QUICK GUIDE

COMPASS GPS

THE COMPASS GPS CONSOLE PROGRAM

COMPASS GPS Console

The COMPASS GPS Console program lets you create and edit user profiles, manage your database, and view HIPAA logs.

Open the Console program from the Start menu. The link to it is located in the Support folder under Widex/COMPASS GPS.

You must be defined as an Administrator user, and you must log in in order to use the tool. Enter your COMPASS GPS login initials and password. If this is the first time you log in to COMPASS Console, you can use the initials *ADM* and the password *GPS*.

Once you have opened the Console program, you have access to three different areas. Select the desired area on the left in the window.

- **User administration** lets you define and edit users of the COMPASS GPS system.
- **Database administration** lets you work with the database.
- **HIPAA log** lets you keep track of user activity and work with other aspects of the HIPAA regulations.

User administration

Use this view to create, edit or delete users. The first time you enter the view, there is only one user: The default Administrator user.

The list shows the initials and user levels of all users defined for COMPASS GPS.

Create a user

1. Select the *New* button at the bottom of the window. The *Create new user* dialogue box opens.
2. Enter the *Initials* for the new user. This is the user name that the user must enter when logging in to COMPASS GPS. The Initials field can contain three characters.
3. Enter the *Full name* of the user.
4. Enter a *Password* for the user. Above the Password field is an indication of how strong the password is. A strong password contains both upper-case letters, lower-case letters and numbers.
5. In the *Confirm password* field, write the password again. You must write the password exactly the same way as you did the first time.
6. Select a *User level*. You can choose between an *Administrator*, who has access to all features in COMPASS GPS and the COMPASS GPS Console, and a *Standard user*, who has access to COMPASS GPS.
7. Select *OK* when you have defined the new user. The user now appears in the list of users.

Edit a user

1. Select the user you want to edit.
2. Select the *Edit* button at the bottom of the window. The Edit user dialogue box appears.
3. Edit the information in the dialogue box as required.
4. Select *OK* when you have finished.

Delete a user

1. Select the user you want to delete.
2. Select the *Delete* button at the bottom of the window. A dialog box asks you whether you are sure you want to delete the user.
3. Select *OK* to continue. The user is deleted from the list of users.

Database administration

Use this view to work with the database.

Service

You have a number of options under this section. Select the button you need.

- **Import database**: You can combine databases by importing one database into another. A dialogue box opens letting you browse to the database you want to import. Select the database, and select *Open*.

- **Export database**: You can export your database default location and import it into another COMPASS GPS system or into a Noah database. A dialogue box opens letting you define the location of the exported database. Select the desired location, and select *Save*. The exported database is in the Noah 4 format, so that you can import your clients into your Noah database.

- **Back up database**: The Back up database utility makes a copy of your database and stores it on your C:\ drive (default location C:\ProgramData\Widex\CompassGPS\Backup). It is important to back up the database on a regular basis - for example, weekly.

- **Restore database**: Replace your current database with one that you have previously backed up. A dialogue box opens and lets you browse to the desired backup. When you have selected the backup, select *Open* to replace your database.

- **New database**: If you wish to replace your database because of errors, but you do not have a backup file, you can replace your current database with a new, EMPTY database. You can also use the feature in other situations where you wish to delete your existing database.

- **Compress database**: The Compress database utility shrinks the database file, reclaiming unused space. This is useful if you have deleted many clients.

- **Backup location**: Choose where the Backup utility should place backups of the database. Select a location on your system which is not in a user's space.Click the … button to browse for the backup folder, and select *Save* to save the location.

HIPAA log

HIPAA stands for the Health Insurance Portability and Accountability Act. This US act deals with how privacy requirements are to be enforced when using computer technology. The requirements include such aspects as creating unique ID's and passwords, and logging user activity.

The HIPAA log allows you to keep track of user activity, such as changes to client demographic data, and database-based actions, such as audiograms or fittings.

When you open the HIPAA log view, you can see the list of activities. You can filter the list in different ways:

- **Date, time**: Select a specific date and/or time to show only entries relating to that date/time.

- **Activity**: Select the activity for which you want to see entries. The list is immediately updated to show only the selected type of activity.

If you want to disable the HIPAA log, you can remove the check mark in the check box *Enable HIPAA log*.

You can also select *Export* to export the HIPAA log. You can open the exported file in any text editor.

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