

Pocket SIMS

User Manual

Version 2.0

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Software download available

The latest version of Pocket SIMS is available for download from our website at http://www.flantech.net/sims_download.html. A password is required in order to install the download; please contact technical support for more information.

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Installation

This chapter describes the hardware and software requirements and provides the instructions for installing the Pocket SIMS software to your PC and handheld device.

Hardware and Software Requirements

To use the Pocket SIMS software you will need a personal computer and a handheld device that meet the requirements listed below.

Device requirements:

- Windows Mobile 5.0, or Windows Mobile 6.x operating system. Not compatible with non-touchscreen operating systems such as Windows Mobile 5.0 for Smartphone and Windows Mobile 6 Standard.
- 12-15 MB available program memory

System requirements:

- SIMS version 4.5 or later (desktop version, see [website](#) for requirements)
- ActiveSync 3.5 or later on Windows XP; Windows Mobile Device Center on Windows Vista/7.

Installing Pocket SIMS

IMPORTANT: If you are running a previous version of Pocket SIMS, any Pocket SIMS data currently on your handheld will be lost after installing this version. Any handheld data that has not been synced with the desktop should be synced before continuing.

1. Install Pocket SIMS.

- Before installing Pocket SIMS, ensure your device is connected to your desktop computer, and that you can synchronize your device using ActiveSync (on Windows XP) or Windows Mobile Device Center (on Windows Vista/7).
- Download the Pocket SIMS installation file using the link provided in your email.
- Run the installation file and enter the password (also provided in your email) when prompted.
- During installation you will have to opportunity to select the destination folder for the installation. It is **not** necessary that you install Pocket SIMS to the same location as the desktop version of SIMS. **NOTE: If installing a new version of Pocket SIMS you should choose the same destination folder as the previous installation.**
- While installing, you may be prompted to install application files to your handheld device. Please click **Yes** when prompted.


- Windows Mobile 5 devices may display a “program is from an unknown publisher” message during installation. You may safely answer **Yes** if prompted.
- Windows Mobile 6.5 devices may display a message indicating “a later version of the .NET Compact Framework is already installed”. This message can be safely dismissed by clicking **OK**.

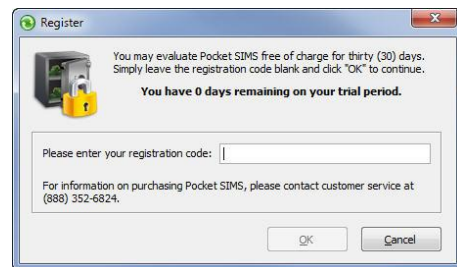
2. Start the desktop version of SIMS.

- If installation was successful, you will notice a new button on your SIMS toolbar. This is the button you’ll use to sync your SIMS data between your desktop and handheld device.

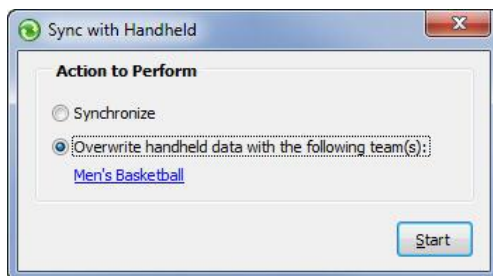


3. Register Pocket SIMS

- Click the  button on the SIMS toolbar. If you have not previously registered SIMS, you will be asked to enter your registration code.
- If you do not have a registration code, you may evaluate Pocket SIMS for thirty (30) days free of charge. Just leave the registration code blank and click **OK**.



4. Send data to handheld



- Connect your handheld device to the computer.
 - Select the *Overwrite handheld data* option and click the link to select the teams you want to send to the handheld.
 - Click the **Start** button to begin transferring your data to the device.
- *Note: In general, you’ll use the Synchronize option rather than the Overwrite handheld data option when transferring data between your desktop and handheld. Please view the Synchronizing Data section for more details.*

Pocket SIMS Basics

This chapter describes the basic procedures for operating Pocket SIMS on your handheld. These instructions assume you are familiar with the methods of navigating and inputting data using your handheld device. If you need help with basic input and navigation procedures, please consult your handheld user manual.

Opening the Pocket SIMS application



- Once installed, click the **Start** menu and select **Programs**.

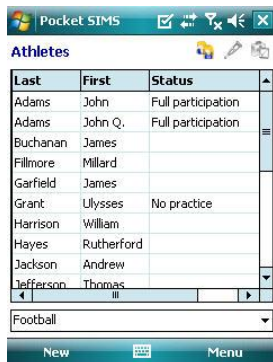
- In the **Programs** window you'll see a new Pocket SIMS shortcut. If necessary, use the scroll bar on the right to view all available shortcuts. Tap the shortcut once with the stylus to open Pocket SIMS.



- On some Windows Mobile 5 devices, you may receive one or more “program is from an unknown publisher” messages the first time you run Pocket SIMS. Click **Yes** if prompted.

Navigating the main Pocket SIMS screens

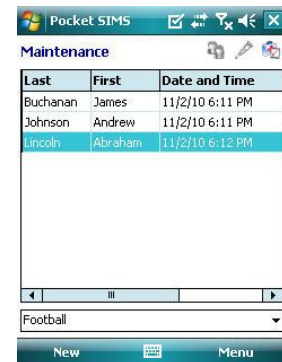
The three main Pocket SIMS screens are: *Athletes*, *Injuries* and *Maintenance*. These three screens correspond to the *Athletes*, *Injuries and Illnesses*, and *Injury Maintenance* screens of the desktop version of SIMS. Each time you open Pocket SIMS you will start from the Athletes screen.



Athletes screen



Injuries screen



Maintenance screen

To navigate between the three screens, tap the appropriate button at the top of each screen. The following are descriptions of the available navigation buttons.



Athletes

The *Athletes* screen displays the last name, first name and participation status of each athlete currently on the roster of the selected team.



Injuries

The *Injuries* screen displays the last name, first name and description of each injury and problem that was open at the time of the last sync. Injuries created on the handheld will also be displayed.



Maintenance

The *Maintenance* screen displays the last name, first name and date/time of each maintenance procedure added from the handheld. Note: each time you sync this section all data will transfer to the desktop and the handheld will start over with no records.

Selecting the active team

If you sync multiple teams to your handheld, use the drop-down list at the bottom of any of the main Pocket SIMS screens to change the active team.



Adding records

New records can be added by using the



button found at the bottom-left corner of each of the three main screens.

- To add a new athlete, navigate to the **Athletes** screen and tap the **New** button.
- To add a new injury or problem, navigate to the **Injuries** screen and tap the **New** button. You will be prompted to select either *Injury/Illness* or *Problem* for the new record type. You will then be prompted to select an athlete, which is done by tapping the athlete's name, then tapping **Select** at the bottom-right of the screen.
- To add a new maintenance record, navigate to the **Maintenance** screen and tap the **New** button. You will be prompted to select an athlete, which is done by tapping the athlete's name, then tapping **Select** at the bottom-right of the screen.




Editing and viewing records


To edit or view an existing record, simply tap the name listed on the record you want to open. If you tap a record listed on the Athletes screen, you will edit an athlete record. If you tap a record listed on the Injuries screen, you will edit an injury record. If you tap a record listed on the Maintenance screen, you will edit a maintenance record.

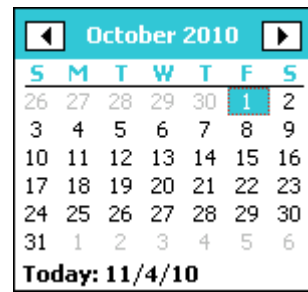
Searching for records

From each of the three main screens, you can quickly locate a record by typing the first letter of an athlete's last name. This also works from the athlete selection screens, when adding new injury or maintenance records.

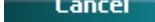


Date and time fields

On screens with date fields, use the  arrow to the right of the field to invoke the date selection window.

For time fields , tap the part of the time (hours/minutes) you want to change, then use the arrows to the right to increase or decrease the value.



Saving records

When adding or editing records, use the    buttons at the bottom of the screen to save or discard your changes.

Deleting records

Records can be deleted from each of the three main screens, by tapping and holding down on the athlete's name. After holding for a second or so, a Delete menu option will appear. It is important to note that **any record deleted from the handheld will also be deleted from desktop SIMS during the sync operation.**

The Athlete Record

This chapter explains the features and limitations of the athlete record.

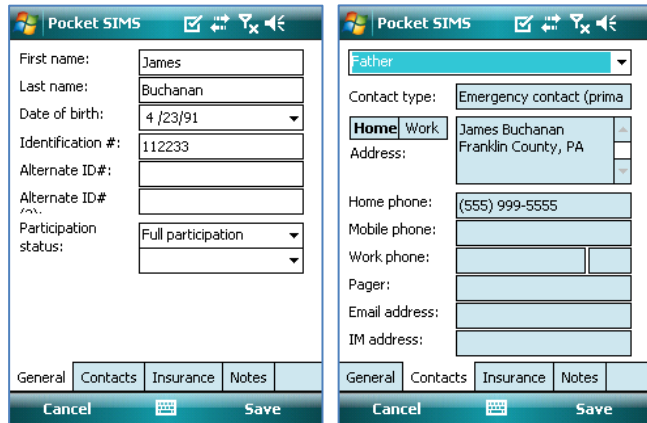
To navigate the athlete record, tap on the  tabs.

Editing the athlete record

The **General** tab allows you to enter or make changes to the athlete's name, date of birth, identification numbers and participation status.

The **Contacts** tab allows you to view the contact information for the selected athlete.

- Use the drop-down list to select the contact you want to view.
- The **Home** and **Work** buttons will toggle the display of home and work addresses.
- Contacts are for reference only and cannot be modified using your handheld device.

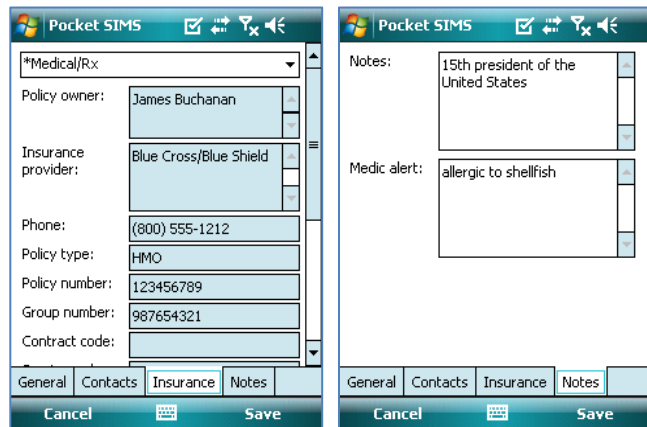


The first screenshot shows the **General** tab with the following fields: First name: James, Last name: Buchanan, Date of birth: 4/23/91, Identification #: 112233, Alternate ID#: (empty), Alternate ID# (empty), Participation status: Full participation. The second screenshot shows the **Contacts** tab with a dropdown menu set to 'Father'. It includes fields for Contact type: Emergency contact (prima), Home/Work toggle, Address: James Buchanan, Franklin County, PA, Home phone: (555) 999-5555, Mobile phone, Work phone, Pager, Email address, and IM address.

The **Insurance** tab allows you to view the details of any insurance policies recorded for the selected athlete.

- Use the drop-down list to select the policy you want to view.
- Insurance policy information is for reference only and cannot be modified using your handheld device.

The **Notes** tab allows you to view the athlete's notes and medic alert information.



The first screenshot shows the **Insurance** tab with a dropdown menu set to '*Medical/Rx'. It includes fields for Policy owner: James Buchanan, Insurance provider: Blue Cross/Blue Shield, Phone: (800) 555-1212, Policy type: HMO, Policy number: 123456789, Group number: 987654321, and Contract code. The second screenshot shows the **Notes** tab with a text area containing '15th president of the United States' and a Medic alert field containing 'allergic to shellfish'.

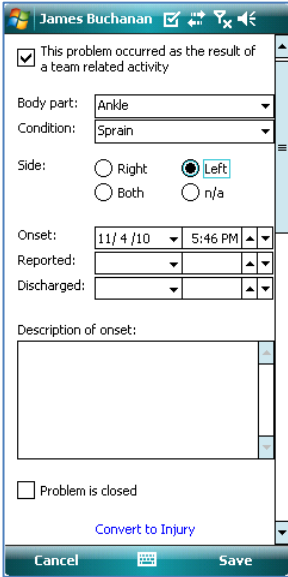
The Injury Record

This chapter explains the features of the injury record.

Working with *Problem* records

Problems are a quick way to record minor injuries that do not result in time loss (see the desktop SIMS manual for more details). Fields involved in recording a *problem* are the team related activity designation, body part, condition, side, onset date and time, date/time reported by athlete, date/time the problem was discharged, description of onset and whether the problem is closed.

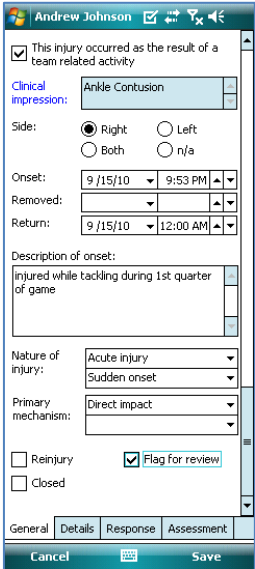
The [Convert to Injury](#) link allows you to convert a *Problem* record to an *Injury/Illness* record. *NOTE: The conversion cannot be reversed.*



Working with *Injury/Illness* records

Injury/Illness records allow you to record an injury with a greater level of detail.

Use the [General](#) [Details](#) [Response](#) [Assessment](#) tabs to navigate the injury/illness record.



The **General** tab fields include the team related activity designation, clinical impression (the injury description), side, onset date and time, date/time removed from participation, return date and time, description of onset, nature of injury, primary mechanism, reinjury designator, flag for review designator and whether the case has been closed.

- Use the [Clinical impression](#) link to select a clinical impression. For more details on selecting clinical impressions, please see the inset on the following page of this manual.

Locating and Selecting Clinical Impressions

Two methods are available for locating clinical impressions:

Search

The **Search** tab allows you to filter the clinical impression list by entering a single word, multiple words, or even parts of words to match. For example, you might type in `ant cruc` to show any anterior cruciate injuries. Once you've entered your search expression, click the **Search** button to see the matching clinical impressions on the **Results** tab.

Filter

The **Filter** tab allows you to filter the clinical impression list by selecting a condition, body group and body part. Once you've made your selections, click the **Filter** button to see the matching clinical impressions on the **Results** tab.

The image shows two side-by-side screenshots of the 'Clinical Impression' interface. The left screenshot shows the 'Search' tab with a text input field containing 'ant cruc' and a 'Search' button. The right screenshot shows the 'Filter' tab with dropdown menus for 'Show this condition:' (General trauma), 'For this body group:' (Lower extremity), and 'And this body part:' (Ankle), along with a 'Filter' button. Both screenshots have a bottom navigation bar with 'Search', 'Filter', 'Results', and 'Select' tabs.

From the results tab, tap the desired clinical impression to select it, then tap the **Select** button at the bottom-right of the screen to apply it to the injury record.

The **Details**, **Response** and **Assessment** tabs correspond to the Onset Details, Initial Response, and Initial Assessment tabs of an injury record in the desktop version of SIMS.

The image shows three screenshots of the injury record details for 'Andrew Johnson'. The first screenshot shows the 'Details' tab with fields for 'Activity type:' (Game selected), 'Athlete's position:' (Linebacker), 'Athlete's action:' (Blocking below the waist), 'Team's action:' (Game activities, Kickoff), and 'Activity segment:' (1st quarter/1st 25% of pr). The second screenshot shows the 'Response' tab with fields for 'Seen by:', 'Action taken:' (Removed from play), 'Referred to:' (Physician), and 'Initial response notes:' (referred to doctor for evaluation). The third screenshot shows the 'Assessment' tab with fields for 'Strength:', 'ROM:', 'Stability:', 'Swelling:' (Minor swelling), 'Pain:', 'Functional level:' (90%), and 'Assessment Notes (SOAP):'. All screenshots have a bottom navigation bar with 'General', 'Details', 'Response', and 'Assessment' tabs, and 'Cancel' and 'Save' buttons.

The Maintenance record

Injury maintenance records are used to record follow-up information for an injury, including treatments, rehab, progress notes and assessment information. This chapter explains the features of the injury maintenance record.

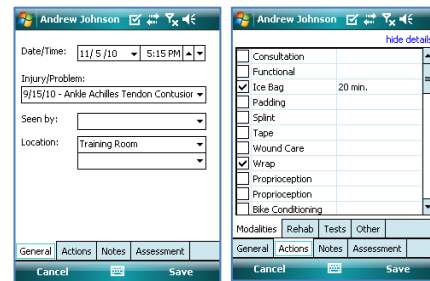
Editing the maintenance record

The maintenance edit screen allows you to enter or make changes to the date and time of the follow-up, the related injury/problem (if applicable), who “saw” the athlete, and the location. This screen will also let you edit the modalities, rehab, tests and “other” checklist entries, as well as the assessment information and notes.

Use the General **Actions** **Notes** **Assessment** tabs to navigate the maintenance record.

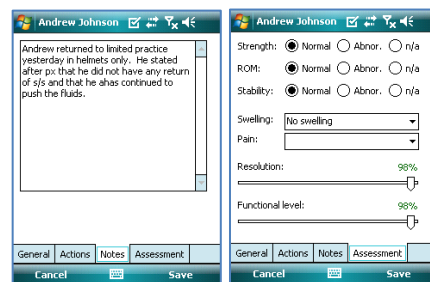
The **General** tab fields include the date and time of the follow-up, the related injury/problem (if applicable), who “saw” the athlete, and the location.

The **Action** tab contains Modalities **Rehab** **Tests** **Other** sub-tabs that correspond to the tabs of the same name in maintenance records in the desktop version of SIMS.



- **Checklist items must be set up from the desktop version of SIMS.** You will see the same checklist items on your handheld as on your desktop version of SIMS. Any changes to the order, default details, etc., of the checklist items must be made from desktop and then synced to your handheld.
- **Use the [show details](#)/[hide details](#) links to toggle the display of additional item details.** Tap the [show details](#) link at the top of the screen if you want to record additional comments for a given checklist item (e.g., the duration of an ice bag treatment). Use the space to the right of each checklist item to record the details.


The **Notes** and **Assessment** tabs correspond to the Notes and Injury Assessment tabs of an injury maintenance record in the desktop version of SIMS.

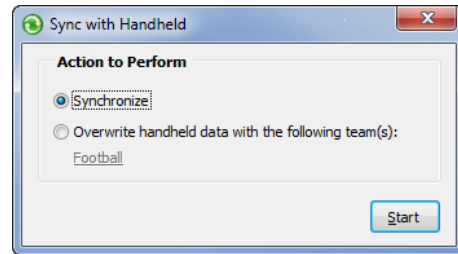


Synchronizing data

In order to keep the information up to date on both your PC and your handheld, you'll want to synchronize your PC with your handheld device. This is done using the Sync with Handheld feature of the desktop SIMS software.

The two Sync methods

To synchronize your PC and Handheld data, open the *desktop* version of SIMS and click the  button from the toolbar. The two available Sync methods for use with SIMS are **Synchronize** and **Overwrite handheld data with the following team(s)**. In most cases you will use the first choice: **Synchronize**.



The **Synchronize** method

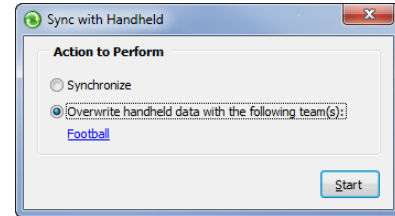
The Synchronize method will compare the athletes, injuries and maintenance records on your PC and handheld, and will update both with the most current information. Refer to the chart below to see the effect of the Synchronize method on different types of input. Note that *desktop* refers to the desktop version of SIMS.

Action	Result
Added from handheld	Record will be added to desktop
Added from desktop	Record will be added to handheld
Added from both handheld and desktop	If the same record is added from both the handheld and desktop, you will end up with a duplicate entry on both the handheld and desktop
Modified on handheld	Modifications will be applied to the desktop record
Modified on desktop	Modifications will be applied to the handheld record
Modified on both handheld and desktop	The modifications made to the <i>most recently modified</i> record will be applied to the least recently modified record
Deleted from handheld	Record will be deleted from desktop unless the record was modified from the desktop more recently than it was deleted from the handheld.
Deleted from desktop	Record will be deleted from handheld unless the record was modified from the handheld more recently than it was deleted from the desktop.
Exception	To decrease the duration of the sync operation, maintenance records are not sent to your handheld during a <i>Synchronize</i> sync. In other words, maintenance records can be added from the handheld but, once synced, will be added to the desktop and removed from the handheld.


The *Overwrite handheld data* method


The *Overwrite handheld data with the following team(s)* method will overwrite the data on the handheld with the data on the desktop version of SIMS.

- **Any existing SIMS data on the handheld will be lost.** Before the desktop data is written to the handheld, all handheld SIMS data will be erased. If you have any SIMS data on the handheld that you want to keep, sync using the *Synchronize* method before using this option.
- **Select this option if you need to put a new combination of teams onto your handheld.** Use the blue link to select the new teams. Remember that all current information should be synchronized before choosing this option.



Initiating the Sync Process

To synchronize your PC and Handheld data, open the *desktop* version of SIMS and click the  button from the toolbar. Make sure your handheld is connected to the desktop and that the Pocket SIMS application is not running. Select the sync method you want to use, then click

. The ***Sync with Handheld*** window will disappear once the sync operation has completed.