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Vitalograph Spirotrac Quick Start Guide

How to install Spirotrac® software, activate your software licence(s) and create users.

Installation instructions are available on each software CD under the User Manual and Release Note sections.

- A.** Using just one spirometer on one or more PC - license key required but not activation.
If more than one spirometer is used licensing is necessary
- B.** Using more than one spirometer on one or more PC
- C.** Using Spirotrac on a network

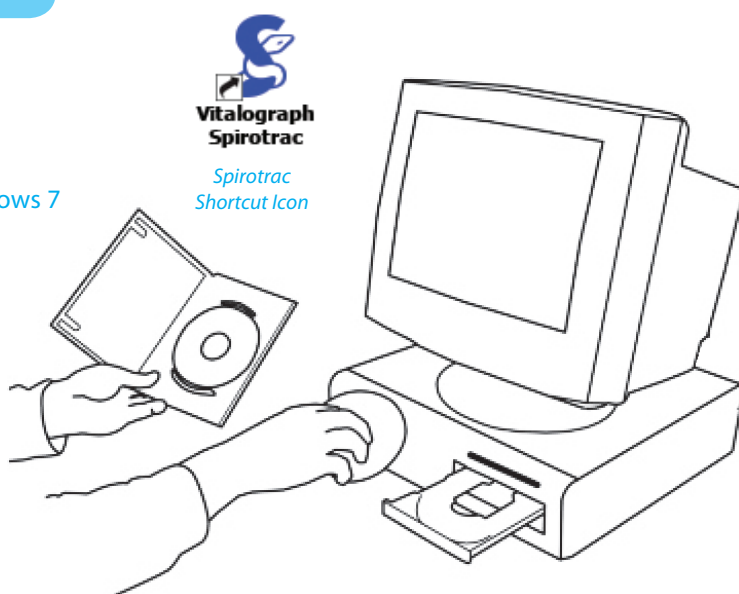
If you need to contact Vitalograph for support or assistance please call +44 1280 827177

System Minimum Requirements:

- ⊗ Processor Speed 1.73 GHz
- ⊗ RAM 448 MB
- ⊗ 2 Gigabyte of free disk space
- ⊗ Operating System Windows XP Professional and Windows 7

Other

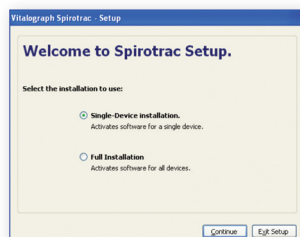
- ⊗ Mouse
- ⊗ 1 x USB port
- ⊗ Monitor with minimum resolution of 1024 x 768 (1152 x 864 recommended)



A. Getting Started

Using just 1 spirometer on 1 or more PC:

1. Install Spirotrac software before Vitalink (if this has been purchased)
2. Insert Spirotrac CD and choose **Install Spirotrac**
3. If SQL Express is not detected on the PC this will need to be installed before Spirotrac (SQL Express can be found on the install CD)
4. During the install please accept all defaults.
5. At the "Welcome to Spirotrac Setup" screen choose the **Single-Device installation** option
6. Enter the licence key supplied with the device - no internet connection is required for activation
7. The Spirotrac installation is now locked to your device



Setup Screen



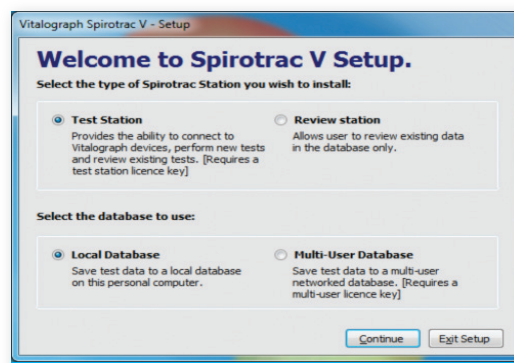
Installation Screen

B. Getting Started

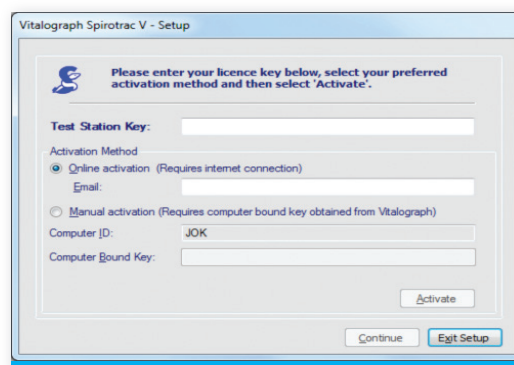
Using more than 1 spirometer on 1 or more PC:

Test Station licence activation is required for each Test Station/PC

1. Install Spirotrac software before Vitalink (this is required for connections to Practice Management System)
2. Insert Spirotrac CD and choose **Install Spirotrac**
3. If SQL Express is not detected on the PC this will need to be installed before Spirotrac (SQL Express can be found on the install CD)
4. During the installation please accept all defaults
5. At the "Welcome to Spirotrac Setup" screen choose the **Full installation** option
6. Once installed and run for the first time you will need to input your licence key. This is also known as the Test Station licence – printed on the software CD
7. Activation requires an internet connection, if no connection is present or detected you can manually activate the licence key yourself by going to our web page www.vitalograph.co.uk : Select, **Service & Support / Software Activation** and follow on-screen prompts. Alternatively contact Vitalograph for assistance, Tel: +44 1280 827177
8. When successfully activated Spirotrac will connect to the SQL database and a password will need to be setup and confirmed
9. Spirotrac is now ready to use – Please ensure the correct spirometer is selected within Spirotrac under **Tools / Device**
10. See the Quick Start Guide for installing your spirometer



Setup Screen



Activation Screen

C. Getting Started

Using Spirotrac on a network

Test Station licence activation is required for each Test Station/PC and a network licence is also required

1. If the installation is to be networked, the database will need to be installed onto an SQL server. If the installation is an upgrade from a previous Spirotrac installation with a large database we recommend that your system administrator telephones Vitalograph IT support for advice before commencing installation.
2. For server installations a utility is provided which allows the creation of the database without requiring the Spirotrac application to be installed.
3. We strongly recommend the use of SQL server for databases installed on a server, not the SQL Express supplied on the Spirotrac CD. Server and network access requires an additional licence.

GDT Standard

Practice management & OH software connection:

Spirotrac conforms to the GDT data interchange standard. If your office software also supports this you need to check that the data exchange folder is set to the same location in both Spirotrac and your office software.

Accuracy Check

1. Click on the **Syringe** Icon.
2. Check the accuracy using a 3-L Precision Syringe.



3-L Precision Syringe

Entering Subject Data

Creating a new subject:

1. To enter a new subject, click your mouse cursor on the new subject icon. Fill out the dialogue fields, using **Tab** on your keyboard to jump to the next field.
2. When you have filled in all the fields, click **OK**.
3. The subject is now the **Current Subject** and shows in the **Subject Demographics** tab until a test session commences.

New Subject Screen



New Subject Icon

GDT Standard Automated Subject Data

Automatic subject demographics:

If your EMR (Electronic Medical Record) system supports GDT Standard data exchange, you do not normally need to enter new subjects. You simply launch Spirotrac from your office software and the subject data will automatically be populated, whether a new or an existing subject in the Spirotrac database.

Ordering Info:

- 70201 7000 Spirotrac V Network Licence
- 70251 7000 Spirotrac Audit Trail Module
- 70252 7000 Spirotrac COPD Assessment Module
- 70202 7000 Spirotrac Annual Support & Upgrade Licence
- 89001 8900 Vitalink Practice Management System Module

Technical Support:

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Conducting a Test

Spirometry:

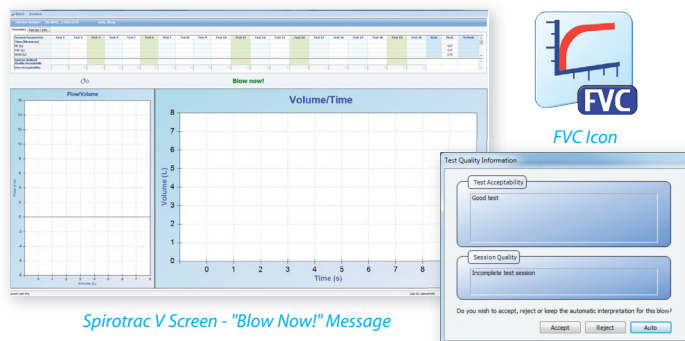
1. For each subject insert a new BVF™ (Bacterial Viral Filter) in the flowhead or use a SafeTway® mouthpiece (SafeTway mouthpieces are recommended if you are conducting expiratory testing only, but the BVF helps to protect the device as well as the test subject). Fit a disposable noseclip to the subject.
2. Click on the VC or FVC Icon . Wait until the message "Blow Now!" appears above the graph display.

3. Give your test subject the following instructions:

- ⊗ Sit upright and relax
- ⊗ Hold the flowhead away from your mouth
- ⊗ Inhale as deeply as possible and hold your breath
- ⊗ Now place the mouthpiece into your mouth and hold it firmly between your teeth and seal your lips around it (demonstrate this with another mouthpiece)
- ⊗ For VC: Blow out slowly and keep blowing until your lungs are completely empty, like this (demonstrate the manoeuvre)
- ⊗ For FVC: Blow out as hard and fast as possible, keep blowing for at least 6 seconds, like this (demonstrate the manoeuvre)
- ⊗ Then get the test subject to inhale, hold, insert mouthpiece and blow

After the subject has finished blowing, a dialogue field appears and gives advice on the test quality.

4. Click on the button **Accept** in order to accept the test, click on **Reject** in order to reject the test or click on **Auto** to let Spirotrac decide. A minimum of 3 acceptable blows are required for a satisfactory test series.
5. Click on the **Return** Icon (top left of screen) to exit the test screen.
6. All tests are automatically saved whether or not you have rejected them.



Spirotrac V Screen - "Blow Now!" Message

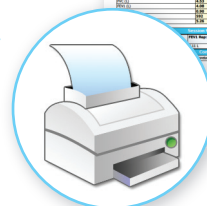
Quality Message Dialogue Box

Creating A Report

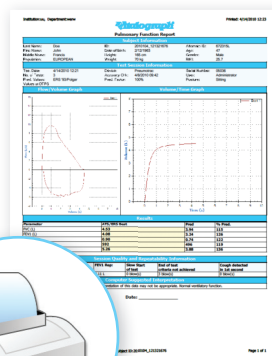
1. When you have finished testing and want to create a report to transmit or print simply click on the 'Report' Icon.

Congratulations! You have successfully completed your first spirometry session on spirotrac.

2. There are many other report options, refer to **TOOLS/ OPTIONS/REPORTS**.



Report Icon



PFT Report