



Welch Allyn®  
Surveyor™ Protocol Editor  
Part of Surveyor Central  
User Manual Addendum



Manufactured by Welch Allyn, Inc. Skaneateles Falls, NY U.S.A.



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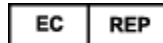
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901137 MONITORING CENTRAL STATION



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# NOTICES

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## Manufacturer's Responsibility

- Assembly operations, extensions, readjustments, modifications, or repairs are carried out only by personnel authorized by Welch Allyn, Inc.
- The device is used in accordance with the instructions for use.

## Responsibility of the Customer

The user of this device is responsible for ensuring the implementation of a satisfactory maintenance schedule. Failure to do so may cause undue failure and possible health hazards

## Equipment Identification

Welch Allyn, Inc. equipment is identified by serial and part numbers on the side, back, or bottom of the device. Care should be taken so that these numbers are not defaced.

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## Notice to EU Users and/or Patients

Any serious incident that has occurred in relation to the device, should be reported to the manufacturer and the competent authority of the Member State in which the user and/or patient is established.

## Disposal

This product and its accessories must be disposed of according to local laws and regulations. Do not dispose of this product as unsorted municipal waste. For more specific disposal information see [www.welchallyn.com/weee](http://www.welchallyn.com/weee).

## WARRANTY INFORMATION

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### Your Welch Allyn Warranty

WELCH ALLYN, INC (hereafter referred to as “Welch Allyn”) warrants that components within Welch Allyn products (hereafter referred to as “Product/s”) will be free from defects in workmanship and materials for the number of years specified on documentation accompanying the product, or previously agreed to by the purchaser and Welch Allyn, or if not otherwise noted, for a period of twelve (12) months from the date of shipment.

Consumable, disposable or single use products such as, but not limited to, PAPER or ELECTRODES are warranted to be free from defects in workmanship and materials for a period of 90 days from the date of shipment or the date of first use, whichever is sooner.

Reusable product such as, but not limited to, BATTERIES, BLOOD PRESSURE CUFFS, BLOOD PRESSURE HOSES, TRANSDUCER CABLES, Y-CABLES, PATIENT CABLES, LEAD WIRES, MAGNETIC STORAGE MEDIUMS, CARRY CASES or MOUNTS, are warranted to be free from defects in workmanship and materials for a period of 90 days. This warranty does not apply to damage to the Product/s caused by any or all of the following circumstances or conditions:

- a) Freight damage;
- b) Parts and/or accessories of the Product/s not obtained from or approved by Welch Allyn;
- c) Misapplication, misuse, abuse, and/or failure to follow the Product/s instruction sheets and/or information guides;
- d) Accident; a disaster affecting the Product/s;
- e) Alterations and/or modifications to the Product/s not authorized by Welch Allyn;
- f) Other events outside of Welch Allyn’s reasonable control or not arising under normal operating conditions.

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## USER INFORMATION

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### Addendum to the User Manual

This addendum is intended to provide information to operators to help them understand how the Surveyor Protocol Editor works as part of a Surveyor Central System.

Reference the Surveyor Central System user manuals for all warnings and cautions.





- Device is a computer based software application intended for use on a computer separate from the Surveyor Central. Protocols developed on the separate computer are imported into Surveyor Central.
- Surveyor Protocol Editor software is designed to operate under Microsoft® Windows 7 Professional (64-bit), Windows 8.1 (64-bit), and Windows 10 Professional (64-bit).
- Before attempting to use the device for clinical applications, the user must read and understand the contents of the user manual and any accompanying documents.

# EQUIPMENT SYMBOLS AND MARKINGS

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## Symbol Delineation

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	Follow instructions/directions for use (DFU) -- mandatory action. A copy of the DFU is available on this website. A printed copy of the DFU can be ordered from Hillrom for delivery within 7 calendar days.
	Medical Device
	Reorder Number
	Model Identifier

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# SURVEYOR PROTOCOL EDITOR

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Optional Protocol Manager is a program that allows clinicians to select automatic timed events that serve as reminders, automatically generate printed ECGs, and export resting 12-lead ECGs. This is particularly useful to clinicians that perform ECG data collection and must remember to execute certain functions at specific times. Using a Protocol is explained in Section 2 of the Surveyor Central System user manual.

When the Protocol Manager option is present on your Surveyor Central, you are able to select from a list of user created protocols. The Protocols in the list have been imported by use of the password protected **Config** window using the **Management** selection. The protocols have been created using the Protocol Editor application.

The Protocol Editor application allows you to program the times for the events and printouts to automatically occur. An unlimited number of protocols can be designed and the desired protocol can be selected at the start of each patient monitoring session at the Surveyor Central.

Protocols can be programmed with multiple Phases that can be started by the Surveyor Central user as well as by a press of the call button on the transmitter.

The Protocol Editor is invoked from a separate computer where protocols are created for later import into the Surveyor Central.

## Required Equipment

- Surveyor Protocol Manager Kit
  - Surveyor Protocol Editor installation CD
  - Surveyor Protocol Editor User Manual that includes installation and operational instructions
- Personal computer(s) that will be used to develop and create Surveyor Protocols for Import
  - OS: Microsoft Windows 7 64-bit Professional edition, Window 8.1 (64-bit), or Windows 10 Professional (64-bit)

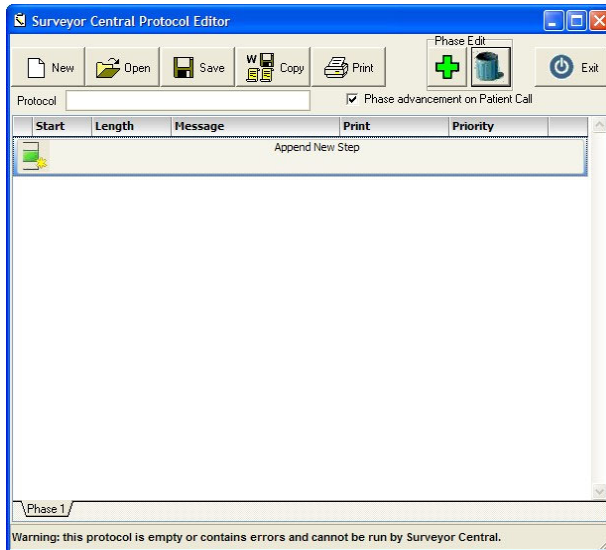
## Surveyor Protocol Editor Application Installation

1. Insert the Protocol Editor CD in your drive. If you have the Auto play function enabled, installation will start automatically. If not, left-click on the My Computer icon on your desktop, browse to your CD/DVD drive and left-click on Setup. Follow the on-screen instructions.
2. Create a directory named, for instance, **Protocols** where you wish to save them after they are created. The install program will automatically create a shortcut on your computer desktop.

**NOTE:** This manual may contain screen shots. Any screen shots are provided for reference only and are not intended to convey actual operating techniques. Consult the actual screen in the host language for specific wording.

## Using Surveyor Central Protocol Editor

Open the Protocol Editor executable which displays a window similar to the one shown below. A message at the bottom warns that this protocol is empty.



### Create a new protocol

1. Left click on the **Append New Step** field. A row of editable fields will open allowing you to customize them.

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**Start** Hours and minutes are displayed allowing you to change hh: mm. If you want the first step to occur immediately, leave the time set to 00:00. If you wish the first step to begin later, change the timer (e.g., 00:10 would start in 10 minutes).

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**Minutes** This field allows you to define the duration of the first step in minutes from 1 to 180. You can use the arrow to scroll or enter the value using the keyboard.

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**Message** This field allows you to enter a message up to 30 characters that will appear as a label in the Alarm Event window and in the Review Events. You may want to limit the number of characters in consideration of the event's viewable area.

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**Print** This field determines the type of printout that will occur at the beginning of the step and defaults to **None**. Left click on this field to open a drop-down list of selections that depend on your Surveyor Central available options.

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**Priority** The field allows you to choose the priority level that will be initiated with this step and defaults to informational (White). Left click on this field to open a drop-down list of priority color selections to change to medium (Yellow) and low (Cyan) priorities.

**NOTE:** When Yellow alarms are set to latched at Surveyor Central, protocol steps with a yellow priority are prevented from advancing without first acknowledging the yellow messages.




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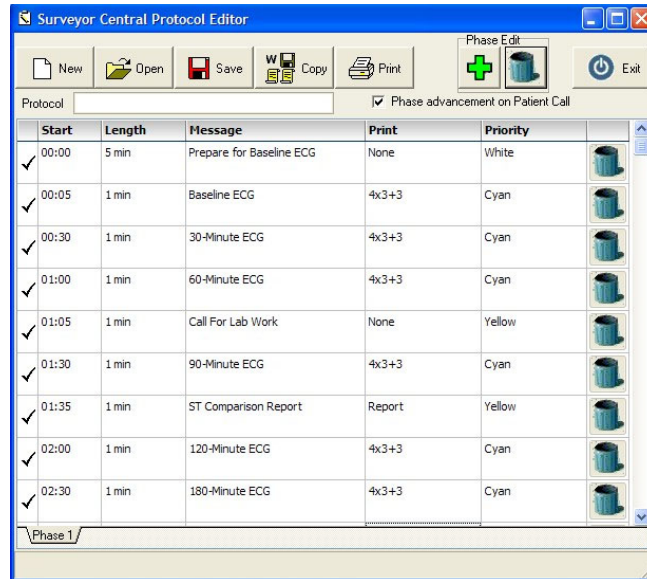
The "Trashcan" can be selected to delete the entire step. To remove the row, left click on this icon. Note that once removed, this action cannot be undone.

- When you have finished editing the first row, left click on **Append New Step** and a second row appears. Notice that the **Start** field is automatically set according to the previous row's **Minutes** field.

**NOTE:** If the **Start** field does not correlate properly, the first column (previously a check mark) will show red negative symbols. An error message will also be displayed at the bottom of the window until a correction is made.

- Repeat the above steps until you are finished with all desired protocol steps for this Phase.

After completing Phase 1 steps, your protocol may look something like the example below.



### Create a new Phase

- Left click on the green plus-sign button in the top right area of the window and repeat steps 1 – 3 above. If you wish to delete a Phase, you can left click the trashcan button in the Phase Edit area of the window.

When there is more than one Phase, you can select the check box **Phase advancement on Patient Call** to allow the next Phase to begin when the transmitter call button is pressed.

**NOTE:** Event acknowledgement of a completed phase at the Surveyor Central will cause the next Phase to begin. The last step of any Phase is infinite and will continue until the Protocol is stopped or movement to the next Phase occurs.

- To Save your Protocol when finished editing the steps, left click on the **Save** button at the top of the Protocol Editor window. The protocol file extension is .ptcl.
- A window will open prompting you to select the directory location. Name the protocol with a name that will allow easy identification of the type of protocol. This name will also appear at the Surveyor Central for selection once it is imported.

### Edit a new protocol

1. Select the **New** button at the top of the Protocol Editor window. Repeat all steps explained above.
2. To open an existing protocol for review, printing or editing, left click on the **Open** button at the top of the Protocol Editor window.
3. A window will open prompting you to select the directory location and then you can select and **Open** that protocol.
4. Once you have opened a protocol, a duplicate can be created by selecting the **Copy** button at the top of the Protocol Editor window. This allows you to start with a protocol that is similar to one you want to create. Changes can be made and then the protocol can be saved with a new name.
5. To print a copy of the protocols you have defined; with a protocol opened left click on the **Print** button at the top of the Protocol Editor window. The protocol will print to your default windows printer.
6. When finished, select the **Exit** button in the upper right area of the Protocol Editor window.
7. To import your protocol(s) into the Surveyor Central, refer to the System Configuration section of the Surveyor Central System user manual.