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GlucoContro
.online

Quick Reference Guide

ASCENSIA
Diabetes Care

Contents

How To Log In

1 Open a web browser e.g. Google Chrome, Firefox, Microsoft Edge, etc.

2 Go to **https://www.glucocontro.online**

3 Enter your **email address** and **password**, then click **Sign in.** To setup an account click "Create An Account" and follow the prompts to register.

Finding a Patient

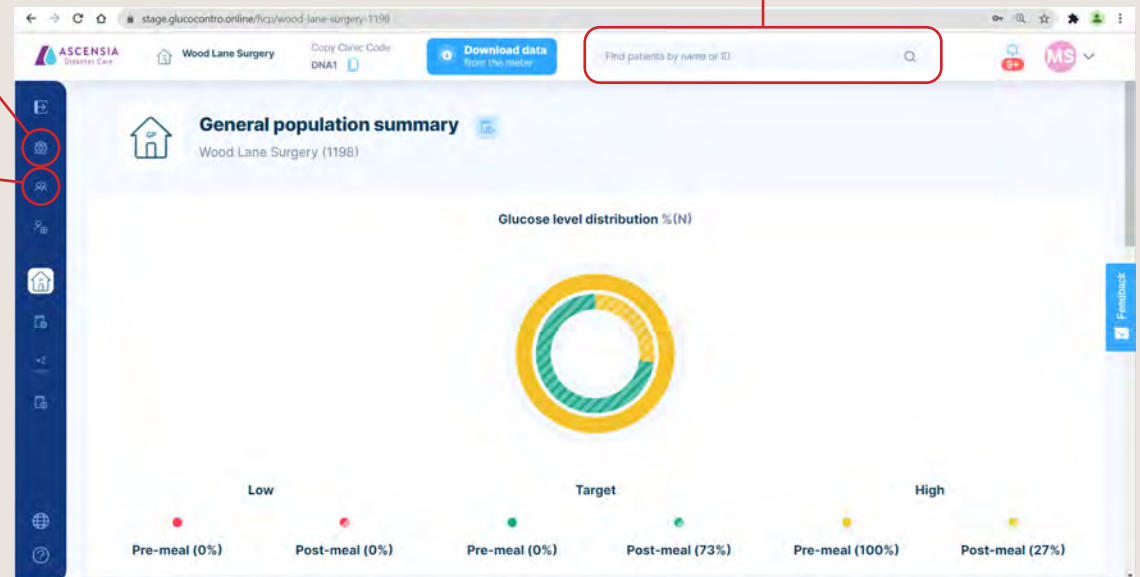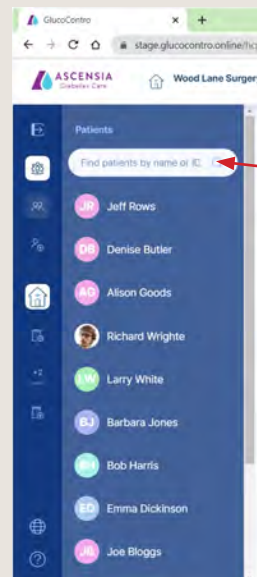## There are three options available to search and find a patient

1 **Click the Full Patient List icon**
To filter a search, use any of the four search boxes. Columns can be sorted ascending and descending by clicking the double arrow icons. Once your patient is found, click on their name.
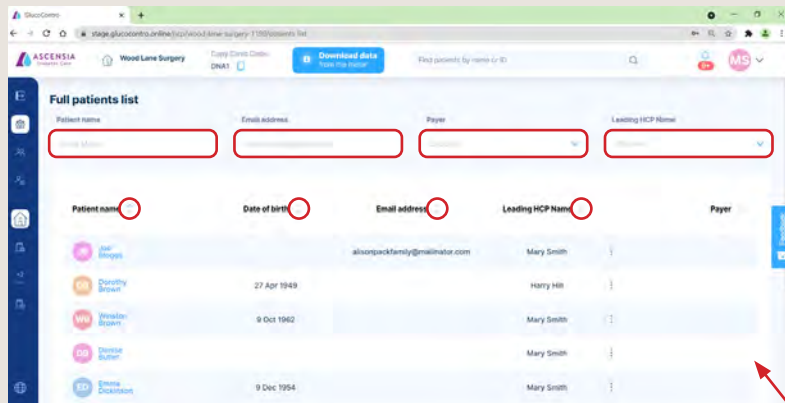
2 **Type in the name or ID of a patient to search**
As you start typing it will automatically search and show matches, the more you type, the more the search will be refined. When you see the patient, click on their name.
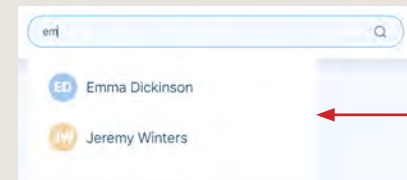
3 **Click the Patient List icon and a side bar will appear**
Either select the patient if seen from the list, or start to type their name or ID in the find box. As you start typing, it will automatically search and show matches, the more you type, the more the search will be refined. When you see the patient, click on their name.

Adding a New Patient

There are three options available to add a new patient

1 **Clinic Code**

Give your unique clinic code to your patients.
They can then use this code when they are logged
into GlucoContro.online, to enroll in your clinic.
Once they do this you can then approve
to admit them.

2 **QR Code**

Click on the QR code to display a unique QR code.
You can get the patient to scan this QR code from
your screen using their mobile device. This can be
done directly from the camera on most devices
and does not require any specific app. The patient
can then enroll to GlucoContro.online and this will
then be linked to your clinic.

3 **Manual Entry**

Enter their first and last name, country, health ID
and date of birth. This is the minimum details
required to add a new patient. You also have the
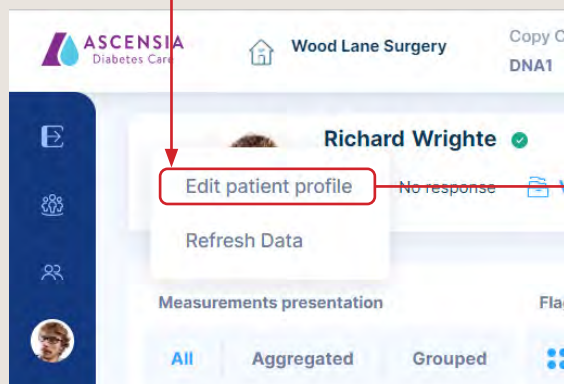option to send an e-mail notification to your patient.

Once complete press the "Add new patient" button
and they will be displayed under the patient list.
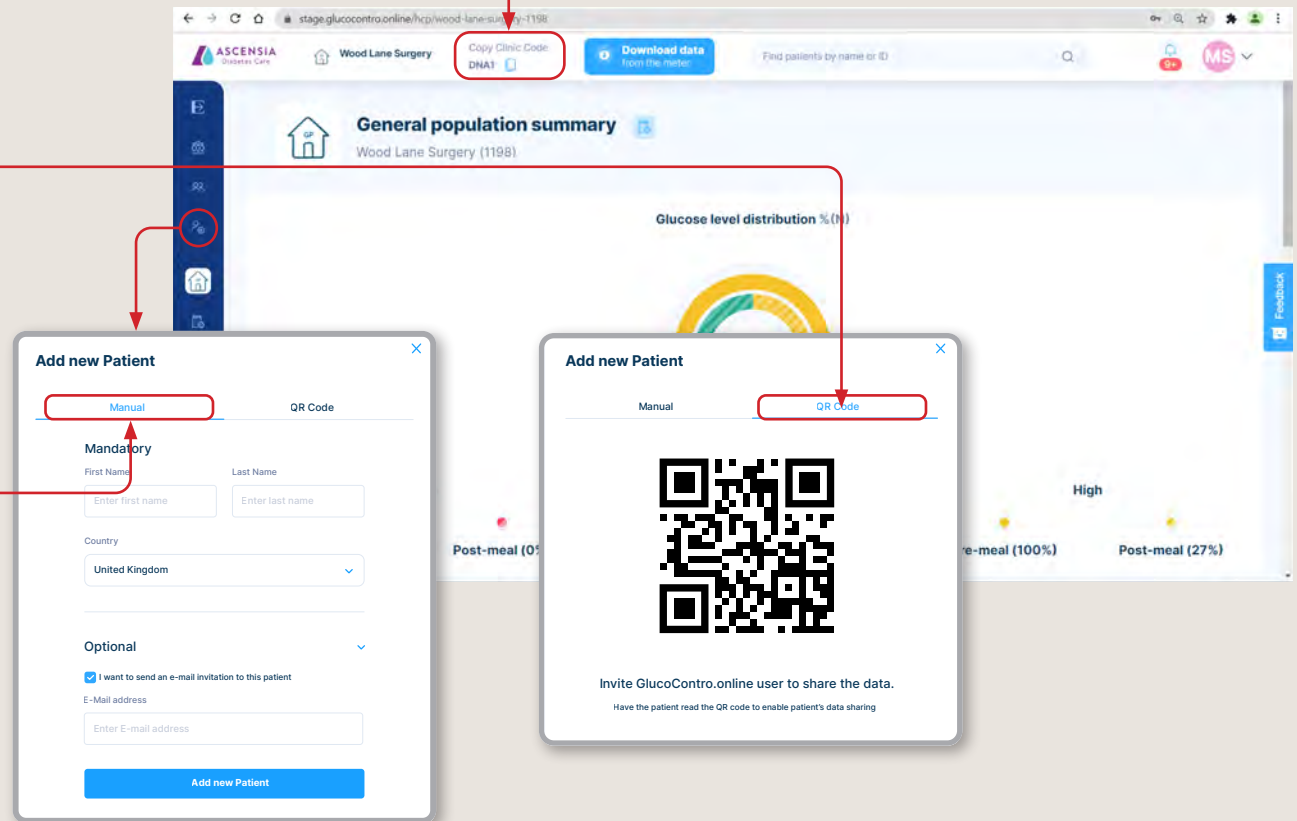
Customizing and Editing Patient Details
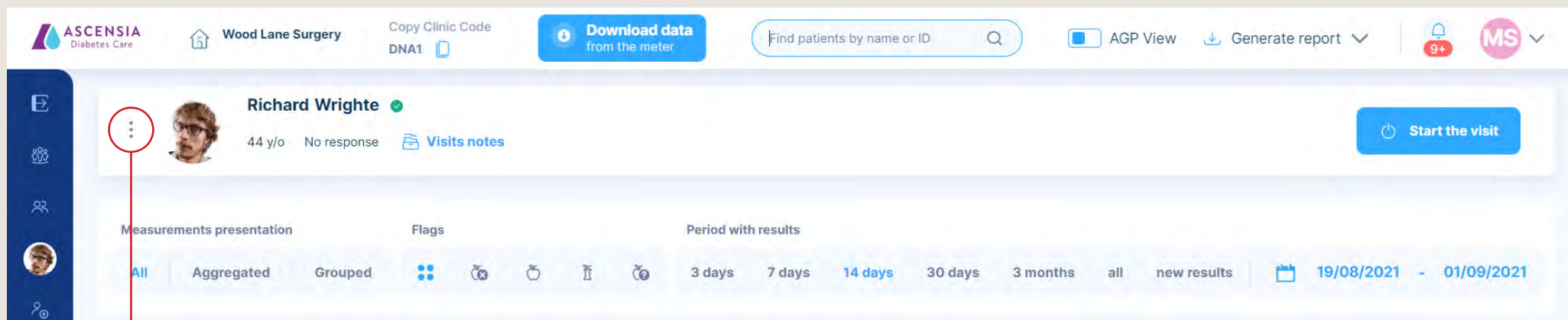
With a patient selected, click the highlighted 3 dots, then **"Edit patient profile"** from the drop down box.

You can now edit and customize their profile under the four headings:

- Personal Information
- Health Information
- Glucose Ranges
- Key Performance Indicators (KPI)

Click on the different three headings to switch between them.

Once all the changes have been made, click the **"Submit"** button to save the changes.

Visit Notes

1 To start a new visit and capture notes, first click the **"Start the visit"** button

2 Once you have captured the notes from the visit, close the visit by clicking the **"Finish the visit"** button
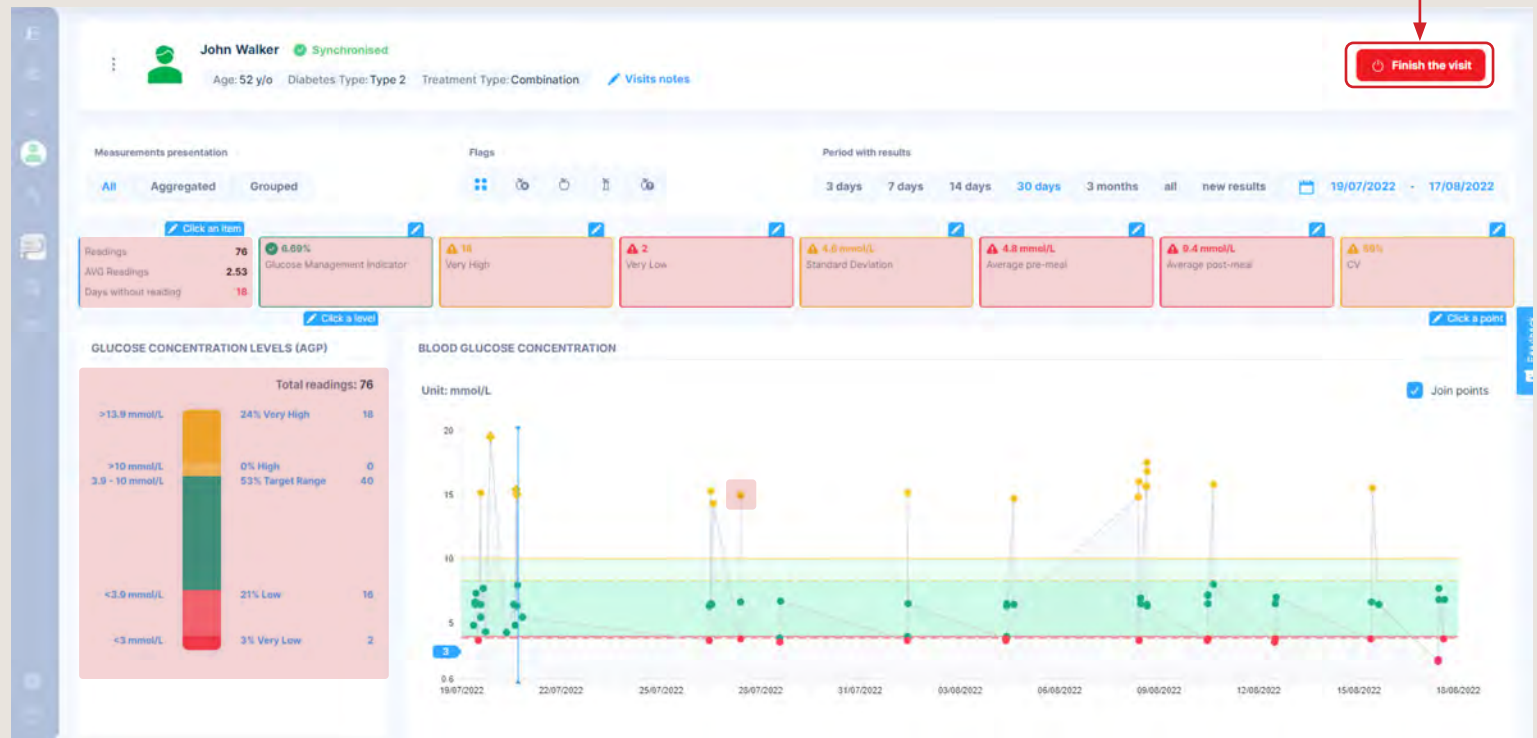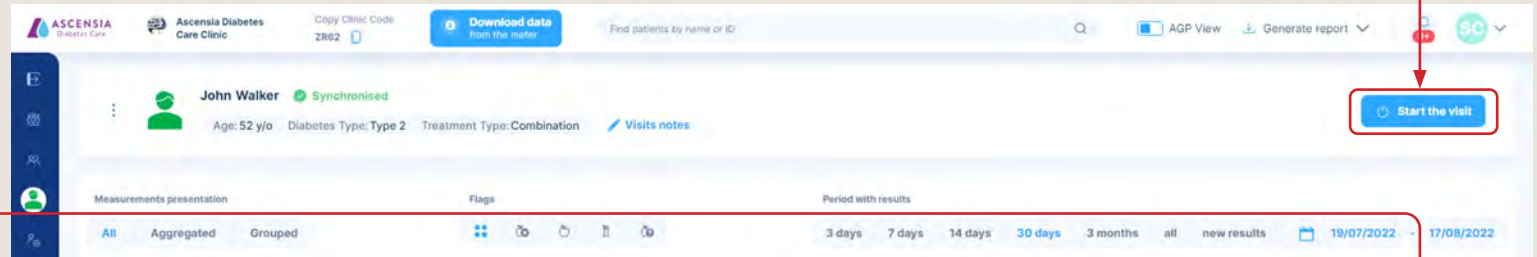
Click on specific areas of the data or graphs highlighted. This will then auto create a note based on the item you have clicked and allows you to add your comments. The following areas are information you can click on

- Any of the 7 supportive parameters for patient evaluation
- Readings Information
  - Number of readings
  - Average daily readings
  - Days without readings
- Readings in range chart
- Individual data points on the chart

Visit Notes Continued

If a visit has been started, then it will show as the Active visit, however you can access previous visits notes by selecting the dropdown menu and then the visit date

GlucoContro.online (GCO) allows HCPs to communicate to patients from within GCO in the **"Shared"** section

The private section is an area where HCPs can share clinic notes amongst themselves

If a general comment needs to be captured, this can be done in the general comments section

The Visit Notes section can be accessed by clicking on **"Visit notes"**. It can also be accessed by clicking the 3 dots to the left of the persons name in the title bar, then from the pop out box, select **"History of visits"**

Edit patient profile
History of visits
Refresh Data

Whenever you add notes under the **"Shared"** section, if the patient is linked and has an account, they will receive an email notifying them that their HCP has added a note.

With all notes both the HCP and the patient has the ability to reply to them, by pressing the **"Reply"** button next to those comments
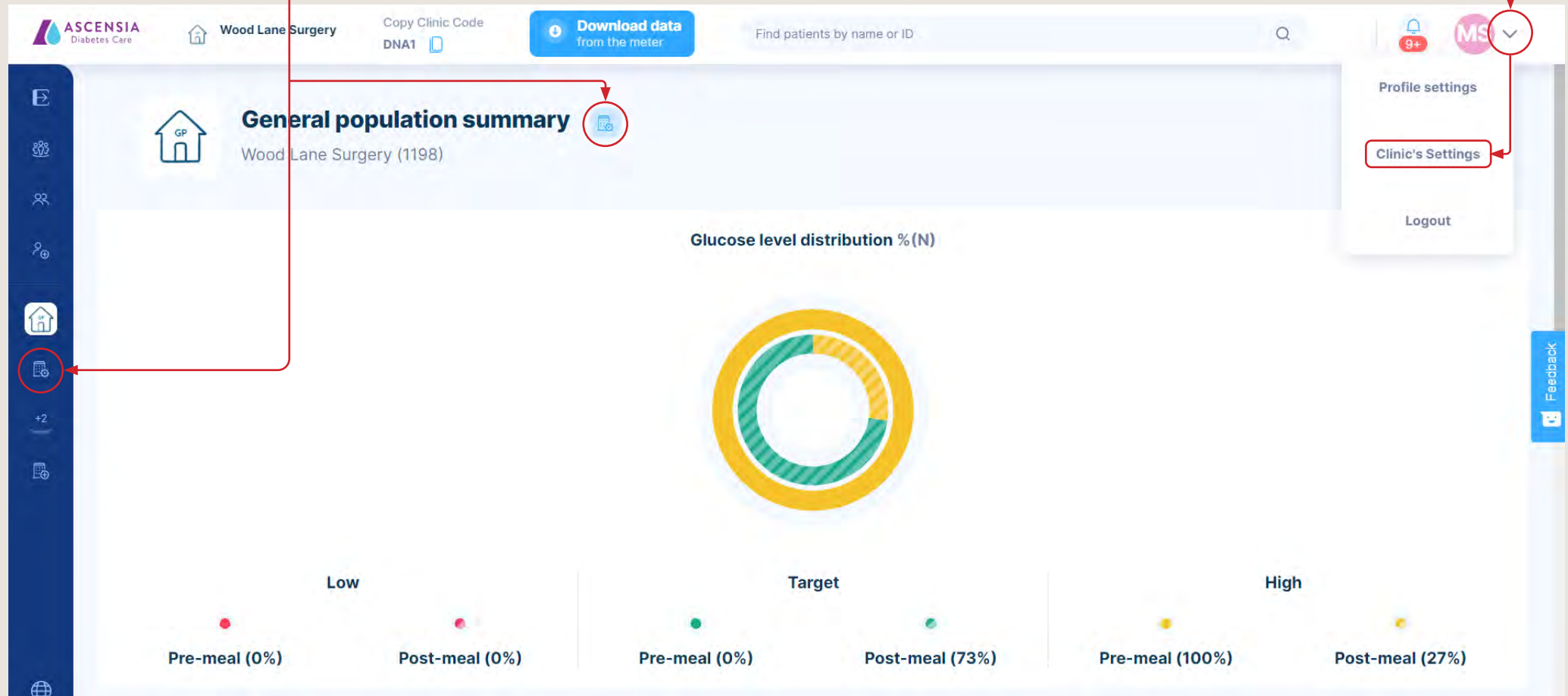
Managing Clinic Settings

There are three options available to get to your "Clinic Settings"

Access to Clinic Settings can be accessed, via either

1. Clinic Settings icon on the left menu bar
2. Icon in the clinic title banner
3. Drop down menu from your icon on the top right of the screen

Clinic Settings are only visible and accessible to those healthcare professionals (HCP with administration rights.

Within the settings it allows you to invite additional HCP's and amend the default blood glucose reference ranges.[†]

Adding a HealthCare Professional

(Administration rights needed)

From the **"Clinic Settings"**, scroll down to the Clinic Professionals section.

Click on **"Add another Professional"** and a pop up box will appear as shown.

Enter their name and email address.

If you want to assign them administration rights, then check the box.

Press the Invite button and they will receive an email inviting them to join

Clinic's Professionals

+ Add another Professional

PROFESSIONAL	E-MAIL ADDRESS	STATUS		
MS Mary Smith	marysmith1970@mailinator.com	Active	Admin	⋮
NK Nij Kibe	neeraj.kibe@ascensia.com	Active	Admin	⋮
	...ailinator.com	Active		⋮
	...ailinator.com	Active		⋮

Invite Professional

First name
Enter first name

Last name
Enter last name

E-mail address
Enter e-mail address

☐ Grant admin privileges

Invite

Importing Meter Readings

Select the meter being used from the list and method you want to download the readings.

Click on the corresponding icon.

If the meter has been used before, GlucoContro.online will automatically identify the patient based on the meter serial number it was linked to and display their name. If this is the first download for the meter, it will give you the option to select a patient to link it to.

Click **"Import results"** and the readings will be transferred and the patients details will open automatically.

Screen Layout Overview

Clinic Section

Clinic details, patient search facility, download data option, report creation, notifications and the HCP options are all accessible from this section.

Menu Bar

The menu bar can be expanded by clicking the top icon.

Hovering your mouse over an icon will display a label for that button making it easy to see what it does.

The Help section can be accessed via the bottom question mark icon.

Patient Section

Patient details and the option to start a visit and the ability to capture notes for this person.

Data Selection

Data can be quickly filtered based on the parameters of how you want to view the readings.
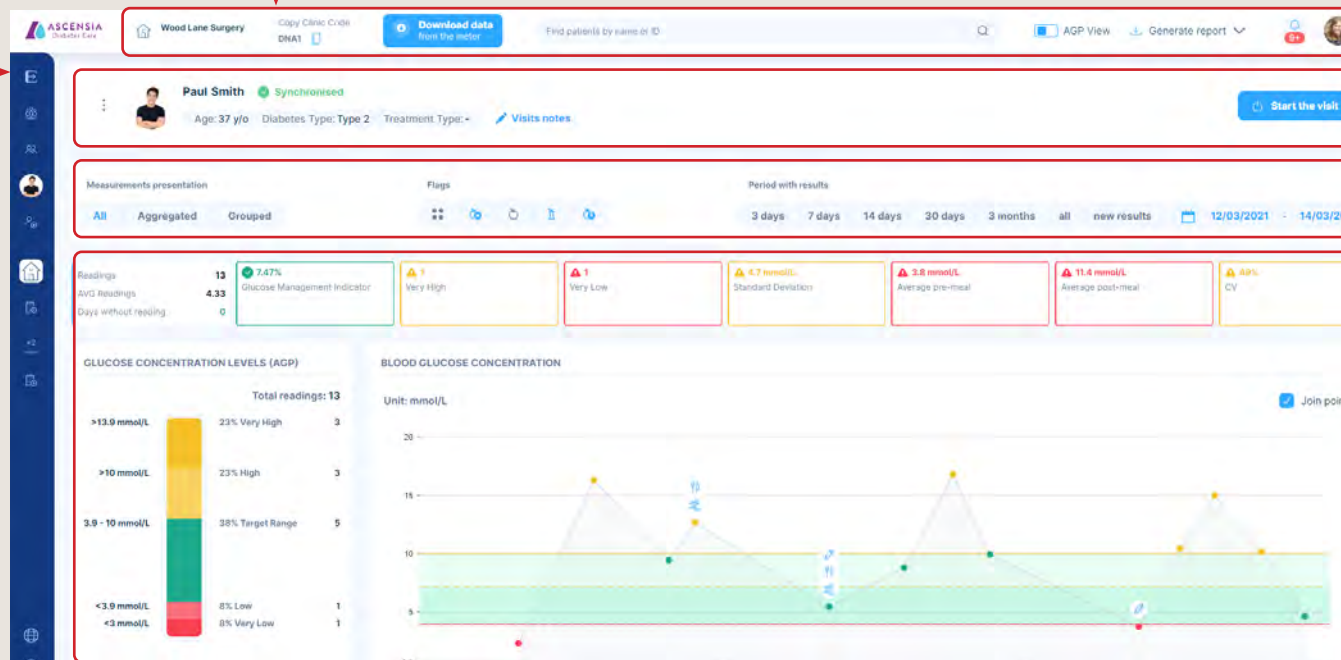
Data Display

Details of the information and readings will be displayed, based on the selection criteria selected.

Customizing Data Views

Selected parameters of the readings been viewed are highlighted in blue, with the example below showing all readings, with all flags over a 14 day period

By clicking different views, the data will immediately update, allowing you to quickly view the data in a variety of different ways.
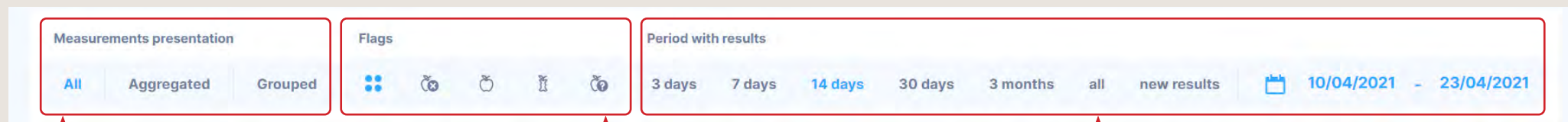
Measurement Presentation

Readings can be viewed all together, aggregated or grouped.

In both the aggregated and grouped views, you then have the option to choose different options and time periods. These can be selected from the drop down boxes.

Readings Flags

Readings with meal markers can be quickly selected. More than one meal marker can be selected if required.

	All markers
	Fasting
	Pre-meal
	Post Meal
	No marker

Timeframe

The time period of data displayed can be quickly changed by clicking the time range required.

All readings or just new readings can be selected, as well as clicking on the date range to select a specific time period if needed.
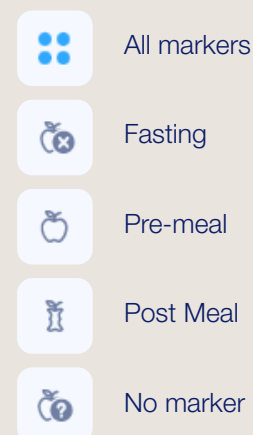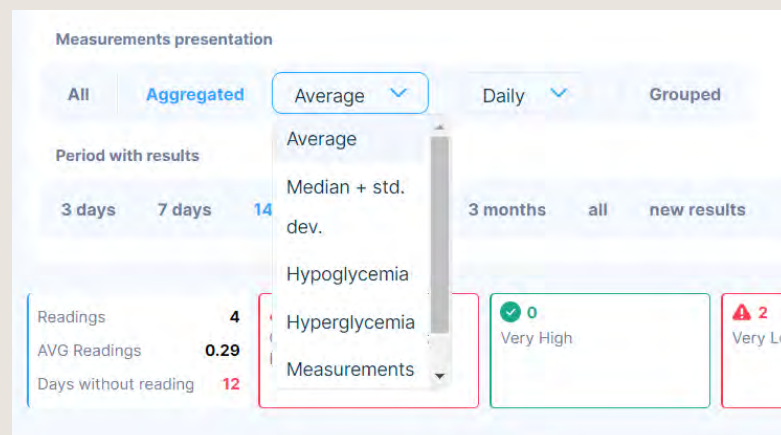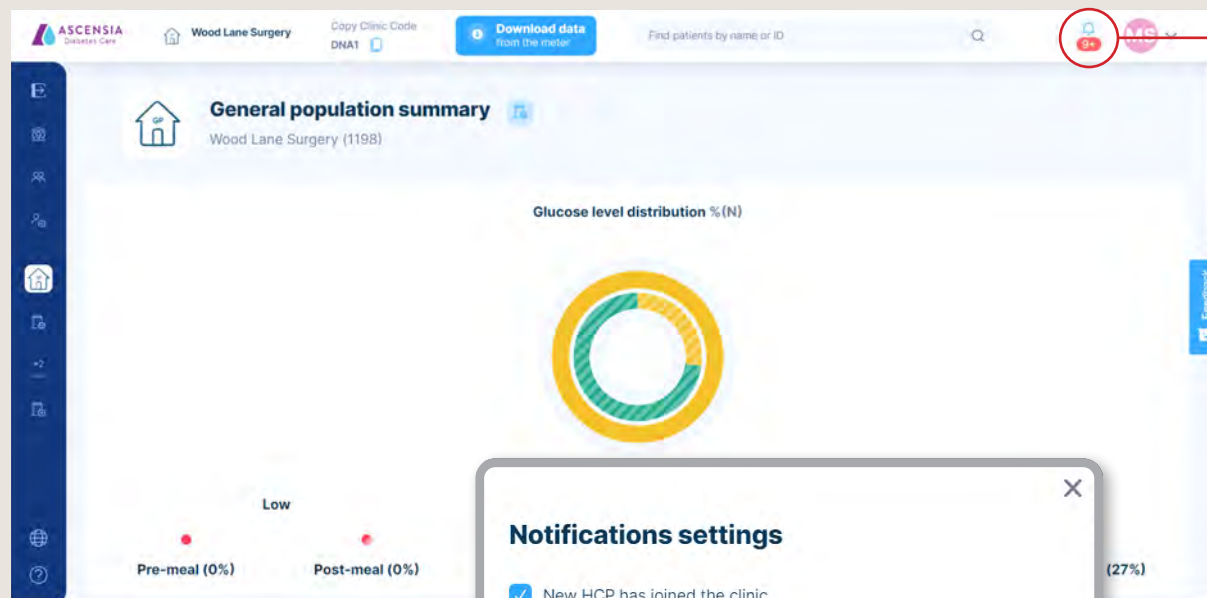
Creating Reports

A variety of reports versions can be created by selecting one after clicking the drop down menu from the **"Generate Report"** button.

Depending on the system you are using you should have the ability to either print a copy of the report, or save it as a pdf.

NOTE: The reports created will be based on the data selected to review e.g. if 14 days of readings has been selected, then the report will be based on this period of time.

Notifications

If you have any notifications a red bar will appear under the notifications icon and a number of how many you have.

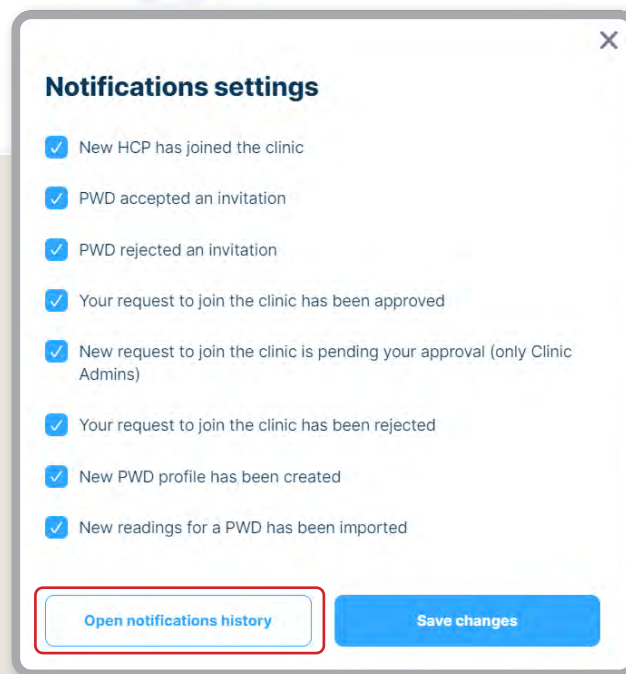If you need to access what the notification is about, this can be done where you see blue highlighted text and simply clicking on this text.

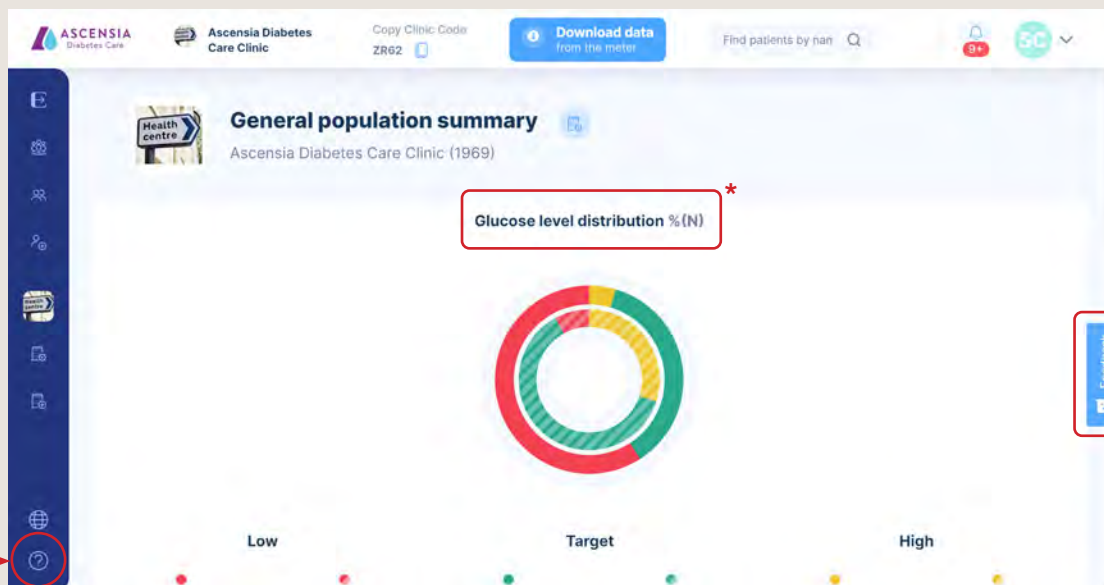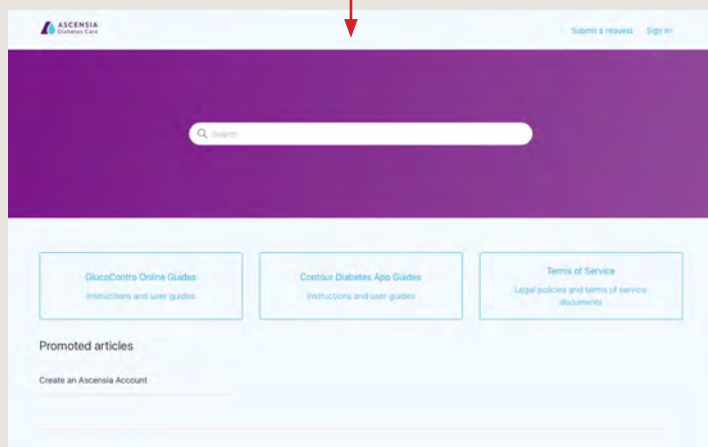You can manage which notifications you receive under the notification settings menu.

Check or uncheck the boxes to customize which notifications you want to receive.

Older notifications can be viewed by clicking the notifications history button.
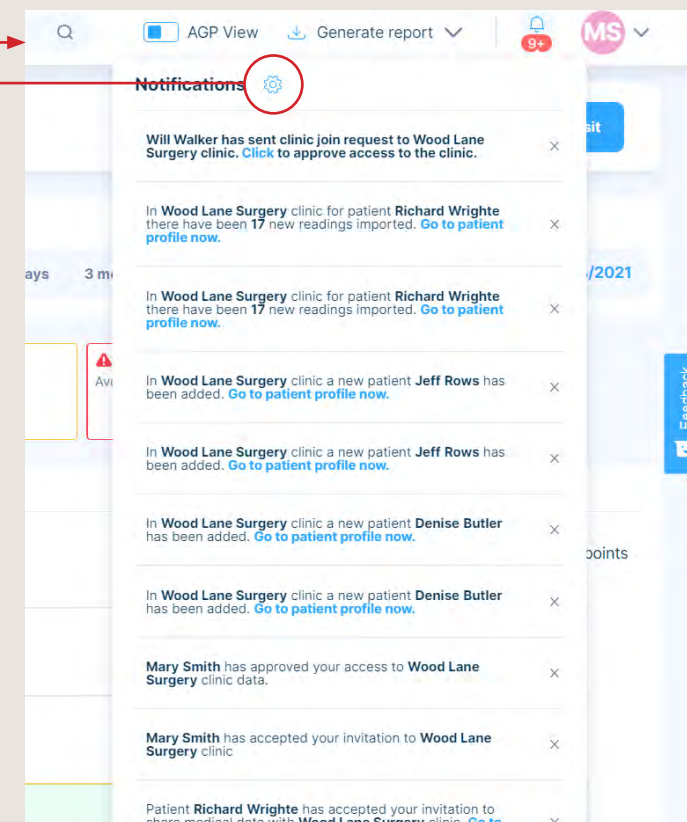
Help, Support, and Feedback

Users Guides and the help section can be accessed by clicking on the **"?"** Icon

Feedback:

If you have any feedback you would like to give, this can be done directly from GlucoContro.online.

Click the Feedback button and then select one of the Emojis to rate your experience. This will then provide a comments box for you to add your feedback.

When complete press the **"Send"** button

Support:

Ascensia Diabetes Care support team are here to help with any support or questions you may have.

If you need assistance with GlucoContro.Online email **support@glucocontro.online**

If you require assistance with a blood glucose meter or the CONTOUR®DIABETES App, contact **1-800-268-7200**.

Notes

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