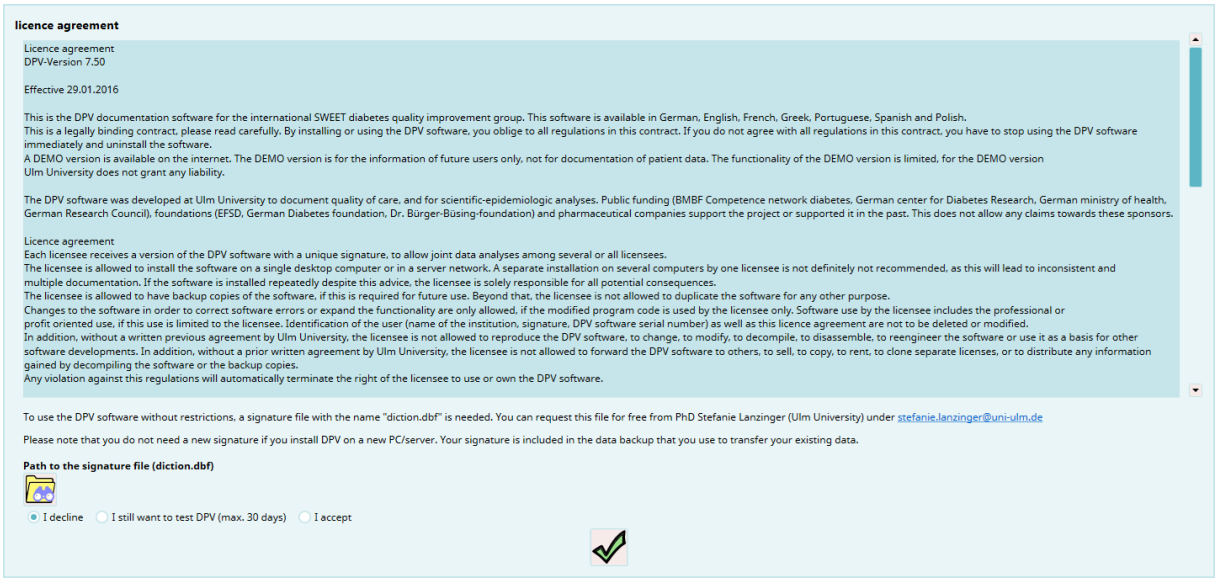
Instruction SWEET-DPV

Key points to remember

1. **regular data backups**
2. **one installation of the database per centre**
   → either one single desktop installation or one server installation with multiple client installations
3. **apply with the local data regulations**
4. **adjust lab units before first data entry**

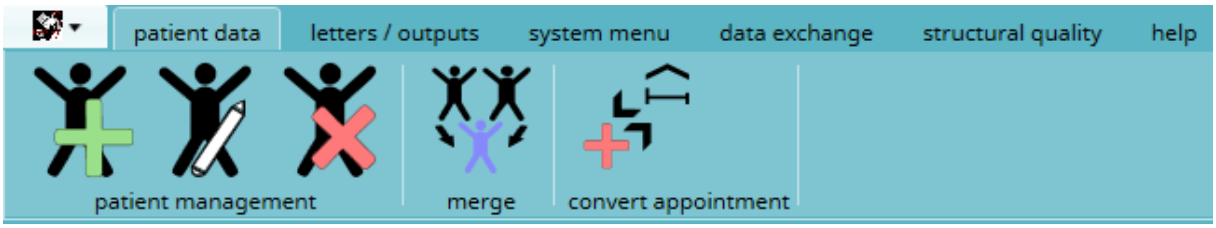
1 Licence agreement

You can import the signature file during the licence dialogue. Please do not try to open the signature file yourself, only SWEET-DPV can handle the file.



2 Patient data

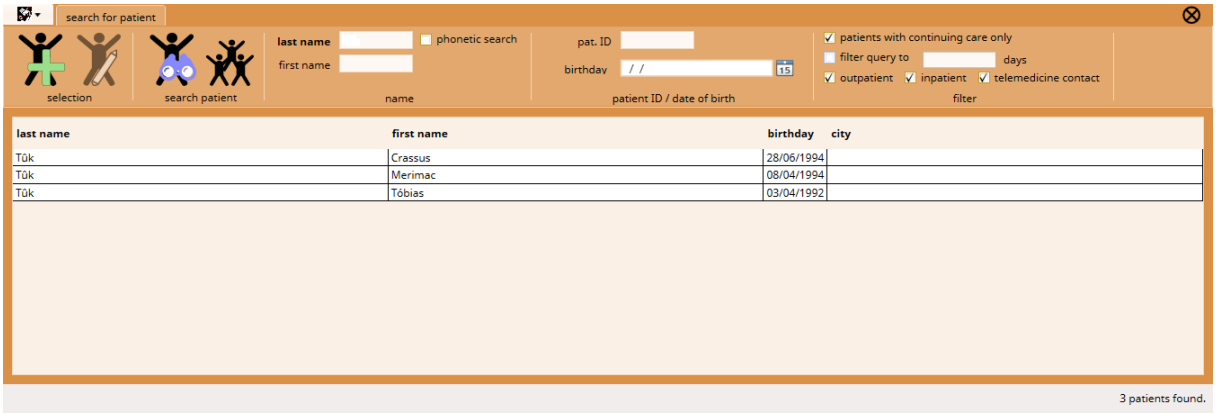
Patient data can be administrated on the first tab of the main menu.



Here you can add new patients or edit existing patients.

2.1 Search for patients

In order to edit a patient, a patient must be selected first. A patient can be chosen out of the list shown below.



Select patient:

It is also possible to search for patients, therefore search criteria can be added in the menu and by clicking on the search button all the matching patients will be displayed in the list.

Search for patient:

Show all patients:

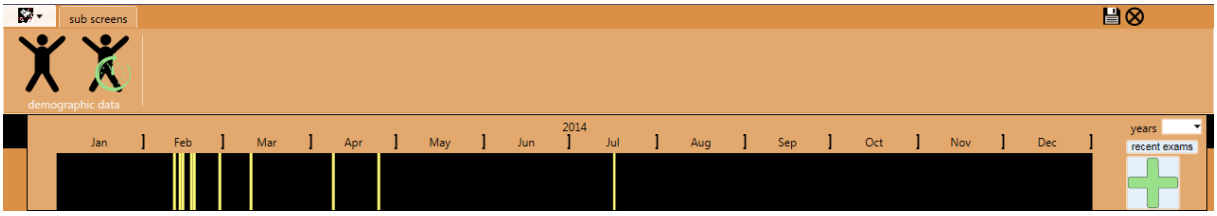
2.2 Patient level data

When a new patient is added or an existing patient is edited, the input mask with the patient level data will be displayed. Here you can enter information about personal data, data of diabetes and other chronical diseases and anamnesis data.

2.3 Visit level data

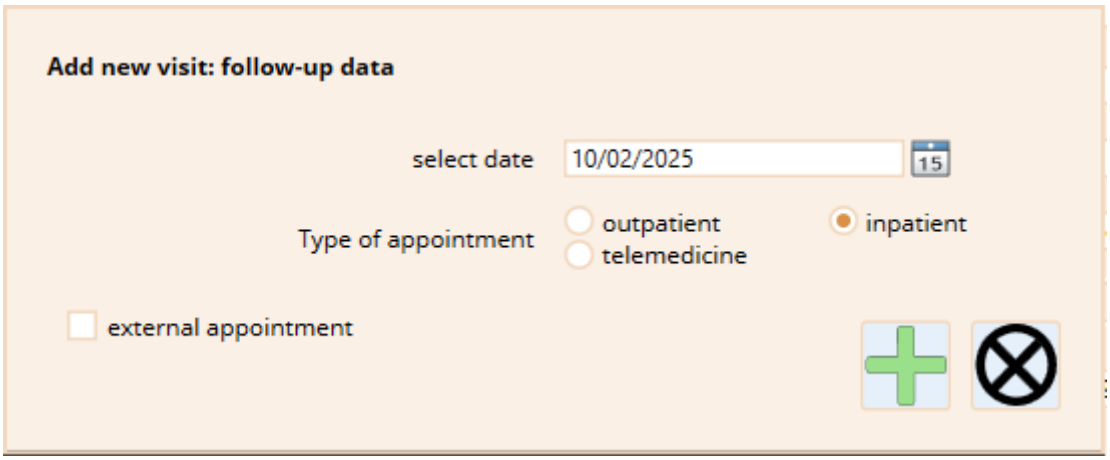
In order to add or edit the visit level data of the SWEET data set, please click on the button which displays a patient with the SWEET logo and a green clock:

After that a timeline appears. The ten latest examinations of the patient are displayed on this time-line. A yellow bar represents an outpatient examination, green bars represent inpatients examinations.

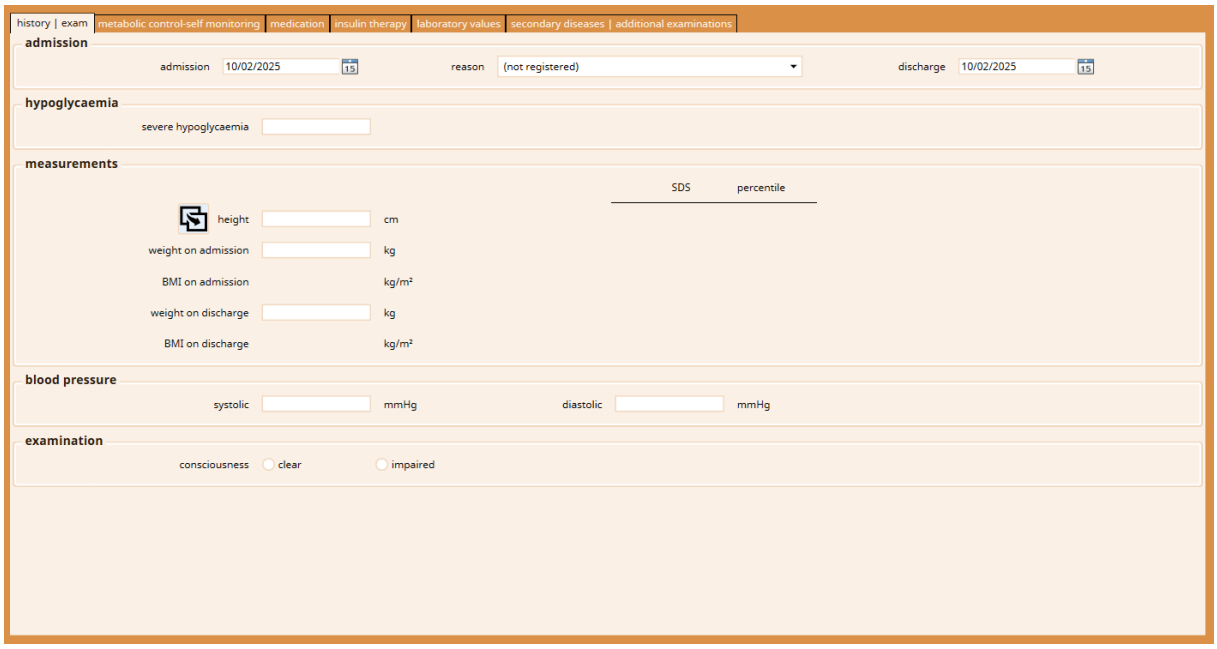


To choose an existing examination, please click on the corresponding bar in the timeline.

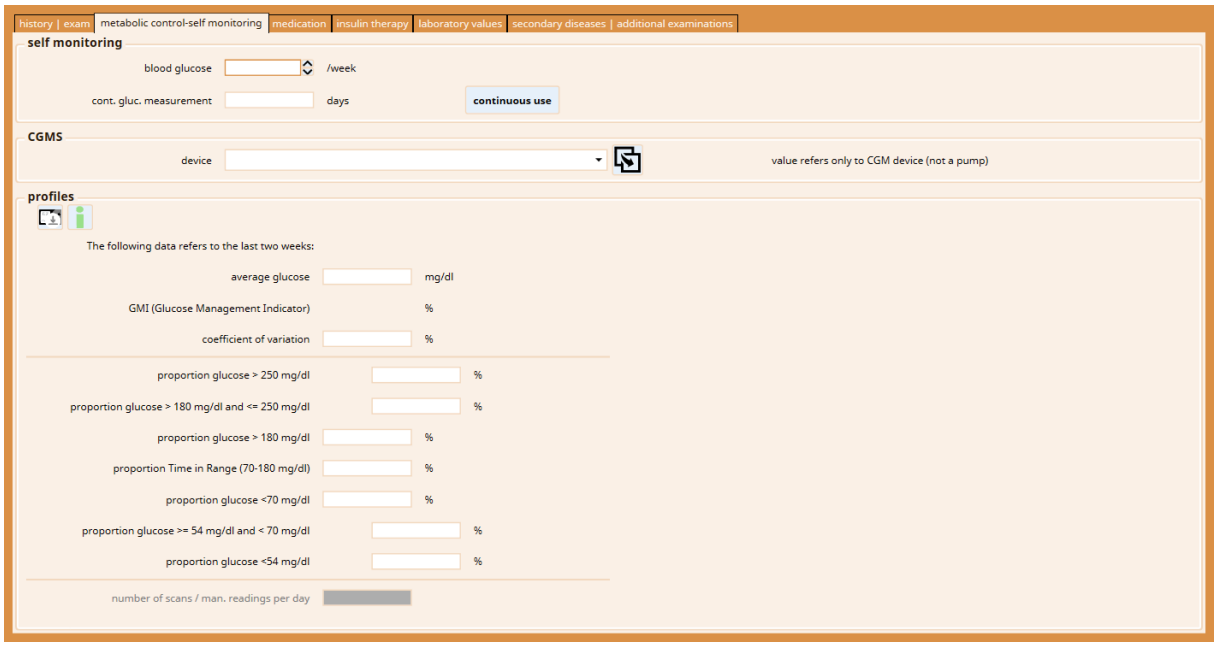
To add a new examination, please click on the "+"-button. When adding a new examination, please provide the date of the follow-up. With the "+" button a new follow-up examination will be added.



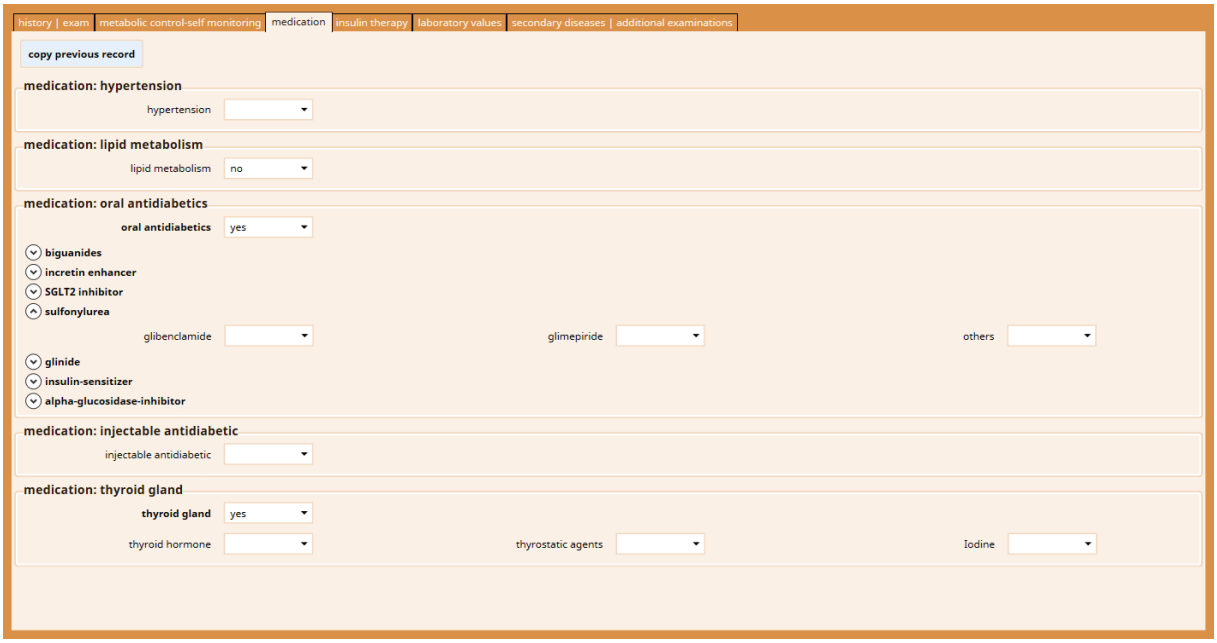
On the tab “history | exam” you can enter the parameters of the patient history and the examination of the patient which are part of the SWEET dataset:



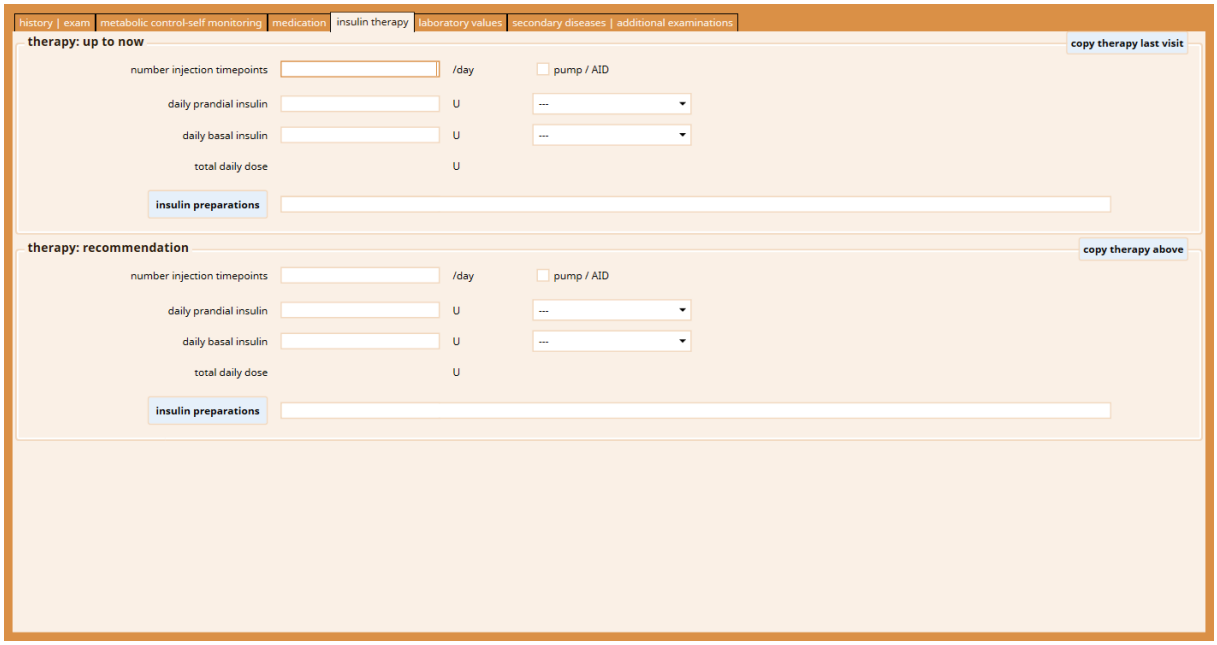
On the tab “metabolic control self monitoring”, you can enter the sensor data. Sensor profiles can be entered manually or can be imported:



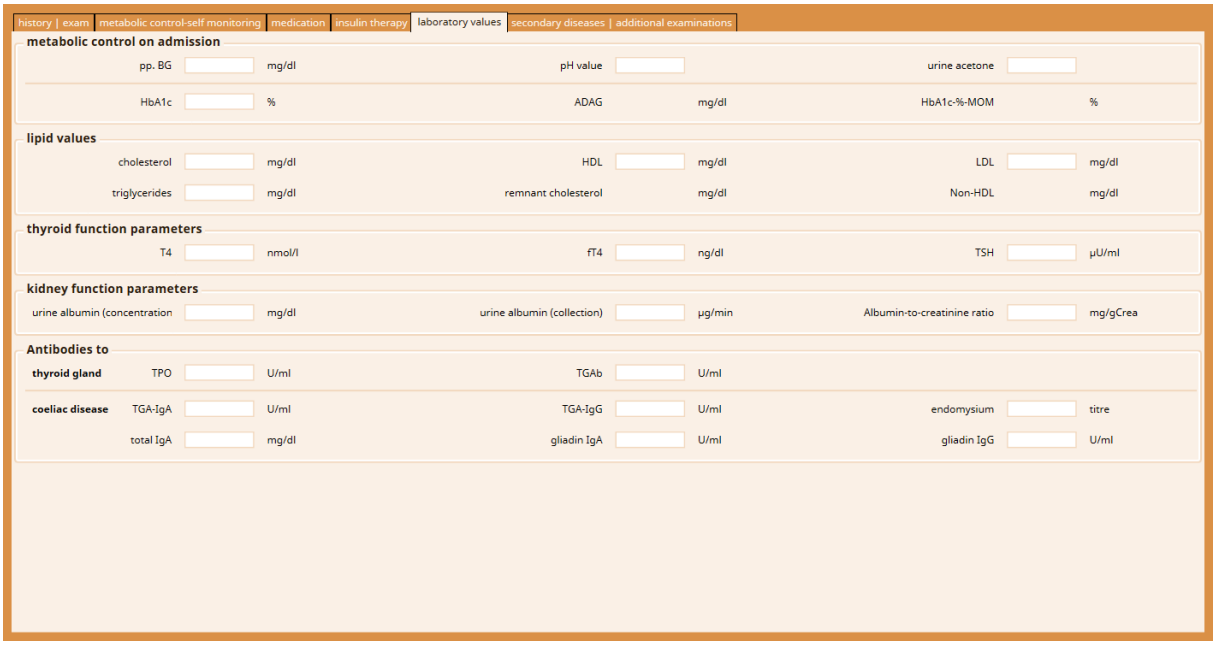
On the tab “medication” the medications included in the SWEET dataset can be entered. When you select “yes” for one of the medications, the correspondent substance group needs to be selected as well:



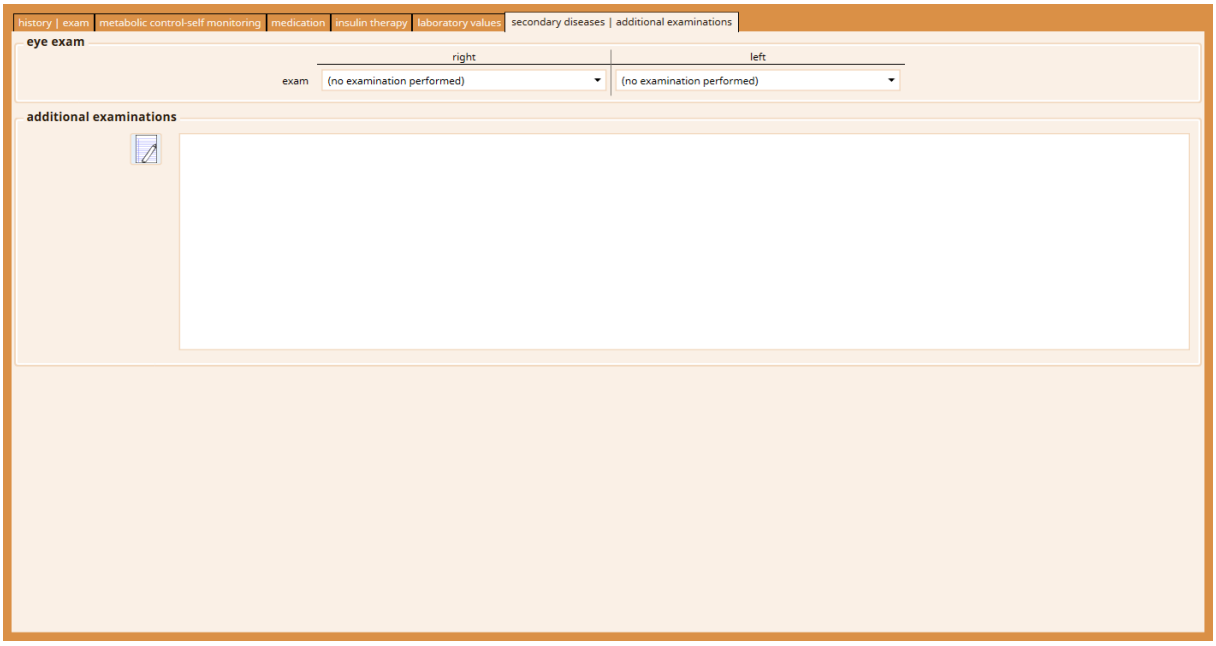
On the tab “insulin therapy” you can enter the parameters of the insulin therapy which are relevant for the SWEET dataset:



On the tab “laboratory values” you can enter every laboratory value which is relevant for the SWEET dataset:



On the tab “secondary diseases” you can enter the results of the eye examination:



2.4 Extended visit level data

In order to add or edit follow-up data with additional parameters, please click on the button which displays a patient with a green clock:

If you want to enter parameters which are not contained in the follow-up data input mask, you can select more specific input masks:

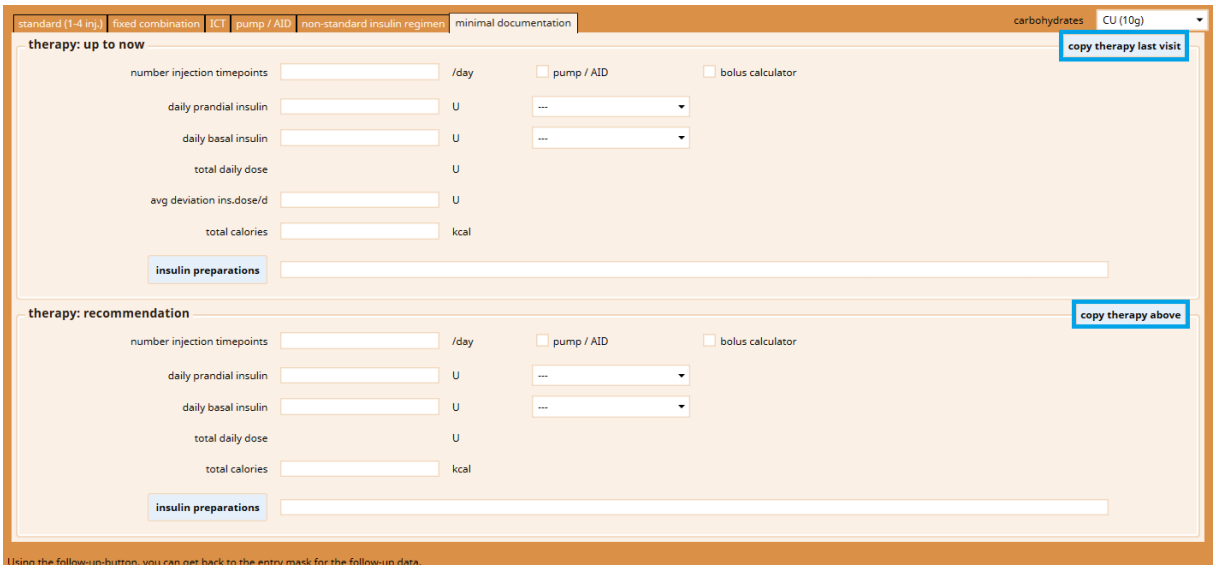
2.4.1 Insulin therapy

The insulin therapy can be documented on the page "Therapy: insulin, nutrition, counselling, others" in the follow-up input mask.

Six different schemes are available, depending on the kind of insulin regimen the patient uses.
The input masks for the different schemes always consist of two parts. The top part contains the entered insulin therapy prior to the visit. The bottom part contains the recommended insulin therapy for the patient.

When entering the insulin therapy, the “average BU” for the “meal insulin / BU” is required, as both entries are essential for calculating the total daily insulin dose.

It is possible to copy the recommended insulin therapy of a prior visit as “insulin therapy up to now” (button “copy therapy last visit”) or to copy the “insulin therapy up to now” as recommended therapy (button “copy above therapy”).



2.5 Save data

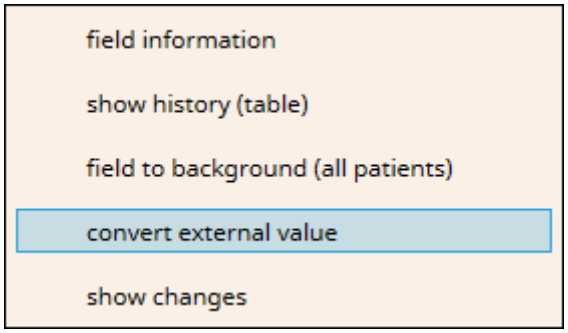
There are two ways to leave the input mask. Either the current data can be saved or the input be canceled. The buttons for saving can either be found on the right side of the menu or on the application menu. To get to the application menu, please click on the DPV-Symbol.

By saving, added/edited data of all input masks of a patient will be saved. By cancelling, all the changes for this patient will be discarded.

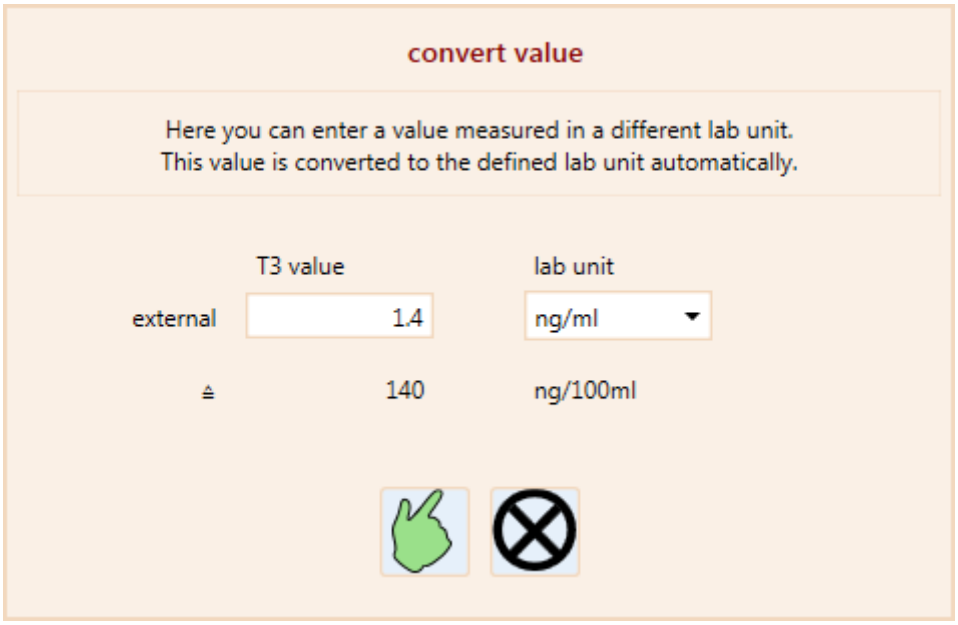
2.6 Context menu

2.6.1 Convert external value

External laboratory values measured in a different lab unit than the defined lab unit in SWEET-DPV can be converted to the defined lab unit. Therefore, please right-click on the respective entry field. A context menu will be shown. To convert the lab value please select ‘convert external value’.



A new mask will be shown. Please enter the value and select the responding lab unit. This value will be converted to the defined lab unit.



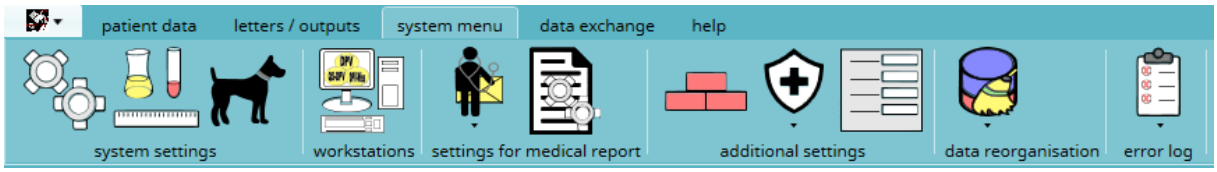
For changing the lab units in SWEET-DPV, please refer to chapter 4.2 Definition of units.

3 Letters / reports

On the second tab of the main menu several outputs can be generated: summaries, patient graphics and a treatment plan.

4 System menu

On the third tab “system menu” of the main menu general configurations of DPV can be set.



4.1 System parameters

Here the settings for the configuration of DPV can be edited. This concerns the settings for the name and the country of the institution and the reference values of the patient graphics.

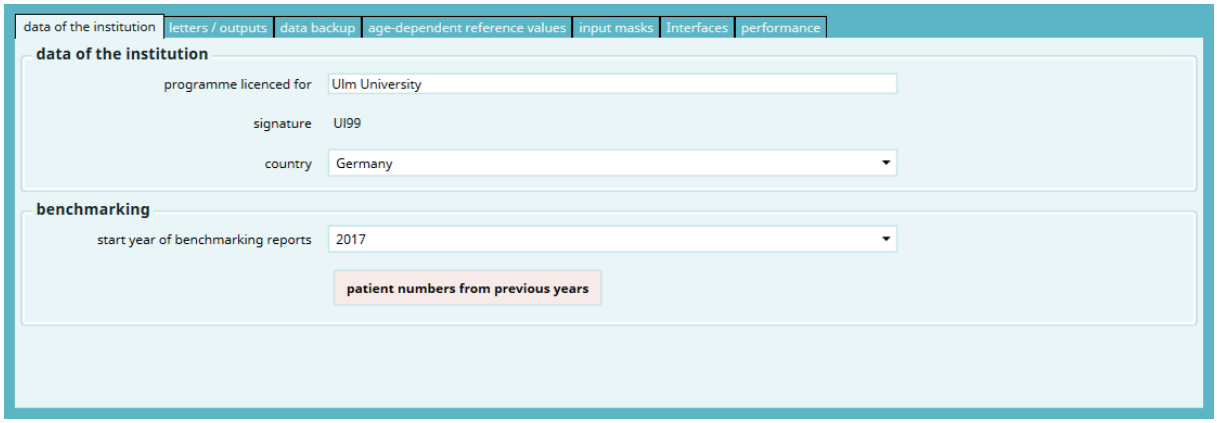
4.1.1 User management

The user management can be accessed from the menu of the system parameters.

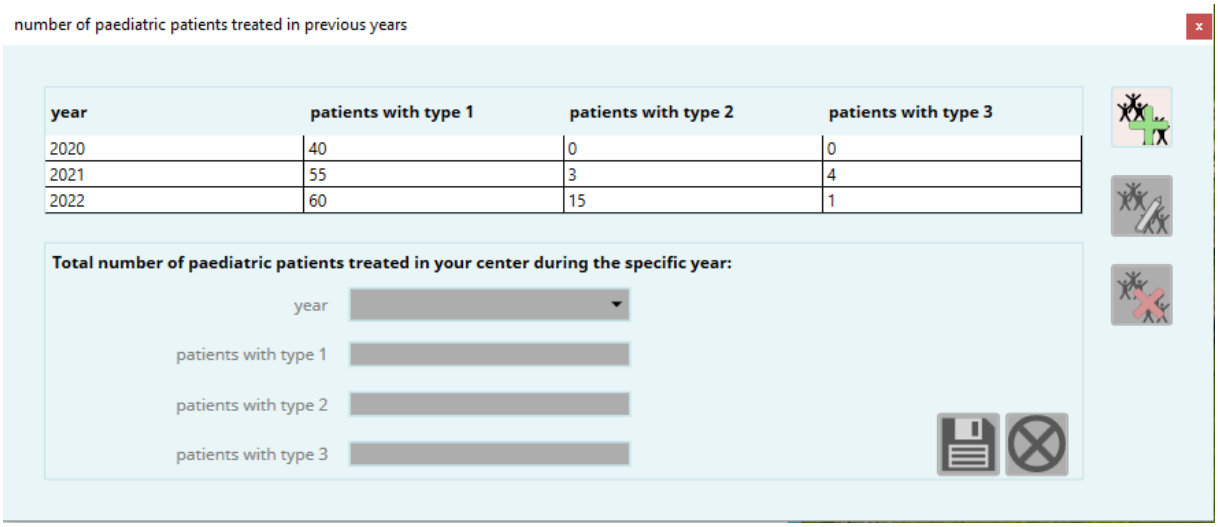
In the user management new users can be added or existing users be edited/deleted.

4.1.2 Data of the institution

Via the tab “data of the institution” you can adjust the name and country of your institution.



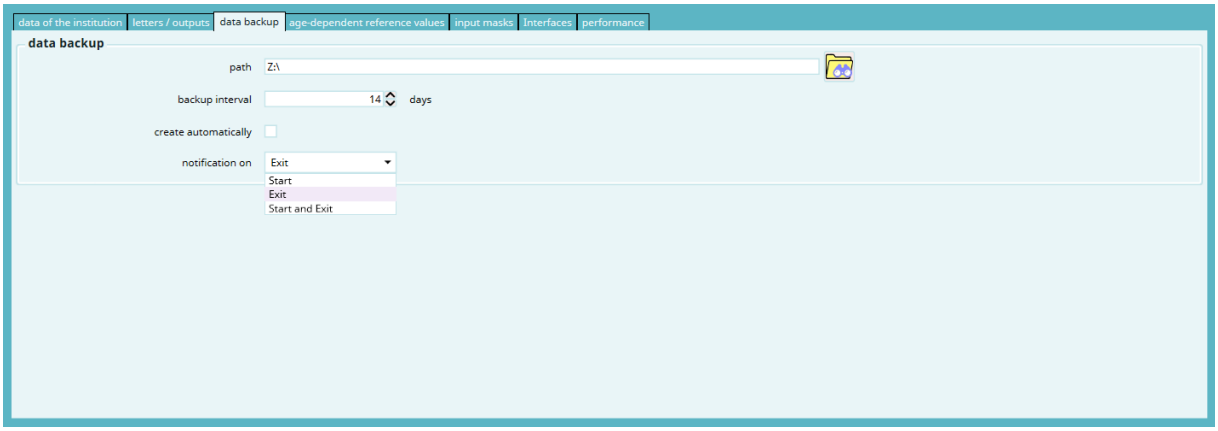
Additionally the number of patients you treat per year can be entered. The number of patients treated per year is part of the SWEET data set.



4.1.3 Data backup

Via the tab “data backup” settings for a regular data backup can be set:

- Directory in which the data backup should be created
- Interval of backup / backup reminder
- Setting whether the backup should be created automatically or if a reminder should be displayed instead
- Timepoint when the data backup should be performed / the reminder should be displayed



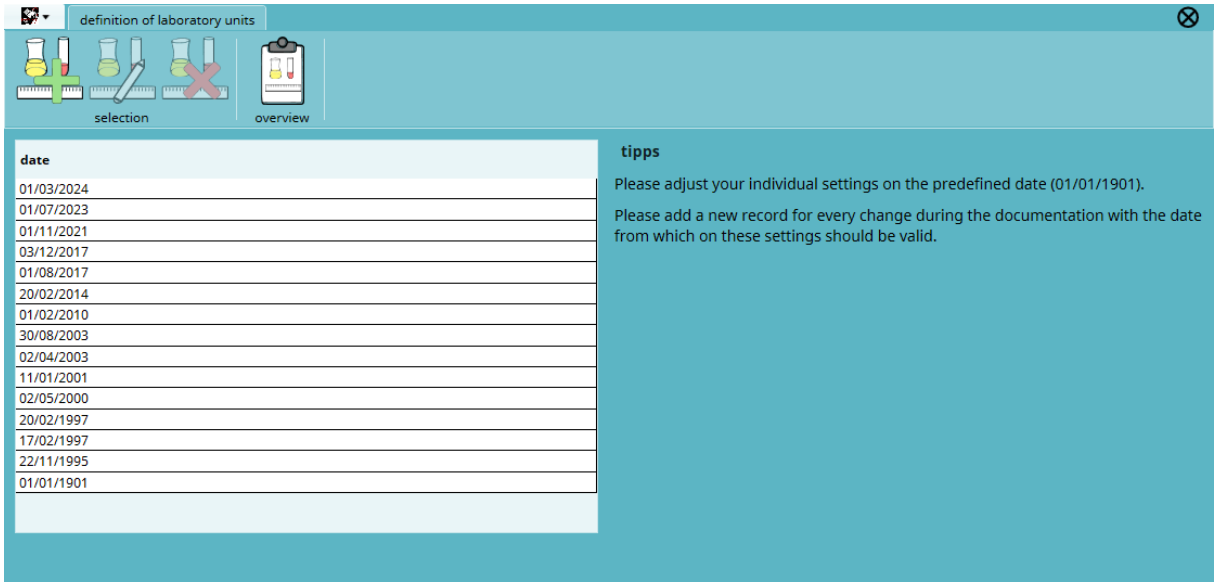
4.2 Definition of units

Here the units used in the institution can be defined.

The predefined definition of 01/01/1901 is already set. When first using DPV, please edit the definition of this date. This entry cannot be deleted.

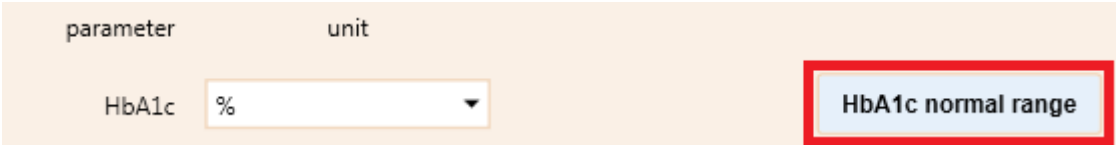
When a unit for a lab value should change in future, a new definition can be added.

Several definitions can be set. DPV uses the definition with the latest date before the date of the respective examination.

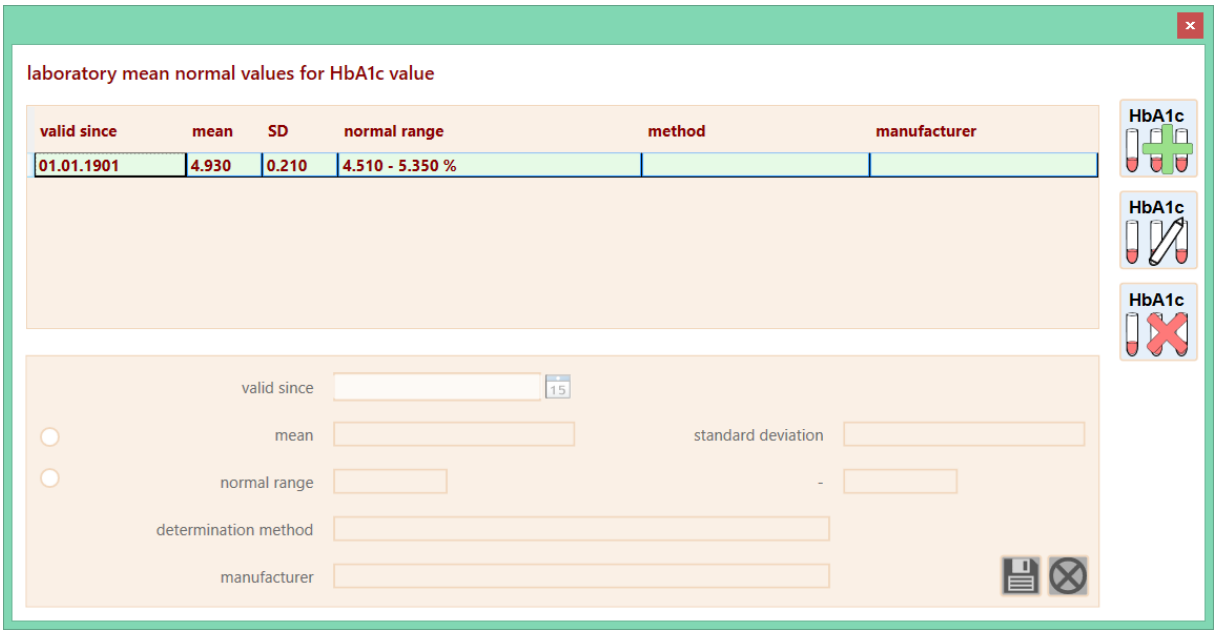


A input mask with five pages containing the predefined units will be shown. If a unit does not match to the unit of the lab, please change the unit.

Additionally, please adjust the normal range for HbA1c. Therefore, please click on the button "HbA1c normal range" while checking the lab units.



In the new input mask the defined normal ranges for HbA1c can be seen. There is again a predefined entry for 01/01/1901. A new normal range should only be added when the lab changes something in the measurement of HbA1c.

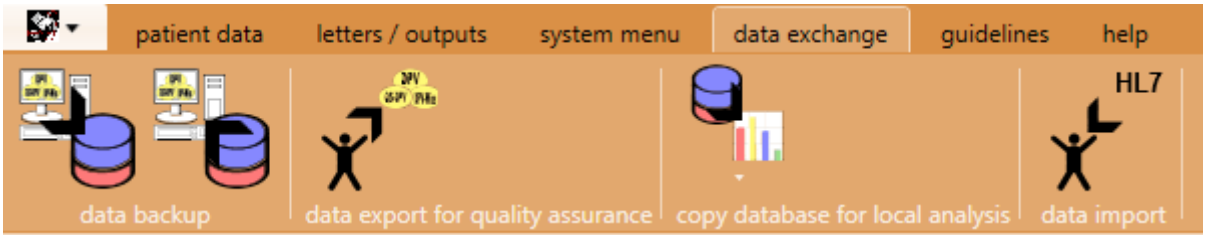


If the predefined normal range does not correspond to the normal range of the lab, please select the entry for 01/01/1901 and click the button.

Then the normal range for HbA1c can be changed. Please click the save button to save the data. Please close the input mask with the "X"-Button, when finished.

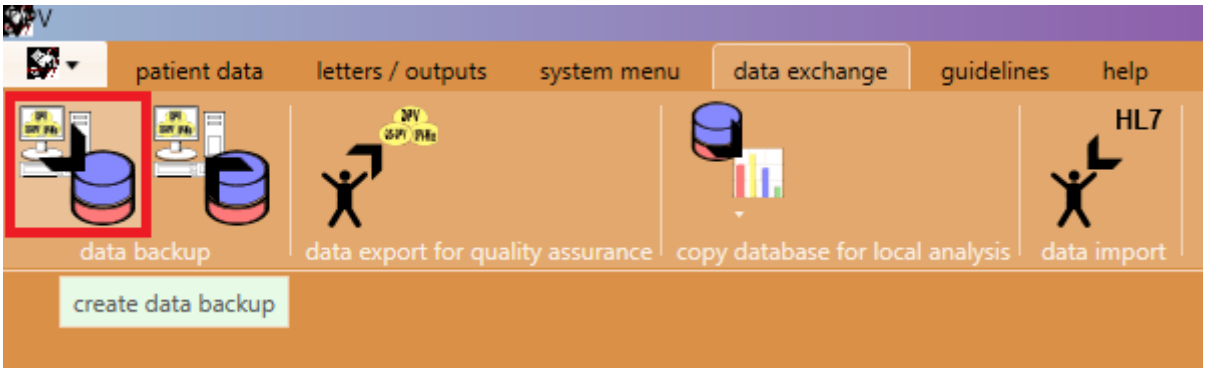
5 Date exchange

Here data can be saved and restored and the anonymized export for quality assurance can be done.



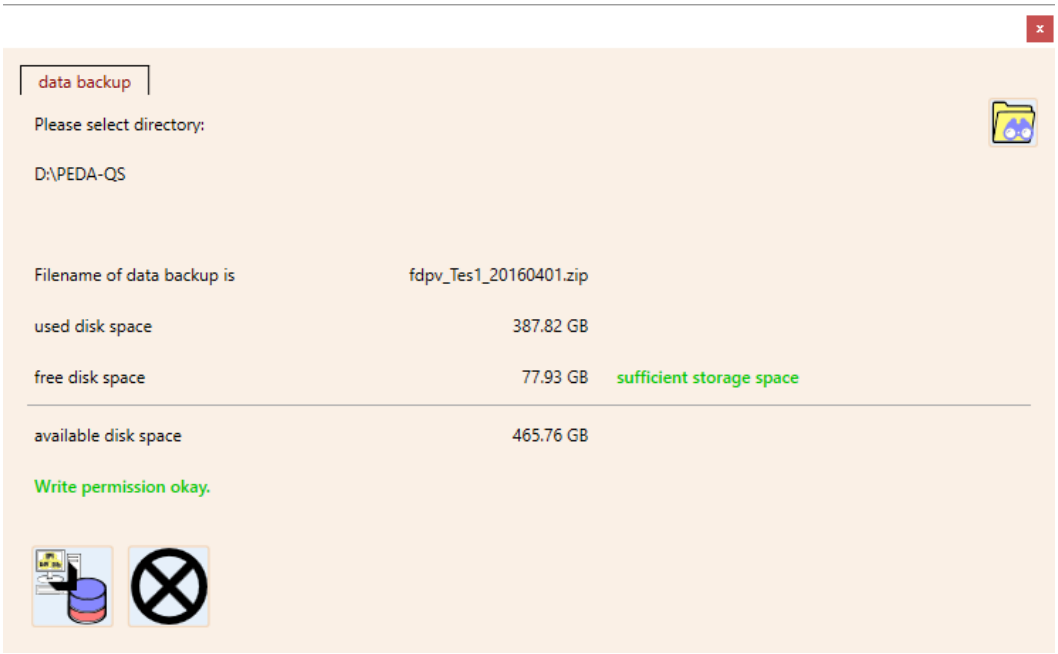
5.1 Data backup

To protect your data, we recommend to perform data backups on a regular basis. Especially before an update to a new version a data backup is important, as in case of an error the data can be restored.



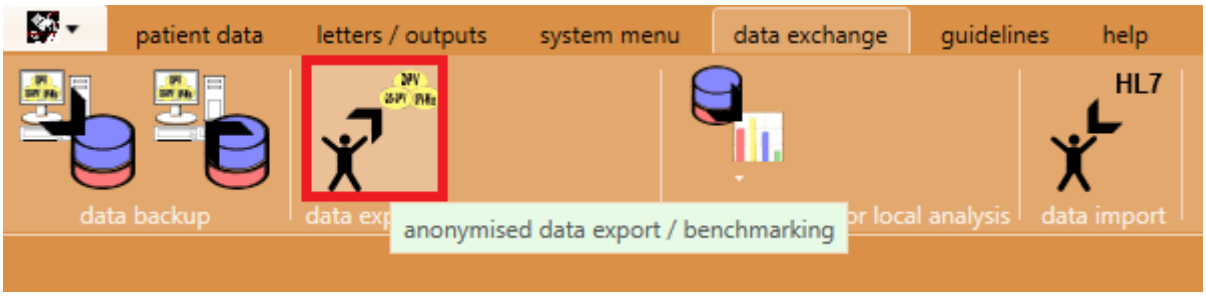
The directory for the data backup can be selected using the button with the folder symbol. The archive with the saved data will be written in this directory.

We recommend to use a directory on another physical device (e.g. USB, CD, etc.) than the installation folder.



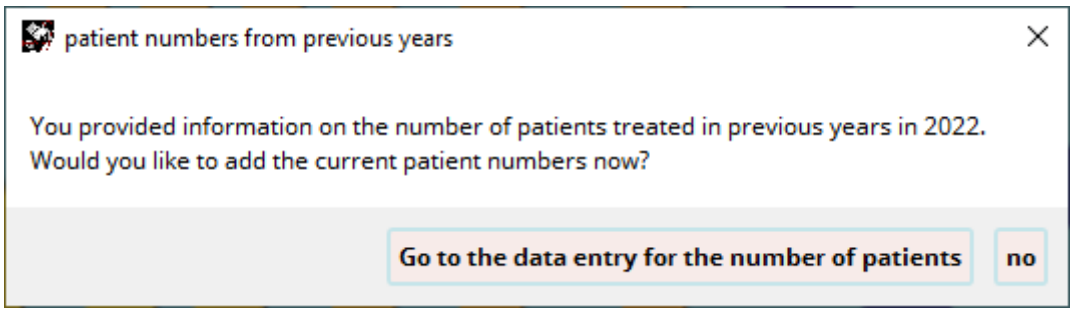
5.2 Data export for quality assurance

In order to transfer your data for the SWEET validation report and the SWEET benchmarking, please click on “anonymized data export / benchmarking”:



5.2.1 Patient numbers from previous years

If you haven’t entered the number of paediatric patients treated per year, a message appears which reminds you of doing so.

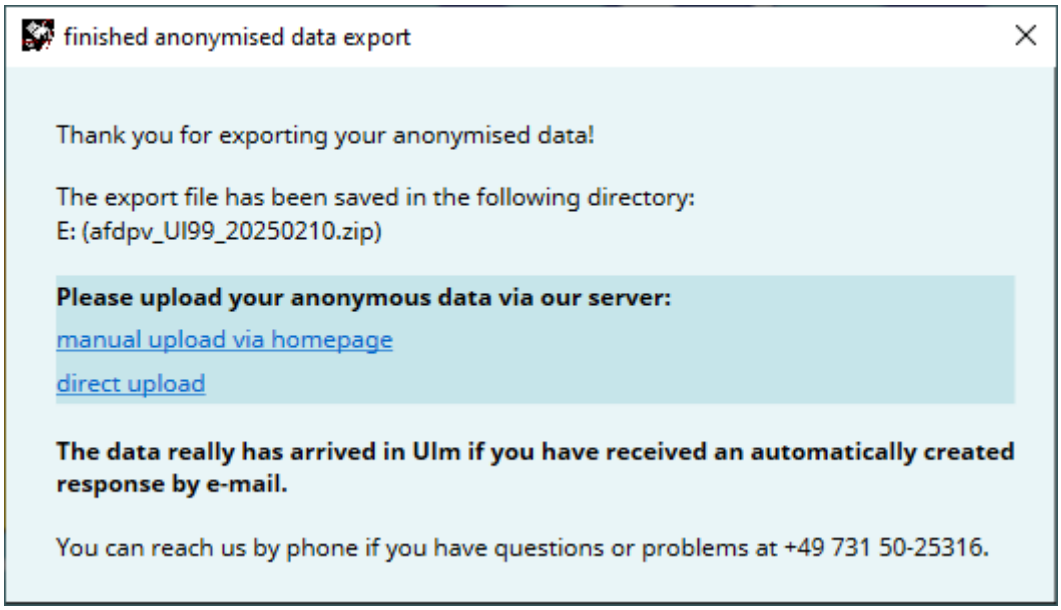


5.2.2 Creating export file

With this export a ZIP-file is created. This ZIP-file can be sent either via e-mail or the file can be uploaded via our homepage.

5.2.3 Uploading export file

After the export file is created, you can either upload the data manually via our homepage (https://sweet.zibmt.uni-ulm.de/uploadSweet/) or upload the data directly via SWEET-DPV:



6 Help

Via the tab item “help” you can get information about your SWEET-DPV installation, contact persons for software import and information on updating SWEET-DPV. You can also save the error log in case of problems with SWEET-DPV.