Precision for health

seca analytics 125

Instructions for use

Software version: 2.3.0

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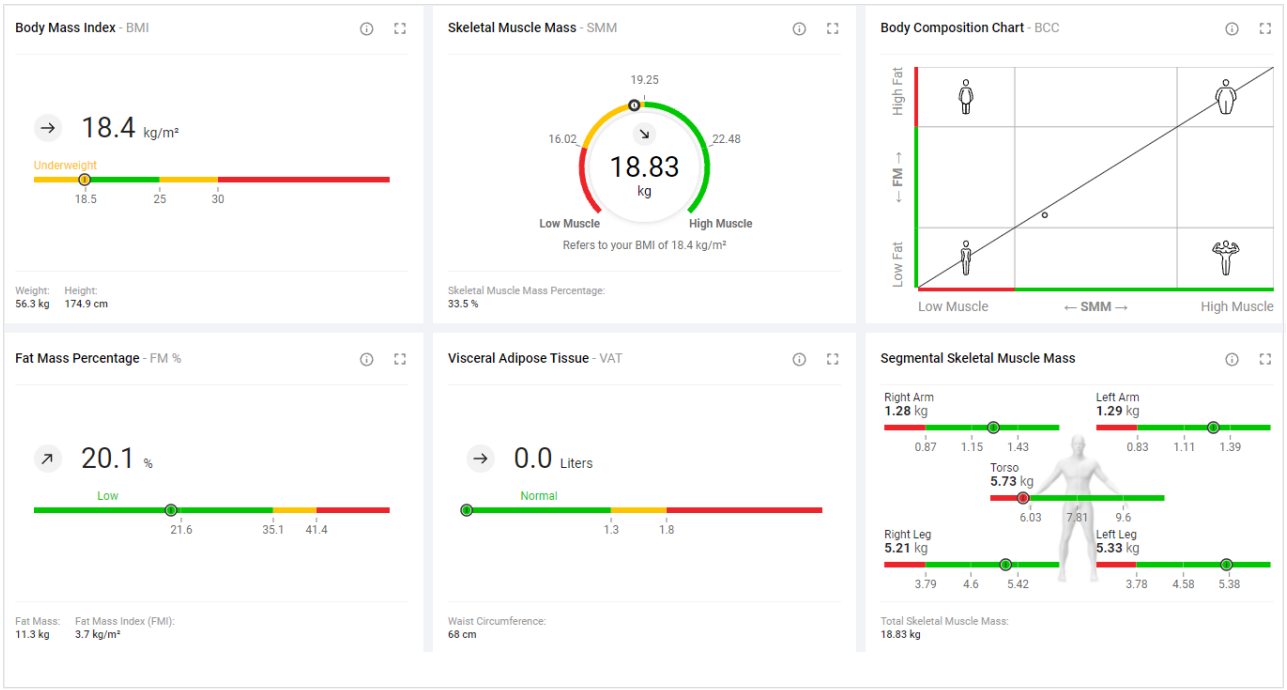

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1 ABOUT THIS DOCUMENT

→ Display conventions
→ Download/updating

These instructions for use contain information about operating the **seca analytics 125** software. An overview of compatible seca products is available here:
→ Compatible seca products

1.1 Display conventions

→ Display in text
→ Display in graphics

Display in text

Symbol	Description
✓	Requirement for actions
▶	Action
1. 2.	Actions with specified sequence
a) b)	Steps of an action with specified sequence
⇨	Result of an action
• •	First level of a list
– –	Second level of a list
Weight	Element of the graphical user interface

Display in graphics

Symbol	Description
	Points to an element the user is clicking
	Points to relevant locations in graphics

1.2 Download/updating

The current instructions for use in each case can be found in the Download area of www.seca.com.

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NOTE

The contents of the instructions for use may change (for example as a result of a new software version). A new version of the instructions for use will be announced in the release notes.

► Download the new version and read it carefully. You can also download the current instructions for use via the software:
→ Downloading the instructions for use

2 DESCRIPTION OF THE SOFTWARE

2.1 Intended use

The cloud-based software supports physicians in decision-making regarding diagnosis or therapy based on body composition analysis.

It is used to record clinical measurement results, to calculate parameters of the body composition and to present the data graphically.

2.2 Contraindications

No contraindications are known.

2.3 Clinical benefit

The cloud-based software supports physicians in decision-making regarding diagnosis or therapy based in parameters measured and calculated (indirect clinical benefit).

2.4 Patient target group

Persons aged five years or over.

2.5 User qualification

Typical formal education: Doctor, Nurse, Therapist, Fitness Trainer, Sports Instructor or similar.

Users are able to operate and maintain the equipment and software in accordance with the instructions for use. No corresponding training is required. All age groups from adulthood onwards are eligible for all user groups.

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2.6 Functional description

Operation

The **seca analytics 125** software is a web application. A computer with a browser and an Internet connection is required to use the **seca analytics 125** software.

Determining body composition

Bioimpedance measurements to determine body composition are started on a compatible seca mBCA.

The results of a bioimpedance measurement are assigned to a patient and analyzed in the form of charts in the **seca analytics 125** software.

The **seca analytics 125** software can only manage bioimpedance measurements determined using a compatible seca mBCA.

Measuring results of persons aged under 16 years

The software can be configured so that measuring results can also be analyzed for persons aged 5 years or over.

Data transmission of measuring results

The **seca analytics 125** software is directly connected with compatible measuring devices. Data are transmitted via LAN or WiFi.

Managing patient data

Patient data can be displayed and edited in the **seca analytics 125** software. The data are saved in a seca online data storage facility.

Patient data contain only data necessary for working with seca products, determined using seca products or added manually by users of the **seca analytics 125** software.

Managing user data

The following roles can be assigned to users of the **seca analytics 125** software: User or administrator. Both roles can be assigned when the user is simultaneously performing the administrative activities of the administrator.

User accounts can only be set up or edited with administrator rights. A username, an email address, and a password are required to use the **seca analytics 125** software.

Analysis

Measuring results are analyzed in the form of charts based on scientifically-established formulas. seca conducted in-house studies to work out formulas for determining the parameters Total Body Water (TBW), Extracellular Water (ECW), Fat-Free Mass (FFM), Visceral Adipose Tissue (VAT), and Skeletal Muscle Mass (SMM) for arms, legs, torso, and the whole body. In further studies, in-house reference values were determined for the following parameters to allow reference ranges to be shown: Fat Mass (FM), Fat Mass Percentage (FM%), Mass Indices (FMI, FFMI), Visceral Adipose Tissue (VAT), Skeletal Muscle Mass (SMM) and Segmental Skeletal Muscle Mass, Skeletal Muscle Index by MRI (SMI), Phase Angle (ϕ), Body Composition Chart (BCC), Total Body Water (TBW), Extracellular

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Water (ECW), Water Ratio (ECW/TBW), and Bioelectrical Impedance Vector Analysis (BIVA). TRU Body Score (TBS), Muscle Score (MS), and Fat Score (FS) compare SMM and FM with the reference ranges.

seca myAnalytics (optional)

The **seca myAnalytics** software is available both as a web application and a mobile app. It is used to show analyses to patients and to give them the option of looking at their data in more detail. To this end, data are exchanged with the **seca analytics 125** software.

The user of the **seca analytics 125** software can set up a patient account and hand over a patient's data to the patient. The patient's email address is required for this. The patient can log in to the **seca myAnalytics** application and set his or her own password. The patient has no access to the **seca analytics 125** software.

99+1 cost management (optional)

If the seca measuring device is used in the context of the **99+1** leasing concept, cost-related functions can be used in the **seca analytics 125** software and invoicing data can be exported.

Compatibility

Version 2.3 of the **seca analytics 125** software is only compatible with seca measuring devices (→ Compatible seca products).

3 SAFETY INFORMATION

→ Safety precautions in these instructions for use
→ Basic safety precautions

3.1 Safety precautions in these instructions for use

DANGER!

Used to identify an extremely hazardous situation. If you fail to take note of this information, serious irreversible or fatal injuries will occur.

WARNING!

Used to identify an extremely hazardous situation. If you fail to take note of this information, serious irreversible or fatal injuries may result.

CAUTION!

Used to identify a hazardous situation. If you fail to take note of this information, minor to moderate injuries may result.

NOTICE!

Used to identify possible incorrect usage of the software. If you fail to take note of this information, the software may be damaged, incorrect measuring results may arise or data may be misused or lost.

NOTE

Contains additional information about how to use the software.

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3.2 Basic safety precautions

→ Using the software
→ Handling measuring results

Using the software

- ▶ Please take note of the information in these instructions for use.
- ▶ Keep the instructions for use and the declaration of conformity they include in a safe place. The current version of the instructions for use in each case can be found in the Download area of www.seca.com or you can also download them via the software (→ Download/updating). The instructions for use are a component of the software and must be available at all times.
- ▶ In the interest of patient safety, you and your patients are obliged to report serious events that occur in connection with this product to the manufacturer and to the authority responsible in your country.

CAUTION!
Patient hazard, malfunction

- ▶ Only use the **seca analytics 125** software on computers equipped with an antivirus program. Always keep your antivirus program and your operating system up to date to protect your computer system from current and future malware. The **seca analytics 125** software is protected against manipulation and is checked regularly for malware.
- ▶ Use the **seca analytics 125** software only for the specified intended use.
- ▶ Use only compatible seca measuring devices in conjunction with the **seca analytics 125** software.
- ▶ Keep other medical electrical devices, e.g. high-frequency surgical devices, a minimum distance of approx. 1 meter away to prevent faulty measurements or wireless transmission interference.
- ▶ Keep HF equipment such as cell phones and televisions, for example, a minimum distance of approx. 1 meter away to prevent faulty measurements or wireless transmission interference.
- ▶ The actual transmission output of HF equipment may require minimum distances of more than 1 meter. For details, go to www.seca.com.

NOTICE!
Data loss, access to data by unauthorized persons

- ▶ Never pass on your access data. seca will never ask you for your access data.

Handling measuring results

CAUTION!
Patient hazard

To prevent misinterpretations, measuring results for medical purposes must only be displayed and used in SI units (kilograms/grams, meters/centimeters). The software and some devices have the option of displaying measuring results in different units. This is purely an additional function.

- ▶ Only use measuring results in SI units.
- ▶ The user takes sole responsibility for the use of measuring results in non-SI units.

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NOTICE!
Inconsistent measuring results

► Before you save measuring results, ensure that the measured values are plausible and have been assigned to the correct patient.

NOTICE!
Measuring results from other devices not compatible

Bioimpedance measurements performed by devices from different manufacturers are not compatible. Follow-up measurements not performed on a seca device may lead to inconsistent data and to misinterpreted measuring results.

► Ensure that follow-up measurements are also performed on a seca device.

4 PRODUCT IDENTIFICATION

Product identifications can be found in the software (→ Viewing product information).

Text/symbol	Meaning
	Name and address of manufacturer
UDI	Unique Device Identifier (product identification number)
	Article number
	Lot number
	Date of manufacture
	Follow instructions for use
	Medical device in accordance with Regulation (EU) 2017/745
	Device complies with EU directives

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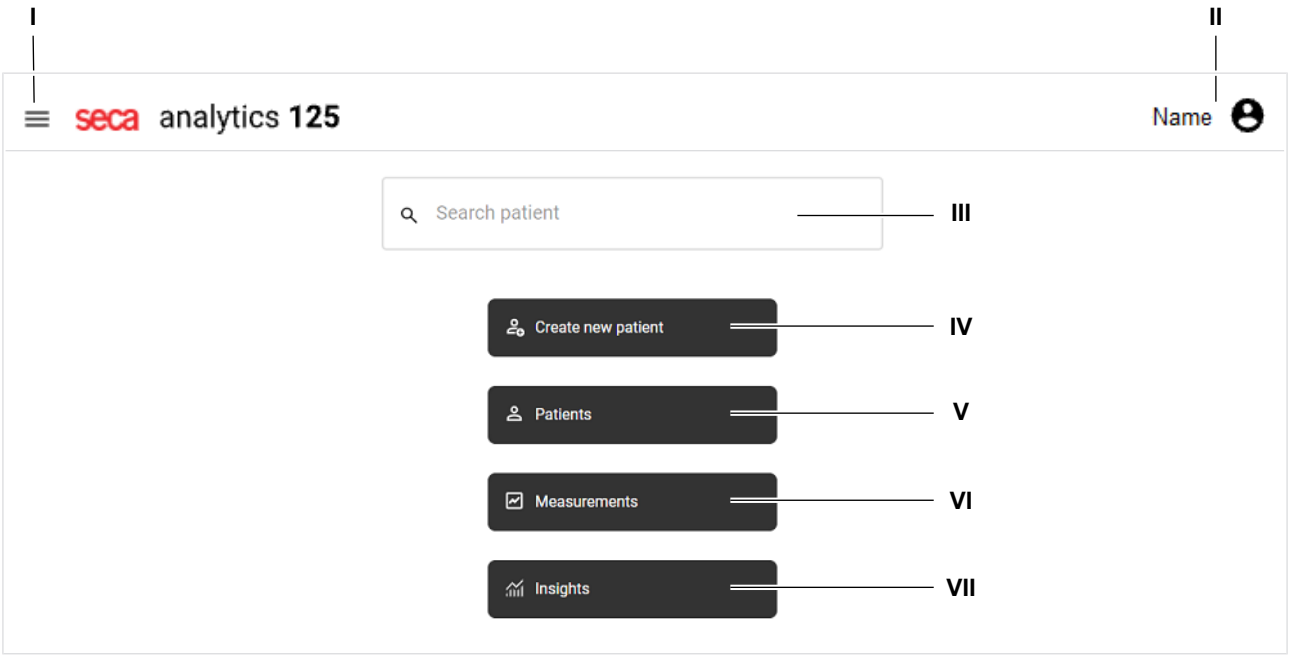
5 DISPLAY AND CONTROLS

5.1 Menu bar and home page



Item	Element name	Element type	Function
I	**Main menu** ☰	Button	Open/close main menu
II	**User area**	Button	Call up user area: • Contains information about the user and about the institution the user is logged into. • Contains **Logout** button • Contains **Profile** button
III	**Search patient**	Free text field	• Click a search result to open the analyses for the patient • Click **Measure patient** in a search result to start reserving a measuring device (→ Measuring patients with reserved devices (seca mBCA 555/554), → Measuring patients via the "Planned measurements" list (seca mBCA 525 c only))
IV	**Create new patient**	Button	Create new patient (→ Creating a new patient (before the initial measurement))
V	**Patients**	Button	Call up patient management (→ Calling up patient management)

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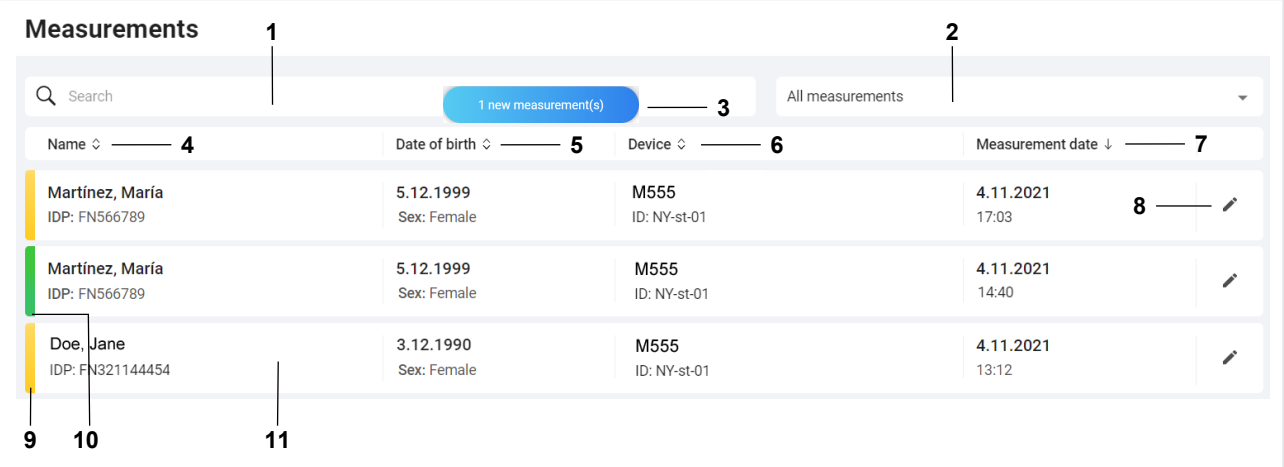
Item	Element name	Element type	Function
VI	**Measurements**	Button	Call up measurement list (→ Calling up the measurement list)
VII	**Insights**	Button	Call up Insights (→ Calling up Insights)

5.2 View: Measurement list



Item	Element name	Element type	Function
1	**Search**	Free text field	Filter measurements by the character string entered
2	**Status filter**	Dropdown menu	Select which measurements are displayed: • **All measurements** • **Mandatory data required** (yellow) • **Available analyses** (green) • **Measurements in trash** (→ Deleting measurements)
3	**New measurements message**	Display element, button	**NOTE** This message is also displayed on the home page. • Indicates that there are new measurements which cannot yet be viewed in the measurement list • Click the message to add the new measurements to the measurement list (→ Loading new measurements)
4	**Name**	Column title, button	• Displays the name and IDP of the patient measured (IDP = patient ID) • Click to sort entries in the column
5	**Date of birth**	Column title, button	• Displays the patient's date of birth and sex • Click to sort entries in the column by date of birth
6	**Device**	Column title, button	• Displays the ID and name of the measuring device used to perform the measurement • Click to sort entries in the column by device name
7	**Measurement date**	Column title, button	• Displays the date and time of the measurements. The default setting displays the latest measurement at the top. • Click to sort entries in the column

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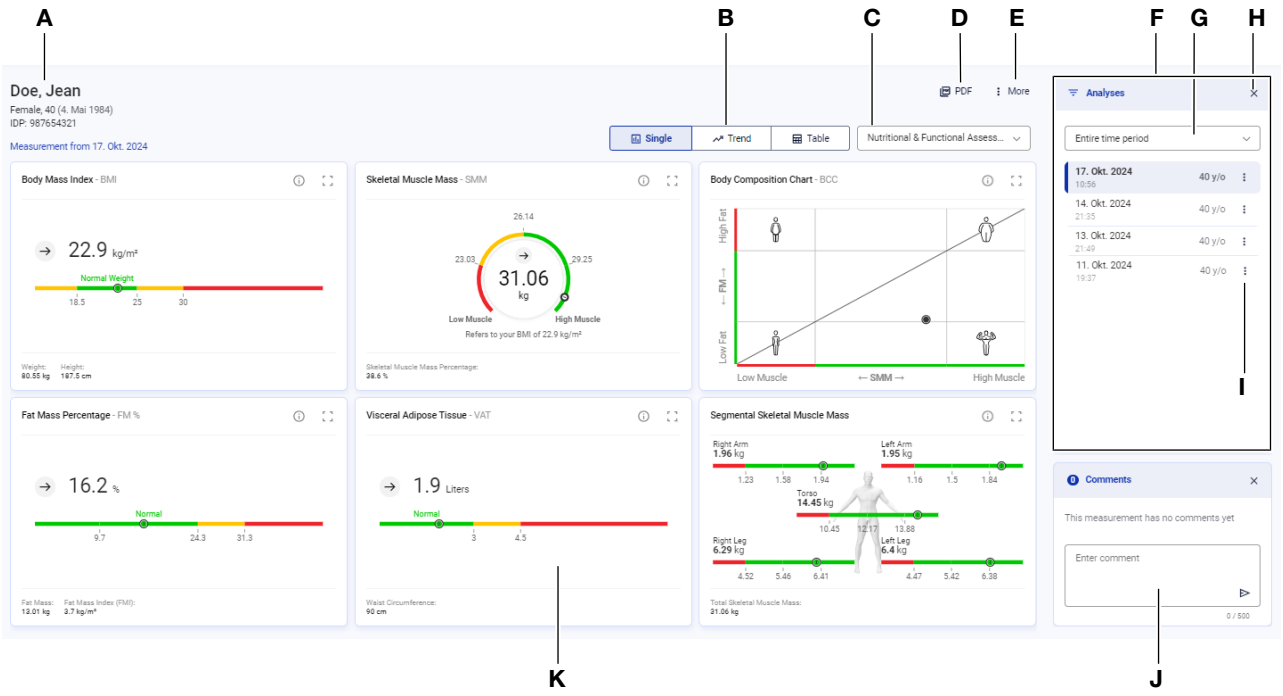
Item	Element name	Element type	Function
8	**Edit**	Button	Open the data record for the measurement (→ Opening the data record for a measurement)
9	**Yellow marking**	Display element	Indicates that mandatory data are required for the measurement. Necessary in order to enable an analysis for this measurement to be called up (→ Editing measurements).
10	**Green marking**	Display element	Indicates that an analysis can be called up for this measurement (→ Viewing analyses)
11	**Measurements**	Button	• Click a yellow measurement: Open data record (mandatory data required) • Click a green measurement: Open analysis

NOTE

A measurement is displayed with a marking in red if an error occurred during saving (→ seca analytics 125).

5.3 View: Analyses



Item	Element name	Element type	Function
A	**Patient area**	Display element	Displays patient master data
B	**View options** Single Trend Table	Toggle button	→ Selecting the view option: • **Single measurement** (graphical analysis of a single measurement) • **Trend** (graphical analysis of multiple measurements) • **Table** (tabular analysis of a single measurement or multiple measurements)

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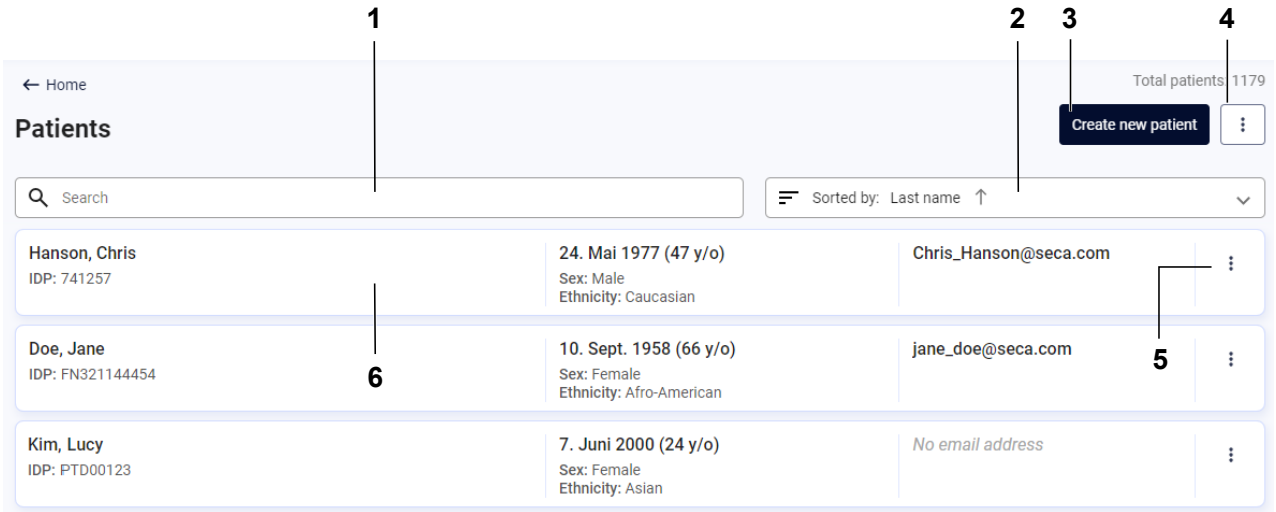
Item	Element name	Element type	Function
B	**Analysis modules**	Dropdown menu	→ Selecting an analysis module
D	**PDF export**	Button	Open/close dialog for exporting the analysis in the form of a PDF (→ Exporting analyses in the form of a PDF)
E	**Options for patient** ⋮	Button	• Opens dialog for editing patient data (→ Editing patient data) • Opens dialog for planning a measurement (→ Measuring patients with reserved devices (seca mBCA 555/554), → Measuring patients via the "Planned measurements" list (seca mBCA 525 c only)) • Opens **seca myAnalytics** dialog (→ Administering invitations for patient accounts (optional))
F	**Analyses column**	Display element	Displays analyses (analyzed green measurements) for a patient from the period selected using the time filter
G	**Time filter**	Dropdown menu	Filter a patient's analyses by period (→ Using the time filter)
H	**Hiding the Analyses column**	Button	Hiding the Analyses column
I	**Options for analysis** ⋮	Button	• Show/hide analysis in **Trend** and **Table** views (→ Showing/hiding analyses) • Edit measurement data (→ Filling in data fields) • Mark measurement as a faulty measurement (→ Marking measurements as a faulty measurement) • Move analysis to trash (→ Deleting measurements)
J	**Comments area**	Display element	Shows the comments entered by a user about a measurement (→ Using the comment function)
K	**Analysis chart**	Display element	Displays an analysis parameter in the form of a chart (Elements in analysis charts: → Color symbols and other display and control elements)

5.4 View: Patient management



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Item	Element name	Element type	Function
1	**Search**	Free text field	Search for patient (→ Using the search function)
2	**Sorting filter**	Dropdown menu	• Sort patient list (→ Using the sorting filter) • Change sorting direction
3	**Create new patient**	Button	Create new patient (→ Creating a new patient (before the initial measurement))
4	**Options for new patient** 	Button	Administrator rights are required for the following function, so it is not displayed to all users: • Import measurements (→ Creating a new patient with imported measurements)
5	**Options for managing the patient**	Button	• Edit patient data (→ Editing patient data) • Manage invitation to **seca myAnalytics** (→ Administering invitations for patient accounts (optional)) • Change IDP (→ Changing a patient's IDP / → Merging duplicated patients) • Manage individual quota (→ Editing an individual quota for a patient) • Reserve measuring device (→ Measuring patients with reserved devices (seca mBCA 555/554), → Measuring patients via the "Planned measurements" list (seca mBCA 525 c only)) Administrator rights are required for the following functions, so they are not displayed to all users: • Export patient's measurements (→ Exporting measurements) • Import measurements for this patient (→ Importing measurements) • Delete patient data (→ Deleting patient data)
6	**Patient entry**	Button	• Displays patient master data • Click the entry: Display the patient's analyses

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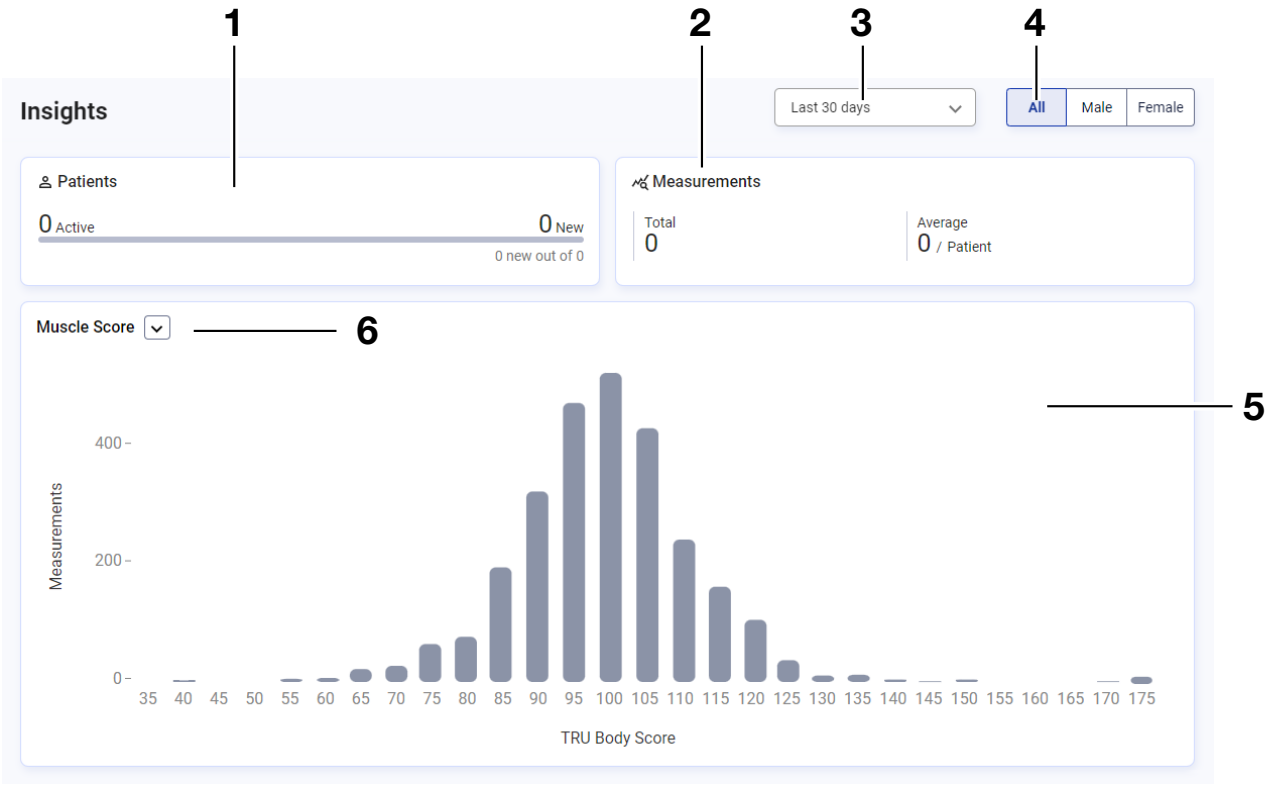
5.5 View: Insights



Item	Element name	Element type	Function
1	Statistics for patients	Display element	Indicates the number of active patients (measured at least once) and the new patients (measured for the first time) for the selected filter settings
2	Statistics for measurements	Display element	Indicates the number of measurements for the selected filter settings
3	Time filter	Dropdown menu	Filter statistics of a parameter by time → Filtering by period
4	Filter "Sex"	Toggle button	Filter statistics of a parameter by sex → Filtering by sex
5	Statistics for parameter	Display element	Indicates statistics of the selected parameter for the selected filter settings
6	Parameter selection	Dropdown menu	Select parameter for which statistics are to be displayed → Selecting analysis parameters

5.6 Color symbols and other display and control elements

Display/control element	Display	Meaning/function
Input field	Last name	Gray surround, gray text: Field not selected, no entry available

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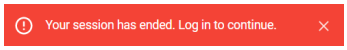
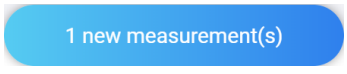
Display/control element	Display	Meaning/function
		Black surround: Field selected
		Gray surround, black text: Field not selected, entry available
		• Red surround, asterisk: Input/selection required or incorrect input • Red text: Error message/input assistance
		Asterisk: Mandatory field
Search field/Dialog field		• Clear search text • Close dialog field • Exit full-screen view of the analysis parameter
Comment field		Enlarge/reduce comment field (in the data record for a measurement)
Menu		Menu closed
		Menu open
		• Dark gray field: Option already selected or preselected (default: First option preselected) • Light gray field: Option selected with the mouse pointer (confirm selection with a click) • White field: Option not selected
Button		Black: Primary action
		White: Secondary action
Checkbox		Empty: Option not selected
		Tick: Option selected
Message		Green: Confirmation
		Red: Error
		Blue: Information
Dialog field		Action successful
		Action failed

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Display/control element	Display	Meaning/function
		Information on action
		Warning on action
Font	Administrator, User	Black: Active
	Administrator, User	Gray: Inactive
Tab	Single measurement	Black font with selection bar: Tab selected
	Trend	Gray font without selection bar: Tab not selected
Column title		Arrows indicate that column can be sorted
		Arrows indicate that column is sorted in ascending or descending order
Analysis module		Identifies an analysis module that displays analysis parameters of children only (from 5 years of age to under 18 years)
Analysis chart		Call up full-screen view of the analysis parameter
		Exit full-screen view of the analysis parameter
	 (Example)	• Green: Value within the reference range • Yellow: Value increased or low • Red: Value outside the reference range For detailed information about the color symbols in the individual analysis parameters: → Analysis parameters
		Marking of a value on a color scale in **Single measurement** view (color depends on position on color scale)
		Marking of a selected value in **Trend** view (color depends on position on color scale)
		Marking of non-selected values in **Trend** view
		Value outside range which can be displayed
		Value constant (compared to previous measurement)
		Value risen (compared to previous measurement)

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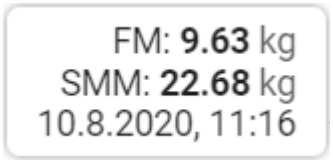
Display/control element	Display	Meaning/function
		Value fallen (compared to previous measurement)
		Value and difference from previous value of the selected measurement (**Trend** view)
		Display of the values for **Fat Mass (FM)** and **Skeletal Muscle Mass (SMM)** (**Body Composition Chart (BCC)** analysis parameter)
		Marks a range which is shown enlarged in an associated chart (PDF printout)
		Marks the **Underweight** range (low muscle, low fat) (**Body Composition Chart (BCC)** analysis parameter)
		Marks the **Obesity** range (high muscle, high fat) (**Body Composition Chart (BCC)** analysis parameter)
		Marks the **Sarcopenic Obesity** range (low muscle, high fat) (**Body Composition Chart (BCC)** analysis parameter)
		Marks the **Athletic Build** range (high muscle, low fat) (**Body Composition Chart (BCC)** analysis parameter)
Miscellaneous		• Marks the seca analysis module which contains analysis parameters independent of BMI • Marks analysis parameters independent of BMI
		• Displays info text about the analysis parameter and the analysis module (→ Showing/hiding info texts) • Displays info text about the input field (input assistance)

6 SETTING UP (ADMINISTRATOR)

→ System requirements
→ Data transmission
→ Email receipt
→ Browser settings
→ Initial login

This section is aimed at users with administrator rights and contains both information on setting up the necessary data connections and on setting up the terminal devices on which the **seca analytics 125** software is used.

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NOTICE!
Data loss, access to data by unauthorized persons

► Note the instructions on IT security in our White Paper entitled "Cyber Security". The document can be found as a download in the Support area at www.seca.com.

6.1 System requirements

The **seca analytics 125** software is a web application which is called up and operated via a browser.

System component	Requirement
Hardware	• PC: Resolution: Minimum 1920x1080 pixels • Mobile terminal device: Resolution: Minimum 376x668 pixels
Operating system	• Windows® • Android • OS X Yosemite
Browser	Current version of: • Google Chrome • Mozilla Firefox • Safari
Data transmission	Stable Internet connection for access to Internet pages via browser
Software	Program for displaying PDF Version 1.4 or higher

Windows® is a registered trademark of the Microsoft Corporation.

6.2 Data transmission

For data transmission, seca measuring devices and the **seca analytics 125** software must be connected to the internet. The link is established by seca Service as the default.

6.3 Email receipt

In the course of using the **seca analytics 125** software, you and the users in your institution will receive a series of emails (e.g. when passwords are changed).

► Add the domain **@secacloud.com** to your email whitelist.

⇨ Emails from the **seca analytics 125** software will arrive in the user's inbox and not in the spam folder.

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6.4 Browser settings

The browsers used in your institution may contain functions or plugins from other manufacturers which affect the display in the **seca analytics 125** software.

► Deactivate the functions/plugins which inadvertently affect the display.

NOTICE!
Display of incorrect text content

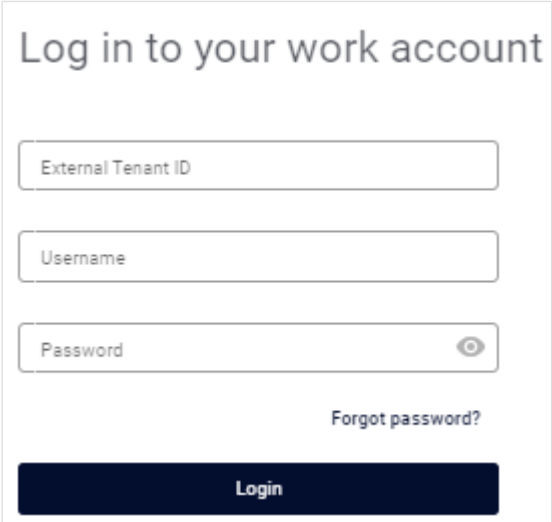
If your browser contains functions/plugins for automatic translation, text content which does not originate from seca will be displayed.

► Configure the browser or operating system to prevent content being translated automatically.

► Use only the language switch in the **seca analytics 125** software to show the user interface in a different language.

6.5 Initial login

1. Click the link in the email you received from seca Service.
   ⇨ The web address for the **seca analytics 125** software is called up.
   ⇨ The **Login** dialog window is displayed.



2. Enter the access data from the email you received from seca Service.
3. Click **Login**.
   ⇨ The home page is displayed.

NOTICE!
Data access by unauthorized persons

The password for initial login does not provide adequate security.

► Change your password after the initial login: → Changing a password

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NOTICE!
Data access by unauthorized persons

Your user account contains both administrator and user rights. If you have the **User** role, you can access measurement data for patients. Measurement data for patients must only be viewed by people for whom this data is essential for their work.

► In order not to be able to view measurement data for patients, deactivate the **User** role in your user account: → Editing user data

4. Save the web address for the **seca analytics 125** software in your browser.

NOTE

If you use the **seca analytics 125** software on several terminal devices:

► Save the web address on all terminal devices so that all users can call up the software via “Bookmark” or “Favorite”.

► Create a desktop shortcut (if desired).

7 OPERATION

7.1 Using basic functions

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→ Changing language
→ Changing the language style
→ Changing profile picture
→ Updating the software
→ Logging out
→ Downloading seca myAnalytics as a mobile app

Creating a password

If your administrator has set up a user account for you, you will receive an email with an activation link. You must create your password before initial login.

1. Click the link in the email.
   ⇨ The web address for the **seca analytics 125** software is called up.
   ⇨ The **Create password** dialog window is displayed.

   NOTE

   If the link has expired, you will obtain a different dialog window. You will have to request a new link.

   ► Click **Request new link**.

2. Enter a password.

   NOTICE!
   Data access by unauthorized persons

   An insecure password may allow unauthorized persons to access patient data.

   ► Select a password which satisfies your institution's security requirements.

   ► Follow the general recommendations for a safe password:
   – At least eight characters long
   – Use large and small letters as well as numbers and special characters
   – Do not use words
   – Do not use logical series of numbers or letters

3. Repeat the password to confirm it.
4. Click **Create password**.
   ⇨ Your password has been created.
   ⇨ The home page is displayed.
   ⇨ When logging in as administrator: The **User management** view is displayed.

   NOTE

   It may take a few seconds for the first login to be completed.

Logging in

NOTE

If two-factor authentication is enabled for your account, see → Logging in with two-factor authentication.

1. Call up the web address for **seca analytics 125**.
   ⇨ The **Login** dialog window is displayed.

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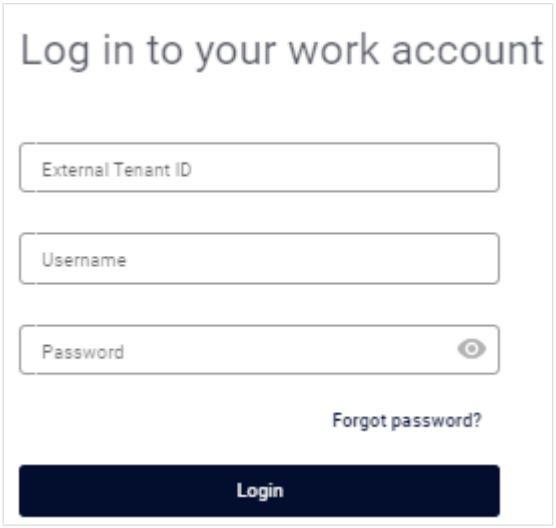


2. Enter your access data.
3. Click **Login**.
   ⇨ The home page is displayed.
   ⇨ When logging in as administrator: The **User management** view is displayed.

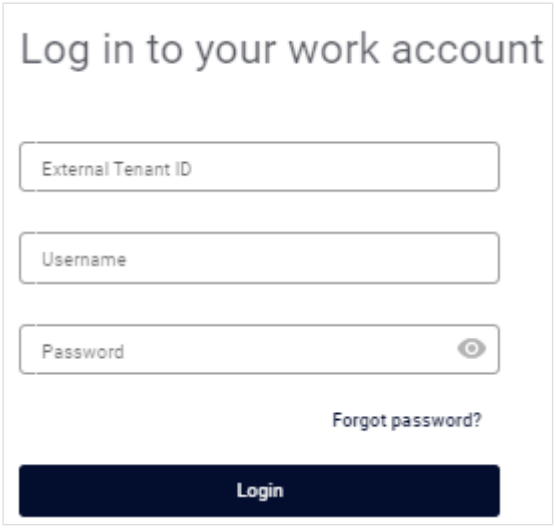
Logging in with two-factor authentication

NOTE

If you no longer have access to your authentication app, contact seca Service to have two-factor authentication (2FA) disabled.

✓ Two-factor authentication enabled (→ Enabling two-factor authentication).

1. Call up the web address for **seca analytics 125**.
   ⇨ The **Login** dialog window is displayed.



2. Enter your access data.
3. Click **Login**.
   ⇨ The **Two-factor authentication** dialog window is displayed.

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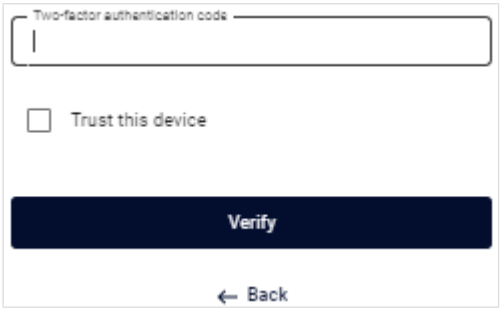
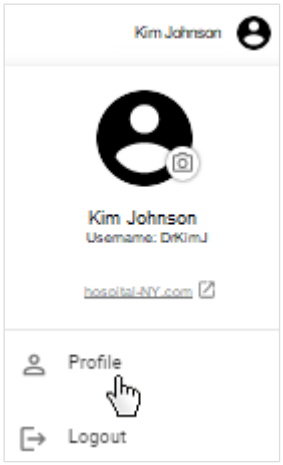


4. Call up the authentication app on your mobile device.
5. Enter the six-digit code from the authentication app in the software.
6. Optional: Activate the **Trust this device** function to skip two-factor authentication whenever you login on this device in future.
7. Click **Verify**.
   ⇨ The home page is displayed.
   ⇨ When logging in as administrator: The **User management** view is displayed.

Changing a password

1. In the menu bar, click .
   ⇨ The user area is displayed.
2. Click **Profile**.



   ⇨ The **Profile** page is displayed.
3. In **Password**, click **Change**.
   ⇨ The **Change password** dialog is displayed.

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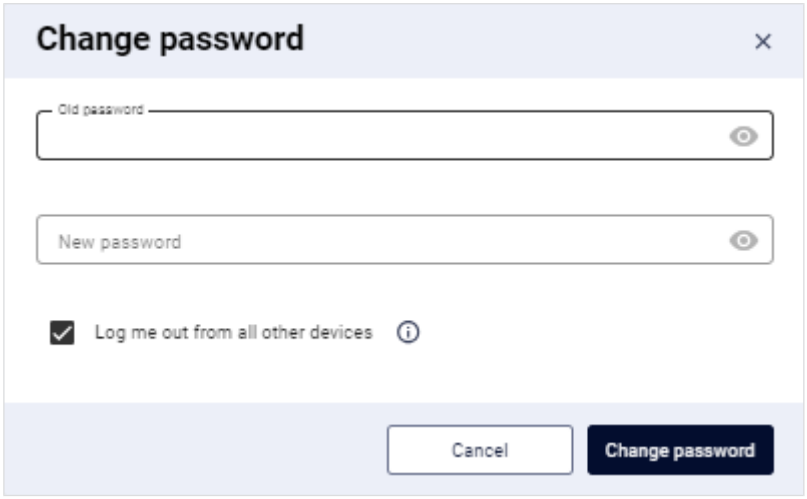

4. Enter your old password.
5. Enter a new password.

   NOTICE!
   Data access by unauthorized persons

   An insecure password may allow unauthorized persons to access patient data.

   ► Select a password which satisfies your institution's security requirements.

   ► Follow the general recommendations for a safe password:
   - At least eight characters long
   - Use large and small letters as well as numbers and special characters
   - Do not use words
   - Do not use logical series of numbers or letters

6. Deactivate the checkbox if you do not wish to terminate sessions in progress on other devices.
7. Click **Change password**.

   ⇨ The password has been changed.

Resetting a password

If you have forgotten your password, you can reset it.

1. Call up the web address for **seca analytics 125**.

   ⇨ The **Login** dialog window is displayed.

2. Click **Forgot password**.

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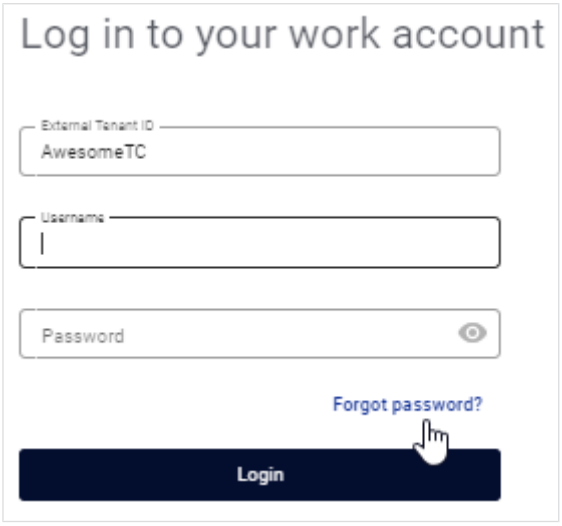
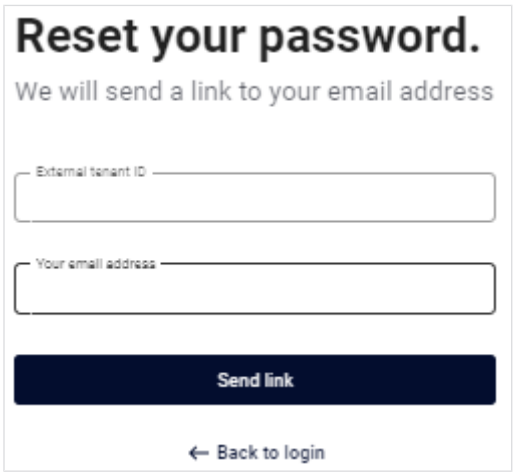
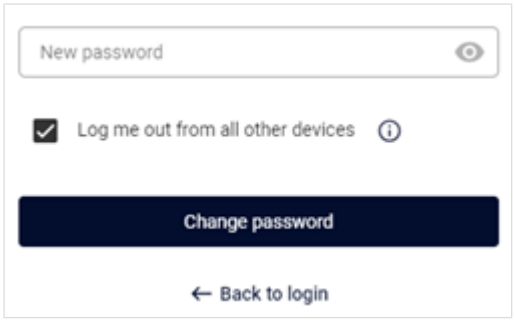


⇨ The **Reset your password.** dialog window is displayed.



3. Enter the email address used to set up your user account.
4. Click **Send link**.
   ⇨ An email with the link to create a new password will be sent to your email address.
5. Open the email.
6. Click the link in the email.
   ⇨ The web address for the **seca analytics 125** software is called up.
   ⇨ The **Change your password.** dialog window is displayed.



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NOTE

If the link has expired, you will obtain a different dialog window. You will have to request a new link.

► Click **Reset password**.

7. Enter a new password.

NOTICE!
Data access by unauthorized persons

An insecure password may allow unauthorized persons to access patient data.

► Select a password which satisfies your institution's security requirements.

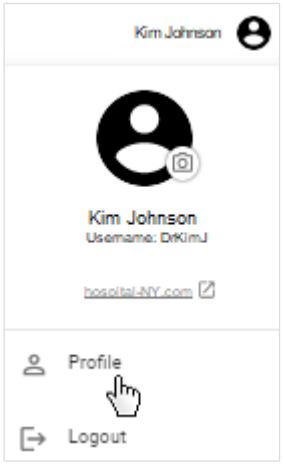
► Follow the general recommendations for a safe password:
  – At least eight characters long
  – Use large and small letters as well as numbers and special characters
  – Do not use words
  – Do not use logical series of numbers or letters

8. Repeat the new password to confirm it.
9. Click **Change password**.
   ⇨ The password has been changed.
   ⇨ The home page is displayed.
   ⇨ When logging in as administrator: The **User management** view is displayed.

Enabling two-factor authentication

Two-factor authentication (2FA) offers additional security when accessing your account. To use this function, you require an authentication app from a third-party provider on your mobile device.

1. In the menu bar, click .
   ⇨ The user area is displayed.
2. Click **Profile**.



   ⇨ The **Profile** page is displayed.
3. In the two-factor authentication area, click the shift key.
   ⇨ The **Enable two-factor authentication** dialog is displayed.

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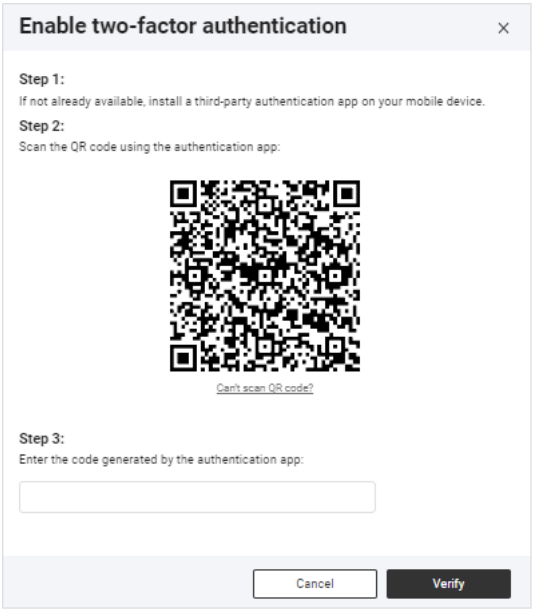

4. If not yet available: Install an authentication app of a third-party provider on your mobile device.
5. Scan the QR code displayed with the authentication app.

   NOTE

   If you no longer have access to your authentication app (loss, damage to device without backup), you will not be able to log in without assistance any more. You must then ask seca Service activate your account again.

   ► You should regularly back up your authentication app.

   ⇨ A 6-digit code is displayed in the authentication app.
6. Enter the code from the authentication app in the software.
7. Click **Verify**.

   ⇨ Two-factor authentication is enabled for your account.

Disabling two-factor authentication

NOTE

If you no longer have access to your authentication app, contact seca Service to have two-factor authentication (2FA) disabled.

1. In the menu bar, click .

   ⇨ The user area is displayed.
2. Click **Profile**.

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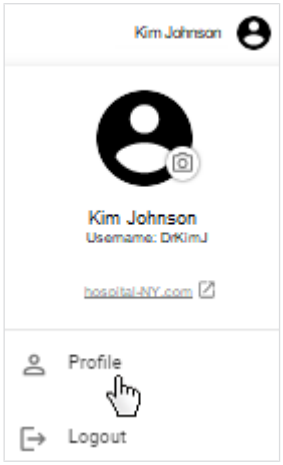
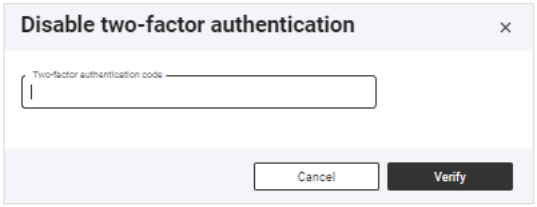


⇨ The **Profile** page is displayed.

3. In the two-factor authentication area, click the shift key.
   ⇨ The **Disable two-factor authentication** dialog is displayed.



4. Open the authentication app on your mobile device.
5. Enter the code from the authentication app in the software.
   ⇨ A 6-digit code is displayed in the authentication app.
6. Enter the code from the authentication app in the software.
7. Click **Verify**.
   ⇨ Two-factor authentication is disabled for your account.

Viewing product information

1. In the menu bar, click .
2. Click **Profile**.
   ⇨ The **Profile** page is displayed.
3. Click **About the software**.
   ⇨ The following data, among others, are shown:
   - Manufacturer details
   - Product identification (→ Product identification)
   - Link to Terms of Use
   - Version status, software edition (Medical/Fitness), and reference range version (Standard/Fitness) [1]

[1] The different editions and reference ranges are modified to suit the target group in question.

Downloading the instructions for use

1. In the menu bar, click .
2. Click **Profile**.
   ⇨ The **Profile** page is displayed.
3. Click **Instructions for use**.
   ⇨ The **Download instructions for use** dialog is displayed.
4. Click the dropdown menu.

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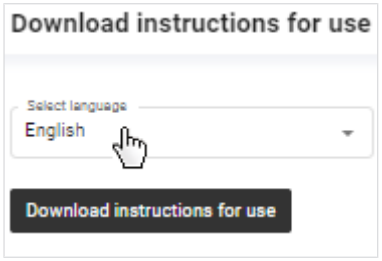

5. Select the desired language for the instructions for use.
6. Click **Download instructions for use**.
   ⇨ The desired instructions for use are downloaded.
7. Open the PDF file in your browser.

Viewing release notes

1. In the menu bar, click .
2. Click **Profile**.
   ⇨ The **Profile** page is displayed.
3. Click **Release notes**.
   ⇨ Changes to the **seca analytics 125** software are displayed.

   NOTE

   The current version of the software is marked by a blue symbol (CURRENT).

Changing language

1. In the menu bar, click .
2. Click **Profile**.
   ⇨ The **Profile** page is displayed.
3. In the **Language** dropdown menu, select the desired option.

   ⇨ The language will be changed.

   NOTE

   Changing language does not affect date format. You can change the date format in your browser.

Changing the language style

The selection in the **Language style** setting affects the texts on the software interface. You have the following options:

- **Medical**
- **Fitness**

The options differ only with regard to some formulations. Functions do not change. The following table shows the differing terminology:

Terminology for the Medical option	Terminology for the Fitness option
Patient	Customer

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NOTE

To use these instructions for use, please select the **Medical** option. The terminology on the software interface then matches that of the instructions for use completely.

Proceed as follows to change the setting:

1. In the menu bar, click .
2. Click **Profile**.
   ⇨ The **Profile** page is displayed.
3. In the **Language style** dropdown menu, select the desired option.

   NOTE

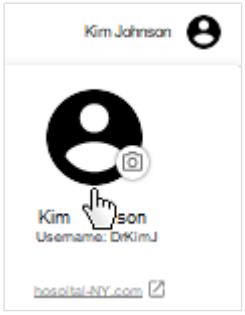
   If you select the **Fitness** option, you also have to confirm the selection.

   ⇨ The texts on the software interface are adapted to suit the option selected.

Changing profile picture

You can save a profile picture for your user account.

1. In the menu bar, click your name .
   ⇨ The user area is displayed.
2. Click on the image.



   ⇨ The **Your profile picture** dialog is displayed.
3. Click **Add picture**.

   NOTE

   If a profile picture has been saved previously, click on **Change**.

4. Select the desired picture using one of the following methods:
   ▶ Drag & drop the file into the marked area
   ▶ Select the file via **Select file**
   ▶ **Take photo**

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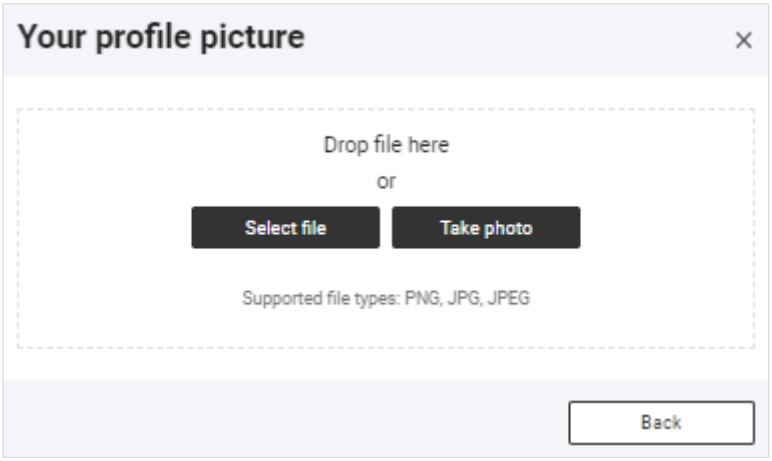


NOTE

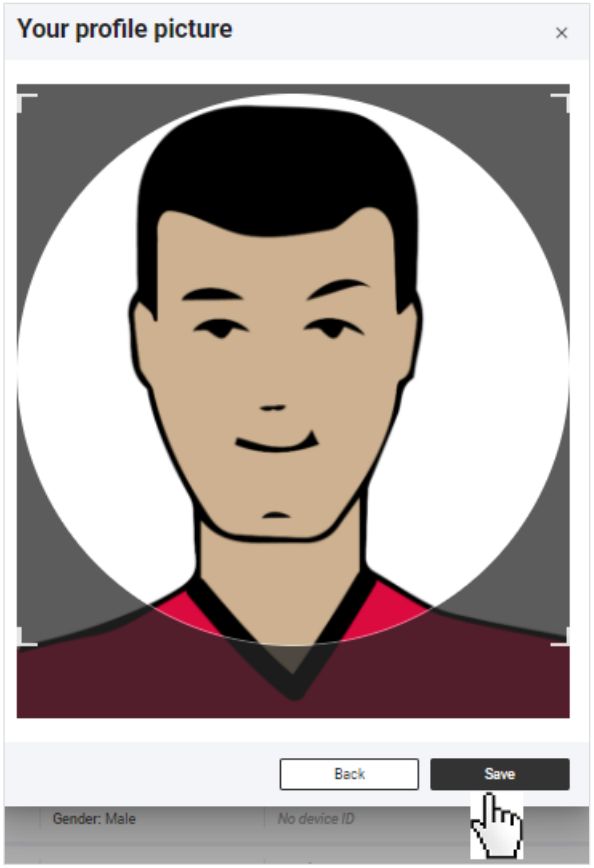
The **Take photo** option activates the camera on your terminal device.

5. Select the desired frame by moving it and reduce/enlarge it by dragging the corner markings.

NOTE

If the picture resolution is not high enough for you to drag the corner markings, you will just be able to move the picture around a little.

6. Click **Save**.



⇨ The profile picture is displayed in the user area.

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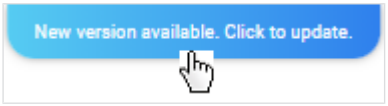
Updating the software

If a new version of the **seca analytics 125** software becomes available, the corresponding message is displayed:



► Click the message.

⇨ The software is updated.

Logging out

1. In the menu bar, click .

   ⇨ The user area is displayed.

2. Click **Logout**.

   ⇨ You will be logged out.

Downloading seca myAnalytics as a mobile app

Patients can install the **seca myAnalytics** software as a mobile app on their mobile terminal device (smartphone, tablet). The mobile app can be downloaded from the following platforms:

- Google Play Store
- Apple App Store

7.2 Managing patients

→ Calling up patient management
→ Using the search function
→ Using the sorting filter
→ Creating a new patient (before the initial measurement)
→ Editing patient data
→ Changing a patient's IDP
→ Merging duplicated patients

Calling up patient management

NOTE

You can also call up **Patient management** view straight from the home page.

1. Click .
2. Click **Patients**.

   ⇨ The patient list is displayed.

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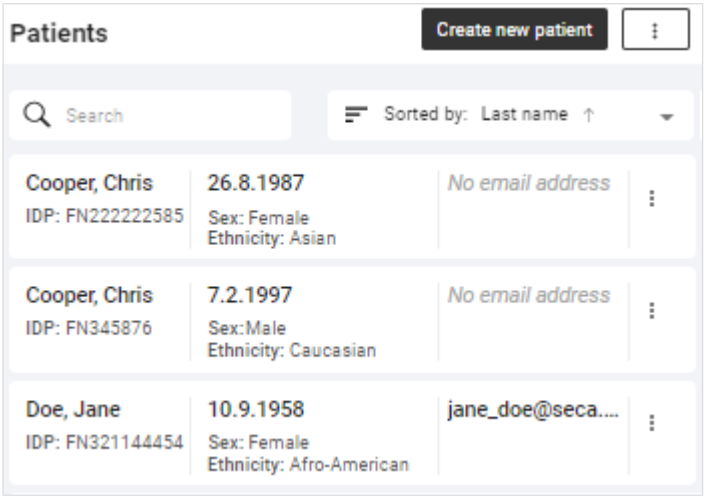


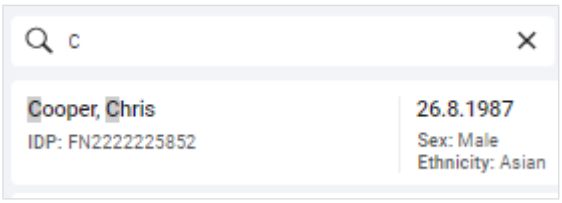
Using the search function

You can find patients using the following parameters:

- First name
- Last name
- IDP
- Email address

✓ **Patient management** view called up (→ Calling up patient management)

1. Enter a search text in the **Search** input field.
   ⇨ The list is filtered as you make the entry.



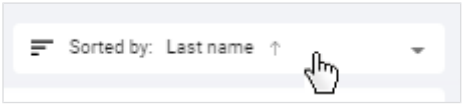
2. To clear the search filter, click the ✕ symbol.

Using the sorting filter

You can sort the list by certain criteria.

✓ **Patient management** view called up (→ Calling up patient management)

1. Click the sorting filter.



2. Click the desired sorting criterion.
   ⇨ The list is sorted.
   ⇨ An arrow next to the sorting criterion displays the sorting sequence.
3. To change the sorting sequence, click the sorting filter.
4. Click **Descending** or **Ascending**.

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⇨ The sorting sequence will be changed.

Creating a new patient (before the initial measurement)

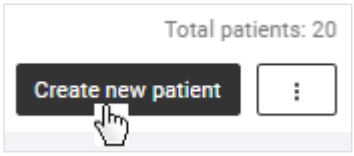
You have the option of creating a new patient before the initial measurement.

NOTE

If you are using a barcode/RFID scanner on the seca measuring device, you also have the option of creating a new patient with the initial measurement (depending on the settings: → Permitting/prohibiting initial measurements with scanning of new IDPs (administrator rights required)). The scanned patient ID (IDP) is then transmitted to the **seca analytics 125** software.

✓ **Patient management** view called up (→ Calling up patient management)

1. Click **Create new patient**.



⇨ The **Create new patient** dialog is displayed.

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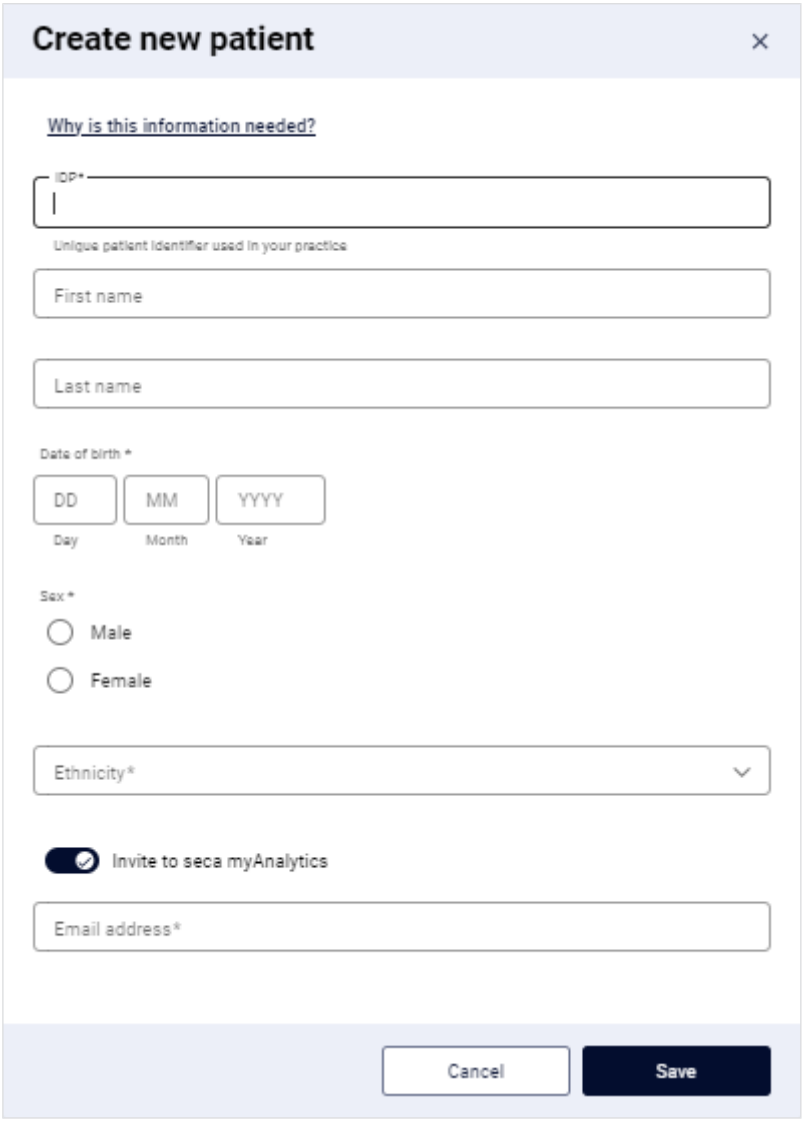

2. In the **IDP** field, enter a character string to suit the ID system used in your institution.
3. Complete all the mandatory data (data with an asterisk) as a minimum.
4. Click **Save**.
   ⇨ The patient is saved.
   ⇨ The patient is shown at the top of the list until the page is updated (the default sorting method will subsequently be used).

Editing patient data

You have several options for calling up the **Edit patient data** dialog. Calling it up in **Patient management** view is described below.

The table shows other options:

View	Path
Analyses	Options for patient ⋮ > **Edit patient data**
In the data record for a measurement	✎ > **Edit patient data**

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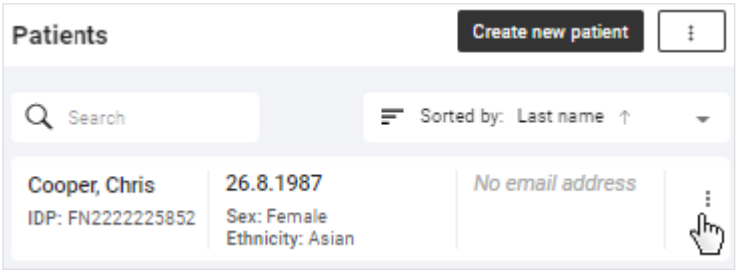
✓ **Patient management** view called up (→ Calling up patient management)

1. In the desired patient, click ⋮.



2. Click **Edit patient data**.
3. Change the data as desired.
4. Click **Save**.

   NOTE

   If you change a criterion which has an impact on analysis results, you must also confirm your changes.

   ⇨ The patient data are updated.

   ⇨ Results for the analysis are recalculated if required.

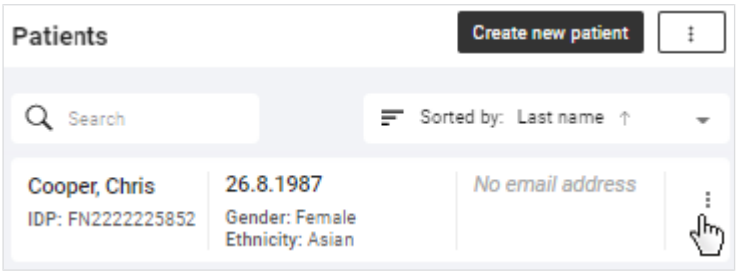
   NOTE

   Patient data (including all the patient's measurements) can only be deleted with administrator rights: → Deleting patient data

Changing a patient's IDP

✓ **Patient management** view called up (→ Calling up patient management)

1. In the desired patient, click ⋮.



2. Click **Change IDP**.

   ⇨ A dialog with a search field is displayed.

3. Enter the new IDP.
4. Click **Use "[IDP]" as new IDP**.

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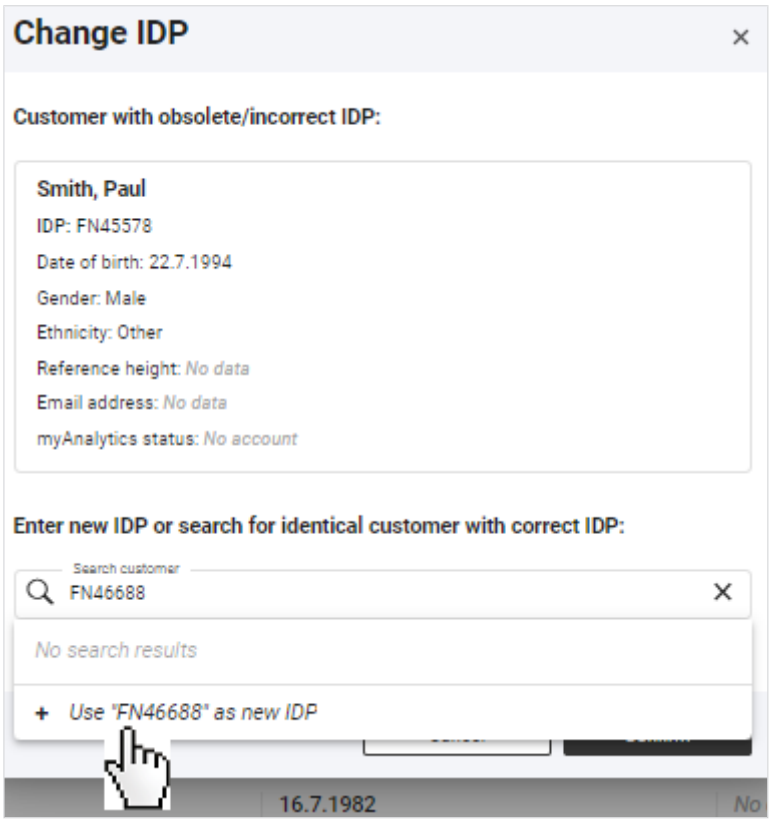

5. Click **Confirm**.

⇨ The IDP will be changed.

Merging duplicated patients

If you have accidentally created the same patient with two different IDPs, you can merge the data of both entries. The following actions are performed in the process:

- All measurements are moved to the patient with the correct IDP.
- Other data such as first name, last name, ethnicity, reference height and email address are merged.
- If there is a **seca myAnalytics** account, it will be possible to view all measurements there.
- The patient with the obsolete/incorrect IDP will be deleted.

It is never possible to merge patients in the following cases:

- Date of birth differs
- Sex differs

If there are two **seca myAnalytics** accounts or invitations to accounts which have not yet been accepted, the patient must first delete one account or you must withdraw an invitation.

If it is possible to merge the patients, the following applies:

- If both patients have different data, then the data of the patient with the correct IDP take priority.
  Exception: If a **seca myAnalytics** account is moved, the email address for the **seca myAnalytics** account takes priority.
- If the patient with the correct IDP does not have any data, existing data are adopted from the patient with the obsolete/incorrect IDP.

Proceed as follows to merge duplicated patients:

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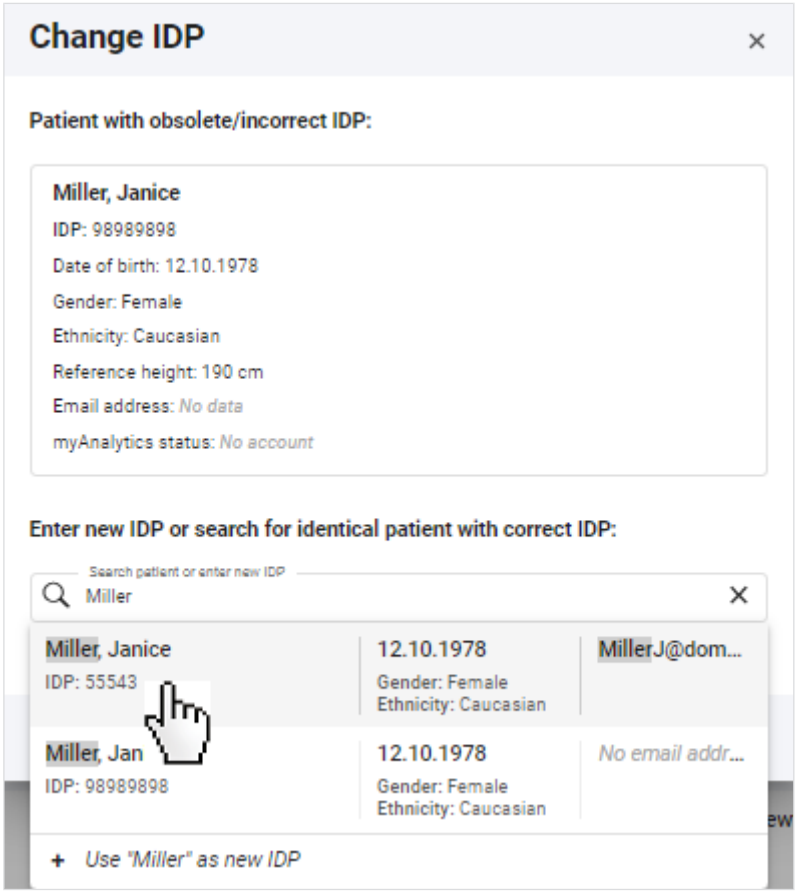
✓ **Patient management** view called up (→ Calling up patient management)

1. On the patient with the obsolete or incorrect IDP, click ⋮.
2. Click **Change IDP**.
   ⇨ A dialog with a search field is displayed.
3. Search for the identical patient with the correct IDP by entering the name or the IDP.
4. Click the desired search result.



   ⇨ The data for the selected patient with the correct IDP are displayed.
   ⇨ A note about the actions which will be initiated by merging the data is displayed.
   ⇨ If there are data which can be merged but deviate from one another (e.g. reference height), a warning is issued.

   NOTE

   Patients with different reference heights can be merged as the measured height can always vary, with the result that different reference heights can be specified for the same patient (→ Changing the reference height). Different information about ethnicity may also be relevant for the same patient (e.g. "Asian" and "Other"). If the data for reference height or ethnicity are different, new calculations will be performed for measurements which are moved. Analyses may change as a result.

   ⇨ A preview of the new patient data will be displayed after the merge.
5. Check the new patient data in the preview.
6. Activate the checkbox if you wish to continue.

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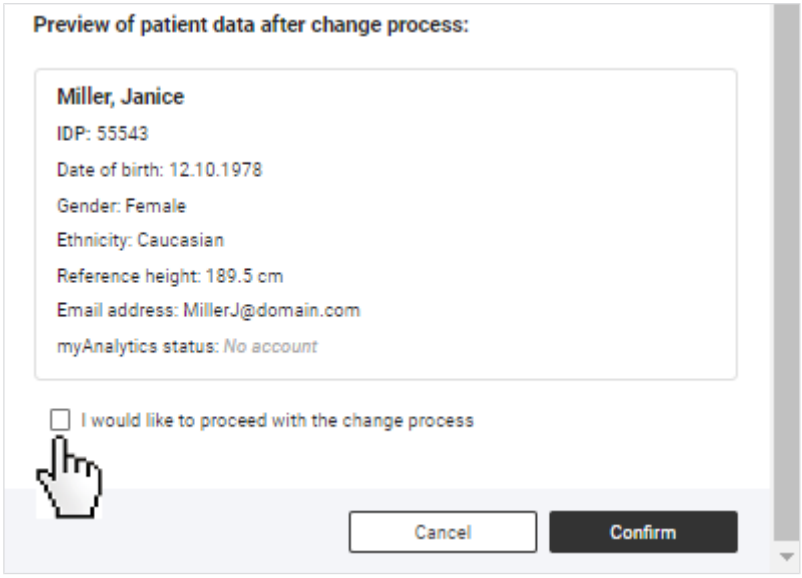

7. Click **Confirm**.
   ⇨ The patient data and measurements are merged under the desired IDP.
   ⇨ The obsolete /incorrect IDP is deleted.

7.3 Measuring patients with reserved devices (seca mBCA 555/554)

→ Reserving device
→ Measurement procedure
→ Canceling reservation

You can send patient data directly to the measuring device. This enables you to create a patient first, send the data to the device and then start the measurement on the reserved device.

Reserving device

NOTICE!
Incorrect data assignment, inconsistent measuring results

If several patients are being measured in quick succession or simultaneously (several measuring devices available), measurements could be assigned to incorrect patients.

- ► Ensure that you select the correct patient and the correct measuring device for the measurement.
- ► Ensure that the patient steps onto the correct device (e.g. by looking).
- ► If at all possible, do not send patient data to the device without a full name.

NOTE

You can also call up the required dialog in these views: **Analyses** (click patient name) and **Home** (search result).

✓ **Patient management** view called up (→ Calling up patient management).

1. In the desired patient, click ⋮.
2. Click **Measure patient**.

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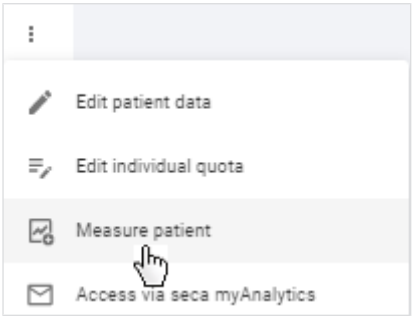
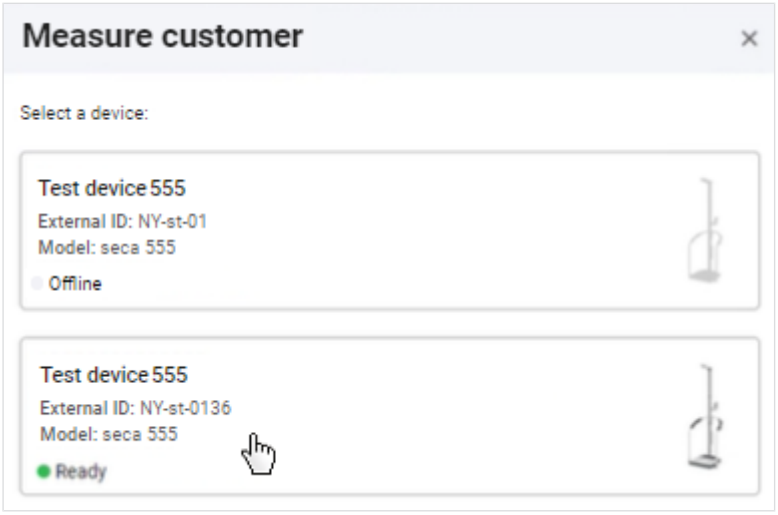


⇨ If you are using several measuring devices: The device list is displayed.

⇨ If you are using only one measuring device: The patient data are sent to the device immediately and the **Measure patient** dialog is displayed (continue with: → Measurement procedure).

3. If applicable: Select a device with **Ready** status from the list.



⇨ The patient data are sent to the device and the **Measure patient** dialog is displayed.

4. Continue with: → Measurement procedure

Measurement procedure

✓ Device is reserved (→ Reserving device).

NOTE

The following data are shown on the reserved measuring device: Name or IDP and profile picture (depending on configuration).

NOTE

If it takes a while for the patient to step onto the device, the patient data may need to be resent. Patient data are automatically cleared from the device after a time which can be set has elapsed. Details about the **Autoclear** function can be found in the instructions for use for the device.

► Increase the time for **Autoclear** if required.

1. Ask the patient to step onto the device.

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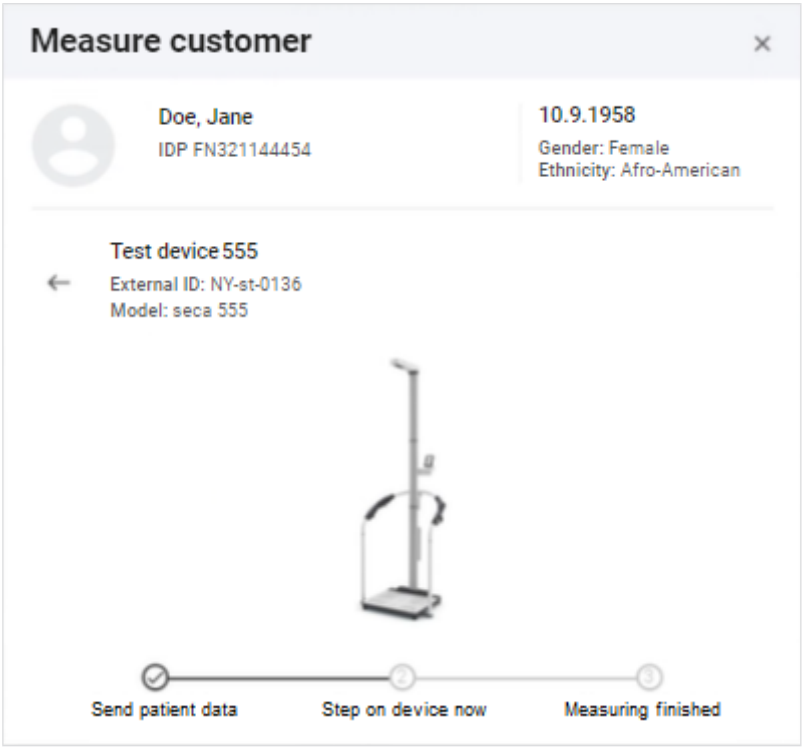
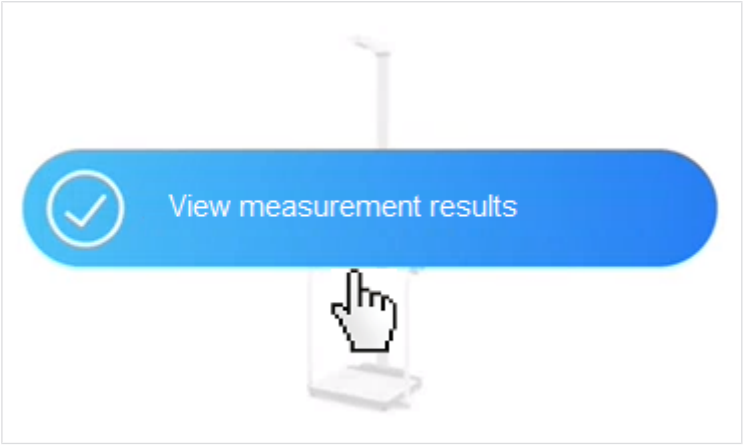


2. Perform the measurement as described in the instructions for use for the device.
   ⇨ Once the measurement is complete, a blue button is displayed.
3. Click **View measurement results**.



   ⇨ If all the data for an analysis are present, the analysis is displayed.
   ⇨ If the data record for the measurement is displayed, data need adding (→ Filling in data fields).

Canceling reservation

If a device has been reserved in error, you can still select it for another measurement and clear the incorrect patient data from the device.

NOTE

Patient data are automatically cleared from the device after a time which can be set has elapsed. Details about the **Autoclear** function can be found in the instructions for use for the device.

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NOTICE!

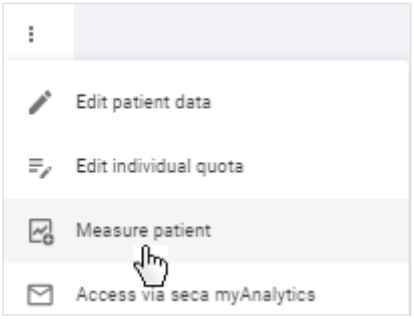
Incorrect data assignment, inconsistent measuring results

If several patients are being measured in quick succession or simultaneously (several measuring devices available), measurements could be assigned to incorrect patients.

- ► Before you clear patient data from the device, make sure that you really no longer need it.
- ► Ensure that you select the correct patient and the correct measuring device for the measurement.
- ► Ensure that the patient steps onto the correct device (e.g. by looking).
- ► If at all possible, do not send patient data to the device without a full name.

✓ **Patient management** view called up (→ Calling up patient management).

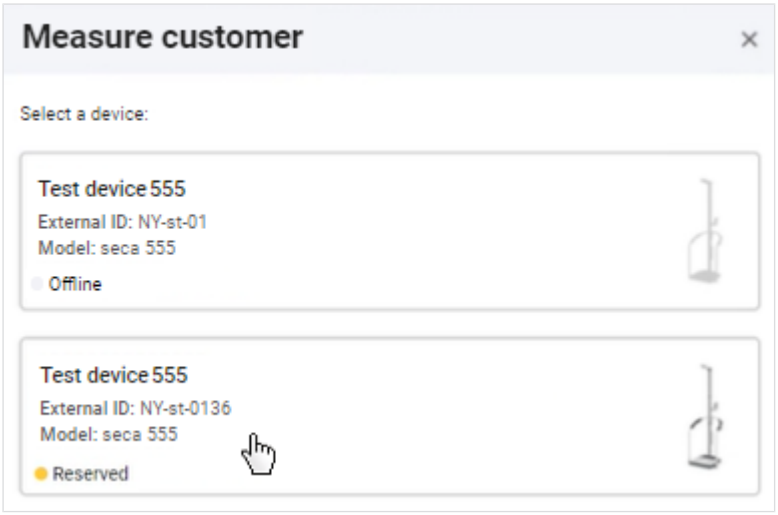
1. On the patient you would like to measure, click ⋮.
2. Click **Measure patient**.



   ⇨ If you are using several measuring devices: The device list is displayed.

   ⇨ If you are using only one measuring device: The **Measure patient** dialog is displayed.

3. If applicable: Select the desired device from the list.



4. Click **Clear patient data from device**.

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⇨ The patient data are cleared from the device.

5. Click **Send these patient data to device**.

⇨ The selected patient data are sent to the device.

6. Continue with: → Measurement procedure.

7.4 Identifying and measuring patients on the device via myAnalytics (seca mBCA 555/554)

→ Identifying a patient on the device
→ Measurement procedure

Use the **seca myAnalytics** app to identify a patient directly on the device and load his or her data onto the device. The patient uses the **seca myAnalytics** app to scan the QR code shown in the display of the measuring device in order to identify him or herself. You can then start the measurement procedure. A requirement is that the “Patient identification on the device” function is activated (administrator rights required: → Activating/deactivating tenant for patient identification on the device).

NOTE

This function is only available if the connected measuring device has the right firmware version (1.7.4 or higher). Contact seca Service if you have any questions.

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Identifying a patient on the device

✓ Function activated (administrator rights required: → Activating/deactivating tenant for patient identification on the device)

✓ Patient has installed the **seca myAnalytics** app on a smartphone

✓ Device is on standby (no measurement procedure in progress)

1. Ask the patient to scan the QR code on the display of the measuring device using his or her smartphone.
   ⇨ The patient's user name or IDP are shown in the display of the measuring device.
2. Start the measurement procedure (→ Measurement procedure).

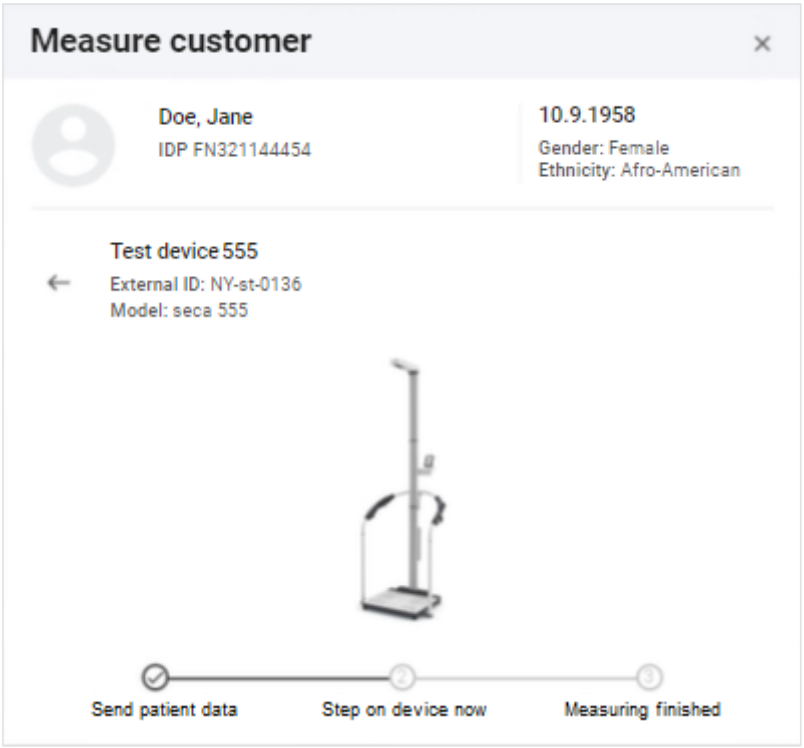
Measurement procedure

✓ Patient has been identified on the device (→ Identifying a patient on the device).

NOTE

The following data are shown on the measuring device: Name or IDP of the patient and his or her profile picture (depending on configuration).

1. Ask the patient to step onto the device.



2. Perform the measurement as described in the instructions for use for the device.
   ⇨ Once the measurement is complete, the **View measurement results** button is displayed.
3. Click **View measurement results**.

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⇨ If the data record for the measurement is complete, the analysis is displayed.

⇨ If the data record needs completing, this is shown for editing (→ Filling in data fields).

7.5 Measuring patients via the "Planned measurements" list (seca mBCA 525 c only)

→ Adding patients to the "Planned measurements" list
→ Creating the "Planned measurements" list per device
→ Measurement procedure
→ Removing patients from the "Planned measurements" list

You can select several patients in the software and send their data to the **seca mBCA 525 c** measuring device. The patients selected are displayed in the **Planned measurements** list. The **Planned measurements** list is automatically synchronized with the relevant device list. You can then select the desired patient on the measuring device and start the measurement.

Adding patients to the "Planned measurements" list

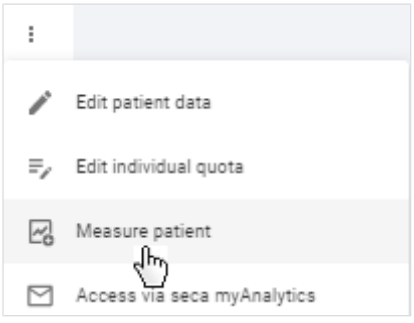
NOTE

You can also call up the required dialog in these views: **Analyses** (click patient name) and **Home** (search result).

To add a patient to the **Planned measurements** list, proceed as follows:

✓ Measuring device is online
✓ **Patient management** view called up (→ Calling up patient management).

1. In the desired patient, click ⋮.
2. Click **Measure patient**.



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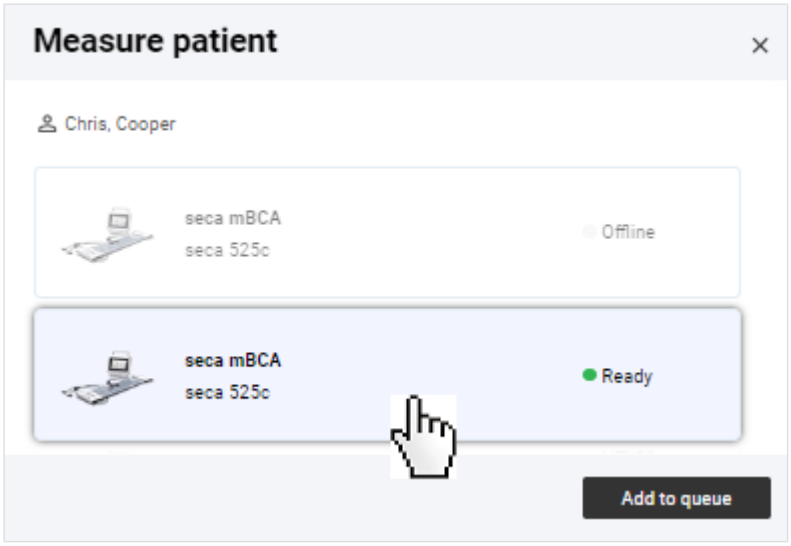
⇨ The device list is displayed.

3. Select a device with **Ready** status from the list.



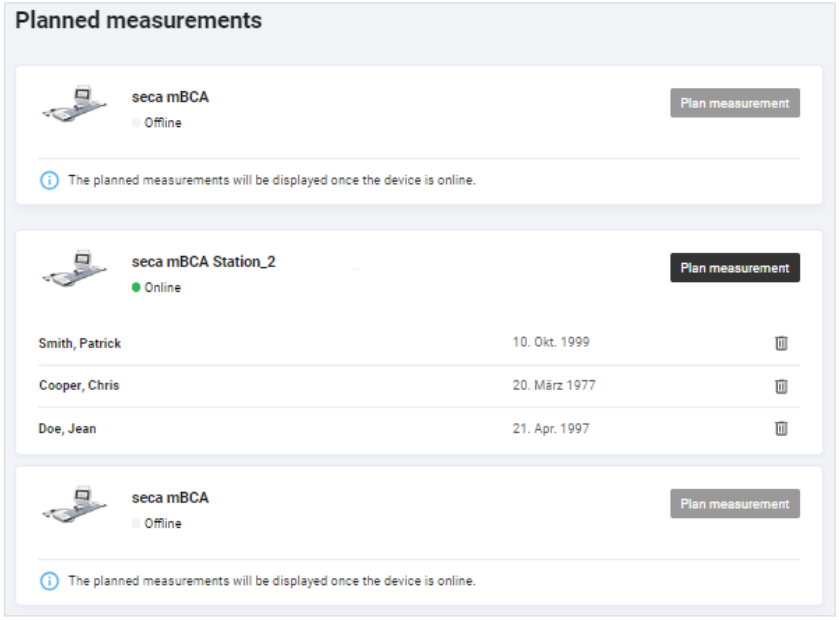
4. Click **Add to queue**.
   ⇨ The patient is added to the list.
   ⇨ The patient data are sent to the device.
5. Continue with ➞ Measurement procedure.

Creating the "Planned measurements" list per device

To create the **Planned measurements** list for a specific device, proceed as follows:

✓ Measuring device is online

1. Click ☰.
2. Click **Planned measurements**.
   ⇨ The list of measuring devices is displayed.



3. Scroll to the desired device as required.
4. In the desired device, click **Plan measurement** to add a patient.
   ⇨ A search dialog opens.

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5. Enter a search text in the **Search** input field.
6. In the desired search result, click **Select patient**.

⇨ The patient is added to the list.

⇨ The patient data are sent to the device.

7. Continue with → Measurement procedure.

Measurement procedure

► Complete the measurement procedure as described in the instructions for the **seca mBCA 525 c** measuring device.

Removing patients from the "Planned measurements" list

✓ Measuring device is online

1. Click ☰.
2. Click **Planned measurements**.
3. In the desired patient, click 🗑 to remove the patient.

⇨ A confirmation dialog opens.

4. Confirm the query.

⇨ The patient is removed from the list.

⇨ The patient data are cleared from the device.

7.6 Viewing measurements

→ Calling up the measurement list
→ Loading new measurements
→ Filtering measurements by status
→ Sorting measurements
→ Using the search function
→ Resetting all filters

Calling up the measurement list

NOTE

You can also call up **Measurement list** view straight from the home page.

1. Click ☰.
2. Click **Measurements**.

⇨ The **Measurement list** view is displayed.

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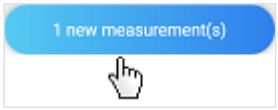
Loading new measurements

If there are new measurements, the corresponding message is displayed on the home page or in **Measurement list** view:



► Click the message.

⇨ Green measurement: The analysis for the patient is called up.

⇨ Yellow measurement: A dialog for adding mandatory data opens.

⇨ Multiple measurements: The measurements are added to the measurement list.

NOTE

The message appears only until pages are reloaded in the software. If you are expecting a new measurement and cannot see a message, you will find the new measurement in **Measurement list** view.

Filtering measurements by status

Measurements may have different kinds of status. You can use the status filter to select which measurements are displayed.

Status	Explanation	Color
Mandatory data required	Data required to enable analyses to be displayed.	
Available analyses	Analyses are available for these measurements.	

NOTE

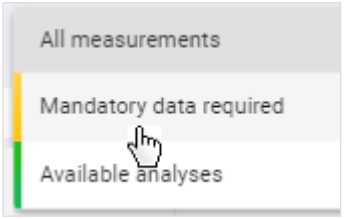
If an item of data is subsequently defined as mandatory, the status of green measurements does not return to **Mandatory data required**, as analyses are already present.

✓ **Measurement list** view called up (→ Calling up the measurement list)

1. Click the Status filter.

⇨ A dropdown menu opens.

2. Select the desired option.



⇨ Only measurements with the desired status are displayed.

Sorting measurements

You can sort measurements by column heading:

- **Name**
- **Date of birth**

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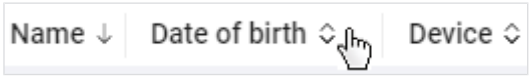
- **Device**
- **Measurement date**

✓ **Measurement list** view called up (→ Calling up the measurement list)

1. Click the desired column heading to sort the measurements.



   ⇨ The measurements are sorted in descending or ascending order.

   ⇨ An arrow in the column heading indicates the sorting sequence.

2. Click the column heading again to reverse the sorting sequence.

NOTE

You can reset the sorting operation including all the other filters: → Resetting all filters

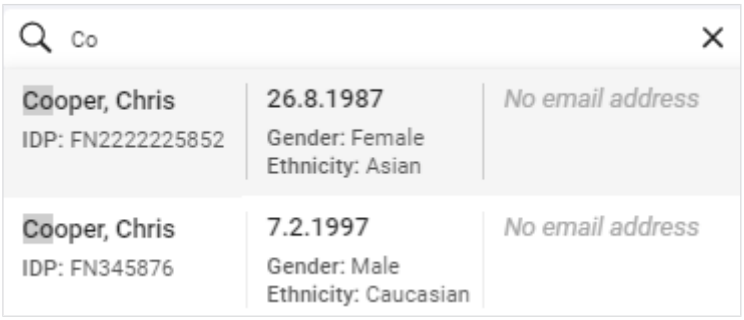
Using the search function

You can find measurements using the following parameters:

- First name
- Last name
- IDP
- Email address

✓ **Measurement list** view called up (→ Calling up the measurement list)

1. Enter a search text in the **Search** input field.



   ⇨ Search results are displayed in the dropdown field.

2. Click the desired search result.

   ⇨ Only measurements matching the search result are displayed.

3. To clear the search filter, click the ✕ symbol.

NOTE

You can reset the search filter including all the other filters and sorting operations set: → Resetting all filters

Resetting all filters

To reset all filters simultaneously and display the default sorting method, the page has to be called up again via the menu.

1. Click ☰.
2. Click **Measurements**.

   ⇨ All measurements are displayed.

   ⇨ The latest measurement is shown at the top.

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7.7 Editing measurements

→ Opening the data record for a measurement
→ Creating a new patient with the initial measurement
→ Assigning follow-up measurements to a patient
→ Filling in data fields
→ Estimating the PAL
→ Changing the reference height
→ Correcting an incorrect assignment: Assigning the measurement to a different patient
→ Correcting an incorrect assignment: Creating a new patient with a measurement
→ Deleting measurements
→ Restoring measurements
→ Marking measurements as a faulty measurement

To allow the **seca analytics 125** software to display an analysis for the measurement, certain measurement data and patient data (mandatory data) have to be available. The data already available for a measurement depend on the functional scope and configuration of the seca measuring device. Missing data can be added manually.

NOTICE!
Incorrect data assignment, inconsistent measuring results

It is not always possible to assign measurements to patients unambiguously if several patients are being measured.

► Complete and save the data record for a measurement immediately after the measurement procedure.

► If multiple measurements are performed consecutively, ensure that each of the measurements can be assigned to the correct patient.

Opening the data record for a measurement

NOTE

In **Analyses** view you can call up the **Measurement data** dialog for analyzed (green) measurements using the ⋮ symbol.

✓ **Measurement list** view called up (→ Calling up the measurement list)

► Click ✎ in the desired measurement.

⇨ The **Measurement data** dialog is displayed.

⇨ Mandatory data required are marked in red.

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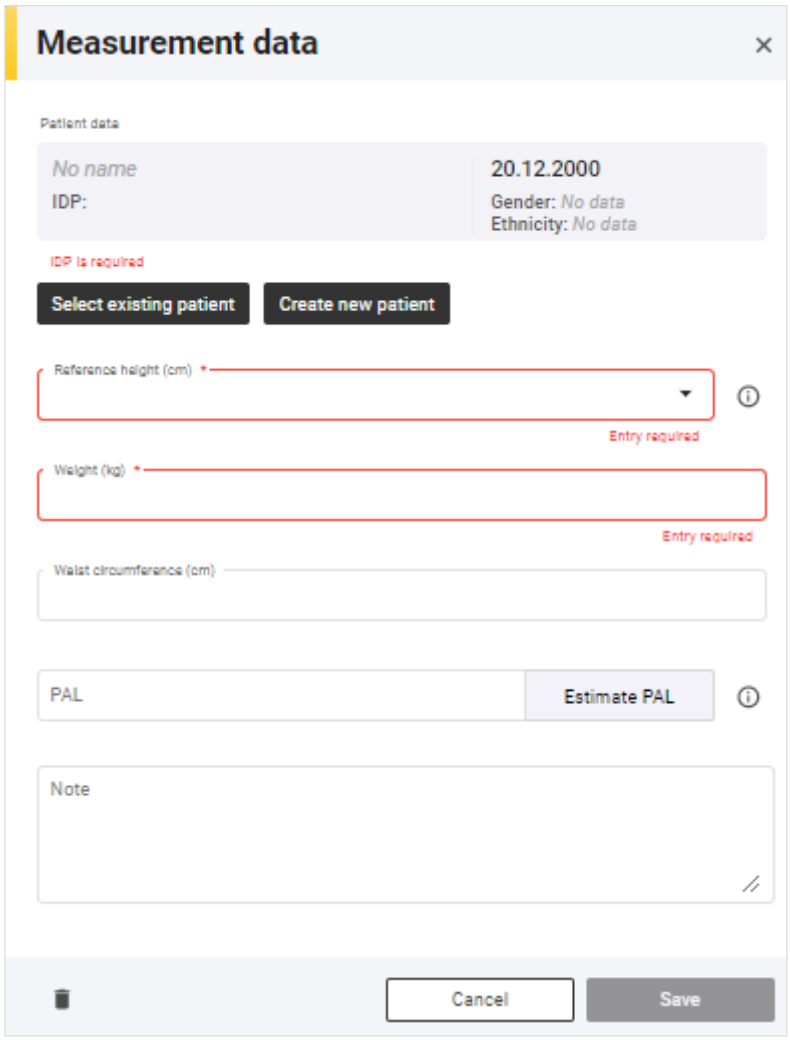

NOTE

If the seca measuring device transmits an IDP but patient data are incorrect or missing, a warning will also be displayed to you showing which patient data need updating.

You have the following options for continuing:

- **IDP** field empty for initial measurement of a patient: → Creating a new patient with the initial measurement
- **IDP** field empty for follow-up measurements of a patient: → Assigning follow-up measurements to a patient
- **IDP** transmitted by seca measuring device: → Filling in data fields

Creating a new patient with the initial measurement

If the patient ID (IDP) is not transmitted automatically through use of a barcode/RFID scanner on the seca measuring device and if no patient has yet been created in the **seca analytics 125** software before the measurement, the new patient must be created with an IDP at the **initial** measurement.

NOTICE!

Incorrect data assignment, inconsistent measuring results

Incorrect entries in a data record may lead to incorrect assignment of measuring results and falsify the analysis.

► Use the existing IDP if this is not the first time a patient has been measured: → Assigning follow-up measurements to a patient

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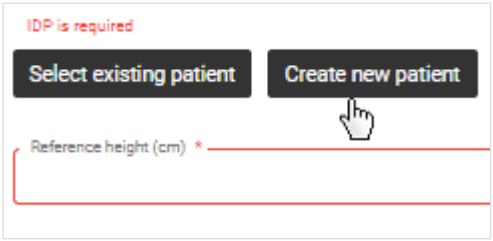
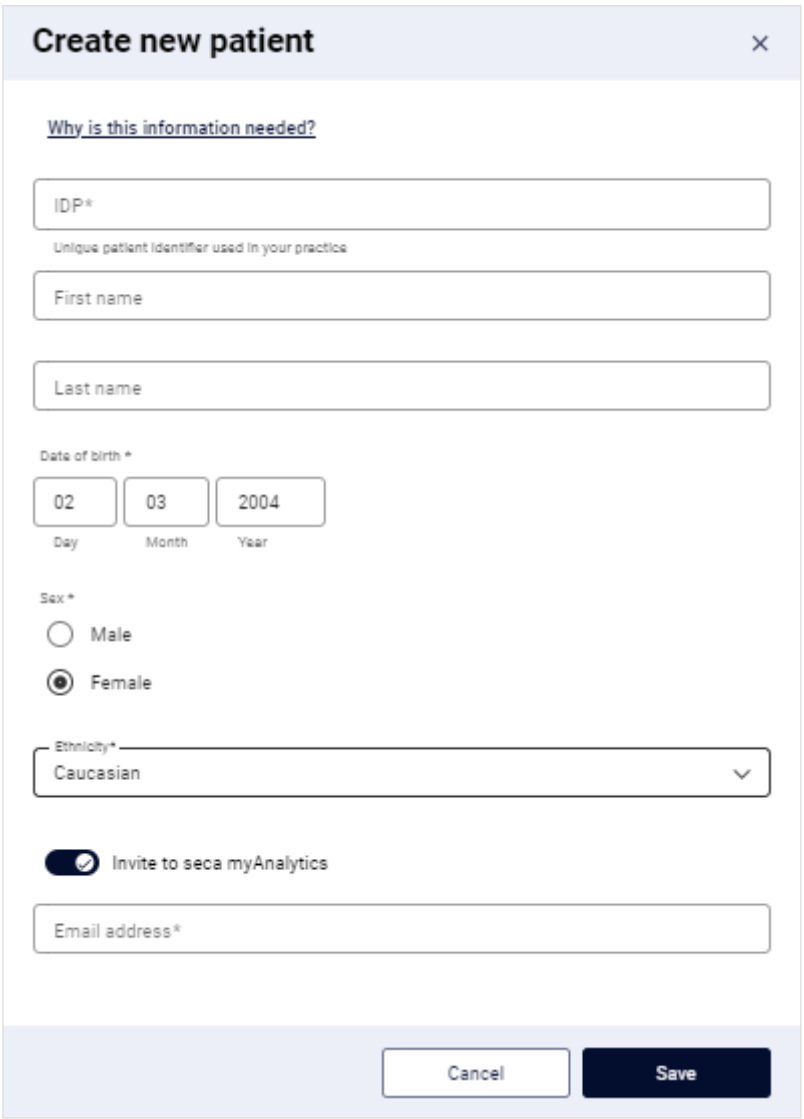
✓ Data record for the measurement open (→ Opening the data record for a measurement)

1. Click **Create new patient**.



⇨ The **Create new patient** dialog is displayed.



2. In the **IDP** field, enter a character string to suit the ID system used in your institution.
3. Complete all the mandatory data (data with an asterisk) as a minimum (→ Filling in data fields).
4. Click **Save**.

   ⇨ The new patient is created.
5. Add further measurement data (if necessary) (→ Filling in data fields).

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6. Click **Save**.
   ⇨ The measurement data are saved and linked to the IDP.
   ⇨ You have the following option for continuing: → Viewing analyses

Assigning follow-up measurements to a patient

NOTE

If you use a barcode/RFID scanner at the seca measuring device, the IDP is transmitted to the **seca analytics 125** software automatically.

The correct IDP must always be assigned to measurements without a patient ID (IDP).

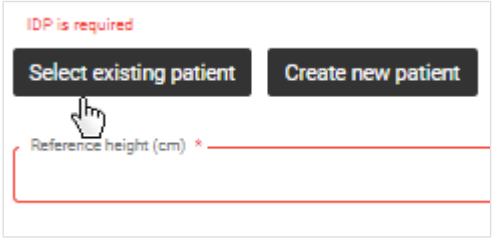
NOTICE!
Incorrect data assignment, inconsistent measuring results

Incorrect entries in a data record may lead to incorrect assignment of measuring results and falsify the analysis.

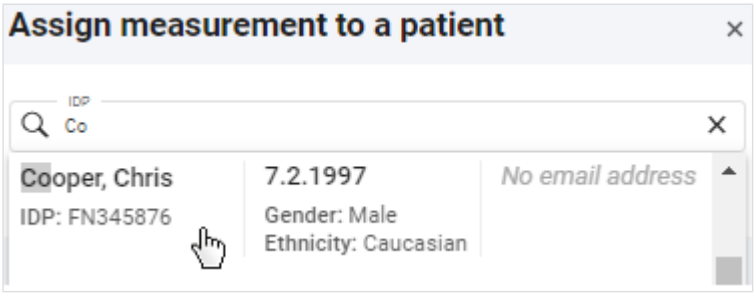
► Ensure that you assign the correct IDP to all measurements for a patient.

✓ Data record for the measurement open (→ Opening the data record for a measurement)

1. Click **Select existing patient**.



   ⇨ A dialog with a search field is displayed.
2. Enter patient name or the IDP of the patient.
   ⇨ Search results will appear as you enter the information.
3. Click the desired search result.



4. Click **Apply**.

NOTE

The measurement data transmitted by the seca measuring device are used, but the reference height of the selected IDP is automatically assigned to the **Reference height** field (→ Changing the reference height).

5. Add further data (if necessary) (→ Filling in data fields).
6. Click **Save**.
   ⇨ The data are saved.
   ⇨ You have the following option for continuing: → Viewing analyses

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NOTE

If there are deviations between the patient data transmitted by the device and those of the selected patient, you must first check these changes and confirm by clicking **Proceed** before the measurement is finally saved.

Filling in data fields

NOTICE!

Incorrect data assignment, inconsistent measuring results

Incorrect entries in a data record may lead to incorrect assignment of measuring results and falsify the analysis.

- ► Ensure that you enter the correct data.
- ► Ensure that you always use the same IDP for all measurements for a patient.
- ► If you realize that you have inadvertently overwritten existing recorded data with incorrect data, cancel the procedure. The data record will not be saved and can be opened and edited again.
- ► Ensure that you enter measured values in conformity with the unit system set in the software.

NOTE

The data available in the measurement once it has been received depend on the functional scope and configuration of the seca measuring device.

✓ Data record for the measurement open (→ Opening the data record for a measurement)

1. If the measurement does not have an **IDP**, assign an **IDP**:
   - ► Initial measurement of the patient: → Creating a new patient with the initial measurement
   - ► Follow-up measurements of the patient: → Assigning follow-up measurements to a patient
2. If you wish to edit **patient data**, proceed as follows:
   a) Click 
   b) Click **Edit patient data**
   c) Fill in data fields as described in the following table
   d) Click **Save**

NOTE

If you change basic data which is essential for bioimpedance analysis (e.g. date of birth), you must first check these changes and confirm by clicking **Proceed** before the change is finally saved.

Patient data		
Data field	**Action**	**Explanations**
IDP	No action possible in this dialog	• → Correcting an incorrect assignment: Assigning the measurement to a different patient • → Correcting an incorrect assignment: Creating a new patient with a measurement • → Changing a patient's IDP
First name	Enter the patient's first name	Optional data
Last name	Enter the patient's last name	Optional data

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Patient data		
Data field	**Action**	**Explanations**
Date of birth	Click the calendar symbol and select the patient's date of birth	Mandatory data
Sex	Select an option from the drop-down menu	Mandatory data
Ethnicity	Select an option from the drop-down menu	Mandatory data
Email address	Enter the patient's email address	• Optional data • For inviting the patient to **seca myAnalytics** (→ Administering invitations for patient accounts (optional))

3. If you wish to edit **measurement data**, fill in the data fields as described in the following table.

Measurement data		
Data field	**Action**	**Explanations**
Reference height (adults only)	Enter height (if necessary) or select height currently measured	• Mandatory data • → Changing the reference height **NOTE** The first measured value for height is set as the reference height and is used for all measurements. The value does not change automatically with a new measured value, as a consistent value is required to obtain an accurate trend analysis. No reference height can be set for children, as this value has no significance while they are still growing. • → Display of weight and height values
Weight	Enter weight	• Mandatory data • → Display of weight and height values
Waist circumference	• Enter waist circumference • With imperial unit system: Select a fraction from the drop-down menu as an option if required	• Mandatory data or optional (depending on settings: → Activating/deactivating waist circumference as mandatory data) • Data required to display the **Visceral Adipose Tissue (VAT)** parameter • → Display of weight and height values
Note	Enter text	• Optional data • The size of the Comment field can be modified by keeping the primary (left) mouse key depressed on the  symbol and dragging the field to make it larger or smaller. • For recording a note about the measurement
PAL	Have PAL value estimated by selecting activity levels or entering a value manually	• Optional data • Data required to display the **Total Energy Expenditure (TEE)** parameter • → Estimating the PAL

4. Click **Save**.

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⇨ The data are saved.

NOTE

If you change basic data essential for bioimpedance analysis (e.g. reference height), you must first check these changes and confirm by clicking **Proceed** before the measurement is finally saved.

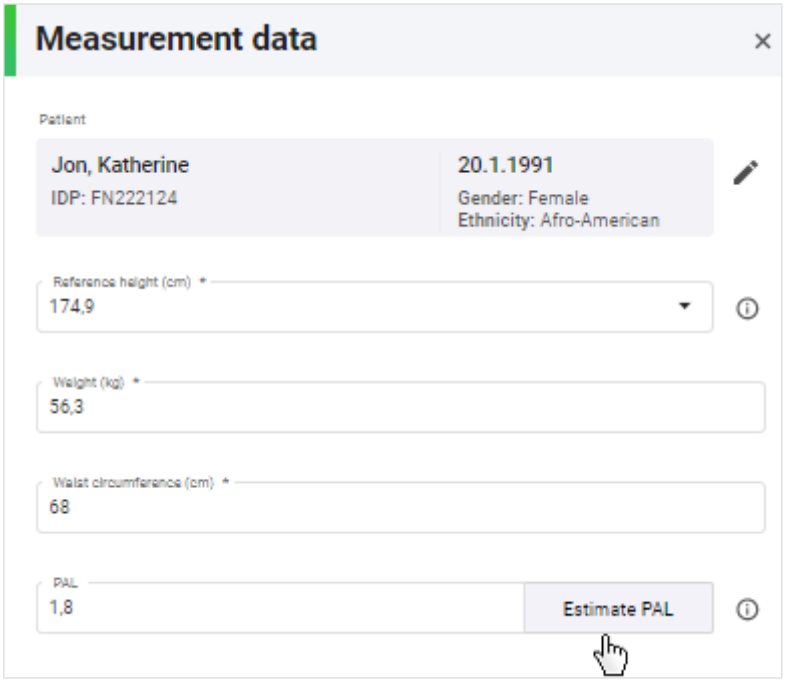
NOTE

If there is an error when saving, the measurement is displayed with a red marking (→ Troubleshooting).

Estimating the PAL

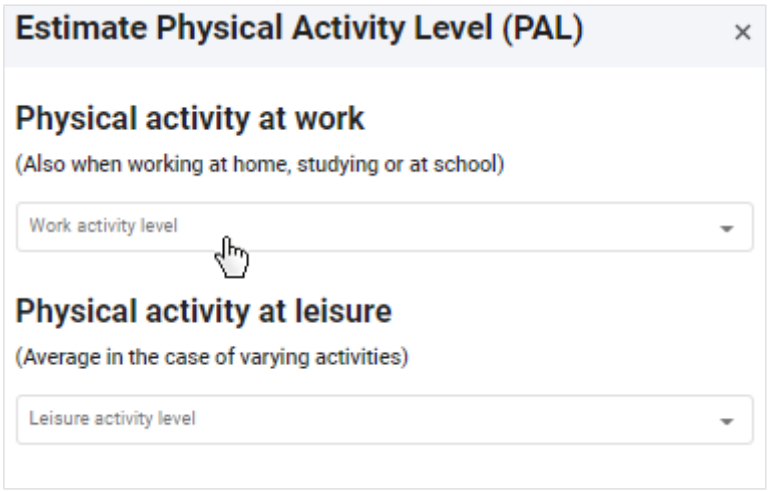
✓ Data record for the measurement open (→ Opening the data record for a measurement)

1. Click **Estimate PAL**.



⇨ The **Estimate Physical Activity Level (PAL)** dialog is displayed.

2. Click the **Work activity level** dropdown field.



3. Select the appropriate category.
4. Click the **Leisure activity level** dropdown field.

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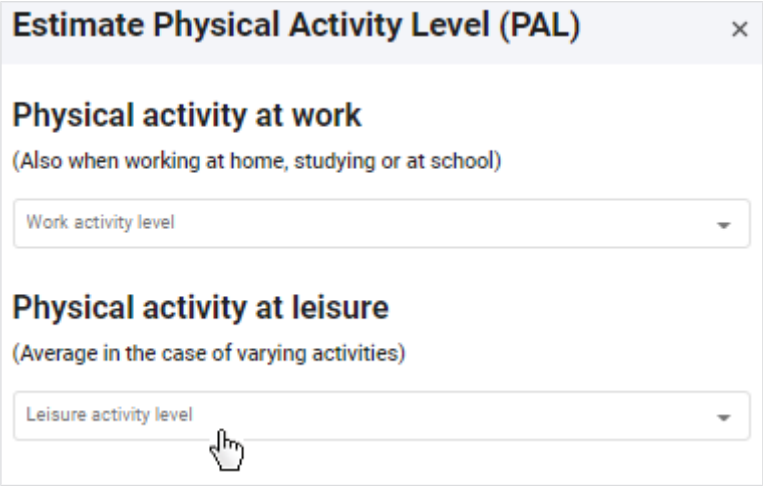


5. Select the appropriate category.
   ⇨ PAL is estimated and displayed automatically.
6. Click **Apply**.
7. Click **Save**.

Changing the reference height

The value for height should be identical for every measurement for a patient in order to obtain an accurate trend analysis. However, the measured height of a patient fluctuates throughout the day and from measurement to measurement.

The first measured value for height is set as the reference height and is used for all measurements for the same IDP (old and future measurements). In other words, the value for height does not change automatically with a new measured value. However, a new measured value (**Currently measured height**) is also saved in the measurement and can be adopted manually as the new reference height if required.

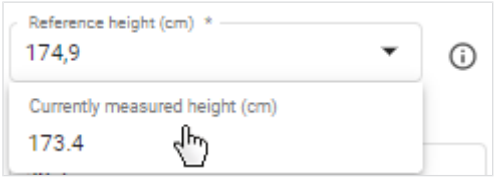
NOTE

The reference height can only be set for patients aged 18 years or over. No reference height can be set for children, as this value has no significance while they are still growing.

Proceed as follows to change the reference height manually:

✓ Data record for the measurement open (→ Opening the data record for a measurement)

1. Click the **Reference height** field.
   ⇨ The current measured value is displayed in the dropdown field.
2. Select the current measured value (**Currently measured height**).



   ⇨ The current measured value is adopted as the new reference height.

NOTE

- You can also enter a different value in the **Reference height** field.
- For the imperial unit system, the value can be changed by clicking **Edit reference height**.
- If you have changed the value by accident, cancel editing of the measurement. When the measurement is opened again, the original reference height will be available to you again.

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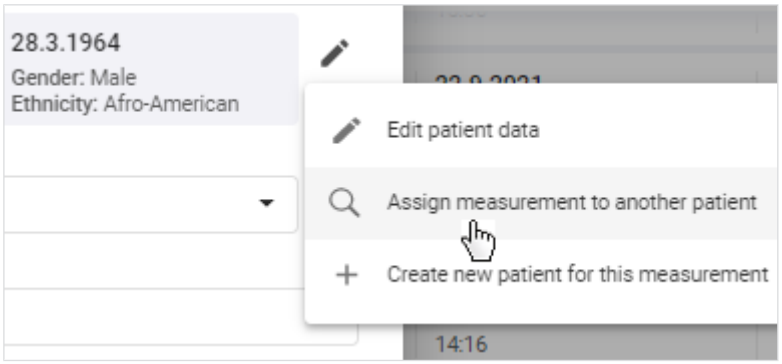
3. Click **Save**.
   ⇨ A note on changing height is displayed.
4. Click **Proceed** to confirm the change.
   ⇨ The selected value is specified as the new reference height for all measurements.

Correcting an incorrect assignment: Assigning the measurement to a different patient

If you have accidentally assigned the wrong IDP to a measurement (incorrect patient), you can change the assignment.

✓ Data record for the measurement open (→ Opening the data record for a measurement)

1. Click  .
2. Click **Assign measurement to another patient**.



   ⇨ A dialog with a search field is displayed.
3. Enter the name or the IDP of the correct patient.
4. Click the desired search result.

5. Click **Save**.
   ⇨ The **Confirm amendment of critical patient data** dialog shows the patient data of both patients.

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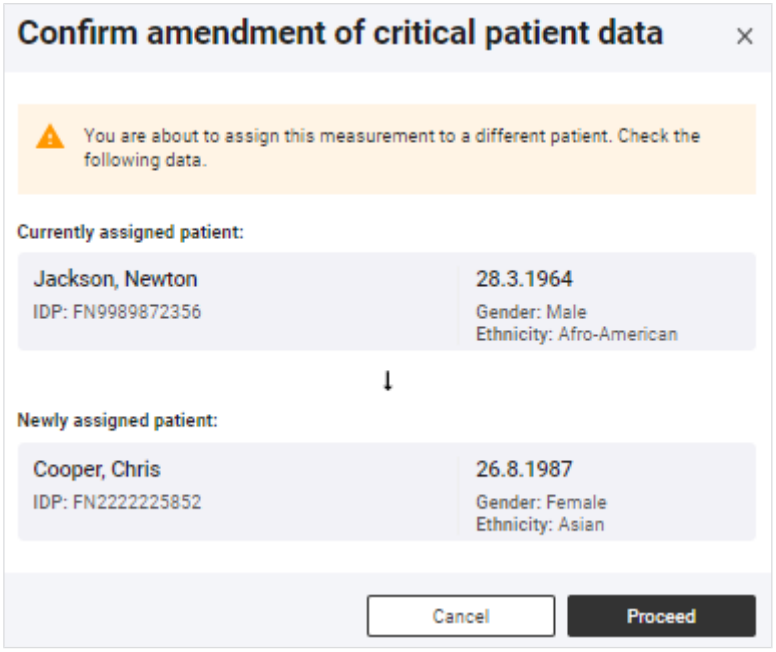


6. Check the patient data.

   NOTICE!
   Incorrect data assignment, inconsistent measuring results

   Incorrect entries in a data record may falsify the analysis.

   ► Ensure that you assign the measurement to the correct patient.

   NOTE

   The value for height is changed to the reference height of the new IDP (for information on reference height: → Changing the reference height).

7. If you are sure that the measurement can be assigned to the selected patient, click **Proceed**.

   ⇨ The data are saved.

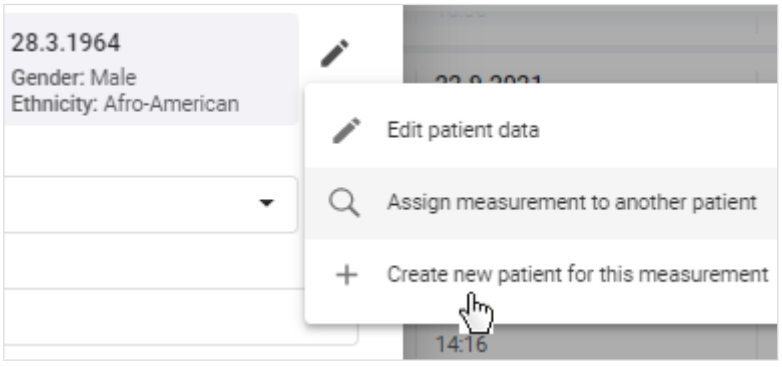
   ⇨ The measurement is assigned to the selected patient.

Correcting an incorrect assignment: Creating a new patient with a measurement

If you have accidentally assigned an existing IDP to a measurement for a new patient (incorrect patient), you can change this assignment.

✓ Data record for the measurement open (→ Opening the data record for a measurement)

1. Click  .
2. Click **Create new patient for this measurement**.



⇨ The **Create new patient** dialog is displayed.

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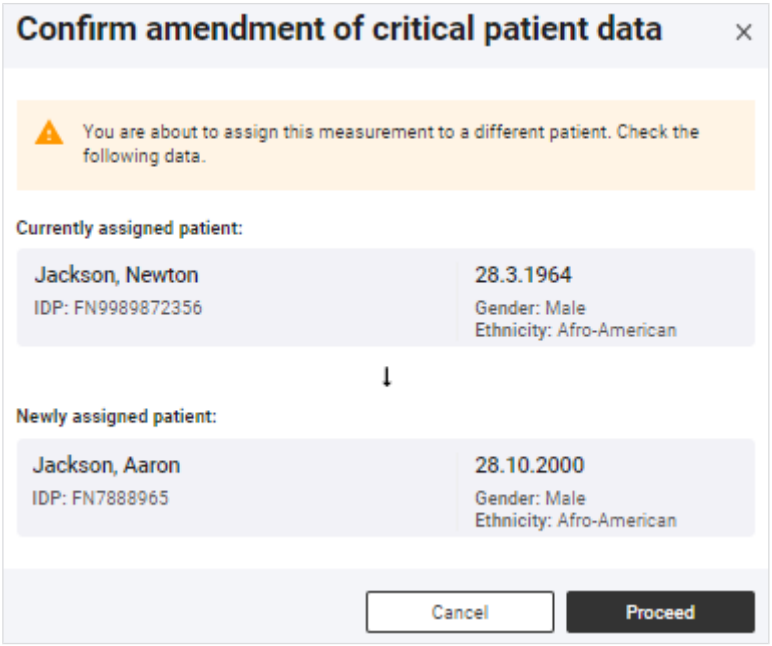
3. In the **IDP** field, enter a character string to suit the ID system used in your institution.
4. Change all the necessary patient data.
5. Click **Save**.
   ⇨ The new patient is created.

   NOTE

   The value for height corresponds to the reference height of the IDP originally assigned and must therefore be changed to the actual measured value (**Currently measured height**) if the measurement is assigned to a new patient. The actual measured value is then specified as the reference height for the new patient (→ Changing the reference height). The reference height can only be set for patients aged 18 years or over. In the case of children, you should therefore skip the following two steps.
6. Click the **Reference height** field.
   ⇨ The current measured value is displayed in the dropdown field.
7. Select the current measured value (**Currently measured height**).

   ⇨ The current measured value is adopted as the new reference height.
8. Click **Save**.
   ⇨ The **Confirm amendment of critical patient data** dialog shows the patient data of both patients.



9. Check the patient data.

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NOTICE!
Incorrect data assignment, inconsistent measuring results

Incorrect entries in a data record may falsify the analysis.

► Ensure that you assign the measurement to the correct patient.

10. If you are sure that the patient data are correct, click **Proceed**.

⇨ The data are saved.

Deleting measurements

You can move single measurements to trash. Measurements in trash are permanently deleted automatically after three months have elapsed. If you use quotas, you may want to use the **Mark as faulty measurement** function that irrevocably deletes measurements directly: → Marking measurements as a faulty measurement

NOTE

Patient data including all measurements for a patient can only be deleted with administrator rights (→ Deleting patient data).

NOTE

Analyzed (green) measurements can also be moved to trash by clicking and then **Move to trash** in **Analyses** view.

NOTICE!
Potential data loss

Measurements in trash can only be restored for three months; after this time, they are deleted permanently.

► Before moving a measurement to trash, always check carefully whether or not the data are still required.

✓ Data record for the measurement to be deleted is open (→ Opening the data record for a measurement)

1. Click  .

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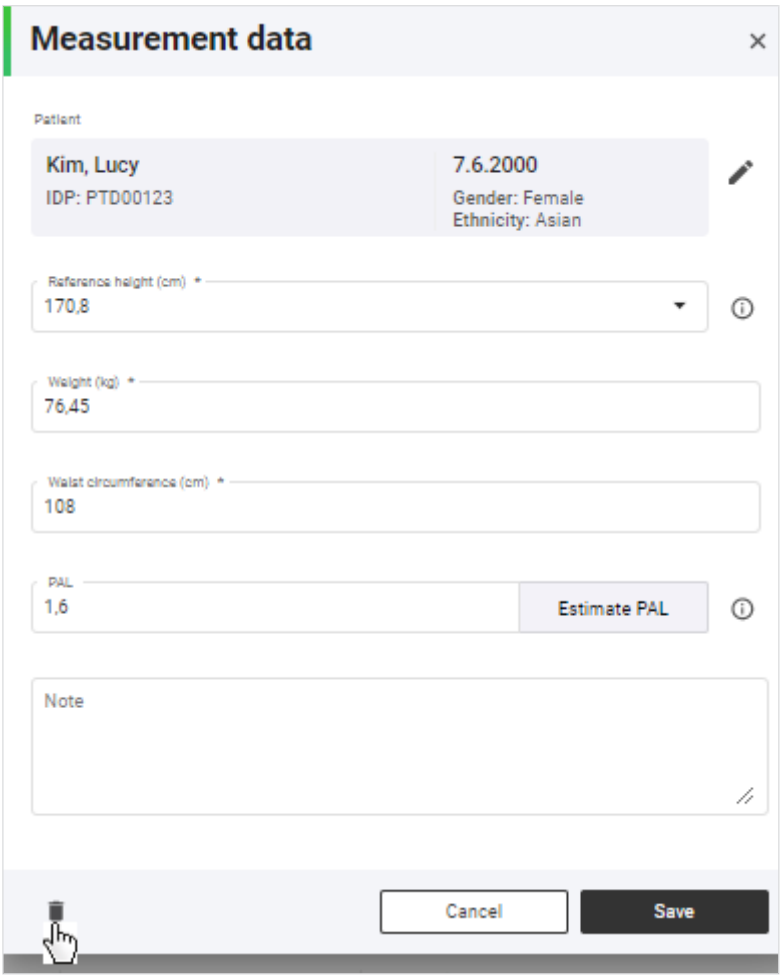

⇨ You will see a message asking whether you want to move the measurement to trash.

2. Click **Yes** to move the measurement to trash.

⇨ The measurement is moved to trash.

⇨ The measurement is removed from the current view.

Restoring measurements

Measurements in trash can be restored.

NOTE

Measurements remain in trash for just three months before being permanently deleted automatically.

✓ **Measurement list** view called up (→ Calling up the measurement list)

1. Click the Status filter.

⇨ A dropdown menu opens.

2. Click **Measurements in trash**.

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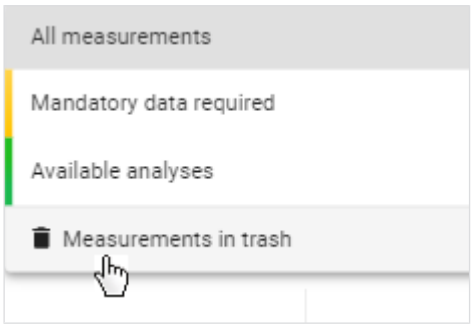
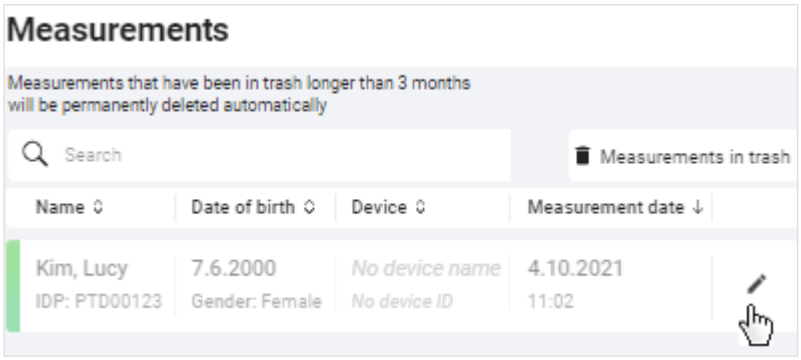


⇨ The contents of trash are displayed.

NOTE

The search field filter is also used in trash. In order for all deleted measurements to be displayed, the search field has to be empty.

3. Click  in the desired measurement.



⇨ The **Measurement data** dialog is displayed.

4. Click **Restore**.

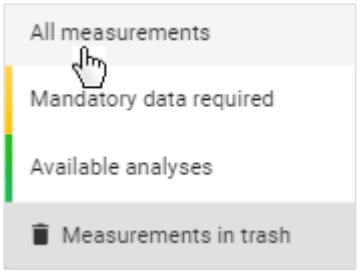
⇨ You will see a message asking whether you are sure you want to restore the measurement.

5. Click **Yes** to restore the measurement.

⇨ The measurement is removed from the current view.

⇨ The measurement is added to the measurement list.

6. Select the desired option in the status filter to return to **Measurement list** view.



NOTE

The filters used in trash also remain active in **Measurement list** view (→ Resetting all filters).

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Marking measurements as a faulty measurement

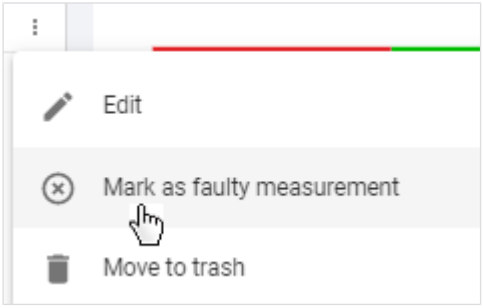
You can mark a measurement as a faulty measurement. This is possible only for three days after analysis of the measurement. A faulty measurement will immediately be deleted irrevocably from all lists and will not be deducted from specified quotas (→ Using quotas).

For customers using the devices in the context of the **99+1** leasing concept, costs are incurred for every measurement analyzed. Faulty measurements will be listed in the invoicing data for information purposes.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

✓ **Analyses** column shown (→ Showing/hiding the Analyses column)

1. Click ⋮ in the desired analysis.
2. Click **Mark as faulty measurement**.



   ⇨ A message asking whether the measurement is to be marked as a faulty measurement is displayed.
3. Activate the **Yes, mark measurement as a faulty measurement** checkbox.
4. Click **Confirm**.
   ⇨ The analysis is removed from the list.
   ⇨ The measurement is removed from the measurement list.
   ⇨ The measurement is not deducted from specified quotas.
   ⇨ The measurement is marked as a faulty measurement in the invoicing data (for **99+1** leasing concept only).

7.8 Viewing analyses

→ Calling up an analysis for a measurement
→ Selecting an analysis module
→ Selecting the view option
→ Showing/hiding the Analyses column
→ Showing/hiding analyses
→ Using the time filter
→ Using the device filter
→ Opening/closing full-screen view
→ Showing/hiding info texts

The **seca analytics 125** software determines from a measurement a series of analysis parameters which are displayed in the form of charts. One analysis parameter is displayed per analysis chart.

The formulas used to calculate analyses for children (from 5 years of age to under 18 years) differ from those for adults (aged 18 years or over). In the transition phase (aged from 16 to under 18 years), both the analysis parameters for adults and those for children can be displayed (→ Selecting an analysis module).

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Age group	Patient's age at the time of measurement	Available analysis modules
Children	5 to under 16	Analysis modules for children
	16 to under 18	• Analysis modules for children • Analysis modules for adults
Adults	18 and over	Analysis modules for adults

NOTE

Some analysis parameters are available only for measuring adults. (→ Analysis parameters)

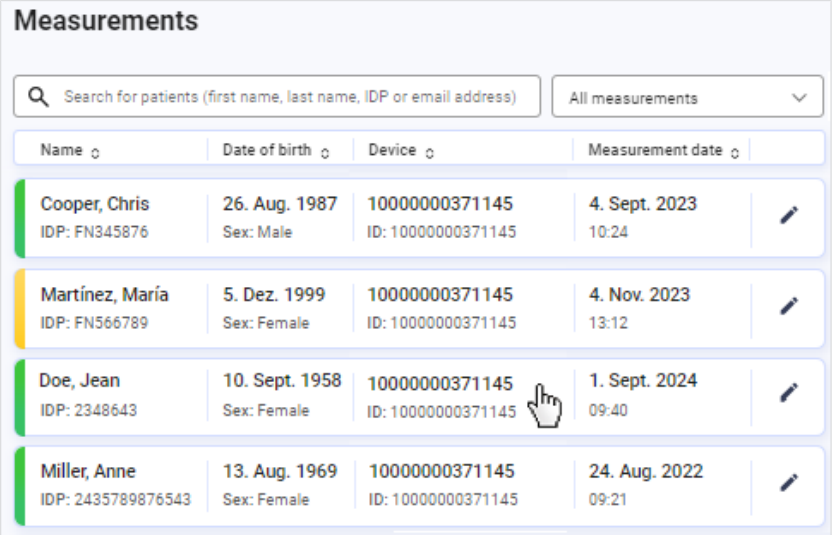
Calling up an analysis for a measurement

NOTE

The mandatory data for a measurement must be complete for the analysis (→ Filling in data fields). Only measurements in green have an analysis.

✓ **Measurement list** view called up (→ Calling up the measurement list)

▶ Click the desired measurement.



⇨ The **Single measurement** view is displayed.

NOTE

Analysis parameters from the **Nutritional & Functional Assessment** analysis module are displayed as the default setting. In the case of children, the analysis parameters from the **All analysis parameters** analysis module for children are displayed. If the analysis module has already been changed for the patient, the last selection is displayed.

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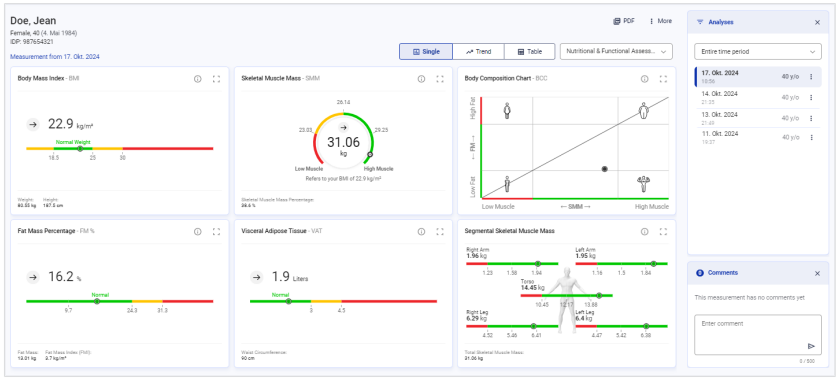


NOTE

You can also reach **Analyses** view by clicking a patient in **Patient management** view or by searching for a patient on the home page and clicking the search result.

NOTE

In the **Analyses** column, you can switch between the available patient measurements analyzed (→ Showing/hiding the Analyses column). If you are in **Trend** view, the selected single measurement is highlighted in the chart and both the measured value and the difference from the previous measured value are displayed (→ Selecting the view option).

Selecting an analysis module

An analysis module contains the display of certain analysis parameters. You can select from different analysis modules.

Analysis modules for children (patient's age at the time of measurement from 5 to under 18 years) are identified with this symbol: 🐼

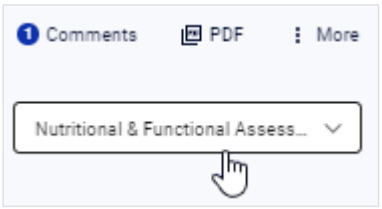
NOTE

You will find a summary of seca analysis modules and analysis parameters here: → Analysis parameters / → seca analysis modules

To select an analysis module, proceed as follows:

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click the **Analysis modules** dropdown menu.



2. Select the desired option.

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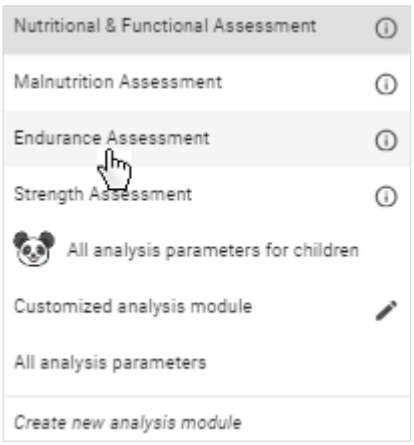

⇨ The analysis parameters for the selected analysis module are displayed.

NOTE

The **Customized analysis module** can be configured by the user:
→ Editing a customized analysis module

NOTE

The last analysis module selected for a patient is saved. This analysis module is also displayed to the patient as the default module in the **seca myAnalytics** software as long as a patient account has been set up (→ Administering invitations for patient accounts (optional)).

Selecting the view option

You can select different view options:

- **Single measurement** (graphical analysis of a single measurement)
- **Trend** (graphical analysis of multiple measurements)
- **Table** (tabular analysis of a single measurement or multiple measurements)

NOTE

If you have selected a seca analysis module, the same analysis parameters are displayed in Table view as in Trend view (except for **BCC** and **BIVA**).

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

► Select the desired view option:

View	Button	Result
Single measurement	Single	The analysis parameters for a single measurement are displayed in charts.
Trend	Trend	The analysis parameters for multiple measurements are displayed in the charts as a trend.
Table	Table	The analysis parameters for a single measurement (if only one measurement is available) or for multiple measurements are shown in the form of a table.

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NOTE

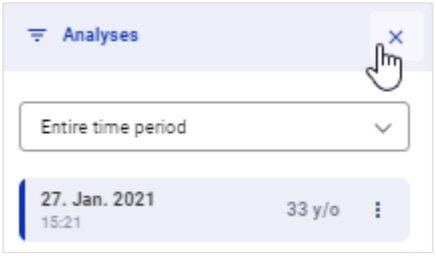
You have the option of hiding single measurements (analyses). These are then not shown in the **Trend** and **Table** views (→ Showing/hiding analyses).

Showing/hiding the Analyses column

The analyzed (green) patient measurements are displayed in the **Analyses** column.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click ✕.



⇨ The column is hidden.

2. Click Analyses.

⇨ The column is shown.

Showing/hiding analyses

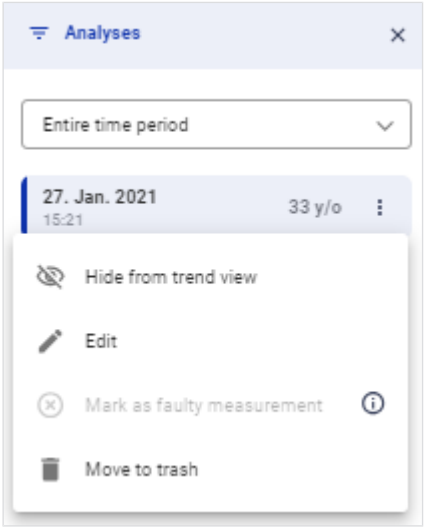
You can exclude individual analyses from the **Trend** and **Table** views in order to make these clearer. The selection is also applied to any PDF exported with regard to the trend charts.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

✓ **Analyses** column shown (→ Showing/hiding the Analyses column)

1. Click ⋮ in the desired analysis.

⇨ The options menu is displayed.



2. In the options menu, click .

⇨ The analysis is grayed out and is displayed.

⇨ The analysis is no longer shown in **Trend** and **Table** views.

3. To show the analysis again, click .

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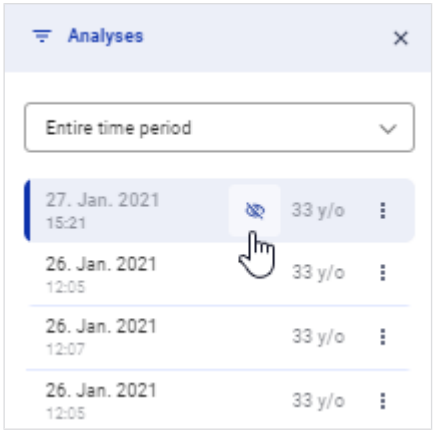


NOTE

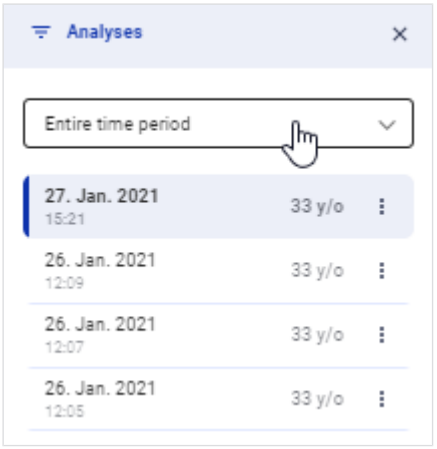
This function is also available in **Single measurement** view, as when analyses are hidden, trend arrows ↗ are no longer displayed in the analysis charts.

Using the time filter

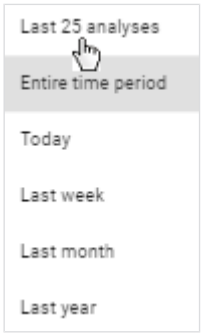
A list of analyzed measurements for the patient is displayed in the **Analyses** column. You can use the **Time filter** dropdown menu to select the period for which analyses are to be displayed.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click the **Time filter** dropdown menu.



2. Select the desired option.



⇨ The measurements performed in the selected period are displayed with date and time under the **Time filter** dropdown menu.

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NOTE

The default display is a maximum of 25 measurements.

► To load more measurements, click **Load older analyses** or **Load newer analyses**.

Using the device filter

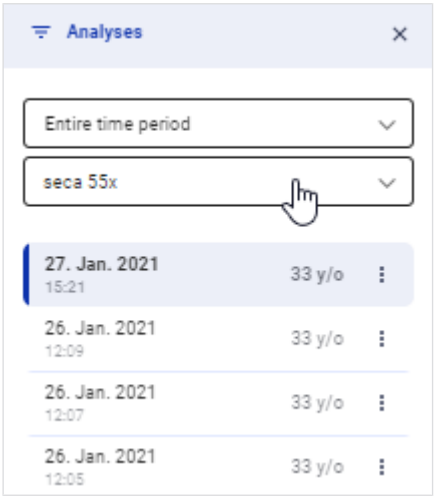
A list of analyzed measurements for the patient is displayed in the **Analyses** column. The **Device filter** dropdown menu allows you to select the measuring device whose analyzed measurements are to be displayed in the list.

NOTE

If all the patient's measurements were performed with the same device, the **Device filter** dropdown menu is not displayed.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click the **Device filter** dropdown menu.



2. Select the desired option.

⇨ The measurements performed with the selected device are displayed under the **Device filter** dropdown menu with the date and time.

NOTE

The default display is a maximum of 25 measurements.

► To load more measurements, click **Load older analyses** or **Load newer analyses**.

Opening/closing full-screen view

Each analysis parameter is displayed in its own analysis chart. You can view a full-screen version of each analysis chart.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click the ⛶ icon in the desired analysis chart.
   ⇨ Full-screen view opens.
2. Click the ✕ icon in full-screen view.
   ⇨ Full-screen view closes.

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Showing/hiding info texts

Explanatory info texts are available for some analysis parameters and analysis modules.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click the ⓘ icon in the desired analysis chart/in the **Analysis modules** dropdown menu.
   ⇨ The info texts are shown.
2. Click anywhere outside the info text.
   ⇨ The info texts are hidden.

NOTE

Default texts from seca are available to use as info texts. Info texts can also be customized (administrator rights required: → Editing info texts).

7.9 Using the comment function

→ Adding a comment
→ Deleting a comment

You can add comments to any measurement. The comments are essentially directed at the patient. They are shown in the PDF export and can also be viewed by the patient online if a patient account has been activated.

Adding a comment

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)
✓ Desired analysis selected

1. Click the **Enter comment** field.

2. Enter the comment.

NOTE

The maximum number of characters for a comment is 500. A counter indicates how many characters have already been entered.

NOTE

Comments are visible to the patient both in the PDF export and online (patient account required).

3. Click ▷.
   ⇨ The comment is saved and displayed in the Comment column.

Deleting a comment

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. On the comment you would like to delete, click ⋮.

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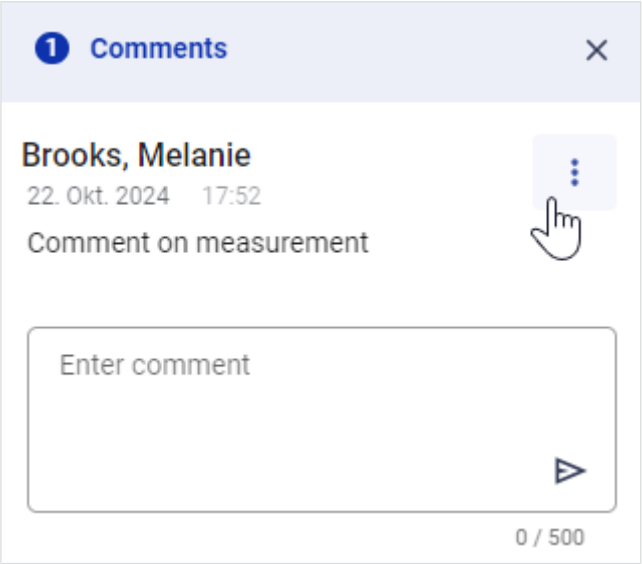


2. Click **Delete**.
   ⇨ You will see a message asking whether you are sure you want to delete the comment.
3. Click **Yes** to delete the comment.
   ⇨ The comment is deleted.

7.10 Editing a customized analysis module

→ Activating/deactivating analysis parameters
→ Changing the analysis chart sequence
→ Changing the analysis chart size

You can use the customized analysis module to compile an individual analysis which contains only the desired analysis parameters. In addition, you can change the sequence and size of the analysis charts. Analysis parameters for children cannot be displayed in the customized analysis module.

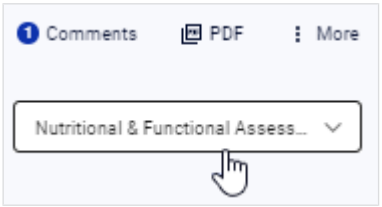
NOTE

Any changes affect only the customized analysis module. The changes will be saved for your user. Further analysis modules can be created (administrator rights required: → Administering tenant analysis modules).

Activating/deactivating analysis parameters

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click the **Analysis modules** dropdown menu.



2. Click  .

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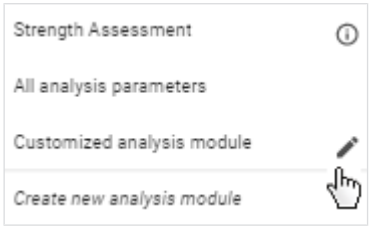
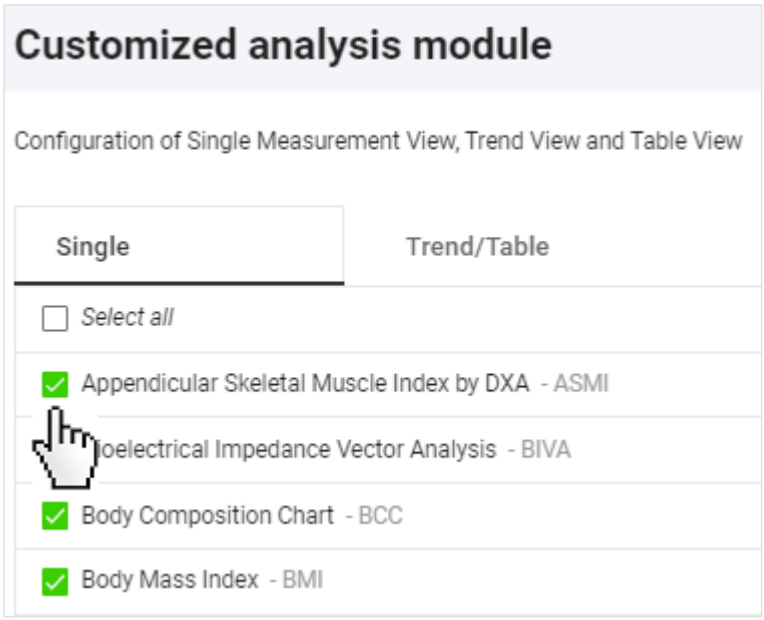


⇨ The configuration dialog for the **Customized analysis module** is displayed.

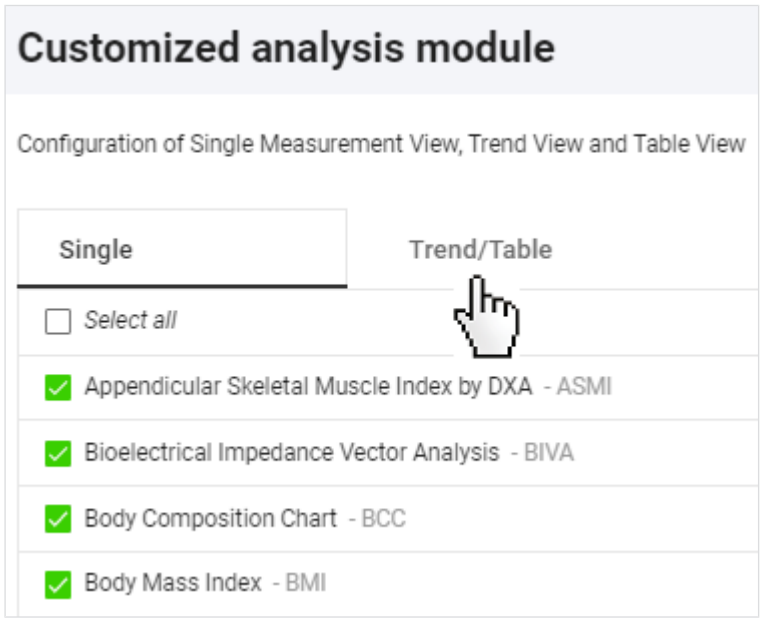
3. Activate/deactivate the checkboxes of the desired analysis parameters for **Single measurement** view.



NOTE

All checkboxes can be activated or deactivated simultaneously using the **Select all** checkbox.

4. Click the **Trend/Table** tab.



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5. Activate/deactivate the checkboxes of the desired analysis parameters for **Trend** and **Table** view.

   NOTE

   A green deactivated checkbox ☐ indicates that the associated parameter is activated in the other view. This makes it easier to select pairs of analysis parameters.

   NOTE

   The **BCC** and **BIVA** parameters cannot be shown in tabular form.

6. Click **Save**.

   ⇨ The configured **Customized analysis module** is displayed.

   ⇨ You have the following options for continuing:
   → Changing the analysis chart sequence
   → Changing the analysis chart size

Changing the analysis chart sequence

You can change the sequence of the analysis charts.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

✓ **Customized analysis module** option selected

1. Position the mouse pointer in the analysis chart you want to move.
2. Keep the primary (left) mouse key depressed.

   ⇨ The mouse pointer is displayed differently.
3. Drag the analysis chart to the desired location.
4. Release the mouse key.

   ⇨ The analysis chart remains in its new location.

Changing the analysis chart size

You can change the width and height of an analysis chart.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

✓ **Customized analysis module** option selected

1. Position the mouse pointer on one side or edge of the analysis chart.

   ⇨ The mouse pointer is displayed differently and displays the potential directions of movement.
2. Keep the primary (left) mouse key depressed and drag the analysis chart to the desired size.
3. Release the mouse key.

   ⇨ Analysis chart size has been modified.

7.11 Exporting analyses in the form of a PDF

You can export analyses in the form of a PDF. The following options are available:

- **Single measurement**
- **Single measurement and info texts**
- **Single measurement and trend**

NOTE

The comments on the analyses are also exported.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

✓ Desired analysis module selected (→ Selecting an analysis module)

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1. Click the desired analysis in the Analyses column.

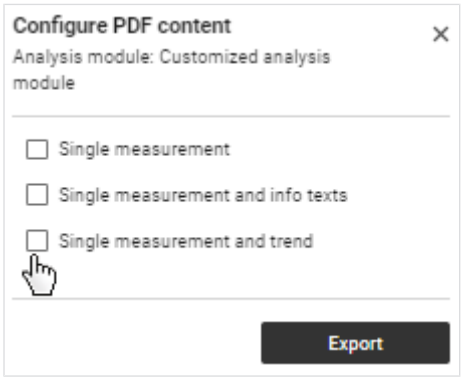
   NOTE

   Export the trend chart: A maximum of 25 analyses are used for the trend, even if more analyses were loaded in the current view (→ Using the time filter). Analyses both before and after your selected analysis are included. You can also exclude individual analyses from the trend (→ Showing/hiding analyses).

2. Click PDF.

   ⇨ The **Configure PDF content** dialog is displayed.

3. Select the desired option.

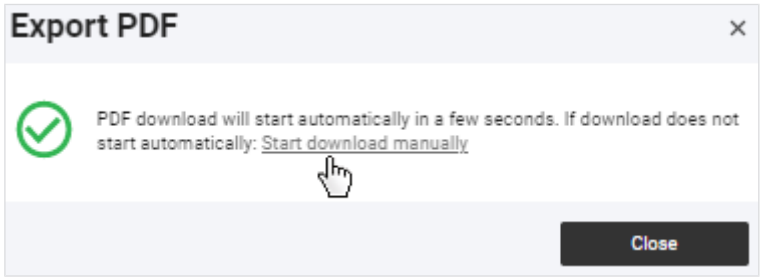


4. Click **Export**.

   ⇨ A dialog showing export progress opens.

   ⇨ An information dialog opens if the export is successful.

5. If the PDF file is not downloaded automatically, start the download manually.



6. Click **Close**.

   NOTE

   You will generally find the PDF file in the Download folder/Download history of your browser (depending on your browser settings).

   NOTE

   It is possible to set up your own company logo for PDF exports (administrator rights required: → Editing a company logo for PDF export).

7.12 Administering invitations for patient accounts (optional)

→ Calling up the seca myAnalytics dialog
→ Changing the patient's email address
→ Sending an invitation for a patient account
→ Revoking an invitation for a patient account
→ Resending an invitation

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You can hand their data over to patients to enable them to view their analyses online. To do this, send an invitation to the patient's email address. The patient can log in to the **seca myAnalytics** application with a password he or she has selected. The patient account is activated the first time the patient logs in. If patient accounts of several institutions have been activated, the patient can view data from several institutions (e.g. data from a medical practice and from a gym). You cannot deactivate or delete an activated patient account.

The following functions are available to the patient in the **seca myAnalytics** application for his or her account and data:

- Change email address
- Change password
- Change user interface language
- Changing profile picture
- Set email notifications
- View analyses and associated comments
- Exclude analyses from Trend and Table view
- Export PDF of analyses
- View Terms of Use and other information about the software
- Delete account

NOTE

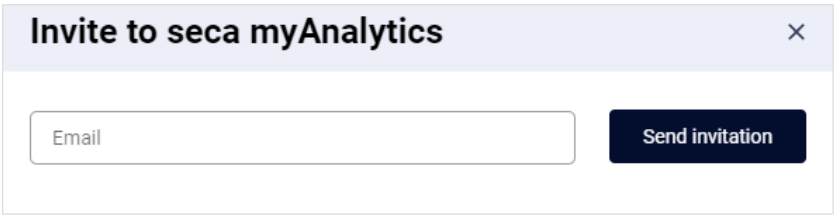
The **seca myAnalytics** application is available only for patients aged 16 or over.

Calling up the seca myAnalytics dialog

You have several options for calling up the **Invite to seca myAnalytics** dialog. The following describes calling up the dialog via **Patient management** view.

✓ **Patient management** view called up (→ Calling up patient management)

1. In the desired patient, click ⋮.
2. Click **Invite to seca myAnalytics**.
   ⇨ The patient's account status is displayed.



You have the following options for continuing:

- No invitation sent yet: → Sending an invitation for a patient account
- Invitation sent: → Revoking an invitation for a patient account / → Resending an invitation

Changing the patient's email address

NOTE

If you have already sent an invitation, you must first revoke it (→ Revoking an invitation for a patient account). You can only change the patient's email address as long as the patient has not yet activated the account.

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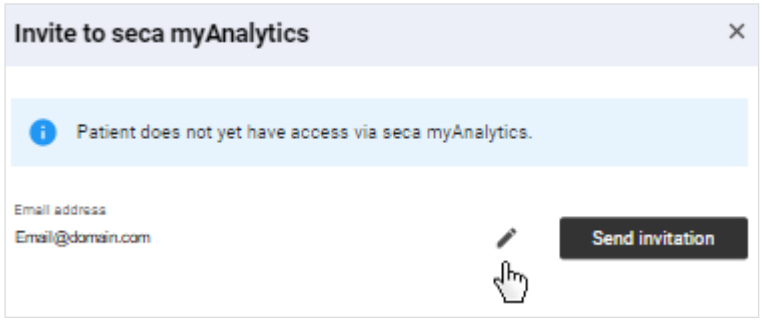
✓ **seca myAnalytics** dialog called up (→ Calling up the seca myAnalytics dialog)

1. Click .



2. Change the email address.
3. Click **Update**.

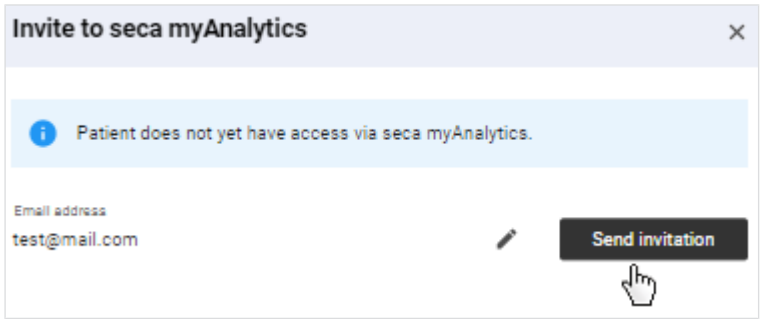
   ⇨ The email address is updated.

Sending an invitation for a patient account

✓ **seca myAnalytics** dialog called up (→ Calling up the seca myAnalytics dialog)

✓ Email address saved (Saving the patient's email address)

► Click **Send invitation**.



⇨ The patient receives an invitation with a link and can log in to the **seca myAnalytics** application.

Revoking an invitation for a patient account

NOTE

You can only revoke the invitation as long as the patient has not yet activated the account.

✓ **seca myAnalytics** dialog called up (→ Calling up the seca myAnalytics dialog)

1. Click **Revoke invitation**.

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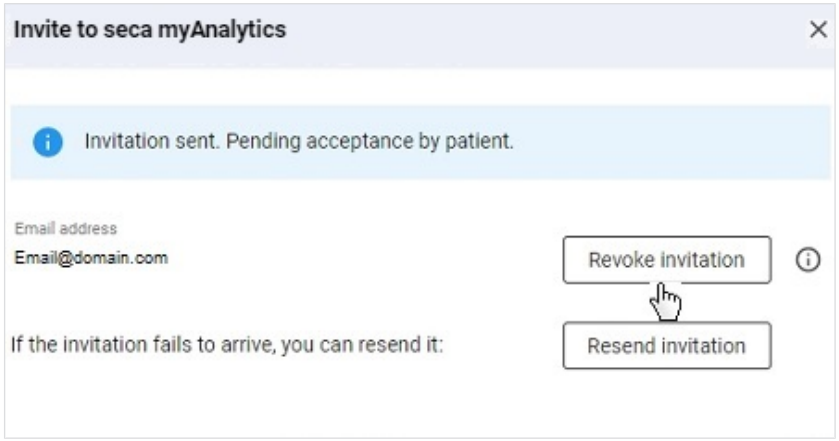


⇨ A confirmation dialog is displayed.

2. Click **Revoke invitation**.

⇨ The link previously sent to log in to the **seca myAnalytics** software can no longer be used.

Resending an invitation

You can resend an invitation which has not been accepted if the patient has not received the invitation.

NOTE

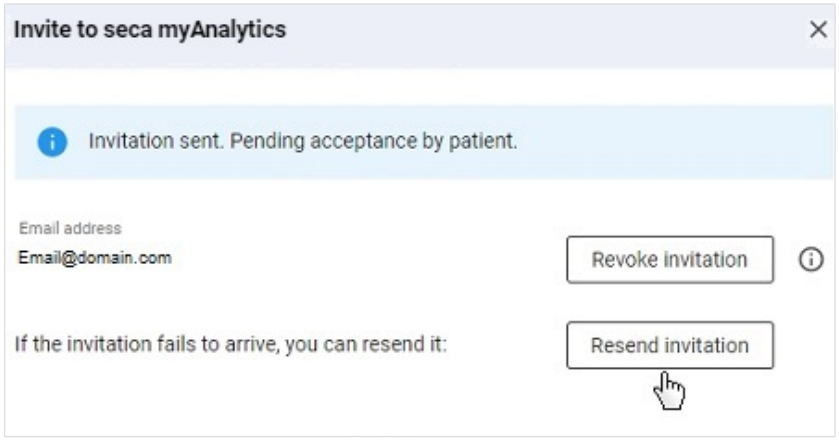
It can take up to 1 minute to send an invitation.

► Ask the patient to check his or her spam folder.

► Check the email address. If it is incorrect, revoke the invitation and change the email address (→ Revoking an invitation for a patient account).

✓ **seca myAnalytics** dialog called up (→ Calling up the seca myAnalytics dialog)

► Click **Resend invitation**.



⇨ The invitation is resent.

7.13 Using quotas

→ Editing an individual quota for a patient

→ Deactivating an individual quota

You can limit the number of measurements which can be analyzed for a patient by means of quotas. Once the maximum number of measurements is reached, another new measurement cannot be saved for an analysis; it stays in the mea-

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surement list in the form of an anonymous yellow measurement. Older yellow measurements which do not yet contain all mandatory data can no longer be edited and saved either. In this case, however, you have the option of increasing the quota (increasing the number of permitted measurements) and then continuing to edit the new measurement as usual.

There are two types of quotas:

- Default quota: The specified number applies as the default value for all patients (administrator rights required)
- Individual quota: The specified number applies to a specific patient (the value can be larger or smaller than the default quota)

The function has to be activated before you can use default quotas and/or individual quotas (→ Deactivating/activating quotas). The function is deactivated as the default. For customers using the devices in the context of the **99+1** leasing concept, this function is activated and a quota of one measurement per patient per month configured.

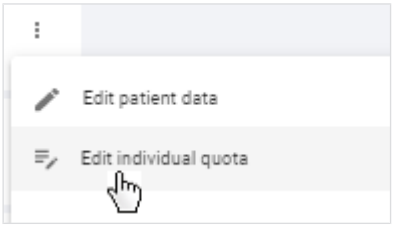
Editing an individual quota for a patient

The individual quota specifies a value which applies only to the selected patient. This value may deviate from the default quota.

✓ **Patient management** view called up (→ Calling up patient management).

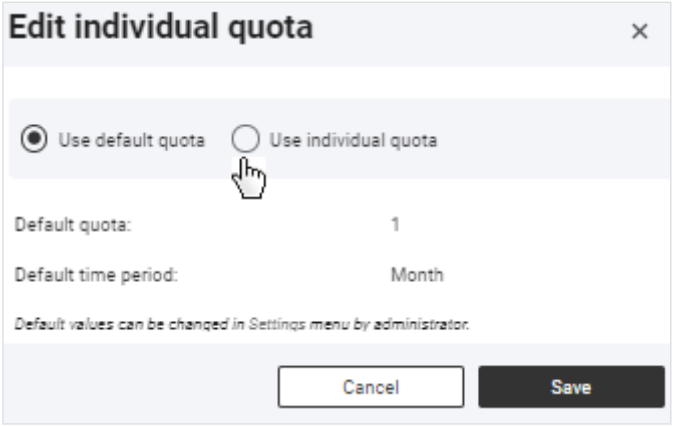
✓ Quotas are activated (→ Deactivating/activating quotas).

1. In the desired patient, click ⋮.
2. Click **Edit individual quota**.

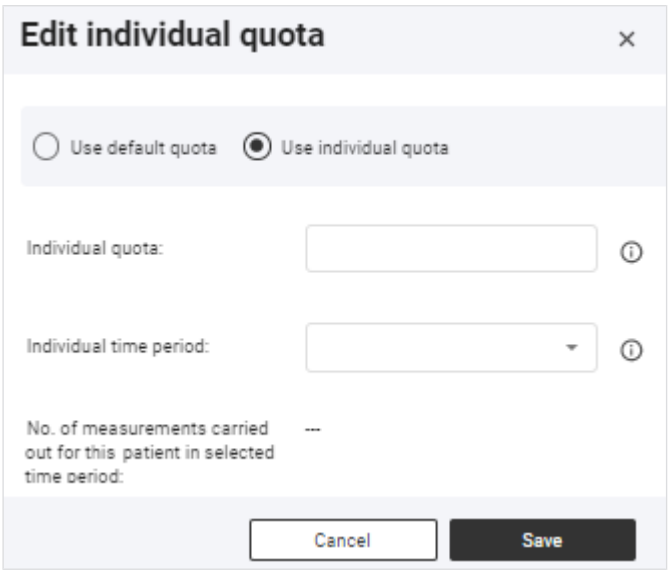


   ⇨ If an individual quota has not yet been specified, the default quota is displayed.

3. Click the **Use individual quota** option field.



4. Change the value in the **Individual quota** field as desired.



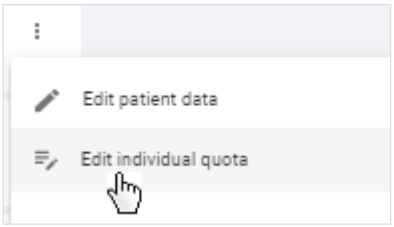
5. In the **Individual time period** dropdown menu, select the desired option.
   ⇨ The number of all patient measurements previously analyzed in the specified period is displayed.
6. Click **Save**.
   ⇨ With immediate effect, the number of measurements permitted for this patient for the selected period will be limited to the value stated.

Deactivating an individual quota

You can deactivate the individual quota by switching to the default quota. The default quota can only be deactivated with administrator rights (→ Deactivating/activating quotas).

✓ **Patient management** view called up (→ Calling up patient management).

1. In the desired patient, click ⋮.
2. Click **Edit individual quota**.



   ⇨ The current settings are displayed.
3. Click the **Use default quota** option field.

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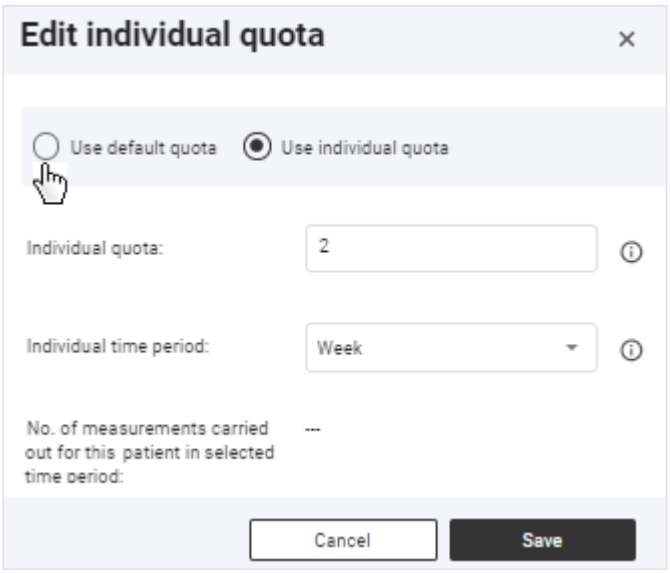

4. Click **Save**.
   ⇨ The default values will be applied.

7.14 Viewing statistics (Insights)

→ Calling up Insights
→ Selecting analysis parameters
→ Filtering by period
→ Filtering by sex

You can view statistical analyses for all patients in **Insights** view.

Calling up Insights

NOTE

You can also call up the **Insights** view straight from the home page.

1. Click ☰.
2. Click **Insights**.
   ⇨ The **Insights** view is displayed.

Selecting analysis parameters

You can select which analysis parameter is to be displayed in the statistics.

✓ **Insights** view called up (→ Calling up Insights)

1. Click the dropdown menu in the **Analysis parameters** diagram.

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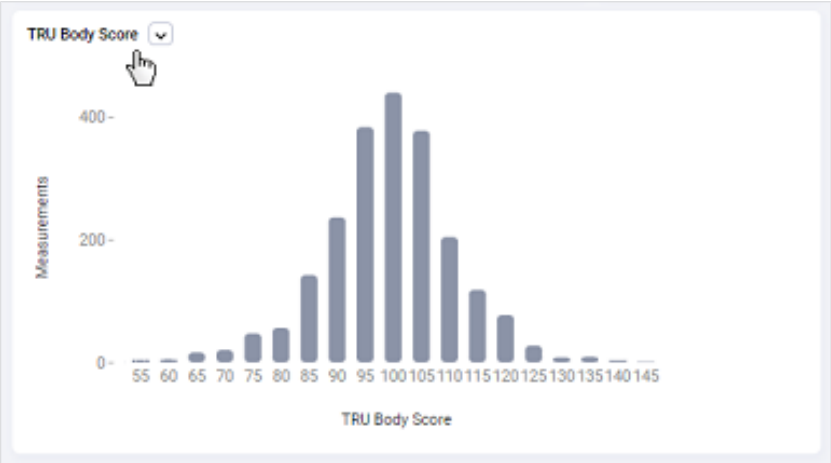
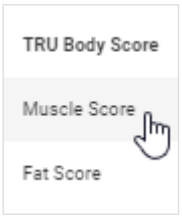


2. Select the desired option.



⇨ The statistics for the selected analysis parameter are displayed.

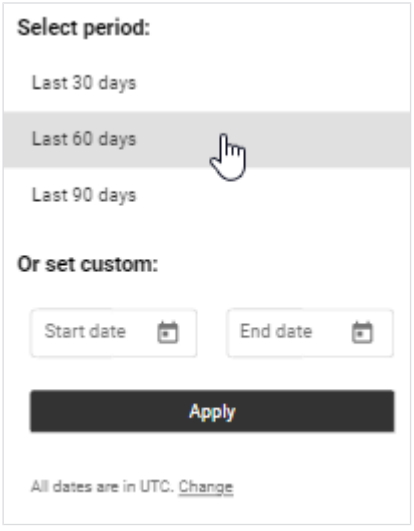
Filtering by period

You can select the period from which the measurements displayed in the statistics are to be taken.

✓ **Insights** view called up (→ Calling up Insights)

1. Click the **Time filter** dropdown menu.

2. Select the desired option.



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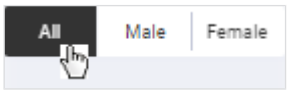
⇨ The statistics for measurements from the selected period are displayed.

Filtering by sex

You can select the group of people from which the measurements displayed in the statistics are to be taken.

✓ **Insights** view called up (→ Calling up Insights)

► Select the desired option in the **Sex** selection menu.



⇨ The statistics are displayed for measurements from the selected group of people.

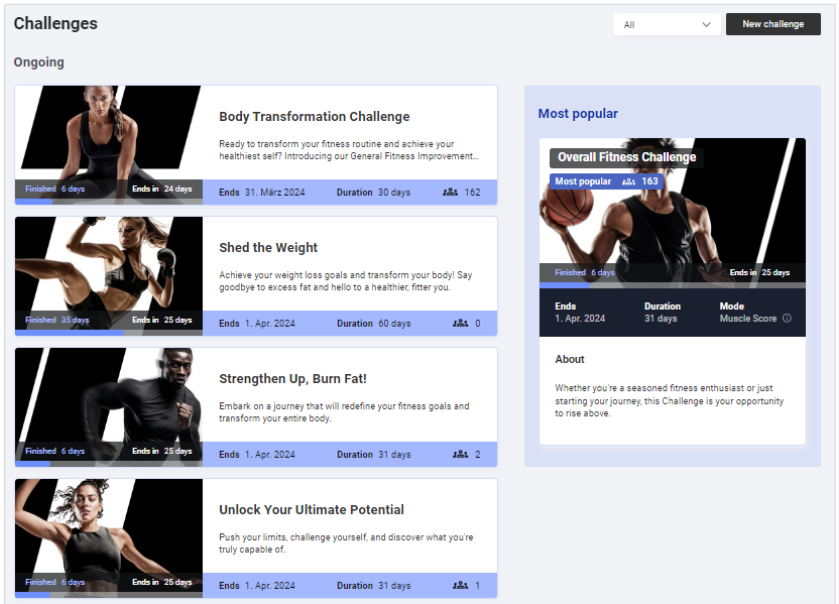
7.15 Managing challenges

→ Calling up challenges
→ Creating a challenge
→ Filtering challenges by status
→ Viewing the details of a challenge and participants
→ Editing a challenge
→ Removing participants from a challenge
→ Deleting a challenge

You can give your tenant challenges. Your tenant's customers can participate in the challenges via the **seca myAnalytics** software.

Calling up challenges

1. Click ☰.
2. Click **Challenges**.
   ⇨ The **Challenges** view is displayed (in this case: example).



Creating a challenge

✓ **Challenges** view called up (→ Calling up challenges)

1. Click **New challenge**.
   ⇨ Step 1 **Challenge** of the **New challenge** dialog is displayed.
2. Fill in all the fields.

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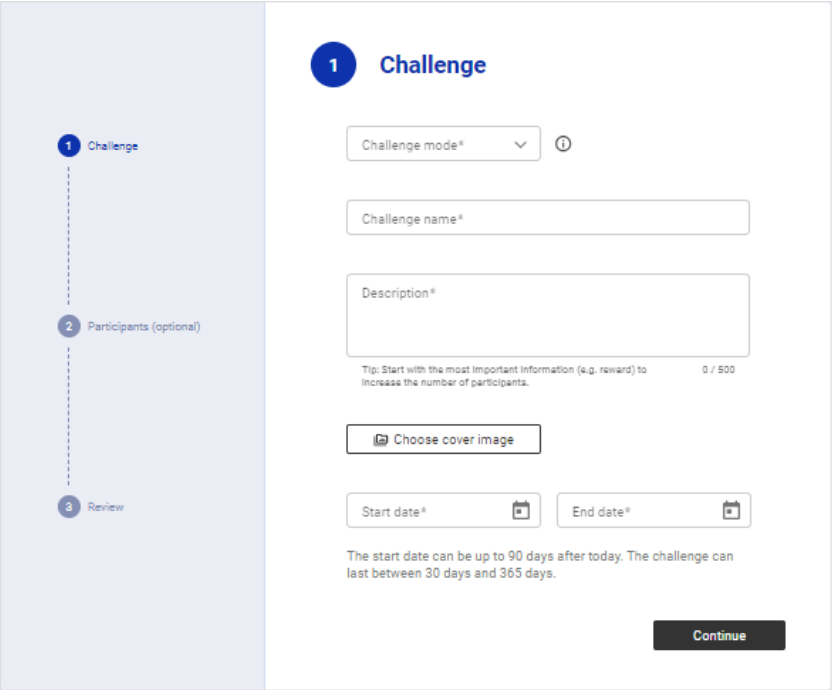


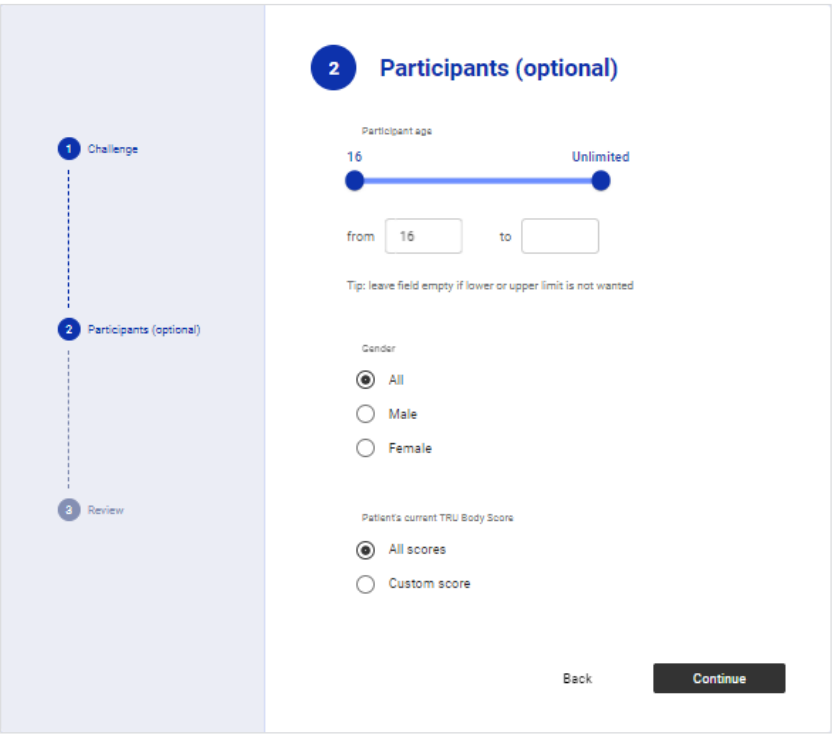
NOTE

Challenges have a minimum duration of 30 days.

3. Click **Continue**.

   ⇨ Step 2 **Participants** of the **New challenge** dialog is displayed.

4. Provide details of conditions for participation if desired (age, gender, current score).



5. Click **Continue**.

   ⇨ Step 3 **Review** of the **New challenge** dialog is displayed.

6. Check the details. You can correct your details by clicking **Back**.

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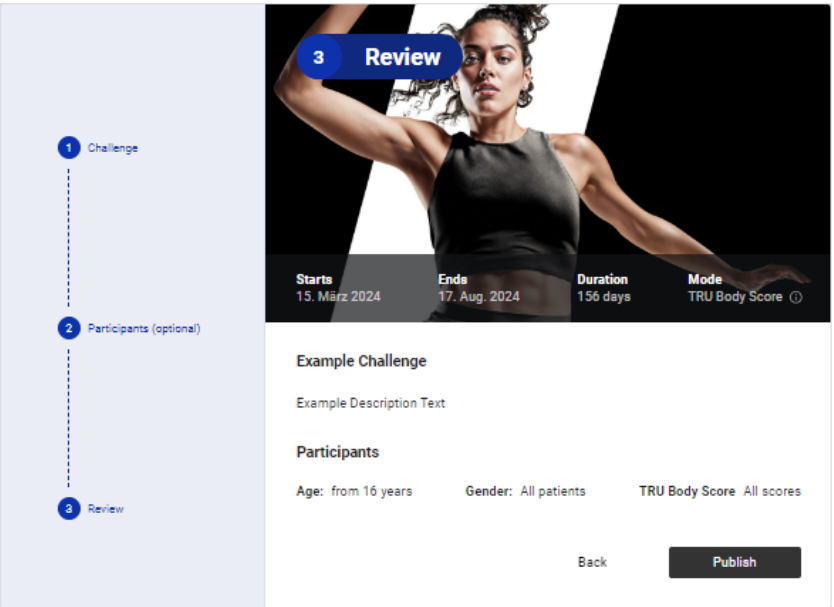


7. Click **Publish**.
   ⇨ The challenge will be published and shown in the **Challenges** view.
   ⇨ The challenge is visible to all your tenant's customers in the **seca myAnalytics** software.

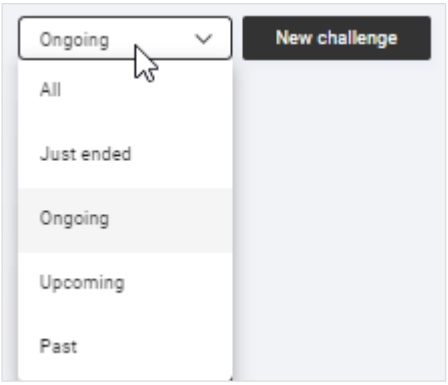
Filtering challenges by status

You can filter challenges by the following statuses:

- **All**
- **Just ended**
- **Ongoing**
- **Upcoming**
- **Past**

✓ **Challenges** view called up (→ Calling up challenges)

1. Click the **Status** dropdown menu.



2. Select the desired option.
   ⇨ Only challenges with the selected status are displayed.

Viewing the details of a challenge and participants

The following is shown in the detail view:

- Information about the challenge
- Participant (nickname)
- Winner (when challenges are complete)

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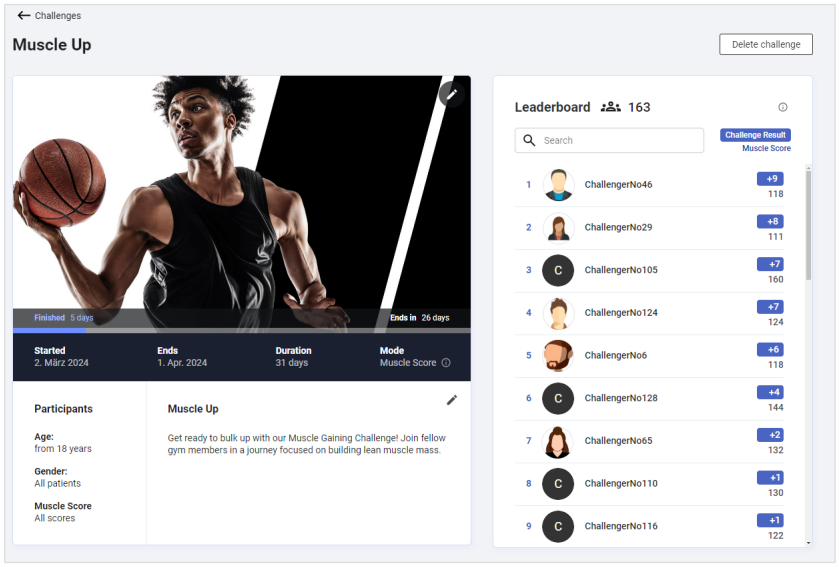
✓ **Challenges** view called up (→ Calling up challenges)

1. Click the desired challenge.

   NOTE

   Use the status filter if required (→ Filtering challenges by status).

   ⇨ The detail view of the challenge is displayed (in this case: example).



2. Click on a participant in the list of participants (**Leaderboard**) to see his or her actual name.

   ⇨ The real name of the participant is also displayed under the nickname (name selected by the participant).

Editing a challenge

✓ **Challenges** view called up (→ Calling up challenges)

1. Click the desired challenge.

   NOTE

   Use the status filter if required (→ Filtering challenges by status).

   ⇨ The detail view of the challenge is displayed.

2. Click  in the description sector.
3. Change the name and/or description of the challenge as desired.
4. Click  on the title image.
5. Change the title image of the challenge as desired.
6. Click **Save**.

   ⇨ The amended challenge is displayed.

Removing participants from a challenge

✓ **Challenges** view called up (→ Calling up challenges)

1. Click the desired challenge.

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NOTE

Use the status filter for the search if required (→ Filtering challenges by status).

⇨ The detail view of the challenge is displayed.

2. Click on the participant you wish to remove from the challenge.

⇨ The participant is marked blue.

⇨ The participant's actual name is shown in addition to his or her nickname.

3. Click  .

⇨ You will see a message asking whether you are sure you want to delete the participant.

4. Click **Yes** to delete the participant.

⇨ The participant is deleted.

Deleting a challenge

NOTE

All challenges (including those in the past) remain visible in the **Challenges** view until they are deleted manually.

✓ **Challenges** view called up (→ Calling up challenges)

1. Click the desired challenge.

NOTE

Use the status filter if required (→ Filtering challenges by status).

⇨ The detail view of the challenge is displayed.

2. Click **Delete challenge**.

⇨ You will see a message asking whether you are sure you want to delete the challenge.

3. Click **Yes** to delete the challenge.

⇨ The challenge is deleted.

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8 ADMINISTRATION (ADMINISTRATOR)

The functions described in this section can be used only by users with administrator rights (role: Administrator or user+administrator).

8.1 Managing users

Summary of roles and access rights

Every user can be assigned up to two roles. Both roles can be assigned when a user is simultaneously performing the administrative activities of the administrator.

NOTICE!
Data access by unauthorized persons

Measurement data for patients must only be viewed by people who need this data for their work.

► Deactivate the **User** role for people who are not permitted to see measurement data for patients: → Editing user data

Legend			
●	Possible	–	Not possible

Function	User	Administrator	User+ administrator
View, edit, delete measurements	●	–	●
View and print out analyses	●	–	●
Edit a customized analysis module	●	–	●
Administer invitations for patient accounts	●	–	●
Create and administer tenant analysis module	–	–	●

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Function	User	Administrator	User+ administrator
Create and administer users	–	●	●
Add devices and install certificates	–	●	●
Export and import data	–	●	●
Export and import measurements	–	●	●
Delete patient data including measurements	–	●	●
Set up and administer company logo	–	●	●
Create and administer info texts	–	●	●
Activate quotas and specify the default value for the maximum number of measurements (default quota)	–	●	●
Change the maximum number of measurements for a patient (individual quota)	●	●	●
Mark measurement as a faulty measurement	●	–	●
For **99+1** leasing concept only: View and export invoicing data	–	●	●

Calling up user management

1. Click ☰.
2. Click **Users**.
   ⇨ The user list is displayed.
   ⇨ You have the following options for continuing:
   → Adding a new user
   → Editing user data
   → Deactivating/activating a user

Adding a new user

✓ **User management** view called up (→ Calling up user management)

1. Click **Add new user**.
   ⇨ The **Add new user** dialog is displayed.

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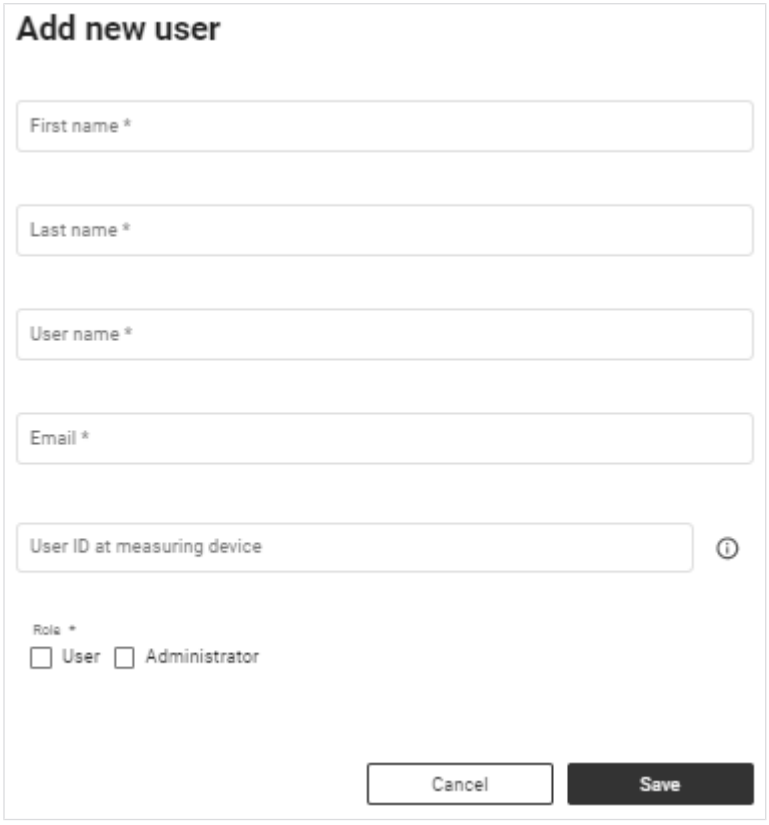

2. Fill in all the mandatory fields as a minimum.

   NOTE

   The username cannot be changed subsequently.

   ► Select the username in compliance with the specifications of your institution.

   NOTE

   After saving, an activation link is sent to the email address.

   ► Ensure that the email address entered is valid.

3. Enter the user ID in the **User ID at measuring device** field if necessary.

   NOTE

   User data can be displayed on seca measuring devices (→ Compatible seca products). To this end, the user ID scanned by a user at the measuring device must be added to the user account.

   NOTICE!
   Data access by unauthorized persons

   If you have the **User** role, you can access measurement data for patients. Measurement data for patients must only be viewed by people who need this data for their work.

   ► Ensure that the user obtains only the necessary permissions.

4. Select one role (or several roles) for the user (→ Summary of roles and access rights).
5. Click **Save**.

   ⇨ The new user is added. An activation link has been sent to the email address given.

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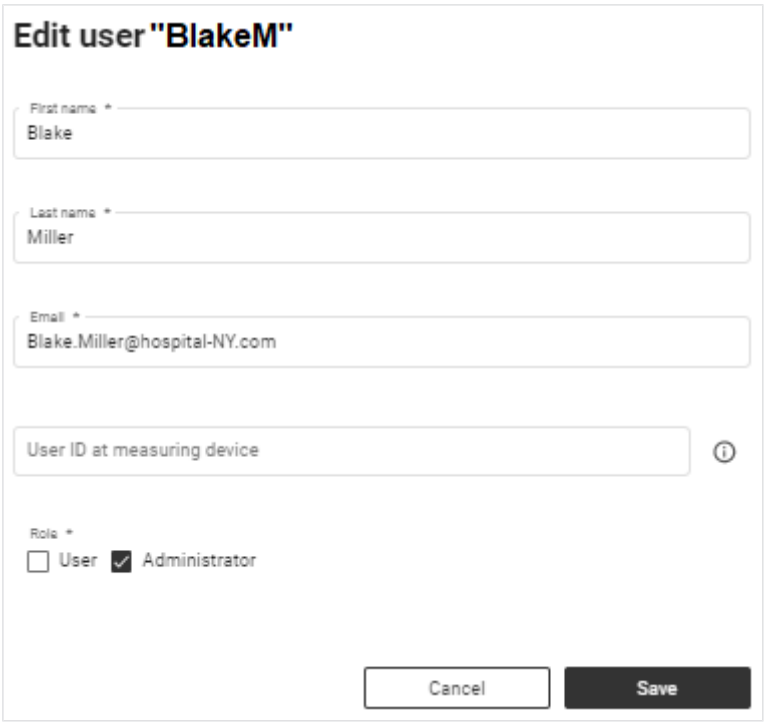
Editing user data

✓ **User management** view called up (→ Calling up user management)

1. In the line for the desired user, click ⋮.
2. Click ✎.
   ⇨ The **Edit user "[name]"** dialog is displayed.



NOTICE!
Data access by unauthorized persons

If you have the **User** role, you can access measurement data for patients. Measurement data for patients must only be viewed by people who need this data for their work.

► Ensure that the user obtains only the necessary permissions.

3. Change the data as desired.
4. Click **Save**.
   ⇨ The data have been changed.

Deactivating/activating a user

✓ **User management** view called up (→ Calling up user management)

1. In the line for the desired user, click ⋮.
2. Click ✕ **Deactivate** / ✓ **Activate**
   ⇨ A confirmation dialog is displayed.
3. Click **Confirm** to deactivate/activate the user.
   ⇨ The user is deactivated/activated.

NOTE

You can only deactivate users, not delete them.

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Viewing the status of two-factor authentication

1. Click ☰.
2. Click **Users**.
   ⇨ The user list is displayed.
   ⇨ The **Status** column indicates whether two-factor authentication (2FA) is enabled ✓ or disabled ✗ for the user.

NOTE

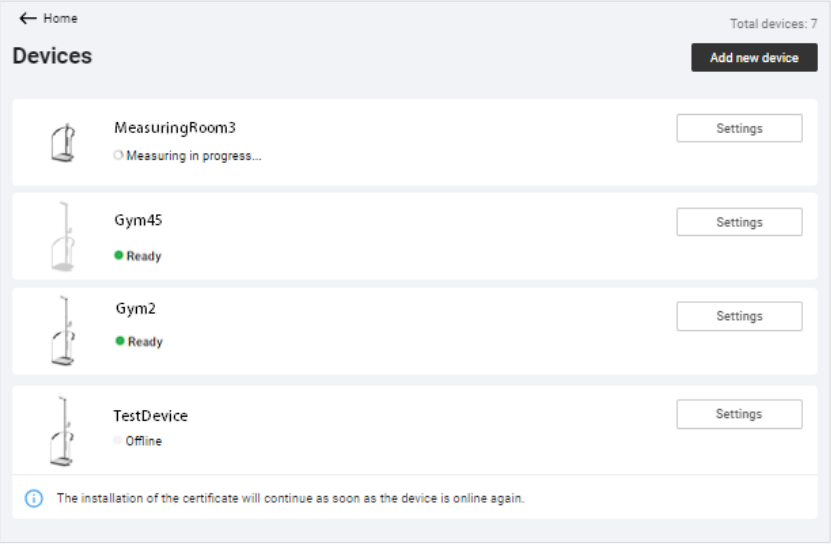
seca Service can disable two-factor authentication (2FA) for users if they no longer have access to their authentication app.

8.2 Using the device list

Viewing the device list

You can call up a list of all the seca measuring devices connected.

1. Click ☰.
2. Click **Devices**.
   ⇨ The connected devices and their status are displayed.



Device status	Meaning/function
Ready	Device is connected and ready to measure
Measuring in progress	Measurement in progress
Offline	Device not connected, e.g. during a device restart

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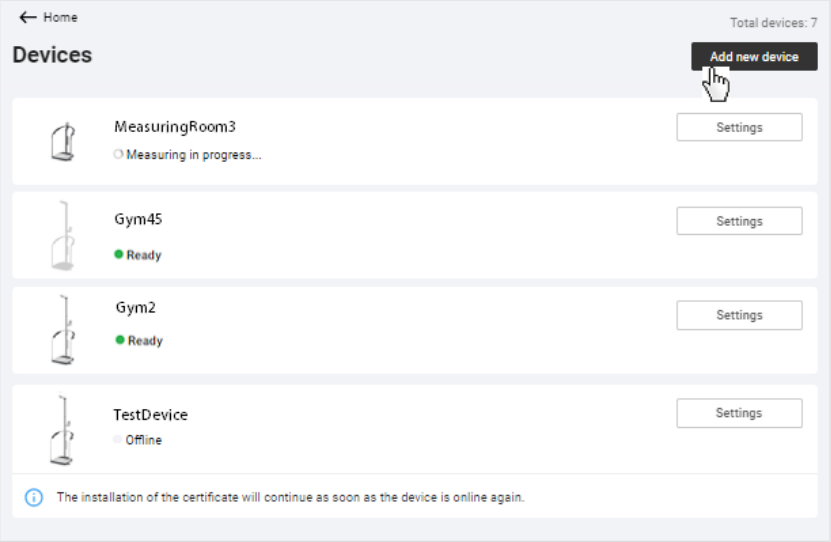
Device status	Meaning/function
Deactivated	Device has been deactivated by seca Service or is not yet activated

Adding a device (optional)

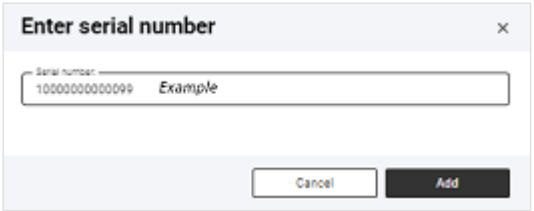
You can add measuring devices yourself if seca Service has not already done so.

✓ You need the serial number of the device
✓ The IP address or the DNS address you received from seca Service has been entered in the device
✓ The device is online

1. Click ☰.
2. Click **Devices**.
   ⇨ The device list is displayed.
3. Click **Add new device**.



4. Enter the serial number of the device.



5. Click **Add**.
   ⇨ The device is added to the device list.
   ⇨ A certificate will be installed.
   ⇨ After installation, the device will be restarted (device-dependent).
   ⇨ Once the installation process is complete, the device is shown as **Ready**.

Calling up device settings

1. Click ☰.
2. Click **Devices**.
   ⇨ All connected devices are displayed.
3. In the desired device, click **Settings**.

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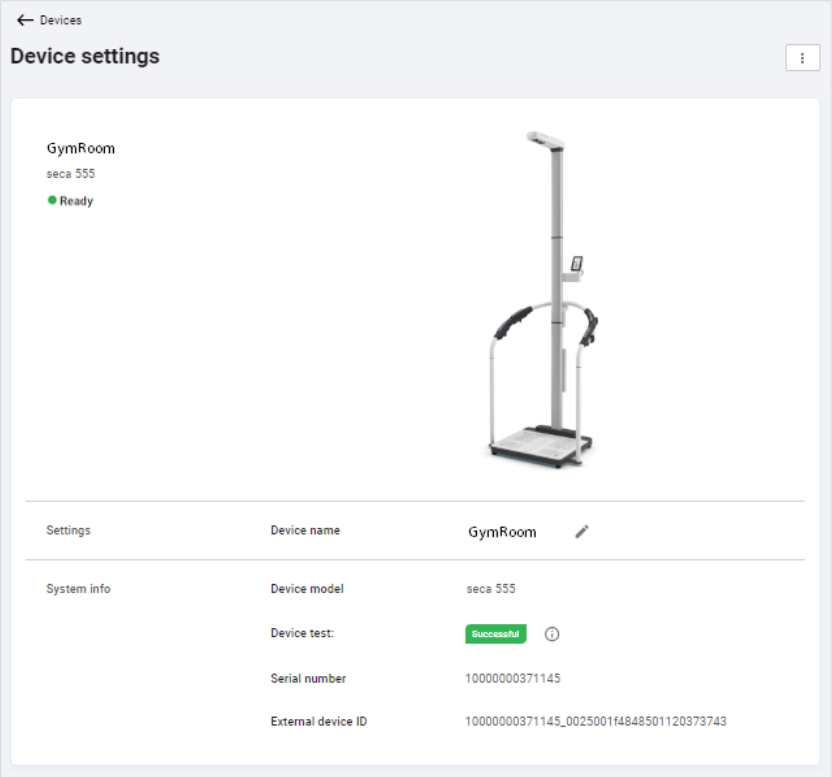
⇨ The **Device settings** view is displayed.

⇨ You have the following options for continuing:
→ Reinstalling a certificate (optional)
→ Renaming device
→ Completing device test (seca mBCA 555/554)



The following information is displayed:

Setting/information	Meaning/function
Device name	Model number (default), can be amended as desired (→ Renaming device)
Device model	Automatically transmitted by device
Device test	Status of device test, display device-dependent (→ Completing device test (seca mBCA 555/554))
Serial number	Automatically transmitted by device
External device ID	Unique device identifier

Reinstalling a certificate (optional)

A certificate is required to connect measuring device and software. This certificate is generated automatically during installation and renewed automatically before it expires. In the event of an error, you can reinstall the certificate.

✓ The device is currently not in use.

✓ **Device settings** view called up (→ Calling up device settings).

1. Click ⋮ for the desired device.

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2. Click **Reinstall certificate**.
   ⇨ A prompt dialog is displayed.
3. Click **Yes** to reinstall the certificate.
   ⇨ The certificate will be installed.
   ⇨ After installation, the device will be restarted.

NOTE

If you run the function when the device is offline, the installation process does not start until the device is back online.

Renaming device

✓ **Device settings** view called up (→ Calling up device settings).

1. Click  in the **Device name** line.
2. Change the name as desired.
3. Click  to save the change.
   ⇨ The device name is changed.

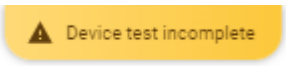
Completing device test (seca mBCA 555/554)

In the device test you can check whether the measuring device is measuring with the intended measuring accuracy for bioimpedance measurements. Further information about this is available in the **Quick Reference Guide seca 474**.

A device test is only complete if the serial number of the **seca 474 BIA Test Kit** used to perform the device test has also been entered. Otherwise the device test will be displayed as **Incomplete**.

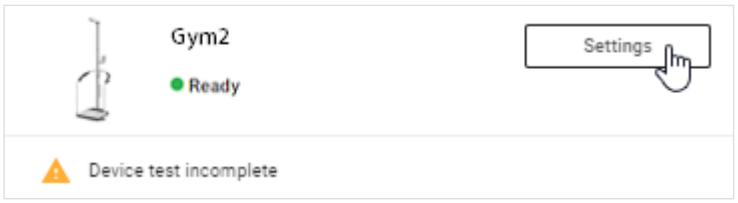
NOTE

If the device test for one or more devices is incomplete, the following banner is displayed in every view:



Proceed as follows to complete the device test:

1. Click  .
2. Click **Devices**.
   ⇨ The connected devices are displayed.
3. On the device with the note **Device test incomplete**, click **Settings**.



   ⇨ The **Device settings** view is displayed.
4. Click  in the **Device test** line.
   ⇨ The **Device test** dialog is displayed.
5. Click  .
6. Enter the serial number of the **seca 474 BIA Test Kit**.

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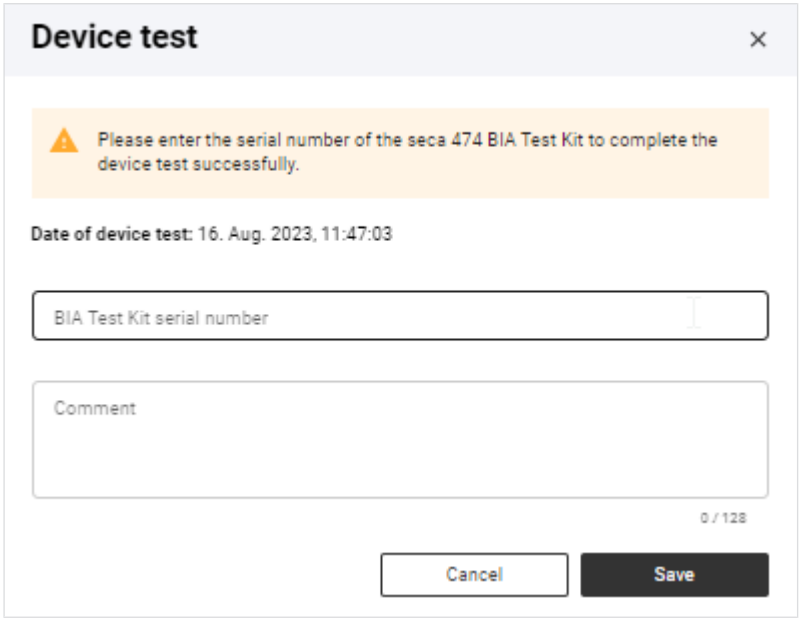
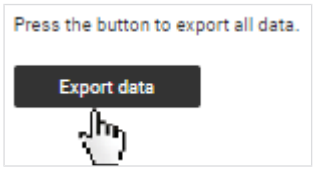


7. Enter a comment if desired.
8. Click **Save**.
   ⇨ The status of the device test changes to **Successful**.

8.3 Exporting data

Proceed as follows to export all measurement data for all patients in the form of a file (.csv):

1. Click ☰.
2. Click **Data import/export**.
   ⇨ The **Data import/export** dialog is displayed.
   ⇨ The **Data export** tab is selected.
3. Click **Export data**.



   ⇨ The file is exported.
   ⇨ The data of the file can be processed by a spreadsheet program, for example.

NOTICE!
Data access by unauthorized persons

Patient data must be accessible only to people for whose work this data is essential.

► Ensure that only people with permission to do so use the export file.

NOTE

The storage location for the export file depends on browser settings.

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8.4 Importing data

You can import data from the **seca analytics 115** software to the **seca analytics 125** software. Only measurement data are imported, no analyses. New analyses are calculated from the imported measurement data in the **seca analytics 125** software with current formulas.

NOTE

- ► A backup file from the seca patient database of the **seca analytics 115** software is used as the source for data import (file format .bak). You can find information on creating the backup file in the instructions for use for **seca analytics 115**.
- ► Only backup files with the latest version of the seca 115 software can be used for import.
- ► Data import is possible only when your **seca analytics 125** configuration is not integrated in a third-party system.

The following data are imported (data content possibly lower depending on the size of the source data):

Data type	Data content
Patient data	• Patient ID (IDP) • Last name • First name • Date of birth • Sex • Ethnicity • Email address
Measurement data	• Values of bioimpedance measurement • Height • Weight • Waist circumference • Time of measurement • Model number of the device used for measurement

Proceed as follows to import data from the seca 115 software:

✓ Source data from the seca 115 software are available

1. Click ☰.
2. Click **Data import/export**.
   ⇨ The **Data import/export** dialog is displayed.
3. Click the **Data import from seca 115** tab.
4. Select the desired import file (format: .bak) using one of the following methods:
   - ► Drag & drop the file into the marked area
   - ► Select the file via **Select file**

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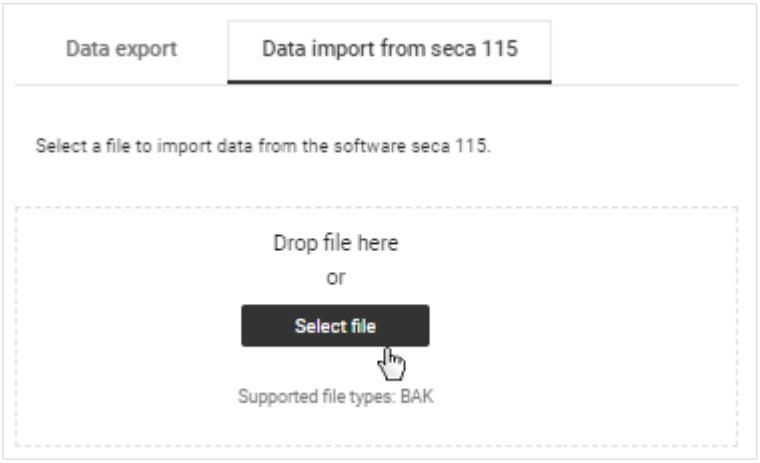
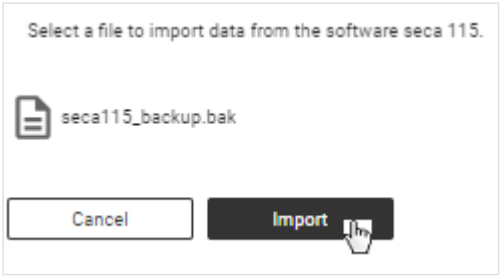


5. Click **Import**.



⇨ The status of the import process is displayed.

⇨ If the import is successful, a success message is displayed.

⇨ If the import is successful, the import process is shown in the **Recent imports** table below.

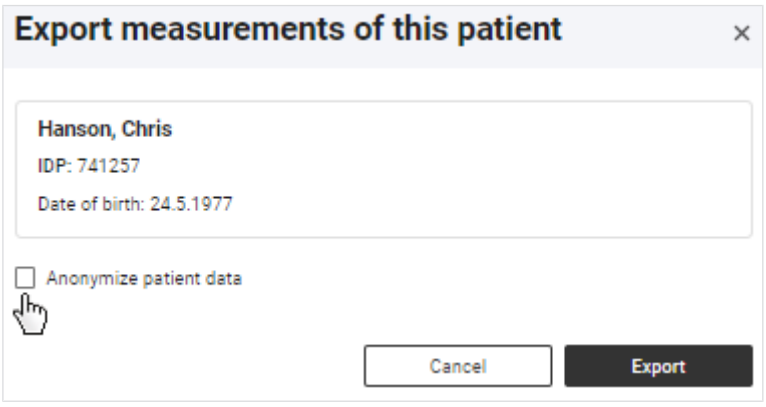
⇨ You have the following option for continuing: → Viewing analyses

8.5 Exporting measurements

You can export all measurements for a patient in the form of a file (format: .seca-cloud).

✓ **Patient management** view called up (→ Calling up patient management)

1. In the desired patient, click ⋮.
2. Click **Export measurements of this patient**.
3. Activate the **Anonymize patient data** checkbox if required.



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NOTE

If you activate the **Anonymize patient data** checkbox, first name and last name will not be exported.

NOTICE!
Data access by unauthorized persons

Patient data must be accessible only to people for whose work this data is essential.

- ► Discuss this topic with the patient if the export file is to be transmitted to another institution.
- ► Anonymize the patient data if you are uncertain.

4. Click **Export**.
   - ⇨ A status dialog is displayed.
   - ⇨ If export is successful, a confirmation dialog is displayed.
   - ⇨ The exported file is downloaded automatically.
5. Click **Close** to close the confirmation dialog.

NOTE

The storage location for the export file depends on browser settings.

8.6 Importing measurements

→ Importing measurements for an existing patient
→ Creating a new patient with imported measurements

You can import measurements for a patient (format: .secacloud).

Importing measurements for an existing patient

✓ **Patient management** view called up (→ Calling up patient management)

1. In the desired patient, click ⋮.

NOTE

You can also import measurements by clicking ⋮; in this case, you have to search for and assign the patient after uploading the import file.

2. Click **Import measurements for this patient**.
3. Select the desired import file (format: .secacloud) using one of the following methods:
   - ► Drag & drop the file into the marked area
   - ► Select the file via **Select file**

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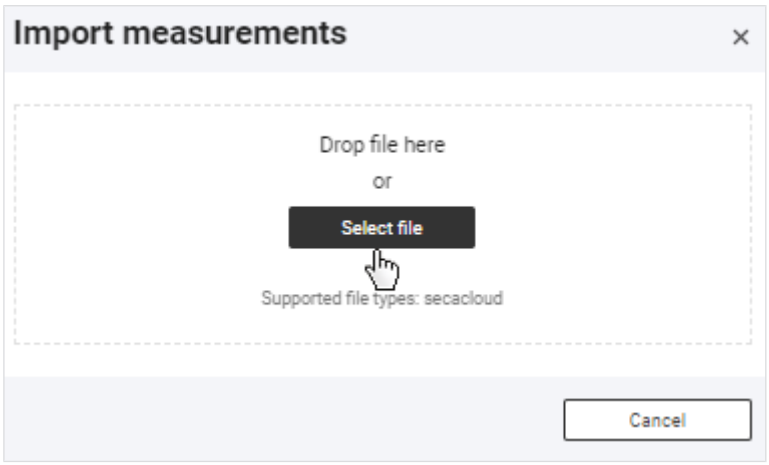
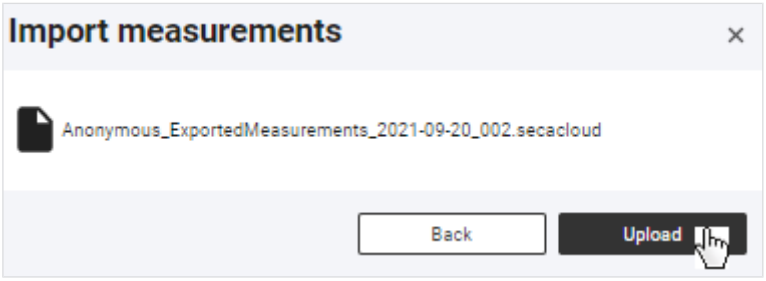


4. Click **Upload**.



⇨ The dialog displays the number of measurements and the patient master data from the uploaded file at the top.

⇨ The patient master data for the selected patient are displayed at the bottom.

⇨ If there are incompatible data, these are listed in a warning message.

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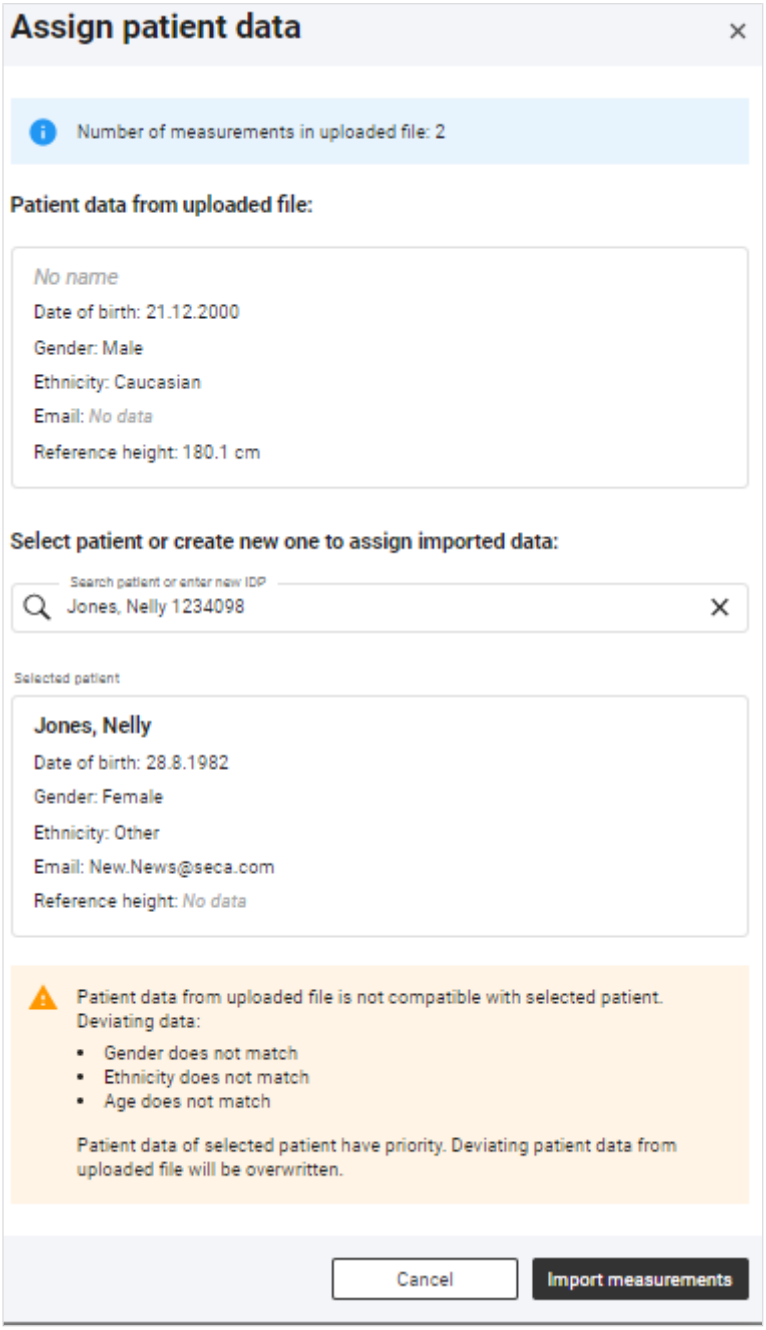

NOTICE!
Incorrect data assignment, inconsistent measuring results

Faulty patient data may falsify the analysis. If you get a warning message about incompatibility of patient data, the wrong patient may have been selected or there may be errors in the import file. If data are imported despite this incompatibility, existing patient data are given priority.

► Ensure that you use the correct import file for the correct patient.

► If you are unsure, cancel the process.

5. Click **Import measurements**.

   ⇨ A status dialog is displayed.

   ⇨ If import is successful, a confirmation dialog is displayed.

6. Click **Close** to close the confirmation dialog.

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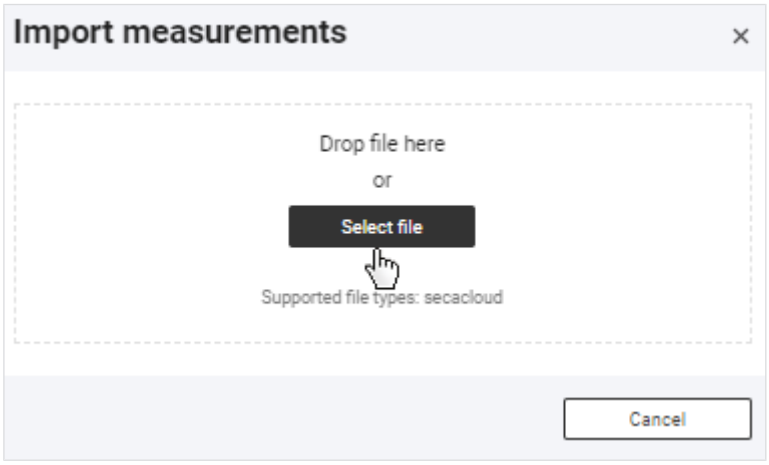
NOTE

If you are assigned the **User** role, you can call up the patient's measurements via the **Go to measurements of the patient** button.

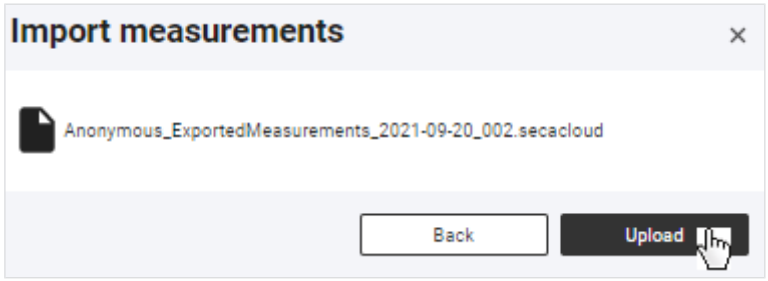
Creating a new patient with imported measurements

✓ **Patient management** view called up (→ Calling up patient management)

1. Click ⋮.
2. Select the desired import file (format: .secacloud) using one of the following methods:
   - ► Drag & drop the file into the marked area
   - ► Select the file via **Select file**



3. Click **Upload**.



   ⇨ The dialog displays the number of measurements and the patient master data from the uploaded file at the top.
4. In the Search field, enter a character string to suit the ID system used in your institution.

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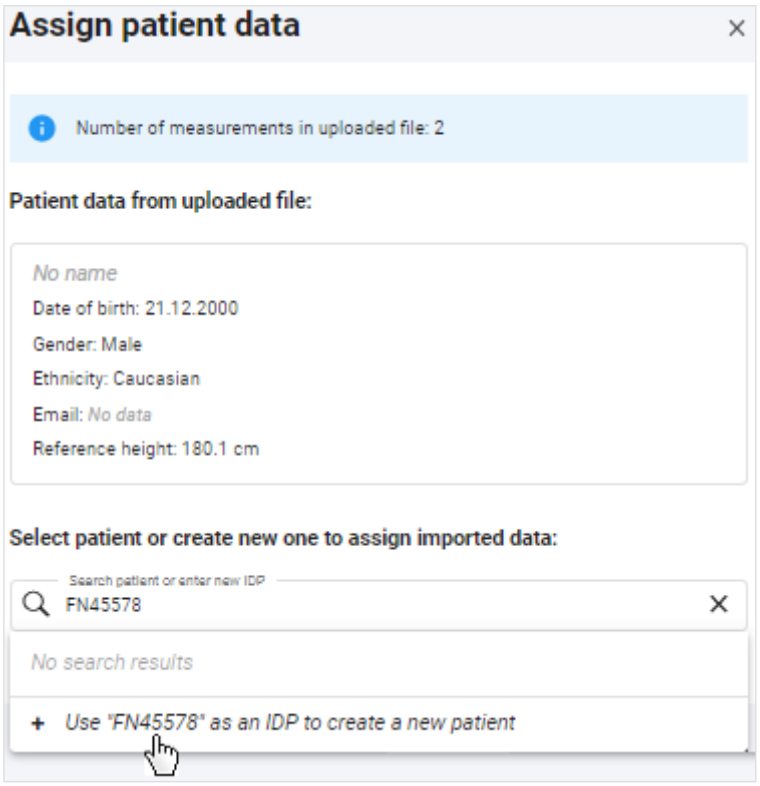

5. Click **Use "[IDP]" as an IDP to create a new patient**.
   ⇨ The **Create new patient** dialog is displayed.
6. Complete all the mandatory data as a minimum.
7. Click **Save**.
8. Click **Import measurements**.
   ⇨ A status dialog is displayed.
   ⇨ If import is successful, a confirmation dialog is displayed.
9. Click **Close** to close the confirmation dialog.

NOTE

If you are assigned the **User** role, you can call up the patient's measurements via the **Go to measurements of the patient** button.

8.7 Deleting patient data

You can delete all the data for a patient, including all the associated measurements. Data are deleted in compliance with the General Data Protection Regulation (GDPR).

NOTICE!
Data loss

It is not possible to restore deleted data.

► First check whether the data can be permanently deleted.

✓ **Patient management** view called up (→ Calling up patient management)

1. In the desired patient, click ⋮.
2. Click **Delete patient data**.

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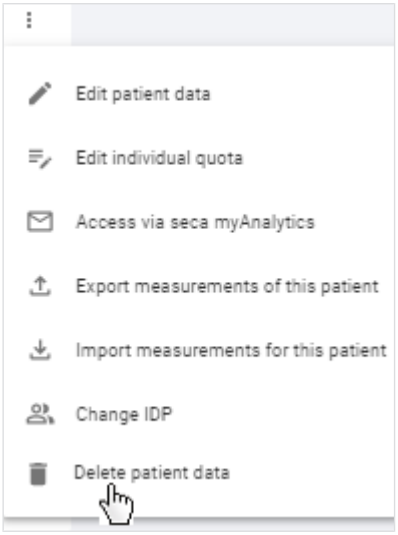

⇨ You will see a message asking whether you are sure you want to delete all the patient's data.

3. Activate the **Yes, delete data permanently** checkbox.
4. Click **Confirm**.

⇨ All the patient's data will be permanently deleted.

NOTICE!
Data access by unauthorized persons

To delete information in compliance with GDPR, all patient records must be deleted.

► You must also delete data stored locally, such as analyses saved in the form of PDFs.

8.8 Administering tenant analysis modules

→ Creating tenant analysis modules
→ Editing tenant analysis modules
→ Deactivating/activating a tenant analysis module
→ Deleting a tenant analysis module

The functions described in this section can be used only by users with administrator rights (role: User+administrator).

NOTICE!
Data access by unauthorized persons

If you have the **User** role, you can access measurement data for patients. Measurement data for patients must only be viewed by people who need this data for their work.

► Ensure that only those users with permission to view all patient data obtain both roles.

Creating tenant analysis modules

You can create tenant analysis modules which are available to all users in your institution within a secacloud tenant.

You can use these analysis modules to compose individual analyses which contain only the desired analysis parameters. In addition, you can change the sequence and size of the analysis charts.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

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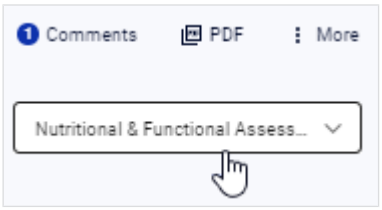
1. Click the **Analysis modules** dropdown menu.



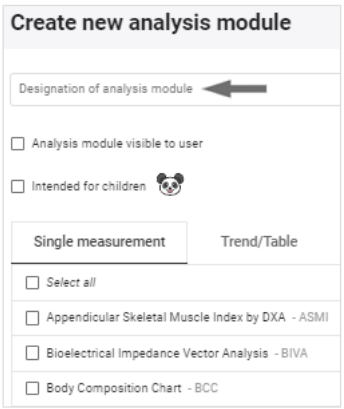
2. Click **Create new analysis module**.

⇨ The configuration dialog for the analysis module is displayed.

3. Enter a name for the analysis module.

NOTE

If you name analysis modules in accordance with a specified pattern, all users will be able to recognize them as tenant analysis modules more easily.



4. Activate the **Analysis module visible to user** checkbox if you want to activate the analysis module directly.
5. Activate the **Intended for children** checkbox if the analysis module is intended for children.
6. Activate the checkboxes of the desired analysis parameters for **Single measurement** view.

NOTE

All checkboxes can be activated or deactivated simultaneously using the **Select all** checkbox.

7. Click the **Trend/Table** tab.

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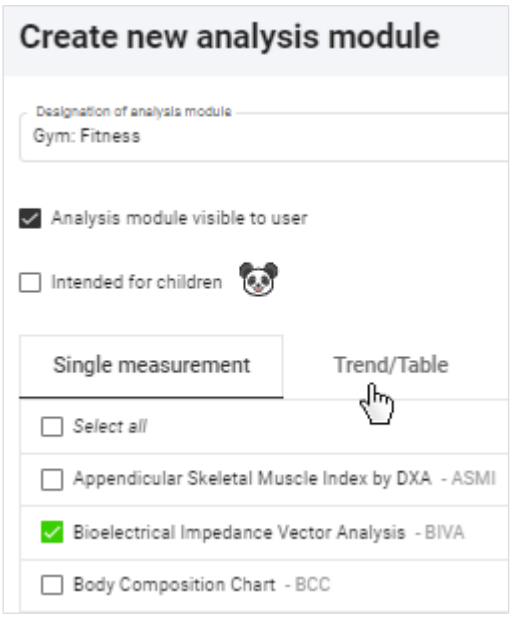


8. Activate the checkboxes of the desired analysis parameters for **Trend** and **Table** view.

   NOTE

   A green deactivated checkbox ☐ indicates that the associated parameter is activated in the other view. This makes it easier to select pairs of analysis parameters.

   NOTE

   The **BCC** and **BIVA** parameters cannot be shown in tabular form.

9. Click **Save**.

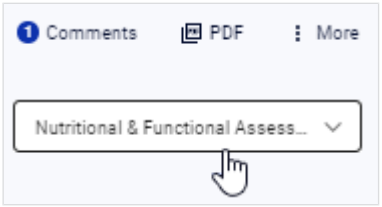
   ⇨ The configured analysis module is displayed.

   ⇨ You have the following options for continuing:
   → Changing the analysis chart sequence
   → Changing the analysis chart size

Editing tenant analysis modules

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click the **Analysis modules** dropdown menu.



   NOTE

   To change the sequence or size of analysis charts, you simply need to call up the desired analysis module: → Changing the analysis chart sequence / → Changing the analysis chart size

2. In the desired analysis module, click ✎.

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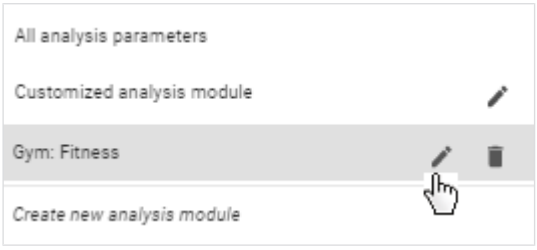


⇨ The configuration dialog for the analysis module is displayed.

3. Make the desired changes.
4. Click **Save**.

Deactivating/activating a tenant analysis module

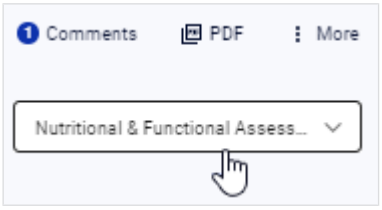
You can deactivate and activate tenant analysis modules. A deactivated tenant analysis module is not displayed to users.

NOTE

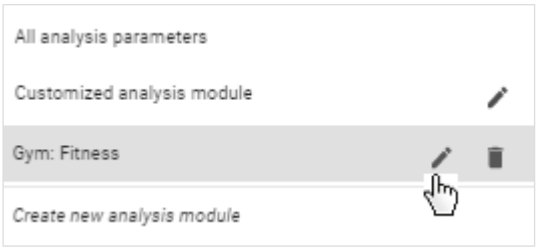
Note that even patients will no longer be able to see deactivated analysis modules in the **seca myAnalytics** application.

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click the **Analysis modules** dropdown menu.



2. In the desired analysis module, click  .



⇨ The configuration dialog for the analysis module is displayed.

3. Deactivate/activate the **Analysis module visible to user** checkbox.
4. Click **Save**.

⇨ The analysis module is deactivated/activated.

Deleting a tenant analysis module

✓ **Analyses** view called up (→ Calling up an analysis for a measurement)

1. Click the **Analysis modules** dropdown menu.

2. In the desired analysis module, click  .

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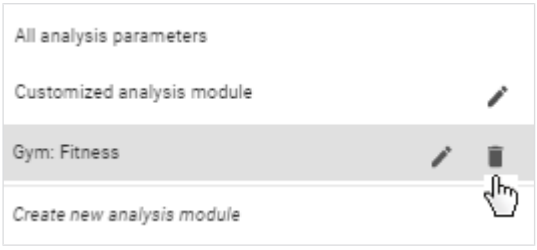

⇨ You will see a message asking whether you are sure you want to delete the analysis module.

3. Click **Yes** to delete the analysis module.

⇨ The analysis module is deleted.

8.9 Changing general settings

→ Switching the unit system
→ Selecting reference sources for children
→ Activating/deactivating waist circumference as mandatory data
→ Deactivating/activating quotas
→ Editing a default quota
→ Permitting/prohibiting initial measurements with scanning of new IDPs
→ Changing the tenant name
→ Changing the web address for the home page
→ Activating/deactivating the tenant for invitations to the seca myAnalytics software
→ Activating/deactivating tenant for patient identification on the device

Switching the unit system

CAUTION!
Patient hazard

To prevent misinterpretations, measuring results for medical purposes must only be displayed and used in SI units (kilograms/grams, meters/centimeters). The software and some devices have the option of displaying measuring results in different units. This is purely an additional function.

► Only use measuring results in SI units.

► The user takes sole responsibility for the use of measuring results in non-SI units.

NOTE

Changes to the unit system affect all users of the **seca analytics 125** software in your institution. The changes take effect at the latest following logout and subsequent login.

► Make sure that the unit system is to be changed for all users in your institution.

► Inform users about the change to the unit system.

You can switch between the following unit systems:

- Metric (meters, kilograms)
- Imperial (feet, pounds) (not recommended)

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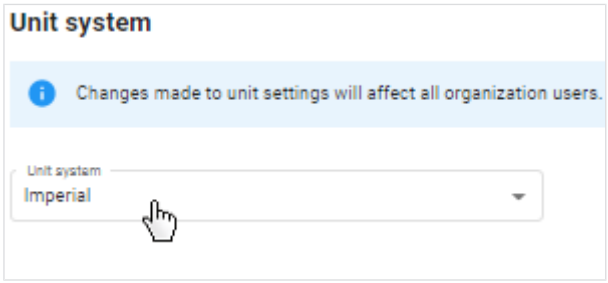
Proceed as follows to switch the unit system:

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Click the **Unit system** dropdown menu.



4. Select the desired option.
   ⇨ The unit system is switched.

Selecting reference sources for children

You can specify which reference source you wish to use to display the limit values with analyses for children.

The following selection is set by default:

- Operation in the EU: **World Health Organization (WHO)**
- Operation in the USA: **Centers for Disease Control and Prevention (CDC)**

NOTE

Further information on reference sources is available here ➞ Limit values and color symbols (children).

Proceed as follows to select the reference source for children:

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Click the **Children reference source** dropdown menu.

4. Select the desired option.
   ⇨ The selected reference source will now be used to display the limit values.

Activating/deactivating waist circumference as mandatory data

You can specify whether waist circumference is to be mandatory data.

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. To specify that waist circumference is mandatory data, activate the **Make waist circumference mandatory for every measurement** checkbox.

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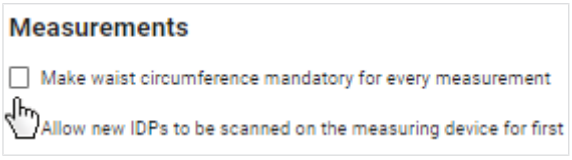


⇨ Waist circumference is now mandatory data.

⇨ Waist circumference has to be entered in order to obtain analyses for new measurements/to update existing analyses.

4. To specify that waist circumference is not mandatory data, deactivate the **Make waist circumference mandatory for every measurement** checkbox.

⇨ Waist circumference is now optional data.

⇨ Analyses for measurements can be created without giving waist circumference.

NOTE

The **Visceral Adipose Tissue (VAT)** parameter cannot be calculated if waist circumference is not given.

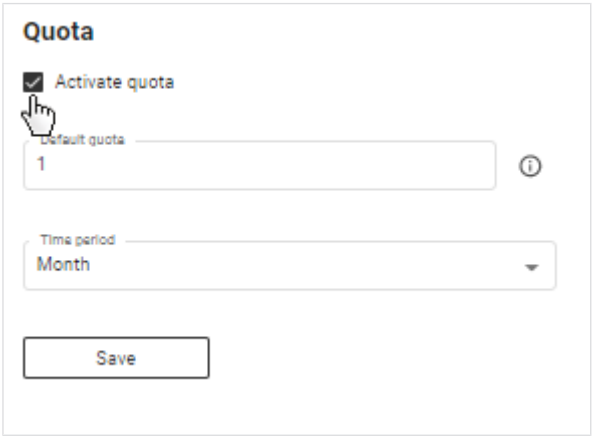
Deactivating/activating quotas

You can limit the number of measurements which can be analyzed for a patient by means of quotas (→ Using quotas). The function is deactivated as the default. For customers using the devices in the context of the **99+1** leasing concept, this function is activated and a quota of one measurement per patient per month configured.

1. Click ☰.
2. Click **Settings**.

⇨ The **General** tab is displayed.

3. To deactivate the function, deactivate the **Activate quota** checkbox.



4. Click **Save**.

⇨ Quotas are no longer applied.

5. To reactivate the function, activate the checkbox.
6. Click **Save**.

⇨ You can specify a default quota with immediate effect (→ Editing a default quota).

⇨ You can specify individual quotas with immediate effect (→ Editing an individual quota for a patient).

NOTE

If you reactivate the function, the most recently-saved values for default quota and individual quotas will be used.

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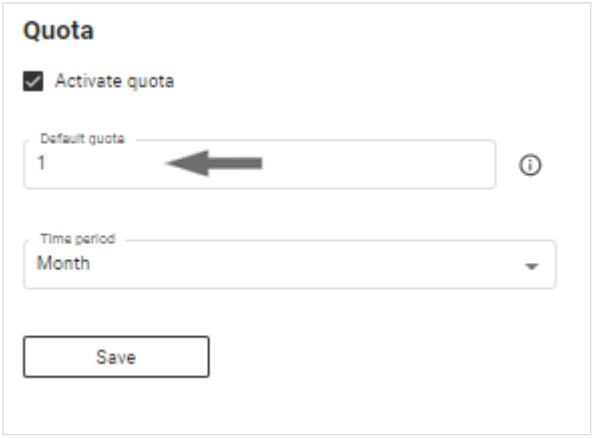
Editing a default quota

You use the default quota to specify a default value which applies to all patients. However, an individual quota has a higher priority and may deviate from the default value.

✓ Quota activated (→ Deactivating/activating quotas)

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Change the value in the **Default quota** field.

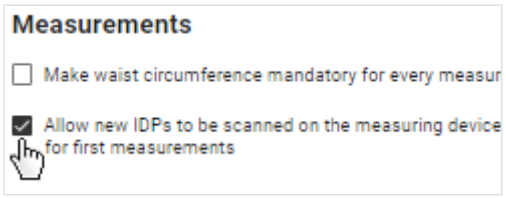


4. In the **Time period** dropdown menu, select the desired option.
5. Click **Save**.
   ⇨ With immediate effect, the number of measurements per patient permitted for the period selected will be limited to the value stated (unless an individual quota with a deviating value is applied).

Permitting/prohibiting initial measurements with scanning of new IDPs

You can specify whether a new IDP scanned at the measuring device is processed. If the setting is activated, the IDP is transmitted to the **seca analytics 125** software with the initial measurement. If you want the IDP to have to be set up in the software before a measurement, deactivate this setting.

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. In order to permit new IDPs, activate the **Allow new IDPs to be scanned on the measuring device for first measurements** checkbox.



   ⇨ Measurements with new IDPs can be edited in the software.
4. In order to prohibit new IDPs, deactivate the **Allow new IDPs to be scanned on the measuring device for first measurements** checkbox.
   ⇨ Measurements with new IDPs cannot be edited in the software, an error message is displayed at the measuring device.

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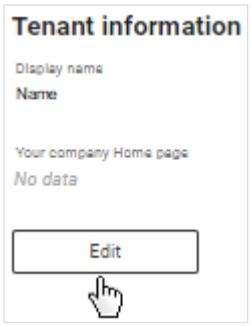
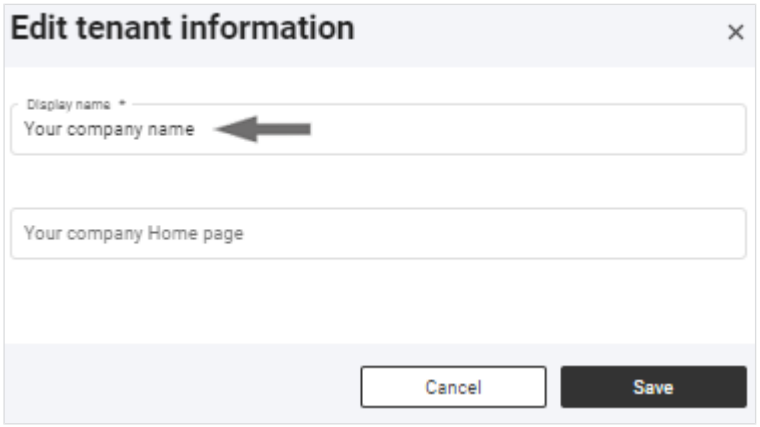
Changing the tenant name

Your **seca analytics 125** software is a tenant of secacloud. Your tenant ID is in the link you use to call up the **seca analytics 125** software. You can give your tenant a display name which is displayed to all users and patients (when **seca myAnalytics** is in use). The change will not affect the tenant ID.

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Click **Edit**.



4. Enter the desired name.



NOTE

If your institution has several tenants, we recommend including the town district or street, for example, in the name. If patients have access to several tenants via **seca myAnalytics**, this enables them to select between them more easily.

5. Click **Save**.
   ⇨ The name is displayed in the user area (→ Menu bar and home page).
   ⇨ The name is displayed to the patient in the user area of the **seca myAnalytics** software.

Changing the web address for the home page

You can add a web address for your institution. This will be displayed for this tenant to all users and patients (when the **seca myAnalytics** software is in use).

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Click **Edit**.

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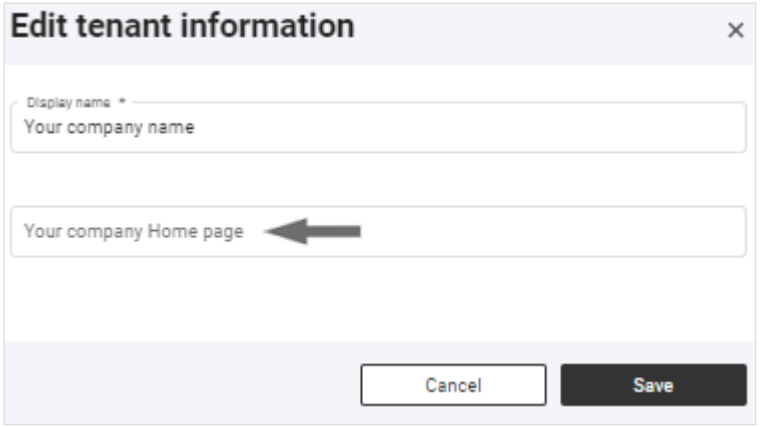
4. Enter the desired web address.



5. Click **Save**.
   - ⇨ The web address is displayed in the user area (→ Menu bar and home page).
   - ⇨ The web address is displayed to the patient in the user area of the **seca myAnalytics** software.

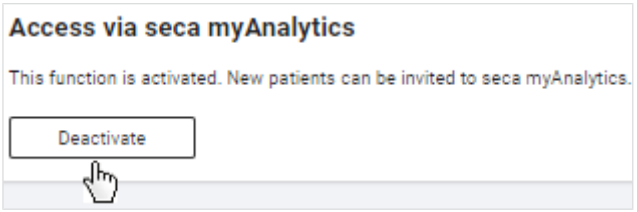
Activating/deactivating the tenant for invitations to the seca myAnalytics software

You can activate and deactivate your tenant for access via the **seca myAnalytics** software. This has no effect on patients who already have a patient account. However, if a tenant is deactivated, no new patients can be invited.

NOTE

This function is activated in the software on delivery.

1. Click ☰.
2. Click **Settings**.
   - ⇨ The **General** tab is displayed.
3. Click **Deactivate**/**Activate**.



   - ⇨ The tenant is deactivated/activated for invitations.

Activating/deactivating tenant for patient identification on the device

You can set your tenant to support the “Patient identification on device” function. Further information about this function can be found here: → Identifying and measuring patients on the device via myAnalytics (seca mBCA 555/554).

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NOTE

This function is only available if the connected measuring device has the right firmware version (1.7.4 or higher). Contact seca Service if you have any questions.

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Click **Activate**/**Deactivate**.

   ⇨ The “Patient identification on the device” function is deactivated/activated for this tenant.
   ⇨ If the “Patient identification on the device” function is active: The measuring device displays a QR code when on standby (no measurement procedure in progress).

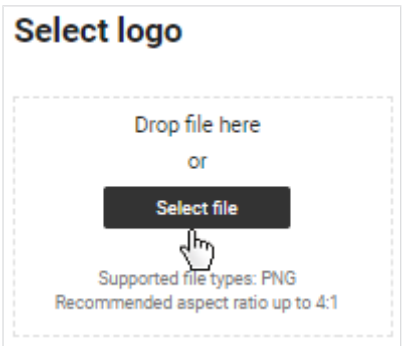
8.10 Editing a company logo for PDF export

→ Uploading a company logo
→ Deleting a company logo

Analyses can be exported in the form of a PDF file (→ Exporting analyses in the form of a PDF). You can add your company logo to the PDF template.

Uploading a company logo

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Switch to the **PDF logo** tab.
4. Select the desired image file (.png) using one of the following methods:
   ▶ Drag & drop the file into the marked area
   ▶ Select the file via **Select file**



   ⇨ The selected logo and a PDF preview are displayed.
5. Click **Save**.
   ⇨ The company logo appears in every exported PDF file from now on.

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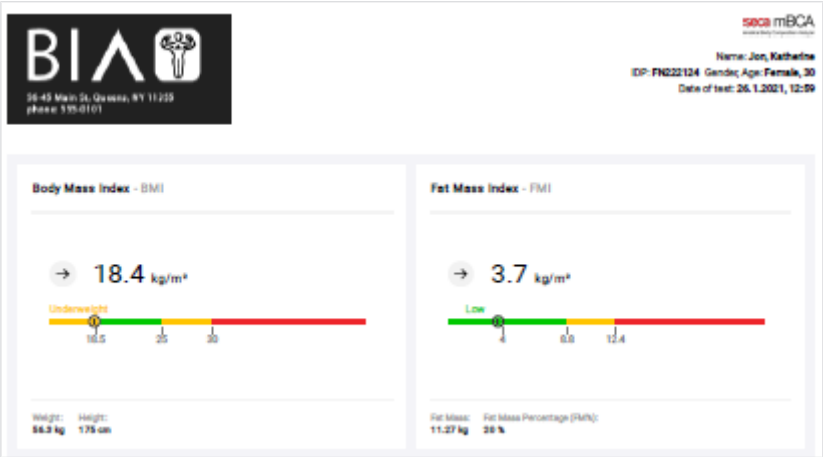
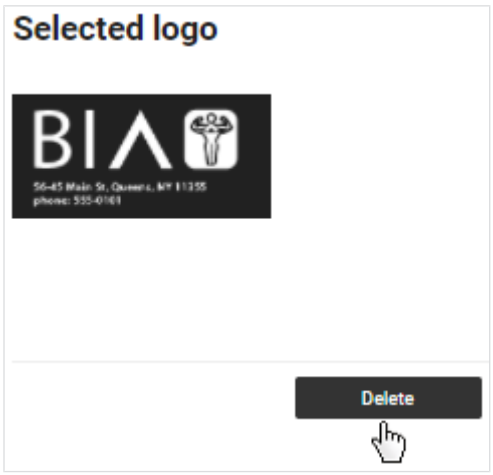


Deleting a company logo

To delete a company logo, proceed as follows:

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Switch to the **PDF logo** tab.
   ⇨ The selected company logo is displayed.
4. Click **Delete**.



   ⇨ A message asking whether you are sure you want to delete the logo is displayed.
5. Click **Yes**.
   ⇨ The company logo is deleted.

8.11 Editing info texts

→ Creating and changing info texts
→ Activating/deactivating info texts

Info texts provide additional information about analysis parameters and analysis modules. The info texts for analysis parameters can be adapted for each language and activated and deactivated as required. Info texts from seca are displayed as the default.

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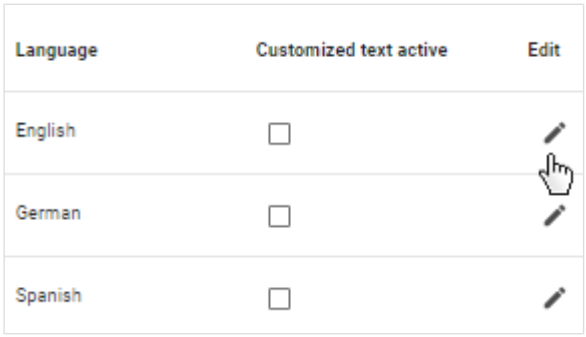
NOTE

The info texts for analysis parameters are not displayed only to users of the **seca analytics 125** software. Patients can also read the info texts if you export them the corresponding PDF or grant them access via the **seca myAnalytics** software.

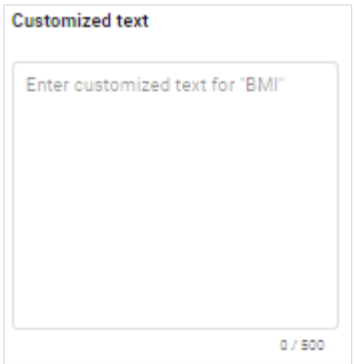
Creating and changing info texts

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Switch to the **Info texts** tab.
4. In the line of the language you would like to edit, click ✎.



   ⇨ The **Edit customized text** view is displayed.
5. Click the desired tab to edit info texts for adults (**Adult's analysis modules**) or children (**Children's analysis modules**).

   ⇨ All analysis parameters and the associated seca default texts are displayed.
6. Enter your own texts for all the desired analysis parameters.



NOTE

The maximum number of characters for an info text is 500. A counter indicates how many characters have already been entered.

7. Click **Save**.
8. Activate your info texts if required: → Activating/deactivating info texts

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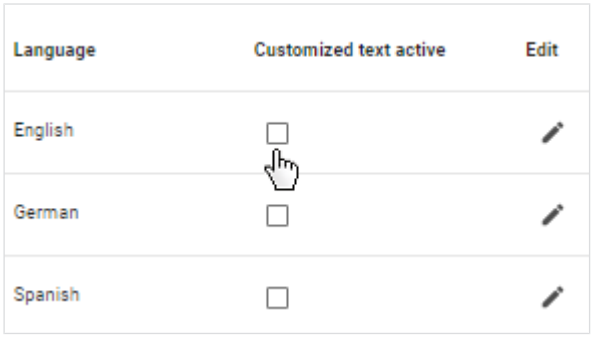
Activating/deactivating info texts

1. Click ☰.
2. Click **Settings**.
   ⇨ The **General** tab is displayed.
3. Switch to the **Info texts** tab.
4. Activate the checkboxes for the desired languages to activate info texts.

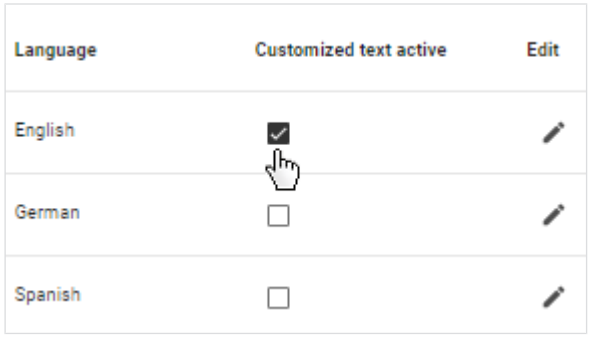


   ⇨ From this point onward, your texts will be displayed as info texts for the activated languages.

   NOTE

   Default seca texts will continue to be displayed for analysis parameters for which no new text has been entered.

5. Deactivate the checkboxes for the desired languages to deactivate info texts.



   ⇨ From this point onwards, the seca default texts will be displayed as info texts for the deactivated languages.

8.12 Using invoicing data (for 99+1 leasing concept only)

→ Calling up invoicing data
→ Selecting the invoicing month
→ Filtering invoicing data by device
→ Exporting invoicing data

The functions described in this section are available only if your seca measuring device is being used in the context of the **99+1** leasing concept. This concept incurs costs for every measurement analyzed. Relevant invoicing data can be viewed and exported in a summary form.

Calling up invoicing data

1. Click ☰.
2. Click **99+1 invoicing data**.

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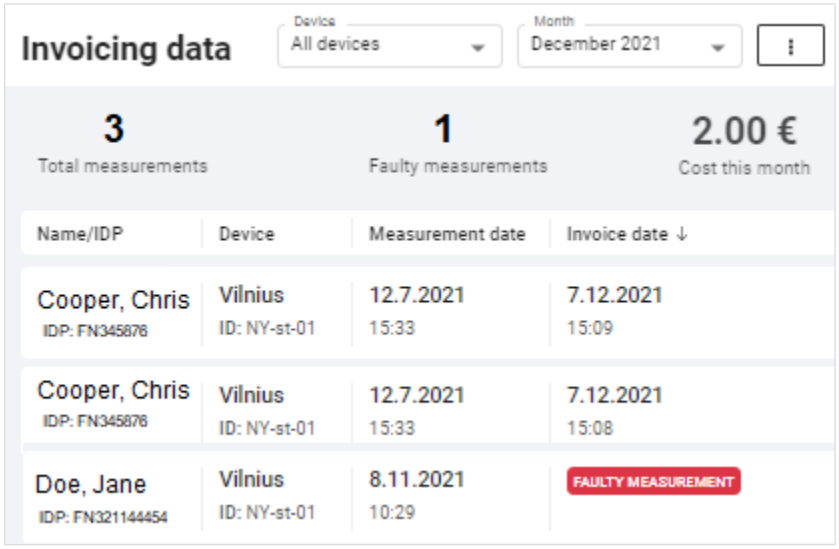
⇨ The invoicing data are displayed.

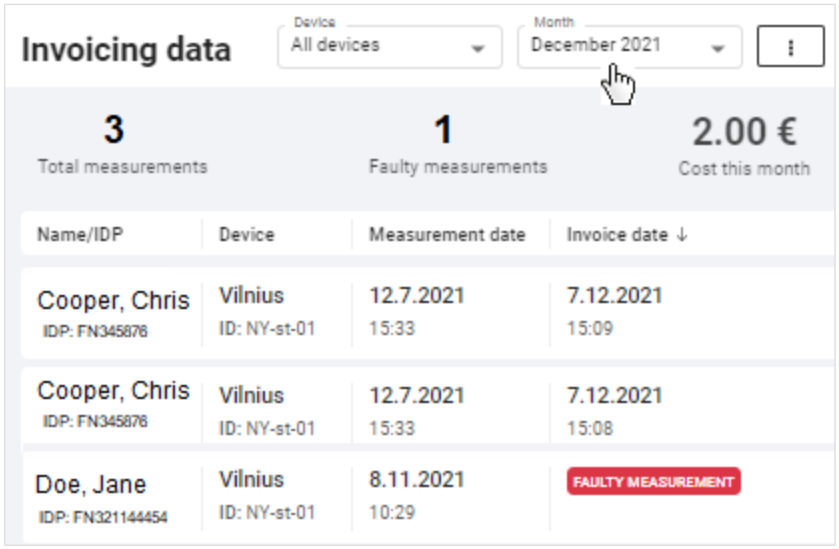


Selecting the invoicing month

The invoicing list for the current month is displayed as the default. Proceed as follows to select a different invoicing month:

✓ **Invoicing data** view called up (→ Calling up invoicing data)

1. Click the **Month** dropdown menu.



2. Select the desired invoicing month.
   ⇨ The invoicing data for the selected invoicing month are displayed.

Filtering invoicing data by device

Measurements from all available devices are displayed in invoicing data as the default. If you have set up several devices, you can filter the list by a particular device. If you have only set up one device, you are not shown the dropdown menu for filtering.

✓ **Invoicing data** view called up (→ Calling up invoicing data)

1. Click the **Device** dropdown menu.

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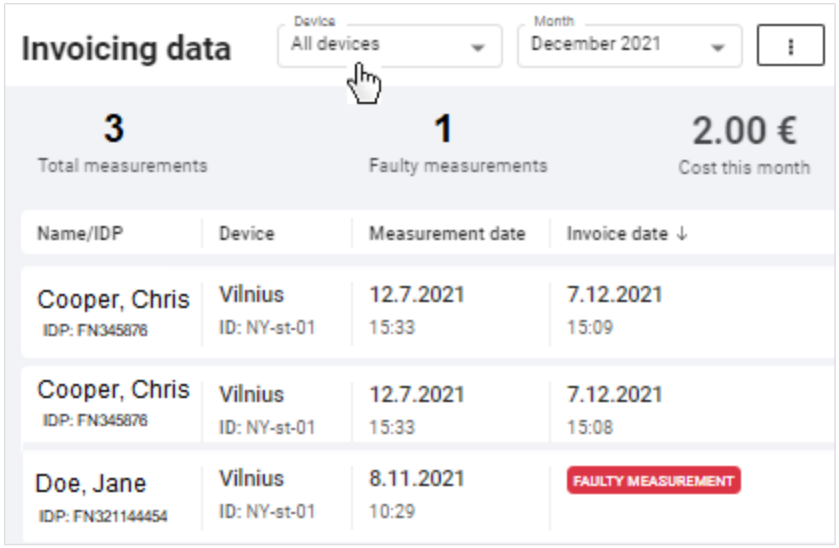


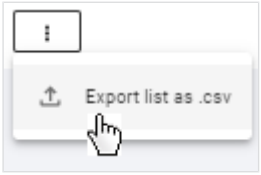
2. Select the desired device.
   ⇨ The list now only displays measurements performed on the selected device.
3. To reset the filter, select the **All devices** option in the dropdown menu.

Exporting invoicing data

You can export the invoicing data in the form of a file (.csv).

✓ **Invoicing data** view called up (→ Calling up invoicing data)

1. Click ⋮.
2. Click **Export list as .csv**.



   ⇨ The file is exported.
   ⇨ The data of the file can be processed by a spreadsheet program, for example.

NOTICE!
Data access by unauthorized persons

Patient data must be accessible only to people for whose work this data is essential.

► Ensure that only people with permission to do so use the export file.

NOTE

The storage location for the export file depends on browser settings.

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9 TROUBLESHOOTING

→ seca analytics 125
→ seca analytics 125 in combination with seca myAnalytics

NOTE

The context-sensitive red texts in the software contain notes on eliminating problems. If you are unable to eliminate the problem with the aid of the table below, contact your administrator or hospital technician.

9.1 seca analytics 125

Fault	Cause	Remedy
Error message in the browser: Unable to load pages of the **seca analytics 125** software	Web address of home page incorrect	Enter web address again and ensure that there are no typos.
	Interfering data in the browser cache	Clear cache and delete cookies
	Browser not up to date	Update browser
	Interfering apps or programs	Restart computer
	Not enough memory available on your device	• Close other apps, tabs, and programs • Remove unnecessary plugins
	Network connection interrupted	• Wait a few minutes and refresh the page • Check network connection • Inform network administrator • Inform network provider
	Server fault	Inform seca Service
seca analytics 125 software behaving implausibly	Browser not up to date	Update browser
	Interfering apps or programs	Restart computer
	Browser plugins interfering with software functions	Deactivate browser plugins for the **seca analytics 125** software (secacloud.com)
	Interfering data in the browser cache	Clear cache and delete cookies
	Not enough memory available on your device	• Close other apps, tabs, and programs • Remove unnecessary plugins
	Malware on your computer	Check computer for malware
Implausible texts on the user interface	Browser's automatic translation feature is active	Deactivate automatic translation in the browser settings
Unable to find measurement	View not updated	→ Loading new measurements
	View restricted by filter	• **Measurement list** view: → Resetting all filters • **Analyses** view: → Using the time filter

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Fault	Cause	Remedy
	Browser plugins preventing measurements from loading	Deactivate browser plugins for the **seca analytics 125** software (secacloud.com)
	Error in data transmission	• Check network connection • Repeat measurement and note error messages and Workflow LED on the seca measuring device • Follow the instructions for use for the seca measuring device • Inform seca Service
Measurement is displayed with red marking	Error saving measurement after editing	Open and save measurement later
	Save error when importing measurements	Open and save measurement
Measured values deviate significantly from expected results	Incorrect assignment of a measurement to the patient	• Check whether an incorrect measurement has been assigned to the patient. • Repeat measurement if it is impossible to assign the correct measurement unambiguously.
	Error in the measurement procedure	• Repeat measurement • Follow the instructions for use for the seca measuring device
New measured value for height is not adopted (adults only)	The value for height is a specified reference height which does not change automatically with a new measured value	→ Changing the reference height
The **Visceral Adipose Tissue (VAT)** parameter is not displayed in the analysis	No waist circumference entered for the affected measurement(s)	• Enter waist circumference for the measurement(s) • Activate waist circumference as mandatory data as the default setting if desired (→ Activating/deactivating waist circumference as mandatory data).
The **Total Energy Expenditure (TEE)** parameter is not displayed in the analysis	No PAL value entered	Enter PAL value (→ Estimating the PAL)
No emails received (e.g. following password change)	Email marked as spam	• Check spam folder • → Email receipt
Date format not as desired	Date format is determined by browser	Set date format in browser
Unable to adopt photo for profile picture	No access rights to the camera	Change website permissions in browser settings
	Camera already in use elsewhere	Switch off camera in other applications (e.g. in video conferencing software)
	Browser not up to date	Update browser
Login window requests you to enter “external tenant ID”	Web address incomplete	• Use a personal link (favorite, bookmark, desktop shortcut) • Request ID or correct link from the administrator

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Fault	Cause	Remedy
Login failed despite correct access data	Incorrect product selected	Change product in dropdown field from **seca myAnalytics** to **seca analytics 125**
Login window requests email address instead of username		
Login: Two-factor authentication cannot be disabled (use case: Login not possible, as no longer any access to third-party provider's authentication app)	Disabling by user or administrator not possible for security reasons	Ask seca Service to disable two-factor authentication
Unable to import measurements, error message: **Failed to read data from file**	Server temporarily unavailable	Repeat import later
	Defective file	Re-export file to be imported (or have this done) if possible.
Integration disconnected shown in a measurement	Patient not identified at measuring device using barcode/RFID, and so impossible to integrate measurement in a third-party system	Scan patient's barcode/RFID before measurement procedure is complete (follow instructions for use for the seca measuring device).
The terminology on the software interface does not match that of the instructions for use	**Fitness** option selected for **Language style** setting	Select **Medical** option (→ Changing the language style)
Patient data of children aged under 16 years cannot be entered	Tenant is not configured for patients aged under 16 years	Inform seca Service

9.2 seca analytics 125 in combination with seca myAnalytics

The faults you can help a patient solve are listed below. There is also information available to the patient on the website at http://seca.com/myanalytics.

Fault	Cause	Remedy
Patient has not received an invitation to the **seca myAnalytics** software	Email not arrived in inbox	Ensure that the patient has checked his or her spam folder.
	Email not arrived	• Ensure that you have sent the invitation (→ Administering invitations for patient accounts (optional)). • Check whether the email address is correct and correct it if necessary (→ Changing the patient's email address). • Send the invitation again (→ Resending an invitation)
Patient fails to log in via the **seca myAnalytics** software	Incorrect login data used	Ensure that the patient used the correct email address as their username.

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10 TECHNICAL DATA

10.1 General technical data

NOTE

Details about the accuracy of measured values can be found in the instructions for use for the seca measuring device.

General technical data	
Medical device in accordance with Regulation (EU) 2017/745	Class IIa
Medical software (EN 62304)	Class B

10.2 Analysis parameters

At seca, the parameters required to determine body composition are called analysis parameters.

The analysis parameters are grouped into analysis modules. This allows certain aspects of body composition to be assessed specifically.

All analysis parameters for children are summarized in a separate analysis module (**All analysis parameters**).

Summary

The table below is a summary of all the analysis parameters which can be displayed in the **seca analytics 125** software. The table also shows which seca analysis module contains the analysis parameters and in which view they are displayed.

NOTE

The **All analysis parameters** analysis module contains all the analysis parameters listed in the table for adults.

NOTE

The **Customized analysis module** contains the analysis parameters from the table selected by the user.

NOTE

Analysis parameters can be displayed in imperial units instead of metric units (not recommended).

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NOTE

With a few exceptions, **Trend** and **Table** views display the same analysis parameters (**BCC** and **BIVA** cannot be shown in tabular form).

Legend					
	View: **Single measurement**		View: **Trend**	–	Not included

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Analysis parameters	Display in Single measurement view	Analysis modules				
		Nutritional & Functional Assessment	Malnutrition Assessment	Endurance Assessment	Strength Assessment	Children
Body Mass Index (BMI)	• Absolute value in kg/m² • Percentile (children only) • Identified as **Underweight**, **Normal Weight**, **Overweight** or **Obesity** **Additional information adults:** • Weight, absolute value in kg • Height, absolute value in cm	Single	Single	Single	Single	Trend Single
Weight	• Absolute value in kg • Percentile (children only) • Identified as **Underweight**, **Normal Weight**, **Overweight** or **Obesity** (adults only) **Additional information adults:** • Body Mass Index, absolute value in kg/m²	Trend	Trend	–	–	Trend Single
Height	• Absolute value in cm • Percentile • Identified as **Below average**, **Average** or **Above average**	–	–	–	–	Trend Single
Fat Mass (FM)	Absolute value in kg	Trend	Trend	Trend	–	–
Fat Mass Index (FMI)	• Absolute value in kg/m² • Identified as **Low**, **Normal**, **Increased** or **High** **Additional information** • Fat Mass, absolute value in kg • Fat Mass Percentage, relative value in %	–	–	–	–	–

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Analysis parameters	Display in Single measurement view	Analysis modules				
		Nutritional & Functional Assessment	Malnutrition Assessment	Endurance Assessment	Strength Assessment	Children
Fat Mass Percentage (FM%)	• Relative value in % • Identified as **Low**, **Normal**, **Increased** or **High** **Additional information:** • Fat Mass, absolute value in kg • Fat Mass Index, absolute value in kg/m^2	Single	Single	Single	Trend Single	Trend Single
Visceral Adipose Tissue (VAT)	• Absolute value in l • Identified as **Normal**, **Increased** or **High** **Additional information:** • Waist Circumference, absolute value in cm	Trend Single	–	–	–	–
Waist Circumference (WC)	• Absolute value in cm • Identified as **Low** (children only), **Normal** or **High** **Additional information adults:** • Visceral Adipose Tissue, absolute value in l	–	–	–	–	Trend Single
Skeletal Muscle Index by MRI (SMI) [a]	• Absolute value in kg/m^2 • Identified as **Low** or **Normal** **Additional information:** • Skeletal Muscle Mass (SMM) absolute value in kg	–	–	–	–	–
Fat-Free Mass Index (FFMI)	• Absolute value in kg/m^2 • Identified as **Low** or **Normal** **Additional information:** • Fat-Free Mass, absolute value in kg and relative value in %	–	Trend Single	–	–	–
Appendicular Skeletal Muscle Index by DXA (ASMI) [b]	• Absolute value in kg/m^2 • Identified as **Low** or **Normal** **Additional information:** • Skeletal Muscle Mass (SMM) absolute value in kg and relative value in %	–	–	–	–	–

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Analysis parameters	Display in Single measurement view	Analysis modules				
		Nutritional & Functional Assessment	Malnutrition Assessment	Endurance Assessment	Strength Assessment	Children
Segmental Skeletal Muscle Mass (BMI-dependent)	• Absolute value in kg for all extremities and the torso **Additional information:** • Absolute total value in kg	Trend Single	–	Trend Single	–	–
Segmental Skeletal Muscle Mass (not BMI-dependent)	• Absolute value in kg for all extremities and the torso **Additional information:** • Absolute total value in kg	–	–	–	Trend Single	–
Skeletal Muscle Mass (SMM)	• Absolute value in kg • Identified as **Low Muscle** or **High Muscle** **Additional information:** • Relative value in %	Trend Single	–	–	–	–
Skeletal Muscle Mass over Age (BMI-dependent)	• Absolute value in kg • Percentile	–	Trend Single	Trend Single	–	–
Skeletal Muscle Mass over Age (not BMI-dependent)	• Absolute value in kg • Percentile	–	–	–	Trend Single	–
Skeletal Muscle Mass by Kim et al.	• Absolute value in kg • Identified as **Low**, **Normal** or **High** **Additional information:** • **Skeletal Muscle Index**, absolute value in kg/m^2 • **Skeletal Muscle Mass Percentage**, relative value in %	–	–	–	–	Trend Single
Phase Angle (PhA)	• Absolute value of angle in degrees • Percentile	–	Trend Single	–	–	–

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Analysis parameters	Display in Single measurement view	Analysis modules				
		Nutritional & Functional Assessment	Malnutrition Assessment	Endurance Assessment	Strength Assessment	Children
Body Composition Chart (BCC) (adults)	• **Fat Mass (FM)** and **Segmental Skeletal Muscle Mass**, absolute values in kg • Displayed as a coordinate system • Identified as **High Fat**, **Low Fat**, **High Muscle**, **Low Muscle**	Trend Single	Trend Single	Trend Single	Trend Single	–
Body Composition Chart (BCC) (children)	• **Fat Mass (FM)** and **Fat-Free Mass (FFM)** • Displayed as a coordinate system • Identified as **High Fat**, **Low Fat**, **High Muscle**, **Low Muscle**	–	–	–	–	Trend Single
Bioelectric Impedance Vector Analysis	• Ohmic resistance R and capacitative resistance Xc in Ω, in relation to height • Displayed as a coordinate system • Identified as **Decreasing proportion of water**, **Increasing proportion of water**, **Decreasing body cell mass**, **Increasing body cell mass** • 50th, 75th, 95th percentile as tolerance ellipses	–	–	–	–	–
Water	• ECW [c] and TBW [d], absolute values in l **Additional information:** • ECW and TBW, relative values in %	–	–	–	–	–
Water Ratio (ECW/TBW) [c d]	• Relative value in % • Identified as **Low**, **Normal** or **High** **Additional information:** • ECW [c] and TBW [d], absolute values in l and relative values in %	–	–	–	–	–
Energy expenditure (REE/TEE)	• **Resting Energy Expenditure (REE)**, MJ/day and kcal/day • **Total Energy Expenditure (TEE)**, MJ/day and kcal/day **Additional information:** • **Physical Activity Level (PAL)**, decimal number	–	–	–	–	–

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Analysis parameters	Display in Single measurement view	Analysis modules				
		Nutritional & Functional Assessment	Malnutrition Assessment	Endurance Assessment	Strength Assessment	Children
Muscle Score (for TRU Body Score) [e]	Score	–	–	–	–	–
Fat Score (for TRU Body Score) [e]	Score	–	–	–	–	–
TRU Body Score [e]	• Score • Identified as **Keep at it!**, **Bronze**, **Silver**, **Gold**, **Platinum**	–	–	–	–	–

[a] MRI: Magnetic Resonance Imaging

[b] DXA: Dual-energy X-ray Absorptiometry

[c] ECW: Extracellular Water

[d] TBW: Total Body Water

[e] These analysis parameters are intended primarily for the fitness sphere.

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Limit values and color symbols (adults)

The WHO-defined limit values are used to show BMI limit values. Other reference ranges have been recorded in clinical trials (for details, go to www.seca.com). Below you will find information about limit values and the meaning of the color scale for each analysis parameter.

Body Mass Index (BMI)

Colored section (from left to right)	Meaning	Limit values
Yellow	Underweight	< 18.5 kg/m²
Green	Normal weight	18.5 – 25 kg/m²
Yellow	Overweight	25 – 30 kg/m²
Red	Obesity	> 30 kg/m²

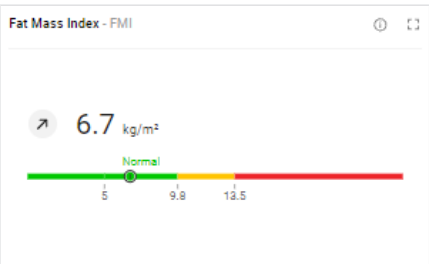
BMI = weight/height², WHO BMI limit values, and reference ranges

Weight

Colored section (from left to right)	Meaning	Limit values
Yellow	Underweight	BMI values 18.5 kg/m², 25 kg/m², and 30 kg/m² multiplied by the patient's height squared
Green	Normal weight	
Yellow	Overweight	
Red	Obesity	

Individual limit values, in analogy to WHO BMI reference ranges

Fat Mass Index (FMI)



Colored section (from left to right)	Meaning	Limit values
Green	Low fat mass	Limit values adapted for gender, ethnicity, and age, linked to the BMI values 18.5 kg/m², 25 kg/m², and 30 kg/m²
Green	Normal fat mass	
Yellow	Increased fat mass	
Red	High fat mass	

FMI = fat mass/height², individual limit values in analogy to WHO BMI reference ranges; the basis is the fat mass of a healthy reference population

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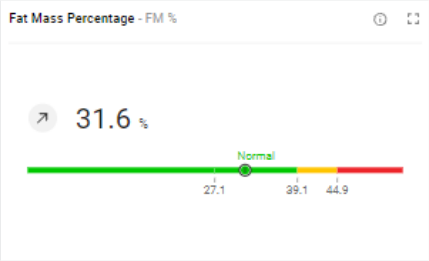
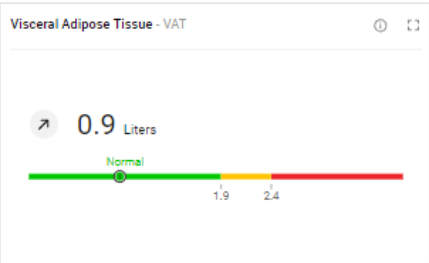
Fat Mass Percentage (FM%)



Colored section (from left to right)	Meaning	Limit values
Green	Low fat mass	Limit values adapted for gender, ethnicity, and age, linked to the BMI values 18.5 kg/m², 25 kg/m², and 30 kg/m²
Green	Normal fat mass	
Yellow	Increased fat mass	
Red	High fat mass	

FM % = fat mass/weight; individual limit values in analogy to WHO BMI reference ranges; the basis is the fat mass of a healthy reference population

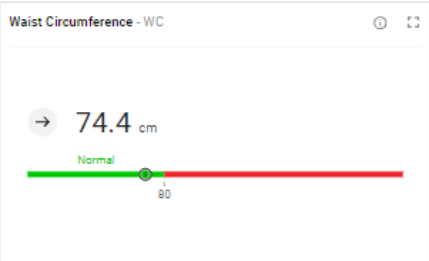
Visceral Adipose Tissue (VAT)



Colored section (from left to right)	Meaning	Limit values
Green	Normal visceral adipose tissue	Limit values adapted for gender, ethnicity, and age linked to the BMI values 25 kg/m² and 30 kg/m²
Yellow	Increased visceral adipose tissue	
Red	High visceral adipose tissue	

Individual limit values in analogy to WHO BMI reference ranges; the basis is the visceral adipose tissue of a healthy reference population

Waist Circumference (WC)



Colored section (from left to right)	Meaning	Limit values
Green	Normal waist circumference	Limit value from the literature adapted for gender and ethnicity
Red	High waist circumference	

Limit value and reference ranges from the International Diabetes Federation (IDF)

Alberti, George, Paul Zimmert, Jonathan Shaw, and Scott M. Grundy. “IDF Worldwide Definition of the Metabolic Syndrome.” Access: 1/8/2015.

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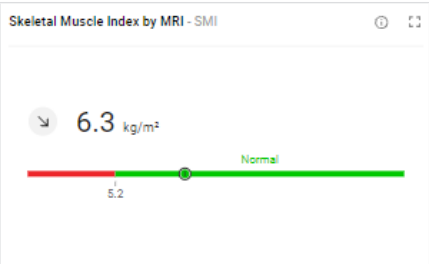
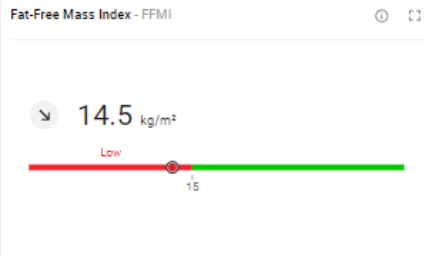
Skeletal Muscle Mass Index by MRI (SMI)



Colored section (from left to right)	Meaning	Limit values
Red	Low SMI	Limit value adapted for gender and ethnicity; 5th percentile of reference population
Green	Normal SMI	

SMI = skeletal muscle mass/height^2, limit value is the 5th percentile; the basis is the skeletal muscle mass of a healthy reference population

Fat-Free Mass Index (FFMI)



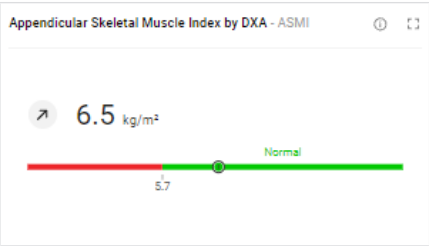
Colored section (from left to right)	Meaning	Limit values
Red	Low FFMI	Limit value from the literature adapted for gender
Green	Normal FFMI	

FFMI = fat-free mass/height^2; limit values, and reference ranges from the Global Leadership Initiative on Malnutrition (GLIM) and the European Society of Clinical Nutrition and Metabolism (ESPEN)

Cederholm et al., “Diagnostic criteria for malnutrition – An ESPEN Consensus Statement.” Clinical Nutrition 34(3), (2015): 335S-340S.

Cederholm et al., “GLIM criteria for the diagnosis of malnutrition – A consensus report from the global clinical nutrition community.” Clinical Nutrition 38(1), (2019): 1S-9S.

Appendicular Skeletal Muscle Index by DXA (ASMI)



Colored section (from left to right)	Meaning	Limit values
Red	Low ASMI	Limit value from the literature adapted for gender
Green	Normal ASMI	

ASMI = appendicular skeletal muscle mass/height^2 (skeletal muscle mass by DXA corresponds to lean soft tissue mass); limit values and reference ranges from the Global Leadership Initiative on Malnutrition (GLIM) and the Asian Working Group for Sarcopenia (AWGS)

Chen et al., “Sarcopenia in Asia: consensus report of the Asian Working Group for Sarcopenia.” J Am Med Dir Assoc. 15(2), (2014): 95S-101S.

Cederholm et al., “GLIM criteria for the diagnosis of malnutrition – A consensus report from the global clinical nutrition community.” Clinical Nutrition 38(1), (2019): 1S-9S.

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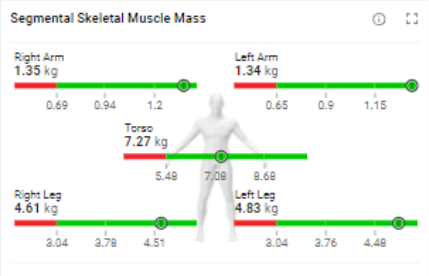
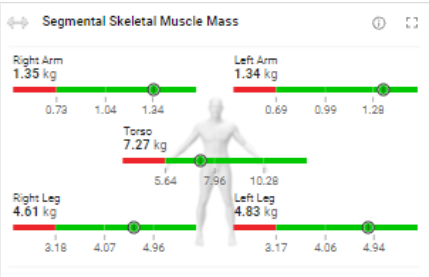
Segmental Skeletal Muscle Mass (BMI-dependent)



Colored section (from left to right)	Meaning	Limit values
Red	Low segmental skeletal muscle mass	Limit values adapted for gender, ethnicity, BMI, and age; 5th, 50th, and 95th percentile of reference population
Green	Low/normal segmental skeletal muscle mass	
Green	High/normal segmental skeletal muscle mass	
Green	High segmental skeletal muscle mass	

Individual limit values of the 5th, 50th, and 95th percentile; the basis is the skeletal muscle mass of a healthy reference population

Segmental Skeletal Muscle Mass (not BMI-dependent)



Colored section (from left to right)	Meaning	Limit values
Red	Low segmental skeletal muscle mass	Limit values adapted for gender, ethnicity, and age; 5th, 50th, and 95th percentile of reference population
Green	Low/normal segmental skeletal muscle mass	
Green	High/normal segmental skeletal muscle mass	
Green	High segmental skeletal muscle mass	

Individual limit values of the 5th, 50th, and 95th percentile; the basis is the skeletal muscle mass of a healthy reference population

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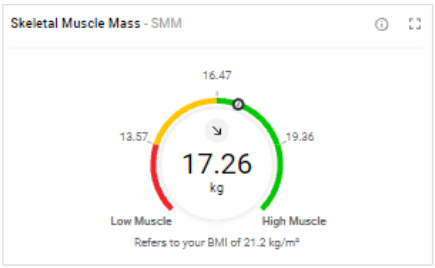
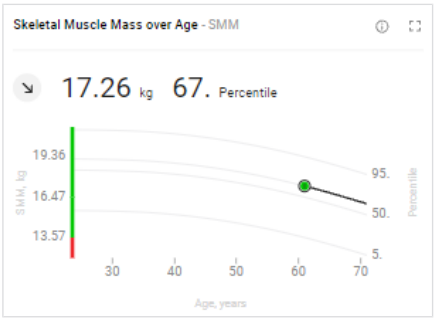
Skeletal Muscle Mass (SMM)



Colored section (from left to right)	Meaning	Limit values
Red	Low skeletal muscle mass	Limit values adapted for gender, ethnicity, BMI, and age; 5th, 50th, and 95th percentile of reference population
Yellow	Low/normal skeletal muscle mass	
Green	High/normal skeletal muscle mass	
Green	High skeletal muscle mass	

Individual limit values of the 5th, 50th, and 95th percentile; the basis is the skeletal muscle mass of a healthy reference population

Skeletal Muscle Mass over Age (BMI-dependent)



Colored section (from bottom to top)	Meaning	Limit values
Red	Low skeletal muscle mass	Limit values adapted for gender, ethnicity, BMI, and age; 5th, 50th, and 95th percentile of reference population
Green	Low/normal skeletal muscle mass	
Green	High/normal skeletal muscle mass	
Green	High skeletal muscle mass	

Individual limit values of the 5th, 50th, and 95th percentile; the basis is the skeletal muscle mass of a healthy reference population

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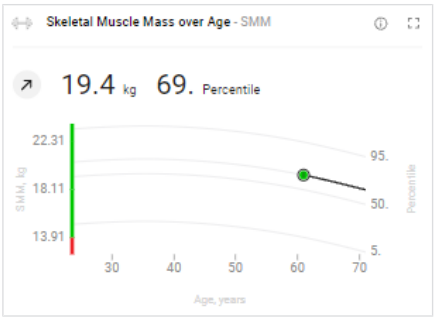
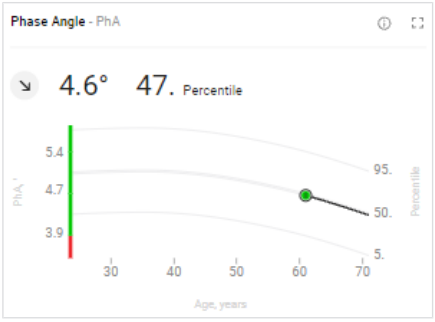
Skeletal Muscle Mass over Age (not BMI-dependent)



Colored section (from bottom to top)	Meaning	Limit values
Red	Low skeletal muscle mass	Limit values adapted for gender, ethnicity, and age; 5th, 50th, and 95th percentile of reference population
Green	Low/normal skeletal muscle mass	
Green	High/normal skeletal muscle mass	
Green	High skeletal muscle mass	

Individual limit values of the 5th, 50th, and 95th percentile; the basis is the skeletal muscle mass of a healthy reference population

Phase Angle (PhA)



Colored section (from bottom to top)	Meaning	Limit values
Red	Low phase angle	Limit values adapted for gender, ethnicity, height, and age; 5th, 50th, and 95th percentile of reference population
Green	Low/normal phase angle	
Green	High/normal phase angle	
Green	High phase angle	

Individual limit values of the 5th, 50th, and 95th percentile; the basis is the phase angle of a healthy reference population

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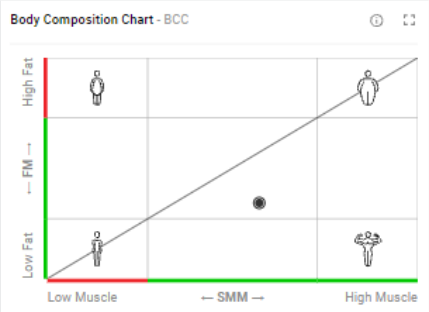
Body Composition Chart (BCC)

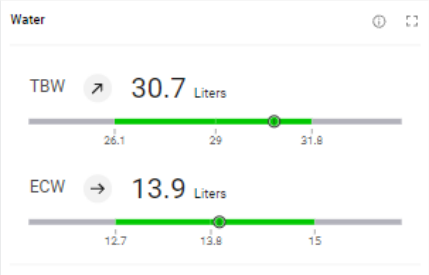


Colored section (from bottom to top)	Meaning	Limit values
Green	Low fat mass	Limit values adapted for gender, ethnicity, and age; 5th and 95th percentile of reference population
Green	Normal fat mass	
Red	High fat mass	

Colored section (from left to right)	Meaning	Limit values
Red	Low skeletal muscle mass	Limit values adapted for gender, ethnicity, and age; 5th and 95th percentile of reference population
Green	Normal skeletal muscle mass	
Green	High skeletal muscle mass	

Individual limit values (not labeled) of the 5th and 95th percentile; the basis is formed by the skeletal muscle mass and fat mass of a healthy reference population

Water



Colored section (from left to right)	Meaning	Limit values
Gray	Below-average TBW/ECW	Limit values adapted for gender, ethnicity, BMI, and age; 5th, 50th, and 95th percentile of reference population
Green	Average TBW/ECW	
Green	Average TBW/ECW	
Gray	Above-average TBW/ECW	

Individual limit values of the 5th, 50th, and 95th percentile; the basis is formed by the total body water (TBW) and extracellular water (ECW) of a healthy reference population

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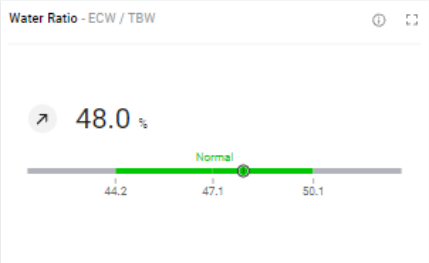
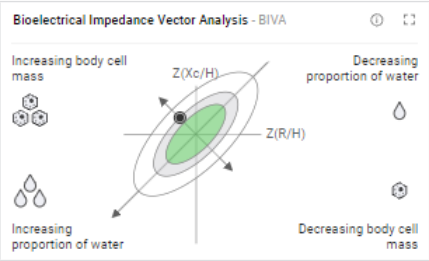
Water Ratio (ECW/TBW)



Colored section (from left to right)	Meaning	Limit values
Gray	Below-average TBW/ECW	Limit values adapted for gender, ethnicity, BMI, and age; 5th, 50th, and 95th percentile of reference population
Green	Average TBW/ECW	
Green	Average TBW/ECW	
Gray	Above-average TBW/ECW	

Individual limit values of the 5th, 50th, and 95th percentile; the basis is the ratio of total body water (TBW) to extracellular water (ECW) of a healthy reference population

Bioelectrical Impedance Vector Analysis (BIVA)



Colored section (from the outside in)	Meaning	Limit values
White	Range of the 95th tolerance ellipse	Limit values adapted for gender, ethnicity, and age; 50th, 75th, and 95th tolerance ellipse of the reference population
Gray	Range of the 75th tolerance ellipse	
Green	Range of the 50th tolerance ellipse	

Individual limit values of the 50th, 75th, and 95th tolerance ellipse; the basis is formed by the resistance (R) and reactance (Xc) of a healthy reference population

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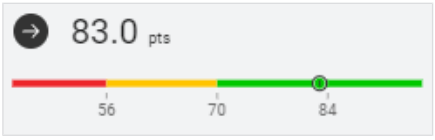
TRU Body Score (analysis parameter in the fitness sphere)

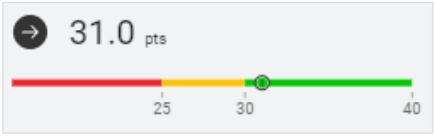
Colored section (from left to right)	Meaning
White	Below average ratio of muscle mass to fat mass
Bronze	
Silver	Above-average ratio of muscle mass to fat mass
Gold	
Platinum	Well above-average ratio of muscle mass to fat mass

Muscle Score (for TRU Body Score)



Colored section (from left to right)	Meaning	Limit values
Red	Low muscle mass	Limit values adapted for gender, ethnicity, BMI, height, and age; 5th and 50th percentile of reference population
Yellow	Below-average muscle mass	
Green	Above-average muscle mass	

Fat Score (for TRU Body Score)



Colored section (from left to right)	Meaning	Limit values
Red	High fat mass	Limit values adapted for gender, ethnicity, height, and age, linked to the BMI values 18.5 kg/m^2, 25 kg/m^2, and 30 kg/m^2
Yellow	Increased fat mass	
Green	Normal to low fat mass	

Limit values and color symbols (children)

The following reference sources are available for display of the limit values for weight, height and BMI:

- **World Health Organization (WHO)** (default setting with operation in the EU)
- **Centers for Disease Control and Prevention (CDC)** (default setting with operation in the USA)
- **Kromeyer-Hauschild**
- **seca LATAM Children**

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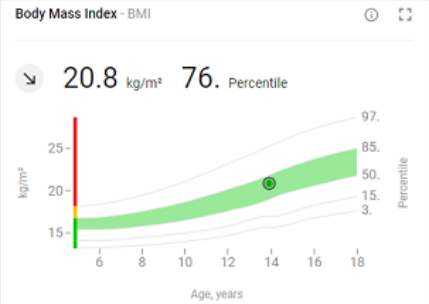
NOTE

- ► Administrator rights are required to change the reference source (→ Selecting reference sources for children).
- ► The reference source **seca LATAM Children** only contains reference values for the ethnicity "South and Central American".

The reference ranges of **seca LATAM Children** have been determined by seca with in-house studies. Other reference ranges have been recorded in clinical trials (for details, go to www.seca.com). Below you will find information about limit values and the meaning of the color scale for each analysis parameter.

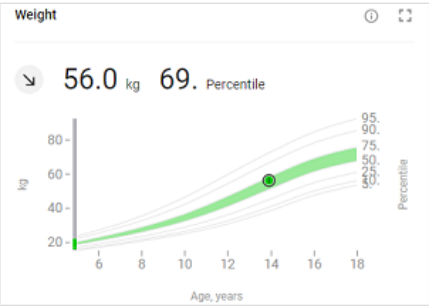
Body Mass Index (BMI) (children)



Colored section (from left to right)	Meaning	Limit values
Yellow	Underweight	Gender-specific limit values Percentiles: • seca LATAM Children: 3rd, 85th and 97th • CDC: 5th, 85th and 95th • WHO: 3rd, 85th and 97th • Kromeyer-Hauschild: 10th, 90th and 97th
Green	Normal weight	
Yellow	Overweight	
Red	Obesity	

BMI = weight/height^2

Weight (children)



Colored section (from bottom to top)	Meaning	Limit values
Gray	Underweight	Gender-specific limit values Percentiles: • seca LATAM Children: 3rd and 85th • CDC: 5th and 85th • WHO: 3rd and 85th • Kromeyer-Hauschild: 10th and 90th
Green	Normal weight	
Gray	Overweight	

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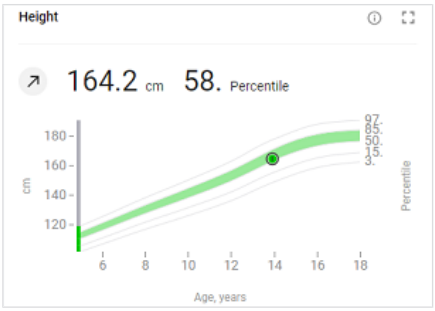
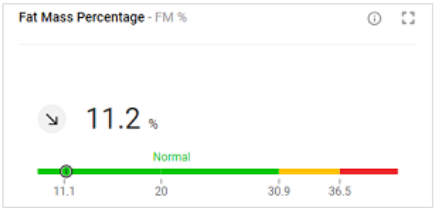
Height (children)



Colored section (from bottom to top)	Meaning	Limit values
Gray	Below-average height	Gender-specific limit values Percentiles: • seca LATAM Children: 3rd and 97th • CDC: 5th and 95th • WHO: 3rd and 97th • Kromeyer-Hauschild: 3rd and 97th
Green	Average height	
Gray	Above-average height	

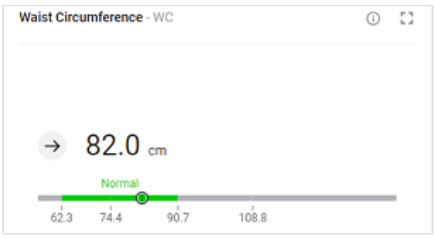
Fat Mass Percentage (FM%)(children)



Colored section (from left to right)	Meaning	Limit values
Green	Low fat mass	Limit values adapted for gender, ethnicity, BMI, and age; 5th, 85th and 95th percentile
Green	Normal fat mass	
Yellow	Increased fat mass	
Red	High fat mass	

FM% = fat mass/weight; individual limit values, based on BMI reference ranges

Waist circumference (WC) (children)



Colored section (from left to right)	Meaning	Limit values
Gray	Low waist circumference	Limit values adapted for gender and ethnicity; 5th and 85th percentile
Green	Normal waist circumference	
Gray	High waist circumference	

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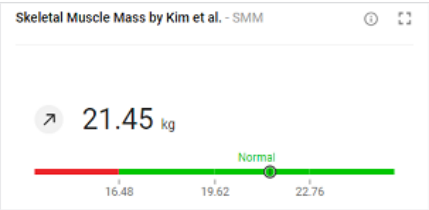
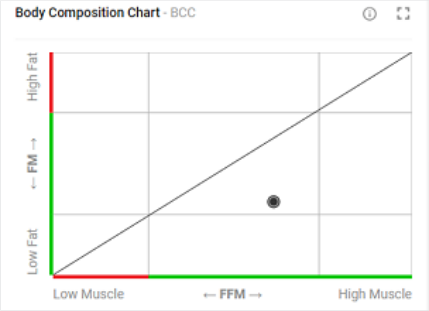
Skeletal muscle mass in accordance with Kim et al. (SMM) (children)



Colored section (from left to right)	Meaning	Limit values
Red	Low skeletal muscle mass	Limit values adapted for gender, ethnicity, BMI, and age; 5th and 95th percentile
Green	Normal skeletal muscle mass	
Green	High skeletal muscle mass	

Body Composition Chart (BCC) (children)



Colored section (from bottom to top)	Meaning	Limit values
Green	Low fat mass	Limit values adapted for gender, ethnicity, and age; 5th and 95th percentile
Green	Normal fat mass	
Red	High fat mass	

Colored section (from left to right)	Meaning	Limit values
Red	Low fat-free mass	Limit values adapted for gender, ethnicity, and age; 5th and 95th percentile
Green	Normal fat-free mass	
Green	High fat-free mass	

10.3 seca analysis modules

- → Nutritional & Functional Assessment
- → Malnutrition Assessment
- → Endurance Assessment
- → Strength Assessment
- → Children: All analysis parameters

Analysis modules provide the option of viewing only those analysis parameters relevant to a specific objective.

The analysis modules described below are preset in the **seca analytics 125** software.

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Nutritional & Functional Assessment

This combination of analysis parameters visualizes comprehensive details about nutrition and performance status. Its use is generally recommended for healthy individuals. Muscle mass is compared to that of other individuals of identical gender, age, and BMI.

This analysis module is suitable for the following objectives:

- Improving health by reducing weight/building muscle
- Maintaining or improving body composition

Malnutrition Assessment

This combination of analysis parameters visualizes comprehensive details about nutrition status with a focus on malnutrition.

This analysis module is suitable for the following objectives:

- Supporting physician/member of specialist staff in diagnosing sarcopenia/ malnutrition
- Determining degree of severity following positive screening for malnutrition

Endurance Assessment

This combination of analysis parameters visualizes comprehensive details about the nutrition and performance status of individuals training for endurance sport. Muscle mass is compared to that of other individuals of identical gender, age, and BMI.

This analysis module is suitable for the following objectives:

- Improving stamina and body composition

Strength Assessment

This combination of analysis parameters visualizes comprehensive details about the nutrition and performance status of individuals training to build muscle. Muscle mass is compared to that of other individuals of identical gender, age, and height, irrespective of BMI.

This analysis module is suitable for the following objectives:

- Improving muscle mass (for above-average muscle mass)

Children: All analysis parameters

All analysis parameters for children are summarized in the  **All analysis parameters** analysis module.

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10.4 Display of weight and height values

The **seca analytics 125** software only displays weight and height values it receives in the unit set in the software. If the setting on the transmitting device is different, the values will be converted automatically. Details are in the following table:

Settings for the seca analytics 125 software	seca device setting	Display of seca analytics 125	Example
Metric (kg)	kg	kkk.gg	102.55 kg
	lbs		
	–	kkk.gg [a]	102.55 kg
Imperial (lbs)	kg	ppp.p	226.08 lbs
	lbs		
	–	ppp.p [a]	226.08 lbs
Metric (cm)	cm	cm.mm	180.5 cm
	ft'in"		
	–	cm.mm [a]	180.5 cm
Imperial (ft)	cm	ft.in	5.9 ft
	ft'in"		
	–	ft.in [a]	5.9 ft

[a] Manual entry of measured values directly in the **seca analytics 125** software. If additional decimal places are entered, the value is rounded automatically.

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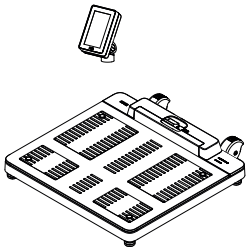
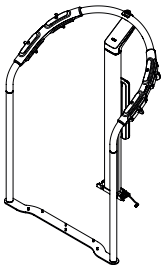
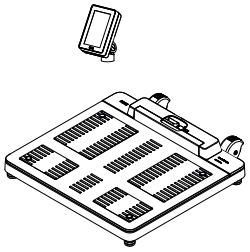
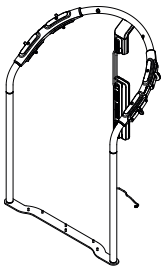
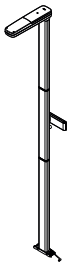
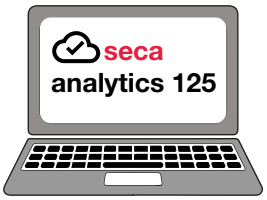
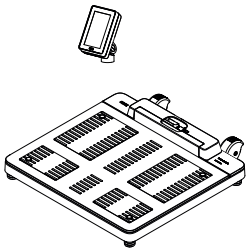
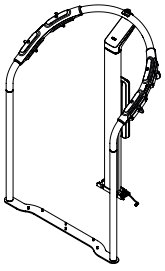
11 COMPATIBLE SECA PRODUCTS

Scale	Handrail	Measuring rod	Analysis software
seca Medical, housing color: White			
 **seca mBCA 555/554** 555 7021 099 554 1321 009	 **seca mBCA 550** 550 0010 009	–	 **seca analytics 125**
 **seca mBCA 555/554** 555 7021 099 554 1321 009	 **seca mBCA 550** 550 0000 009	 **seca 257**, standard 257 1714 009 **seca 257**, short 257 2914 009	 **seca analytics 125**

Scale	Handrail	Measuring rod	Analysis software
seca Fitness, housing color: Black/anthracite			
 **seca mBCA 552** 552 1333 009	 **seca mBCA 549** 549 0133 009	–	 **seca analytics 125**

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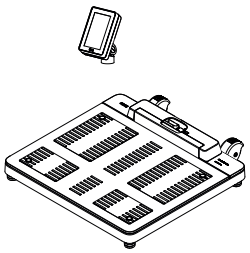
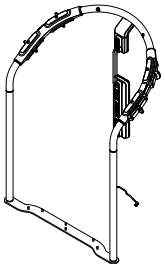
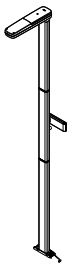
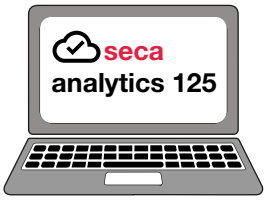
Scale	Handrail	Measuring rod	Analysis software
seca Fitness, housing color: Black/anthracite			
 **seca mBCA 552** 552 1333 009	 **seca mBCA 549** 549 0033 009	 **seca 256** 256 1733 009	 **seca analytics 125**

Measuring device	Analysis software
 **seca mBCA 525 c** 525 0021 004	 **seca analytics 125**

12 WARRANTY

Please note that this software is subject to warranty restrictions which may arise in conjunction with the license, for example. The warranty restrictions can be called up via the software (“Terms of Use”).

13 DECLARATION OF CONFORMITY

CE 0123

seca gmbh & co. kg hereby declares that the product complies with the terms of the applicable European directives and regulations. The unabridged declaration of conformity can be found at www.seca.com.

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