Virtualis
Patient manager

User manual

TABLE OF CONTENT

1 SOFTWARE INTRODUCTION

Virtualis Patient manager software enables practitioners to save patient data, to use Virtualis modules through parameterized sessions, and to store the results of these sessions. Once saved, these sessions can be consulted or displayed in printable reports.

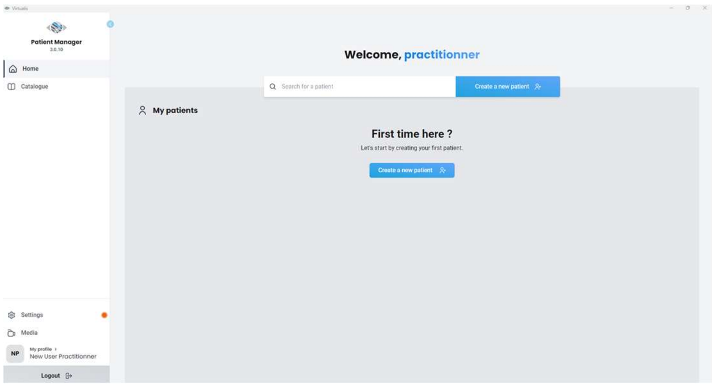
Once the Virtualis Patient manager software has been installed, you'll need to create a practitioner account to access all the features. Various parameters can be configured before starting the first session, such as language, security settings, practitioner profile and so on. A patient must then be created in order to start a session.

The rest of this document contains all the instructions for using the Virtualis Patient manager software.

2 GRAPHICAL INTERFACE PRESENTATION

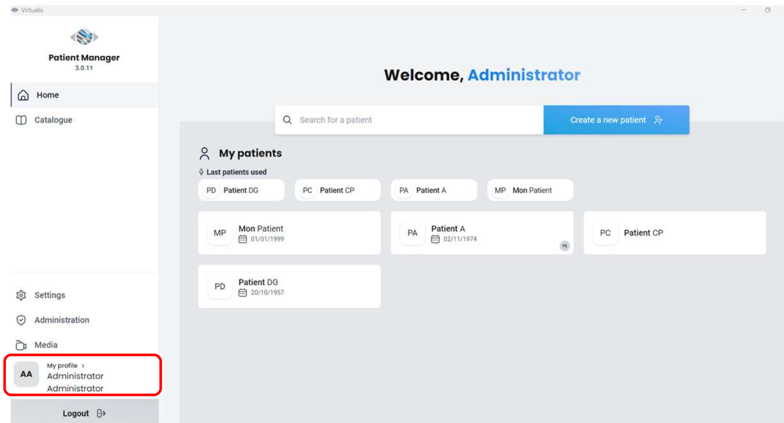
2.1 HOME PAGE

Once connected, you access to the patient Manager interface:



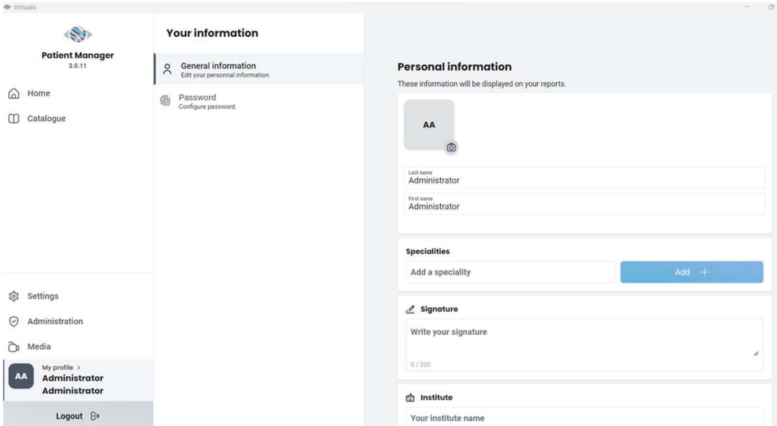
2.2 PRACTITIONER'S PROFILE

The practitioner profile can be modified by selecting the "My Profile" option in the navigation bar on the left of the screen.



From this interface, you will be able to modify your personal information as well as your password.

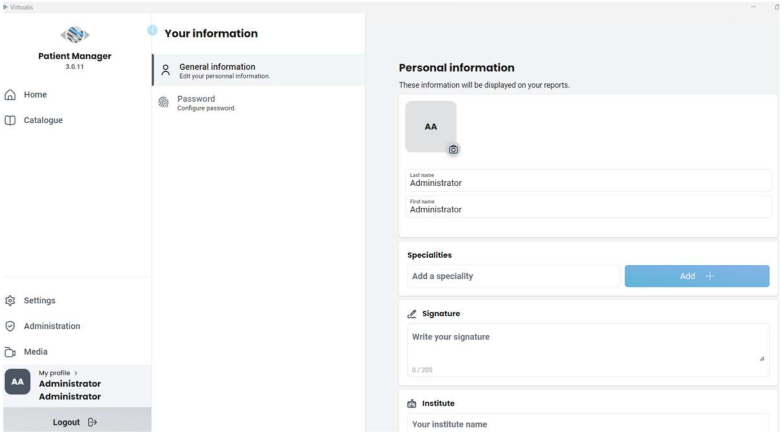
Note: the information entered will be displayed on the header of your reports.



2.2.1 Profile image

Fill in your personal data.

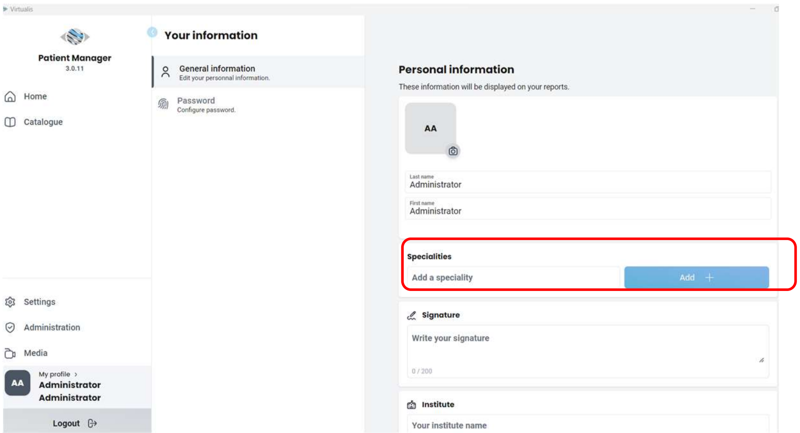
Note: This image will be displayed on your reports. It is recommended to use a square image.



2.2.2 Specialties

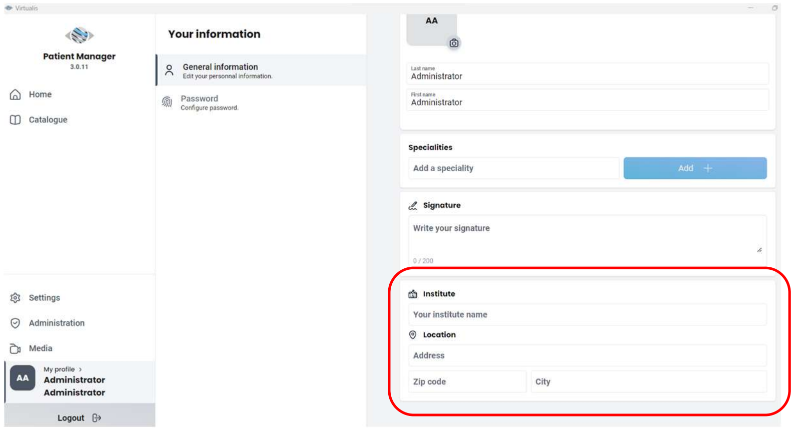
Fill in your specialty(ies).

Note: examples will be provided, but if your specialty is not listed, you can still fill it in and press "Add".



2.2.3 Institution

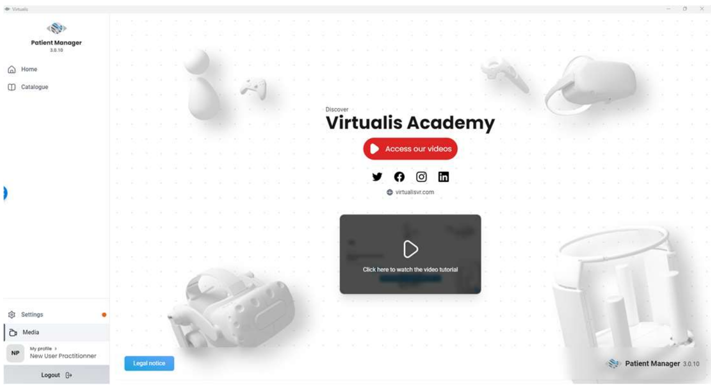
Enter the name and address of your practice, center and/or department.



Note: below is a preview of a PDF report header for practitioner "Administrator Administrator", patient "Patient CP".

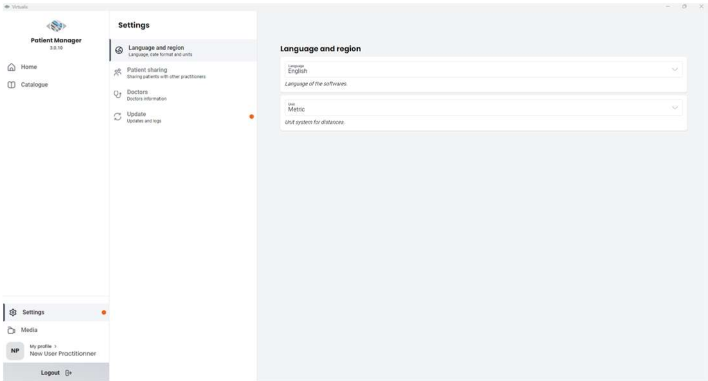
2.3 MEDIA

Media button allows you to discover the Virtualis academy if you have internet connection:



2.4 SETTINGS – STANDARD PARAMETERS

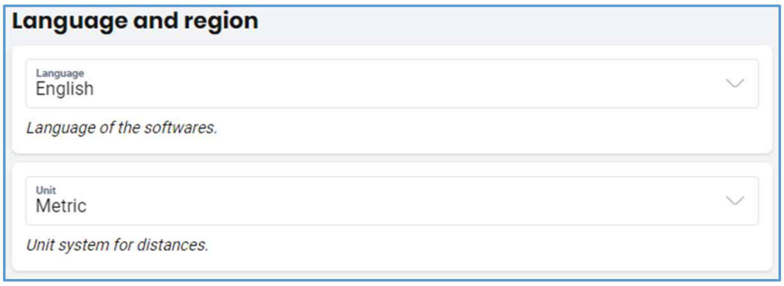
The Settings section is accessible for each practitioner. It offers options to manage the software.



2.4.1 Language and region

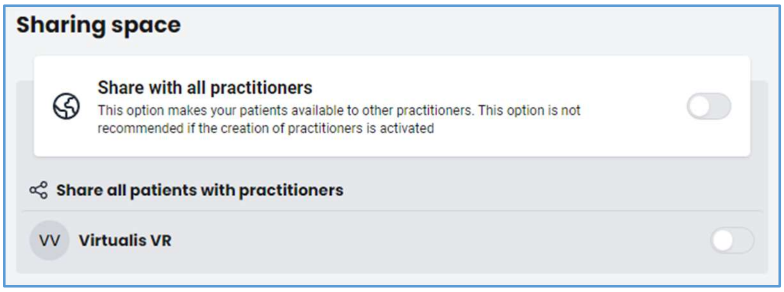
Language can be selected from a drop down list.

Depending on your region, you can also pick between two measurement systems: metric or imperial.



2.4.2 Patient sharing

The sharing settings allow other users to access your patients.



WARNING

Virtualis recommends that you do not share your data or that you do so in a restricted context.

Sharing a patient involves viewing, editing, creating sessions and deleting.

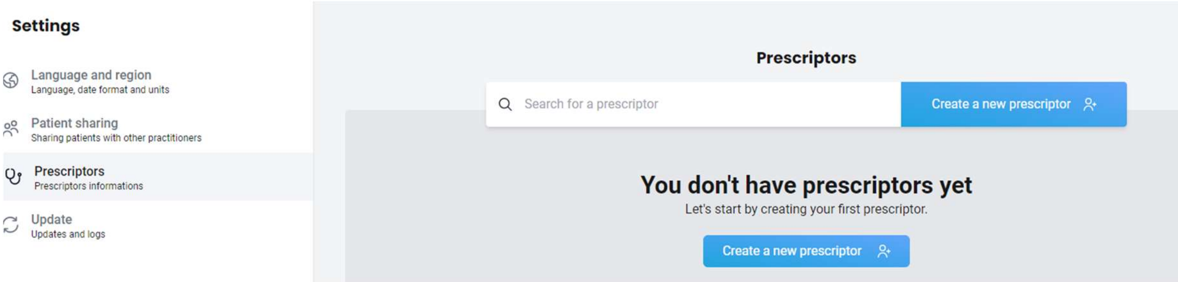
RECOMMENDATION

The “Share with all practitioners” option makes your patients visible to all other accounts in your system. This option is not recommended.

The “Share all patients with practitioners” option allows you to grant access to your patients to a specific account.

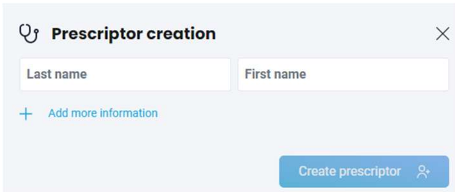
2.4.3 Prescriptors

From this interface, you can manage the list of registered pescriptors. The pescriptors, assigned to the patient, will be displayed in the header of the corresponding reports.

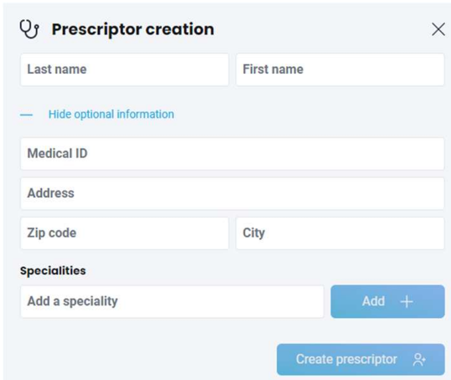


You can create or modify the list of doctors you usually work with. If your list is complete, you will only have to choose the prescribing doctor among the list already established at the time of the creation of the patient file. You can modify this list at any time.

To create a new doctor record, click on “Create a new prescriptor”.



You will then have to fill in the first and last name.



You can also add other information if necessary.

To add this doctor to the list, confirm by clicking on “Create prescriptor”.

It will then be possible to modify or delete the prescriptor by clicking on his name in the list.

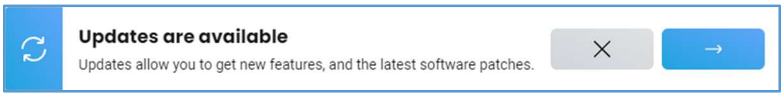
2.4.4 Updates

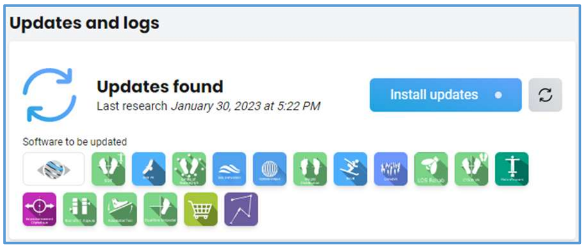
The “updates” tab allows you to access the update options and the history of the software changes.

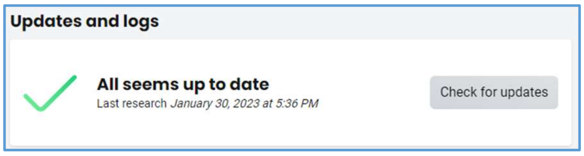
When updates are available, an orange dot will appear to guide you through the different screens.

A window indicating that updates are available may also appear while using the software.

Click on the blue arrow to access the update menu.



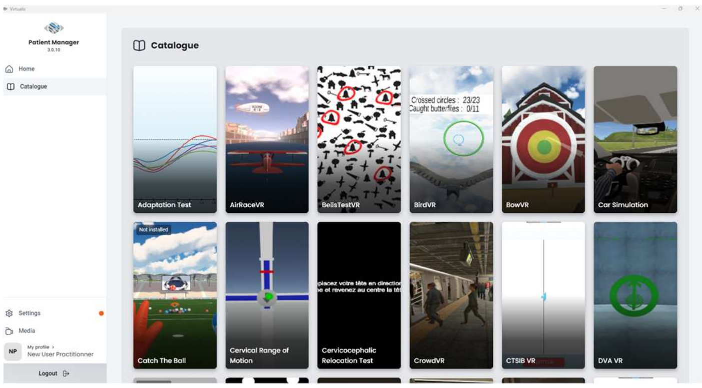




If updates are needed, the concerned software will be displayed below (left image). Otherwise, no action is required (right image).

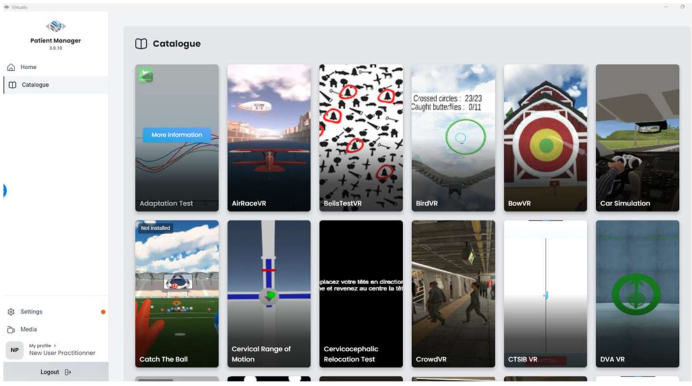
Note: an Internet connection is required for updates. Contact Virtualis support for more information.

2.5 CATALOGUE

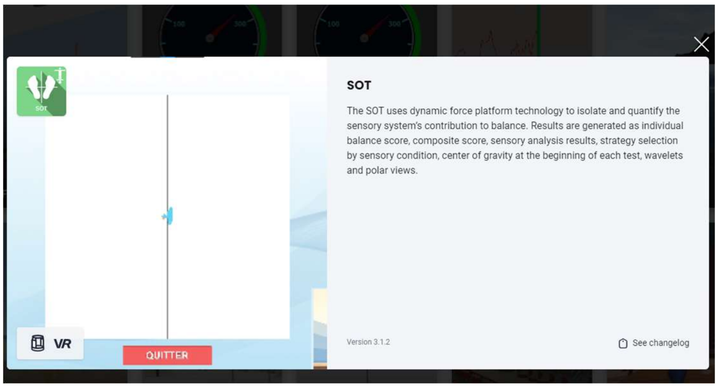


The catalogue menu displays all Virtualis software modules, in alphabetical order, installed or not on your session.

When moving the mouse over each image, the information button is displayed.



Clicking on the inform button provide a description of the module, its version, changes from previous version if appropriate, and the configuration required.

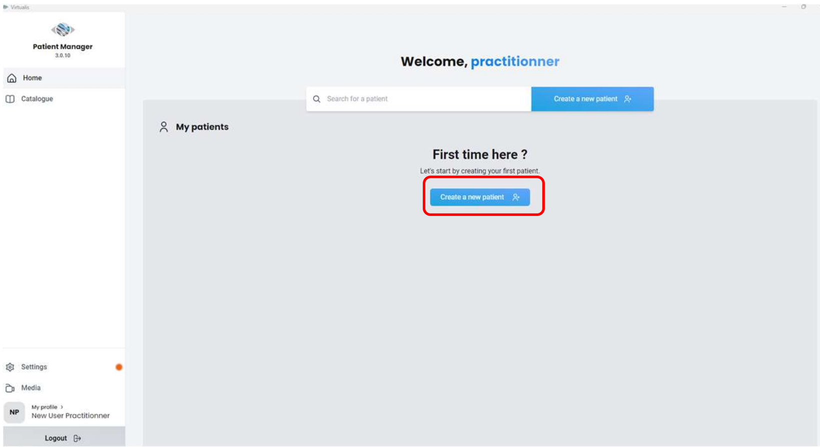


Symbol	Compatible configuration
	Virtual reality = with headset
	Leap motion on the headset
	Virtual reality free = without headset
	Static plateform
	Second screen
	Steering wheel
	Motion plateform

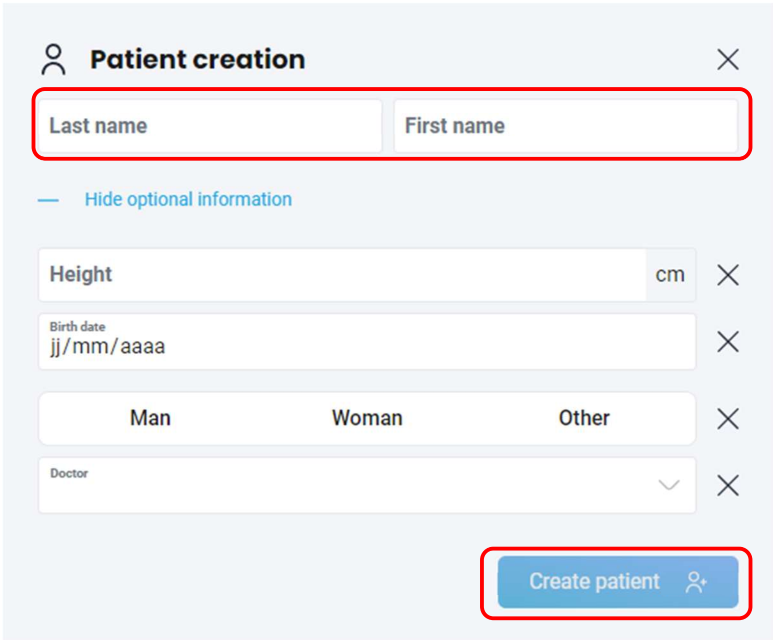
3 PATIENT MANAGEMENT

3.1 PATIENT CREATION

1 - Click on "Create a new patient".



2 - Fill in the name and surname of your patient and click on "Create patient".



WARNING

only the first and last name are mandatory. The other data are important because they can be used as pre-configurations by some Virtualis modules. They also allow distinguishing homonyms and to reinforce identity security.

RECOMMENDATION

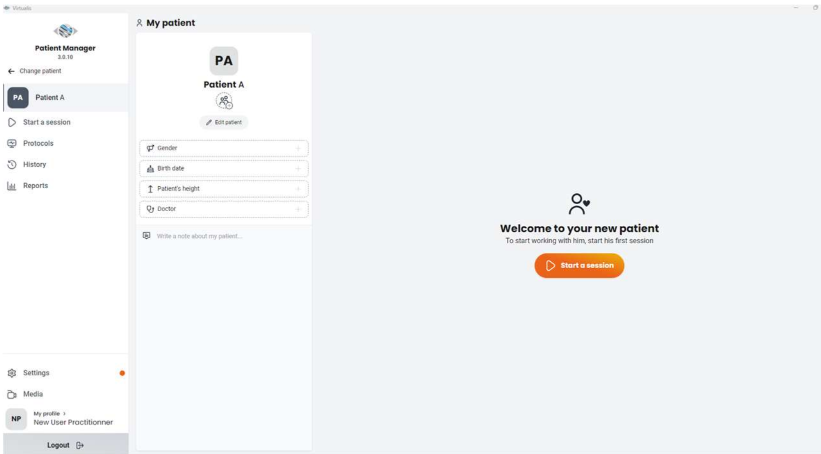
Create a Test Patient to familiarize yourself with the system and to perform display checks of the 3D environment in the virtual reality headset.

If you are having trouble setting up this feature, please contact Customer Service.

USA: https://virtualis-us-dgs.happyfox.com
Other countries: service@interacoustics.com .

3 - Your patient has been created and will be selected.

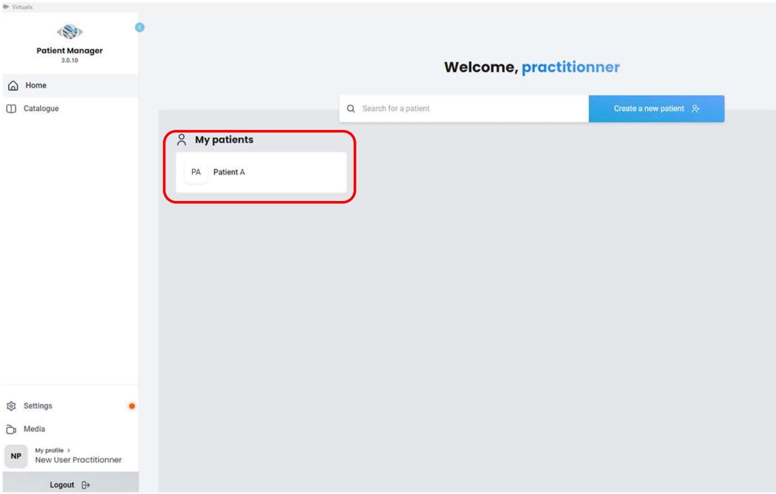
You can now access their information and start a new session.



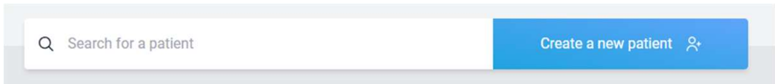
3.2 PATIENT SELECTION

1 - Click on your patient's name to select them.

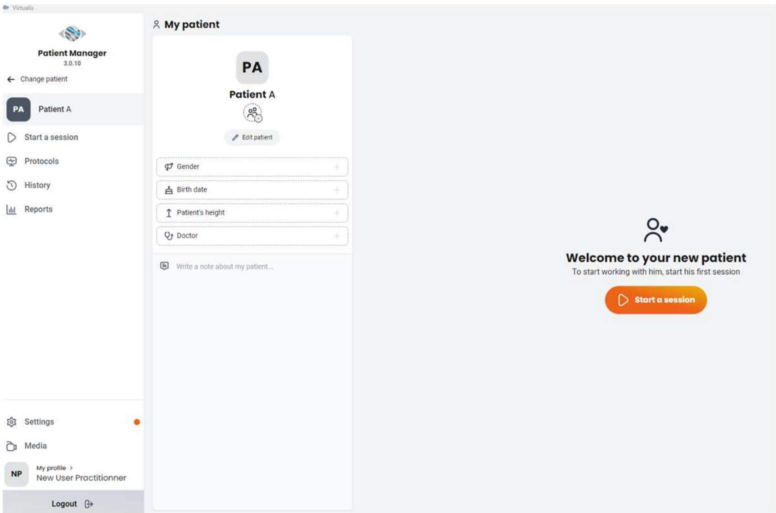
Note: you can use the search bar as a filter or create a new patient from this menu.



Note: it is possible to search for a patient using the search field.



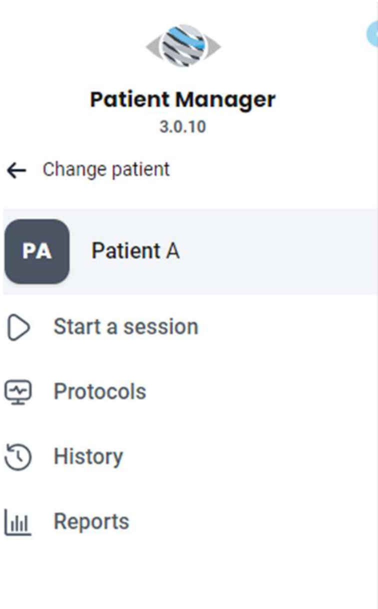
2 - With your patient selected, you can now access their information and start a new session.



3.3 SELECT ANOTHER PATIENT

Through the menu on the left, you can see the name of the selected patient.

If you want to change the patient, just click on “Change patient”.



3.4 PATIENT PROFILE

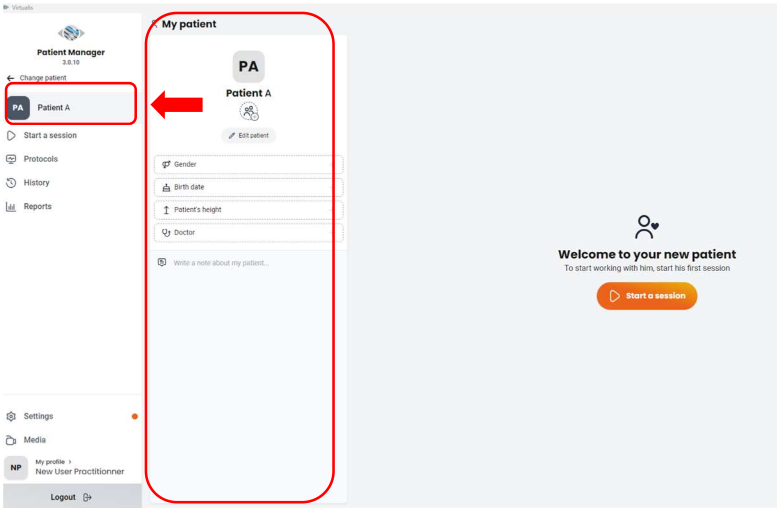
3.4.1 Patient file

When a patient is selected :

- His or her name is listed in the left sidebar.

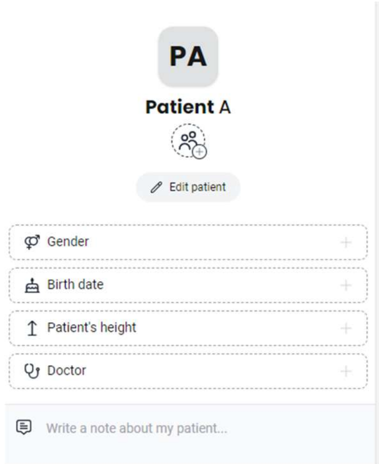
- A summary appears on the screen.

Note: it is possible to find the patient file by clicking on his name in the left bar.



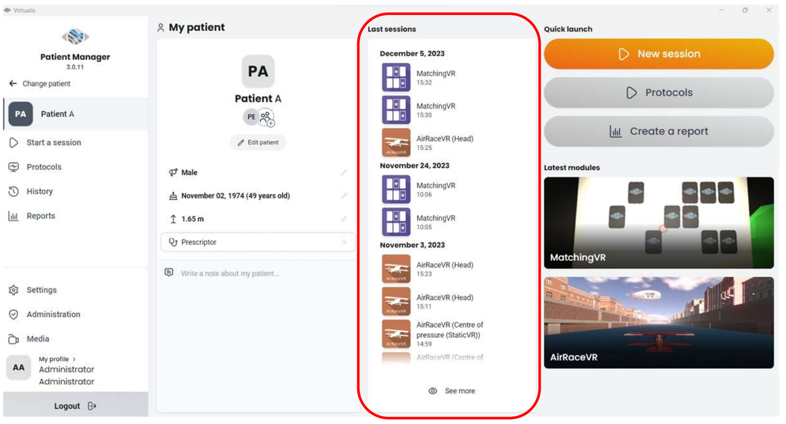
The summary contains an overview of the patient's information, the ability to edit their information, and a comment field.

Note: this information will be used later to preconfigure modules or reports

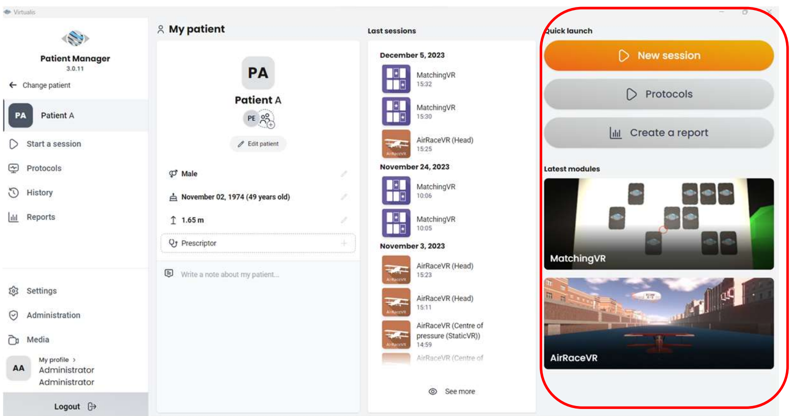


An overview of the last sessions is also displayed.

It allows accessing the results, to restart a session using the same parameters or to quickly access the reports.

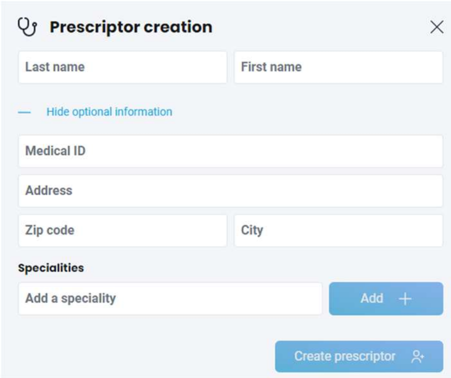


The last section contains the recently launched modules, if any, and the list of created protocols.



3.4.2 Prescriptor

A prescriptor can be associated with a patient. This will be displayed in reports.



Note: the list of prescriptors can be modified in the software parameters.

4 SESSIONS

A session is a set of information obtained when a module is completed.

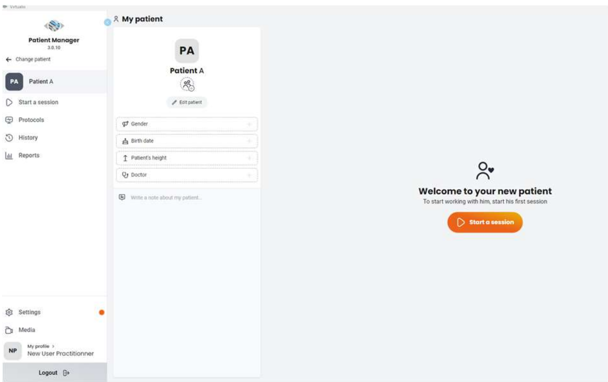
It contains:

- Basic data such as date, module name, patient and practitioner.
- Initial parameters: those recorded when the module was launched.
- Final parameters: parameters that may have been modified during the session.
- Results: calculated at the end of the session.

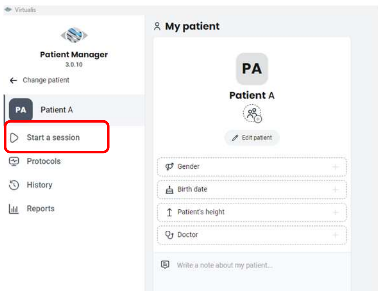
4.1 START A SESSION

There are several ways to start a session:

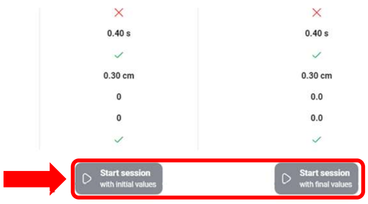
- **From the patient file** using the "Start a session" button.



- **From the left panel** using the "Start a session" button :



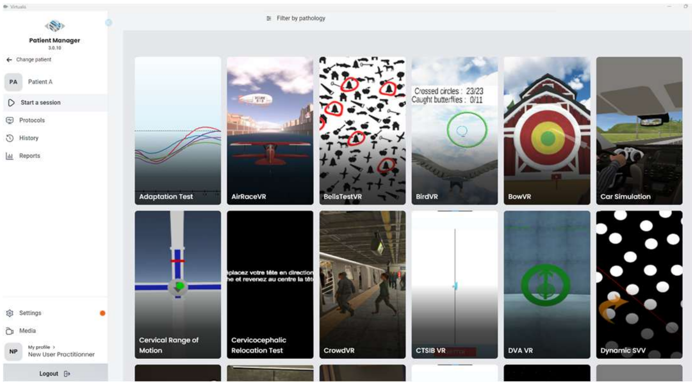
- **From the history** by using the initial or final values of a session already performed.



4.2 SELECT A MODULE

4.2.1 Module list

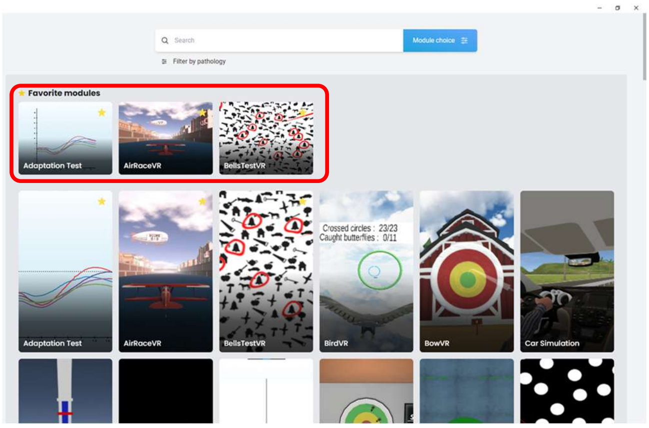
Once « Start session » button is selected, the installed modules are displayed :



The module selection interface first displays all Virtualis modules. They are first sorted into three categories:

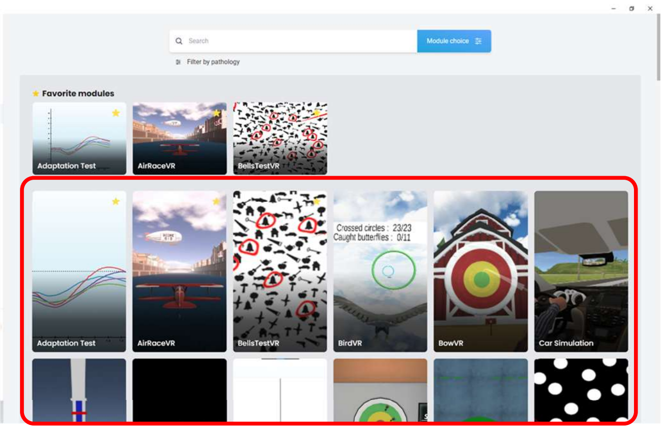
<u>1 - Favorite modules</u>

Selected by the practitioner to always appear at the top of the list of modules.



<u>2 - Installed modules</u>

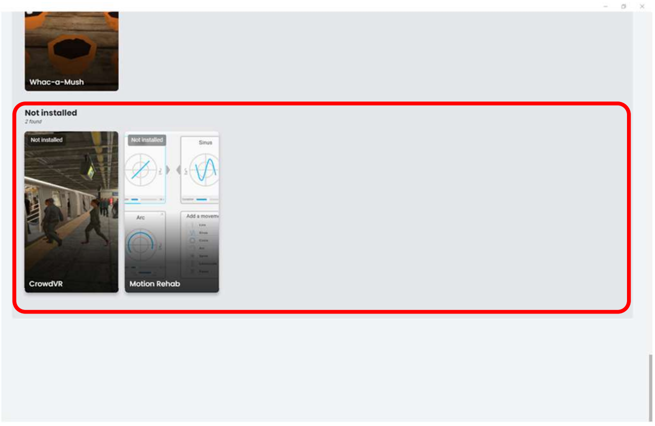
List of modules detected by the system and corresponding to the module pack present on the station.



3 - Not installed modules

List of modules existing in the Virtualis solution, but which it is not possible to use.

Note: If you are interested in purchasing an additional pack, you can contact the sales department at contact@virtualisvr.com

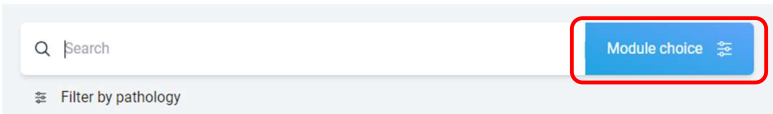


4.2.2 Module search

There are several methods to search and find a module:

1 - Use the search by pathology

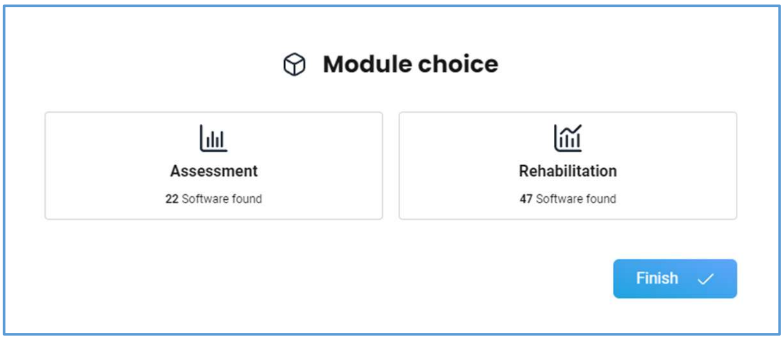
Click on "module selection" next to the search bar.



The "module choice" menu allows the user to find the main software indicated according to the chosen objectives. The user selects the tabs corresponding to his or her wishes. By following the tree structure to the end, Virtualis will display the most common programs for the criteria previously defined.

A navigation window will open to guide you through the tree structure.

Note: a module can be used for several purposes. For example, ReflexVR can be used to work on the upper limb, but also on cognitive disorders.

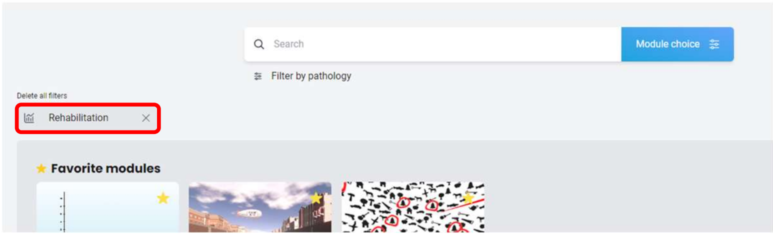


The window will close automatically when it is no longer possible to refine your selection. You can click on "Finish" at any time to validate your choice manually.

If you make a mistake in selecting a criterion, you can go back in the tree structure by pressing "Previous".

The first choice is always the type of session desired: Assessment or Rehabilitation.

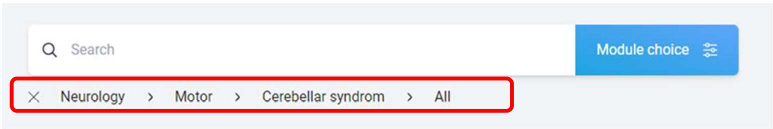
Note: the session type is a "label". The labels are used to filter the modules and are displayed above the list.



It is possible to remove this filter with the cross or the "Remove all filters" button.

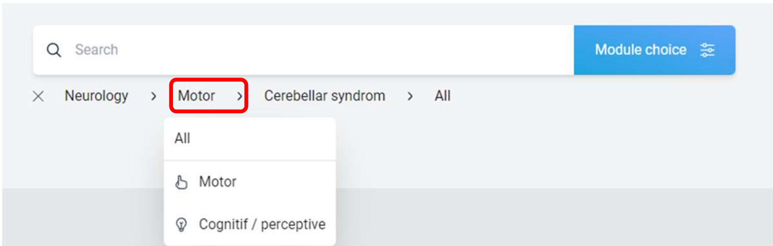
The following choices allow you to navigate in the pathologies tree.

The search "path" of the pathology is displayed under the search bar.



It is possible to click on an element to modify it.

Ex: by clicking on "Motor", it is possible to modify the search to choose "Cognitive / perceptive".

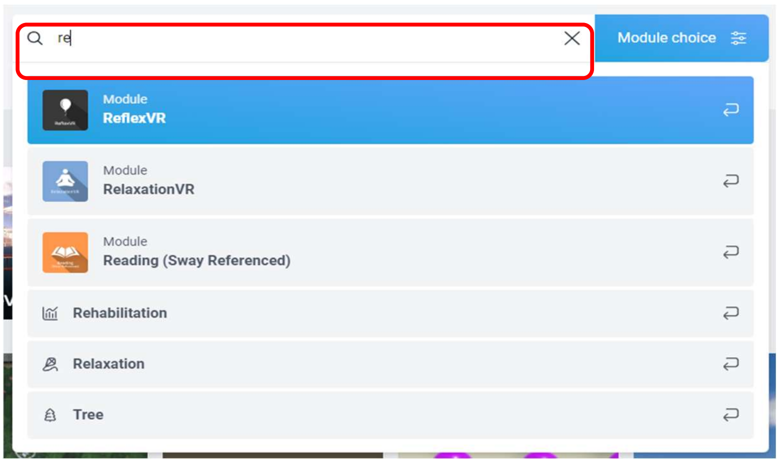


This filter can be removed by clicking on the cross on the left or on the "Remove all filters" button.

<u>2 - Enter the name of the module</u>

If you know the name of the module, just type it in the search bar and select it from the suggestions.

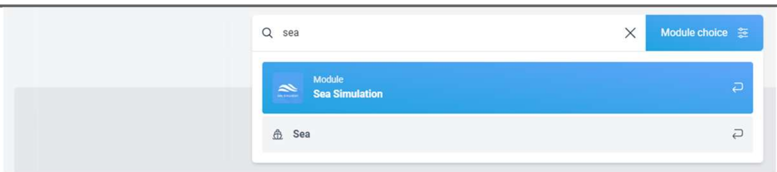
Note: the first three letters can usually suffice.



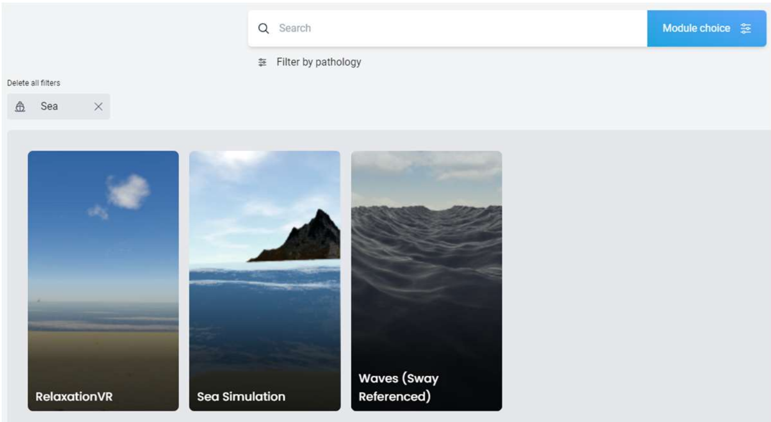
<u>3 - Use labels</u>

The labels allow you to quickly find a module based on an element or a compatibility.

Example: the label "Sea" allows displaying the softwares that have been marked as having a relation with the sea.



Once selected, this filter displays the relaxation software (with a seaside environment) and the two maritime simulation software.

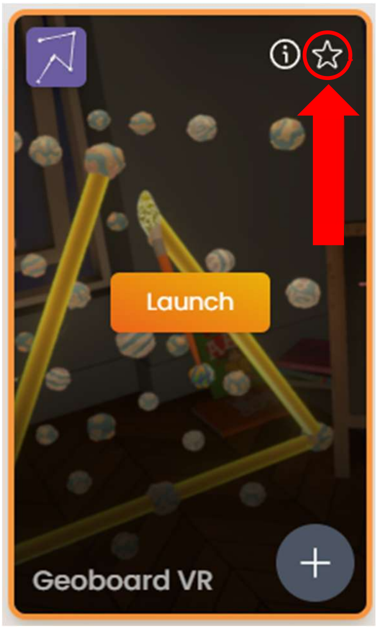


Note: There are many labels that can be used such as: "StaticVR" which will show software compatible with StaticVR force platforms, "MotionVR" which will show compatible modules or "Secondary Screen" which lists software that can be used for projection on a secondary screen rather than in the headset.

4.2.3 Favorite modules

A module can be set as a favorite by clicking on the star that appears when the cursor hovers over a module.

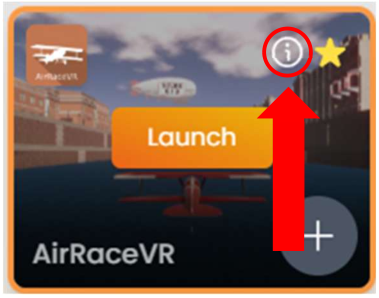
Once marked as a favorite, the software will appear in the "Favorite modules" list.



To remove a module from this list, simply click on the star again.

4.2.4 Information

Additional information about the module can be found by clicking on the information icon.



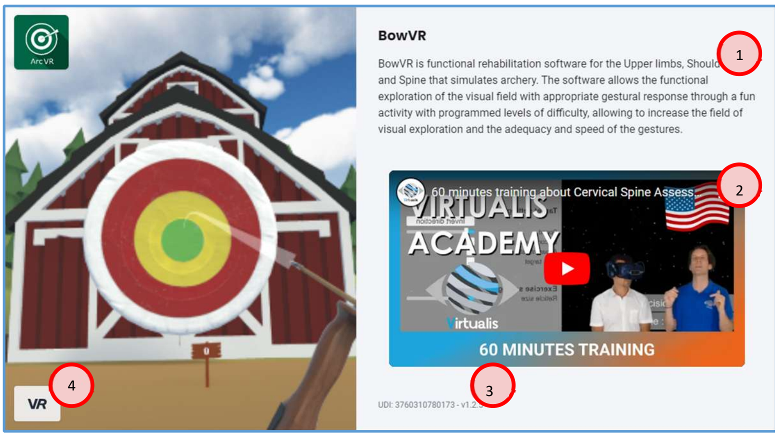
The information window consists of:

1 - A brief description of the module.

2 - An explanatory video, if available.

3 - The version number of the module.

4 - The list of compatible systems.



4.2.5 Tutorials

An explanatory video can be consulted provided that it is available in your display language and that the software can access the internet.

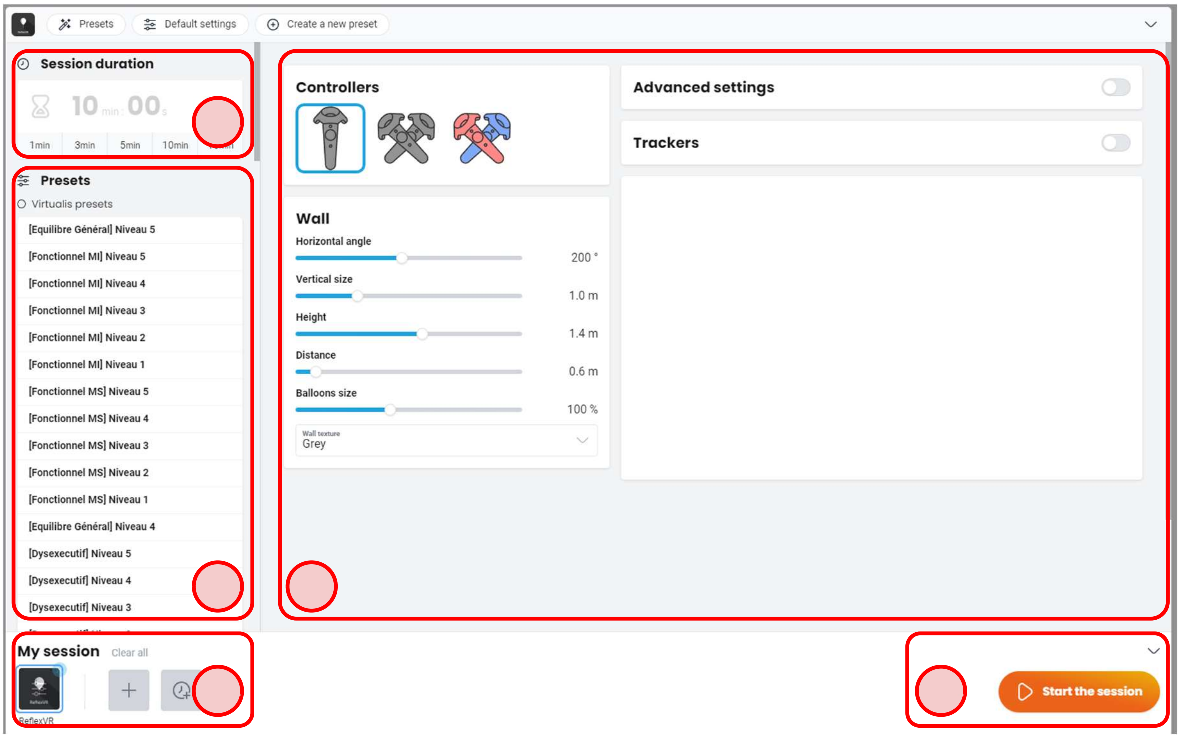
It is generally an extract of a longer video dealing with a pathology or coming from one of our video trainings.

Find all our training videos and tutorials on your Virtualis Customer Area, in the **Resources / Virtualis Academy** tab.

4.3 SETTING

After selecting a module, a settings screen opens. Some settings can be changed before starting the session.

The settings screen is divided into these parts:

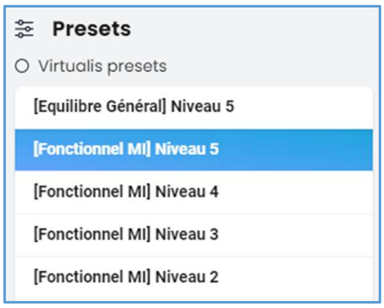


1 - The session duration is the duration of the exercise calculated from the moment the software starts.

Once set, a time indicator will appear next to the program icon.

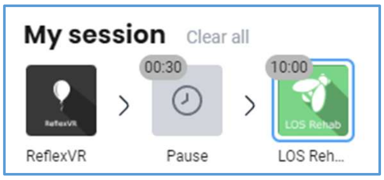
2 - Presets are saved settings so that you can start a session more quickly. Hovering over a preset with the cursor will adjust the settings to show a preview of the changes.

Click on a preset to apply it, it will then be highlighted until the parameter values are changed manually.



Note: It is possible to create a new preset using the “Create New Preset” button at the top of the screen.

3 - The list of modules displays the software used during the next session. It is possible to chain the software and add breaks (see section Chaining)



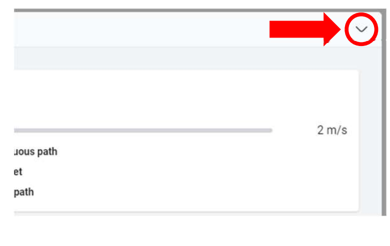
4 - The list of parameters shows all the settings of the program. Depending on the program, the number of settings parameters may be more or less important. These parameters are sorted into groups, related to different sections of the program. For the more complex ones, presets or viewers are usually added to simplify their use.

Note: the most used or important settings are usually placed first. It is recommended to start at the top of the screen.

Note: in some cases, and for ease of use, some settings are only accessible if you check the "Advanced settings" box.

5 - The start button then launches the selected software and starts the session.

Note: you can close this screen and return to the list of modules at any time by pressing the arrow at the top right of your screen.



4.4 HISTORY

The history tab allows you to consult the list of sessions performed with a patient. The sessions are classified in chronological order: from the most recent to the oldest.

A session is identified by the name of the module used and the time the session was created. It contains the initial parameters, the final parameters (which may have been modified during the session) and the results.

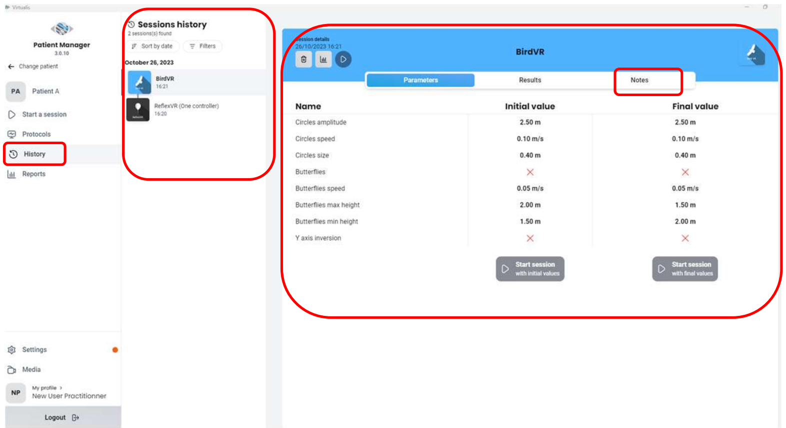
> *Note: when a session is finished, the history tab is automatically displayed and the last session selected.*

The history tab consists of the following elements:

1 - Access to the history tab

2 - List of completed sessions

3 - Data of the selected session

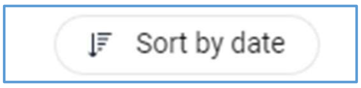


> *Note: it is possible to add a note in the session data by selecting the "Notes" field. If a note exists, a special symbol will appear in the session list.*

4.4.1 Session list

It is possible to apply filters to the list of sessions in order to search for a completed module more quickly.

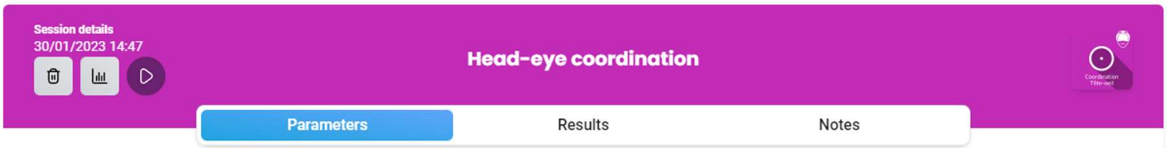
The first option is the sorting order, allowing you to display the old sessions first.



The second option allows you to select the modules to be displayed and to hide the others.

4.4.2 Session data

The session data is always preceded by an information banner that allows access to certain additional actions and menus.



On the left, three buttons allow you to perform the following actions:

- Delete the session
- Display a graph of the session
- Launch the module in a new session with the default settings.

In the center, three choices of sub-tabs are proposed:

- Session parameters. Selected by default, it allows you to display the list of initial and final parameters and to start a new session using these parameters. The session results allow you to consult the list of results calculated by the software.
- The notes allow you to add and consult comments on the selected session.

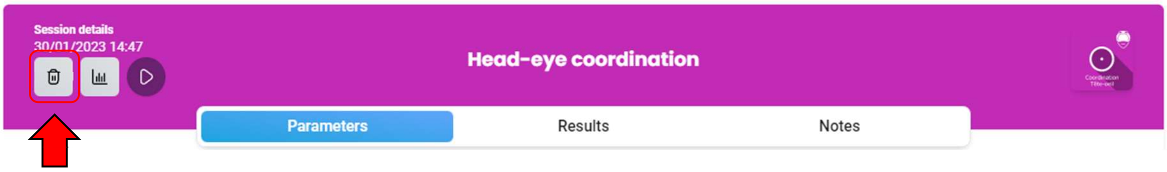
4.4.3 Start a session with the previous settings

From the “Settings” sub-tab, it is possible to start a new session using the previous settings.

Name	Initial value	Final value
Shape	Horizontale line	Horizontale line
Random shape	✗	✗
Interval	30.00 s	30.00 s
Horizontal ROM	60.00 °	60.00 °
Vetical ROM	45.00 °	45.00 °
Direction	✓	✓

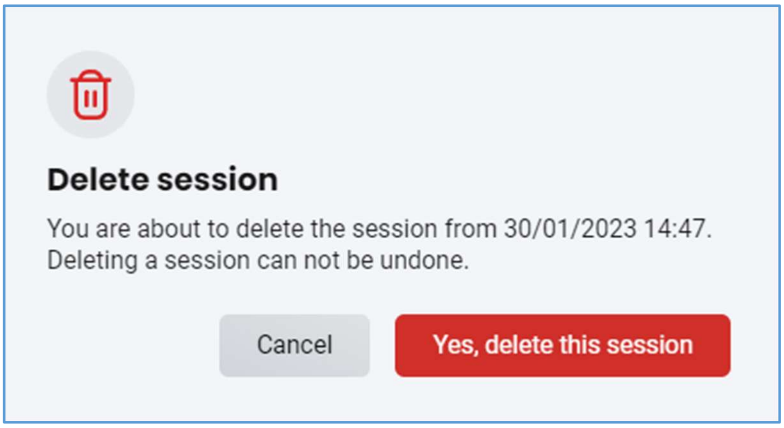
Note : “Start the session with the initial values” allows you to restart a session with the same settings. “Start session with final values” allows, for example, to continue a session from the parameters recorded at the end of the previous session.

4.4.4 Deletion of session



Deleting a session is possible from the history.

When you click on the "Trash" icon, a confirmation window will appear.



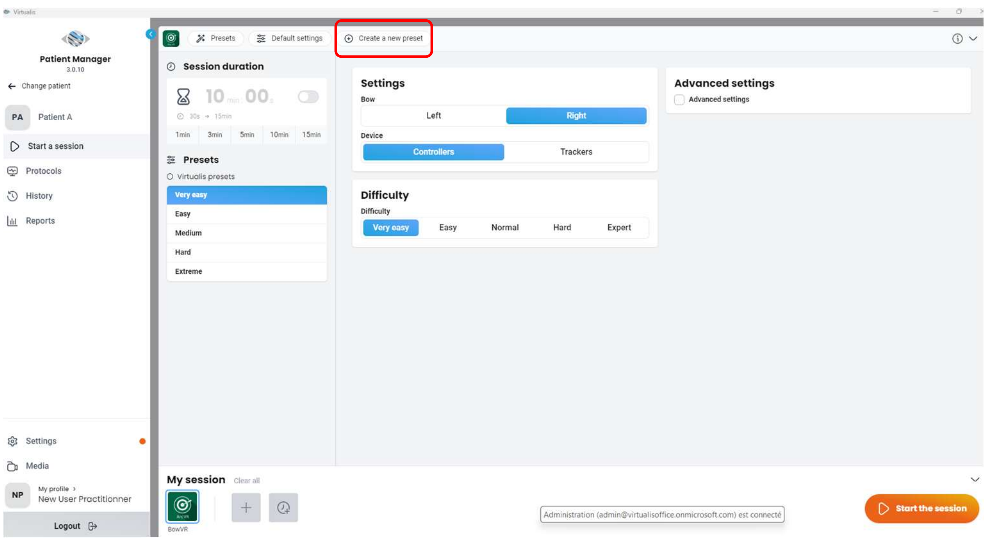
WARNING

The validation is irreversible.

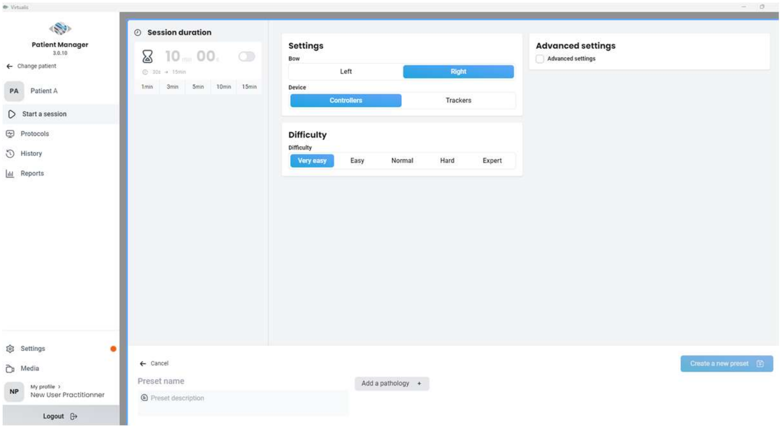
4.5 CREATE A PRESET

In order to speed up the setting of a software, it is possible to create a custom preset.

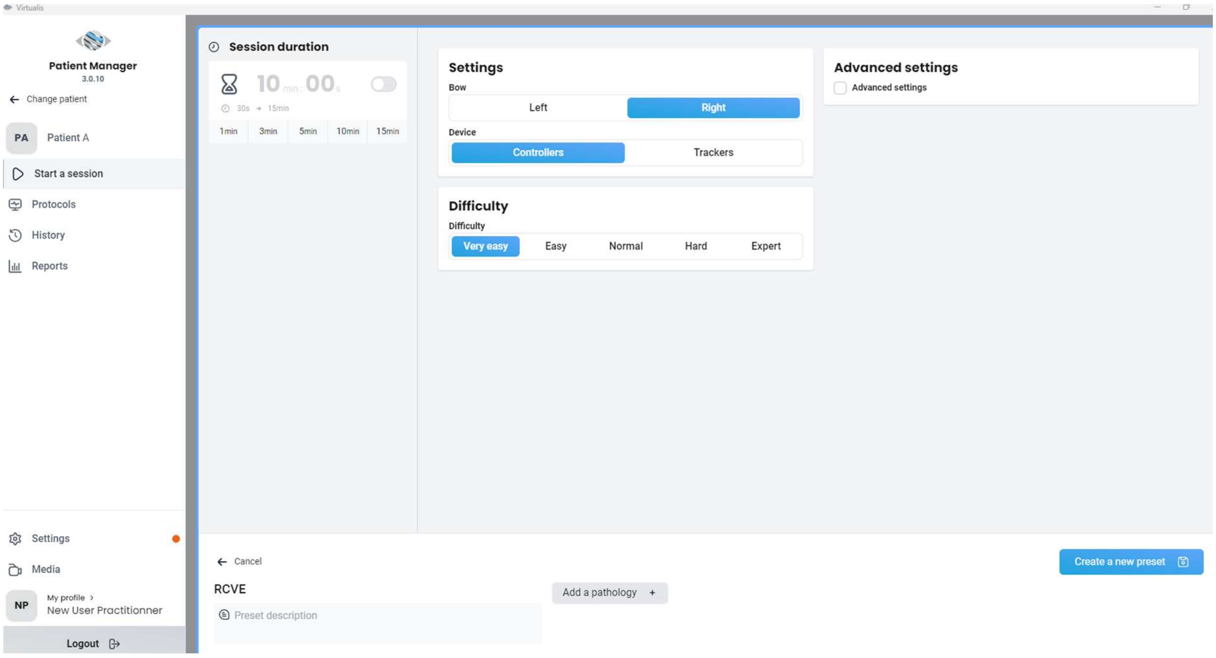
On the module settings screen, click on "Create a new preset"



1 - Edit the module parameters.



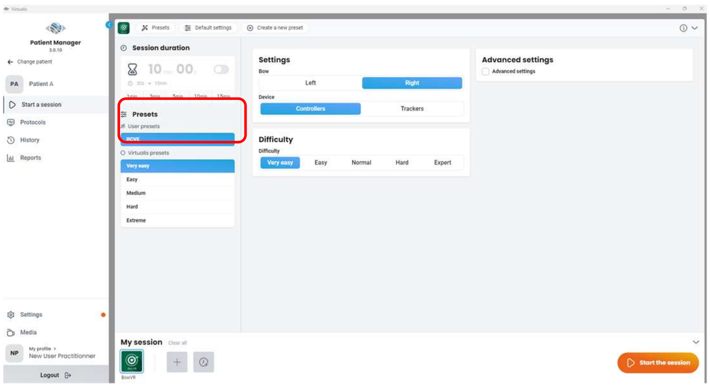
2 - Enter a name over « Preset name »and an optional description over « Preset description ».



Note: it is possible to add a pathology in order to associate this preset only to a chosen pathology.

3 - “Create a new preset” button becomes available. Click on it.

The resulting preset will appear in the list of presets under the “User Presets” heading :



4.6 CHAINING

A chain is a sequence of parameterized modules that allows you to quickly link modules and breaks.

To create a chain, select a module and set the parameters as you wish. This module is displayed at the bottom of your screen.

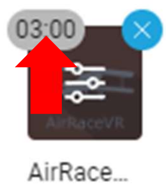
Add a new module by pressing the “+” icon or a pause with the clock icon. You can choose the length of the pause. Modules are added as they are added in this space.

It is possible to change the settings of a module by clicking on it.

Note: to delete all modules and return to zero, press “Clear All”.

To delete a module, click on the blue cross.

The time set is displayed at top left.

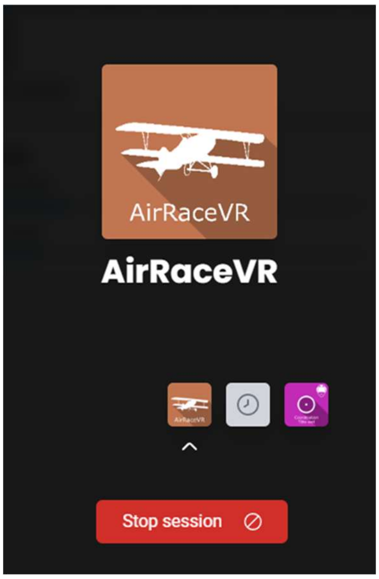


Note: some modules, especially the assessments, do not have a session length.

The total session time is also displayed below the start button.

After clicking on "Start session", the launch screen appears and the modules start one after the other.

The Virtualis software is blocked during the execution of a session, but it allows you to consult the progress of the chaining of the modules or to stop the session completely if necessary.



4.7 PROTOCOL

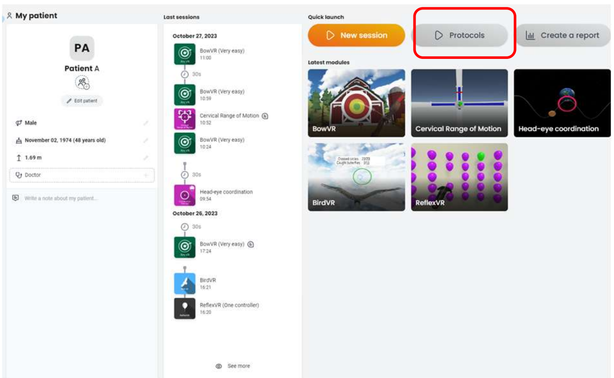
A protocol is a sequence of modules with specific presets. They allow keeping a chaining in order to restart a sequence of modules without having to select each module again.

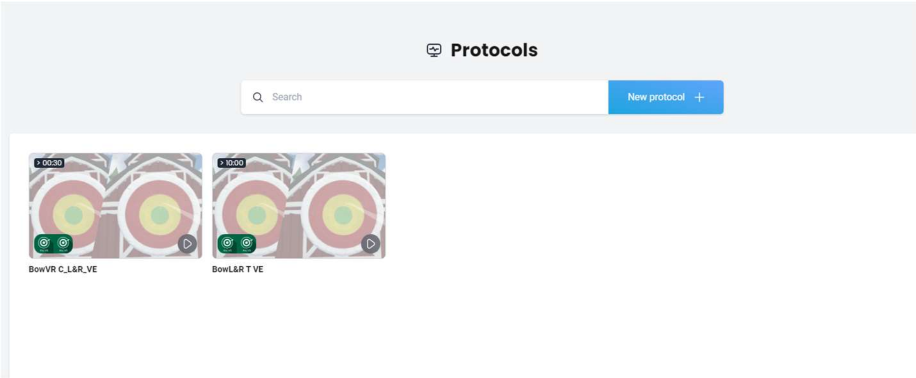
WARNING

Some protocols, proposed by Virtualis, are available directly in the module. These protocols have been arbitrarily created by health professionals to quickly configure a session. They do not constitute an exhaustive session.

4.7.1 Select an existing protocol

Once a patient is selected, existing protocols are available by clicking on « Protocols » button :





The preview images show the modules used in the different protocols.

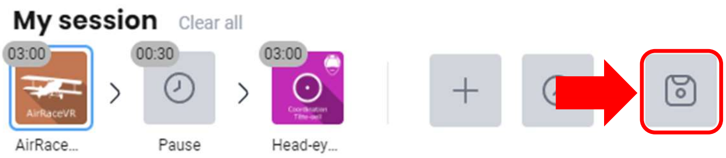
Once selected, a protocol can always be modified before the session starts.

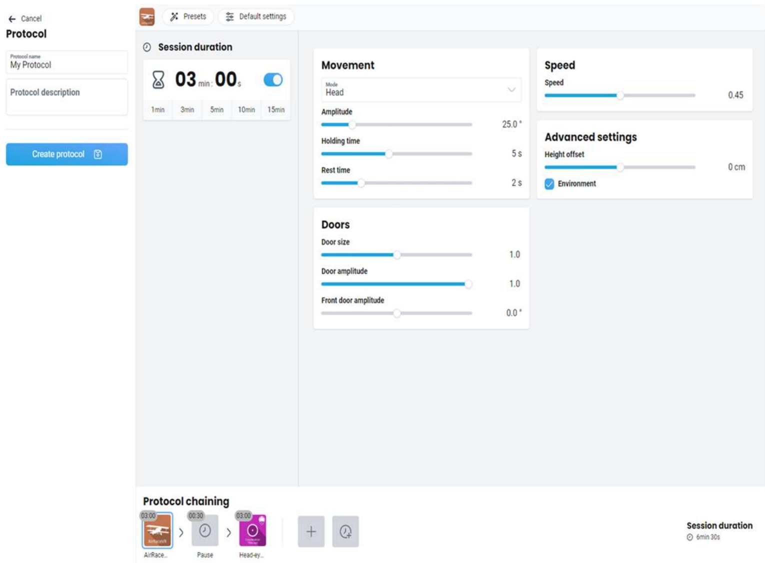
4.7.2 Create a protocol

There is several means to create a protocol :

- **From chaining**

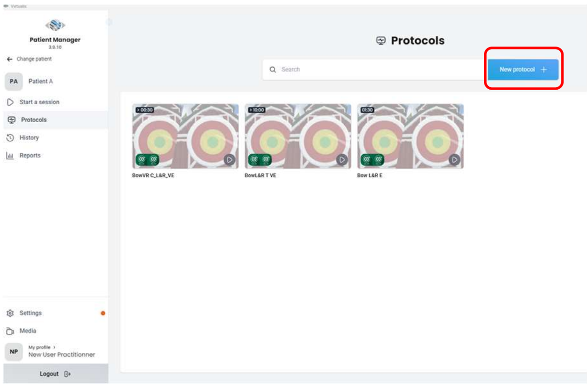
When you have made a chaining (see 4.6), you can save it as a protocol with the floppy disk icon.

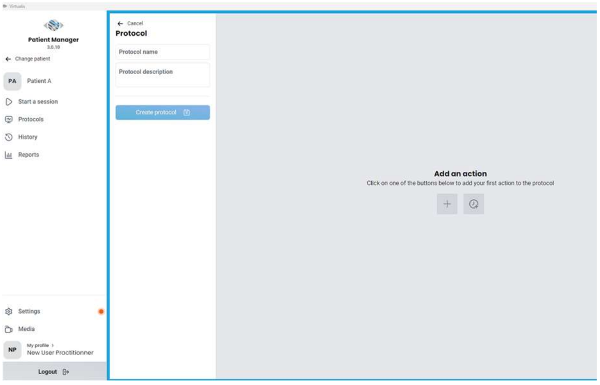




You can then choose the name under which your protocol will be saved. If desired, you can also add a description. All presets can be modified on this page.

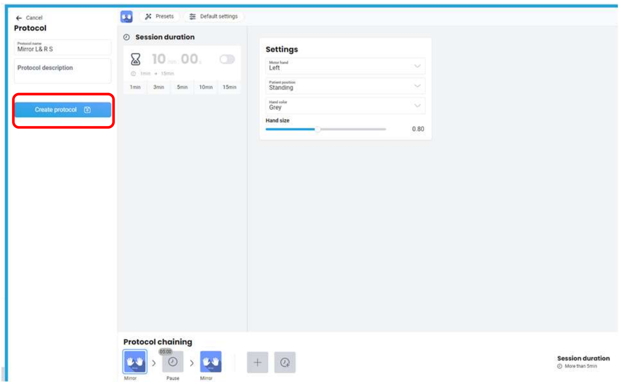
- **From Protocols tab**



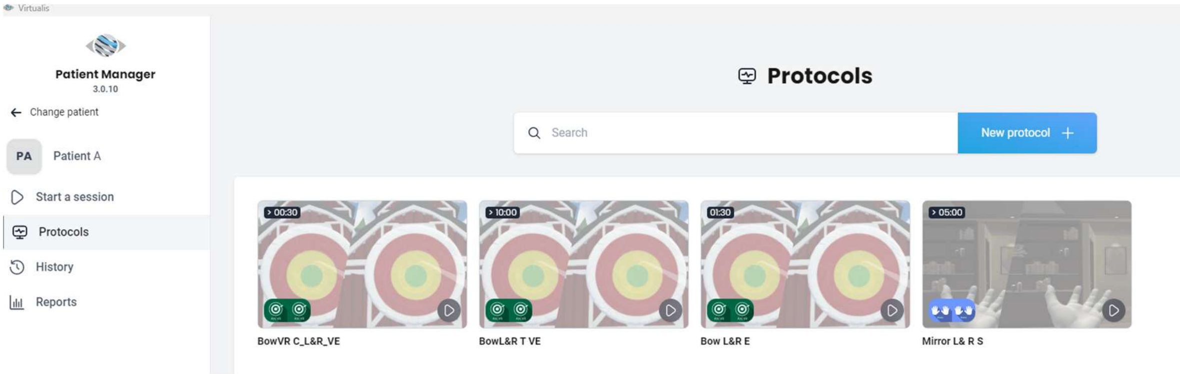


Select the modules and their parameters.

Add a protocol name and, if required, a protocol description to activate the « Create protocol » button :



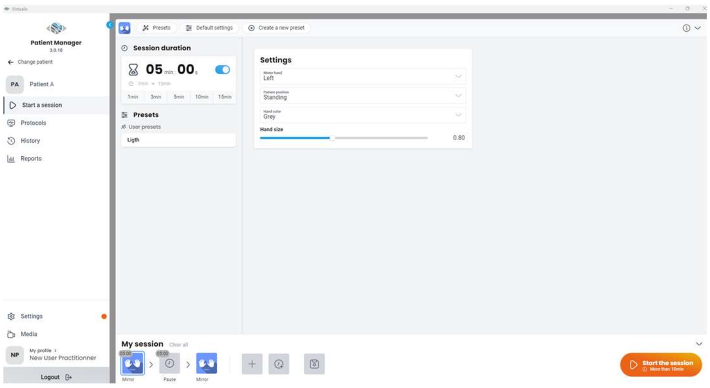
The new protocol is available :



4.7.3 Modify a protocol

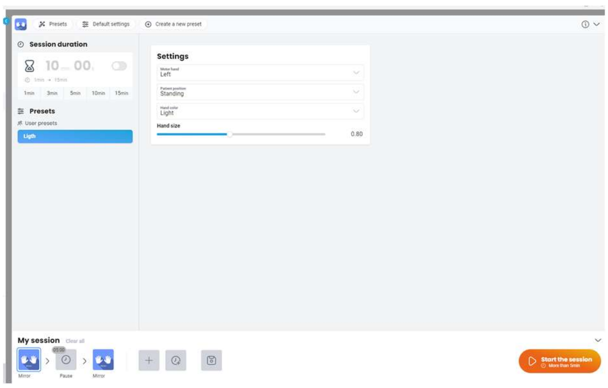
Individual changes

For each selected protocol, the modules can still be modified individually before starting the session. For example changing the session duration of the first module :



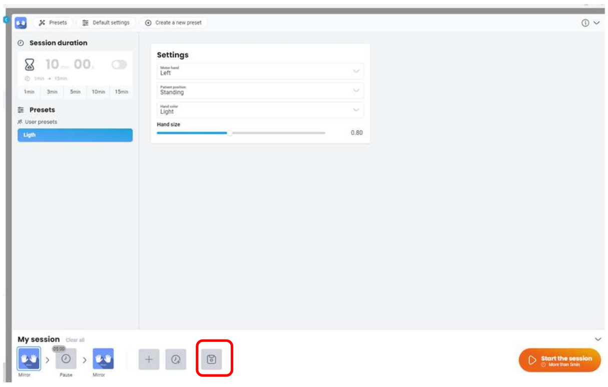
And then start the session with the new parameters.

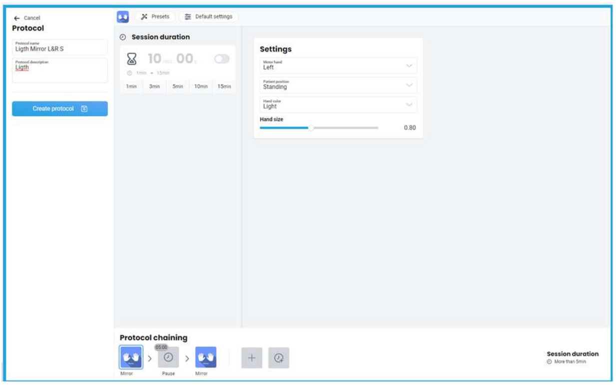
It is also possible to create and/or activate existing presets :

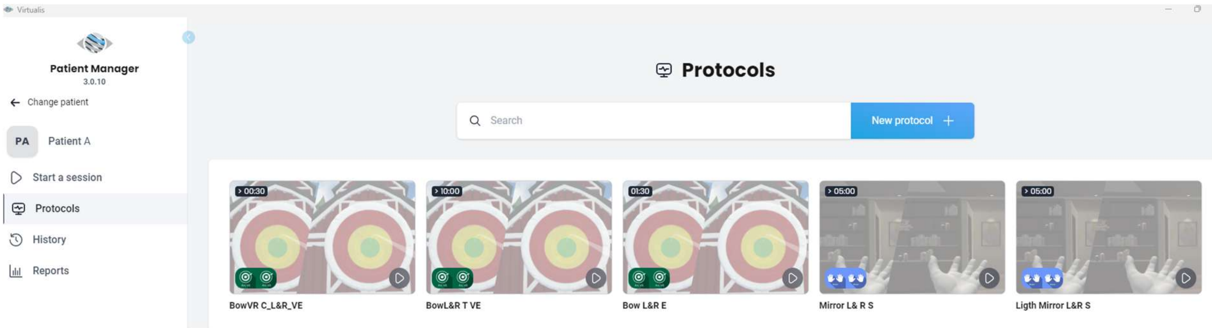


Permanent changes

If you want to change your protocol permanently and keep the new settings, it will be necessary to save it again under another name :


Session duration
Settings
Presets
My session


Protocol
Create protocol
Session duration
Settings
Protocol chaining


Patient Manager
3.0.10
Change patient
PA
Patient A
Start a session
Protocols
History
Reports
Protocols
Search
New protocol
BowVR C_L&R_VE
BowL&R T VE
Bow L&R E
Mirror L& R S
Ligth Mirror L&R S

5 REPORT

The report tab, accessible from the “Reports” button on the left side of the screen, allows you to visualize the results of one or several sessions in the form of graphs and to export them.

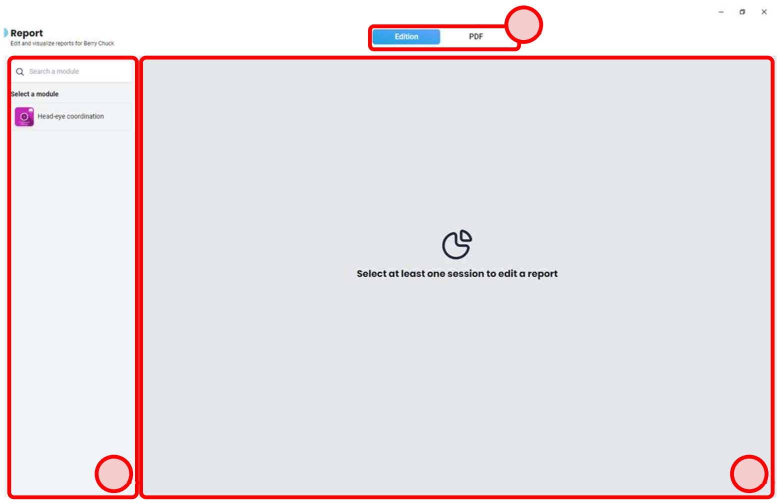
5.1 INTERFACE

The “Reports” tab is mainly divided into three parts. Some menus will be displayed as you navigate.

1 - Choice of options and settings.

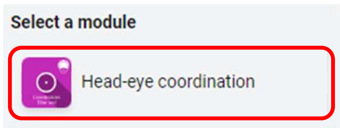
2 - Report display area

3 - Choice of display mode and access to export options.



5.2 MODULE CHOICE

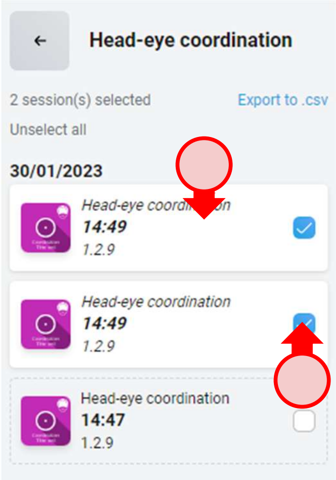
The left part “Select a module” allows choosing the module to analyze.



Note: the list of modules is sorted in alphabetical order.

5.3 SESSIONS CHOICE

Once the module is selected, the list of completed sessions appears.



1 - Select a session by clicking on it.

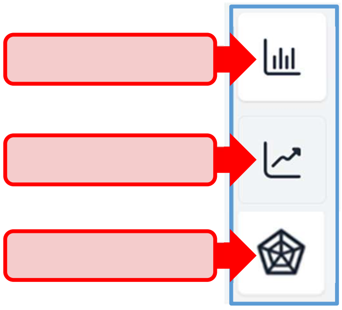
Note: selecting a session in this way will deselect the others.

2 - Select several sessions by clicking on the square on the right.

Note: some modules do not allow multiple sessions to be selected.

5.4 TYPE OF CHART

The type of graph can be changed on the menu to the right of the session selection.



Depending on the software and the data selected, various types of graphs can be displayed or hidden.

For example: the type "Curves" will only be displayed when several sessions are selected.

Some modules, mainly for balance sheets, may also contain special graphics for better data visualization.

5.5 GRAPHICS PRE-CONFIGURATIONS

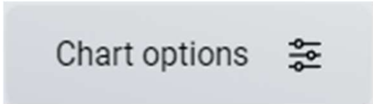
To simplify operation, some charts offer preset views that are displayed at the bottom of the screen.

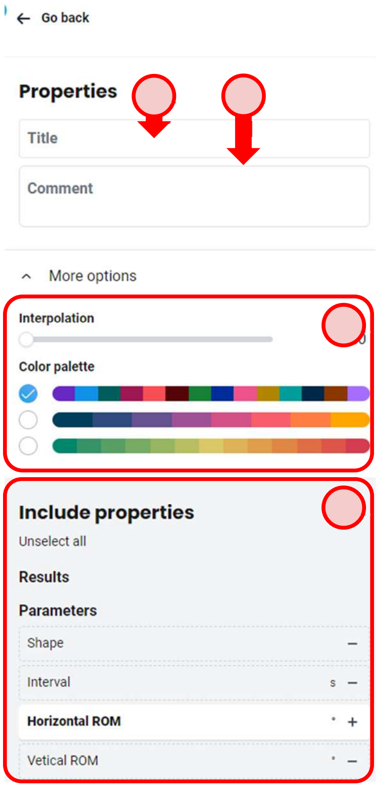
These different presets contain groups of parameters and results that may be interesting to compare.

5.6 CHART OPTIONS

By default, Virtualis offers a pre-configured graph displaying pre-selected parameters and/or results.

By pressing “Graph Options”, it is possible to modify the parameters and results displayed and to add a title or a comment.





1 - Add a title that will be displayed before the graphic.

2 - Add a comment that will be displayed under the title.

3 - The more options button allows you to display additional options depending on the graph. In particular, it is possible to change the color palette of the graph.

4 - Select the results and parameters to be displayed on the graph.

Click on “Back” to exit the “options” menu.

5.7 PREPARATION OF A PDF REPORT

When the configuration of a graph is complete, it is possible to create a PDF report.

Click on the “Add to Report” button at the top right of the screen.

A notification appears on the PDF tab, showing that a graph has been successfully added to the report.

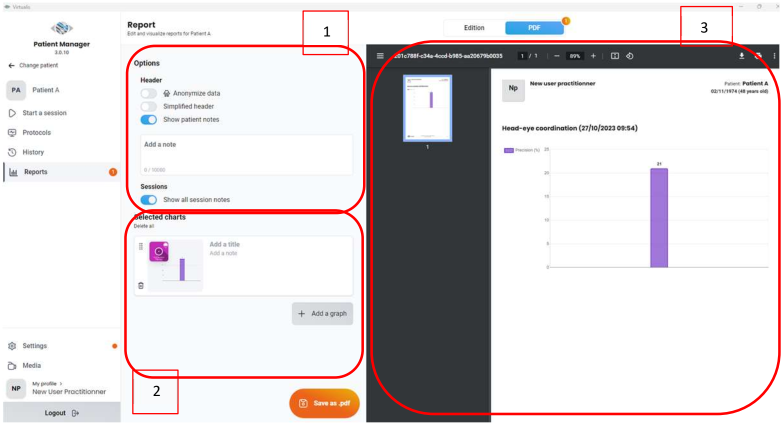
Click on “PDF” to access the exportable report.

The PDF part is divided into three sections:

1 - The PDF parameters

2 - The displayed graphics

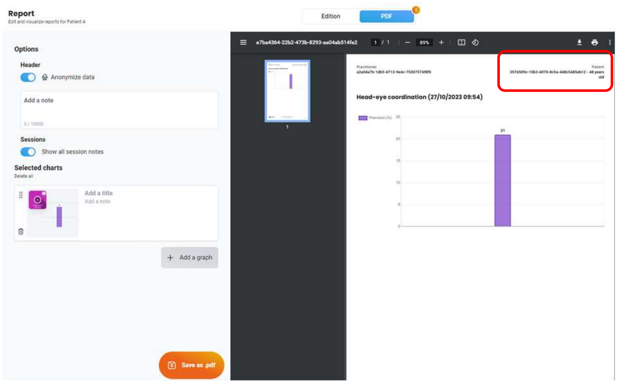
3 - PDF preview



In the first section, it is possible to add a comment that will be displayed on the PDF just after the header information.

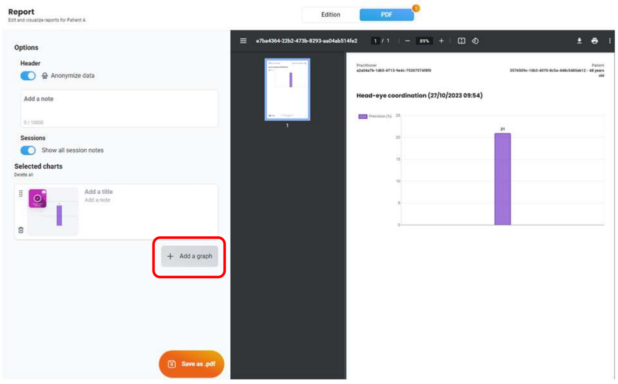
Note: By clicking on "Use patient notes", you can fill this field with the notes written in the patient's file. This action removes the content of the comment field and replaces it with the patient's notes.

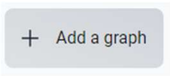
It is possible to anonymize the report. In this case, the nominative data will be replaced by unique identifiers in code form :



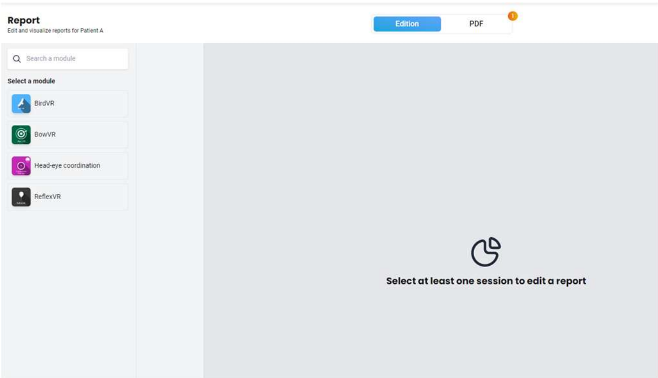
The “Selected Charts” section shows the charts that will be displayed in the exportable report. It is possible to add several graphs (see section 5.8), to delete them, to modify them (by clicking on the chart picture) or to reorganize them.

5.8 MULTIPLE GRAPHICS ON ONE PDF





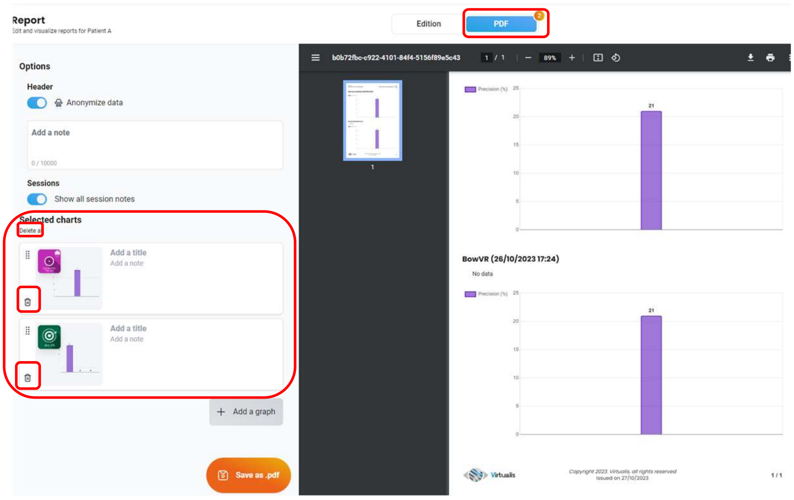
returns to Edition menu :



From the “Edition” menu, it is possible to choose a new graph from any module and add it to the report later. This procedure can be repeated as many times as necessary.

1. The notification next to the “PDF” tab shows the number of charts added to the report.

2. In the selected charts section, the graphics are displayed and can be rearranged (moved by click and drop) or deleted.

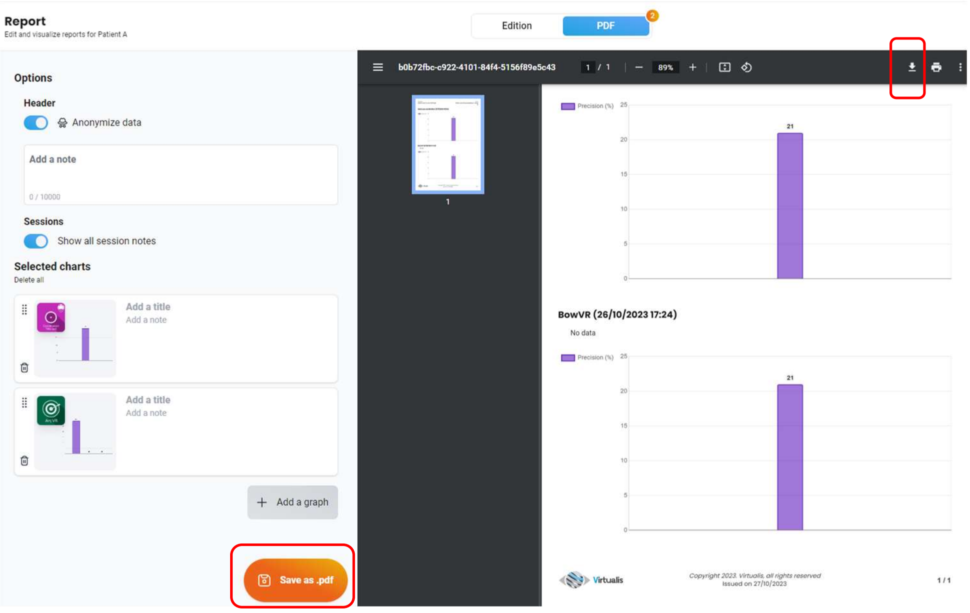


5.9 RECORDING THE REPORT

Once the report is created, it is possible to save it as a PDF file :

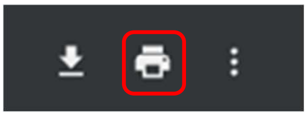
- From the “PDF” sub-tab, simply click on the “Save as .pdf” button or

- directly on the download button of the preview.



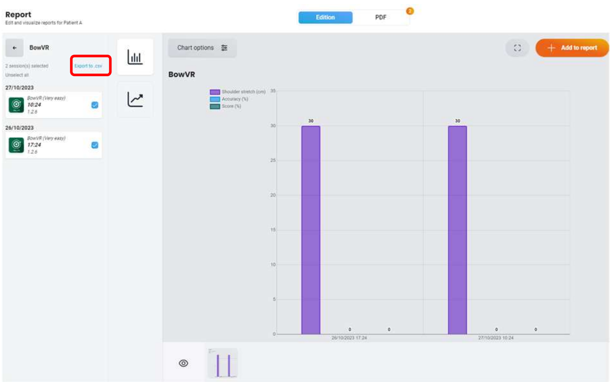
5.10PRINTING THE REPORT

Once the report is created, it is also possible to print it directly from the PDF preview.



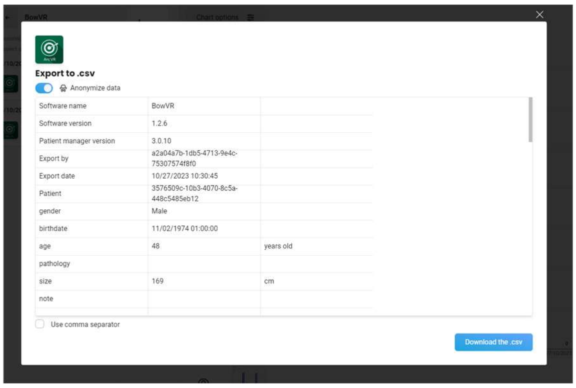
5.11CSV EXPORT

Exporting multiple sessions in .csv format is a special option contained in the “Edition” menu of the report :



It is possible to export several sessions of the same module by pressing “Export to .csv”.

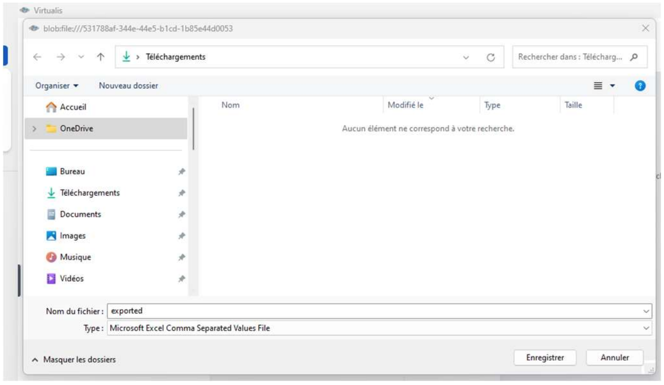
An export window will open to display the table to be exported.



Note: It is possible to anonymize the data in order to replace all nominative data by unique identifiers.

Note: The option "Use comma separator" allows you to adapt to the different software in which the .csv file can be imported. By default, the separator used is the semicolon.

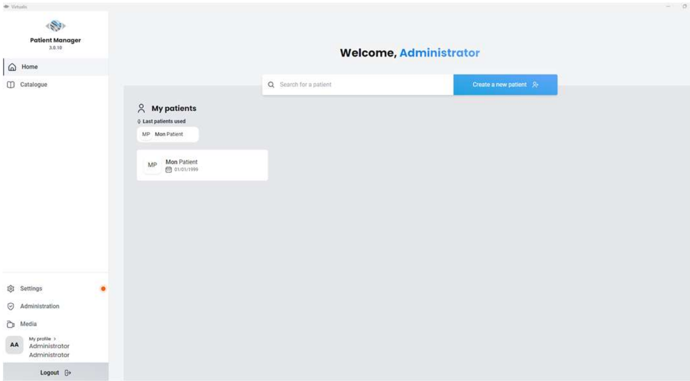
« Download the.csv » open a new window to select the backup location :

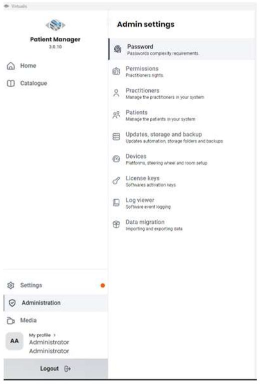


6 ADMINISTRATION

The administrator settings section is only accessible to practitioners with the “administrator” role. It offers different options to manage the software.

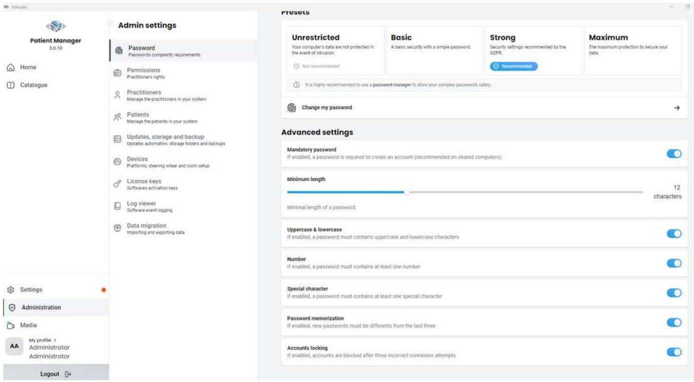
You can access and modify them at any time by using the “Administration” tab located on the left side of your screen.



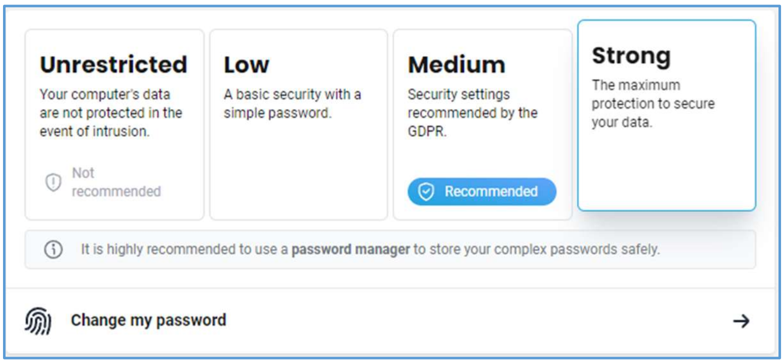


6.1 PASSWORDS

The password section contains all the security and password management options.



The first part allows choosing the complexity of the passwords used by the users.



WARNING

The “Unrestricted” preset is not recommended by Virtualis and by the European regulation regarding personal data (GDPR).

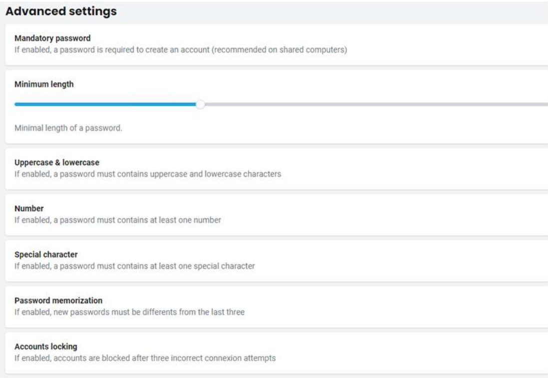
WARNING

Virtualis recommends using strong passwords for all accounts.

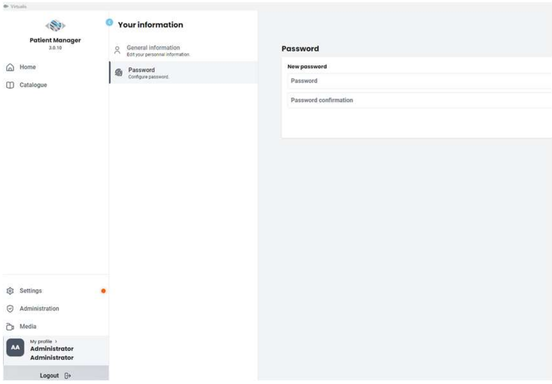
The 4 complexity configurations have advanced settings by default.

Nevertheless, it is possible to choose a custom configuration depending on the restrictions you wish to apply.

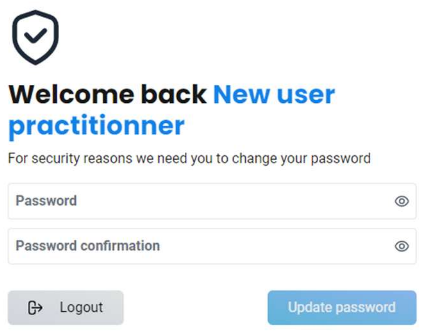
Each option is described and can be enabled/disabled as needed. These options allow for maximum protection of the data stored in Virtualis :



Once you have changed your password security settings, you can change your password by clicking on “Change my password” :

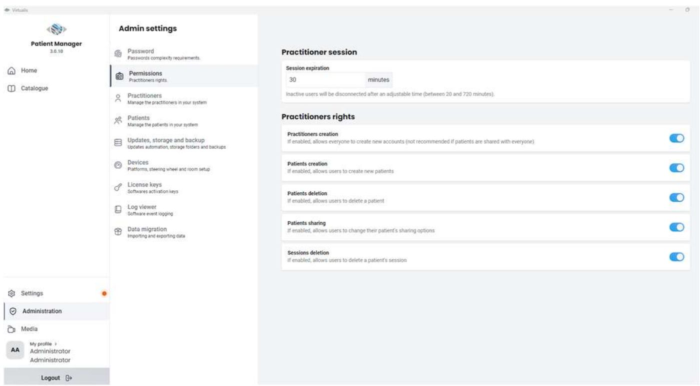


The next time a practitioner logs in, if their password settings no longer meet the minimum requirements, they will be asked to create a new password before they can access their data.

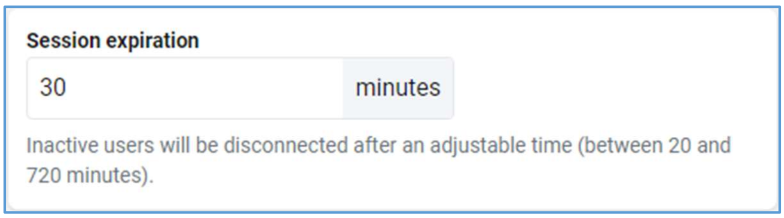


6.2 PERMISSIONS

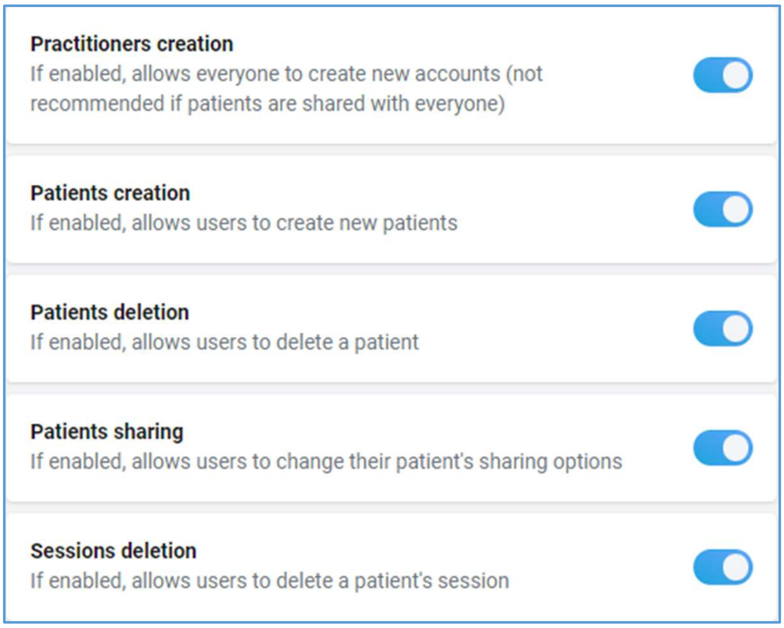
This section allows the control of practitioner accounts. Here it is possible to manage user rights. This allows for example to completely restrict the creation of practitioners and patients for standard users (administrators always keep all rights).



The first setting is the length of time before the automatic disconnection when the account is inactive.

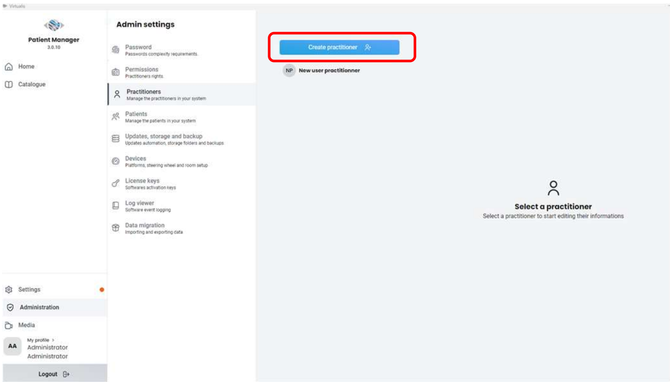


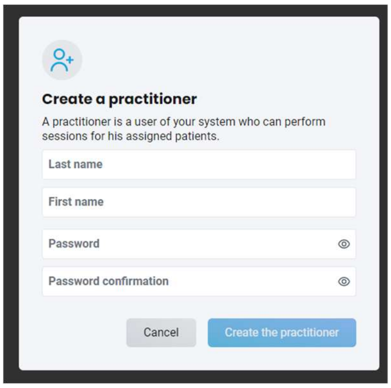
The rest of the settings concern standard user rights.

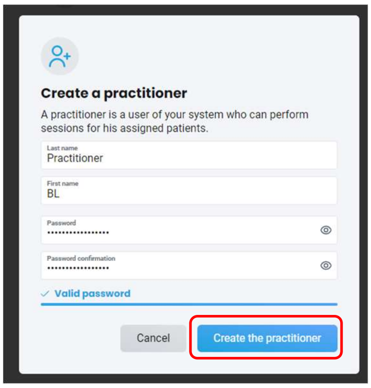


6.3 PRACTITIONERS

This section allows the management of user accounts.



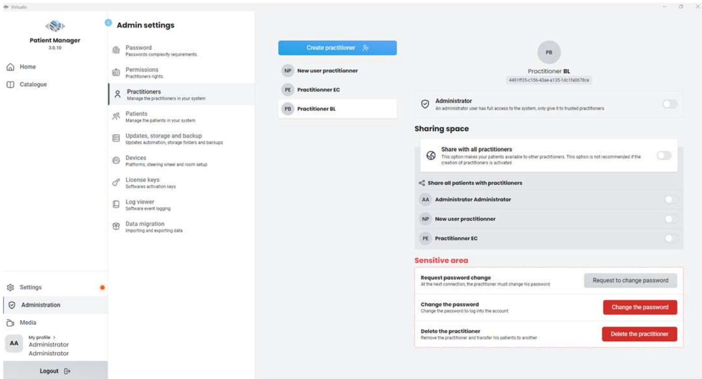




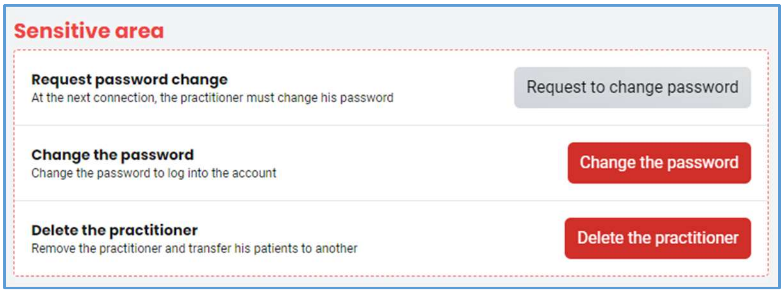
Select the practitioner to display the configuration options for this user :

It is possible to choose his role: standard or administrator.

His/Her sharing options can be configured to choose how his data will be shared with other practitioners.



Finally, additional actions are available to force him/her to change her password, assign him/her a new password or delete him/her.

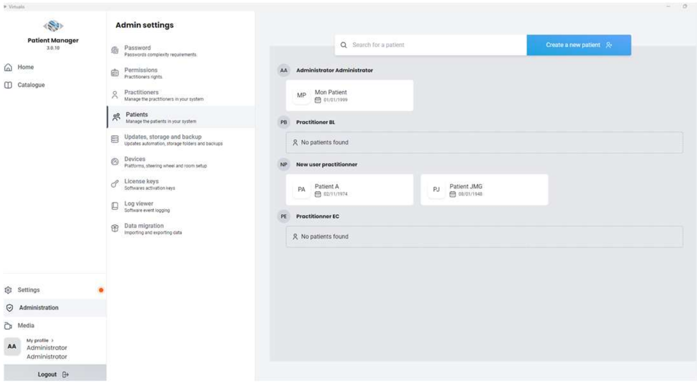


WARNING

Select « Request to change password » or « Change the password » to allow the user to change his/her password at the first connexion.

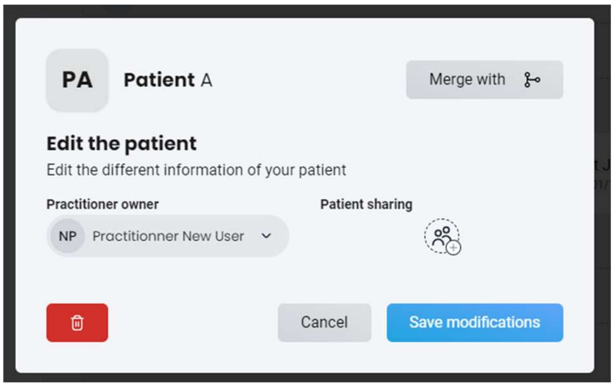
6.4 PATIENTS

In this tab, you can view the list of patients created by each practitioner.



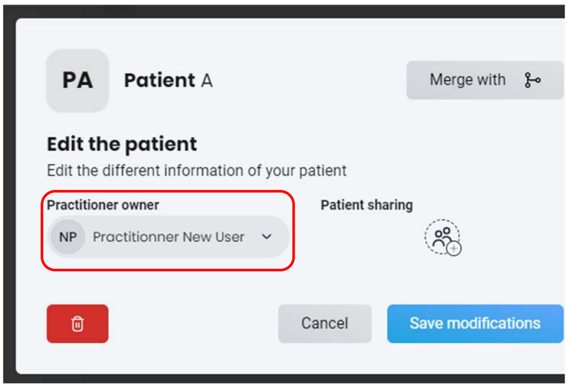
You can also determine the sharing options for each patient.

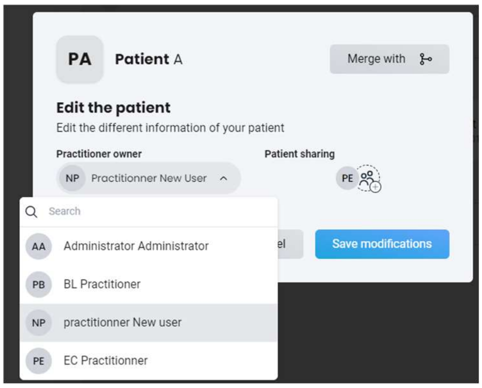
When a patient is selected, a settings window appears.

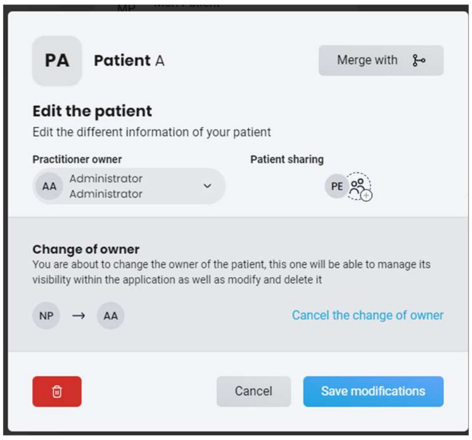


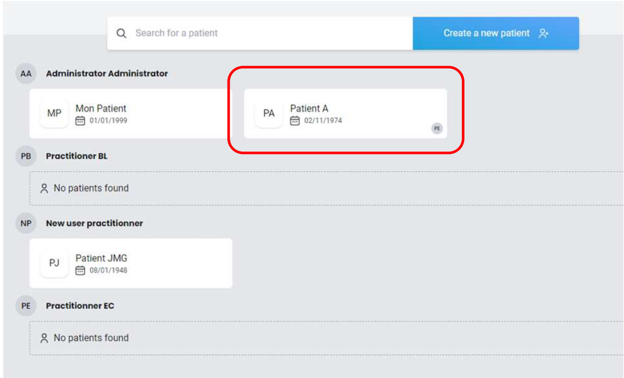
It is possible to assign the patient to another practitioner, set its sharing options, merge it with another patient or delete it.

6.4.1 Assign patients to another practitioner

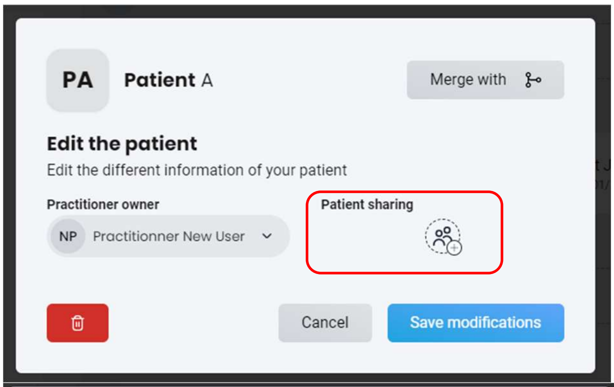


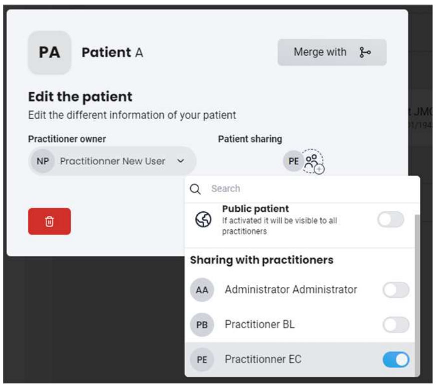


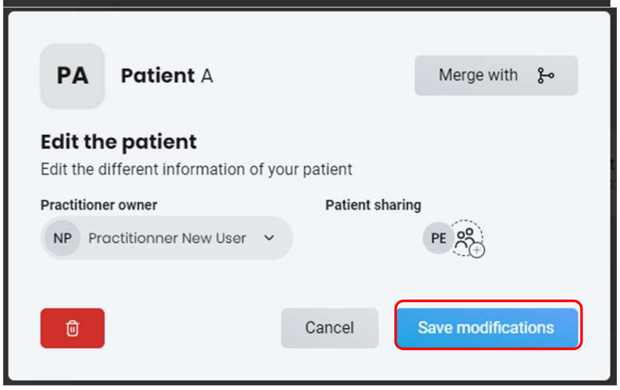




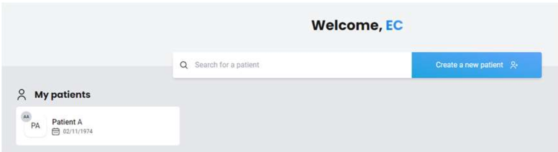
6.4.2 Patient sharing







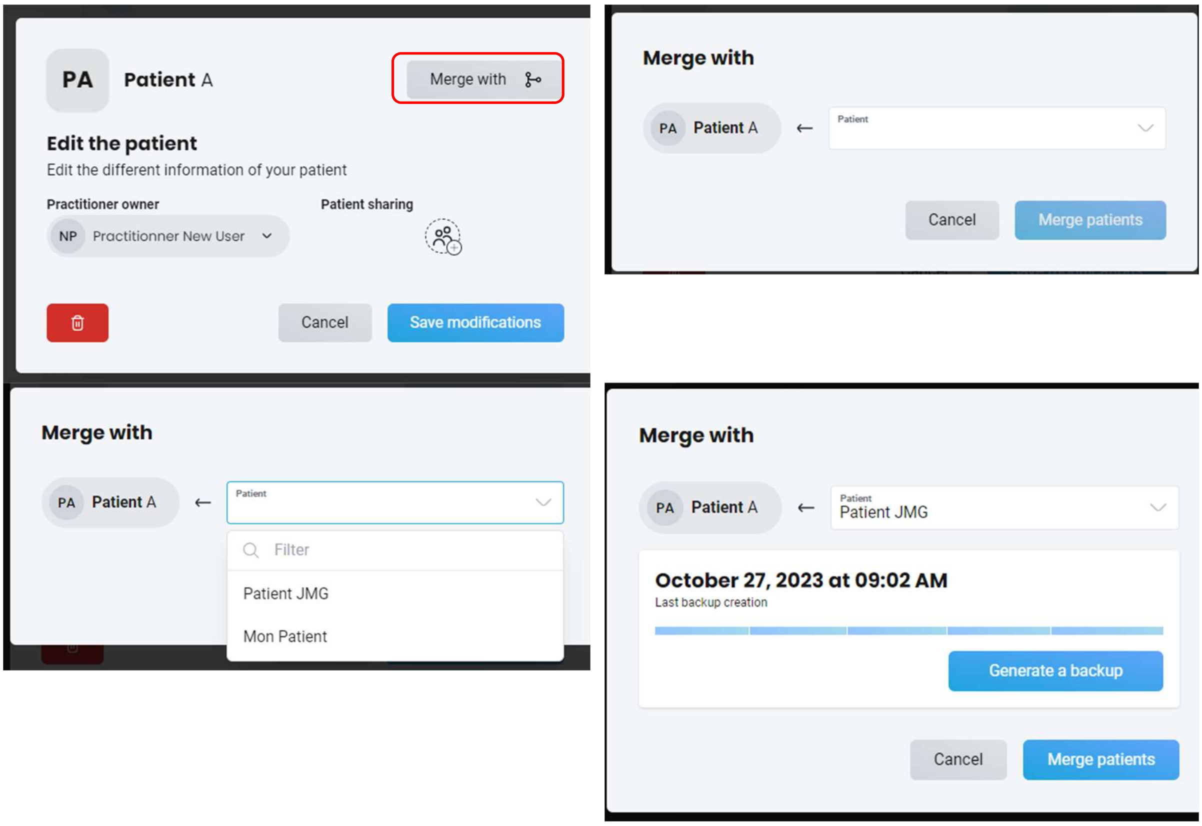
When logging as Practitionner EC, Patient A is available:



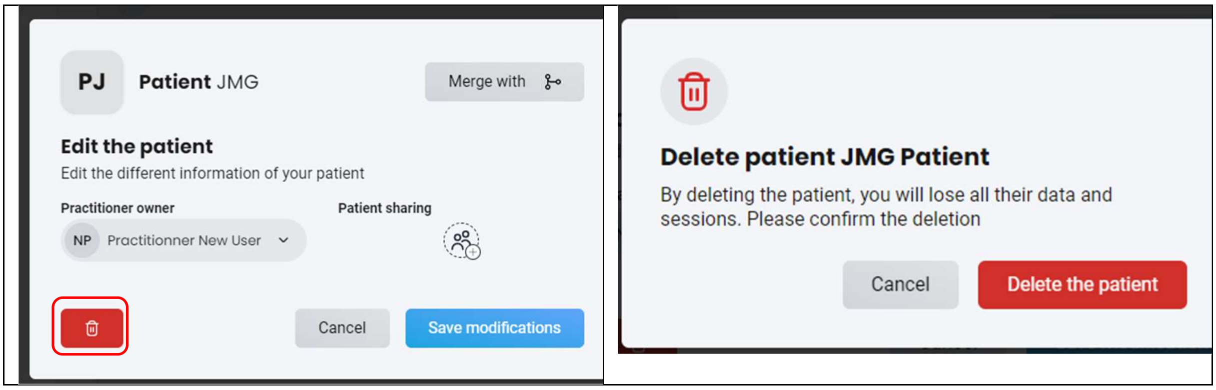
6.4.3 Merge patients

Note: merging two patient records allows, in case of duplication, for example, to group all the sessions performed on the same patient.

On the merge screen, the patient selected on the right will be deleted, and his sessions will be transferred to the patient on the left.



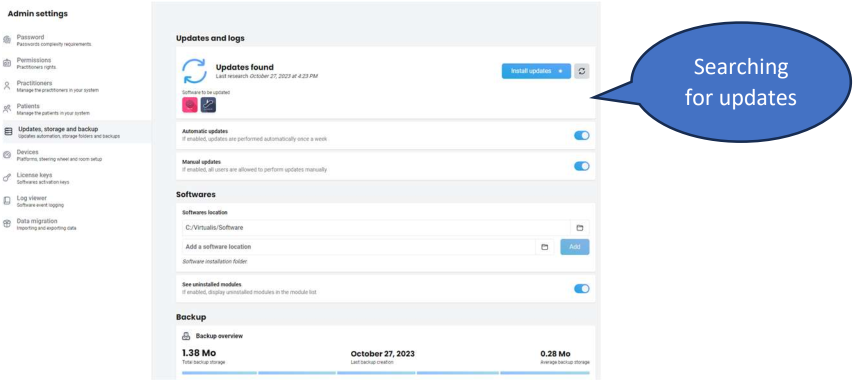
6.4.4 Delete patient



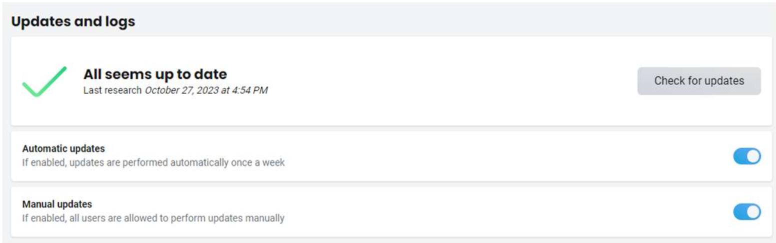
6.5 UPDATES, STORAGE AND BACKUP

This section allows to manage updates, set update options, manage data storage and backup.

6.5.1 Updates



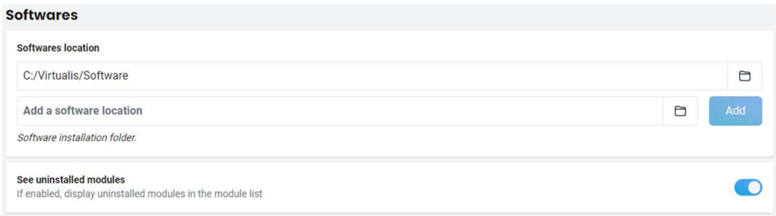
In addition to the search for updates already presented in the standard settings section, there are several options for configuring the behavior of the software with respect to the update utility.



It is possible to disable the automatic search for updates and even prohibit standard users from launching a manual search.

6.5.2 Software

The software settings allow to change the folder where the modules are saved. Multiple folders can be saved.



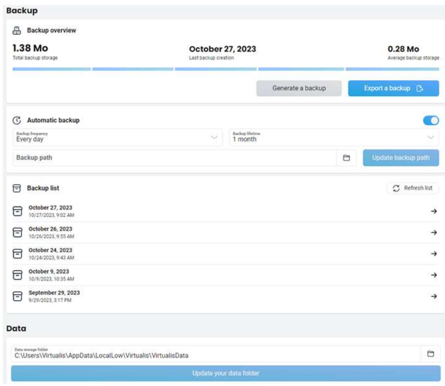
There is also an option to hide the uninstalled modules and thus display only the usable modules.

6.5.3 Backup

This section allows the backup management in terms of frequency, lifetime end location.

There are several ways of creating data backups:

- The first, manual option is to click on "Generate backup". This will create a backup file.
- The second option is to use automatic backup. By default, a daily backup is performed, and each backup is retained for 30 days.
- Finally, the list of completed backups allows you to view them, delete them or open the compressed file using the arrow.
- It is also possible to change the folder in which data will be saved.



Note : this option also lets you share your backup folder between several computers or sessions.

Note : To recover a backup, please contact Virtualis.

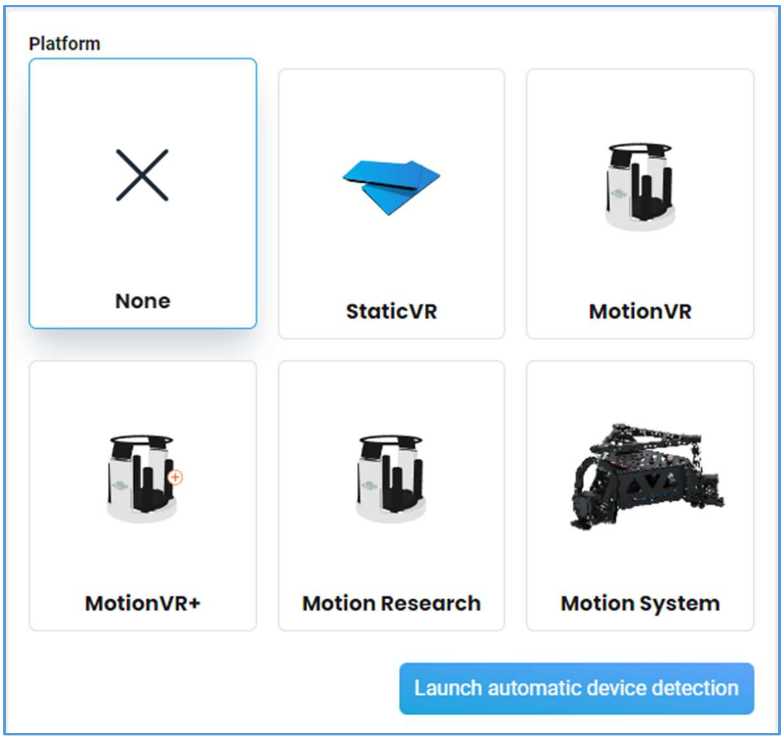
6.6 DEVICES

This section allows to tell the system which hardware is connected to virtual reality.

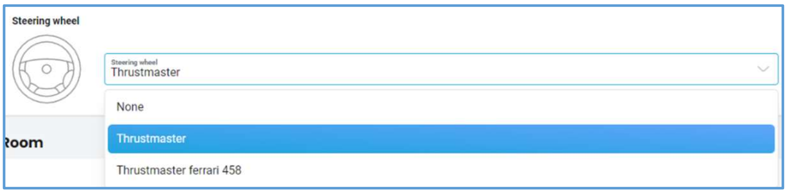
The first part corresponds to the MotionVR platform used or to the presence of StaticVR plates.

This setting is essential in order to obtain consistent results during the tests.

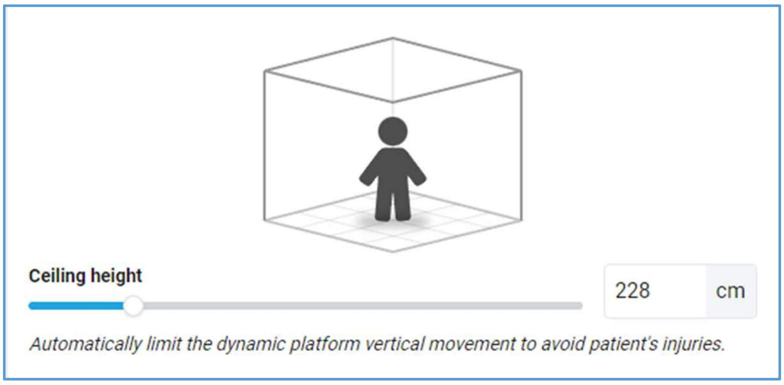
An option for automatic hardware detection is available to help you make the right choice.



Then, the choice of the steering wheel allows preconfiguring some software according to your hardware.



When using the MotionVR platform, the ceiling height adjustment ensures that the patient does not collide with the ceiling if the ceiling height is limited (see **Erreur ! Source du renvoi introuvable.**).



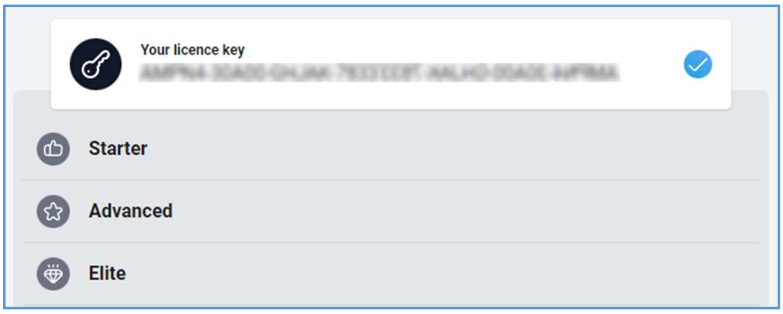
WARNING

This option prevents the patient from touching the ceiling by clamping the platform.

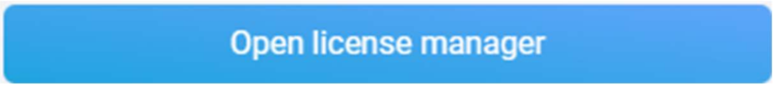
6.7 LICENSE KEYS

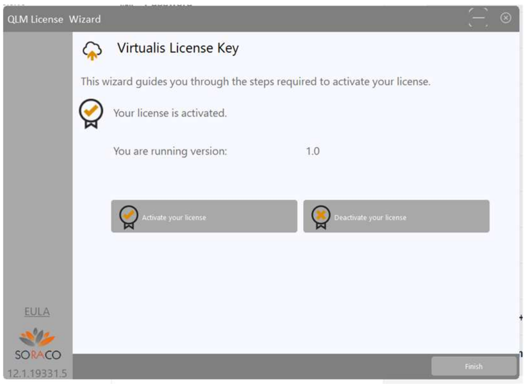
This section allows to manage the Virtualis license key installed on the system.

The detected license key is displayed along with the list of module packs it activates.



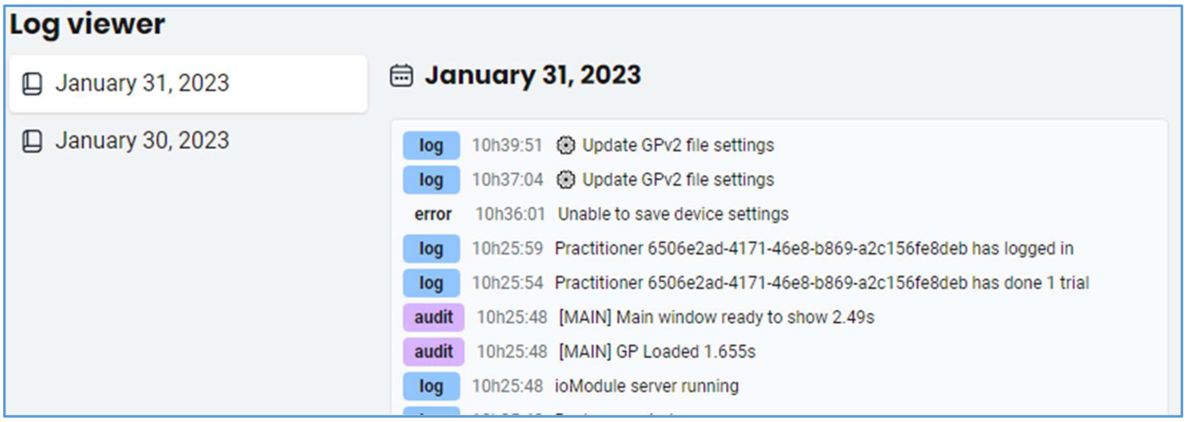
An option also allows you to open the license manager in order to modify the key when purchasing a new license pack, for example.





6.8 REGISTER VIEWER

The registry viewer contains the software event log. These daily logs record every important action performed by users.

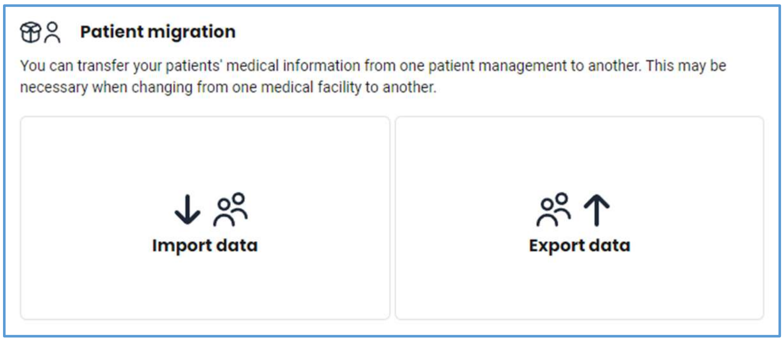


These data do not contain any confidential or nominative data and are kept for an indefinite period.

Note: it is possible to delete these event logs by contacting Virtualis.

6.9 DATA TRANSFER

Data transfer is a feature that allows to import or export patients and sessions **to another Virtualis system** (a second workstation, for example).

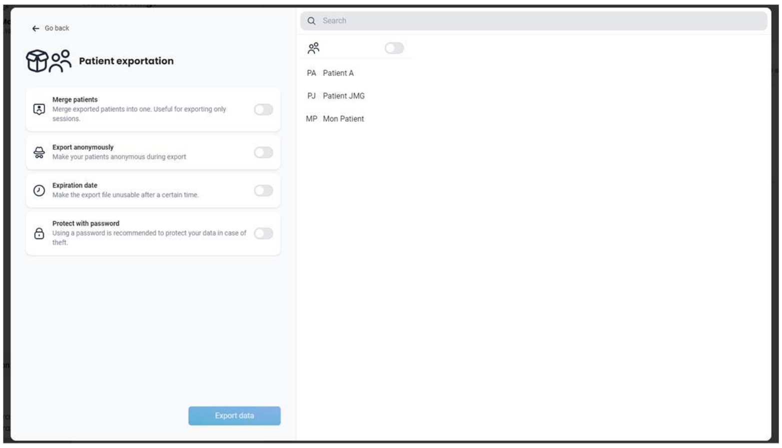


WARNING

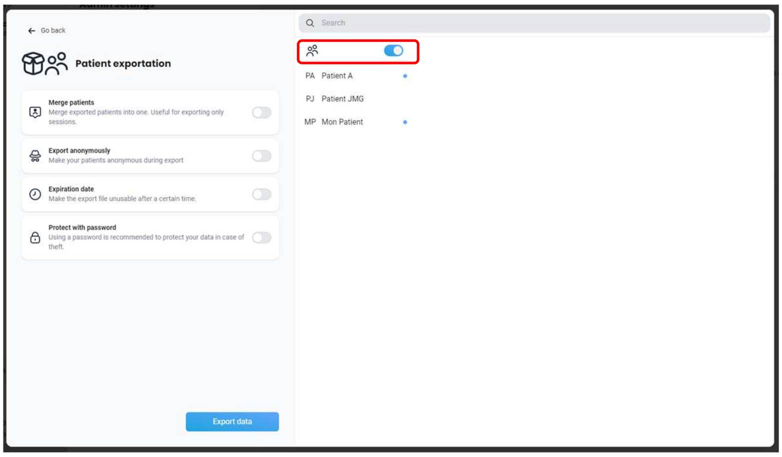
This feature should only be used in exceptional cases, as there is a risk of data corruption.

6.9.1 Export data

<u>On the right side</u>, select the patient(s) to export :

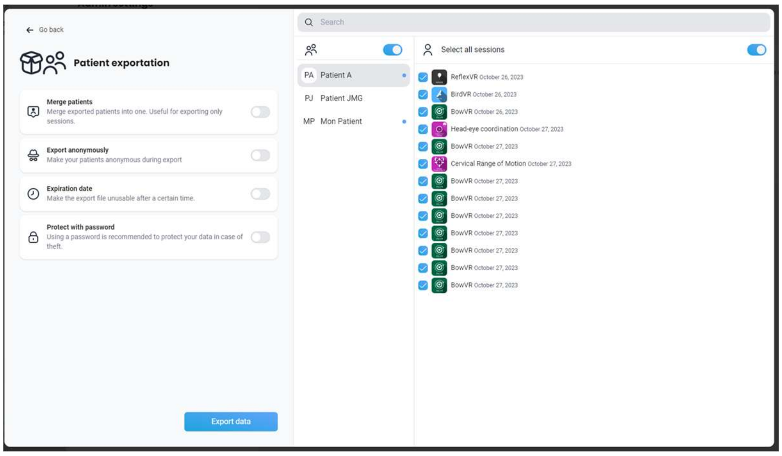


1. All patients with data



then his/her sessions

When selecting a patient, by default, all sessions are selected



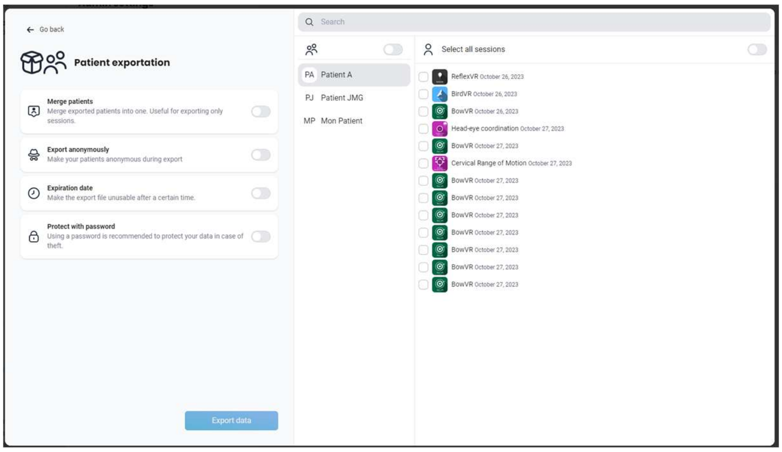
They can be :

excluded by clicking on the blue cross

Or

unselected the « Select all sessions » buttons and select the appropriate sessions

2. Or patients to be exported

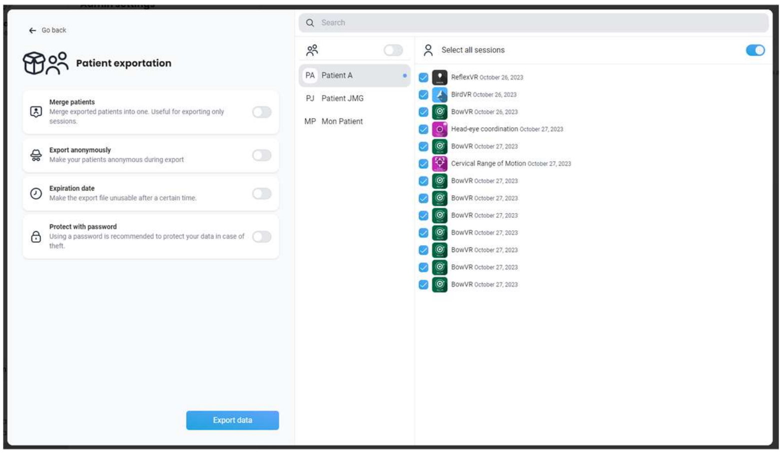


then his/her sessions

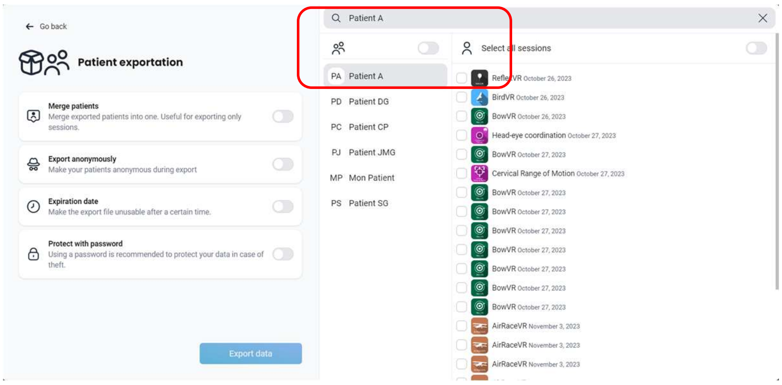
« Select all sessions » buttons and unselect unappropriate session if applicable

or

select the appropriate sessions :

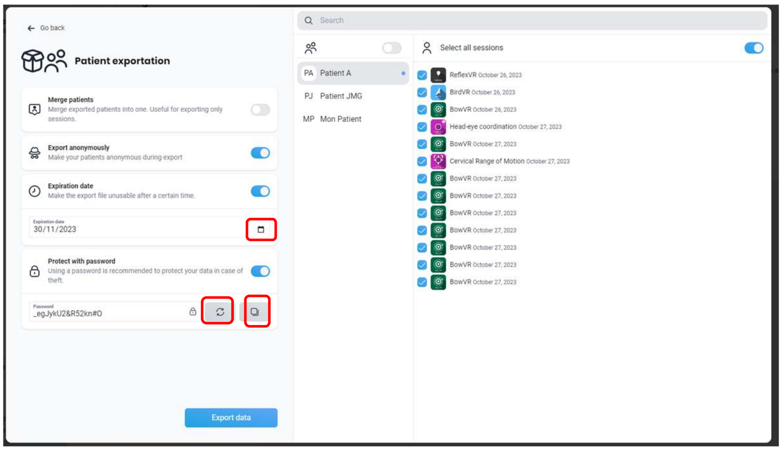


The search function allows you to sort patients and display the patient you are looking for at the top of the list.



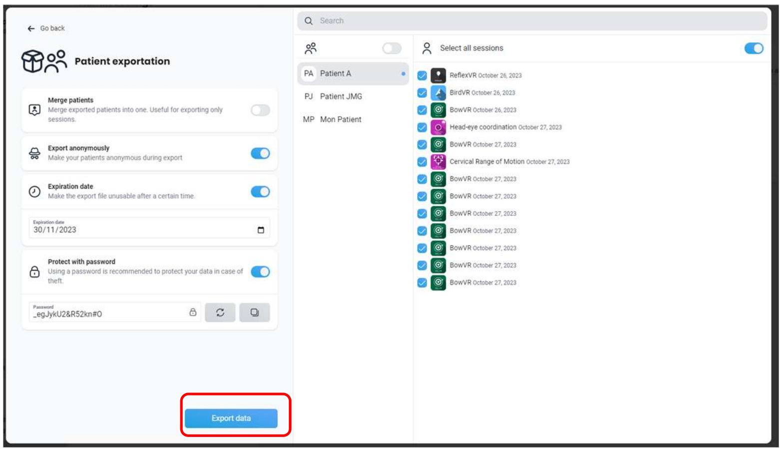
<u>On the left side</u>, select export options :

- To merge patients to export only the sessions into one, or
- to make the patients anonymous
- to protect the exported file
  - expiration date (date can be modified from calendar)
  - password (automatically generated, can be regenerated or copied. It can also be modified by clicking on the lock button)



Once all setting are appropriate, click on the "Export data" button

Then select the appropriate location for recording



6.9.2 Import data

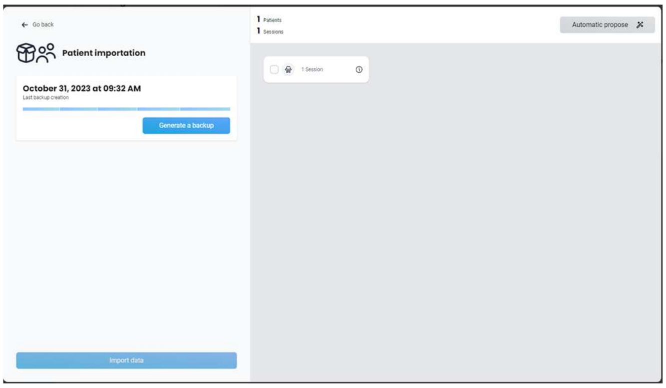
The "Import data" button allows to retrieve an exported file to integrate patients and sessions into the software.

RECOMMENDATION

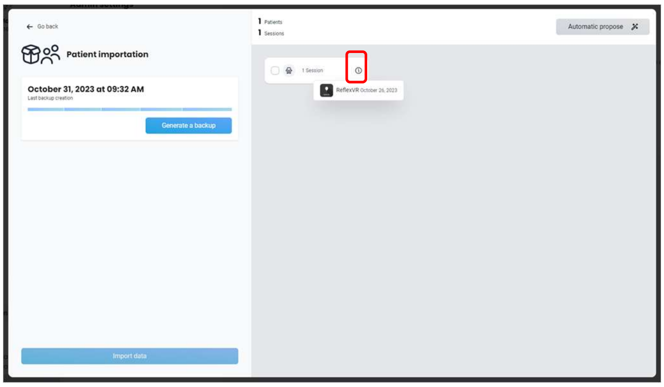
Before importing, it is recommended to generate a backup of your data.

Once clicking on « Import dat », select the appropriate file

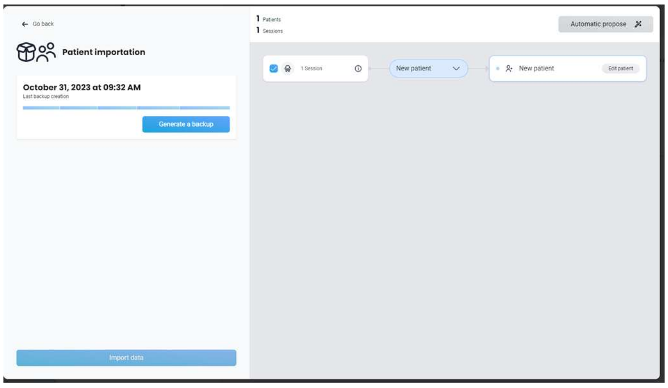
Once selected, the following window appears :



The « i » button displays the content of the file

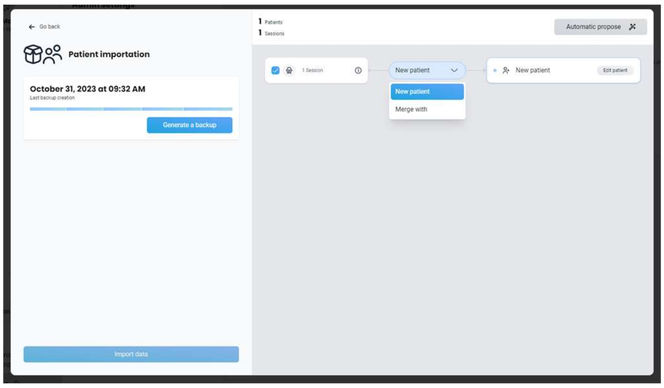


Once the file selected

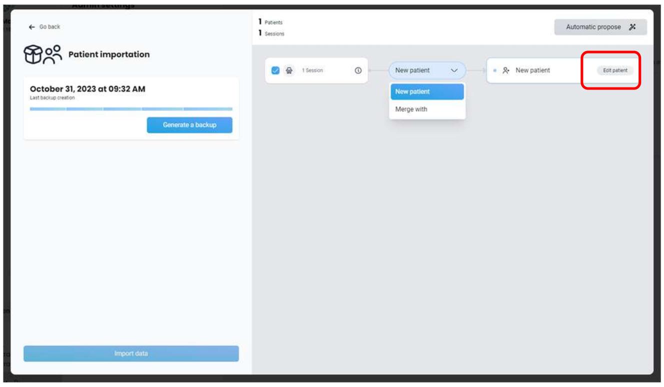


2 choices are available :

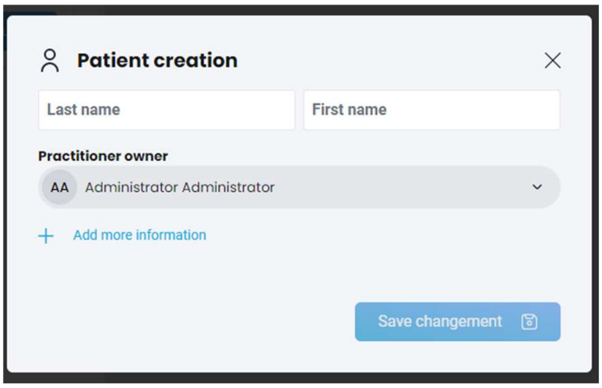
- Import the data in a new patient or
- Merge the data with an existing patient



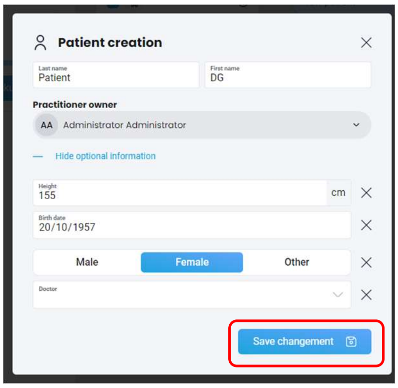
1. **New patient choice**



Select « Edit patient » to complete the creation information

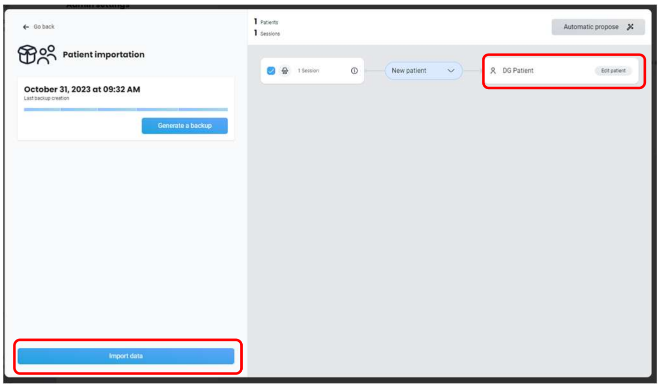


Once information completed, save

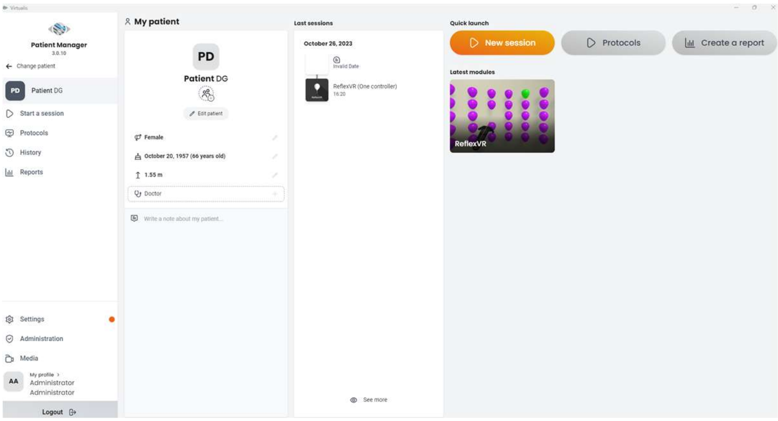


The new patient is available

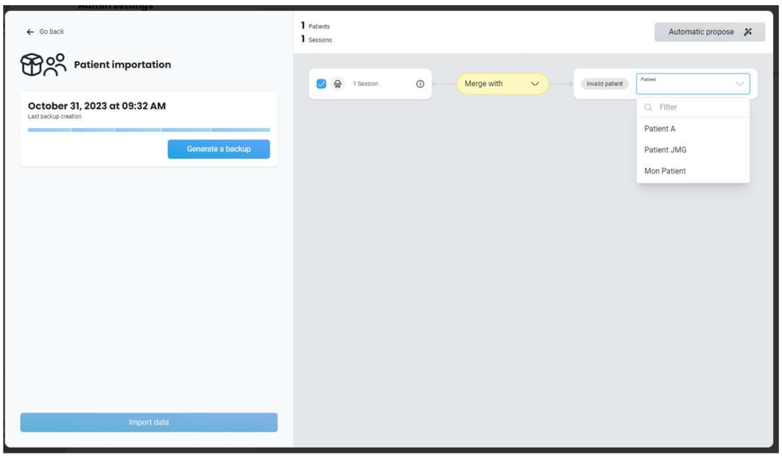
Then Import data



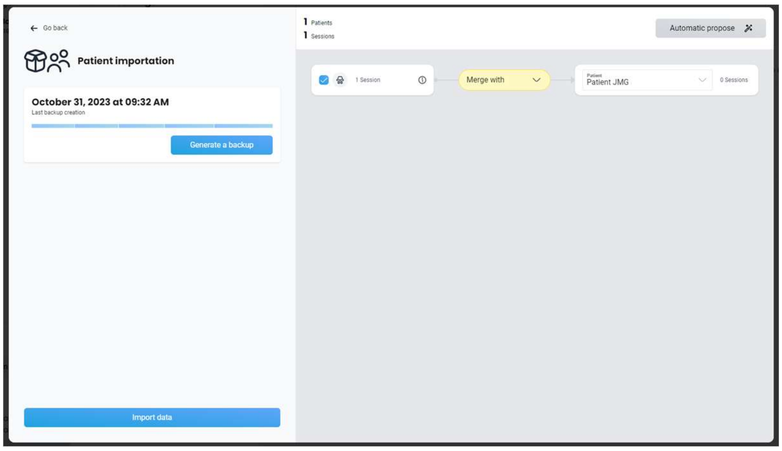
Once importation is complete, the data is available in the new patient



2. Merge choice



Select the patient



Once importation is complete, the data is available in selected patient