seca 115

Administrator Manual

from software version 1.4 Build 560

seca®
Precision for health

CONTENTS

1. SYSTEM DESCRIPTION

1.1 Intended use

The **seca 115** PC software is for administering weight, height, bioimpedance and vital measurements and for calculating automatically parameters such as FMI (fat mass index) which can be derived from these measurements. Results are displayed in graphical form and provide support with the following medical issues:

- Documentation of weight changes
- Documentation of energy expenditure and energy reserves
- Documentation of cardiometabolic risk
- Documentation of metabolic activity and the success of a training program, e.g. within the framework of rehabilitation or physiotherapy
- Documentation of a patient's fluids status and documentation of changes in fluids
- Documentation of changes in vital signs

1.2 Description of function

Installation options

The **seca 115** PC software can be installed in the form of a client/server solution or a standalone solution.

The **seca 115** PC software consists of the application software and a seca patient database, together with communication and evaluation modules.

For client/server operation, the application software is installed on PC workstations (clients). The seca patient database and the communication and evaluation modules are installed centrally on a server. All clients access the server and use the seca patient database and communication and evaluation modules there.

For standalone operation, the application software, the seca patient database and the communication and evaluation modules are installed on the same PC workstation.

seca mBCA/mVSA data transmission

The network connection allows a seca mBCA/mVSA to use both the seca patient database and the special print function of the **seca 115** PC software.

The special print function of the **seca 115** PC software makes it possible to start printing a results report directly on a seca mBCA/mVSA.

The **seca mBCA 525** and **seca mVSA 535** models can be configured so that the seca patient files and user accounts on the device are automatically synchronized with those of the **seca 115** PC software.

The link between the mBCA/mVSA and the **seca 115** PC software can be made via WiFi or Ethernet.

Device	WiFi	Ethernet	Automatic synchronization
seca mBCA 515/514	-	•	-
seca mBCA 525	•	•	•
seca mVSA 535	•	•	•

Transmission of data by seca scales and stadiometers

seca scales and stadiometers from the **seca 360°** system can communicate with one another wirelessly and transmit data to the **seca 115** PC software. For this to happen, the **seca 360° wireless USB adapter 456** must be connected to a PC on which at least the **seca 115** application software is installed.

seca scales with an RS232 interface can transmit data to the PC software by wired connection.

Administering seca patient files

seca patient files can be created in the **seca 115** PC software or on a seca mBCA/mVSA. seca patient files are saved in the seca patient database of the **seca 115** PC software. Alternatively, seca patient files can be saved on a USB memory stick. The USB memory stick has to be "initialized" for this purpose.

"Initializing" is a **seca 115** PC software function. This function allows the administrator to create an empty seca patient database on a USB memory stick.

seca patient files and seca patient databases contain exclusively data necessary for working with seca products or determined using seca products. seca patient files can be administered and edited only using the **seca 115** PC software.

The export and import functions of the **seca 115** PC software can be used for exchanging data with practice and hospital information systems.

Calculating weight and height

On scales and stadiometers from the **seca 360°** system and on seca scales with an RS232 interface, it is possible to start recording weight and height directly from the **seca 115** PC software.

Measured results are sent from the **seca 360°** devices to the PC software. Alternatively, measured values can be entered manually in the **seca 115** PC software.

Determining body composition

Measurements with a seca mBCA (determines body composition by means of bioimpedance measurement) cannot be started from the **seca 115** PC software.

The results of a bioimpedance measurement are assigned to a seca patient file directly on the seca mBCA. The seca patient file is transmitted to the seca patient database of the **seca 115** PC software.

The **seca 115** PC software can only administer bioimpedance measurements determined using a seca mBCA or a seca mVSA.

Recording vital signs

Vital signs (blood pressure, body temperature, pulse rate and oxygen saturation) determined using a seca mVSA can be transmitted to the **seca 115** PC software by WiFi or Ethernet. Alternatively, vital signs can be entered in the **seca 115** PC software manually.

Evaluation

Measured results are evaluated in graphical form based on scientifically-established formulas. In-house studies by seca established formulas for determining the parameters total body water (TBW), extracellular water (ECW), fat-free mass (FFM) and skeletal muscle mass (SMM) for arms, legs, torso and the whole body. In these studies, in-house reference values were determined for the following parameters to allow normal ranges to be shown: bioimpedance vector analysis (BIVA), mass indices (FMI, FMMI), phase angle (φ). You can find further information in the Instructions for Use for Physicians and Assistants.

Measured results for the vital signs blood pressure (NIBP), temperature (TEMP), pulse rate (PR) and oxygen saturation (SPO_2) are displayed graphically. There is **no** evaluation of vital signs based on references or normal ranges.

Administration of user data

The following roles can be assigned to users of the **seca 115** PC software: physician, assistant or administrator. User accounts can only be set up or edited by an administrator. A user name and password are required for access to the **seca 115** PC software. If a user account is set up for the **seca 115** PC software, the **seca 115** PC software also generates a user PIN. The user PIN allows access from a seca mBCA to the seca patient database of the **seca 115** PC software.

PC software update

When the **seca 115** PC software is updated, the seca patient database and its contents are retained. The seca patient database is adapted to suit the new version of the **seca 115** PC software. After the update is complete, it will no longer be possible to access the seca patient database with older versions of the **seca 115** PC software.

Compatibility with seca measuring devices

Version 1.4 from Build 560 upwards of the **seca 115** PC software is compatible exclusively with the following device software versions:

Device	Software version
seca mBCA 515/514	1.1 from Build 550
seca mBCA 525	1.0 from Build 600
seca mVSA 535	1.0 from Build 600

There is no downward compatibility with seca mBCAs/mVSAs on which older versions of the device software are installed. For a summary of technical changes, see the section entitled "Technical modifications" on page 63.

The **seca 115** PC software has unlimited compatibility with scales and stadiometers from the **seca 360°** system and with seca scales with an RS232 interface.

1.3   User qualification

Installation and administration

The **seca 115** PC software may only be installed and administered by experienced administrators or hospital technicians.

Measuring mode

The **seca 115** PC software may only be used by persons with sufficient expertise.

2. SAFETY INFORMATION

2.1 Safety instructions in these Instructions for Use

⚠ **DANGER!**
Identifies an exceptionally hazardous situation. If you fail to take note of this information, serious irreversible or fatal injury will result.

⚠ **WARNING!**
Identifies an exceptionally hazardous situation. If you fail to take note of this information, serious irreversible or fatal injury may result.

⚠ **CAUTION!**
Identifies a hazardous situation. If you fail to take note of this information, minor to moderate injury may result.

ATTENTION!
Identifies possibility of incorrect operation of the product. If you fail to take note of this information, the device may be damaged or the measured results may be incorrect.

NOTE:
Includes additional information about use of the product.

2.2 Basic safety instructions

Using the software
- ▶ Please take note of the instructions in these Instructions for Use.

- ▶ Carefully store the installation DVD and the user documentation it contains. The user documentation is a component of the PC software and must be available at all times.

- ▶ Only install the **seca 115** software on PCs equipped with an antivirus program. Always keep your antivirus program up to date to protect your computer system from current and future malware. The **seca 115** software is protected from manipulation and was checked for malware at the time the software was created.

- ▶ Use the **seca 115** PC software only for the specified intended use.

- ▶ Use only mBCAs/mVSAs, scales and stadiometers from seca in combination with the **seca 115** software.

- ▶ Keep other medical electrical devices, e.g. high-frequency surgical devices, a minimum distance of approx. 1 meter away to prevent incorrect measurements or wireless transmission interference.

- ▶ Keep high-frequency devices such as cell phones and televisions, for example, a minimum distance of approx. 1 meter away to prevent incorrect measurements or wireless transmission interference.

- ▶ The actual transmission output of high-frequency equipment may require minimum distances of more than 1 meter. For details, go to www.seca.com.

Using the measured results

⚠ **CAUTION!**
Patient hazard
In order to avoid misinterpretations, test results for medical use must be displayed and used in SI units (weight: kilogrammes, length: metres) only. Some devices offer the ability to display test results in other units. This is only an additional function.

▶ Use the results exclusively in SI units.

▶ The use of measurement results in non-SI units is the sole responsibility of the user.

NOTICE!
Inconsistent measuring results

▶ Before you electronically save measurement values determined using this device and use them further (e.g. in seca PC software or in a hospital information system), make sure that the measurement values are plausible.

▶ If measurement values are transmitted to seca PC software or a hospital information system, make sure prior to further use that the measurement values are plausible and are assigned to the correct patient.

NOTICE
Results not comparable to other devices
Results of bioelectric impedance measurements are not interchangeable with measurements obtained from different manufacturers' devices. Performing follow-up measurements using devices other than seca mVSAs/mBCAs may produce inconsistent data and lead to misinterpretation of measurement results.

▶ Make sure to perform follow-up measurements using seca mVSAs/mBCAs only.

3. INSTALLATION

3.1 System requirements

PC hardware and software
- Microsoft® operating systems:
  - Windows Vista® (SP1)
  - Windows® 7
  - Windows® 8
  - Windows® 10
- Processor: 1.2 GHz or higher
- Free hard disk storage: min. 1 GB
- Free system memory: min. 512 MB RAM
- Peripherals: DVD drive, Windows®-compatible printer
- Ports for use with seca devices: USB 2.0 or serial interface (RS 232)
- Monitor: 1024x768, high color (16 bit), 32 bit (recommended)
- .NET Framework 4.0: is included on the software DVD and installed automatically if required.

  NOTE:
  On some server systems, the .NET framework has to be installed manually later. Follow the documentation for your server system.
- seca patient database: is included on the software DVD.
- Program for extracting zip archives
- Program for displaying pdf files (PDF version 1.6 or higher)

  NOTE:
  The **seca 115** PC software does not interact with other software on the PC.

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seca components
For setting up a **seca 360°** network, the **seca 360° wireless USB adapter 456** is required.

  NOTE:
  The **seca 360° wireless USB adapter 456 WA** is **not** compatible with the **seca 115** PC software.
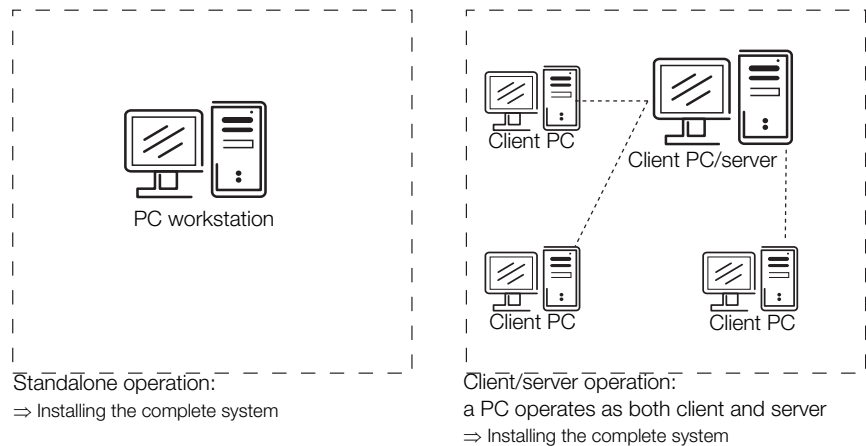
3.2 Installing/uninstalling software

The **seca 115** PC software consists of the application software and a seca patient database, together with communication and evaluation modules. The following installation options are available:

Installing the complete system Select this option if you want to set up a single PC workstation or if a PC in a network is to be both a client and a server.

Standalone operation:
⇒ Installing the complete system

Client/server operation:
a PC operates as both client and server
⇒ Installing the complete system

1. Ensure that you have administrator rights on the computer.

2. Insert the DVD in the DVD drive of your PC.
   The DVD starts automatically.

   > **NOTE:**
   > If the DVD does not start automatically, proceed as described in the section entitled "Starting installation manually" from page 14.

3. Follow the on-screen instructions.

4. Click on **complete**.

5. Follow the on-screen instructions.

6. Click on **Install**.
   The software is installed.

7. Click on **close**.
   The **System restart** dialog window appears.

8. Click on **ok**.
   The system restarts.

9. Follow the on-screen instructions.
   The **License server** window appears.
   The IP address and network port of the PC used are entered.
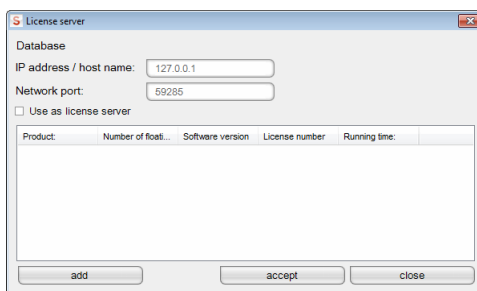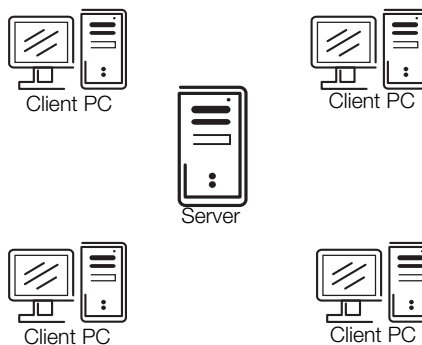
NOTE:
The **Use as license server** checkbox is intended for future expansions of function.

10. Click on **accept**.

11. Click on **close**.

12. In the operating system, check the entries under "Control Panel\Administrative Tools\Services".
    The following entries are present with status "started":
    – seca mediator service
    – seca image service
    – seca calculation service
    – seca document print service
    – PostgreSQL
    – CLS
    – Database Backup

13. In the operating system, check the entries under "Control Panel\Software".
    The entry "seca software\seca analytics 115" is present.
    Installation is complete.

14. Proceed as described in the chapter entitled "Activating licenses" from page 15.

Installing server functions only

Select this option if you want to set up a separate server for client/server operation.

1. Insert the DVD in the DVD drive of your PC.
   The DVD starts automatically.

   NOTE:
   If the DVD does not start automatically, proceed as described in the section entitled "Starting installation manually" from page 14.
   The installation starts.

2. Follow the on-screen instructions.

3. Click on **Server**.

4. Follow the on-screen instructions.

5. Click on **Install**.
   The server functions are installed.

6. Follow the on-screen instructions.

7. Click on **close**.
   The **System restart** dialog window appears.

8. Click on **ok**.
   The system restarts.

9. Follow the on-screen instructions.

10. In the operating system, check the entries under "Control Panel\Administrative Tools\Services".
    The following entries are present with status "started":
    – seca mediator service
    – seca image service
    – seca calculation service
    – seca document print service
    – PostgreSQL
    – CLS
    – Database Backup

11. In the operating system, check the entries under "Control Panel\Software".
    The entry "seca software\seca analytics 115" is present.
    Installation is complete.

Installing client functions only   Select this option if you want to set up the client PCs in a network and configure access to the server.
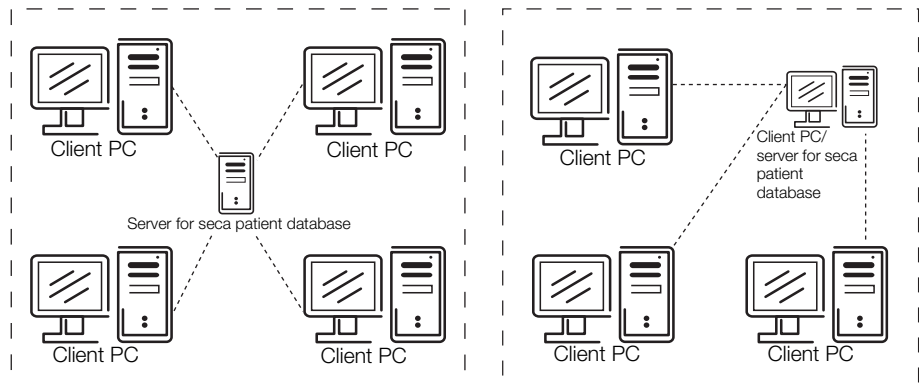
Setting up client PCs

1. Ensure that you have administrator rights on the PC.

2. Insert the DVD in the DVD drive of your PC.
    The DVD starts automatically.

    > **NOTE:**
    > If the DVD does not start automatically, proceed as described in the section entitled "Starting installation manually" from page 14.

3. Follow the on-screen instructions
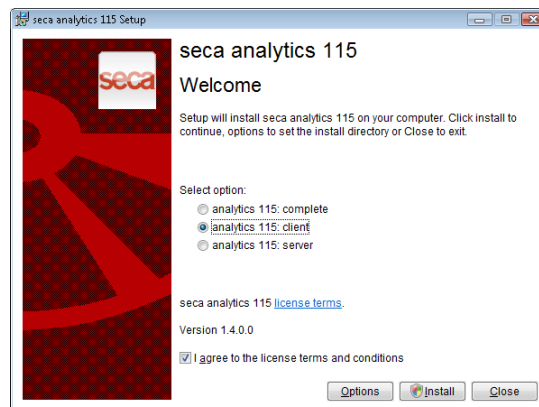
4. Click on **Client**.

5. Follow the on-screen instructions.

6. Click on **Install**.
    The software is installed.

7. Follow the on-screen instructions.

8. Click on **close**.
    The **System restart** dialog window appears.

9. Click on **ok**.
    The system restarts.
    Follow the on-screen instructions.

    The **License server** window appears.
    The IP address and network port of the PC used are entered in this window.
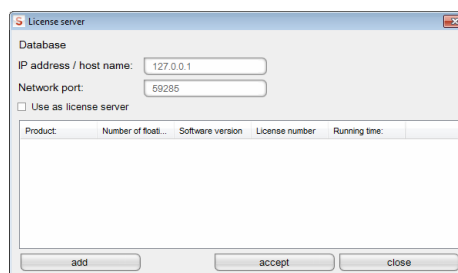
10. In the **License server** window, enter the IP address and the network port of the server under **Database**.

> **NOTE:**
> The **Use as license server** checkbox is intended for future expansions of function.

11. Click on **accept**.

12. Click on **close**.

13. In the operating system, check the entries under "Control Panel\Administrative Tools\Services".
    The entry "CLS" is present with status "started".

14. In the operating system, check the entries under "Control Panel\Software".
    The entry "seca software\seca analytics 115" is present.

15. Installation is complete.

16. Proceed as described in the chapter entitled "Activating licenses" from page 15.

Uninstalling PC software

The **seca 115** PC software and all its installed components can be uninstalled as follows:

- via the control panel of the operating system
- "Seca.Analytics.115.Installer.exe"

Integrating seca mBCA/mVSA in a seca 115 network

If you integrate a seca mBCA/mVSA in a **seca 115** network, you can use the seca patient database and the special print function of the **seca 115** PC software.

Options for connecting to **seca 115:**

Device	WiFi	Ethernet	Automatic synchronization
seca mBCA 515/514	-	●	-
seca mBCA 525	●	-	●
seca mVSA 535	●	-	●

> **NOTE:**
> This function is only available with an Ethernet connection.

CLS server ⇒ User-specific ⇒ Install CLS server
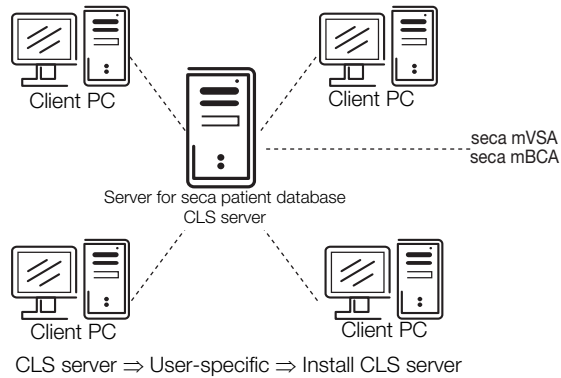
NOTE:
- Information for integrating a seca mBCA/mVSA in a network can be found in the Administrator Manual for the seca mBCA/mVSA.

- Information on exchanging data in measuring mode can be found in the "Instructions for Use for Physicians and Assistants" for the **seca 115** PC software and for the seca mBCA/mVSA.

Starting installation manually

In most cases, installation of the **seca 115** PC software starts automatically as soon as you put the DVD in the DVD drive of your PC.

If installation does not start automatically, the Autostart function of your system has probably been deactivated.

In this case, proceed as outlined below.

1. Open the DVD directory using Windows Explorer.
2. Double-click on "Setup".
   Installation of the **seca 115** software starts.

   NOTE:
   If Microsoft® components such as .NET Framework have to be installed, the installation program will access the Internet. The process may take a few minutes.

3. Proceed as described in the sections relating to the various installation options.
   - "Installing the complete system" from page 9
   - "Installing server functions only" from page 10
   - "Installing client functions only" from page 12

Uninstalling PC software

The **seca 115** PC software and all its installed components can be uninstalled as follows:

- via the control panel of the operating system
- "Seca.Analytics.115.Installer.exe"

3.3 Activating licenses

Before you can use this software, you must activate licenses.

The first time the program starts, the **License management** dialog window will open automatically.

You have the following possibilities for activating licenses.

Activating 30-day trial license

With the 30-day trial license, you can use the full functionality of the software for 30 days. The seca patient database can be installed on another computer.

1. Ensure that you have administrator rights on the PC.
2. Start the software as administrator.
   The first time the program starts, the **License management** dialog window will appear automatically.
3. Enter the installation code printed on the inside of the DVD wrapper.

> **NOTE:**
> The **Use floating license** function is not available in your software version. Please contact seca.

4. Click on **generate registration code**.

The code appears in the **Registration code** field.

5. Click on **ok**.
   The message **Trial license activated successfully** appears.
   Click on **ok**.
   The **Login** dialog window appears.

seca analytics **115**

User: [   ]
Password: [   ]

[ok] [cancel]

6. Enter the user name and password.

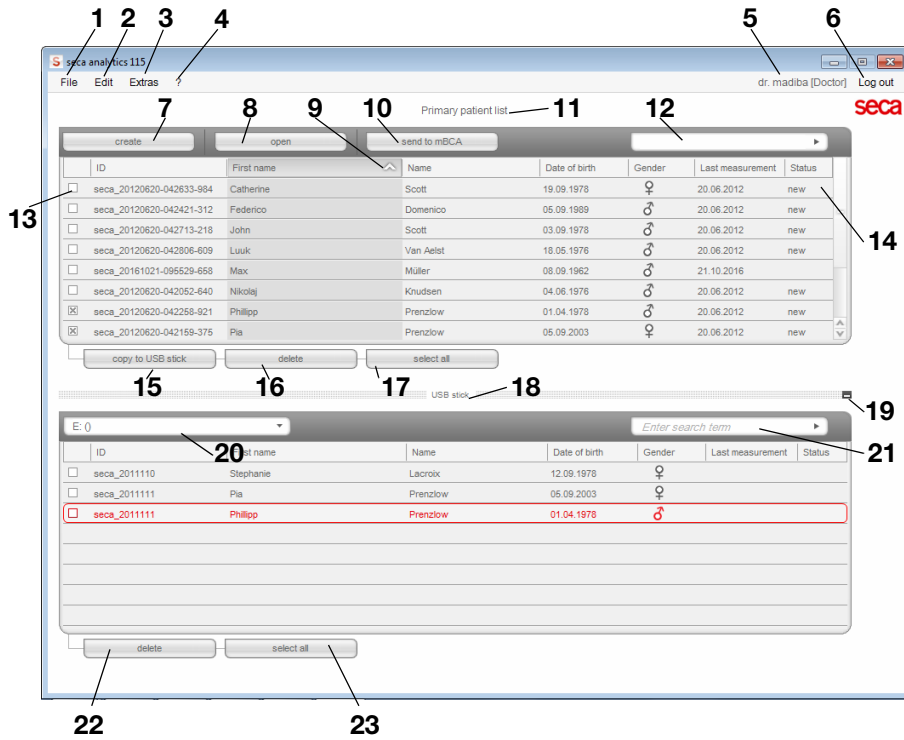   **NOTE:**
   The default user name is "admin". The default password is "admin".

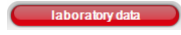7. Click on **ok**.
   The system is ready for operation.

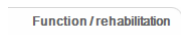**Activating workstation license**

With this license, you can use the full functionality of the software for an unlimited time. Use is limited to one PC workstation.

If several PC workstations are to be used, the appropriate number of workstation licenses must be present.

1. Ensure that you have administrator rights on the computer.

2. Start the software as administrator.
   The first time the program starts, the **License management** dialog window will appear automatically.

3. Enter the installation code printed on the inside of the DVD wrapper.

License management

☒ Use node-locked license

Installation code [vgdt   5e6ha]

[generate registration code]

Registration code [VE   )U]

To register your seca software please go to
http://register.seca.com or contact your seca
partner.

Activation code [   ]

☐ Use floating license

[ok] [cancel]

4. Click on **generate registration code**.

License management

☒ Use node-locked license

Installation code [vgdt   5e6ha]

[generate registration code]

Registration code [VCD   IO5O6A3]

To register your seca software please go to
http://register.seca.com or contact your seca
partner.

Activation code [   ]

☐ Use floating license

[ok] [cancel]
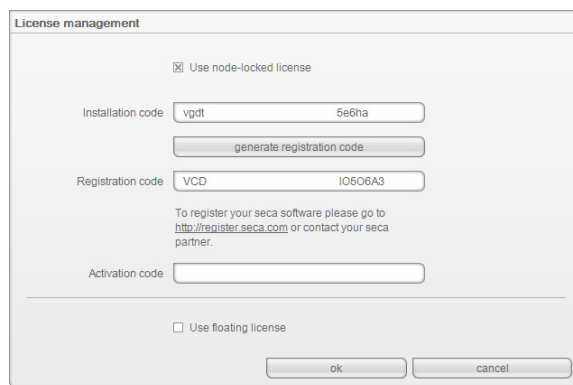
The code appears in the **Registration code** field.

5. Register the software under
   "http://register.seca.com" by filling in the appropriate form.

The activation code will be generated and sent to you via e-mail.

6. Enter the activation code from the e-mail in the **Activation code** line.

7. Click on **ok**.
   The **Login** dialog window appears.

8. Enter the user name and password.

   NOTE:
   The default user name is "admin." The default password is "admin.".

9. Click on **ok**.
   The system is ready for operation.

4. OVERVIEW
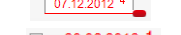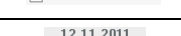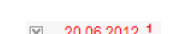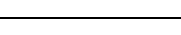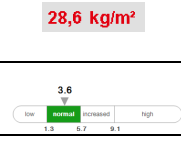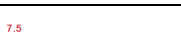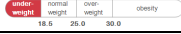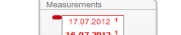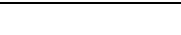
4.1 seca patient list
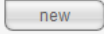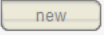
No.	Control	Function
1	File	The functions below are accessible: • **CSV export** • **Exit**
2	Edit	The functions below can be accessed using this menu element (only with a seca patient file open): • **Cut** • **Copy** • **Paste** Also as a context menu - right-click
3	Extras	The functions below are accessible: • **Settings** • **RS232 configuration** • **Set up USB stick** • **Change PIN for USB stick** • **User management** • **Patient assignment** • **Assign measurements** • **Server** • **Hospital data** • **seca 360° configuration** • **Temporary patient data buffer** • **Restore deleted patient files** • **License management** • **Measuring device administration** • **CSV export** • **select printer** • **Updates** • **Printouts ...** • **Patient texts ...**

No.	Control	Function
4	?	The information below is accessible: • **Product information** • **Instructions for Use** • **Administrator Manual**
5	Registered user [role]	The roles below are provided: • **Administrator** • **Physician** • **Assistant** Changes can only be made by users with the **Administrator** role

6	**log off**	• Open the login dialog
		  - Enter user name and password
		  - Default user name: admin, default password: admin
		• Log off the user

7	**create**	Create a new seca patient file in the main patient list
8	**open**	Open a seca patient file in the main patient list (only possible with the **Physician** or **Assistant** roles)
9	Column sorting	• Up arrow: sort from A - Z • Down arrow: sort from Z - A
10	**send to mBCA**	Send seca patient file to a seca mBCA (only possible with the **Physician** or **Assistant** roles)
11	Main patient list	Displays seca patient files: • data entered in the main patient list • data imported from the USB memory stick
12	Search window	Search for seca patient files in the main patient list • "Asterisk search" - e.g. "Mi*" to find Miller • Return to the complete list with empty search
13	Checkbox	"Activates" a seca patient file. Clicking buttons in the seca patient list affects all "activated" seca patient files
14	Selection bar	Indicates which seca patient file is currently selected. Clicking buttons has no effect on the selected file (cf. "Checkbox")
15	**copy to USB stick**	Copy patient files from the main patient list to USB memory stick. e.g. for use on a seca mBCA (only possible with the **Physician** or **Assistant** roles)
16	**delete**	Delete "activated" seca patient file in the main patient list (seca patient file can be restored by users with the **Administrator** role)
17	**select all deselect all**	• Select all seca patient files of the main patient list in order to carry out actions for all • Unselect all seca patient files of the main patient list if action for all has been carried out or if no action is to be carried out
18	Patient list on USB memory stick	Displays seca patient files saved on a USB memory stick • seca patient files copied from the main patient list to the USB memory stick • seca patient files newly created on the USB memory stick
19	Show/hide patient list from the USB memory stick	• seca patient list on the USB memory stick is automatically shown at system start • List can be hidden in order to display more entries in the main patient list
20	Drive selection window	For selecting the USB memory stick
21	Search window	Search seca patient files on the USB memory stick • "Asterisk search," e.g. "Mi*" to find Miller • Return to the complete list with empty search
22	**delete**	Delete seca patient file on the USB memory stick (seca patient file cannot be restored on the USB memory stick)
23	**select all deselect all**	• Select all seca patient files on the USB memory stick in order to carry out actions for all • Unselect all seca patient files on the USB memory stick if action for all has been carried out or if no action is to be carried out

4.2 Color symbols and other controls

Control/display	Symbol	Meaning
Tab	patient data	White: tab not selected
	laboratory data	Red: tab selected
Typeface, evaluation modules	Flüssigkeit	Red, with selection bar: module is active
	Function / rehabilitation	Bold: new data available
	Function / rehabilitation	Gray: module not available
Typeface, measurements	07.12.2012 4 / ☒ 20.06.2012 1	Red, with selection bar: measurement selected, details shown. Alternatively: red, with checkbox: measurements selected, details are displayed
	12.11.2011	Bold: new measurement
Footnotes	☒ 20.06.2012 1	Codes by measuring method • 1: Standing BIA measurement • 2: Lying BIA measurement • 3: Lying BIA measurement with vital signs • 4: Vital signs
Typeface, evaluation parameters	28,6 kg/m²	Parameter red: value outside normal range
Display, evaluation	3.6	Green: value within normal range
	5.9	Orange: value elevated
	7.5	Red: value outside normal range
Handles	Measurements: 17.07.2012, 16.07.2012, 15.07.2012, 14.07.2012, 13.07.2012, 12.07.2012	Selection of several measurements: • drag left handle upwards: add measurements of a more recent date. • drag right handle downwards: add measurements of an older date
Comment symbol for evaluation parameter	🗅	• Comment for evaluation parameters present • Write comment for evaluation parameter
Comment symbol for seca patient files	↵	Write and edit comments for seca patient files
Detail symbol	▢	Detail view available for results graph
Drop-down triangles	▼	Gray: function available
	▼	Light gray: function not available
Data transmission	☀	Data transmission in progress
	✅	Data transmission successful
	❌	Data transmission failed
Drop-down menu	8 kHz	Selected function
	Total / Muscle mass, torso / Muscle mass, left arm / Muscle mass, right arm / Muscle mass, left leg	Drop-down menu open
Checkboxes	☐	Empty: function deactivated/measurement result deselected
	☒	Cross: function activated/measurement result deselected

| Control/display	Symbol	Meaning
Buttons	new	Gray: function available
	new	Light gray: function not available
Parameter	> <	Select individual parameter Deselect individual parameter
	>> <<	Select all parameters Deselect all parameters

4.3   Identification on the packaging

|	
Mod	Model number
S/N	Serial number
📖	Observe user manual
CE 0123	Device conforms to EC directives
🏭	Manufacturer's address
♻	Packaging material can be disposed of through recycling programs
☂	Protect from moisture
🍷	Fragile
🌡	Permitted min. and max. temperature for transport and storage
%	Permitted min. and max. moisture for transport and storage

5. OPERATION

5.1 Starting/exiting program

Opening the program   1. Click "Start\Programs\seca\seca medical software".
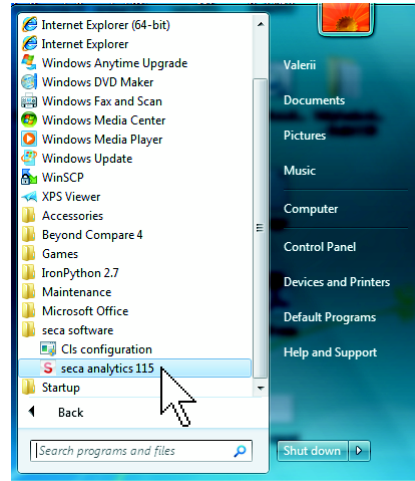
The **Login** dialog window appears.
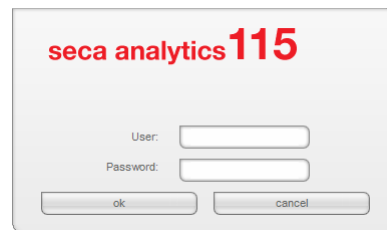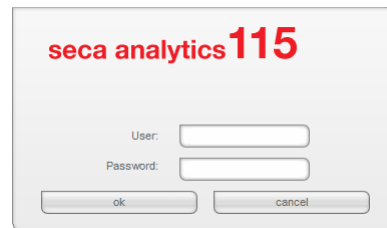

2. Enter the user name and password.

NOTE:
The default user name is "admin". The default password is "admin".

3. Click on **ok**.
The seca patient list opens.

Logging off / switching user   ▶ Click on **log off**.
The **Login** dialog window appears.
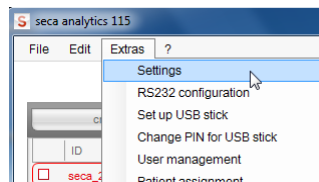Another user can log in.

Exiting program   ▶ Click on the cross symbol.
The program will close.

5.2 Administering the system ("Extras" menu)

Settings
In the **Settings** dialog window, you can make system settings and data connections for client/server operation. To do so, proceed as outlined below.

1. In the **Extras** menu, click on **Settings**.

The **Settings** dialog window opens.

2. Make the desired settings as shown on the pages which follow.
3. Once you have made the desired settings, click on **ok**.
   The settings are adopted.
   The dialog window closes.

ATTENTION!
Communication error due to incorrectly configured firewall
If the firewall of your system is not configured for the **seca 115** software, client PCs and the server cannot communicate with one another.
► Enable all the ports in your firewall which are used by the **seca 115** software
► If several firewalls are active in your system, ensure that the ports used by the **seca 115** software are enabled in all the firewalls.

NOTE:
In the case of standalone operation, you only need to make the settings included in the sections entitled "General" and "Units".

General

You can make the settings below in the **General** field.

- Dialogue language
- Time format
- Date format
- Name format
- Address format
- Setup location
- Decimal separator
- Name separator
- Select measurements (via checkbox or selection box)

> **NOTE:**
> • The selection of the setup location has an impact on the default settings for the references for evaluating measured results. For information on the subject of references, see the "Medical basis" section of the Instructions for Use.
>
> • If Japanese is to be set as the language, make sure that the appropriate Unicode fonts are installed on the client PC.

You can set the following languages in the **Dialogue language** field:

> **NOTE:**
> A reduced selection of languages is available for some country-specific variants of the **seca 115** PC software. The table below shows you which languages are available for which country-specific variants.

International	USA	Japan	China
• German • English (US) • English (GB) • Spanish • Spanish (MX) • Finnish • French • Dutch • Polish • Portugese (BR) • Japanese • Russian • Chinese	• English (US) • French • Spanish (MX)	• English (US) • Japanese	• English (US) • Chinese

Communication server

The communication server (CLS server) allows client PCs and seca mBCAs/mVSAs to access the server in the **seca 115** network.

In the **Communication server** field, you can enter the following connection data on the client PCs:

- IP address / host name of the server
- network port (default: 60667, port 60767 is automatically assigned at the same time)

Database

In the **Database** field, you can enter the connection data for the PC on which the seca patient database is installed. Client PCs and seca mBCAs can access this database.

- IP address/host name of the computer on which the seca patient database

is installed (default: identical to CLS server)

• network port (default: 59285)

• port for synchronizing client PCs and seca patient database: 60668, non-configurable

seca PDMS connector

The seca PDMS connector facilitates automated transmission of patient data and measured results to a patient data management system. You can enter the following connection data:

• IP address/host name of your PDMS

• network port (default: 60669, port 60769 is automatically assigned at the same time)

• data exchange directory

• automatic export

> **NOTE:**
> An interface must be configured for the PDMS connector. You can obtain additional information on this subject from seca on request (e-mail: technicalservice.de@seca.com).

Units

For the following parameters, you can set measurement units on the pull-down menus:

• Weight

• Height

• Energy

• Blood Pressure

• Temperature

Automatic synchronization (not seca mBCA 515/514)

Automatic synchronization automatically transmits data to the **seca 115** PC software without you having to activate the function.

> **NOTICE!**
> **Malfunction**
> In order to be able to use automatic synchronization, this must be activated on the **seca mBCA 525**. The description of how to activate automatic synchronization can be found in the instructions for use for the **seca mBCA 525**.
> ► Ensure that automatic synchronization is activated on the **seca mBCA 525**.

Automatic synchronization of the **seca 115** PC software is preset on the **seca mBCA 525**. The **send to mBCA** function is not required for **seca mBCA 525**. The following data are synchronized as soon as they are changed either on the device or in the PC software:

• seca patient files

• user accounts and passwords

• automatic export settings

Adapt the default settings if necessary:

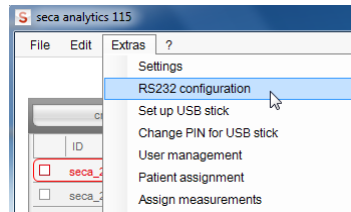| Input field	Default setting
Protocol	UDP
UDP port	20011
TCP port	20010
File Transfer Port	20012

Configuring RS232 devices

With this software, you can manage a maximum of four devices with an RS232 interface per client PC.
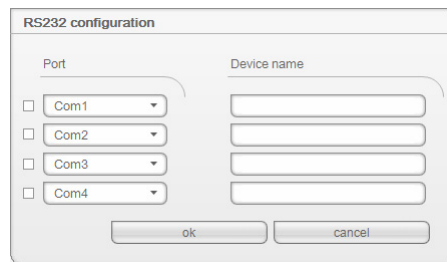
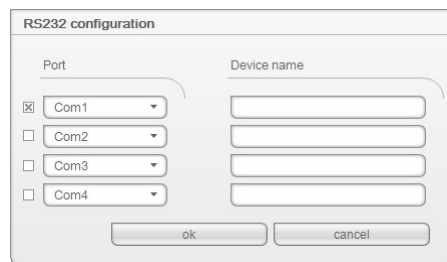1. Connect the device to the client PC.

   NOTE:
   Follow the Instructions for Use for the device in question.
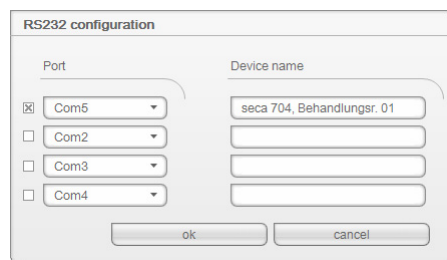

2. In the **Extras** menu, click on **RS232 configuration**.

   The **RS232 configuration** dialog window opens.

3. Click on the checkbox next to an "empty" port.

4. Next to the "empty" port, click on the triangle of the pull-down menu.
   A maximum of 12 ports are displayed.

5. Click the port to which you have connected the RS232 device.
   The pull-down menu closes.
   The selected port remains visible.

6. Enter the device name in the free text field.

7. Click on **ok**.
   The dialog window closes.

   ATTENTION!
   Malfunction in measuring mode
   Measured data can only be transmitted to the **seca 115** PC software if the computer to which the measuring device in question is connected is switched on. Ensure before each measuring step that the computer to which the measuring device is connected is switched on.

Initializing USB memory stick for seca mBCA 515/514

You can use a USB memory stick (FAT 16) to exchange patient data between a seca mBCA and software. This indirect form of data transmission is an alternative if the seca mBCA cannot be connected to the seca software wirelessly or via Ethernet.

> **NOTE:**
> It is not necessary to import seca patient files via USB memory stick for the **seca mBCA 525** and the **seca mVSA 535**. These devices are able to synchronize their seca patient databases automatically with those of the **seca 115** PC software.

The USB memory stick needs to be set up ("initialized") first to make it possible to exchange data. In other words, an empty seca patient database needs to be installed on the USB memory stick.
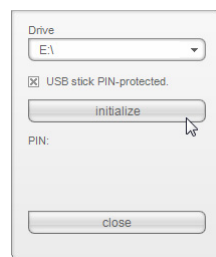
> **NOTE:**
> seca mBCAs are supplied with an initialized USB memory stick. You do not need to follow the steps in this section for this USB memory stick.

To set up a USB memory stick, proceed as outlined below.

1. Insert the USB memory stick in a free USB port on the PC.

2. Ensure that there are no files and no empty databases on the USB memory stick.
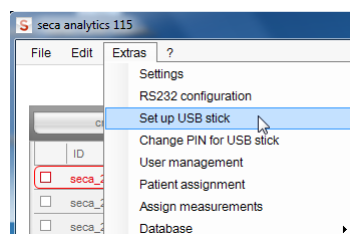
3. In the **Extras** menu, click on **Set up USB stick**.

The **Set up USB stick** dialog window opens.

4. Ensure that the correct drive is selected.

5. Specify whether a PIN is to be generated for the USB memory stick.

> **NOTE:**
> • A user can use the USB PIN to access all the data on the USB memory stick on a seca mBCA, even if he does not have a user account in the **seca 115** PC software. The user can furthermore use the USB PIN to save new patient data and measured results on the USB memory stick.
>
> • If no USB PIN is generated, a user can only identify himself on the seca mBCA with his user PIN. In this case, the user can only access patient data for which he is entered as the attending physician (see Instructions for Use for Physicians and Assistants) or for which he has been granted access rights (see "Assigning patients" from page 35).
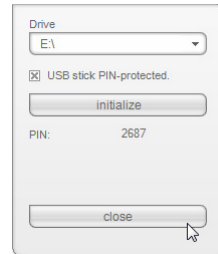
6. Click on **initialize**.

   An empty patient database is installed on the USB memory stick.

   If the PIN protection option has been activated, a USB PIN is generated and displayed.
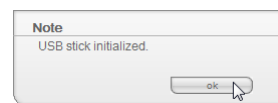
   > **NOTE:**
   > Only pass on the PIN to users entitled to deal with patient data.

7. Click on **close**.

   The following message is displayed:

8. Click on **ok**.

   The **Set up USB stick** procedure is complete.

Changing a USB memory stick PIN

You should change the USB memory stick PIN from time to time to avoid misuse.

> **NOTE:**
> When using the USB stick included in the scope of supply for the seca mBCA, we recommend changing the initial PIN (00000) before using it for the first time.
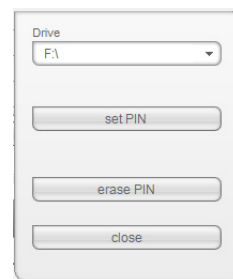
You can also erase the USB memory stick PIN. This means that users can only access the USB memory stick with their own user PIN.

To change the USB memory stick PIN, proceed as outlined below.

1. Insert the USB memory stick in a free USB port on the PC.
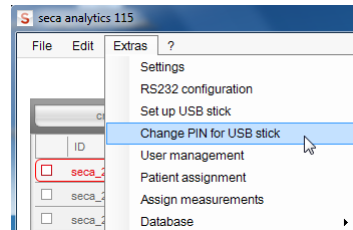
2. In the **Extras** menu, click on **Change PIN for USB stick**.

   The **Set up USB stick** dialog window opens.

3. Ensure that the correct drive is selected.

4. Make the desired selection:
   – **Set PIN**: a new PIN is generated and displayed
   – **Delete PIN**: the existing PIN is erased. A user can now only access the USB memory stick with his own user PIN.

5. Click on **close**.
   The **Change PIN for USB stick** procedure is complete.

Administering users   There are 3 different roles you can assign to users of the software.

- **Administrator**
- **Physician**
- **Assistant**

Each user can be assigned only one role. The roles include the following rights (• = possible, - = not possible):

Function	Administrator	Physician	Assistant
Administer software	•	-	-
Set up users	•	-	-
Set up or change USB memory stick	•	-	-
Change or delete USB memory stick PIN	•	-	-
Assign access rights to patient files	•	-	-
Assign the "attending physician"	-	•	•
Be assigned as the "attending physician"	-	•	-
Assign incorrectly-assigned measurements to the correct seca patient file	•	-	-
Access temporary patient buffer	•	-	-
Restore seca patient files	•	-	-
Create user-defined evaluation modules	-	•	•
Copy seca patient files to USB memory stick	-	•	•
Import patient data from USB memory stick	-	•	•
Import patient data	-	•	•
Export seca patient files manually	•	•	•
Configure automatic export	•	-	-
Create seca patient files	•	•	•
Open seca patient files	-	•	•
Send seca patient file to seca mBCA	-	•	•
Record medical history	-	•	•
Enter laboratory data	-	•	•
Perform measurements	-	•	•
View examination results	-	•	•
Print examination results	-	•	•
Create customized evaluation modules	•	•	•
Create configurable patient texts	•	•	•
Create configurable printouts	•	•	•
Evaluation parameters: add comments	-	•	•
seca patient file: add comments	-	•	•

When you set up user accounts, you must assign a password to each user so that the user can log on to the seca PC software.

When you set up a user account, a user PIN is generated regardless of the role assigned.

With the aid of the user PIN, the user can access patient data from the seca PC software from a seca mBCA/mVSA. The condition is that a data connection (wireless, Ethernet or USB memory stick) has been set up between the device and the software.
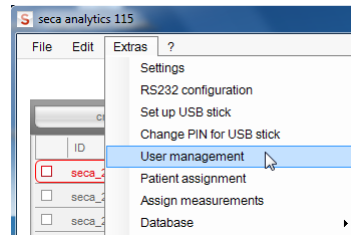
NOTE:
- Let users with the **Physician** or **Assistant** roles know their passwords and user PINs for the seca mBCA/mVSA. Users with the roles mentioned may not access this information in the PC software.

- The role of the administrator for the seca PC software does **not** include administrator rights for seca mBCAs/mVSAs. The administrator menu for the seca mBCAs/mVSAs is PIN-protected. An initial administrator PIN is supplied with each seca mBCA/mVSA. The

administrator PIN can only be changed directly on the device. Further information is available in the Administrator Manual for the seca mBCA/mVSA.

Creating users

1. In the **Extras** menu, click on **User management**.

The **User management** dialog window appears.
The **new** tab is active.

2. Enter the name of the user

3. Ensure that the **User is password-protected** checkbox is activated (default).

   NOTE:
   To protect patient data, we recommend always protecting user accounts with a password. User accounts without password protection should only be set up for special applications (e.g. configuring interfaces to practice and hospital information systems). seca service would be pleased to help you if you have any questions relating to "configuring interfaces".

4. Enter a password.

5. Enter the password again in the **Repeat password** field.

6. Click on the arrow of the **Group** pull-down menu.
   All selection possibilities are displayed:
   – **Administrator**
   – **Physician**
   – **Assistant**

7. Click on the role that you want to assign to the new user.
   The pull-down menu closes.

8. Click on **create**.
   A user PIN is created.

NOTE:
The user requires the user PIN to be able to access patient data of theseca software on a seca mBCA. The condition is that a data connection (wireless, Ethernet or USB memory stick) has been set up between the device and the software.
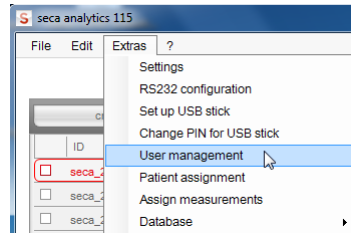The message **User has been created** appears.

9. Click on **ok**.

10. Click on **close**.
The **User management** dialog window closes.

Changing user data
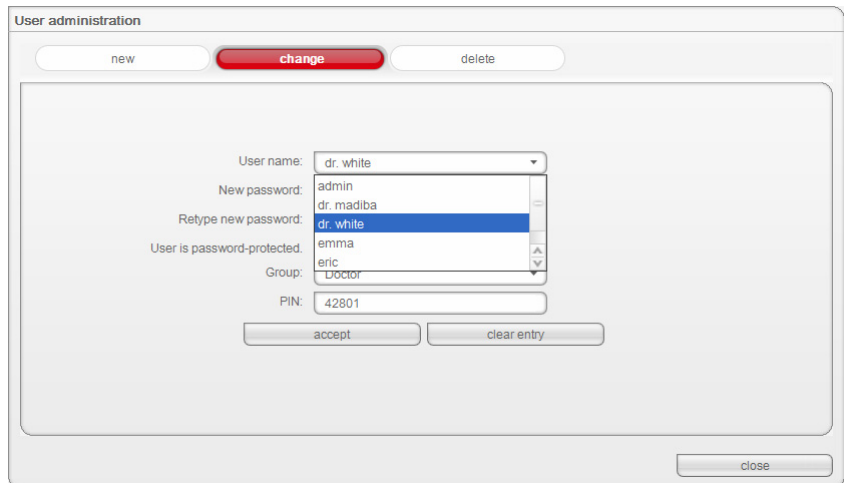
1. In the **Extras** menu, click on **User management**.

The **User management** dialog window appears.
The **new** tab is active.

2. Click on the **change** tab.
The **change** tab is active.

3. Click on the arrow of the **User name** pull-down menu.
All users created are displayed.

4. Click on the user whose data you would like to change.
The pull-down menu closes.

5. Make the desired changes.

6. Ensure that the **User is password-protected** checkbox is activated (default).

> **NOTE:**
> To protect patient data, we recommend always protecting user accounts with a password. User accounts without password protection should only be set up for special applications (e.g. configuring interfaces to practice and hospital information systems). seca service would be pleased to help you if you have any questions relating to "configuring interfaces".

7. Click on the **accept** button.
   The message **Change successful** appears.

8. Click on **ok**.

9. Click on **close**.
   The **User management** dialog window closes.
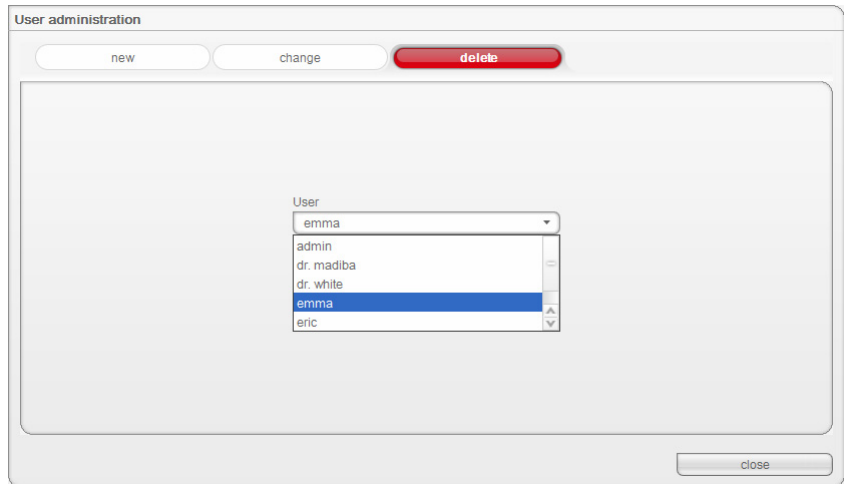
Deleting users

1. In the **Extras** menu, click on **User management**.
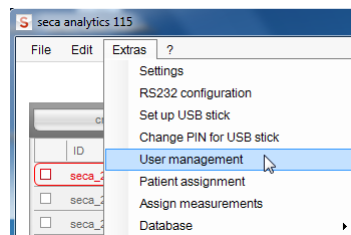
The **User management** dialog window appears.
The **new** tab is active.

2. Click on the **delete** tab.
   The **delete** tab is active.

User administration

| new | change | **delete** |

User

emma ▾

admin
dr. madiba
dr. white
emma
eric

close

3. Click on the arrow of the pull-down menu.
   All users are displayed.

4. Click on the user you want to delete.
   The pull-down menu is closed, the selected user appears in the **User** window.

5. Click on **delete**.
   The message **Do you really want to delete user? [Name]** appears.

6. Click on **yes**.
   The user is deleted.

   NOTE:
   It is not possible to delete all users with administrator rights. If you try to delete the last user with administrator rights, you will see the corresponding message on the screen.

7. Click on **close**.

The **User management** dialog window closes.

Assigning patients

As soon as a seca patient file has been created and saved, it is assigned to an attending physician. Use the **Patient assignment** function to specify whether other users may view a physician's patient files. For this, all users to whom the roles **Physician** or **Assistant** have been assigned are displayed in a matrix.

This function is helpful for administering patient files and for enabling physicians to deputize for one another.

The employee matrix

The matrix header lists all users created with the **Physician** role.

All users with the **Physician** and **Assistant** roles are listed in the left-hand column of the matrix. You can grant the people listed here access rights to the patient files.

> **NOTE:**
> It is not possible to grant a user with the **Administrator** role access rights to the patient files.

In the **not assigned** column you can specify whether a user may view patient files which are not directly assigned to any physician.

> **NOTE:**
> Patient files not assigned to an attending physician can be viewed by any user.

Setting up access rights

Example

The following access rights are to be set up for the assistant Lisa Schmidt:

- access to Dr. Brinkmann's patient data files
- access to non-assigned patient files
- no access to patient files belonging to other physicians

In order to set up the employee matrix accordingly, proceed as outlined below.

1. In the **Extras** menu, click on **Patient assignment**.
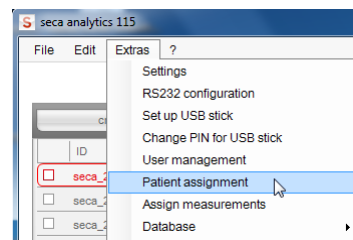
The **Patient assignment** dialog window appears.

Patient assignment — Doctors

Doctors and assistances		dr. brinkmann	dr. meierschulze	dr. mustermann	dr. müller	Not assigned
	dr. brinkmann	☒	☐	☐	☐	☐
	dr. meiersch...	☐	☒	☐	☐	☐
	dr. musterma...	☐	☐	☒	☐	☐
	dr. müller	☐	☐	☐	☒	☐
	frieda johnson	☐	☐	☐	☐	☐
	lisa schmidt	☐	☐	☐	☐	☐

select all   deselect all   ok   cancel

2. Activate the following checkboxes in the line for assistant Lisa Schmidt:
   – in the Dr. Brinkmann column
   – in the **not assigned** column

3. Ensure that the checkboxes in the columns for the other physicians are empty.

Patient assignment — Doctors

Doctors and assistances		dr. brinkmann	dr. meierschulze	dr. mustermann	dr. müller	Not assigned
	dr. brinkmann	☒	☐	☐	☐	☐
	dr. meiersch...	☐	☒	☐	☐	☐
	dr. musterma...	☐	☐	☒	☐	☐
	dr. müller	☐	☐	☐	☒	☐
	frieda johnson	☐	☐	☐	☐	☐
	lisa schmidt	☒	☐	☐	☐	☒

select all   deselect all   ok   cancel

4. Click on **ok**.
   The dialog window closes.

   NOTE:
   • With the **select all** button, you can specify that all users with the **Physician** and **Assistant** roles can access the patient files of all physicians.

   • Use the **deselect all** button to reset all settings. Any physician can then access only "his" patient files.

Assign measurements It can happen that a second file is created for a patient by accident. With the **Assign measurements** function, you can transfer measurements from the accidentally-created file into the patient's original file.
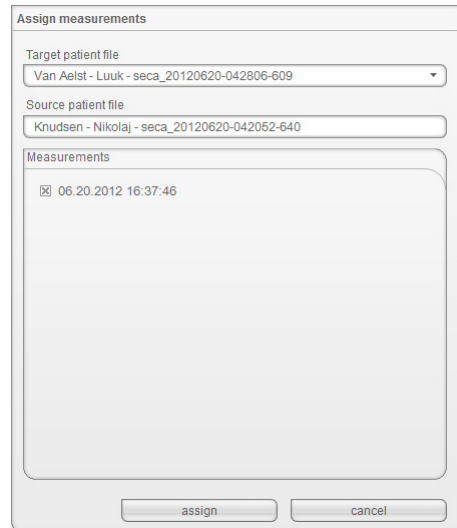
You can also use this function if you have imported data from the USB memory stick.
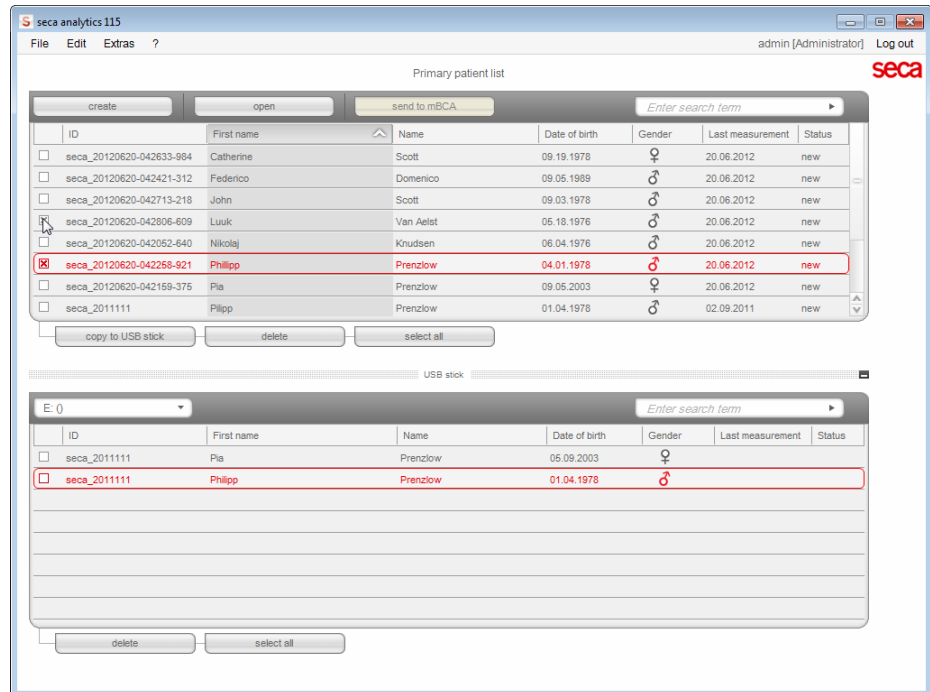
1. In the seca patient list, activate the original seca patient file.

2. In the seca patient list, activate the accidentally-created seca patient file.

3. In the **Extras** menu, click on **Assign measurements**.
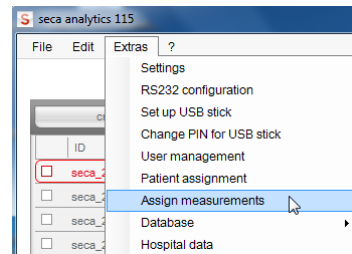
The **Assign measurements** dialog window appears.

The original file appears in the **Target patient file** line.

The accidentally-created file appears in the **Source patient file** line.

The measurements present in the file created accidentally are displayed.

> **NOTE:**
> If the files are assigned the wrong way round, reverse the selection by clicking on the triangle in the **Target patient file** line and selecting the correct file in the pull-down menu.

4. Click all measurements that you want to add to the original file.

5. Click on **assign**.

   The **Assign measurements** dialog window closes.

   The selected measurements are added to the original file (**Target patient file**).

6. Delete the file created accidentally (**Source patient file**) (see "Deleting individual seca patient files" on page 60).

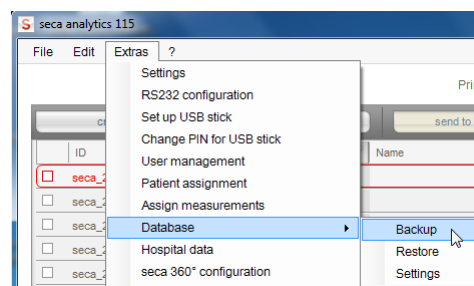**Backing up and restoring seca patient database**

You have the options below for backing up and restoring a seca patient database.

- "Backing up the seca patient database manually" from page 38
- "Restoring the seca patient database manually" from page 39
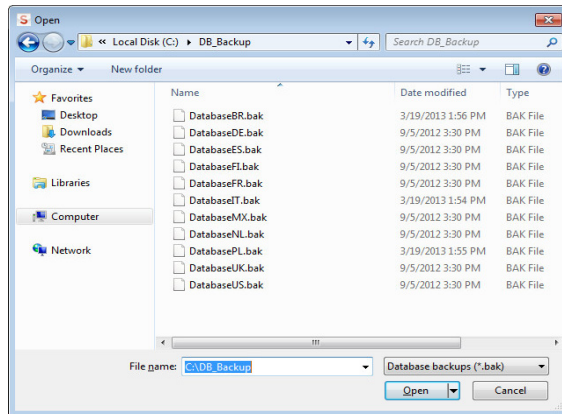- "Automatic database backup" from page 40

Backing up the seca patient database manually

You can perform a manual backup of the seca patient database both on a server (recommended) and locally on a client PC.

1. In the **Extras** menu under **Server**, click on **Backup**.

The **Save as** dialog appears.

2. Select the save location.

3. Click on **save**.
   The database backup is carried out.

Restoring the seca patient database manually

1. In the **Extras** menu under **Server**, click on **Restore**.
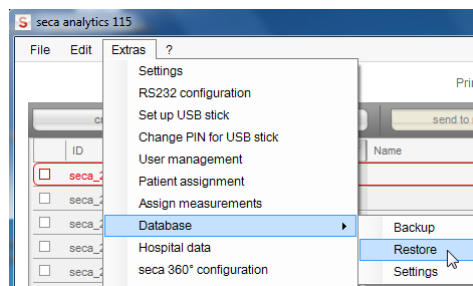
   The following message appears:
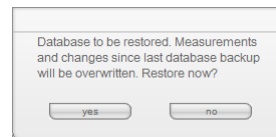
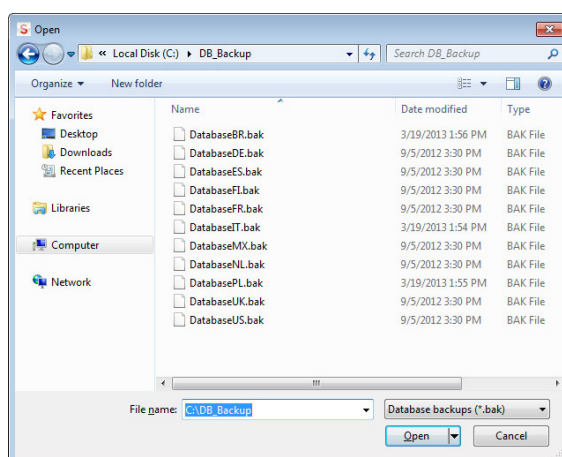2. Click on **yes**.
   The **open** dialog window appears.

3. Select the seca patient database you want to restore.

4. Click on **open**.
   The data record is restored and is available after the program restarts.

NOTE:

In a network installation, the program will also have to be restarted on the client PCs. This is the only way to get access to the restored data record from there.
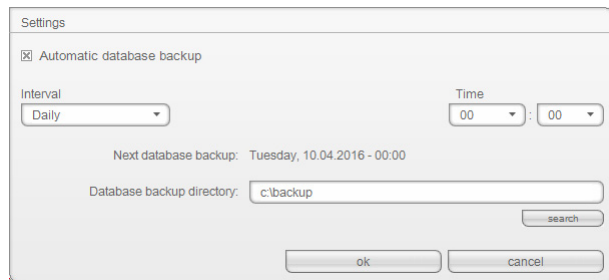
Automatic database backup

Automatic backup of the seca patient database can only be performed on the computer on which the seca patient database is installed.

You can set up automatic database backup from any client PC.

1. If no backup directory is already available, then create one (e.g: C:\backup) on the computer set up as server in the **seca 115** network.
2. In the **Extras** menu under **Server**, click on **Settings**.
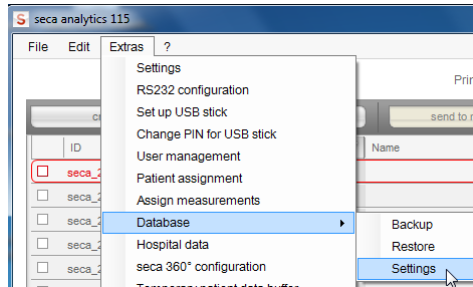
The **Settings** dialog window appears.

3. Activate the **automatic database backup** checkbox.
4. Specify the interval and time for the automatic database backup.
    The **Next database backup** field is filled automatically depending on your settings.

    NOTE:

    The entry in the **Next database backup** field relates to the time and date settings of the computer set up as the server in the **seca 115** network. These may deviate from the local settings of the client PCs.

5. Select the backup directory (in this case: C:\backup):
    –   backup directory on a PC which contains a complete version of **seca 115**: use the **search** function
    –   backup directory on a separate server: enter the network path manually in the Database backup directory field **Database backup directory**

    NOTE:

    Using the **search** function, you can only select local directories. It is not possible to search the network.

6. Click on **ok**.
    The settings will be saved.
    The **automatic database backup** window closes.

Specifying address data for results reports

In the **Hospital data** dialog you can enter address data and select a logo, e.g. the logo of your institute or your department. The entries made in this dialog appear automatically on all results reports printed out or saved as PDF files.

1. In the **Extras** menu, click on **Hospital data**.
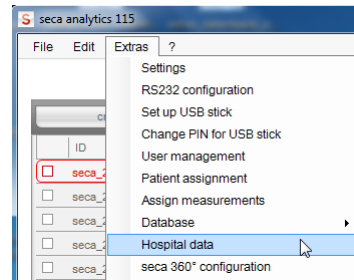
The **Hospital data** dialog window appears.

2. Enter the desired address data in the free text fields.

3. To select a logo, click on **search**.
   The **open** dialog window appears.

   NOTE:
   The image file (jpg or bmp) with the logo may not exceed a size of 0.5 MB.

4. Select a logo.

5. Click on **open**.
   The selected logo appears in the preview window of the **Hospital data** dialog window.

   NOTE:
   If you do not want to use the logo displayed, click on **delete**.

6. Click on **ok**.
   The **Hospital data** dialog window closes.
   The address data and logo are saved. This information appears automatically on all results reports printed out or saved as PDF files.

Configuring seca 360° wireless wireless network

You can use the **seca 360° configuration** function to connect **seca 360°** devices to the **seca 115** software wirelessly. To do so, you need a **seca 360° wireless USB adapter 456**.

> **NOTE:**
> • This section describes how to use the software. Information about the principle of operation of the wireless network can be found in the section entitled "Technical information" from page 62.
>
> • Due to the large quantity of data involved, we recommend an Ethernet connection for seca mBCAs.

With a single **seca 115** PC workstation and a **seca 360° wireless USB adapter 456**, you can set up a maximum of 3 wireless groups.

To do so, proceed as outlined below.

1. Insert the **seca 360° wireless USB adapter 456** in one of the PC's USB ports.
   The LED on the USB adapter lights up red.

2. In the **Extras** menu, click on the **seca 360° configuration** item.
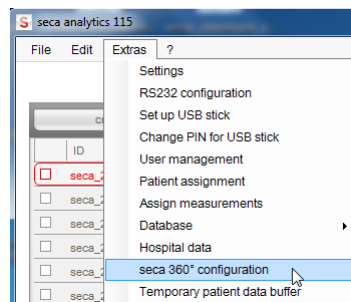
The **seca 360° configuration** dialog window appears.
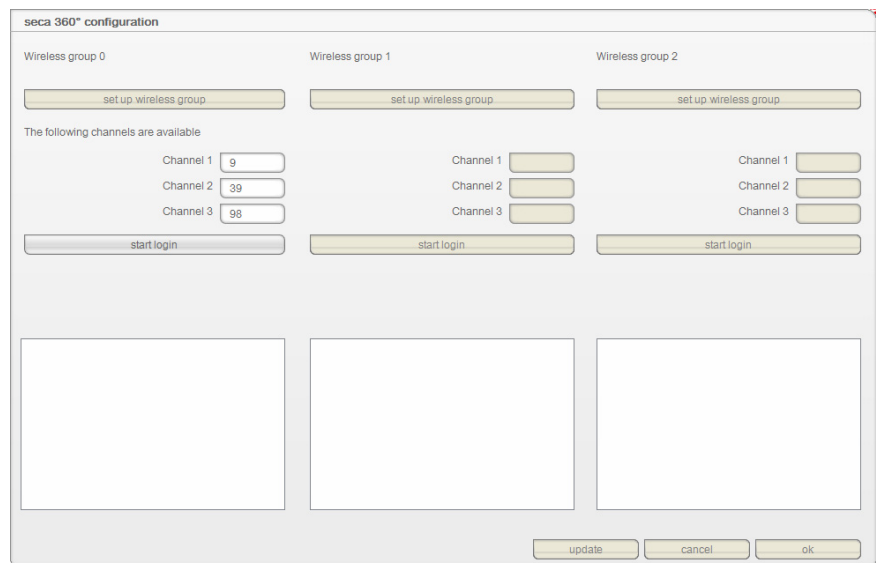
3. Decide on one of the 3 wireless groups (in this case: wireless group "0") and click on **set up wireless group**.
   The program will suggest three channels.

ATTENTION!

Incorrect device assignment and faulty data transfer

You can select channel numbers other than those suggested by the system. This may cause devices to be assigned to incorrect wireless groups, resulting in unreliable data transmission.

► Check that the channel numbers are not being used for the other two wireless groups.

► Ensure that the channel numbers are at least 30 apart from one another.

4. Click on **start login**.

   The software waits for signals from other wireless-capable devices in range.

5. Switch on all the devices (e.g. one scale and one stadiometer) you wish to incorporate in the wireless group.

   When the software detects the devices, a beep will be heard.

   Detected devices are stored on the **seca 360° wireless USB adapter 456** and displayed in the software under **Device types found**.
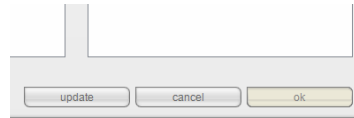
seca 360° configuration		
Wireless group 0	Wireless group 1	Wireless group 2
set up wireless group	set up wireless group	set up wireless group
The following channels are available		
Channel 1 9	Channel 1	Channel 1
Channel 2 39	Channel 2	Channel 2
Channel 3 98	Channel 3	Channel 3
complete login	start login	start login
Please switch on all devices for the selected wireless group.		
Längenmessgerät mBCA		
		update cancel ok

6. Click on **Complete login**.

   The serial numbers of the devices detected are displayed under **Device types found**.

seca 360° configuration		
Wireless group 0	Wireless group 1	Wireless group 2
set up wireless group	set up wireless group	set up wireless group
The following channels are available		
Channel 1 9	Channel 1	Channel 1
Channel 2 39	Channel 2	Channel 2
Channel 3 98	Channel 3	Channel 3
complete login	start login	start login
The following devices are registered:		
Längenmessgerät 05704183104409 mBCA 01274201109207		
		update cancel ok

7. If wished, repeat steps 3.-6. for the other two wireless groups.

8. Click on **ok**.
   The **seca 360° configuration** dialog window closes.

   NOTE:
   Use the **update** button to start another search if devices are displayed but the serial numbers are missing.

9. Switch off all successfully-registered devices.

   ATTENTION!
   Malfunction in measuring mode
   Measured data can only be transmitted to the **seca 115** PC software if the computer to which the measuring device in question is connected is switched on.
   ► Ensure before each measuring step that the computer to which the measuring device is connected is switched on.
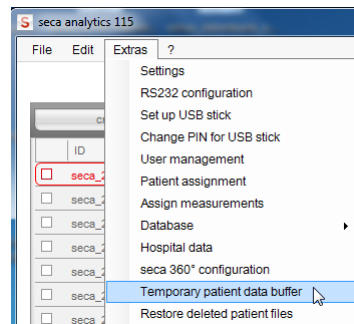
Emptying temporary patient buffer

When a seca patient file is newly created on a USB memory stick, e.g. in the course of measurements with a seca mBCA, you may find that a patient ID is assigned which already exists in the **seca 115** PC software.

A seca patient file of this kind is moved to the temporary patient buffer of the software during the import. It does not appear in the main patient list.

To move the seca patient file from the temporary patient buffer to the main patient list, you need to assign a new non-contradictory ID. To do so, proceed as outlined below.

1. In the **Extras** menu, click on **Temporary patient data buffer**.

The **Temporary patient data buffer** dialog window appears.
The content of the Temporary patient data buffer is displayed.
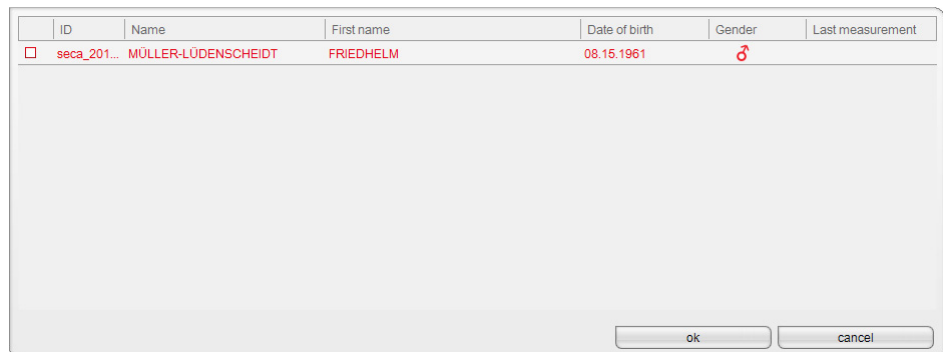
2. Double-click on the seca patient file.
   The dialog window for amending the ID appears.

3. Assign a new non-contradictory ID.

4. Click on **ok**.
   The dialog window closes.
   The seca patient file is no longer displayed in the **Temporary patient data buffer** dialog window.
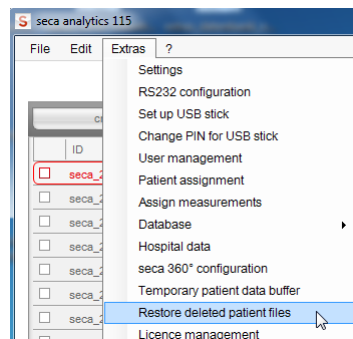   The seca patient file appears in the main patient list of the **seca 115**.
   The procedure is complete.

Restoring a deleted seca patient file   If patient files have been deleted by accident, you can use the **Restore deleted patient files** function.

1. In the **Extras** menu, click on **Restore deleted patient files**.

The **Restore deleted patient files** dialog window appears.
The deleted patient files are displayed.

2. Activate the checkbox for all patient files to be restored.
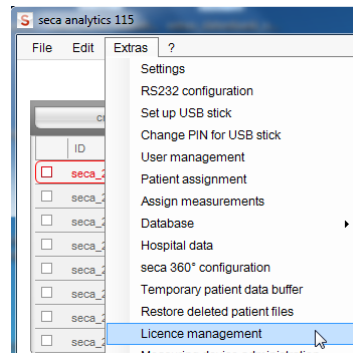
3. Click on **ok**.
   The **Restore deleted patient files** dialog window closes.
   The patient files appear in the seca patient list again.

Editing license data   If you want to edit license data, e.g. in order to replace a trial license with a workstation license, proceed as outlined below.

1. In the **Extras** menu, click on **License management**.

The **License management** dialog window opens.
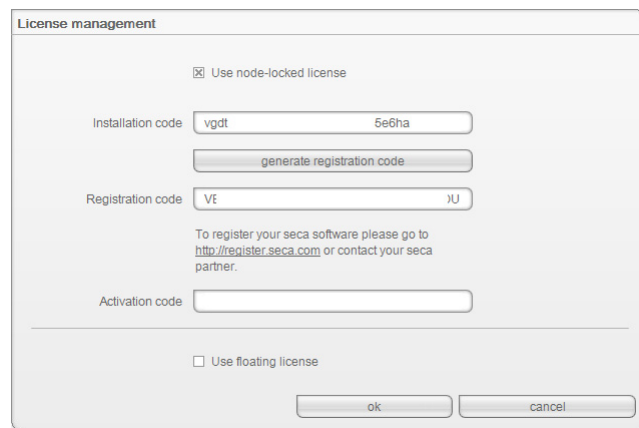
2. Depending on license type, proceed as described in the chapter entitled "Activating licenses".
   – "Activating 30-day trial license" on page 15.
   – "Activating workstation license" on page 16.
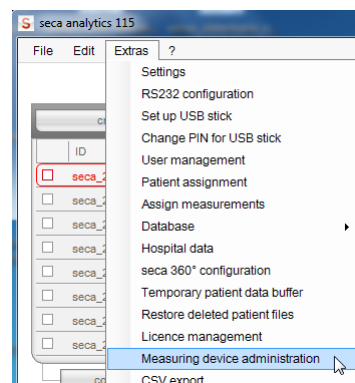
Administering measuring devices

You can view which scales, stadiometers and seca mBCAs are connected to a computer. As an administrator, you can the edit the configuration. Devices are differentiated according to weight or height measurement.

The information below is displayed for the individual components.

- Device name (assignment recommended)
- Device type e.g. personal scale (completed automatically when the **seca 360°** system is configured)
- Setup location (can be selected freely)
- Serial number (completed automatically when the **seca 360°** system is configured).
- Connection properties:
  - **seca 360°**: [PC name : channel; device type]
  - RS232 devices: [PC name : COM port]

To edit the device configuration, proceed as outlined below.

1. In the **Extras** menu, click on **Measuring device administration**.

The **Measuring device administration** window appears.

NOTE:
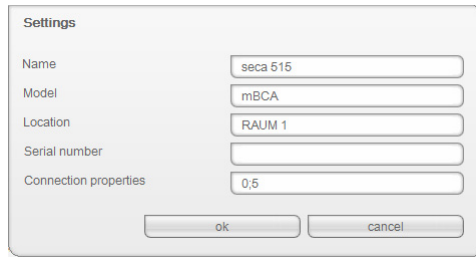Both seca mBCAs and seca mVSAs appear in the **Model** column as "mBCA".

2. Double-click in the field you want to edit, e.g. the device name and the setup location.
The **Settings** dialog window opens.

3. Enter the device name and setup location.

4. Click on **ok**.

5. Click on **close**.

6. The **Measuring device administration** window closes.

Specifying printer

If you have integrated a seca mBCA or a seca mVSA in your **seca 115** network, you can use the special print function of the **seca 115** PC software, in other words, you can start printing out results reports directly on the seca mBCA/mVSA. For this function, you must specify a printer in the **seca 115** PC software.

> **NOTE:**
> This function is only available with an Ethernet and WiFi connection.

1. In the **Extras** menu, click on **select printer**.
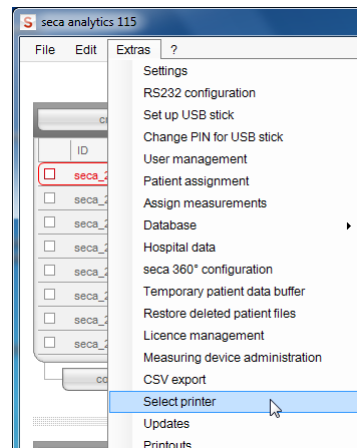
The **Updates** dialog window opens.

2. Open the drop-down menu.
   All the printers installed on the server of the **seca 115** network are displayed.

3. Click on the desired printer in the drop-down menu.

4. Click on **ok**.
   The printer for the seca mBCA is specified.

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Installing software updates

In the **Updates** dialog window, you can check whether updates for the **seca 115** PC software are available. To do so, proceed as outlined below.
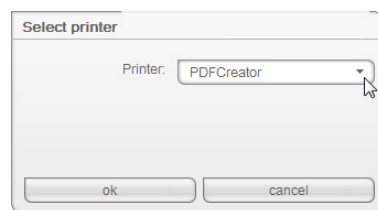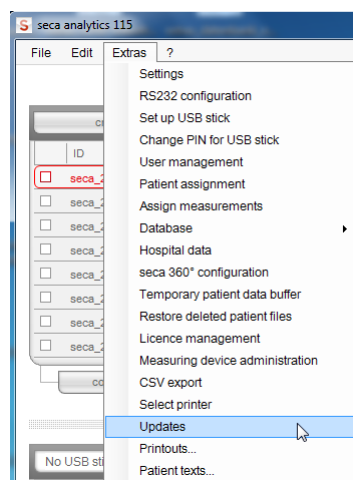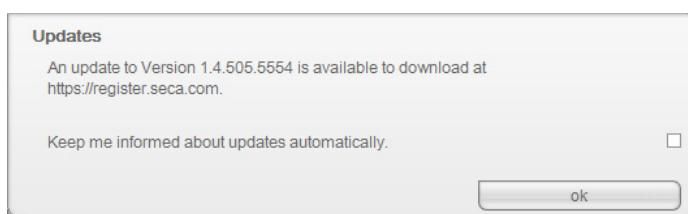
1. In the **Extras** menu, click on **Updates**.

The **Updates** dialog window opens.

2. If an update is available, click on the version number in the text.

   NOTE:
   The version number of the **seca 115** PC software is composed of the first two digits for software version, a three-digit number for build number and a four-digit number for revision number.
   The "http://register.seca.com" website opens automatically.

3. Enter your access data on the website.

4. Download the update.

5. Install the new version as described in the section entitled "Installing/uninstalling software" from page 8.

Creating printouts

Working with print templates

To print out measured results, you can use the default print templates of the **seca 115** PC software or create individual print templates.

The following categories of default print template are available in the **seca 115** PC software:

- Graphs only
- Progression graphs (history over several measurements)
- Graphs with patient text
- Tables

You can edit the print templates as follows:

Creating a print template

1. From the **Extras** menu, select the **Printouts...** item.
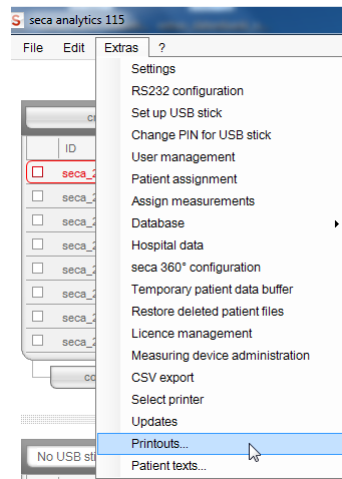
2. In the **Printouts...** dialog window, select the category for which you would like to create a new print template (in this case: **Graphics + patient text**).
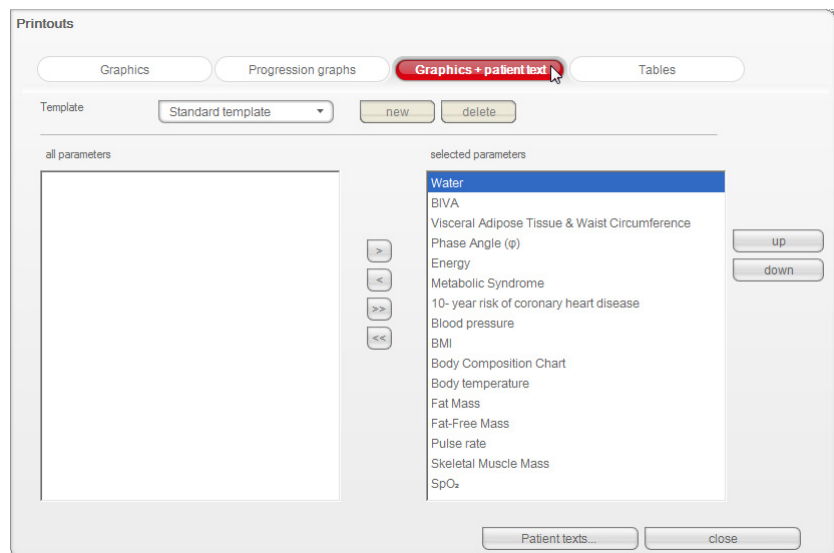
3. In the **Template** field, enter the name of a new print template.

4. Click on **new**.

   The available parameters appear in the **all parameters** field.

5. In the **all parameters** field, select a parameter to appear in the print template:

   a) Click on a parameter in the **all parameters** field.

   b) Click on the **>** button.

   c) Repeat steps a) and b) for all parameters you want to add to the print template.

   NOTE:
   • Use the **<** button to cancel the selection.

   • On the **tables** tab, you can use the checkbox to activate or deactivate the individual parameters for the print template.

   The selected parameters appear in the **selected parameters** field.
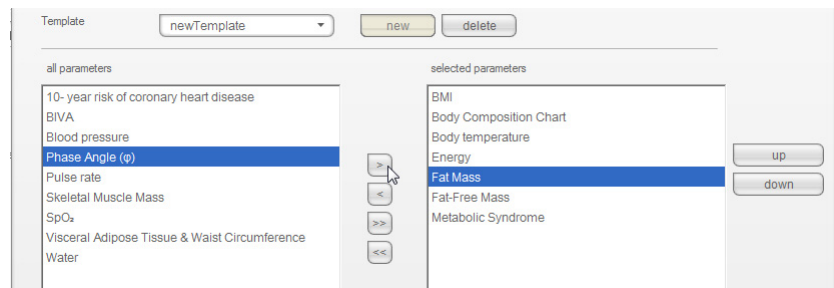
6. Specify the sequence in which the parameters are to appear on the results printout:

   a) Click on a parameter in the **selected parameters** field.

   b) Click on the **up** and **down** buttons or move the parameter to the desired position by dragging and dropping.

   c) Repeat steps a) and b) for all parameters whose position you wish to adapt.
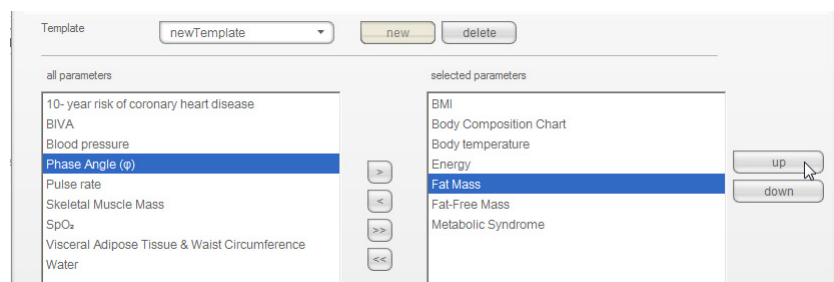
7. Click on **close**.
   The dialog window closes.
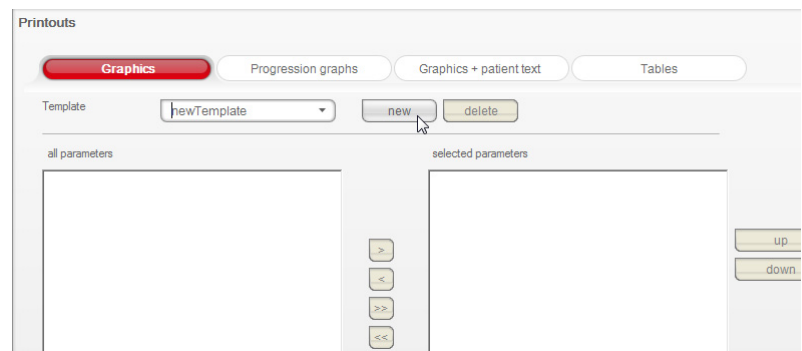
Editing the print template

1. From the **Extras** menu, select the **Printouts...** item.

2. In the **Printouts...** dialog window, select the category for which you would like to edit a new print template (in this case: **Graphics + patient text**).
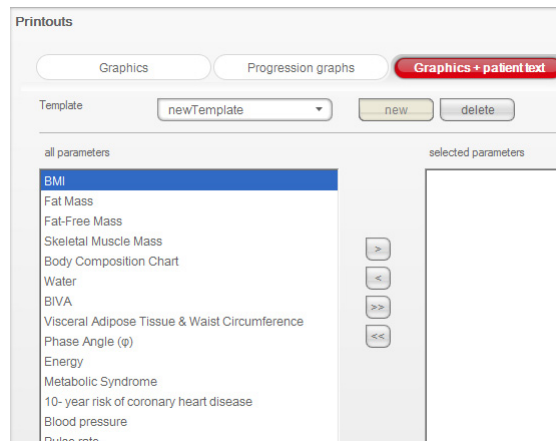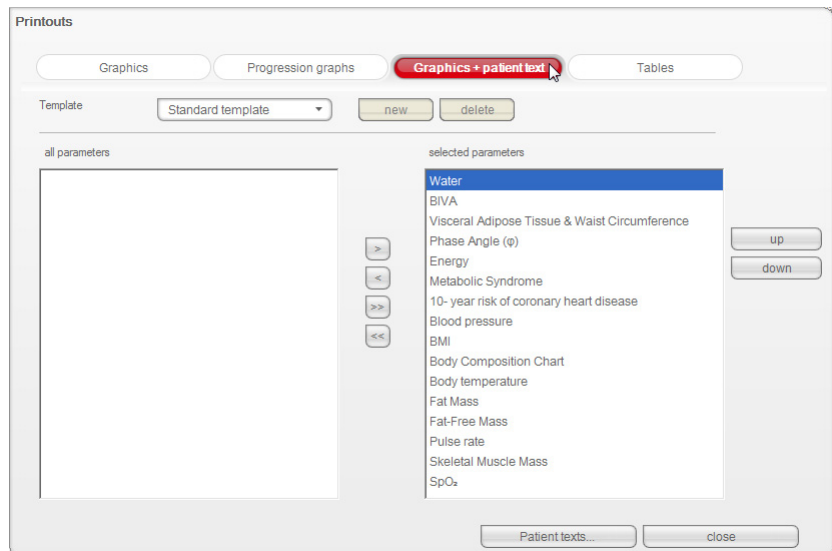

3. In the **Template** field, select a print template.
   The parameters included in this print template appear in the **selected parameters** field.
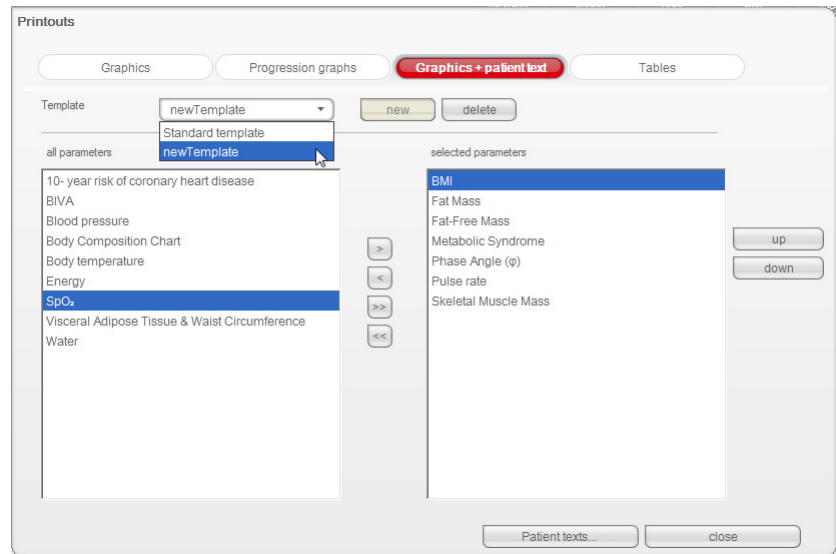
4. Edit the print template:

a) Select a parameter in the **all parameters** or **selected parameters** field.

b) Add parameters to the print template using the **>** button or remove them from the print template using the **<** button.

c) Repeat steps a) and b) for all parameters to be added to or removed from the print template.

NOTE:

- On the **tables** tab, you can use the checkbox to activate or deactivate the individual parameters for the print template.

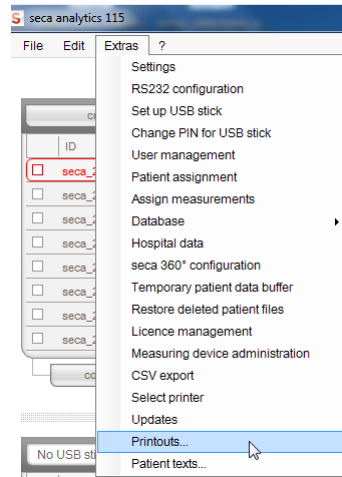- The parameters selected for the print template appear in the **selected parameters** field.

5. Edit the sequence in which the parameters are to appear on the results printout.

a) Click on a parameter in the **selected parameters** field

b) Click on the **up** and **down** buttons or move the parameter to the desired position by dragging and dropping.

c) Repeat steps a) and b) for all parameters whose position you wish to adapt.
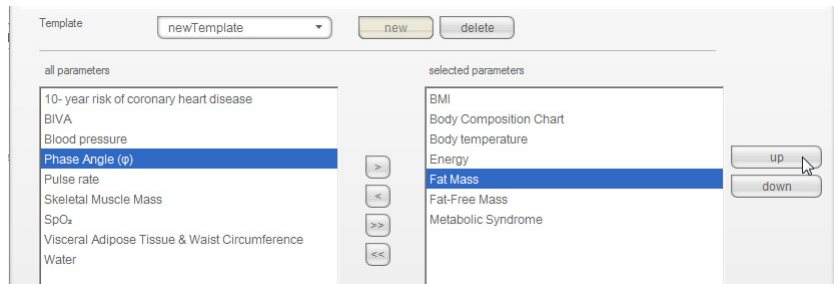
6. Click on the **close** button.
   The dialog window closes.

Deleting the print template

1. From the **Extras** menu, select the **Printouts...** item.
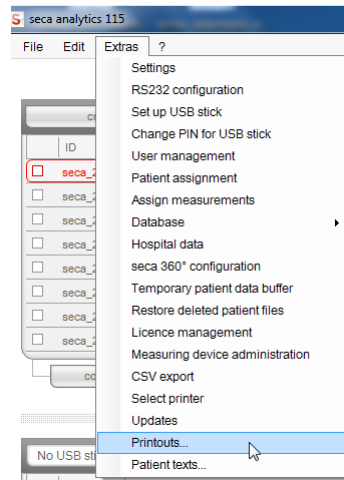
2. In the **Printouts...** dialog window, select the category in which you would like to delete a print template (in this case: **Graphics + patient text**).
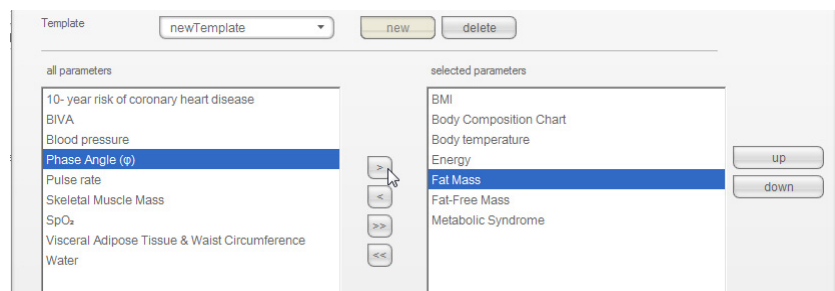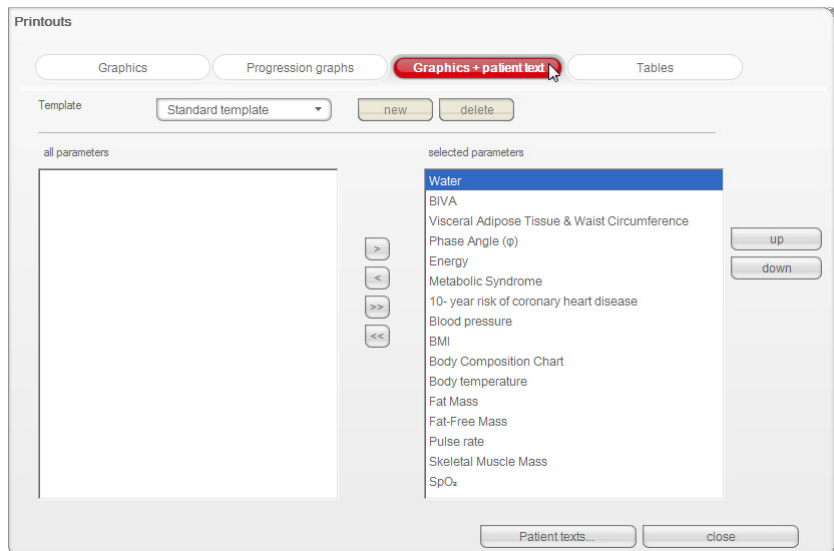

3. In the **Template** field, select a print template.
   The parameters included in this print template appear in the **selected parameters** field.
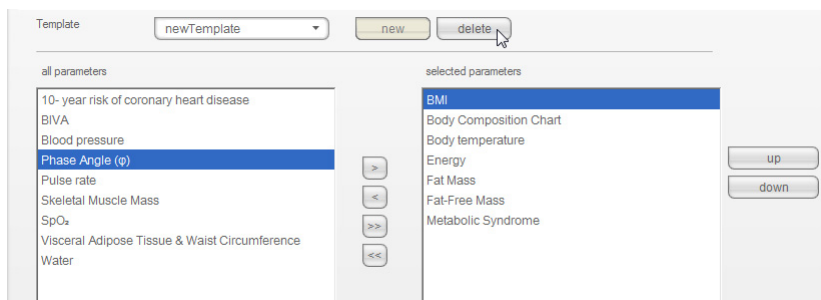
4. Click on the **delete** button.
   The print template is deleted.

5. Click on the **close** button.
   The dialog window closes.

Creating patient texts
The software provides default texts for print templates which are to contain graphs and patient text; these default texts contain information about the parameters included in the results printout. You can adapt these patient texts on an individual basis.

1. From the **Extras** menu, select the **Patient texts...** item.

   The **Edit patient text** dialog window appears.
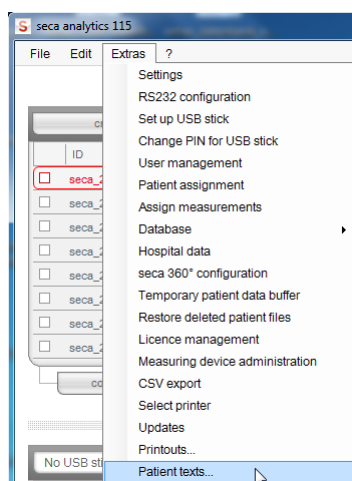
NOTE:
Only print templates you have created or modified yourself from the **Graphics + patient text** category are displayed (see "Working with print templates" on page 49). System-specific print templates and print templates from other categories are not displayed.

2. Under **Select template and results graph**, select the template and results graph for which you would like to edit the patient text.
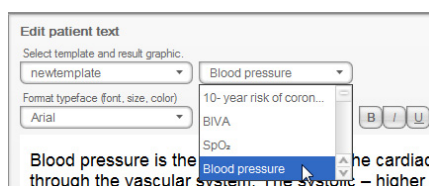
   The default patient text for this results graph is displayed.

3. Edit the patient text as you are accustomed to do in industry-standard word-processing applications.

   NOTE:
   Use the **reset** button to discard your changes and restore the default patient text.

4. If desired, repeat steps 3 and 4 for other parameters.

5. Click on the **close** button.
   The dialog window closes.
   The amended patient texts are saved.

5.3   Working with the seca patient list

NOTE:
As **Administrator**, you cannot open any patient files. This is something that only users assigned the **Physician** or **Assistant** roles can do.

Adjusting column width

1. Position the mouse pointer in the title line on the line between two columns.
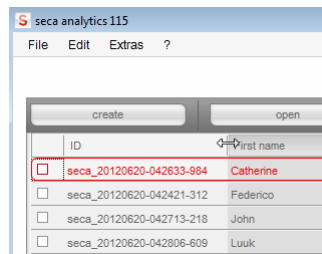
   The pointer turns into a double arrow.

2. Hold down the left mouse button and drag to make the column wider or narrower.

3. Release the left mouse button when the desired column width has been reached.

Sorting column content in ascending or descending order

1. Click in the title line of the desired column.
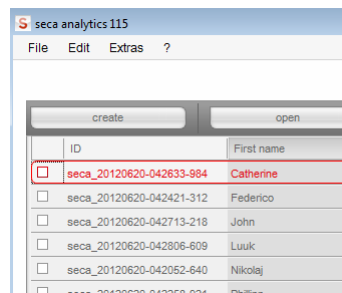
   An arrow appears next to the column title to indicate the current sorting direction.

2. Click the arrow to re-sort column content.

3. In order to reverse the sorting direction, click the arrow again.

Showing and hiding columns

1. Position the mouse pointer in the seca patient list.
2. Right-click.
   A context menu with the titles of all columns appears.
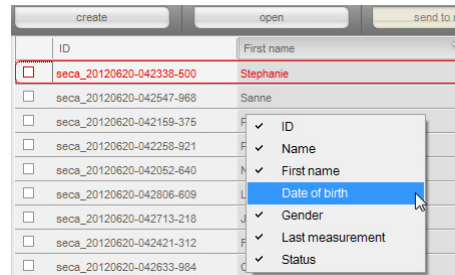
3. Click on the title of the column you want to hide.
   The checkmark in front of the column title is no longer displayed.
   The corresponding column is hidden in the seca patient list.
4. Click on the title of the column again to show it again.
   The checkmark in front of the column title is displayed again.
   The corresponding column is shown in the seca patient list again.

Showing and hiding the seca patient list from the USB memory stick

The seca patient list from the USB memory stick is shown each time the program starts. You can hide the seca patient list from the USB memory stick to make more space for the entries of the main patient list.

> **NOTE:**
> It is not necessary to import seca patient files via USB memory stick for the **seca mBCA 525** and the **seca mVSA 535**. These devices are able to synchronize their seca patient databases automatically with those of the **seca 115** PC software.

1. Click on the "**-**" symbol above the seca patient list of the USB memory stick.

   The seca patient list from the USB memory stick is no longer shown.

2. To show the seca patient list from the USB memory stick again, click on the "**-**" symbol again.
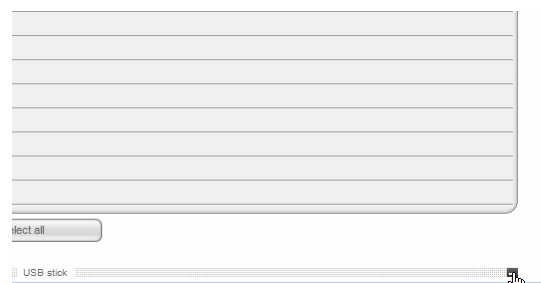
Searching for a seca patient file

1. Enter a search term in the search field.
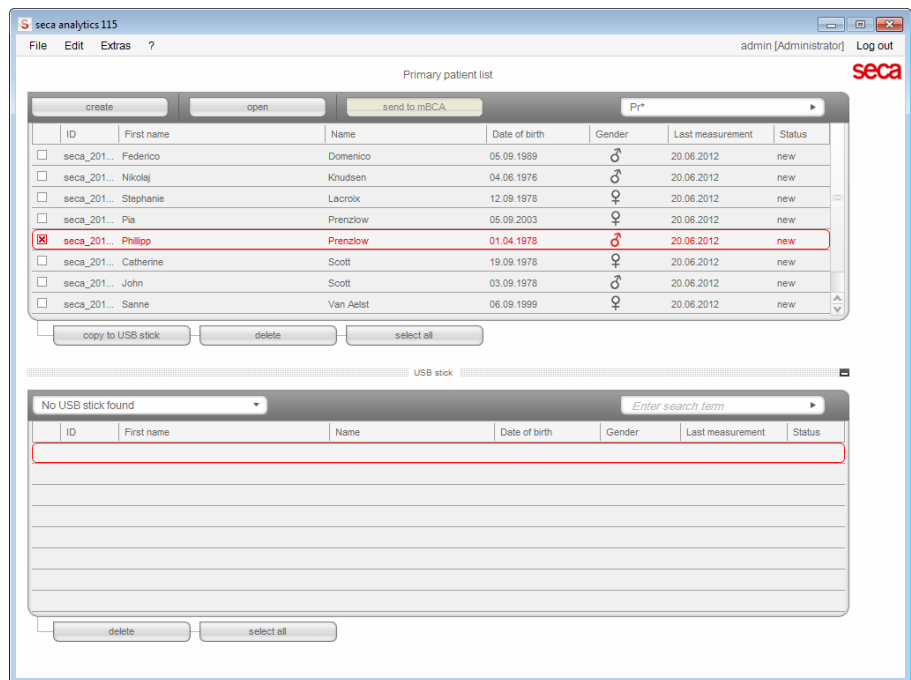
> **NOTE:**
> If you do not know exactly how to spell a name, for example, you can carry out a so-called "asterisk search", e.g. "Mi*" to find Miller.

2. Click the arrow next to the search field.
   The search procedure starts.
   The search results are displayed.

3. To return to the complete seca patient list, delete the search term in the search field.

4. Click the arrow next to the search field.
   The complete seca patient list is shown again.

Exporting data automatically

If you would like to re-use examination results outside this program, you can set up an automatic export in .csv format. This data format can be imported into common spreadsheet programs.

> **NOTE:**
> Personal data such as the name and address of the patient will not be exported.

1. Select all patient files to be exported.

2. In the **Extras** menu, click on **CSV export**.
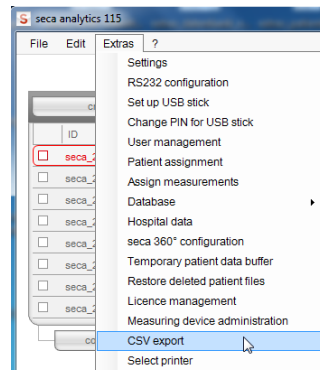
The **CSV export** window appears.
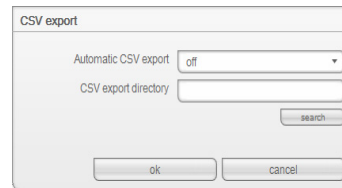
3. In the **Automatic CSV export** field, select the setting **On**.

4. Select the save location for automatic .csv export.
   – Standalone operation: click on **search** and select a save location
   – Client/server operation: In the **Database backup directory** line, enter the network path for the save location

5. Click on **ok**.
   The data is exported automatically.

Exporting data manually

If you would like to re-use a patient's examination results outside this program, you can export them in the .csv format. This data format can be imported into common spreadsheet programs.

> **NOTE:**
> Personal data such as the name and address of the patient will not be exported.

1. Position the red selection bar on the seca patient file to be exported.

2. Click the appropriate checkbox.
   A cross appears in the checkbox.
   The seca patient file is selected.

3. Repeat steps 1. and 2. for all patient files to be exported.

> **NOTE:**
> If you want to export all patient files, use the **select all** function. The process may take a few minutes.

4. In the **File** menu, click on **Export**.
   The export window appears.
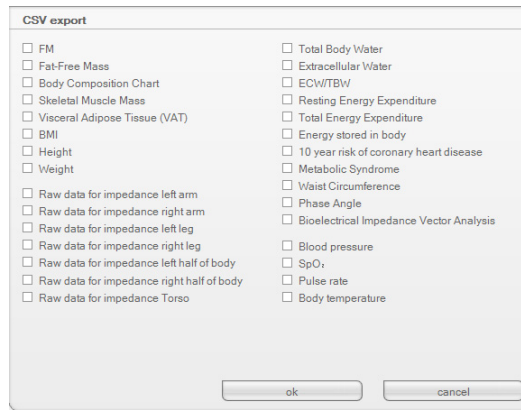
5. Select the parameters you want to export.

6. To confirm the settings, click on **ok**.
   The **Save as** dialog window appears.
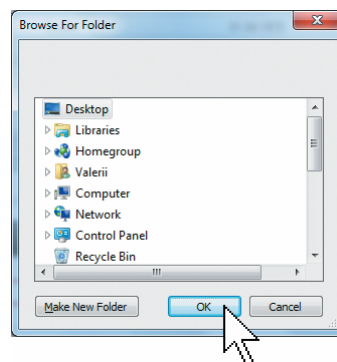
7. Select the directory to which you want to export the patient data.

8. Click on **save**.
   The data is exported.

Deleting individual seca patient files

You can delete seca patient files in both the main patient list and the seca patient list of the USB memory stick. To do so, proceed as outlined below.

1. Select the seca patient file to be deleted (in this case: in the main patient list).
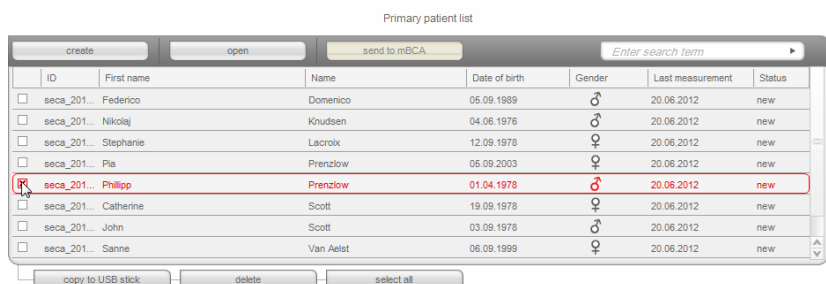
2. Click on **delete**.
   The seca patient file is deleted.

   ATTENTION!
   Loss of data
   If you delete data on the USB memory stick, you cannot restore it.
   ► Before deleting data on the USB memory stick, make sure that the data has been imported into the main patient list.

NOTE:

If you have inadvertently deleted data in the main patient list, you can restore it (see "Restoring a deleted seca patient file" on page 45). The entire patient data record will be restored. Entries and measurements which have not been saved will be lost.

Deleting all seca patient files

You can delete seca patient files in both the main patient list and the seca patient list of the USB memory stick. To do so, proceed as outlined below.

1. Click on **select all** (in this case: in the main patient list).

   NOTE:

   If you want to undo the selection, click on **deselect all**.

2. Click on **delete**.

   All seca patient files will be deleted.

   ATTENTION!
   Loss of data
   If you delete data on the USB memory stick, you cannot restore it.
   ► Before deleting data on the USB memory stick, make sure that the data has been imported into the main patient list.

   NOTE:

   If you have inadvertently deleted data in the main patient list, you can restore it (see "Restoring a deleted seca patient file" on page 45). The entire patient data record will be restored. Entries and measurements which have not been saved will be lost.

6. TECHNICAL INFORMATION

6.1 The seca 360° wireless network

Introduction
If your institution uses scales or length measuring devices from the **seca 360° wireless** system, you can connect these to the **seca 115** PC software. You can thus transmit the parameters height, weight and BMI straight to the **seca 115** PC software and adopt them in a seca patient file.

The accessory required for this purpose is the **seca 360° wireless USB adapter 456**.

> **NOTE:**
> The **seca 360° wireless** connection is not intended for communication between the seca 115 PC software and seca mBCAs/mVSAs. For these devices, use data connections via Ethernet or WiFi (where the devices have provision for this).

seca wireless groups
The **seca 360°** wireless network works with wireless groups. A wireless group is a virtual group of transmitters and receivers. If several transmitters and receivers of the same type are to be used, you can set up a maximum of 3 wireless groups with one **seca 360° wireless USB adapter 456**.

Setting up several wireless groups ensures the reliable transmission of correctly-addressed measured values if you wish to run several examination rooms each with comparable equipment.

The maximum distance between transmitters and receivers is approx. 10 meters. Certain local circumstances, such as the thickness and quality of walls, may reduce the range.

The following combination of devices is possible for each wireless group:

- 1 seca baby scale
- 1 seca personal scale
- 1 seca stadiometer
- 1 seca wireless printer
- 1 seca medical Body Composition Analyzer (mBCA) or 1 seca medical Vital Signs Analyzer (mVSA)
- 1 PC with seca USB wireless adapter

The information indicating which devices are assigned to a wireless group is stored on the **seca 360° wireless USB adapter 456** and in the **seca 115** software on the PC workstation to which the USB adapter is connected.

In a network with several **seca 115** PC workstations, it is possible to set up more than three wireless groups if a separate USB adapter is used for each **seca 115** PC workstation. This means that three extra wireless groups can be set up for each additional PC workstation.

> **ATTENTION!**
> **Malfunction if USB adapters are confused**
> If USB adapters are accidentally used on a PC workstation other than the original **seca 115** PC workstation, the information saved on the USB adapter and in the software will be contradictory. The software and the measuring devices will then not be able to communicate with each other.
> ► Make sure that USB adapters are always used on the same PC workstation.
> ► Secure the USB adapter from being removed from the USB port on the PC accidentally (see Instructions for Use for USB adapter).

Channels
Within a wireless group, devices communicate with each other on three channels (C1, C2, C3).
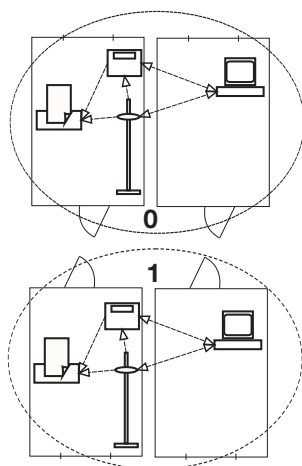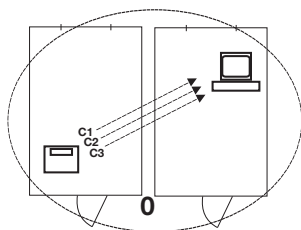
When you set up a wireless group with this software, it will suggest three channels ensuring optimum data transmission. We recommend adopting the channel numbers suggested.

You can also manually select the channel numbers (0 to 99), for example if you wish to set up more than one wireless group.

To ensure interference-free data transmission, the channels must be spaced sufficiently far apart. We recommend a spacing of at least 30. Each channel number may only be used for one channel.

Example of configuration; channel numbers when setting up 3 wireless groups within a medical practice:

- wireless group 0: C1=_0, C2=30, C3=60
- wireless group 1: C1=10, C2=40, C3=70
- wireless group 2: C1=20, C2=50, C3=60

Device detection When you set up a wireless group with this software, it will search for other active **seca 360°** devices. The devices detected will be displayed in the **seca 360° configuration** dialog window of the software together with their serial number:

- seca baby scale: [serial number]
- seca personal scale: [serial number]
- seca stadiometer: [serial number]
- seca mBCA or seca mVSA: [serial number]

6.2 Technical modifications

seca 115 PC software, Version 1.4 from Build 560	
Downward-compatible?	No
Compatible devices:	• **seca mBCA 525** (lying measurements): software Version 1.0 from Build 600 • **seca mBCA 515/514** (standing measurements): software Version 1.1 from Build 550 • **seca mVSA 535** (vital signs measurement): software Version 1.0 from Build 600 • **seca 360°** measuring devices: unrestricted (not compatible: seca wireless printer)
seca patient database	Existing seca patient database is adopted in the current version of the PC software; no further access is then possible using older versions of the PC software

New	• **Vital signs** module
	  - Evaluation of vital signs measurement using seca mVSA
	  - Vital signs measured results shown in analogy to other measured results
	  - Vital signs measured results printed out in analogy to other measured results
	• **Select printer for mBCA** function renamed **Select printer** for seca mBCA and seca mVSA
	• Data connection to **seca mVSA 535** with automatic synchronization
	• Network connection for **seca mBCA 525** and **seca mVSA 535** possible via WiFi

Modified	• Results graphs shown in percent: Fat-free mass index (FMI), skeletal muscle mass (SMM) • Blood pressure values moved from **laboratory data** tab to **Vital signs** tab • **examination results** tab - **Measurements** window: Filter by lying BIA measurement, standing BIA measurement, lying BIA measurement with vital signs, vital signs

seca 115 PC software, Version 1.4 from Build 508	
Downward-compatible?	No
Compatible devices:	• **seca mBCA 525** (lying measurements): software Version 1.0 • **seca mBCA 515/514** (standing measurements): software Version 1.1 from Build 293 • **seca 360°** measuring devices: unrestricted (not compatible: seca wireless printer)
seca patient database	Existing seca patient database is adopted in the current version of the PC software; no further access is then possible using older versions of the PC software

New	• **Extras\Printouts ...** tab
	  - Configurable printout of measured results
	  - Individual selection of measured results for progression graphs possible
	• **Extras\Patient texts ...** tab
	  - Configurable patient texts

Modified	• Optimized representation of results graphs: Fat-free mass (FFM), fat mass (FM), body mass index (BMI), body composition chart (BCC), skeletal muscle mass (SMM) • Hydration (HYD) parameter changed to extracellular water (ECW)/total body water (TBW)

seca 115 PC software, Version 1.4 from Build 381	
Downward-compatible?	No
Compatible devices:	• **seca mBCA 525** (lying measurements): software Version 1.0 • **seca mBCA 515/514** (standing measurements): software Version 1.1 from Build 271 • **seca 360°** measuring devices: unrestricted (not compatible: seca wireless printer)
seca patient database	Existing seca patient database is adopted in the current version of the PC software; no further access is then possible using older versions of the PC software

New	• **examination results** tab
	  - **Measurements** window: Lying measurements are marked "*"
	  - **Examination results** window: History of lying measurements is marked "Lying measurements only"
	  - Mixed history (lying and standing measurements) not possible
	• For data connection to **seca mBCA 525**
	  - In the **Extras\Settings** menu (login: admin) **Synchronization** section added: automatic synchronization of seca patient files and user accounts
	  - Automatic synchronization not available for **seca mBCA 515/514**
	• **Send to mBCA** function not required for **seca mBCA 525**, unchanged for **seca mBCA 515/514**

Modified	Name of **Extras\Wireless configuration** menu entry (login: admin) changed to: **Extras\seca 360° configuration**

Combination of seca mBCA seca 515/514 (SW version 1.1) and seca 115 (SW version 1.4)	
Downward-compatible?	No
seca patient database	Existing seca patient database is adopted in the current version of the PC software; no further access is then possible using older versions of the PC software
New	• Regional settings: "Name format" drop-down menu • Enter waist circumference with "Health risk" evaluation module activated (seca mBCA only) • Visceral fat (VAT) parameter in the "Health risk" evaluation module • Skeletal muscle mass (SMM) parameter in the "Function/rehabilitation" evaluation module • In evaluation modules: comments function for every evaluation parameter • Send individual seca patient file from the **seca 115** PC software to a secaseca mBCA • Initiate a printout of results reports directly on the seca mBCA
Modified	Graphical representation: phase angle (φ), bioimpedance vector analysis (BIVA), body composition chart (BCC), total body water (TBW)
No longer applicable	Lean soft tissue mass (LST) parameter in the "Function/rehabilitation" evaluation module

6.3   Display of weight values

The **seca 115** PC software displays the weight values it receives only in the unit set in the PC software. If the setting on the transmitting device is different, the weight values will be converted automatically. Details are in the table below.

seca 115 software setting	seca device setting	seca 115 display	
		Weight ≤ 20 kg	**Weight > 20 kg**
kg	kg	kkk.ggg	kkk.gg
	lbs		
	sts		
	-	kkk.gg[a]	
lbs	kg	ppp:oo.o	ppp.p
	lbs		
	sts		
	-	ppp.p[a]	
sts	kg	s:pp:oo.o	ss:pp.p
	lbs		
	sts		
	-	ss:pp.p[a]	

a. Manual entry of measured values directly in the PC software **seca 115**

7. 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 at www.seca.com.

8. DECLARATION OF CONFORMITY

seca gmbh & co. kg hereby declares that the product meets the terms of the applicable European directives. The unabridged declaration of conformity can be found at: www.seca.com.

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