GlucoManager™ Software

User's Guide

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Preface

Software Overview

The **GlucoManager™ Data Management Software (GDMS, GlucoManager™ System)** is a versatile tool. It allows you to be more informed, and in turn, make more healthy lifestyle choices.

The **GDMS** tracks diabetes related health information including graphs, charts and reports. It can help both patients and healthcare professionals (HCP) evaluate needs for a diabetes health management program.

The GDMS allows you to Download test results from supported glucose meters. The GDMS displays trends and patterns in glucose readings.

Intended Use

The **GlucoManager™ Data Management Software (GDMS)** is intended for use at home and clinical settings to aid people with diabetes and their healthcare professional in the review, analysis and evaluation of blood glucose test results to support effective diabetes management. This device is not intended to provide any diagnosis based upon patient results.

Purpose and Scope

This User's Guide provides computer, installation and configuration information. It also includes steps for downloading and importing data for viewing reports, so that you can share information via the **GDMS**. This guide also provides instructions for managing system data integrity, troubleshooting and obtaining technical support.

Computer Requirements

The following are the minimum requirements for the GDMS operation.

Operating systems:
Microsoft® Windows® 10, Microsoft® Windows® 8
Microsoft® Windows® 7, Microsoft® Windows® XP

*The EasyMax GlucoManager CANNOT be installed on any Apple® or Android® devices.

The following components are needed to download results from your EasyMax Meter:
- EasyMax V: EasyMax V Data Cable (Please contact your EasyMax Supplier for this cable)
- EasyMax L: Standard Mini-USB 2.0 cable

Technical Support

Please contact Customer Care if you need assistance with this User's Guide or the GDMS.

- The toll-free phone number is 866-994-3345 in the USA.
- Customer Care is available 12 hours per day, Monday-Friday from 8:00 a.m. to 6:00 p.m. (Eastern Standard Time).

1. Introduction

The **GDMS** allows you to take a more informed role in managing diabetes by acting as a data management tool. This section introduces the **GDMS** features, installation options, user roles and activities, terminology and day-to-day procedures. All users should read this section to understand key features, capabilities and different ways that you can use the **GDMS**.

1.1 Overview of Home User Activities

The **GDMS** allows you to download, record, store, analyze and share important health information. The following is an overview of typical, routine use of the **GDMS** for home users:

- Download test results from your blood glucose meter to the GDMS.
- View graphs, charts and reports. It will help you understand and track the progress for your health management plan.

1.2 GDMS Terminology

The following terms are used in the GDMS and this User's Guide:

Healthcare Professional (HCP) –
Doctor, Nurse or Healthcare Provider: use this version if you have multiple patient or consumers you will be monitoring.

Consumer / Patient
Use this version for personal use.

Data –
Information recorded by any supported medical device and downloaded to the GDMS.

Health Information –
Personal and medical information recorded by (or for) a patient.

Reports –
Reports are charts, graphs, and tables generated by the **GDMS**.

1.3 Messages in this Guide

CAUTION and **IMPORTANT** messages are included throughout this User's Guide. These messages warn you to pay careful attention to specific instructions for using the GDMS. Before using the GDMS II, read each message included in the GDMS User's Guide. Always seek the advice of a HCP before making any change in your lifestyle or use of medication.

CAUTION and **IMPORTANT** messages have a very specific meaning. The following list explains the meaning and purpose of each:

CAUTION indicates possible hazards that can cause harm to yourself, or to your patients.
IMPORTANT indicates that inconveniences to you may result if you do not follow instructions.

1.4 Package Contents (If provided by your EasyMax Supplier)

The **GlucoManager™ System (GDMS)** includes the following accessories.

- **GlucoManager™**:
  - Installation Software
  - Electronic files for the following:
    - User's Guide
    - Readme File
- A **GlucoManager™** interface cable for connecting a meter to your computer.

Note:

1. A software driver will either need to be installed on the device or installed on your computer.
2. The software driver enables **GDMS** to recognize the new device so that data transfer can take place.

1.5 Explanation of Software Symbols

	Home		Log Book		Avg. Meal Histogram
	Analysis Setting		Period Review		Target Ratio
	Save		Daily Line Chart		View Report
	Print		Avg. Day Trend		Confirm Range
	Help		Avg. Week Trend		

2. Installing the GDMS

This section provides details to operate the GDMS.

2.1 Overview

Before installing the GDMS, please read the User's Guide first.

2.2 Procedure

Before you install the GDMS

- Verify computer requirements as listed in the Preface.
- Save all information and close all running applications.

Note:

1. Please download the software at www.oaktree-health.com from the downloads section.

2.3 Installing the GDMS

These steps correspond to the GDMS installer dialog boxes, which provide additional instructions.

Step 1. Start the installer.

- Extract all files from the downloaded zip file GlucoMangerIII_2.21.zip
- Open the folder GlucoMangerIII_2.21 and double click on GlucoManagerTM_Setup.exe to start the installer program.

Step 2. Welcome Page –

Read the welcome page. Click **Next** to continue or **Cancel** to quit.

Step 3. Select Destination Location–

Verify the installation folder. We recommend that you keep the preselected folder. (If required, click **Browse** toselect another folder.) Click **Next**.

Step 4. Select Start Menu Folder–

Verify the installation folder. We recommend that you keep the preselected folder. **(** required,click **Browse** to select another folder.) Click **Next**.

Step 5. Select Additional Tasks –
Create a desktop icon or a quick launch icon. Click **Next**.

Step 6. Ready to Install–
Select the installation version – **Healthcare Professional** or **End-User**.
Click **Install** to proceed. Alternatively, click **Back** to make changes in previous dialog boxes. Or click **Cancel** to stop theinstallation.

Step 7. Success Message –
Installation is complete. Click **Finish** to exitsetup.

Step 8. The GDMS icon

is placed on your desktop and in your **Start Menu**.

2.4 Uninstalling the GDMS

Step 1. Click **Start** > **Program file** > **GlucoManager™** > **uninstall.**

Step 2. Click **OK** to uninstall. Or click **Cancel** to stop uninstall.

2.5 Starting to Use the GDMS

After successfully install the GDMS, you can start to run the software.
Step 1. Please turn on your meter.
Step 2. Connect your meter and the computer through the interface cable. Step 3. Insert the interface cable into the computer's COM port.
Step 4. If the GDMS proceeds to auto-run, you can click any buttons on the program home page.
Step 5. If the GDMS doesn't proceed to auto-run, you can click Start> My computer>

3. Interface Introduction

3.1 The Program Home Dialog Box

GlucoManager™ Data Management Software (GDMS) opens up to the program home dialog box.

3.1.1 Healthcare Professional Version

When you install Healthcare Professional Version, the program home dialog box contains the four program functions. They are labeled **Add New Patient, Select Patient, Upload Data and View Report.** Clicking on any of the four icons will activate the desired function. A description of each function follows:

Healthcare Professional Version

Figure 3.1 Program Home Dialog Box

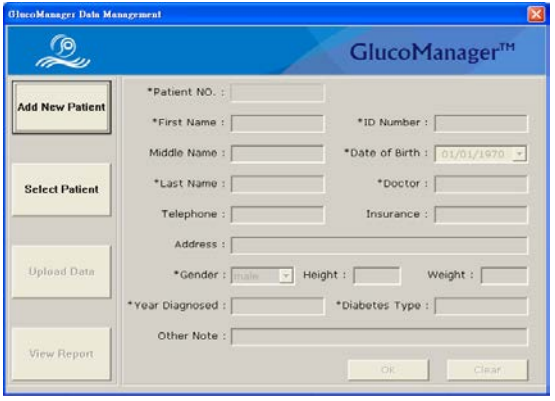
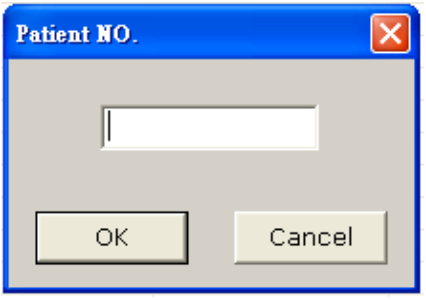


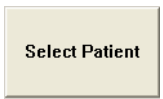
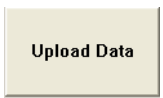
Figure 3.2 Patient NO.



Note: A button is active if the label on the button is in black font.
A button is not active if the label on the button is in gray font.

Healthcare Professional Version

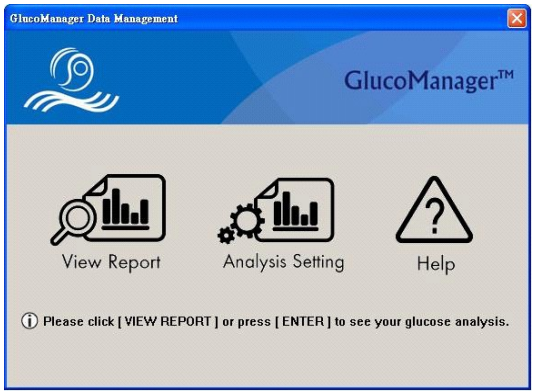
Explanation of Icons

When you see this:	You can:
	Add New Patient Add a new patient and profile to GDMS. After clicking on **Add New Patient**, you will go to the **Patient NO.** first and then set up their information.
	**Select Patient** Select patient lets you easily find the patient in the GDMS.
	**Upload Data** When you connect the meter to the computer, you can upload data from the meter to the computer.
	View Report View the patients' reports.

3.1.2 Consumer / Patient Version

When you install Consumer / Patient Version the program home dialog box contains the three program functions. They are labeled **View Report, Analysis Setting and Help**. Clicking on any of the three icons will activate the desired function. A description of each function follows:

Figure 3.3 The Program Home Dialog Box



Consumer / Patient Version

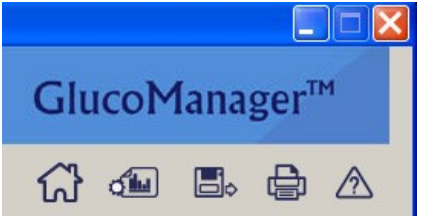
Explanation of Icons

When you see this:	You can:
	View Report Enter the main page and view all records.
	Analysis Setting Setting your Glucose Targets and Time Blocks.
	Help Contact our Customer Care Service toll-free at 866-994-3345 (Eastern Standard Time, Mon-Fri 8:00 a.m. to 6:00 p.m.) or download an e-Manual at www.oaktree-health.com

3.2 Menu Bar

The menu bar provides commands for the GDMS features and operations. (Including features that you can use by clicking buttons).

Figure 3.4 Menu Bar



3.2.1 The Program Home

Click > The Program Home (see Section 3.1)

3.2.2 Setting

Click > Setting

GDMS enables you to set your own Glucose Targets and Time Blocks. This way you can easily organize data and learn more about your glucose values and medications throughout the day.

- **Setting Glucose Targets**

Click to adjust your Glucose Targets. (See Figure 3.6). If you are not sure what your blood glucose target range should be, ask your healthcare professional.

Figure 3.6 Glucose Targets

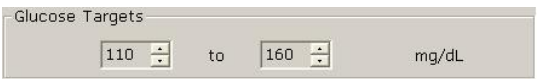


Figure 3.5 Setting

- **Setting Time Blocks**

GDMS uses Time Blocks to organize data for Reports. The time blocks of the setting dialog box lets you customize the start and end time for 7 pre-defined time blocks. This way you can track and monitor your glucose values and medications for specific time periods throughout the day, customized to your daily routine.

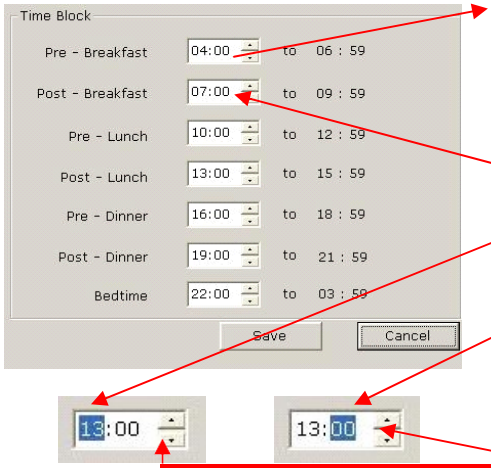
Start and end time may be set for the following Time Blocks (see Figure 3.7):

- Pre-Breakfast
- Pre-Lunch
- Pre-Dinner
- Bedtime
- Post-Breakfast
- Post-Lunch
- Post-Dinner

Figure 3.7 Time Blocks

Setting Time Block

When you see this:



You can:

Set Time Blocks. Review the Time block and decide if they match your schedule. GDMS uses Time blocks to organize Data for Reports.

Each Time block start time begins when the previous one ends.

Change the hours for any Time block, by selecting the hour value.

Change the minutes for any Time block, by selecting the minutevalue.

Click the up/down arrows until you find the desired hours and minutes.

3.2.3 Save

Click > Save, Save the setting.

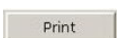
3.2.4 Print/ Export/ Email

Click > Print/Export /Email Print, export or emailreports.

• Printing Reports

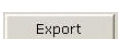
GDMS helps you print all reports for long-term record keeping.

– Click on the Menu Bar.

– Select Print mode and click 

to print out the desiredreports.

• Exporting Reports

– Select PDF mode and click 

to export the reports. This can helps you save all reports for long-term record keeping.

• Email Reports

GDMS allows you to email your reports as a PDF attachment.

– Click on the **Menu Bar**.

– Select which Reports you would like to email.

– Select the E-mail PDF option and if you have Microsoft® Outlook® on your computer, the PDF of your reports will pop up automatically on your email. If you do not have Microsoft® Outlook®, then you will have to save it on your computer and manually attach the report to your email.

3.2.5 Help

Click > Help Contact our Customer Care Service toll-free at 866-994-3345 (Eastern Standard Time, Mon-Fri 8:00 a.m. to 6:00 p.m.) or download an e-Manual.

3.3 Report Bar

The Report Bar on all Reports provides shortcuts to commonly used actions. The following description is briefly described from top to down. (Please see section ***3.8 Reviewing Reports*** for more information)

Report Bar	Description
Click Log Book	Lists all data.
Click Period Review	Provides detailed information for any day in the Report.
Click Daily Line Chart	Changes in glucose readings from day to day.
Click Avg. Day Trend	Plots the average value of each Time Bucket. (Breakfast, Lunch, Dinner, Bedtime)
Click Avg. Week Trend	Plots the average value of each weekly day. (Sunday, Monday, Tuesday, Thursday, Friday, Saturday)
Avg. Meal Histogram	Displays Glucose average as side-by-side bars for each meal.
Target Ratio	Provides the ratio of Glucose Targets. (Low, Within, High)

Figure 3.8 Report Bar

3.4 Viewing Time Period

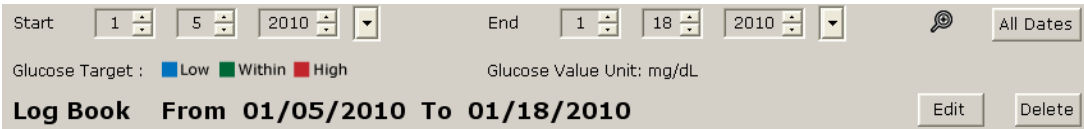
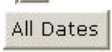


Figure 3.9 Time Period

– Click to adjust Month, Date and Year. And then click to view the updated data.

– Or click to view the calendar. Then click to view the updated data.

– Click  to show all data.

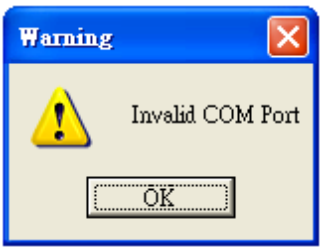
3.5 Colors and Colorful Backgrounds Reports

Several reports use colors and colorful backgrounds to display data or to differentiate data when viewing reports.

- The following reports use separate cell colors and colorful backgrounds to highlight individual readings that are outside the target ranges: Log Book, Period Review, Daily Line Chart, Avg. Day Trend, Avg. Week Trend, Avg. Meal Histogram and Target Ratio.
- Different cell colors are used for above target readings, below target readings, and within target readings.

3.6 Messages From The GDMS

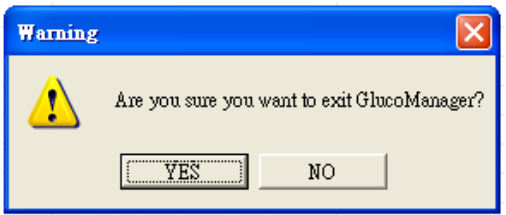
Messages appear in this window, including information about data files or device.

Dialog Boxes	Messages
	When the program self-detects that the connection from the device to computer is not workable.

Dialog Boxes	Messages
	Please make sure your meter is turned on for the data to upload.
	Please make sure your Start date is earlier than the next one's End date in the Time Blocks.

Dialog Boxes	Messages
	Please make sure your Start date is earlier than the End date in Time Period.
	Please make sure the editing records without any characters as follows, z.B. # * $ |.

Dialog Boxes	Messages
	Select any records before executing.
	The best display resolution is 1024 x 768. Other resolution can be acceptable, but the lowest resolution is 800 x 600.

Dialog Boxes	Messages
	DPI 120 can be acceptable, but the best DPI is 96.
	Are you sure you want to exit GlucoManager™?

3.7 Reviewing Reports

When you open the GlucoManager™ program, the date is set depending on your Windows® system, as well as data in Log Book Mode. These Time Blocks cannot be changed or edited.

Time Blocks as follows:

- Pre-Breakfast (04:00-06:59)
- Post-Breakfast (07:00-09:59)
- Pre-Lunch (10:00-12:59)
- Post-Lunch (13:00-15:59)
- Pre-Dinner (16:00-18:59)
- Post-Dinner (19:00-21:59)
- Bedtime (22:00-03:59)

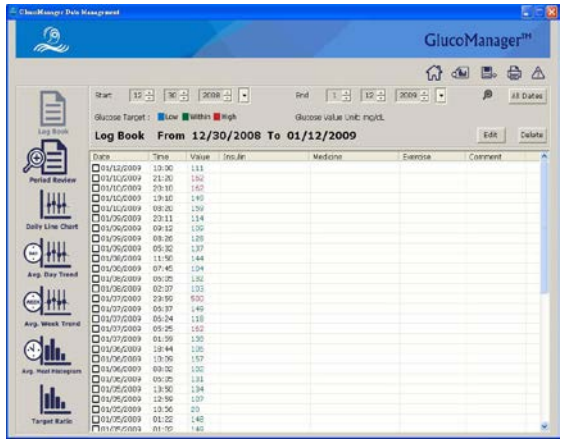
3.7.1 Log Book Mode Review

– Click to adjust Month, Date and Year. And then click to view the updated data.

– Or click to view the calendar. Then click to view the updated data.

– Click to show all data.

Figure 3.10 Log Book



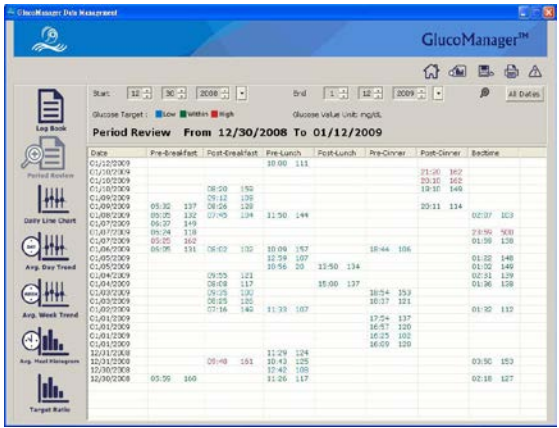
3.7.2 Period Review

– Click to adjust Month, Date and Year. And then click to view the updated data.

– Or click to view the calendar. Then click to view the updated data.

– Click to show all data.

Figure 3.11 Period Review



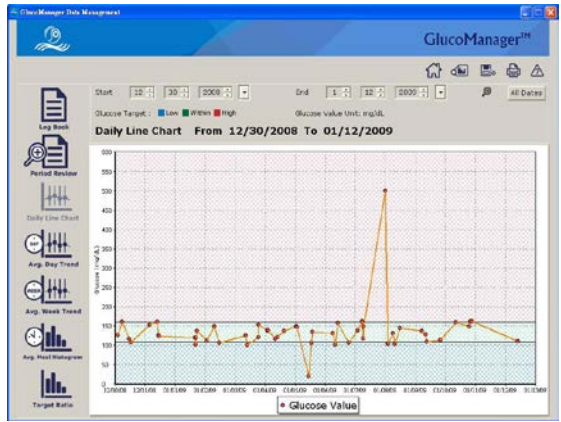
3.7.3 Daily Line Chart

– Click to adjust Month, Date and Year. And then click to view the updated data.

– Or click to view the calendar. Then click to view the updated data.

– Click to show all data.

Figure 3.12 Daily Line Chart



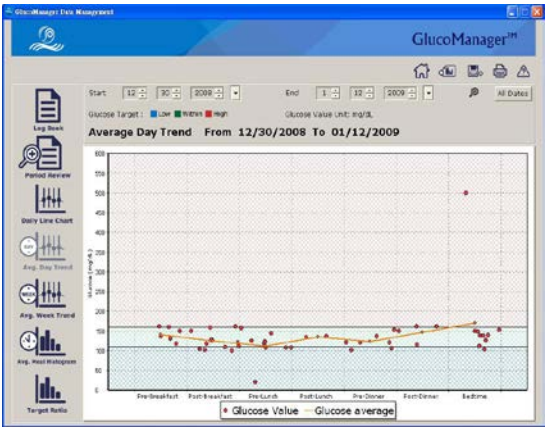
3.7.4 Avg. Day Trend

– Click to adjust Month, Date and Year. And then click to view the updated data.

– Or click to view the calendar. Then click to view the updated data.

– Click to show all data.

Figure 3.13 Avg. Day Trend



3.7.5 Avg. Week Trend

– Click to adjust Month, Date and Year. And then click to view the updated data.

– Or click to view the calendar. Then click to view the updated data.

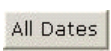
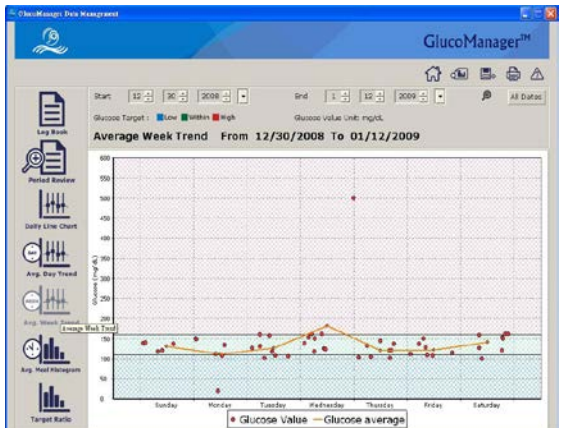
– Click  to show all data.

Figure 3.14 Avg. Week Trend



3.7.6 Avg. Meal Histogram

– Click to adjust Month, Date and Year. And then click to view the updated data.

– Or click to view the calendar. Then click to view the updated data.

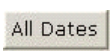
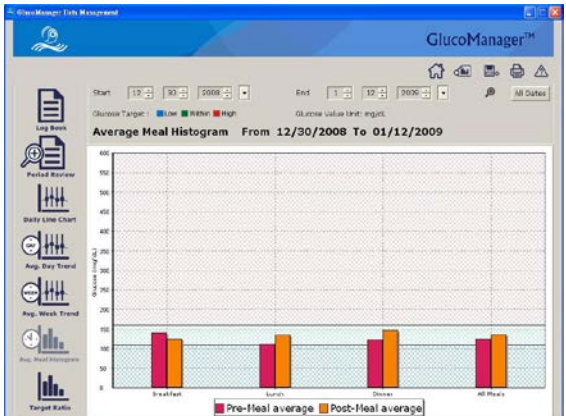
– Click  to show all data.

Figure 3.15 Avg. Meal Histogram



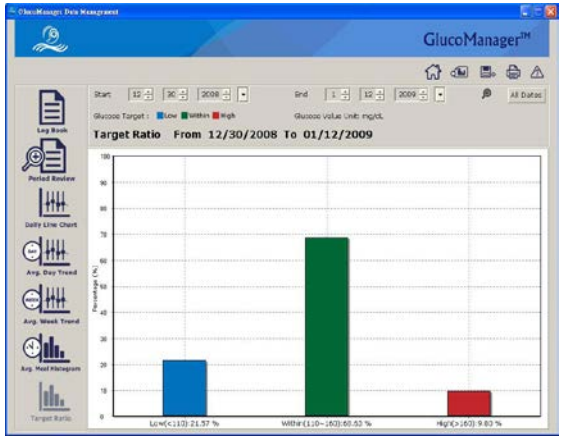
3.77 Target Ratio

– Click to adjust Month, Date and Year. And then click to view the updated data.

– Or click to view the calendar. Then click to view the updated data.

– Click to show all data.

Figure 3.16 Target Ratio



4. Diabetes Management

4.1 Connecting a Meter to your Computer

If the computer:	You can:
Auto-Run	Click any buttons on the program home page
Not Auto-Run	Click Start> My computer>the icon of GDMS

4.2 View and Manage Data Records

Once you have successfully connected the meter to your computer, please make sure your meter is turned on for the data to upload.

4.2.1 Editing Data Records

You may edit records and add comments while viewing the Log Book.

- Double-click the data you want to edit (See Figure 4.1) and you will go to the Edit Records dialog box. (See Figure 4.2)

- Or select the record you want to edit and click

. Then you will go to the Edit Records dialog box.

Figure 4.1 Editing Data Records

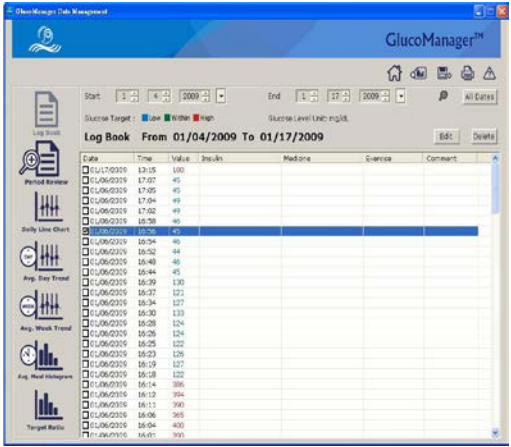
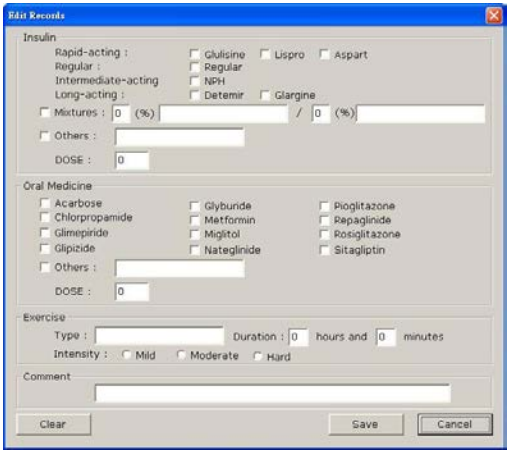


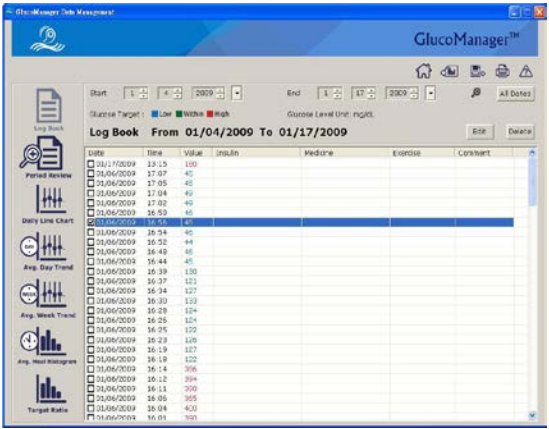
Figure 4.2 Edit Records



4.2.2 Deleting Data Records

Select the records you want to delete and then click Delete .

Figure 4.3 Deleting Data



4.2.3 Saving Files

- Click on the Menu Bar.
- Save the updated information.

4.2.4 Printing/ Exporting/ Emailing Reports

- Click on the Menu Bar.
- Select Print mode and click Print to print out the desired reports. (See Figure4.4).
- Or select PDF mode and click Export to export the reports. (See Figure 4.5)
- Or select which reports you would like to email and click E-mail PDF. (See Figure 4.6).

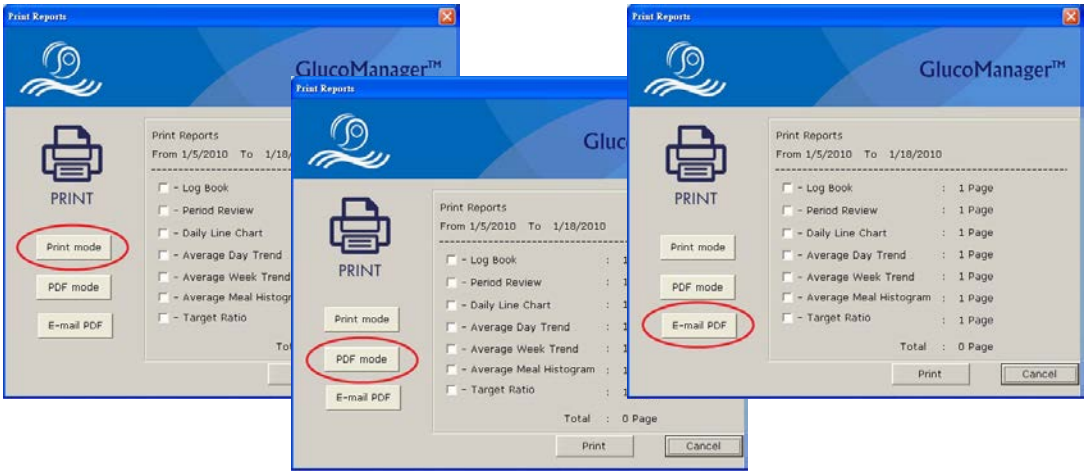


Figure 4.4 Print Mode **Figure 4.5 PDF Mode** **Figure 4.6 E-mail PDF**

4.3 Help

- Click on the Menu Bar.
- Contact our Customer Service toll-free at 866-994-3345 (Eastern Standard Time, Mon-Fri 8:00 a.m. to 6:00 p.m.) or download an e-Manual online at www.oaktree-health.com
- Please refer to the HELP page of the software to find the latestversion.

Figure 4.7 HELP (for general user)

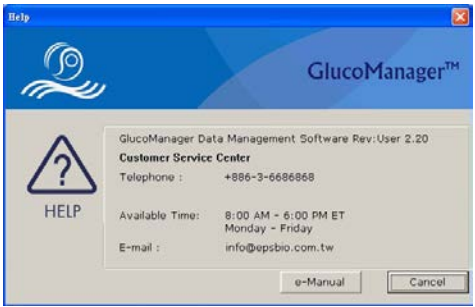
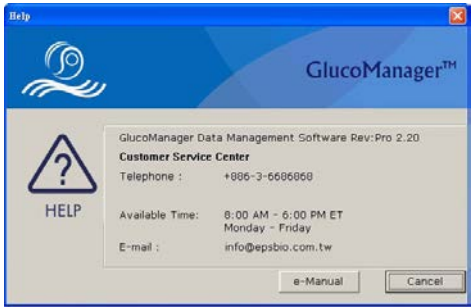


Figure 4.8 HELP (for professional user)



5. Appendix A

Troubleshooting

If you still have a problem after completing the suggested corrections, please call customer service toll free at 866-994-3345. GDMS support specialists are available Monday through Friday from 8:00 a.m. to 6:00 p.m.

Troubleshooting Check	Action
Invalid COM Port	When the program self-detects that the connection from the device to computer is not workable.
Please make sure your meter is turned on for the data to upload.	Please turn on your meter.
The best display resolution is 1024x768.	The best display resolution is 1024 x 768. Other resolution can be acceptable, but the lowest resolution is 800 x 600.
The best DPI is 96.	DPI 120 can be acceptable, but the best DPI is 96.

CAUTION and IMPORTANT Messages

For reference, Caution and Important messages included in this guide are listed below.

- **CAUTION Messages**

The following CAUTION messages are included in this User's Guide.

– To avoid the possibility of electrical shock, never perform a blood glucose test while the meter is connected to the computer.
– The GDMS assumes a single glucose calibration type of whole blood.
– When you download test results from a device, the GDMS does not differentiate between whole-blood and plasma calibrated on device.
– The GDMS merely downloads the data with no calculations made.
– There are slight differences between the two calibrations. You should not mix data from meters that use different calibration references.
– Do not download data from any device that records more than one person's data. The GDMS cannot identify more than one person's data.
– All data stored on a device is downloaded to the database for the person associated with the device in the GDMS.

- **IMPORTANT Messages**

– Please download data from your device often. Most devices hold only a limited number of historical records.
– Ensure that the time and date are correct on your computer and themeter.
– Always refer to the User's Guide that came with your device for complete instructions on itsuse.
– Any data you download before will not be overwritten when you download again. Only the new data will be added to your file.

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