



Locations

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Chapter Overview

This chapter shows you how to use the Locations page of Admin View to add the locations of the Cisco Interactive Experience Client (IEC) devices, which are the endpoints of the Cisco Patient Connect solution that deliver Patient View to the patients. This chapter also provides information on how the Locations page is used to upload Active Directory IDs and staff images maps.

The topics in this chapter include the following:

- “Locations”
 - “Enter Locations”
 - “Import Locations”
 - “Update Devices”
- “Active Directory Mapping”
- “Staff Image Mapping”

Locations

The Locations page of Admin View contains the list of IECs that have been deployed throughout the hospital. IECs are the thin client devices that deliver Patient View to inpatients in patient rooms and visitors in waiting rooms.

IEC Location Identification



Tip

Expand the Locations page and use the scroll bar to view all columns of the table.

Each IEC is given the following location data to make it easy for the administrator to pinpoint its location:

1. Facility name
2. Department ID

3. Building ID
4. Floor ID
5. Room ID
6. Bed ID
7. Extension
8. RB location
9. RTLS location
10. Room type
11. IEC serial number

Sorting and Searching

Although there will be hundreds of IECs in the Locations table, when you need to pinpoint a particular IEC there are several ways that you can find it quickly:

- Sort the columns of the Locations table by clicking the arrows at the top of the columns.
- Search for entered values using the search field in the upper right corner of the Locations panel.
- Expand the hierarchy to the left of the Locations table to drill down to the department, building, floor, room, or bed.

Enter Locations

An individual IEC can be added to the Locations page using the **Add a Location** button in the Actions menu.



Tip

To enter many locations at once, see the “Import Locations” section of this chapter.

Follow these steps to add a location:

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- Step 1** In the Actions menu, click the **Add a Location** button.
 - Step 2** In the Add New Location dialog box, enter IDs for the facility, building, floor, and room.



Note Fields marked with a red asterisk are required.

- Step 3** Select the department ID from options in the drop-down menu.
 - Step 4** Select the location type from options in the drop-down menu.
 - Step 5** Enter the IEC’s serial number in the Device Serial Number field.
 - Step 6** (Optional) Enter the bed and extension IDs as well as the RB and RTLS location mapping.
 - Step 7** (Optional) Enter descriptions for the above entries. The descriptions will appear in pop-ups on this page when you mouseover entries.
 - Step 8** Click the **Create** button.
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Import Locations

The location information is created in a spreadsheet and then imported into the application. Follow the steps below to import the location data in bulk:

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- Step 1** Go to the Actions menu, and choose **Download Locations**.
 - Step 2** For each IEC, enter its location data a separate row. Data must be entered in the following cells:
 - Department Id
 - Room Id
 - Bed Id
 - Location Type
 - Device Serial Number
 - Step 3** Save the file as a Comma Separated Values (CSV) file to your desktop.
 - Step 4** Go back to the Actions menu and click the **Import Locations** button.
 - Step 5** In the Import dialog box, click the **Browse** button.
 - Step 6** Choose the CSV file on your desktop and click **Open**.
 - Step 7** Click the **Start** button in the Import dialog box.
 - Step 8** When the file is done importing, click the **Done** button.
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Update Devices

The last column of the Locations table allows you to update device location information.

- Serial Number field: Each IEC has a unique serial number. If an IEC is replaced at a location, the serial number must be updated with the new IEC's serial number. Enter the new serial number in this field and click the green save button.
- Edit button: Click the blue button with a pencil icon to modify the location information. A dialog box opens containing all the fields. When you are finish editing the fields, make sure that click the **Save** button.
- Delete button: Click the red button with an X to delete the device from the table.

Active Directory Mapping

The Locations page allows you to upload the mapping of Active Directory IDs to EMR doctor IDs.

Follow the steps below to import the mapping:

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- Step 1** Go to the Actions menu, and choose **Download Active Directory Mapping**.
 - Step 2** For each doctor, enter his or her EMR doctor ID and Active Directory ID in a separate row.
 - Step 3** Save the file as a Comma Separated Values (CSV) file to your desktop.
 - Step 4** Go back to the Actions menu and click the **Import Active Directory Mapping** button.

- Step 5** In the Import dialog box, click the **Browse** button.
 - Step 6** Choose the CSV file on your desktop and click **Open**.
 - Step 7** Click the **Start** button in the Import dialog box.
 - Step 8** When the file is done importing, click the **Done** button.
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Staff Image Mapping

In order to map staff IDs to their image URLs, you will need to upload the information into the Locations page of Admin View.

Follow the steps below to map the data and import it:

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- Step 1** Go to the Actions menu, and choose **Download Staff Image Mapping**.
 - Step 2** For each staff member, enter the NETWORK_ID, FILENAME (URL) of the image, NAME of the staff member, and his or her JOBTITLE into the spreadsheet.
 - Step 3** Save the file as a Comma Separated Values (CSV) file to your desktop.
 - Step 4** Go back to the Actions menu and click the **Import Staff Image Mapping** button.
 - Step 5** In the Import dialog box, click the **Browse** button.
 - Step 6** Choose the CSV file on your desktop and click **Open**.
 - Step 7** Click the **Start** button in the Import dialog box.
 - Step 8** When the file is done importing, click the **Done** button.
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