Mobile App User Guide

MedSpot 360 Product Team

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Contents

Welcome to the MedSpot 360 Mobile App User Guide

Welcome to TrueSpot Health's MedSpot 360 mobile app. MedSpot 360 helps hospital personnel easily find and manage assets of all types. You can download our app from the Apple Store or Google Play store, and it works with all TrueSpot Health MedSpot accounts.

The MedSpot 360 mobile app is super useful because you do not need a computer to find or tag devices anymore. With this app, you can:

- Find Devices Anywhere: You can quickly locate equipment without going back to your computer, saving you time and energy.

- Tag Devices Right Where They Are: You can tag devices in their current location, making it easier to keep track of all the equipment in the hospital.

- See Dashboard Tiles: You will have a great overview of all your medical equipment in one place. This helps you know where everything is, if all devices are working correctly, and if anything is missing.

In this user guide, we will show you step-by-step how to use the MedSpot 360 mobile app to make your hospital work easier and more efficient.
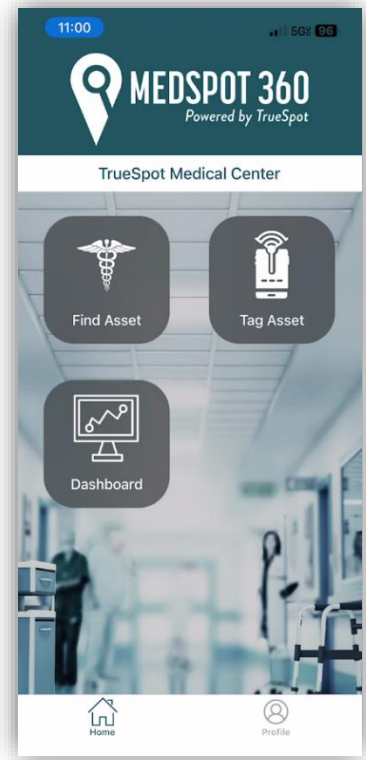

Figure 1 - Home Page

Section 2: Downloading the MedSpot 360 Mobile App

Follow these simple steps to download the MedSpot 360 mobile app on your iOS or Android device:

For iOS Devices (iPhone or iPad):
1. Open the "App Store" on your device.
2. Tap the "Search" icon (magnifying glass) at the bottom of the screen.
3. In the search bar, type "TrueSpot Health" or "MedSpot360" and press "Search".
4. Locate the "TrueSpot Health" app in the search results.
5. Tap the "Get" button to start the download process. You may see a prompt to enter your Apple ID password or use your fingerprint/face recognition to confirm the download.

6. After downloading the app, tap "Open" or find the "MedSpot" app on your device's home screen and tap to launch it.

For Android Devices:

1. Open the "Google Play Store" on your device.
2. Tap the "Search" icon (magnifying glass) at the top of the screen.
3. In the search bar, type "TrueSpot Health" or "MedSpot360" and press "Enter" on your device's keyboard.
4. Locate the "TrueSpot Health" app in the search results.
5. Tap the "Install" button to start the download process. You may see a prompt asking you to confirm your Google account credentials.
6. After downloading the app, tap "Open" or find the "MedSpot" app in your device's app drawer and tap to launch it.

Now that you have successfully downloaded and installed the MedSpot 360 mobile app, you are ready to start using it to locate and manage medical equipment in your hospital.

Section 3: Signing in to the MedSpot 360 Mobile App

In this section, we will guide you through the process of signing in to the MedSpot 360 mobile app using your existing MedSpot web application credentials (email address and password). Follow the step-by-step instructions below:

1. Locate the "MedSpot 360" app icon on your device's home screen or app drawer, and tap to open the app.
2. The welcome screen will greet you. Here, you will find two input fields for your login credentials.
3. In the "Email" or "Username" field, enter the email address associated with your MedSpot account. This is the same email address you use to log in to the MedSpot web application.
4. In the "Password" field, enter your MedSpot account password. Remember, this password is the same as the one you use for the MedSpot web application.
5. After entering your email address and password, tap the "Log In" button at the bottom of the screen to proceed.
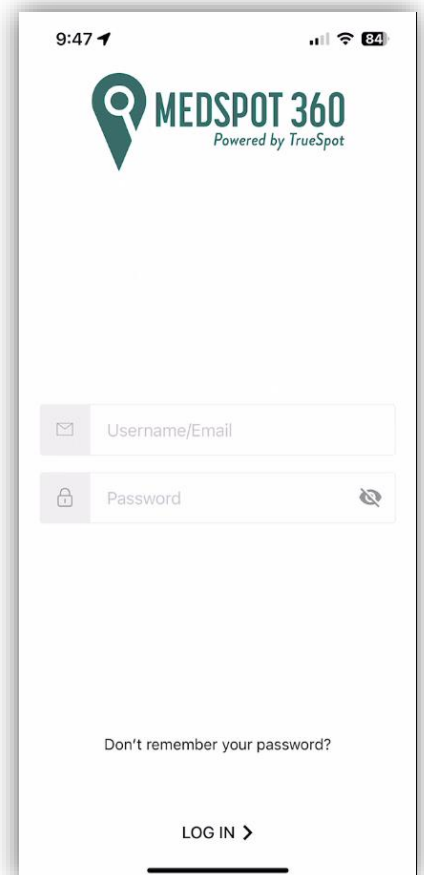

Figure 2 - Login Screen

Once you have successfully logged in, the app will direct you to the main MedSpot 360 interface, where you can start locating and managing your hospital's medical equipment.

If you have trouble remembering your password, look for the "Don't remember your password?" link on the login screen. By tapping this link and following the instructions, you can reset your password and regain access to your account.

Section 4: Finding an Asset

In this section, we will guide you through the process of finding an asset within your hospital using the MedSpot 360 mobile app. Follow these step-by-step instructions to search the inventory list, locate the asset on the map, and use the Find Asset function to get right up to the asset:

1. On the MedSpot 360 Home Screen, tap the "Find Asset" button. You will see a list of all your assets, separated by their status (tagged, untagged, or mixed).
2. To find an asset, either scroll through the list or use the "Search" field at the top of the screen. Enter an asset name, category, ID, manufacturer, model, serial number, or tag number, and tap "Search". The list will filter down to display the devices that match your search criteria.
3. When you find the desired device, tap on it to open the asset detail screen. This screen displays a map with a pin showing the device's location. Use your fingers to move the map or zoom in/out for easier navigation.
4. The asset detail screen also provides information about the Tag ID, location name, floor, last reported time, and asset details, including Name, ID, Serial Number (SN), Manufacturer, model, department, and responsible maintenance group.
5. If you are near the asset but cannot locate it immediately, tap the "Find Asset" button to enable the Modar search mode. The app will display the tag's proximity as Far, Near, or Immediate. The closer you get to the tag, the closer the icon will be to the "Immediate" section.
6. When you first open the Find Asset function, the app sends a command to the tag to activate search mode. The tag may disconnect for up to 30 seconds and then begin pinging quickly.
7. Move around the room, using the Find Asset tool to determine if you are getting closer or farther from the asset.
8. Once you have located the asset, close the Find Asset function.

With these steps, you can efficiently locate any asset within your hospital using the MedSpot 360 mobile app.
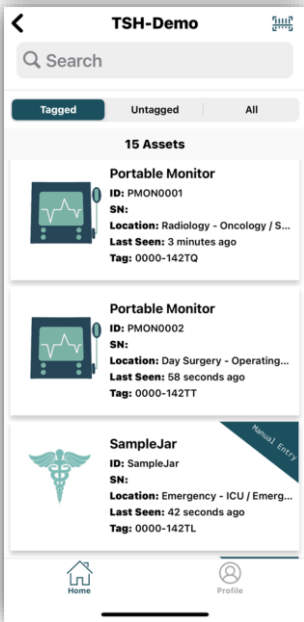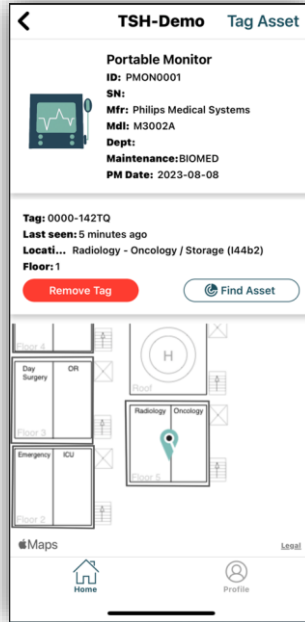
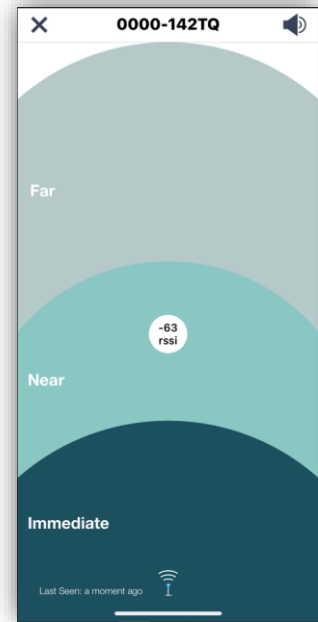

Figure 3 – Asset List

Figure 4 – Asset Details

Figure 5 – Modar Mode

Section 5: Tagging an Asset in Your Hospital

Tagging:

In this section, we will guide you through the process of tagging an asset in your hospital. "Tagging" means physically attaching a Bluetooth tag to the device and assigning the tag ID to the asset within the MedSpot 360 inventory list. Follow these step-by-step instructions for finding untagged devices and tagging them within MedSpot 360:

1. From the MedSpot 360 Home Screen, tap the "Tag Asset" button. This will take you to a list of your inventory, filtered to display Untagged assets.
2. To find an asset, either scroll through the list or use the "Search" field at the top of the screen. Enter an asset name, category, ID, or other relevant text, and tap "Search". The list will filter down to display the devices that match your search criteria.
3. When you find the desired device, tap the "Tag Asset" button to open the tagging function. The screen will display a list of all nearby tags.

4. If the list is long, you can enter the tag ID into the search field to narrow it down. Tapping the "+" button next to the Tag ID will assign it to the asset.
5. Alternatively, tap the barcode icon to open the camera scanning function. When the camera opens, bring the QR code on the tag into the screen. Once it reads the code, the tag is assigned to the device.
6. After assigning the tag to the device, you will return to the search results list, where the asset will now show an assigned tag. You can then locate the asset on the map.
7. Make sure to physically attach the tag to the asset in a way that will not impede the device's use or cause the tag to be knocked off during device movement.
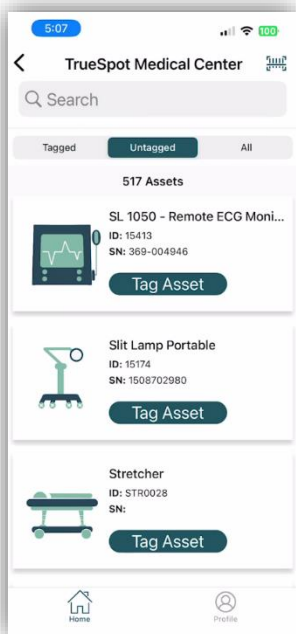8. Repeat this process for any hospital asset that needs a tag.
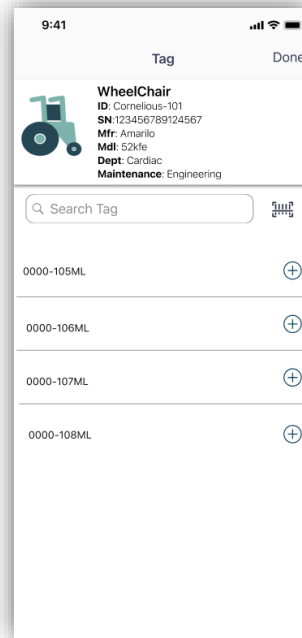

Figure 4 – Asset List

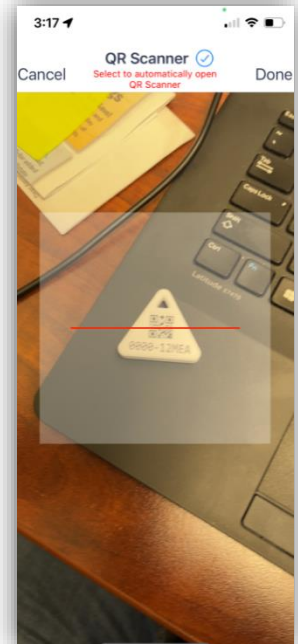

Figure 5 - Tag List

Figure 6 - Tag QR Code Scanner

By following these steps, you can efficiently tag and track assets within your hospital using the MedSpot 360 mobile app.

Creating a Manual Asset Entry:

In this part of Section 5, we will explain how users with specific permissions can create a manual entry for assets not currently in their inventory. This is useful for tracking and finding items not considered "Assets" in the main inventory, such as carts, computer devices, stretchers, or other items. Follow these step-by-step instructions for creating a manual asset entry:

Figure 7 - Manual Entry Form

1. Perform an asset search as described in the previous section. If the list contains no items, and you have the proper User Permissions, you will see an option to "Add a Manual Entry".
2. Tap "Add a Manual Entry" to access a form where you can input information to add the device to your inventory list.
3. Fill in the mandatory fields, including Asset Name, Asset Type, and Asset ID (barcode scanner available). For Asset Name, choose a clear and easily recognizable name. Select the Asset Type from the dropdown list, using the most appropriate category.
4. The Asset ID should be the official BIOMED or other maintenance department ID. If there is no ID, create a logical one (e.g., "STR0001" for a stretcher or "WC0001" for a wheelchair). This allows you to incrementally increase the ID numbers for similar assets added in the future.
5. Optional fields include Department (that manages the device), Maintenance Provider (responsible for maintenance), PM Date (indicating the next maintenance date), Manufacturer, Model, and Serial Number (barcode scanner available).
6. Once you have entered the required information, tap "Add Asset" to complete the process. You return to the search results list, where you can now select the newly added asset.
7. Follow the tagging instructions from Part 1 of Section 5 to make the asset ready for tracking. Repeat the process as needed.

By following these steps, users with the appropriate permissions can manually add assets to their inventory and tag them for tracking within the MedSpot 360 mobile app.

Section 6: Using the Dashboard in MedSpot 360

In this section, we will explain how to use the Dashboard in MedSpot 360 to view relevant information about assets across the hospital. The Dashboard provides a quick overview of asset information, such as assets that have not reported a location recently, assets in specific locations or on specific floors, and items that are available or in another service status. Follow these step-by-step instructions for opening and operating the Dashboard within MedSpot 360:

1. From the MedSpot 360 Home Screen, tap the "Dashboard" button. This will take you to the main Dashboard screen, displaying a variety of information about your assets.
2. Slide the top menu to the right to see all available options.
3. Select the dashboard tile you want to view from the list, and the tile's details will appear on the screen.
4. To further filter the displayed information, tap any sub-section within the tile. This will take you to a filtered list showing only the assets that meet the specific criteria you selected.
5. To return to the main Dashboard screen, tap the "Dashboard" button on the top-left corner of the screen.

By following these steps, you can efficiently use the Dashboard in MedSpot 360 to view and manage relevant information about your hospital's assets.
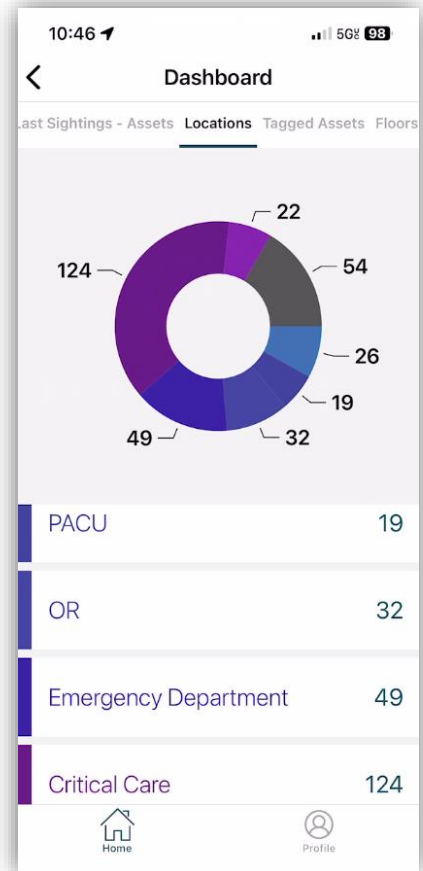

Figure 8 - Dashboard Tile "Locations"

Section 7: Tips for Using the MedSpot 360 Mobile App

In this section, we will provide useful tips for using the MedSpot 360 mobile app to optimize your experience.

1. Keep your device charged: Your mobile device should have a charge before starting to use the MedSpot 360 app. You do not want your device to shut down in the middle of locating or tagging an asset.
2. Keep your device updated: Ensure that your mobile device has the latest version of the operating system and the MedSpot 360 app. This will ensure the best possible performance and functionality.
3. Use Wi-Fi: When possible, use Wi-Fi to connect to the MedSpot 360 app. This will provide a faster and more stable connection, especially when searching for assets.
4. Keep track of tags: Make sure to securely attach tags to assets. This makes it easier to manage and track assets and so you do not lose or misplace tags.
5. Use the Dashboard: Use the Dashboard to instantly view relevant information about your hospital's assets, such as assets that have not reported a location recently or assets in specific locations or on specific floors.

By following these tips, you can optimize your experience with the MedSpot 360 mobile app and improve your hospital's asset management.

Section 8: Conclusion

In this User Guide, we have explored the various features and functionalities of the app that will enable you to efficiently manage and track your assets. By following the detailed step-by-step instructions, you will be well-equipped to locate, tag, and monitor assets, as well as use the Dashboard for a comprehensive overview of your hospital's equipment.

TrueSpot Health designed the MedSpot 360 mobile app with user-friendliness in mind, ensuring that hospital personnel can streamline their asset management process and improve overall productivity. If you have any questions or encounter any issues while using the MedSpot 360 app, please feel free to contact our support team at support@truespot.com. Our team is ready to assist you and ensure that you have the best possible experience with the app.

Thank you for choosing MedSpot 360 as your asset location management solution. We are confident that it will serve as an invaluable tool in managing your facility's assets and enhancing overall efficiency.