|  |
| --- |
| elysiumtest.gif |
| ASET Pathology System |
| System User Guide |
|  |
| **Geoff Spring** |
| **2/19/2013** |

|  |
| --- |
| This document is the User Guide manual to be used by both new and experienced users of the ASET Pathology System. |

Introduction

ASET is the current release version of the elysium.net Laboratory Information Management System (eLIMS). ASET is designed to fulfil the data processing needs of Pathology laboratories both human and veterinary. The system is robust and easy to use and has been successfully implemented in a variety of laboratories over the past fifteen years.

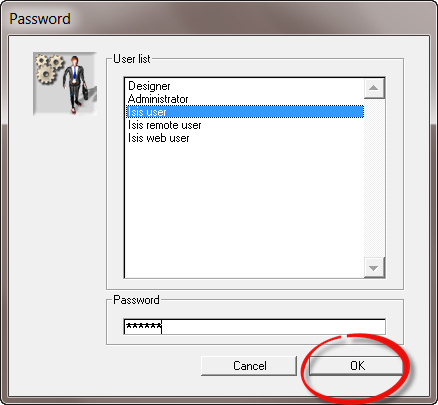
ASET supports all major pathology disciplines and specific customer customisation is readily accommodated.

# Overview

ASET is available as either a single-user version or a client/server based multi-user version that can run on either Windows™ or Macintosh™ based personal computers. The single-user and multi-user versions are identical in use and both provide facilities to cope with all the major Pathology disciplines – Biochemistry, Haematology, Transfusion, Microbiology, Histology and Cytology. The system supports interfaces to a wide range of analytical instruments and we are able to develop new interfaces to any instrument that support host computer interfacing. Analyser interfaces may be run on any workstation, including the stand-alone version and each workstation can support multiple machine interfaces such that a single-user version is fully capable of running a small laboratory making ASET one of the most cost effective Pathology systems available on the market.

General

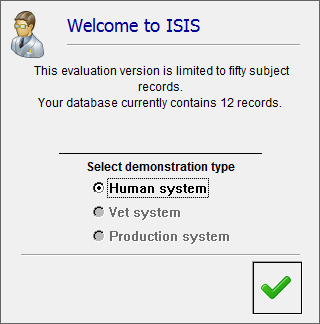
# System Log-on



The initial ASET screen allows access to the correct level of the system. For most users this will be as an ‘ASET user’. The ‘Designer’ and ‘Administrator’ levels allow access to carry out tasks that are necessary for the control and running of the system. The ‘ASET remote user’ and ‘ASET web user’ levels allow access to users who are not using an ‘in house’ version of ASET.

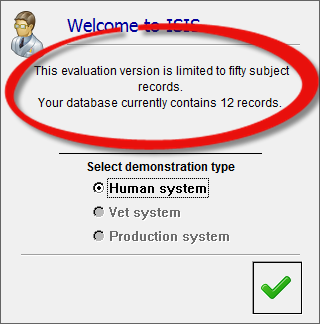
The user must then enter the password that has been supplied by the System Administrator and either press the ‘Enter’ key or click on ‘OK’.

Once this has been done the user must select which version of the ASET system they require.



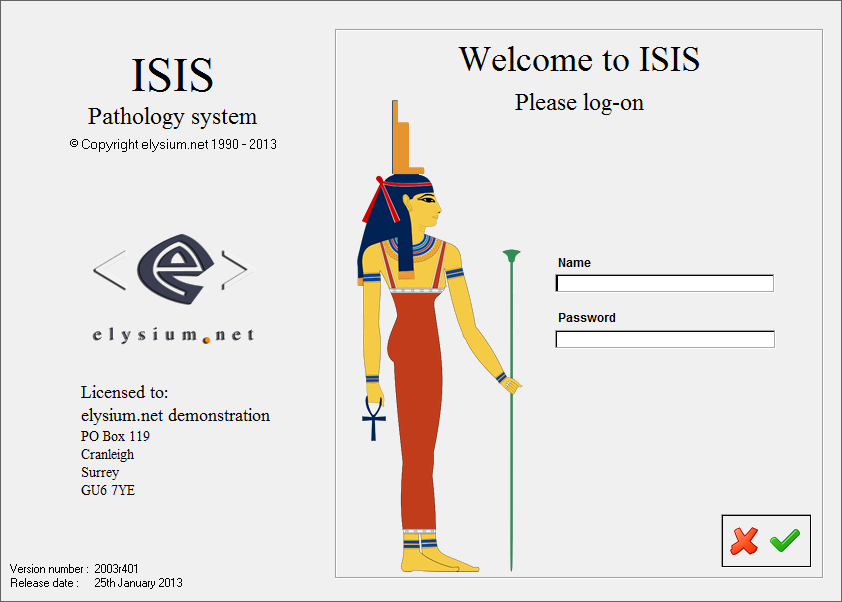
ASET can be run not only in laboratories that test human samples but also in veterinary laboratories testing animal samples and production laboratories testing materials, foods and liquid samples.

This screen also has space for text to inform the user of any special conditions. For example, if running the demonstration version, the user is limited to the number of records that are allowed to be entered. This screen will also show how many records have been currently added.



If this number is exceeded, the user will be prompted to delete existing records in order to carry on using the demonstration system.

The next screen allows the user to enter their unique user id and password.

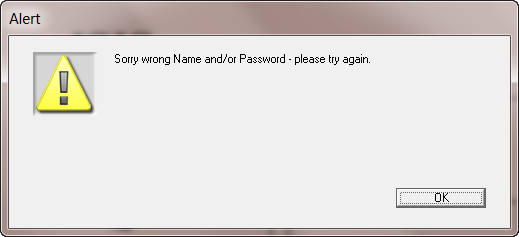


The user id will be supplied by the system administrator, along with an initial password. In order to maintain system security, the user should then change this given password to something that only they know. The system will ask the user to change their password on a regular basis. Once a particular password has been used, it will not be allowed to be re-used again. As a general rule, the system should not be left logged on when the user is away for a prolonged time. This prevents unauthorised personnel accessing the system.

 Click to accept the entered user id and password

 Click to exit from ASET all together.

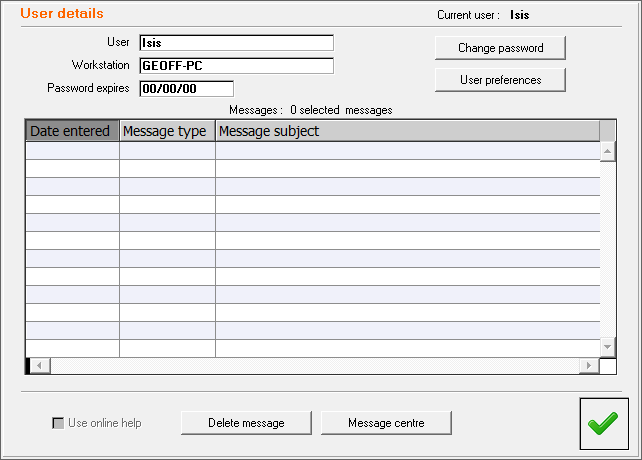
If an invalid user id and/or password is entered, the user will get the following message:



Once a valid user id and password have been entered the system gives the user access to the “User Details” screen.

# User Details Screen

It also shows any messages that have been sent via the internal ASET message facility. This is useful to send messages that are relevant to the user when they are logged in to ASET. It could be used to make the user aware of, for example, a change of priorities for that day or ask them to contact their line manager before they process any patient data. \*\*Reword

The screen shows the user id, the workstation id and when the user’s password is due to expire. (The password is NOT displayed on this screen.)

This returns access to the Main ASET screen.

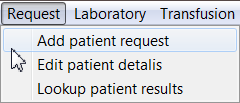
# Menus

The system’s functionality is controlled via a series of menus.

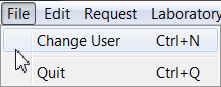
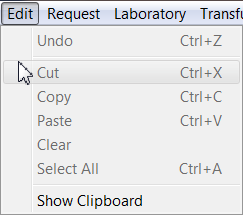
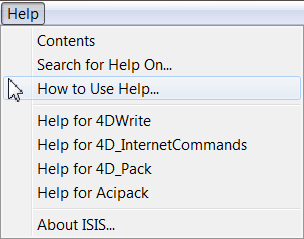
These menus are split into separate function groups which can be accessed in one of two different ways. The option can be accessed directly by selecting the picture button on the menu itself or by using the equivalent option on the menu bar at the top of the screen.



This gives a drop-down menu with all the equivalent options on it.



There are additionally other functions that can be accessed via the Menu Bar options.

As can be seen from the above, some functions can also be accessed using the Control key (Ctrl).

\*\* Will add more detail on the Help functions later!!

# Standard Buttons

\*\* Move to earlier

Many of the screens used by ASET, use a standard set of control buttons whose function is the same throughout the system.



 Deletes the current record

 Displays the first record in the current selection

 Displays the previous record in the current selection

 Displays the next record in the current selection

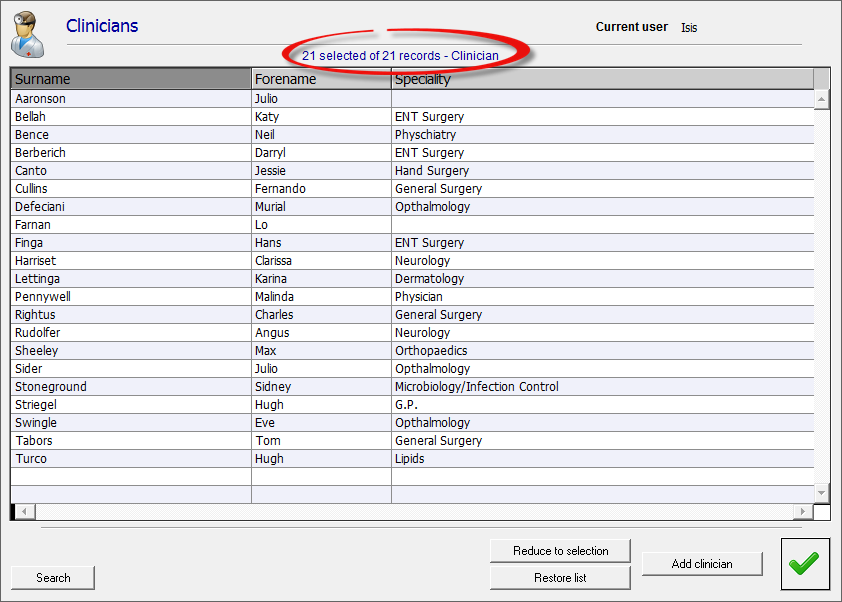
 Displays the last record in the current selection

 Cancels the current details and exits the current screen

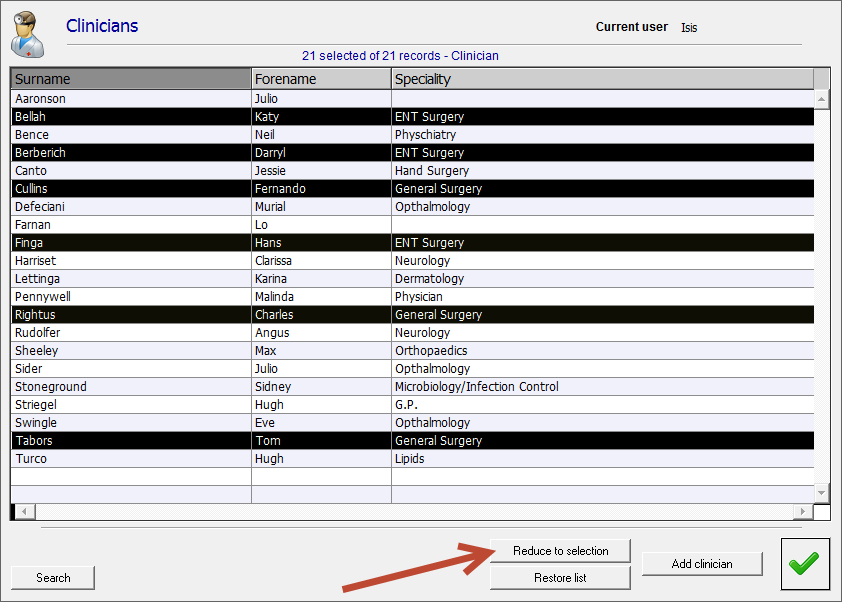
 Accepts the current screen

# Record Selection

When you enter a list screen, such as the Clinicians screen below, it gives you all of the records.

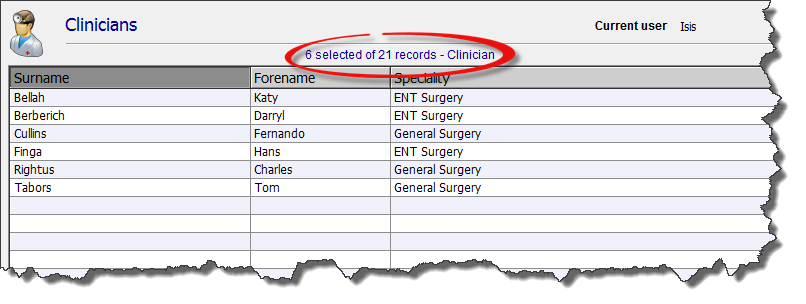


In this case it shows a list of all the 21 Clinicians that are on the system and they all fit on just one screen. It may be that there are 21,000 Clinicians or more and these may be tricky to handle. In this case you can reduce the selected records to a more manageable number.



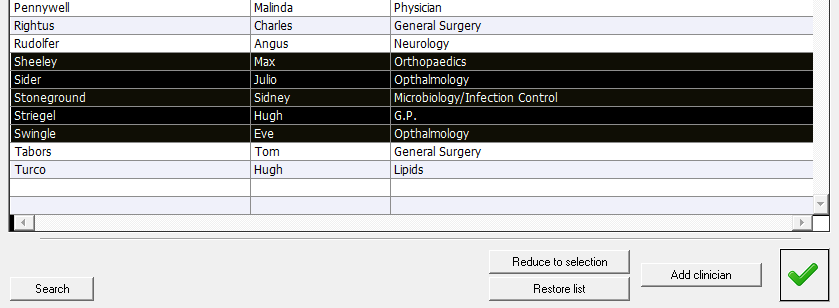
If, say, you were only interested in the Clinicians who specialize in ENT Surgery or General Surgery, you can select those records, keeping the Ctrl key depressed and then select the ‘Reduce to selection’ button.

This will then just list those Clinicians that have been selected.



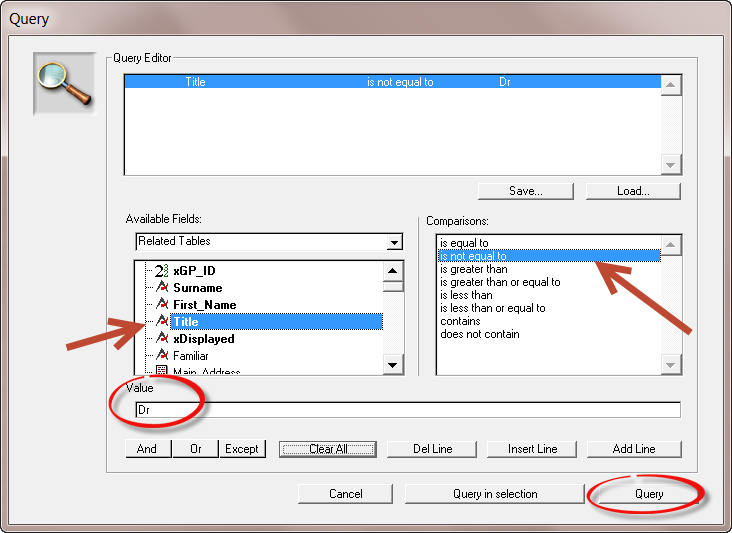
By using the ‘Restore list’ button you can return to the full list of 21 records.

If you wanted to select all Clinicians that begin with the letter ‘S’, then you can position the cursor on the first record and holding down the Shift key move the cursor down to the last required record.



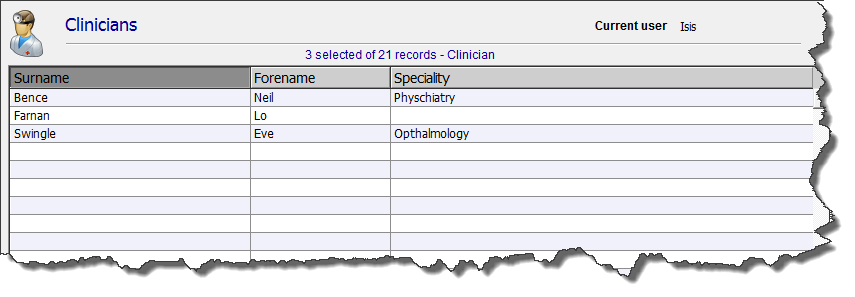
‘Reduce to selection’ will then give a list of the 5 Clinicians who’s surname begins with ‘S’.

The user can also use the ‘Search’ button to reduce the selection.



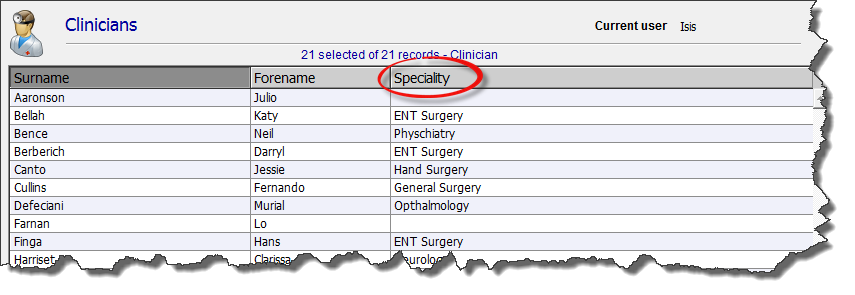
In the above example the user is wanting to select all the clinicians whose title is not ‘Dr’.

By choosing ‘Title’ as the field to test, ‘is not equal to’ as the comparison and ‘Dr’ as the value to test for, it will reduce the selection to the required records by taking the Query option.

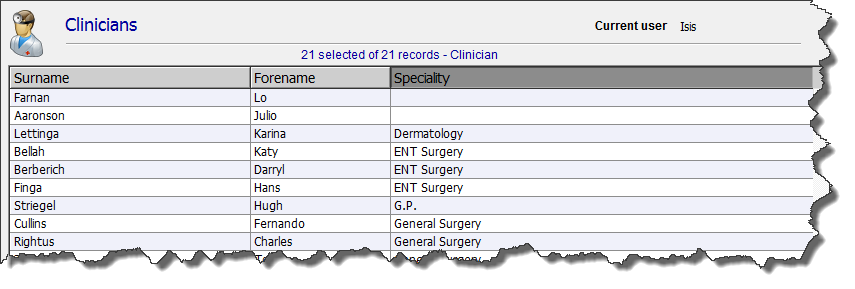
\*\* not sure if this needs more explanation!!

# Sorting Record Selection

When you have a large number of records in your selection, it can be difficult to pick out a particular record, or group of records that you are interested in. By sorting the list in a different order can make this easier.



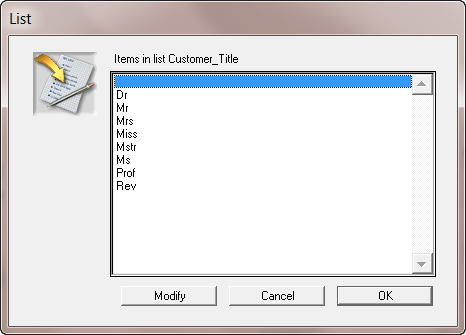
By clicking on a particular column heading, the selection will be presented in that sequence. So by clicking on the column heading ‘Speciality’, it will give you the records in the order of their set area of speciality.



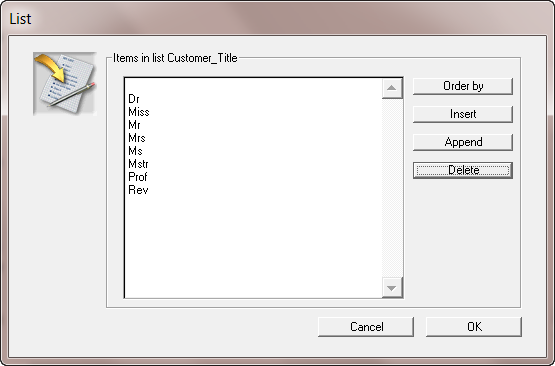
The user could then, for example, reduce the selection to the ENT Surgery specialists and then sort them by forename.

# Title Selection

When entering personal details (either a clinician or a patient), the ‘title’ is selected from a list.



The user can then select the correct title. However, the list shown above is quite short and may not cater for all the possibilities that are required. Similarly, if all the possibilities were included, the list would be extremely long and it would make a very simple task unnecessarily complicated. To overcome this, ASET allows the user to add to or modify this list.



Main Screen



# Request

The test request screen is where the patient demographics, sender details and test  
details are entered into the system. The actual request entry screen can be designed to  
a customer’s own specification.(??) The diagnostic test request entry screen is the point at which requests for tests are entered into ASET. All requests are assigned to a customer, this allows for individual billing of all requests either to the customer, directly to the patient or to a third party. When entering patient details by either hospital/reference number or by surname, ASET will automatically search the database for a match and if found, will list the patients for you to choose the correct one. Once selected, all patient and customer demographics will be updated. If no match is found, a note will appear saying ‘No Match’and the user will need to enter the demographics in full.