OneTouch Reveal® Web Application

User Manual for Healthcare Professionals

Instructions for Use

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Chapter 1

Introduction

Product Overview

OneTouch Reveal® is a web-based diabetes management application. The application is designed to assist healthcare professionals and people with diabetes track glucose levels and insulin doses. The OneTouch Reveal® web application includes printable reports, pattern messages, and the ability to view and transfer data remotely to help manage glucose levels. The OneTouch Reveal® web application is compatible with multiple devices.

Report examples include:

- Patient Summary: an overview of glucose patterns and excursions, testing and dosing regimens, and key comparative statistics for selected dates.
- Excursion Analysis: a list of all glucose and insulin patterns for selected dates.
- Integrated Daily View: contains glucose readings, basal rates, Insulin to Carbohydrates (I:C) ratio, Insulin Sensitivity Factor (ISF), total daily carbohydrates and insulin dose data for selected dates.
- Logbook: a list of glucose readings, carbohydrate and insulin data displayed in columns by time of day.

See *Report Details Overview* on page 27 for more information.

Pattern messages appear in some reports. These messages may include details about:

- Glucose levels and insulin doses.
- Hypoglycemic and hyperglycemic events over a specific date range, by meal period, by time of day, and by day of the week.
- Glucose variability, including instances when hypoglycemic and hyperglycemic events immediately follow one another.

See *Pattern Messages* on page 30 for more information.

Transfer and access data remotely:

- Patients can transfer their data from home and you can view it at the clinic.
- Patients can print the reports at home and bring them to their appointment.

You can download a copy of this help file by clicking **`help`** in the upper-right corner of your screen, clicking **`OneTouch Reveal® User Manual`**, and opening or downloading a PDF version of it. You will need Adobe® Acrobat® Reader® or another PDF application to read the help file.

Apple Legal Notice

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Intended Use

The OneTouch Reveal® web application is intended for use by individuals or healthcare professionals in the home or healthcare facilities for transmitting data from home monitoring devices such as glucose meters and insulin pumps to a server database to support diabetes management. The device is intended for professional use and over-the-counter sales.

⚠ **WARNING:** Reports are intended to be used by your healthcare professional only. Please review your reports with your healthcare professional prior to making any changes to your diabetes care regimen.

System Requirements

To access the list of hardware and software requirements needed to use the OneTouch Reveal® web application, please, click on the following link:

OneTouchReveal.com/support/en_US/

NOTE: Unsupported browsers or software may not operate properly with the OneTouch Reveal® web application.

Technical Support

If you have any questions about the use of the OneTouch Reveal® web application, contact Customer Service at CustomerService@LifeScan.com or 1 866 693-0599 (Monday-Friday, 8:00 AM - 8:00 PM Eastern Time).

Chapter 2

Getting Started

Getting Started

The OneTouch Reveal® web application offers features such as report printing, clinic management, and remote patient device data transfer. The application allows you to set up and customize your account.

The OneTouch Reveal® reports are created "dynamically". This means that the data, statistics, calculations and pattern messages that appear in reports are based on the selections, preferences and device data that are saved in the OneTouch Reveal® web application at the time you generate the report. As you make changes within the OneTouch Reveal® web application (e.g., change Target Ranges, add or remove a device, transfer more data, etc.), the content displayed in reports, including the calculations and pattern messages, will change as well.

To get started, you will need an account to use this application. If you do not have an account, please contact 1 866 693-0599 or visit *OneTouch.com/OneTouchReveal* for more information.

Navigation

The OneTouch Reveal® web application provides tabs, links and icons to help you move from screen to screen and make selections.

Table 1: OneTouch Reveal® navigation icons

Select this	To do this
	Move backward or forward
	Sort in ascending or descending order
	View patient profile
	View patient report
	Access calendar date selector
	View patient interface
	Access the pending Patient Requests and the Devices to be Assigned

Table 2: OneTouch Reveal® icons

When you see this	It represents
	The icon for the Data Transfer Tool
	Additional information is provided

When you see this	It represents
⚠	A warning or caution

Table 3: Other icons

When you see this	It represents
	Manufacturer
CE	CE Mark
IVD	In Vitro Diagnostic Device

OneTouch Reveal® Basics

The OneTouch Reveal® web application classifies users into one of three roles either as a Patient, Clinic User or a Clinic Manager. A Clinic User designated as a Clinic Manager has additional abilities otherwise unavailable to a Clinic User. See *Table 4: Summary Table of Roles and Administrative Rights* on page 7.

NOTE: An account must have at least one Clinic Manager at all times.

Information in the OneTouch Reveal® web application is grouped into four tabs: **`Patients`**, **`Reports`**, **`Manage Clinic`** and **`Clinic Users`**. All clinic users are able to see and access the **`Patients`** and **`Reports`** tabs but only a Clinic User designated as a Clinic Manager can use the **`Manage Clinic`** and **`Clinic Users`** tabs. See *Using OneTouch Reveal* on page 9 for more information on each tab.

Table 4: Summary Table of Roles and Administrative Rights

Task	Patient	Clinic User	Clinic Manager
Create an account for self	✓		
Create account for patient		✓	✓
Remove patient from clinic			✓
Transfer device data	✓	✓	✓
View, print and save own reports	✓		
View, print and save patient reports		✓	✓

Task	Patient	Clinic User	Clinic Manager
Add (or remove) Clinic Users			✓
Set own preferences	✓	✓	✓
Set Clinic User preferences			✓
Set Clinic preferences			✓

Chapter 3

Using OneTouch Reveal®

Sign In

1. Using your web browser, go to *OneTouchReveal.com*
2. Enter your **Username or Email** and **Password**
3. Click **Sign In**

Using OneTouch Reveal®

When you first sign in to the OneTouch Reveal® web application, you will notice a number of tabs. You can click on the tabs to access the tasks within that tab. Not all tabs are available for all users. Only Clinic Managers will see the **Manage Clinic** and **Clinic Users** tabs when they sign in, since the tasks in those tabs can only be performed by Clinic Managers.

This section of the User Manual explains the various tasks you can perform under each tab within the OneTouch Reveal® web application. You can read about all the tasks for the **Patients**, **Reports**, **Manage Clinic** and **Clinic Users** tabs. Each of these tabs starts with an overview of the tab and its tasks. Then instructions are provided for performing each of the tasks.

In addition, you will also find instructions for choices found in the **settings** link, which is located at the top right corner of every screen.

NOTE: When the term glucose is used throughout the manual, this is referring to blood sugar or Continuous Glucose Monitoring (CGM) data.

Settings

The **settings** link allows you to set your preferences for target ranges for all of your patients, set your favorite report for viewing and set report options as well as allowing you to set up your general information.

Tasks within the settings link

Profile

Add or change your personal information, including the following:

Edit Your General Information on page 10

You can edit personal information about you and your specialty.

Edit Your Contact Information on page 11

You can edit your address, phone number and Email address.

Change Your Password on page 11

You can change your OneTouch Reveal® password.

Change Your Email Address on page 11

You can change your Email address.

Edit Your Language on page 11

You can choose the language used by the OneTouch Reveal® web application from a list of supported languages in your country.

Glucose Targets

Edit Your Glucose Targets on page 11

You can set the glucose target ranges for all of your patients.

Meter Reports and Pump Reports

Edit Your Meter and Pump Report Preferences on page 12

Under report preferences you can do the following:

- Choose your default report

  Your default report will be the first report displayed when viewing reports for each of your patients.
- Set a default date range for reports

  The default date range allows you to select 14, 30, 90 days or custom range. This default range will be applied to the data shown in reports that can accommodate your selection.
- Choose which reports will be printed when batch printing is selected

  Check as many as you want for batch printing, and only those reports will be printed.

The application allows you to set report preferences separately for meters and pumps. For example, you may choose the Patient Summary Report as your favorite for meter reports and the Integrated Daily View Report as your favorite for patients using pumps. As a further example, you might find some reports invaluable for patients using pumps and want to include those in batch printing for pump reports only.

Report Options

Edit Your Report Options on page 12

Report options list charting and statistics that will be applied to both meter and pump reports. These include charting options and displaying key statistics.

For more information about how glucose target ranges and report preferences work, please read *Hierarchy of Preferences* on page 41.

Settings Instructions

These are the instructions for the **Profile**, **Glucose Targets**, **Meter Reports**, **Pump Reports** and **Report Options** tabs in **settings**.

Profile

Click **Profile** to edit your account information.

Edit Your General Information

Edit name, suffix, specialty, and professional ID number. Please note that some entries are required.

1. Click **settings**
2. Click **Edit** to the right of **General Information**

3. When finished, click **Save**

Edit Your Contact Information

Edit address, phone number and Email address.

1. Click **settings**
2. Click **Edit** to the right of **Contact Information**
3. When finished, click **Save**

Change Your Password

Passwords must be 8 to 16 characters in length and contain at least one letter and one number.

1. Click **settings**
2. Click **Change Password** to the right of **Username/Password**
3. Enter your current password
4. Enter and then confirm your new password
5. When finished, click **Save**

Change Your Email Address

You can change the email address that was provided when your OneTouch Reveal® account was created, but remember:

- Your email address may be the same as your **Username**.
- The **Username** that was created as part of your OneTouch Reveal® account cannot be changed.
- You must have an email address associated with your OneTouch Reveal® account.

1. Click **settings**
2. Click **Edit** to the right of **Email**
3. Enter a new email address
4. Enter your password to confirm the change of email address
5. Click **Save**

Edit Your Language

NOTE: You can only pick languages that are supported by the OneTouch Reveal® in your country.

1. Click **settings**
2. Click **Edit** to the right of **Language**
3. Click the **Language** drop-down menu and select a language
4. Click **Save**

Edit Your Glucose Targets

Edit the glucose target ranges for Type 1 Diabetes, Type 2 Diabetes and patients with gestational diabetes. These targets will be applied to all of your patients within each diabetes type and are used in generating reports.

1. Click **settings**
2. Click **Glucose Targets**
3. Click **Edit** to the right of **Glucose Target Defaults**
4. You can perform the following actions:

To	Do This
Use default targets	Select **Use default targets** to use the provided values.
Use custom targets	Select **Use custom targets** to edit the

To	Do This
	• **Before Meal** range • **After Meal** range • **Severe Low** value • **Severe High** value You can edit the values for each Diabetes Type individually.

5. Click the confirmation box to confirm that your changes will affect all patients in the entire clinic who do not have custom glucose target ranges
6. When finished, click **Save**

Edit Your Meter and Pump Report Preferences

Edit report preferences for viewing and printing meter reports and pump reports. The application allows you to set report preferences separately for meters and pumps. For example, you may choose the Patient Summary Report as your favorite for meter reports and the Integrated Daily View Report as your favorite for patients using pumps. See *Settings* on page 9 for more information on what report preferences can be set.

1. Click **settings**
2. Edit Meter Reports and Pump Reports preferences

To	Do This
Edit Meter Reports	Click **Meter Reports** and follow steps below.
Edit Pump Reports	Click **Pump Reports** and follow steps below.

3. Click **Edit** on the far right
4. You can perform the following actions:

To	Do This
Select Default Report	From the drop-down list, select the report you want displayed on screen when you view a patient's reports.
Select Default Date Range	From the drop-down list, select the number of days (14, 30, 90 or custom range) you want included in each report.
Select Reports for Batch Printing	Check the box next to each report you want printed when you choose the batch (multiple reports) printing option. The reports are listed under their main function (Summarize, Analyze or Inspect).

5. When finished, click **Save**

Edit Your Report Options

You may customize how data is displayed in reports. A list of the options and a description of each one is found on the **Report Options** link.

1. Click **settings**
2. Click **Report Options**
3. Click **Edit** to the right of **Report Options**
4. Click the box next to each option you want
5. When finished, click **Save**

Patients Tab

The **Patients** tab allows you to create or link a patient's OneTouch Reveal® account to the clinic, set target ranges for an individual patient, manage devices or other general information for a patient. You can also view reports or batch print reports from this tab.

Tasks within the Patients Tab

Find a Patient on page 14

You can find a patient whose OneTouch Reveal® account is already linked to your clinic. You can filter patients by different categories, search for a patient, scroll through and sort the patient list.

Patient Tasks within the Patients Tab

The following tasks require you to first find a patient, then click that patient's name from the **Patient** column. The patient's **Profile** tab will load. You can leave the patient's **Profile** by clicking **Patient List**.

Edit Patient General Information on page 15

You can edit their name, date of birth and other personal information. Once a patient has completed account registration, you will only be able to edit their ID number.

Edit Patient Contact Information on page 15

You can edit their address, phone number and Email address. Once a patient has completed account registration, you will not be able to edit their contact information.

Change Patient Glucose Targets on page 15

You can edit the diabetes type and the glucose target ranges for a specific patient. The glucose target range you customize for that patient supersedes all other target range settings for your clinic. See *Hierarchy of Preferences* on page 41 for more information.

Edit Patient Language on page 16

You can choose the language used by the OneTouch Reveal® web application from a list of supported languages in your country. Once a patient has completed account registration, you will no longer be able to change their language.

Change Patient Time Slots Schedule on page 16

You can change the name and starting time for each of the time periods. Once a patient has completed account registration, you will no longer be able to do this task.

Remove Patient from Clinic on page 16

You can remove a patient's OneTouch Reveal® account from your clinic. This task will only appear if you are a Clinic Manager.

Device Tasks within the Patients Tab

Change the Name of a Patient's Device on page 17

You can edit the name of a patient's device. Once a patient has completed account registration, you will no longer be able to do this task.

Remove Patient Device on page 17

You can remove any of the devices currently linked to your patient's OneTouch Reveal® account. Once a patient has completed account registration, you will no longer be able to do this task.

Report Icon Tasks ( ) within the Patients Tab

You can view a patient's report from this tab. First find the patient, then click on that patient's **report icon** ( ). Your default report for that patient will be displayed. See *Reports Tab* on page 17 for more information or see *View a Patient's Reports* on page 18 for complete instructions on viewing reports.

Patients Tab Task Instructions

Create Patient Account

You can create a new OneTouch Reveal® account for a patient, which will add that patient to your clinic. Patients can then transfer data from their devices into their OneTouch Reveal® account and have their reports available for their next office visit.

1. On the **Patients** tab, click **Add Patient**
2. Under HCP Disclaimer Consent, click the Patient Consent Form link to load the Patient Consent Form
3. When the Patient Consent Form loads, scroll down to the bottom and click the Print link to load a printable PDF version of the Patient Consent Form
4. Print the Patient Consent Form using your browser's print dialog, then hand it to the patient for them to complete
5. Check the I have read, understand, and agreed to the above disclaimer checkbox
6. Enter the patient's information under Add a New Patient

   Fields that are required for all patients are marked with a red asterisk:

   - **Last Name**
   - **First Name**
   - **Date of Birth**
   - **Diabetes Type**
   - **Gender**
7. In addition to this information, there are two radio buttons on the **Add a New Patient** page:

   - **Email**
   - **Mailing Address**

   NOTE: The OneTouch Reveal® will default to the **Email** option. If the patient does not have an email address, the HCP can click the radio button for **Mailing Address**.
8. After choosing **Email** or **Mailing Address** and completing all required fields, click **Add Patient**

   The **Registration Summary** page will load, confirming that the account has been created and that the patient has been added to the clinic.
9. Click the **Print Registration Summary** button so that you may print the patient information and login credentials and hand them to the patient
10. After giving the patient the Registration Summary, recommend that the patient complete their registration at home

    If the patient provided an email address, they will receive an email walking them through this process.

Link a patient to your clinic

Link an existing patient account by clinic code

1. Click on the Notification icon on your Profile picture, to access your pending actions
2. Under the Patient Requests section, you will see a list of pending patient requests
3. Click **Confirm** to accept the request
4. Add a **Patient ID** to help identify this patient in your records
5. Click **Primary Clinician** to assign this patient to a healthcare professional
6. Click **Submit** and the patient account will be linked to your clinic
7. Click **Cancel** to decline the request

NOTE: Clinic Users can find their **Clinic Code** under **settings** > **My Clinic**. Clinic Managers can find the **Clinic Code** on the **Manage Clinic** tab.

Find a Patient

1. Click **Patients**

   A list of patient names will be displayed.

2. Find the patient
   - Search the patient list by typing the patient's name or ID in the **Find a Patient** box. The list of patient names will be filtered as you type.
   - Click **Filter List** above the **Find a Patient** box and select checkboxes to narrow down the list of patients by criteria like Diabetes Type, Gender, Avg. BG, and more.
   - Alternatively, you can page through the list of names.

     NOTE: You can sort the list of patients by clicking on the column headers.

Once you have found the patient, click the patient's name to access the patient's profile , the **report icon** ( ) to view and print reports for that patient or the **open patient view icon** ( ) to view patient interface.

Edit Patient General Information

Edit name, suffix, birth date, gender, and patient ID. Please note that some entries are required.

NOTE: Once a patient has completed account registration, you will only be able to edit the patient ID.

1. *Find a Patient* on page 14
2. Click the patient's name
3. Click **Edit** to the right of **General Information**
4. When finished, click **Save**

Edit Patient ID

Edit the ID number for a patient.

1. *Find a Patient* on page 14
2. Click the patient's name
3. Click **Edit** to the right of **General Information**
4. Edit the patient's ID number for your practice
5. When finished, click **Save**

Edit Patient Contact Information

Edit address, phone number and Email address.

NOTE: Once a patient has completed account registration, you will no longer be able to do this task.

1. *Find a Patient* on page 14
2. Click the patient's name
3. Click **Edit** to the right of **Contact Information**
4. When finished, click **Save**

Change Patient Glucose Targets

The OneTouch Reveal® web application has pre-set (default) target ranges that place glucose readings into certain categories. Ranges are used to determine when glucose readings are within or outside the target range and let you know when the glucose is too low or too high. Ranges include before and after meal, overall range, and specific values for severe hypoglycemia and hyperglycemia. You can use the default settings or choose other values.

1. *Find a Patient* on page 14
2. Click the patient's name
3. Click **Edit** to the right of **Diabetes Care**
4. You can perform the following actions:

To	Do This
Select a Primary Clinician	Select a primary clinician from the drop-down list.

To	Do This
Select a Diabetes Type	Confirm the diabetes type and, if needed, choose a different one from the drop-down list.
Use default ranges	If you want to use the default values, uncheck the box next to **Set custom ranges**.
Use custom ranges	If you want to use your own target ranges rather than the default values select **Set custom ranges**. Enter the values for your upper and lower limits for **Before Meal**, **After Meal**, and **Overall Range**. You can also enter values for a **Severe Low** and a **Severe High**.

5. When finished, click **Save**

Edit Patient Language

1. *Find a Patient* on page 14
2. Click the patient's name
3. Click **Edit** to the right of **Language**
4. Select language from the drop-down list

   NOTE: Only languages supported for your country will be displayed.

   NOTE: Once a patient has completed account registration, you will no longer be able to do this task.
5. When finished, click **Save**

Change Patient Time Slots Schedule

A patient's settings in the OneTouch Reveal® includes a **Time Slots Schedule** feature that impacts several reports, including the **Patient Summary**, **Data List**, and **Details by Time of Day** reports. The **Time Slots Schedule** divides the day into eight periods: **Overnight**, **Before Breakfast**, **After Breakfast**, **Before Lunch**, **After Lunch**, **Before Dinner**, **After Dinner**, and **Bedtime**.

Clinic Managers and Clinic Users can edit the starting and ending time of each time slot on the **Profile** tab of an individual settings in OneTouch Reveal® Web. They can also edit the names of the time slots themselves.

NOTE: Once a patient has completed account registration, you will no longer be able to do this task.

1. Click **settings**
2. Click **Edit** to the right of **Time Slots Schedule**
3. The start time for seven of the eight periods will appear as clickable links

   Click each link to change the start time.
4. When you click the link, a drop-down menu appears below the link

   You can pick start times in 15-minute increments.
5. When you change the start time of one period, the end time of the previous time period will change automatically
6. You can change the start times for the other time slots to your preferred times
7. When the **Time Slots Schedule** is in edit mode, each **Name** will be an editable text field where you can change the name of the time period
8. When you are done updating the time slot start times and names, click **Save**

Remove Patient from Clinic

Only a Clinic Manager can remove a patient's OneTouch Reveal® account from the clinic.

1. *Find a Patient* on page 14
2. Click the patient's name
3. Click **Remove** under **Remove Patient From Clinic**
4. Click **Confirm**

Your patient's OneTouch Reveal® account is removed.

Change the Name of a Patient's Device

NOTE: Once a patient has completed account registration, you will no longer be able to do this task.

1. *Find a Patient* on page 14
2. Click the patient's name
3. Click **Devices**
   All devices linked to the OneTouch Reveal® account are displayed.
4. Click **Edit** to the right of each device you want to re-name
5. Enter the new name for each device
6. When finished, click **Save** for each re-named device

Remove Patient Device

If a device and its data are no longer being used, you may remove the device from the OneTouch Reveal® web application.

NOTE:

- Once a patient has completed account registration, you will no longer be able to do this task.
- Once a device is removed, all of its data is also removed and cannot be restored. Removing a device may affect previous patterns and statistics.

1. *Find a Patient* on page 14
2. Click the patient's name
3. Click **Devices**
   All devices linked to the OneTouch Reveal® account are displayed.
4. Click **Remove this device** to remove a device and all of its data from the OneTouch Reveal® web application
5. Click **Yes, Remove Device** to confirm, or click **Cancel** if you do not want the device and its data removed

Reports Tab

The **Reports** tab contains information about every OneTouch Reveal® report. It also lets you decide how to view, print and save your reports. The *Report Details Overview* on page 27 also gives a description of each of the following OneTouch Reveal® reports:

- *Patient Summary Report* on page 31
- *Excursion Analysis Report* on page 31
- *Adherence Analysis Report* on page 31
- *Integrated Daily View Report* on page 32
- *Logbook Report* on page 32
- *Data List Report* on page 32
- *Details by Day of Week Report* on page 32
- *Details by Time of Day Report* on page 33

See *Report Details Overview* on page 27 for more information.

Reports Tab Options

View a Patient's Reports on page 18

You can view any patient's reports. The first report displayed for each patient will be your default report, if you have set one, or the Patient Summary report.

View a Different Report on page 18

See a different report than the one currently displayed on the tab.

Change the Date Range for a Report on page 18

You can change the number of days of data (14, 30, 90 days or custom range) you want included in most reports.

Change Options for a Report on page 19

You can change the options for viewing a report, without having to go to the **Report Options** link in **settings**.

Change the Sort Order for the Logbook Report on page 19

You can choose to have data in the Logbook Report listed by date in ascending or descending order.

Download a Report on page 19

You can print the report you are viewing or all of your preferred reports.

Print and Save Reports on page 19

The instructions for each way you can print a report using the OneTouch Reveal® web application. Every printing option available with the OneTouch Reveal® web application generate a PDF that can be printed or saved.

To read a full description of each report, see *Report Details Overview* on page 27. This section also gives information about the patterns that may be generated (see *Pattern Messages* on page 30).

Reports Tab Options

View a Patient's Reports

View any of the reports for a patient.

You can view patient reports from either the **Reports** tab or the **Patients** tab. This task gives instructions for both options.

1. Choose from one of two options:

Do This	Then This
Click **Reports**	Click the patient's name
Click **Patients**	Click the **report icon** ( )

   Your default report is displayed.
2. To view a different report, click on the drop-down list next to the name of the current report, then click the report you want to view
3. To change the date range for data included in the report, click the **calendar icon** ( ) next to the current date range
   The **Choose a Date Range** box appears, allowing you to set a custom date range for reports. The reports allow you to view 14, 30, or 90 days worth of data or a custom range. If custom is selected, use the calendar to choose the beginning and end dates you want.

   NOTE: The date range selected will be applied to all reports.

View a Different Report

While viewing a report, you can navigate to any other report for the same patient.

1. Click the arrow next to the name of the report currently displayed
2. From the drop-down menu, select the report you want to view

The new report is displayed.

Change the Date Range for a Report

While viewing a report, you can change the date range for the report. The date range is the number of days of data (14, 30, 90 days or custom range) you want included in each report.

1. Click the calendar icon ( ) next to the current date range

The **Choose a Date Range** pop-up screen appears and displays 3 calendar months, with the current month in the middle. Use the arrow buttons if you want your date range to include data from a different 3 month period.

You can perform the following actions:

2. Select a 14, 30 or 90 day range
   a) Select the date range (**14 days**, **30 days** or **90 days**)
   b) In the calendar boxes, click the end date for the range

   The selected date range now appears in the calendar as shaded blue boxes.
3. Select a custom range
   a) Select **Custom**
   b) In the calendar boxes, click both the start and end dates for the custom range (not to exceed 90 days)

   The selected date range now appears in the calendar as shaded blue boxes.
4. When finished, click **Apply**

Change Options for a Report

While viewing a report, you can change the report options without having to go to the **Report Options** link in **settings**.

1. Click **Report Options** on the **Reports** tab
   Only the options that apply to the selected report are displayed. The checked boxes indicate selections made on the **Report Options** link in **settings**.
2. Check the box for each option you want and uncheck the box for each option you do not want
3. When finished, click **Apply**

Change the Sort Order for the Logbook Report

You can choose to have data in the Logbook Report listed by date in ascending or descending order.

1. While viewing the Logbook Report, click **Sort by date**
2. From the drop-down list, choose **Ascending** or **Descending**

The data in the Logbook Report will be sorted based on your selection.

Download a Report

You have the option to download a single report (the one currently displayed) or you can choose to download your preferred set of reports, selected in the **Meter Reports** and **Pump Reports** links in **settings**.

Click the **Download report** button

A single PDF is created that contains your report that you can view, print and save.

Print and Save Reports

Print or save a PDF of any report.

There are several ways to view, print and save reports. Choose from the following options from the **Patients** tab.

To	Do This
Print Preferred Reports for single patient	• Click **Patients** • Click the box in the **Download** column of the patient's name • Click **Download** in the **Download Queue**, which generates a PDF of the reports

To	Do This
Print Single Report or Preferred Reports for a patient	• Click **Patients** • Click the **report icon** ( ) • If you plan to print a single report, choose the report you want to print from the drop-down list • Click **Download reports** • Click **Download** single report only or all of your preferred reports, which downloads a PDF of the report(s)

You can now view, print or save the PDF.

Manage Clinic Tab

The **Manage Clinic** tab allows a Clinic Manager to set target ranges and report preferences for the clinic. A list of Transmitters associated with the clinic can also be viewed under this tab.

NOTE: This tab is only displayed for users designated as a Clinic Manager. To designate a Clinic User as a Clinic Manager, see *Change Clinic Manager Role* on page 24.

For more information about the role of Clinic Manager and setting glucose target ranges and report preferences for the clinic, please see *OneTouch Reveal Basics* on page 7.

Tasks within the Manage Clinic Tab

Edit Clinic Information on page 21

You can edit the clinic's name, phone number and/or fax number.

Select Clinic Language or Unit of Measure on page 21

From the languages available, you can choose the language the OneTouch Reveal® web application will display for your clinic.

In certain countries, you will be able to choose the unit of measure used for the clinic's BG readings.

The following tasks apply to all of the clinic's patients. Once set, these become the default settings for all Clinic Users and Clinic Managers. If a Clinic User or Clinic Manager wants to customize their settings for their patients, they can do so. See *Settings* on page 9 for more information. A Clinic Manager can also set these preferences for another Clinic User or Clinic Manager. See *Clinic Users Tab* on page 22 for more information. Their settings would supersede the ones set for the clinic as a whole. For more information about how glucose target ranges and report preferences work, please read *Hierarchy of Preferences* on page 41.

Edit Clinic Glucose Targets on page 21

You can set the glucose target ranges for all of the clinic's patients. Target ranges can be customized differently for Type 1 Diabetes, Type 2 Diabetes or patients with gestational diabetes. These preferences become the default setting for all patients within each diabetes type at the clinic.

Edit Clinic's Report Preferences on page 21

You can set the report preference for all of the clinic's patients. Under report preferences, you can choose your default report, set a default date range, and choose which reports will be printed when batch printing is selected. The application allows you to set report preferences separately for both meter reports and pump reports. For example, you may choose the Patient Summary Report as your default for meter reports and the Integrated Daily View Report as your default for patients using pumps.

Your default report will be the first report displayed for each of your clinic's patients.

The default date range allows you to select 14, 30, 90 days or custom range. This default will be applied to the data shown in reports that can accommodate your selection.

See *Report Details Overview* on page 27 for more information on each report.

Edit Clinic's Report Options on page 22

You can edit report options that will be applied to both meter and pump reports for all of the clinic's patients.

Manage Clinic Tab Task Instructions

These are the instructions for the **Profile**, **Glucose Targets**, **Meter Reports**, **Pump Reports** and **Report Options** links on the **Manage Clinic** tab.

Edit Clinic Information

Edit the clinic's name, phone number or fax number.

1. Click **Manage Clinic**
2. Click **Edit** to the right of **Clinic Information**
3. Edit clinic information
4. When finished, click **Save**

Select Clinic Language or Unit of Measure

1. Click **Manage Clinic**
2. Click **Edit** to the right of **Language**
3. Select language from the drop-down list

   NOTE: Only languages supported for your country will be displayed.
4. In certain countries you will be able to select the unit of measure applied to all of the BG readings for patients in your clinic Click the radio button for the correct unit of measure or leave this setting unchanged.
5. When finished, click **Save**

Edit Clinic Glucose Targets

Edit the glucose target ranges for Type 1 Diabetes, Type 2 Diabetes and patients with gestational diabetes.

1. Click **Manage Clinic**
2. Click **Glucose Targets**
3. Click **Edit** to the right of **Glucose Target Defaults**
4. You can perform the following actions:

To	Do This
Use default targets	Select **Use default targets** to use the provided values.
Use custom targets	Select **Use custom targets** to edit the • **Before Meal** range • **After Meal** range • **Severe Low** value • **Severe High** value You can edit the values for each Diabetes Type individually.

5. Click the confirmation box to confirm that your changes will affect all patients in the entire clinic who do not have custom glucose target ranges
6. When finished, click **Save**

Edit Clinic's Report Preferences

Edit report preferences for viewing and printing meter reports and pump reports.

1. Click **Manage Clinic**

2. Edit Meter Reports or Pump Reports preferences

To	Do This
Edit Meter Reports	Click **Meter Reports** and follow steps below
Edit Pump Reports	Click **Pump Reports** and follow steps below

3. Click **Edit** on the far right
4. You can perform the following actions:

To	Do This
Select Default Report	From the drop-down list, select the report you want displayed on screen when you view a patient's reports.
Select Default Date Range	From the drop-down list, select the number of days (14, 30, 90 or custom range) you want included in each report.
Select Reports for Batch Printing	Check the box next to each report you want printed when you choose the batch (multiple reports) printing option. The reports are listed under their main function (Summarize, Analyze or Inspect).

5. When finished, click **Save**

Edit Clinic's Report Options

Edit report options for viewing and printing both meter reports and pump reports.

1. Click **Manage Clinic**
2. Click **Report Options**
3. Click **Edit** to the right of **Report Options**
4. Click the box next to each option you want
5. When finished, click **Save**

Clinic Users Tab

The Clinic Users tab allows the Clinic Manager to add Clinic Users, or edit the glucose target ranges, report preferences or profile of any Clinic User.

NOTE: This tab is only displayed for users designated as a Clinic Manager. To designate a Clinic User as a Clinic Manager, see *Change Clinic Manager Role* on page 24.

For more information about the role of Clinic Manager and setting glucose target ranges and report preferences for Clinic Users, please see *OneTouch Reveal Basics* on page 7.

Tasks within the Clinic Users Tab

To complete most of these tasks, you must first select a Clinic User.

Add Clinic User Account on page 23

You can add any healthcare professional who needs access to the OneTouch Reveal® web application or patient OneTouch Reveal® accounts.

Select Clinic User on page 24

You can find a Clinic User who has already been added to your clinic. You can search for a Clinic User using the **Find a User** box, page through the Clinic User list, or sort by name, specialty or professional ID.

Select Clinic User Tasks

Each of the following tasks are applied to a Clinic User or that Clinic User's patients. Once you select a Clinic User, you can perform any of the following tasks.

Edit Clinic User General Information on page 24

You can edit personal information for a Clinic User, such as name, specialty and professional ID.

Edit Clinic User Contact Information on page 24

You can edit a Clinic User's address, phone number and Email address.

Change Clinic User Password on page 24

You can change the OneTouch Reveal® password for any Clinic User.

Change Clinic Manager Role on page 24

You can designate the role of Clinic Manager to any Clinic User or remove that role from a Clinic Manager.

Select Clinic User Language on page 25

From the languages available, you can choose the language the OneTouch Reveal® web application displays for a Clinic User.

Remove Clinic User from Clinic on page 25

You can remove a Clinic User from the clinic and delete that Clinic User's OneTouch Reveal® account.

Edit Clinic User's Glucose Targets on page 25

You can edit the glucose target ranges for all patients assigned to a Clinic User. The glucose target range you set for the Clinic User supersedes all the clinic preference settings. See *Hierarchy of Preferences* on page 41 for more information.

Edit Clinic User's Report Preferences on page 25

You can set the report preferences for all of a Clinic User's patients. Under report preferences, you can choose the Clinic User's default report, set a default date range, and choose which reports will be printed when batch printing is selected for that Clinic User. The application allows you to set report preferences separately for both meter reports and pump reports. For example, you may choose the Patient Summary Report as your default for meter reports and the Integrated Daily View Report as your default for patients using pumps. The default report will be the first report displayed for each of a Clinic User's patients.

The default date range allows you to select 14, 30, 90 days or custom range. This default range will be applied to the data shown in reports that can accommodate your selection.

See *Report Details Overview* on page 27 for more information on each report.

Edit Clinic User's Report Options on page 26

`Report Options` list certain options that will be applied to both meter and pump reports for a Clinic User.

For more information about how glucose target ranges and report preferences work, please read *OneTouch Reveal Basics* on page 7 and *Hierarchy of Preferences* on page 41.

Clinic Users Tab Task Instructions

Add Clinic User Account

Create a Clinic User account.

You will be creating the Clinic User's username; once saved, it cannot be changed.

1. Click **`Clinic Users`**
2. Click **`Add User`**
3. Enter **`General Information`**
4. Enter **`Contact Information`**
5. Enter username and password
6. Select a language from the drop-down list

7. Select the **This User is a Clinic Manager** box if you want to give this user Clinic Manager privileges
8. When finished, click **Save**
9. Click **Print Registration Summary** to provide instructions for the Clinic User to sign in and complete their registration

The Clinic User account has been created in your clinic. If you need to add another Clinic User, click **Add Another User** and repeat the same steps.

Select Clinic User

1. Click **Clinic Users**
   A list of user names will be displayed.
2. Find the user
   - Page through the list of names.

     NOTE: You can sort the list of names by clicking on the column headers.
   - Search the list by typing the user's name or professional ID in the **Find a User** box. The list of user names will be filtered as you type.
3. Click on the user's name

The clinic user's account will be displayed for editing their information or preferences.

Edit Clinic User General Information

Edit name, suffix, specialty and professional ID.

1. *Select Clinic User* on page 24
   The user's profile page is displayed.
2. Click **Edit** to the right of **General Information**
3. When finished, click **Save**

Edit Clinic User Contact Information

Edit address, phone number and Email address.

1. *Select Clinic User* on page 24
2. Click **Edit** to the right of **Contact Information**
3. When finished, click **Save**

Change Clinic User Password

The password must be between 8-16 characters and must contain at least one letter and at least one number.

1. *Select Clinic User* on page 24
2. Click **Edit** to the right of **Password**
3. Change the password
   You do not need the current password, but you will need to type the new password twice.
4. When finished, click **Save**
5. Click **OK** to close the confirmation window

Change Clinic Manager Role

Assign or remove the Clinic Manager role.

1. *Select Clinic User* on page 24
2. Click **Edit** to the right of **User Role**
3. Click the **This user is a Clinic Manager** box

A checked box means this Clinic User is now a Clinic Manager. An unchecked box means that this Clinic User is not a Clinic Manager.

4. When finished, click **Save**

Select Clinic User Language

1. *Select Clinic User* on page 24
2. Click **Edit** to the right of **Language**
3. Select language from the drop-down list

   NOTE: Only languages supported for your country will be displayed.
4. When finished, click **Save**

Remove Clinic User from Clinic

NOTE: Before removing a user from the clinic, you must reassign their patients to another user.

1. *Select Clinic User* on page 24
2. Click **Remove**
3. Use the drop-down list to assign patients to another Clinic User
4. Click **Yes**

The Clinic User has been removed and all of the patients have been assigned to the chosen Clinic User.

Edit Clinic User's Glucose Targets

Edit the glucose target ranges for patients based on their diabetes type (Type 1, Type 2, or gestational).

1. *Select Clinic User* on page 24
2. Click **Glucose Targets**
3. Click **Edit** to the right of **Glucose Target Defaults**
4. You can perform the following actions:

To	Do This
Use default targets	Select **Use default targets** to use the provided values.
Use custom targets	Select **Use custom targets** to edit the • **Before Meal** range • **After Meal** range • **Severe Low** value • **Severe High** value You can edit the values for each Diabetes Type individually.

5. Click the confirmation box to confirm that your changes will affect all patients in the entire clinic who do not have custom glucose target ranges
6. When finished, click **Save**

Edit Clinic User's Report Preferences

Edit report preferences for viewing and printing meter reports and pump reports.

1. *Select Clinic User* on page 24
2. Edit Meter Reports and Pump Reports preferences

To	Do This
Edit Meter Reports	Click **Meter Reports** and follow steps below.

To	Do This
Edit Pump Reports	Click **Pump Reports** and follow steps below.

3. Click **Edit**
4. You can perform the following actions:

To	Do This
Select Default Report	From the drop-down list, select the report you want displayed on screen when you view a patient's reports.
Select Default Date Range	From the drop-down list, select the number of days (14, 30, 90 or custom range) you want included in each report.
Select Reports for Batch Printing	Check the box next to each report you want printed when you choose the batch (multiple reports) printing option. The reports are listed under their main function (Summarize, Analyze or Inspect).

5. When finished, click **Save**

Edit Clinic User's Report Options

Edit report options for viewing and printing meter reports and pump reports.

1. *Select Clinic User* on page 24
2. Click **Report Options**
3. Click **Edit** to the right of **Report Options**
4. Click the box next to each option you want
5. When finished, click **Save**

Chapter 4

Report Details

Report Details Overview

The Report Details section provides a description for each report and an overview of the colors and symbols, pattern messages and footnotes that may appear in reports. When reports are printed, additional information such as patient identification, patient target ranges and serial number for the device are included. OneTouch Reveal® reports contain data from patient devices such as glucose meters and insulin pumps. All of the topics in this section contain information that will add to the understanding of reports.

NOTE: Depending upon the patient's data, the reports may appear different from the examples shown in this manual.

Topics in Report Details

Colors and Symbols in Reports on page 27

OneTouch Reveal® reports use a variety of formats to present data, including graphs, charts, tables and text. Colors and Symbols are used in presenting this data. See *Colors and Symbols in Reports* on page 27 for more information.

Pattern Messages on page 30

The application identifies patterns and generates messages in the Patient Summary, Excursion Analysis, Adherence, Details by Time of Day and Details by Day of Week reports. See *Pattern Messages* on page 30 for more information.

NOTE: Pattern messages are only generated when there is at least one glucose reading generated within the visible reporting range by a device.

Footnotes in Reports on page 30

Under certain conditions, reports will contain footnotes. The footnotes provide additional explanatory text that is used to help understand the reports and the content. See *Footnotes in Reports* on page 30 for more information.

Report Descriptions

The OneTouch Reveal® web application provides eight reports that support assessment of glucose monitoring and insulin delivery. A description of each report is also included in this section.

- *Patient Summary Report* on page 31
- *Excursion Analysis Report* on page 31
- *Adherence Analysis Report* on page 31
- *Integrated Daily View Report* on page 32
- *Logbook Report* on page 32
- *Data List Report* on page 32
- *Details by Day of Week Report* on page 32
- *Details by Time of Day Report* on page 33

Colors and Symbols in Reports

OneTouch Reveal® reports use a variety of formats to present data, including graphs, charts, tables and text. Most OneTouch Reveal® reports are organized into sections. At the top of every section is a legend for any symbol that might be used. Not all symbols are used in all reports. Different colors are also used in reports when displaying reports on screen or when printing in color. Colors may vary slightly between on-screen and printed reports. As a reference, here are the colors and symbols used in reports.

Table 5: Colors and Symbols in Reports

Property	Symbol
Untagged	Above Target In Target Below Target
BG Before Meal	Above Target In Target Below Target
BG After Meal	Above Target In Target Below Target
Average BG	
Overall Targets	
BG 25th Percentile	
BG 75th Percentile	
BG Calibration on CGM	

Property	**Symbol**
Carbohydrates	◆
Insulin	■
Insulin with BG Correction	▬
Insulin with Meal Correction	▮
Insulin with Both Correction	▼
Insulin with No Correction	✖
Bolus Override up	↑
Bolus Override down	↓
Temp Basal	T
Suspend	--//--
Resume	-->--
Fill Cannula	F
Prime	P
Pattern	!

Pattern Messages

Pattern messages list the glucose monitoring and insulin delivery patterns that were detected from patient device data. Pattern messages appear in the Patient Summary, Excursion Analysis, Adherence, Details by Time of Day and Details by Day of Week reports.

NOTE:

- Pattern messages are only generated when there is at least one glucose reading generated within the visible reporting range by a device.
- Pattern messages should only be used as a guide and not as the only reason for making medical decisions. The hypoglycemic and hyperglycemic thresholds used in the OneTouch Reveal® web application may be customized.
- Be aware that the following actions may affect previous patterns and statistics identified:
  - Changing the glucose target range
  - Removing or adding a device (this also removes or adds the device's data)
  - Making changes in meal tags on glucose readings
  - Selecting different date ranges to view data

For some patterns to be identified, a minimum number of data points are needed before a message will appear. The number of required points varies by pattern. Certain messages will be prioritized over others so not all messages will appear, even when triggered. For instance, hypoglycemia is prioritized over hyperglycemia and some reports display a maximum of three pattern messages.

NOTE: Manually entered data will not be included in calculations used to generate pattern messages.

Pattern Messages are grouped into six message categories:

- Hypoglycemia Messages
- Hyperglycemia Messages
- Variability Messages
- Comparative Analysis Messages
- Adherence Messages
- Testing, Dosing, and Data Patterns Messages

Footnotes in Reports

Under certain conditions, reports will contain footnotes that provide additional information to help understand the reports and their content. This table includes the footnotes and the reasons the footnote was generated.

Table 6: Footnotes

Footnote	Reason for Footnote
Glucose readings above the device's maximum have been displayed as HIGH.	Generated when the report contains glucose data above a particular device's defined measurement range.
Depending on the maximum value allowed for a device, graphs and statistical calculations use a maximum value for glucose reported as "HIGH". The value is the maximum allowed value for the device + 1 mg/dL. Consult the Owner's Booklet for your device to determine the maximum allowed value.	Generated when the report contains glucose data above a particular device's defined measurement range.
Depending on the minimum value allowed for a device, graphs and statistical calculations use a minimum value for glucose reported as "LOW". The value is the minimum allowed value for the device - 1 mg/dL. Consult the Owner's Booklet for your device to determine the minimum allowed value.	Generated when the report contains glucose data below a particular device's defined measurement range.

Footnote	Reason for Footnote
Meal flags may not be accurate if the meter clock was incorrect or if meal slots have not been adhered to by the patient.	Generated when a report contains data from certain OneTouch® meters. Consult your device's Owner's Booklet.
This report contains data from a device whose date and/or time setting was more than 15 minutes out of synchronization with the system clock at the time of data transfer. This could affect the accuracy of the reports.	Generated when a discrepancy is detected between the device clock and the system clock during data transfer.
This report contains insulin data from multiple meters or pumps, which may impact the accuracy of the content due to possible redundant entries.	Generated when a report contains insulin data from multiple devices for a patient.
This reporting period contains insulin data from a meter and a pump. Insulin data from the meter have been excluded from this report, which may impact the accuracy of the content.	Generated when a report contains insulin data from at least one pump and at least one meter.

Patient Summary Report

An overview of glucose patterns and excursions, testing and dosing regimens, and key comparative statistics for a selected date range.

This report allows for a 14 day, 30 day, 90 day or custom date range.

What this report contains

- Patterns in the patient's glucose data
- Comparative Statistics to view glycemic control in the current reporting versus the previous reporting period for the following:
  - overall glucose average
  - lowest value
  - highest value
  - standard deviation (if selected)
  - interquartile ranges (if selected)
- Glucose Excursions providing the percentage of readings above, below and within the target range
- Patient's glucose plotted by time of day
- Monitoring and Dosing Statistics

Excursion Analysis Report

An overview of excursions, or blood sugar readings that are above or below the patient's **`Target Ranges`**, as well as variability patterns.

This report allows for a 14 day, 30 day, 90 day or custom date range.

What this report contains

- A graph of overall excursions
- A graph of excursions by time of day
- A graph of excursions by day of week

Adherence Analysis Report

An overview of adherence data to glucose testing and pump activities.

This report allows for a 14 day, 30 day, 90 day or custom date range.

What this report contains

- High and low glucose excursions
- The types of boluses the patient is using, how often they bolus to cover carbohydrate intake or for making glucose corrections
- How often the patient uses the temporary basal rate or suspends the pump
- The number of prime events and the days between cannula fills
- How often patients are calibrating their integrated CGM device

Integrated Daily View Report

A time of day view of glucose readings, daily CGM tracings with basal, I:C (Insulin to Carbohydrate) ratio, ISF (Insulin Sensitivity Factor), total daily carbohydrates and insulin dose data.

This report allows for a 14 day, 30 day, 90 day or custom date range.

What this report contains

- Integrates the data from blood glucose meters, integrated CGM devices and insulin pumps together in a time of day view
- Provides Basal Rate, I:C Ratio and ISF

Logbook Report

The Logbook Report combines BG readings, bolus doses, and other events in a table. Each column of the Logbook Report table represents one hour (there are two cycles of 12 to 11, one for AM hours, and one for PM). The rows of the table represent the day of week and date, but each of these days is further subdivided by rows that display data such as BG levels, Basal insulin doses, and Bolus insulin doses.

This report allows for a 14 day, 30 day, 90 day or custom date range.

What this report contains

- A view of glucose readings by time of day
- Several statistics, including the following:
  - Average glucose value
  - Total insulin intake
  - Total carbohydrate data

Data List Report

A comprehensive list of all events for a selected date range.

This report allows for a 14 day, 30 day, 90 day or custom date range.

What this report contains

- An extensive list of data captured by the device, that can be sorted by the following:
  - date recorded or in the order tests were taken
  - result type
  - serial number

Details by Day of Week Report

A summary of glucose, insulin and carbohydrate intake by day of week for a selected date range.

This report allows for a 14 day, 30 day, 90 day or custom date range.

What this report contains

- Graphs of glucose by day of week
- Key statistics for each day of the week, including the following:
  - Highest value
  - Lowest value
  - Median value
  - Average glucose value
  - Standard deviation
  - Total number of results
- Graphs of insulin dosing and carbohydrate data by day of week
- Insulin statistics for each day of the week

Details by Time of Day Report

A summary of glucose, insulin and carbohydrate intake by time of day for a selected date range.

This report allows for a 14 day, 30 day, 90 day or custom date range.

What this report contains

- Graph of glucose by time of day
- Key statistics for each time period throughout the day, including the following:
  - Highest value
  - Lowest value
  - Median value
  - Average glucose value
  - Standard deviation
  - Total number of results
- Graphs of insulin dosing and carbohydrate data by time of day
- Pump settings for I:C, basal rates and ISF
- Insulin statistics for each time period throughout the day

Chapter 5

Data Transfer

Data Transfer

The OneTouch Reveal® web application uses data collected from one or more supported devices to generate reports. Two options are available to transfer data from a supported device: Data Transfer Tool or Transmitter. In order to transfer data using the Data Transfer Tool, you must first install the Data Transfer Tool.

Once you have signed in, a link to download and install the Data Transfer Tool can be found on the top right of the screen.

In order to transfer data using the Transmitter, you must first plug the Transmitter into a power outlet.

NOTE: For a complete list of supported devices, please click on the following link:

OneTouchReveal.com/support/en_US/

Install the OneTouch Reveal® Data Transfer Tool

The Data Transfer Tool provides a way to transfer data from a supported device to the OneTouch Reveal® web application and must be installed before you can transfer data.

NOTE: You must have a OneTouch Reveal® account to use the Data Transfer Tool.

If you ever need to re-install the Data Transfer Tool, please follow these instructions.

1. *Sign In* on page 9 to your OneTouch Reveal® account
2. Click the **`Data Transfer Tool`** link

   It is located at the top right corner of every screen.
3. Follow the prompts to complete installation
4. Be sure that a OneTouch® USB cable is not connected to your computer and click **`OK`**
5. Follow the on-screen instructions to complete the installation

   Select the appropriate devices.

   A pop-up screen will appear when the installation is complete. If desired, check **`Create a Desktop Icon`** to place a shortcut on your desktop. You can also choose to launch the Data Transfer Tool when you start your computer.
6. Click **`Finish`**

   NOTE: After installation, you may be prompted to re-start your computer.

Transfer Data from a Device Using the Data Transfer Tool

You can only transfer data to the OneTouch Reveal® web application from a supported device. For a complete list of supported devices, connection instructions, and other information about each device, please, click on the following link: *OneTouchReveal.com/support/en_US/*. Be sure you are using the correct cable for the device to transfer data.

1. Connect the device to your computer, using the appropriate cable

   Open the OneTouch Reveal® Data Transfer Tool and select **`Detect Now`**. The OneTouch Reveal® Data Transfer Tool will search for the device. When the device is found, a confirmation screen will appear.
2. Sign in to the OneTouch Reveal® web application using your username and password

This step will be skipped if you provided this information previously and chose to remember your sign in information.

- **NOTE:** If the time set in the device and in the computer differ by more than 15 minutes, a pop-up screen will prompt you to synchronize them. Click **Yes** if you want the device time to match the computer time. This screen will not appear if you choose to always synchronize them on the **Settings** tab.
- **NOTE:** When data is being transferred, you can click **Cancel** at any time to stop the transfer of all data for any reason. No data is stored in the OneTouch Reveal® web application until the data transfer is complete.

3. A pop-up screen appears when the transfer is complete, with options to view the Patient's reports or assign the device

Data Transfer Tool Menu

You can access the most commonly used Data Transfer Tool settings by right clicking the Install Data Transfer Tool icon ( ) in the system tray (PC) or menu bar (Mac).

Settings

Clicking **Settings** will open the Data Transfer Tool's **Settings**, **Sign In Info**, **Devices** and **Help** tabs. See *Customize the Data Transfer Tool Settings* on page 36 for instructions on changing these settings.

Detect Now

When you select **Detect Now**, the Data Transfer Tool will begin searching for a supported device that is connected to your computer.

Device Communication Settings

If **Disable automatic device detection** is not selected under **Device Communication Settings** on the **Settings** tab, the **Data Transfer Tool** will automatically search for a device.

View logs

When you select **View logs**, you see technical information regarding a data transfer.

Clear Device

The Data Transfer Tool can be used to clear the stored data from some supported devices. See *Clear Device Using Data Transfer Tool* on page 36 for instructions.

Help

Provides a link to this User Manual and other contact information for assistance.

Exit

Closes the Data Transfer Tool application.

Clear Device Using Data Transfer Tool

The Data Transfer Tool can be used to clear the data stored in some supported devices. For a list of devices and their ability to have data cleared, please, click on the following link: *OneTouchReveal.com/support/en_US/*.

Once cleared, the data from the device that was previously uploaded through the **Data Transfer Tool** will only be available through the OneTouch Reveal® web application.

1. Connect the device to your computer, using the appropriate cable

   Open the OneTouch Reveal® Data Transfer Tool and select **Detect Now**. The OneTouch Reveal® Data Transfer Tool will search for the device. When the device is found, a confirmation screen will appear.

2. Right-click the **Data Transfer Tool** icon ( ) in your system tray (PC) or menu bar (Mac)
3. Click **Clear Device** on the pop-up menu
4. Click **Clear Device** to permanently clear data from the device

   A pop-up screen will confirm the data is being cleared.

5. Click **OK** to close the confirmation message

Customize the Data Transfer Tool Settings

The Data Transfer Tool is installed with default settings that you can customize by opening the Data Transfer Tool and changing the **Settings**, **Sign In Info**, **Devices** and **Help** tabs.

Settings tab

On the **Settings** tab you can customize these options:

- Select **Go to the OneTouch Reveal® web application after every transfer** if you want the DTT to open your default browser and log you into the OneTouch Reveal® web application after a successful device transfer.
- Select **Show startup screen** to display the startup screen whenever the Data Transfer Tool starts.

You can use the **Device Communication Settings** to configure the Data Transfer Tool's ability to automatically detect a supported device when it is connected to your computer.

- Select **Disable automatic device detection** if you do not want the Data Transfer Tool to automatically detect a device when you plug it into your computer.
- Use the arrows or type a number into the **Poll Interval** field to specify how often the Data Transfer Tool will search for a connected device.
- Use the **Port** drop-down list if you want to specify the port to be used for the device connection. Select **Auto Search** if you want the Data Transfer Tool to search all available ports for a connected device.
- Use the **Clock Synchronization Settings** to choose whether you want to automatically set the device's time to the computer's system time when the difference is more than 15 minutes.

Sign In Info tab

You can configure the Data Transfer Tool to sign you into the OneTouch Reveal® web application without entering your username or email address and password each time you transfer data. To enable automatic sign in, check the box and enter the required **Username** and **Password** information.

Devices tab

On the **Devices** tab, you can select the appropriate devices you use.

Help tab

The **Help** tab provides a link to this User Manual and other contact information for assistance.

Transfer Data from a Device Using a Transmitter

The following steps outline the process of transferring data using a Transmitter.

1. Connect the device to your Transmitter, using the appropriate cable
2. Transmitter will now automatically transfer data
3. Sign into your account in the OneTouch Reveal® web application

Assign Patient Device

For a device that is recognized to be that of an existing Patient within your clinic, the data will automatically be assigned to that Patient.

If a device is not recognized to be that of an existing Patient within your clinic, a Notification icon will appear in your header of the OneTouch Reveal® web application. Click on the icon for the option to assign the device to a new Patient. Once assigned, you will have access to the Patient's data.

Chapter 6

Resources

Resources

This section contains additional information that may be helpful.

Glossary

This Glossary defines the terms used in the OneTouch Reveal® web application and its User Manual as well as some common health terms associated with diabetes.

Adherence Analysis Report

A OneTouch Reveal® report that provides an overview of adherence data to glucose testing and pump activities, for a selected date range.

Average Daily Risk Range (ADRR)

A measurement of the variability in blood glucose fluctuations. The range uses a scale of 0-60. A measurement of 0-19 represents a low risk, a measurement of 20-39 represents a medium risk, and a measurement of 40-60 represents a high risk.

Basal dose

The continuous amount of insulin the body needs throughout the day.

Blood Sugar or Blood Glucose (BG)

Refers to sugar (glucose) results taken from a blood sample. "Blood Sugar", "Blood Glucose" or its abbreviation (BG) are used in reports to identify these results.

Bolus dose

The additional units of insulin needed to cover carbohydrates, or to correct a high blood glucose level.

Cannula

A flexible tube that is inserted into a body cavity, duct or vessel to drain fluid or administer a substance such as a medication (e.g., insulin).

Continuous Glucose Monitoring (CGM)

See integrated continuous glucose monitoring (CGM) device.

Clinic Manager

A role within the OneTouch Reveal® web application with unrestricted access to all application functions.

Clinic User

A role within the OneTouch Reveal® web application with more limited access to application functions.

Coefficient of Variation

The coefficient of variation (CV) is defined as the ratio of the standard deviation (SD) to the mean (average), expressed as a percentage: %CV=100 X SD/Mean.

Data List Report

A OneTouch Reveal® report that provides a tabular view of all data captured by the device for a selected date range, displayed in chronological order.

Data record

A unit of information in the OneTouch Reveal® web application, such as a glucose reading, insulin dose or other information (e.g., name).

Date range

The number of days of data (14, 30, 90 days or a custom range) contained in each OneTouch Reveal® report.

Default Report

The OneTouch Reveal® report shown first by default for each patient. The default report can be set by each Clinic User.

Defaults

Refers to glucose target ranges or report options that are pre-set in the OneTouch Reveal® web application.

Details by Day of Week Report

A OneTouch Reveal® report that provides a summary of glucose readings, insulin and carbohydrate intake by day of week, for a selected date range.

Details by Time of Day Report

A OneTouch Reveal® report that provides a summary of glucose readings, insulin and carbohydrate intake by time of day, for a selected date range.

Device

Blood glucose meter, insulin pump or insulin pump with an integrated CGM device that can transfer data to the OneTouch Reveal® web application.

Excursion Analysis Report

A OneTouch Reveal® report that provides a listing of hyperglycemia, hypoglycemia, variability and pump patterns, for a selected date range.

Footnotes

Messages that appear on the bottom of OneTouch Reveal® reports that communicate additional information.

Glucose average

The arithmetic mean calculated for a set of blood sugar readings.

High Blood Glucose Indicator (HBGI)

A measure for estimating hyperglycemia risk. A score of 4.5 or less indicates low risk, a score above 4.5 through 9.0 indicates a moderate risk, and a score above 9.0 indicates a high risk.

HIGH blood glucose readings

When "HIGH" (or "HI") appears in a report in all capital letters it refers to glucose readings above the measurement range of the meter, which is any value higher than 600 mg/dL.

Hyperglycemia

A state when a patient has a very high blood sugar level. The clinical definition of hyperglycemia is a blood sugar level above 180 mg/dL.

Hypoglycemia

A state when a patient has a very low blood sugar level. The clinical definition of hypoglycemia is a blood sugar level below 70 mg/dL.

I:C ratio

Insulin to carbohydrate ratio. This ratio shows how many grams of carbohydrates are "covered" by each unit of insulin taken. For example an I:C ratio of 1:20 means that one unit of insulin will cover 20 grams of carbohydrates.

Integrated continuous glucose monitoring (CGM) device

A device integrated with an insulin pump that measures the blood sugar levels in the interstitial fluid on a continuous basis every few minutes.

Integrated Daily View Report

A OneTouch Reveal® report that provides glucose readings, daily CGM tracings with basal, I:C (Insulin to Carbohydrate) ratio, ISF (Insulin Sensitivity Factor), total daily carbohydrates and insulin dose data by time of day, for a selected date range.

Inter-Quartile range (IQR)

The distance between the 75th percentile and the 25th percentile. The IQR is essentially the range of the middle 50% of the data. Because it uses the middle 50%, the IQR is not affected by outliers or extreme values. The greater the distance between the 25th and 75th percentiles indicates higher variability in the data.

ISF

Insulin Sensitivity Factor. ISF is the amount (measured in mg/dL) by which your blood glucose level is reduced, for each unit of insulin taken.

Logbook Report

A OneTouch Reveal® report that lists glucose readings, pump, carbohydrate and insulin data in columns by time of day, for a selected date range.

Low Blood Glucose Indicator (LBGI)

A measure for estimating hypoglycemia risk. A score of less than or equal to 1.1 indicates minimal risk, a score above 1.1 through 2.5 indicates low risk, a score above 2.5 through 5 indicates moderate risk and a score greater than 5.0 indicates high risk.

LOW blood glucose readings

When "LOW" (or "LO") appears in a report in all capital letters, it refers to glucose readings below the measurement range of the meter, which is any value lower than 20 mg/dL.

Median

The middle value in a data set (taken as the average of the two middle values when the sequence has an even number of values).

Meter ID

A serial number that is stored in the memory of each meter. The OneTouch Reveal® web application retrieves the meter ID number when transferring meter results so that it can keep track of the meter from which the data originated.

Patient Summary Report

A OneTouch Reveal® report that provides an overview of glucose patterns and excursions, testing and dosing regimens, and key comparative statistics for a selected date range.

Pattern Messages

Messages that appear in OneTouch Reveal® reports that may help you identify trends in patient data.

PDF

A document format (portable document format) that can be opened and viewed using Adobe® Reader®.

Poll Interval

The time between the polling sessions. Polling sessions are used by the software to look for connected devices on the computer.

Settings

Customize OneTouch Reveal® reports or glucose target ranges to meet your needs.

Schedule

A 24-hour day divided into eight time periods that can be customized to meet an individual's personal daily routine.

Standard Deviation (SD)

A measure of dispersion; i.e., how much the test results in a certain set are scattered around the mean. A low standard deviation means that the test results are tightly clustered, and a high standard deviation means that they are widely scattered.

Tags

A note that is attached to a result to further identify the data. The tag may indicate that the result is a Before Meal, After Meal, Fasting or Bedtime result.

Target Range

The range (upper and lower limits) of preferred glucose levels.

Time Period

The eight periods within a 24-hour period used to organize data transferred to the OneTouch Reveal® web application.

Tooltip

Additional information that appears when moving the mouse cursor over a text field or icon. Not all text fields or icons have tooltip information.

Transfer

The procedure that moves data from a meter or insulin pump to the OneTouch Reveal® web application.

Transmitter

Hardware used for transferring data to the OneTouch Reveal® web application from a diabetes device.

Unit of measure

Refers to mg/dL. Glucose readings are reported in mg/dL.

Supported Devices

For a complete list of supported devices, please click on the following link: *OneTouchReveal.com/support/en_US/*. You can transfer data from all listed devices and connection instructions are also provided under this page. This also serves as a reference for the features and functions available for each supported device.

To find a list of devices that are supported by the OneTouch Reveal® web application, right click the Data Transfer Tool icon ( ) in the system tray (PC) or menu bar (Mac). Select **Settings** then **Devices**. You can then see a list of devices that are supported in your country.

Hierarchy of Preferences

If no preferences are set for glucose target ranges and reports, the OneTouch Reveal® web application default settings will be used. If you choose to set the preferences for glucose target ranges and reports for the clinic, these become the default settings for all patients and Clinic Users assigned to that clinic, unless they set their own preferences.

Each Clinic User can choose to use the clinic preferences or to set their own preferences for glucose target ranges and reports. If a Clinic User sets their own preferences, these preferences then become the default preferences for any patient assigned to that Clinic User.

Each Clinic User can also set preferences for glucose target ranges for a specific patient. That specific patient's preferences will then be used and will show as a custom setting.

How preferences are set	Which preferences are used
No preferences set.	The OneTouch Reveal® web application defaults.
Clinic Manager sets preferences for the clinic.	Overrides the OneTouch Reveal® web application defaults and becomes the clinic defaults for all patients.
Clinic User sets preferences for all their patients.	Overrides both the OneTouch Reveal® web application defaults and the clinic defaults (if set) and becomes the Clinic User defaults for all their patients.
Clinic User sets custom preferences for an individual patient.	Overrides the OneTouch Reveal® web application defaults, the clinic defaults (if set) and the Clinic User defaults (if set) and becomes the custom setting for the individual patient.
Individual patient sets custom preferences.	You can view the patient's custom preferences on the patient's home page.

Troubleshooting

Use this troubleshooting section if you experience difficulty using the OneTouch Reveal® web application or the transfer of data. The troubleshooting section lists the most common problems and solutions. If you are not able to resolve the issue, try refreshing your browser. If the issue remains, please Email CustomerService@LifeScan.com or call 1 866 693-0599 for OneTouch Reveal® technical support.

Unable to transfer data from a device to the OneTouch Reveal® Web Application via the Data Transfer Tool

If communication fails between the device and the OneTouch Reveal® web application, check the following:

- Make sure you have the OneTouch Reveal® Data Transfer Tool installed. The Data Transfer Tool must be installed in order to transfer data from a supported device to the OneTouch Reveal® web application. See *Install the OneTouch Reveal Data Transfer Tool* on page 34 for more information.
- Make sure that the cable used to transfer data is connected securely to your computer and to the device.
- Make sure you have the cable recommended by the device manufacturer for transferring data. See the Owner's Booklet for the device for more information.
- Make sure you are transferring data from a supported device. For a complete list of supported devices, please, click on the following link: *OneTouchReveal.com/support/en_US/*.
- Make sure the device is set to transfer data. As a general guideline, most meters need to be turned off to transfer data. For a complete list of supported devices, please, click on the following link: *OneTouchReveal.com/support/en_US/*.
- Make sure the OneTouch Reveal® Data Transfer Tool is set to automatically detect the device. See *Customize the Data Transfer Tool Settings* on page 36 for more information.
- Select **`Detect Now`** from the menu of the Data Transfer Tool to actively search for the device. This menu appears when you right-click on the Data Transfer Tool icon. See *Data Transfer Tool Menu* on page 35 for more information.

Unable to access the OneTouch Reveal® Web Application

If you are unable to access the OneTouch Reveal® web application, check the following:

- The OneTouch Reveal® web application may temporarily be unavailable. If this is the case, a message will appear notifying you to try to sign in again in a few minutes. If the problem persists, contact Customer Service. See *Technical Support* on page 5 for contact information.

- A firewall might be preventing you from accessing the site. Contact your computer support personnel or contact Customer Service. See *Technical Support* on page 5 for contact information.

Unable to link patient account

If you are unable to link to a patient's OneTouch Reveal® account, verify that the patient has an active OneTouch Reveal® account.

No data appears in OneTouch Reveal® reports

It's possible that data may appear to be missing (e.g., no data available) when viewing or printing reports over a given date range. Reasons data may appear to be missing include:

- You selected a report date range where no data exists. Select a new date range for the report.
- Data was removed during or after data was transferred. When the date in the device is set incorrectly (e.g., there are results with timestamps with future dates), the OneTouch Reveal® web application provides the option to remove those data points with the inaccurate timestamps. Please check the date setting in the device and review the *Data List Report* on page 32.

Unsupported web browser or Adobe Acrobat Reader

Your web browser and version of Adobe Acrobat Reader must be listed under Software Requirements on *OneTouchReveal.com/support/en_US/*. You may receive a message from your web browser or the Adobe® Reader® when you are using an unsupported version.

You have forgotten your username or password and cannot sign in to the OneTouch Reveal® Web Application (locked account)

An account is locked when you make five attempts to sign in with an invalid username and password combination. The system will lock the account for 15 minutes. Then, you can attempt to sign in again. A valid username and password combination must be entered to access the account.

If you forgot your username or password, the OneTouch Reveal® sign in page includes the **`Forgot your username or password?`** link. Click the link and enter the Email address you provided when you created your account. Then, enter the Security Code. The OneTouch Reveal® web application will send you an Email with a link to reset your password. Click on the link to open a web page that includes your username and you will be able to reset your password.

About

AW# 07222701B

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The OneTouch Reveal® software program is copyrighted and also covered under U.S. patent No. 8,758,245 as well as corresponding patents in other jurisdictions. A download of the software or its purchase does not act to grant a use license under such patent to any other LifeScan products.

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