



# 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 ID and staff image maps.

The topics in this chapter include the following:

- [Locations](#)
  - [Enter Locations](#)
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- [Active Directory Mapping](#)
- [RB Staff to AD ID Mapping](#)
- [Staff Mapping to RTLS](#)
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## 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**

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

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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. Language
12. Font Size
13. Show Closed Option
14. Closed Option
15. Device
16. 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:

- 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** If your required department is not available for selection, select the **Create New Department** check box and enter the required details in the below fields.

- Step 5** The **Select Location Type** drop-down menu enables you to set the location preference. Choose Patient Room, Waiting Room, or Guest Room from this drop-down menu.
- Step 6** Select the language of the closed caption for the above selected location type from the **Select Language** drop-down menu. The default language is English.
- Step 7** Select the font size as Small, Medium, or Large for the closed caption from the **Select Font Size** drop-down menu.
- Step 8** Select *True* from the **Show Closed Caption** drop-down menu to display the closed caption. If you do not want to show the closed caption to the viewer, select *False*.
- Step 9** Select track from where you want to show the closed caption from the **Select Closed Caption** drop-down menu based on the configuration.



**Note** You need to select the right track from here based on your language selection. For example, if English has been configured from CC1 track for the location, select *CC1* from the **Select Closed Caption**.

- Step 10** Select log level of endpoint from the **Select Log Level** drop-down menu.
- Step 11** Enter the IEC's serial number in the **Enter Device Serial Number** field.
- Step 12** Enter the serial number (unique identifier) of the tablet devices in the **Enter Tablet Serial Number** field.



**Note** The **Enter Device Serial Number** field or **Enter Tablet Serial Number** field is mandatory.

- Step 13** (Optional) Enter the bed and extension IDs as well as the RB and RTLS location mapping.
- Step 14** (Optional) Enter descriptions for the above entries. The descriptions will appear in pop-ups on this page when you mouseover entries.
- Step 15** Click the **Create** button.

## Import Locations

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

- Step 1** Go to the Actions menu, and choose **Download Locations**.
- Step 2** For each IEC, enter its location data a separate row.
- Step 3** Save the file as a CSV file to your desktop.



**Note** Refer the [File Format for Locations](#) section to know the csv file format details.

- 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** The Bulk Import dialog box opens. Data must be entered in the following fields:

- Department Id
- Department Name
- Room Id
- Room Name
- Bed Id
- Bed Name
- Location Type

**Step 8** Click the **Start Upload** button in the Import dialog box.

After a few seconds, a success message appears and the **Start Upload** button will be displayed as **Download Result** button.

**Step 9** Click the **Download Result** button to know the status of the newly added or updated locations.

**Step 10** Click the **Done** button on the Bulk Import dialog box to close it.

## Update Devices

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

- **Serial Number field:** Each IEC has an 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. After editing the fields, ensure to click the **Save** button.
- **Delete button:** Click the red button with an X to delete the device information and complete location entry from the table.

## Active Directory Mapping

You can map Active Directory only if the EMR system uses different IDs than those in Active Directory for each staff member. These are the IDs of the hospital employees who can log in to the CPC solution with their hospital login credentials.



**Note** Value for the **patient.map.emrstaff.to.ad** system property should be set to true.

Follow the steps below to import the mapping:

**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** The Bulk Import dialog box opens. Data must be entered in the following fields:
- EMR Doctor Id
  - Active Directory Id
- Step 8** Click the **Start Upload** button in the Import dialog box.
- After a few seconds, a success message appears and the **Start Upload** button will be displayed as **Download Result** button.
- Step 9** Click the **Download Result** button to know the status of the newly added or updated IDs.
- Step 10** Click the **Done** button on the Bulk Import dialog box to close it.
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## RB Staff to AD ID Mapping

The staff information is created in a CSV file and then imported into the application. Follow the steps below to map the RB staff to AD ID data and import it:

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- Step 1** Go to the Actions menu, and choose **Download RB Staff to AD ID Mapping**.
- Step 2** Add the IDs for the staff in the downloaded the file.
- Step 3** Save the file as a CSV file to your desktop.
- Step 4** Go back to the Actions menu and click the **Import RB Staff Image to AD ID 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** The Bulk Import dialog box opens. Select RB Staff Id and Active Directory Id from the drop down lists.
- After a few seconds, a success message appears and the **Start Upload** button will be displayed as **Download Result** button.
- Step 8** Click the **Download Result** button to know the status of the newly added or updated IDs.
- Step 9** Click the **Done** button on the Bulk Import dialog box to close it.
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## Staff Mapping to RTLS

You can map staff to the RTLS system if the RTLS system reports different IDs than those in Active Directory for each staff member.



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**Note** Value of the **rtls.map.staffid** system property should be set to true.

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

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- Step 1** Go to the Actions menu, and choose **Download Staff Mapping to RTLS**.

- Step 2** Add the IDs for the staff in the downloaded CSV file.
  - Step 3** Save the file as a CSV file to your desktop.
  - Step 4** Go back to the Actions menu and click the **Import Staff Mapping to RTLS** 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** The Bulk Import dialog box opens. Select RTLS Staff Id and Active Directory Id from the drop down lists.  
After a few seconds, a success message appears and the **Start Upload** button will be displayed as **Download Result** button.
  - Step 8** Click the **Download Result** button to know the status of the newly added or updated IDs.
  - Step 9** Click the **Done** button on the Bulk Import dialog box to close it.
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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.



**Note** This mapping import may be used or image URLs may be obtained from the directory (For example, AD), if they have been configured. If the per staff member URLs are relative such as, *fileName.jpg*, the value of the *directory.staff.photo.base.url* system property prepends to form a complete and valid URL. If an image is not found for a particular staff member, then the *directory.staff.photo.default.url* system property is used to depict a generic person. For more details of the system properties for staff see the [Name Display Configuration Properties](#) section.

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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, FULL\_NAME of the staff member, and his or her JOB\_TITLE and BIO\_DATA into the CSV file.
  - 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** The Bulk Import dialog box opens. Select Network Id and File Name from the drop down lists.  
After a few seconds, a success message appears and the **Start Upload** button will be displayed as **Download Result** button.
  - Step 8** Click the **Download Result** button to know the status of the newly added or updated staff.
  - Step 9** Click the **Done** button on the Bulk Import dialog box to close it.
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