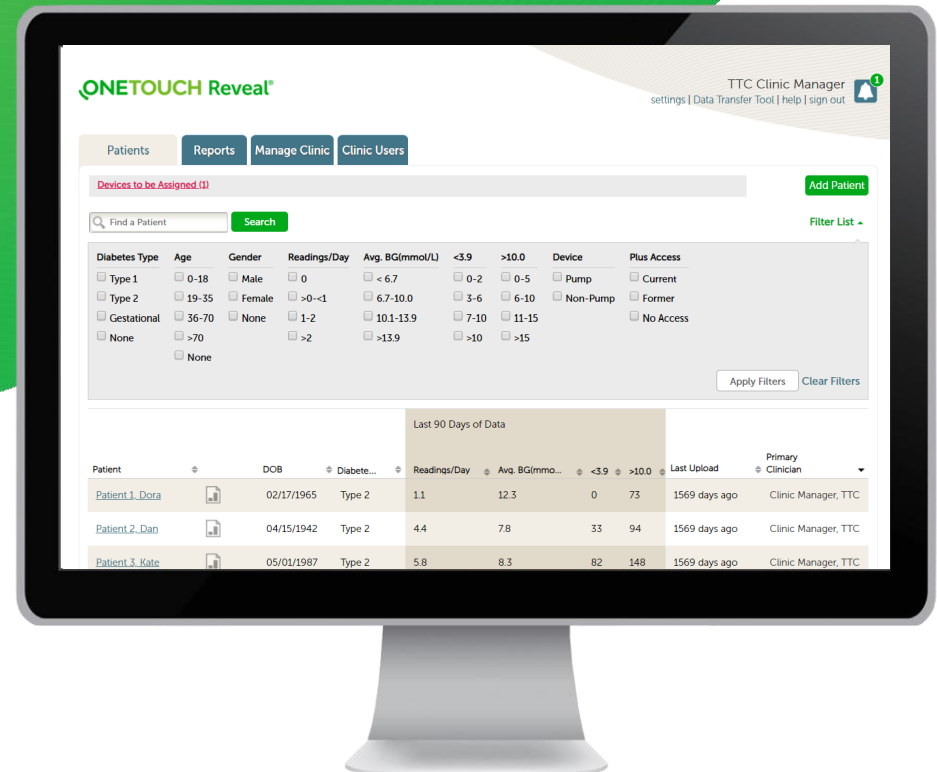


# Let's get started with the OneTouch Reveal® web app



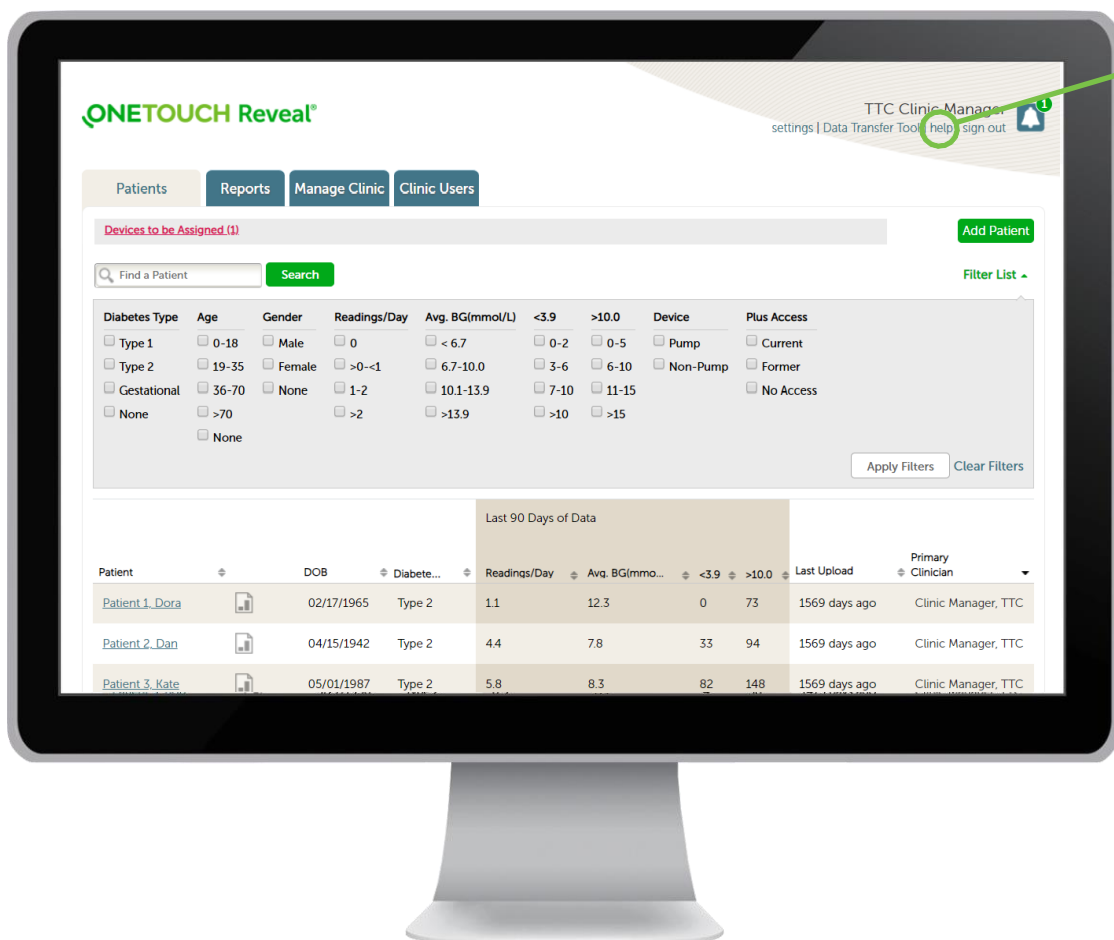
## Training Guide



For Healthcare Professionals only

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Before using this application, carefully read the OneTouch Reveal® web app User Manual for Healthcare Professionals. The electronic version is available by clicking on **Help** within your clinic account.

The OneTouch Reveal® web app classifies users into one of three roles:

- Patient**
- Clinic User**
- Clinic Manager**

Information is grouped into four tabs:

- Patients**
- Reports**
- Manage Clinic**
- Clinic Users**

Not all tabs are available to all users.

This web app guide provides instructions for use for each of the tabs and how to use the Settings link to set your preferences.

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# Patients Overview Page

**Patients:** Patient tab and central navigation.

**Reports:** View/Print reports.

**Manage Clinic:** Only Clinic Manager sees tab. Sets glucose target ranges and default print jobs for pumps and meters for the clinic.

**Clinic Users:** Only Clinic Manager sees tab. Add/edits clinic users.

**Name:** Currently logged-in user.

**Settings:** Edit profile, target ranges, and default meter/pump reports for currently logged-in user (Not for the entire clinic).

**Data Transfer Tool:** Installation for data transfer tool (done once).

**Help:** User manual, customer service contact info.

**Sign out:** Logs off current user.

The screenshot shows the ONETOUCH Reveal interface. At the top, there are navigation tabs: Patients, Reports, Manage Clinic, and Clinic Users. Below these is a search bar labeled 'Find a Patient' with a 'Search' button. A dropdown menu labeled 'Filter List' is visible. The main area contains a table titled 'Last 90 Days of Data' with columns for Patient, DOB, Diabetes, Readings/Day, Avg. BC (mmol/L), <3.9, >10.0, and Last Upload. A user profile for 'TTC Clinic Manager' is shown in the top right corner with options for settings, Data Transfer Tool, help, and sign out. A green box highlights the 'Add Patient' button. A callout points to the 'Filter List' dropdown. Another callout points to the 'Patient Name (Hyperlink)' in the table. A third callout points to the 'Population Management Filter List' text box.

**Population Management Filter List:** Displays a series of filters (Diabetes Type, Age, Gender, etc.) which allows clinic users to select which patients they are currently viewing below.

**Share Requests:** Displays all requests from patients to share their account information with the clinic. Option to **Confirm** or **Decline**.

**Devices to be Assigned:** Displays all devices that need to be assigned (from 2net Hub or data transfer tool) to a specific patient. Option to Assign or Clear.

**Patient Name (Hyperlink):** Displays the patient's information, target ranges and Time Slot Schedule. Can also move patient from HCP to HCP or remove them from patient list altogether.

**View Reports:** Navigates to the Reports page for that patient (Fastest way to navigate to reports).

**Open Patient View:** Opens new window with the patient version of the OneTouch Reveal web app to see exactly what the patient sees on their home computer.

# Add a Patient

The screenshot shows the 'Add a New Patient' form in the ONETOUCH Reveal web application. The form is titled 'Add a New Patient' and includes the following fields and options:

- Last Name: \*** (text input)
- First Name: \*** (text input)
- Middle Name/Initial:** (text input)
- Date of Birth: \*** (calendar picker showing 2/6/2002)
- Diabetes Type: \*** (radio buttons for Type 1, Type 2, Gestational)
- Gender: \*** (radio buttons for Male, Female)
- Email:** (radio button selected, text input)
- Confirm Email Address: \*** (text input)
- Or** (text)
- Mailing Address:** (radio button, text input)
- Patient ID:** (text input)
- Language:** (dropdown menu showing English)

At the bottom of the form is a green 'Add Patient' button. Below the form, there is a summary section with the following information:

- Gender: Female
- Patient ID:
- Language: English

At the bottom of the summary section is a green 'Print Registration Summary' button.

**If New:** Click the **Add Patient** button from the Patients tab.

- This will open **HCP Disclaimer Consent**.
- Download and print **Patient Consent Form** for patient signature.
- Click the checkbox for "I have read, understand and agreed to the above disclaimer".

OR

**Accept Patient Request:** By clicking on the Patient Requests hyperlink and click Confirm.

For adding a **new** patient to the OneTouch Reveal® web app, input:

**a. Last Name and First Name**

**b. Date of Birth**

**c. Diabetes Type**

**d. Gender**

**e. Email**

f. Optional:

- Patient ID
- Set optional patient information

g. Click **Add Patient**

Click **Print Registration Summary** on the next page.

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# Open a Patient's Report

ONETOUCH Reveal<sup>®</sup> TTC Clinic Manager  
 settings | Data Transfer Tool | help | sign out

Patients Reports Manage Clinic Clinic Users

Find a Patient Search Add Patient Filter List

Patient	DOB	Diabete...	Readings/Day	Avg. BG(mmo...	<3.9	>10.0	Last Upload	Primary Clinician
Patient 1, Dora	02/17/1965	Type 2	1.6	11.2	0	85	Yesterday	Clinic Manager, TTC
Patient 2, Dan	04/15/1942	Type 2	4.3	7.8	33	93	1571 days ago	Clinic Manager, TTC

**Three ways to quickly find patients within the Clinic Account:**

1. Population Management **Filter List**
2. **Find a Patient** search field
3. Sort in ascending or descending order heading

**The fastest way to open a patient's reports:**  
 Click on the **View Reports** icon.

ONETOUCH Reveal<sup>®</sup> TTC Clinic Manager  
 settings | Data Transfer Tool | help | sign out

Patients Reports Manage Clinic Clinic Users

Find a Patient Search

<< first < prev 1 2 next > last >>

Patient	ID	DOB	Primary Clinician	Last Upload
Patient 1, Dora	TTCCAP1	2/17/1965	Clinic Manager, TTC	11/10/2015 8:56 am
Patient 2, Dan	TTCCAP2	4/15/1942	Clinic Manager, TTC	11/10/2015 8:56 am
Patient 3, Kate	TTCCAP3	5/1/1987	Clinic Manager, TTC	11/10/2015 8:56 am
Patient 4, Jack	TTCCAP4	3/1/1982	Clinic Manager, TTC	11/10/2015 8:56 am
Patient 5, Brenda	TTCCAP5	6/17/1980	Clinic Manager, TTC	11/10/2015 8:56 am

**Additional way to open reports**

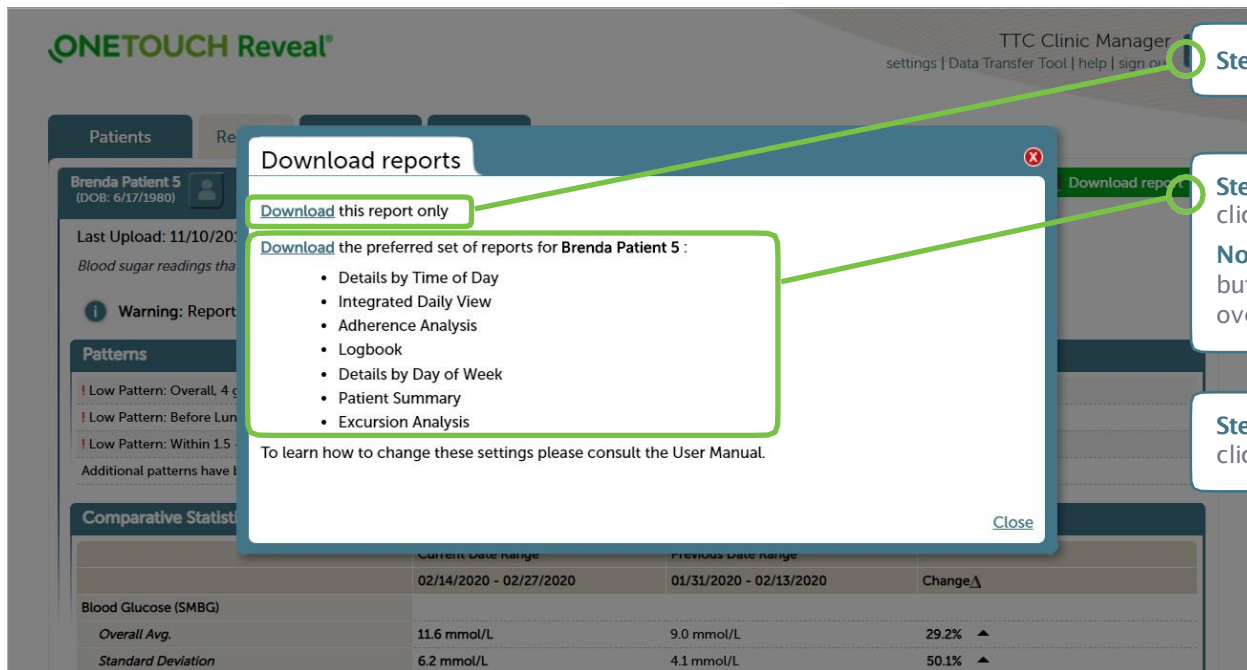
1. Click on the Reports tab
2. Click on the patient's name

**Note:** If you don't see the patient, you can search for the patient in the search box at the top of the screen.

# Download / Print Reports



**Step 1:** Click **Download Reports** on the Reports tab



**Step 2a:** To download only the current report, click **Download**

**Step 2b:** To download preferred set of reports (displayed), click **Download**

**Note:** Preferred sets are originally set by the Clinic Manager, but the preferences of the Clinic User for the specific patient override that preference

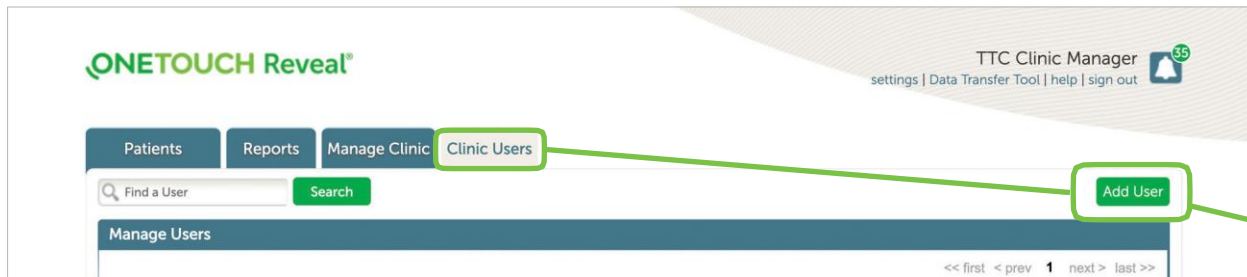
**Step 3:** Once you have opened the .pdf, click on the **File** tab and select **Print**

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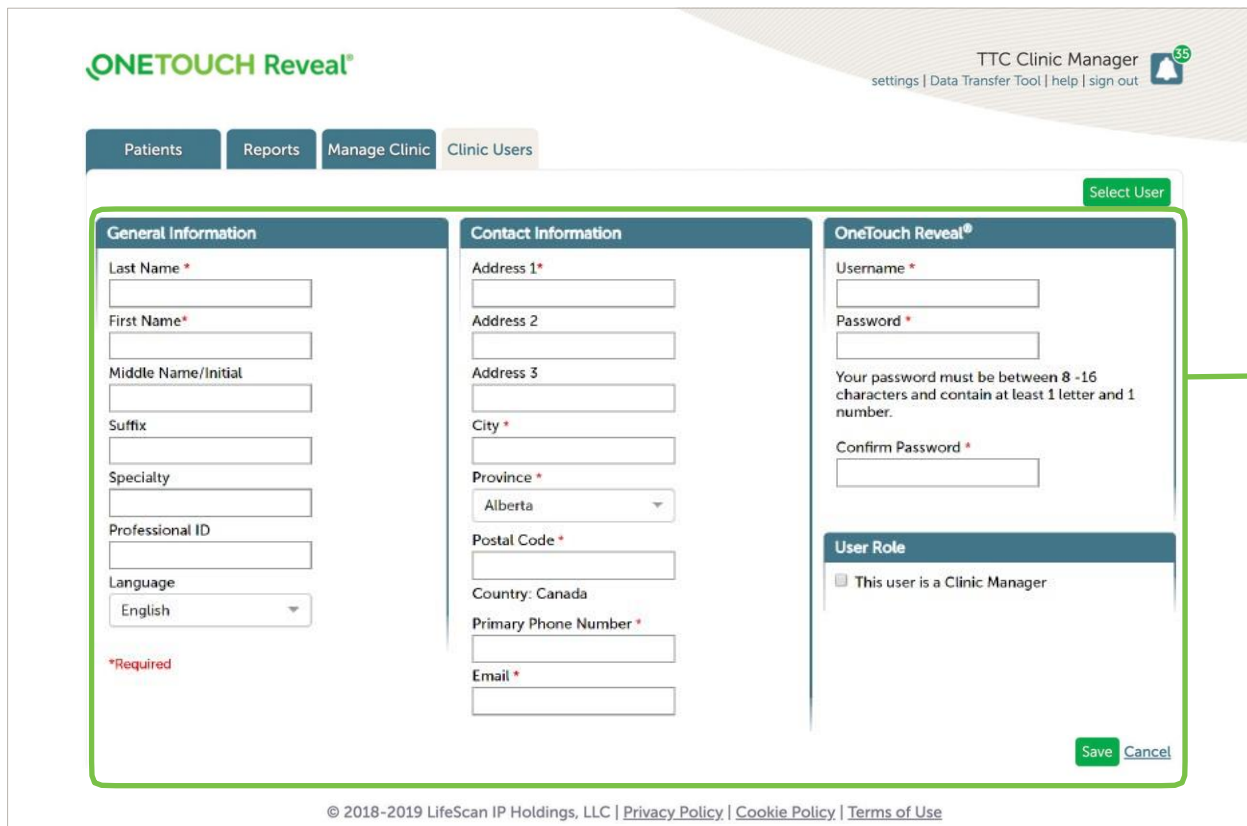
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# Add a Clinic User or Clinic Manager



Only **Clinic Managers** can add new **Clinic Users**:

1. Click on **Clinic Users** tab
2. Click on **Add User**



New Page will open:

1. Add General Information for user
2. Add Contact Information for user
3. Add Username and Password for user
4. Check box under **User Role** if new user is a Clinic Manager
5. Click **Save**

# Edit Settings (Print Clinic Code)

## Clinic Managers

**Clinic Managers** set the default settings for the clinic:

1. Click on **Manage Clinic** tab
  2. Click on a sub-tab (i.e. Meter Reports)
- Click **Edit** in right corner
- Make changes
- Click **Save**

### Print Clinic Code:

Can be given to patients to connect their OneTouch Reveal® account to your clinic

## Clinic Users

**Clinic Users** individual settings override the Clinic Manager's settings:

1. Click on **Settings**
2. Click on a sub-tab (i.e. Meter Reports)
3. Click **Edit** in right corner
4. Make changes
5. Click **Save**

Glucose Targets	Meter Reports	Report Options
<p><b>View glucose target ranges for:</b></p> <ul style="list-style-type: none"> <li>• Diabetes Type 1</li> <li>• Diabetes Type 2</li> <li>• Gestational Diabetes</li> </ul>	<p><b>Set defaults for meter patients:</b></p> <ul style="list-style-type: none"> <li>• Which reports print by default</li> <li>• Default date range</li> <li>• Default report on the report screen</li> </ul>	<p><b>Additional report options:</b></p> <ul style="list-style-type: none"> <li>• A view of glucose readings by the time of day in the Logbook Report.</li> <li>• Patterns in patient's glucose data in the Patient Summary Report.</li> <li>• Display glucose and insulin records in the order test(s) were taken or date recorded in the Data List Report.</li> <li>• Graph of glucose, insulin, and carbohydrates intake by time of day for a selected date range.</li> <li>• Displays statistics such as highest, lowest and average glucose values by time of day (Details by Time of Day Report) or by day of the week (Details by Day of the Week Report).</li> <li>• View glycemic control in the current reporting period versus the previous reporting period (patient progress) for a selected date range (assuming data is available) in the Patient Summary Report.</li> </ul>



# Edit a Patient Profile

ONETOUCH Reveal<sup>®</sup> TTC Clinic Manager  
settings | Data Transfer Tool | help | sign out

Patients Reports Manage Clinic Clinic Users

Find a Patient Search Add Patient Filter List

Patient	DOB	Diabetes	Readings/Day	Avg. BG (mmol/L)	<3.9	>10.0	Last Upload	Primary Clinician
Patient_1_Dora	02/17/1965	Type 2	1.6	11.2	0	85	Yesterday	Clinic Manager, TTC

Click the patient's name to edit their profile

Patients Reports Manage Clinic Clinic Users

Brenda Patient 5 (DOB: 6/17/1980) Profile Devices Patient List

**General Information** Edit

Brenda Patient 5  
6/17/1980  
Female  
ID: TTCCAP5

**Contact Information**

Canada

**Language**

Language: English

**Diabetes Management**

I manage my diabetes by:  
I watch my diet and exercise

OneTouch Reveal<sup>®</sup> will personalize tips based on this information.

**Diabetes Care** Edit

Primary Clinician:  
Clinic Manager, TTC

Diabetes Type:  
Type 2 (default)

**Target Ranges**

Before Meal	4.0	7.0	mmol/L
After Meal	5.0	10.0	mmol/L
Overall Range	4.0	10.0	mmol/L
Severe Low	2.8		mmol/L
Severe High		20.0	mmol/L

**Insulin Mentor™**

Activate and set up the Insulin Mentor™ for this patient. Once activated, the Insulin Mentor™ will be accessible in the patient's OneTouch Reveal<sup>®</sup> mobile app.

Prior to activating, be sure your patient can count carbs and calculate an insulin bolus, and discuss adjusting the settings of the Insulin Mentor™ to best suit your patient's needs and abilities.

**Set Up Insulin Mentor™**

**Time Slots Schedule**

Name	Overnight	Before Breakfast	After Breakfast	Before Lunch	After Lunch	Before Dinner	After Dinner	Bedtime
Time	12:00 am - 6:00 am	6:00 am - 9:00 am	9:00 am - 11:00 am	11:00 am - 2:00 pm	2:00 pm - 5:00 pm	5:00 pm - 7:00 pm	7:00 pm - 10:00 pm	10:00 pm - 12:00 am

**Remove Patient From Clinic**

**Remove**

Click on **Devices** to see list and edit (to the right of each device) to change the name of a patient's device. Click save when finished.

**Edit:** Click any of the **Edit** hyperlinks to change the information (General Info, Contact Info, Language, Etc.)

Click **Set Up Insulin Mentor™** to personalize mealtime insulin dose recommendations for your patients.

The Insulin Mentor™ feature is indicated for people with diabetes requiring bolus insulin, age 18 and older. Before use, a physician or healthcare professional must activate the functionality and program the set-up of patient-specific parameters and patients are required to complete a first-use tutorial. An accurate dose recommendation is dependent upon the data that the patient entered into the functionality as well as and the settings their healthcare professional entered inclusive of patient's target blood sugar, insulin-to-carbohydrate ratio, insulin duration and insulin sensitivity.

Click **Remove** to delete a patient profile