

# **DE20 Operating Instructions**

## **GENERAL INTRODUCTION**

The DAN DE20 data entry unit is part of the record keeping system that reduces the need for paper record keeping and provides insight into local operating conditions by supervisory staff who may not be on site.

Data to be entered is usually collected prior to making entries. Data that may be entered into the DE20 is cold plated patient meals temperatures and goods receiving temperatures. In order to enter data, the operator must have been issued a password which is held within the DE20. All data entered is automatically transmitted to be held as permanent records each time the data entry procedure is exited.

The DE20 data entry unit has an easy to use key board with descriptive input functions. Each step required to input data is simple to follow and may be corrected at any time by pressing the 'Clear' key which moves the input process backwards one step at a time to the point where the error was made, correct the error and continue forward from that point.



**DE20 Data Entry Unit**

The DE20 has been designed to make entering the data a quick and easy process. The steps required to enter data are listed below in two sections. Section 1 covers the entry of data associated with patient meals and Section 2 covers the entry of data associated with the receiving of goods. Each section displays in steps what is achieved in that step together with what is displayed on the screen at that time, and the instructions on how to enter and move to the next step.

## **TO START**

The DE20 Data Entry Unit is normally activated continuously and stands ready to accept data. If however the unit has been turned off, turning it on will retrieve the correct time and date from the server. If it is unable to retrieve that information, a default time and date will be displayed which may be corrected manually as part of the data entry process.

If the unit is to be turned on, wait for the 'Initialisation. 'Please Wait' display to be replaced by the display shown in Step #1 in either Section below. Entering 'Exit' at any time terminates the session.

## SECTION 1: STEPS FOR RECORDING MEAL TEMPERATURES

Step #	DISPLAY	EXPLANATION	ACTION
1	Press Start 11:24 20/11/2009	The DE20 should have the correct time and date. If the date displayed is not correct, it may be corrected later.	Press 'Start'
2	Enter Password —	Your 4 digit entry code is required by the system to allow entry of data	Enter your 4 digit code using the number pad. Press 'Enter'
3	Enter Log Date 20/11/2009	The correct password will result in this screen being displayed. Incorrect password entry will revert to Step # 2 . The date to be entered is the date on which the data was taken	Correct the date if necessary using UP, Down and Right Arrow buttons Press 'Enter'
4	Press Enter To Select Log Type	This step allows the selection of the log type to be entered	Press 'Enter'
5	Recval Des/Other Brkfst Lun Din	This Section covers entry of logs related to meals. For entry of receiving or despatch information refer to Section 2	Use the Right arrow to move the cursor under the log to be entered. Press 'Enter'
6	Enter Cart #	This step allows the entry of the cart number being tested. Up to five digits may be used	Enter the number of the cart using the numerical buttons Press 'Enter'
7	Food1 Food2 Food3 Food4	The foods associated with that meal now appear in alphabetical order. Additional foods may be listed below the screen, continue scrolling	Use the Right arrow to move the cursor under the food being logged. Scroll full screens using UP, DOWN arrows Press 'Enter'
8	Food1 Quality Accptd Unscptd	This step allows the food quality to be registered. Acceptable or Unacceptable	Use the right arrow to select. Press 'Enter'
9	Food1 Temp(C) S:+ F:+	This step allows the input of temperatures measured at the start and finish of a reheat process	Enter start Temperature. Press 'Data' Enter finish Temperature Press 'Enter'
10	Log data Food1 S+: TS F+: TF	This summary screen permits review of data input against this log. Use UP, DOWN arrows to scroll screens. To correct use 'Clear' button to move backwards. Use '+/-' button to clear entry	If correct press 'Enter' to confirm & move forward
11	Exit key to end Prod key to add	If more entries are to be made against that log reference 'Prod' will move back to Step 6. Otherwise the process is completed.	Press 'Prod' to enter more items Press 'Exit' to end

## **SECTION 2: STEPS FOR RECORDING RECEIVED PRODUCT INFORMATION**

Step #	DISPLAY	EXPLANATION	ACTION
1	Press Start 11:24 20/11/2009	The DE20 should have the correct time and date. If the date displayed is not correct, it may be corrected later.	Press 'Start'
2	Enter Password —	Your 4 digit entry code is required by the system to allow entry of data	Enter your 4 digit code using the number pad. Press 'Enter'
3	Enter Log Date 20/11/2009	The correct password will result in this screen being displayed. Incorrect password entry will revert to Step # 2 . The date to be entered is the date on which the data was taken	Correct the date if necessary using UP, Down and Right Arrow buttons Press 'Enter'
4	Press Enter To Select Log Type	This step allows the selection of the log type to be entered	Press 'Enter'
5	Recval Des/Other Brkfst Lun Din	This Section covers entry of logs related to goods receiving. For entry of meal information refer to Section 1	Use the Right arrow to move the curser under the log to be entered. Press 'Enter'
6	Select Product To be received	Next Step is to select the Product to be received.	Press 'Enter'
7	Food1 Food2 Food3 Food4	The products for receipt now appear in alphabetical order. Use UP, DOWN arrows to scroll screens	Use the Right arrow to move the curser under the food being logged Press 'Enter'
8	Food1 Quality Accptd Unscptd	This step allows the food quality to be registered. Acceptable or Unacceptable	Use the right arrow to select. Press 'Enter'
9	Food1 Temp(C) TEMP:+	This step allows the input of the measured temperature. If the goods are hard frozen type in -99	Enter Temperature Press 'Enter'
10	Log data Food1 Temp: +4C	This is the summary display of what has been selected and entered.	Press 'Clear' to move back through the Steps to correct. Press 'Enter' to accept
11	Press Enter To Select Supplier	The next step is to record the supplier associated with the delivery	Press 'Enter'
12	Supplier1 Supplier2 Supplier3 Supplier4	The suppliers associated with that product delivery now appear in alphabetical order.	Use the Right arrow to move the curser under the correct supplier Press 'Enter'
13	Food Supplier Supplier1	This is the summary display of the supplier selected and entered.	Press 'Enter'
14	Exit key to end Prod key to add	If more entries are to be made against that log reference 'Prod' will move back to Step 6. Otherwise the process is completed.	Press 'Prod' to enter more items Press 'Exit' to end

### **SECTION 3: STEPS FOR RECORDING DESPATCH/OTHER INFORMATION**

Step #	DISPLAY	EXPLANATION	ACTION
1	Press Start 11:24 20/11/2009	The DE20 should have the correct time and date. If the date displayed is not correct, it may be corrected later.	Press 'Start'
2	Enter Password —	Your 4 digit entry code is required by the system to allow entry of data	Enter your 4 digit code using the number pad. Press 'Enter'
3	Enter Log Date 20/11/2009	The correct password will result in this screen being displayed. Incorrect password entry will revert to Step # 2 . The date to be entered is the date on which the data was taken	Correct the date if necessary using UP, Down and Right Arrow buttons Press 'Enter'
4	Press Enter To Select Log Type	This step allows the selection of the log type to be entered	Press 'Enter'
5	Recval Des/Other Brkfst Lun Din	This Section covers entry of logs related to goods receiving. For entry of meal information refer to Section 1	Use the Right arrow to move the curser under the log to be entered. Press 'Enter'
6	Select Item For Despatch/Other	Next Step is to select the Item to be recorded.	Press 'Enter'
7	Item1 Item2 Item3 Item4	The items to be recorded now appear in alphabetical order. Use UP, DOWN arrows to scroll screens	Use the Right arrow to move the curser under the item being logged Press 'Enter'
8	Item1 Quality Accptd Unscptd	This step allows the item quality to be registered. Acceptable or Unacceptable	Use the right arrow to select. Press 'Enter'
9	Item1 Data Data: +	This step allows the input of the measured data. If the goods are hard frozen type in <b>-99</b>	Enter Data Press 'Enter'
10	Log data Item1 Data: +X	This is the summary display of what has been selected and entered.	Press 'Exit' to end