

S.O.A.P. Notes for Newton

user manual Dave Hamilton 9/13/94

Introduction

S.O.A.P. Notes for the Apple Newton is intended as an alternate method of inputting data into the S.O.A.P. Notes for Windows software package. In the original package a chart of bar coded data is scanned using the Videx TimeWandI. The TimeWandI is a 16K wireless bar code reader, the size of a credit card. In design of the Newton S.O.A.P. Notes method we had as a major design criteria to develop an input method easier than what we were using. This was difficult as physicians can typically scan a note in less than a minute with the original system. In the Newton design we implemented a series of 490 phrases that the user could assign. Phrases in our context can be anything from a single character, a word or a small paragraph. By combining phrases many sentences are possible. In the original S.O.A.P. Notes package much effort was spent on punctuation. The Newton design lets the user punctuate with 30 central keys of punctuation, numerals and the most common words. This central key pattern is static as is the top row. The second row of keys and the lower two rows constantly change according to the prior key pushed to give access to anticipated next phrases.

Installation

The software is distributed on a single 1.44 high density diskette which can be read by either the Apple Macintosh or the IBM compatible computer. The user installs the 2 package files via their windows connection kit or mac connection kit. We are not including the mac package downloader software our software will require one of the connection kits. As we do not anticipate a version of the original S.O.A.P. Notes software for the Apple Macintosh, we assume the user has the windows connection kit and future distribution will be limited to that format. The Macintosh versions are released only in the alpha/beta releases for input from experienced Newton users.

STEP1

Installation using the Windows connection kit (WCK) is as follows:
The user double clicks on the Newton connection icon. Then highlight the Newton menu choice and select "Install package" from the submenu. The WCK brings up a dialog box of available files. The user should select the drive the diskette is inserted from the "Drives" drop down menu and will be presented with our two packages soap.pkg and soapbuil.pkg. Highlight the first and click "OK". The WCK will ask the user to connect the Newton cable and to start the Connection software on the Newton. In the Connection

software the user will choose Dos or Windows PC and tap connect. The remainder of the process is automatic.

The entire process needs to be repeated for the second S.O.A.P. Notes package.

Installation using the Macintosh connection kit (MCK) is as follows:
The connection kit software is run by double clicking on its icon. The MCK presents the user with 3 large buttons. The user double clicks the button labeled "Install packages". A dialog box appears showing current packages in the current folder. The user should double click the desktop button and the disk labeled S.O.A.P. Notes will appear with the packages listed. The user highlights the first package and double clicks. The MCK will ask the user to connect the Newton cable and to start the Connection software on the Newton. In the Connection software the user will choose Macintosh serial and click on connect. The remainder of the process is automatic. The entire process needs to be repeated for the second S.O.A.P. Notes package.

STEP2

After installation on the Newton the user need first to name a folder in the note pad to Soap. This is done by clicking on the folder icon found in the upper right hand corner. The user will choose "Edit Folders" and either assign a blank folder the name "Soap" or rename an existing folder to "Soap".

STEP3

On the Newton click on the Extra drawer and run the software SOAP Builder. The only function of this software is to install the default key settings for S.O.A.P. Notes. To run the software click the MakeSoup button. The button text will change to "Working" and progress will be shown via a small gauge to the left of the button. This process can take several minutes to complete. When the process is done the button text will change to "Done". The SOAP Builder software can be deleted from the Newton at this point. Users may wish to retain this software on the Newton to reset the buttons to their default settings after an initial period of playing with our software. Re-Running this software deletes all the current settings and replaces them with the default key settings. This software builds a soup, SOAP Tap:SOAPNOTES, on the store you have chosen as the default. To set the default place to store information, open the Extra drawer and run the Card application if you have an additional RAM PCMCIA card.

STEP4

On the Newton click on the Extra drawer and run the software SOAP Notes. The top item is a patient number input field. The only patient tracking in this version is done by patient number. You must enter a patient number before you can save the note. *Occasionally the Newton will place a space between characters in the patient number (ie 123 4) you can ignore this as we remove the space in the transfer step.* The notes will automatically be date and time stamped by the Newton. The top row of keys is the SECTION HEADERS and is a static row. The top row only functions to change the keys of the second row, the PHRASE IDENTIFIERS. The first PHRASE IDENTIFIER is always "Begin". Phrases assigned to "Begin" will start a new sentence (try selecting IniV from the seventh row). The box below indicates the notes progress. Pressing Undo on the Newton will delete the last phrase. Pressing the Newton overview key (the dot at the bottom of the Newton screen will erase the entire note without saving the information. Rows 3 through 6 are static and are the most commonly used words, numbers and punctuation. S.O.A.P. Notes will automatically space correctly

so that you can build numbers, i.e. (23.43). Try building a simple note. The only way to learn the keys is via experimentation. We have found with the original S.O.A.P. Notes that users rapidly learn the path to create the most common sentences. When you are stuck simply tap EDIT and the note will have ****EDIT**** installed for later editing. It is much more efficient to flag a note for EDIT and later fix them.

Every key in the ACTION ROWS, rows 7 and 8 can be assigned by the user. Using the assign function you can edit the phrase.....*in this version scroll is not activated on this box.....Each phrase can be upto 512 characters in length at this time.* First choose Undo on the Newton to delete the incorrect phrase the choose the SOAP Notes Assign button. You are given two edit boxes, one for the phrase and one for the button text. Both of these are simple Newton edit field which accept input from the Newton keyboard only. By double tapping in the edit box you bring up the Newton keyboard for easier editing. The Button Text can be up to 5 characters long.....*the input field takes 6 chars and returns only first 5.....*When you exit your changes

are written to the soap (database in Newton talk). You will notice that your button has changed to the new Button text. You can tap this button to view your change. All future taps on this button will display your phrase.

After you have formed your practice note press the "Save" button. Your note will be transferred to the Newton's Notepad application in the Soap folder. All notes can be edited either at this point in the Notepad or after you synchronize with the WCK or MCK. Users will generally find it easier to edit notes after synchronizing. In the commercial release of this product the notes will be edited in S.O.A.P. Notes on the PC using our build in word processor.

To transfer the notes to your S.O.A.P. Notes for Windows software first connect the serial cable from the PC to the Newton. On the PC start S.O.A.P. Notes and choose the option "Transfer Newton" from the Wand menu. Select the doctor you want the notes assigned to. On the Newton press the transfer button then on the PC select the transfer button. The PC will show the

progress. The notes transfer rapidly and then you are asked if you wish to delete the notes on the Newton. This should be done each time or you will have double notes in S.O.A.P. Notes. Only in the case of an error in transfer should you not delete the notes from the Newton after transfer. An Newton error message of 48205 will be presented if no notes were present to transfer. *At this time the notes are limited by the Newton to 4000 characters in one paragraph. We are looking at expanding this.*

Current users have report 2 possible error messages from the Newton in the transfer process.

The Newton gives the error 48205 if there are no notes to transfer.

The Newton gives the error 48200 if there is a blank note. This occurs when the default folder is SOAP on the Newton and you delete all the notes. The Newton then creates a new blank note. Work around is to make sure that when you transfer any other folder is current. If you do get message, go to blank note, delete it and retransfer the notes.

In the current version of the MCK you can edit the buttons via the SYNC routine. You first backup the Newton. After the backup (sync) you open the file of your name. Under View and Extra you will see the choice for

SOAP Tap. Double click on that and you can edit any of the keys on the PC..They will appear on the Newton after the next sync. In the options there is a feature to add a new button. However the buttons are fixed and the software will not let you save the added button. You need to press the ESC key to get out of the routine. *Several users have reported that on the first time that they did the sync routine SOAP Tap was "greyed" out. In this case the files were not updated correctly and you must repeat the sync cycle.*

By selecting the "?" button you will see the credits and the phone number of S.O.A.P. Notes, Inc. for support help.

Selecting the boxed "X" button exits S.O.A.P. Notes.

After the notes appear in the notepad they can be printed via the Newton Print option. The Newton supports only the StyleWriter or StyleWriter II unless you purchase the additional Print Pack for support of other printers.

The notes can be faxed from the notepad using the Newton's built in Fax capabilities

FUTURE ENHANCEMENTS

The next beta release will have the added functionality of:

- 1) Fix overscroll the note view in the main window of Newton S.O.A.P. Notes.
- 2) Scroll the phrase edit view in the assign window.
- 3) Print list of keys currently assigned from the assign window.
- 4) Changes mandated by usability study of just completed beta release. The

next

release of Newton software will be late August.