en-GB English

Instructions For Use For

Oxevision Activity Tracker

en-GB English

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Symbols Used In This Manual And On Product Labels

	Read the instructions for use		Caution

Instructions For Use For **Oxevision Activity Tracker**



Carefully read all instructions prior to use. Observe all warnings and precautions noted throughout these instructions. Failure to do so may result in incorrect subject activity alerts or misunderstanding of the system status or alerts.

These instructions for use are for the Oxevision Activity Tracker clinical decision support software, which is a collection of product modules within the Oxehealth Oxevision platform.For instructions on how to use other product modules within the Oxehealth Oxevision platform, refer to other instructions for use for those product modules.

Before using Oxevision Activity Tracker, you must first be trained in its use. Oxevision Activity Tracker training will be made available from your organisation, or by Oxehealth.

Intended Use

Oxevision Activity Tracker is a software-based Clinical Decision Support System for use by trained healthcare professionals in hospitals, general care and secured environments for the purpose of analysing data to detect activity, posture, presence and location of subjects and other individuals.

The Oxevision Activity Tracker device is indicated for use on humans 12 years of age or older, who do not require critical care. Oxevision Activity Tracker is intended to inform healthcare professionals of subjects' activity and locations within the healthcare facility (any room where patients are intended to sleep) for the purpose of risk management and care planning.

Oxevision Activity Tracker is not intended to replace clinical care or direct in-person checks of subjects. It is intended to be used to augment existing forms of monitoring (including direct in-person checks) as an additional risk management system between authoritative human checks and is not intended to be the sole method of assessing subjects' health or safety.

Oxevision Activity Tracker does not provide alarms and is not intended to be relied upon to notify healthcare professionals of any immediate health or safety hazards to subjects.

Oxevision Activity Tracker is intended to provide information to inform clinical decisions but not to direct therapy or diagnosis.

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Warnings

The Oxevision Activity Tracker product must not be used in bed spaces that contain or may contain:

- Domestic animals,
- A shower or significantly sized water feature.

The Oxevision Activity Tracker product is not a patient monitor or a vital signs monitor. Its outputs do not indicate whether an individual is alive, nor does it give any indication of the health or safety of an individual. The product cannot be used to determine whether an individual is dead.

The Oxevision Activity Tracker product is a Clinical Decision Support System intended to provide additional information to support risk management and care planning and must not be used as the sole basis for making any decisions or recommendations relating to clinical diagnosis, subject care or treatment. Relying on viewing a room using Oxevision Activity Tracker only without completing a full assessment of a situation could result in your subjects coming to harm. Decisions or recommendations must be made by a clinician based on broader evidence and knowledge than the Oxevision Activity Tracker alone provides.

Oxevision Activity Tracker is only intended to alert you to patient activity, posture, presence and location and does not alert you to potential hazards to the patient. Reliance on the Oxevision Activity Tracker to provide alerts to risks of harm to individuals could result in them coming to serious harm. Please observe your organisation's existing safety checking protocols and do not rely on the absence of Oxevision Activity Tracker alerts as a means of establishing the health or safety of individuals.

Where Oxevision Activity Tracker is used to support the management of higher risk subjects, for example violent or unpredictable individuals, relying on viewing a room using Oxevision Activity Tracker only could result in harm to you if you physically engage with subjects without first completing a full risk assessment of a situation.

Features of the Activity Tracker product designed to identify a fallen person are not suitable for use where a person is in a wheelchair, and this feature is likely to over-alert if used in this way.

It is possible that the introduction of the Oxevision Activity Tracker could affect the behaviour of individuals in your care. It involves the introduction of the Oxevision system including cameras and illuminators which could result in false perceptions of the capabilities, limitations and intended use of the software. It is essential that you engage with the individuals under your care and other interested parties to ensure that they fully understand the capabilities, limitations and the intended use of the software, using the training materials and subject information provided by Oxehealth. Failure to fully inform individuals could result in them becoming distressed or coming to serious harm.

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Cautions

If the Oxevision Activity Tracker product fails to respond as described, discontinue use until the situation has been corrected. Contact Oxehealth for support through either the user interface, or the telephone number or address given at the end of this manual.

The Oxevision Activity Tracker product may over or under alert (i.e. fail to determine activity, posture, presence and location) in the following circumstances:

- Large airflows through the room.
- Other sources of movement in the image.
- If another living being is present in the image (including hidden from view, for example by sheets).
- Running, dripping or spraying liquids in the image.
- Moving patches of light or shadow in the image.
- In the presence of sources of flashing or variable light, including other Near Infrared illumination, for instance from an existing CCTV installation.
- Sources of mechanical vibration, for example massage devices, in the image.
- Vibration of the Oxehealth hardware, caused for example by drilling into a nearby structure.
- Where insufficient body area is visible to the camera.
- If the area the camera sees of the subject is heavily saturated due to exceptionally bright illumination.
- In subjects with pronounced sleep apnoea or who are deliberately controlling their breathing.
- The subject's torso is covered by a material with extremely low contrast edges.
- The subject is in a dark area of the room, especially if a large part of the remainder of the room is covered in direct sunlight.
- The bed is moved from its original location in the room.
- Any large chairs are moved from their original locations in the room.

The Oxevision Activity Tracker reports display data gathered from a specified room so may show data for a subject who is not the subject currently occupying that room.

Please be aware that:

- The system is not intended to be used as an apnea monitor.
- The behaviour of Oxevision Activity Tracker alerts have not been studied in subjects with neuromuscular disorders.

Do not pause or disable the software to prevent warnings or alerts from sounding. In the event of warnings or alerts you do not expect, or if you suspect these are incorrect, please inform Oxehealth using the contact details at the end of these instructions. Refer also to the **Refresh Room** user guide.

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All mobile devices and tablets are subject to clock inaccuracies from the inbuilt clock within the device; this is called 'clock drift'. Oxehealth limits the drift to no more than 30 seconds, this inaccuracy may be reflected in any room state timer on the device. Mobile clock drift does not affect alerts.

The product analyses video captured from a video camera within a room illuminated by a near infrared illuminator, and so obstruction of either of these parts of the system will severely compromise its operation. It is also possible that individuals will attack or attempt to damage the housing containing the camera and illuminator, and this can also result in compromising the operation of the system and the software. Ensure that the housing containing the camera and illuminator is kept free from obstruction according to the maintenance directions in the Vital Signs Instructions for Use, and inform Oxehealth of any attack on or interference with the housing.

Oxehealth software and related hardware installed inside or outside the room environment is not to be installed or maintained by anyone other than an Oxehealth trained representative. Any attempt by a non-Oxehealth representative to interfere with the hardware, operating system administration or software configuration outside that described in this manual may result in damage to the device.

If you make significant physical changes to a room, for instance visible structural changes or adding large items of furniture, this may affect the device and you should inform Oxehealth.

Volume Control Warning

Fixed monitors: The system uses the display speakers on the fixed monitor to play the alert audio. It is possible for users to adjust and even completely turn the volume to 0 on the hardware. If local procedures allow for users to adjust the volume then users must ensure that the volume setting is set in line with these procedures.

Tablets and Mobiles: On these devices the volume is defaulted to 75%. The volume control buttons are disabled while the device is in use. It is possible for users to change the volume when the screen is switched off. The device will restore the audible volume to its default setting every 60 seconds even if the device is not in use and the screen is switched off.

In Bathroom Alert Warning

When a person enters the bathroom and stays in the bathroom, the system is designed to display the "In Bathroom" warning. If the person remains in the bathroom for a [1]configured length of time, an "In Bathroom" alert is triggered.

However, if staff enter the patient's room or opens the room door when the bathroom alert is triggered the below will occur:-

1. A patient enters the bathroom and the room state changes to 'In Bathroom' and the bathroom warning is triggered;

[1] Consult your manager in regards to configured length of time.

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2. The patient remains in the bathroom for a configured length of time and the bathroom alert is triggered;
3. A member of staff enters the patient's room or opens the door to check on the patient. The room state changes to 'In Room' as Oxevision detects the presence of the member of staff;
4. The member of staff leaves the room or closes the door and the room states changes to 'Empty', i.e. the bathroom timer has been overridden by the entry and exit of a second person in the room and will no longer cumulate;
5. The patient remains in the bathroom out of view of the camera. The room state remains 'Empty';
6. When the patient leaves the bathroom the room state will change to 'In Room'.

The system will display the room state that reflects the last movement it saw, which in this case is the second person leaving the room.

System Reboot

From time-to-time the system may reboot. This is expected behaviour and rooms shall appear as 'Connection Lost' as indicated on the room tile. System reboots typically take 1 minute but can take up to 3 minutes. During the system reboot time, users should expect the room to be unavailable. If the Oxevision system is unavailable, please refer to your local Standard Operating Procedures.

Installation

Installation will be carried out by an Oxehealth approved installer, according to installation instructions and verification procedures provided by Oxehealth.

Maintenance

Oxehealth provides hardware to support the Vital Signs medical device. Please refer to the Vital Signs Instructions for Use for further information about the maintenance of this hardware.

In the event of failure of any part of the Oxehealth product, inform Oxehealth.

Only Oxehealth or Oxehealth trained maintenance personnel may make modifications to this device as these may affect the device. If you are in doubt whether changes could affect the device, you should contact Oxehealth who can advise.

IMPORTANT SAFETY AND SECURITY NOTICE - please read carefully

Maintaining the privacy of subjects, and protecting the confidentiality of their data is of the utmost importance. Ensure that you observe all of your organisation's safety, privacy and security policies and guidelines, and do not relocate any equipment that has been installed for the

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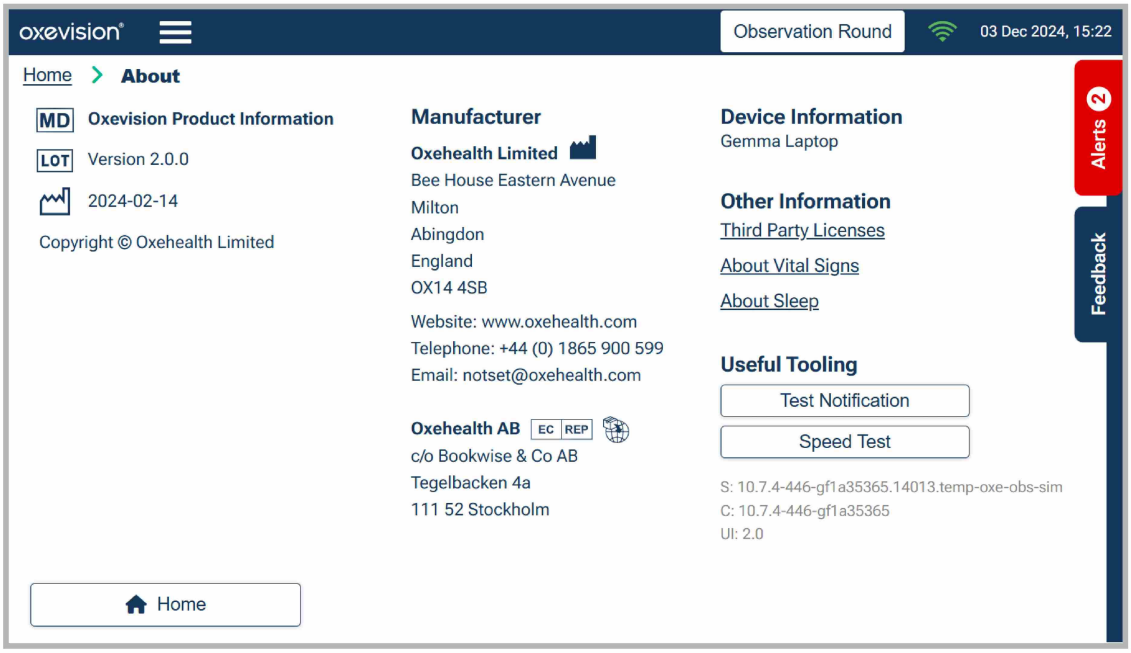
Oxehealth software, or change any security or access arrangements to the equipment without first informing Oxehealth.

If you are using any mobile devices to access your Oxehealth software, pay particular attention to ensuring these devices are used only by authorised and trained staff, using the devices as intended.

The Oxevision Activity Tracker software is not intended to be used as a surveillance tool, and you must use the functions to view the video feed in accordance with your organisation's privacy and security policies. Failure to do so puts you and your organisation at risk of violating individuals' rights, and data protection laws.

How To Use Oxevision Activity Tracker - UI Version 2.0

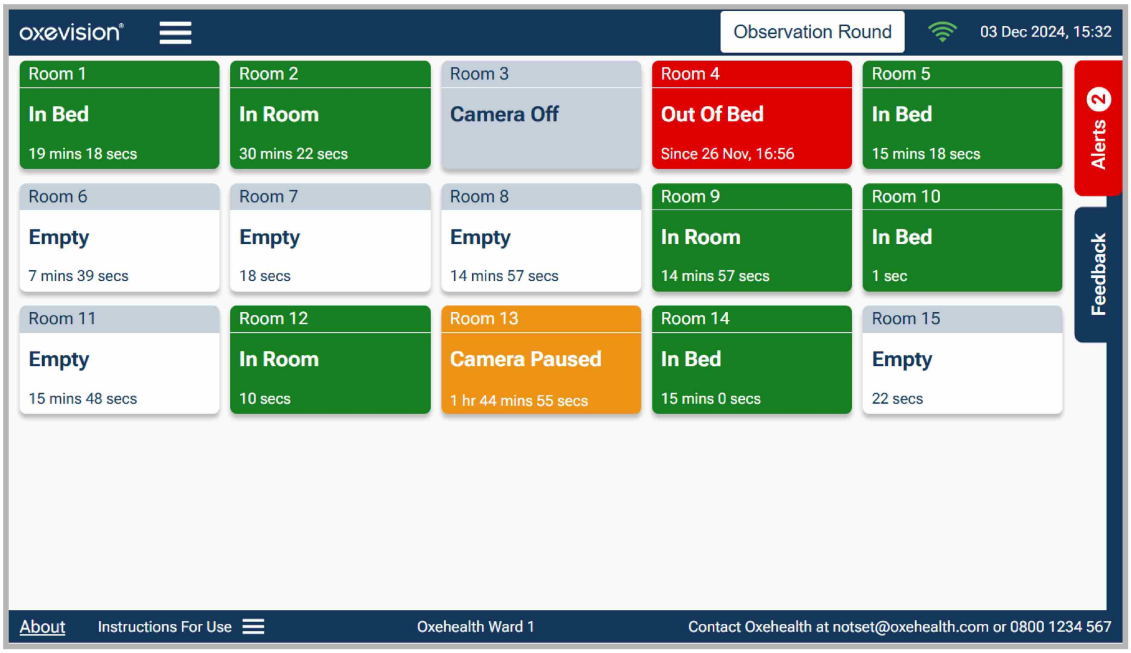
If your graphical user interface "About" screen displays "UI: 2.0", as illustrated below. Then please refer to this section, "How To Use Oxevision Activity Tracker - UI Version 2.0". Otherwise refer to the Oxevision Activity Tracker Instructions For Use versions 1.0 to 14.0, which can be requested via the feedback form or viewed at www.oxehealth.academy.



The Overview Screen

The **Overview Screen** shows all of the rooms connected to the Oxevision Activity Tracker software:

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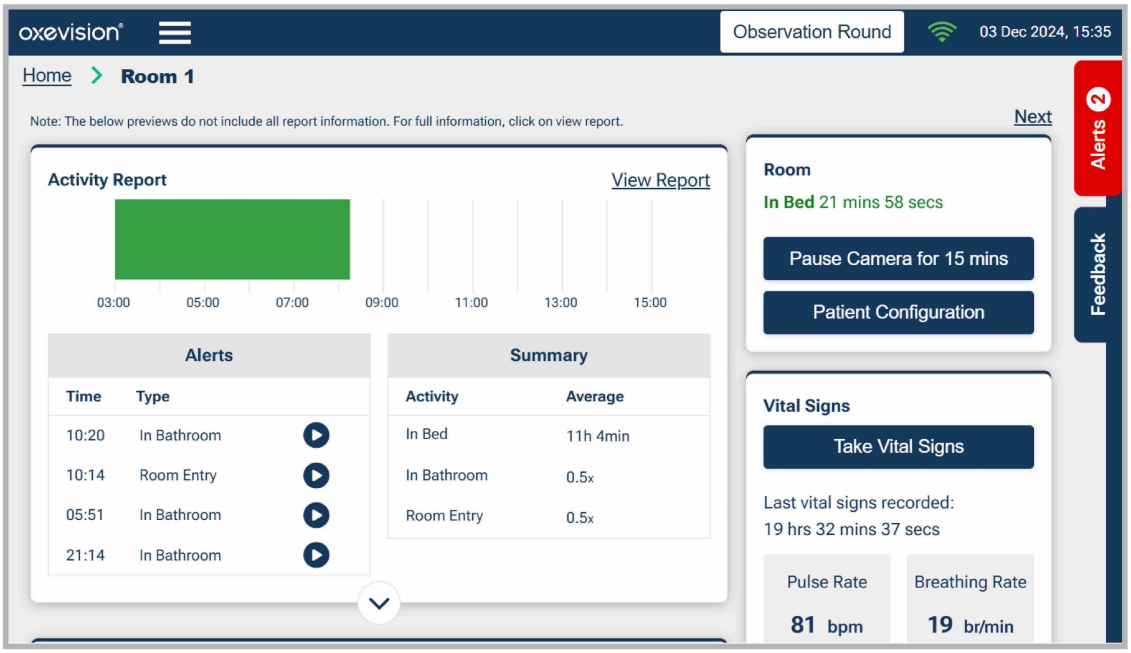


IMPORTANT - please read carefully

Depending on the number of rooms and layout chosen, you may need to scroll down to see all of the room cards.

Each room is shown as a clickable panel on the Overview Screen, by clicking a room, this brings up the room **Room Dashboard** for that room:

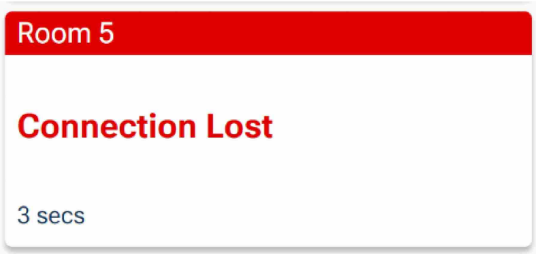
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Note that the **Room Dashboard** may also include Oxehealth Vital Signs features and other features depending on your software configuration.

On the **Overview Screen**, the large icons indicate the status of the room as follows:

- **Connection Lost:** the software is not connected to the room. No alerts will be generated.

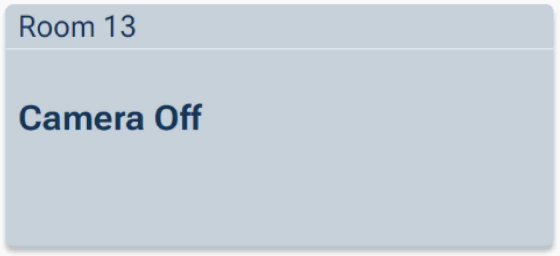


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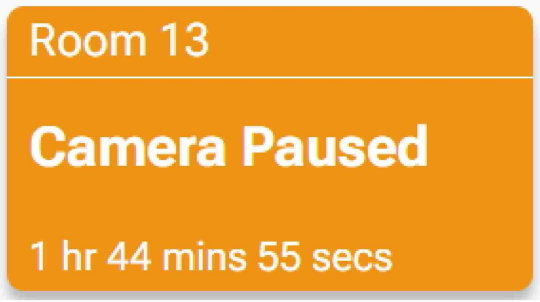
- **Connected:** the software is connected to the room and running, such that the software is receiving and analysing video. A green rectangle is shown, and the detected location of the occupant of the room is displayed as text. The time for which the room has been in that state is also displayed.



- **Camera Off:** the software is connected to the room, but a user has chosen to stop the analysis software, such that the software has ceased receiving and analysing video for this room. No alerts will be generated.



- **Camera Paused:** the software is connected to the room, but a user has chosen to pause the camera measuring, such that the software has ceased receiving and analysing video temporarily for this room. No alerts will be generated.



The time under the “Camera Paused” room text will continuously update, and is a

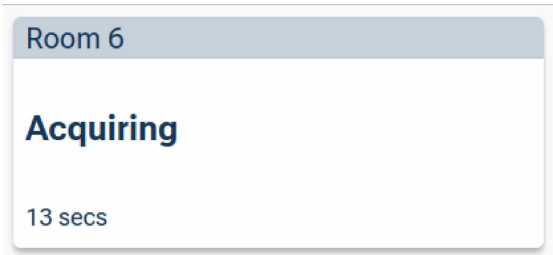
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countdown timer, indicating how long is left before the software automatically restarts receiving and analysing video.

NOTE

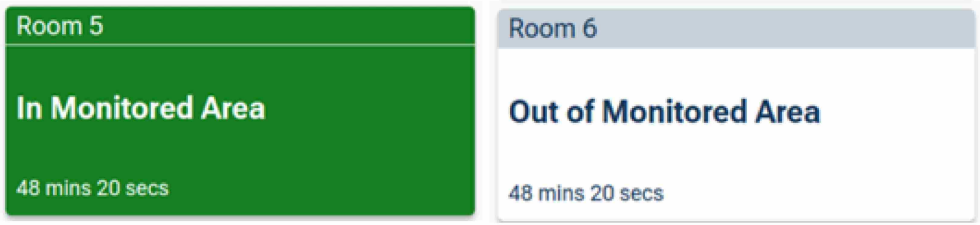
Please note that pausing rooms may not be enabled for your installation, in which case, you will not see rooms in the **Camera Paused** state.

- **Acquiring:** the software is connected to the room, and is currently detecting the status for activity within the room. The system normally spends only a few seconds in this state. No alerts will be generated.



In Monitored Area/ Out of Monitored Area: Due to the position of the housing unit and the shape of certain rooms, some areas may not be visible to the camera. As such, rather than “In Room” and “Empty”, the room tiles will display “In Monitored Area” and “Out of Monitored Area”

- **In Monitored Area-** Oxevision detects that a person is in the monitored area of the room. Safety notifications are available in this state. Currently only available in private rooms.
- **Out of Monitored Area-** Oxevision detects that a person is out of the monitored area of the room. Safety notifications are not available in this state. Currently only available in private rooms.



Types of Alerts

There are a number of product modules within the Oxevision Activity Tracker. Your installation may have all or a selection of these enabled, which will control the types of alerts you see on the **Overview Screen**.

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Prompts on the **Overview Screen** may be informational (orange), or alerts (red), and will be pre-configured to a scheme specific to your installation. Informational prompts do not need acknowledgement and will come and go, alerts will remain until they are acknowledged. An audio alert will also be generated for alert prompts.

IMPORTANT - please read carefully

Alerts will not be triggered if the room is in the Disconnected, Stopped, Empty, Acquiring, Interfered With, or Camera Paused states. If the room is already showing an alert, no further alerts of the same type will sound.

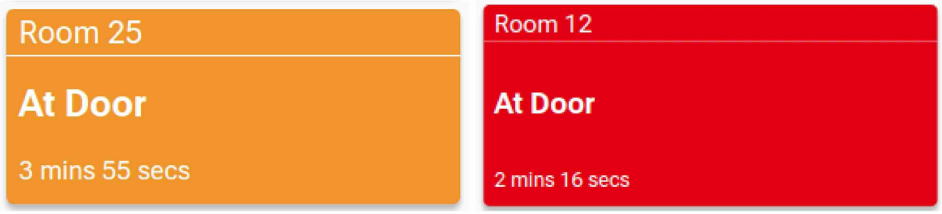
Location Risk Detection Alerts

The Location Risk product module is intended to display a warning and/or set off a visual and audible alert if it detects activity in a room occupied by a sole occupant, having first detected occupancy, and then:

- The activity suggests that an occupant is in a specified region within the room (such as a doorway), or remains in that region for a specified length of time;
- The activity suggests that the occupant has entered a camera blind spot or an adjoining area out of the field of view (such as a bathroom), or remains in that area for a specified length of time;
- The activity suggests that the occupant has left the room;
- The activity suggests that a second occupant has entered the room.

If the system detects activity that suggests there are room occupant location risks, a prompt will display on the screen as shown below for the specific alerts that are configured for your installation from the following:

- **At Door:** the system has detected that an occupant is in the doorway of their room. No alerts will be generated unless a doorway timer has been enabled for your installation, in which case, an alert will sound after the system detects that the occupant has spent this length of time in the doorway.

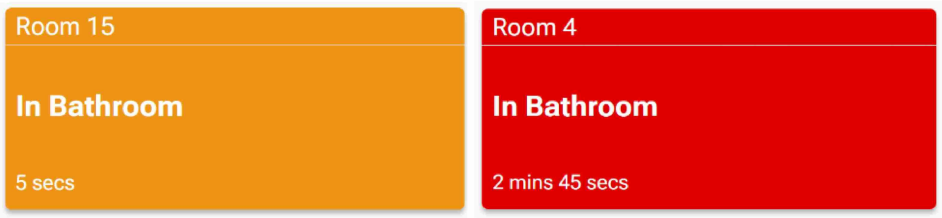


The time for which the occupant has been detected as being in the doorway is shown.

- **In Bathroom/Blind spot:** the system has detected that the occupant is in a pre-specified blind spot in the room. Whilst “Blind Spot” is displayed, no alerts for “No Activity” will be generated. No alerts will be generated unless this has been enabled for your installation, in

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which case, an alert will sound after the system detects that the occupant has spent more than the configured length of time in the blind spot.



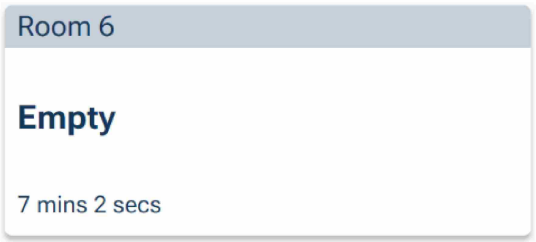
If the name of this blind spot has been previously specified (e.g. “bathroom”), this name is displayed. The time for which the occupant has been detected as being in this blind spot is also shown.

- **Multiple People:** the system has detected that another occupant has entered the room. No alerts will be generated unless an alert timer has been enabled for your installation, in which case, an alert will sound this length of time after the system detects that a second occupant has entered the room.

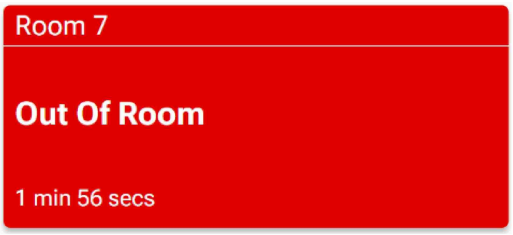


The time for which the second occupant has been detected is shown.

- **Empty:** the system has detected that the room is empty. No alerts will be generated unless “Out of Room” alerts have been enabled for your installation. Once an “Out of Room” alert has been displayed and **Reset** (see also “Responding to Alerts”), the room will continue to display as “Empty”, and no further alerts will be generated until the room is detected as being occupied again.



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The time that the room has been detected as empty is shown.

Fall Risk Detection Alerts

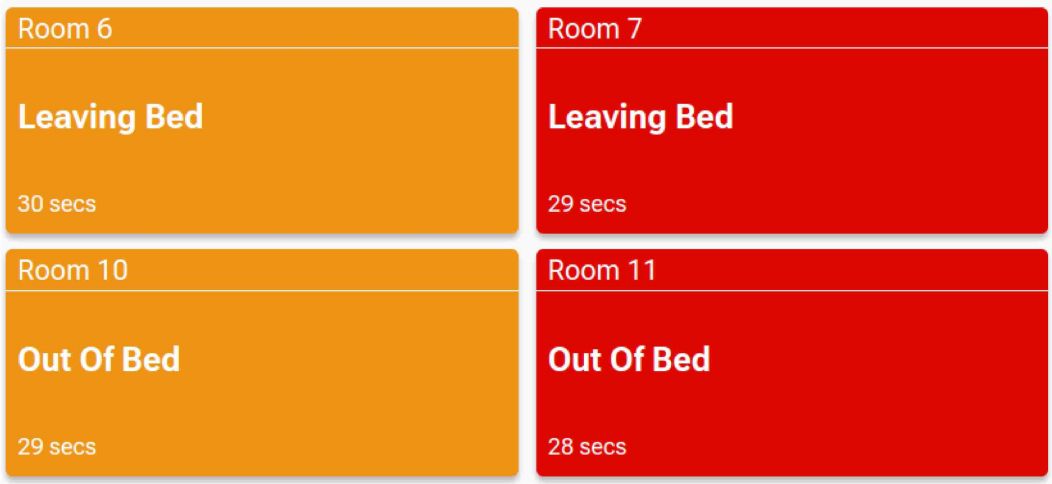
The Fall Risk Detection product is intended to display a warning and/or set off a visual and audible alert if it detects activity in a room occupied by a sole occupant, having detected occupancy, and:

- If it detects that a person has left the bed area (“out of bed detection”);
- If enabled, if it detects a person is making movements which would suggest that they are getting out of bed (“leaving bed detection”);

The Fall Risk Detection product detects that a person is in the bed in a room. Once it has done this, if the system detects that a person is making movements which would suggest that they are getting out of bed, have just got out of bed, or they appear to have been on the ground for an extended period, an alert will be displayed on the screen as shown below:

- **Leaving-Bed and Out-of-Bed:** the system has detected that an occupant is making movements which would suggest that they are getting out of bed following activity within the bed. No alerts will be generated unless leaving-bed or out-of-bed alert timers have been enabled for your installation, in which case, an alert will sound this length of time after the system detects that the occupant has spent more than the configured amount of time out of their bed.

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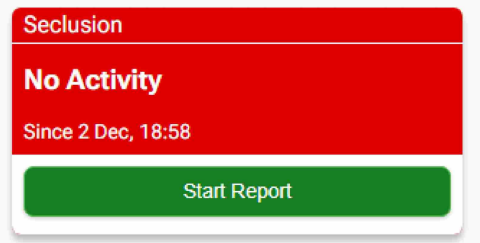
The type of alert and the time since this was detected is shown.

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Activity Detection Alerts

The Activity Detection product is intended to set off a visual and audible alert if it cannot detect activity in a room occupied by a sole occupant, having previously detected occupancy.

If the system is unable to detect activity in the room, and the room is in a state where alerts can be generated, an alert will be displayed on the screen as shown below: the room icon will turn red and the text will show “No Activity”. A timer below the text will indicate for how long no activity has been detected. An audio alert will also be generated.

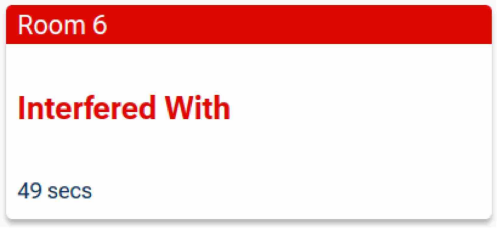


The Activity Detection product module may also be configured to detect whether the door is open, or the room is empty as follows:

Camera Interference Detection Alerts

Camera interference detection is intended to alert you to situations where the camera housing has been interfered with. This could be caused by some form of deliberate or accidental impact, vibration, or the housing being obscured in some way.

If the system has detected that the camera has either been obscured, or has moved, potentially due to some interference or attack, the alert below will be shown on the **Overview Screen**. In this state, the software ceases analysing video for this room. No further alerts will be generated.



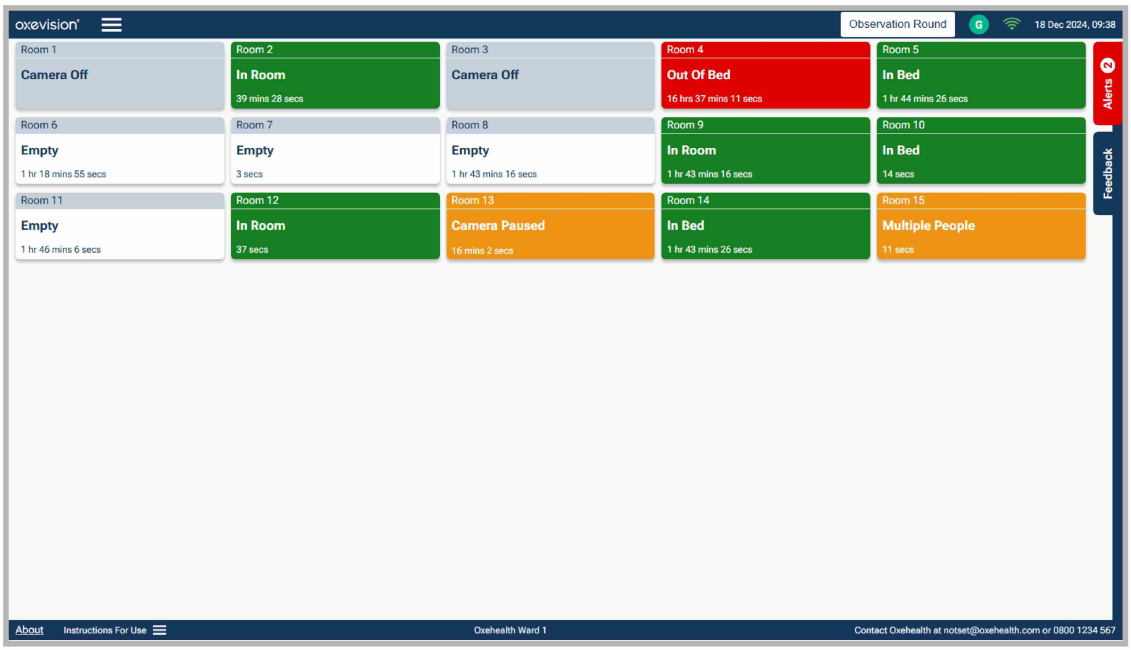
The time under the “Interfered With” room text will continuously update, and shows how long since the interference was detected.

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Responding to Alerts

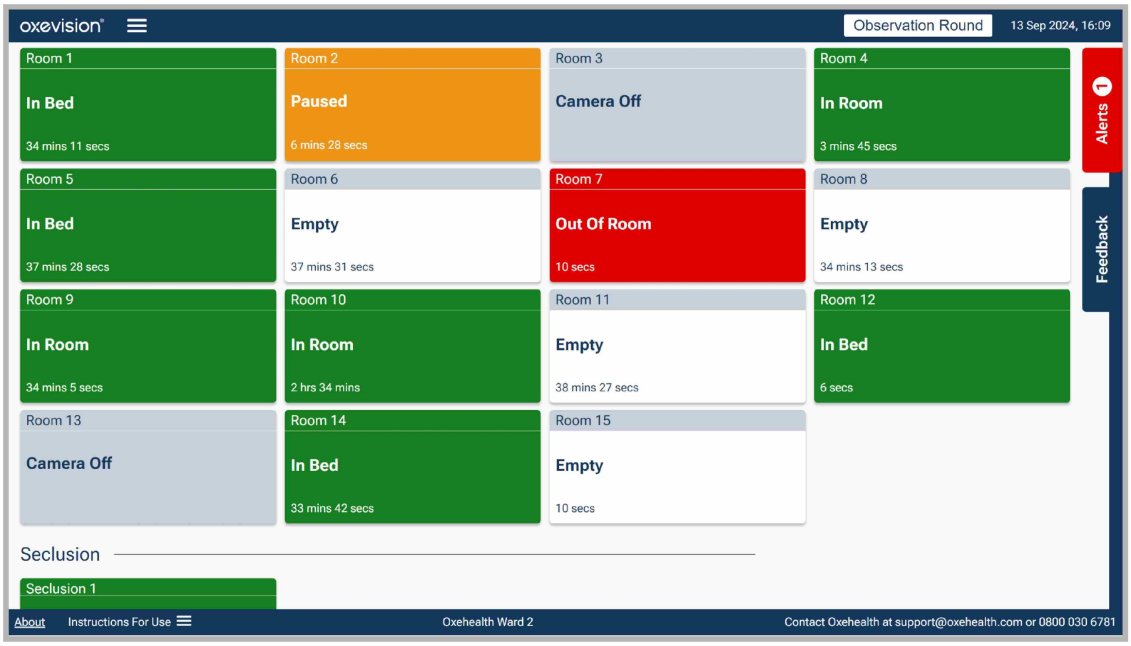
If the system detects subject activity, posture, presence or location that it has been set up to alert you to, a prompt will display in the alert pane, on the right of the Overview screen.

The alert pane can be opened and closed on any device, using the alert tab found in the top right of the Overview Screen as shown below. When clicking on the alert pane, it will open and remain there until clicked on again, where it will close.

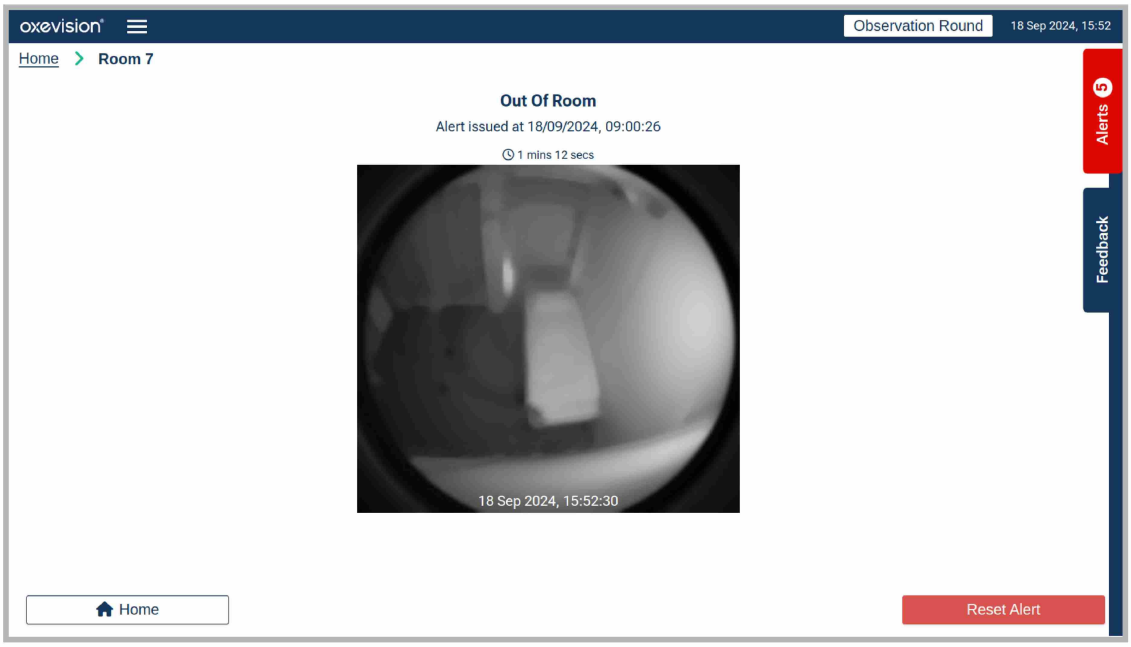


These prompts may be warnings (orange), or alerts (red) as the examples below show, and will be pre-configured to a scheme specific to your installation. Informational prompts do not need acknowledgement and will come and go; alerts will remain until they are acknowledged. An audio alert will also be generated for alert prompts.

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Clicking the **View Room** button on the alert in the right-hand column displays a video feed from the room:



This view can be closed by clicking **Home**.

Clicking the **Reset** button on the right-hand panel will remove the alert and silence the audio alert.

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IMPORTANT SECURITY NOTICE - please read carefully

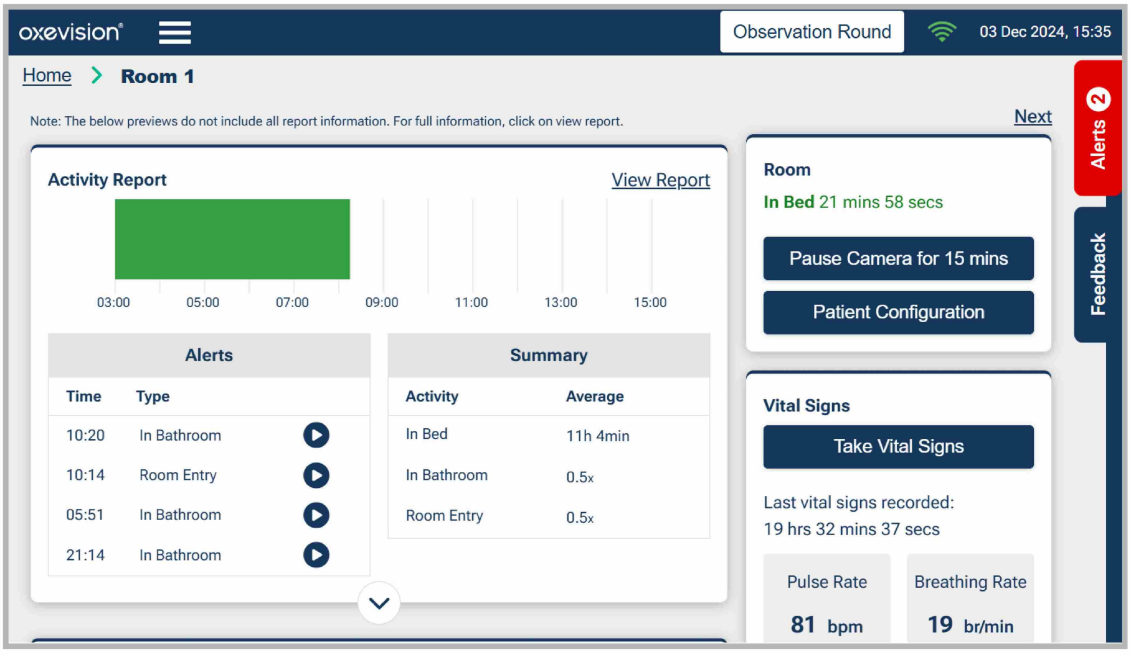
The video feed you will see may be a detailed, full resolution video, or may be blurred to protect the privacy and dignity of your subjects depending on the configuration of your installation, which will have been determined by your organisation's clinical and information governance teams.

When viewing, be careful to maintain the privacy and dignity of your subject by ensuring that your screen is not visible to any members of the public.

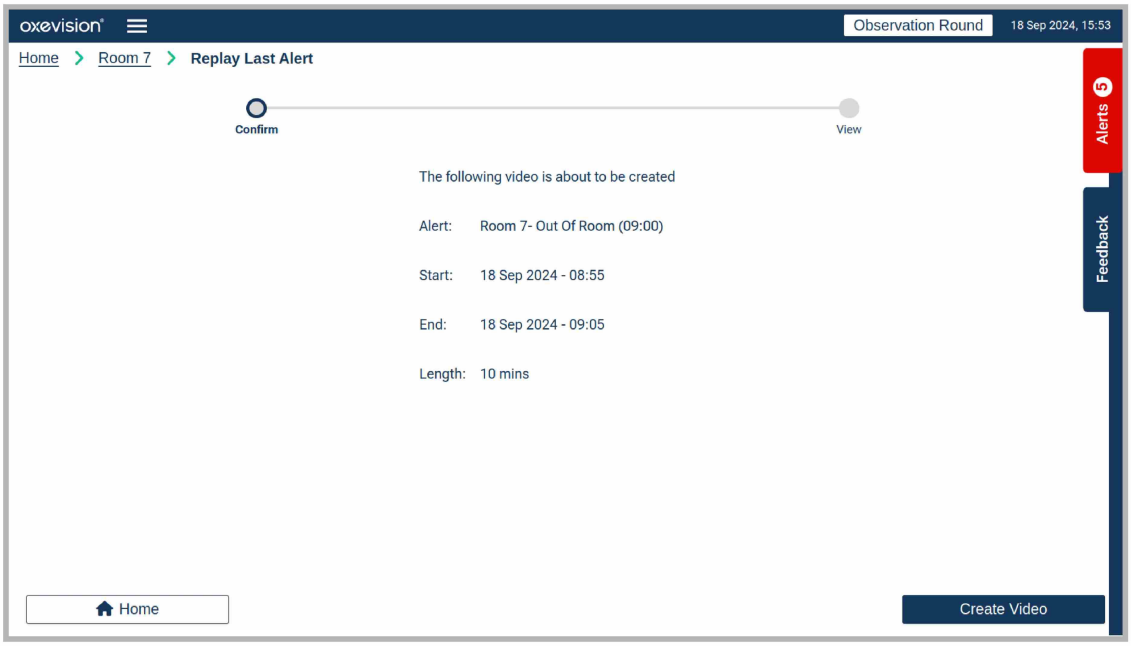
Replaying an Alert

To replay the last alert in any room, click the room icon for the room the subject is in, then select the play button ▶ on the line of the alert you choose to view, from the **Room Dashboard** shown below:

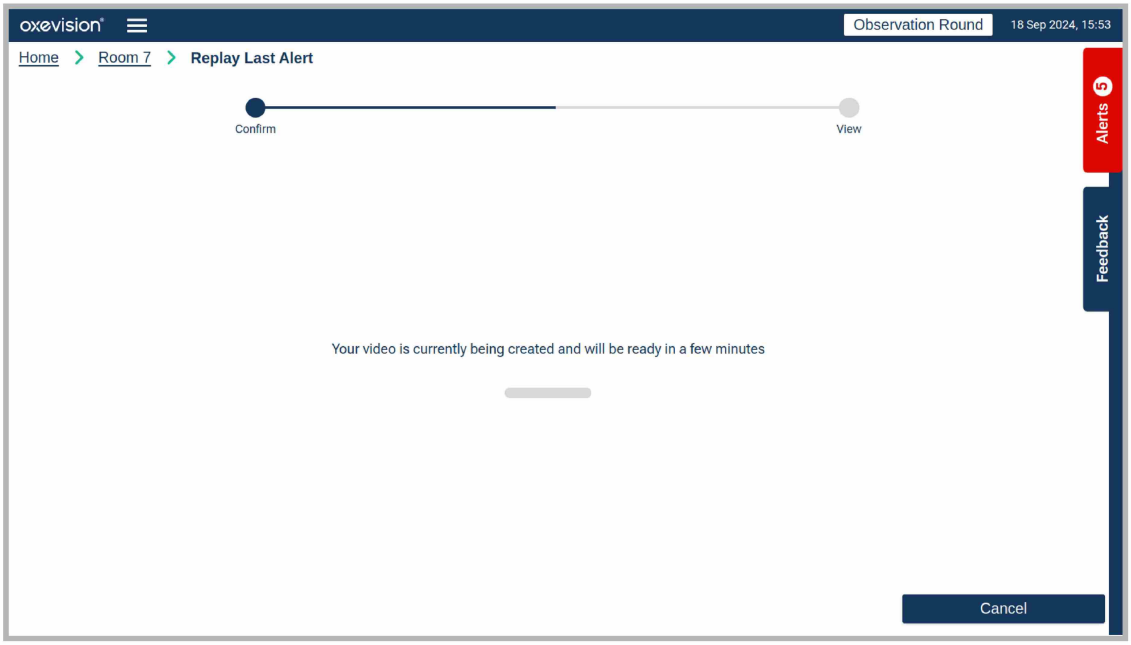
Note: the most recent four alerts will be displayed. To see all alerts over the last 12 hours, click the drop down arrow c the Activity Report



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You will be presented with details of the alert and time frame that will be shown. To continue click "Create Video"



There may be a slight delay while the video is loading. Once the video is ready, you will be taken to the Video Player screen as shown below

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To play the video, click the **play video icon** or to pause the video, click the **pause video icon**. You can use the progress bar to **scrub** through the video.

IMPORTANT SECURITY NOTICE - please read carefully

The video feed you will see has been blurred to protect the privacy and dignity of your subjects.

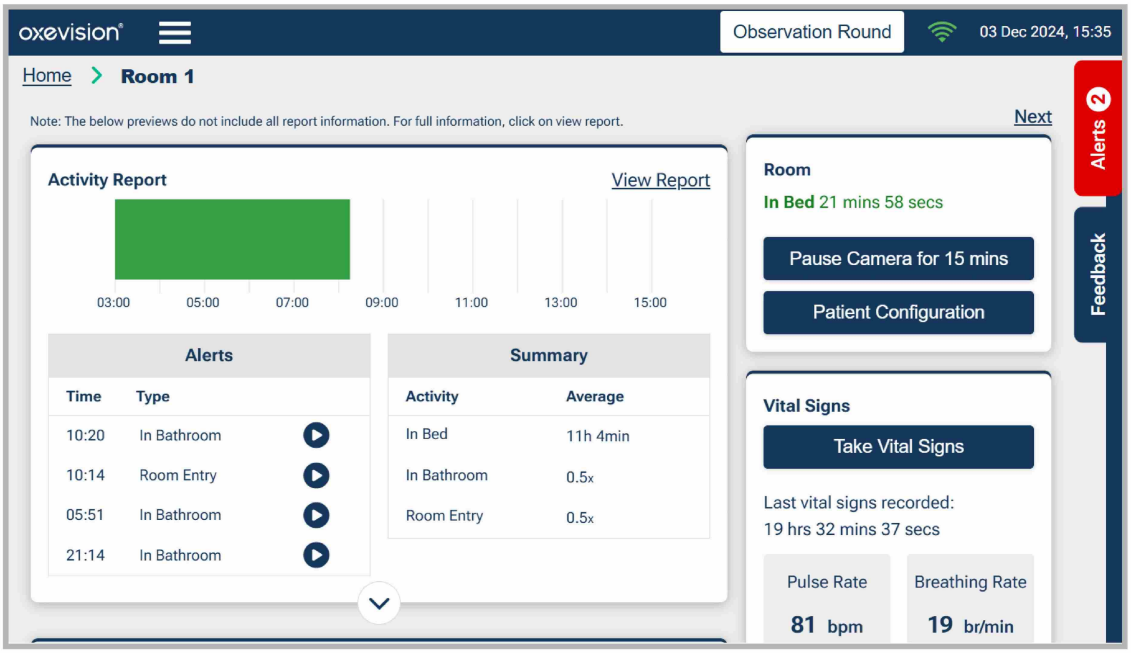
However, when viewing, be careful to maintain the privacy and dignity of your subject by ensuring that your screen is not visible to other people.

Click **Home** to return to the **Overview screen**.

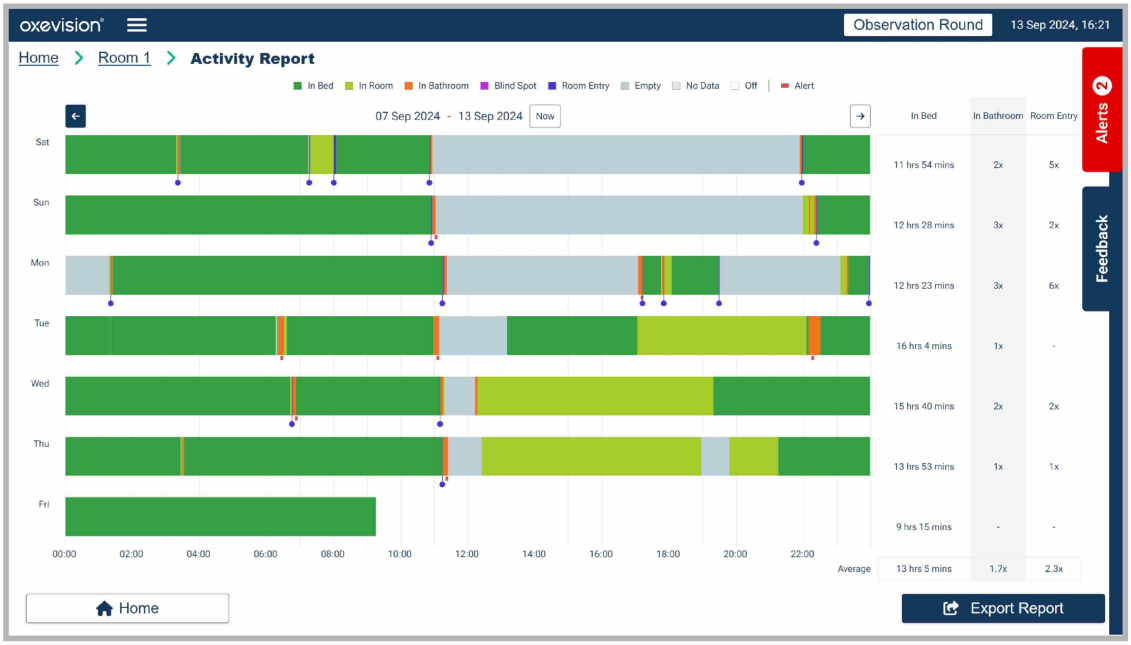
Viewing Activity Reports

The activity for each room is tracked while the system is running. To view the report for the recent activity, click the room icon for the room you wish to view, then select **View Report** on the **Activity Report** preview from the Room Dashboard**.**

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This will show an activity report for the current week, including data for each day as shown below:



The report includes on the left a timeline of activity status, warnings and alerts, and on the right a set of key statistics about the current reporting period. This will include the time the subject was detected to be in the various locations within the room, when the room was empty, when other occupants were present, the number of alerts, warnings, and other events. Times at which the

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system has been switched off and in other error and warning states are also shown. Depending on the nature of your installation, you may have different warning and alert types enabled, and this will determine the items shown in the activity report.

Activity Reports are displayed for a set duration that will be configured for your installation. For instance, this may be a 24 hour period, or from 8 am to 9 pm. 

To view the previous week , click the **back arrow** symbol at the top left of the report:



To view next week, click the **forward arrow** symbol at the top right of the report:



Exporting an Activity Report

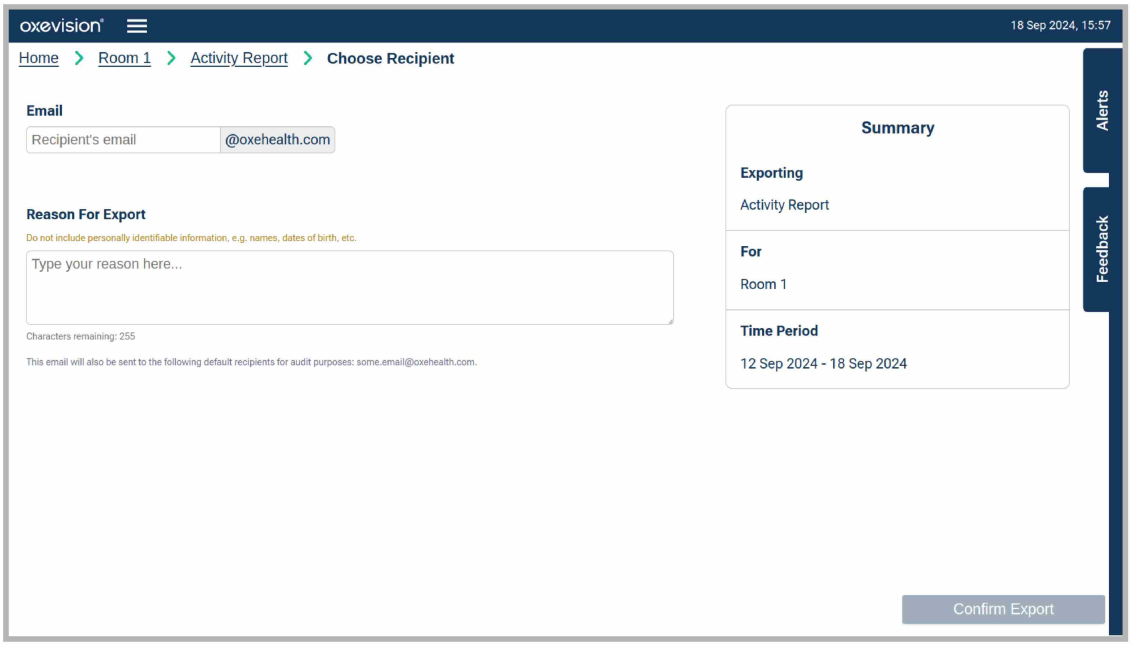
NOTE: ***This feature is only available on fixed screen and tablet devices***

To export an Activity Report you are viewing for the given room, click the **Export Report** control at the bottom right of the screen:



You will then see the **Choose Recipient** screen below:

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Enter the email address you wish to send the report to in the **Email** field, and describe a reason for exporting in the **Reason for Export** field. These fields must be completed for the **Confirm Export** button to successfully send the report.

You will only be able to send the report to a recipient with an email address within your organisation, and you only need to enter the part of the email address before the '@' symbol. When you export a report, a copy may also be sent to other recipients that your organisation has chosen for audit purposes. The email address of this person will be indicated on the **Choose Recipient** screen shown above.

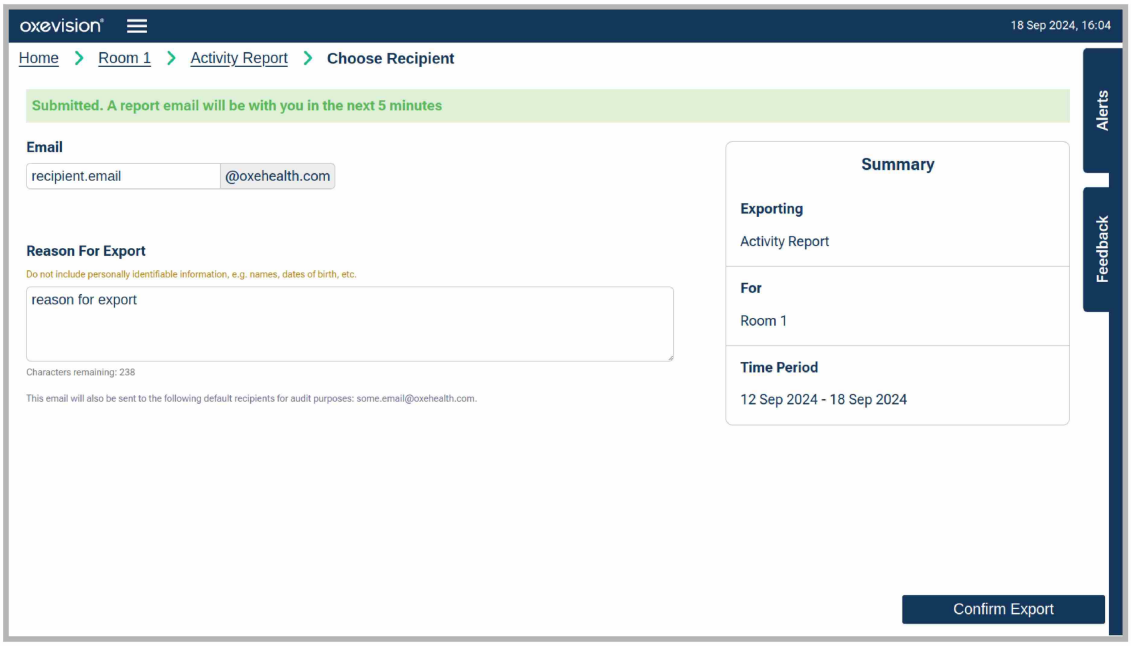
NOTE

Do not include any subject identifying information in the **Reason For Export** section, e.g. names, date of births.

To cancel this action from the **Choose Recipient** screen, click the **Back** button to return to the **Activity Report** screen or the Home button to return to the **Overview screen**.

When you are ready to export the report, click the **Confirm Export** button. A message will appear which reads "Submitted. A report email will be with you in the next 5 minutes" as shown below:

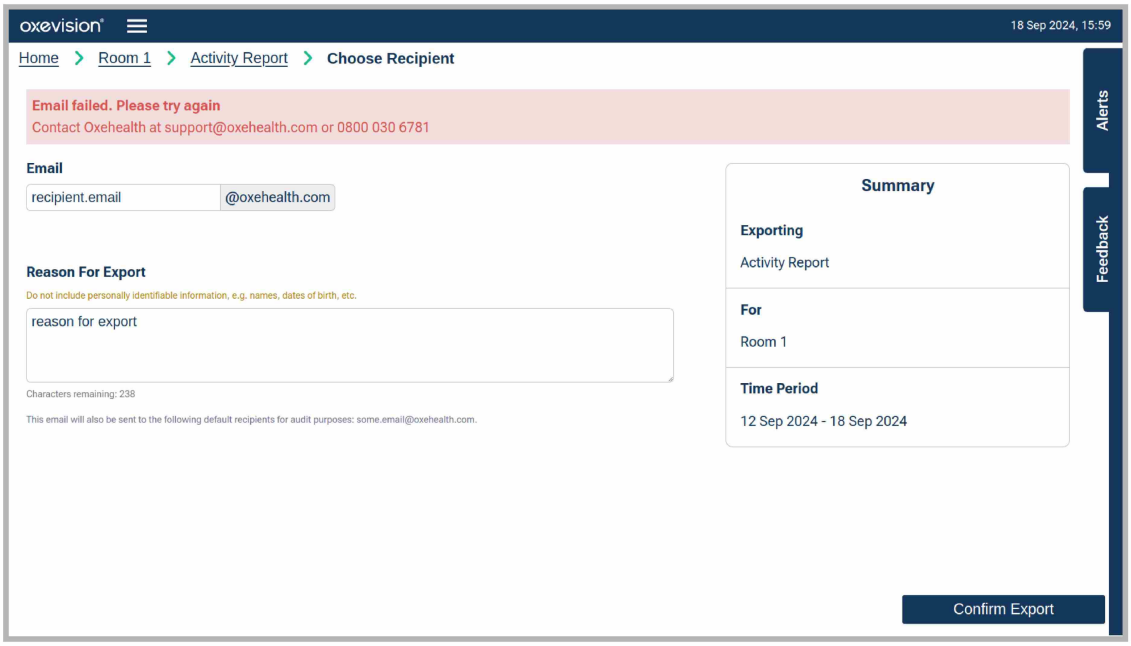
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NOTE

Limitation on email size means that users should limit the number of rooms to export to no more than 15 rooms for 10 days or in other words, 150 room-days of information in one export.

If you are operating a mobile device and this has lost connection to WiFi, or the system encounters other errors attempting to send the email, you will see an error message as shown below:



To ensure the Activity Reports can be sent, move to a place where your mobile device has a good Wifi connection and click Confirm Export again. If the problem persists, please contact Oxehealth using the details on the screen.

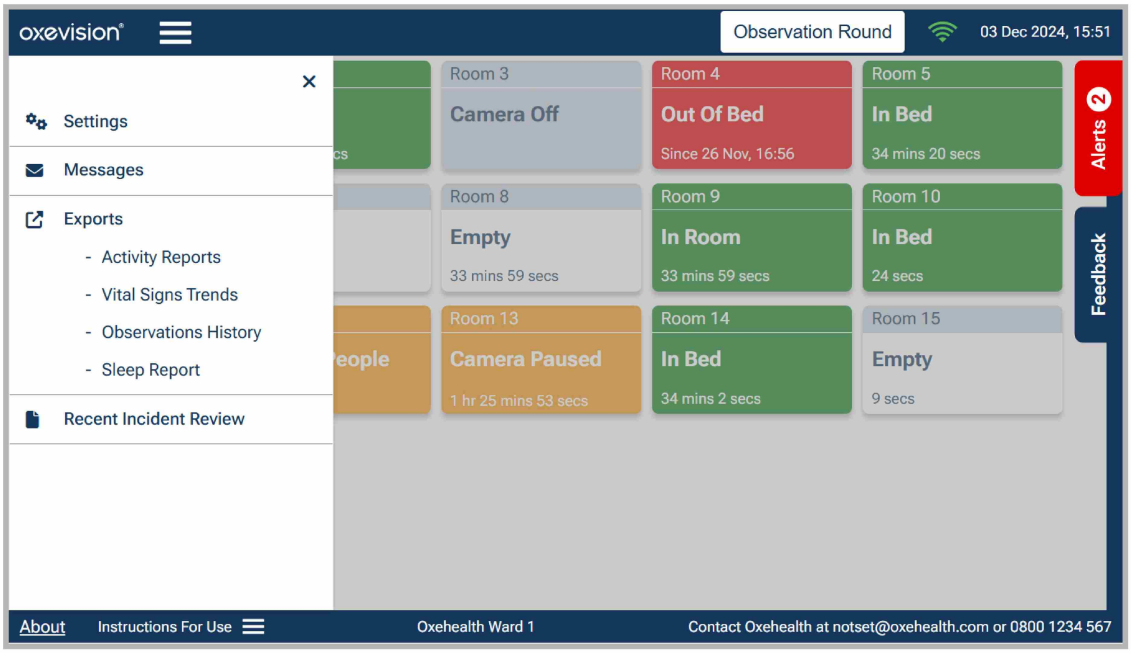
Once successful, an email will be sent to the address you provided, with the report attached as a PDF file. An additional copy of this email will also be sent to the other email addresses shown on the screen for audit purposes. The Activity Report will contain one page which will display one row of activity data per day for the selected room.

Emails should be received by the recipients, and default recipient(s) for the device group, within 5 minutes.

If you have not completed the **Email** and **Reason for Export** fields, error messages will be shown and the report will not be sent. After successfully exporting, you will then be returned to the Overview Screen.

Alternatively, you can export ActivityReports for a number of rooms over a selected date range by clicking the **Activity Report** link in the navigation menu header bar on the **Overview Screen:**

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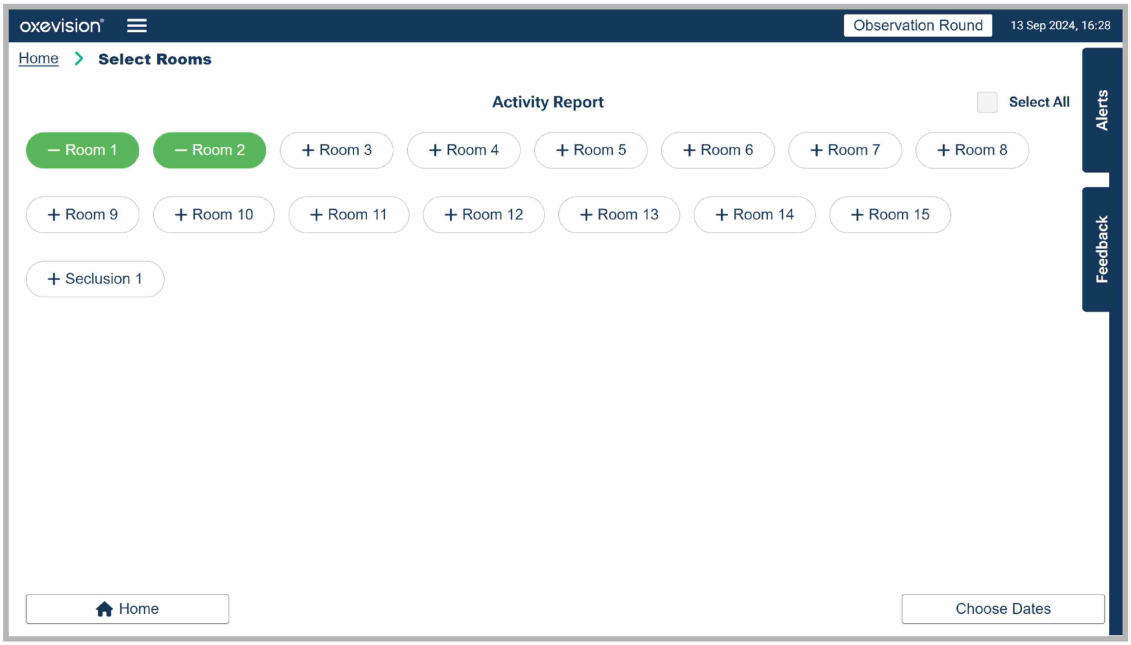


You will then see the **Select Rooms** screen shown below, allowing you to choose multiple rooms to export the reports for.

The Export modules configured for your installation will be displayed as clickable buttons from the **Export** screen. Click the **Activity Reports** button to export Activity Reports for a single room or multiple rooms.

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You will then see the Select Rooms screen shown below, allowing you to choose multiple rooms to export the reports for:

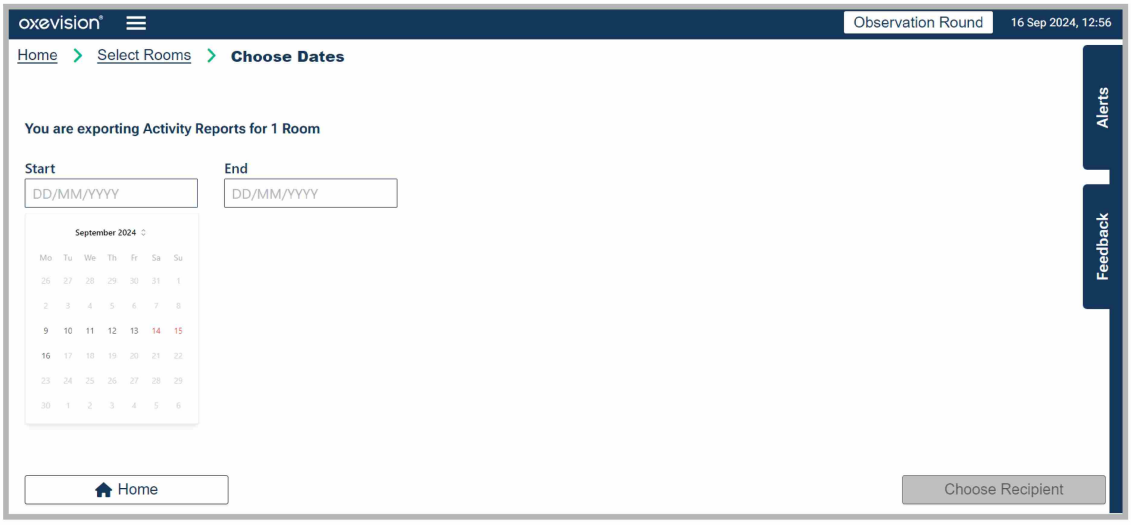


All rooms available to the device will be shown as multi-select options on the **Select Rooms** screen. One or more rooms can be selected by clicking on the room name button. Clicking the **Select All** checkbox will select all rooms available. Selected rooms will be displayed in a solid (green) colour. Selected rooms can be deselected by clicking on the room name button. Unchecking the **Select All** checkbox will deselect all rooms.

The **Choose Dates** button will be disabled until at least one room is selected.

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After selecting the rooms you would like to export Activity Reports for, click **Choose Dates**, and you will then see the Choose Dates screen shown below:



The time frame for the export can be selected using the Start and End date dropdown boxes on the **Choose Dates** screen.

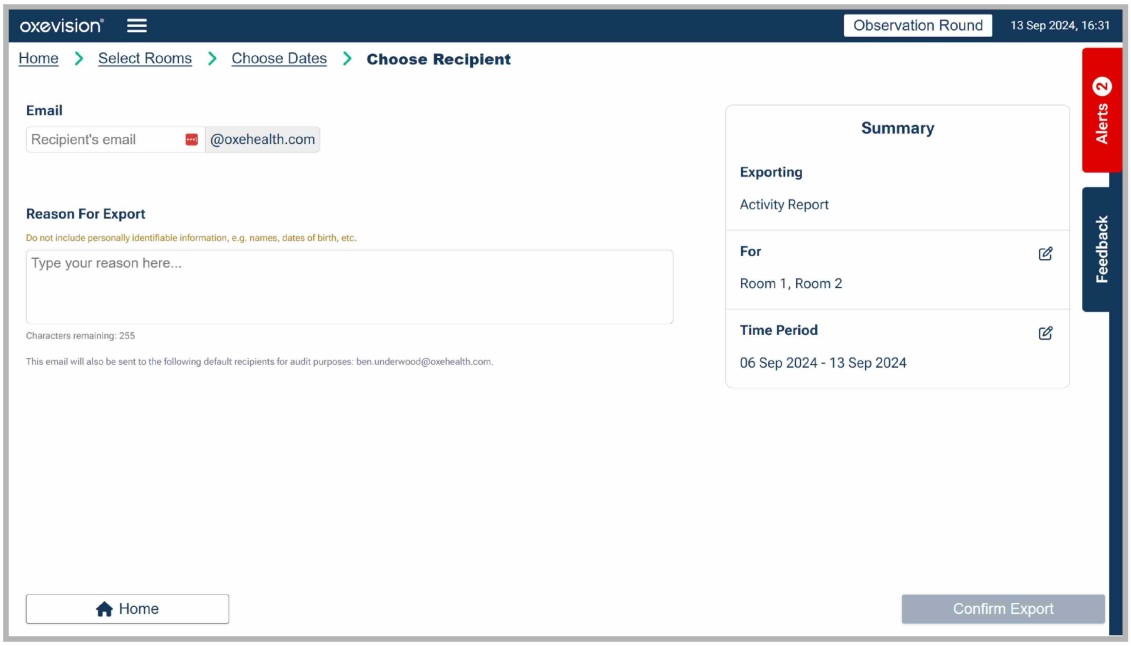
The **Choose Recipient** button will be disabled until at least one date is selected.

The maximum date range is 14 days. If invalid dates are selected, an error message will be displayed and the **Choose Recipient** button will continue to be inactive.

To go back to the **Select Rooms** screen to change the rooms being exported, click the **back to Select Rooms** button at the top left.

Once you have selected the date range you would like to export, click the **Choose Recipient** button and you will then see the **Choose Recipient** screen shown below:

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Enter the email address you wish to send the reports to in the **Email** field, and describe a reason for exporting in the **Reason for Export** field. These fields must be completed for the **Confirm Export** button to successfully send the Activity Report.

You will only be able to send the report to a recipient with an email address within your organisation, and you only need to enter the part of the email address before the '@' symbol. When you export a report, a copy may also be sent to other recipients that your organisation has chosen for audit purposes. The email address of this person will be indicated on the **Choose Recipient** screen shown above.

NOTE

Do not include any subject identifying information in the **Reason For Export** section, e.g. names, date of births.

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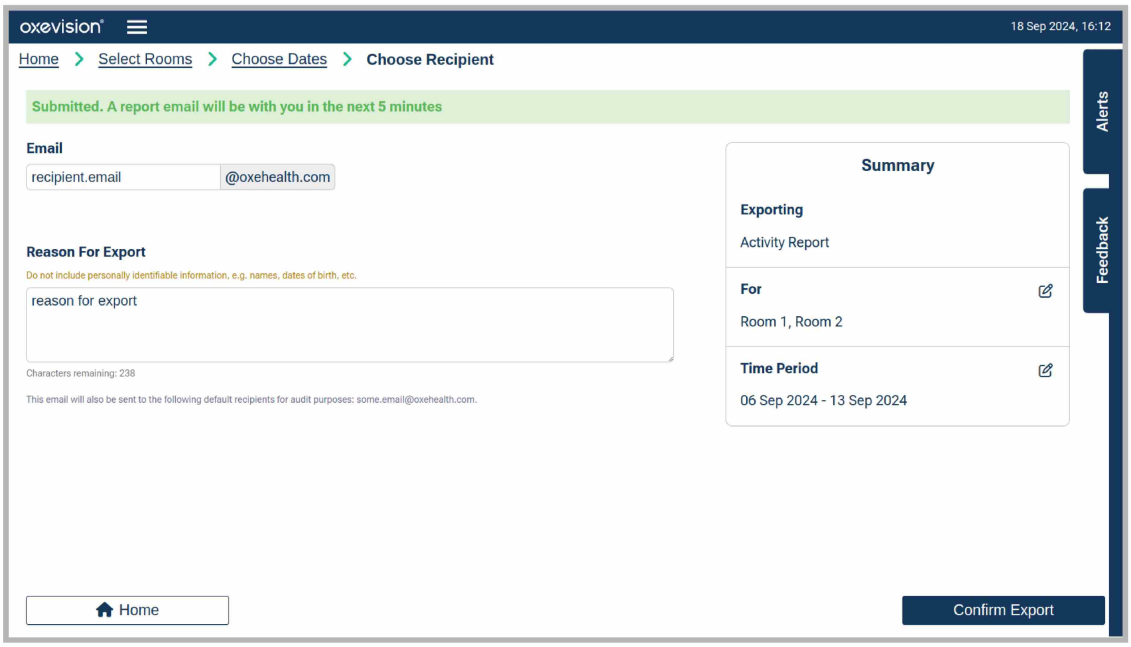
To go back to the **Select Dates** screen to change the dates being exported, click the **Choose Dates** button at the top left. To cancel this action from the **Choose Recipient** screen, click the **Home** button to return to the **Overview screen**.

A summary of the export is displayed on the right of the **Choose Recipient** screen which shows details of:

- **Exporting** - The type of report being exported;
- **For** - The rooms selected and;
- **Time period** - The time frame selected.

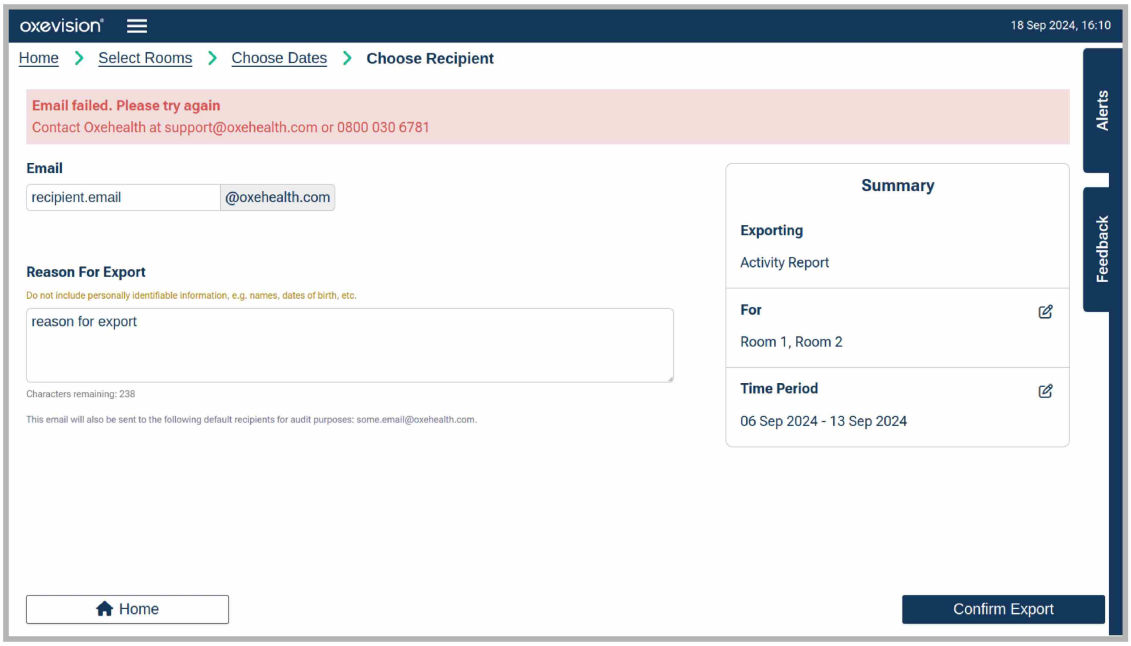
The export options can be edited by selecting the edit icons within the Summary section. Selecting an edit icon will return you to the respective **Exports**, **Select Rooms** or **Select Dates** screen. Follow the earlier instructions for editing the information on these screens.

When you are ready to export the report, click the **Confirm Export** button. A message will appear which reads “Submitted. A report email will be with you in the next 5 minutes” as shown below:



If you are operating a mobile device and this has lost connection to WiFi, or the system encounters other errors attempting to send the email, you will see an error message as shown below:

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To ensure the Activity Reports can be sent, move to a place where your mobile device has a good Wifi connection and click Confirm Export again. If the problem persists, please contact Oxehealth using the details on the screen.

Once successful, an email will be sent to the address you provided, with the reports attached as individual PDF files (one per room). An additional copy of this email will also be sent to the other email addresses shown on the screen for audit purposes. Each Activity Report will contain one page which will display one row of activity data per day for one room.

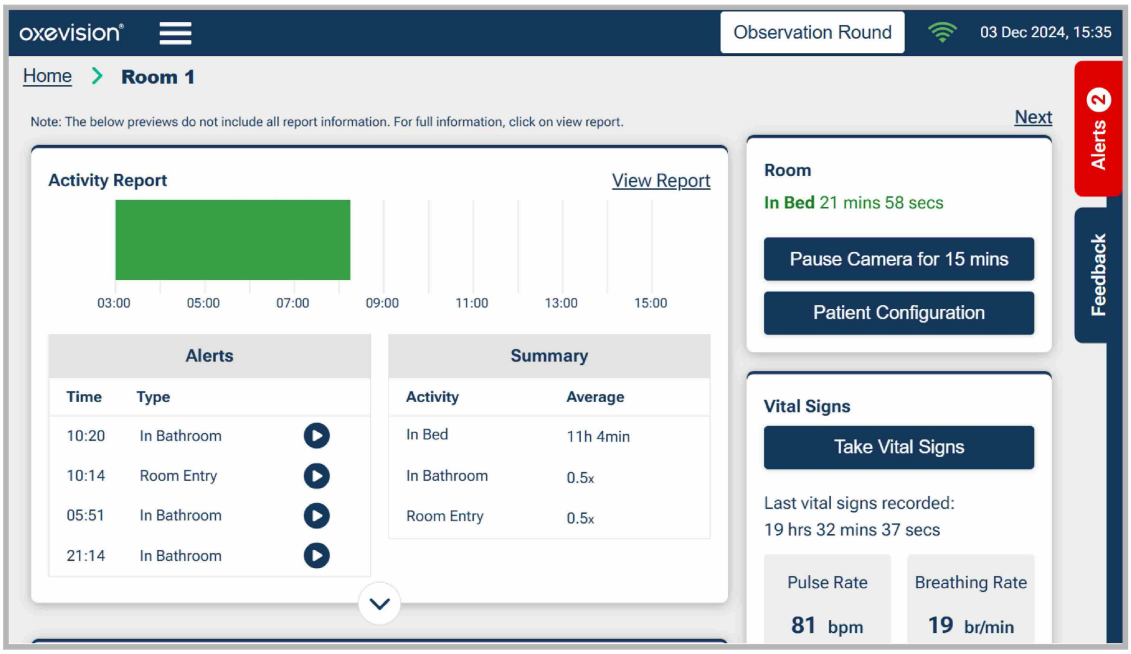
Emails should be received by the recipients, and default recipient(s) for the device group, within 5 minutes.

If you have not completed the Email and Reason for Export fields, error messages will be shown and the report will not be sent. After successfully exporting, you will then be returned to the **Overview Screen**.

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Pausing Camera

To pause the camera in any room, click the room icon for the room the subject is in, then select **Pause Camera for 15 min** from the **Room Dashboard**.



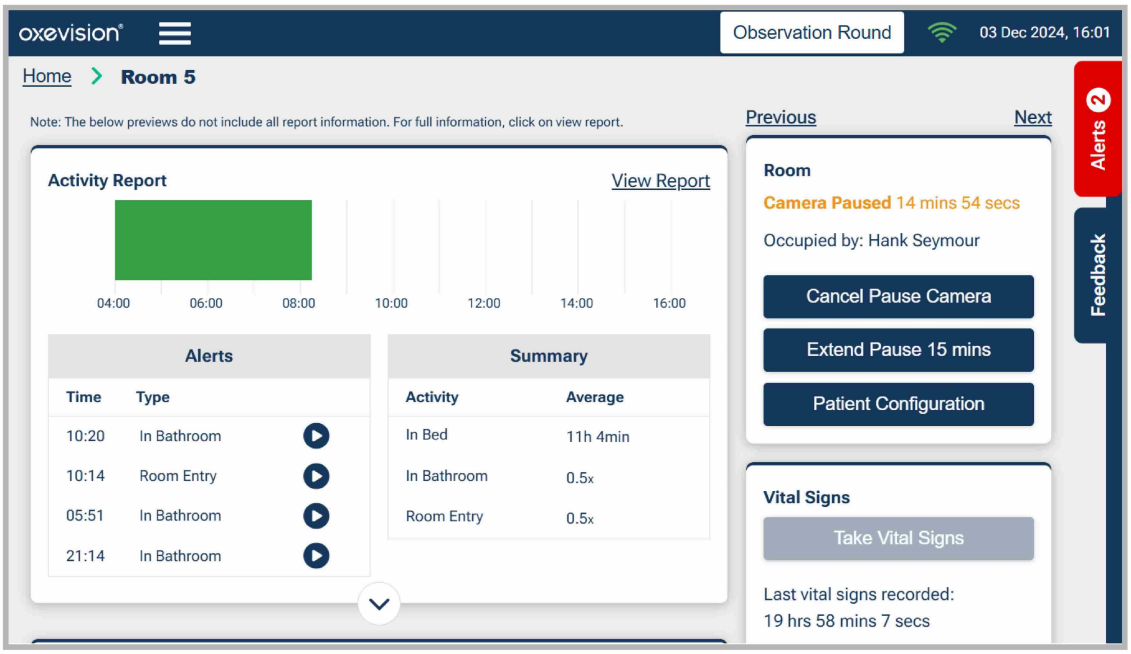
NOTE

The duration of the camera pause may not be 15 minutes if the default camera pause duration for this room has been changed. For instance, if the default camera pause duration has been changed to 45 minutes, the button will read **Pause Camera for 45 min**.

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Extending and Cancelling a Camera Pause

If you want to keep a camera paused, or cancel the action and reconnect the camera, click the room icon for the room the subject is in, and the **Room Dashboard** will look as it does below:



To Cancel the pause and reconnect the camera, click **Cancel Pause Camera**.

To extend the pause for another 15 minutes, click **Extend Pause 15 min**. The room will now remain paused for the time that previously remained, plus the time added.

Click **Home** to return to the **Overview screen**.

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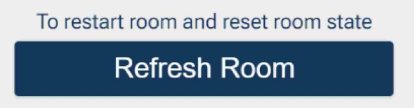
NOTE

The extension of the camera pause may not be 15 minutes if the default camera pause duration for this room has been changed. For instance, if the default camera pause duration has been changed to 45 minutes, the button will read **Extend Pause 45 min**.

Refreshing a Room

The refresh room feature allows a single room to be re-initialised, if you believe the room states are not correct.

If you believe that the room state displayed on the **Overview Screen** is incorrect, you can reinitialise the room by clicking the room icon for the room you believe to be indicating the incorrect status on the **Overview Screen**, then clicking the **Refresh Room** button on the **Room Dashboard** screen:



It may take the system up to 5 seconds to reconnect to a room after you have clicked the Refresh Room button, and during this time, the room will show a **Connection Lost** status. After the system has reinitialised the room, it will then show the **Acquiring** status and will subsequently determine a new room state.

NOTE

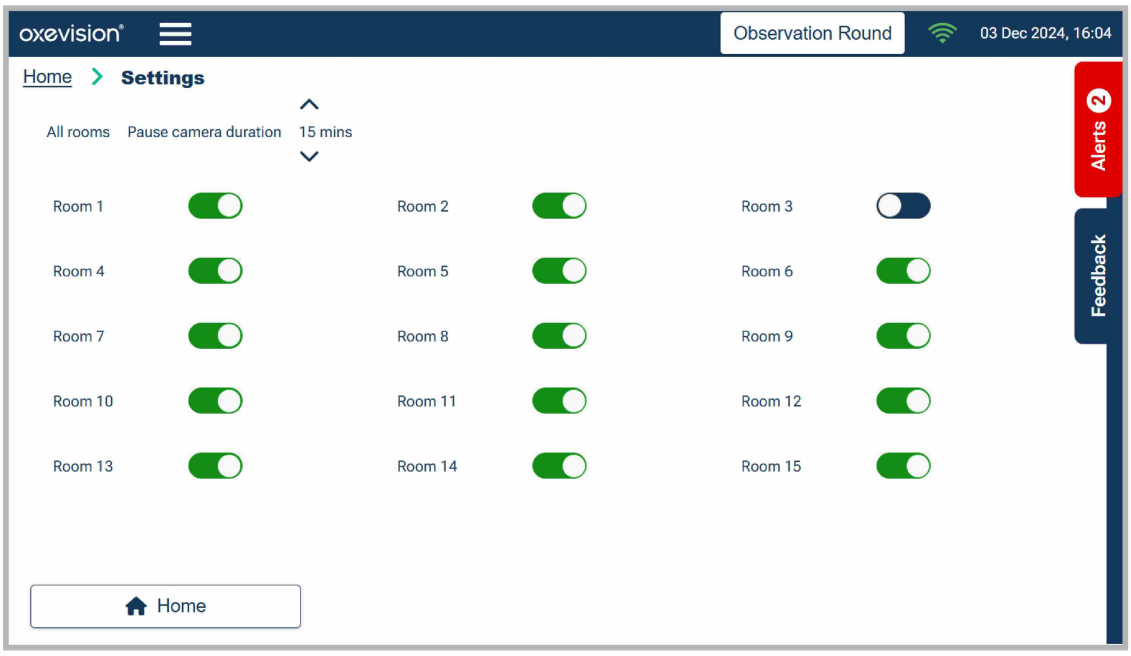
The Refresh Room feature is provided to assist you if the Oxevision Activity Tracker software has incorrectly determined the activity, posture, presence and location of room occupants and other individuals in the room.

This feature is not intended to be used on a regular basis, and if you believe that the room states are incorrect on more than a very occasional basis, please contact Oxehealth.

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Changing Room Settings

To enable or disable system processing (on/off) in any of the rooms, or change the default pause camera duration, click the **Menu** button in the top left corner of the **Overview screen**. Click on Settings and then you will then be shown the **Settings screen** below:



On the settings screen, you can control which rooms are on or off, and set the default pause camera duration.

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This screen shows the on and off status for each room, which is operated as follows:

Room 1 	The room is chosen to be on, such that the software is running, receiving and processing video. To turn the room off (stop the software from running, such that the software is not receiving or processing video), click the green toggle switch. The toggle switch should then look like the picture below.
Room 1 	The room is chosen to be off, such that the software is not running, receiving and processing video. To turn the room on (start the software, such that the software is receiving and processing video), click the black toggle switch. The toggle switch should then look like the picture above.

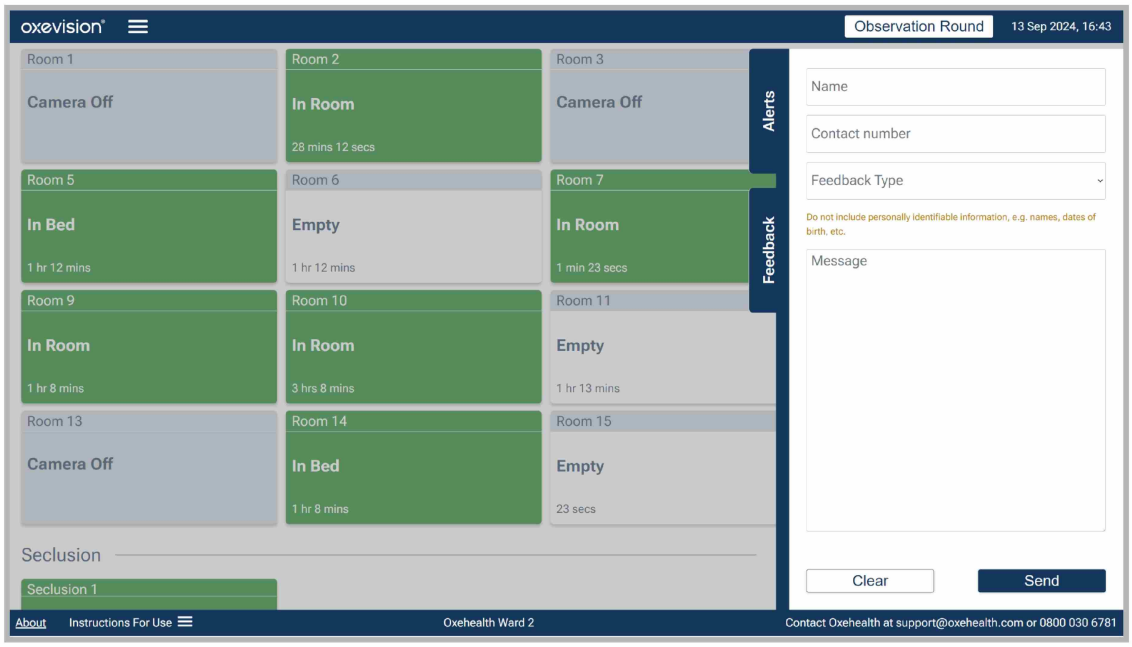
To change the **Default Pause camera** duration, click the up arrow above the pause camera duration to increase the pause camera duration **minutes** and click the down arrow below the pause camera duration to decrease the pause camera duration **minutes**.

Click **Home** to return to the **Overview screen**.

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Sending Feedback to Oxehealth

To send feedback of any sort to Oxehealth, click the **Feedback** button in the top right corner of the screen. You will then see the **Feedback screen** below:



Select the **Feedback Type** (if this is available) and fill in the **Name**, **Contact Number** and **Message** text field with the information you would like to share, your issues, suggestions or questions and click **Send** to send the information to Oxehealth. Please provide your name and contact details,, as this will help a support representative to contact you if you require assistance. We will then receive your message automatically, and you will be returned to the **Overview screen**.

⚠ If you do not wish to send feedback, click on the **Feedback tab** and the feedback form will close

CAUTION

Do not include any subject identifying information in the feedback, e.g. names, date of births.

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