch report:

1. Click **Advanced Reports and Letters** from the *Main Menu* window.
2. Click **Build Batch Reports** in the *Advanced Reports and Letters* menu window to open the *Build Batch Reports* dialog box.
3. Select the batch report you want to edit in one of two ways:
 - Double-click the batch report, or
 - Click to highlight the batch report, and click **Edit**.
4. Make the needed changes in the *Edit Batch Reports List* dialog box.
5. Click **OK** to save the changes to the batch report.

Deleting Batch Reports

The Build Batch Reports function enables you to delete batch reports in the **ACCU-CHEK® 360° System**.

Follow these steps to delete a batch report:

1. Click **Advanced Reports and Letters** in the *Main Menu* window.
2. Click **Build Batch Reports** in the *Advanced Reports and Letters* menu window.
3. Select the batch reports you want to delete in the *Build Batch Reports* dialog box.
4. Click **Delete**.
5. In the warning box that opens, you have two ways to proceed
 - Click **Yes** to continue with the deletion. The warning box closes, and the batch report is deleted.
 - Click **No** to cancel. The warning box closes, and the *Build Batch Reports* dialog box displays without changes.

Tools

Tools Overview

The *Tools* menu window includes the following menu options:

- **Import**—lets you transfer your data to the *ACCU-CHEK® 360° System* from a file.
- **Export**—lets you transfer your data from the *ACCU-CHEK® 360° System* to a file.
- **Clear Device Memory**—enables you to clear your data from a device.
- **Set Date/Time**—enables you to change the date and time of the device so it matches the date and time of the computer.

Select a menu option to access the *ACCU-CHEK® 360° System* functionality you want to use. Click **BACK** from the *Tools* menu window to return to the *Main Menu*.

Related Links

[Import](#)

[Export](#)

[Set Date and Time](#)

[Clear Device Memory](#)

Import

Import Overview

The Import function lets you transfer your data to the **ACCU-CHEK® 360° System** from a file. A series of screens walk you through the steps necessary to import a file.

Before importing the data to the **ACCU-CHEK® 360° System**, you may customize your import by removing one or more people. You are notified if the file lacks information or contains a person similar to one already present in the **ACCU-CHEK® 360° System**. When the import finishes, summary information appears for your review.

Related Links

[Importing a file](#)

Importing a File

A series of screens walk you through the steps needed to import a file into the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Tools** on the *Main Menu* window to open the *Tools* menu window.
2. Click **Import** from the *Tools* menu.
3. Select a file to import from the *Import - Select File* screen and click **NEXT**.
4. Select one or more people to import from the *Import - Patient List* screen and click **NEXT**.
5. If you see the *Import - Enter Information* screen, fill in the necessary information to identify a person and click **NEXT**.
6. View the status of the import on the *Import - Status* screen and wait for the next screen to appear.
7. If you see the *Import - Process Person* screen, a duplication error has occurred because a person being imported closely matches one already in the **ACCU-CHEK® 360° System**. Select the appropriate option to handle the duplicate person and click **NEXT** to continue.
8. Click **FINISH** on the *Import - Summary* screen.

Related Links

[Import](#)

Import—Query Overview

The Import function lets you transfer your queries to the **ACCU-CHEK® 360° System** from a file. A series of screens takes you through the steps necessary to import query files.

During the import process, you can select which queries you want to import into the **ACCU-CHEK® 360° System**. When the import finishes, summary information appears for your review.

Note: A query is used to create a dynamic group.

Related Links

[Importing a Query](#)

Importing a Query

A series of screens takes you through the steps needed to import a query into the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Tools** on the *Main Menu* window to open the *Tools* menu window.
2. Click **Import** from the *Tools* menu.
3. From the *Import - Select File* screen, select **ACCU-CHEK® 360° System** Query Files (*.360QRY) as the file type, find the query file you want, and click **NEXT**.
4. From the *Import - Query List* screen, select any queries that you want to exclude from the import, click the **Remove** button, and then click **NEXT**.

Note: If you do not want to exclude any queries from the import, click **NEXT**.

5. If you see the *Import - Process Query* screen, a duplication error has occurred because the name of a query being imported matches a query group already in the **ACCU-CHEK® 360° System**. Select the appropriate option to handle the duplicate query, and click **NEXT** to continue.
6. Click **FINISH** on the *Import - Summary* screen.

Note: A query is used to create a dynamic group.

Related Links

[Import - Queries](#)

Import—Custom Report Overview

The Import function lets you transfer your custom report templates to the **ACCU-CHEK® 360° System**. A series of screens takes you through the steps necessary to import custom report templates.

During the import process, you can select Custom Report templates you want to import into the **ACCU-CHEK® 360° System**. When the import finishes, summary information appears for your review.

Note: If you do not see this option, you have to enable Advanced Reporting.

Related Links

[Importing a Custom Report](#)

Importing a Custom Report

A series of screens takes you through the steps needed to import a custom report template into the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Tools** on the *Main Menu* window to open the *Tools* menu window.
2. Click **Import** from the *Tools* menu.
3. Click the *Files of Type* **drop-down arrow** and select **ACCU-CHEK® 360° System Custom Report (*.360TEM)**. Use the folder selection area to find the Custom Report template you want, and click **NEXT**.
4. From the *Import - Custom Report List* screen, select the custom report templates that you want to exclude from the import and click the **Remove** button, then click **NEXT**.

Note: If you do not want to exclude any custom report templates from the import, click **NEXT**.

5. If you see the *Import - Process Custom Report* screen, a duplication error has occurred because the name of a custom report template being imported matches one already in the **ACCU-CHEK® 360° System**. Select the appropriate option to handle the duplicate custom report template, and click **NEXT** to continue.
6. Click **FINISH** on the *Import - Summary* screen.

Related Links

[Import - Custom Reports](#)

Export

Export Overview

The Export function lets you transfer your data from the **ACCU-CHEK® 360° System** to a file. A series of screens walk you through the steps necessary to export a file.

Before exporting the data from the **ACCU-CHEK® 360° System**, you may customize your export by adding or removing one or more people. You may also customize your export by specifying a date range for the data included in the export.

Related Links

[Exporting a file](#)

Exporting People

A series of screens take you through the steps needed to export a file from **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Tools** on the *Main Menu* window to open the *Tools* menu window.
2. Click **Export** from the *Tools* menu.
3. From the *Export-Select Type* screen, select **People** and click **NEXT**.
4. From the *Export - Select People* screen, verify that *People* appears in the *Select from* drop-down box, select one or more people to export and click **NEXT**.
5. Select a date range to export on the *Export - Select Date Range* screen and click **NEXT**.
6. Select or create a file to export on the *Export - File Save* screen and click **NEXT**.
7. View the status of the export on the *Export - Status* screen, and wait for the next screen to appear.
8. Click **FINISH** on the *Export - Completed* screen.

Export Groups Overview

The Export Groups function lets you copy patient group data from the **ACCU-CHEK® 360° System** to a file. A series of screens take you through the steps necessary to export a group.

During the export process, you can select which groups you want to export from the **ACCU-CHEK® 360° System**.

Related Links

[Exporting Groups](#)

Exporting Groups

A series of screens take you through the steps needed to export a file from the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Tools** on the *Main Menu* window to open the *Tools* menu window.
2. Click **Export** from the *Tools* menu.
3. From the *Export-Select Type* screen, select Patients.
4. From the *Export - Select Patients* screen, select to export Groups.

Note: Exporting a group exports the current members of the group and their data.

5. Select one or more groups to export on the *Export - Select Patients* screen and click **NEXT**.
6. Select or create a file to export on the *Export - File Save* screen and click **NEXT**.
7. View the status of the export on the *Export - Status* screen, and wait for the next screen to appear.
8. Click **FINISH** on the *Export - Completed* screen.

Export—Queries Overview

The Export function lets you copy queries from the **ACCU-CHEK® 360° System** to a file. A series of screens take you through the steps necessary to export a query.

During the export process, you can select which queries you want to export from the **ACCU-CHEK® 360° System**.

Exporting Queries

A series of screens takes you through the steps needed to export a file from the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Tools** on the *Main Menu* window.
2. Click **Export** on the *Tools* menu window.
3. From the *Export-Select Type* screen, select Queries from the *Select File Type* box.
4. Select one or more queries to export on the *Export - Select Queries* screen and click **NEXT**.
5. Select or create a file to export on the *Export - File Save* screen, and click **NEXT**.

Note: Query files must be saved as ".360QRY" files to export them.

6. View the status of the export on the *Export - Status* screen, and wait for the next screen to appear.
7. Click **FINISH** on the *Export - Completed* screen.

Export—Custom Report Overview

The Export function lets you copy custom report templates from the **ACCU-CHEK® 360° System** to a file. A series of screens takes you through the steps necessary to export custom report templates.

During the export process, you can select which custom report templates you want to export from the **ACCU-CHEK® 360° System**.

Related Links

[Exporting Custom Reports](#)

Exporting Custom Reports

A series of screens takes you through the steps needed to export custom report templates from the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Tools** on the *Main Menu* window.
2. Click **Export** on the *Tools* menu window.
3. Select Custom Reports from the *Export - Select Type* screen.
4. Select one or more reports to export on the *Export - Select Custom Reports* screen, and click **NEXT**.
5. Select or create a file on the *Export - File Save* screen, and click **NEXT**.

Note: Custom report files must be saved as ".360TEM" files for exporting.

6. View the status of the export on the *Export - Status* screen, and wait for the next screen to appear.
7. Click **FINISH** on the *Export - Completed* screen.

Related Links

[Export - Custom Reports](#)

Clear Device Memory

Clear Device Memory Overview

The Clear Device Memory function in the **ACCU-CHEK® 360° System** enables you to clear data from a device. The Clear Device Memory function walks you through the steps necessary to clear memory and reports any problems that are encountered. Before the device's memory is cleared, you are asked to confirm that you want this done.

Important: It is recommended that you save the data from the selected device before performing this function because memory erasing cannot be undone.

Related Links

[Clearing the Device's Memory](#)

Clearing the Device's Memory

Use the Clear Device Memory function in the **ACCU-CHEK® 360° System** to clear data from a device.

Follow these steps:

1. Click **Tools** on the *Main Menu* window to open the *Tools* menu window.
2. Click **Clear Device Memory** on the *Tools* menu.
3. Prepare your device for communication and click **NEXT** on the *Prepare Device* screen.

Note: If you have previously selected the *Do not display this screen again* check box from the *Prepare Device* screen, the *Communication Status* screen appears here instead of the *Prepare Device* screen.

4. Click **YES** from the *Confirm Clear Memory* dialog box to clear the memory or click **NO** to cancel the *Clear Device Memory* process.

Related Links

[Clear Device Memory](#)

Set Device Time/Date

Set Date and Time Overview

The Set Date and Time function in the **ACCU-CHEK® 360° System** enables you to change the date and time of the device so it matches the date and time of the computer. You may want to perform this function in the spring and fall if the time changes and the device does not reflect this change. The Set Date and Time function walks you through the steps to make the appropriate changes to the date and time and reports any problems that are encountered.

Related Links

[Setting Date and Time](#)

Setting Date and Time

You may set the date and time of your **ACCU-CHEK®** device to match the date and time of the computer by using the Set Date and Time function.

Follow these steps:

1. Click **Tools** on the *Main Menu* window to open the *Tools* menu window.
2. Click **Set Device Date/Time** on the *Tools* menu.
3. Prepare your device for communication and click **NEXT** on the *Prepare Device* screen.

Note: If you have previously selected the *Do not display this screen again* check box from the *Prepare Device* screen, the *Communication Status* screen appears here instead of the *Prepare Device* screen.

4. Click **YES** from the *Confirm Set Date and Time* dialog box to set the date and time, or click **NO** to cancel the Set Date and Time process.
5. Click **FINISH** on the *Set Date and Time - Completed* screen.

Related Links

[Set Date and Time](#)

Device Utilization

Device Utilization Overview

The Device Utilization function in the **ACCU-CHEK® 360° System** enables you to view and print information about the frequency of use of supported devices. The information includes the device brand name, the last download, and the number of results that have been downloaded.

Note: Device Utilization groups all information for devices of the same brand name.

Related Links


[Device Utilization Dialog Box](#)

Using the Device Utilization

The Device Utilization function in the **ACCU-CHEK® 360° System** enables you to view and print information about the frequency of use of supported devices. The information includes the device brand name, the last download, and the number of results that have been downloaded.

Note: Device Utilization groups all information for devices of the same brand name.

Follow these steps:

1. Click **Tools** on the *Main Menu* window.
2. Click **Device Utilization** on the *Tools* menu window to open the *Device Utilization* dialog box.
3. Select the a date range.
 - o Click the **drop-down arrow** to open the list of options, or
 - o You can leave the default selection, or
 - o Click the  symbol to view a pair of date selection calendars in which you can specify a start date and an end date.
4. Review the results displayed in the *Device Utilization* dialog box.
5. Click **PRINT** to print the Device Utilization report.
6. Click **CLOSE** to exit the *Device Utilization* dialog box.

Merge Patients

Merge Patients Overview

The Merge Patients function lets you merge patients in the **ACCU-CHEK® 360° System**. A series of screens takes you through the steps necessary to merge patients.

Note: The Merge Patient function enables you to designate a primary patient and a duplicate patient. You can merge only one duplicate patient with one primary patient.

Note: The primary patient information remains intact, with the addition of the information for the duplicate patient. After the merging process finishes, the health data for the duplicate patient is removed from the **ACCU-CHEK® 360° System**.

Related Links

[Merging Patients](#)

Merging Patients

A series of screens takes you through the steps necessary to merge patients in the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Tools** on the *Main Menu* window to open the *Tools* menu window.
2. Click **Merge Patients** from the *Tools* menu.
3. Select a primary patient for merging from the *Merge Patients - Select Patients* screen.

Note: When a patient has been selected as the primary patient, that patient is not available in the left column for selection as the duplicate patient.

Note: You can select only one primary patient.

4. Select a duplicate patient for merging from the *Merge Patients - Select Patients* screen.

Note: When a patient has been selected as the duplicate patient, that patient is not available in the left column for selection as the duplicate patient.

Note: You can select only one duplicate patient.

5. Confirm that you want to proceed with the merge from the *Merge Confirmation* dialog box.

Important: The primary patient information remains intact, with the addition of the information for the duplicate patient. After the merging process finishes, the health data for the duplicate patient is removed from the **ACCU-CHEK® 360° System**.

6. View the status of the merge on the *Merge Patients - Status* screen and wait for the next screen to appear.
7. From the *Merge Patients - Finished* screen, click **Finish** to exit the merging process, or **Merge more patients** to repeat the steps and merge additional patients.

Related Links

[Merge Patients](#)

Settings

Settings Overview

Settings enables you to

- Choose your preferences for information displayed in the **ACCU-CHEK® 360° System**
- Perform list management
- View and print system information

Access Settings from the *Main Menu* window.

Related Links

[Settings Menu Window](#)

[Preferences Overview](#)

[List Management Overview](#)

[System Info Overview](#)

Preferences

Preferences Overview

Preferences enables you to view and edit your preferences for information displayed on the **ACCU-CHEK® 360° System** screens and other outputs.

You can use Preferences to

- Specify how numbers, dates, times, units of measurement, targets, and events format and display.
- You can also specify a default printer or fax driver.
- Specify which *Summary* screen graph reports display and specify how they appear, or you can specify the display range for measurements on graphs.
- Select a report type to modify, and specify the preferences and settings for that report.
- View the current show/hide status of enabled features for your **ACCU-CHEK® 360° System** and show or hide each of those features.

Access Preferences from the *Settings* menu window.

Related Links

[Changing Number, Date, and Time Display Preferences](#)





[Changing the Default Printer and the Fax Driver](#)

Changing Number, Date, and Time Display Preferences

You can choose your display preferences for numbers, dates, and times in the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Settings** on the *Main Menu* window to display the *Settings* menu window.
2. Click **Preferences** from the *Settings* menu window to display the *Preferences—Formatting* dialog box.

Note: Any options in the left navigation panel marked with a  symbol can be expanded by clicking the  symbol to see a list of specific choices. Any option in the left navigation panel marked with a  symbol can be collapsed by clicking the  symbol.

3. Click the *Numbers—Decimal Symbol* **drop-down arrow**, and select a decimal symbol.
4. Click the *Date—Format* **drop-down arrow**, and select a date format.
5. Click the *Date—Separator* **drop-down arrow**, and select a date separator.
6. Click the *Time—Format* **drop-down arrow**, and select a time format.
7. Click the *Time—Separator* **drop-down arrow**, and select a time separator.
8. Click **OK** to save your changes.

Related Links

[Preferences—Formatting Dialog Box](#)





Changing Units of Measurement

You can choose your display preferences for units of measurement in the *ACCU-CHEK® 360° System*.

Note: The function is available only for users who have the *ACCU-CHEK® 360° System* administrator role.

Follow these steps:

1. Click **Settings** on the *Main Menu* window.
2. Click **Preferences** from the *Settings* menu window to display the *Preferences—Formatting* dialog box.
3. Click **Units** under the **Systems** option in the left navigation panel to display the *Preferences—Units* dialog box.

Note: Any options in the left navigation panel marked with a  symbol can be expanded by clicking the  symbol to see a list of specific choices. Any options in the left navigation panel marked with a  symbol can be collapsed by clicking the  symbol.

4. If available, click the **drop-down arrow** next to each of the units of measure that you want to change.

Note: If no **drop-down arrow** is available, you cannot change the units for this measurement. This measurement is here for information purposes only.

5. Click **OK** to save your changes.

Related Links

[Preferences—Units Dialog Box](#)

Changing Targets and Events Defaults

In the *Preferences – Targets and Events Defaults* dialog box, you can

- Enter the default blood sugar (bG) target range
- Enter before and after meal target ranges
- Enter the default Hypo Limit target
- Enter a description for ONE EVENT that the **ACCU-CHEK® 360° System** uses as the default text associated with results flagged with an * downloaded from a device
- Enter the default target range for default health record targets
- Click **Manage Health Record Types List** to manage the *Health Record Types* list

Note: Changes made here become the default settings for all new persons.

Follow these steps:

1. Click **Settings** on the *Main Menu* window to display the *Settings* menu window.
2. Click **Preferences** from the *Settings* menu window to display the *Preferences* dialog box.
3. Click **Targets and Events** in the left navigation panel.
4. Select *Single target range* to enter one set of blood sugar target levels. In the first *Target range* box, enter the number that represents the lower boundary of the default bG target range that you and your healthcare provider have defined. In the second *Target range* box, enter the number that represents the higher boundary of the default bG target range that you and your healthcare provider have defined.

or

Select *Before/After Meal target ranges* to enter blood sugar target levels for before and after meals. In the *After meal range* field, type the blood sugar levels that are the lower and higher boundaries set by you and your healthcare provider. In the *Before meal range* field, type the blood sugar levels that are the lower and higher boundaries set by you and your healthcare provider.

5. In the *Hypo limit* field, enter the default number that you and your healthcare provider have defined as the point below which your blood has an undesirably low amount of sugar.
6. In the *bG Result Flagged Text* field, type a description for ONE EVENT that the **ACCU-CHEK® 360° System** uses as the default text associated with downloaded records that have been flagged with an * in a device.
7. In the *Default Health Record Targets* area, enter the default target range for other health record targets.
8. Click **OK** to save your changes.

Note: Click **Manage Health Record Types List** to create or edit health record types.





Related Links

[Preferences – Targets and Events Defaults Dialog Box](#)

Changing the Default Printer and the Fax Driver

The printer you select here is used automatically for Express Download reports and becomes the default printer for other functions. You may select a fax driver if you want to be able to fax your reports, and if your computer has fax capability. Designate a default printer or a fax driver by following these steps:

1. Click **Settings** on the *Main Menu* window to display the *Settings* menu window.
2. Click **Preferences** in the *Settings* menu window to display the *Preferences* dialog box.
3. Click **Print/Fax/E-mail** on the left navigation panel to display the *Preferences—Print/Fax/E-mail* dialog box.

Note: Any options in the left navigation panel marked with a  symbol can be expanded by clicking the  symbol to see a list of specific choices. Any options in the left navigation panel marked with a  symbol can be collapsed by clicking the  symbol.

4. Click the *Default Printer* **drop-down arrow**, and select a printer.
5. Click the *Fax Driver* **drop-down arrow**, and select a fax driver.
6. Click **OK** to save your changes.


Note: Printer drivers and fax drivers must be installed before changing the default printer or fax driver.

Related Links

[Preferences—Print/Fax/E-mail Dialog Box](#)

Changing Display Settings for Your Summary Screen

The reports and graphs featured on the *My Data – Summary* display window in the **ACCU-CHEK® 360° System** display information about your health from settings you select. Follow these steps to specify which graphs and reports to display and to choose how they display.


1. Click **Settings** on the *Main Menu* window.
 2. Click **Preferences** on the *Settings* menu window to open the *Preferences – Formatting* dialog box.
 3. Click the  symbol to the left of **Reports**, and then click **Summary** to view the *Preferences – Summary* dialog box.
 4. Change the date range for the *My Data – Summary* window.
 - Click the **drop-down arrow** of the date *Range* field to select the desired date range.
 5. Change the graphs and reports selections for the *My Data – Summary* window and modify their settings.
 - Click the **drop-down arrow** of each *Section* field to select the graph or report you want.
 - If you selected a graph
 1. Click **Settings**. A dialog box for the graph or report you chose displays so you may make changes to settings for the *My Data – Summary* window.
 2. Make any settings changes to the graph.
 3. Click **OK** to save changes and close the dialog box.
 - If you selected a report
 1. Select the date range for which you want to see report information using the date *Range* field to the right of your report selection.
- Note:** You can select reports only in Area 3.
6. Click **OK** to save these changes and return to the *Settings* menu window, or click **CANCEL** to discard all changes and return to the *Settings* menu window.

Related Links

[Preferences – Summary Dialog Box](#)

Changing the Display Range on bG Graphs

Follow these steps to specify the display range for bG graphs.

1. Click **Settings** on the *Main Menu* window.
2. Click **Preferences** on the *Settings* menu window to open the *Preferences* dialog box.
3. Click the  symbol to the left of **Reports**, and then click **Graphs** to view the *Preferences—Graphs* dialog box.
4. Select the option for the Y-Axis display range you want to use for bG measurements in graphs in the *ACCU-CHEK® 360° System*.

Note: Display range options are determined by the units of measurement previously selected for bG measurements, mg/dL or mmol/L.

5. Click **OK** to save the changes and return to the *Settings* menu window, or click **CANCEL** to discard all changes and return to the *Settings* menu window.


Related Links

[Preferences—Graphs Dialog Box](#)

Changing Logo Preferences

The **ACCU-CHEK® 360° System** offers the capability of adding a custom image file that has been stored on the PC or other accessible storage media to report headers.

Follow these steps:

1. Click **Settings** on the *Main Menu* window.
2. Click **Preferences** on the *Settings* menu window to open the *Preferences* dialog box.
3. Click the  symbol to the left of Reports, and then click **Logo** to view the *Preferences – Logo* dialog box.
4. Set the *Report header logo* preference.
 - o If you want to use the **ACCU-CHEK® 360°** logo, select the **ACCU-CHEK® 360° logo** radio button.
 - o If you don't want to use a logo, select the *No logo (blank)* radio button.
 - o If you want to use a custom logo:

1. Select the *Custom logo* radio button.
2. Click **Browse** to open the *Select Logo Image* dialog box.

Note: You will not be able to click the **Browse** button if the *Custom logo* radio button is not selected.

3. Select the logo you want to use and click **OK**

5. Click **OK** to save your changes and return to the *Settings* menu window.

Note: When displaying the custom image on the screen (including print preview), the **ACCU-CHEK® 360° System** displays a placeholder image.

Things to keep in mind when using a custom logo:


- Supported file formats include BMP, GIF, JPG, JPEG, and PNG.
- Images will be printed at the resolution associated with the image file. Typically, images need to have a high resolution of about 300 dpi to print clearly.
- After selection, the **ACCU-CHEK® 360° System** stores a copy of the custom logo image file within the application. It doesn't maintain a link to the selected file. If a change is made to a logo file after it has been stored, the user needs to repeat the process described above and select the updated file.

Related Links

[Preferences – Logo Dialog Box](#)

Setting Acceptable Date Ranges for Overdue Health Records

Follow these steps to set the acceptable date ranges for health records.

1. Click **Settings** on the *Main Menu* window.
2. Click **Preferences** on the *Settings* menu window to open the *Preferences* dialog box.
3. Click the  symbol to the left of **Reports**, and then click **Overdue Health Records** to view the *Preferences—Overdue Health Records* dialog box.
4. Change the date range for selected health records.
 - o Select the check box that corresponds to the health record for which you want to update the acceptable date range.
 - o In the corresponding *Acceptable Date Range* field, click the **drop-down arrow** and select the date range for the selected health record.
 - o Repeat the steps above to set the date range for other health records.
5. Click **OK** to save these changes and return to the *Settings* menu window, or click **CANCEL** to discard all changes and return to the *Settings* menu window.

Related Links

[Preferences—Overdue Health Records Dialog Box](#)
[Overdue Health Records Report Window](#)

Changing Settings for Reports Generated by Download/Express Download

From the report-specific *Download/Express Download Settings* dialog box (For example, the *Download/Express Download Settings - Standard Day* dialog box), you can select the settings for the graph reports available during the download process.

1. Click **Settings** on the *Main Menu* window.
2. Click **Preferences** on the *Settings* menu window to open the *Preferences—Formatting* dialog box.
3. Click **Download** on the left navigation panel to view the *Preferences—Download/Express Download* dialog box.
4. Select a graph from the drop-down list, and click **SETTINGS**.
5. Make any settings changes to the report or graph.
6. Click **OK** on the report-specific *Download/Express Download Settings* dialog box to save these changes and return to the *Preferences—Download/Express Download* dialog box, or click **CANCEL** to discard all changes and return to the *Preferences—Download/Express Download* dialog box.

Related Links

[Preferences - Download/Express Download Dialog Box](#)

Changing Auto-Export File Storage Locations

The **ACCU-CHEK® 360° System** allows you to automatically export reports in PDF file format and records in XML file format. Follow these steps to specify where PDF and XML files are stored:

1. Click **Settings** on the *Main Menu* window.
2. Click **Preferences** on the *Settings* menu window to open the *Preferences* dialog box.
3. Click **Auto-Export** on the left navigation panel to view the *Preferences – Auto-Export* dialog box.
4. Set the location for PDF file storage.
 - o Click the **Browse** button next to the *PDF Location* field. The system displays the *Select PDF Export Location* dialog box.
 - o Follow the instructions in the *Select PDF Export Location* dialog box to select an export location.
 - o Click **OK** to close the *Select PDF Export Location* dialog box.
5. Set the location for XML file storage.
 - o Click the **Browse** button next to the *XML Location* field. The system displays the *Select XML Export Location* dialog box.
 - o Follow the instructions in the *Select XML Export Location* dialog box to select an export location.
 - o Click **OK** to close the *Select XML Export Location* dialog box.
6. Click **OK** to save these changes and return to the *Settings* menu window.

Related Links

[Preferences – Auto-Export Dialog Box](#)

Changing Set Device Date/Time Preferences

The **ACCU-CHEK® 360° System** offers the capability of selecting the response to a difference between the date and time on your device and the date and time on your computer.

Follow these steps:

1. Click **Settings** on the *Main Menu* window.
2. Click **Preferences** on the *Settings* menu window to open the *Preferences* dialog box.
3. Click **Set Device Date/Time** to view the *Preferences – Set Device Date/Time* dialog box.
4. Set the *Device Date/Time* preference.
 - If you want the **ACCU-CHEK® 360° System** to change your device's date and time to automatically match your computer's date and time, select the *Always change device date and time to match computer (do not prompt)* radio button.
 - If you want the **ACCU-CHEK® 360° System** to automatically leave your device's date and time unchanged, select the *Never change device date and time to match computer (do not prompt)* radio button.
 - If you want the **ACCU-CHEK® 360° System** to prompt you to handle date and time differences, select the *Always prompt the user to make a choice* radio button.
5. Click **OK** to save your changes and return to the *Settings* menu window.

Related Links

[Preferences – Set Device Date/Time Dialog Box](#)

Changing the Show/Hide Features

How you view and use the **ACCU-CHEK® 360° System** is based on its features. In the *Preferences – Show/Hide Features* dialog box, you can show or hide specific features to suit your needs.

1. Click **Settings** on the *Main Menu* window.
2. Click **Preferences** on the *Settings* menu window to open the *Preferences – Formatting* dialog box.
3. Click **Show/Hide Features** to view the *Preferences – Show/Hide Features* dialog box.
4. Click ☐ to display (show) the list of features. Click ☐ to collapse (hide) the list of features.
 - a. To show features in the **ACCU-CHEK® 360° System**: If the check box to the left of the feature is empty, click the box to make it a selected check box. Click **OK** to accept all settings, or
 - b. To hide features in the **ACCU-CHEK® 360° System**: If a check box to the left of the feature is selected, click the check box to clear it. Click **OK** to accept all settings.

Related Links

[Preferences – Show/Hide Features Dialog Box](#)

List Management

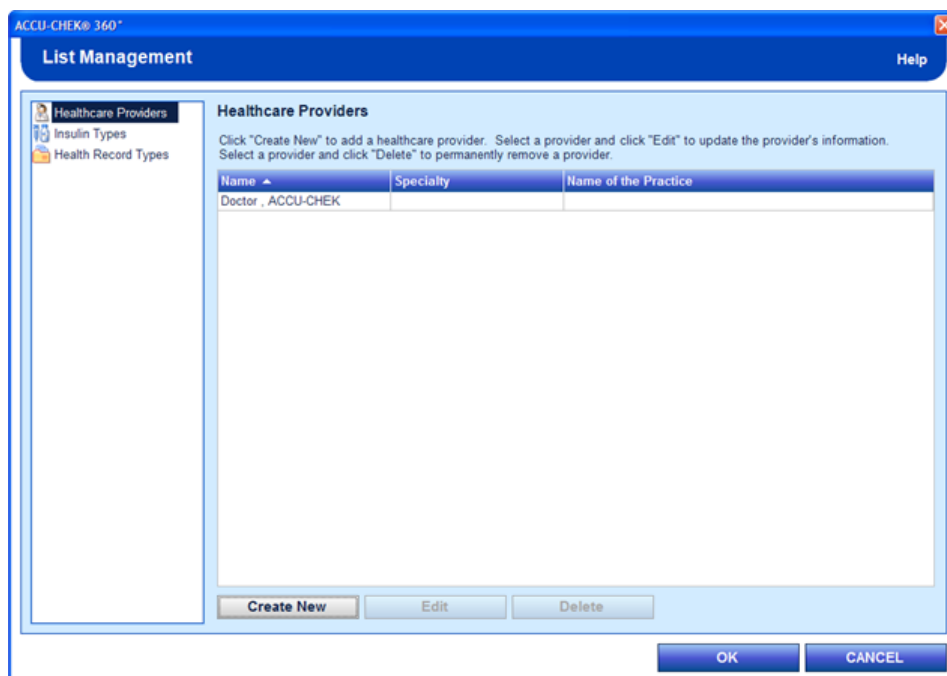
List Management Overview

Note: Depending on what features you have enabled in the **ACCU-CHEK® 360° System**, some options shown below may not appear.

List Management enables you to create, edit, and delete entries in a list of information. Lists available include

- Healthcare Providers
- Insulin Types
- Health Record Types
- Complications

Access *List Management* from the *Settings* menu window.



The *List Management* dialog box enables you to create, edit, and delete entries in a list of information. The left navigation panel of the *List Management* dialog box lists options from which you may choose any of the following:

- **Healthcare Providers:** Use this option to create a new healthcare provider, edit an existing healthcare provider's information, or delete a healthcare provider in the *Healthcare Providers* list. The *Healthcare Providers* list displays all of the healthcare providers currently in the **ACCU-CHEK® 360° System**. *Healthcare Providers* is the default list displayed whenever you select the **List Management** function. The healthcare providers listed here can be selected for individual persons within **My Data**.

Note: When a healthcare provider is created elsewhere in the **ACCU-CHEK® 360° System**, the healthcare provider also appears in List Management.

Important: Information within a healthcare provider's record is shared by all people in the **ACCU-CHEK® 360° System**. Entries or changes made for a healthcare provider's record also appear in that

healthcare provider's record for all other people who use that healthcare provider. Any additions, changes, or deletions made to this information must be appropriate for all people who use that healthcare provider.

- **Insulin Types:** Use this option to select which insulin types are available for selection within the **ACCU-CHEK® 360° System**, to create new insulin types, or to edit existing insulin types in the *Insulin Types* list. Insulin types cannot be deleted; however, they can be made inactive. An active insulin type allows you to enter values for that insulin type for people under **Logbook and Records** in **My Data**. Insulin types installed with the **ACCU-CHEK® 360° System** cannot be renamed.
- **Health Record Types:** Use this option to create or edit the list of measurements available within the *Health Record Types* list. A health record has either quantitative data or qualitative data. A quantitative health record type allows you to enter a measured value. For example you could enter 66 beats per minute for the quantitative health record type pulse. A qualitative health record type allows you to choose from a list of descriptive text. For example you could choose blue, green, hazel, or brown for the qualitative health record type eye color. Active health record types are measurements that are available for entry into Health Records for people. If you want to be able to enter values into a health record type for any person, that health record type must be in an active state.

Note: Health Records are individual measurements within a person's file that record values such as weight, blood pressure, and cholesterol. Health record types define the possible health records. The *Health Record Types* screen is used to manage the list of health record types within the **ACCU-CHEK® 360° System**.

Note: You need to create a health record type here before you can create or manage that specific type of health record for a person in the *Health Records* dialog boxes within **Logbook and Records** in **My Data**.

Note: You can designate Health Record Types as Quick Entry. When doing so, the record types appear in the *Health Records Quick Entry* dialog box.

Health record types cannot be deleted, but they can be made inactive. Health record types installed with the **ACCU-CHEK® 360° System** cannot be renamed.

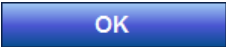
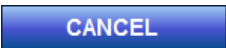
The *List Management* dialog box contains the following:

- A navigation panel on the left side of the dialog box. From it you can select a list to manage.
- A right panel that displays the list of entries in the selected list. When you have more entries than can display on the screen, the scroll bar appears and can be used to review all the records.
- Buttons to create a new entry, edit an entry, delete an entry, exit and save changes, and cancel.

The *List Management* dialog box has the following components:

NAVIGATION PANEL	
Name	Selection options
Healthcare Providers	<p>Select this option to create a new healthcare provider or edit and delete an existing healthcare provider in the <i>Healthcare Providers</i> list.</p> <p>Note: When you enter the <i>List Management</i> dialog box, the default option selection in the left navigation panel is Healthcare Providers.</p>
Insulin Types	<p>Select this option to select which insulin types are available for selection within the ACCU-CHEK® 360° System, to create new insulin types, or to edit existing insulin types in the <i>Insulin Types</i> list.</p>

Health Record Types	<p>Select this option to create or edit the list of measurements available within the <i>Health Record Types</i> list. A health record has either quantitative data or qualitative data. A quantitative health record type allows you to enter a measured value. For example you could enter 66 beats per minute for the quantitative health record type pulse. A qualitative health record type allows you to choose from a list of descriptive text. For example you could choose blue, green, hazel, or brown for the qualitative health record type eye color. Each health record type has a unique name and is either active or inactive. Active health record types are measurements that are available for entry into Health Records for all persons. If you want to be able to enter values into a health record type for any person, that health record type must be in an active state.</p> <p>Note: Health Records are individual measurements within a person's file that record values such as weight, blood pressure and cholesterol. Health record types define the possible health records. The <i>Health Record Types</i> screen is used to manage the list of health record types within the ACCU-CHEK® 360° System.</p> <p>Note: You need to create a health record type here before you can create or manage that specific type of health record for a person in the <i>Health Records</i> dialog boxes within Logbook and Records in My Data. Health record types cannot be deleted; but they can be made inactive. Health record types installed with the ACCU-CHEK® 360° System cannot be renamed.</p> <p>Note: You can designate Health Record Types as Quick Entry. When doing so, the record types appear in the <i>Health Records Quick Entry</i> dialog box.</p>
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BUTTONS	
<i>Use this button...</i>	<i>...to do this</i>
	Close the <i>List Management</i> dialog box.
	Close the <i>List Management</i> dialog box. Important: Any additions, changes, or deletions made are actions that cannot be reversed by selecting CANCEL on the <i>List Management</i> dialog box.

Related Links

[Managing the Health Record Types List](#)
[Creating a New Healthcare Provider using List Management](#)
[Editing a Healthcare Provider using List Management](#)

[Managing the Insulin Types List](#)
[Creating a New Insulin Type using List Management](#)
[Editing a Insulin Type using List Management](#)
[Creating a New Health Record Type using List Management](#)
[Editing a Health Record Type using List Management](#)
[Managing the Complications List](#)

Creating a New Healthcare Provider using List Management

You can enter information for a new healthcare provider in the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Settings** on the *Main Menu* window to display the *Settings* menu window.
2. Click **List Management** from the *Settings* menu window to display the *List Management—Healthcare Provider* dialog box.
3. Click **Create New** to open the *Create a New Healthcare Provider* dialog box.
4. Enter the new healthcare provider's information.
5. Click **OK** to save the changes to the information.

Related Links

[List Management—Healthcare Providers Dialog Box](#)
[Create a New Healthcare Provider Dialog Box](#)

Editing a Healthcare Provider using List Management

You can enter, change, or delete information for a healthcare provider in the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Settings** on the *Main Menu* window to display the *Settings* menu window.
2. Click **List Management** from the *Settings* menu window and select **Healthcare Provider** from the left navigation panel to display the *List Management—Healthcare Provider* dialog box.
3. Select a healthcare provider to edit. When you have more healthcare providers than can display on screen, the scroll bar appears and can be used to review all the healthcare providers.
4. Click **Edit** to open the *Edit the Healthcare Provider* dialog box with the selected healthcare provider's data in the fields.
5. Make needed changes, additions, or deletions to the healthcare provider's information.
6. Click **OK** to save the changes to the information.

Important: Information within a healthcare provider's record is shared by people in the **ACCU-CHEK® 360° System**. Entries or changes made for a healthcare provider's record also appear in that healthcare provider's record for all other persons who use that healthcare provider. Any additions, changes, or deletions made to this information must be appropriate for all people who use that healthcare provider.

Related Links

[List Management—Healthcare Providers Dialog Box](#)
[Edit the Healthcare Provider Dialog Box](#)

Deleting Healthcare Providers using List Management

You can delete healthcare providers in the **ACCU-CHEK® 360° System**.

Follow these steps:

1. This procedure deletes information about selected healthcare providers from ALL persons who use that healthcare provider. Be sure you want to delete the selected healthcare providers because this action cannot be reversed.
2. Click **Settings** on the *Main Menu* window to display the *Settings* menu window.
3. Click **List Management** from the *Settings* menu window to display the *List Management—Healthcare Provider* dialog box.
4. Select the healthcare providers to delete. When you have more healthcare providers than can display on screen, the scroll bar appears and can be used to review all the healthcare providers.
5. Click **Delete** to permanently delete all information about the healthcare providers from the **ACCU-CHEK® 360° System**.
6. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to continue with the deletion. The warning box closes, and the healthcare provider is deleted.
 - o Click **No** to cancel. The warning box closes, and the *List Management—Healthcare Providers* dialog box displays without changes.

Important: The delete action cannot be reversed. Information about healthcare providers is shared by people in the **ACCU-CHEK® 360° System**. Deleting a healthcare provider deletes the healthcare provider from all patients who use that healthcare provider.

Note: If you only want to remove the healthcare provider from one person, open the person using My Data and use the Healthcare Provider option under My Profile.

Related Links

[List Management—Healthcare Providers Dialog Box](#)
[Delete Healthcare Provider Warning](#)

Managing the Insulin Types List

You can create new insulin types, make changes to an existing insulin type, or decide which insulin types you want to have available in the **ACCU-CHEK® 360° System** by managing the **Insulin Types** list.

Note: You cannot edit insulin types installed with the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Settings** on the *Main Menu* window.
2. Click **List Management** from the *Settings* menu window to display the *List Management* dialog box.
3. Click **Insulin Types** in the left navigation panel to display the *List Management—Insulin Types* dialog box.
4. You can use this dialog box to create new insulin types, edit or view existing insulin types, or decide which insulin types you want to see in the **ACCU-CHEK® 360° System**.
 - o Click **Create New** to create a new insulin type.
 - o Click **View/Edit** to view or change an existing insulin type.
 - o Use the check boxes next to the existing insulin types to mark insulin types as active or inactive. Active insulin types are available for selection in the **ACCU-CHEK® 360° System**.

Note: Insulin types cannot be deleted but they can be made inactive.

5. Click **OK** to save your changes.

Related Links

[Creating a New Insulin Type using List Management](#)

[Editing an Insulin Type using List Management](#)

Creating a New Insulin Type using List Management

You can enter information for a new insulin type in the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Settings** on the *Main Menu* window.
2. Click **List Management** from the *Settings* menu window to display the *List Management* dialog box.
3. Click **Insulin Types** in the left navigation panel to display the *List Management—Insulin Types* dialog box.
4. Click **Create New** to open the *Create New Insulin Type* dialog box.
5. Enter the information to create the new insulin type. You can select a category, such as long-lasting or rapid-acting. You can also enter a brand or name of the insulin and whether the insulin type is active or inactive. Active insulin types are available for selection within the **ACCU-CHEK® 360° System**.
6. Click **OK** to save the new insulin type.

Related Links

[Create New Insulin Type Dialog Box](#)

Editing an Insulin Type using List Management

You can select which user-created insulin types are available for selection within the **ACCU-CHEK® 360° System**, and you can make needed changes to the user-created insulin type's category and name in the **ACCU-CHEK® 360° System**.

Note: Insulin types cannot be deleted; however, they can be made inactive.

Note: An active insulin type is available for selection within the **ACCU-CHEK® 360° System**. From the *Edit Insulin Type* dialog box, only user-created insulin types can be marked as active or inactive. Insulin types installed with the **ACCU-CHEK® 360° System** can be marked as active or inactive at the *List Management—Insulin Types* dialog box. You cannot edit insulin types installed with the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Settings** on the *Main Menu* window.
2. Click **List Management** from the *Settings* menu window to display the *List Management* dialog box.
3. Click **Insulin Types** in the left navigation panel to display the *List Management—Insulin Types* dialog box.
4. Select a user-created insulin type to edit. When you have more insulin types than can display on screen, the scroll bar appears and can be used to review all the insulin types.
5. Click **Edit** to open the *Edit Insulin Type* dialog box with the selected user-created insulin type's data in the fields.

Note: The **Edit** button is enabled only for user-created insulin types. You cannot edit insulin types that installed with the **ACCU-CHEK® 360° System**.

6. Make needed changes to the user-created insulin type's category, name, and active or inactive status. An active insulin type is available for selection within the **ACCU-CHEK® 360° System**.
7. Click **OK** to save the changes to the information.

Related Links

[List Management—Insulin Types Dialog Box](#)
[Edit Insulin Type Dialog Box](#)

Managing the Health Records Types List

You can create new health record types, make changes to an existing health record type, or decide which health record types you want to have available in the **ACCU-CHEK® 360° System** by managing the **Health Records Types** list.

Follow these steps:

1. Click **Settings** on the *Main Menu* window.
2. Click **List Management** from the *Settings* menu window to display the *List Management – Health Records Types* dialog box.
3. You can use this dialog box to create new health record types, edit or view existing health record types, or decide which health record types you want to see in the **ACCU-CHEK® 360° System**.
 - o Click **Create New** to create a new health record type.
 - o Click **View/Edit** to view or change an existing health record type.
 - o Use the check boxes next to the existing health record types to mark health record types as active or available for quick entry. Active health record types are available for selection in the **ACCU-CHEK® 360° System**.

Note: The *Quick Entry* option is only available in the professional version of the **ACCU-CHEK® 360° System**.

Note: The *Quick Entry* option can only be selected for active health record types. Health record types marked as Quick Entry will be included in the *Health Records Quick Entry* dialog box.

Note: Health record types cannot be deleted but they can be made inactive.

4. Click **OK** to save your changes.

Related Links

[Creating a New Health Record Type using List Management](#)
[Editing a Health Record Type using List Management](#)

Creating a New Health Record Type using List Management

You can create a new health record type in the **ACCU-CHEK® 360° System** from the *Health Record Types* list within **List Management**. The newly created health record type then is available in **My Data**, where you can enter individual values for a person.

Follow these steps:

1. Click **Settings** on the *Main Menu* window to open the *Settings* menu window.
2. Click **List Management** from the *Settings* menu window to open the *List Management* dialog box.
3. Click **Health Record Types** in the left navigation panel to open the *List Management—Health Record Types* dialog box.
4. Click **Create New** to open the *Health Records—Start* dialog box.
5. Enter the information to create a new health record type. Information that can be associated with a new health record type varies, depending on whether you create the health record type as a quantitative or a qualitative measurement. A health record has either quantitative data or qualitative data. A quantitative health record type allows you to enter a measured value. For example you could enter 66 beats per minute for the quantitative health record type pulse. A qualitative health record type allows you to choose from a list of descriptive text. For example you could choose blue, green, hazel, or brown for the qualitative health record type eye color. Each health record type must have a unique name and is automatically marked as active. A user-created health record type automatically has an (!) symbol added to the beginning of the health record type name. An active health record type allows you to enter values for that health record type for people under **Logbook and Records** in **My Data**.
6. Click **OK** to save the new health record type.

Related Links

[List Management—Health Record Types Dialog Box](#)

[Create a Quantitative Health Record Type](#)

[Create a Qualitative Health Record Type](#)

Editing a Health Record Type using List Management

You can enter or change information for a health record type in the **ACCU-CHEK® 360° System**.

Note: Health record types cannot be deleted; however, they can be made inactive. An active health record type allows you to enter values for that health record type for people under **Logbook and Record** in **My Data**. Health record types installed with the **ACCU-CHEK® 360° System** cannot be renamed. A user-created health record type automatically has an (!) symbol added to the beginning of the health record type name.

Follow these steps:

1. Click **Settings** on the *Main Menu* window to display the *Settings* menu window.
2. Click **List Management** from the *Settings* menu window and select **Health Record Types** from the left navigation panel to display the *List Management—Health Record Types* dialog box.
3. Select a health record type to edit. When you have more health record types than can display on screen, the scroll bar appears and can be used to review all the health record types.
4. Click **Edit** to open the *Edit Health Record Type* dialog box.
5. Make needed changes to the health record type's name, unit of measurement, and active or inactive status, and indicate whether you want to have the health record type appear in the *Logbook and Records: Health Records* window—**Most Recent** tab in **My Data**.

Note: You can rename only user-created health record types. Health record types installed with the **ACCU-CHEK® 360° System** cannot be renamed.

6. Click **OK** to save the changes to the information.

Related Links

[List Management—Health Record Types Dialog Box](#)
[Edit Health Record Type \(Quantitative\) Dialog Box](#)
[Edit Health Record Type \(Qualitative\) Dialog Box](#)

Managing the Complications List

You can decide which complications body regions you want to have available in the **ACCU-CHEK® 360° System** by managing the **Complications** list.

Follow these steps:

1. Click **Settings** on the *Main Menu* window.
2. Click **List Management** from the *Settings* menu window to display the *List Management* dialog box.
3. Click **Complications** in the left navigation panel to display the *List Management—Complications* dialog box.
4. Use the check boxes next to the complication body regions to mark complication body regions as active or inactive. Active complication body regions appear in the **ACCU-CHEK® 360° System**.
5. Click **OK** to save your changes.

Related Links

[List Management—Complications](#)

System Info

System Info Overview

The System Info function enables you to view and print the **ACCU-CHEK® 360° System** and PC information. System and PC information includes the version of the **ACCU-CHEK® 360° System** software.

Access System Info from the *Settings* menu window and from the *Administrator Functions* menu window.

Related Links

[Viewing and Printing System Info](#)

Viewing and Printing System Info

In the *System Info* dialog box, you can view and print the **ACCU-CHEK® 360° System** and PC information. System and PC information includes the version of the **ACCU-CHEK® 360° System** software.

1. Click **Settings** on the *Main Menu* window to display the *Settings* menu window.
2. Click **System Info** on the *Settings* menu window or the *Administrator Functions* menu window to open the *System Info* dialog box. When you have more records than can display on the screen, the scroll bar appears and can be used to review all the records.
3. Click **PRINT** to print the **ACCU-CHEK® 360° System** and PC information displayed on the *System Info* dialog box.
4. Click **CLOSE** to return to the *Settings* menu window.

Related Links

[System Info Dialog Box](#)

Administrator Functions

Administrator Functions Overview

The *Administrator Functions* menu window includes the following menu options:

- **User Administration**—enables you create a new user, change a user's role, or delete a user in the *ACCU-CHEK® 360° System*.
- **Database Administration**—enables you to do the following:
 - **Backup** to create a copy of your *ACCU-CHEK® 360° System* data
 - **Restore** to restore information to the *ACCU-CHEK® 360° System* from a previously created backup file
 - **Check Database Integrity** to verify that no problems exist with the database
 - **Clear Database Connections** to momentarily clear all connections (except yours) to the database for maintenance
 - **Change Database** to work in another database, or
 - **Create New Database** to create a new database to work in.
- **Data Migration**—enables you to copy data to the *ACCU-CHEK® 360° System* from other compatible products.
- **Audit Log**—enables you to view and print an audit log for a particular date range, listing records of usage.
- **System Setup Wizard**—enables you to define your default settings in the *ACCU-CHEK® 360° System*.
- **System Info**—enables you to view and print system and PC information.
- **Enable/Disable Features**—enables you to turn on or turn off features in the *ACCU-CHEK® 360° System* for users with a staff role.

Select a menu option to access the *ACCU-CHEK® 360° System* functionality you want to use. Click **BACK** from the *Administrator Functions* menu window to return to the *Main Menu*.

Related Links

[User Administration Overview](#)
[Database Administration Overview](#)
[Data Migration Overview](#)
[Audit Log Overview](#)
[System Setup Wizard Overview](#)
[System Info Overview](#)
[Enable/Disable Features Overview](#)

User Administration

User Administration Overview

The User Administration function enables administrators to create new users, change current users' roles, and delete users from the **ACCU-CHEK® 360° System**. If you want to limit access to only yourself and users you specify, first add yourself as an administrator and then add additional users and assign appropriate roles.

Note: If you are running the **ACCU-CHEK® 360° System** as a networked application, the changes made to users apply to all computers running the **ACCU-CHEK® 360° System** on the network.

Related Links

[Creating a New User](#)
[Changing a User Role](#)
[Deleting a User](#)

Creating a New User

The *Create New User* dialog box enables administrators to create a new account for an **ACCU-CHEK® 360° System** user.

Follow these steps:

1. Click **User Administration** on the *Administrator Functions* menu window.
2. In the *User Administration* dialog box, click **Create New** to open the *Create New User* dialog box.
3. Enter a username for the new user.

Note: The username must be identical to a username used to log on to your computer. A username cannot be changed after that user is created.

4. Select a role for the new user.
5. Click **OK**.

Note: If you are adding new users to the **ACCU-CHEK® 360° System** for the first time, the system prompts you to add yourself as the first administrator. Before any basic users can be added, you are asked to confirm the addition of the administrator via the *Add First User* confirmation box.

Related Links

[Create New User Dialog Box](#)

[Create New User \(for the First Time\) Dialog Box](#)

Changing a User Role

Follow these steps to change the role for an **ACCU-CHEK® 360° System** user:

1. Click **User Administration** on the *Administrator Functions* menu window.
2. Select a user from the list in the *User Administration* dialog box.
3. Click **Change Role** to display the *Change User Role* dialog box with current permissions for the selected user.

Note: If you are the only administrator, the **Change Role** button is not available because there must always be at least one administrator in the **ACCU-CHEK® 360° System**.

4. Make modifications to the role of the user and click **OK**.

Related Links

[Change User Role Dialog Box](#)

Deleting a User

The *User Administration* dialog box enables administrators to delete a user from the **ACCU-CHEK® 360° System**.

Follow these steps:

1. Be sure you want to delete the selected users because this action cannot be reversed.
2. Click **User Administration** on the *Administrator Functions* menu window.
3. Select the users you want to delete.

Note: If you are the only administrator, you cannot delete yourself because there must always be at least one administrator in the **ACCU-CHEK® 360° System**.

4. Click **Delete** to permanently delete the selected users.
5. In the warning box that opens, you have two ways to proceed:
 - o Click **Yes** to continue with the deletion. The warning box closes and the user is deleted.
 - o Click **No** to cancel. The warning box closes and the *User Administration* dialog box displays without any changes.

Related Links

[User Administration Dialog Box](#)

Database Administration

Database Administration Overview

The Database Administration function in the **ACCU-CHEK® 360° System** enables you to do the following:

- **Backup**—enables you to create a copy of your **ACCU-CHEK® 360° System** data.
- **Restore**—enables you to restore information to the **ACCU-CHEK® 360° System** from a previously created backup file.
- **Check Database Integrity**—verifies that no problems exist with the database.
- **Clear Database Connections**—momentarily clears all connections (except yours) to the database for maintenance.
- **Change Database**—enables you to work in another database.
- **Create New Database**—enables you to create a new database to work in.

Related Links

[Using the Backup Function](#)
[Using the Restore Function](#)
[Performing a Database Integrity Check](#)
[Clearing Database Connections](#)
[Changing the Active Database](#)
[Creating a New Database](#)

Backup

Backup Overview

Regularly making a backup copy of all your information safeguards you in case a problem occurs with the computer and data is lost. The Backup function enables you to create a copy of your **ACCU-CHEK® 360° System** data.

Related Links

[Using the Backup Function](#)

Using the Backup Function

The Backup function enables you to keep a copy of your **ACCU-CHEK® 360° System** data. Follow these steps:

1. Click **Backup** on the *Database Administration* menu window.
2. Make the appropriate entries and selections in the dialog box.
3. Click **Next** to start the Backup process.

Note: A message appears on the *Backup Completed* screen informing you whether the backup was or was not successful.

4. Click **Finish**.

Note: If the Backup process was not successful, you may repeat these steps.

Related Links

[Backup](#)

Scheduling a Database Backup

Follow these steps to schedule the Backup function to make a copy of your **ACCU-CHEK® 360° System** data.

1. Click **start**, then click **Control Panel**.

Note: If **Control Panel** is not displayed on the *Start Menu*, click **Settings** then click **Control Panel**.

2. Double-click **Scheduled Tasks** in the *Control Panel* window. If **Scheduled Tasks** is not displayed, click **Performance and Maintenance** then double-click **Scheduled Tasks**.

Note: If you are having difficulties locating either **Control Panel** or **Scheduled Tasks**, please refer to your operating system's help files.

3. Double-click **Add Scheduled Task** to open the *Add Scheduled Task* dialog box.
4. Click **Next** in the *Add Scheduled Task* dialog box.
5. In the list of applications, scroll down and select **ACCU-CHEK® 360° System Backup Utility**, then click **Next**. If **ACCU-CHEK® 360° System Backup Utility** does not appear in the list, click **Browse**, then find and select the **ACCU-CHEK® 360° System Backup Utility** from the application files, then click **Next**.
6. From the list select how often you want to automatically backup your database, then click **Next**.
7. Depending on your previous selection the next screen may require you to provide information specifying when you want to backup. Enter this information, then click **Next**.
8. Enter the username and password of the appropriate user or administrator, then click **Next**.
9. Review the information for the scheduled backup, then click **Finish**.

Note: To change the settings for a scheduled backup follow steps 1 and 2, then double-click the scheduled backup to access its settings.

Restore

Restore Overview

The Restore function enables you to restore information to the **ACCU-CHEK® 360° System** from a previously created backup file. If you have not created a backup file, you are not able to use this function.

Restoring a copy of your information may be necessary if you encounter a problem with your computer. The Restore function guides you through the steps necessary to restore a database to the **ACCU-CHEK® 360° System**.

Note: All information you have added to the **ACCU-CHEK® 360° System** or modified since the backup file was created is lost when you use the Restore function.

Related Links

[Using the Restore Function](#)

Using the Restore Function

The Restore function enables you to restore information to the **ACCU-CHEK® 360° System** from a previously created backup file. Follow these steps:

1. Click **Restore** on the *Database Administration* menu window.
2. Click **NEXT** from the *Restore - Clear Connections* screen to disconnect all other current users (except you).
3. Select the file you want to restore from the *Restore - Select file* screen.
4. Click **NEXT**.
5. From the *Restore - Select Options* screen, select the option to restore all data or patient data only.
6. Click **NEXT**.

Note: A message appears on the *Restore - Completed* screen informing you whether the restore was successful.

7. Click **FINISH**.

Related Links

[Restore](#)

Performing a Database Integrity Check

The Check Database Integrity function enables you to make sure the database in the **ACCU-CHEK® 360° System** works properly.

Follow these steps:

1. Click **Database Administration** on the *Administrator Functions* menu window.
2. Click **Check Database Integrity** on the *Database Administration* menu window.
3. Review the results displayed in the *Integrity Check* dialog box.
4. Click **PRINT** to print the results.

Related Links

[Integrity Check Dialog Box](#)

Clearing Database Connections

The Clear Database Connections function enables you to clear all current connections to the **ACCU-CHEK® 360° System** to perform database maintenance. Your connection is not cleared.

Follow these steps:

1. Click **Database Administration** in the *Administrator Functions* menu window.
2. Click **Clear Database Connections** in the *Database Administration* menu window.
3. Review users displayed in the *Clear Database Connections* dialog box.

Note: If all of the results are not visible, use the scroll bar on the right to view all currently logged on users.

4. Inform users that their connections will be cleared to make sure they complete their task..

Note: Your connection is not cleared.

5. Click **YES** to clear all users currently connected to the database and return to the *Database Administration* menu window.

Note: You cannot select individual users from the list in the *Clear Database Connections* dialog box.

Related Links

[Clear Database Connections Dialog Box](#)

Changing the Active Database

The Change Database function enables you to select a different database to use with **ACCU-CHEK® 360° System**.

Note: The active database is the current database and contains patient data. Changing the active database changes the information displayed in **ACCU-CHEK® 360° System**. Patient data from the previous database may not be available in the newly selected database.

Note: This action applies only to the computer on which you are working and does not change the database for other computers in the network.

The *Select Database* dialog box displays the names and descriptions of available databases.

To change databases, follow these steps:

1. Click **Database Administration** in the *Administrator Functions* menu window.
2. Click **Change Database** in the *Database Administration* menu window.
3. Select the server on which the database is stored.
 - a. Click **BROWSE** to open the *Select Server* dialog box.
 - b. Select a database server from the list of available servers.
 - c. Click **OK** to confirm your selection and close the *Select Server* dialog box.
4. Select the database you want as the active database.

Note: Verify that you have identified the correct database. The database that you select becomes the active database for **ACCU-CHEK® 360° System**.

5. Click **OK** to confirm your selection and return to the *Database Administration* menu window.

Related Links

[Select Database Dialog Box](#)

Creating a New Database

The Create New Database function enables you to create a new database in **ACCU-CHEK® 360° System**. The new database becomes the active database and maintains current information separate from any other existing databases.

Follow these steps:

1. Click **Database Administration** on the *Administrator Functions* menu window.
2. Click **Create New Database** on the *Database Administration* menu window.
3. Enter the database name and description.

Note: This database becomes your current database. This database is blank, and patient information from your previous database is not available in the new database.

4. Select the server on which the database is stored.
 - a. Click **BROWSE** to open the *Select Server* dialog box.
 - b. Select a database server from the list of available servers.
 - c. Click **OK** to confirm your selection and close the *Select Server* dialog box.
5. Click **OK** to create the new database and return to the *Database Administration* menu window.

Related Links

[Create New Database Dialog Box](#)

Data Migration

Data Migration Overview

The Data Migration function enables the migration of data to the **ACCU-CHEK® 360° System** from other compatible products. Data can be migrated to the **ACCU-CHEK® 360° System** from **ACCU-CHEK® Compass** Software, **ACCU-CHEK® Camit Pro** Software, or another **ACCU-CHEK® 360° System**.

Note: Only users with administrative privileges within the **ACCU-CHEK® 360° System** are able to use the Data Migration function.

Related Links

[Using the Data Migration Function](#)

Using the Data Migration Function

The Data Migration Utility enables **ACCU-CHEK® 360° System** administrators to copy data from other compatible products to the **ACCU-CHEK® 360° System**. Data can be migrated to the **ACCU-CHEK® 360° System** from **ACCU-CHEK® Compass Software**, **ACCU-CHEK® Camit Pro Software** or another **ACCU-CHEK® 360° System**.

Follow these steps:

1. Click **Administrator Functions** on the *Main Menu* window to open the *Administrator Functions* menu window.
2. Click **Data Migration** on the *Administrator Functions* menu window.

Note: You can also access Data Migration by clicking Start and selecting the Data Migration Utility from the **ACCU-CHEK® 360° System** group.

3. From the *Data Migration - Select Source Database Type* screen, select the type of database you want to migrate into the **ACCU-CHEK® 360° System** and click **NEXT**.
4. From the *Data Migration - Select Source* screen, select a source database and click **NEXT**.
5. From the *Data Migration - Select Destination* screen, select a destination and click **NEXT**.
6. From the *Data Migration - Check Database Warning* screen, verify that the source and destination databases are not in use and click **NEXT**.
7. If the *Data Migration - Options Guide* screen appears, click **NEXT** to continue with the migration.
8. From the *Data Migration - Patient Options* screen, select the options you want to use for transferring patient data and click **NEXT**.
9. From the *Data Migration - Physician Options* screen, select the option you want to use for transferring physician data and click **NEXT**.
10. Click **FINISH**.
11. The *Data Migration - Migration Progress* screen displays, and the migration begins.

Note: The *Data Migration - Possible Duplicate Patient* dialog box appears if a potential duplicate patient is found during the migration process. A possible duplicate patient is found when the Name and Date of Birth of a patient in the migrated product matches the Name and Date of Birth of an existing patient in the **ACCU-CHEK® 360° System**. Select the appropriate option and click **OK**.

Note: The *Data Migration - Possible Duplicate Healthcare Provider* dialog box appears if a potential duplicate healthcare provider is found during the migration process. A possible duplicate healthcare provider occurs when the First Name, Last Name, and Specialty of a healthcare provider in the migrated product matches the First Name, Last Name, and Specialty of an existing healthcare provider in the **ACCU-CHEK® 360° System**. Select the appropriate option and click **OK**.

Note: The *Data Migration - Duplicate ID* dialog box appears if a duplicate Patient ID is found during the migration process. A duplicate ID occurs when the ID of a patient to be migrated matches the ID of an existing patient in the **ACCU-CHEK® 360° System**. The Patient ID has to be changed before it can be migrated. Type a new Patient ID and click **OK**.

Note: The *Data Migration - Duplicate System Definition Name* dialog box appears if a duplicate system definition name, such as custom Health Record Types, is found during the migration process. A duplicate system definition occurs when the name of a system definition to be migrated matches an existing system definition name in the **ACCU-CHEK® 360° System**. The pending name has to be changed before it can be migrated. Type a new name and click **OK**.

12. Click **Migrate Another Database** from the *Data Migration - Migration Complete* screen to repeat these

steps with another database, or click **FINISH** to end the current migration process.

Related Links

[Data Migration](#)

Audit Log

Audit Log Overview

The Audit Log function in the **ACCU-CHEK® 360° System** enables you to view and print an audit log for a particular date range which includes records of usage, error messages, and information about functional problems and migration activity (the movement of data to or from the system). Each audit log entry provides the following information:

- **Date and Time**—when the log record was created
- **User Name**—the name of the user who was logged on when the record was created
- **Host Name**—the name of the host computer being used when the record was logged
- **Information**—all system information relevant to the log record

Related Links

[Using the Audit Log](#)

Using the Audit Log

The Audit Log function in the **ACCU-CHEK® 360° System** enables you to view and print an audit log for a particular date range, including records of usage, error messages, and information about functional problems and migration activity (the movement of data to or from the **ACCU-CHEK® 360° System**). Each audit log entry provides the date and time, user name, host name, and system information relevant to the log record.

You can use the Audit Log in the **ACCU-CHEK® 360° System** by clicking **Audit Log** in the **Administrative Functions** menu on the *Main Menu* window.

Follow these steps:

1. Click **Audit Log** in the *Administrator Functions* menu window to open the *Audit Log* dialog box.
2. Select the date range for the data you want to review.
3. Review the results displayed in the *Audit Log* dialog box.

When you have more results than can display on screen, the scroll bar appears and can be used to review all the records.

4. Click **PRINT** to print the log.
5. Click **CLOSE** to exit the *Audit Log* dialog box.

Related Links

[Audit Log Dialog Box](#)

Enable/Disable Features

Enable/Disable Features Overview

Enable/Disable Features enables you to allow (enable) or prevent (disable) access to feature sets for **ACCU-CHEK® 360° System** users who currently have assigned user/staff roles. If people other than you have access to the **ACCU-CHEK® 360° System**, you may want to disable a particular feature that supports a task that should be performed only by an administrator. Administrators always have a full set of features available to them.

Feature sets are names for groups of features included in the **ACCU-CHEK® 360° System**. You can select one or more specific features to enable or disable, or you can select an entire feature set.

Note: Disabling features or feature sets changes the look of the **ACCU-CHEK® 360° System** because those disabled features/sets no longer are available to those users with assigned user/staff roles.

Related Links



[Using the Enable/Disable Features Function](#)

Using the Enable/Disable Features Function

Follow these steps to allow (enable) or prevent (disable) access to a feature, or set of features, for the **ACCU-CHEK® 360° System** users with user/staff roles:

Note: The Feature List is grouped by feature sets and not by where the features appear in the program.

1. Click **Enable/Disable Features** on the *Administrator Functions* menu window to see a list of available features.


Note: Any feature with a  symbol next to it can be expanded to see the list of subitems. Any expanded feature that has a  symbol next to it can be collapsed to hide the list of subitems.

Note:

This check box  to the right of an individual feature indicates that feature is enabled.

This check box  to the right of an individual feature indicates that feature is disabled.

This check box  to the right of any expandable feature sets has both enabled and disabled features.

This check box  to the right of any expandable feature sets indicates that ALL features in the set are enabled and at least one feature in the set cannot be disabled.

2. Select check boxes from the *Staff* column in the *Enable/Disable Feature* dialog box to enable or disable the corresponding features.
3. Click **OK** to save the changes or **CANCEL** to discard the changes.

Related Links

[Enable/Disable Features Dialog Box](#)

System Info

System Info Overview

The System Info function in the **ACCU-CHEK® 360° System** enables you to view and print system and PC information. System and PC information includes the software version.

Access System Info from the *Settings* menu window and from *Administrator Functions* menu window.

Related Links

[Reviewing and Printing System Info](#)

Reviewing and Printing System Info

The System Info function in the **ACCU-CHEK® 360° System** enables you to view and print system and PC information.

Follow these steps:

1. Click **System Info** on the *Administrator Functions* menu window to open the *System Info* dialog box.
2. Review the results displayed in the *System Info* dialog box.
3. Click **PRINT** to print the system and PC information.

Related Links

[System Info Dialog Box](#)

Data Synchronization

Data Synchronization Overview

The Data Synchronization function in the **ACCU-CHEK® 360° System** enables you to synchronize health information with an **ACCU-CHEK® 360°** System online account.

Note: If you do not already have an online account, you can set up an account using the Data Synchronization Settings feature.

The Data Synchronization menu enables you to do the following:

- **Data Synchronization Settings** – enables you to set or change the online account paired with your database, or update the synchronization reminder settings.
- **Synchronize Data Now** – enables you to synchronize data with the online account.
- **Recover Data** – enables you to recover data from the online account.
- **Access Online Features** – enables you to access **ACCU-CHEK® 360°** System online features.

Related Links

[Pairing the Database with an Online Account](#)

[Setting Up Synchronization Reminders](#)

[Synchronizing Data with an Online Account](#)

[Recovering Data](#)

[Accessing Your Online Account](#)

Pairing the Database with an Online Account

In order to synchronize your data with an **ACCU-CHEK® 360°** System online account, you must first set the online account to pair with the **ACCU-CHEK® 360° System** database. You can do this when you complete the **System Setup Wizard** to set up your software, or you can set the online account from the *Data Synchronization* menu.

Note: To use this feature, your PC must be connected to the Internet. An online account can only be paired with one database at a time, and each database requires a separate account. If you pair with an online account that is paired with a different database, the data in the current database will be overwritten with data from the online database.

Follow these steps to pair the current database with an online account:

1. Click **Data Synchronization** in the *Administrator Functions* menu window.
2. Click **Data Synchronization Settings** in the *Data Synchronization* menu window.
3. Under **Pairing Information**, click **Edit** in the *Data Synchronization Settings* dialog box.
4. Enter the user name and password for the online account in the fields on the *Edit Database Pairing* dialog box.

Note: If you do not have an existing online account, click the **Create a new account** link. A web browser appears, enabling you to create a new online account. When you have created the new account, enter your user name and password in the fields provided.

Note: If you forgot the password for the online account, click the **Forgot password** link. A web browser appears, enabling you to recover the password.

5. Select the *Data Synchronization Type* for the current database. The following options are available:
 - o Select *Send and receive data* to send health information to the online account and receive data from the online account. Choose this option if you want to use the online account to back up your data. While this option is selected, you cannot restore information from a backup file.
 - o Select *Only receive data* to receive data from the online account. Choose this option if you do not want to use the online account to back up your data. While this option is selected, you cannot recover data from the online account.

If you choose to only receive data, you will have to pair with a different online account in order to switch to *Send and receive data* in future.

6. Click **OK**, then view the progress of the pairing on the *Pairing with Online Account* dialog box.
7. When the pairing finishes, the *Pairing with Online Account* dialog box displays a completion status. You are notified whether the pairing was successful. Click **Close** to close this dialog box and return to the *Data Synchronization Settings* dialog box.

Note: If the pairing failed, review the reason for the failure on the *Pairing with Online Account* dialog box.

8. Click **OK** to return to the *Data Synchronization* menu window.

Related Links

[Data Synchronization Settings Dialog Box](#)
[Edit Database Pairing Dialog Box](#)
[Synchronizing Data with an Online Account](#)

Setting Up Synchronization Reminders

You can configure the **ACCU-CHEK® 360° System** to display reminders to synchronize data with the paired online account. Follow these steps to set up data synchronization reminders:

1. Click **Data Synchronization** in the *Administrator Functions* menu window.
2. Click **Data Synchronization Settings** in the *Data Synchronization* menu window.
3. Under **Reminders** in the *Data Synchronization Settings* dialog box, place a check in the *Remind me to synchronize* check box.
4. In the list field below the *Remind me to synchronize* check box, select when the reminders should occur.
5. Click an option to indicate the frequency of the reminders. If you select the **since last synchronization** option, select the minimum amount of time to wait after a synchronization before a reminder is generated.
6. Click **OK** to return to the *Data Synchronization* menu window.

Related Links

[Data Synchronization Settings Dialog Box](#)

Synchronizing Data with an Online Account

The Data Synchronization function in the **ACCU-CHEK® 360° System** enables you to synchronize health information with an **ACCU-CHEK® 360° System** online account.

To synchronize data, you must first pair your **ACCU-CHEK® 360° System** database with an online account using the Data Synchronization Settings feature.

You can synchronize data with an online account from the function button on the Main Menu, or the menu option in the Administrator Functions menu. You also can synchronize from the Roche Task Manager icon in your system tray. The data synchronization process is different depending on what you selected for the *Data Synchronization Type* in the Data Synchronization Settings:

- If the data synchronization type is set to *Send and receive data*, synchronizing data downloads data from the paired online account to the current **ACCU-CHEK® 360° System** database. It also uploads the data from the **ACCU-CHEK® 360° System** database to the online account.
- If the data synchronization type is set to *Only receive data*, synchronizing data downloads data from the paired online account to the current **ACCU-CHEK® 360° System** database. This type of data synchronization does not upload data from the **ACCU-CHEK® 360° System** database to the online account.

Note: To use this feature, your PC must be connected to the Internet.

Follow these steps to synchronize data with an online account:

1. Click **Synchronize Data Now** on the *Main Menu* window.

Note: You also can:

- Right-click the Roche Task Manager icon in the system tray, hover over **Data Synchronization**, then click **Synchronize Data**.
- Click **Data Synchronization** from the *Administrator Functions* menu, then **Synchronize Data Now**.

2. The *Synchronizing Data* dialog box displays an indication of whether the synchronization started.
 - If the synchronization failed, review the reason for the failure on the *Synchronizing Data* dialog box. When you are finished, click **CLOSE** to close the dialog box.
 - If synchronization started, click **CLOSE** to close the *Synchronizing Data* dialog box. You can view the progress of the synchronization from the Roche Task Manager.

Note: To cancel a synchronization that is in progress, right click the Roche Task Manager icon, hover over **Data Synchronization**, then click **Cancel Synchronization**.

3. When the synchronization finishes, the Roche Task Manager displays a completion status. You are notified whether the synchronization was successful.

Related Links

[Synchronizing Data Dialog Box](#)
[Pairing the Database with an Online Account](#)

Recovering Data

You can recover data in a local database by downloading all data from an **ACCU-CHEK® 360°** System online account. You can use this function if a problem occurs with your computer and your data is lost. If the data synchronization type is set to *Only receive data*, you are not able to use this function.

Note: When you use the Recover function, all information in your database is overwritten with data from the online account.

Note: To use this feature, your PC must be connected to the Internet.

Follow these steps to overwrite the current database with data from the online account:

1. Click **Data Synchronization** in the *Administrator Functions* menu window.
2. Click **Recover Data** in the *Data Synchronization* menu window.
3. Enter the user name and password of the online account in the fields on the *Recover Data* dialog box.

Note: If you forgot the password for the online account, click the **Forgot password** link. A web browser appears, enabling you to recover the password.

4. Click **OK**.
5. The *Recovering Data* dialog box displays an indication of whether the recovery started.
 - o If the recovery failed, review the reason for the failure on the *Recovering Data* dialog box. When you are finished, click **CLOSE** to close the dialog box.
 - o If the recovery started, click **CLOSE** to close the *Recovering Data* dialog box. You can view the progress of the recovery from the Roche Task Manager.
6. When the recovery finishes, the Roche Task Manager displays a completion status.

Note: If the recovery was interrupted, click **Synchronize Data Now** to restart the recovery process.

Related Links

[Recover Data Dialog Box](#)
[Recovering Data Dialog Box](#)

Accessing Your Online Account

You can access your **ACCU-CHEK® 360°** System online account at any time. To use this feature, your PC must be connected to the Internet. Follow these steps:

1. Click **Data Synchronization** in the *Administrator Functions* menu window.
2. Click **Access Online Features** in the *Data Synchronization* menu window.

A web browser appears that lets you access your online account.

Roche Task Manager Overview

The Roche Task Manager is a feature that lets you manage the process of synchronizing data with an **ACCU-CHEK® 360°** System online account. The Roche Task Manager menu can be accessed from an icon in the system tray of your computer. The menu has the following choices:

- **Close Roche Task Manager** – Select this option to close the Roche Task Manager.
- **Data Synchronization** – Select this option to start or cancel a synchronization with an online account.

Note: If the Roche Task Manager does not appear in the system tray, close and re-open the application to restart the Roche Task Manager.

Related Links

[Roche Task Manager System Tray Menu](#)
[Synchronizing Data with an Online Account](#)

System Setup Wizard

System Setup Wizard Overview

The System Setup Wizard enables you to change default settings in the **ACCU-CHEK® 360° System**. Start the wizard when you have a problem with your computer system affecting systemwide settings and when you have not been able to resolve those problems through **System Settings** under **Preferences**.

Related Links

[Using the System Setup Wizard](#)

Using the System Setup Wizard

The System Setup Wizard enables you to reset default settings in **ACCU-CHEK® 360° System**.

From the **Main Menu**, click **Administrator Functions**, and then follow these steps:

1. Click **System Setup Wizard** in the *Administrator Functions* menu window to open the *Welcome* screen. Click **NEXT** to begin the setup process.
 2. From the *Plug in Cable* screen, plug a cable into the computer if you have not done so already. Click **NEXT**.
 3. From the *bG Units* screen, click the desired (bG) unit of measurement. Click **NEXT**.
 4. From the *bG Graph Range* screen, click one of the options to choose the desired (bG) graph range to display and/or print the results of the person's diabetes testing. Click **NEXT**.
 5. From the *Target Defaults* screen, enter the default (bG) target range and define the Hypo Limit target. Click **NEXT**.
 6. From the *Download Options* screen, select one or both check boxes to enable downloads of the person's device to the **ACCU-CHEK® 360° System**. Click **NEXT**.
 7. From the *Enable/Disable Features* screen, select one or more check boxes to enable or disable features for all users of the **ACCU-CHEK® 360° System**. Click **NEXT**.
 8. From the *Administrator Functions* screen:
 - Leave the check box checked, and click **NEXT** to display the *System Setup Summary* screen, or
 - Clear the check box, and click **NEXT** to display the *Add First User Confirmation* box. If you want to limit access to only you and users you specify, click **YES** to add yourself first as an administrator. You can then later add additional users and assign roles. Click **NO** to cancel the addition process, close the confirmation box, and return to the *Administrator Functions* menu window.
- Note:** If you do not want to make the current user an administrator, you can click **NO**, log on another user, and make that user an administrator.
9. From the *System Setup Summary* screen, review the System Setup options you selected.
 10. If the options you want are selected, click **FINISH** to complete the setup process. If the options you want are not selected, click the **BACK** button to return to the page in the wizard where you want to make changes.

Related Links

[System Setup Wizard Overview](#)

Miscellaneous

Adding the Program Icon to the Quick Launch Bar



The Quick Launch function on your computer enables you to add the **ACCU-CHEK® 360° System** to the taskbar.

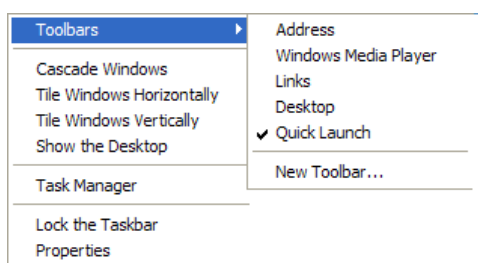
Note: The taskbar appears at the bottom of your computer screen and contains the **start** button. The quick launch function is next to the **start** button and enables you to locate a program quickly to start it.

Follow these steps:

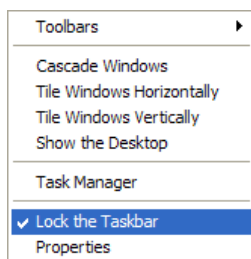
1. Look at the taskbar at the bottom of your computer screen and be sure it displays the Quick Launch function.
2. Click and hold the **ACCU-CHEK® 360° System** icon on your desktop screen, and then drag the icon to the Quick Launch bar located next to the **start** button. The Quick Launch bar displays the **ACCU-CHEK® 360° System** icon.



- If the Quick Launch bar does not display, right-click an empty area on the taskbar, point to **Toolbars**, and then click **Quick Launch** to put a check mark next to this function.

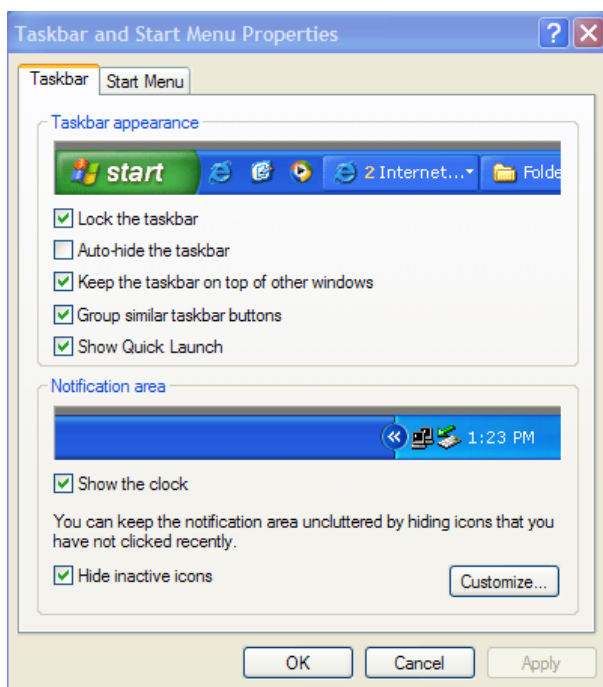


- If you right-click an empty area on the taskbar and do not see the **Toolbars** option, click **Lock the Taskbar** to clear the check mark,



or

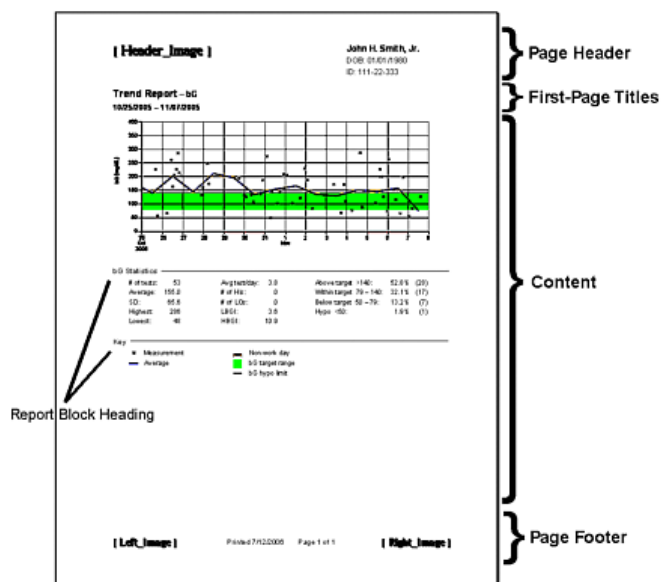
- Right-click an empty area of the taskbar, and then click **Properties**. On the **Taskbar** tab check the **Show Quick Launch** check box, and click **Apply**.



Note:

Windows is a registered trademark of Microsoft Corporation in the United States and other countries.

Report Structure and Features

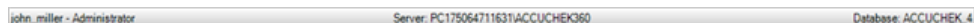


Reports can be printed from the screen within which you are working. By clicking the print button found either on the toolbar or the screen itself, reports can be printed showing detailed information about a patient's health.

Reports have common structures and features:

- **Page Header**—displays along the top of each page of the printed report and contains the identification block such as patient's name, date of birth, and ID number.
- **First-Page Titles**—two title lines display on the first page of a printed report defining the type of report (for example, Average Day Report) and the context of the report (for example, the date range).
- **Content**—the information you have chosen to print.
- **Page Footer**—displays along the bottom of each page of the printed report and contains the date the report was printed and the page count.

Using the Status Bar



The screenshot shows a horizontal status bar with three sections. The left section displays 'john_miller - Administrator'. The middle section displays 'Server: PC175064711631\ACCUCHEK360'. The right section displays 'Database: ACCUCHEK_4'.

The status bar enables you to view information about the current user, current server, and current active results database in use for the **ACCU-CHEK® 360° System**. The status bar appears at the bottom of the **ACCU-CHEK® 360° System** screen and contains the user information (for example, john_miller - Administrator), server information (for example, Server: PC175064711631\ACCUCHEK360), and database information (for example, Database: ACCUCHEK_4).

Note: The status bar information updates each time the User, Server, and/or Database changes.

Glossary

Glossary

Word	Definition
Activate	Using a valid key to unlock the program.
Administrator	A person who is responsible for managing the software.
Advised Bolus	The amount of insulin that was recommended by a device.
Align format	A display of information in a condensed, vertical format.
Bar graph	A type of graph in which different values are represented by rectangular bars.
Basal rate	The rate at which low levels of insulin are delivered to the body using an insulin pump.
Batch report	A set of existing reports that are always printed, e-mailed, or faxed together.
bG	Abbreviation for blood glucose or blood sugar.
bG result flagged (*) in a device	Events can be flagged with an * in some devices. All results flagged with an * downloaded from a device display the bG results flagged with an * on a device text in the ACCU-CHEK® 360° System .
Blood sugar	The amount of glucose in the blood is called the blood sugar (bG) level. The food a person eats is broken down into glucose by the body. The cells in the body use glucose for energy.
Bolus	A dose of insulin taken to handle a rise in blood sugar. A bolus is given through an insulin pump or injection.
Cable	A device that allows you to download your meter or insulin pump.
Cancel	A function that enables the user to leave a screen or dialog box, generally discarding changes made on that screen.
Carb units	Carbohydrates are a body's main source of fuel or energy. The body eventually breaks down carbohydrates into glucose (sugar).
Clear Meter	A Clear Meter Memory Wizard allows the user to clear all current blood sugar (bG) information from the meter.
Click	An action performed with a computer mouse, usually with the left button.
Data migration	The copying of information from ACCU-CHEK® Compass Software, ACCU-CHEK® Camit Pro Software, or another ACCU-CHEK® 360° System database to an ACCU-CHEK® 360° System .
Database	Logically related data designed to meet the information needs of one or more users. A database is where

	information is stored in the ACCU-CHEK® 360° System .
Date format	The method used to indicate month, day, and year.
Date range	The range of time chosen for purposes of viewing, printing, e-mailing, and faxing reports in the ACCU-CHEK® 360° System .
Delete	A way of removing an item from the ACCU-CHEK® 360° System .
Default	A value or setting that a device or program automatically selects if you do not change it.
Device	Any ACCU-CHEK® meter, insulin pump, or health management device that can be connected to a computer to download information.
Dialog Box	A temporary window on the screen that contains a set of choices whenever the ACCU-CHEK® 360° System software needs to collect information from the user.
Diary	The diary information report shows a table of blood sugar (bG), insulin, carbohydrates, exercise, and event records.
Disable	A function that allows an administrator to turn off access for the staff/user role to part of the ACCU-CHEK® 360° System .
Double-click	Clicking the left mouse button twice in rapid succession.
Download	The process of copying information from a device to the ACCU-CHEK® 360° System .
Edit	A function that allows the user to change information.
Element	An item that is placed in a template for a report.
Enable	A function that allows an administrator to turn on access for the staff/user role to part of the ACCU-CHEK® 360° System .
Event	An event describes a condition or activity. For example, you may enter "felt ill," "bedtime," or "snack" in addition to the other information in your diary.
Export	A function that copies and saves data from the ACCU-CHEK® 360° System to a file.
Express Download	Downloads data from a device but does not save the data in the ACCU-CHEK® 360° System .
Extended Bolus	A bolus that consists of a steady amount of insulin delivered over an extended period of time.
Feature	A collection of functions such as a specific action, task, or activity.
Feature set	A collection of features that extend the functionality of the program.
Function	A specific action, task, or activity.
Healthcare provider (HCP)	A physician or other healthcare professional.

Hypo Limit	A value below which a person's blood has an undesirably low amount of sugar.
Hypoglycemia	A condition in which an undesirably low amount of sugar is in the person's blood. This condition also is referred to as low blood sugar.
Import	A function that copies and saves data from a file to the ACCU-CHEK® 360° System .
Insulin Pump	A battery-operated insulin delivery system that holds a cartridge of rapid-acting or regular insulin and is used to continuously administer low levels of insulin.
Key	A table on a chart used to list and explain colors, patterns, and symbols.
Meal Plan	A nutritional therapy plan used to help control diabetes.
Meter	A device used to measure blood sugar (bG) levels.
mg/dL	The abbreviation for milligrams per deciliter.
mmol/L	The abbreviation for millimoles per liter.
Mouseover	Text that appears when you rest a computer mouse pointer over an image or item on the screen.
Multiwave Bolus	A bolus that consists of an initial insulin amount delivered immediately followed by additional insulin delivered over an extended period of time.
Oral medication	Medication used to control diabetes that is taken by mouth.
Query group	A group based on criteria you select. Members of a query group may change automatically if patients no longer fit the criteria or if they begin to fit the criteria.
Remove	A function that removes an item without deleting it from the system.
Required Field	Information that must be entered to proceed.
Scatter format	A display of information in a spread-out, plotted format.
Scroll bar	A bar that appears on the side or bottom of a window to control which part of a list or document is currently in the window's frame.
Show/Hide	A function that allows a user to turn on or turn off parts of the ACCU-CHEK® 360° System .
Set Device Date/Time	A feature that allows the user to set the date and time of a device to match the date and time of a computer.
Specialty	Indicates the particular area of expertise of a healthcare provider in the ACCU-CHEK® 360° System .
Standard Bolus	A bolus that consists of a specific amount of insulin delivered immediately.
Standard deviation	The variation between measurements. The wider the band, the more differences that exist between the results.

Static group	A group that includes patients that you select. Members of a static group never change unless the user changes them.
Structured Testing	A feature that adds structured data collection and new reports to ACCU-CHEK® 360° System for periodically tracking and visualizing relevant information to enable better diabetes management decisions.
Summary	Includes user-selected graphs and reports that display information about a patient's health.
Tabs	Look like the tabs on file folders. When tabs appear in the ACCU-CHEK® 360° System software, you can click them to view different information than is shown on the currently displayed screen.
Target	Values for health records set by a physician as goals for patients. A target can be an upper boundary the patient's health records should not go above, a lower boundary the patient's health records should not go below, or a range the patient's health records should stay within.
Template	A user-designed document that is automatically filled in with selected patient or group information.
Time block	One of up to eight time segments set for the ACCU-CHEK® 360° System software user throughout a 24-hour period to personalize graph and logbook displays.
Trial Version	A version of the ACCU-CHEK® 360° System that permits the product to be used for a limited time.
Username	The name an ACCU-CHEK® 360° System administrator must enter to create a new ACCU-CHEK® 360° System user. The username must be identical to the name the user enters to log on to the computer.
Wizard	An interactive computer program that leads a user through a task, using step-by-step dialogs.
X-Axis	The horizontal line at the bottom of a graph that shows the range of values being plotted.
Y-Axis	The vertical line on the left edge of a graph that shows the range of values being plotted. Some graphs may also have a y-axis on the right edge.
Zoom	Allows the user to magnify an area of the displayed graph to view it more closely.



This product fulfills the requirements of the European Directive 93/42/EEC on medical devices.