

# **SIMS for the Palm**

## **User Manual**

**Version 2.0**



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## Software download available

SIMS for the Palm software is supplied on a CD-ROM disc. If you do not have access to a CD-ROM drive for your computer, you can download the SIMS for the Palm software from <http://www.flantech.net/sfp/simsfortheplm.htm>.

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# Installation

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

## Hardware and Software Requirements

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

### PC requirements

- 200 MHz Pentium-compatible PC
- 10 MB of hard disk space
- 64 MB of RAM
- Microsoft Windows 95/98/ME/2000/XP or Windows NT 4.0
- SIMS (Sports Injury Monitoring System) version 3.0 or later
- Palm Desktop version 3.0 or later

### Handheld requirements

- Handheld using Palm OS version 3.0 or later
- 1 MB of free memory

## Installing to the PC

***IMPORTANT:*** If you are running a previous version of the SIMS for the Palm (SFP) software, any SFP data currently on your handheld will be lost after installation. Any handheld data that has not been HotSynced with the desktop should be HotSynced before continuing.

### To install SIMS for the Palm:


1. Insert installation CD and follow the on-screen prompts.
  - Installation will begin automatically on most computers. If it does not, click the **Start** button and choose **Run...** Then type `D:\SETUP.EXE` in the input box and click **OK**. *Note: If necessary, replace D: with the correct drive letter for your CD-ROM drive.*
  - During installation you will have to opportunity to select the destination folder of the installation. It is **not** necessary that you install SIMS for the Palm to the same location as the desktop version of SIMS. *Note: If you are using a previous version of SIMS for the Palm you will need to install this version to the same location.*
2. Start the desktop version of SIMS.
  - If installation was successful, you will notice a new button on your SIMS toolbar. It is this button you'll be using to HotSync your SIMS data between your desktop and handheld device.

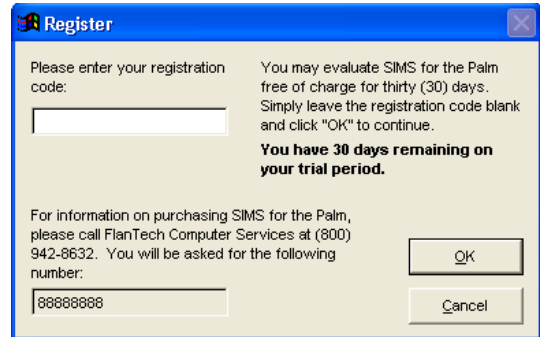


## Installing to the handheld device

**NOTE: If you are installing a new version of SFP please be sure and HotSync before starting the installation process.**

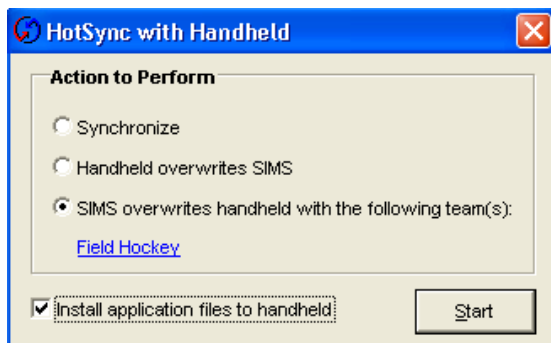
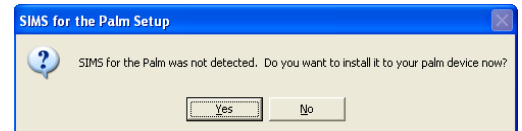
### 1. Register SIMS for the Palm.

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



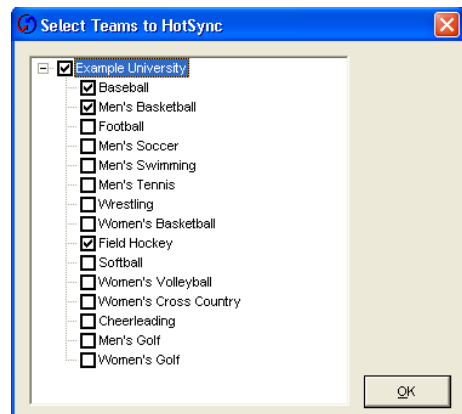
### 2. Initiate installation.

- If you **have not** previously installed SIMS for the Palm to a handheld device, you will be asked if you want to install it now. Answer **Yes!**



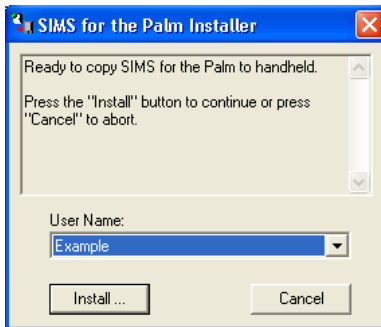
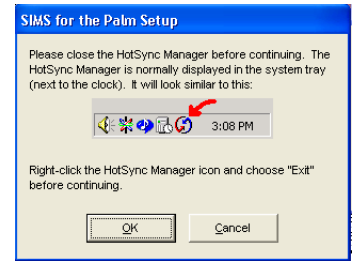
- If you **have** previously installed SIMS for the Palm to a handheld device from this computer, the **HotSync with Handheld** window will be displayed. Select the **SIMS overwrites handheld with this team** option. Then check the **Install application files to handheld** checkbox.

- To select the HotSync team(s), click the blue link on the **HotSync with Handheld** window. In the above example the blue link says [Field Hockey](#). In the **Select Teams to HotSync** window put a checkmark in the box of each team to transfer to the handheld. Click **OK** when you are finished.
- Click the **Start** button on the **HotSync with Handheld** window to begin the HotSync.



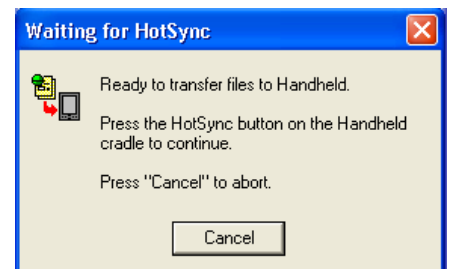
3. Install application files to your handheld device.

- If your **HotSync Manager** application is running, please follow the instructions on the screen to close it. Click **OK** when the **HotSync Manager** has been closed.



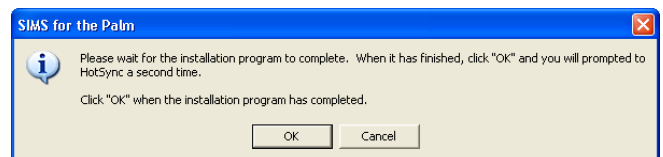
- From the **SIMS for the Palm Installer** window, select the handheld user name you want to use for the HotSync and click the **Install** button.

- You will be prompted to HotSync with your handheld device. Insert your handheld device into the cradle and press the HotSync button (on the cradle) to continue.



4. Install data files to your handheld device.

- Once the **SIMS for the Palm Installer** has finished installing the handheld application files, click **OK** from the dialog window. Make sure that you **do not click OK** until the **SIMS for the Palm Installer** window has closed.



- You will be prompted to perform a second HotSync. Insert your handheld device into the cradle and press the HotSync button (on the cradle) to continue.
- The **HotSync with Handheld** window will close when the HotSync has completed.

# SIMS for the Palm Basics

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

## Opening the SIMS for the Palm application

Once installed, you'll see a new SIMS icon on your handheld. Tap it once with the stylus to open SIMS for the Palm.

- If you cannot locate the SIMS icon, make sure the category filter in the top right of the handheld display is set to "All". Also, if you have numerous applications on your handheld you may need to tap the scroll bar in order to see the SIMS icon.



## Navigating the main SIMS for the Palm screens

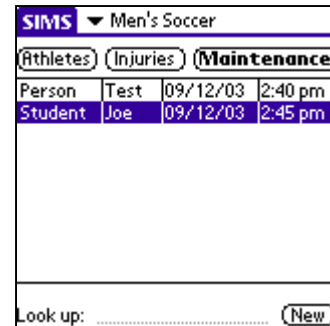
The three main SIMS for the Palm screens are: *Athletes*, *Injuries* and *Maintenance*. These three screens correspond to the *Athletes*, *Injuries and Illnesses*, and *Injury Maintenance* screens of the desktop version of SIMS. Each time you open SIMS for the Palm you will start from the Athletes screen.



Athletes screen



Injuries screen



Maintenance screen

To navigate between the three screens, simply tap the appropriate button at the top of the three screens. The button of the currently selected screen will always be displayed with **bold** text.

**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 HotSync or has since been added from the handheld.

**Maintenance** The *Maintenance* screen displays the last name, first name and date/time of each maintenance procedure added from the handheld.

## **Selecting the active team**

If you have HotSynced multiple teams to your handheld, use the drop-down list at the top of any of the main SIMS for the Palm screens to change the active team.

## **Adding records**

New records can be added by using the **(New)** button found at the bottom-right corner of each of the three main screens.

- To add a new athlete, navigate to the **(Athletes)** screen and tap **(New)**.
- To add a new injury or problem, navigate to the **(Injuries)** screen and tap **(New)**. A *Select Athlete* screen will appear from which you'll select the type of record you want to add (i.e., Injury/Illness or Problem) and the athlete's name.
- To add a new maintenance record, navigate to the **(Maintenance)** screen and tap **(New)**. A *Select Athlete* screen will appear from which you'll select the name of the athlete for whom you're adding the new maintenance record.

' Injury/Illness' and '' Problem'. Below these options is a table with two columns: 'Person' and 'Test'. The 'Person' column contains 'Student' and 'Subject'. The 'Test' column contains 'Joe' and 'Another'. At the bottom of the screen, there is a 'Look up:' input field followed by '(OK)' and '(Cancel)' buttons."/>

Select Athlete	
Add: <input checked="" type="checkbox"/> Injury/Illness <input type="checkbox"/> Problem	
Person	Test
Student	Joe
Subject	Another
Look up:   ..... (OK) (Cancel)	

## **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**

If you are working with a team that has a large roster or a high number of open injuries, you may find it useful to use the search feature to quickly locate your records. At the bottom of each of the three main screens, as well as the *Select Athlete* screens, is a *Look up* input line. By entering Graffiti characters on this line, you can quickly search the last names listed in your records. For example, inputting the character "S" using Graffiti writing will select the first record with a last name beginning with "S". Then, if you add a "t" you will be taken to the first record beginning with "St". For more information on writing with Graffiti characters, please consult your handheld user manual.

# The Athlete Record

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

To navigate the athlete record, use tap on the **General** **Details** **Contacts** **Insurance** tabs.

## Editing the athlete record

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

The **Details** tab allows you to enter or make changes to the athlete's date of birth, medical alert, and notes.

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 **More...** button allows you to view additional details on the selected contact.
- Contacts are for reference only and cannot be modified using your handheld device.

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.
- The **More...** button allows you to view additional details on the selected policy. After using this button, tap the **Insurance** tab again to return to the previous Insurance screen.
- Insurance policy information is for reference only and cannot be modified using your handheld device.

## **Deleting an athlete**

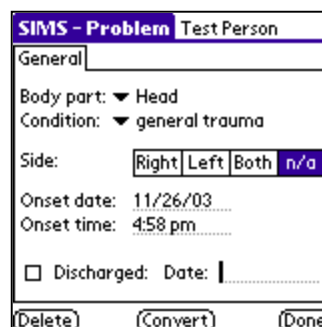
Athletes can be deleted by tapping the  button from the athlete edit screen. Note that **any athlete deleted from the handheld will also be deleted from desktop SIMS** during the HotSync operation.

# 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 body part, condition, side, onset date and time, and if and when the problem was discharged.





## 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.



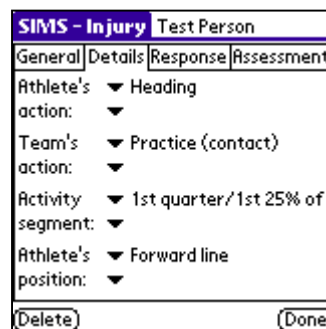
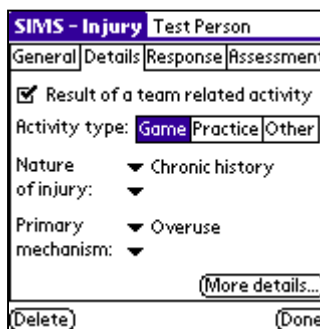
The **General** tab fields include the injury description (also known as the *clinical impression*), side, onset date and time, return date and time, reinjury designator, flag for review designator and whether the case has been closed.

- Use the  button to select a clinical impression. For more details on entering clinical impressions, please see the inset on the following page of this manual.
- *Description of onset* notes can be entered by tapping the  button in the lower right corner.

IMPORTANT NOTE: certain handheld operating systems do not allow you to tap directly onto the  and  buttons. If there is no response when you tap these buttons, try tapping **just to the left** of these buttons.

The **Details** tab corresponds to the Onset Details tab of an injury record in the desktop version of SIMS.

- If you have designated the injury as the result of a team related activity, tap **(More details...)** to access additional entry fields. After using this button, tap the **Details** tab again to return to the previous screen.




## Selecting Clinical Impressions

There are two methods for selecting clinical impressions:


- The **Filter** method is the preferred method for selecting clinical impressions from your handheld as it is the faster of the two methods. Simply select the body group, body part and condition and tap the **Continue** button. A list of available clinical impressions based on the filter you defined will appear on the following screen.

- The **Search** method allows you to type in a word, portion of word or combination of words for which to search. Any clinical impression that contains the text you enter will be included in the search results. For example, if you search for "**ant cruc**" your search results will include clinical impressions such as "Knee **Anterior Cruciate** Sprain". **IMPORTANT NOTE:** The **Search** method is extremely slow and can take ten minutes or more to complete on slower handheld devices.

The **Response** tab corresponds to the Initial Response tab of an injury record in the desktop version of SIMS.

- Initial Response* notes can be entered using the  button in the lower right corner.

The **Assessment** tab corresponds to the Initial Assessment tab of an injury record in the desktop version of SIMS.

- Initial Assessment* notes can be entered using the  button in the lower right corner.

## Deleting an injury/illness or problem

Injury/Illness and Problem records can be deleted by tapping the **Delete** button from any of the injury/illness/problem edit screens. Note that **any injury/illness/problem deleted from the handheld will also be deleted from desktop SIMS** during the HotSync operation.

# 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** **M** **R** **T** **O** **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.

SIMS - Maint... Test Person  
General **M** **R** **T** **O** Notes Assessment  
Date/time: 09/12/03 2:40 pm  
Injury/Problem:  
▼ 09/02/03 - Great Toe I-P Dislocation  
Seen by: ▼ Doc, Joe  
Location: ▼ Training Room  
▼  
(Delete) (Done)

SIMS - Maint... Test Person  
General **M** **R** **T** **O** Notes Assessment  
 Climber-Sta  
 PNF-Stretch  
 Williams Fle>  
 Magnetic Th  
 Incline Boarc  
 I-V Fluids  
 Brace Fitting  
 E-Support  
1 2 3 4 5 6 7 8  
(Back)  Show details (Done)

The **M** **R** **T** **O** tabs correspond to the *Modalities*, *Rehab*, *Tests* and *Other* tabs of 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 HotSynced to your handheld.
- **Use *Show details* to record additional item details.** Place a check in the *Show details* checkbox at the bottom 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.
- **Use the 1 2 3 4 5 6 7 8 buttons to move through the checklist items.** Only eight checklist items can be displayed on the screen at one time. Use the number buttons at the bottom of the checklist tabs to quickly move between the groups of checklist items.

Use the **Notes** tab to record your progress/SOAP notes.

- **Notes are restricted to 1000 characters or less.** For longer notes you will need to update your maintenance note using the desktop version of SIMS after HotSyncing.

SIMS - Maint... Test Person  
General **M** **R** **T** **O** **Notes** Assessment  
.....  
.....  
.....  
.....  
.....  
.....  
(Delete) (Done)

SIMS - Maint... Test Person		
General   M   R   T   Notes   Assessment		
Strength:	Normal	Abnormal
ROM:	Normal	Abnormal
Instability:	Normal	Abnormal
Swelling:	Moderate swelling	
Pain:	▼	
Resolution:	21%	
Functional level:	51%	
Delete		Done

The **Assessment** tab fields correspond to the fields on the Injury Assessment tab of a maintenance record in the desktop version of SIMS.

- The **Assessment** tab is available only if an injury has been selected from the General tab of the maintenance record. If *Other/Not injury related* has been selected, you will be unable to access this tab.


## **Deleting a maintenance record**

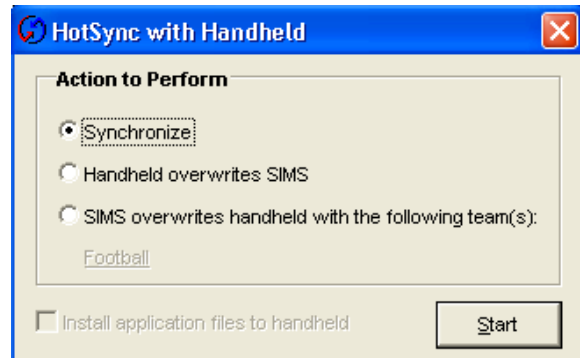
Maintenance records can be deleted by tapping the **Delete** button from the maintenance edit screen.

# 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 HotSync feature of the Palm Desktop software.

## The three HotSync methods

To synchronize your PC and Handheld data, open the *desktop* version of SIMS and click the  button from the toolbar. The three available HotSync methods for use with SIMS are ***Synchronize***, ***Handheld overwrites SIMS*** and ***SIMS overwrites handheld***. 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 <b>same</b> 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 <b>unless</b> 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 <b>unless</b> the record was modified from the handheld more recently than it was deleted from the desktop.
<b>Exception</b>	To decrease the duration of the HotSync operation, maintenance records are not sent to your handheld during a <i>Synchronize</i> HotSync. In other words, maintenance records can be added from the handheld but, once HotSynced, will be added to the desktop and removed from the handheld.

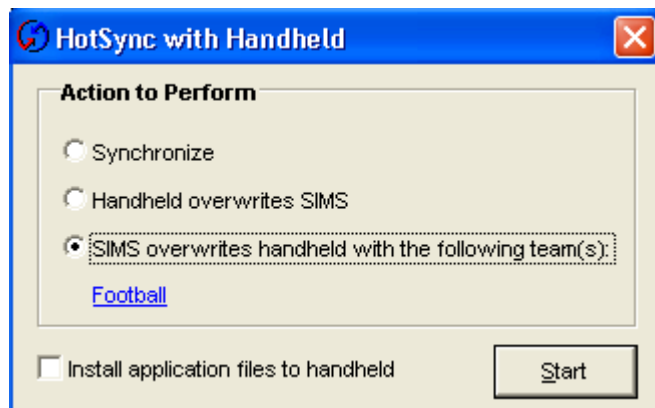
### The *Handheld overwrites SIMS* method

The *Handheld overwrites SIMS* method will overwrite the data on the desktop version of SIMS with the data on the handheld. This method should be used only under extreme circumstances, such as when data has been deleted from the desktop in error and the data is still available on the handheld.


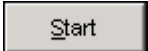
### The *SIMS overwrites handheld* method

The *SIMS overwrites handheld 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, HotSync 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.
- **Initial installation.** If you are installing SIMS for the Palm to a handheld for the first time, or if you need to reinstall the application files to your handheld, check the *Install application files to handheld* checkbox.



### Initiating the HotSync

To synchronize your PC and Handheld data, open the *desktop* version of SIMS and click the  button from the toolbar. Select the HotSync method you want to use, then click . Make sure your handheld is in its cradle and press the HotSync button found on the cradle.



The *HotSync with Handheld* window will disappear once the HotSync has completed.